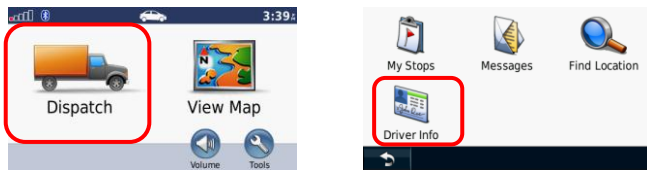


Working with Garmin (Mobile)

LOGGING IN AND CHANGING STATUS

Resources (i.e. the drivers of the assets) must login to the Garmin device to receive messages and activities.

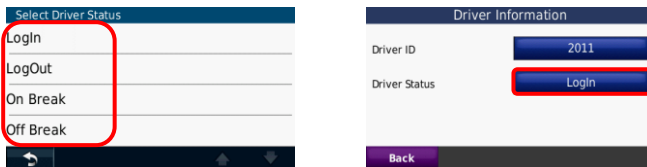
1. From the main screen, click the **Dispatch** icon → then tap **Driver Info**.



2. Tap **Driver ID** → enter the **Driver's PIN** → tap **Done**.



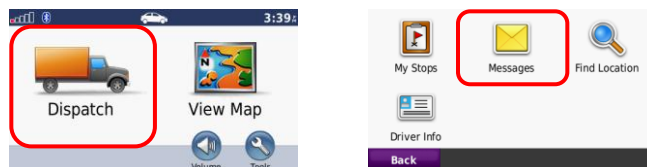
3. Select the appropriate **Driver Status**.
4. Tap the **Back** button to return to the previous screen.



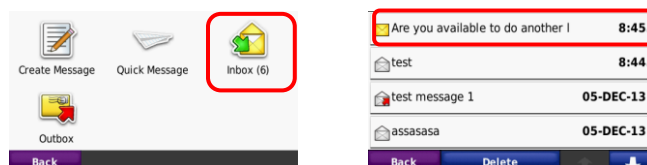
VIEWING MESSAGES

Resources can view messages sent to the Garmin device by the dispatcher.

1. To access the **Messages** function from the main screen, click the **Dispatch** icon → then tap **Messages**.



2. Tap **Inbox** → then select the **Message** you want to read.

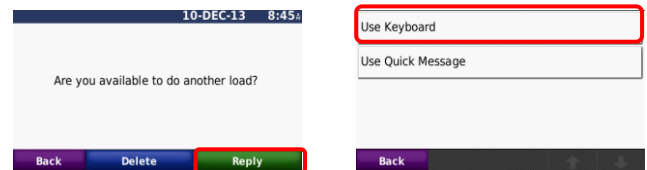


REPLYING TO MESSAGES

There are two ways to reply to messages (1) using the keyboard (2) via pre-defined replies the dispatcher sends you.

To reply to a message using the Keyboard:

1. Press **Reply** → then tap **Use Keyboard**.

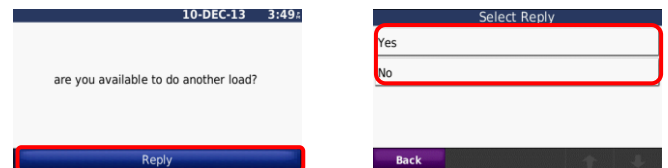


2. Type in the **Message** and select **Done** → then tap **Yes** to send the message.

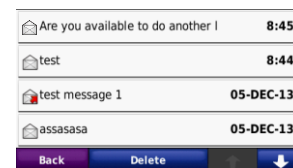


To reply to a message using the pre-defined replies:

3. Press **Reply** (the only option available) → then select your **Reply** (from the available reply options).



Result : Your message is sent and you are returned to the **Messages** screen automatically.

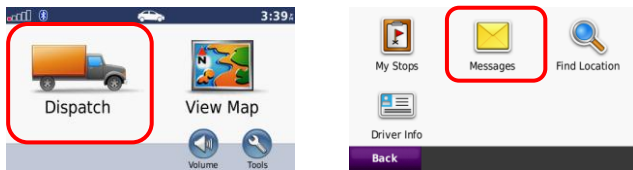


CREATING AND SENDING A MESSAGE

There are two ways to create messages (1) using the **Create Message** option (2) using the **Quick Messages** option (i.e. the canned messages setup in Fleet Complete).

To create a message using the Create Message option:

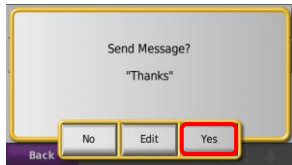
1. To access **Create Messages** from the main screen, click the **Dispatch** icon → tap **Messages**.



2. Select **Create Message** → then type in the **Message** and select **Done**.

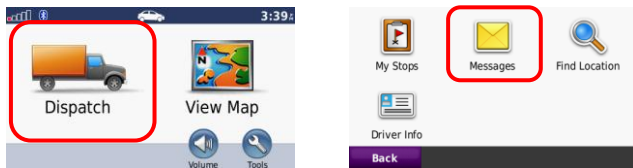


3. Tap **Yes** to send the message.

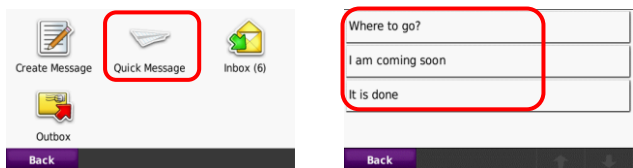


To create a message using the Quick Message option:

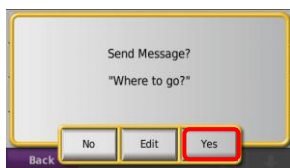
1. From the main screen, click the **Dispatch** icon → tap **Messages**.



2. Select **Quick Message** → select the **Message**.



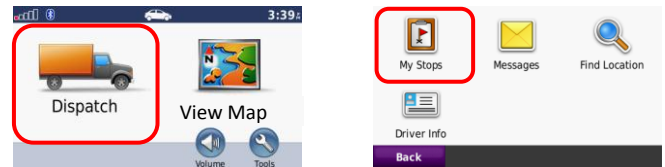
3. Tap **Yes** to send the message.



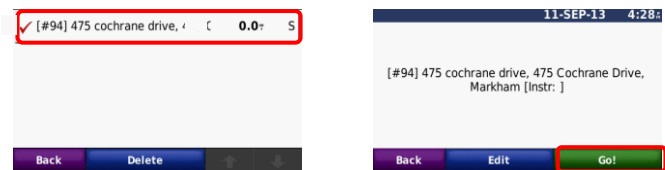
ACCESSING AN ACTIVITY AND MAPPING IT

Resources can access an activity (i.e. **stop**) from the Garmin device and map out the directions to the destination address for the stop received by the dispatcher.

1. To access **Activities** from the main screen, click the **Dispatch** icon → tap **My Stops** (which means activities in Fleet Complete).



2. Tap the **Activity** you want to view details → then select the **Go** button.



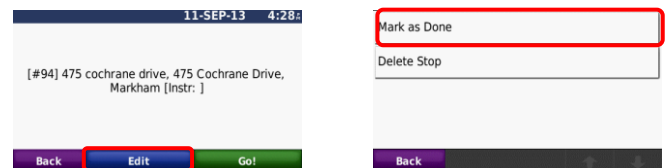
Result: The **Directions** are now mapped out for you. Once the driver arrives at the destination, a message will pop up, allowing them to mark the stop as **Done** by selecting **Yes**.



MANUALLY COMPLETING AN ACTIVITY

There may be occasions when the driver may want to complete the activity without actually arriving at the required location.

1. Tap the **Dispatch** icon → then tap **My Stops** → then tap the **Activity** you want to view details → select the **Edit** button → finally tap **Mark as Done**.



2. Tap **Yes** to mark this stop as done → The **Checkmark** to the left indicates the stop is done.

