



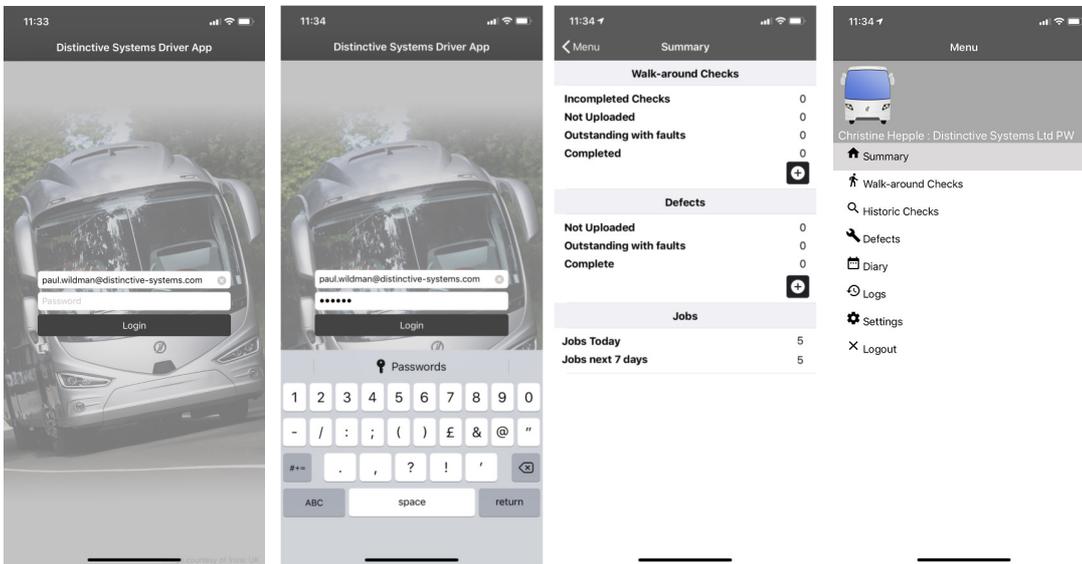
Driver App



The Driver App.

Available for Android and Apple devices the Driver App has now been enhanced to include elements from the Driver Portal. The following document will detail functionality and operational elements. This sheet is only intended as a guideline and should you have any further queries please do not hesitate to contact Distinctive Systems Support.

Google Play and the Google Play logo are trademarks of Google Inc.



PLEASE NOTE:
This app in no way replaces direct communication with the relevant workshop and operations staff.
If you feel that a defect is dangerous or in any way renders the vehicle unsafe you must communicate this immediately and directly with the relevant staff.
The following pages are designed to guide you through the use of the app and the relevant screens.

When you first open the app you will be asked to login. Your password will be supplied by the administrator of your back office system.

Enter Email address and password provided by your system administrator. The system will then synchronise data with the server.
If you work for several companies and have the same username & password you will be given a selection of companies to select from.

You will be taken directly to the summary screen. It will display an overview of work, defects and walk-around checks.
 The icon opens the menu.
 The icon allows you to add a walk-around check or defect from this screen

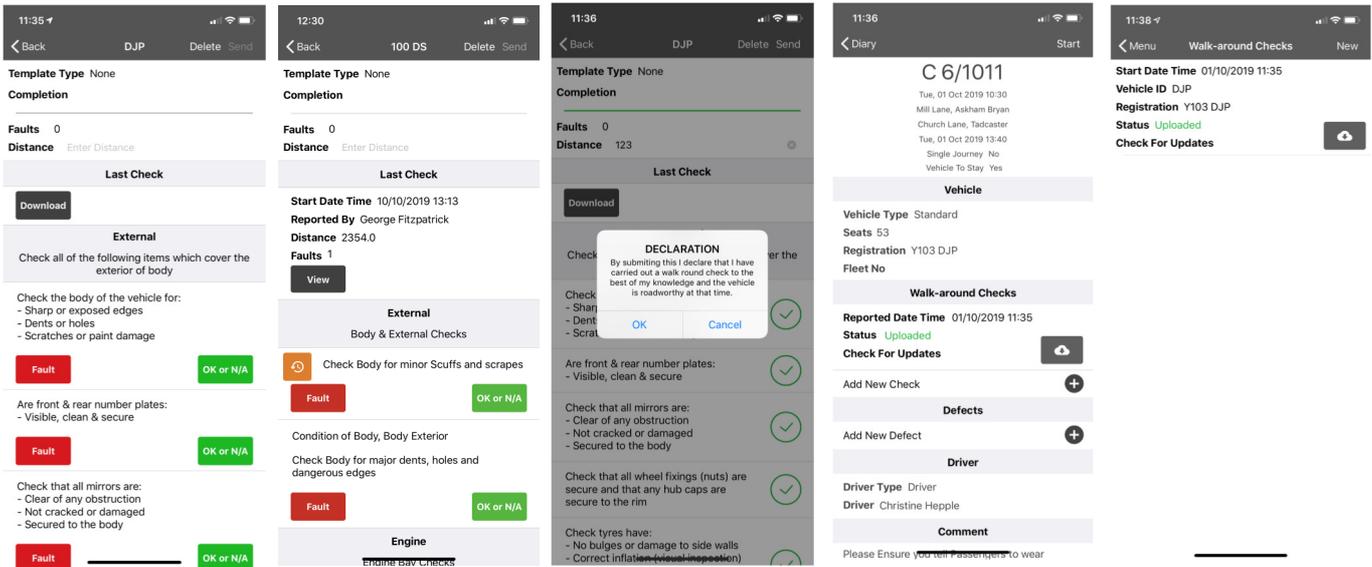
The menu gives you the option to switch between:
Summary Screen
Walk-around Checks showing all checks done on your device
Historic Checks for showing all checks done on that vehicle
Defects for reporting individual defects while you are on the road outside your walk-around check.
Diary to show you your work tickets as per the driver portal

If you have any issues with logging in or use of the app please discuss this with your operations staff they will be able to assist in the first instance.



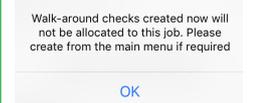


Walk Around Check



If you choose to open the walk-around check from within a job it will auto-fill the vehicle field for you with the one allocated.

If you open the walk-around checks from the menu you will be able to select new and select the vehicle you wish to use.



Walk-around checks can only be done from the vehicle within the time frame allowed.

View Within the walk-around check you can view the previous check done for this vehicle. This is done by selecting 'view' against the last check.

 If there is a previous fault that has been reported and is being actioned by the workshop it will be highlighted in the current check.

View Fault Previous faults that have been reported and fixed are highlighted in green.

At the end of your check you will be asked to agree to the declaration.

The check is then submitted.

If the phone does not have any Wi-Fi or 3G network the app will store the check until phone comes into range of an appropriate signal.

PLEASE NOTE: This will transmit using your data allowance through 3G.

 If you have done it from within the Job the check will be displayed as shown above with the ability to download updates.

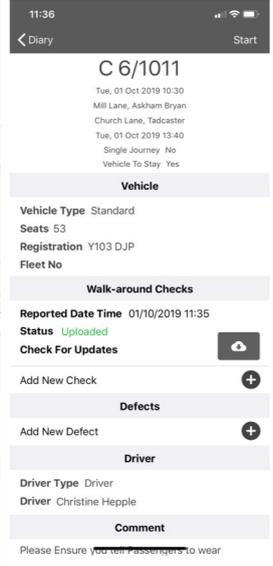
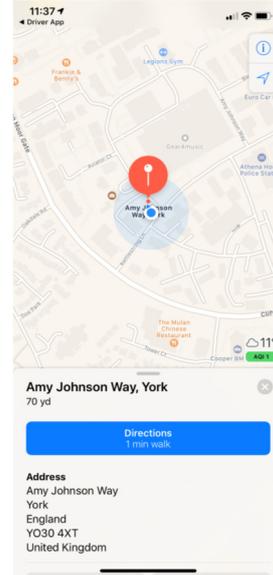
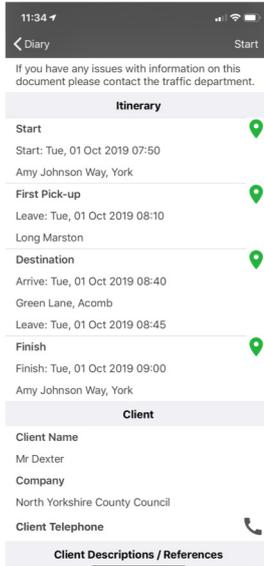
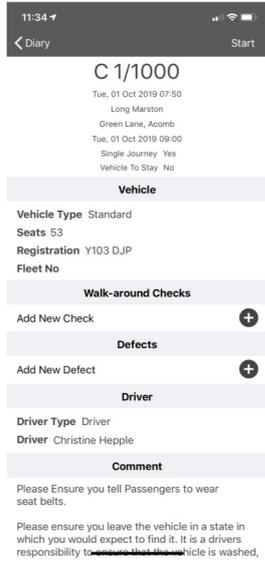
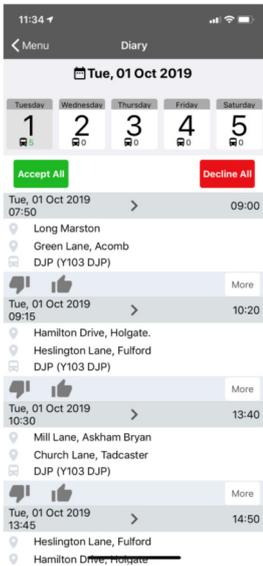
These updates will include if defects have been assigned to activities in the back office or completed.

The walk-around check or defects sit in the relevant screen as uploaded and will be on your phone for a period. Again this is so that it can be shown to DVSA inspectors on request.





Diary



When you first open the Diary you will be shown a screen similar to the Driver Portal.

Under each date a number will display how many jobs you have on that day.

Each job will be listed in order down the screen. If the work tickets are not enabled you will be able to click on more to see a basic overview of timings.

Saturday Log entries will be shown as a little symbol **19** against the date. This will allow the driver to also see comments.

When you open a job you will be able to see all of the information that is displayed on the work ticket down the screen.

If there are multiple vehicles and drivers they will all be shown down the screen.

From here you can also use the icon to enter walk-around checks or defects.

If the office have mapped the locations within the job you will be presented with an icon that will take you to the map functionality on your device.

PLEASE NOTE: The phone uses the coordinates supplied by the Coach Manager system and does not search for the location independently.

Please note that there is no control over the directions given by the devices if drivers use that functionality.

If you have uploaded a check through the job this will be visible from within the diary part of the app.

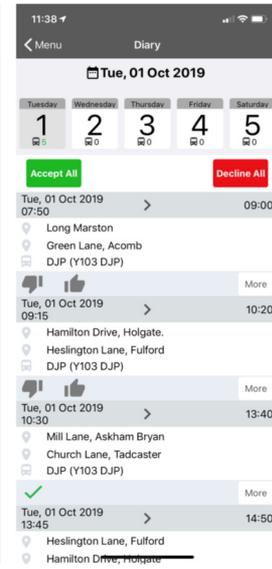
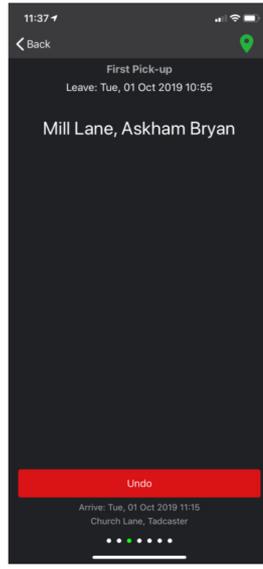
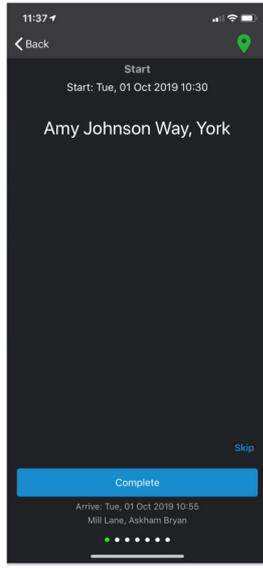
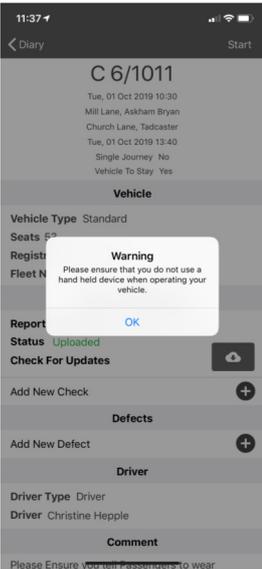
Distinctive Systems now provides an actual functionality, this allows you to confirm when you are at a certain point within the journey.

Start To begin this you click Start in the top right hand corner.





Diary



Notifications and actuals communicate with the server using the data connection on the device. If the device is out of range or mobile data is turned off then the notifications and actuals will only be received when the device comes into the relevant network area.

You will be provided with a prompt to not use the device while driving.
You are advised to only complete the following steps when the vehicle is stationary and secure and in line with your companies phone use policy.

Complete
By clicking complete you will push an actual time back to the Coach Manager system within your operations office, the screen will then take you to the next stage of the journey.

Skip You can skip a stage, i.e. if you don't start at the base you can skip it.

Also the second driver on any job should skip the stages as the system only records one set of actuals against a movement.

Are you sure you wish to skip this step

Yes No

Undo
If you complete a stage accidentally you can undo the stage and then select it at the correct moment.

From this point you can click the map point if you need to check the location

Once you have completed the job a tick will be present at the bottom of that work job in the diary screen.