

SambaSafety Qorta Instructions

To add a driver

- On the PEOPLE page Select ADD NEW
- Select NEW PERSON
- For Colorado:
 - First Name, Middle Name (if you have it) Last Name, SFX is applicable
 - Search Group and select the correct District the driver belongs to
 - Date of Birth
 - License State
 - License #
 - SAVE

To remove a driver

- Use the magnifying glass icon on the upper right-hand side of the “PEOPLE” page to search for a driver
- Select the driver and open their page
- Select “MONITORING” and turn monitoring off
- In the first section, select the pencil icon on the right-hand side to edit the information
- Select the “STATUS” box and change it from “Active” to “Achieve
- Select SAVE PERSON

To update driver information

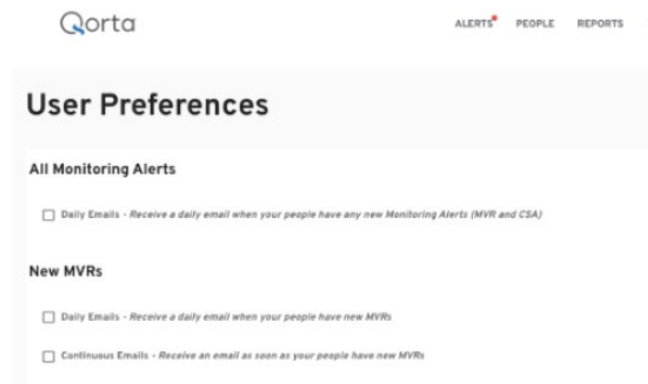
- Use the magnifying glass icon on the upper right-hand side of the “PEOPLE” page to search for a driver
- Select the driver and open their page
- Select “MONITORING” and turn monitoring off
- Scroll down to the “License Summary” section at the bottom of the page and select the pencil icon on the right-hand side to edit the information
- Make the necessary changes
- Select “Purchase MVR” on the top right-hand side
- Select “Monitoring” and turn monitoring on
- Select “Save Person”

To run a report of a member’s drivers

- Go to REPORTS tab
- Scroll down
- Select “MVR HISTORY REPORT”
- Filter the Group by selecting the upside down lined triangle on the right hand side
- In the GROUP box, select the group you want
- Select the upside down arrow at the top right hand side and download the report in Excel.

Turn on Continuous MVR Alerts

- 1) Login to Qorta
- 2) Click on your Username shown in the upper right-hand corner
- 3) Click into “User Preferences”
- 4) There – you will select if you would like to receive daily or continuous updates. Here is what the screens should look like:



- 5) Once an option is selected, users will automatically start receiving emails based on the type of alerts checked under User Preferences