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How can we help?

vehicle overview

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Vehicle Overview

🕒 Jun 7, 2022 · Knowledge

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Vehicles in Fleetio

Vehicles are the heart of Fleetio. A "vehicle" represents any asset or unit of equipment -- moving or otherwise -- managed in Fleetio.

Examples include:

- Automobiles (cars, trucks, vans)
- Farm equipment (tractors, cultivators, backhoes)

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- Trailers
- Construction equipment (excavators, loaders, graders)
- Boats and marine vessels
- Aircraft (jets, airplanes, cargo planes)
- Rail cars
- Stationary engines and generators
- Overhead cranes, both indoor and outdoor
- Material handling equipment (forklifts, pallet trucks, hydraulic lifts)

You can record various data about each asset, including:

- Basic details (year, make and model, VIN, license plate, color, etc.)
- Specifications (dimensions, weight and performance information)
- Engine and transmission details (engine brand, cylinders, transmission type and gear information)
- Wheel and tire details (track width, tread, wheel diameter, axle and PSI)
- Fluid details (fuel tank and oil capacity)
- Custom data via [Custom Fields \(/s/article/Custom-Fields-Overview\)](/s/article/Custom-Fields-Overview)
- Financial information (price, date, odometer at time of purchase, warranty info)
- Loan and/or lease details (monthly payment amount, start/end date, amount financed, interest rate)
- Vehicle-related Vendors (purchase, loan, lease, etc.), designated by [Vehicle Vendor Classification \(/s/article/Vendor-Classification\)](/s/article/Vendor-Classification)

Extensive tracking details, including:

- Fuel transactions (we call them [Fuel Entries \(/s/article/Fuel-Entry-Overview\)](/s/article/Fuel-Entry-Overview) in Fleetio)
- Maintenance and service records (we call them [Service Entries \(/s/article/Service-Entry-Overview\)](/s/article/Service-Entry-Overview) in Fleetio)
- Preventative Maintenance (PM) schedule (we call them [Service Reminders \(/s/article/Service-Reminders-Overview\)](/s/article/Service-Reminders-Overview) in Fleetio)
- General repairs that do not fit in the Preventative Maintenance (PM) category (we call them [Issues \(/s/article/Issues-Overview\)](/s/article/Issues-Overview) in Fleetio)
- Preventative maintenance, general repairs and service records that require more robust planning and tracking (we call them [Work Orders \(/s/article/Work-Order-Overview\)](/s/article/Work-Order-Overview) in Fleetio)
- Odometer history (we call them [Meter Entries \(/s/article/Meter-Overview\)](/s/article/Meter-Overview) in Fleetio)
- Important renewal dates such as registrations, DOT inspections, emission tests (we call them [Renewal Reminders \(/s/article/Vehicle-Renewal-Reminders\)](/s/article/Vehicle-Renewal-Reminders) in Fleetio)

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And more:

- Unlimited document storage and photo uploads
- User comments and conversations

Vehicle Names

One of the few **required** fields when adding a vehicle is a Name. The Vehicle Name is how you'll identify a vehicle throughout Fleetio.

A name can be anything you want, as long as it's unique for your account. For example, you can't have two different vehicles named Truck 12.

In other systems, this may be referred to as the "Asset ID," "Vehicle ID," or "Unit Number."

TIP: Learn more in the [Vehicle Naming Conventions \(/s/article/Vehicle-Naming-Conventions\)](/s/article/Vehicle-Naming-Conventions) article.

Vehicle List

Access the Vehicle List in Fleetio by clicking **Vehicle List** under the Vehicles menu. In the list you can view the vehicles you have entered in Fleetio and the following:

- **Search** for a specific vehicle (a)
- Sort the vehicle list by **Assigned, Unassigned** or **Archived** (b)
- Filter the list by **Vehicle Type, Group, Status** or **Watcher** (c)
- Access the **More Actions** menu to **Add Multiple Vehicles, Import Vehicles, Import Meter Entries, Manage Integration Devices** and **Export to CSV** (<https://help.fleetio.com/help/s/article/Working-With-Your-Data-on-a-List-Page#export-list>) (d)
- **Add Vehicle** (e)
- Multi-select several vehicles to **Update, Print Labels, Attach Shared Documents, Archive** or **Add/Remove Watchers** (f)

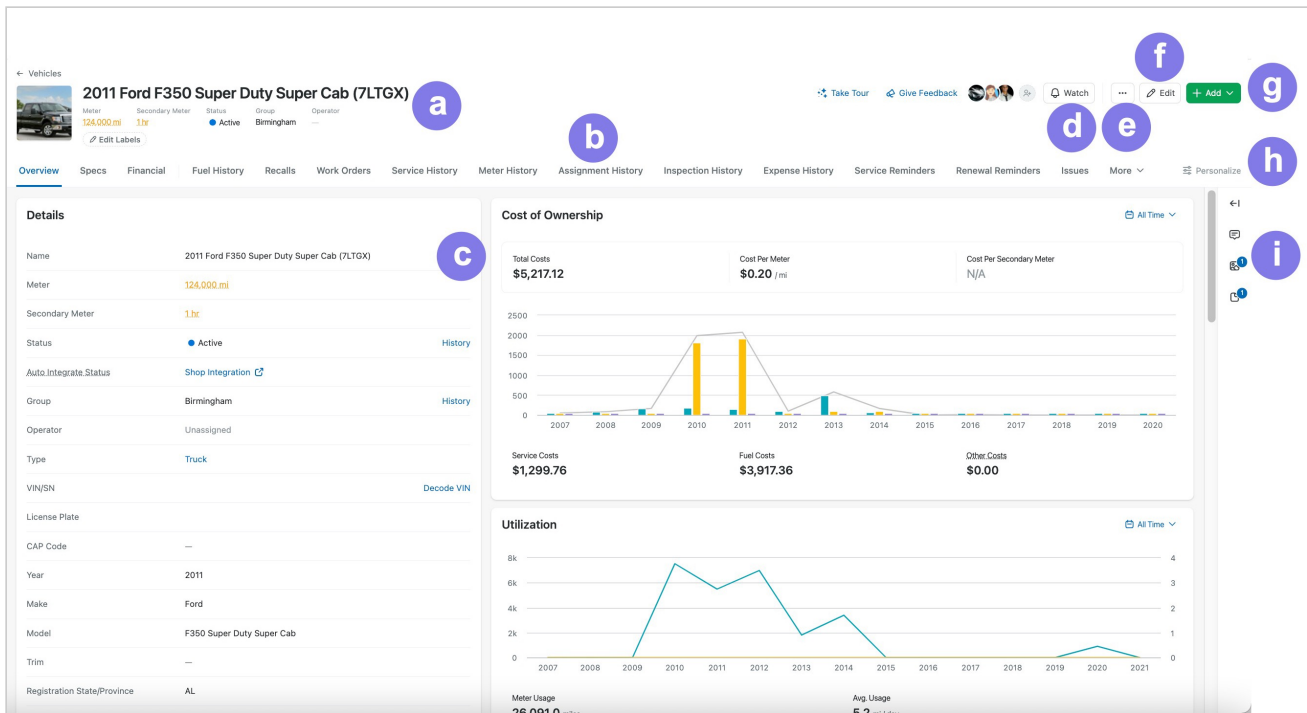
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Name	VIN	License Plate	Status	Watchers	Type	Group	Current Meter	Operator	Year	Make	Model	ClearPathGPS	External Fuel Id	Current S
2001 Chevy G Series 1500	1GBJG31R611156980	58X15490	● Out of Service	2.watchers	Truck	Final Region	208,005 mi	Cameron Stanley	2001	Chevrolet	G-Series 1500	—	—	89,010 hr
2003 Chevy S10 Crew Cab	1GCCS14X238275590	58D21W0	● Active	3.watchers	Truck	Production	215,750 mi	Unassigned	2003	Chevrolet	S10 Crew Cab	—	—	131 hr
2007 Chevy 3500 Express Passenger	1GBHG31VX71163516	L00s3r	● Active	6.watchers	Truck	001 TEST Default	188,008 mi	Unassigned	2007	Chevrolet	Express 3500 Passenger	—	—	756 hr
2010 Chevy HHR	3GNBAAB3A5520461	58J90C2	● Active	3.watchers	Car	Edmonton	200,001 mi	Walter Simpson	2010	Chevrolet	HHR	—	—	2,964 hr
2013 Chevy Corvette - 46786	1G1YV2D4D5106046	—	● Active	3.watchers	Car	Frederick	301 mi	Adam Dutton	2013	Chevrolet	—	—	—	25 hr
Chevy Express 05	1GBHC31V351185026	58XA816	● Active	3.watchers	Truck	Jacksonville	250,002 mi	Unassigned	2005	Chevrolet	Express	—	11	7 hr
Chevy Express G1500	1GCSHAF46C1143955	—	● Active	4.watchers	Van	Production	0 mi	00.test (QA.DO.NOT.TOUCH!)	2012	Chevrolet	Express Cargo	—	—	—

Vehicle Overview

By clicking any row in the Vehicle List, you will be taken to the **Vehicle Overview** for that specific vehicle. In the Vehicle Overview, you can:

- View the vehicle name, basic information and edit labels (a)
- Access specific information related to the vehicle through one of the tabs (b)
- View vehicle details and click any field to update the information inline. You can also view an overview of the vehicle on this screen, along with graphs to show trends (c)
- **Watch** the vehicle (d)
- Access the **More Actions** menu to **Edit Vehicle Settings, Manage Inspection Forms, Manage Service Programs, Attach Shared Documents, Recalculate Fuel Entries** and **View Record History** (e)
- **Edit** the vehicle (f)
- Add a **Vehicle Assignment, Fuel Entry, Expense Entry, Service Entry, Issue, Inspection, Work Order, Service Reminder, Vehicle Renewal Reminder**, or **Meter Entry** (g)
- **Personalize** to change the order of the tabs or hide specific tabs from view (h)
- Add/View comments, photos and documents specific to the vehicle (i)



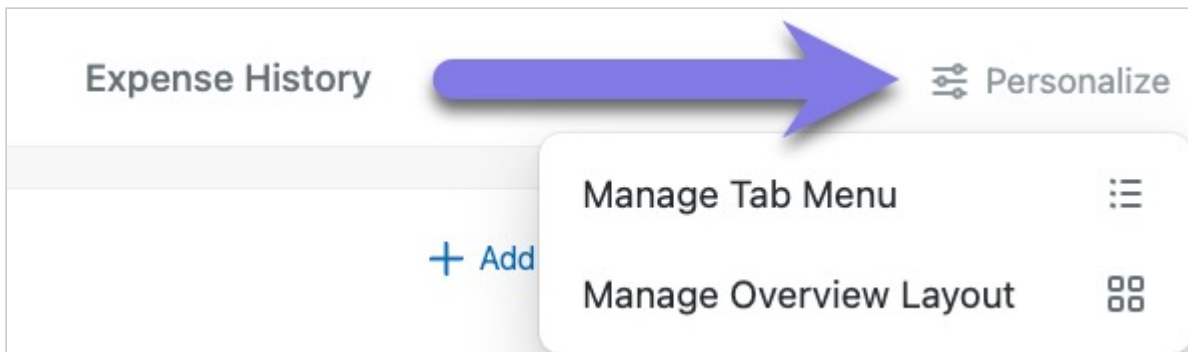
Vehicle Overview Personalization

Fleetio allows you full personalization to reorder and hide tabs that you may not need from the Vehicle Overview page and manage the layout.

Manage Tab Menu

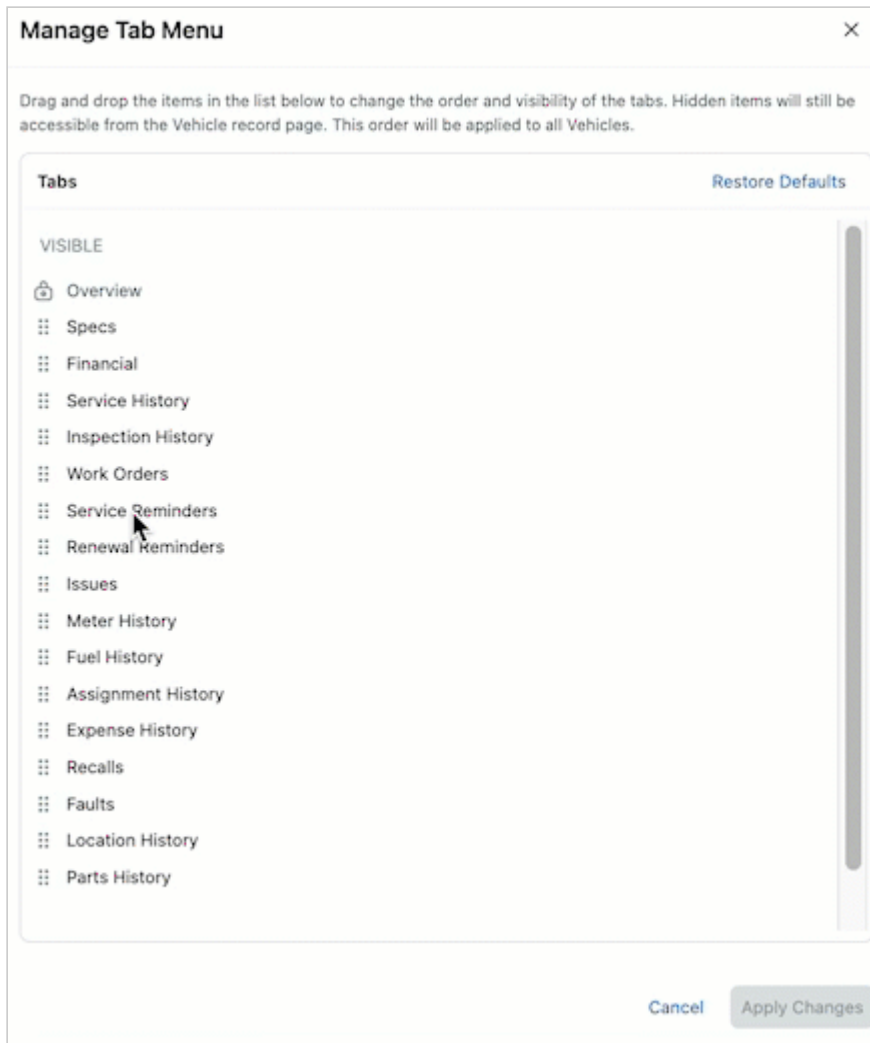
To manage the tab menu, click a vehicle you would like to view from the **Vehicle List**.

Click **Personalize** and select **Manage Tab Menu**.



Utilize the **Manage Tab Menu** to hide tabs by clicking and dragging the tab to the **Hidden** section. You can also reorder how tabs appear on the Vehicle Overview by dragging and dropping the tabs in the order that best suits your workflow. When complete, click **Apply Changes**. If you would like to switch back to the default view in the future, click the **Restore Defaults** button.

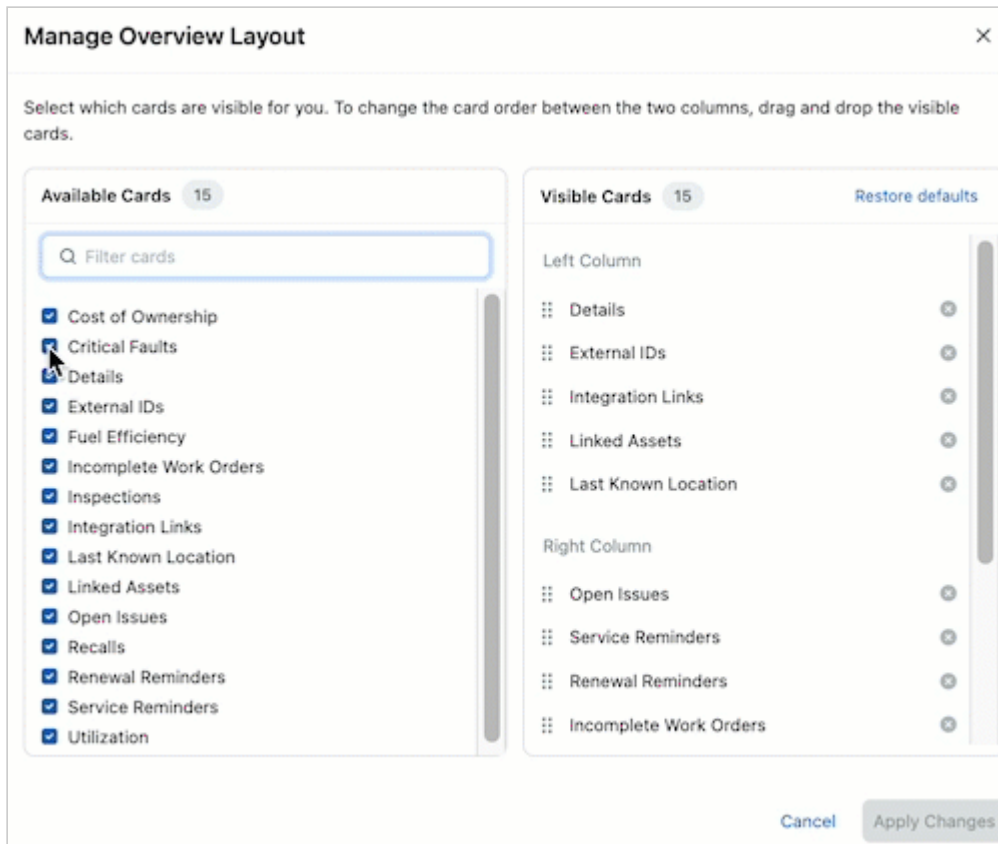
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Manage Overview Layout

If you would like to change the layout of the overview page, click **Manage Overview Layout** under **Personalize**.

Uncheck any cards you do not need in the **Available Cards** column. On the right column, drag and drop any cards to reorder or change the column they will appear on in the Vehicle Overview. Click **Apply Changes** when complete.



Pinned Fields

For Vehicle fields you commonly use in the **Vehicle Overview**, Fleetio allows you to pin fields to the top of the **Details** section under the **Pinned Fields** subsection. To pin a new field, hover over the field and click the pin icon. To unpin a field, hover over the field again and click to unpin.

PERMISSIONS: Users with View permissions can personalize the Details section by pinning fields.

NOTE: You can pin up to 10 fields in the Details section of the Vehicle Overview only. When you pin a field, this will be available for all Vehicle Overviews you access. Pinning fields is specific to the user level; the fields you pin in the Details section will not affect other user's Vehicle Overview in your organization.

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← Vehicles



2012 Ford F-150 (M15228)

Truck · 2012 Ford F150

85,000 mi

● Active

Birmingham

[Reagan Cline](#)

Edit Labels

Overview

Specs

Financial

Service History

Inspection History

Details

Pinned Fields

Name	2012 Ford F-150 (M15228)		
Status		● Active	History
Meter	85,000 mi		
Ownership	Owned		
Group	Birmingham		History
Operator		Reagan Cline	
Year	2012		
Make	Ford		

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[Decode Vehicle Identification Numbers \(VIN\) \(/s/article/Decode-Vehicle-Identification-Numbers-VIN\)](/s/article/Decode-Vehicle-Identification-Numbers-VIN)

[Service Reminders Overview \(/s/article/Service-Reminders-Overview\)](/s/article/Service-Reminders-Overview)

[Issues Overview \(/s/article/Issues-Overview\)](/s/article/Issues-Overview)

[Work Order Overview \(/s/article/Work-Order-Overview\)](/s/article/Work-Order-Overview)

[Vehicle Acquisition - Purchase, Loan, Lease \(/s/article/Vehicle-Acquisition-Purchase-Loan-Lease\)](/s/article/Vehicle-Acquisition-Purchase-Loan-Lease)

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