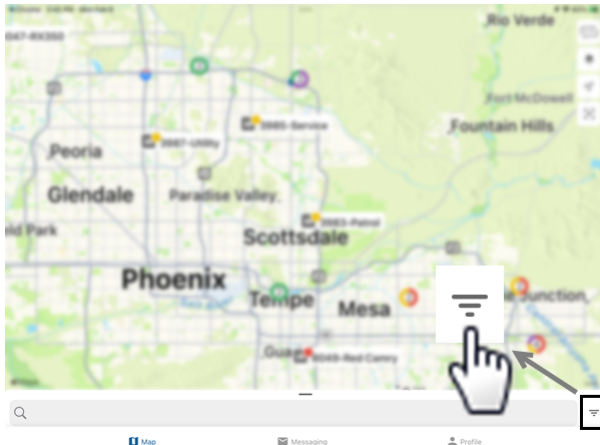# Manager App: Filters

You can easily adjust the vehicles, assets, landmarks, and drivers shown on the map page of the Manager App by using the Filters feature.
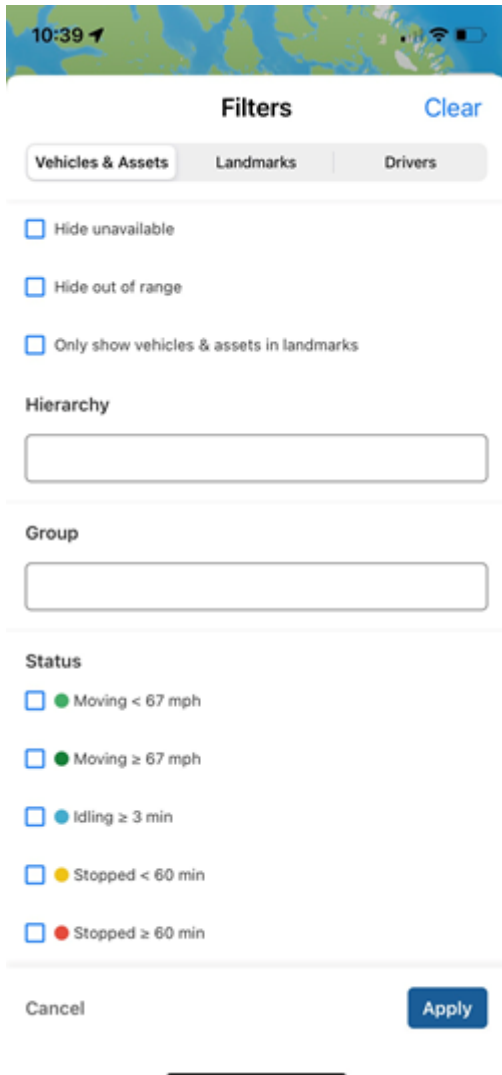
> **Note.** Driver and Hierarchy features referenced in this article are available to customers with Driver Management (Driver feature) and Advanced Administration (Hierarchy feature). If you would like to learn more, please contact your Account Manager.

Opening the Filter Feature

1. From the Map page, tap the Filter icon.

The Filters page opens.
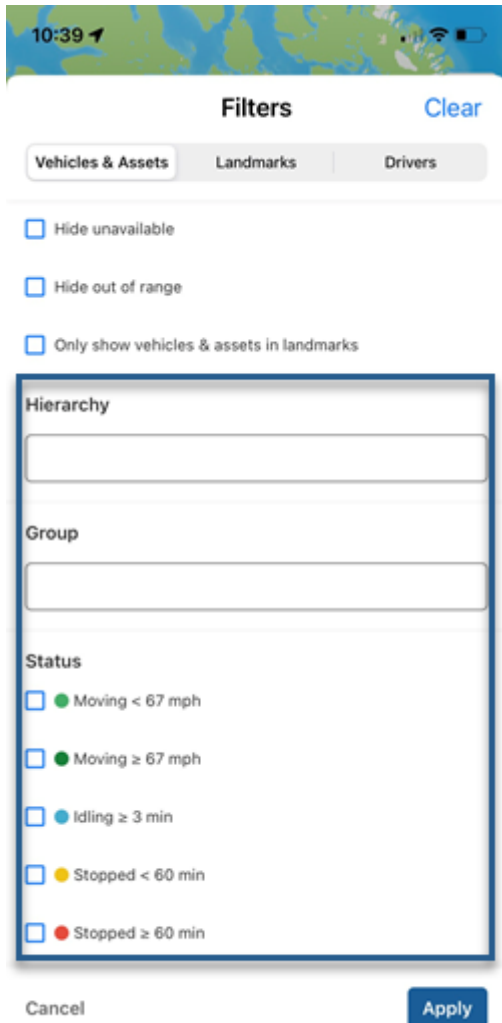
Manager App: Filters
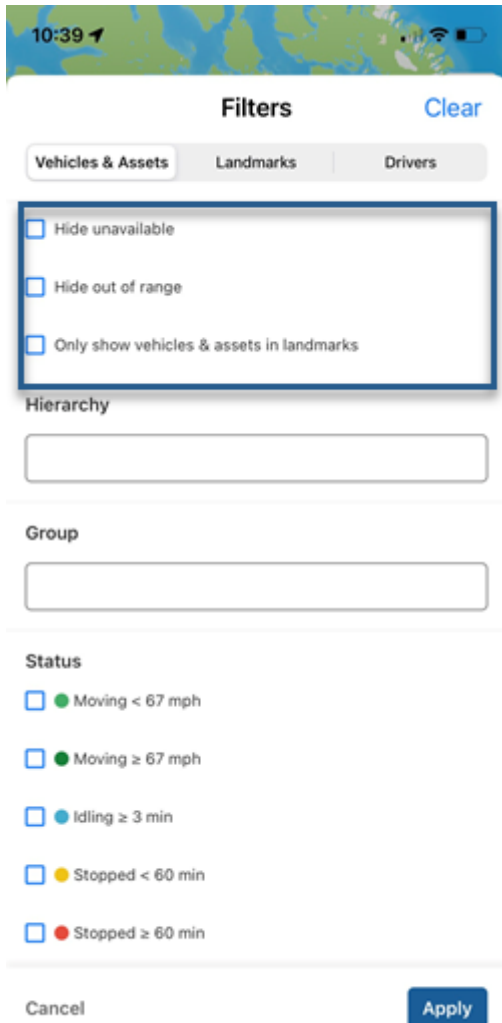
Filtering Vehicles & Assets

You can filter vehicles and assets shown on the map by Hierarchy, Group, and Status.

Manager App: Filters

Additionally, you can hide vehicles and assets that are unavailable, out-of-range, or select to show only vehicles and assets within a landmark by tapping the applicable checkbox(es) and then tap **Apply**. To clear these filter options, tap the applicable checkbox(es) again and then tap **Apply**.

Manager App: Filters

Filtering by Hierarchy or Group

You can filter vehicles and assets on your map by hierarchy or group using the Filter feature.

> **Note.** For the purposes of this section, we have provided screenshots of the process to select and apply a hierarchy filter; however, the process to select and apply a group is identical.

▶ **How to filter by hierarchy or group:**

1. From the Filters – Vehicles & Assets page, tap the box under Hierarchy or Group.

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The Hierarchy or Group Filter page appears.

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> **Note.** Tap **Cancel** if you would like to exit the filter page at any time.

2. Locate the hierarchy/hierarchies or group/groups you would like to see on the map by using the Search field or scrolling down through the hierarchy list (if applicable).

Manager App: Filters

> **Note.** Depending on the number of branches (nodes) within a hierarchy or groups within a group, you may need to tap the **>** button to see nested branches or groups.

3. Tap the checkbox next to the hierarchy/hierarchies or group/groups you would like shown on the map.

4. Tap **Done**.

> **Note.** Tap Clear to remove checked filters.

The Filter page appears displaying your selected hierarchy/hierarchies or group/groups.

Manager App: Filters

5. Tap **Apply**.

> ![Note icon] **Note.** The number of filters selected for each category (vehicles, landmarks, or drivers) is shown at the top of the Filter page. ![Vehicles tab image]

Filtering by Status

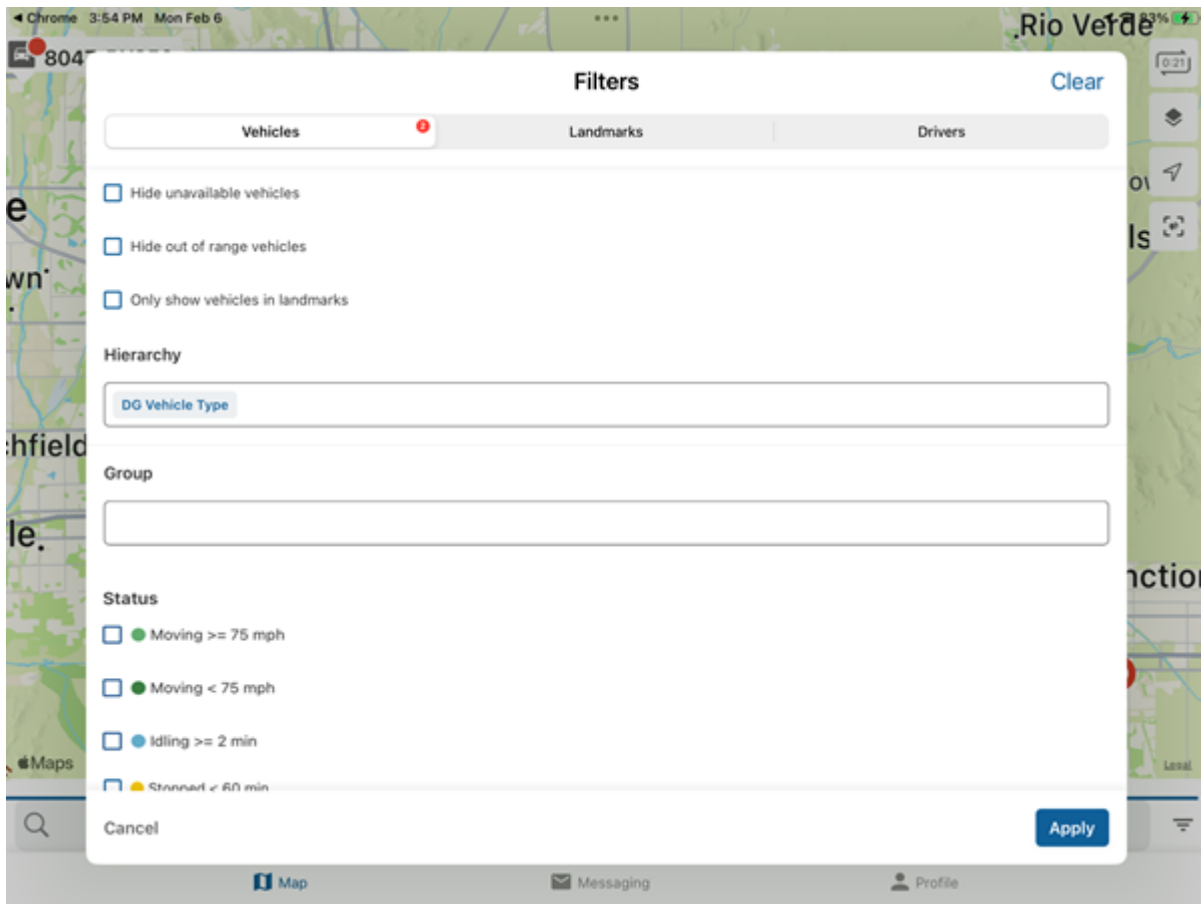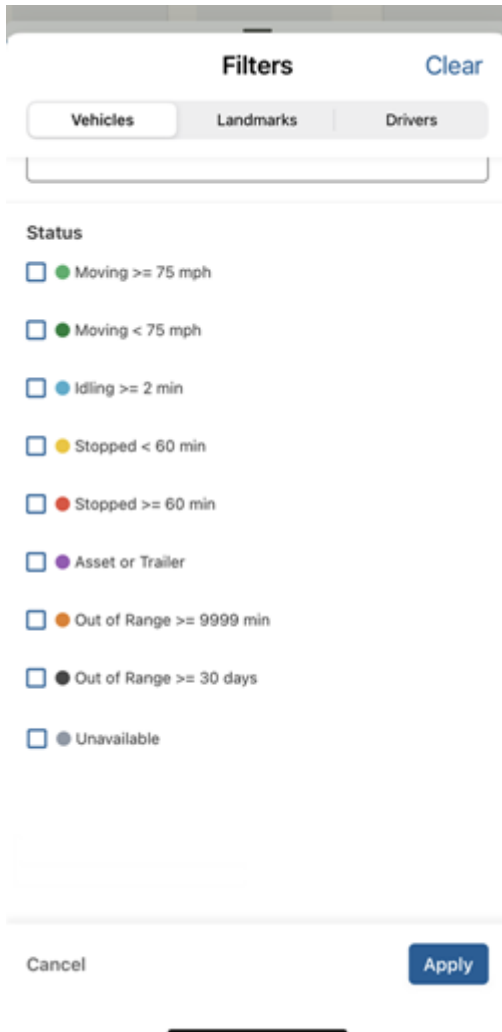You can filter vehicles and assets shown on the map by vehicle/asset status.

▶ **How to filter by vehicle/assets status:**

> ![Note icon] **Note.** Tap **Cancel** if you would like to exit the filter page at any time.

1. From the Filters – Vehicles & Assets page, scroll down to see all available Status filter options.
2. Tap the box next to the status or statuses of vehicles/assets to check the box.

Manager App: Filters

3. Tap Apply.

> **Note.** The number of filters selected for each category (vehicles, landmarks, or drivers) is shown at the top of the Filter page.
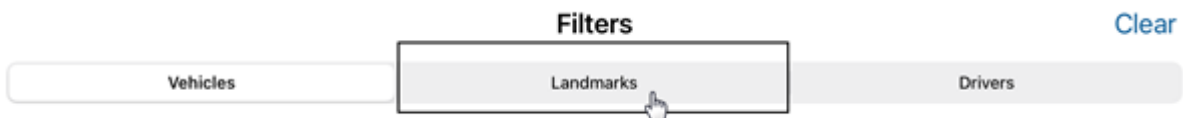
Filtering Landmarks

You can filter landmarks shown on the map by group from the Filters page.

▶ **How to filter landmarks on the map:**

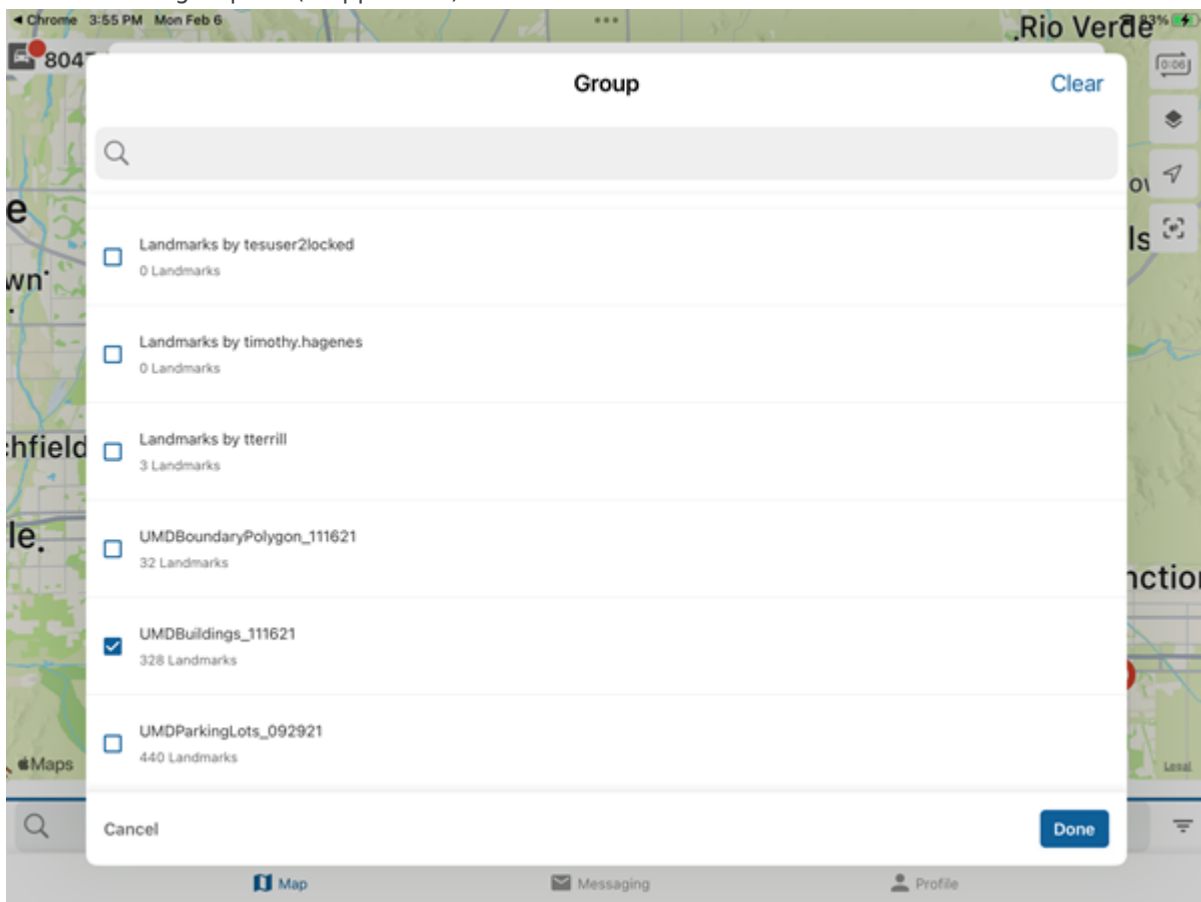1. From the Filters page, tap **Landmarks**.

> **Note.** Tap **Cancel** if you would like to exit the filter page at any time.

The Filters – Landmarks page appears.
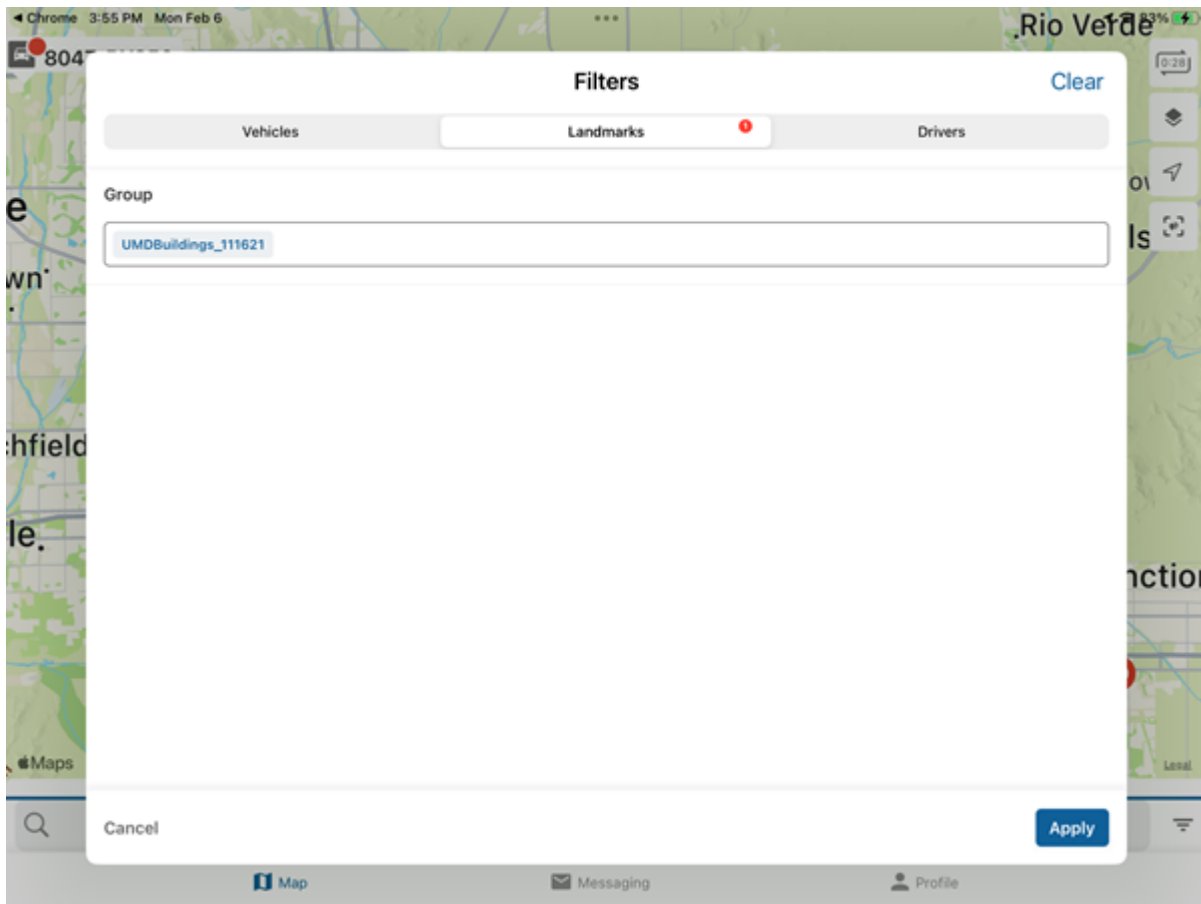
2. Tap the box under Group.

   The Group filter page appears.

3. Locate the group you would like to see on the map by using the Search field or scrolling down through the landmark group list (if applicable).

4. Tap **Done**.

   The Filter page appears displaying your selected group/groups.

Manager App: Filters

Help Center

5. Tap **Apply**.

> **Note.** The number of filters selected for each category (vehicles, landmarks, or drivers) is shown at the top of the Filter page.
>
> | Vehicles |
> |---|

Filtering Drivers

You can filter landmarks shown on the map by hierarchy and/or group from the Filters page.
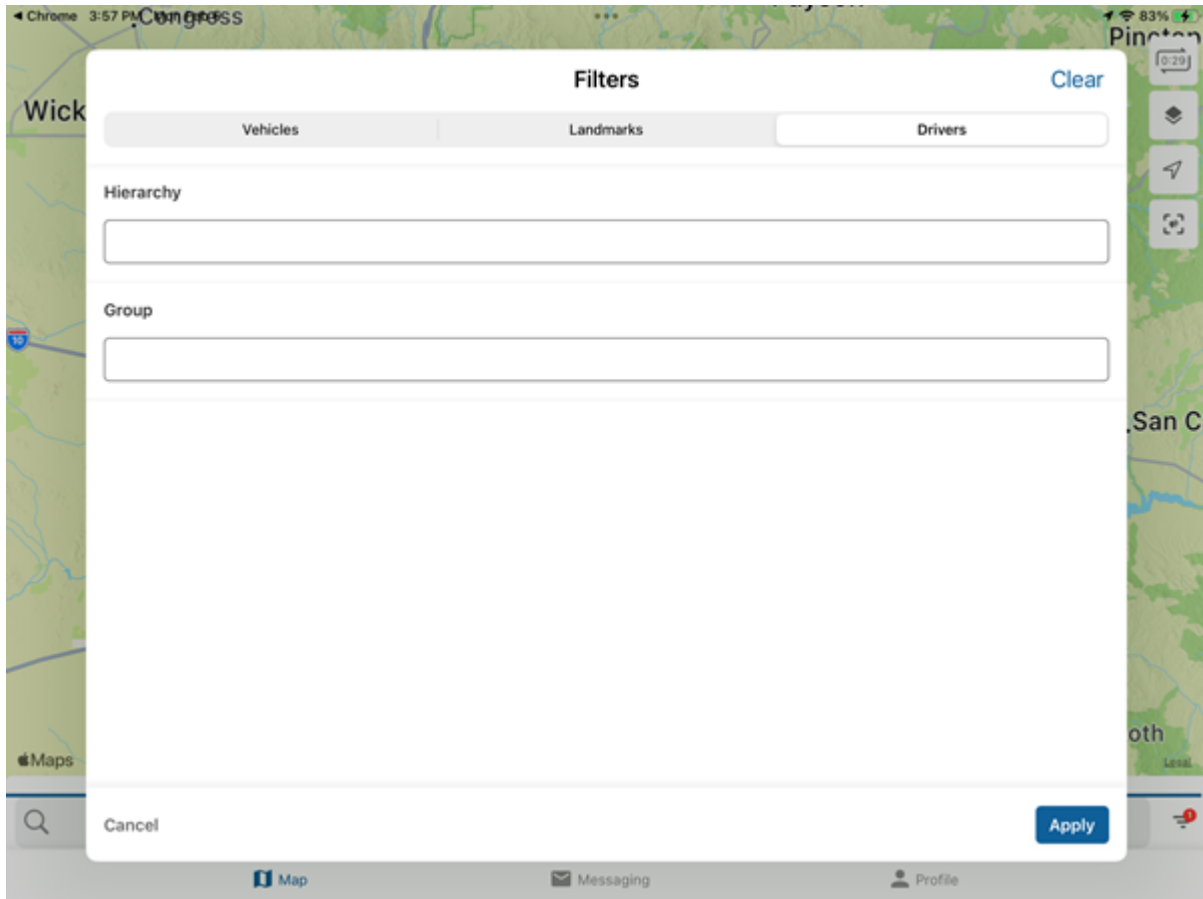
> **Note.** For the purposes of this section, we have provided screenshots of the process to select and apply a hierarchy filter; however, the process to select and apply a group is identical.

▶ **How to filter by hierarchy or group:**

1. From the Filters page, tap **Drivers**.

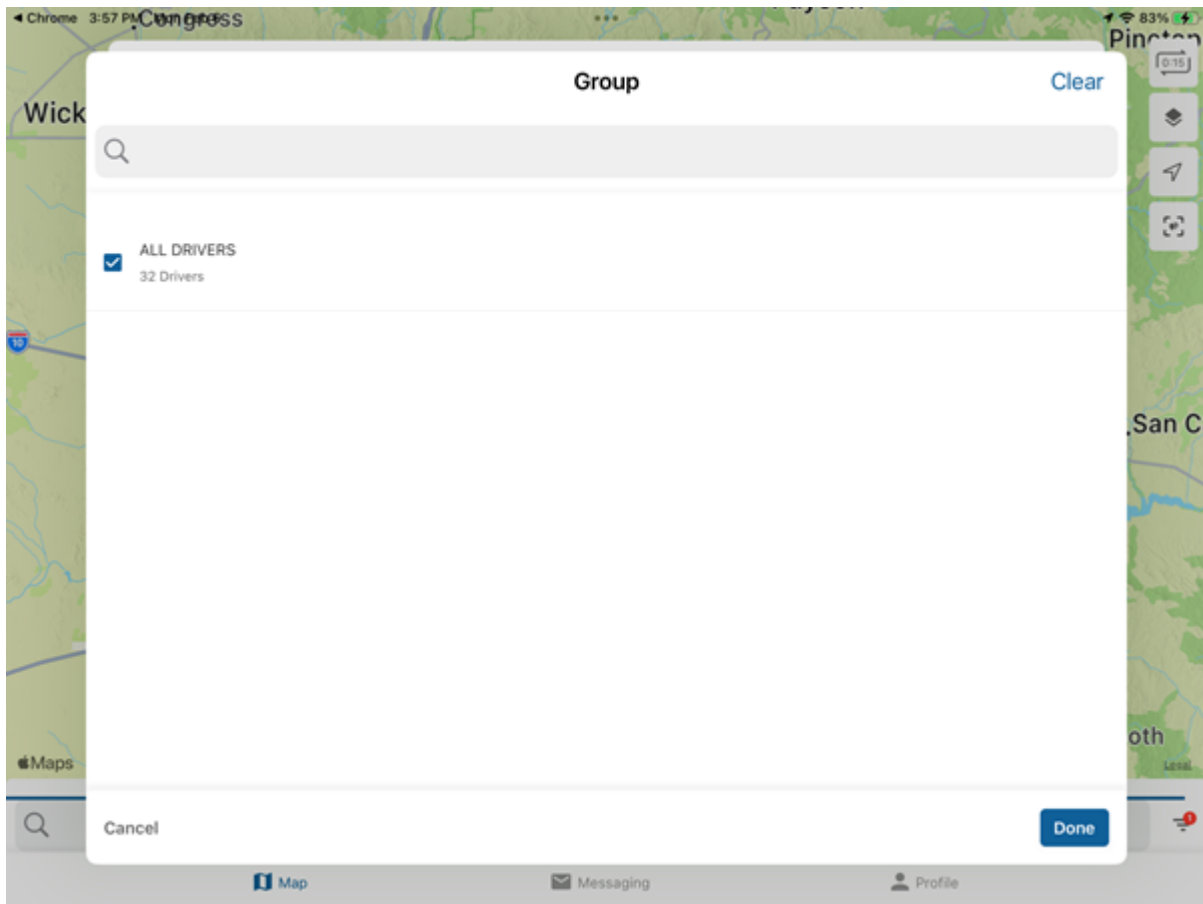The Hierarchy and Group Filter page appears.

> 📝 **Note.** Tap **Cancel** if you would like to exit the filter page at any time.

2. Locate the hierarchy/hierarchies or group/groups you would like to see on the map by using the Search field or scrolling down through the hierarchy list (if applicable).

> 📝 **Note.** Depending on the number of branches (nodes) within a hierarchy or groups within a group, you may need to tap the **>** button to see nested branches or groups.

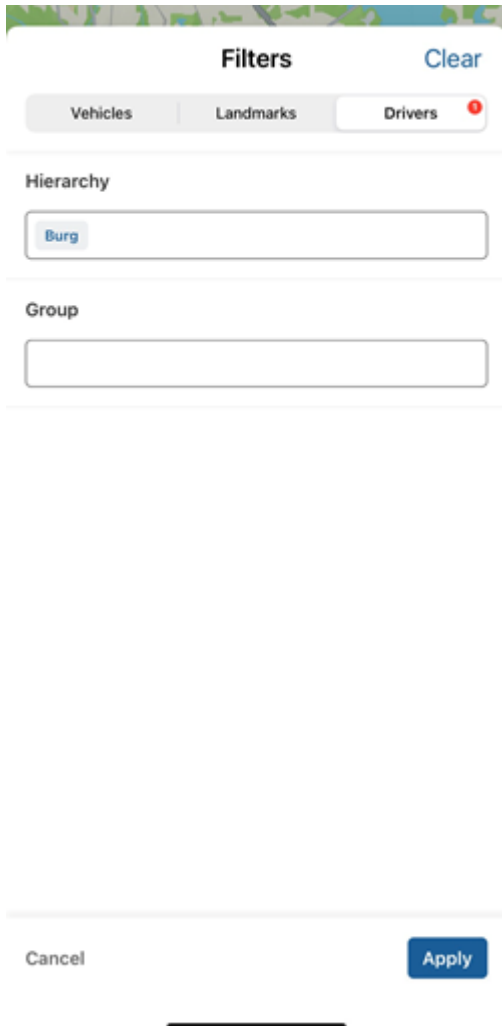3. Tap the checkbox next to the hierarchy/hierarchies or group/groups you would like shown on the map.

4. Tap **Done**.

> **Note.** Tap Clear to remove checked filters.

The Filter page appears displaying your selected hierarchy/hierarchies or group/groups.

5. Tap **Apply**.

> **Note.** The number of filters selected for each category (vehicles, landmarks, or drivers) is shown at the top of the Filter page.

Removing Filters

You can remove filters on the map to see your entire fleet. To remove selected filters, open the applicable filters again, tap **Clear**, then tap **Apply** to again see all your vehicles on the Map.