

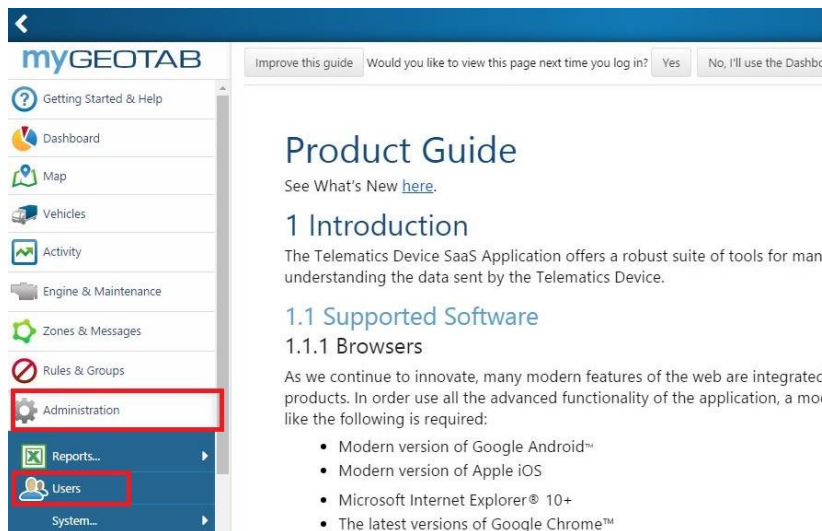
## ASSIGNING NFC DRIVER KEYS

Using NFC Driver keys enables you to monitor your driver behaviour more closely and provides data via driver rather than vehicle. This is ideal in a pool car situation giving you visibility of who was driving at a particular time.

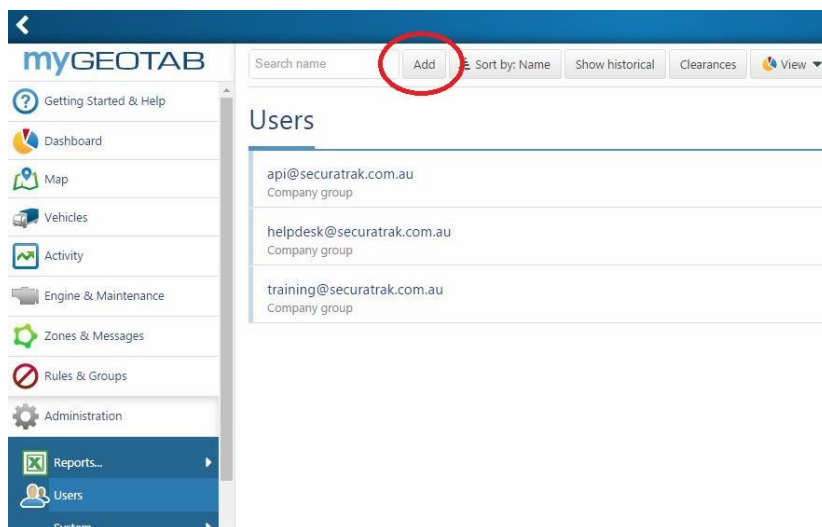
To identify who is driving a vehicle through Driver ID you must first assign their unique NFC Fob.

### STEPS REQUIRED

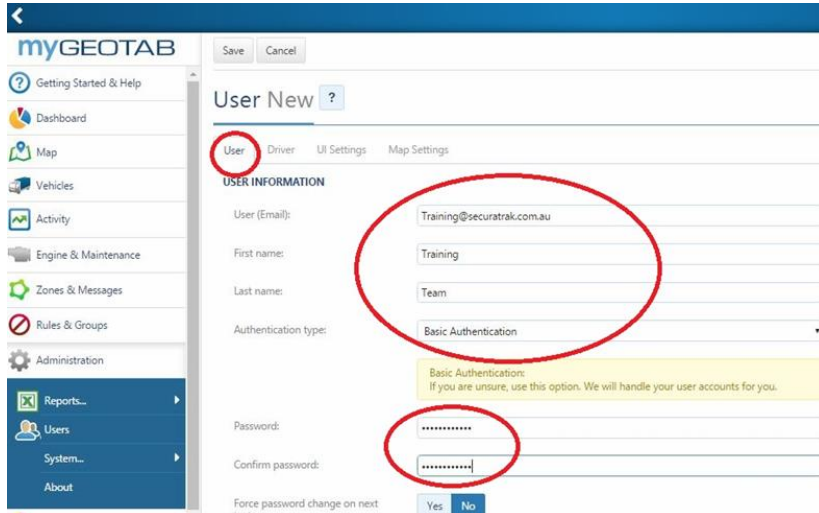
**Step 1:** To assign a **NFC Driver Key** a **User** must first be added in the associated MyGeotab database. Navigate to the **Administration** tab in the menu and click on **Users**.



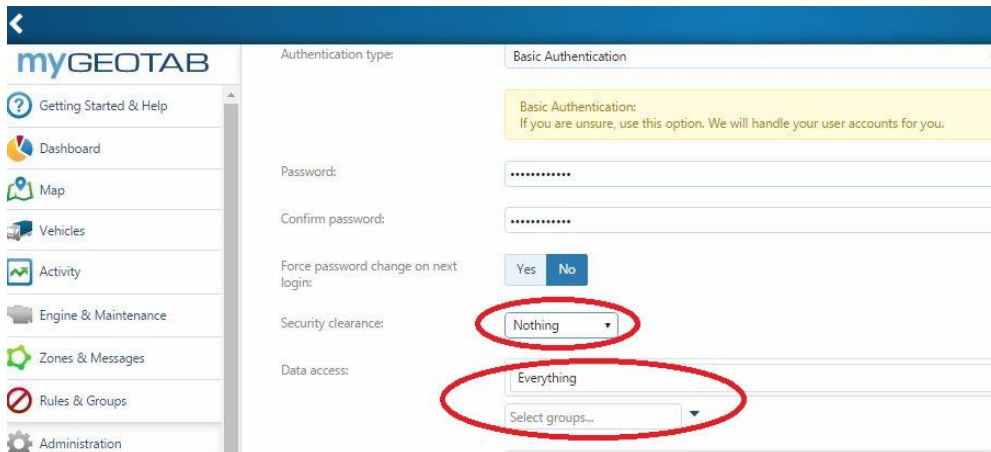
**Step 2:** Click on the **Add** button at the top of the screen to add a new User.



**Step 3:** Add a new User by typing their email address in the User Information page.

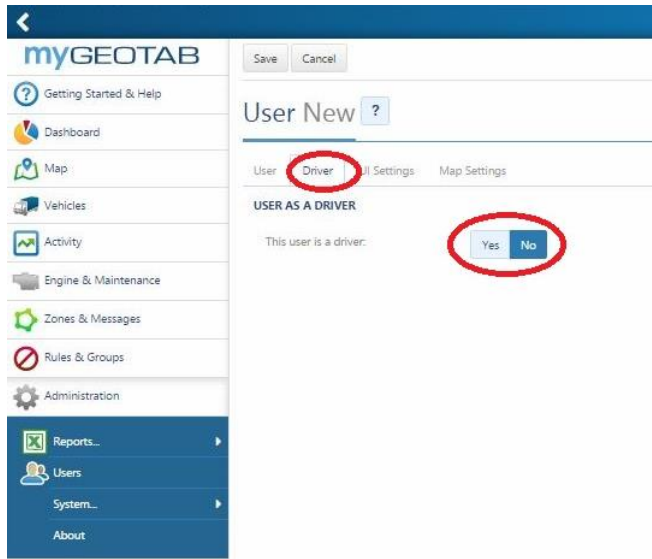


**Step 4:** Next, add the first and last name, create a password or select Force password change on next login for the User then assign the appropriate Security Clearance according to the functions you wish them to perform. Select the Group/s (if applicable) that the Driver is assigned to.



If the User is simply a Driver not needing access to the database you can assign them the Security Clearance of **Nothing**. This will enable you to monitor the activity of the Driver through their NFC Driver Id fob without allowing them access to the database.

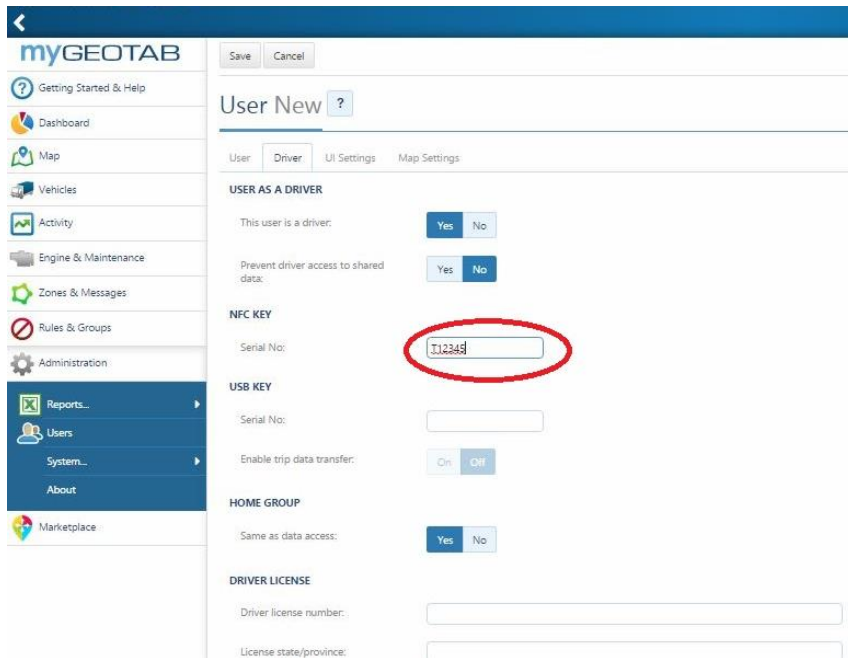
**Step 5:** Return to the top of the page and navigate to the **Driver** tab. Click on **Driver** and select **Yes** to identify the User as a Driver.



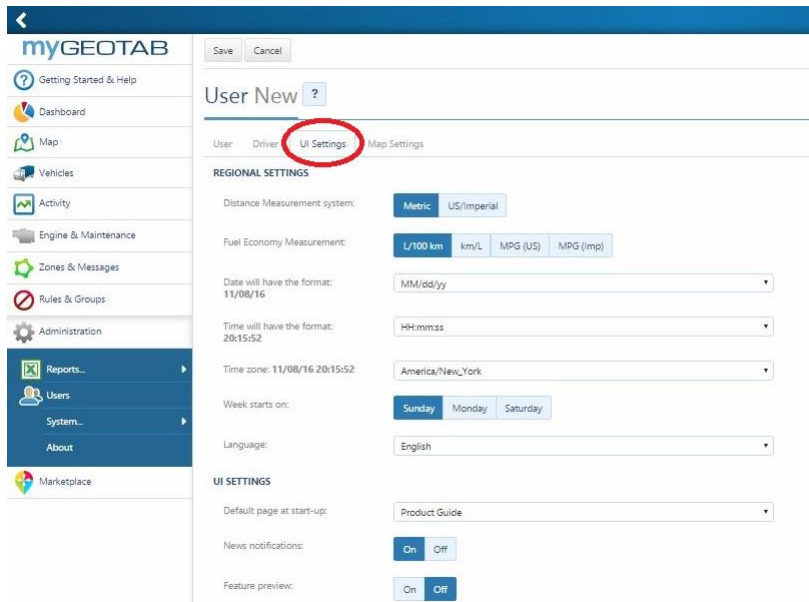
Once you select **Yes** to “This User is a driver” additional options will appear as seen in the below picture.



**Step 6:** Enter the serial number on the back of the NFC Fob in the NFC Key field.

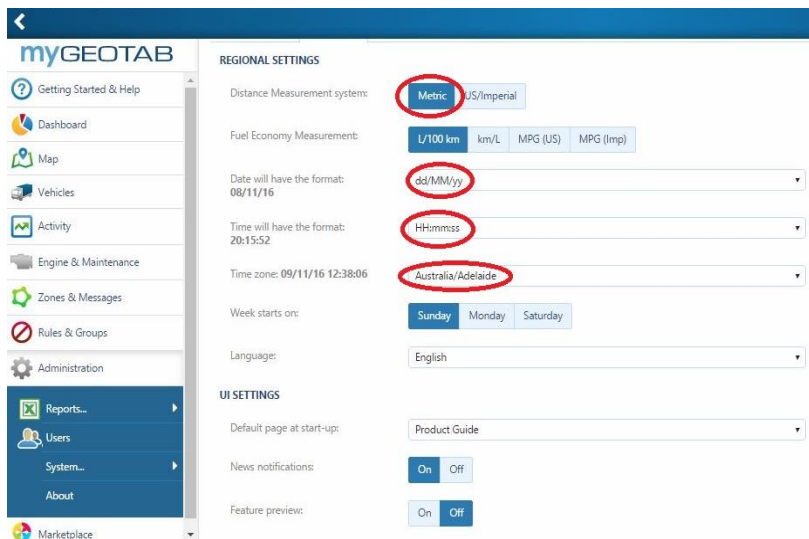


**Step 7:** Return to the top of the page and navigate to the UI Settings tab.



UI Settings or **User Interface settings** is used to apply the correct **REGIONAL SETTINGS of Measurement, Date and time format and time zone.** It is important that the information added in these fields reflects the location of the **User/Driver** that is being assigned.

**Step 8:** Select the settings according to the User/Drivers' location ensuring that the time zone matches that of where the Driver is located.



By default the **REGIONAL SETTINGS** are set in American format.

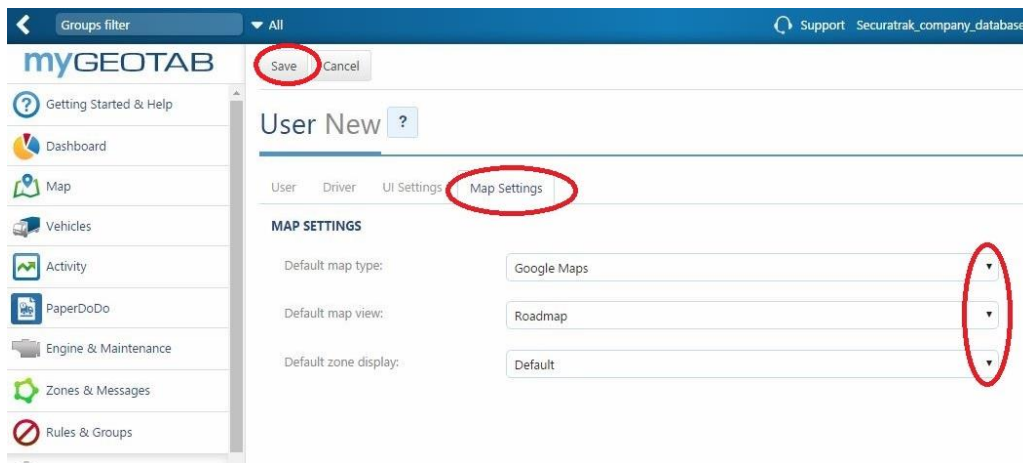
It is essential that the date and time format and time zone reflect **Australian format.**

**Step 9:** Select the preferred Default page at start-up from the drop down list.



If the Driver will be utilising the MyGeotab database the **UI SETTINGS** (User Interface) can be customised according to the functions they require.

**Step 10:** Navigate to the Map settings tab. The Users' map view preferences can be set by clicking on the Map Settings tab. Click Save when you have selected your preferences.



## FURTHER ASSISTANCE

If you require any custom reporting please contact the **Enterprise Services Team** for more information or a quote at [reporting@fleetcomplete.com.au](mailto:reporting@fleetcomplete.com.au)

For general database assistance contact the Helpdesk at [helpdesk@fleetcomplete.com.au](mailto:helpdesk@fleetcomplete.com.au)

For training contact [Training@fleetcomplete.com.au](mailto:Training@fleetcomplete.com.au)