

# Application

## How to archive a vehicle/asset

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Devices can be removed from the system but still maintain the data collected by the device from the vehicle. This is useful for retrieving data if needed after the device has been removed.

**Purpose:** This article provide instructions for removing a vehicle/asset by archiving, instead of deleting/removing. This procedure keeps all of the data reported by the devicefor at least the last year.

### **Procedure:**

1. Click Vehicles & Assets (1) in the left menu.
2. Select the vehicle/asset to remove.
3. Click Remove at the top of the page (2).
4. In the Remove Device window appears, click Archive Assets (3).

# Application

myGEOTAB™

Save Remove Cancel View on map + More details Personal Mode

2

Asset Edit EI - G09 - Por Show Help

Asset Driver feedback Groups Rate plan Wi-Fi Extended services

ASSET INFORMATION

Description: EI - G09 - Por

Device type: Version 9

Serial number: G98E211845F6

Vehicle ID number: WP1BA2AY9LDA46735

License plate:

Odometer: 18551 mi (Engine)

Current engine hours: 821 hours 36 minutes

Remove device

Are you sure you want to delete asset:

**EI - G09 - Por**

Removing the vehicle will permanently remove all driver information associated with the vehicle (trips, exceptions, engine data). If there are HOS and Asset Inspection logs associated with this vehicle, all references to the vehicle will be removed.

If you want to keep the asset active but want to remove the serial number, click More Details and then click Unplug Device.

**Attention:** Removing this device from your database does not automatically deactivate billing for the services. Please contact your Reseller to terminate billing on the service.

3 Archive Assets Delete Cancel

**Additional Note:** If you encounter any issues, please open a support case. The link below contains instructions on creating a support case.  
<https://www.fleetistics.com/support-cases-made-easy/>.

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