

Driver Settings

Module Guide: Driver Settings

Module Location

Settings > Delivery > Driver Settings

Module Purpose

The **Driver Settings** module serves as master data to register and manage all personnel who serve as drivers. Its main purpose is to create an official list of drivers, including both internal employees and those from external vendors, complete with their identification numbers (driver's licenses). This data forms the foundation for the delivery assignment and tracking process.

1. Main View (Driver List)

The main page displays all drivers registered in the system, providing an overview of the human resources available for the delivery fleet.

View Explanation

- **Filter:** Allows for a quick search based on **Driver Name** and **Driver Type** (All, Internal, External).
- **Driver List Table:**
 - **Driver Code:** A unique code for each driver.
 - **Driver Name:** The full name of the driver.

- **License Number:** The registered driver's license number.
- **Driver Type:** The driver's status, distinguished as **Internal** (company employee) or **External** (from a vendor or third party).
- **Action Buttons:**
 - **New:** Opens the form to register a new driver.
 - **Delete:** Deletes the selected driver data.
 - **Add Print and View Fajar Installation:** Custom buttons with specific functions.

2. Add Driver Page

This form is used to enter detailed data for each new driver, especially for internal drivers whose data is linked to the employee master data.

View Explanation

- **Driver Code:** A unique code to identify the driver.
- **Driver Type:** A dropdown to select the driver's status as **Internal** or **External**.
- **Employee:** A dropdown displaying the list of employees from HR master data. This field links the internal driver's profile to the existing employee data.
- **License Number:** A field to enter the driver's license number.

- **All Fields Required:** A note indicating that all columns must be filled.

3. Steps to Add a Driver

1. If adding an internal driver, ensure their employee data is registered in the HR module.
2. From the main page, click the **New** button.
3. Enter the **Driver Code**.
4. Select the **Driver Type**. If you choose "Internal," proceed to step 5. If "External," the flow might differ (e.g., entering the name manually).
5. Select the **Employee** from the list. The driver's name will likely auto-fill based on the selected employee data.
6. Enter a valid **License Number**.
7. Click **Save**.

4. Integrated Workflow & Business Process

- **Human Resource Validation:** With the **Employee** field, the system ensures that every internal driver is an active employee registered in HR. This is an important control point.
- **Vehicle and Delivery Assignment:** Data from this module is the primary source used for assignments in the **Vehicle Settings** module and when creating **Delivery Plans**.

Logistics planners can only choose from the list of active drivers.

- **Official Documentation:** The registered driver's name and license number will be automatically included in official documents such as a **Delivery Order**, ensuring the accuracy and legality of the document.
- **Performance and Payment Management:** By distinguishing the **Driver Type** (Internal vs. External), the Finance and HR departments can more easily manage payroll processes (for internal drivers) or service payments (for external drivers).

5. Tips & Important Notes

- This module is a critical link between the Human Resources (HR) and Logistics modules. Ensure employee data is always synchronized.
- The accuracy and validity of **License Numbers** should be a top priority. It is advisable to have a mechanism to monitor license expiry dates.
- Access to add or modify driver data should be restricted to HR personnel or Logistics Managers to maintain data integrity and security.

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