How to Run a Report Including a Deactivated Vehicle

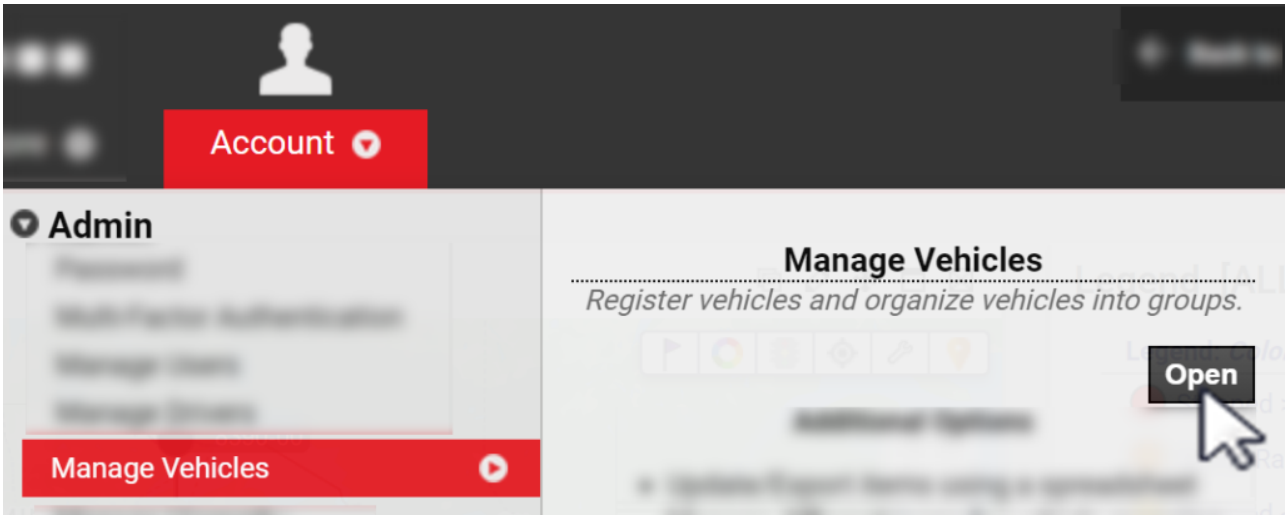
Link: https://help.wextelematics.com/deep-dive/how-to-run-a-report-including-a-deactivated-vehicle/ Last Updated: May 13th, 2021

If you are looking to run a report that includes one or more deactivated vehicle(s), please use the following instructions.

How to run a report with a deactivated vehicle:

1. In Classic Portal, hover your mouse over “Account” until the drop-down menu appears.
2. In the drop-down menu, click **Manage Vehicles**.

   A “Manage Vehicles” sub-list appears to the right.
3. Click **Open**.

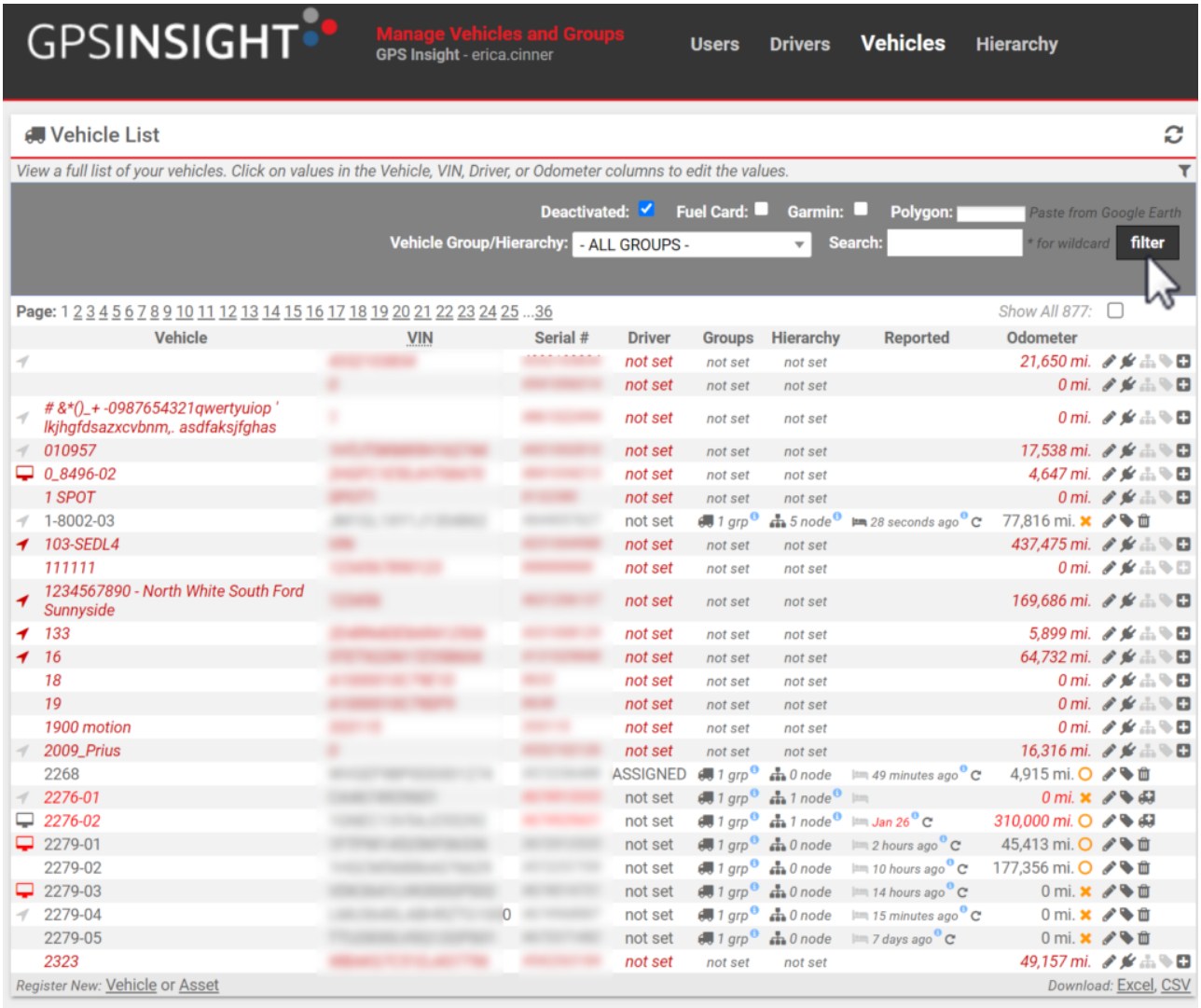


   The “Manage Vehicles and Groups” page appears.
4. In the Vehicle List section, check the checkbox next to “Deactivated” then click **Filter**.

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5. Click on the Plug icon ( ) for the vehicle(s) that you would like to include in a report(s).

Note. The associated vehicle will be included in reports for four (4) hours after clicking on the Plug icon.

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