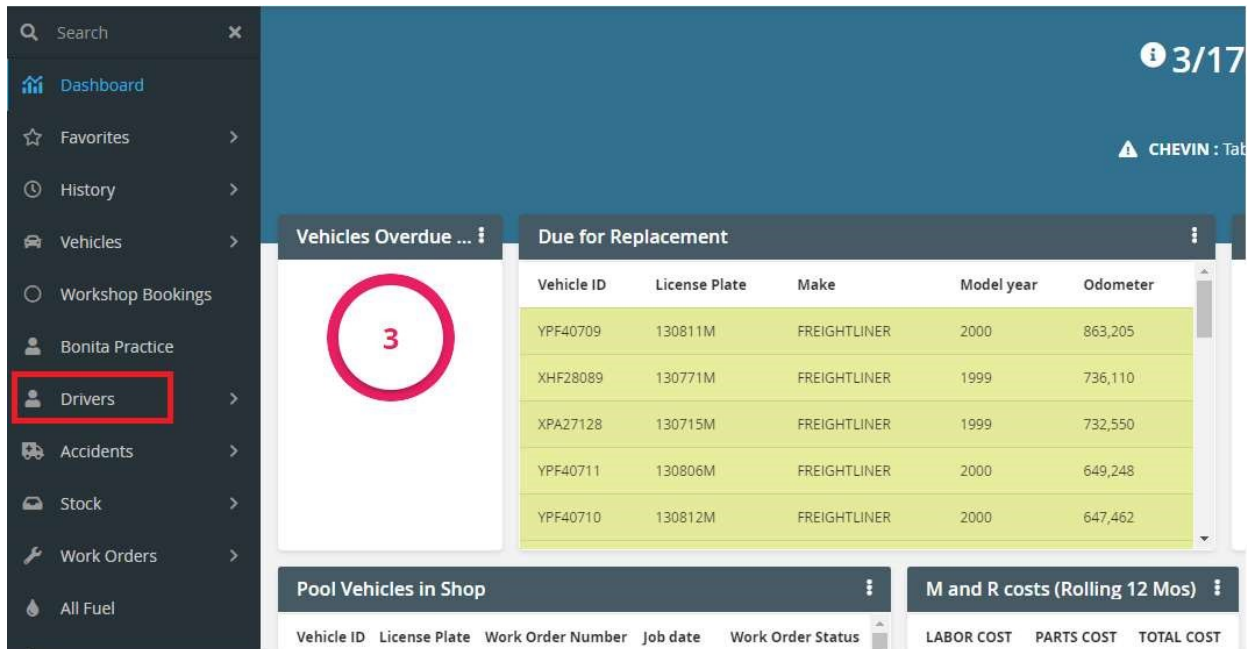


Add New Driver to System

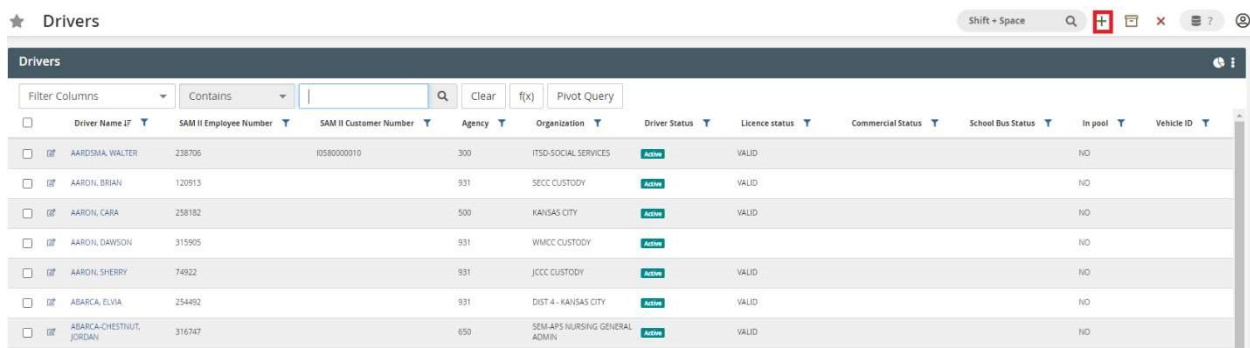
1. Navigate to the Drivers module via the left menu bar.



The screenshot shows a dashboard with a dark left sidebar containing a search bar and a menu with items: Dashboard, Favorites, History, Vehicles, Workshop Bookings, Bonita Practice, Drivers (highlighted with a red box), Accidents, Stock, Work Orders, and All Fuel. The main content area has a top right corner with a notification '3/17' and a warning 'CHEVIN: Tab'. Below this are two cards: 'Vehicles Overdue ...' with a large red circle containing the number '3', and 'Due for Replacement' with a table of vehicle data.

Vehicle ID	License Plate	Make	Model year	Odometer
YPF40709	130811M	FREIGHTLINER	2000	863,205
XHF28089	130771M	FREIGHTLINER	1999	736,110
XPA27128	130715M	FREIGHTLINER	1999	732,550
YPF40711	130806M	FREIGHTLINER	2000	649,248
YPF40710	130812M	FREIGHTLINER	2000	647,462

2. From the Drivers screen, click the "+" to add a new driver.



The screenshot shows the 'Drivers' list view. At the top, there are filter options: 'Filter Columns', 'Contains', a search input, 'Clear', 'f(x)', and 'Pivot Query'. Below is a table with columns: Driver Name, SAM II Employee Number, SAM II Customer Number, Agency, Organization, Driver Status, Licence status, Commercial Status, School Bus Status, In pool, and Vehicle ID. The table contains 8 rows of driver data.

Driver Name	SAM II Employee Number	SAM II Customer Number	Agency	Organization	Driver Status	Licence status	Commercial Status	School Bus Status	In pool	Vehicle ID
AAROSMA, WALTER	238706	05880000010	300	ITSD-SOCIAL SERVICES	Active	VALID			NO	
AARON, BRIAN	120913		931	SECC CUSTODY	Active	VALID			NO	
AARON, CARA	258182		500	KANSAS CITY	Active	VALID			NO	
AARON, DAWSON	315905		931	WMCC CUSTODY	Active				NO	
AARON, SHERRY	74922		931	JCCC CUSTODY	Active	VALID			NO	
ABARCA, ELVIA	254492		931	DIST 4 - KANSAS CITY	Active	VALID			NO	
ABARCA-CHESTNUT, JORDAN	316747		650	SEN-APS NURSING GENERAL ADMIN	Active	VALID			NO	

Driver

3. Driver status is defaulted to 'Active'. [System Administrator](#) or [Driver Administrator](#) adds the 'SAM II Employee Number'- this serves as the unique identifier for the [driver](#). [System Administrator](#) or [Driver Administrator](#) adds [driver](#) name (first and last mandatory, middle optional). System populates the [driver's](#) full name field automatically based on these values.

Basic Info License Information Allocations & Notes Accidents Training Status History

Driver Name: [] Driver Status: Active DOR Indicator

Operator Status
Commercial Status
School Bus Status

Agency: [] Organization: []

Upload

Basic Info

Last Name: [] First Name: []
 Middle Name: [] In pool: No
 Email: [] Office phone: [] Mobile phone number: []

Employment Period

SAM II Employee Number: []
 SAM II Customer Number: []
 SAM II Customer Number 2: []
 SAM II Customer Number 3: []
 SAM II Customer Number 4: []
 SAM II Customer Number 5: []
 Driver Class: []
 Start date: // []
 Manager: []
 Manager email: []
 Driver Role: []
 Finish date: // []

4. After entering other non-mandatory data, Fleet Manager clicks save.

Basic Info License Information Allocations & Notes Accidents Training Status History

Driver Name: AARDSMA, WALTER Driver Status: Active DOR Indicator: RECORD FOUND - DOCUMENT ISSUED

Operator Status: VALID
Commercial Status
School Bus Status

Agency: 300 (OFFICE ADMINISTRATION-OPER) Organization: 3003193 (ITSD-SOCIAL SERVICES)

Upload
Drag 'n' drop your files here

Basic Info

Last Name: AARDSMA First Name: WALTER
 Middle Name: [] In pool: No
 Email: WALTER.AARDSMA@QA.MO.GOV Office phone: [] Mobile phone number: []

Employment Period

SAM II Employee Number: 238706
 SAM II Customer Number: 1058000010-STATE OF MO-HEALTH AND SENIOR
 SAM II Customer Number 2: 10605000060-MO DEPT OF TRANSPORTATION
 SAM II Customer Number 3: 10102600000-OVERSIGHT DIVISION
 SAM II Customer Number 4: []
 SAM II Customer Number 5: []
 Driver Class: []
 Start date: // []
 Manager: RAYMOND BACION
 Manager email: RAY.BACION@QA.MO.GOV
 Driver Role: []
 Finish date: // []

Save Cancel

5. System shows browse view where user can see the new driver.

Drivers

<input type="checkbox"/>	Driver Name IF	SAM II Employee Number	SAM II Customer Number	Agency	Organization	Driver Status	Licence status	Commercial Status
<input type="checkbox"/>	AARDSMA, WALTER	238706	1058000010	300	ITSD-SOCIAL SERVICES	Active	VALID	
<input type="checkbox"/>	AARON, BRIAN	120913		931	SECC CUSTODY	Active	VALID	
<input type="checkbox"/>	AARON, CARA	258182		500	KANSAS CITY	Active	VALID	
<input type="checkbox"/>	AARON, DAWSON	315905		931	WMCC CUSTODY	Active		