Transfer a Vehicle within your Agency:

1. Navigate to the Vehicles module via the left menu bar.
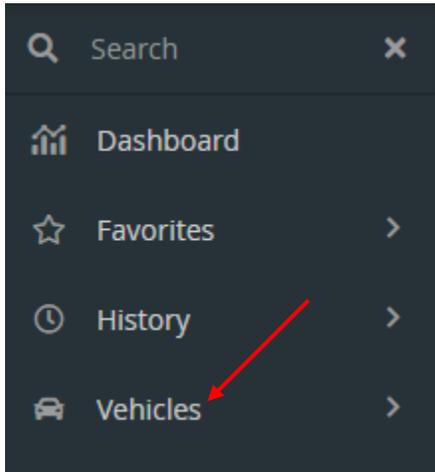
2. Enter the License Plate number in the search field of the vehicle to be transferred. Select License Plate search value from the drop down. Click the search icon.
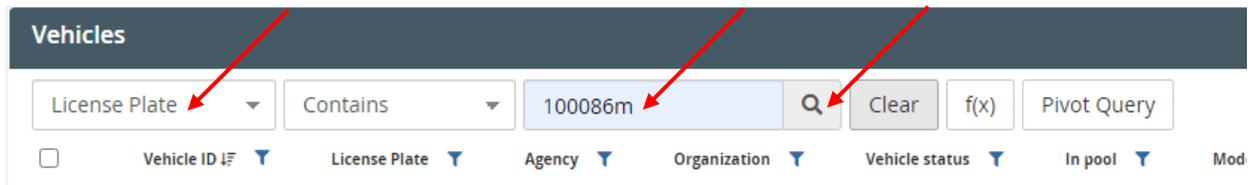
3. Click the Edit icon.
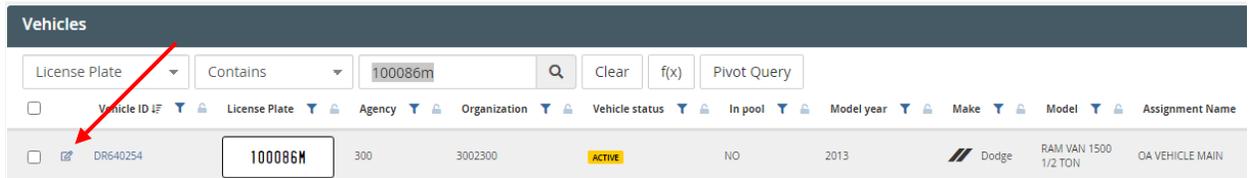
4. The system will take you to the Specifications tab. Write down the mileage from this page and select Allocation & Assignment History.

5. From this screen, click the blue Reallocate icon.

6. From the Reallocation screen, enter the data where this vehicle is transferring to, the current odometer reading, and the date of transfer. Make sure vehicle status is Active. Click "Save".

7. The system takes you back to the Specification tab. From this screen, change the SAMII Customer Number to the new location and click "Save".

8. Select Allocation & Assignment History tab.

9. From this page, you can change the Primary and Secondary Purpose, Assignment City and County, Primary Contact and Maintenance Contact. Make the necessary changes and click "Save".

10. This page also shows you the allocation history.

11. Your vehicle is now assigned to its new location.