Editing a Driver

Link: https://help.nuvo.solutions/docs/about-drivers/editing-a-driver/ Last Updated: July 27th, 2016

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.

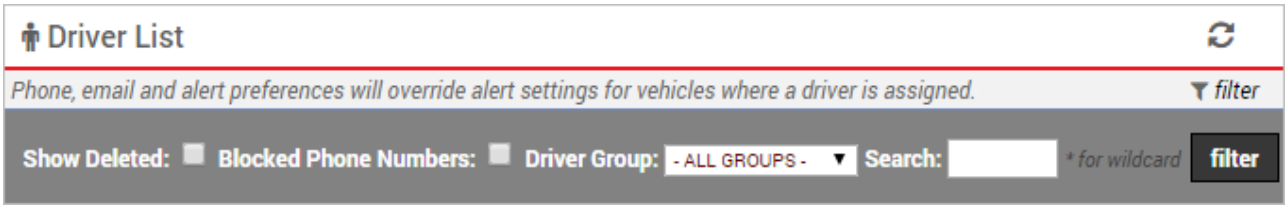
Filter the Driver List

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.



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**.

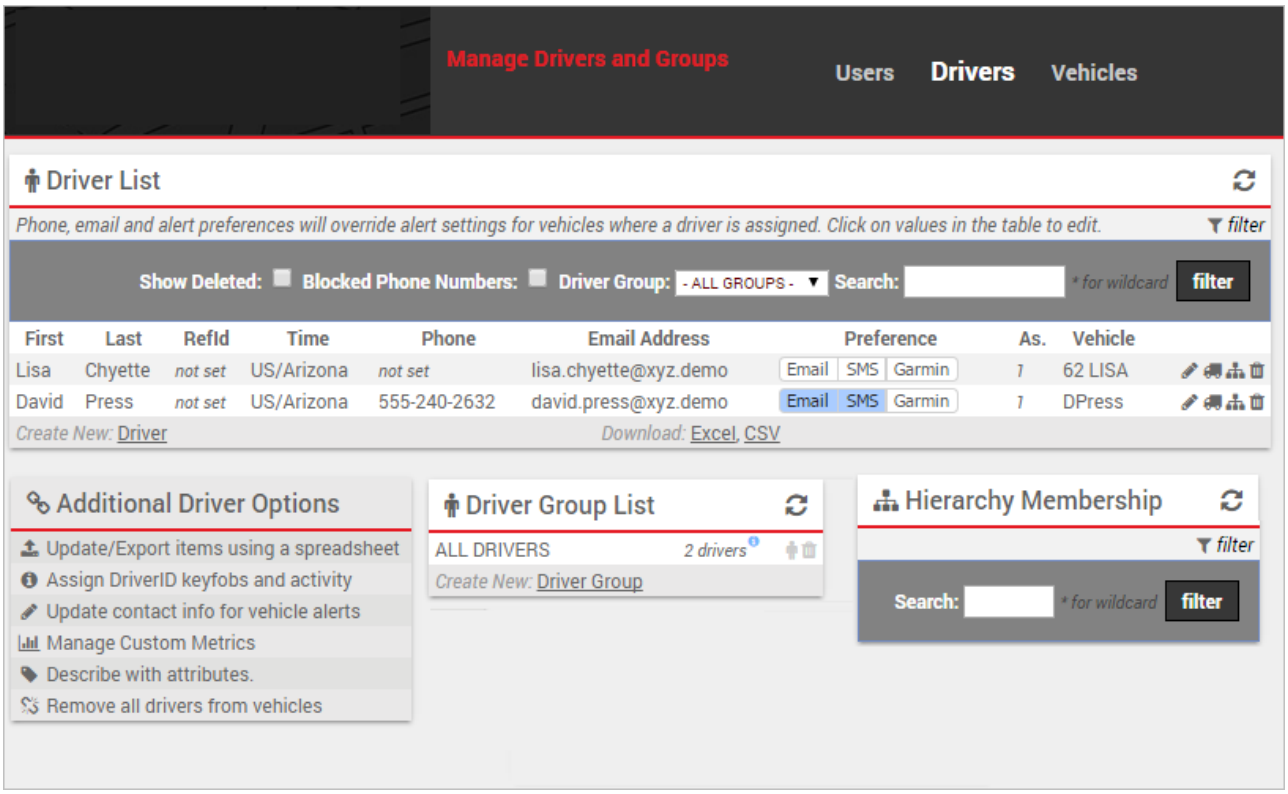
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Tip! You can also export driver information from the bottom of this page or update user details in a batch process using spreadsheet import.



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**.

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