

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



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

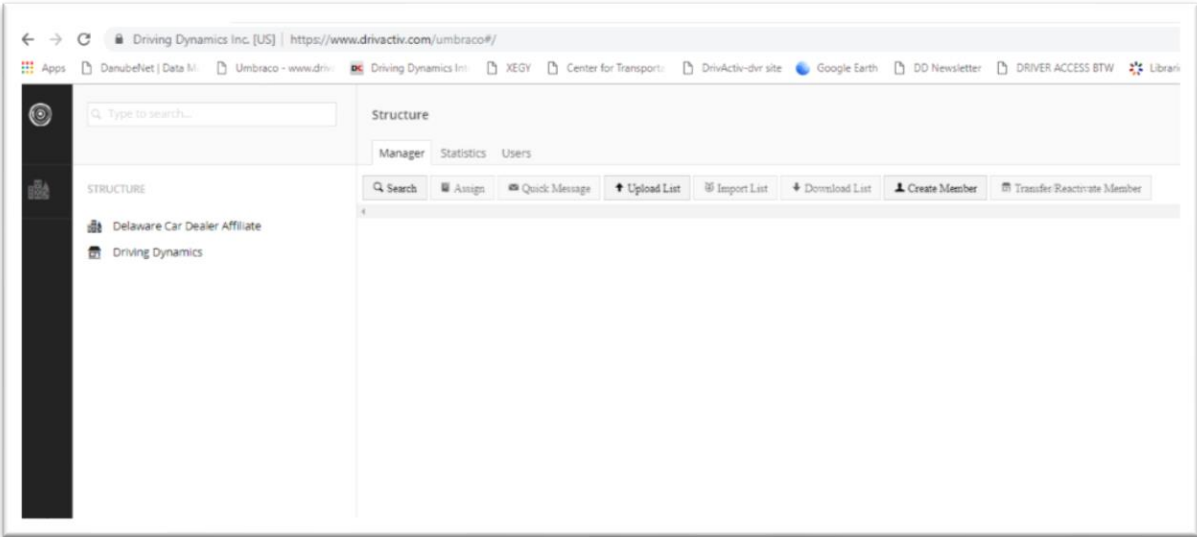
To Search for a Driver

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

A screenshot of the Driving Dynamics admin website showing the search criteria form. The form is titled 'Search' and has a tab for 'Advanced'. It contains several input fields: 'Login' (with a red circle 1), 'Name' (with a red circle 2), 'Email' (with a red circle 3), and 'Structure' (with a red circle 4). There is also a checkbox for 'Include Inactive'. A green callout box points to the 'Include Inactive' checkbox with the text: 'Note: If you would like to include inactive drivers, check this box'. The 'Search' button is highlighted with a red circle.

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

The screenshot displays the 'structure' management interface. At the top, there are tabs for 'Manager', 'Statistics', and 'Users'. Below these are various action buttons like 'Search', 'Assign', 'Quick Message', 'Upload List', 'Report List', 'Download List', 'Create Member', and 'Transfer/Reactivate Member'. A table lists various entities with columns for Affiliates, Organizations, Divisions, Status, Names, Logins, Emails, Passwords, and Dates. A side panel on the right shows a tree structure of 'Driving Dynamics' and its sub-entities. Red arrows and numbers 1 through 5 indicate the steps: 1. Clicking the '+' icon in the 'Structure' field; 2. Expanding the 'Organization' level; 3. Selecting a specific 'Division' (e.g., 'TCaldwell Demo'); 4. Clicking the 'Select' button; 5. Clicking the 'Search' button. Below the table, there are search filters for 'Login', 'Name', 'Email', and 'Structure', along with an 'Include Inactive' checkbox. Two green boxes highlight the 'Login name' and 'Password' columns, with text indicating that users will be able to see their driver's Username/Password here.

Affiliate	Organization	Division	Status	First Name	Last Name	Login Name	Email	Password	Created	Last Login	Unit Number	ET
Driving Dynamics	Driving Dynamics	TCaldwell Demo	active	Amy	I	ser	amy		2018-11-12	2018-11-12		
Driving Dynamics	Driving Dynamics	TCaldwell Demo	active	Ann	Ts		ann		2018-11-12	2018-11-13		
Driving Dynamics	Driving Dynamics	TCaldwell Demo	active	Bethany	K		b		2018-10-22	2018-10-22		
Driving Dynamics	Driving Dynamics	TCaldwell Demo	active	Cheri	ix		c		2018-10-17	2018-10-17	Ts	
Driving Dynamics	Driving Dynamics	TCaldwell Demo	active	Chris	Sy		chris@		2018-11-27	2018-11-27		
Driving Dynamics	Driving Dynamics	TCaldwell Demo	active	Cory	Da		c		2018-10-22	2018-10-22		
Driving Dynamics	Driving Dynamics	TCaldwell Demo	active	Dale	Cyl	rt	d		2018-09-27	2018-10-10		
Driving Dynamics	Driving Dynamics	TCaldwell Demo	active	Debra	Fl		d		2018-10-02	2018-12-06		
Driving Dynamics	Driving Dynamics	TCaldwell Demo	active	Debra	Ad		debra		2018-09-06	2018-10-31		
Driving Dynamics	Driving Dynamics	TCaldwell Demo	active	Destiny	Ks		De		2018-11-16	2018-11-16		
Driving Dynamics	Driving Dynamics	TCaldwell Demo	active	Doreen	Cy	ort	d		2018-09-27	2018-09-28		

Assigning One-Off Training

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

This screenshot shows the search interface. A red circle with the number '1' is placed over the 'Name' input field, which contains the text 'tony caldwell'. Other fields include 'Login', 'Email', and 'Structure' (set to 'TCaldwell Demo'). There are 'Search' and 'Clear' buttons on the right.

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

This screenshot shows a table of users. A red circle with the number '2' is placed over the first row of the table. The table has columns for various user attributes.

Affiliate	Organization	Division	Status	First Name	Last Name	Login Name	Email	Password	Created	Last Login	Unit Number	Employee Id	User Defined 1	User Defined 2	User Defined 3	User Defined 4	User Defined 5	User Defined 6
Driving Dynamics	Driving Dynamics	TCaldwell Demo	active	Tony	Caldwell	tcctest@test.com	tcctest@test.com	DriveISN99	2018-09-24	2018-09-24								
Driving Dynamics	Driving Dynamics	TCaldwell Demo	active	Tony	Caldwell	tony.caldwell	tcctest@test.com	12345	2018-09-24	2018-09-24								

Step 3: Click on the Assign tab and

Step 4: Select Lesson in the “Select Assignment Type” field

This screenshot shows the 'Create Assignment' form. A red circle with the number '4' is placed over the 'Lesson' option in the 'Select Assignment Type' dropdown menu. Other options visible are 'Project' and 'Safety Tip'.

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 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.

Manager Statistics Users Queues

Search Assign Quick Message Upload List Import List Download List Create Member Transfer/Reactivate Member

Create Assignment

Add Lesson 5

Library

Select "Add Lesson" button to include lessons in this assignment

Mini Lessons
Light Duty
Safety Policy Library
Heavy Duty
Avoiding Collisions at Intersections
Avoiding Collisions While Backing
Avoiding Collisions While Changing Lanes
Distracted Driving The Decisions You Make
Driving After Dark: Avoiding Fatigue and Using Night Vision
Managing Your Time and Speed
Preventing Rear-End Collisions
Winter Driving
CTS Library

Previous Next

Cancel Select 7

Create Assignment

Add Lesson

Name	Library	
Avoiding Collisions at Intersections	Heavy Duty	X
Avoiding Collisions While Backing	Heavy Duty	X
Avoiding Collisions While Changing Lanes	Heavy Duty	X
Driving After Dark: Avoiding Fatigue and Using Night Vision	Heavy Duty	X

Previous Next

Manager Statistics Users Queues

Search Assign Quick Message Upload List Import List Download List Create Member Transfer/Reactivate Member

Create Assignment

Name	Start Date	Clear Date
Avoiding Collisions at Intersections	2018-12-12	2019-01-02
Avoiding Collisions While Backing	2018-12-12	2019-01-30
Avoiding Collisions While Changing Lanes	2018-12-19	
Driving After Dark: Avoiding Fatigue and Using Night Vision	2018-12-19	

Previous 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.

Create Assignment

+ Add Learner

Name

Caldwell, Tony

tcost@test.com

X

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Previous

Next

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

Hit Save

Search

Assign

Quick Message

Upload List

Import List

Download List

Create Member

Transfer/Reactivate Member

Create Assignment

Library/Project	Lesson	Learner	start	end
Heavy Duty	Avoiding Collisions at Intersections	<div><div>Caldwell, Tony</div><div>tcost@test.com</div></div>	2018-12-12	2019-01-02
Heavy Duty	Avoiding Collisions While Backing	<div><div>Caldwell, Tony</div><div>tcost@test.com</div></div>	2018-12-12	2019-01-30
Heavy Duty	Avoiding Collisions While Changing Lanes	<div><div>Caldwell, Tony</div><div>tcost@test.com</div></div>	2018-12-19	2019-02-20
Heavy Duty	Driving After Dark: Avoiding Fatigue and Using Night Vision	<div><div>Caldwell, Tony</div><div>tcost@test.com</div></div>	2018-12-19	2019-03-28

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Previous

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

Structure

Manager1StatisticsUsersQueues

SearchAssignQuick MessageUpload ListImport ListDownload ListCreate MemberTransfer/Reactivate Member

	Affiliate	Organization	Division	Status	First Name	Last Name	Login Name2	Email	Password	Created	Last Login	Unit Number
	Driving Dynamics	Driving Dynamics	TCaldwell Demo	active	Tony	Caldwell	tony.caldwell	ttctest@test.com	12345	2018-09-24	2018-09-24	

Structure

ManagerStatisticsUsersQueues

Caldwell, Tony

PropertiesDivisionAssignments3

UserName

tony.caldwell

PropertiesDivisionAssignments4

Name	Division	Project/Library	Lesson	Start	End	Status	
	Demo Account	Mini Lessons	Breakdown Safety	6/25/2018	7/1/2018	completed	
	Demo Account	Light Duty	Avoiding Collisions While Backing and Parking	6/25/2018	7/1/2018	incomplete	
	Demo Account	TTT	Driving Safely Next to Large Trucks	8/14/2018	8/16/2018	not started	

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

The screenshot displays the Driving Dynamics web application interface. At the top, there is a search bar labeled 'Type to search...' and the 'Driving Dynamics' logo. Below the search bar, the 'STRUCTURE' section shows a tree view with 'Your Organization' expanded, revealing 'Division A', 'Division B', and 'Division C'. An orange circle with the number '1' highlights the ellipsis menu next to 'Your Organization'. To the right, a sidebar menu contains options: 'Create Organization', 'Reload', 'Activate/Inactivate', 'Sort', 'Report', 'Delete', 'Users', and another 'Reload'. An orange circle with the number '2' highlights the 'Report' option. Below the sidebar, the 'Reports' section is visible, featuring a list of report types. An orange circle with the number '3' highlights the 'All Training' report. The list includes: '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), and '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" Begin

"Assignment Created" End

= Date the lesson was added to the system. (This is not the Assigned Date for the driver)

'Assignment Created' End

'Assignment Start' Begin

"Assignment Start" Begin

"Assignment Start" End

= Driver Assignment Date

'Assignment Start' End

'Assignment End' Begin

"Assignment End" Begin

"Assignment End" End

= Driver Due Date

'Assignment End' End

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

1 of 6

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Excel
PDF
Word

All Training

Assignment Created Range

First thru Last

Assignment Start Range

First thru Last

Assignment End Range

First thru Last

Structure: TCaldwell Demo

Project Template: All

Library: All

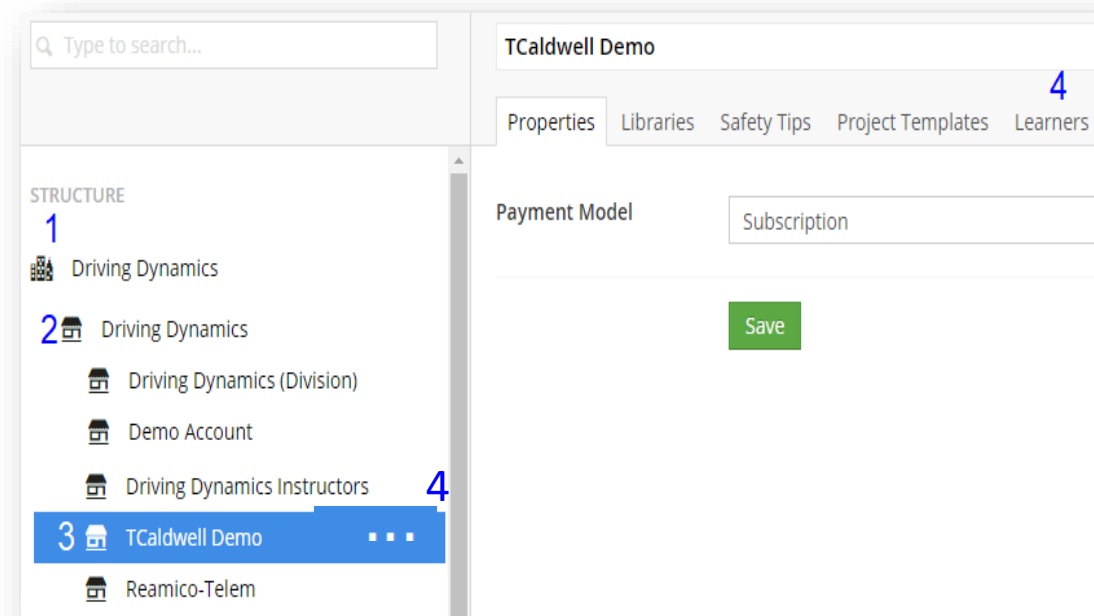
Lesson: All

Member Status: Active

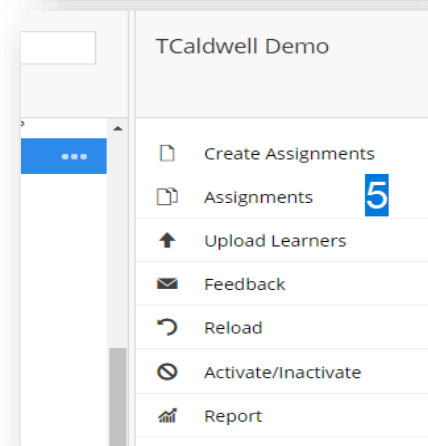
Affiliate Name	Organization Name	Division Name	Last Name	First Name	User Name
Driving Dynamics	Driving Dynamics	TCaldwell Demo		Joe	Joe
Driving Dynamics	Driving Dynamics	TCaldwell Demo		Destiny	Destin,
Driving Dynamics	Driving Dynamics	TCaldwell Demo		Adam	Adam
Driving Dynamics	Driving Dynamics	TCaldwell Demo		Corey	Core
Driving Dynamics	Driving Dynamics	TCaldwell Demo		Jeff	Jeff
Driving Dynamics	Driving Dynamics	TCaldwell Demo		Karen	Karer
Driving Dynamics	Driving Dynamics	TCaldwell Demo		SHERRY	SHERRY
Driving Dynamics	Driving Dynamics	TCaldwell Demo		Adam	Adam
Driving Dynamics	Driving Dynamics	TCaldwell Demo		Adam	Adam

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




Tcaldwell Demo

Assignments

Assignments By Member

+ Add

Search Division Members...


Name	Project/Library	Lesson	Start	End	Status	
 Philip J. Clark	Demo-All Library Examples	Safety Navigating Roundabouts Safety Tip	2019-03-20	2019-04-10	not started	<div>8<div></div><div></div></div>
 Philip J. Clark	Demo-All Library Examples	Winter at the Wheel	2019-03-20	2019-04-10	not started	<div><div></div><div></div></div>
 Philip J. Clark	Demo-All Library Examples	Distracted Driving The Decisions You Make	2019-03-20	2019-04-10	not started	<div><div></div><div></div></div>

Edit Assignment

< Assign

Member / Lesson Dates

Name

 Philip J. Clark

Name

Start Date

End Date

Demo-All Library Examples

9

Safety Navigating Roundabouts Safety Tip

2019-03-20

✖ Clear Date

2019-04-10

✖ Clear Date

10

Save

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 file

