

## How to create new driver logins



Washbrook House, Talbot Road, Manchester, M32 OFP I Phone: 0330 995 9550





First, select 'More' and then 'Settings'.



Once in 'Settings', select 'drivers'.



T Driver Name	<b>T</b> Company	T Driver Key	<b>T</b> Driver Key Type	<b>T</b> Private Use	Maiı
Diareyes- James Livingston	Crystal Ball Demo2012	01000091E05520C	i-Button		
Dilanka Dassanayake	Crystal Ball Ltd.	d0041bb7-219b-42b4-8677-3be8314ebfd3	Resource Pin No		I
Hazel Lynagh -SC- Business	Crystal Ball Ltd.	b8a73dc4-9dac-49df-87c1-301d6f005374	Resource Pin No		E
Hazel Lynagh -SC- Private	Crystal Ball Ltd.	2d23f3dd-7c85-4f30-ba8b-3afba1759598	Resource Pin No		E
Jonathan Morgan - SC - Business	Crystal Ball Ltd.	14b32f33-f1a1-4c1e-8573-e37afcb971b3	Resource Pin No		E
Jonathan Morgan - SC - Personal	Crystal Ball Ltd.	d0ae3be6-a5d9-4344-99c1-b5c07584130f	Resource Pin No		E
Melissa Worthington	Crystal Ball Ltd.	bbaf5ddl-aa7f-49f2-a5af-efa2ee4ldeb2	Resource Pin No		
Mike Marshall[B]	Crystal Ball Ltd.	39bd4b7d-47a3-4c41-a64b-e8af03d5bb65	Resource Pin No		E
Mike Marshall[P]	Crystal Ball Ltd.	be83643d-87f7-4fe7-a2b0-6246a4eec42d	Resource Pin No		E
Raj Singh - Business	Crystal Ball Ltd.	AE5F265F-0999-49FE-8ABC-214601A10DFE	Resource Pin No		E

Next select 'Add Record'.

Δ	

Add Driver	8
Company Driver Name Contact	Crystal Ball Ltd. 🗸
Details Driver Key Type	Resource Pin No V
Driver Key Private Use	68018bdd-e20c-4912-99tc-253d5t503l
	★ Cancel ✓ Save Changes

Type in the 'Driver Name' and change the 'Driver Key Type' to 'Resource Pin No'. Click 'Save Changes'.



Dashboard	Tracking	DBS	Videos	Lone Worker	Route Optimo	More	···· 🜔 🗊
home /	No Traffic E	Events					
Driver League Table		• ¢ ¢ ×	Journey Time			$\bigcirc$	GeoTag
Crystal Ball Ltd. (Company)			Crystal Ball Ltd. (	Company)		F	Analytics
All Driver Score Configs			01/02 - 07/02 : la	ist 7 days			
01/02 - 07/02 : last 7 days		Drill Down			Driving	CoOL	Reports
Top Drivers No Scoring Available			300			Â	Alarms
Bottom Drivers			200				Utilities
No Scoring Available			150				Settings
Lone Worker Session Events		× 5 0 •	100				Applications
Crystal Ball Ltd. (Company)			50				
01/02 - 07/02 : last 7 days		Drill Down	o utes				L
Routine Welfare Check Sta	art	0	·ਵ 01/02	02/02 03/02 04/02	2 05/02 06/02 07/02		Current Activities
Routine Welfare Check En	d	0	Idle Time		•	× 5 0	Crystal Ball Ltd. (Company)
Routine Welfare Check Ale	ərt	0	Crystal Ball Ltd. (	Company) ist 7 days			
A Papic Alert		0					

Next, select 'More' and then 'Settings'.



Once in 'Settings', select 'resources'.



5

## Resources

▼ Name	T Company	<b>T</b> Resource Type	<b>V</b> Position	🔻 Email	▼ MobileNo	T App us
Dilanka Dassanayake	Crystal Ball Ltd.	Employee	Android Developer			ddassa
Hazel Lynagh	Crystal Ball Ltd.	Employee		Hazel.Lynagh@crystalball.tv		Hazel Lyna
Jonathan Morgan	Crystal Ball Ltd.	Employee				Jonathan I
Karis Hunt	Crystal Ball Ltd.	Employee				N/A
Melissa Worthington	Crystal Ball Ltd.	Employee				MW
Mike Marshall	Crystal Ball Ltd.	Employee	BDE			marshy
Raj Singh	Crystal Ball Ltd.	Employee	MD			raj singh
Savannah Singh	Crystal Ball Ltd.	Employee				N/A
Tara Singh	Crystal Ball Ltd.	Employee		Tara.Singh@crystalball.tv		Tara Singh
Tracey Woolley	Crystal Ball Ltd.	Employee		Tracey.Woolley@crystalball.tv		twoolley

Next select 'Add Record'.

Company	Crystal Ball Ltd. 🗸	Business Address	Associated Drivers
Resource Type	Employee -		<i>I</i> /
First Name		Business Phone No.	None selected
Last Name		Home Address	0 option(s) selected
Position			Driver Name Mainte
Mobile No		Alternate Phone No.	no data
Email		Comments	
Skills	None selected 0 option(s) selected		n
Mobile App User			
Mobile App Usernam	ne		
Mobile App Pin			

0330 995 9950 I www.crystalball.tv



Type in the 'First Name' and 'Last Name'. Tick 'Mobile App User' and enter the drivers username and 4 digit pin code under 'Mobile App Username' and 'Mobile App Pin'. Under 'Associated Drivers' select the driver from the list. Click 'Save Changes'.

Once all drivers/resources have been created please instruct Crystal Ball support or your account manager to roll out the Driver ID config to devices if not already done so.

## Adding drivers to groups:

The below steps should be completed if you wish to pull reports for driver groups.



First, select 'More' and then 'Settings'.





Once in 'Settings', select 'driver groups'.



Click on the relevent group, if there are no groups select 'Add Record'.

0330 995 9950 I www.crystalball.tv



Driver Group Name	э		
Company	.Install	~	
Active			
<u>Group Drivers</u>		Group Users	
	✓ Add to lis	st	∼ Ado
No Group Drivers F	ound	No Group Users	Found

Name the driver group and select 'Save Changes'.

You can then add all drivers and users to the group using the left and right drop down bar and selecting 'Add to list'.

Then select 'Save Changes'.





Washbrook House, Talbot Road, Manchester, M32 OFP I Phone: 0330 995 9550