

## ADD DRIVER

Let's go over how to add a Driver to Tickets. From the Operations drop-down menu select Drivers and open the Driver file maintenance browser. The Columns in the browser are user definable. Columns can be added or removed as your team needs. In fact, Users or Group can have their own browser screens set up so that the information most important to them is viewed at a glance. The names of the columns are also customizable. If parts of your organization should only be able to VIEW and not make changes, we can set up that security for you. I know right now it looks like a lot of buttons and seems a little overwhelming but we will go over only what we need right now. Start by clicking the add button.

Choose a unique numerical ID, up to 4 digits, for your Driver and click OK.

It might look like a lot of fields but you can choose which fields your particular method of dispatch needs. Some of these fields can also be renamed. The only fields that are forced are name and license state. Depending on your security settings other fields might be required. Of course the more information you fill in the more information you will have at your fingertips when you need it!

Most of these fields are self explanatory. One field of note is the Driver Type field. It defaults to P for Permanent but can also be set to T for Temporary and I for Inactive.

Any field that has a slight yellow color also has a pop-up Box available to help you choose from an already existing list. Note that you can also ADD or EDIT items on the fly.

The pay formula button allows you to copy the pay formula from an existing driver. You can choose to pay by percentage, by mile, etc. or we can help you write a custom pay calculation.

Once you have your initial information how you want it click OK to save. Of course you can come back and edit anything you need to except for The Unique driver ID.