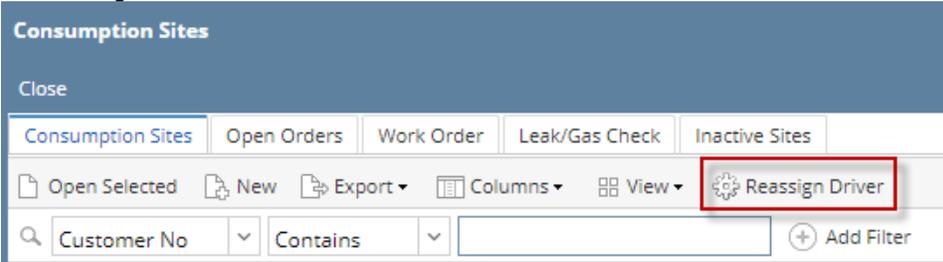


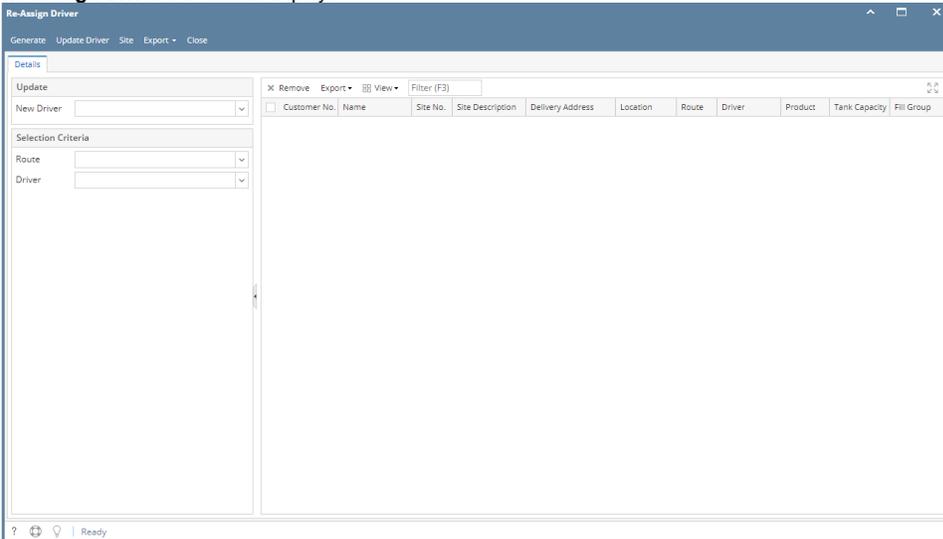
# How to Reassign a Driver

The **Re-Assign Driver** screen is used to reassign the default or different driver back to its 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.



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



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.



**iRely i21**

Driver/s updated successfully.

OK

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.