Follow these steps to unassign drivers from vehicles

Drivers may need to be unassigned from their vehicles. A vehicle can be unassigned from a driver in the following ways:

#### Fleet Manager to unassign Driver/s manually through CameraMatics Portal:

- 1. Log into CameraMatics Portal.
- 2. Click 'Fleet Info Centre' and select 'Vehicle Assignment'.





- 3. Driver list will open where you can see which drivers are assigned to their vehicles.
- 4. To unassign a driver, select the vehicle or multiple vehicles and press the Unassign button.

Current Assignments	Past Assignments				
🖥 Unassign 🛛 🖁					+ Assign Vehicle
Vehicle \$	Vehicle Type 🖨	Driver 🖨	Fleet Manager 韋	From 🜩	Urrian
PV05 CAM	Car	Ciaran (Sales) Murphy	Sales Manager	09/03/2021 14:31:49	
YH67 OUF	Car	Valerie (Sales) Galvin	Sales Manager	04/03/2021 12:55:28	
DY69WHF (JP)	Van	Jon Payne	Sales Manager	15/01/2021 12:26:59	
191D31610 (SP)	Van	Stephen Portch	Sales Manager	07/12/2020 08:04:55	
GJ63PCV	Car	Steve (Sales) Warne	Sales Manager	10/11/2020 05:48:35	1

5. Confirm that you wish to Unassign the selected vehicle/s.



6. A window will appear confirming that vehicle/s were unassigned. Press ok.



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#### Fleet Manager to set Driver/s to be unassigned from vehicle/s at specific time.

- 1. Log into CameraMatics Portal.
- 2. Click on Menu bar at the top right hand corner of the landing page.
- 3. Select 'Account Settings'.



#### 4. Select 'Unassign Vehicle'



**5.** You can select the number of vehicles (you can select all or multiple), you wish to be unassigned at a certain time.



Follow these steps to unassign drivers from vehicles

6. Select the time (UTC) that the vehicles are to be assigned.



7. Press Save and a pop-up window will confirm that settings have been saved.



8. All selected vehicles will unassign the drivers at the specific times indicated.



Follow these steps to unassign drivers from vehicles

### Enable/Disable Driver from Unassigning themselves from Vehicle

A Driver can be given permission to unassign themselves from a vehicle or be blocked from carrying out this function if it is to be controlled by the Fleet Manager.

**1.** If a Fleet Manager wishes to allow a driver the permission to unassign himself, select the '**Enable**' button.

2. If a Fleet Manager wishes to block a driver permission to unassign himself, select the 'Disable' button.



**3.** Once preferred option is selected, press the **Save button** and a pop-up window will open to confirm that settings have been updated.



Our **Customer Success Team** are here to help you get the most out of your **CameraMatics Platform**.

For more 'how-to guides' please visit: www.cameramatics.com/resources/help-centre

If you need more assistance please e-mail the team on: customersuccess@cameramatics.com



Driver to Unassign themselves from Vehicle in Driver App

#### To unassign yourself from a vehicle in the **Driver App**:

#### 1. Log into App

- Press the 'X' button located by the vehicle registration.
  A window will open asking you to confirm unassigning the vehicle.
- 3. A confirmation window will confirm driver has been unassigned from vehicle.



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