



Vision Pro™: Assets - Vehicles

User Guide

POWERFLEET®
People Powered IoT

MANAGING THE **ASSETS** IN YOUR SYSTEM

How to view, edit, delete, and add vehicle data in the Vision Pro™ software database of your industrial truck management system.

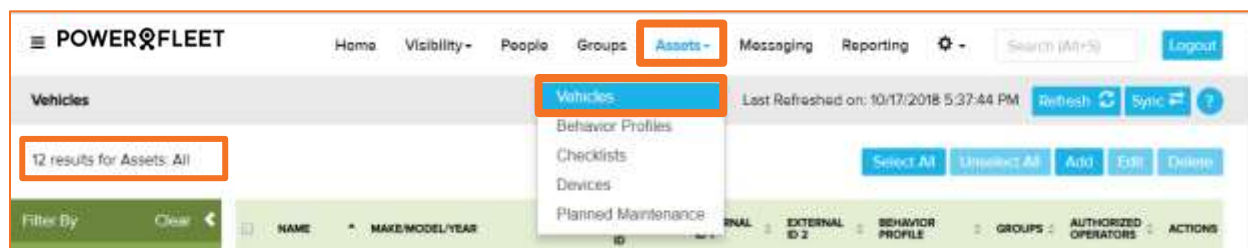


TABLE OF CONTENTS

INTRODUCTION	1
VIEWING VEHICLES	2
Viewing the Vehicle List	2
Filtering/Searching the Vehicle List	3
Sorting the Vehicle List.....	3
Viewing Specific Vehicle Data (Read-Only)	4
EDITING VEHICLES	6
Choosing Vehicles to Edit from Main Vehicles Screen	6
Editing a Single Vehicle.....	7
Editing Basic Vehicle Data.....	7
Editing Vehicle Status	8
Editing Vehicle's General Profile	9
Editing Vehicle's Behavior Profile	10
Editing Vehicle's Group Assignment	10
Saving Edits to Vehicle	12
Batch-Editing Multiple Vehicles	13
ADDING VEHICLES.....	15
Adding Vehicles One at a Time.....	15
Duplicating Vehicles to Save Time	16

INTRODUCTION

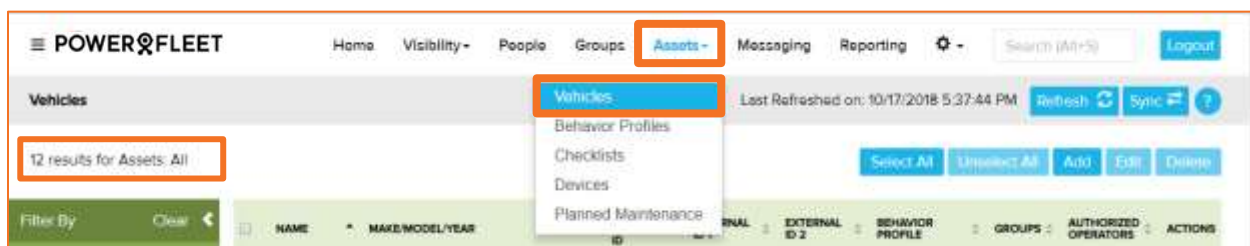
The **ASSETS** section of your Vision Pro™ software lets you manage all the equipment associated with your industrial truck management system:

- The **Vehicles** being monitored.
- Basic **Checklists** for each Vehicle Type.
- Advanced **Behavior Profiles** for each Vehicle Type (automatic system reactions to various events, such as impacts).
- **Planned Maintenance** profiles for each Vehicle Type, if applicable and licensed.
- Vehicle **Batteries**, if applicable and licensed.
- System **Devices**, including Vehicle-mounted devices (VACs) and communication infrastructure hardware (WAMs, Beacons, and/or Wi-Fi Access Points).

This User Guide details how **Vehicles** are viewed, edited, and managed in the Vision Pro™ software.

To get started, as shown below...

1. From the Vision Pro™ software home screen, click the **Assets** drop-down list.
2. Select **Vehicles**.



VIEWING VEHICLES

NOTE

Through an automated “in-fleeting” process, the Vision Pro™ database will populate with some Vehicle information *automatically*, as the Vehicle-mounted devices (VACs) are installed and communicate with the Vision Pro server.

Vehicle installers — whether your own employees, the vehicle OEM, a dealer, or another third party — will be certified on proper VAC installation/configuration.

For more information on VAC installation and configuration, including how Vehicle data is entered, refer to the “**Powerfleet VAC4 Hardware Users Guide**” and supporting tutorial videos on I.D. Systems’ Training Portal. (If you do not have access to these resources, contact your I.D. Systems program manager.)

Viewing the Vehicle List

When you click **Vehicles** on the **Assets** drop-down list, the **Vehicles** screen will appear:

NAME	MAKE/MODEL/YEAR	BODY VEHICLE ID	EXTERNAL ID 1	EXTERNAL ID 2	BEHAVIOR PROFILE	GROUPS	AUTHORIZED OPERATORS	ACTIONS
FR 00016	TOYOTA/BFGCU25/2015	FR-15			Forklift rider-electric safety	2	17	
PR 00003	CROWN/PE3540-60/2001	PR-3			Pallet Jack rider safety profile	2	17	
PR 00010	YALE/MPE060LEN24T2743/2010	PR-10			Pallet Jack rider safety profile	2	17	

This screen lists the vehicles detected by the system [A], including data entered during the installation process, such as Vehicle **Name** (typically the ID stenciled on Vehicle), **Make/Model/Year**, and **Vehicle ID**.

This screen also shows data added (by default or by a Software User) [B], including **External IDs** (optional), **Behavior Profile** (see separate User Guide), the number of **Groups** the Vehicle belongs to (see separate User Guide), and how many **Authorized Operators** can access the Vehicle.

You can filter your view of the Vehicle list [C] in a variety of ways, as described below.

Filter By Clear

Text
Search Text

Expirations:
☐ Expired (0)
☐ Expiring This Month (0)
☐ Expiring Next Month (0)

Asset Access:
☐ In Service (12)
☐ Out of Service (0)
☐ Active/Locked Account (0)

Planned Maintenance:
☐ Overdue (7)
☐ Due This Week (7)
☐ Due Next 30 Days (8)

Diagnostic Errors:
☐ Active (0)
☐ Inactive (12)

Firmware Upgrades:
☐ Pending (0)

Synchronization Status:
☐ Fully synchronized (12)
☐ Partially synchronized (0)
☐ Not Synchronized (0)

Access Bypassed:
☐ Software Bypassed (0)
☐ Hardware Bypassed (0)

Group:

Vehicle Type:

Last Detected:

Filtering/Searching the Vehicle List

On the left side of the **Vehicles** screen, as shown at left, you can filter the Vehicles list by:

- A typed-in **Text** search for specific Vehicles.
- Vehicle **Expirations** (in Groups that have expiration dates).
- **Asset Access** status (in/out of service and locked out).
- **Planned Maintenance** status (overdue, coming due). Planned Maintenance is an optional (licensed) feature.
- **Diagnostic Errors**.
- **Firmware Upgrades** status.
- Data **Synchronization** status.
- **Access Bypassed** status.
- **Group** (a drop-down list of Operator-Vehicle Groups defined in the system, including the default **ALL_ACCESS** Group.)
- **Vehicle Type** (a drop-down list of default and/or added Vehicle Types defined in the system, such as Forklift Rider, Order Picker, Pallet Jack, Tow Tractor, etc.).
- When Vehicles were **Last Detected** (a drop-down list of time frames, from "This hour" to "Not Detected" at all).

Sorting the Vehicle List

To sort Vehicles by any column, click the **up/down arrow** on top of that column **[A]**. At the bottom of the screen, you can choose how many Vehicles are visible on the screen at one time (e.g. 10 per screen) **[B]**, and which screen to view (e.g. with 10 Vehicles per screen, screen 1 will show Vehicles 1-10) **[C]**.

NAME	MAKE/MODEL/YEAR	IDSY VEHICLE ID	EXTERNAL ID 1	EXTERNAL ID 2	BEHAVIOR PROFILE	GROUPS	AUTHORIZED OPERATORS	ACTIONS
FR 00016 A	TOYOTA/8FGCU25/2018	FR-16			last Forklift rider- electric-safety	2	17	

[C] **[B]** 10 25

NAME	MAKE/MODEL/YEAR	IDSY VEHICLE ID	EXTERNAL ID 1	EXTERNAL ID 2	BEHAVIOR PROFILE	GROUPS	AUTHORIZED OPERATORS	ACTIONS
FR 00016	TOYOTA/8FGCU25/2018	FR-16			Interpiast Forklift rider-electric-safety	2	17	

Vehicles • View: FR 00016 Last Refreshed on: 10/19/2018 3:26:34 PM [Refresh](#) [Sync](#)

A

Name	Vehicle Type
FR 00016	Forklift Rider

Make	Model	Year
TOYOTA	8FGCU25	2018

Vehicle Status

Status
In Service

Detected	Location	Operator	Compliance	Access Control	Synchronized	Next PM Due	Diagnostic Errors	Connected Vis	IP Address
10/21/2018 9:07:02 AM	Near WAP: 0E1B:0A:32...	Unassigned	Yes	Registered ID	Yes	10/21/2018 12:00:00 AM	0	0E1B:0A:32...	0E1B:0A:32...

General Profile

IDSY Vehicle ID FR - 16	External ID 1	External ID 2
VAC Serial Number S18-VP168453-IMS	Vehicle Class Other	Weight Class
Purchased Date	Capacity	Parking Location
MAC Address 00-03-94-20-B3-95	Date In-Service 8/14/2018 2:13:32 AM	Last Modified 10/18/2018 10:06:11 AM

Behavior Profile

Forklift rider-electric-safety

Group Assignment

NAME	DESCRIPTION	EXTERNAL ID	EXPIRATION DATE	NUMBER OF OPERATORS
Maintenance		GRP_5		1
Warehouse		GRP_4		16

Trouble Shooting

Last Tran Codes

System:	Operator:	Vehicle:	Behavior:	Checklist:	Authorization:	WiFi:	Geofence:
18	109	30	6	6	23	6	1

VAC Tran Codes with Synchronization Date

System	Operator	Vehicle	Behavior	Checklist	Authorization	WiFi	Geofence
18	109	30	6	6	23	6	1
10/19/2018 7:22 AM	10/19/2018 8:35 AM	10/19/2018 10:33 AM	10/18/2018 2:37 PM	10/18/2018 2:49 PM	10/18/2018 3:37 PM	8/13/2018 5:50 PM	8/14/2018 3:45 AM

[Go Back](#) |
 [Delete X](#) |
 [Add +](#) |
 [Duplicate D](#) |
 [Edit E](#)

In the data bar at the top of screen is the name of the specific Vehicle you are viewing [A], along with the date/time the Vehicle's data was last refreshed [B].

On the left side of screen are thumbnail data blocks for each

Vehicle in the system [C]. You can scroll down/up and click on any thumbnail to switch to that Vehicle. You can also use the text box [D] to search for a Vehicle.

Basic Vehicle information [E] includes data from the installation/onboarding process: Vehicle **Name** (typically the ID stenciled on Vehicle), **Vehicle Type**, **Make**, **Model**, and **Year**. This information can be changed in the software.

Vehicle Status data [F] is automatically generated. Most of it cannot be changed. It includes: **In/Out of Service**; time Vehicle was last **Detected**; **Location** Vehicle was last detected (e.g. near which Wireless Access Point); what **Operator**, if any, is logged into Vehicle; whether or not Vehicle is in safety **Compliance**; what **Access Control** mode the Vehicle is in; whether or not the Vehicle has been **Synchronized** with the system database; when the Vehicle has its **Next PM Due**; how many **Diagnostic Errors** the Vehicle has; which network communications device the Vehicle is **Connected Via**; and the **IP Address** of that network device.

General Profile information [G] includes both automatically generated and optionally input data:

Auto-generated data that CAN be changed at the VAC: **Vehicle ID**

Auto-generated data that CANNOT be changed: the **VAC Serial Number** (the Vehicle-mounted device's unique ID); the VAC's **MAC Address** (the device's hardware ID number on your network); the VAC's initial **Date In-Service**; and the date the VAC was **Last Modified**.

Optional data that can be added or changed manually: Vehicle **Purchase Date**; other **External IDs** for the Vehicle (e.g. serial number or department code); **Vehicle Class** (Vehicle Type designation; the default is "Other"); Vehicle **Weight Class**; Vehicle load **Capacity**; and the Vehicle's **Parking Location**.

The **Behavior Profile** section [H] lists the Behavior Profile(s) assigned to the Vehicle. (See separate User Guide.)

The **Group Assignment** section [I] shows data on the Groups to which the Vehicle belongs.

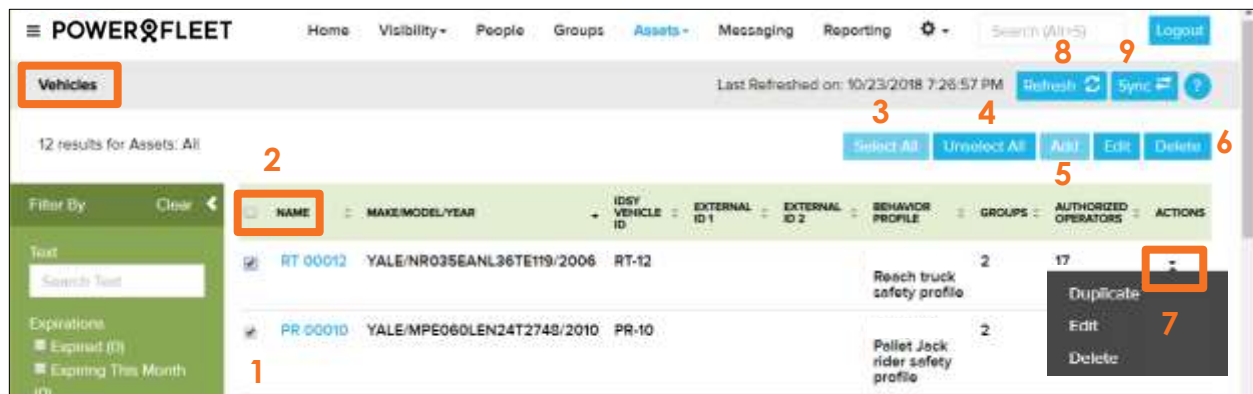
Troubleshooting information [J] shows data **Tran Codes**, **Firmware Versions**, and **Cumulative Hour Meter Readings**.

The buttons in the data bar at the bottom of the screen [K] let you to **Go Back** to the previous screen; **Delete** the Vehicle; **Add** a new Vehicle; **Duplicate** the current Vehicle (a shortcut to add a new, similar Vehicle); or **Edit** the current Vehicle. You can also edit Vehicles from the main **Vehicles** screen, as described in the next section.

EDITING VEHICLES

You can edit a Vehicle from its specific, read-only data screen, as noted above. Or you can edit a Vehicle (or batch-edit multiple Vehicles) from the main **Vehicles** screen.

Choosing Vehicles to Edit from Main Vehicles Screen



1. To edit one or multiple Vehicles, click the **check boxes** next to their names.
2. To edit *all* Vehicles on the page, click the **check box** at top of **Name** column.
3. To edit *all* Vehicles in the database, click the **Select All** button at top of screen.
4. To de-select all selected Vehicles, click the **Unselect All** button at top of screen.
5. To "batch-edit" all selected Vehicles at one time, click **Edit** button at top of screen.
NOTE: use batch-edit ONLY if changes will be identical for ALL selected Vehicles.
6. To delete all selected Vehicles, click the **Delete All** button at top of screen.
7. To delete one Vehicle, click the drop-down arrow at end of Vehicle row, then select **Delete**. You can also **Edit** and **Duplicate** Vehicles this way.

NOTE: attempting to delete Vehicle(s) will launch a **Delete Vehicle** confirmation screen, shown at right. To finalize deletion, you must click **OK** (or you can **Cancel** it).



8. After editing Vehicle data, you can update the main **Vehicles** screen at any time by clicking **Refresh** button at top of screen.
9. The system will automatically "sync" software changes with the Vehicle-mounted devices (VACs) within about four hours. However, if you need to download changes immediately, click the **Sync** button on the menu bar at top of screen.

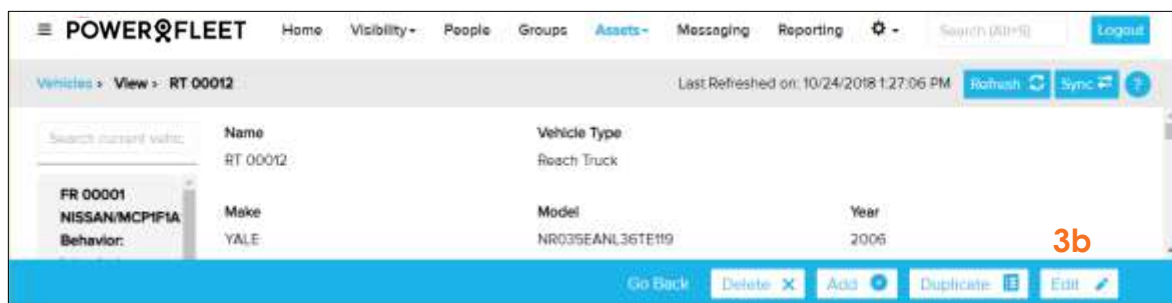
TIP: when editing multiple Vehicles, complete ALL edits before you click on **Sync**. Syncing after EACH edit may slow system down.

Editing a Single Vehicle

From the main **Vehicles** screen...



1. (a) Click the **check box** next to the name of Vehicle you want to edit, then (b) click the **Edit** button at top of screen.
- OR
2. At the end of the row of the Vehicle, you want to edit, click the arrow under **Actions**, then select **Edit** from the drop-down list.
- OR
3. (a) Click on the Vehicle **Name**, then, (b) from the Vehicle's read-only data screen, shown below, click the **Edit** button at bottom of screen.



No matter which way you access the Vehicle-specific data of any single Vehicle, the Vehicle's editable fields are as follows.

Editing Basic Vehicle Data

NOTE: This data is usually input into the system database through the in-fleeting process, including database setup and Vehicle-mounted device (VAC) installation.

If you have questions about this process, contact your I.D. Systems program manager or support@powerfleet.com.

Usually, this data does not need to be changed. However, if the data has errors, or you want to make other changes, you can do so here.

[A] **Vehicle Name:** typically, this is the ID stenciled on the Vehicle itself, but you can name Vehicles as you wish. For example, you might want to include the department (e.g. "Receiving FR 016") to help organize reports and alerts.

[B] **Vehicle Type:** A pre-defined drop-down list, shown at right, displays the available Vehicle Types. The vehicle type defaults to the selection chosen by the installer during the in-fleeting process.

[C] **Vehicle Make, Model, and Year:** This data is usually entered into the database during in-fleeting, prior to system launch.

Editing Vehicle Status

The only editable **Vehicle Status** field is **Status [D]**. The drop-down list shows the only options: **In Service** or **Out of Service**. Current Vehicle status is displayed automatically.

NOTE: In certain situations, you may want to take a Vehicle out of service (or put it back into service) using this software (e.g. if a Vehicle is due for PM and you want to prevent Operators from driving it). However, putting a Vehicle in/out of service is typically performed by a Maintenance or Master Operator, directly on the VAC on the Vehicle.

All other **Vehicle Status** data is automatically generated and cannot be changed.

Editing Vehicle's General Profile

The screenshot shows the 'General Profile' form for a vehicle. The fields are organized into three columns. The first column contains 'IDSY Vehicle ID' (labeled E), 'VAC Serial Number', 'Purchased Date', and 'MAC Address'. The second column contains 'External ID 1' (labeled G1), 'Vehicle Class', 'Capacity' (labeled J), and 'Date In-Service'. The third column contains 'External ID 2' (labeled G2), 'Weight Class' (labeled I), 'Parking Location' (labeled K), and 'Last Modified'. The 'Purchased Date' field has a calendar icon next to it.

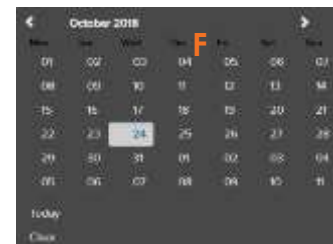
Some **General Profile** data is automatically generated during Vehicle in-fleeting and on-Vehicle device (VAC) installation. Other data is optional and may be input either during in-fleeting or manually at another time.

Auto-generated data that CAN be edited: the number portion of the **Vehicle ID [E]** (a short-form Vehicle ID in the database). The Vehicle ID can only be changed at the VAC. NOTE: the two-letter prefix, denotes Vehicle Type (e.g. "FR" for Forklift Rider).

Auto-generated data that CANNOT be edited: **VAC Serial Number**; the VAC's **MAC Address** (the device's hardware identification number that uniquely identifies each device on a network.); the VAC's initial **Date In-Service**; and the date the VAC was **Last Modified**.

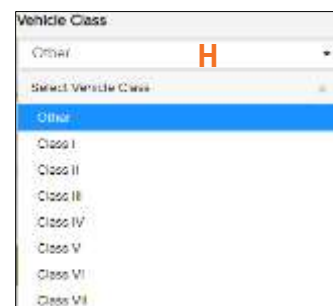
Optional data that CAN be edited:

[F] **Vehicle Purchase Date**. Either enter the date directly into the field (MM/DD/YYYY format) or click on calendar icon and, on the pop-up calendar (shown at right), click on a date.



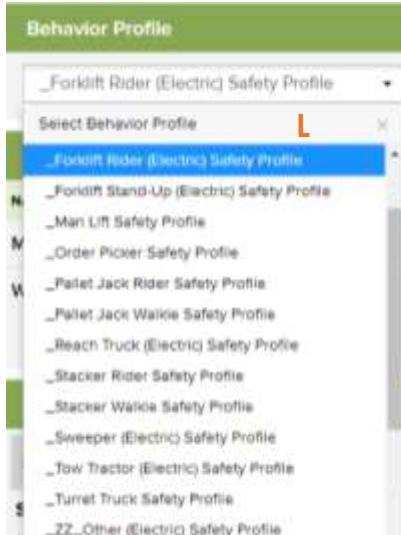
[G] **External IDs** for the Vehicle. These would typically be the Vehicle's serial number and department name or code. Enter the ID code(s) directly into the field(s).

[H] **Vehicle Class**, an industry-wide Vehicle Type designation. Click on arrow to view drop-down list (shown at right).



Three customizable, free-text fields: Vehicle **Weight Class [I]**; Vehicle load **Capacity [J]**; and the Vehicle's **Parking Location [K]**.

Editing Vehicle's Behavior Profile



A standard **Behavior Profile** (for a basic safety checklist) is assigned to each Vehicle automatically, based on Vehicle Type.

You can also create new, custom Profiles for different Vehicle Types (see separate User Guide).

The drop-down list **[L]** will display the Vehicle's default Profile. To change the Profile, click on the drop-down arrow, then click on a selection from the list.

Editing Vehicle's Group Assignment

The **Group Assignment** section displays data on the Groups to which the Vehicle belongs: Group **Name**; Group **Description**, if any; **External ID** (a unique identifier for the database); Group **Expiration Date**, if any; and the **Number of Operators** assigned to the Group. (For more on setting up Groups, see separate User Guide.)

Group Assignment					
NAME	DESCRIPTION	EXTERNAL ID	EXPIRATION DATE	NUMBER OF OPERATORS	
Maintenance		GRP_5		2	
Warehouse		GRP_4		16	

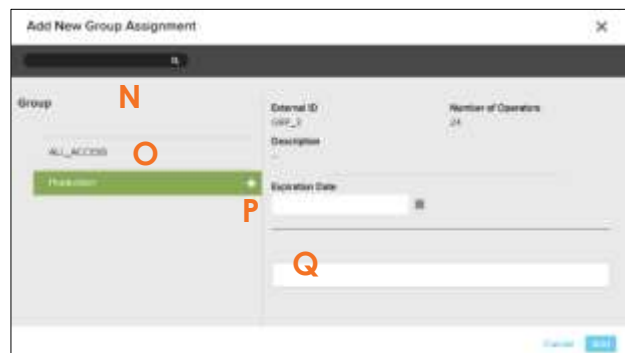
You can change a Vehicle's **Group Assignment** in three ways: **Add**, **Edit**, or **Remove**.

Add New Group Assignment to Vehicle:

- Click **+ Add Group** **[M]**.

A pop-up screen will appear, shown at right, with a list of available Groups **[N]**.

- To add Vehicle to a new Group, click on the Group name **[O]**, to highlight it in green.
- Then click **+** **[P]**. The Group will move from the list to the "selected" box **[Q]**.



- To remove a Group from the “selected” box [Q] and send it back to the Group list, click [X] [R]
- Add or change the Group's **Expiration Date** [S] by either typing date directly into field (MM/DD/YYYY format) or clicking on calendar icon [T] and then clicking on a date in the pop-up calendar,
- When you finish choosing the Vehicle's Group and Expiration Date, click **Add** [U]. The pop-up screen will disappear and any changes you made will be saved. (You can also click **Cancel** to leave the pop-up screen without saving changes.)

Edit Vehicle Group Assignments:

Group Assignment						+ Add Group	Edit	↑
NAME	DESCRIPTION	EXTERNAL ID	EXPIRATION DATE	NUMBER OF OPERATORS				
Maintenance		GRP_5		2				
Warehouse		GRP_4		16				

- On **Group Assignment** screen, click [V], **Edit** OR, click arrow at end of Group row and select **Edit** from the drop-down list [W].

A pop-up screen will appear, shown at right, listing the Vehicle's current Groups [X].

- To make changes to the Vehicle's current Groups, follow the same steps explained above under Add New Group Assignment to Vehicle section:
 - Click on Group name to highlight it in green.
 - Click [X] to move Group from list to the “selected” box.
 - To remove Group from “selected” box and send it back to Group list, click [X].
 - Add/change Group's **Expiration Date** by typing directly into field (MM/DD/YYYY) or by clicking on calendar icon, then clicking on date in pop-up calendar.
 - When you finish editing the Vehicle's Group(s), click **Update** (or **Cancel**).

Remove Vehicle Group Assignments:

Group Assignment					+ Add Group	Edit	↑
NAME	DESCRIPTION	EXTERNAL ID	EXPIRATION DATE	NUMBER OF OPERATORS			
Maintenance		GRP_5		2			
Warehouse		GRP_4		16			

- On **Group Assignment** screen, click arrow at end of Group row and select **Remove** from the drop-down list [Y]. A pop-up screen will appear, shown at right. To confirm removal of Group, click **OK** (or you can **Cancel** it).

Remove Group

Are you sure you want to remove this group assignment?

Cancel

OK

Saving Edits to Vehicle

After making any changes to a Vehicle's Basic Data, Status, General Profile, Behavior Profile, or Group Assignment, click **Save** on the menu bar at bottom of screen [Z]. (You can also click **Cancel** to leave edit mode without saving changes.)

POWERFLEET

[Home](#)
[Visibility](#)
[People](#)
[Groups](#)
[Assets](#)
[Messaging](#)
[Reporting](#)

Search (Alt+S)

Login

Vehicles

Edit

FR 00016

Last Refreshed on: 10/25/2018 10:43:04 AM

Refresh

Sync

Search current vehicles

FR 00001

NISSAN/MCP1F1A15LV

Behavior:

Interplast Forklift

rider-electric-

safety

ID:FR-1

FR 00002

NISSAN/MCP1F1A15LV

Behavior:

Interplast Forklift

rider-electric-

safety

Name

FR 00016

Vehicle Type

Forklift Rider

Make

TOYOTA

Model

8FGCU25

Year

2018

Vehicle Status

Status

In Service

Detected

Location

Operator

Compliance

Access Control

Synchronized

Next PM Due

Diagnostic Errors

Connected Via

IP Address

Cancel

Save

REMINDER: The system will automatically "sync" all changes with all vehicle-mounted devices (VACs) within about four hours. If you need VACs/Vehicles to receive changes right away, click the **Sync** button in menu bar at top of screen.

NOTE: If you plan to sync multiple Vehicles, wait until ALL Vehicle edits are complete before syncing. (Syncing after EACH Vehicle edit would slow the system down.)

Batch-Editing Multiple Vehicles

NOTE: This feature is useful if you want to change the SAME data fields for several Vehicles. Use batch-edit ONLY if changes will be identical for ALL selected Vehicles.



On main **Vehicles** screen, select the Vehicles you want to batch-edit.

1. (a) Click the **check boxes** next to each Vehicle's name. OR (b) to edit *all* Vehicles on the page, click the **check box** at top of **Name** column. OR (c) to edit *all* Vehicles in the system database, click the **Select All** button at top of screen.
2. Click the **Edit** button at top of screen. The **Batch Edit** screen will appear, as illustrated in the example below (where two Vehicles have been selected).

The screenshot shows the 'Batch edit' screen for 2 selected vehicles. The screen has a header 'Batch edit (2)' and a sub-header 'Check the box to edit the field for the 2 vehicles selected'. The form is divided into sections: 'Make' (YALE), 'Model' (MPE060LEN24T2748), 'Year' (2006), 'Vehicle Type' (Pallet Jack rider), 'Vehicle Class' (Other), 'Weight Class' (Retain Original Value), 'Capacity' (Retain Original Value), 'Parking Location' (Retain Original Value), 'Purchased Date' (Retain Original Value), and 'Behavior Profile' (Pallet Jack rider safety profile).

NOTE: If ALL selected Vehicles share the same profile element, that element will appear in the corresponding field. For instance, in the example above, both selected Vehicles have the same **Make** (Yale), **Model** (MPE060LEN24T2748), **Vehicle Class** (Other), and **Behavior Profile** (Pallet Jack rider safety profile).

If ANY selected Vehicle has a different profile element than another selected Vehicle, the corresponding field will state "Retain Original Value."

3. Edit any field by clicking on the **check box** above that field.

- Fields that can be edited by entering text freely: **Make**, **Model**, **Year**, **Weight Class**, **Capacity**, and **Parking Location**.
- **Purchase Date** can be entered directly into the field (in MM/DD/YYYY format), or by clicking on the calendar icon.
- Fields that can be edited by choosing from pre-defined drop-down lists: **Vehicle Type**, **Vehicle Class**, and **Behavior Profile**.

Examples of how this feature can be used:

If a group of Vehicles park near a certain battery room, you can select all those Vehicles and edit their **Parking Location** to read "Battery Room 1."

If you create a new checklist for a certain type of Vehicle, you can select all the Vehicles of that type and change their **Behavior Profile** to the new checklist.

4. Save batch-edits by clicking the **Save** button at bottom of screen. Or you can click **Go Back** to return to the previous screen.
5. The system will automatically "sync" within about four hours. But if the changes you made are urgent, you can click the **Sync** button at top of screen.

ADDING VEHICLES

NOTE: As a rule, you should NOT need to add any Vehicles to system manually. The automated in-fleeting process should occur with each Vehicle installation.

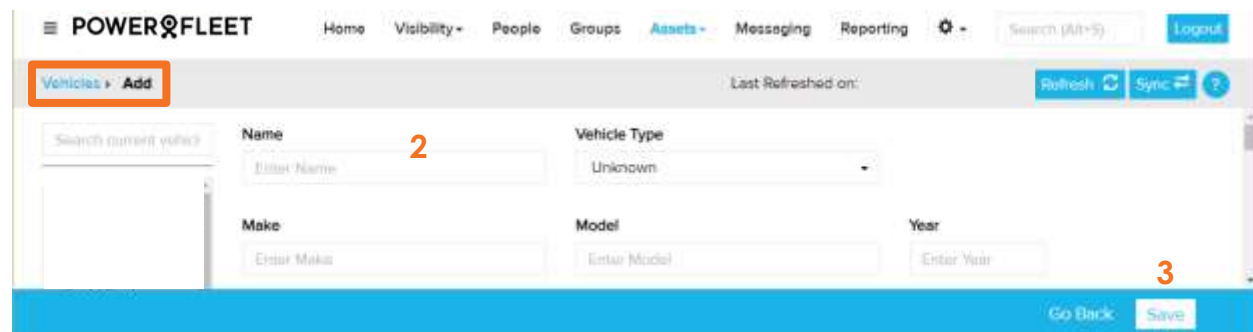
However, when you add a new Vehicle to your fleet, it is possible that only some Vehicle data will be captured (at a minimum: **Vehicle Type**, **Vehicle ID**, **VAC Serial Number**, **MAC Address**, and default **Behavior Profile & Group Assignment**).

If you only need to add SOME data for a new Vehicle, refer to the previous section on [Editing Vehicles](#). In the unlikely event, you need to add all Vehicle data manually, follow the instructions below.

Adding Vehicles One at a Time



1. From the main **Vehicles** screen, click the **Add** button at the top of the screen. The **Vehicles > Add** screen will appear:



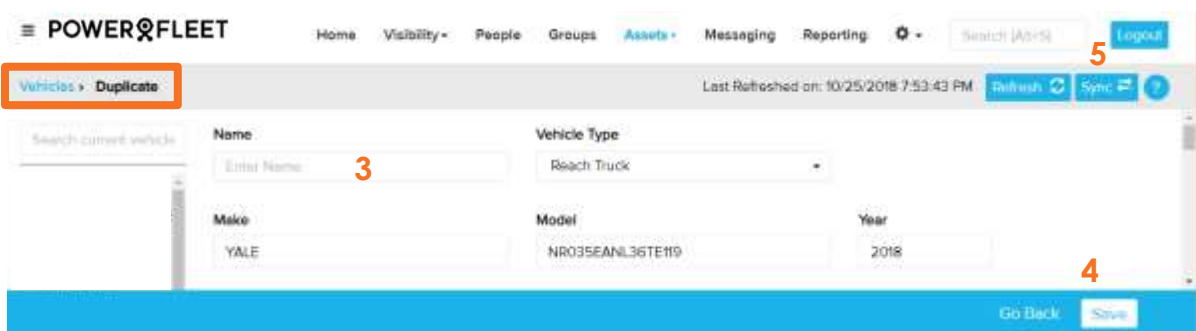
2. Enter all Vehicle-specific data as if you were editing the Vehicle, starting with [Editing Basic Vehicle Data](#). NOTE: (a) selecting **Vehicle Type** will auto-select the prefix for **Vehicle ID** and the default **Behavior Profile**; (b) **VAC Serial Number** and **MAC Address** cannot be entered manually; they are logged during installation.
3. After entering all Vehicle-specific data, click **Save** (or **Go Back** to previous screen).
4. The system will automatically "sync" within about four hours. But if adding the new Vehicle is urgent, you can click the **Sync** button at top of screen.

Duplicating Vehicles to Save Time

If the new Vehicle you want to add to your system is the same **Make**, **Model**, and **Vehicle Type** as another Vehicle that already exists in the system, you can save time by using the **Duplicate** feature.



1. On the main **Vehicles** screen, locate a Vehicle that has the same **Make**, **Model**, and **Vehicle Type** as the new Vehicle you want to add.
2. Click the drop-down arrow at the end of the Vehicle's row and select **Duplicate**. The **Vehicles > Duplicate** screen will appear (same as the **Vehicles > Add** screen, except that **Make**, **Model**, **Vehicle Type**, and other data from the existing Vehicle will be automatically filled in for the new Vehicle):



3. Enter additional Vehicle-specific data, including a unique Vehicle name, as if you were editing the Vehicle, starting with **Editing Basic Vehicle Data**. NOTE: **VAC Serial Number** and **MAC Address** cannot be entered manually; they must be entered on the vehicle hardware (VAC) during installation.
4. After entering all Vehicle-specific data, click **Save** (or **Go Back** to previous screen).
5. The system will automatically "sync" within about four hours. But if adding the new Vehicle is urgent, you can click the **Sync** button at top of screen.