

Adding a new port to existing drivers

You will need 'Popups' enabled for this transaction

- Click on “**Master Data Management**” on the left-hand side menu.
- Then click on “**Drivers**”.
- Click the on “**Edit Port Profiles**” button at the bottom of the screen.
- A new window will open

The screenshot shows a web dialog titled "Driver - Edit Port Profile" with a "Port Profile Assignment" section. A table lists profiles: FT (Felixstowe) and LT (Thamesport). The LT profile is selected. Below the table, there are two columns: "Driver without selected Port Profile" and "Driver with selected Port Profile". The first column contains a list of drivers with their personal numbers. A vertical bar with arrows separates the two columns. A callout box points to the double arrow (>>) and single arrow (>) buttons, explaining their functions. At the bottom, there are "Save" and "Cancel" buttons. A third callout box points to the "Save" button.

1. Click on a port – the boxes below will show a list of drivers.

2.

- Click on the double arrow to transfer ALL drivers to the new Port

or

- Select specific drivers and click the single arrow

3. Click "Save"

A Port can be removed from driver(s) by reversing the process above.

You can use standard windows facilities e.g. select a number of drivers by holding down control and click on a number of drivers before using the arrows.