

EROAD

EROAD Driver Portal Training



eroad.com



Learning Objectives



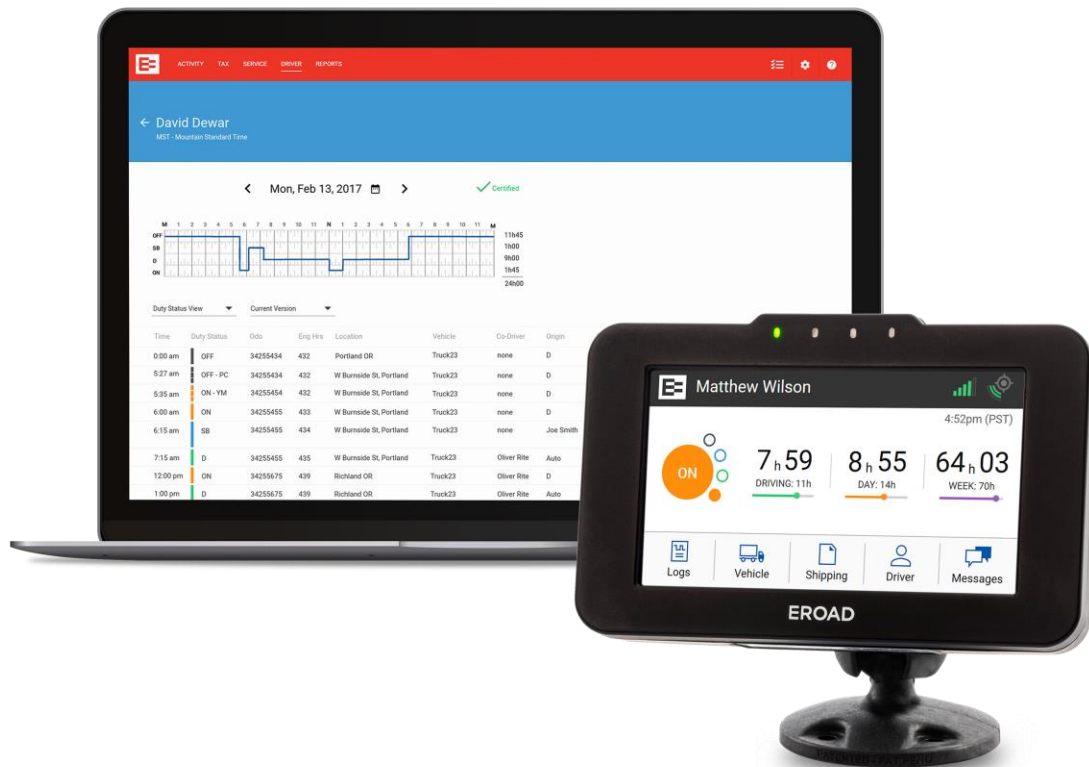
In this training session, you will:

- Invite a driver to register on the EROAD Driver Portal
- View the driver registration process
- Log into the EROAD Driver Portal
- Change duty status

Invite a Driver to Use the EROAD Driver Portal



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Invite a Driver to Use the EROAD Driver Portal



The EROAD Driver Portal allows drivers to remotely log into the portal and change duty status to either ON duty or OFF duty. Other duty status changes must be performed on the in-vehicle device.

Perform the following tasks to invite a driver to use the driver portal.

1. Click the **Driver** menu in Depot.
2. Click the driver's name in the list or use the *Search* field to select a driver's name.
3. Click the **Action** button on the Drivers screen.
4. Click the **Invite to Driver Portal** option.

Note: A driver's email address must be entered in the driver's profile before inviting him/her to use the EROAD Driver Portal.

The screenshot shows the EROAD Driver Portal interface. The top navigation bar is red with the EROAD logo and tabs for ACTIVITY, TAX, SERVICE, DRIVER (highlighted with a red box and arrow 1), and REPORTS. Below the navigation bar is a sidebar with 'Drivers' and 'Unidentified Trips' sections. The main content area is titled 'Drivers' and contains a table with columns: Name, Alias, Driver ID, Mobile, PIN, and Notifications. A search bar is located above the table. A driver's record for 'Matthew Wils...' is highlighted with a red box and arrow 2. To the right of the table is a red box with a plus icon and the text 'ADD DRIVER' (arrow 3), and a three-dot menu icon (arrow 3). Below the table, a red box with arrow 4 points to the 'Invite to Driver Portal' option in a dropdown menu.

Name	Alias	Driver ID	Mobile	PIN	Notifications
Matthew Wils...	M.Wilson	1286539947		✓	

1 result Rows per page: 10 1-1 of 1

Export ELD Logs

Invite to Driver Portal

View Inactive Drivers

Invite a Driver to Use the EROAD Driver Portal - continued



The Invite Drivers dialog box appears. You can invite one or more driver's to register on the driver portal.

5. Click the **checkbox** beside the name(s) of the driver(s), who you want to invite to the EROAD Driver Portal.
6. Click the **Send Invite** button.

Note: Driver names are shaded and unavailable if their email addresses are not entered in Depot.

A screenshot of the 'Invite to Driver Portal' dialog box. The dialog has a title bar 'Invite to Driver Portal'. Below the title bar is a search bar labeled 'Search Drivers'. A list of driver names is shown, each with a checkbox to its left. The first driver, 'Matthew Wilson', has a checked checkbox and is highlighted with a red box. A red circle with the number '5' and an arrow points to this checkbox. Other drivers listed include 'Mardy Song (No Email)', 'Michael Jones', 'Robin Hood', 'Sam Smith', 'Don Davis', 'Warren White', 'Gary Greene', 'Susan Simpson', 'Barry Brown', 'David Black', and 'Jason Williams'. To the right of the list is a 'Selected (1)' section showing 'Matthew Wilson'. At the bottom right of the dialog are two buttons: 'Cancel' and 'Send Invite'. A red circle with the number '6' and an arrow points to the 'Send Invite' button.

Driver Completes the Portal Registration



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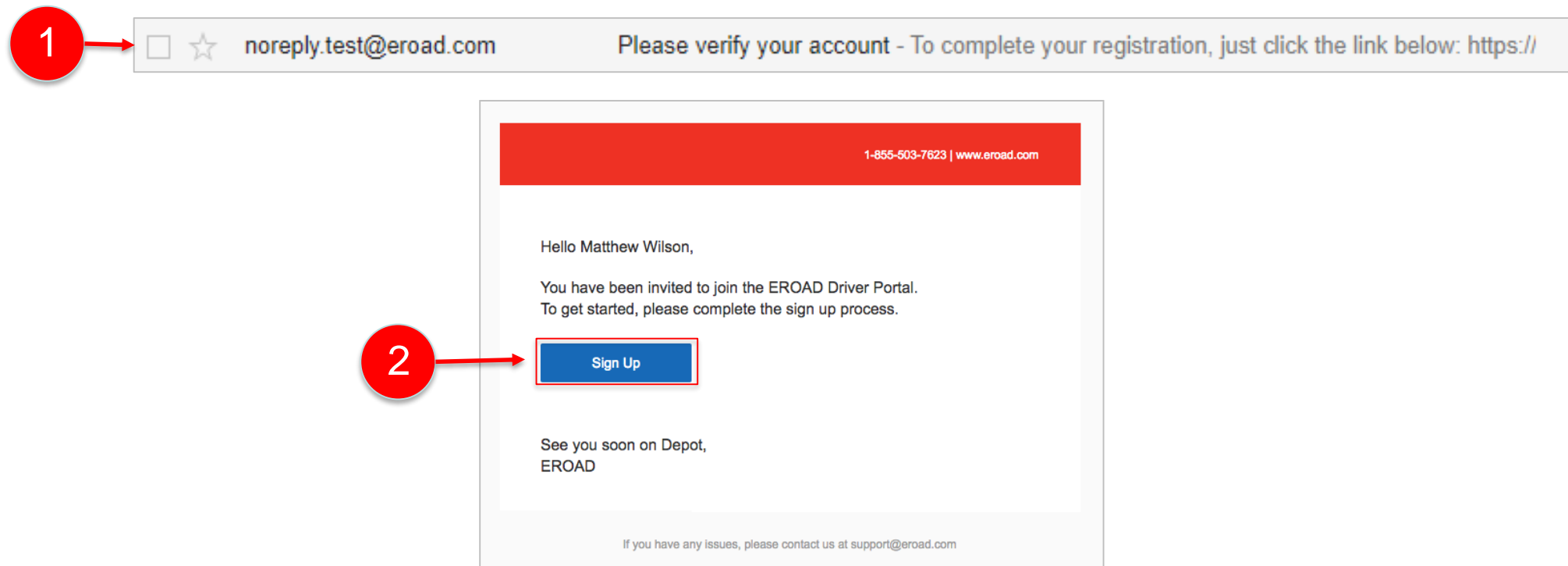


Driver Completes the Portal Registration



An email confirmation is sent to the driver's email account.

1. The driver opens the email message. (**Note:** Drivers might need to check their junk mail folder.)
2. Tap the **Sign Up** button and complete the registration.



Driver Completes the Portal Registration - continued



The EROAD Driver Portal Welcome screen appears so the driver can login and create a unique password.

1. Tap the **Create your password** field and enter a unique password to access the portal. The password can be up to eight characters and should include one upper-case letter and one number.
2. Tap the **Confirm your password** field and re-enter the password.
3. Tap the **Continue** button.

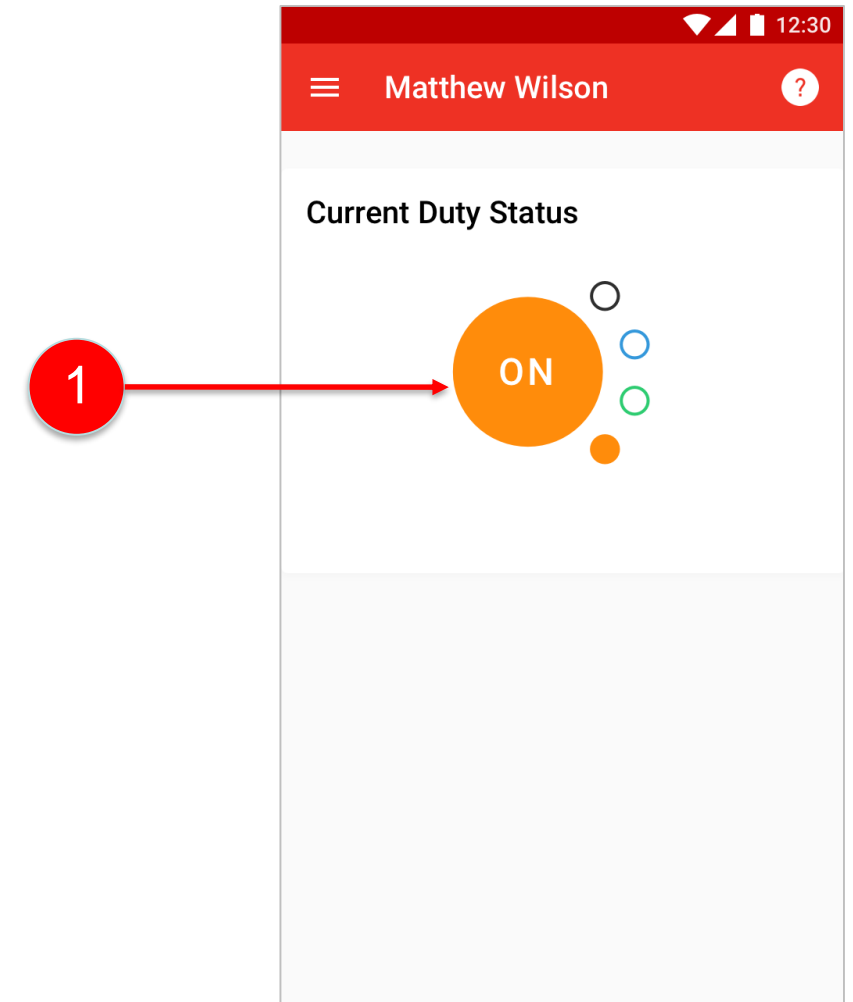
A screenshot of the EROAD Driver Portal registration screen. At the top is a red header with the EROAD logo. Below the header, the text reads "Matthew Wilson, Welcome to EROAD Driver Portal". Underneath, it says "Username: M.Wilson@gmail.com". There are two password input fields: the first is labeled "Create your password*" and the second is labeled "Confirm your password*". Both fields have a red border and a red eye icon on the right. Below these fields, there is a message: "Your details are not correct? Contact your fleet administrator". At the bottom right is a blue button labeled "Continue". Three red circles with numbers 1, 2, and 3 are positioned to the left of the screen. Red arrows point from circle 1 to the first password field, from circle 2 to the second password field, and from circle 3 to the "Continue" button. At the very bottom of the screen, there is small text: "© 2017 EROAD Limited, All rights reserved. Access to and use of this website is governed by EROAD's [Terms and Conditions](#)".

Driver Changes Duty Status in the Driver Portal



The EROAD Driver Portal opens and displays the driver's last duty status.

1. Tap the duty status icon.



Driver Changes Duty Status in the Driver Portal - continued



Perform the following tasks to change your duty status.

2. Tap the **OFF** or **ON** duty status.
3. Tap the **Location*** field and enter your location as city and state (abbreviated).
4. Tap the **Remarks*** field and enter a comment about the duty status change.
5. Tap the **Save** button.

*(required fields)

Note: Use <https://depot.eroad.com/Portal/login.jsp> to access the Driver Portal when you are away from the vehicle and need to change your duty status. Other duty status changes must be performed on the in-vehicle device.

Matthew Wilson

Change Duty Status to

OFF ON

Location*
Oregon City, OR

Remark*
Finish for the day

Cancel Save

Learning Summary



In this training session, you:

- Invited a driver to register on the EROAD Driver Portal
- Viewed the driver registration process
- Logged into the EROAD Driver Portal
- Changed duty status

THANK YOU

