



QUICK START GUIDE

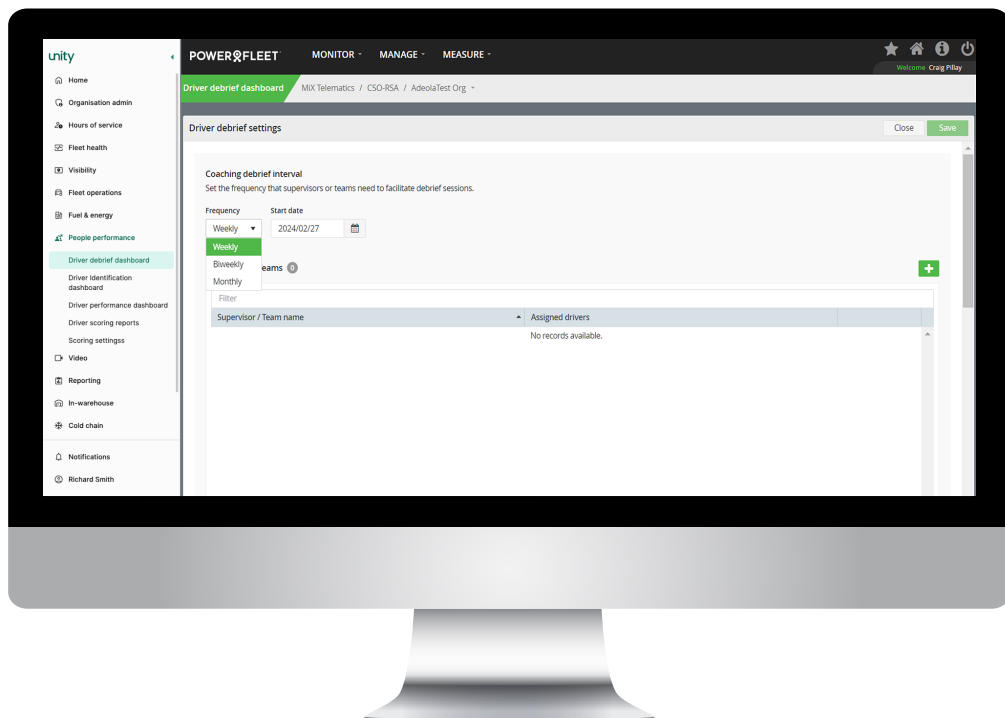
Driver Coaching →

This quick start-up guide will help you to complete the setup process so you can start coaching drivers.



To setup the module you have to:

1. Select how frequently you want to coach drivers.
2. Select when you want to start coaching for the 1st time.
3. Create your team/supervisor groups.
4. Assign drivers to the teams/supervisors.



Important things to note when completing the setup process for the module:

- When trip data are available prior to the start date that has been selected, coaching can start immediately.

Scenario A below: The frequency/interval is **Weekly** and start date **13 May**.

May 2024						
SU	MO	TU	WE	TH	FR	SA
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

✓ Trip Data

1. Since there were trip data available before the start date , on **13 May** a new coaching interval will display on the dashboard for the period **6 May – 12 May**.
2. Behaviours identified for coaching are based on events triggered during this period (**6 May – 12 May**).
3. The supervisor/manager has between **13 May – 19 May** to coach these behaviours, i.e. 7 days.

When no trip data are available prior to the start date, then trip data will be collected during the interval (e.g., the week), and coaching can start at the beginning of the new interval.

Scenario B below: The frequency/interval is **Weekly** and start date **13 May**.

May 2024						
SU	MO	TU	WE	TH	FR	SA
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

✗ No trip Data

1. Since there were no trip data available before the start date, data will first be collected during **13 May - 19 May**.
2. At the start of the new interval, **20 May**, a new coaching interval will display on the dashboard for the period **13 May - 19 May**.
3. Behaviours identified for coaching are based on events triggered during this period (**13 May - 19 May**).
4. The supervisor/manager has between **20 May - 26 May** to coaching these behaviours, i.e. 7 days.

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