

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.

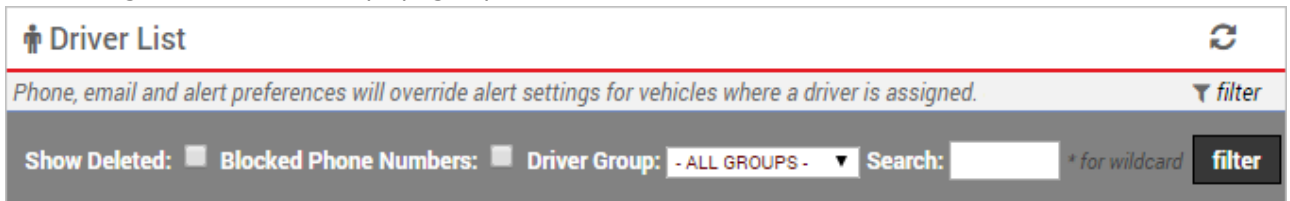
## Filter the Driver List

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.

A screenshot of the 'Driver List' interface. At the top, there's a header 'Driver List' with a refresh icon. Below it, 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 is a filter bar with several options: 'Show Deleted:' with a checkbox, 'Blocked Phone Numbers:' with a checkbox, 'Driver Group:' with a dropdown menu showing '- ALL GROUPS -', a 'Search:' text input field, and a '\* for wildcard' note. To the right of the search field is 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**.

Manage Drivers and Groups

UsersDriversVehicles

Driver List

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

Show Deleted: Blocked Phone Numbers: Driver Group: - ALL GROUPS - Search: \* for wildcard filter

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

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

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**.