

Pro Driver Rota Manager

User Guide v1.0

Introduction

Welcome to the Pro Driver Rota Manager software. This advanced tier of our web-based application includes all the robust scheduling capabilities of the standard Driver Rota Manager, while adding powerful new features designed for complex transport operations.

The Pro version allows you to build daily schedules automatically, assign tasks, track driver hours, export completed rotas, and extends your capabilities with priority notifications, custom compliance rules, and mobile app integration.

1. Getting Started

Preparation

When the system loads, it will auto-load any admin file it has on its system. This admin file populates the Rota grid with pre-loaded data.

At the top of the screen, you will find the Header Section, where you can configure the overarching details for the week.

Setting / Column	Description
Transport On Call Number	Enter the contact number for the on-call transport.
Week Beginning	Use the date picker to select the Monday that starts your rota week. The system will automatically generate scheduling tables for all 7 days.

2. Managing the Rota

The main area displays a comprehensive table for each day of the week. Each row represents a single driver's shift.

Setting / Column	Description
Name & Duty	Names auto-populate from the admin list. Click the duty input box to select or type a duty. You can assign multiple duties to a single driver by separating them with a comma.
Reg (Vehicle Registration)	Allocate specific vehicles to drivers. Vehicles already allocated on the same day will be greyed out to prevent double-booking.
Start / Finish Time & Break	Select shift times and break durations. The system automatically calculates total worked hours.
Custom Rota Rules (Pro Feature)	The Pro version actively applies custom rota rules and compliance checks to your inputs, alerting you to scheduling conflicts or regulatory breaches beyond basic duplicate warnings.

3. Advanced Duty Features (Tokens)

When you enter multiple duties separated by commas, the system converts them into visual Drag & Drop “tokens”.

Right-clicking on any individual duty token opens a special context menu:

Setting / Action	Description
Change Colour	Highlight specific duties by changing the token colour.
Toggle Strikethrough	Apply or remove a strikethrough effect on the duty text.
Remove Segment / Move	Delete the duty or move the selected token to another driver.

4. Admin Settings and Pro Integrations

Click the Admin button in the toolbar to manage the underlying data for your Rotas.

Admin Function	Description
Editing Lists	Add or remove drivers, update vehicle registrations, and manage standard duties.
Default Registrations	Save default vehicles for each driver, which automatically allocate when the admin file is loaded.
Integrated Mobile App (Pro Feature)	The Pro version integrates seamlessly with the Mobile App. When you finalise the rota, you can push updates directly to drivers' mobile devices.

5. Saving, Exporting and Notifications

The toolbar provides options to save your progress and share your completed rota.

Setting / Action	Description
Save / Load Rota	Save your Rota locally or to the server, and speed-load the current Rota when needed.
Export Options	Download the Rota as a CSV, fully formatted Excel spreadsheet, or Print/Export to PDF.
Priority Notifications (Pro Feature)	In addition to standard email routing, the Pro version allows you to send priority SMS and email notifications directly to drivers, ensuring they receive critical schedule updates instantly.
Send Rota (Pro Feature)	Use the 'Send' button to push the finished Rota directly to the integrated Rota App, updating the app with the current schedule.