

# CHAPTER 7 ODT

## Messaging Drivers

On your ODT screen click start menu then click the DQ message view icon, which will bring up your messaging screen.

Click on the number van that you would like to send the message to.

Type message in the space at the bottom of the screen then click send.

## Dispatching Drivers

There is a laminated sheet which you use to scan out your trip on it is several choices the drivers name the vehicle number and a choice to combine, cancel, accept, clear, or close the trip order.

First you scan combine on the barcode sheet

Second you scan the drivers name

Third you scan the vehicle number

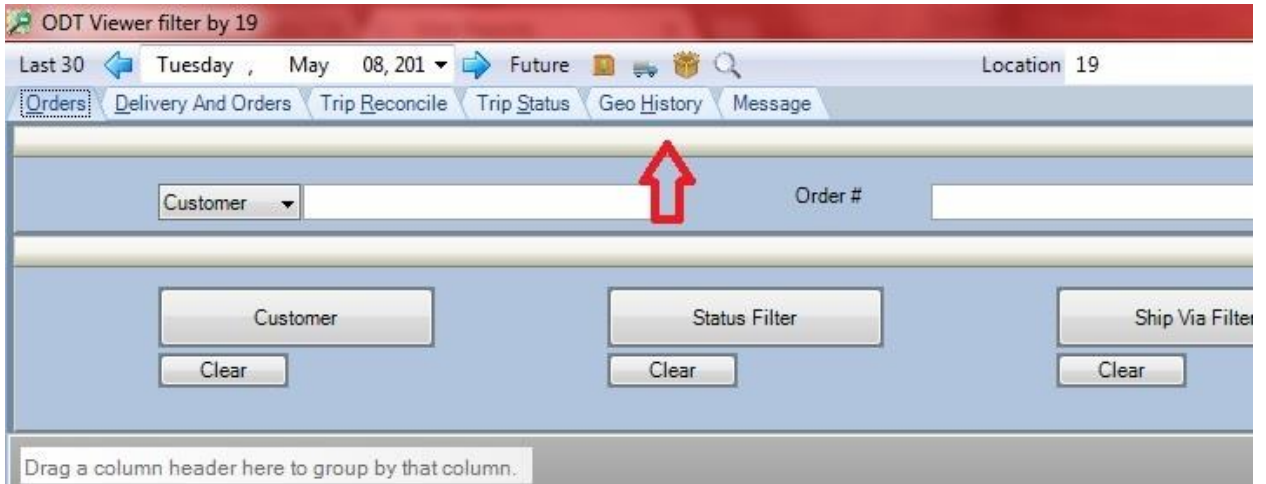
Lastly you make sure your trip order is correct then you hit accept to start the drivers order in the odt system.

There is a drivers responsibility sheet that every new employee must fill out stating that they understand the odt system and how the instructions work and which order is to be followed.

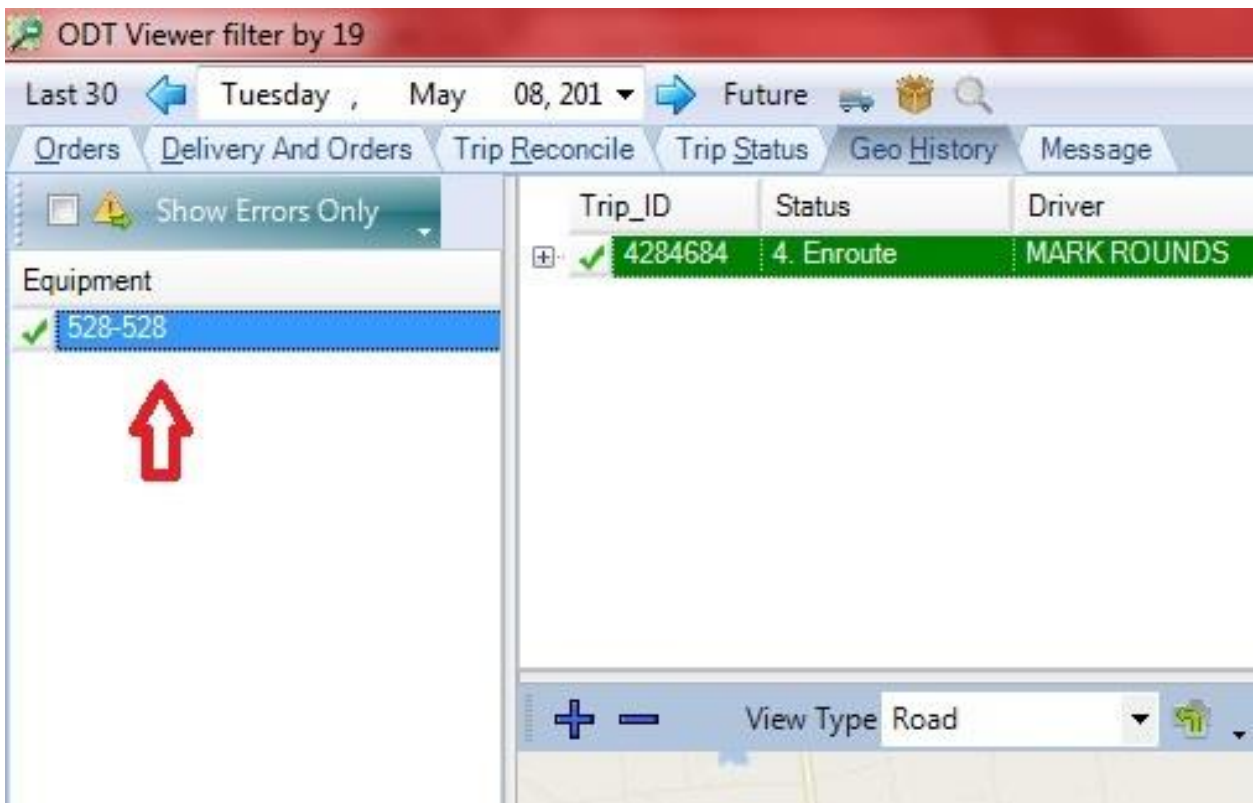
Always as the manager it is your job as well as the drivers responsibility to make sure the gps is working correctly and if there is to become a problem that it is to be reported to joe rinalli IT dept .

## How to Adjust ODT Customer Geo Fields

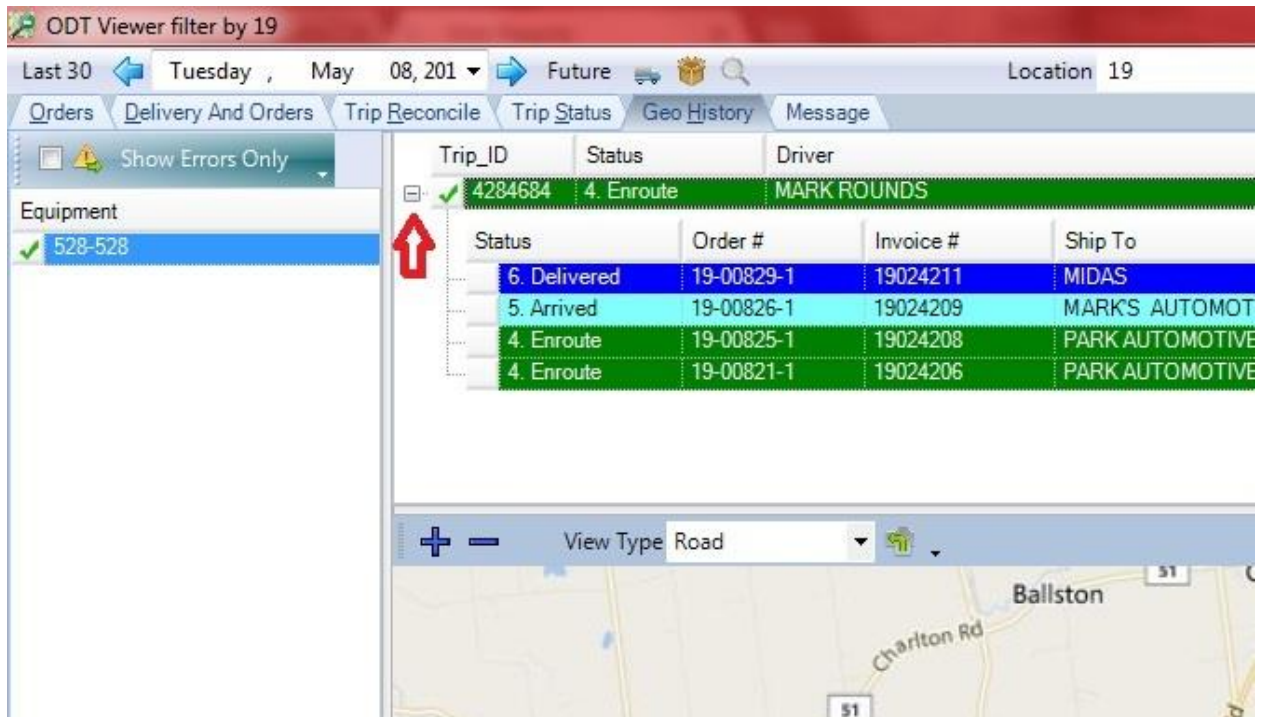
1. Launch and login to ODT
2. Click the 'Geo History' Tab



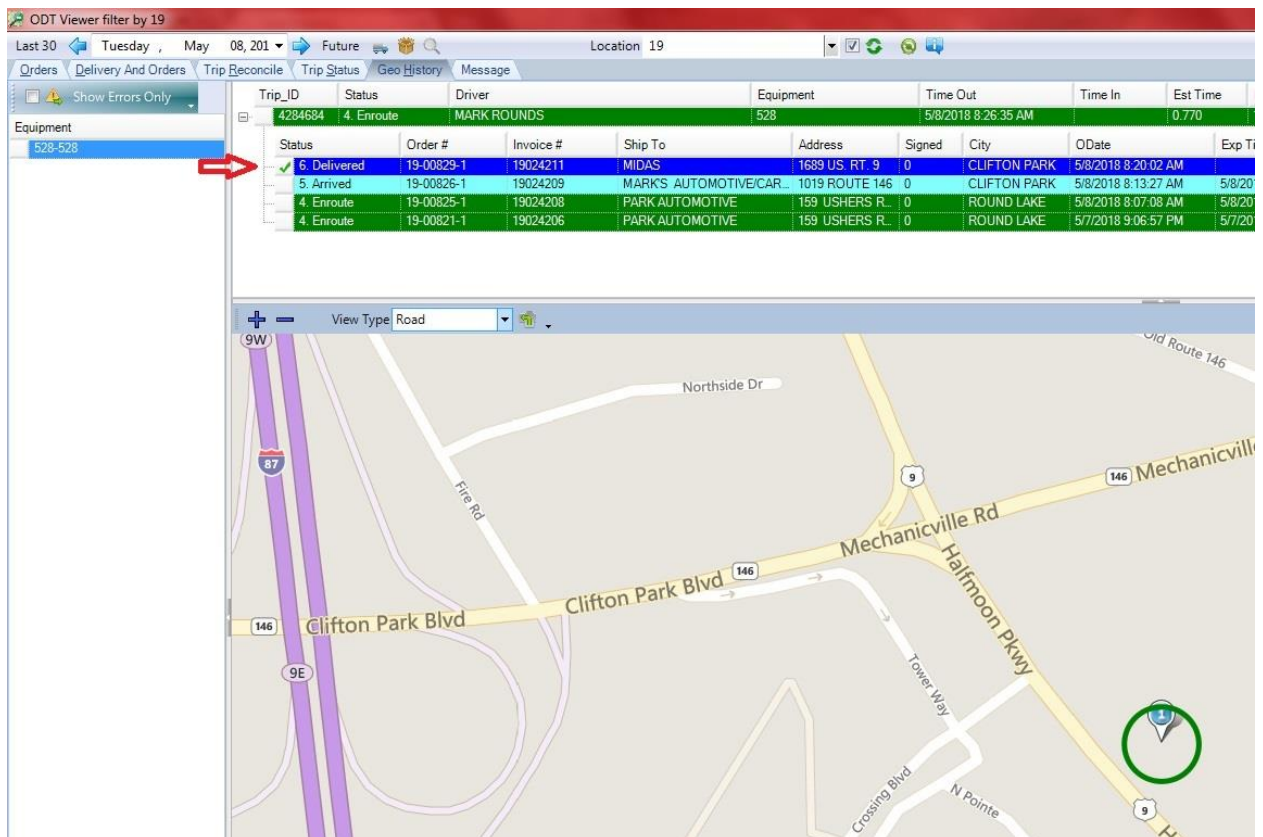
3. Click the Vehicle Name to view the deliveries.



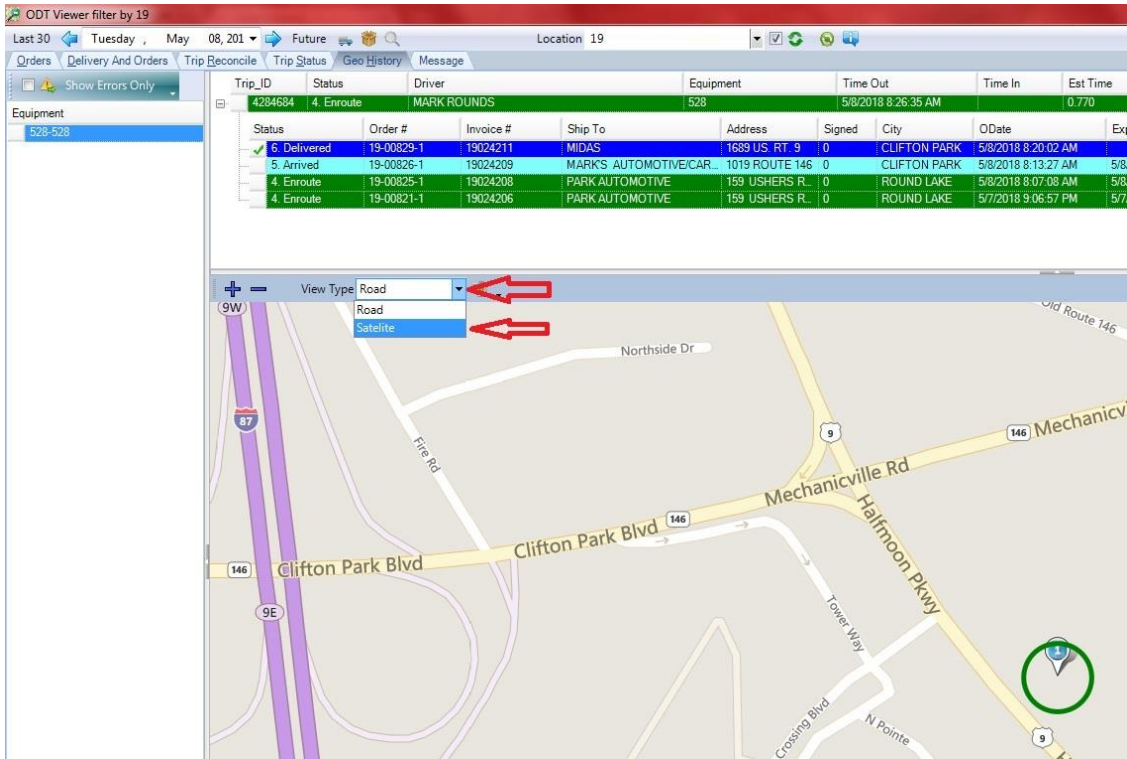
4. Click the '+' tab to drop down that vehicles deliveries



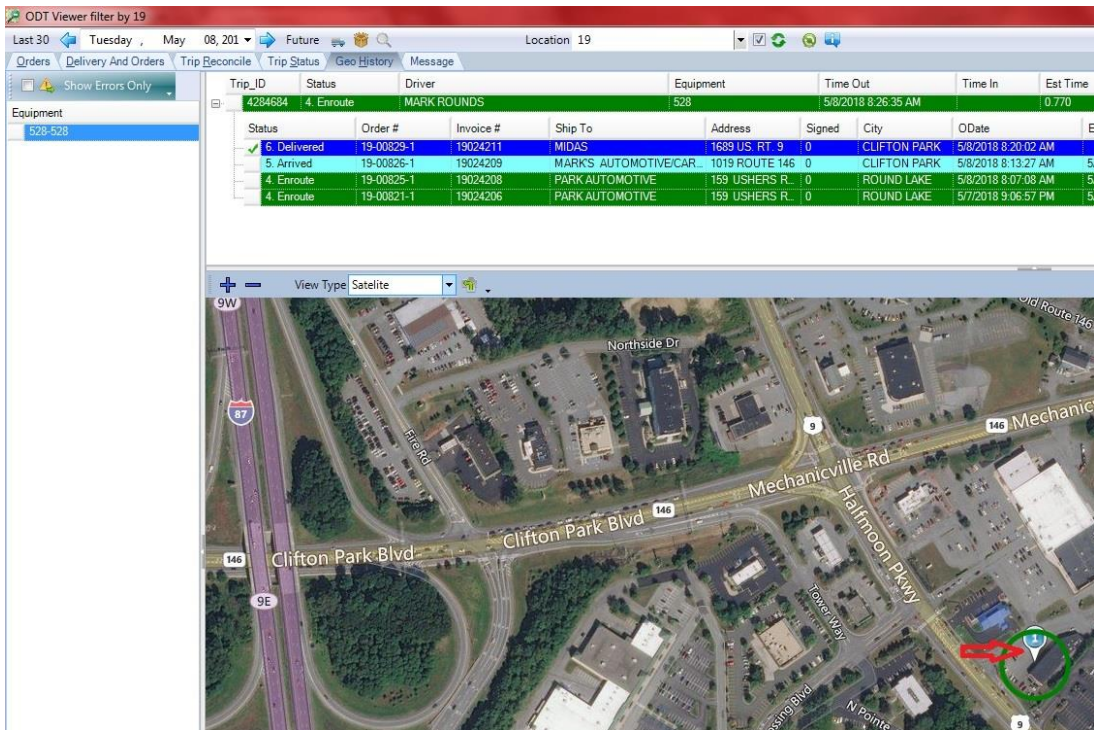
5. Click to select customers Geo Field and a green circle will appear showing the Geo Field.



- Click the 'View Type' drop down menu and Select 'Satellite' for a clear view of the customers building.



- Left click and hold on the numbered Tear Drop to move its location, release where you want the Geo Field on the building.





8. Right click the Tear Drop and it will allow you to increase or decrease the Geo Fields size(smaller number, smaller field, larger number, larger field). Click 'Ok' when done and it will change the size of the Geo Field. That's it, your all done.

The screenshot displays the ODT Viewer application interface. At the top, there is a menu bar with options like 'Last 30', 'Tuesday', 'May 08, 201', 'Future', and 'Location 19'. Below the menu is a toolbar with icons for 'Orders', 'Delivery And Orders', 'Trip Reconcile', 'Trip Status', 'Geo History', and 'Message'. A sidebar on the left shows 'Equipment' with a list of items, including '529 528'. The main area is divided into two sections. The upper section is a data table with columns: Trip\_ID, Status, Driver, Equipment, Time Out, Time In, Est Time, Est Mileage, Miles, ETR, and GPS/Device. The lower section is a satellite map showing a geographic area with roads like Clifton Park Blvd, Mechanicville Rd, and Halfmoon Pkwy. A red circular fence is drawn on the map, and a dialog box titled 'Update Fence Size' is open over it. The dialog box contains the text 'Enter the size of the fence in meters:' followed by a text input field and 'OK' and 'Cancel' buttons.

Trip_ID	Status	Driver	Equipment	Time Out	Time In	Est Time	Est Mileage	Miles	ETR	GPS/Device
4284684	4. Enroute	MARK ROUNDS	528	5/8/2018 8:26:35 AM		0:770	18	0		34018241
6. Delivered	19-00829-1	19024211	MIDAS	1689 US RT 9 0	CLIFTON PARK	5/8/2018 8:20:02 AM		5/8/2018 8:30:47 AM		5/8/2018 8:33:33 AM
5. Arrived	19-00826-1	19024209	MARKS AUTOMOTIVE/CAR	1019 ROUTE 146 0	CLIFTON PARK	5/8/2018 8:13:27 AM	5/8/2018 8:43:00	5/8/2018 8:41:35 AM		5/8/2018 8:48:24 AM
4. Enroute	19-00825-1	19024208	PARK AUTOMOTIVE	159 USHERS R. 0	ROUND LAKE	5/8/2018 8:07:08 AM	5/8/2018 8:36:00	5/8/2018 8:55:59 AM		
4. Enroute	19-00821-1	19024206	PARK AUTOMOTIVE	159 USHERS R. 0	ROUND LAKE	5/7/2018 9:06:57 PM	5/7/2018 9:36:00	5/8/2018 9:00:47 AM		