

## 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

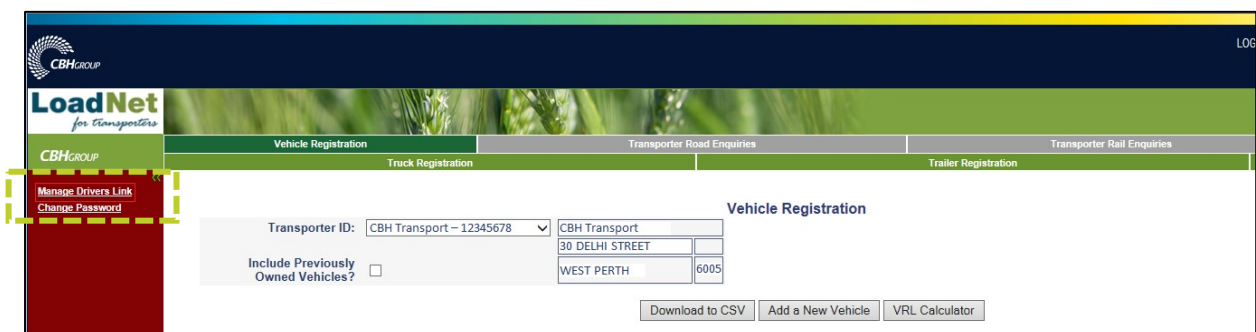
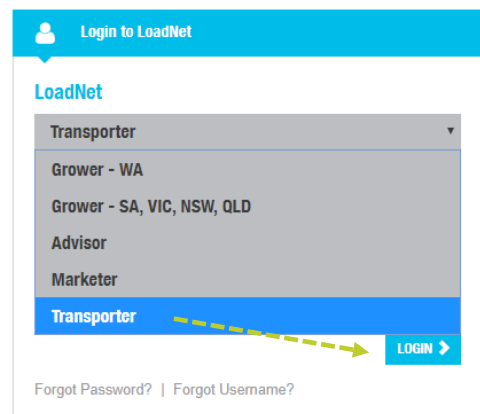
- Ensure your drivers have an active **SitePass ID**
- Ensure your drivers have the relevant apps installed on their mobile or tablet device

### Set up a new driver

1. Login to LoadNet selecting the **Transporter** category from the dropdown options and using your Username and Password.

**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)

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



3. 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 update their SitePass before they can be made active and use the apps.

| First Name | Last Name | SitePass Status | SitePass ID | Mobile No. | Email           | Status   | Action |
|------------|-----------|-----------------|-------------|------------|-----------------|----------|--------|
| Test       | User1     | Enabled         | 1503071     | 0412345678 | email@email.com | Active   |        |
| Test       | User2     | Disabled        | 2117427     | 0412345678 | email@email.com | Inactive |        |
| Test       | User3     | Disabled        | 2439088     | 0412345678 | email@email.com | Inactive |        |
| Test       | User4     | Enabled         | 4522784     | 0412345678 | email@email.com | Active   |        |

4. To update a driver's status, first select the Amend icon, then select **Change Details** and enter the missing details before selecting **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.

**Change Details**

\* Required Information

**Personal Details**

First Name \*

Last Name \*

Preferred Name

**Contact Details**

Mobile No. \*

Email \*

NOTE: The Rover manifest for sub-contractors will be sent to this email address

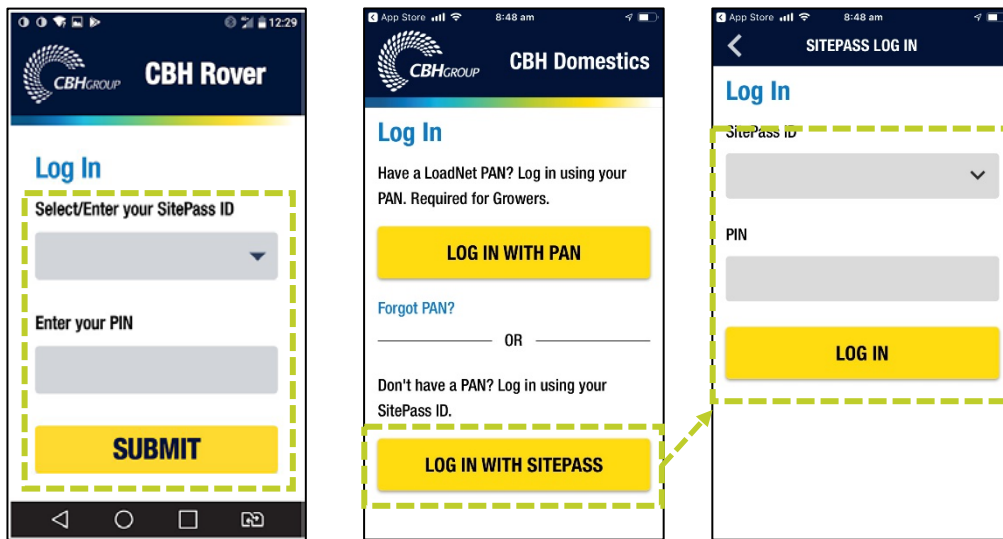
**Status**

PIN \*

Current Status

**SAVE** **CANCEL**

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 the **Amend icon**.
2. On the driver's detail screen, select **Change Details** and change status between **Active** and **Inactive** as required.
3. Select **Save** on the required option.

Change Details

\* Required Information

### Personal Details

First Name \*

Last Name \*

Preferred Name

### Contact Details

Mobile No. \*

Email \*

NOTE: The Rover manifest for sub-contractors will be sent to this email address

### Status

PIN \*

Current Status Active

SAVE
CANCEL

## 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).

The screenshot shows the 'TRANSPORTERS' section of the CBHLoadNet interface. On the left, there is a search box with a magnifying glass icon and a filter dropdown menu. The search box contains the text 'Search' and has a red box around it. Below it are input fields for 'Enter SitePass ID' and 'Enter Last Name'. The filter dropdown is also highlighted with a red box and contains a 'Clear All' button and two sections: 'Status' with options 'Pending', 'Active', and 'Inactive'; and 'SitePass Status' with options 'Enabled' and 'Disabled'. The main area displays a table of drivers with columns: First Name, Last Name, SitePass Status, SitePass ID, Mobile No., Email, Status, and Action. The table contains four rows of data. At the bottom right of the table, there is a pagination control with buttons for 'First', 'Previous', '1', 'Next', and 'Last'. Above the table, there is a 'Records Per Page' dropdown set to '25' and an Excel export icon (a document with a grid) highlighted with a red box.

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