Adding a Driver to GeoTab

- Groups filter . **MY**GEOTAB[™] Q Search for a user Q Search ŵΕ 🔓 Dashboard 圮 Assets **Users & Drivers** 🖽 Мар Name Productivity ⊕ +Sustainability Ø +പ്പ People **Users & Drivers** Video Recordings ₽ Reports +ಳ Groups & Rules +
- 1. In the lefthand menu on GeoTab, go to People and select Users and Drivers

2. Once you have opened the User List, select Add from the top of the screen

MY GEOTAB"	Groups filter All groups selected		
Q Search &F	Q Search for a user Filter V	name (email) V Add Report V	
Dashboard G Assets	Users & Drivers 📮		
	Name	Username (email)	User type

3. The Add User page will open. Under <u>User Information</u>, enter the driver's email address, first name, and last name. Click the dropdown menu next to <u>Groups</u>, select ARI Integration, Bill Code, then select the appropriate bill code for the driver.

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			First name	
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			Select Group(s)	
			Data access Everything Modi	<u>fy</u>
			AUTHENTICATION AND SECURITY	

 On the same page, under <u>Authentication and Security</u>, select **NO** for "force password change on next login" and create a generic password for the driver. Next to <u>Security Clearance</u>, click the dropdown menu and select "Pool Driver – State of <u>West Virginia</u>".

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-	Reports	+	Password		0
父	양 Groups & Rules +		Confirm password		0
			Force password change on next login	Yes No	۲
			Authentication type	Basic Authentication	~
				Basic Authentication: If you're unsure which authentication type to use, then select Basic Authentication.	
			Security clearance	Pool Driver - State of West Virginia	~
			Comments	Nothing Pool Driver - State of West Virginia	

5. From the menu at the top of the screen, select the <u>Driver</u> tab. Select **YES** for "this user is a driver", then select **YES** for "prevent driver access to shared data". Click "add new driver key" and select "NFC" from the dropdown menu. In the box below, enter the number that appears on the FOB you are assigning the driver and click the blue check mark to the right.

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	(1) Map		User Driver UI Settings System Communications Support
₽ Ø	Sustainability	++	USER IS A DRIVER
8	People	+	This user is a driver Yes No
	Video Recordings		data Yes No
Ŀ	Reports	+	KEYS
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			Same as data access Yes No
			DRIVER LICENSE

6. From the menu at the top of the screen, select <u>System Communications</u>. Next to "Receive email reports", select **OFF**. Hit save at the top left of the screen.

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