

# IFACE QUICK JOBS USER GUIDE

*This document describes Quick Jobs functionality on the iFace.*

Version:	1.0	Date:	10 April 2013
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# 1 PURPOSE OF THE QUICK JOBS APPLICATION

The Quick Jobs iFace application is intended as a way for drivers to record ad-hoc deliveries and delays in real time. It is not a replacement for a fully featured mobile job delivery system but intended as a supplement to a paper based system. Pick-up and delivery times can be recorded along with delays, or the application can be used to record delays only.

## 2 OPERATION

The iFace can be turned on by holding the power button for a few seconds (found on top of the device on the left hand side). You will see the screen light up when the power button is held for long enough. The iFace has its own internal battery, which means it can operate independently of the vehicle power; however a charger has been wired to the vehicle ignition so that the internal battery is charged whenever the ignition is turned on. We recommend that the iFace be plugged in whenever it is in the vehicle. When idle, the iFace screen will turn itself off. To turn it on again, press the power button. If the screen does not light up and show the application, most likely power is off and you will need to turn the unit on using a longer press of the power button (this may happen if the vehicle has not had the ignition turned on for a while and the internal battery has run flat – in this instance, vehicle ignition must be turned on to be able to turn the iFace on).

### 2.1 MAIN SCREEN

The iFace application is run automatically when the device is started. The main screen is shown when the iFace is started: The contents of this screen will vary depending on the functionality that has been enabled.

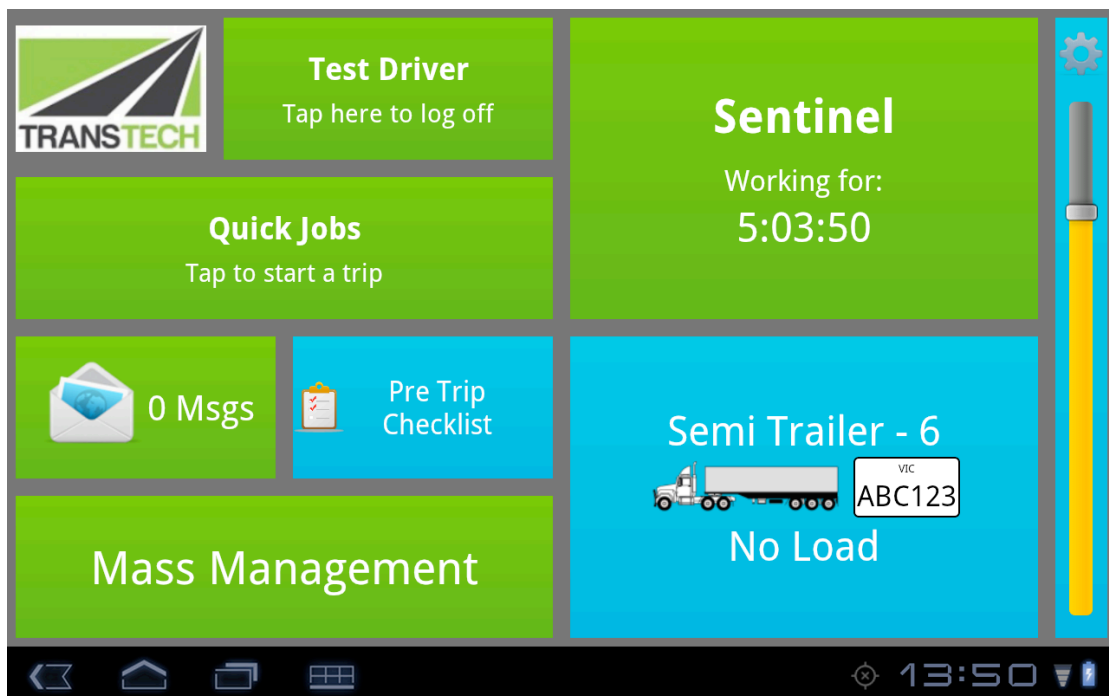


FIGURE 1 - MAIN SCREEN

## 2.2 QUICK JOBS APPLICATION

You must log in before you can start the Quick Jobs application. If you select Quick Jobs before logging in you will be redirected to the log in screen.

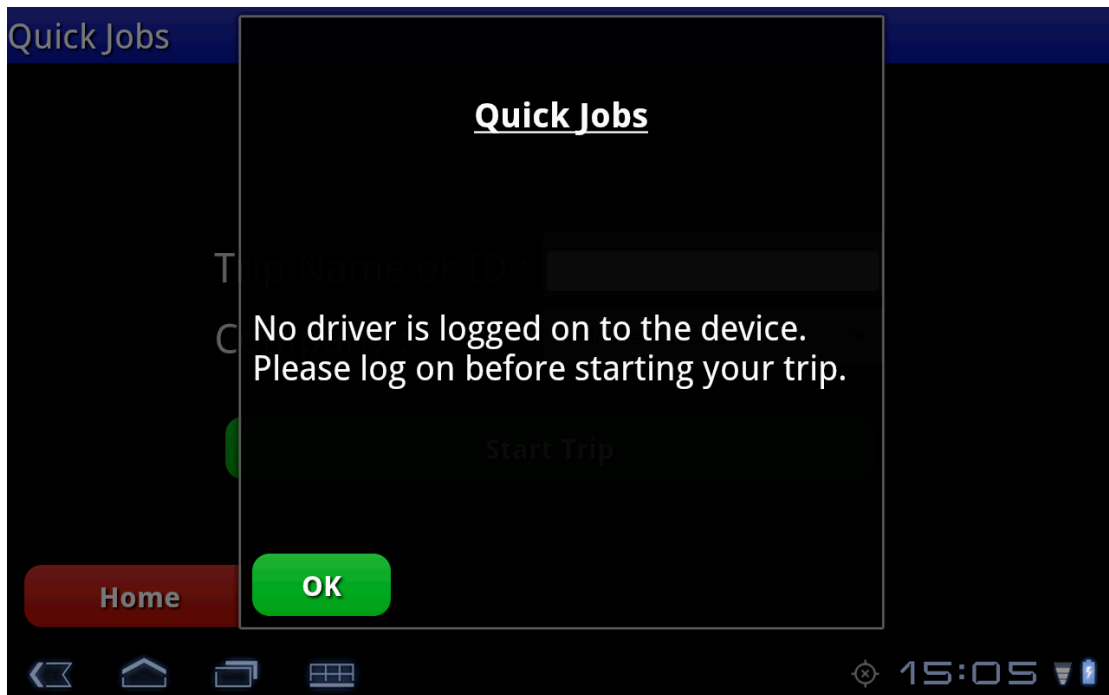


FIGURE 2 – LOG IN RE-DIRECTION SCREEN

Once you have logged on and entered Quickjobs you have the option to enter a Trip Name or ID number. This could be the paper manifest number that the driver is working from or you can leave it blank and Quick Jobs will create a Trip Name. To enter the Trip Name tap the screen and a keyboard will appear, enter the name and press the “Done” key at the bottom right to remove the keyboard, then select the Company.

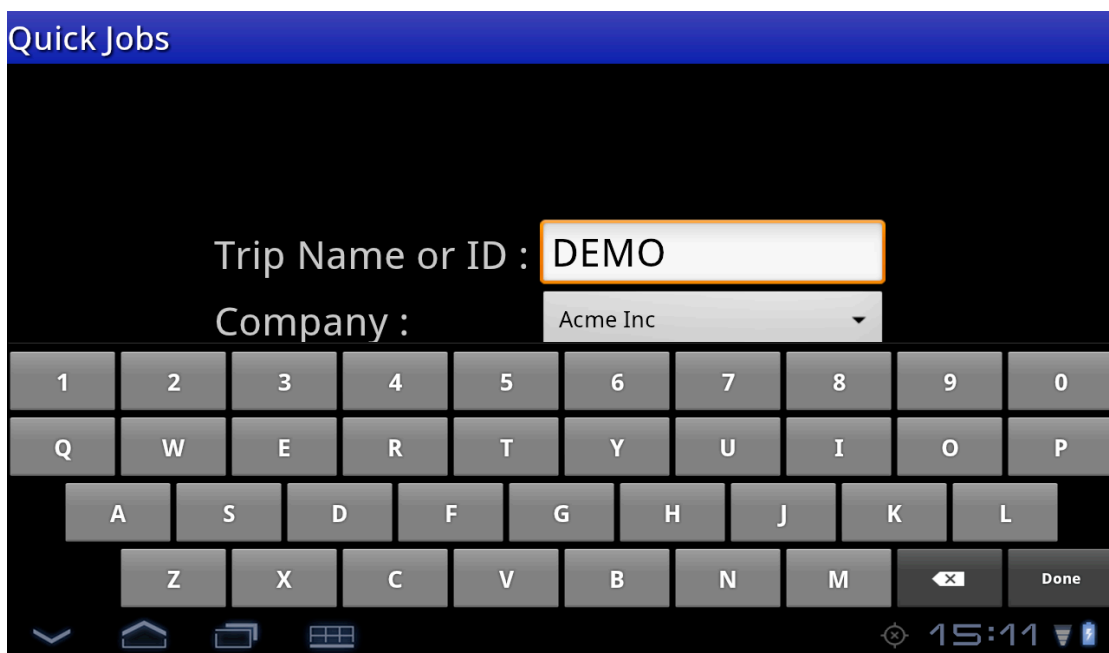


FIGURE 3 – ENTER TRIP NAME OR ID

The Company is selected from the drop down list. Once that has been selected the driver can press the Start Trip button.

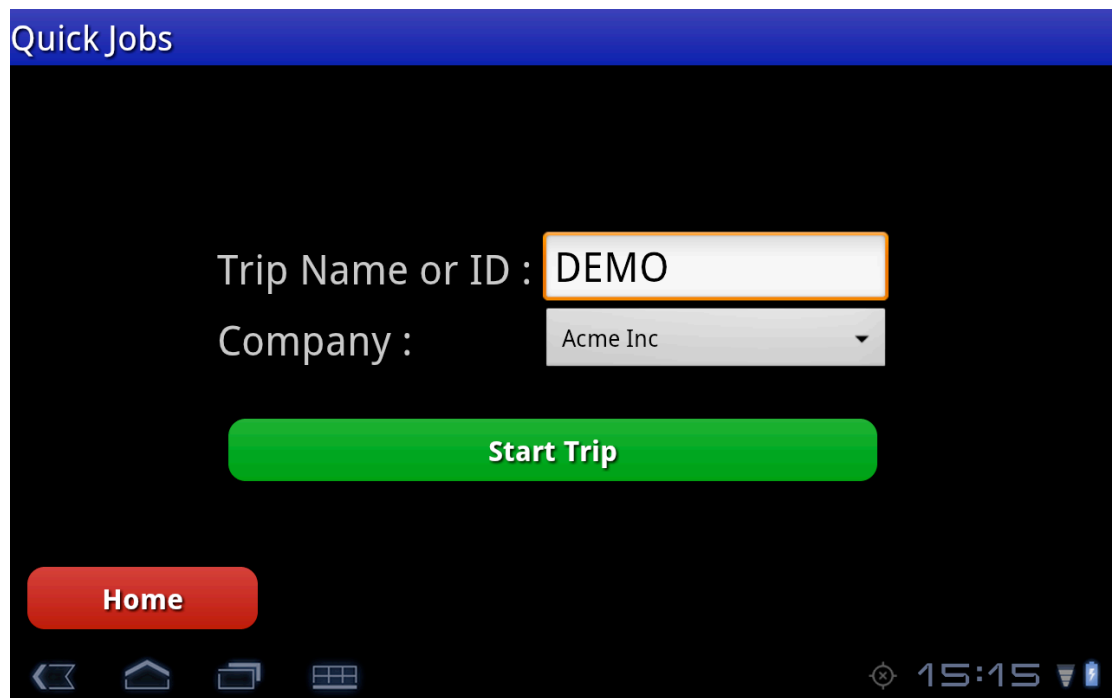


FIGURE 4 – START TRIP

### 2.2.1 START A DELIVERY OR PICKUP

Once a Trip has been started the driver has the option of Starting a Delivery, Pickup or Delay. To start a Delivery or Pickup press the appropriate button on the iFace

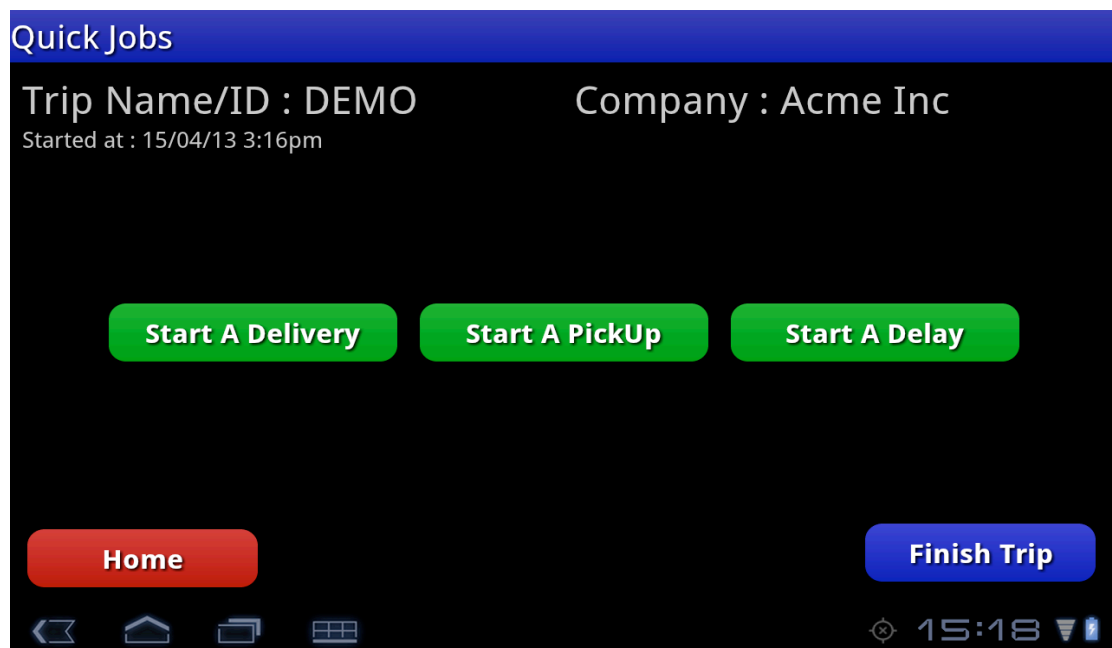
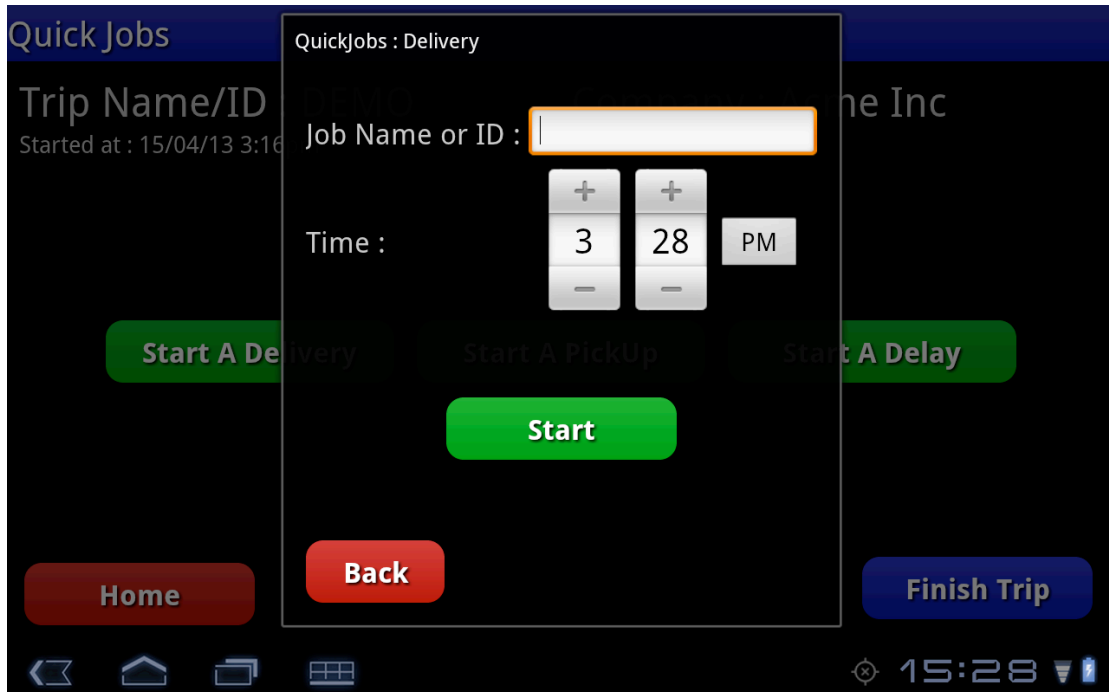


FIGURE 5 – SELECT START DELIVERY, PICK UP OR DELAY

The actions for Starting a Delivery are the same as those for Starting a Pickup. Press the appropriate button and a dialogue box opens. In the example below a delivery has been started.



**FIGURE 6 – SELECT START DELIVERY**

The driver can enter the Job Name or ID in the same manner as they entered the Trip Name or ID. This is not a mandatory field. The driver can also adjust the time that the Delivery or Pick up took place in case they did not perform the action at the same time as they recorded it on the iFace. To adjust the time, use the Plus and Minus buttons. The time can't be adjusted back before the time of the last event.

Once a Delivery or Pick Up has been started the driver is not able to start another Delivery or Pick up but can exit to the iFace Home screen, or start a delay.



FIGURE 7 – DELIVERY IN PROGRESS

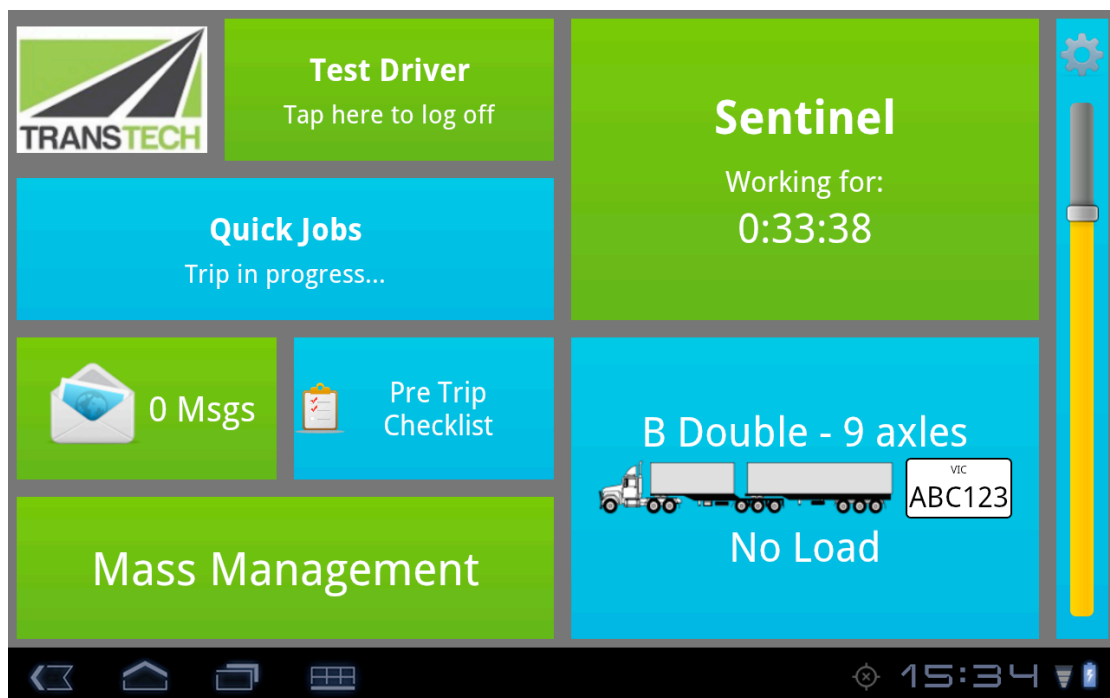


FIGURE 8 – TRIP IN PROGRESS

To finish a delivery press on the Current Delivery button and the following dialogue box appears.

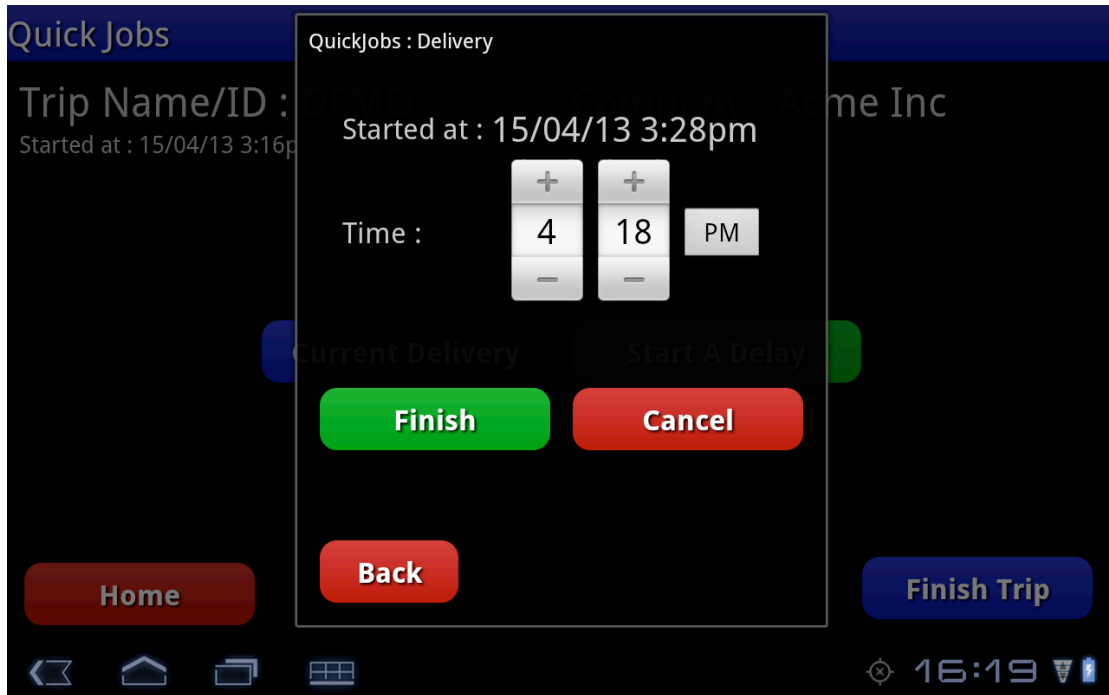


FIGURE 9 – FINISH DELIVERY

The driver can adjust the time if required or select Finish to end the delivery. The adjusted time and the actual time are both recorded and reported on in NextGen.

When performing an action the driver will be asked to confirm it as shown below

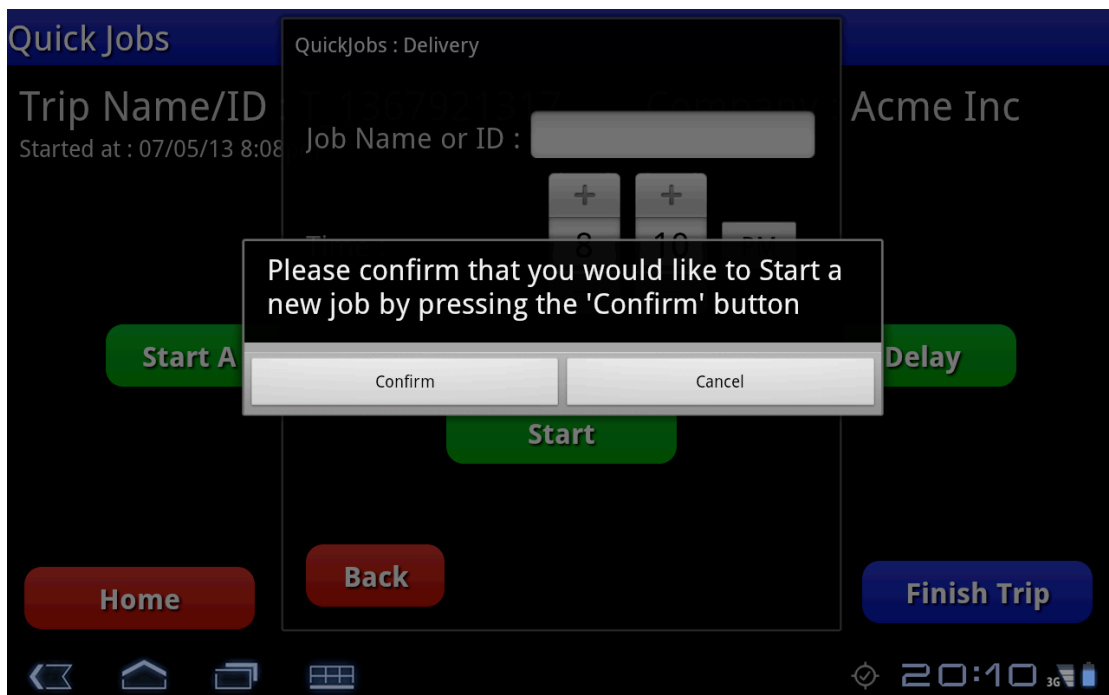


FIGURE 10 – CONFIRM ACTION

## 2.2.2 DELAYS

When a Delay is started the driver is prompted to enter a reason for the delay from a drop down box. The delay reasons are multi-tiered so that depending on the first reason selected the driver may be required to enter a second reason.

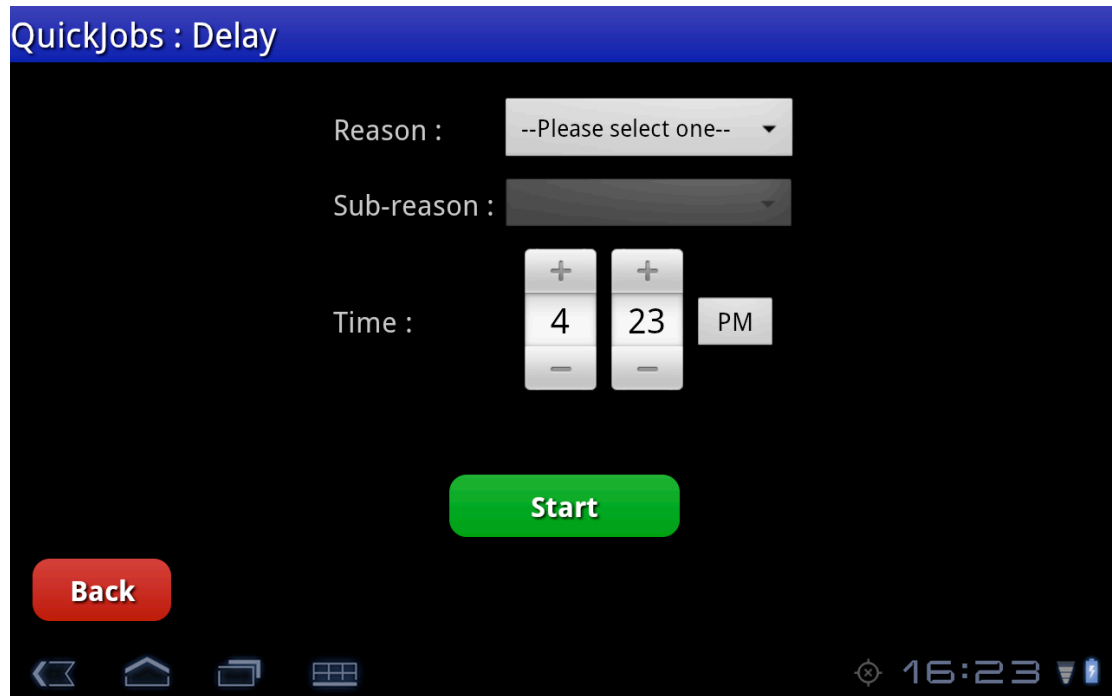


FIGURE 11 – START DELAY

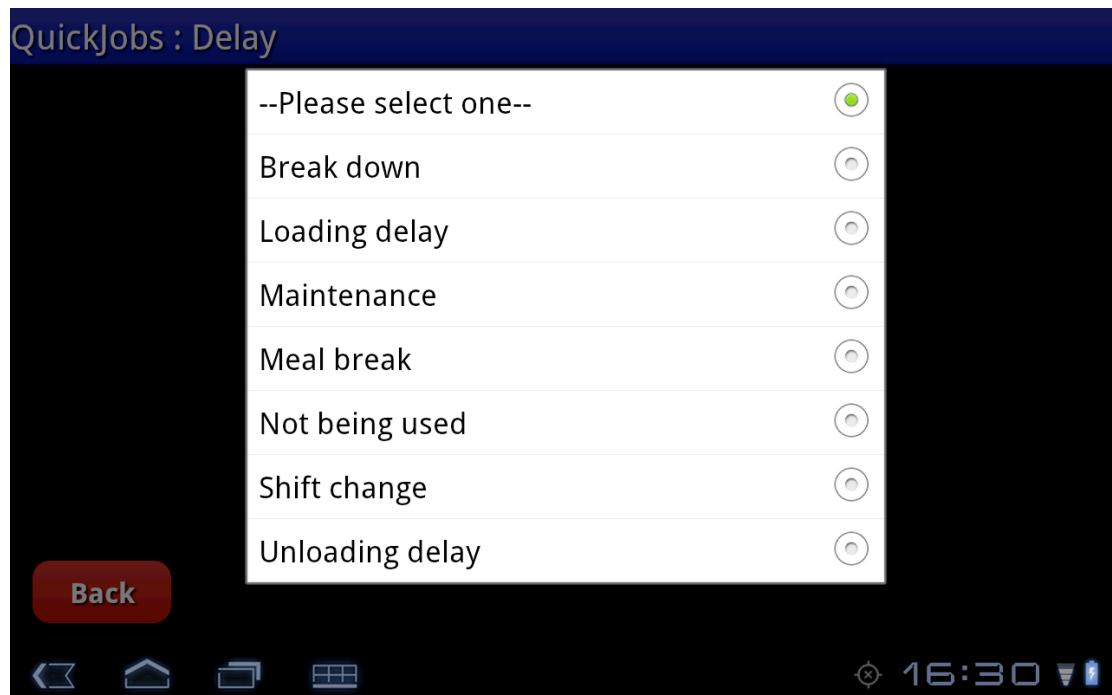


FIGURE 12 – DELAY REASON DROP DOWN



When a secondary reason is not required the Sub-reason drop down box is not highlighted.

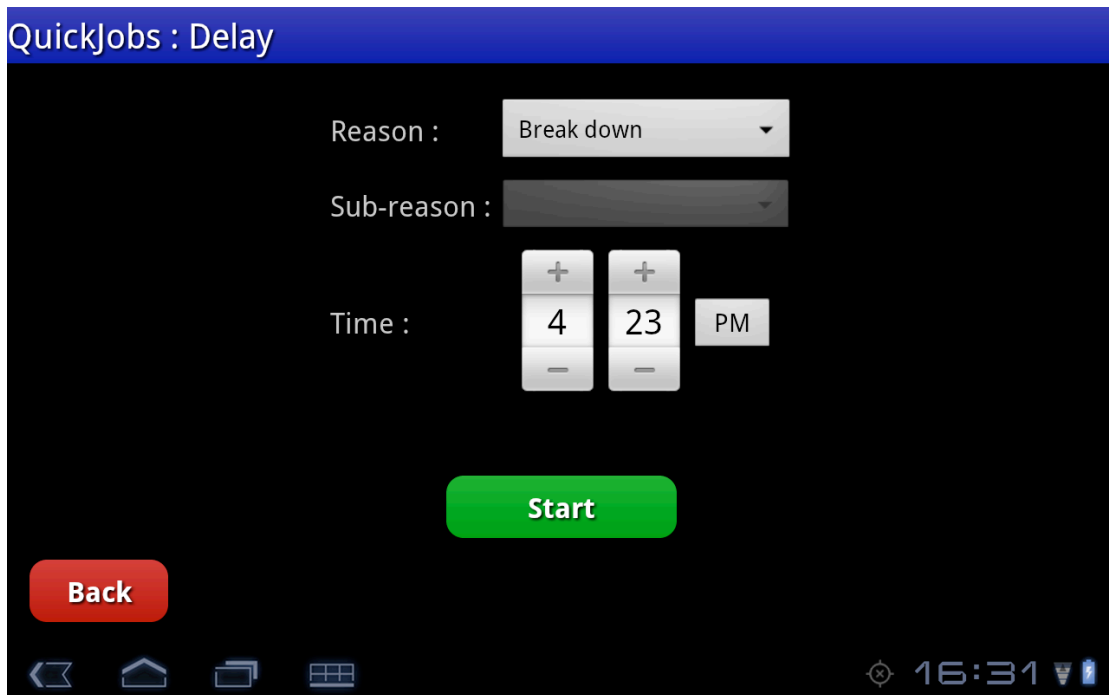


FIGURE 13 – DELAY REASON, NO SUB REASON REQUIRED

When a Delay is in progress the driver can not start a delivery or pick up until the delay has been finished.

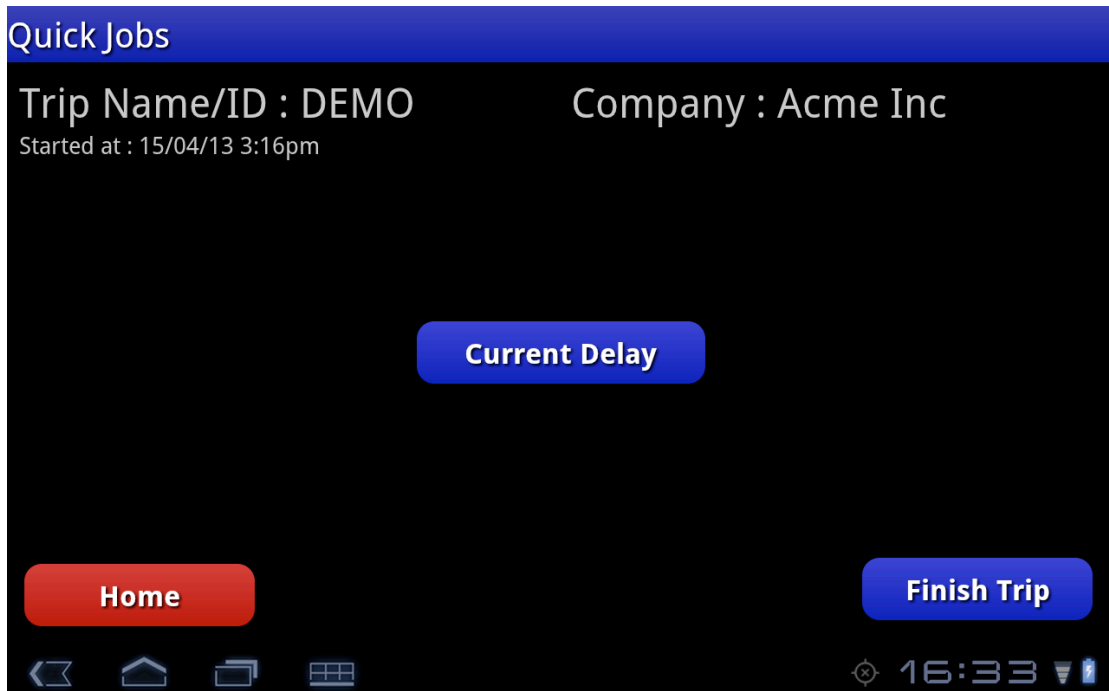
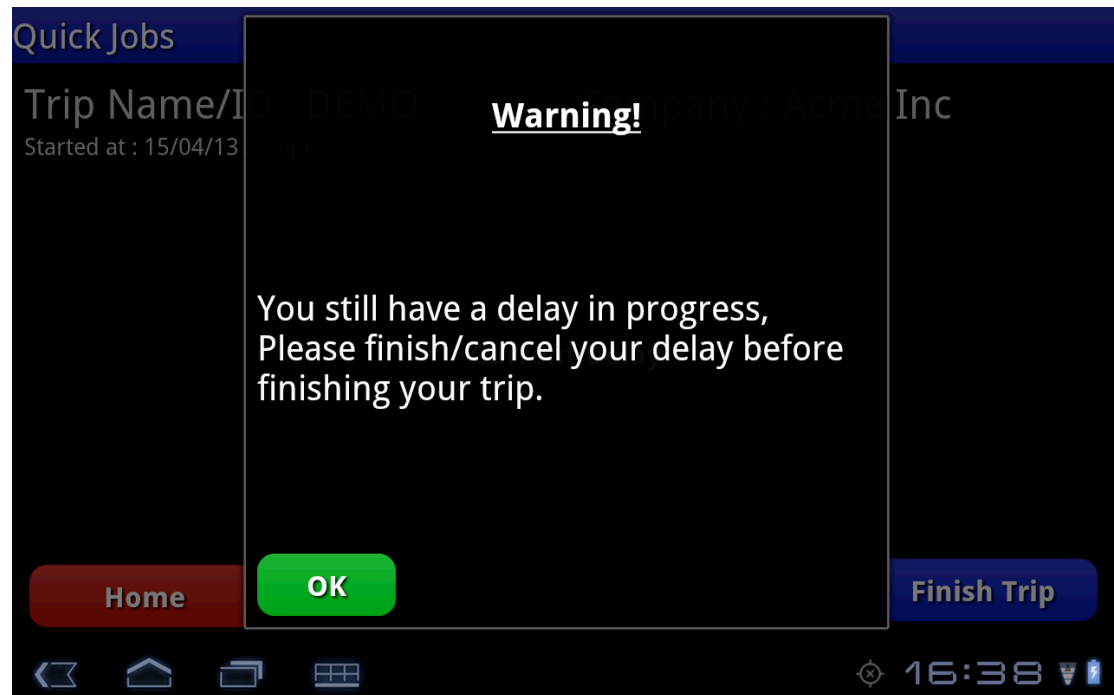


FIGURE 14 – DELAY IN PROGRESS

If the driver tries to finish the trip whilst a delay is still in progress the following Warning is displayed



**FIGURE 15 – DELAY IN PROGRESS, FINISH TRIP WARNING MESSAGE**

End the delay in the same manner as you would finish a delivery or pick up. This process can be repeated numerous times until the Trip is finished. When the driver finishes a trip by selecting the Finish Trip button, they will not enter a time, they will be asked to confirm the action and then taken to the Quick Jobs home Screen to start a new trip or exit to the iFace Home screen.

### 3 IFACE SETTINGS SCREEN

The settings screen can be accessed from the main screen by pressing the cog icon. The settings screen contains user settings for the display and timezone. Adjust the brightness and time zone as desired. The Speed Assist, Sentinel and Vehicle settings are discussed in the relevant user guides.

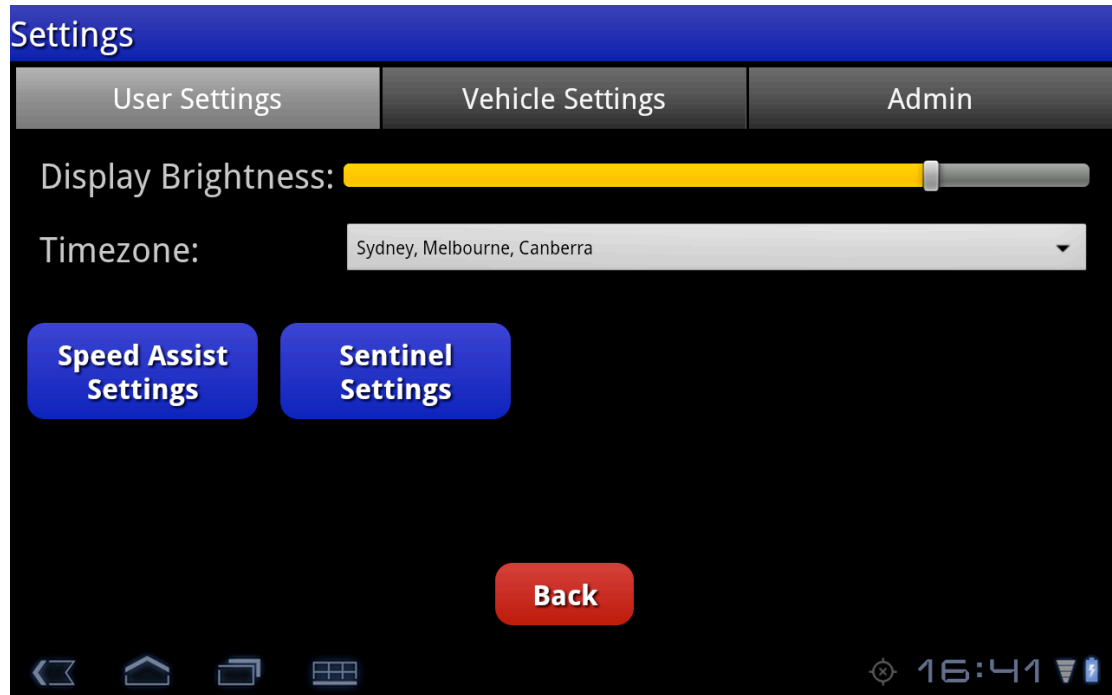


FIGURE 16 - IFACE SETTINGS SCREEN