

Getting Started: Initial Setup

BEFORE YOU BEGIN USING THE APPLICATION, you must complete initial configuration. Atlantic HR Solutions and your Omnitracs Customer Experience Rep (CER) will help you make decisions to use it effectively. For help while completing tasks, click the question mark icon or **Help** at the top of the page in the Per Diem Manager application.

SET UP USERS

You create users and grant permission for the appropriate people at your company that you want to use the Per Diem Manager application. Permissions are granted based on selections you make:

- **Super User:** When selected, user can do all Per Diem Manager tasks (e.g., create and edit depots, activate drivers, create more users, assign company per diem rules). Must select Active user for Super user to work.
 - **Active User:** When selected, user can log into the application and can do all tasks except make application settings.
 - **Web Services User:** When selected, user can access web services.
1. Log in to the Per Diem Manager application.
 2. Click **Settings** at the top of the page, and select **User Administration**.
 3. Click **Add User** to add a new user or click **Edit** to make changes to an already existing user record.
 4. Enter new user information or make changes to the record. Click the question mark icon for help.
 5. Click **Save**.
 6. Check the permissions you want to grant.

CREATE DEPOTS

You created depots to bring in Hours of Service (HOS) drivers into Per Diem Manager from the HOS application. The depot ID must match the depot as its defined in HOS.

1. In the Per Diem Manager application, click **Settings**, and select **Depots**.
2. Click **Add Depot** to add a new depot, or click **Edit** to edit an existing depot record.
3. Type or edit the **Depot Id** and **Depot Name**.
4. Click the **Per Diem Active** check box to make the depot active.
5. Enter the depot's zip code.
6. Click **Save Depot**.

ACTIVATE DRIVERS

Drivers associated with an active depot are imported to Per Diem Manager daily. When imported for the first time, the depot is set to inactive with no driver's zip code. To activate a driver for per diem:

1. In the Per Diem Manager application, click **Settings**, and select **Drivers**.
Note: If no drivers are listed, the daily driver import from HOS may not yet have completed. Check back in a day.
2. Click **Edit** to edit an existing driver record.
3. Enter an Alternate Driver ID if needed such as for a payroll system.
4. Click the **Per Diem Active** box to make the driver active.
5. Check the **owner operator** box if the driver is an owner operator.
6. Enter the driver's zip code. This is the zip code for the driver's domicile/home.
7. Click **Save Driver**.
Note: The next daily data import will contain per diem events for logs approved 2 or 4 days ago, depending on your settings. Contact Omnitracs to have this setting changed.

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SET COMPANY PER DIEM RULES

Driver per diem eligibility and payment amounts are automatically determined by the Per Diem Manager application. It is based on driver approved Hours of Service (HOS) log records and company per diem rules you set up. Follow these steps:

1. In the Per Diem Manager application, click **Settings** and select **Company Per Diem Rules**.
2. Make per diem setting selections including rules, rates, departure and arrival days, and distance calculations. Click the question mark icon for help. Contact Atlantic HR Solutions to best understand how your rules should be set up.
3. Click **Save**.