Working with Garmin Devices (Driver)

LOGGING IN AND CHANGING STATUSES

Resources must log in to the Garmin device to receive messages and activities.

1. From the main screen of the Garmin device, tap **Dispatch** and then **Driver Info**.

2. Tap the corresponding **Driver ID**, enter the **Driver PIN**, and then tap **Done**.

3. Select the appropriate **Driver Status** and then tap the **Back** button to return to the previous screen.
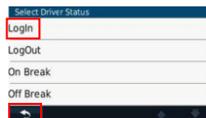
VIEWING MESSAGES SENT TO THE GARMIN

1. To access the Messages function from the main screen, tap **Dispatch** and then **Messages**.

2. Tap **Inbox** and then select the Messages you want to read.
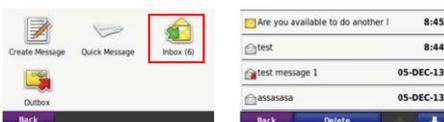
REPLYING TO MESSAGES ON THE GARMIN

There are two ways to reply to messages; 1) using the keyboard, or 2) via pre-defined replies the dispatcher sends you.

1. To reply to a message using the keyboard:

a. Select a message to reply to and tap **Reply** and then **Use Keyboard**.

b. Type in the reply and tap **Done**. Then tap **Yes** to send the message.

2. To reply to a message using pre-defined replies:

a. Tap **Reply** (it will be the only option available), and then select your Reply from the available options.

b. Once you make your Reply selection, your response will be sent and you will be returned to the *Messages* screen automatically.

CREATING & SENDING MESSAGES FROM THE GARMIN

There are 2 ways to create messages; 1) using the *Create Message* option, or 2) using the *Quick Messages* option (i.e. the canned messages set up in Fleet Complete).

1. To create a message using the *Create Message* option:

a. From the main screen, tap **Dispatch** and then **Messages**.

b. Select **Create Message**, type your message, and then tap **Done**.

c. Tap **Yes** to send the message.

2. To create a message using the *Quick Message* option*:*

a. From the main screen, tap **Dispatch** and then **Messages**.

b. Tap **Quick Message** and then select the pre-defined message you want to send.
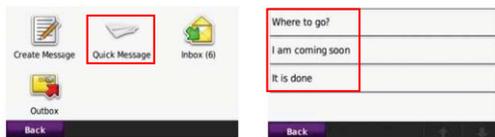
c. Tap **Yes** to send your message.

ACCESSING AN ACTIVITY & MAPPING IT

Resources can access an Activity (i.e. a stop) from the Garmin device and map out the directions to the destination address.

1. To access Activities from the main screen, tap **Dispatch**, and then **My Stops**.

2. Select the Activity for which you want to view the details, and then tap **Go**.

3. Once an Activity is selected, the directions will then be mapped out. Once the Resource arrives at the destination, a message will appear, allowing them to make the stop as *Done* by tapping **Yes**.

MANUALLY COMPLETING AN ACTIVITY

There may be occasions when the Resource may want to complete the Activity without actually arriving at the required location.

1. Tap **Dispatch** -> **My Stops** -> the **Activity** you want to view -> **Edit** -> **Mark as Done**.

2. Tap **Yes** to mark the stop as *Done* (the checkmark to the left of the Activity confirms the stop is done).