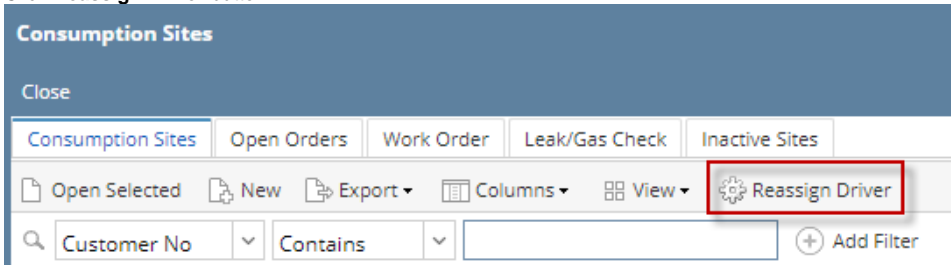


How to Reassign a Driver

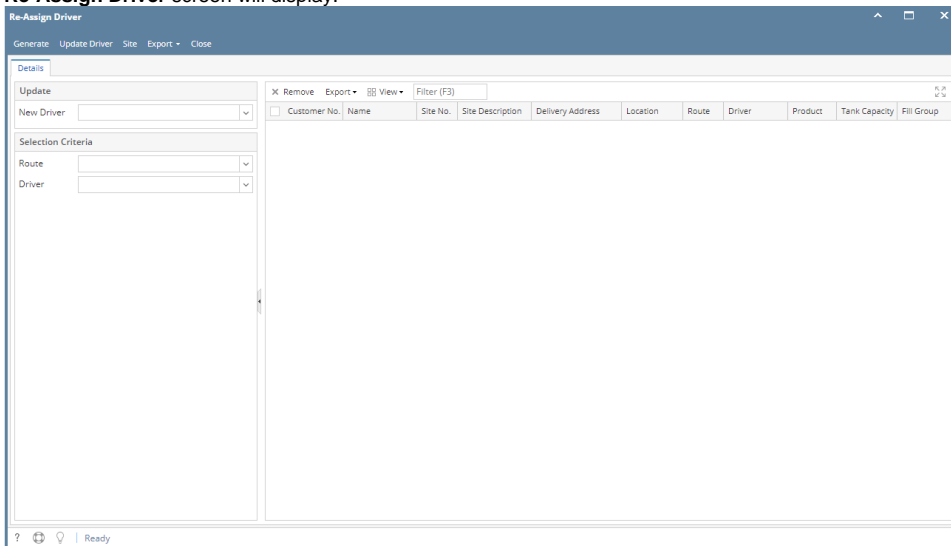
The **Re-Assign Driver** screen is used to reassign the default or different driver back to it's specific route for summer/winter season.

1. From TM menu, click Consumption Site. The **Search Consumption Site** screen will display.
2. Click **Reassign Driver** button.



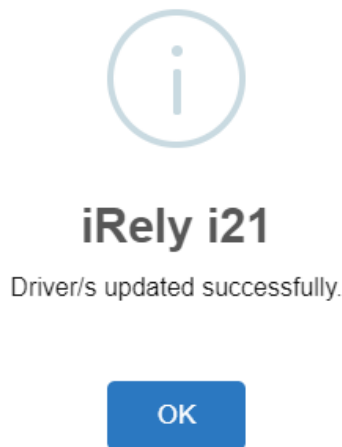
The screenshot shows the 'Consumption Sites' window. At the top is a 'Close' button. Below it are tabs: 'Consumption Sites' (active), 'Open Orders', 'Work Order', 'Leak/Gas Check', and 'Inactive Sites'. A toolbar contains buttons: 'Open Selected', 'New', 'Export', 'Columns', 'View', and 'Reassign Driver' (highlighted with a red box). Below the toolbar are search filters: 'Customer No' with a dropdown, 'Contains' with a dropdown, and an 'Add Filter' button.

3. **Re-Assign Driver** screen will display.



The screenshot shows the 'Re-Assign Driver' window. It has a top bar with 'Generate', 'Update Driver', 'Site', 'Export', and 'Close'. The main area is divided into two panels. The left panel, titled 'Details', has an 'Update' section with a 'New Driver' dropdown and a 'Selection Criteria' section with 'Route' and 'Driver' dropdowns. The right panel is a large grid with columns: Customer No., Name, Site No., Site Description, Delivery Address, Location, Route, Driver, Product, Tank Capacity, and Fill Group. The bottom status bar shows a question mark, a refresh icon, and the text 'Ready'.

4. Fill in the update and criteria panel.
 - a. **New Driver** - Enter the driver that will replace the existing drivers for the specific routes.
 - b. **Route** - Enter the routes where existing driver will be replaced with the new/default driver.
 - c. **Driver** - Enter the driver you want to be replaced by the new driver.
5. Click the **Generate** toolbar button. Records that met the criteria entered will be displayed on the grid. Records are all selected by default.
6. Select a record/s and click **Update Driver** toolbar button. Once successful, the message below will display.



7. Open the site where the driver is updated. Check the **Driver** field, it is updated with the new driver. If the site has an open call order, the driver on the order will be also updated.