

Overview

Administrators may create and manage driver users by clicking on 'Accounts' on their Dashboard.



Add Driver

To add a new driver user:

- Click 'Invite New User'.



- Enter the driver's name, email, and phone number.
- Select 'Driver' from the 'User Role' list.
- Click 'Add User' to save the new user.



Add New User

[BACK TO USERS](#)

User details

Full Name

Email

Phone

User Role

- ✓ Select User Role
- Administrator
- Project Manager
- Foreman
- Ticket Taker
- Quality Control
- Plant Manager
- Plant Operator
- Executive
- General Employee
- Driver

Invites

The driver will be sent an activation email to finish setting up their account. They can click the button in the email to create their password. Administrators can resend a new invite if needed.

Carrier Assignment

Drivers must be assigned to a carrier to access tickets at the plant. When checking in at the plant, drivers will only see tickets and trucks for their assigned carrier(s).

After the driver user is saved, administrators can add or remove carriers from the driver's details page.

Carrier List

[ADD DRIVER TO CARRIER](#)

Carrier	
SOP	REMOVE
SOP Demo	REMOVE