Driver Record Dashboard (DRD)

Holly Suit
Project Manager
Access Idaho
With Driver Record Dashboard you can

- Build a list of Idaho driver licenses to monitor for changes.

- Records are checked twice a month (early and mid-month) for new convictions and suspensions. Flagged driver's license records are then available for your review.

- View medical certification issue/expiration dates. This information is updated nightly.

- View driver's license and commercial driver's license expiration dates.
Login

- After you have added Driver Record Dashboard to your subscription you can sign in with your Access Idaho/Idaho.gov username and password.
Adding drivers is easy

- Copy and paste your list of drivers into the empty box. There must be a comma, space or new line between each line. You can copy and paste a column from an Excel document.

- You can add up to 1,000 drivers at one time.

- If you need to add more than 1,000 you can upload the numbers in batches

- Numbers must be Idaho DLNs
Driver list

- Tells you how many drivers were successfully added
- Tells you if you tried to add a driver that’s already in your list
- Tells you if you tried to add a non-Idaho DLN
- Displays current subscriber information
- Displays a sortable list of drivers you are monitoring. Sortable columns include:
  - Name
  - Group Name
  - DL Number
  - DL Expiration
  - Certification Code
  - Link to Med Cert Data
  - Med Cert Expiration
  - Link to Driver Record if a record was flagged
Receipts and History

- Displays charges for the current month
- Provides links to previous months’ billing
### Track Changes

- Tells you what changes have been made and the username of the person that made the changes

---

<table>
<thead>
<tr>
<th>Change Date</th>
<th>Username</th>
<th>Change</th>
<th>Driver</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/6/16 2:52:00 AM</td>
<td>host</td>
<td>Added to driver list</td>
<td>IDAHO, DRIVER NINE</td>
</tr>
<tr>
<td>04/6/16 2:51:59 AM</td>
<td>host</td>
<td>Added to driver list</td>
<td>TEST, CBL LICENSE</td>
</tr>
<tr>
<td>04/6/16 2:39:05 AM</td>
<td>host</td>
<td>Added to driver list</td>
<td>JANECD, BENJAMIN LEE</td>
</tr>
<tr>
<td>04/6/16 2:30:05 AM</td>
<td>host</td>
<td>Added to driver list</td>
<td>WALKER, BLAIR ONA</td>
</tr>
<tr>
<td>04/6/16 2:29:05 AM</td>
<td>host</td>
<td>Added to driver list</td>
<td>CONNEL, WAYNE BLAIR</td>
</tr>
<tr>
<td>04/6/16 2:20:05 AM</td>
<td>host</td>
<td>Added to driver list</td>
<td>SCHMALL, WILLIAM JOSEPH</td>
</tr>
<tr>
<td>04/6/16 2:20:05 AM</td>
<td>host</td>
<td>Added to driver list</td>
<td>JACKY, WILLIAM ELVER</td>
</tr>
<tr>
<td>04/6/16 2:20:05 AM</td>
<td>host</td>
<td>Added to driver list</td>
<td>COLWELL, WILLIAM J</td>
</tr>
<tr>
<td>04/6/16 2:20:05 AM</td>
<td>host</td>
<td>Added to driver list</td>
<td>BILLING, WILLIAM BRIAN</td>
</tr>
<tr>
<td>04/6/16 2:20:05 AM</td>
<td>host</td>
<td>Added to driver list</td>
<td>BOYD, BENJAMIN MICHAEL</td>
</tr>
</tbody>
</table>
How to Sign Up for Driver Record Dashboard

Existing Subscribers with DLR Subscription: Email request to subscriber@accessidaho.org or complete change request form at www.idaho.gov/forms/subscriber.html. Requests must be placed by the Administrative Contact of the account.

Existing Subscribers without DLR Subscription: Complete form at www.idaho.gov/forms/subscriber.html and fax pages 6 through 8 of Subscription Agreement to Access Idaho. Requests must be placed by the Administrative Contact of the account.
Questions:

Holly Suit
Project Manager
Access Idaho

holly@accessidaho.org

DRD online demo: http://www.idaho.gov/demo/driver_dash/