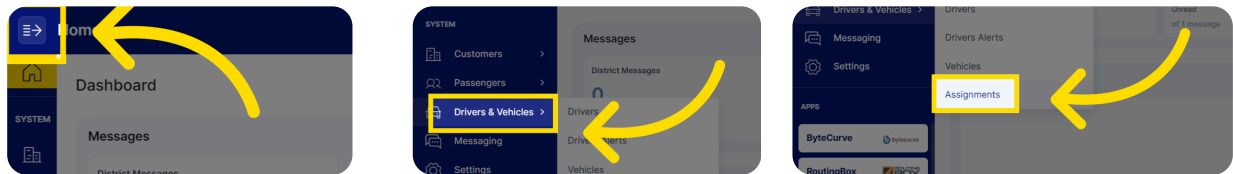


HOW TO UPDATE VEHICLE ASSIGNMENT

This guide will walk you through the process of changing a driver's vehicle assignment in Beacon Connect.
Go to admin.beaconconnect.app

1. Navigate to assignments.

First click in the top left to expand your menu. In your systems menu, click on *Drivers & Vehicles*. Next, navigate to "Assignments"



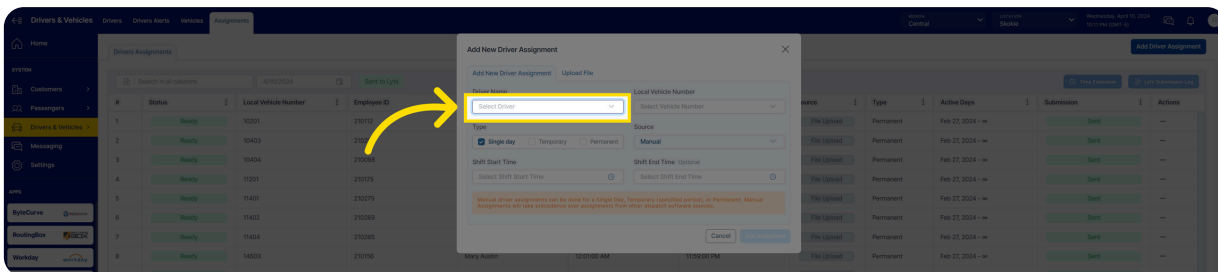
2. Add driver assignment.

Select *Add Driver Assignment* in the top right of the screen.



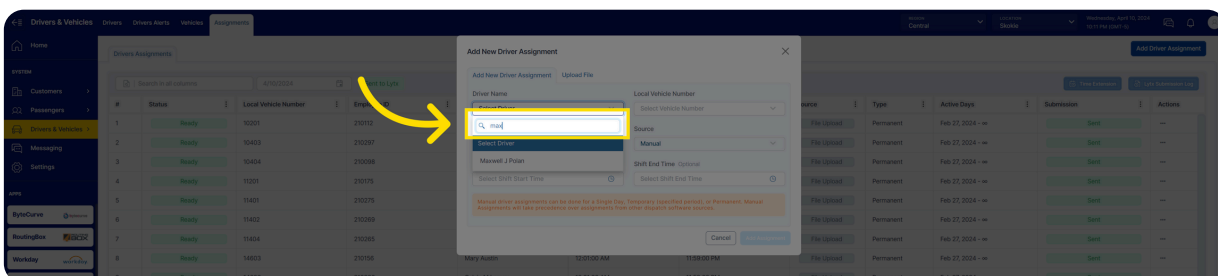
3. Select a driver.

In the pop up window, start by choosing *Select Driver*.



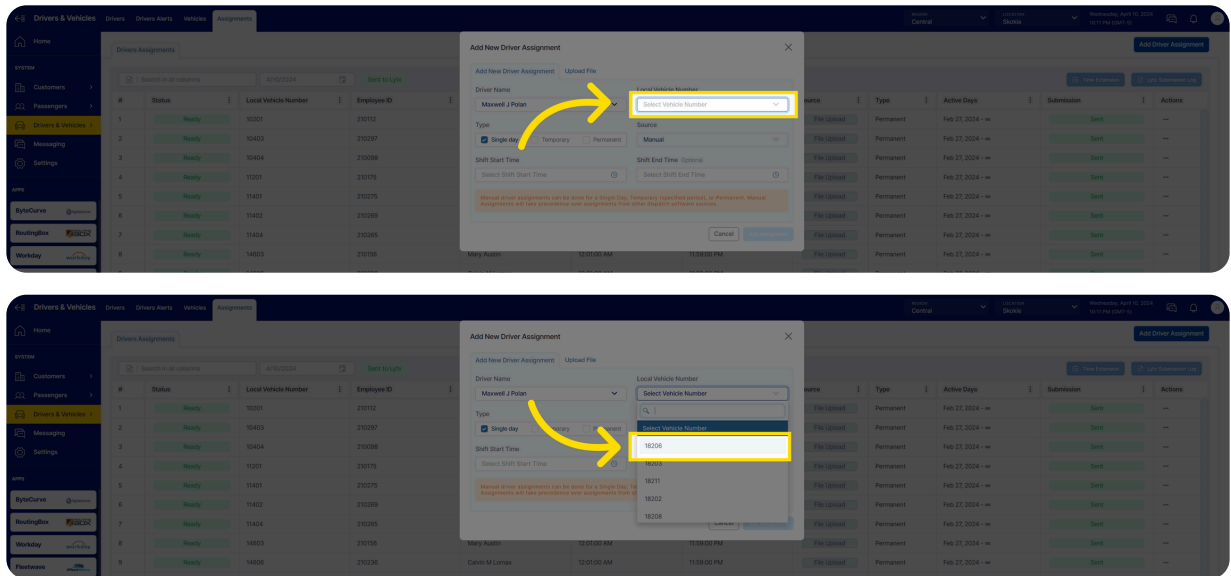
4. Search the driver name.

In the search bar, type the name of the driver you are looking to assign.



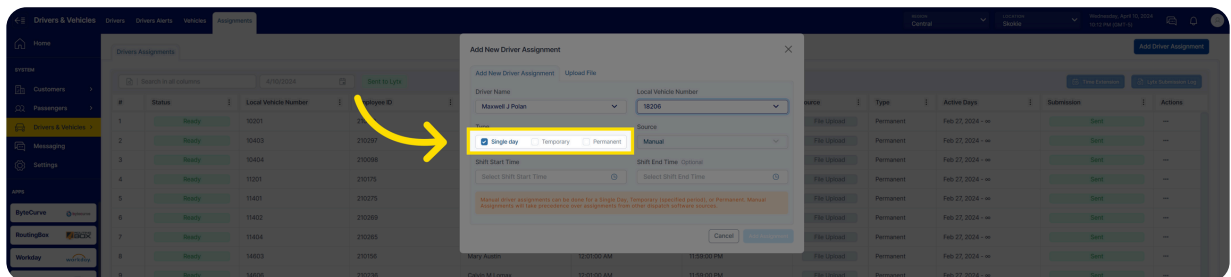
5. Select vehicle number.

Next, click "Select Vehicle Number" to open the picker for the vehicles. Choose the vehicle that you want to assign.

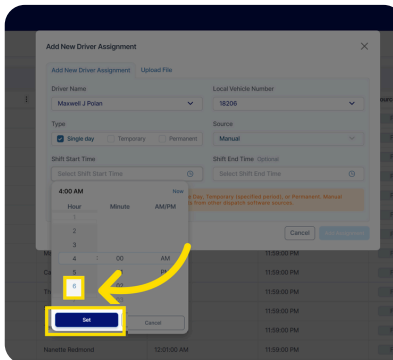


6. Select the time frame.

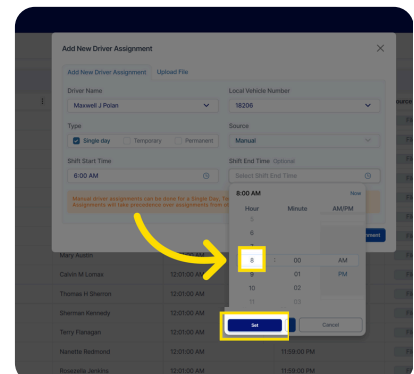
Then choose the time frame for the assignment: single day, temporary or permanent.



Now you must choose the start time for the shift. Select set to complete.

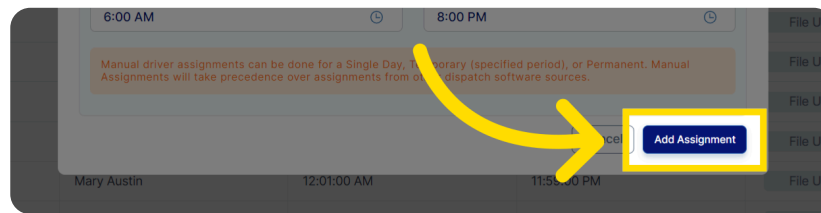


Now you can add an optional end time. Select set to complete.



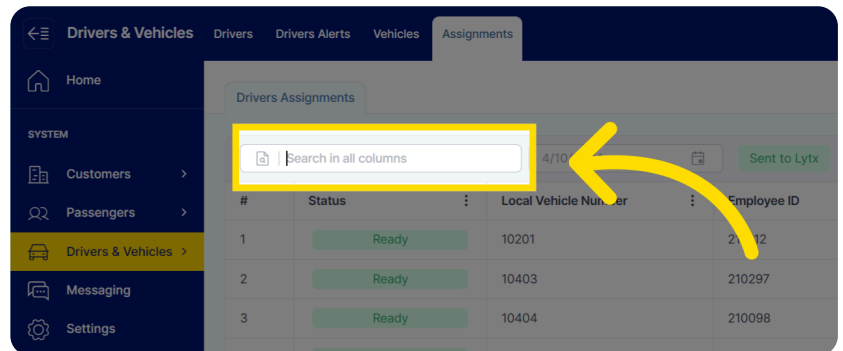
7. Add Assignment.

Once all pieces are complete you are now ready to click *add assignment*.

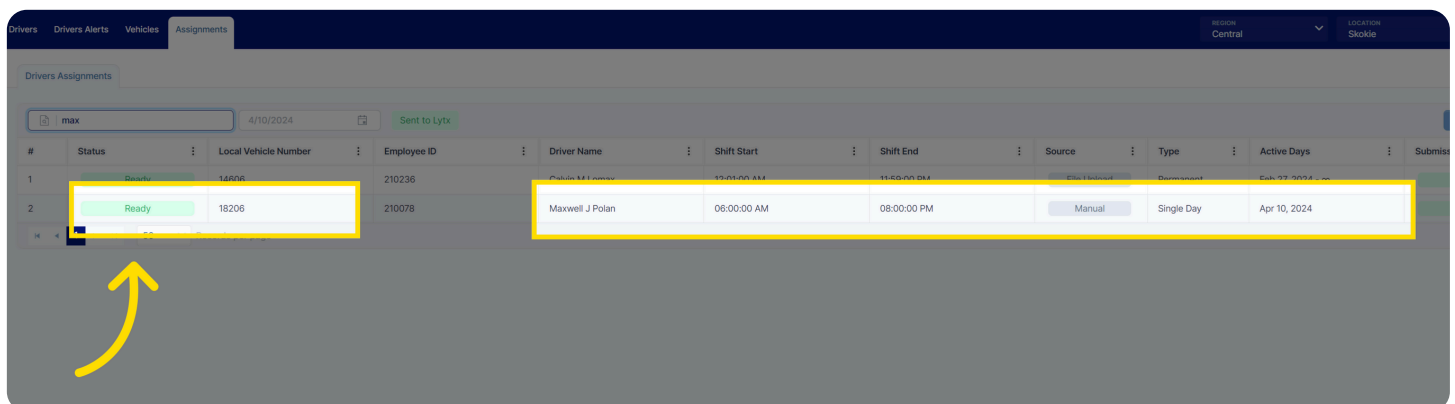


8. Search.

You will now be back on the main driver assignments page. Here you can type the name of your driver in the search bar.

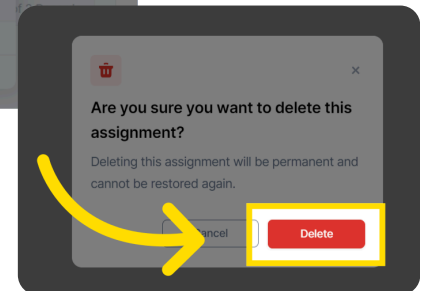
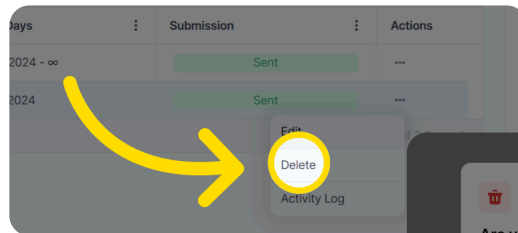
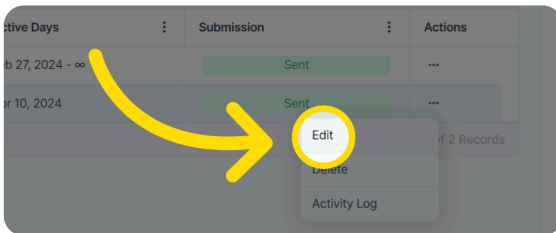
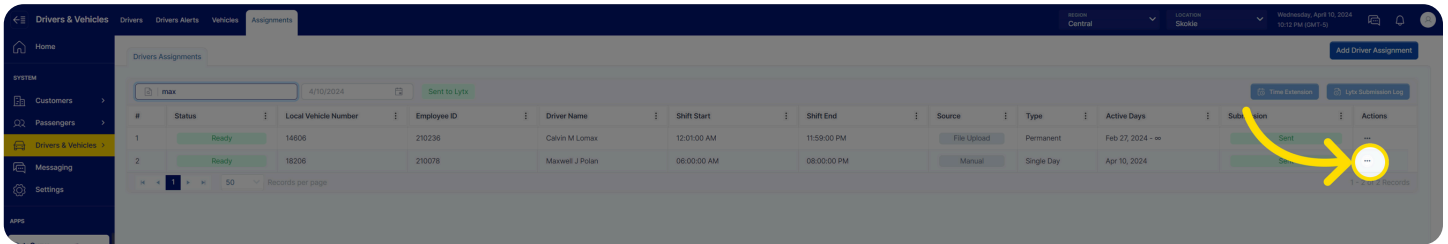


You can see now that the status is "ready" and the driver is set to one day with the new vehicle



9. Edit or Delete.

To edit or delete this assignment you can click the ellipses on the right. Select the option to "Edit" if you want to make changes. Select the option to "Delete" if you want to remove the assignment completely.



A pop up will appear and give you the option to delete.

10. Driver Assignments.

You will see that all of your assignments are ready to go and are preset by Beacon Connect. If you have made a change to the assignments then the system will make the modification until the end time you entered. After that time, the system will revert back to the permanent assignment. There is no need for you to do any more work.

A screenshot of the 'Drivers & Vehicles' application showing the 'Assignments' tab. The table lists 24 assignments, all with a status of 'Ready'. The 'Status' column is highlighted with a yellow box.

#	Status	Local Vehicle Number	Employee ID	Driver Name	Shift Start	Shift End	Source	Type	Active Days	Submission	Actions
1	Ready	14001	21012	Calvin J Hodges	12:01:00 AM	11:59:00 PM	File Upload	Permanent	Feb 27, 2024 - ∞	Sent	...
2	Ready	10403	210297	Tiffany Pritchett	12:01:00 AM	11:59:00 PM	File Upload	Permanent	Feb 27, 2024 - ∞	Sent	...
3	Ready	10404	210398	Donnie Lane	12:01:00 AM	11:59:00 PM	File Upload	Permanent	Feb 27, 2024 - ∞	Sent	...
4	Ready	11201	210175	Antoinette M Rodgers	12:01:00 AM	11:59:00 PM	File Upload	Permanent	Feb 27, 2024 - ∞	Sent	...
5	Ready	11401	210275	Lawrence E Tibbitt	12:01:00 AM	11:59:00 PM	File Upload	Permanent	Feb 27, 2024 - ∞	Sent	...
6	Ready	11402	210289	Lorenzo T Macaluso	12:01:00 AM	11:59:00 PM	File Upload	Permanent	Feb 27, 2024 - ∞	Sent	...
7	Ready	11404	210245	Tara D Smith	12:01:00 AM	11:59:00 PM	File Upload	Permanent	Feb 27, 2024 - ∞	Sent	...
8	Ready	14603	210156	Mary Austin	12:01:00 AM	11:59:00 PM	File Upload	Permanent	Feb 27, 2024 - ∞	Sent	...
9	Ready	14606	210236	Calvin M Lomax	12:01:00 AM	11:59:00 PM	File Upload	Permanent	Feb 27, 2024 - ∞	Sent	...
10	Ready	14609	210173	Thomas H Shannon	12:01:00 AM	11:59:00 PM	File Upload	Permanent	Feb 27, 2024 - ∞	Sent	...
11	Ready	14611	210184	Sherman Kennedy	12:01:00 AM	11:59:00 PM	File Upload	Permanent	Feb 27, 2024 - ∞	Sent	...
12	Ready	15402	210072	Torrey Flanagan	12:01:00 AM	11:59:00 PM	File Upload	Permanent	Feb 27, 2024 - ∞	Sent	...
13	Ready	15404	210246	Nanette Redmond	12:01:00 AM	11:59:00 PM	File Upload	Permanent	Feb 27, 2024 - ∞	Sent	...
14	Ready	15406	612812	Russella Jenkins	12:01:00 AM	11:59:00 PM	File Upload	Permanent	Feb 27, 2024 - ∞	Sent	...
15	Ready	15407	210021	Carmen Pagan	12:01:00 AM	11:59:00 PM	File Upload	Permanent	Feb 27, 2024 - ∞	Sent	...
16	Ready	15408	210074	Maria E Reyes	12:01:00 AM	11:59:00 PM	File Upload	Permanent	Feb 27, 2024 - ∞	Sent	...
17	Ready	15409	612597	Tierra Boyson	12:01:00 AM	11:59:00 PM	File Upload	Permanent	Feb 27, 2024 - ∞	Sent	...
18	Ready	15411	614780	Tyisha Gilbert	12:01:00 AM	11:59:00 PM	File Upload	Permanent	Feb 27, 2024 - ∞	Sent	...
19	Ready	15412	210187	Yolanda M Rodriguez	12:01:00 AM	11:59:00 PM	File Upload	Permanent	Feb 27, 2024 - ∞	Sent	...
20	Ready	15415	210080	Robert James	12:01:00 AM	11:59:00 PM	File Upload	Permanent	Feb 27, 2024 - ∞	Sent	...
21	Ready	15417	210301	Hilda A Gonzalez	12:01:00 AM	11:59:00 PM	File Upload	Permanent	Feb 27, 2024 - ∞	Sent	...
22	Ready	15418	210066	Dianne Muffet-Hoodrick	12:01:00 AM	11:59:00 PM	File Upload	Permanent	Feb 27, 2024 - ∞	Sent	...
23	Ready	15419	210208	Rufus Turner	12:01:00 AM	11:59:00 PM	File Upload	Permanent	Feb 27, 2024 - ∞	Sent	...
24	Ready	15420	615607	Priest D Buchanan	12:01:00 AM	11:59:00 PM	File Upload	Permanent	Feb 27, 2024 - ∞	Sent	...

Thank you so much for using Beacon Connect.