

How to Add a New Driver to Energy Force

Last Modified on 11/25/2025 2:11 pm EST

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**.

Maintenance Tables			
Appliance Types	Hold Code	Rental Code	Tax Group Setup
Billing Types	Invoice Cycle Code	Route	Terms Code
County	Inactive Code	Salesman	Township
County Master	Message Board	School District	Township Master
Customer Types	Meter Cycle Code	School District Master	Use Code Maint
Cyl Inv Transactions	Meter Elevation Code	Service Contracts	User Defined Fields
DD Region	Photo Types	Statement Cycle Code	UDF Collections
Delivery Types	Price	Statement Terms	Weighted Degree Days
Department	Price Change History	Tank Location	Minimum Order Gallons
Discount	Rack Code	Tank Rental Amounts	Driver Emails
Driver	Recurring Cycle Code	Tank Type	Regulator Types
Footnote	Regulatory Code	Tax	EF Portal XRef

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*.

Division	Driver	Driver Name	Inactive?
0	0		<input type="checkbox"/>

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*.

ef Browse Drivers

Division	Driver#	Driver Name
1	4	CURT
1	233	JOSH
1	333	OFFICE THOMSON FALLS
1	1234	JOHN

Pay Rate Max Hours
Target Hours Truck
Truck Division Driver Type

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