

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

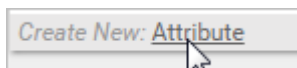
Company XYZ keeps a record of its drivers' Commercial Driver's Licenses (CDL) endorsements. Each driver is assigned a "CDL Endorsement" attribute with values for "A, F, H, N, P, S, T, V, X." The owner uses this information when exporting driver information.

## ► 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
FLYER (2013-21)	Lewis, Kristin	2017 Honda Fit	A, P
James (2013-2018)	not set	2013 Honda Fit	not set
Red (2013-2018)	Anderson, Brett	2013 Lincoln Navigator	N
2013 Toyota Prius	not set	2013 Toyota Prius	not set
2013 Ford Explorer	not set	2013 Ford Explorer	P
2013 Ford Explorer	Washington, George	2013 Ford Explorer	H, P, S

Closest To

Select Group:

ALL VEHICLES

Search 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