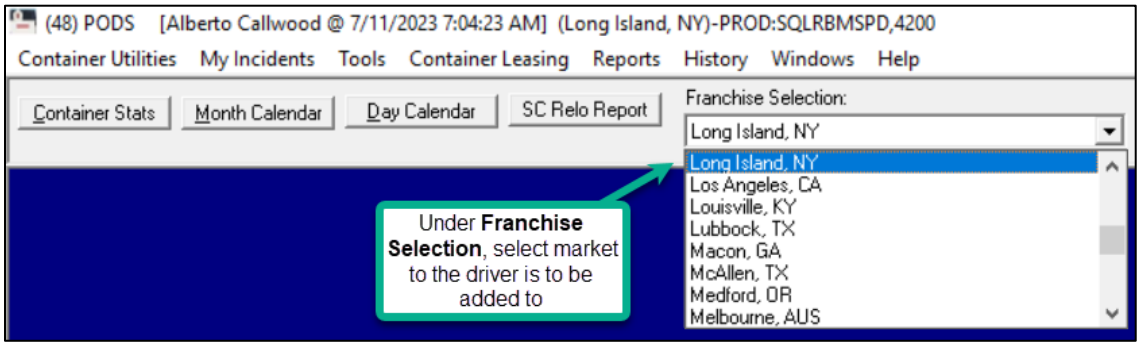
Adding a Temp or Franchisee Driver
Samsara/RBMS/Cheetah

This document is to assist you in entering a Temp or Franchisee Driver into Samsara, RBMS, and Cheetah. Please do not follow these instructions for a PODS employee that has a UKG Employee ID.

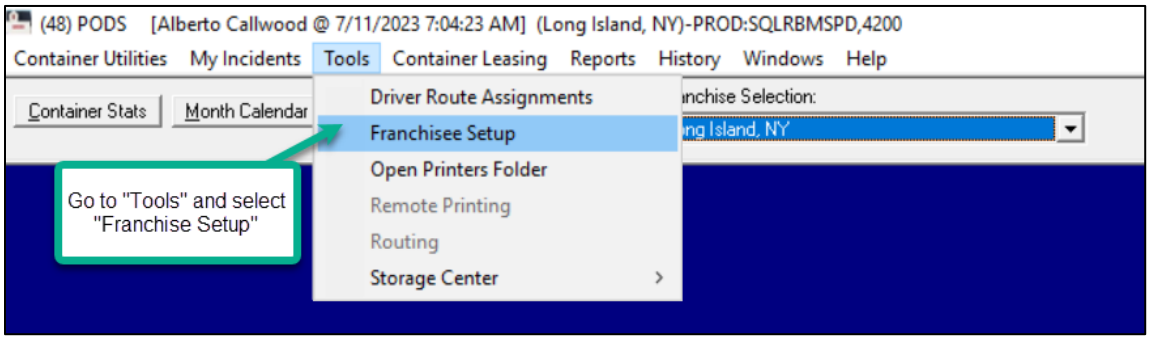
1. **Samsara:** Email John Jefferson (jjefferson2@pods.com) – for PODS owned markets only
2. **RBMS:** See 'Create New Driver in RBMS'
3. **Cheetah:** See 'Create New Driver in Cheetah'

Create New or Franchisee Driver in RBMS

1. Go to **Franchise Selection** and **select market** driver is to be added to.



2. Go to "Tools" and select "**Franchise Setup**"



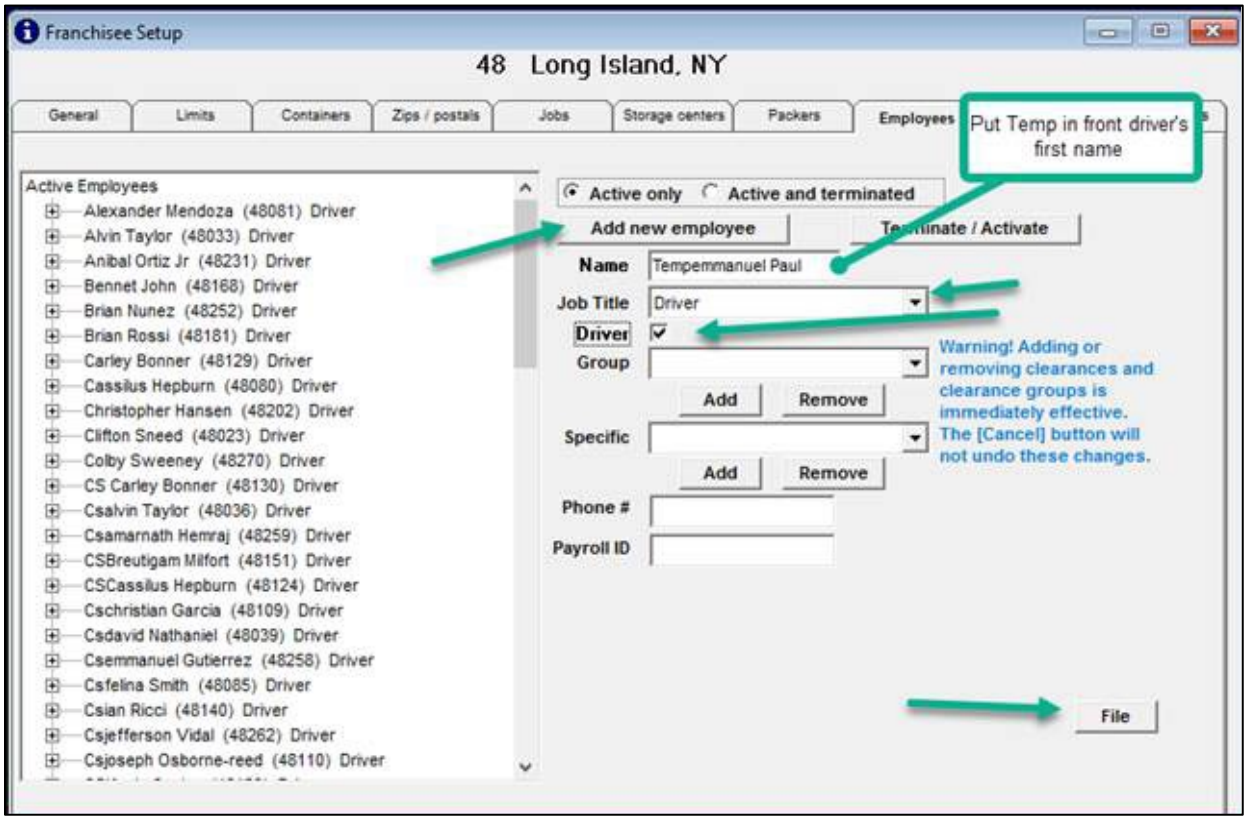
3. Under Franchise Setup, go to "**Employees**" tab



Adding a Temp or Franchisee Driver
Samsara/RBMS/Cheetah

4. Select “Add new employee” and complete the following:
    a. **Name**:
    For PODs-owned markets, enter “Temp” in front of the driver’s first name, then space and last name.
    Examples:
        - Temp**john** Doe
        - Temp**emmanuel** Paul

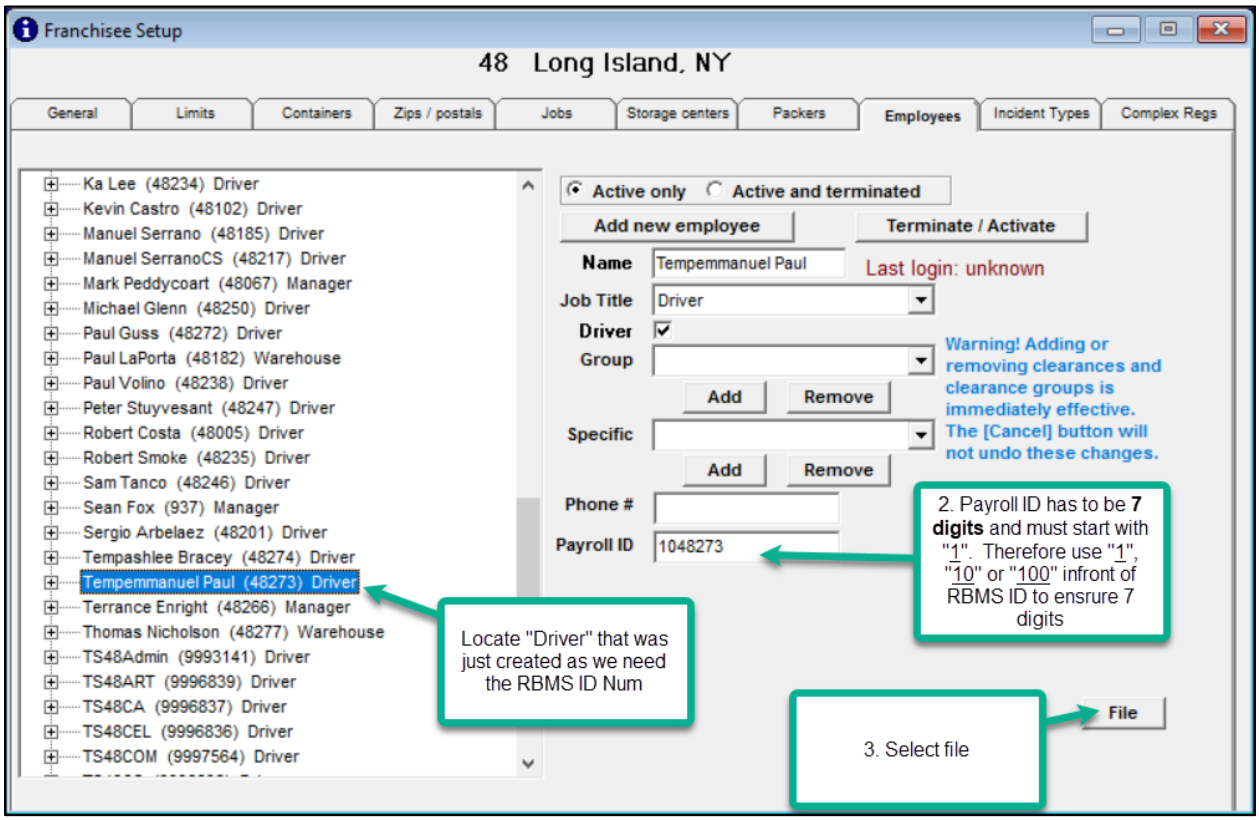
    For Franchise markets, enter the driver’s first name, then space and last name.
    Examples:
        - John Doe
        - Emmanuel Paul
    b. **Job Title**: Select Driver
    c. **Driver**: Select Empty box to add check mark
    d. **Payroll ID**: Intentionally left blank until next step
    e. **File**: Select to enter Employee into the records



Adding a Temp or Franchisee Driver

Samsara/RBMS/Cheetah

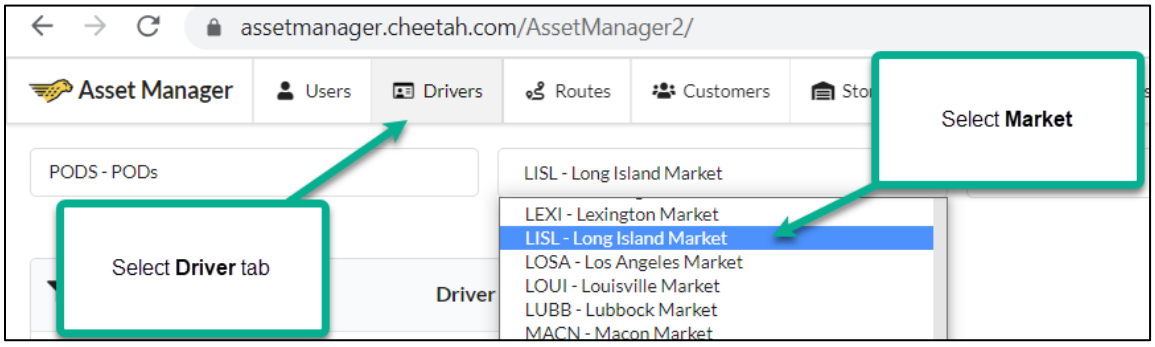
5. Locate “Driver” that was just created
    a. Identify the RBMS ID – In the example below the it is “48273”
    b. Update **Payroll ID.** This field must be **7 digits** and **start with “1”.** Examples:
        - RBMS ID is 1234 – Payroll ID will be **100**1234
        - RBMS ID is 12345 – Payroll ID will be **10**12345
        - RBMS ID is 123456 - Payroll ID will be **1**123456
    c. Select **File** to update temp employee Payroll ID



Adding a Temp or Franchisee Driver
Samsara/RBMS/Cheetah

Create New or Franchisee Driver in Cheetah

1. Go to Cheetah Asset Manager: https://assetmanager.cheetah.com/AssetManager2/
2. Select **Driver** tab
3. Select **Market** driver is to be added to



4. Add New Driver
    a. **Driver Name**:

    For PODS-owned markets, enter “Temp” in front of the Drivers first name, then space and last name.
    Examples:

    - Temp**john** Doe
    - Temp**emmanuel** Paul

    For Franchise markets, enter the driver’s first name, then space and last name.
    Examples:

    - John Doe
    - Emmanuel Paul

    b. **Driver ID:** Enter 6 digits for “**Driver ID**” and “**Pin**” by removing the leading “1”. Example:
    - Payroll ID: 1048273 will be entered into Cheetah “**Driver ID**” and “**Pin**” as 048273

