# How to create new driver logins

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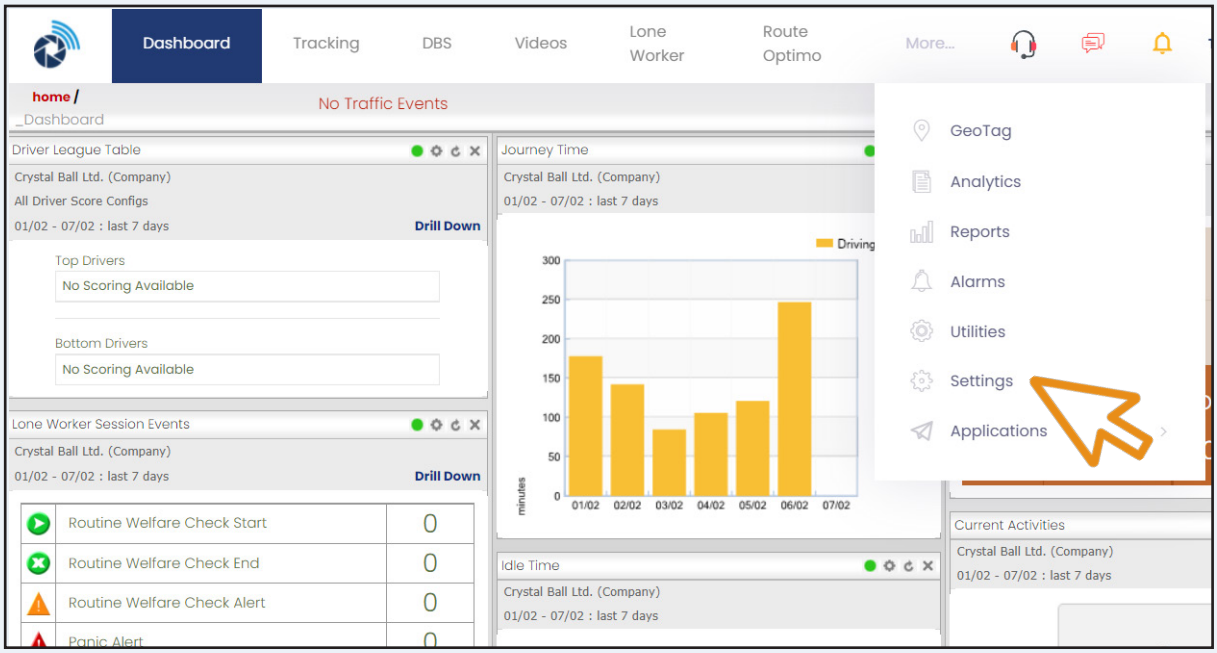
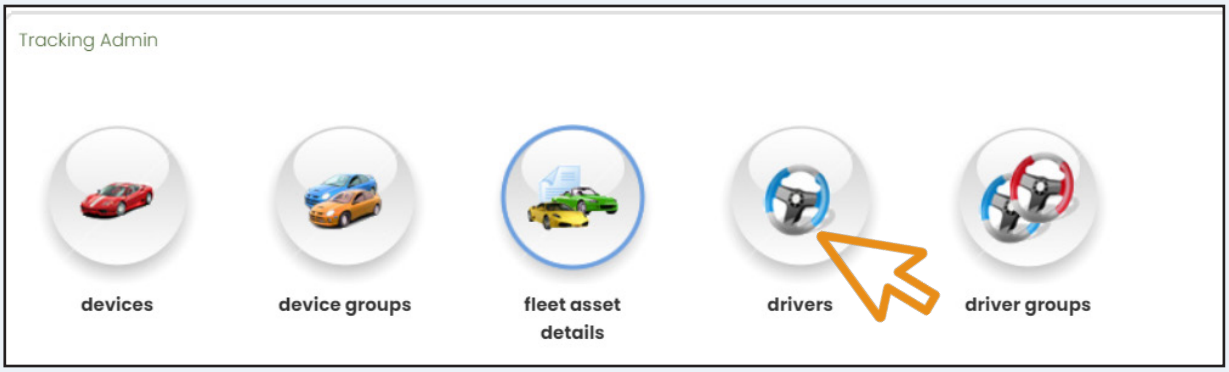
1




First, select ‘More’ and then ‘Settings’.

2

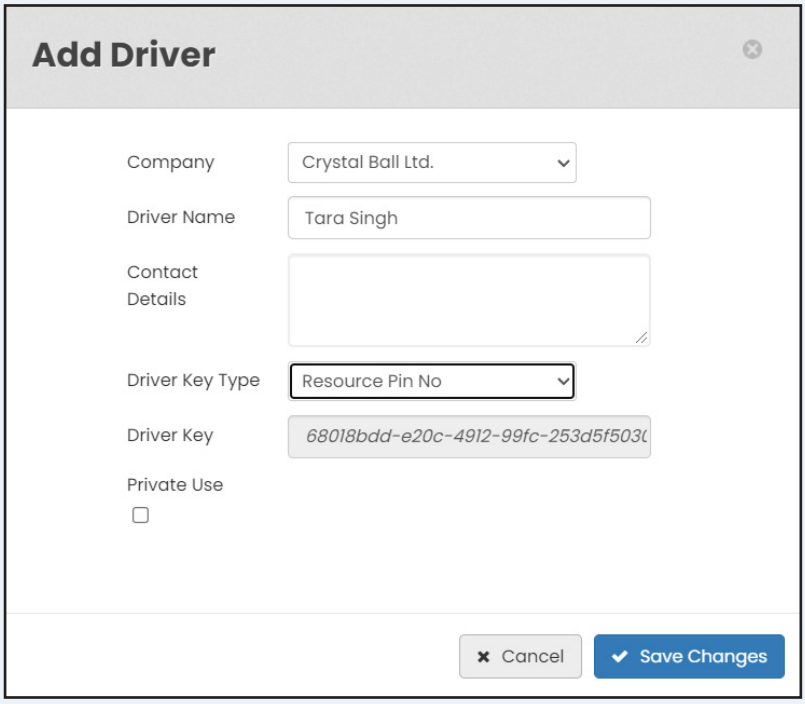



Once in ‘Settings’, select ‘drivers’.

3

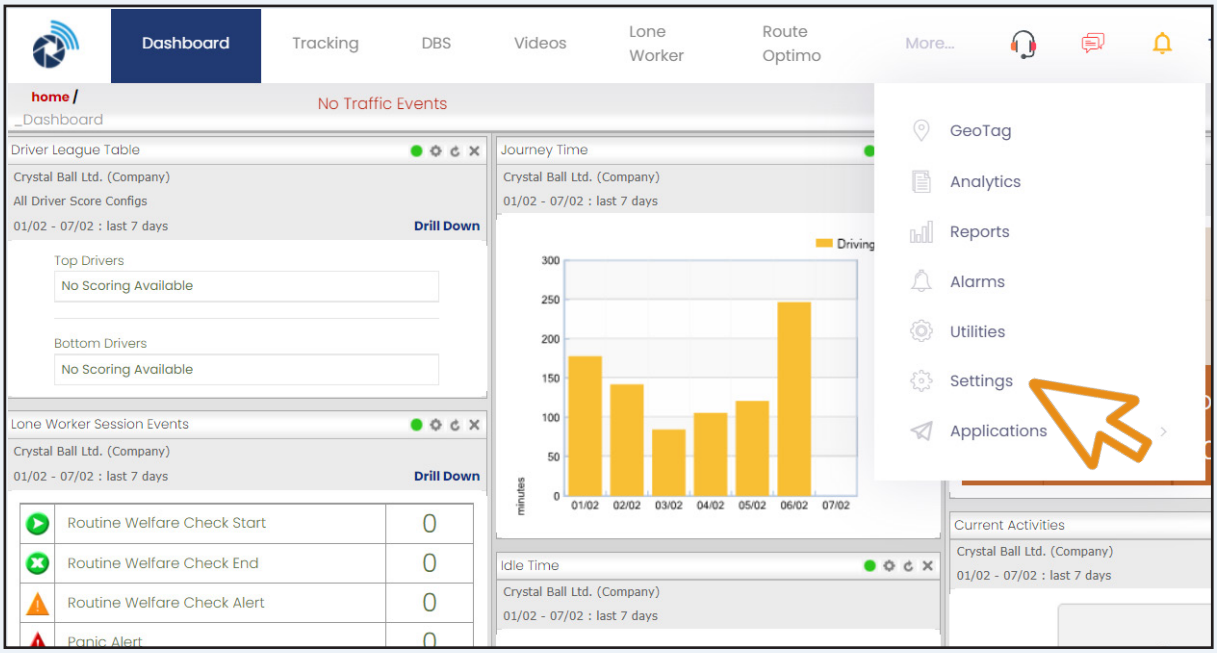
Next select ‘Add Record’.

4



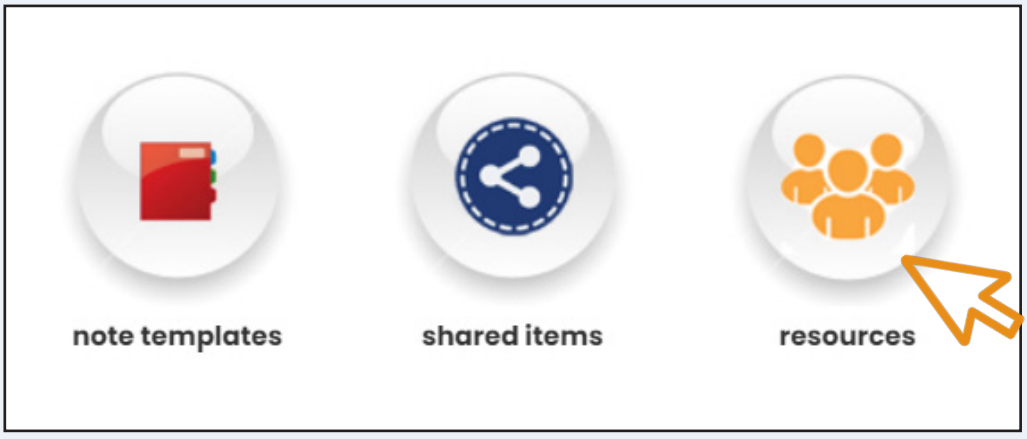

Type in the ‘Driver Name’ and change the ‘Driver Key Type’ to ‘Resource Pin No’. Click ‘Save Changes’.

# 5




Next, select ‘More’ and then ‘Settings’.

# 6

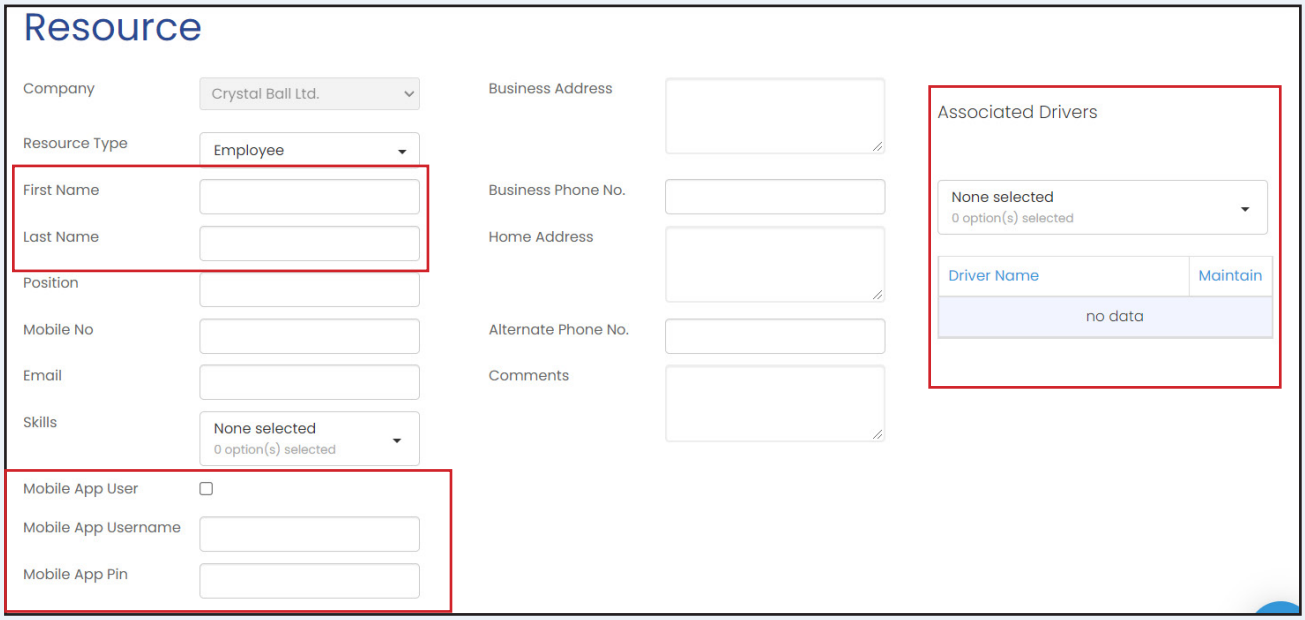



Once in ‘Settings’, select ‘resources’.

7

Next select ‘Add Record’.

8



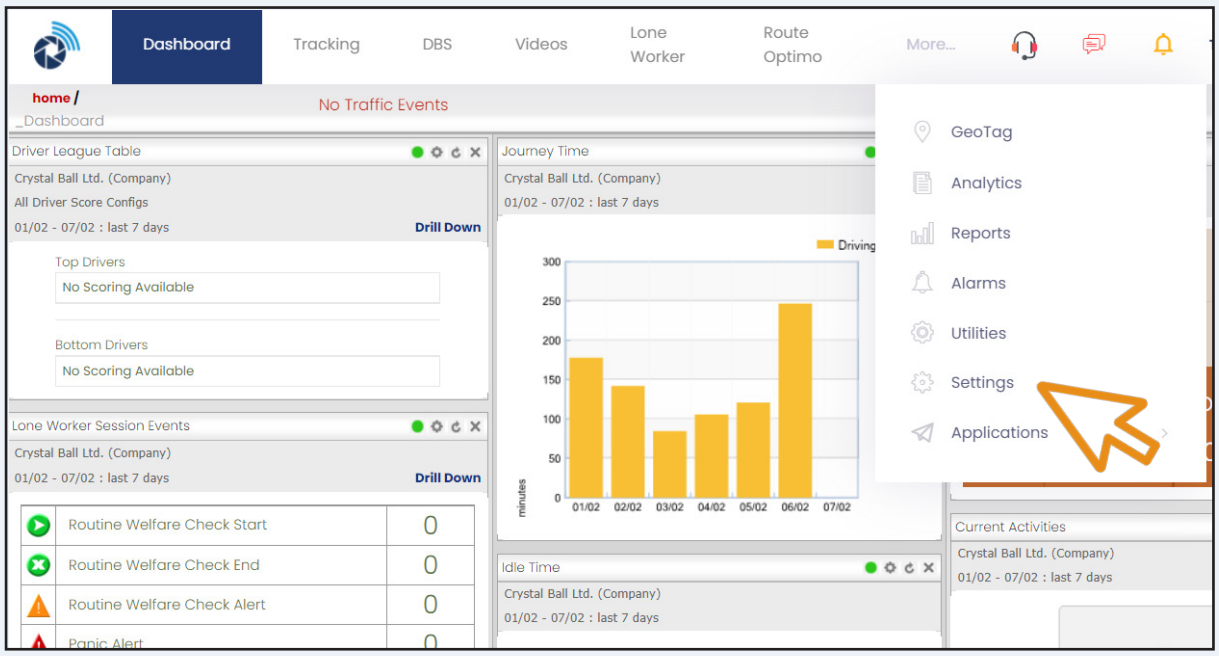
Type in the ‘First Name’ and ‘Last Name’.
Tick ‘Mobile App User’ and enter the drivers username and 4 digit pin code under ‘Mobile App Username’ and ‘Mobile App Pin’.
Under ‘Associated Drivers’ select the driver from the list.
Click ‘Save Changes’.

Once all drivers/resources have been created please instruct Crystal Ball support or your account manager to roll out the Driver ID config to devices if not already done so.

## Adding drivers to groups:

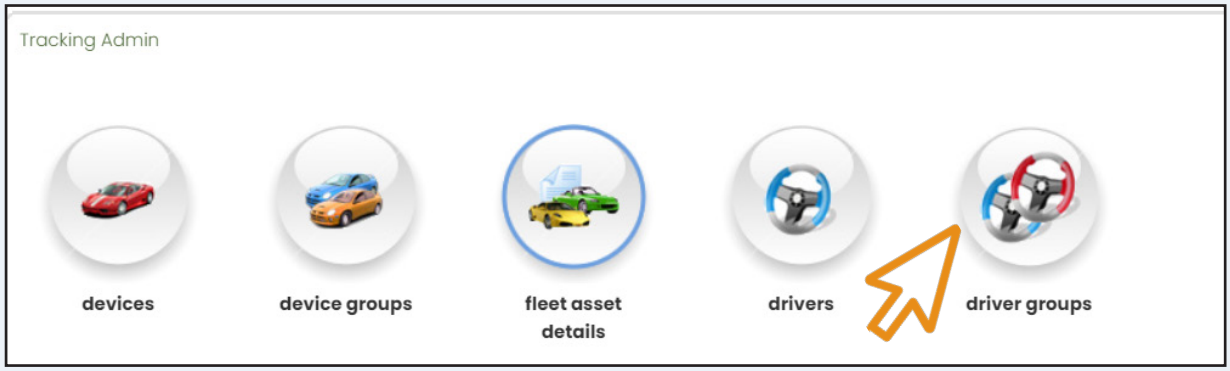
The below steps should be completed if you wish to pull reports for driver groups.

9



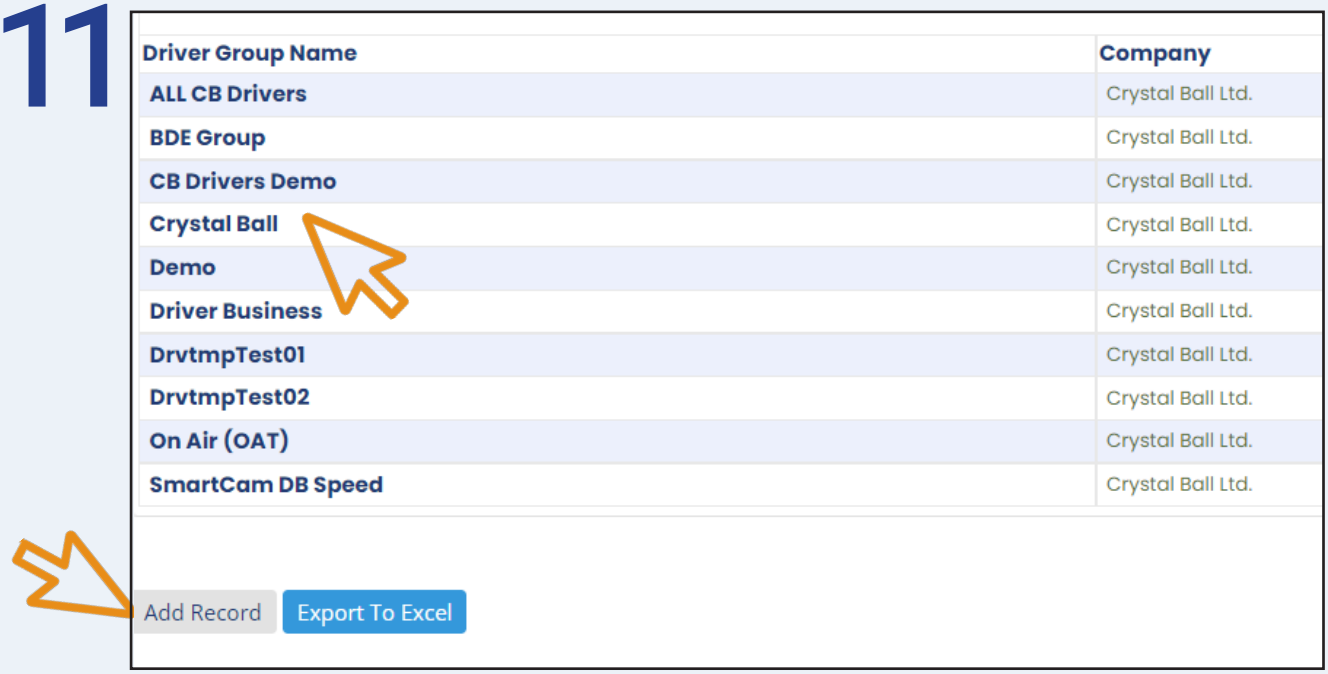

First, select ‘More’ and then ‘Settings’.

# 10



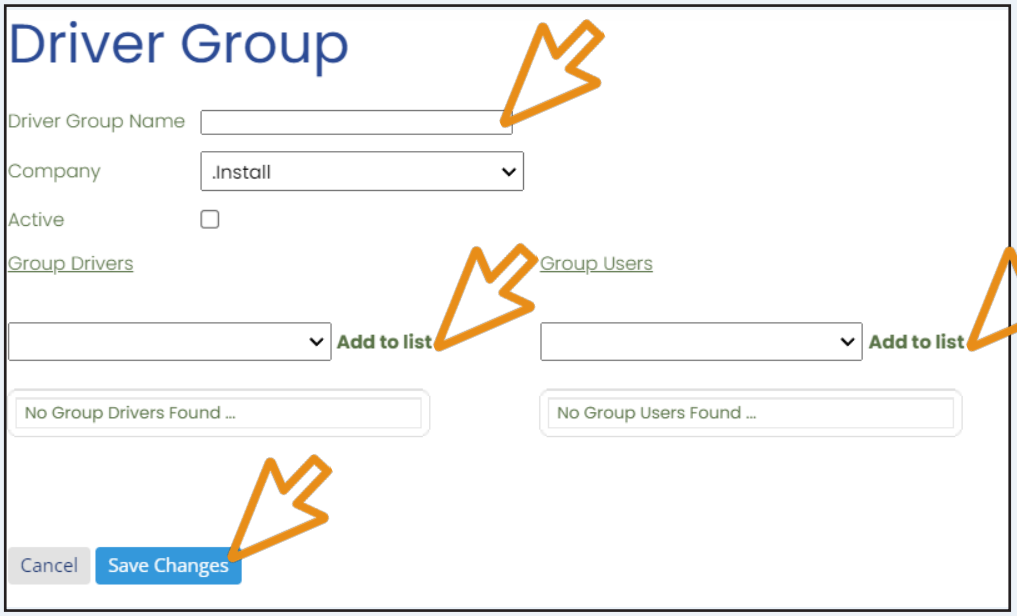

Once in ‘Settings’, select ‘driver groups’.

# 11




Click on the relevent group, if there are no groups select ‘Add Record’.

# 12




Name the driver group and select ‘Save Changes’.
You can then add all drivers and users to the group using the left and right drop down bar and selecting ‘Add to list’.
Then select ’Save Changes’.

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