

After you create a new driver within the portal, you may want to assign that driver to a specific vehicle. Driver assignment allows you to view driver history.

You can also view driver information on [reports](#) and [maps](#), as well as send messages using alerts, [SMS Messaging](#), or [Garmin Integration](#).

Assign Drivers to Vehicles

There are several ways to assign a driver to a vehicle:

- Manual assignment using the portal interface
- Batch assignment using the portal interface upload
- Sending an SMS text message with assignment request (requires authentication)
- Touching a driver keyfob to a reader in the vehicle (requires installation)
- Sending the DriverID via Garmin (requires [Garmin integration](#))
- Implementing a [custom API](#)
- Assignment using the GPS Insight Manager App ([iOS](#) | [Android](#))
- Assignment using the GPS Insight Driver App ([iOS](#) | [Android](#))



Note. A driver may be assigned to one vehicle at a time. A new assignment to a vehicle cancels the previous assignment.

Manual Driver Assignment

Assigning drivers to vehicles manually is often used when you have a small number of assignments (1-5) at a time.

► To assign a driver to a vehicle using the portal interface:

1. From the portal, hover over the **Account** menu, click **Manage Drivers**, and click **Open**.

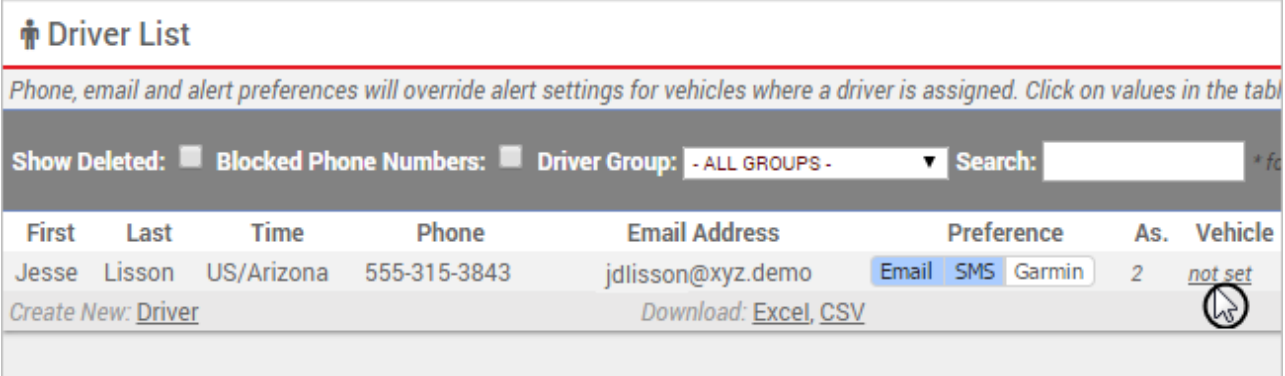
The Manage Drivers and Groups page opens in a new browser tab.

1. From the Driver List grid, locate the driver want to assign, and click **Change Vehicle Assignment** (display label shown as “not set”).



Note. You may need to filter the Driver List by Driver Group if you don't see the driver you want to

 modify.



Driver List

Phone, email and alert preferences will override alert settings for vehicles where a driver is assigned. Click on values in the table.

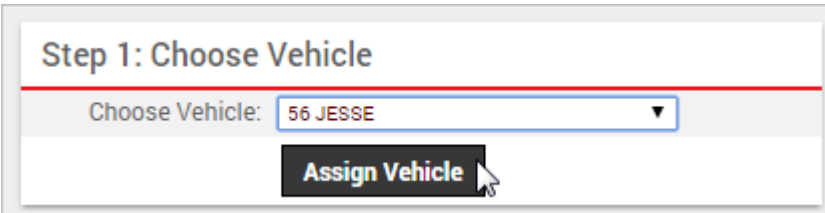
Show Deleted: Blocked Phone Numbers: Driver Group: - ALL GROUPS - Search:

First	Last	Time	Phone	Email Address	Preference	As.	Vehicle
Jesse	Lisson	US/Arizona	555-315-3843	jdliison@xyz.demo	Email SMS Garmin	2	not set

Create New: [Driver](#) Download: [Excel](#), [CSV](#)

The window refreshes with a list of all vehicles (Step 1).

1. Choose the vehicle from the drop-down, and click **Assign Vehicle**.




Step 1: Choose Vehicle

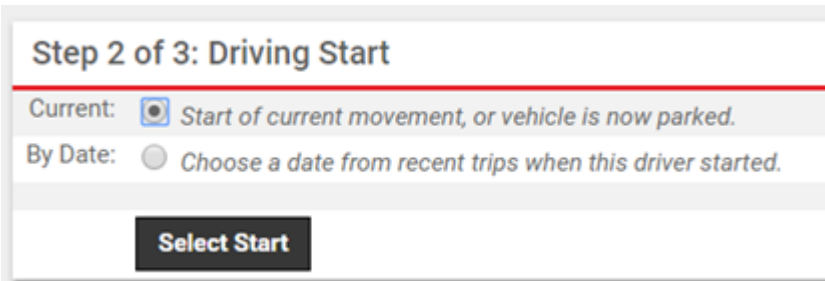
Choose Vehicle: 56 JESSE

Assign Vehicle

The window refreshes with a list of start date options (Step 2).

1. Choose the start date option that best applies, and click **Select Start**. Options include: Current, By Date (last 90 days), or Permanent.

 **Note.** Assigning this permanent driver to another vehicle will remove this driver assignment from driver history.



Step 2 of 3: Driving Start

Current: Start of current movement, or vehicle is now parked.

By Date: Choose a date from recent trips when this driver started.

Select Start

The window refreshes with a list of end date options (Step 3).

1. Choose the end date option that best applies, and click **Finish Assignment**. Options include: Default and By Date (last 90 days).

Step 3 of 3: Driving End

Default: *The vehicle will have this driver until un-assigned or re-assigned.*

By Date: *Choose an end date from recent stops.*

Finish Assignment

A message appears to indicate the assignment was successful. You can now see driver history from the [Edit Vehicle Details](#) page for the selected vehicle. Most recent history is shown first. You can also see driver labels for any associated reports and mapping details.

Vehicle History



Assignments of different vehicles to this driver. Most recent first.

Vehicle	Start	End	Duration
8004-03	4/4/2017 8:33 PM	1/1/2050 7:00 AM	20 days
8066-04	1/11/2017 6:07 PM	4/4/2017 7:28 AM	3 months
8066-04	4/22/2015 5:46 AM	7/27/2016 4:34 PM	1 years
8066-02	12/9/2014 9:23 AM	12/15/2014 5:34 AM	6 days

Assign New: [Vehicle](#)

Batch Assignment via Spreadsheet Upload

The portal provides several options for importing and exporting data to and from a spreadsheet. You can use the import option for assigning a large batch of drivers.

► To upload driver-to-vehicle mappings using the portal interface:

1. From the portal, hover over the **Account** menu, click **Manage Drivers**, and then click **Update/Export items using a spreadsheet**.
2. Download one of the CSV Example templates ([1](#), [2](#), or [3](#)) next to the **Assign Drivers** spreadsheet action.
3. Within the spreadsheet, populate the remaining rows with your own data. Available columns include: VIN, Driver Full Name (or driver reference id or driver last name).
4. Save the spreadsheet with your changes.
5. From the portal in the Spreadsheet Actions grid, click the **Assign Drivers** option.
6. From the Import Step 1: Upload CSV or Excel File grid, click **Choose File**.
7. In the Open window, browse to the location where you saved the file for import, and double-click it.
8. Click **Upload Now**.

The Import Step 2: Define Columns grid appears. This grid allows you to see how your spreadsheet column names (shown in the drop-downs) will be applied to the appropriate fields in the portal (shown in bold). Set any fields marked "IGNORE" to the appropriate column name.

1. Click **Preview the Import**.

The Import Step 3: Preview Import Data grid appears. This grid allows you to verify the data that will be imported. Valid values for reference fields will be marked with a green check box.

1. Click **Proceed with Import**.

The Import Step 4: Import All Data grid appears. This grid provides a summary of the import results. If any rows were skipped, they will be listed here with the reason they were not imported.

Assignment via SMS

Assignment via SMS allows you to create assignments from your phone (does not require the portal interface). Before using [query services](#), you must authorize your SMS-enabled device with your account.

► To assign a driver to a vehicle using SMS:

1. Compose a new text message using the following syntax:
gps [vehicle label] assign [first last, or last, or RefId]

Example: gps TR-150 assign Jesse Lisson

- **gps** – keyword that must exist in the message
- **[vehicle label]** – substitute with the vehicle label that identifies the vehicle in the portal.
- **assign** – keyword that must exist in the message
- **[first last]** OR **[last]** OR **[RefId]** – substitute with the first and last name, last name only, or reference ID of the driver you want to assign.

1. Send the message to 477-477 (GPSGPS).

Assignment via Garmin

If Garmin integration is enabled for your account, drivers can assign themselves to their vehicles via the Garmin interface.

► To assign a driver to a vehicle using Garmin Integration:

1. From the Garmin home screen, tap **[GPS PROVIDER]**.
2. Tap **Message**.
3. Tap **Create Message**.
4. In the message box, enter “GPS Driver [Name or RefID].” For example, Jesse Lisson would enter:
GPS Driver Jesse Lisson.



Note. The name or reference ID entered must match what is entered into the GPS portal (Driver Admin). Drivers should contact their GPS administrator if they are unsure what format to use.

1. Tap **Done**.
2. Tap **Send Message**.

The driver assignment is complete.

Driver Assignment via Keyfob

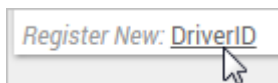
After Driver ID readers have been installed in your vehicles, use the following steps to assign a driver to a particular Driver ID keyfob. Each driver is assigned only one keyfob but can swipe in to many vehicles that have a Driver ID reader installed. After a driver has been assigned to a keyfob, he or she can assign themselves to a vehicle by **swiping the fob onto the reader**.

► To assign a driver to a Driver ID keyfob:

1. From the portal, hover over the **Account** menu, click **Manage Drivers**, and click **Assign DriverID keyfobs and activity**.

The Manage Drivers Buttons page opens in a new browser tab.

1. From the DriverID List grid, click **DriverID** next to Register New.

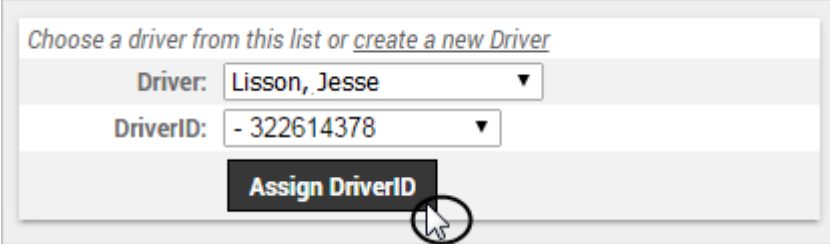


1. In the Assign Driver Button window, choose the driver to associate with a DriverID.



Note. The DriverIDs are available on your account after the DriverID readers have been installed. If an existing driver or DriverID is not listed, you must delete any existing assignments for that driver or DriverID.

1. Click **Assign DriverID**.



Choose a driver from this list or [create a new Driver](#)

Driver:

DriverID:

Assign DriverID

A message appears to indicate the assignment was successful.

The next time Jesse scans his keyfob into a vehicle's Driver ID reader, he will automatically be assigned to that vehicle, and all of his history will be logged to that vehicle until he **scans his keyfob** into a different vehicle. If Jesse had already been manually assigned to a different vehicle in the portal interface, his keyfob scan overrides the existing assignment.

Assignment via GPS Insight Manager App (iOS | Android)

The GPS Insight Manager app allows you to assign or re-assign a driver to a vehicle from the Vehicle Card on the Map. If a driver is assigned to a vehicle, you can then search for the driver in the app. You may also change a driver assigned to a vehicle. Drivers must be previously added to the Portal to appear in the list of available drivers on the app.

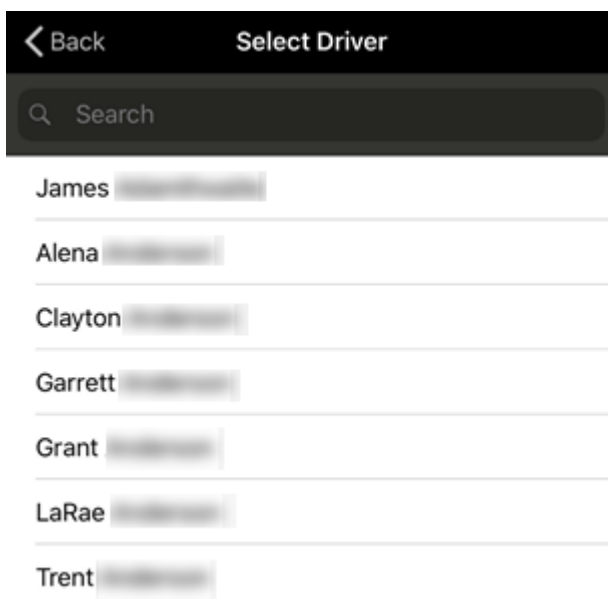
[GPS Insight Manager App for iOS](#)

► To assign a driver with the iOS GPS Insight Manager App:

1. From the vehicle card, tap **Assign a Driver**.



A list of available drivers appears.



2. Tap on the name of the driver you would like to assign to the vehicle.

The driver is now assigned.

Refer to [Using the iOS Manager Map](#) for additional information.

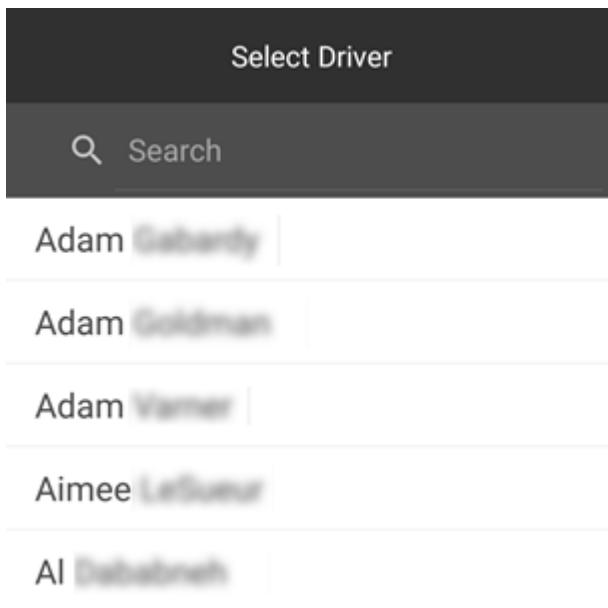
[GPS Insight Manager App for Android](#)

► To assign a driver with the Android GPS Insight Manager App:

1. From the vehicle card, tap **Assign a Driver**.



A list of available drivers appears.



2. Tap on the name of the driver you would like to assign to the vehicle.

The driver is now assigned.

Refer to [Using the Android Manager Map](#) for additional information.

Assignment via the GPS Insight Driver App (iOS | Android)

With the GPS Insight Driver App, drivers can assign and unassign themselves to/from a vehicle from their mobile [iOS](#) and [Android](#) devices.

[GPS Insight Driver App for iOS](#)

► To assign a driver with the iOS GPS Insight Driver App:

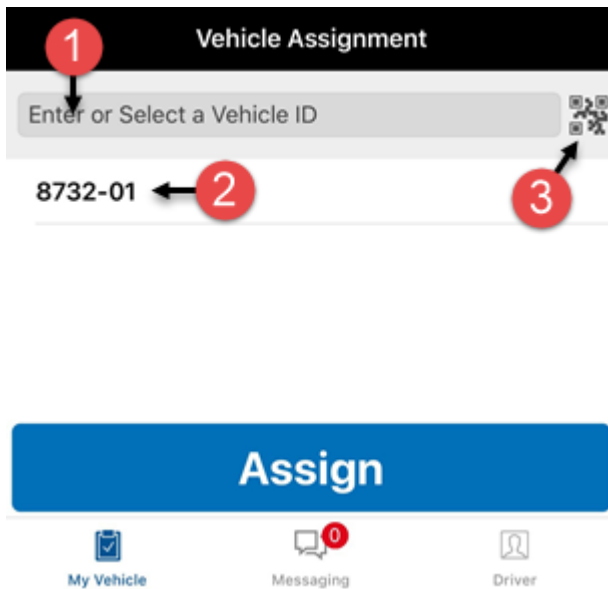


Note. A list will not appear if this is the first time you have logged in to the App or you have not yet assigned any vehicles previously.

1. Assign a vehicle using one of the following options:

- **1-** Enter the vehicle ID (associated ID in the Portal) in the text field

- 2- Tap on a vehicle ID from a list of vehicles that you have assigned yourself to previously using the [Driver App](#)
- 3- Tap on the QR code* icon to scan with your mobile device



Note. If you are using the QR code: The first time you tap on the QR code icon, a prompt appears stating: “Driver Would Like to Access the Camera.” Tap **OK** to use the QR code to assign a vehicle. If you select **Don’t Allow**, you will not be able to scan the QR code and you are returned to the Vehicle Assignment screen. If you would like to enable camera access to the Driver App at a later time, you can make this change in your phone settings.



Note. *If you would like your drivers to use the QR code scan method, you must have QR stickers created that are unique to each vehicle (associated with VIN or Vehicle ID) and affixed to the vehicle.

2. If you have entered a vehicle ID in the text field (Option 1), tap **Assign**.

You are now assigned to the vehicle.


Refer to [Using the iOS Driver App Driver Assign](#) for additional information.

[GPS Insight Driver App for Android](#)

► **To assign a driver with the Android GPS Insight Driver App:**

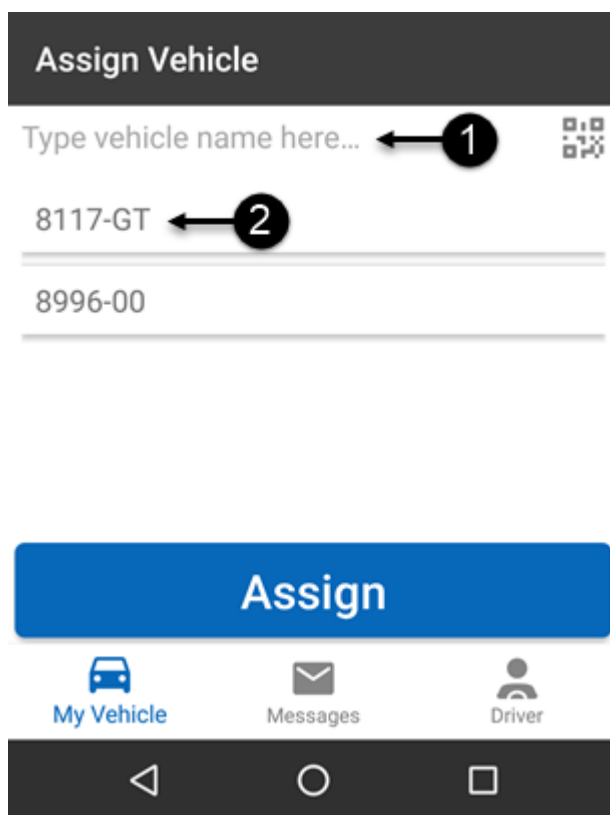


Note. A list of vehicle IDs will not appear if this is the first time you have logged in to the App or

 you have not yet assigned any vehicles previously.

1. Assign a vehicle using one of the following options:

- **1-** Enter the vehicle ID (associated ID in the Portal) in the text field.
- **2-** Tap on a vehicle ID from a list of vehicles that you have assigned yourself to previously using the Driver App.



2. If you have entered a vehicle ID in the text field (Option 1), tap **Assign**.

You are now assigned to the vehicle.

Refer to [Using the Android Driver App Driver Assign](#) for additional information.