

EROAD

Depot Setup – Add a Driver



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Learning Objectives



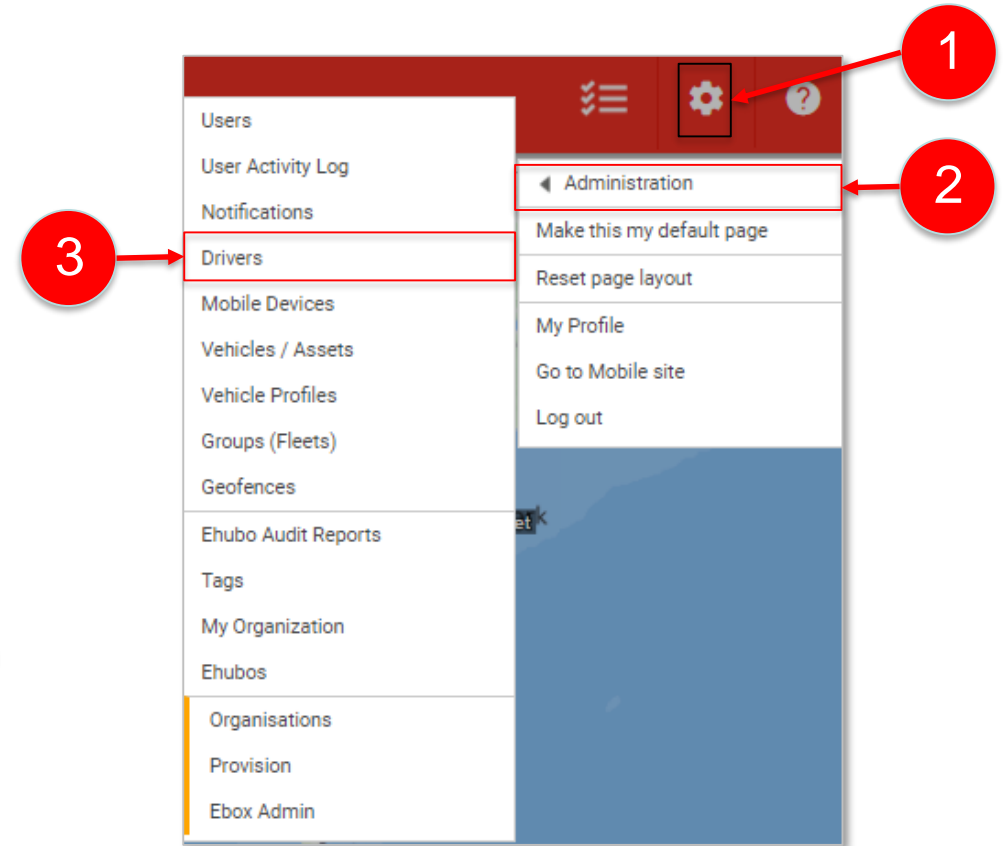
- In this training session, you will add a driver and:
 - Enter personal information
 - Enter the driver's personal identification number (PIN)
 - Select the home terminal
 - Select the driver's group
 - Select ELD settings/exemptions
 - Select the HOS cycle
 - Add licenses/medical cards, etc.

Depot Setup – Add a Driver



Perform the following steps to add a driver. You can add a driver by accessing the Administration menu or going directly to the Driver menu.

1. Click **Settings** icon.
2. Click the **Administration** menu.
3. Click the **Drivers** submenu.
4. Click the **Add New Driver** icon to add a driver.



Drivers						
						Search
<input type="checkbox"/>	↑ Name	Alias	Driver ID	Mobile	PIN	Notifications

Depot Setup – Add a Driver - continued



1. Enter the driver's name in the **First Name** field. **Note:** Field names with an asterisk (*) are required and must be completed.
2. Enter the driver's last name in the **Last Name** field. Depot automatically completes the Alias field.
3. (optional) Enter the driver's phone number in the **Mobile Number** field.
4. (optional) Enter the driver's email address in the **Email** field.

The screenshot shows a web form titled "Add A New Driver" with a close button (X) in the top right corner. The form is divided into a "Personal" section. It contains the following fields:

- First Name ***: A text input field containing "John". A red circle with the number "1" and an arrow points to this field.
- Last Name ***: A text input field containing "Doe". A red circle with the number "2" and an arrow points to this field.
- Alias ***: A text input field containing "J.Doe".
- Mobile Number**: A text input field containing "503-123-4567". A red circle with the number "3" and an arrow points to this field.
- Email**: A text input field containing "jdoe@eroad.com". A red circle with the number "4" and an arrow points to this field.

Character counts are visible at the bottom right of each input field: 4/30 for First Name, 3/30 for Last Name, 5/30 for Alias, and 12/15 for Mobile Number.

Depot Setup – Add a Driver - continued



5. Enter the driver's personal identification number in the **Driver's PIN** field. The driver uses this number to access the ELD in the vehicle.
6. Click in the **Home Terminal** field and then click the drop-down arrow to select this driver's home terminal. Use the scroll wheel on your mouse if there are several items in the list.
See lesson [S3 Depot Setup – Edit Organizational Details.pdf](#) for more information.
7. Click the **Groups (Fleets)** field and then click the drop-down arrow to select the group.
See lesson [S4 Depot Setup-Create and Manage Groups.pdf](#) for more information.

The screenshot shows a 'Login' form with the following fields and callouts:

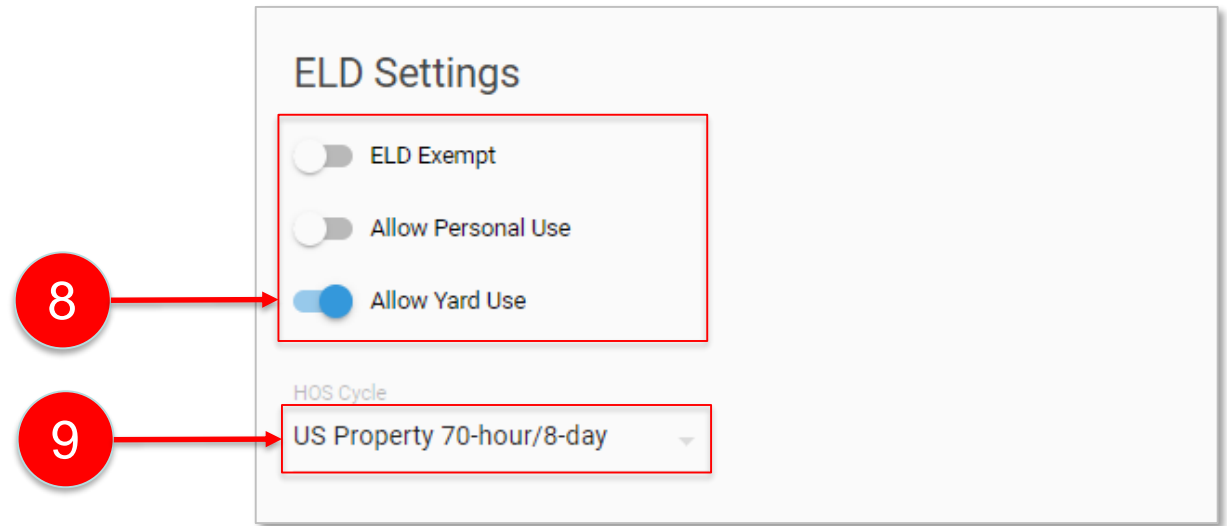
- 5** points to the **Driver Pin *** field, which contains the value '1234' and has a '4/4' character count indicator.
- 6** points to the **Home Terminal *** field, which is a dropdown menu currently showing 'EROAD Sales Team US'.
- 7** points to the **Groups (Fleets) *** field, which is a dropdown menu currently showing 'N Oregon' with a close button (x).

Other visible elements include a 'Driver App' toggle switch and the 'Organization' section header.

Depot Setup – Add a Driver - continued



8. (optional) Click the **ELD Setting** that applies to this driver. This example allows the driver to move materials around a yard. Leave the options disabled if none apply.
9. Click the **HOS cycle** drop-down arrow and select the applicable duty cycle.
***Note:** Depot defaults to the HOS cycle set in the My Organization submenu, but this setting gives you the option to customize the HOS cycle for each driver.*



Depot Setup – Add a Driver - continued



10. Enter the type in the **License or Qualification type** field.
11. Enter the number in the **ID Number** field.
12. Enter data in the **Classification** field, as applicable.
13. Click the **Issuing State** drop-down list and select the state.
14. (optional) Enter data in the **Endorsements** field.
15. (optional) Enter data in the **Restrictions** field.
16. Click the **Expiration** field to open the calendar and select the expiration date.
17. Click the **Add** button.

Note: Use the **Add a License** button to add another license for this driver, if needed.

The screenshot shows a 'Licenses' form with the following fields and callouts:

- 10: License or Qualification type * (Driver)
- 11: ID Number * (7654321)
- 12: Classification (CDL)
- 13: Issuing State * (Oregon)
- 14: Endorsements
- 15: Restrictions (D)
- 16: Expiration (May 18 2021)
- 17: ADD button

Additional elements include a '+ ADD A LICENSE' button and a 'CANCEL' button at the bottom right.

Learning Summary



- In this training session, you added a driver and:
 - Entering personal information
 - Entering the driver's personal identification number (PIN)
 - Selecting the home terminal
 - Selecting the driver's group
 - Selecting ELD settings/exemptions
 - Selecting the HOS cycle
 - Adding licenses/medical cards, etc.

THANK YOU

