**DRIVER CHECK-IN / CHECK-OUT (FMS Login, Check Driver, Clock-in/Clock-out)**

**How to check-in a driver in the FMS system (Fleet Management System)?**

1. Access the **Fleet Management System** tab.
2. Go to the **Driver Check-in / Check-Out** section under "Operations Management".
3. Click **"New Check-in"**.
4. Complete all required fields:
   * Driver AD number
   * Check-in result
   * Vehicle plate number
   * Fleet ID
   * Shift code
5. Click **Submit** to confirm check-in.

*Note: Check-in fields can be customized by system admin.*

**How to check-out a driver in FMS? (End shift, Clock out, Exit system)**

1. Navigate to the **Driver Check-in / Check-Out** page.
2. Search for the driver to be checked out.
3. Click **"Check-out"**.
4. Fill out mandatory fields:
   * Check-out result
   * Vehicle availability
5. Submit the check-out form.

*Batch Check-Out is also available by selecting multiple drivers and clicking “Check Out”.*

**FLEET SHIFT MANAGEMENT (Schedule Shifts, Create, Import, Edit, View)**

**Create New Fleet Shifts (Shift Scheduling, Add new team schedule)**

1. Go to the **Fleet Management** tab.
2. Click **Fleet Shift Management** from the left-hand navigation menu.
3. Click the **[New]** button.
4. Fill in all mandatory fields:
   * Depot Code
   * Start Time
   * End Time
   * Transport Service Type
   * Transport Service (selected under type)
5. Click **Submit** to save the new shift.

**Bulk Import Fleet Shifts (Upload schedule, Excel import, Mass shifts)**

1. Open **Fleet Shift Management** > click **[Import]**.
2. Download the official **template**.
3. Fill it out with:
   * Depot Code
   * Start Time
   * End Time
   * Transport Service Type
   * Transport Service
4. Upload the Excel file (drag & drop or select).
5. Monitor import progress:
   * Click profile icon → **Import & Export Tasks**
   * Go to **Import Task** tab
   * Locate your task name
   * Download **Error Data** if needed

**Search Shifts (Find shift, Filter, Look up schedule)**

1. Access **Fleet Shift Management**.
2. Use default search fields:
   * Shift Code, Depot Code, Start Time, End Time
3. Click **More** to show advanced filters:
   * Status, Transport Service Type, Assigned Vehicles, etc.
4. Input filters and click **Search**.
5. Click **Reset** to clear filters.
6. Click star icon to save frequently used queries.

**View All Shifts (Shift Overview, See schedule, Full shift list)**

1. Log in and go to **Fleet Shift Management**.
2. All transport categories load by default in table view (no filters applied).

**Edit Existing Shifts (Modify schedule, Adjust time or vehicles)**

1. Enter **Fleet Shift Management**.
2. Locate shifts marked as **Upcoming** or **Ongoing**.
   * "Completed" shifts show only [View]
3. Click **Edit**.
4. Update:
   * Start/End time (note: start time must be in the future)
   * Assigned vehicles (Add/Delete)
5. Click **Submit** to apply changes.