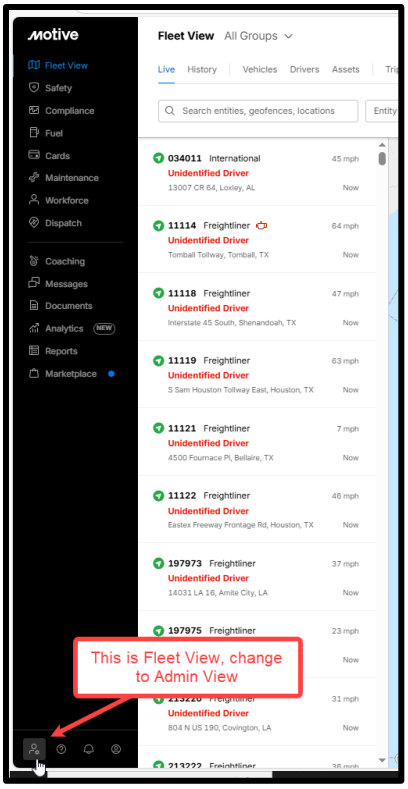
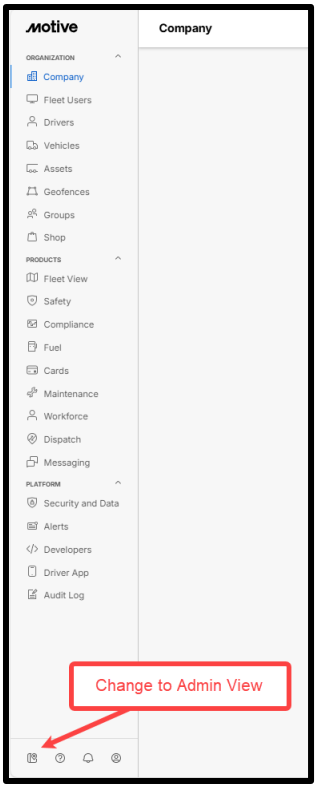
Adding/Modifying Drivers in Motive

Adding a Driver in Motive

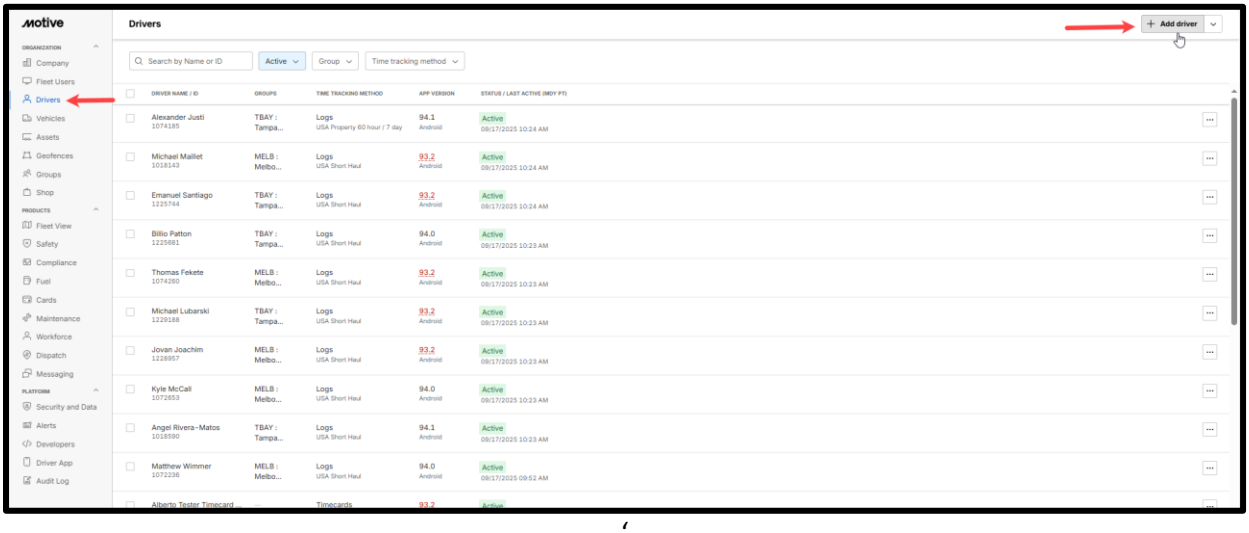
To add a driver into Motive:

1. Go to Admin View. **Note:** If you are under Fleet view, select the profile button in the bottom left corner. Change to Admin view.

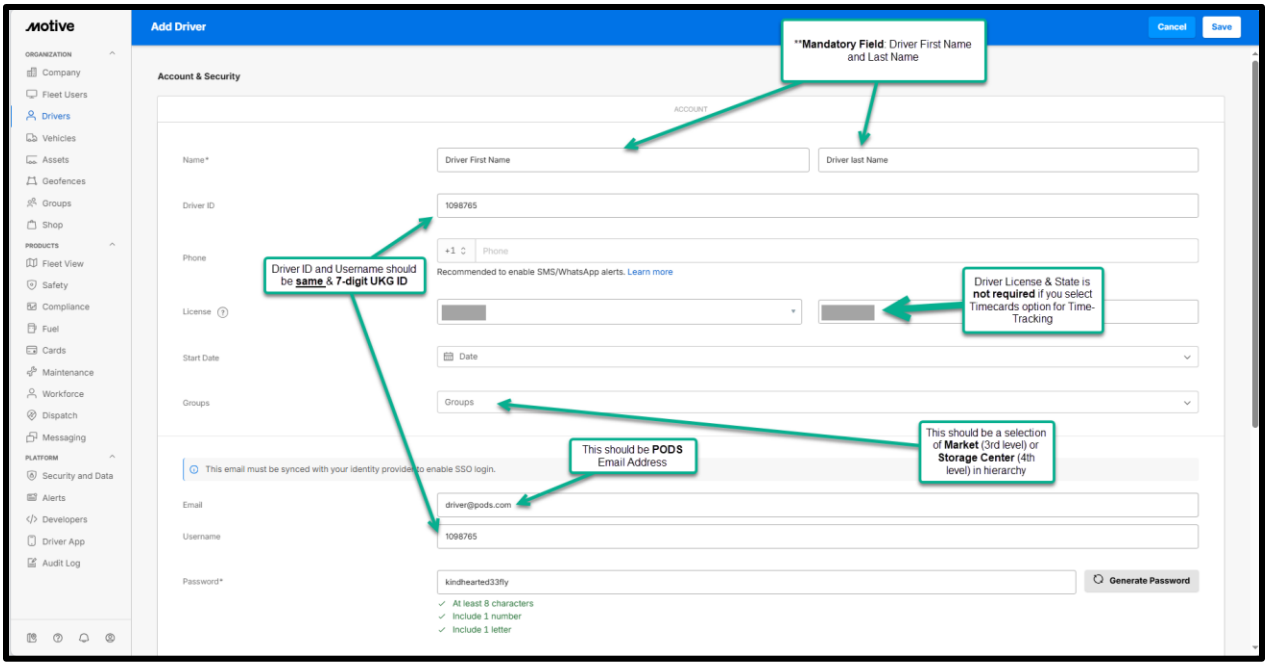




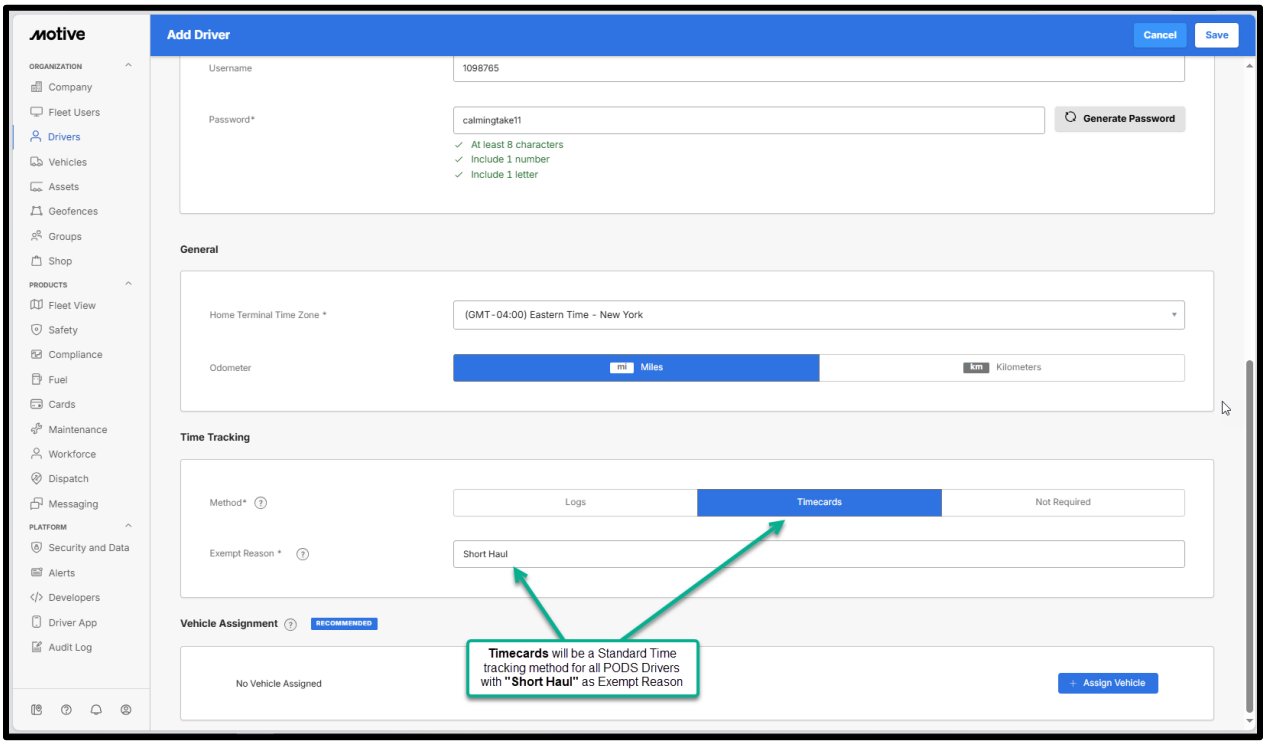
2. Go to “Drivers” on the Organization List and select “Add Driver.”



3. Complete the Account & Security section.



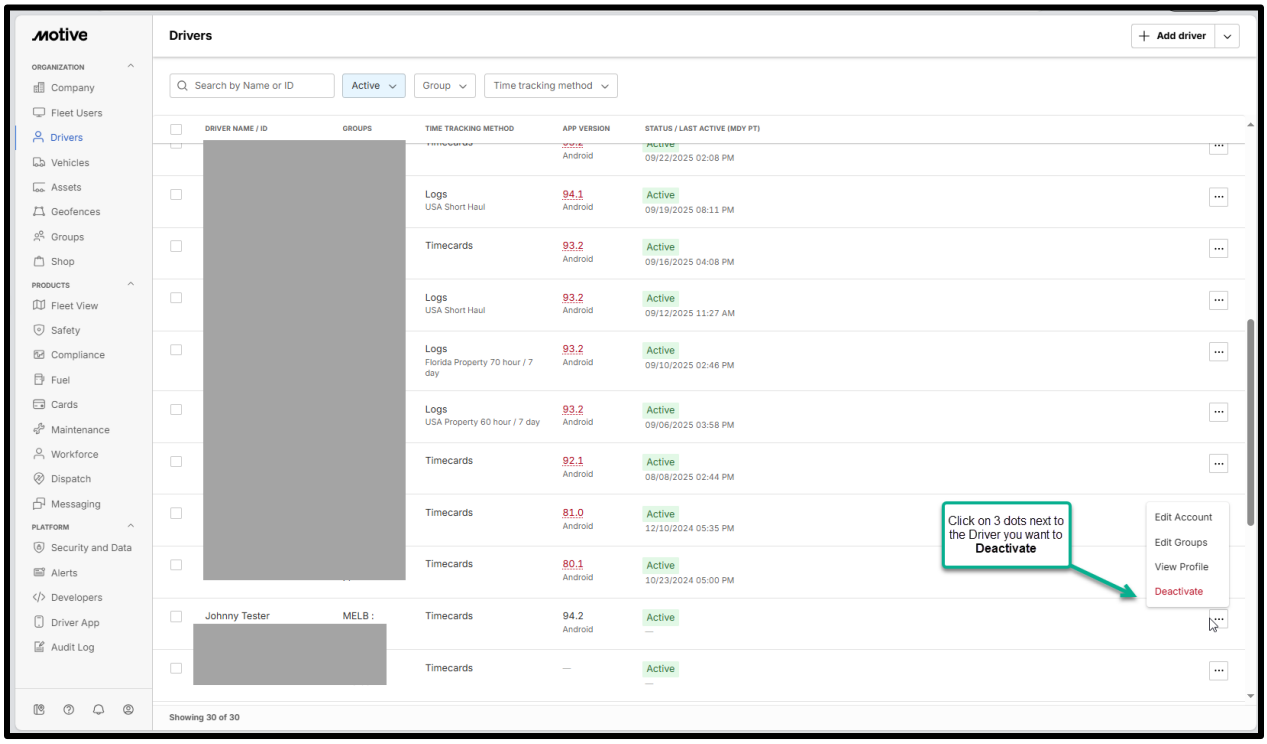
4. Complete the General and Time-Tracking sections.

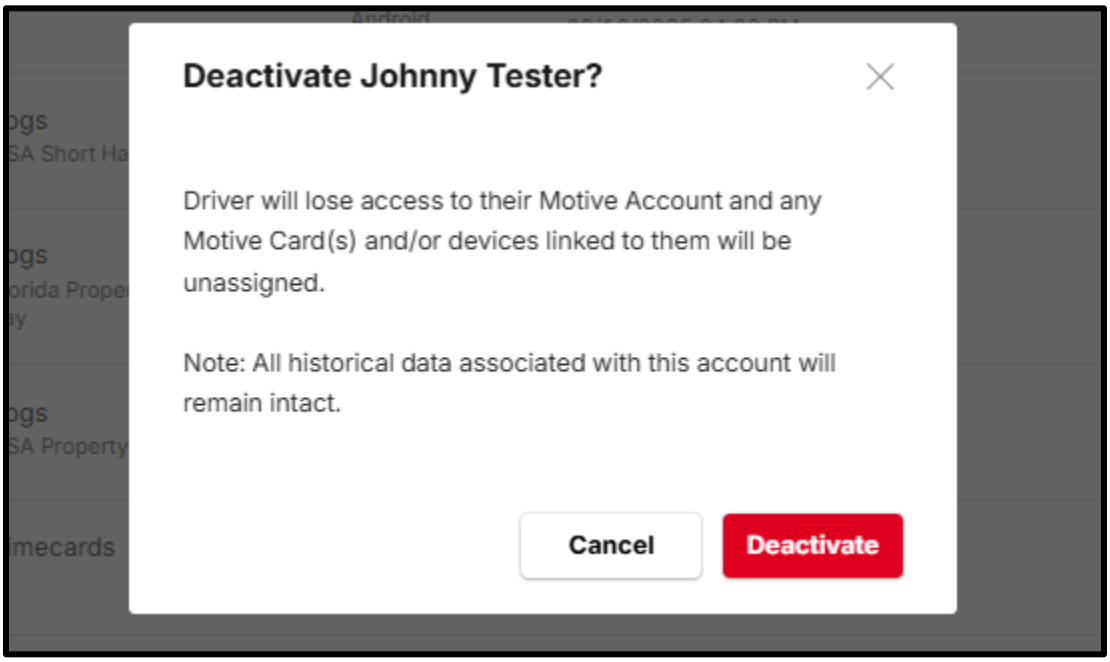


5. Click "**Save**" in the upper right.

Removing/Deactivating a Driver

To remove/deactivate a driver, click the three dots next to the name of the driver. From the menu, choose “Deactivate.”



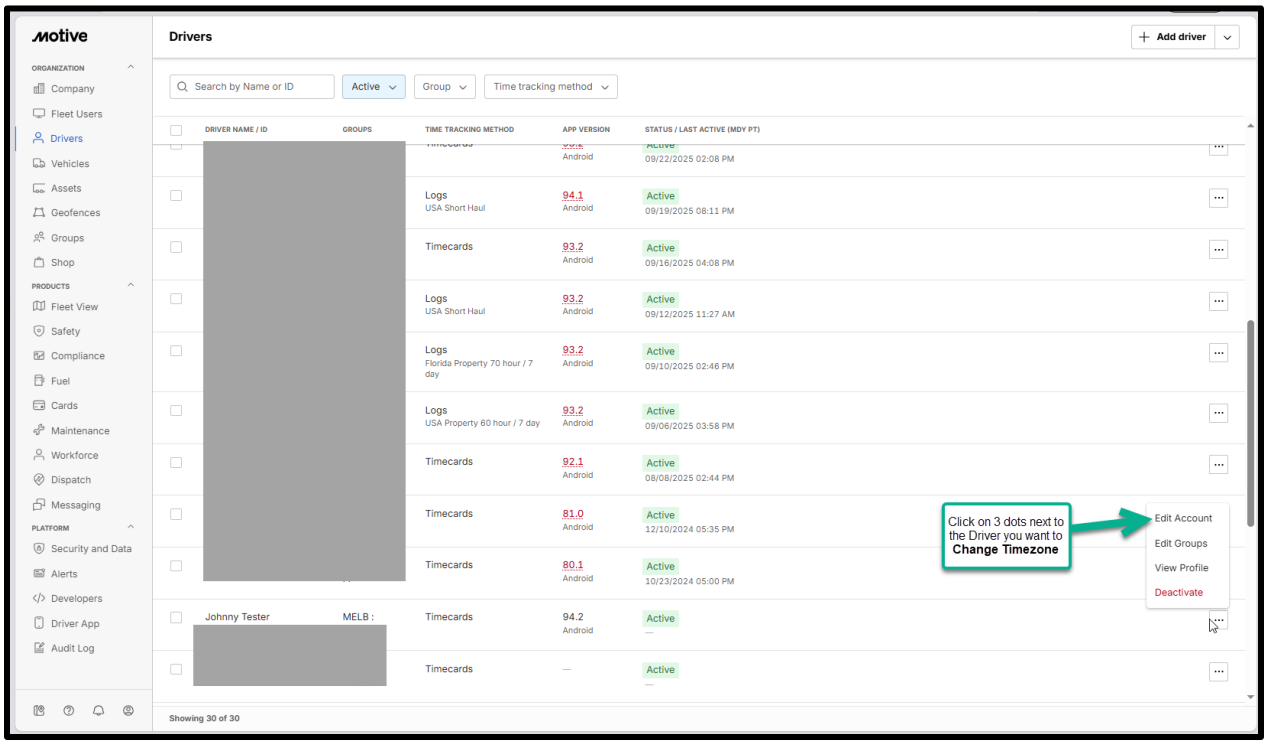


The driver will no longer be available in **“Active Status.”**

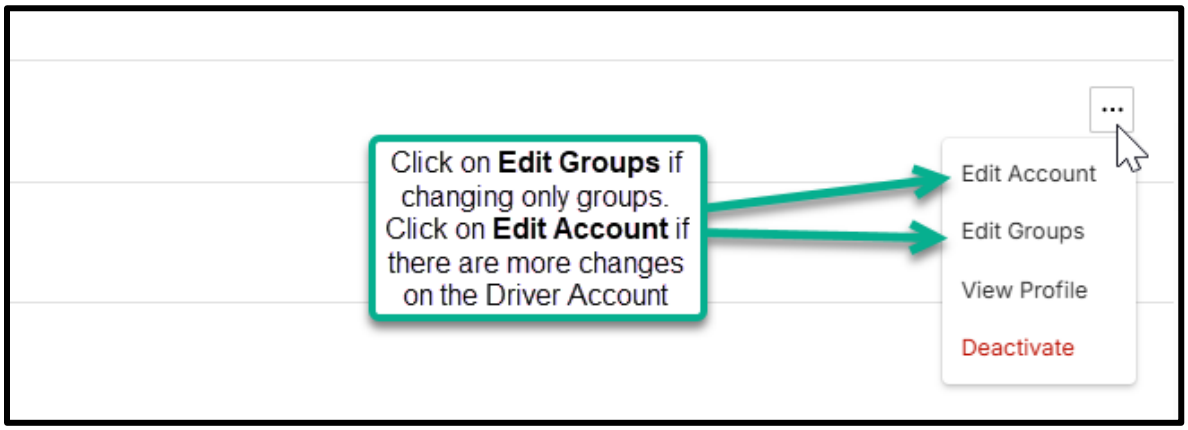
Transferring a Driver Between Locations

To update groups and time zones when a driver changes locations:

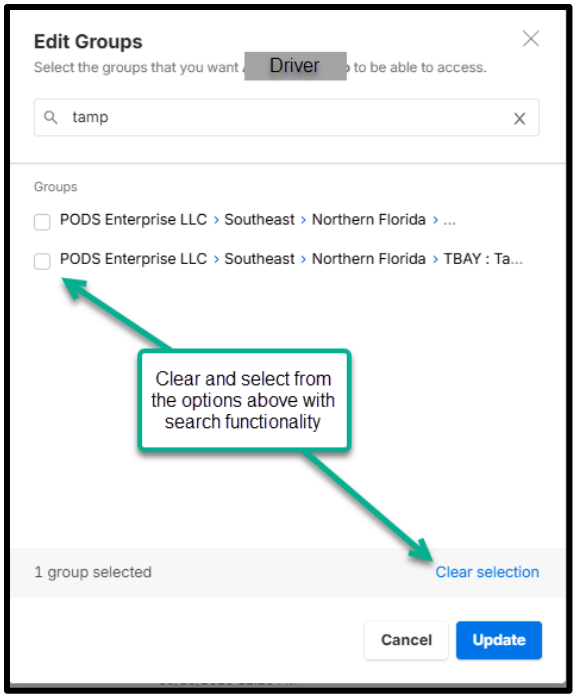
1. Click the three dots next to the name of the driver.

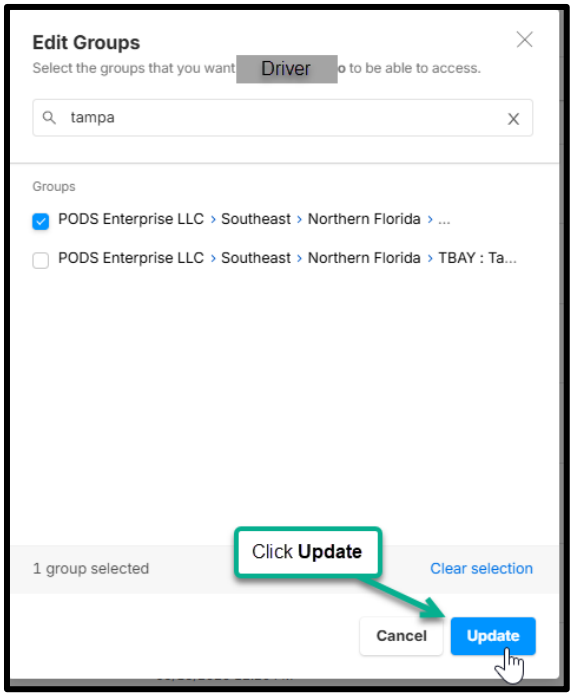


2. Choose the action you want to take.

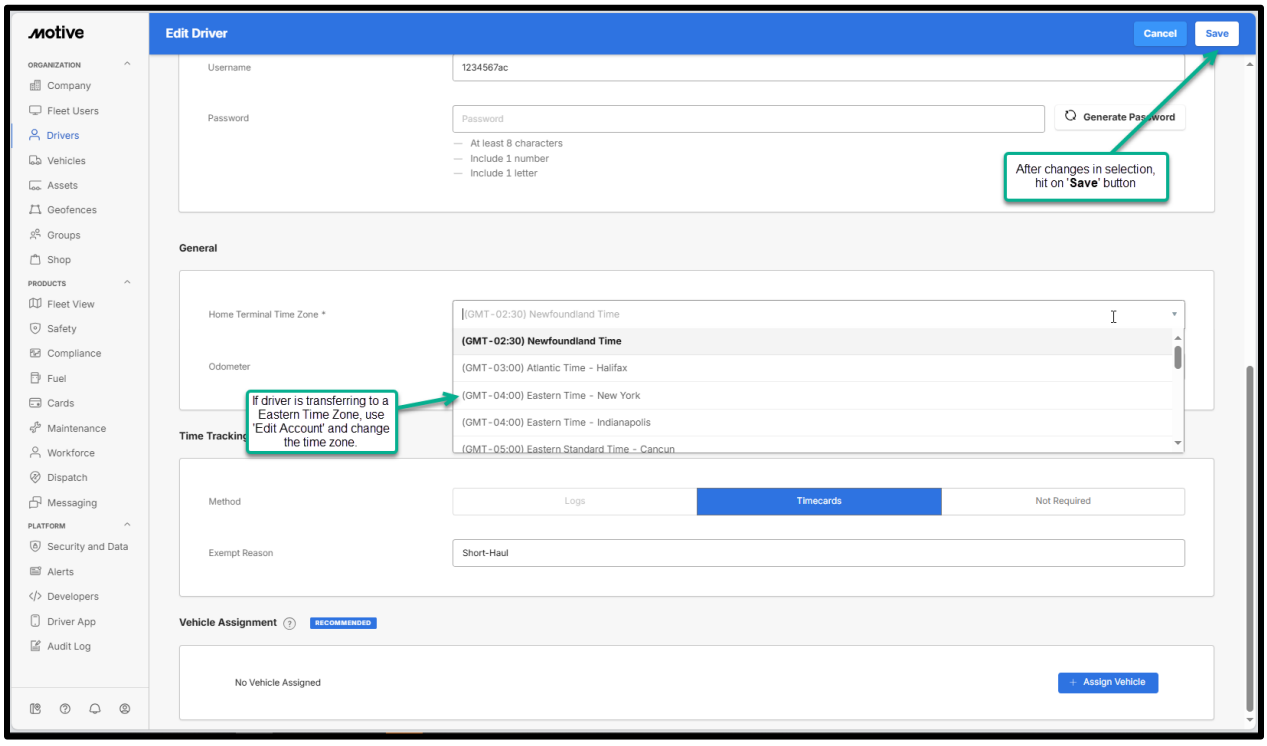


3. For editing "**Groups**:"





4. For editing "**Accounts**:"



5. Click "**Save**" in the upper right to save your changes.