



## USER GUIDE

DRIVER ADMIN- ADDING DRIVERS AND CHANGING  
PASSWORDS

2020

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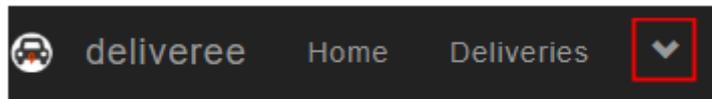
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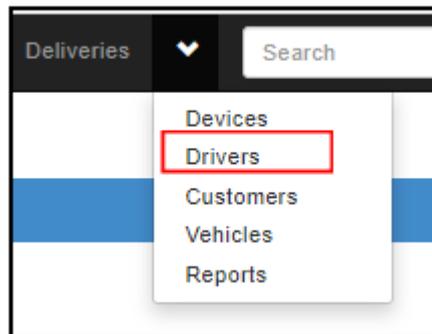
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From **Driver Admin** in the web, ([www.Deliverree.co.za](http://www.Deliverree.co.za)) drivers can be added and edited.

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

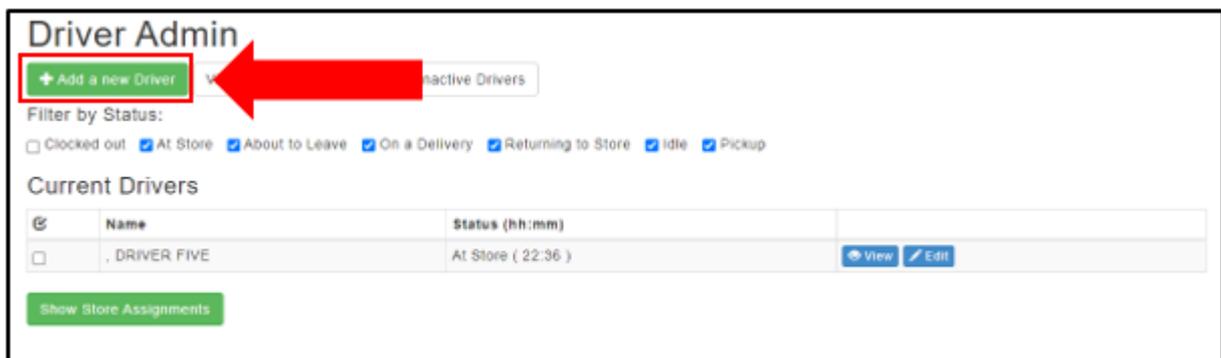


Then click on "Drivers"



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.

deliveriee 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).

deliveriee 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

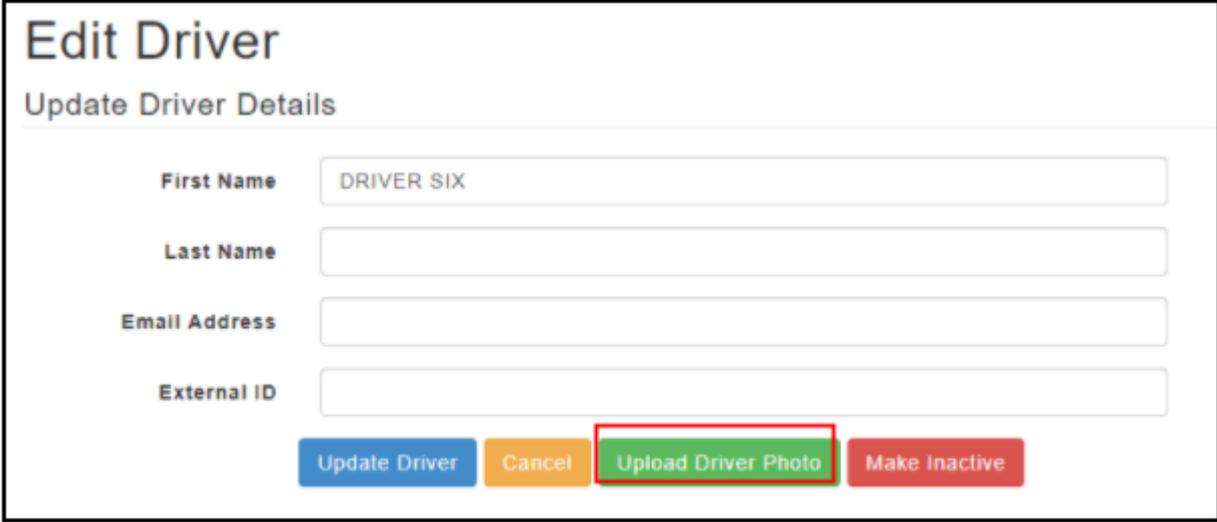
	Name	Status (hh:mm)	
<input type="checkbox"/>	DRIVER THREE	At Store ( 00:09 )	view edit
<input type="checkbox"/>	DRIVER TWO	At Store ( 00:09 )	view edit

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

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

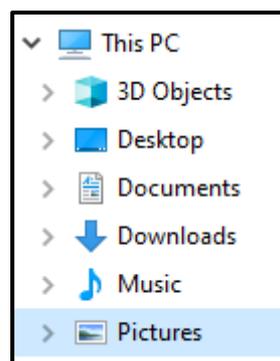
Choose File



**Upload Driver Photo**  
Update photo for :DRIVER SIX

No file chosen

Choose from the pictures saved on your PC.



Click "Open"



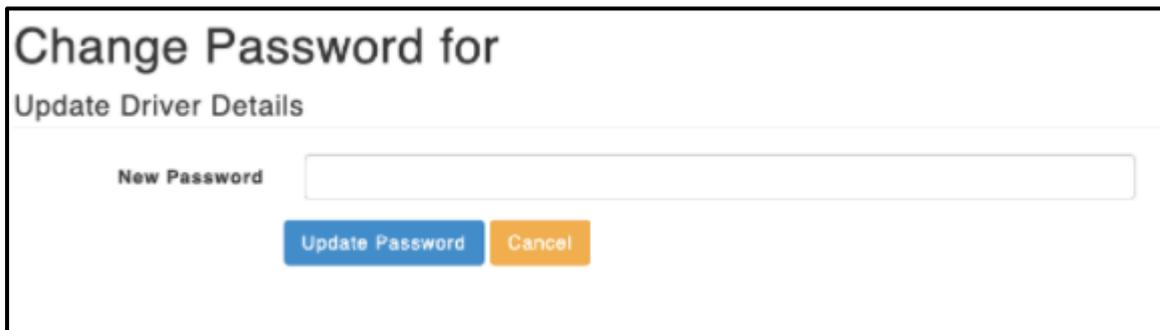
Click "Upload"



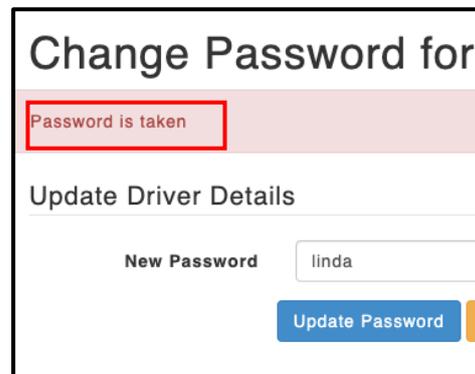
## Password Changes

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

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



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.



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

## Contact Details:

- [Support@deliverytribe.co.za](mailto:Support@deliverytribe.co.za) or call 031 880 1602
- To book additional training, email [Training@deliverytribe.co.za](mailto:Training@deliverytribe.co.za)