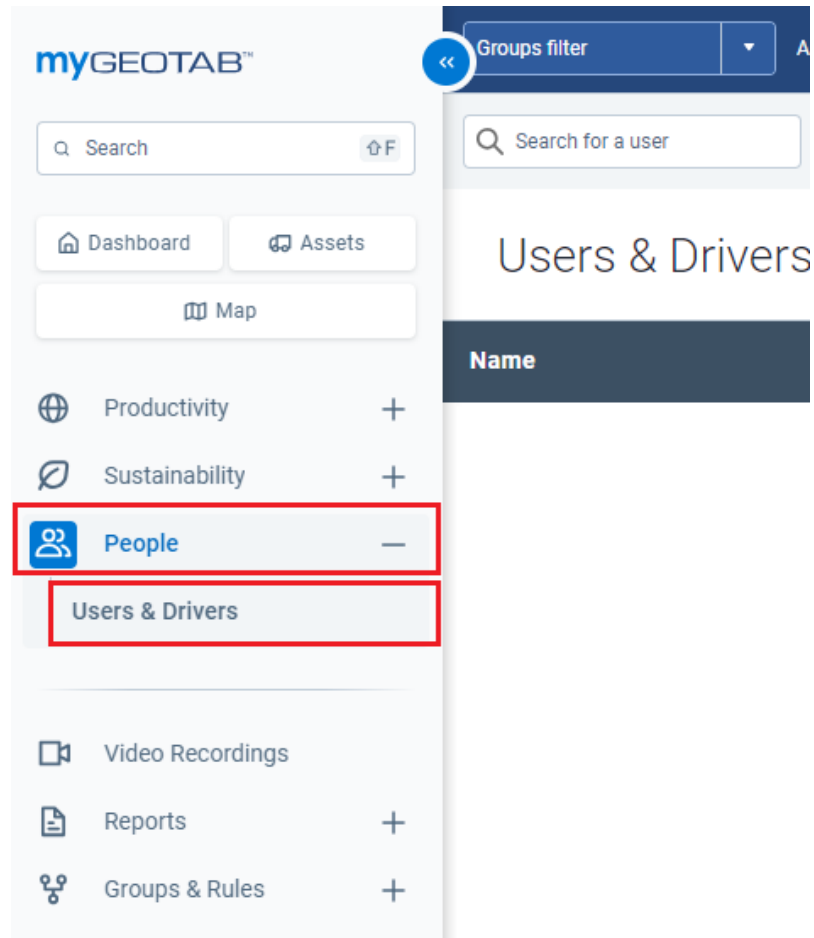
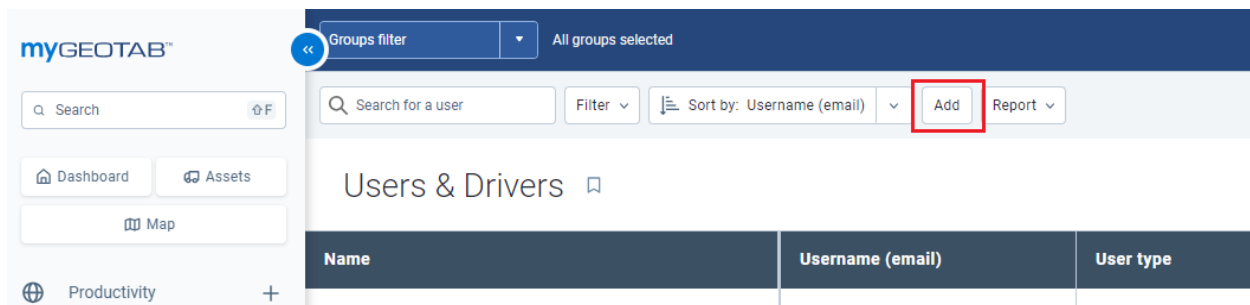


Adding a Driver to GeoTab (Not Needing GeoTab Access)

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



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

myGEOTAB™

Groups filter ▾ All groups selected

Save Cancel

Add User

User Driver UI Settings Map Settings System Communications Support

USER INFORMATION

Username (Email)

First name

Last name

Designation

Employee number

Phone number Ext.

Groups ▾

Select Group(s)

Data access Everything [Modify](#)

AUTHENTICATION AND SECURITY

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

The screenshot shows the myGEOTAB user configuration interface. On the left is a sidebar with navigation links: Search, Dashboard, Assets, Map, Productivity, Sustainability, People, Video Recordings, Reports, and Groups & Rules. The main content area has tabs for User, Driver, UI Settings, System Communications, and Support. The 'User' tab is active, showing fields for Designation, Employee number, Phone number, Groups, and Data access. Below these is the 'AUTHENTICATION AND SECURITY' section, which is highlighted with a red box. This section contains fields for Password, Confirm password, Force password change on next login (with 'Yes' and 'No' radio buttons, where 'No' is selected and highlighted with a red box), Authentication type (set to Basic Authentication), and Security clearance (a dropdown menu with 'Pool Driver - State of West Virginia' selected and highlighted with a red box). The dropdown menu also shows 'AFC Admin - State of West Virginia' and 'Nothing'. A 'Comments' field is at the bottom.

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Groups filter All groups selected

User Driver UI Settings System Communications Support

Designation

Employee number

Phone number

Groups

Data access

AUTHENTICATION AND SECURITY

Password

Confirm password

Force password change on next login

Authentication type

Security clearance

Comments

- From the menu at the top of the screen, select the Driver 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.

The screenshot shows the myGEOTAB 'Add User' interface. The left sidebar contains navigation options: Dashboard, Assets, Map, Productivity, Sustainability, People, Video Recordings, Reports, and Groups & Rules. The top header includes a 'Groups filter' dropdown and a 'Save' button. The main content area is titled 'Add User' and features a tabbed interface with 'Driver' selected. The 'Driver' tab contains three main sections, each highlighted with a red box:

- USER IS A DRIVER**: Contains two toggle switches. The first, 'This user is a driver', is set to 'Yes'. The second, 'Prevent driver access to shared data', is also set to 'Yes'.
- KEYS**: Contains a dropdown menu set to 'NFC' and a text input field for the key number. To the right of the input field are a blue checkmark button and a red 'X' button.
- HOME GROUP**: Contains a toggle switch for 'Same as data access', which is set to 'Yes'.

Below these sections is the 'DRIVER LICENSE' section, which is partially visible.

6. From the menu at the top of the screen, select System Communications. Next to “Receive email reports”, select **OFF**. Hit save at the top left of the screen.

The screenshot shows the myGEOTAB interface for adding a user. The left sidebar contains a menu with categories like Productivity, Sustainability, People, Video Recordings, Reports, and Groups & Rules. The top navigation bar includes a 'Groups filter' dropdown and a 'Save' button. The main content area is titled 'Add User' and features a tabbed interface with 'System Communications' selected. Within this tab, there are two settings: 'Receive email reports' and 'Show in-app news notifications'. Both settings have 'On' and 'Off' toggle buttons. The 'Receive email reports' toggle is currently set to 'Off'.

myGEOTAB™

Groups filter All groups selected

Save Cancel

Add User

User Driver UI Settings **System Communications** Support

System Communications

Receive email reports On **Off**

Show in-app news notifications On **Off**