

Driver Rota Manager User Guide

Introduction

The Driver Rota Manager is an automated scheduling tool designed to eliminate spreadsheet chaos. It automatically builds conflict-free driver rotas, balances shifts across your team, and allows for one-click PDF exports, saving your administration team hours of manual work every week.

Key Features

- **Automated Scheduling:** Zero scheduling conflicts with intelligent shift balancing.
- **Quick Exports:** Export print-ready PDFs, CSVs, or Excel files in seconds.
- **Admin Management:** Manage names, duties, and vehicle registrations directly from the interface.
- **Time Saving:** Designed to save 6+ hours per week of administrative effort.

Getting Started

1. Setting Up the Rota

When you open the Driver Rota Manager, you will see the weekly grid. Start by selecting the **Week Beginning** date from the calendar input at the top of the page. You can also enter the **Transport On Call Number** for reference.

2. Entering Duties

For each driver listed on the left, you can select or enter their duty, assigned vehicle registration (Reg), start time, finish time, and break duration for each day of the week. *Note: When entering duties manually, please separate them with a comma (,) rather than a dash (-).*

3. Using the Admin Panel

Click the **Admin** button to open the administration panel. Here you can:

- Update the list of Driver Names.
- Add or remove standard Duties.

- **Manage the fleet Vehicle Registrations (Regs).** Any changes made here will be available in the dropdown menus on the main rota grid.

4. Saving and Loading

- **Save Rota:** Click this button to save your current rota progress. This is crucial to ensure you don't lose any unsaved changes.
- **Load Rota:** Use this to load a previously saved rota file.
- **Load Latest Rota:** Automatically loads the most recent rota saved to the server.

5. Exporting and Sharing

Once your rota is complete and conflict-free, use the export buttons at the top:

- **Export PDF:** Generates a print-ready PDF document of the week's rota.
- **Export Excel / CSV:** Downloads the data in spreadsheet formats for further analysis or record-keeping.
- **Email Rota:** Quickly send a summary of the rota using your default email client (e.g., Outlook).
- **Print:** Sends the rota directly to your printer.

Troubleshooting

- **Unsaved Changes Warning:** If you see a warning about unsaved changes, ensure you click the **Save Rota** button before leaving the page.
- **Missing Names/Vehicles:** If a driver or vehicle is missing from the dropdowns, check the **Admin** panel to ensure they have been added to the system.