



A-SUITE



Comply Quick Start Guide

Quick Start Contents



How Do I Keep My Driver Files Compliant?



How Do I Get Updated Versions of Files?



How Do I Manage Pre-Hire Screens & Reports?





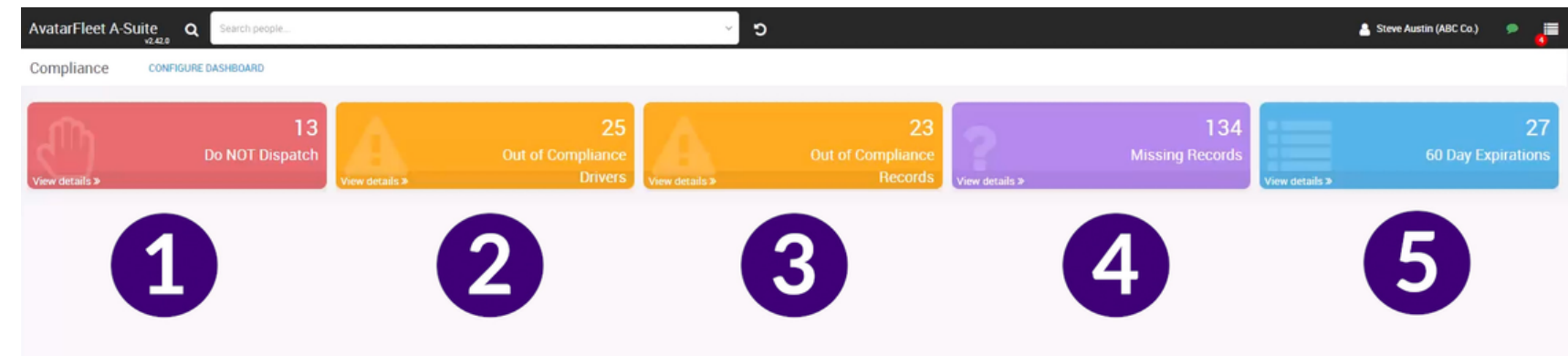
How Do I Keep My Driver Files Compliant?



HOW DO I KEEP MY DRIVER FILES COMPLIANT?

Use Your Comply Dashboard

Your Comply Dashboard is the tool you need to stay on top of out of compliant drivers and files.



[CLICK TO READ THE KNOWLEDGE BASE ARTICLE](#)



HOW DO I KEEP MY DRIVER FILES COMPLIANT?

Do Not Dispatch

The drivers in this list are those who shouldn't be out on the road for your company based on the rules you have set up within your Account.



Do Not Dispatch

20

[View Drivers](#)



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HOW DO I KEEP MY DRIVER FILES COMPLIANT?

Out of Compliance Drivers

These are the drivers that have expired and/or missing records, but are still able to be dispatched for the road.



Out of Compliance Drivers

37

[View Drivers](#)



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HOW DO I KEEP MY DRIVER FILES COMPLIANT?

Out of Compliance Records

This report lists out each of your Records that are expired and/or failed for your drivers.



Out of Compliance Records

133

[View Records](#) >>



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HOW DO I KEEP MY DRIVER FILES COMPLIANT?

Missing Records

This lists of all of your Missing Records of your current drivers.



Missing Records

12

[View Records](#) >>



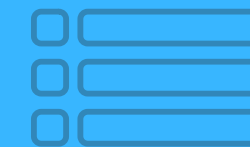
[CLICK TO READ THE
KNOWLEDGE BASE ARTICLE](#)



HOW DO I KEEP MY DRIVER FILES COMPLIANT?

60 Day Expirations

List of Records that will be expiring in 60 days.



60 Day Expirations

44

[View Records](#) >>



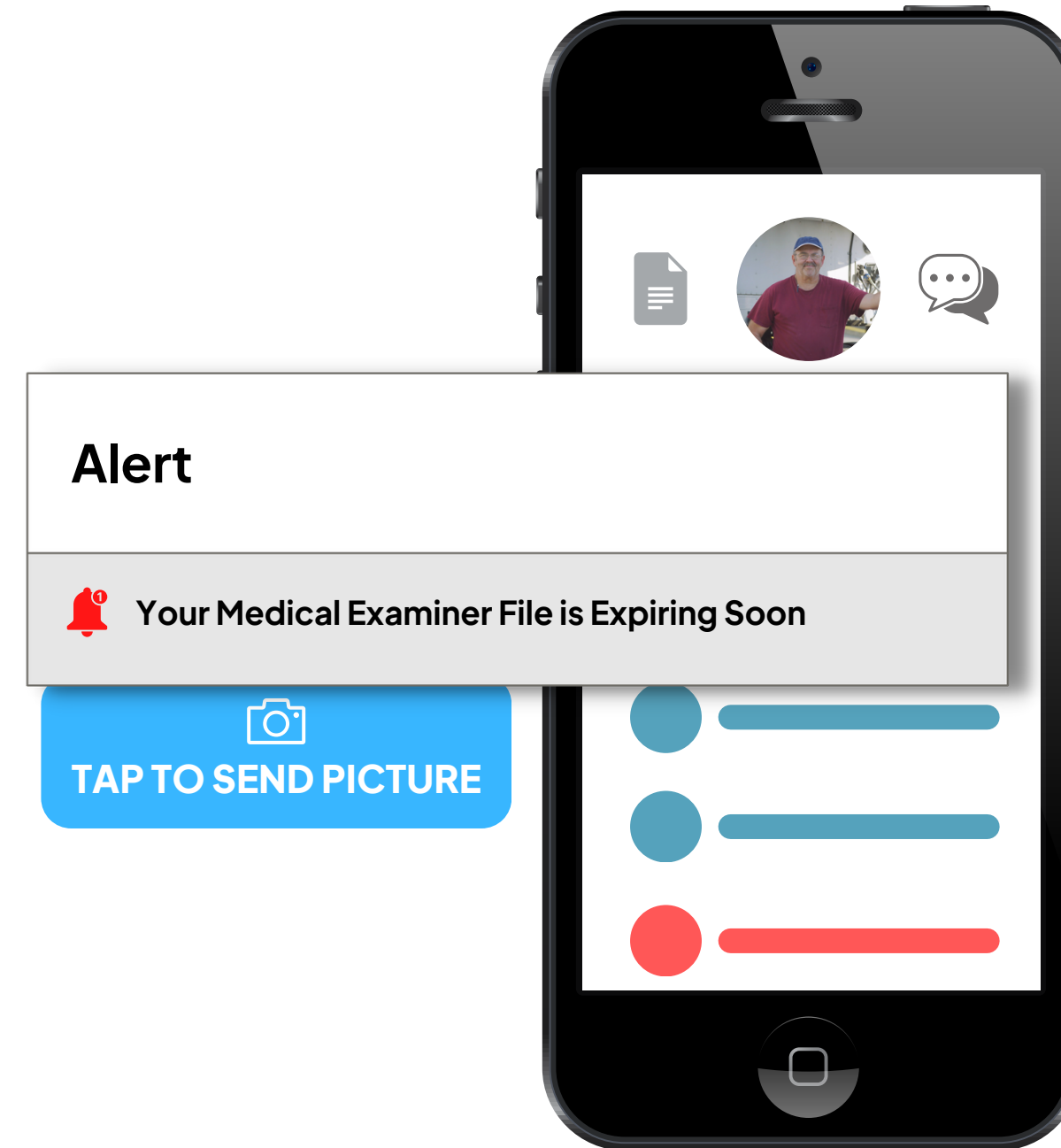
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HOW DO I KEEP MY DRIVER FILES COMPLIANT?

Notify a Driver When a Record Is Falling Out of Compliance

With Driver Notifications, you and your driver can get notified when their credentials are set to expire.



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HOW DO I KEEP MY DRIVER FILES COMPLIANT?

Configure Your Driver Notifications & Set Rules

1. Configuring Driver Notifications

Go to the Navigation Toolbar > Configuration > Company Setting > Driver Notifications.

Next, you will see this screen where you can begin to configure the message that your driver's will receive.

Decide from whom the email notification will be sent from, who should receive the email, and the email's subject.

2. Setting Driver Notification Rules

You can set a schedule rule for each record for which you want your drivers to be notified. You can have multiple rules for a record.

1. CONFIGURING DRIVER NOTIFICATIONS

1 Use Driver Notifications? Yes No

2 Who should the email be sent from? Default Admin Driver's Assigned Manager Specific Manager

3 Who should receive the email?

Email Subject *

4 Email Body (added to the bottom of the standard email)

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2. SETTING DRIVER NOTIFICATION RULES

Schedule

When should the daily email be sent? *

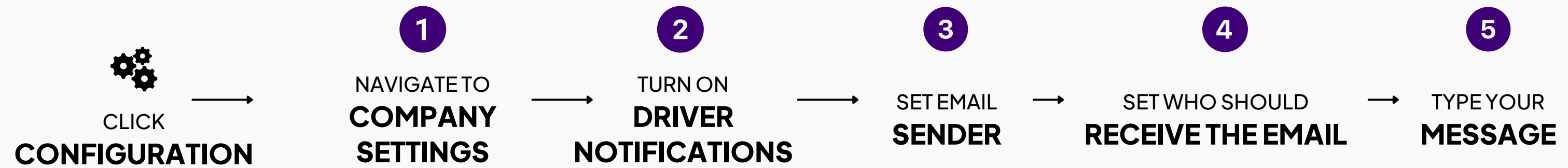
Record Type *	Jobs	Locations
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<input type="text" value="Drivers License"/>	<input type="text" value="CDL DOT Position x"/>	<input type="text" value="All Locations"/>

HOW TO CONFIGURE DRIVER NOTIFICATIONS:



[CLICK TO READ THE KNOWLEDGE BASE ARTICLE](#)

HOW TO CONFIGURE DRIVER NOTIFICATIONS:





How Do I Get Updated Versions of Files?



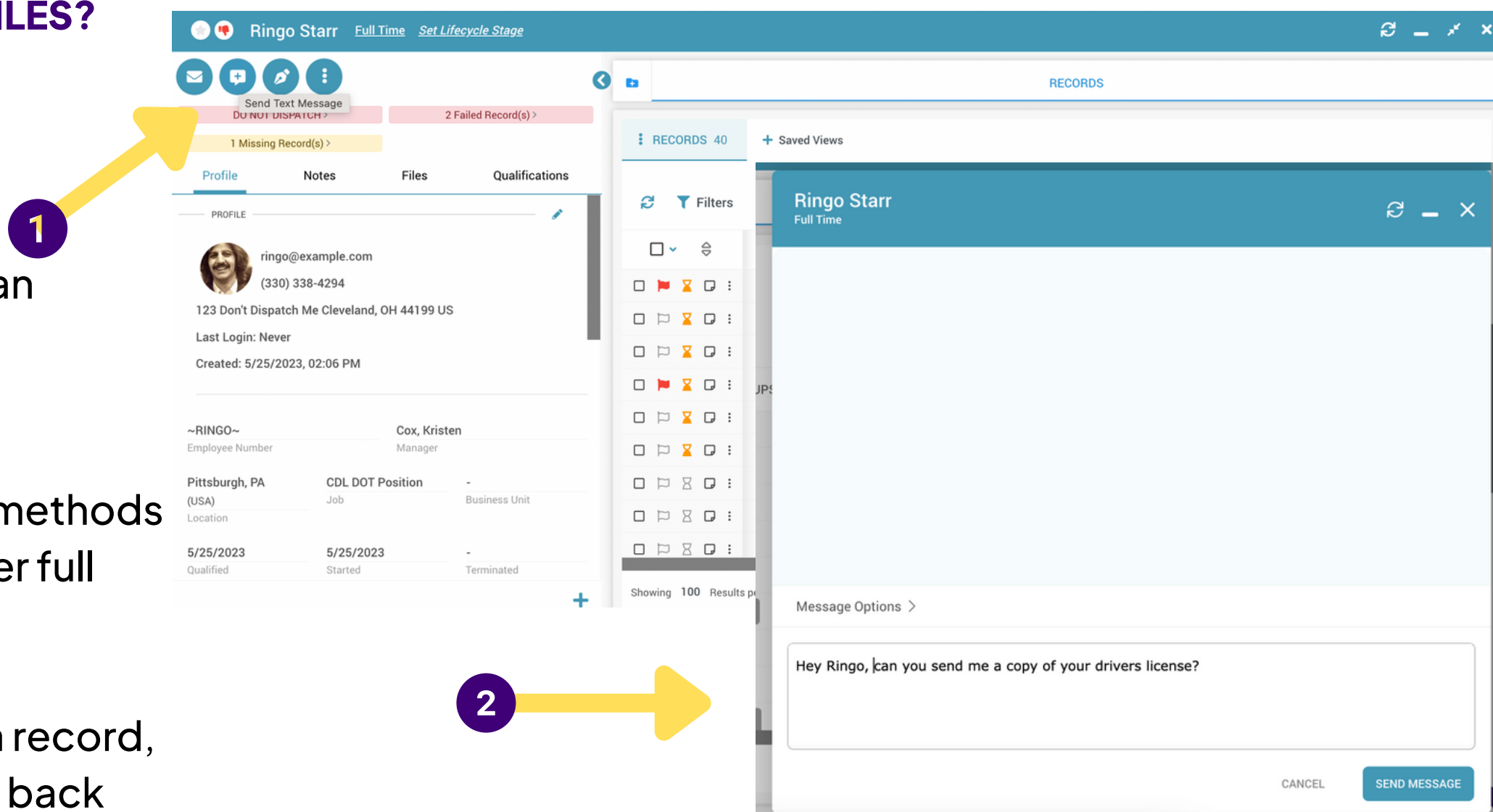
HOW DO I GET UPDATED VERSIONS OF FILES?

Send A Text Message

The best way to get an updated record is to text an individual contact.

There are four ways to send SMS Messages at an individual level. Read how to do each of the four methods of SMS Texting. Shown to the right is from the user full profile view.

See the next page to learn how to either update a record, or create a new record from the file that was sent back from the driver.



THERE ARE FOUR WAYS TO SEND INDIVIDUAL TEXT MESSAGES:

1



FROM THE USER
**FULL OR PEAK
PROFILE VIEW**

2



FROM A
TASK LIST

3

FROM THE
**COMPANY TEXT
MESSAGE INBOX**

4

FROM THE
**INDIVIDUAL USER TEXT
MESSAGE INBOX**

[CLICK TO READ THE
KNOWLEDGE BASE ARTICLE](#)



HOW DO I GET UPDATED VERSIONS OF FILES?

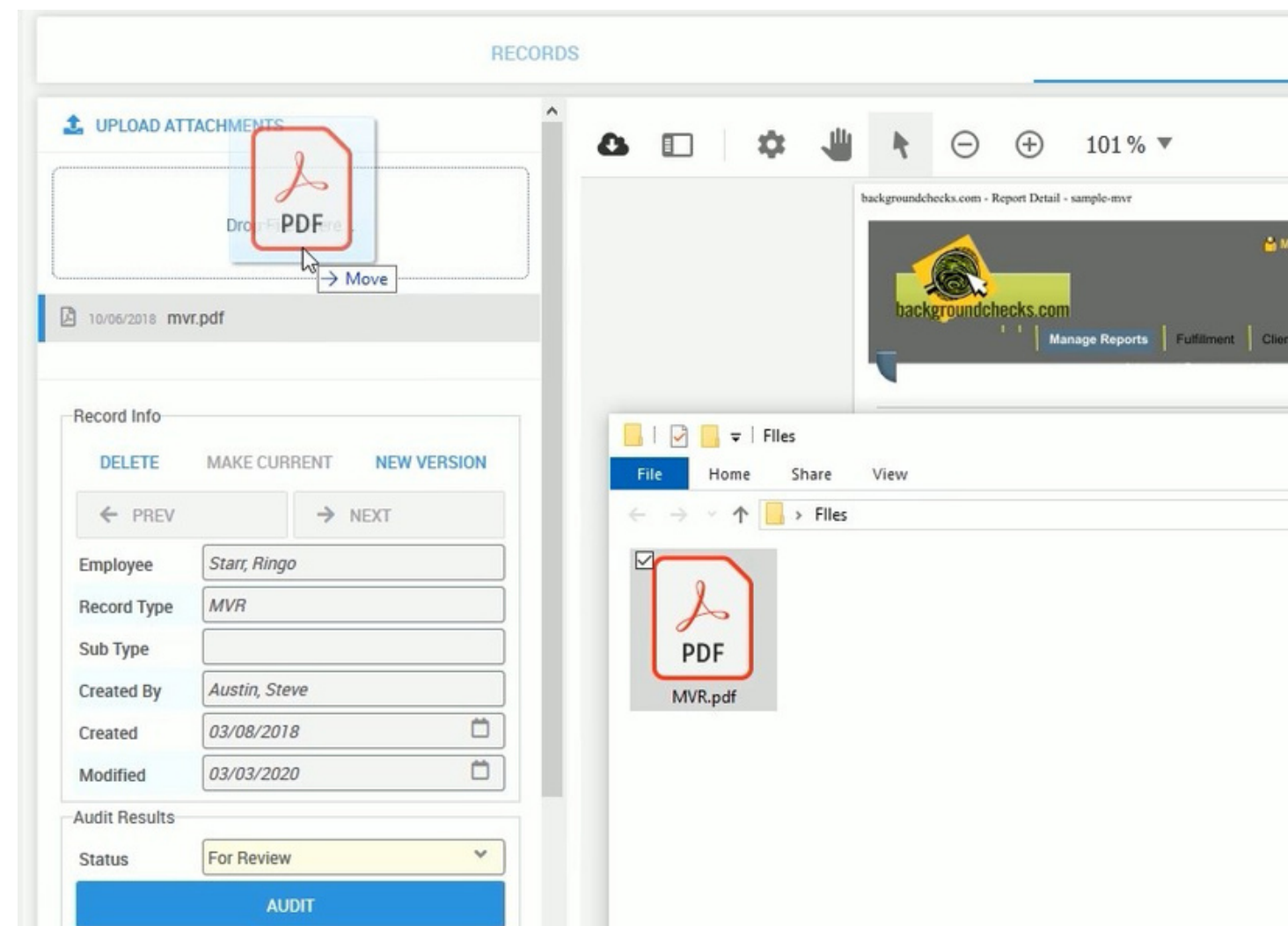
OPTION 1:

Update Their Record

Once a driver responds back with a picture or file of the missing record, you can drag and drop the record from your Unassociated Files panel to update the record version.

Set the new expiration date and you're good to go!

HOW TO UPDATE A RECORD



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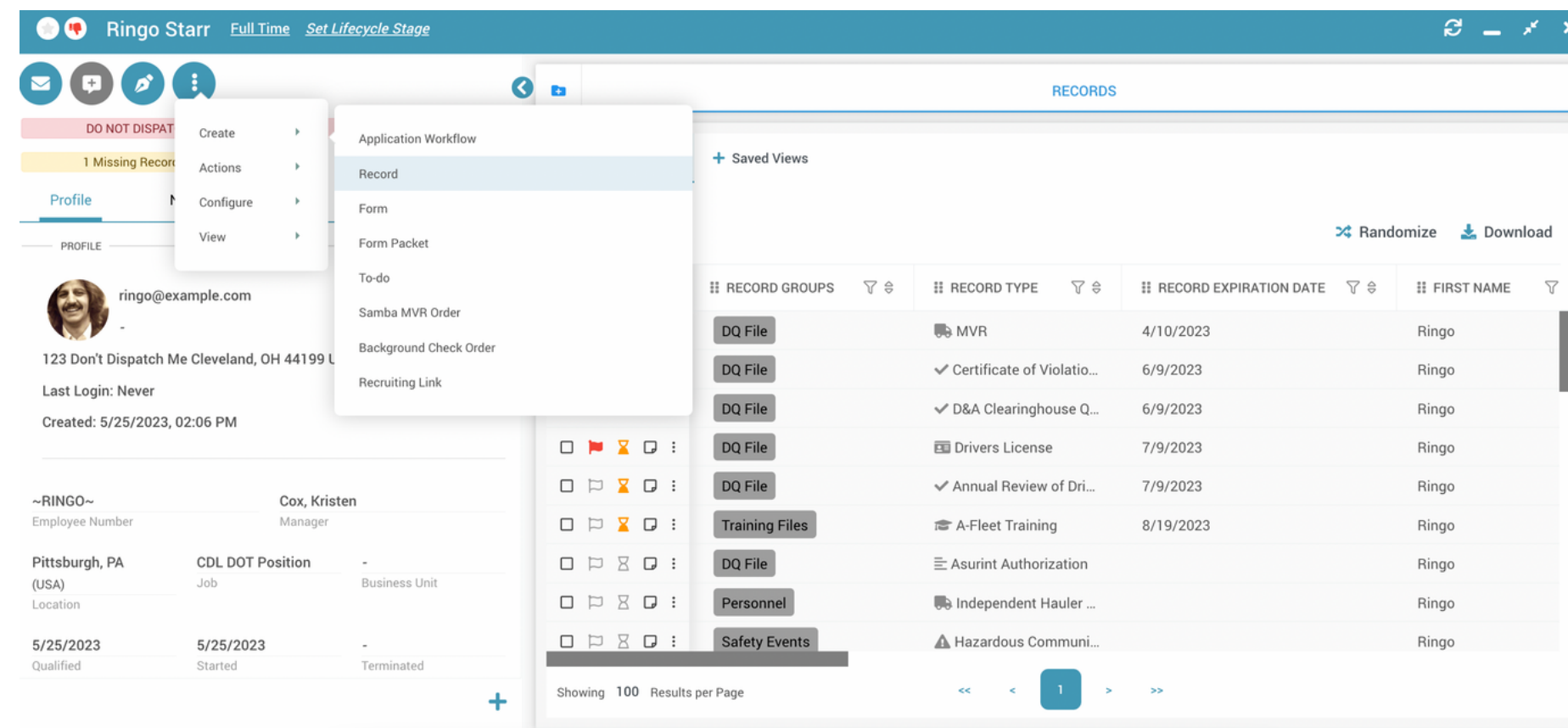
HOW DO I GET UPDATED VERSIONS OF FILES?

OPTION 2:

Create a New Record

If the record you're requesting doesn't exist, you can create a new record and associate it with the Driver's Profile.

Again, set the new expiration date and your record will be saved.



HOW TO CREATE A NEW RECORD



[CLICK TO READ THE KNOWLEDGE BASE ARTICLE](#)



How Do I Manage Pre-Hire Screens & Reports?

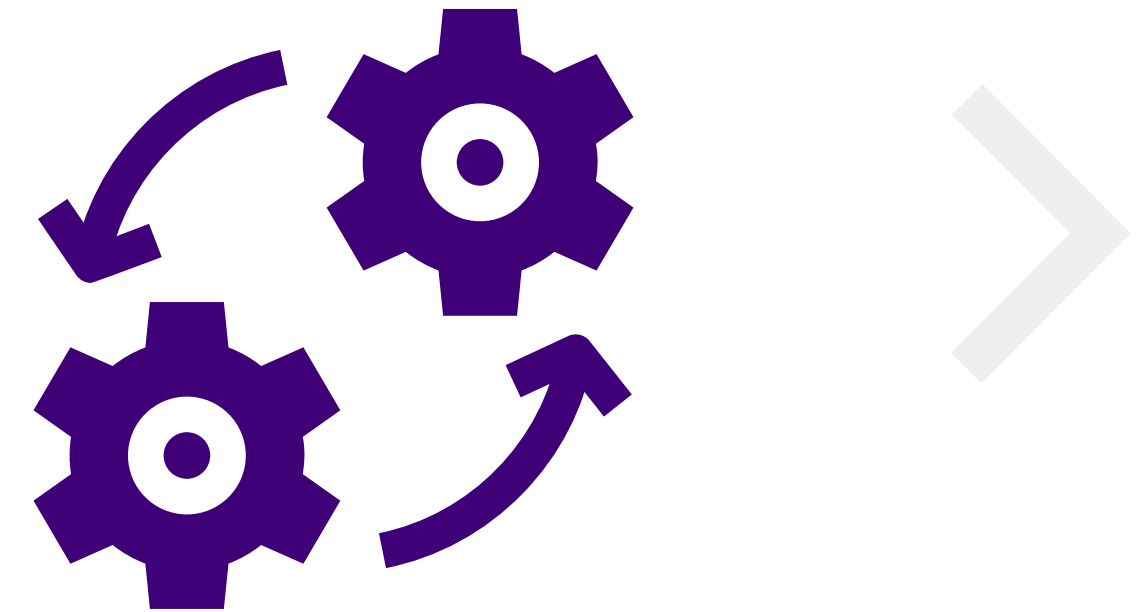


HOW DO I MANAGE PRE-HIRE SCREENS & REPORTS?

Use Our Native Integrations

By using our integrations with our background screening and MVR partners, you'll have the quickest, most efficient hiring workflow possible in A-Suite.

We recommend integrating any of these providers into your position workflows so that when it comes time to ordering a screen or report, it can be done with one click of a button!



Who We Integrate With



SambaSafety

Get real-time updates on your driver's MVRs and automatic notifications when there's a change.



HireRight

Order background checks on individual drivers and employees, receive notifications when the screen is complete, and import it as a record into A-Suite.



Verified First

With just a few simple clicks, you can order robust background and drug screens on your candidates via the Verified First integration.



Asurint

Asurint delivers an end-to-end view of the hiring process that streamlines the recruiting process.



Accurate

A trusted provider of automated workforce screening. U.S. and international clients across all industries,



ISB

With ISB, you'll never leave A-Suite to order background screens or view the results.



WorkforceQA

Your Comply Dashboard is the tool you need to stay on top of out of compliant drivers and files.

Thank you!

**We're Here
to Help!**

(888) 981-4724 | support@avatarfleet.com

