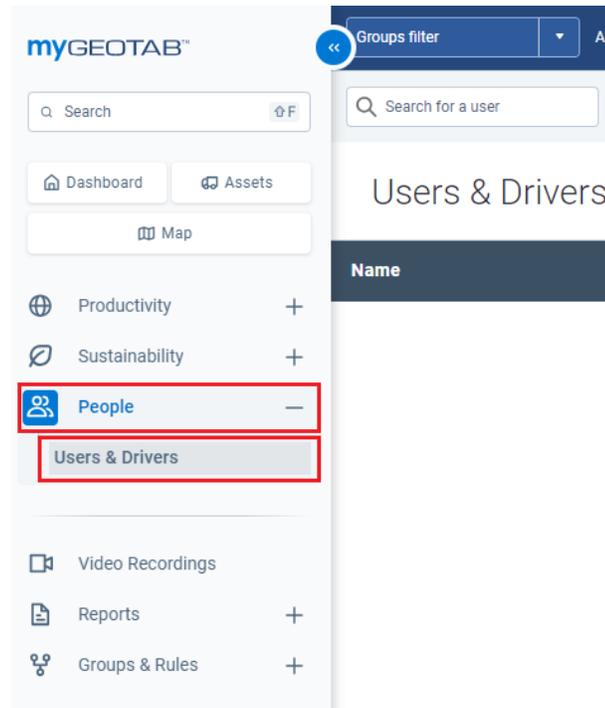
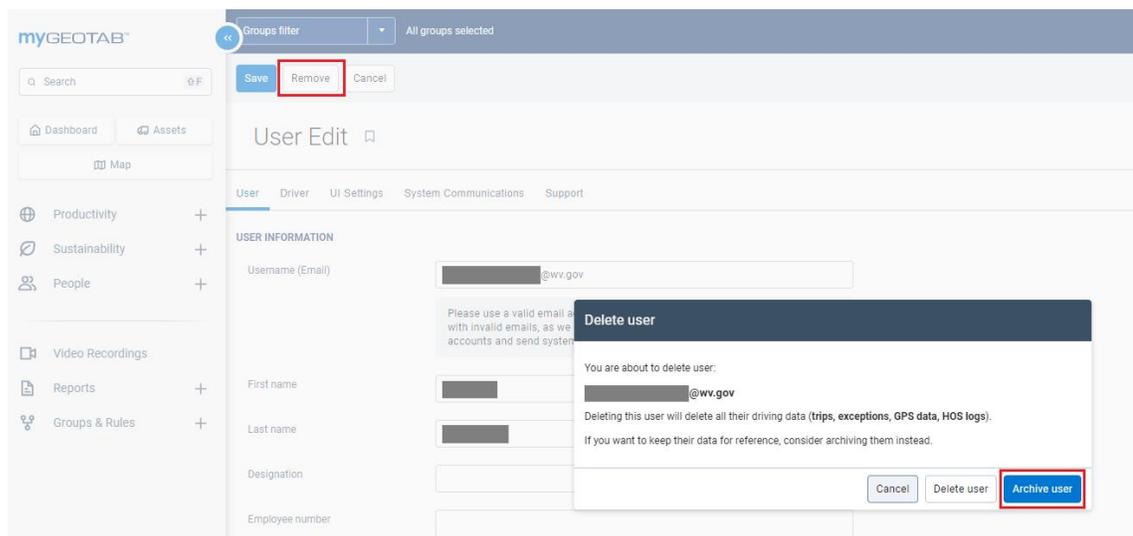


GeoTab Key FOB Reassignment (Removing a User)

1. In the lefthand menu on GeoTab, go to People and select Users and Drivers.



2. Find and select the user that is no longer driving for the State of West Virginia. At the top of the screen, select “remove”. A pop-up will appear asking if you want to delete or archive the user. Choose “Archive”.



- Return to the User List and click on the **Filter** dropdown at the top of the screen. Select **YES** next to “show archived” and then click “apply changes” at the bottom of the menu.

The screenshot shows the myGEOTAB interface with the 'Users & Drivers' page. A 'Filter' dropdown menu is open, displaying various filtering options. The 'Show archived' option is selected with a 'Yes' button. The 'Apply changes' button at the bottom of the menu is also highlighted. The background shows a table with columns for 'Name' and 'User type', with several 'Driver' entries visible.

myGEOTAB™

Groups filter All groups selected

Search for a user Filter Sort by: Username (email) Add Report

Suspended

Users & Drivers

Show drivers only Yes No

Show archived Yes No

Exclude users with

Field type All

Ex: John or @customer.com Add

Selected: None

Clearances

Filter by clearance Search clearances... Reset selection

Selected: None

Rulesets

Filter by rulesets Search for ruleset... Reset selection

Selected: None

Authentication types

Filter by authentication types Search authentication types... Reset selection

Selected: None

Apply changes

Name User type

Driver

Driver

Driver

Driver

Driver

Driver

Driver

Driver

4. Find and open the driver you just archived, then select the Driver tab from the menu at the top of the screen. Under Keys, click the “X” to the right of the NFC key FOB number to remove the FOB from the archived user. Click “save” at the top left of the screen. The FOB is now removed from the user, but their historical driving data will still be accessible, and the FOB can now be reassigned to another driver.

The screenshot displays the myGEOTAB User Edit interface. On the left is a navigation sidebar with options like Productivity, Sustainability, People, Video Recordings, Reports, and Groups & Rules. The main content area is titled 'User Edit' and has tabs for User, Driver, UI Settings, System Communications, and Support. The 'Driver' tab is active. Under the heading 'USER IS A DRIVER', there are two toggle switches: 'This user is a driver' (set to Yes) and 'Prevent driver access to shared data' (set to Yes). Below this is the 'KEYS' section, which contains a blue 'Add new driver key' button and a table of existing keys. One key is listed as 'NFC' with the number 'TER1N2'. To the right of this key is an edit icon and a red 'X' icon, which is highlighted with a red box. At the top of the main content area, there is a 'Groups filter' dropdown set to 'All groups selected' and a row of buttons: 'Save' (highlighted with a red box), 'Remove', 'Cancel', and 'Reactivate'. At the bottom, under 'HOME GROUP', there is a toggle switch for 'Same as data access' (set to Yes).