# IVG Driver Training

## Driver Workflow

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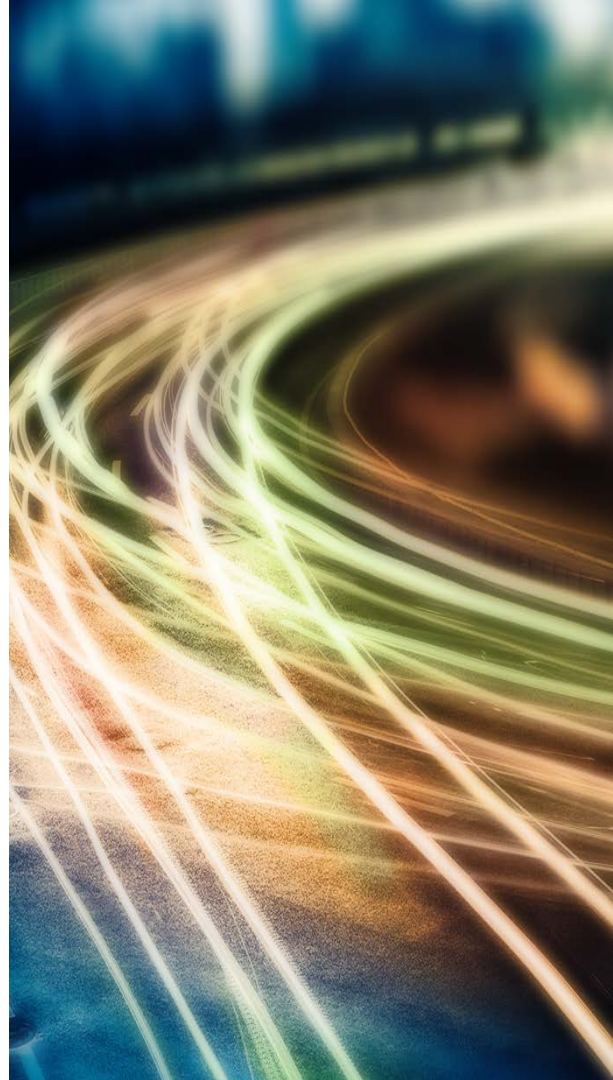
# Safety Information

> **⚠ WARNING**
>
> Driver - Do not use while vehicle is in motion.
> Use of display unit while driving will cause distraction and loss of vehicle control which may lead to serious injury or death.



You cannot use the IVG to read
or type messages while moving.

- Exception: a logged in, non-driving co-driver may use the IVG without restriction.

 You can **listen** to messages while driving.

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# Goals

This presentation covers how to:

- Request/view a trip plan
- Fill our forms
- Send messages
- View history
- Complete trips

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# Workflow

## Driver Productivity Enhancement Services

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# Workflow

- Workflow simplifies your job by replacing paper checklists and forms and prompting you to perform tasks at appropriate times.
- Stop lists are sent to you in a trip plan and contain your pickups, drop offs, refueling stops, and miscellaneous stops.

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# Workflow

- Workflow provides you with electronic forms, and tasks are shown in the order in which you preform them.
- As you complete tasks, you and your dispatcher know they're finished.
- You can see your history at the stop level and at the trip level.
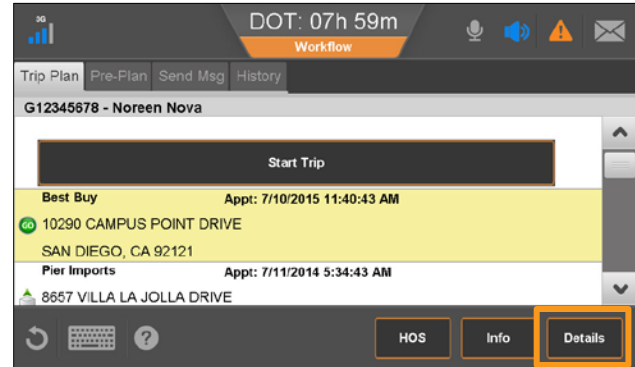
# Trip Plan

Every trip starts with a trip plan with a list of stops. Stops have details; the kind of detail depends on the type of stop.

Stop types include:

🗿 Pickup     🔴 Misc.

⛽ Fuel stop     🟢 Start

📦 Drop off     🏁 End

Status indicators include:

➡️ In progress

✔️ Done

❗ Incomplete



To see the details of a stop:
1. Tap it to select it.
2. Tap Details.

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# Stop Details and Tasks

The details include, for example:

- Name, address, contact
- Comments
- Other information you normally receive from your company to service the stop

Stops also have tasks. **Bold** tasks are mandatory.

Some tasks are usually completed automatically, such as arrivals and departures.

Many tasks have forms you fill out.

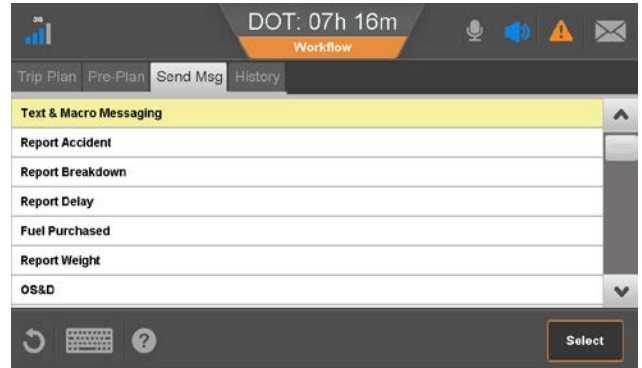omnitracs
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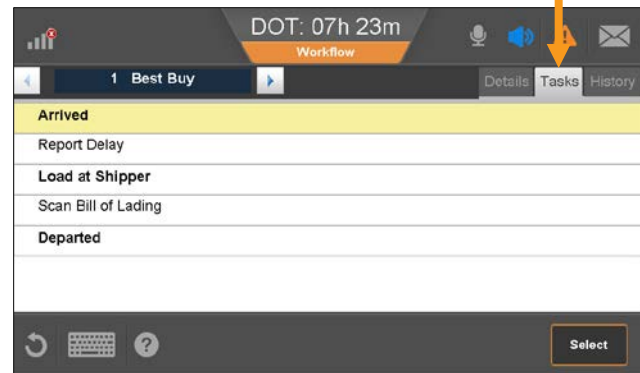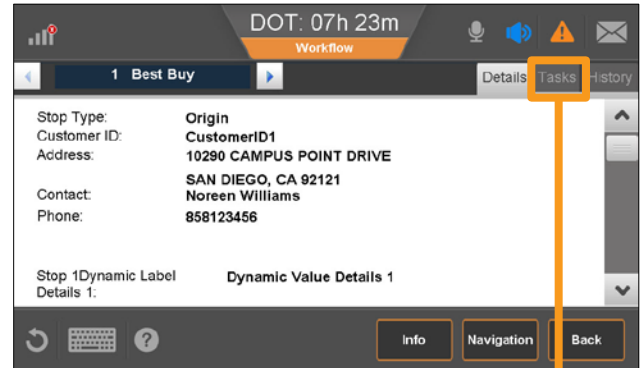
# Forms

Workflow forms are similar to your company's paper forms, and they replace the paper forms.

Fields in the forms can be mandatory or optional. Some fields are filled out for you.

You may have to scroll down or click next to fill out the entire form.

# A Day in the Life Using Workflow

You've just logged in for the day when you receive an alert that a new trip plan is available. The notice appears over whatever screen you're viewing.



1. Tap the alert icon, then tap Workflow.
   OR
   Scroll to the right and tap the Workflow button.

2. Review the stops and associated tasks by selecting each stop and tapping Details.
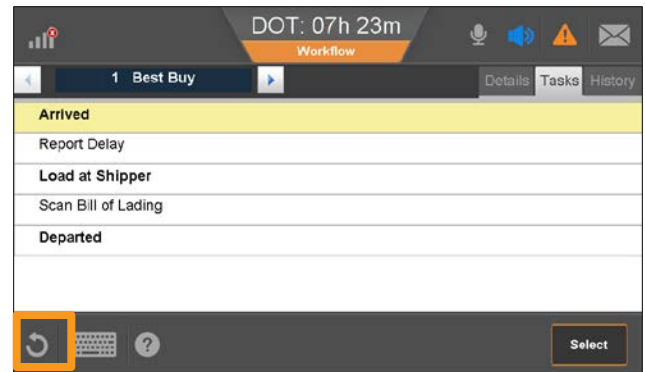
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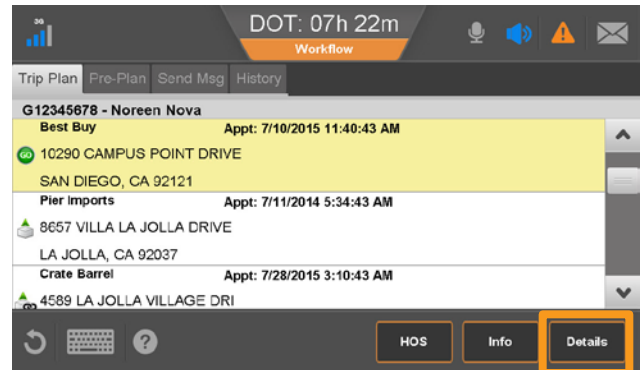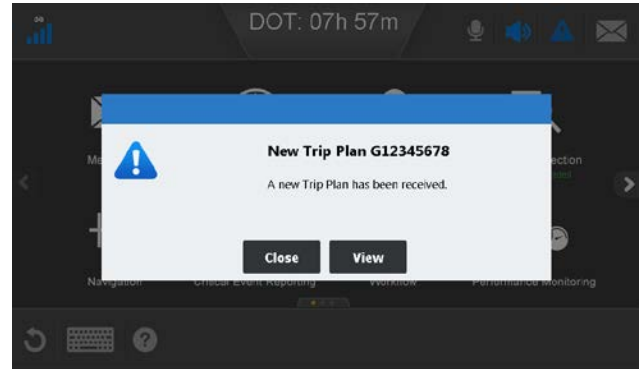
# A Day in the Life Using Workflow

3. Review the details of the first stop. Tap Tasks to view the associated tasks for each stop.
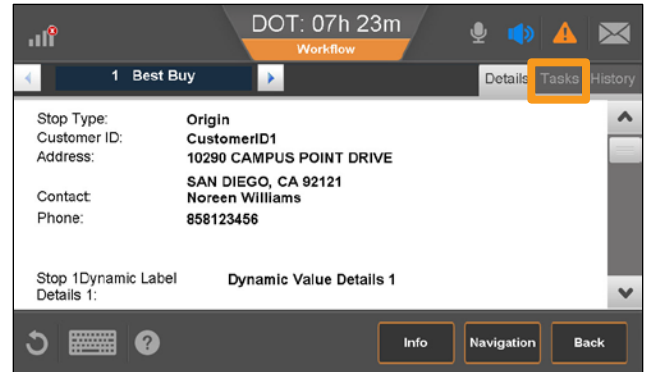


4. When finished looking at the details, tap the back arrow to return to the Trip Plan.

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# A Day in the Life: Trip Plan

You drive to your first stop. The arrival is usually detected by your GPS system, and you are notified.*

1.  Tap OK.
    After closing the arrival notice, the task list for that stop appears. Required tasks are in **bold**. Other tasks are available if you need them.

2.  To perform a task that isn't a form, tap it to highlight it, and tap Select.

*If not, manually select Arrived from the task list when you get there.

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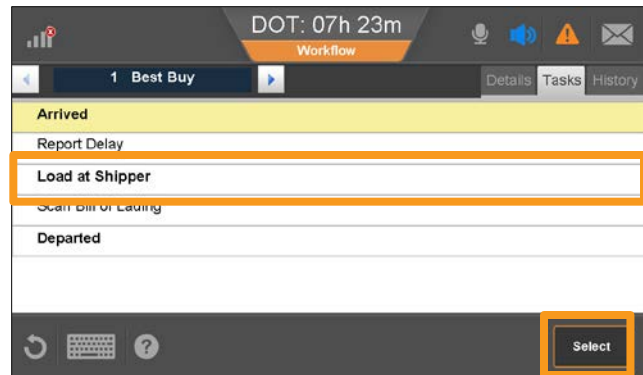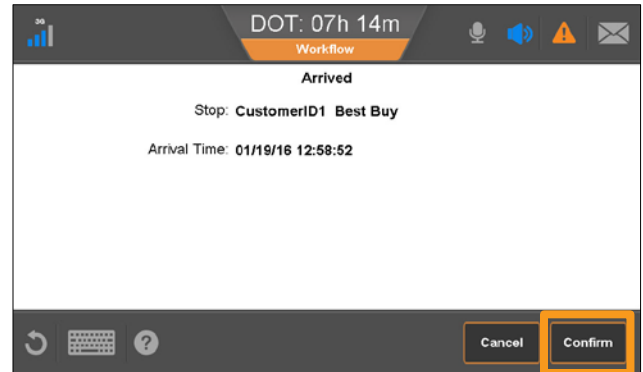
# A Day in the Life: Trip Plan

3. To fill out a form, tap it.



4. Fill out the form. Some forms require you to press direction arrows or click Next Page to fill out all of the fields.

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# A Day in the Life: Trip Plan

5.  When finished, tap Done.

6.  Continue the trip, completing tasks for each stop in the Trip Plan.

# A Day in the Life: Workflow Messages

Sometimes you need to inform Dispatch of a task not associated with a trip plan.

1. Tap Send Msg.
2. Tap the message.
3. Tap Select.

4. Complete the form.
5. Tap Done.

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# A Day in the Life: History

During a trip, you can view a history of tasks and events that occurred at both the trip and stop levels.

1. From the Trip Plan, tap History.

2. When finished looking at history, return to the Trip Plan.
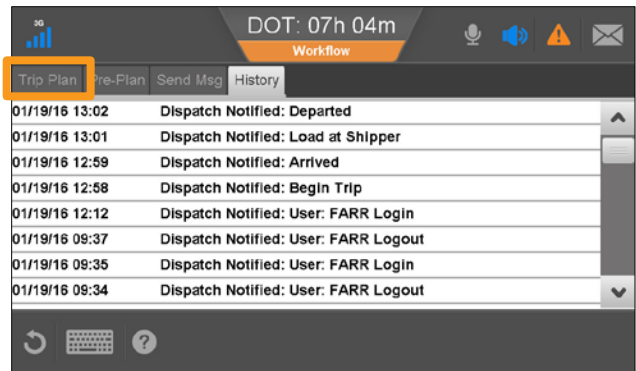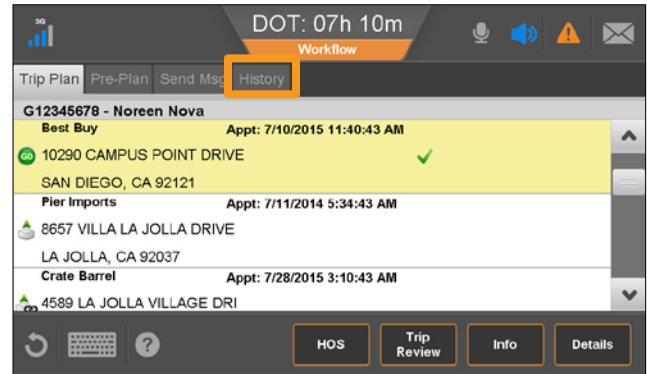
# A Day in the Life: History

1. To view stop history, tap Details to view the stop, then tap History.



2. When finished looking at history, tap another tab or return to the Trip Plan by tapping the back arrow.

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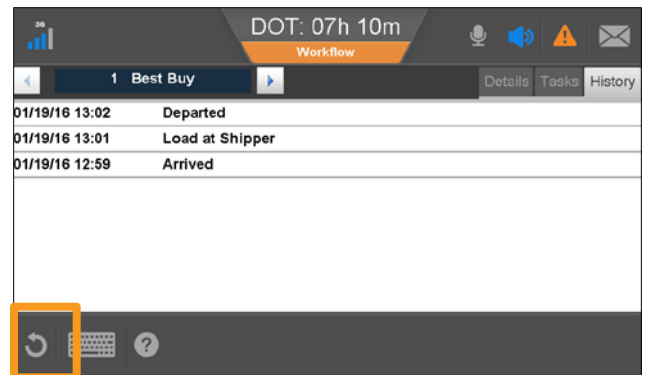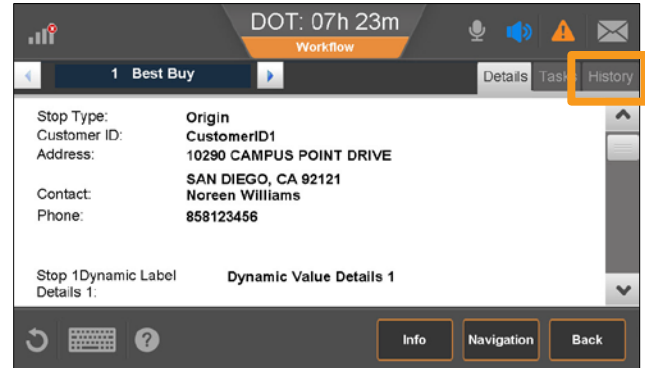
# IVG Driver Training

## This concludes the Driver Workflow training.

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