How to Run a Report Including a Deactivated Vehicle

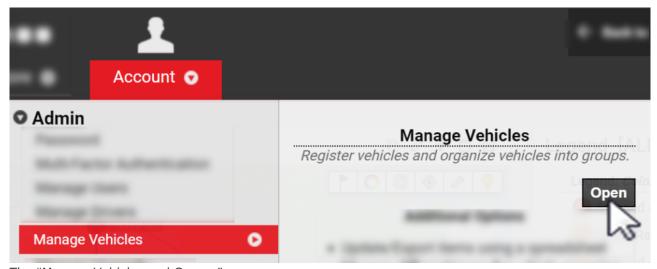If you are looking to run a report that includes one or more deactivated vehicle(s), please use the following instructions.

▶ **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**.
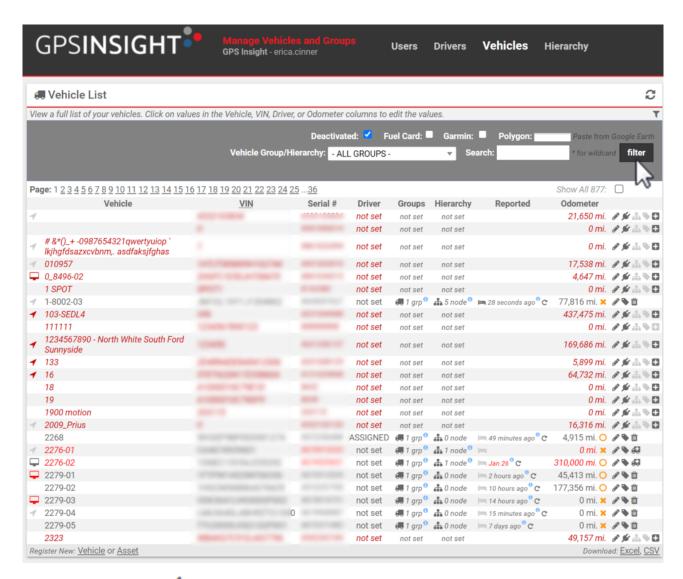

   The "Manage Vehicles and Groups" page appears.

4. In the Vehicle List section, check the checkbox next to "Deactivated" then click **Filter**.

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.