

2022

User Manual

JATT iDrv Admin TMS



**Safe, Faster
& Easy**

Digital Shipping Solution

Provides excellent customer service through the use of a flexible, persistent, and creative, can-do attitude, which is based on the core principle of DIFOTS: Delivery in Full, On-Time, and Safety.

Preface

For the benefit of drivers of **Jatt Logistics Pty Ltd**, an administrative interface for fleet management known as iDrv has been initially developed by **LogiCoR Pty Ltd**.

iDrv uses the most up-to-date telematics system technology to provide a fleet management system that will coordinate and facilitate your daily transport procedures and activities. It has a wide range of features, from safety procedures and GPS tracking to the way businesses run. Together with the LogiCoR Driver Companion App, it helps the administrator and helps the driver every step of the way. It makes sure that safety is taken care of, and that work is done in the best way possible.

"Transportation is your service; your management is ours."



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Company Profile



JATT Logistics Pty Ltd

A renowned transportation company was founded in 1998 and has since established a solid toehold in the industry. When it comes to delivering the best transportation solutions for various clientele, it is highly experienced in doing so. From 1 ton on to B-Double trucks and tailgates to cranes and tailgates, the company uses the most up-to-date transportation equipment to ensure that all customers' requirements are effectively met.



LogiCor Pty Ltd

A premier software company specializing in full-spectrum online logistics software services. By delivering a set of integrated tools for all platforms and devices, they assist companies in setting up a system for logistics operations and services.

Introduction

The world is changing faster than ever thus, there's no time to slack off.

To meet society's ever-increasing demands, the supply of goods must likewise progress. Thus, transportation is required, necessitating traffic management systems.

People generally connect transportation with high expenditures and long wait periods. Just thinking about the price of fleets to drivers is enough to empty your wallet! But that's not all. What if the driver chose the shortest route? Isn't it necessary not to put your customers on hold? TMS can help with both, but only if implemented appropriately and efficiently.

iDrv TMS may well be the answer! Transportation Management Systems deal with transportation planning, organization, execution, oversight, and optimization. This logistical platform benefits the firm and its clients. Instead of just putting data together, it provides a more comprehensive representation. However, a mechanism that ensures transit success is required.

With the aim LogiCor strives to deliver the best plan and streamline your daily transportation operations, LogiCor created iDrv. The LogiCoR Driver Companion App works alongside it to help the administrator and support the driver. With iDrv, both safety and excellence can be guaranteed!

1

Log In

To start JATT iDrv Admin TMS, follow the succeeding procedures:

1. Enter <https://admin.jatt2.idrv.app/login> in the address field of your browser.
2. Enter your username and password, provided by LogiCoR Pty Ltd.
4. Click Sign in.
5. You may now start using iDrv TMS!

NOTE. The username and password must be in alphanumeric format.

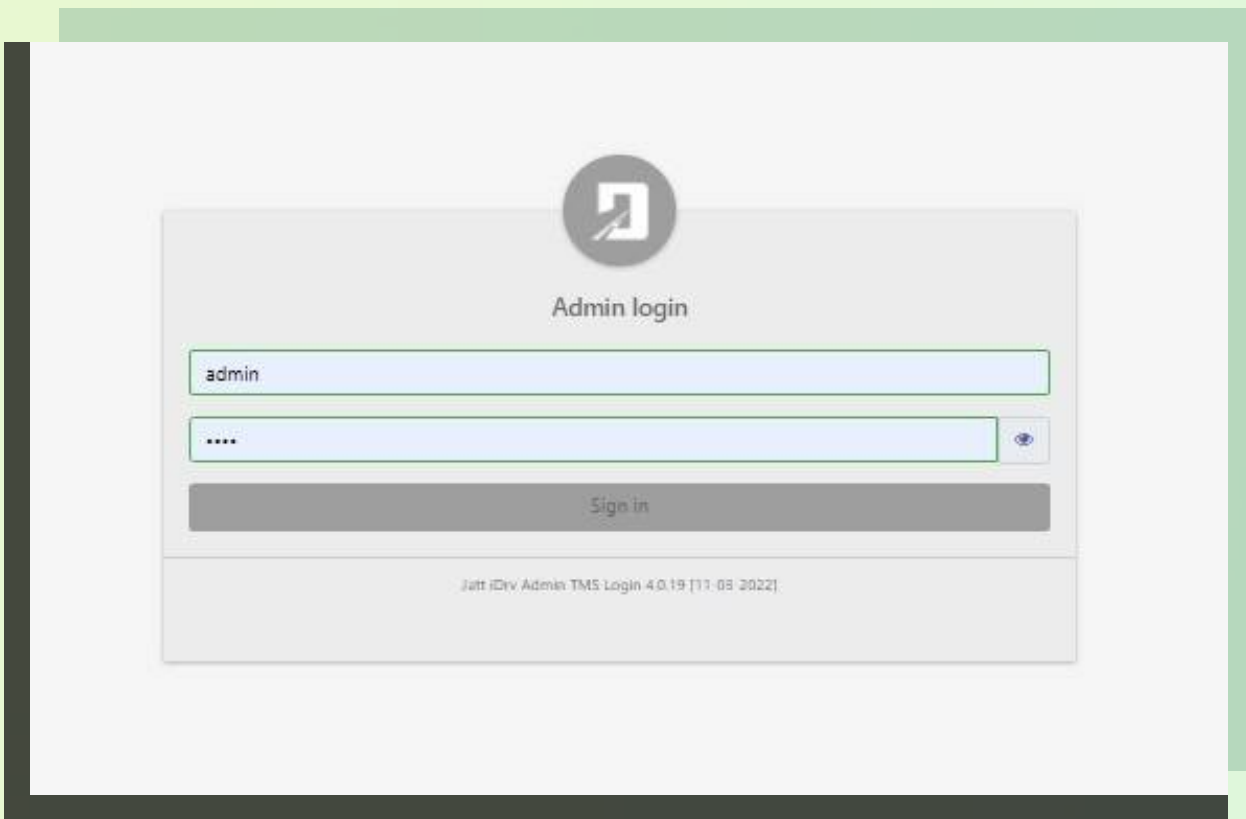
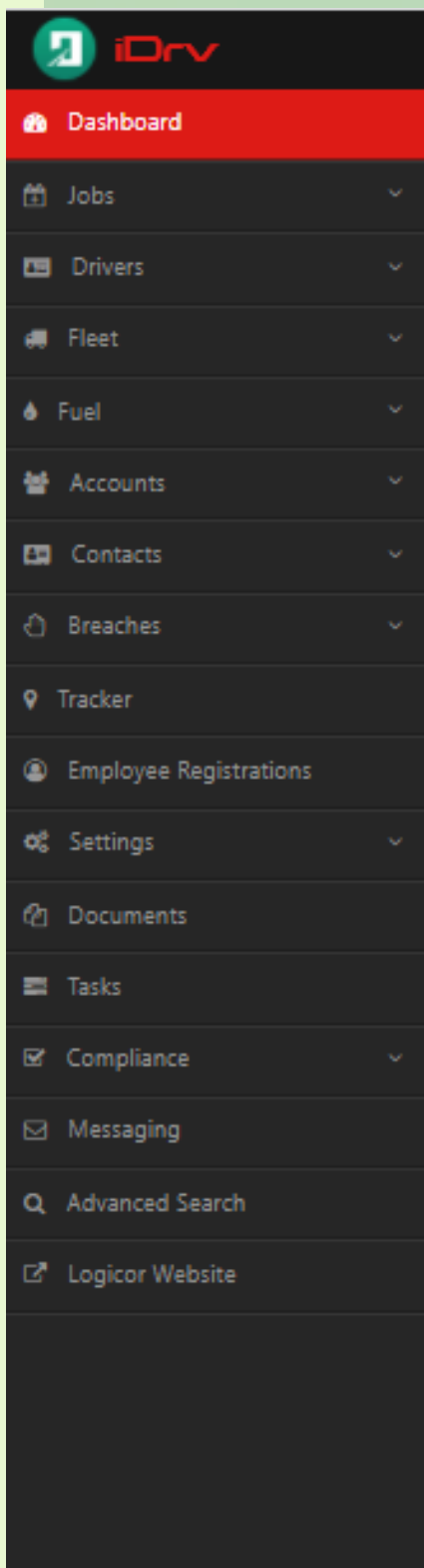


Figure 1. JATT iDrv Admin TMS Log In Interface

2

Use of the Interface

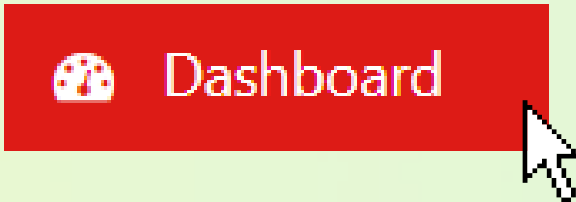


MENU BAR COMPONENTS

On the left side of the screen, you will see a list of the **17** components of JATT iDrv Admin TMS. It includes the Dashboard, Jobs, Drivers, Fleet, Fuel, Accounts, Contacts, Breaches, Tracker, Employee Registrations, Settings, Documents, Tasks, Compliance, Messaging, Advanced Search, and the Logikor Website.

Figure 2. Menu Bar Components

MENU BAR COMPONENTS



With the use of graphical and data visualizations, the Dashboard makes data easier to understand and presents a basic overview of the information.

COMPONENTS	USE
1.Pending Jobs	Views the total number of jobs pending for dispatch.
2.Processing Jobs	Views the total number of dispatched jobs.
3.Active Driver/s	Views the total number of active drivers with jobs.
4.Active Fleet/s	Views the total number of fleets being used for jobs.
5.Monthly Profit	The monthly profit describes the increase and decrease in profit over the course of a month.

The dashboard interface includes the following components and data:

- 1. Pending Jobs:** 2 Pending Job/s, Total jobs pending dispatch.
- 2. Processing Jobs:** 10 Processing Job/s, Total jobs dispatched.
- 3. Active Driver/s:** 1 Active Driver/s, Total Drivers active with jobs.
- 4. Active Fleet/s:** 81 Active Fleet/s, Total Fleet being used for jobs.
- 5. Monthly Profit:** No available records.
- 6. Sales/Reports:**
 - Sales: \$24,515,006.51
 - Total Costs: \$540,833.78
 - Profit: \$23,975,126.73
- 7. Map:** Satellite view of the United States and surrounding regions.
- 8. Activities:**
 - 12 Mar 2022 11:27 AM: Connote file is updated for JLC0N-D000833.
 - 12 Mar 2022 11:27 AM: Pickup at 101 Wilkins Rd Wingfield SA of Job JLC0N-D000833 done by Ranjit Singh signed by RRANJIT
 - 12 Mar 2022 11:27 AM: Pickup check file has been generated for JLC0N-D000833.
 - 12 Mar 2022 10:32 AM: Connote file is updated for JLC0N-D000856.
 - 12 Mar 2022 10:32 AM: Pickup at 20 Distribution St Larapinta QLD of Job JLC0N-D000856 done by
- 9. Reminders:**
 - 1 day: 18 Mar 2022 - Speed limiter for JPM010 (DAL977)
 - 7 days: 10 Mar 2022 - Turntable for JPM006 (1NQCDF)
 - 7 days: 19 Mar 2022 - Speed limiter for JPM006 (1NQCDE)
 - 7 days: 19 Mar 2022 - Registration for JPM011 (BGL114)
 - 17 days: 29 Mar 2022 - Medical of AP Singh Bajwa
 - 18 days: 30 Mar 2022 - Registration for JPM007 (DQ2231)
- 10. Fleet Management Table:**

Date	Activity	Driver	Fleet
No data to display			
0 selected / 0 total			

Figure 3. Dashboard

COMPONENTS	USE
6.Sales, Costs, Bills, and Reports	<ul style="list-style-type: none"> The Sales panel displays the Sales, Total Costs, and Profit The Costs panel displays the Total Costs, Fleet Costs, and Wages. The Bills panel displays Fleet Bills, Fuel Cards, and Repairs The Reports panel displays Charts and Printable Reports.
7.Map Satellite	Drivers and fleets can be located using Google Maps location markers. You can also use the map search option to navigate.
8.Activities	This part records the administrator and driver's activities. It describes the action in full, with the date and time of each action.
9.Reminders	This section shows items that are about to expire. The day(s) before expiration are specified for fleets and drivers.
10.Map Tracker Data Table	This section summarizes each driver's activities by date, activity type, fleet used, and jobs.



The jobs component shows pending, dispatched, processing, completed, and canceled jobs. It has 5 subcomponents such as Create Bookings, Connotes, Dispatch Planner, Dispatch List, and Activities.

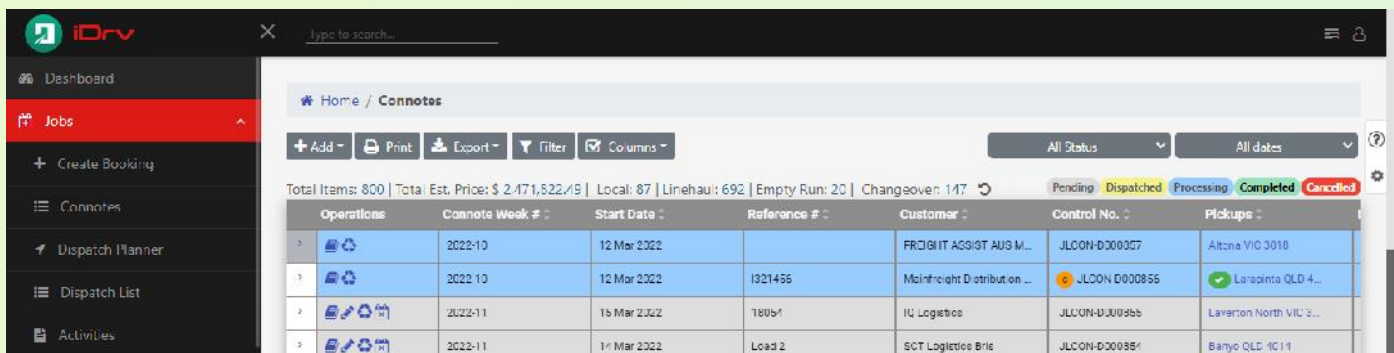


Figure 4. Jobs Interface

SUBCOMPONENTS	FEATURE
<ul style="list-style-type: none"> • Create Booking 	<p>In this subcomponent, you can make a new booking under one of five different job types: (1) Local, (2) Linehaul, (3) Empty Run, (4) Tow Haul, and (5) Fleet Hire.</p>
<ul style="list-style-type: none"> • Connotes 	<p>This subcomponent displays information on all job types, such as pending jobs, dispatched jobs, processing jobs, completed jobs, and canceled jobs.</p>
<ul style="list-style-type: none"> • Dispatch Planner 	<p>In this section, you may plan the dispatch of specific local, line haul, and tow haul jobs.</p>
<ul style="list-style-type: none"> • Dispatch List 	<p>This section displays the manifest list, which contains information about manifests ranging from pending to cancelled jobs.</p>
<ul style="list-style-type: none"> • Activities 	<p>This section displays the specifics of the drivers' activity logs.</p>

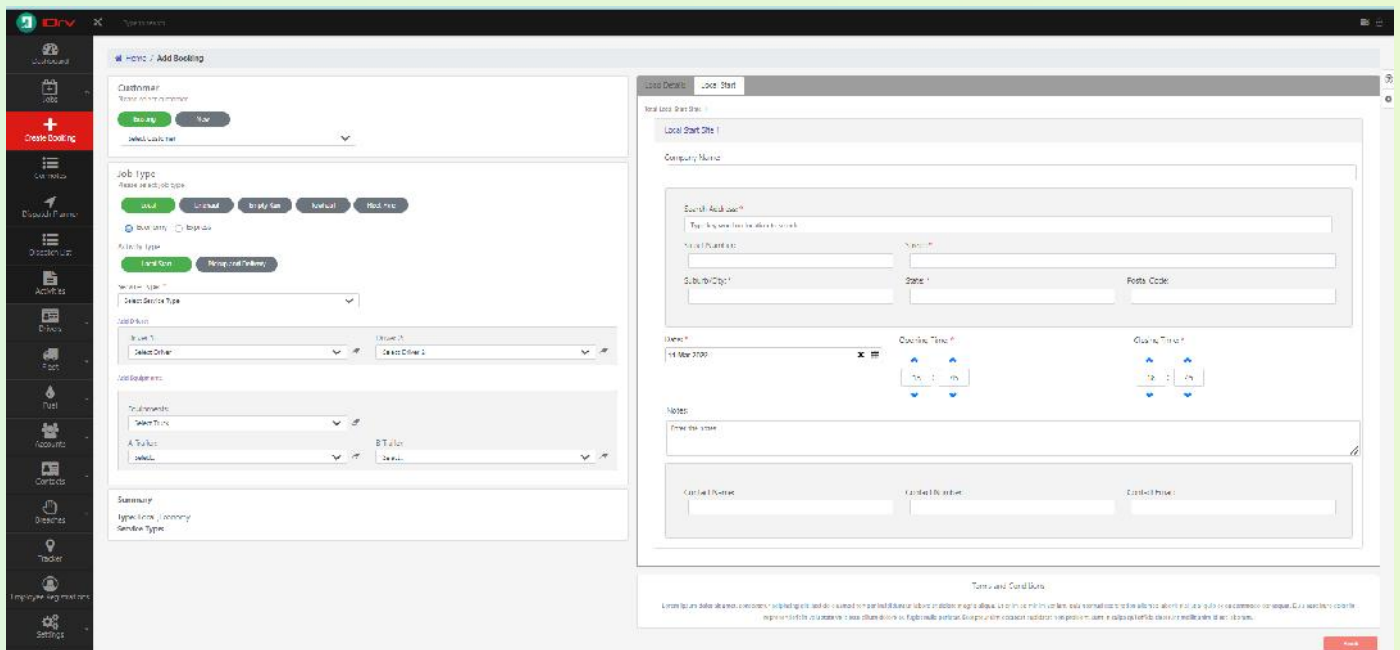


Figure 5. Create Booking Interface

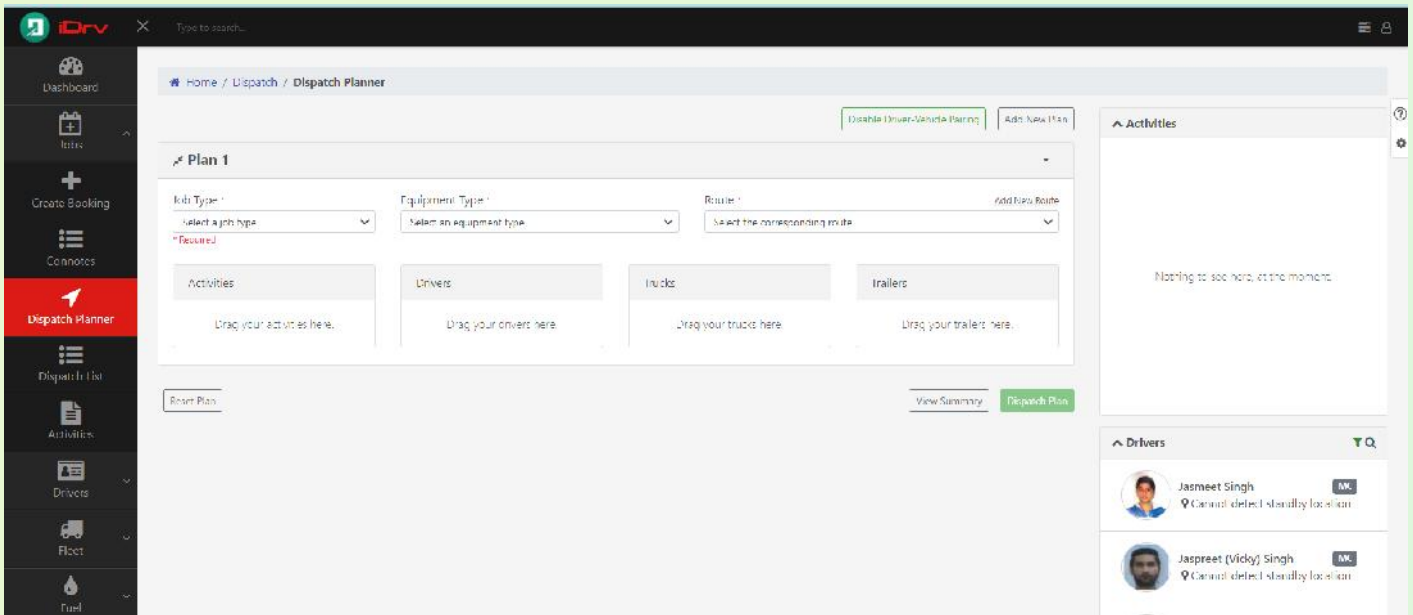


Figure 6. Dispatch Planner Interface

Operations	Week	Machine No	Status	Job Type	Driver	Equipment	Shift	Registered File	Departure Date	Av
10	2022-10	JVM-E001940	Pending	Linehaul	Souranjit Sandhu	RP13M5, YV53H9, YV541G	JSDP-JMM-E001940.pdf	No File	10 Mar 2022	11
10	2022-10	JVM-E001239	Pending	Linehaul	Rachar (Vandana) Singh	DC114, 94440, 94490	JSDP-JMM-E001239.pdf	No File	12 Mar 2022	14
10	2022-10	JVM-E001938	Processing	Linehaul	Jasmeet Singh	RC1127, YV63M9, YV541G	JSDP-JMM-E001938.pdf	No File	10 Mar 2022	11
10	2022-10	JVM-E001237	Processing	Linehaul	Jasmeet Singh	AN2439, YV57H9, YV541G	JSDP-JMM-E001237.pdf	No File	12 Mar 2022	13
10	2022-10	JVM-E001935	Processing	Linehaul	Jasmeet (Vicky) Singh	RC1129, 000583, 006104	JSDP-JMM-E001935.pdf	No File	11 Mar 2022	13
10	2022-10	JVM-E001235	Processing	Linehaul	Souranjit Sandhu	8H0305, YV42LY, YV441Y	JSDP-JMM-E001235.pdf	No File	11 Mar 2022	12
10	2022-10	JVM-E001934	Processing	Linehaul	Kulbir Singh	RP13M4, YV53H9, YV42LY	JSDP-JMM-E001934.pdf	No File	11 Mar 2022	12
10	2022-10	JVM-E001238	Processing	Linehaul	Rachar Singh	RC1126, YV69M9, YV55M5	JSDP-JMM-E001238.pdf	No File	11 Mar 2022	12
10	2022-10	JLCOM-E000649	Completed	Local	Shaktim Verma	1H-F2M8	No File	No File	11 Mar 2022	11
10	2022-10	JVM-E001932	Processing	Linehaul	Priyankar Singh Gill	RV262L, YV70H9, YV551G	JSDP-JMM-E001932.pdf	No File	10 Mar 2022	11
10	-	JVM-E001231	Completed	Linehaul	Darjeet Singh Sandhu	AI LRCE, YV45LY, YV45LY	JSDP-JMM-E001231.pdf	No File	10 Mar 2022	11

Figure 7. Dispatch List Interface

Category	Date	Driver	Connote Control No	Activity	Details
Documents	12 Mar 2022	Jasmeet Singh	JLCOM-E000656		Connote file is updated for JLCOM-E000656
Documents	12 Mar 2022	Jasmeet Singh	JLCOM-E000656		Pickup doc file has been generated for JLCOM-E000656.
General	17 Mar 2022	Jasmeet Singh	JLCOM-E000656	Pickup doc	Pickup at 20 (Distribution #1) accepted by JSDP-JMM-E000656 done by Jasmeet Singh signed by MAINTEC/IT
Documents	12 Mar 2022	Rachar Singh			Added fuel record (RC1128) reflected by (Rachar Singh) via driver fuel component
Documents	11 Mar 2022	Jaspreet (Vicky) Singh	JLCOM-E000651		Connote file is updated for JLCOM-E000651
Documents	11 Mar 2022	Jaspreet (Vicky) Singh	JLCOM-E000651		Pickup doc file has been generated for JLCOM-E000651.
General	11 Mar 2022	Jaspreet (Vicky) Singh	JLCOM-E000651	Pickup doc	Pickup at 11 (Industrial Area West) accepted by JSDP-JMM-E000651 done by Jaspreet (Vicky) Singh signed by JSDP
Documents	11 Mar 2022	Rachar Singh			Added fuel record (RC1126) reflected by Rachar Singh via driver fuel component
Documents	11 Mar 2022	Kulbir Singh	JLCOM-E000649		Connote file is updated for JLCOM-E000649
Documents	11 Mar 2022	Kulbir Singh	JLCOM-E000649		Pickup doc file has been generated for JLCOM-E000649.
General	11 Mar 2022	Kulbir Singh	JLCOM-E000649	Pickup doc	Pickup at 17 (Industrial Area West) accepted by JSDP-JMM-E000649 done by Kulbir Singh signed by JSDP
Documents	11 Mar 2022	Jaspreet (Vicky) Singh			Added fuel record (RC1129) reflected by Jaspreet (Vicky) Singh via driver fuel component
Driver	11 Mar 2022	Jaspreet (Vicky) Singh	JLCOM-E000651	Reason PCD	Jaspreet (Vicky) Singh did not upload a PCD with the reason: no pdf

Figure 8. Activities Interface



Drivers

The Drivers component allows you to manage all drivers linked with the company and upload driver documents.



SUBCOMPONENTS	FEATURE
<ul style="list-style-type: none"> Add Driver 	<p>This section allows you to add new drivers and provide them with account login and license information.</p>
<ul style="list-style-type: none"> Incidents 	<p>This section displays the information on incident reports and traffic tickets of drivers.</p>

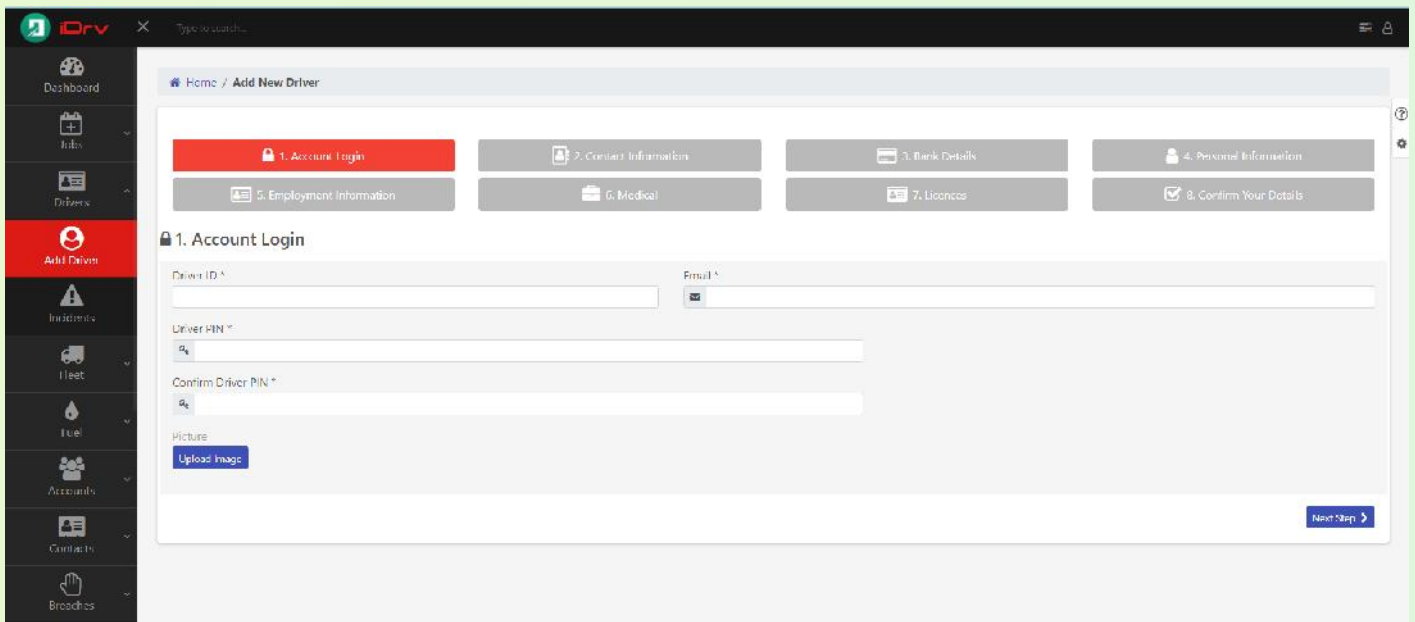


Figure 9. Add Driver Interface

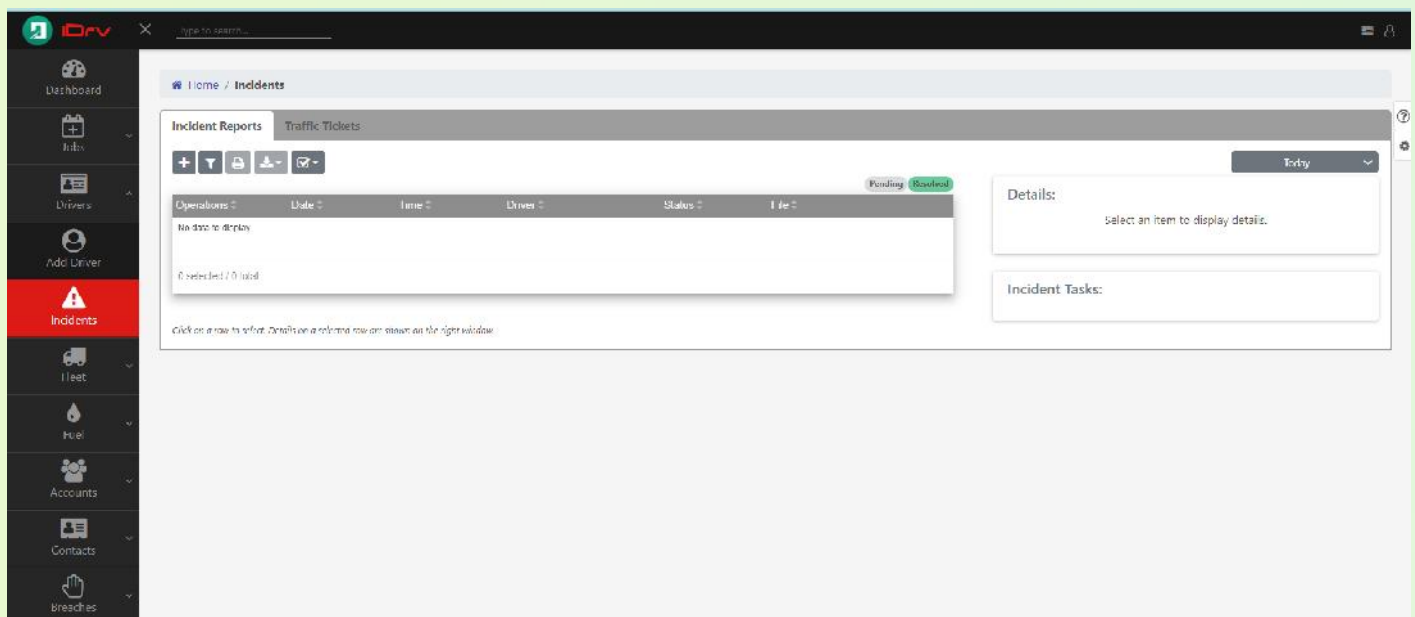


Figure 10. Incidents Interface



Fleet

The Fleet component lets you add fleets using assets and data. Jobs can be assigned to a fleet. Fleet asset management includes insurance, fuel, repair, maintenance, registration, tyres, providers, and services.

SUBCOMPONENTS	FEATURE
<ul style="list-style-type: none"> Assets 	<p>This section covers tyres, insurance, compliance/permit, registration, and other fees associated with fleet assets.</p>
<ul style="list-style-type: none"> Maintenance 	<p>This includes services, reports, and repairs for fleet maintenance.</p>

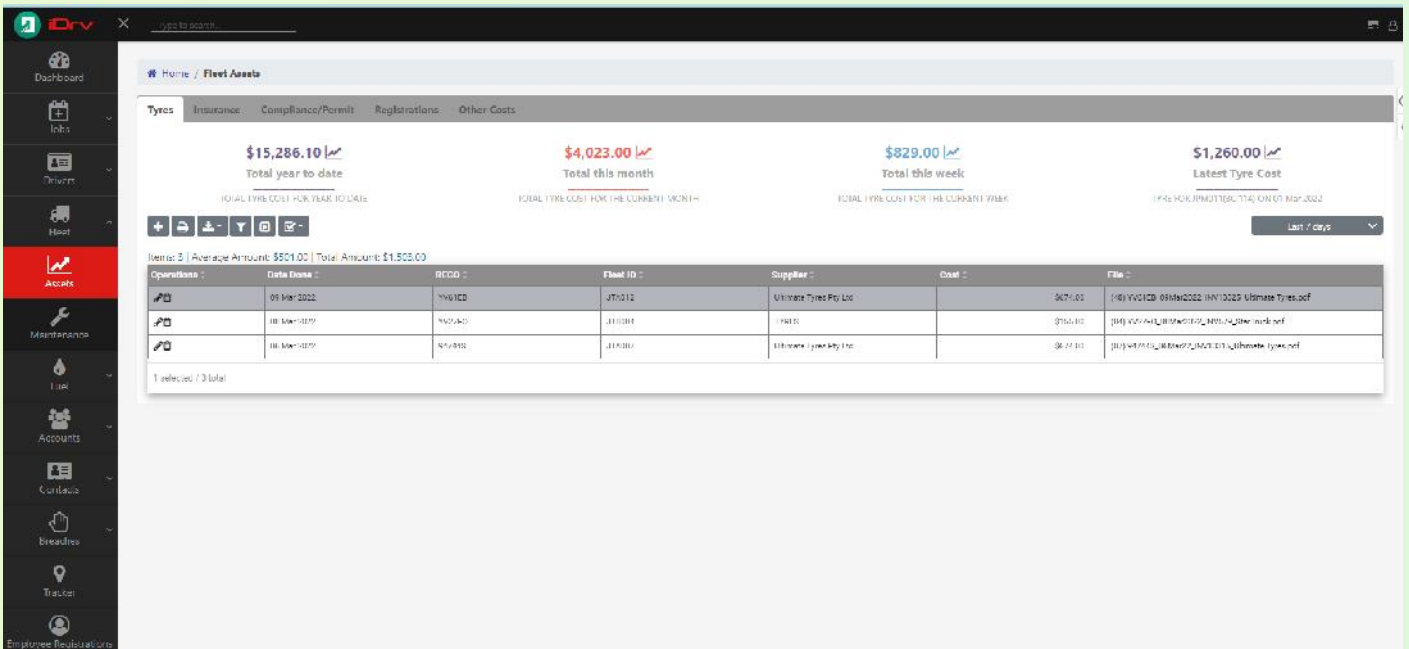


Figure 11. Fleet Assets Interface

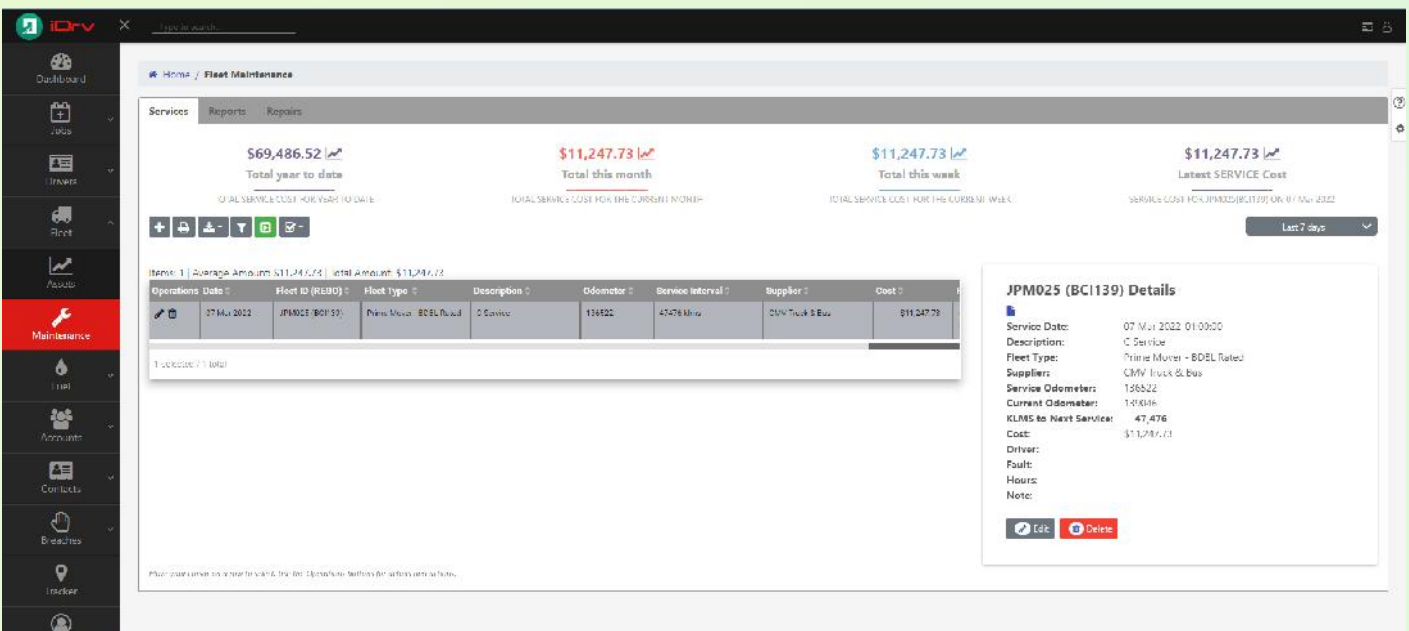


Figure 12. Maintenance Interface

Fuel

Fuel costs and items are included in this component. Top of page summarizes total fuel cost for the year, month, week, and latest fuel cost.

SUBCOMPONENTS	FEATURE
<ul style="list-style-type: none"> Fuel Cards 	<p>This section lists the providers' fuel cards and displays the current year, month, and week's fuel prices.</p>

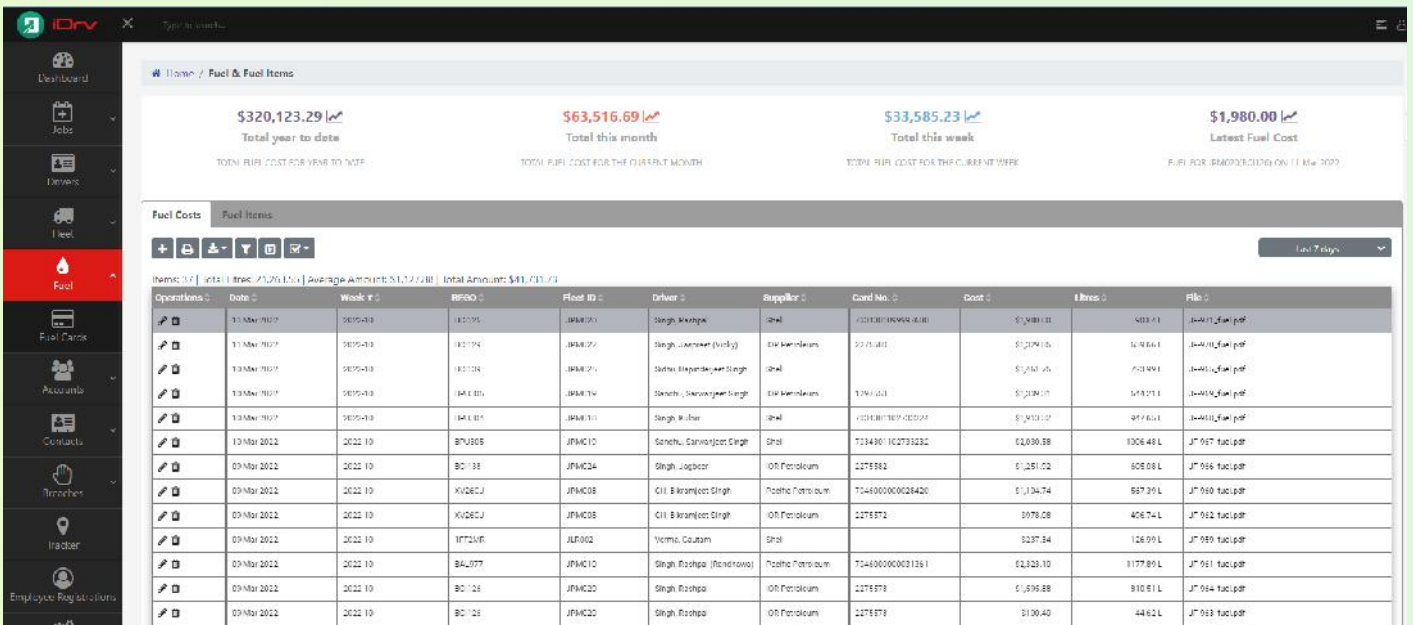


Figure 13. Fuel Cards Interface

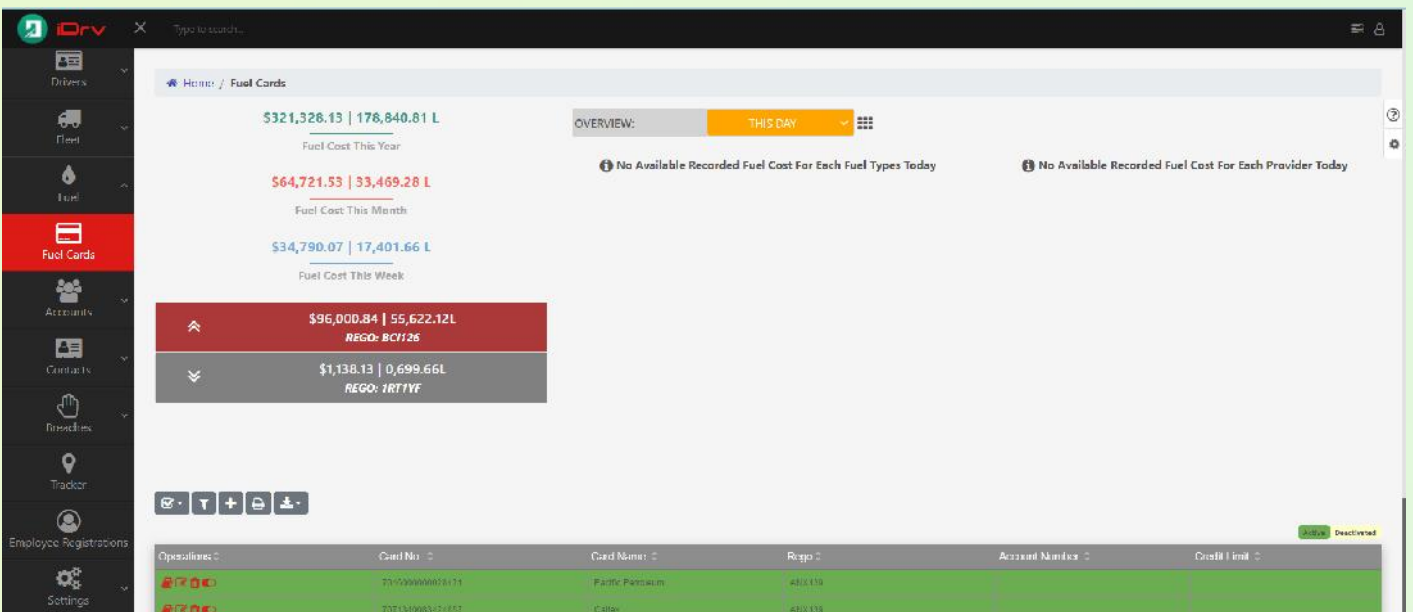


Figure 14. Fuel Cards Interface



Accounts

This component displays financial data such as payrolls, invoices, and bills.



SUBCOMPONENTS	FEATURE
<ul style="list-style-type: none"> • Payrolls 	This section details each driver's payroll. Current, weekly, line haul, and local payrolls are all classed.
<ul style="list-style-type: none"> • Invoices 	This section allows you to select or create customer invoices.
<ul style="list-style-type: none"> • Bills 	You can generate and manage supplier billing records here.

Driver	Dispatch	Total Amount
Sandhu, Deepak Singh	JLCOM-D000025, JMY-D001230, JMY-D001231	\$2,094.72
Singh, Jaspreet	JVM-D001237, JMY-D001223, JMY-D001223	\$2,220.24
Singh, Jaspreet (Older)	JVM-D001212, JMY-D001223, JMY-D001223	\$2,220.00
Singh, Jaspreet	JVM-D001214, JMY-D001221, JMY-D001228	\$2,427.68
Bill, Pankaj Singh	JVM-D001235, JMY-D001235, JMY-D001210, JMY-D001237	\$2,795.40
Singh, Gajpal	JVM-D001212	\$207.38
Singh, Rajni	JVM-D001217, JMY-D001228, JMY-D001241	\$2,000.00
Singh, Jaspreet	JVM-D001228, JMY-D001237	\$1,578.00
Verma, Gaurav	JLCOM-D000311, JLCOM-D000627, JLCOM-D000630, JLCOM-D000640, JLCOM-D000645	\$0.00
Sandhu, Sanvraj Singh	JVM-D001225, JMY-D001230, JMY-D001224, JMY-D001235, JMY-D001240	\$4,090.80
Singh, Kulbir	JVM-D001210, JMY-D001229, JMY-D001231	\$2,751.60
Singh, Rashmi (Rashmi)	JVM-D001211, JMY-D001227	\$1,041.20
Singh, Pankaj Singh	JVM-D001216, JMY-D001225	\$1,600.20
Singh, Harjit	JVM-D001219, JMY-D001222	\$1,005.12

Figure 15. Payroll Interface

Operational	Job Week No	Invoice Date	Due Date	Customer	Reference No	Job	Amount	Payments	Outstanding	Write-off	Finalizing Cost	File
		11 Mar 2022	16 Mar 2022	ParcelEX	II IN-00036	II COM-D000011, II COM-D000017, JLCOM-D000050, JLCOM-D000640, JLCOM-D000645	\$2,776.78	\$0.00	\$2,776.78	\$0.00	\$0.00	II IN-00036.pdf
	2022-03	08 Mar 2022	16 Mar 2022	I Intra: Matsoh	II IN-00037	II COM-D000024	\$6,504.05	\$0.00	\$6,504.05	\$0.00	\$0.00	II IN-00037.pdf
	2022-03	08 Mar 2022	16 Mar 2022	I Intra: Matsoh	II IN-00037	II COM-D000007	\$6,504.05	\$0.00	\$6,504.05	\$0.00	\$0.00	II IN-00037.pdf
	2022-03	04 Mar 2022	25 Mar 2022	VDA Transport & Logistics	JLIN-00001	JLCOM-D000797	\$2,810.00	\$0.00	\$2,810.00	\$0.00	\$0.00	JLIN-00001.pdf
	2022-03	04 Mar 2022	25 Mar 2022	VDA Transport & Logistics	JLIN-00007	JLCOM-D000771	\$2,810.00	\$0.00	\$2,810.00	\$0.00	\$0.00	JLIN-00007.pdf
	2022-03	24 Feb 2022	26 Mar 2022	Unifox Hibone	JLIN-00007	JLCOM-D000749	\$2,183.76	\$0.00	\$2,183.76	\$0.00	\$0.00	JLIN-00007.pdf
	2022-03	23 Feb 2022	16 Mar 2022	VDA Transport & Logistics	II IN-00037	II COM-D000744	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	II IN-00037.pdf
	2022-07	27 Feb 2022	24 Mar 2022	RCT Logistics Pte	II IN-00058	II COM-D000725	\$2,475.00	\$0.00	\$2,475.00	\$0.00	\$0.00	II IN-00058.pdf
	2022-07	27 Feb 2022	24 Mar 2022	RCT Logistics Pte	II IN-00057	II COM-D000731	\$2,475.00	\$0.00	\$2,475.00	\$0.00	\$0.00	II IN-00057.pdf
	2022-07	14 Mar 2022	14 Mar 2022	VDA Transport & Logistics	JLIN-00055	JLCOM-D000737	\$2,800.00	\$0.00	\$2,800.00	\$0.00	\$0.00	JLIN-00055.pdf
	2022-07	21 Feb 2022	22 Mar 2022	SCU Logistics Ltd	JLIN-00052	JLCOM-D000723	\$2,475.00	\$0.00	\$2,475.00	\$0.00	\$0.00	JLIN-00052.pdf
	2022-07	21 Feb 2022	23 Mar 2022	SCU Logistics Ltd	JLIN-00051	JLCOM-D000732	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	JLIN-00051.pdf

Figure 16. Invoices Interface

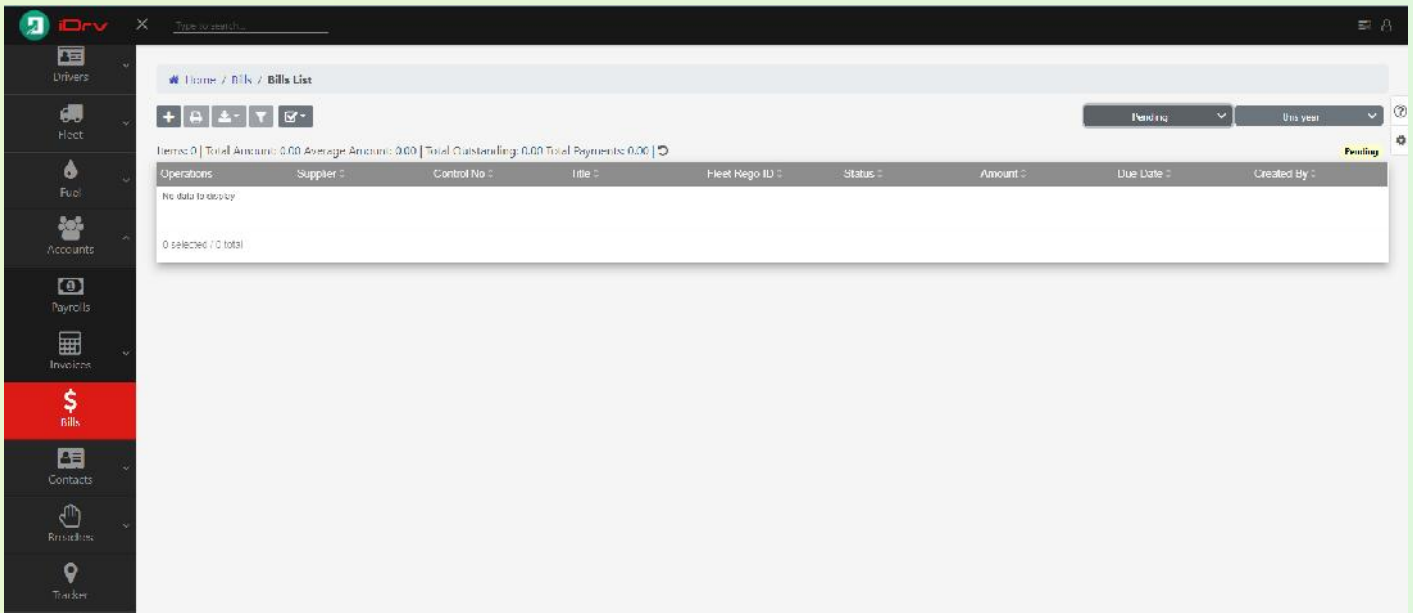
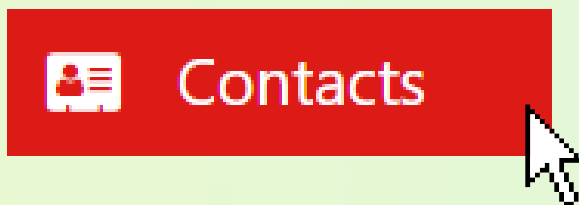


Figure 17. Bills Interface



This component allows you to manage your company's contacts, including employees, customers, and suppliers.

SUBCOMPONENTS	FEATURE
<ul style="list-style-type: none"> • People Contacts 	<p>A list of all other users registered in the system is displayed under People Contacts.</p>
<ul style="list-style-type: none"> • Customers 	<p>Component for viewing, updating and deleting client records. Customer records provide a customer's contact information and a summary of bookings and jobs.</p>
<ul style="list-style-type: none"> • Suppliers 	<p>This component lists current suppliers and their contact information.</p>

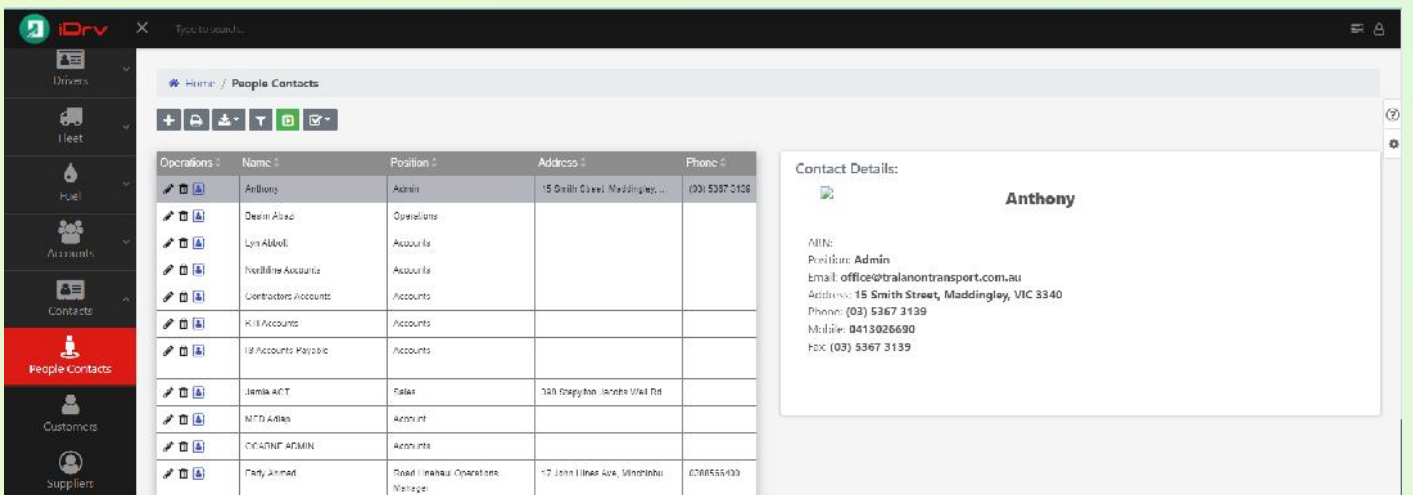


Figure 18. People Contacts Interface

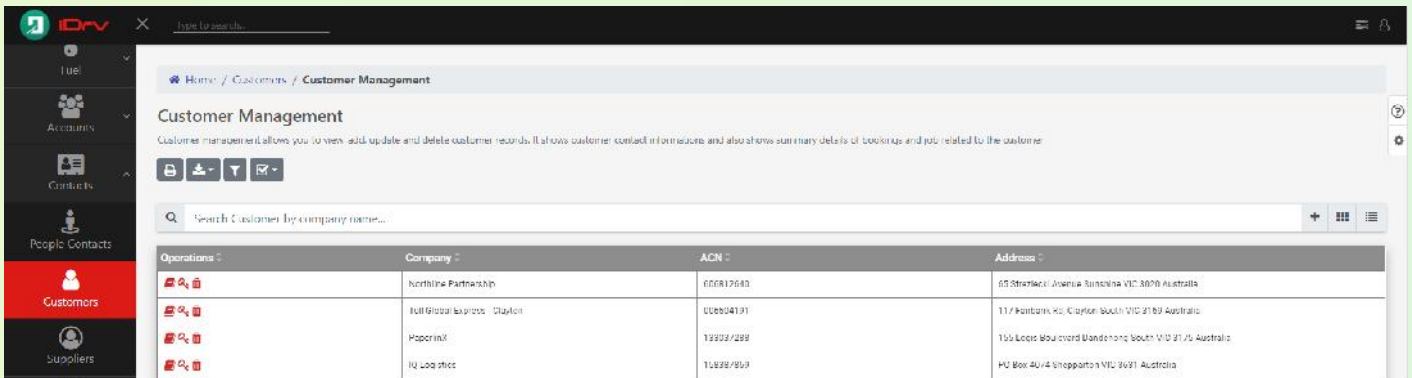


Figure 19. Customer Interface

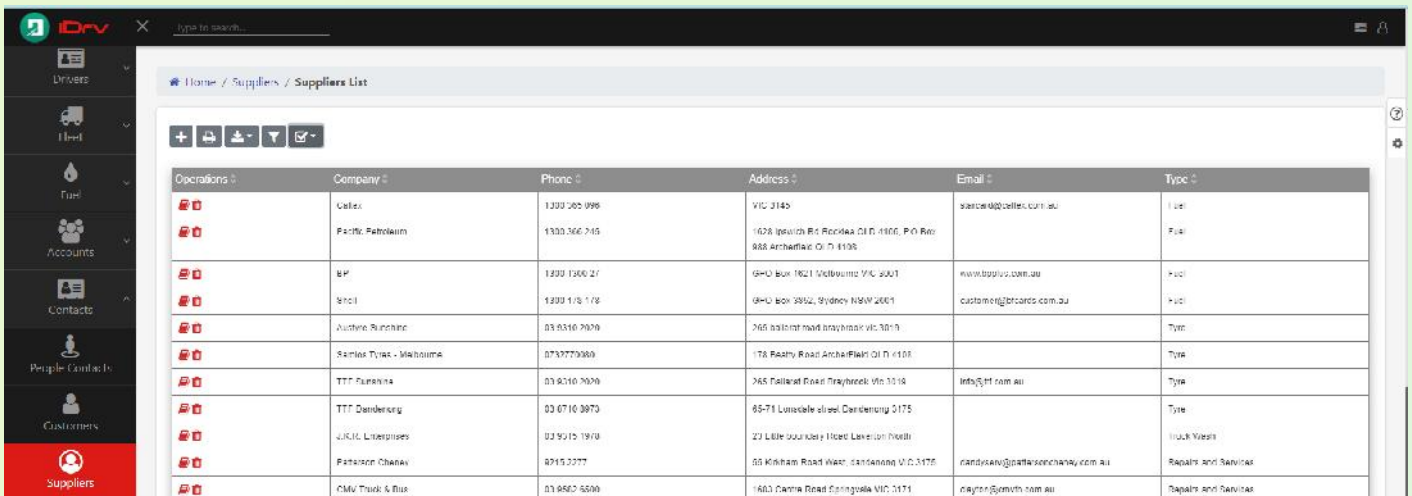


Figure 20. Suppliers Interface

Breaches

Lists of driver requests and responses to breaches throughout work operations and settings.

SUBCOMPONENTS	FEATURE
<ul style="list-style-type: none"> Breach Requests 	This section contains a list of driver breach requests.
<ul style="list-style-type: none"> Breach Responses 	In this part, you will respond to the breach requests.
<ul style="list-style-type: none"> Breach Settings 	The autopilot mode and permission in accepting or rejecting a request are in breach settings.

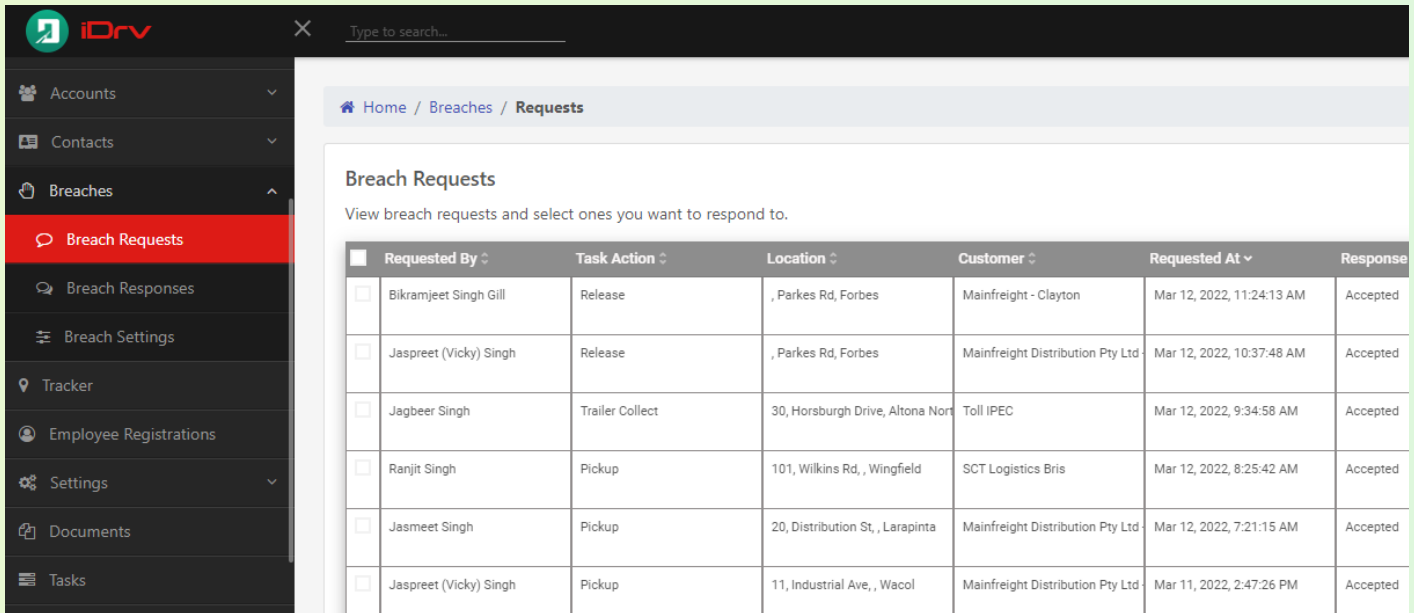
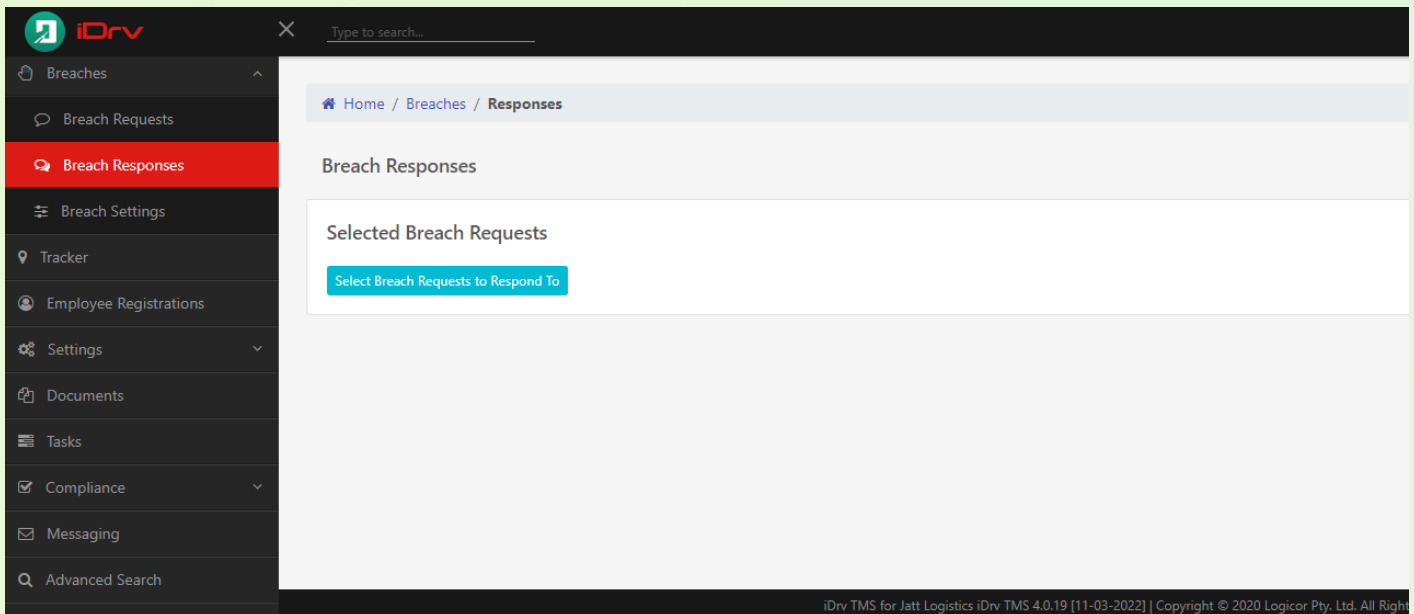
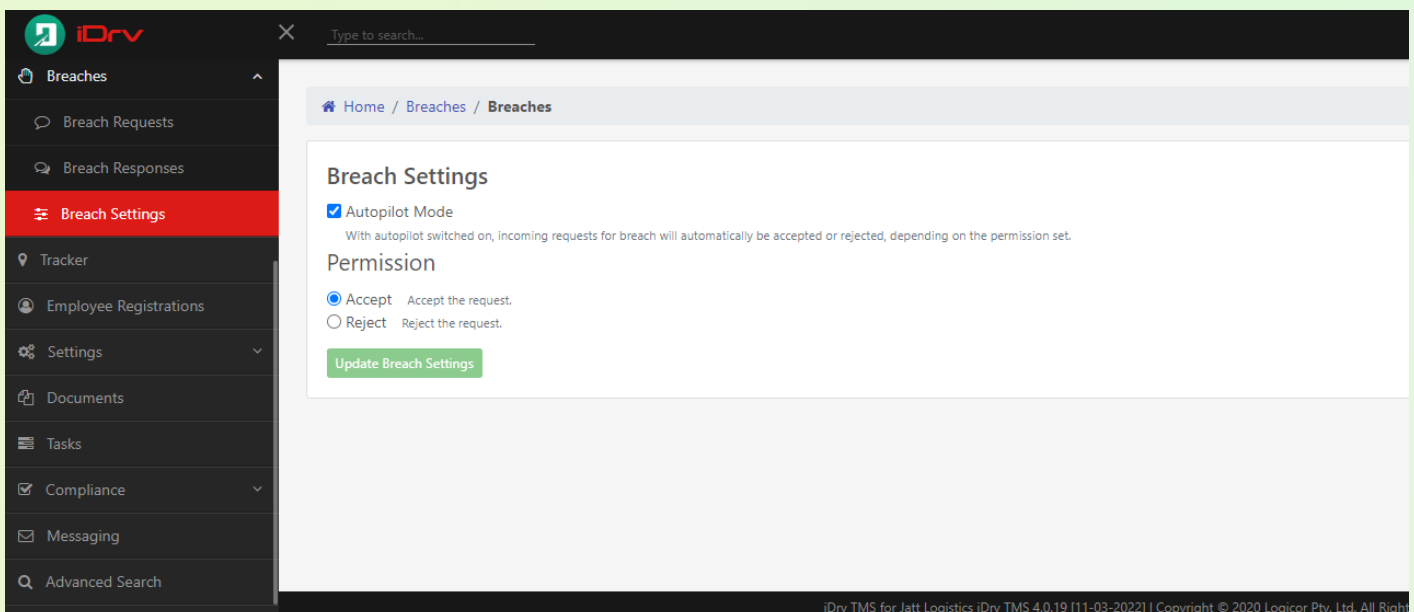


Figure 21. Breach Requests Interface



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Figure 22. Breach Responses Interface



iDrv TMS for Jatt Logistics iDrv TMS 4.0.19 [11-03-2022] | Copyright © 2020 Logisor Pty. Ltd. All Rights Reserved

Figure 23. Breach Settings Interface

Tracker

Tracker's Map Tracker interface uses Google Maps to detect drivers and fleets' locations. You may also use the Search Map option to navigate the map.

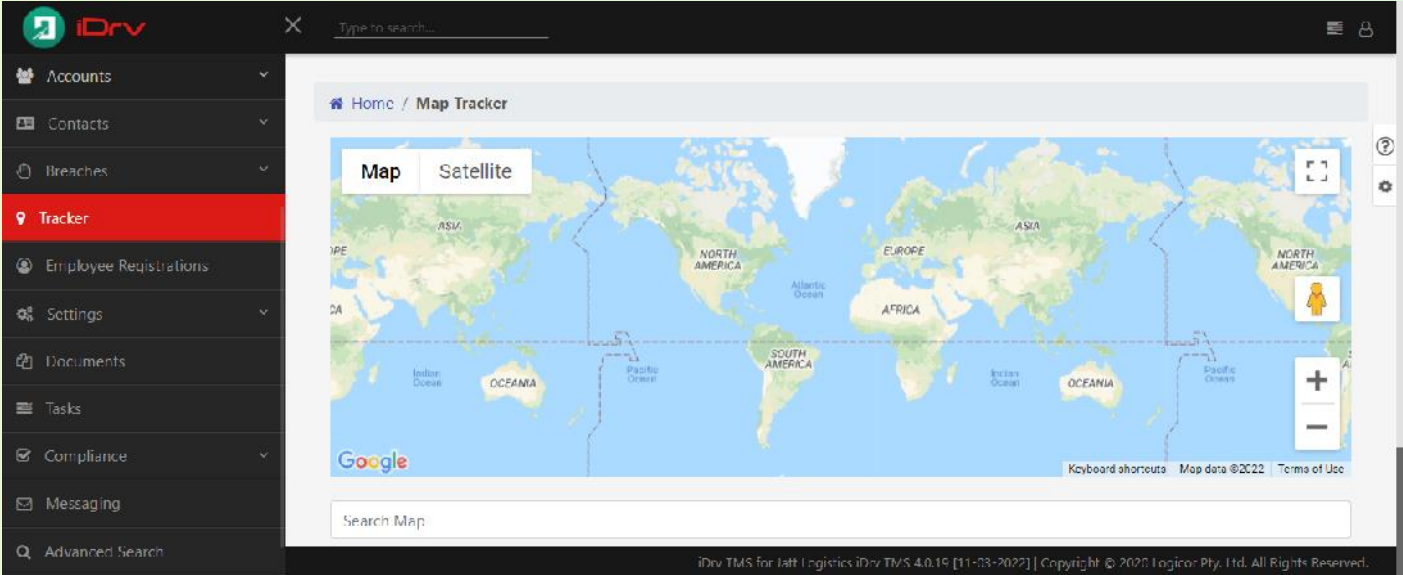


Figure 24. Tracker Interface

Employee Registrations

Here is the list of employees and their registration details. Optional buttons include Columns, Summary, Filter List, Print, and Export.

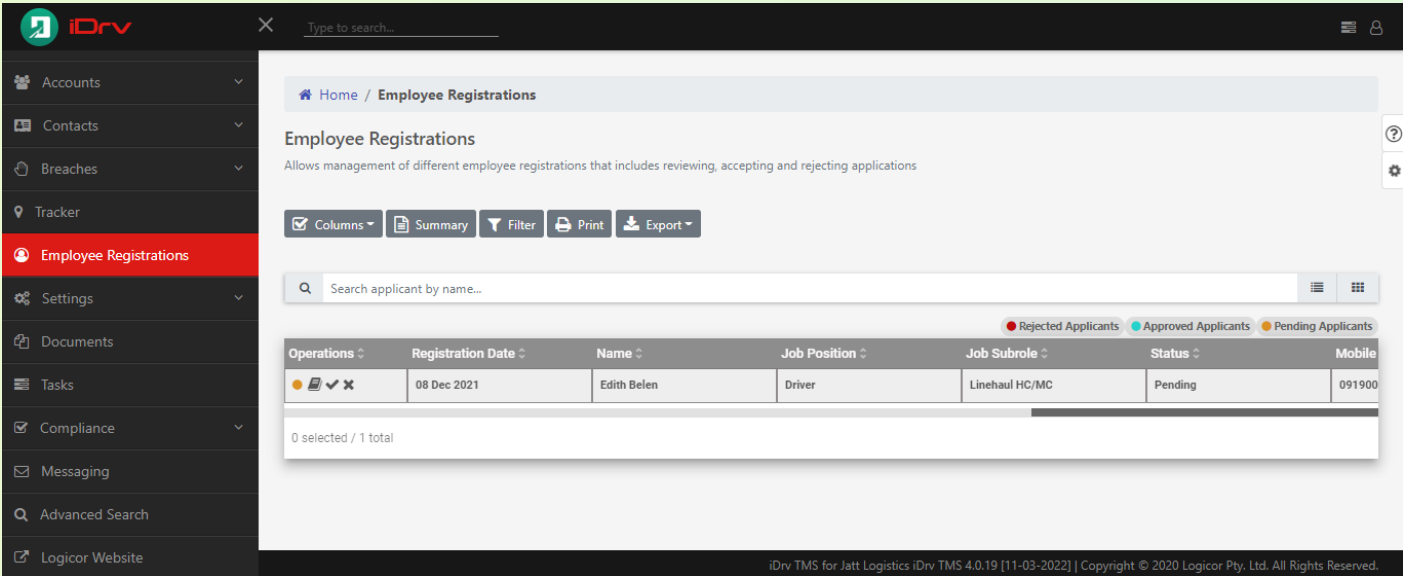
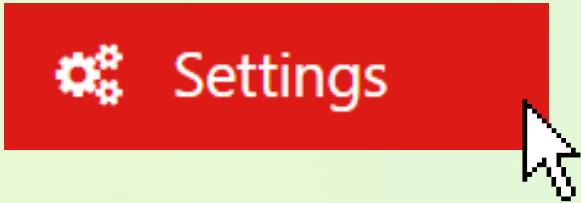


Figure 25. Employee Registrations Interface



To update your account settings, job costs, business profile, payroll, rote templates, checklists, integrations and weekly inspection click on the Settings section.

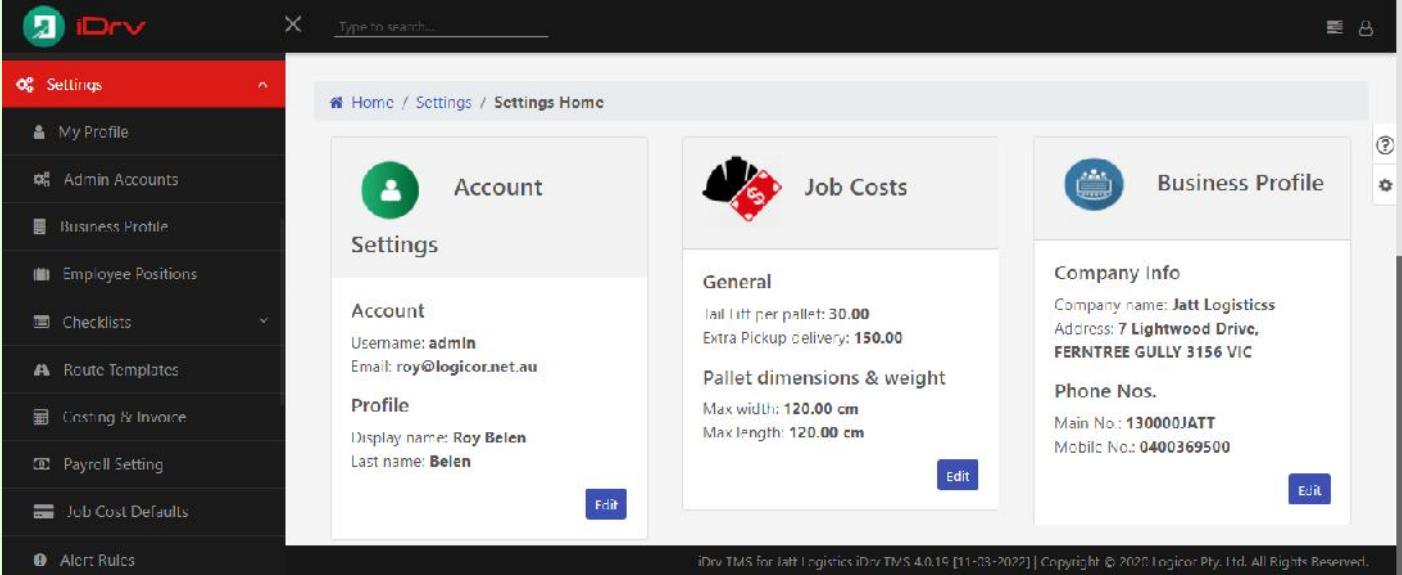


Figure 26. Settings Interface

SUBCOMPONENTS	FEATURE
<ul style="list-style-type: none"> My Profile 	<p>Update your account info, profile, and password under My Profile. Click the Account Settings Overview.</p>
<ul style="list-style-type: none"> Admin Accounts 	<p>The Admin Accounts tab allows you to edit your account information, profile, and password.</p>
<ul style="list-style-type: none"> Business Profile 	<p>You may update your company's profile information, including phone numbers, email addresses, and a logo, under the Business Profile section. From the Settings Overview, select the Business Profile.</p>
<ul style="list-style-type: none"> Employee Positions 	<p>The Employee Positions panel allows you to view, edit, and update employee positions and information. It also allows you to create new roles and sub-roles.</p>

SUBCOMPONENTS	FEATURE
<ul style="list-style-type: none"> • Checklist 	<p>Edit the driver, car, truck, and trailer checklists on the Checklists page.</p>
<ul style="list-style-type: none"> • Route Templates 	<p>Contains route-related data such as firm name, kilometers traveled, origin and destination locations, and waypoints.</p>
<ul style="list-style-type: none"> • Costing and Invoice 	<p>Costing and Invoice Section shows and lets you select Add-on charges.</p>
<ul style="list-style-type: none"> • Payroll Setting 	<p>The Payroll Setting area allows you to alter the hourly rate, MC rate, HC rate, tax rate, night allowance, lunch allowance, and loading-unloading rates.</p>
<ul style="list-style-type: none"> • Job Cost Default 	<p>There are several job costs that can be specified using Job Cost Default.</p>
<ul style="list-style-type: none"> • Alert Rules 	<p>The Alert Rules panel displays the Rules List for every job action.</p>
<ul style="list-style-type: none"> • Fleet Service Interval 	<p>You may view and change service intervals for each fleet type.</p>
<ul style="list-style-type: none"> • App Settings 	<p>App Settings allows the user to view and update component details.</p>
<ul style="list-style-type: none"> • Alert Templates 	<p>The Alert Templates panel displays and modifies alert messages.</p>
<ul style="list-style-type: none"> • Weekly Inspection 	<p>The weekly Inspection panel has two sub-panels: (a) Checklist of questions for each category. It also allows you to add, edit, and reorder questions. (b) List- displays a list of all weekly inspections performed through the mobile application. It enables the user to remove and view the details of each inspection made.</p>



Documents



You can add, edit, update, and delete documents in the Documents component.

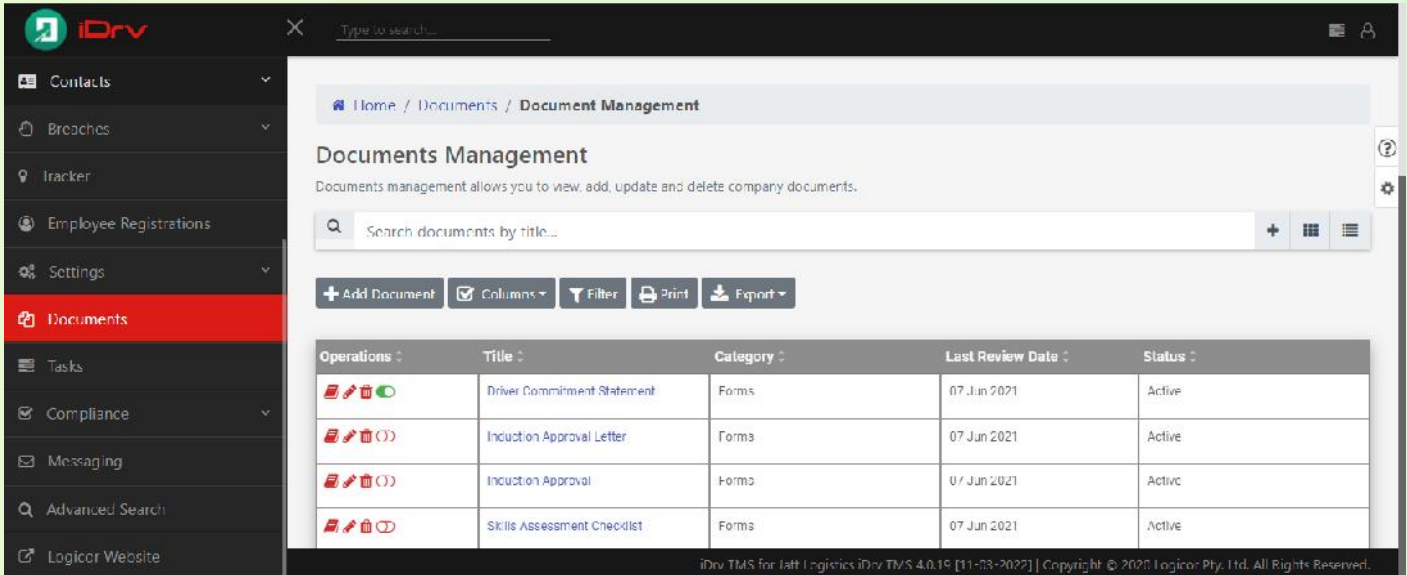


Figure 27. Documents Interface



Tasks



The Task component presents a list of tasks that have been assigned to every administrator.

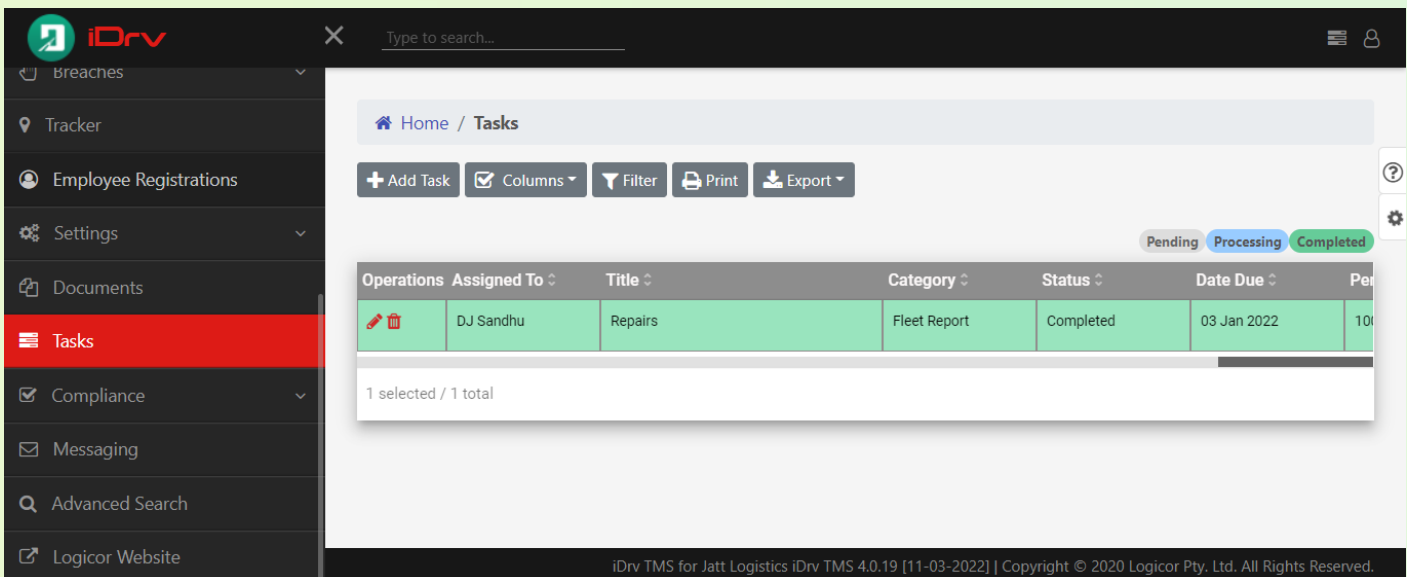


Figure 28. Tasks Interface



Compliance

For each task, the Compliance panel presents a summary of all compliance requirements for that work during a set time period.

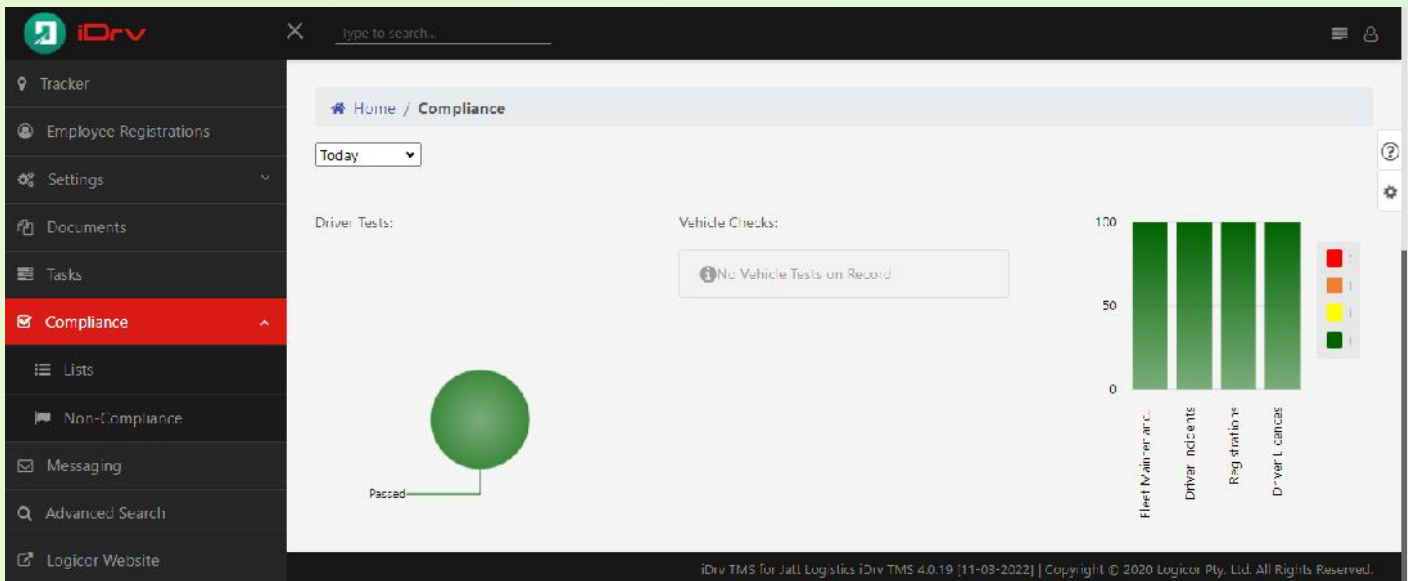


Figure 29. Compliance Interface

SUBCOMPONENTS	FEATURE
<ul style="list-style-type: none"> List 	Each job's compliance file is listed.
<ul style="list-style-type: none"> Non-Compliance 	It displays a list of all completed jobs which are non-compliant.



Messaging

The Messaging component allows you to deliver a message via three different channels: (1) mobile notifications, (2) SMS messages, and (3) email.

SUBCOMPONENTS	FEATURE
<ul style="list-style-type: none"> Mobile Notification 	Fill out the Mobile Push Message Form with the recipient, subject, and message slots.
<ul style="list-style-type: none"> SMS Message 	Fill out the SMS Message Form with the recipient's and message's details to send an SMS.
<ul style="list-style-type: none"> Email 	Fill out the Send Email Message Form with the recipient's and message's details.

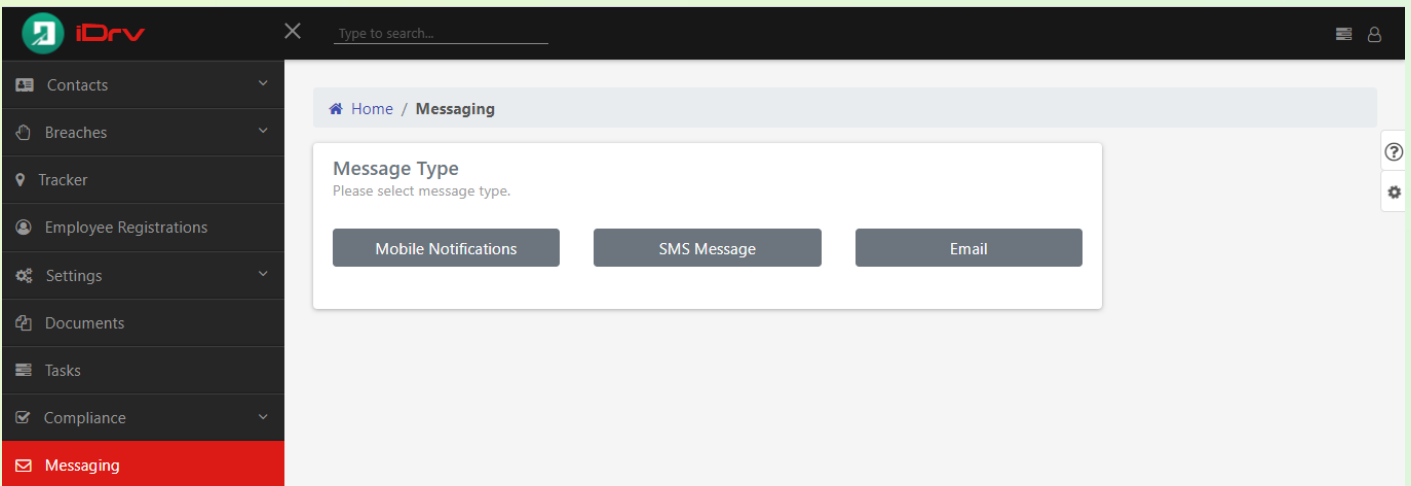
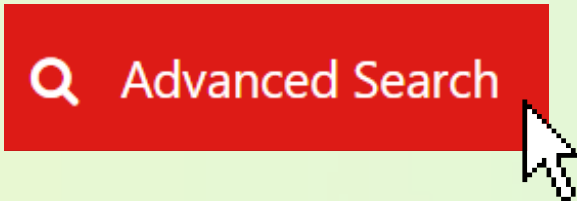


Figure 30. Messaging Interface



To use Advanced Search, type the name of the document containing the data you wish to view into the search bar.

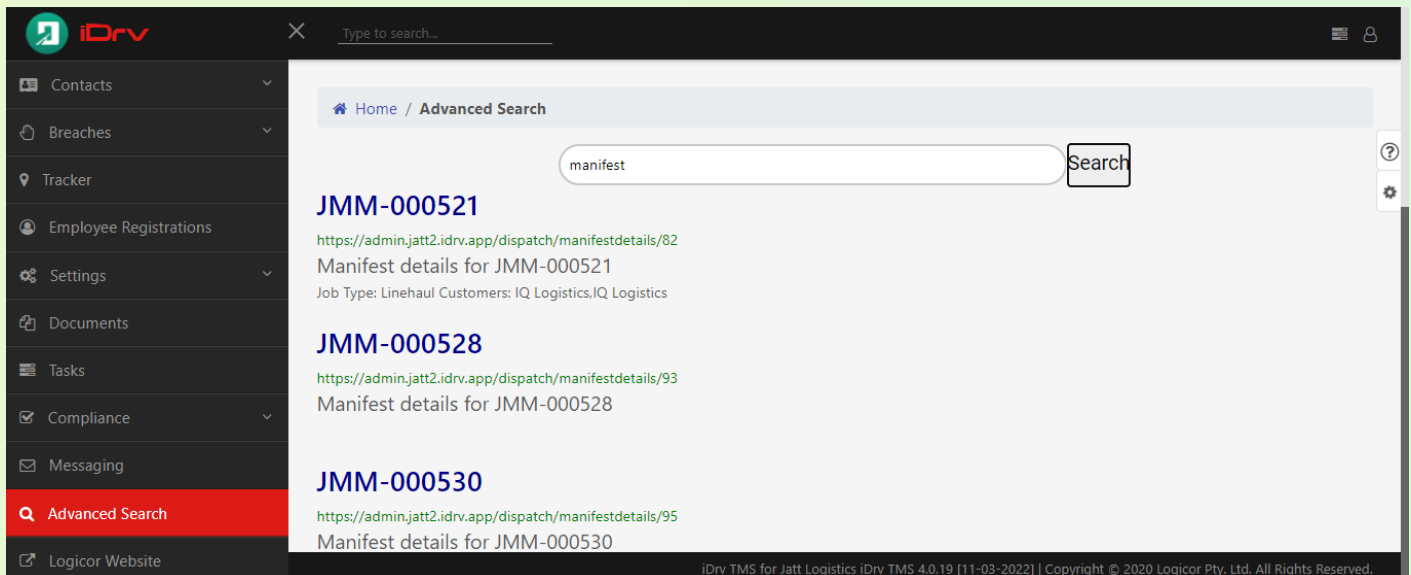
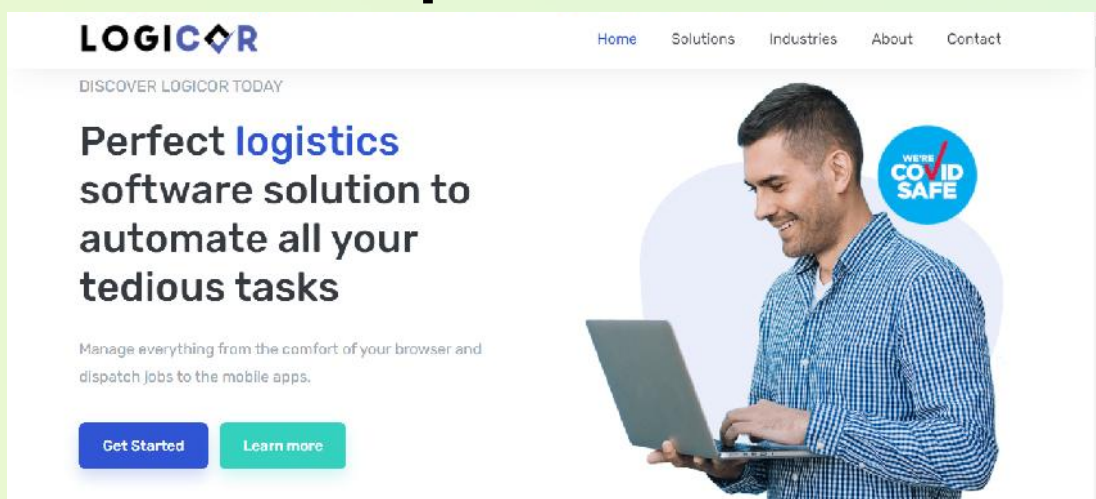


Figure 31. Advanced Search Interface










To explore and navigate the page, use the Logikor Website component.







3

Buttons & Operations




The **DRIVER** component includes the following buttons and operations:

BUTTONS	NAME AND DEFINITION
	<p>DETAILS</p> <ul style="list-style-type: none"> - to view or update a specific driver's information, including personal information, license information, jobs, and documents
	<p>CHANGE PASSWORD</p> <ul style="list-style-type: none"> - to change the driver's password
	<p>DEACTIVATE</p> <ul style="list-style-type: none"> - to deactivate the driver
	<p>DELETE DRIVER</p> <ul style="list-style-type: none"> - to delete the driver as well as his or her information
	<p>ADD DRIVER</p> <ul style="list-style-type: none"> - to add and register a new driver and provide his or her information
	<p>TABLE BUTTON</p> <ul style="list-style-type: none"> - to view the drivers' details in a tabular format
	<p>GRID BUTTON</p> <ul style="list-style-type: none"> - to view the drivers' details in a grid format










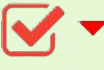

The **DRIVER** and **FLEETS** component includes the following buttons and operations:

BUTTONS	NAME AND DEFINITION
	<p>COLUMNS</p> <ul style="list-style-type: none"> - A drop-down menu will appear, from which you may choose whether to hide or reveal the information.
	<p>FILTER</p> <ul style="list-style-type: none"> - used to narrow down the information so that only the data you wish to see is displayed
	<p>SUMMARY</p> <ul style="list-style-type: none"> - used to display the rundown or summarized data such as the number of drivers, active jobs, license classes, and driver standards
	<p>PRINT</p> <ul style="list-style-type: none"> - used when you opt to print a list of data based on the columns and filters you've set.

The **FLEETS** and **CUSTOMERS** component includes the following buttons and operations:

BUTTONS	NAME AND DEFINITION
	<p>ADD NEW FLEET/CUSTOMER</p> <ul style="list-style-type: none"> - to add a new fleet or customer by using the Add Fleet and Add Customer forms, respectively.
	<p>TABLE BUTTON</p> <ul style="list-style-type: none"> - to view the fleets and customers' details in a tabular format
	<p>GRID BUTTON</p> <ul style="list-style-type: none"> - to view the fleets and customers' details in a grid format


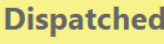



The **JOBS** component includes the following buttons and operations:

BUTTONS	NAME AND DEFINITION
	ADD NEW BOOKING - to add a new booking
	PRINT LIST - to print the job list
	FILTER LIST - to filter the job information presented
	ENABLE/DISABLE COLUMNS - to select the columns of data to appear or disappear
	DETAILS -to view the details of a selected job
	EDIT -to edit the details of a selected job
	REBOOK THIS ENTRY -to re-enter data for a new booking using the same components of information from the previous job entry
	CANCEL JOB -to cancel a selected job
	CANCEL DISPATCH -to cancel a dispatch plan for a particular job
	INVOICE -to indicate that the job is complete and ready for invoicing
	INVOICE DETAILS -to view the invoice details of selected job

4

Color Coding

The **JOBS** component adheres to this color-coding rule.

JOB COLOR	NAME AND DEFINITION
	PENDING - the job is pending and waiting to dispatch
	DISPATCHED - the job has been dispatched and is waiting for the driver to accept it.
	PROCESSING - the job was accepted, and it is now carrying out the job operation
	COMPLETED - the job has already been completed and accomplished
	CANCELLED - the job was cancelled due to some reasons

5

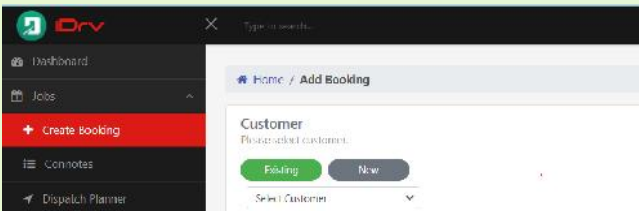
Operating Instructions

How to Add Booking?

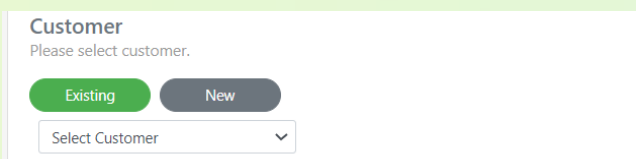


A. Local Booking

- 1 In the menu bar components, click on Jobs then click Create Booking.



- 2 Select the relevant option from the drop-down selection for Existing Customers.



- 3 For the New Customer, enter the company name, primary contact, and phone number.

Customer
Please select customer.

Existing New

Company Name: *

Primary Contact: Contact #:

- 4 Select Local Job Type. Choose between Economy and Express.

*An **Express** job requires drivers to stick to the estimated arrival time which requires two drivers.

*Drivers in **Economic** jobs are not obligated to arrive on time. They can take a break. Depending on the job, you can choose between local start or pickup and delivery.

Job Type
Please select job type.

Local Linehaul Empty Run Towhaul

Fleet Hire

Economy Express

Activity Type

Local Start Pickup and Delivery

- 5 Booking a local job includes the following service types: Car, 2 Tonne, 4 Pallets, 6 Tonne, 8 Pallets, and 12 Tonne, 14 Pallets.

Service Type: *

Select Service Type

Select Service Type

6 Select Local Driver from the options.

7 Add equipment to Local Jobs according to service type. Local jobs don't usually require trailers.

8 Enter all freight details in Load Details such as pricing, customer reference number (if any), documentation, adding Dangerous Goods (if required), and packaging information (if necessary).

9 Insert local start as the job's start location and include company name, address, date, start and end time, site notes, contact name, phone, and email.

10 Review all information before submitting and click the Book button in the bottom right corner.



A confirmation email will be sent to the customer.

B. Linehaul Booking

1 In the menu bar components, click on Jobs then click Create Booking.

2 Select the relevant option from the drop-down selection for Existing Customers.

- 3 For the New Customer, enter the company name, primary contact, and phone number.

- 4 Job Type: Line Haul Choose between Economy and Express. Then determine if the cargo is (Less-Than-Truckload) or FTL (Full Truckload).

- 5 Select the service type from the drop-down menu.

- 6 Add Driver/s from the drop-down menu provided.

- 7 Add equipment to Local Jobs according to service type. Local jobs don't usually require trailers.

- 8 Enter all freight details in Load Details such as pricing, customer reference number (if any), documentation, adding Dangerous Goods (if required), and packaging information (if necessary).

9 Proceed to Pickup and input the required details.

- a. Type the Company Name
- b. If direct pickup, tick the box
- c. Search for the Address
- d. Add the Date
- e. Input the Opening and Closing Time
- f. Enter site notes
- g. Determine if the Pickup is Residential/Hand Unload/Extra Crew/Jockey/Trailer Split/Tailgate
- h. Add contact name, contact number, and contact email

Note: If you have multiple pick-up locations, you may add as many pickup points as necessary. Simply click the Add Pickup button in the Pickup page's upper right corner.

10 Proceed to Delivery and input all the and input all the required details.

- a. Type the Company Name
- b. Determine if Direct Delivery of TBA Delivery
- c. Search for the Address
- d. Add the Date
- e. Input the Opening and Closing Time
- f. Enter Site Notes
- g. Determine if the Delivery is Residential/Hand Unload/Extra Crew/Jockey/Trailer Split/Tailgate
- h. Add contact name, contact number, and contact email

Note: If you have multiple delivery locations, you may add as many delivery points as necessary. Simply click the Add Delivery button in the Delivery page's upper right corner.

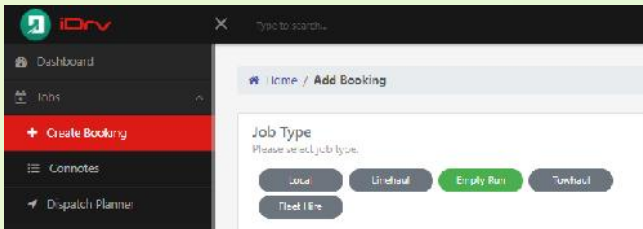
i. Before submitting, review all information and then click the Book button in the bottom right corner of the page.



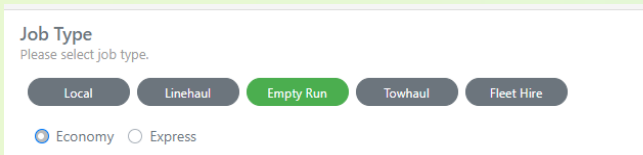
A confirmation email will be sent to the customer.

C. Empty Run Booking

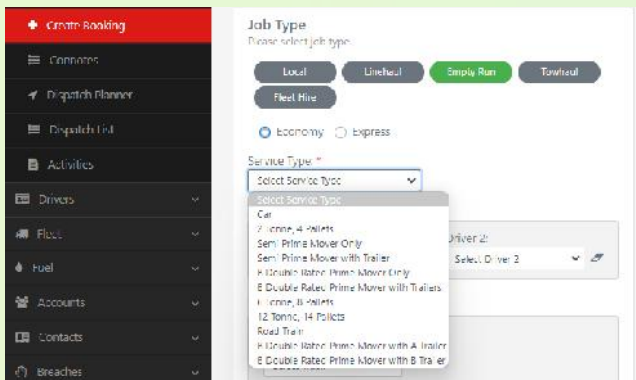
- 1 Click on Jobs and then Create Booking in the Menu Bar.



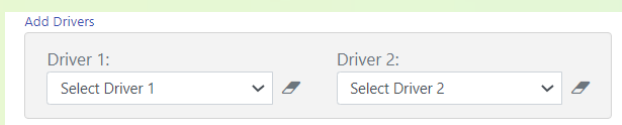
- 2 Choose Empty Run as the job type. Select Economy or Express.



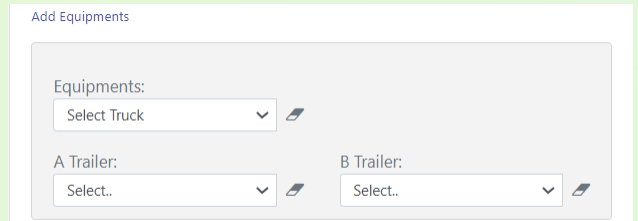
- 3 Select the service type from the drop-down menu.



- 4 Select a driver from the drop-down menu.

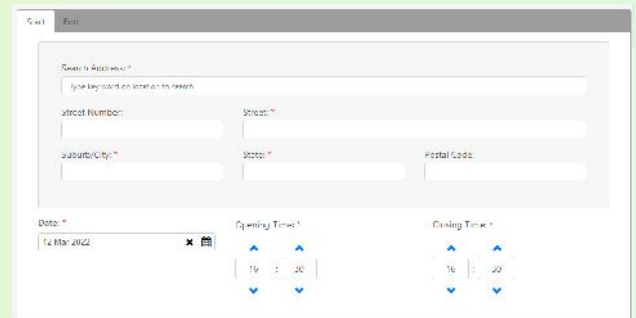


- 5 Add equipment to Line Haul Jobs based on the service type selected.



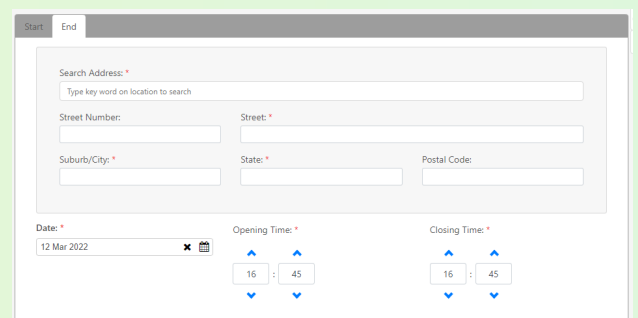
- 6 Fill up the information for the Empty Run Start.

- a. Search for the address.
- b. Add the Date.
- c. Input the Opening and Closing Time.



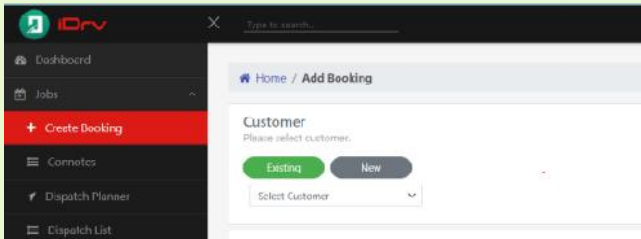
- 7 Go to the Empty Run End and fill out the necessary information.

- a. Search for the address.
- b. Add the Date.
- c. Input the Opening and Closing Time.
- d. Review all information before clicking the Book button in the bottom right corner.

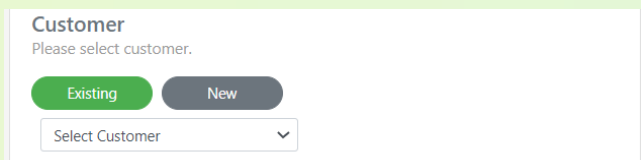


D. Tow Haul Booking

- 1 Click on Jobs then Create Booking in the menu bar.



- 2 For the Existing Customer, select the appropriate choice from the drop-down.



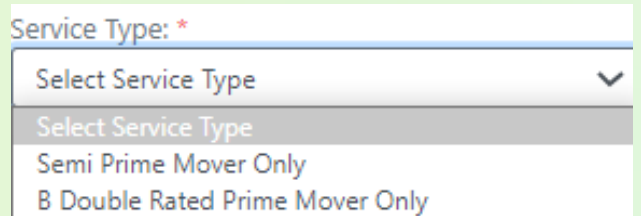
- 3 Input the firm name, primary contact, and phone number for the New Customer.

A screenshot of the 'Customer' form for a new customer. It includes a 'New' button (highlighted in green) and a 'Company Name' field with an asterisk. Below are 'Primary Contact' and 'Contact #' input fields.

- 4 Select Tow Haul from the Job Type drop-down menu. Select the Economy or Express option for the job.

A screenshot of the 'Job Type' selection form. It shows buttons for 'Local', 'Linehaul', 'Empty Run', 'Towhaul' (highlighted in green), and 'Fleet Hire'. Below the buttons are radio buttons for 'Economy' (selected) and 'Express'.

- 5 Select the service type from the drop-down menu.



- 6 Add Driver/s from the drop-down.

A screenshot of the 'Add Drivers' form. It contains two dropdown menus: 'Driver 1' and 'Driver 2', both with 'Select Driver' text.

- 7 Add equipment to Line Haul Jobs based on the service type selected.

A screenshot of the 'Add Equipments' form. It includes a dropdown for 'Equipments' (with 'Select Truck' selected) and two dropdowns for 'A Trailer' and 'B Trailer' (both with 'Select..' selected).

- 8 Input all freight information under Load Details.

- a. Input pricing details.
- b. Type the customer reference number (if any).
- c. Upload a file for the documentation.

A screenshot of the 'Load Details' form. It shows a 'Billed To' checkbox (checked) for 'Same as company address'. Below is a 'Hide Pricing Details' section with fields for 'Charge by' (Load), 'Price' (\$), 'Fuel Levy' (0 %), and 'Service Fee' (0). At the bottom, there is a 'Customer Reference No.' field and a 'Documentation' section with a 'Choose File' button and 'No file chosen' text.

9

Proceed to Pick-up and input the required details.

- a. Type the Company Name
- b. If direct pickup, tick the box
- c. Search for the Address
- d. Add the Date
- e. Input the Opening and Closing Time
- f. Enter site notes
- g. If pickup is Residential, put a check on the tick box
- h. Add contact name, contact number, and contact email

Note: If you have multiple pick-up locations, you may add as many pickup points as necessary. Simply click the Add Pickup button in the Pickup page's upper right corner.

10

Proceed to Delivery and input all the and input all the required details.

- a. Type the Company Name
- b. Determine if Direct Delivery of TBA Delivery
- c. Search for the Address
- d. Add the Date
- e. Input the Opening and Closing Time
- f. Enter Site Notes
- g. Determine if the Delivery is Residential/Hand Unload/Extra Crew/Jockey/Trailer Split/Tailgate
- h. Add contact name, contact number, and contact email

Note: If you have multiple delivery locations, you may add as many delivery points as necessary. Simply click the Add Delivery button in the Delivery page's upper right corner.

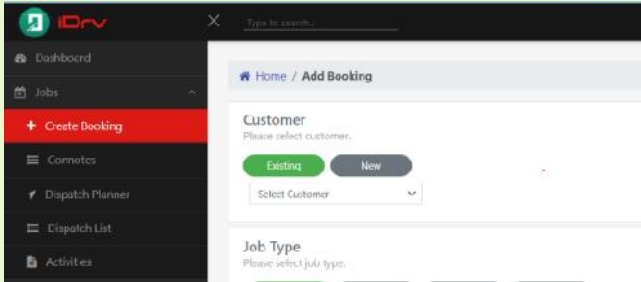
i. Before submitting, review all information and then click the Book button in the bottom right corner of the page.



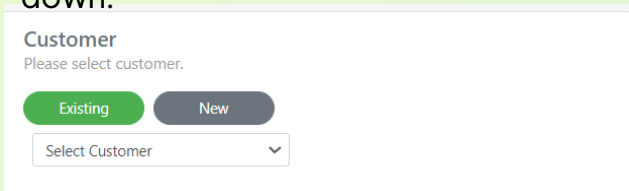
A confirmation email will be sent to the customer.

E. Fleet Hire Booking

- 1 In the menu bar components, click on Jobs then click Create Booking.



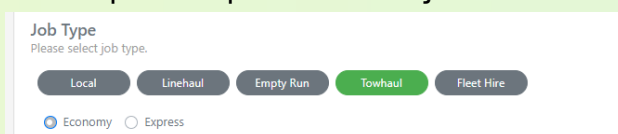
- 2 For the Existing Customer, select the appropriate choice from the drop-down.



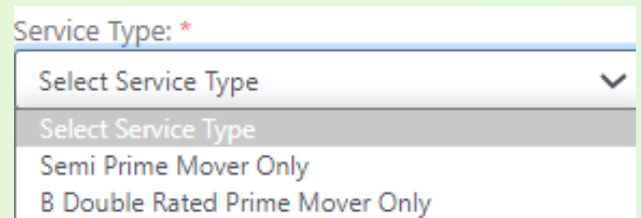
- 3 Input the firm name, primary contact, and phone number for the New Customer.

A screenshot of the 'Customer' form for a new customer. The 'Existing' button is greyed out, and the 'New' button is highlighted in green. The form includes a 'Company Name' field with an asterisk, a 'Primary Contact' field, and a 'Contact #' field.

- 4 Select Tow Haul from the Job Type drop-down menu. Select the Economy or Express option for the job.



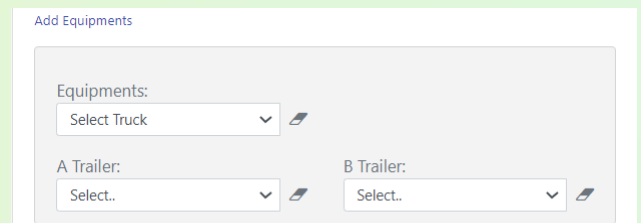
- 5 Select the service type from the drop-down menu.



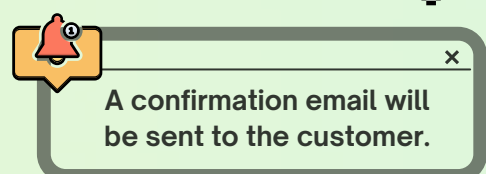
- 6 Enter the job's start and end dates.



- 7 Add equipment to Fleet Hire Jobs based on the service type selected.



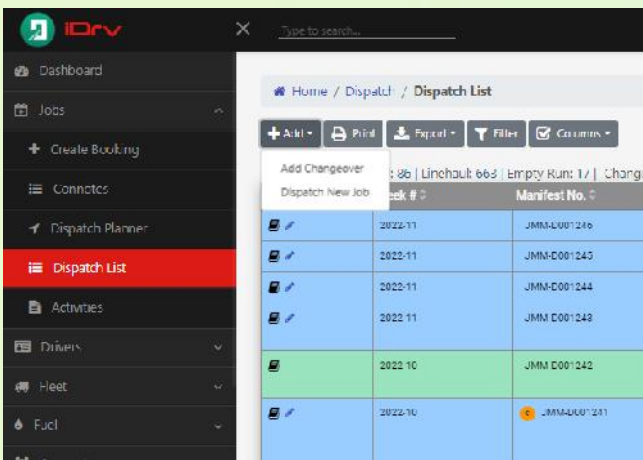
- 8 Before submitting, review all information and then click the Book button in the bottom right corner of the page.



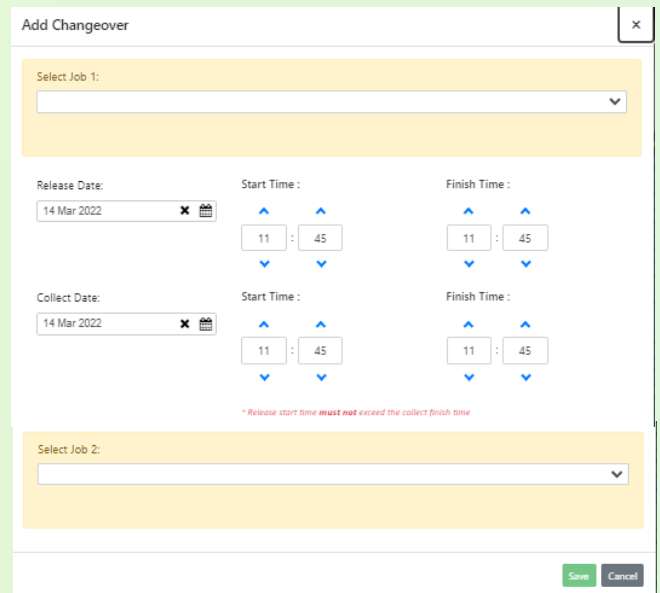


F. Changeover Job

1 Go to Jobs. Proceed to Dispatch List, click "+," and then select Add Changeover from the drop-down menu.

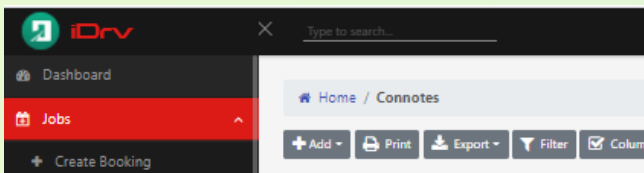


2 Select 2 jobs you're planning to change over. Type the changeover point/location and choose release and collect date/time. Review the details and click "Save".



G. Dispatching Jobs

1 Go to Jobs .



2 Click Dispatch Planner.



3 Select the Job Type.

Job Type *

Select a job type ▼

* Required

4 Choose equipment type.

Equipment Type *

Select an equipment type ▼

5 Choose the correct route.

Route * Add New Route

Select the corresponding route ▼

6 Drag or click the drop-down button to add Activities to a certain Manifest Number (Pick up and Delivery) from the Activities tab.

*Use the search button if necessary, to look for the connote number.

Activities

Drag your activities here.

▼ Activities

7 Do the same in choosing drivers.

Drivers

Drag your drivers here.

▼ Drivers T Q

8 Choose/Drag Trucks

Trucks

Drag your trucks here.

▼ Trucks T Q

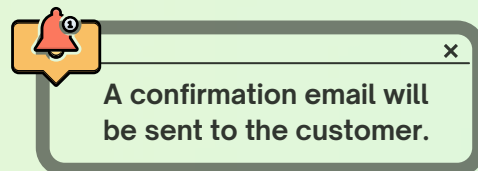
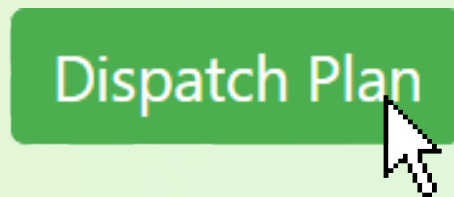
9 Choose/Drag Trailers (if necessary, depending on the equipment type).

Trailers

Drag your trailers here.

▼ Trailers T Q

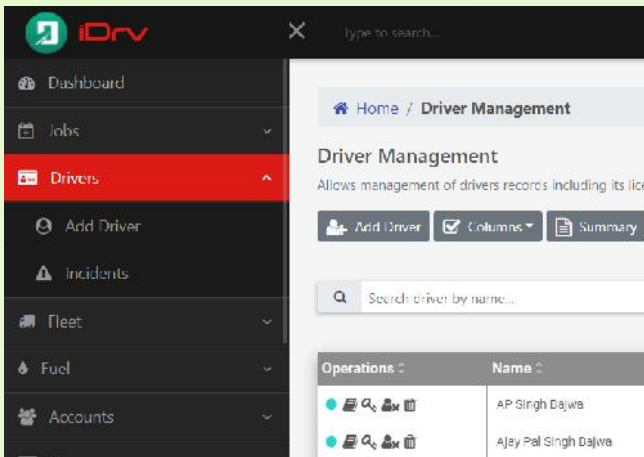
10 Click "Dispatch Plan".



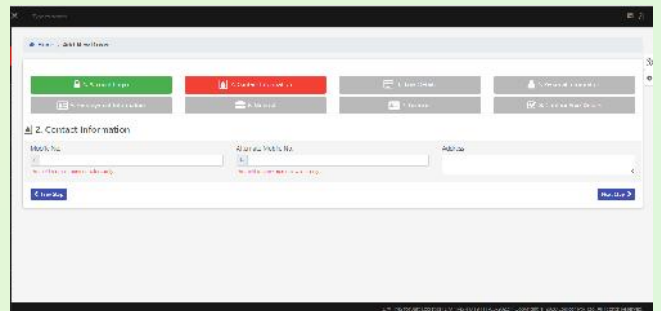


H. Adding Drivers

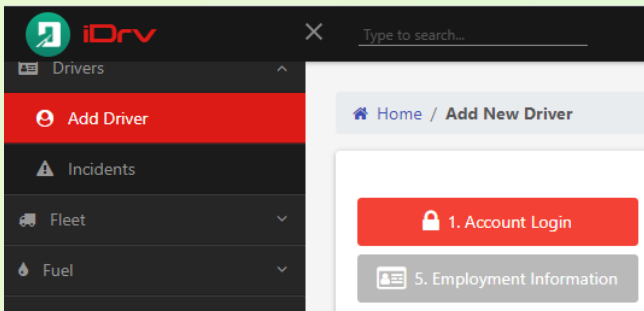
1 Go to Drivers Tab.



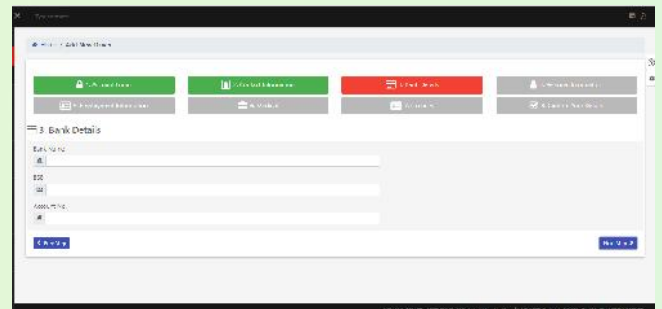
4 Fill in Contact Information.



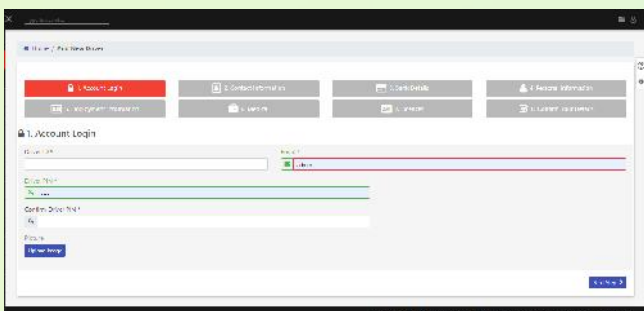
2 Proceed to Add Driver sub-menu.



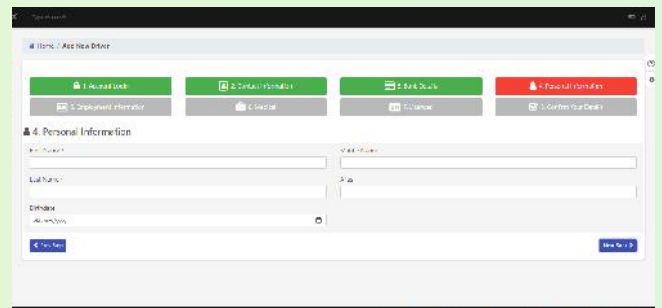
5 Provide Bank Details.



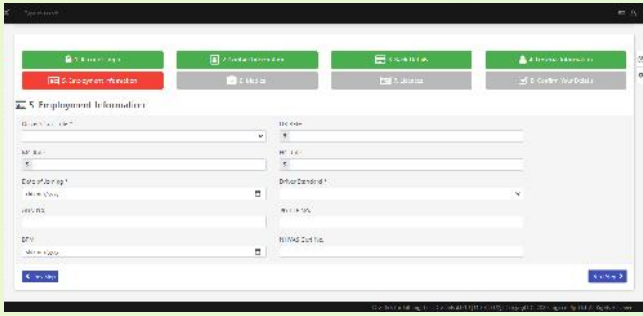
3 Fill in all required fields then click "Upload Image" to submit Drivers Account Photo. Then click the "Next Step" button.



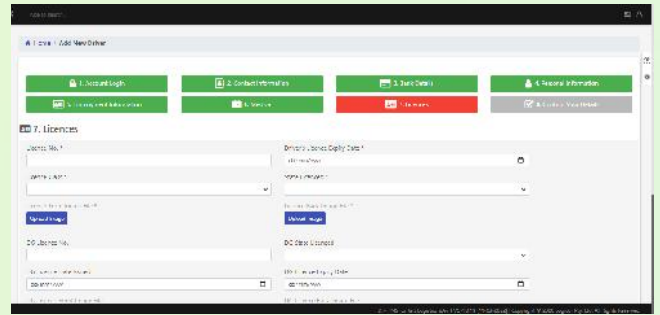
6 Complete Personal Information.



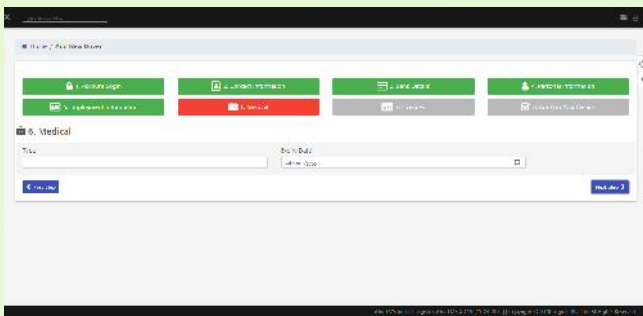
7 Submit Employee Information.



9 Complete Licenses Information.



8 Submit Medical Details.



10 Confirm the Details and click "Add New Driver".

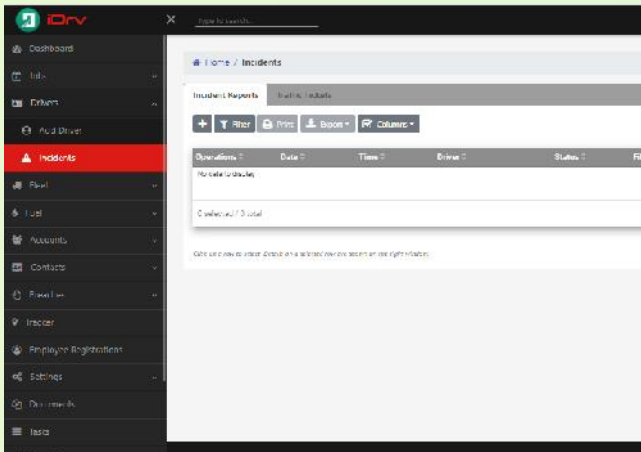


How to Add Traffic Ticket?

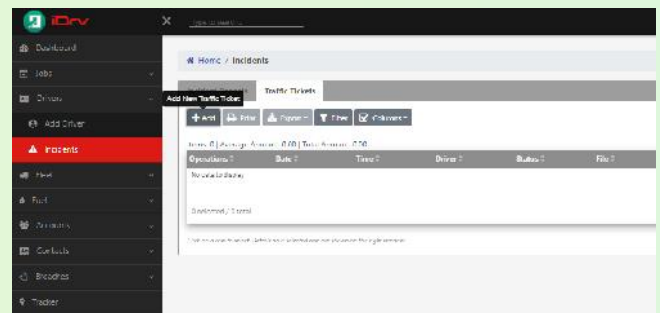


I. Add a Traffic Ticket

1 Click on Drivers > Incidents.



2 Click Add New Traffic, then the Add New Traffic Form will appear.



- 3 Fill up all required information in the pop-up tab.
 - a. Put the date and location of traffic.
 - b. Select the name of the status, driver, and fleet from the drop-down menu provided.
 - c. Type in the cost of the repair (in \$).
 - d. Input the receipt #, violation, demerits, time, and notes in the spaces provided.
 - e. Attach a file. NOTE: Allowed files are *.pdf, images files (*.png, *.jpg, *.gif).

- 4 Review every piece of information before submission, and click "Save".

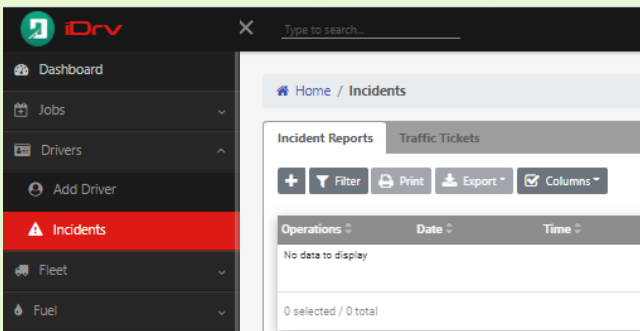


How to Add Incident Report?

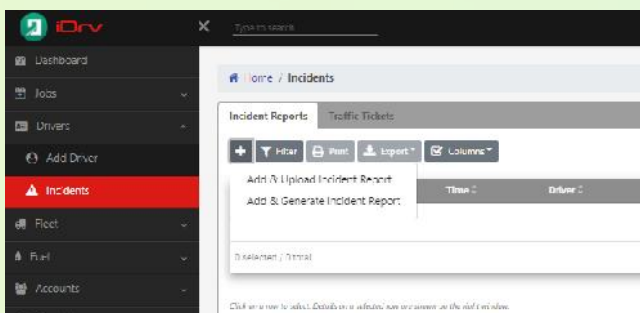


J. Report an Incident

- 1 Click on Drivers > Incidents.



- 2 Click Add & Upload Incident Report, then the Add New Incident Form will appear.



- 3 Fill up required information in the pop-up tab.
 - a. Record the date and incident details.
 - b. From the drop-down menu, select the status, incident type, driver, and fleet.
 - c. Enter the location, witness, notification, time, and rating.
 - d. Add a file. *.pdf and image files (*.png, *.jpg, *.gif) are allowed.
 - e. Review all information before submitting.

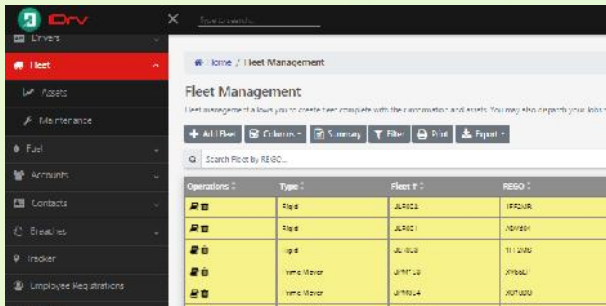
- 4 Click "Save".



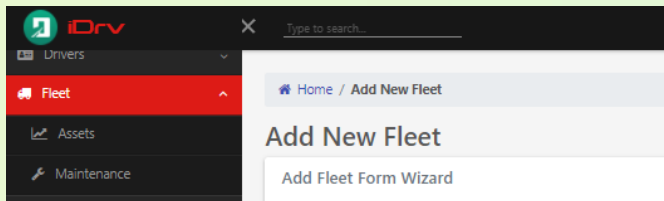


K. Add Fleet

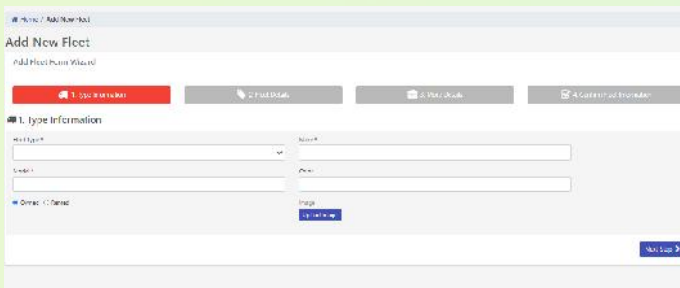
1 Click on Fleet tab.



2 Click on Add button on the right along Search bar of Fleet by REGO, then the Add Fleet Form Wizard will appear.

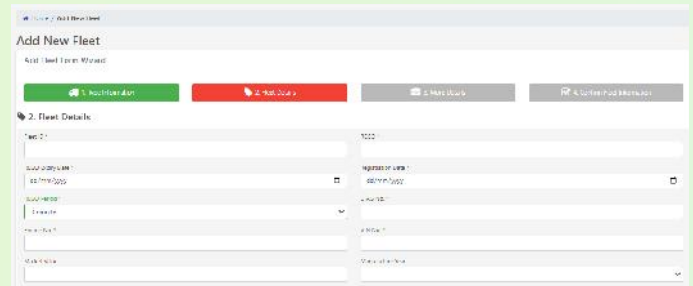


3 Fill in the "Type Information".



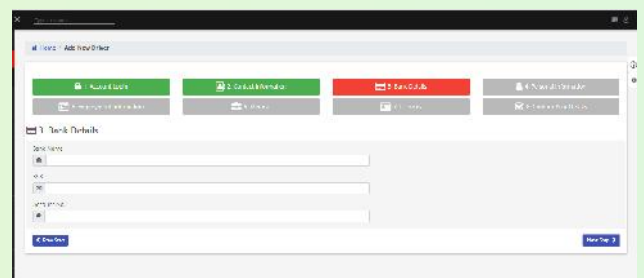
1. Select the fleet type.
2. Input the make, model, and color of the fleet.
3. Identify if the fleet is owned or rented.
4. Upload and attach an image of the fleet.
5. Click Next Step.

4 Complete "Fleet Details".

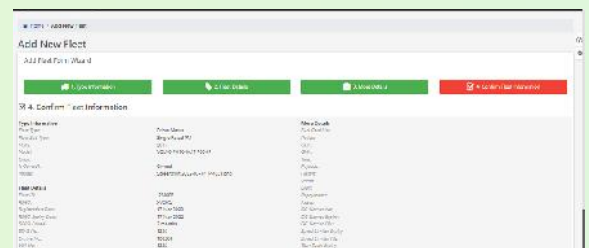


1. Provide the fleet ID.
2. Type in its REGO.
3. Input the fleet's ETAG number, engine number, and VIN number.
4. Provide the fleet's market value.
5. Identify the manufacture year and the purchase date of the fleet.
6. Determine the customer.
7. Identify the odometer to be used, as well as its date.
8. Click Next Step.

5 Provide "More Details".



6 Confirm Fleet Information.

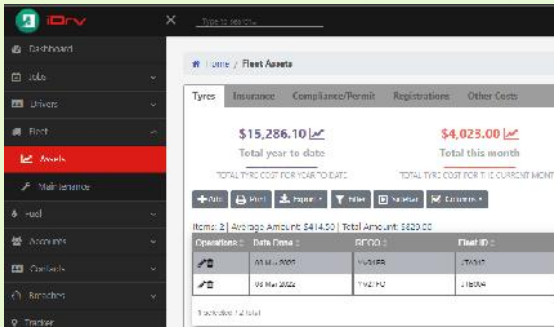


1. Check the accuracy and validity of each data inputted.
2. Click Add Fleet.

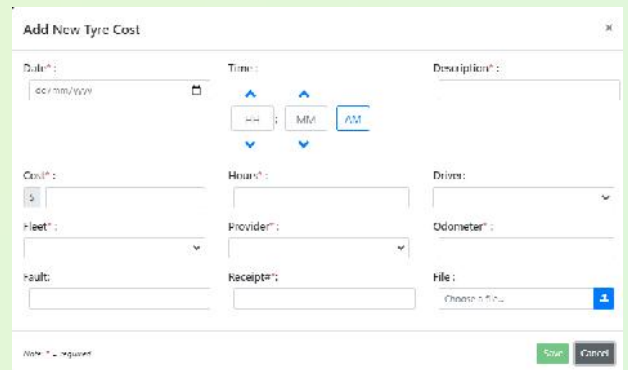


L. Add Tyres

1 Click on Fleet > Assets.

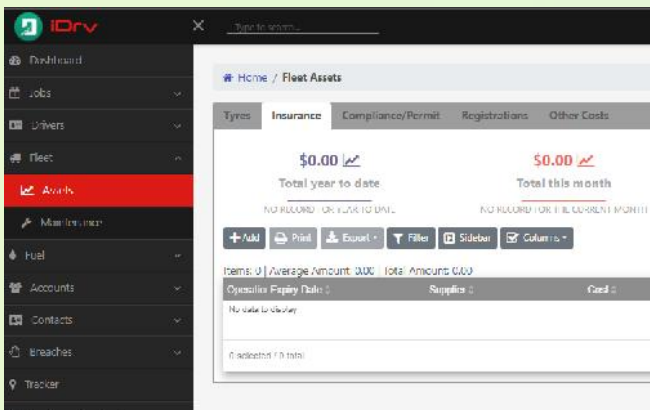


2 Click on the Tyres tab and select Add New Tyre and fill in the required information, then click Save.

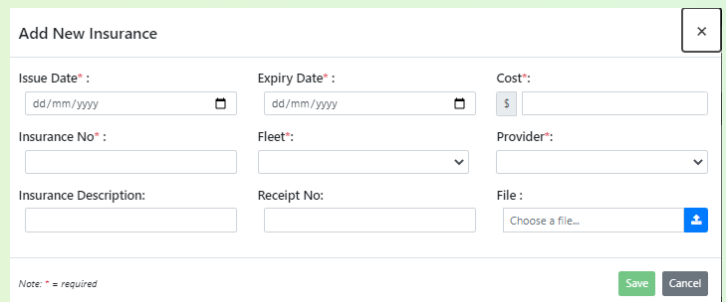


M. Add Insurance

1 Click on Fleet > Assets.



2 Click on the Insurance tab and select Add New Insurance and fill in the required information, then click Save.



3 Click "Save"

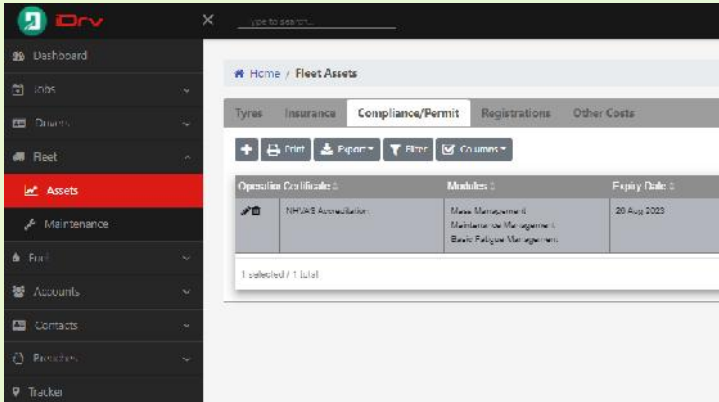


How to Add Compliance?



N. Add Compliance

1 Click on Fleet > Assets.



2 Click on the Compliance/Permit tab and select Add New Certification and fill in the required information, then click Save.

The 'Add Certification' form contains the following fields and controls:

- Expiry Date*: with a calendar icon.
- Serial No*:
- File*: with a blue upload button.
- Modules:
- Certificate*:
- Buttons: and

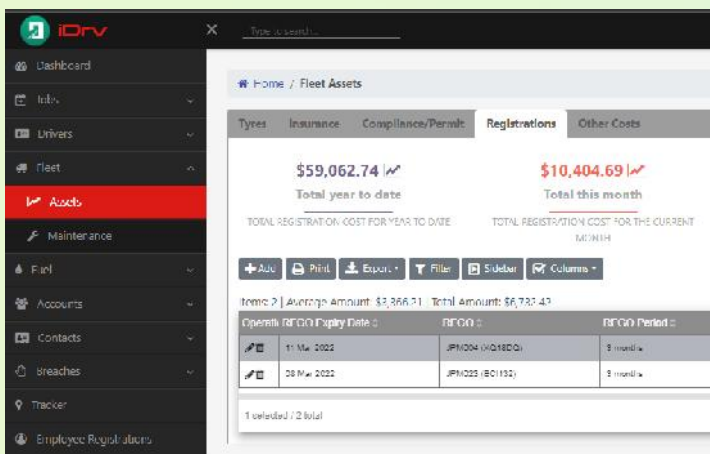
*Note: Allowed files are *.pdf, image files (*.png, *.jpg, *.gif).

How to Add Registration?



O. Add Registration

1 Click on Fleet > Assets.



2 Click on the Registration tab and select Add New Insurance and fill in the required information, then click Save.

The 'Add New Registration' form contains the following fields and controls:

- Issue Date: with a calendar icon.
- REGO Expiry Date*: with a calendar icon.
- Cost*:
- Update Fleet Expiry
- File*: with a blue upload button.
- REGO Period*:
- Registration No*:
- Receipt No*:
- Buttons: and

3 Click "Save"

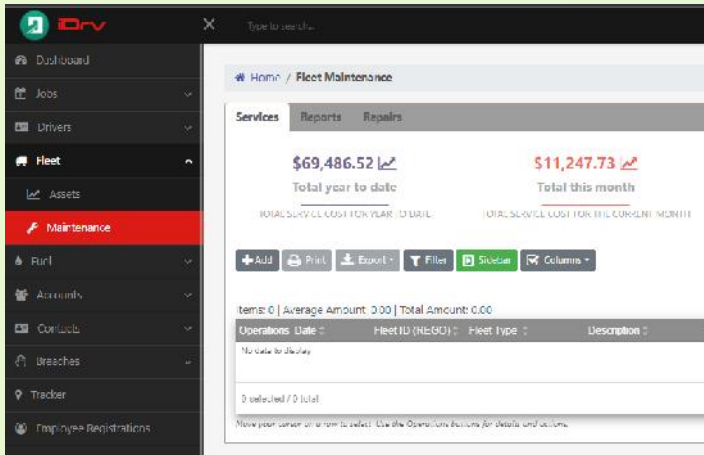


How to Add Service?

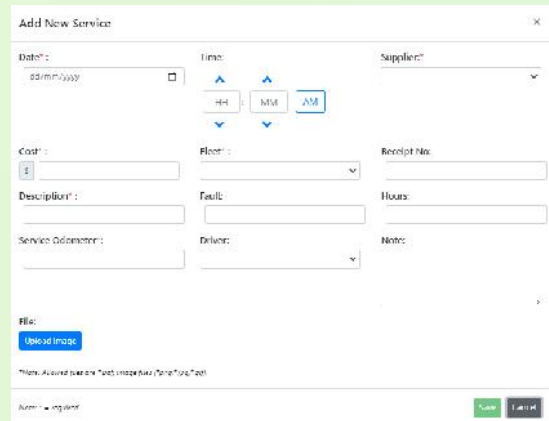


P. Add Service

1 Click on Fleet > Maintenance.



2 Click on the Services tab and select Add New Services and fill in the required information, then click Save.

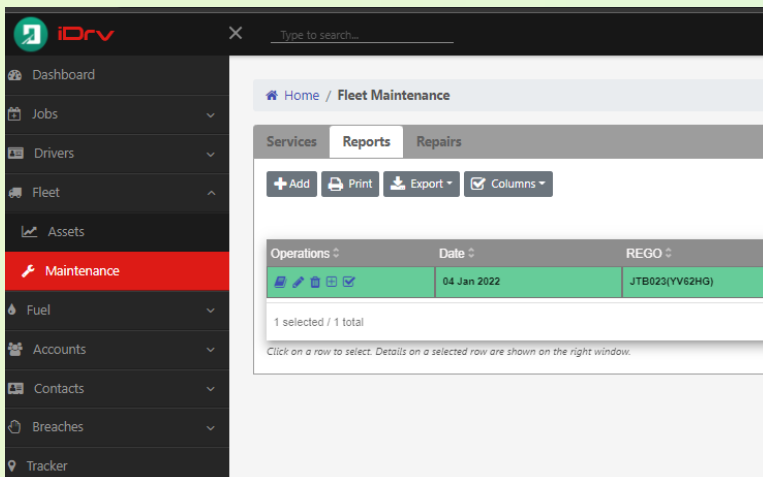


How to Add Reports?

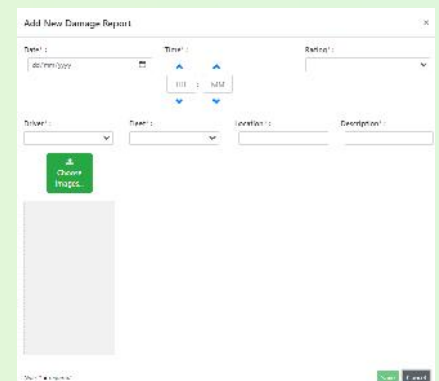


Q. Add Reports

1 Click on Fleet > Maintenance.



2 Click on the Reports tab and select Add New Damage Reports and fill in the required information, then click Save.



3 Click "Save"

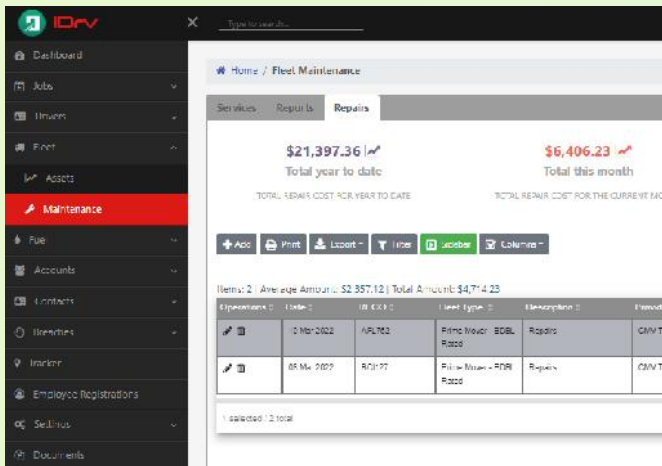


How to Add Repairs?



R. Add Repairs

1 Click on Fleet > Maintenance.



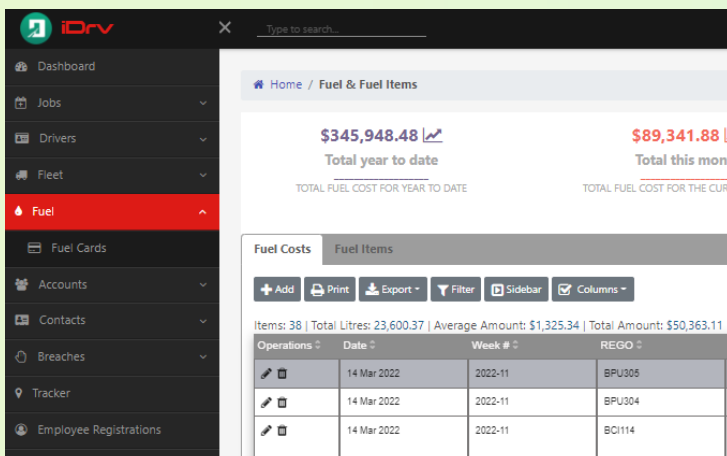
2 Click on the Repairs tab and select Add New Repair and fill in the required information, then click Save.

How to Add Fuel?



S. Add Fuel

1 Click on Fuel



2 Click on the Fuel tab and select Add Fuel Cost and fill in the required information.

3 Click "Save".

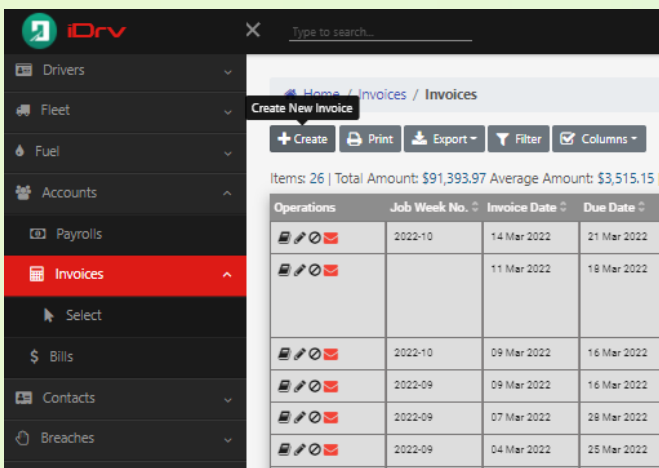
Save





T. Create New Invoice

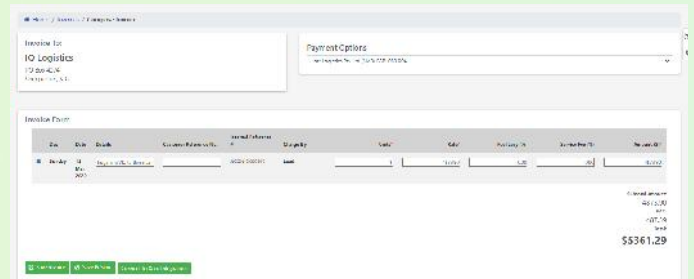
- 1 Click on Accounts > Invoices. Tap on "+ Create" Button to Create New Invoice.



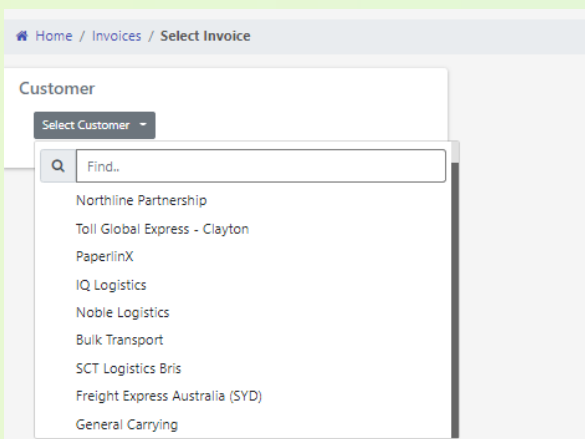
- 3 Click Create Invoice upon your selection of the Job Control No., then you will be redirected to the Compose Invoice page.



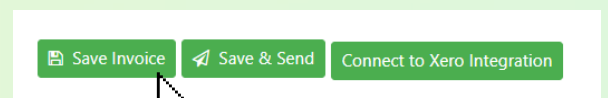
- 4 Fill up the form and review the information before submission.



- 2 Choose the customer available for invoicing in the Select Customers drop-down menu.



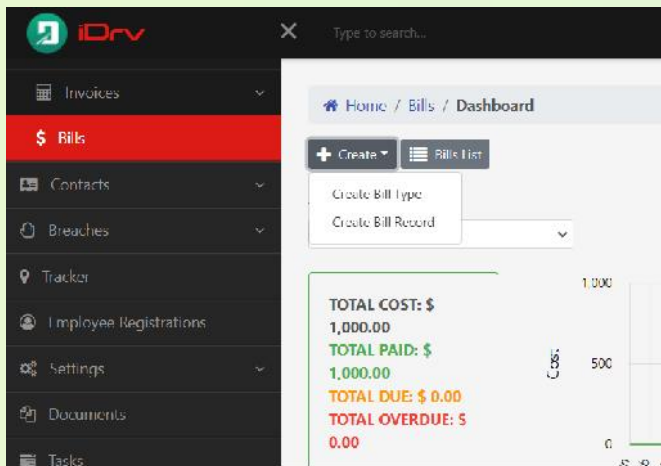
- 5 Click Save Invoice. Otherwise, Click Save & Send for another copy of the invoice.



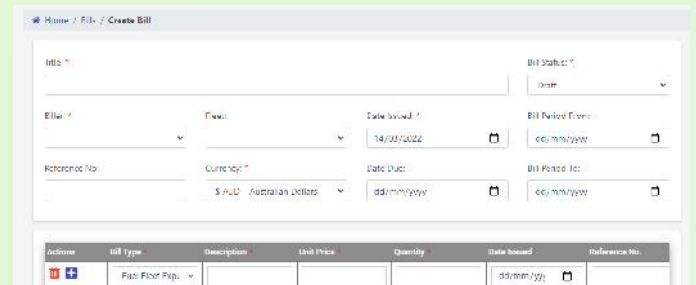


U.Create Bill Type and Bill Record

- 1 Click on Accounts > Bills. Tap on the "Create" and choose whether to:
 - a. Create Bill Type
 - b. Create Bill Record



- 4 Select **Create Bill Record**, and complete the needed details.



- 5 Review the provided bill information and click "Save Bill".

Save Bill

- 2 Choose to Create Bill Type. Enter bill type name and provide a description.



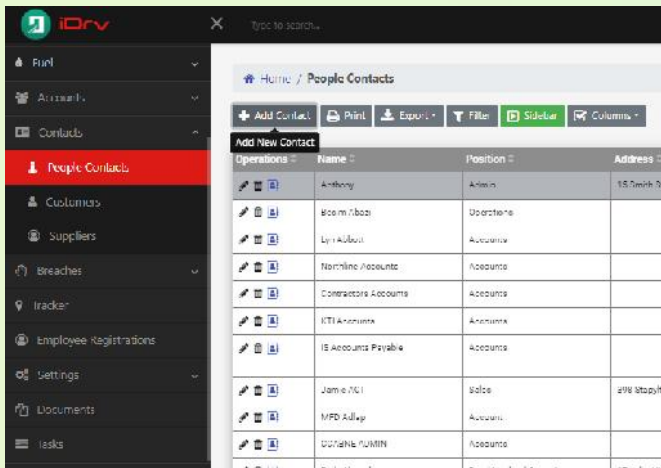
- 3 Click "Save".

Save

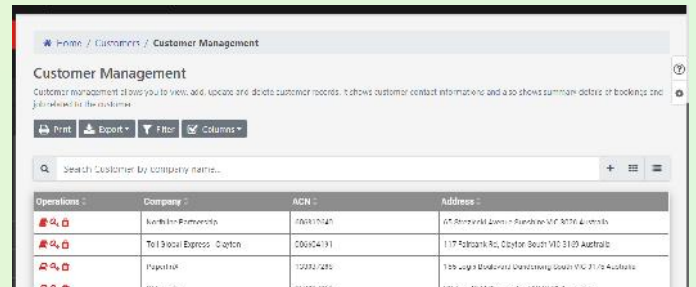


V. Add Contact, Customer, and Supplier

- 1 Click on Contacts > People Contacts. Tap on the "+Add Contact".



- 4 To **Create a New Customer Account**, click the Add button next to the Customer by contact name search bar to open the Add New Customer Form.



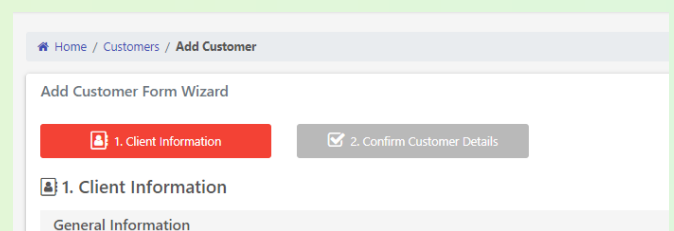
- 2 Fill out the required details.

- 3 Click "Save".

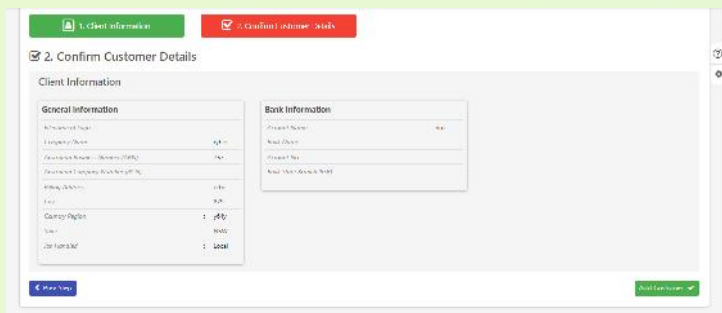


- 5 Supply the information required under Client Information.

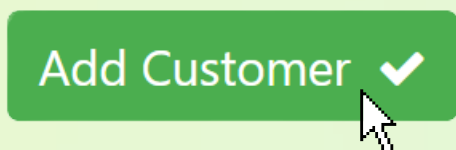
- Upload your company image logo as a file.
- Input the client's company name, contact name, ABN, CAN, contact number, mobile number, fax number, billing address, city, state, country region, operations Email, account email, and payment term.
- Click Next Step.



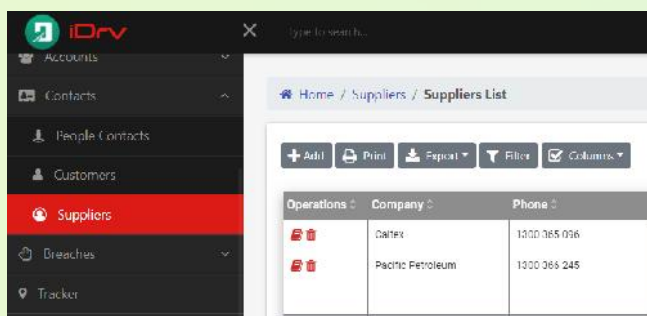
6 Proceed to Confirm Customer Details.



7 Verify all client details before submitting. Then Click Add Customer.



8 Click on Contacts > Suppliers.

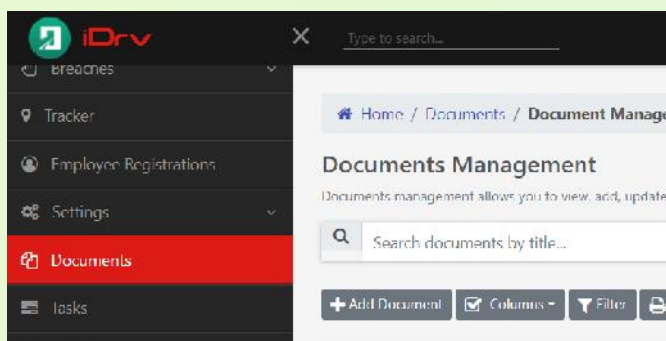


How to Add Document?



W. Adding Documents

1 Go to Documents. Click Add “+” button.

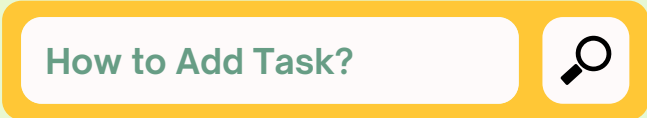
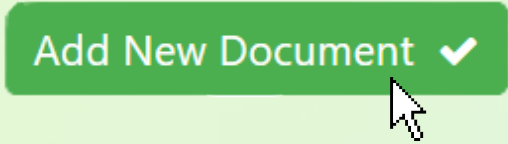


2 Next, fill in the Document Details and Body HTML text.



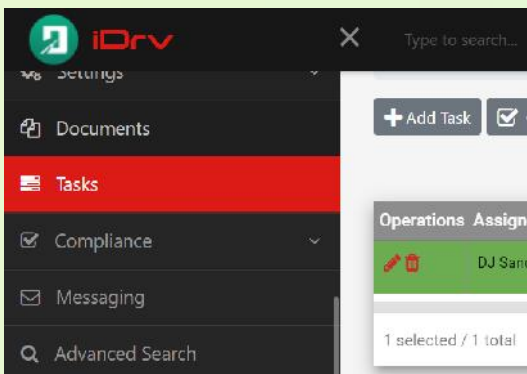
- 3 Click “Add New Document” to confirm. Allow Request Button (if necessary).

*The buttons allow for editing, viewing, and deleting.

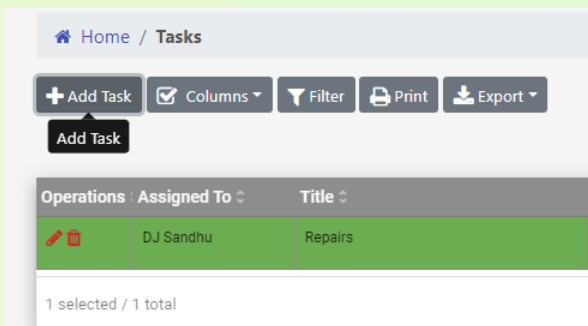


X. Adding Tasks

- 1 Go to Tasks.



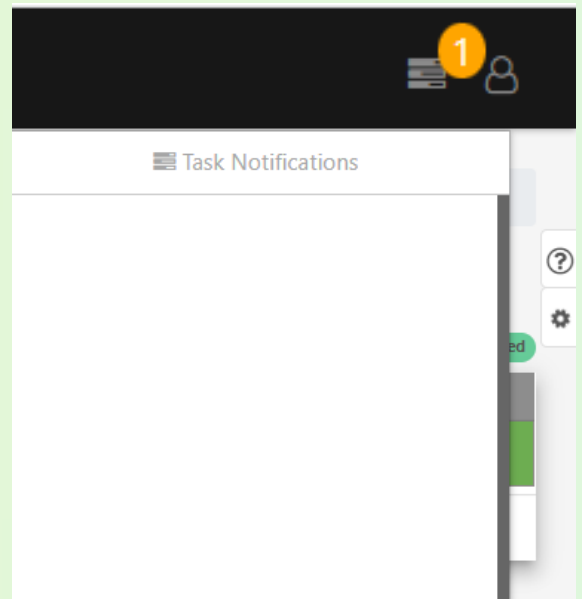
- 2 Click Add “+” button.



- 3 Fill out required fields and click “save”. You can also utilize the buttons for editing, and deleting.



- 4 The assigned person should check his task notifications which may appear at the upper right corner beside log out and account settings.



- 5 To complete the task, change the task status and percentage done. Save changes afterwards.

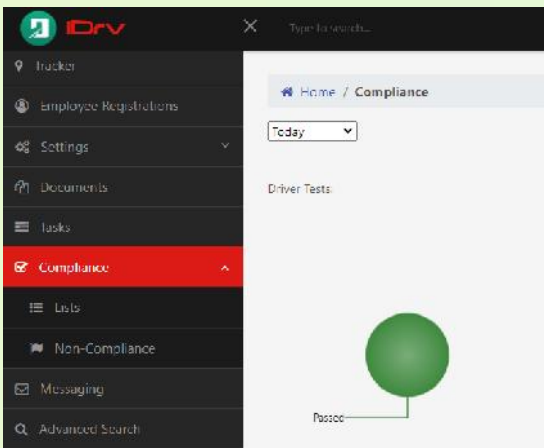


How to Add Non-Compliance Report?

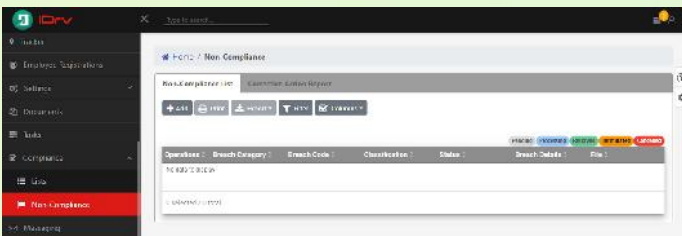


Y. Adding Non-Compliance Report

1 Go to Compliance.



2 Proceed to Non-Compliance and Click "+ Add".



3 Fill out the required fields and to Add New Non-Compliance Report (NCR).

Add New NCR

Breach Category* : Breach Code* : Breach Classification* :

Driver* : Fleet* : Customer* :

Breach Details* :

Note: * = required

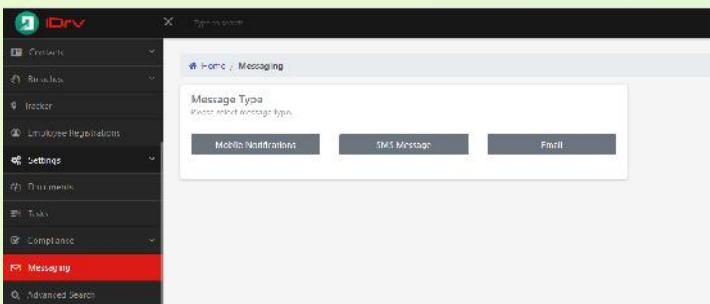
4 Review the complete details and click "Save".

Save

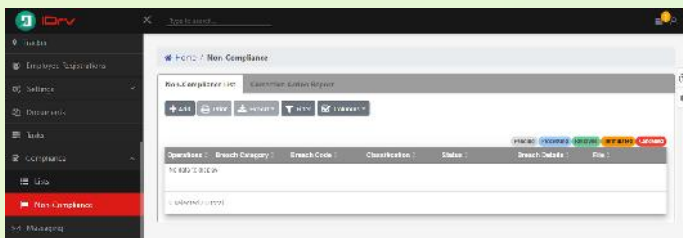


Z. Send a Mobile Notif, SMS, and Email

1 Go to Messaging Tab.



2 Click Mobile Notifications to send pop-ups or notifications to a certain driver or app user.



3 Select the recipient, then type your message. After inputting your message, click Send.

Mobile Notifications
Please enter message.

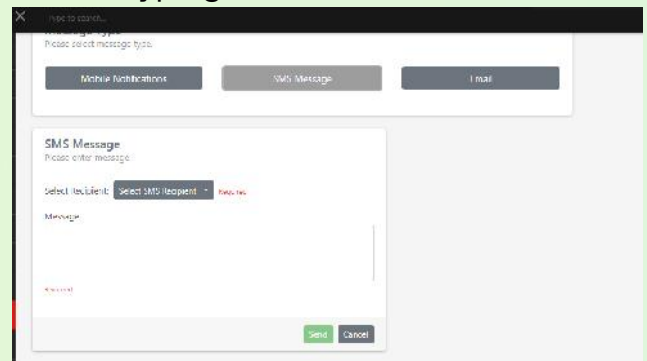
Select Recipient: Select Drivers Required

Subject:

Required.

Message

4 Click SMS to send a message to a driver or app user, and click send if done typing.



5 Click on the Email as the message type. Input the information needed. Review the information before sending it. Click Send.

Message Type
Please select message type.

Mobile Notifications SMS Message Email

Send Email Message
Please enter message.

Recipient:

Subject:

Rich text editor with icons for bold, italic, underline, link, unlink, list, and image.

Enter message here:

Send

6

Glossary

TERM	DESCRIPTION
<p>JOBS</p> <ul style="list-style-type: none"> ▶ Local ▶ Linehaul ▶ Empty Run 	<p>Movement of cargo between two major cities or ports</p>
<p>DRIVERS</p> <ul style="list-style-type: none"> ▶ License ▶ License Class ▶ Driver Standard ▶ ABN # ▶ Tax File # ▶ BFM ▶ JB NHVAS Cert # ▶ BSB 	<p>An official document that permits to operate something</p> <p>A specific class of your license that will depend on the state and territory</p> <p>The specific qualification of the driver that only knows where his limits</p> <p>Australian Business Number</p> <p>The number of the tax file</p> <p>Basic Fatigue Management</p> <p>JB National Heavy Vehicle Accreditation Scheme Certificate Number</p> <p>Bank State Branch</p>
<ul style="list-style-type: none"> ▶ C ▶ LR ▶ MR ▶ HR ▶ HC ▶ MC 	<p>Driver's License classes and condition codes across all states and territories of Australia</p> <p>Car</p> <p>Light Rigid</p> <p>Medium Rigid</p> <p>Heavy Rigid</p> <p>Heavy Combination</p> <p>Multi Combination</p>

TERM	DESCRIPTION
<ul style="list-style-type: none"> ▶ R-Date 	<p>Motorcycle or trike with an engine capacity not exceeding 660 ml and power-to-weight ratio less or equal to 150 kw/tonne</p>
<ul style="list-style-type: none"> ▶ R 	<p>Motorcycle</p> <p>Driver Standard (According to the National Heavy Vehicle Regulator)</p>
<ul style="list-style-type: none"> ▶ BFM 	<p>Basic Fatigue Management Standards</p>
<ul style="list-style-type: none"> ▶ AFM 	<p>Advanced Fatigue Management Standards</p>
<ul style="list-style-type: none"> ▶ Standard 	<p>Work and Rest hour requirements under standard hours</p>
<ul style="list-style-type: none"> ▶ Standard Bus 	<p>This apply to drivers who do not have accreditation for fatigue management</p>
<ul style="list-style-type: none"> ▶ Exception Hours 	
<h2>PAYROLLS</h2>	
<ul style="list-style-type: none"> ▶ Weekly Payrolls 	
<ul style="list-style-type: none"> ▶ Linehaul Payrolls 	<p>Results in 52 paycheck in a year</p>
<ul style="list-style-type: none"> ▶ Local Payrolls 	
<h2>INCIDENTS</h2>	
<ul style="list-style-type: none"> ▶ Traffic Ticket 	<p>Is a notice issued by the law enforcement indication violation of traffic laws</p>
<ul style="list-style-type: none"> ▶ Incident Report 	<p>Is a report with specific details regarding the incident</p>
<h2>FLEETS</h2>	
<ul style="list-style-type: none"> ▶ Fleet ID 	<p>An indication document about the fleet</p>
<ul style="list-style-type: none"> ▶ Rego 	<p>In Australia, all vehicles are registered in a state or territory. Short term for "The Registration"</p>
<ul style="list-style-type: none"> ▶ ETAG # 	<p>An electronic device that accurately calculate the tolls in the travel</p>
<ul style="list-style-type: none"> ▶ Engine # 	<p>Indication number on the engine of a vehicle.</p>
<ul style="list-style-type: none"> ▶ VIN # 	<p>An identifying code for a certain automobile that consists of 17 characters and is unique to each vehicle.</p>

TERM	DESCRIPTION
▶ Marker Value	The price value of the asset in the market
▶ Odometer	Instrument used to measure the distance traveled by vehicles
▶ Fleet Types	
▶ Subtypes	
▶ Tyre	The outer part of a wheel
▶ Fuel	A substance that releases energy as a heat and used for work
▶ Fuel Card #	A card used for payment for gasoline, diesel, and other fuels
▶ Pallets	A flat wooden structure that is used to transport heavy objects
▶ GCM	Gross Combination Mass
▶ GVM	Gross Vehicle Mass
▶ Tare	The weight of the empty vehicle with only 0-10 litres of fuel
▶ Width	The horizontal measurement
▶ Height	The upward measurement in the highest point
▶ Payload	The load carried by the vehicle for specific operations
▶ Mileage	The number of total miles traveled
▶ Load	The money lent at interest
▶ Repayments	The process of making the return payment to
▶ Registration Cost	The cost of the registration fee
▶ Insurance Cost	The cost of the insurance fee
FLEET TYPE	
▶ Car	A four wheeled vehicle used for transportation
▶ Rigid	Mostly used to describe for buses
▶ Prime Mover	A powered vehicle where trailers are connected and used for heavy materials
▶ Trailer	An unpowered vehicle pulled by a prime mover or an powered vehicle
▶ Dolly	A small truck used for moving heavy construction materials
REPORTS	
▶ Job List	The list of jobs which includes their requirements and information
▶ Training Register	
▶ Training Matrix	Used as visual tool for employees' skill level, strengths and weaknesses

TERM	DESCRIPTION
<ul style="list-style-type: none"> ▶ Induction ▶ Skills Assessment ▶ Toolbox Register ▶ NHV Changes ▶ NHV Current Vehicles ▶ NHV Disposed Vehicles 	<p>The process of introducing newemployees and adjust to their newroles</p> <p>This assessment of skilled made by the authorities</p>
<h3>SETTINGS</h3>	
<ul style="list-style-type: none"> ▶ Payroll Setting ▶ Hourly Rate ▶ MC Rate ▶ HC Rate ▶ Tax Rate ▶ Night Allowance Rate ▶ Meal Allowance Rate ▶ Loading-Unloading Rate 	<p>The amount of money earned every hour</p> <p>The percentage where an individual is taxed</p> <p>The percentage for the night allowance</p> <p>The percentage for the meal allowance</p> <p>The percentage for the loading-unloading</p>
<h3>JOB COST DEFAULT</h3>	
<ul style="list-style-type: none"> ▶ General Rates ▶ Pallet Dimension ▶ Pallet Weights ▶ Load Default Rates ▶ Overnight Holding Rates ▶ DG Rates ▶ Demurrage Rates ▶ Waiting Time Rates 	