

This quick reference guide will help you understand the importance of creating fleet and explain how to create and modify them when needed.

## Fleet

All vehicles, vehicle groups, and employees must belong to a fleet. If you do not create a fleet, vehicles will be placed in the **All** fleet by default.

Having different fleets allows you to better manage and classify your vehicles. Fleet creation could also make it easier to create reports and your status rules. You can also limit users to a fleet, or easily give the users access to many fleets.

## Creating a new fleet

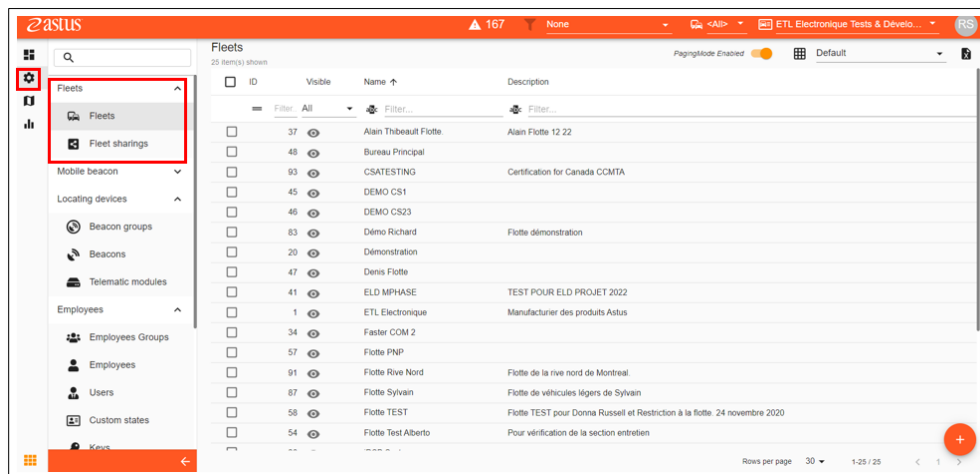
1. Select **Configuration** from the left side of the screen.



The greyed-out section is the section currently displayed.

2. Select **Fleet**.

There are two options under fleet: Fleet and Fleet sharing.



3. Select **Fleet**.
4. Ensure that Fleet is displayed at the top of the screen. Existing fleets, if any, display.
5. Click **Add an element**.

The New fleet window displays.



Fields marked with an asterisk are required fields. The other fields are optional.

6. Key a **name** of the fleet.
7. Key a **description** of the new fleet (optional).

8. Click **Save**. The fleet is added.

## Modify a fleet

At times, you may need to modify the name of the fleet or add/change the description.

1. Click on the **Configuration** section.
2. Click on **Fleet**.
3. Click on **Fleet** again.
4. The list of fleets that you have created will display. Scroll through the list and locate the fleet you wish to modify.
5. Click anywhere in the fleet's line.

ID	Visible	Nom	Description
37	<input type="checkbox"/>	Alain Thibeaut Flotte	Alain Flotte 1.
48	<input type="checkbox"/>	Bureau Principal	
53	<input type="checkbox"/>	CSGATESTING	Certificat
45	<input type="checkbox"/>	DEMO CS1	
45	<input type="checkbox"/>	DEMO CS23	
83	<input type="checkbox"/>	Dème Richard	Flotte pour al.
20	<input type="checkbox"/>	Démonstration	
47	<input type="checkbox"/>	Dens Flotte	
41	<input type="checkbox"/>	ELD MPHASE	TEST POUR
1	<input type="checkbox"/>	ETL Electronique	Manufacturer
34	<input type="checkbox"/>	Faster COM 2	
57	<input type="checkbox"/>	Flotte PNP	
91	<input type="checkbox"/>	Flotte Rive Nord	Flotte de la r.

The fleet's window will display.

6. Make changes to the **name**, and/or **description**.
7. Click **Save**. The fleet has been added.


## Delete a fleet

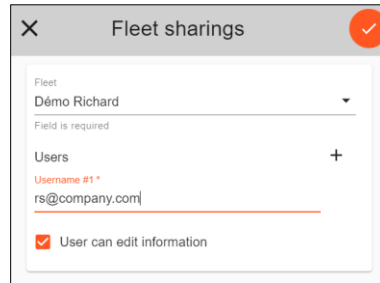
When a fleet is no longer required, delete the fleet in one of two ways:


1. Locate the fleet from the list.
  2. Click anywhere in the line. The fleet window displays.
  3. Click **Delete**.
- Or
1. Locate the fleet from the list.
  2. click in the checkbox next to each fleet to delete.
  3. Click **Delete**.

## Fleet Sharing

This option is used to share fleet information with others.

1. Select **Fleet Sharing**.
2. Click  **Add an element**. The fleet sharing window displays.
3. Select the fleet to share from the list
4. Key the **email address** of the person you wish to share the information with. They must have an Astus profile already.
5. Select whether the person will be authorized to edit the information.



6. Click  **Save**. The fleet has been added.