

## MANAGE DRIVERS

This guide provides step by step instructions on how to set up drivers and enable them to use CBH apps in LoadNet for Transporters.

### Introduction

CBH's **Rover** and **Domestics** mobile applications (apps) are used to facilitate the outturn and movement of grain from and to CBH sites and end-users.

Using the apps, drivers self-serve at the weighbridge, complete site inductions within the app and access key information such as operating hours and contact details.

In addition, the apps replace the need to carry a paper form, such as a Road Movement Authority (RMA) or an Outturn Domestic Form (ODF), with an electronic copy. This is available in the app and emailed as a PDF document.

To access the apps, drivers need to have a SitePass ID and either have a LoadNet for Transporters account or be registered and set up in their employers account.

### Before you get started

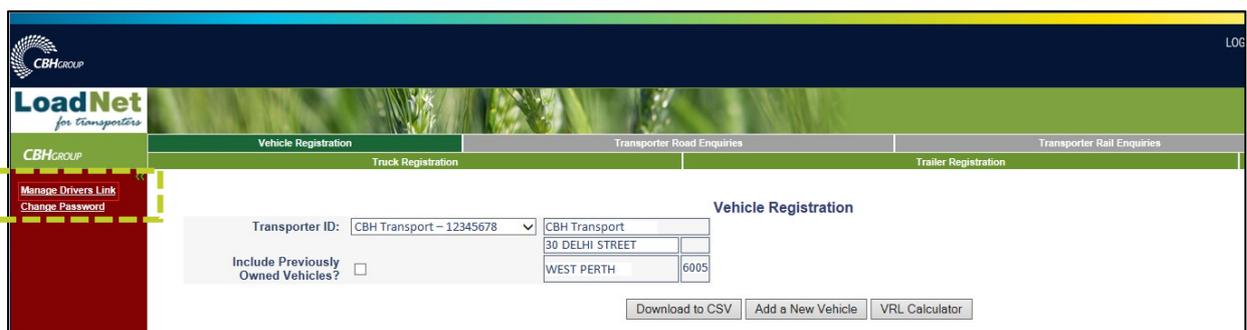
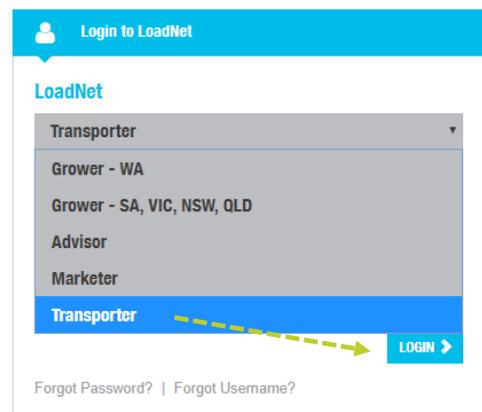
- Ensure your drivers have an active **SitePass ID**
- Ensure your drivers have the relevant apps installed on their mobile or tablet device

### Set up a new driver

1. Go to [www.cbh.com.au](http://www.cbh.com.au) and select **Transporter** from the dropdown options
2. Enter **Username** and **Password** then select **Login**

**i** If you do not have a LoadNet for Transporters account, please contact CBH Operations Support on (08) 9416 6300 or email [operations@cbh.com.au](mailto:operations@cbh.com.au)

3. Once logged in, select the **Manage Drivers Link** from the left menu options



A list of registered drivers will be displayed:

- Drivers that have a **SitePass Status** of **Enabled** and a **Status** of **Active** have been set up and can start using the apps.
- Drivers that have a **SitePass Status** of **Enabled** and a **Status** of **Pending** will need to have their status changed to **Active** to use the apps.
- Drivers with a **SitePass Status** of **Disabled** will need to renew their SitePass before they can be made active and use the apps.

First Name	Last Name	SitePass Status	SitePass ID	Mobile No.	Email	Status	Amend
Test	User 8	Disabled	12345678	0412345678	email@cbh.com.au	Inactive	Amend
Test	User 7	Disabled	12345678	0412345678	email@cbh.com.au	Inactive	Amend
Test	User 6	Disabled	12345678	0412345678	email@cbh.com.au	Inactive	Amend
Test	User 5	Enabled	12345678	0412345678	email@cbh.com.au	Active	Amend
Test	User 4	Disabled	12345678	0412345678	email@cbh.com.au	Inactive	Amend
Test	User 3	Enabled	12345678	0412345678	email@cbh.com.au	Active	Amend
Test	User 2	Enabled	12345678	0412345678	email@cbh.com.au	Active	Amend
Test	User 1	Enabled	12345678	0412345678	email@cbh.com.au	Active	Amend
Test	User 9	Enabled	12345678	null	null	Pending	Amend

4. To update a driver's status, select **Amend** and enter the missing details then select **Save**

- All fields with a red asterick (\*) are **mandatory**.
- The **PIN** is 4 digits and must be unique across the transport company.
- The **email** address will receive the copy of the electronic paperwork (RMA and ODF) and only one email address can be entered.
- The **save** button will become enabled once all the mandatory details have been filled in.

Transporter: CBH Transport

First Name: Test

Last Name: User 9

Mobile No.: \*

SitePass ID: 12345678

SitePass Status: Enabled

Rover PIN: \*

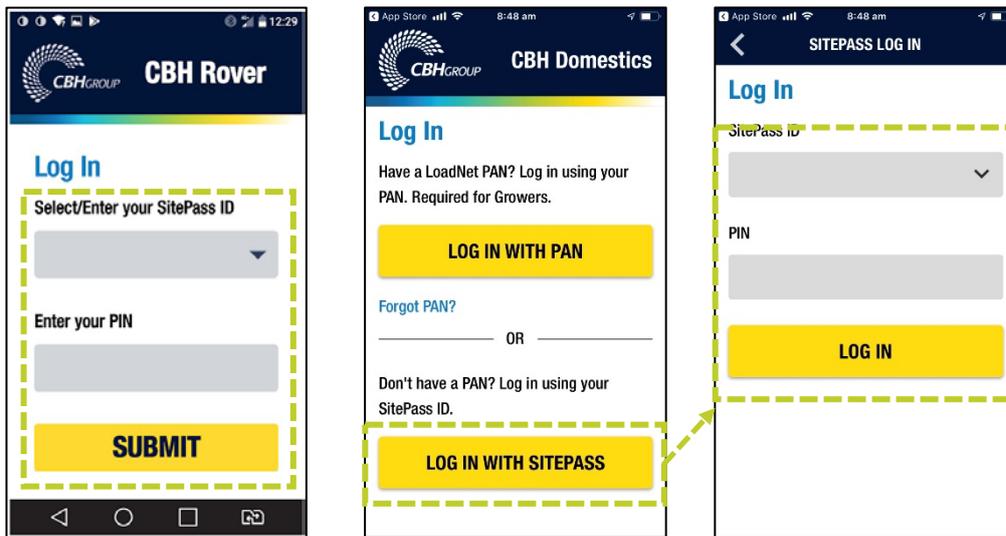
Email: \*

Current Status: Pending

Buttons: Save, Cancel, Change

Footer: Driver Inducted At

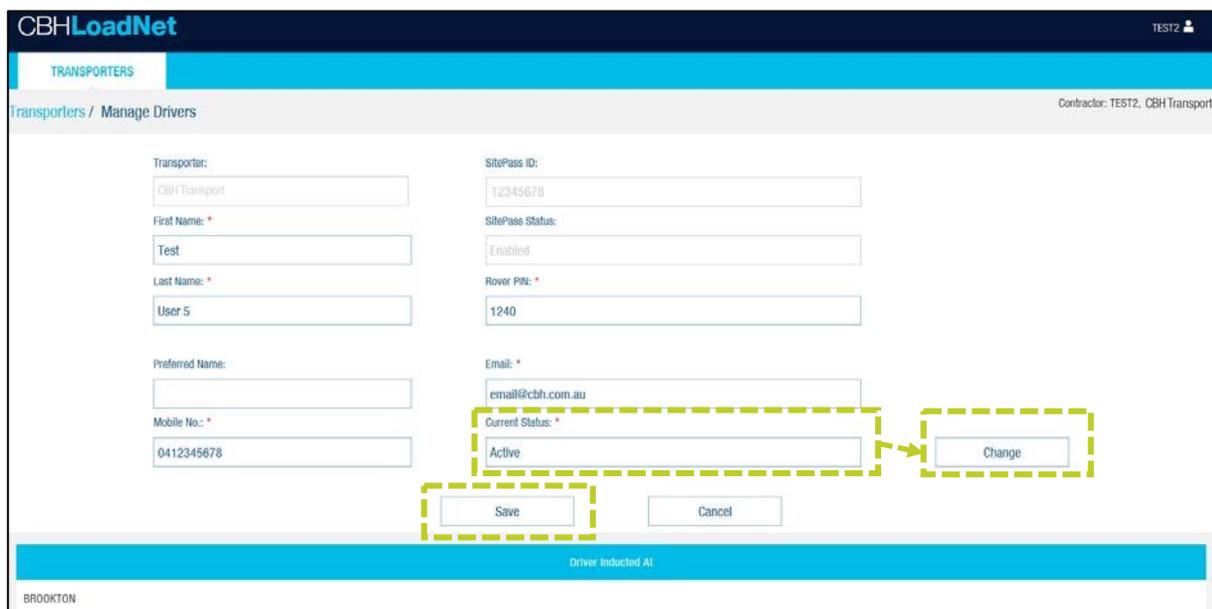
5. Once the driver is **Active**, they can log in to the apps using their **SitePass ID** and **PIN**.



## Change a driver's status

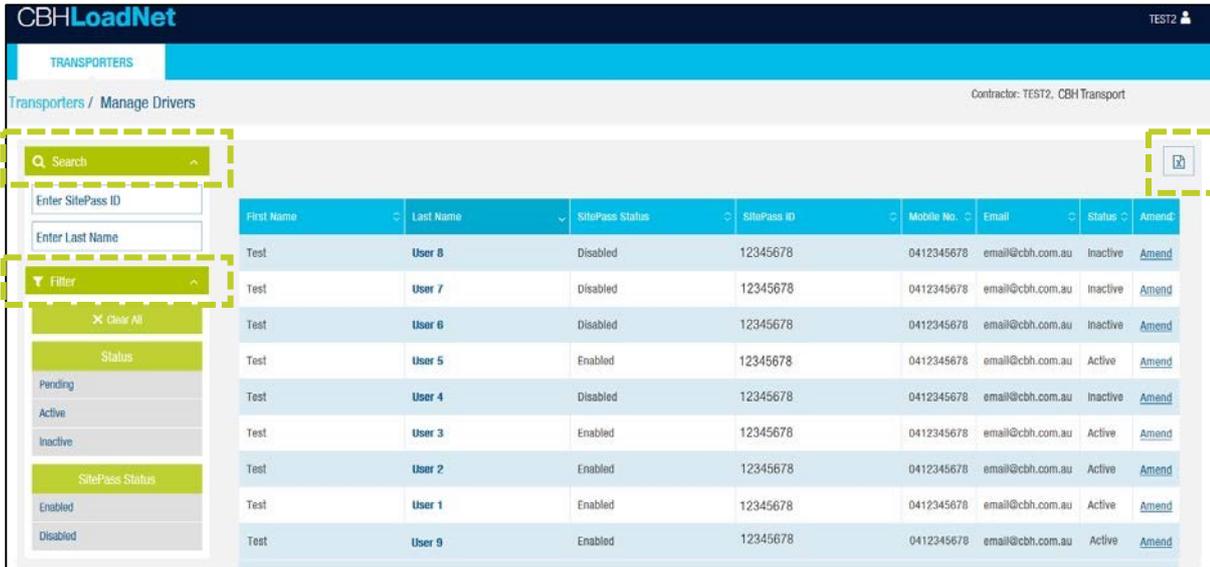
- Employers may want to make a driver **inactive** if they are no longer working for them.
- If the drivers **SitePass** has expired they will automatically be **inactive** and the employer cannot change the status.

1. On the **Manage Drivers** screen, select **Amend**.
2. On the driver's detail screen, select **Change** next to the **Current Status** box to change between **Active** and **Inactive** options.
3. Select **Save** on the required option.



## Other useful functions

- The **Search** and **Filter** options allows you to filter your employees.
- Selecting the **Excel** icon on the right of screen exports all the displayed results as a CSV file (viewable in Excel).



CBHLoadNet

TRANSPORTERS

Transporters / Manage Drivers

Contractor: TEST2, CBH Transport

Search

Enter SitePass ID

Enter Last Name

Filter

Clear All

Status

Pending

Active

Inactive

SitePass Status

Enabled

Disabled

First Name	Last Name	SitePass Status	SitePass ID	Mobile No.	Email	Status	Amend
Test	User 8	Disabled	12345678	0412345678	email@cbh.com.au	Inactive	<a href="#">Amend</a>
Test	User 7	Disabled	12345678	0412345678	email@cbh.com.au	Inactive	<a href="#">Amend</a>
Test	User 6	Disabled	12345678	0412345678	email@cbh.com.au	Inactive	<a href="#">Amend</a>
Test	User 5	Enabled	12345678	0412345678	email@cbh.com.au	Active	<a href="#">Amend</a>
Test	User 4	Disabled	12345678	0412345678	email@cbh.com.au	Inactive	<a href="#">Amend</a>
Test	User 3	Enabled	12345678	0412345678	email@cbh.com.au	Active	<a href="#">Amend</a>
Test	User 2	Enabled	12345678	0412345678	email@cbh.com.au	Active	<a href="#">Amend</a>
Test	User 1	Enabled	12345678	0412345678	email@cbh.com.au	Active	<a href="#">Amend</a>
Test	User 9	Enabled	12345678	0412345678	email@cbh.com.au	Active	<a href="#">Amend</a>