GeoTab Key FOB Reassignment

1. In GeoTab go to Administration and select Users.



2. Select the user that is no longer driving for the State of West Virginia. At the top of the screen select to Remove the user. A pop up box will appear asking you if you want to delete or Archive the user. Choose to Archive the user.

Groups filter All groups selected				
	Remove Cancel			
⑦ Getting Started & Help ✓ US	ser Edit 🗋 Show help			
🕔 Dashboard & Analytics 🗸 User	Driver UI Settings HOS Settings Feature Pr	review System Communications Support		
Map VUSER				
Use Use	er (Email): Christopher.a.Farmer	@WV.90V		
Activity V First	st name: Christopher	Remove user		
Engine & Maintenance V	st name: Farmer	You are about to remove user: Christophera, Farmer@ww.gov		
Zones & Messages ✓ Aut	thentication type: Basic Authentication	This will permanently break the link between all driving information (trips, exceptions, GPS data, HOS logs) for this user. Archiving the user (make historical) will retain this link.		
🖉 Rules & Groups 🗸 🗸	Basic Authenticatio If you are unsure, us	Would you like to archive the user (make historical) instead?		
Administration A Pas	ssword:	Reset password		
Bulk Edit For	rce password change on next lo- Yes	No		
Report Setup • Sec	curity clearance: Pool Driver - State of	West Virginia 🗸		
LUSERS Grou	Select groups	* Clear selection		

3. Go back to the users listing and under the filter select Yes for Show archived and click apply changes.



4. Search for the user you just archived and select them.



5. Under the driver tab click the "X" to the right of the key FOB number to remove the FOB from the archived driver. Click save at the top left of the screen.

All groups selected				
3**		Save Remove Cancel Reactivate		
~	^	User Edit 🔍 Show help		
~		User Driver UI Settings HOS Settings Feature Preview System Communications Support		
\sim	USER IS A DRIVER			
		This user is a driver: Yes No		
~		Prevent driver access to shared Yes No		
~		KEYS		
\sim		Add new driver key		
~		NFC TBG3FC 💉		
^		HOME GROUP		

6. The FOB is now removed from that user, but the user's historical driving data will stay in the system and the FOB can now be reassigned to another individual.