

JobsPOV

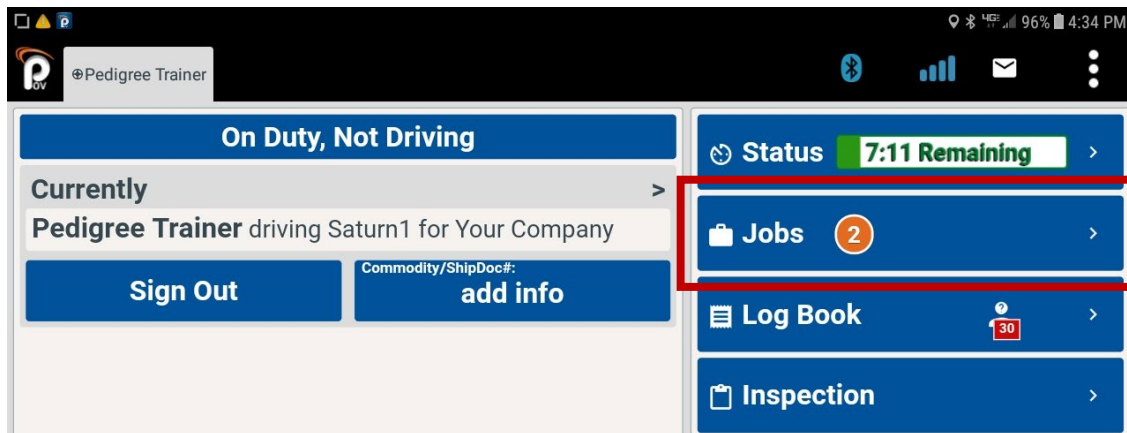
This document will cover how to use the Jobs feature of the POV Android application. (For information or training on the e-log portion of POV, see the help tab on the homepage of the POV app or the help tab in OneView.) This document will demonstrate completing a job, navigating to job locations, filling out forms within the job, and self-dispatching/creating a new job within the POV application.

Jobs Tab

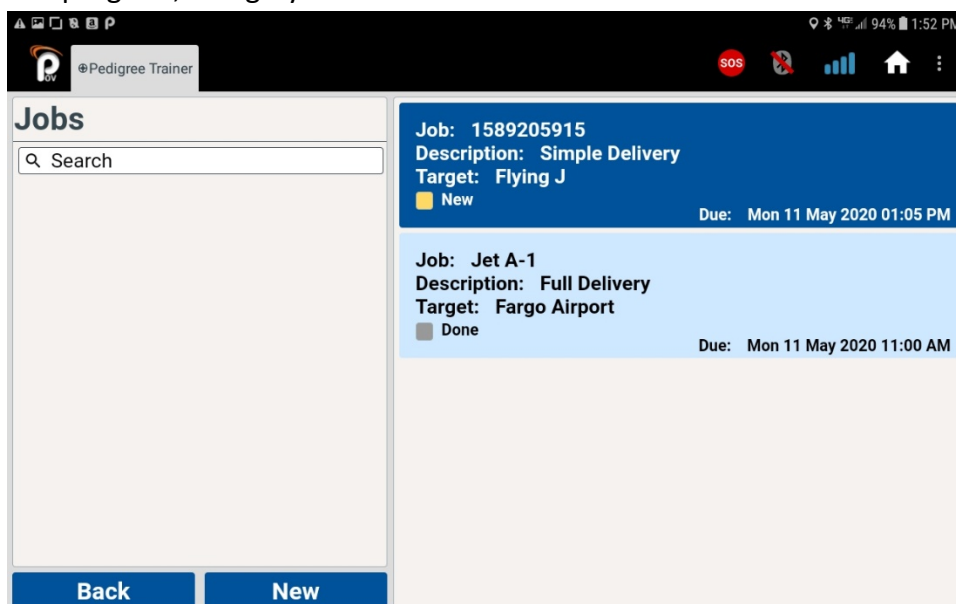
The number of jobs a driver has assigned to them will display on the Jobs tab on the home page of the POV app. This number will update throughout the day as jobs are completed or new jobs are assigned to the user.

Job Steps for Completion

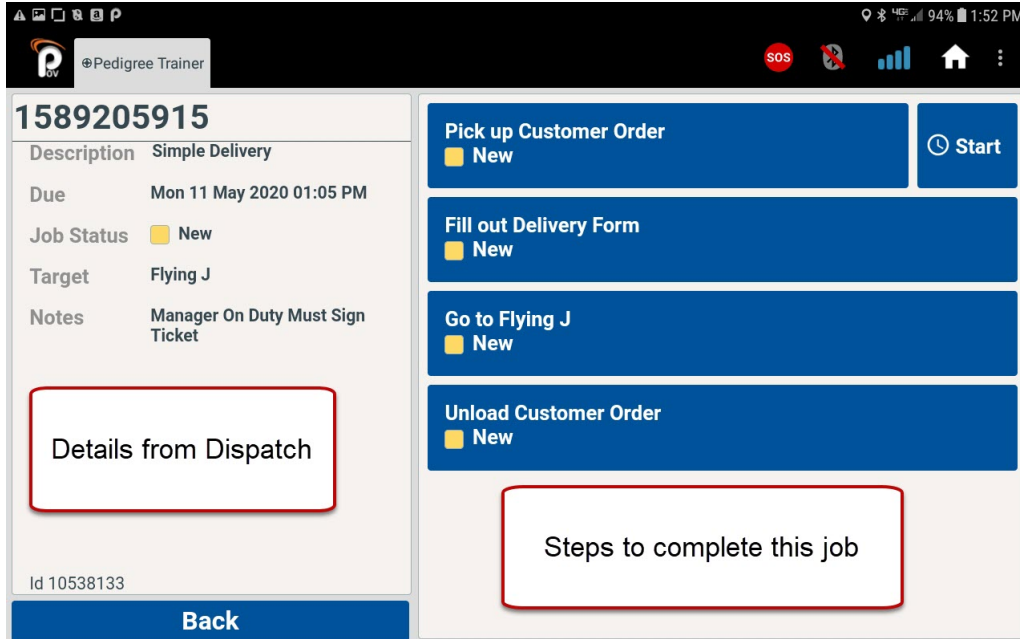
1. Start by tapping on the **Jobs** tab.



2. All of the jobs assigned to the driver will appear. The jobs will display in the order they were assigned by the dispatcher. New jobs will appear a darker blue. Once a job is completed, it will change color (light blue) and move to the bottom of the list. Job status shows a color block, yellow = new, blue = in progress, and gray = done.



3. Click on a job to see the details and tasks to complete. Click on a task/step on the right. Tasks will be listed in order of steps for completion. Driver's may or may not be able to complete tasks out of order.



1589205915

Description Simple Delivery

Due Mon 11 May 2020 01:05 PM

Job Status ■ New

Target Flying J

Notes Manager On Duty Must Sign Ticket

Details from Dispatch

Id 10538133

Back

Pick up Customer Order
■ New Start

Fill out Delivery Form
■ New

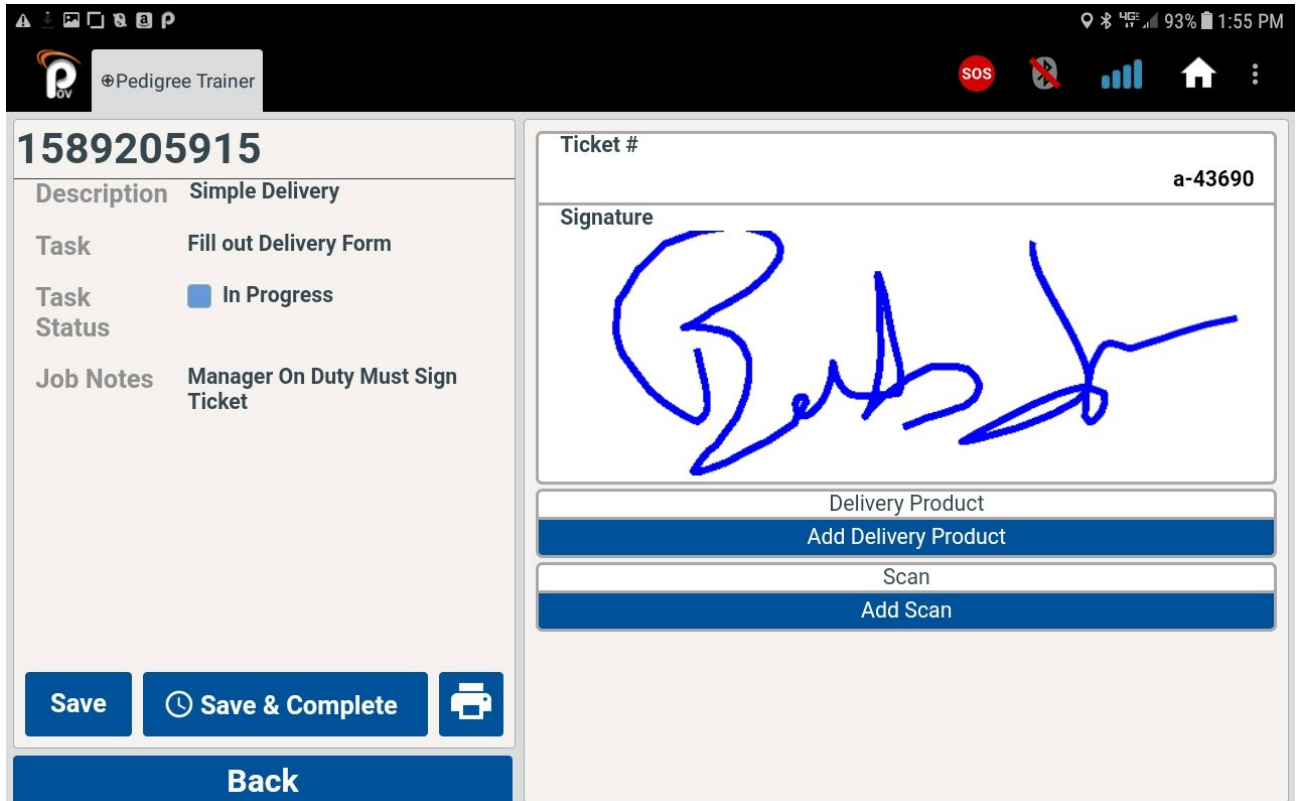
Go to Flying J
■ New

Unload Customer Order
■ New

Steps to complete this job

4. After clicking on a task/step, you will see further instructions, a form to fill out, a location to navigate to or other steps to take to fulfill this step and move on.

(Example of form)




1589205915

Description Simple Delivery

Task Fill out Delivery Form

Task Status ■ In Progress

Job Notes Manager On Duty Must Sign Ticket

Save Save & Complete 

Back

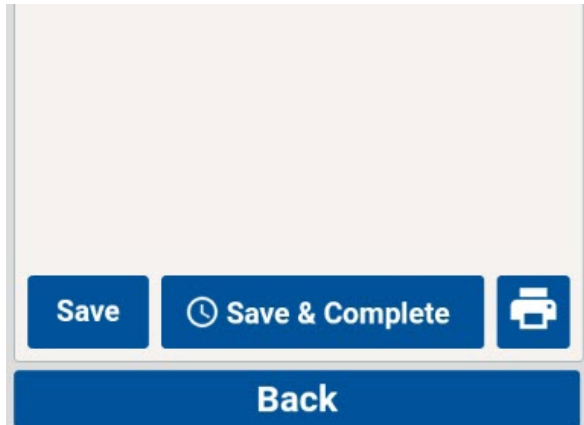
Ticket # a-43690

Signature

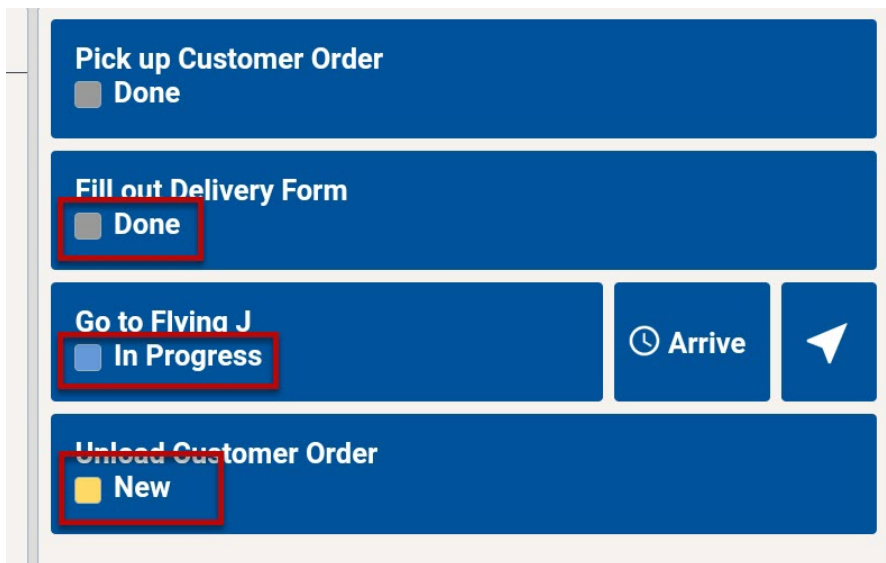
Delivery Product
Add Delivery Product

Scan
Add Scan

5. Save & Complete tasks can be just saved and returned to later, or Save & Complete will save the form and mark the step as done.



Steps will contain a status badge color: yellow = new, blue = in progress, and gray = done.

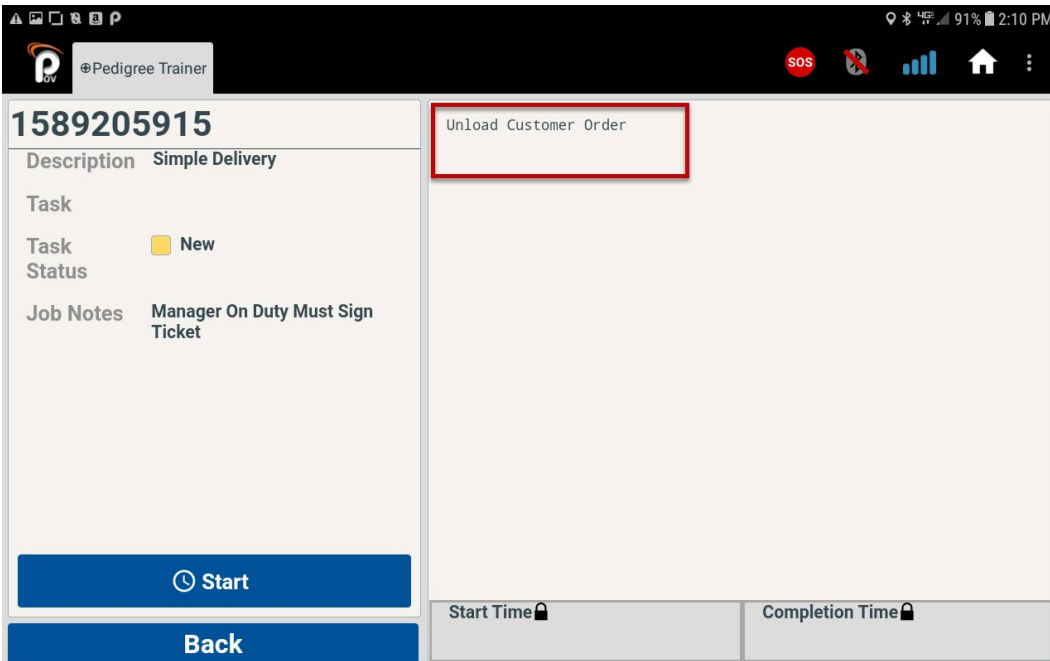


Task Types

There are different types of tasks that you may see in your list of tasks for completion. Your actual tasks may differ from job to job. The following types of tasks are the most common. See your training manager or dispatcher for specific training on your actual regular job tasks.

Work to Do

These steps will be named similar to “Pick up fuel” or “unload fuel” or “work to do”. Click on these tasks and you will see a page of information describing what you need to do, quantities or products to pick up or deliver, or other general information you need to know about this job. Choose the Start button to begin the task timer.



1589205915

Description Simple Delivery

Task

Task Status ■ New

Job Notes Manager On Duty Must Sign Ticket

Unload Customer Order

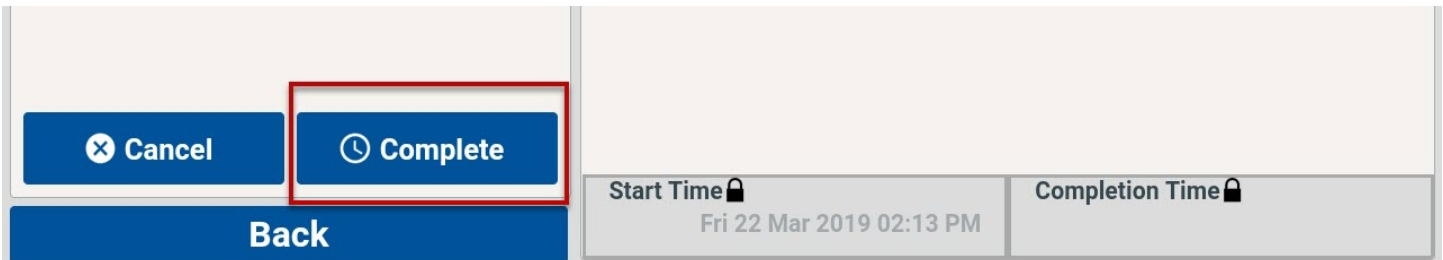
Start Time

Completion Time

Start

Back

After completing the task, choose the Complete button. This will mark the time you finished this task. Cancel will allow you to delete progress on this task and start over.



Cancel

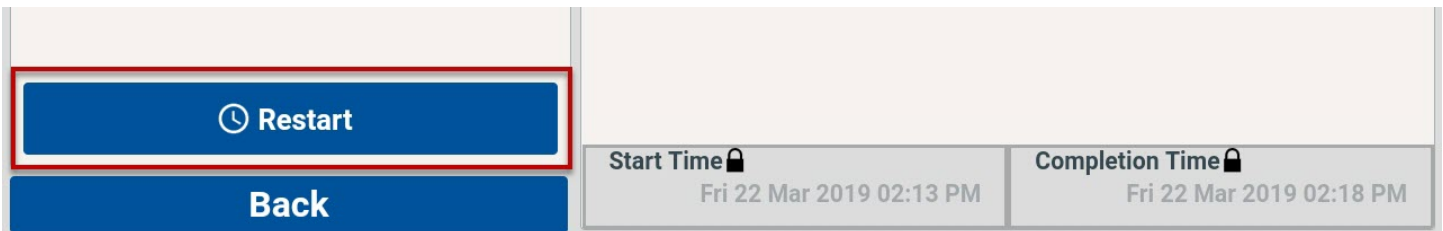
Complete

Start Time Fri 22 Mar 2019 02:13 PM

Completion Time

Back

Once a “work to do” task is completed, you can view the start and completion times by tapping on the task. If you need to restart the task, use the restart button. If you need to adjust the times, tap in the start or completion time fields to over-ride the time (only if your company has given you special permission to over-ride task time).



Restart

Start Time Fri 22 Mar 2019 02:13 PM

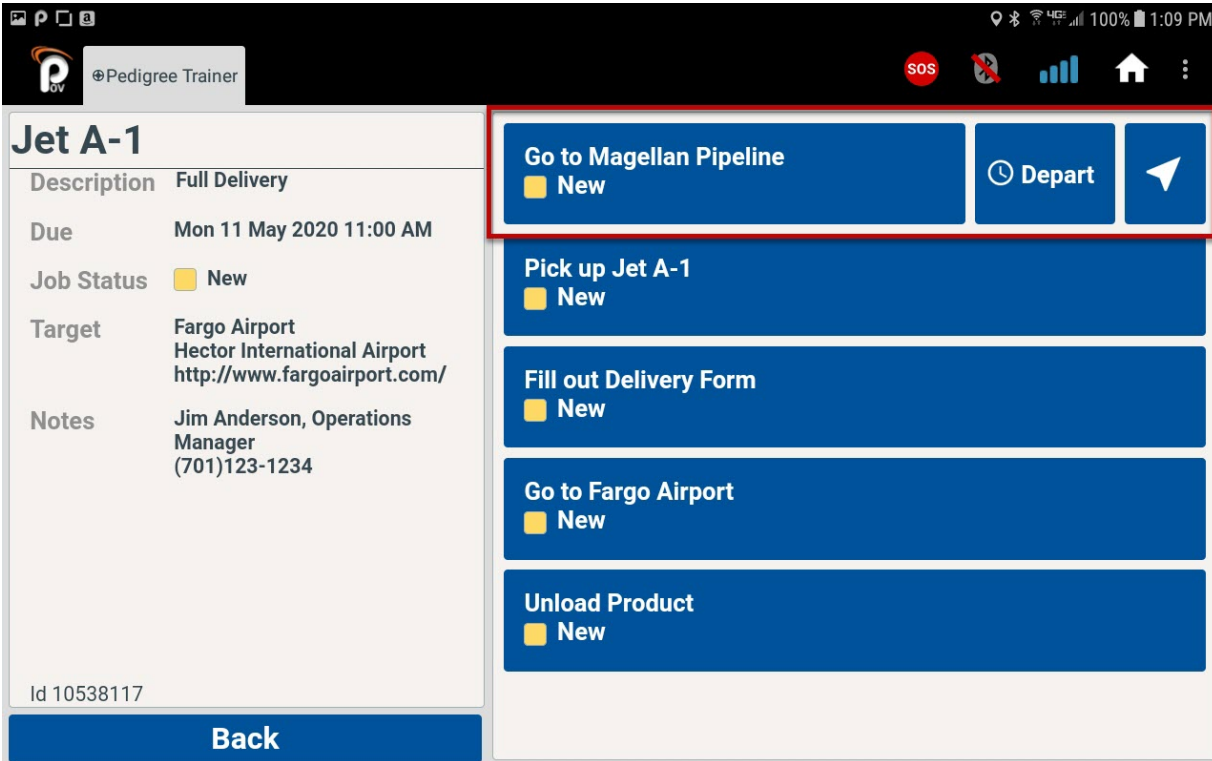
Completion Time Fri 22 Mar 2019 02:18 PM

Back

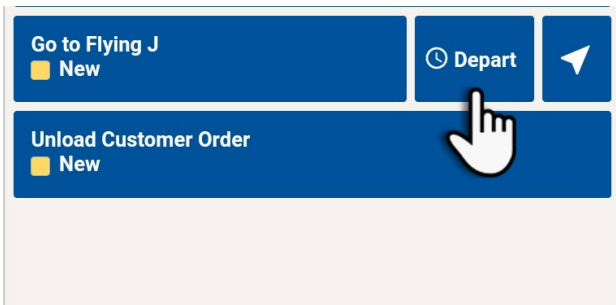
NOTE: The name of the “work to do” task could also be the type of product you will be picking up or delivering. Every job is different.

Go To/Navigate

The Go To tasks are navigation to locations where you will pick up or deliver your products, or go to do your work tasks. Navigate tasks work with your tablet's installed navigation app, either Google Maps® or Magellen®. If you do not have a navigation app on your tablet, the “**Navigate**” button will not activate any map or include any driving direction actions.

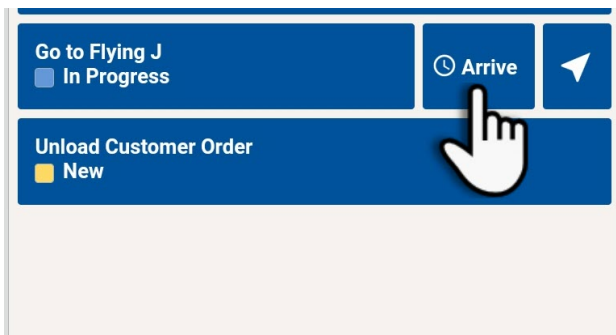


The screenshot shows the OneView JobsPOV app interface. At the top, there's a status bar with various icons and a battery level of 100%. Below the status bar, the app header shows the Pedigree logo and 'Pedigree Trainer'. The main content area is divided into two sections. On the left, a task card for 'Jet A-1' is displayed, showing details like 'Description: Full Delivery', 'Due: Mon 11 May 2020 11:00 AM', 'Job Status: New', 'Target: Fargo Airport', and 'Notes: Jim Anderson, Operations Manager'. On the right, a list of tasks is shown, each with a 'Go to' button and a 'New' status. The tasks are: 'Go to Magellan Pipeline', 'Pick up Jet A-1', 'Fill out Delivery Form', 'Go to Fargo Airport', and 'Unload Product'. A red box highlights the 'Go to Magellan Pipeline' button, the 'Depart' button, and a navigation arrow icon.



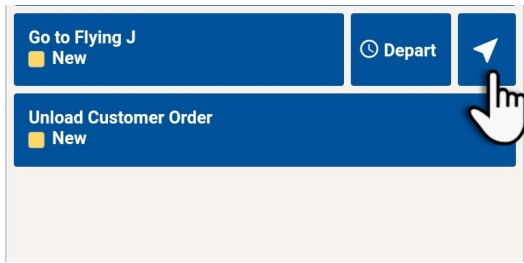
This screenshot shows a close-up of the task list. The first task is 'Go to Flying J' with a 'New' status. Below it is 'Unload Customer Order' with a 'New' status. A hand icon is pointing at the 'Depart' button, which is located between the two task cards.

Choose “**Depart**” to start your task timer. This time will mark in the system as the starting time of this navigation step.



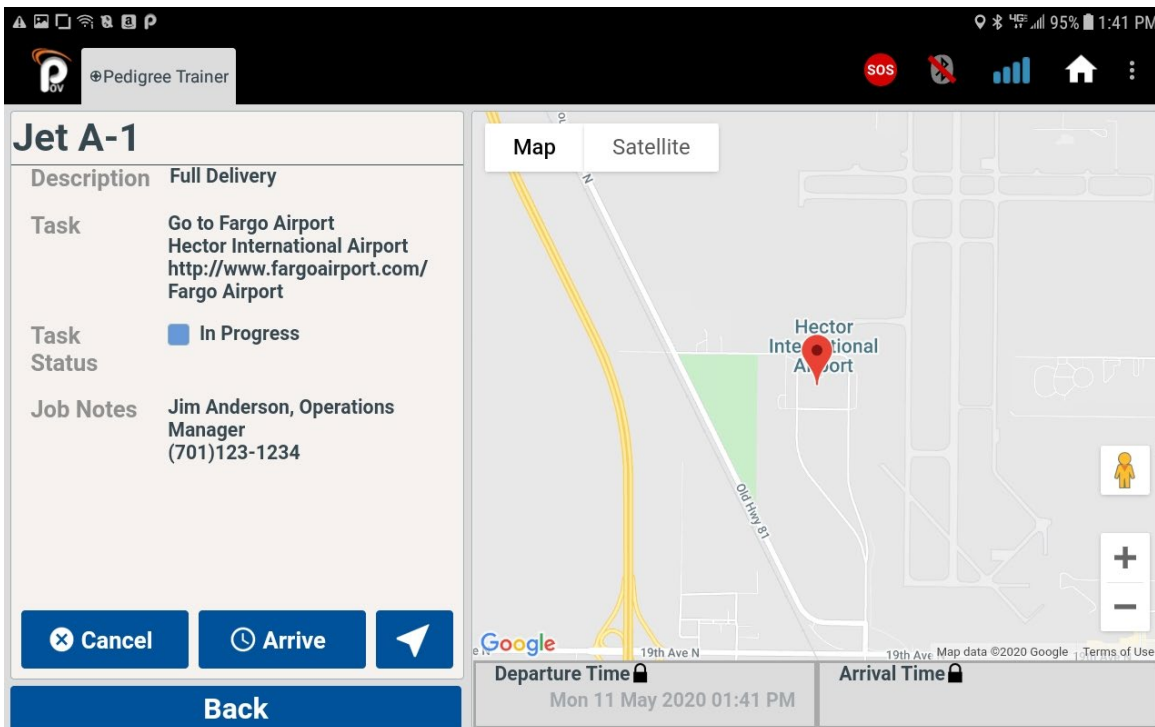
This screenshot shows the same task list as the previous one, but now the 'Go to Flying J' task has an 'In Progress' status. A hand icon is pointing at the 'Arrive' button, which is located between the two task cards.

Choose “**Arrive**” when you reach your destination. This will add an end time or arrival time to your navigation step.



Click “**Navigate**” to open tablet’s separate navigation app and get turn by turn directions to the location.

If you click on the Go To task, instead of completing the tasks on the list view as previously shown, you may see a map in pin showing the location of your location, or you may not see a map, it depends on your tablet and what navigation apps are installed. You can use the Depart and Arrive buttons as well as the navigation arrow icon inside this page also.



Use the “**Back**” button to navigate away from this page, back to the previous list of tasks, or back again to the list of jobs.

Fill Out Form

The task that has the most variety is the fill out forms. These forms may be custom to your carrier, or they may be similar to the form listed below. The most common fields you may need to fill out on the form are

[Text entry](#)

[Select from a list](#)

[Number entry](#)

[Date/Time entry](#)

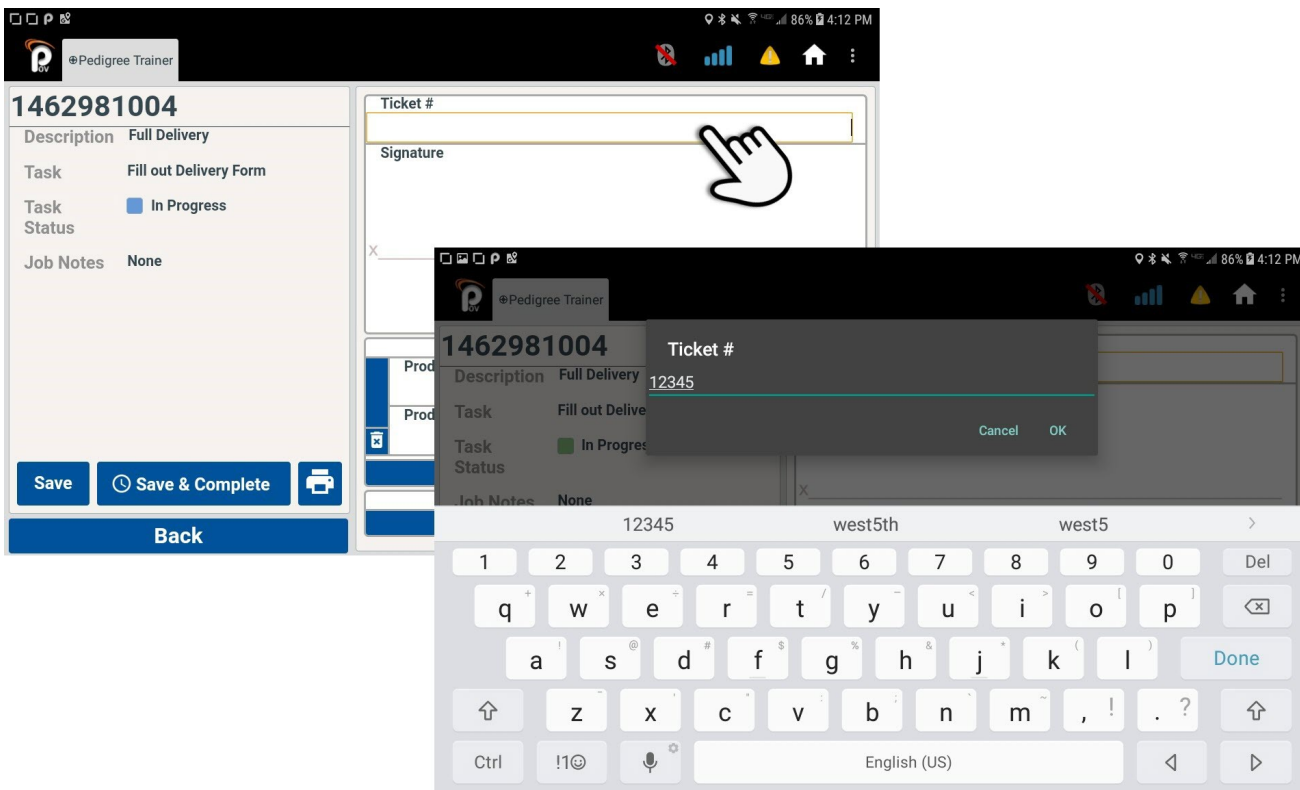
[Signature](#)

[Scan/Upload file](#)

[Landmark Selector](#)

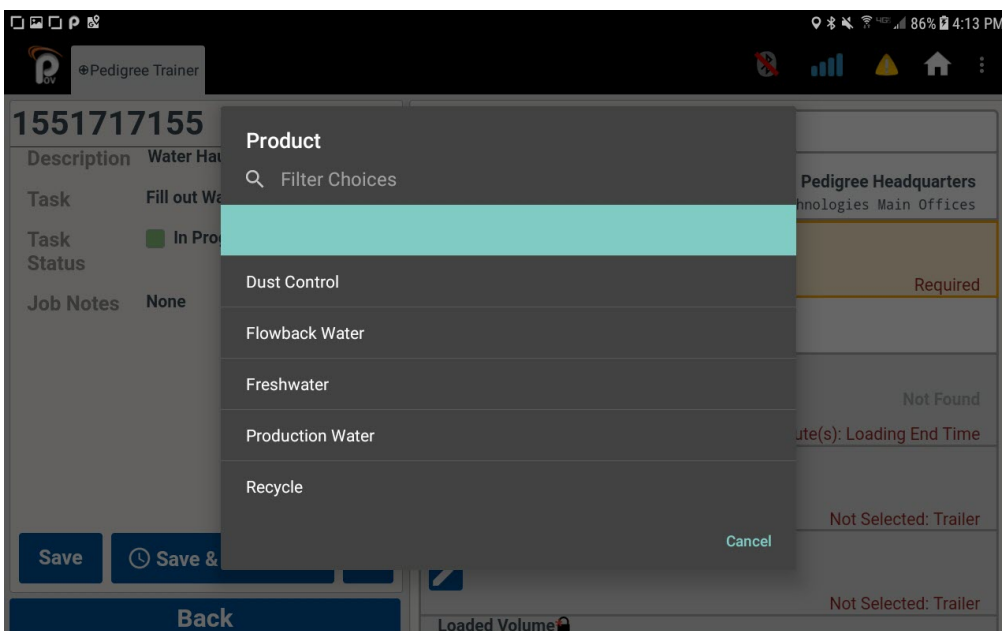
Text Entry

Some form fields are text entry fields. Tap on the field and your keyboard will appear, allowing you to type any letters, numbers, or characters as needed into the field.



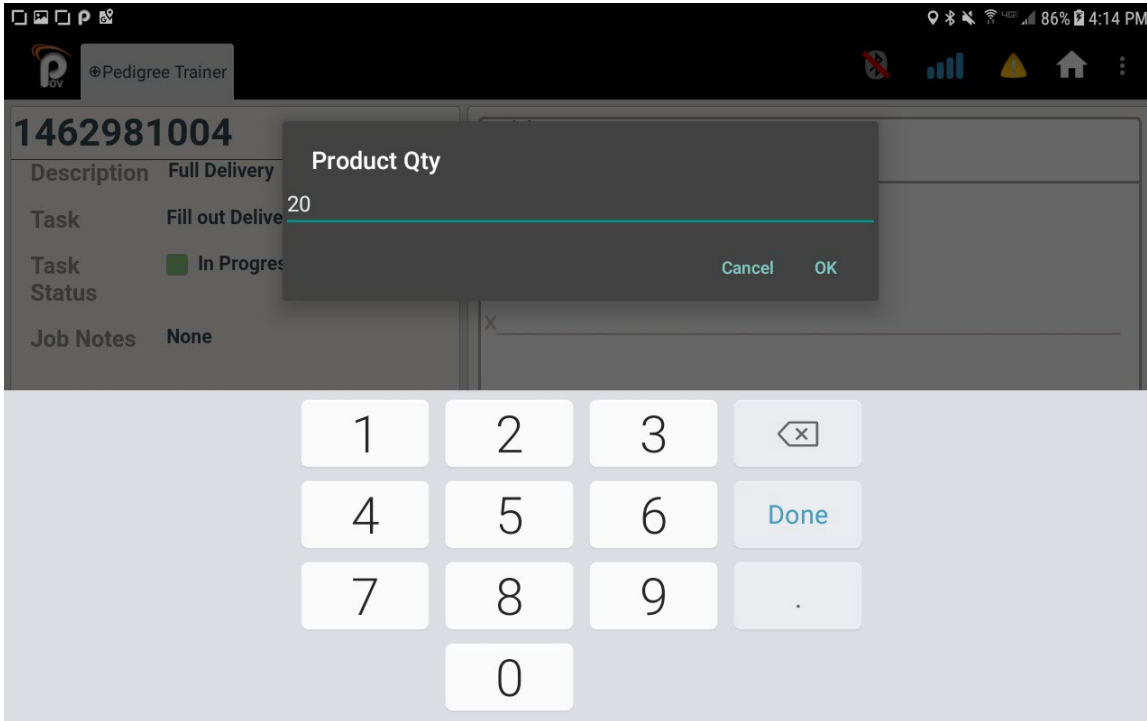
Select from a List

A form may have a list of options to choose from on some fields. Tap in the field and choose the option from the list.



Number Entry

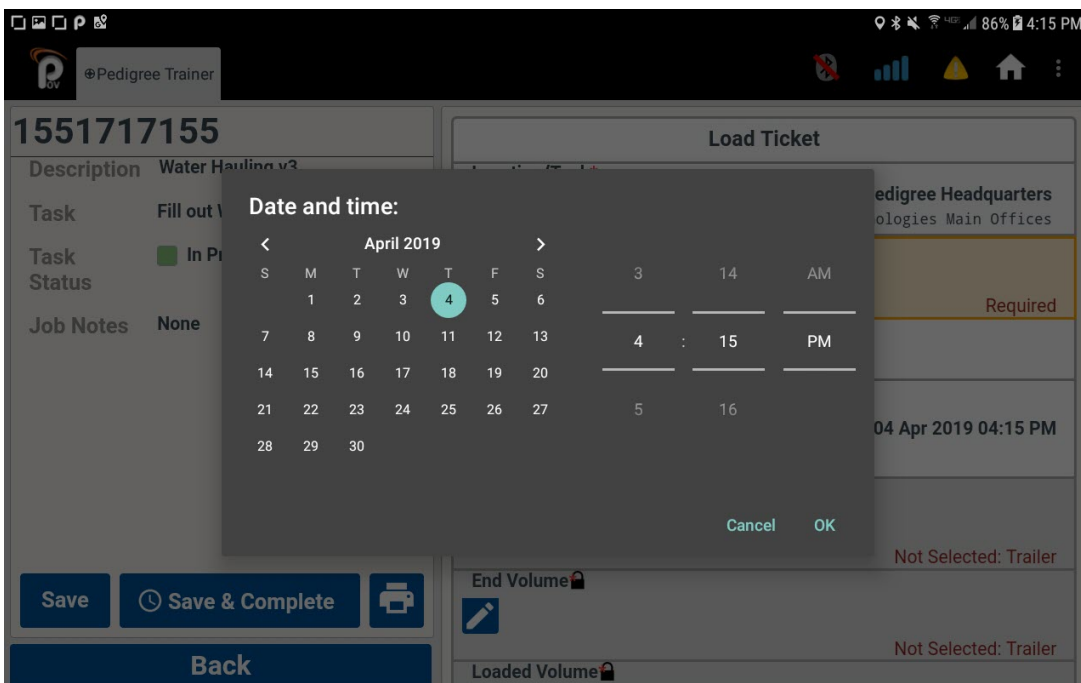
For fields that just require numbers, like quantity, cost, or other items, tap in the field and your number keyboard will appear. Add the digits and tap OK.



The screenshot shows the 'Pedigree Trainer' app interface. A 'Product Qty' dialog box is open, displaying the number '20' in a text field. Below the text field is a numeric keypad with digits 1 through 9, 0, a backspace button (X), and a 'Done' button. The background shows a form with fields for 'Description', 'Task', 'Task Status', and 'Job Notes'.

Date/Time Entry

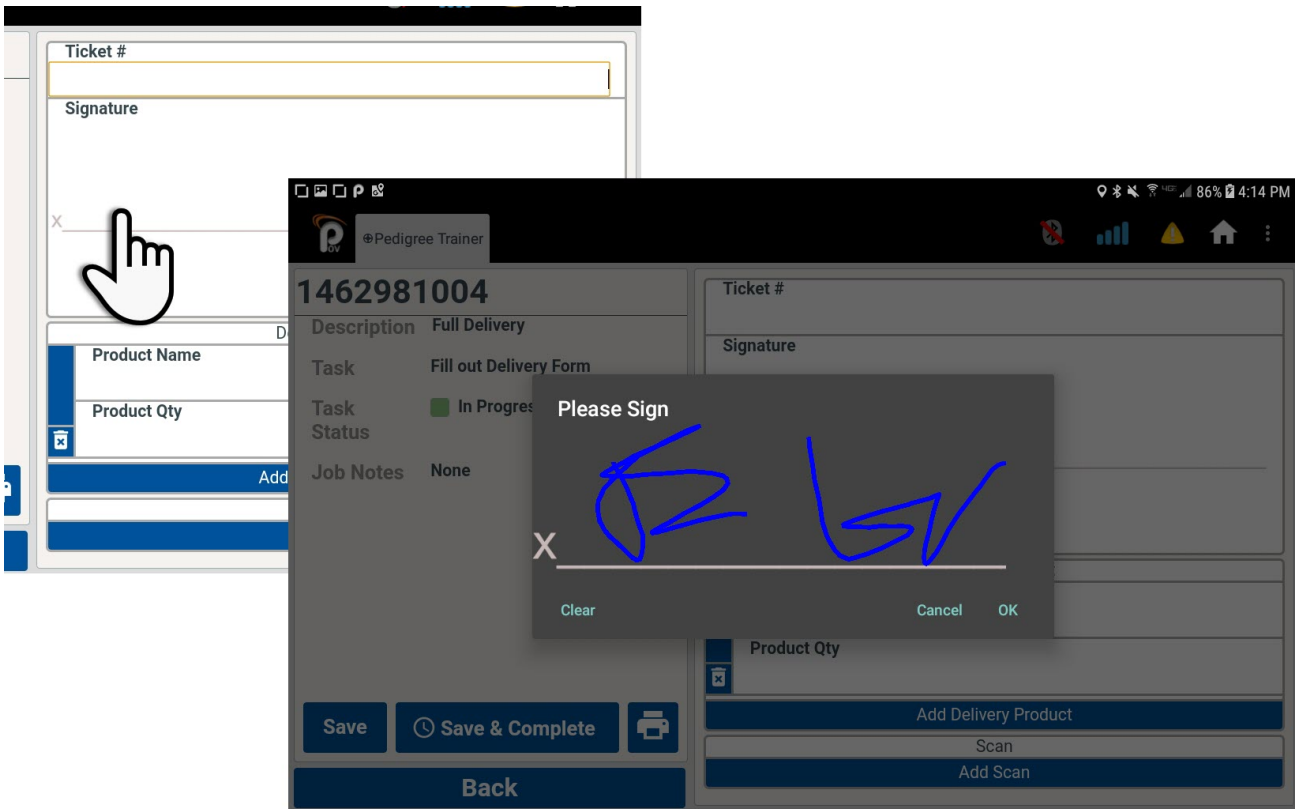
On any field that needs a date or time, there will be a “Now” button to add the current date and time, or tap anywhere in the field to bring up a calendar and time clock to choose a custom date and time.



The screenshot shows the 'Pedigree Trainer' app interface. A 'Date and time' dialog box is open, displaying a calendar for April 2019. The date '4' is selected. To the right of the calendar is a time picker showing '3:14 AM'. Below the time picker are fields for 'End Volume' and 'Loaded Volume', both marked as 'Not Selected: Trailer'. The background shows a form with fields for 'Description', 'Task', 'Task Status', and 'Job Notes'.

Signature

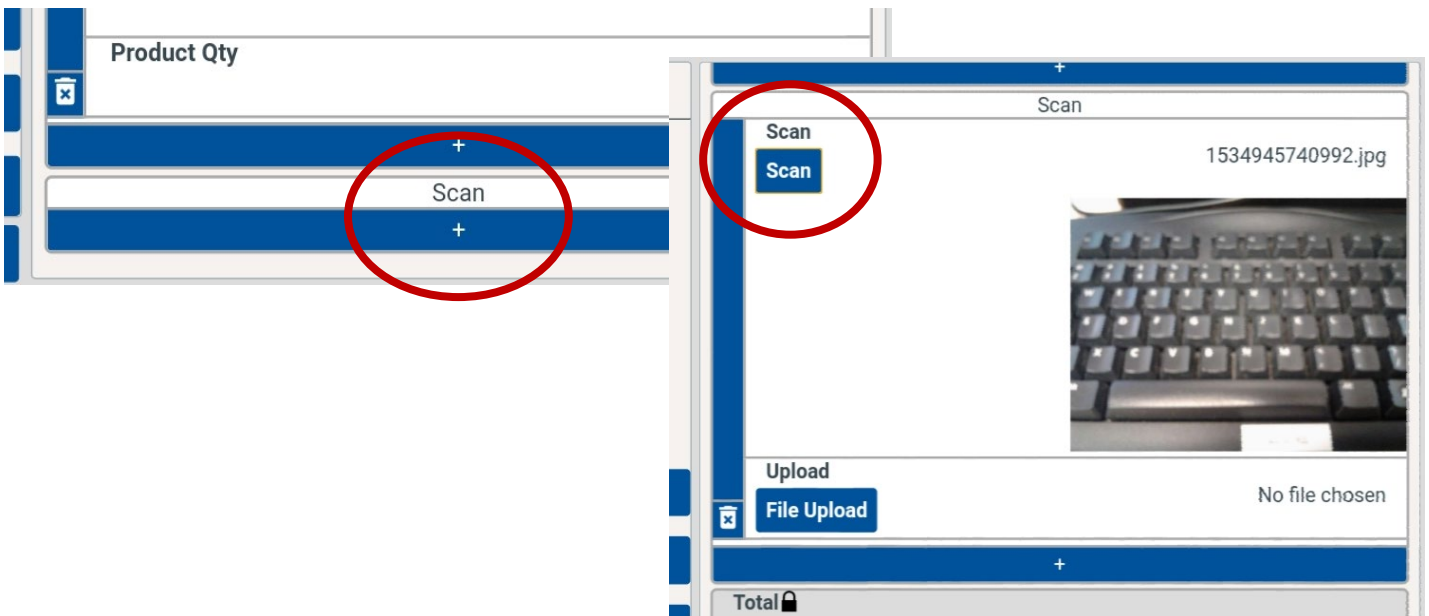
If you need a signature, tap in the Signature box and you or your customer can sign in the “Please Sign” box. Tap OK to add the signature to the form.



The screenshot shows the OneView JobsPOV app interface. A 'Please Sign' dialog box is overlaid on the form, displaying a blue signature. The form fields visible include Ticket #, Signature, Product Name, Product Qty, Task (Fill out Delivery Form), Task Status (In Progress), and Job Notes (None). The dialog box has 'Clear', 'Cancel', and 'OK' buttons. The app's status bar at the top shows the time as 4:14 PM and battery level at 86%.

Scan/Upload File


In the Scan field, you can use the Scan button to use the tablet's camera to take a photo or if you have a file saved on your tablet, you can upload it to your form. You can upload more than one photo or file by using the + bar to add another scan section.



The screenshot shows the OneView JobsPOV app interface. A red circle highlights the 'Scan' button in the 'Scan' field. Below the 'Scan' button, there is an 'Upload' section with a 'File Upload' button. The 'Scan' field displays a photo of a keyboard with the filename '1534945740992.jpg'. The 'Upload' section shows 'No file chosen'. The app's status bar at the top shows the time as 4:14 PM and battery level at 86%.

Landmark Selector

If you need to add your current location, well site, rig site, or the customer location to a field in your form, you will have the ability to use your current location or search for a landmark when you tap on that location field.



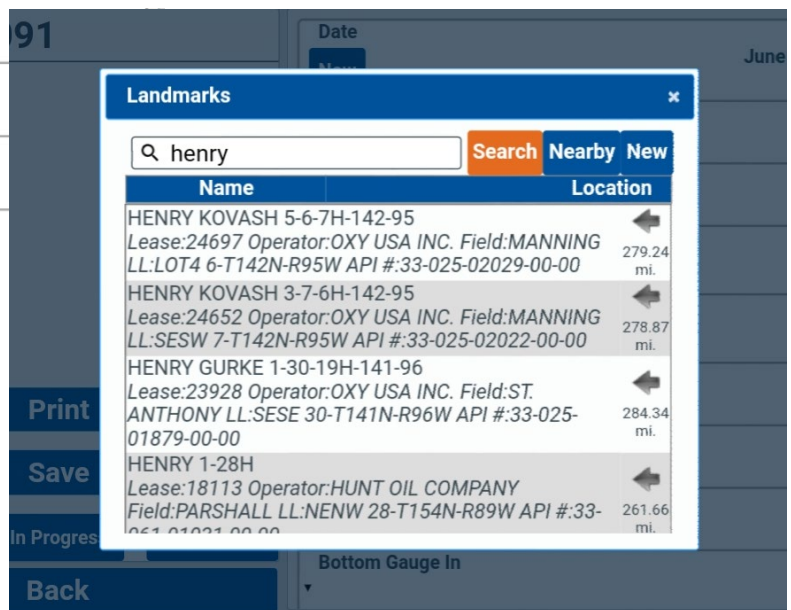
WORK DONE

Hauled From

Hauled To

Top Gauge Ft

Type the name of the landmark in the Search field, or use the Nearby option to see Landmarks that are close to your location.



91

Date

June

Landmarks

Q henry **Search** **Nearby** **New**

Name	Location
HENRY KOVASH 5-6-7H-142-95 Lease:24697 Operator:OXY USA INC. Field:MANNING LL:LOT4 6-T142N-R95W API #:33-025-02029-00-00	279.24 mi.
HENRY KOVASH 3-7-6H-142-95 Lease:24652 Operator:OXY USA INC. Field:MANNING LL:SESW 7-T142N-R95W API #:33-025-02022-00-00	278.87 mi.
HENRY GURKE 1-30-19H-141-96 Lease:23928 Operator:OXY USA INC. Field:ST. ANTHONY LL:SESE 30-T141N-R96W API #:33-025-01879-00-00	284.34 mi.
HENRY 1-28H Lease:18113 Operator:HUNT OIL COMPANY Field:PARSHALL LL:NENW 28-T154N-R89W API #:33-051-01021-00-00	261.66 mi.

Print

Save

In Progress

Back

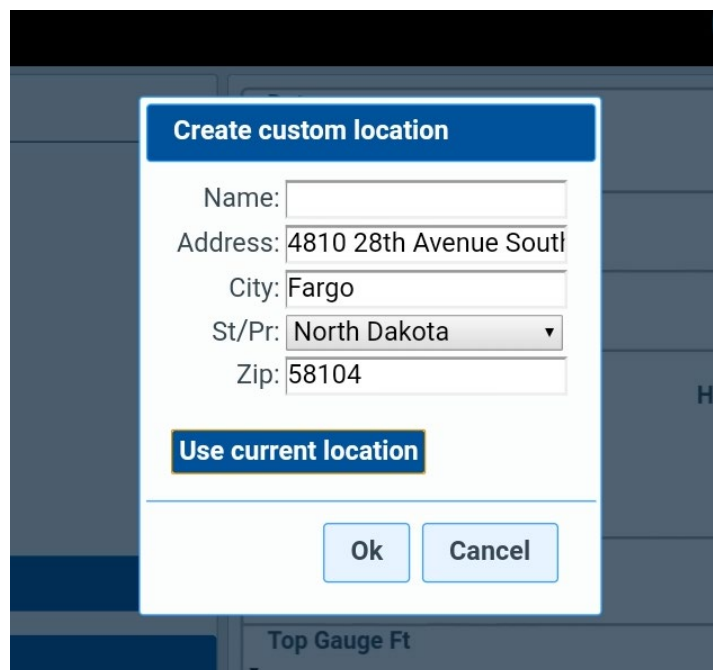
Bottom Gauge In



Nearby New

Location

Use the "New" button to create a custom Location or use your current location



Create custom location

Name:

Address:

City:

St/Pr:

Zip:

Use current location

Ok Cancel

Top Gauge Ft

Tips:

Back Button: use the Back button to return to the previous screen

Save Button: on forms, always tap Save to save any information you have entered.

Print: on any form, the print button will allow you to connect to a known printer to print out the form. It must be a known printer that has been connected to your tablet. The feature may not be set up for your tablet.

Delete added options: If you use the + bar to add new entry fields, you will also see a garbage can icon that allows you to delete any added fields. This is common for the Scan option or Product & Quantity fields.

Overwrite field: tap on any field that you have already entered information and you can change the information to something else.

Navigation apps open in a new window. To get back to POV, use the open windows icon on your tablet and you will see a POV window that you can select to return to POV.

Change Progress: Just like you tap In Progress or Done to mark your progress on any step, you can also change a step back to New by tapping on New in the lower left corner of any job.