MYGEOTAB QUICK START GUIDE

VERSION 5.7.1

July 2018

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LOGGING IN

Open your Internet Browser

Navigate to https://fleetcomplete.geotab.com/yourdatabasename

(Please ensure your database name is included in the link after https://fleetcomplete.geotab.com/ - if you are unsure of your database name, please contact our support team on 1300 653 395)

Enter your User (email) and Password, as supplied, and then press Login.

Forgot your password?

Click **Forgot Password** to reset it. You will need to know your User login (email address) and database name. A link will be emailed to you enabling you to reset your password. Once your login credentials are validated, you will be logged into MyGeotab software.

Fleet Complete's MyGeotab is largely web based and is not only compatible with PCs, but it can also be run from Smart Phones and Tablet Devices that have access to a standard broadband internet connection. Please be aware that whilst most of MyGeotab's functionality is web-based, there are certain advanced functions which can only be accessed via a PC running a compatible web browser. This functionality is indicated by this symbol. If one of these options are selected,  and it's the first time you have selected this option, you will be prompted to open a separate MyGeotab application locally on your PC by clicking the "Run" option.

SUPPORTED SOFTWARE

Browsers

As we continue to innovate, many modern features of the web are integrated into our products. In order to use all the advanced functionality of the application, a modern browser is required.

- Modern version of Google Android
- Modern version of Apple iOS
- Microsoft Internet Explorer® 9+
- The latest versions of Google Chrome
- The latest versions of Mozilla® Firefox®
- Apple Safari® 6.0+

RUNNING MYGEOTAB FOR THE FIRST TIME

When you log into MyGeotab for the first time, you will be asked to view and accept the End User Agreement

Please scroll through to the end of the agreement, once you have viewed and accepted the End User Agreement, MyGeotab will automatically open the Geotab Product Guide. This is definitely worth a read; you can refer back to it at any time by saving the page as a favourite in your web browser.

The System will ask you if you would like to view the User Guide every time you open MyGeotab. If not, click on **"NO, I'll Use the Dashboard"**. MyGeotab will them automatically open to the Summary page.

SETUP USER OPTIONS

Once you have logged into MyGeotab for the first time and selected "No I'll use the dashboard" your program will automatically open to the Dashboard Screen.

In the top right hand corner you will see your database name and also your User ID email address will appear as a menu option. Simply click on this menu option and drop down menu will appear (see below)

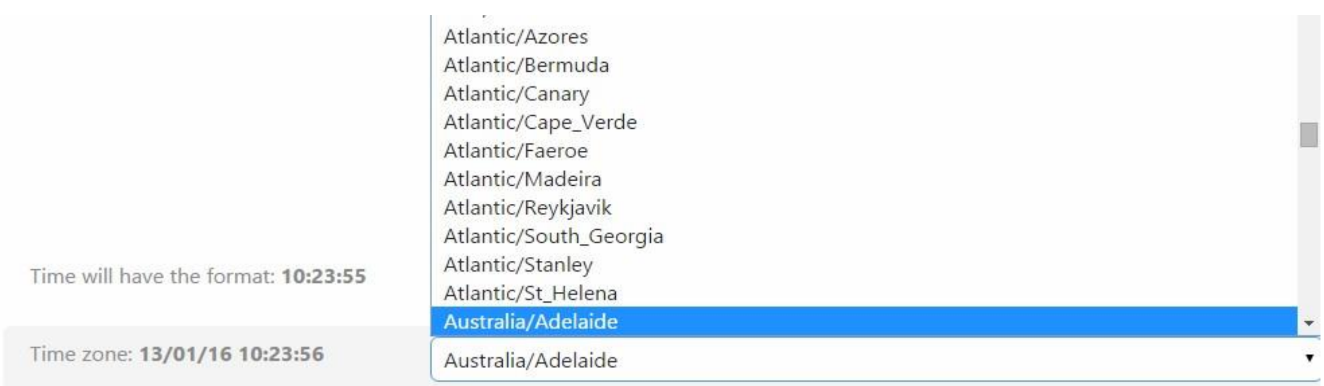
From this dropdown box you can access either your user settings under Options, Change Your Password or Log Out of MyGeotab.

OPTIONS

From this menu you will be able to set up your own specific user settings. These settings are specific to your unique User ID and will need to be set up for each user.

Change your Time Zone

Once in the Options section, select the Time Zone drop down box and choose your Current location (see below). Once selected, this will be the time zone that MyGeotab will operate in – for all tracking & reporting.



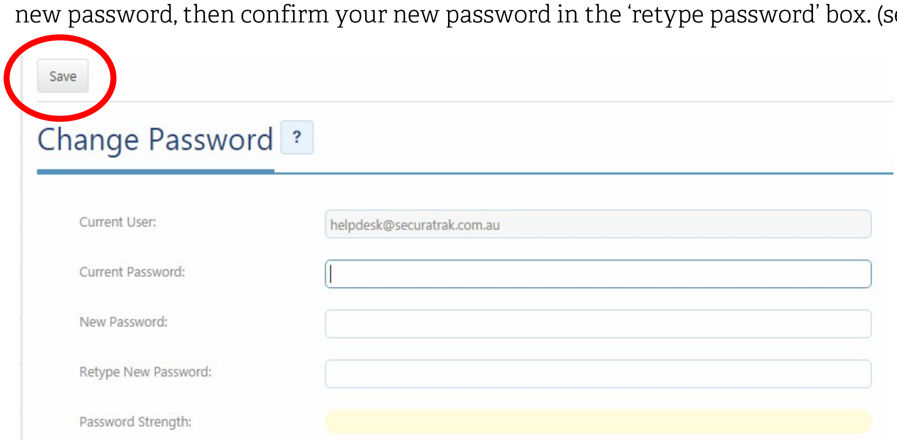
Default Page at Startup

Once in the Options section, at the bottom of the screen you will find a Default Page at Start-Up dropdown. From this menu you can choose which window MyGeotab will open to when you first login. For example, if you would like MyGeotab to open to the Map window instead of the Dashboard Screen when you first log in – choose Live Map.

CHANGE PASSWORD

From the User ID menu drop down menu, click on Change Password (see below).

Once you are in the change password window you will be prompted to input your current password, then your new password, then confirm your new password in the 'retype password' box. (see below)

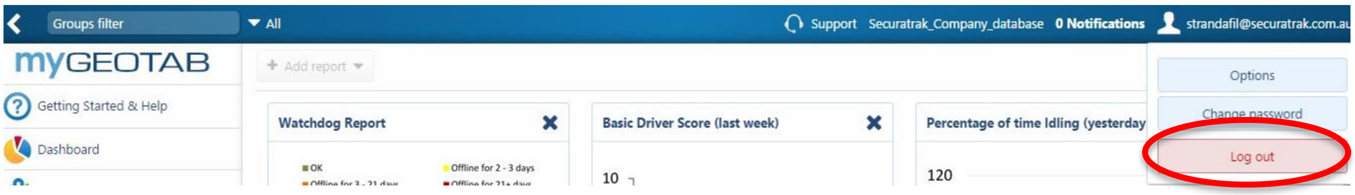


Once complete, click on Save at the top. Your password will now be updated.

LOGGING OUT OF MYGEOTAB

From the User ID drop down menu, click on Logout (see below)

Simply click Logout and you will be logged out of the MyGeotab Website.

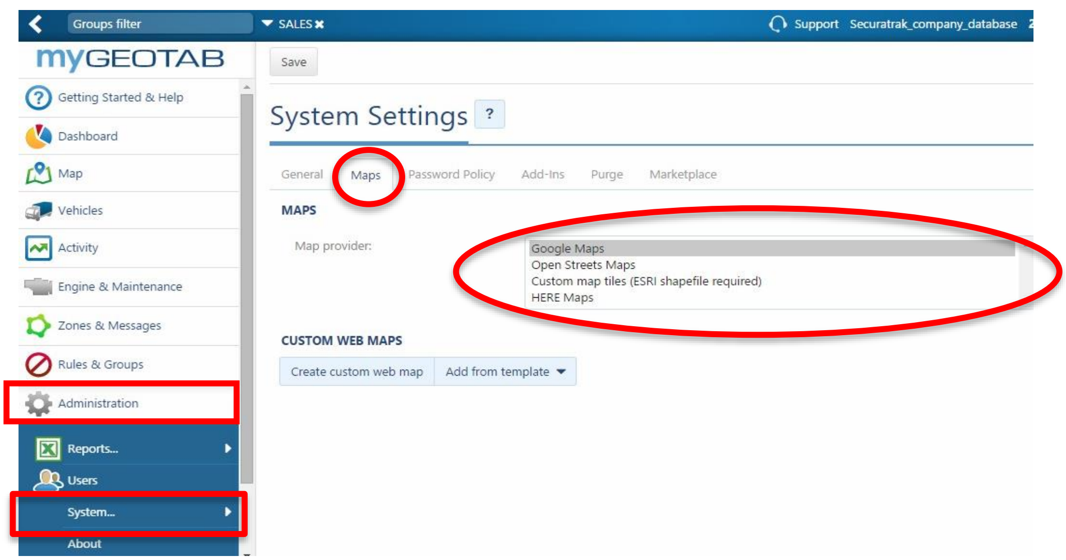


MAP PROVIDERS IN MYGEOTAB

There are a number of map providers that MyGeotab uses, for example Google Maps & Open Street Maps. Choosing map providers will need to be done for your software globally.

To choose your Map provider simply go into Administration from your main menu, then click on System.

Then choose the Maps tab at the top.



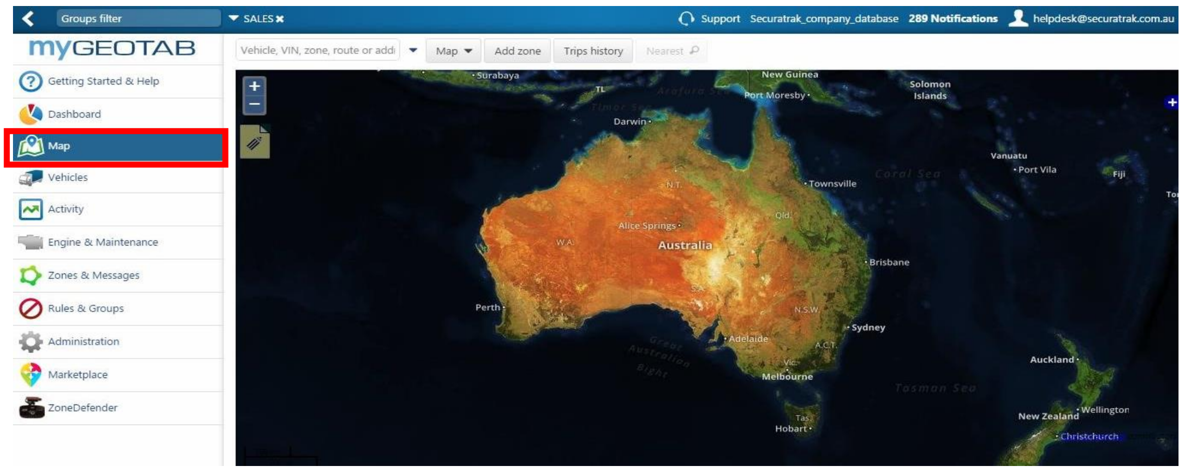
In the Map provider box there are a number of default map providers. Simply select your option and click on **Save** at the top of the screen. We recommend Google Maps.

To apply these settings you will need to log out of MyGeotab and log back in.

SETTING A DEFAULT MAP

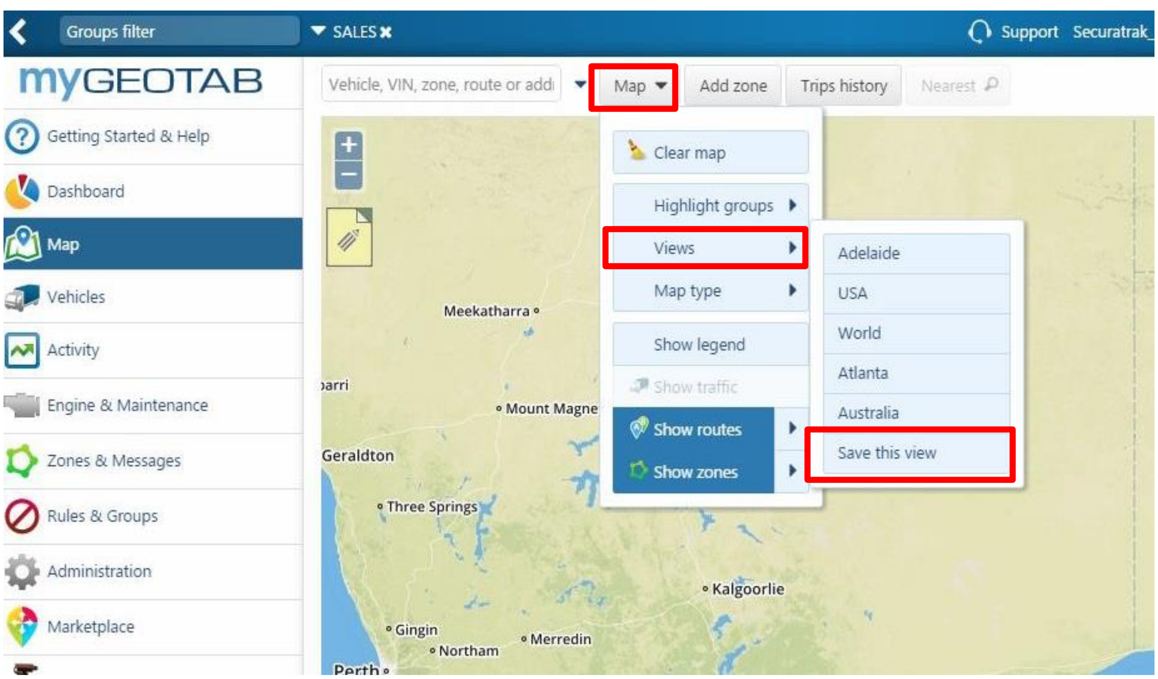
When MyGeotab is first installed, your default map may not be Australia or your chosen location. This default can be changed to a location of your choice. This default is set per login, so if you have more than one user running MyGeotab you will need to do it for all logins.

Firstly we need to save your preferred view. From the Menu on the left click on Map.



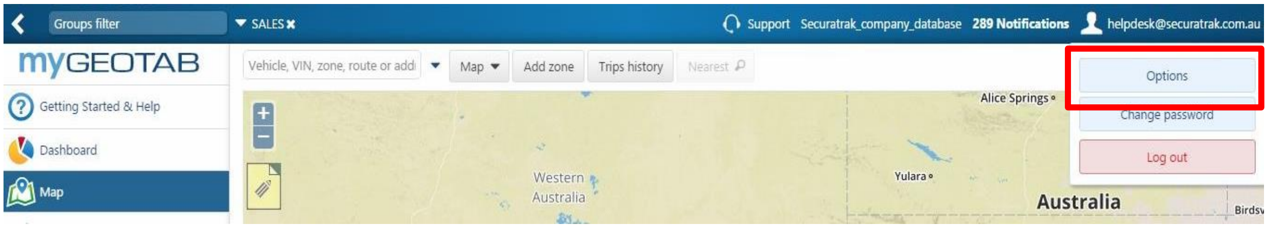
Next, using your mouse, navigate your Map to a location that you would like it to default to.

Then from the menu at the top select Map, then Views, then Save this View.

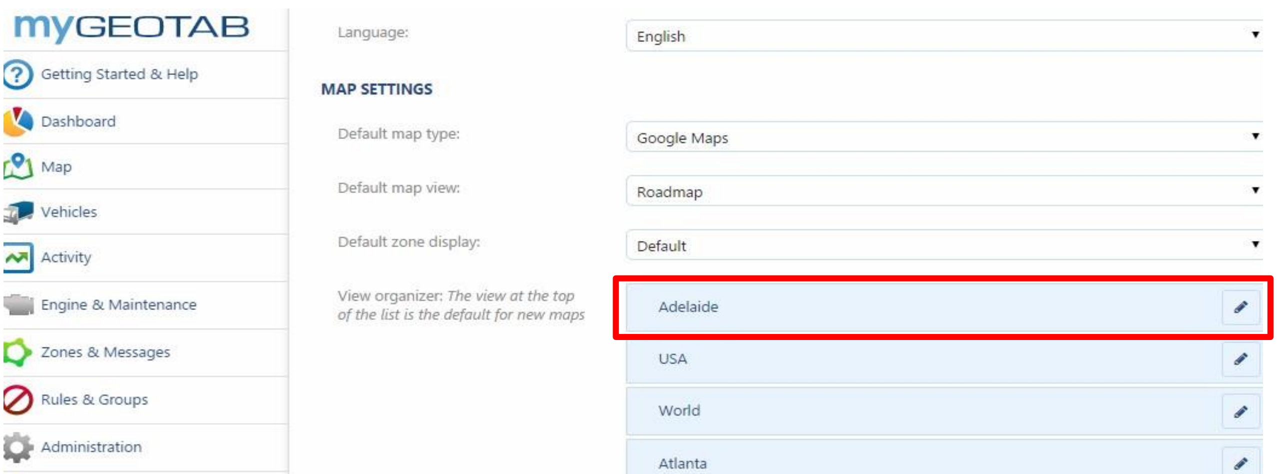


MyGeotab will ask you to give your new view a name, then select OK. . This view will now appear in the 'Views' list that you were just in. (see above).

Next, in the top right hand corner, click on your user name drop down, then from the menu below select **Options**



Next, scroll down to the bottom of the page, then under the View Organiser, you will see a list of default views. At the bottom you will see the view that you have just created. To set it as your default, simply click on it and drag it to the top of the list (see below).



You will also notice in this window there are other map settings, you can change your default map type, and default map view etc.

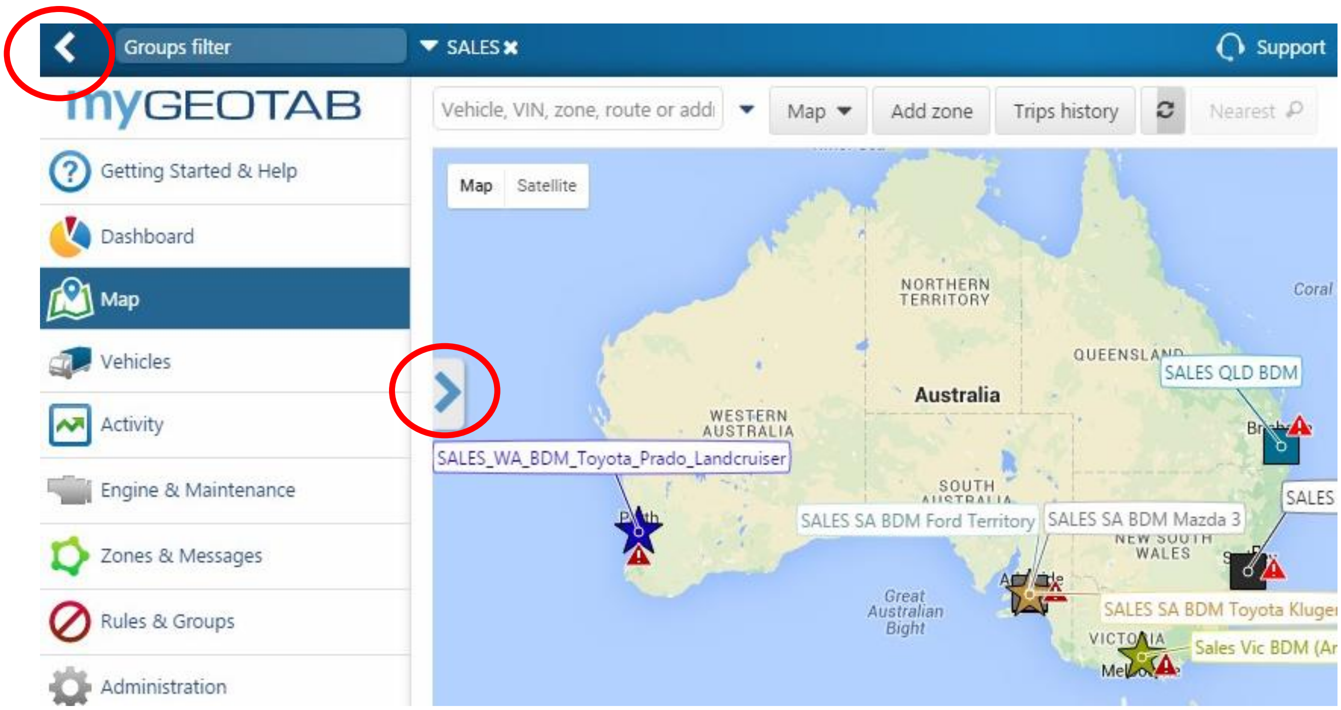
Click on **OK** at the top of the screen. This will then save your new default Map. When you next go into your Map window, your new default location will be displayed.

NAVIGATION IN MYGEOTAB

Use your browsers back and forward button to navigate in MyGeotab.

All pages in can be bookmarked in your browser for quick access.

The menu in can be opened and closed by clicking the small handle on the right of the menu or on the blue bar at the top, to make more space (see below).

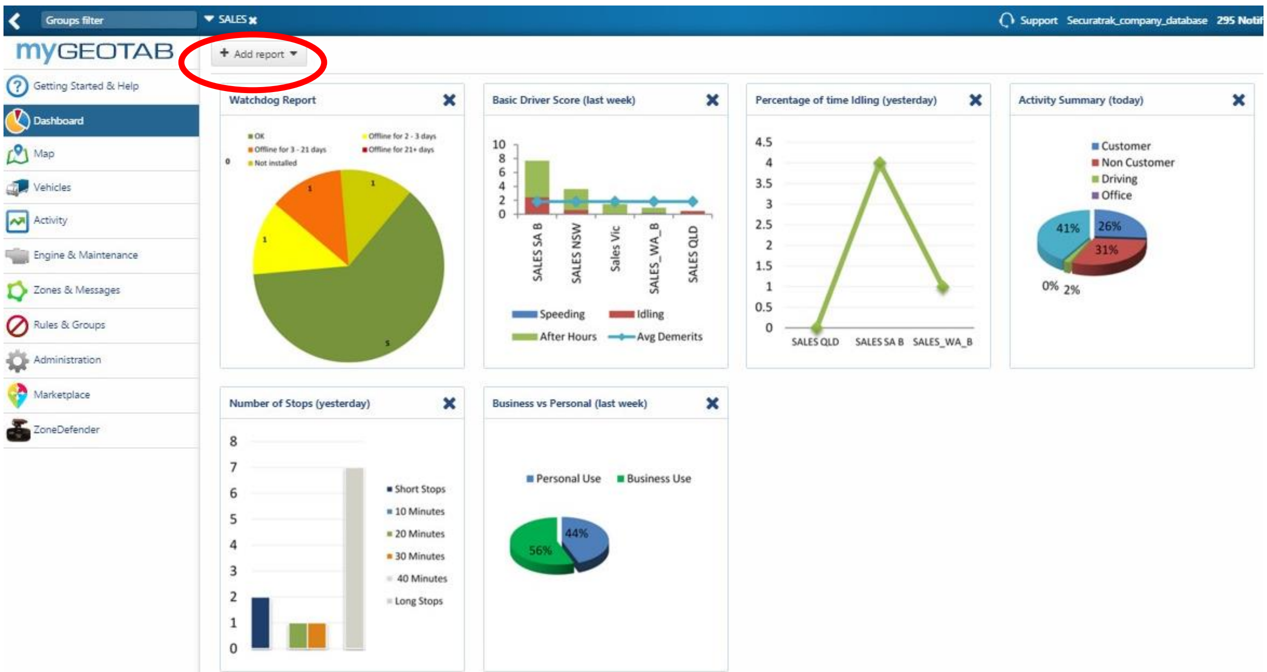


You may notice that the menus will automatically minimise & maximise for a better view of what you are looking at. Especially when viewing on smaller screens like iPhones & iPads.

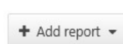
DASHBOARD SCREEN

As you can see below, this is MyGeotab Dashboard screen. It displays a series of customisable graphs for your reference. It can be acessed at any time by clicking on the Dashboard Tab on the left hand side of the screen.

To open any of the reports for a full detailed view, simply click on the graph and it will open in Excel as the full report.



These dashboard reports can be closed from your view by clicking the cross in the top right hand corner of the report. This will hide it from your saved view of the dashboard.

To add a report back again, simply click on the 

button, then choose which report you would like to re-appear on your dashboard.

New Dashboard reports can be created using pivot table and charts in Excel.

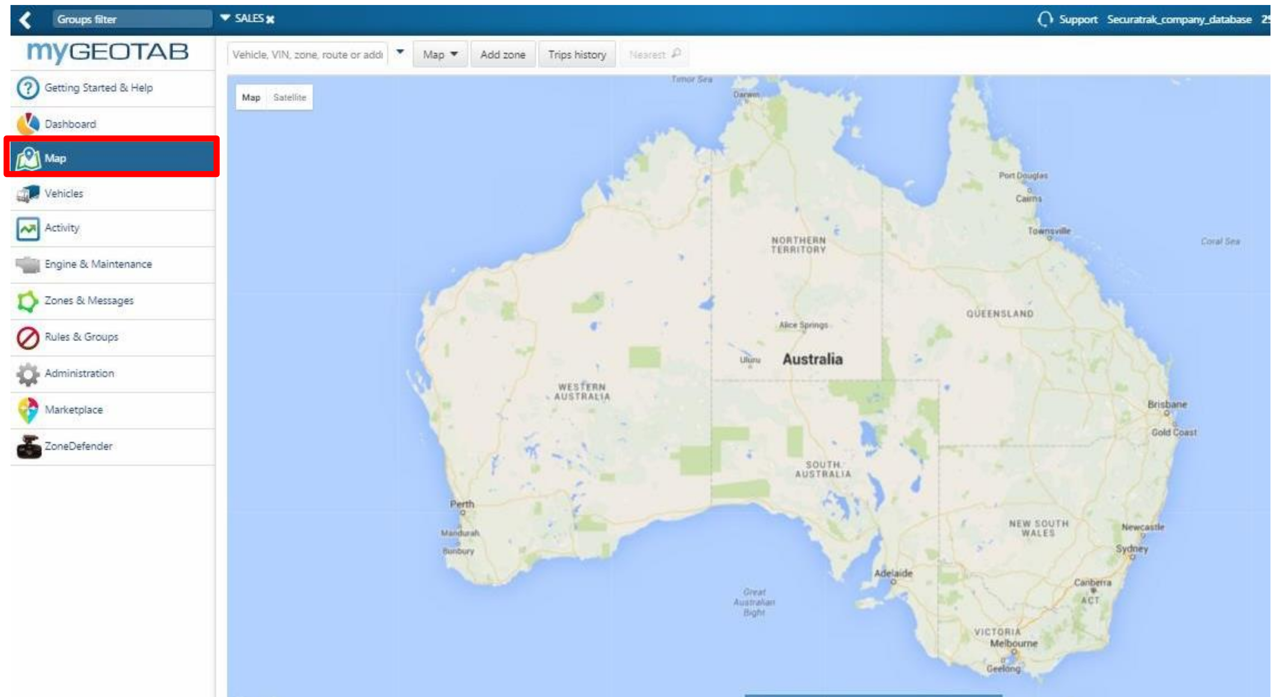
For more information and pricing on Custom Dashboards please contact Fleet Complete's Enterprise Services Team at reporting@fleetcomplete.com.au

MAP WINDOW

(Live & Historical Tracking)

All live and historical tracking is accessed from the Map window.

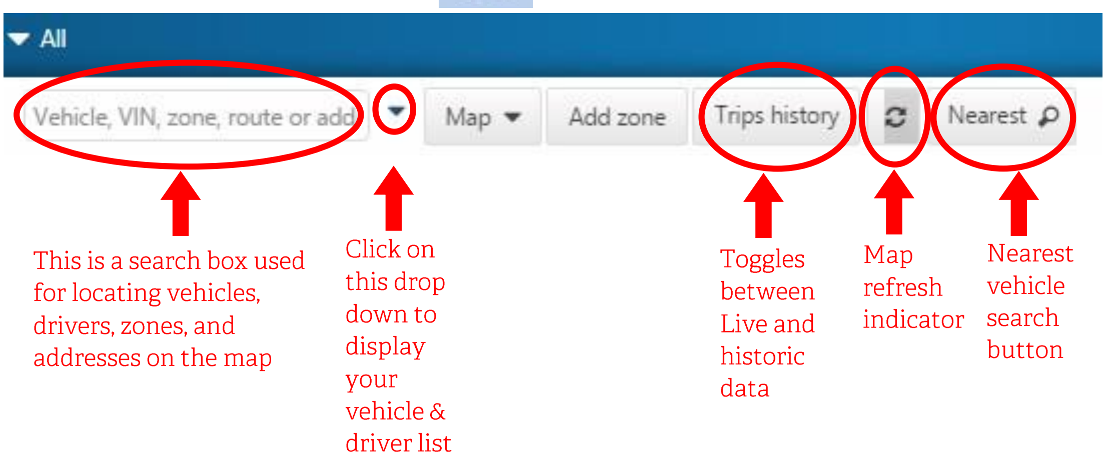
To view current locations of your vehicles or to view historic trip information simply click on the window as pictured below:



The Map window is made up of the Map and a small menu bar at the top of the page.

The Map can be navigated the same as any mapping software; click and drag the map to move around the map, double click to zoom in on a particular area, or use the scrolling wheel on your mouse to zoom in and out.

Alternatively you can use this symbol  to zoom in and out on the map.

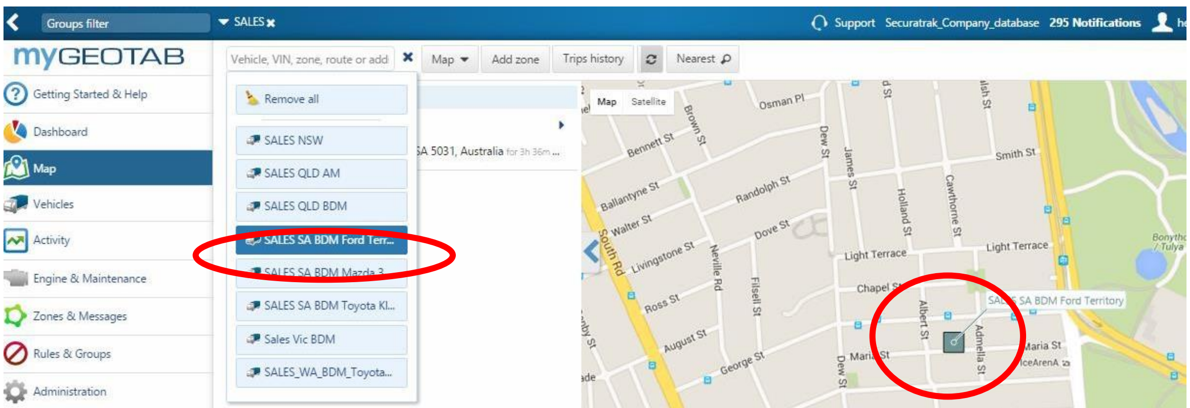


LIVE TRACKING

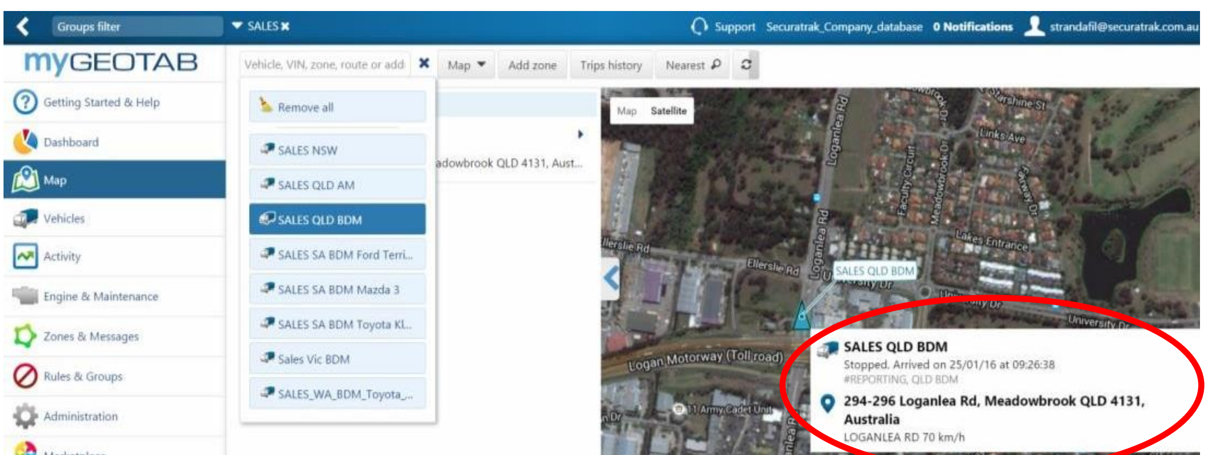
To view current locations of your vehicles, simply click on the dropdown box from the menu at the top, and then click on the vehicles you would like to display on the map (see below).

Alternatively, you can search for the vehicle or driver using the search box next to the dropdown. You can type any part of the vehicles details in this box and the dropdown will populate with any vehicle matching the criteria you are searching for.

Please note: if you are searching for a driver that is not currently driving, nothing will come up, you will need to search for the vehicle he was driving.



Once the vehicle has been displayed on the map you can hover your mouse over the vehicle and it will give you more information on what the vehicle is doing, including the speed it is travelling at.

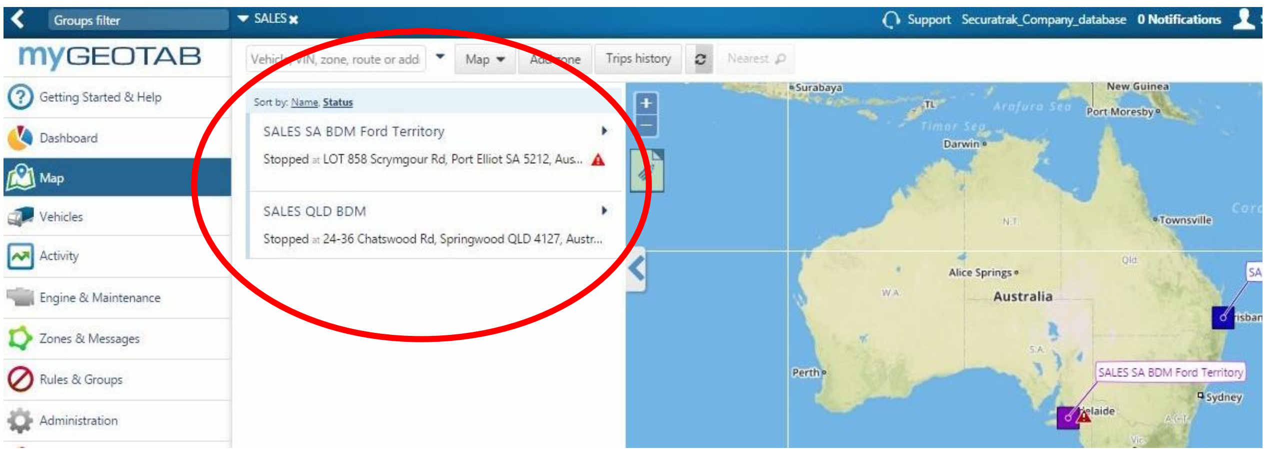


You can display as many vehicles on the map as you like, either by clicking on Select All or by clicking each vehicle you would like to display from the list. The map will then refresh to show the live locations of the selected vehicles.

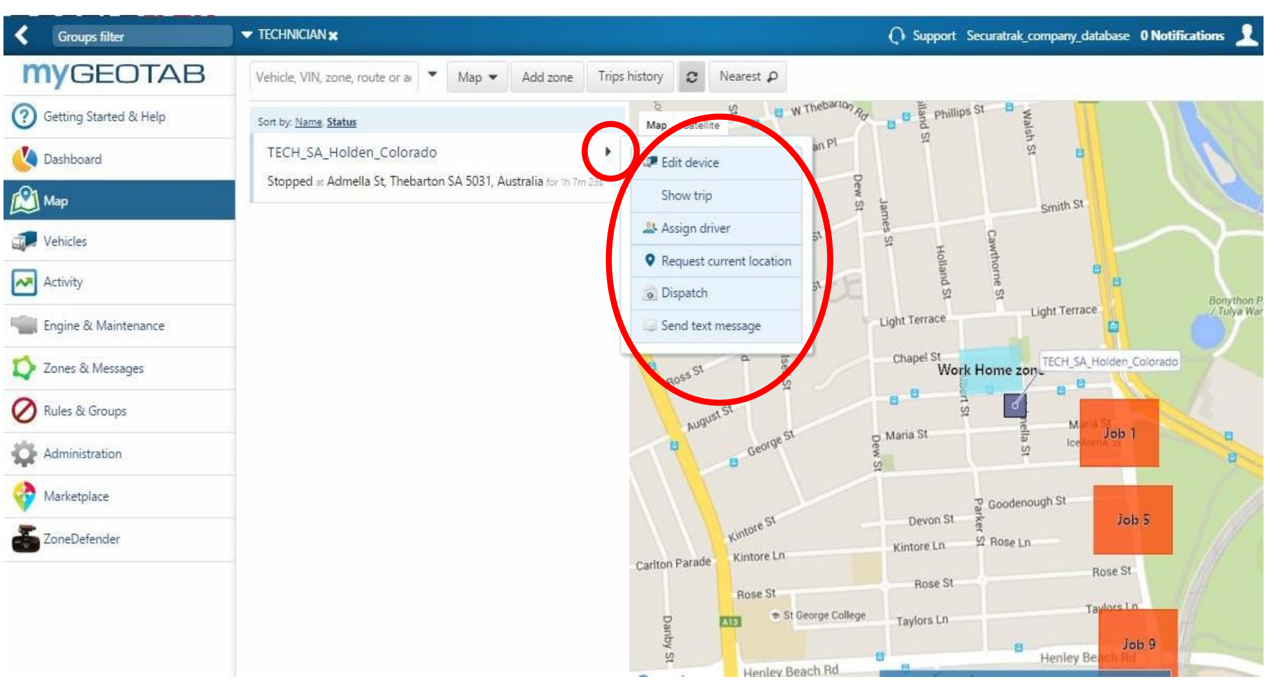
To remove any vehicles from the map, simply unselect them from the dropdown and they will be removed from the Map. Alternative you can use the Clear Map function.

Once a vehicle(s) is displayed on the map you will have a small status window on the left of the map showing the location, driver and status of each of the vehicles (see below).

From this list you can click on a single vehicle to quickly zoom to its current location.

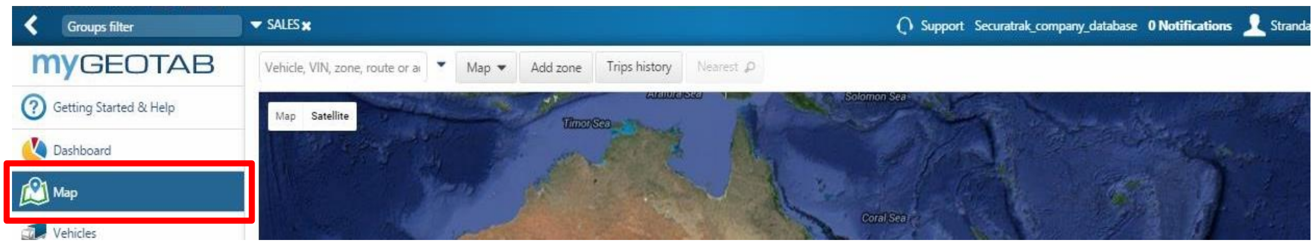


In this list you will also notice a little arrow on the right hand side of the vehicle, this displays an action menu. From this menu you can request a vehicles 'current location' (if fitted with iridium satellite modem), 'dispatch' the vehicle using Garmin GoConnect, or send a 'GPS text message' to the driver via Garmin GoConnect (see below).

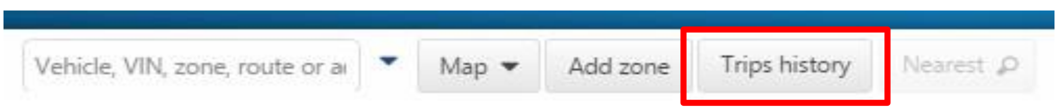


HISTORIC TRACKING

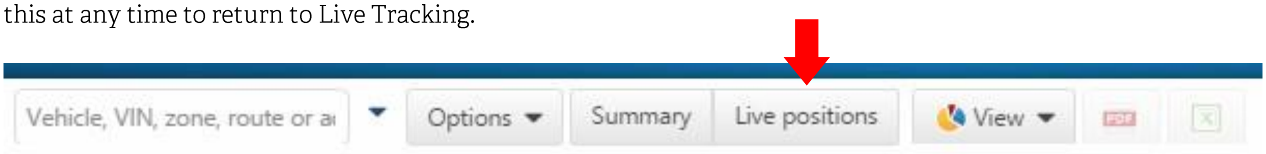
To view historic trip information simply click on the Map window as pictured below:



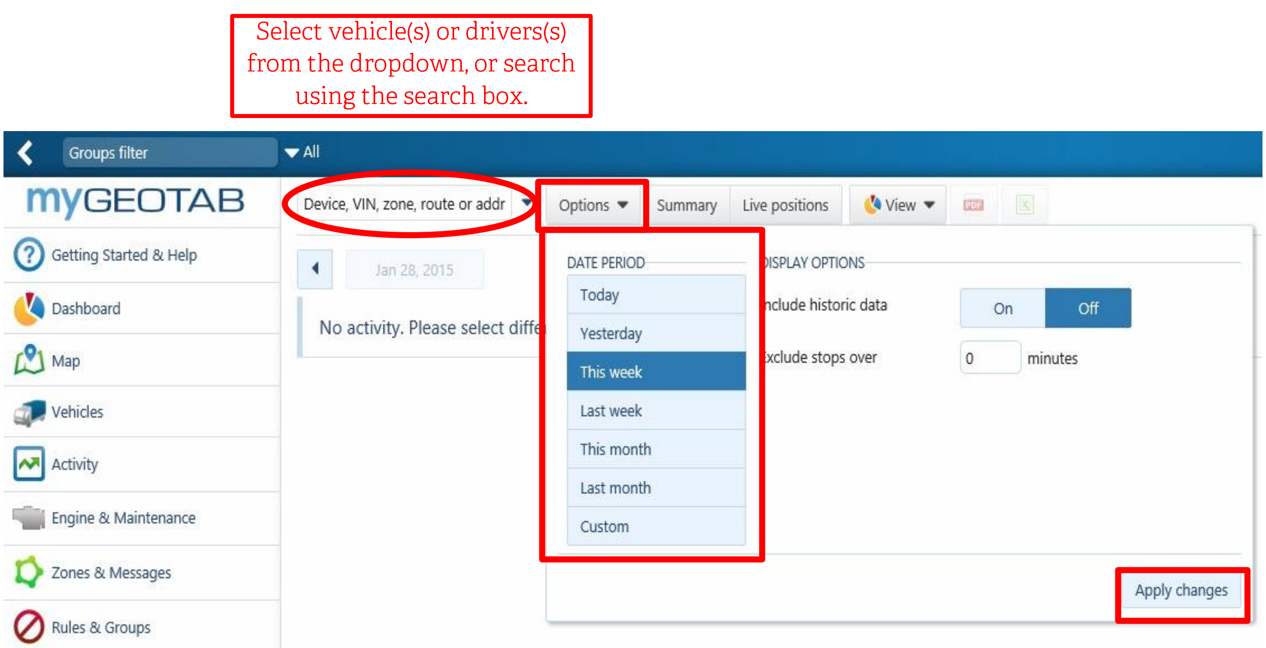
Next, from the menu bar at the top, click on the "Trips History" toggle box.



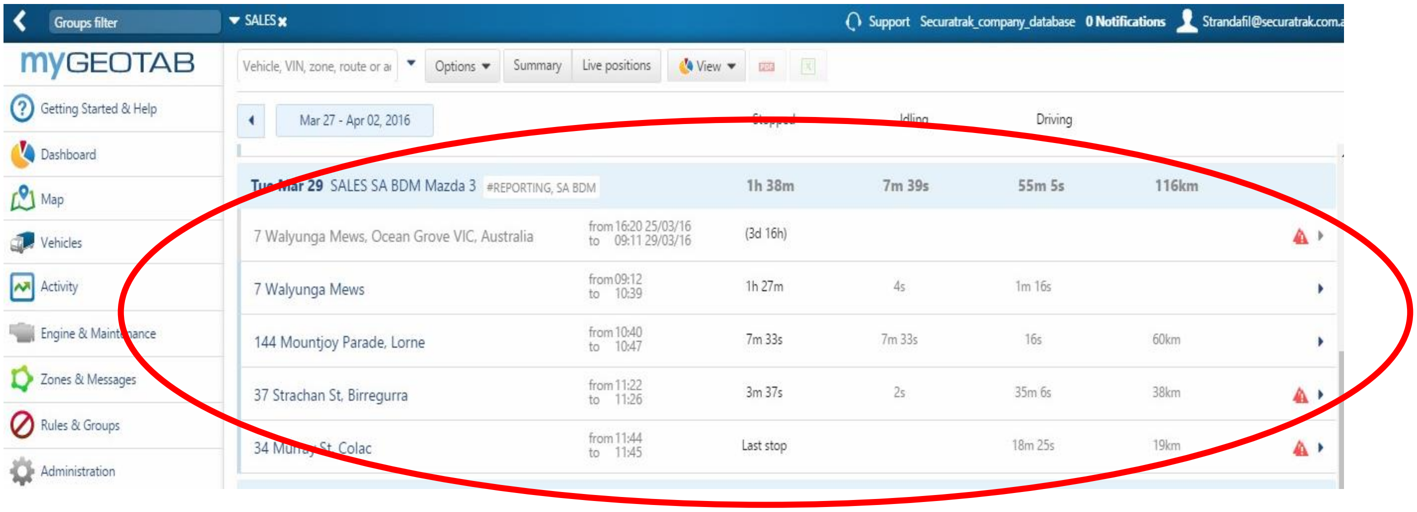
You will notice the buttons now change (see below), you will now have a "Live Positions" button; you can click on this at any time to return to Live Tracking.



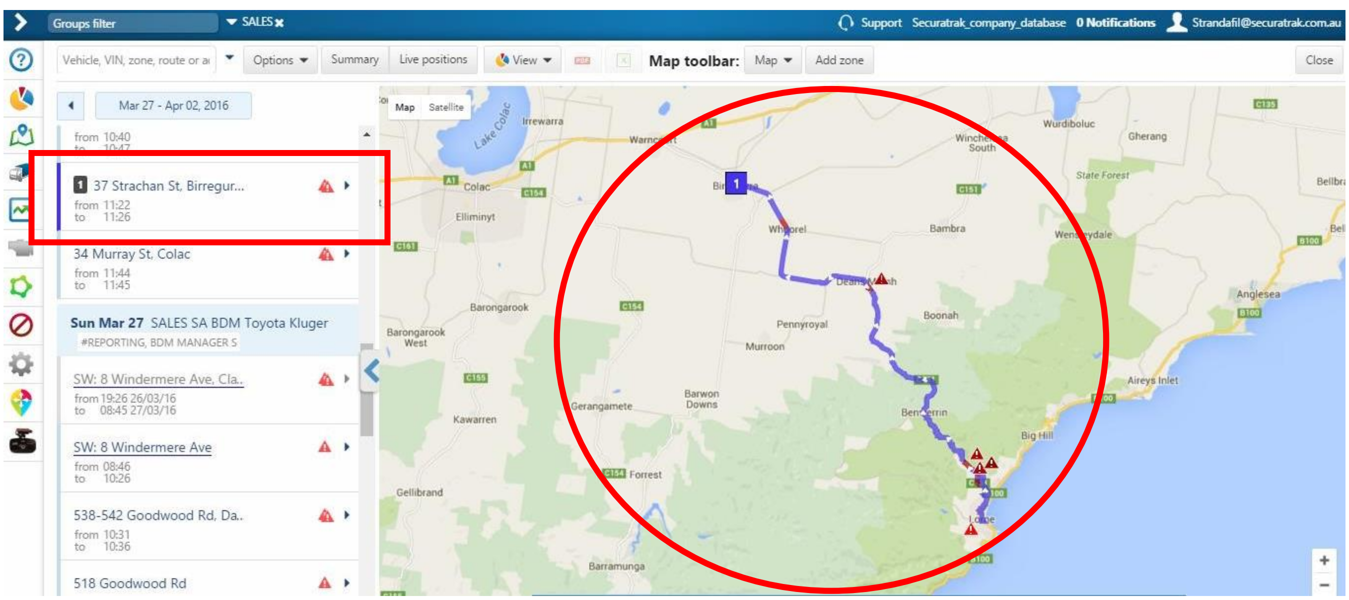
To view your tracking data, first select the vehicle (s) or driver (s) you would like to track from the drop down menu along the top of the screen. Then from the Options menu at the top of the screen, specify a period or custom date range of tracking you want to see, and then click on **Apply Changes** (see below).



Once you have clicked on Apply Changes, the tracking information will be displayed as pictured below.



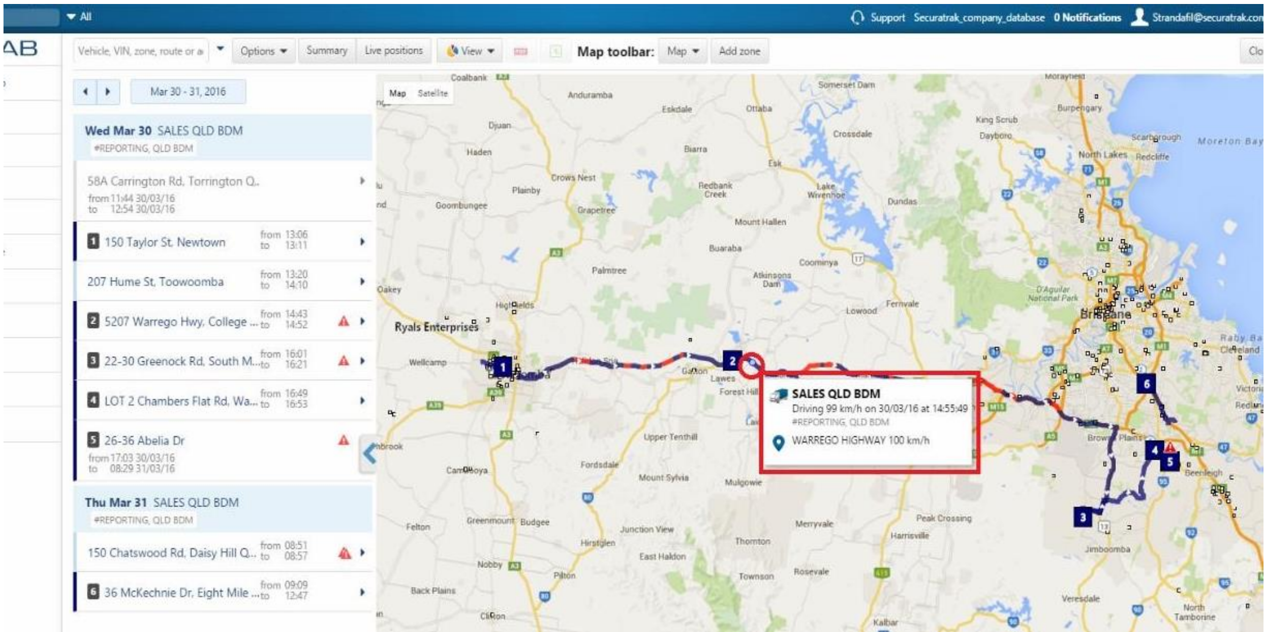
To display (plot) the tracking data on the map, simply click on each line you want to display on the map. This will then plot out the trip you have selected on the map (see below).



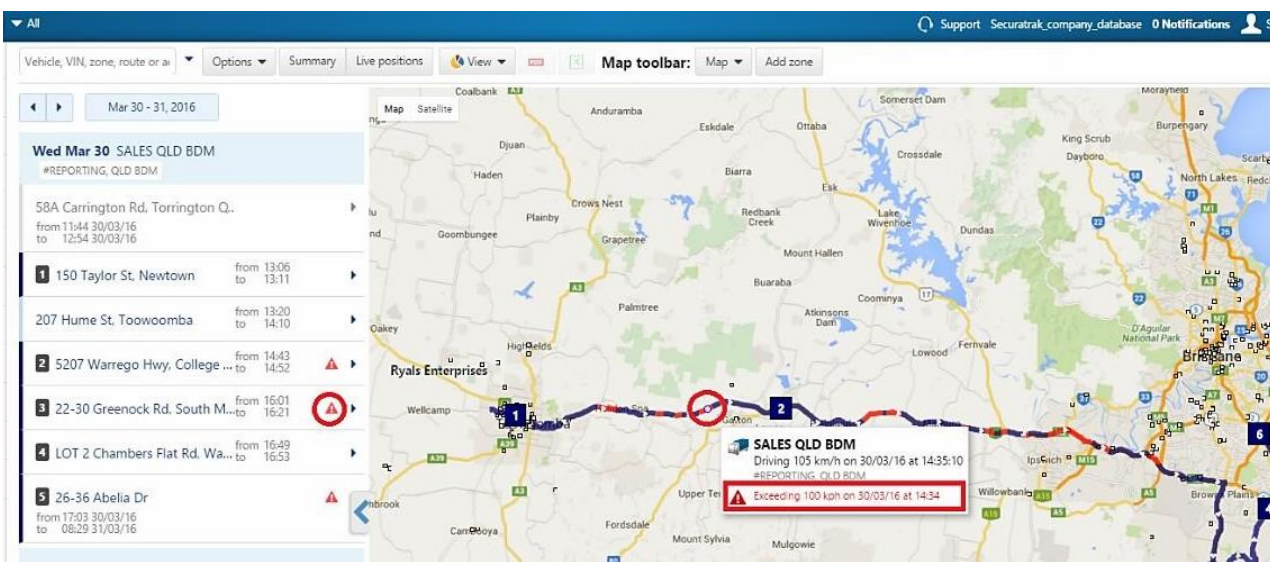
You can click on as many lines (trips) to display on the map as you like.

Notice that the highlight colour used to highlight the trip corresponds with the colour used to highlight the trip you have selected on the map. Each vehicle will be displayed in a different colour.

Once the trip information has been displayed on the map, you can hover your mouse over any point of the trip to find out exactly what the vehicle was doing at that point in time, including if it was breaking any rules (see below).



Below shows an example of speeding. The vehicle was doing 105kph on a 100kph road.



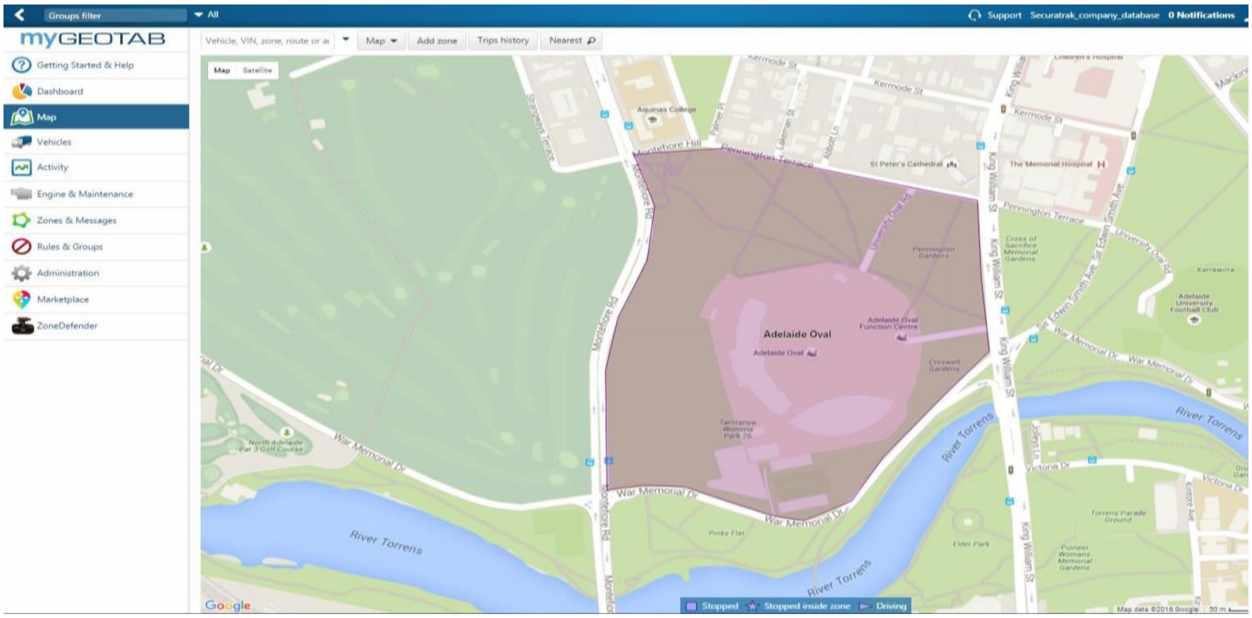
CLEARING THE MAP

To clear the map at any time simply go to the **View** menu at the top, then click on **Clear Map**.

ZONES

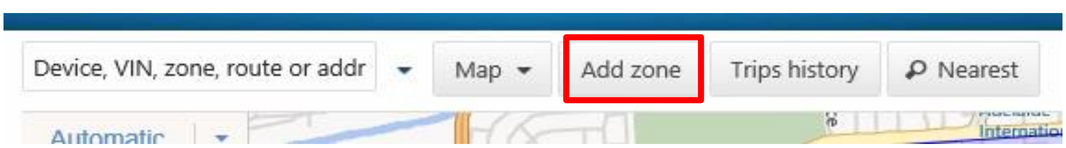
Adding a Zone

A zone is a user defined area on the map with any number of sides. Below I have zoned Adelaide Oval as an example.



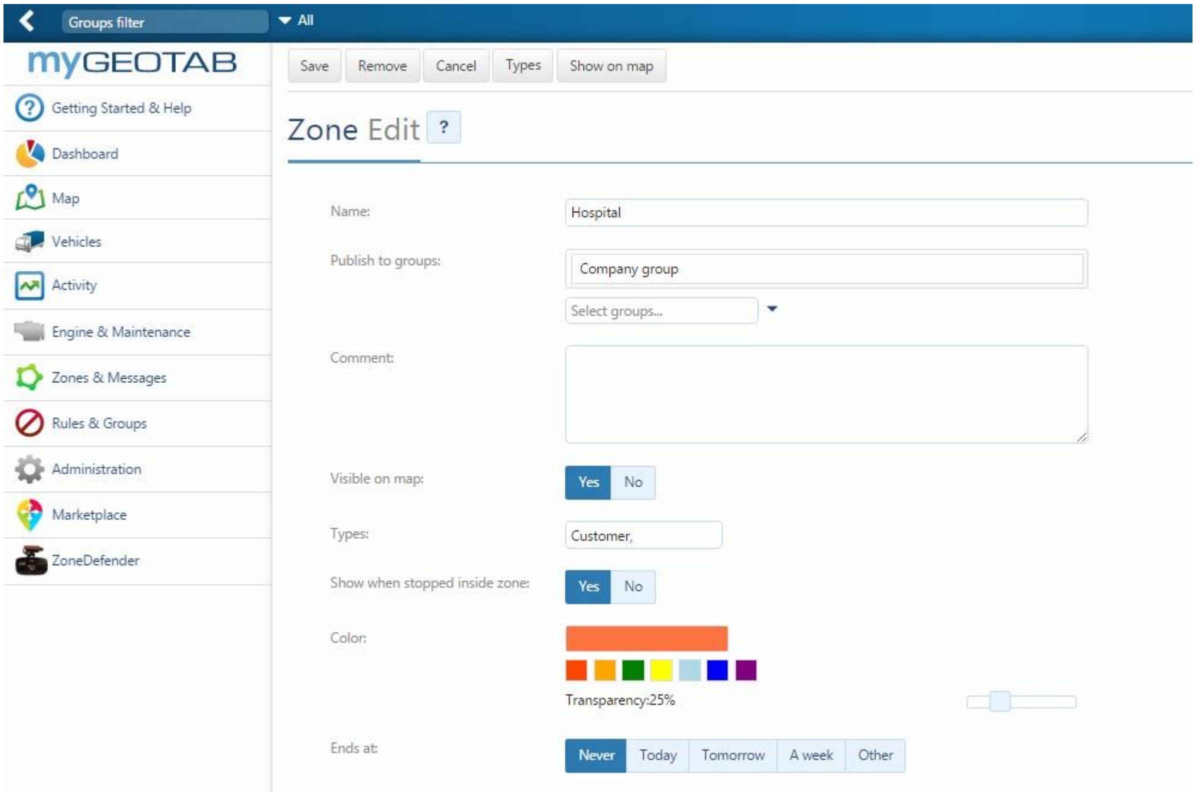
Zones are used to show where places are: like your office, customers and the airport, or can be used to monitor an area, for example entering no-go zones, speeds within a zone or how much time your drivers are spending at your customer zones, home zones. Zones are an important part of productivity analysis.

To add a zone, simply go into the Map window and navigate to where you would like to draw a zone, then click the Add Zone button (see below)



To create a zone, first click on a starting point. Continue by clicking points around the perimeter of the area you wish to make a zone, until the first and last points meet.

Once completed, the following details page is shown. Simply fill in the name, details of the zone and choose a colour, transparency (we recommend 85%) and then click on Save.

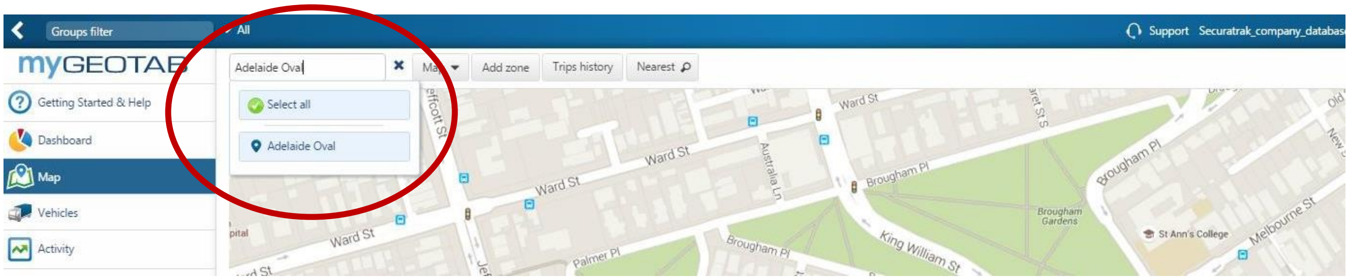


There is no limit to the number of zones you can enter into the software. Zones can also be important in bulk, which is quick and easy, particularly if you have a lot of Zones. If this is of interest to you, please contact our helpdesk on 1300 653 395.

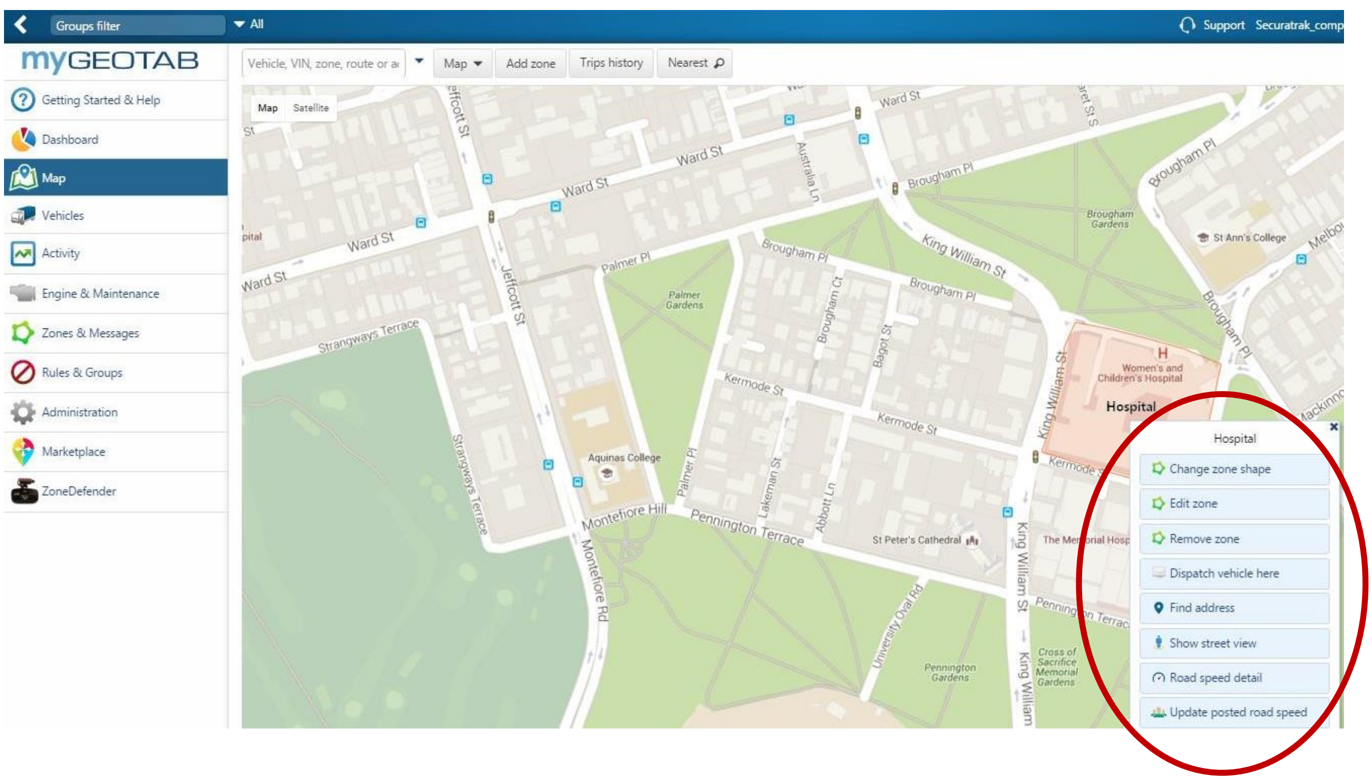
Through the use of zones, more meaningful reports can be created within the software, which displays your customer and office location information. The software can now recognize stops within zones, such as customer areas, and also indicate the amount of time spent at these locations.

EDITING A ZONE

To make changes to a zone, you will first need to find the zone on the map. You can do this from the Map window by searching for your zone in the Search box in the top left corner.



Once the zone is displayed on the map, left click on the zone and the menu, as shown below will appear.



To change the shape of your zone, click Change zone shape. . The zone points can now be dragged around to edit the shape of the zone. New points can be added by clicking anywhere on the zone line, and a point can removed by dragging it off the map.

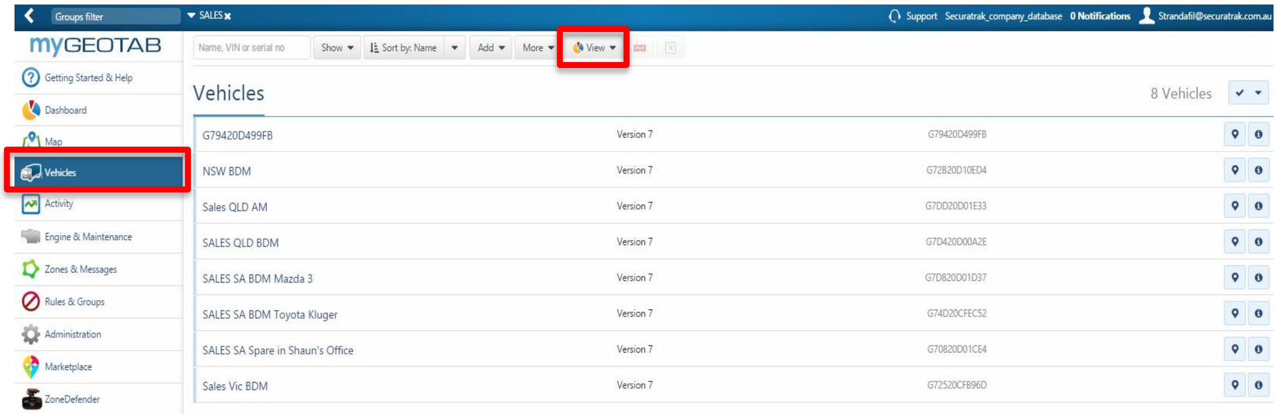
Click Save changes or Cancel to save or cancel the zone changes.

To edit the zone details, click on Edit Zone from the menu, this will give you the option to change the name, colour and type of zone if you need.

VEHICLES

Checking your Vehicles are tracking

To check whether your Vehicle is tracking, select Vehicles from the menu on the left.

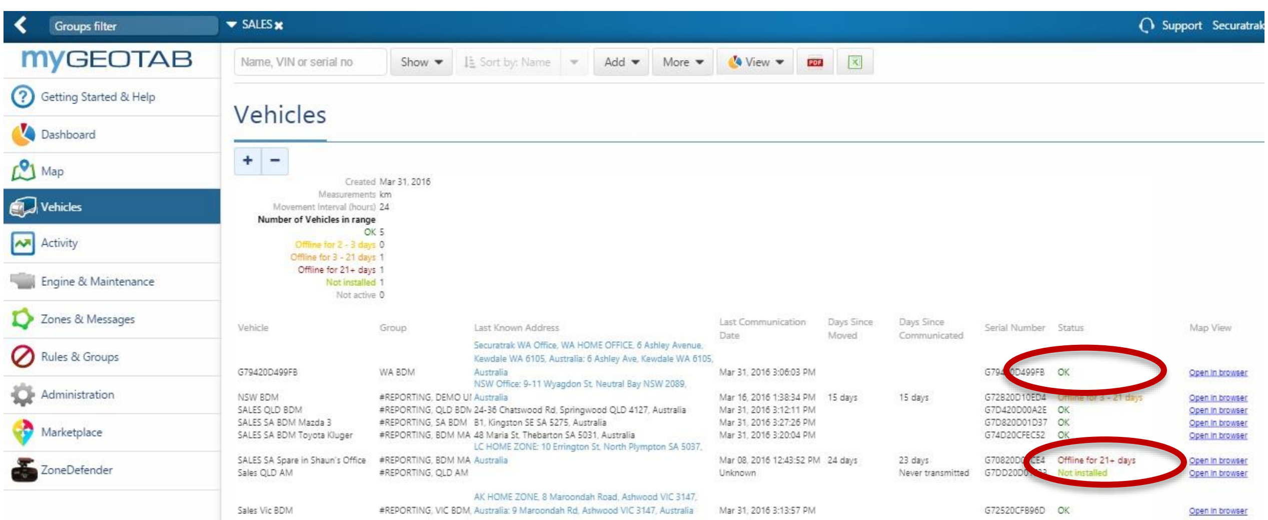


Once your vehicle list has been displayed, select View from the menu at the top, then Watchdog report.

This will open a new window showing a list of your devices, (see below).

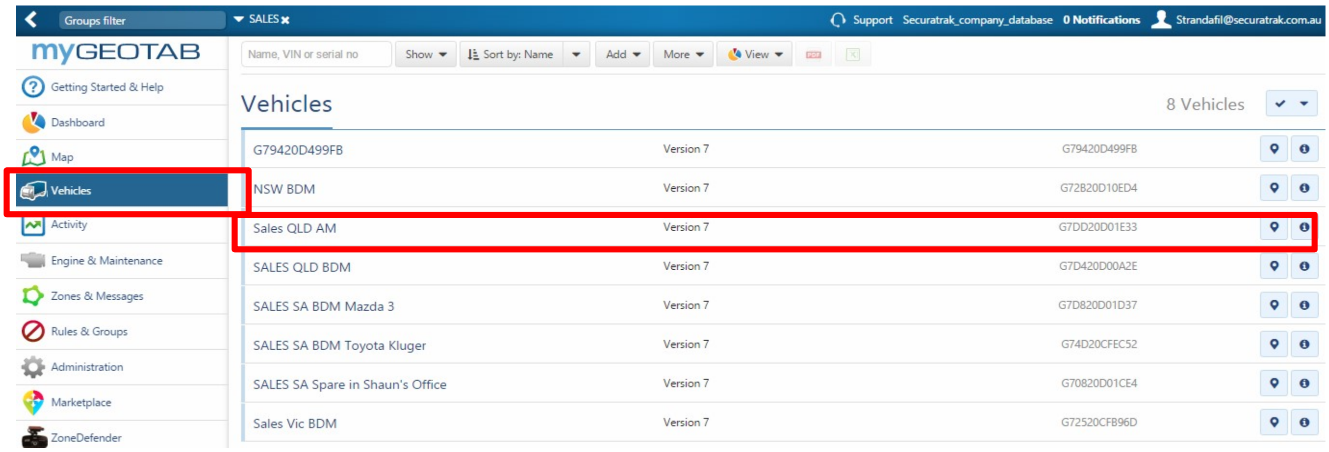
A green OK indicated a healthy unit and a red error message indicated a possible problem with the unit.

PLEASE NOTE – If you have any vehicles showing as red, first make sure that the device is installed correctly and that vehicle is parked in a location where it can get a clear GPS signal. If it is still showing red, please contact out support team on 1300 653 395.

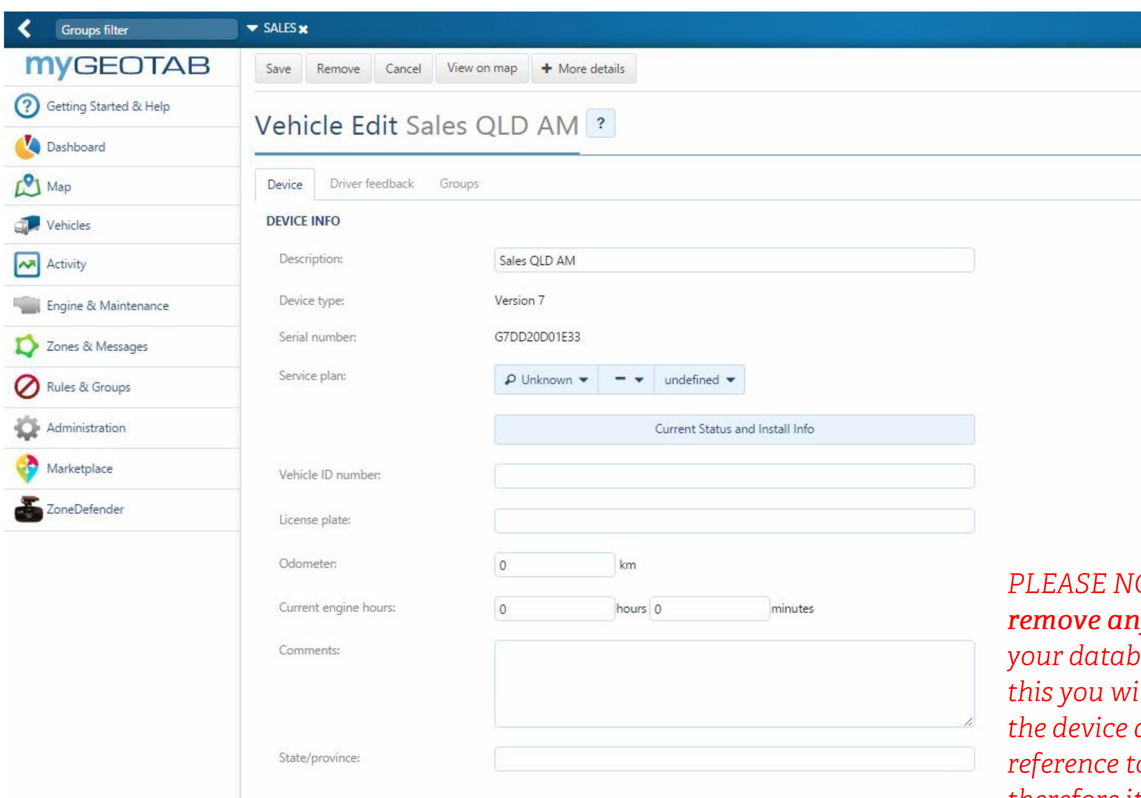


EDITING VEHICLES & DEVICES

If you need to make changes to your device - for example, change the name, add details or even enable in cabin buzzers simply go to Vehicles, then click on the vehicle\device you would like to make changes to.



Once you have clicked on the vehicle you would like to make changes to, MyGeotab will open an Editor window for you to make your changes (see below). In this window you can edit vehicle descriptions, VIN (Vehicle Identification Number), odometer readings etc. Once you have made your changes, click on Save at the top of the window.



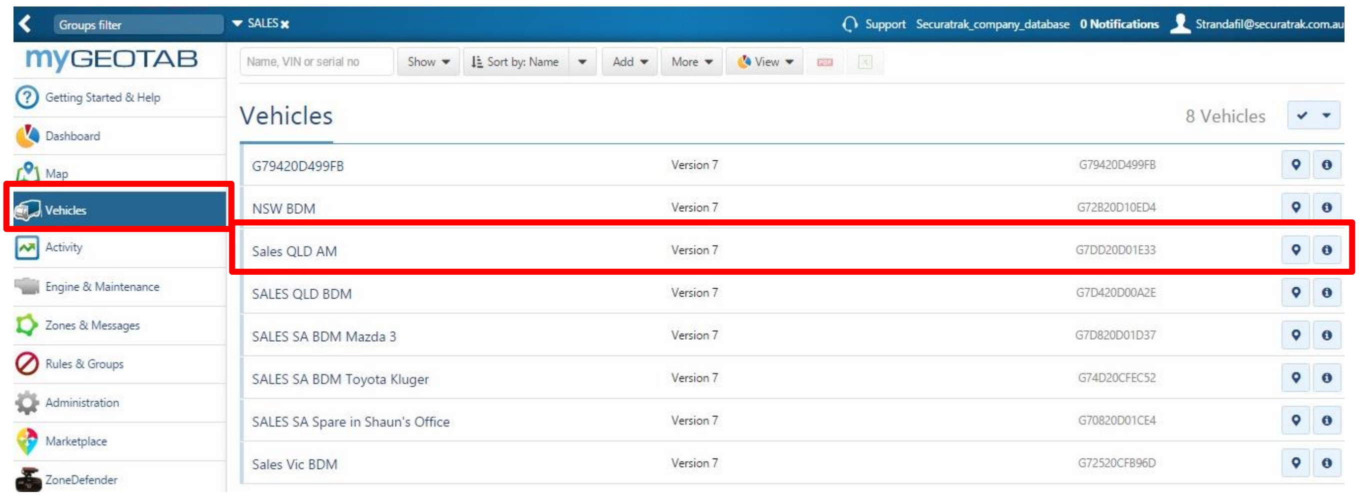
*PLEASE NOTE – **do not remove any devices** from your database. By doing this you will be deleting the device and any reference to the device, therefore it will no longer track on your database.*

DRIVER FEEDBACK

(In Cabin Alerts)

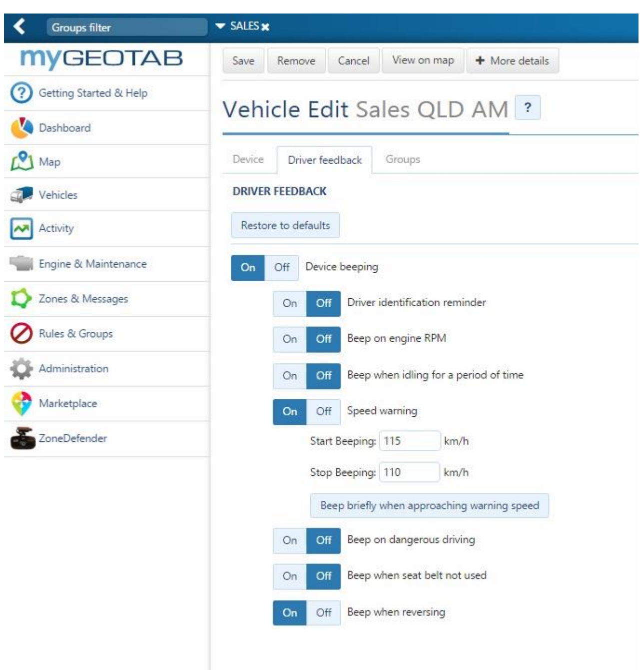
In cabin alerts (beeping) can be set up for your devices by following the steps below.

Simply bring up your vehicle by selecting Vehicles, and clicking on the device you would like to enable a buzzer for.



Then click on the Driver Feedback tab at the top of the Device Edit window.

Firstly make sure that the 'enable device beeping' is switched ON, then simply turn on the buzzers you would like by clicking ON, then set the relevant parameters for them.



In the example to the left, I have set 2 buzzers to come on inside the vehicle. One to start beeping when the vehicle speed reaches 115kph and not stop beeping until the vehicle speed drops to below 110kph, and another buzzer to come on when the vehicle is reversing .

REPORTS

The reports are all split between the relevant menu categories on the left of the screen. Below is a list of the commonly used reports under each menu item.

MAP:

- Trips Summary Report
- Trips Detail Report

VEHICLES:

- Device Report
- Watchdog Reports

ACTIVITY:

- Risk Management
- Speed Profile
- Drivers Congregating
- Time Card Report

ENGINE AND MAINTENANCE:

- Engine Faults (a list of fault codes received from unit)
- Engine Measurement (a report of all recorded engine measurements)
- Engine Diagnostic list (a full list of engine diagnostic codes)
- Fuel Usage (BETA version, vehicle dependant, obtained through OBD)
- Maintenance Reminders (Due and History)

ZONES & MESSAGES:

- Customer Visits
- Plan Vs Actual Route Report
- Route Summary
- Unmatched Route
- Text Messages (for use with Garmin)

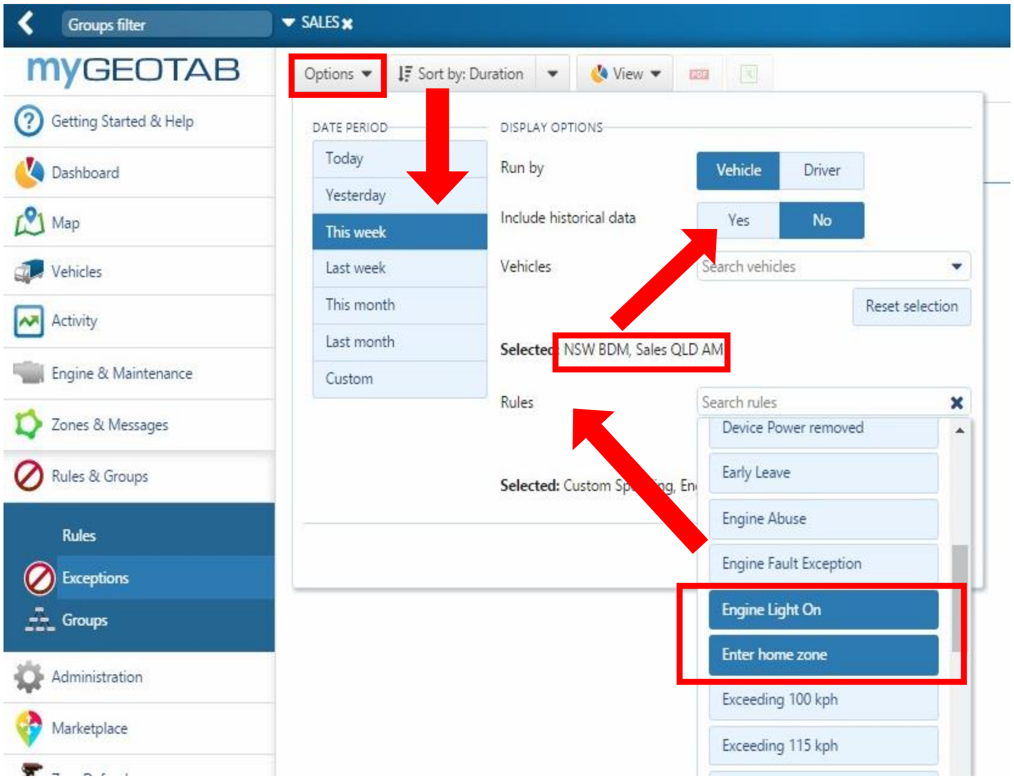
RULES AND GROUPS:

- Exception Report
- Groups List

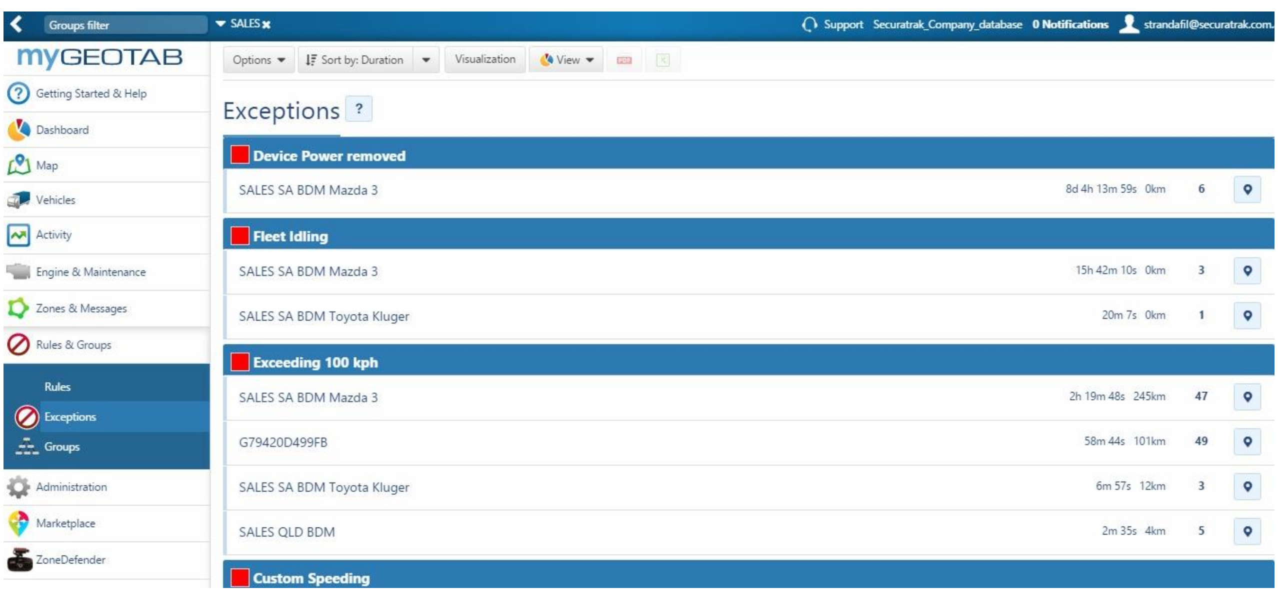
ADMINISTRATION:

- User List

To run a report simply click on Options and choose your required parameters as shown below and click APPLY CHANGES.

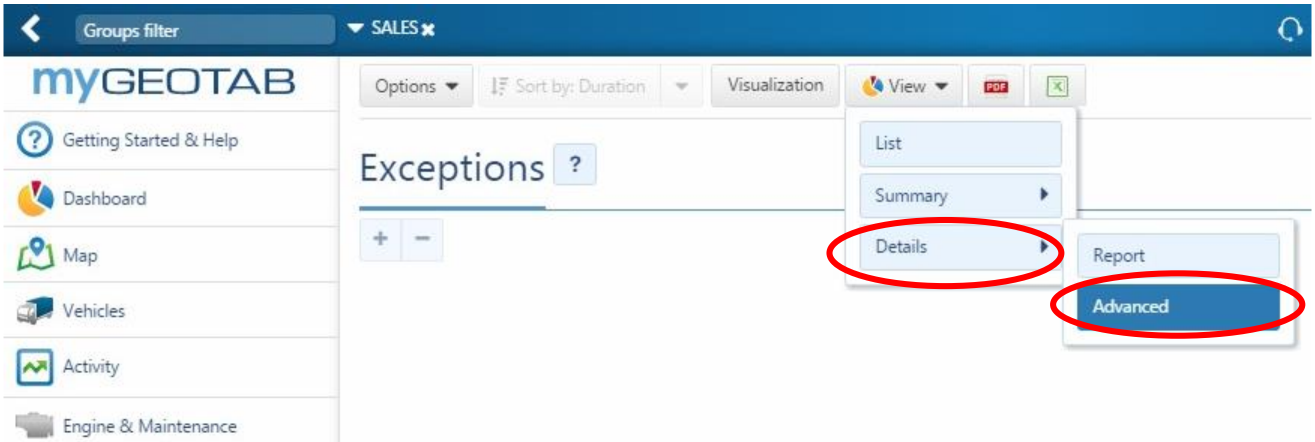


The LIST Option will give you on onscreen report.

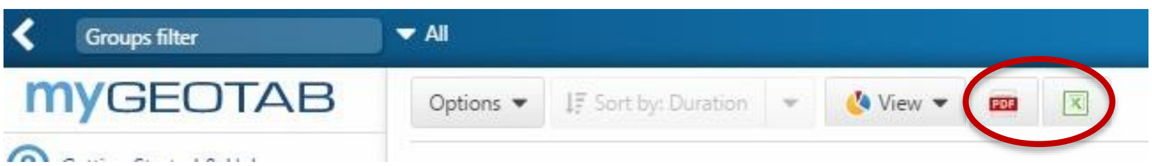


For a detailed report, click on the View drop down and select which report you would like to run.

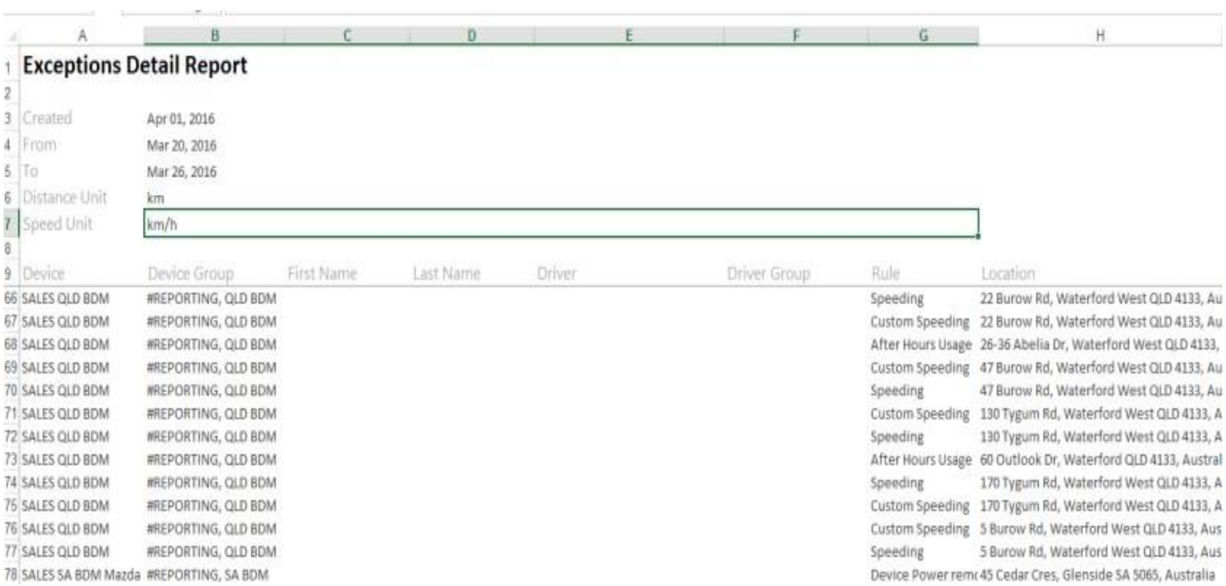
The Advanced option will extract a detailed Excel Report.



This will display your chosen report on screen. To export the report to Excel or PDF, click on the required icon on the menu bar above the report.



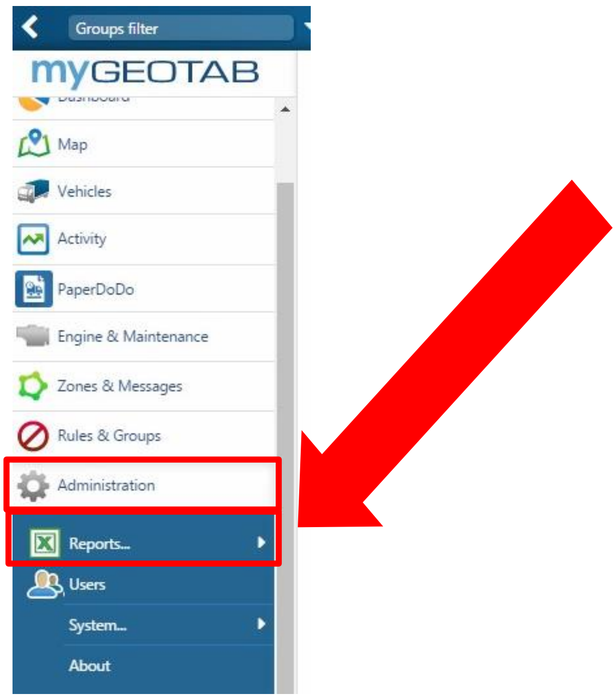
An Excel version of an Exception Report.



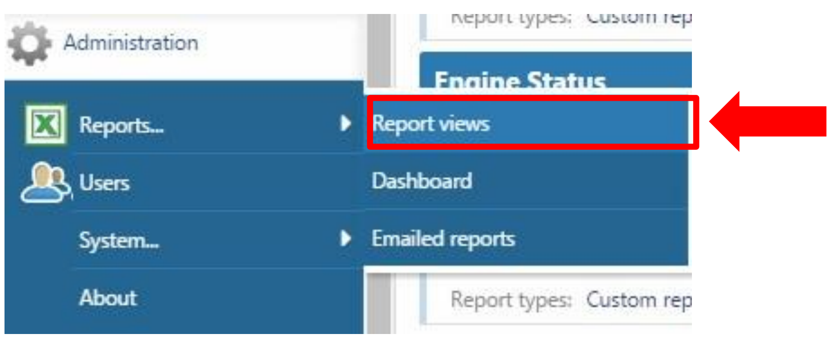
	A	B	C	D	E	F	G	H
1	**Exceptions Detail Report**							
2								
3	Created	Apr 01, 2016						
4	From	Mar 20, 2016						
5	To	Mar 26, 2016						
6	Distance Unit	km						
7	Speed Unit	km/h						
8								
9	Device	Device Group	First Name	Last Name	Driver	Driver Group	Rule	Location
66	SALES QLD BDM	#REPORTING, QLD BDM					Speeding	22 Burow Rd, Waterford West QLD 4133, Au
67	SALES QLD BDM	#REPORTING, QLD BDM					Custom Speeding	22 Burow Rd, Waterford West QLD 4133, Au
68	SALES QLD BDM	#REPORTING, QLD BDM					After Hours Usage	26-36 Abelia Dr, Waterford West QLD 4133,
69	SALES QLD BDM	#REPORTING, QLD BDM					Custom Speeding	47 Burow Rd, Waterford West QLD 4133, Au
70	SALES QLD BDM	#REPORTING, QLD BDM					Speeding	47 Burow Rd, Waterford West QLD 4133, Au
71	SALES QLD BDM	#REPORTING, QLD BDM					Custom Speeding	130 Tygum Rd, Waterford West QLD 4133, A
72	SALES QLD BDM	#REPORTING, QLD BDM					Speeding	130 Tygum Rd, Waterford West QLD 4133, A
73	SALES QLD BDM	#REPORTING, QLD BDM					After Hours Usage	60 Outlook Dr, Waterford QLD 4133, Austral
74	SALES QLD BDM	#REPORTING, QLD BDM					Speeding	170 Tygum Rd, Waterford West QLD 4133, A
75	SALES QLD BDM	#REPORTING, QLD BDM					Custom Speeding	170 Tygum Rd, Waterford West QLD 4133, A
76	SALES QLD BDM	#REPORTING, QLD BDM					Custom Speeding	5 Burow Rd, Waterford West QLD 4133, Aus
77	SALES QLD BDM	#REPORTING, QLD BDM					Speeding	5 Burow Rd, Waterford West QLD 4133, Aus
78	SALES SA BDM Mazda	#REPORTING, SA BDM					Device Power remo	45 Cedar Cres, Glenside SA 5065, Australia

AUTOMATING REPORTS

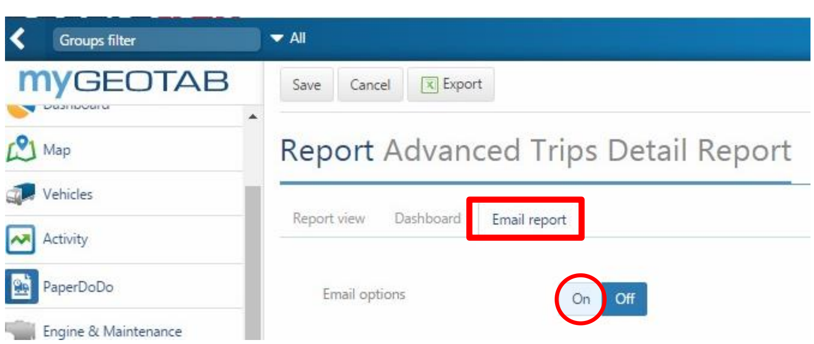
The MyGeotab software allows the User to set up reports to be automatically sent to your inbox.



Simply navigate to the **ADMINISTRATION** Tab in the menu and select the **Reports** option.



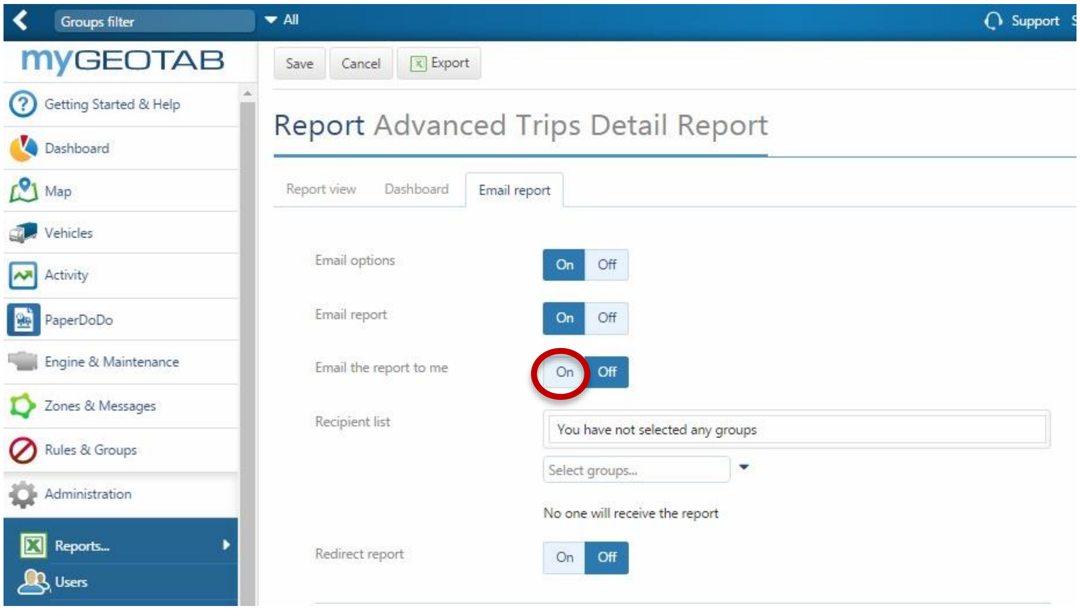
Next, select the Report views option as shown below.



From the Report views list, select the report you wish to automate and click.

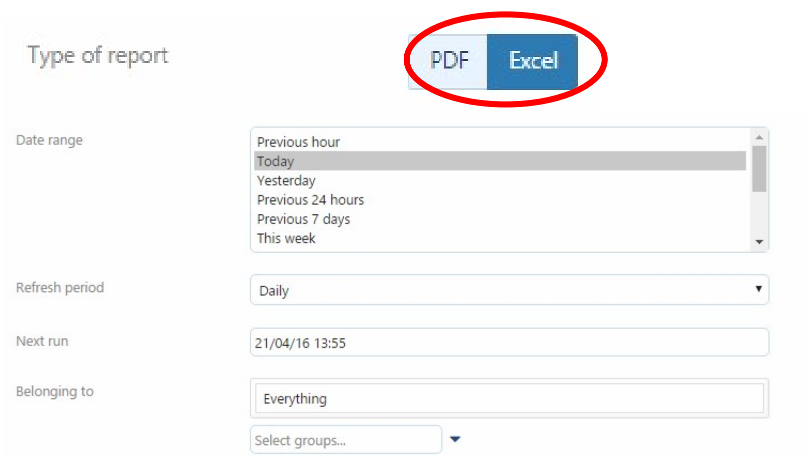
Next click on the **Email report** tab and activate **Email options** by clicking **On.**

Once you have activated the Email options other tabs will become active.

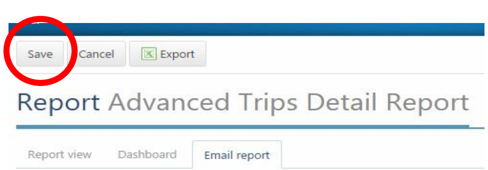


Select **On** where the Email the report to me option is displayed, as shown above.

Next you will need to choose your Type of report, Date range, refresh period, next run and the Group/s that report will extracted from.

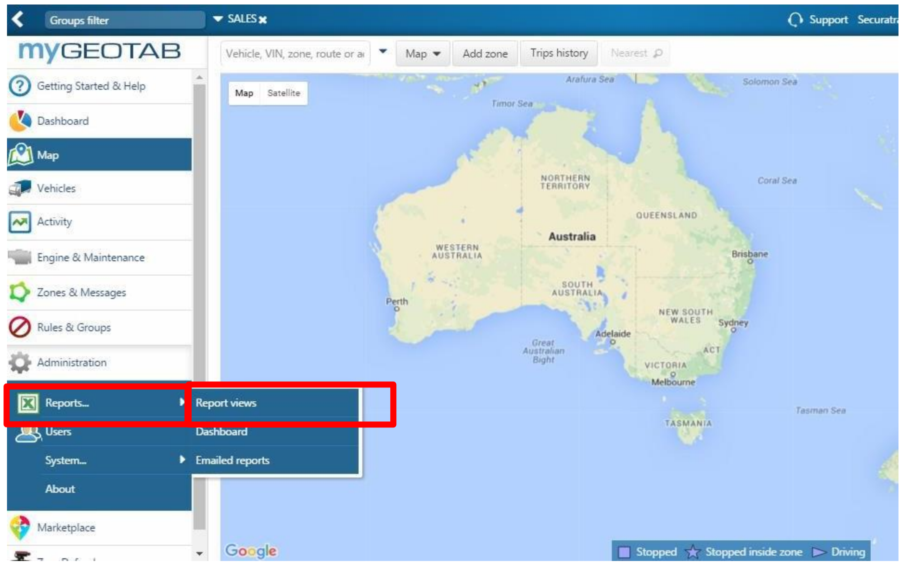


Ensure you SAVE at the top of page.



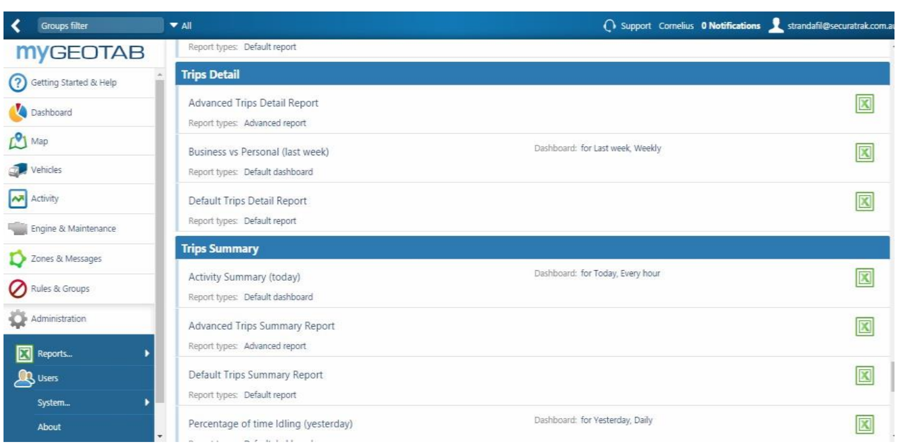
CUSTOM REPORTING

In MyGeotab you can customise any report within the system or even create a new report based on any of the existing reports. To create your own custom reports follow the instructions below: - From the menu on the left, click Administration. Reports, Report Views (see below).



A window will now open with a list all reports available within the software, it will list all built in reports and all custom reports that have already been created in your database. All built in reports are customisable.

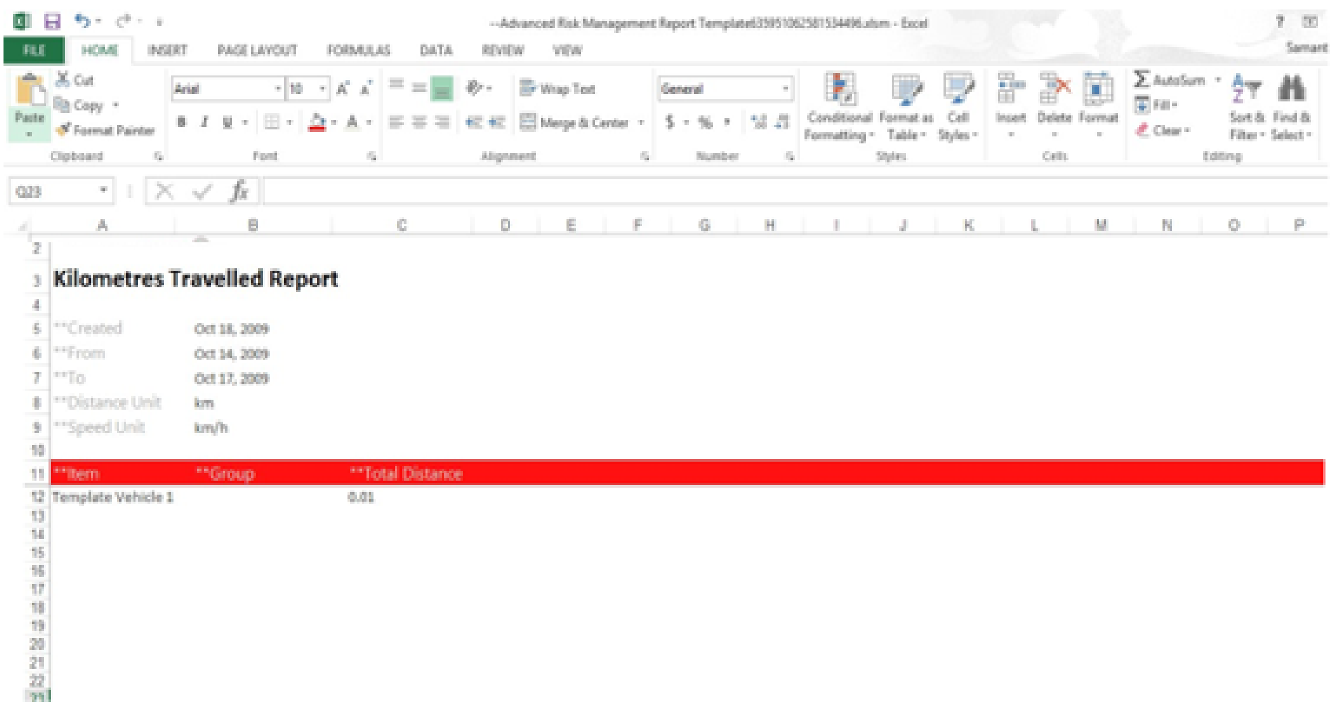
First choose the Report you would like to customise. In the example below I am choosing the Advanced Trips Detail Report, then click on the Excel logo to open the report in Excel (see below).



Alternatively, you can open any report already run from MyGeotab software and customise it from there. This can be easier as it contains more data for customisation.

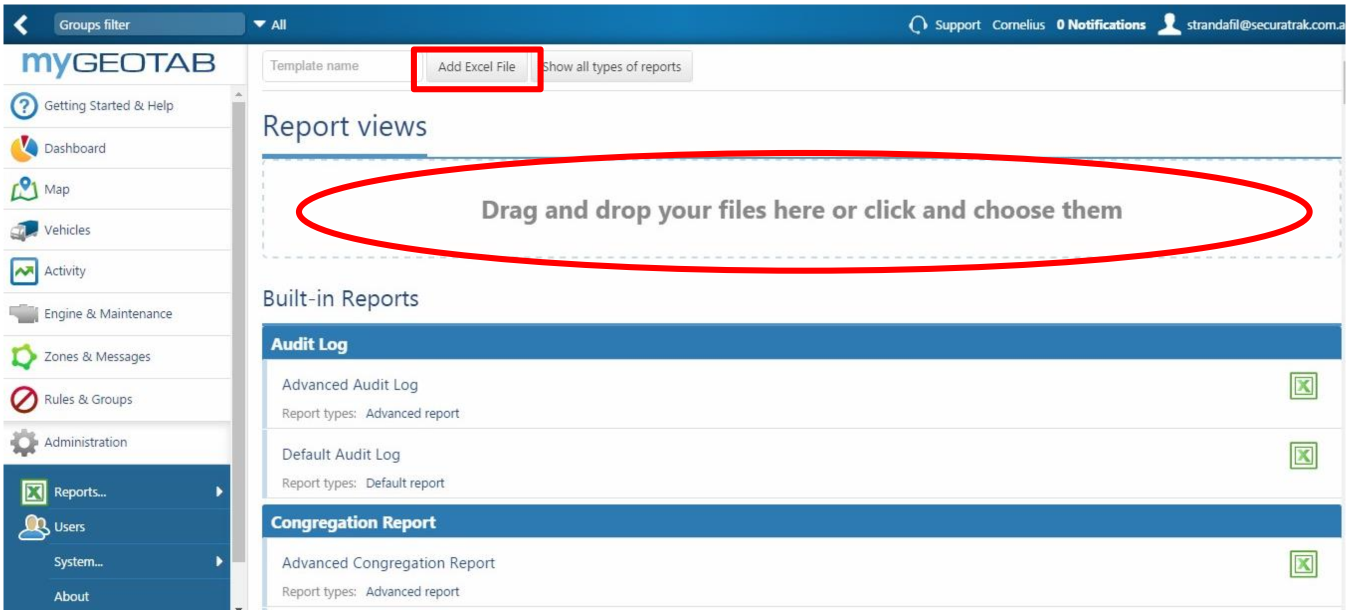
Once you have clicked on the report you would like to customise, it will open in Excel as a template. Click on the Report tab at the bottom of the screen (see below), then format the report's columns and colours as you wish, even add your own company logo.

In the example below, I have used the Risk management report to create a Kilometres Travelled Report. I have removed all information except the Vehicle, Group and Total Distance Travelled.

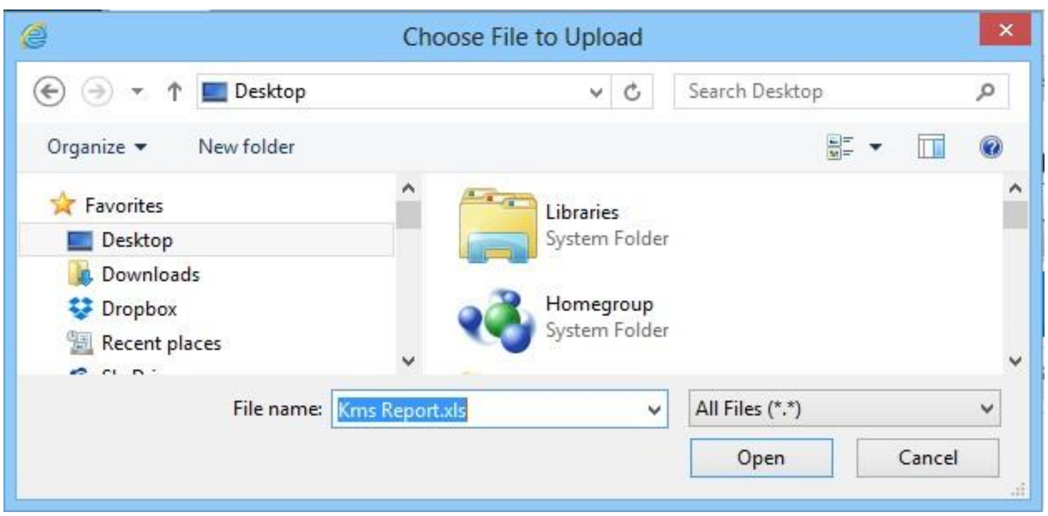


Once you have set up the report as you would like it to appear, simply save the report to your desktop, ready to import back into the software as a new template.

Next re-open your MyGeotab Software to Administration, Reports, Report Views Window and click on Add Excel File, then either drag your new report from your desktop.

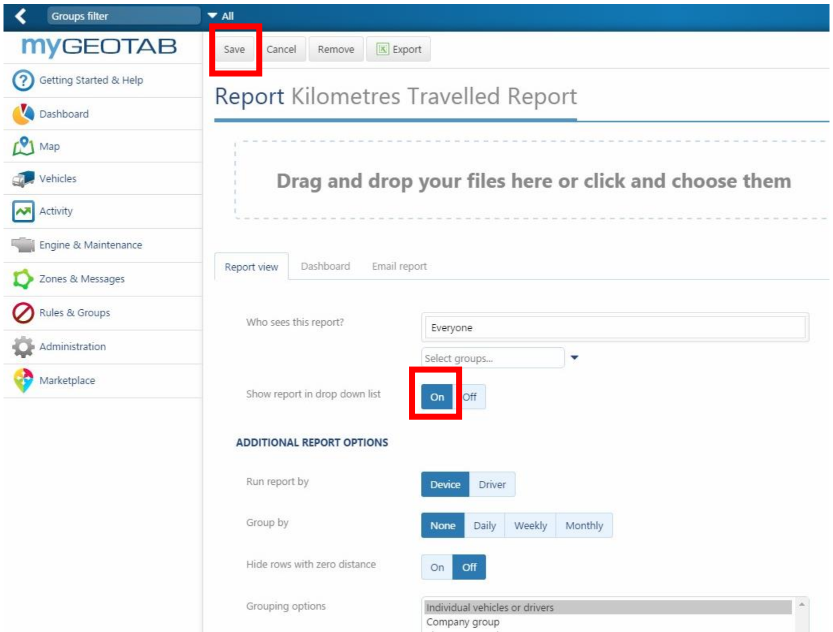


Or click on the box circled above, locate the file manually and click open.



MyGeotab will then start to improve your Excel Document into MyGeotab.

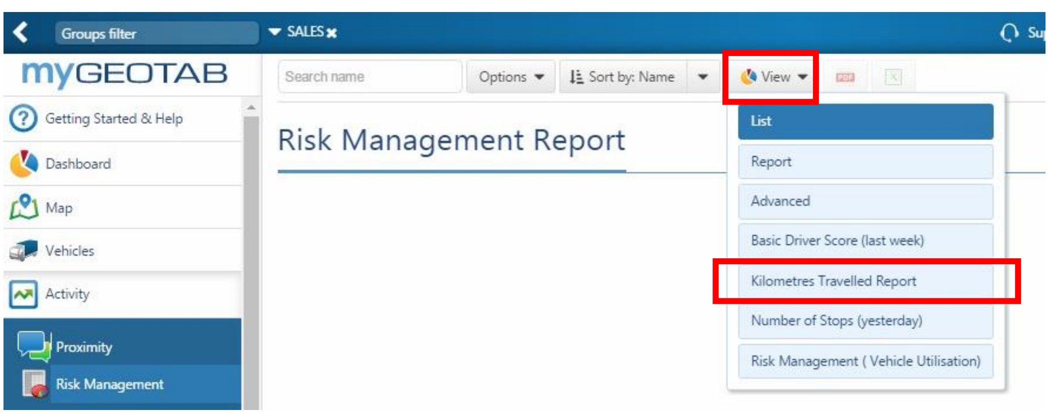
Once the software has imported your Report, MyGeotab will open with a report criteria window (see below).



Select **"Show report in down down list" ON**, then fill in the rest of the options for who will see the report and what options you want to use to run it by default

Once complete, click on **Save** at the top.

This will add your report into the list of custom reports for viewing only. It will also add it to the relevant section of the software that you would normally print the report you based your custom report on. For Example, I created my Kilometres Report based on a Risk Management Report. My new report will now appear in the Activity, Risk Management area, under the View Tab. (see below).



Reports cannot be run from the Administration Reports menu. They can only be run from their relevant section of software.

As a value added service, Fleet Complete's Enterprise Services Group can develop, customise and manage your reporting and database needs.

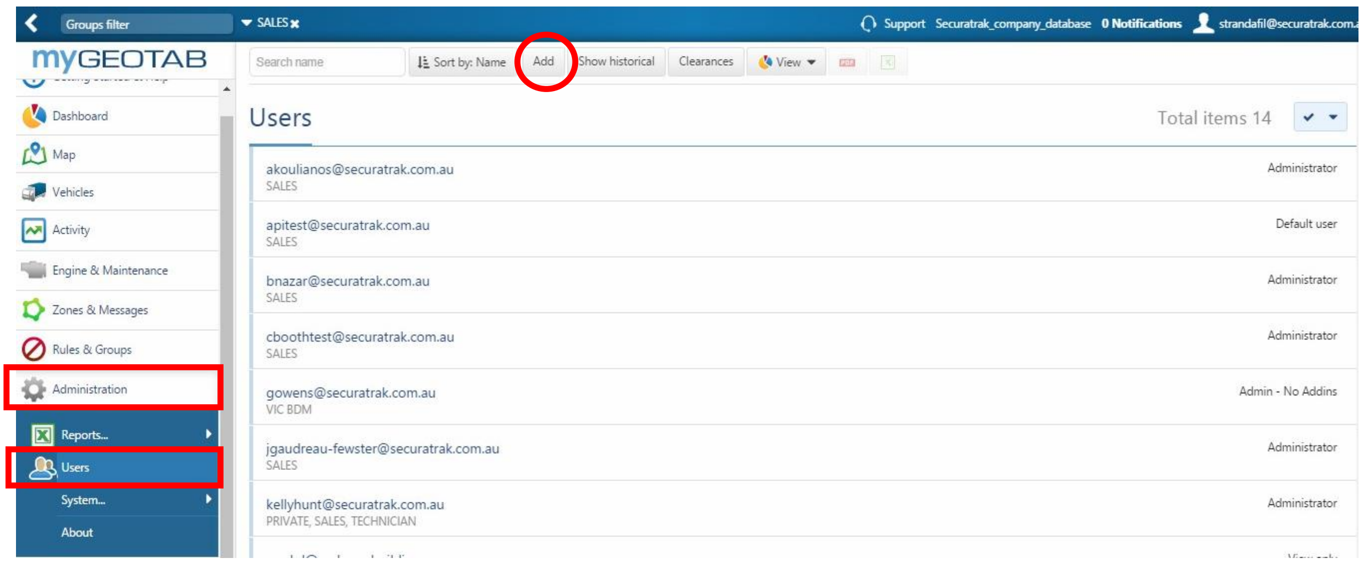
If you would like to discuss this service please contact us on 1300 656 395 or reporting@fleetcomplete.com.au

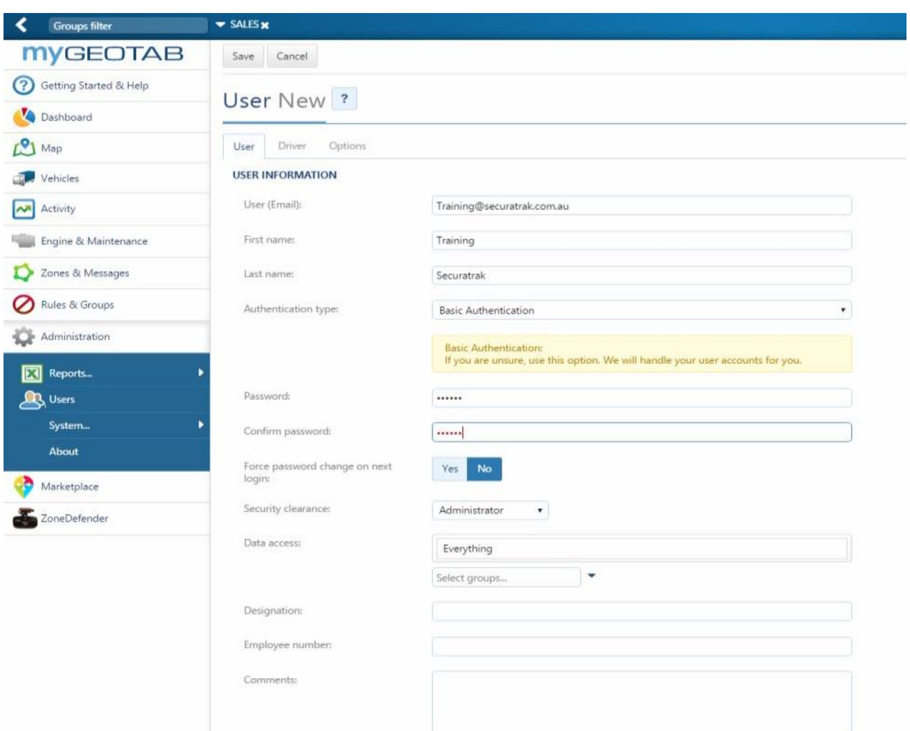
USER & DRIVER KEY ADMINISTRATION

ADDING USERS

User accounts are needed in MyGeotab for access to the software as well as to hold driver information.

To add a new User to the MyGeotab software click on Administration, Users. This will display a full list of User accounts and driver names. Then simply click on Add.





Fill in 'email address' (or User ID) of your user or driver, their full name, security clearance and any other relevant information. For a driver who does not have access to the system, choose a 'security clearance' level as 'nothing'.

Then click on **Save** at the top.

You have now added a new user to MyGeotab.

UNDERSTANDING DRIVERS

Your 'In Vehicle monitoring System' (IVMS) are designed with next –generation safety technology allowing you to gain incredible insight into your driver's on-road behavior using informative management reports. Risk and safety scores are assigned to individual drivers and are based on various key indicators such as speeding, seat belt usage, harsh breaking, sharp corner turns, over acceleration and after – hours vehicle use. You will easily enhance your fleet's safety with real time risk and safety reporting.

Driver ID allows fleet managers to have full view into their driver activities regardless of the vehicle they are driving. This allows running reports, rules and exceptions by driver or vehicle.

All driver details are sorted within each User account of the MyGeotab software. For a driver to be in the software they must have a User account to contain the driver key information. There are two types of Driver Identification, depending on the type of unit you have installed.

DRIVER KEY TYPES

When a driver enters a vehicle, the use their Driver ID key fob to associate their user account with that vehicle. When using NFC, this process is performed by tapping the Driver ID key fob on your equipped vehicle's driver identification reader.

NFC (Near Field Communications)

Driver Identification is done by tapping their key (or tag) to the NFC IOX reader. Each key has a visible unique serial number which is associated with a user account.

Go Key:

Legacy driver identification which is inserted to the reader. GO keys are designed for Geotab GO2 and GO4 devices and do not have a visible serial number.

USING DRIVER ID

When a driver enters a vehicle equipped with a driver identification systems they should first use their driver key to identify themselves before starting the engine. If they do not first identify themselves, an audible sound will remind them that identification is required (if configured).

The identified driver will then be associated with that vehicle for the duration of a single trip, or until another driver identifies themselves.

CONFIGURING DRIVERS

To create a new driver navigate to Administration from the left hand side menu, then select Users from the sub-menu. Select a user from the list which you would like to denote as a driver (alternatively you can add in a new user account for your driver ID – see page 29), then select the Driver tab.

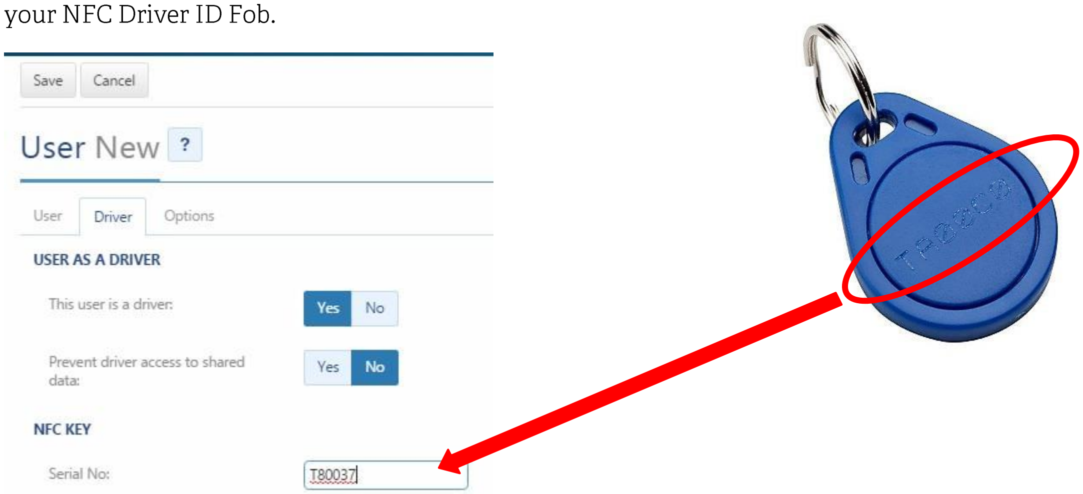
Use the Yes/No switch to make this user a driver.

From the options shown, select the type of driver keys you are using, either NFC or GO key (USB).

PLEASE NOTE – If a driver key had been used in your vehicle without being added to your database as a Driver User, it will automatically be added to your database with the Driver Name as the serial number of the key.

NFC KEY ASSIGNMENT

If you are using NFC Driver ID, enter the serial number in the field given. The serial number will be printed on your NFC Driver ID Fob.

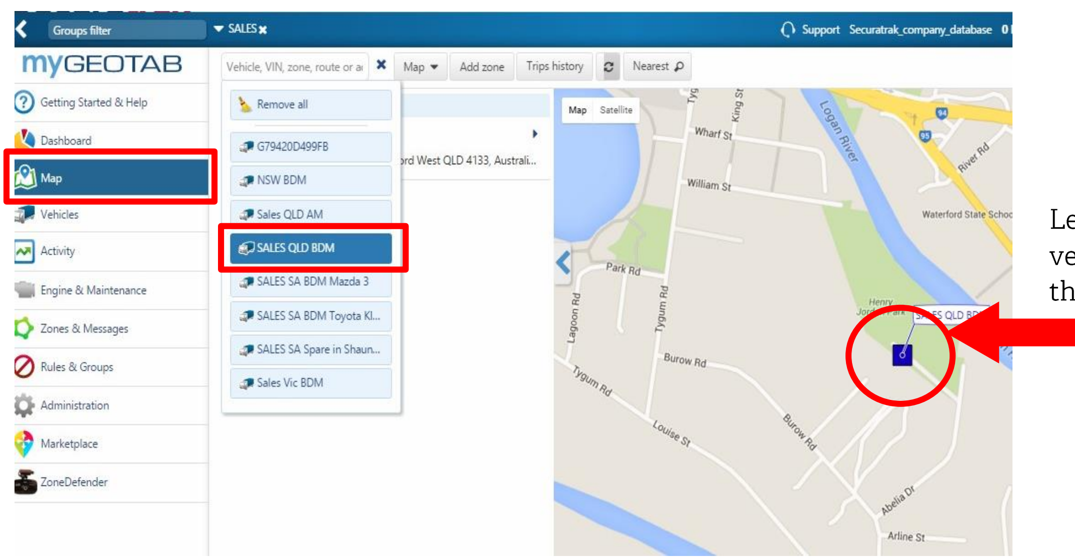


MANUALLY ASSIGNING DRIVERS TO VEHICLES

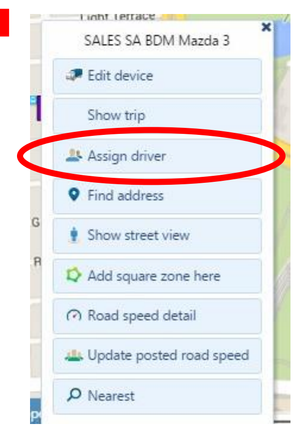
Performing the assignment yourself of drivers to vehicles is useful when you are not using vehicles equipped with driver identification systems. Additionally, if there is a conflict between driver keys and vehicles, you can easily make the manual correction. Follow these steps to assign your drivers to vehicles.

Navigate to the **Map** from the left hand side menu.

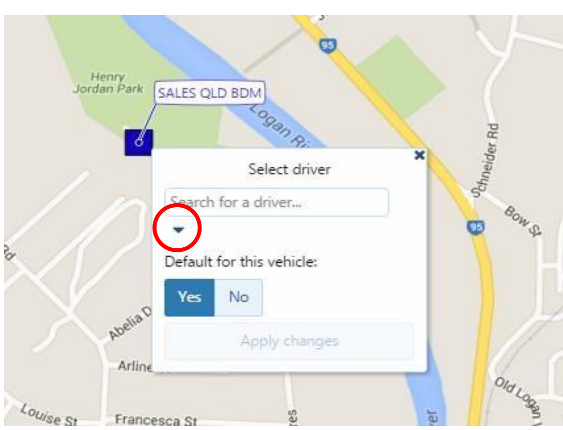
Select a vehicle to display on the map, once displayed on the map, left click on the vehicle. Then from the options menu that select **Assign driver**.

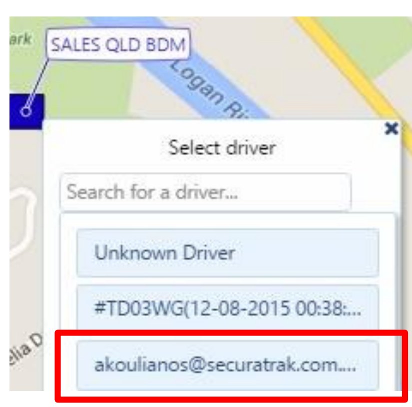


Left click on the vehicle icon on the map



A small window is displayed, **select the driver** by name from the drop down list.





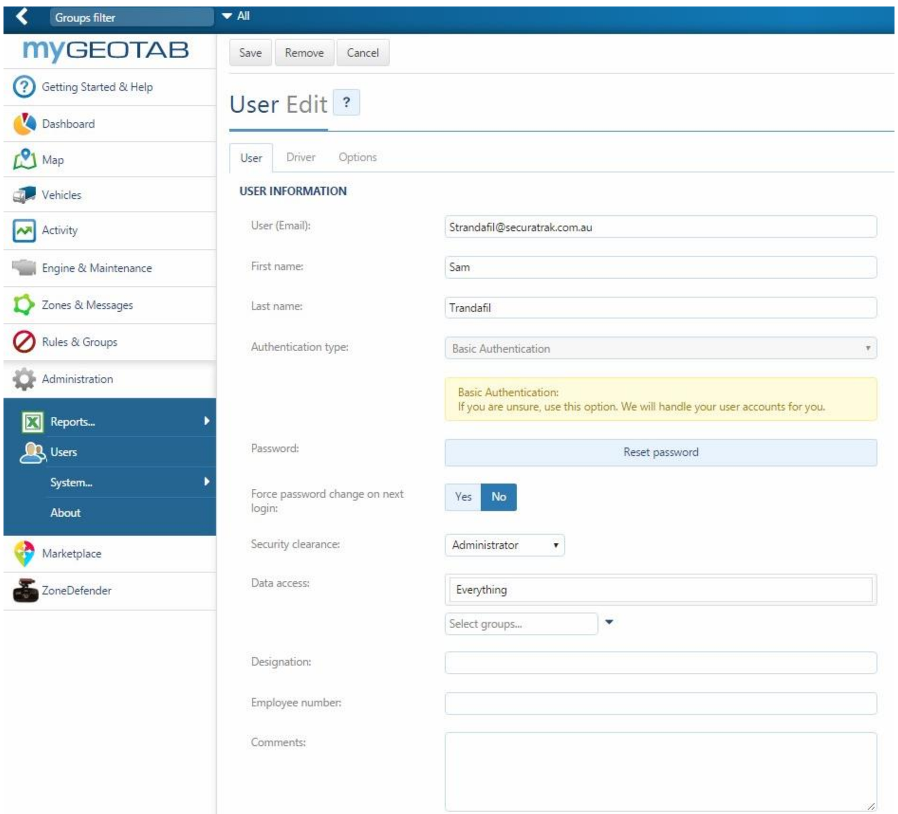
If this driver will be the default driver, use the Yes/No switch to automatically associate them with this vehicle in the future.

When finished, select Apply Changes.

EDITING A USER / DRIVER KEY

Driver key information is sorted under a specific user.

To edit a driver key/user name – from Administration, Users locate and select the Driver name from the list, this will open the User record. From here you can simply change the user details or add in any further details (see below), once updated click Save.



Please note - you would only do this if the key name is spelt incorrectly or you would like to make a change to the user itself. If you would like to re-assign the key to a new driver you would simply move the Key ID from this user to a different user. Do not change the User Account.

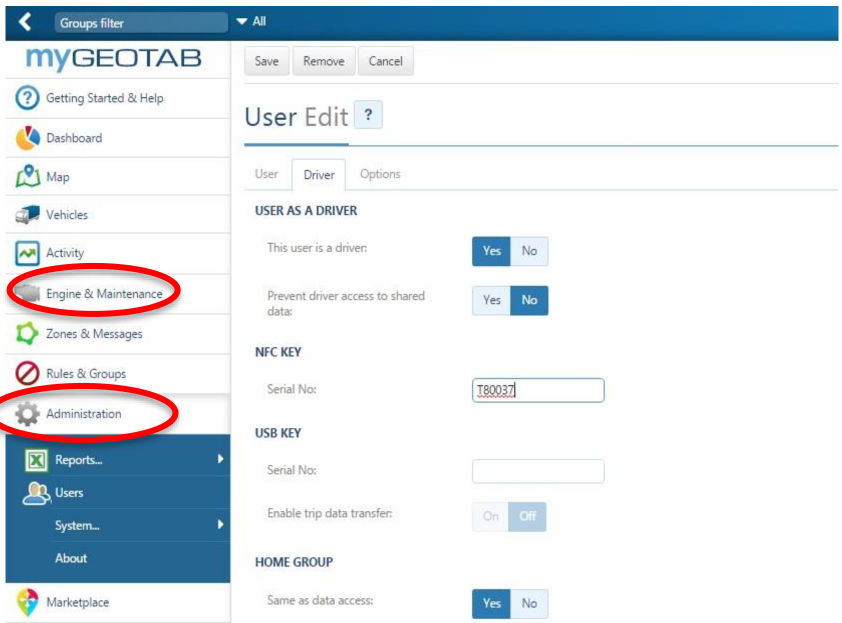
By editing a driver key you are simply changing the user account details. You are changing the details assigned to that key for all past activity as well as any future activity.

To assign a User/Driver a new key - from Administration, Users locate and select the Driver name from the list, this will open the User record. From here select the Driver tab at the top of the window. You can simply change the key ID to the new key of the driver, then click on Save. This will only change the key for that driver from this point forward, it will not change historic trips.

RE-ASSIGNING A DRIVER KEY

(Used for re-assigning a driver key to a different driver)

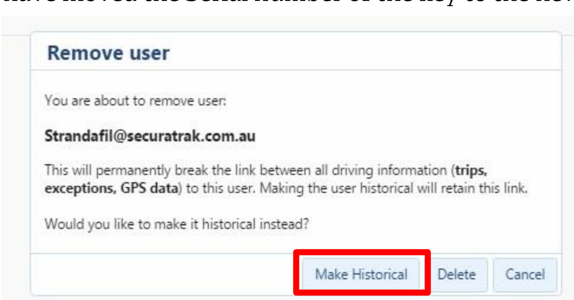
By re-assigning a driver key you are re-allocating a driver key to a different driver. You are drawing a virtual line in the sand and marking any previous driving activity to stay with the old driver's name and any future driving activity to belong to the new driver's name.



To re-assign a driver key, simply **copy** the driver key **Serial No** from one user/driver to another. (See below)

PLEASE NOTE – If the Driver Key is not in hand, please ensure that you have written down the key serial number as once it is deleted you will no longer have reference of it.

If the driver is no longer with the company and you want to delete their user account and driver key, once you have moved the Serial number of the key to the new driver , simply click on Remove.



When asked if would like to remove the User Account, click on Make Historic. This will save the user and driver information as historic with all previous driving activity as historic in your system. This user name will not able to be re-used although it can be re-activated.

NOTES