Steer Toward Safety™

DRIVING
DYNAMICS

DRIVING DYNAMICS
LIGHT DUTY TRAINING SERVICES

CENTER FOR
TRANSPORTATION
SAFETY
CMV DRIVER TRAINING SOLUTIONS

DrivActiv
DIGITAL TRAINING SERVICES

comprehensive services for fleet-based organizations and drivers that operate passenger-to-heavy-duty vehicles | behind-the-wheel ▪ online ▪ classroom ▪ simulator ▪ risk management ▪ resources

Our Experience
Our Expertise
Your Solutions

DrivActiv Administrative Users Guide

DrivActiv
a service of Driving Dynamics

Please read before proceeding:

Thank you for your partnership!

Before you begin to explore the site, please take note of the "**x**" next to the drivers names or training assigned. If you click on that "x", the driver or training will be inactivate. **I ask that you take caution before hitting an "x".**

If your drivers need assistance, please have them contact Customer Care at info@drivingdynamics.com or 302-607-7222 ext. 100.
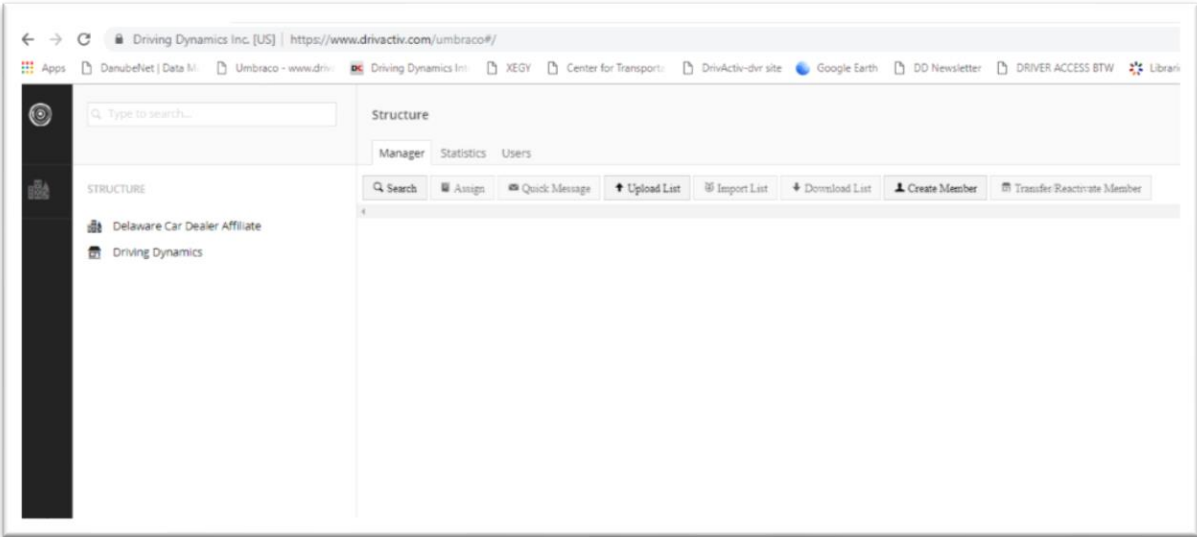
Safe journeys!

Tracy

To Search for a Driver

Log into the admin website at:
www.drivactiv.com/umbraco

Step 1: Click on the Search tab

Step 2: Enter your search criteria. You can search for a username, driver name, email address or [1]all drivers by client

Step 3: Hit Search

Note: If you would like to include inactive drivers, check this box

Search by Client – All Drivers

Step 1: Click on "+" to open side panel with Org and Divisions

Step 2: Expand Org to display Divisions.

Step 3: Click on the house next to the Division you would like to use for the search. This will create the check next to the Division name. If you would like to search at the Organization level, you can click on the house next to that level to select that Org and all Divisions under it

Step 4: Hit Select

Step 5: Hit Search

Assigning One-Off Training

Step 1: Start with finding the driver using the steps to search for a driver

Step 2: Once you find the driver, check the box next to his name

Step 3: Click on the Assign tab and

Step 4: Select Lesson in the "Select Assignment Type" field

Assigning One-Off Training - Cont.

Step 5: Click on the green Add Lesson button. This will pop open a window on the right with the libraries you have a access to.

Step 6: Select which library and lesson you would like to assign.
To choose the lesson, click on the house icon and this will turn into a check mark.
Note: you can select more than one lesson

Step 7: Hit Select
This will then display the lessons you have selected.
If you want to remove any of the lessons selected, click on the red X to remove that lesson
Hit Next

Step 8: Enter the date parameters for each lesson.
Hit Next.

Assigning One-Off Training - Cont.

Step 9: On the next screen you can preview who is being assigned the training.

Hit Next

Please note: If you hit the gray X next to a driver's name, you will exclude that driver from the training.

Step 10: On the next screen you can preview what is being assigned and the start and end dates of each lesson

Hit Save

How to Determine if a Driver Completed Training

The following instructions are used to look up individual driver completion status. If you want to see all driver statuses, you can also run the All Training report.

Step 1: Use the Search driver instructions previously discussed

Step 2: Click on hyperlink on the drivers Login Name to bring you to their profile page

Step 3: Select the Assignments tab

Step 4: This will display any training assigned and the status of that training

Running A Report

Step 1: Click on the ellipsis next to your Organization Name or Division

Step 2: Select Report

Step 3: Select the report you want to run

Reports

All Training
All lessons regardless of current status, including assigned, started, test passed, failed, and lessons expired

Assigned Training
Lessons that currently have started or not started status but excluding lessons passed and lessons

Completed Training
Lessons have test passed status

Training Started
Lessons have been started, not yet have passed lessons

Training Not Started
Lessons have not been started, but have not expired

Expired Training
Lessons have expired without being passed

Canceled Training
Lessons which have been canceled due to a learner being inactivated who still had uncompleted lessons, etc.

Not Completed Training
Lessons which have been assigned but not completed, can be started or not, expired or not.

Active Learner and User Summary
Count of active learners by division and managers and auditors by Affiliate, Organization, and-or Division

Active Learner Listing
Information on all active learners

Running A Report cont.

Step 4: Enter your parameters

See the description of each category to the right.

Step 5: Execute to run the report

④

Structure	

Structure
= Your organization or division in which you want the report to include

'Assignment Created' Begin

'Assignment Created' End

"Assignment Created" Begin
"Assignment Created" End
= Date the lesson was added to the system. (This is not the Assigned Date for the driver)

'Assignment Start' Begin

'Assignment Start' End

"Assignment Start" Begin
"Assignment Start" End
= Driver Assignment Date

'Assignment End' Begin

'Assignment End' End

"Assignment End" Begin
"Assignment End" End
= Driver Due Date

Member Status

Member Status
= If left blank, you will pull active and inactive drivers

Execute ⑤

Running A Report cont.

Step 5: After Executing the report, it will appear on your screen to preview. You have the option to export it into Excel, PDF, or Word

Extending a Due Date for Training

1. Under your Affiliate name,
2. Click on the Organization
3. Click on Division
4. Click on the ellipsis next to the Division Name
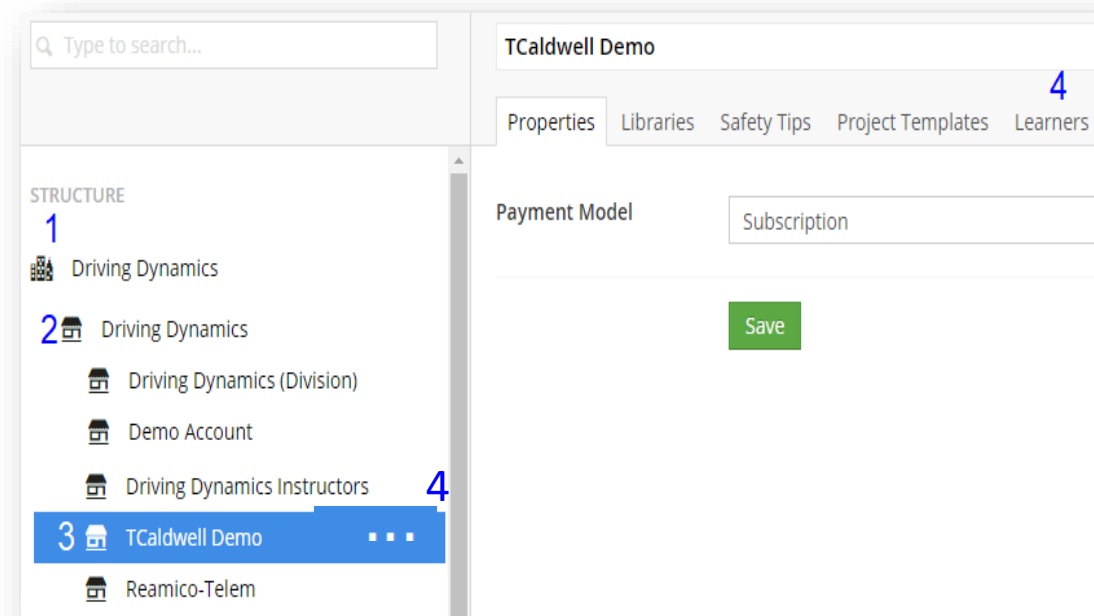
5. Click on Assignments
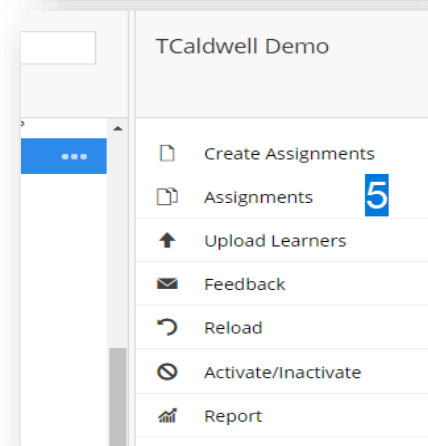
Extending a Due Date – Cont'd

6. Select the Assignments by Member tab
7. Enter the student's name you are looking for
8. Click on the pencil next to the lesson you would like to extend

9. Adjust the new End Date (aka. Due Date)
10. Hit save

DRIVING DYNAMICS

Sending a Quick Message to Drivers with Incomplete Training

Run a report to show the drivers that have incomplete training. (See slide 11)

    a. You can run the (Expired Training or Not Completed)

Export report to Excel and save as a CSV file

1. Return to the Structure tab
2. Click on the Upload List
3. Choose the file
4. Upload XLS/CSV fil