

The Drivers page allows you to add a new driver, manage existing drivers, and download a .csv list of drivers.

Fleet Tracking

Admin: Drivers + New driver

[Download list](#)

Reference ID	First Name	Last Name	Time Zone	Phone	Email	Message preference	Assign ct.	Vehicle	Actions
	Andy		US/Mountain			Phone	6		
	Anthony		US/Mountain			Email Phone	1		
	Blu		US/Arizona				3	Service 01	
	Blu		US/Arizona			Email	6		
	Bradley		US/Mountain			Email	1		
0001	Casey		US/Arizona			Email Phone	5	104 - Road Crew 1	
	Casey		US/Pacific			Email Phone	3	Service 02	
jeb	Edward		US/Mountain				1		
	George		US/Mountain						
	Georgy		US/Mountain			Email	4		
	Gerardo		US/Mountain			Email	2		

## Viewing the Driver List

A list of existing drivers is displayed on the Drivers page showing the following driver information:

- Reference ID (if applicable)
- First Name
- Last Name
- Time Zone
- Phone (if applicable)
- Email (if applicable)
- Message Preference (view the selected message preference for the driver - if applicable)
- Assign Ct. (number of times the driver has been assigned to a vehicle)
- Vehicle (current assigned vehicle - if applicable).

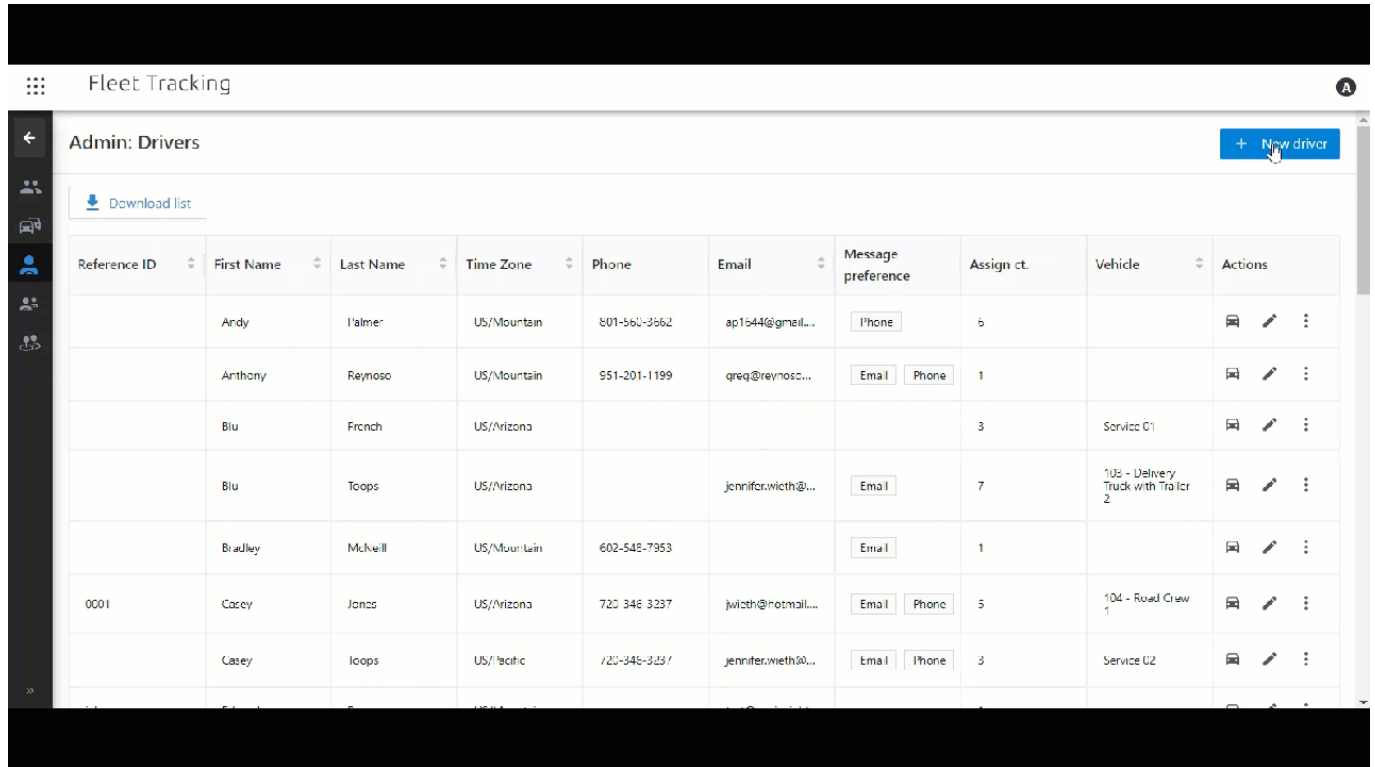
From this list, you can use the Actions column to assign the driver to a vehicle, edit the driver's information, add the driver to a driver group, remove the driver from a driver group, or delete the driver.

To download a copy of the driver list, please click the **Download list** button located toward the top-left corner of the Admin: Drivers tab.



## Adding a Driver

### How to add a driver:



1. From the Admin: Drivers tab, click **+ New driver**.

The Create driver pop-up appears on the right-hand side of the browser.

2. Complete all applicable fields:

- First Name (Required)
- Last Name (Required)
- Reference ID (Required)
- Email (Required)
- Phone (Add if you would like to contact the driver by SMS)
- Country
- Time zone
- Alert Preference (check the box next to the preferred alert notification method: Email or SMS)
- Driver Groups (use the drop-down to select applicable driver groups)
- Driveri Group (use the drop-down to select driveri group (if applicable))
- Set toggle for Access Driveri mobile app (use the toggle to enable access to the Driveri mobile app)

for the driver, if applicable)

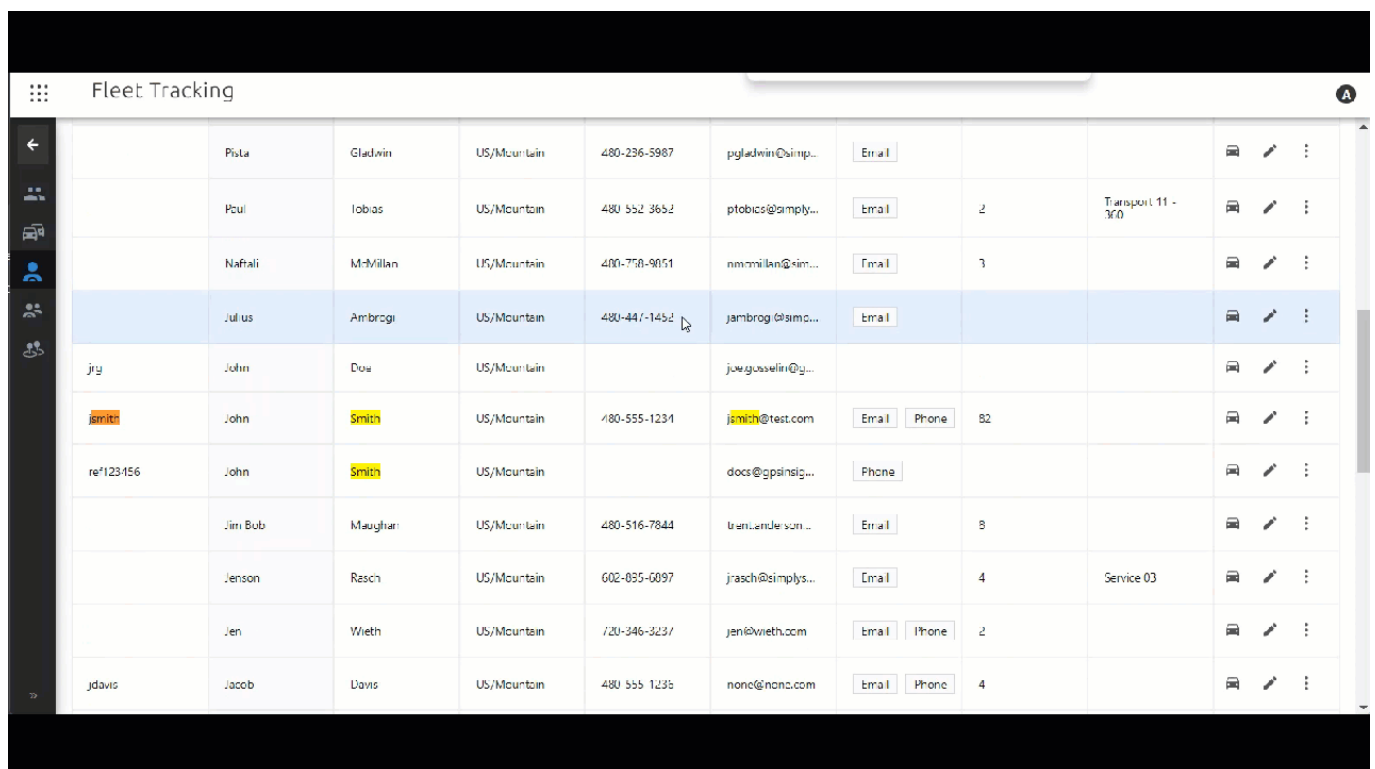
**Note.** The Driveri product is an available safety camera add-on. If you are interested in learning more, please contact your Account Manager.

### 3. Click **Save**.


A notification confirming that the driver has been successfully added appears at the top right-hand side of the browser window.

## Managing a Driver

### How to edit a driver:



ID	First Name	Last Name	Region	Phone	Email	Actions	Notes
	Pisla	Gladwin	US/Mountain	480-236-5987	pygladwin@simp...	Email	
	Paul	Iobas	US/Mountain	480-552-3652	ptobias@simply...	Email	2
	Nafali	McMillan	US/Mountain	400-750-9051	nmcmillan@sim...	Email	3
	Julius	Ambrogio	US/Mountain	480-447-1452	jambrog@simc...	Email	
jdj	John	Doe	US/Mountain		john.gusselin@y...		
jsmith	John	Smith	US/Mountain	480-555-1234	jsmith@test.com	Email Phone	82
ref123456	John	Smith	US/Mountain		docs@gpsinsig...	Phone	
	Jim Bob	Maughan	US/Mountain	480-516-7844	trm.lender@sm...	Email	8
	Jenson	Resch	US/Mountain	602-855-0097	jrash@simplys...	Email	4
	Jen	Wieth	US/Mountain	720-346-3237	jen@wieth.com	Email Phone	2
jdavis	Jacob	Davis	US/Mountain	480-555-1235	nonc@nonc.com	Email Phone	4

1. From the Admin: Drivers tab, locate the driver you would like to edit from the driver list and click the **Edit** icon  from the Actions column.

The Edit pop-up appears on the right-hand side of the browser.

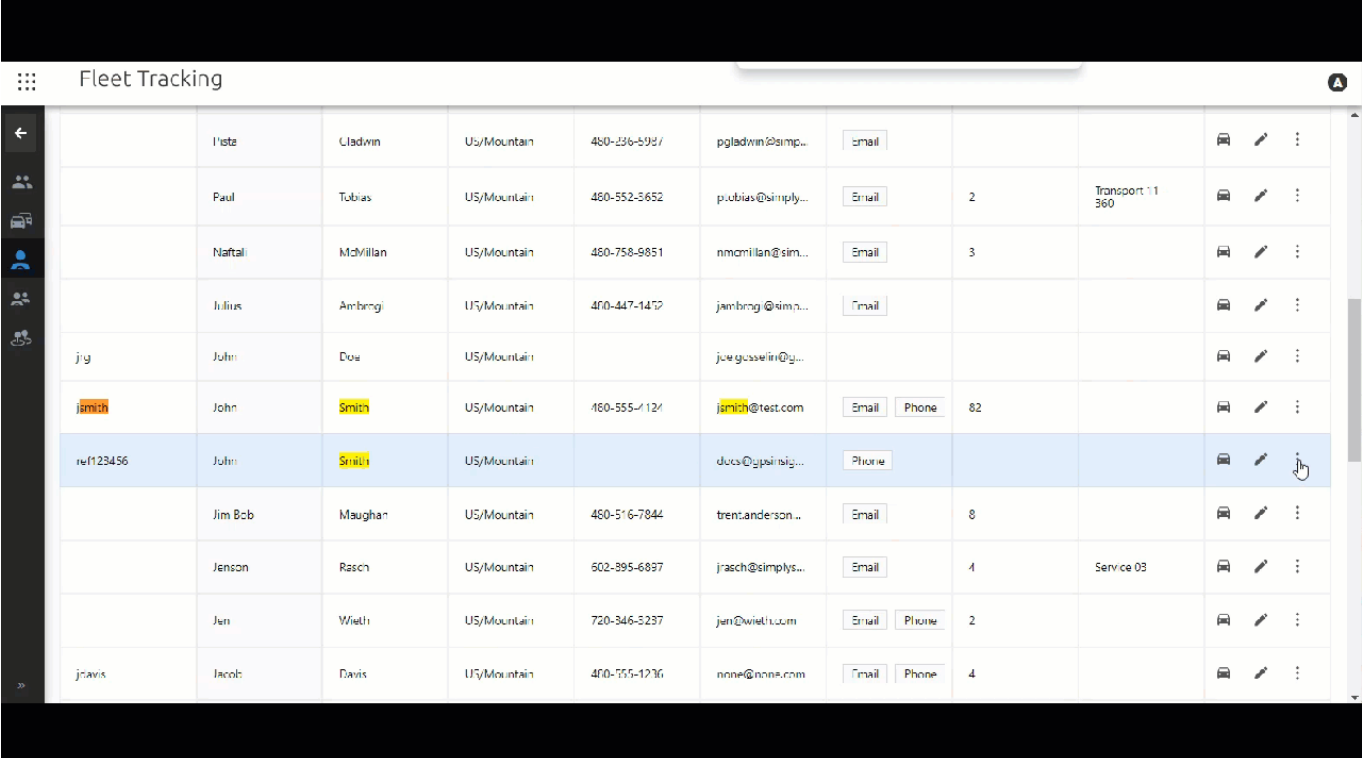
2. Make your edits and click **Save**.

**Note.** If you are editing a driver and required fields appear incomplete in the Edit pop-up,


you must complete any and all required fields before you can successfully click Save.

A notification confirming that your edits to the driver have been successfully saved appears at the top right-hand side of the browser window.

## How to delete a driver:



Driver Name	Last Name	Location	Phone Number	Email	Actions
Ivete	Cladwin	US/Mountain	480-236-5997	pgladwin@simp...	Email
Paul	Tobias	US/Mountain	480-552-3652	p.tobias@simply...	Email 2
Naftali	McMillan	US/Mountain	480-758-9851	nmcmillan@sim...	Email 3
Iulius	Ambrogj	US/Mountain	480-447-1472	jambrogj@simn...	Email
John	Doa	US/Mountain		joe.gusselini@g...	
John	Smith	US/Mountain	480-555-1124	j.smith@test.com	Email Phone 82
John	Smith	US/Mountain		docs@gpsinsig...	Phone
Jim Bob	Maughan	US/Mountain	480-516-7844	trent.anderson...	Email 8
Jenson	Rasch	US/Mountain	502-395-6897	j.rasch@simplys...	Email 4
Jen	Wielh	US/Mountain	720-346-5237	jen@wielh.com	Email Phone 2
Jacob	Davis	US/Mountain	480-755-1236	nnon@nonn.com	Email Phone 4

1. From the Admin: Drivers tab, locate the driver you would like to edit from the driver list and click the **Overflow Menu** icon  from the Actions column.

A pop-up menu with additional action options appears.

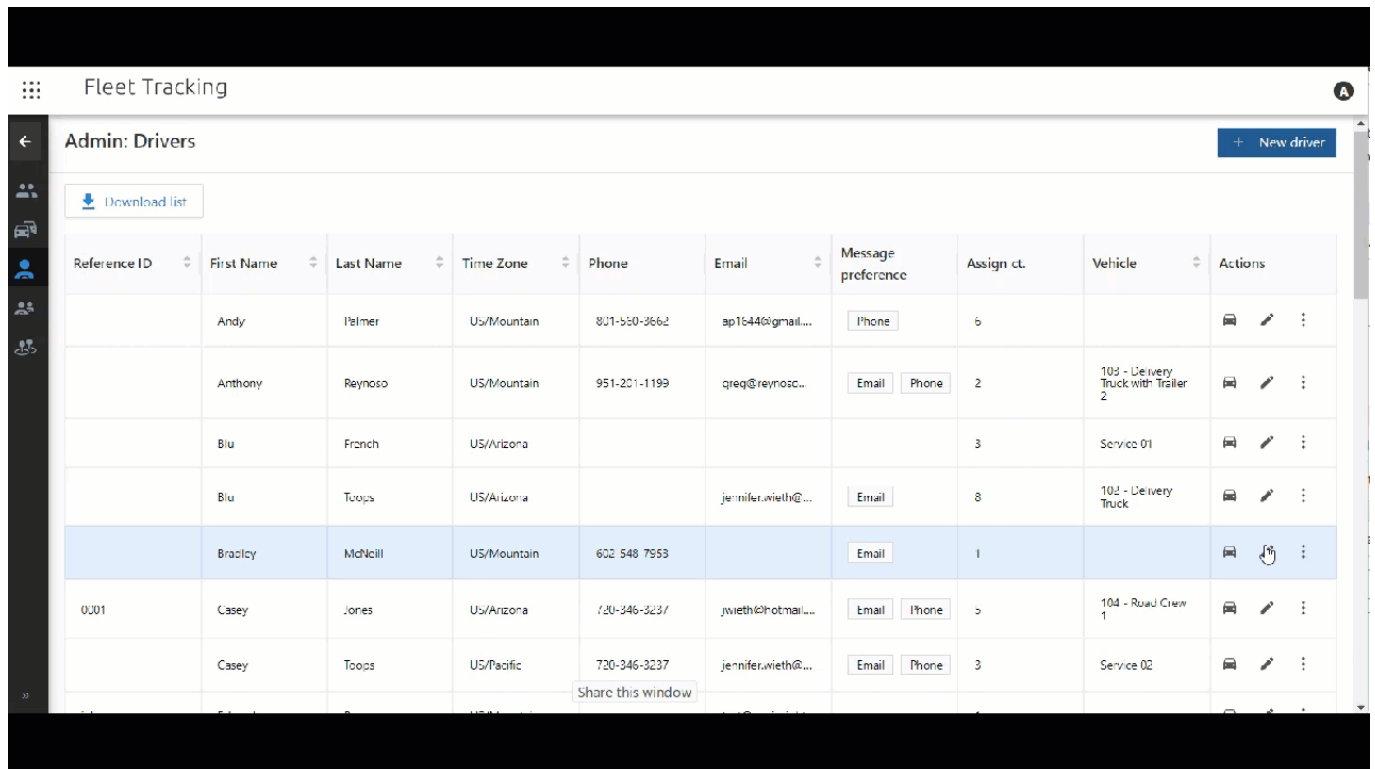
2. Click **Delete**.


The Delete Driver confirmation appears asking you to verify that you would like to delete the selected driver.

3. Click **Yes, Delete** to delete the driver or **No, Cancel** to exit without deleting the driver.

If you clicked **Yes, Delete**, a notification confirming that you have successfully delete the driver appears at the top right-hand side of the browser window.

## How to add/remove a driver to/from vehicle assignment:



1. From the Admin: Drivers tab, locate the driver for which you would like to adjust driver assignment and click the **Vehicle Assignment** icon  from the Actions column.

If the driver is not currently assigned to a vehicle, the pop-up shows the option: Assign to a vehicle. If the driver is currently assigned to a vehicle, the pop-up shows the options: 1) Remove driver from vehicle, 2) Reassign to a new vehicle.

2. Click on the option that describes what you would like to do.


Based on your selection:

- If you selected **Remove driver from vehicle**, a pop-up appears asking you to confirm you would like to remove the driver from the currently assigned vehicle. Click **Yes, Remove Driver** to unassign the driver from the vehicle or **No, Cancel** to exit without performing any action.
- If you selected **Reassign to a new vehicle**, a pop-up appears defining the currently assigned vehicle. Use the drop-down to search/select the new vehicle to assign to the driver then click **Reassign**.
- If you selected **Assign to a vehicle**, a pop-up appears with a drop-down to select the vehicle to which you would like to assign the driver, then click **Assign**.

**Note.** Other methods to assign a driver to a vehicle include: Touching a driver keyfob to a reader in the vehicle (requires installation), Assignment using the [GPS Insight Manager App](#) (iOS | Android), [Assignment using the GPS Insight Driver App](#) (iOS | Android), Assignment push via [Driveri](#)

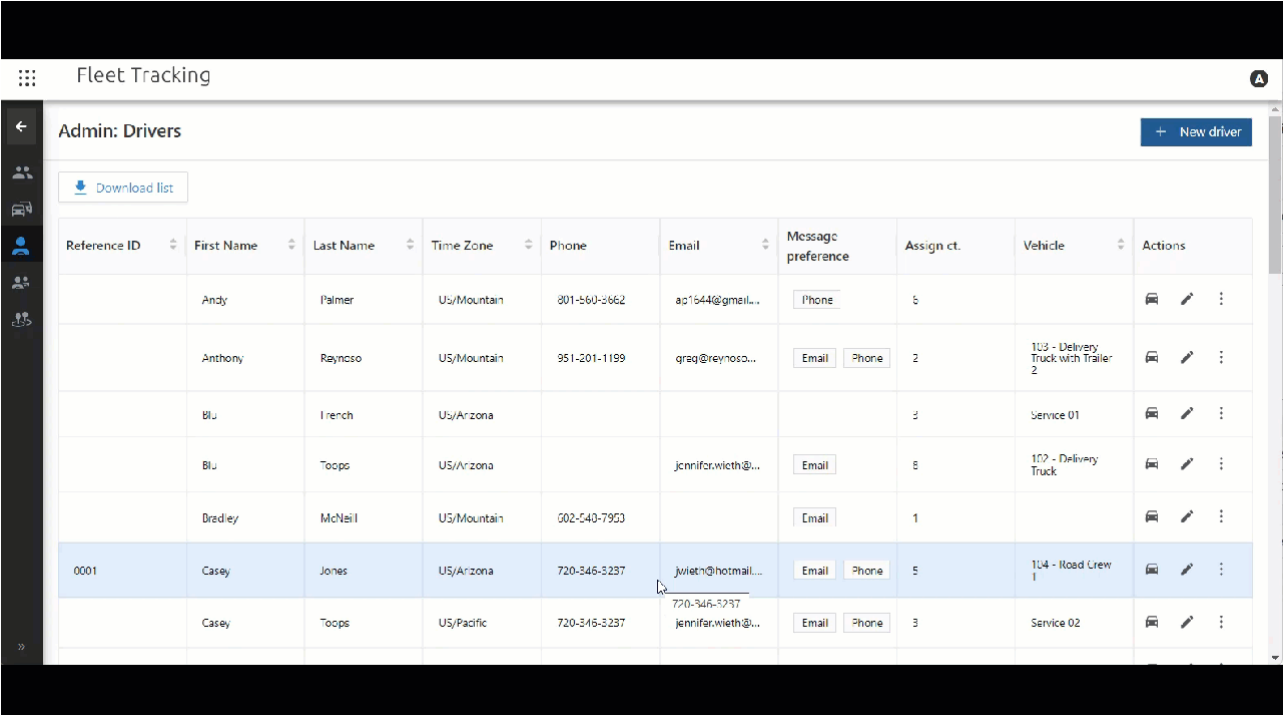
## Visual Login System (VLS)

### How to add/remove a driver to/from driver group:

1. From the Admin: Drivers tab, locate the driver for which you would like to adjust membership to a driver group and click the **Overflow Menu** icon  from the Actions column.

A pop-up appears with additional options.

2. To add the driver to a driver group, click **Add to a driver group**.



The screenshot shows the 'Admin: Drivers' interface. A table lists drivers with columns for Reference ID, First Name, Last Name, Time Zone, Phone, Email, Message preference, Assign ct., Vehicle, and Actions. The driver Casey Jones is highlighted. A pop-up menu is visible on the right side of the browser window, showing options for adding the driver to a driver group.

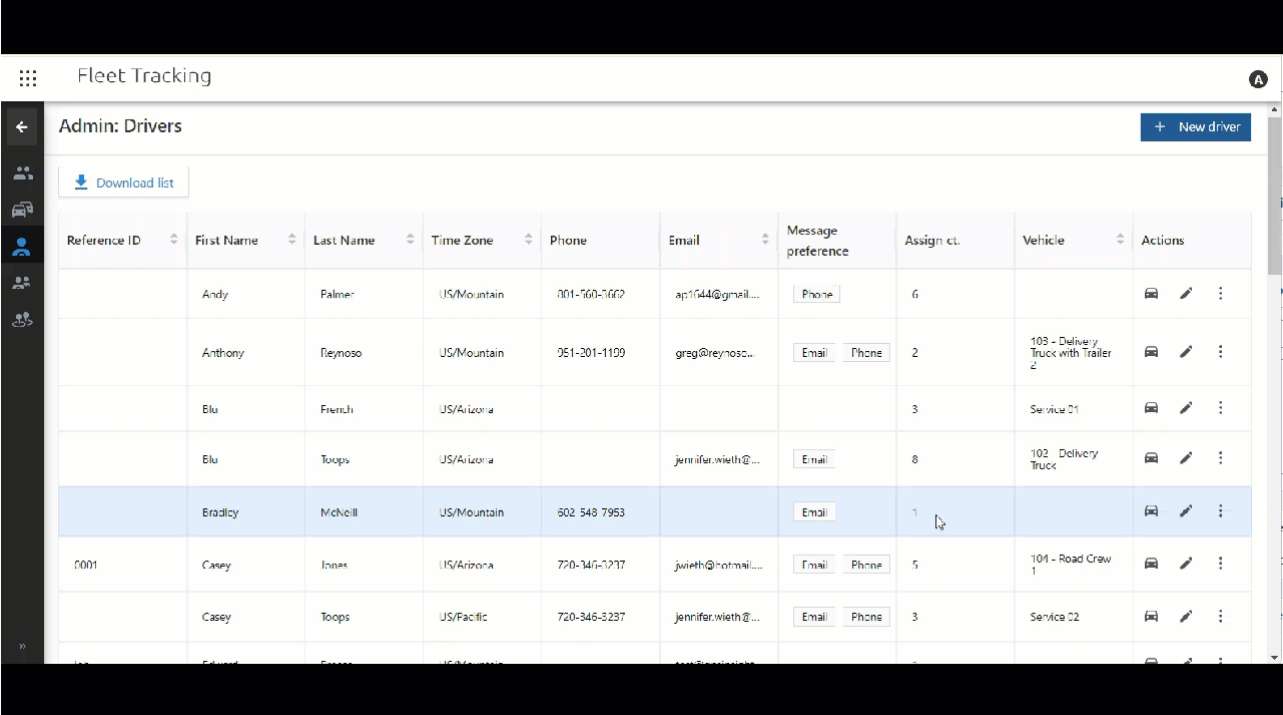
Reference ID	First Name	Last Name	Time Zone	Phone	Email	Message preference	Assign ct.	Vehicle	Actions
	Andy	Palmer	US/Mountain	801-560-2662	ap1544@gmail...	Phone	5		
	Anthony	Reynoso	US/Mountain	951-201-1199	greg@reynoso...	Email Phone	2	103 - Delivery Truck with Trailer 2	
	Blu	French	US/Arizona				2	Service 01	
	Blu	Toops	US/Arizona		jennifer.wieth@...	Email	8	102 - Delivery Truck	
	Dredley	McNeil	US/Mountain	002-540-7953		Email	1		
0001	Casey	Jones	US/Arizona	720-346-3237	jw1et1@hotmail...	Email Phone	5	104 - Road Crew 1	
	Casey	Toops	US/Pacific	720-346-3237	jennifer.wieth@...	Email Phone	3	Service 02	






















The Driver Groups pop-up appears on the right-hand side of the browser window.

- a. Use the Search field to locate the driver group or you may also use the list view, then click the checkbox next to the desired driver group(s).
- b. Click **Save**.

A notification confirming that you successfully added the driver to a driver group appears at the top right-hand side of the browser window.

3. To remove the driver from a driver group, click **Remove from a driver group**.



Reference ID	First Name	Last Name	Time Zone	Phone	Email	Message preference	Assign ct.	Vehicle	Actions
	Andy	Palmer	US/Mountain	001-560-1662	ap1644@gmail...	Phone	6		  
	Anthony	Reynoso	US/Mountain	051-201-1199	greg@reynoso...	Email Phone	2	103 - Delivery Truck with Trailer 2	  
	Elu	French	US/Arizona				3	Service 01	  
	Elu	Toops	US/Arizona		jennifer.wieth@...	Email	8	102 - Delivery Truck	  
	Bradley	McNeill	US/Mountain	602-548-7953		Email	1		  
0001	Casey	Innes	US/Arizona	720-346-1237	jwieth@hotmail...	Email Phone	5	104 - Road Crew 1	  
	Casey	Toops	US/Pacific	720-346-3237	jennifer.wieth@...	Email Phone	3	Service 02	  

The Driver Groups pop-up appears on the right-hand side of the browser window.

- Use the Search field to locate the driver group or you may also use the list view, then click the checkbox next to the driver group(s) to uncheck the box(es).
- Click **Save**.

A notification confirming that you successfully removed the driver from a driver group appears at the top right-hand side of the browser window.