How to Add a New Driver to Energy Force

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1. Connect to server for customer in question.

2. Open **Energy Force**.

3. Navigate to *Main Men / Supervisor Menu / Maintenance Menu / Maintenance Tables* and select **Driver**.

4. Select the *Edit/Create* option under *Mode* then **Continue**.

5. Select **Create**.

6. Enter the Driver *Division* then press **Tab** and enter the *Driver* number. Press **Tab** again to enter the *Driver Name*.

Optionally check the box for *Inactive?* when a driver becomes inactive then select **Save**.

7. If adding new drivers to more than one Division, select *Copy* under *Mode*, enter *Division To Min* and *Division To Max*, then select **Continue**.
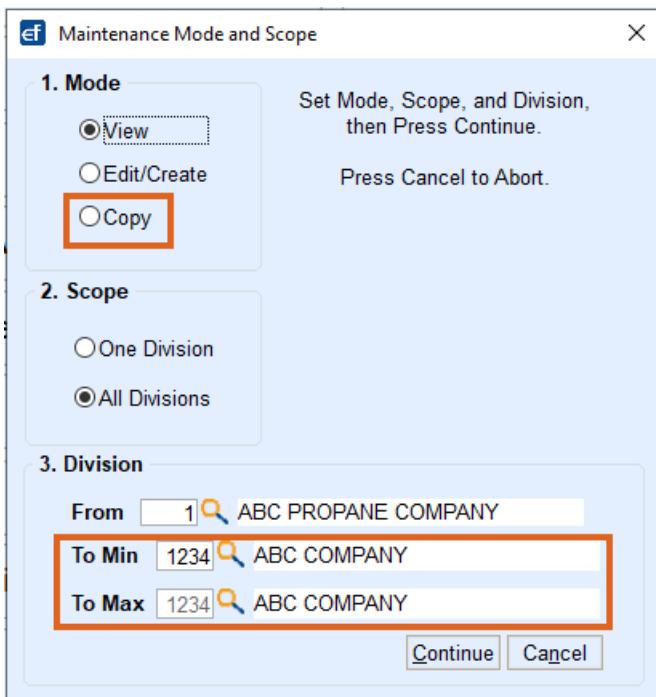
8. Navigate back to the *Driver* tab and make sure that the new driver is listed in all *Divisions* needed in.

If the customer uses Optimizer, complete the Driver's information in the *Driver Maintenance* screen in the Optimizer.

1. Navigate to *Main Menu / Supervisor Menu / Maintenance Menu / Optimizer Maintenance / Driver Maintenance*.
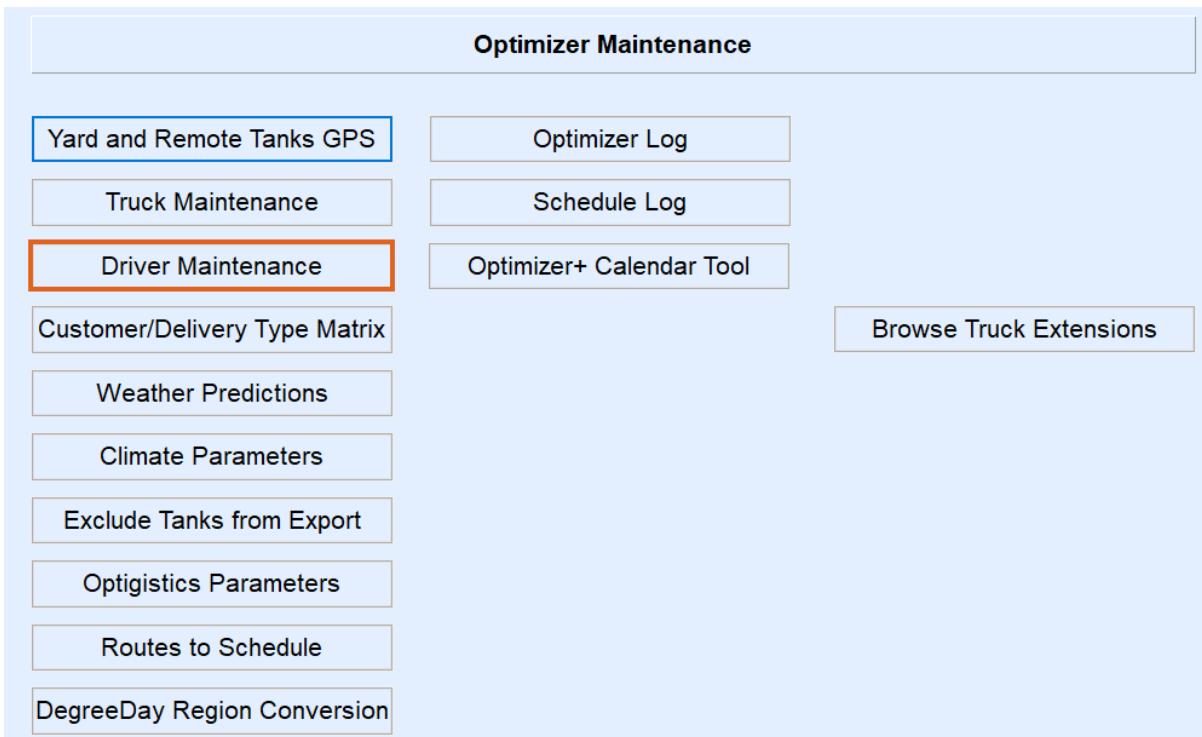
2. Highlight the new driver and fill in the below highlighted information in all the divisions that the driver needs added to: *Pay Rate, Max Hours, Target Hours, Truck, Truck Divisions*, and *Driver Type*.

3. Once these changes have been made, **Save**.