Program: eBOL v1.2 Training

Clip	Action
1	Training Summary. In summary
2	The new version 1.2 eBOL release contains many enhancements and updates designed to increase the power and flexibility of the app (say E-B-O-L)
3	This training will identify the key differences found in the new application and help users transition easily to the new version
4	Training Objectives. The Training Objectives are
5	Identify eBOL version 1.2 screens that have not changed (for clarity)
6	Identify eBOL version 1.2 screens containing new features and changed items
7	Familiarize users with the new screens and functions
8	The Open Manifest screen remains unchanged from version 1.1 to version 1.2
9	The Manifest screen has been updated. Let's look at the new 1.2 features and controls
10	There is a new Time Entry Method
11	The Enter button opens the time entry controls
12	The Current Time button automatically enters the current system time as your start or stop time
13	The Up and Down Arrows adjust the time plus or minus by one minute

14	Use the Keypad to enter a time directly
15	Save **c**onfirms your time entry
16	Cancel quits the time entry without making any changes
17	Back on the Manifest Screen, the next new feature is Unique Processes
18	The Open button opens the iPage Special Customer Processes for this Customer
19	Note: The Disk and Arrow mark on the Open button indicates an important item you should always open and read
20	Note: Close the new browser tabs to return to the eBOL Manifest screen after reviewing the Special Customer Process info
21	The next Manifest screen update is the Work Status indicator
22	There are now 4 possible statuses
23	In Progress is the initial delivery state
24	Task Done will show once the Driver has marked an order as completed
25	Status with show as Acknowledged when the order is done and signed off by the Customer
26	The signed off order will update to Completed after times are entered
27	Our next Manifest screen new item is Customer Acknowledgement

28	Use this button to open the new Customer Acknowledgement screen
29	The Customer Acknowledgement Screen is used 2 times during a stop.
30	You'll use the Review List on arrival to discuss with the Customer what you are going to do
31	Note: Review List checkbox items can be unchecked by the Driver or the Customer if they think something wasn't done
32	There may be checkbox items under each order. These can also be unchecked by the Driver or the Customer
33	This screen is also used once the Order activities are done. The Customer will check the Acknowledge box to confirm an order is completed
34	Note: The Customer is able to Acknowledge MULTIPLE orders at the same time from this screen. This allows you greater flexibility and makes things easier for the Customer
35	You can have the Customer sign-off for all orders when you are all done vs. having the Customer sign-off as you go
36	The Customer can also pick and choose which orders to sign-off on if different people are responsible for different activities
37	Once all the orders have been Acknowledged, scroll to the bottom of the screen and complete the Signoff information with the Customer

38	At this point we will use the next new feature – Sign Off and Email Acknowledgement
39	Use this button to open the Customer Signature screen
40	Note: This control is only active once all Signoff information has been entered
41	The Customer uses the touch screen (or mouse on a PC) to sign off on the orders
42	Once signed, the Save button becomes active
43	Work Status is now updated to Acknowledged
44	And the Acknowledged By info is updated and includes the Customer signature
45	The Order Screen is also updated in version 1.2
46	Let's look at the new 1.2 features and controls on the Order screen
47	The first addition is the Unique Customer Processes function
48	Use this button to opens iPage Special Customer Processes for this Customer
49	Note: as stated earlier, the Disk and Arrow mark on the Open button indicates an important item you should always open and read
50	Note: Close any new browser tabs to return to eBOL order screen after reviewing the Special Customer Process info
51	The Info function is the next new item on the Order screen

52	The Info button opens the iPage for this product (say eye-page)
53	Note: Close and new browser tabs to return to the eBOL Order screen after reviewing the product installation information
54	The Bulletin function is an significant addition to the Order screen
55	This button opens the iPage for this product to access important Bulletins
56	Note: The Red exclamation mark on the Product Bulletin button indicates an important item you should always open and read
57	Note: Close any new browser tabs to return to the eBOL Order screen after reviewing the product Bulletins
58	Back on the Order Screen our next new function is Apply Changes
59	Once you have made an entry on an order, tap to apply changes without going back to the Manifest
60	Note: Use this new function often to save your work to avoid losing anything if or when you get logged out from the system
61	The Room function is the next new Order screen function
62	Normal entries in this field are blank, MSUP, or XSUP
63	Note: When Room is MSUP or XSUP, there may be supplies to pick up. The Supplies Picked Up field at the

	bottom of the page will be required and must be filled in
64	There has been a change in the Meter Read value logic
65	The Xerox EMP system will reject a meter read of zero so it cannot be entered in these fields (say E-M-P)
66	Training Key Points
67	The Open Manifest screen has not changed in eBOL version 1.2
68	The Manifest and Order Screens have both been updated in the new version and contain new functions
69	The Time Entry and Signature screens are new in eBOL version 1.2
70	The new or updated functions available in the 1.2 release are
71	Work status indicators
72	Unique Customer Processes
73	Customer Acknowledgement
74	Review List
75	Order check boxes
76	Sign Off on multiple orders from one screen
77	Product info
78	Bulletins
79	Apply changes to manifest
80	Room
81	Meters