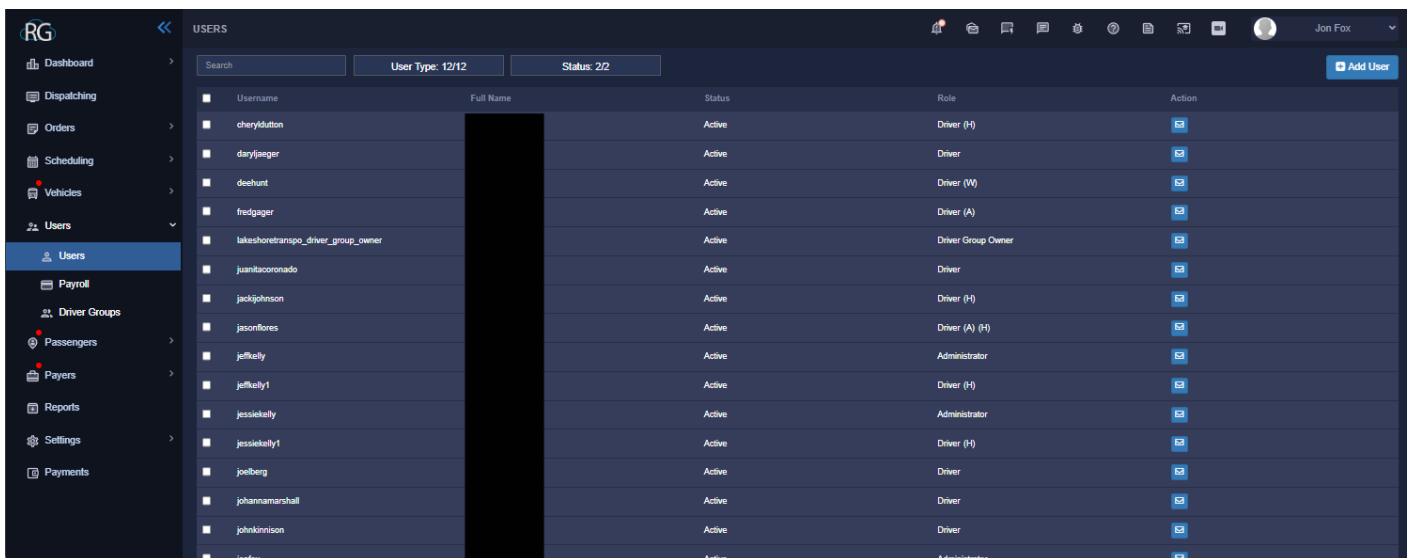


Looking At Employees In RG

Employee Overview

Last up in this series we will take a quick look at employee profiles. These have a lot in common with the way they work in the sense that you can also think of employees as an object that can be used through out RG and edited in the profile.

To edit or create an employee profile head over to the Users interface located in the left side navigation bar in "The Users" drop down:



The screenshot shows the 'USERS' interface in the RG application. The left sidebar contains a navigation menu with options: Dashboard, Dispatching, Orders, Scheduling, Vehicles, Users (selected), Payroll, Driver Groups, Passengers, Payers, Reports, Settings, and Payments. The main area displays a table of users with columns: Username, Full Name, Status, Role, and Action. A search bar and filters for 'User Type: 12/12' and 'Status: 2/2' are at the top. An 'Add User' button is in the top right. A large black box redacts the 'Full Name' column for all users.

Username	Full Name	Status	Role	Action
cherylutton		Active	Driver (H)	[Edit]
daryljaeger		Active	Driver	[Edit]
deehunt		Active	Driver (W)	[Edit]
fredgager		Active	Driver (A)	[Edit]
lakeshoretranspo_driver_group_owner		Active	Driver Group Owner	[Edit]
juantacoronado		Active	Driver	[Edit]
jackjohnson		Active	Driver (H)	[Edit]
jasonflores		Active	Driver (A) (H)	[Edit]
jeffkelly		Active	Administrator	[Edit]
jeffkelly1		Active	Driver (H)	[Edit]
jessiekelly		Active	Administrator	[Edit]
jessiekelly1		Active	Driver (H)	[Edit]
joelberg		Active	Driver	[Edit]
johannamarshall		Active	Driver	[Edit]
johnkinnison		Active	Driver	[Edit]
jordox		Active	Administrator	[Edit]

Ignore the black box as usual, in this instance it is just blocking out names.

Looking at the Driver Interface we can see that it barely looks different than the passenger interface. Aside from a few small differences everything is the same. It is a log that lists all the current employees we have at lakeshore. In the top right there is a button to add a new user. Regardless of what type of user is being created they are all made by clicking on this button.

Expanded Employee View

Just like passengers you can also expand an employees profile by selecting them from the log and clicking on them.

The screenshot displays the 'RG' Users management interface. On the left is a sidebar with navigation options: Dashboard, Dispatching, Orders, Scheduling, Vehicles, Users (selected), Payroll, Driver Groups, Passengers, Payers, Reports, Settings, and Payments. The main area shows a 'USERS' table with columns for Username, Full Name, Status, Role, and Action. A red arrow points from the 'jonfox' user entry in the table to the 'USER "JONFOX" INFO' profile page on the right. The profile page includes a user profile card with fields for First Name (Jon), Middle Name, Last Name (Fox), Name Suffix, and User Type (Administrator). Below this is a tabbed interface with 'Info' selected, showing address and phone details. Other tabs include Reset Password, Multi-Factor Authentication, Availability, Zones, Files, Notes, and History. The 'Info' tab also features a 'USER ACCESS' section with email, username, and access from everywhere toggle, and expandable sections for USER PRIVILEGES, TAB ACCESS PRIVILEGES, and NOTIFICATION PRIVILEGES.

Username	Full Name	Status	Role	Action
cherylutton	Cheryl Dutton	Active	Driver (H)	
daryljaeger	Daryl Jaeger	Active	Driver	
deehunt	Dee Hunt	Active	Driver (W)	
fredgager	Fred Gager	Active	Driver (A)	
lakeshoretranspo_driver_groupOwner		Active	Driver Group Owner	
juanitaacoronado	JUANITA coronado	Active	Driver	
jackjohnson	Jacki Johnson	Active	Driver (H)	
jasonflores	Jason Flores	Active	Driver (A) (H)	
jeffkelly	Jeff Kelly	Active	Administrator	
jeffkelly1	Jeff Kelly	Active	Driver (H)	
jessiekelly	Jessie Kelly	Active	Administrator	
jessiekelly1	Jessie Kelly	Active	Driver (H)	
joelberg	Joel Berg	Active	Driver	
johannamarshall	Johanna marshall	Active	Driver	
johnkinnison	John Kinnison	Active	Driver	
jonfox	Jon Fox	Active	Administrator	
josejimenez	Jose Jimenez	Active	Driver (H)	
jovyalballe	Jovy Alballe	Active	Dispatcher	
katiebrockmann	Katie Brockmann	Active	Administrator	
katiebrockmann1	Katie Brockmann	Active	Driver (A) (H)	
kevinfarrell	Kevin Farrell	Active	Driver	
laumanu	Laumanu Kolomani	Active	Driver	
laurenegeland	Lauren Egeland	Active	Administrator	
luannschmidt	LuAnn Schmidt	Active	Driver (W)	
mattlefort	Matthew LeFort	Active	Administrator	
mikepazick	Mike Pazick	Active	Driver (H)	

Something to make note of is that this profile page will be outfitted with different options depending on what type of employee we are looking at.

For instance a driver wont be logging into dispatch trips so they wont have as many access options as an admin would, instead they will have things like license status and renewal as well as other driving related options.

Employee type can be chosen when creating a new user.

Further User Options

Just like other objects we have tabs that allow us to select more options:

This close-up view shows the top section of the user profile page. At the top, a dropdown menu is set to 'Administrator'. Below it is a horizontal tab bar with the following options: Info (selected), Reset Password, Multi-Factor Authentication, Availability, Zones, Files, Notes, and History. Under the 'Info' tab, there are two address fields: '*Address #1' and 'Address #2', each with a corresponding input box.

Reset Password

This is where a user can reset a password, alternatively another admin can do it for them by coming here and generating a password reset email.

Multi-factor Authentication

Enable Multifactor Authentication, must also be turned on in settings.

Availability

A drivers availability can be set here, this also interfaces with the driver app where they can similarly set it , because our drivers do not like using technology we dont currently utilize this extremely useful feature at Lakeshore.

Zones

This can be used to map a driver/employee to specific zones, however, we are not currently using zones at lakeshore and probably wont anytime soon because it just does not really mix well with our operations.

Files

A convenient place to store files for an employee for quick and related access.

Notes

Add notes about an employee/user.

History

See history for any given User object ... the history will track any action done to or with a user and list the user or internal user/method responsible for the action along with timestamps.

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