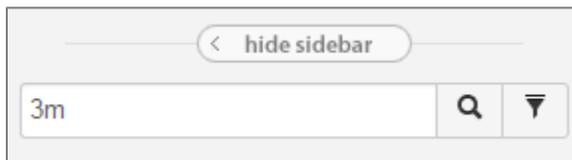


Performing Tag Maintenance in iConnectData (ICD)

The RFID Maintenance option in ICD allows you to manage your RFID tags, such as assigning tags, changing a tag’s status, and activating tags.

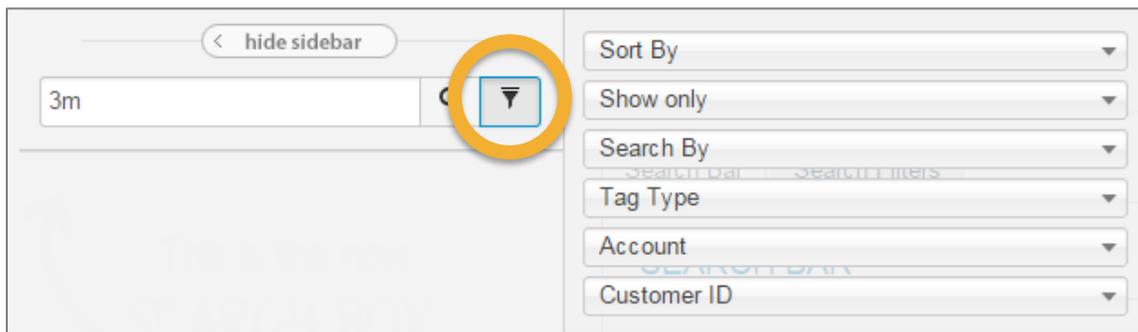
1. Access the RFID Maintenance page (**ICD home page > Manage > SmartQ RFID > RFID Maintenance**). If you do not have access to the SmartQ RFID option, contact your Comdata Representative.
2. In the search field, enter the beginning of a search term such as the RFID tag number, unit or trailer number, or customer ID. You can enter as few as two letters or numbers and the search results will pull all matching results. For example, if you search “3m”, the results will pull all units and trailers that have 3m in one of the following values: RFID tag number, account code, customer ID, and trailer or unit number.



OR

Select the filter button () to display your filter options.

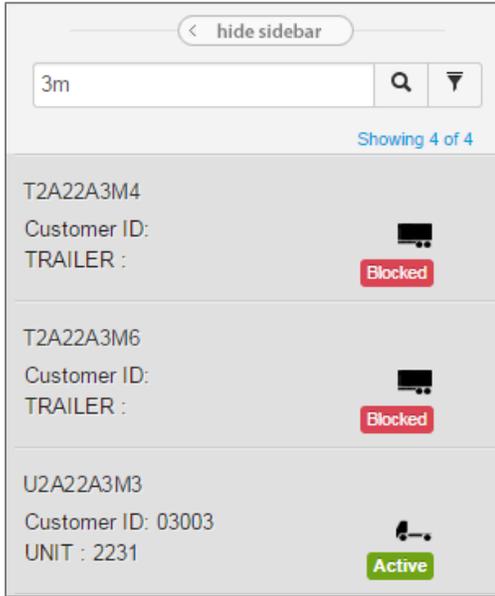
Note: If you have 100 or more customer IDs, the filters will automatically open with your default account code and customer ID selected. You can change these options if necessary.



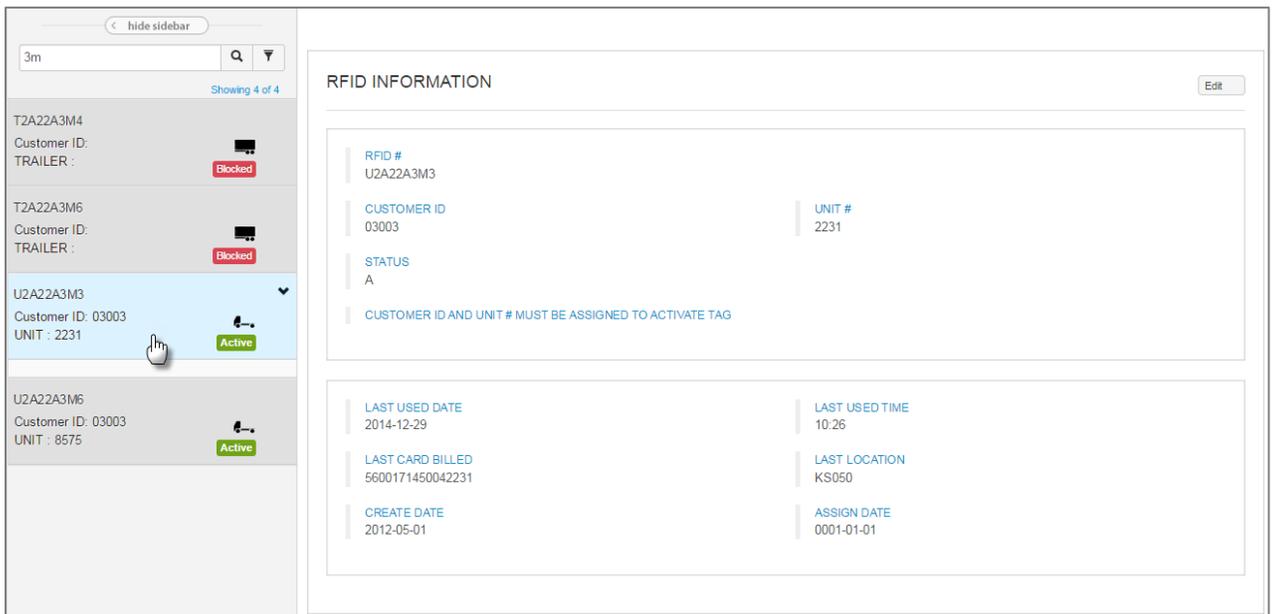
Filter options

Sort By	Sort results by the RFID tag number or unit/trailer number.
Show only	Sort results by tag status: Active, Blocked, Assigned, Unassigned
Search By	Select whether to search by only the RFID tag number or unit/trailer number
Tag Type	Sort results by unit or trailer tags
Account	Select an account code to view all of its associated tags
Customer ID	Select a customer ID to view all of its associated tags. Note: You must select an account code before selecting a customer ID.

3. Select the search button () to generate a search results list. If the tag you searched for does not appear in the listing, try a more specific search value or filter options. Note that if you do not apply a filter, the list auto-sorts by the RFID tag number.



4. Select a tag from the listing to open the RFID Information.



5. From here, select the **Edit** button () to modify the following details on the tag:
- **Customer ID.** Assign the tag to a customer ID. You can change the customer ID if it is already assigned.
 - **Unit #/Trailer #.** Assign the tag to a unit or trailer number. You can change the unit or trailer number if it is already assigned.
 - **Status.** Apply one of the following statuses to the tag:
 - **Active:** Activates the tag for use. All tags are blocked upon receipt.
 - **Blocked:** Blocks the tag from use even if the tag is assigned.
 - **Clear:** Clears any values in all fields.
 - **Deleted:** Completely blocks the tag from use and cannot be reactivated. A new tag will need to be ordered.

RFID INFORMATION
Save Cancel ✕

RFID #
U2A22A3M3

CUSTOMER ID
ALPHA TEST 1 - 00001 ▼

UNIT #
2231

STATUS
Active ▼

CUSTOMER ID AND UNIT # MUST BE ASSIGNED TO ACTIVATE TAG

LAST USED DATE 2014-12-29	LAST USED TIME 10:26
LAST CARD BILLED 5600171450042231	LAST LOCATION KS050
CREATE DATE 2012-05-01	ASSIGN DATE 0001-01-01

Note the following:

- Unassigned tags will have a blank **Customer ID** and **Unit #/Trailer #** field and a Blocked status.
- Changes made on this screen are real-time.
- The bottom section of RFD Information contains additional details on the tag, such as the last date and time used, full card number, assign date, etc.
- Your ordered tags will appear in RFID Maintenance after they've been shipped.