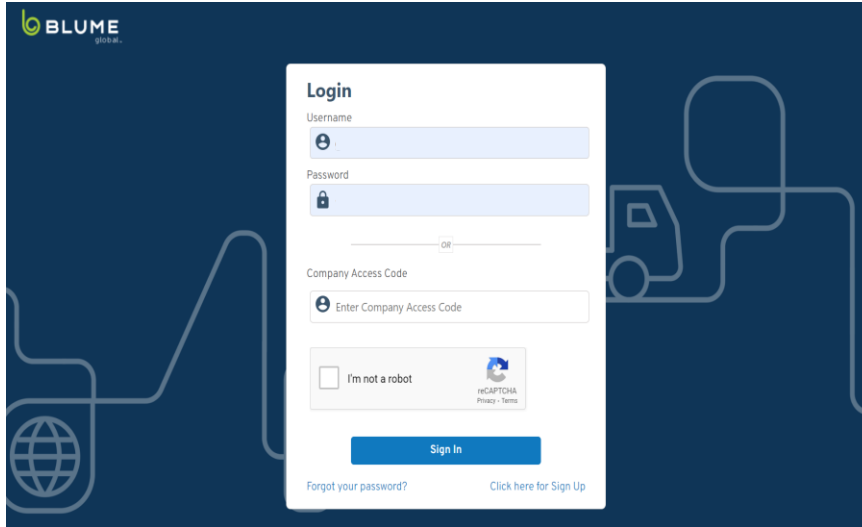


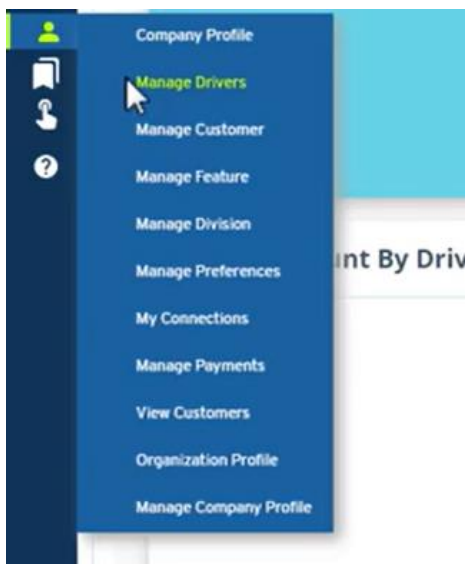
Title Account: How to manage and add drivers in ICTSI NaviGate

PROCEDURE:

1. Go to <https://apps.blumesolutions.com/dispatchmanager/home.jsp> and login to your account.

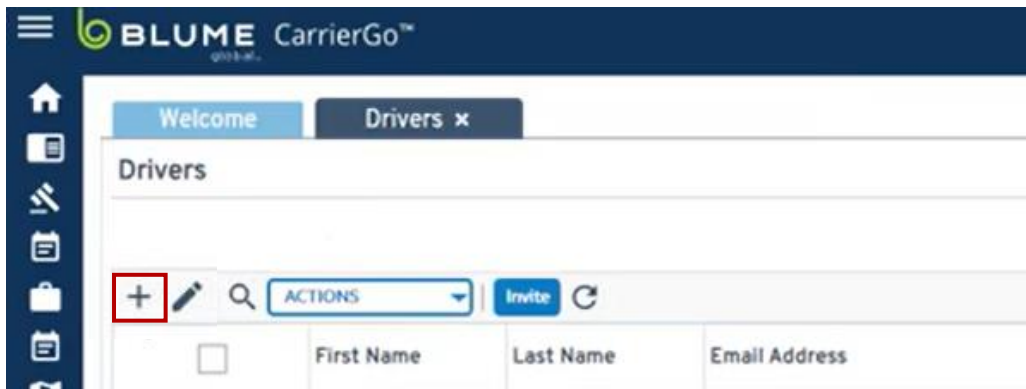
The image shows a login page for BLUME global. The page has a dark blue background with a white login form in the center. The form includes fields for Username, Password, and Company Access Code. There is a 'Sign In' button and links for 'Forgot your password?' and 'Click here for Sign Up'. A reCAPTCHA widget is also present.

2. On the **Dispatch Manager page**, select the profile icon and click **MANAGE DRIVERS**.



NOTE: Only customers registered as a Motor Carrier/Trucker will be able to access this website to manage their drivers.

3. The **Drivers** tab will open, displaying the list of drivers registered under your company. To add a new driver, click on **+** button.



4. Fill in all the required details, including the **License Number** and **Driver ID** field. You may also tick the **Mobile Enabled** box to grant access to the mobile application.
 - Tick the **View All Jobs** checkbox if the driver needs access to all jobs within the system.

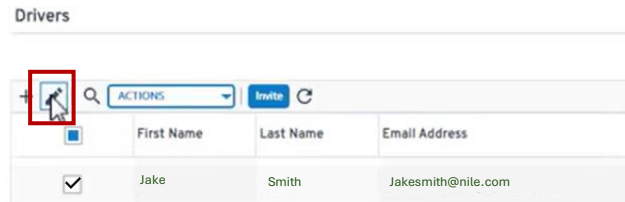
NOTE:

- Kindly ensure that you enter the driver's license number exactly as it is shown on their driver's license card ID, including hyphens (ex. N01-23-456789).

5. Select the applicable company name under **Branch Offices**, then click on the right arrow button to add it to the **Partnered Branch Office** grid. Repeat this step to add additional Branch offices as needed. Click on **SAVE** once complete.

NOTE: After clicking **SAVE**, the new driver will be added to the **Drivers** tab.

- You may edit the driver's details by ticking the box beside the driver's name and clicking on the pencil icon. After editing, click on SAVE to save the changes.



- You may also remove a driver by ticking the checkbox beside the driver's name and clicking the Trash icon. A confirmation prompt will appear with the message, "Do you really want to delete the driver?" Click OK to proceed.

