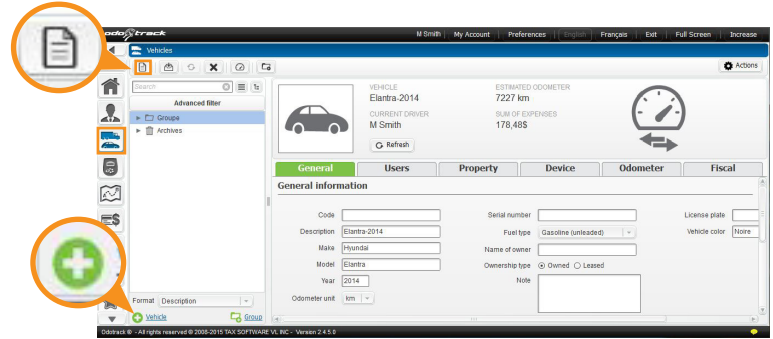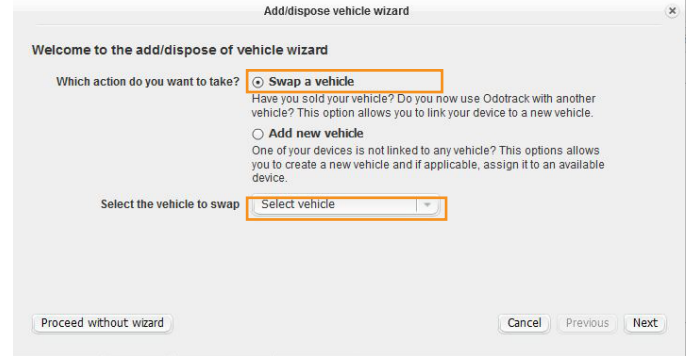**1.** Click the *"Add vehicle"* button in the *"Vehicles"* module. The *"Add/dispose vehicle wizard"* window will appear.

2. Choose the *"Swap a vehicle"* option and select the vehicle you want to exchange, then click *"Next"*.
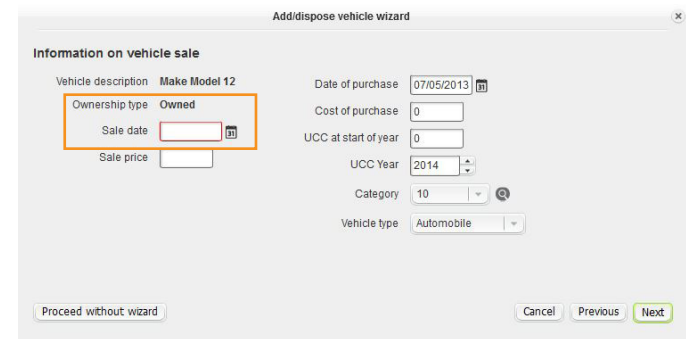
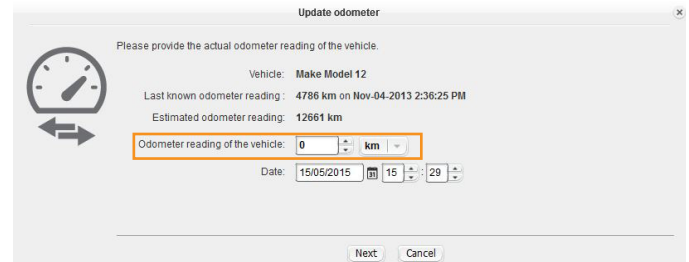**3.** In the next window, indicate your previous vehicle's status and click *"Next"*.

For a leased vehicle, indicate the lease end date and click *"Next"*.

For a purchased vehicle, indicate the date of sale and the sale price *(optional)* and click *"Next"*.
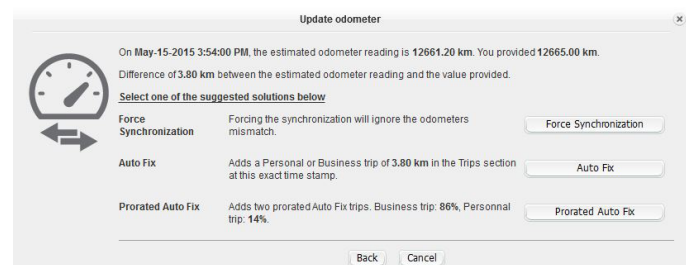
4. If known, write down the vehicle's odometer reading and click *"Next"*.

If unknown, click the *"Cancel"* button. You will be directed to the *"Information on the new vehicle"* window.

5. If you have specified an odometer reading, the following window will appear.

If three options are displayed, select the option that is most appropriate for your need. The most commonly selected option is *"Prorata Auto Fix"*. This option will create two trips depending on the business/personal percentage.

Otherwise, click *"Force Synchronization"*.

New Vehicle Information

6. Please fill out the new vehicle's information *(framed in red)* as well as the date and click *"Next"*. Specify if the vehicle is leased or purchased.

7. The following window allows you to add additional data *(optional)*. To continue, click *"Next"*.

8. The *"Update Odometer"* window appears. If known, enter the odometer reading and click *"Next"*. In the next window, click *"Force Synchronization"* (see Fig. 1).

Otherwise, click *"Ask me later"*. You can complete the information later in your account.

9. At the end of the process, your previous vehicle will be archived.

Fig. 1

Please note:

> When changing a vehicle, it is important not to rename it because former trips will be identified as part of the new vehicle.
> The previous vehicle's reports and trips will always be available. When required, be sure to select the archived vehicle.