



How-To: Build Custom Applications

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Building Custom Applications



Active terminal:

All ▾

Welcome back, **DEMO DEMO**.

Applicants	
In progress	46
Submitted	7
Interview	2
Road test	2
Safety review	0
HR review	2
Final review	10
Pending offer	5
On hold	1
Returning drivers	15

Drivers	
DOT non-compliant	60
New hires (45 days)	3
High risk drivers	0
Good performance drivers	3
Excellent performance drivers	129

Pulls	
Needs review	▲ 2

Orders	
Requested	93
Scheduled	0
Processing	59
In Review	0
Completed	0

Tasks	
License renewal	▲ 45
Medical card renewal	▲ 56
MVR renewal	▲ 79
TWIC card renewal	4
TSA hazmat renewal	6
Custom	▲ 292
Custom renewal	5
Internal	5

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

Building Custom Applications

Applications

+	1	Sections	Options	Active	
✎	Warehouse	Education history Custom questions References		Yes	🗑️
✎	CDL	Accidents & citations Education history References Custom questions Controlled substance & alcohol FMCSA screening authorization (PSP)	Require medical card Require MVR	Yes	🗑️ 3
✎	Other	Education history Custom questions References		No	🗑️
✎	Non-CDL	FMCSA screening authorization (PSP) Accidents & citations Custom questions References	Require medical card	Yes	🗑️
✎	Administrative	Education history References Custom questions		Yes	🗑️

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

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

Building Custom Applications

The screenshot shows a window titled "Application" with a close button (X) in the top right corner. The window contains the following elements:

- Enabled
- Type: A dropdown menu is open, showing the following options:
 - ✓ CDL
 - Non-CDL
 - Warehouse
 - Administrative
 - Other
- FMCSA screening authorization (PSP)
- Custom questions
- References
- Custom questions: A section with a "+ Question" button and an empty text input field.
- Submit button

A company can customize ONE application per 'category'. Select the type of application from the drop down list.

Fixed Application Sections:

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

Building Custom Applications

Application ×

1 Enabled

Type

Warehouse ▾

Sections

Accidents & citations

2 Education history

Controlled substance & alcohol

FMCSA screening authorization (PSP)

Custom questions

References

Options

Require medical card

Require MVR

Custom questions

3 + Question	
Can you drive a forklift?	
what does company culture mean to you?	
Are you interested in growing into a CDL position in the future?	

Submit

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 the application type.

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



New applicant sign up

Username*

janedoe

Email*

janedoe@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.

Terminal

Main office

Application type

- ✓ CDL
- Non-CDL
- Warehouse
- Administrative

Date of birth*

mm/dd/yyyy



SSN*

Cell phone*

This number will be used for texting.

License state*

License type*