

CameraMatics how-to guides

Grouping Vehicles

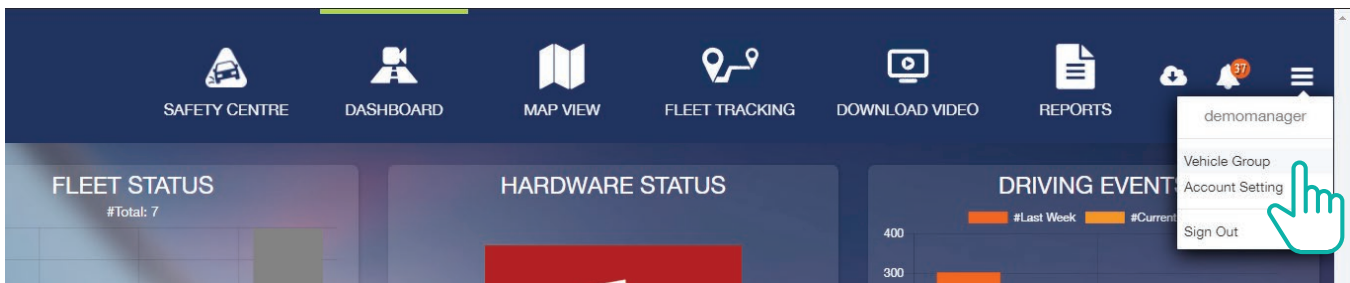
Vehicle Groups

Vehicles can be grouped according to your company requirements. **Grouping vehicles** helps you to view and organise the vehicles in your fleet - e.g. by location, by depot, etc.

These groups can be used to facilitate views for different Depots and Users.

Accessing Vehicle Groups

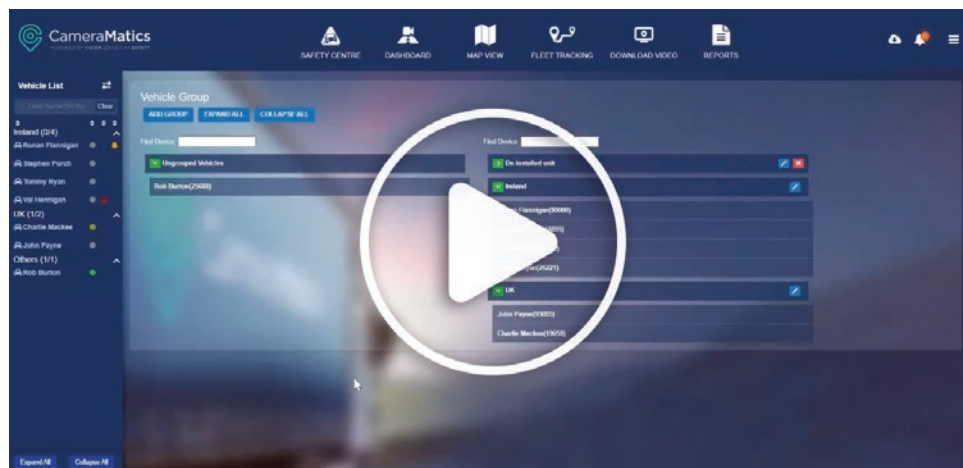
1. Login to your admin account for the customer on the **CameraMatics portal**.
Go into the **CameraMatics Dashboard**.
2. From the **burger menu** on the right, select **Vehicle Group**.



The Vehicle Group page will open. Here you can view any groups which already exist, and create new groups

Creating a Vehicle Group & Moving Vehicles into the Group

1. All vehicles which have not yet been assigned a group will fall under the **'Ungrouped Vehicles'** category.
2. To add a vehicle group, select **'Add Group'**. A pop-up window will open up – here you can name the new group. Once you have entered a name for your new group, click **'OK'** to save the new group type.
3. To move vehicles into this group, simply drag and drop the vehicle registration into the specific group.



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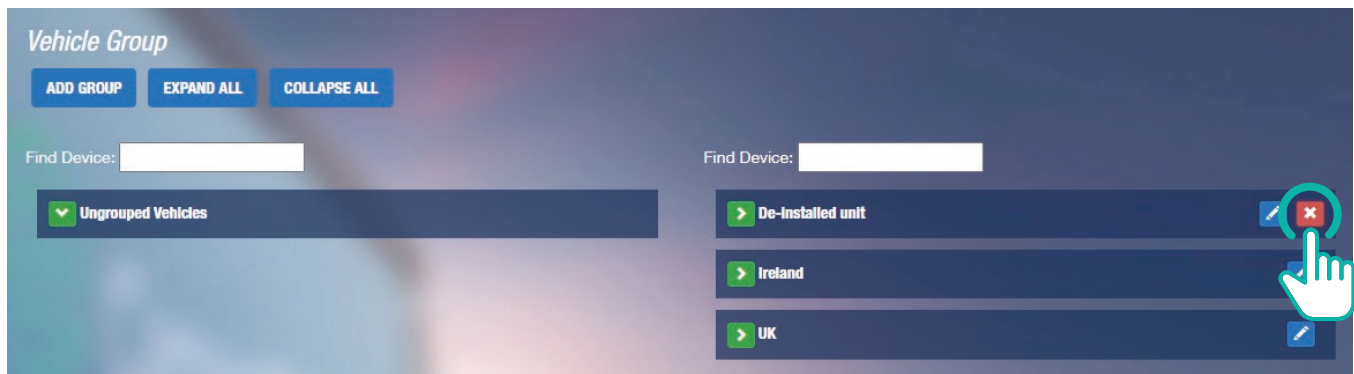
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Deleting a Vehicle Group

Vehicle Groups can only be deleted if all vehicles are first removed from the group.

1. To remove vehicles from a group, simply drag and drop the registration number into a different group, or into '**Ungrouped Vehicles**'.
2. Once all vehicles are removed from the group, a red '**X**' delete button will appear. Click this to delete the group. Deletion will be confirmed in a pop-up window.



All changes made are instantly made visible on the vehicle list on your Dashboard.

Our **Customer Success Team** are here to help you get the most out of your **CameraMatics Platform**.

For more 'how-to guides' please visit:
www.cameramatics.com/resources/help-centre

If you need more assistance please e-mail the team on:
customersuccess@cameramatics.com



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