

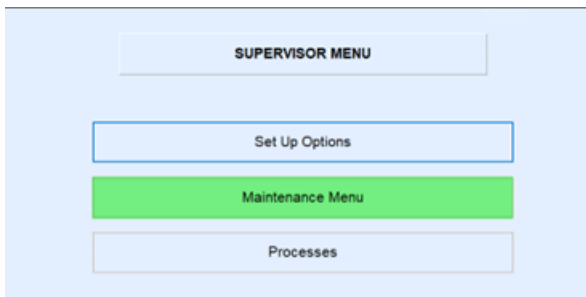
How to Add a New Driver to Energy Force

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

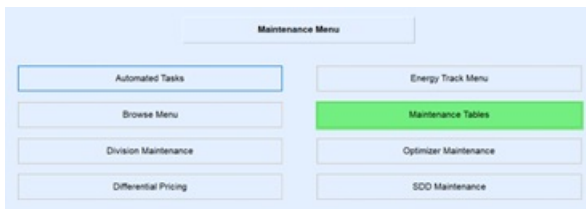
1. Connect to server for customer in question.
2. Open **Energy Force**.
3. Navigate to *Supervisor Menu*.



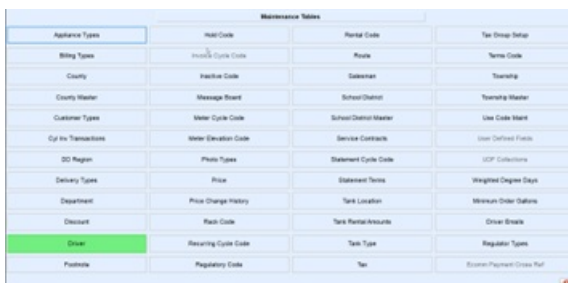
4. Choose *Maintenance Menu*.



5. Then select *Maintenance Tables*.

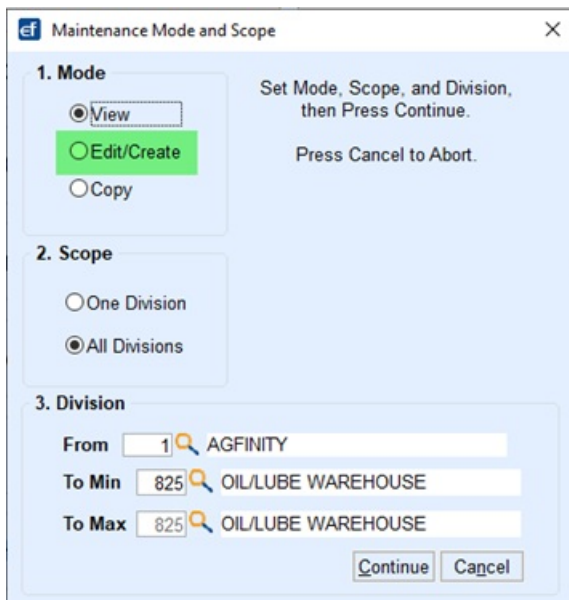


6. Select *Driver*.



Appliance Types	Meter Code	Postal Code	Tax Group Setup
Billing Type	Invoice Cycle Code	Route	Terms Code
County	Invoice Code	Subarea	Timezone
County Master	Message Board	School/District	Timezone Master
Customer Types	Water Cycle Code	Subnet/District Master	Use Code Start
Call In Transactions	Water Election Code	Service Contracts	User Defined Fields
SDD Region	Phone Types	Statement Cycle Code	ICP Collections
Delivery Types	Pipe	Statement Terms	Weighted Degree Days
Department	Price Charge History	Tank Location	Minimum Order Station
Discount	Rate Code	Tank Rental Accounts	Driver Breaks
Driver	Recurring Cycle Code	Tank Type	Regulator Types
Feedline	Regulatory Code	Tax	Revenue/Payment Group Ref

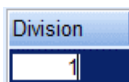
7. Select the *Edit/Create* option under *Mode*.



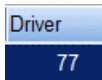
8. Choose the **Create** button.



9. Enter the *Driver Division* then press **Tab**.



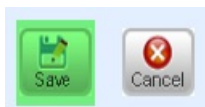
10. Enter the *Driver* number then press **Tab**.



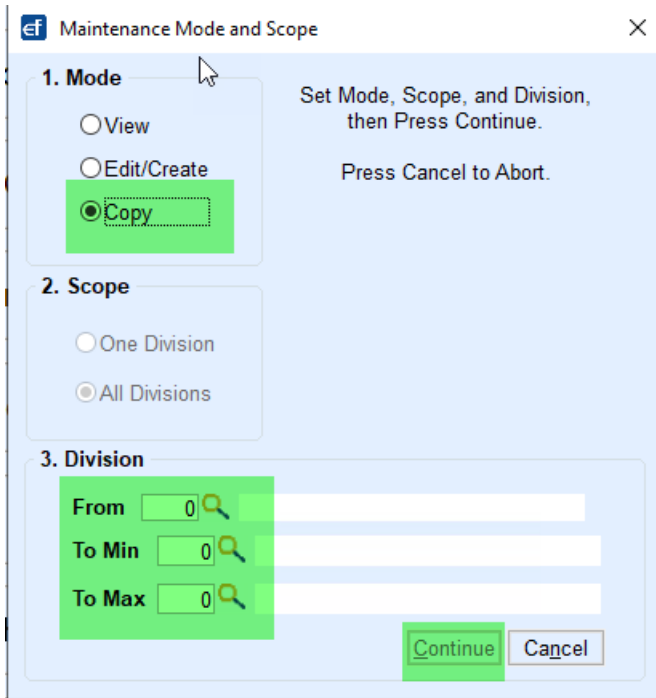
11. Enter *Driver Name*.



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**.



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*.



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	1	RANDY OPBROEK
1	2	SCOTT SHAFER
1	3	JEREMY KONEN
1	4	JAMY SCHULTZ
1	5	DONT 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 Rate Max Hours
 Target Hours Truck
 Truck Division Driver Type

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 Max Hours
 Target Hours Truck
 Truck Division Driver Type

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