

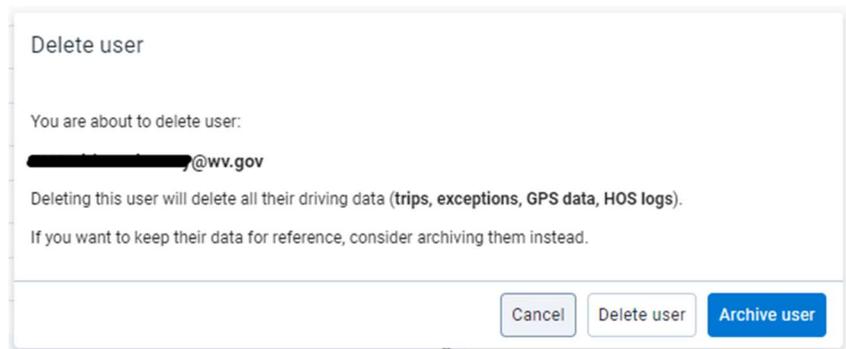
Archiving an Account and Key Fob Reassignment

If you need to remove a user from the system, GeoTab allows you to archive their account. It is crucial that you select to **archive** the account when removing an account.

If a departing employee returns their key fob, you can remove the NFC number from their archived account so it may be assigned to a new driver.

To Archive an Account:

1. From the GeoTab menu, select **People**, then **Users & Drivers**. Find and select the account you need to archive.
2. Click **Remove User** at the top right of the page. A pop-up window will appear.
3. Select **Archive User** (*do not select “delete,” as this will permanently erase all user data*).



To Reassign a Key Fob:

1. Navigate to **Users & Drivers**. Open the filters and select **Show Archived**.
2. Find and select the archived user who was originally assigned the key fob, then navigate to the *Driver* tab.
3. Remove the NFC key by clicking the red **X** next to the key fob number.
4. **Save** and close. The key fob is now free to be assigned to a new driver.