

DIGITAL FLEET

Last updated: February 28, 2019

The Digital Fleet platform provides a driver scheduling feature to notify individual drivers of their start time and location. This information is sent to drivers through an email and/or text message and provides an acknowledgement link for the driver to confirm receipt of the message. The purpose of this document is to provide an overview of setting up this feature along with its general functionality.

Driver Scheduling Setup

Point Setup

In order to assign a driver to a home plant and see the plant display in the Driver Scheduling grid, the driver scheduling option must be selected for the desired plants.

1. From within the settings page select a Point to enable Driver Scheduling.

pointid	Point	Class	Address	City	STATE	Zip	Latitude	Longitude	Radius	Entered	Notes
<input type="checkbox"/> Select	4549345	1 CONC. STONE	Aggregate Quarry	7936 Central Ave	River Forest	IL	60305	POLYGON	1482	1/26/2017 9:49:29 PM	
<input type="checkbox"/> Select	2922827	101 Fuel Station	Fuel Station	3854 United States Highway 31	Kokomo	IN	46902	POLYGON	441	6/5/2016 1:06:47 AM	
<input type="checkbox"/> Select	7031966	Batch 21	Batch	1829 N 77TH AVE	LEYDEN TOWNSHIP	IL	60707	POLYGON	156	11/21/2016 8:59:23 PM	
<input type="checkbox"/> Select	4019969	BP St Petersburg	Fuel Station		APO	AE	09731	POLYGON	369	9/12/2016 3:53:00 PM	
<input type="checkbox"/> Select	5928129	Cottle TEST PLANT	Factory Black	1106-1112 S 11th St	St Charles Township	IL	60174	POLYGON	339	3/6/2016 8:28:34 PM	
<input type="checkbox"/> Select	4258632	DF Fuel	Fuel Station	231 Remington Blvd	Bolingbrook	IL	60440	POLYGON	268	4/13/2017 5:15:26 PM	
<input type="checkbox"/> Select	5384597	DF West	Factory Black	655 S Wisconsin Ave	Oak Park	IL	10000	POLYGON	510	5/22/2018 1:09:29 AM	
<input type="checkbox"/> Select	6506798	dfalk test	Dump Site	1023 N Ashland Ave	Chicago	IL	60622	POLYGON	487	3/9/2016 5:59:47 PM	
<input checked="" type="checkbox"/> Select	3588008	DFChicago	Factory Black	Apparel Center 350	River North	US		POLYGON	533	7/11/2018 7:43:58 PM	
<input type="checkbox"/> Select	2911722	Digital Fleet Yard	Factory Black	440 QUADRANGLE DRIVE, SUITE H	BOLINGBROOK	IL	60440	POLYGON	996	3/18/2016 7:18:23 PM	
<input type="checkbox"/> Select	2821560	Fuel Station Starbucks	Fuel Station	United States Highway 31	Kokomo	IN	46902	POLYGON	252	4/25/2017 10:09:16 PM	
<input type="checkbox"/> Select	4708413	Lafarge Dyer Lake	Aggregate Quarry	392nd Ave	Bohners Lake	WI	53105	POLYGON	4159	3/20/2017 9:29:21 PM	
<input type="checkbox"/> Select	3288454	Las Vegas CC - 500	Factory Black	3150 Paradise Rd	Las Vegas	NV	89109	POLYGON	2899	1/13/2017 2:05:59 AM	
<input type="checkbox"/> Select	2850305	Marathon	Fuel Station	1084 VETERANS PKY	BOLINGBROOK	IL	60544	41.690359600 -88.117352100	750	8/19/2015 4:15:56 PM	
<input type="checkbox"/> Select	4360728	Mill Bolingbrook	Mill	316 Quadrangle Dr	Bolingbrook	IL	60440	POLYGON	400	11/18/2016 7:34:44 PM	
<input type="checkbox"/> Select	2511623	Park	Point	199 FAIRGROUNDS RD	IN	46072	40.268873660 -86.043040788	750	4/27/2015 2:22:39 PM		
<input type="checkbox"/> Select	4483308	Plant 21	Factory Black	1905 N. 77TH AVE.	ELMWOOD PARK	IL	60707	POLYGON	1644	5/22/2018 1:08:02 AM	
<input type="checkbox"/> Select	2509759	RR Crossing	Point	APPALACHIAN MOUNTAIN CLUB	UNITED STATES		40.275867847 -86.033160388	100	3/18/2016 7:21:41 PM		

2. After selecting a Point, select the checkbox next to Driver Scheduling?

3. Select Save to save the configuration.

Driver Setup

Each driver receiving a schedule must have their home plant, email and/or phone number, communication preference, and hire date added.

1. From within the settings page select a Truck Driver user to setup Driver Scheduling for the driver.

	employeaid	Type	Last Name	First Name	Login
<input type="checkbox"/>	Select 10593	Truck Driver	Briggs	Danny	dbriggs
<input type="checkbox"/>	Select 10451	Truck Driver	Cervantes	Nando	nando
<input type="checkbox"/>	Select 10966	Truck Driver	CoBriggs	Danny	codbriggs
<input type="checkbox"/>	Select 9541	Truck Driver	Cottle	Bill	wcottle
<input type="checkbox"/>	Select 7103	Truck Driver	Driver	Navmil	df_navmil
<input type="checkbox"/>	Select 9539	Truck Driver	Falk	David	dfalk
<input type="checkbox"/>	Select 9540	Truck Driver	Oakes	Kevin	koakes1
<input type="checkbox"/>	Select 9065	Truck Driver	Oakes	Tim	toakes1
<input checked="" type="checkbox"/>	Select 10221	Truck Driver	TESTTRUCK	BCTEST	BCTEST70
<input type="checkbox"/>	Select 4995	Truck Driver	Vanderleest	Nate	nathan
<input type="checkbox"/>	Select 11258	Truck Driver	Violette	Andrew	aviolettea
<input type="checkbox"/>	Select 8403	Truck Driver	Wendle	Christopher	cvendle
<input type="checkbox"/>	Select 9542	Truck Driver	Wood	John	jwood1
<input type="checkbox"/>	Select 3497	Truck Driver	Wurtz	Chris	4444
<input type="checkbox"/>	Select 7890	Web User	admin	client	cladm
<input type="checkbox"/>	Select 10443	Web User	Cervantes	Fernando	fcervantes
<input type="checkbox"/>	Select 9450	Web User	Cottle	William	wcottle
<input type="checkbox"/>	Select 431	Web User	Digital	Fleet	Fleet

2. After selecting a Truck Driver, enter the driver's home plant, email and/or phone number, communication preference, and hire date. The Cell Carrier is no longer necessary to select.

User Properties
EDIT USER [Copy User](#) [Save](#) [Delete](#) [Cancel](#)

Settings

User Type:

First Name:

Last Name:

Web Logon:

Web Password:

Driver Pin:

Time Zone:

Email:

Cell Number:

Cell Carrier:

Communication Preference:

Plant:

Hire Date:

Drivers License Number:

Drivers License State:

Plant Operator:

User Tags

Tags:

Window Settings

Open Resizable:

3. Select Save to save the configuration.

Plant Operator Setup

A user can be identified as a plant operator so they can also receive a start time.

1. After selecting either a Truck Driver or Web User, select the checkbox next to Plant Operator.

User Properties
EDIT USER [Copy User](#) [Save](#) [Delete](#) [Cancel](#)

Settings

User Type:

First Name:

Last Name:

Web Logon:

Web Password:

Driver Pin:

Time Zone:

Email:

Cell Number:

Cell Carrier:

Communication Preference:

Plant:

Hire Date:

Drivers License Number:

Drivers License State:

Plant Operator:

User Tags

Tags:

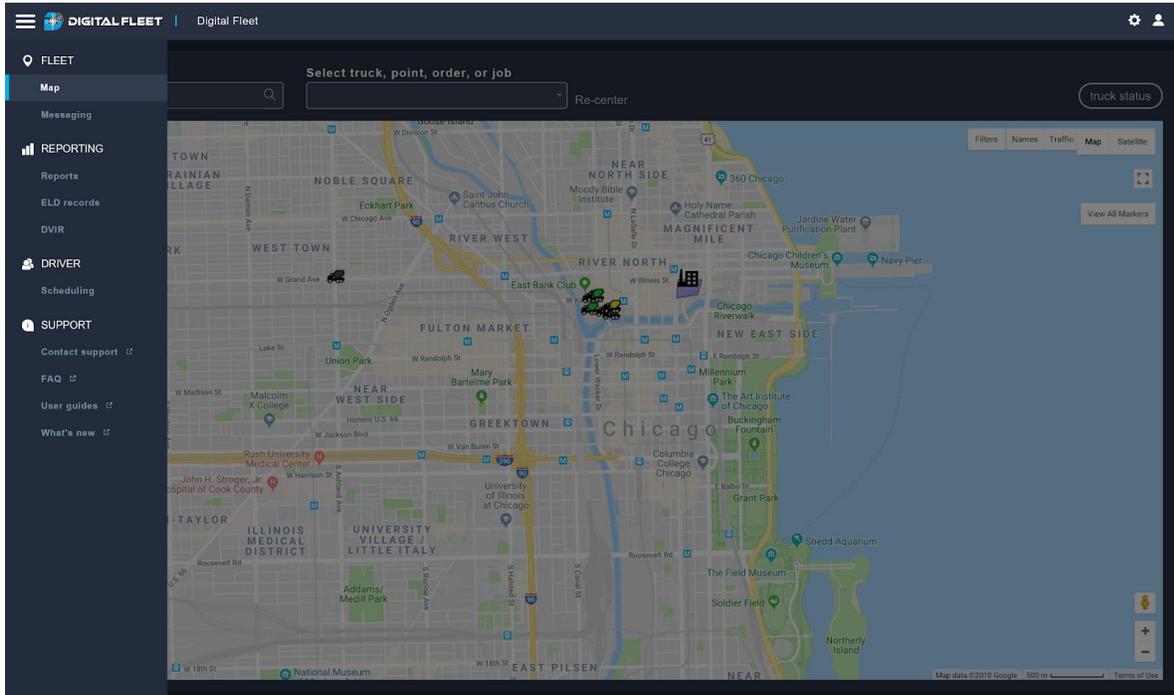
Window Settings

Open Resizable:

2. Select Save to save the configuration.

Access Driver Scheduling

1. Select the three bar menu in the top left of the screen to access additional webapp functionality.
2. Select the **Scheduling** button under the **Driver** section.



Driver Scheduling Settings

Upon first access to the Driver Scheduling page, the Driver Scheduling settings window is displayed to allow the user the ability to setup their preferences.

Settings

Auto-populate Times None

Driver Interval

5

Operator Interval

15

DFChicago

Digital Fleet Yard

1. Auto-populate Times
 - a. Select this option to auto-populate the driver and plant operator start times based on the Driver Interval and Operator Interval settings.
2. Driver Interval
 - a. If Auto-populate Times is selected, the start times for each driver will be automatically populated x number of minutes after the previous driver in the list.
 - i. The driver list is ordered based on seniority.
 - ii. When a driver's start time is adjusted only the driver's with lower seniority will have their start times updated.
3. Operator Interval
 - a. If Auto-populate Times is selected, the start time for the plant operator will be automatically populated x number of minutes before the first scheduled driver.
4. Plant List
 - a. Each selected plant will be displayed on the Driver Scheduling page with a list of drivers assigned to the plant.
5. After initial setup, the Driver Scheduling settings can be accessed by selecting the **Settings** button to the left of the **Publish** button.

Driver Scheduling Interaction

NOTE: Schedules can be published in advance, but drivers will not be notified until 3 days prior to the scheduled date.

Plant	Seniority	Start Time	Callout	First Name	Last Name	Availability	Truck	Plant	Dead Head	Sent Time	SMS Delivered Time	Acknowledged Time	Notes
Plant: DFChicago	1			Christopher	Wendle			DFChicago					
	2			Tim	Oakes			DFChicago					
	3			Nando	Cervantes			DFChicago					
	4			Bill	Cottle			DFChicago					
	5			BCTEST	TESTTRUCK			DFChicago					
	6			John	Wood			DFChicago					
Plant: Digital Fleet Yard	0			Chris	Wurtz			Digital Fleet Yard					

Save changes Cancel changes

1. Select the date for the schedule and update as needed.
 - a. User editable fields
 - i. Seniority
 1. Used for auto-populating the start times
 - ii. Start Time

1. Start time is required to send a schedule message unless the Availability is marked as On Call or Not Scheduled.
 - iii. Availability
 1. Leaving blank will send a schedule message with the entered start time. If no start time is entered, a schedule message will not be sent.
 2. On Call will send a schedule message with a start time of On Call.
 3. Not scheduled will send a schedule message of Not Scheduled.
 4. Unavailable will not send a schedule message.
 - iv. Truck
 1. Optional
 - v. Plant
 1. When updated the driver will be grouped under the selected Plant.
 - vi. Dead Head
 1. Optional
 - vii. Notes
 1. Optional
2. Once changes have been made, select “Save changes” to save everything.
 3. Select the “Publish” button to initiate sending of the schedule.
 4. After selecting “Publish” the Exception Email pop-up will open.

Publish - Exception E-mail

Let us know if you'd like to receive an exception e-mail listing the drivers who have not acknowledged the callout schedule.

Email

emailtest@digitalfleet.com

Multiple email addresses can be specified, separated by a semi-colon (;)

Time to Send

5:00pm

Send Exception Email

Save & Publish

5. Enter your email, time to send the exception email to the provided email, and select the Send Exception Email checkbox to receive an email with a list of scheduled drivers who have not acknowledged their driver message.
6. Select Save & Publish to immediately send the schedule messages.
7. The Sent Time, SMS Delivery Time, and Acknowledgement Time will be automatically updated when each event occurs.

- a. The Driver Scheduling page may need to be refreshed to get the most up to date information.

Example Notification

Schedule for Thu April 19, 2018

Christopher Wendle

Start Time : 8:00 AM

Location : 008 DFChicago

Truck : TRUCK1

Dead Head : DFBolingbrook

Notes : Head straight out

Click the link below to acknowledge

<http://localhost/DigitalFleetBuild/Callout.aspx?AckID=dd222a5f-6c07-4b64-b0b2-07edc430271c>

The link in the bottom is for the driver to acknowledge receipt of the notification. When that is selected the Acknowledged Time in the webapp will get filled in.