

Traffic Control Dispatch

Demo User Guide

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About This Document

This document describes the demo Traffic Control Dispatch site for a fictitious company, Alpha Traffic. A central dispatch operation dispatches people and trucks to Alpha jobs.

Traffic Control Dispatch Program Options

Traffic Control Dispatch is a highly versatile dispatch system that provides a large range of program options. Please keep in mind that the program features in this demo site represent a "typical" deployment, and do not include all program options.

You can see information about optional features in the appendixes of this guide.

Also, keep in mind that users with different job roles might see different program features. For example, dispatchers may see truck details needed for dispatch, but be unable to see lease information or to edit historical jobs or set up new users.

Alpha Traffic

The Alpha Traffic logo that appears on the demo Traffic Control Dispatch site will be replaced by your own company's logo when your site goes live.

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Introduction & Guidelines

The Traffic Control Dispatch program is a web-based application <u>that stores data</u>. Like other applications that store data (paying bills at your bank, checking out a shopping cart), there are several limitations put in place for security or performance reasons. Here are a few points worth noting.

Guideline: Avoid the Back Button

You may be familiar with a message "page has expired" when paying bills or in other applications where what is shown on the web page must match the state of the web site.

The dispatch program will usually display a "page expired" message if you press the Backbutton in your browser at an inappropriate time.

demo.tairox.com says	
Web form has expired! You cannot submit a form acc browser's back button.	cessed by your
	ОК

Guideline: Always click on the Logout link to close down Traffic Control Dispatch

Browsers can always be closed by pressing the X in the upper right-hand corner of the window, but the web site doesn't know you have done this and keeps your session active.

If this is done dozens (or hundreds) of times in a matter of minutes, performance will be affected and/or the web site may use up its available memory.



Timeouts, Multiple Tabs & Windows

Web-based applications like the dispatch program have a "timeout" so that if a particular login has not interacted with the web site for a specified number of minutes, the web site will assume that the login's browser window has been closed, and the web site will close that login and release the memory that it is tied up.

Guideline: Do not stay on a data-entry form for 25 minutes without clicking on the Submit button

Traffic Control Dispatch's timeout is set to 30 minutes. However, if a browser window is still open, most pages on the site will "automatically refresh" after 25 minutes. By this means the login is kept alive ("doesn't time out too quickly") and, at the same time, if the browser is closed, the web site will be able to release the login's memory. Importantly, some pages are data-entry forms with a submit button, and the refresh will clear any edits.

Guideline: If you want to have 2 browser windows open, open one login a one browser (e.g. Chrome) and the other window in a different browser (e.g. Firefox or Edge)

Modern browsers try to make life easier for surfers by sharing logins across the tabs in a browser window, or even across multiple browser windows.

This can interfere with timeout and refresh mechanisms, depending on various settings and answers to questions like "keep me logged in."

Menus and Page Navigation

The Main Menu and the Top Menu provide access to dispatch tasks

Alpha T	Fraffic Book (A Assign	Npha) nents (Alpha) Top Menu	Documents Reports User: Alpha User Main Menu Logout
😡 Main Menu	New Daily Note Less Ronald is a no show at work Claire 20 minutes late	ployee Texts: 2 Newly Received All Active IT ok Mark: Done E F confirmed Mark: Done]
Copy Alpha Jobs	Night Dispatchers		
Daily Notes	Cities		
TMP Jobs	Job Descriptions		
Time Entries	Skill Levels	Main Menu	
Pay Periods	Training		
Change My Password	Orientations		
Change My Settings	Show Graph (and wait)		
© 2009-2024. All rights reserved. Build 351	T=0.016	•	

To access the Main Menu, select "Main Menu" from the links in the top right corner.

- The Top Menu on the left side provides links to Customers, Jobs, Employees, Training, and Trucks. The right side provides links to Documents, Reports, the Main Menu, and logging out.
- The Main Menu page also shows the daily notes and recent employee texts (in the green boxes).
- Depending on your permissions, you may not see the Time Entries and Pay Periods buttons shown above.

Blue links on each page provide one-click navigation



For example, on the Employee Details page:

- Click Employees to see the list of employees.
- Click Notes to see the recent notes for this employee.
- Click New Employee Message to display an onscreen reminder note for this employee.
- Click Edit Details to change employee record information.
- Click Google Maps to see the employee's address on Google maps.
- Click Texts Report to print / view a report of up ton1000 employee texts.
- Click Notes Today / Tomorrow to add notes about or for the employee.
- Click the Send Text link to send a text to the employee.

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Daily Book

Each day's jobs are shown in a "Daily Book" (like a page from a book).

Α	Alpha Traffic Book (Alpha) Assignments (Alpha) Documents Reports User: Alpha User Main Menu Logout																		
Custom	ustomers TMP Jobs Jobs Employees(JEFF B) Orientation Training Trucks																		
	Wednesday Jul-10- 2024																		
Print Jul-10	-2024	Book Summary	Today Thursday F	riday Saturday	Sunday	Mond	ay S	how	[Tru Jobs	ıck]	[[oub	le]	[D	upe	es]	[Ind	complet	e][Include Deleted]
Start	Customer & PO	Note	Address	Job Description	Modified	Ву	тср	LCT	HWY	CR	All /	Aid (Dr	FS	R	Р	A	E Trucks	Employees
0700	\$Cash	Nigil	531 North Road, Coquitlam	Fast Lane Closure	Jul-10- 2024	Alpha User	1	1	0	0	2 0	-	-		-	-		LC-01	ARMSTRONG U, DON T
0700	BCIT Campus	John	3475 Highland Drive, Coquitlam	Event	Jul-10- 2024	Alpha User	1	1	0	0	2 0	-			-	-		LC-02	WADE F, ARTHUR V
0700	BMO Marathon	called in at 8:58 am	232nd St & Birch Ave, Maple Ridge	Fast Lane Closure	Jul-10- 2024	Alpha User	1	1	0	0	2 0	-			-	-		LC-05	GORD X, CLAIRE B
0700	Richmond Centre	Caribbean Days	W Esplanade, North Vancouver	Event	Jul-10- 2024	Alpha User	1	1	0	0	2 0	-			-	-		LC-06	FRANCES Y, EMMA C
0700	Simon Fraswer University	Cameron 604-985- 7474 R	3607 Capilano Rd, North Vancouver	Slow Lane Closure	Jul-10- 2024	Alpha User	1	1	0	0	2 0	-			-	-		LC-04	NORMAN W, JEFF B
0700	University of BC	Matt 604-785-4276	Beach & Pacific, Vancouver	Shoulder Closure	Jul-10- 2024	Alpha User	1	1	0	0	2 0	-			-	-		LC-03	RONALD A, ALEX V
-	-	-	Totals ====>	-	-	-	6	6	0	0	12 0	-	-	-	-	-		-	-
Cancell © 2009-2	ed Complete !!=Multiple 024. All rights reserved. Buil	e Start Times xx=Misn d 349 T=0.047	natched Shifts R =Recurring ns =	Non-Supply															

A day without jobs will appear as shown below.

Alpha Traff	Book (Alpha) Assignments (Alpha)	Documents Reports User: Alpha User Main Menu Logout
Customers TMP Jobs Jobs Employees(JEFF B)	Orientation Training Trucks	
Wonday Jul-15- 2024	0 entries. Create New Job New Daily Note Less Employee Texts: 2 New DON T ok Mark: Done WADE F confirmed Mark: Done	ly Received All Active
Print: Truck Sheet Book Summary		
Jul-15-2024 Go Yesterday	Today Thursday Friday Saturday Sunday Monday Show: [Truck [Dbs]]	ouble] [Dupes] [Incomplete] [Include Deleted]
Start Customer & PO No	te Address Job Description Modified By TCP LCT HWY CR All Aid Or F S	R P A E Trucks Employees
	Totals =====> 0 0 0 0 0 0 0	
Cancelled Complete II=Multiple © 2009-2024. All rights reserved. Build 349 T=0.047	e Start Times xx=Mismatched Shifts R=Recurring ns=Non-Supply	

• Click the "Create New Job" link to add a new job.



What's on the Book page?

The Book is dense with information and is designed so common actions take only one click.

• **Daily Notes** (if any) **appear at the top of the page.** Links are provided to show <u>More</u> or <u>Less</u> of the notes with one click.

The notes are reminders that will also appear on the Main Menu and the Assignments page. An example might be "lan's Truck will be fixed by noon".

• Recent employee text messages also appear at the top of the page. You can view All or just the "Active" (not yet processed) ones.

These texts are also shown on the Main Menu and the Assignments page. Click the red and blue message links to see the message details.

	Dali	IN NOLES
	Alpha Traffic Book (Alpha) Segments (199 bit,) hady Explored (199/199) The Description (Alpha) Contenes (199 bit,) hady Explored (199/199) Oresteed Theory Theory (Alpha)	ployee Texts
	Wednesday Jul-10- 2024 de ntries. Create New Job New Daty Note Less Employee Texts: 2 Newly Received All Active André a en shar et with. Date 20 minutes lite Unite 20 minutes lite	
	Print: Truck Sheet Book Summary 34-0-2024 [16] Sectorary Today Today Teday Sectors Show: Truck Jobs [Double] [Dures] [Incomplete] [Include Deleted]	
	Start Customer & PO Note Address Job Description Modified By TCP LCT HWY CR All Aid Or F S R P A E Trucks Employees	
	0700 §Cesh Nigi S31 North Road, Coguitism Past Lane Closure Jul-10-2024 Alpha User 1 1 0 0 2 0	
(PINK) 📕	0700 KGame Jane // rocall bi further R Skeena Yard, Vancouver Event Jul-10-2024 Alpha User 1 1 1 0 0 2 0	
· /	1070 BCIT Campus John 3475 Highland Drive, Coguitam Event Jul-10-2024 Alpha User 1 1 1 0 0 2 0 LC-02 WADE F, ARTHUR V	
GREEN)	0700 BMD Marathon called in at 8:58 am 232nd St & Birch Ave, Maple Ridge Fast Lane Closure Jul-10-2024 Alpha User 1 1 1 0 0 2 0 LC-65 00RD X, CLAIRE B	
	0700 Richmond Centre Caribbean Days W Esplanade, North Vancouver Event Jul-10-2024 Alpha User 1 1 0 0 2 0 LC-6 PRANCES V, EMMA C	
	0700 Simon Franker University Cameron 604-985-7474R 3607 Capitano Rd, North Vancouver Slow Lake Closure Jul-10-2024 Alpha User 1 1 0 0 2 0 LC-04 NORMAN W, JEFF B	
	0700 University of BC Matt 604-785-4276 Beach & Pacific, Vancouver Shoulder Closure Jul-10-2024 Alpha User 1 1 0 0 2 0	
	Target Consistent Constant Con	

Cancelled dispatches (PINK) Jobs that are ready (GREEN) Incomplete dispatches (BLACK)

- The displayed book shows jobs for a particular date for Alpha Company.
- Jobs that have not been "completely dispatched" are shown in BLACK, and jobs that are ready are shown in GREEN.
- **PINK** highlighting on the Customer & PO name (the second entry shown above) indicates a cancelled job.
- Click the BLUE Address field to view job details.
- PINK highlighted double-exclamation marks (!!) indicate jobs with multiple shifts (multiple start times for employees).
- Click the "Truck Jobs" link (at the top, beside "**Show**") to only see jobs with trucks assigned.
- Click the "Double" link to see jobs that have the same person assigned to more than one job.
- Click the "Dupes" link to see duplicate jobs (two assignments at the same address).
- Click the "Incomplete" link to see jobs that aren't Ready.
- A xx mark, in RED, indicates that the assignment of employees start times does not match the start times set up for the job.

Truck names are configurable: these column names may be different for your company.

- TCP Traffic Control Person
- LCT Lane Closure Truck
- HWY Highway Truck
- CR Crash Truck
- OT Other Trucks

Jobs

The Jobs screen lets you filter and view all current and past jobs.

For example, you can filter for all scheduled jobs that have not yet been completed, or all jobs for a particular city or customer, or all jobs within a particular date range.

Click the Reset Filter link if the list is blank or displays fewer customers than you expected. (The link appears after the *Filter* link if a filter is set for the page.)

J. Qi	ob Chang uick:	bs e Logs	: 6 Prii	Create New Truck Sheet Filter: Alpha Statu	Job Is(A) Rese	et Filter																	
1	D Job Date↓	Status	Start	Customer	Contact	Address	City	Job Description	Note	Bodies	Aid	Or	ιст	нwy	CR	F	S R	P	AI	Modified	Ву	Trucks	Employees
1	Jul-10- 2024	Active	0700	\$Cash	-	531 North Road	Coquitlam	Fast Lane Closure	Nigil	2	0	-	1	0	0			-		Jul-10- 2024	Alpha User	LC-01	ARMSTRONG U, DON T
2	Jul-10- 2024	Active	0700	BCIT Campus	-	3475 Highland Drive	Coquitlam	Event	John	2	0	-	1	0	0					Jul-10- 2024	Alpha User	LC-02	WADE F, ARTHUR V
3	Jul-10- 2024	Active	0700	University of BC	-	Beach & Pacific	Vancouver	Shoulder Closure	Matt 604-785- 4276	2	0	-	1	0	0			-		Jul-10- 2024	Alpha User	LC-03	RONALD A, ALEX V
4	Jul-10- 2024	Active	0700	Simon Fraswer University	-	3607 Capilano Rd	North Vancouver	Slow Lane Closure	Cameron 604-985- 7474	2	0	-	1	0	0			-		Jul-10- 2024	Alpha User	LC-04	JEFF B, NORMAN W
5	Jul-10- 2024	Active	0700	BMO Marathon	-	232nd St & Birch Ave	Maple Ridge	Fast Lane Closure	called in at 8:58 am	2	0	-	1	0	0			-		Jul-10- 2024	Alpha User	LC-05	GORD X, CLAIRE B
6	Jul-10- 2024	Active	0700	Richmond Centre	-	W Esplanade	North Vancouver	Event	Caribbean Days	2	0	-	1	0	0			-		Jul-10- 2024	Alpha User	LC-06	EMMA C, FRANCES Y

Cancelled Complete II=Multiple Start Times xx= © 2009-2024. All rights reserved. Build 350 T=0.047

> Click column headings to sort jobs by any column. For example, click the "Customer" heading to quickly sort all upcoming jobs by customer.

Click the Filter link to view jobs by job requirements, number of trucks, contact, customer, city, notes, or date range.

- Click the Create New Job link to add a new job to the schedule.
- Click the Truck Sheet link to report on truck assignments and status.
- Click the Address for any job (in the "Address" column) to view the job details.

Edit Details - Copy	- View Change Log - O	Google Maps														
Job Details - ID(1) Cr	eated(Jul-11-2023) Modifie	d(Jul-10-2024 by Alpha	User)													
Address	531 North Road	Customer	AAAA - \$0	Cash												
Job Description	Fast Lane Closure	Contact <= Select														
City	Coquitlam	Subcontractor	-													
Job Date	Jul-10-2024 Wednesday	Recurring Job?	No													
Status	Active	Notes ALL Trucks														
Start Time	0700	PO Number	-													
Ccps/Replacements	1	Radios Required	No Descr	ibe: - Prov	isioned: No											
First Aid Level	0	Plans Required	No Descr	ibe: - Prov	isioned: No											
Frucks Required	1-LCT 0-HWY 0-CR	Arrowboard Required	No Descr	ibe: - Prov	isioned: No											
On Freeway?	-	Equipment Required	No Descr	ibe: - Prov	isioned: No											
Signs Required	-	Orientation Required	No Descr	ibe: - Prov	isioned: No											
Documents Add New	Link Existing Document	Notes	Nigil													
	Trucks Assigned: 1	of 1														
	ID Code Geotab	Driver Name Replaces	Pickup	Start Equ	ip, Notes Not	ified? Con	firmed? De	clined?	Status	5 LC	тн	NY C	RS	Modified	Ву	
	1 LC-01	DON T Don T None	0700 0	700 Keep	Same Yes	Yes	No		Active	LCT	HV	w a	R - 3	ul-10-2024 Al	pha User 🙆	0
Employoog /	Accianad: 2 of 2															-
Employees/	1351gried. 2 01 2										_				-	- 1-11
ID As Sh	uft # of Golo	Code Text	Replaces	Notified?	Confirmed?	Declined?	Short Note	Status	Aid	FS	Ir	Mark	On Cal	I: Modified	Ву	Book Off:
1 1 070	00 1 2 EMPL DON T 60	04-805-1871 Send	NO BODY	Yes	Yes	No	LCT	Active	0	F-	- 1	Thu Fr	Sat Su	n Jul-10-2024	Alpha User	Thu Fri Sat Sun 🤅
25 1 07	00 2 2 EMPL ARMSTRO	NG U 778-555-1212 Send	NO BODY	No	No	No	TCP	Active	0	F -	-	Thu Fr	Sat Su	n Jul-10-2024	Alpha User	Thu Fri Sat Sun 📢

- Click the Edit Details link to edit the job details. (This link will not appear if you do not have editing permissions.)
- Click the Google Maps link to confirm the job location.

- o Click the Send links in the Employees grid to notify employees by text.
- Select a resource and update statuses by clicking the Notified, Confirmed, and Complete buttons.

Job status displays are the similar to the Book screen

- Jobs that are ready have a GREEN date and start time.
- Click the BLUE Address field to view job details.
- **PINK** highlighting on the Customer & PO name (the first entry shown above) indicates a cancelled job.
- The PINK highlighted double-exclamation marks (!!) indicate jobs with multiple shifts (multiple start times for employees).
- A xx mark, in RED, indicates that the assignment of employees start times does not match the start times set up for the job.

To copy a job:

- Open the job from the Jobs page or from the daily Book.
- Click the Copy link on the job details page.



To copy all jobs – or just recurring jobs – on the Book page, see Copy Jobs.

Create a Job

Creating a job is a 5-step process:

- Step 1 Select the customer
- Step 2 Select the customer/job contact
- Step 3 Enter job information
- Step 4 Assign resources
- Step 5 Confirm job ready (completely dispatched)

For information on copying jobs from one date to another - see Copy Jobs.

Step 1 – Select the Customer for a New Job

• Click the Create New Job link.

📁 Wednesday	0 of 6 ontring Grante New Job New Daily Note	Employee Texts: 2 Newly Dessived All Active
Jul-10- 2024	Claire 20 minutes late	DON T ok Mark: Done WADE F confirmed Mark: Done

• Select the customer for the new job when the following screen appears.

Click the Reset Filter link if the list displays fewer customers than you expected.

	Codet	Name	City	Prov/St
CLICK HERE TO SELECT =>	AAAA	\$Cash	- Other -	BC
CLICK HERE TO SELECT =>	BCIT	BCIT Campus	Burnaby	BC
CLICK HERE TO SELECT =>	BMO	BMO Marathon	Vancouver	BC
CLICK HERE TO SELECT =>	RICHCENT	Richmond Centre	Richmond	BC
CLICK HERE TO SELECT =>	SFU	Simon Fraswer University	Burnaby	BC
CLICK HERE TO SELECT =>	UBC	University of BC	UBC	BC
	CLICK HERE TO SELECT => CLICK HERE TO SELECT =>	Code: Code: CLICK HERE TO SELECT => AMAA CLICK HERE TO SELECT => BCT CLICK HERE TO SELECT => RICHCENT CLICK HERE TO SELECT => FRUCKENT CLICK HERE TO SELECT => FRUCKENT CLICK HERE TO SELECT => FRUCKENT CLICK HERE TO SELECT => FRUCKENT	Code: Name CLICK HERE TO SELECT => AAAA \$Cash CLICK HERE TO SELECT => BCT BCT Campus CLICK HERE TO SELECT => RMO Marabon CLICK HERE TO SELECT => RNO Marabon CLICK HERE TO SELECT => SFLOCHENT Richmond Centre CLICK HERE TO SELECT => SFLOCHENT CLICK HERE TO SELECT => SFLOCHENT Richmond Centre University of BC CLICK HERE TO SELECT => SFLOCHENT Wimon Fraserer University Simon Fraserer University	Code: Name CRy CLIOK HERE TO SELECT => AAAA \$Cash - Other - CLIOK HERE TO SELECT => BCIT BCIT Campus Burnaby CLIOK HERE TO SELECT => ROM O Markhon Vencouver CLIOK HERE TO SELECT => CLIOK HERE TO SELECT => ROM O Markhon Vencouver Richmond Centre Richmond CLIOK HERE TO SELECT => SFU Simon Frasver University Burnaby University of Couversity Richmond CLIOK HERE TO SELECT => SFU Simon Frasver University Burnaby University of Couversity Richmond

- A job must have a customer.
- You can use generic customers such as "\$Cash" shown above.

Step 2 – Select the Customer/Job Contact

As soon as you select the customer, the job contact screen will appear.

	BCIT Campus		
		Customer Contacts	
	Select Contact	Main Contact 🔹 to be used for job	
		Or Enter Details:	
	Full Name*		
	Tel		
	Cell		
	Email		
		Submit Cancel	
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• Select the job contact, and click the Submit button.

A "Main Contact" choice appears – plus any additional contacts that have been added for the customer – will appear in a drop-down list, with the "Main Contact" being the default.

For example, the dropdown here has two entries - "Main Contact" and "Gordie".

When I choose "Main Contact", the Contact appears as "Wade" on the Job Details screen because the Main Contact for this customer is "Wade". The Main Contact comes from the Contact list for this customer.

	Customer Contacts
Select Contact	Gordie 778-555-1212 ♥ to be used for job
Full Name*	Main Contact Gordie 778-555-1212

• <u>If a contact doesn't exist</u>, you can enter the contact's name. It may be worthwhile to add phone numbers at this stage, although only the name is required.

Note: If you enter a contact here, it will appear <u>only</u> for this job. It will not be added to the Contacts list for this customer.

Step 3 – Add Detailed Job Information

📕 🗛 📕												
Add Job												
								Job Details				
	Address*							<i>c</i> .	DOT			
	Job Description*	- Other -		✓ Other:			٦.	Customer	BUIT -	BCTT Campus	604 207 0740	
	City*	Choose	~					Eulocontractor	waue		004-307-3740	
	Job Date	Jul-10-2024		1				Recurring Joh?				
	Status	Active N	•					Notes ALL Trucks	s			(for truck sheets)
		Shifts:							Notes:			
		Start	TCPs	LCT	HWY	CR	All					
			0	* 0	0	0	0					
			0	0	0	0	0					
			0	0	0	0	0					
			0	0	0	0	0					
	Totals	TCPs 0 LCT	0 HWY 0	CR 0 All 0	Replacement	s: 0	J					
	PO Number							Radios R	Required: L	Provisioned: Description:		
	First Aid Level)						Plans R	Required: L	Provisioned: Description: Description:		
	On Freeway?	Signs Red	uired? 🗌					Fouriement P	Required: C	Provisioned: Description:		
	Job For	🖲 Alpha						Orientation R	Required:	Provisioned: Description:		
	Submit Cancel	I Save All	w 0 Bodies	1				Save Changes and	d Return to	Book	·	
and and all the states of a second				,								

The Add Job screen appears when you click the Submit button for the contact.

Notes:

- Fields with a red asterisk (*) cannot be left blank.
- Select the Job Description from the dropdown list. (You can add new descriptions to the list from the Main Menu.) If you select "Other," you must enter a description in the "Other" field.
- Select the City from the dropdown list. For consistency of reporting, cities must be selected from the list that is maintained from the main menu.
- You can enter up to 4 Start times ("Shifts"), along with the number of people in each shift. You must enter at least one start time.
- Enter the number of trucks (LCT= lane control truck; HWY = Highway; CR = Crash Truck).

Note that truck names are configurable, so may be different in your system.

• Other properties for a job (e.g. Snow Tires, Chains, etc.) may be used or not. This information may be useful when reviewing jobs on the Book page.

If one of these items is Required, then the job will not turn green until that item is marked as Provisioned.

Job with requirements for 2 people and 1 LC truck scheduled for 8:00am (0800)

💴 Add Job						
				Job Details		
	Address* Job Description* City* Job Date Status	Br75 Kingsway Center Lane Closure ♥ Other: Vancouver ♥ Jul-10-2024 ♥ Active ♥ Shifts:) c c s r	Customer Contact Subcontractor Recurring Job? Notes ALL Trucks	BCIT - BCIT Campus	604-307-9740 (for truck sheets)
→	Totals	Start TCPs LCT HWY CR 0600 0 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 TCPs 2 LCT 0 HWY 0 CR 0 All 3	All 3 0 0 0			
	PO Number First Aid Level 0 On Freeway? Job For 0 Submit Cancel) Signs Required? Ø Alpha I Save Allow 0 Bodies	A E	Radios Re Plans Re Arrowboard Re Equipment Re Drientation Re Save Changes and	iequired: Provisioned: Description: iequired: Provisioned: Description: iequired: Provisioned: Description: gauired: Provisioned: Description: equired: Provisioned: Description: d Return to Book	

• Click the Submit button after filling in the new job screen. The Job Details screen will appear next, where you can assign resources.

Note: This assignment includes 3 people – the two TCPs and 1 truck driver.

Step 4 – Assign, Notify, and Confirm Resources

You can assign resources to the job by clicking the links on the Job Details screen – shown below. Click the shift time [e.g. "0800"] to add resources for the 8:00 shift.

📟 Alph	a Job 3675	Kingsway											
Edit Details - Cop	y - View Change Lo	g - Google Maps											
Job Details	- ID(25) Created(Jul-17	-2024) Modified(Jul-17	-2024 by Alpha User)										
Address	3675 Kingsway	Customer	BCIT - BCIT Campus										
Job Description	Center Lane Closure	Contact <= Select	Wade 604-307-9740										
City	Vancouver	Subcontractor											
Job Date	Jul-10-2024 Wednesday	Recurring Job?	No										
Status	Active	Notes ALL Trucks	-										
Start Time	0800	PO Number	-										
Tcps/Replacements	2*	Radios Required	No Describe: - Provisioned	No									
First Aid Level	0	Plans Required	No Describe: - Provisioned	No									
Trucks Required	1-LCT* 0-HWY 0-CR	Arrowboard Required	No Describe: - Provisioned	No									
On Freeway?	-	Equipment Required	No Describe: - Provisioned	No									
Signs Required	-	Orientation Required	No Describe: - Provisioned	No									
Documents Add New	Link Existing Document	Notes											
		Trucks Assigned	1: 0 Of 1 Add Truck: 0800 A	d Replacement	0800								
		ID Code Geota	b Driver Name Replaces	Pickup Sta	rt Equip, Note	s Notified?	Confirmed?	Declined?	Status	LCT HWY	CR S	Modified	Ву
	Em	ployees Assigned:	: 0 of 3 Add Truck Driver:	00 Add Body: 0	800 [Include	Deleted]							
		ID As Shift # of	Go To Code Text Replac	es Notified?	Confirmed?	Declined? 5	hort Note S	tatus Aid	S Tr	Ma <mark>rk</mark> On Ca	ll: Mod	lified By	Book Off:
		- 0800 0 3		-			-				-	-	-
	[↑]	For Active Job. Mark:	Notified Confirmed After 1	b. Mark: Com	nolete [Sen	d Text to A	All] [Crea	te and Se	nd Time	Sheets]	[Car	icel Tim	e Sheets]
© 2009 2024 All rights meaning	L I J				[0011						2.000		

Note:

- The above screen shows a single shift, where one truck (and driver) and two TCP employees are scheduled for 8:00 AM.
- <u>If your trucks do not have regular drivers</u>, use the Add Truck link above the Trucks Assigned grid to add the truck, and then click the Add Truck Driver link to add a driver.
- <u>If your trucks have regular drivers</u>, just click the Add Truck Driver link above the Employees Assigned grid to add the truck and the driver.

Employee Assignment

1	ruck	s Ass	igne	d: 0 d	of 1 A	dd Truc	:k: 0800 Ad	d Replace	ment: 0	800												
	ID	Code	Geot	ab Dri	ver N	lame	Replaces	Pickup	Start	Equip, No	tes Noti	fied?	Confirmed	? Ded	lined?	Status	LCT	HWY	CR	S Mo	lified	Ву
Emplo	yees	Assię	gned	: 0 of	3 Add	d Truck	Driver: 080	0 Add Bo	iy: 080	[Inclue	le Delet	ed]										
ID	As s	Shift a	# of	Go To	Code	e Tex	t Replace	s Notifi	ed? C	onfirmed?	Decline	d? 51	hort Note	Status	Aid	FSTr	Mark	c On Ca	di: N	Iodifie	l By	Book
0 -	0	00080	3	-	-	-	-	-	-		-	-	-				-		-		-	-
			-			_	-				nd Toud				10-	T	- Ch		I.C	anaal	Time	Ch.

- Click the shift time for which you want to add a truck driver or employee.
 In the screen above, click the link in the red box to add a truck driver for the "0800" shift.
 Click the link in the blue box to add a TCP.
- When you click the Add Truck Driver link, the Select Employee screen appears to let you add an employee and truck.

The program displays all company employees and shows whether they have trucks.

Select	Emp	oloye	ee Filtering 12 Emp	loyees - sele	ect employee.									
Quick:	 Filter: ца 	ne Control(Y	es) Status(A) Reset Filter -	Cancel Sel	ection She	ow 7 Days								
	Seniority 1↑	Seniority 2		Phones	Monday* Jul-22-2024	Tuesday Jul-23-2024	Wednesday Jul-24-2024	Thursday Jul-25-2024	City	Msg	Drives	Skill Level	Opts	Override
	Oct-26-2023		TCP Jul-20-2024	778-555-1212	CLAIRE B	CLAIRE B	CLAIRE B	CLAIRE B	Vancouver	reported lazy	LC-05	3 - Probationary LCT	LCTHWYF	TCP Jul-20-2024
	Nov-02-2023	-	Booked-Off	778-555-1212	NORMAN W	NORMAN W	NORMAN W	NORMAN W	Vancouver		NONE	5 - Highway LCT	LCTHWYF	<= SELECT
	Dec-02-2023		SELECT =>	778-555-1212	JEFF B	JEFF B	JEFF B	JEFF B	Vancouver		LC-04	3 - Probationary LCT	LCTHWYF	<= SELECT
` _	Dec-30-2023	-	SELECT =>	778-555-1212	RONALD A	RONALD A	RONALD A	RONALD A	Vancouver	weekdays only	LC-03	3 - Probationary LCT	LCTHWYF	<= SELECT
	Jan-18-2024		At-Job-This-Date SELECT =>	778-555-1212	FRANCES Y	FRANCES Y	FRANCES Y	FRANCES Y	Vancouver		NONE	1 - Probationary TCP	LCTHWYF	<= SELECT
	Feb-15-2024	-	Customer-Excluded Booked-Off	604-781-1110	GDS INJURED	GDS INJURED	GDS	GDS	Vancouver		LC-01	2 - Experienced TCP	LCTHWYF	<= SELECT
	Mar-24-2024	-	At-Job-This-Date SELECT =>	778-555-1212	EMMA C	EMMA C	EMMA C	EMMA C	Vancouver		LC-06	4 - Experienced LCT	LCTHWYF	<= SELECT
	Apr-08-2024	-	At-Job-This-Date SELECT =>	778-555-1212	ALEX V	ALEX V	ALEX V	ALEX V	Vancouver	weekdays only	NONE	5 - Highway LCT	LCTHWYF	<= SELECT
	May-11-2024	-	At-Job-This-Date SELECT =>	778-555-1212	GORD X	GORD X	GORD X	GORD X	Vancouver	reported lazy	NONE	5 - Highway LCT	LCTHWYF	<= SELECT
	May-25-2024	-	At-Job-This-Date SELECT =>	778-555-1212	ARTHUR V	ARTHUR V	ARTHUR V	ARTHUR V	Vancouver	-	NONE	4 - Experienced LCT	LCTHWYF	<= SELECT
	Jun-12-2024	-	At-Job-This-Date SELECT =>	778-555-1212	ARMSTRONG U	ARMSTRONG U	ARMSTRONG U	ARMSTRONG U	Vancouver	-	NONE	3 - Probationary LCT	LCTHWYF	<= SELECT
	Jul-17-2024	-	At-Job-This-Date SELECT =>	604-307-9740	WADE F	WADE F	WADE F	WADE F	Vancouver	-	LC-02	3 - Probationary LCT	LCTHWYF	<= SELECT
	Working-Glen	Complete Bo	oked Off											

You can see that Jeff B and Ronald A are drivers and are available today.

Click the Reset Filter link if the list displays fewer employees than you expected.

• Click "SELECT =>" to add an employee to this job shift.

The program will display the Employee screen to add more details. You can see in this case that the employee has been added as a driver – LCT.

Job Assignment For 3675 Kingsway Enter details.	
	Google Maps
	Job Assignment Details
	ID 78 Created Jul-22-2024 Hodified Jul-22-2024 Mane Diff STR 555-1212 Name Jeff Brall Replacement For Employees in totals Hodified7 I Gowined7 I Hodified7 I
	In Time Sheet As O TCP @ LCT O HWY O CR
	Short Note LCT
	Assignment Status Active V Submit Cancel Edits
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- Click Submit to add the employee to the job.
- Because we added a truck and driver, you will see that the truck and the employee have both been added to the job as below.

	Tru	cks /	Assigi	ned: 1	of 1 A	dd Repla	icemen	t: 0800												
		ID C	Code	Geotab	Driver	Name	Repla	ices Pick	up Start	Equip, Notes	Notified?	Confirmed?	Declined?	Status	LCT	HWY	CR	5 Modifie	l By	
		39 L	C-04 -	-	JEFF B	Jeff B	None	0800	0800	-	No	No	No	Active	LCT	HWY	CR	S Jul-22-202	4 Alpha Use	r 🕄
Employee	es Ass	igne	d: 1 d	of 3 ad	d Truck D	river: 08	00 Add	Body: 080	[Inclu	de Deleted										
ID As	Shift	# o	f Go T	o	Code		Text	Replaces	Notified	? Confirmed?	Declined?	Short Note	Status A	id F S	Tr I	4ark O	n Call	: Modified	By	Book Off:
78 1	0800	1 3	EMPL	JEFF	B 778-55	5-1212	Send	NO BODY	No	No	No	LCT	Active 0	F -	- T	ue Wed	Thu F	ri Jul-22-2024	1 Alpha User	Tue Wed Thu Fri
[↑] For Act	ve Job,	Mark: (Notifie	d Cor	nfirmed	After J	ob, Mar	k: Comple	te [S	end Text to	All] [Cre	eate and S	end Time	e Sheel	ts] [Canc	el Ti	me Sheet	s]	

See <u>Truck Assignment</u>, on the next page, for details on assigning an unassigned truck and employee to drive it.

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Employee Notification – send text

Once you have added employees, the next step is to notify them of the job.

• Click the Send link in the Text column to text the employee with the job details.

Em	ploy	yees	As	sigr	ned: 3	of 3					_				_										
	ID	Shift	#	of	Go To		Со	de		Text	Replaces	Notified?	Confirmed?	Declined?	Short Note	Status	Aid	F	5	Tr	Mark On Call:	Modified	Ву	Book Off:	
	International and the second																								
	118	19 0800 1 3 EMPL KEVIN H 604-555-1000 Send NO BODY No No No LCT Active 0 H - Thu Fri Sat Sun Sep-25-2019 Super User Thu Fri Sat Sun Sep-24-2019 Super User Thu Fri Sat Sun																							
	120	0800	3	3	EMPL	INDIRA	K 60)4-55	5-101	0 Send	NO BODY	No	No	No	тср	Active	0	н	-	-	Thu Fri Sat Sun	Sep-25-2019	Super User	Thu Fri Sat Sun	3
[↑]	For	Active	Job,	Mar	k: Noti	fied	Confir	med	Afte	er Job, I	1ark: Comp	olete [Se	end Text to	All] [Cr	eate and s	Send T	ime	Sh	ee	ts]	[Cancel Ti	me Sheets	5]		

- Select the checkbox at the beginning of the row, and then click the Notified button to change the Notified column to Yes.
- Employee responses appear in the Confirmed column or the Declined column or you can select the row and click the Confirmed button.

Employee Notification – set manually using the "Notified" or "Confirmed" button

To show that an employee has been notified and confirmed – for example, by phone or in person – use the Notified and Confirmed buttons on the Job Details screen.

• Select the employee row and click the Notified or Confirmed buttons to mark the status.

En	nplo	yees	As	sigr	ned: 3	of 3															
_	ID	Shift	#	of	Go To	Code	Text	Replaces	Notified?	Confirmed?	Declined?	Short Note	Status	Aid	F	5 Т	Mark On Call:	Modified	Ву	Book Off:	
~	119	0800	1	3	EMPL	KEVIN H 604-555-1007	Send	NO BODY	Yes	No	No	тср	Active	0	н		Thu Fri Sat Sun	Sep-25-2019	Super User	Thu Fri Sat Sun	3
	118	0800	2	3	EMPL	WADE I 604-555-1008	Send	NO BODY	No	No	No	TCP	Active	0	н		Thu Fri Sat Sun	Sep-24-2019	Super User	Thu Fri Sat Sun	3
	120	0800	3	3	EMPL	INDIRA K 604-555-1010	Send	NO BODY	No	No	No	тср	Active	0	н		Thu Fri Sat Sun	Sep-25-2019	Super User	Thu Fri Sat Sun	3
[↑]	For	Active :	Job,	Mar	k: Notif	ied Confirmed After	Job, M	ark: Comp	lete [Se	end Text to	All] [Cr	eate and S	Gend T	ime	Sh	eets] [Cancel Ti	me Sheets	5]		

• To remove an employee from the grid (for example, if they declined), click the button at the end of the line 🔇 You can then choose a new employee using the Add Truck Driver and Add Body links.

The following grid shows two confirmed employees.

Er	nplo	yees	As	sig	ned: 2	2 of 2								_									
	ID	Shift	#	of	Go To	3	Code		Text	Replaces	Notified?	Confirmed?	Declined?	Short Note	Status	Aid	F S	т	Mark On Call:	Modified	Ву	Book Off:	
	43	0700	1	2	EMPL	KEITH E	3 604-555-10	27	Send	NO BODY	Yes	Yes	No	LCT	Active	0	н-	-	Thu Fri Sat Sun	Sep-17-2019	Bill Dispatcher	Thu Fri Sat Sun	8
	44	0700	2	2	EMPL	ALICIA	G 604-555-1	58	Send	NO BODY	Yes	Yes	No	тср	Complete	0	н -	-	Thu Fri Sat Sun	Sep-17-2019	Admin User	Thu Fri Sat Sun 🌘	8
[1]	For	Active	Job	, Mai	rk: Not	fied	Confirmed	After	Job, M	Mark: Comp	plete [Se	end Text to	o All] [C	reate and	Send Ti	me	She	ets]	Cancel Tir	ne Sheets]		

Truck Assignment if assigning trucks and drivers separately



• Click the shift time for which you want to add a truck – "0800" in the screen above.

The following screen will appear.

Click the Reset Filter link if the list displays fewer trucks than you expected.

00	Select Truck	iltering	g 40 Tr	ucks															
Quick:	Go Filter: Status(AO) Re	eset Fil	ter - Ca	ncel Sele	ection														
		Code ↑	Geotab	Name	Driver	Odometer	Model	Year	Plate	VIN	LCT	BFT	π	@Home	Equip?	Snows?	Chains?	Note	Sep-17-2019
	CLICK HERE TO SELECT =>	A LC-01		Ronald A	RONALD A	0	Silverado	2017	-	-	LCT	BFT	π	Home	-	-	-	-	Available
	At-Job-This-Date CLICK HERE TO SELECT =>	A LC-02		Don B	DON B	0	F-250	2017	-	-	LCT	BFT	π	Home	-	-	-	-	Available
	At-Job-This-Date CLICK HERE TO SELECT =>	A LC-03		Jeff C	JEFF CH	0	RAM 1500	2017	-	-	LCT	BFT	π	Home	-	-	-	In Yard	Available
	At-Job-This-Date CLICK HERE TO SELECT =>	A LC-04		Claire D	CLAIRE D	0	Sierra	2017	-	-	LCT	BFT	π	Home	-	-	-	Highway Truck	Available
	At-Job-This-Date CLICK HERE TO SELECT =>	A LC-05		Emma E	EMMA E	0	Silverado	2017	-	-	LCT	BFT	π	Home	-	-	-	-	Available
	At-Job-This-Date CLICK HERE TO SELECT =>	A LC-06		Sigrid F	SIGRID F	0	F-250	2017	-	-	LCT	BFT	π	Home	-	-	-	-	Available
	At-Job-This-Date CLICK HERE TO SELECT =>	A LC-07		Keith G	KEITH G	0	RAM 1500	2017	-	-	LCT	BFT	π	Home	-	-	-	In Yard	Available

 Select the truck you want by clicking "CLICK HERE TO SELECT =>". The next screen will appear.

- Click Submit to add the truck.
- You can add the employee listed as the truck driver when you add employees to this job.

Examples of Alpha job with Truck and People assigned

The job details screen shows the status of job assignments as they progress from Notified (e.g. a voice message or text has been left) to Confirmed or Declined (e.g. the employee was contacted or replied).

• The job following job shows that a truck and employees have been scheduled.

lph 🖉	a Job 3675	Kingsway																
Edit Details - Cop	y - View Change Log	- Google Maps																
Job Details	- ID(38) Created(Jul-22-	2024) Modified(Jul-22	-2024 by Alph	a User)														
Address	3675 Kingsway	Customer	BCIT - BCIT Ca	impus														
Job Description	Center Lane Closure	Contact <= Select	Wade 604-307	9740														
City	Vancouver	Subcontractor	-															
Job Date	Jul-22-2024 Monday	Recurring Job?	No															
Status	Active	Notes ALL Trucks	÷															
Start Time	0800	PO Number	÷															
Tcps/Replacements	2	Radios Required	No Describe:	- Provision	ed: No													
First Aid Level	0	Plans Required	No Describe:	 Provision 	ed: No													
Trucks Required	1-LCT 0-HWY 0-CR	Arrowboard Required	No Describe:	- Provision	ed: No													
On Freeway?	-	Equipment Required	No Describe:	 Provision 	ed: No													
Signs Required	*	Orientation Required	No Describe:	 Provision 	ed: No													
Documents Add New	Link Existing Document	Notes																
	Trucks Assig	gned: 1 of 1 Add Re	placement: 080)														
	ID Code	Geotab Driver	Name Repla	ces Picku	p Start	Equip, Notes	Notified?	Confirmed?	Declined	i? St	tatus	LCT	HWY	CR 5	Modified	By		
	38 LC-03	RONALD A R	onald A* None	0800	0800		No	No	No	Ad	tive	LCT	HWY	CR S	Jul-22-2024	Alpha User	0	
Emp	loyees Assigned: 3 o	of 3 [Include Del	eted]															
I	D As Shift # of Go T	o Code	Text	Replaces	Notified	? Confirmed?	Declined	? Short Note	e Status	Aid	FS	Tr	Mark (On Call:	Modified	Ву	Book Off:	
77	7 1 0800 1 3 EMPL	RONALD A 778-555-1	212 Send	NO BODY	No	No	No	LCT	Active	0	F -	-	Tue We	d Thu Fr	Jul-22-2024	Alpha User	Tue Wed Thu Fri	0
81	L 1 0800 2 3 EMPL	EMMA C 778-555-121	2 Send	NO BODY	No	No	No	TCP	Active	0	F -		Tue We	d Thu Fr	Jul-22-2024	Alpha User	Tue Wed Thu Fri	0
82	2 1 0800 3 3 EMPL	ARMSTRONG U 778-5	55-1212 Send	NO BODY	No	No	No	тср	Active	0	F -		Tue We	d Thu Fr	Jul-22-2024	Alpha User	Tue Wed Thu Fri	0
[↑] F	or Active Job, Mark: Notifie	d Confirmed After	Job, Mark: Cor	nplete [Send Te	xt to All] [Create a	nd Send T	ime Sh	eets] [(Cano	cel Tir	ne She	eets]			

• The next image shows that employees have been notified and have accepted the job.

🥮 Alph	na Jol	b ₃	675 K	ingsway																	
Edit Details - Cop	oy - View Cl	hange	Log -	Google Ma	aps																
Job Details	s - ID(38) Cres	ated(Ju	1-22-20	24) Modified	(Jul-22-20	24 by Alp	ha User)														
Address	3675 Kingswa	ay	C	istomer	B	IT - BCIT O	Campus														
Job Description	Center Lane (Closure	C	ontact <= Se	lect W	ade 604-30	7-9740														
City	Vancouver		Su	ubcontractor	-																
Job Date	Jul-22-2024 M	Monday	R	ecurring Job	? N	•															
Status	Active		N	otes ALL Tru	cks -																
Start Time	0800		P	O Number	-																
Tcps/Replacements	2		Ri	adios Require	ed N	Describe	- Provision	ed: No													
First Aid Level	0		PI	ans Required	I N	Describe	- Provision	ed: No													
Trucks Required	1-LCT 0-HWY	(0-CR	A	rowboard Re	equired N	Describe	- Provision	ed: No													
On Freeway?	-		E	uipment Re	quired N	Describe	- Provision	ed: No													
Signs Required			0	rientation Re	quired N	Describe	- Provision	ed: No													
Documents Add New	v Link Existin	g Docur	ment N	otes																	
	Tr	rucks /	Assign	ed: 1 of 1	Add Repla	cement: 08	00														
		ID (Code G	eotab Driv	ver Na	ne Rep	aces Picku	p Start	Equip, Notes	Notified?	Confirmed?	Declined	? Sta	atus	LCT	HWY	CR 5	Modified	Ву		
	C	38 L	.C-03	RONA	LD A Rona	d A* None	0800	0800	-	No	No	No	Act	ive	LCT	HWY	CR S	Jul-22-2024	Alpha User	0	
Emr		ianod	• 2 of	2 [Includ	o Dolot	dl															
LUIP	Juyees Ass	syneu	. 5 01	5 [Incluu	e Delett	uj															_
1	ID As Shift	# of	Go To	C	ode	Tex	Replaces	Notifie	d? Confirmed?	Peclined	? Short Note	e Status	Aid	FS	Tr	Mark (On Call:	Modified	Ву	Book Off:	
7	77 1 0800	1 3	EMPL	RONALD A 77	8-555-121	Send	NO BODY	Yes	Yes	No	LCT	Active	0	F -	-	Tue We	d Thu Fr	i Jul-22-2024	Alpha User	Tue Wed Thu Fr	i 🕄
8	31 1 0800	2 3	EMPL	EMMA C 778-	555-1212	Send	NO BODY	Yes	Yes	No	тср	Active	0	F -	-	Tue We	d Thu Fr	i Jul-22-2024	Alpha User	Tue Wed Thu Fr	i 🕄
8	32 1 0800	3 3	EMPL	ARMSTRONG	U 778-555	1212 Send	NO BODY	Yes	Yes	No	тср	Active	0	F -	-	Tue We	d Thu Fr	i Jul-22-2024	Alpha User	Tue Wed Thu Fr	i 🕄
[4]					1			Cand T	aut to All I	Creake	und Canal 7	Church Chu	a a ball	1 6		and The	ne Ch				
LT]	For Active Job,	Mark:	Notified	Confirmed	J After Job	, Mark: Co	mplete	Send I	ext to All	LCreate a	inu sena i	ime She	eets		Can	cer I In	ne Sh	eeusj			
AD-2024. All rights reserve	ea, puila 351 (=0																				

• Cancelling a job will cancel the assignments.

If a job is cancelled, an additional column will appear that indicates whether or not an employee has been notified of the cancellation.

• When a job is complete (later in the day), the employee may be "on call" (available for more jobs that day) or "booked off" (N/A for the rest of the day).

Notes:

- The start time links will appear until all people have been assigned.
- There are separate links for each start time.

Employees Assigned: 0 of 6 Add Truck Driver: 0600 0700 0800 Add Body: 0600 0700 0800 [Include Deleted]

• Booking off for the next day and subsequent days can be done with one click.

E	mpl	oye	es Ase	sigr	ned	: 3 of	3 [Include Deleted]															_
	I) As	Shift	#	of	Go To	Code	Text	Replaces	Notified?	Confirmed?	Declined?	Short Note	Status	Aid	F S	Tr	Mark On Call:	Modified	Ву	Book Off:	
	77	1	0800	1	3	EMPL	RONALD A 778-555-1212	Send	NO BODY	Yes	Yes	No	LCT	Active	0	F -	-	Tue Wed Thu Fri	Jul-22-2024	Alpha User	Tue Wed Thu Fr	1
	81	1	0800	2	3	EMPL	EMMA C 778-555-1212	Send	NO BODY	Yes	Yes	No	тср	Active	0	F -	-	Tue Wed Thu Fri	Jul-22-2024	Alpha User	Tue Wed Thu Fr	i 🕄
	82	1	0800	3	3	EMPL	ARMSTRONG U 778-555-1212	Send	NO BODY	Yes	Yes	No	TCP	Active	0	F-	-	Tue Wed Thu Fri	Jul-22-2024	Alpha User	Tue Wed Thu Fr	i 🕄

 When selecting an employee for a job, warnings will be displayed for employees that are already assigned to a job or that cannot be selected because their TCP certificate has expired.

Return to the Book page

• Click the Book link at the top of the screen at any time to return to the Book page.

```
Alpha Traffic Book (Alpha)
Assignments (Alpha)
Customers | TMP Jobs | Jobs(232nd St. & Brich Ave ) Employees | Orientation | Training | Trucks
```

Step 5 – Check Status to Ensure Job is Ready (Green)

The Book screen uses colour to show the status of each job and resource assignment.

The start time for each job will turn Green once all resource assignments for the job are confirmed.

When all jobs are Green - you're done!

Let's review the status colours on the book screen:

A	lp	ha Tra	Affic Book Assign	(Alpha) nments (Alpha)														D	ocume	ents Reports User: Alpha Use Main Menu Logo
Custome	rs TMP	Jobs Jobs(232nd St & Bi	irch Ave) Employees Ori	entation Training Trucks																
	M Ju 20	londay ul-22-)24	8 entries. C - Ronald is a no s - Claire 20 minut	reate New Job New Dail show at work es late	y Note Less En GD: GD:	nployee Ti S Richmond M S Got it Mark:	exts: 2 N lark: Done Done	Vewl	y Rec	ceiveo	1 <i>I</i>	All	- Ac	tive						
Print Jul-22-	: Truc 2024	k Sheet Book Sur Go	mmary Yesterday Today	Tuesday Wednesday Thurs	day Friday S	aturday S	now: [Ti	ruck	Jobs] [Do	uble] [D	upe	es] [Inc	om	plet	:e] [[No Tir	me Sheets] [Include Deleted]
	Start	Customer & PO																		
			Note	Address	Job Description	Modified	Ву	тср	LCT	HWY	CR	All	Aid	Or	FS	R	P	A E	Trucks	s Employees
_	0700	\$Cash	Note	Address 531 North Road, Coquitlam	Job Description Fast Lane Closure	Modified Jul-19-2024	By	TCP	LCT 1	HWY 0	CR 0	All 2*	Aid	Or -	F 9	R -	P .	A E	Trucks	s Employees ARMSTRONG U
┢	0700 0700	\$Cash BCIT Campus	Note Nigil John	Address 531 North Road, Coquitlam 3475 Highland Drive, Coquitlam	Job Description Fast Lane Closure Event	Modified Jul-19-2024 Jul-19-2024	By Alpha User	TCP 1* 1	LCT 1 1	НWҮ 0 0	CR 0	All 2* 2	Aid D	Or -	F 9	R - -	P .	A E	Trucks LC-01 LC-02	ARMSTRONG U ARTHUR V, WADE F
•	0700 0700 0800	\$Cash BCIT Campus BCIT Campus	Note Nigil John -	Address 531 North Road, Coquitlam 3475 Highland Drive, Coquitlam 3675 Kingsway, Vancouver	Job Description Fast Lane Closure Event Center Lane Closure	Modified Jul-19-2024 Jul-19-2024 Jul-22-2024	By Alpha User Alpha User	TCP 1* 1 2	LCT 1 1 1	HWY 0 0 0	CR 0 2 0 2	All 2* 2 3	Aid D D D	Or -	F 9	R - -	P .	A E - -	Trucks LC-01 LC-02 LC-03	s Employees ARMSTRONG U ARTHUR V, WADE F RONALD A, EMMA C, ARMSTRONG U
+	0700 0700 0800 0600	\$Cash BCIT Campus BCIT Campus BMO Marathon	Note Nigil John - called in at 8:58 am	Address 531 North Road, Coquitlam 3475 Highland Drive, Coquitlam 3675 Kingsway, Vancouver 232nd St & Birch Ave, Maple Ridge	Job Description Fast Lane Closure Event Center Lane Closure Fast Lane Closure	Modified Jul-19-2024 Jul-19-2024 Jul-22-2024 Jul-22-2024	By Alpha User Alpha User Alpha User	TCP 1* 1 2 5*	LCT 1 1 1 1 1*	HWY 0 0 0 0	CR 0 2 0 2 0 2 0 2	All 2* 2 3 6*	Aid D D D D D	Or 	F 9	R - - -	P .	A E	Trucks LC-01 LC-02 LC-03 -	S Employees ARMSTRONG U ARTHUR V, WADE F RONALD A, EMMA C, ARMSTRONG U -
•	0700 0700 0800 0600 11 0700	\$Cash BCIT Campus BCIT Campus BMO Marathon BMO Marathon	Note Nigil John - called in at 8:58 am called in at 8:58 am	Address 531 North Road, Coquitlam 3475 Highland Drive, Coquitlam 3675 Kingsway, Vancouver 232nd St & Birch Ave, Maple Ridge 232nd St & Birch Ave, Maple Ridge	Job Description Fast Lane Closure Event Center Lane Closure Fast Lane Closure Fast Lane Closure	Modified Jul-19-2024 Jul-19-2024 Jul-22-2024 Jul-22-2024 Jul-19-2024	By Alpha User Alpha User Alpha User Alpha User	TCP 1* 1 2 5* 1	LCT 1 1 1 1* 1	HWY 0 0 0 0 0	CR 0 2 0 2 0 2 0 2 0 2	All 2* 2 3 6* 2	Aid D D D D D D	Or 	F 9	R - - - -	P .	A E	Trucks LC-01 LC-02 LC-03 - LC-05	Employees ARMSTRONG U ARTHUR V, WADE F RONALD A, EMMA C, ARMSTRONG U - CLAIRE B, GORD X
 	0700 0700 0800 0600 0700 0700	\$Cash BCIT Campus BCIT Campus BMO Marathon BMO Marathon Richmond Centre	Note Nigil John - called in at 8:58 am Called in at 8:58 am Caribbean Days	Address 531 North Road, Coquitlam 3475 Highland Drive, Coquitlam 3675 Kingsway, Vancouver 232nd St & Birch Ave, Maple Ridge 232nd St & Birch Ave, Maple Ridge W Esplanade, North Vancouver	Job Description Fast Lane Closure Event Center Lane Closure Fast Lane Closure Fast Lane Closure Event	Modified Jul-19-2024 Jul-22-2024 Jul-22-2024 Jul-22-2024 Jul-19-2024 Jul-19-2024	By Alpha User Alpha User Alpha User Alpha User Alpha User	TCP 1* 1 2 5* 1 1	LCT 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	HWY 0 0 0 0 0 0 0	CR 0 0 0 0 0	All 2* 2 3 6* 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	Aid D D D D D D D D D D D	Or 	F 9	R - - - - - -	P .	A E - - - - - - -	Trucks LC-01 LC-02 LC-03 . LC-05 LC-05 LC-06	Employees ARMSTRONG U ARTHUR V, WADE F RONALD A, EMMA C, ARMSTRONG U - CLAIRE B, GORD X FRANCES Y, EMMA C
 → → 	0700 0700 0800 0600 0700 0700 0700	\$Cash BCTT Campus BCTT Campus BMO Marathon BMO Marathon Richmond Centre Simon Fraswer University	Note Nigil John - called in at 8:58 am called in at 8:58 am Caribbean Days Cameron 604-985-7474R	Address 531 North Road, Coquitiam 3475 Highland Drive, Coquitiam 3675 Kingsway, Vancouver 232nd St & Birch Ave, Maple Ridge 232nd St & Birch Ave, Maple Ridge W Esplanade, North Vancouver 3607 Capilano Rd, North Vancouver	Job Description Fast Lane Closure Event Center Lane Closure Fast Lane Closure Fast Lane Closure Event Slow Lane Closure	Hodified Jul-19-2024 Jul-29-2024 Jul-22-2024 Jul-22-2024 Jul-19-2024 Jul-19-2024 Jul-19-2024	By Alpha User Alpha User Alpha User Alpha User Alpha User Alpha User	TCP 1* 2 5* 1 1 1 1 1 1*	LCT 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	HWY 0 0 0 0 0 0 0 0	CR 0 0 0 0 0 0	All 2* 2 3 6* 2 2 2 2 2	Aid D D D D D D D D D D	Or 	F 9	R - - - - - - - - - - - -	P .	A E - - - - - - -	Trucks LC-01 LC-02 LC-03 - LC-05 LC-06	ARMSTRONG U ARTHUR V, WADE F RONALD A, EMMA C, ARMSTRONG U - CLAIRE B, GORD X FRANCES V, EMMA C GORD X
\rightarrow \rightarrow	0700 0700 0800 0600 0700 0700 0700 0700	\$Cash BCIT Campus BCIT Campus BMO Marathon BMO Marathon Richmond Centre Simon Fraswer University University of BC	Note Nigil John - called in at 8:58 am called in at 8:58 am Caribbean Days Cameron 604-985-7474R Natt 604-785-4276	Address 531 North Road, Coquitlam 3475 Highland Drive, Coquitlam 3675 Kingsway, Vancouver 232nd St & Birch Ave, Maple Ridge 232nd St & Birch Ave, Maple Ridge W Esplanade, North Vancouver 3607 Capilano Rd, North Vancouver	Job Description Fast Lane Closure Event Center Lane Closure Fast Lane Closure Fast Lane Closure Slow Lane Closure Shoulder Closure	Modified Jul-19-2024 Jul-29-2024 Jul-22-2024 Jul-22-2024 Jul-19-2024 Jul-19-2024 Jul-19-2024 Jul-19-2024	By Alpha User Alpha User Alpha User Alpha User Alpha User Alpha User Alpha User	TCP 1* 2 5* 1 1 1 1* 1*	LCT 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	HWY 0 0 0 0 0 0 0 0 0 0	CR 0 0 0 0 0 0 0	All 2* 2 3 6* 2 2 2 2 2 2	Aid D D D D D D D D D D D D D D D D D D D	Or 	F 9	R - - - - - - - -	P	A E - - - - - - - - - - - -	Trucks LC-01 LC-02 LC-03 - LC-05 LC-06 - LC-03	Employees ARMSTRONG U ARTHUR V, WADE F RONALD A, EMMA C, ARMSTRONG U - CLAIRE B, GORD X FRANCES Y, EMMA C GORD X ALEX V
 → → → 	0700 0700 0800 0600 0700 0700 0700 -	\$Cash BCIT Campus BCIT Campus BMO Marathon BMO Marathon Richmond Centre Simon Fraswer University University of BC -	Note Ngil John - called in at 8:58 am Caribban Days Camero 604-985-7474R Matt 604-785-4276 -	Address Address S31 North Road, Coquitam 3475 Highland Drive, Coquitam 3475 Kingoway, Vancouver 232nd st & Birch Ave, Maple Ridge 232nd st & Birch Ave, Maple Ridge 232nd st & Birch Ave, Maple Ridge W Esplanade, North Vancouver 3607 Capilano R&, North Vancouver Beach & Pacific, Vancouver Totals ====>	Job Description Fast Lane Closure Event Center Lane Closure Fast Lane Closure Event Slow Lane Closure Shoulder Closure	Modified Jul-19-2024 Jul-29-2024 Jul-22-2024 Jul-22-2024 Jul-19-2024 Jul-19-2024 Jul-19-2024 Jul-19-2024	By Alpha User Alpha User Alpha User Alpha User Alpha User Alpha User Alpha User	TCP 1* 2 5* 1 1 1 1* 1* 1* 13	LCT 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	HWY 0 0 0 0 0 0 0 0 0 0 0 0	CR 0 0 0 0 0 0 0 0	All 2* 2 3 6* 2 2 2 2 2 2 2 2 2 1 2 1 1 1 1 1 1 1 1	Aid 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Or 	F 9	R - - - - - - - - - - -	P .	A E - - - - - - - - - - - - - - - - - - -	Trucks LC-01 LC-02 LC-03 - LC-05 LC-06 - LC-03 - LC-03 -	Employees ARMSTRONG U ARTHUR V, WADE F RONALD A, EMMA C, ARMSTRONG U - CLAIRE B, GORD X FRANCES Y, EMMA C GORD X ALEX V -

- Daily notes and recent text messages appear at the top of the screen.
- GREEN start times show that jobs are "Ready." BLACK start times show jobs that have not been completely dispatched.
- RED asterisks "*" in the TCP, LCT, HWY, CR and All columns show that resources need to be assigned.
- Click the BLUE Address field to view job details.
- **PINK** highlighting on the Customer & PO name (the first entry shown above) indicates a cancelled job.
- The PINK highlighted double-exclamation marks (!!) indicate jobs with multiple shifts (multiple start times for employees).
- The "Trucks" column lists all trucks assigned to a job.
 - **RED** names show the truck is not confirmed or not assigned a driver.
- The "Employees" column lists all employees assigned to a job.
 - RED names show that employees have not been notified.
 - **ORANGE** names show that employees have not confirmed.
 - BLACK names are confirmed.
 - **YELLOW** highlighted names show that the employee's assignment is completed.
- Click the "Truck Jobs" link (at the top, beside "**Show**") to only see jobs with trucks assigned.
- Click the "Double" link to see jobs that have the same person assigned to more than one job.
- Click the "Dupes" link to see duplicate jobs (two assignments at the same address).
- Click the "Incomplete" link to see jobs that aren't Ready.
- A xx mark, in RED, indicates that the assignment of employees start times does not match the start times set up for the job.

Copy Jobs

Traffic Control Dispatch lets you copy all jobs or a sub-set of jobs from one particular day to up to seven future days. The program also copies all existing truck and employee assignments for each job.

This lets you easily handle recurring jobs and similar jobs from the same company.



To copy all jobs or all recurring jobs to one or more new days

- Go to the Main Menu.
- Click the Copy *<company>* Jobs button.

😡 Main Menu	New Daily Note Less - Ronald is a no show at work - Claire 20 minutes late	Employee Texts: 2 Newly Received All Active GDS Richmond Mark: Done GDS Got it Mark: Done
Copy Alpha Jobs	Night Dispatchers	
Daily Notes	Cities	
TMP Jobs	Job Descriptions	

• Specify the date that you want to copy jobs from.

🥌 Copy Alpha Jobs	from Tuesda	ay Jul-22-2	2024 Step 1 of 3.
	Enter Copy From	n Date	
	Copy From Date	Jul-22-2024	
	First Copy-To Date	Jul-23-2024	
	Copy Only Recurring Jobs?		
	Assignments Nounea and Commea?	Next Cancel	
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- You can choose to copy only the jobs marked as recurring.
- You can also choose to mark trucks and employees for all copied jobs as "Notified" and "Confirmed."
- Click the Next button, and then choose the days to which you want to copy jobs.

📟 Copy Alpha	a Jobs from ⁻	Tuesday Jul-22-2024 Step	p 2 of
		Enter Copy From Date	
	Copy From Date Note Copy Only Recurring Jobs? Assignments Notified and Confirmed	Monday Jul-22-2024 All details, trucks, and employees will be the same for selected jobs.	
	Copy Job To:	Tuesday Jul-23-2024	
		Vednesday Jul-24-2024 Thursday Jul-25-2024	
		Friday Jul-26-2024	
		Saturday Jul-27-2024	
		Sunday Jul-28-2024	
		Monday Jul-29-2024	
		Next Back Cancel	
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The program lets you copy all jobs to the next 7 days, and, also, providing these options:

- Copy only the jobs marked as recurring.
- Mark trucks and employees for all copied jobs as "Notified" and "Confirmed."
- Click the Next button, cherry-pick the jobs you want to copy, and then click "Copy Selected Jobs listed below.
 - Click the arrow above the first column to select all jobs in the grid.

					Enter Copy From Da	ate						
			Copy I <mark>Note</mark> Copy (Assign	From Date Only Recurring Jobs? Iments Notified and Confirmed?	Monday Jul-22-2024 All details, trucks, and	empl	oyees	will be t	he sa	me f	or selecte	d jobs.
			Copy]	Job To:	Tuesday Jul-23-20	24						
					Wednesday Jul-24	-2024						
					Thursday Jul-25-2	024						
					Friday Jul-26-2024	1						
					Saturday Jul-27-2	024						
					Sunday Jul-28-202	24						
					Monday Jul-29-20	24						
					Copy Selected Jobs	Listed	Below	Bac	k	Can	cel	
►↓	Start	Customer		Address	Job Description	тср	LCT	HWY	CR	All	Trucks	Employees
	0700	\$Cash		531 North Road, Coquitlam	Fast Lane Closure	1*	1	0	0	2*	LC-01	ARMSTRONG U
	0700	BCIT Campus		3475 Highland Drive, Coquitlam	Event	1	1	0	0	2	LC-02	ARTHUR V, WADE F
	0800	BCIT Campus		3675 Kingsway, Vancouver	Center Lane Closure	2	1	0	0	3	LC-03	RONALD A, EMMA C, ARMSTRONG U
	0600!!	BMO Marathon		232nd St & Birch Ave, Maple Ridge	Fast Lane Closure	5*	1*	0	0	6*		-
	0700	BMO Marathon		232nd St & Birch Ave, Maple Ridge	Fast Lane Closure	1	1	0	0	2	LC-05	CLAIRE B, GORD X
	0700	Richmond Centre		W Esplanade, North Vancouver	Event	1	1	0	0	2	LC-06	FRANCES Y, EMMA C
	0700	Simon Fraswer Univ	rsity	3607 Capilano Rd, North Vancouver	Slow Lane Closure	1*	1*	0	0	2*		GORD X
		University of BC		Beach & Pacific, Vancouver	Shoulder Closure	1*	1	0	0	2*	LC-03	ALEX V
	0700	University of DC		beach of a dancy function of	Shoulder clobare							

The program will copy all selected jobs to the days that you selected.

• Click the back button on this screen to change the list of destination days.

Assignments

The Assignments page is a 7-day or 4-day view of all employees and their assignments. This example shows the 4-day view. Click "Show 7 Days" to see the 7-day view of assignments.

Alpha Assign	ment	for - Ror - Cla	12 Employees. I nald is a no show at wo ire 20 minutes late	New Daily Note L rk	ess Show Texts GDS Richmond GDS Got it Mark	s: 2 Newly Recei Mark: Done k: Done	ived A	ll Active		
Jul-22-2024	Go Yester	e [.] day To	oday Tuesday	Wednesday Thurs	day Friday Sa	turday Filter: Lan	e Control(Ye	es) Status(A) Re	eset Filter Sho	ow 7 Days
	Seniority 9	Seniority 2	Monday* Jul-22-2024	Tuesday Jul-23-2024	Wednesday Jul-24-2024	Thursday Jul-25-2024	City	Msg	Skill Level	Opts
	Oct-26-2023 -		- CLAIRE B +	- CLAIRE B +	- CLAIRE B +	- CLAIRE B +	Vancouver	reported lazy	3 - Probationary LCT	LCTHWYF
	Nov-02-2023 -		NORMAN W	- NORMAN W +	NORMAN W +	NORMAN W +	Vancouver	-	5 - Highway LCT	LCTHWYF
	Dec-02-2023 -		- JEFF B +	- JEFF B +	JEFF B +	- JEFF B +	Vancouver	-	3 - Probationary LCT	LCTHWYF
	Dec-30-2023 -		- RONALD A +	- RONALD A +	RONALD A +	RONALD A +	Vancouver	weekdays only	3 - Probationary LCT	LCTHWYF
	Jan-18-2024 -		- FRANCES Y +	- FRANCES Y +	FRANCES Y +	FRANCES Y +	Vancouver	-	1 - Probationary TCP	LCTHWYF
	Feb-15-2024 -		GDS INJURED	GDS INJURED	- GDS +	- GDS +	Vancouver	-	2 - Experienced TCP	LCTHWYF
	Mar-24-2024 -		- EMMA C +	- EMMA C +	EMMA C +	- EMMA C +	Vancouver	-	4 - Experienced LCT	LCTHWYF
	Apr-08-2024 -		- ALEX V +	- ALEX V +	- ALEX V +	- ALEX V +	Vancouver	weekdays only	5 - Highway LCT	LCTHWYF
	May-11-2024 -		- GORD X +	- GORD X +	GORD X +	GORD X +	Vancouver	reported lazy	5 - Highway LCT	LCTHWYF
	May-25-2024 -		- ARTHUR V +	- ARTHUR V +	- ARTHUR V +	- ARTHUR V +	Vancouver	-	4 - Experienced LCT	LCTHWYF
	Jun-12-2024 -		- ARMSTRONG U +	ARMSTRONG U +	ARMSTRONG U +	ARMSTRONG U +	Vancouver	-	3 - Probationary LCT	LCTHWYF
	Jul-17-2024 -		- WADE F +	- WADE F +	WADE F +	- WADE F +	Vancouver	-	3 - Probationary LCT	LCTHWYF
	Working-Glen Co	omplete Bo	oked Off + o/c - b/o							
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Notes:

- Employees in YELLOW are working that day for Alpha.
- Employees highlighted in PINK are booked off. Employees on call are identified by "o/c" beside the name.

To book off an employee or put them on call:

• Click the minus and plus links on either side of an employee's name to quickly set the employee as booked off (-) or on call (+) for that day.

- If booked off, the name will be highlighted in **PINK** on the assignments screen; if oncall, an o/c label will be displayed.
- When you book off an employee or place them on-call, a new note appears on the Employee Details page.

No	tes(1) Add	I: Today T	om	orrow						
ID	From	То	For	Booked Off?†	Tag	Note	Created	Modified	Ву	
8	Oct-17-2019	Oct-20-2019	CA	Yes	Comp time	Worked 7 straight days and is taking time off in compensatio	Oct-17-2019	Oct-17-2019	SiteAdmin Role	3

Notes regarding the "On Call" status

Dispatched employees are really always on call. However, there are two situations when dispatchers will mark them "o/c."

- The employee is on call for a weekend. On Friday, an employee who wants more shifts might tell the dispatcher that they are available for the weekend.
- When they work an 8:00 AM job, are done by 10:00 AM, and are looking for more work that same day.

So, when looking for an employee who is available for a job, the o/c "overrides" the "At Job Today."

To remove a booked-off or on-call status for an employee:

 Click the employee's name to display the Employee details page, then click the button at the end of the "booked-off" or "on-call" note to remove the booked-off or oncall status from the Assignments page 3

You can also book off employees from the <u>Employee Details</u> page and add a tag to explain the reason. (You can see the tag "Mat Leave" in the screen at the top of the page.)

• Daily Notes (if any) appear at the top of the Assignments page.

The notes are reminders that will also appear on the Assignments page. An example might be "lan's Truck will be fixed by noon". Links are provided to show <u>More</u> or <u>Less</u> of the notes with one click.

• The most recent text messages from employees (and not yet processed, therefore "Active") are shown at the top of the page.

Texts also appear on the Assignments page, along with links to all messages or active messages.

Daily Notes

Daily notes appear at the top of the Book and Assignment pages.

- Click the New Daily Note link to add or edit notes.
- Click the Submit button in the Daily Note screen to return to the prior screen.

Alpha	1	Fraffic	Book (Alpha) Assignments (Alp	ha)	
Customers TMP Jobs Jo	bs <mark>(</mark> 531	North Road) Employees(CLAIRE B) Orientation 1	Training Trucks	
🥌 Mon Jul-2	da 2-	y 8 ent - Ronal	ries. Create New J d is a no show at work	ob <u>New Daily Note</u> Less	ss View Change Log Daily Note Details
		- Claire	20 minutes late		Created Jul-22-2024
2024					- Ronald is an oshow at work
Print: Truck Shee	t Bo	Go Yesterday T	oday Tuesday W	ednesday Thursday Friday	BY Note
	Start	Customer & PO	Note	Address	
	0700	\$Cash	Nigil	531 North Road, Coquitlam	
	0700	BCIT Campus	John	3475 Highland Drive, Coquitlam	Submit Cancel
	0800	BCIT Campus	-	3675 Kingsway, Vancouver	
	0600!!	BMO Marathon	called in at 8:58 am	232nd St & Birch Ave, Maple Ridge	ge
	0700	BMO Marathon	called in at 8:58 am	232nd St & Birch Ave, Maple Ridge	lge
	0700	Richmond Centre	Caribbean Days	W Esplanade, North Vancouver	
	0700	Simon Fraswer University	Cameron 604-985-7474R	3607 Capilano Rd, North Vancouver	ver
	0700	University of BC	Matt 604-785-4276	Beach & Pacific, Vancouver	
	-	-	-	Totals =====>	
0.0000.0001.0001.000	Cancell	ed Complete II=Multiple St	art Times xx=Mismatched	Shifts R=Recurring ns=Non-Supply	aly the second se

Night Dispatchers

You can specify dispatchers that are on-call night dispatchers, and have all text messages forwarded to their phones during night shifts.

This allows on-call night dispatchers to address emergency issues – such as police requiring a flagger or 2 to handle an accident scene, or to handle problems on night dispatch jobs.

To specify night dispatchers and have texts forwarded to them during shifts:

• Choose Night Dispatchers from the Main Menu. The following form appears:



Note: This form lets you set up three night dispatchers – or set up night dispatchers for three durations – for example, from Monday to Friday for Week 1, Week 2, and Week 3.

• Click the User column to edit IDs. The following form appears:

_			
ł	Dispatcher -None-		
			Dispatcher Details
		ID Created Modified Dispatcher On Duty? Shifts First Start Date Last Start Date	9 3/22-2023 by Super User □ from = ∨ From Blooo Tro; 259 3/42-2024 Tro; 259 3/42-2024 Tro; 3/42-2024 Tr
82	09.2019 All rights reserved Build 856 T=0.016		

- Fill in the form as follows:
 - Select the user who is working this shift.
 - Select the On Duty checkbox to activate text forwarding.

If On Duty is checked, all texts that arrive within the specified shift times will be forwarded to the dispatcher's phone.

If On Duty is not checked, that dispatcher will not receive forwarded texts.

- Specify the shift hours such as 0000 to 0800.
- Specify the first and last days of the shift.

Note that the first and last dates are both labelled "Start" date. This is because these dates are the *start dates* of the first and last shifts.

For a night dispatcher, their shift will often start on one day (e.g. at 2200) and end the **next day** (e.g. at 0500).

A night dispatcher could also start at 0200 and end their shift at 0800 - same day - or start at 1800 and end at 2359.

Notes:

- You must fill in the shift times and dates to forward text messages during shifts.
- Many TCP Dispatch users have the same people on the same night shifts for weeks or months at a time. The On Duty checkbox lets these people be turned on and off easily (for example, when they are on holidays) without changing other settings.

Employees

Choose "Employees" from the "top menu" to see a list of employees and to add new ones. For information on assigning employees to jobs, see <u>Assign, Notify, and Confirm Resources</u>.



Click the Reset Filter link if the list is blank or displays fewer employees than you expected.

The Employees list appears as follows:

		Em	ploy	ees:	12 c	reate New	ı Emple	oyee																				
» Oui	Emp ick:	ployees -	Notes	Filter: status	(A) Reset F	ilter																						
1	D S	eniority 1↑	Seniority 2	Code	First Name	Last Name	Drives	Skill Level	Phone	City	Prov	Message	Aid	ιст	HWY	CR I	FWY	5 T(CP Expires	Abstract Expires	Aid Exp.	Hear. Exp.	Birthday	DL#	SIN	РН #	Modified	Ву
5	00	t-26-2023	-	CLAIRE B	Claire	Brown	LC-05	3 - Probationary LCT	778-555-1212	Vancouver	BC	reported lazy	0	LCT	HWY	- F	-	- Ju	ul-20-2024		-		Sep-16-1996	DL	SIN	Care	Jul-19-2024	Alpha User
2	8 No	w-02-2023	-	NORMAN W	Norman	Walker	NONE	5 - Highway LCT	778-555-1212	Vancouver	BC	•	0	LCT	HWY	- F	:	- No	ov-01-2024	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-19-2024	Alpha User
4	De	c-02-2023	-	JEFF B	Jeff	Bell	LC-04	3 - Probationary LCT	778-555-1212	Vancouver	BC	•	0	LCT	HWY	- F	:	- Se	ep-26-2024	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-19-2024	Alpha User
3	De	c-30-2023	-	RONALD A	Ronald	Arnold	LC-03	3 - Probationary LCT	778-555-1212	Vancouver	BC	weekdays only	0	LCT	HWY	- F	:	- No	ov-20-2024	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-19-2024	Alpha User
3	0 Jai	n-18-2024	-	FRANCES Y	Frances	York	NONE	1 - Probationary TCP	778-555-1212	Vancouver	BC	•	0	LCT	HWY	- F	:	- 00	ct-12-2024	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-19-2024	Alpha User
1	Fel	b-15-2024	-	GDS	GD	Singh	LC-01	2 - Experienced TCP	604-781-1110	Vancouver	BC	•	0	LCT	HWY	- F	:	- Ma	ar-30-2025	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-19-2024	Alpha User
6	Ma	ar-24-2024	-	EMMA C	Emma	Caufield	LC-06	4 - Experienced LCT	778-555-1212	Vancouver	BC	•	0	LCT	HWY	- F	:	- Se	ep-23-2024	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-19-2024	Alpha User
2	7 Ap	r-08-2024	-	ALEX V	Alex	Vej	NONE	5 - Highway LCT	778-555-1212	Vancouver	BC	weekdays only	0	LCT	HWY	- F	:	- De	ec-21-2024	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-19-2024	Alpha User
2	9 Ma	ay-11-2024	-	GORD X	Gord	Xanthos	NONE	5 - Highway LCT	778-555-1212	Vancouver	BC	reported lazy	0	LCT	HWY	- F	:	- Ap	pr-22-2025	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-19-2024	Alpha User
2	6 Ma	ay-25-2024	-	ARTHUR V	Arthur	Verma	NONE	4 - Experienced LCT	778-555-1212	Vancouver	BC	•	0	LCT	HWY	- F	:	- Ma	ar-03-2025	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-19-2024	Alpha User
2	5 Ju	n-12-2024	-	ARMSTRONG U	Armstrong	Uliman	NONE	3 - Probationary LCT	778-555-1212	Vancouver	BC	•	0	LCT	HWY	- F		- Ma	ar-02-2025	-	-		Sep-16-1996	DL	SIN	Care	Jul-19-2024	Alpha User
2	Jul	l-17-2024	-	WADE F	Wade	Forster	LC-02	3 - Probationary LCT	604-307-9740	Vancouver	BC	•	0	LCT	HWY	- F		- De	ec-02-2024	-	-		Sep-16-1996	DL	SIN	Care	Jul-19-2024	Alpha User
(0 20)	19-2024	. All rights res	erved, Build 35	51 T=0.015																								

• Click a column heading to sort the employee list by that column.

Q	» E Juicl	mployees k:	- Notes Go	Filter: status	(A) Reset F	ilter					
	ID	Seniority 1	Seniority 2	Code	First Name	Last Namet	Drives	Skill Level	Phone	City	Prov
	3	Dec-30-2023	-	RONALD A	Ronald	Arnolu	LC-03	3 - Probationary LCT	778-555-1212	Vancouver	BC
	4	Dec-02-2023	-	JEFF B	Jeff	Bell	LC-04	3 - Probationary LCT	778-555-1212	Vancouver	BC
	5	Oct-26-2023	-	CLAIRE B	Claire	Brown	LC-05	3 - Probationary LCT	778-555-1212	Vancouver	BC
	6	Mar-24-2024	-	EMMA C	Emma	Caufield	LC-06	4 - Experienced LCT	778-555-1212	Vancouver	BC
	2	Jul-17-2024	-	WADE F	Wade	Forster	LC-02	3 - Probationary LCT	604-307-9740	Vancouver	BC

• **To find an employee fast,** type the full or partial first name into the Quick field and click the Go button (or press Enter). (In this case, first names containing "g".)

» Qu	EI	mplovees -	Notes	Filter: First Na	ame Contains(g)) Status(A) Re	eset Fil	ter				
	ID	Seniority 1	Seniority 2	Code	First Name	Last Name†	Drives	Skill Level	Phone	City	Prov	Message
	1	Feb-15-2024	-	GDS 📥	GD	Singh	LC-01	2 - Experienced TCP	604-781-1110	Vancouver	BC	-
	25	Jun-12-2024	-	ARMSTRONG U	Armstrong	Uliman	NONE	3 - Probationary LCT	778-555-1212	Vancouver	BC	-
	29	May-11-2024	-	GORD X	Gord	Xanthos	NONE	5 - Highway LCT	778-555-1212	Vancouver	BC	reported lazy

• To view an existing employee's data, click on their first or last name in the table.

,	Er	Em	ploy	/ees:	3 Creat	te New Em	iployee	e Itor		* Employee AF		ONG U - New E	mployee Message Notes Report - Tex diffed(Jul-19-2024 by A	ds Report
Qu	IICK	. <u>y</u>	GO	THUEL FIISUN	ame contains(g	j) Status(A) INC	secili	itei			Code	ARMSTRONG U Remote Id:	Status	Active
		Contractor	Contratto								First Name	Armstrong	Last Name	Ullman Transit User No
	TD	Seniority	Seniority	Code	First Name	Last Name:	Drives	Skill Level			Skill Level	3 - Probationary LCT	Emergency Contact 1	M 604-555-1212
		1	2	couc	The manie	cuse manner	Dines	Shin Level			Drives	(NONE) Select	Emergency Contact 2	
	_								r (* 1		Cell*	778-555-1212	Email	
	1	Feb-15-2024	-	GDS	GD	Singh	LC-01	2 - Experienced TCP)		Home		Other	
								a a l 11 107			Address		City	Vancouver
	25	Jun-12-2024	-	ARMSTRONG U	Armstrong	Jiiman	NONE	3 - Propationary LCT			Province	BC	Postal Code	V65 144
	20	Mar. 11 2024		CODD V	Cred C	Venthere	NONE	E History I CT			Country	Canada	First Aid Level	0 Gas Card# -
	29	May-11-2024	-	GORD X	Gord 🗸	Adnthos	NONE	5 - Highway LCT			Drives	LCT-Yes HWY-Yes CR-No	Drives on Freeway?	Yes Has Signs? No
						-					Well Contractor	COLUMN TO AND ADDRESS AND ADDRESS	Painted's Alexand French	

• Click the "Edit Details" link to change any of the details.

🔍 Employee A	ARMSTRO	DNG U	mployee Message							
» Employees - Notes New Date	e: Jul-24-2024 Edit	Go Today T Details Google Maps	omorrow - Notes Report - Tex	ts Report						
	ID(Code First Name	25) Created(Jul-23-2023) Mo ARMSTRONG U Remote Id: - Armstrong	odified(Jul-22-2024 by A Status Last Name	lpha User) Active Ullman Transit User No		Emplo	yee ARMSTRONG L	J		
	Skill Level Drives Cell*	3 - Probationary LCT (NONE) Select 778-555-1212	Emergency Contact 1 Emergency Contact 2 Email	M 604-555-1212 		Code" First Name" Skill Level"	ID(25) Created(3u ARMSTRONG U Remote Id: Armstreng 3 - Probalismary LCT ♥	23-2023) Hodified(Jul- Status Last Name* Emergency Name 1*	22-2024 by Alpha User) Active Y Contractor Ulimen Transit User H	Phone 1 60
	Address Province Country	- BC Canada	City Postal Code First Aid Level	- Vancouver V6S 1A4 0 Gas Card# -		Drives Primary Phone Cell Home	Cell Home Other 778-535-1212	Emergency runne 2 Assignment Colors Email Other	None V Inglotiset Kins	
	Qualified to Drive TCP Certificate First Aid Expiry	LCT-Yes HWY-Yes CR-No 1234567 Expires Sep-29-2024 -	Drives on Freeway? Driver's Abstract Expire Hearing Expiry	Yes Has Signs? No / - -		Province Country Qualified to Drive TCP Certificate	BC Canada LCT7 El HWY7 El CR7 - 1224567 Exaters See-29-2024	Postal Code First Aid Level Drives on Preeway? Driver's Abstract Expire	Visit Development of the second secon	
	BirthDay Social Insurance # Alpha Employee?	Sep-16-1996 SIN Yes	Drivers License # Personal Health #	DL Care		First Aid Expiry Birthday Social Insurance &	5ep-16-1996 3 5m 5m 6ex21-2023 78	Hearing Expiry Drivers License # Personal Health # Seniority 2	Circo	
	Seniority 1 ID Job Date Start C	Oct-23-2023 ustomer Address (Seniority 2 City Note Shift Stat	us Mark:	\$ 2005	Alpha Employee?	Submit Cancel			

To add a new employee record:

- Select Employees from the top menu.
- Click the "Create New Employee" link near the top of a page.



• Fill in the information on the form that appears.

Notes regarding specific Employee fields:

- **Code:** Enter a code for the employee like SMITHB, CHUCK.
- Status: Change the status of employees to inactive or terminated, if necessary. (See <u>Settings Records "Inactive" and Reactivating Records</u> for more information.)
- **Skill Level:** Select the skill level of the employee.
- **Drives:** Select a truck from the dropdown if the employee is assigned a particular truck. Use the "Find" field if the dropdown has too many trucks.
- **Primary Phone:** Choose the phone number that will be sent texts.
- Assignment Colors: The choices are None, Important, or Other (Important Other).
 This choice changes how the city field appears for the employee on the Employee's page and Assignments page for example:

	Canada Seniority↑	Canada Truck Sen.	Wednesday* Jul-30-2024	Thursday Jul-31-2024	Friday Jul-01-2024	Saturday Jul-02-2024	City	Skill Level	Opts
	Jan-31-2019	Jan-31-2019	- MITCHB +	- MITCHB +	- MITCHB +	- MITCHB +	Nanaimo	1 - Trainee	LCT
ľ	Jan-31-2019	Jan-31-2019	- SMITHN +	– SMITHN +	– SMITHN +	 SMITHN + 	Campbell River	1 - Trainee	LCTF
ĺ	Jan-31-2019	Jan-31-2019	- CAMPBELR +	- CAMPBELR +	- CAMPBELR +	- CAMPBELR +	Fanny Bay	1 - Trainee	LCTF

- **Qualified to Drive:** Select what and where the employee is qualified to drive.
- Drives on Freeway: Select if the employee can drive on the freeway and has signs.
- **Seniority:** Employee records can appear in order of seniority on the Assignments page.

You can also choose to add or edit the following items on the Employee Details page:

- ① Add or delete notes attached to the employee, both ad-hoc notes and notes related to jobs – such as booked-off or on-call periods.
- 2 Text messages sent to and received from the employee. Click the Send Text link to send a text to the employee now.
- 3 Customers that this employee will not work for. This information appears when you assign employees to jobs. You can override the exclusion.

Alpha Seniority†	Alpha Truck Sen.		Phones	Wednesday* Oct-16-2019	Thursday Oct-17-2019	Friday Oct-18-2019	Saturday Oct-19-2019	City	Msg	Drives	Skill Level	Opts	Override
Jan-31-2019	Jan-31-2019	Customer-Excluded At-Job-This-Date SELECT =>	778-881-3810 (250-555-1212)	JEFFC	JEFFC Comp time	JEFFC Comp time	JEFFC Comp time	Duncan		LCT1	1 - Trainee	LCTF	<= SELECT
Jan-31-2019	Jan-31-2019	SELECT =>	778-881-3810	SHANK	SHANK Comp time	SHANK Comp time	SHANK Comp time	North Saanich	-	LCT2	1 - Trainee	LCTF	<= SELECT

- Orientations that this employee has taken.
- 5 Training that this employee has taken. For more information, see Training.
- 6 Documents attached to this employee. (Click Add New to upload a new document or click Link Existing to add an existing document to the employee record.)



Booking Off Employees and Adding Notes

You can book off employees using the Notes section of the employee record. To put employees on call, go to the <u>Assignments</u> page.

Booked off employees are highlighted in **PINK** on the Assignments page shown below. You can also add a "tag" – like "Comp Time" or "Mat Leave" to describe the leave. (The screen also shows on-call employees, marked with "o/c". See <u>Assignments</u> for more information.)

Alpha Assignments	for 12 Employees	5. New Dail	y Note L	ess Show Text GDS Richmond GDS Got it Mar	s: 2 Newly Rece Mark: Done k: Done	ived All Activ	/e				
Jul-23-2024 Go Yesterday	Today Wednesd	ay Thursda	/ Frida	y Saturday S	unday Filter: stat	tus(A) Reset Filter I	Show 7 Days				
		Seniority 1↑	Seniority 2	Tuesday* Jul-23-2024	Wednesday Jul-24-2024	Thursday Jul-25-2024	Friday Jul-26-2024	City	Msg	Skill Level	Opts
		Oct-26-2023	-	CLAIRE B o/c	CLAIRE B #	CLAIRE B ±	CLAIRE B ±	Vancouver	reported lazy	3 - Probationary LCT	LCTHWYF
		Nov-02-2023	-	NORMAN W	NORMAN W	NORMAN W ±	NORMAN W ±	Vancouver	-	5 - Highway LCT	LCTHWYF
		Dec-02-2023		- JEFF B +	JEFF B	JEFF B	JEFF B	Vancouver		3 - Probationary LCT	LCTHWYF

To book off an employee or to add notes:

- Select the Employee by clicking the first or last name on the Employees page.
- Click the link to add a note.

	Edit D	etails - Google Maps - N	Notes Report - Texts	Report	
	ID(30)	Created(Jul-20-2023) Mod	ified(Jul-19-2024 by Alpl	ha User)	
6	ode	FRANCES Y Remote Id: -	Status	Active	
Fi	irst Name	Frances	Last Name	York Transit User No	
s	kill Level	1 - Probationary TCP	Emergency Contact 1	M 604-555-1212	
D	rives	(NONE) Select	Emergency Contact 2		
6	ell*	778-555-1212	Email		
н	ome		Other		
A	ddress		City	Vancouver	
Pi	rovince	BC	Postal Code	V6S 1A4	
6	ountry	Canada	First Aid Level	0 Gas Card# -	
D	rives	LCT-Yes HWY-Yes CR-No	Drives on Freeway?	Yes Has Signs? No	
т	CP Certificate	1234567 Expires Oct-12-2024	Driver's Abstract Expiry		
Fi	irst Aid Expiry		Hearing Expiry		
Bi	irthDay	Sep-16-1996	Drivers License #	DL	
54	ocial Insurance #	SIN	Personal Health #	Care	
A	lpha Employee?	Yes			
54	eniority 1	Jan-18-2024	Seniority 2		
ID Job Date	Start Customer	Address City	Note Shift	: Status Ma	rk:
63 Jul-23-2024 0	700 Richmond Cen	tre W Esplanade North Vancou	ver Caribbean Days 0700	Active Complete Com	plete, book of
No	tes(1) Add: To	day Tomorrow + Show	w: Exclude Blank No	otes All	
ID	Erom T	Book I Off2 T	a Note Created M	odified By	
		2024 H	2140.0004.2.1		
30	Jul-19-2024 Jul-20	-2024 AI Yes -	- Jul-19-2024 Jul-	19-2024 Alpha User 🥨	
		Texts(0) Send Text			
		ID↓ Phone Message	Created Modified By		
Ex	cluded Custom	ers(0) Add Show: All			
ID	Code Name Ci	ty Tel Email Customer G	omment Employee Com	ment Excluded By	
		-	4		

- Select the Date Range for the "booked-off" time, select which days of the week are affected, and select the "Book Off On These Dates" checkbox.
- Enter a tag that you want to display on the Assignments page for booked-off employees.
- Enter any notes that you want, and then click the Submit button.

	Employee Note Details
status Applies to Alpha?	Active V
	Applicable Dates - Days of the Week within Date Range
Date Range	Jul-29-2024 🖄 to Aug-05-2024 🖄
Days of the Week	🗹 Monday 🔽 Tuesday 🔽 Wednesday 🗹 Thursday 🔽 Friday 💟 Saturday 🗹 Sunday
	Note or Action for These Dates
Book Off On These Dates	
ag	will appear in assignments
	Booked off last week of July and August long weekend
latar	
lotes	
	Submit Cancel

• The new booked-off note now appears on the employee detail screen.

Not	es(1) Add	d: Today T	omo	orrow She	ow:	Exclude Blank Notes All				
ID	From	То↓	For	Booked Off?	Tag	Note	Created	Modified	Ву	
55	Jul-29-2024	Aug-05-2024	Al	Yes	-	Last week in July plus August weekend booked off	Jul-23-2024	Jul-23-2024	Alpha User	0

 Click the button at the end of the line to delete the note – and remove the booked off status from the Assignments page (2) (You can also remove on-call status notes on the Assignments page – see below.)

You can quickly book off an employee or put them on-call from the Assignments page:

- Go to the Assignments page (see <u>Assignments</u>).
- Click the minus and plus links on either side of the employee's name to quickly set the employee as booked off (-) or on call (+) for that day.
- If booked off, the name is highlighted in **PINK** on the assignments page.

Sending Texts from the Employee Details Page

You can send a text at any time to employees from the Employee Details page.

- Select the Employee by clicking the first or last name on the Employees page.
- Click the Send Text link to send a text.

			Code		FRAN	CES Y Remote	Id: -	Status		Active				
			First N	ame	Franc	es		Last Name		York Tr	ansit User	No		
			Skill Le	evel	1 - Pr	obationary TCP		Emergency Con	tact 1	M 604-55	5-1212			
			Drives		(NON	E) Select		Emergency Con	tact 2					
			Cell*		778-5	55-1212		Email						
			Home					Other						
			Addres	8	•			City		Vancouve	ar i			
			Provin	oe	BC			Postal Code		V65 1A4				
			Countr	У	Canad	ia		First Aid Level		0 Gas Ca	ord# -			
			Drives		LCT-Y	es HWY-Yes CR-	No	Drives on Freev	vay?	Yes Has !	Signs? No			
			TCP Ce	rtificate	12345	67 Expires Oct	-12-2024	Driver's Abstrac	t Expiry	•				
			First A	id Expiry	•			Hearing Expiry		- C				
			BirthD	ау	Sep-1	6-1996		Drivers License		DL				
			Social	Insurance #	SIN			Personal Health	#	Care				
			Alpha	Employee?	Yes									
			Seniori	ity 1	Jan-1	8-2024		Seniority 2						
	ID	Job Date	Start	Custome		Address	City	Note	Shift	Status		Mark		
	42	14.33.363	4 0700	Dichmond Co	atra te	Ecological Sta	with Manage	unior Carthhean D		Action	Complete	Complete he	al all	
	0.5	30-23-202	4 0700	Pachimonia ca	nue	e capramade no	non vanico	over campoean by	ays 0700	Acove	Complete	Complete, or	JUR OIL	1
Not	es(1)	Add: Id	oday Io	omorrow	- Sh	ow: Exclud	e Blani	< Notes All						
	Fre	m 1	To,	For Booker	Off?	Tag		Note			reated	Modified	By	6
ID														

• Enter the text, and click the "Send, Stay" link – then wait until the text is successfully sent.

Text Msg Employee	e Text	S: 0	Refre	h ₄(⊿) Reset Filter							
	Id. Employ	e Phone	Text	Message	5/R?	Mid a	# Status	Result	Error	Created	By Ma
	- FRANCES	Y 177855512:	2 -	Please confirm that you are available for work on Thursday evening.	v					÷	
© 2009-2024. All rights reserved. Build 351 T=0.01	16										

All texts sent to employees appear on the employee details screen.

Tex	ts(2) Actior	n: Send Text			
ID↓	Phone	Message	Created	Modified	Ву
1	17788813810	Please confirm Jul-21-2024 - Wednesday job at 0800 for \$Cash in Victoria at 3484 Kingsway do Slow Lane Closure	Jul-21-2024	Jul-21-2024	SiteAdmin Role
2	17788813810	Please confirm that you are available for work on Thursday evening.	Jul-22-2024	Jul-22-2024	SiteAdmin Role

Broadcasting Texts to Employees

The "Broadcast Text to Filtered Employees" link appears on the Employees page (below) if you have appropriate rights to use it.

Quic	Em	Emp	loye	EES:	2 Cre	eate New	Employ (A) Rese	vee Broadca	ıst Text To	Filtered	Empl	oyees															
	ID	Seniority 1↑	Seniority 2	Code	First Name	Last Name	Drives	Skill Level	Phone	City	Prov	Message	Aid	LCT F	IWY	CR F	WY 9	5 TCP Expires	Abstract Expires	Aid Exp.	Hear. Exp.	Birthday	DL#	SIN	PH #	Modified	Ву
	3	Dec-30-2023 ·	-	RONALD A	Ronald	Arnold	LC-03	3 - Probationary LCT	778-555-1212	Vancouver	BC	weekdays only	0 1	LCT H	WY	- F	-	Nov-20-2024	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-19-2024	Alpha User
	27	Apr-08-2024	-	ALEX V	Alex	Vej	NONE	5 - Highway LCT	778-555-1212	Vancouver	BC	weekdays only	0 1	LCT H	WY	- F	-	Dec-21-2024	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-19-2024	Alpha User
© 200	9-202	4. All rights reserve	d. Build 351 T	=0.031																							

• Use the Filter link to select employees for the broadcast. The filter provides an extensive set of selection criteria – in the above case filtering for "Workdays" in messages.

Employee Filter Enter Values.				
		Filter Values		
	Status	Clear All Fields Active 🖾 Inactive 🗌 Terminated 🗌		
	Transit User?	All O Yes O No		
	Address) Contains 🔿 Starts 🔿 Equal 🔿 Not-Equal	
	Email		© Contains ○ Starts ○ Equal ○ Not-Equal	
	Message	weekdays	Contains ○ Starts ○ Equal ○ Not-Equal	
	Orientation	All 🗸		
	Training	All 🕶		

TaiRox Traffic Control Dispatch

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• Click the "Broadcast Text to Filtered Employees" to compose the text broadcast. The form lists all employees that will receive the text. If the list is not correct, click Cancel, and reselect the Filter criteria.

Broadcast Text to 2 employees. Note Contains(weekda mployees	ys) Broadcast To?(Yes) Status(A)
	Selected Employees
Send to	RONALD A ALEX V
	Can either of you work this weekend. We have a job requiring more TCPs.
Message	
2 2009-2024. All rights reserved. Build 351 T=0.047	Cancel Send Broadcast and WAITIIII Don't press the button twice

• Click the "Send Broadcast..." and **WAIT** until the texts are sent.

NOTE:

- WAIT for a response! This should take a few seconds. If you press the Send button again, it will send the broadcast again.
- Employees MUST have the "Broadcast To" option checked, and they must have a telephone number as well as meet the Filter criteria to get a text message.

	ID(1) Created(Mar-29-2018) Modified(Oct-15-2019 by Admin User)									
Code*	JEFFC Re	emote Id: 5799	Status	Active Contractor Bro	adcast To 🗹					
First Name*	Jeff		Last Name*	Conway Transit Use	r 🗆					
Skill Level* 1 - Trainee Drives Find: NONE - None			Emergency Name 1*	TBD	Phone 1 1					
			Emergency Name 2		Phone 2					
Primary Phone	Cell Home	O Other	Assignment Colors	None V Scream Holler						
Cell	250-555-1212		Email	jeffc@telus.net						

• Uncheck "Broadcast To" to opt-out individual employees from text broadcasts.

Trucks

The Trucks list is always available from the "top menu".

Alpha Traffic Book (Alpha) Assignments (Alpha)	Documents Reports User: Alpha User Main Menu Logout
Customers TMP Jobs Jobs Employees(FRANCES Y) Orientation Training Trycks	

• Click the Trucks link in the "top menu" to view the following list of trucks.

Click the Reset Filter link if the list displays fewer trucks than you expected.

Alpha	1	Tra	aff	ic	Book (Alı Assignme	p <mark>ha)</mark> ents (Alpha	ı)									Doc	uments	Reports M
omers TMP Jobs Jobs	; E	mployees	(FRANCES	Y) Orien	tation Trair	ning Tr	ucks												
Truck	S	: 1	2 Re	fresh	Show Fi	nanci	al Da	ta Cre	eate	New	Tru	ck							
	TD	Codet	Geotab	Name	Driver	Make	Year	Plate	ICT	HWY	CR	Home	Snows?	Chains?	Note	N/A From	N/A To	Modified	By
	1	ALC-01		Don T	GDS	Chevy	2020	10Y 767	ICT	HWY	CR	-	-	-	-	-	-	Jul-19-2024	Alpha User
	2	ALC-02		Wade F	WADE F	Ford	2021	FUN 999	LCT	HWY	CR	-	-	-	-	-	-	Jul-19-2024	Alpha User
	3	ALC-03		Ronald A	RONALD A	RAM	2022	WWF 534	LCT	HWY	CR	Home	-	-	In Yard	-	-	Jul-19-2024	Alpha User
	4	ALC-04		Jeff B	JEFF B	GMC	2019	SRT 787	LCT	HWY	CR	Home	-	-	Highway Truck	-	-	Jul-19-2024	Alpha User
	5	ALC-05		Claire B	CLAIRE B	Chevy	2020	ACE 646	LCT	HWY	CR	-	Snows	-	-	-	-	Jul-19-2024	Alpha User
	6	ALC-06		Emma C	EMMA C	Ford	2021	WBX 511	LCT	HWY	CR	Home	Snows	-	-	-	-	Jul-19-2024	Alpha User
	7	ALC-07		Sigrid D	SIGRID D	RAM	2022	YUU 722	LCT	HWY	CR	-	-	-	In Yard		-	Jul-19-2024	Alpha User
	8	ALC-08		Keith E	KEITH E	GMC	2019	JOY 389	LCT	HWY	CR	Home	-	Chains	Out of Service	Jun-05-2024	-	Jul-19-2024	Alpha User
	9	ALC-09		Kevin G	KEVIN G	Chevy	2020	FUN 243	LCT	HWY	CR	Home	-	Chains	-	-	-	Jul-19-2024	Alpha User
	10	ALC-10		George G	GEORGE G	Ford	2021	WWF 314	LCT	HWY	CR	-	Snows	-	Being Serviced	Jul-19-2024	Jul-23-2024	Jul-19-2024	Alpha User
		ALC-11		Indira H	INDIRA H	RAM	2022	SRT 431	LCT	HWY	CR	-	-	-	Out of Service	Jun-16-2024	-	Jul-19-2024	Alpha User
	11	ALC-11																	

- Use the Quick field to search for a truck. Type the name or partial name and click Go.
- Click a column heading to sort the list by that column.
- Click the "Create New Truck" link to add a truck to the list.
- Click the "Name" field to view or edit truck details.
- In the demo site, trucks are LCTs (lane closure trucks). Your system can have more truck types with different truck names and abbreviations such as buffer trucks (BFTs), transport trucks (TT), or Other.

The Truck Details screen appears as follows:

• Click the Edit Details link to change truck details.

For example, to change the driver:

- o Click Edit Details.
- Choose a new driver from the dropdown (or type a name in the Find field, and then choose from the filtered dropdown).
- You would also change the "Name" to match the new driver's name.
- Click Submit at the bottom of the screen.

Truck LC-01 Don T	
	Truck Details
ID Code*	1 Created: Jul-20-2023 Modified: Jul-19-2024 by Alpha User LC-01 Remote Id:
Name* Driver	Don T Find: GDS
Lease	#: LL19316 From Jun-30-2020 1 to Jul-01-2023 Payment: 663.14
ICBC Expir Geotab Id	Mar-25-2025
Gas Card#	
Odometer	100383
Identificati	n Make: Chevy Model: Silverado Year: 2020 Plate: J0Y 767 Vin: 1FTNF1CG9GKF90574
Truck Type Options	Lane Control? 🗹 Highway? 🗹 Crash Truck? 🖾 Keeps at Home? 🗌 Snow Tires: 🗌 Chains: 🗌
Book Off	From 10 to 10
Short Note Status	Active
09-2024. All rights reserved. Build 351 T=0.015	Submit Cancel

• Click the Truck History Report link to see all the activity, for a range of dates, for a given truck.

New Truck Message		
	Truc	k Details - Edit Details - Truck History Report
	ID Active	1 Created: Jul-20-2023 Modified: Jul-19-2024 by Alpha User
	Code	LC-01 Remote Id: -
	Name	Don T
	Driver	GDS

• You can view the report onscreen, or have it emailed to you.

Traffic	Truck Histo Truck	ry sorted by Job Date LC-01 - Ronald A		Alpha Beta Gr Jul-23-2
City	Job	Date	Start	Driver
Coquitlam	531 North Road	Jul-17-2024	0700	RONALD A
Coquitlam	531 North Road	Jul-18-2024	0700	RONALD A
Coquitlam	531 North Road	Jul-19-2024	0700	RONALD A
	Coquitlam Coquitlam Coquitlam	City Job Coquitlam 531 North Road Coquitlam 531 North Road Coquitlam 531 North Road	City Job Truck History sorted by Job Date Truck LC-01 - Ronald A Coquitlam 531 North Road Jul-17-2024 Coquitlam 531 North Road Jul-18-2024 Coquitlam 531 North Road Jul-19-2024	City Job Date Start Coquitlam 531 North Road Jul-17-2024 0700 Coquitlam 531 North Road Jul-18-2024 0700 Coquitlam 531 North Road Jul-19-2024 0700

Customers

Choose "Customers" from the "top menu" to see a list of customers and to add new ones.

Note that "customer" often means "a city or utility department that requires service." So COV (City of Vancouver) Sewers, COV Streets, and COV Water might be different customers with different contacts.



The Customers list appears as follows:

Alpha Traffic	Boo Assi	(Alpha) nments (Alpha)												I	Documents Reports User: Alpha User Main Menu Logout
Customers TMP Jobs Jobs Employees Orientation Tra	iining	rucks													
Customers: 6 Create New Customer * Customers - Contacts - Notes Quick: 6 Filter: Status(A) Reset Filter															
10	Co	et Name	Refer	Contact	Address	City	Prov/St	Tel	Fax	Cell	Email	Website	Modified	By	
1	AAAA	\$Cash	No	Don	-	- Other -	BC	604-805-1871		-	-	-	Jul-19-2024	Alpha Use	er
2	BCIT	BCIT Campus	No	Wade	-	Burnaby	BC	604-307-9740	-	-	-	-	Jul-19-2024	Alpha Use	er
5	BMO	BMO Marathon	No	-	-	Vancouver	BC	-	-	-	-	-	Jul-19-2024	Alpha Use	er
6	RICH	ENT Richmond Centre	No	-	-	Richmond	BC	-	-	-	-	-	Jul-19-2024	Alpha Use	er
4	SFU	Simon Fraswer University	No	-	-	Burnaby	BC	-	-	-	-	-	Jul-19-2024	Alpha Use	er
3	UBC	University of BC	No	-	-	UBC	BC	-	-	-	-	-	Jul-19-2024	Alpha Use	er
© 2009-2024. All rights reserved. Build 351 T=0													·		

Click the Reset Filter link if the list is blank or displays fewer customers than you expected.

• Click a column heading to sort the Customers list by that column.

» Customers - Contacts - Notes															
Quick: Go Filter: Status(A) Re	set	Filter					\frown								
	ID	Code	Name	Refer	Contact	Address	City:	Prov/St	Tel	Fax	Cell	Email	Website	Modified	Ву
	5	BMO	BMO Marathon	No	-	-	Vancou	BC	-	-	-	-	-	Jul-19-2024	Alpha User
	3	UBC	University of BC	No	-	-	UBC	BC	-	-	-	-	-	Jul-19-2024	Alpha User
	6	RICHCENT	Richmond Centre	No	-	-	Richmond	BC	-	-	-	-	-	Jul-19-2024	Alpha User
	4	SFU	Simon Fraswer University	No	-	-	Burnaby	BC	-	-	-	-	-	Jul-19-2024	Alpha User
	2	BCIT	BCIT Campus	No	Wade	-	Burnaby	BC	604-307-9740	-	-	-	-	Jul-19-2024	Alpha User
	1	AAAA	\$Cash	No	Don	-	- Other -	BC	604-805-1871	-	-	-	-	Jul-19-2024	Alpha User

• To find a customer fast, type the full or partial customer name into the Quick field and click the Go button (or press Enter).

Customers: 1 Creat	e N Stat	lew Ci us(A) R	ustomer eset Filter													
	ID	Code	Name	Refer	Contact	Address	City↓	Prov/St	Tel	Fax	Cell	Email	Website	Modified	Ву	
	2	BCIT	BCIT Campus	No	Wade	-	Burnaby	BC	604-307-9740	-	-	-	-	Jul-19-2024	Alpha User	
© 2009-2024. All rights reserved. Build 351 T=0																

To add a new customer record:

• Select Customers from the top menu.

• Click the "Create New Customer" link near the top of a page.

Customers: 6(» Customers - Contacts - Notes Quick: 6 Filter: Status(A) Re	Cr	eate Nev : Filter	w Customer												
	ID	Code	Name	Refer	Contact	Address	City↓	Prov/St	Tel	Fax	Cell	Email	Website	Modified	By
	5	BMO	BMO Marathon	No	-	-	Vancouver	BC	-	-	-	-		Jul-19-2024	Alpha User

• To view an existing customer's data, click on the customer's name in the table.

Custome	rs	: 6	Create New Cus	stom	ner				Customer UBC University o	of BC, UBC, BC	
» Customers - Contacts - No	otes	;							» Customers - Contacts - Notes		
Quick:	r: s	tatus(A) Re	eset Filter						C	Customer Detai	ls - Edit Detaik
	ID	Code	Name		Refer	Contact	Address	City↓	II	D Active	3 Created: Jul-20-20
	5	BMO	BMO Marathon	P	No	-	-	Vancouver	C	ode	UBC Remote Id: -
	3	UBC	University of B	P	No	-	-	UBC	N	ame	University of BC
	6	RICHCEN	T Richmond Cantor	N	No	-	-	Richmond	R	efer This Customer?	No

A customer's data is displayed as some details and a number of panels.

• Click the "Edit Details" link to change any of the details.

Customer UBC	University of BC, UBC, BC	Customer UBC	Iniversity of BC, Uf	BC, BC
» Customers - Contacts - Notes				Customer Details
	Customer Details Edit Details Print D		ID	3 Created: Jul-20-2023 Modifie
	ID Active 3 Created 30 20-2023 Modified		Code*	UBC Remote Id:
	Code UBC Remote Id: -		Name*	University of BC
	Name University of BC		Refer This Customer?	•
	Refer This Customer? No		Main Contact	

You can also choose to edit the following customer items:

- Customer contacts
- 2 Notes attached to the customer
- ③ Employees that this customer will <u>not</u> work with. (This works the same way as customers that employees won't work with. Both can be overridden. It doesn't matter to a dispatcher and, usually, if there are very few employees available, a customer will accept someone they don't like.)



Traffic Management Plans

Traffic Management Plans let you track permits, site plans, and other documents through approval processes.

Typically, you create traffic management plans before being awarded a contract. Then once the plan is approved, you create dispatch jobs from the traffic management plan.

With a few clicks, you can create dispatch jobs from Traffic Management Plans that include site plan pictures and relevant documents.

To create a new traffic management plan:

• Select TMP Jobs from the Main Menu or from the top menu bar.



Click the Create New TMP Job link.

* Main Menu * TMP Jobs Quick: @ Filter - Show Overdue														
	ID	Customer	Contact	PO #	Address	City	Received	Assigned To	Status	Due Date	Completed	Modified	Ву	
	1	AAAA	-	-	1234 Main Street	Cloverdale	Oct-29-2023	-	In Progress	Nov-28-2023	-	Jul-28-2024	Alpha User	
© 2009-2024. All rights reserved. Buil	d 353	T=0.015												

 Select the customer that requires the job. Go to the Customer screen first if you need to add a new customer.



• Fill in the information on the TMP Job Details screen.

	TMP Job Details
Customer I	BCIT - BCIT Campus
Contact	Wade
PO Number	
Project #	
Address	
City*	Choose 🗸
Assigned To	
Received	Jul-30-2024
Status	In Progress 🗸
Due Date	Aug-29-2024
Completed	1
ĺ	
Notes	
ļ	Submit Cancel

TaiRox Traffic Control Dispatch Copyright © 2010-2024 TaiRox Software, Inc. All rights reserved. • :Enter the customer, address, PO number, and project number, then click the Submit button.

TMP Job	
» Main Menu » IMP Jobs	Croata Dispatch Joh
	IMP JOD Details - Edit Details
	Id 5 Created Jul-30-2024 Modified Jul-30-2024 by Alpha User
	Customer BCIT - BCIT Campus
	Contact wade PO Number 2024-8463
	Project # 100
	City Burnaby
	Assignd To Mark
	Status In Progress
	Due Date Aug-29-2024 Completed -
	Attach site plan and permits when received.
	Notes
•	
	Add Plan
	ID Name Status Received Completed Notes Created Modified By
	Add Permit
	ID Name Status Received Completed Notes Created Modified By
	[↑] Set Status To: In Progress Out for Approval Approved Cancelled
	Documents(0) Add New - Link Existing
	ID Code Name Size Short Note

• You can track the status of plans and permits on the TMP Job Details screen, and use the links at the bottom of the screen to attach site plans, permits and documents:



Time Entries

Time Entries show the number of hours that employees worked during a partcular time period and day. The time entries are based on the start and finish times collected from the daily book.

The workflow for creating pay periods and processing time sheets is as follows:

• Create a new pay period.

Pay periods include a start date and the number of days in the period (such as 7 or 14 days).

• Add employees to jobs.

Jobs include the start time for employees' shifts.

• Employees text dispatchers when their shifts are completed.

The result appears as start an end times on the Time Entries page.

2))))) 12	Time Entries: 6 Refresh Pay Periods																	
Qu	JICK: J 60 Hilter: Entry(from 1) Alpha Status(A) Reset Hilter Show: [Empty Time Sheets] [ICP Mismatches] [Hour Mismatches]																		
	ID	Paper	Period	Status	State	For	Job Date	Customer	Name↑	Address	PO #	Employee	Approved	Start	Finish	L?	As	Hours	Extra Notes
	500001	000000	Jul-28-2024	Active	Empty	AI	Jul-28-2024	AAAA	\$Cash	531 North Road		Don Thomson	No	0700	-	Ν	LCT	0	-
	500002	000000	Jul-28-2024	Active	Filled	Al	Jul-28-2024	BCIT	BCIT Campus	3475 Highland Drive		Wade Forster	No	0900	1600	Ν	LCT	7.00	-
	500005	000000	Jul-28-2024	Active	Filled	Al	Jul-28-2024	BMO	BMO Marathon	232nd St & Birch Ave		Claire Brown	No	0900	1630	Ν	LCT	7.50	-
	500006	000000	Jul-28-2024	Active	Filled	Al	Jul-28-2024	RICHCENT	Richmond Centre	W Esplanade		Emma Caufield	No	0900	1630	Ν	LCT	7.50	-
	500004	000000	Jul-28-2024	Active	Filled	AI	Jul-28-2024	SFU	Simon Fraswer University	3607 Capilano Rd		Jeff Bell	No	0800	1600	Ν	LCT	8.00	-
	500003	000000	Jul-28-2024	Active	Filled	Al	Jul-28-2024	UBC	University of BC	Beach & Pacific		Ronald Arnold	No	0800	1600	Ν	LCT	8.00	-
	Cancelle	Recorde	ed Not Billable	xP=Not	: Payable	e													

• Supervisors are sent employees time entries for signoff.

A signed off entry looks like this in the time entries grid.

500002	000000	Jul-28-2024	Active	Filled	Al	Jul-28-2024	BCIT	BCIT Campus	3475 Highland Drive	Wade Forster	No	0900	1600	N	LCT	7.00
500005	000000	Jul-28-2024	Active	Filled	Al	Jul-28-2024	BMO	BMO Marathon	232nd St & Birch Ave	Claire Brown	Jul-30-2024 03:45 PM -	0900	1630	Ν	LCT	7.50
500006	000000	Jul-28-2024	Active	Filled	Al	Jul-28-2024	RICHCENT	Richmond Centre	W Esplanade	Emma Caufield	No	0900	1630	Ν	LCT	7.50

• You can view time entry reports in Excel, and you can creatre a time entry spreadsheet that can be imported by Sage 50.

	ار با	· @ .	÷					TimeEn	ntryDet	ailsPo	ort.xlsx -	Excel			Dor	Thomson	Ē	- / 1		K
	File	Home	Insert -	age Layout	Formulas Dat	a R	eview	View	He	lp	Qт	ell me w	hat you v	vant to d	lo				ç	
P	aste 💉	- E	alibri 3 I ∐ ∽	- 11 □ - ♪		Alignr	≫ ~ ≣ •≡ nent	ab C+ T	Ger \$ 5.00	neral ✓ 9 →00 lumbe	- %	Fo 📝 Co	nditional rmat as T II Styles ~ Sty	l Formati able ~ , les	ing ~ E	nsert ~ Delete ~ Format ~ Cells	<pre></pre>	• Add-ins Add-ins		^
A	1	Ŧ	: × v	f _x	Id															^
	A	В	с	D	E	F	G	н	1	J	к	L	м	N	0	Р		Q		
1	Id	Paper	Period	Employee	Name	Start	Finish I	unch	Extra	As	Travel	Hours	Status	State	Job Date	Customer	Name			
2	500004	0	Jan-05-2024	CLAIRE D	Claire Donaldson	800	1600	No	No	LCT	No	8	Active	Filled	Jan-05-2024	SFU	Simon Fr	aswer Uni	versity	
3	500012	0	Jan-05-2024	DON R	Don Ross	1000	1700	No	No	тср	No	0	Active	Empty	Jan-05-2024	SR-ACCT	Surrey A	ccounting	Services	
4	500001	0	Jan-05-2024	DON T	Don Thomson	700	- 1	No	No	LCT	No	0	Active	Empty	Jan-05-2024	AAAA	\$Cash			
5	500005	0	Jan-05-2024	EMMA E	Emma Emerson	900	1630	No	No	LCT	No	7.5	Active	Filled	Jan-05-2024	BMO	BMO Ma	rathon		
6	500010	0	Jan-05-2024	GEORGE J	George Jacobs	1000	1400	No	No	LCT	No	4	Active	Filled	Jan-05-2024	AAAA	\$Cash			
7	500011	0	Jan-05-2024	INDIRA K	Indira Kelvin	900	1700	No	No	LCT	No	0	Active	Empty	Jan-05-2024	SR-ACCT	Surrey A	ccounting	Services	
8	500003	0	Jan-05-2024	JEFF C	Jeff Caufield	800	1600	No	No	LCT	No	8	Active	Filled	Jan-05-2024	UBC	Universit	ty of BC		
9	500007	0	Jan-05-2024	KEITH G	Keith Granland	1000	1400	No	No	LCT	No	4	Active	Filled	Jan-05-2024	LANDSDOW	N Landsdo	wn Mall		
10	500008	0	Jan-05-2024	KEVIN H	Kevin Harvey	900	1400	No	No	LCT	No	5	Active	Filled	Jan-05-2024	MI-EQUIP	Mission	Equipmen	t Inc	
11	500006	0	Jan-05-2024	SIGRID F	Sigrid French	900	1630	No	No	LCT	No	7.5	Active	Filled	Jan-05-2024	RICHCENT	Richmon	d Centre		
12	500002	0	Jan-05-2024	WADE F	Wade Forster	900	1600	No	No	LCT	No	7	Active	Filled	Jan-05-2024	BCIT	BCIT Can	npus		
13	500009	0	Jan-05-2024	WADEI	Wade Ibsen	900	1430	No	No	LCT	No	5.5	Active	Filled	Jan-05-2024	LA-SERV	Langley	Services Li	mited	
1.4	4		: TimeEntryDe	tailsBort	æ					1	1	1	: 4	1		1				
		_			0															
Re	eady 😋	Accessi	bility: Good to	go												E Ľ		-	+ 1009	ò

Pay Periods

A pay period is the days that employees work between a set of dates. For example, your organization may pay employees weekly or every two weeks.

In Traffic Control Dispatch, a pay period is defined by the starting date and the number of days in the pay period. A two week pay period can look like this:

ID	Start Date	# Days	End Date	Locked	Notes	Modified	By
1	Jul-28-2024	14	Aug-10-2024	No	Alpha PP	Dec-01-2021	Alpha User

This pay period starts on Sunday, July 28, and goes to Saturday, August 10 – a period of 14 days.

All hours worked by employees during this time will fall into this pay period.

To view the current pay period:

• Select Pay Periods from the Main Menu.

Alpha T	raffic Book (Assign	(Alpha) ments (Alpha)	Documents Reports User: Alpha User Main Menu Logout
Customers TMP Jobs Jobs Emp	loyees Orientation Training Tru	icks	
😡 Main Menu	New Daily Note Less E	mployee Texts: 2 Newly Received All Active Oil T & Mark: Done ADE F confirmed Mark: Done	
Copy Alpha Jobs	Night Dispatchers]	
Daily Notes	Cities]	
TMP Jobs	Job Descriptions]	
Time Entries	Skill Levels		
Pay Periods	Training]	
Change My Password	Orientations]	
Change My Settings	Show Graph (and wait))	
© 2009-2024. All rights reserved. Build 353	T=0.062		

 Click the Time Entries link to view the tme entries screen with the current employee hours.

Pay Periods: 1 Refresh -	Time	e Entries						
Quick: Go Filter								
	ID	Start Date	# Day	s End Date	Locked	Notes	Modified	Ву
	1	Jul-28-2024	1	4 Aug-10-2024	No	Alpha PP	Dec-01-2021	Alpha User
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Documents

Documents are always available from the Documents link in the "top menu."

You can link documents to individual jobs, to traffic management plans, to employees, to training, and to orientations.

- An example of a job-related document might be a site-plan for a construction site showing TCP positions.
- Employee related documents might be scanned drivers' licenses or TCP certificates.



• Click the Documents link to view the documents and daily notes.

Click the Reset Filter link if the list displays fewer notes/documents than you expected.



- Click the Name field to view and edit document details.
- Click Daily Notes to view and add daily notes.

To add a new document to Traffic Control Dispatch

Click Create New Document to add a new document.

You can upload any document from your local network to the dispatch website that is accessible to your computer.



• Click the View link to view or download the document.

ID	Code	Name	Size	Note	Created ↑	Modified	Ву	
1	TCP-SYS	Alpha-Beta User Guide.doc	4,409,344	User Guide for the TCP Dispatc	Sep-30-2023	Sep-30-2023	Super User	View
2	TCP-01	Keith S TCP Certificate	28,939	Scan of TCP Certificate	Sep-30-2023	Sep-30-2023	Super User	View

Linking documents to a job or employee

You can link any existing documents to a job or an employee record. You can also add documents directly from the Job and Employee details screens.



nents Add New Site Map for G	arden City	.doc I	dit De	lete 1	lotes	John																
Link Existing	Docume	nt																				
			Tr	ucks	Assig	ned: 1	of 1 A	dd Replac	ement: (0700												
				ID	Code	Geotab	Driver	Name	Replao	es Pickup	Start	Equip, Notes	Notified?	Confirmed?	Declined?	Status	LCT	HWY	CR 5	Modified	Ву	
				28	LC-02		WADE F	Wade F	None	0700	0700	-	Yes	Yes	No	Active	LCT	HWY	CR -	Jul-19-2024	Alpha User	0
	Empl	oyee	es Ass	igne	d: 2 o	f 2 [Ir	nclude	Delete	d]													
	10) As	Shift	# o	f Go T	D	Code		Text	Replaces	Notified	I? Confirmed	? Declined	? Short Not	e Status	Aid F	S Tr	Mark	On Call:	Modified	Ву	Book Off:
	55	1	0700	1 2	EMPL	ARTHU	IR V 778-	555-1212	Send	NO BODY	Yes	Yes	No	TCP	Active	0 F		Wed T	nu Fri Sal	Jul-19-2024	Alpha User	Wed Thu Fri Sat 🄇
	56	1	0700	2 2	EMPL	WADE	F 604-30	7-9740	Send	NO BODY	Yes	Yes	No	LCT	Active	0 F		Wed T	nu Fri Sal	Jul-19-2024	Alpha User	Wed Thu Fri Sat 🄇
	[†] F	or Acti	ve Job,	Mark:	Notifie	d Conf	irmed	After Job,	Mark:	Complete	[Sen	d Text to A	l] [Crea	te and Ser	nd Time	Sheets	j [0	Cance	l Time	Sheets]		

Job Descriptions

Dispatchers also choose job descriptions from a dropdown list when they create new jobs.

You use the Job Descriptions menu choice to add new job descriptions to the list. (Typically, only admin users or "head dispatchers" have permission to do this.)

To add new job descriptions:

• Choose Job Descriptions from the Main Menu. The following form appears.

Click the Reset Filter link if the list displays fewer items than you expected.

Dob Descriptions: 9 Grate New Descriptions:	ion	`			
Quick: Go Filter: status(A) Reset Filter					
	ID	Name↑	Status	Modified	Ву
	1	- Other -	Active	Jul-19-2024	Alpha User
	7	Center Lane Closure	Active	Jul-19-2024	Alpha User
	9	Event	Active	Jul-19-2024	Alpha User
	6	Fast Lane Closure	Active	Jul-19-2024	Alpha User
	4	Intersection	Active	Jul-19-2024	Alpha User
	3	Median Cross Over	Active	Jul-19-2024	Alpha User
	8	Shoulder Closure	Active	Jul-19-2024	Alpha User
	2	Single Lane Alternating	Active	Jul-19-2024	Alpha User
	5	Slow Lane Closure	Active	Jul-19-2024	Alpha User
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• Click the Create New Description link to add a new job description to the list.



• Type the new job description, and click the Submit button.

Training

The Training feature lets you add training courses and certificates to employee records. You can also use it when employees require site-specific training before they can work on a site.

Use the Training link in the "top menu" to add new training records. You can link training to individual employee records either from the Training screen or from the Employees screen.

To add training records:

• Select Training from the top menu.



The Training screen appears, listing all available training in the grid.

Click the Reset Filter link if the list displays fewer items than you expected.

• Click the Create New Training link to add a new training record.



• Fill in the Add Training form and click the Submit button.

💁 Add Training	Enter details.		
		Training Details	
		de*	
		me*	
		tes.	
© 2009-2024. All rights reserved. Build 351 T=0.016		Active V Submit Cancel	2

To add training to existing employees:

- Select Training from the top menu.
- Select the training that you want to add to employee records.



• Click the Add button to open the list of employees.

	E	R Trai	ning cou	irse for tr	ailer opera	ation						
					Training	Details	- Edit I	Details				
				Active 1 ode TF ame Tr ote	Created: Jul RAILER aining course f	l-23-2024 I	Modified: : eration	Jul-23-2024 b	oy Alpha Use	er		
	Em	ployees(3) Action	Add Sh	iow: All							
	ID	Seniority 1	Seniority 2	Code	Name	City	Opts	Taken On	Expires	Modified	Ву	
	27	Apr-08-2024	-	ALEX V	Alex Vej	Vancouver	LCTHWYF	Jul-23-2024	-	Jul-23-2024	Alpha Us	ier 🙆
	26	May-25-2024	-	ARTHUR V	Arthur Verma	Vancouver	LCTHWYF	Jul-23-2024	-	Jul-23-2024	Alpha Us	er 🕄
	4	Dec-02-2023	-	JEFF B	Jeff Bell	Vancouver	LCTHWYF	Jul-23-2024	-	Jul-23-2024	Alpha Us	er ዐ
		Docu	iments(1) Action:	Add New	- Link E	kisting					
		ID	Code	Na	ame	Size		Short Not	te			
		6 A	LPHA-UG A	lpha Dispatch	User Guide.de	oc 7,635,96	8 Guide to	the TCP disp	atch system	. View Edit	3	
2009-2024. All rights reserved. Build 351 T=0.031												

• Select the employee to which you want to add the training.

	t Emp 60 Filter: st	oloye atus(A) Rese	e Filter t Filter - C	ing 12 Employe ancel Selection	es																
	Code	First Name	Last Name	Skill Level	Drives	Seniority 1↑	Seniority 2	Phone	City	Message	Aid	ιст	HWY	CR	FWY	5	TCP Expires	Abstract Expires	Aid Exp.	Hear. Exp.	Birthday
CLICK HERE TO SELECT =:	CLAIRE B	Claire	Brown	3 - Probationary LCT	LC-05	Oct-26-2023	-	778-555-1212	Vancouver	reported lazy	0	LCT	HWY	•	F	- 1	lul-20-2024	•	-	-	Sep-16-1996
CLICK HERE TO SELECT =:	NORMAN W	Norman	Walker	5 - Highway LCT	NONE	Nov-02-2023	-	778-555-1212	Vancouver		0	LCT	HWY	•	F	- 1	lov-01-2024	-	-	-	Sep-16-1996
CLICK HERE D SELECT =:	JEFF B	Jeff	Bell	3 - Probationary LCT	LC-04	Dec-02-2023	-	778-555-1212	Vancouver		0	LCT	HWY	-	F	- 5	Sep-26-2024	-	-	-	Sep-16-1996
CLICK HERE TO SELECT =:	RONALD A	Ronald	Arnold	3 - Probationary LCT	LC-03	Dec-30-2023	-	778-555-1212	Vancouver	weekdays only	0	LCT	HWY	•	F	- 1	lov-20-2024	-	-	-	Sep-16-1996
CLICK HERE TO SELECT =:	FRANCES Y	Frances	York	1 - Probationary TCP	NONE	Jan-18-2024	-	778-555-1212	Vancouver		0	LCT	HWY	-	F	- (Oct-12-2024	-	-	-	Sep-16-1996
CLICK HERE TO SELECT =:	GDS	GD	Singh	2 - Experienced TCP	LC-01	Feb-15-2024	-	604-781-1110	Vancouver		0	LCT	HWY	•	F	- 1	ul-31-2024	-	-	-	Sep-16-1996
CLICK HERE TO SELECT =:	EMMA C	Emma	Caufield	4 - Experienced LCT	LC-06	Mar-24-2024	-	778-555-1212	Vancouver		0	LCT	HWY	•	F	- 5	Sep-23-2024	-	-	-	Sep-16-1996
CLICK HERE TO SELECT =:	ALEX V	Alex	Vej	5 - Highway LCT	NONE	Apr-08-2024	-	778-555-1212	Vancouver	weekdays only	0	LCT	HWY	-	F	- 0	Dec-21-2024	-	-	-	Sep-16-1996
CLICK HERE TO SELECT =:	GORD X	Gord	Xanthos	5 - Highway LCT	NONE	May-11-2024	•	778-555-1212	Vancouver	reported lazy	0	LCT	HWY	•	F	- 7	Apr-22-2025	-	-	-	Sep-16-1996
CLICK HERE TO SELECT =:	ARTHUR V	Arthur	Verma	4 - Experienced LCT	NONE	May-25-2024	-	778-555-1212	Vancouver		0	LCT	HWY	-	F	- 1	Mar-03-2025	-	-	-	Sep-16-1996
CLICK HERE TO SELECT =:	ARMSTRONG U	Armstrong	Ullman	3 - Probationary LCT	NONE	Jun-12-2024	-	778-555-1212	Vancouver		0	LCT	HWY	•	F	- 1	4ar-02-2025	-	-	-	Sep-16-1996
CLICK HERE TO SELECT =:	WADE F	Wade	Forster	3 - Probationary LCT	LC-02	Jul-17-2024	-	604-307-9740	Vancouver	•	0	LCT	HWY	•	F	- 1	Dec-02-2024		-	-	Sep-16-1996

• You can then add another employee.

Orientations

The Orientations feature lets you add short sessions for orienting employees – such as to new procedures..

Use the Orientation link in the "top menu" or the button on the Main Menu to add new orientation records and to add employees to show that they have completed a session..

To add orientation records and link employees:

• Select Orientation from the top menu or from the Orientations button on the Main Menu.



• Click the Create New Orientation link to add a new orientation record.

Orientations: 2 Main Menu » Orientations Quick: @ Filter: status(A) Rese	Creat t Filter	e New Orientation				
	Code ↑	Name	Note	Status	Modified	By
	CHK-OUT	Check Out Trucks and Equipment	This orientation shows new dri	Active	Jul-31-2024	Alpha User
	JOB-SITE	General job-site Orientation for new employees	The session covers arriving at	Active	Jul-31-2024	Alpha User
© 2009-2024. All rights reserved. Build 353 Tu0.016	Inactive					

• Fill in the Add Orentation form and click the Submit button.

Add Orientation	
	Orientation Details
Co	de*
Na	me*
Na	tes
St	atus Active V Submit Cance

To add orientations to existing employees:

- Select Orientation from the top menu.
- Select the orientation that you want to add to employee records.



• Click the Add button to open the list of employees.

	₽	IK	(-0	DU	Т	Check Out	Tru	ucks and	l Equipm	nent					
						(Drie	entatio	n Detail	s - Edi	t Details				
						ID Active	L CI	reated: Jul	-31-2024	Modified:	Jul-31-2024 by /	Alpha User			
						Code	CHK-0	DUT							
						Name	Theck	Out Truck	s and Equip	nent	An also de contra	all a second			
	<u>.</u>					Note	i nis c	orientation :	snows new o	invers now	to check out th	JCKS 8			
	Ori	ent	ea E	mpio	yees(b) Action	Add		N: All						
	ID	Se	eniori 1	ty Se	niority 2	Code		Name	City	Opts	Oriented On	Expires	Modified	Ву	
	27	Jul-	25-20	24 -		ALEX V	Alex	Vej	Vancouver	LCTHWYF	Jul-31-2024	-	Jul-31-2024	Alpha User	r 🕄
	26	Mar	-10-20)24 -		ARTHUR V	Arth	ur Verma	Vancouver	LCTHWYF	Jul-31-2024	-	Jul-31-2024	Alpha User	r 📀
	1	Jan	-28-20	24 -		DON T	Don	Thomson	Vancouver	LCTHWYF	Jul-31-2024	-	Jul-31-2024	Alpha User	r 📀
	6	Jan	-13-20	24 -		EMMA C	Emm	a Caufield	Vancouver	LCTHWYF	Jul-31-2024	-	Jul-31-2024	Alpha User	0
	29	Feb	-12-20	24 -		GORD X	Gord	Xanthos	Vancouver	LCTHWYF	Jul-31-2024	-	Jul-31-2024	Alpha User	0
	28	Jan	-17-20	24 -		NORMAN W	Norm	nan Walker	Vancouver	LCTHWYF	Jul-31-2024	-	Jul-31-2024	Alpha User	0
			Doci	umen	ts(2)	Action: Ac	ld N	lew - Li	nk Existi	ng					
			ID	Code		Name	Si	ze		Shor	t Note				
			5 E	QUIP	Equipr	nent Guide.PD	F	7 List of	equipment a	ind check-o	ut procedures		View E	dit 🙆	
			6 1	RUCKS	Truck	Guide.PDF		0 List of	trucks, stan	dard equipr	nent, and usage	rules and	proc View E	dit 🙆	
19-2024, All rights reserved, Build 353 T=0.078											-				

• Select an employee that attended the orientation session.

	Empl	oyee	Filterir Filter - Ca	ng 12 Employee ncel Selection	5																
	Code	First Name	Last Name	Skill Level	Drives	Seniority 1↑	Seniority 2	Phone	City	Message	Aid	ιст	HWY	CR	FWY	s	TCP Expires	Abstract Expires	Aid Exp.	Hear. Exp.	Birthday
CLICK HERE TO SELECT =>	RANCES Y	Frances	York	1 - Probationary TCP	NONE	Oct-12-2023	-	778-555-1212	Vancouver	-	0	LCT	HWY	-	F	- 4	Apr-09-2025	-	-	-	Sep-16-1996
CLICK HERE TO SELECT =>	ARMSTRONG U	Armstrong	Ullman	3 - Probationary LCT	NONE	Oct-29-2023	-	778-555-1212	Vancouver		0	LCT	HWY	-	F	- 0	Oct-05-2024				Sep-16-1996
CLICK HERE TO SELECT =>	CLAIRE B	Claire	Brown	3 - Probationary LCT	LC-05	Nov-06-2023		778-555-1212	Vancouver	reported lazy	0	LCT	HWY		F	- 1	ov-14-2024				Sep-16-1996
CLICK HERE TO SELECT =>	JEFF B	Jeff	Bell	3 - Probationary LCT	LC-04	Nov-09-2023		778-555-1212	Vancouver		0	LCT	HWY		F	- 4	pr-11-2025				Sep-16-1996
CLICK HERE TO SELECT =>	WADE F	Wade	Forster	3 - Probationary LCT	LC-02	Nov-15-2023	-	604-307-9740	Vancouver		0	LCT	HWY	-	F	- 1	eb-13-2025				Sep-16-1996
CLICK HERE TO SELECT =>	EMMA C	Emma	Caufield	4 - Experienced LCT	LC-06	Jan-13-2024	-	778-555-1212	Vancouver	÷	0	LCT	HWY	-	F	- F	eb-03-2025	-	-	-	Sep-16-1996
CLICK HERE TO SELECT =>	NORMAN W	Norman	Walker	5 - Highway LCT	NONE	Jan-17-2024	-	778-555-1212	Vancouver		0	LCT	HWY	-	F	- 5	ep-10-2024				Sep-16-1996
CLICK HERE TO SELECT =>	DON T	Don	Thomson	2 - Experienced TCP	LC-01	Jan-28-2024		604-805-1871	Vancouver		0	LCT	HWY		F	- 0	Oct-29-2024				Sep-16-1996
CLICK HERE TO SELECT =>	GORD X	Gord	Xanthos	5 - Highway LCT	NONE	Feb-12-2024	-	778-555-1212	Vancouver	reported lazy	0	LCT	HWY	-	F	- 1	an-19-2025				Sep-16-1996
CLICK HERE TO SELECT =>	ARTHUR V	Arthur	Verma	4 - Experienced LCT	NONE	Mar-10-2024	-	778-555-1212	Vancouver		0	LCT	HWY		F	- 1	pr-12-2025				Sep-16-1996
CLICK HERE TO SELECT =>	RONALD A	Ronald	Arnold	3 - Probationary LCT	LC-03	Mar-20-2024	-	778-555-1212	Vancouver	weekdays only	0	LCT	HWY	-	F	- 1	lov-02-2024				Sep-16-1996
CLICK HERE TO SELECT =>	ALEX V	Alex	Vej	5 - Highway LCT	NONE	Jul-25-2024		778-555-1212	Vancouver	weekdays only	0	LCT	HWY		F	- 1	pr-02-2025				Sep-16-1996

• You can then add another employee.

Skill Levels

Traffic Control Dispatch lets you assign skill levels to employee records.

You use the Skill Levels menu choice to add new skills and skill levels to the list. (Typically, only admin users or "head dispatchers" have permission to do this.)

Note that most users will not be able to add new skill levels to TCP Dispatch.

To add new skill levels:

• Choose Skill Levels from the Main Menu. The following form appears.

Click the Reset Filter link if the list displays fewer items than you expected. (The link appears beside the *Filter* link if you have applied a filter.)

Skill Levels: 6 Create New Skill				
Level	† Name	Status	Modified	Ву
1	Trainee	Active	Oct-02-2019	Admin User
2	Probationary	Active	Oct-02-2019	Admin User
3	Light Construction	Active	Oct-02-2019	Admin User
4	Construction TCP	Active	Oct-02-2019	Admin User
5	Construction LCT	Active	Oct-02-2019	Admin User
6	Freeway LCT	Active	Oct-02-2019	Admin User
2009-3015. Al rights reserved. Buld 656 T=0				

• Click the Create New Skill link to add a new skill to the list. The following form appears:



• Type the new skill / skill level in the Name field, and click the Submit button.

You can now assign the new skill to employees.

Cities

Dispatchers choose cities from a dropdown list when they create new jobs to ensure consistency in reports.

You use the Cities menu choice to add new city names to the list. (Typically, only admin users or "head dispatchers" have permission to do this.)

To add new city names:

• Choose Cities from the Main Menu. The following form appears.

Click the Reset Filter link if the list displays fewer items than you expected.



• Click the Create New City link to add a new city to the list.

Add City Enter details.	
	City Details
	Name*
	Status Active V
	Submit Cancel
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• Type the name of the new city, and click the Submit button.

Show 14-day Graph of Employees at Jobs

Traffic Control Dispatch displays a graph of the number of employees working at jobs for the last 2-week period.

Click the Show Graph button to display the graph



The graph will take a bit of time to appear.

Reports

All available reports are listed on the Reports screen – which is accessible from the top menu and from the Main Menu.

Alpha Traffic Book (Alpha) Assignments	Alpha)	ocuments Reports User: Alpha User Main Menu Logout
Customers TMP Jobs Jobs Employees Orientation Training Trucks		
Reports		
	Reports	
Customers	Summary Listing Details	
Employee Quick Contac	t All Filtered	
Employee Seniority / To	CP All Filtered	
Employee Details	All Filtered	
Employee History	Weekly Assignments Notes Texts Job History	
Trucks	Daily/Weekly Truck Sheet Lease Details Truck H	listory
Dispatch Book Summar	y Alpha	
Dispatch Book Details	Alpha	
Dispatch Book Job Note	s Alpha	
Weekly Job Totals	Alpha	
Daily Assignments	Alpha	
Time Sheets	Summary Details Totals Sage 50	
Job Change Logs	Filtered	

Spreadsheet format or PDF (Adobe Reader)

Many reports are available as a spreadsheet or in PDF format. You choose the report file type when you specify the report options. However, some reports are only available in CSV or PDF format.

Assignments									
Filter	For Wednesday Jul-24-2024								
Report File Type	Acrobat - pdf 🗸								
Report Date	Acrobat - pdf Excel - csv								
Content	Show customer V								

Open immediately or email

You can open reports immediately – as a spreadsheet or PDF – or email reports in either format. The email featture lets dispatchers send reports to management or HR personnel who don't have access to the dispatch system.

	As	signments
	Filter	For Wednesday Jul-24-2024
	Report File Type	Acrobat - pdf 🗸
	Report Date	Jul-24-2024
	Content	Show Customer 🗸
	Print Logo	
	Order By	Code 🗸
	Orientation	Portrait 💙
	Time Limit	10 sec. ¥
	Item Limit	10000 🗸
		< Back Finish
	12 emple	oyees in 0 secs
	E	Email Report
You	don.thomso	n@tairox.com
Send	To don.thoms	on@tairox.com
Attac	hment AssnSumma	aryPort.pdf
	Send Ema	il

• Click the PDF icon to open the PDF file. If you selected "Excel – csv" as the format, the PDF icon will be replaced with the Excel icon.



• Enter the destination email address and click the Send Email button to send the report as an email attachment.

Reports include a number of filters – for example, the Dispatch Book report for Alpha creates a spreadsheet that you can display immediately or email to any recipient.

Main M	lepo	rts																	
W Main P	ienu <i>w</i> K	eports						Alpha	Book D	etails									
							Filter Repor Repor Print Order	rt File Type rt Date Logo r By	- Excel - csv Jul-24-2024	• •	<u></u>								
							Orien Time Item	tation Limit Limit	Portrait 10 sec. ♥ 10000 ♥ < Back	✓ Finish									
9 2007-2023 PH	igna reserved. t	010 332 1-010	576.																
File F	♂·∓ ome Ins	ert Page	e Layout	Formulas	Data	Review \	View H	BookByGro	oupPort (1).cs	sv - Excel Tell me wł	at you want	to do		Morga	n Tho	mas 🔼	Ŧ	 २	× Share
File H	♂· ∓ ome Ins ▼ : □	ert Page × ✓	e Layout ∫x Dat	Formulas	Data	Review \	View H	BookByGro	oupPort (1).ce	sv - Excel Tell me wł	at you want	to do		Morga	n Tho	mas 🍳	Ē	– – २	× Share ¥
File H	<pre>c² · ↓ ome Ins v : B</pre>	ert Page × ✓ C	e Layout fx Dat	Formulas te E	Data F	Review N	View H H	BookByGro ielp Acro I	oupPort (1).cs obat O	sv - Excel Tell me wł K	iat you want	to do M	N	Morga	n Tho	mas 🔼 P	D Q	- □ Я R	X Share Y S
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File H A1 A1 2 7/30/202 3 7/30/202	 <i>c</i> → <i>z</i> ome Ins <i>x</i> : <i>B</i> Start 4 500 4 1600 	ert Page C Status Active	E Layout ∫∗ Dat D Customer Amazon	Formulas te Subcontra -	Data F Note Runs 7 Da Runs 7 Da	Review V G Contact	View H H Phone -	BookByGra lelp Acra l PO -	J Address 4189 Salis	sv - Excel Tell me wh K City Tsawwass	L Job Descri Shoulder	to do M TCP	N LCT	Morga O BFT 0	n Tho TT 0	P A	Q 11	R R Non-Supp Reco 0 - 0 -	Share
File H A1 A1 2 7/30/200 3 7/30/200 4 7/30/200	 C² · ² ome Ins ▼ : B Start 4 500 4 1600 4 900 	ert Page C Status Active Active Active	E Layout fr Dat D Customer Amazon Amazon Ansan Tra	Formulas te Subcontra - -	Data F Note Runs 7 Da Runs 7 Da Training V	G G Contact	View H H Phone - -	BookByGra lelp Acra l PO - -	J Address 4189 Salis Haney By	sv - Excel Tell me wh K City Tsawwass Tsawwass	L Job Descri Shoulder PR	to do M TCP	N LCT	Morga O BFT 0	n Tho TT 0 0	P A 0 0 0 0	Q Q II 1 1		X Share S A Juiren
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File H File H A1 A1 Date 2 7/30/202 3 7/30/202 4 7/30/202 5 7/30/202 6 7/30/202	C - ome Ins Start Start	ert Page C Status Active Active Active Active	E Layout D Customer Amazon Ansan Tra BA Blackto BC Hydro	Formulas E Subcontra - - -	Data F Note Runs 7 Da Runs 7 Da Training V Mike Hill I Lindsay M	G Contact - - - -	View H H Phone - - - -	BookByGro lelp Acro PO - - PO # 6915 RLS #1	J Address 4189 Salis Haney Byj Haney Byj 5 Hwy 99 tu 2590 Barn	k - Excel Tell me wł City Tsawwass Maple Rid Delta Coquitlan	L Job Descri Shoulder Shoulder PR Hwy Slow Lane	to do M TCP	N LCT L L L L L L L L L L L L L L L L L L	Morga BFT 0 0 3 2	π Tho 0 0 0 0 0	P A 0 0 0 0 0 0	Q II 1 1 3 2	R 2	Share
File File File File File File File File	c> = ome Ins v : B Start 4 500 4 1600 4 900 4 800 4 800	ert Page C Status Active Active Active Active Active	Layout D D Customer Amazon Amazon Ansan Tra BA Blackt BC Hydro BC Hydro	Formulas te Subcontra - - - -	Data F Note Runs 7 Da Training V Mike Hill I Lindsay M Margarete	G Contact - - - - - - - - - - -	View H H Phone - - - -	BookByGro lelp Acro PO - - - PO # 6915 RLS #1 RLS #2	J J Address 4189 Salis Haney Byl 5 Hwy 99 tu 2590 Barn Arcola St	sv - Excel Tell me wł City ITsawwass (Maple Rid Delta (Coquitlan (Burnaby	L Job Descri Shoulder Shoulder PR Hwy Slow Lane Slow Lane	to do M TCP	N LCT L L L L L L L L L L L L L L L L L L	Morga BFT 0 0 3 2 3	π Tho 0 0 0 0 0 0	P A 0 0 0 0 0 0 0 0	Q II 1 1 3 2 3	R	Share
A1 A1 2 7/30/20: 3 7/30/20: 5 7/30/20: 6 7/30/20: 5 7/30/20: 7 7/30/20: 7 7/30/20: 8 7/30/20:	ome Ins me Ins start 4 500 4 1600 4 1800 4 800 4 800 4 800 4 800	c Page C Status Active Active Active Active Active	Layout ∱ Dat D Customer Amazon Amazon Ansan Tra BA Blackto BC Hydro BC Hydro	Formulas E Subcontra - - - - - -	Pata F Note Runs 7 Da Training V Mike Hill Lindsay M Margarete Melodie C	G Contact 	View H Phone - - - - - - -	BookByGro elep Acro PO - - PO # 6915 RLS #1 RLS #2 RLS #2	J J Address 4189 Salis Haney Byl 5 Hwy 99 tu 2590 Barn Arcola St Arcola St	sv - Excel Tell me wł City Tsawwass (Maple Ric Delta (Coquitlan Elurnaby (Burnaby	at you want L Job Descri Shoulder PR Hwy Slow Lane Slow Lane Slow Lane	M TCP	N LCT L L L L L L L L L L L L L L L L L L	Morga BFT 0 0 3 3 2 3 3	n Tho TT 0 0 0 0 0 0 0 0 0 0	P A 0 0 0 0 0 0 0 0 0 0 0 0	Q II 11 13 22 33 3	R 2 Non-Supp Rec 0 - 0 - 0 - 0 - 0 - 0 - 0 - 0 -	Share
I A I Date 2 7/30/20: 3 7/30/20: 5 7/30/20: 5 7/30/20: 7 7/30/20: 8 7/30/20: 8 7/30/20: 7 7/30/20: 7 7/30/20: 7 7/30/20: 9 7/30/20:	ome Ins ome Ins start 8 Start 4 4 1600 4 1800 4 800 4 800 4 800 4 800 4 800	ett Page	Layout fx Dat D Customer Amazon Amazon Ansan Tra BA Blacktt BC Hydro BC Hydro BC Hydro	Formulas te Subcontra - - - - - -	Pata F Note Runs 7 Da Training V Mike Hill I Lindsay M Margarete Melodie C Jasmine T	G Contact - - - - - - - -	View H Phone - - - - - - - - - - - - - - - - - - -	BookByGro PO PO PO PO PO # 6915 RLS #1 RLS #2 RLS #5	J Address 4189 Salis 4189 Salis Haney Byj Hwy 99 tu 2590 Barn Arcola St 1833 Gilm	K City Tsawwass Maple Ric Delta Coquitlan Burnaby Burnaby	L Job Descri Shoulder Shoulder PR Hwy Slow Lane Slow Lane Slow Lane Slow Lane	to do M TCP	N LCT L (((L (((L ((((Morga BFT 0 3 2 3 3 3 3 3	n Tho TT 0 0 0 0 0 0 0 0 0 0	P A 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Q II 11 13 22 33 33 33	- С <u>R</u> Non-Supp Rec 0 - 0 - 0 - 0 - 0 - 0 - 0 - 0 -	× Share ▼ S ¥ µuiren
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Change My Password

Depending on your user permissions, you can use this screen to change your password.

To change your password:

• Choose Change My Password from the Main Menu. The following form appears:

Change Password	
	Password Details
	New Password
	Confirm Password
	Update Password Cancel
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• Type your new password, confirm it, and click the Update Password button.

The rules for valid passwords (for example, the length and required characters) can be different for each company. The program displays a message if the new password is invalid, or if the new password and password confirmation fields don't match.

Change My Settings

Change My Settings lets you change a number of settings – mainly for displaying information on the screen.

To change your settings:



Appendix 1 – Setting Records "Inactive" and Reactivating Records

Traffic Control Dispatch lets you set records to "inactive" (or "terminated") status so they will no longer appear in standard listings.

This appendix shows you how to set records inactive, and then reset their status to active.

By default, record filters display only Active records

Let's look at the Employees screen to see how record filtering works.



Note the Filter at the top of the Employees screen. The green text shows the current filter settings.

- Status(A) shows that the list will include all Alpha employee records that are Active.
- At any time, click the Reset Filter link to revert to the default filter Status(A), to see all active records.
- Click the Filter link to change the filter values. The following screen will appear:

	Filter Value	s
	Clear All Fields	
Status	Active 🗹 Inactive 🗌 Terminated	
Transit User?	All O Yes O No	
Contractor?	All O Yes O No	
Code		Contains O Starts O Equal O Not-Equ
Remote Id		Contains Starts Equal Not-Equal
First Name		Contains Starts Equal Not-Equal
Last Name		Contains Starts Equal Not-Equal
Primary Phone		Contains Starts Equal Not-Equal
Emergency Contact 1		Contains Starts Equal Not-Equ
City		Contains Starts Equal Not-Equ
Address		Contains Starts Equal Not-Equ
Email		Contains Starts Equal Not-Equ
Message		Contains Starts Equal Not-Equ
Orientation	All 🗸	
Training	All 🗸	
Minimum First Aid Level	0	
Drives LCT?	All O Yes O No	
Drives HWY?	All O Yes O No	
Drives on Freeway?	All O Yes O No	
Has Signs?	All O Yes O No	
Seniority 1	🔰 te	1
Seniority 2	🔟 to	1
Modified	🔟 to	1
TCP Expires	10 to	1

• To see Inactive or Terminated employees, select the appropriate Status checkboxes (outlined in red above).

As you can see, Traffic Control Dispatch provides a full range of criteria for filtering employees.

Change the status of employees to "Inactive"

Let's change the status of two employees: we'll set Don T inactive and terminate Claire.

× E Quic	imple k:	Emp oyees - N	oloy Notes	ees:	12 Cre Reset Filt	eate New	Employ	ree																			
	D S	Seniority 1	Seniority 2	Code	First Name	Last Name	Drives	Skill Level	Phone	City	Prov	Message	Aid	LCT	HWY	CR	FWY	5 TCP Expi	es Abstract Expire	Aid Exp.	Hear. Exp.	Birthday	DL#	SIN	РН #	Modified	Ву
	7 Jul	I-19-2024	-	ALEX V	Alex	Vej	NONE	5 - Highway LCT	778-555-1212	Vancouver	BC	weekdays only	0	LCT	HWY	-	F	- Mar-27-20	5 -	-	-	Sep-16-1996	DL	SIN	Care	Jul-22-2024	Alpha User
	5 Oc	ct-23-2023	-	ARMSTRONG U	Armstrong	Ullman	NONE	3 - Probationary LCT	778-555-1212	Vancouver	BC	-	0	LCT	HWY	-	F	- Sep-29-20	4 -	-	-	Sep-16-1996	DL	SIN	Care	Jul-22-2024	Alpha User
	6 Ma	ar-04-2024	-	ARTHUR V	Arthur	Verma	NONE	4 - Experienced LCT	778-555-1212	Vancouver	BC	-	0	LCT	HWY	-	F	- Apr-06-202	5 -	-	-	Sep-16-1996	DL	SIN	Care	Jul-22-2024	Alpha User
1	00	ct-31-2023	-	CLAIRE B	Claire	Brown	LC-05	3 - Probationary LCT	778-555-1212	Vancouver	BC	reported lazy	0	LCT	HWY	-	F	- Nov-08-20	4 -	-	-	Sep-16-1996	DL	SIN	Care	Jul-22-2024	Alpha User
	Jan	n-22-2024	-	DON T	Don	Thomson	LC-01	2 - Experienced TCP	604-805-1871	Vancouver	BC	-	0	LCT	HWY	-	F	- Oct-23-202	ŧ -	-	-	Sep-16-1996	DL	SIN	Care	Jul-22-2024	Alpha User
	Jan	n-07-2024		EMMA C	Emma	Caufield	LC-06	4 - Experienced LCT	778-555-1212	Vancouver	BC	-	0	LCT	HWY	-	F	- Jan-28-202	5 -	-	-	Sep-16-1996	DL	SIN	Care	Jul-22-2024	Alpha User

To change the status:

 Click the employee's first or last name, and select Edit Details on the screen that appears:

Employee DON T				
» Employees - Notes New Date: Jul-24-2024 10 Go Today	Tomorrow	t Details Google Map	- Notes Report - Te	kts Report
	10	(1) Created(Jul-23-2023) P	odified(Jui-22-2024 by P	upna User)
	Code	DON T Remote Id: -	Status	Active
	First Name	Don	Last Name	Thomson Transit User No
	Skill Level	2 - Experienced TCP	Emergency Contact 1	M 604-555-1212
	Drives	(LC-01) Remove - Change	Emergency Contact 2	

You can see on this screen that Don's status is Active.

• Change the status to Inactive, and then click the Submit button.

🔍 Employee DON T														
			ID(1) C	reated(Jul-23-2023) Modified(Jul-	I-22-2024 by Alpha User)									
	Code*	DON T	Remote Id:	Status	Active 🗸	Contractor								
	First Name*	Don		Last Name*	Active	Transit User								
	Skill Level*	2 - Experienced	TCP 🗸	Emergency Name 1*	Inactive Terminated		Phone 1 604-555-1212							
	Drives	Find:	LC-01 - Don T 🛛 💙	Emergency Name 2			Phone 2							
	Primary Phone	Cell Home	Other	Assignment Colors	None 👻	Important Other								
	-				r		1							

• Go back to the Employee's list, select Claire, and follow the same procedure to make her record status "Terminated."

With the default filter set, the screen now looks like this, Don and Claire missing from the employee list.

× Quic	Employees: 10 Create New Employee Findloyees-Notes Quick: @ Filter: Status(A) Reset Filter																										
	ID	Seniority 1	Seniority 2	Code	First Name	Last Name	Drives	Skill Level	Phone	City	Prov	Message	Aid	ιст	HWY	CR	FWY	5 TCP Expires	Abstract Expires	Aid Exp.	Hear. Exp.	Birthday	DL#	SIN	РН #	Modified	Ву
ſ	27	lul-19-2024	-	ALEX V	Alex	Vej	NONE	5 - Highway LCT	778-555-1212	Vancouver	BC	weekdays only	0	LCT	HWY	-	F	- Mar-27-2025	-		-	Sep-16-1996	DL	SIN	Care	Jul-22-2024	Alpha User
	25 (Oct-23-2023	-	ARMSTRONG U	Armstrong	Uliman	NONE	3 - Probationary LCT	778-555-1212	Vancouver	BC	-	0	LCT	HWY	- 1	F	- Sep-29-2024	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-22-2024	Alpha User
	26	Mar-04-2024		ARTHUR V	Arthur	Verma	NONE	4 - Experienced LCT	778-555-1212	Vancouver	BC	•	0	LCT	HWY	- 1	F	- Apr-06-2025	-			Sep-16-1996	DL	SIN	Care	Jul-22-2024	Alpha User
	6]	lan-07-2024	-	EMMA C	Emma	Caufield	LC-06	4 - Experienced LCT	778-555-1212	Vancouver	BC		0	LCT	HWY	- 1	F	- Jan-28-2025	-			Sep-16-1996	DL	SIN	Care	Jul-22-2024	Alpha User
	30	Oct-06-2023	-	FRANCES Y	Frances	York	NONE	1 - Probationary TCP	778-555-1212	Vancouver	BC		0	LCT	HWY	- 1	F	- Apr-03-2025	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-22-2024	Alpha User
	29 H	eb-06-2024		GORD X	Gord	Xanthos	NONE	5 - Highway LCT	778-555-1212	Vancouver	BC	reported lazy	0	LCT	HWY	- 1	F	- Jan-13-2025	-	-		Sep-16-1996	DL	SIN	Care	Jul-22-2024	Alpha User
	4 1	Nov-03-2023		JEFF B	Jeff	Bell	LC-04	3 - Probationary LCT	778-555-1212	Vancouver	BC		0	LCT	HWY	- 1	F	- Apr-05-2025	-			Sep-16-1996	DL	SIN	Care	Jul-22-2024	Alpha User
	28	lan-11-2024	-	NORMAN W	Norman	Walker	NONE	5 - Highway LCT	778-555-1212	Vancouver	BC	-	0	LCT	HWY	-	F	- Sep-04-2024	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-22-2024	Alpha User
	3 1	Mar-14-2024		RONALD A	Ronald	Arnold	LC-03	3 - Probationary LCT	778-555-1212	Vancouver	BC	weekdays only	0	LCT	HWY	- 1	F	- Oct-27-2024	-			Sep-16-1996	DL	SIN	Care	Jul-22-2024	Alpha User
[2 1	Nov-09-2023		WADE F	Wade	Forster	LC-02	3 - Probationary LCT	604-307-9740	Vancouver	BC		0	LCT	HWY	•	F	- Feb-07-2025	-		-	Sep-16-1996	DL	SIN	Care	Jul-22-2024	Alpha User

• Notice that the list now says there are 12 employees, where before it listed 12.

Change the filter to view Inactive and Terminated employees:

• Click the Filter link to display the Filter Values screen, select the Inactive and Terminated checkboxes, and click Submit to see all Inactive and Terminated employees.

You can deselect the Active checkbox to eliminate all active employees from the display.



You can now see the employees that we just changed.

The inactive employees are displayed with orange codes (DON T) and the terminated employee is displayed with a red code (CLAIRE B).

Change the status back to active:

For each employee that you want to change.

- Click the employee's first or last name, and select Edit Details on the screen that appears:
- Change the status to Active, and click the Submit button.