

How to send a trip to the driver?

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How to give a driver access to a trip using a link?

1. Select the Required Trip

- Open the trip list menu.
- Select the desired trip from the list of available trips.

2. Open the Trip Window

- Click the **road icon** located in the toolbar.
- After clicking the road icon, the corresponding trip window will automatically open on a new page.

[image-1781785863202.png](#)

A window with the driver's web application for the trip will open.

- Copy the link from the browser's address bar and send it to the driver via **WhatsApp** so that the driver can complete the required information.

[image-1781785518367.png](#)

How to display a trip in the Cloudex Drive (Driver) app?

1. Select the Required Trip

- Click on the trip number to open the trip.

[image-1781785748585.png](#)

Important:

For the driver to be able to see the trip information:

1. Activate the **eye icon** located next to the driver's name and surname.
 - Once activated, the trip information will be sent to and become available in the **Cloudex Drive** mobile application.

[image-1781786034097.png](#)

The trip will remain visible in the list of active trips until its status is changed to **Delivered**.

How to create a Cloudex Drive password?

1. Open the Vehicle Window

- Click on the vehicle registration number specified in the trip.
- The **Vehicle** window will open.

[image-1781786149969.png](#)

2. Create a Password

- Create a password of your choice.
- The driver will use this password to log in to the **Cloudex Drive** application.

[image-1781787131276.png](#)

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