

The Manage Drivers and Groups page provides a comprehensive view of the information for drivers and allows you to edit details. You can also update driver settings by way of spreadsheet import.

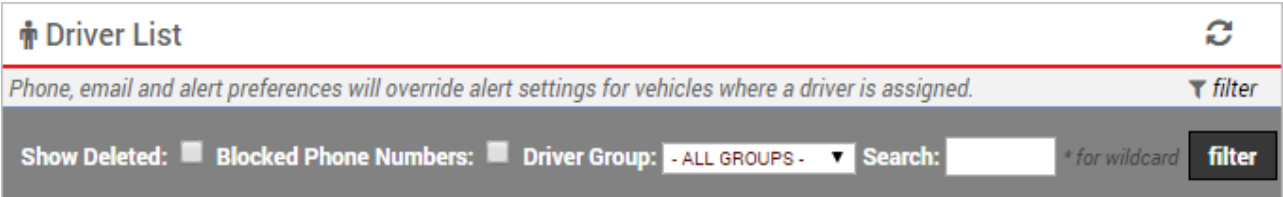
## Filter the Driver List

If your user list is long, you can use filter options to isolate a subset of drivers.

### To filter the driver list:

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.



The screenshot shows the 'Driver List' interface. At the top, there is a title 'Driver List' with a refresh icon. Below the title, a message states: 'Phone, email and alert preferences will override alert settings for vehicles where a driver is assigned.' To the right of this message is a 'filter' button. Below the message, there are several filter options: 'Show Deleted:' with a checkbox, 'Blocked Phone Numbers:' with a checkbox, 'Driver Group:' with a dropdown menu showing '- ALL GROUPS -', and a 'Search:' field with a text input and a '\* for wildcard' note. A 'filter' button is located to the right of the search field.

1. Choose from the following filter options:
  - **Show Deleted:** Show only drivers whose records have been deleted from the account.
  - **Blocked Phone Numbers:** Show only drivers who have replied "STOP" to any incoming 477-477 message. (In order to remove a stop request, [contact Support](#).)
  - **Driver Group:** Show only drivers who belong to a selected group.
  - **Search:** Vehicles that match a description. Use \* as a wild card before or after a string of characters.
  - **Show All** Select the check box to show all records on a single page (may take more time to load).
2. Click **Filter**.

The driver list shows only the drivers that match your filter criteria.

## Edit Driver Details

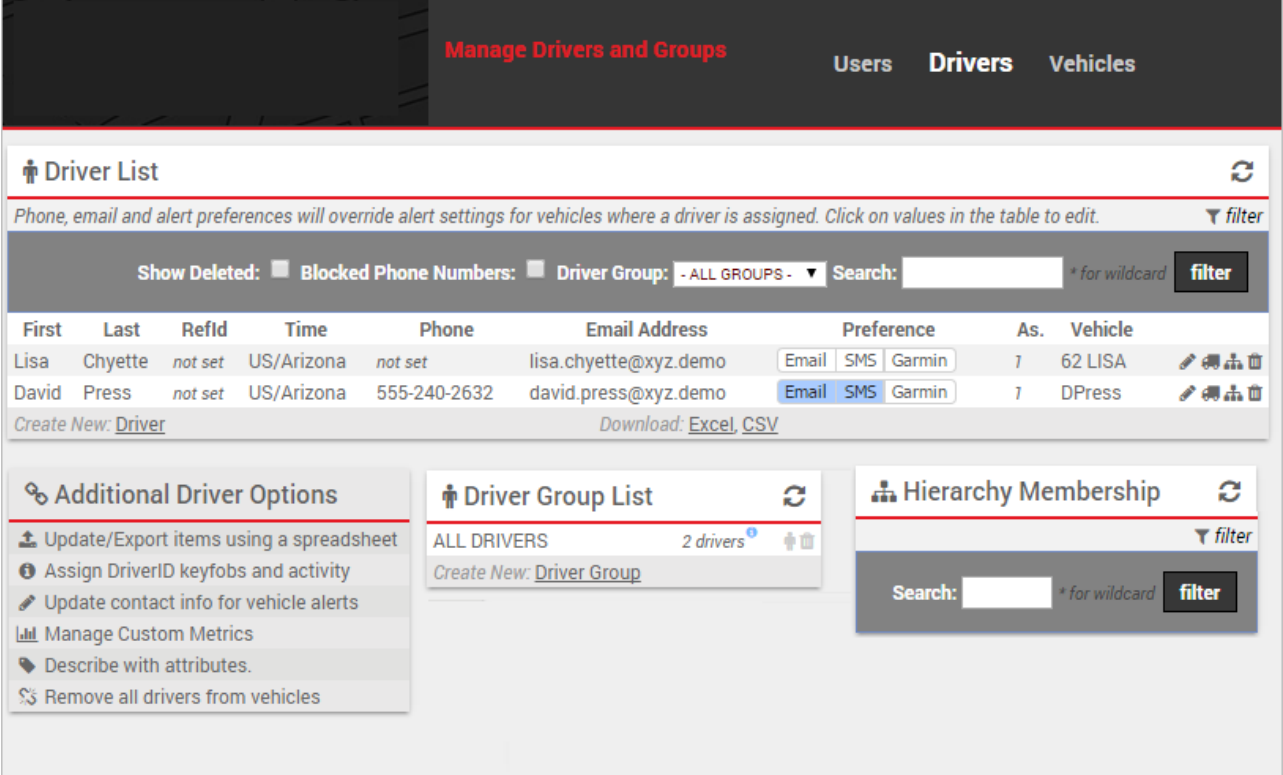
Editing driver details allows you to modify details about the drivers's profile, such as timezone or email address. The Manage Drivers and Groups page also allows you to manage [driver group membership](#) and [driver assignment](#).

### To edit driver details:

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.

**Tip!** You can also export driver information from the bottom of this page or update user details in a batch process using [spreadsheet import](#).



The screenshot shows the 'Manage Drivers and Groups' interface. At the top, there are tabs for 'Users', 'Drivers', and 'Vehicles'. Below this is the 'Driver List' section, which includes a table of drivers and several management options.

First	Last	RefId	Time	Phone	Email Address	Preference	As.	Vehicle
Lisa	Chyette	not set	US/Arizona	not set	lisa.chyette@xyz.demo	Email SMS Garmin	1	62 LISA
David	Press	not set	US/Arizona	555-240-2632	david.press@xyz.demo	Email SMS Garmin	1	DPress

Additional Driver Options:

- Update/Export items using a spreadsheet
- Assign DriverID keyfobs and activity
- Update contact info for vehicle alerts
- Manage Custom Metrics
- Describe with attributes.
- Remove all drivers from vehicles

Driver Group List:

- ALL DRIVERS (2 drivers)
- Create New: Driver Group

Hierarchy Membership:

- Search: [ ] \* for wildcard filter

1. Locate the driver you want to modify, and click **Edit** (🔧)
2. From the Edit Drivers Details window, add or [edit information](#).
3. When finished modifying Drivers details, click **Save Changes**.