**DRIVER MANAGEMENT (FMS)**

**✅ How to View or Create a Driver**

**Applies to: Fleet Drivers and Bus Drivers**

* All driver information is **automatically synchronized from ACR**.
* **Manual creation is possible** by clicking the **“Create”** button.

**Steps:**

1. Click the **“Fleet Management System”** tab.
2. Go to **“Driver Management”** under **“Resource Management”**.
3. Driver information will appear in the main panel.

**🔍 How to Search for a Driver**

**Applies to: Fleet Drivers and Bus Drivers**

**Steps:**

1. Open the **“Driver Management”** page.
2. The **search area** is located at the top of the main panel.
3. Default search fields include:
   * Accreditation Number
   * Registration Number
   * Family Name
   * Given Name
4. Click **“More”** to expand and see additional fields.
5. Enter the search criteria.
6. Click **“Search”** to display results.
7. Click **“Reset”** to clear filters.
8. You can save search criteria by clicking the **star icon** in the first field.

**✏️ How to Edit a Driver**

**Applies to: Fleet Drivers and Bus Drivers**

**Steps:**

1. Go to the **“Driver Management”** page.
2. Search for the driver to edit.
3. Click **“Edit”**.
4. Modify the editable fields:
   * Depot Code
   * Mobile Phone
   * Email
   * Transport Service Type (e.g., TX, TA)
   * Transport Service (e.g., TXR, TXB)
   * Driver Type
   * Driver License Number
   * Driver License Type
   * Upload a photo
5. Click **“Submit”** to save changes.

**🔁 How to Disable or Enable a Driver**

**Applies to: Fleet Drivers and Bus Drivers**

**Steps:**

1. Open the **“Driver Management”** page.
2. Search for the driver.
3. Click **“More”**.
4. Click **“Disable”** or **“Enable”** as needed.
   * ⚠️ By default, drivers are **enabled**.

**🚗 VEHICLE (FLEET) MANAGEMENT (FMS)**

**📥 How to Import vehicles or car or fleet Information**

**Applies to: Fleet Team – vehicles managed by Fleet ID**

**Steps:**

1. Go to the **“Fleet Management System”** tab.
2. Click **“Vehicle Management” > “Scheduling”**.
3. Click **“Import”**.
4. Download the import template by clicking **“Download Template”** (if not already available).
5. Fill in the required fields:
   * Fleet ID
   * Transport Service Type (e.g., TX)
   * Transport Service (e.g., TXR, TXB)
   * Depot Code
   * Working Phone Number
   * Vehicle Availability
6. Upload the completed template.
7. Go to the **Import/Export Center** to check the import status.

**➕ How to Manually Create Fleet Information**

**Steps:**

1. Go to **“Scheduling”**.
2. Click **“New”**.
3. Fill in the required fields:
   * Fleet ID
   * Transport Service Type
   * Transport Service
   * Depot Code
   * Working Phone Number
   * Vehicle Availability
4. Click **“Submit”** to save the record.

**FLEET INFO MANAGEMENT – FMS**

**📤 How to Export Fleet Info**

**Applies to: Fleet team managing vehicles by Fleet ID**

**Steps:**

1. Go to the **“Scheduling”** page.
2. Click **“Export”**.
3. Go to the **Import/Export Center** and select the **“Export”** tab.
4. Click **“Download”** to export the data.

**✏️ How to Edit Fleet Info**

**Applies to: Fleet team managing vehicles by Fleet ID**

**Steps:**

1. Open the **“Scheduling”** page.
2. Search for the Fleet record to be edited.
3. Click **“Edit”**.
4. Update the relevant fields:
   * Availability
   * Plate Number
   * Transport Service
   * Depot Code

🛑 **Note:** Fleet ID **cannot** be edited.  
To disable a vehicle: set **Availability** to “Unavailable”.

1. Click **“Submit”**.

**🚐 VEHICLE INFO MANAGEMENT – FMS**

**📥 How to Import Vehicle Info**

**Applies to: Bus and Fleet teams**

**Steps:**

1. Click the **“Fleet Management System”** tab.
2. Go to **“Vehicle Management” > “Master Data”**.
3. Click **“Import”**.
4. Click **“Download Template”** to get the Excel file (skip this step if you already have it).
5. Fill in the mandatory fields:
   * Plate Number
   * Transport Service Type (e.g., TX, TA)
   * Transport Service (e.g., TXR, TXB)
   * Depot Type (e.g., Bus, Fleet)
   * Vehicle Category (e.g., Car, Bus, Minivan)
   * Seat Number
   * Vehicle Supplier
   * Accessible Car (Y/N)
   * Fuel Type
6. Upload the completed template.
7. Check the **Import/Export Center** for status.

**➕ How to Create a Vehicle Record**

**Applies to: Bus and Fleet teams**

**Steps:**

1. Go to **“Master Data”**.
2. Follow the same procedure as in **“3.2 Create Fleet Info”** (manually fill required fields and submit).

**📤 How to Export Vehicle Info**

**Applies to: Bus and Fleet teams**

**Steps:**

1. Go to **“Master Data”**.
2. Follow the same procedure used in **“3.3 Export Fleet Info”**.

**✏️ How to Edit Vehicle Info**

**Applies to: Bus and Fleet teams**

**Steps:**

1. Open the **“Master Data”** page.
2. Search for the vehicle record to edit.
3. Click **“More”** > **“Edit”**.

🛑 **Note:** Plate ID **cannot** be edited.

1. Update relevant fields (e.g., color, fuel type, seat number).
2. Follow the same steps as **“3.4 Edit Fleet Info”**.