DRIVER PORTAL TIME & ATTENDANCE

Education Logistics, Inc.

Training Guide

2024

Driver Portal Time & Attendance

Training Guide

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PURPOSE OF THIS GUIDE

The Driver Portal Time and Attendance Training Guide will provide you with explanations of the basic tools within Driver Portal, walk you through the procedure of driver time and attendance, as well as provide you with specific scenarios you may encounter as you begin using the tablet.

ATHENA TIME & ATTENDANCE INTRODUCTION

Driver Portal Time and Attendance allows one or more employees (drivers, monitors, aids, substitutes, etc.) to punch in and out on a single tablet.
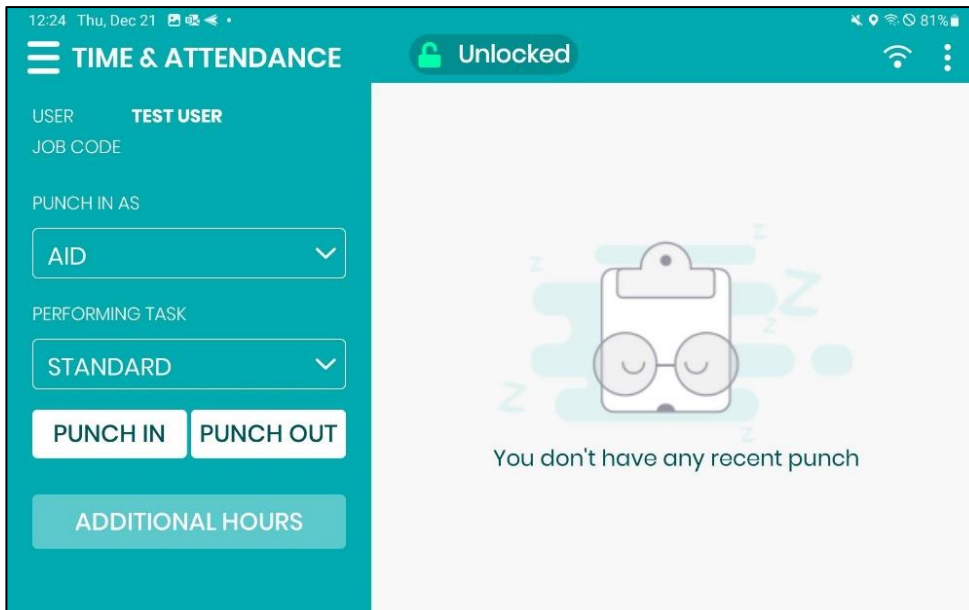
DRIVER PORTAL TIME AND ATTENDANCE

Getting Started

Login Credentials
- The three fields required to log in are Bus ID, Driver ID, and Password.
- Your Bus ID must match the bus being currently driven.
- Enter your Driver ID and Password as assigned by the district.
- After entering all fields, tap on Login.

Important Information

There is additional information found at the bottom of the login screen:
- Device serial number, located at the bottom center of screen.
- Your school district, located at the bottom left of screen (in this screenshot, the district is represented by KTDemo_4).

Time and Attendance

Time and Attendance Screen

Once logged in, you will come to the Time and Attendance screen.
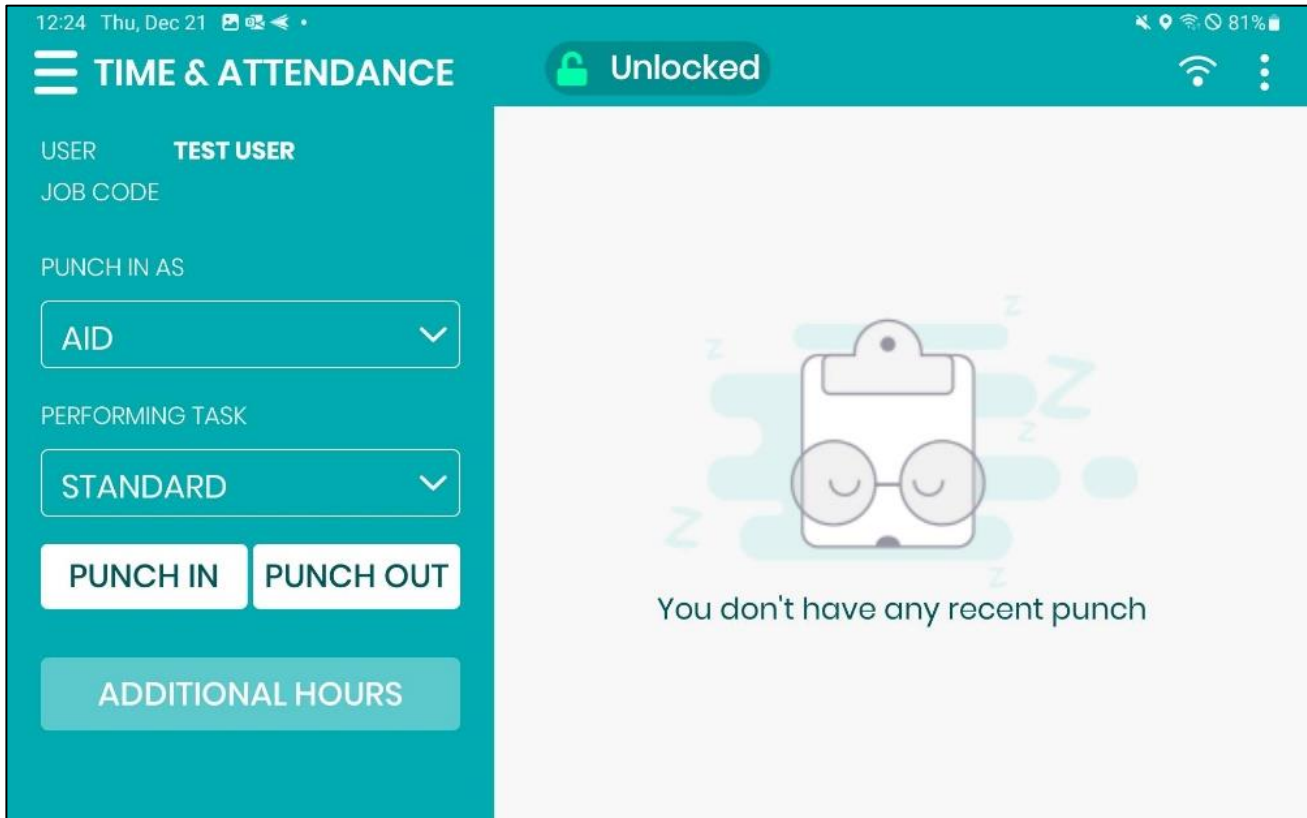
Driver Portal Icons

The following icons appear on every screen within each module of the Driver Portal App.

Main Menu – is the hamburger icon located at the top left of Driver Portal, which will open Driver Portal Main Menu.

Tablet Menu – is the 3-dot icon located at the top right of Driver Portal, which allows you to access a tablet screen report and tablet brightness.

WiFi – this icon shows whether the WiFi is enabled or disabled. If disabled, there will be a slash through the symbol.

Locked/Unlocked – the lock icon shows whether the screen is unlocked or locked. If locked, you are unable to interact with the tablet. The screen will automatically lock when the bus is moving.

🔓 Unlocked

Punch In

1. Employee will select their role in the first drop down box. These roles are pre-determined by the district.

PUNCH IN AS

BUS DRIVER ⌄

PERFORMING TASK

STANDARD ⌄

PUNCH IN | PUNCH OUT

2. Employee will then select the task they are performing in the second drop down box.

PUNCH IN AS

BUS DRIVER ⌄

AID

BUS DRIVER ✓

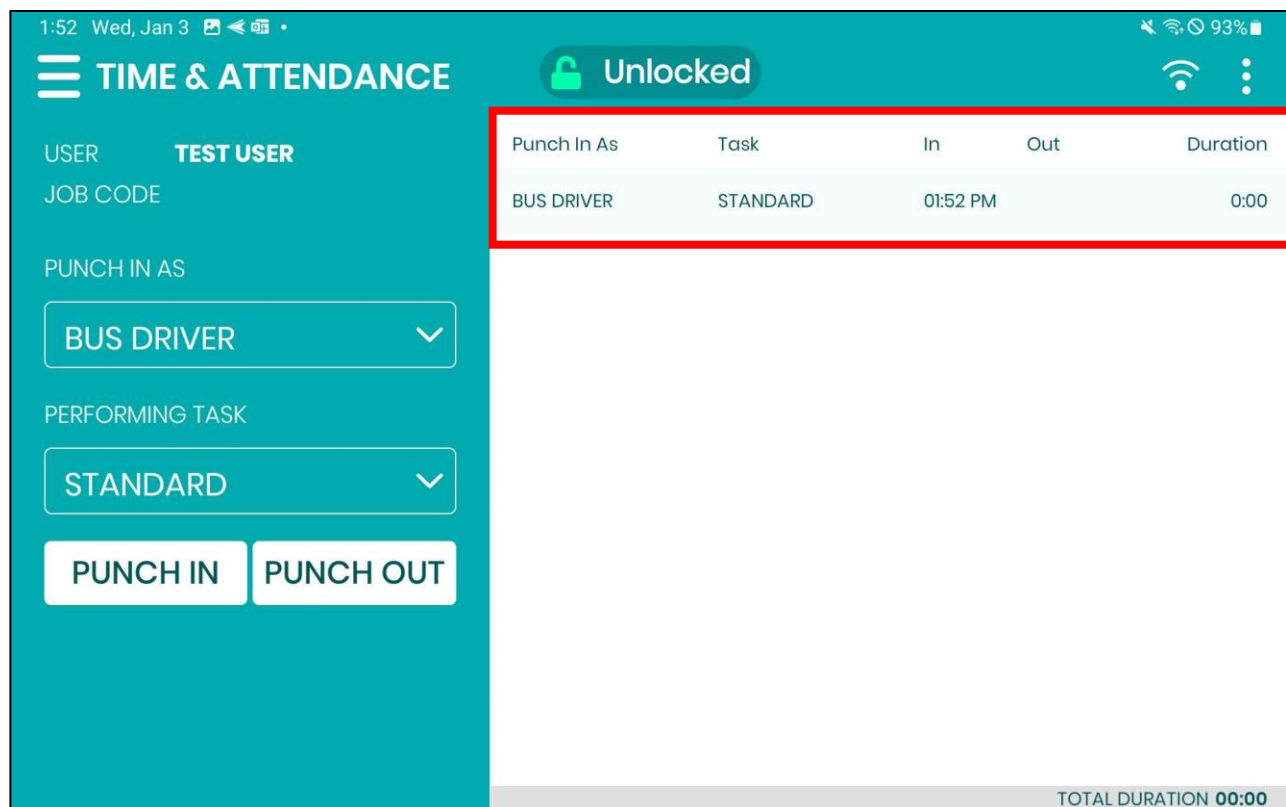DRIVER

MONITOR

SUB-DRIVER

SUB-MONITOR

3. After selecting the Performing Task, tap on Punch In.

4. A pop up will appear asking the employee to ensure correct role and task have been selected. Select "Confirm" to complete Punch In.
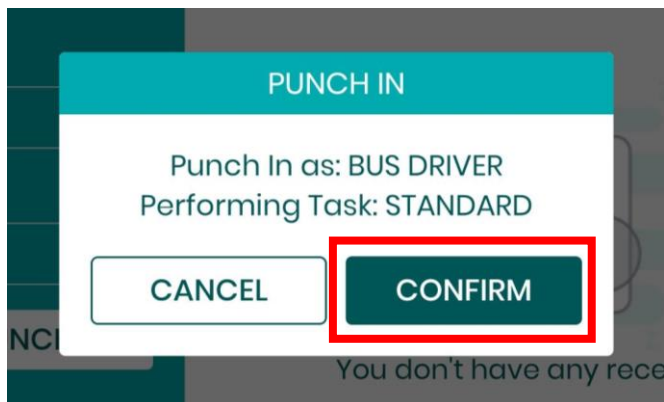
5. After selecting "Confirm," the employee will see their punch record reflected in the main portion of the screen.
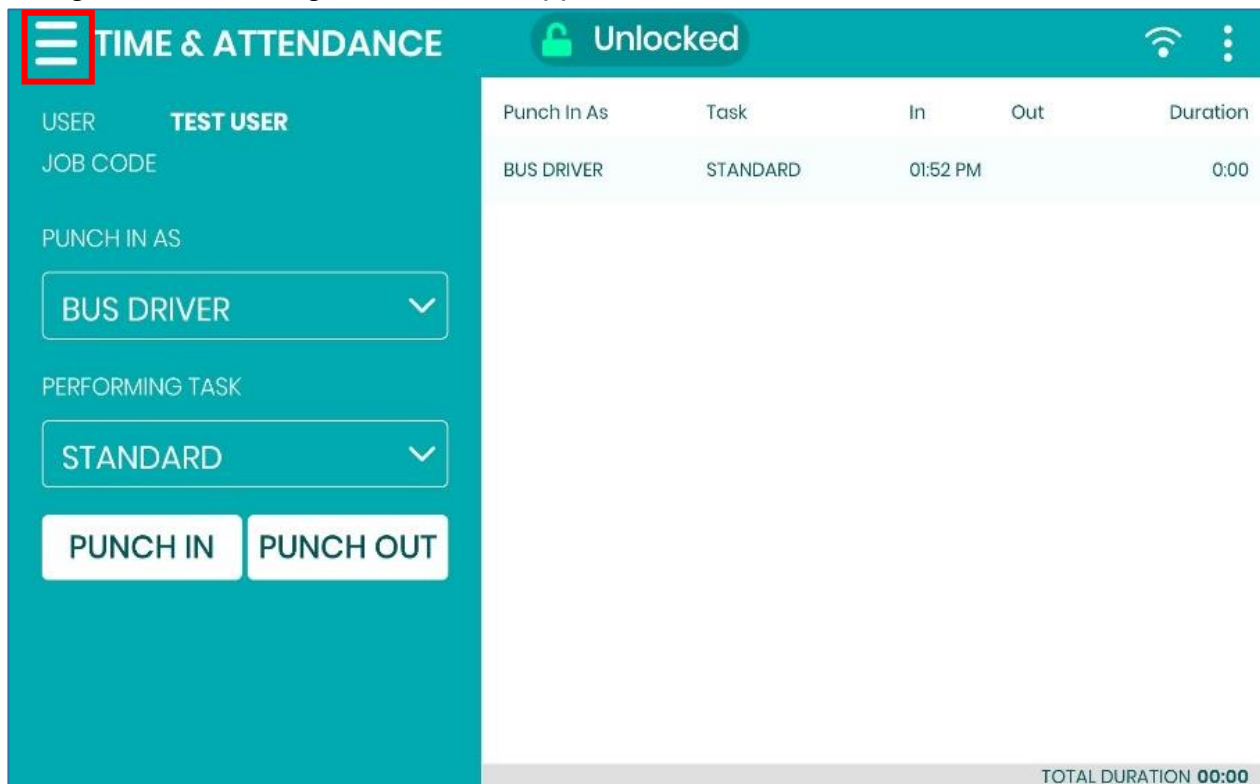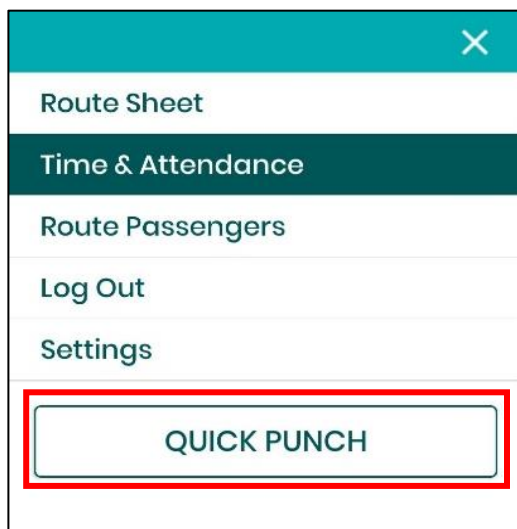
Quick Punch

Driver Portal Time and Attendance allows for a second employee to punch in on the same tablet. This is often used when two employees with different roles, for example, a Driver and Monitor, are both on the bus.
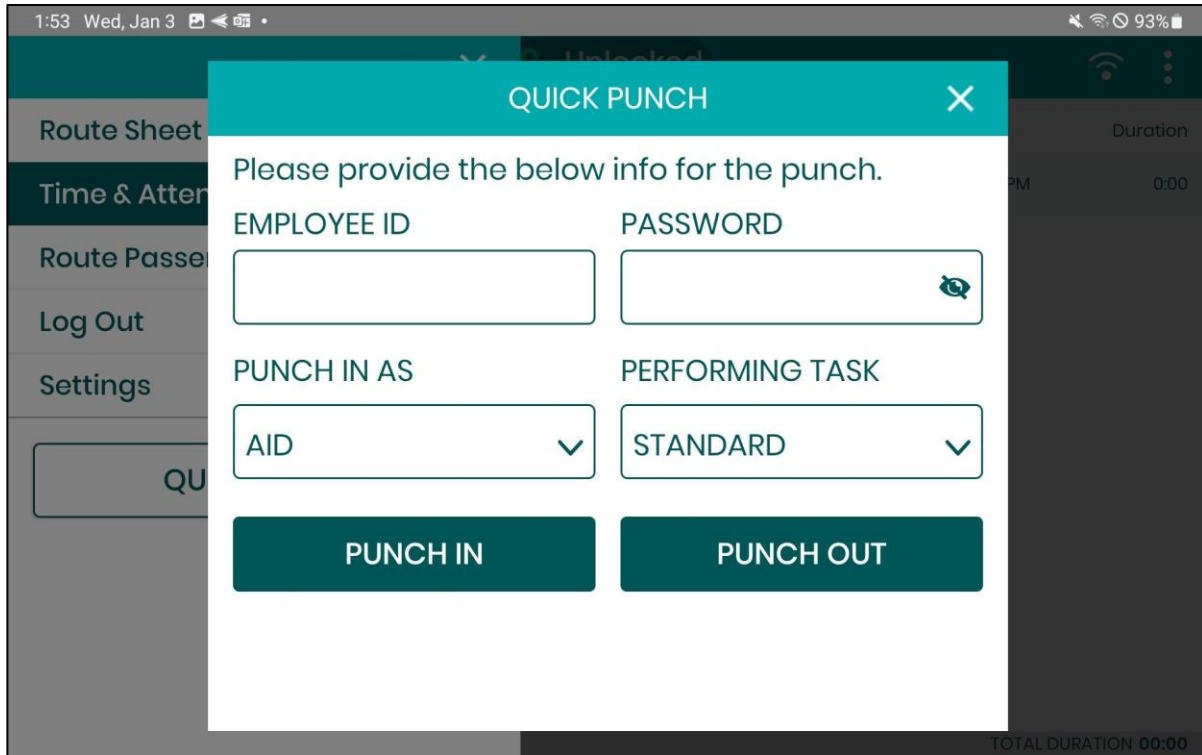
Main Menu

1. Navigate to the settings menu in the upper left of the screen.

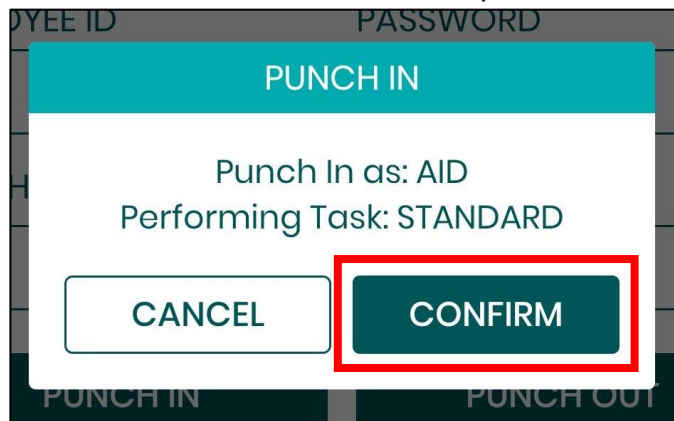
2. Select Quick Punch from the menu.

3. Employee will enter their employee ID and password, and select their role and performing task from the drop-down menus.

4. After entering the necessary information, tap on Punch In.

5. A pop up will appear asking the employee to ensure correct role and task have been selected. Select "Confirm" to complete Punch In.

Punch Out

1. To punch out, ensure the correct role and tasks are selected in the drop-down menus, and tap Punch Out. You will not need to confirm the punch out.
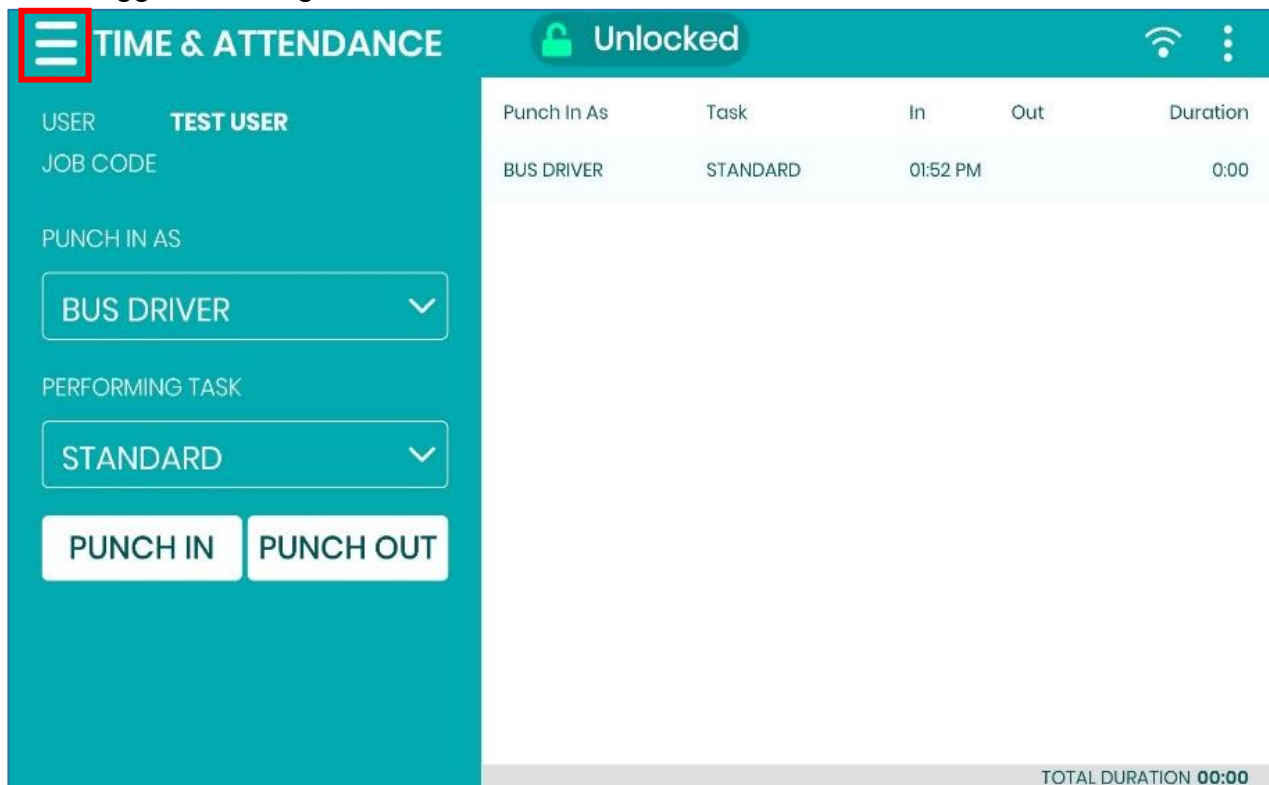

2. You can also punch out on the main screen if you punched in via Quick Punch.

TIME AND ATTENDANCE USER STORIES

Punch In Additional Employees

If you are going to have an additional employees ride with you for the day, they can punch in on your tablet.

1. Once logged in, navigate to the main menu.

2. Select Quick Punch from the menu.

3. The additional employee will enter their employee ID and password, and select their role and performing task from the drop-down menus.
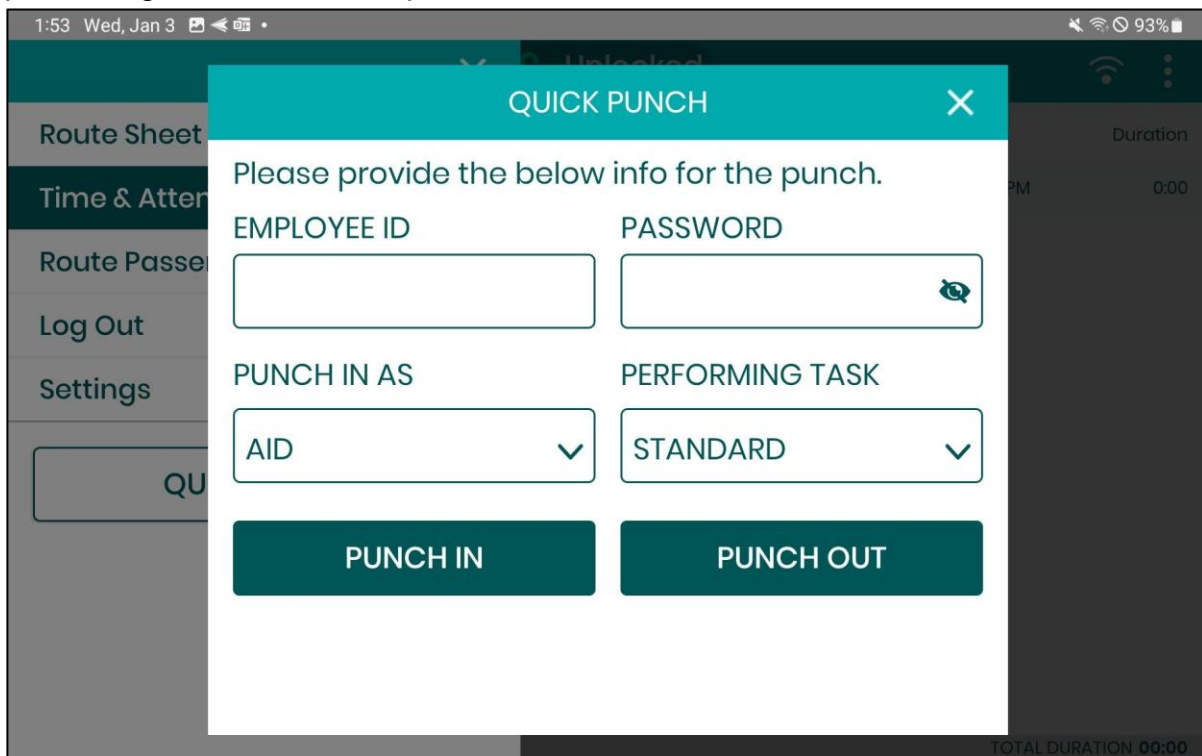
4. After entering the necessary information, tap on Punch In.

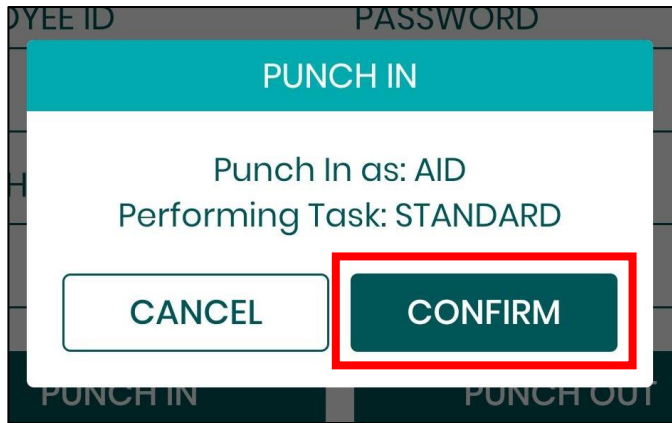5. A pop up will appear asking the employee to ensure correct role and task have been selected. Select "Confirm" to complete Punch In.


6. You would go through this process for any additional employees that need to clock in.
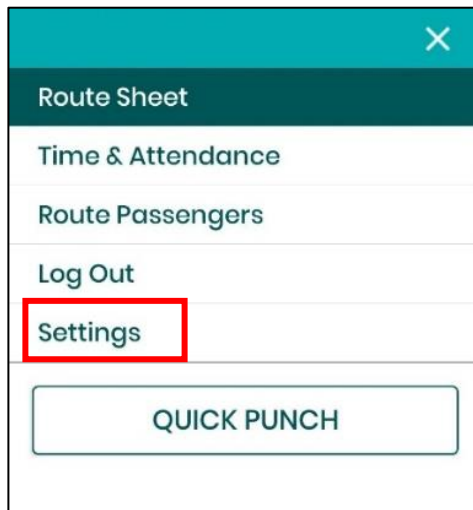

TROUBLESHOOTING

Clear Data and Restart

This option is an important troubleshooting step if data is missing or incorrect. This process prompts the tablet to connect to the Driver Portal server and redownload the most recent data. After the download is complete, you will be prompted to log in again.

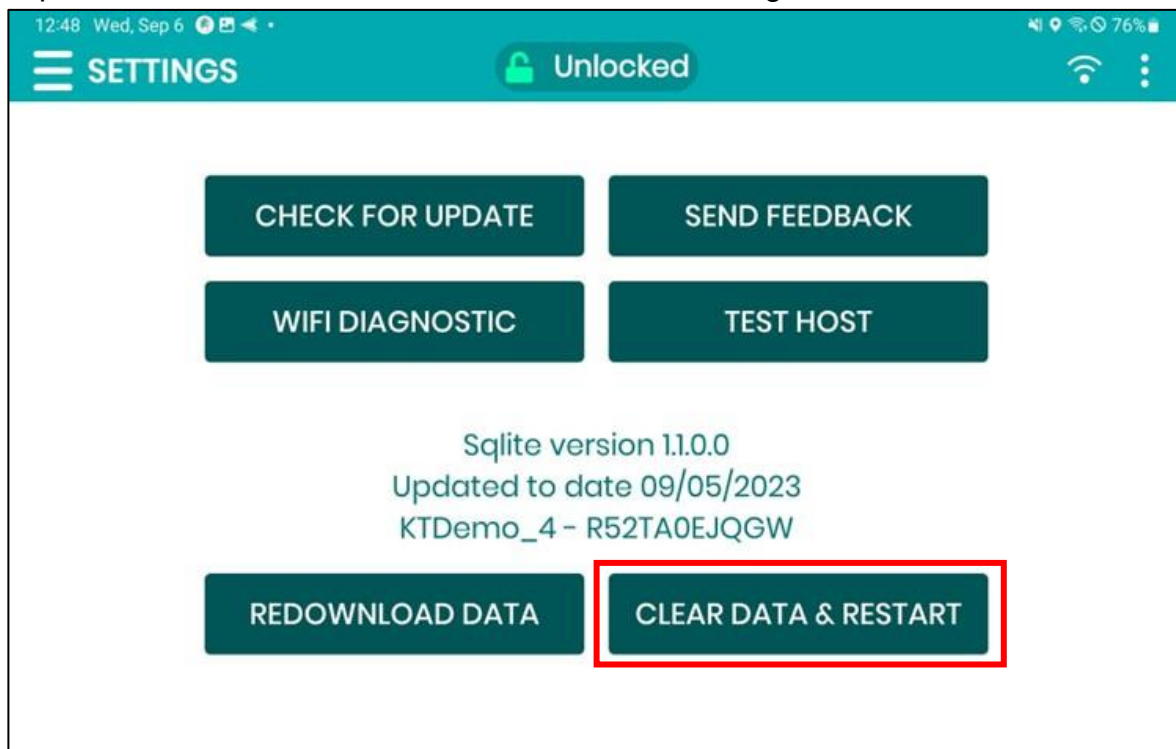1. Navigate to the menu and select Settings.
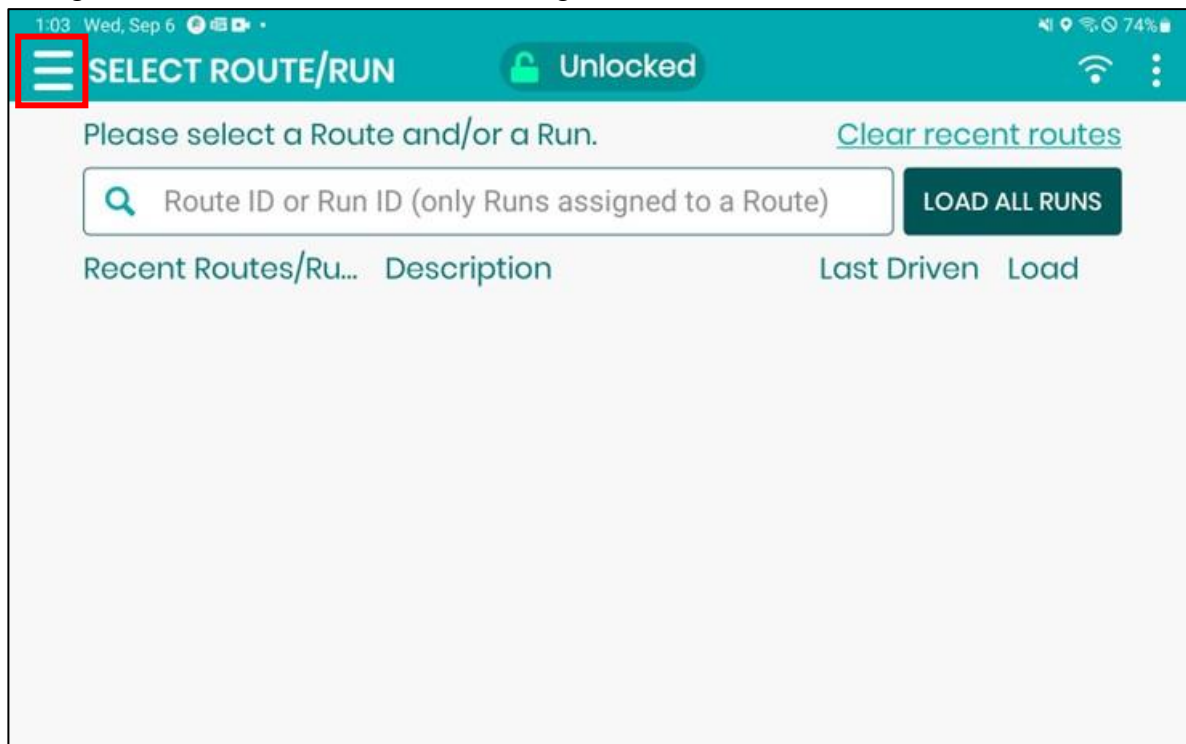
2. Select Settings.

3. Tap the "Clear Data & Restart" button on the bottom right corner of the screen.

4. After tapping the "Clear Data & Restart" button, Driver Portal will restart and redownload the most recent data. This process may take a few minutes.

5. Once finished, you will then log back in using your user credentials and current bus number.
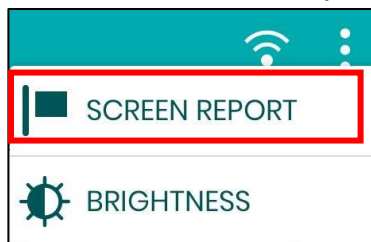
Screen Report

The option to send a screen report is available in any module once you have logged into Driver Portal. This sends Edulog a screenshot of the module you are using, as well as GPS location, bus number, route number (if route has been selected), and driver information.

1. To send a screen report, touch the 3-dot menu in the top right of screen.
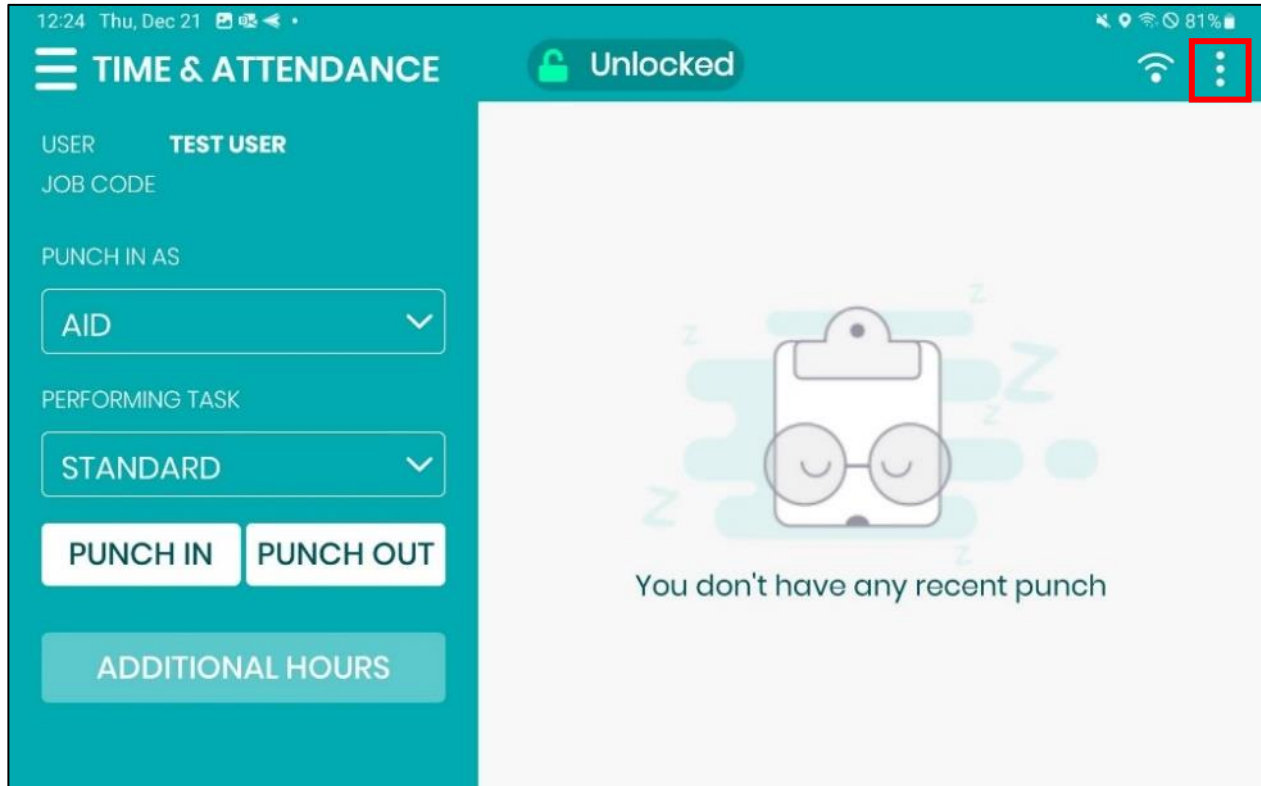
2. Then select "screen report" option.

3. After tapping Screen Report, type a description of the issue (up to 500 characters), and click Send in the upper right corner.

Note: If you submit a screen report, notify the Edulog Tablet Support team that you have done so via email: tabletsupport@edulog.com

Locating Device Serial Number

Identifying the serial number of an individual device can be useful for several reasons. A primary use for finding the serial number of a tablet is when contacting Edulog Tablet Support with any issues the tablet may be experiencing.

There are three places to locate the serial number of each tablet:

1. On the back of the device. This may require taking the tablet out of the case, and should be used if the tablet will not turn on. It is located on a sticker placed on the back of the tablet.

2. On the log in screen for Driver Portal. It can be found in the bottom center of the screen. You do not need to log in to locate this serial number.
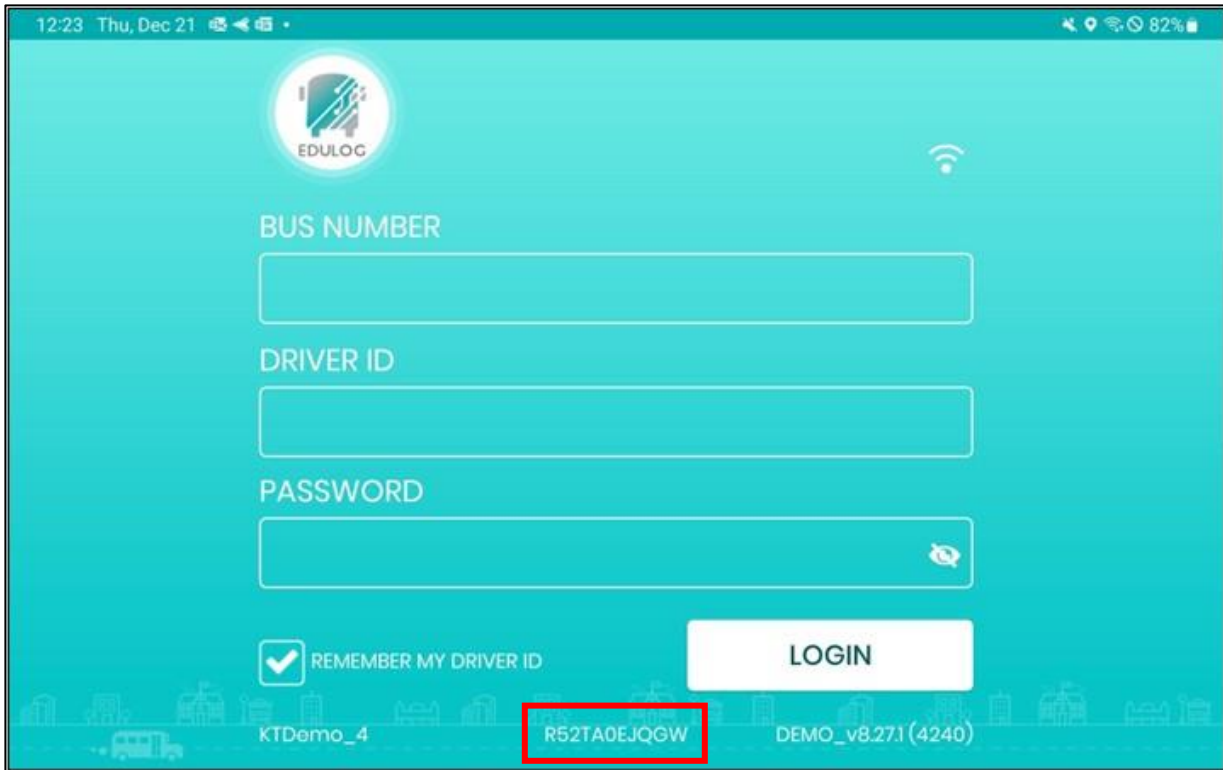
7. In the settings menu. If you are logged into Driver Portal, you can find the device serial number on this screen. Additional information in this screen: updated to date, Driver Portal version number.
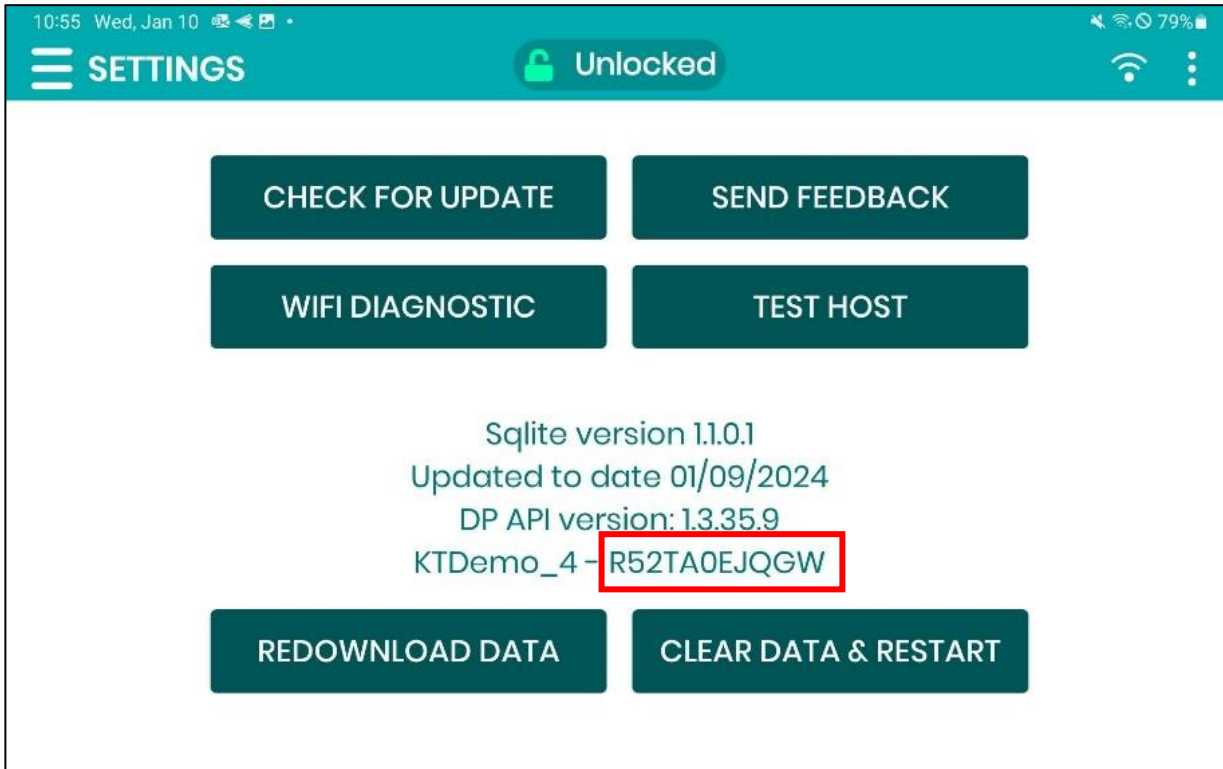
Edulog Tablet Support

Tablet related support: tabletsupport@edulog.com

Information needed:
- Description of issue
- Serial number of the tablet (found on the back of tablet or within the Driver Portal App under Settings)
- Bus number (if applicable)
- Route number (if applicable)
- Relevant screenshots of the issue