Driver Data Management System™
3.1c User Manual
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1.0 Overview

The function of License Monitor’s Driver Data Management System™ (DDMS) is to provide any company employing a fleet of drivers with the capability to monitor the driver’s license activities and license details of all their drivers. Companies can sign up for the License Monitor service, after which the information on all drivers working for them is imported into the Driver Data Management System™. Trucking companies, delivery companies, school districts, utility companies are a few of the industries that benefit from pro-active license monitoring.

For additional information, please contact your LMI representative at 800-303-8063.

2.0 Quick FACTS/LEGEND

DDMS = Driver Data Management System

LMI = License Monitor Inc.

NYDMV = New York State Department of Motor Vehicle

LMI Customer Service/Account Representative Contact Number: 1-800-303-8063
Email Address for Help/Assistance = help@licensemonitor.com
LMI Corporate Website = www.licensemonitor.com

Note: Most clients have custom built web portals to securely access their organization’s DDMS. For those organizations, be sure to log in at the custom portal web address. If you need assistance accessing DDMS, contact LMI at 1-800-303-8063.
All registered users are assigned a username and password to access License Monitor Inc.’s (LMI) Driver Data Management System™ (DDMS). DDMS is the system you will access to view driver activity.

To access the login page, go to http://www.licensemonitor.com or the Login link provided to you by your LMI representative. If accessing via the LMI website, the CLIENT LOG IN link is located on the upper right corner of the website.

To login:

1. Click on the Client Log In link via the website. Or go directly to https://www.licensemonitor.com/login.asp or use the link provided to you by your LMI representative.

   NOTE: Your organization may have a custom web portal created for access to your DDMS.

2. Enter the username and password provided to you by License Monitor.

3. Click on the log in button.

If you need assistance accessing the system, please contact your LMI representative at 800-303-8063.
You can now begin to retrieve and manage driver license activity for the drivers assigned to you.

The DDMS home page has several key features:

1. **SAFETY METER** - List total number of records assigned to you by license status.
2. **Search** by Driver Name or license number.
3. **View Drivers link** - quick link to view all of your drivers.
4. **New Activity Alerts/Records Notification** - alerts you of new activity or new records you need to acknowledge.
5. **Main Navigation Bar**

The bottom half of the home page lists the S19A Driver Summary and Compliance table.

**Key To Do: Acknowledge New Driver Activity each time you access the system.**
5.0 Viewing the Driver Record

The driver record information available to you is very powerful. The system enables you to add driver notes, view DMV related reports, and record internal employee information such as the hire date and $19A compliance information.

To view the record for a specific driver:

- Click on the license number for the driver.
- The Driver Record for the selected driver will appear.

<table>
<thead>
<tr>
<th>LICENSE NUMBER</th>
<th>DRIVER NAME</th>
<th>LICENSE STATUS</th>
<th>ACTIVITY TYPE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>338639185</td>
<td>GHOSH, ROBERT</td>
<td>VALID</td>
<td>CDL INFO</td>
<td>03-24-2006</td>
</tr>
<tr>
<td>338639185</td>
<td>GHOSH, ROBERT</td>
<td>VALID</td>
<td>CDL INFO</td>
<td>03-24-2006</td>
</tr>
<tr>
<td>333096381</td>
<td>HOWELL, MARIA</td>
<td>VALID</td>
<td>ACCIDENT PREV. COURSE</td>
<td>04-07-2006</td>
</tr>
</tbody>
</table>

The driver record screen consists of the following sections:

1. Viewing Options
2. License Information
3. NYS DMV Points
4. Out of State License
5. Driver Notes
6. Driving Permits
7. Driver Cards
8. Driver License Activity
9. Access to the most current NYS DMV Driver Abstract
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Entire Driver Record Page View
5.1 Viewing Options

Once you have clicked on a license number to view the driver record, you can set your viewing preferences by selecting the items on the top of the screen.

**Show ‘Out of State’ (OOS) License** - You can elect to show or hide Out of State license information for the driver. Clicking on the “Show OOS License” icon sets it to show or hide the OOS license.

**Show/Hide Notes** - You can elect to show or hide the driver’s notes by clicking on the “Show/Hide Notes” icon.

**Change View** - You can change how you want to view the driver Activity at the bottom of the screen. Activity can be grouped by type of activity or chronologically with most recent activity appearing at the top.

**Print LMI Driver Record** - You can print out a black and white copy of the event history. This will print only info that is specific to this driver. The safety meter, and other viewable portions of the website are not printed with this feature.
The license information screen displays the License Monitor view of the current NYS DMV driver record for the selected driver.

You can refresh the driver record by hitting the “Refresh IMVR” button. A new window will appear asking you to confirm the costs associated with a “Refresh IMVR”.

**License Info:**

<table>
<thead>
<tr>
<th>DRIVER NAME</th>
<th>DUNCAN, EUGENE</th>
</tr>
</thead>
<tbody>
<tr>
<td>LICENSE NUMBER</td>
<td>724020460</td>
</tr>
<tr>
<td>MOTORIST ID</td>
<td>K01799 06848 1901391-00</td>
</tr>
<tr>
<td>ADDRESS</td>
<td>5336 DUNCAN AVE</td>
</tr>
<tr>
<td>CITY</td>
<td>STONY POINT</td>
</tr>
<tr>
<td>STATE</td>
<td>NY</td>
</tr>
<tr>
<td>ZIP CODE</td>
<td>10960</td>
</tr>
<tr>
<td>COUNTY</td>
<td>ROCK</td>
</tr>
<tr>
<td>COUNTRY</td>
<td>US</td>
</tr>
<tr>
<td>DATE OF BIRTH</td>
<td>8/7/1955</td>
</tr>
<tr>
<td>SEX</td>
<td>M</td>
</tr>
<tr>
<td>HEIGHT</td>
<td>5-4</td>
</tr>
<tr>
<td>EYE COLOR</td>
<td>GREEN</td>
</tr>
<tr>
<td>MONITORED SINCE</td>
<td>02-26-2006</td>
</tr>
<tr>
<td>LIMITED USE END DATE</td>
<td></td>
</tr>
<tr>
<td>NOTE</td>
<td></td>
</tr>
<tr>
<td>EXPIRATION DATE</td>
<td>8/7/2011</td>
</tr>
<tr>
<td>RESTRICTIONS</td>
<td>N/A</td>
</tr>
<tr>
<td>LICENSE STATE</td>
<td>NY</td>
</tr>
<tr>
<td>LICENSE CLASS</td>
<td>CDL ‘B’</td>
</tr>
<tr>
<td>LICENSE STATUS</td>
<td>VALID</td>
</tr>
<tr>
<td>CDL ENDORSEMENTS</td>
<td>PASSENGER, SCHOOL BUS</td>
</tr>
<tr>
<td>CDL RESTRICTIONS</td>
<td>NONE</td>
</tr>
<tr>
<td>PROBATION START</td>
<td>N/A</td>
</tr>
<tr>
<td>PROBATION END</td>
<td>N/A</td>
</tr>
<tr>
<td>S19A STATUS</td>
<td>ACTIVE - SCHOOL QUALIFIED</td>
</tr>
<tr>
<td>COMMERCIAL STATUS</td>
<td>N/A</td>
</tr>
<tr>
<td>NON-COMMERCIAL STATUS</td>
<td></td>
</tr>
<tr>
<td>HAZMAT STATUS</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**REFRESH**

Driver Abstract for **DIAL, TEST, C**

THIS DRIVER’S MOST RECENT ABSTRACT IS FROM 5/27/2008 10:53:31 AM

(Less than 24 hours ago)

<table>
<thead>
<tr>
<th>LICENSE NUMBER</th>
<th>NAME</th>
<th>DATE REQUESTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>618295969</td>
<td>DIAL TEST, C</td>
<td>5/27/2008 2:56:24 PM</td>
</tr>
</tbody>
</table>

PLEASE NOTE: The above abstract request will incur a charge of $10.95. This amount will be added to your next invoice.
5.3 NYS DMV Points

This section displays the NYS DMV points information for the selected driver. Please note, the points are for reference only. Always use a current abstract for verification.

**NYS DMV Points:** Points are for reference only. Always use a current abstract for verification.

<table>
<thead>
<tr>
<th>NYS DMV Points</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Points</td>
<td>0</td>
</tr>
<tr>
<td>This total contains all points reported since monitoring began. It includes points for convictions no longer on the current NYS DMV Abstract.</td>
<td></td>
</tr>
<tr>
<td>Current Abstract Points</td>
<td>0</td>
</tr>
<tr>
<td>This total contains all points for all convictions on the current NYS DMV Abstract. It DOES NOT include points for convictions no longer on the current abstract.</td>
<td></td>
</tr>
<tr>
<td>Current Driver Points (Past 18 months)</td>
<td>0</td>
</tr>
<tr>
<td>This total contains all points reported for convictions having a Violation Date in the past 18 months.</td>
<td></td>
</tr>
<tr>
<td>Effective Driver Points (Past 18 months)</td>
<td>0</td>
</tr>
<tr>
<td>This total contains all points reported for convictions having a Violation Date in the past 18 months. It has not been adjusted as this driver has not completed a qualifying Defensive Driving Course in the past 19 months.</td>
<td></td>
</tr>
</tbody>
</table>

5.4 Out of State License (OOS)

Some drivers in your organization may have NYS DMV license statuses of surrendered, no New York license, or I.D. only. For those drivers you can enter the Out of State (OOS) driver license number.

**Out of State License:**

You can Add a State license number by selecting the State and entering the license I.D. for the driver.

**NOTE:** Contact your LMI account representative to arrange for receipt of your Out of State (OOS) abstracts/motor vehicle records.
5.5 Driver Notes

The Driver Notes box enables you to add, edit and view notes for the driver. You can enter any type of note you find helpful.

Driver Notes:

Last modified by Joe User on 11/12/2007 1:41:12 PM
Eugene will take a defensive driving course in March.

NOTE: Customized reports can be run based on driver notes. See Section 12.16 of this user manual for further explanation.

To view or modify a note:

- Click on the View/Modify button. The Driver Notes entry screen will appear in a separate browser window.

- Enter your note, and click on the Save Note button on the left side of the screen.

- Next, click on the Close this Window button at the bottom of the screen.

- Your note will now appear in the Driver Record page.
5.6 DRIVER CARD

The driver card is where your custom fields appear. From within the Manage Account area, you can create proprietary data fields to capture information on your drivers. These fields are called Driver Tags.

To edit the selected driver’s information:

- Click on the ‘edit’ link above the Driver Cards
- A separate browser window will appear
- Enter the information and click on the ‘Save’ button on the upper right corner.
- The browser window will close and you will be returned to your Driver Record.
- Driver cards can be created, edited or deleted under the Manage Account section. See Section 13.6 of this manual for further explanation.
5.7 DRIVER LICENSE ACTIVITY

The activity section displays NYS DMV activity history for the selected driver. The activity represents all activity since the driver was added to LMI’s DDMS.

By default it appears in chronological order with most recent activity date first. Changing the View to grouped, presents the activity by activity type.

Activity:

<table>
<thead>
<tr>
<th>Date</th>
<th>Reason</th>
<th>Type</th>
<th>Violation Date</th>
<th>Location</th>
<th>Conviction Reversed On</th>
</tr>
</thead>
</table>

5.8 VIEWING THE NYS DMV ABSTRACT

To view the selected drivers most recently generated driver abstract:

- Click on the View NYS DMV Driver Abstract link.
- A separate browser window will appear with the Driver Abstract.
- To print the abstract, use your web browser's Print function.
6.0 New Driver Activity

When you first log in you will be at the DDMS home page. You can return to the DDMS home page by clicking on the Manager Home at the top of the screen.

When you first access the DDMS, you should immediately ACKNOWLEDGE New Driver Activity by clicking on the “New Driver Activity to be ACKNOWLEDGED” icon.

This feature alerts the user of any new records or activities that need to be reviewed or acknowledged. If another user from your organization has acknowledged a record, it will not appear in your New Driver Activity to be Acknowledged table.

There are three types of records in the New Activity Box:

1. New Motor Vehicle Records to be Verified.
3. New Driver Activity to be Acknowledged.

*Note: A red circle blinks around any icon requiring action.*

New Driver Activity Email Notification

When there is activity in one or more of the drivers being monitored, you will receive an email from LMI. Our pro-active notification protocol is set to notify you every 24 hours and will continue to email you every 24 hours until you login and acknowledge all new driver activities.
6.1 ACKNOWLEDGE NEW DRIVER ACTIVITY

The New Driver Activity table enables you to view and acknowledge new driver activity for the drivers you manage. You can sort the table by clicking on the column headers. License Monitor’s DDMS allows you to acknowledge new license activity in two ways.

You can acknowledge new activity utilizing check boxes or through the Quick Acknowledge feature.

The New Driver Activity Table consists of the following fields:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>License no.</td>
<td>The 9-digit NYS license number.</td>
</tr>
<tr>
<td>Driver Name</td>
<td>Last name, first name of driver.</td>
</tr>
<tr>
<td>License status</td>
<td>Denotes the current status of the license. A red status denotes a negative standing, like ‘Suspended’.</td>
</tr>
<tr>
<td>Activity Type</td>
<td>Activity Type to be acknowledged. (i.e. revocation, conviction, accident prevention course).</td>
</tr>
<tr>
<td>Date</td>
<td>Date when activity was reported.</td>
</tr>
</tbody>
</table>
To acknowledge new activities via the Quick Acknowledge feature:

- Click on the license number for the driver with new activity
- The driver record page for that driver will be displayed
- Scroll down to the Activity Section
- The new activity to be acknowledged will be displayed

**Activity:**

<table>
<thead>
<tr>
<th>Date</th>
<th>CDL Endorsement</th>
<th>CDL Class</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/2/2006</td>
<td>CDL Endorsement</td>
<td>CDL C</td>
<td>NO VEH OVER 18,000 LBS</td>
</tr>
<tr>
<td>6/1/2014</td>
<td>CDL Endorsement</td>
<td>CDL C</td>
<td>NO VEH OVER 18,000 LBS</td>
</tr>
<tr>
<td>4/24/2003</td>
<td>Accident Prevention Course</td>
<td>CDL C</td>
<td>NO VEH OVER 18,000 LBS</td>
</tr>
</tbody>
</table>

- After reviewing the new activity, click on the Quick Acknowledge This Event icon which is directly under the new activity.
- Once the Quick Acknowledge This Event icon is clicked, the new activity will be stamped with the user name, date and the time the activity was acknowledged.
- Return to the DDMS home page by clicking on **MANGER HOME** on the tool bar at the top of the driver record page.

The Acknowledge New Driver Activity table will be displayed
- You can put checkboxes next to individual driver activity you wish to acknowledge or,
- To acknowledge all driver activity under the Acknowledge All column put a check mark in the box to the far right on the table
- Scroll down to the bottom of the page and click on the **Acknowledge Activity** icon.
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Note: Driver Information updates such as surrendered license, status changes and CDL endorsements can be viewed directly from the acknowledge new driver activity table. Click on the DRIVER INFO and the driver info change will display in a separate window. These activities STILL need to be acknowledged via the check box option or the Quick Acknowledge option.

Searching for a New Driver Activity Record

You can also search for the activity details of a single driver by entering the driver’s name or license number in the search field on the top of the page.

To search for a record:

- Enter the name of the driver in the Driver Name search field, or enter the license number in the License Number search field.
- Click Search.
- The records corresponding to the particular driver or license number will be displayed.
7.0 SAFETY METER

The SAFETY METER™ appears on the left of every page of the application. The SAFETY METER™ is a direct link to all the drivers assigned to a particular manager, based on their license status. There are 18 types of license statuses listed in the SAFETY METER™. A status type that has a number corresponding to it indicates there are records to view.

To view the drivers in the Safety Meter:

- Click on the status name from the SAFETY METER™. (i.e. Valid, Approved, Permits Only, etc.)
- A table listing the drivers with the selected License Status will be displayed.

For example, in the screen shot of the SAFETY METER™, the status Valid, has 108 records to view. Click on Valid to view all 108 drivers with valid licenses assigned to you.
7.1 View Drivers Screen

Once you select a license status from the SAFETY METER™ you will see the View Drivers Screen. The screen will list all drivers that fit the selected criteria.

All View Drivers screens have these common elements:

- **An Export to Excel Icon.** Clicking on the icon will automatically generate an Excel spreadsheet with the records in the table.

- **A Print Abstract Icon.** Clicking on the icon will open up a separate browser window with all of the driver abstracts. Each abstract will start on a new page.

  To **Print** the abstracts, use your web browser's Print function.

- **A Mailing Label Icon.** Clicking on the icon generates an Excel spreadsheet for use with most mail merge formats.

- **A Paging Feature.** If there is more than one page, you can navigate through the table using the Previous and Next buttons or the Paging Drop down.

You can sort the screen by clicking on any of the underlined column headers.
8.0 Add & Delete Drivers

8.1 Add Drivers

ADD DRIVERS
for Secure, Comprehensive Driver Monitoring

<table>
<thead>
<tr>
<th>Standard Driver Add(s)</th>
<th>Monitoring will commence when verification abstract is received from DMV (5 to 15 days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$8.95</td>
<td></td>
</tr>
</tbody>
</table>

NEW! Please select an option: (Applies to each license entered for this batch)

- YES!
  Show Instant Abstracts. For only $7 (a savings of up to 30% over standard IMVR pricing), receive an Instant Motor Vehicle Record. Monitoring will commence as above, but you can view current driver abstracts today!
- No Thanks.
  I'll wait for the verification abstract to be returned from the DMV.

Please enter 9 digit NYS Driver License Number(s).

Click on the Add Drivers tab on the top of the page to add new drivers to your organization.

The Add Drivers page allows you to add up to 50 drivers at a time to your organization.

To add drivers to the system:

- Choose YES to receive a discounted abstract when you add a driver. Choose NO to wait for the original abstract once monitoring begins. Standard turn around time to begin monitoring is 5 to 7 business days.
- Enter the NYS driver license numbers of the drivers you would like to add, in the fields provided.

- Click on Add Drivers to confirm or click on Clear Fields to clear all the fields and start over.

### 8.2 DELETE DRIVERS

Clicking on the Delete Drivers tab takes you to the Delete Drivers page, which allows you to delete driver records from your system.

Once deleted, these drivers are no longer monitored. Therefore, before deleting drivers, make sure these drivers no longer drive for your organization.

**Note:** If you delete a driver in error or re-hire them in the future you can re-add them via the Add Drivers tab.

**To Delete Drivers from the system:**

- Select the checkbox next to the driver record you want to delete. If you want to delete all the drivers select the checkbox under DELETE ALL.

- Click on the Delete Drivers button at the bottom of the page.

You can also search for drivers by entering the license number or driver name in the search box. Once the results are displayed follow the same steps to delete.
9.0 Instant MVRs

Instant Motor Vehicle Records are a static snapshot of a driver’s NYS Motor Vehicle Record. Obtaining an Instant MVR does **not** add the driver to your organization’s fleet for ongoing monitoring.

To obtain Instant MVRs:

- Click on the **Obtain Instant MVR icon** on the top right of the page.
- The Obtain MVR page allows you to enter up to 50 NYS license numbers.
- Enter the license number(s).
- Click on the **Get MVR(s) button**.
- The MVRs are now displayed.
- Click on the license number to view the motor vehicle record for the selected driver.
The drivers record page will be displayed. Scroll down to the bottom of the page to view the driver’s NYS DMV abstract.

To add a driver to monitoring from the Instant MVR table:

- Select the appropriate license using the ADD to FLEET column.
- Click on the Add to Fleet button.  
- The selected drivers will now be added to your fleet and your organization can begin monitoring the drivers.
10.0 Driver Tools

Clicking the Drivers Tools tab will take you to an Advanced Driver Search page. Here, you can search for drivers based on specific criteria. You can select from the various parameters displayed below.

To search for drivers:

- Select the checkboxes or radio-buttons corresponding to the criteria of your choice.
- Click on Search.
- The results will be generated in the table at the bottom of the page. You must scroll to the bottom of the page to view the results of the search.

In the above section, you can search by:

1. **Driver Name or License Number**

2. **License Status** - The Status advanced search corresponds to your safety meter. You can select multiple statuses. Your search will return anyone with any of the statuses you selected. Selecting “Any” (as well as leaving all boxes un-selected) will include all drivers, regardless of their status.

3. **CDL Endorsements** - The CDL Endorsement advanced search enables you to find drivers with specified endorsements. You can select multiple endorsements.
CDL Special Fields:

**Any Endorsement:** Searches for drivers having any endorsement.

**Any Checked:** Searches for drivers having any of the selected endorsements (ex. If you select 'Tank' and 'Tow Truck', it will find drivers with either 'Tank' or 'Tow Truck' or both endorsements).

**All Checked:** Searches for drivers having any of the selected endorsements (ex. If you select 'Tank' and 'Tow Truck', it will find drivers with both 'Tank' and 'Tow Truck' endorsements).

**No Endorsement:** Searches for drivers having no CDL endorsements.

In the above section, you can search by:

1. **Convictions**

   The Conviction advanced search enables you to find drivers with specified types of convictions. 'Other' encompasses all other conviction types (Reckless Driving, Failure to Signal, etc.) You can select multiple conviction types.

   **Special Fields:**

   **None of Checked:** Searches for drivers not having any of the selected conviction types (ex. If you select 'Speeding' and 'Seatbelt', it will find drivers that have neither 'Speeding' nor 'Seatbelt' convictions on their current abstract.

   **All Checked:** Searches for drivers having all of the selected conviction types (ex. If you select 'Speeding' and 'Cell Phone', it will find drivers with both 'Speeding' and 'Cell Phone' convictions on their current abstract.
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**Any Checked:** Searches for drivers having any of the selected conviction types (ex. If you select ‘Speeding’ and ‘Drug / Alcohol’, it will find drivers with either ‘Speeding’ or ‘Drug / Alcohol’ or both conviction types on their current abstract.

**No Convictions:** Searches for drivers having no convictions on their current abstract.

**Any Conviction:** Searches for drivers having any conviction on their current abstract.

2. **Accident Prevention Course**

The Accident Prevention Course advanced search enables you to find drivers who have or have not taken a Driver Safety/Accident Prevention Course.

If both fields are left unselected, it will include all drivers, regardless of whether or not they have taken a course.

3. **Accident**

The Accident advanced search enables you to find drivers who have or have not been involved in an accident.

If both fields are left unselected, it will include all drivers, regardless of whether or not they have been involved in an accident. A matched ‘Yes’ result does not imply that fault was assigned to the driver.

4. **License Class**

The License Class Advanced search enables you to find drivers who have a specific license class. Types listed in [brackets] are included whether “any checked” or “all checked” are selected.

---

![License Class Selections](image-url)
In the above section, you can search by:

1. **License Restrictions**
   
The License Restrictions advanced search enables you to find drivers with specified types of restrictions. You can select multiple restriction types.

   **Special Fields:**
   
   **Any Restriction:** Searches for drivers having any restriction on their current abstract.
   
   **Any Checked:** Searches for drivers having any of the selected restriction types on their current abstract.
   
   **All Checked:** Searches for drivers having all of the selected restriction types on their current abstract.
   
   **No Restrictions:** Searches for drivers having no restrictions on their current abstract.

2. **CDL Restrictions**
   
The CDL Restrictions advanced search enables you to find drivers with specified types of CDL restrictions. You can select multiple restriction types.

   **Special Fields:**
   
   **Any Restriction:** Searches for drivers having any CDL restriction on their current abstract.
   
   **Any Checked:** Searches for drivers having any of the selected CDL restriction types on their current abstract.
   
   **All Checked:** Searches for drivers having all of the selected CDL restriction types on their current abstract.
   
   **No Restrictions:** Searches for drivers having no CDL restrictions on their current abstract.
In the above section, you can search by Driver Tags.

The Driver Tag advanced search enables you to find drivers based on your own custom driver tags.

**Tag Types:**

**Text:** Check the Driver Tag box and enter the exact text you wish to search for.

**Select:** Check the Driver Tag box and select from the dropdown the value you wish to search. Select 'Not Entered' to find drivers with no information in that driver tag.

**Date:** Check the Driver Tag box and select the date range you wish to search for. Select 'NE' in any of the first date fields to find drivers without info in that driver tag. Leave the second date blank to search for one specific date.

**Yes/No:** Check the Driver Tag box and select 'Yes' or 'No' to find drivers with that value. Select 'Not Entered' to find drivers without info in that driver tag.

In the above section you can search by Raw DMV Points.

The Raw DMV Points advanced search enables you to find drivers based on the number of Raw DMV points they have on their current abstract.
11.0 Reports

In the Driver Tools page, a Reports icon is visible in the top right corner.

Clicking on this icon will take you to the Fleet Reporting & Analysis page. Here, you can generate reports on all drivers in your fleet or a set of drivers assigned to a particular manager.

Generate reports to identify trends and produce business intelligence. Each report enables you to identify sub-sections of drivers and search for activities by time period.

Although these reports are predefined, LMI has the ability to develop customized reports upon request.
The 18 predefined reports are as follows:

1. All Active Drivers
2. Activity Report
3. Driver Information Report
4. Recently Acknowledged Report
5. Drivers Added
6. Drivers Deleted
7. License Status
8. DMV Points
9. License Class
10. CDL Endorsement
11. Endorsement by Class
12. Convictions
13. Accident Prevention Course
14. Accident Report
15. Driver Date of Birth Report
16. Driver Notes Report
17. Address Changes
18. 19A Compliance Reports

11.1 ALL ACTIVE DRIVERS REPORT

Search for all active drivers in your entire fleet, or those assigned to a particular manager.

To view drivers:

- Select All Managers or a single manager name from the drop-down.
- Click on the Run Report button to get the list of assigned drivers.
- A report will be generated.
11.2 DRIVER ACTIVITY REPORT

This report enables you to search for driver activity in a given time period.

To search for driver activity:

- Select All Managers or a single manager from the first dropdown.
- Select All Activity or a single Activity Type from the second dropdown.
- Pick a Start Date and an End Date.
- Click on Run Report.
- A report of driver activity within the indicated time period is generated.

11.3 DRIVER INFO REPORT

Search for any drivers whose information has changed during a selected time period.

To generate the report:

- Select All Managers or a single manager from the dropdown.
- Click a Start Date and an End Date.
3.1C Driver Data Management System - User Manual

- Click on Run Report.
- A report is generated of driver information that has changed in the selected date range.

11.4 Recently Acknowledged Activity Report

Here, you can generate a report of drivers whose activities you have recently acknowledged.

To generate the report:

- Select All Managers or a single manager from the dropdown.
- Select the Date Acknowledged time period - the Start Date and the End Date.
- Click on Run Report.
- A report will be generated of all drivers whose activities you have acknowledged within the given date range.

11.5 Drivers Added Report

Here, you can view a report of all drivers added within a given time period.
To view a report of added drivers:
- Select All Managers or a single manager from the dropdown.
- Select the Date Added time period - the Start Date and the End Date.
- Click on Run Report.
- A report will be generated of all drivers who have been added in the selected date range.

**11.6 DRIVERS DELETED REPORT**

Here, you can view a report of all drivers deleted within a selected time period.

To view a report of deleted drivers:
- Select All Managers or a single manager from the dropdown.
- Select the Date Deleted time period - the Start Date and the End Date.
- Click on Run Report.
- A report will be generated of all drivers who have been deleted in the selected date range.
11.7 Drivers License Status Report

In this page you can generate a list of drivers based on their license status.

To view drivers:

- Select All Managers or a single manager from the drop down menu.
- Select a license status from the dropdown. The default value is Valid.
- Click on Run Report.
- A report will be generated of all drivers with the selected license status.

11.8 Driver DMV Points Report

In this page, you can generate a list of all your drivers with their total, current, effective or abstract point totals.

To view the points report:

- Select All Managers or a single manager from the first dropdown.
- Select the Type of points from the second dropdown.
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- Select the range of Points from the third dropdown.
- Click on Run Report.
- A report will be generated with the currently active drivers and their point totals.

11.9 DRIVER LICENSE CLASS REPORT

Here, you can generate a list of drivers based on their license class.

To view drivers:
- Select All Managers or a single manager from the first dropdown.
- Select a license class from the second dropdown.
- Click on Run Report.
- A report will be generated of all drivers with the selected license class.

11.10 CDL ENDORSEMENTS REPORT

Here, you can generate a list of drivers based on their specific CDL endorsements.
To view drivers report:
- Select All Managers or a single manager from the dropdown.
- Select a CDL Endorsement from the second dropdown.
- Click on Run Report.
- A report will be generated of all drivers with the selected CDL Endorsements.

### 11.11 CDL ENDORSEMENT BREAKDOWN REPORT

This report generates a count on all CDL drivers listed by class, broken down by their endorsements.

To generate the report:
- Select All Managers or a specific manager name from the drop-down.
- Click on Run Report.
- A count of CDL drivers broken down by their endorsements will be listed.

### 11.12 DRIVER CONVICTION REPORT

In this report, you can search for drivers who have had certain types of convictions within a specified date range.
To search and generate the report:

- Select All Managers or a specific manager from the first dropdown.
- Select All Classes or a particular license class from the next dropdown.
- Select All Convictions or a specific conviction from the third dropdown.
- Choose the date range by entering a Start Date and End Date.
- Click on Run Report.
- A report will be generated with the list of drivers who have had the selected convictions in the indicated date range.

### 11.13 ACCIDENT PREVENTION COURSE REPORT

Here, you can quickly generate a report of drivers who have or have not taken an accident prevention course, and the date of the most recent course, if taken.

To generate the report:

- Select All Managers or a specific manager from the first dropdown.
- Choose Yes or No, to view those who have or have not taken the course, respectively.
- Click on Run Report.
- A report will be generated with the list of drivers who have or have not taken the course, depending on your input.
11.14 DRIVER ACCIDENT REPORT

This report lists the drivers who have been in accidents during the selected date range, as well as the number of accidents they were involved in.

To generate the report:

- Select All Managers or a single manager from the dropdown.
- Select the Accident Date time period - the Start Date and the End Date.
- Click on Run Report.
- A report will be generated of all drivers who have been in accidents in the selected date range, as well as the number of accidents involved.

11.15 DRIVER DOB REPORT

This report will show a list of all drivers whose date of birth falls on a specified day, or within the selected date range.
To generate this report:
- Select All Managers or a specific manager from the dropdown.
- Select one of the options in the Date of Birth field:
  - Actual - A specific date, month and year.
  - Annual - A specific day and month.
  - Range - A selected date range.
- Click on Run Report.
- A list of drivers with the specified DOB or DOB range will be generated.

This is a quick way to search all driver notes on all drivers in DDMS.

To view this report:
- Select All Managers or a specific manager from the dropdown.
- Enter words or phrases in the Note Contains field. Leave the field blank if you want to view all notes.
- Click on Run Report.
- A report will be generated of all drivers’ notes with the specified information.
12.0 Manage Account

The Manage Account section provides you with the facilities to customize your account to best suit your needs.

There are 12 options available to manage and organize your account:

- Account Info
- User Info
- Preferences
- S19A Carrier Profiles
- Alert Settings
- Driver Tags
- Manage Groups
- Account Hierarchy
- Assign Drivers
- Away Status
- Audit Log
- S19A Test Generator

Customize your account to better meet your needs with Driver Tags - propertly data fields that can be added to each driver record.

Create sub-managers with unique security assignments to monitor driver activity. Assign drivers throughout your management hierarchy and account for managers on vacation or "away".

Feel free to contact a License Monitor customer service representative for additional support.
12.1 ACCOUNT INFO

Here, you can edit your basic Company Account and Primary Contact information.

To edit the information:

- Enter valid information in the fields provided. (Fields marked with a red asterisk are mandatory).
- Click on Submit Changes to save changes or click on Revert to Saved to ignore any changes and maintain previously saved entries.

12.2 USER INFORMATION

Here, you can edit your basic user information, such as your name, address, password, contact information etc.

To edit information:

- Enter information in the fields provided.
- Fields marked with a red asterisk are mandatory.
- Click on Submit Changes to save changes or click on Revert to Saved to cancel changes and maintain previously saved entries.
In this page, you can change system preferences:

1. **Page Settings** - allows you to select the number of drivers you want listed per page.

2. **Driver Information View** - gives you two options, *Chronological* and *Grouped by Activity*, by which you can view driver information.

3. **IMVR Settings** - allows you to choose the number of days you would like to keep Motor Vehicle Records on file.

4. **Driver Note Settings** - applies only to your drivers; gives you the option to turn notes on or off.

**To set your preferences:**

- Change default settings if required.
- Click on the **Submit Changes** button.
12.4 ALERT SETTINGS

In this page, an authorized individual can make changes to customize email alert settings.

12.5 DRIVER TAGS

A driver tag is a custom data field that can be created and added to each driver record. To track information such as: Hire Date, Department, Cell phone number, etc.

**ADD / MODIFY**

**Driver Information Tags**

Add New Driver Tag:

- Driver Tag Name:
- Driver Tag Type:
  - TEXT
  - SELECT
  - DATE
  - YES-NO

Current Driver Tags: click tag name to edit or delete.

<table>
<thead>
<tr>
<th>TAG NAME</th>
<th>TAG TYPE</th>
<th>TAG VALUES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee ID</td>
<td>Text</td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td>Select</td>
<td></td>
</tr>
<tr>
<td>Hire Date</td>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Training Course</td>
<td>Yes/No</td>
<td></td>
</tr>
</tbody>
</table>

To add a new driver tag:
- Enter a tag name in the **Driver Tag Name** field.
- Select a tag type. Tag types can be:
  - Text - a text field.
  - Select - a dropdown with options you can choose from.
  - Date - a month/day/year format.
  - Yes/No - Yes and No radio buttons.
- Click on **Add** to add driver tag or **Reset** to start over.

**To edit or modify a current tag:**

- Select any of the tag names already listed in the **Current Driver Tags** table.
- A page will be displayed with a Modify/Delete Driver Tag option.

### Modify / Delete Driver Tag:

<table>
<thead>
<tr>
<th>MODIFY</th>
<th>DELETE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Driver Tag Name:</strong></td>
<td><strong>Driver Tag Name:</strong> Employee ID</td>
</tr>
<tr>
<td>Employee ID</td>
<td>Deleting this tag will remove it from your list of available Driver Tags and all information contained in this tag will be erased. Deleting a Driver Tag can not be undone.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>[Change]</td>
<td></td>
</tr>
<tr>
<td>[Reset]</td>
<td></td>
</tr>
<tr>
<td></td>
<td>[Delete Tag]</td>
</tr>
</tbody>
</table>

- Change the Tag Name to modify and click **Change** to save changes.
- Delete the tag by clicking on **Delete Tag**. Deletion cannot be undone.
The Account Hierarchy enables you to customize LMI’s Driver Data Management System (DDMS) to match your company’s specific organizational structure by adding sub managers to your account. Here is an example of a simple hierarchy with no sub manager.

**SIMPLE HIERARCHY - 30 DRIVER COMPANY**
However, if you had thirty drivers across 3 divisions of your organization you could identify 3 people and give them access to just the drivers in their division by creating sub managers.

**HIERARCHY WITH THREE DIVISIONS - 30 DRIVER COMPANY**

- **JOHN SMITH**
  - **SALES DIVISION**
    - Monitoring
      - 10 Drivers
  - **SERVICE DIVISION**
    - Monitoring
      - 10 Drivers
  - **OPERATIONS DIVISION**
    - Monitoring
      - 10 Drivers
To add a Sub-Manager to your account go to Account Hierarchy.

Here you can assign an employee the role of sub manager and give the sub manager access to oversee and monitor just the drivers that work for his department or area.

- Fill in the required fields. (Fields marked with a red asterisk are mandatory).
- Select a security assignment.
- Click on **Add Sub-Manager** to add a sub-manager or click on **Clear Fields** to start over.
12.7 Manage Groups

The “Group” feature allows you to share access to the drivers in your account without giving out your user name and password.

Once you identify those colleagues whom you want to share access with, gather all their necessary contact information and enter their information into the Add/Modify Group Logins page. If you have any questions on creating Groups, contact License Monitor and our support team will create a new Group name and your co-workers will have their own username and password. License Monitor can be reached at 800-303-8063.

In this page, you can create new group logins and provide them with a security assignment to monitor driver activity. You can create a group that shares your privileges or customize their privileges by selecting the appropriate security assignments.
To add/modify group name or user name:

- Enter valid information in the fields provided. (Fields marked with a red asterisk are mandatory).

- Select the security assignment that you would like to assign to them.

- Click on Add Group User or click Clear Fields to start over.

To assign to another manager:

In this page, you can assign your drivers to another manager. This feature is of real value when drivers transfer within the organization.
Select a manager from the drop-down provided.

Your drivers will be assigned to the selected manager.

### 12.9 Audit Log

The Audit Log is used to retrieve records of all DMV searches.

**Audit Log**

**Department of Motor Vehicles**

This DMV Audit Log is used to retrieve records of Motor Vehicle searches.

This includes DMV's run for pre-employment screening, adds to your DDAMSMs, and refresh of Driver Abstracts.

A License Search will return all records pertaining to that license.

A Name Search will return all requests that match the name entered.

<table>
<thead>
<tr>
<th>Field</th>
<th>Input Area</th>
<th>Search Button</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driver Name</td>
<td></td>
<td>Search by Name</td>
</tr>
<tr>
<td>License Number</td>
<td></td>
<td>Search by License</td>
</tr>
<tr>
<td>Date</td>
<td>10, 15, 2007</td>
<td>Search by Date</td>
</tr>
</tbody>
</table>