



Quick Reference Card

5. Delete the number from the **Mobile ID** field for the Resource who does not need it.
6. Click **Save & Close**.
7. Return to the original Resource Record and retry steps from *Setting Up Resources* above.
8. When you have successfully assigned the RFID number and saved the Resource Record, hand the RFID Card to the Resource for them to start using.
2. To **Log In**, the Driver will swipe their RFID Card across the Reader. When the GREEN LED light turns ON and remains solid this indicates that the log in was successful
3. To **Log Out**, the Driver will swipe their RFID Card across the reader again. When the GREEN LED light turns OFF and remains off this indicates that the log out was successful
4. The **Panic Button** – A driver can press the large red button to alert the terminal if there is an emergency situation. A RED LED will stay on when the button is pressed and will turn off if the button is pressed a second time

UNAUTHORIZED USE OF A VEHICLE

If a Resource operates a vehicle without identifying themselves, the vehicle's movement and activity will be recorded in the *Unauthorized Movement* report and if applicable, an alert will be sent to anyone that is receiving a notification for the *Unauthenticated Resource* rule within Fleet Complete.

When setting up the *Unauthenticated Resource* rule, do not select the "Buzzer output option" for this rule, as a buzzer is not supported. For more information about Rules, please refer to the *Quick Reference Card* [Working with Rules](#).

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 RFID Cards is the **Unknown Movement** report. This report indicates if there has been movement of an Asset without an RFID card presented.

For more information about reports, please refer to the *Quick Reference Card* [Working with Reports](#).

USING THE RFID CARD & READER

When a driver is ready to operate the vehicle, there are certain steps they should follow to successfully log in using their RFID Card:

1. The vehicle's ignition must be ON