DIGITAL FLEET

1/24/2022

Digital Fleet Driver App

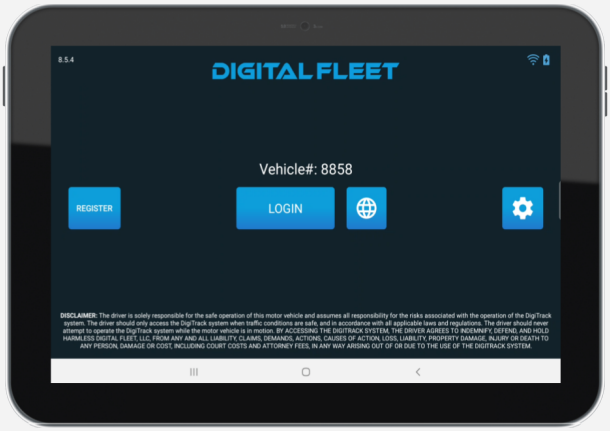
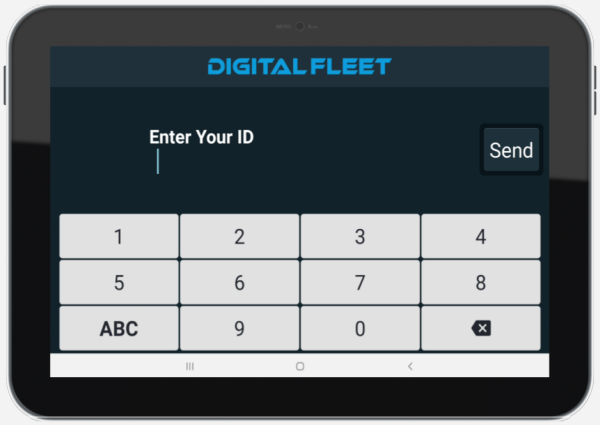
Version 8.5 User Manual

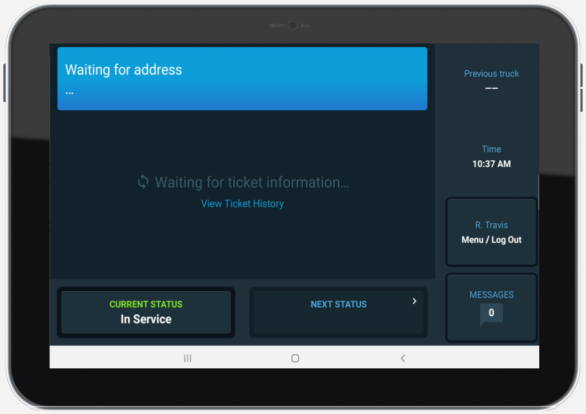
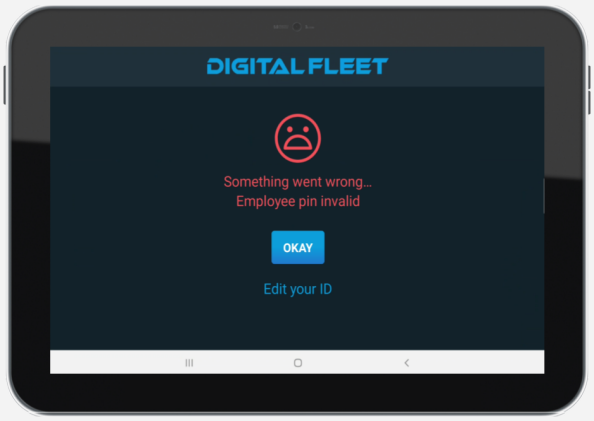
Contents

Logging In	**2**
Main page	**5**
Tickets	**7**
Status	**10**
Messaging	**12**
Navigation	**15**
Login History	**19**
Timecard	**20**
Odometer, Mileage, Fuel Data	**21**
Water Added Feature	**23**
Leftovers Feature	**23**
Support Email Feature	**25**
Aggregate Feature	**26**
Logging Out	**29**
Language Support	**30**

Logging In

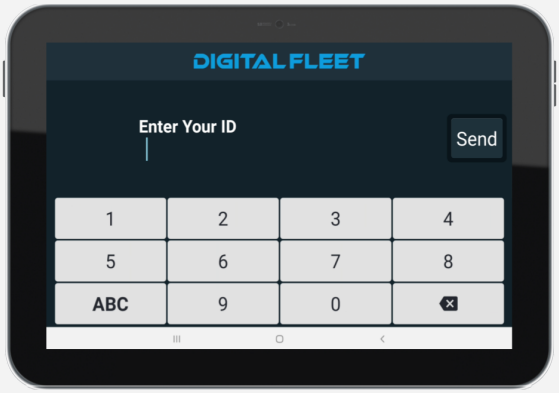
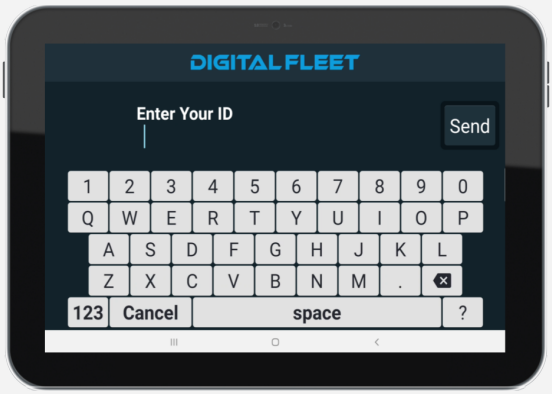
The Login page will have the Digital Fleet logo and a **Login** button.

Steps	Step Description	Driver Interaction
1	Select **Login** button	
2	Enter your driver PIN	
3	Select the **Send** button	Login validation is initiated:: ● **Successful Login**: ○ Main page will be displayed

		 • **Login Invalid** ○ A **Login Invalid** message is returned.  ○ Verify your driver ID is correct. ○ Select Edit your ID and re-enter your driver ID. ○ If a problem persists, please notify support.

Login Options

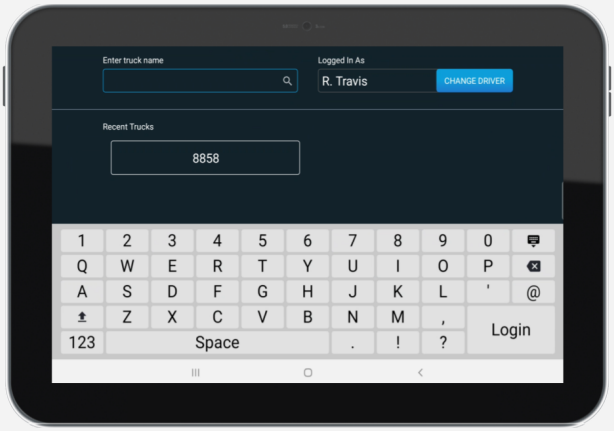
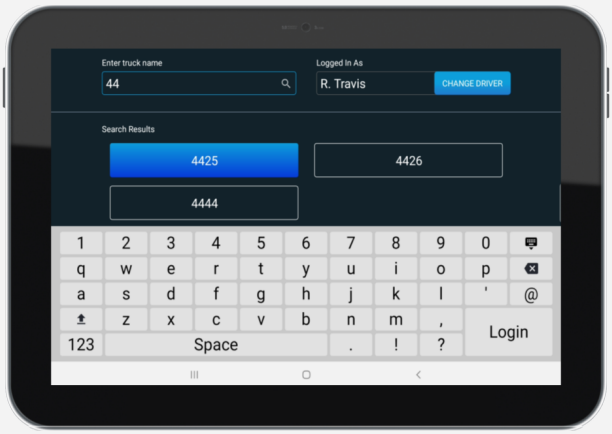
Option	Driver Interaction
Select number keyboard	• Select **123** button on login keyboard

	
Select alphanumeric keyboard	• Select **ABC** button on number keyboard 

Truck Swap Configuration

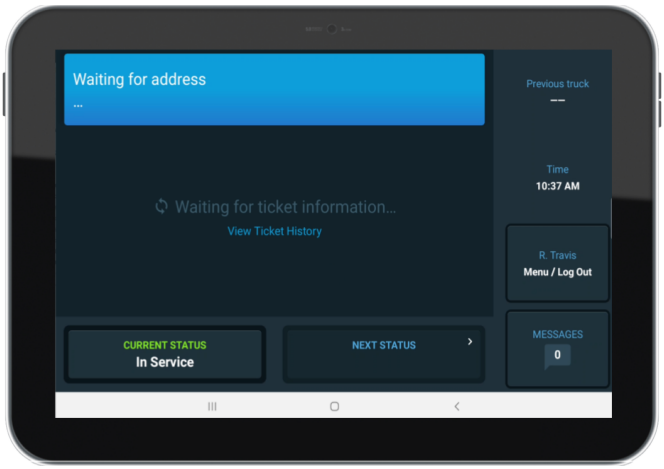
For clients configured to allow the tablet to move with the driver between trucks, the login flow adds an additional setup to choose the truck after logging in.

Steps	Step Description	Driver Interaction

1	After successful login, select the truck you are logging into from the previous trucks list or enter the truck name in the input.	
2	When entering the truck name, you will be displayed a list of trucks available to log into that match the search criteria.	

Main page

Once the driver's pin number is validated, the Main page will be displayed.



Main page layout

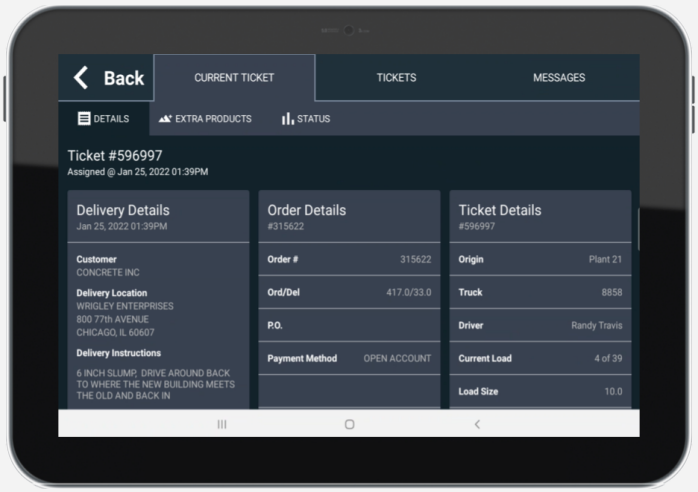
Button	Description
Navigation	The top button displaying "*Waiting for address…*" is the Navigation button. Selecting this area will open the Map page. When ticket information is populated, the name and address of the customer is displayed in this area.
Ticket Information	The middle area displaying "*Waiting for ticket information…*" will display a brief description of the ticket when a ticket is sent by dispatch. This information will include the slump, load information, and job information.
Previous Truck	Allows direct messaging to the previous truck on the order when populated with a truck name.
Menu / Log Out	Allows access to the Login History page, Fuel page, and full Logout button.
Messages	Opens unread messages or the Messaging page if all messages are read.
Current Status	Displays the current truck status seen by dispatch. Selecting this button will open a list of available statuses to select. Further functionality details are outlined in the **Status** section.
Next Status	Displays the next status in the ticket workflow. Selecting this button will update the truck's current status. Further functionality details are outlined in the **Status** section.

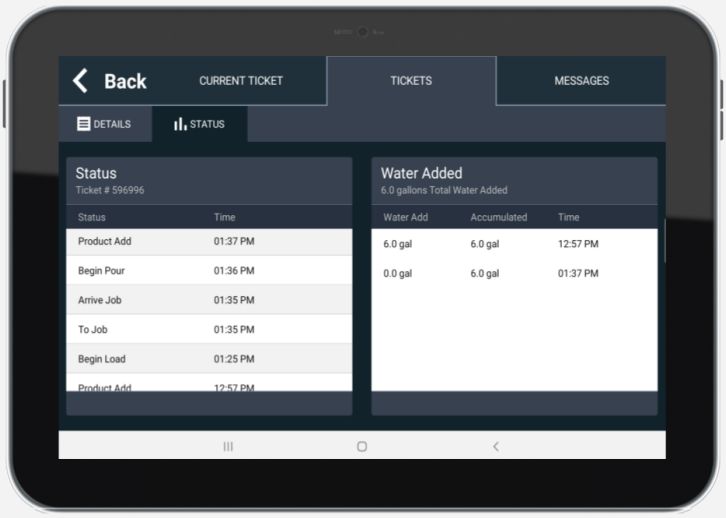
Tickets

When a ticket is sent to the truck from dispatch, the address of the customer and the ticket information will populate on the Main page, along with a **New Ticket** audio cue. Selecting the ticket information area on the Main page will open the ticket details window. Here you can find all of the ticket details, extra products, and status information. Tap BACK in the upper left corner of the screen to go back to the Main page.

View Ticket Information

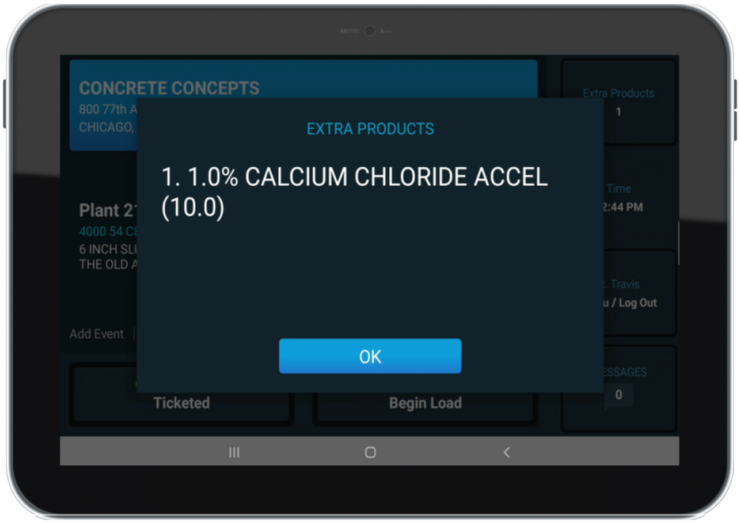
Option	Driver Interaction

Select ticket information area	
Details	Contains the Customer, Delivery Location, Delivery Instructions, Order #, P.O., Payment Method, Origin, Truck, Current Load #, Load Size, and Product Specifications. 
Extra Products	Review Extra Products associated with the ticket.
Status	Displays each status transition time and water added information.

	
Return to Main page	Select the **Back** button in the upper left corner of the page.

Extra Products Message

If there are Extra Products associated with the ticket, and the setting to immediately display the Extra Products is enabled, the Extra Products window will open upon ticket delivery. The **Previous Truck** button is also replaced with an **Extra Products** button to provide easy access to the information.



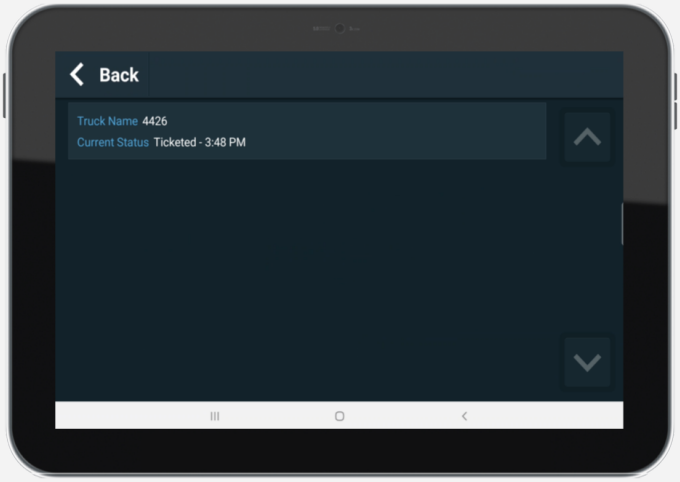
In the Extra Product window, each product is listed along with quantity (number in parenthesis). Selecting the **OK** button on the Extra Products window will close the window and send a message back to dispatch showing the Extra Products have been acknowledged.

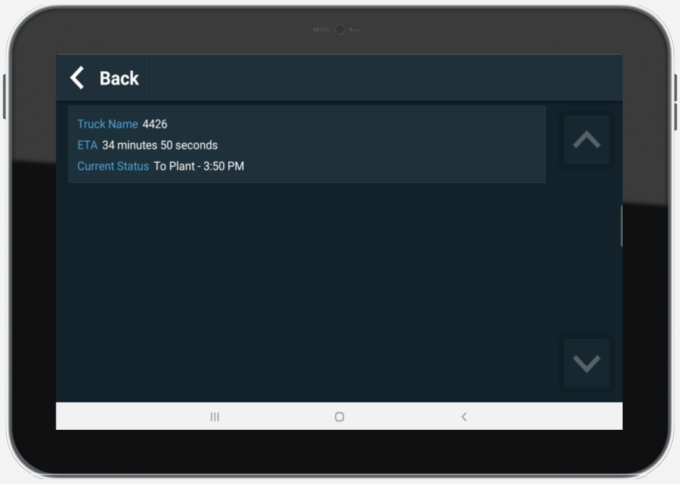
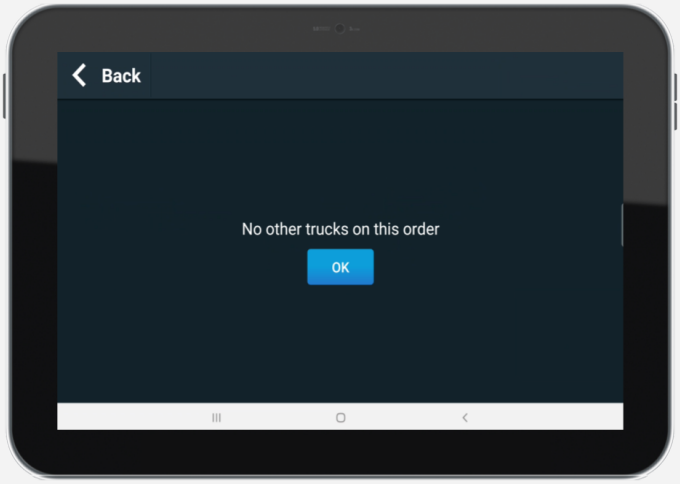
On Job ETA button

Once a truck arrives On Job, the **Previous Truck** or **Extra Products** button is replaced with an **ETA** button.

Selecting this button will give the driver the status of the next truck(s) ticketed for the same order.

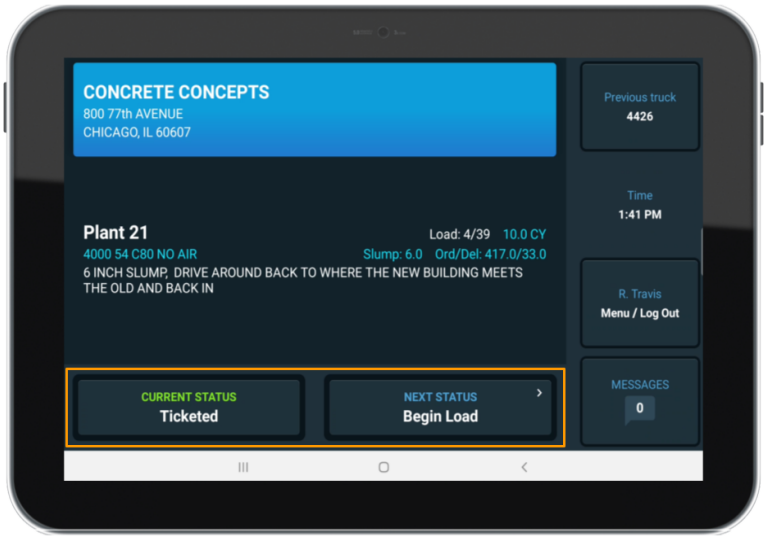
ETA response message

Criteria	Message
Next Truck is in a Ticketed or Begin Load status	Message displays the truck name(s) and status start time. 
Next truck's status is To Job	Message displays the truck(s) name, estimated arrival time, and status start time.

	
No other ticketed trucks on the order	Message displays “No other trucks on this order”. 

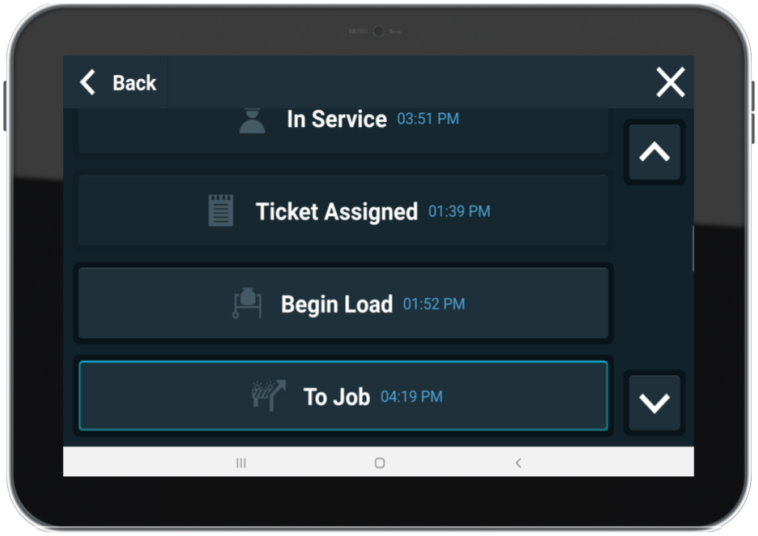
Status

The **Current Status** and **Next Status** buttons are used to display the current status of the truck and to send status updates back to dispatch. Depending on the configuration, automatic updating of the current status will occur when arriving and leaving the plant and job site locations. When a status is updated, either manually or automatically, the **Next Status** button will update and display the next status in the workflow.



There are two ways to manually update the status. The easiest way is to select the **Next Status** button. In the screenshot above, selecting the **Next Status** button will send the **Begin Load** status to dispatch. The driver will know the status was received by dispatch when the **Current Status** button is updated to reflect what status was just selected and an audible **Status Sent** message is played.

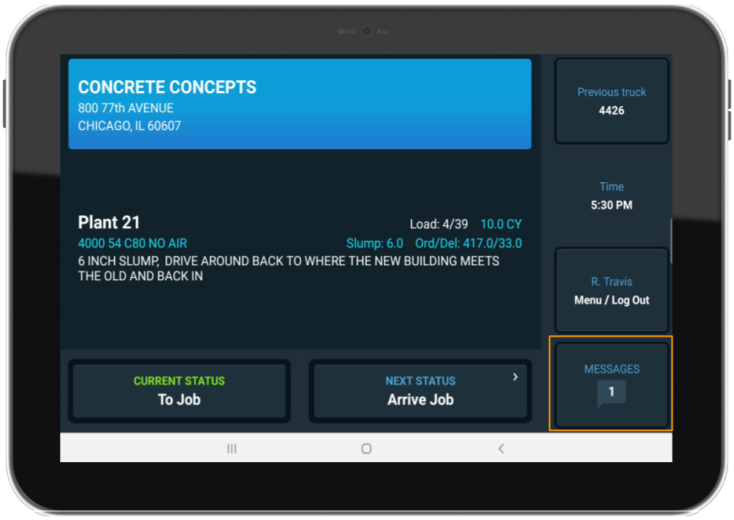
The second way to manually update the status is through the **Current Status** button. By pressing the **Current Status** button, the Status page will display with a list of all available statuses. Each status will show the time the status was entered for the current ticket with the current status outlined in blue. Pressing **Begin Pour** on the Status page will send the status to dispatch the same as selecting the **Next Status** button.



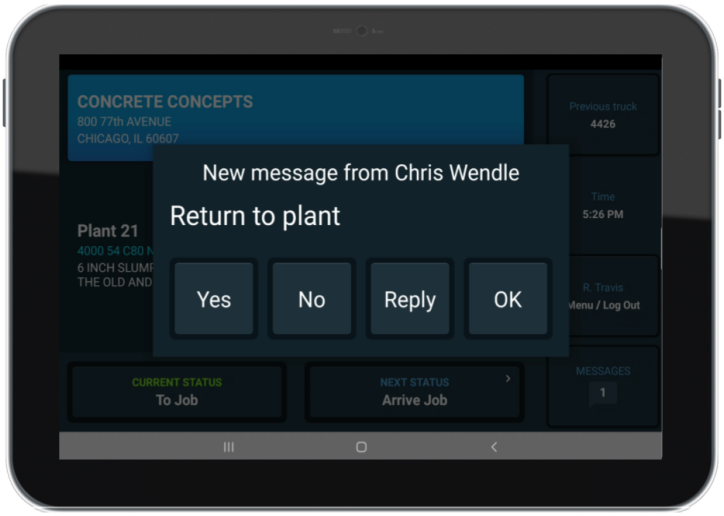
Only four statuses are displayed at a time to ensure the buttons are easily visible and selectable. More statuses can be displayed by scrolling down on the screen.

Messaging

When a text message is received, the text message will either be automatically displayed for the driver, or the message counter in the lower right corner of the screen will be incremented to show the number of unread messages. Also, an audible **New Message** sound will play.



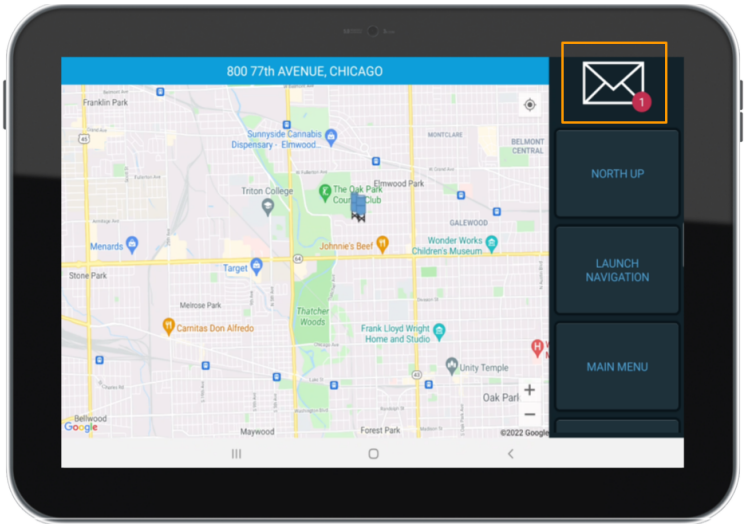
If the number of unread messages is greater than 0, when the **Messages** button is selected, it will display the unread messages, starting with the oldest first. When the unread message is displayed, the driver will normally have 4 options (Yes/No/Reply/Ok).



Button	Action
Yes	Sends a canned message “Yes” back to dispatch.
No	Sends a canned message “No” back to dispatch.

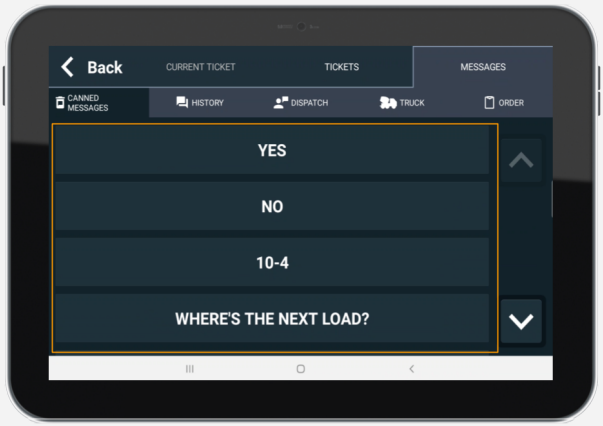
Reply	Takes the driver to a message screen where they can type in a free form response.
Ok	Takes no action other than notifying dispatch the message has been read.

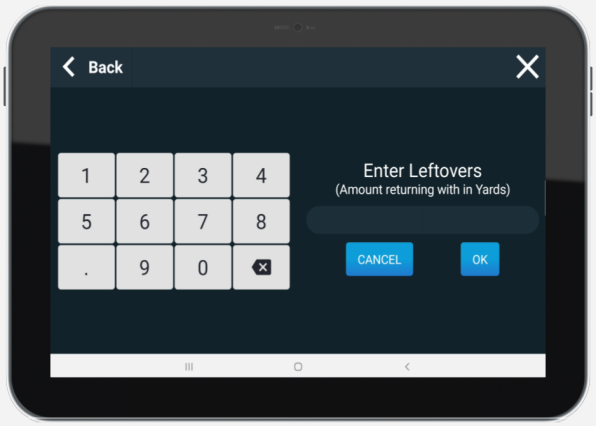
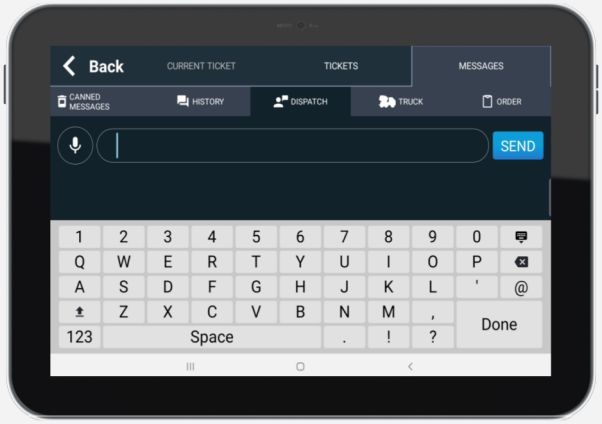
If the Map page is shown, and the truck is moving when a non-priority message arrives, a message icon will be shown in the top right corner of the screen. When the truck stops, the message will automatically display.

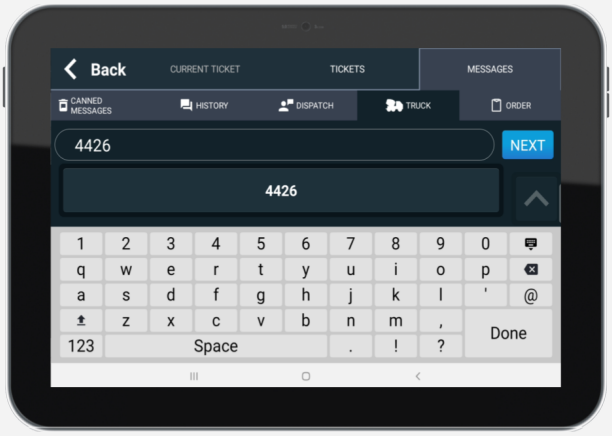
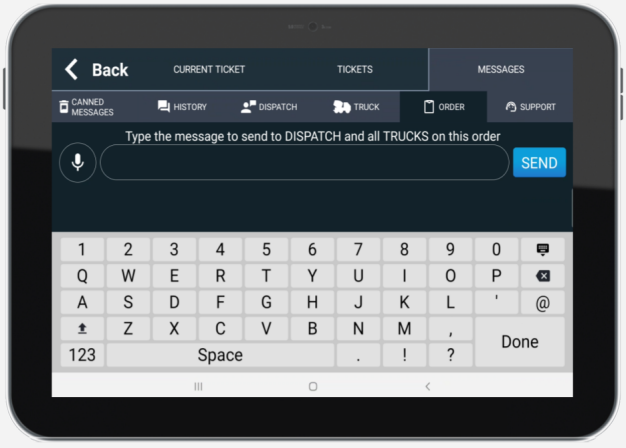


If the number of unread messages is 0, the driver can select the **Messages** button at any time to go to the Messages page to send a message and review the message history for the current logged in period.

Messaging Options

Option	Driver Interaction
Send Canned Message to Dispatch	

	• Select desired canned message. • Input any additional information required.  • Select the **OK** button to send the message.
Send Dispatch Message	• Select the **Dispatch** button. • Type a free form message or select the microphone icon to use the speech to text functionality .  • Select the **Send** button to send the message.
Send Truck Message[1]	• Select the **Truck** button. • Enter the truck name and select the desired truck from the returned results or select the **Next** button to select the first truck in the list.

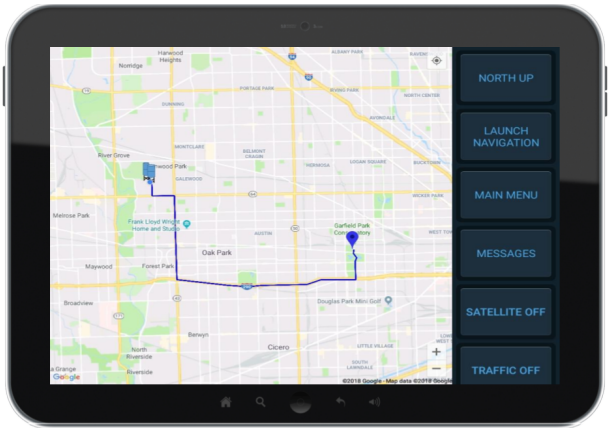
	 • Type a free form message or select the microphone icon to use the speech to text functionality . • Select the **Send** button to send the message.
Send Order Message[1]	• Select the **Order** button. ○ An order message will be sent to dispatch and all trucks currently assigned to the same order. • Type a free form message or select the microphone icon to use the speech to text functionality.  • Select the **Send** button to send the message.

1. The Truck and Order message capability are configurable and are enabled by default. If the options are disabled the **Truck Message** and **Order Message** buttons will be hidden.

Navigation

If navigation has been configured it is available by selecting anywhere in the address bar on the Main page (top of screen; contains customer name and job address).

Google Maps



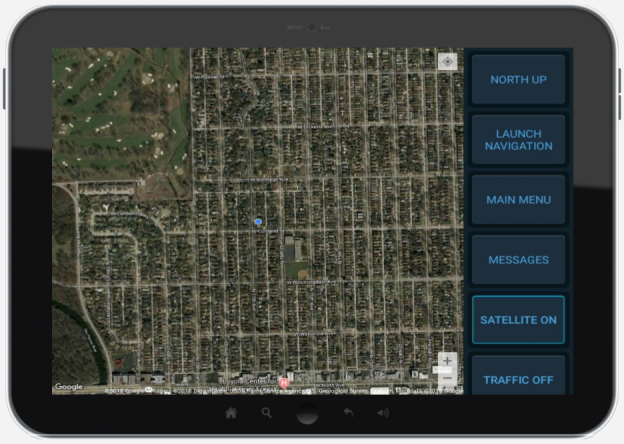
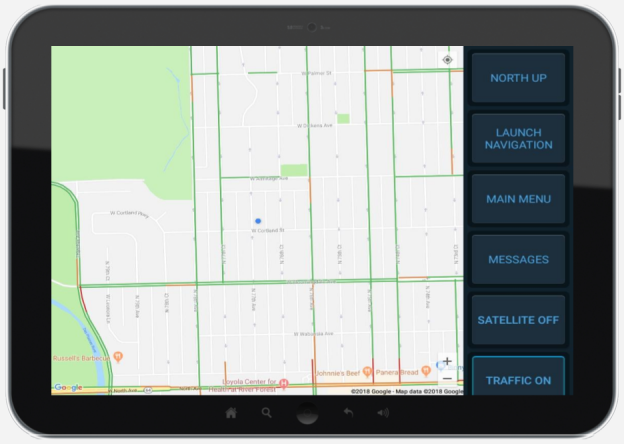
If a ticket is showing on the Main page with a valid address, selecting the address bar prior to leaving the plant will open the Map page and automatically display the route to the job.

Upon automatically or manually entering the **To Job** status, the app will automatically switch to the Map page and display the route to the job. To help identify the current vehicle position and heading, the blue dot updates real time with an arrow indicating direction of travel. If the **Zoom to truck** option is selected the map will update to follow the vehicle.

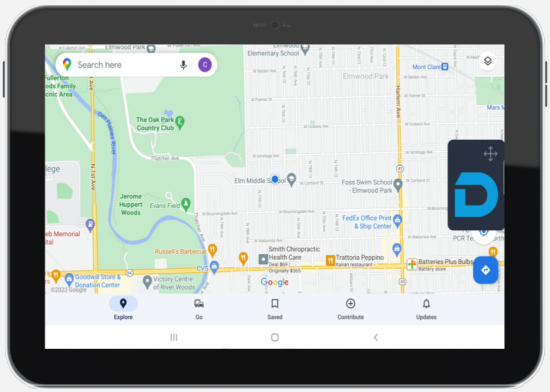
Google Map Options

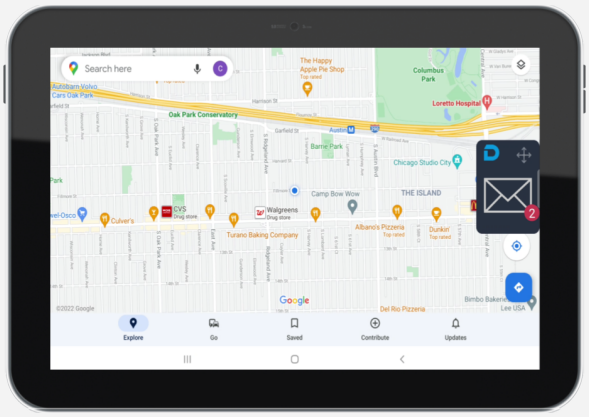
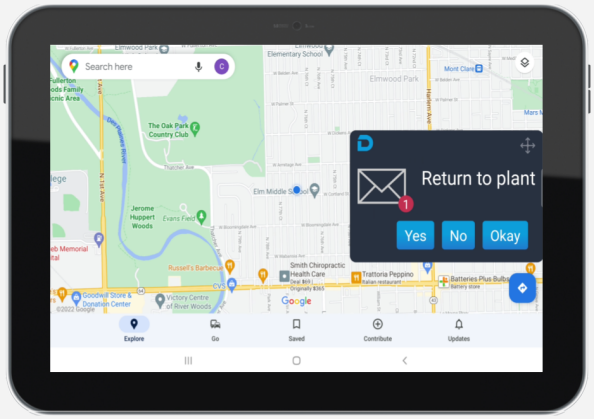
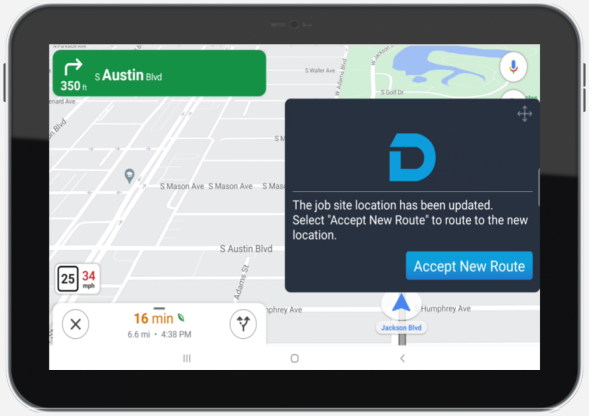
There are three visible options on the map that impact the current view.

Button	Action
North UP	Keeps North to the top of the page for a consistent few. The current text displayed is the current mode. Selecting this button will switch to the **TRACK UP** mode.
Track UP	Rotates the map to keep the direction of travel to the top of the page similar to most turn by turn navigation apps. The current text displayed is the current mode. Selecting this button will switch to the **NORTH UP** mode.
Launch Navigation	Opens the Google Maps application for turn by turn navigation.
Main Menu	Returns to the Main page.
Messages	Opens the messaging input page.
Satellite	Displays satellite imagery.

	
Traffic	Displays current traffic conditions. 
Zoom to Job Site	Zooms to the Job Site.
Display Route to Job	Displays the route to the current Job.
Zoom to Plant	Zooms to the Return Plant.
Display Route to Plant	Displays the route to the return plant.
Clear Route	Clears the displayed route from the map.
Support Email	Opens the Support Email page. This option is further described in the Support Email Feature section.
Night Mode	Displays a dark themed map.

Google Map Launch Navigation Option

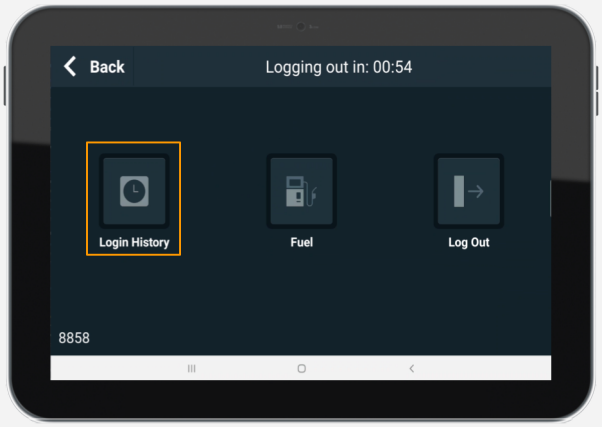
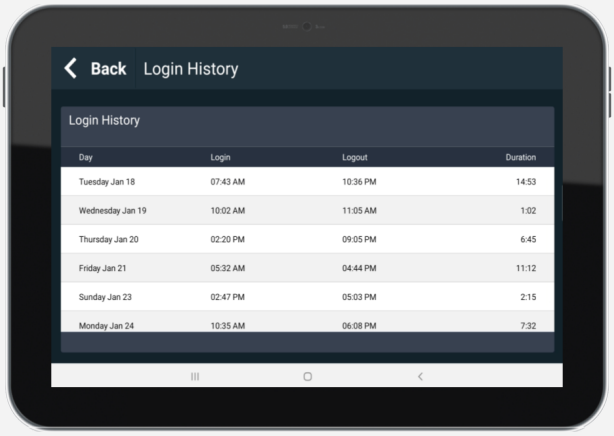
Steps	Step Description	Driver Interaction
1	Select **Launch Navigation**	• Google Maps application will be opened outside of DigiTrack. • The destination information is passed from DigiTrack to Google Maps for route calculation. • A DigiTrack button will appear over Google Maps to allow for easy access back to DigiTrack along with message notification. 
2	DigiTrack overlay when a message is received	• The icon will update with a message icon when a message is received. It will also have a counter of the number of unread messages.

		 • When the vehicle stops the oldest message will be displayed with options for Yes/No/Okay canned responses.  • Selecting the mail icon will take the user back to the DigiTrack application.
3	DigiTrack overlay when job site location is updated	• The icon will update with a message notifying the driver of the new job site location. 

		• Selecting the **Accept New Route** button will update Google Maps for the new destination.

Login History

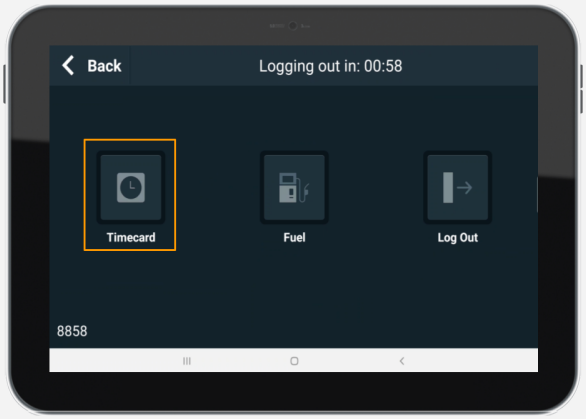
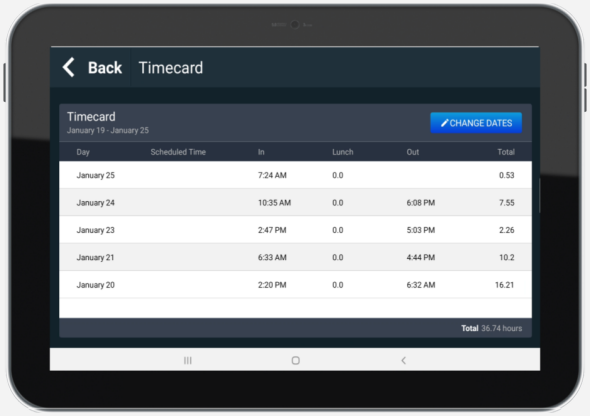
By selecting the **Menu/Log Out** button on the Main page, you will be taken to an intermediate screen just before logout. If no action is taken on this screen, log out will occur in 60 seconds.

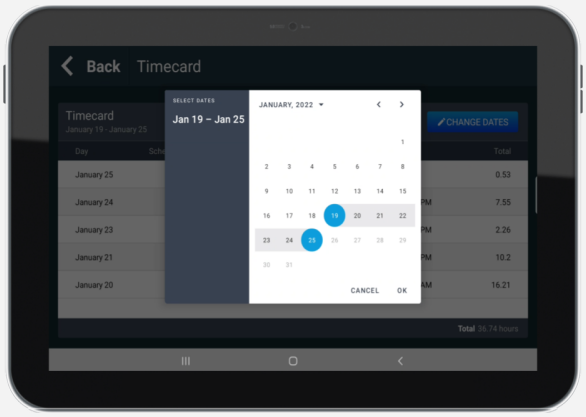
Steps	Step Description	Driver Interaction
1	Access the logout menu	• Select the **Log Out** button on the Main page.
2	Select **Login History** button	
3	Review the last seven days login and logout times	

Timecard

For companies using the Digital Fleet Time Clock functionality, the Login History is replaced by Timecard information. By selecting the **Menu/Log Out** button on the Main page, you will be taken to an

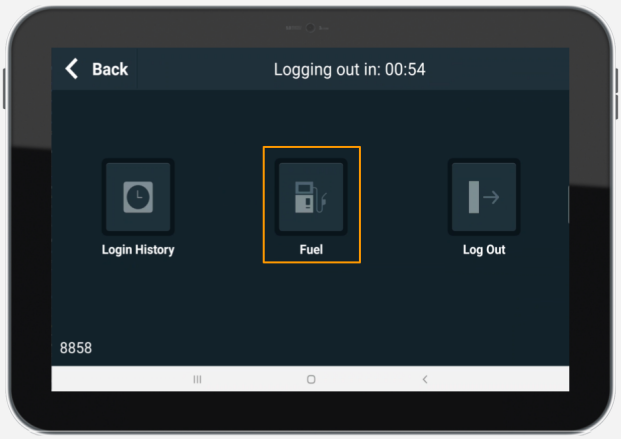
intermediate screen just before logout. If no action is taken on this screen, log out will occur in 60 seconds.

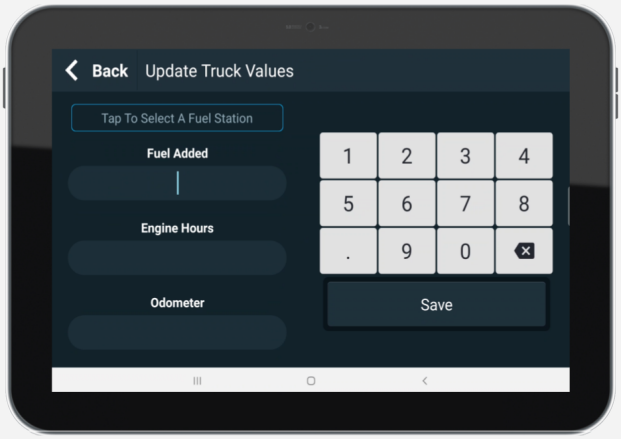
Steps	Step Description	Driver Interaction
1	Access the logout menu	● Select **Menu/Log Out** button on Main page.
2	Select **Timecard** button	
3	Review time clock information.	

4	The last seven days are shown by default. To change the date range select the **Change Date** button and select the start and end dates you'd like to review.	

Fuel, Engine Hours, and Odometer Data Entry

The driver has the option of entering fuel, engine hours, and odometer data into the driver application for historical records. This information is viewable with the **Fuel Event Detail** webapp report. Please contact Digital Fleet support for information on setting up Fuel Stations.

Steps	Step Description	Driver Interaction
1	Access the logout menu	• Select **Menu/Log Out** button on Main page.
2	Select the **Fuel** button	
3	Select a Fuel Station	• Select the **Tap to Select A Fuel station** area to open a dropdown menu for choosing a fuel station.

		
4	Enter the **Fuel Added** amount	• Select the **Fuel Added** field. • Enter the amount of fuel added into the input field.
5	Enter the **Engine Hours**	• Select the **Engine Hours** field. • Enter the dash engine hours reading.
6	Enter the **Odometer** value	• Select the **Odometer** field. • Enter the dash odometer reading.
7	Select the **Save** button	• The application will save the information and proceed with the logout process. • If no fuel was added, select the **Did Not Fuel** button to continue logging out.

Fuel Stations

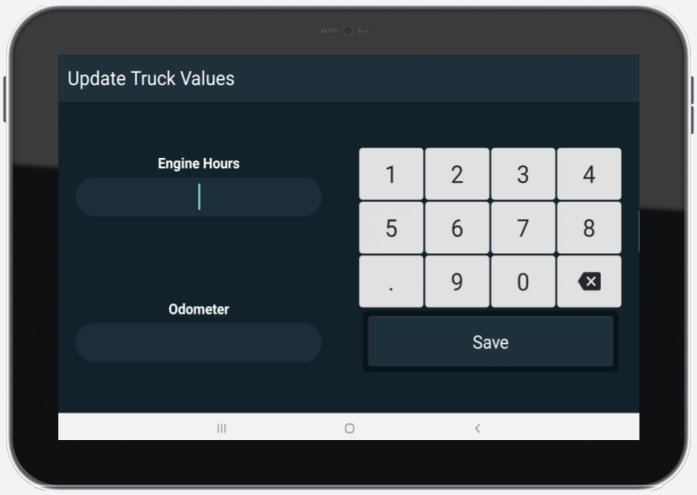
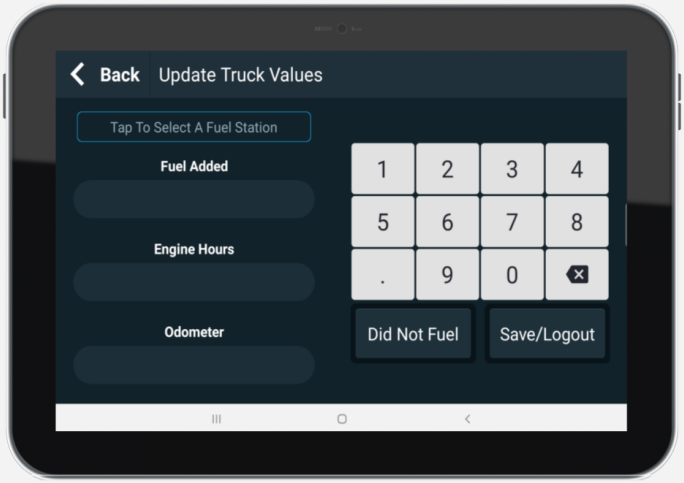
Points in the webapp identified as fuel stations are used to populate the Fuel Station dropdown. When a truck enters the geofence of a fuel station, the driver app will be notified and automatically fill in the fuel station selection. A **Fuel** button will also be displayed in place of the **Previous Truck** button on the Main screen to allow for quicker data entry. Upon exiting the fuel station, the selection will be cleared and the **Fuel** button removed from the Main screen.

Option	Functionality
Disable Triggering Fuel Station	The functionality to notify the driver app when entering and exiting a fuel station geofence can be disabled. When disabled, the driver must always manually select a fuel station from the dropdown list.
Disable Fuel Button On Main Screen	The **Fuel** button display on the Main screen can be disabled if desired.

Fuel, Engine Hours, and Odometer Options

There are a few options to help enforce entry of the data and reduce input errors.

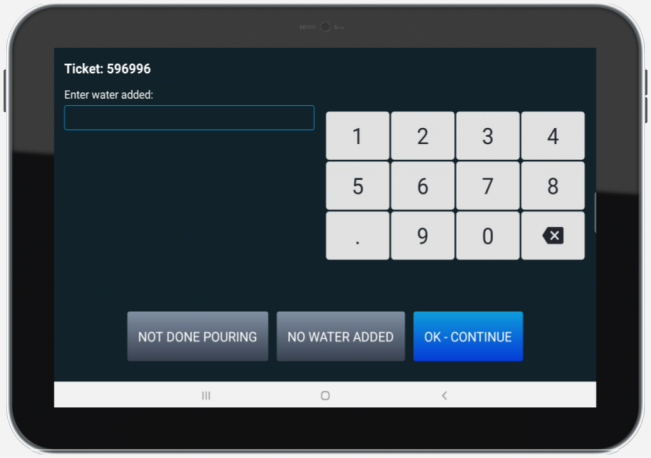
Option	Functionality
Fuel Fields Required	When enabled, all fields are required to have input to save the entry. This includes selecting a fuel station.
Require On Login	Automatically opens a modified Fuel, Engine Hours, and Odometer screen during the login flow to allow the driver to record engine hours and odometer.

	
Require On Logout	Automatically opens the Fuel, Engine Hours, and Odometer screen during the logout flow.  ● **Did Not Fuel** button ○ If no fuel was added, selecting the **Did Not Fuel** button will bypass the screen to prevent blocking logging out. When the **Did Not Fuel** button is selected, no data is recorded. ● **Save/Logout** button ○ When finished entering required information, select the **Save/Logout** button to continue logging out.
Fuel Added Min/Max	When configured, the driver will get a warning message if the entered fuel added value exceeds the expected min/max values. The driver may bypass the warning and accept the entries if they are valid.

Engine Hours Min/Max	When configured, the driver will receive a warning message if the entered engine hours value exceeds the expected min/max values. The driver may bypass the warning and accept the entries if they are valid.
Odometer Min/Max	When configured, the driver will get a warning message if the entered odometer value exceeds the expected min/max values. The driver may bypass the warning and accept the entries if they are valid.

Water Added Feature

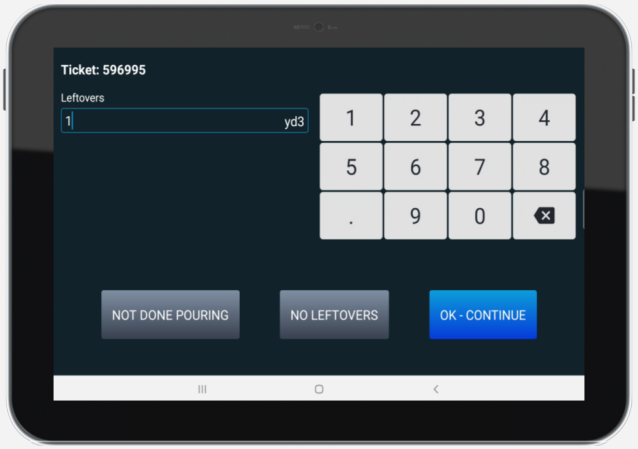
If the Water Added setting is selected, an additional window for data entry is made available to track the amount of water added during a load. This window will open upon triggering the **Stop Pour** status. In this window the driver can enter the amount of water added or if pouring is not complete.

Steps	Step Description	Driver Interaction
1	**Water Added** screen will open upon triggering of **Stop Pour** status	
3	Enter **Water Added** amount	● Select the **Enter Water added** field. ● Enter the amount of water added during the load. ○ If no water was added, select the **No Water Added** button. ○ If the pour is not finished, select the **Not Done Pouring** button. ■ The application will close the **Water Added** screen and keep the tablet in the **Pouring** status.
4	Save water added information	● Select the **OK - Continue** button ● The application will save the information and close the **Water Added** page.

Leftovers Feature

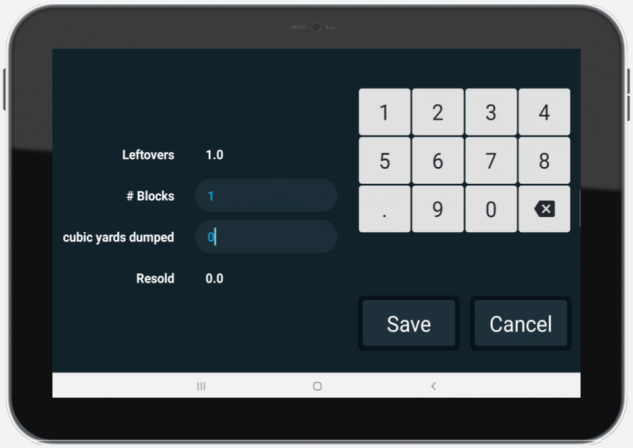
If the Leftover setting is selected, an additional screen for data entry is made available to track the amount of leftovers on a ticket. This window will open upon triggering the **Stop Pour** status. In this window the driver can enter the amount of leftovers or if pouring is not complete.

An additional setting is also available for Leftovers to track how the driver disposed of the leftovers. When enabled, an input screen will open upon triggering the **Arrive Yard** status if Leftovers were identified for the current ticket.

Steps	Step Description	Driver Interaction
1	**Leftovers** screen will open upon triggering of **Stop Pour** status.	 **Note**: If the **Water Added** feature is enabled, the **Leftovers** screen will be shown after the **Water Added** screen.

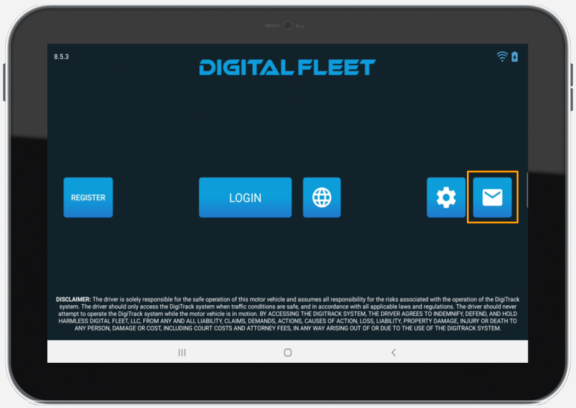
3	Enter **Leftovers** amount	• Select the **Leftovers** field.
		• Enter the amount of leftovers for the load.
		  ○ If there are no leftovers, select the **No Leftovers** button.
		  ○ If the pour is not finished, select the **Not Done Pouring** button.
		  ■ The application will close the **Leftovers screen** and keep the tablet in the **Pouring** status.

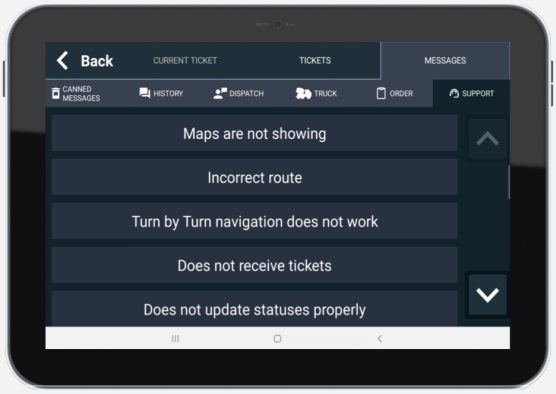
4	Save leftover information	• Select the **OK - Continue** button • The application will save the information and close the **Leftovers** screen.
Steps	**Step Description**	**Driver Interaction if secondary Leftovers setting is enabled**

1	If leftovers were identified for the ticket, the **Leftovers Dump/Blocks input** screen will open upon triggering of the **Arrive Yard** status	
2	Enter **# Blocks** poured	• Select the **# Blocks** field. • Enter the # of blocks poured from the leftovers. ○ If none leave blank.
3	Enter **Yards dumped**	• Select the **Yards dumped** field. • Enter the # of yards dumped from the leftovers. ○ If none leave blank.
4	Amount resold	The **Resold** amount is automatically calculated.
5	Select **Save** button	The application will save the information and close the **Leftovers** page.

Support Email Feature

If the Support Email setting is selected, an email can be sent to report issues seen with the application. To submit an email, select the Email icon on the Login page or from within the overflow menu on the Maps page.

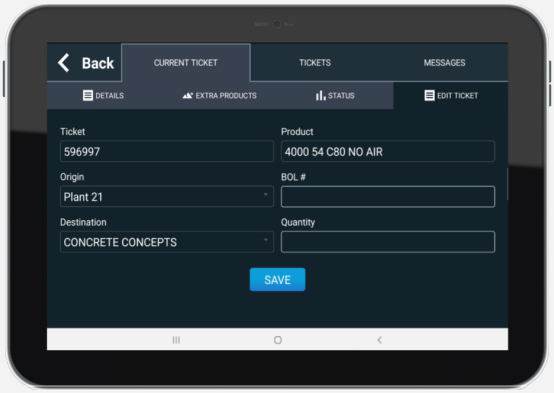
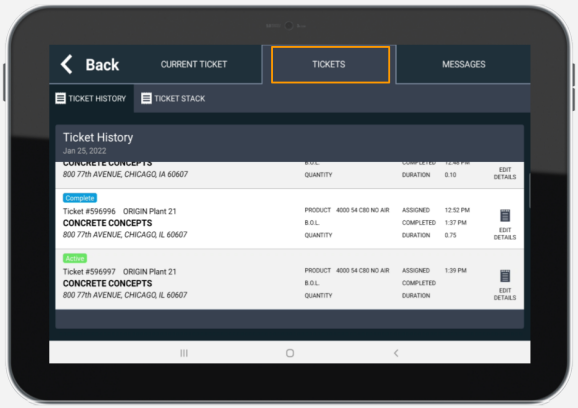
Steps	Step Description	Driver Interaction
1	Select the **Email** icon on the Login page.	

		• The support email can also be accessed through the **Support Email** button on the map page and from within the **Messaging** page. 
3	Provide details of the issue.	• Select a canned message from the list. • If none of the canned messages describe the issue, select the **Other** message to input a description of the issue.
4	Submit support email	• Selecting a canned message will automatically send the information. • If the **Other** option was selected, selecting the **Send** button will send the information. • When the email is sent successfully, the “Support Email Sent” message will be displayed. a. If the “Something went wrong…” message is displayed, the tablet did not successfully send the message. Unsuccessful messages are normally due to no mobile network connectivity.

Aggregate Feature

If the Aggregate setting is selected, the **Time** button on the Main page will be replaced with the **B.O.L.** button.

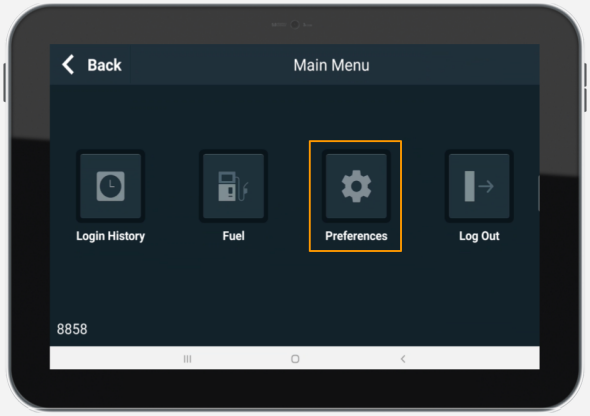
Steps	Step Description	Driver Interaction

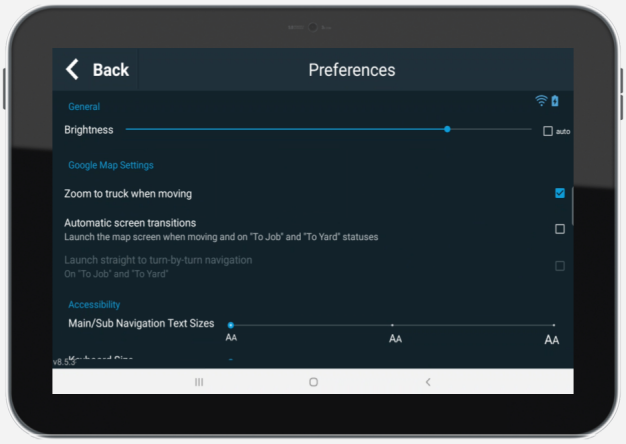
1	Access **B.O.L.** page	• Select the **B.O.L.** button. • The **Edit Ticket** screen will open for entering the bill of lading information.  • The **Ticket** field will be populated with the current dispatch ticket number.
2	If desired, enter the **B.O.L.** information on a previous ticket	• Access the Ticket list by selecting the **B.O.L.** button or through the Ticket list screen. • The **Ticket** list screen will display a list of the current day's tickets. 

		• Select desired ticket from the list.
3	Select the desired ticket and enter the **B.O.L.** information	• Select **B.O.L. #** field. • Enter the **B.O.L. #** for the ticket. • Select **Quantity** field. • Enter the quantity for the ticket.
4	Save the B.O.L. information	• Select the **Save** button. • The application will save the information and close the **Edit Ticket** screen.

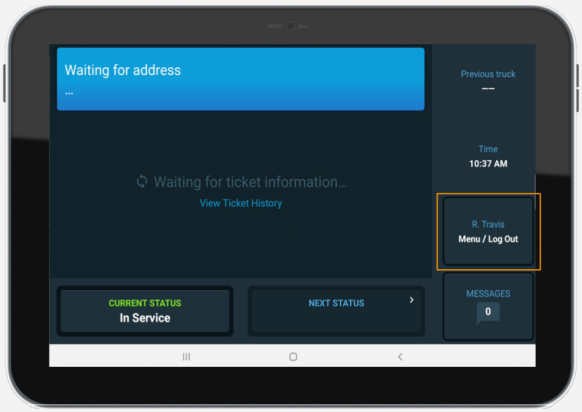
Driver Preference

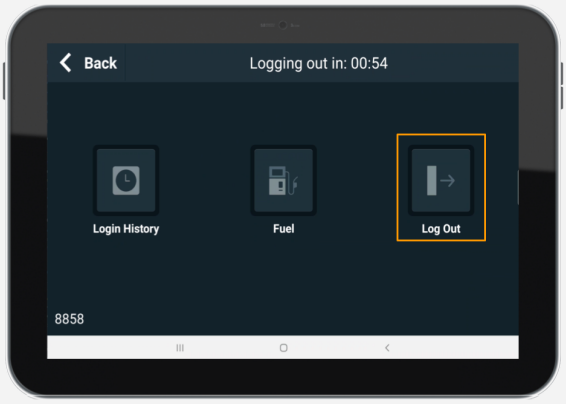
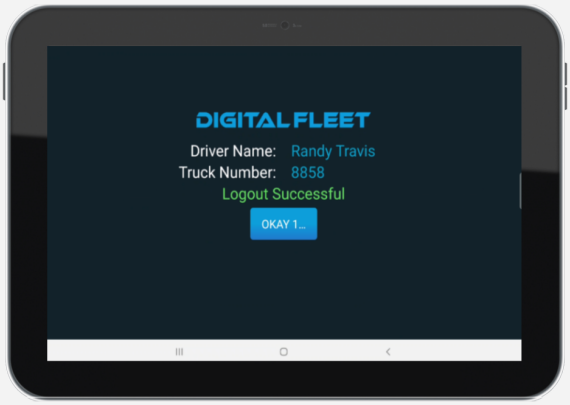
There is an optional configuration to allow the driver control over a few driver app settings. When nabled the driver will be able to change the tablet brightness, the driver app tab navigation text sizes, the driver app keyboard size, and enable/disable the “zoom to truck when moving” and “automatic screen transitions” settings.

Steps	Step Description	Driver Interaction
1	Access the logout menu	• Select **Menu/Log Out** button on Main page.
2	Select the **Preferences** button	

3	Update settings as desired	 **Note**: If the brightness control is disabled, the DigiTrack app will need the system permission to control it.
4	Select	1. Select the **Fuel Added** field. 2. Enter the amount of fuel added into the input field.
5	Enter the **Engine Hours**	1. Select the **Engine Hours** field. 2. Enter the dash engine hours reading.
6	Enter the **Odometer** value	1. Select the **Odometer** field. 2. Enter the dash odometer reading.
7	Select the **Save/Logout** button	1. The application will save the information and proceed with the logout process. 2. If no fuel was added, select the **Did Not Fuel** button to continue logging out.

Logging Out

Steps	Step Description	Driver Interaction
1	Select the **Menu / Log Out** button on the Main page	

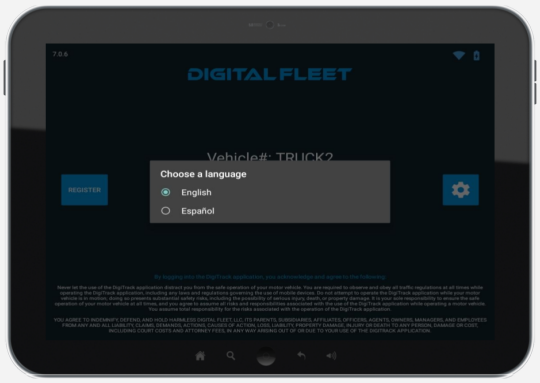
2	Select **Log Out** button on the logout menu	 **Note**: If no action is taken on the Logout page for 60 seconds, the application will automatically log the user off.
3	The following page will show to finish the log out process.	 **Note**: Once logout is complete the Login page will be displayed.

Language Support

The driver application honors the tablet language selection for English and Spanish and will display language in the tablet level language by default. If both languages are needed, a language selector can be enabled within the application settings. This selector only impacts the DigiTrack application. All other tablet applications will use the tablet level setting including the Google Maps application.

Language Selector

Steps	Step Description	Driver Interaction

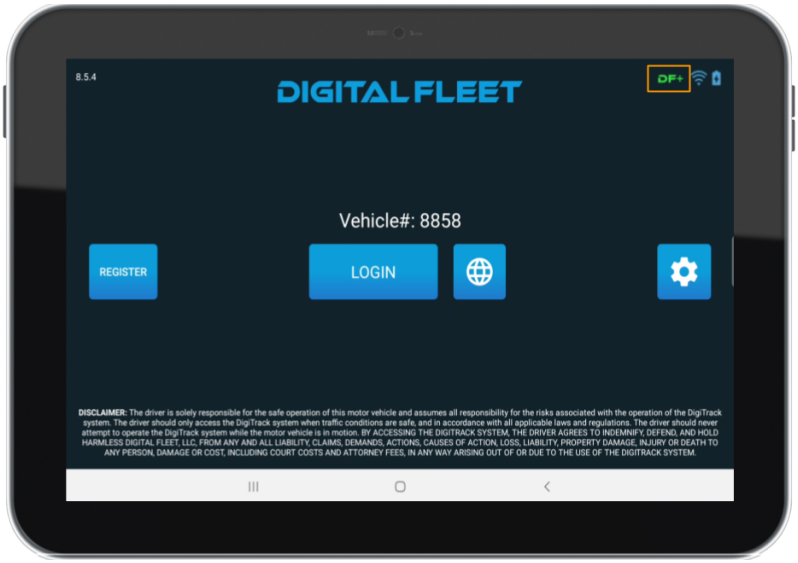
1	Select globe button on the login page	
2	Select desired language	 **Note**: The application will restart to apply the new language.

Digital Fleet+

For vehicles with the Digital Fleet+ system, additional information is available through the driver app.

DF+ Icon

When Digital Fleet+ is enabled for a truck, a DF+ icon will be displayed on the login and driver preferences screens. The icon can be selected to access a diagnostic screen or to connect the tablet to a DF+ device.



Icon Color	Description
Green	When the icon is green, it indicates the tablet is currently connected with the DF+ system.
Red	When the icon is red, it indicates the tablet is currently not connected to a DF+ system.

DF+ Driver Display

The DF+ Driver Display is an optional display on the Main screen to allow review of real time information for the drum rotation, slump, and water added sensors.

Digital Fleet+ screen

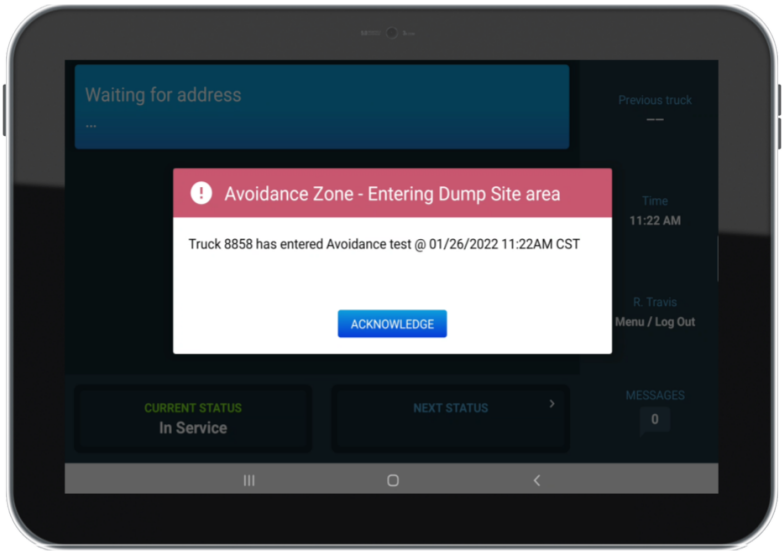
The DF+ screen provides the slump profile being used for the truck along with the real time drum rotation, slump, and water added data.

Ticket Details Status

The Ticket Details Status screen will display the drum rotations for each ticket event and include the water added information for the ticket.

Driver Alerts

Driver alerts provide automatic notifications to the driver and can be configured to specify severity level. Critical alerts receive the highest priority and are delivered and displayed at all times regardless of moving state. They also are displayed over any existing truck messages and will not be cleared until the driver acknowledges the alert.


Waiting for address
...
Previous truck
--
Avoidance Zone - Entering Dump Site area
Truck 8858 has entered Avoidance test @ 01/26/2022 11:22AM CST
ACKNOWLEDGE
Time
11:22 AM
R. Travis
Menu / Log Out
CURRENT STATUS
In Service
NEXT STATUS
MESSAGES
0