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Ocala FL 34471

How to Setup a Driver

1. Log in to your admin account (selecting the circle next to the PRO and entering your master key)
2. Go to the **WEB ADMIN** button on the top right corner of the page
 - 2.1. In the drop down, select **CREATION STATION**
3. To create a new driver, enter the first and last name in the blank before **CREATE PERSON**
 - 3.1. The click the **CREATE PERSON** button
 - 3.2. To add more information the person, go to the **LISTS** tab on the left hand side of the page
 - 3.3. The click on the **PEOPLE** option
 - 3.4. Next to the person's name, click on the icon under TMEA that looks like a square with a pencil
 - 3.4.1. If you do not see the person's name, type it into the search bar
 - 3.5. On this page, you will be able to add the EMAIL, PASSWORD and DRIVER'S LICENSE NUMBER with a space in between the number and acronym of the state (ex. 1234567890 FL) for the driver's account (THESE ARE NECESSARY TO START THE APP). Enter the name exactly as it appears on the drivers license.
 - 3.5.1. Other fields can be filled out later, and with discretion of the admin
4. We recommend that the admin create locations and assets for the drivers

- 4.1. Go to the **WEB ADMIN**
- 4.2. In the drop down, select **CREATION STATION**
- 4.3. Just as in STEP 3 when you created people, fill out the blank prior to **ASSET** or **LOCATION** depending on what you are creating and click the corresponding button
- 4.4. To fill out more information, such as VIN numbers or more information on the location, go to **LISTS** on the left hand side
 - 4.4.1. IF it is a location, go to the location tab
 - 4.4.1.1. Just like in STEP 3, go to the column, this time it will be labelled **ACTIONS**, and click the icon that is a square with a pencil
 - 4.4.1.2. When finished click **SAVE LOCATION DATA**
 - 4.4.2. IF it is an asset, go to the Asset (180 days) tab
 - 4.4.2.1. Just like in STEP 3, go to the column, this time it will be labelled **ACTIONS**, and click the icon that is a square with a pencil
 - 4.4.2.2. When finished click **SAVE ASSET DATA**
5. Return to the **WEB ADMIN** section
 - 5.1. In the drop down, select **MANAGE LICENSES**
 - 5.2. Click the square under the **APP LICENSE** section next to the driver's name
 - 5.3. Click **SAVE LICENSE SETTINGS**
 - 5.4. The driver will be able to use the account now, advise them to login. The login is case sensitive. The driver must enter the email and password exactly as it has been created.
6. Have the driver confirm with you that they logged in
 - 6.1. Go back to the **LISTS**, then **PEOPLE**
 - 6.2. Verify that you see a timestamp under the name of the driver that just logged in (this way you can confirm that the app is communicating)
7. Before they start driving, have them verify a strong button connection

- 7.1. Enable both your BLUETOOTH and WIFI connections on your phone (the app will passively search for both when trying to connect)
- 7.2. On the app, click the THREE LINES at the top
 - 7.2.1. In the drop down, go to **CHECK PLUGIN**
- 7.3. Let the device search for engine connection, when it is found, there will be a green check mark
- 7.4. Once the button is connected, it will prompt you to enter the current odometer reading
8. For them to find the assets and locations registered by the admin, go to the **TOOLS** button at the top
 - 8.1. In the drop down, they will select **MANIFEST INFO**
 - 8.2. In this option they will be able to select location and assets, or add any of their own
9. To check if your driver is properly communicating engine data, go to **LISTS** on the left hand side
 - 9.1. In the drop down select **HOS LOGS**
 - 9.2. At the top you will see an option for select driver
 - 9.2.1. In the drop down, select the driver's name you are checking
 - 9.3. Go to their **SYSTEM VIEW** for the day in question
 - 9.3.1. The third column, third row, you will see something that says ENGINE RECORDS
 - 9.3.2. IF there is a number there, and a button that says TRUCK LAB, the engine has been properly communicating

If you have any issues during setup, or a problem persists, please contact our support department at **877.443.6949**, email support@roadready.solutions or create a ticket at <https://eld.support/ticket/>.

For additional information on our product, you can go to <https://eld.support/ticket/knowledgebase.php> and check out our **KNOWLEDGE BASE** for guides and videos.