Coillte Paperless TRP
User Guide

Note

This user guide covers Paperless TRPs and Transfer Dockets.

For detail on operation of the standard features of the BlueTree Treq Device please refer to the BlueTree User Guide.

This user guide must be read in conjunction with the Coillte Code of Practice for Timber Removals.

Information contained within this guide does not supersede the Coillte Code of Practice for Timber Removals.

Version: 2.1

Contents

1.0 Introduction

Coillte timber removals are to be fully operated utilising an electronic paperless system. This user guide covers the use of paperless Timber Removal Permit (pTRP) process as it relates to the In Cab Technology Solution (ICTS) for removals from the Coillte estate. This user guide should be used in conjunction with Coillte's 'Code of Practice for Timber Removals'.

For paperless TRP enabled lorry's the ICTS solution is utilised for all jobs, both TRP's and Transfer Dockets, whether issued by dispatch or self-initiated via AWS or ICTS.

Important – Drive Safely

NEVER ATTEMPT TO OPERATE THE ICTS DEVICE WHILE DRIVING

Note: If a lorry is activated for paperless TRP's (pTRP's) drivers <u>cannot operate</u> on a Coillte <u>paper</u> TRP.

When a lorry is activated for paperless TRP's, when <u>entering</u> a Coillte Forest <u>Property an active job must be on the trucks ICTS</u> device for the Forest-SP, Product and Destination.

<u>Drivers</u> must <u>request</u> their lorry's <u>own pTRP</u> on the ICTS – pTRP's cannot be requested from or for another lorry's ICTS.

The <u>correct trailer</u> for the job must be <u>selected</u>. (Security alerts will issue if the specified trailer associated to the job is not used).

Trailer association to a pTRP may be modified at the time of collection through the ICTS device. At delivery this must accurately reflect Forest-SP, Customer and Product matching that of the active pTRP.

1.1 Support

Should issues arise with any of the elements of the paperless TRP service, the table below outlines the support options available and in which circumstances who to contact;

Contact Coillte Dispatch Providers (Asset) For all issues relating to Paperless TRP's or Transfer Dockets.	**Asset Forestry Logistics** Phone: **091 782815** Email: **aflgalway@assetforestry.eu** Hours: **6:00am to 5:00pm Monday to Friday**
Contact BlueTree Support for all issues relating to the physical in-cab device, connection to the mobile network and operation of the standard functions of the ICTS device, e.g. unit won't power on, screen damaged, unit not tracking, unable to login, etc.	**BlueTree Support** Phone: **091 520053** Email: **support@bluetree.ie** Hours: **9:00am to 5:00pm Monday to Friday**
Contact Coillte support for all issues relating to the AWS. Note: ***Exception - when swiping key fob at the AWS if no (or incorrect) details of load appear please contact Asset.***	**Coillte** Weighbridge operator (onsite). Central Coillte CSU team. Phone: 012011111

Note: If unsure of the nature of the issue and which support to contact, call Asset whom will direct the driver to the correct support service.

In all cases above, if the issue is critical and requires immediate attention, please use the phone numbers provided. Issues reported via email will not be deemed critical and will therefore be dealt with within office hours only.

1.2   Key Terms

The table below describes a number of Key Terms used in the paperless TRP process and throughout this document.

Auto-Status	The automated triggering of an update to the job status by arrival within or departure from a Geofence.
Collection Date & Time	The estimated date & time at which the lorry will uplift the load from the SP.
Customer	Purchaser of the MR – Not the final destination of the load.
Destination	Final Destination for the logs (not Weighbridge but actual delivery destination).
Double Handling	The loading of logs usually from a location with restricted access and unloading of them on the ground somewhere nearby, before they are uplifted again and delivered to their final destination.
Emergency TRPs	Paper emergency TRP utilised where paperless TRP's are unavailable from ICTS, AWS or Dispatch. Refer to the Coillte 'Code of Practice for Timber Removals' for guidelines on the use of Emergency TRP's.
Geofence	An electronic shape, set up on a GIS map to define a particular area (e.g., SP, agreed Staging area, etc…), which can be either circular or polygonal in shape, used to trigger auto-status updates from the vehicle GPS responders.
Group Code	Code assigned to Group Deliveries (trains & boats).
Group Delivery	Deliveries where a group code is assigned to the TRP or Transfer Docket, e.g. deliveries into or uplifts out of a rail head.
Forms	A type of selection screen presented on the ICTS device, e.g. *MR Selection, Load confirmation*, etc. usually a form requires the ICTS user to fill in fields and return the information, however sometimes a form can simply contain instructions or warnings for the user.
Job	In the context of Paperless TRP's, a Job refers to a single physical journey from source to destination consisting of single or

multiple TRPs or Transfer Dockets; i.e. a single trip from a Forest to a Destination would be considered as one job; as would a single trip from a Forest to a Destination with a split load of two products and TRPs.

Live Job (or Active Job)	The live job is the currently active job on the ICTS device, against which auto-statusing and timber security checks will occur. This in general should the job at the top of list in the "**Your Trips**" screen. Notes: • A job will only become live once it has been confirmed on the ICTS and the lorry has started travelling towards the pickup point, setting the status of the Forest Gate (if included) or Loading Area to 'Started'. • Auto-statusing occurs only against the currently live job on the ICTS device.
Loading Area	The designated area for a collection of roadside stock Notes: • For self-requested jobs from either ICTS or AWS, the loading area in general will either be '99' or a Transfer Bay • Loading Area '99' encompasses uplift from roadside stock within the entire SP, i.e. for self-requested jobs individual loading areas within the SP are not established and all roadside stock within that SP is associated to loading area 99, unless moved to a designated Transfer Bay
Mandatory Forms	Forms that present on the ICTS that must be completed and sent before the driver can exit the screen. These forms prevent the driver accessing any other screens on the device until completed and do not contain a back or delete option.
Manual Status	Changing the status of a job stop manually by using the buttons available within the Stops screen.
pTRP	Paperless Timber Removal Permit, the authorization (with a unique code referring to a specific removal of logs from the Coillte estate to a final destination.
Self-Requested Jobs	Jobs requested by the driver from ICTS or AWS. Available only for non- Coillte dispatched SP's.

Standard Load   The established average net weight for a load within the Coillte operation.

Staged Load   Where a job is delivered in two legs utilising the same trailer but, different lorries. Leg 1 sees uplift from Forest-SP to trailer drop-off at a designated Staging Destination. Leg 2 sees trailer pick-up from the Staging Destination and delivery to final destination.

Staging Destination   Coillte approved location where trailers can be staged. All staging areas must be Coillte approved and established in WSX and also with a Geofence, before trailers can be staged at these locations.

Stops   A Geofenced location associated to a job such as the forest gate, loading area, weighbridge or destination. Each Stop has a set of GPS coordinates that trigger auto-statusing when the Lorry arrives within or departs, sometimes triggering forms to present on the ICTS.

Split Load   Single job containing two separate uplifts each of which requires a separate TRP or Transfer Docket.

Transfer Bay   Coillte approved location where logs can be unloaded and reloaded. All Transfer bays must be Coillte approved, within a Coillte Forest Property, established within WSX and also with a Geofence, before logs can be delivered in.

Transfer Docket   An electronic docket to account for deliveries to Transfer Bays or from a rail head to final destination.

TTD   Abbreviation for Timber Transfer Docket.

WSX   Asset software system used to link the transfer of pTRPs and TTD from Coillte Forest Management Systems to the BlueTree ICTS device.

2.0 Coillte Job Types

This section outlines the types of jobs that can be undertaken for Coillte utilising TRP's or Transfer Dockets and the means by which these can be obtained or received on the ICTS.

2.1.1 Standard (TRP)

A standard job involves uplift from Forest-SP and delivery to final destination, utilising a TRP. When requesting from ICTS use the '**Request TRP – Single TRP**' option.

These jobs also cover the scenario where the driver enters the forest with an empty trailer and pick up a loaded trailer loaded by another lorry, noting in these cases the job on the ICTS device must match the Forest-SP, Customer and Product on the trailer being picked up.

2.1.2 Split Load (TRP)

A Split Load involves a single job with uplift from Forest-SP of two separate product types and delivery to final destination, requiring two separate TRP's. When requesting from ICTS use the '**Request TRP – Split Load**' option.

2.1.3 Staged (TRP)

A staged load comprises of two legs, utilising the same trailer but with each leg generally undertaken by a separate lorry.

Leg 1: Load out from Forest/SP with drop-off of trailer at designated staging bay.
- Undertaken on a TRP.
- When requesting from ICTS use the '**Request TRP – Single TRP**' option, specifying the Destination as the final destination for the job, but ensuring the driver also specify the 'Staging Dst' as the point where the trailer will be staged.
- Jobs set with a 'Staging Dst' when sent to the ICTS device will have the actual destination stop substituted with the staging destination. The staging destination Geofence is used to trigger arrival at destination and completion of the load
- Leg 1 staging journeys do not include any weight capture requirement
- Leg 1 staging loads can only be delivered to designated Coillte staging destinations against which the lorry is associated. If the required staging destination does not present on the 'Staging Dst' list on the ICTS device, contact Asset to discuss.

Leg 2: Trailer pick-up from Staging destination and delivery to final destination
- Undertaken on the same TRP as Leg 1, transferred to the new lorry
- When requesting from ICTS use the '**Request Existing TRP**' option, selecting the TRP for the trailer being picking up from the available list
- For Leg 2 staging journeys the loading area is set as the staging destination (when picking up the trailer) from Leg 1
- Weight capture is required on the second leg of a staging journey as per any standard TRP

Note: A Staged Load cannot be undertaken using a combination of ICTS enabled and non-ICTS enabled Lorries. Both legs must be undertaken either by an ICTS enabled or non-ICTS enabled lorry.

Staged loads cannot be split loads.

2.1.4 Group Delivery - SP to Railhead (TRP)

Group deliveries from Forest-SP and for delivery into a Rail Head are undertaken on a TRP. These are almost identical in process on the ICTS device to a standard load, with the only difference being the prompt with the Load Estimation screen on arrival at the railhead in which t must specify the 'Group Code' and an enter an estimated Net Weight.

When requesting from ICTS use the '**Request TRP – Single TRP**' option, ensuring that the Destination is specified as the delivery Railhead.

2.1.5 Group Delivery Transfer - Railhead to Customer (Transfer Docket)

Group deliveries from Railhead to final destination are undertaken on a Transfer Docket.

When requesting from ICTS use the '**Request Group Delivery Transfer Docket**' option, ensuring that the correct Group Code against which the delivery is to be undertaken is specified.

2.1.6 Transfer - SP to Transfer Bay (Transfer Docket)

Deliveries from a Forest-SP to a designated Coillte Transfer Bay are undertaken on Transfer Dockets.

When requesting from ICTS the '**Request Transfer Docket - Single**' or '**Request Transfer Docket – Split Load**' options should be used.

All loads transferred into transfer bays must be tracked on transfer dockets to ensure security breaches are not triggered.

3.0 ICTS General Operation

This section outlines the general use of the BlueTree Treq device in relation to Coillte Paperless TRPs. For further details on use of functions on the device not related to Coillte Paperless TRPs please refer to the BlueTree Treq User Guide

Important Notes

- The ICTS can take some time to bring up screens with larger forms/lists in the background – if a selection on the screen is made and nothing happens immediately, wait a few seconds before tapping the screen again.
- Navigation – Refer BlueTree User Guide

3.1 Icons/Buttons

The table below lists the icons and buttons on the ICTS and their function.

	Log Out	Access to the Log Out screen
	Messages	Navigates to the **Messages** screen. Only presents if jobs are on the device. A flashing yellow asterisk indicates new, unread jobs exist.
	Jobs	Navigates to the **Jobs** screen. Only presents if jobs are on the device. A flashing orange asterisk indicates new, unread jobs exist.
	Info	General device information such as Version, Network Status, current GPS position, Memory used, etc.
	Navigation	Navigates to Navigation screen. See BlueTree User Guide for further information on use of Navigation. To exit, select button 1 to present the main menu.
	Vehicle Inspection	Instigates vehicle inspection report. See BlueTree User Guide for further information on Vehicle Inspection reporting.
	Settings	Device setting options. See BlueTree User Guide for further information on Settings.
	Screen Contrast	Adjusts the contrast of the screen. See BlueTree User Guide for further information on Settings.
	New Message	Create and send a new message or complete and send a form.

	Message Tools	Access to options related to managing messages. See BlueTree User Guide for further information.
	Back / Exit	Go back to previous screen
	Scroll	Scroll Up or Down the screen
	Send	Sends current form
	Next	Navigates to the next screen
	Delete	Delete current form
	Delete Character	Delete Character or selection from data entry field (In data entry screens)
	Accept or Confirm	Complete data entry, like hitting the 'Enter' key on a keyboard (In data entry screens)
	Cancel	Cancels the requested action
	Form in Message	As contained in message bubble for those messages containing a form

3.2 Logging On

Before any paperless TRP operations can be undertaken drivers must first login to the ICTS.

To login, the driver must enter their 5 digit login code and tap on the tick icon. When presented with the '*Log in driver ___ ___?*' screen, tap on the confirm icon.

Login Screen

When presented with the warning screen read the warning and tap on the confirm icon to accept and proceed.

Note: If a driver does not have a login to the ICTS device, please contact BlueTree Support.

3.3   Messages Screen

The Messages screen generally presents by default when first logging into the device, unless other mandatory forms are queued waiting to be presented. This screen shows all sent and received messages and allows access to send new messages or forms.

Sent messages display in a yellow bubble, received in a blue bubble.

An orange asterisk beside a message indicates it has not been read

Messages displaying with a form icon inside the bubble indicate the message contains a form that is to be completed and returned.
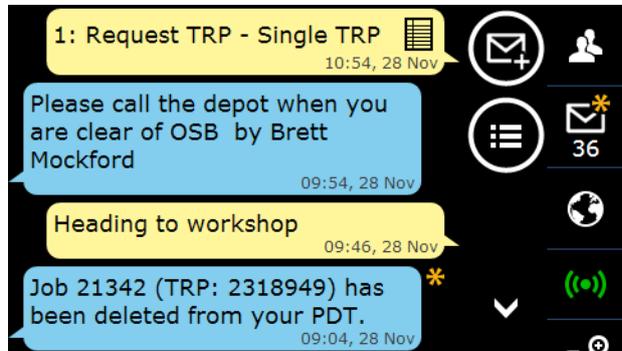
Messages Screen

An orange arrow with a line above it to the left of the message bubble indicates the message has yet to be sent. This generally indicates the unit does not currently have connection to the cellular network.

3.3.1 Receiving a message

Messages received will present in the Messages screen and a 'New Message' alert will sound.

To read a message tap on the message bubble and the **Text Message** screen will present.
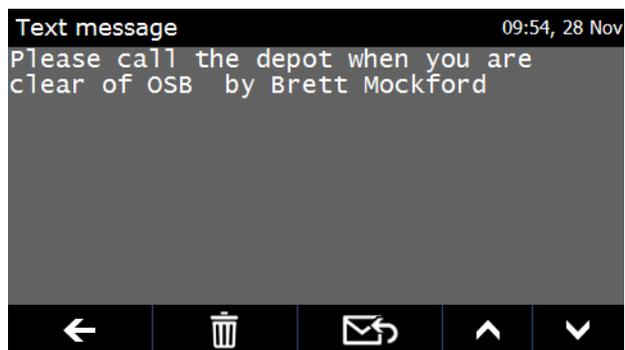
Message opened for reading

3.3.2 Replying to a message

Tap on the 'Next' icon from within a message to reply. Where a form is contained within the message this will present and drivers are required to complete the form and send.

Where the message does not contain a form, the **Text message** screen will present. To write a message,

1. Tap on the middle of the screen and the keypad will present.
2. Write the message and tap on the send (tick) icon
3. The written message will then present in the **Text message** screen
4. Tap the send icon to send, or tap on the message to edit or change

Text Entry Message Keyboard
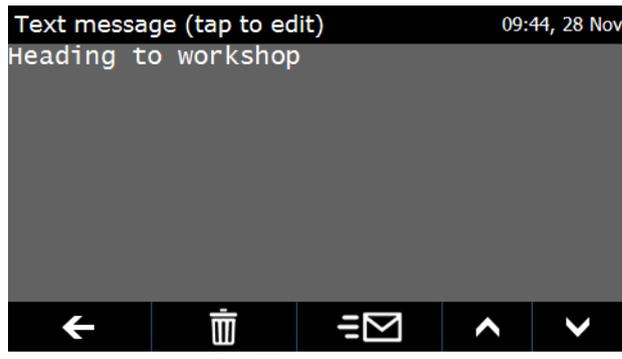
Text Message Screen

3.3.3 Sending a New Message

To create and send a new text message to Asset,

1. Tap on the Messages icon.
2. From within the messages screen, tap on the 'New Message' icon
3. Select the 'Send Text' option and the keypad will present
4. Write the message and tap on the send icon
5. The written message will then present in the **Text message** screen
6. Tap the send icon to send

To modify a written message, tap on the message in the Text Message screen before sending.

3.3.4 Deleting a message

To delete a message,

1. Tap on the message
2. Tap the delete icon
3. Tap the accept icon
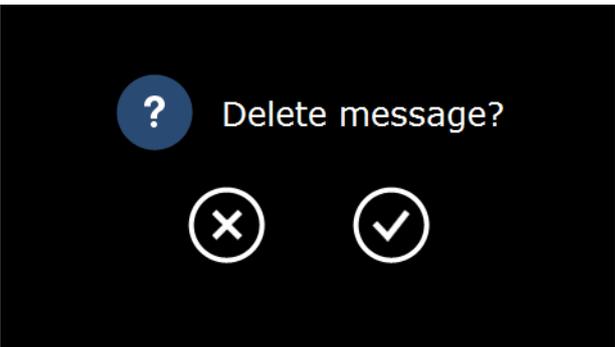
Confirm Delete of Message Screen

3.3.5 Clearing Messages

To clear all of the messages from the device,

1. Tap on the Message Tools icon,
2. Tap the 'Delete Messages...' option
3. Tap the type of delete required
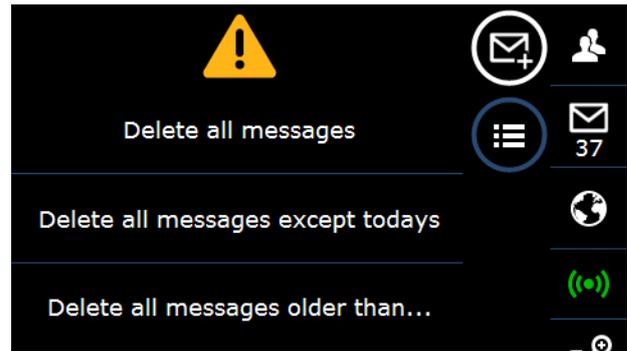
Delete Messages Option Screen

3.4   Field Types, Selections & Data Entry

3.4.1 Selection Fields

Tapping on certain fields allows for selection from a list or data entry into that field.

If tapping on the field does nothing, this indicates the field cannot be edited.

If a selection made or data entered needs to be changed, tap again on the field.

Example Screen with Selection Fields (MR Selection)

Fields with a red background are mandatory and must be completed before the form can be sent. If an attempt to send a form with an incomplete mandatory field, a notification will be presented and on accepting this the devices returns back to the previous form.

3.4.2 Lists

Where a list screen presents, to select tap on the required item. This will highlight the item in blue briefly before the screen closes and returns to the previous screen with the selection displaying.

Example of List (Forests)

Search for..

Within list screens an option exists to search for an item. This is preferable to use when locating items in large lists as scrolling can take some time.

When entering text into the search any matching items will display in the area to the right of the text entry field.
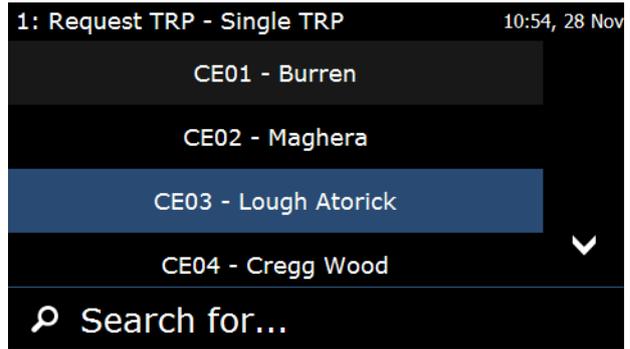
Example Search Screen (Searching Customers)

Note: The search function will find a match to any data held within a list matching that entered, it does not search by matching just the letters typed to the first letters of the code, e.g. entering **BA** into the search for the Destination list will locate 'T**BA** – '-**Ba**llina Railhead', '**BA**BD – **Ba**llina Biomass Depot', **BA**LW – Bailey Woodchip and 'BE – **Ba**lcas – Enniskillen' as all have the letter sequence BA in the code or associated destination name.

3.4.3 Data Entry Screens

Data entry screens present where text or numbers are required to be entered.

Depending on the data to be entered either a numeric or alpha-numeric keypad will present.

To add data tap the keys as required.

Once the required data is entered, to save and exit tap on the accept icon (tick). To cancel out without saving changes tap on the exit icon.
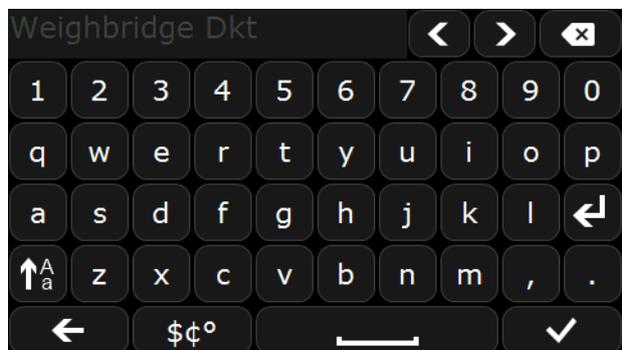

Example Alpha-Numeric Data Entry Screens

3.4.4 Date Selector Screen

The date selector when presented shows month and day only. No year selector is available.

When selecting the date, if the field was previously blank it will display the current date & time by default. If a date has previously been added or sent with the data, this date will display.
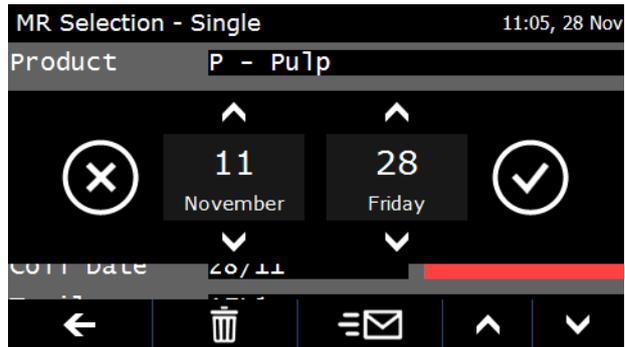

Date Selection Screen

To modify, use either the scroll arrows above and below the day or month to move up or down a month or day, or alternatively tap on the month or day and use the numeric keypad presented to enter the specific month or day required.

Once any modifications are complete, to save and exit tap on the accept icon. To cancel out without saving changes tap on the decline icon.

3.4.5 Time Selector Screen

When selecting a time if the field was previously blank it will display the current time by default. If a time has previously been added or sent with the data, this will display.

Time Selection Screen

To modify, use either the scroll arrows above and below the hours or minutes to move up or down an hour or minute at a time, or alternatively tap on the hours or minutes and use the numeric keypad presented to enter the specific hours and minutes required.
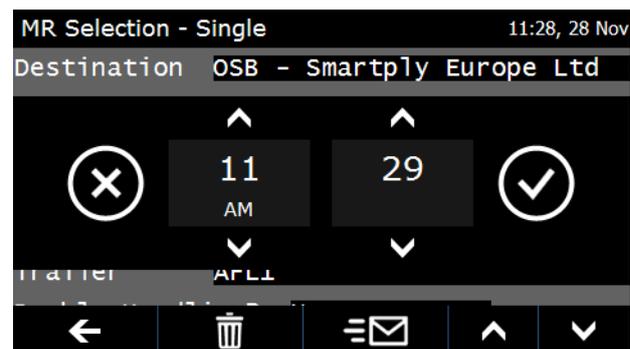
Once any modifications are complete, to save and exit tap on the accept icon. To cancel out without saving changes tap on the decline icon.

3.4.6 Draft Messages

At times the ICTS presents with a screen stating '*Editing saved message draft. You must fill out form to proceed'*. This occurs if a message or form previously edited was not fully completed and sent before another action was taken.

Tapping on the accept icon will present the incomplete message or form and the operator is required to either complete and send, or discard if not required.

Note: If the incomplete message is a mandatory form, simply 'back-out' of the form it will then present again when the next action is attempted. Mandatory forms sitting in draft must be completed and sent to be cleared.
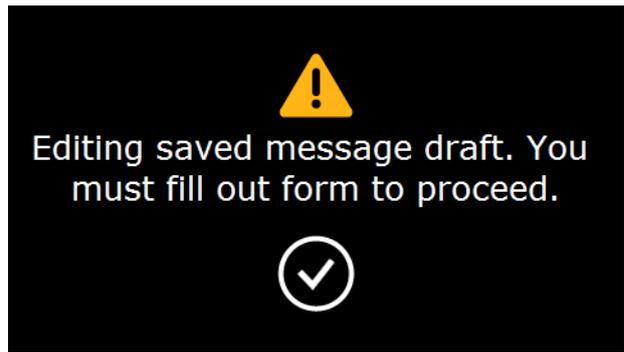
Draft Message Warning

4.0 Jobs

The process to request each job type has a specific set of screens and requirements, as outlined in the section on Job Requests below. However, all jobs (TRP or Transfer Docket) once created and received by the device exist within the same or very similar screens, utilise almost exactly the same format and follow a very similar sequence.

Outlined below are the general screens utilised for all jobs and the sequence followed on the device for triggering the status updates and completion of the job. Where differences to these screens occur for specific jobs types these are outlined within the individual job types of the 'Job Request' section below.

Note: Coillte consigned jobs issued by Asset are first received on the ICTS in the 'Confirm Job' message. Following confirmation the job follows the same processes as those requested from ICTS or AWS.

4.1 Confirm Job

After completing a job request or after Asset has issued a job to the device, the driver must first confirm the job before it will appear on the ICTS device.

The **Confirm Job** screen will present showing a summary of the requested job. To confirm the job tap the Next icon on the bottom of the screen.

Note: Data cannot be edited on the data the Confirm Job screen, to modify the job, this must be declined at job acceptance and start the request process again from the beginning

Confirm Job Screen

The ICTS presents with the **Job Acceptance** screen which allows the driver to accept or decline the job. To,

- Accept – Leave displayed response as 'Yes' and tap the send icon.

Job Acceptance Screen
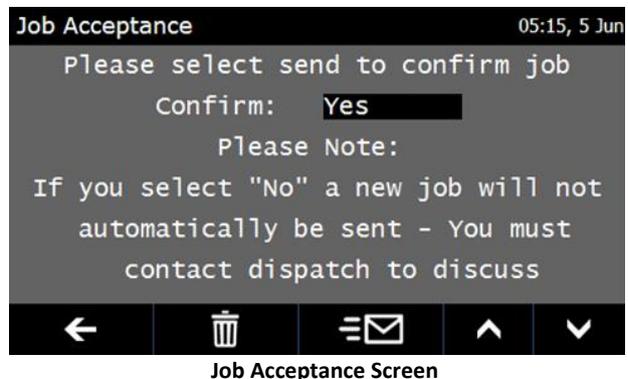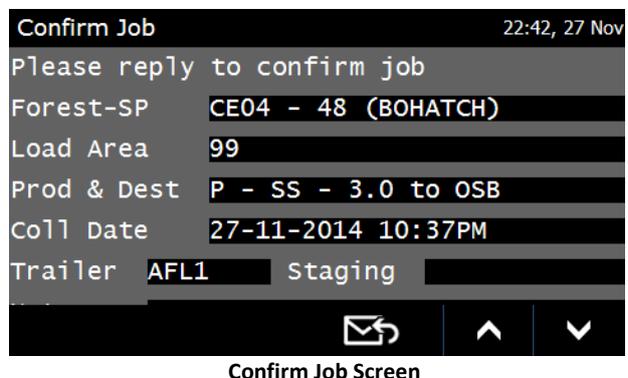
- Decline – Change selected response to 'No' and tap the send icon

If 'No' is selected, after a few moments two messages will be received, one stating the '*Job has been cancelled*' and the next stating the that requested '*Job _____ has been deleted from your PDT*'. If a different job is required, start the process again from the beginning.

If 'Yes' is selected, after a few moments both a text message notifying the driver the job has been received and also the job itself will arrive on the ICTS device will be presented.

Notes: The text message indicating the new job has been received may arrive before the job itself reaches the device – please wait. The flag icon must be showing for the job to have arrived on the device.

If the job arriving on the device is the only job on the device, it will automatically present in the **Job Stops** screen.

If other jobs exist on the device, tapping the jobs icon (flag) will take the driver to a list of the jobs on the ICTS device

4.2   Jobs (Your Trips)

If more than one job exists on the device, tapping the jobs icon will present the **Your Trips** screen. This screen presents a list of the jobs on the device with a brief summary of each and an indication of the currents status, e.g.

- **In Progress** – Current job being undertaken
- **New Trip!** – New job on the device that has yet to be viewed
- **Completed** – Job has been completed. This job will automatically be cleared the next time the screen refreshes.
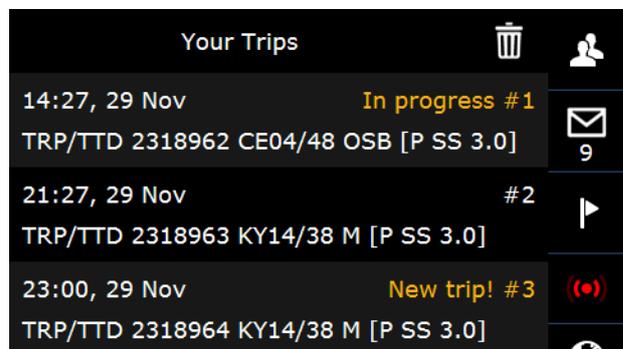
Jobs Screen showing 3 Jobs

Tapping on any of the jobs in the **Your Trips** screen will present the **Job Stops** screen for that job.

4.3 Job Stops

If only one job exists on the device, tapping the jobs icon will present the **Job Stops** screen for that job. If multiple jobs exist on the device, selecting a job from the **Your Trips** screen will present the **Job Stops** screen for that job.

The **Job Stops** screen screen displays all of the stops relevant to the selected job.

The number of stops included in the job will depend on the origin of the job and the delivery destination, i.e.

- **Forest Gate** – Centrally Consigned Asset Dispatched jobs only
- **Loading Area** – All Jobs
- **Weighbridge** – Only where specified weighbridge is not 'on-site' at the destination
- **Destination** – All Jobs

Job Stops Screen – 'Started' Forest Gate Stop
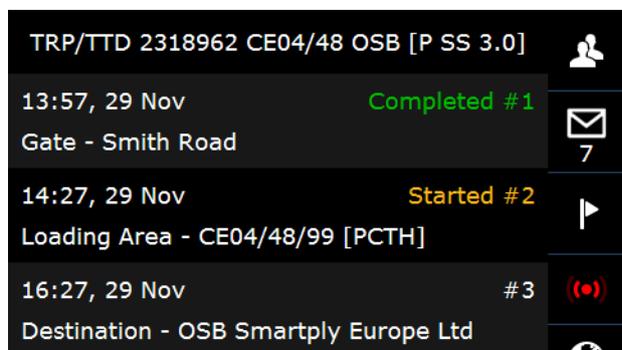
Job Stops Screen – Gate stop 'Completed', 'Started' Loading Area stop

If a job is active the status of the currently active stop will be displayed as either Started or Arrived. Completed stops will display as Completed.

Tapping on any of the stops on the **Job Stops** screen will bring up the **Stop Screen** for the individual stop, displaying further detail regards the stop and allowing access to the status buttons.

4.4 Stop Screen

Tapping on a job stop will present the **Stop Screen** for the selected stop. This screen presents the detail related to each stop and where manual status changes are allowed the status of a stop can be manually updated.

The status of the stop is displayed across the top of the screen, and can be either:

- Not started; where all titles are shown in white
- **Started** - 'Started' is highlighted green
- **Arrived** - 'Arrived' is highlighted green
- **Completed** - 'Completed' is highlighted green

Where available, manual status updates can be undertaken by tapping on the status buttons at the top of the stop screen and selecting the confirm icon for the screen that presents.

Note: Manual status updates will be limited to special job cases only.
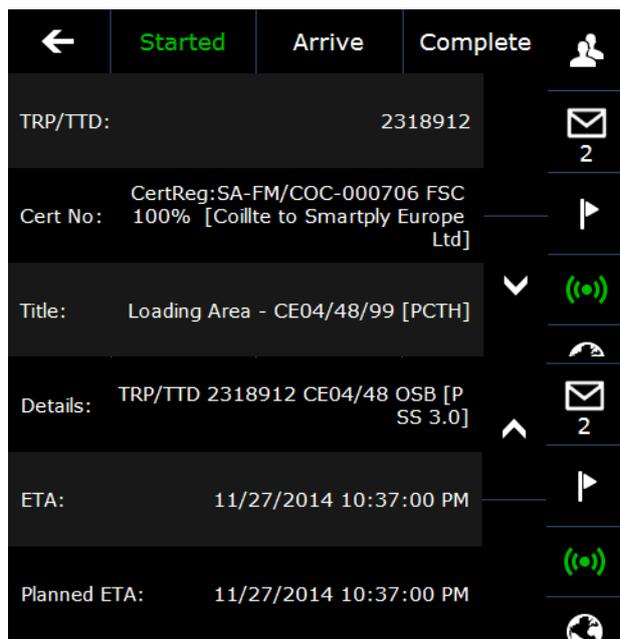
Stop Screen

4.5 Job Sequence

Once the job has reached the device the sequence of stops through which it may travel in the course of completing the job is listed below.

1. **Forest Gate** – Only for Central Dispatched issued jobs
2. **Loading Area** – All Jobs
3. **Weighbridge** – Only where specified weighbridge is not on-site at the destination
4. **Destination** – All Jobs

Stops Screen

As indicated above, not all stops are included in all jobs but where present, each stop travels through the sequence of 'Started', 'Arrived', and 'Completed'.
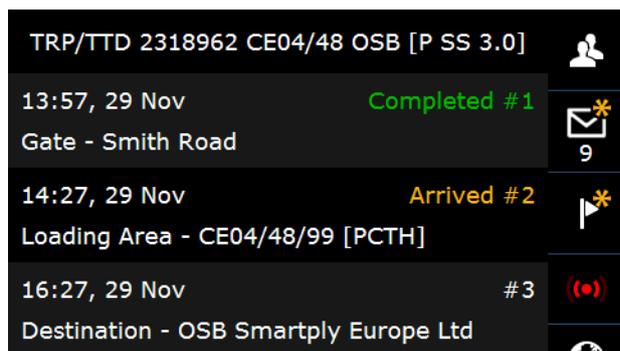
Triggering of stops is sequential, i.e. a following stop will not go to 'Started' until the previous stop is 'Completed'. Therefore, stops cannot be skipped and all must be completed, with one exception.

The 'Loading Area' stop can trigger as 'Arrived' even if the Forest Gate (where it is present) has not been completed. This allows for the possibility that a different forest gate is being used to that specified by Coillte.

Triggering of stops will either be undertaken manually using the status button options at the top of the job stops screen, or automatically by Geofences associated to the job (auto-statusing).

Manual status updates will only be possible where Geofence data is not available for the job stops.
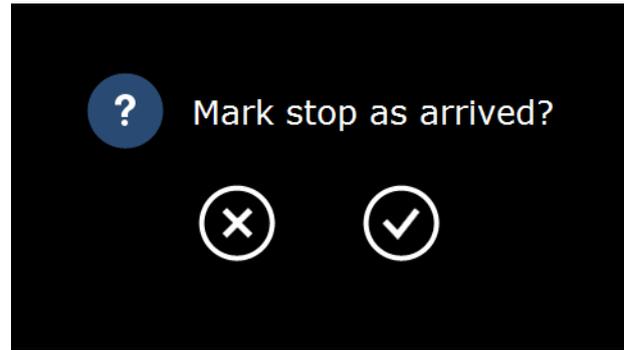
Manual Status Update Confirmation Screen

An auto-status trigger utilises a combination of the GPS tracking associated to the vehicle and the Geofences incorporated in the job data.

An auto-status trigger occurs on the currently active job only when the lorry is inside or outside of the stop Geofence for the current or next stop and is either moving or stationary, e.g.

- The device will auto-trigger the 'Arrived' status for a Loading Area when
    1. the current job status is 'Started' for the Loading Area stop,
    2. the lorry is inside the Loading Area Geofence, and
    3. the lorry is stationary
- the device will auto-trigger the 'Completed' status for a Loading Area when
    1. the current job status is 'Arrived' for the Loading Area stop,
    2. the lorry is outside the Loading Area Geofence, and
    3. the lorry is moving

As an example, the status of the current job can be seen in the **Job Stops** screen shown to the right. This shows the lorry is currently at the Loading Area (CE04/48/99), having already passed through the 'Smith Road' Gate. As the destination for the active job utilises an AWS location with a weighbridge 'on-site' at destination, this is omitted from the stops and the ICTS device will search directly for the destination Geofence (OSB) upon leaving the Loading Area.

Stops Screen

Where a job stop update does not auto-status, the driver may be able to manually update this within the Stop screen by tapping on the 'Start', 'Arrive' or 'Complete' buttons at the top of the screen.

Job Stop

If a driver passes a certain job stop and the device has not automatically updated the job status and the driver cannot manually update the status, contact Asset immediately to discuss. The most likely cause is an error within the Loading Area Geofence accuracy.

4.5.1 Job Navigation

Note: Integrated job navigation is not currently active. Drivers will be made aware when the feature becomes available in the future.

Navigation for jobs will be triggered by the presence within the job of a Forest Gate, Weighbridge or Destination with associated Geofences.

Example Navigation screen

Current Location To Forest Gate
At the time the Gate stop is set or triggered as 'Started', the navigation screen will present displaying the route

from the current location to the Forest Gate.

Once at the forest gate the 'Directions from Gate' screen will present presenting directions from the gate to the specified Loading Area.

Loading Area to Weighbridge or Destination
At the time of depart the Loading Area Geofence and the Weighbridge stop if included, or if not the Destination stop is triggered as 'Started', the navigation screen will present displaying the route from the lorries current location to either the Weighbridge or the Destination.

Note: Jobs requested via ICTS or AWS will only navigate the lorry to the weighbridge or destination after loading. No navigation will present to the forest gate or to the loading area for ICTS or AWS requested TRP's.

The mapping data on the device in most cases will not include Forest Roads, therefore when navigating away from the loading area a route will be plotted from the closest road the navigation can locate to the lorries current location that the lorry is permitted to travel on. Navigation should be referenced only when the trucks exit the forest and begin travelling on a road contained within the navigation maps.

All routes take into account agreed Designated Timber Haulage Routes (DTHR) and should be followed unless there is a safety reason.

If at any time a driver becomes unsure of the route to be taken stop and contact Asset to discuss.

4.5.2 Gate

When arriving at the Gate the **Directions From Gate** screen will display.

This screen contains written instructions to help navigate from the Forest Gate to the Loading Area.

To exit the screen tap on the back arrow icon.

Directions From Gate	11:30, 29 Nov

Loading Area: CE04/48/99
Directions:
Cregg Wood - Bohatch - Follow the left hand trail to the top of the ridge, then take next left. Loading area 500m down this trail.

← 🗑 ✉↩ ∧ ∨
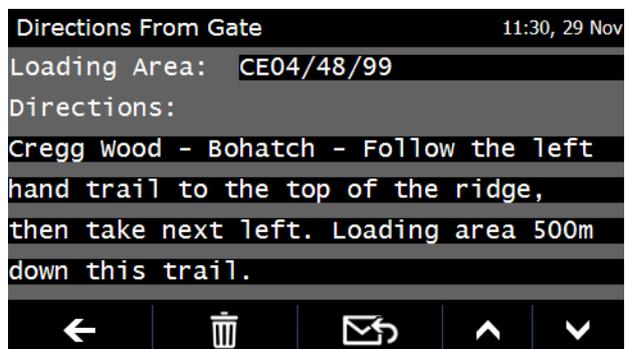
Directions from Gate

4.5.3 Loading Area

When arriving at the Loading Area the **Load Confirmation** screen will display.

This screen <u>must be completed after loading the lorry and before departing the loading area</u>.

The Load Confirmation screen displays the details of the job and allows drivers to either confirm the job, or if the load has changed, edit the data and send the updated data to Asset.

To update the data, tap on the required field to modify and select or enter the new data.

Load Confirmation

To send the confirmation or update, tap on the send icon.

Note: Coillte consigned Central dispatched issued loads cannot be modified except for the trailer. If the details for any load issued needs to change the driver is required to contact Asset and discuss.

For non-Consigned (Sawmill collected) loads, if the change required is not available within the selection lists presented, this indicates it is not permitted for the chosen MR or Destination. To continue to deliver this load the driver must contact Asset to discuss replacing the existing TRP.

Significant changes to the job will result in an updated job being sent to the ICTS device once the updates have been received and processed through WSX.

Load Confirmation with Roadside Inventory

Under certain circumstances for Coillte consigned drivers, from within the Load Confirmation screen the driver will be prompt to return a roadside inventory update for either the product being uplifted or the entire loading area from which the collect is occurring.

When prompted to return a roadside inventory update it is critical to evaluate the remaining stock **AFTER** the lorry has been loaded.

For each product listed the driver is required to enter an estimated number of 'standard loads' remaining. These are to be entered to the nearest half load. If no roadside inventory for the product exists this must be entered as zero.

Comments can also be added to the product if relevant, e.g. *'unable to access this stock until 4.9m is uplifted'*.

Note: The driver is required to be as accurate as possible with roadside inventory returns as this data will be utilised by Asset to dispatch consigned trucks for further uplift.

Each roadside inventory return is recorded in the dispatch system with the time & date of return and the lorry from which it was sent. Any anomalies in road side inventory returns identified by dispatch will be investigated with the Haulier.

Lines where the line item has '*Not Requ…*' in the Log Grade field do not require the driver to enter any data.

Load Confirmation Screen with Stock Update

Load Confirmation (Stock Multi)	21:34, 4 Dec
Please confirm your load & update stock	
TRP/TTD	2319019 - CE04/48/99
Customer	OSB - Smartply Europe Ltd
Product	P - Pulp
Destination	OSB - Smartply Europe Ltd
Species	SS - Sitka Spruce
Length	3.0
Staging Dst	NO (SELECT IF STAGING)
Trailer	AFL1
Overnight	No

Please update Roadside Inventory for Loading Area: CE04/48/99

L SS 2.5	2.0	
L SS 3.5	1.5	cannot access
P SS 3.0	1.0	
S SS 4.3	1.0	
S SS 4.9	2.0	scattered
Not Requ...	0.0	

4.5.4 Weighbridge

This stop is only present if the specified weighbridge is not 'on-site' at the Destination. This stop will not show for destinations with on-site weighbridges or those deliveries requiring roadside measurement.

On arriving at the weighbridge, the Weighbridge Stop will change from 'Started' to 'Arrived', and then 'Completed' once the Truck has departed the Geofence.

No input into the ICTS device is required on arrival or departure of the weighbridge stop. Any weight capture on the device for non-AWS weighbridges or Load Estimation is prompted on arrival at Destination.

4.5.5 Destination

On arrival at the Destination the status of the destination stop will change to 'Arrived'. If the destination is AWS enabled, nothing further is required from the driver on the ICTS device; complete the delivery process utilising the AWS.

If the destination is non-AWS or if delivering to a Railhead or Transfer Bay, the driver will be prompted with a screen to enter load weights or estimated load weights.

The required processes for completing a delivery and recording load weights are outlined below.

4.5.6 Delivery Completion – Weight Return

4.5.6.1   AWS

If the job utilises an AWS weighbridge, on arrival at the destination the driver will not be prompted to enter any weight details via ICTS. Weigh the load in using AWS as per the specified Coillte practice (refer Coillte Code of Practice for Timber Removals).

Note: Voiceless enabled lorries must have an active job on their ICTS in the 'Loaded' status or beyond (Loading Area stop set as 'Completed' or Destination stop set as 'Started' or 'Arrived') to weigh in at AWS.

If there is no active job on the ICTS or the active job is in a pre-loaded status the driver will not be able to weigh-in at AWS.

Where a lorry is voiceless enabled and has an active job in the loaded status or beyond, on swiping in at the AWS will source and display the details of the lorries TRP, sourced from WSX.

When presented with the details of the job on the AWS, if these details do not match the job weighing, the driver is required to update the details on the AWS, where permitted. If updating the details of the job on the AWS to match the load being carting is not available, the driver must contact Asset to discuss.

4.5.6.2   Non-AWS Weighbridge

If the job utilises a non-AWS weighbridge, on arrival at the destination the driver will be prompted to complete the **Non-AWS Weigh Data Return** screen.

Complete all fields and tap to the send icon to send.

Note: Where the 'Weighbridge Dkt' field shows as '*Not Required*' this indicates the weighbridge being used does not issue a weighbridge receipt number and therefore no entry in this field is required.

Non-AWS Weigh Data return

4.5.6.3   Load Estimation (No Weighbridge)

If a weighbridge is not utilised in the job, e.g. delivery to a Railhead or Transfer Bay, on arrival at the destination the driver will be prompted with the **Net Weight Only/Load Estimation** screen.

Complete all fields and tap to the send icon to send.

Note: If the job is for a Group Delivery, ensure the correct Group Code is selected from the list provided. If the group code required is not included in the list please contact Asset Dispatch.

Load Estimation

4.6   Job Changes and Replacement on ICTS

Any changes to a job that requires an update of the job on the ICTS involves the job initially being deleted and then replaced on the ICTS.

Job changes may occur either from changes made within the Load Confirmation screens on the ICTS, or by Asset in WSX.

Note: Any changes made to the job on the ICTS will only display on the ICTS once the job has been updated in WSX, resent and deleted and replaced on the ICTS.

Where a load change occurs prior to the job status being 'Arrived' at the Loading Area, the driver will be presented again with the 'Confirm Job' screen. Where the

job is ICTS-requested the driver can at this point still decide to decline the job and request a new job from scratch.

If the change occurs after the 'Arrival' at Loading Area the driver will be presented with the **Load Change Notification** screen. At this stage the driver must confirm the job to continue, the driver cannot decline. If the details of the job are incorrect at this point the driver must contact Asset to discuss.
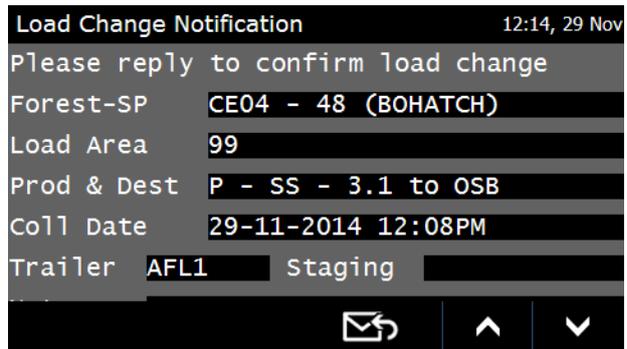
Load Change Notification

4.6.1.1 Job Changes and Job Stop Inclusion

Where job details are changed after the job has commenced, stops which have been passed or completed will no longer be included in the replacement job data sent to ICTS. The exclusion of job stops based on journey status is outlined in the table below.

ICTS stop status when job resent		Stops included in the resent job
Gate	Not Started	All
	Started	
	Arrived	Excludes Gate
	Complete	
Loading Area	Not Started	
	Started	
	Arrived	
	Complete	Excludes Gate & Loading Area
Weighbridge	Not Started	
	Started	
	Arrived	
	Complete	Excludes Gate, Loading Area & Weighbridge
Destination	Not Started	
	Started	
	Arrived	
	Complete	Jobs are not resent in this status

4.7 Job Cancellations on ICTS

Jobs can be deleted from the ICTS either by request from ICTS by the driver or by the dispatcher.

When a job is deleted from the ICTS the driver will received a message stating, '*Job has been cancelled*' and/or "*Job _____ (TRP:_____) has been deleted from your PDT*". A few moments after this the job will be deleted from the device.

Text message	22:31, 27 Nov
Job has been cancelled.	

Cancellations from ICTS can only be requested if the job status is prior to 'Arrived' at the Forest Gate or Loading area. If the driver wishes to cancel a job after either of these statuses has been reached the driver must contact Asset to discuss.

Text message	22:31, 27 Nov
Your TRP(s) 2318911 have been cancelled and are no longer valid.	
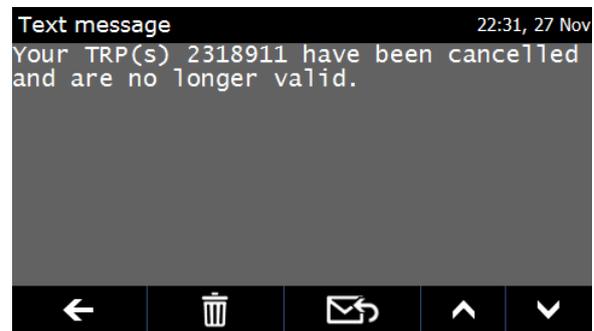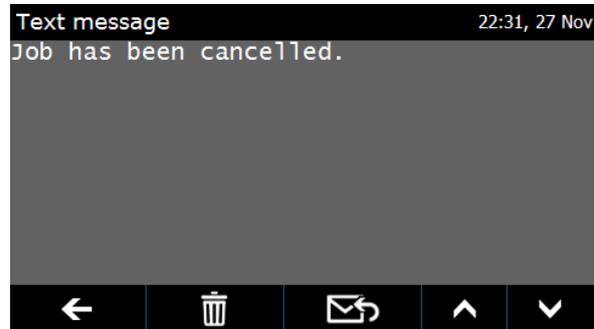
Job Cancelled message

5.0 Job Requests

The following section outlines the use of the ICTS device to request a TRP or Transfer Docket. Where the driver is not operating within a Coillte consigned Dispatch operation, the driver can utilise these following options to request and receive TRP's or Transfer Dockets.

IMPORTANT:

- **TRP's or Transfer Dockets cannot be requested for SP's that have been deemed as under the management of Coillte consigned Central Dispatch**
- **The driver can only request a single job at a time, with the exception that when the currently active job on the ICTS device reaches 'Arrived' at the destination; the driver can then also request the next job.**
- **It is critical the driver set the collection date correctly, otherwise a security breach will occur**
- **Where jobs are to be delivered on the following day, ensure the driver select 'Yes' to the 'Overnight?' option**
- **Where the driver may be double-handling, select 'Yes' to the 'Double Handling' option to ensure a security breach is prevented.**

Job Types

Selecting the Messages icon from the home screen and then selecting the 'Send Form' option presents the driver with the list of available job request options.

The available job request options and the Coillte job types they cover are as shown below.
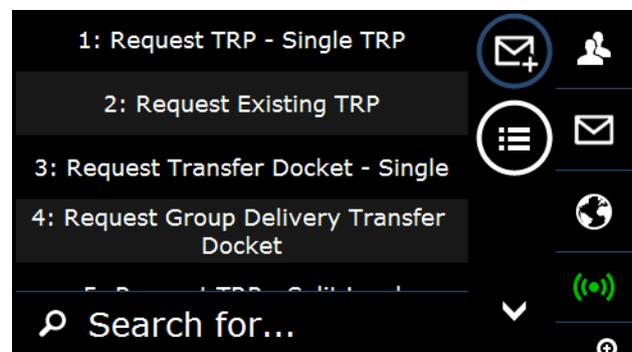
Send Form Screen

1: Request TRP – Single TRP	Initiates a request to WSX/FIS for a single TRP for a Standard Load, Staged Haulage or a Group Delivery into a Railhead.
2: Request Existing TRP	Initiates a request to WSX for an existing TRP, e.g. picking up a loaded trailer for the second leg of a Staged delivery.
3: Request Transfer Docket - Single	Initiates a request to WSX for a Timber Transfer Docket, e.g. hauling from SP to a Transfer Bay

4: Request Group Delivery Transfer Docket	Initiates a request to WSX for a Timber Transfer Docket for carting from Rail Yard to Destination
5: Request TRP – Split Load	Initiates a request to WSX/FIS for a job with two TRP's for a Standard Load or Group Delivery into a Railhead.
6: Request Transfer Docket – Split Load	Initiates a request to WSX for two Timber Transfer Dockets, e.g. hauling from SP to a Transfer Bay with two different products
7: Request Job from Dispatch	Initiates a message to be sent to alert Asset the driver is looking for a job.
8: Cancel TRP/Transfer Docket	Initiates the request for a TRP or Transfer Docket currently issued against the lorry to be cancelled
9: Text Message	Create and send text message to Asset

5.1 Request TRP – Single TRP

To request a TRP for a single uplift load, select the **Request TRP – Single TRP** option from the 'Send Form' menu.

The driver is then presented with the **Request TRP – Single TRP** screen.

Complete entries of the required Forest and SP fields by selecting from the available lists presented and tap the send icon.

The driver is then returned to the **Messages** screen.

After a few moments, the **MR Selection Notification** screen will present.

Tap the Next icon at the bottom of the screen to present the **MR Selection – Single** screen

Complete entry of all the required fields and tap the send icon. Note,

- Filters apply to some of these lists allowing the driver to select only data associated to the selected MR and Destination.
- Where more than one loading area exists within the SP the driver is required to select the one from which the driver will be uplifting, e.g. Roadside Stock or Transfer Bay
- To set the TRP as a journey to be Staged (Leg 1) tap the 'Staging Dst' field and choose the destined staging point.
- If the trailer to be used differs from the default presented,
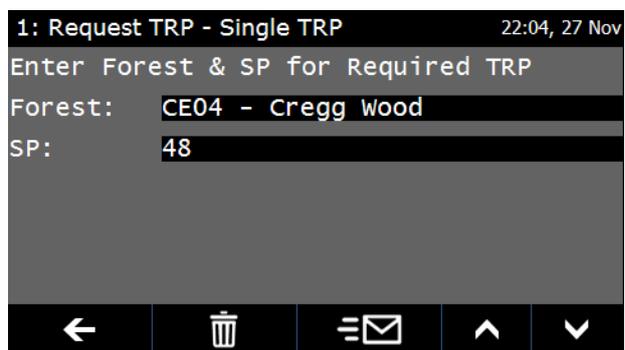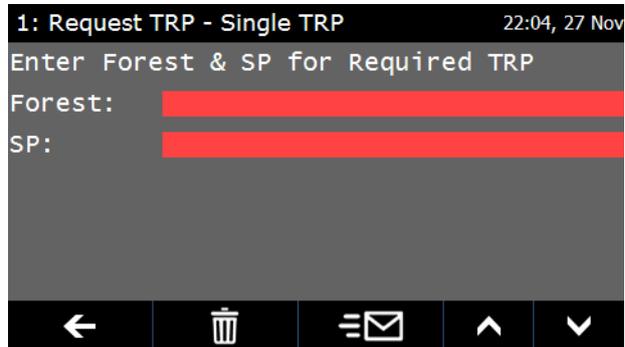
Single TRP Request Screen
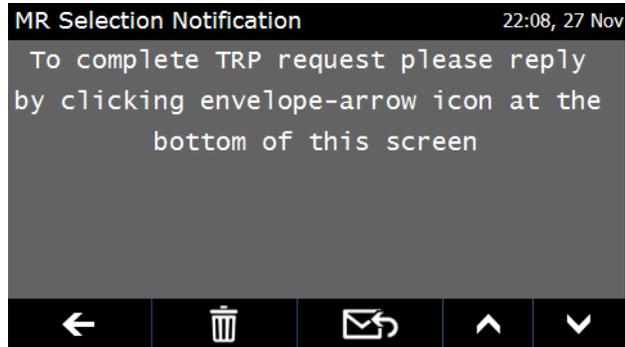
MR Selection Notification Screen
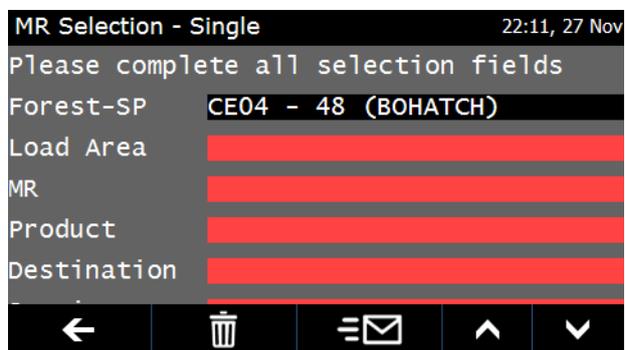
change by tapping on the trailers field and selecting from the list that presents.

- If the job is to include double handling, indicate this by setting 'Yes' in the 'Double Handling' field.
- If the job is to be delivered the day following the collection date, indicate this by setting 'Yes' in the 'Overnight' field

The driver is then returned to the **Messages** screen.

After a few moments, the **Confirm Job** screen will present. To confirm the job tap the Next icon on the bottom of the screen.

The driver is then presented with the **Job Acceptance** screen which allows the driver to accept or decline the job.

If the driver accepts the job, after a few moments the driver will receive a text message notifying then that the job has been received after which the job itself will follow.

If the driver declines the job, after a few moments they will receive a message stating the requested TRP(s) have been cancelled and are no longer valid. If the driver requires a different job, start the process again from the beginning.

The driver is then returned to the **Messages** screen

Once the job is received on the ICTS device it will then follow the job sequence through to completion, as outlined in the 'Job Sequence' section above.

MR Selection Screen

Confirm Job Screen

Job Stops screen
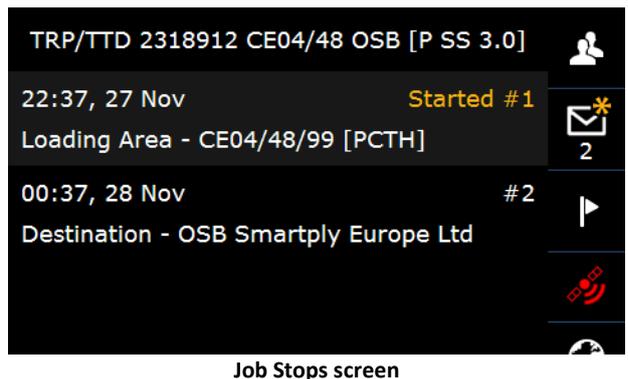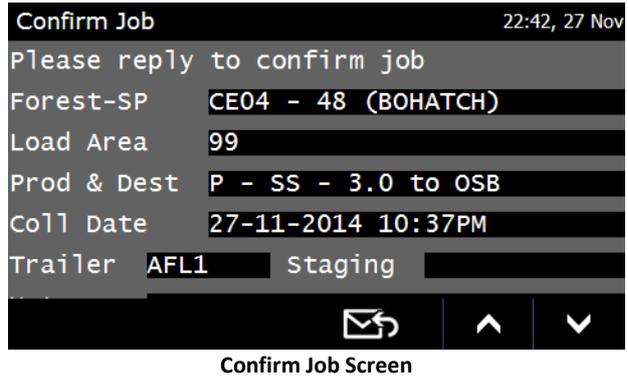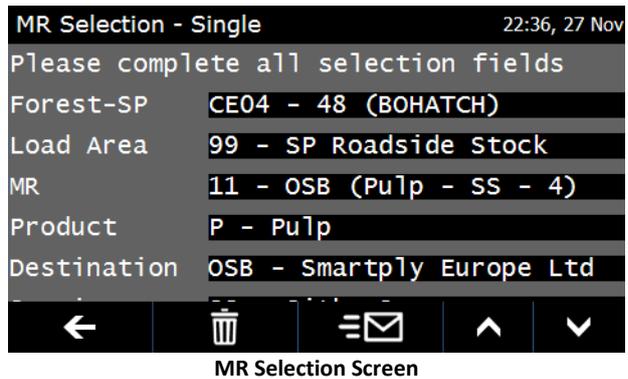
5.2 Request Existing TRP

To request a TRP for Leg 2 of a Staging delivery, i.e. picking up a loaded trailer from a staging point and delivering to the final destination, select the **Request Existing TRP** option from the 'Send Form' menu.

The driver is then presented with the **Request Existing TRP** screen. To continue with the request tap the send icon – this sends a request to WSX to collate and return a list of all available Leg 1 staging TRP's.

The driver is then returned to the **Messages** screen.

After a few moments, the **Existing TRP List Notification** screen will present. To continue with the request tap the next icon.

The driver is then presented with the **Existing TRP List – Selection** screen. Tap the first red line to select the required TRP. This will populate remaining fields. Note,

- The list of available TRP's to select from are those held in WSX as Leg 1 Staging journeys carted by lorries associated to the Haulier that are in the 'Loaded' status or beyond. If the TRP required does not exist in this list please contact Asset to discuss.
- All fields below the TRP are automatically populated with data from the selected TRP and cannot be edited. If the details of the load the driver is to cart need to be altered please contact Asset to discuss.
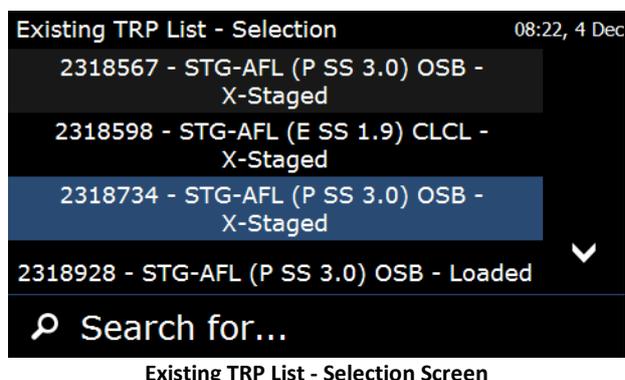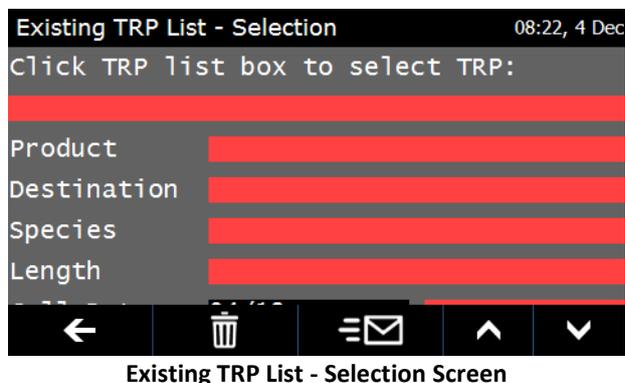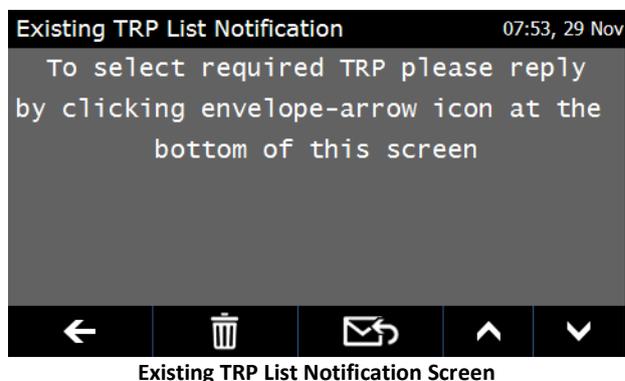
Request Existing TRP Screen

Existing TRP List Notification Screen

Existing TRP List - Selection Screen

Existing TRP List - Selection Screen

The driver is then are returned to the **Messages** screen.

After a few moments the **Confirm Job** screen will present. To confirm the job tap the Next icon on the bottom of the screen. Note,

- The information in this screen will differ slightly from a standard TRP in that while the Forest-SP will show the original Forest and SP from which the load originated, the Loading Area will show as the Staging Point from which the trailer was collected.


Existing TRP List - Selection Screen (Completed)

Confirm Job Screen

The driver is then presented with the **Job Acceptance** screen which allows the driver to accept or decline the job.

If the driver accepts the job, after a few moments they will receive a text message notifying that the job has been received after which the job itself will follow.

Job Stops screen

If the driver declines the job, after a few moments they will receive a message stating the job has been cancelled and another indicating the job has been deleted. If the driver requires a different job, start the process again from the beginning.

The driver are then returned to the **Messages** screen

Once the job is received on the ICTS device it will then follow the job sequence through to completion, as outlined in the 'Job Sequence' section above, with the exception that the driver are not required to complete a 'Load Confirmation' form.
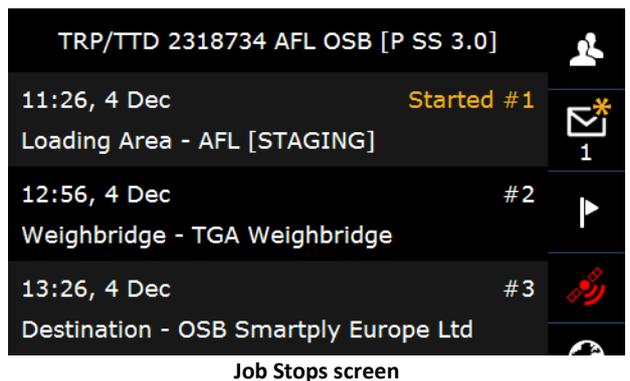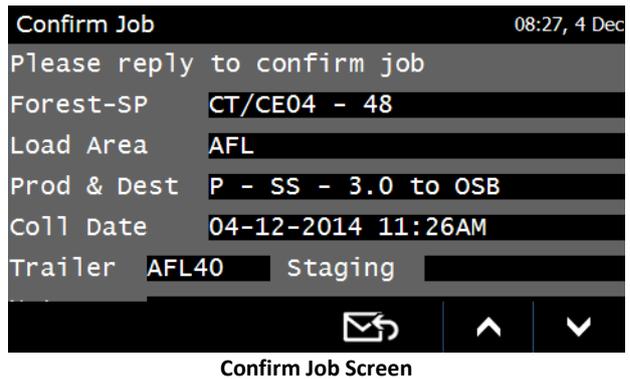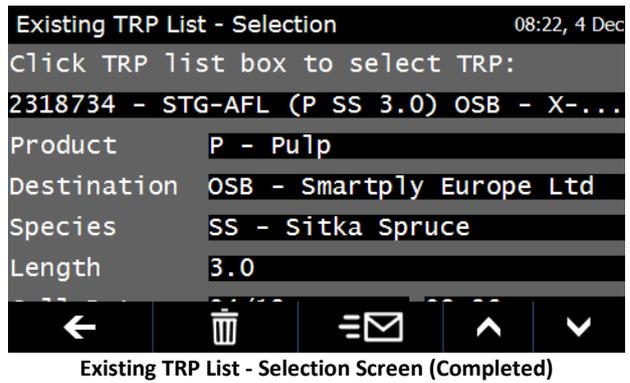
5.3   Request Transfer Docket – Single

To request a Timber Transfer Docket from WSX, e.g. for hauling from an SP to a Transfer Bay, select the **Request Transfer Docket – Single** option from the 'Send Form' menu.

The driver is then presented with the **Request Transfer Docket – Single** screen.

Complete entry of the required Forest and SP by selecting from the available lists presented and tap the send icon.

The driver is then returned to the **Messages** screen.

After a few moments, the **Transfer Docket Selection Notification** screen will present. To continue with the request tap the next icon.

The driver is then presented with the **Transfer Docket Selection** screen**.** Complete entry of all the required fields and tap the send icon. Note,

- The available Destinations are limited to Transfer Bays established in WSX for the selected Forest and SP. If the Transfer Bay in to which the driver is to deliver is not present in the list, please contact Asset to discuss.

The driver is then returned to the **Messages** screen.

After a few moments the **Confirm Job** screen will present. To confirm the job tap the Next icon on the bottom of the screen.

Request Transfer Docket – Single

Transfer Docket Selection Notification Screen

Transfer Docket Selection Notification Screen

Confirm Job Screen

The driver is then presented with the **Job Acceptance** screen which allows the job to be accepted or declined.

If the driver accepts the job, after a few moments they will receive a text message notifying the driver the job has been received, after which the job itself will follow.

If the driver declines the job, after a few moments they will receive a message stating the job has been cancelled and another indicating the job has been deleted. If the driver requires a different job, start the process again from the beginning.

The driver is then returned to the **Messages** screen

Once the job is received on the ICTS device it will then follow the job sequence through to completion, as outlined in the section above.

Job Stops screen

Note:

- When the active job is a Transfer Docket rather than a TRP the Load Confirmation screen will present the same as that for a TRP, with the only exception being that the 'Customer' will always show as 'TRANSFER'.

5.4   Request Group Delivery Transfer Docket

To request a Timber Transfer Docket for a Group Delivery from WSX, i.e. for carting from a Rail Yard to final destination, select the **Request Group Delivery Transfer Docket – Single** option from the 'Send Form' menu.

The driver is then presented with the **Request Group Delivery Transfer Docket** screen. To continue with the request tap the send icon – this sends a request to WSX to collate and return a list of all available Group Codes.

The driver is then returned to the **Messages** screen.

Request Group Delivery Transfer Docket
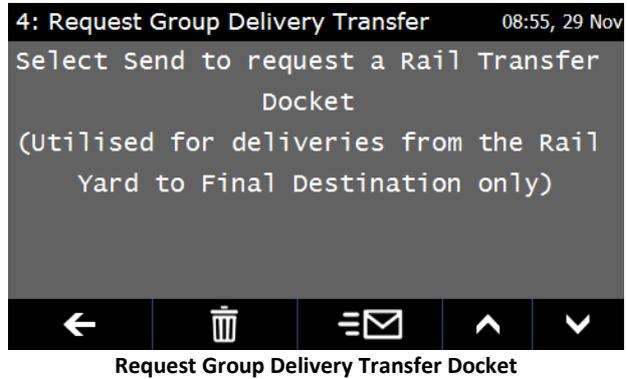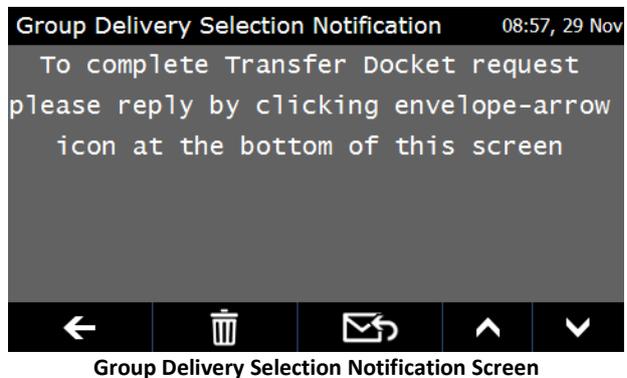
After a few moments, the **Group Delivery Selection Notification** screen will present. To continue with the request tap the next icon.

Group Delivery Selection Notification Screen

The driver is then presented with the **Group Delivery Selection** screen. Complete entry of all the required fields, selecting first the required Group Code and tap the send icon. Note,

- Ensure the driver selects the correct Group Code. If the Group Code against which the driver is to deliver is not present in the list, please contact Asset to discuss.
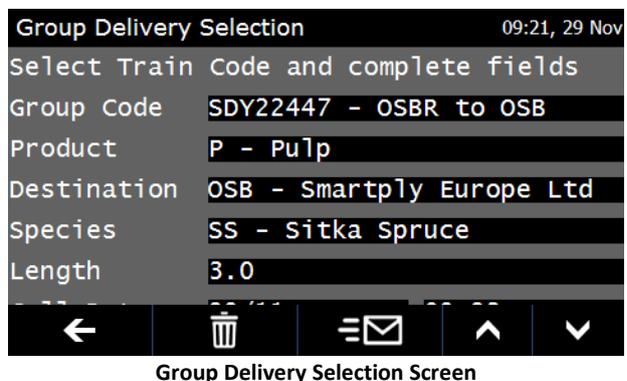
Group Delivery Selection Screen

The driver is then returned to the **Messages** screen.

After a few moments the **Confirm Job** screen will present. To confirm the job tap the Next icon on the bottom of the screen.

Group Delivery Selection Screen – Group Code List
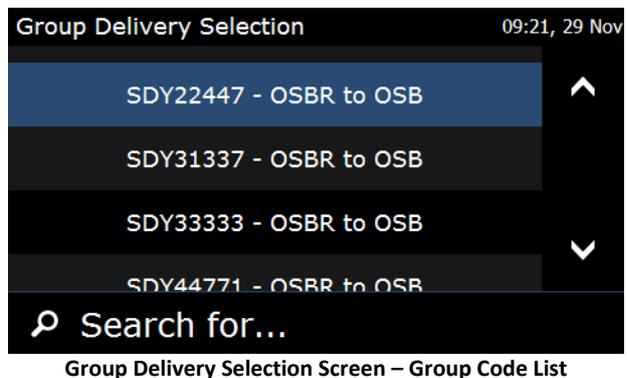
The driver is then presented with the **Job Acceptance** screen which allows them to accept or decline the job.

If the driver accepts the job, after a few moments will receive a text message notifying them the job has been received after which the job itself will follow.

If the driver declines the job, after a few moments they will receive a message stating the job has been cancelled and another indicating the job has been deleted. If the driver requires a different job, the process must start again from the beginning.

The driver is then returned to the **Messages** screen

Confirm Job

Job Stops screen

Once the job is received on the ICTS device it will then follow the standard job sequence through to completion, as outlined in the section above.

Note:
- When the active job is a Transfer Docket rather than a TRP the Load Confirmation screen will present the same as that of a TRP, with the only exception being that the 'Customer' will always show as TRANSFER.
- Group Delivery Transfer Dockets must be weighed through on the AWS using the 'Group Weigh' option.
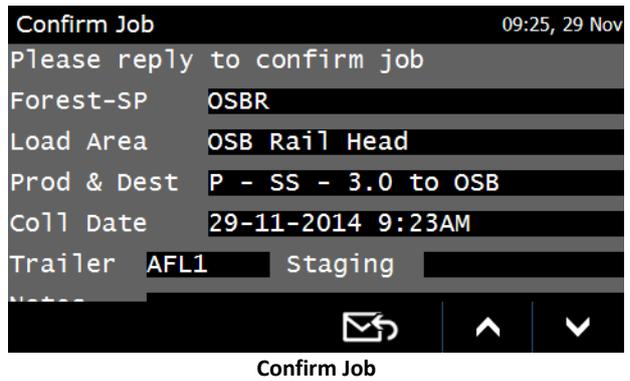
5.5 TRP Request – Split Load

To request a split load job requiring two TRP's, i.e. one job with two separate uplifts requiring different TRP's, select the **Request TRP – Split Load** option from the 'Send Form' menu.

The driver is then presented with the **Request TRP – Split Load** screen.

Complete entry of all the required fields and tap the send icon. Note,
- The driver must select the Forest and SP for each TRP required, even if they are both the same.

The driver is then returned to the **Messages** screen.

After a few moments, the **MR Selection Notification (S)** screen will present.

Tap the next icon at the bottom of the screen to present the **MR Selection – Split Load** screen. This screen follows a similar format as that for a single TRP, with the exception that uplift items are duplicated for the two TRP's where required.

Complete entry of all the required fields and tap the send icon. Note,
- Filters apply to some of these lists allowing the driver to only select data associated to the selected MR and Destination.
- Split Loads cannot be staged.
- If the trailer to be used differs from the default presented, change by selecting from the available list that presents.

Split Load TRP Request Screen

MR Selection – Split Load Notification Screen

- If the job is to include double handling, indicate this by choosing 'Yes' in the 'Double Handling' field.
- If the job is to be delivered the day following the collection date, indicate this by choosing 'Yes' in the 'Overnight' field

The driver is then are returned to the **Messages** screen.

After a few moments the **Confirm Job (S)** screen will present. To confirm the job tap the Next icon on the bottom of the screen.

The driver is then presented with the **Job Acceptance** screen which allows the driver to accept or decline the job.

If the driver accepts the job, after a few moments they will receive a text message notifying that the job has been received, after which the job itself will follow.

MR Selection – Split Load Screen
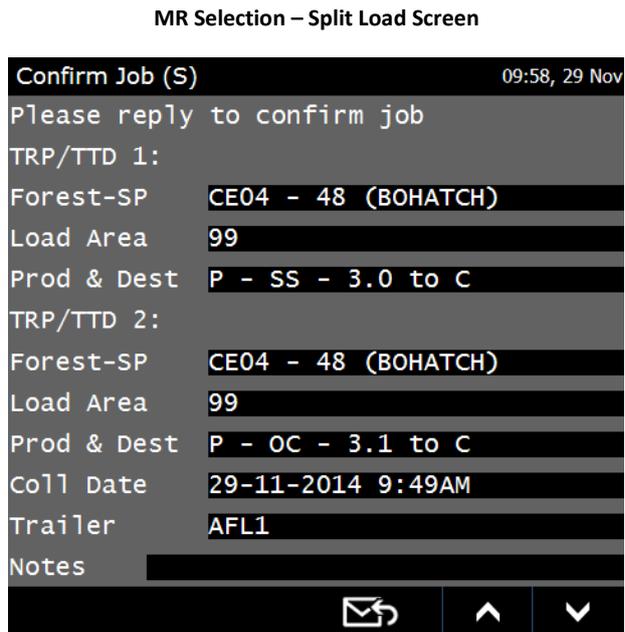
Confirm Job (S) Screen – Split Load

Job Stops screen

If the driver declines the job, after a few moments they will receive a message stating the job has been cancelled and another indicating the job has been deleted. If the driver require a different job, start the process again from the beginning.

The driver is then returned to the **Messages** screen

Once the job is on the ICTS device it will then follow the standard job sequence through to completion, as outlined in the section above.

Differences exist for split loads in the Load Confirmation and weight return screens where prompted, with duplication of fields for the two uplifts where required.

5.6   Request Transfer Docket – Split Load

To request Timber Transfer Dockets for a split load, i.e. one job moving two separate products from an SP to a Transfer Bay, select the Request Transfer Docket – Split Load option from the 'Send Form' menu.

The driver is then presented with the **Request Transfer Docket – Split Load** screen.

Complete entry of all the required fields and tap the send icon.

The driver is then returned to the **Messages** screen.

After a few moments, the **Transfer Docket Selection Notification (s)** screen will present. To continue with the request tap the next icon.

The driver is then presented with the **Transfer Docket Selection (s) screen.** Complete entry of all the required fields and tap the send icon. Note,
- The available Destinations are limited to Transfer Bays established in WSX for the selected Forest and SP. If the Transfer Bay in to which the driver is to deliver is not present in the list, please contact Asset to discuss.

The driver is then are returned to the **Messages** screen.

After a few moments the **Confirm Job (S)** screen will present. To confirm the

Request Transfer Docket – Split Load

Transfer Docket – Split Load Selection Notification Screen

Transfer Docket – Split Load - Selection Screen

job tap the Next icon on the bottom of the screen.

The driver is then presented with the **Job Acceptance** screen which allows them to accept or decline the job.

If the driver accepts the job, after a few moments the driver will receive a text message notifying them that the job has been received after which the job itself will follow.

If the driver declines the job, after a few moments the driver will receive a message stating the job has been cancelled and another indicating the job has been deleted. If the driver requires a different job, start the process again from the beginning.

The driver is then returned to the **Messages** screen

Once the job is received on the ICTS device it will then follow the job sequence through to completion, as outlined in the section above.

Confirm Job

Job Stops Screen

Note,
- When the active job is a Transfer Docket rather than a TRP the Load Confirmation screen will present the same as that for a TRP, with the only exception being that the 'Customer' will always show as TRANSFER.

5.7   Request Job from Dispatch

For Coillte hauliers to request a job be issued to the driver, select the **Request Job from Dispatch** option from the 'Send Form' menu.

The driver is then presented with the **Request Job From Dispatch** screen.

Complete entry of all the required fields and tap the send icon. Note;

- **Avail From** – Set the date & time at which they will become available for a job. Set as the current date & time if looking for a job immediately
- **Avail Hours** – Indicate the time available to complete a job
- **Details** – Add as many details as possible about the type of job being looked for including where they will be starting from, the preferred destination and any other relevant details

Request Job From Dispatch

Request Job Notification Message
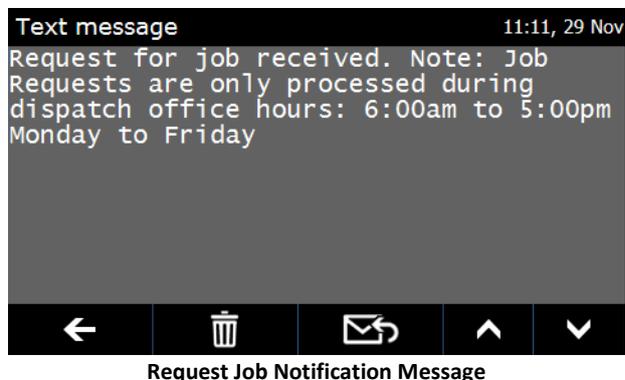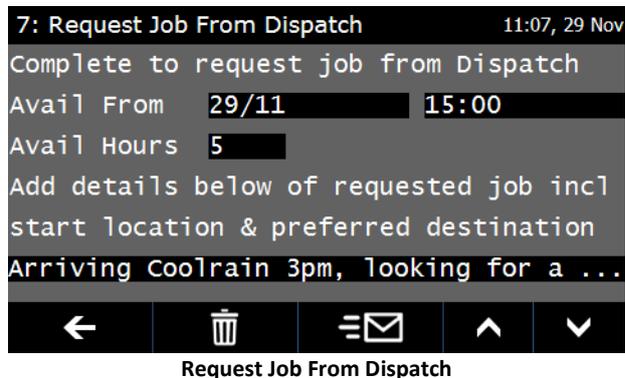
The driver is then returned to the **Messages** screen.

After a few moments a **Request Job** received notification message will present. This message is to notify the driver that dispatch has recieved the request and will be in contact as soon as possible to further discuss options.

No further action is required from the driver at this stage.

Note: This option can only be utilised during Asset office hours. Jobs requested outside of Asset office hours using this option will not be processed.

## 5.8   Cancel TRP/Transfer Docket

To request a TRP or Transfer Docket be cancelled, select the **Cancel TRP/Transfer Docket** option from the 'Send Form' menu.

The driver is then presented with the **Cancel TRP/Transfer Docket** screen.

Complete entry of TRP or Transfer Docket number they wish to cancel and tap the send icon.

Note;
- The driver can only cancel a TRP or transfer docket associated to their lorry
- The driver cannot cancel a TRP or Transfer Docket for a job where the current status is 'Arrived Gate' or beyond.
- The driver cannot cancel a TRP or Transfer Docket if issued by Dispatch.
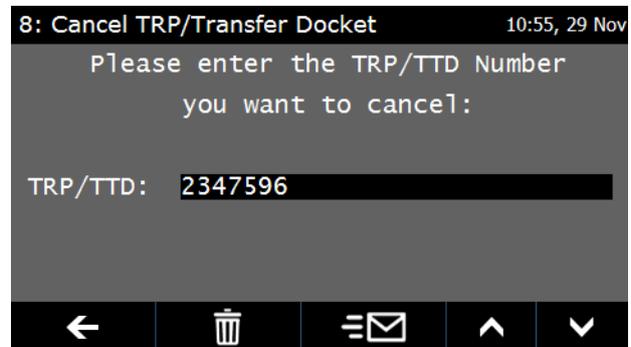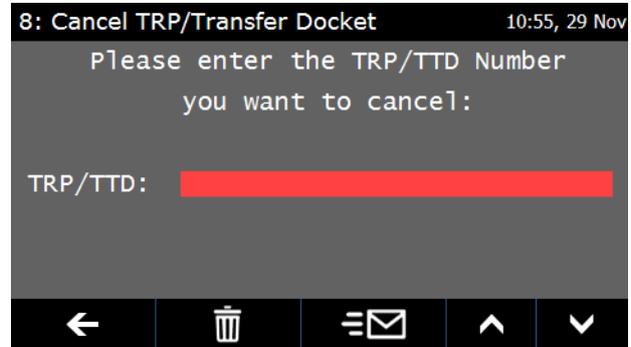
Cancel TRP/Transfer Docket Request Screen

If the driver wishes to cancel a TRP/TTD in either of the scenarios listed above the driver must contact Dispatch to discuss.

The driver is then returned to the **Messages** screen.

If the cancellation request is successful the driver will receive a text message stating the TRP has been cancelled and is no longer valid, followed by another message stating the job has been deleted, at which time the job will be removed from the device.

If the cancellation request is unsuccessful, the driver will receive a text message indicating the request to cancel was unsuccessful. If the driver wishes to continue to cancel this TRP or Transfer Docket the driver must contact Dispatch to discuss.
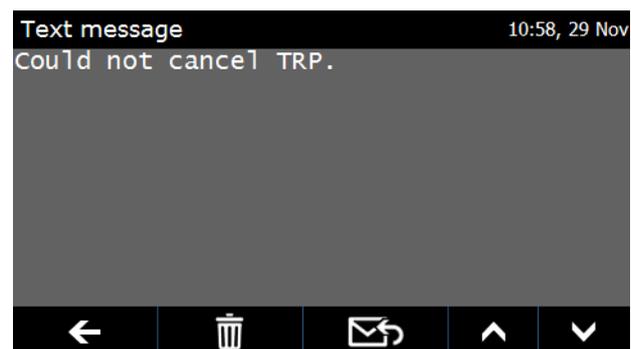

Cannot Cancel Job Message Screen

5.9   Text Message

To send a text message to Asset, select the **Text Message** option from the 'Send Form' menu.

This will present the text message keypad into which the driver,

1. Write the message
2. Tap on the accept icon to complete
3. The message will then present in the **Text message** screen
4. Tap the send icon to send

To modify a written message tap on the message in the Text message screen before sending.
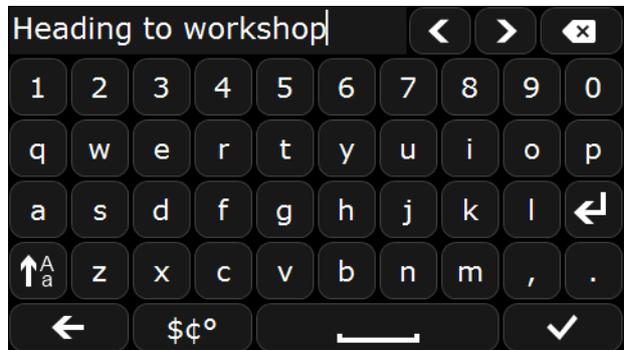
Text Message Entry Keyboard

Text Message Screen