



Quick Reference Card

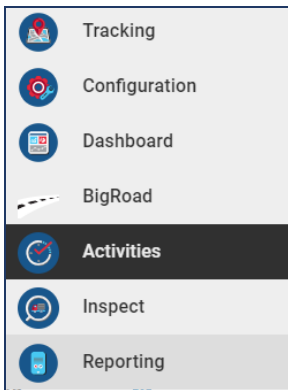
Working with Activities

ABOUT ACTIVITIES

Activities are tasks that are assigned to Resources if you are using the Task Tracker or Garmin Integrated solutions. Activities are tasks that need to be performed at a specific location, assigned to a Resource, and then monitored in terms of their progress. The Activity screen displays all activities that currently have a status of *Unassigned*, *Dispatched*, *In Progress*, and *Completed*

ADDING A DIPSTACH ACTIVITY

1. Log in to FC web
2. From the main menu, click **Activities**



3. Click the **Dispatch** sub-tab
4. Click the **Add** button
5. In the *New Activities* screen, click the first **Calendar** button to select the **From** date of the activity
6. Click the first **Clock** button to specify the begin time for the activity
7. Click the second **Calendar** button to select the **To** date of the activity
8. Click the second **Clock** button to specify the end time for the activity
9. In the Resource field, type a resource **Description** to assign the resource to the activity
10. Type the **Activity Title**



11. Type the activity location in the **Address** fields
12. Type the **Contact Name** as necessary
13. Type the **Phone Number** as necessary
14. Type any **Notes** pertaining to the activity for the resource
15. Click the **Save** button

Task Details

Date & Time	Resource
From: 8/18/2017 04:30 PM	Alex Dobie
To: 8/18/2017 06:30 PM	
Activity Name*	
Delivery to ABC Transportation Inc.	30 / 50
Street Number and Name*	
475 Cochrane Drive	18 / 1000
Address 2	
Suite 220	6 / 50
City	
Markham	7 / 50
County	
Canada	6 / 50
Province/State	ON
Postal Code	
L3R 9R4	7 / 50
Country	
Canada	-
Contact Name*	
John Smith	10 / 50
Phone Number*	
416-978-4563	12 / 50
Notes	
Unload at loading Dock A at back of building	45 / 200

MANAGING ACTIVITIES

1. In the *Activities* screen, the status of an activity is displayed as **Unassigned**, **Dispatched**, **In Progress**, and **Completed**
2. The *Activities* screen displays notifications in the upper right corner when they are rejected by the resources.
3. Once an activity is rejected, it displays in the **Unassigned** section and a red **X** displays to the left of the name of the resource that rejected the activity

Resource	Activity Name	Location	Start Time	End Time
Unassigned	Delivery to Toronto Zoo	Toronto Zoo, Toronto, ON, Canada, Toronto, M7S 9S8, ON, CAN	Aug 21 2017 09:00 AM	Aug 21 2017 09:00 AM
Unassigned	Job Site 203 - Equipment Pickup	203 Mission Park Drive, Whitefish Bay, WI, 53191, WI, USA	Aug 21 2017 10:31 AM	Aug 21 2017 01:03 PM
Dispatched	STATUS NOT DFM TAG	Blue Star Drive, Mississauga, ON, CAN	Aug 21 2017 08:21 AM	Aug 21 2017 10:21 AM
John Smith	Headquarters	375 Cochrane Drive, Markham, L3R 9R4, ON, CAN	Aug 21 2017 09:10 PM	Aug 21 2017 04:10 PM
John Smith	Activity #834	88 Queens Boulevard, 11375, NY, USA	Aug 22 2017 11:00 AM	Aug 22 2017 01:00 PM
Proper Pella	Headquarters	475 Cochrane Drive, Markham, L3R 9R4, ON, CAN	Aug 22 2017 01:00 PM	Aug 22 2017 04:00 PM
John Smith	Task leader open	Canada Woodhead Drive, Vaughan, ON, CAN	Aug 22 2017 08:47 AM	Aug 22 2017 08:47 AM
Proper Pella	Headquarters	475 Cochrane Drive, Markham, L3R 9R4, ON, CAN	Aug 22 2017 12:00 PM	Aug 22 2017 02:00 PM

MANAGING UNASSIGNED AND REJECTED ACTIVITIES

For activities that are unassigned or have been rejected by the resource, they can be assigned or re-assigned from the *Activities* screen

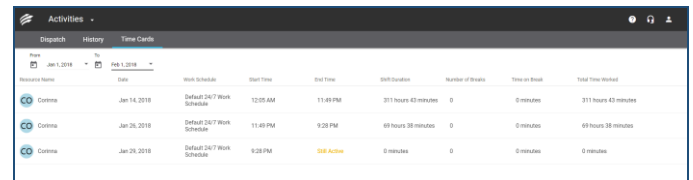
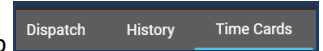
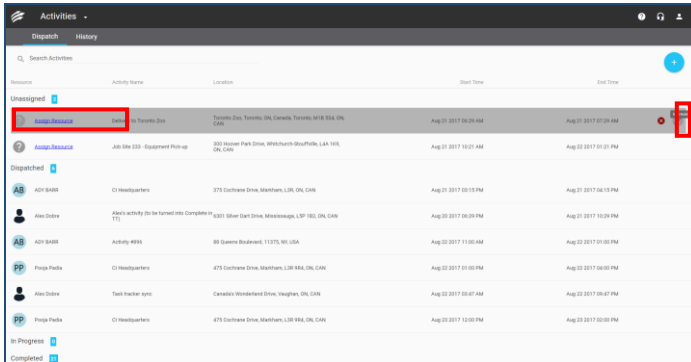


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1. In the *Activities* screen, click an activity to be assigned
2. Click the **Pencil** button to edit the activity
3. Alternatively, click **Assign Resource** for the activity

number of breaks, time on break, and total time worked minus breaks.

1. Log in to FC web
2. From the main menu, click **Activities**
3. Click the **Time Cards** sub-tab
4. Click the first **Calendar** button to select the **From** date of an activity
5. Click the second **Calendar** button to select the **To** date of the activity




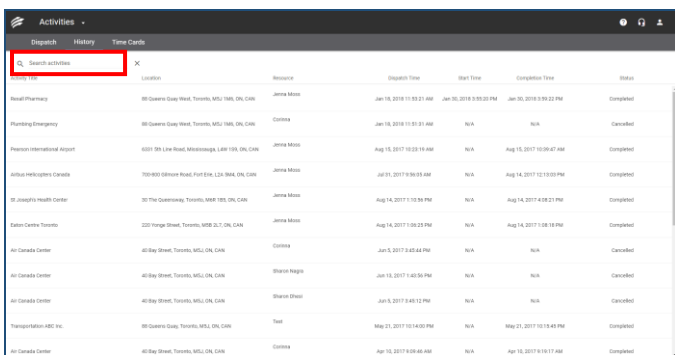
ACCESSING HISTORY

The History tab in the *Activities* screen displays all Completed and Cancelled activities and are organized chronologically based on the end date and time of the activity

1. Log in to FC web
2. From the main menu, click **Activities**
3. Click the **History** sub-tab
4. Use the *Search* field to locate an activity by its Description and then click the spy glass button

TO LEARN MORE ABOUT ACTIVITIES

To learn more about **Activities**, click the Help  button located in the top right-hand corner of the application and perform a keyword search



ACCESSING TIME CARDS

The *Time Card* report tracks the day of a Resource and is used in conjunction with the Fleet Complete Task Tracker solution. The Time Card report displays the resource's schedule and start time. It also displays date, end time, shift duration,