EROAD

Depot Setup – Edit Organizational Details

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Learning Objectives

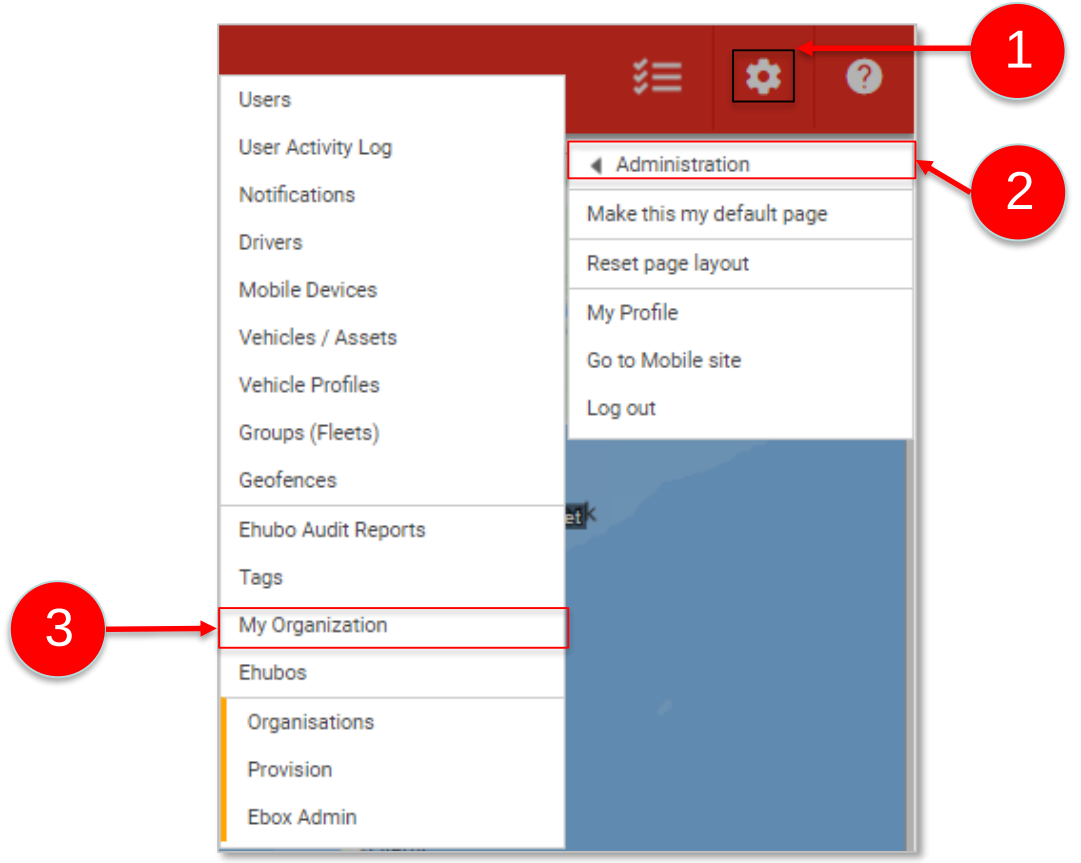
In this training session, you will:

- Edit organizational details
- Manage IFTA licenses
- Add a home terminal

Depot Setup – Edit Organizational Details

Perform the following tasks to edit your organizational details:

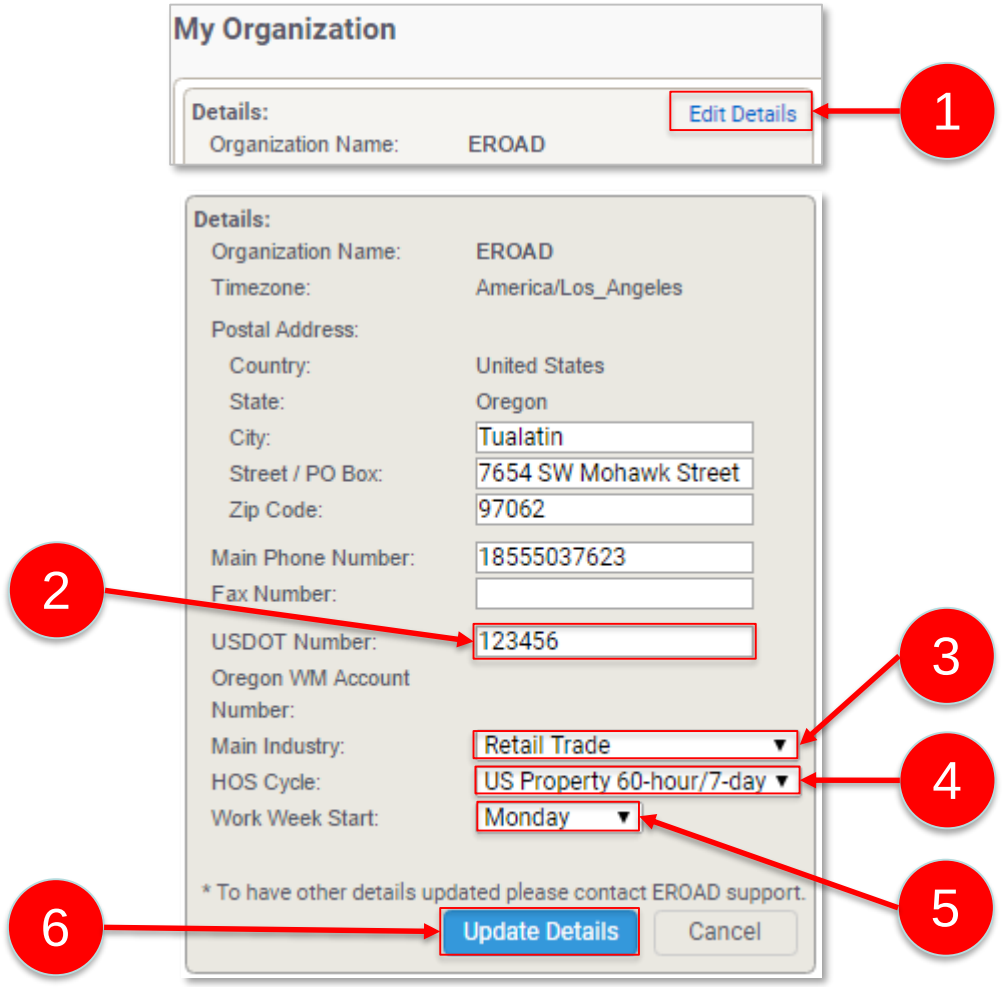
1. Click the **Settings** icon.
2. Click the **Administration** menu.
3. Click the **My Organization** submenu.



Depot Setup – Edit Organizational Details

Several data fields are populated by the EROAD Customer Success team when Depot is setup, but there are a few updates that you need to add.

1. Click **Edit Details** in the left pane. Depot displays the editable fields.
2. Enter your number in the **USDOT Number** field.
3. Click the **Main Industry** drop-down arrow and select your industry.
4. Click the **HOS Cycle** drop-down arrow and select the applicable cycle for your company. Your selection becomes the default for all drivers, although you can customize this setting in each driver's profile.
5. Click the **Work Week Start** drop-down arrow and select the applicable day that starts your work week.
6. Click the **Update Details** button.

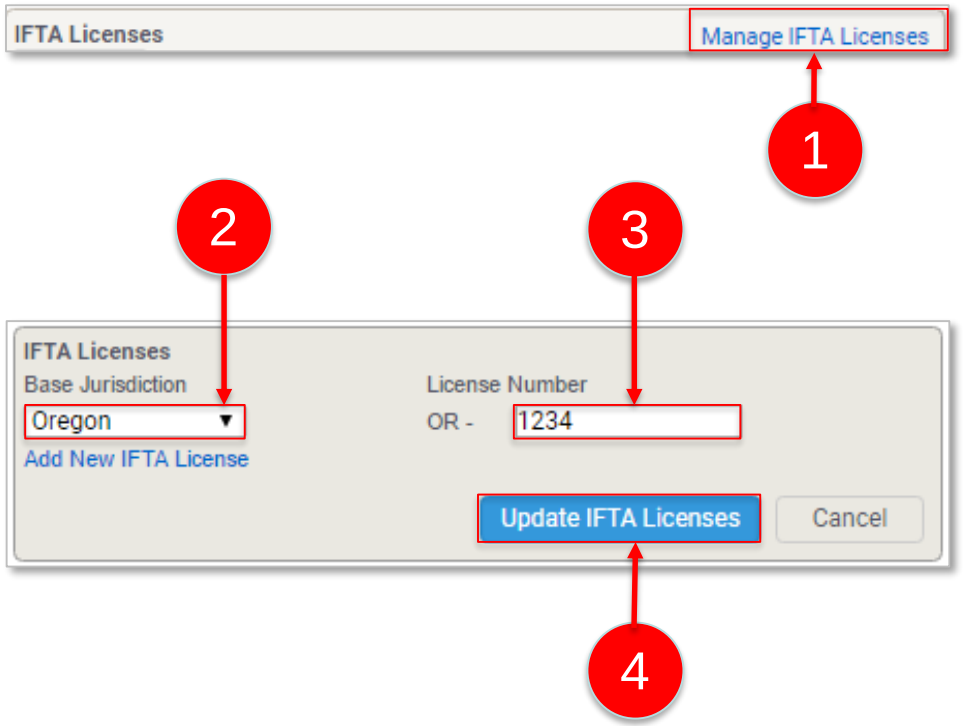


Depot Setup – Manage IFTA Licenses

Enter your IFTA license information. This information is used with vehicle operation and affects data in the IFTA tab under the Tax menu.

1. Click the **Manage IFTA Licenses** link on the right side of the My Organization screen. The IFTA Licenses dialog box appears.
2. Click the **Base Jurisdiction** drop-down arrow and select your jurisdiction.
3. Enter your number in the **License Number** field. You also have the option to add multiple IFTA licenses.
4. Click the **Update IFTA Licenses** button.

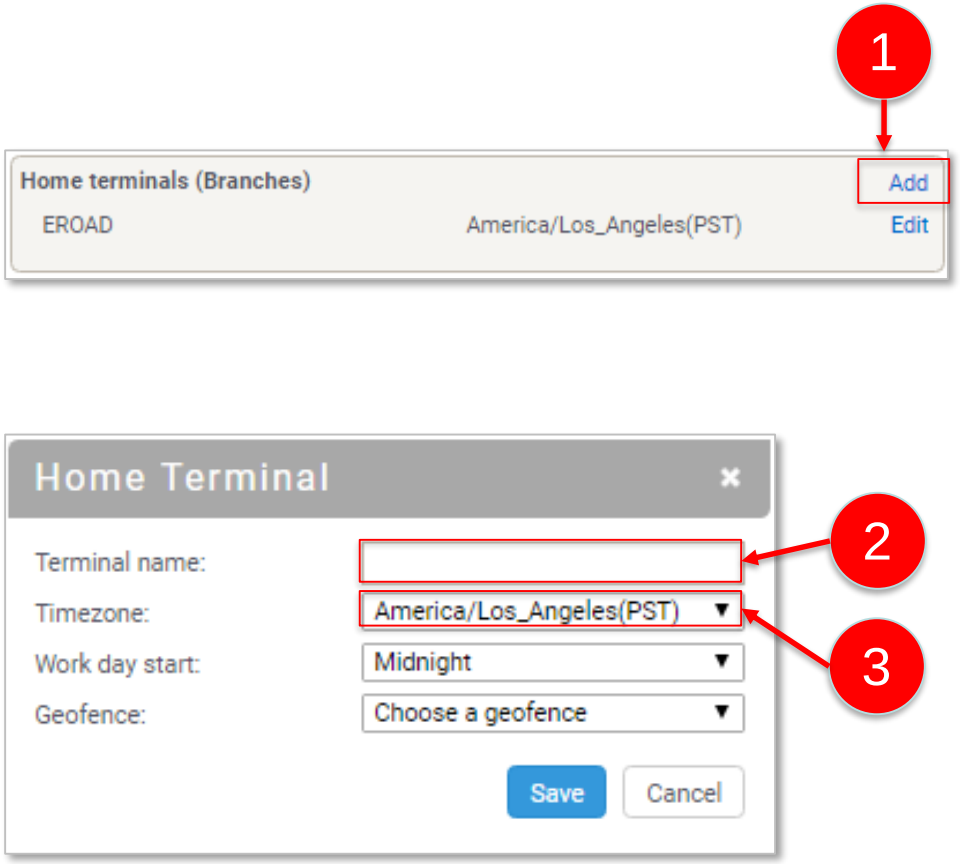
Note: *Editing these settings are a prerequisite before you can begin using the IFTA tab.*



Depot Setup – Add a Home Terminal

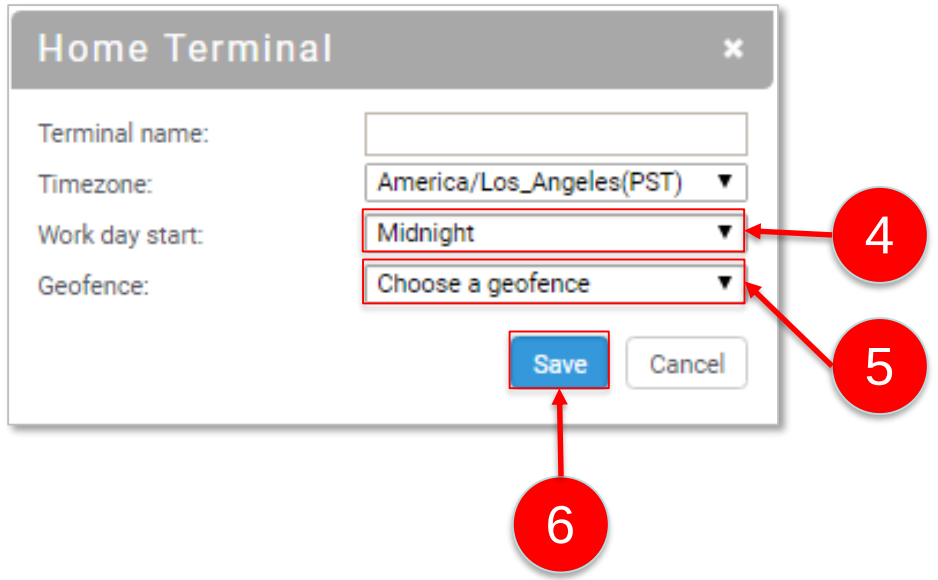
Your main organization is always set up as a home terminal. You can add multiple home terminals if you have branch offices.

1. Click the **Add** link in the Home terminals section of the My Organization screen.
2. Enter the new name in the **Terminal name** field.
3. Click the **Time zone** drop-down arrow and select the time zone for the home terminal. Each driver's logs are recorded for the time zone/home terminal to which he is assigned.



Depot Setup – Add a Home Terminal

4. Click the **Work day start** drop-down arrow and select the start option. You have the option to choose between midnight and noon as the start of the 24-hour period for the drivers, who are assigned to this home terminal.
5. (optional) Click the **Geofence** drop-down arrow and select the geofence, if applicable.
   Note: The geofence must be created prior to using this feature. See training lesson *S9 Depot Setup – Create a Geofence.pdf* for more information.
6. Click the **Save** button.



Learning Summary

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THANK YOU