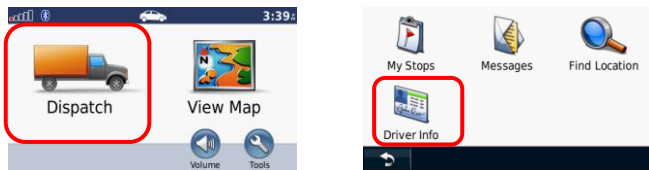


# Working with Garmin (Mobile)

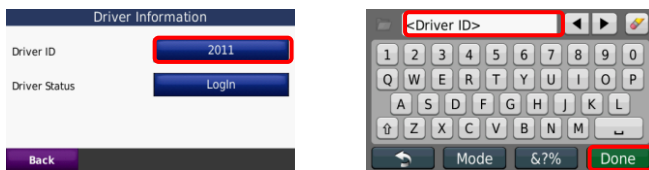
### LOGGING IN AND CHANGING STATUS

Resources (i.e. the drivers of the assets) must login to the Garmin device to receive messages and activities.

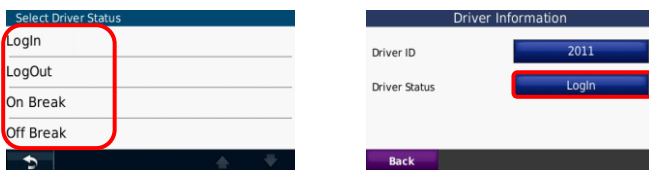
- From the main screen, click the **Dispatch** icon → then tap **Driver Info**.



- Tap **Driver ID** → enter the **Driver's PIN** → tap **Done**.



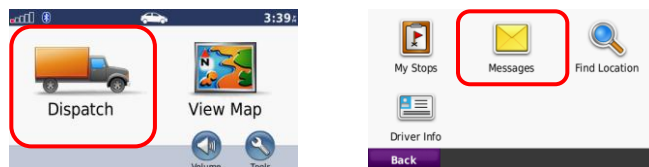
- Select the appropriate **Driver Status**.
- Tap the **Back** button to return to the previous screen.



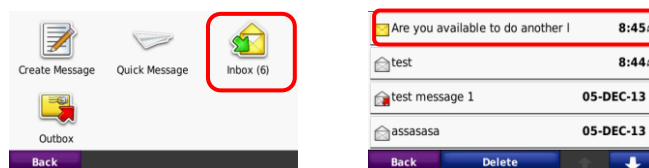
### VIEWING MESSAGES

Resources can view messages sent to the Garmin device by the dispatcher.

- To access the **Messages** function from the main screen, click the **Dispatch** icon → then tap **Messages**.



- Tap **Inbox** → then select the **Message** you want to read.

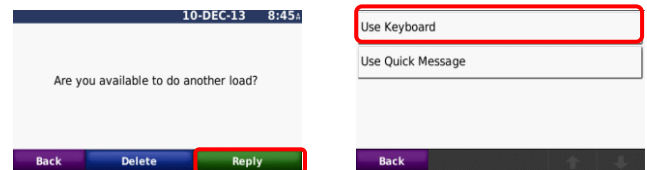


### REPLYING TO MESSAGES

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

**To reply to a message using the Keyboard:**

- Press **Reply** → then tap **Use Keyboard**.

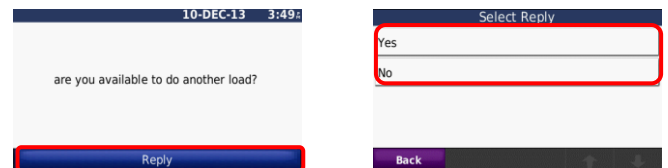


- Type in the **Message** and select **Done** → then tap **Yes** to send the message.

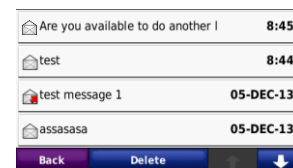


**To reply to a message using the pre-defined replies:**

- Press **Reply** (the only option available) → then select your **Reply** (from the available reply options).



**Result :** Your message is sent and you are returned to the **Messages** screen automatically.

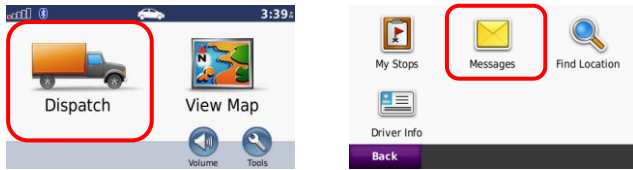


### CREATING AND SENDING A MESSAGE

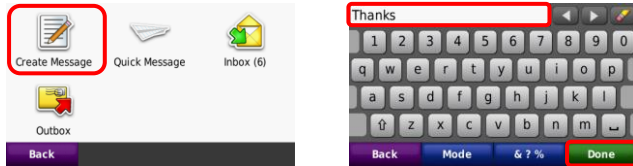
There are two ways to create messages (1) using the **Create Message** option (2) using the **Quick Messages** option (i.e. the canned messages setup in Fleet Complete).

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

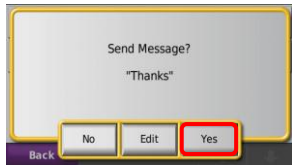
- To access **Create Messages** from the main screen, click the **Dispatch** icon → tap **Messages**.



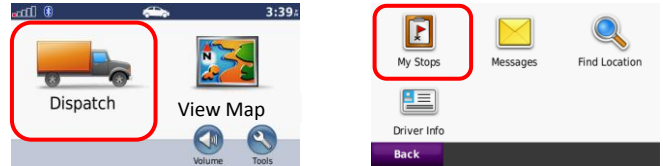
2. Select **Create Message** → then type in the **Message** and select **Done**.



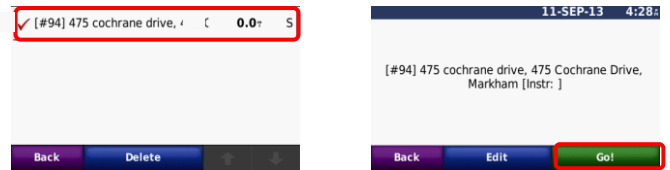
3. Tap **Yes** to send the message.



1. To access **Activities** from the main screen, click the **Dispatch** icon → tap **My Stops** (which means activities in Fleet Complete).



2. Tap the **Activity** you want to view details → then select the **Go** button.



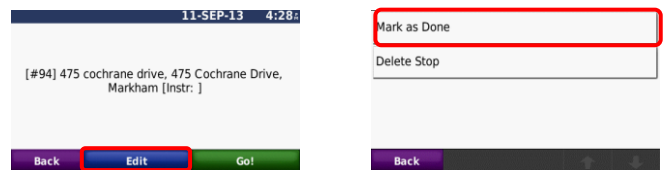
**Result:** The **Directions** are now mapped out for you. Once the driver arrives at the destination, a message will pop up, allowing them to mark the stop as **Done** by selecting **Yes**.



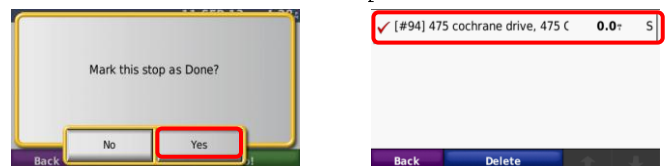
### MANUALLY COMPLETING AN ACTIVITY

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

1. Tap the **Dispatch** icon → then tap **My Stops** → then tap the **Activity** you want to view details → select the **Edit** button → finally tap **Mark as Done**.

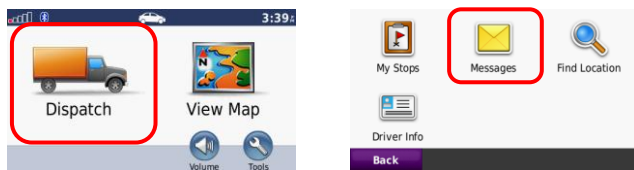


2. Tap **Yes** to mark this stop as done → The **Checkmark** to the left indicates the stop is done.

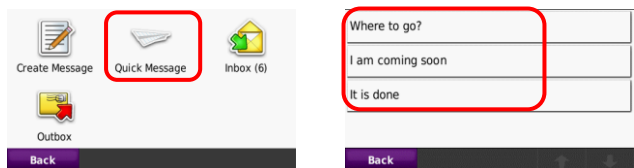


### To create a message using the Quick Message option:

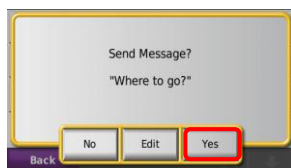
1. From the main screen, click the **Dispatch** icon → tap **Messages**.



2. Select **Quick Message** → select the **Message**.



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



### ACCESSING AN ACTIVITY AND MAPPING IT

Resources can access an activity (i.e. **stop**) from the Garmin device and map out the directions to the destination address for the stop received by the dispatcher.