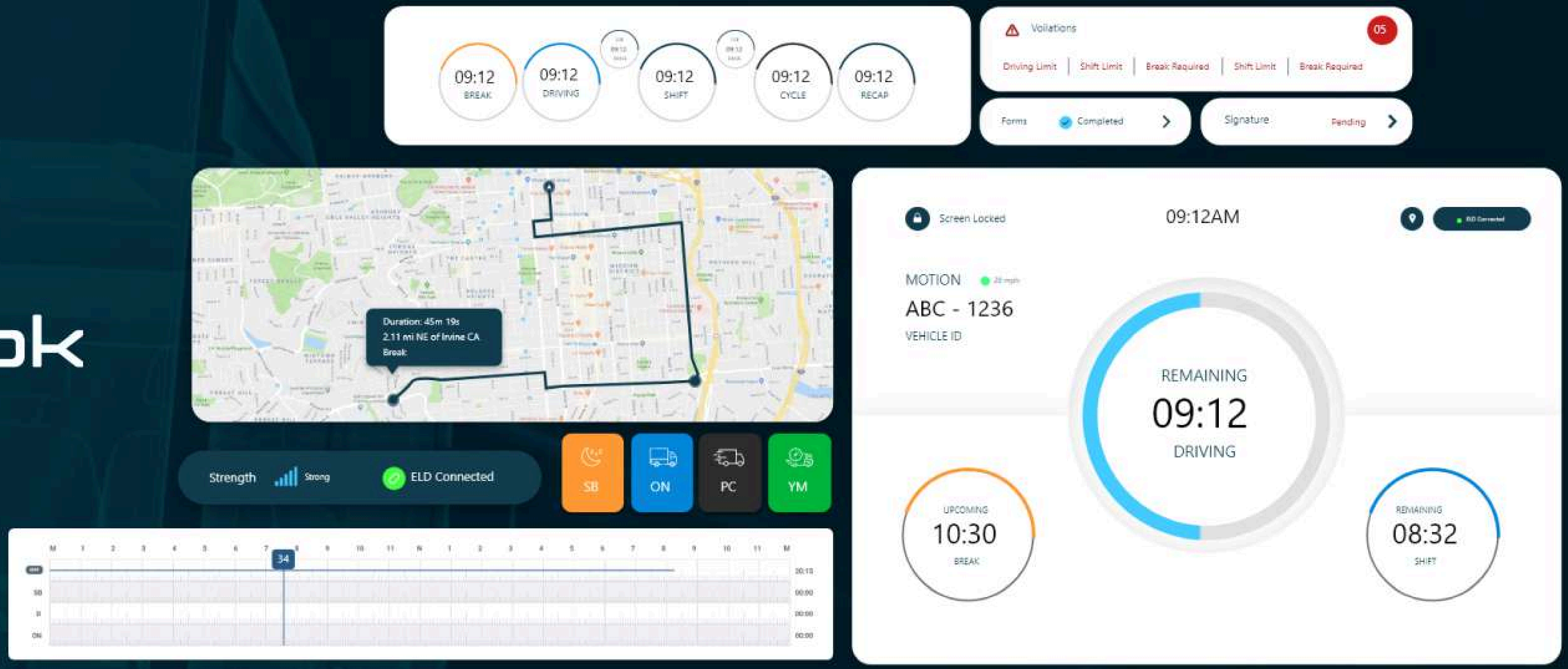
WELCOME TO MY DRIVER BOOK

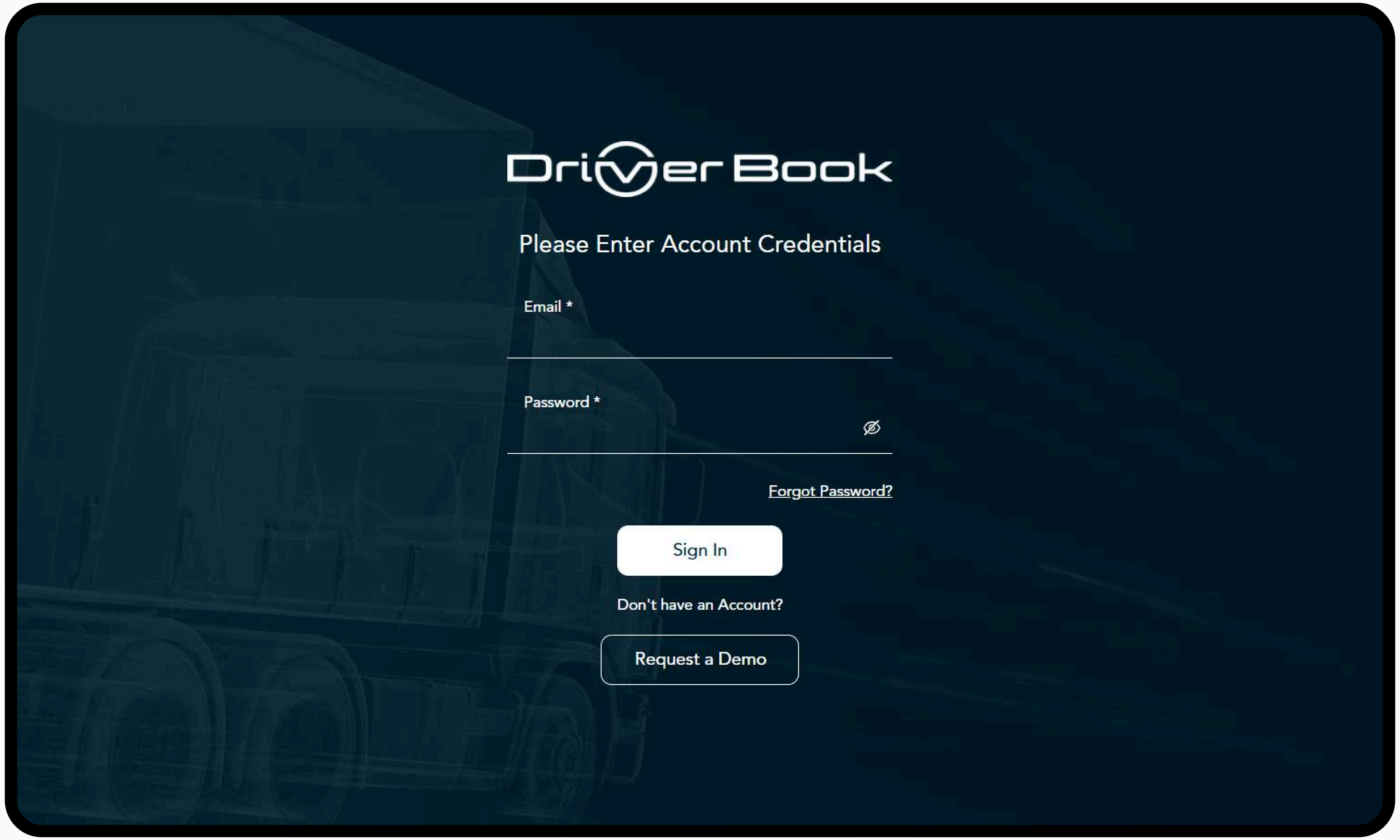
Compliance. Tracking. Control.

DriverBook



LOG INTO YOUR ACCOUNT

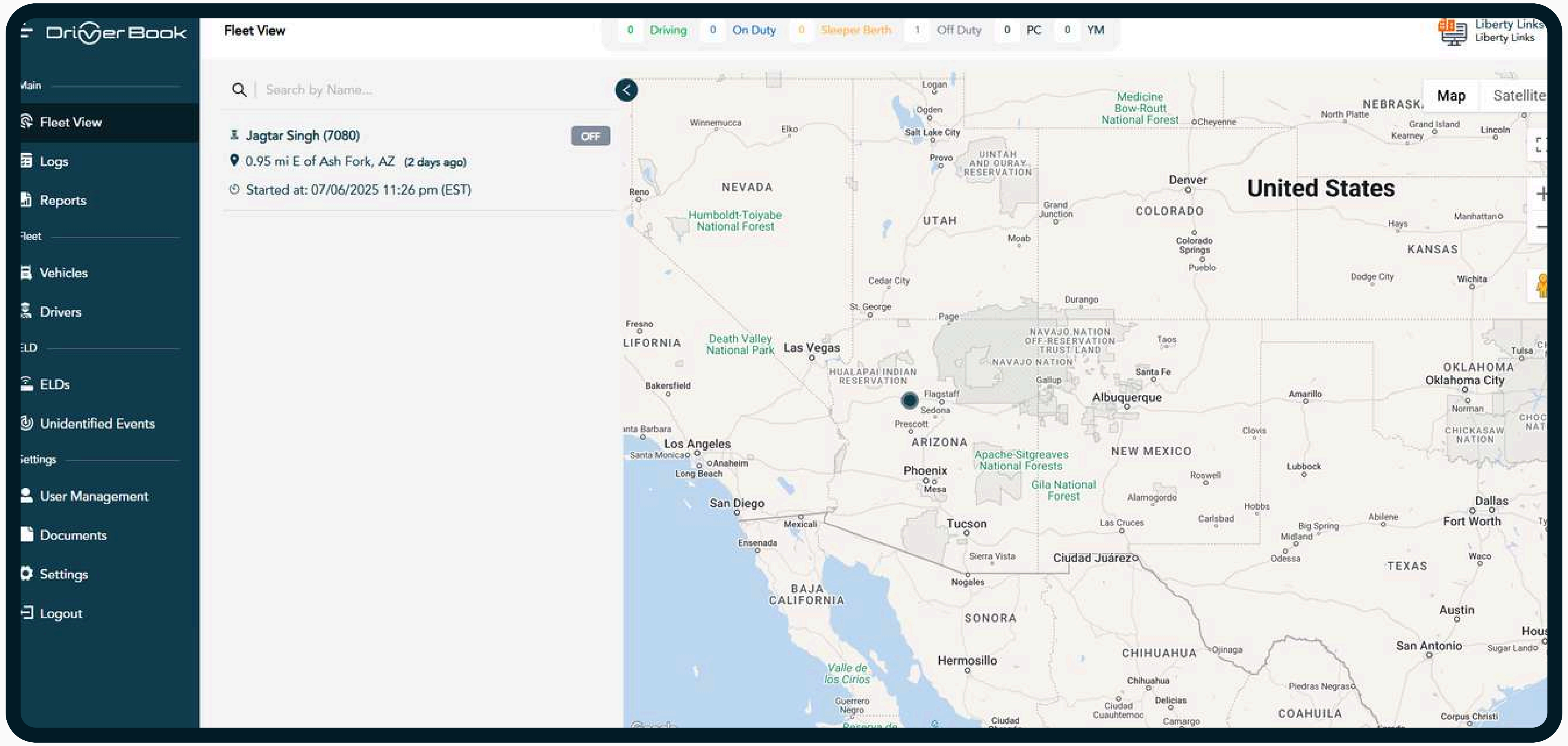
Log in to your Fleet Manager Portal using the email and password provided by the My Driver Book Team.



ACCESS THE FLEET DASHBOARD

Upon successful login, you'll be directed to the Fleet Overview screen.
This dashboard provides a consolidated view of your fleet activity.
Here, you can:

- View vehicle and driver details
- Monitor the live status of each unit in real-time
- Access quick insights to help manage your operations efficiently

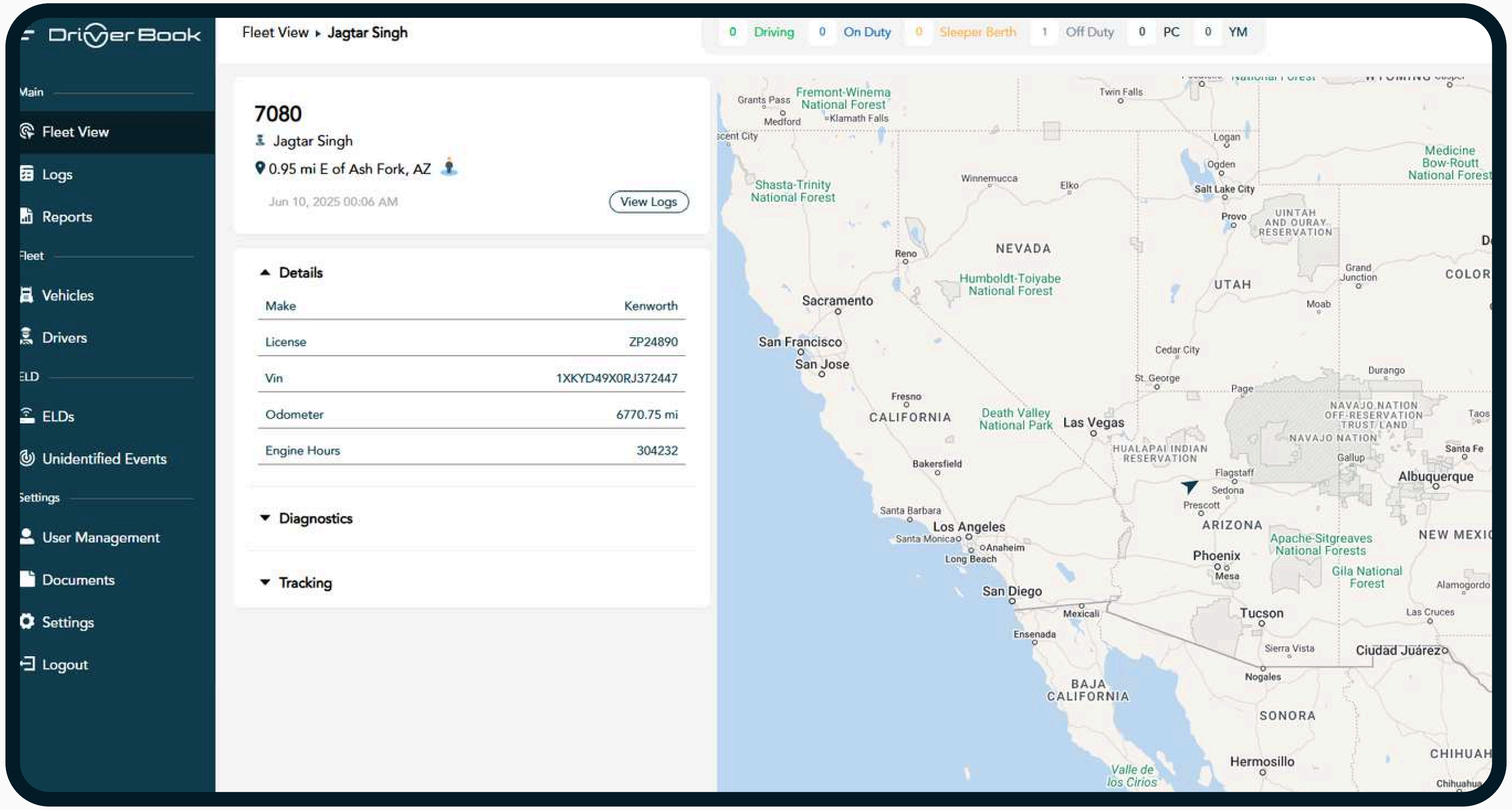


VIEW DRIVER'S PROFILE

Access:

1. Navigate to Fleet Overview.
2. Click a driver's name/profile icon

You can view information related to the driver and their assigned vehicle here.



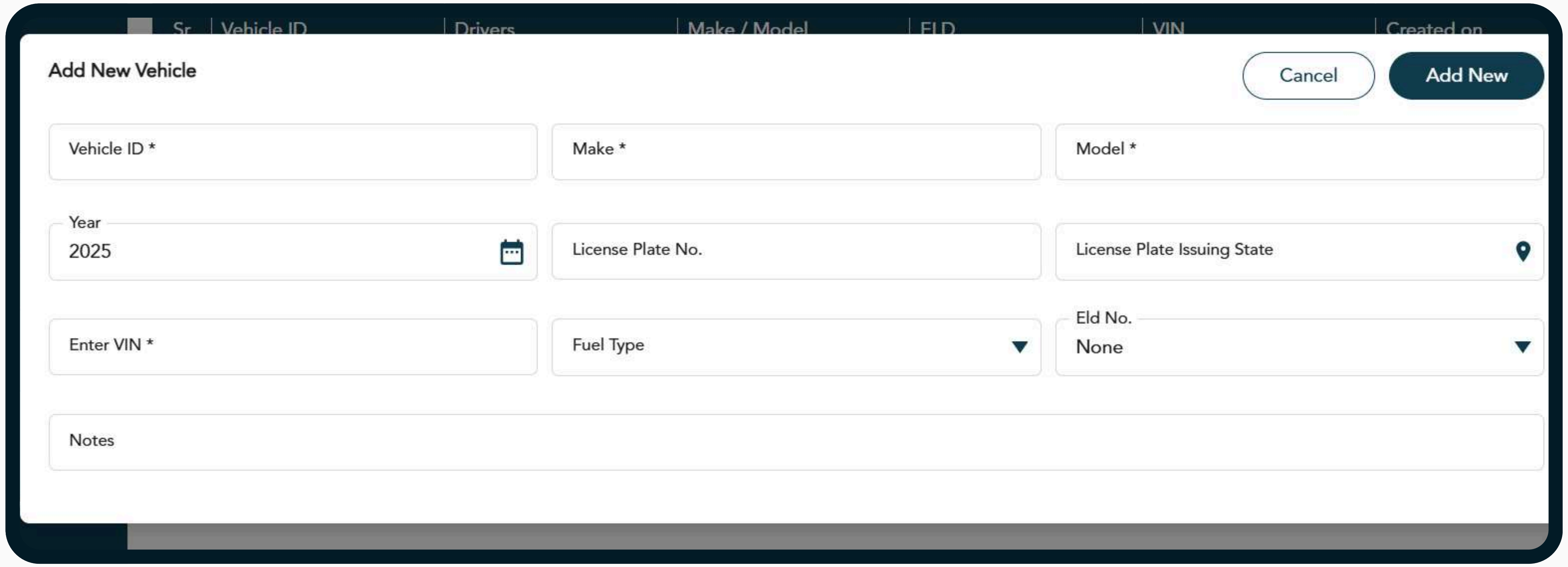
Note: Missing driver details? Verify permissions or contact your My Driver Book Team.

ADD VEHICLES

To add a new vehicle, go to Vehicles from the sidebar and click **Add New**.

- Fill out the form by entering all mandatory fields marked with an asterisk **(*)**, such as Vehicle ID, Make, Model, Year, and **VIN**.
- Ensure the VIN (Vehicle Identification Number) is accurate.

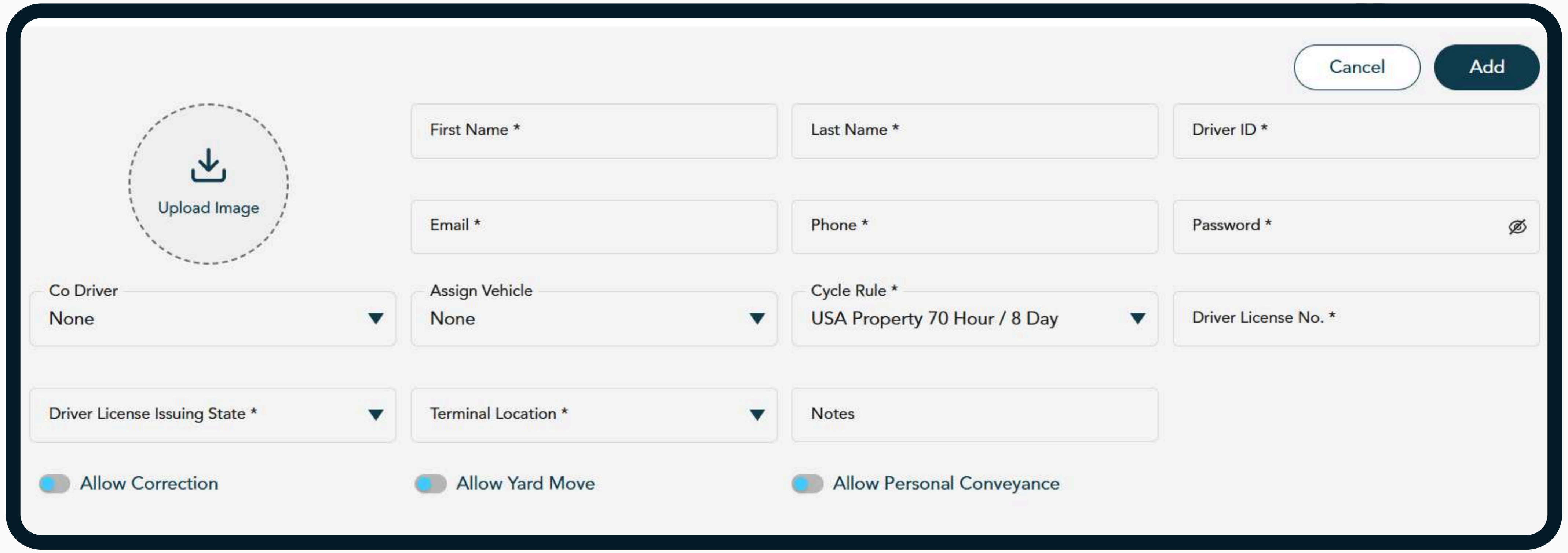
Once all required details are completed, click "Add New" to save the vehicle to the system.



ADD DRIVERS

To add a new Driver, go to Drivers from the sidebar and click **Add New**.

- Fill out the form by entering all mandatory fields marked with an asterisk **(*).**
- You can also upload a photo, assign a vehicle or co-driver, add notes, and enable options like correction, yard move, or personal conveyance.



Once all required information is entered, click "Add" to save the driver to the system.

Note: It's important to add vehicles first so you can assign a vehicle to the driver during this process.

DRIVER LOGS

Steps to Access:

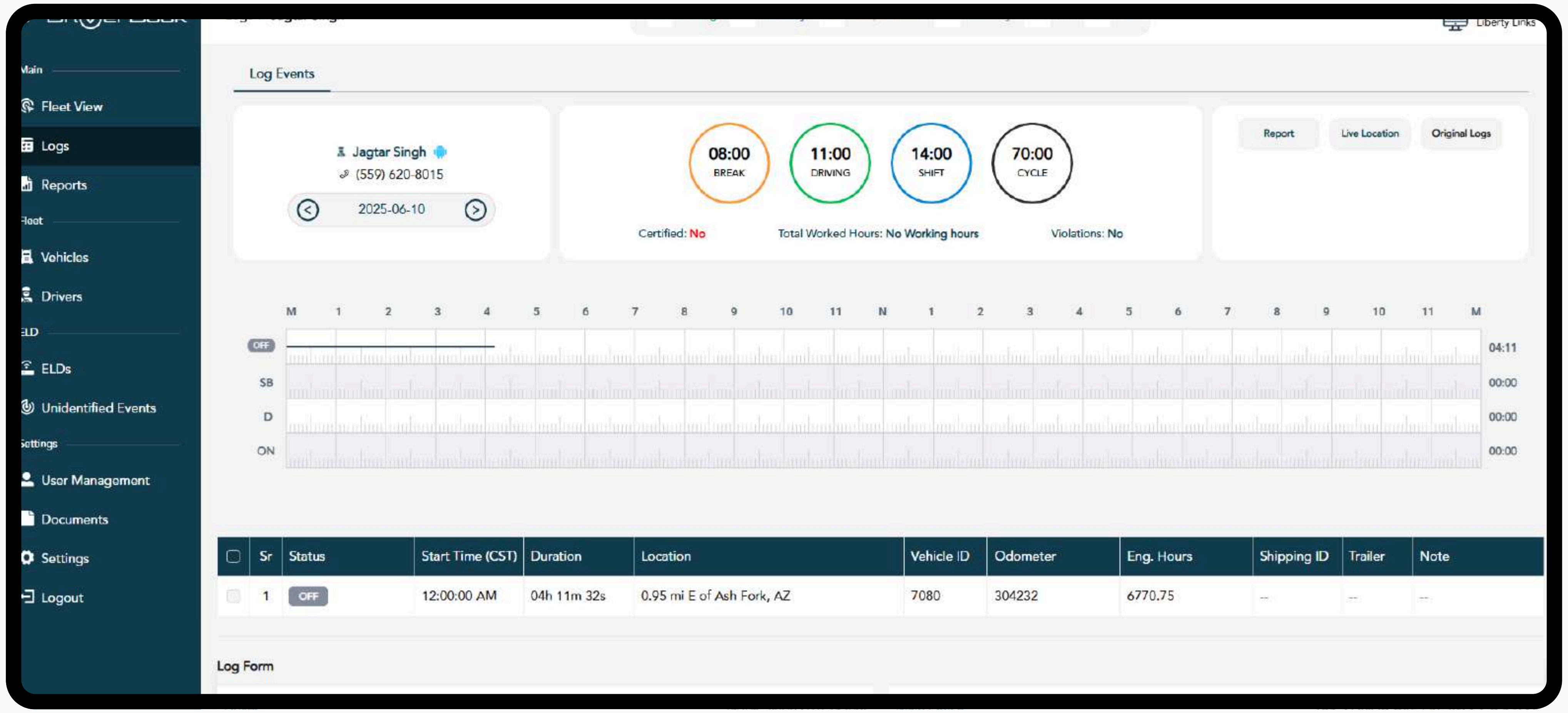
1. Navigate to “**Main**” in the sidebar menu.
2. Select: Logs to view driver activity records.

Purpose: Monitor real-time driver activity, compliance (e.g., Violations & Warnings), and location history (Last Known Location). Track metrics like Drive/Shift hours and duty cycles.

DRIVER HOS LOGS

Click on any driver to view their details.

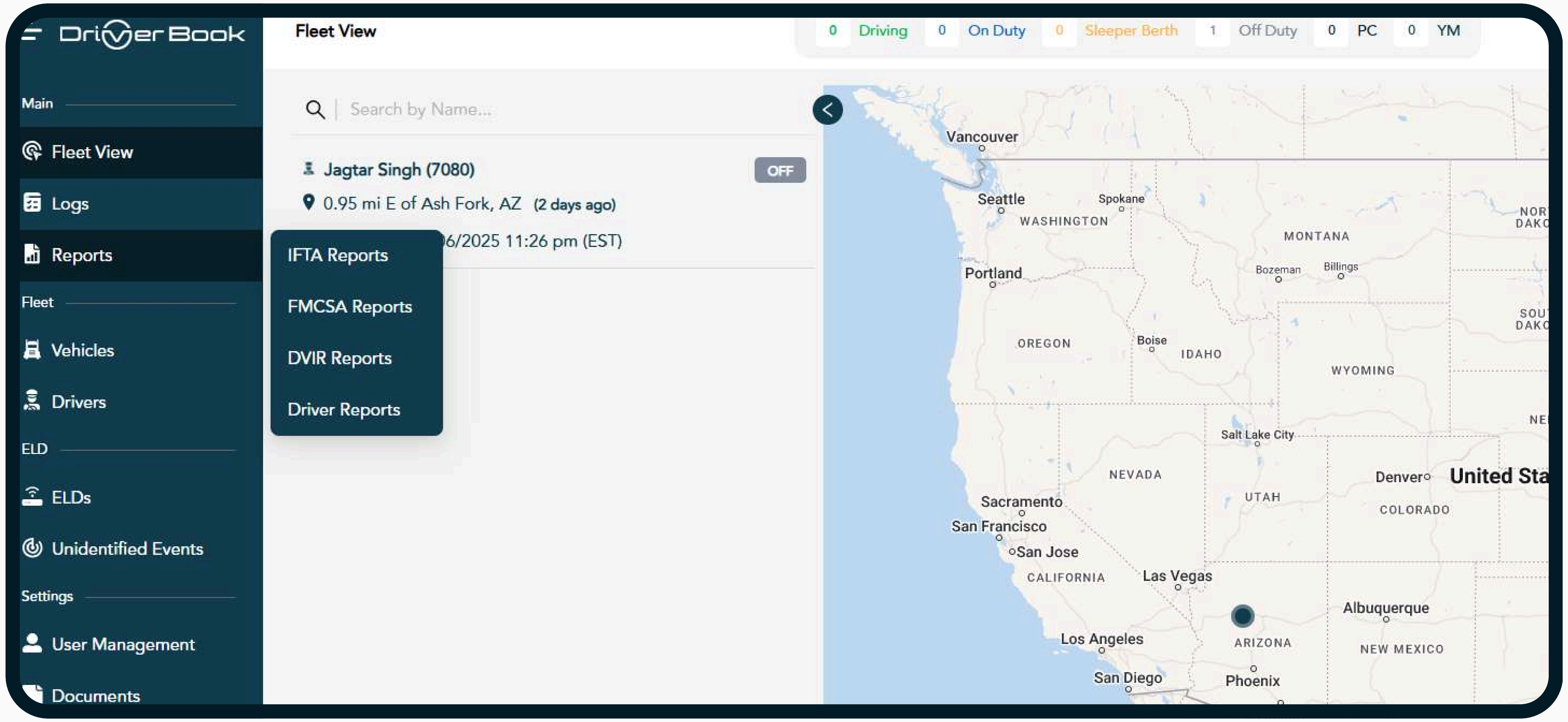
This screen provides a quick snapshot of their current status, live location, and HOS summary, including break, drive, shift, and cycle hours.



REPORTS & ANALYTICS

Following are the key types of reports you can generate to support compliance, tracking, and performance monitoring:

1. IFTA Reports
2. FMCSA Reports
3. DVIR Reports
4. Driver Reports

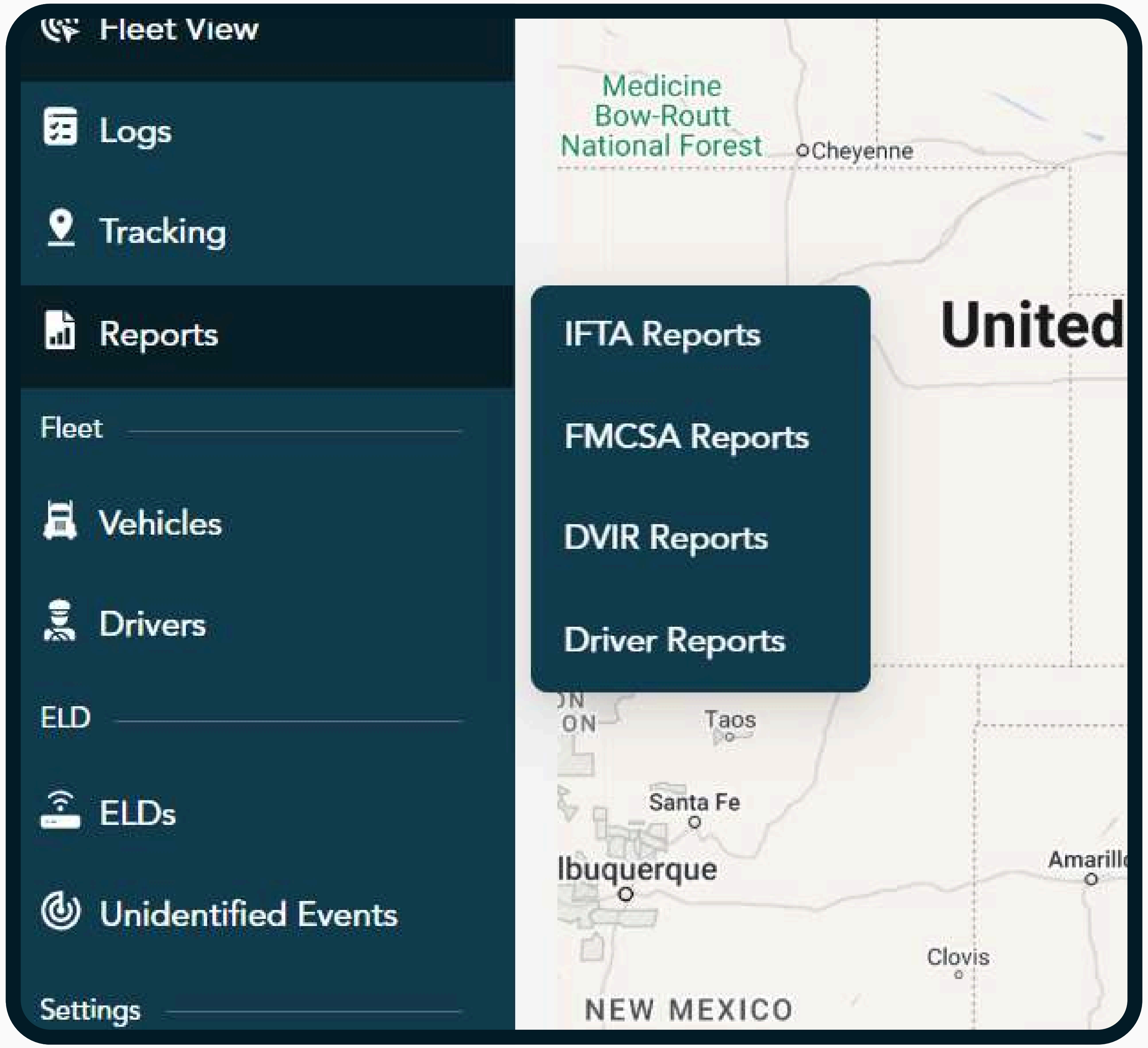


Purpose: Generate compliance, tax, and operational reports to streamline audits and improve fleet efficiency.

HOW TO GENERATE REPORT?

To access your reports, start by navigating to **Reports** in the menu.

- Go to Reports from the main menu.
- Select the report type (e.g., IFTA, FMCSA).
- Set your date range and choose the recipient.
- Click Generate.
- Then, either download the report (PDF/CSV) or send it directly.
- Quick, simple, and efficient reporting — your way.



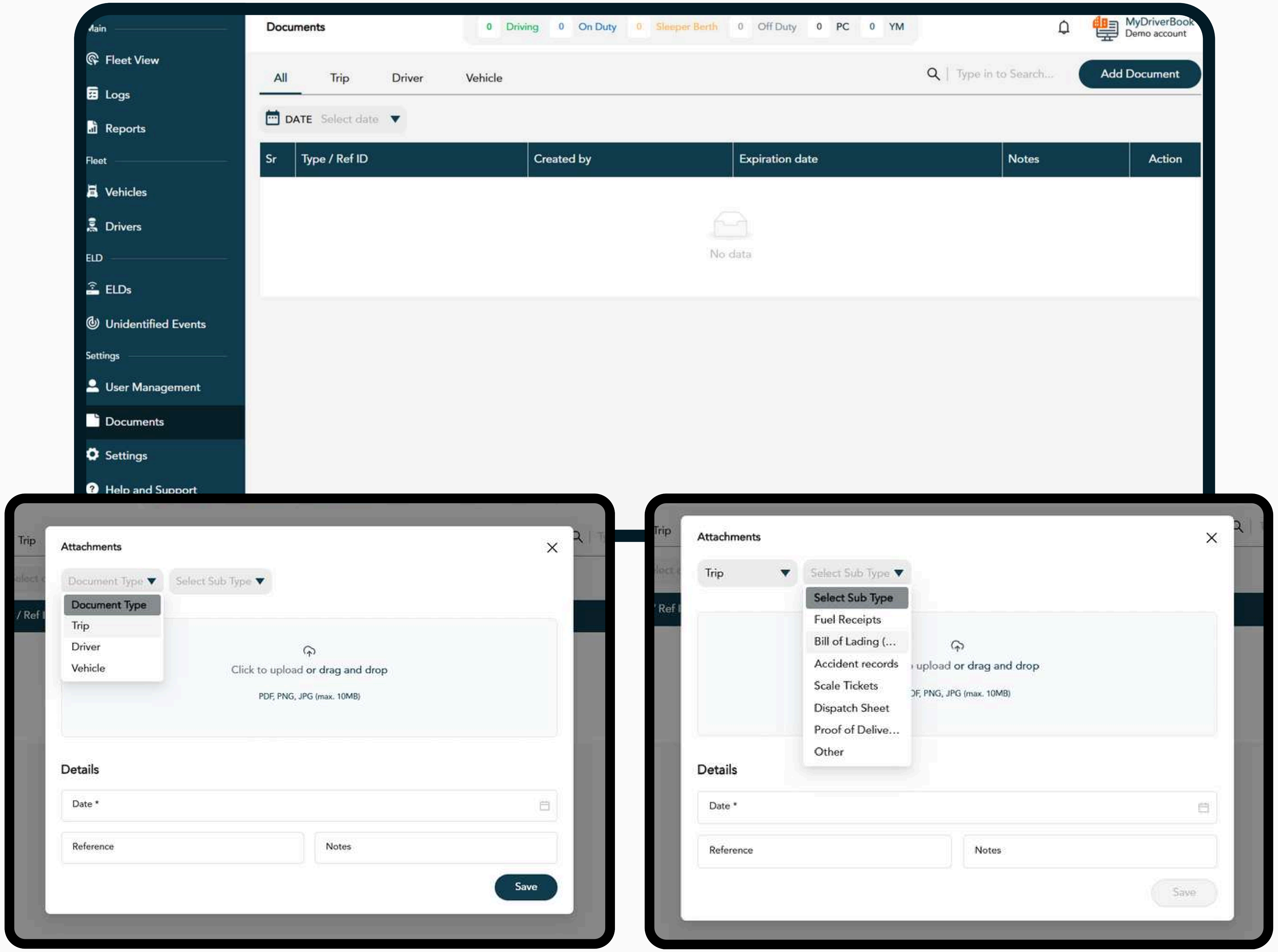
DOCUMENTS

Manage Documents

- View existing documents anytime.
- To add a new one, click “Add New Document.”

Steps:

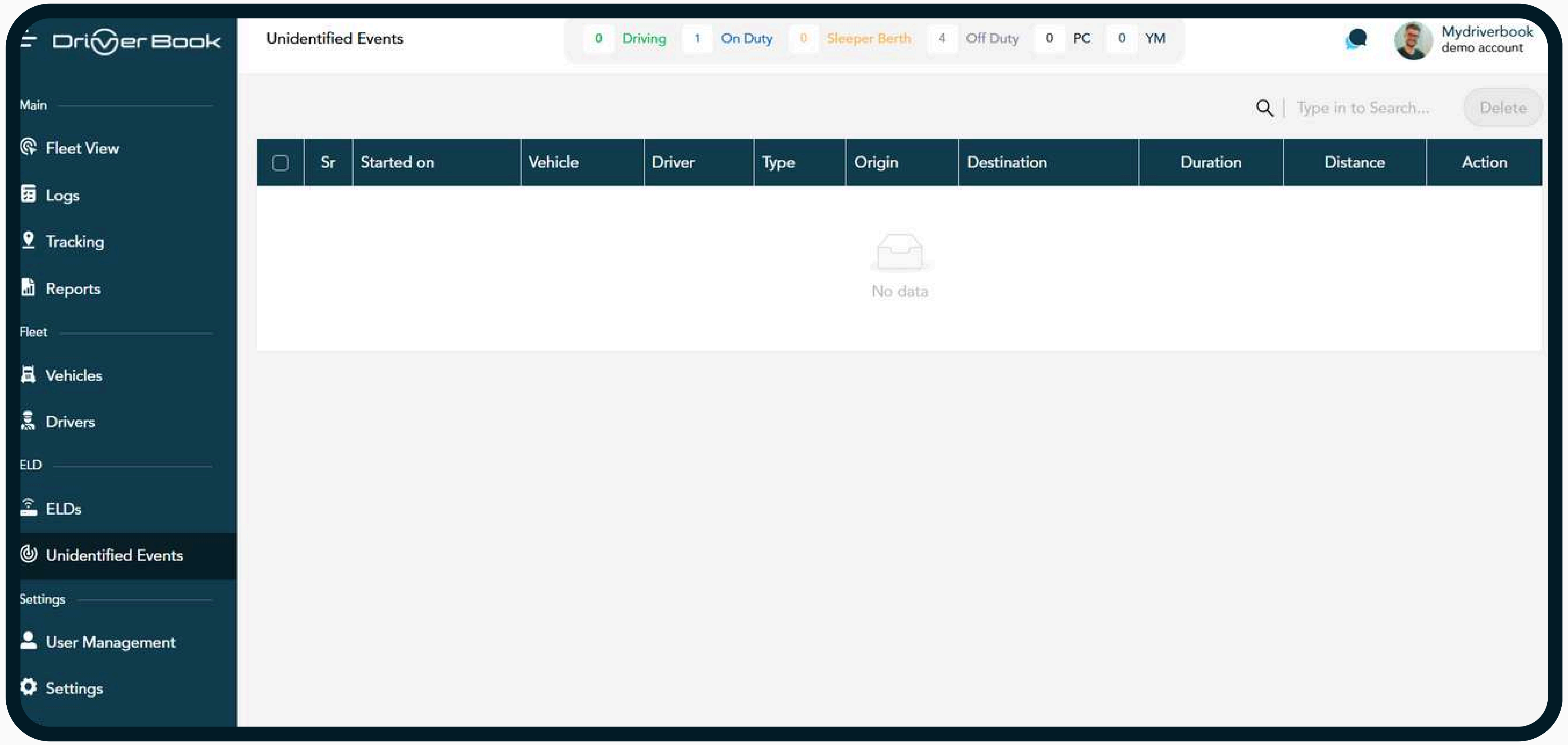
1. Select Type – Choose the main category.
2. Select Sub-Type – Pick the specific category.
3. Upload – Click or drag & drop your file.
4. Details – Enter required info.
5. Save – Finalize and add to your list.



MANAGING UNIDENTIFIED EVENTS

Access:

1. Go to Unidentified Events in the sidebar.
2. Review and assign unidentified events to the driver here.

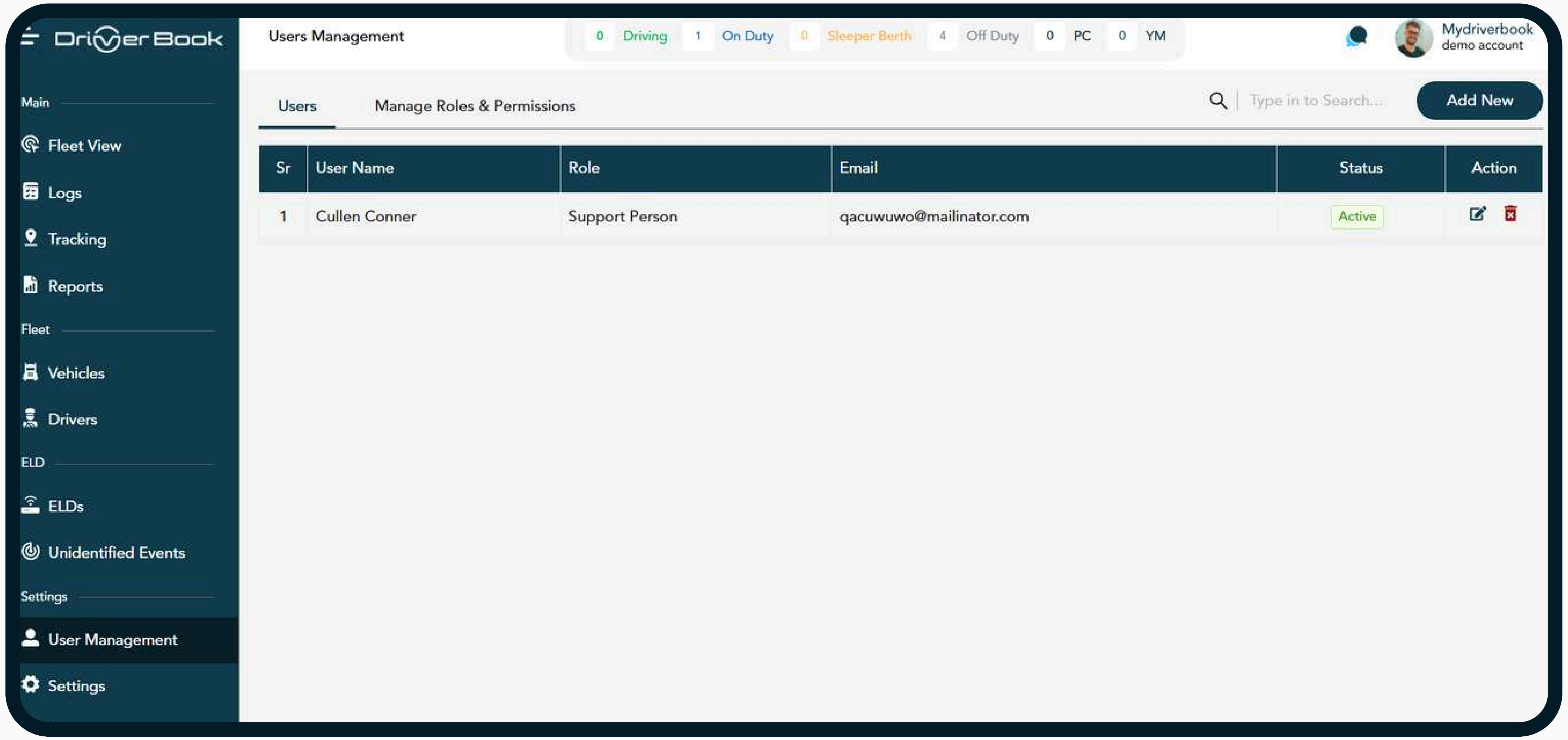


Purpose: Resolve unassigned driving hours, unknown vehicle activities, or unlogged driver actions to maintain compliance and accurate records.

USER MANAGEMENT

Steps:

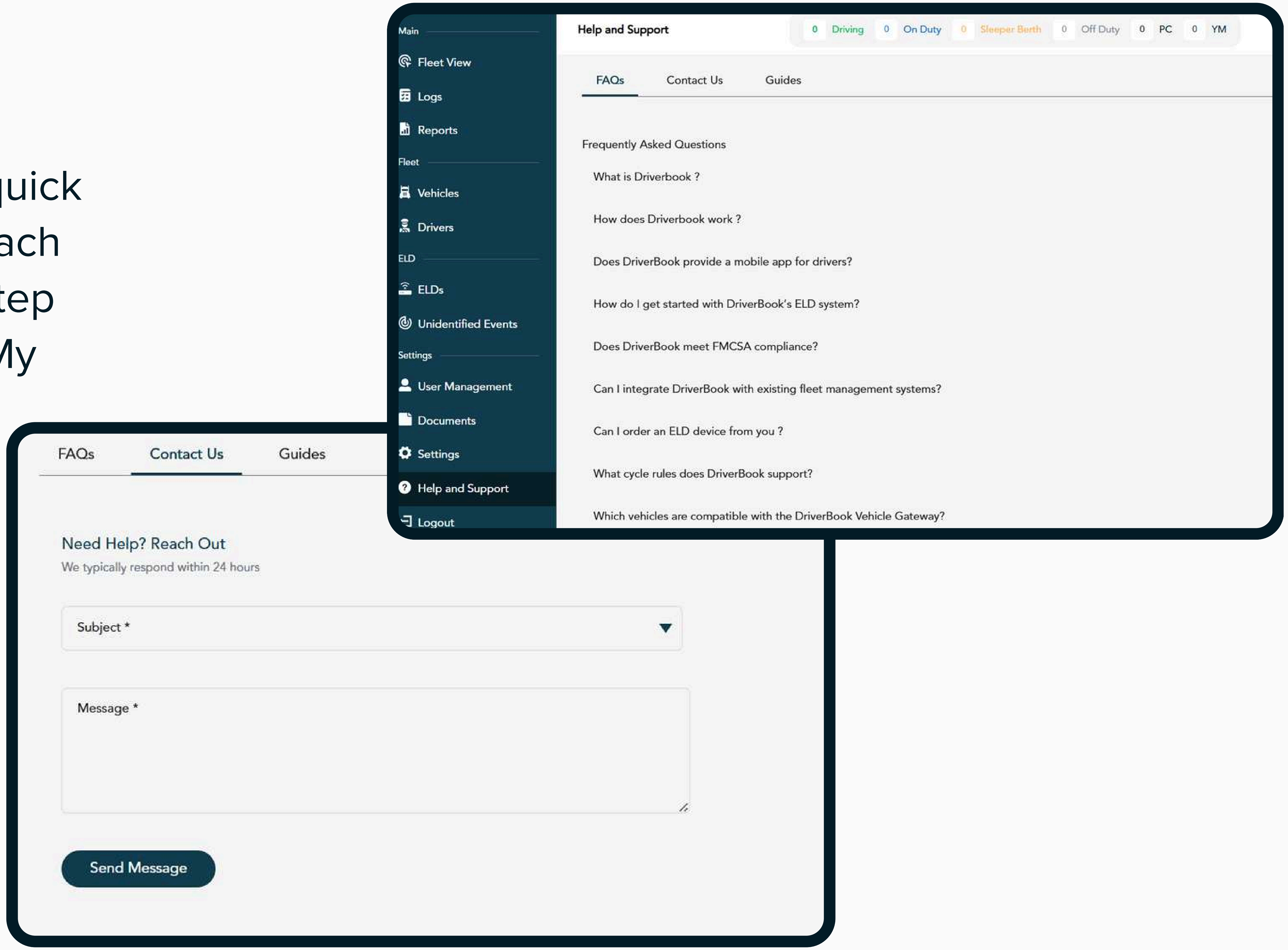
1. Access: Go to Main > User Management.
2. Add Users:
   - Click + Add User > Enter name, email, and role.
   - Assign permissions (e.g., view-only, edit access).
3. Manage Roles:
   - Use the Action column to edit, deactivate, or delete users.



Purpose: Add team members, assign roles (e.g., Fleet Manager, Support Person), and configure permissions.

HELP AND SUPPORT

In this section, you'll find everything you need for support. Access our FAQs for quick answers, visit the Contact Us page to reach our team directly, and explore step-by-step Guides to help you get the most out of My Driver Book.



YOU'RE ALL SET!
WELCOME TO MY DRIVER BOOK

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