

Link: https://help.responsiblefleet.com/docs/about-vehicles/editing-a-vehicle/ Last Updated: February 7th, 2019

You can edit vehicle details or transfer a device to a different vehicle.

## **Edit Vehicle Details**

When you register a new vehicle, basic vehicle information is required. After registration, you can edit any of the basic vehicle information, as well as additional settings. You cannot, however, edit the serial number. See transferring a device (below) to move a device to another vehicle.

### To edit a vehicle:

- 1. From the map, Search Results tab, or Vehicles tab, click the vehicle that you want to edit.
- 2. From the Vehicle Card, click **Edit**.
- 3. The following additional fields are available to modify:

Field Name	Description
Runtime	The number of engine hours.
Phone Number	The phone number used to contact the vehicle / driver. (Used with alerts and messaging.)
Email	The email address used to contact the vehicle / driver. (Used with alerts and messaging.)
Alert Preference	Select the preferred method(s) of communication for the vehicle.

1. Click Save.

## **Transfer a Device**

If you need to transfer a device from one vehicle to another, the existing registration (associated with the old VIN) will be deleted.

### **•** To transfer a device:

- 1. From the menu, click **More**.
- 2. Click **Transfer Device**.
- 3. In the Serial Number drop-down, choose the device you want to transfer.
- 4. Enter the remaining fields for the new vehicle to which you are transferring the device.
- 5. Click Save.



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You can edit vehicle details, transfer a device to a different vehicle, or request deactivation.

## **Edit Vehicle Details**

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### **Request Deactivation for a Device**

Technical Support can deactivate a device remotely. Deactivation requests are processed at the end of the month.

### To deactivate a device:

- 1. From the menu, click **More**.
- 2. Click Request Deactivation.
- 3. Select the vehicle(s) to include in the request, and click Next.
- 4. Enter a reason for the deactivation, and click **Save**.

A copy of the deactivation request will be sent to the email address on file for your account. You cannot modify the deactivation request in the web interface once the request has been made. If you need to make changes, please contact Support.

The Manage Vehicles page provides a comprehensive view of the information for a specific vehicle and allows you to add and edit additional vehicle information beyond what you entered during the vehicle registration process. You can also update vehicle settings by way of spreadsheet import.

### Filter the Vehicle List

If your vehicle list is long, you can use filter options to isolate a subset of vehicles.

### To filter the vehicle list:

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.

Vehicle List

View a full list of your vehicles. Click on values in the Vehicle, VIN, Driver, or Odometer columns to edit the values.

Deactivated:

Fuel Card:

Garmin:

Polygon:

Paste from Google Earth
Vehicle Group:
-ALL GROUPS
Search:

\* for wildcard
filter

- 1. Choose from the following filter options:
  - **Deactivated:** Vehicles that have been marked as inactive.
  - Fuel Card: Vehicles that have a fuel card assigned.
  - **Garmin:** Vehicles that are equipped with a Garmin device.
  - Polygon: Paste the KML from Google Earth to isolate vehicles with locations inside of a particular



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geographic region.

- Vehicle Group: Vehicles that belong to a particular vehicle group.
- Search: Vehicles that match a description. Use \* as a wild card before or after a string of characters.
- **Show All** Select the check box to show all vehicle records on a single page (may take more time to load).
- 2. Click Filter.

The vehicle list shows only the vehicles that match your filter criteria.

## **Edit Vehicle Details**

The vehicle information reflects the values you entered during registration. Additional fields that were not available on the registration form include: Fuel Type, Fuel Capacity, and Hide Location.

### To edit vehicle details:

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.

**Tip!** You can also export vehicle information from the bottom of this page or update vehicle details in a batch process using spreadsheet import.

#### 1. Locate the vehicle you want to modify, and click **Edit** (

🛲 Vehicle	List					C
View a full list of	your vehicles. Click on value	es in the Vehicle,	VIN, Driver, or Odometer	columns to edit tl	he values.	T
Vehicle	VIN	Serial #	Driver	Reported	Odometer	
31 FLATBED	1HTSCABM9VH450	433109	FREG, RYAN 600	4 days ago <sup>0</sup> C	230,156 mi	
42 FLATBED	1HTSCABMXYH217	433109	VANS, BRIAN 210	4 days ago <sup>0</sup> C	146,303 mi.	N. 🖬 🛍
-						

#### OR

If you are making a change to the VIN or Vehicle Label, you can click on the vehicle label or VIN you would like to change from the Vehicle List then enter your change and click **ok** (*You are not required to complete the following steps if you are changing the VIN or Vehicle Label this way*).

-	• • •		-	
8005-Volt2 ok	ok	4642068939 not set	# 2 grp <sup>9</sup> 🚠 0 node ⊨ Nov 14 <sup>0</sup> ℃	19 mi. 🗙 🖋 🗣 🛍
cancel	cancel			

The Edit Vehicle Details page appears.



Link: https://help.responsiblefleet.com/docs/about-vehicles/editing-a-vehicle/ Last Updated: February 7th, 2019

	ø Edit V	ehicle Details		Vehicle Group	Membership
Load the vehicle in this page to edit vehicle-specific	Set details	about this vehicle.		Vehicle groups to wh	ich this vehicle belongs. This affects user visibilit,
details.	Vehicle:	8000		Vehicle 0	iroup Users
Vehicle: 8000	VIN:			ALL VEHICLES	71 users <sup>0</sup>
Device Type: PNP-3100VB		dec	code	Add To: <u>Vehicle Group</u>	
Serial Number:	License Number:			Hierarchy Mem	oarchin
Part Number: LMU30C5VBZ3-GPS01 Registered: Apr 5, 2017	License	Arizona		· · ·	
First Reported: May 4, 2017 (4 weeks)	State:				odes which contain this vehicle.
That Reported That I zozr (Triffeld)		United States 🔻		Add To: <u>Hierarchy</u>	NO HIERARCHY ASSIGNED
Vehicle Location	Year:	2013		Nou to, <u>metatony</u>	
N Scottsdale Rd, Scottsdale, AZ 85255 5/16/17 8:07	Make:	Hyundai		Driver History	:
Traffic	Model:	Elantra		Assianments of differ	ent drivers to this vehicle. Most recent first.
Map Satellite	Color:	Black			NO DRIVERS ASSIGNED
	Engine	1.8 = 0.254 Idle GPH		Assign New: <u>Driver</u>	
	Size (L):			Cudteb Tenute	
<u>_</u>	Fuel Type:	Unleaded V		Switch Inputs	
E Herikel Way	Fuel	gallons		Inputs assigned to th	
(101) E Henkel Way	Capacity: Hide			Andrew Result	NO SWITCH INPUTS
Loop 101 s	Location:	Never show location.	4	Assign: <u>Input</u>	Define New: <u>Sw</u>
Loop 101 Frontage Rd +	ELD:	- rate are are an and an agging benear		Diagnostic Data	
Scot		ADMIN OPTIONS show/hide		Most recent diagnost	c data for this vehicle.
Consta		Submit Changes		Code	Value First Last
Google Map data ©2017 Google Terms of Use			_	Engine Speed	0 05/04/17 05/04/2
Known Odemater Warretete	Due Time	Adjuctment		External Battery Volta	
Known Odometer Waypoints 2		Adjustment		Fuel Level	62 05/04/17 05/16/
Increase the accuracy of your odometer readings by		ks active-time to measure vehicle run t Run Timo (lifetimo) to establish an adii		Fuel Level Remaining Fuel Rate	0 05/04/17 05/16/
entering the known odometer at a specific point in time. This should be done at least quarterly.	Enter a new I baseline for t	Run Time (lifetime) to establish an adju his value.		Inst Speed	0.01 05/04/17 05/04/2 0 03/21/17 05/04/2
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New Date: 5/16/2017 9:57 AM	R	In Time (lifetime) 13.8 hours		Max Decel	0 05/04/17 05/04/
Odometer: 77417.3 Save Waypoint		Submit Chang		Max Speed	0 03/21/17 05/04/
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Initial Odometer 77,014.0 mi.	Vehicle Re			Odometer Offset Trip Fuel	0.02 03/21/17 05/04/2 17 05/04/17 05/16/2
Qurrent Odometer 77,417.3 mi.	Issued recalls	or this vehicle.		Trip Odometer	476.46 05/04/17 05/16/
		Dismissed: Repaired: f		Update Interval	205 03/21/17 05/04/
Start: May 2, 2017				VIN	
Start: May 2, 2017 🗰 End: May 16, 2017 📖				VIN	KMHDH4AE6DU763887 05/04/17 05/04/1
Discover Accumulator Resets	Componen	t Date Con/Rem/Sum A		Vehicle Speed	KMHDH4AE6DU763887 05/04/17 05/04/ 0 05/04/17 05/16/
		t Date Con/Rem/Sum A/		1211	
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Discover Accumulator Resets	ENGINE AND E	N 2007-11-13 Con/Rem/Sum	Actions	1211	
Discover Accumulator Resets	ENGINE AND E	N 2007-11-13 Con/Rem/Sum	Actions	1211	
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Discover Accumulator Resets NOTE: If fixing multiple resets, do the oldest ones first	ENGINE AND E EXTERIOR LIG ENGINE AND E	EN         2007-11-13         Con/Rem/Sum           H         2007-10-24         Con/Rem/Sum           IN         2006-06-20         Con/Rem/Sum	Actions	1211	0 05/04/17 05/16/
Discover Accumulator Resets	ENGINE AND E EXTERIOR LIG ENGINE AND E	EN         2007-11-13         Con/Rem/Sum           H         2007-10-24         Con/Rem/Sum           IN         2006-06-20         Con/Rem/Sum	Actions	1211	
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Tip! If you want to quickly switch to another vehicle from this page, use the Vehicle drop-down.

- 1. From the Edit Vehicle Details grid, add or edit information.
- 2. When finished modifying vehicle details, click **Submit Changes**.

### **Editing Vehicle Recall Data**

The Vehicle Recall Data section shows issued recalls for the selected vehicle. You may filter this list by Dismissed or Repaired status by using the corresponding checkboxes. You may also collapse the filter function by clicking on *filter*.

### How to edit the Vehicle Recall Data list:



Link: https://help.responsiblefleet.com/docs/about-vehicles/editing-a-vehicle/ Last Updated: February 7th, 2019

1. Under the Actions column, click on the ellipses button corresponding to the recall component you would like to edit.

A pop-up appears with the available edits (Dismiss and Mark as Repaired).

Vehicle Reca	ll Data			
Issued recalls for th	nis vehicle.		<b>▼</b> filter	
	Dismissed	: 📕 Repaired: 📕	filter	
Component	Date	Con/Rem/Sum	Actions	
ENGINE AND EN	2007-11-13	Con/Rem/Sum		
EXTERIOR LIGH	2007-10-24	Con/Rem/Sum	Dis	miss
ENGINE AND EN	2006-06-20	Con/Rem/Sum	Mark as	Repaired
SUSPENSION:R	2006-02-12	Con/Rem/Sum		

2. Click on the applicable edit option.

The edit is made and the component is automatically removed from the visible list of issued recalls.

Vehicle Reca	ll Data		
Issued recalls for th	his vehicle.		<b>▼</b> filter
	Dismissed	l: 🗖 Repaired: 🗖	filter
Component	Date	Con/Rem/Sum	Actions
EXTERIOR LIGH	2007-10-24	Con/Rem/Sum	
ENGINE AND EN	2006-06-20	Con/Rem/Sum	
SUSPENSION:R	2006-02-12	Con/Rem/Sum	

3. To see edited issued recalls, click the checkboxes next to **filter** and click **filter**.

Edited recalls for the vehicle appear.



Link: https://help.responsiblefleet.com/docs/about-vehicles/editing-a-vehicle/ Last Updated: February 7th, 2019

Vehicle Reca	ll Data		
Issued recalls for th	nis vehicle.		<b>▼</b> filter
	Dismissed	: 🗹 Repaired: 📕	filter
Component	Date	Con/Rem/Sum	Actions
DISMISSED ENG	2007-11-13	Con/Rem/Sum	
EXTERIOR LIGH	2007-10-24	Con/Rem/Sum	
ENGINE AND EN	2006-06-20	Con/Rem/Sum	
SUSPENSION:R	2006-02-12	Con/Rem/Sum	

Note. Any edits made to recalls issued for the selected vehicle on the Edit Vehicle Details page	
are reflected in subsequent reports.	

hicle	Current Location	Year	Make	Model	Recall Component	Status	Consequence/Remedy/Summary
Dcar	19074 N Scottsdale Rd, Scottsdale, AZ	2006	Nissan	Altima	ENGINE AND ENGINE COOLING	Active	Consequence @/Remedy @/Summary @
		2006	Nissan	Altima	ENGINE AND ENGINE COOLING	Dismissed	Consequence @/Remedy @/Summary @
		2006	Nissan	Altima	EXTERIOR LIGHTING:HEADLIGHTS	Active	Consequence @/Remedy @/Summary @
		2006	Nissan	Altima	SUSPENSION:REAR	Active	Consequence @/Remedy @/Summary @

### Editing a Vehicle Label with an Attached Logging Device

If you have provisioned a tablet in a vehicle and you make a change to the vehicle label by following the instructions provided above, you are required to reprovision the tablet. A warning icon (Vehicle List) or message (Edit Vehicle Details) as described below appears to notify you that the tablet must be reprovisioned.

#### Vehicle List Warning:

- From the Vehicle List, a red warning icon () appears in the Vehicle List window (next to the newly edited vehicle label) indicating that the tablet must be reprovisioned.
- If the icon is grey, the tablet has been successfully provisioned.

2							📕 Vehicle List
,		ie values.	ter columns to edit t	Driver, or Odome	alues in the Vehicle, VIN,	r vehicles. Click on va	iew a full list of you
Paste from Google Earth	LD: Polygon:	armin: 🔳 E	Fuel Card: 📕 G	Deactivated: 🔳			
* for wildcard filter	Search:			roup/Hierarchy:			
			ALL ONOOF O				
Show All 152:					125   126-150   151-152	51-75/76-100/101-1	age: 1-25 / 26-50 / 4
Odometer	Reported	Hierarchy	Groups	Driver	Serial #	VIN	Vehicle
		# 7 node <sup>0</sup>	🚛 4 grp <sup>0</sup>	not set	367	-0.00.8	8005-Veo
2,315,717 mi. 🥝 🖋 🗣 🏛	🛤 Nov 30 <sup>0</sup> C	aaa / noue	tere - yip	not set	007		- 0000 100

#### **Edit Vehicle Details Warning:**

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• From the Edit Vehicle Details page, a warning message ( ELD: Attached Electronic Logging Device. ) appears in the Edit Vehicle Details window (next to ELD) once you have clicked **Submit Changes** and saved the edited vehicle label.

ø Edit Vehicle Details					
Set details abo	ut this vehicle.				
Vehicle:	8005-Veo2				
VIN:	decode				
License Number:					
License State:	Arizona 🔻				
Country:	United States 🔹				
Year:					
Make:					
Model:					
Color:					
Engine Size (L):	= Idle GPH				
Fuel Type:	Unleaded 🔻				
Fuel Capacity:	gallons				
Hide Location:	Never show location.				
ELD:	Attached Electronic Logging Device. (ELD needs provision)				
SAVED	Submit Changes				

#### More reference materials:

• Need to correct vehicle info? Check out Transferring or Deactivating a Device.