

# DIGITAL FLEET

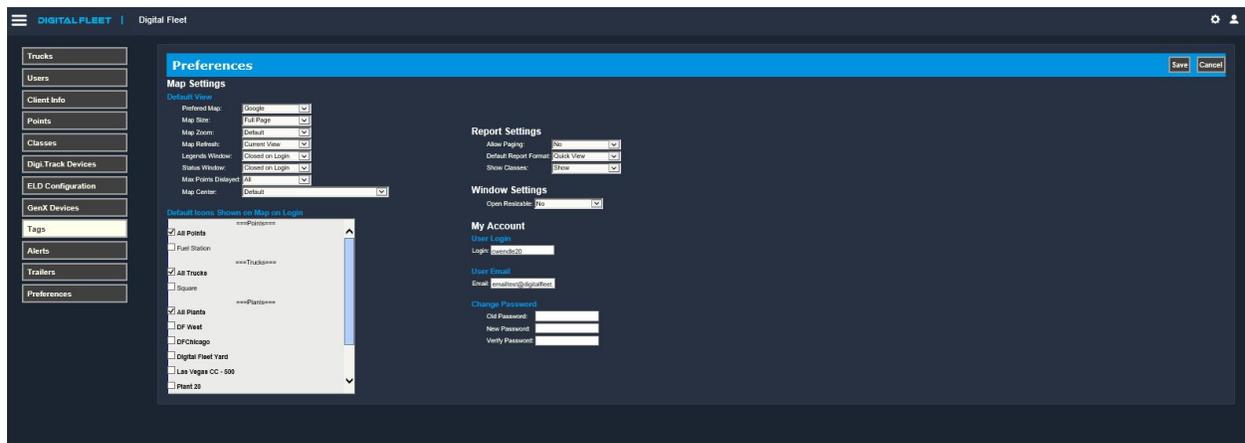
Last updated: September 11, 2018

**NOTE: Tag administration is limited to users with the Client Administrator permission.**

The Digital Fleet tag system gives web users the ability to filter trucks and points based on the tags associated with an asset. Each tag is associated to a tag group to give hierarchy to the tags and help identify what assets a tag should be associated with. Assigning tags to users is a placeholder for potential future improvements but isn't currently used.

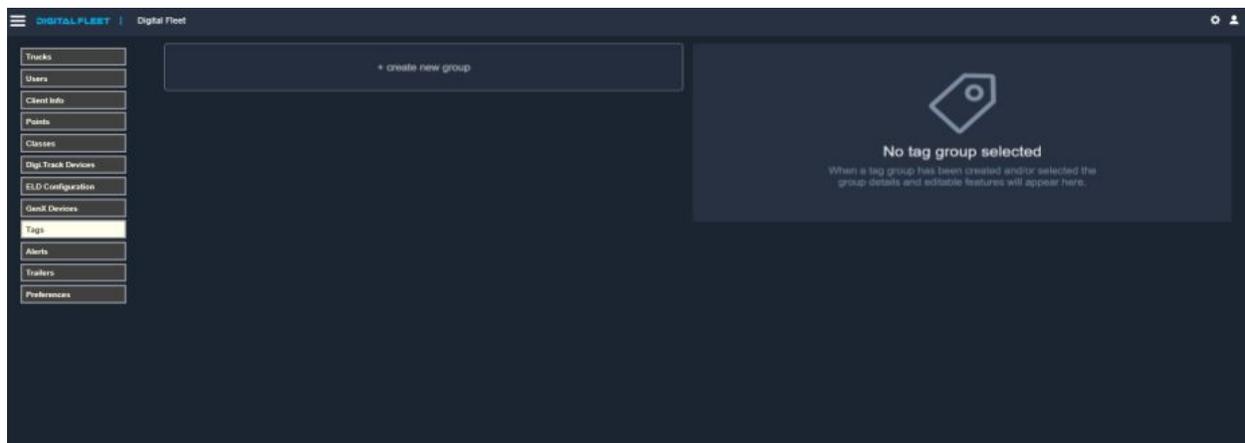
## Access Tags administrator page

To access the Tags administration page, go to the settings page of the webapp and select the **Tags** section.



## Create Tag Group

1. Select **+ create new group** button on top of page.



2. Enter Tag Group name in **Group name** field.

**CREATE NEW GROUP**

Group name\*

Specify group tag requirements\*

**TRUCKS**  required  optional  does not apply

**USERS**  required  optional  does not apply

**POINTS**  required  optional  does not apply

cancel create\_group

3. Define asset type requirements for the Tag Group to identify what assets the Tag Group will impact.

- a. Required

- i. Within the tag group card, the total number of assets not assigned a tag within this tag group will be shown.

**REGION** [edit](#)

**REQUIREMENTS** [edit](#)

**USERS** (optional)

**TRUCKS** (required)

**POINTS** (required)

**TAGS** [+ create new tag](#)

East [edit](#) [delete](#) Central [edit](#) [delete](#)

West [edit](#) [delete](#)

**TRUCKS** + \* 242 trucks have not been assigned tags

**POINTS** + \* 24 points have not been assigned tags

[delete group](#)

- ii. Tag filtering - when a tag within this tag group is selected by a user, this asset type will be filtered based on associated tags.

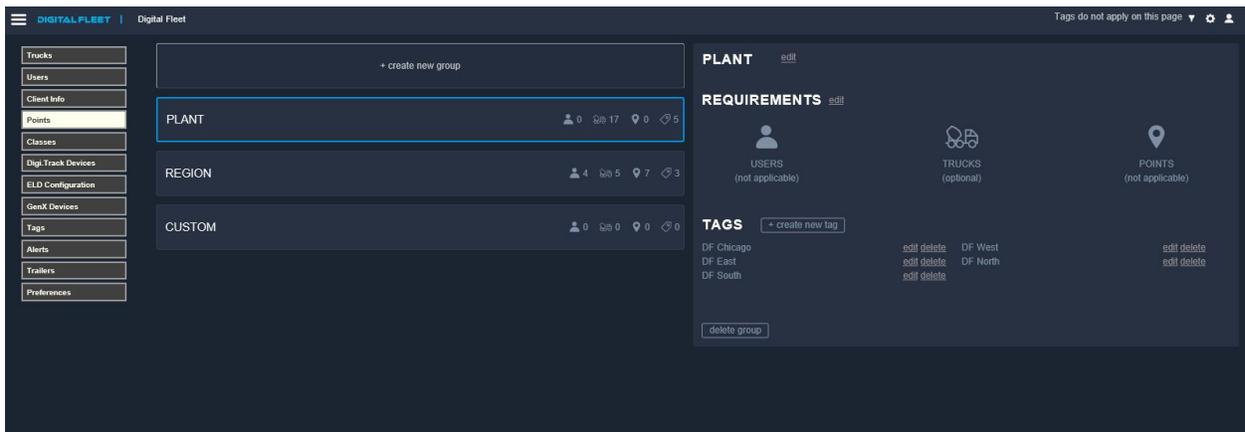
- b. Optional

- i. Within the tag group card, nothing extra is shown for optional asset types.

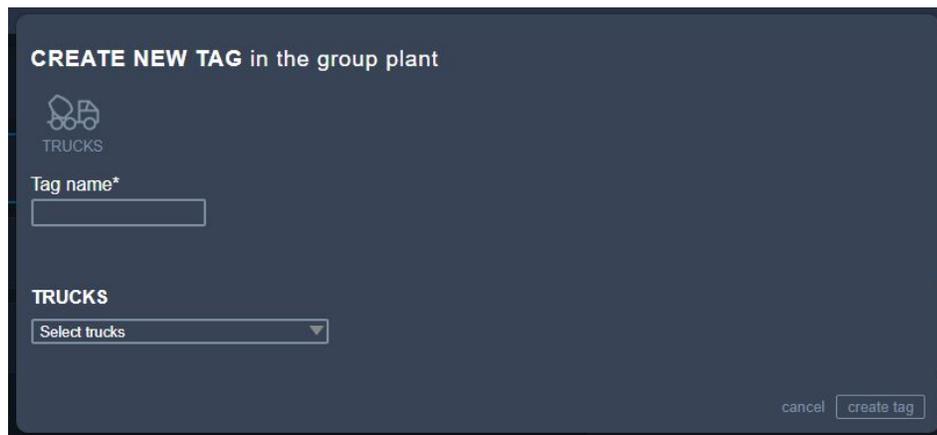
- ii. Tag filtering - when a tag within this tag group is selected by a user, this asset type will be filtered based on associated tags.
  - c. Does not apply
    - i. With the tag group card, nothing extra is shown for optional asset types.
    - ii. Tag filtering - when a tag within this tag group is selected, filters will not be applied for this asset type.
4. Select the **create group** button to create the Tag Group.

## Create Tags within a Tag Group

1. Select desired Tag Group from the Tag Group list to open the Tag Group card.



2. Select the **+ create new tag** button to the right of TAGS.



3. Enter the Tag name in the **Tag name** field.
4. Select which assets to associate with the tag from the dropdown menu(s).
5. Select the **create tag** button when all assets have been added.

## Edit Tag Group

1. Select desired Tag Group from the Tag Group list to open the Tag Group card.
2. Select the **edit** button next to the data to edit.

3. When edits are complete, select the **save changes** button.

### Edit a Tag

1. Select the **edit** button next to the desired Tag.
2. Edit the Tag name and assets as desired.

**EDIT EAST region tag**

USERS TRUCKS POINTS

Tag name\*  
East

**USERS**  
Selected 2 out of 29 users  
Vanderleest, Nathan [Remove](#) Wendle, Chris [Remove](#)

**TRUCKS**  
Selected 4 out of 247 trucks  
KEVINTESTING NAMCHG1 [Remove](#) KEVINTRUCK1 TRUCK1 [Remove](#)

**POINTS**  
Selected 1 out of 31 points  
DFChicago [Remove](#)

cancel [save changes](#)

3. Select the **Remove** button next to an asset to remove the asset from the tag.
4. Use the dropdown menu to search and add additional assets to the tag.
5. Select the **save changes** button to update the tag information.

### Delete a Tag

1. Select the **delete** button to the right of the tag to delete.
2. Confirm the deletion by selecting the **yes, delete this tag** button.

**ARE YOU SURE YOU WANT TO DELETE THIS TAG?**  
This tag is assigned to:

2 USERS 4 TRUCKS 1 POINTS

[yes, delete this tag](#) [cancel](#)

**ACTION CANNOT BE UNDONE**

**Note:** This is a hard delete of the data associated with the tag and Digital Fleet will not be able to recover the tag associations.

## Delete a Tag Group

1. Select desired Tag Group from the Tag Group list to open the Tag Group card.
2. Select the **delete group** button at the bottom of the card.
3. Confirm the deletion by selecting the **yes, delete this group** button.



**Note:** This is a hard delete of the data associated with the Tag Group and Digital Fleet will not be able to recover the Tag Group associations.

## Additional way to add a Tag to a Point, Truck, or User

1. A Tags section has been added to the truck, point, and users individual records allowing for tags to be set from there.



2. Select the dropdown to add tags as desired.
3. Select the **Save** button when finished.