

Attributes allow you to add custom, descriptive properties to your drivers. You can then use attributes as labels on reports and filters on maps and dashlets.

EXAMPLE

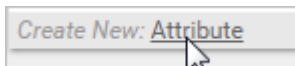
Company XYZ keeps a record of its drivers' Commercial Driver's Licenses (CDL) endorsements. Each driver is assigned a "CDL Endorsement" attribute with values for "A, F, H, N, P, S, T, V, X." The owner uses this information when exporting driver information.

► To create and assign driver attributes:

1. From the portal, click the **Account** menu, click **Manage Drivers**, and click **Describe with attributes**.

The Manage Attributes page opens in a new browser tab.

1. At the bottom of the Attribute Definitions grid, click **Attribute** next to Create New.



The Add New Attribute screen window appears.

1. Set the different properties for the attribute:
 - **Attribute Name:** Enter the user-friendly identifier for the attribute (e.g., CDL Endorsements).
 - **Attribute Type:** Select the check box(es) for each type this attribute supports (e.g., Users, Vehicles, Drivers, Landmarks, Hierarchy). For example, an ice cream company may add a "Flavor" attribute that applies to 1) the *vehicles* that transport certain flavors and 2) the ice cream factories (*landmarks*) that produce certain flavors.
 - **Value Type:** Choose the data type that is allowed for this attribute. In the Company XYZ example, we chose Alphanumeric so that we can use free-form text to describe the available values (A, F, H, N, P, S, T, V, X).




Note. The Alerts, Emails, and Timezone value types are typically used with the **Hierarchy** attribute type.

- **Treat as Category:** Select this box if you want to create a list of values from which to choose when applying this attribute to drivers. In the Company XYZ example, there are a limited number of CDL endorsements, so we set this up as a category.
The following figures show the result of setting up an attribute compared with an attribute treated as a category (a pre-defined list of values) when assigning it to a vehicle:

Driver	CDL Endorsement
Adamthwaite, James JBA595	
Anderson, Alena	

VS

Driver	CDL Endorsement
Adamthwaite, James JBA595	<input type="checkbox"/> A <input type="checkbox"/> F <input type="checkbox"/> H <input type="checkbox"/> N <input type="checkbox"/> P <input type="checkbox"/> S <input type="checkbox"/> T <input type="checkbox"/> V <input type="checkbox"/> X
Anderson, Alena	<input type="checkbox"/> A <input type="checkbox"/> F <input type="checkbox"/> H <input type="checkbox"/> N <input type="checkbox"/> P <input type="checkbox"/> S <input type="checkbox"/> T <input type="checkbox"/> V <input type="checkbox"/> X

**Note.** Using a pre-defined list makes it less likely for typos or other errors when adding an attribute to a query.

- **Account Visibility:** Select the check box(es) if you want other portal users on your account to see and use this attribute and/or edit this attribute.

1. Click **Save Attribute**.

Information on Attribute

Attribute Name

Attribute Type
What kinds of things does this attribute describe?

☐ Users ☐ Vehicles ☒ Drivers
☐ Landmarks ☐ Hierarchy

Value Type
What type of data will be used to describe things?

☐ Alerts *Emails or text numbers*
☒ Alphanumeric *Words or sentences*
☐ Date *Date only*
☐ Date+time *Specific date and time*
☐ Decimal *Decimal numbers*
☐ Emails *One or more emails*
☐ Integer *Whole numbers*
☐ Timezone *Timezone only*

☒ Values will all be from a pre-set list

Treat as Category
Enter each pre-set value separated with commas.

☐ Allow multiple selections from this list

Account Visibility

☐ Allow other users to see / use
☐ Allow other users to edit

Save Attribute

1. From the Attribute Definitions grid, click the green check mark icon(s) (e.g., Driver) to assign values.

CDL Endorsement	×	×	✓	×	×	alphanumeric		
Certifications	×	×	✓	×	×	alphanumeric		

1. From the Assign Driver Attributes grid, set the attribute value for each driver that you want to assign. Values are automatically saved when you either make a selection (for pre-defined lists) or click/tab outside of the field (for text entry).

Assign Driver Attributes: CDL Endorsement

Assign values (alphanumeric) to drivers for the CDL Endorsement attribute. ☒ Tab Vertically

Blocked Phone Numbers: ☐ Driver Group: ALL DRIVERS Search: * for wildcard

Page: 1-20 / 21-40 / 41-60 / 61-80 / 81-96 Show All 96: ☐

Driver	CDL Endorsement
Adamthwaite, James JBA595	<input type="checkbox"/> A <input type="checkbox"/> F <input type="checkbox"/> H <input type="checkbox"/> N <input type="checkbox"/> P <input checked="" type="checkbox"/> S <input type="checkbox"/> T <input type="checkbox"/> V <input type="checkbox"/> X
Anderson, Alena	<input type="checkbox"/> A <input type="checkbox"/> F <input type="checkbox"/> H <input type="checkbox"/> N <input type="checkbox"/> P <input type="checkbox"/> S <input type="checkbox"/> T <input type="checkbox"/> V <input type="checkbox"/> X

The attribute is now available to use on applicable reports and dashlets:

Fleet Utilization Report »

Vehicle Group: ALL VEHICLES

Vehicle	Driver	Year Make Model	CDL Endorsement
2017 Honda Odyssey	Lewis, Kristin	2017 Honda Odyssey	A, P
2012 Volkswagen Jetta	not set	2012 Volkswagen Jetta	not set
2011 Lincoln Navigator	Anderson, Brett	2011 Lincoln Navigator	N
2012 Toyota Prius	not set	2012 Toyota Prius	not set
2012 Ford Explorer	Russell, Ray	2012 Ford Explorer	P
2011 Jeep Grand Cherokee	Washington, George	2011 Jeep Grand Cherokee	H, P, S

Closest To

Select Group: ALL VEHICLES

Select Proximity: 25 Miles

Attributes: CDL Endorsement

Select one or more as CDL Endorsement:

☐ A

☐ F

☐ H

☒ N

☒ P

☐ S

☐ T

☐ V

☐ X

Add

Cancel

Closest To:

Address - Vehicle - Landmark - Lat, Lon

Address:

☐ Add pin to map

☐ Old Routing Engine

Get Closest Vehicle

Clear Results