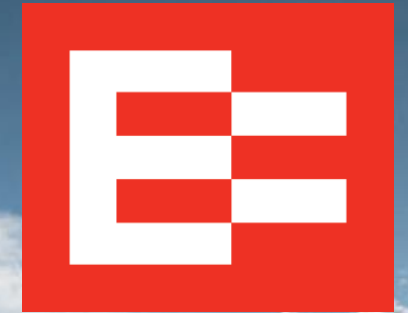


EROAD

Depot Setup – Add a Driver



eroad.com



Learning Objectives



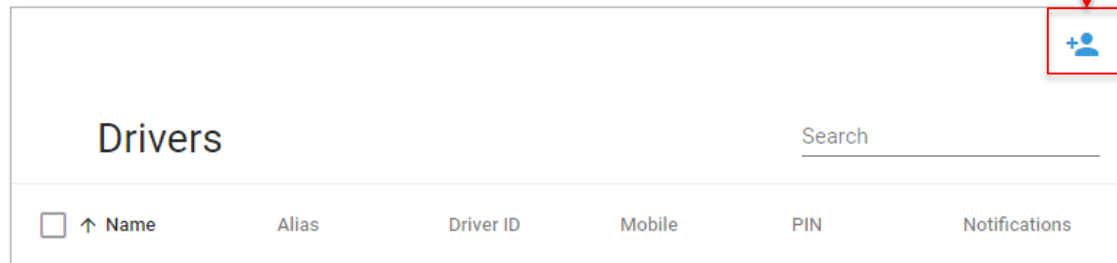
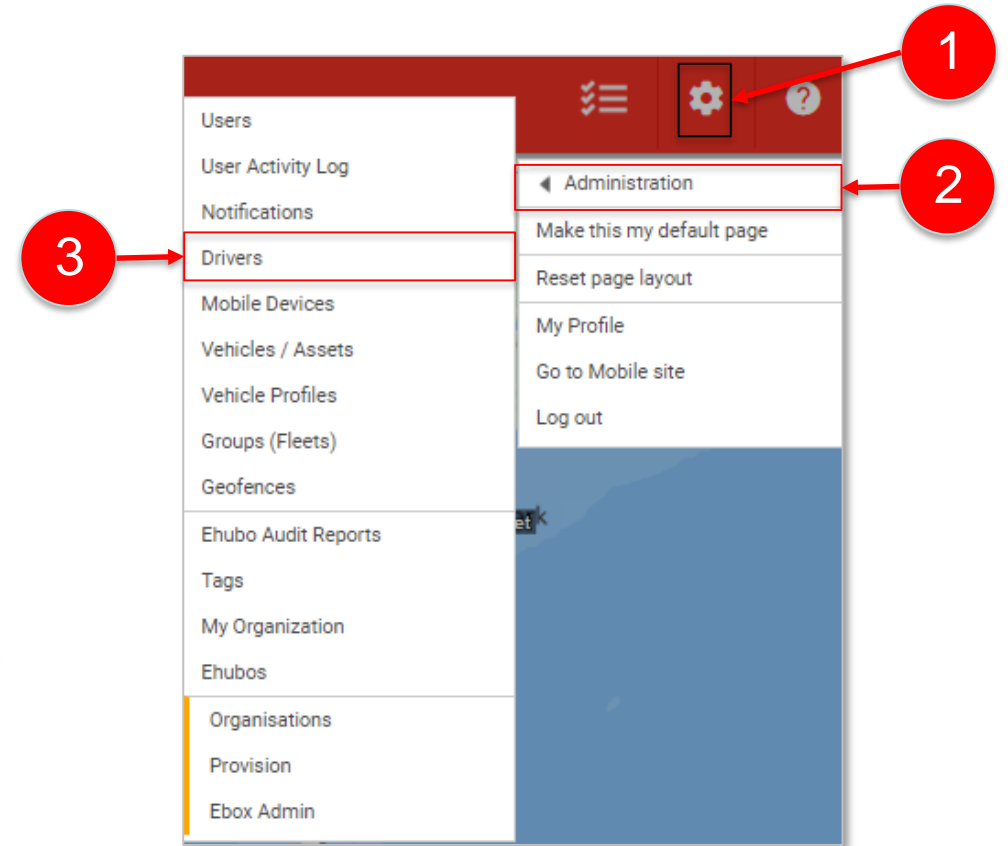
- In this training session, you will add a driver and:
 - Enter personal information
 - Enter the driver's personal identification number (PIN)
 - Select the home terminal
 - Select the driver's group
 - Select ELD settings/exemptions
 - Select the HOS cycle
 - Add licenses/medical cards, etc.

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.



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.

A screenshot of 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 four input fields: "First Name *" with the value "John", "Last Name *" with the value "Doe", "Mobile Number" with the value "503-123-4567", and "Email" with the value "jdoe@eroad.com". The "Alias *" field is pre-filled with "J.Doe". Red circles with numbers 1 through 4 are placed around the form, with arrows pointing to the First Name, Last Name, Mobile Number, and Email fields respectively. Character counts are visible at the bottom right of each field: 4/30 for First Name, 3/30 for Last Name, 5/30 for Alias, and 12/15 for Mobile Number.

Add A New Driver

Personal

First Name * John 4/30

Last Name * Doe 3/30

Alias * J.Doe 5/30

Mobile Number 503-123-4567 12/15

Email jdoe@eroad.com

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:

- Callout 5:** Points to the 'Driver Pin *' field, which contains the text '1234' and a '4/4' character count indicator.
- Callout 6:** Points to the 'Home Terminal *' dropdown menu, which currently displays 'EROAD Sales Team US'.
- Callout 7:** Points to the 'Groups (Fleets) *' field, which shows a button labeled 'N Oregon' with a close icon (X).

Below the 'Driver Pin' field is a toggle switch labeled 'Driver App'.

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.*

The screenshot shows the 'ELD Settings' panel. A red box labeled '8' highlights the 'Allow Yard Use' toggle switch, which is currently turned on. Another red box labeled '9' highlights the 'HOS Cycle' dropdown menu, which is set to 'US Property 70-hour/8-day'.

ELD Settings

- ☐ ELD Exempt
- ☐ Allow Personal Use
- ☒ Allow Yard Use

HOS Cycle

US Property 70-hour/8-day

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 * (Text input: Driver)
- 11: ID Number * (Text input: 7654321)
- 12: Classification (Text input: CDL)
- 13: Issuing State * (Drop-down menu: Oregon)
- 14: Endorsements (Text input: Endorsements)
- 15: Restrictions (Text input: D)
- 16: Expiration (Text input: May 18 2021)
- 17: ADD button (Blue 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

