



USER GUIDE

DRIVER ADMIN- ADDING DRIVERS AND CHANGING PASSWORDS

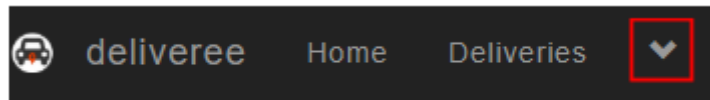
2020

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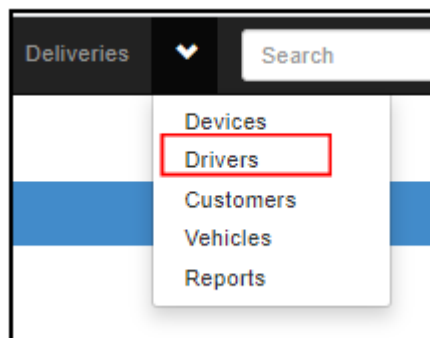
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From **Driver Admin** in the web, (www.Deliverree.co.za) drivers can be added and edited.

To manage the driver's, Click the arrow on the top left-hand side.

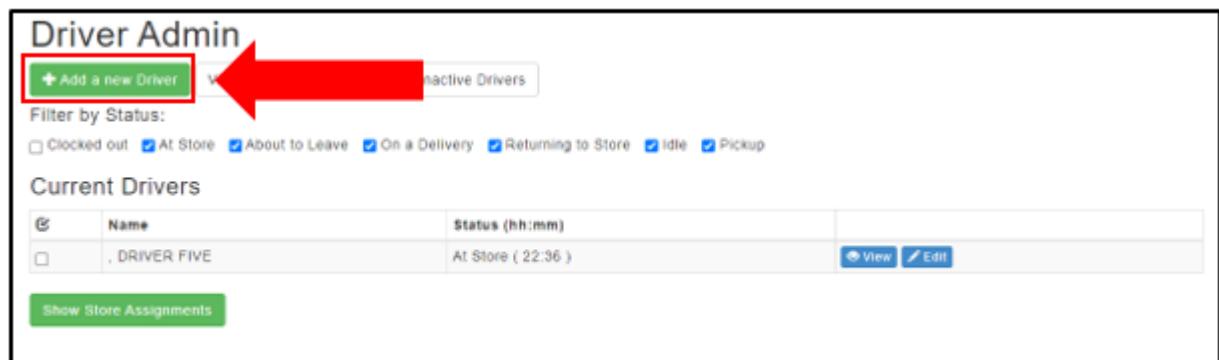


Then click on "Drivers"



You will then be taken to the "Driver Admin" page.

Click "+Add a new Driver"



Type in the Driver's First Name and Last Name.

deliveroo Home Deliveries Search

Add a new driver

Enter the details for the new Driver

First Name DRIVER

Last Name SIX

Email Address

Password

External ID

Add Driver Cancel

Get the driver to type in a password (This is the password they will use to log in to the driver app).

deliveroo Home Deliveries Search

Add a new driver

Enter the details for the new Driver

First Name DRIVER

Last Name SIX

Email Address

Password

External ID

Add Driver

Click "Add Driver"



To further edit Driver details, click

Driver Admin

+ Add a new Driver View on Map Overview Inactive Drivers

Filter by Status:

☐ Clock out ☒ At Store ☒ About to Leave ☒ On a Delivery ☒ Returning to Store ☒ Idle ☒ Pickup

Current Drivers

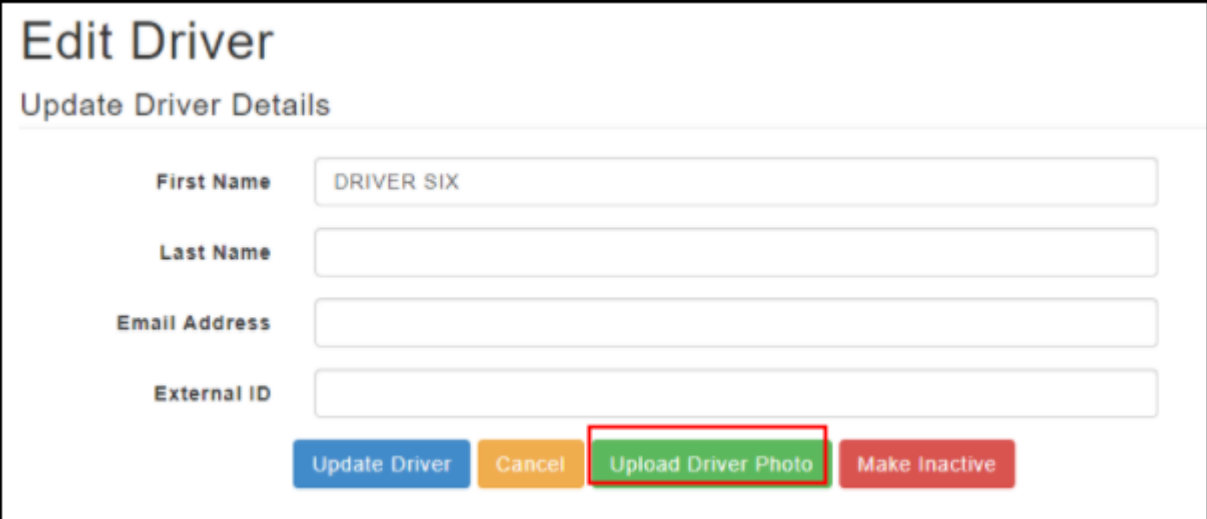
| | Name | Status (hh:mm) | |
|--------------------------|--------------|--------------------|---|
| <input type="checkbox"/> | DRIVER THREE | At Store (00:09) | <input type="checkbox"/> view <input type="checkbox"/> edit |
| <input type="checkbox"/> | DRIVER TWO | At Store (00:09) | <input type="checkbox"/> view <input type="checkbox"/> edit |

Show Store Assignments

Upload a Driver Photo

Upload Driver Photo

To add a photo of the driver, click



Edit Driver
Update Driver Details

First Name

Last Name

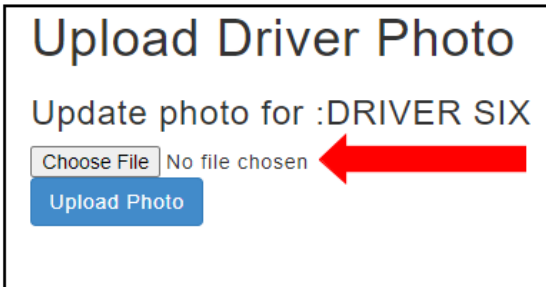
Email Address

External ID

[Update Driver](#) [Cancel](#) [Upload Driver Photo](#) [Make Inactive](#)

You can then take a picture of the driver, save it onto the PC and click

[Choose File](#)



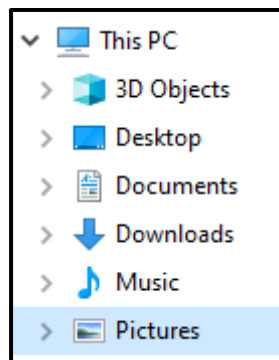
Upload Driver Photo

Update photo for :DRIVER SIX

[Choose File](#) No file chosen

[Upload Photo](#)

Choose from the pictures saved on your PC.



Click “Open”



A file selection dialog box. On the left, it says "File name:" followed by a text input field containing "DRIVER SIX.png". To the right of the input field is a small downward arrow icon. Further right is a button labeled "All Files (*.*)". Below these elements is a blue button labeled "Open". A large red arrow points from the "DRIVER SIX.png" text to the "Open" button.


Click “Upload”




A dialog box titled "Upload Driver Photo". Below the title, it says "Update photo for :DRIVER SIX". There is a "Choose File" button followed by the text "DRIVER SIX.png". Below that is a blue button labeled "Upload Photo". A large red arrow points from the "Upload Photo" button to the left.

Password Changes

There will be an option to change the driver's password.

In driver admin next to the driver's name, click 

| | | | | | |
|--------------------------|-------------|-----------------------|--|--|---|
| <input type="checkbox"/> | Driver, New | Clocked out (05:12) |  View |  Edit |  Change Password |
|--------------------------|-------------|-----------------------|--|--|---|

Change Password for

Update Driver Details

New Password

Update PasswordCancel

If this form is empty or has a password already taken for another of the drivers, there will be an error message that pops up.

Change Password for

Password cannot be empty

Update Driver Details

New Password

Update Password

Change Password for

Password is taken

Update Driver Details

New Password

Update Password

Once you click  you will be taken back to Driver Admin.

Contact Details:

- Support@deliverytribe.co.za or call 031 880 1602
- To book additional training, email Training@deliverytribe.co.za