

Easily Manage Your Drivers: A User Guide

1. Executive Summary

This guide will help you effectively manage your drivers within the system. You'll learn how to add new drivers, update their information, track their status (active or inactive), and export driver data. By using these features, you can ensure smooth operations, maintain accurate records, and improve overall efficiency. This will save you time and effort in managing your driver workforce.

2. Title & Purpose

Title: Manage Your Drivers Efficiently

Purpose: This guide explains how to use the "Drivers" module to manage driver information, track their status, and ensure accurate data within the system.

Why this matters to you: Efficiently managing your drivers ensures timely deliveries, reduces administrative overhead, and improves overall operational efficiency. Accurate driver information allows for better communication, scheduling, and performance monitoring.

3. Introduction

Are you struggling to keep track of your drivers' information, manage their status, or ensure compliance? The "Drivers" module provides a centralized location to manage all your driver-related data.

This guide walks you through the key features of the "Drivers" module, enabling you to:

- Easily add and update driver details.
- Monitor driver status (active, inactive, resigned).
- Export driver data for reporting and analysis.

- Search driver using name or phone number
- View and manage scheduled trips for each driver.
- View Driver's License Information

Definition: In this context, a "Driver" refers to the individual responsible for operating vehicles and completing assigned trips or deliveries.

4. Main Content (User-Focused Sections):

What This Means for You

By using the "Drivers" module, you can:

- **Save time** by quickly accessing and updating driver information in one place.
- **Improve accuracy** by maintaining a centralized database of driver details.
- **Enhance efficiency** by easily tracking driver status and managing their assignments.
- **Reduce administrative overhead** by exporting data for reporting and analysis.
- **Streamline operations** by ensuring clear communication and compliance.

How It Works

The "Drivers" module provides a user-friendly interface for managing driver information. The module allows you to add new drivers, update existing driver details, change passwords, and block or resign drivers. It also allows you to search driver using name or phone number. The system maintains a record of driver status (active or inactive) and provides options for exporting driver data.

Here's a visual representation of the driver management workflow:

Driver Sub Module Flowchart



Flow Chart Explanation:

The flow chart illustrates the main actions you can perform within the Drivers module. You can add new drivers, then view, edit, block or resign them. The chart shows the data export to PDF and Excel and the tracking of both active and inactive drivers. This helps you understand the available functionalities and how they relate to each other.

Getting Started

1. **Navigate** to the "Drivers" module from the main menu.
2. **View** the list of active drivers.
3. **Switch** between "Active" and "Inactive" tabs to view drivers based on their status.

Key Features You'll Use

- **Adding a New Driver:**

1. **Click** the "+ Driver" button (see Screenshot 2).
2. **Enter** the required information on the "New Driver Details" page, including delivery person and vehicle details.
3. **Submit** the form to create the new driver profile.

- **Updating Driver Information:**

1. **Locate** the driver you want to update on the "Drivers" page.
2. **Click** the three dots associated with the driver to access the "View Driver" page.
3. **Click** the "Edit" option to modify the driver's details.
4. **Save** your changes.

- **Blocking or Resigning a Driver:**

1. **Locate** the driver you want to block or resign on the "Drivers" page.
2. **Click** the three dots associated with the driver to access the "View Driver" page.

3. **Select** the "Block" or "Resign" option from the menu.

- **Searching for a Driver:**

1. **Use** the search bar on the "Driver" page.
2. **Enter** the driver's name or mobile number.
3. **View** the search results to locate the driver.

- **Viewing a Driver's Joining Date:**

1. **Locate** the driver from the list.
2. **Click** the three dots on driver's card
3. **Select** "View" to see the driver details, including their joining date.

- **Viewing and Managing Inactive Drivers:**

1. **Click** on the "Inactive" tab to list all inactive drivers.
2. **Click** the three dots on the card of inactive driver.
3. **Select** "Un-Resign" to restore the driver to active status.

- **Exporting Driver Data:**

1. **Click** the "Export" button on the "Drivers" page.
2. **Select** either "PDF" or "Excel" format.
3. **Download** the file containing the driver details.

- **View Scheduled Trips:**

1. **Locate** the driver from the list.
2. **Click** the three dots on driver's card
3. **Select** "View" to see the driver details.
4. **Scroll down** to the "Scheduled Trips" section.

- **View License Information:**

1. **Locate** the driver from the list.
2. **Click** the three dots on driver's card

3. **Select** "View" to see the driver details.
4. **Scroll down** to the "License Information" section.

Common Scenarios

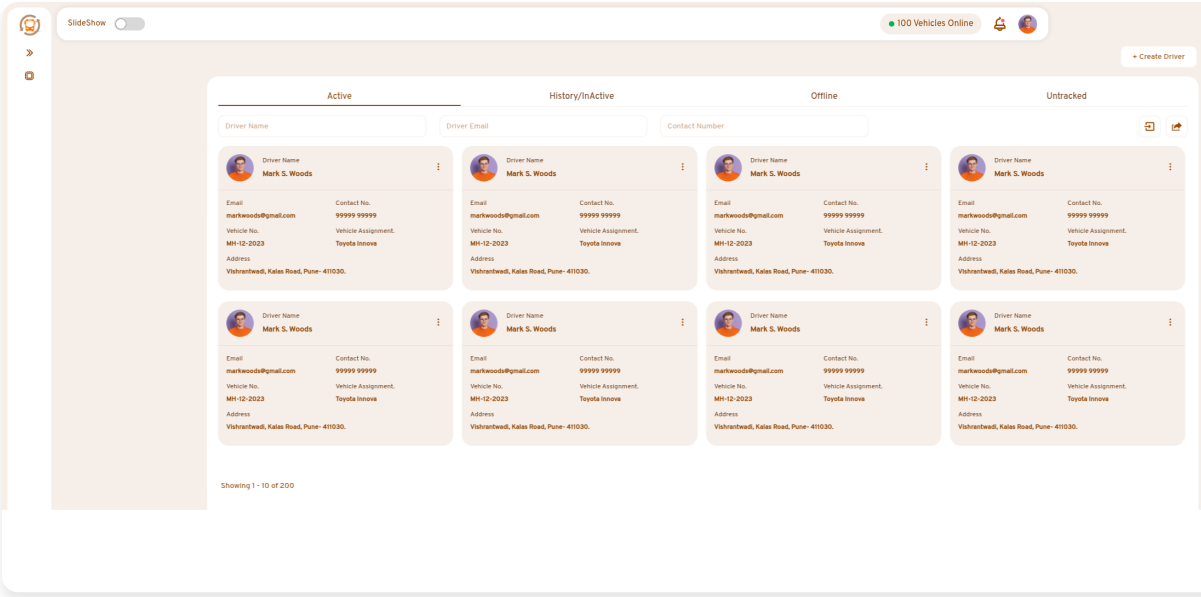
- **Scenario 1: Adding a New Driver** You need to add a new driver to the system. Follow the steps outlined in the "Adding a New Driver" section to create a new driver profile.
- **Scenario 2: Updating Driver Contact Information** A driver's phone number has changed. Use the "Updating Driver Information" steps to update the driver's contact details.
- **Scenario 3: Blocking a Driver** A driver is no longer authorized to operate vehicles. Follow the "Blocking or Resigning a Driver" steps to block the driver's access.
- **Scenario 4: Generating a Driver Report** You need to create a report of all active drivers. Use the "Exporting Driver Data" steps to download the driver information in Excel format.
- **Scenario 5: Un-Resigning a Driver:** A driver was marked resigned by mistake. Follow the steps in the "Viewing and Managing Inactive Drivers" to change the status back to Active.

What to Expect

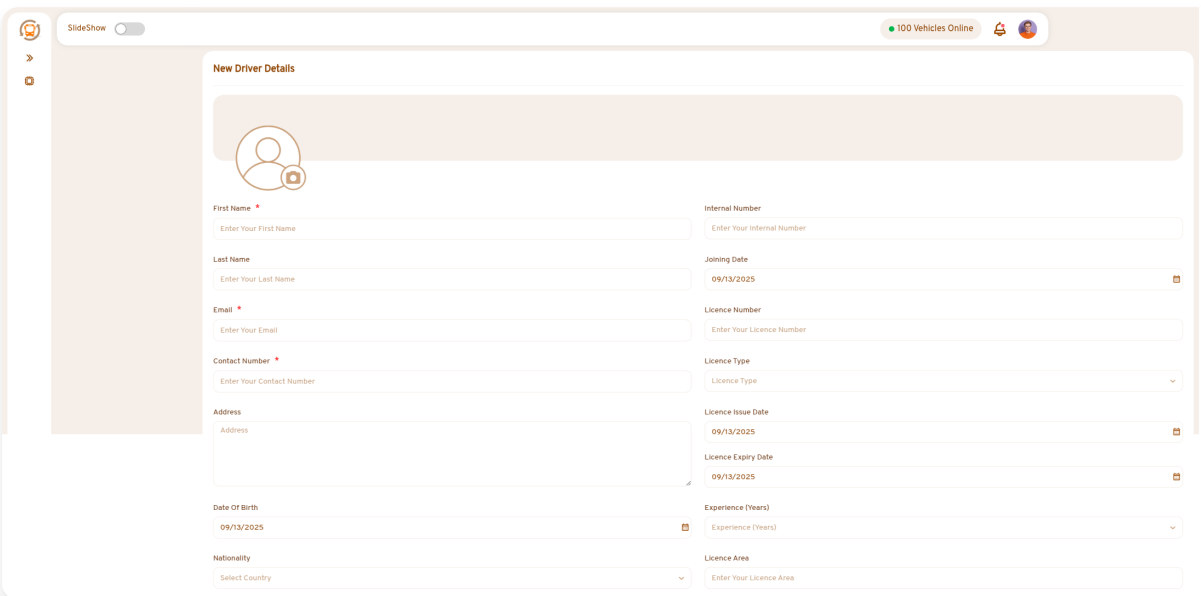
When using the "Drivers" module, you can expect:

- A user-friendly interface for managing driver information.
- Quick access to driver details, including contact information, status, and vehicle assignments.
- Efficient tools for adding, updating, and managing driver profiles.
- Convenient options for exporting driver data for reporting and analysis.

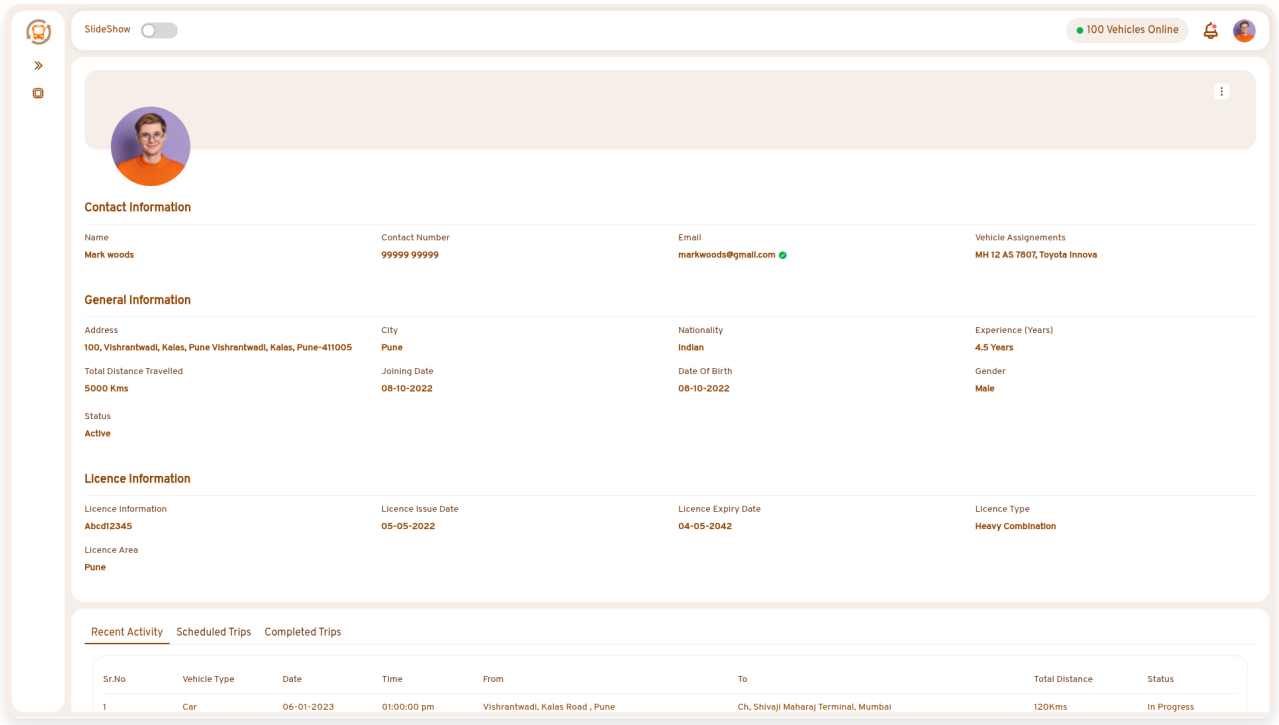
5. Visual Elements & Supporting Information



Screenshot 1: This screenshot shows the main "Drivers" page. From here, you can view a list of drivers, search for specific drivers, and access options for adding new drivers and exporting data. Notice the Active and Inactive tabs that separate the driver list based on their status.



Screenshot 2: This screenshot demonstrates the "+ Driver" button, which allows user to add a driver.



Screenshot 3: This screenshot demonstrates "View Driver" page. In this page, user can view driver detail. Also, user can perform other actions like block, unblock, edit or change password.

6. Summary & Benefits

The "Drivers" module simplifies the process of managing driver information within the system. By using this module, you can:

- **Centralize driver data** for easy access and management.
- **Improve accuracy** by maintaining up-to-date driver profiles.
- **Enhance efficiency** by streamlining driver-related tasks.
- **Reduce administrative overhead** through automated data management.

The "Drivers" module empowers you to efficiently manage your driver workforce, ensuring smooth operations, improved communication, and better overall performance. You can easily manage driver information, keep all records up to date, and use the export options for custom reporting, eliminating the need for maintaining your own external spreadsheets.

