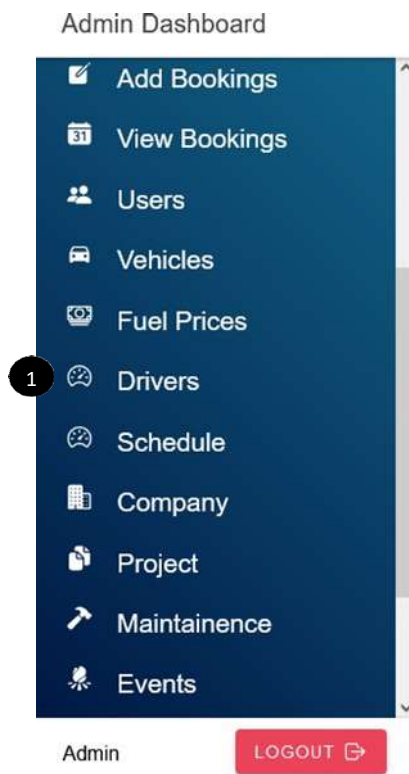# License

Introduction

All admins with the correct roles can add, edit, search and delete driver licenses. These licenses are linked to all the drivers registered on the system.

Admin:

To access the License screen, complete the following steps:

Number	Name	Description
1	Drivers	Click on the Drivers button on the side menu to access the Drivers page.

4 October 2022

DRIVE N DELIVER

To add a new license to the system, the admin must click on the License button or be navigated from the Register Driver Screen. This is demonstrated below:

Number	Name	Description
1	License	Click on the License button to view the license page.

The license screen looks as follows:

Number	Name	Description
1	Driver Name	Select the driver's name from the drop down of registered drivers on the system. If you have not selected a driver, the following error message will

		display:
		Driver Name ▾
		Select a Driver.
2	License Code	Select a License Code from the drop down of added license codes on the system. If you have not selected a license code, the following error message will appear: License Code ▾ License code required.
3	Description	Insert a description regarding the license. If a description is not provided, the following error message will appear: Description Description required.
4	Expiration Date	Select the expiration date of the license here.
5	License Number	Insert the license number here. If the license number is not provided, the following error message will appear: License Number License number required.
6	Rating	Select the driver rating from the populated drop-down list of ratings. If a rating is not selected, the following error message will appear: Rating ▾ Rating required.
7	Assign Vehicle	Assign a vehicle to the driver whose license is being added to the system. Select a vehicle from the populated list of vehicles registered on the system from the drop down. If a vehicle is not selected, the following error message will appear: Assign Vehicle ▾ Vehicle required.
8	Add button	Once all of the license inputs have been correctly filled in and selected, the Add button will be enabled by the system. Click on this button to add the License instance to the system. The following alert is displayed upon clicking on this button:

| | | Alert!
Add License

Are you sure you want to add the License

CANCEL   CONFIRM

Click on the "CONFIRM" button to add the license instance.
The following success notification is displayed once the license has been added to the system:

License Added
License has been added successfully. |
| 9 | Go back button | Return to the previous page. |

Search for existing licenses on the system by completing the following steps:

≡ Driver   ?

DRIVER RATING   RATING   LICENSE   INCIDENT

1 🔍   Search

Driver License

Driver Username	Expiration Date	License Number	Driver Rating	Delete License
Dry Ver	2022-08-29	1451456	1	DELETE

Number	Name	Description
1	Search Bar	Insert relevant search criteria here to find the desired license instance.

Delete an existing license on the system by completing the following steps:

≡ Driver   ?

DRIVER RATING   RATING   LICENSE   INCIDENT

🔍   Search

Driver License

Driver Username	Expiration Date	License Number	Driver Rating	Delete License
Dry Ver	2022-08-29	1451456	1	**1** DELETE

Number	Name	Description
1	Delete button	Click on this button to delete the relevant license instance.

The following alert will appear when this button is clicked:

Alert!

Delete License

Are you sure that you want to delete the selected License?

CANCEL   CONFIRM

Click on the "CONFIRM" button to delete the selected license instance.

The following notification is displayed once the license instance has been successfully deleted from the system:

License Removed

The Drivers License was remove successfully!