

Quick Reference Card

Working with Activities

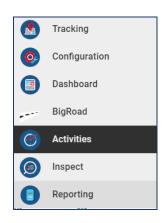
ABOUT ACTIVITIES

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

Dispatch History Time Cards

- 4. Click the **Add** button
- 5. In the *New Activities* screen, click the first **Calendar** button to select the **From** date of the activity
- Click the first Clock button to specify the begin time for the activity O
- 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 DE	TAILS	
Date & Time		Resource	
From 🖹 8/18/2017 - 🕓 04:30 F	PM	Alex Dobre	×
To 🖹 8/18/2017 - 🕓 06:30 P	м		
Activity Name* Delivery to ABC Transportation Inc.			
			35/50
Street Number and Name*			
475 Cochrane Drive			18 / 1000
Address 2 Suite 220			16/1000
			9/50
ा _? Markham		Province/State ON	
	7/50		2/50
		Postal Code	
County		L3R 9R4	
	0/50		7/50
Country			
Canada			÷
Contact Name *		Phone Number*	
John Smith	10/50	416-978-4563	12/50
	107.50		12/50
Notes Unload at loading Dock A at back of building			

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

ø	Activities -				• G	i ±
	Dispatch History					
Q	Search Activities					•
Resourc		Activity Name	Location	Start Time	End Time	
Unase	igned 🗾					- i
0	Assign Resource	Delivery to Toronto Zoo	Toronto Zon, Toronto, GN, Canada, Toronto, M18 554, GN, CAN	Aug 21 2017 08:00 AM	Aug 21 2017 09:00 AM	
0	Assign Resource	Job Sile 223 - Equipment Pick-up	300 Hoover Park Drive, Whitchurch-Stouthulle, L4A 1HR, ON, DAN	Aug 21 2017 10:21 AM	Aug 22 2017 01:21 PM	
Dispat	ched 🧕					
•	Alex Dobre	STATUS HISTORY TAB	Silver Dart Drive, Mississoupa, DN, CAN	Aug 21 2017 09:21 AM	Aug 21 2017 10 21 AM	
AB	ADVEAR	Clificadquarters	375 Costivane Drive, Markham, L3R, ON, CAN	Aug 21 2017 02:15 PM	Aug 21 2017 D4.15 PM	
AB	ADV BARR	Activity #89s	85 Queens Boulevard, 11375, NY, USA	Aug 22 2017 11:00 AM	Aug 22 2017 01:00 PM	
PP	Pooja Padia	Ci Headquorters	476 Codmane Drive, Markham, L3R 994, DN, CAN	Aug 22 2017 01:00 PM	Aug 22 2017 04:00 PM	
\$	Alex Dobre	Task backer sync	Canadala Wonderland Drive, Vaughan, ON, CAN	Aug 22 2017 03 47 AM	Aug 22 2017 DH 47 PM	
PP	Pooja Padia	CI Headquorters	476 Codmane Drive, Mariham, L3R 994, DR, CAN	Aug 23 2017 12:00 PM	Aug 23 2017 02:00 PM	
In Pro	gress 🚹					
		Alex's activity its be turned into Completi				

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



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

Dispatch Histo	η			
Q_ Search Activities				(
100708	Activity Name	Location	Start Time	End Time
nassigned 🛛				
aniga Anno ana	Delhare to Toronto 200	Toronto 200, Tenentis, GN, Canada, Toronto, M1B 554, GN, CAN	Aug 21 2017 06:29 AM	Aug 21 2017 07:29 AM
Annigo Resource	Job Site 223 - Equipment Pick-up	200 Honver Park Drive, Whitchurch-Grouthelle, L&A 1HB, ON, CAN	Aug 21 2017 10:21 AM	Aug 22 2017 01:21 PM
spatched 🧧				
ADVIDARR	CI Headquarters	375 Doctmane Drive, Markhem, L3R, DN, DAN	Aug 21 2017 02:15 PM	Aug 21 2017 Dil:15 PM
Alex Dobre	Alex's activity (to be tarsed into Comp TT)	lefe in 6301 Silver Dart Drive, Mitsiessuge, LSP 182, DN, CAN	Aug 20 2017 06:29 PM	Aug 21 2017 10:29 PM
ADVIDARR	Activity #095	03 Queens Boulevard, 11375, NCUSA	Aug 22 2017 11:00 AM	Aug 22 2017 01:00 PM
Proja Packa	CI Headquarters	475 Doctmane Drive, Markham, LSR 9804, DN, CAN	Aug 22 2017 01:00 PM	Aug 22 2017 Di-00 PM
Alex Dobre	Task tracker sync	Canadols Worderland Drive, Vaughan, DN, CAN	Aug 22 2017 00:67 AM	Aug 22 2017 DH47 PM
Pooja Pacha	CI Headquarters	475 Cochrane Drive, Marithern, LSR 9804, ON, CAN	Aug 23 2017 12:00 PM	Aug 23 2017 02:00 PM
Progress 0				

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

3.

From the main menu, click Activities 2.

Time Cards

Click the **History** sub-tab 4. Use the Search field to locate an activity by it's Description and then click the spy glass button

Activities -						9 9 ±
Dispatch History T	Time Cards					
Q. Search activities	×	Resource	Dispatch Time	Bart Time	Completion Time	Status
Denall Pharmacy	88 Queers Quey West, Toronto, MSJ 1945, DN, CAN	Jerra More	Jan 18, 2018 11, 53 21 AM J		Jan 30, 2018 3 99 22 PM	Completed
Flumbing Emergency	BE-Queerss Quey West, Toronto, MSJ 1MS, DN, CAN	Coriena	Jan 10, 2010 11:51:01 AM	N/A	NA	Cancelled
Pearson International Airport	6001 Sth Line Road, Mississauga, LdW 199, ON, CAN	Jenna Moss	Aug 15, 2017 10:22:19 AM	N/A	Aug 15, 2017 10:39:47 AM	Completed
Nitius Helicopters Canada	700-900 Olimore Road, Fort Erie, L2A SM4, ON, CAN	Jerna Moss	Jul 31, 2017 9:56:05 AM	N/A	Aug 14, 2017 12:13:03 PM	Completed
R Joseph's Health Center	30 The Queensway, Toronto, M&R 185, DN, CAN	Jerna Moss	Aug 14, 2017 1.10.56 PM	N/A	Aug 14, 2017 4:08 21 PM	Completed
Ealon Cantra Toronto	220 Yonge Street, Toronio, MSB 2L7, GN, CAN	Jenna Moss	Aug 14, 2017 1:05:25 PM	N/A	Aug 14, 2017 1:08:18 PM	Completed
Vr Canada Center	all day Street, Toronto, MSJ, ON, DAN	Corinea	Jun 5, 2017 3:45:44 PM	N/A	NA	Cancelled
lir Canada Center	40 Bay Street, Toronto, MSJ, ON, CAN	Sharon Nagra	Jun 13, 2017 1:43:56 PM	N/A	NA	Cancelled
Air Conada Center	40 Bay Street, Toronto, MSJ, ON, CAN	Sharon Dhesi	Jun 5, 2017 3 45:12 PM	N/A	NA	Cancelled
hansportation ABC Inc.	85 Queens Quey, Toronto, MSJ, DN, CAN	Test	May 21, 2017 10:14:00 PM	N/A	May 21, 2017 10.15.45 PM	Completed
Vr Canada Center	40 Bay Street, Toronto, MSJ, ON, DAN	Corinna	Apr 10, 2017 8:08:46 AM	N/A	Apr 10, 2017 9:19:17 AM	Completed

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,

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

- Log in to FC web 1.
- From the main menu, click Activities 2.
- Click the Time Cards sub-tab 3.

History Time Cards

4. Click the first Calendar button to select the From date of an activity

Dispatch

5. Click the second Calendar button to select the To date of the activity

Activities -								
Dispatch History	Time Cards							
From To	Feb 1,2018 *							
ksource Name	Date	Work Schedule	Start Time	End Time	Shift Duration	Number of Breaks	Time-on Break	Total Time Worked
CO Corinna	Jan 14, 2018	Default 34/7 Work Schedule	12:05 AM	11:49 PM	311 hours 43 minutes	0	Ominutes	311 hours 43 minutes
CO Corinna	Jan 26, 2018	Default 24/7 Work Schedule	11:49 PM	9.28 PM	69 hours 38 minutes	0	0 minutes	69 hours 38 minutes
CO Corinna	Jan 29, 2018	Default 24/7 Work Schedule	9:28 PM	Still Active	0 minutes	0	0 minutes	0 minutes

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