IVG Driver Training
Driver Workflow

This presentation covers how to:

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

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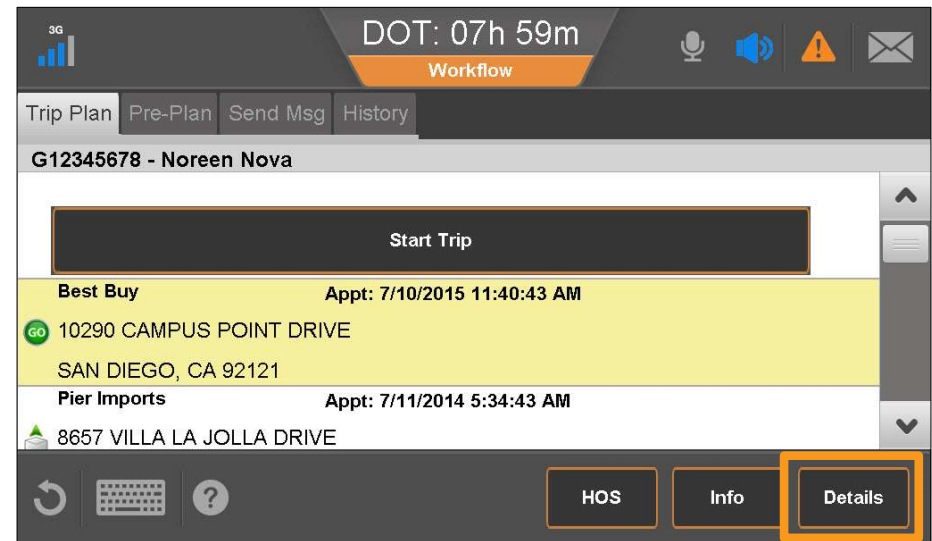
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Trip Plan

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	🟢 GO	Start
📦	Drop off	🏁	End

Status indicators include:

↪ In progress

✔ Done

Incomplete

DOT: 07h 59m
Workflow

Trip Plan | Pre-Plan | Send Msg | History

G12345678 - Noreen Nova

Start Trip

Best Buy   Appt: 7/10/2015 11:40:43 AM
GO 10290 CAMPUS POINT DRIVE
SAN DIEGO, CA 92121
Pier Imports   Appt: 7/11/2014 5:34:43 AM
8657 VILLA LA JOLLA DRIVE

HOS | Info | Details

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

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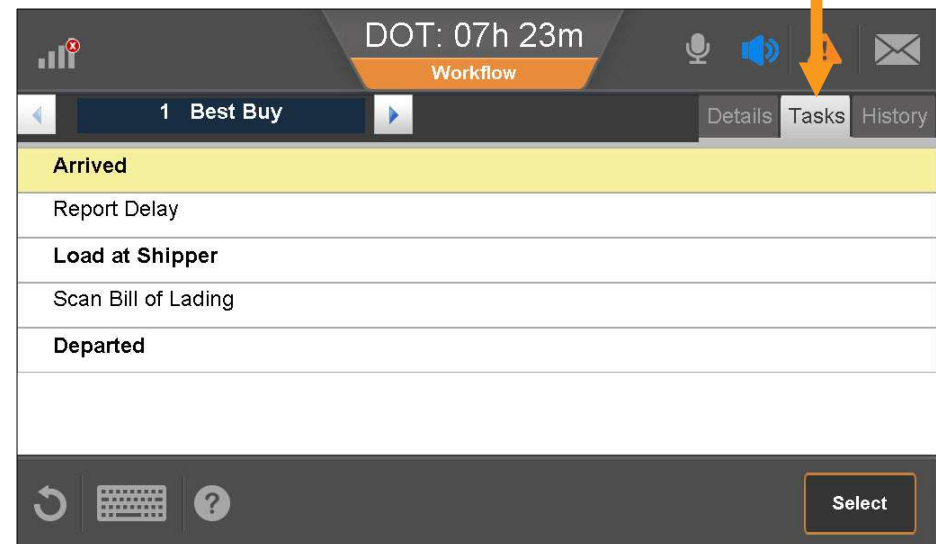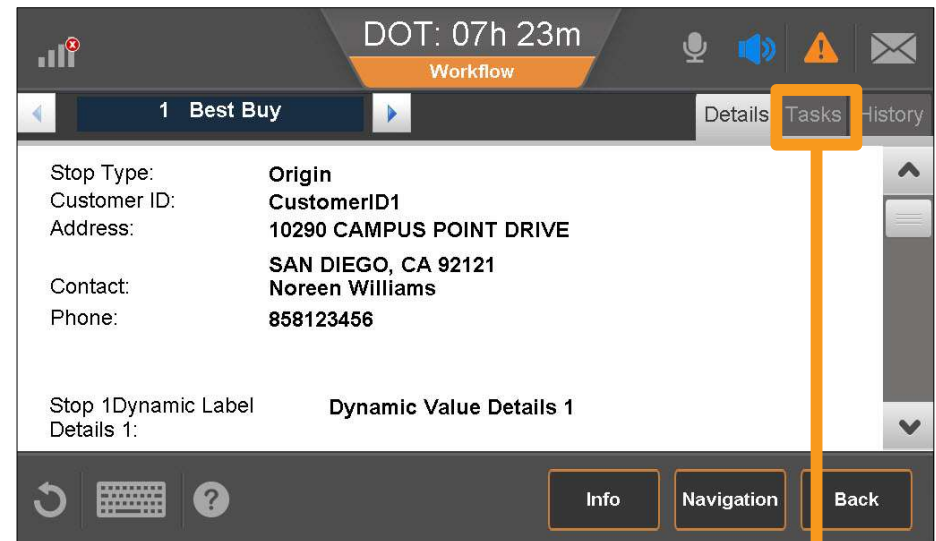
Stop Details and Tasks

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.

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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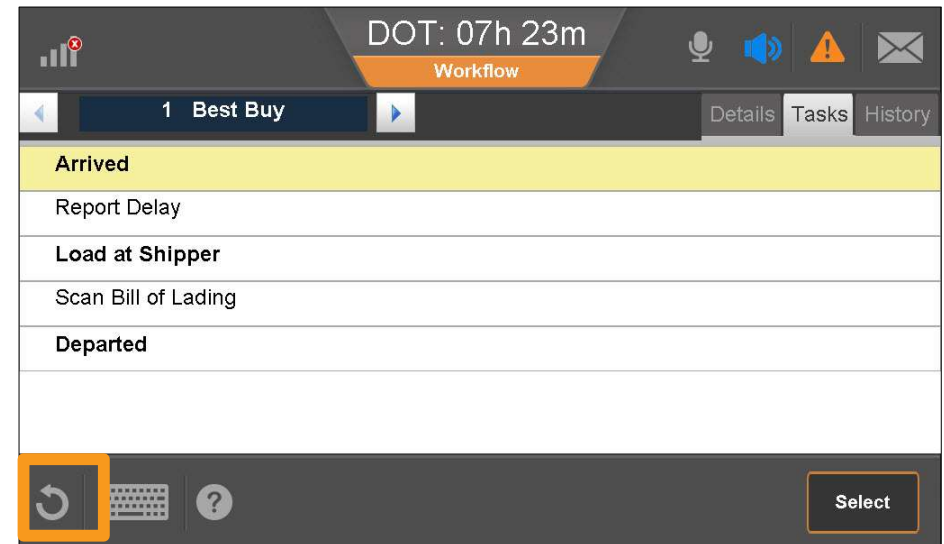innovation. driven.
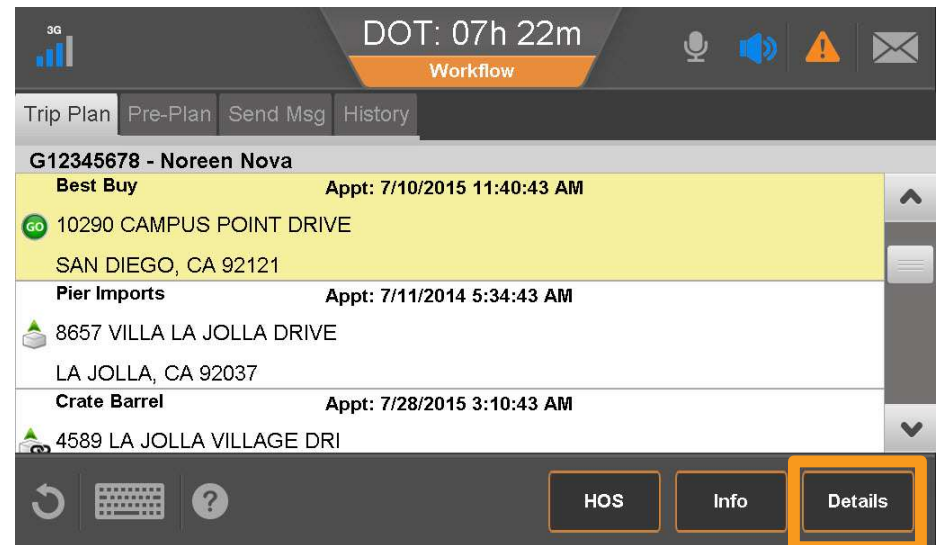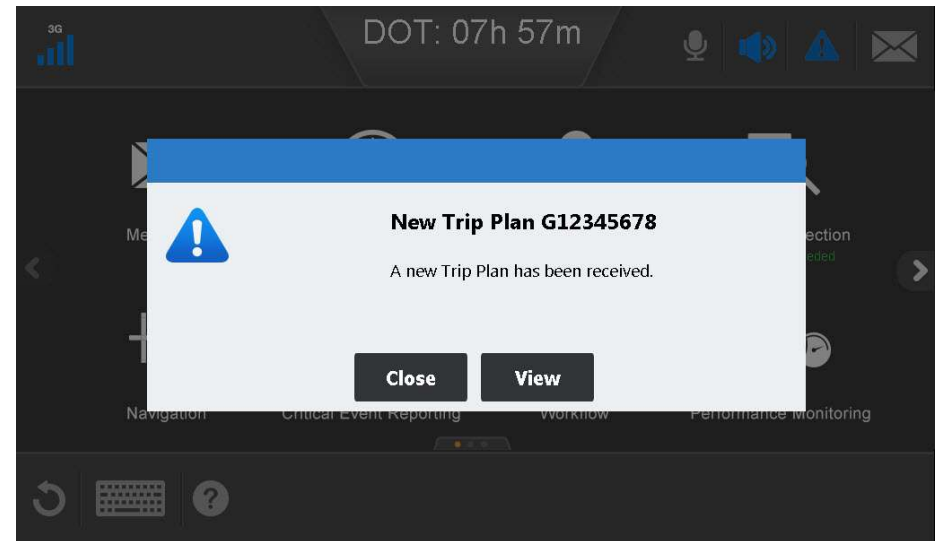
A Day in the Life Using Workflow

3. Review the details of the first stop. Tap Tasks to view the associated tasks for each stop.
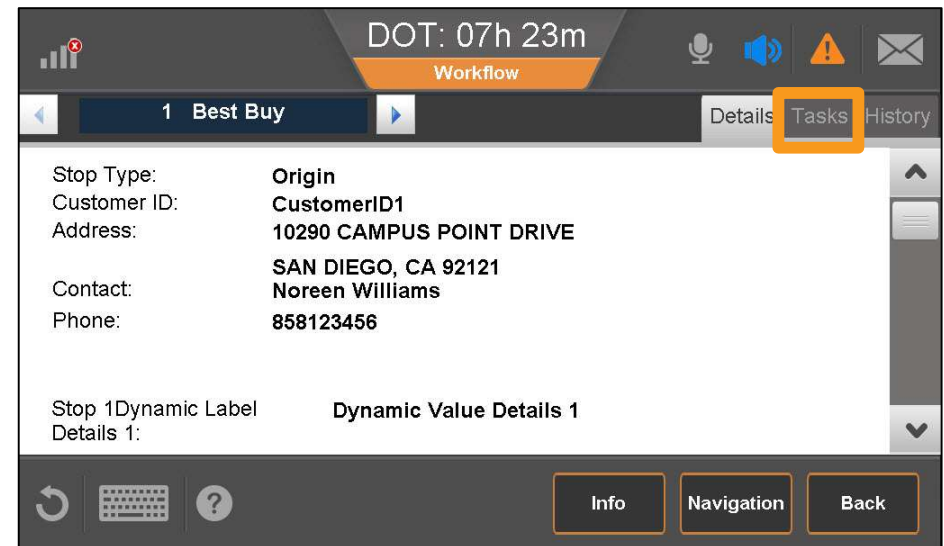
4. When finished looking at the details, tap the back arrow to return to the Trip Plan.
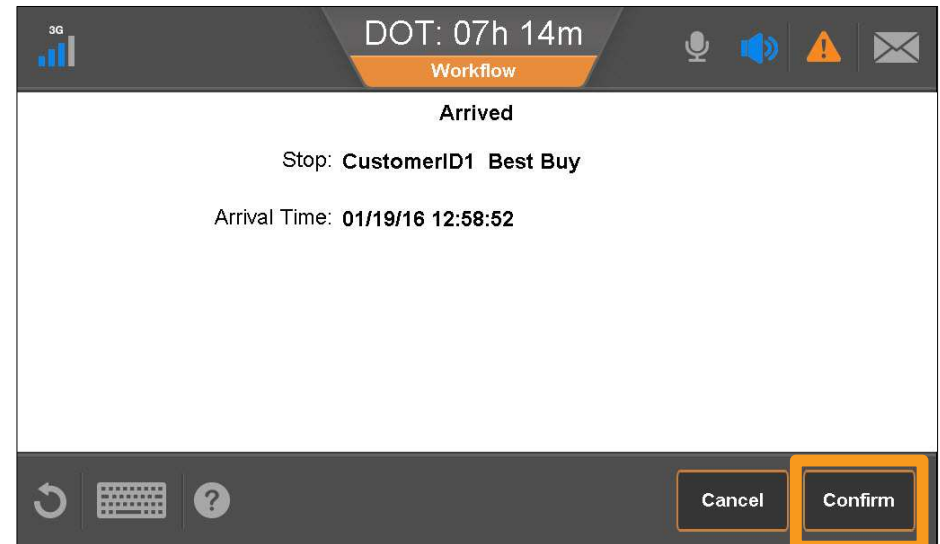
A Day in the Life: Trip Plan

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.
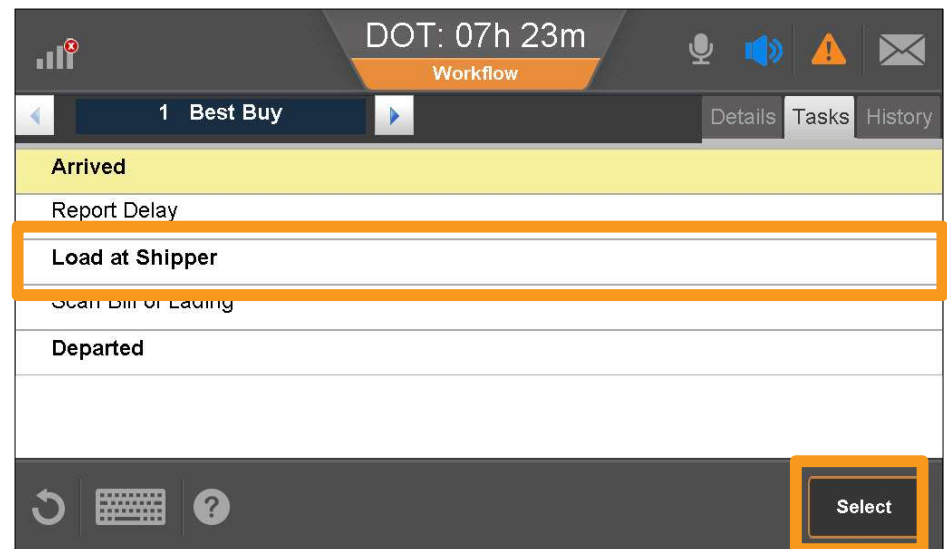
A Day in the Life: Trip Plan

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.

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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.

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.
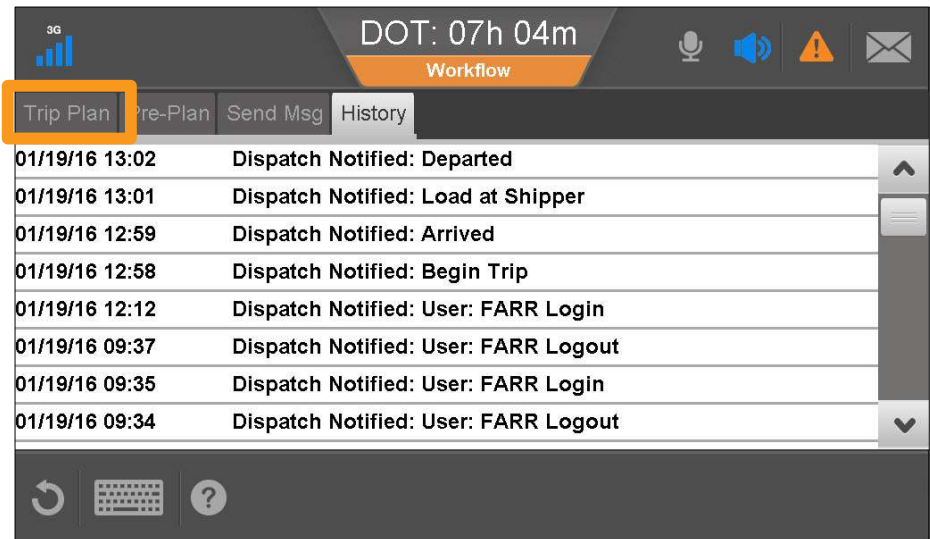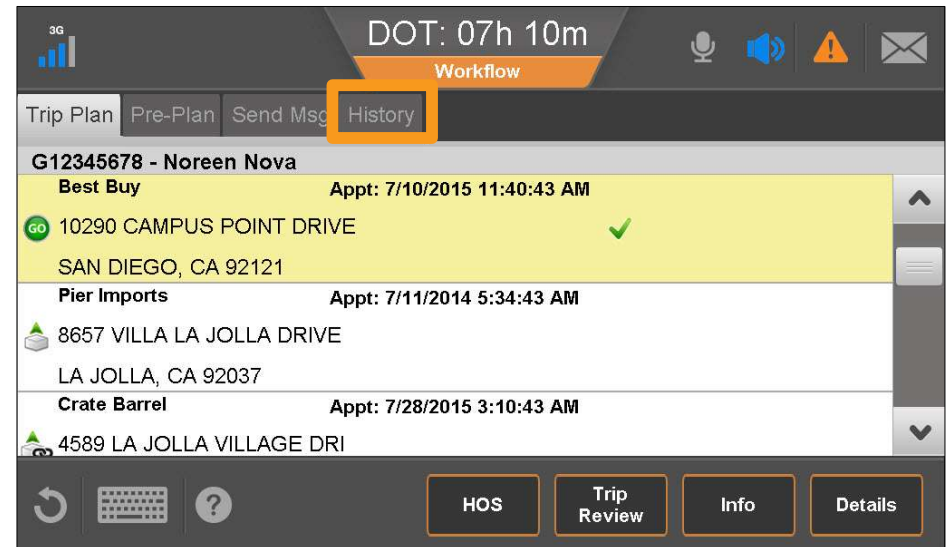
A Day in the Life: History

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.
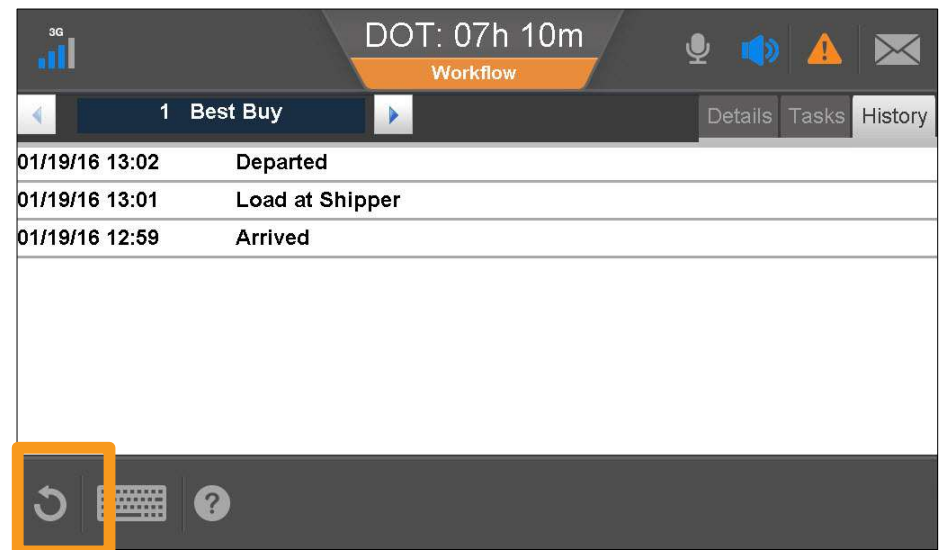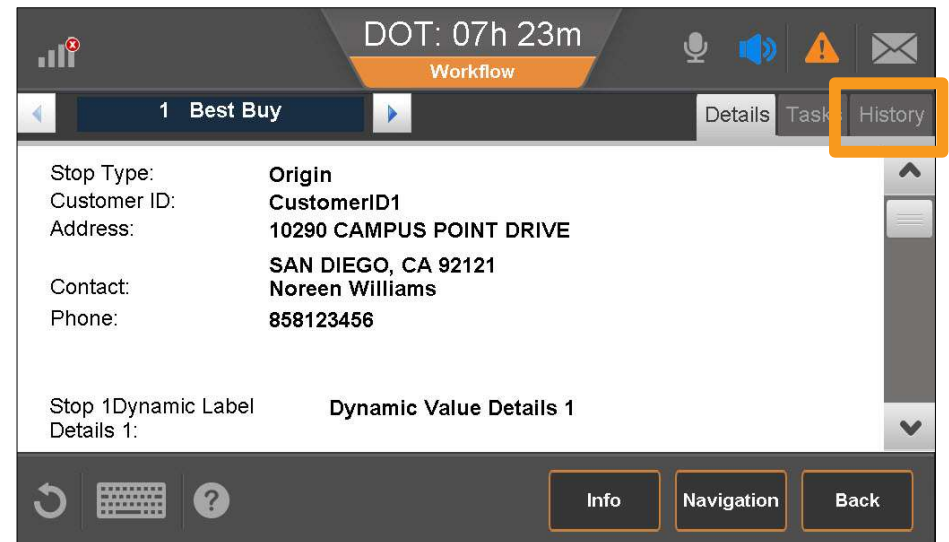
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This concludes the Driver Workflow training.

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