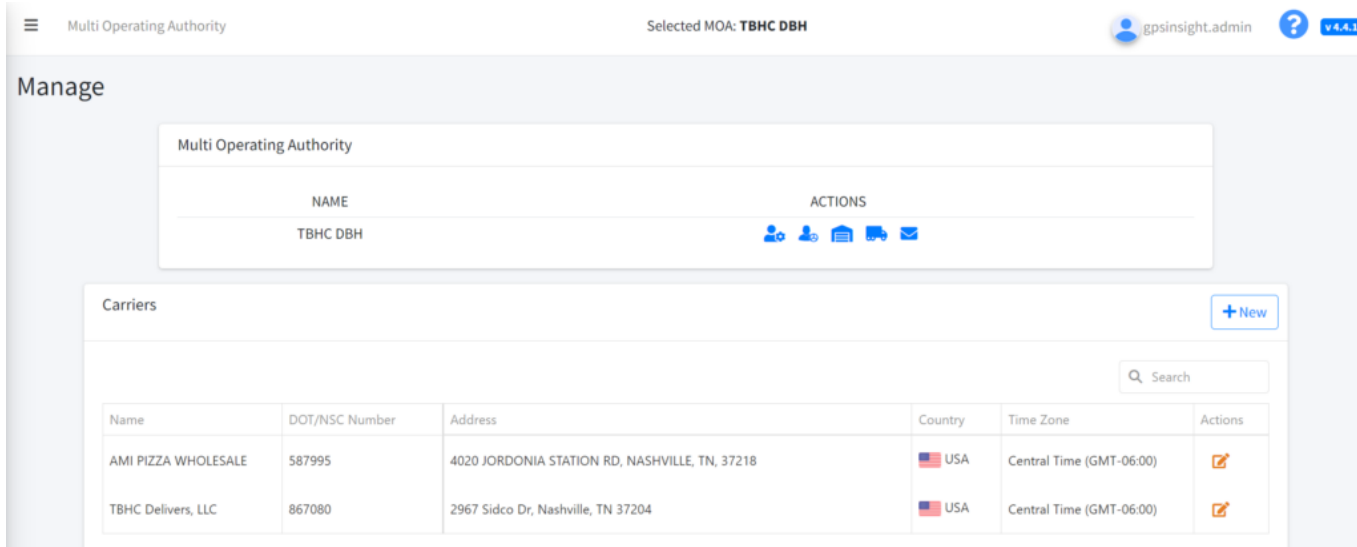# Managing Carrier Details & Settings

The Manage tab allows you to view and edit carrier details, including profile settings, drivers, home bases, assets, and notifications.

Multi Operating Authority

The Multi Operating Authority is a hierarchy structure offering the ability to manage multiple Carriers, Drivers, Home Bases and Assets. For example, a driver account assigned to an MOA account, can operate under any Carrier belonging to that MOA account and choose any assets as well under that MOA account.

Once you have selected an Multi Operating Authority by clicking **Multi Operating Authority** and selecting the applicable carrier, available actions include:

- View Details

- Drivers

- Home Bases

- Assets

- Notifications

Managing Carrier Details

▶ **To manage carrier details:**

1. In eDash, click the Manage tab.

2. Select the appropriate company name from the dropdown list/

3. Under actions, select one of the following options:

   - Details ( )

   - Drivers ( )

- Home Bases (🏬)

- Assets (🚚)

- Notifications (✉)

Editing Carrier Details

▶ **To edit carrier details:**

1. Click the Details (👥⚙) icon.

2. The carrier window will appear, displaying the following editable options:

    - Carrier Name

    - Carrier Address

    - Carrier Country

    - Time Zone

    - Units

    - Support Username

    - Support Password (this field is not editable)

    - Confirm Password (this field is not editable)

    - API Key

    - Addtional checkboxes

3. Once you've made your edits, click **Save**, then Close

Managing Carrier Details & Settings
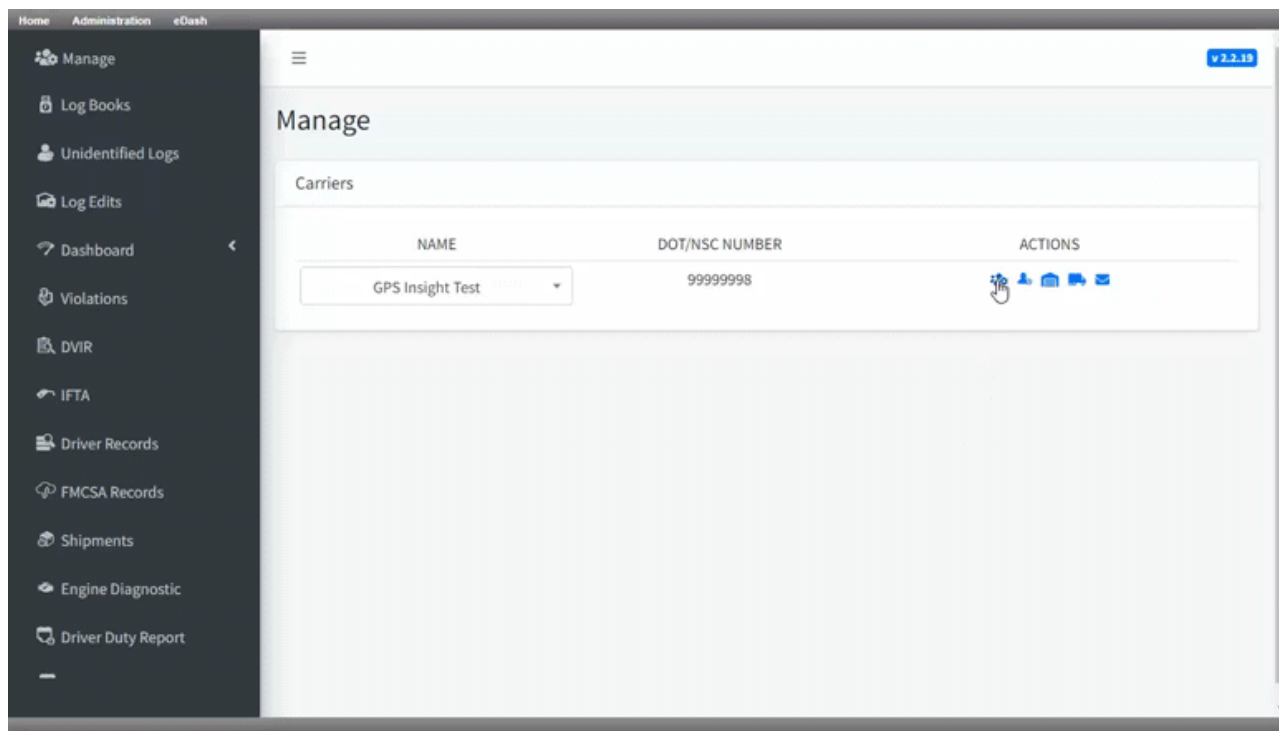
Editing Drivers

▶ **To edit drivers:**

1. Click the Drivers ( ) icon.

    A list of drivers will appear.

2. In the Drivers – Active column, click the checkbox to activate and deactivate drivers.

3. In the Drivers – Actions column, click **Driver Details** to edit driver information, including:

    - (First) Name

    - Last Name

    - Username (this field is not editable)

    - Password (this field is not editable)

    - Confirmation (this field is not editable)

    - Home Base: Select a headquarters for your driver in the dropdown menu

    - Ruleset*

    - 24-Period Starting Time

    - Driver specific checkboxes, including Active, Personal Use, Yard Move, and Exemption.

    - Units

- Registration State

- License Number

- DVIR and Exemption checkboxes, including DVIR Wifi Only, Allow to use Exemption, Allow to take DVIR photo
  Available exemptions:

  - No logs for Agricultural Operations – 395.1(k)

  - Driver-salesperson whose total driving time does not exceed 40 hours in any period of 7 consecutive days – 395.1(c)

  - Relief from All Driving Rules for Emergency Conditions – 395.1(b)(2)

  - No Logs for Construction Equipment operating within 50-mile radius – 221.025 (8)

  - No Logs for Non-Commercial Motor Vehicle

  - No Logs for CDL short-haul Drivers operating within 150 air miles (14 hour shift) – 395.1(e)(1)

  - No Logs for short-haul Asphalt or Ready-Mixed Concrete Drivers operating within 100 air miles
    395(e)(1) or Non-CDL drivers operating within 150 air miles 395(e)(2)

  - Relief from Driving rules for State of Emergency – 390.23

  - Relief from All Driving Rules for Utility Service Vehicles – 395.1(n)

  - Custom reason

4. Once you've made your edits, click **Save**, then Close

Managing Carrier Details & Settings
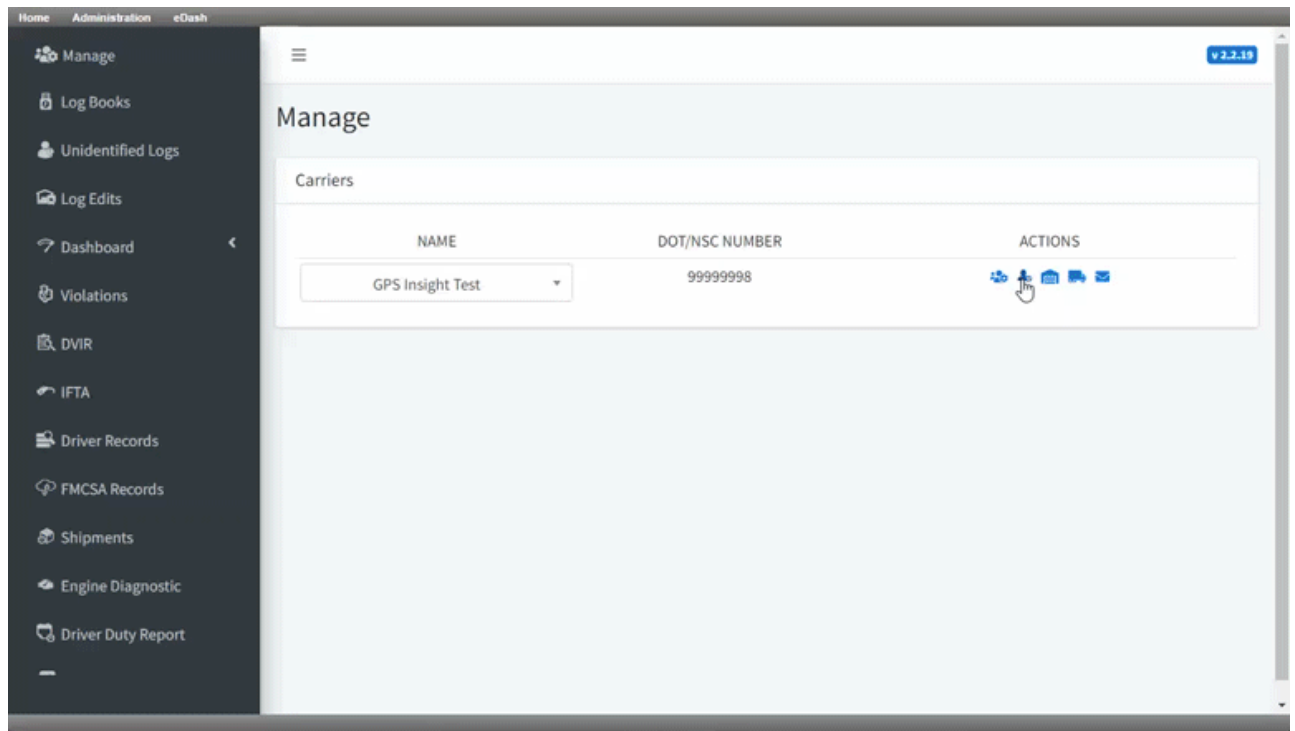
Managing Home Bases

▶ **To manage home bases:**

1. Click the Home Bases (🏠) icon.

2. To create a new base, click **New** in the right corner of the Home Bases tab.

   The Home Base window will appear.

3. Enter the appropriate information in the following fields:

   - Location Name

   - Address

   - Latitude

   - Longitude

   - Time Zone

4. Once entered, click **Save**, then Close.

5. In the Home Bases – Actions column, click the Details icon to edit home base information.

6. In the same column, click the Driver Assignment icon to assign specific drivers to the home base location.

Managing Carrier Details & Settings
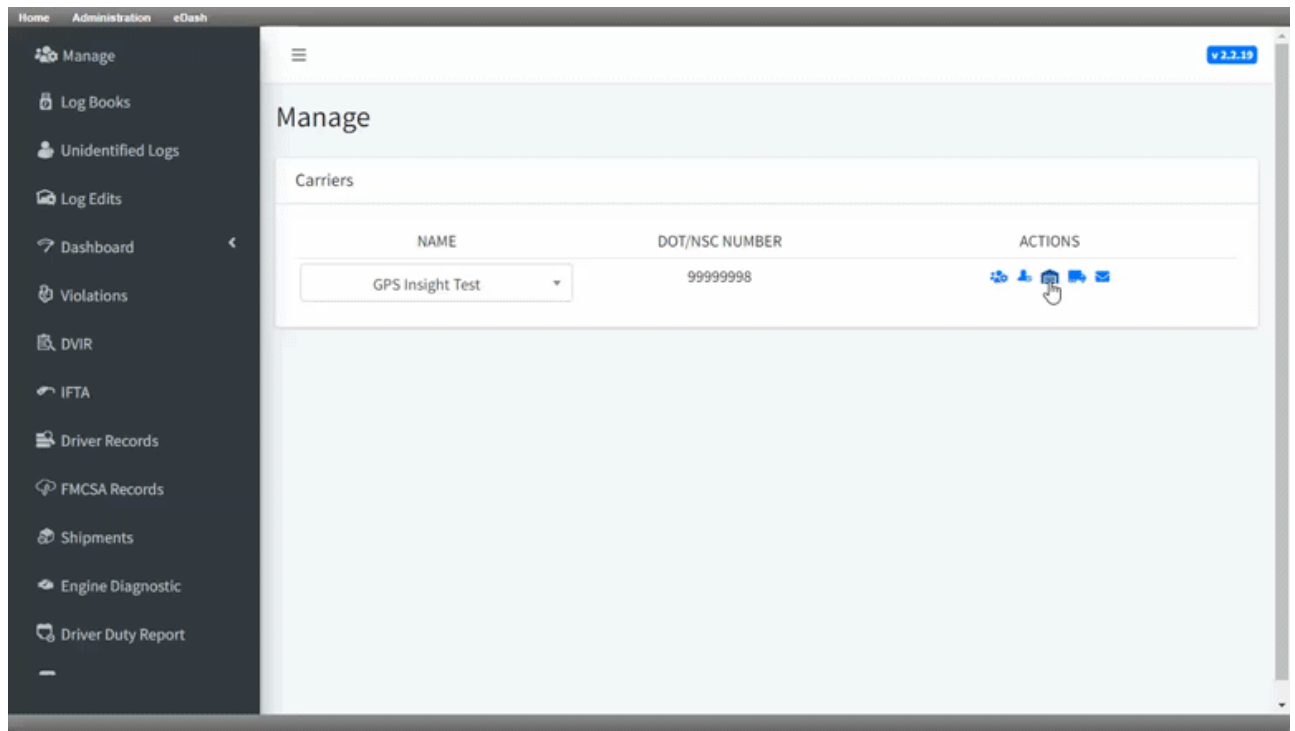
Managing Assets

▶ **To manage assets:**

1. Click the Assets (🚚) icon.

2. To add a new asset, click **New** in the right corner of the Assets tab.
   The Asset window will appear.

3. Enter the appropriate information in the following fields:

   - Asset Type

   - Fuel Type Primary

   - Number

   - Make

   - VIN (Optional for trailers only)

   - Model

   - Plate (Optional for tractors and trailers only)

   - Year

   - Registration State

   - Type

- Body Class

- GVWR

- Description (Optional)

- ECM Identifier (Only required if Force Asset or ECM-Device are selected)

- Addtional ECM Identifier (Optional)

4. Once complete, click **Save**, then Close

5. In the Assets – Actions column, click the details icon to edit asset information.
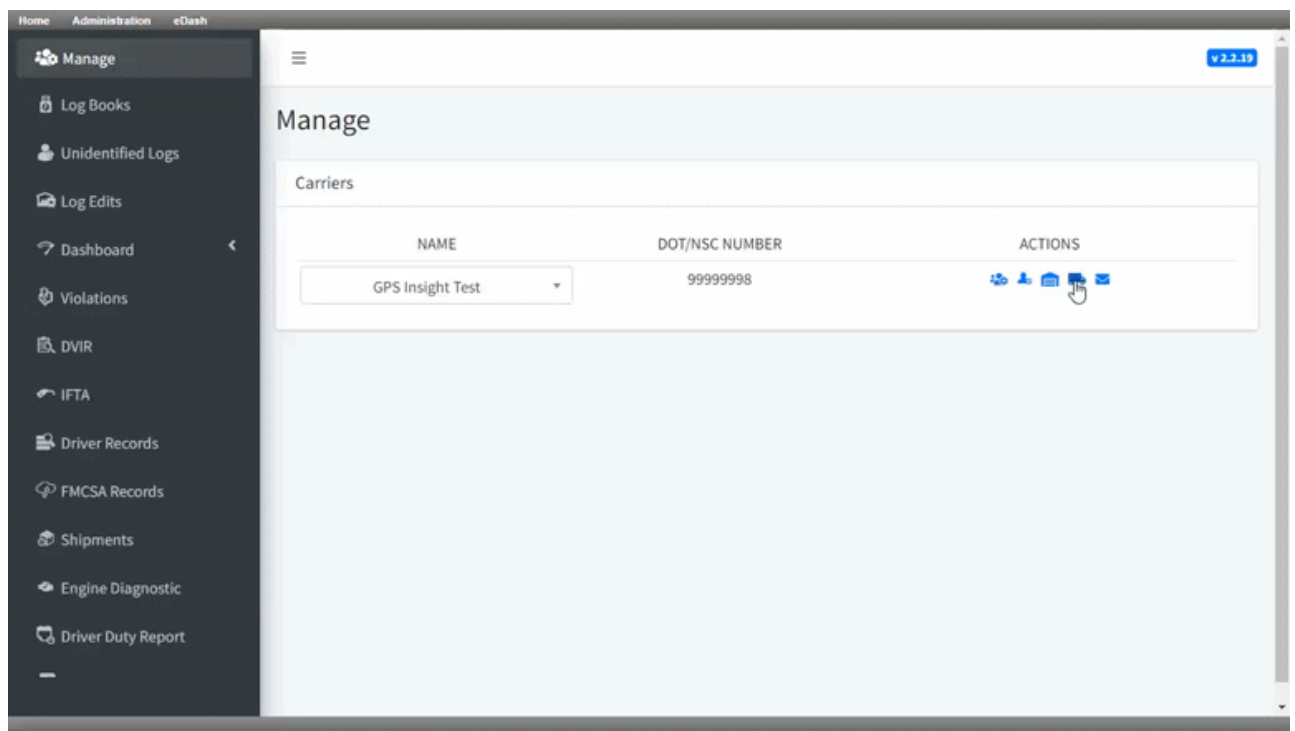
Managing Notification Settings

▶ **To manage notifications:**

1. Click the Notifications (✉) icon.

2. To set a new notification, click **New** in the top right corner of the Notification tab.
   The Notification window will appear.

3. Enter the appropriate information in the following fields:

- Home Base: Select a place of business in the dropdown menu.

- Name: Enter a name/description for the notification.

- Type: Select the notification type from the drop down menu.

- Emails: Enter the emails of the recipients you would like to send the notification to. (Separate emails by comma)

- Drivers: Select the drivers who will receive the notification.

1. Once complete, click **Save**, then Close