



1. To unassign a Driver ID from a Resource, make note of the ID tag serial number.
2. Click **OK** and **Cancel** to close the Resource profile.
3. Locate the other Resource who currently has the Driver ID tag assigned to them (If you cannot find it, you may not have permission to view Resource profiles – so your only other option would be to try again with a different Driver ID tag).
4. Delete the number from the **Mobile ID** field.
5. Click **Save & Close**.
6. Return to the original Resource profile and retry steps from *Setting Up Resources* above.

When you have successfully assigned the Driver ID and saved the Resource profile, remove the Driver ID tag from the Reader, place it in a Key Fob, label the Key Fob, and hand it to the Resource.

## UNAUTHORIZED USE OF A VEHICLE

If a Resource operates a vehicle without identifying themselves, the MGS device will activate the buzzer and send an alert to anyone that is receiving an alert notification for the *Unauthorized Driver* rule within Fleet Complete.

## IDENTIFYING RESOURCES IN REPORTS

The Resource-Asset association is available in all asset-based reports in Fleet Complete. The Resource's name will appear within its own column.

A particularly useful report for Driver ID Key Fobs is the **Unknown Movement** report. This report indicates if there has been movement of an Asset without a Key Fob presented.

For more information about reports and what additional benefits they can offer your organization, please refer to the *Quick Reference Card* [Working With Reports](#).