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## How to attach a tag to a vehicle:

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Go to Vehicles or Tags page in My Lot. Locate auto or tag and select Attach icon from the Actions column on either page.

Input the vehicle and/or tag ID in the Tag
Attachment window (vehicle or tag ID field
may auto-populate depending on Step 1).
Select Next.

Set the custom properties for the vehicle. Vehicle details ensure that assets can be easily searched for using a variety of data and identifying information. Click Submit.



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Need Assistance? Check out the Logistics Knowledge Base or contact us at <a href="mailto:support@cognosos.com">support@cognosos.com</a>.



Submit



## How to detach a tag from a vehicle:

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Go to Vehicles or Tags in My Lot. Locate auto or tag and select Detach icon from Actions column.



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If initiated from Vehicles page, the Vehicle ID is populated; if from Tags, the Tag ID is populated. Click Confirm to continue.

	Detach a tag from a vehicle	
Tag ID		
Vehicle ID		
0005008943		
	Cancel Confirm	

Tag status changes to Not Attached, removing the association between tag and vehicle. Vehicle is no longer trackable until a new tag is attached.

3

You may also perform attach/detach in a single step with the Replace Tag option in Vehicle Details.



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