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Digital Library

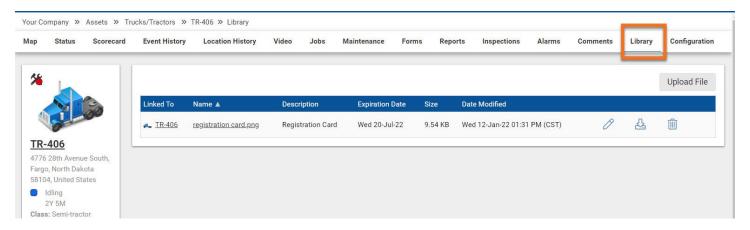
The Library feature allows companies to manage the digital distribution of files in OneView and in POV. Use the library to store documents or images in OneView, or use it to send important documentation directly to the driver's tablet based on what assets they select, what carrier they select, what jobs they are assigned and also based on the driver's login.

Library Tab in OneView

Assets, Users, Regions, Landmarks, Groups, Reporting Locations, and Carriers will all have a Library tab in OneView. Click the Library tab to view any files that have been uploaded and assigned to it. Users with permission to manage the file uploads will be able to add files, delete files, and manage the details of the expiration dates, and who or what the files are assigned to. Users that have access to the library but not permission to manage files will be able to view and download the files only.

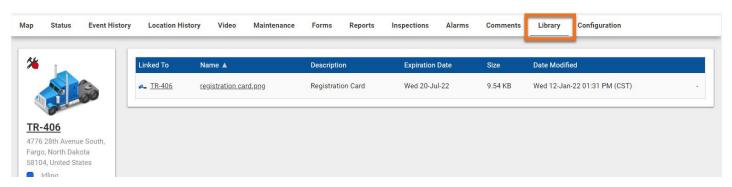
Library Tab (with management permission)

Users with permission to manage the library will see the Upload button and edit/delete buttons when looking at the library.



Library Tab (without management permission)

Users with permission to see the library but not manage or edit will only be able to view the assigned files and click the file link to download. They cannot make any changes to the library. (Not all users will have permission to view the library.)



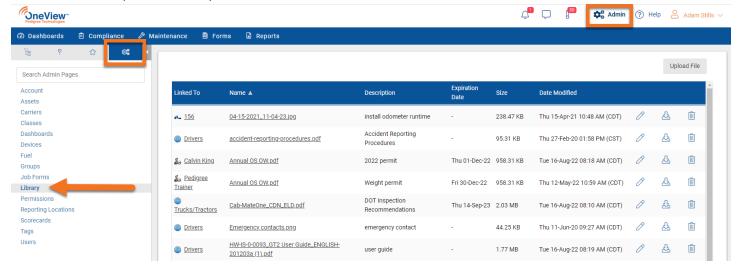
Digital Library Administration

Users with Library Administration permission will have a Library tab in their Admin Upload tab. This is an area to manage all uploaded files, however the files can also be managed on any individual library tab.



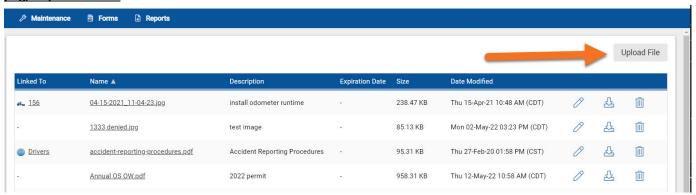
To find the Library Admin Tab

Choose Admin >> Upload >> Library



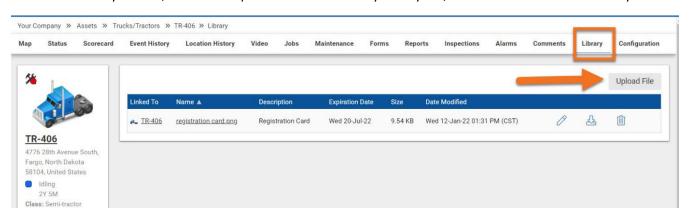
Add Files to Library

1. From the library tab, use the Upload File button to add a new file to the library. File size is limited to 10 MB and jpg, png, or pdf formats.



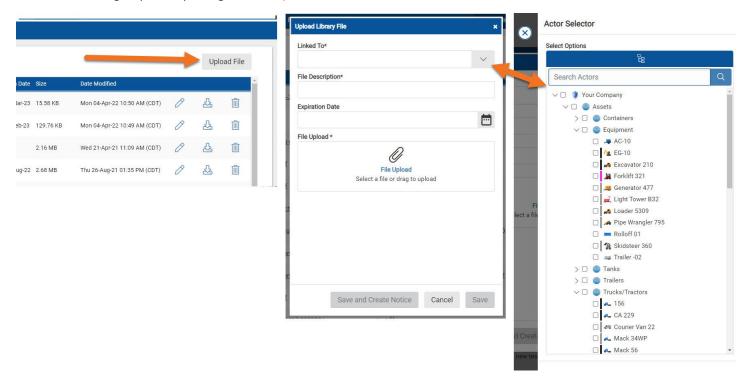
2.

a. For library admins, there is an Upload File button on any Library tab, in addition to the Admin Library.

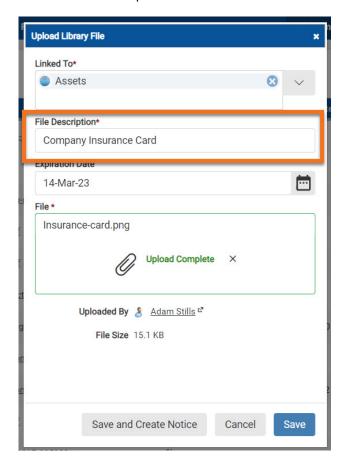




3. Choose which assets, landmarks, regions, or users to associate this file to. (See later instructions to associate a file to carriers, groups or reporting locations.)

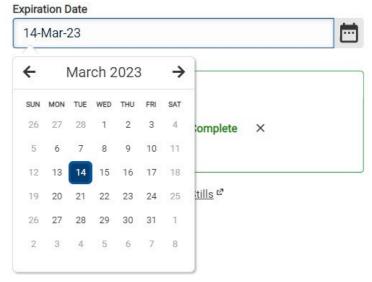


4. Add a File Description

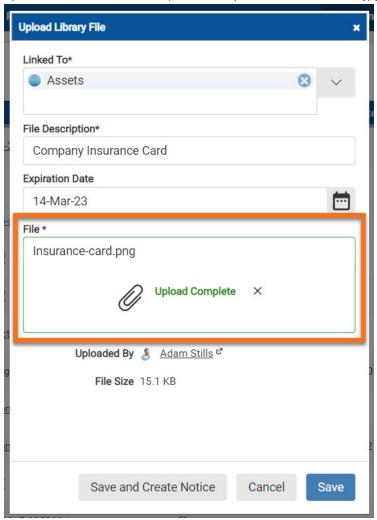




5. Click the calendar field to add an expiration date to show when this file expires if the data in the form will no longer be accurate after a certain date, like permit expirations, inspection expirations, price sheet expirations etc. It is optional to set an expiration date. At this time, the file will continue to appear in OneView and in POV after its expiration date. The expiration date does not automatically delete or remove an expired file.

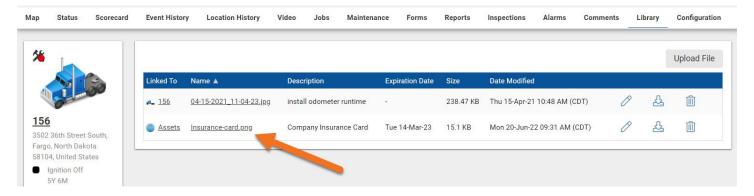


6. Choose the upload option by clicking in the upload box to choose a file from your computer, or drag the file to the upload box to add a file for upload. Acceptable file formats are jpg, png, or pdf.





7. Save your upload. You will see it appear on the library tab of each asset or user or landmark that you selected.



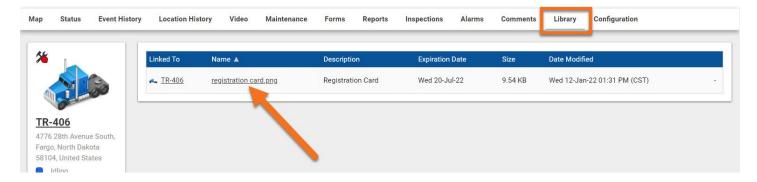
File Details

See the file information listed with each file. Click on any column head to sort.

- See who/what the file is linked to
- Name of File Description
- Expiration Date
- Size of file
- Date Modified (uploaded or last saved)
- Edit Pencil to edit the file details
- Delete Button to remove the file

Download File

Users that have permission to view the library can click the file link to download the file to their computer.

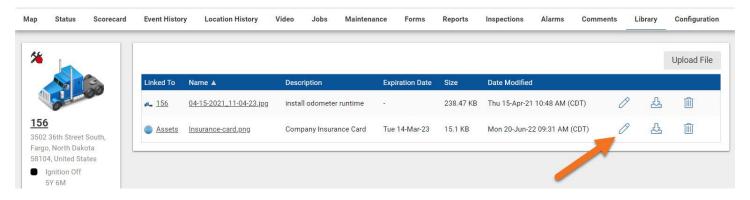


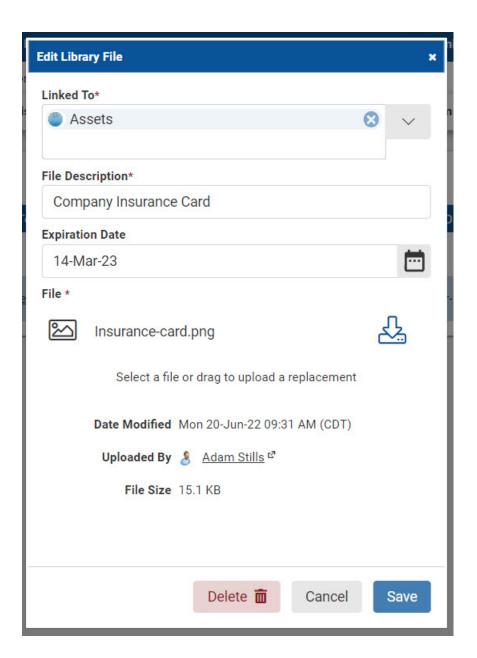
Edit Files

Use the Edit button to open the details of any uploaded file. In the Edit Library File window, change who/what the file is linked to, change the File description, or expiration date, Delete the file, Download the file, and see the file size, who uploaded the file, and when it was last modified. Save any changes.









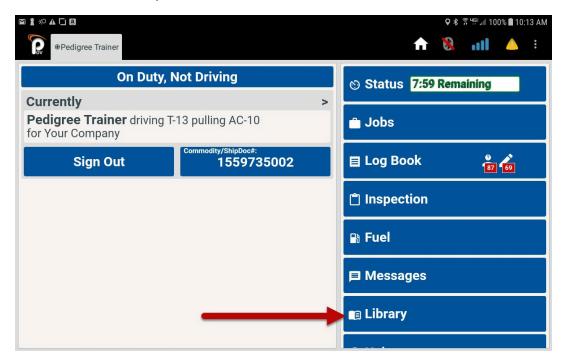


Digital Library in POV

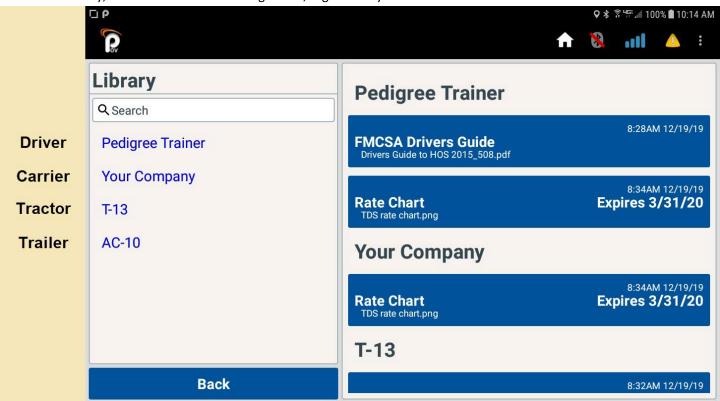
Drivers with permission to view the library will receive any files downloaded to their tablet which are linked to themselves, their tractor, their trailer, their carrier, or reporting location.

Library Tab

Drivers will have a Library tab on their home screen in POV. Click to reveal their linked files.

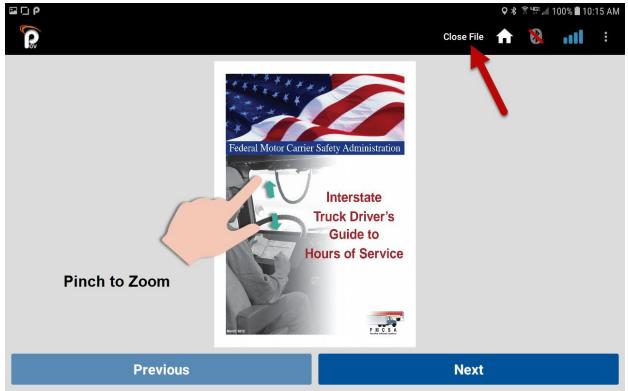


Within the Library, files will be listed on the right side, organized by what or who the file is linked to.



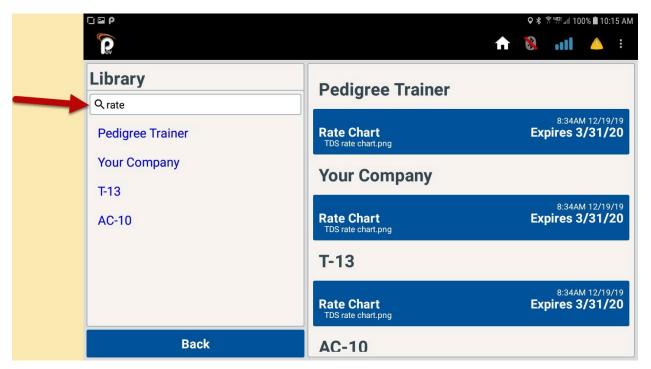


Click on the file to view in it in POV. Pinch to zoom in or out, use the "Next" and "Previous" buttons to page forward and backward, and close the file with the "Close File" option at the top of the screen.



Search

Use the search bar to search for any word, phrase or number to narrow the list of file results. Files will continue to be listed by what/who the file is linked to. If the same file is linked to multiple assets, as an example, the driver will see the same file listed multiple times.





Syncing

If the file is not finished downloading to the tablet, the file will appear lighter in color and show "Syncing" in the upper right corner of the file button. Syncing time of files will depend on the tablet's connection to data or the Internet and the size of the file.

