



Transport Connected Bus Program Quick Reference Guide (QRG)

How to add or update driver details in Traffic Studio v3.0

Contents

Overview	1
View driver details in Traffic Studio	2
Add driver details in Traffic Studio	3
Update driver details	4
Who do I contact if I have more questions?	5

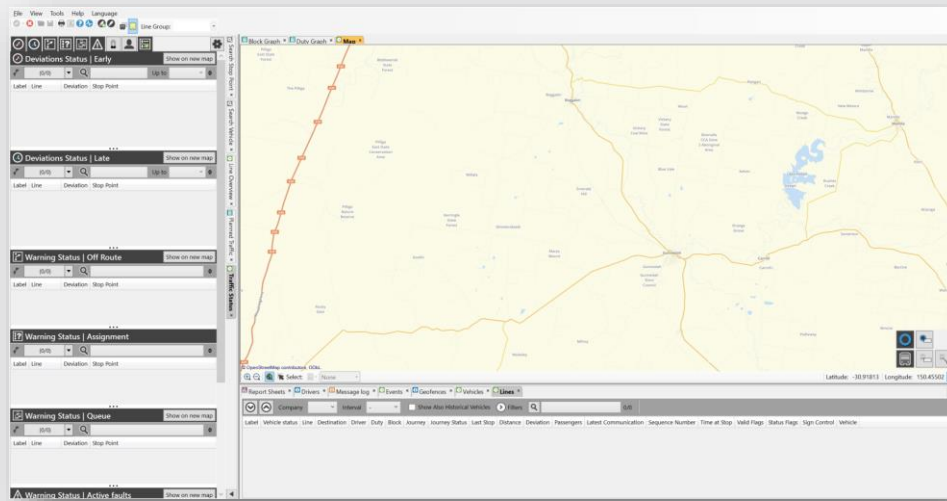
Overview

All drivers who will be completing Rural & Regional Bus Service Contract (RRBSC) trips on vehicles installed with the TCB equipment will need to be set up with a driver ID in the Traffic Studio application before they login to the driver display for the first time. Drivers are required to use their driver ID to log into the Driver Display.

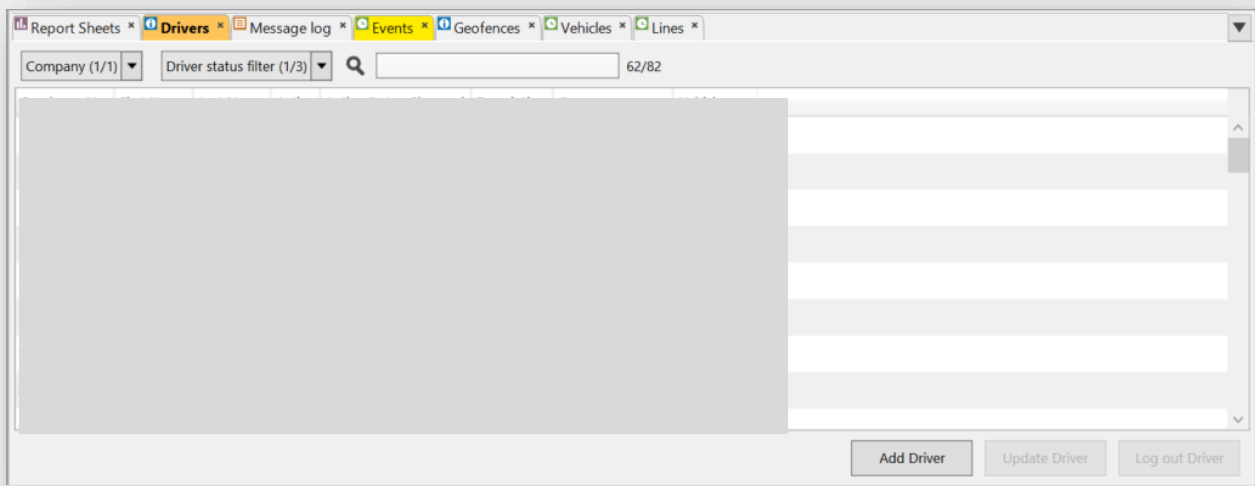
When a driver logs into the Driver Display using their driver ID, information reported during the trip is associated with the driver.

View driver details in Traffic Studio

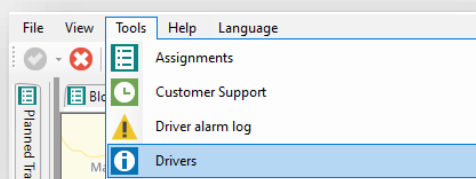
Step 1 - Log into the Traffic Studio application.



Step 2 - Select the **Drivers** tab to open the **Drivers** tools.



If the **Drivers** tab does not appear in the lower window, open the tab from the Toolbar: **Tools > Drivers**.

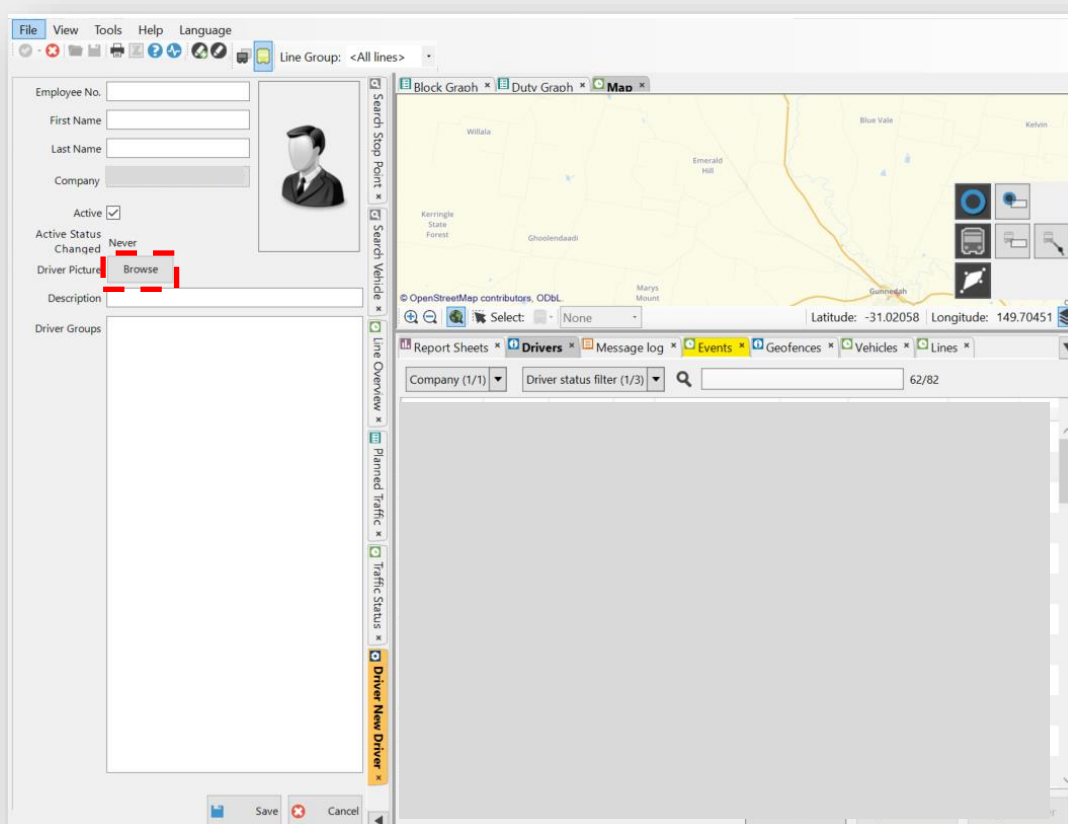


Note:

- Drivers who have already been set up will appear in the bottom tool window.
- In the left tool window, you can view and edit the details of the driver that is selected in the driver list (highlighted orange).
- The drivers list will display all drivers (active and not active) and lists them by Driver ID number. You can filter the driver list by clicking on any of the column headings.

Add driver details in Traffic Studio

Step 1 - Click **Add Drivers** to open a new driver details window in the **Left Tool Window**.



Step 2 - Enter the relevant driver information in the **Left Tool Window**.

- Ensure each driver has a unique ID number. It is recommended to use the Driver Authority Number or an Employee Number. This will be the number that your drivers will use to access the Driver Display.
- To add a photo of a driver, click on the **Browse** button, navigate to where it is stored on your local computer, double click to select it and press **Upload**.

Step 3 - Select the **Active** check box.

Step 4 - Save

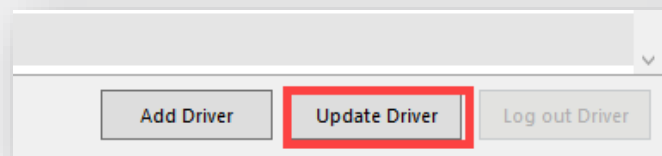
Step 5 - Repeat the steps above for each driver.

Update driver details

Step 1 - Select the Drivers tab to open the Drivers tools.

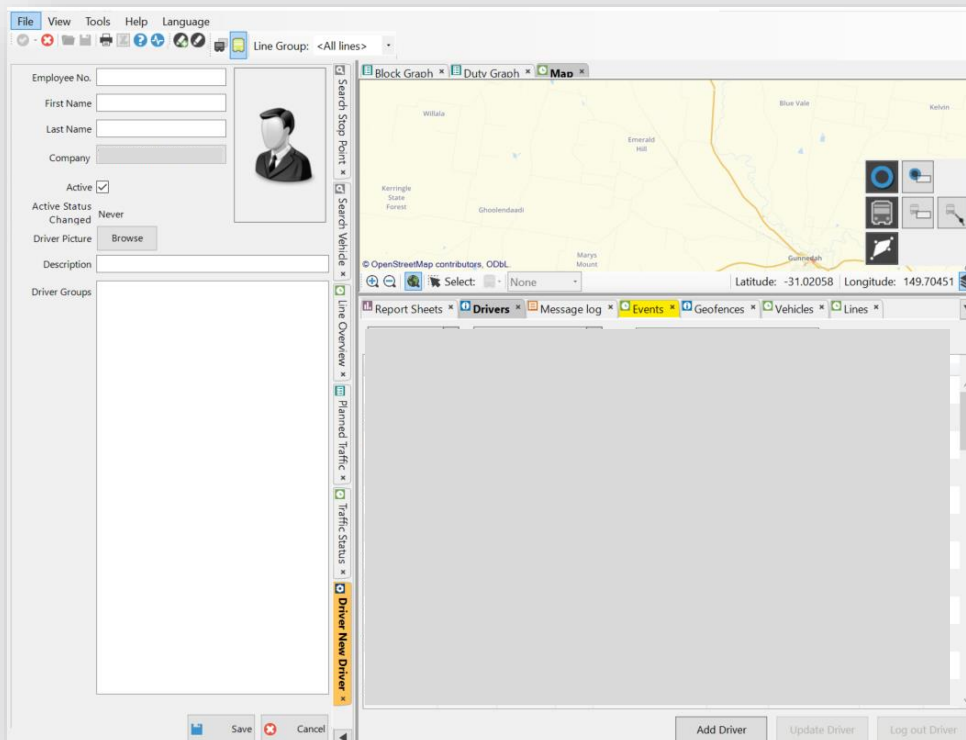
Step 2 - Double click the relevant driver you wish to update in the driver list in the Bottom Tool Window to open their details in the Left Tool Window.

Step 3 - Click on the Update Driver button.



Step 4 - Edit the relevant fields and Save

Note: If the driver is no longer active (e.g. retires/leaves the business), click the **Active** checkbox to remove the tick. The driver will no longer show in the Drivers tab in Traffic Studio.



Who do I contact if I have more questions?

If you have any questions or concerns email the TCB program at

TCB.team@transport.nsw.gov.au.