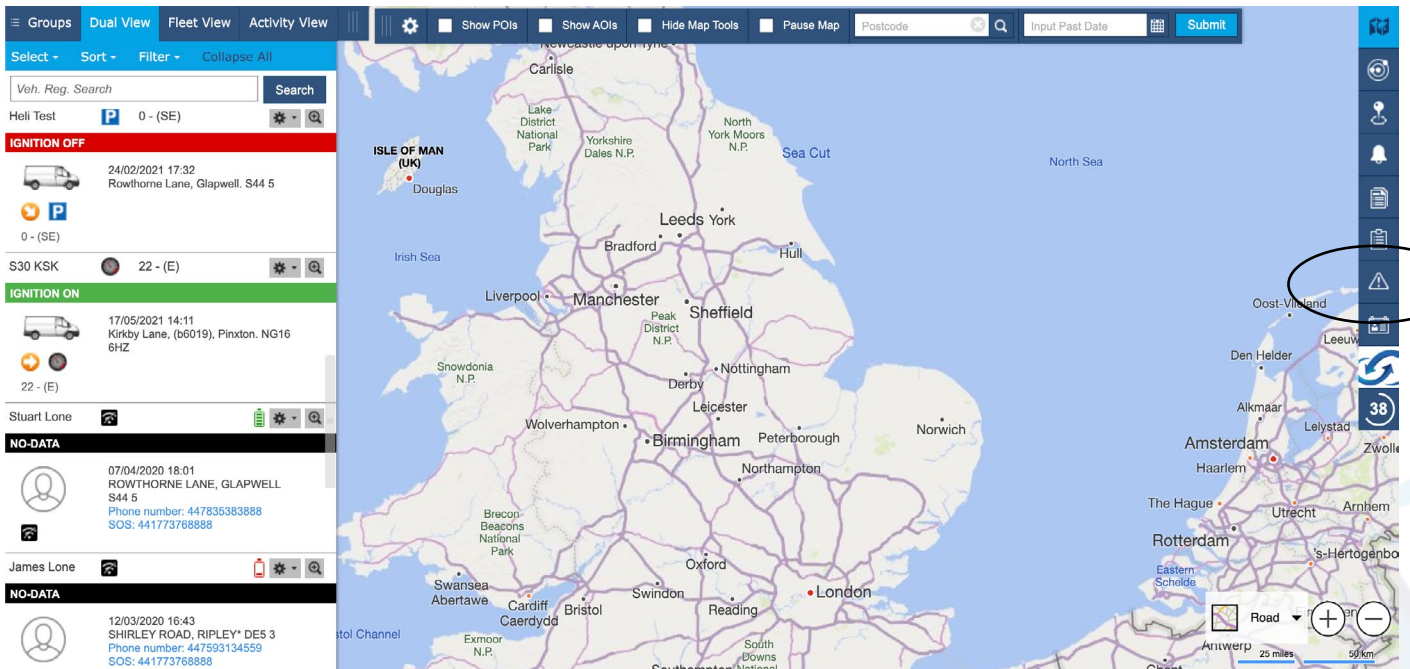




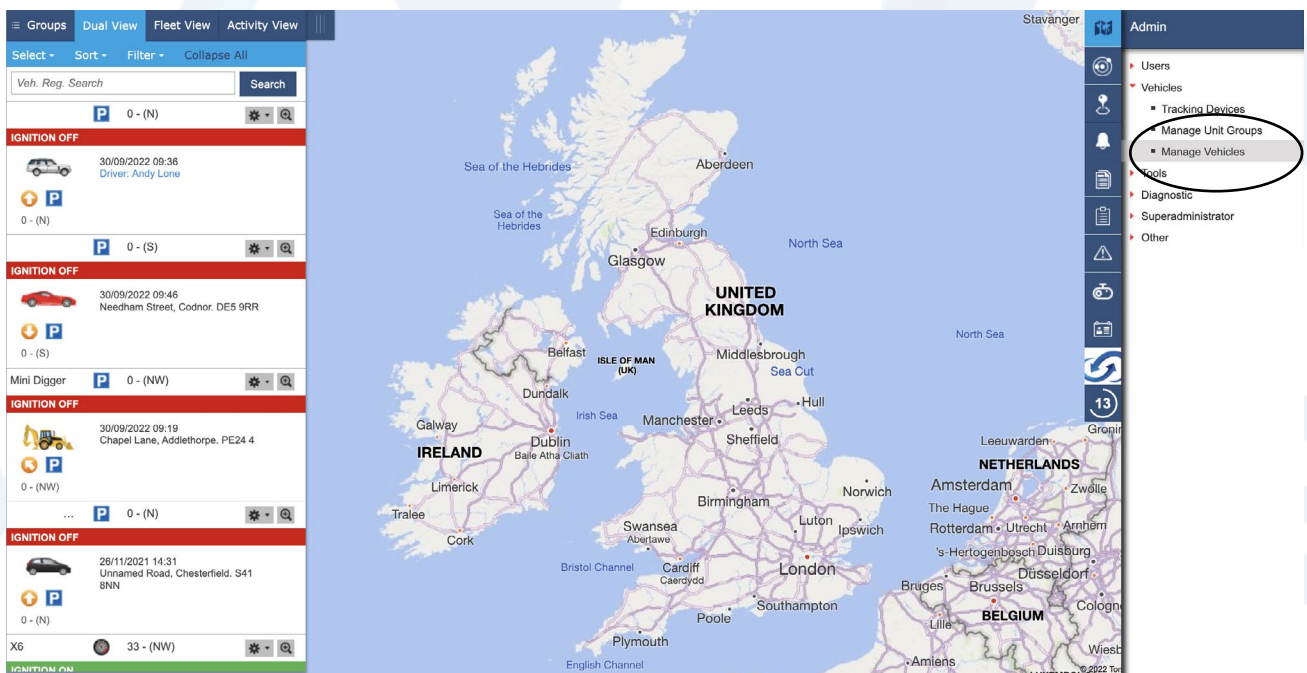
Changing Vehicle Groups

This guide will show you how to change a driver from 1 group to another.

1. Log in to your tracking portal and click the admin option in the panel on the right



2. In the options panel on the right, click on the Manage Vehicles option.



3. The screen will show all of your vehicles in your default group, if the vehicle can't be found here use the Group dropdown menu to find the vehicle you want to move, once found click the edit option to the right.

Vehicles

[Create new Vehicle](#)
[Export XLS](#)
[Export PDF](#)
 Show:
 Account:
 Group:

Vehicle Code	Description ▲	Vehicle Registration	Type	Variant	Colour	Driver	Lat	Lon	Ignition Status	Fleet ID	Edit
544-04683	861551041247420	Heli Test	Van	Transit	White		52.997195	-1.393946	Off		Edit Deactivate
544-02759	864502036063022	Mini Digger	Plant	Backhoe Loader	Yellow		53.187726	0.314491	Off	864502036063022	Edit Deactivate
544-04083	868997039440712	BRIGGS EYE	Car	Hatchback	Black		53.263128	-1.434731	Off	868997039440712	Edit Deactivate
544-02246			Car	Sports	Red		53.041786	-1.379826	Off	358174068300772	Edit Deactivate
544-05877			Car	Sports	Blue		52.997264	-1.393987	Off		Edit Deactivate
544-05795	Heli Racocon	Heli Racocon	Smartphone	Saloon	White		52.917507	-1.082734	Off		Edit Deactivate
544-04267			Car	Sports	Blue		52.997153	-1.39405	Off		Edit Deactivate
544-01729	Porshe Cayenne Andy		Car	4x4	White	Andy Lone	37.11336	-8.2114	Off		Edit Deactivate
544-05793	UNKNOWN 01		Truck	Loader Crane	Blue		53.048382	-1.14872	On		Edit Deactivate
544-05794	UNKNOWN 02		Truck	Loader Crane	Blue		53.275696	-1.269173	Off		Edit Deactivate
544-05813	UNKNOWN03		Truck	Loader Crane	Blue		53.034306	-1.187572	Off		Edit Deactivate
544-05814	UNKNOWN04		Truck	Loader Crane	Blue		53.097321	-1.56936	On		Edit Deactivate
544-05815	UNKNOWN05		Truck	Loader Crane	Blue		52.9894830508474	-2.1342345679012	Off		Edit Deactivate
544-05768	vaxhaull	Vauxhall Van	Van	Transit	White		52.997288	-1.394034	Off		Edit Deactivate
544-04738	VW Transporter		Van	Transit	Black		52.975523	-1.299052	Off		Edit Deactivate
544-05694			Van	Transit	White		52.997281	-1.393974	Off		Edit Deactivate
544-04261		X6	Car	4x4	Red		52.924617	-1.466706	On		Edit Deactivate

4. In your vehicle screen, scroll down and click the Next button.

Lab phone (only digits, format: 441234567891):

Regular Driver:

Pence Per Mile:

Pence Per Hour:

Vehicle Registration:

Make:

Model:

Type of fuel:

CO₂ (g/km):

VIN/Chassis/Frame No.:

Colour:

Description:

Estimated Idling Fuel Consumption (Litres/hour):

Fuel Tank Capacity (Litres): 100.0

Status:

Lon:

Lat:

Immobilise Number:

Ignition Status Visibility: on off

First Use Date(optional):

Last Use Date(optional):

Available for defect checks:

TCO Allowed:

Device History

IMEI	Serial Number	Relationship Start Date Time	Relationship End Date Time
861551041247420		19/01/2021 09:00	Assigned

[Next](#) [Cancel](#) [Save](#)



5. On the next screen, do the same and click next.

Inspection Due Date:

Insurance Due Date:

Last Service (Date):

Last Service (Odometer):

Last Service (Hour Meter):

Service Every (Miles):

Service Every (Months):

Service Every (Hours):

Service Due

Notes:

Start Odometer Reading (Miles):

Start Odometer Reading Date:

Start Odometer Reading Time: Hours: Minutes:

Start Hour Meter Reading Date and Time:

Start Hour Meter Reading (Hours:):

GPS Odometer (Miles):

Manufacturer's (MPG):

Working Day Input

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

[Prev](#) [Next](#) [Cancel](#)

6. When this screen pops up, in the groups section select the group you want to remove the vehicle from and click remove, you can also have a vehicle in multiple groups if you require.

Vehicle Details

Accounts

Groups

Tracking Device

Trailer Tag Serial

[Previous](#) [Save](#) [Cancel](#)

7. Once removed, click on the group you want to add the vehicle to and click copy.

The screenshot shows the 'Vehicle Details' interface. It has several sections: 'Accounts' with a list of accounts and buttons for 'Copy all', 'Copy', 'Remove', and 'Remove All'; 'Groups' with a list of groups including 'LGV Can Testing', 'SOLAR TEST GROUP', 'Skoda Test', 'Test Vehicles', and 'Company Vehicles', and buttons for 'Copy all', 'Copy', 'Remove', and 'Remove All'; 'Tracking Device' with a dropdown menu showing '861551041247420'; and 'Trailer Tag Serial' with an empty dropdown menu. In the 'Groups' section, the 'LGV Can Testing' group is circled, and the 'Copy' button is also circled.

8. Once copied and your vehicle is in the selected group, click on the save option, your vehicle has now been moved into the required group.

This screenshot shows the 'Vehicle Details' page after the vehicle has been moved to the 'SOLAR TEST GROUP'. The 'Accounts' section remains the same. In the 'Groups' section, the 'SOLAR TEST GROUP' is now selected, and the 'LGV Can Testing' group is empty. The 'Copy all', 'Copy', 'Remove', and 'Remove All' buttons are still present. At the bottom of the page, there are three buttons: 'Previous', 'Save', and 'Cancel'. The 'Save' button is circled.