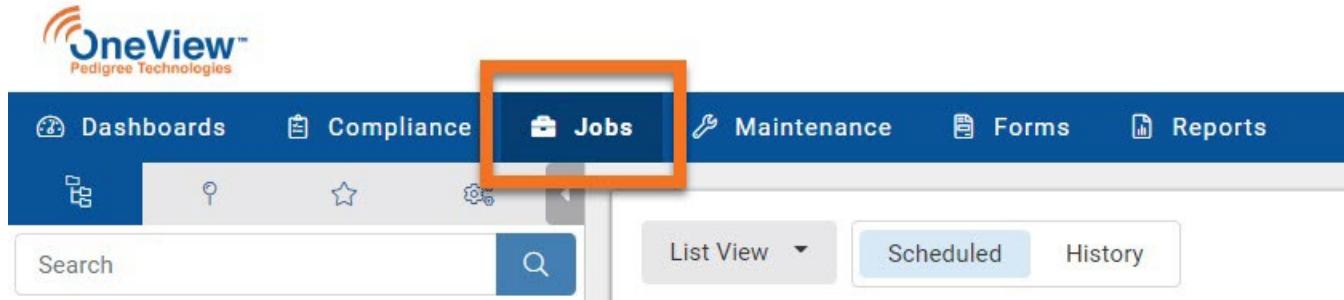


Jobs in OneView

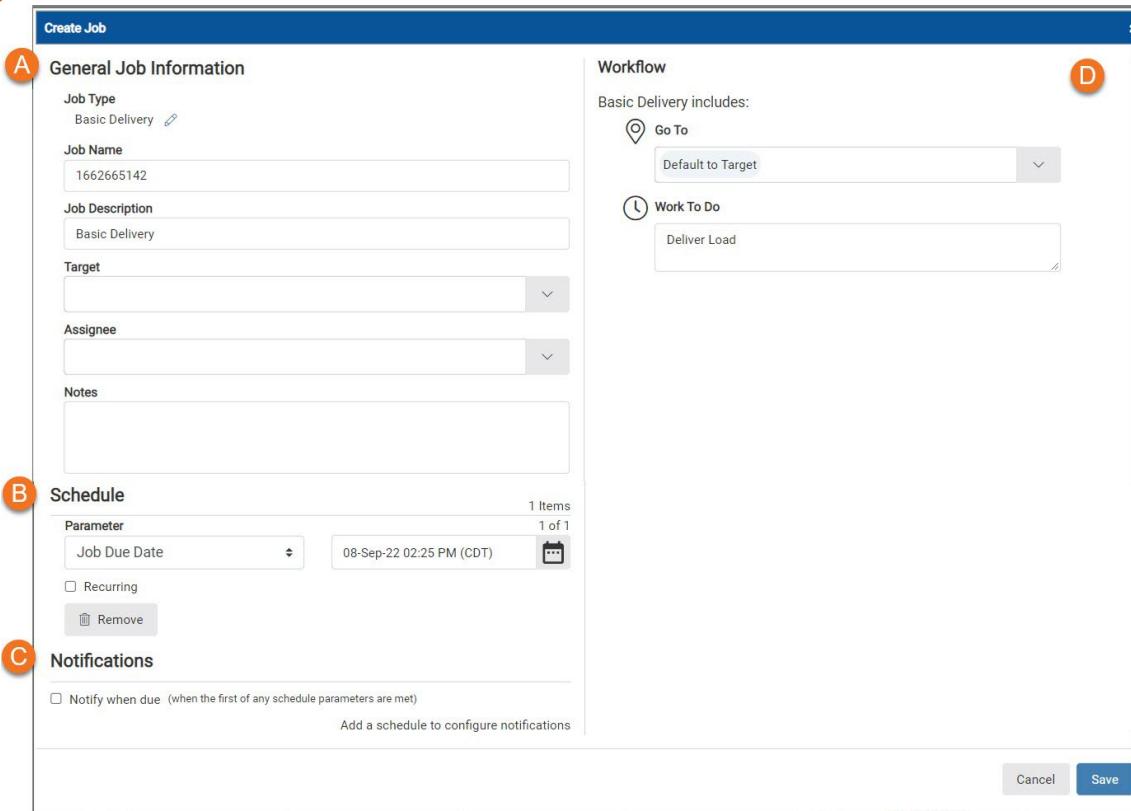
For customers who use Jobs in OneView, this document will explain how to create a new job, dispatch the job to a driver, and show examples of how to use the different features of the Jobs options.



Explanation of Jobs

The following information is meant to explain each field that a dispatcher will set for creating a new or recurring job.

Job Template



A General Job Information

Job Type: Basic Delivery

Job Name: 1662665142

Job Description: Basic Delivery

Target:

Assignee:

Notes:

B Schedule

Parameter: Job Due Date 08-Sep-22 02:25 PM (CDT)

Recurring

C Notifications

Notify when due (when the first of any schedule parameters are met)

Add a schedule to configure notifications

D Workflow

Basic Delivery includes:

- Go To: Default to Target
- Work To Do: Deliver Load

Section A: General Job Information

- **Job Type** – this is the name of template chosen for this job creation. Use the pencil to pick a different template.
- **Job Name** – This number can be changed, it is a digital time stamp, so you will not see the number of other jobs in a sequential order. Change if desired.

OneView™ Jobs in OneView

- **Job Description** – This description can be changed. The default description is the name of the template. Change if desired.
- **Target** – This is the landmark that you will choose for this job. Choose the company that you are servicing, the location that your driver will dispatch to, or other appropriate landmark.
- **Assignee** – This field allows you to choose a driver to assign this job to. It is optional. Any job not assigned will be held in a general job area. You can assign jobs any time.
- **Notes** – Add any notes here that belong with this job. It is common to add contact names or phone numbers, gate codes, or any other information that the driver would need in order to complete the job.

Section B: Schedule

To add an optional scheduled due date and/or time, open the schedule section.

B Schedule

Parameter	Value	Action
Job Due Date	07/07/2021 12:22 PM	
<input type="checkbox"/> Recurring		
Remove		

- **Due Date:** – Set the date and time (delivery window) that this job is due. Check the Recurring box and set the recurring interval. The job will self-generate a new ticket based on the interval you set here. Optional.

Section C: Notifications

C Notifications

Notification Type	Value	Action
Notify when due	Notify when due (when the first of any schedule parameters are met)	1 of 2
Notify	Lynette Burgan	
via	Email & Text	
Early Notification for	Job Estimate 1 Day(s) before due	2 of 2
Notify		
via	Email	
Remove		

- **Notify when due:** Use this notification to notify the selected contacts, either by email, text, or both, on the due date which was scheduled in section B.

- **Early Notification for:** Use this notification to notify contacts any timeframe before the job is due. Choose contacts from OneView to receive this notification and set if they're going to get a text, email, or both. Choose the amount of time for advanced notification with the time dropdown.

Section D: Workflow

The workflow area will be based on the chosen template for the job. Some main features are describing the work to do and adding the go to target location, but will vary based on the template.

D **Workflow**

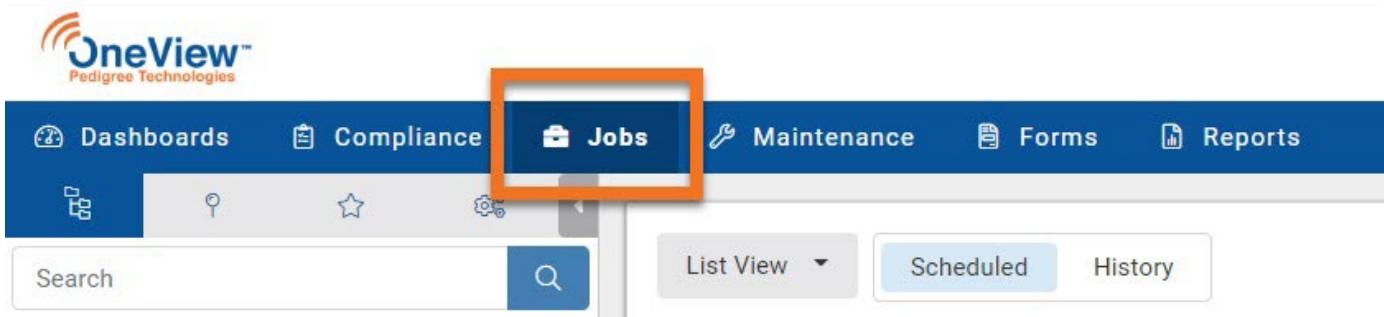
Simple Delivery includes:

- Work To Do**
 - Pick up Product
- Fill Out**
 - Delivery Form
- Go To**
 - Default to Target
- Work To Do**
 - Unload Product

How to Set up a Job

When users are ready to set up jobs for their drivers, they will follow these steps.

1. Click on the Jobs Tab



2. Click on Create Job and choose a template from the dropdown.

OneView™ Jobs in OneView

Pedigree Technologies

OR

Right click on the user in the asset tree that will be assigned to this job, then choose “Delivery” and then the template.

3. The template will appear in your Create Job window. Add a Job Name and Job Description.

4. In the Target field type the name of the landmark you want to select, or use the asset tree to select the target from your asset tree landmark tab to find the landmark from your list of saved landmarks.

You can also make a landmark at this time if it does not already exist. You can also search by address instead of landmark name.

OneView™ Jobs in OneView

Pedigree Technologies

Create Job

General Job Information

Job Type: Basic Delivery

Job Name:

Name: **1021 Mackie Square, Malta, MT 59538, USA**

Actor Selector

Select Options: Search Landmarks

Selected: 1021 Mackie Square, Malta, MT 59538, USA

1 Item(s)

- Customers
- Customers-O&G
- Dealer Sites
- Default Landmarks
- Demo Landmarks
- Disposal Sites
- East Customers

5. In the Assignee field, use the select assignee option to select a user from your asset tree, and then this job will fall directly into that assignee's queue. Leave it blank and the job will be available for you to dispatch at will later.

Actor Selector

Select Options: Search

Selected: Chris Phillips

1 Item(s)

Drivers

- AmeriCall Driver
- Andrea Nyland (d)
- CalAmp Demo
- Cathy Dux (D)
- Chris Phillips**
- Christi Johnson

6. Enter notes that the driver can see in POV when they look at any step of the job.

OneView™ Jobs in OneView

Pedigree Technologies

Notes

Contact: Jim Smith
Gate Code: 5555
Phone: 555-1555

Schedule

0 Items

BiWeekly Cutomers

Delivery

Due Sat 25 Aug 2018 10:52 AM

Job New

Status

Target Green House
Green House

Notes

Contact: Jim Smith
Gate Code: 5555
Phone: 555-1555

Back

Schedule

Use the schedule option to set a date and time for this Job's due date. If this is a recurring job, check the recurring box and pick how often this job repeats

Schedule

Parameter

Job Due Date

Recurring

Remove

08-Sep-22 02:33 PM (CDT)

Notifications

As an optional feature, you can choose to have an email or text sent to someone when this job reaches it due date.

Notifications

Notify when due (when the first of any schedule parameters are met)

Add a schedule to configure notifications

Notifications

Notify when due (when the first of any schedule parameters are met)

1 Items

Notify

Dan Klimek 

via Email



Work To Do Tasks: Any "work to do" tasks allows you to add up to 2500 characters. The task name on the tablet will reflect the first 40 to 50 characters.



(Driver's view in POV on tablet)

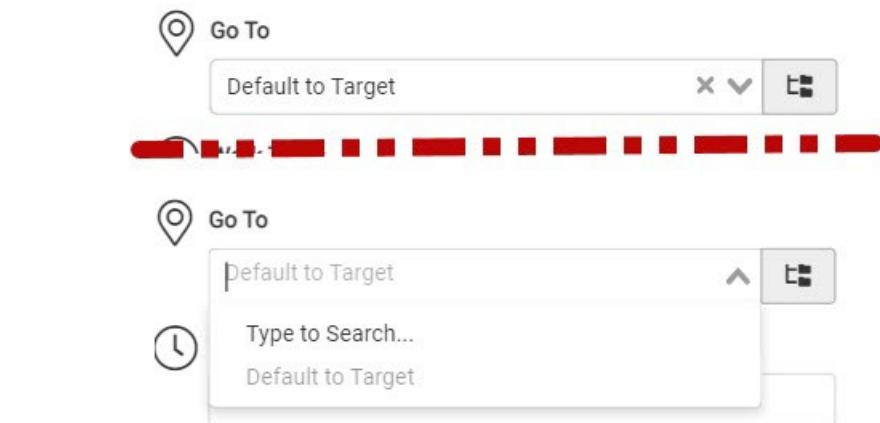


Fill Out: The form type is part of the template that for this job. There are many types of forms and if you need something custom, work with your account manager or sales representative. You don't need to do anything with these forms.



Go To: This step set's up the navigation for this job. The go to step requires a landmark in OneView. You must set up your landmark before you can assign it to a job.

OneView™ Jobs in OneView



Default To Target: This will use the Target set in step 3 as the location to navigate to.

Type to Search: This will bring up your landmark selector tool. Either hover over a landmark folder to select the landmark to use for navigation, or use the search feature to find the landmark and select.

The screenshot shows the 'Create Job' screen on the left and the 'Actor Selector' dialog on the right. In the 'Create Job' screen, the 'Name' field is selected and contains 'Reach Wireline'. In the 'Actor Selector' dialog, the 'Selected' section is empty. The 'Search Landmarks' input field contains 'Customers'. Below it, the 'Customers' folder is expanded, showing its subfolders: 'Customers-O&G', 'Dealer Sites', 'Default Landmarks', 'Demo Landmarks', 'Disposal Sites', 'East Customers', 'Farms', and 'farms'. An orange arrow points from the 'Reach Wireline' entry in the 'Create Job' screen to the 'Customers-O&G' entry in the 'Actor Selector' list.

12. When you're finished, save the job.

Jobs Display in OneView

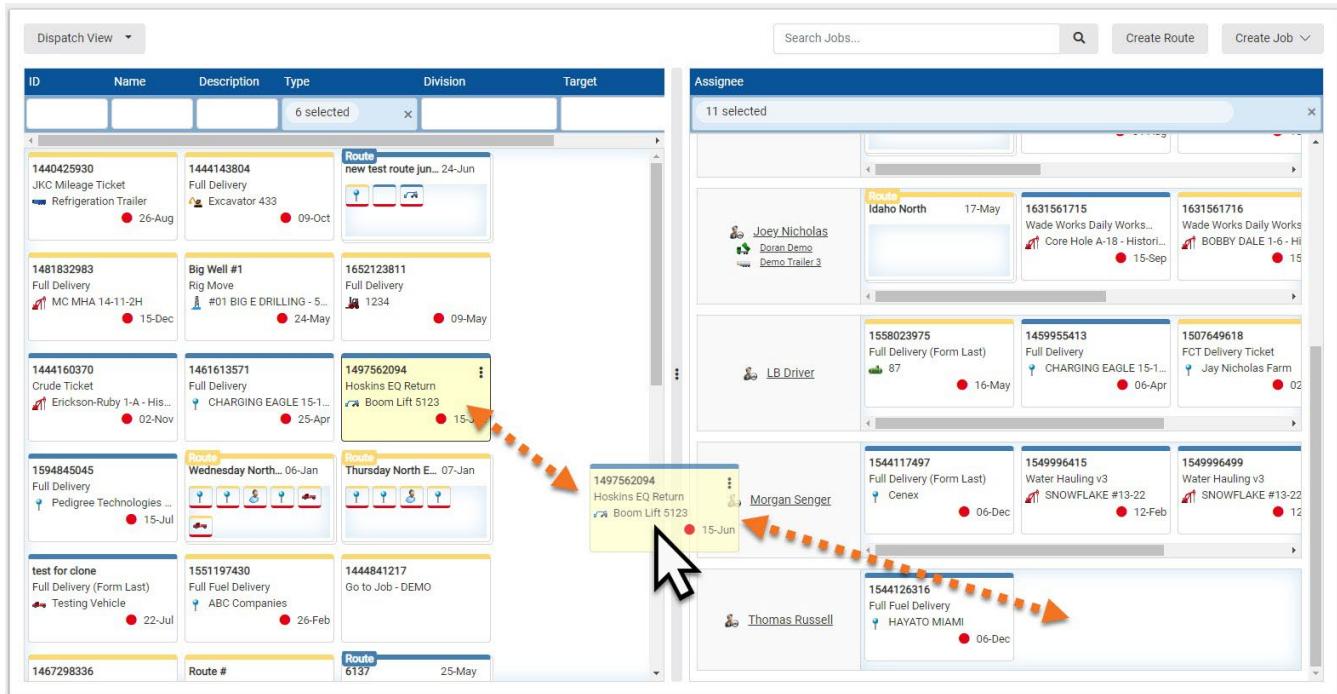
Any jobs that have been created in OneView can be displayed a number of different ways. The following is a simple overview of display options.

On the right side of the Jobs page, there is a dropdown option to choose which view you want to use.

The screenshot shows the 'Jobs' page in OneView. At the top, there are navigation links: 'Jobs', 'Maintenance', 'Forms', and 'Reports'. On the left, there is a search bar with a magnifying glass icon and a dropdown menu with the same four options: 'List View', 'Dispatch View', 'List View', and 'Map View'. An orange arrow points to the first 'List View' option. The main area displays a table with columns 'ID' and 'Name'.

Dispatch View

The Dispatch View organizes each job as an interactive block that can be dragged from the left side, where unassigned jobs are stored, over to the user's queue on the right.

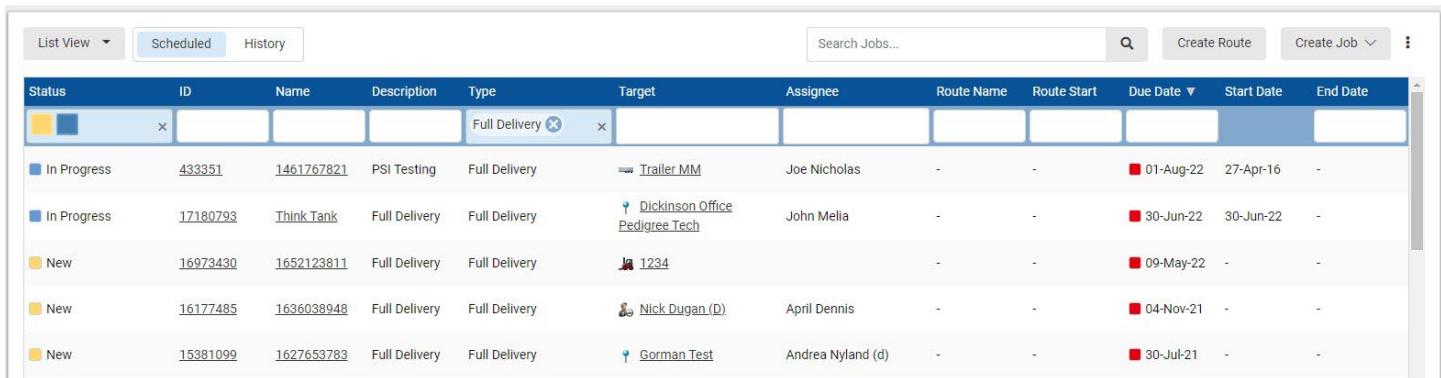


ID	Name	Description	Type	Division	Target
1440425930	JKC Mileage Ticket	Refrigeration Trailer	Full Delivery	JKC	26-Aug
1444143804	Big Well #1	Rig Move	Excavator 433	Big Well #1	09-Oct
1481832983	Full Delivery	MC MHA 14-11-2H	Full Delivery	MC MHA 14-11-2H	15-Dec
1444160370	Crude Ticket	Erickson-Ruby 1-A - His...	Full Delivery	Erickson-Ruby 1-A - His...	02-Nov
1594845045	Full Delivery	Pedigree Technologies ...	Full Delivery	Pedigree Technologies ...	15-Jul
test for clone	Full Delivery (Form Last)	Testing Vehicle	Full Delivery	Testing Vehicle	22-Jul
1467298336	Route #	Route #	Route #	Route #	25-May

Assignee
Joey Nicholas
LB Driver
Morgan Senger
Thomas Russell

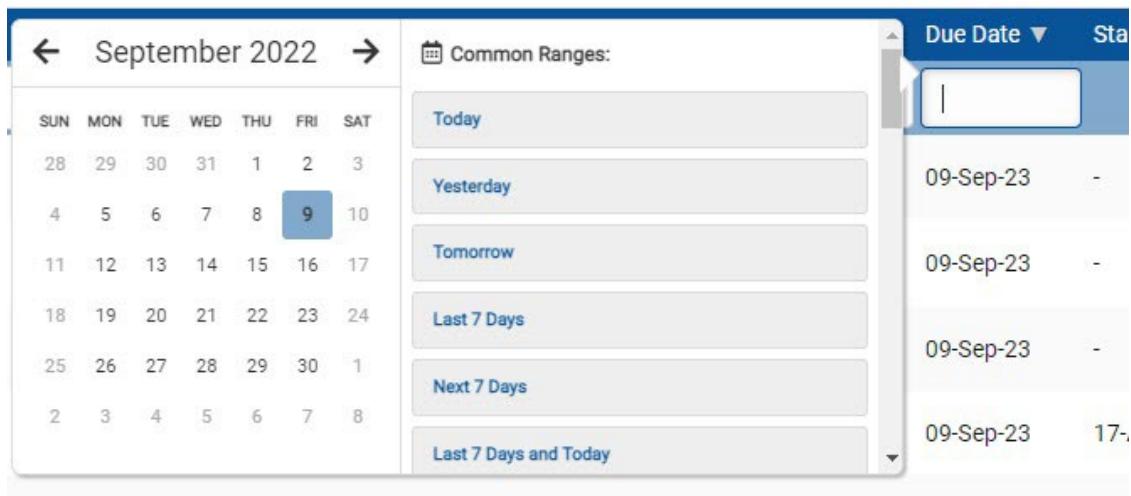
List View

The List View organizes each job as a list. The columns are filter options. Click the column head to reorder the jobs alpha-numerically based on that detail, or use the filter options within any column to sort the jobs.



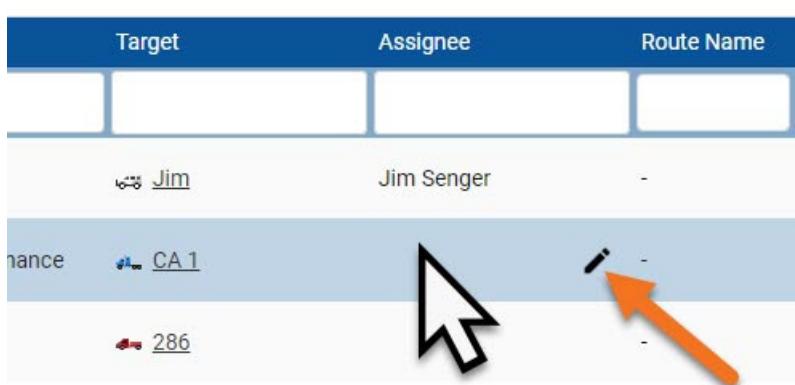
Status	ID	Name	Description	Type	Target	Assignee	Route Name	Route Start	Due Date	Start Date	End Date
In Progress	433351	1461767821	PSI Testing	Full Delivery	Trailer MM	Joe Nicholas	-	-	01-Aug-22	27-Apr-16	-
In Progress	17180793	Think Tank	Full Delivery	Full Delivery	Dickinson Office Pedigree Tech	John Melia	-	-	30-Jun-22	30-Jun-22	-
New	16973430	1652123811	Full Delivery	Full Delivery	1234	-	-	-	09-May-22	-	-
New	16177485	1636038948	Full Delivery	Full Delivery	Nick Dugan (D)	April Dennis	-	-	04-Nov-21	-	-
New	15381099	1627653783	Full Delivery	Full Delivery	Gorman Test	Andrea Nyland (d)	-	-	30-Jul-21	-	-

Click inside the white area at the top of each column to filter by that detail:



The screenshot shows a calendar for September 2022 with the 9th highlighted. To the right is a dropdown menu titled "Common Ranges:" with options like Today, Yesterday, Tomorrow, Last 7 Days, Next 7 Days, and Last 7 Days and Today. Below this is a search bar for "Due Date" and a status filter.

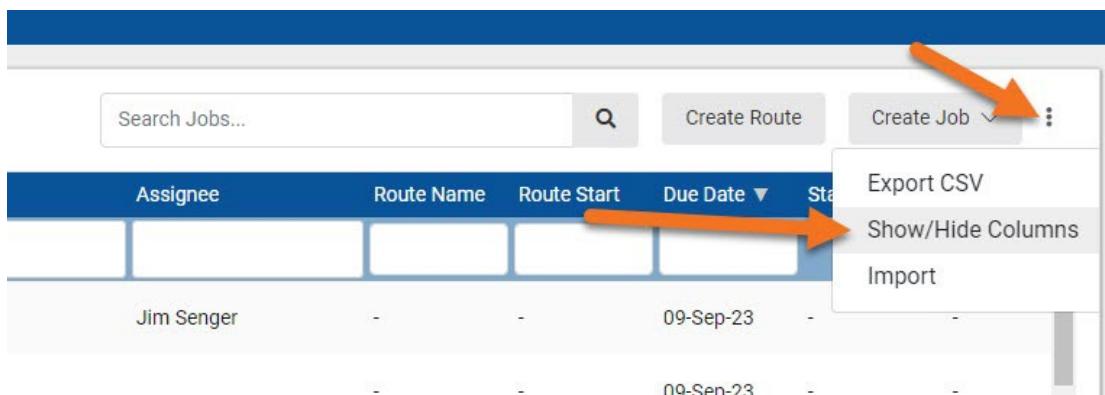
One way to add an assignee is to use edit pencil that appears when you hover over the assignee column on any job. It will bring up the original job window where you will add an assignee. (There are multiple ways to add/change the assignee.)



The screenshot shows a list view with columns for Target, Assignee, and Route Name. A cursor is hovering over the "Assignee" column of a row for "Jim Senger". An orange arrow points to the edit pencil icon that appears when hovering over the cell.

Show/Hide Columns

In the list view, in the ellipsis menu at the top right, use the Show/Hide Columns button to rearrange the order of the columns, hide columns you do not want to see, and show columns you previously hid.



The screenshot shows a list view with columns for Assinee, Route Name, Route Start, Due Date, and Status. A context menu is open at the top right, with the "Show/Hide Columns" option highlighted by an orange arrow. Other options in the menu include Export CSV, Import, and Create Job.

OneView™ Jobs in OneView

Pedigree Technologies

Click and drag columns to re-order. Uncheck any columns you want to remove/hide. Use the Reset button at the bottom right to bring everything back to the default setting, putting them back in original order and showing all columns.

Show/Hide Columns

- Status
- ID
- Name
- Description
- Due Date
- Target
- Assignee
- Route Name
- Route Start
- Start Date
- End Date

Reset  Save 

Map View

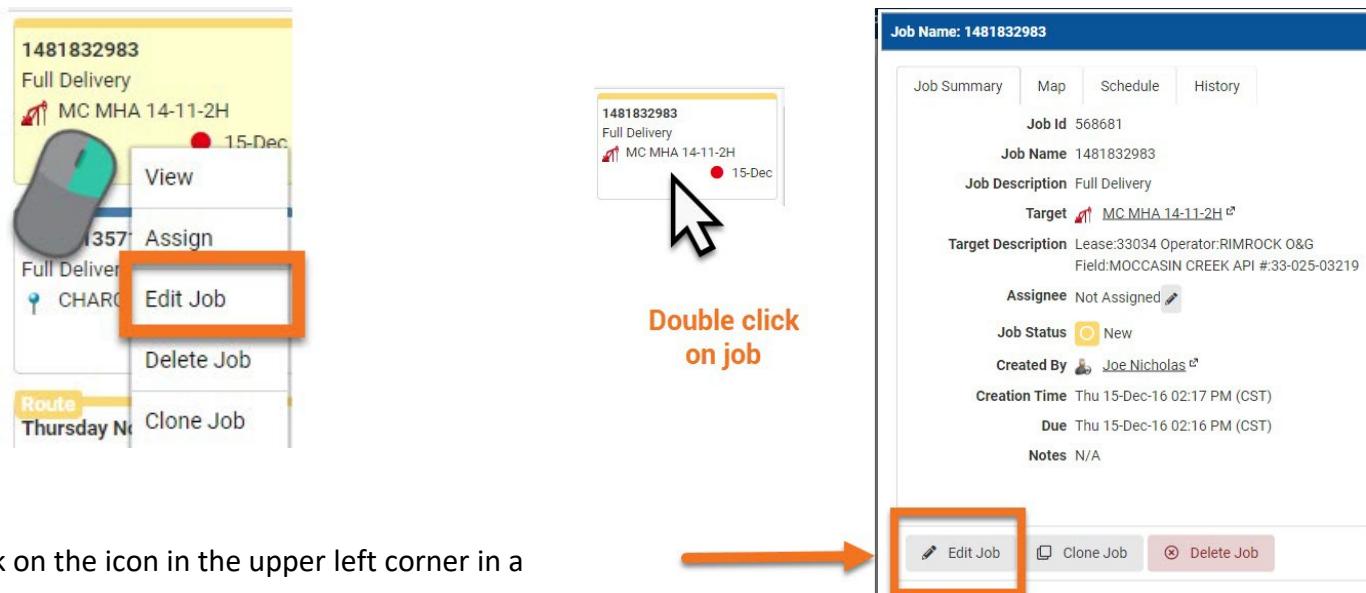
The Map View organizes jobs on a map on the top of the page. Use the filter to narrow your list of jobs.

Status	ID	Name	Description	Type	Target	Assignee	Route Name	Route Start	Due Date	Start Date	End Date
New	14976063	Move Trailer A	Move Trailer A	Basic Delivery	WDS		WDS Trailer Moves	15-Jun-21	-	-	-
New	14976065	Pick up Trailer B	Pick up Trailer B	Basic Delivery	WDS	-	WDS Trailer Moves	15-Jun-21	-	-	-
New	14976067	Move Trailer B	Drop Trailer B,	Basic Delivery	WDS	-	WDS Trailer Moves	15-Jun-21	-	-	-
New	14976069	Pick up C	Pick up D	Basic Delivery	WDS	-	WDS Trailer Moves	15-Jun-21	-	-	-
In Progress	14967541	Move Trailer C	Drop Trailer C,	Basic Delivery	WDS	Tim Molhoek Driver	WDS Trailer Moves	15-Jun-21	-	16-Jun-21	-
		Pick up D	Pick up E	Basic Delivery			WDS Trailer Moves				
		Move Trailer B	Drop Trailer B.				WDS Trailer Moves				

Page 1 of 1 Showing 1-20 of 20 Records Per Page 25 < < > >>

Edit Jobs

If you need to edit a job already created in OneView, find it on your list of jobs. Right click on the job name and choose **Edit**.

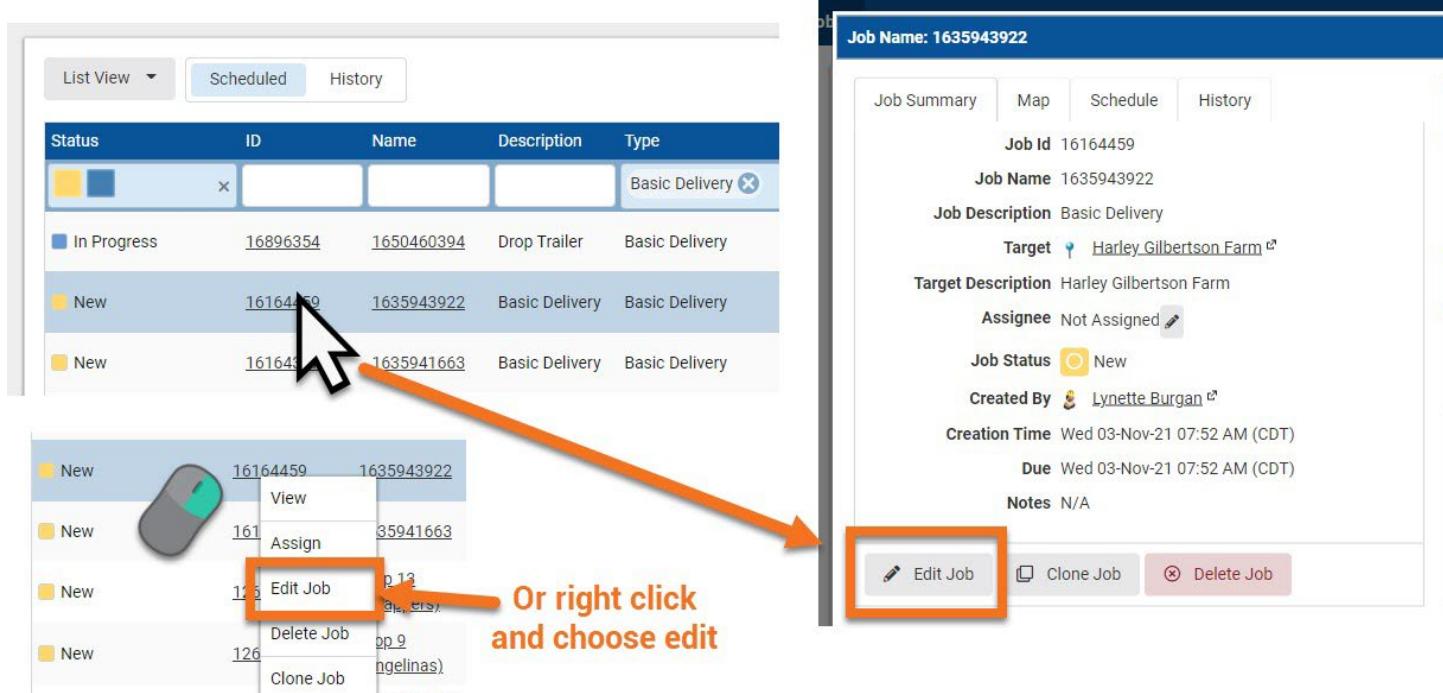


OR

Click on the icon in the upper left corner in a job block to open the job window. Then click the Edit Job button in the lower left corner of the job details window.

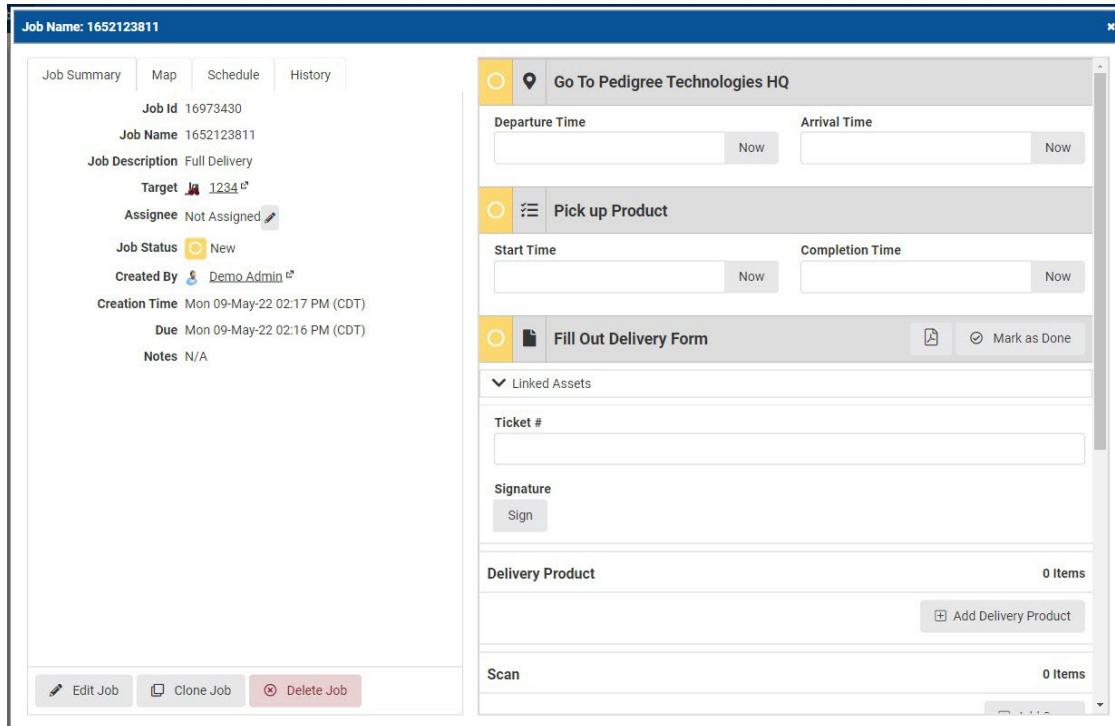
OR

In the list view or map view, click on the job and then choose edit in the job window, or right click on the job and choose edit from the dropdown menu.



Complete a Job in OneView

If an occasion occurs where you will complete a job in OneView instead of a driver completing the job on the tablet in POV, simply click on the job name from the unassigned jobs, the list of jobs, or driver queue, or right click on the job and choose **View**. Each task or step of the job is listed on the right. Enter the information necessary to complete each task and save your work. Task types are explained below.



The screenshot shows the OneView Jobs in OneView interface. On the left, there's a sidebar with tabs for Job Summary, Map, Schedule, and History. The Job Summary tab is active, displaying the following details:

- Job Id:** 16973430
- Job Name:** 1652123811
- Job Description:** Full Delivery
- Target:** 1234
- Assignee:** Not Assigned
- Job Status:** New
- Created By:** Demo Admin
- Creation Time:** Mon 09-May-22 02:17 PM (CDT)
- Due:** Mon 09-May-22 02:16 PM (CDT)
- Notes:** N/A

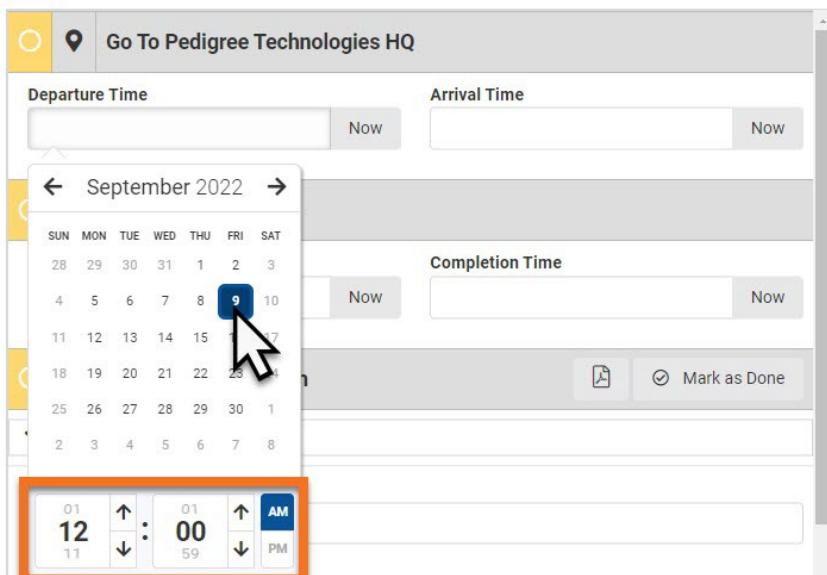
At the bottom of the sidebar are buttons for Edit Job, Clone Job, and Delete Job.

The main area displays a list of tasks:

- Go To Pedigree Technologies HQ**: Departure Time is set to Now, Arrival Time is set to Now.
- Pick up Product**: Start Time is set to Now, Completion Time is set to Now.
- Fill Out Delivery Form**: Includes a "Mark as Done" checkbox and a "Linked Assets" section.
- Ticket #**: A text input field.
- Signature**: A "Sign" button.
- Delivery Product**: Shows 0 items and an "Add Delivery Product" button.
- Scan**: Shows 0 items.

Time and Date Tasks

For tasks that need a date or time, use the now button if the current time is what you want, or click in the time field to reveal a clickable calendar.



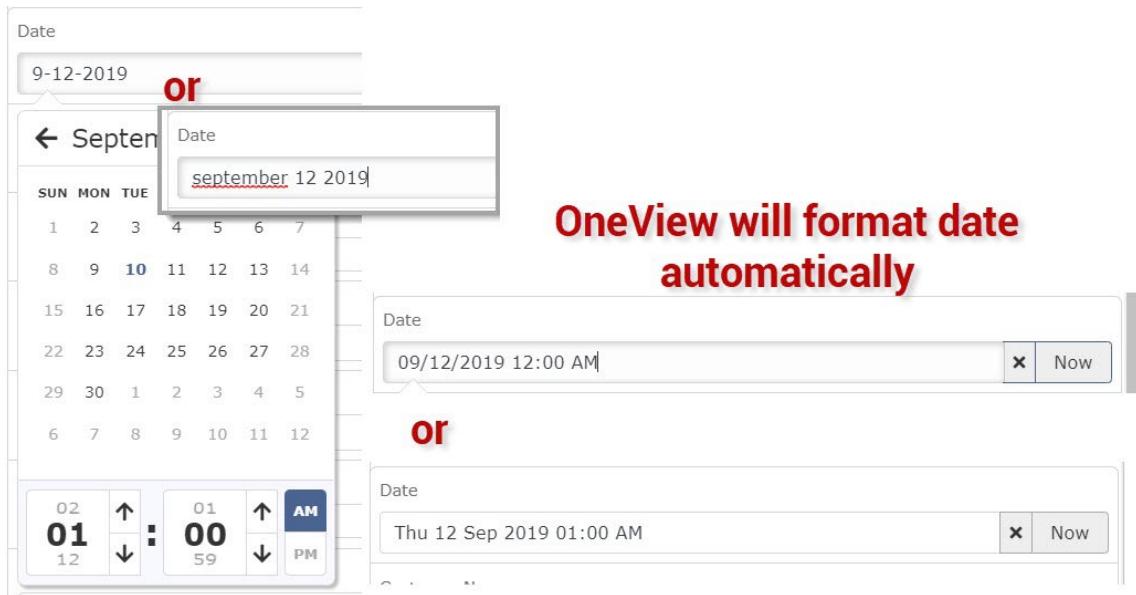
The screenshot shows a task titled "Go To Pedigree Technologies HQ". It includes fields for Departure Time and Arrival Time, both currently set to "Now".

A calendar is displayed for September 2022. The date "09" is highlighted with a blue box, indicating it is selected. An arrow points to the date "09" from the text "Now" in the departure time field.

Below the calendar is a time picker. The hour is set to 12, the minute is set to 00, and the AM/PM indicator is set to AM. The entire time picker interface is highlighted with an orange box.

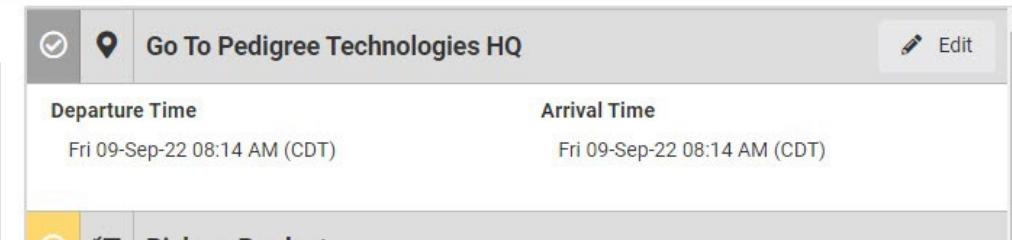
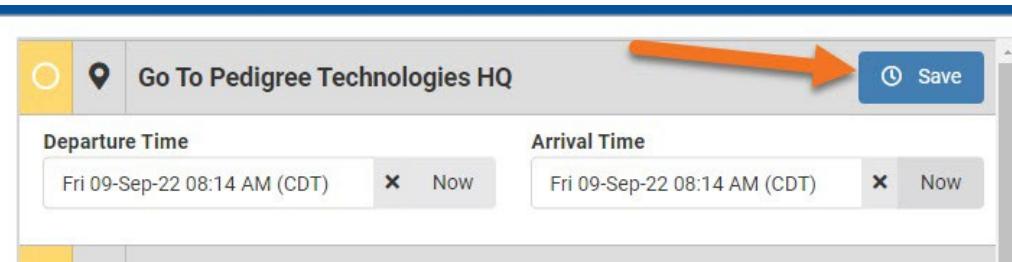
OneView™ Jobs in OneView

The time field also allows users to type in the date and time. When typing the date, most formats are automatically recognized, whether its 9-12-19, or Sept. 12, 2019, or 9/12/19, and other formats are all recognized by OneView.



After entering a date, you can edit the time from the time selector or click in the date field and enter a time. Military time will be converted to AM/PM automatically.

Save – when the time task has started, you will see a save button. Save your work at any time. The task will not show as done until you click Save.

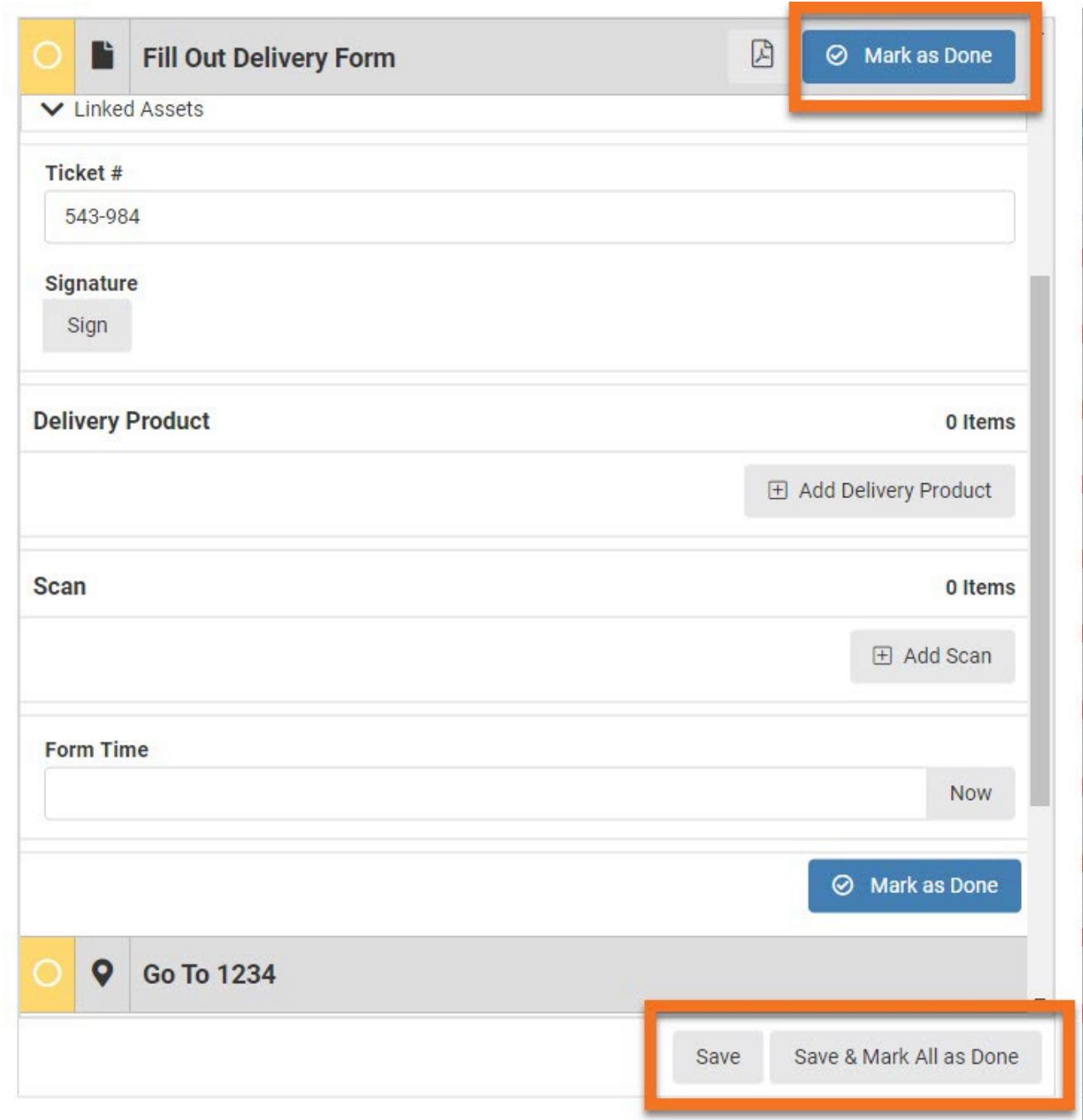


When a task is done, the gray check icon shows on the left side of the task bar and an edit button on the right.

Fill Out Form

Forms within the job will have multiple fields to fill out. These fields could vary from simple entry, select from a list, add scans, add date/time, and more. Since your company may be using custom created forms, you may or may not see an example of that type of field in this document.

As soon as you start entering data into a form, the task header will show a blue “Mark as Done” button which also appears at the end of the form, and the bottom of the job window will include two buttons: “Save” and “Save & Mark All as Done”.



Fill Out Delivery Form

Linked Assets

Ticket #
543-984

Signature
Sign

Delivery Product 0 Items
Add Delivery Product

Scan 0 Items
Add Scan

Form Time Now

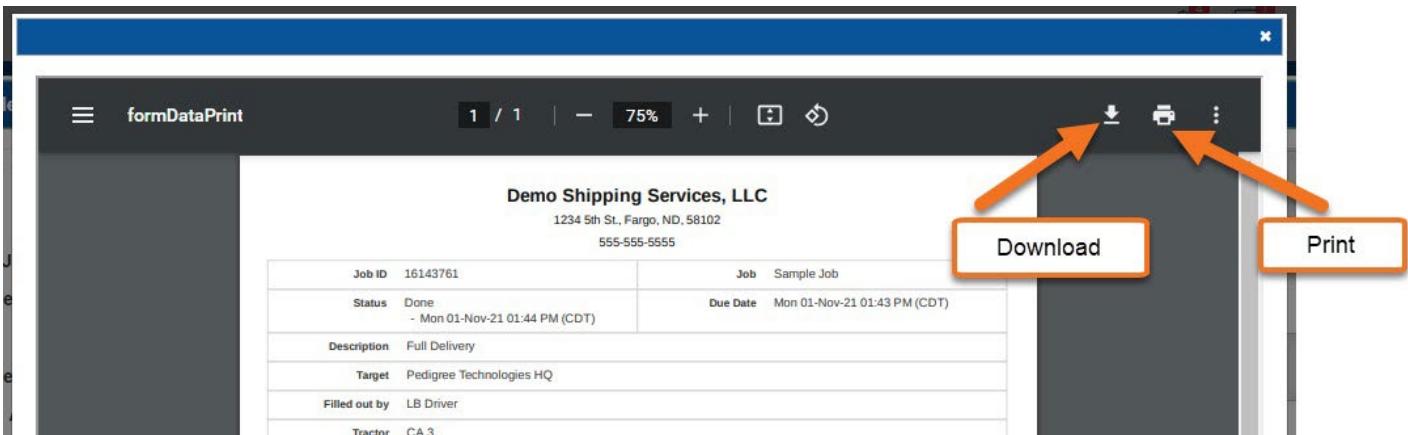
Mark as Done

Go To 1234

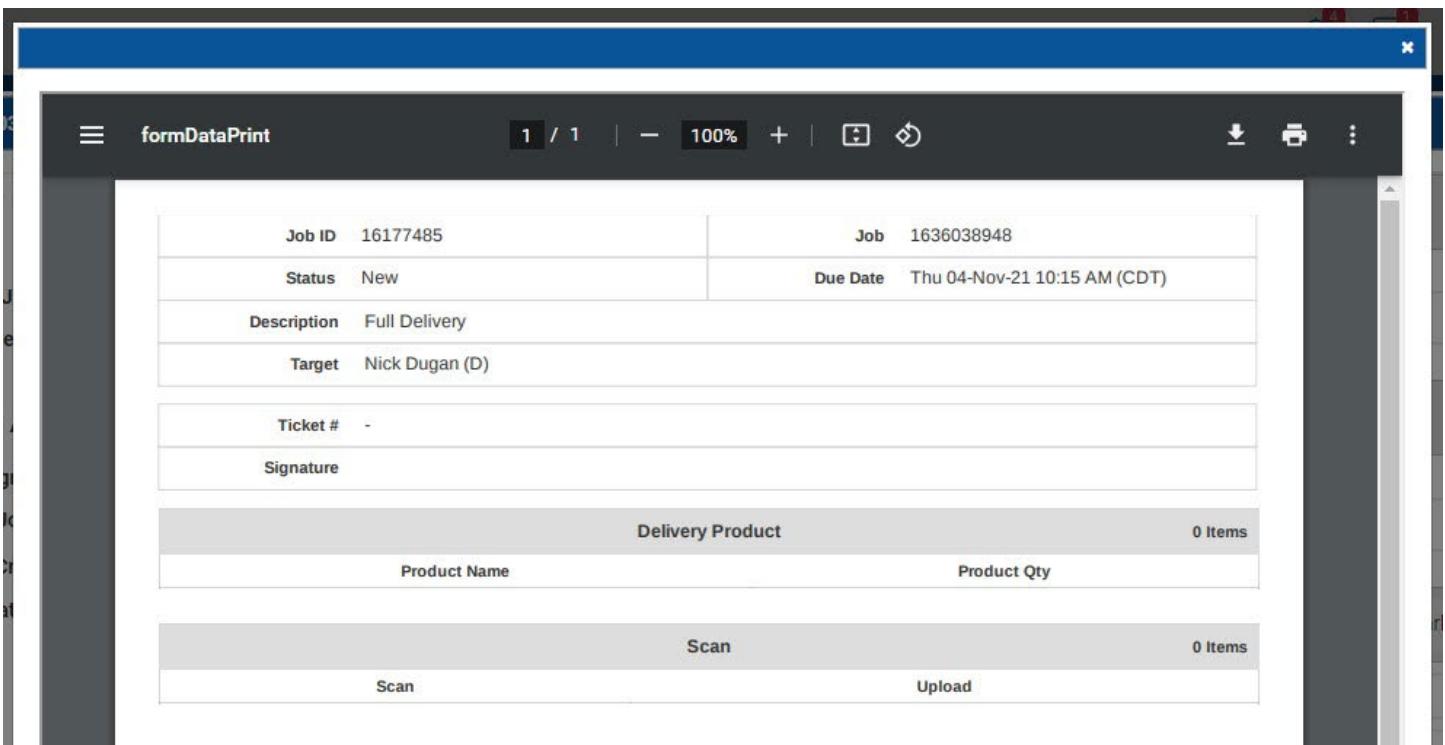
Save Save & Mark All as Done

OneView™ Jobs in OneView

Forms that have been filled out and saved will appear when a user clicks on the PDF icon on the “fill out” task.

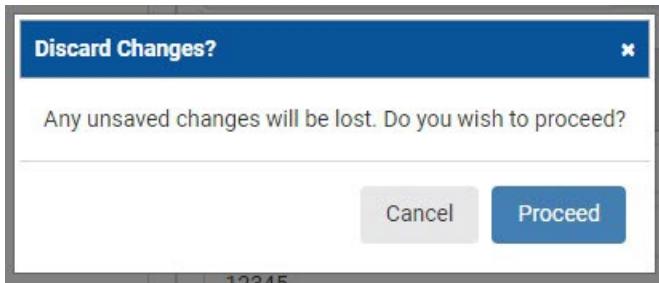


If you click the PDF icon on a job that does not have a completed form, such as a new job, a blank form will pop up that you can download (this is common for maintenance jobs where a mechanic will print out the form, fill it out, and give it to an admin to enter into OneView).



Unsaved Changes

If you have unsaved changes and try to close the job window, a warning message will appear asking if you want to proceed without saving and that any unsaved changes will be lost. You can proceed if you don't want to save any of the changes, or Cancel and then save your changes. Once all your work is saved, you can close the window with no warning message.

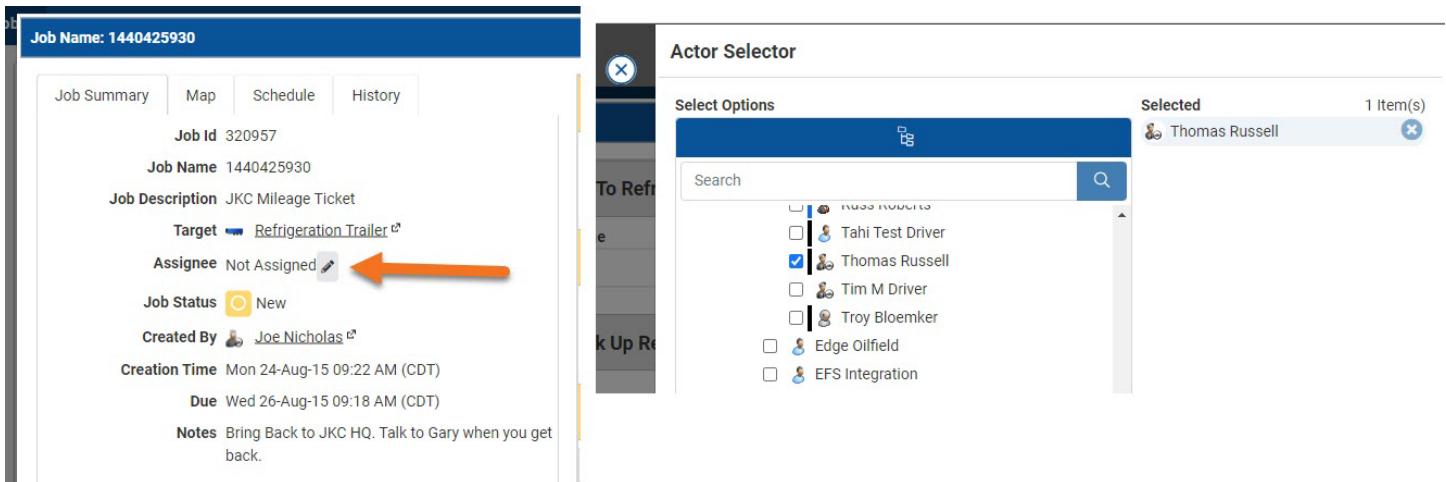


Job Details Window

When you click on a job, you will see a job details window that allows you to complete the job in OneView, edit the job, Clone the job, Delete the job, and view its tasks, schedule, and history.

Job Summary Tab

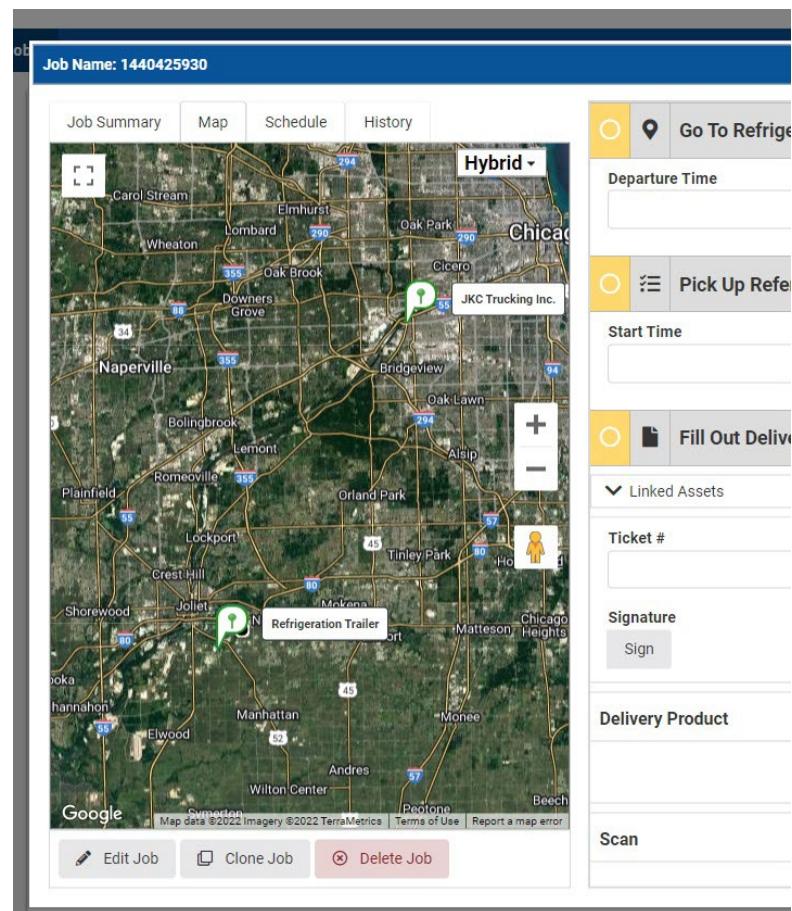
The left side of the job window includes multiple tabs. The first tab is the Job Summary. This tab includes details about the job with links to the target, assignee, linked assets, the creator of the ticket and route (permissioned). In the summary, you can now use the edit pencil to change the assignee of the job instead of having to edit the original ticket just to change the assignee field.



Select Options	
<input type="checkbox"/>	Russ Roberts
<input type="checkbox"/>	Tahi Test Driver
<input checked="" type="checkbox"/>	Thomas Russell
<input type="checkbox"/>	Tim M Driver
<input type="checkbox"/>	Troy Bloemker
<input type="checkbox"/>	Edge Oilfield
<input type="checkbox"/>	EFS Integration

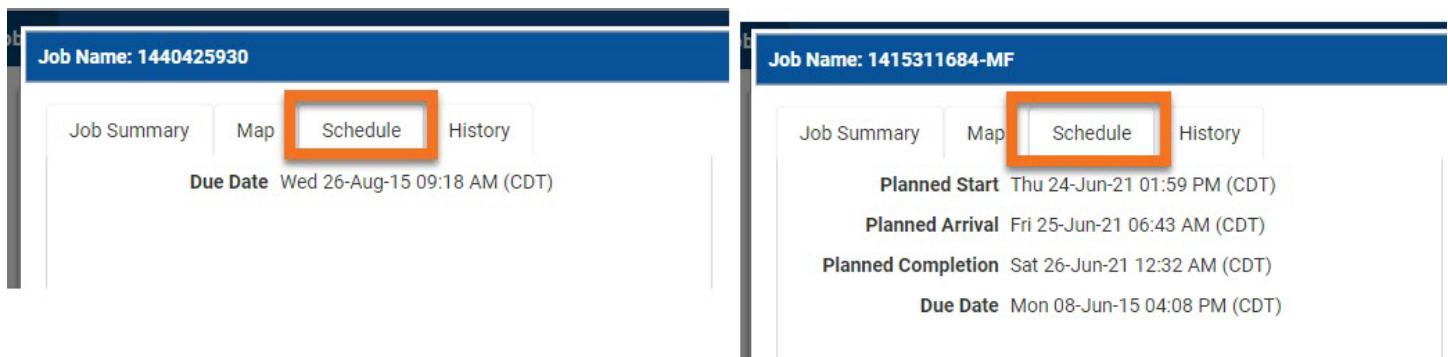
Map Tab

Use the map tab on the left side of the job window to see the location of the target(s) of this job. If you have any assets near the landmarks, you will see the assets also. This map is interactive, like all maps in OneView. Use the map dropdown to change the type of map, add traffic or labels and all other normal map features like zoom and street view.



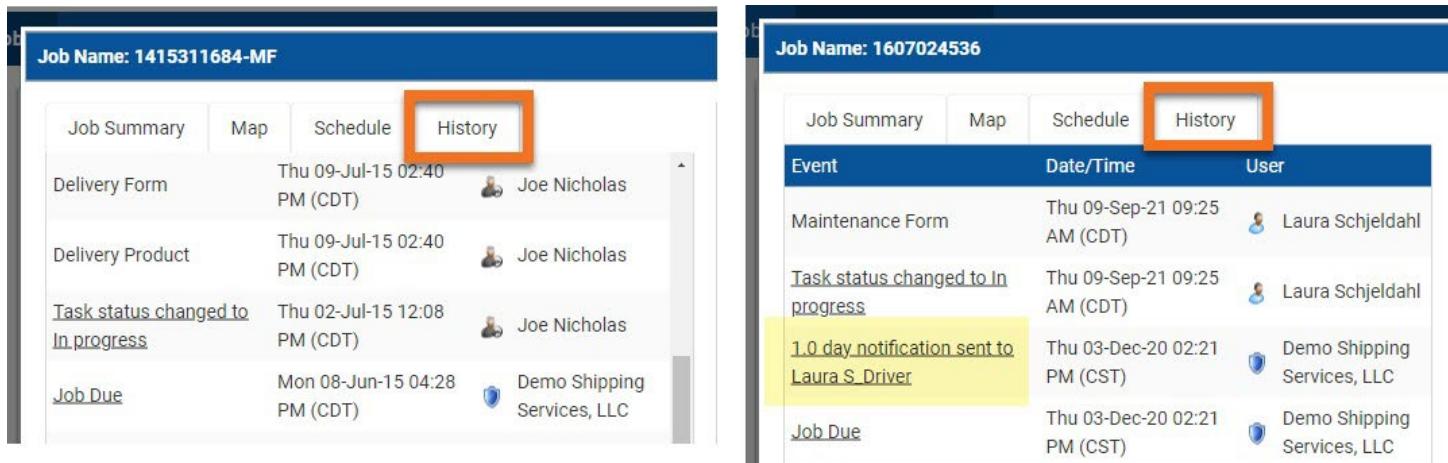
Schedule Tab

The details of how this job was scheduled is included on this tab. For dispatch jobs, the due date will be there, and if this job is recurring, you will see the interval of how often this job will reschedule. Companies using job planning will see the planned information as well (For maintenance jobs, the schedule also includes each trigger used to schedule the recurring maintenance.)



History Tab

This tab shows all of the activity associated with this job. You will see when it was created and by whom, if the job reached any due triggers, if the job was altered or changed, like when a new assignee was added, and if alerts or notifications were sent out.



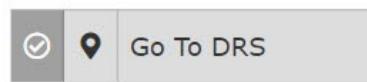
The left screenshot shows the History tab for Job Name: 1415311684-MF. The right screenshot shows the History tab for Job Name: 1607024536. Both tabs include tabs for Job Summary, Map, Schedule, and History, with History being the active tab. The History section lists events with their date/time and user.

Event	Date/Time	User
Maintenance Form	Thu 09-Sep-21 09:25 AM (CDT)	Laura Schjeldahl
<u>Task status changed to In progress</u>	Thu 09-Sep-21 09:25 AM (CDT)	Laura Schjeldahl
<u>1.0 day notification sent to Laura S_Driver</u>	Thu 03-Dec-20 02:21 PM (CST)	Demo Shipping Services, LLC
Job Due	Thu 03-Dec-20 02:21 PM (CST)	Demo Shipping Services, LLC

Job Status

The color blocks indicate the status of the job. Yellow is new, Blue is In Progress, and Gray is Done.

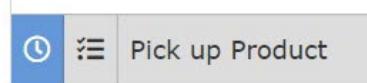
Done



Departure Time

Fri 04 Oct 2019 09:58 AM

In Progress



Start Time

Fri 04 Oct 2019 09:58 A

New



Linked Assets

 Dan Klimek

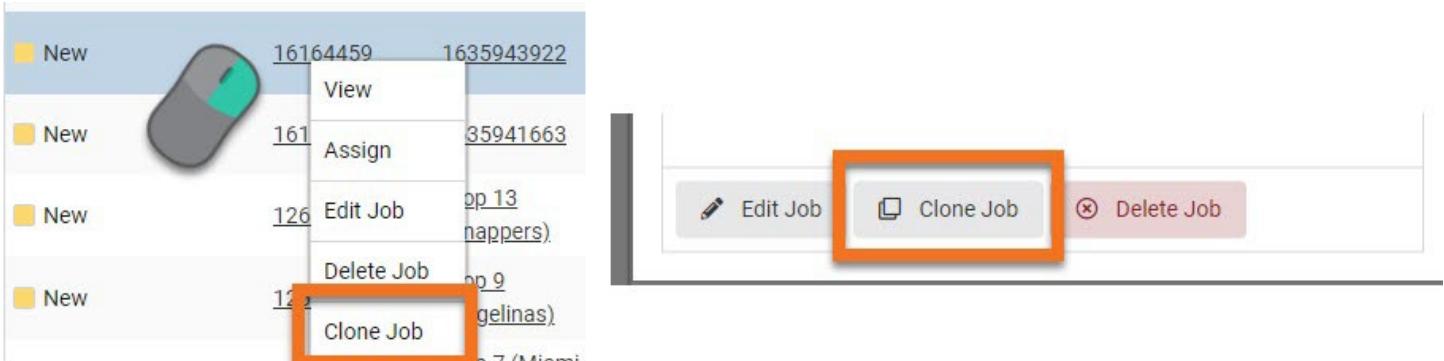
test Fuel Form  Dry Trailer  11/21	test Full Delivery  Freightliner 229  08/24
--	---

Edit Job

Use the Edit Job button to view and edit the original job. ([See Edit Jobs](#))

Clone Job

Jobs can be duplicated or cloned up to 10 times with the Clone Job option.



Clone Job

Job Name	Job Description	Target	Job Assignee	Job Due Date
1662730995	General Maintenance	Laura Schjeldahl	Laura S_Driver	03-Dec-20 01:42 PM (CST)
1662730996	General Maintenance	Laura Schjeldahl	Laura S_Driver	03-Dec-20 01:42 PM (CST)
1662730997	General Maintenance	Laura Schjeldahl	Laura S_Driver	03-Dec-20 01:42 PM (CST)
1662730998	General Maintenance	Laura Schjeldahl	Laura S_Driver	03-Dec-20 01:42 PM (CST)
1662730999	General Maintenance	Laura Schjeldahl	Laura S_Driver	03-Dec-20 01:42 PM (CST)
1662731000	General Maintenance	Laura Schjeldahl	Laura S_Driver	03-Dec-20 01:42 PM (CST)
1662731001	General Maintenance	Laura Schjeldahl	Laura S_Driver	03-Dec-20 01:42 PM (CST)
1662731002	General Maintenance	Laura Schjeldahl	Laura S_Driver	03-Dec-20 01:42 PM (CST)
1662731003	General Maintenance	Laura Schjeldahl	Laura S_Driver	03-Dec-20 01:42 PM (CST)
1662731004	General Maintenance	Laura Schjeldahl	Laura S_Driver	03-Dec-20 01:42 PM (CST)

Number of Copies:

Be sure to change the details for each of the cloned jobs to reflect new due dates, targets, assignees and any other details necessary.

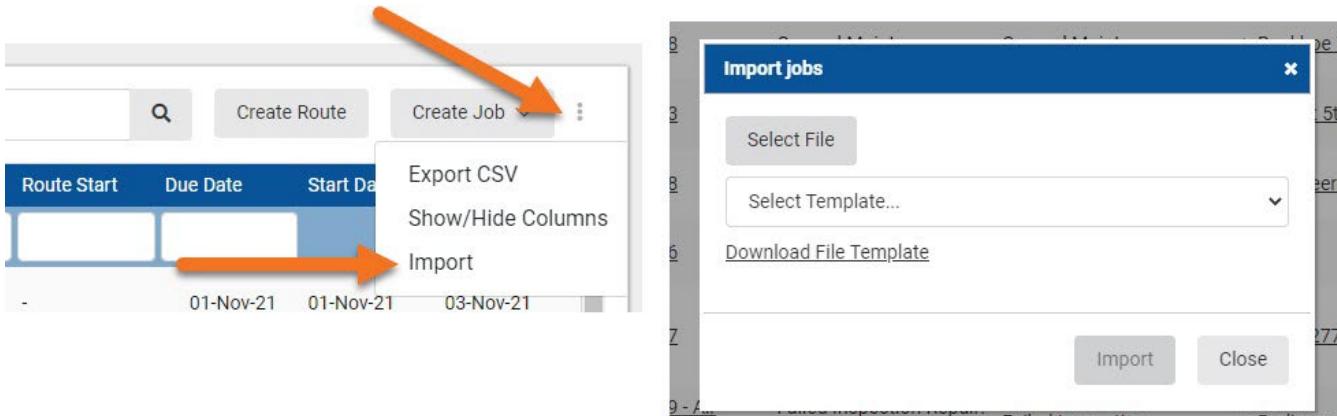
Delete Job

Use the Delete Job button to delete any job and any subsequent recurring jobs.



Import Jobs

Jobs can be imported through a csv on the Jobs tab. Click the ellipsis menu and then the import button and then download the file template.



Use the CSV template to add multiple jobs. Each job added to this spreadsheet should be the same type of job.

Jobs							
	Name	Description	Notes	Target	Assignee	Due Date	Secondary Target
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							

Name: name of the job

Description: description of the job

Notes: notes for each job

Target: the landmark that is the target of this job

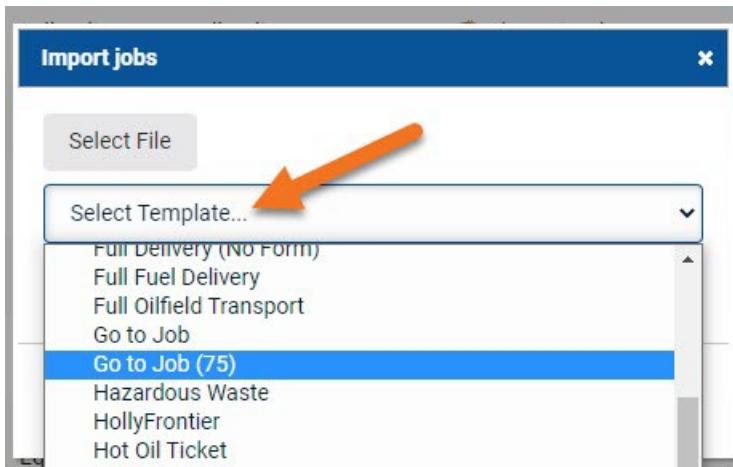
Assignee: the driver who will be assigned to this job

Due Date: due date of this job

Secondary Target: if the job has a second location, use this field to add that next landmark target. If it does not use a second location, leave it blank.

Select Template

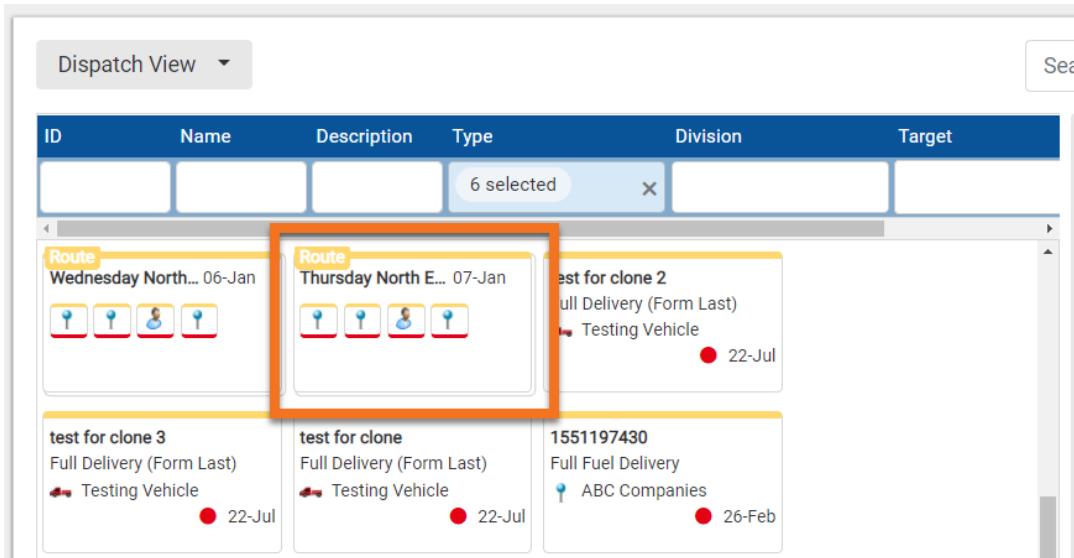
You must select which job template you want the jobs in this spreadsheet to use. You may only select one template per spreadsheet, so if you have more than one type of job, you will use more than one csv.



Routes

If you have the routes feature, you will be able to create and assign routes to your driver(s) that contain multiple jobs within it. There are multiple ways to create a route from any jobs page. The following descriptions will show you how.

A route on the dispatch view looks like a folder with multiple icons inside representing the individual jobs within the route:



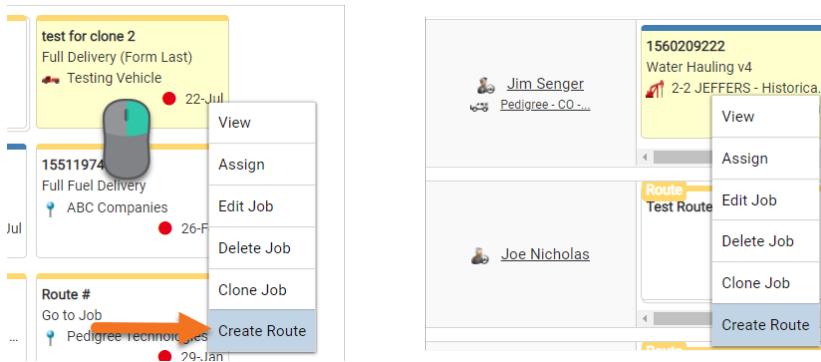
ID	Name	Description	Type	Division	Target
			6 selected		
Route Wednesday North... 06-Jan	Route Thursday North E... 07-Jan	test for clone 2	Full Delivery (Form Last)	Testing Vehicle	22-Jul
test for clone 3	test for clone	1551197430	Full Fuel Delivery	ABC Companies	26-Feb
Full Delivery (Form Last) Testing Vehicle 22-Jul	Full Delivery (Form Last) Testing Vehicle 22-Jul				

Create a Route from Dispatch View

Creating a route on the dispatch view is as easy as a right click on any job.

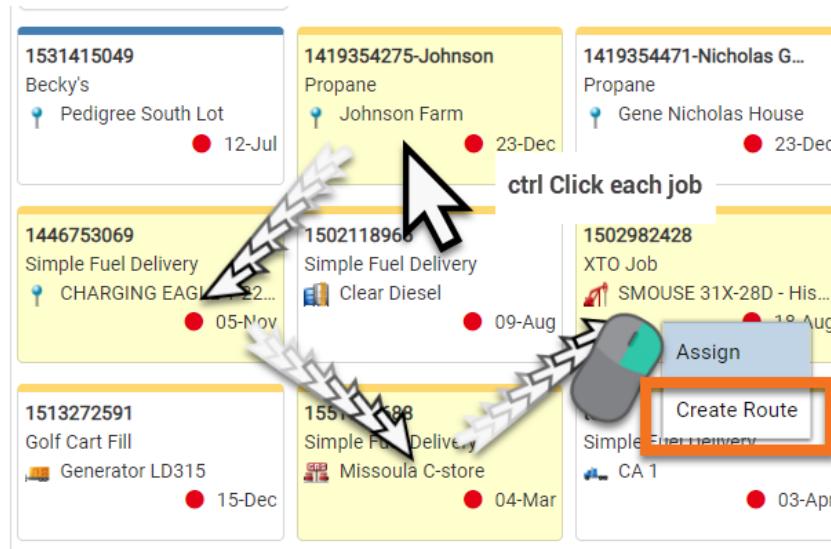
Right Click to Create Route

If you are on the dispatch view showing the jobs as blocks, you can right click on any block and choose "Create Route." This will open the Create Route window (see Create Route Window section).



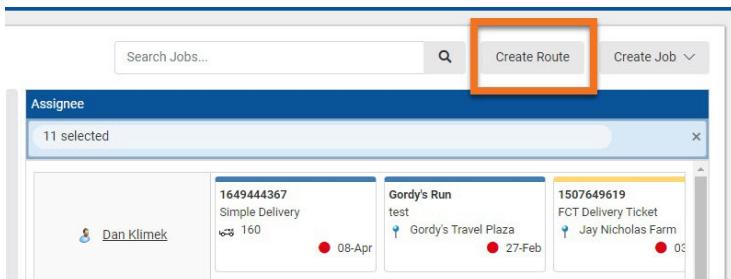
CTRL Click Multiple Jobs to Create Route

By holding the Ctrl button on your keyboard and then clicking on separate jobs, after your final selection, right click and choose the Create Route button to make a route out of the selected jobs. (On a Mac, use the Command button and click on different jobs to select.)



Create Route Button

Use the Create Route button above the filters to create a route.

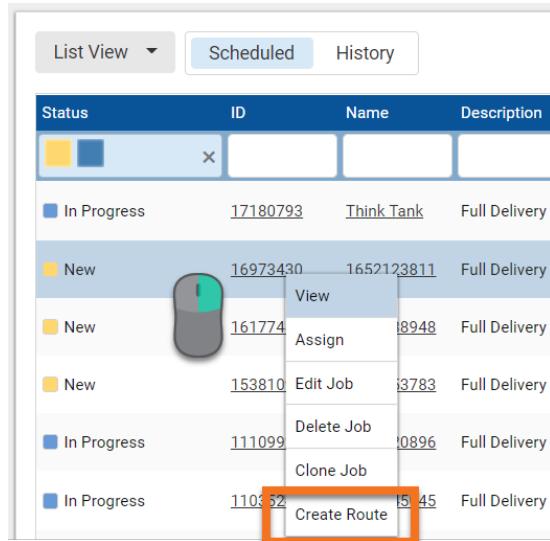


Create Route from List View

Creating a route from the list view is as easy as right clicking on an existing job.

Right Click to Create Route

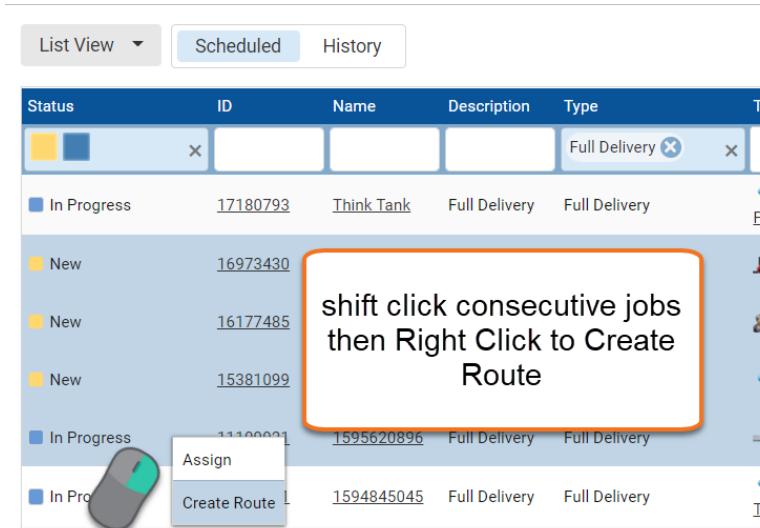
On any job that you want to include in the new route, right click and choose Create Route from the menu.



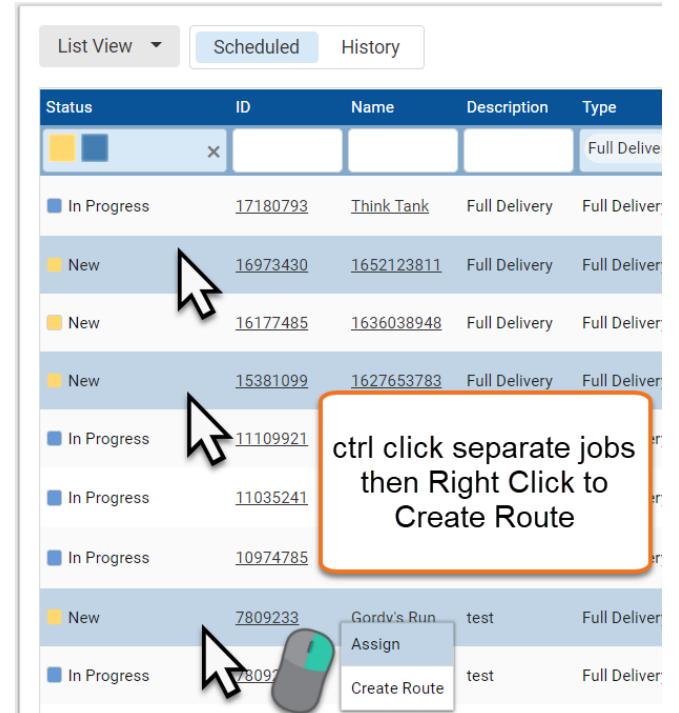
Status	ID	Name	Description
In Progress	17180793	Think Tank	Full Delivery
New	16973430	1652123811	Full Delivery
New	161774	8948	Full Delivery
New	153810	3783	Full Delivery
In Progress	111099	0896	Full Delivery
In Progress	110352	1545	Full Delivery

Ctrl Click or Shift Click on Multiple Jobs

Use Ctrl Click to select multiple jobs that are not next to each other, or Shift Click to select multiple jobs that are next to each other. Then use the right click to reveal the ability to create a route from your selections.



Status	ID	Name	Description	Type
In Progress	17180793	Think Tank	Full Delivery	Full Delivery
New	16973430			
New	16177485			
New	15381099			
In Progress	11109921	1595620896	Full Delivery	Full Delivery
In Progress	11035241	1594845045	Full Delivery	Full Delivery



Status	ID	Name	Description	Type
In Progress	17180793	Think Tank	Full Delivery	Full Delivery
New	16973430	1652123811	Full Delivery	Full Delivery
New	16177485	1636038948	Full Delivery	Full Delivery
New	15381099	1627653783	Full Delivery	Full Delivery
In Progress	11109921			
In Progress	11035241			
In Progress	10974785			
New	7809233	Gordv's Run	test	Full Delivery
In Progress	78097			

OneView™ Jobs in OneView

Create Route Button

Use the Create Route button above the filter at the top of the page.

This screenshot shows the 'List View' of jobs. At the top right, there is a 'Create Route' button, which is highlighted with an orange box. Below it is a search bar and other navigation buttons like 'Scheduled' and 'History'. The main area displays a table of jobs with columns for Status, ID, Name, Description, Type, Target, Assignee, Route Name, Route Start, Due Date, and Start Date. Two specific rows are visible: one for 'In Progress' job 17180793 and another for a 'New' job 16973430.

Create Route on Map View

Creating a route from the map view is as easy as right clicking on an existing job.

This screenshot shows the 'Map View' tab selected. A context menu is open over a job on the map, with the 'Create Route' option highlighted with an orange box. The map shows various delivery points across the western United States. Below the map is a table of jobs with columns for Status, ID, Name, Description, Type, and Target. The 'Create Route' option is also visible in the context menu for the table row.

Ctrl Click or Shift Click on Multiple Jobs

Use Ctrl Click to select multiple jobs that are not next to each other, or Shift Click to select multiple jobs that are next to each other. Then use the right click to reveal the ability to create a route from your selections.

This block contains two side-by-side screenshots illustrating how to select multiple jobs. The left screenshot shows a 'shift click' operation where consecutive jobs are selected, followed by a right-click to reveal a context menu with the 'Create Route' option. The right screenshot shows a 'ctrl click' operation where separate jobs are selected, followed by a right-click to reveal the same context menu. Both screenshots show a table of jobs with columns for Status, ID, Name, Description, Type, and Target.

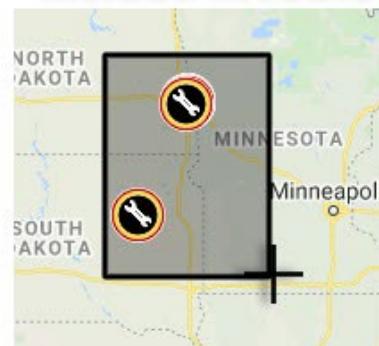
Create Route on the Map

You can create a route right on the map by using the shift key and dragging a box around the jobs you want to include in the route. All jobs within the drawn area will be included in the route you are creating with this method.

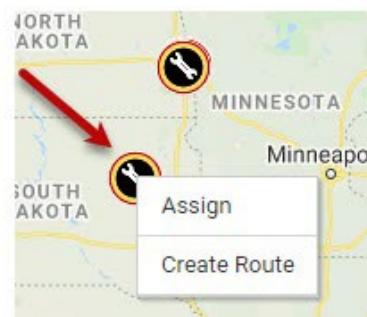
Hold Shift until + appears



Drag a box around jobs to include in route

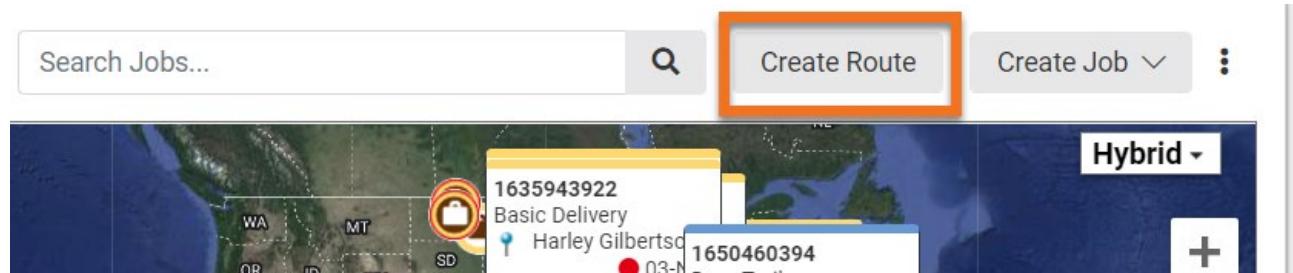


Right click ON one of the jobs to reveal menu



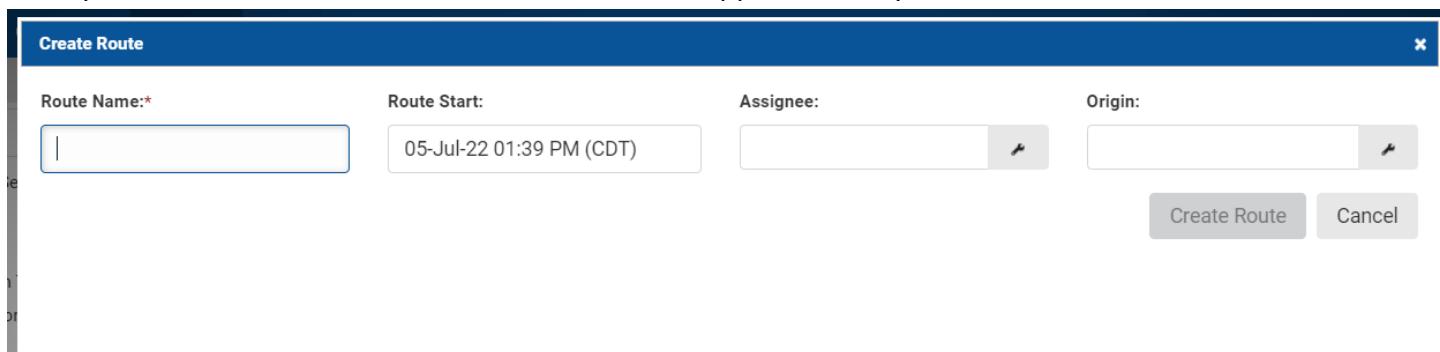
Create Route Button

Use the Create Route button above the filter at the top of the page.



Route Window

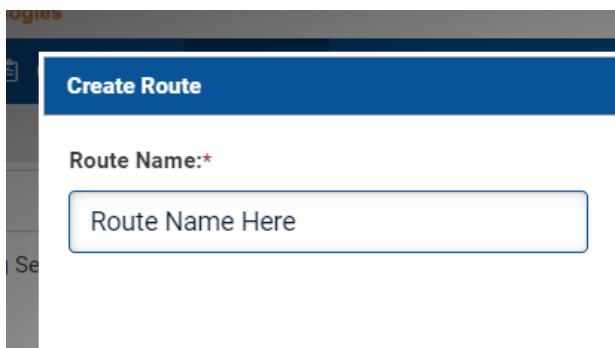
After you choose create route, the route window will appear where you can add details about the route.



Create Route			
Route Name:*	Route Start:	Assignee:	Origin:
<input type="text"/>	05-Jul-22 01:39 PM (CDT)	<input type="button"/>	<input type="button"/>
<input type="button"/> Create Route <input type="button"/> Cancel			

Route Name

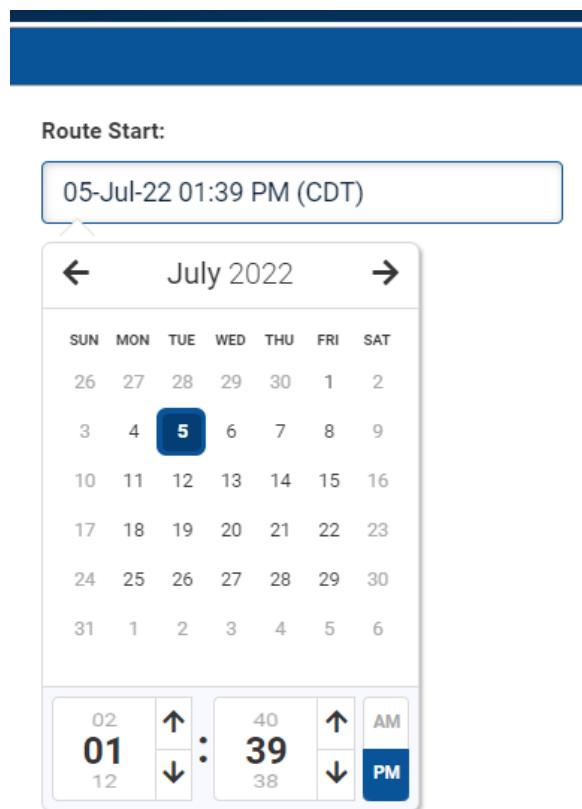
Type the name of your new route in the Route Name field.



The screenshot shows a 'Create Route' interface. At the top, there's a 'Route Name:' label with a red asterisk indicating it's required. Below it is a text input field containing the placeholder 'Route Name Here'. The background shows some blurred UI elements like 'Routes' and 'Search'.

Route Start

Click in the Route Start field to reveal a calendar and time picker to choose the date and time that the route should start, like a due date.

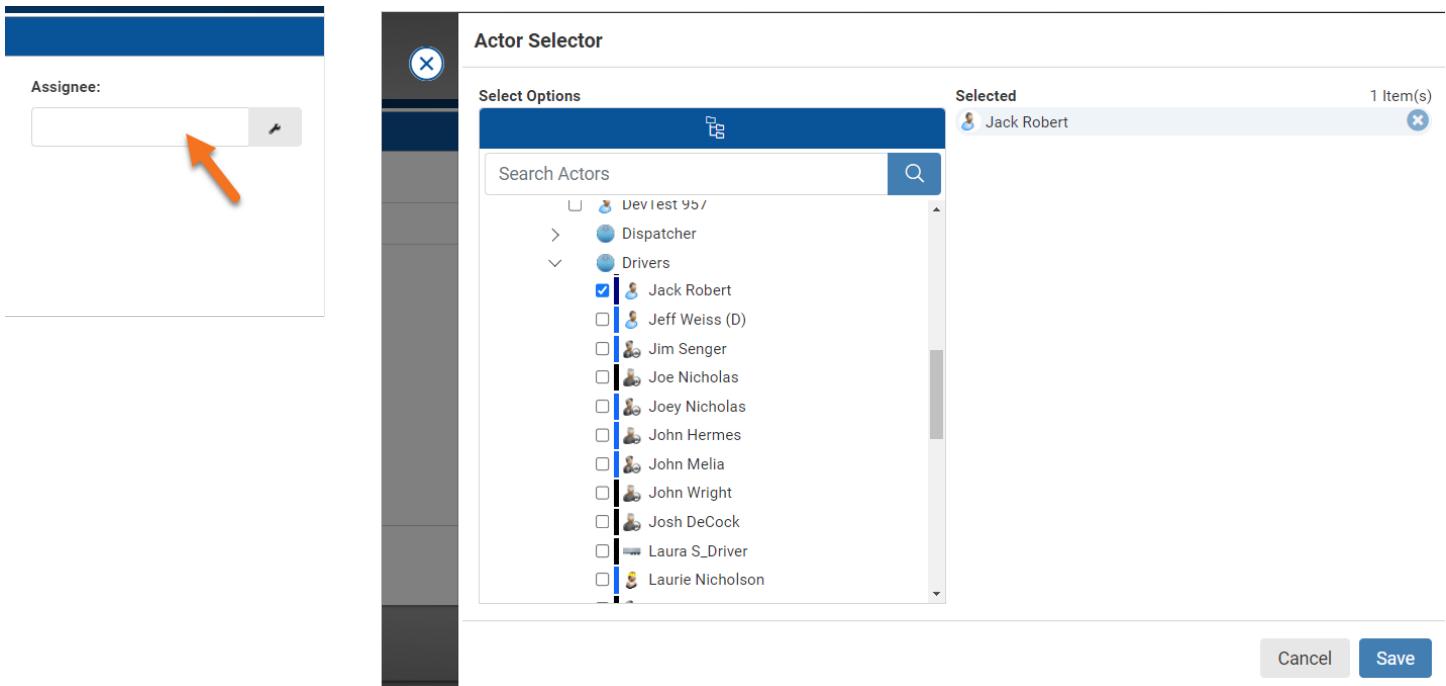


The screenshot shows a date and time picker. At the top, it displays the selected date: '05-Jul-22 01:39 PM (CDT)'. Below this is a calendar for July 2022, with the 5th highlighted in blue. Navigation arrows are available to move between months. At the bottom, there's a time selector with hours from 02 to 12, minutes from 38 to 40, and AM/PM indicators.

OneView™ Jobs in OneView

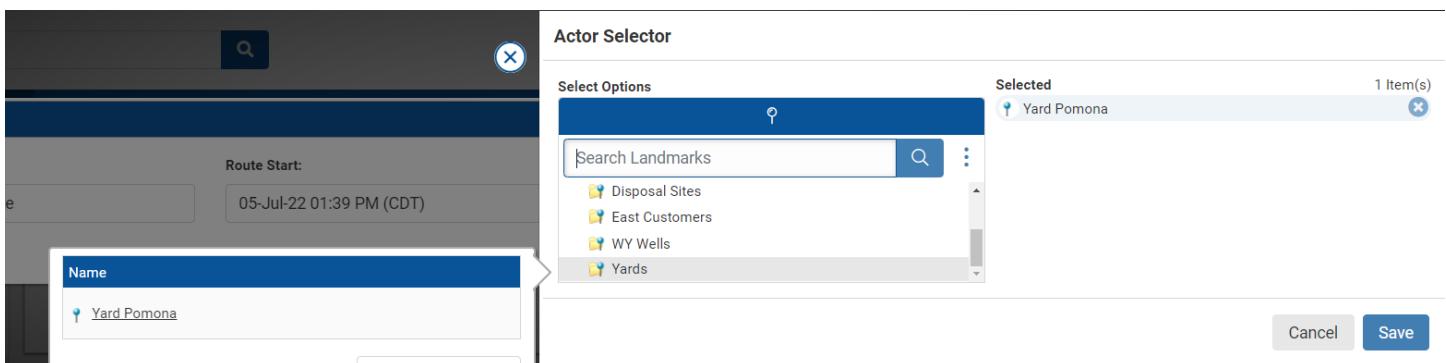
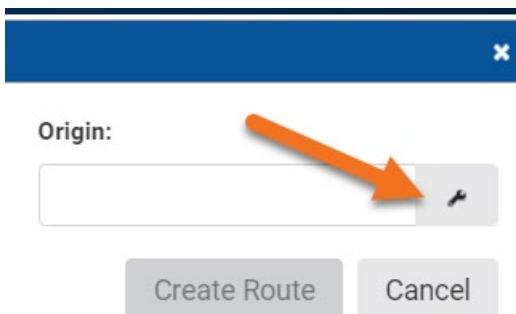
Route Assignee

You can choose to assign this route now or later. If you are assigning this route now, click the Assignee field and a selector window will appear where you can choose the driver to assign to this route.



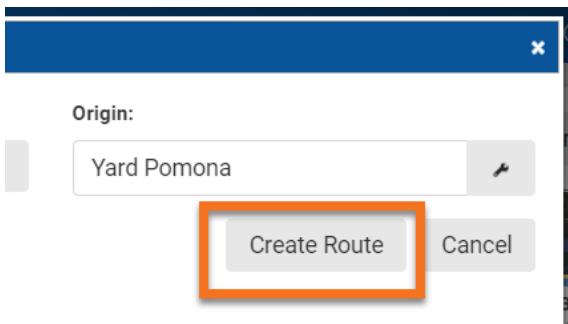
Route Origin

The route origin can be important for many reasons. Set a route origin by selecting a landmark as the starting place for this route.



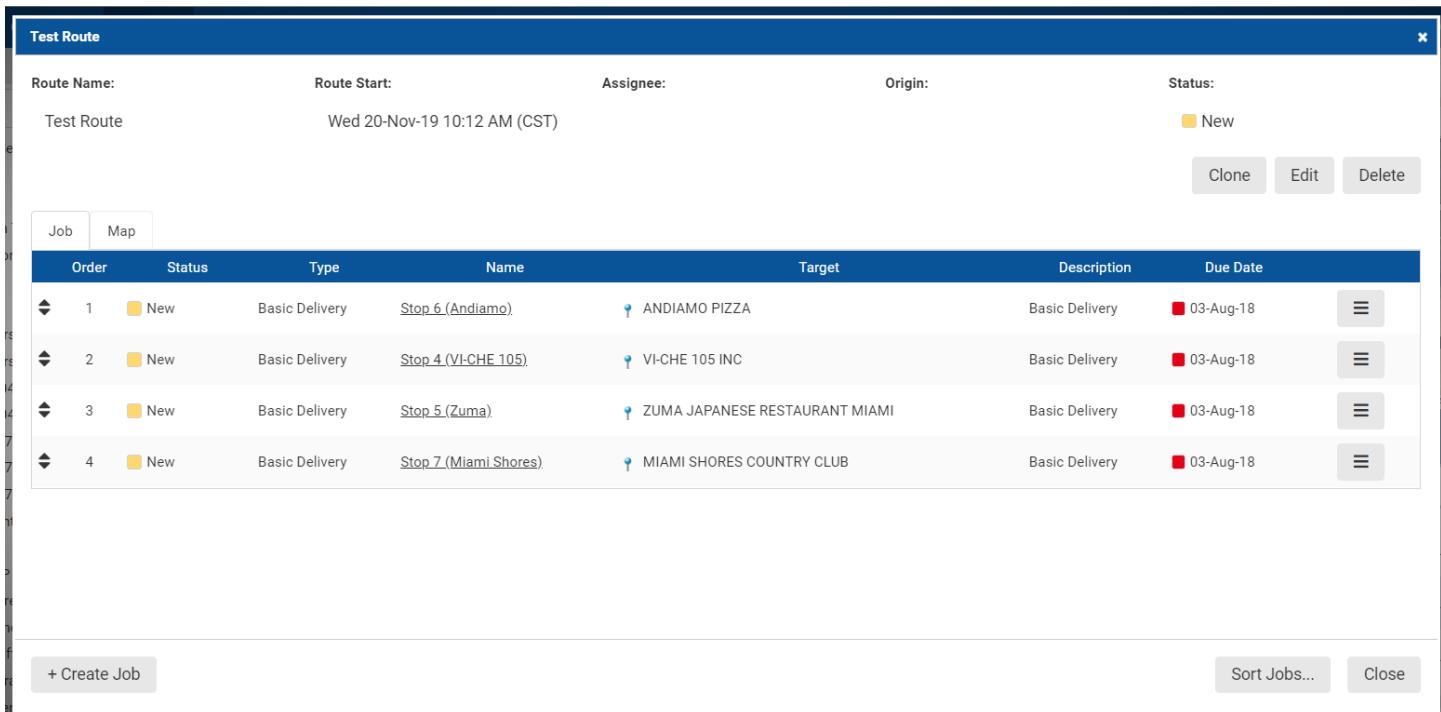
Create Route Button

After filling in all the details of your new route, click Create Route.



Add Jobs to Route

If you right clicked, or used Ctrl click to choose multiple jobs to create the route, all of the selected jobs will automatically be linked to the route you just went through the process of naming and creating (see previous steps).



Order	Status	Type	Name	Target	Description	Due Date	
1	New	Basic Delivery	Stop 6 (Andiamo)	ANDIAMO PIZZA	Basic Delivery	03-Aug-18	
2	New	Basic Delivery	Stop 4 (VI-CHE 105)	VI-CHE 105 INC	Basic Delivery	03-Aug-18	
3	New	Basic Delivery	Stop 5 (Zuma)	ZUMA JAPANESE RESTAURANT MIAMI	Basic Delivery	03-Aug-18	
4	New	Basic Delivery	Stop 7 (Miami Shores)	MIAMI SHORES COUNTRY CLUB	Basic Delivery	03-Aug-18	

OneView™ Jobs in OneView

Create Job Button

Within the route window, at the bottom right corner, there is a + Create Job button that would allow you to add a completely new job to this route within the window. Just set the fields and hit save.

The screenshot shows the 'Test Route' window with the following details:

- Route Name:** Test Route
- Route Start:** Wed 20-Nov-19 10:12 AM (CST)
- Assignee:** (empty)
- Origin:** (empty)
- Status:** New

The main area displays a table of jobs:

Order	Status	Type	Name	Target	Description	Due Date
1	New	Basic Delivery	Stop 6 (Andiamo)	ANDIAMO PIZZA	Basic Delivery	03-Aug-18
2	New	Basic Delivery	Stop 4 (VI-CHE 105)	VI-CHE 105 INC	Basic Delivery	03-Aug-18
3	New	Basic Delivery	Stop 5 (Zuma)	ZUMA JAPANESE RESTAURANT MIAMI	Basic Delivery	03-Aug-18
4	New	Basic Delivery	Stop 7 (Miami Shores)	MIAMI SHORES COUNTRY CLUB	Basic Delivery	03-Aug-18

At the bottom left is a button labeled '+ Create Job' with an orange arrow pointing to it. At the bottom right are 'Clone', 'Edit', and 'Delete' buttons. A red box highlights the 'Delete' button.

Drag and Drop Jobs into Route

On the dispatch view, you can select any job or multiple jobs and drag and drop them onto a route. This adds the selected jobs to that route.

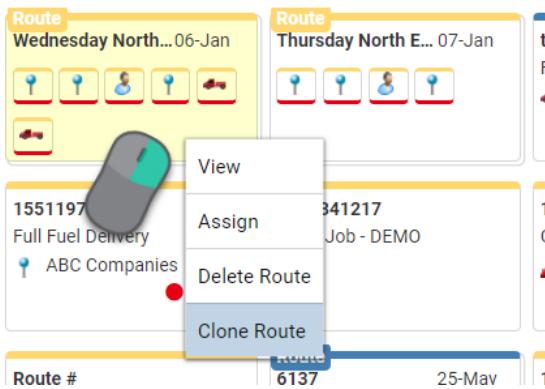
The Dispatch view shows several routes and a job being moved:

- Route 1:** Wednesday North... 06-Jan
- Route 2:** Thursday North E... 07-Jan
- Job Being Moved:** test for clone 3
Full Delivery (Form Last)
Testing Vehicle
- Destination Route:** test for clone 2
Full Delivery (Form Last)
Testing Vehicle

A tooltip 'Moving 2 items' is visible near the job being moved. The job has a dashed selection box around it.

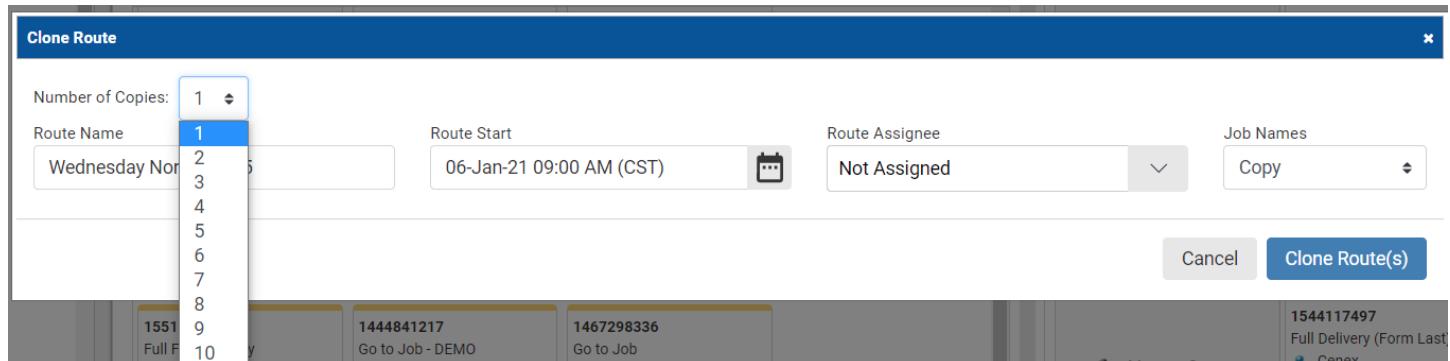
Clone Route

To make quick copies of any route, you can choose to clone the route up to 10 times. Start with a right click on a route and choose clone, or use the clone button inside the route window.



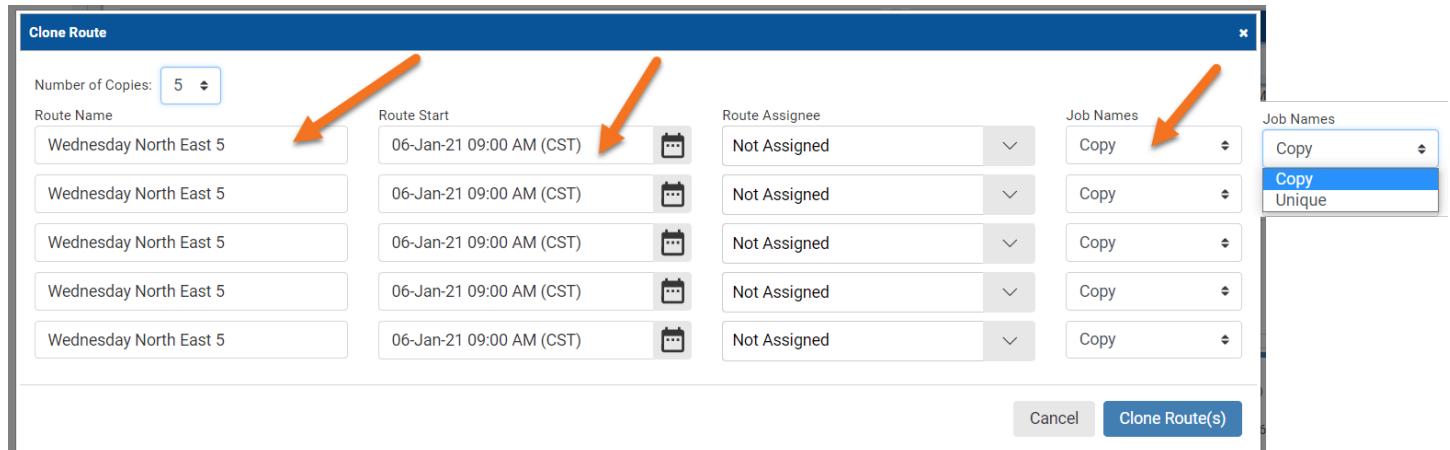
Choose number of copies

Use the Number of copies dropdown to choose how many duplicates you want to create from this route.



Add/Change Route Details

For each new route, change the details like the route name, start date/time, route assignee and job names**.



****Clone Job Names**

For Job Names within your cloned route, you have two choices:

Copy – will copy the exact same job names in the new route as the job names in the route you copied from.

Unique – will generate new names for each of the jobs within the route.

Type	Name	Type	Name	Type	Name
	<u>1525729313</u>		<u>1525729313</u>		<u>1586379687-1</u>
	<u>1525898360</u>		<u>1525898360</u>		<u>1586379687-2</u>
	<u>1525903582</u>		<u>1525903582</u>		<u>1586379687-3</u>
	<u>1535387340</u>		<u>1535387340</u>		<u>1586379687-4</u>