

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.

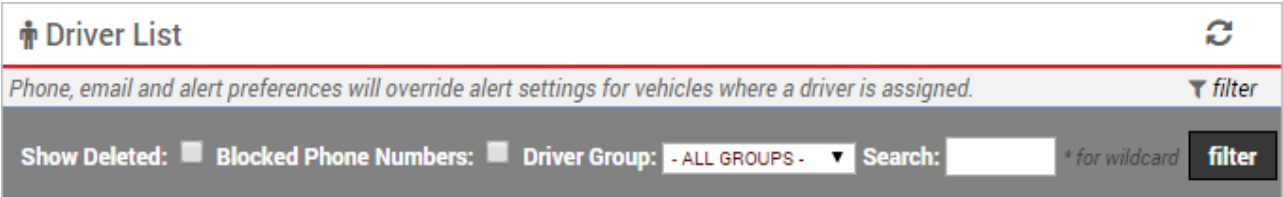
## Filter the Driver List

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 is a message: 'Phone, email and alert preferences will override alert settings for vehicles where a driver is assigned.' with a 'filter' button. The main filter area includes: 'Show Deleted:' with a checkbox, 'Blocked Phone Numbers:' with a checkbox, 'Driver Group:' with a dropdown menu set to '- ALL GROUPS -', a 'Search:' input field with a note '\* for wildcard', and a 'filter' button.

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

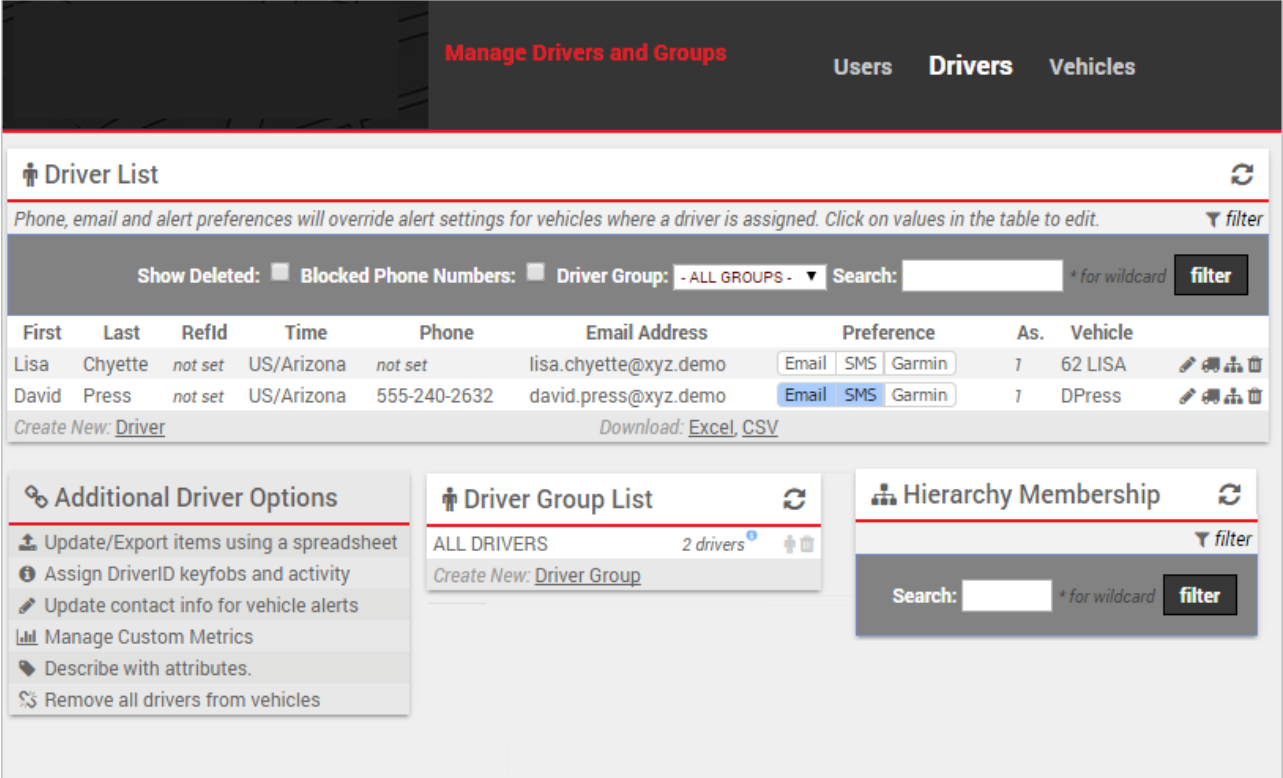
Editing driver details allows you to modify details about the drivers's profile, such as timezone or email address. The Manage Drivers and Groups page also allows you to manage [driver group membership](#) and [driver assignment](#).

### 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 displays the 'Manage Drivers and Groups' interface. At the top, there are navigation tabs for 'Users', 'Drivers', and 'Vehicles'. Below this is a 'Driver List' section with a table of drivers. The table has columns for First Name, Last Name, RefID, Time, Phone, Email Address, Preference, As., and Vehicle. Two drivers are listed: Lisa Chyette and David Press. Below the table are options to 'Create New: Driver' and 'Download: Excel, CSV'. To the left of the table is an 'Additional Driver Options' menu with items like 'Update/Export items using a spreadsheet', 'Assign DriverID keyfobs and activity', 'Update contact info for vehicle alerts', 'Manage Custom Metrics', 'Describe with attributes', and 'Remove all drivers from vehicles'. To the right of the table is a 'Driver Group List' section showing 'ALL DRIVERS' with '2 drivers' and a 'Create New: Driver Group' link. Further right is a 'Hierarchy Membership' section with a search bar and a 'filter' button.

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

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**.