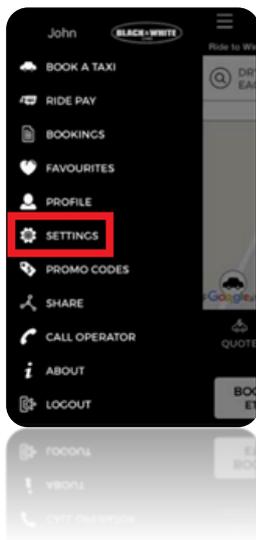


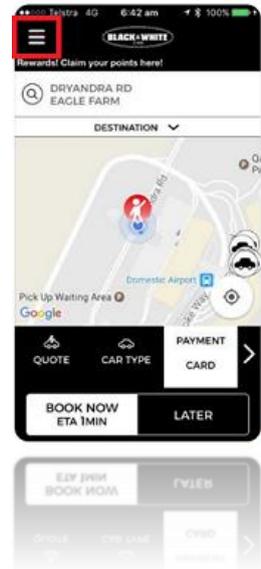


## Driver private bookings through the “preferred driver” option - App

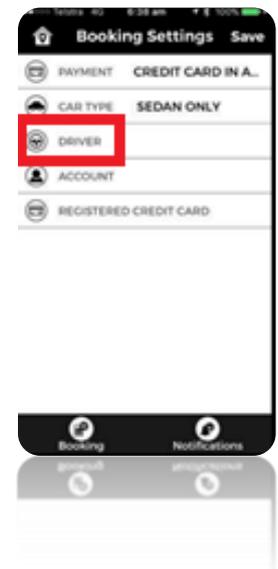
From the home screen tap the three lines located in the top left of your screen.



This will make the screen slide to the right and reveal the menu. When this opens, tap on “Settings”.



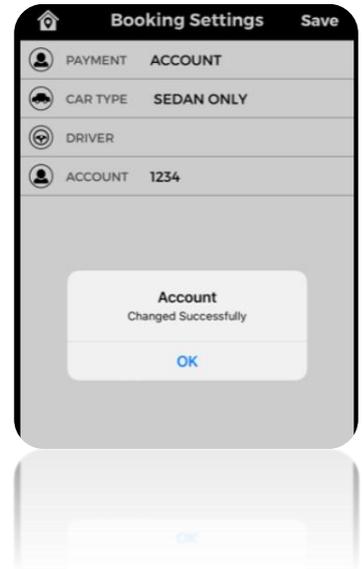
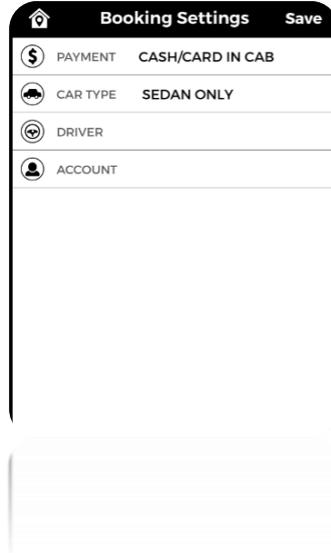
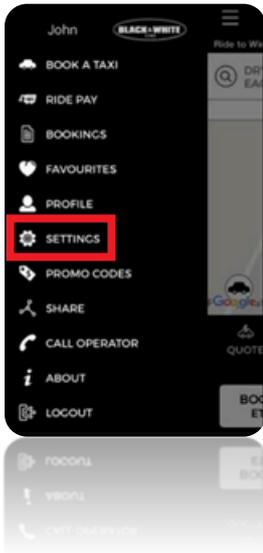
That will open this screen. From here, tap on “Driver”.



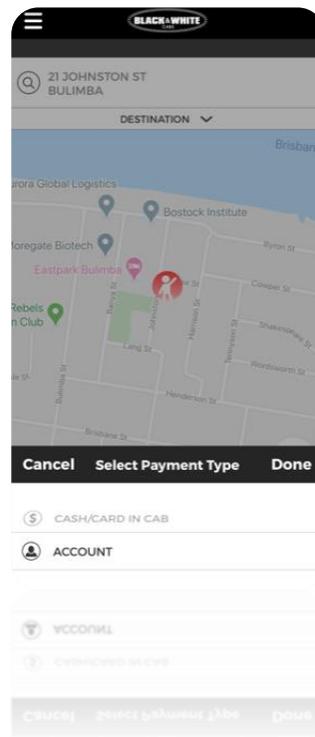
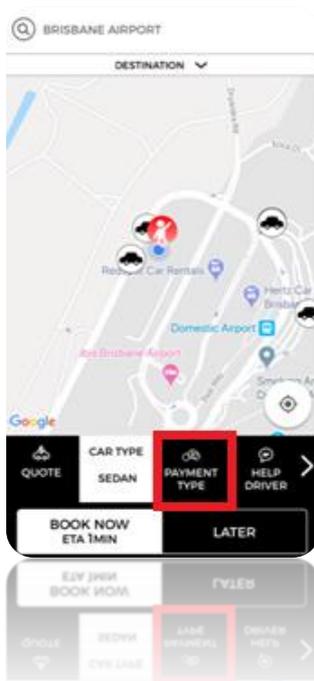
Enter driver DA and then tap “Done”. The driver will then receive any bookings they enter first. If they are not logged in, or reject the job, it will then go to the fleet through normal dispatch methods.



## Driver preferred booking on an account



To add the account, go to settings and tap on account. Enter account number and tap done. A “changed successfully” notification will appear as above. Tap Save in the top right hand corner.



When booking make sure that your payment type is set to account.

If you need to change accounts, follow the steps above as if you were adding a new account.

**Note:** it will save the last used account number.