



Adding a Driver  
&  
Uploading Documents

Within the Drivers tab, you may add one new driver or import a .csv of drivers

An example of the .csv file format that needs to be used to properly populate information is shown here;

Add new ▾ Filter ▾ A

**Add new**  
Create a new driver

**Import**  
Import a .csv of drivers

<input type="checkbox"/>		Karl
<input type="checkbox"/>		Geotab
<input type="checkbox"/>		test

	A	B	C	D	E	F	G	H	I	J	K
1	First Name	Last Name	LICENSE#	License Class ( A B C )	License State	DL Expiration	Email	Social Security Number	DOB	Cell Phone Num	Medical Card Expiration
2	Jerry	Rupert	T9090901	A	CA	6/1/23	<a href="mailto:drivertest4@im4trux.com">drivertest4@im4trux.com</a>	999992331	9/12/85	8880000101	6/1/23
3	James	Lagasino	T9090902	A	CA	6/2/23	<a href="mailto:drivertest5@im4trux.com">drivertest5@im4trux.com</a>	999992332	9/13/85	8880000102	6/2/23
4	Jacob	Logan	T9090903	A	CA	6/3/23	<a href="mailto:drivertest6@im4trux.com">drivertest6@im4trux.com</a>	999992333	9/14/85	8880000103	6/3/23
5	Demetri	Reyes	T9090904	A	CA	6/4/23	<a href="mailto:drivertest7@im4trux.com">drivertest7@im4trux.com</a>	999992334	9/15/85	8880000104	6/4/23
6	Roger	Najem	T9090905	C	CA	6/5/23	<a href="mailto:drivertest8@im4trux.com">drivertest8@im4trux.com</a>	999992335	9/16/85	8880000105	6/5/23
7											
8											
9											

Highlighted fields are Required to create a driver profile

**Fill out as much basic information as you have on your drivers**  
(Please note some fields are required in order to create a driver profile)

▲ Files completed: 0 / 17

### Information

Terminal

First name	<input type="text"/>	<span>ⓘ</span>
	<span style="color: red;">This field is required.</span>	
Last name	<input type="text"/>	<span>ⓘ</span>
	<span style="color: red;">This field is required.</span>	
Address	<input type="text"/>	
City	<input type="text"/>	
State	<input type="text"/>	▼
Zip	<input type="text"/>	
Phone number	<input type="text"/>	
Cell number	<input type="text"/>	
	<span style="color: blue;">This number will be used for texting</span>	
Email	<input type="text"/>	<span>ⓘ</span>
	<span style="color: red;">This field is required.</span>	
Company email	<input type="text"/>	
Company phone	<input type="text"/>	
ELD user	<input type="text"/>	
ELD password	<input type="password"/>	

SSN	<input type="text"/>	<span>ⓘ</span>
	<span style="color: red;">This field is required.</span>	
DL State	<input type="text"/>	<span>ⓘ</span> ▼
	<span style="color: red;">This field is required.</span>	
Drivers licenses no	<input type="text"/>	<span>ⓘ</span>
	<span style="color: red;">This field is required.</span>	
DL Exp.	<input type="text" value="mm / dd / yyyy"/>	<span>ⓘ</span> 🗄
	<span style="color: red;">This field is required.</span>	
Medical card exp.	<input type="text" value="mm / dd / yyyy"/>	🗄
TSA hazmat exp.	<input type="text" value="mm / dd / yyyy"/>	🗄
TWIC exp.	<input type="text" value="mm / dd / yyyy"/>	🗄
Pull notice	<input type="text"/>	▼
Subject to HOS?	<input type="checkbox"/>	
Audit?	<input type="checkbox"/>	
Is compliant?	<input type="checkbox"/>	

**If Owner/Op, Insurance**

Insurance policy	<input type="text"/>	
Insurance policy no.	<input type="text"/>	
Insurance policy exp.	<input type="text" value="mm / dd / yyyy"/>	🗄
Forklift training?	<input type="checkbox"/>	
Endorsements	<input type="checkbox"/> Hazardous Materials (H)	

Table of contents

Information

**Create driver**

Once all the information is filled out, click "create driver"



Driver profile has been created,  
The next step is uploading your driver files.  
Select the driver you want to upload for.

Add new ▾ Filter ▾ Actions ▾

 🔍 ↻

		First name	Last name	DL #	City	State	Phone	Cell	Email	Status
<input type="checkbox"/>		Buck	Johnson	T7878788	auburn	CA	555-566-6666		<a href="mailto:buck@im4trux.com">buck@im4trux.com</a>	Active
<input type="checkbox"/>		Alex	Smith	F2222222	Anytown	CA	408-586-8824		<a href="mailto:asmith@im4trux.com">asmith@im4trux.com</a>	Active
<input type="checkbox"/>		Karl	Oberg	N9653621	AnyTown	CA	530-637-1245	916-207-1686	<a href="mailto:info@im4trux.com">info@im4trux.com</a>	Active
<input type="checkbox"/>		Geotab	Two	L8989219	fremont	CA		831-444-1886	<a href="mailto:geotabtwo@im4trux.com">geotabtwo@im4trux.com</a>	Active
<input type="checkbox"/>		test	geotab driver	T0808799	Auburn	CA	000-808-0800	000-808-0800	<a href="mailto:testgeotabdriver@im4trux.com">testgeotabdriver@im4trux.com</a>	Active
<input type="checkbox"/>		Driver	Testing	H0009292	Auburn	CA		000-012-9999	<a href="mailto:testingdrivers@im4trux.com">testingdrivers@im4trux.com</a>	Active

Files completed: 0 / 19

## Information

Terminal

First name	Austin
Last name	Peanut
Address	123 Any Street
City	Auburn
State	CA
Zip	95602
Phone number	
Cell number	222-222-2222
Email	austinpeanut@im4trux.com

SSN	xxx-xx-7896
DL State	CA
Drivers licenses no	F0000000
DL Exp.	2023-06-12
Medical card exp.	2023-06-15
TSA hazmat exp.	2023-08-15
TWIC exp.	2023-12-04
Pull notice	
Subject to HOS?	No

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- Information
- Incidents
- Attachments**
- Invalid cell number
- Active Driver
- Safety score 100
- New driver incident
- Actions
- Edit driver**
- View application

Select 'Edit Driver', then select 'attachments'

A summary of what is missing will appear when you hover over the  sign

Attachments  0 / 19

Current

Type	Created at
Archived	Select an attachment type.

Have multiple files? [Bulk upload](#)

- DOT Files
- HR Files

Click the e-file cabinet you wish to upload documents to, or use DQM's bulk upload feature

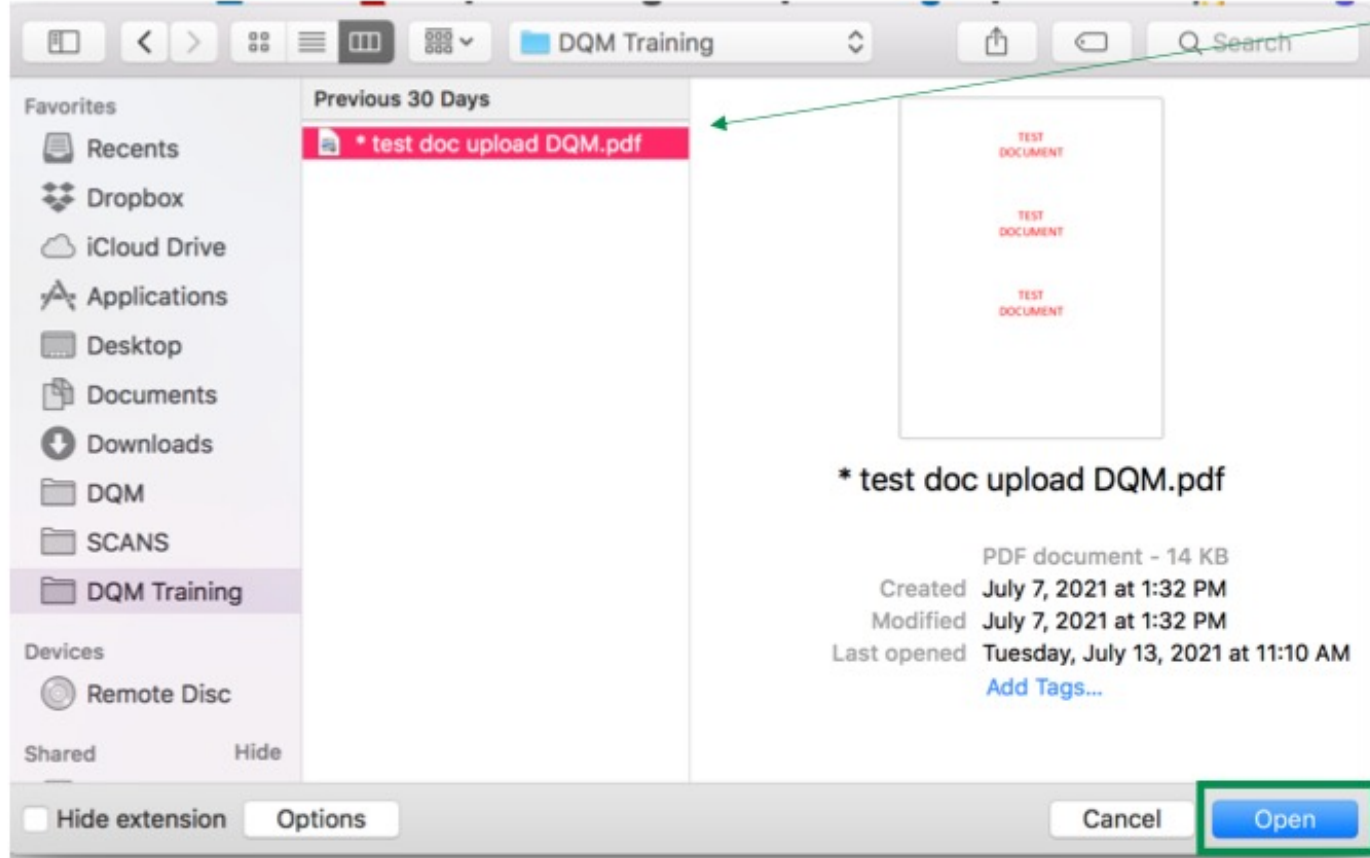
- Actions ▾
-  Edit driver
- Save driver
- Cancel changes
- Inactivate driver
- View application

Click "Browse" to search for the correct upload on your computer

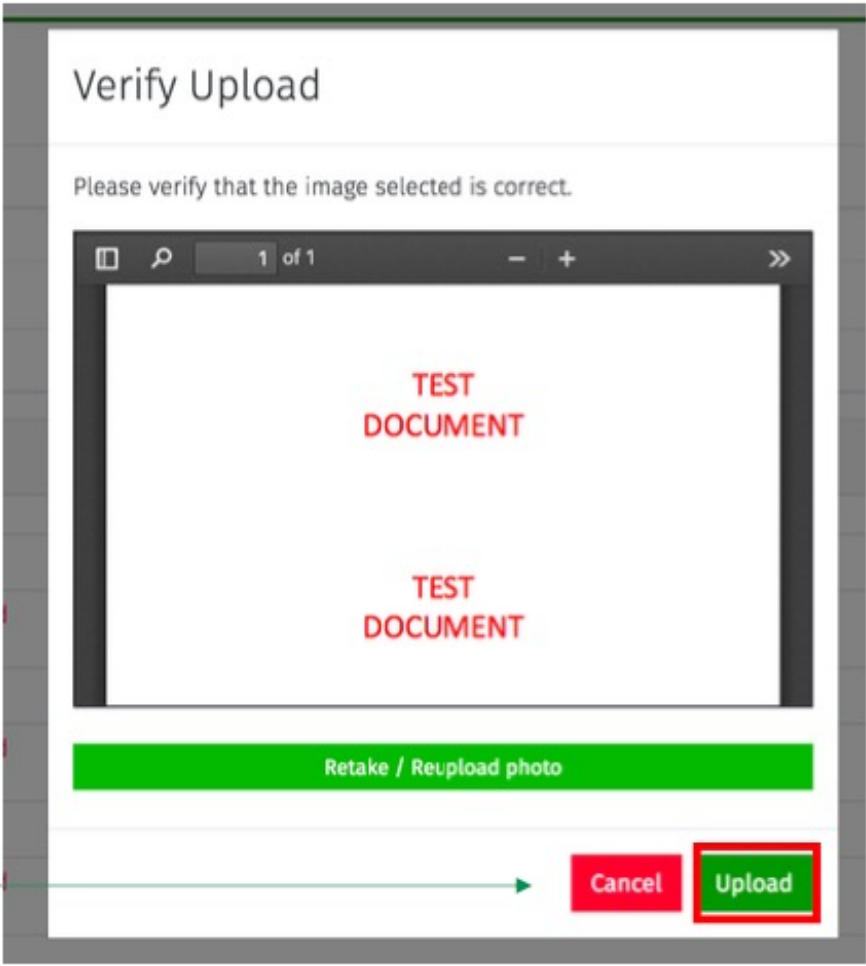
Have multiple files? [Bulk upload](#)

DOT Files	
Driver licenses front	<input type="text" value="Select a file..."/> <input type="button" value="Browse"/> Last uploaded on 04:27 pm 1/4/2023
Driver licenses back	<input type="text" value="Select a file..."/> <input type="button" value="Browse"/> Last uploaded on 08:19 am 9/2/2022
Medical Card	<input type="text" value="Select a file..."/> <input type="button" value="Browse"/> Last uploaded on 04:27 pm 1/4/2023
TWIC	<input type="checkbox"/> N/A <input type="text" value="Select a file..."/> <input type="button" value="Browse"/> No file uploaded
TSA Hazmat Renewal	<input type="checkbox"/> N/A <input type="text" value="Select a file..."/> <input type="button" value="Browse"/> Last uploaded on 01:33 pm 12/12/2022
Employment Application	<input type="text" value="Select a file..."/> <input type="button" value="Browse"/> Last uploaded on 03:17 pm 12/7/2022
Driver Employment History Verifications	<input type="text" value="Select a file..."/> <input type="button" value="Browse"/> No file uploaded
Road Test Exam	<input type="text" value="Select a file..."/> <input type="button" value="Browse"/> Last uploaded on 03:15 pm 12/7/2022
Road Test Certification	<input type="text" value="Select a file..."/> <input type="button" value="Browse"/> Last uploaded on 03:15 pm 12/7/2022
CA EPN - Pull Notice	<input type="checkbox"/> N/A <input type="text" value="Select a file..."/> <input type="button" value="Browse"/> No file uploaded
EPN Authorization	<input type="checkbox"/> N/A <input type="text" value="Select a file..."/> <input type="button" value="Browse"/> No file uploaded
Medical Variance Documentation	<input type="checkbox"/> N/A <input type="text" value="Select a file..."/> <input type="button" value="Browse"/> No file uploaded
Drug and Alcohol Results	<input type="text" value="Select a file..."/> <input type="button" value="Browse"/>

- Information
- Employment Checks
- Incidents
- Attachments
- 
- 
- 
- 
- 
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- 
-



Choose your file  
And click "Open"











Preview and confirm  
the "upload" within  
DQM



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Current

Type	Created at		
 TWIC	04:41 pm 7/19/2021		
 Driver Employment History Verifications	04:41 pm 7/19/2021		
 Road Test Certification	04:41 pm 7/19/2021		
 Road Test Exam	04:41 pm 7/19/2021		
 Controlled Substance & Alcohol Advisement	04:41 pm 7/19/2021		
 Driver licenses back	04:41 pm 7/19/2021		Approved by Demo Admin
 Driver licenses front	04:42 pm 7/19/2021		

Archived

Document will show approved by admin user

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Current

Type	Created at		
Driver licenses front	04:41 pm 7/19/2021	✓	
TWIC	04:41 pm 7/19/2021	✓	
Driver Employment History Verifications	04:41 pm 7/19/2021	✓	
Road Test Certification	04:41 pm 7/19/2021	✓	
Road Test Exam	04:41 pm 7/19/2021	✓	
Controlled Substance & Alcohol Advisement	04:41 pm 7/19/2021	✓	
Driver licenses back	04:41 pm 7/19/2021	✓	

Files will be date stamped and viewable at anytime once uploaded. An admin will know when something is missing in red

Archived

Type	Created at		
DOT Files			
Driver licenses front	<input type="text" value="Select a file..."/> <input type="button" value="Browse"/>		
	Last uploaded on 04:41 pm 7/19/2021		
Driver licenses back	<input type="text" value="Select a file..."/> <input type="button" value="Browse"/>		
	Last uploaded on 04:41 pm 7/19/2021		
Medical Card	<input type="text" value="Select a file..."/> <input type="button" value="Browse"/>		
	No file uploaded		
TWIC	<input type="text" value="Select a file..."/> <input type="button" value="Browse"/>		
	Last uploaded on 04:41 pm 7/19/2021		
Employment Application	<input type="text" value="Select a file..."/> <input type="button" value="Browse"/>		
	No file uploaded		

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Information

Attachments

Edit driver

View elevated info

Save driver

Cancel changes

Remove driver

Click save driver



For instructions on how to utilize DQM's bulk upload feature rather than manually uploading each document, please refer to the Bulk Upload section of this resource.