



















The Driver Groups page is available from the Admin page in the Fleet Tracking Portal. From the Driver Groups page, you can view, add, and manage your driver groups.

The Driver Groups page displays your driver groups in a table format offering at-a-glance high-level information such as driver group name and the number of drivers included in each driver group. The Group and No. Drivers columns are sortable by using the Ascending and Descending arrows. You can perform actions such as editing or deleting a driver group from the Actions column.

Fleet Tracking A

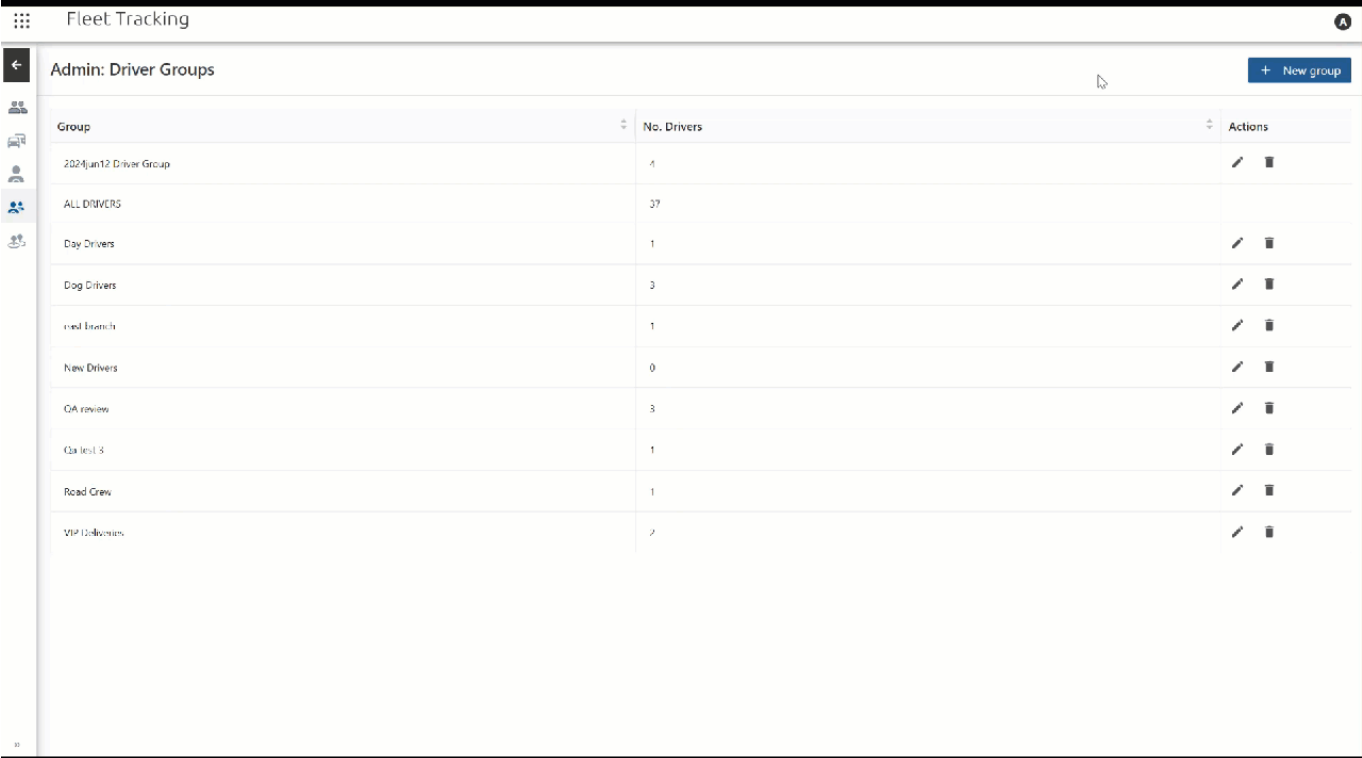
[Go back](#) Admin: Driver Groups [+ New group](#)



















Group	No. Drivers	Actions
2024jun12 Driver Group	4	 
ALL DRIVERS	37	
Day Drivers	1	 
Dag Drivers	3	 
east branch	1	 
New Drivers	0	 
QA review	3	 
Qa test 3	1	 
Road Crew	1	 
VIP Deliveries	2	 

v1.56.0

Adding a Driver Group

How to add a driver group:



Group	No. Drivers	Actions
2024Jan12 Driver Group	1	 
ALL DRIVERS	37	
Day Drivers	1	 
Dog Drivers	3	 
expd Insnrch	1	 
New Drivers	0	 
QA review	3	 
Qa test 3	1	 
Road Crew	1	 
VIP Customers	2	 

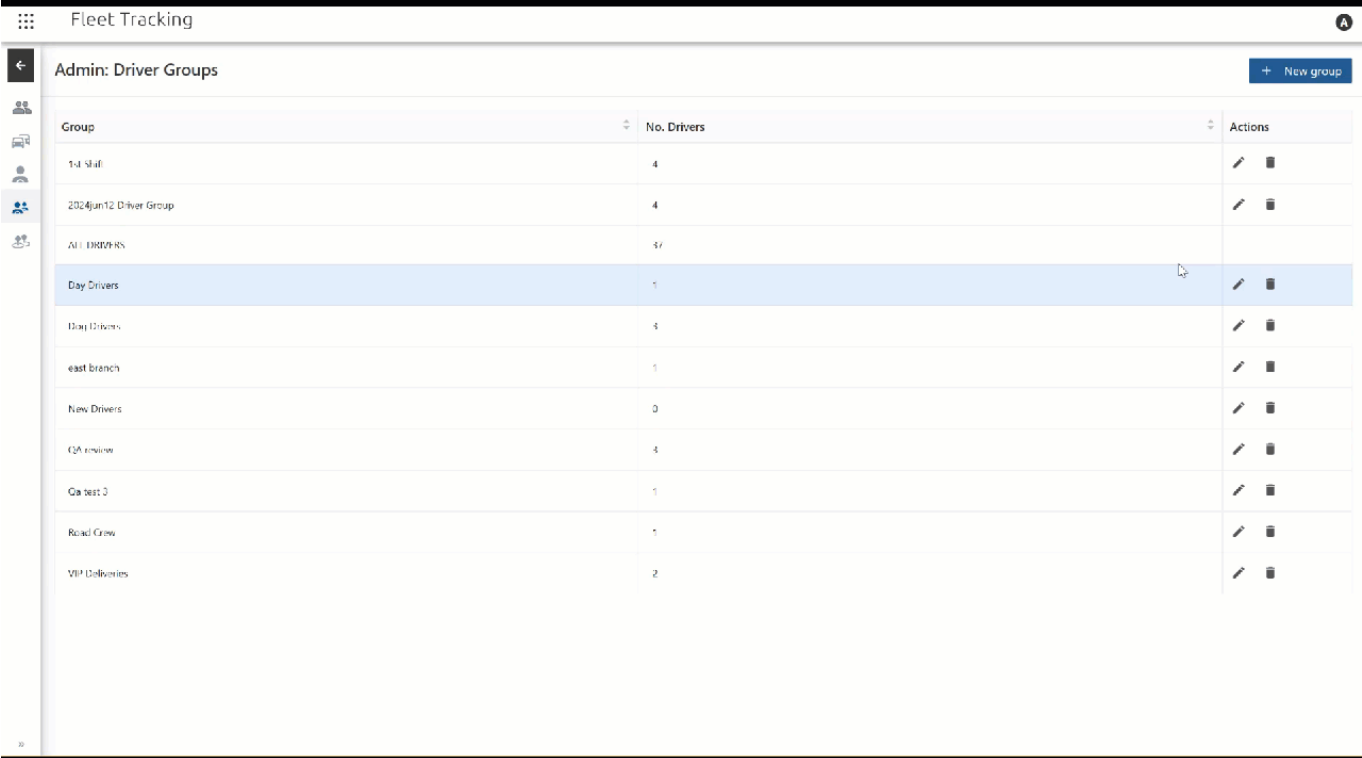
1. From the Driver Groups page, click **+ New group** (top-right corner of the page).
The New Driver Group panel appears on the left-hand side of the browser window.
2. Under Group Name, enter a name for the driver group.
3. Under Select Drivers, use the search field or the list to locate driver(s) and check the box next to the driver(s) you would like to include in the driver group.
4. Click Save.





















A message appears in the top-right corner of the browser window to confirm if your driver group was successfully added.


Editing a Driver Group

How to edit a driver group:

Note. You cannot edit the ALL DRIVERS group from your account.



Group	No. Drivers	Actions
1-4 Staff	4	 
2024jun12 Driver Group	4	 
All DRIVERS	57	
Day Drivers	1	 
Day 12 Drivers	4	 
east branch	1	 
New Drivers	0	 
QA engine	4	 
QA test 3	1	 
Road Crew	1	 
VIP Deliveries	2	 

1. From the Driver Groups page, click the Edit icon () from the Actions column.

The Driver Group panel appears on the left-hand side of the browser window.

2. Make your edits (add/remove drivers or edit Group Name).

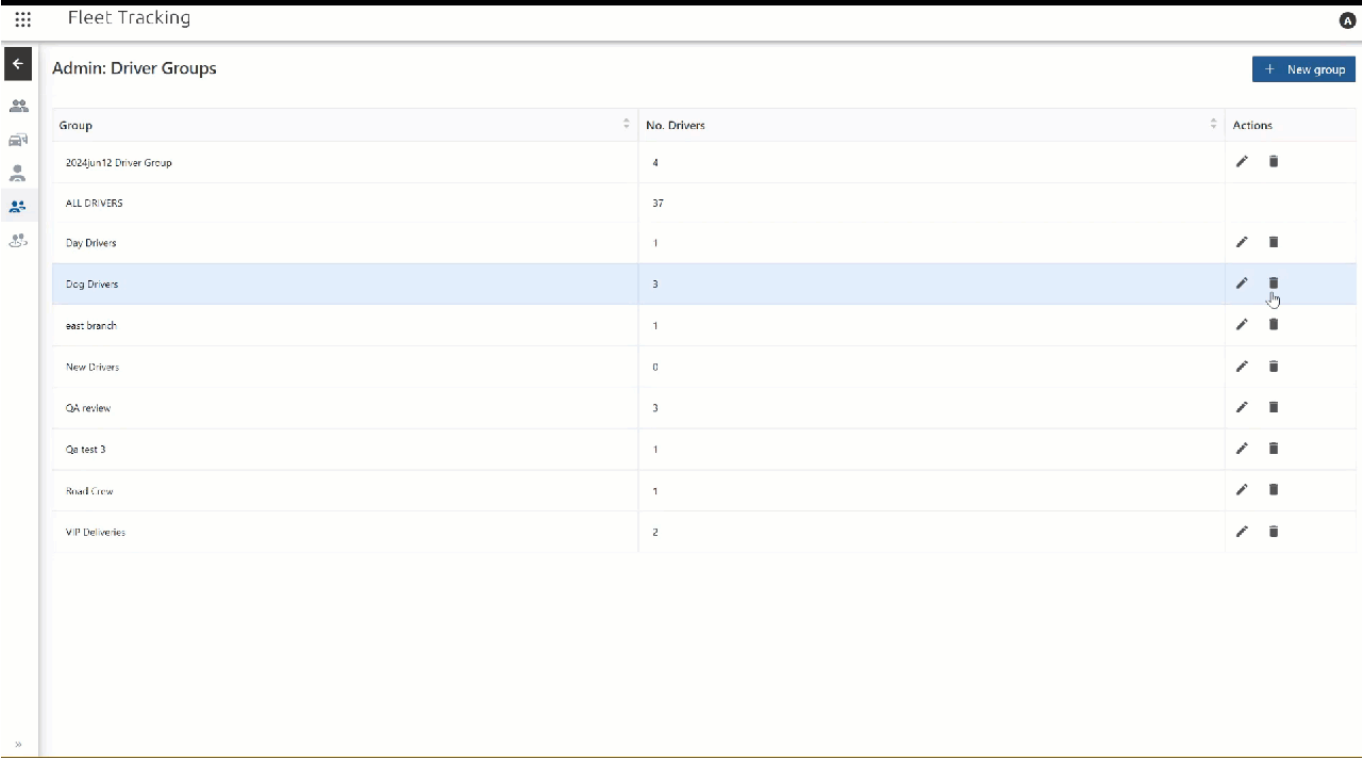
3. Click **Save**.



















A message appears in the top-right corner of the browser window to confirm if your driver group was updated successfully.

Deleting a Driver Group

How to delete a driver group:

Note. You cannot delete the ALL DRIVERS group from your account.



Group	No. Drivers	Actions
2024jun12 Driver Group	4	 
ALL DRIVERS	37	
Day Drivers	1	 
Dog Drivers	3	 
east branch	1	 
New Drivers	0	 
QA review	3	 
Qa test 3	1	 
Road Crew	1	 
VIP Deliveries	2	 

1. From the Driver Groups page, click the Trash icon () from the Actions column.

The Delete Driver Group pop-up appears asking you to confirm you would like to delete the applicable driver group.

2. Click **Yes, Delete** to delete the driver group or **No, Cancel** to exit the pop-up without deleting the driver group.

A message appears in the top-right corner of the browser window to confirm if your driver group was deleted successfully.