

Website Users Manual



Document Scope:

This document outlines the functionality of the Shaw Mobile website. It will be useful for system administrators and dispatchers to get an understanding of the basic functionality of the Shaw Mobile website.

Revision	Date	Who	Description
0.1	2011.08.15	Robert Richard	Initial draft revision
0.2	2012.01.24	Robert Richard	Added Chapters 3,4
0.3	2012.01.30	Bob Richard	Finished Chapter 8

Document Revision:

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Chapter 1 Introduction & Login

Introduction

Welcome to the Shaw Mobile website. This site allows for a dispatcher or office person to have the ability to view various components of a driver's delivery schedule. The user of this site can send and receive data from the driver's handheld, as well as delivery, pickup status and historical and current location of vehicles.

Logging into Shaw Mobile Website

To log into the website simple provide a user's name and enter in your password. If there are any issues with username and passwords, please contact our 24 hours technical support number shown at the bottom of this page.

It is important that the user navigates to this URL using supported versions of Internet Explorer. Other web interfaces may cause issues when trying to hyperlink to other areas of the website.

https://www.myshawmobile.ca/ customer name

Log In
User Name:
Password:
Remember me next time.
Log In

If you have any technical questions while reviewing this chapter, please contact Shaw Tracking Customer Support 1-800-863-9191 or <u>tracking24hoursupport@shawtracking.ca</u>

Chapter 2 Shaw Mobile Home Page

Home Page

The home page is an informational page that provides the user with upcoming system updates.

It also includes contact information on how to reach our 24 hour technical support team.

The latest Shaw Mobile Handheld user's manual and Shaw Mobile website manual can be downloaded from the Home page.



If you have any technical questions while reviewing this chapter, please contact Shaw Tracking Customer Support 1-800-863-9191 or tracking24hoursupport@shawtracking.ca

Chapter 3 Shaw Mobile Dispatch Page

Dispatch Page

The dispatch page is displayed allowing the dispatcher to view and select different components within of the dispatch page. Shown in *figure 1* is the DC (Distribution Center) where one or all DCs can be selected. Once a DC is selected, shown in *figure 2* is all the fleets associated to that specific DC. Shown in *figure 3* are all the routes associated to that specific fleet.



Figure 1 shows the dispatcher can choosing a specific route

Home	Dispatch	Mes	ssage	CSP	EOBR Reports	Shaw I	Mobile Reports	Administrati	on					Eas
C Selec	t All - DCs		Select All	- Fleets			Route Number	NextStop	UA	LogStatus	Employee	Employee Name	Unit Number	Message
A8A		- ⊻	AIA Flee	t			01AIA0201026		355634006984089	LogOut	W3448	DENNIS BOYCHUK	3448	Send
AIA							02AIA0201018		355634001871273	LogOut	W3452	RYAN MCMAHON	3452	Send
AIC					Figure 1	5	03AIA0201020		355634006983651	LogOut	SUBDRIVER	SUBDRIVER SUBDRIVER	3456	Send
							05AIA0201022		355634001629556	LogOut	W3455	RAY LESTER	3455	Send

Figure 2 show the details of the route

	Home	Dispatch	Γ	Message	CSP	EOBR Rep	iorts Sł	haw Mobile Reports	Administrati	on					Eas
Τ	Main Dispate	ch Locate 1	Truc	k by Search											
					Show	ALL Fleets	Hide Fleet P	Panel Show Cancelled S	tops Live Sta	art Map: Lines Arrow	ws 🔲 Reduce	Arrows	Date: 2012-02-01	Refresh	
	🔲 Select A	All - DCs		🔲 Select All -	Fleets			Route Number	NextStop	UA	LogStatus	Employee	Employee Name	Unit Number	Message
	Select A	All - DCs	^	Select All -	Fleets F	igure 2		Route Number 01AIA0201026	NextStop	UA 355634006984089	LogStatus LogOut	Employee W3448	Employee Name DENNIS BOYCHUK	Unit Number 3448	Message Send

- Route Number: A given number to a specific route
- NextStop:
- UA: Unit Address for the handheld
- LogStatus: Shows the login status of the handheld
- Employee: Employee number
- Employee Name: Name of the employee
- Unit Number: Unit number of the handheld
- Message: Click on send to send a message to the handheld

Figure 3 shows the details of each stop within the driver's route

Home D	Dispatch	Message CSP EOBR Repo	rts Shaw	Mobile Reports	Administrat	on					Ea	stern Standard Time
Select All	- DCs	Select All - Fleets		Route Number	NextStop	UA	LogStatus	Employee	Employee Name	Unit Number	Message	
A8A	-	AIA Fleet		01AIA0201026		355634006984089	LogOut	W3448	DENNIS BOYCHUK	3448	Send	1
AIA				02AIA0201018		355634001871273	LogOut	W3452	RYAN MCMAHON	3452	Send	
AIC				03AIA0201020		355634006983651	LogOut	SUBDRIVER	SUBDRIVER SUBDRIVER	3456	Send	
A1B				05AIA0201022		355634001629556	LogOut	W3455	RAY LESTER	3455	Send	
				07AIA0201001		355634001612909	LogOut	W4401	CHRIS BARRETT	4401	Send	
A2A				12AIA0201025		355634007043125	LogOut	W6226	ROB GRIGAT	6226	Send	
A2B		Figure 3		14AIA0201027		355634006983941	LogOut	SUBDRIVER	SUBDRIVER SUBDRIVER	3453	Send	
Route List	Stop Details											
Wait Time	Stop Order	Customer Name	Order Type (All)	e Order#-W Volur	leight- ne	Planned Status Arrival	Planne Departu	ed /	Actual Actual Arrival Departure	Signed By	ETA	Completion Status
	1	CORPORATE SOURCE INC.		7222201-4 4.60fi 7222601-4 4.60fi 7222801-4 4.60fi 7359201-2	9.90kg- t3 9.90kg- t3 9.90kg- t3 1.77kg-			08	:00 AM 08:10 AM	l ed		COM - Stop Complete

- Wait Time:
- Stop Order: Order number of each stop
- Customer Name: Name of the customer
- Order Type:
- Order#-Weight-Volume: Order #, weight and volume of the delivery
- Status:
- Planned Arrival: Time the driver is planned to arrive
- Planned Departure: Time the driver is planned to depart
- Actual Arrival: Actual time the driver arrived
- Actual Departure: Actual time the driver departed
- Signed By: Person who signed the delivery slip
- ETA:
- Completion Status: Actual status of the delivery

Changing Map Views

You can change the view by selecting different screen types. In the example below it shows vehicle direction using arrows and stop sequence.



The example below shows the map when it is selected for "Lines".



Route List / Stop Detail

The Stop Detail provides detailed information on a map to show each stop the truck has made. To view the details of a stop, first click on the "Stop Details" tab and then select the route number you wish to view the stops for.

Home	Dispatch	Me	issage	CSP	EOBR Reports	Shaw	Mobile Reports	Administrati	on					Easte	n Standard Time
				Show Al	L Fleets Hide Fl	eet Pane	Show Cancelled S	tops Live Sta	art Map: Lines Arro	ws Reduce	Arrows	Date: 2012-01-24	Refresh		
🔽 Sele	ct All - DCs		Select All -	Fleets			Route Number	NextStop	UA	LogStatus	Employee	Employee Name	Unit Number	Message	Ŀ
🔽 A8/	Α	_	•	-			01A2B0124016		355634006054230	LogOut	002025	RAJ THIND	426811	Send	
✓ A80	0		A1B Fleet				01A8A0124001	1	355634007033860	LogOut	009630	MELVIN HOUNSELL	364618	Send	
AIA 🔍 AIC	ι :		A1D Fleet				01AIA0124020		355634006984089	LogOut	W3448	DENNIS BOYCHUK	3448	Send	
✓ A18	3		A2A Fleet			\mathbb{Z}	01AIR0124002		355634006984097	LogOut	D00002	DENNIS STEVENS	R01	Send	
✓ A10	2		A2B Fleet		Select the ro number you w	ute ish to	01AMC0124009		355634006983180	LogOut	0001320	MIKE SHAW	UNIT02	Send	
✓ A10	4		A2C Fleet		view the stops	detail	01AMC0124017							Send	
✓ A28	3		A2E Fleet	-			02A1B0123087		355634005448227	LogOut	004055	JACQUES MESSIER	369257	Send	
Route L	ist Stop Det	ails	ZI ARA Fleet												
Stop	Detail '	View	<i>ı</i> :												
	Show All Trucks Check Messages														

Route List / Stop Detail / Map

The details of each stop are provided when the mouse is hovered over the stop. If the stop is completed the number will show up in black. If the stop is incomplete it will show in blue. When two numbers are stacked, it indicated that they are at the same location using the same lat & long. If you change from "Line" to "Arrow" at the top of the page the map will show the route using arrow instead of lines as shown below.



Main dispatch / Locate Truck by Search

The "Locate Truck by Search" tab allows you to locate a truck by entering customer name or number or by search.

It will bring up a map to show the location of the truck.



If you have any technical questions while reviewing this chapter, please contact Shaw Tracking Customer Support 1-800-863-9191 or tracking24hoursupport@shawtracking.ca

Chapter 4 Shaw Mobile Message Page

Message Page

In the Message Page is where all the messages can be read from the handhelds. Choose the handheld that you want to view the messages and then click on view. All the messages are listed in the top part of the page. Once the "view" button is clicked, the body of the message will show below.

				All the	har	ndheld	d messa	ages s	shown belov	V		
Home	Dispatch	Message	CSP EOBR	Reports Shaw Mobile	Reports	Administ	ration	-				Eastern Standard Time
					R	eceived M	essages for Fl	eet -				
				Show Unre	ead Inb	From : 20	12-01-24 To : 20 Inbox	12-01-24 Re Sen	efresh t <u>OutBox</u>			
			Message #	Date	Fleet	Driver	Truck Number	Recipient	Subject		Driver Name	
			32377	2012-01-24 01:28 PM	A2A	001533	576858	jeff rob		View	001533	
			32376	2012-01-24 01:28 PM	A2B	002164	576861	moorep01	Re: dave	View	002164	
			32375	2012-01-24 01:17 PM	A2C	006673	429384		all the second second	View	006673	
			32374	2012-01-24 12:38 PM	A2B	ET001	7593620		the message	View	ET001	
			32373	2012-01-24 12:24 PM	A2B	002164	576861	hennet01	Ke. Hease can Don	View	002164	
			32372	2012-01-24 12:13 PM	A2C	007621	576862	thanks	Re: pactiv	View	007621	
			32371	2012-01-24 12:12 PM	AIA	W3455	3455	JACK		View	W3455	V

Body of the message

,		
Message #	32378	
Date	2012-01-24 01:29 PM	
Route	T3A2A0124005	
Fleet	A2A	
Driver	001533 ()	
Handheld	2220	
Truck Number	576858	You can click here to
Recipient	rob jeff	message
Subject		
Message	done	
	Reply to Message	
	Mark As Upread	
l	Mark As Onread	

A dates range can also be selected as shown

Home	Dispatch	Message	CSP	EOBR Reports	Shaw Mobile	Reports	Admin	istratio	n									Eastern Star	ndard Time	
																				_
						R	eceived	Mess	sage	es for	Fle	et -								
							Franci			Τ			-		_					
							FIOM.	2012-0	1-24	10.	2012	-01-24	Re	fresh						
					Show Unre	ead Inbo	<u>ox</u>			Janu	ary 20	012	•	*	OutBox					
						-		S	Μ	т	W	т	F	s						a
			Messag	je #	Date	Fleet	Driver	25	26	27	28	29	30	31	Subject		Driver Name		-	
			3237	78 2012-01-	24 01:29 PM	A2A	001533	1	2	3	4	5	6	7		View	001533			1
			3237	77 2012-01	-24 01:28 PM	A2A	001533	8	9	10	11	12	13	14		View	001533			
			3237	76 2012-01	-24 01:28 PM	A2B	002164	15 22	16 23	17	18 25	19 26	20 27	21 28	Re: dave	View	002164			
			3237	75 2012-01	-24 01:17 PM	A2C	006673	29	30	31	1	2	3	4		View	006673			
			3237	74 2012-01-	-24 12:38 PM	A2B	ET001		759	3620						View	ET001			
			3237	73 2012-01	24 12:24 PM	A2B	002164		576	6861		henne	et01		Re: Please call Don	View	002164			
			3237	72 2012-01-	-24 12:13 PM	A2C	007621		576	6862		thar	ıks		Re: pactiv	View	007621		-	-

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Chapter 5 Shaw Mobile CSP Page

TEST TEXT

Chapter 6 Shaw Mobile EOBR Reports Page

EOBR Report



This page is basically a direct link to the Shaw Tracker website page.

This provides easy access to all the functionality of the Shaw Tracker website.



If you have any technical questions while reviewing this chapter, please contact Shaw Tracking Customer Support 1-800-863-9191 or tracking24hoursupport@shawtracking.ca

Chapter 7 Shaw Mobile Reports Page

In this chapter we will cover all the different reports available on the website.

Delivery

In this report you can enter the order number, fleet, date, distribution center or the route number and do a search to find the details of a specific delivery.



Delay

In this report you can choose a date and the report will pull all the deliveries that were delayed. The report will show the delay in minutes and if entered the reason for the delay and the details of the delivery. The bottom chart shows the total daily delays with the estimated cost for the delays. The report can then be printed from this main page.

Home Dispat	ch Mess	age C	CSP E	OBR Reports	Shaw Mobile Reports	Adminis	tration	
Delivery Delay	Plus-Minus	Unplar	nned Stop	Trip Summa	ry Service Update	Wait Time	Average Wait Time	Returns Inspection
01A1B0124088	001403	EC	COLE POLY	TECHNIQUE	A1B309608	-26		
01A1B0124088	001403	Route n	umber	IARY S	A1B156610	-47		Reason for the delay
01A1B0124088	001403		CH ST-R	4ARY S	A1B156610	-47		if entered
01A1B0124088	001403	Driv	ver	FOO S INC.	A1B408902	-32		
01A1B0124088	001403	F	ORMULES	BCH LTEE	A1B348310	-30		
	001100	-		DOUVITEE				
Total Routes Delay Customer Notifica Max Delay: Min Delay: Total Delay: Average: Estimated Cost for	red: tions Sent: Delays:	2451 xox 352 -315 -2003 0 xox		C	Customer	ב	delay displayed in minutes	n

Plus-Minus

This tab will be completed at a later date.

Home	Dispatch	Message	CSP	EOBR Reports	Shaw Mobile Repo	rts Administr	ation		
Delivery	Delay PI	us-Minus	Unplanned S	top Trip Sumr	nary Service Update	Wait Time	Average Wait Time	Returns In	spection
Driver:	Sele	ct By Driver	201	2-01-25					
Route:	Sele	ct by Route	•						
Route ID:	0	Dri	Name		Employee Number 0				
Noute ID.	•	Di	iver. Home		employee Number.				
Number o	f Detentions: 0								
Total Dete	ntion Time: 0	min							
Printe	r Friendly Versio	n							

Unplanned Stop

Unplanned stop is a report that will show any unplanned stops. It can be searched by fleet, route or driver. It provides a summary of total stops as well as total time. Each unplanned stop is detailed with arrival-departure data. By choosing the map icon, it will provide a view of where the unplanned stop occurred. A reason for the unplanned stop is available if provided by the driver.

Unplanned stop data field

Image Dispatch Message CSP EOBR Reports Shaw Mobile Reports Administration elivery Delay Plus-Minus Unplanned Stop Trip Summary Service Update Wait Time Average Wait Time Returns Inspection eet: Re-Display Report Clear Fields Driver:												
elivery Delay Plus-Minus Unplanned Stop Trip Summary Service Update Wait Time Average Wait Time Returns Inspection Returns Route: Driver: Driver: Driver: Driver: Additional information is provide here printer Friendly Version 553 Driver: Driver: Additional information is provide here tal Stops: 553 553 Driver: Latitude Longitude Arrival Time Departure Time Duration (mins) tal 10 Stop DC Fleet Route Vehicle Driver Latitude Longitude Arrival Time Departure Time Duration (mins) ag 1 SW0 A2A L1A2A0124073 427016 000540 43.630520 -79.666290 2012-01-24 06:20 FM 2012-01-24 06:32 PM 12 ag 2 APA APA 30APA0124011 C 49.264549 -123.139603 2012-01-24 06:20 FM 2012-01-24 03:30 PM 12 ag 3 APA APA APA 30APA0124011 C 49.264549 -123.130603 <td< th=""><th>Hom</th><th>ie 🍸</th><th>Dispate</th><th>h∫N</th><th>lessage CSP</th><th>EOBR Re</th><th>ports Sł</th><th>naw Mobile Re</th><th>ports Ad</th><th>ministration</th><th></th><th></th></td<>	Hom	ie 🍸	Dispate	h∫N	lessage CSP	EOBR Re	ports Sł	naw Mobile Re	ports Ad	ministration		
Beet: Route: Driver: Re-Display Report Clear Fields Pinter Friedly Version Puthal Stops: 553 State Dirver: Latitude Longitude Arrival Time Departure Time Duration (mins) Image: Privater Friedly Version Vehicle Driver Latitude Longitude Arrival Time Departure Time Duration (mins)	Delive	ery 🏹 I	Delay 👔	Plus-Mi	nus Unplanned	Stop Trip	Summary	Service Upda	ite 🔶 Wait Tir	me 🔰 Average Wait Tim	ne Returns Inspec	tion
Re-Display Report Clear Fields Printer Friedly Version Additional Information is provide here State State Termende Version Additional Information is provide here State	Fleet:	(Route:		Drive	n				
Re- Display Report Clear Fields Printer Friendly Version Additional information is provide here UMMARY 553 tal Time: 1627* 100 Fleet Route Vehicle Driver Latitude Longitude Arrival Time Departure Time Duration (minor) ap 1 SW0 A2A L1A2A0124073 427016 000540 43.630520 -79.666290 2012-01-24 06:20 PM 2012-01-24 06:32 PM 12 ap 1 SW0 A2A L1A2A0124073 427016 000540 43.630520 -79.666290 2012-01-24 06:30 PM 212-01-24 06:32 PM 12 ap 2 APA APA 30APA0124011 Image: Application												
Printer Friedret	R	e-Displa	y Report		Clear Fields							
Additional information is provide here 553 teal Time: 553 te	Р	rinter Fri	iendly Ve	ersion	ן							
MINIMARY State					,						Additional	
Stope File Route Vehicle Driver Latitude Longitude Arrival Time Departure Time Duration (mins) ap 1 SWO A2A L1A2A0124073 427016 000540 43.630520 -79.666290 2012-01-24 06:20 PM 2012-01-24 06:32 PM 12 ap 2 APA APA 30APA0124011 42.00 49.264549 -123.139603 2012-01-24 03:10 PM 2012-01-24 03:32 PM 10 ap 3 APA APA 30APA0124011 1 49.273140 -123.130603 2012-01-24 02:35 PM 2012-01-24 03:30 PM 208 ap 4 APA APA 30APA0124001 393649 001394 48.687523 -123.408623 2012-01-24 02:14 PM 2012-01-24 02:28 PM 14	SUN	IMAR	<u>Y</u>								provide here	
Story DC Fleet Route Vehicle Driver Latitude Longitude Arrival Time Departure Time Duration (mins) ag 1 SWO A2A L1A2A0124073 427016 000540 43.630520 -79.666290 2012-01-24 06:20 PM 2012-01-24 06:32 PM 12 ag 2 APA APA 30APA0124011 1 49.264549 123.13960 2012-01-24 03:10 PM 2012-01-24 03:20 PM 10 ag 3 APA APA 30APA0124011 1 49.273140 123.160782 2012-01-24 02:35 PM 2012-01-24 03:03 PM 28 ag 4 APA APA 14APA0124001 393649 001394 48.68752 123.408623 2012-01-24 02:14 PM 2012-01-24 02:28 PM 14	Total	Stops:	553									
Stop K	Total	Time:	1627	9								
# DC Fleet Route Vehicle Driver Latitude Longitude Arrival Time Departure Time (mins) Iap 1 SWO A2A L1A2A0124073 427016 000540 43.630520 -79.666290 2012-01-24 06:20 PM 2012-01-24 06:32 PM 12 Iap 2 APA APA 30APA0124011 - 49.264549 -123.139603 2012-01-24 03:10 PM 2012-01-24 03:32 PM 10 Iap 3 APA APA 30APA0124011 - 49.273140 -123.160782 2012-01-24 02:35 PM 2012-01-24 03:03 PM 208 Iap 4 APA APA 30APA0124001 393649 001394 48.687523 -123.408623 2012-01-24 02:14 PM 2012-01-24 02:28 PM 14		Stop										Duration
Index 1 SWO A2A L1A2A0124073 A27016 000540 43.63052 -79.666290 2012-01-24 06:20 PM 2012-01-24 06:32 PM 12 Imp 2 APA APA 30APA0124011 Imp 49.264549 -123.139603 2012-01-24 00:31 PM 2012-01-24 03:30 PM 2012-01-24 03:30 PM 101 Imp 3 APA APA 30APA0124011 Imp 49.273140 -123.160782 2012-01-24 02:35 PM 2012-01-24 03:30 P		#	DC	Fleet	Route	Vehicle	Driver	Latitude	Longitude	Arrival Time	Departure Time	(mins)
ap APA APA 30APA0124011 Company 49.264549 -123.139603 2012-01-24 03:10 PM 2012-01-24 03:20 PM 100 ap 3 APA APA 30APA0124011 Company 49.264549 -123.139603 2012-01-24 03:10 PM 2012-01-24 03:30 PM 100 ap APA APA 30APA0124011 Company 49.273140 -123.160782 2012-01-24 02:35 PM 2012-01-24 03:03 PM 208 ap APA APA 14APA0124001 393649 001394 48.68752 -123.408623 2012-01-24 02:14 PM 2012-01-24 02:28 PM 144	_	1	SWO	A2A	L1A2A0124073	427016	000540	43.630520	-79.666290	2012-01-24 06:20 PM	2012-01-24 06:32 PM	12
Image 3 APA APA 30APA0124011 Image 49.273140 -123.160782 2012-01-24 02:35 PM 2012-01-24 03:03 PM 28 Image 4 APA APA 14APA0124001 393649 001394 48.687523 -123.408623 2012-01-24 02:14 PM 2012-01-24 02:28 PM 14	<u>Map</u>											
ap 4 APA APA 14APA0124001 393649 001394 48.687523 -123.408623 2012-01-24 02:14 PM 2012-01-24 02:28 PM 14	<u>Map</u> Map	2	APA	APA	30APA0124011			49,264549	-123.139603	2012-01-24 03:10 PM	2012-01-24 03:20 PM	10
ap 4 APA APA 14APAU124UU1 393649 UU1394 48.68/523 -123.408623 2012-01-24 02:14 PM 2012-01-24 02:28 PM 14	<u>Map</u> <u>Map</u> Map	2	APA APA	APA APA	30APA0124011 30APA0124011			49.264549 49.273140	-123.139603 -123.160782	2012-01-24 03:10 PM 2012-01-24 02:35 PM	2012-01-24 03:20 PM 2012-01-24 03:03 PM	10 28
	<u>Map</u> <u>Map</u> <u>Map</u>	2	APA APA	APA APA	30APA0124011 30APA0124011			49.264549 49.273140	-123.139603 -123.160782	2012-01-24 03:10 PM 2012-01-24 02:35 PM	2012-01-24 03:20 PM 2012-01-24 03:03 PM	10 28



Unplanned stop map showing bird's eye view

Trip Summery

Trip summer basically shows the drivers trip summer using a start date. This can be searched by either driver's name or driver's number. Trip summery can be shown in Kilometers or Miles.



Service Update

This report will be created at a later date.

Wait Time

This report will provide a list of the wait times for a specific route. Enter in the date range, choose the customer and then click "Submit" to generate the report.



Average Wait Time

This report will provide a list of the wait times for a specific route. Enter in the date range, choose the customer and then click "Submit" to generate the report. This report is similar to the "Wait Time" report, but provides an average wait time instead.



Returns

This report provides information on returns. Simply enter in the date range, return type and customer name or code to generate this report. Report will provide detailed information of the return which can be exported into a CSV file.

Home	Dispatch	Message	CSP E	OBR Reports	Shaw Mobile Reports	Administratio	on				
Delivery	Delay P	us-Minus	Unplanned Stop	Trip Summary	Service Update	Wait Time 👔 🗛	/erage Wait 1	lime Returns	Inspection		
From Date: Customer O Return Type	2011-12- Code: A1B-00 e:	05 583	To Date: Customer Na	2012-01-26							
Submit)										
			Date	Customer Code	e Customer Nam	e Address	City	State/ Province	Return Type	Return Subtype	Return Quantity
							No F	Routes			

Export CSV

Inspection

This report will be created at a later date.

If you have any technical questions while reviewing this chapter, please contact Shaw Tracking Customer Support 1-800-863-9191 or <u>tracking24hoursupport@shawtracking.ca</u>

Chapter 8 Shaw Mobile Administration Page

This chapter will cover all the different functions of the administration page.

Customer

The customer tab is basically where you would add, delete or edit a customer's information. You can reload the data once changes are made. You can also print out the customer list using the print button. You can use the map feature to locate the customer's location.



Fleet

The fleet tab is basically where you would add, delete or edit a fleet's information. You can reload the data once changes are made. You can also print out the customer list using the print button.

Home	Dispatch	Messa	ge CS	P EOBR Reports	Shaw N	/lobile R	leports	Administration			
Customer	Fleet	Vehicles Y	Drivers	Distribution Center	Uploads	User	Manager				
			į	Reload Data Print	DC			Contains	Edit	Delete	Search For Clear Search Add, Edit and Delete functions
			F	leet details contain		_DC	Name	Short Name	Fleet	Email	
				name, Fleet and		A1B	A1B Fleet		A1B	a1bfleet@unisource.ca	
				Email		A1Q	A1Q Fleet		A1Q	a1qfleet@unisource.ca	
						A1D	A1D Fleet		A1D	a1dfleet@unisource.ca	
						A8A	A8A Fleet		A8A	a8afleet@unisource.ca	
						A8C	A8C Fleet		A8C	a8cfleet@unisource.ca	
						<u>APA</u>	APA Fleet	-	<u>APA</u>	apafleet@unisource.ca	

Vehicles

The vehicles tab is basically where you would add, delete or edit a vehicle's information. You can reload the data once changes are made. You can also print out the customer list using the print button.



Drivers

The driver's tab is basically where you would add, delete or edit a driver's information. You can update the data once changes are made. You can also print out the customer list using the print button.



Distribution Center

The distribution center tab is basically where you would add, delete or edit distribution center information. You can reload the data once changes are made. You can also print out the customer list using the print button. You can use the map feature to locate the distribution center.



Uploads

Using the upload feature a person can upload a CSV file containing their customers information or they can load distribution center information.

Home	Dispatch	Mess	age (CSP	EOBR Reports	Shaw M	lobile Reports	Administration	
Customer	Fleet	Vehicles	Drivers	Dis	stribution Center	Uploads	User Manager	<u>۱</u>	
		A CSV fil uploaded custor distributi inform	e can be to enter ner or on center nation	Ļ	Submit Select fal (File size Select one Once all s to save to	ad Files	Select 4 (.csv) 8) 9 files using the 'S how a green dot,	elect' button. use the 'Submit' butto	

User Manger

A manager can add, edit or delete users as need in the tab. Choose the user from the list then make the needed changes. Pages c



Roles Manager

In this tab, roles are created for a manager. It is where the pages are chosen when giving access to a manager's role.

