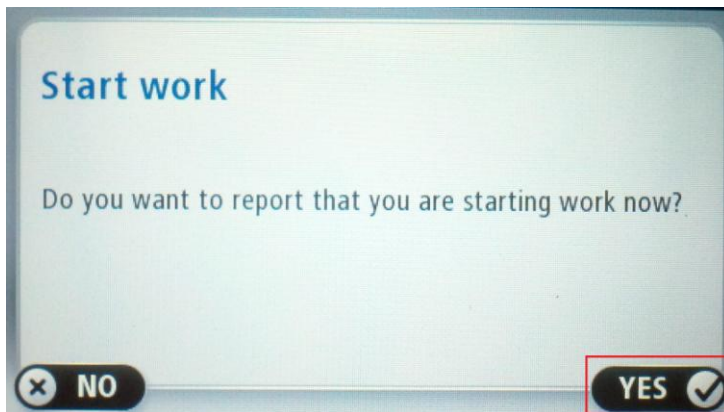


TomTom – Device Steps

For more information, contact RouteSolutions at www.routesolutions.com/company.htm

Starting your work day

When you first switch on the device you will be asked whether you want to start working.



If this screen doesn't show up you most likely didn't indicate that you stopped working the previous time the device was used. If this is the case you should end work and start work again. Directions for performing this are at the bottom of the document.

Main Screen



The main screen opens with multiple symbols on the left.



The green arrow indicates that I'm currently working
(If there is a red arrow, you can click here to start work)



or



The icon with a star indicates new orders are available
– **Please click this symbol to start your workday**

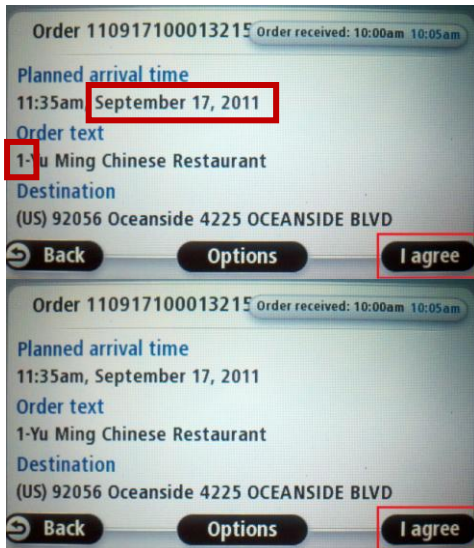


This allows you to access the list overview of all jobs
- no job has been started yet – use the star symbol above to get started

Navigate to Job

Once you click the star symbol from the main screen the order details for your first job will come up. In order to start the job, please click 'I agree' as shown below.

(Please note that the office has the option to change the driver steps, feel free to contact them in order to customize the buttons that you'll have to click)



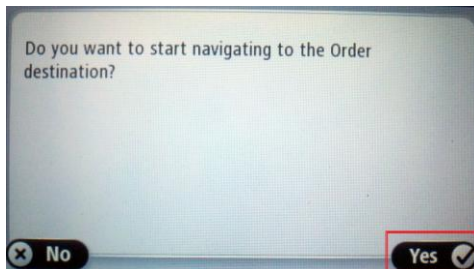
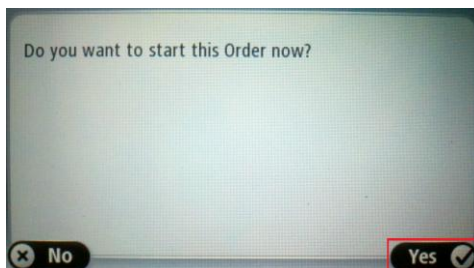
Once you click the star symbol, your order details screen will open as shown on the left.

Please confirm the date for the order.

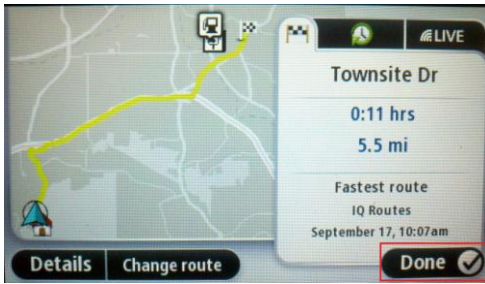
The first number of the order text indicates the sequence number of your jobs. Make sure that you start with Job 1.

The order text will contain all the necessary information for your job, such as comments about the job site, delivery or any specialties such as gate numbers and so on.

Once you checked the date and sequence number and are ready to start the job, click on 'I agree'



These buttons might not show if your office decided not to use this functionality. You might automatically be routed to the stop location without having to press additional buttons here.



Click 'Done' and you'll be shown the main navigation screen. The device will now prompt you on-screen and with voice directions to your destination. Once you arrive, it will announce verbally 'you have arrived'.



This means you are working on an active order currently

Click here once you arrive at the job site or if you need to make changes to this job

Start / Edit Job

In order to indicate your arrival at the job site click on the truck symbol on the main screen and then click 'Next step' below to note that you arrived at the location:



Help: Click 'Next Step' 2x

- Service your stop

Click 'Next Step' 2x more

Click 'Finish Order'

(If the job couldn't be finished, please use the 'Options' button to indicate this. Read more about this on page 6)



Click 'Next Step' to indicate that you are starting your delivery/service. Typically you will leave the vehicle with this screen as is and perform your work.



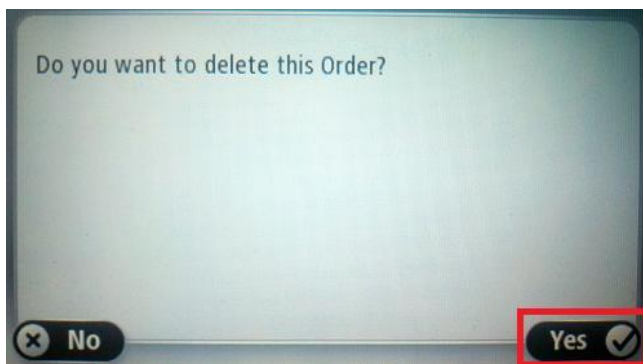
Once the job is performed please click 'Next step' on the screen shown above to move the job status to 'finished'.



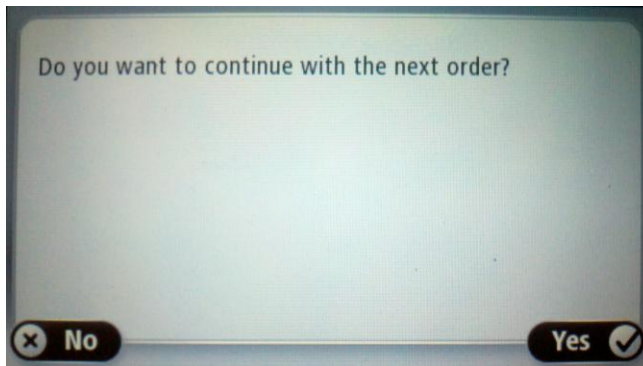
Click 'Next Step' when you are ready to depart from the job location.



Click 'Finish Order'.



We recommend deleting the finished order



Your office might opt not to show these two options. If that is the case you'll automatically see the next order once the previous order was marked finished.

Please click 'Yes' in order to show the next order in your route sequence automatically.

(Please note that the office can delete this option in the office for you – you might not see this option)

I clicked yes, but I see a list view, instead of the next order?

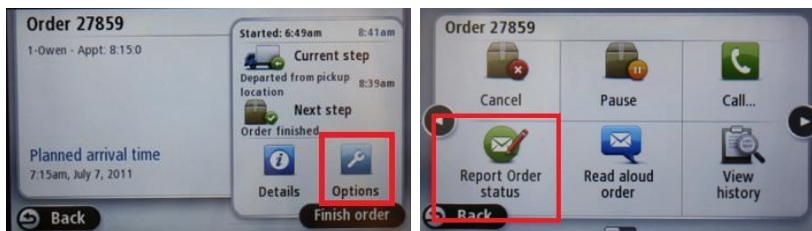
If you click "Yes" and you don't automatically get to the next order, but instead see the list view, then your office will need to update your GPS device in order to download the latest version.

Just navigate back to the main screen and pick the star symbol again to open the next stop in your sequence in the meantime.

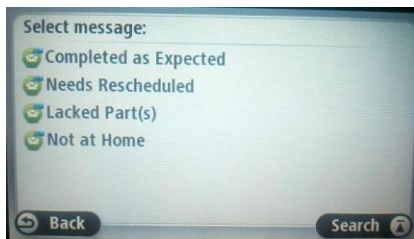
How to Tag a Work Order as NOT finished

Unfortunately, not everything goes perfectly as planned for all jobs. If, for instance, a customer was a no-show, you want to tag this work order as having been not completed, and suspended with a specific reason.

When you find this out (missing part, no response, etc), you'll be on the order steps screen. And you can then click on the 'Options' button. From the options menu, choose the 'Report Order status' button.

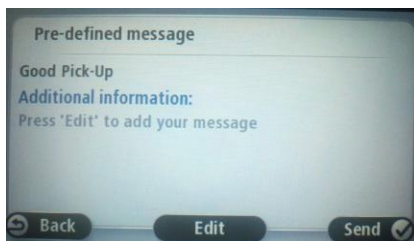


A list of all typical work order results is then listed for you. (This list can be added to and edited by the account admin.) Click the one that applies to this particular case. You'll then have the option to send as-is, or you can add additional text notes. Click 'Send' once you've made your decision.



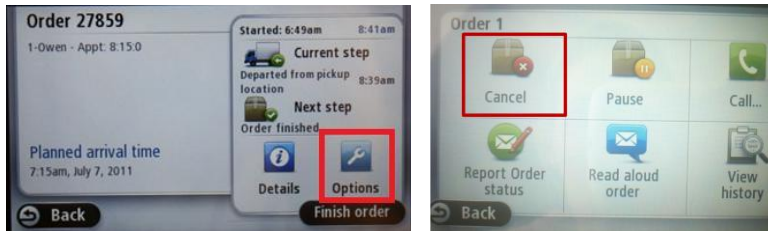
The messages can be customized according to your business needs.

If any of these cases occurs, just press the button on the device to communicate this back to the office

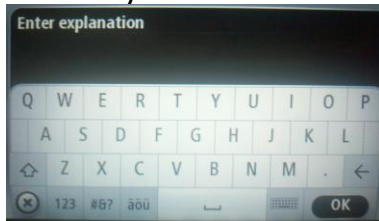


Once you pick the message you have the ability to add information with the 'Edit' button or just send the message using the 'Send' button at the bottom right.

If you can't actually finish the job you want to click on Options again and Cancel this job.



Once you click cancel it will give you the opportunity to enter an explanation. If you already sent out the message before, you can just click ok here and not enter any text. Feel free to send additional information if it's important.



Once you've cancelled this incomplete work order and deleted it from the device, you'll be asked whether you want to continue with the next order and choose 'Yes' again. The next order in your sequence will show up.

Note: If you delete the order and get back to the main screen you can pick the next stop from the star symbol again. Your device will need to get updated. Please contact your office to update the device after your workday is finished.

Change Volume on the GPS tracking device

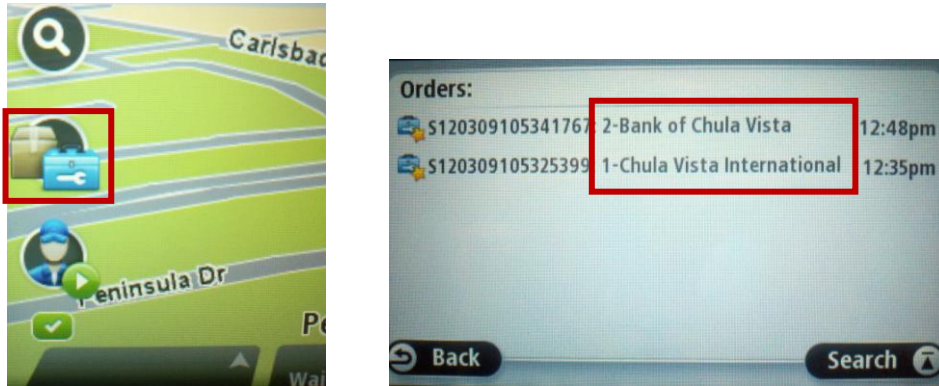
In order to change the volume level, just click on the center tab on the main screen.



Picking Stop from the list view

If you received an emergency job from the office or if you are looking for a specific job that didn't appear in your sequence the way it was expected you can access the available stops for the day through the list view.

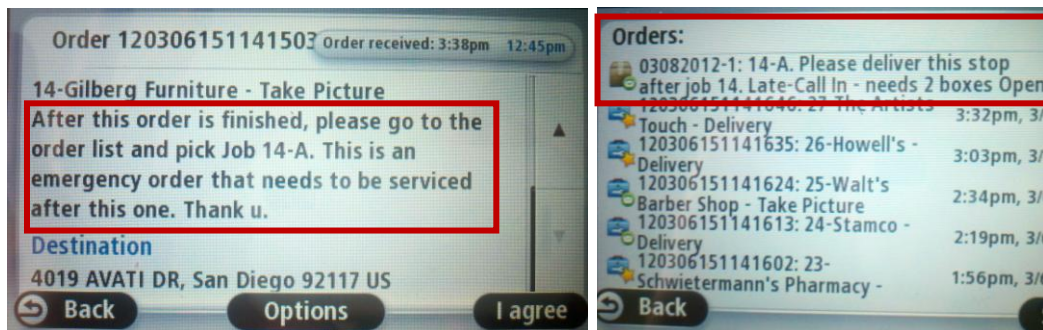
In order to look at the stops for today, you can click on the toolbox icon on the main screen to access the list view.



Please note that stops will not be pulled into the star-symbol sequence once they have been read. If a stop has been read, it needs to be picked again from the list view, in case it isn't serviced when it was first viewed.

Newly added stops coming in during the day

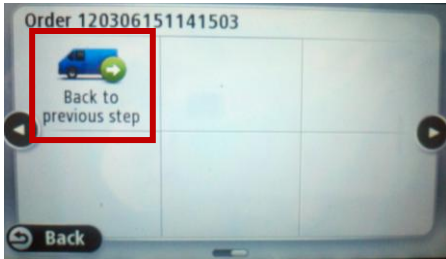
If the office receives an emergency order they will send this job out to the device while you are on the road. The GPS will beep to inform you that a new stop was received. Your dispatcher will make a note in the order text information for the stop right before the new emergency job for you. This way you will know when to navigate to the late addition. In order to find the new emergency job you'll have to navigate to the toolbox on the main screen and pick the stop from the list. Typically the emergency job will be marked with a letter extension to the sequence number such as 14A-. This means the stop needs to be serviced after stop 14 and before stop 15.



After this stop (14) is finished you'll navigate to the Toolbox on the main screen to start the emergency order, instead of using the star symbol. You'll see the sequence number and the customer name at the top. (see on right)

Navigate back to earlier delivery step

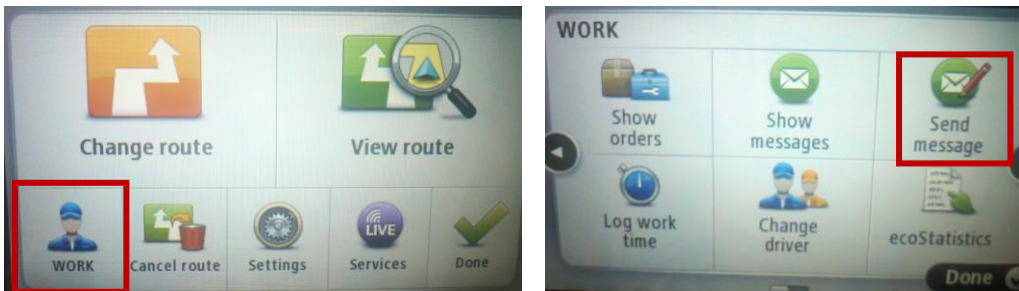
If you marked the arrival or finishing of a job too early and want to move it back to the previous step, you can do this by clicking on the options button, navigate to the right for more options and click on the following button:



You can go back multiple steps by repeating this process.

Send Messages to Office (not order-related)

If you'd like to send a message to the office, that is not order related, you can do so by clicking on the map on the main screen and access the WORK menu.



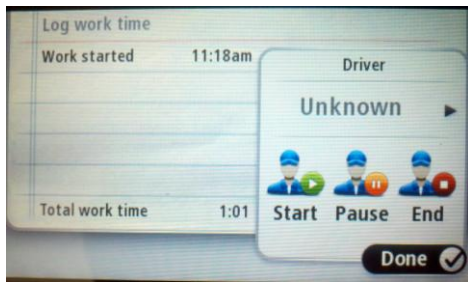
End Work / Take Break

Before ending your work you want to make sure that all jobs are finished. If you click on the toolbox on the main screen you can make sure that there are no orders left. If you still find jobs in the toolbox you'll have to check whether you still need to work through them or mark them appropriately.

If you would like to check your work time or take a break you can always access this screen by clicking on the

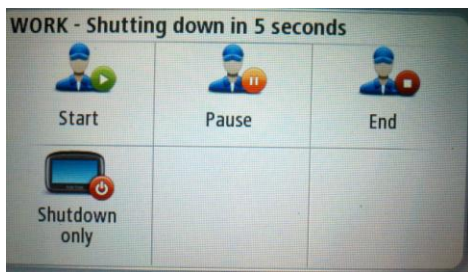


symbol from the main screen.



You can also click that you are ending work here or you can just switch off the device and the program will prompt you to indicate whether you want to 'End' work now.

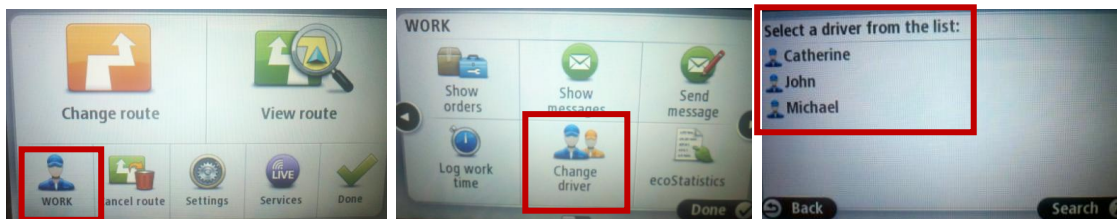
Please make sure to click the 'End' button at the end of the workday when you switch off the device to indicate that you stopped working for today.



Switch/Change Driver

If you are not the default driver using the device you want to make sure to pick your driver name from the list to indicate that you are working today instead of the default driver. (For example: Driver change on weekends).

You can change the driver by click on the main map screen and then choosing the WORK icon:



You'll be prompted to enter your 4-digit driver PIN if you switch the driver. Your office can provide you with your individual driver PIN.

Trouble-Shooting

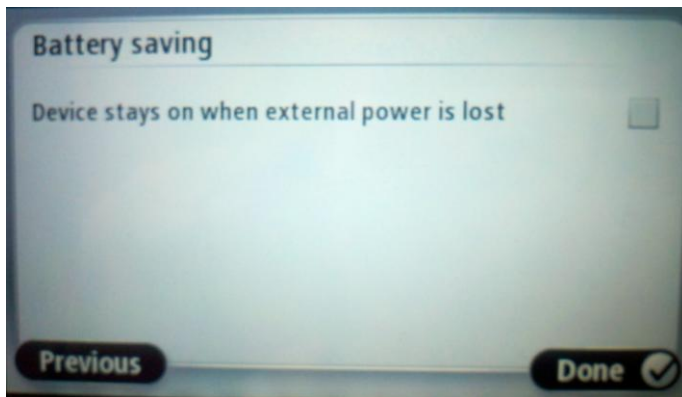


If you see this red X at the left bottom of the screen and couldn't receive any jobs, there is a problem with cell connectivity and this is in the process of being solved. Feel free to inform your office and use your printed route sheets if necessary/available.

Battery Settings

Please note that the device will continue to receive battery power when the ignition is switched off in most vehicles. Some of the new vehicles/trucks might turn off the connection to the lighter when the ignition is switched off. If this is the case with your truck we recommend that you change the battery saving setting so that the device automatically switches off and on according to the ignition. Please click on the main screen map and choose Settings.

Navigate to the left twice and click on 'Battery Saving'. Click on 'Next' and you will see the following option:



Make sure that the option is un-checked if you prefer the device to switch on/off according to the ignition of the vehicle.

Click 'Done'.