

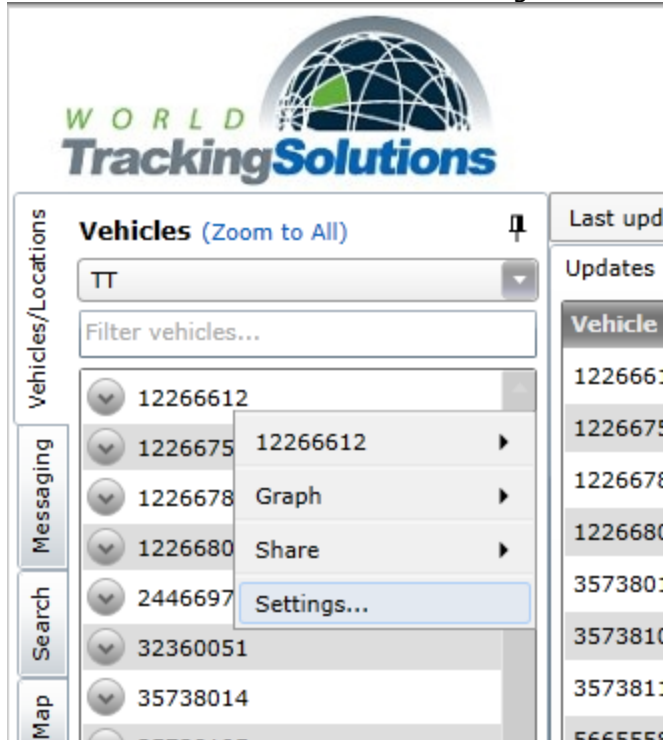
## How to Create Groups of Vehicles in Your Tracking Account

**What is it?** A way to separate your list of vehicles into smaller groups.

**How does it help?** It gives you the ability to view small subsets of your vehicles, instead of the entire list at once. This is especially helpful when you have a large amount of vehicles or the vehicles are scattered across multiple states/countries/etc.

Just because you have 200 vehicles across 13 states, doesn't mean you want to see them all at once. That can be confusing to look at, and it doesn't drill down to the specific information you need. This article explains how to create smaller groups for your vehicles, as well as how to view only one group at a time.

1. Log into your account and find the vehicle list on the left side. Right click on any of the vehicle names and choose "Settings".



2. In the vehicle settings menu, find a device you wish to set a group for and click the "edit" button just to the right of the "Groups" column for that device. This will open a

small window with available groups.

**Vehicles**

TT  Hint: To apply a vehicle's setting to multiple vehicles, click the vehicle's

ID	Nickname	Ignore	Icon	Track Color	Groups	Ignition On Event	Ignition
12266612	<input type="text"/>	<input type="checkbox"/>	<input type="radio"/> Select	<input type="text" value="Select"/>	TT <input type="button" value="Edit"/>		
12266752	<input type="text"/>	<input type="checkbox"/>	<input type="radio"/> Select	<input type="text" value="Select"/>	TT <input type="button" value="Edit"/>	<input type="button" value="Add Group"/>	<input type="button" value="Remove Group"/>
12266786	<input type="text"/>	<input type="checkbox"/>	<input type="radio"/> Select	<input type="text" value="Select"/>	TT <input type="button" value="Edit"/>		
12266802	<input type="text"/>	<input type="checkbox"/>	<input type="radio"/> Select	<input type="text" value="Select"/>	TT <input type="button" value="Edit"/>		
24466970	<input type="text"/>	<input type="checkbox"/>	<input type="radio"/> Select	<input type="text" value="Select"/>	TT <input type="button" value="Edit"/>		
32360051	<input type="text"/>	<input type="checkbox"/>	<input type="radio"/> Select	<input type="text" value="Select"/>	TT <input type="button" value="Edit"/>		
35738014	<input type="text"/>	<input type="checkbox"/>	<input type="radio"/> Select	<input type="text" value="Select"/>	TT <input type="button" value="Edit"/>		

**Groups**

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3. To create a new group, type the name of the group in the field at the top left corner of this window. Click the "Add Group" button just below this field.

**Groups**

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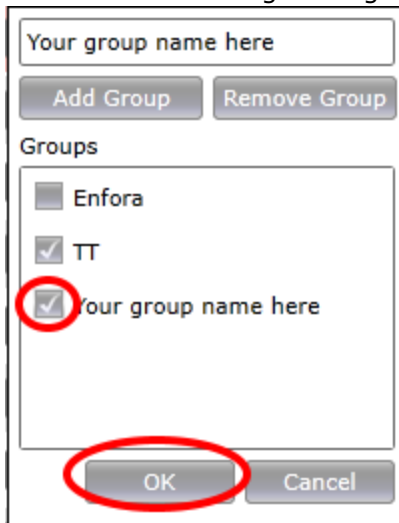
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4. When prompted, click "ok" to acknowledge that your new group name has been added. The group name you typed will now appear in the "Groups" list.

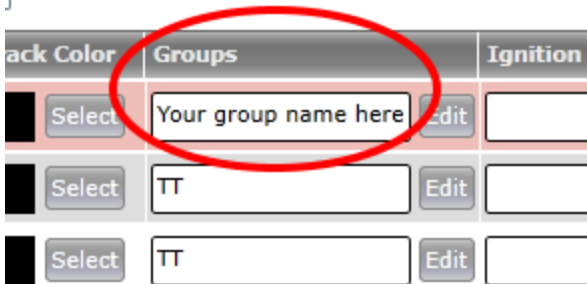
**Information**

The group 'Your group name here' has been added. To save this group, you must add this vehicle to it and click 'Save' at the bottom of the page.

- Click the checkbox for the group name you created in the "Groups" list. Click the "OK" button to assign this group to the vehicle you selected.



- Verify that the group name you chose now appears in the "Groups" field for the device you selected.



Back Color	Groups	Ignition
Select	Your group name here	Edit
Select	TT	Edit
Select	TT	Edit

\*Note: To continue adding the same group name to other devices, you only need to do steps 2,5 and 6. To add a second group name, use steps 2-6.

- When you are done setting groups, click the "Save" button at the bottom right corner of the Vehicle Settings menu. This will save your changes.
- The final step involves using the groups you created. After you hit "Save", you will be taken back to the main page of the tracking portal. On the left side under the

"Vehicles" list, you can now choose which group you want to view.



Pro Tip: Depending on your business, you may want to group your vehicles by location, vehicle/asset type, route, or shift (day/night). If you're not sure of the most effective way to group your vehicles, don't hesitate to contact us at +1.512.257.7300. One of our representatives will be glad to assist you.