How to Add a New Driver to Energy Force

Last Modified on 05/01/2024 10:51 am EDT

- 1. Connect to server for customer in question.
- 2. Open Energy Force.
- 3. Navigate to Supervisor Menu.

	FUELING INNOVATION AND GROWTH	
Custome Man	Partecher	Reput Man
Rule Scheduling	Mater Manu	Storage Inventory
Cylinder Routes	Month End Manu	Bulk Track Delivery
Call In Dely	Year Drd Nerv	Calendar Manu
Toker	Miss Map Scheduling	Supervisor Vera
Management Reports	Tank and Maler Investory Menu	Kiturk Oxdana

4. Choose Maintenance Menu.

SUPERVISOR MENU
Set Up Options
Maintenance Menu
Processes

5. Then select Maintenance Tables.

Maintenance Menu		
Automated Tasks	Energy Track Menu	
Browse Menu	Maintenance Tables	
Division Maintenance	Optimizer Maintenance	
Differential Pricing	SDD Maintenance	

6. Select Driver.

Tax Ormap Setup	Rental Code	multi Code	Appliance Types
Serve Code	Reals	mult tyra tura	Sting Types
Tornite	Calesnan	Pacifice Calls	Courty
Township Master	School Dainet	Message Scort	Courty Washer
Une Code Maint	School Datriet Maxim	Meter Cycle Code	Customer Types
Unav Carlored Fields	Service Contracts	Meter Elevation Code	Cyl Inv Transactions
SOF Collectors	Statement Cycle Code	Photo Types	DD Regree
Weighted Degree Day	Etatement Terms	Pice	Delivery Types
Minimum Oxfor Oaflan	Tank Location	Price Change Haltry	Department
Oner Brails	Taris Rental Anounts	Rack Code	Destart
Regulator Types	Tank Type	Recurring Cysle Code	Driver
Econor Payment Cross		Panalative Center	Paulosia

7. Select the *Edit/Create* option under *Mode*.

Mode View Edit/Create Copy	Set Mode, Scope, and Division, then Press Continue. Press Cancel to Abort.
One Division	
. Division	
From 1 🔍 AG	FINITY
To Min 825 🤍 O	IL/LUBE WAREHOUSE
To Max 825 Q 0	NL/LUBE WAREHOUSE

8. Choose the **Create** button.



9. Enter the Driver Division then press Tab.



10. Enter the Driver number then press Tab.



11. Enter Driver Name.

Driver Name	
JOHN DOE	

12. Press Save button.



13. If adding new drivers to more than one division, select *Copy* Mode, skip to the *Division* section, enter Divisions *To Min* and Divisions *To Max*, then select **Continue**.

ef Maintenance Mode and Scope				
1. Mode OView OEdit/Create ©Copy	Set Mode, Scope, and Division, then Press Continue. Press Cancel to Abort.			
2. Scope				
One Division				
 All Divisions 				
3. Division				
From 0 Q				
To Min 0 🔍				
To Max 0 🤍				
	Continue Cancel			

14. 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 Optimizer\Driver Maintenance.

	Optimizer Maintenance	
Yard and Remote Tanks GPS	Optimizer Log	Create Export Files
Truck Maintenance	Schedule Log	Load Schedule Log
Driver Maintenance	Optimizer+ Calendar Tool	
Customer/Delivery Type Matrix		Browse Driver Extension
Weather Predictions		Browse Truck Extensions
Climate Parameters		Full Export Set
Exclude Tanks from Export		
Optigistics Parameters		
Routes to Schedule		
DegreeDay Region Conversion		

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.*

Division	Driver#	Driver Name	^
1	1	RANDY OPBROEK	
1	2	SCOTT SHAFER	
1	3	JEREMY KONEN	
1	4	JAMY SCHULTZ	
1	5	DON'T USE ROSELAND	
1	6	BRIAN GERDES	
1	7	MIKE JAESCHKE	
1	8	LARRY KLEIN	
1	9	GREG KRUCIAK	
1	10	MARK ROBINSON	
1	11	RON TERREL	
1	12	JURGEN LOSCHEN	
1	13	STEVE PEDDICORD	
1	14	JEFF PETER	
1	15	ERIC L. DUNMIRE	
1	16	NELSON	~
Pay Ra Target I Truck I	ate [] Hours 0.0 Division ()	0.0000 Max Hours 0.00 00 Truck 0 0 Driver Type bourly	~

- 3. Save the information just completed.
- 4. In the Browse Drivers table fill in the following boxes, by using Modify mode: Pay Rate, Max Hours, Target

Hours, Truck, Truck Divisions, and Driver Type.

Pay Rate	0.0000	Max Hours	9.00
Target Hours	8.00	Truck	16
Truck Division	10	Driver Type	hourly 🗸

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