

Replacing a device in Geotab

Geotab offers an option to replace a current device with another. This feature maintains all existing data such as trip histories, exceptions, engine data, ELD/Hours of Service data, and DVIR reports.

To replacing a device

To replace a device, a user must have the clearance *Administer devices (delete/unplug/replace)* or *Administer devices* enabled.

Click the **Vehicles & Assets** option in the left menu (figure 1).

Select the vehicle by clicking the vehicle name in the list.

Scroll to the center of the Asset tab and find the **Replace with new device** button (figure 2).

Click the **Replace with new device** button located under the device serial number field (figure 3). Once the button is clicked a new window is displayed.

Enter the serial number for the **NEW** device in the **Serial Number** field (figure 4).

Finally, click the **OK** button at near the top of the window and the change is complete.

