

Geotab Academy

MyGeotab ELD database initial setup and configuration checklist

Use this checklist to keep track of your progress as you set up and configure your new MyGeotab database to be ELD-compliant.

Initial Setup

- ☐ Register your **database**.
- ☐ Install your **GO devices**.
- ☐ Add your **assets**.
- ☐ Add additional **users** from your organization.
- ☐ Create **zones** around important areas of the Map.
- ☐ Run and review the **Watchdog Report** to make sure your devices are connected and communicating effectively.
- ☐ Enable built-in **rules** to help monitor your fleet behavior.
- ☐ Create **groups** to organize your fleet.

Configuration

- ☐ Install the **Geotab Drive** mobile app for all drivers (view the [Geotab Drive: ELD Compliance and Implementation Guide](#)).
- ☐ Install the [ELD Settings Validator](#) add-in for MyGeotab to help verify that drivers and vehicles are set up correctly for compliance.
- ☐ Install the [ELD Information](#) add-in for Geotab Drive to ensure your drivers have electronic copies of all required in-cab documentation.
- ☐ Set up your **Safety rules** for the Driver Safety Scorecard report to help identify risky drivers in your fleet.
- ☐ Add **maintenance reminders** to help curb costly breakdowns in the future.
- ☐ Find additional **fleet reports** that you're interested in and add them to your dashboard.