

How to Configure Staff/Drivers

Driver records can be configured manually in DPS through Configuration > Global > System > Staff/Drivers

If a new driver hasn't been configured but has ETM data imported into DPS, the driver record will be automatically created

To create a new driver, click New as shown below

NewEditDeleteSaveCancelPrintSummaryDetailOrder Report By Length Of ServiceExport To OPMClose

Staff DetailsLocation History

Current staff member details

Employee No :0Gender :Name :0Address 1 :Locker No :6075Address 2 :Payroll No :6075Address 3 :NI No :Address 4 :Staff Type :DriverTown :Home Location :County :S/O Cfwd :NeverPostcode :Float Issued :31/12/1899Home tel :Float Ref :Mobile tel :Float Value :Email :Float Returned :31/12/1899Contract Notes :Cost Centre :Medical Notes :Account :VAT Code :Starting Date :31/12/1899Date Of Birth :31/12/1899Leaving Date :User Account :Contract Hours :Ord. Auth. Level :Level 1Active :Staff Team :Auth POs :Emerg Contact Name :Emerg Contact No :

Enter the driver's name, their home location, staff type as well as any other relevant details

Ensure that the staff account is active to use in DPS

If the staff member has a DPS user account, use the drop-down menu to link their account

The Ord. Auth. Level is used for Engineering and the level of access a staff member has to authorise orders

Use the 'Export To OPM' button to export a staff member to the OPM module

Click Save when finished

Print to PDF

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