Quick Reference Card

Working with Assets

OVERVIEW

An Asset can be a vehicle, a phone or a tablet belonging to a driver, or any other valuable item that you have chosen to track in the Fleet Complete system. To configure your Assets, you will need to:

- Add Asset Types
- Add Vehicle Types, and
- Edit your Assets

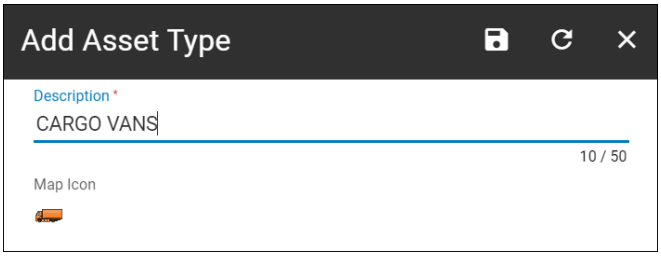
ACCESS ASSETS

1. Log in to Fleet Complete
2. From the *Tracking* screen, click the **Menu Bar** icon on the top left-hand corner to access the Navigation Panel ☰ Track
3. Click the **Manage** menu item
4. Click the **Assets** submenu item

ADD AN ASSETS TYPE

An Asset Type is used to organize each of your assets into a group. These groups are useful when you are filtering information, creating rules, and for reporting purposes

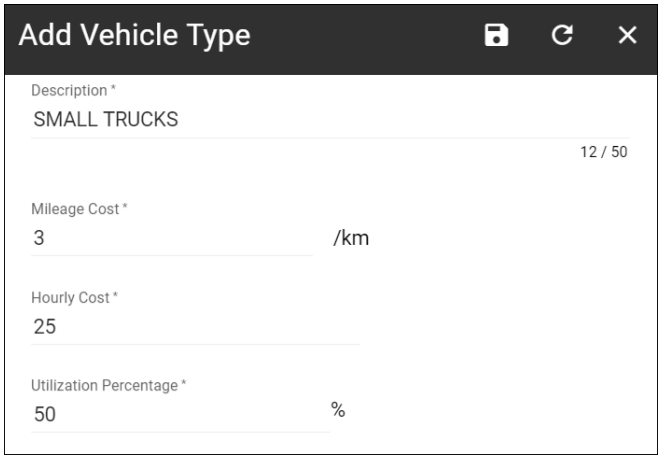
1. Complete steps 1-4 from **Access Assets**
2. Click **Asset Types**
3. Click the **Add** button +
4. Type a ***Description*** for the asset type
5. From the **Map Icon** menu, select an icon to visually represent the asset type via the *Tracking* screen
6. Click the **Save** button



ADD A VEHICLE TYPE

This section is different from the Asset Types section because it relates only to assets that are vehicles. It is a feature that you can use to keep track of mileage or utilization costs per type of vehicle if you choose to

1. Complete steps 1-4 from **Access Assets**
2. Click **Asset Types**
3. Click the **Add** button +
4. Click **Vehicle Types**
5. Type a ***Description*** for the vehicle type
6. Type the ***Mileage Cost*** and ***Hourly Cost*** as necessary
7. Type a ***Utilization Percentage*** as necessary
8. Click the **Save** button



EDITING AN ASSET

In the *Assets* screen, assets that have been added to your account are listed alphanumerically based on their description. The very first time you log in to the system, the Description field displays the same information as in the Device ID field, which is the serial number of the GPS unit in the vehicle or the telephone number for the phone/tablet your driver is using. It is recommended that you update the asset's Description to reflect how you refer to your asset in the field

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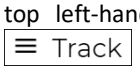
1 Log in to Fleet Complete

2 From the *Tracking* screen, click the **Menu Bar** icon on the top left-hand corner to access the Navigation Panel



3 Click the **Manage** menu item

4 Click the **Assets** submenu item

5 Click an asset Description from the left-hand panel for the corresponding information to display on the right side of the screen

6 In the *Assets* screen, on the *General* tab, type a ***Description*** for the asset

7. From the *Asset Type* menu, select an asset type, if applicable

8. Leave the *Device ID* field, as is

9. From the *Work Schedule* menu, select a schedule for the asset, if applicable

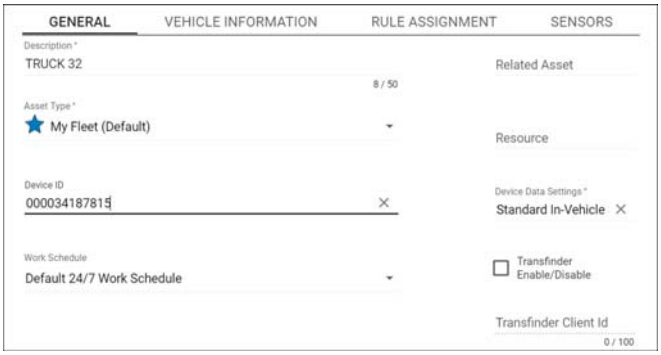
10. From the *Related Asset* menu, select another asset to associate with this asset

Note: if you have a Fleet Tracker installed in a truck and an Asset Tracker attached to a trailer, you can associate these two together. This information is useful for reporting purposes

11. From the *Resource* menu, select a resource to assign to the asset

12. From the *Device Data Settings* menu, select a parameter for the asset, if applicable

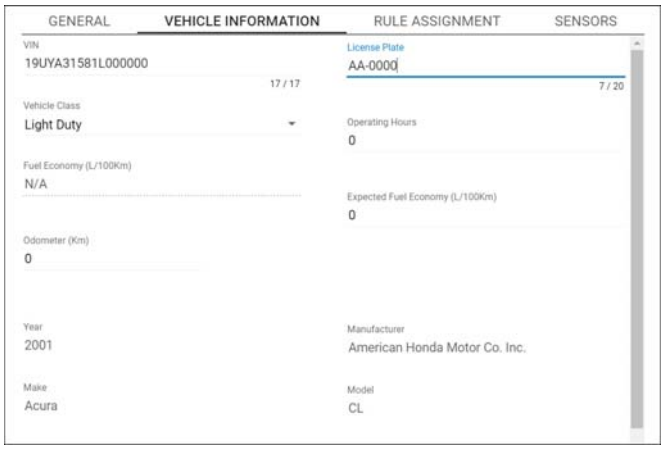
13. Click the **Save** button



14. Click the **Vehicle Information** tab

15. Update all the fields as necessary

16. Click the **Save** button

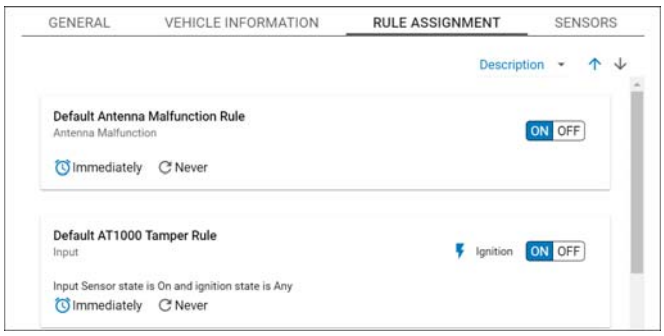


17. Click the **Rule Assignments** tab

18. Click the **On** button to activate a rule

19. Alternatively, click the **Off** button to deactivate a rule

20. Click the **Save** button



TO LEARN MORE ABOUT ASSETS

To learn more about Assets, click the **Help** button located in the top right-hand corner of the application and perform a keyword search

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