

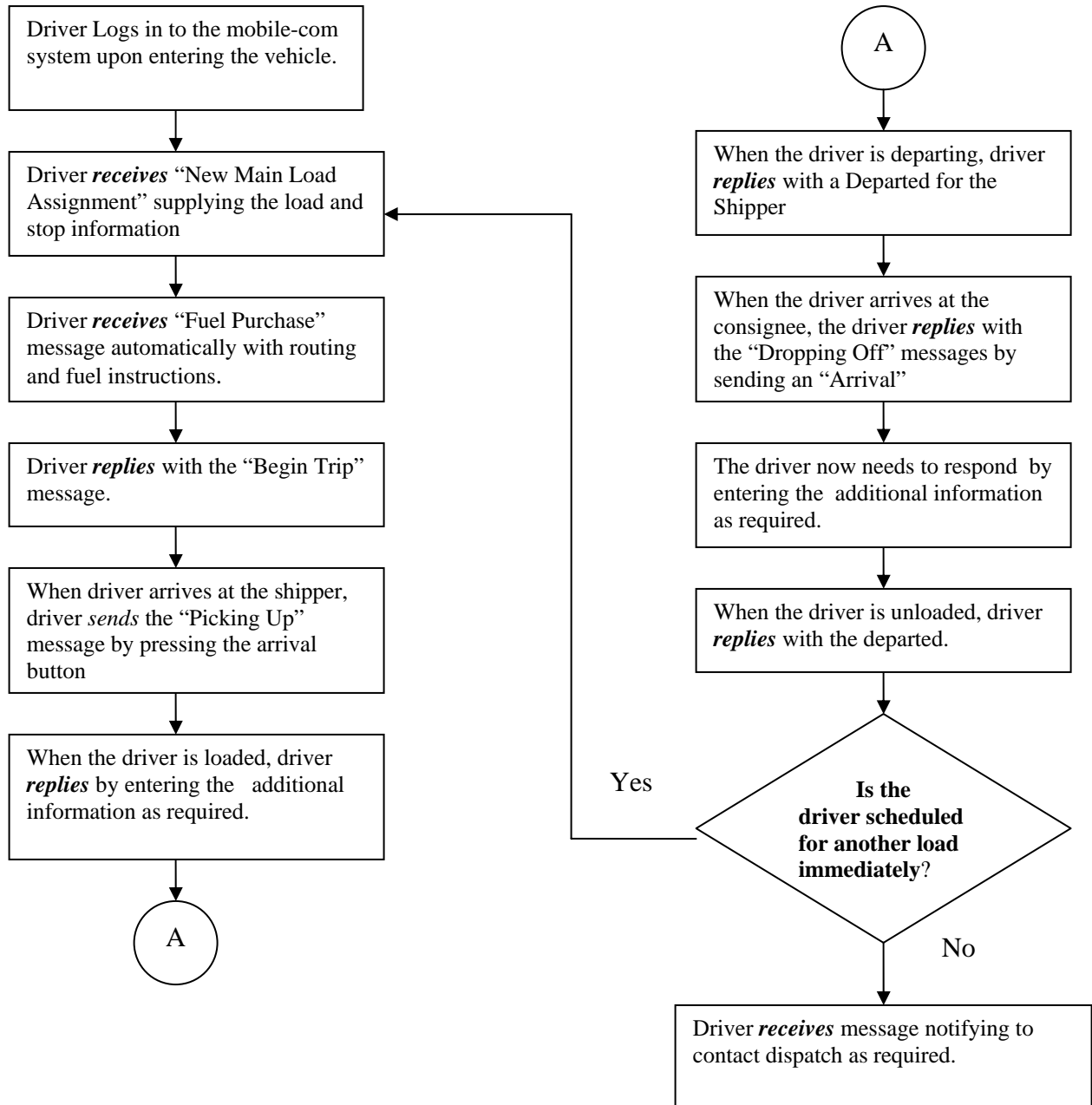
Mobile-Com Training Manual

Self-Dispatch Procedures

This training manual is designed to guide the driver through the proper mobile communications processes and procedures. Whether the driver's vehicle is equipped with a Qualcomm or Peoplenet unit, the procedures are the same. If these procedures are followed accurately, the driver will have much more freedom to dispatch themselves, with little interaction with central dispatch.

Overview

This is an overview of the processes used to self-dispatch using the mobile communication technology.



Instructions

Follow these steps exactly to properly self-dispatch using the mobile communication technology. These instructions are for the Peoplenet unit displayed below.



Screen Navigation

- To move the cursor from data entry field to data entry field, press the up and down arrows on the right side of the unit.
- The buttons on the bottom of the screen are associated with the word above it in the screen.
- The Record button is used if an event happens that needs detailed information recorded from the truck. An Example would be an accident.
- The Menu button will take you to a drop down list where you will select your trip to be updated. The logon on the menu drop down is for the electronic logs which is only in a test mode at this time.
- The Send button will take you to where you take you to a drop down list where you will Logon on the system at Falcon and be able to send text messages and predefined messages.

Step 1 – Driver Logon

1. When you enter the vehicle you must logon to the system. To do this, press the button under the word send. The first screen will be the vehicle in motion warning. Press the button under the word Proceed.



2. Use the down arrow key on the right to move the arrow on the screen to '000 Driver Logon'. Press the button under Select.



3. Type your Driver ID used in the Falcon dispatch system. Your driver manager can tell you what it is.



4. Press the "DONE" button
5. Press the "SEND" button to send the message.



Step 2 – Load Assignment

1. When you receive a load assignment or any message you will see the following screen. Press any of the buttons on the bottom of the unit to see the message.



2. When you are assigned a load, you should receive the load assignment, the stop detail and the fuel and routing solution. Press "SELECT" and read each line. If an assignment is canceled it will appear the same way.



2. Press the "Save" button to store the load info in the Mail folder.

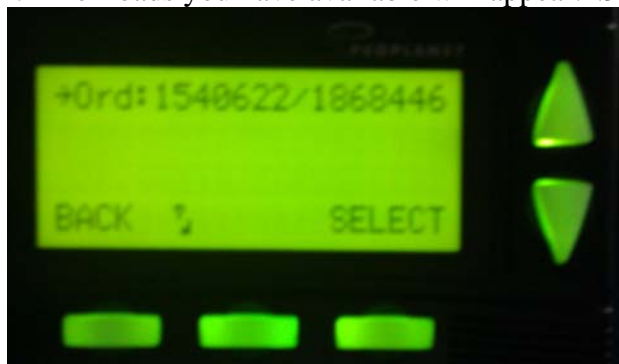


Step 3 – Entering Trip information and starting your trip

1. On the main screen Press “MENU” the following screen will appear Use the down arrow to choose ‘TRIPS’ then press the select button.



2. The Loads you have available will appear. Select the load you are starting.



3. Press the “START” button to begin your trip.

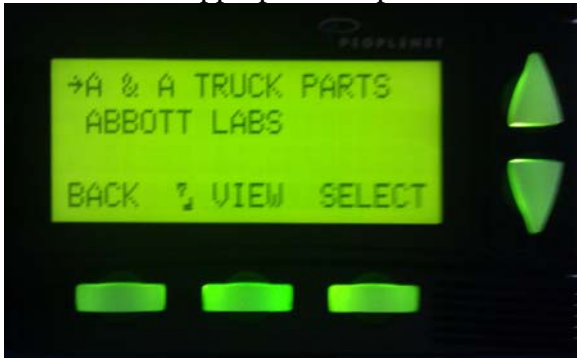


Step 4 – Arriving at the Shipper

1. Press the “Menu” button
2. select “TRIPS” from the menu list
3. Select the correct load
4. The load information will come up. Press the “VIEW” button



5. Select the appropriate stop



6. Press the “ARRIVE” button – This will record your arrival time



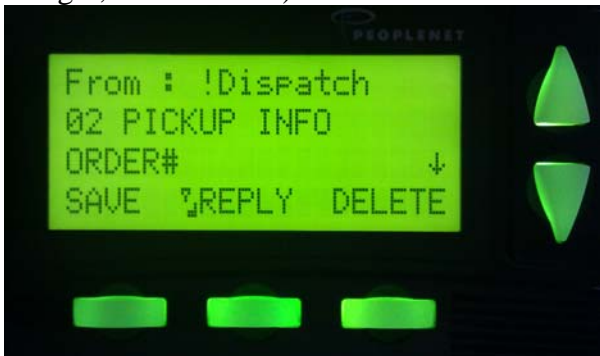
7. You will receive a message press the “READ” button



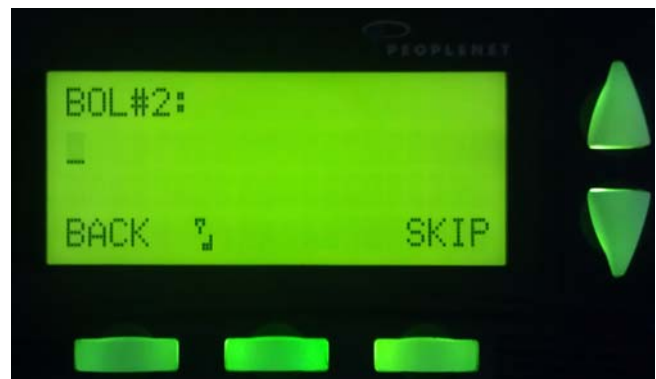
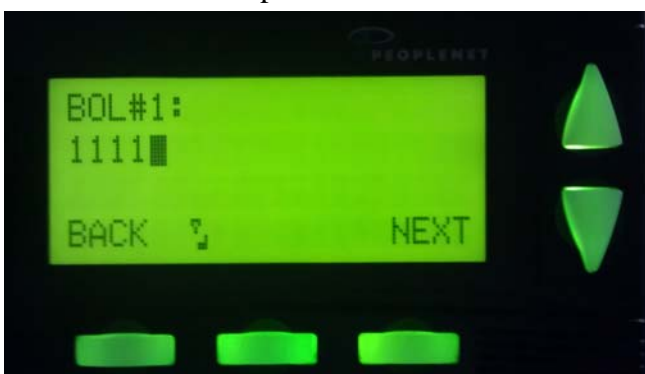
8. Press “SELECT”



9. The Pickup Info message will appear. This is where you will enter required pickup information (BOL, Weight, Seal Number). Press the “REPLY” button.



10. Fill in the appropriate fields once you have the information. “NEXT” will move you to the next field to fill in, after you have entered data in the current field. “SKIP” will allow you to go to the next field if the current item is optional.



11. Press the "SEND" button when you have updated all the fields



Step 5 – Departing the Shipper

12. Press the “Menu” button
13. select “TRIPS” from the menu list
14. Select the correct load
15. The load information will come up. Press the “VIEW” button



16. Select the appropriate stop



17. Press the “DEPART” button – This will record your depart time



Step 6 – Arriving at the Delivery

18. Press the “Menu” button

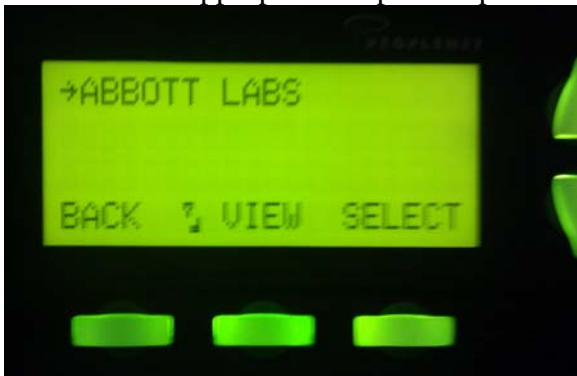
19. select “TRIPS” from the menu list

20. Select the correct load

21. The load information will come up. Press the “VIEW” button



22. Select the appropriate stop. Completed stops will not appear on this screen.



23. Press the “ARRIVE” button – This will record your arrival time



24. You will receive a message press the “READ” button

25. Press “SELECT”



9. The Delivery Info message will appear. This is where you will enter required pickup information (BOL, Weight, Seal Number). Press the “REPLY” button.



10. Fill in or change the appropriate fields once you have the information. “NEXT” will move you to the next field to fill in, after you have entered data in the current field. “SKIP” will allow you to go to the next field if the current item is optional.



6. Scroll down to your current fuel level in your truck it is recorded in 8th of a tank amounts. Press the done button.



7. Press the “SEND” button when you have updated all the fields



8. You should receive your next load information at this time if you are not assigned one the message will tell you to contact dispatch.

Step 7 – Unloaded at Delivery

26. When you are departing the delivery stop
27. Press the “Menu” button
28. select “TRIPS” from the menu list
29. Select the correct load
30. The load information will come up. Press the “VIEW” button
31. Press the “DEPART” button – This will record your depart time

