



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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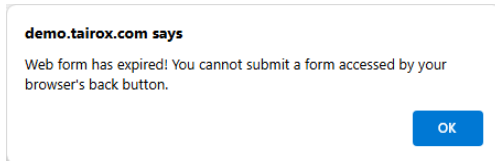
Introduction & Guidelines

The Traffic Control Dispatch program is a web-based application that stores data. 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 Back-button in your browser at an inappropriate time.



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.

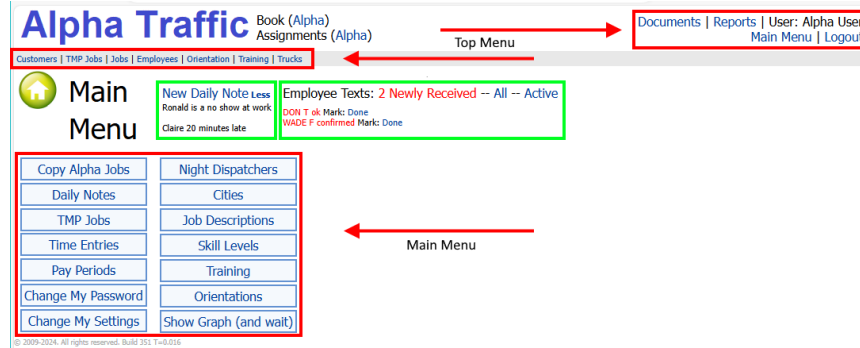
Guideline: If you want to have 2 browser windows open, open one login a one browser (e.g. Chrome) and the other window in a different browser (e.g. Firefox or Edge)

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

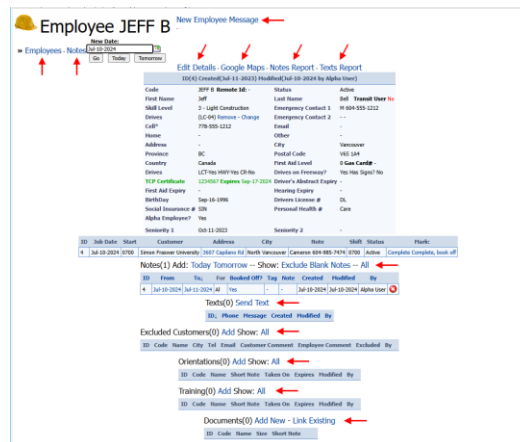
The Main Menu and the Top Menu provide access to dispatch tasks



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 to 1000 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.

Daily Book

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

Alpha Traffic

Book (Alpha)
Assignments (Alpha)

Documents | Reports | User: Alpha User
Main Menu | Logout

Customers | TMP Jobs | Jobs | Employees(JEFF B) | Orientation | Training | Trucks

Wednesday

Jul-10-2024

6 entries. [Create New Job](#) | [New Daily Note](#) Less Employee Texts: 2 Newly Received -- All -- Active

Ronald is a no show at work DON T ok Mark: Done

Claire 20 minutes late WADE F confirmed Mark: Done

Print: [Truck Sheet](#) [Book Summary](#)

Go
Yesterday Today Thursday Friday Saturday Sunday Monday

Show: Truck Jobs [Double] [Dupes] [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	\$Cash	Nilil	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 Fraser University	Cameron 604-985-7474R	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	-	-	-	-	-

Cancelled Complete **||**=Multiple Start Times **xx**=Mismatched Shifts **R**=Recurring **ns**=Non-Supply

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A day without jobs will appear as shown below.

Alpha Traffic

Book (Alpha)
Assignments (Alpha)

Documents | Reports | User: Alpha User
Main Menu | Logout

Customers | TMP Jobs | Jobs | Employees(JEFF B) | Orientation | Training | Trucks

Monday

Jul-15-2024

0 entries. [Create New Job](#) | [New Daily Note](#) Less Employee Texts: 2 Newly Received -- All -- Active

DON T ok Mark: Done

WADE F confirmed Mark: Done

Print: [Truck Sheet](#) [Book Summary](#)

Go
Yesterday Today Thursday Friday Saturday Sunday Monday

Show: Truck Jobs [Double] [Dupes] [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		
Totals =====>							-	-	-	-	-	0	0	0	0	0	0	-	-	-	-	-	-

Cancelled Complete **||**=Multiple Start Times **xx**=Mismatched Shifts **R**=Recurring **ns**=Non-Supply

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

Monday

Jul-15-2024

0 entries Create New Job | [New Daily Note](#) Less Employee Texts: 2 Newly Received -- All -- Active

DON T ok Mark: Done

WADE F confirmed Mark: Done

TaiRox Traffic Control Dispatch

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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 More or Less 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 “Ian’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.

The screenshot shows the 'Alpha Traffic' interface for 'Book (Alpha) Assignments (Alpha)'. The main content area displays 'Wednesday Jul-10-2024' with a summary of '6 entries, Create New Job | New Daily Note Less' and 'Employee Texts: 2 Newly Received -- All -- Active'. Below this is a table of job assignments with columns for Start, Customer & PO, Note, Address, Job Description, Modified, By, TCP, LCT, HWY, CR, All, Aid, Cr, F, S, R, P, A, E, Trucks, and Employees. The table contains several rows, some highlighted in pink, green, or black. Red arrows from external text labels point to these highlights and to specific links in the interface.

- 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 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.)

Jobs: 6 [Create New Job](#)

[Job Change Logs](#) [Print: Truck Sheet](#)

Quick: [Go](#) Filter: [Alpha Status\(A\)](#) [Reset Filter](#)

ID	Job Date	Status	Start	Customer	Contact	Address	City	Job Description	Note	Bodies	Aid	Or	LCT	HWY	CR	F	S	R	P	A	E	Modified	By	Trucks	Employees
1	Jul-10-2024	Active	0700	\$Cash	-	531 North Road	Coquitlam	Fast Lane Closure	Nihil	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 Fraser 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** **||**=Multiple Start Times **xx**=Mismatched Shifts

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- 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.

Alpha Job 531 North Road

[Edit Details](#) - [Copy](#) - [View Change Log](#) - [Google Maps](#)

Job Details - ID(1) Created(Jul-11-2023) Modified(Jul-10-2024 by Alpha User)

Address	531 North Road	Customer	AAAA - \$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	-
Tcps/Replacements	1	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	Nihil

Trucks Assigned: 1 of 1

ID	Code	Geotab	Driver	Name	Replaces	Pickup	Start	Equip, Notes	Notified?	Confirmed?	Declined?	Status	LCT	HWY	CR	S	Tr	Mark On Call	Modified	By
<input type="checkbox"/>	1	LC-01	---	DON T	Don T	None	0700	0700	Keep Same	Yes	Yes	No	Active	LCT	HWY	CR	-	Jul-10-2024	Alpha User	

Employees Assigned: 2 of 2

ID	As	Shift	#	of	Go To	Code	Text	Replaces	Notified?	Confirmed?	Declined?	Short Note	Status	Aid	F	S	Tr	Mark On Call	Modified	By	Book Off:	
<input type="checkbox"/>	1	1	0700	1	2	EMPL	DON T 604-805-1871	Send NO BODY	Yes	Yes	No	LCT	Active	0	F	-	-	Thu Fri Sat Sun	Jul-10-2024	Alpha User	Thu Fri Sat Sun	
<input type="checkbox"/>	25	1	0700	2	2	EMPL	ARMSTRONG U 778-555-1212	Send NO BODY	No	No	No	TCP	Active	0	F	-	-	Thu Fri Sat Sun	Jul-10-2024	Alpha User	Thu Fri Sat Sun	

[1] For Active Job, Mark: [Notified](#) [Confirmed](#) After Job, Mark: [Complete](#) [\[Send Text to All\]](#) [\[Create and Send Time Sheets\]](#) [\[Cancel Time Sheets\]](#)

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- 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.

- 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.

Alpha Job

531 North Road

[Edit Details](#)
[Copy](#)
[View Change Log - Google Maps](#)

Job Details - ID(145) Created(Jul-11-2023) Modified(Jul-10-2024 by Alpha User)

Address	531 North Road	Customer	AAAA - \$Cash
Job Description	Fast Lane Closure	Contact	-- Email
City	Coquitlam	Subcontractor	-

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)

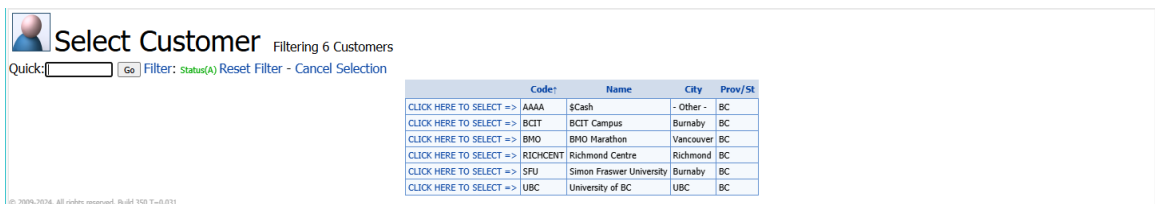
For information on copying jobs from one date to another – see [Copy Jobs](#).

Step 1 – Select the Customer for a New Job

- **Click the Create New Job link.**



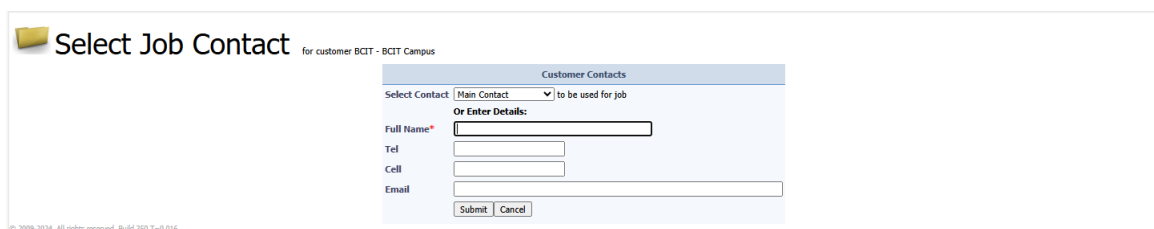
- **Select the customer for the new job** when the following screen appears.
Click the [Reset Filter](#) link if the list displays fewer customers than you expected.



- 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.



- **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.

- ***If a contact doesn't exist, 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 only for this job. It will not be added to the Contacts list for this customer.

Step 3 – Add Detailed Job Information

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)

- 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.

Note:

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

Employee Assignment

- 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.

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.

- 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.

See [Truck Assignment](#), on the next page, for details on assigning an unassigned truck and employee to drive it.

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.

Employees Assigned: 3 of 3

ID	Shift #	of	Go To	Code	Text	Replaces	Notified?	Confirmed?	Declined?	Short Note	Status	Aid	F	S	Tr	Mark On Call:	Modified	By	Book Off:		
<input type="checkbox"/>	119	0800	1	3	EMPL	KEVIN H 604-555-1007	Send	NO BODY	No	No	No	LCT	Active	0	H	-	-	Thu Fri Sat Sun	Sep-25-2019	Super User	Thu Fri Sat Sun
<input type="checkbox"/>	118	0800	2	3	EMPL	WADE I 604-555-1008	Send	NO BODY	No	No	No	TCP	Active	0	H	-	-	Thu Fri Sat Sun	Sep-24-2019	Super User	Thu Fri Sat Sun
<input type="checkbox"/>	120	0800	3	3	EMPL	INDIRA K 604-555-1010	Send	NO BODY	No	No	No	TCP	Active	0	H	-	-	Thu Fri Sat Sun	Sep-25-2019	Super User	Thu Fri Sat Sun

[↑] For Active Job, Mark: After Job, Mark: [Send Text to All] [Create and Send Time Sheets] [Cancel Time Sheets]

- 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.

Employees Assigned: 3 of 3

ID	Shift #	of	Go To	Code	Text	Replaces	Notified?	Confirmed?	Declined?	Short Note	Status	Aid	F	S	Tr	Mark On Call:	Modified	By	Book Off:		
<input checked="" type="checkbox"/>	119	0800	1	3	EMPL	KEVIN H 604-555-1007	Send	NO BODY	Yes	No	No	TCP	Active	0	H	-	-	Thu Fri Sat Sun	Sep-25-2019	Super User	Thu Fri Sat Sun
<input type="checkbox"/>	118	0800	2	3	EMPL	WADE I 604-555-1008	Send	NO BODY	No	No	No	TCP	Active	0	H	-	-	Thu Fri Sat Sun	Sep-24-2019	Super User	Thu Fri Sat Sun
<input type="checkbox"/>	120	0800	3	3	EMPL	INDIRA K 604-555-1010	Send	NO BODY	No	No	No	TCP	Active	0	H	-	-	Thu Fri Sat Sun	Sep-25-2019	Super User	Thu Fri Sat Sun

[↑] For Active Job, Mark: After Job, Mark: [Send Text to All] [Create and Send Time Sheets] [Cancel Time Sheets]

- 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.

Employees Assigned: 2 of 2

ID	Shift #	of	Go To	Code	Text	Replaces	Notified?	Confirmed?	Declined?	Short Note	Status	Aid	F	S	Tr	Mark On Call:	Modified	By	Book Off:		
<input type="checkbox"/>	43	0700	1	2	EMPL	KEITH B 604-555-1027	Send	NO BODY	Yes	Yes	No	LCT	Active	0	H	-	-	Thu Fri Sat Sun	Sep-17-2019	Bill Dispatcher	Thu Fri Sat Sun
<input type="checkbox"/>	44	0700	2	2	EMPL	ALICIA G 604-555-1058	Send	NO BODY	Yes	Yes	No	TCP	Complete	0	H	-	-	Thu Fri Sat Sun	Sep-17-2019	Admin User	Thu Fri Sat Sun

[↑] For Active Job, Mark: After Job, Mark: [Send Text to All] [Create and Send Time Sheets] [Cancel Time Sheets]

Truck Assignment if assigning trucks and drivers separately

Trucks Assigned: 0 of 1 Add Truck: 0800 Add Replacement: 0800

ID	Code	Geotab	Driver Name	Replaces	Pickup	Start	Equip, Notes	Notified?	Confirmed?	Declined?	Status	LCT	BFT	TT	S	Modified	By
----	------	--------	-------------	----------	--------	-------	--------------	-----------	------------	-----------	--------	-----	-----	----	---	----------	----

- 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.

Select Truck Filtering 40 Trucks

Quick: Go Filter: status(AO) Reset Filter - Cancel Selection

	Code?	Geotab	Name	Driver	Odometer	Model	Year	Plate	VIN	LCT	BFT	TT	@Home	Equip?	Snows?	Chains?	Note	Sep-17-2019
CLICK HERE TO SELECT =>	A LC-01	---	Ronald A	RONALD A	0	Silverado	2017	-	-	LCT	BFT	TT	Home	-	-	-	-	Available
At-Job-This-Date CLICK HERE TO SELECT =>	A LC-02	---	Don B	DON B	0	F-250	2017	-	-	LCT	BFT	TT	Home	-	-	-	-	Available
At-Job-This-Date CLICK HERE TO SELECT =>	A LC-03	---	Jeff C	JEFF CH	0	RAM 1500	2017	-	-	LCT	BFT	TT	Home	-	-	-	In Yard	Available
At-Job-This-Date CLICK HERE TO SELECT =>	A LC-04	---	Claire D	CLAIRE D	0	Sierra	2017	-	-	LCT	BFT	TT	Home	-	-	-	Highway Truck	Available
At-Job-This-Date CLICK HERE TO SELECT =>	A LC-05	---	Emma E	EMMA E	0	Silverado	2017	-	-	LCT	BFT	TT	Home	-	-	-	-	Available
At-Job-This-Date CLICK HERE TO SELECT =>	A LC-06	---	Sigrif F	SIGRID F	0	F-250	2017	-	-	LCT	BFT	TT	Home	-	-	-	-	Available
At-Job-This-Date CLICK HERE TO SELECT =>	A LC-07	---	Keith G	KEITH G	0	RAM 1500	2017	-	-	LCT	BFT	TT	Home	-	-	-	In Yard	Available

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

Truck Assignment For 3675 Kingsway Enter details.

Google Maps

Job Assignment Details

ID: 38
 Created: Jul-22-2024
 Modified: Jul-22-2024 by Alpha User
 Code: LC-03
 Geotab ID: ---
 Name: Ronald A
 Employee Driving Truck: No One
 Replacement: For Truck: None
 Pickup Time: 0800 Leave Keys?
 Start Time: 0800
 Notified?:
 Confirmed?:
 Declined?:
 Notified of Cancelled Job?:
 Keep?: - Choose -
 Equip?: - Choose -
 Short Note:
 Truck Sheet Notes:
 Assignment Status: Active
 Submit Cancel

- 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.

Alpha Job 3675 Kingsway

Edit Details - Copy - View Change Log - Google Maps

Job Details - ID(38) Created(Jul-22-2024) Modified(Jul-22-2024 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-22-2024 Monday 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 of 1 Add Replacement: 0800

ID	Code	Geotab	Driver	Name	Replaces	Pickup	Start	Equip, Notes	Notified?	Confirmed?	Declined?	Status	LCT	HWY	CR	S	Tr	Modified	By
<input checked="" type="checkbox"/>	38	LC-03	---	RONALD A Ronald A*	None	0800	0800	-	No	No	No	Active	LCT	HWY	CR	S	Tr	Jul-22-2024	Alpha User

Employees Assigned: 3 of 3 [Include Deleted]

ID	As	Shift	# of	Go To	Code	Text	Replaces	Notified?	Confirmed?	Declined?	Short Note	Status	Aid	F	S	Tr	Mark On Call:	Modified	By	Book Off:	
<input checked="" type="checkbox"/>	77	1	0800	1	3	EMPL	RONALD A 778-555-1212	Send	NO BODY	No	No	No	LCT	Active	0	F	-	Tue Wed Thu Fri	Jul-22-2024	Alpha User	Tue Wed Thu Fri
<input checked="" type="checkbox"/>	81	1	0800	2	3	EMPL	EMMA C 778-555-1212	Send	NO BODY	No	No	No	TCP	Active	0	F	-	Tue Wed Thu Fri	Jul-22-2024	Alpha User	Tue Wed Thu Fri
<input checked="" type="checkbox"/>	82	1	0800	3	3	EMPL	ARMSTRONG U 778-555-1212	Send	NO BODY	No	No	No	TCP	Active	0	F	-	Tue Wed Thu Fri	Jul-22-2024	Alpha User	Tue Wed Thu Fri

[1] For Active Job, Mark: [Notified] [Confirmed] After Job, Mark: [Complete] [Send Text to All] [Create and Send Time Sheets] [Cancel Time Sheets]

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

Alpha Job 3675 Kingsway
 Edit Details - Copy - View Change Log - Google Maps
 Job Details - ID(38) Created(Jul-22-2024) Modified(Jul-22-2024 by Alpha User)

Address: 3675 Kingsway Customer: BCIT - BCT Campus
 Job Description: Center Lane Closure Contact: 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: - 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 of 1 Add Replacement: 0800

ID	Code	Geotab	Driver	Name	Replaces	Pickup	Start	Equip, Notes	Notified?	Confirmed?	Declined?	Status	LCT	HWY	CR	S	Modified	By
<input type="checkbox"/>	38	LC-03	---	RONALD A Ronald A*	None	0800	0800	-	No	No	No	Active	LCT	HWY	CR	S	Jul-22-2024	Alpha User

Employees Assigned: 3 of 3 [Include Deleted]

ID	As	Shift	#	of	Go To	Code	Text	Replaces	Notified?	Confirmed?	Declined?	Short Note	Status	Aid	F	S	Tr	Mark On Call:	Modified	By	Book Off:	
<input type="checkbox"/>	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 Fri
<input type="checkbox"/>	81	1	0800	2	3	EMPL	EMMA C 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 Fri
<input type="checkbox"/>	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 Fri

[+] For Active Job, Mark: Notified Confirmed After Job, Mark: Complete [Send Text to All] [Create and Send Time Sheets] [Cancel Time Sheets]

- 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.

Employees Assigned: 3 of 3 [Include Deleted]

ID	As	Shift	#	of	Go To	Code	Text	Replaces	Notified?	Confirmed?	Declined?	Short Note	Status	Aid	F	S	Tr	Mark On Call:	Modified	By	Book Off:	
<input type="checkbox"/>	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 Fri
<input type="checkbox"/>	81	1	0800	2	3	EMPL	EMMA C 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 Fri
<input type="checkbox"/>	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 Fri

- 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
 Documents | Reports | User: Alpha User
 Main Menu | Logout
Customers | TMP Jobs | Jobs(232nd St & Birch 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:

Alpha Traffic

Book (Alpha)
Assignments (Alpha)

Documents | Reports | User: Alpha User
Main Menu | Logout

Customers | TMP Jobs | Jobs(232nd St & Birch Ave) | Employees | Orientation | Training | Trucks

Monday

Jul-22-
2024

8 entries. [Create New Job](#) | [New Daily Note](#) [Less](#) | Employee Texts: 2 Newly Received -- All -- Active
- Ronald is a no show at work
- Claire 20 minutes late
GDS Richmond Mark: Done
GDS Got it Mark: Done

[Print: Truck Sheet](#) [Book Summary](#)
 [Go](#) [Yesterday](#) [Today](#) [Tuesday](#) [Wednesday](#) [Thursday](#) [Friday](#) [Saturday](#) **Show:** [\[Truck Jobs\]](#) [\[Double\]](#) [\[Dupes\]](#) [\[Incomplete\]](#) [\[No Time Sheets\]](#) [\[Include Deleted\]](#)

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	\$Cash	Nilg	531 North Road, Coquitlam	Fast Lane Closure	Jul-19-2024	Alpha User	1*	1	0	0	2*	0	-	-	-	-	-	-	-	LC-01	ARMSTRONG U
0700	BCIT Campus	John	3475 Highland Drive, Coquitlam	Event	Jul-19-2024	Alpha User	1	1	0	0	2	0	-	-	-	-	-	-	-	LC-02	ARTHUR V, WADE F
0800	BCIT Campus	-	3675 Kingsway, Vancouver	Center Lane Closure	Jul-22-2024	Alpha User	2	1	0	0	3	0	-	-	-	-	-	-	-	LC-03	RONALD A, EMMA C, ARMSTRONG U
0600	BMO Marathon	called in at 8:58 am	232nd St & Birch Ave, Maple Ridge	Fast Lane Closure	Jul-22-2024	Alpha User	5*	1*	0	0	6*	0	-	-	-	-	-	-	-	-	-
0700	BMO Marathon	called in at 8:58 am	232nd St & Birch Ave, Maple Ridge	Fast Lane Closure	Jul-19-2024	Alpha User	1	1	0	0	2	0	-	-	-	-	-	-	-	LC-05	CLAIRE B, GORD X
0700	Richmond Centre	Caribbean Days	W Esplanade, North Vancouver	Event	Jul-19-2024	Alpha User	1	1	0	0	2	0	-	-	-	-	-	-	-	LC-06	FRANCES Y, EMMA C
0700	Simon Fraser University	Cameron 604-985-7474R	3607 Capilano Rd, North Vancouver	Slow Lane Closure	Jul-19-2024	Alpha User	1*	1*	0	0	2*	0	-	-	-	-	-	-	-	-	GORD X
0700	University of BC	Matt 604-785-4276	Beach & Pacific, Vancouver	Shoulder Closure	Jul-19-2024	Alpha User	1*	1	0	0	2*	0	-	-	-	-	-	-	-	LC-03	ALEX V
-	-	-	Totals =====>	-	-	-	13	8	0	0	21	0	-	-	-	-	-	-	-	-	-

Cancelled Complete !! = Multiple Start Times xx = Mismatched Shifts R = Recurring ns = Non-Supply
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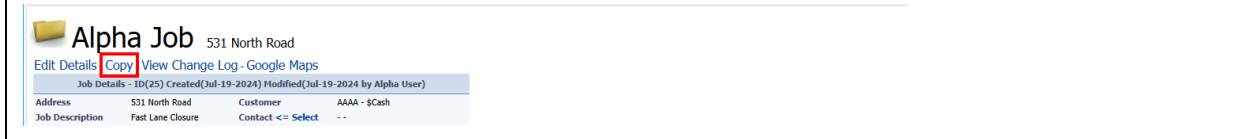
- Daily notes and recent text messages appear at the top of the screen.
- **GREEN** start times show that jobs are “Ready.” **BLACK** start times show jobs that have not been completely dispatched.
- **RED** asterisks “*” in the TCP, LCT, HWY, CR and All columns show that resources need to be assigned.
- 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.

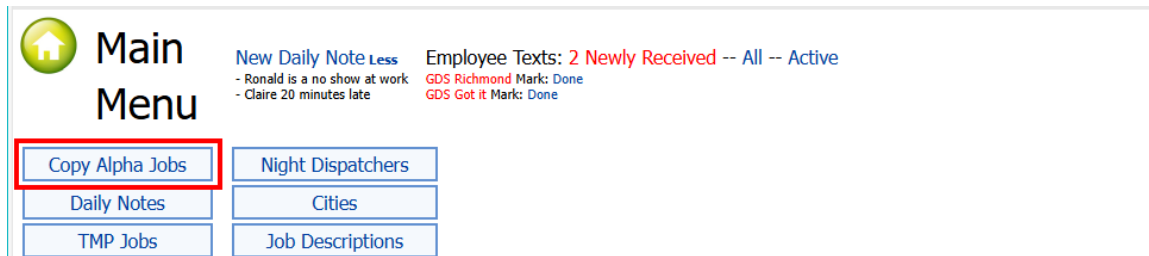
This lets you easily handle recurring jobs and similar jobs from the same company.

Note: To copy 1 job, open the job from the daily Book, then click the Copy link on the job details page.

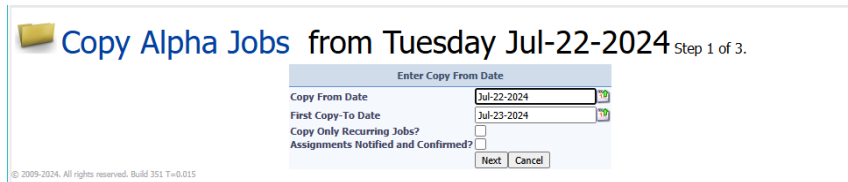


To copy all jobs or all recurring jobs to one or more new days

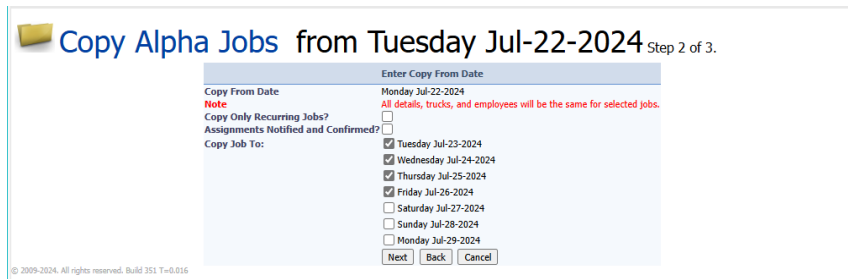
- Go to the Main Menu.
- Click the Copy <company> Jobs button.



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



- 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.



a

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.

Copy Alpha Jobs from Tuesday Jul-22-2024 Step 3 of 3.

Enter Copy From Date

Copy From Date: Monday Jul-22-2024

Note All details, trucks, and employees will be the same for selected jobs.

Copy Only Recurring Jobs?

Assignments Notified and Confirmed?

Copy Job To:

- Tuesday Jul-23-2024
- Wednesday Jul-24-2024
- Thursday Jul-25-2024
- Friday Jul-26-2024
- Saturday Jul-27-2024
- Sunday Jul-28-2024
- Monday Jul-29-2024

	Start	Customer	Address	Job Description	TCP	LCT	HWY	CR	All	Trucks	Employees
<input type="checkbox"/>	0700	\$Cash	531 North Road, Coquitlam	Fast Lane Closure	1*	1	0	0	2*	LC-01	ARMSTRONG U
<input checked="" type="checkbox"/>	0700	BCIT Campus	3475 Highland Drive, Coquitlam	Event	1	1	0	0	2	LC-02	ARTHUR V, WADE F
<input type="checkbox"/>	0800	BCIT Campus	3675 Kingsway, Vancouver	Center Lane Closure	2	1	0	0	3	LC-03	RONALD A, EMMA C, ARMSTRONG U
<input type="checkbox"/>	0600H	BMO Marathon	232nd St & Birch Ave, Maple Ridge	Fast Lane Closure	5*	1*	0	0	6*		-
<input type="checkbox"/>	0700	BMO Marathon	232nd St & Birch Ave, Maple Ridge	Fast Lane Closure	1	1	0	0	2	LC-05	CLAIRE B, GORD X
<input checked="" type="checkbox"/>	0700	Richmond Centre	W Esplanade, North Vancouver	Event	1	1	0	0	2	LC-06	FRANCES Y, EMMA C
<input type="checkbox"/>	0700	Simon Fraser University	3607 Capilano Rd, North Vancouver	Slow Lane Closure	1*	1*	0	0	2*		GORD X
<input checked="" type="checkbox"/>	0700	University of BC	Beach & Pacific, Vancouver	Shoulder Closure	1*	1	0	0	2*	LC-03	ALEX V
-	-	-	Totals =====>	-	13	8	0	0	21		-

Cancelled H = Multiple Start Times xx = Mismatched Shifts ns = Non-Supply
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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 Assignments

for 12 Employees. [New Daily Note Less](#) Show Texts: 2 Newly Received -- All -- Active

- Ronald is a no show at work
- Claire 20 minutes late

GDS Richmond Mark: Done
GDS Got it Mark: Done

Truck Sheet - Sort By Employee

Jul-22-2024 Go Yesterday Today Tuesday Wednesday Thursday Friday Saturday Filter: Lane Control(Yes) Status(A) Reset Filter **Show 7 Days**

Seniority 1	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 Complete Booked 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 on-call, 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.

Notes(1) Add: Today Tomorrow

ID	From	To	For	Booked Off?	Tag	Note	Created	Modified	By
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


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 on-call status from the Assignments page 

You can also book off employees from the [Employee Details](#) 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 "Ian's Truck will be fixed by noon". Links are provided to show More or Less 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 Traffic Book (Alpha)
Assignments (Alpha)

Customers | TMP Jobs | Jobs(531 North Road) | Employees(CLAIRE B) | Orientation | Training | Trucks

Monday
Jul-22-2024

8 entries. [Create New Job](#) | [New Daily Note](#) [Less](#)

- Ronald is a no show at work
- Claire 20 minutes late

View Change Log
Daily Note Details

ID: 5
Created Jul-22-2024
For Day 2024-07-22

Note:
- Ronald is a no show at work
- Claire 20 minutes late

Submit | Cancel

Start	Customer & PO	Note	Address
0700	\$Cash	Nilil	531 North Road, Coquitlam
0700	BCIT Campus	John	3475 Highland Drive, Coquitlam
0800	BCIT Campus	-	3675 Kingsway, Vancouver
0600	BMO Marathon	called in at 8:58 am	232nd St & Birch Ave, Maple Ridge
0700	BMO Marathon	called in at 8:58 am	232nd St & Birch Ave, Maple Ridge
0700	Richmond Centre	Caribbean Days	W Esplanade, North Vancouver
0700	Simon Fraswer University	Cameron 604-985-7474R	3607 Capilano Rd, North Vancouver
0700	University of BC	Matt 604-785-4276	Beach & Pacific, Vancouver
-	-	-	Totals =====>

Cancelled Complete ||=Multiple Start Times xx=Mismatched Shifts R=Recurring ns=Non-Supply

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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:

ID	User	Phone	On Duty?	From	To	First Start Date	Last Start Date	Modified	By
1	alpha	604-805-1871	No	0000	2359	Jul-22-2024	Jul-22-2024	Jul-22-2024	Super User
5	-None-	-	No	0000	2359	Jul-22-2024	Jul-22-2024	Jul-22-2024	Super User
9	-None-	-	No	0000	2359	Jul-22-2024	Jul-22-2024	Jul-22-2024	Super User

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:

- 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 [Assign, Notify, and Confirm Resources](#).

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

The Employees list appears as follows:

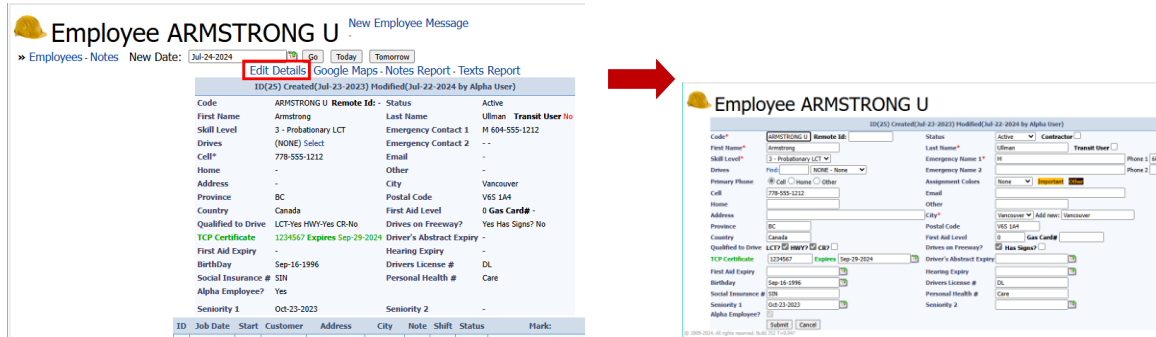
ID	Seniority 1	Seniority 2	Code	First Name	Last Name	Drives	Skill Level	Phone	City	Prov	Message	Aid	LCT	HWY	CR	FWY	S	TCP Expires	Abstract Expires	Aid Exp.	Hear. Exp.	Birthday	DL#	SIN	PH #	Modified	By
5	Oct-26-2023	-	CLAIRE B	Claire	Brown	LC-05	3 - Probationary LCT	778-555-1212	Vancouver	BC	reported lazy	0	LCT	HWY	-	F	-	Jul-20-2024	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-19-2024	Alpha User
28	Nov-02-2023	-	NORMAN W	Norman	Walker	NONE	5 - Highway LCT	778-555-1212	Vancouver	BC	-	0	LCT	HWY	-	F	-	Nov-01-2024	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-19-2024	Alpha User
4	Dec-02-2023	-	JEFF B	Jeff	Bell	LC-04	3 - Probationary LCT	778-555-1212	Vancouver	BC	-	0	LCT	HWY	-	F	-	Sep-26-2024	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-19-2024	Alpha User
3	Dec-30-2023	-	RONALD A	Ronald	Arnold	LC-03	3 - Probationary LCT	778-555-1212	Vancouver	BC	weekdays only	0	LCT	HWY	-	F	-	Nov-20-2024	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-19-2024	Alpha User
30	Jan-18-2024	-	FRANCES Y	Frances	York	NONE	1 - Probationary TCP	778-555-1212	Vancouver	BC	-	0	LCT	HWY	-	F	-	Oct-12-2024	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-19-2024	Alpha User
1	Feb-15-2024	-	GDS	GD	Singh	LC-01	2 - Experienced TCP	604-781-1110	Vancouver	BC	-	0	LCT	HWY	-	F	-	Mar-30-2025	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-19-2024	Alpha User
6	Mar-24-2024	-	EMMA C	Emma	Caufield	LC-06	4 - Experienced LCT	778-555-1212	Vancouver	BC	-	0	LCT	HWY	-	F	-	Sep-23-2024	-	-	-	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	LCT	HWY	-	F	-	Dec-21-2024	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-19-2024	Alpha User
29	May-11-2024	-	GORD X	Gord	Xanthos	NONE	5 - Highway LCT	778-555-1212	Vancouver	BC	reported lazy	0	LCT	HWY	-	F	-	Apr-22-2025	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-19-2024	Alpha User
26	May-25-2024	-	ARTHUR V	Arthur	Verma	NONE	4 - Experienced LCT	778-555-1212	Vancouver	BC	-	0	LCT	HWY	-	F	-	Mar-03-2025	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-19-2024	Alpha User
25	Jun-12-2024	-	ARMSTRONG U	Armstrong	Ullman	NONE	3 - Probationary LCT	778-555-1212	Vancouver	BC	-	0	LCT	HWY	-	F	-	Mar-02-2025	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-19-2024	Alpha User
2	Jul-17-2024	-	WADE F	Wade	Forster	LC-02	3 - Probationary LCT	604-307-9740	Vancouver	BC	-	0	LCT	HWY	-	F	-	Dec-02-2024	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-19-2024	Alpha User

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

- 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”.)

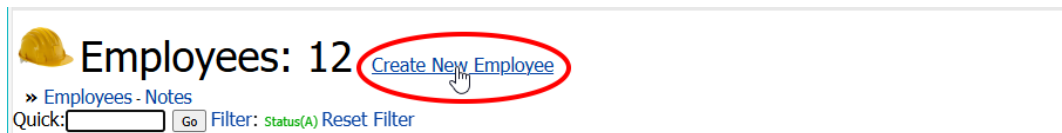
- To view an existing employee’s data, click on their first or last name in the table.

- Click the “Edit Details” link to change any of the details.



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 [Settings Records "Inactive" and Reactivating Records](#) 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
Jan-31-2019	Jan-31-2019	SMITHN	SMITHN	SMITHN	SMITHN	Campbell River	1 - Trainee	LCTF
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)	JEFFFC	JEFFFC Comp time	JEFFFC 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	North Saanich	-	LCT2	1 - Trainee	LCTF	<=> SELECT

- ④ 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.)

Employee ARMSTRONG U New Employee Message

» Employees - Notes
New Date:

Edit Details - Google Maps - Notes Report - Texts Report

ID(25) Created(Jul-23-2023) Modified(Jul-22-2024 by Alpha User)

Code	ARMSTRONG U	Remote Id:	Status	Active
First Name	Armstrong	Last Name	Ullman	Transit User No
Skill Level	3 - Probationary LCT	Emergency Contact 1	M 604-555-1212	
Drives	(NONE) Select	Emergency Contact 2	--	
Cell*	778-555-1212	Email	-	
Home	-	Other	-	
Address	-	City	Vancouver	
Province	BC	Postal Code	V6S 1A4	
Country	Canada	First Aid Level	0 Gas Card# -	
Qualified to Drive	LCT-Yes HWY-Yes CR-No	Drives on Freeway?	Yes Has Signs? No	
TCP Certificate	1234567 Expires Sep-29-2024	Driver's Abstract Expiry	-	
First Aid Expiry	-	Hearing Expiry	-	
BirthDay	Sep-16-1996	Drivers License #	DL	
Social Insurance #	SIN	Personal Health #	Care	
Alpha Employee?	Yes			
Seniority 1	Oct-23-2023	Seniority 2	-	

ID	Job Date	Start	Customer	Address	City	Note	Shift	Status	Mark:
49	Jul-24-2024	0700	\$Cash	531 North Road	Coquitlam	Nigl	0700	Active	Complete Complete, book off

Notes(1) Add: Today Tomorrow Show: Exclude Blank Notes -- All

ID	From	To:	For	Booked Off?	Tag	Note	Created	Modified	By
25	Jul-22-2024	Jul-23-2024	All	Yes	-	-	Jul-22-2024	Jul-22-2024	Alpha User

Texts(0) Send Text

ID	Phone	Message	Created	Modified	By
----	-------	---------	---------	----------	----

Excluded Customers(0) Add Show: All

ID	Code	Name	City	Tel	Email	Customer Comment	Employee Comment	Excluded	By
----	------	------	------	-----	-------	------------------	------------------	----------	----

Orientations(0) Add show: All

ID	Code	Name	Short Note	Taken On	Expires	Modified	By
----	------	------	------------	----------	---------	----------	----

Training(0) Add Show: All

ID	Code	Name	Short Note	Taken On	Expires	Modified	By
----	------	------	------------	----------	---------	----------	----

Documents(0) Add New Link Existing

ID	Code	Name	Size	Short Note
----	------	------	------	------------

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 [Assignments](#) 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 [Assignments](#) for more information.)

Alpha Assignments

for 12 Employees. New Daily Note Less
Show Texts: 2 Newly Received -- All -- Active

GDS Richmond Mark: Done
GDS Got it Mark: Done

Truck Sheet - Sort By Employee
Filter: Status(A) Reset Filter | Show 7 Days

Seniority	Seniority	Tuesday* Jul-23-2024	Wednesday Jul-24-2024	Thursday Jul-25-2024	Friday Jul-26-2024	City	Msg	Skill Level	Opts
Oct-26-2023	-	CLARE B o/c	CLARE B	CLARE B	CLARE B	Vancouver	reported laky	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

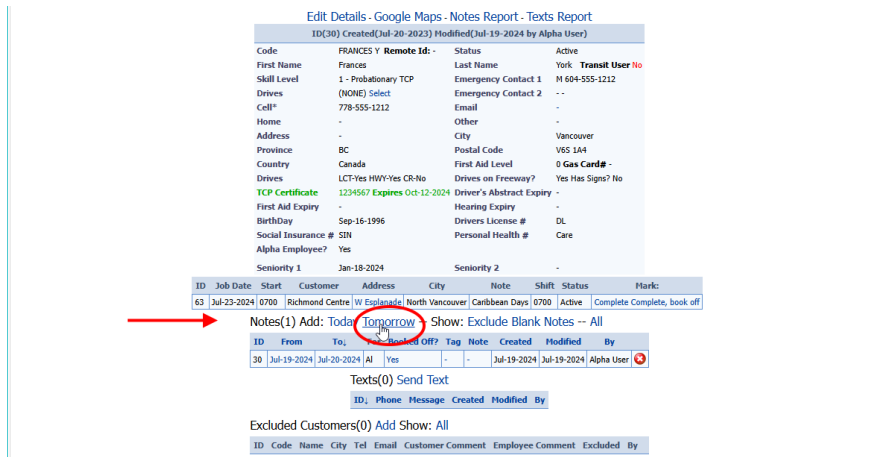
TaiRox Traffic Control Dispatch

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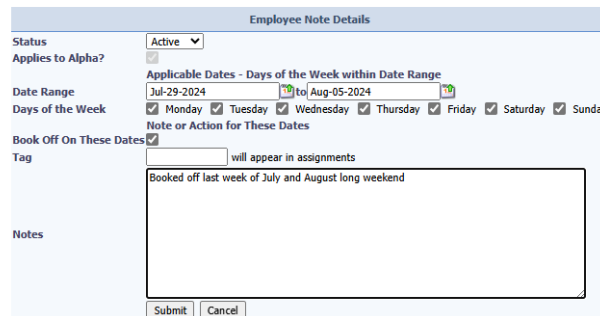
24

To book off an employee or to add notes:

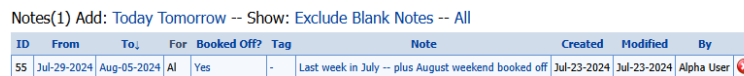
- Select the Employee by clicking the first or last name on the Employees page.
- Click the link to add a note.



- 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.



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



- Click the button at the end of the line to delete the note – and remove the booked off status from the Assignments page (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 [Assignments](#)).
- 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.

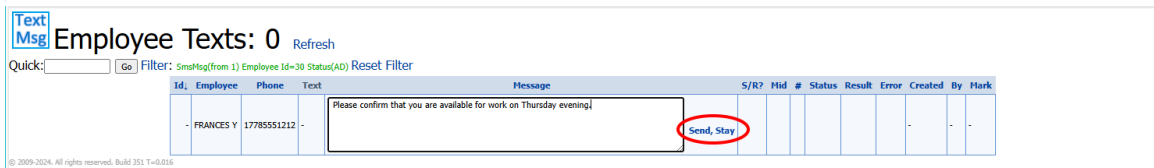
Sending Texts from the Employee Details Page

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.



- Enter the text, and click the “Send, Stay” link – then **wait** until the text is successfully sent.



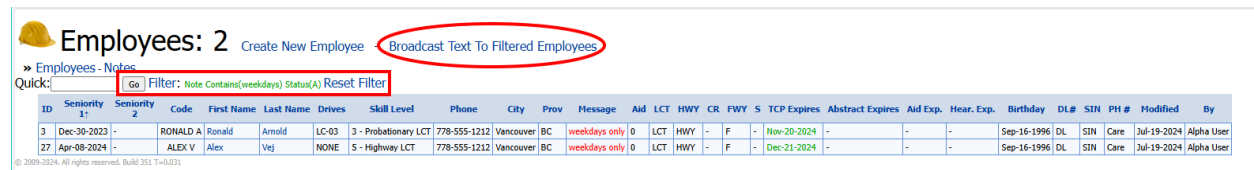
All texts sent to employees appear on the employee details screen.

Texts(2) Action: Send Text

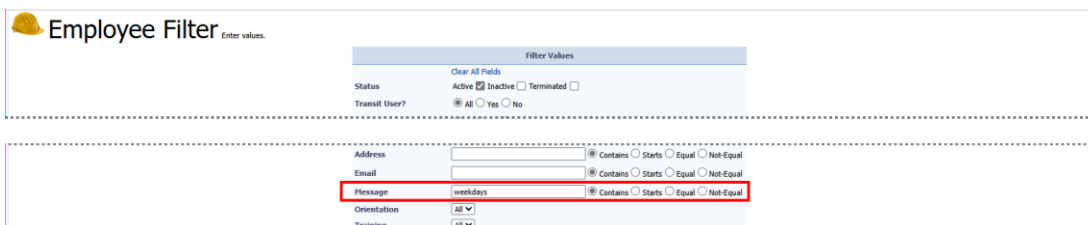
ID	Phone	Message	Created	Modified	By
1	17788813810	Please confirm Jul-21-2024 - Wednesday job at 0800 for \$Cash in Victoria at 3494 Kingsway do Slow Lane Closure.	Jul-21-2024	Jul-21-2024	SiteAdmin Role
2	17788813810	Please confirm that you are available for work on Thursday evening.	Jul-22-2024	Jul-22-2024	SiteAdmin Role

Broadcasting Texts to Employees

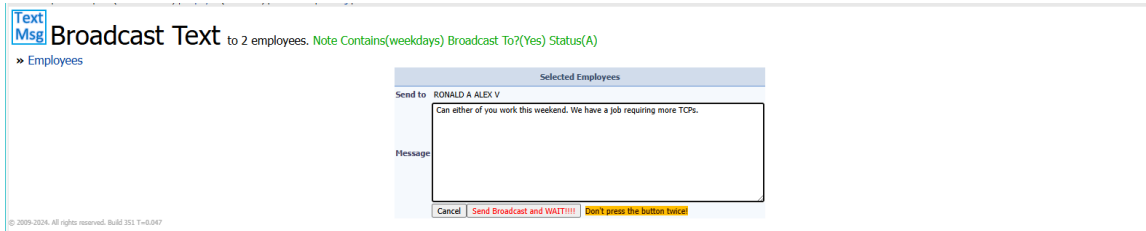
The “Broadcast Text to Filtered Employees” link appears on the Employees page (below) if you have appropriate rights to use it.



- 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.



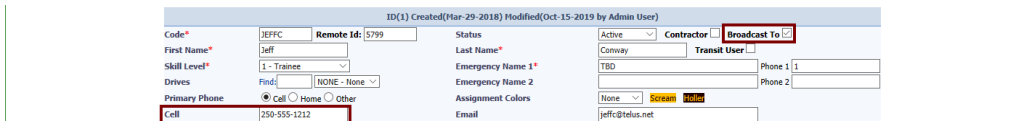
- Click the “Broadcast Text to Filtered Employees” to compose the text broadcast. The form lists all employees that will receive the text. If the list is not correct, click Cancel, and reselect the Filter criteria.



- 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.



- Uncheck “Broadcast To” to opt-out individual employees from text broadcasts.

Trucks

The Trucks list is always available from the “top menu”.



- 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.

The screenshot shows the 'Trucks: 12' page in the Alpha Traffic application. It includes a search bar, a 'Go' button, and a table of truck details. The table has columns for ID, Code, Geotab, Name, Driver, Make, Year, Plate, LCT, HWY, CR, Home, Snows?, Chains?, Note, N/A From, N/A To, Modified, and By. A legend at the bottom indicates that 'A=Active', 'I=Inactive', and 'O=Out of Service'.

ID	Code	Geotab	Name	Driver	Make	Year	Plate	LCT	HWY	CR	Home	Snows?	Chains?	Note	N/A From	N/A To	Modified	By
1	ALC-01	---	Don T	GDS	Chevy	2020	JOY 767	LCT	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
11	ALC-11	---	Indira H	INDIRA H	RAM	2022	SRT 431	LCT	HWY	CR	-	-	-	Out of Service	Jun-16-2024	-	Jul-19-2024	Alpha User
12	ALC-12	---	Fran I	FRAN I	GMC	2019	ACE 152	LCT	HWY	CR	Home	Snows	-	-	-	-	Jul-19-2024	Alpha User

- 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:

- 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: 1 Created: Jul-20-2023 Modified: Jul-19-2024 by Alpha User
 Code: LC-01 Remote Id:
 Name: Don T
 Driver: GDS
 Lease #: LL19316 From Jun-30-2020 to Jul-01-2023 Payment: 663.14
 ICBC Expiry: Mar-25-2025
 Geotab Id:
 Gas Card#:
 Phone:
 Odometer: 100383
 Identification: Make: Chevy Model: Silverado Year: 2020
 Plate: 30Y 767 Vin: 1FTNF1CG9GK990574
 Truck Type: Lane Control? Highway? Crash Truck? Keeps at Home?
 Options: Snow Tires: Chains:
 Book Off: From to
 Short Note:
 Status: Active
 Submit Cancel

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

Truck LC-01 Don T New Truck Message

» Trucks

[Truck 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

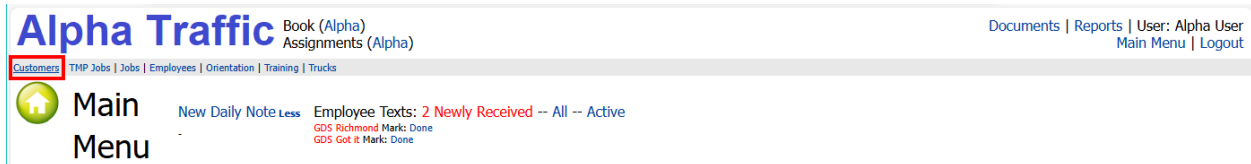
- You can view the report onscreen, or have it emailed to you.

Alpha Traffic		Truck History sorted by Job Date			Alpha Beta Group	
Customer	City	Job	Date	Start	Driver	Jul-23-2024
AAAA	Coquitlam	531 North Road	Jul-17-2024	0700	RONALD A	
AAAA	Coquitlam	531 North Road	Jul-18-2024	0700	RONALD A	
AAAA	Coquitlam	531 North Road	Jul-19-2024	0700	RONALD A	

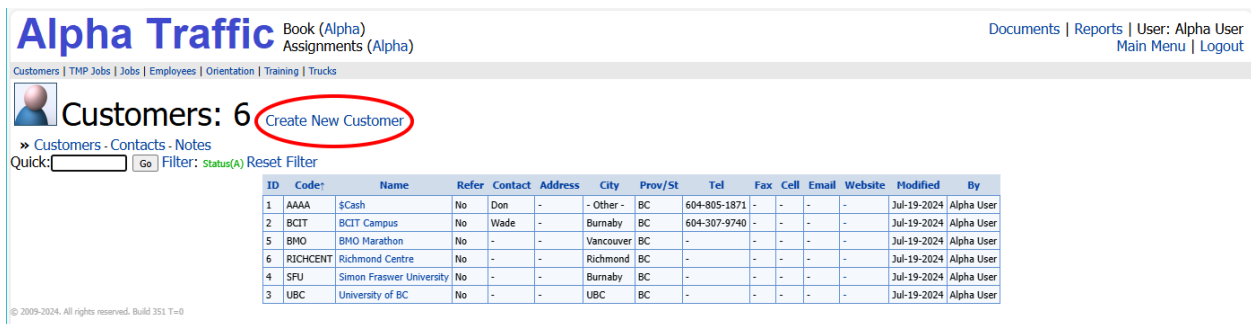
Customers

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:

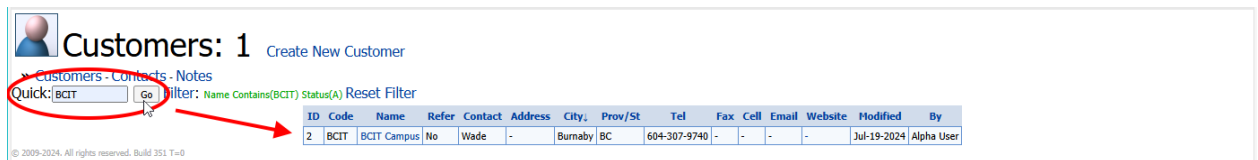


Click the **Reset Filter** link if the list is blank or displays fewer customers than you expected.

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



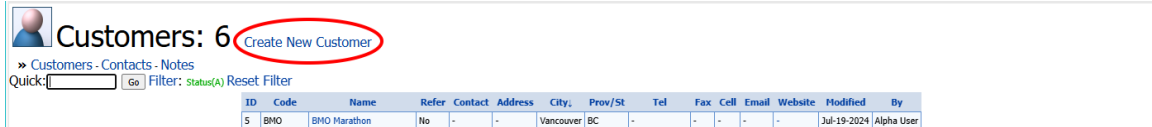
- To find a customer fast, type the full or partial customer name into the Quick field and click the Go button (or press Enter).



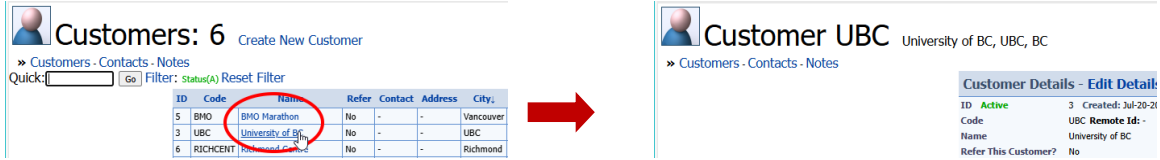
To add a new customer record:

- Select Customers from the top menu.

- Click the “Create New Customer” link near the top of a page.

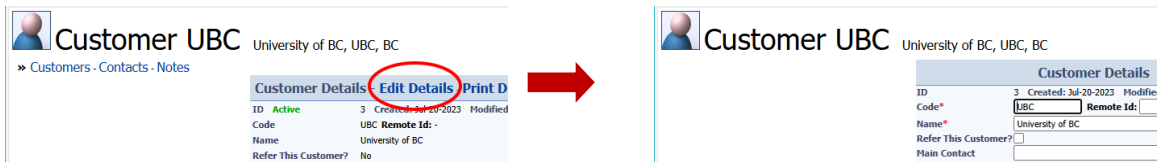


- To view an existing customer’s data, click on the customer’s name in the table.



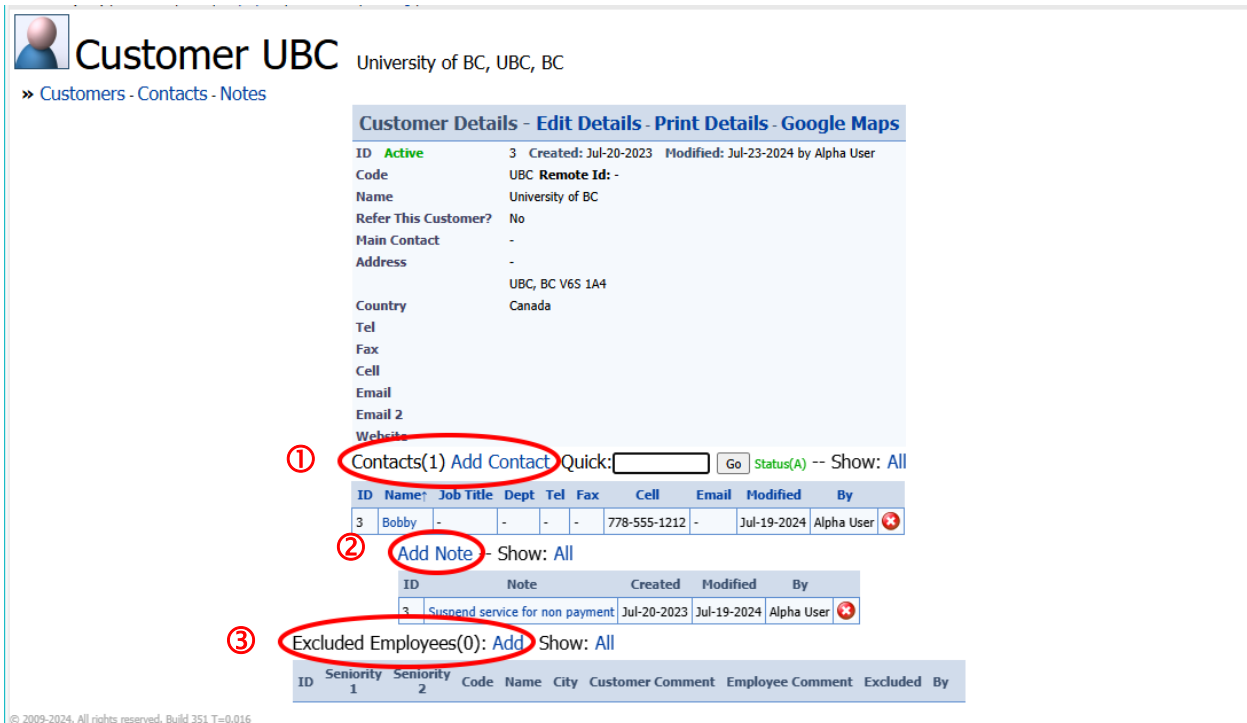
A customer’s data is displayed as some details and a number of panels.

- Click the “Edit Details” link to change any of the details.



You can also choose to edit the following customer items:

- Customer contacts
- Notes attached to the customer
- Employees that this customer will not 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

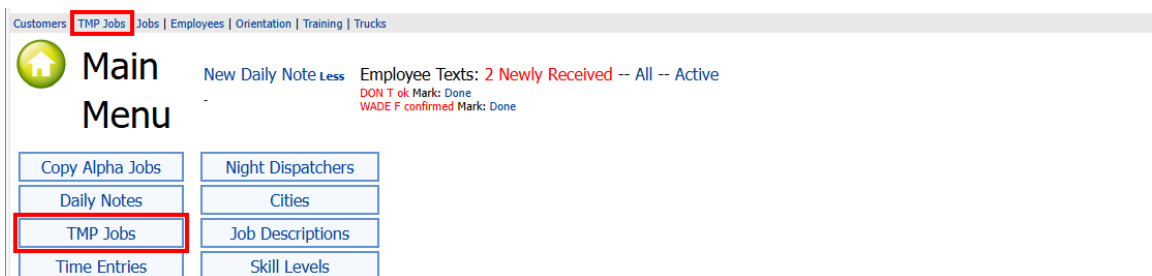
Traffic Management Plans let you track permits, site plans, and other documents through approval processes.

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.

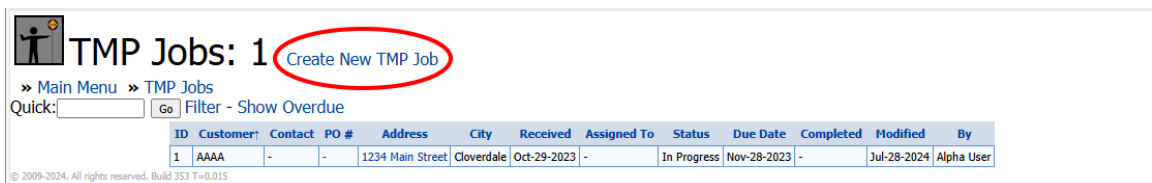
With a few clicks, you can create dispatch jobs from Traffic Management Plans that include site plan pictures and relevant documents.

To create a new traffic management plan:

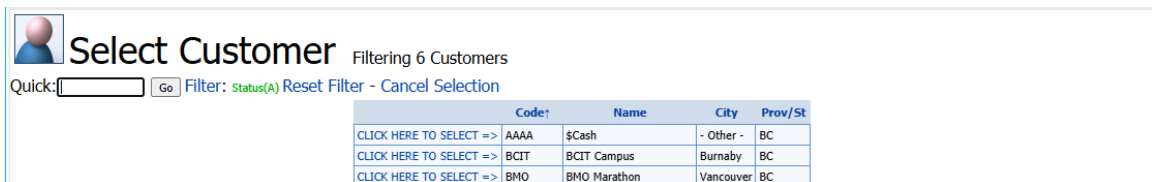
- Select TMP Jobs from the Main Menu or from the top menu bar.



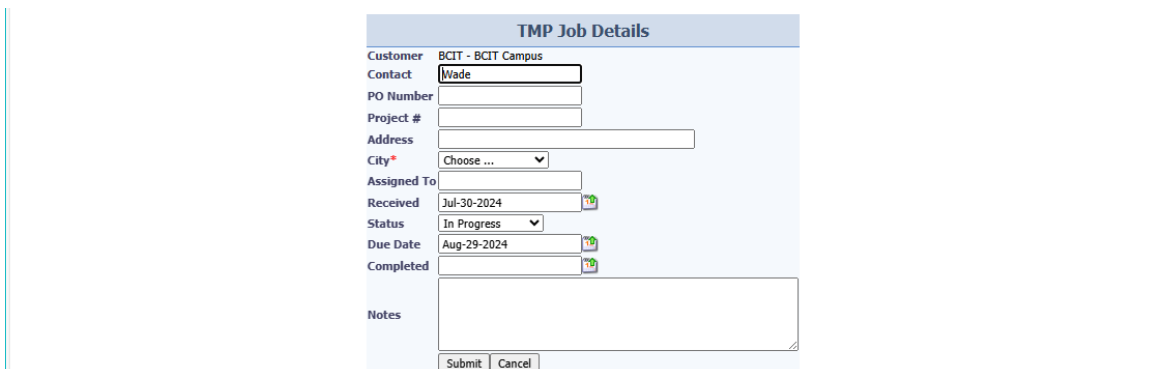
- Click the Create New TMP Job link.



- 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.



- :Enter the customer, address, PO number, and project number, then click the Submit button.

TMP Job
 » Main Menu » TMP Jobs

Create Dispatch Job

TMP Job 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
 Address 3700 Willingdon Avenue
 City Burnaby
 Assigned To Mark
 Received Jul-30-2024
 Status In Progress
 Due Date Aug-29-2024
 Completed -

Notes
 Attach site plan and permits when received.

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:

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 particular 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 and end times on the Time Entries page.

Time Entries: 6 Refresh -- Pay Periods

Quick: [] Go Filter: Entry(from 1) Alpha Status(A) Reset Filter Show: [Empty Time Sheets] [TCP 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	Al	Jul-28-2024	AAAA	\$Cash	531 North Road		Don Thomson	No	0700	-	N	LCT	0	-
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	No	0900	1630	N	LCT	7.50	-
500006	000000	Jul-28-2024	Active	Filled	Al	Jul-28-2024	RICHCENT	Richmond Centre	W Esplanade		Emma Caufield	No	0900	1630	N	LCT	7.50	-
500004	000000	Jul-28-2024	Active	Filled	Al	Jul-28-2024	SFU	Simon Fraser University	3607 Capilano Rd		Jeff Bell	No	0800	1600	N	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	N	LCT	8.00	-

Cancelled Recorded Not Billable xP=Not Payable
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- 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	No	Jul-30-2024 03:45 PM	0900	1630	N	LCT	7.50	-
500006	000000	Jul-28-2024	Active	Filled	Al	Jul-28-2024	RICHCENT	Richmond Centre	W Esplanade		Emma Caufield	No	0900	1630	N	LCT	7.50	-	

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

TimeEntryDetailsPort.xlsx - Excel

1	Id	Paper	Period	Employee	Name	Start	Finish	Lunch	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 Fraser University
3	500012	0	Jan-05-2024	DON R	Don Ross	1000	1700	No	No	TCP	No	0	Active	Empty	Jan-05-2024	SR-ACCT	Surrey Accounting Services
4	500001	0	Jan-05-2024	DON T	Don Thomson	700	-	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 Marathon
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 Accounting Services
8	500003	0	Jan-05-2024	JEFF C	Jeff Caufield	800	1600	No	No	LCT	No	8	Active	Filled	Jan-05-2024	UBC	University of BC
9	500007	0	Jan-05-2024	KEITH G	Keith Granland	1000	1400	No	No	LCT	No	4	Active	Filled	Jan-05-2024	LANDSDOWN	Landsdown 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 Equipment 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	Richmond 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 Campus
13	500009	0	Jan-05-2024	WADE I	Wade Ibsen	900	1430	No	No	LCT	No	5.5	Active	Filled	Jan-05-2024	LA-SERV	Langley Services Limited

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:

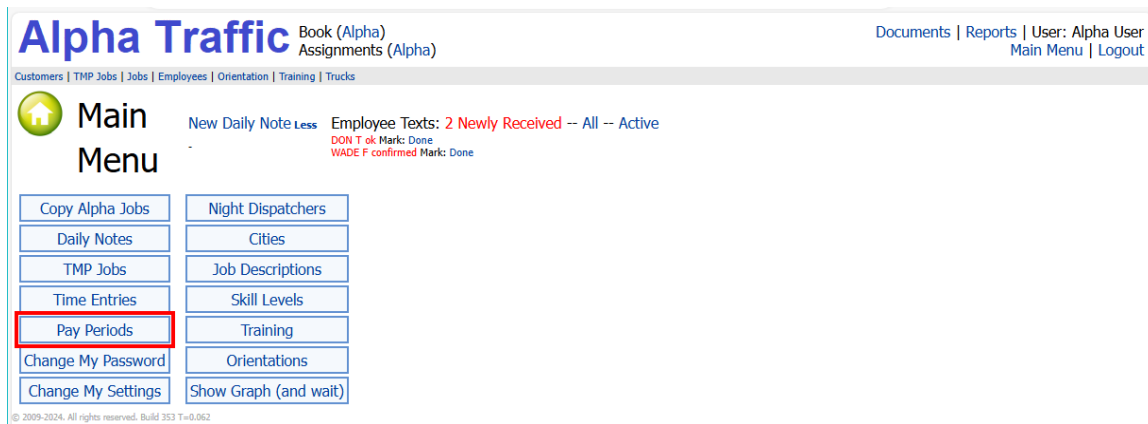
ID	Start Date↓	# Days	End Date	Locked	Notes	Modified	By
1	Jul-28-2024	14	Aug-10-2024	No	Alpha PP	Dec-01-2021	Alpha User

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.



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

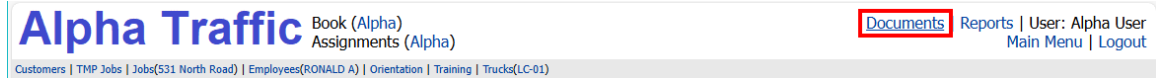


Documents

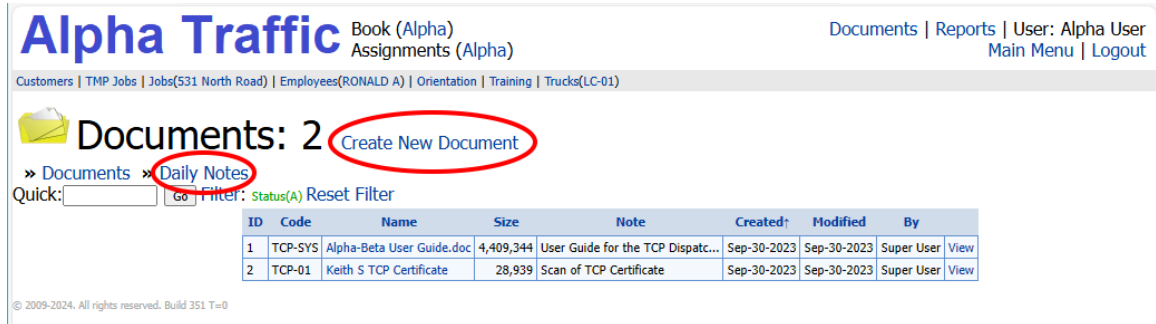
Documents are always available from the Documents link in the “top menu.”

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.



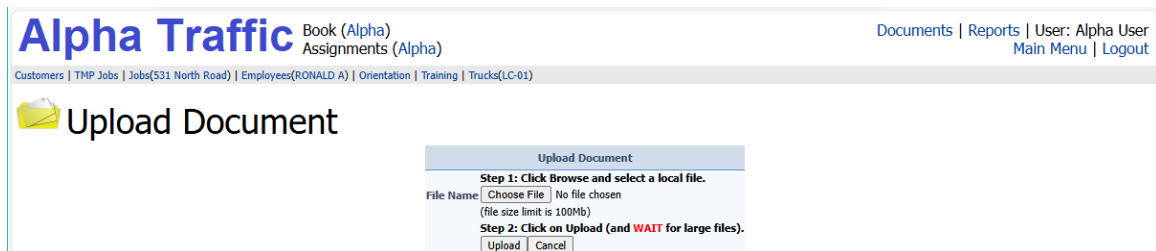
- Click the Documents link to view the documents and daily notes.
Click the [Reset Filter](#) link if the list displays fewer notes/documents than you expected.



- 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	By	
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.

Alpha Traffic Book (Alpha) Assignments (Alpha) Documents | Reports | User: Alpha User Main Menu | Logout

Customers | TMP Jobs | Jobs(531 North Road) | Employees(RONALD A) | Orientation | Training | Trucks(LC-01)

Employee RONALD A New Employee Message weekdays only

Employees - Notes Jul-23-2024 19 Go Today Tomorrow

Edit Details - Google Maps - Notes Report - Texts Report

ID(3) Created(Jul-20-2023) Modified(Jul-19-2024 by Alpha User)

Code	RONALD A	Remote Id	-	Status	Active	Broadcast To	Yes
First Name	Ronald	Last Name	Arnold	Transit User	No		
Skill Level	3 - Probationary LCT	Emergency Contact 1	M 604-555-1212				
Drives	(LC-03) Remove - Change	Emergency Contact 2	-				
Cell#	778-555-1212	Email	-				
Home	-	Other	-				
Address	-	City	Vancouver				
Province	BC	Postal Code	V6S 1A4				
Country	Canada	First Aid Level	0 Gas Card# -				
Drives	LCT-Yes HWY-Yes CR-No	Drives on Freeway?	Yes Has Signs? No				
TCP Certificate	1234567 Expires Nov-20-2024	Driver's Abstract Expiry	-				
First Aid Expiry	-	Hearing Expiry	-				
BirthDay	Sep-16-1996	Drivers License #	DL				
Social Insurance #	SIN	Personal Health #	Care				
Alpha Employee?	Yes						
Seniority 1	Dec-30-2023	Seniority 2	-				

ID	Job Date	Start	Customer	Address	City	Note	Shift	Status	Mark:
71	Jul-23-2024	0700	University of BC	Beach & Pacific	Vancouver	Matt 604-785-4276	0700	Active	Complete Complete, book off

Notes(1) Add: Today Tomorrow -- Show: Exclude Blank Notes -- All

ID	From	To	For	Booked Off?	Tag	Note	Created	Modified	By
3	Jul-19-2024	Jul-20-2024	All	Yes		REQUESTED OFF	Jul-19-2024	Jul-19-2024	Alpha User

Texts(0) Send Text

Excluded Customers(0) Add Show: All

ID	Code	Name	City	Tel	Email	Customer Comment	Employee Comment	Excluded	By
Orientations(0) Add Show: All									
Training(0) Add Show: All									

Documents(1) Add New - Link Existing

ID	Code	Name	Size	Short Note
2	TCP-01	Keith B TCP Certificate	28,939	Scan of TCP Certificate

Alpha Traffic Book (Alpha) Assignments (Alpha) Documents | Reports | User: Alpha User Main Menu | Logout

Customers | TMP Jobs | Jobs(3475 Highland Drive) | Employees(RONALD A) | Orientation | Training | Trucks(LC-01)

Alpha Job 3475 Highland Drive

Edit Details - Copy - View Change Log - Google Maps

Job Details - ID(28) Created(Jul-19-2024) Modified(Jul-19-2024 by Alpha User)

Address	3475 Highland Drive	Customer	BCIT - BCIT Campus
Job Description	Event	Contact <=	Select
City	Coquitlam	Subcontractor	-
Job Date	Jul-23-2024 Tuesday	Recurring Job?	No
Status	Active	Notes ALL Trucks	-
Start Time	0700	PO Number	-
Tcps/Replacements	1	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 Site Map for Garden City.doc Edit Delete Notes

Link Existing Document

Trucks Assigned: 1 of 1 Add Replacement: 0700

ID	Code	Geotab	Driver	Name	Replaces	Pickup	Start	Equip, Notes	Notified?	Confirmed?	Declined?	Status	LCT	HWY	CR	S	Modified	By
28	LC-02	---	WADE F	None	0700	0700	-		Yes	Yes	No	Active	LCT	HWY	CR	-	Jul-19-2024	Alpha User

Employees Assigned: 2 of 2 [Include Deleted]

ID	As	Shift	#	of	Go To	Code	Text	Replaces	Notified?	Confirmed?	Declined?	Short Note	Status	Aid	F	S	Tr	Mark On Call:	Modified	By	Book Off:
55	1	0700	1	2	EMPL	ARTHUR V 778-555-1212	Send	NO BODY	Yes	Yes	No	TCP	Active	0	F	-	-	Wed Thu Fri Sat	Jul-19-2024	Alpha User	Wed Thu Fri Sat
56	1	0700	2	2	EMPL	WADE F 604-307-9740	Send	NO BODY	Yes	Yes	No	LCT	Active	0	F	-	-	Wed Thu Fri Sat	Jul-19-2024	Alpha User	Wed Thu Fri Sat

[1] For Active Job, Mark: [Notified] [Confirmed] After Job, Mark: [Complete] [Send Text to All] [Create and Send Time Sheets] [Cancel Time Sheets]

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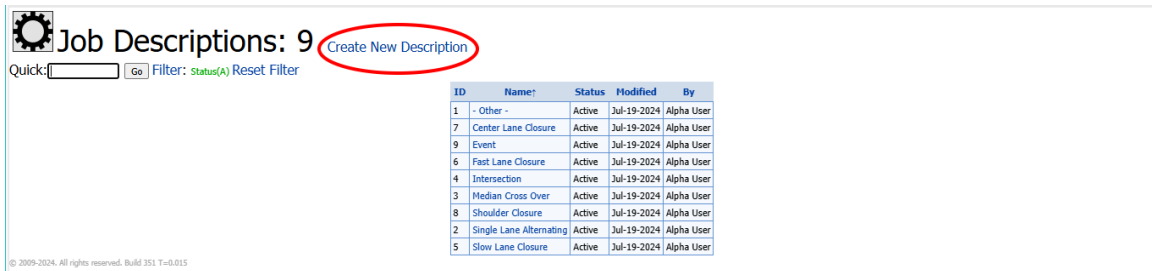
Job Descriptions

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

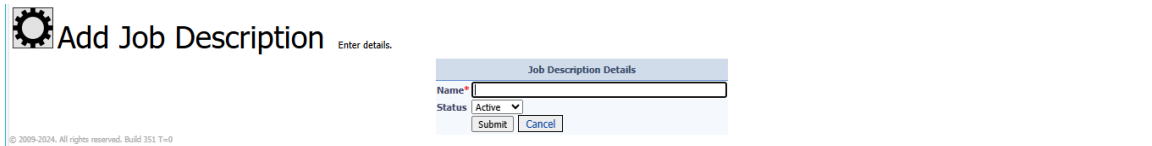
You use the Job Descriptions menu choice to add new job descriptions to the list. (Typically, only admin users or “head dispatchers” have permission to do this.)

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.



- 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.

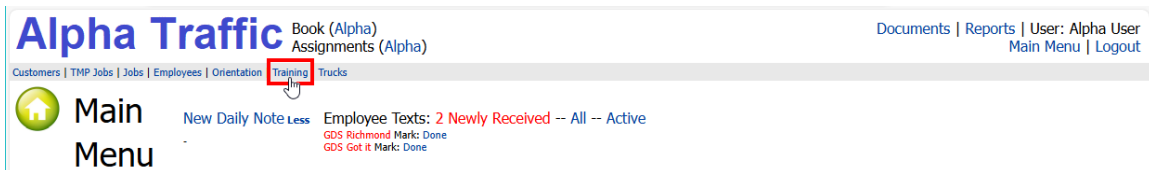
Training

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:

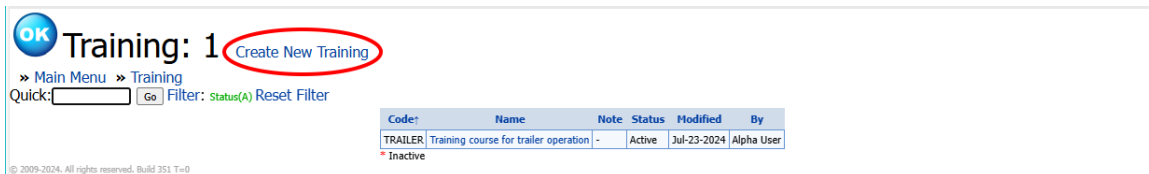
- Select Training from the top menu.



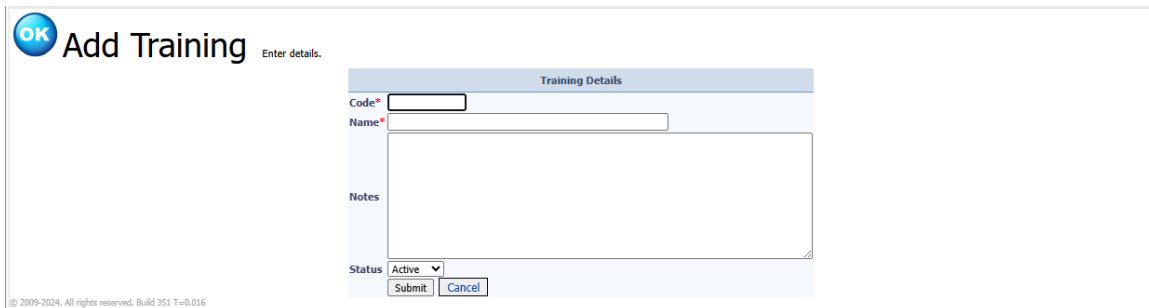
The Training screen appears, listing all available training in the grid.

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.

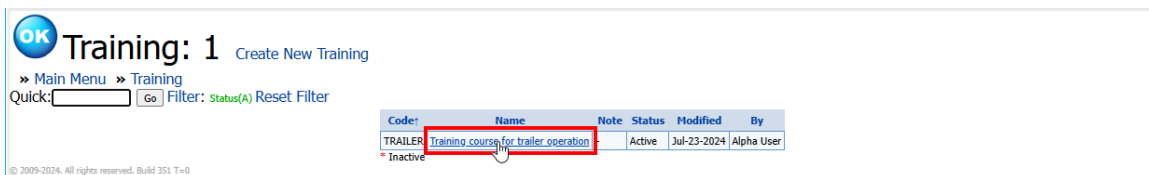


- Fill in the Add Training form and click the Submit button.



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.

OK Training TRAILER Training course for trailer operation
 » Main Menu » Training

Training Details - Edit Details

ID **Active 1** Created: Jul-23-2024 Modified: Jul-23-2024 by Alpha User
 Code TRAILER
 Name Training course for trailer operation
 Note

Employees(3) Action: **Add** Show: All

ID	Seniority 1	Seniority 2	Code	Name	City	Opts	Taken On	Expires	Modified	By
27	Apr-08-2024	-	ALEX V	Alex Vej	Vancouver	LCTHWYF	Jul-23-2024	-	Jul-23-2024	Alpha User
26	May-25-2024	-	ARTHUR V	Arthur Verma	Vancouver	LCTHWYF	Jul-23-2024	-	Jul-23-2024	Alpha User
4	Dec-02-2023	-	JEFF B	Jeff Bell	Vancouver	LCTHWYF	Jul-23-2024	-	Jul-23-2024	Alpha User

Documents(1) Action: Add New - Link Existing

ID	Code	Name	Size	Short Note
6	ALPHA-UG	Alpha Dispatch User Guide.doc	7,635,968	Guide to the TCP dispatch system. View Edit

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

Select Employee Filtering 12 Employees
 Quick: Go Filter: Status(A) Reset Filter - Cancel Selection

Code	First Name	Last Name	Skill Level	Drives	Seniority 1	Seniority 2	Phone	City	Message	Aid	LCT	HWY	CR	FWY	S	TCP Expires	Abstract Expires	Aid Exp.	Hea. 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	-	Jul-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	-	Nov-01-2024	-	-	Sep-16-1996
CLICK HERE TO SELECT =>	JEFF B	Jeff	Bell	3 - Probationary LCT	LC-04	Dec-02-2023	-	778-555-1212	Vancouver	-	0	LCT	HWY	-	F	-	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	-	Nov-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	-	Jul-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	-	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	-	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	-	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	-	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	-	Mar-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	-	Dec-02-2024	-	-	Sep-16-1996

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- You can then add another employee.

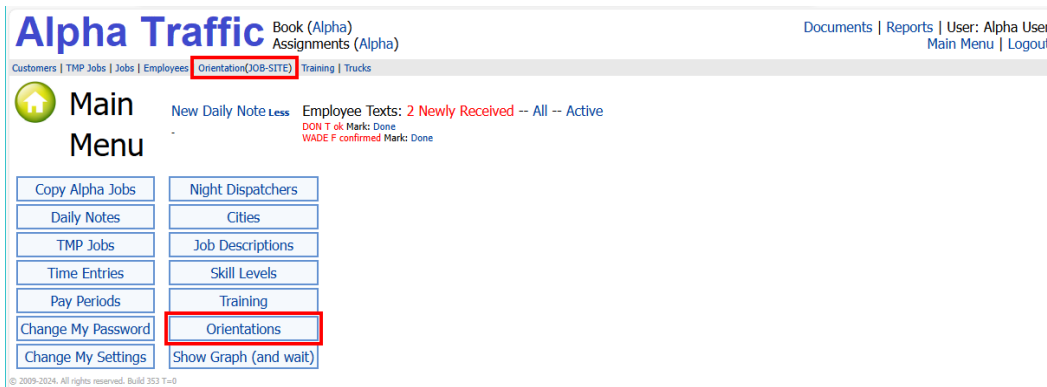
Orientations

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

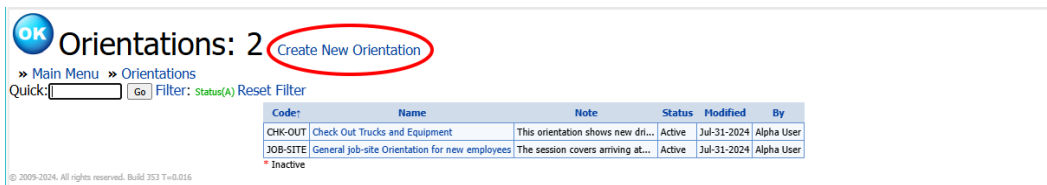
Use the Orientation link in the “top menu” or the button on the Main Menu to add new orientation records and to add employees to show that they have completed a session..

To add orientation records and link employees:

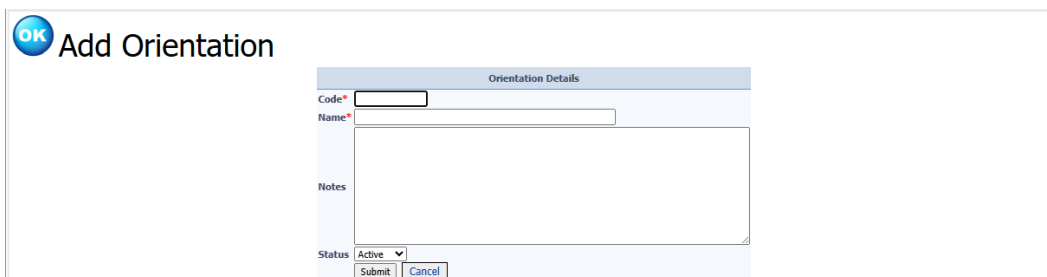
- Select Orientation from the top menu or from the Orientations button on the Main Menu.



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

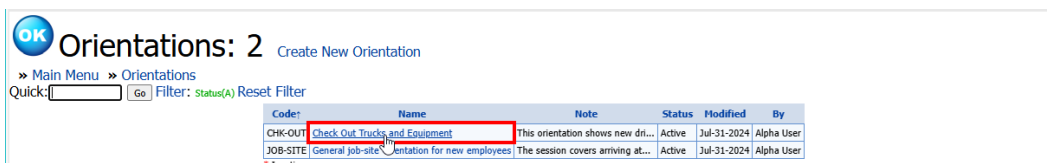


- Fill in the Add Orientation form and click the Submit button.



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.

OK Orientation CHK-OUT Check Out Trucks and Equipment
 » Main Menu » Orientations

Orientation Details - Edit Details
 ID **Active** 1 Created: Jul-31-2024 Modified: Jul-31-2024 by Alpha User
 Code CHK-OUT
 Name Check Out Trucks and Equipment
 Note This orientation shows new drivers how to check out trucks a

Oriented Employees(6) Action: **Add** Show: All

ID	Seniority 1	Seniority 2	Code	Name	City	Opts	Oriented On	Expires	Modified	By
27	Jul-25-2024	-	ALEX V	Alex Vej	Vancouver	LCTHWYF	Jul-31-2024	-	Jul-31-2024	Alpha User
26	Mar-10-2024	-	ARTHUR V	Arthur Verma	Vancouver	LCTHWYF	Jul-31-2024	-	Jul-31-2024	Alpha User
1	Jan-28-2024	-	DON T	Don Thomson	Vancouver	LCTHWYF	Jul-31-2024	-	Jul-31-2024	Alpha User
6	Jan-13-2024	-	EMMA C	Emma Caufield	Vancouver	LCTHWYF	Jul-31-2024	-	Jul-31-2024	Alpha User
29	Feb-12-2024	-	GORD X	Gord Xanthos	Vancouver	LCTHWYF	Jul-31-2024	-	Jul-31-2024	Alpha User
28	Jan-17-2024	-	NORMAN W	Norman Walker	Vancouver	LCTHWYF	Jul-31-2024	-	Jul-31-2024	Alpha User

Documents(2) Action: Add New - Link Existing

ID	Code	Name	Size	Short Note	View	Edit
5	EQUIP	Equipment Guide.PDF	7	List of equipment and check-out procedures	View	Edit
6	TRUCKS	Truck Guide.PDF	0	List of trucks, standard equipment, and usage rules and proc	View	Edit

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- Select an employee that attended the orientation session.

Select Employee Filtering 12 Employees
 Quick: [] Filter: Status(A) Reset Filter - Cancel Selection

Code	First Name	Last Name	Skill Level	Drives	Seniority 1	Seniority 2	Phone	City	Message	Aid	LCT	HWY	CR	FWY	S	TCP Expires	Abstract Expires	Aid Exp.	Hear. Exp.	Birthday	
CLICK HERE TO SELECT =>	FRANCES Y	Frances	York	1 - Probationary	TCP	NONE	Oct-12-2023	-	778-555-1212	Vancouver	-	0	LCT	HWY	-	F	-	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	-	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	-	Nov-14-2024	-	-	Sep-16-1996
CLICK HERE TO SELECT =>	JEFF B	Jeff	Bull	3 - Probationary	LCT	LC-04	Nov-09-2023	-	778-555-1212	Vancouver	-	0	LCT	HWY	-	F	-	Apr-11-2025	-	-	Sep-16-1996
CLICK HERE TO SELECT =>	WADE F	Wade	Froster	3 - Probationary	LCT	LC-02	Nov-15-2023	-	604-307-9740	Vancouver	-	0	LCT	HWY	-	F	-	Feb-13-2025	-	-	Sep-16-1996
CLICK HERE TO SELECT =>	EMMA C	Emma	Caufield	4 - Experienced	LCT	LC-06	Jan-15-2024	-	778-555-1212	Vancouver	-	0	LCT	HWY	-	F	-	Feb-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	-	Sep-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	reported lazy	0	LCT	HWY	-	F	-	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	-	Jan-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	-	Apr-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	-	Nov-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	-	Apr-02-2025	-	-	Sep-16-1996

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- 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.)

Level	Name	Status	Modified	By
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

- 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

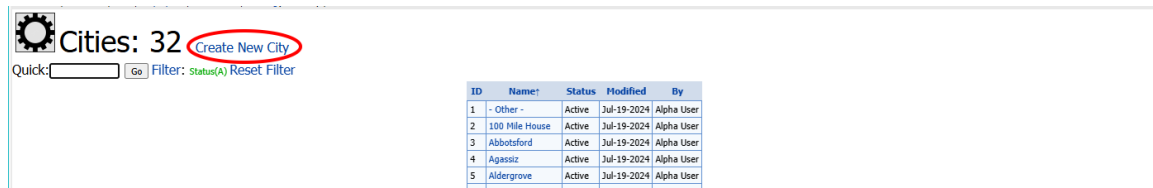
Dispatchers choose cities from a dropdown list when they create new jobs to ensure consistency in reports.

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.

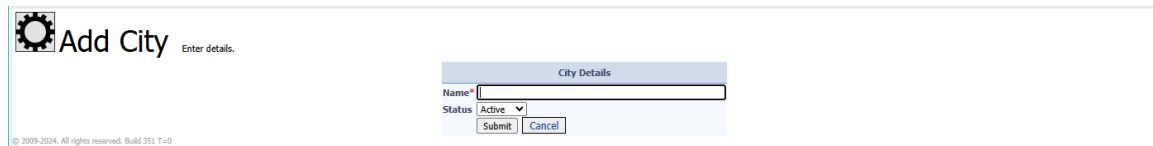
Click the [Reset Filter](#) link if the list displays fewer items than you expected.



The screenshot shows a web interface for managing cities. At the top left, there is a gear icon followed by the text "Cities: 32" and a red circle around the "Create New City" link. Below this, there is a "Quick:" search box, a "Go" button, and a "Filter: Status(A) Reset Filter" link. To the right, there is a table with the following data:

ID	Name*	Status	Modified	By
1	- Other -	Active	Jul-19-2024	Alpha User
2	100 Mile House	Active	Jul-19-2024	Alpha User
3	Abbotsford	Active	Jul-19-2024	Alpha User
4	Agassiz	Active	Jul-19-2024	Alpha User
5	Aldergrove	Active	Jul-19-2024	Alpha User
6	Burnaby	Active	Jul-19-2024	Alpha User

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



The screenshot shows the "Add City" form. At the top left, there is a gear icon followed by the text "Add City" and "Enter details.". To the right, there is a "City Details" form with the following fields:

Name*

Status Active ▼

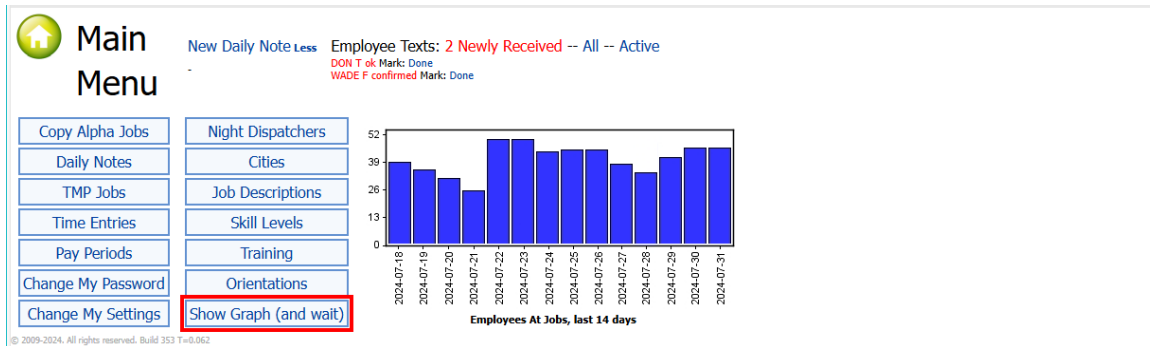
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- Type the name of the new city, and click the Submit button.

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



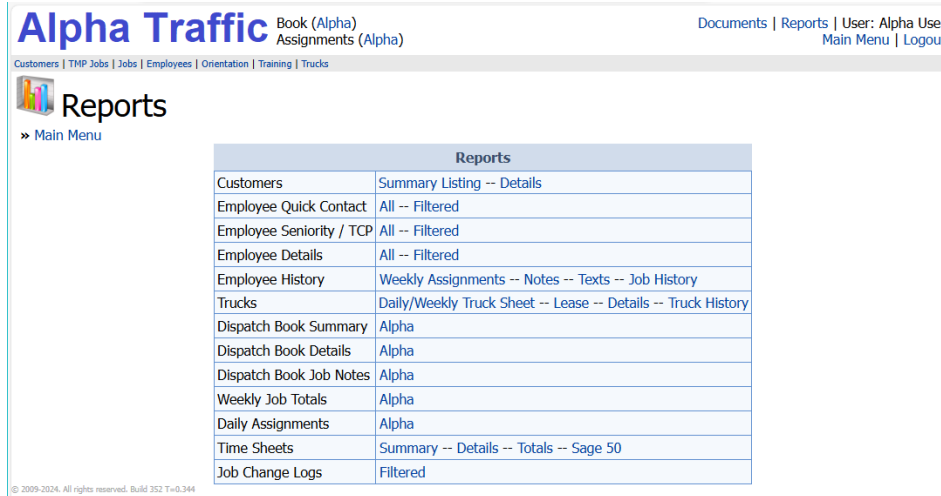
The screenshot shows the 'Main Menu' interface. On the left is a vertical list of menu items: Copy Alpha Jobs, Daily Notes, TMP Jobs, Time Entries, Pay Periods, Change My Password, Change My Settings, Night Dispatchers, Cities, Job Descriptions, Skill Levels, Training, Orientations, and Show Graph (and wait). The 'Show Graph (and wait)' button is highlighted with a red border. To the right of the menu is a bar chart titled 'Employees At Jobs, last 14 days'. The chart shows the number of employees working at jobs for each day from 2024-07-18 to 2024-07-31. The y-axis ranges from 0 to 52. The data points are approximately: 30, 28, 26, 24, 48, 48, 40, 40, 30, 28, 32, 32, 40, 40.

Date	Employees At Jobs
2024-07-18	30
2024-07-19	28
2024-07-20	26
2024-07-21	24
2024-07-22	48
2024-07-23	48
2024-07-24	40
2024-07-25	40
2024-07-26	30
2024-07-27	28
2024-07-28	32
2024-07-29	32
2024-07-30	40
2024-07-31	40

The graph will take a bit of time to appear.

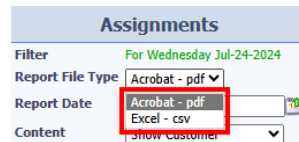
Reports

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



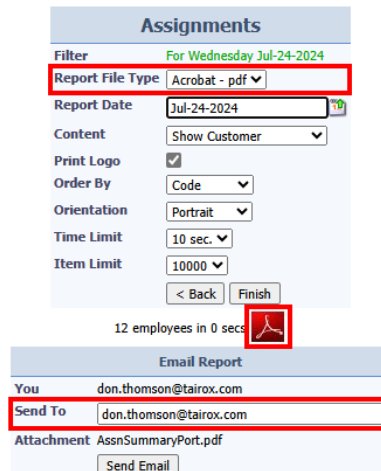
Spreadsheet format or PDF (Adobe Reader)

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.



Open immediately or email

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



- 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.

Reports

[» Main Menu](#) » [Reports](#)

Alpha Book Details

Filter:

Report File Type:

Report Date:

Print Logo:

Order By:

Orientation:

Time Limit:

Item Limit:

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BookByGroupPort (1).csv - Excel																		
Date	Start	Status	Customer	Subcontra	Note	Contact	Phone	PO	Address	City	Job Descri	TCP	LCT	BFT	TT	All	Non-Supp	Requirem
7/30/2024	500	Active	Amazon	-	Runs 7 Da	-	-	-	4189 Salisi	Tsaww	Shoulder		1	0	0	0	1	0
7/30/2024	1600	Active	Amazon	-	Runs 7 Da	-	-	-	4189 Salisi	Tsaww	Shoulder		1	0	0	0	1	0
7/30/2024	900	Active	Ansan Tra	-	Training V	-	-	-	Haney By	Maple Rid	PR		1	0	0	0	1	0
7/30/2024	1800	Active	BA Blackt	-	Mike Hill	-	-	PO # 6915	Hwy 99 tu	Delta	Hwy		0	3	0	0	3	0
7/30/2024	800	Active	BC Hydro	-	Lindsay M	-	-	RLS #1	2590 Barn	Coquitlam	Slow Lane		0	2	0	0	2	0
7/30/2024	800	Active	BC Hydro	-	Margaret	-	-	RLS #2	Arcola St	Burnaby	Slow Lane		0	3	0	0	3	0
7/30/2024	800	Active	BC Hydro	-	Melodie C	-	-	RLS #2	Arcola St	Burnaby	Slow Lane		0	3	0	0	3	0
7/30/2024	800	Active	BC Hydro	-	Jasmine T	-	-	RLS #5	1833 Gilm	Burnaby	Slow Lane		0	3	0	0	3	0
7/30/2024	800	Active	BC Hydro	-	Sharon P	-	-	RLS #3	333 Brook	North Van	Single Lan		0	2	0	0	2	0
7/30/2024	900	Active	BC Hydro	-	O'Brien Br	-	-	RLS #3	1633 Capil	North Van	Single Lan		0	1	0	0	1	0

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:

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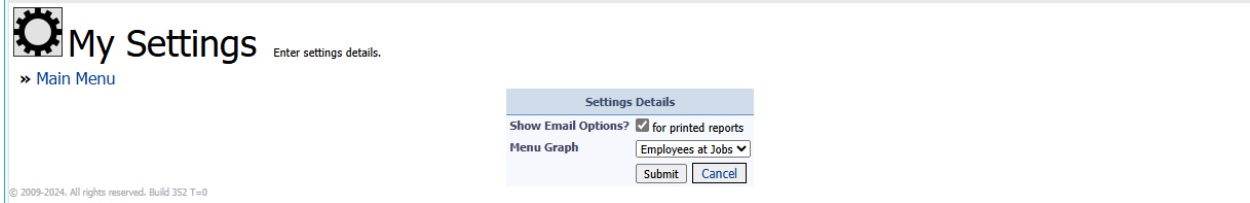
- Type your new password, confirm it, and click the Update Password button.

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:



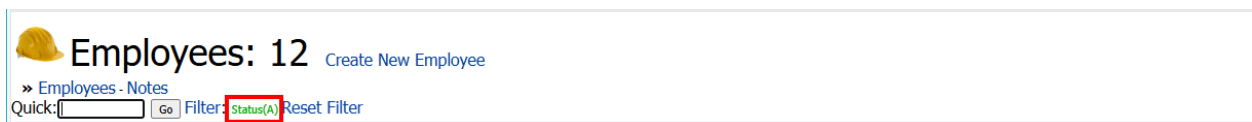
Appendix 1 – Setting Records “Inactive” and Reactivating Records

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:

- 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.

Employees: 12 [Create New Employee](#)

» [Employees - Notes](#)

Quick: [Go](#) Filter: [status\(A\)](#) [Reset Filter](#)

ID	Seniority 1	Seniority 2	Code	First Name	Last Name	Drives	Skill Level	Phone	City	Prov	Message	Aid	LCT	HWY	CR	FWY	S	TCP Expires	Abstract Expires	Aid Exp.	Hear. Exp.	BirthDay	DL#	SIN	PH #	Modified	By
27	Jul-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	Ullman	NONE	3 - Probationary LCT	778-555-1212	Vancouver	BC	-	0	LCT	HWY	-	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	-	F		Apr-06-2025	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-22-2024	Alpha User
5	Oct-31-2023	-	CLAIRE B	Claire	Brown	LC-05	3 - Probationary LCT	778-555-1212	Vancouver	BC	reported lazy	0	LCT	HWY	-	F		Nov-08-2024	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-22-2024	Alpha User
1	Jan-22-2024	-	DON T	Don	Thomson	LC-01	2 - Experienced TCP	604-805-1871	Vancouver	BC	-	0	LCT	HWY	-	F		Oct-23-2024	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-22-2024	Alpha User
6	Jan-07-2024	-	EMMA C	Emma	Caulfield	LC-06	4 - Experienced LCT	778-555-1212	Vancouver	BC	-	0	LCT	HWY	-	F		Jan-28-2025	-	-	-	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 [New Employee Message](#)

» [Employees - Notes](#) New Date:

[Edit Details](#) [Google Maps](#) [Notes Report](#) [Texts Report](#)

100% Created(Jul-23-2023) Modified(Jul-22-2024 by Alpha User)

Code	DON T	Remote Id:	Status	Active
First Name	Don	Last Name	Thomson	Transit User <input type="checkbox"/>
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) Created(Jul-23-2023) Modified(Jul-22-2024 by Alpha User)

Code*	DON T	Remote Id:	Status	Active	Contractor <input type="checkbox"/>
First Name*	Don	Last Name*	Inactive	Transit User <input type="checkbox"/>	
Skill Level*	2 - Experienced TCP	Emergency Name 1*	Terminated	Phone 1	604-555-1212
Drives	Find: <input type="text"/> LC-01 - Don T	Emergency Name 2		Phone 2	
Primary Phone	<input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Other	Assignment Colors	None	Important	Other

- 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.

Employees: 10 [Create New Employee](#)

» [Employees - Notes](#)

Quick: [Go](#) Filter: [status\(A\)](#) [Reset Filter](#)

ID	Seniority 1	Seniority 2	Code	First Name	Last Name	Drives	Skill Level	Phone	City	Prov	Message	Aid	LCT	HWY	CR	FWY	S	TCP Expires	Abstract Expires	Aid Exp.	Hear. Exp.	BirthDay	DL#	SIN	PH #	Modified	By
27	Jul-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	Ullman	NONE	3 - Probationary LCT	778-555-1212	Vancouver	BC	-	0	LCT	HWY	-	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	-	F		Apr-06-2025	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-22-2024	Alpha User
6	Jan-07-2024	-	EMMA C	Emma	Caulfield	LC-06	4 - Experienced LCT	778-555-1212	Vancouver	BC	-	0	LCT	HWY	-	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	-	F		Apr-03-2025	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-22-2024	Alpha User
29	Feb-06-2024	-	GORD X	Gord	Xanthos	NONE	5 - Highway LCT	778-555-1212	Vancouver	BC	reported lazy	0	LCT	HWY	-	F		Jan-13-2025	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-22-2024	Alpha User
4	Nov-03-2023	-	JEFF B	Jeff	Bell	LC-04	3 - Probationary LCT	778-555-1212	Vancouver	BC	-	0	LCT	HWY	-	F		Apr-05-2025	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-22-2024	Alpha User
28	Jan-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	Mar-14-2024	-	RONALD A	Ronald	Arnold	LC-03	3 - Probationary LCT	778-555-1212	Vancouver	BC	weekdays only	0	LCT	HWY	-	F		Oct-27-2024	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-22-2024	Alpha User
2	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

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- Notice that the list now says there are 10 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.

Employees: 2 [Create New Employee](#)

» Employees - Notes
Quick: [Go] Filter: [status\(T\)](#) [Reset Filter](#)

ID	Seniority 1	Seniority 2	Code	First Name	Last Name	Drives	Skill Level	Phone	City	Prov	Message	Aid	LCT	HWY	CR	FWY	S	TCP Expires	Abstract Expires	Aid Exp.	Hear. Exp.	Birthday	DL#	SIN	PH #	Modified	By
5	Oct-31-2023	-	CLAIRE B	Claire	Brown	LC-05	3 - Probationary LCT	778-555-1212	Vancouver	BC	reported lazy	0	LCT	HWY	-	F	-	Nov-08-2024	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-24-2024	Alpha User
1	Jan-22-2024	-	DON T	Don	Thomson	LC-01	2 - Experienced TCP	604-805-1871	Vancouver	BC	-	0	LCT	HWY	-	F	-	Oct-23-2024	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-24-2024	Alpha User

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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.