



How-To: Application Builder

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Building Company Applications



Selected company: Demo Company Selected terminal: All

Applicants Drivers Orders Tasks Users **Companies** ?

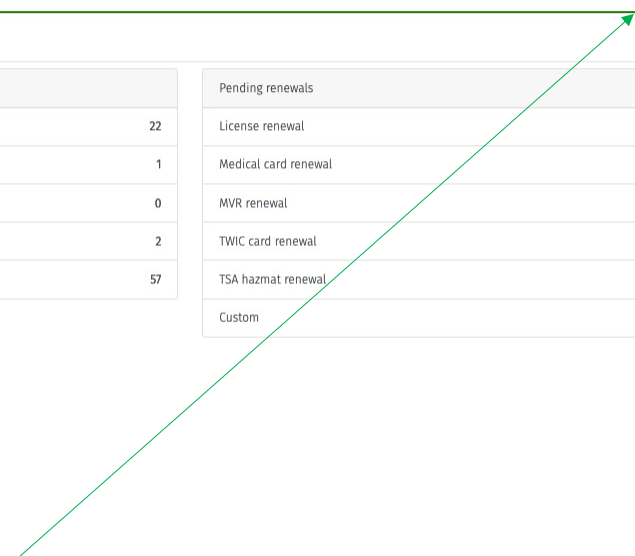
Welcome back, Admin 1.

Applicants pending	
In Progress	17
Submitted	3
Interview	2
Road Test	2
Pending Review	4
On Hold	0
Returning Drivers	4

Driver statistics	
DOT Non-Compliant	22
New hires (45 days)	1
High risk drivers	0
Good performance drivers	2
Excellent performance drivers	57

Pending renewals	
License renewal	28
Medical card renewal	26
MVR renewal	47
TWIC card renewal	6
TSA hazmat renewal	6
Custom	69

Each company can create custom application based on the position being applied to. You can access the templates through your company set up page.





Building Company Applications

Applications [+ Add application](#) **2**

Type	Sections	Enabled	
CDL 3	Accidents & Citations Education History Controlled Substances & Alcohol FMCSA Pre-Employment Screening Authorization (PSP) Company Questions References	Yes	4
Warehouse	Accidents & Citations Education History FMCSA Pre-Employment Screening Authorization (PSP) Controlled Substances & Alcohol	Yes	
Non-CDL	No sections selected	Yes	

Interview Questions [+ Add interview question](#)

Where did you go to school?

[Edit company](#) **1**

[Save company](#)

[Cancel changes](#)

[Remove company](#)

- 1. Click Edit
- 2. +Add Application will create a new application type
- 3. The edit pencil will allow you to make changes to an existing template
- 4. Red Trash can will permanently delete the application template

You can alter the Status of an application template. If Enabled =yes, then an applicant will be able to select that application template when applying for a position.



Building Company Applications

Application

Type

- CDL
- Non-CDL
- Warehouse
- Administrative
- Other

Education history

Controlled Substances & Alcohol

FMCSA Pre-Employment Screening Authorization

Custom questions

References

Add

Controlled Substances & Alcohol

A company is able to have 1 type of custom application per category. Select the type of application from the drop down.

Fixed Application Sections:

1. Applicant General Information
2. Residency History
3. Employment History
4. Uploads
5. CDL regulation requirements

Building Company Applications

Application

1 Enabled

Type: Administrative

Sections

Accidents & Citations

Education history 2

Controlled Substances & Alcohol

FMCSA Pre-Employment Screening Authorization

Custom questions

References

Custom Questions +

3 Question 1

how many wpm can you type

Question 2

are you comfortable with excel

Update

1. Once an application type has been customized, an admin can disable the application from appearing on the available positions. It will not delete the template from use in the future.
2. Selecting a section will make it appear on the application type.
3. If custom questions are selected, an admin can create as many custom questions as needed. These are fillable questions, so if a “yes/no” phrased question, remember to add that wording into the question.



Applicant View

When an applicant goes to fill out an application, they can select application type.

If they do not select an application type, the system defaults to all sections required.



New Applicant?

Email
jasonmuligan10@im4trux.com

Password Confirm password
A strong password contains a combination of upper & lower case, numbers, special characters and is at least 10 characters long.
Strong password

Select a company
Demo Company

Preferred terminal? (optional)
No preference

Application type
CDL
Non-CDL
Warehouse
Administrative

Date of birth SSN Cell number
This field is required. This field is required. This number will be used for texting. This field is required.