

Adding a vehicle allows you to register a new vehicle in your account.

## Register a New Vehicle

The device must be installed in the vehicle before you can see the vehicle in the portal.

### ► To add a vehicle:

1. From the menu, click **Vehicles**.
2. Click **Add Vehicle**.
3. Enter the following information in the Vehicle Editor:

Field Name	Description
Serial Number*	The unique serial number of each GPS device that is associated with a specific vehicle. The device serial number(s) are pre-populated into your account at the time of installation. Each device can be registered to only one vehicle.
Odometer*	The mileage on the vehicle at the time of installation.
Vehicle Label*	The user-friendly identifier for the vehicle used in maps, reports, and so on. You can decide how to label each vehicle in your fleet.  <i>Please do not use special characters as this may affect reports/exported data.</i>
VIN*	The Vehicle Identification Number. Enter the VIN that is associated with the specific serial number of the installed device. Refer to your vehicle/device registration card (if available) to ensure you associate the right vehicle with the right device.
Icon*	The default icon appears as a pin with a circle. Instead of using a circle, you can assign different shapes to different vehicles to get an immediate visual indicator for the vehicle type. For example, all trucks can be denoted with a truck-shaped icon, whereas vans can be denoted with a van-shaped icon. (Color is dynamically set based on vehicle status.)
Year*	The year of the vehicle model.
Make*	The make of the vehicle (e.g., Ford). Automatically populated when VIN is entered.
Model*	The model of the vehicle (e.g., F150). Automatically populated when VIN is entered.

Field Name	Description
Color	The Vehicle Identification Number. Enter the VIN that is associated with the specific serial number of the installed device. Refer to your vehicle/device registration card (if available) to ensure you associate the right vehicle with the right device.
License Plate	The license plate number of the vehicle.
License State	The state in which the vehicle is licensed.
Country	The country where the vehicle operates.
Fuel Type	The type of fuel the vehicle consumes (used to calculate GHG emissions on reports).
Fuel Capacity	The fuel capacity in gallons (used to calculate the Idle GPH).
Engine Size (L)	The size of the engine (used to calculate the Idle GPH).
Idle GPH	The number of gallons per hour the vehicle consumes when idling. Automatically calculates based on fuel capacity and engine size.

1. Click **Save**.

A copy of the registration information will be sent to the email address on file with your account.



**Note.** Additional settings are available after initial save. See [Editing a Vehicle](#).

After your device has been installed in your vehicle, you must add the vehicle's information to the Responsible Fleet portal (register). You can add vehicles by entering information into the portal one at a time or by importing data from a spreadsheet.



**Note.** You must have the Vehicle Admin permission in order to manage vehicles.

For most device models, you need to have the following to add the vehicle to the portal (required fields are indicated by an asterisk \*):

Field Name	Description
Serial Number*	The unique serial number of each GPS device that is associated with a specific vehicle. The device serial number(s) are pre-populated into your account at the time of installation. Each device can be registered to only one vehicle.

Field Name	Description
Vehicle Label*	The user-friendly identifier for the vehicle used in maps, reports, and so on. You can decide how to label each vehicle in your fleet. Examples for vehicle labels may include using numbers for the vehicles (e.g., 22, 23, 24), both numbers and descriptions (e.g., 194 - Component Semi), the serial number of the device (e.g., 433208XXXX), or any abbreviated notation that is already in place at your company (e.g., TRK-91 for truck or C-42 for crane). You can also override the vehicle label from <a href="#">user preferences</a> .  <i>Please do not use special characters as this may affect reports/exported data.</i>
VIN*	The Vehicle Identification Number. Enter the VIN that is associated with the specific serial number of the installed device. Refer to your vehicle/device registration card (if available) to ensure you associate the right vehicle with the right device.
Initial Odometer*	The mileage on the vehicle at the time of installation. This value may not be required for registration of certain device models.
Initial Run Time	The number of running hours the engine has accumulated. Only relevant for assets, service reminders, or frequent idling.
Country*	The country where the vehicle operates.
License State*	The state in which the vehicle is licensed.
License Plate	The license plate number of the vehicle."
Color	The color of the vehicle.
Make	The make of the vehicle. Automatically populated when VIN is entered.
Model	The model of the vehicle. Automatically populated when VIN is entered.
Model Year	The model year of the vehicle. Automatically populated when VIN is entered.
Engine Size (L)	The size of the engine (used to calculate the Idle GPH on emissions reports). If unknown, leave blank.



**Note.** After initial registration, you can [edit more vehicle details](#), such as [Fuel Type](#), [Fuel Capacity](#), and [Visibility](#). You can also identify other descriptive information for vehicles known as [attributes](#).

## Enter Vehicle Information

Entering vehicle information manually is often used when you have a small number of vehicles (1-5) to register at a time.

### ► To add a vehicle:

1. From the portal, hover over the **Account** menu, click **Manage Vehicles**, and click **Open**.

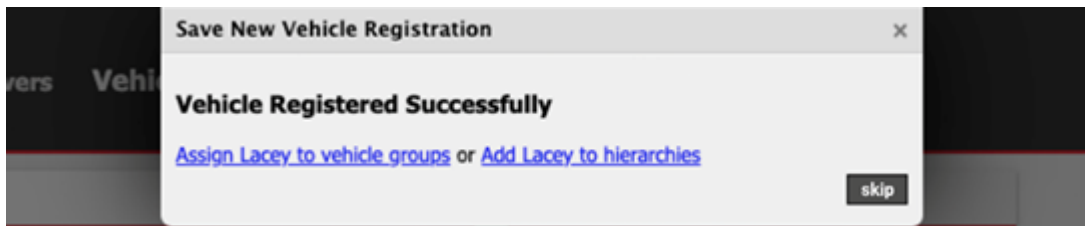
The Manage Vehicles and Groups page opens in a new browser tab.

1. At the bottom of the Vehicle List grid, click **Vehicle** next to Register New.



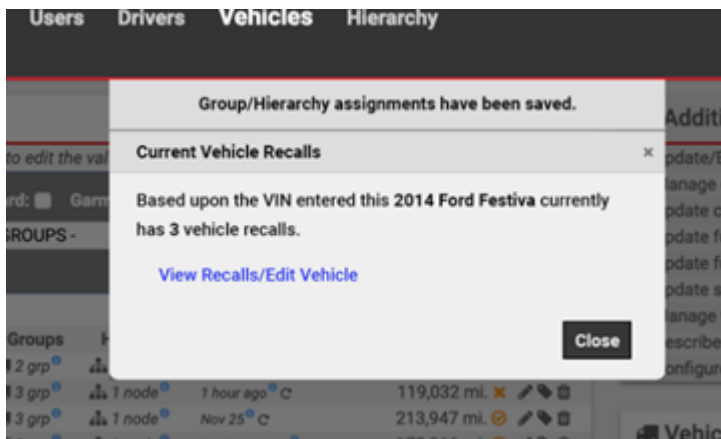
1. In the Register New Vehicle window, enter the required information for the vehicle/device. (Required fields are denoted with an asterisk \*. See above for descriptions.)
2. Click **Register Vehicle**.

The Save New Vehicle Registration pop-up window appears with a message stating the vehicle was registered successfully.



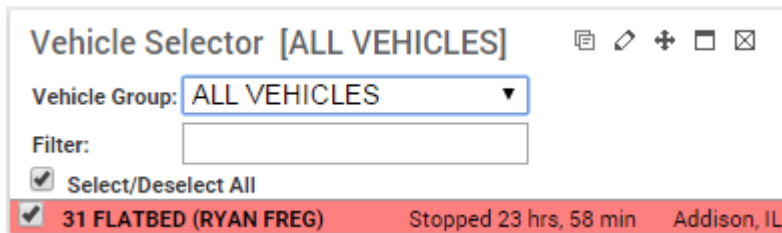
1. You may use the hyperlinks to assign the newly registered vehicle to a vehicle group (Assign [vehicle label] to vehicle groups) or add the vehicle to hierarchies (Add [vehicle label] to hierarchies). Alternatively, you may skip these options by clicking **skip**.

If there are current recalls, the Current Vehicle Recalls pop-up appears providing a hyperlink (View Recalls/Edit Vehicle) to view the current recalls associated with the entered VIN. If there are no recalls, the pop-up reads "Changes Saved and you may exit by clicking the Exit button."



1. Click **Close** to complete the registration process.
  1. Continue the registration process for each vehicle/device in your fleet.
  2. Go back to the browser tab that contains the dashboard.

From the **Vehicle Selector** dashlet, you should now see the vehicles you added; however, the vehicle will not appear until it has been driven after the device installation.



The screenshot shows the 'Vehicle Selector [ALL VEHICLES]' dashlet. It includes a 'Vehicle Group' dropdown menu set to 'ALL VEHICLES', a 'Filter' input field, and a 'Select/Deselect All' checkbox. Below these, a table lists vehicles. The first row is highlighted in red and shows a checked checkbox, the text '31 FLATBED (RYAN FREG)', 'Stopped 23 hrs, 58 min', and 'Addison, IL'.

Vehicle Selector [ALL VEHICLES]			
Vehicle Group: ALL VEHICLES			
Filter:			
<input checked="" type="checkbox"/> Select/Deselect All			
<input checked="" type="checkbox"/>	31 FLATBED (RYAN FREG)	Stopped 23 hrs, 58 min	Addison, IL

## Import Vehicle Information

The portal provides several options for **importing and exporting data to and from a spreadsheet**. You can use the import option for registering a large batch of vehicles as long as the serial numbers for your devices are already loaded into the portal. The maximum number of rows spreadsheet upload accepts is 1,500. If your spreadsheet has more than this number it is recommended to break it up and perform multiple uploads for each group of 1,500 until it is complete.



**Tip!** If you already have data in the portal, it's a good practice to first **export the data** for safe-keeping so that you can restore if you later make a mistake in your import.

### ► To import vehicles:


1. From the portal, hover over the **Account** menu, click **Manage Vehicles**, and then click **Update/Export items using a spreadsheet**.
2. Download a **CSV Example template** next to the **Register New Vehicles** spreadsheet action.
3. Within the spreadsheet, column names appear in Row 1 and an example record appears in Row 2. Replace Row 2+ with your own data.



**Note.** Fields in the Reference column on the Update/Export page are required. If your spreadsheet has duplicate data rows for a reference column, such as two rows with the same username or VIN, the spreadsheet upload will only import one record using the last row of data.

Available columns for vehicle import include: VIN, Vehicle Label, Serial Number, Color, License Plate, License Country, License State, Odometer, Make, Model, Model Year, Fuel Type, Fuel Capacity, Idle GPH, Engine Size, Run Time, Run Time Timestamp, and Vehicle Icon. You must include data for the following cells: VIN, Vehicle Label, Serial Number (reference columns), License Country, License State, and Odometer (required fields). All other cells are optional and can be left

blank. (See above for descriptions.)



**Note.** For VIN, Serial Number, and Odometer values, format the cells as either number (with no decimal places) or text (if the cell value starts with a 0). If you have multiple items within a cell, use the following delineator(s):  
: - multiple assignments (e.g., Vehicles:Drivers)  
; - multiple items (e.g., red;gray)

1. Save the spreadsheet with your changes.
2. From the portal in the Spreadsheet Actions grid, click the **Register New Vehicles** option.
3. From the Import Step 1: Upload CSV or Excel File grid, click **Choose File**.
4. In the Open window, browse to the location where you saved the file for import, and double-click it.
5. Click **Upload Now**.

### Import Step 1: Upload CSV or Excel File

*Instructions: Create a spreadsheet with all your vehicles in rows.*

Spreadsheet:  vehicles.csv

The Import Step 2: Define Columns grid appears. This grid allows you to see how your spreadsheet column names (shown in the drop-downs) will be applied to the appropriate fields in the portal (shown in bold). Set any fields marked "IGNORE" to the appropriate column name.

1. Click **Preview the Import**.

### Import Step 2: Define Columns

*This preview shows what columns from your spreadsheet will be imported and allows you to specify explicitly h*

VIN	Vehicle Label	Serial Number	Color
<input type="text" value="VIN"/>	<input type="text" value="Vehicle Label"/>	<input type="text" value="Serial Number"/>	<input type="text" value="Color"/>
19UYA31581L000000	Truck 150	xlkjas93902	Red

The Import Step 3: Preview Import Data grid appears. This grid allows you to verify the data that will be imported. Valid values for reference fields will be marked with a green check box.


1. Click **Proceed with Import**.

Import Step 3 - Preview Import Data							
This preview shows what data will be imported.							
Reference: VIN	Reference: Vehicle Label	Reference: Serial Number	Color	License Plate	License Country	License State	Odometer
✓ 19UYA31581L000000	✓ Truck 150	✓ 93902	Red	AZ54234	USA	AZ	800
Proceed with Import							

The Import Step 4: Import All Data grid appears. This grid provides a summary of the import results. If any rows were skipped, they will be listed here with the reason they were not imported.


Import Step 4 - Import All Data	
The following actions were taken.	
[Results of import message displays here.]	
[Specific rows that apply to the result message display here.]	

1. From the menu at the top of the page, click **Vehicles** to view the new vehicles that were imported.



**Note.** Certain Spreadsheet Upload Actions can update only one column at a time. For example, the Attribute Update process would need to be performed twice to update the Car Color then the Car Type attribute. You would choose “-Ignore-” for one of the attributes during each upload so only one was chosen. (That the column header on that particular spreadsheet is the actual Attribute Name as entered in the system. This name must be listed in the first row to designate the Attribute Name for Attribute update.)

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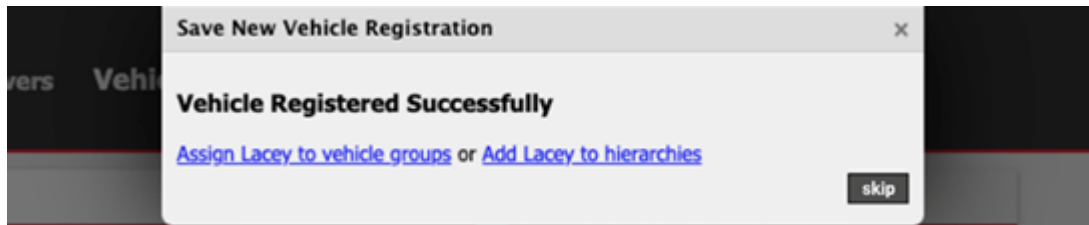
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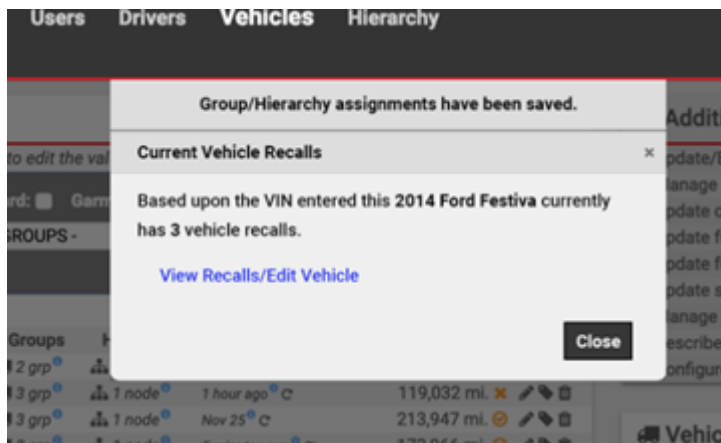
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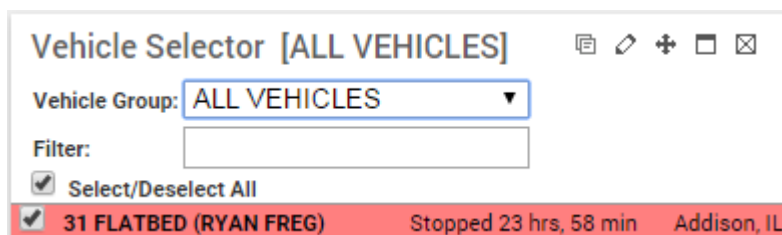
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~ - full path for **hierarchy** (e.g., Company Name~East~Northeast)  
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VIN	Vehicle Label	Serial Number	Color
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1. Click **Proceed with Import**.

### Import Step 3 - Preview Import Data

*This preview shows what data will be imported.*

Reference: VIN	Reference: Vehicle Label	Reference: Serial Number	Color	License Plate	License Country	License State	Odometer
✓ 19UYA31581L000000	✓ Truck 150	✓ 93902	Red	AZ54234	USA	AZ	800

**Proceed with Import**

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