Driver's Review Notification   **June 30, 2017**

Standard Operating Procedure

Document Author:

Name: Momodou (Mo) Keita   Date: June 30, 2017

Report Author:

Name: Momodou (Mo) Keita   Date: September 22nd 2017

PURPOSE:

The human resources department would like to track which drivers are about to finish their probationary period. This report will keep track of newly hired drivers and whether the division manager has completed their review before the end of their probationary period.

Emails will be sent out every Wednesday. A single email with an attachment is sent to the manager of each division with a list of drivers that are due for a review. This email will contain a link to the report where the manager can acknowledge the review has been completed

SECURITY:

Security will be at the user level. The only user with access to the report will be parties responsible for the review and the Human resources department.

DATA POPULATION & LOGIC:

Data population

All the data required for this report will be gathered from the TMW database. The stored procedure zsp_DriverReviewList will run every Wednesday, This procedure will generate the list of drivers due for a review and send out the necessary notifications.

Database	USE		
Table Name	Additional Driver Information	Definition Information	Driver Information
dbo.extra_info_data	1		
dbo.labelfile		1	
dbo.manpowerprofile			1

Data Logic

Name	Type	Description	Main Source
Ztbl_DriverReviews	Table	Contains the list of driver due for a review generated every Wednesday	zsp_DriverReviewList
ztl_DriverReviewEmailList	Table	Contains the Email Distribution list for each division	Human Resources Department
Zvw_DriverReview	View	Used to display data on the Driver Review main report.	Ztbl_DriverReviews
zsp_DriverReviewList	Stored Procedure	Generate list of driver due for a review	dbo.manpowerprofile
DriverReviewEmailNotifications	Stored Procedure	Send out email notifications	ztl_DriverReviewEmailList
GetDriverList	Stored Procedure	Used to parse driver information in text file	Ztbl_DriverReviews

Process

- **zsp_DriverReviewList**: executed every Wednesday to generate the list of driver due for a review. This list is inserted into Ztbl_DriverReviews.

- **zsp_DriverReviewList:** after the list is generated, the procedure executed another procedure DriverReviewEmailNotification to send out the emails.

- **DriverReviewEmailNotification:** The procedure **GetDriverList** gets a parsed list of drivers in a division. The list of driver is matched to division manager emails in the **ztl_DriverReviewEmailList** table. The email is then sent out to the manager(s).

REPORT DESCRIPTION:

Driver Review Report (Main)

PARAMETERS

Parameter	Description
Division	Users will have the option to run the report for divisions displayed in this list **(mpp_division)**

FIELDS

Field	Description
Driver Name	Driver's first and last name from their TMW profile (mpp_lastname, mpp_firstname)
Driver ID	Driver's TMW ID (mpp_id)
Division	Division the driver operates in (mpp_division)
Driver Type	Driver Classification (mpp_type1)
Hire Date	Date the Driver was hired(mpp_hiredate)
Active Employed	Number of day driver has been employed
Day 75 In	Driver will hit in 75 marker in this number of days.
Email Sent	Has the division manager been notified via email
Review Completed	Indicates if the review has been completed or not.
Date Completed	Date the review was completed.
Notes	Additional Notes added in by division manager

Driver Review Confirmation (Sub Report)

Parameters

Review Status	Complete ▼		Division Manager	SEABOARD\mkeita ▼
Notes	Duptest	☐ NULL	Driver ID	CURTRO

Parameter	Description
Review Status	Use to set review status to complete
Division Manager	Will auto populate with the details of current report user
Notes	Use to add any additional notes about the driver and or Review

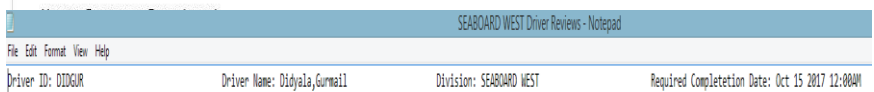**Driver Review Confirmation**

TO INDICATE REVIEW HAS BEEN COMPLETED

1. Please Set the review status to "Completed" .
2. Select your name from the division Manager list
3. Add any notes you wish to add
4. Click on View Report.

Seaboard
T R A N S P O R T ━ **G R O U P   O F   C O M P A N I E S**

Report How-To

- Auto mailer email is received by division manager. Email contains a list (1) of drivers due for a review in their division. The email also contains a link (2) to the report.

Reply | Reply All | Forward

Thu 2017-09-28 3:31 PM

SQL Support <automailer@seaboard.acl.ca>
Driver Reviews for SEABOARD WEST

To   Mo Keita

ⓘ This message was sent with High importance.

✉ Message | 📄 SEABOARD WEST Driver Reviews.txt (736 B)   **1**

Good morning,

The list attached are drivers about to reach their 75 day mark.

It is suggested at this point in time, that preparations be made to begin the review process.

To acknowledge the reviews have been completed, use the link provided below   **2**

http://seadw/Reports_SEADW/Pages/Report.aspx?ItemPath=%2fReport+Staging%2fDriver+Review&SelectedSubTabId=GenericPropertiesTab

Regards

- **1-** The list contain the driver ID, name, division and date the review should be completed.

SEABOARD WEST Driver Reviews - Notepad

File Edit Format View Help

Driver ID: DIDGUR   Driver Name: Didyala,Gurmail   Division: SEABOARD WEST   Required Completetion Date: Oct 15 2017 12:00AM

- **2-** Link opens the following report

Seaboard TRANSPORT   **75 Day Driver Review**   Page 1

Thursday, September 28, 2017

Suggested Questions

Selected Divisions : PETRO-MARITIMES,DRY BULK,SEABOARD WEST,RNG

Driver ID	Driver Name	Hire Date	Division	Driver Type	Active Days	Day 75 In	Email Sent	Review Completed	Date Completed	Notes
HOLKEN	Holloway,Kenneth	Jul-21-2017	RNG	COMPANY TRUCK DRIVER	69	6	YES	☑	Sep-28-2017	Already Done Test
CURTRO	Currie,Troy	Jul-17-2017	DRY BULK	COMPANY TRUCK DRIVER	73	2	YES	☑	Sep-28-2017	Doing the Review Again after it has been completed Test
DIDGUR	Didyala,Gurmail	Jul-17-2017	SEABOARD WEST	OWNER OPERATOR DRIVR	73	2	YES	☒	Jan-01-1900	No Comments
SIDGUR	Sidhu,Gurwinder	Jul-16-2017	PETRO-MARITIMES	COMPANY TRUCK DRIVER	74	1	YES	☒	Jan-01-1900	No Comments

75 Day Review   Printed at 9/28/2017 3:49:35 PM by SEABOARD\mkeita   Page 1 of 1

- Once the report is open and the driver review has been completed, Clicking on the "Review Completed" checkbox will open the driver review confirmation sub-report.

Driver ID	Driver Name	Hire Date	Division	Driver Type	Active Days	Day 75 In	Email Sent	Review Completed	Date Completed	Notes
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SIDGUR	Sidhu,Gurwinder	Jul-16-2017	PETRO-MARITIMES	COMPANY TRUCK DRIVER	74	1	YES	☒	Jan-01-1900	No Comments

- Once the sub-report opens, set the Status to "Completed",

Review Status	Complete ▾		Division Manager	SEABOARD\mkeita ▾
Notes	Walk through Test	☐ NULL	Driver ID	DIDGUR

1.0   Version
                                   4

Division Manager is autocompleted, added any additional comments in the Notes section. Finally click on view report to submit the change.

- Refreshing the main report will update the "Review Completed" checkbox from an "X" to a check mark.

CHANGE LOG

Date	Edited By	Description
June 30, 2017	Momodou Mo Keita	Initial Creation of Document
July 7, 2017	Momodou Mo Keita	Document completion and review
September 23, 2017	Momodou Mo Keita	Documentation Update
October 2, 2017	Momodou Mo Keita	Documentation Update.