
InTe^{|||}po CT 

Powered by **wise systems** 

Process Documentation

Department:
Product Management

Last Updated:
05/15/2025



About this document

Purpose

This document will guide your company through the complete onboarding and training processes for InTempo CTX. It will provide the knowledge and tools necessary to effectively set up, configure, and use the various applications within the CTX product suite.

Scope

The onboarding and training process covered in this document includes, but is not limited to, the following key components:

1. Admin Onboarding
 - a. Step-by-step instructions for administrators to set up and configure InTempo CTX
 - b. Guidelines for managing user accounts and permissions
2. User Onboarding
 - a. Detailed procedures for end users to get started with InTempo CTX
 - b. Tips and best practices for maximizing productivity within the application
3. General How-To Guides
 - a. Comprehensive guides for using different applications such as Dispatcher and Delivery Routes
 - b. Practical examples and scenarios to help you and your teams understand and navigate the software's features

Intended Audience

This document is intended for both administrators and end-users of InTempo CTX software. It is crafted to ensure a seamless onboarding experience and to empower your teams to make the most of the software's capabilities.



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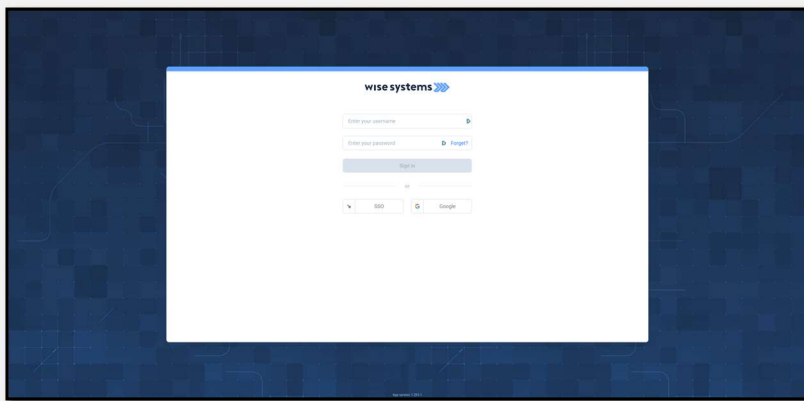
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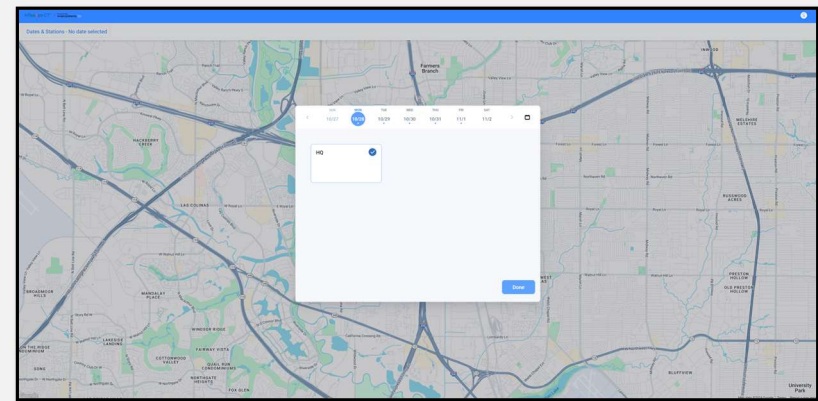
Home Screen Overview

Home Screen



Log In Screen

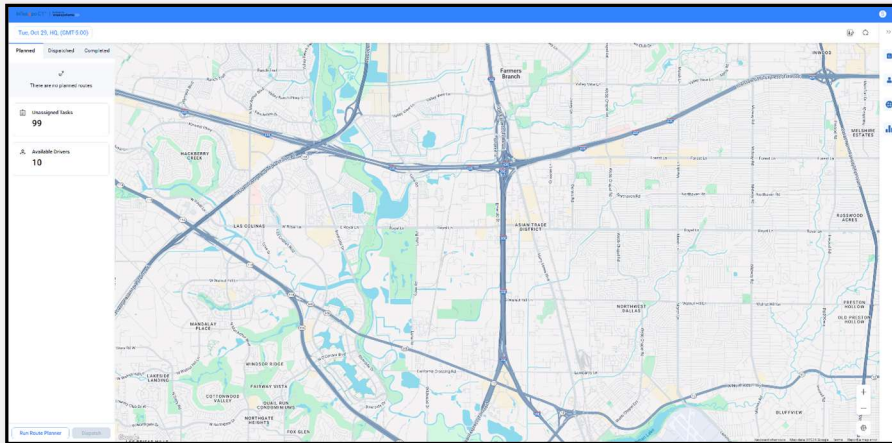
Follow the [CTX URL](#) and the log in screen will appear; enter your credentials to access the system.



Home Screen

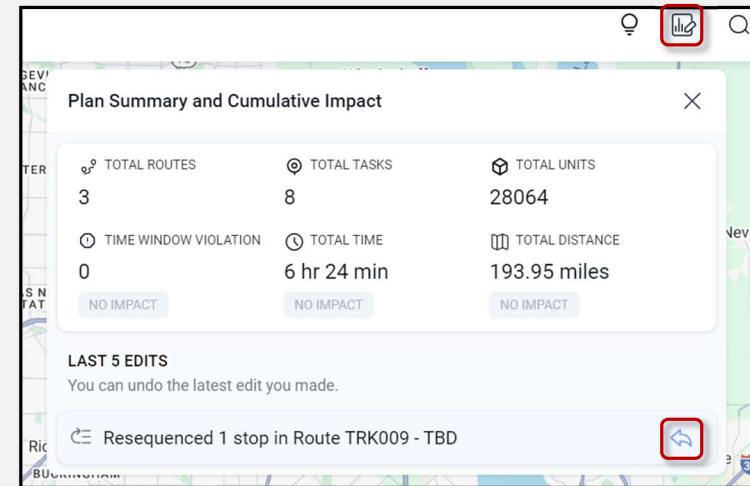
Once you log in, you'll be prompted to select your depot and planning day.

Home Screen



Home Screen/Map Continued

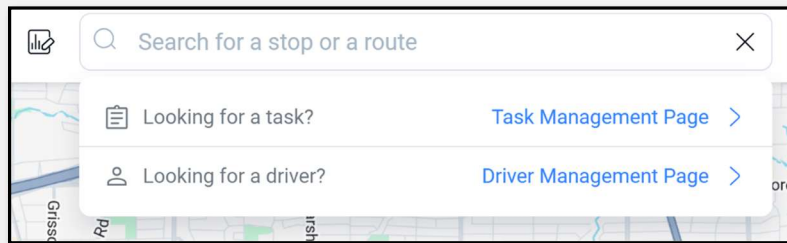
After selecting your depot and planning day, the screen will look like the above. We will review each button and their function in this section.



Plan Summary & Cumulative Impact

This report is a *daily* overview of the impact that any changes you make will have on your operations. When you've made edits they will appear on this menu, they can also be undone by pressing the undo button.

Home Screen Buttons

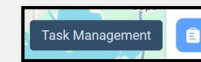


Search Bar

The search bar can be used to search for a customer name, contract number, or equipment number. Data is pulled directly from InTempo Enterprise (RentalMan).

NAME ↑	ROUTE ID ↑	TASK TYPE ↑	ADDRESS ↑	CITY/STATE ↑	ZIPCODE ↑	TIME WINDOW ↑	LABELS ↑	STATUS ↑	WEIGHT ↑	VOLUME
Customer Name		Pickup		DENTON, TX	76207	1:09 PM - 9:09 PM	Rental TO BE DONE +4	Unassigned	15000	9200
Customer Name		Delivery		PLANO, TX	75074	7:00 AM - 11:00 AM	TO BE DONE 186 +3	Unassigned	12000	5760
Customer Name		Pickup		MESQUITE, TX	75181	2:29 PM - 10:29 PM	Rental TO BE DONE +4	Unassigned	7500	4600
Customer Name		Delivery		CARROLLTON, TX	75006	6:00 AM - 10:00 AM	Res TO BE DONE +4	Unassigned	6000	4324

Task Management



The Task Manager lets you add, delete, and modify tasks for your route plan. You can use Task Manager while planning routes in advance or to update them after they are dispatched.

Home Screen Buttons

Driver/Vehicle/Depot Management



Driver/Vehicle/Depot Manager

Driver Manager is a tool within InTempo CTX that lets you create and edit drivers and vehicles, search for specific drivers, and manage universal vs "day of" shift times.

Driver and Vehicle Management

Total Drivers: 9
Driver Availability: Available: 9, Not Available: 0

AVL	DRIVER NAME	VEHICLE/ROUTE ID	VEHICLE TYPE	SHIFT START	SHIFT END	RTA	SITE
<input checked="" type="checkbox"/>	Driver Name	TRK011 - TBD 42,000 • 48,845	Side loader	07:00 AM	04:00 PM	• Off	
<input checked="" type="checkbox"/>	Driver Name	TRK010 - LB - 42K 42,000 • 48,845	Combination - LB	07:00 AM	04:00 PM	• On	
<input checked="" type="checkbox"/>	Driver Name	TRK004 - TBD 31,000 • 23,962	Side loader	07:00 AM	04:00 PM	• Off	
<input checked="" type="checkbox"/>	Driver Name	TRK018 - TBD 18,000 • 23,962	Side loader	07:00 AM	04:00 PM	• Off	
<input checked="" type="checkbox"/>	Driver Name	TRK006 - TBD 36,500 • 23,962	Side loader	07:00 AM	04:00 PM	• Off	
<input checked="" type="checkbox"/>	Driver Name	TRK016 - TBD 10,000 • 19,354	Side loader	07:00 AM	04:00 PM	• Off	

Driver, Vehicle and Depot Management

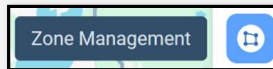
Driver/Vehicle Plans: 9
Total Drivers: 9
Total Vehicles: 16

Manage Depots | View Vehicle Profiles

Export | Add

DRIVER NAME	VEHICLE/ROUTE ID	VEHICLE TYPE	SHIFT TIME	RTA	SITE
Driver Name	TRK011 - TBD 42,000 • 48,845	Side loader	<input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> T <input type="checkbox"/> F <input type="checkbox"/> S	• Off	
Driver Name	TRK010 - LB - 42K 42,000 • 48,845	Combination - LB	<input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> T <input type="checkbox"/> F <input type="checkbox"/> S	• On	
Driver Name	TRK004 - TBD 31,000 • 23,962	Side loader	<input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> T <input type="checkbox"/> F <input type="checkbox"/> S	• Off	
Driver Name	TRK018 - TBD 18,000 • 23,962	Side loader	<input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> T <input type="checkbox"/> F <input type="checkbox"/> S	• Off	
Driver Name	TRK006 - TBD 36,500 • 23,962	Side loader	<input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> T <input type="checkbox"/> F <input type="checkbox"/> S	• Off	

Home Screen Buttons

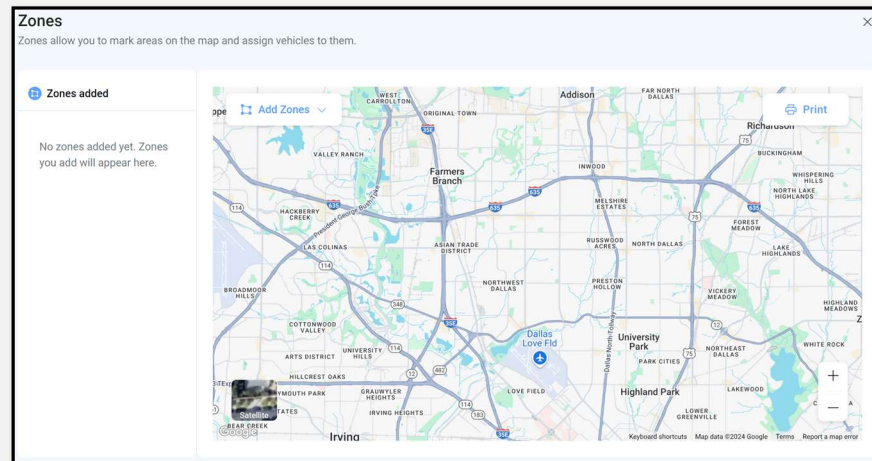


Zone Management

Route Planner can automatically create routes based on geographic zones while continuing to consider other key factors and constraints. Dispatchers no longer need to manually edit routes to fit geographic boundaries.

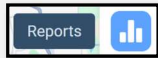
Note: Zone-based Routing is entirely optional; you can continue with the normal route planning process if you choose.

This may not be applicable to your use case depending on your territorial set up.



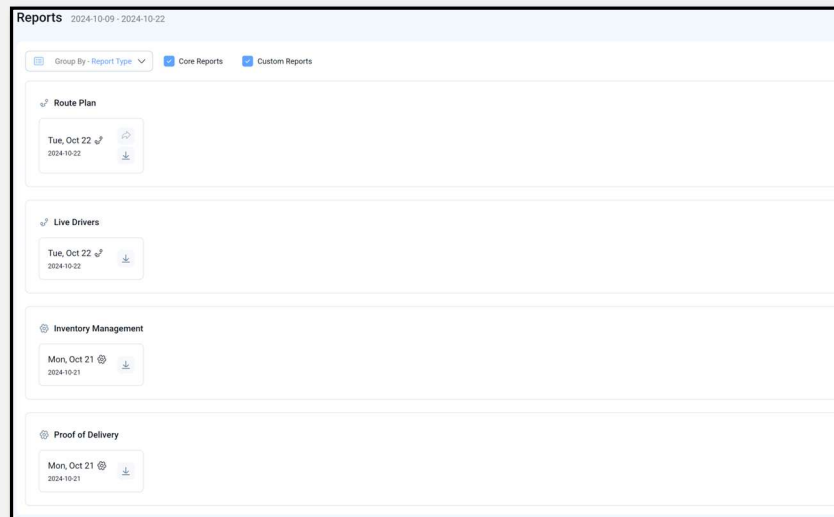
Home Screen Buttons

Reports



InTempo CTX comes with a number of out-of-the-box reports to help you manage your route plans, drivers, inventory, and proof of deliveries.

Other reports can be available upon request.

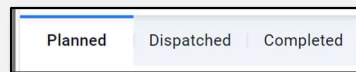




General Overview

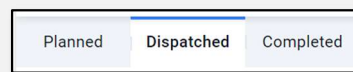
Buttons & Tabs

Planned Tab



The planned tab is used for designing routes prior to dispatching your drivers.

Dispatched Tab



The dispatched tab is used for viewing the drivers' live routes for the day.

Completed Tab



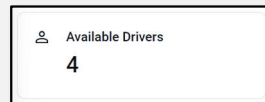
The completed tab is where you can find the completed stops for the day.

Unassigned Tasks



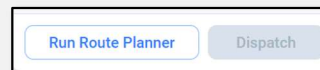
Unassigned tasks are deliveries & pickups that need to be planned and dispatched.

Available Drivers



This is how many drivers have been put on the schedule for the day.

Run Route Planner



This button is for running all unassigned tasks and drivers together.

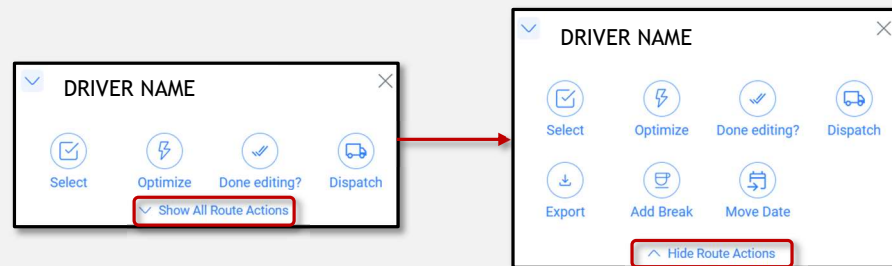
Dispatch



After running a route plan, click on dispatch to send routes to the available drivers.

Driver Options

Clicking on a driver's route while in plan mode will populate several options. If you click on "Show All Route Actions", more options will appear.



Select - When in select mode, you have the option to select multiple drivers and their routes. You would use this mode to view, edit, or export two or more routes side by side. Deselect routes to exit the select mode.

Optimize - After the route has been planned, click on optimize to get a more efficiently-designed route for your driver.

Done editing? - Click on the Done Editing button to lock in a route once you are satisfied with the plan for the driver and do not need any further changes.

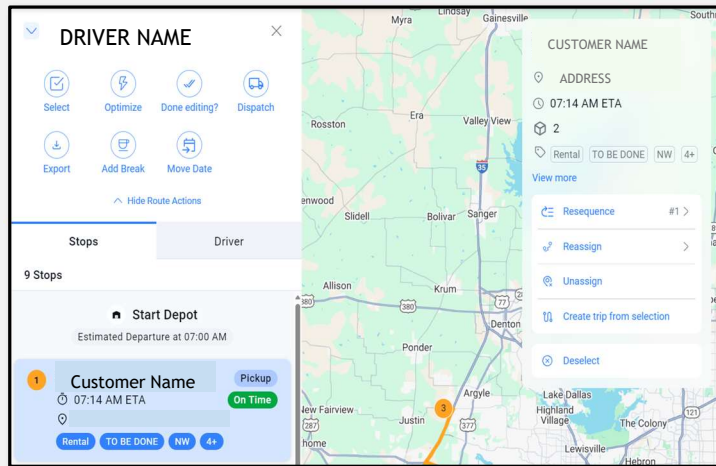
Dispatch - Click on the Dispatch button if you'd like to dispatch one driver individually. This button is separate from the Dispatch button next to Run Route Planner.

Export - Click on the Export button to export an Excel or PDF file of the driver's route. This provides a summary as well as a route, task, and inventory detail report.

Add Break - Click on the Add Break button to add a break for a driver (and specify the length of the break) while in planning mode.

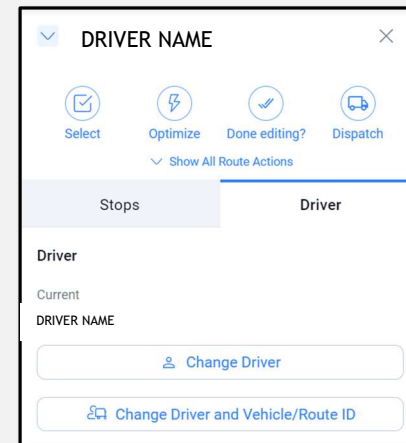
Move Date - Click on the Move Date button to move the entire route to another date.

Driver Options



Stop Detail Buttons

When clicking on a driver's stop, a menu will open on the right of the screen. From here you can resequence, reassign, and unassign a single stop, or you can create a single round trip stop from the selection.



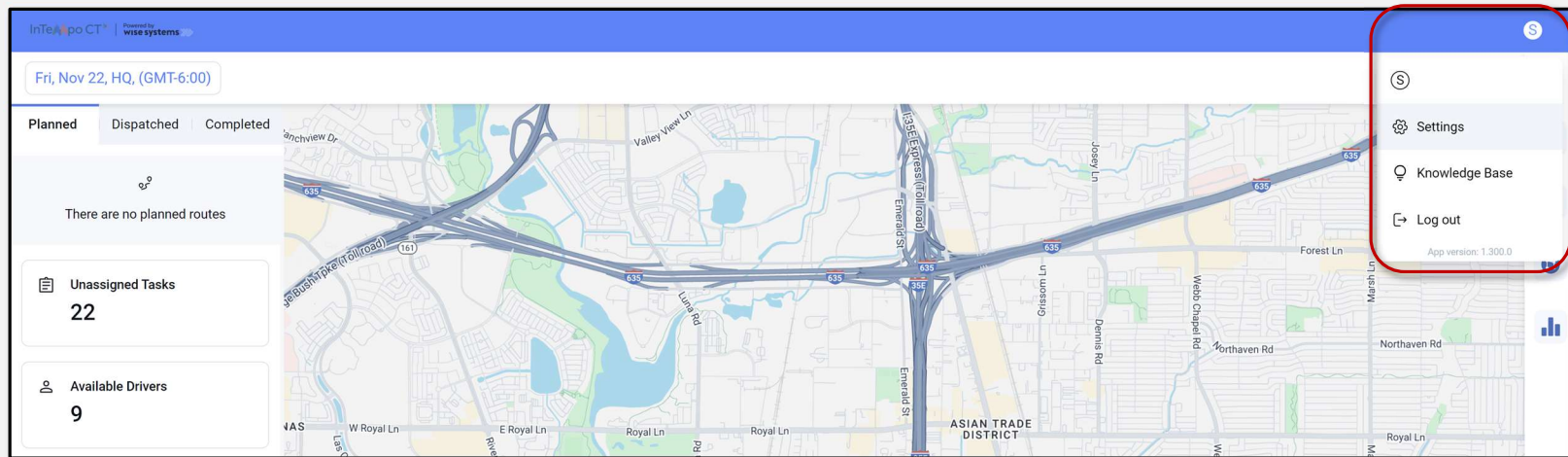
Driver Tab Buttons

To **change** the entire route to another driver, click on Change Driver. To **add** the entire route to another driver, click on Change Driver and Vehicle/Route ID.



Administrative Configurations

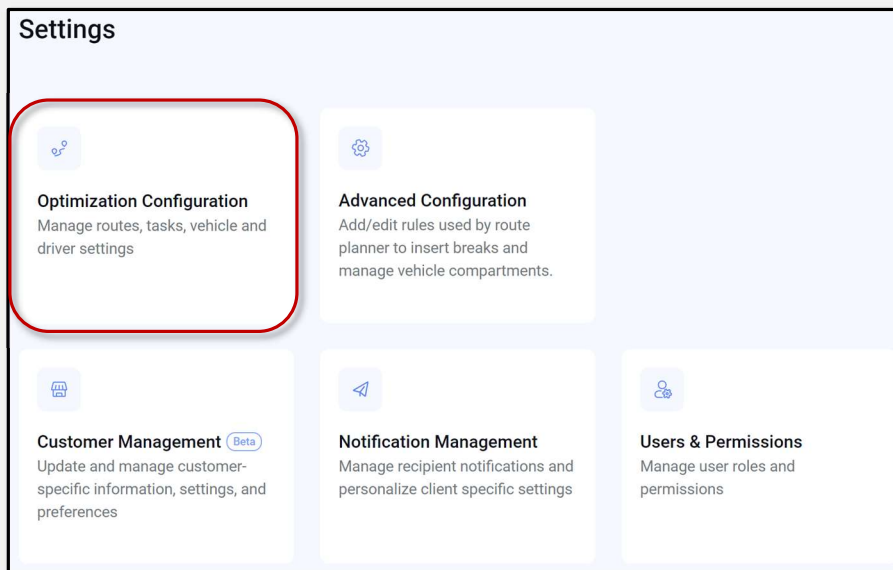
Administrative Management



Overall Admin Settings & User Management

On the Home Screen, click on your Administrator initials button at the top right of the screen. A dropdown will appear with several options. Select the Settings icon.

Optimization Configuration



Settings - Optimization Configuration

To adjust setting got how routes or drivers perform, click on the Optimization Configuration option. Keep in mind that these setting should be adjusted based on recommendation from your InTempo Project Manager.

Optimization Configuration

Allow Early Arrivals

Drivers can be scheduled to make deliveries earlier than the start time window of tasks.



Allow Late Deliveries

Drivers can be scheduled to make deliveries after the end time window of tasks.



Allow Early Arrivals

Turning this setting on helps drivers make deliveries ahead of schedule, saving time and fitting more tasks into the day. It's great if your customers don't mind early drop offs but could cause issues if they're not prepared.

Allow Late Deliveries

This gives drivers the flexibility to deliver after the scheduled window, which helps avoid missed deliveries when things like traffic or delays happen. Just keep in mind that late deliveries might upset customers expecting on-time service.

Optimization Configuration

Maximum Mileage per Route

Setting a mileage limit helps control fuel costs and keeps trips reasonable for drivers. It's a great way to manage expenses while maintaining efficiency.

Maximum Tasks per Route

Limiting the number of stops on a route ensures drivers have a manageable workload. This helps maintain schedules and prevent burnout.

The screenshot displays a configuration interface with four settings, each with a toggle switch and a text input field:

- Maximum Mileage per Route:** The toggle is turned on. The text below reads "Maximum mileage on each route cannot be more than 15% over the defined value below." The input field contains "-0.001" and is labeled "km".
- Maximum Tasks per Route:** The toggle is turned on. The text below reads "No route can have more tasks than the defined value below." The input field contains "0" and is labeled "tasks".
- Maximum Duration per Route:** The toggle is turned on. The text below reads "No route can be longer than the value defined below." There are two input fields: the first contains "12" and is labeled "hr", and the second contains "0" and is labeled "min".
- Balancing Routes:** The toggle is turned on. The text below reads "Routes should be similar in Duration, Mileage, Number of Stops or Total Volume." Below this is a dropdown menu with the text "Balancing Routes Based on Duration" and a downward arrow.

Maximum Duration per Route

By capping route duration you can ensure drivers aren't on the road for too long. It's especially useful for following labor rules and keeping your team safe.

Balancing Routes

Balancing routes ensures fairness by evening out time, distance, and workload. It keeps operations running smoothly and avoids overloading individual drivers.

Optimization Configuration

No Un-assigned Tasks

All tasks must be assigned to routes even if there are not enough drivers. This can lead to routes created with dummy drivers.



Respect Vehicle Capacity

Route optimization should consider the capacity of vehicles to make sure planned loads will fit into the assigned vehicle.



No Un-assigned Tasks

Ensuring all tasks are assigned prevents deliveries from being left out even if there aren't enough drivers available. This can lead to creating placeholder routes, helping to identify resource gaps in your operations.

Respect Vehicle Capacity

Taking vehicle capacity into account ensures that planned loads fit the assigned trucks. This avoids overloading and helps prevent delays or safety issues during deliveries.

Optimization Configuration

Route based on Zones

Route optimization should consider zones. To view and manage zones, go to Zones Management.



Allow Reloads

A single route created by the route planner can contain multiple trips to the warehouse to reload.



14

hr

0

min

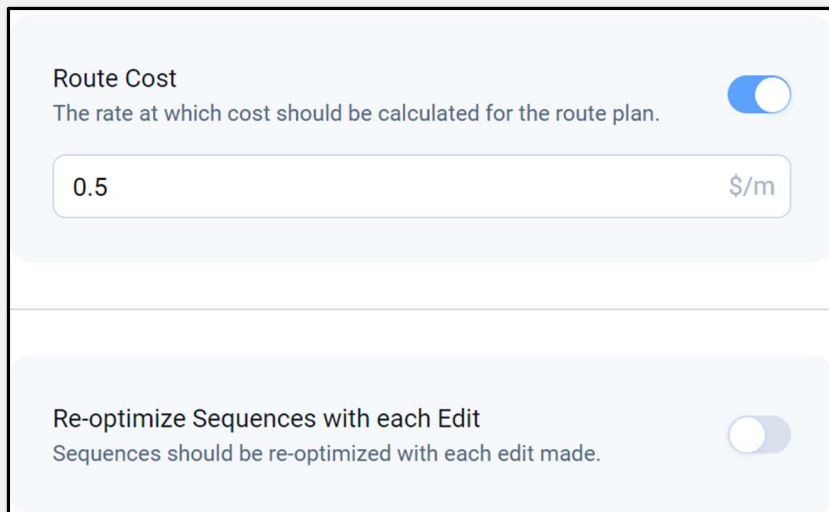
Route based on Zones

Using zones helps group deliveries in the same area cutting down on travel time and fuel costs. It's a smart way to make routes more efficient especially in busy regions.

Allow Reloads

Letting drivers return to the warehouse for multiple loads on the same route helps maximize truck capacity. This is useful when large or unexpected deliveries can't fit in a single trip.

Optimization Configuration



The screenshot shows a configuration panel with two sections. The top section is titled 'Route Cost' and includes a description 'The rate at which cost should be calculated for the route plan.' followed by a blue toggle switch that is turned on. Below this is a text input field containing the value '0.5' and a unit selector showing '\$/m'. The bottom section is titled 'Re-optimize Sequences with each Edit' and includes a description 'Sequences should be re-optimized with each edit made.' followed by a grey toggle switch that is turned off.

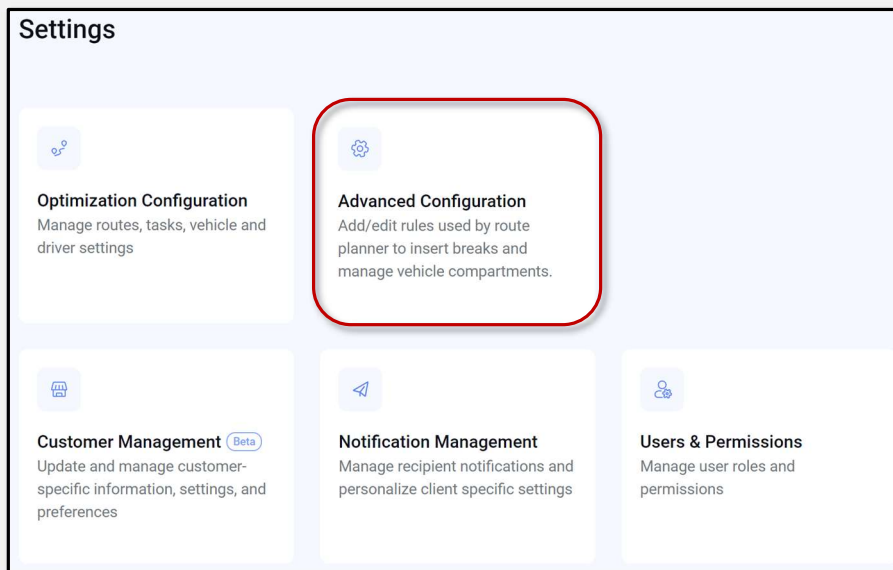
Route Cost

Setting a cost rate for route planning helps monitor and manage expenses for fuel, time, or other resources. It's useful for keeping delivery costs within budget and understanding operational efficiency.

Re-Optimize Sequences with each Edit

Automatically re-optimizing routes after making changes ensures the most efficient sequence is maintained. This saves time and helps avoid mistake when plans shift unexpectedly.

Advanced Configuration



Settings - Advanced Configuration

To adjust settings for how routes or drivers perform, click on the Optimization Configuration option. Keep in mind that these settings should only be adjusted based on recommendations from your InTempo Project Manager.

Advanced Configuration – Vehicle Compartment

The screenshot shows a web interface titled "Advanced Configuration" with a subtitle "Manage break rules and vehicle compartments." On the left is a sidebar with three menu items: "Compartment/Material Types" (selected), "Task Details Settings", and "Breaks". The main content area is titled "Vehicle Compartment - Material Types" and includes a descriptive paragraph: "Define how you calculate the volume capacity of trucks and tasks. Add additional compartments if vehicles have multiple compartments. A compartment type cannot be deleted if it's being used by a vehicle or a task." Below this is a text input field with a warning icon and the message "Label and Unit values can only contain numbers, letters, and dashes (-)". Underneath is a table with two columns: "Label" and "Unit". The table contains one row with "default" in the "Label" column and "unit" in the "Unit" column. To the right of the "unit" cell is a blue "Default" button and a pencil icon. At the bottom of the table is a blue "+ Add new compartment" button.

Label	Unit
default	unit

Compartments are used to categorize the capacity of vehicles in a more detailed way. This is especially useful for rental companies transporting large equipment where different compartments can accommodate different types or sizes of equipment.



For example, Truck A has a flatbed section for a boom lift and an enclosed compartment for smaller tools or accessories. The flatbed has a capacity of 10,000 lbs, while the enclosed compartment can carry up to 2,000 lbs of tools. This allows the truck to transport both the boom lift and related equipment in a single trip.

Advanced Configuration – Vehicle Compartment

Vehicle Compartment - Material Types

Define how you calculate the volume capacity of trucks and tasks. Add additional compartments if vehicles have multiple compartments. A compartment type cannot be deleted if it's being used by a vehicle or a task.

ⓘ Label and Unit values can only contain numbers, letters, and dashes (-)

Label	Unit	
default	unit	Default 
<u>new-flatbed</u>	1000	<input checked="" type="checkbox"/> 

Click on + Add new compartment and in the blank field define your compartment types with clear labels and units, such as "Flatbed (lbs)" or "Enclosed (cubic feet)." When the new compartment is entered click on the checkmark to add.

These labels help identify the compartments when assigning loads.

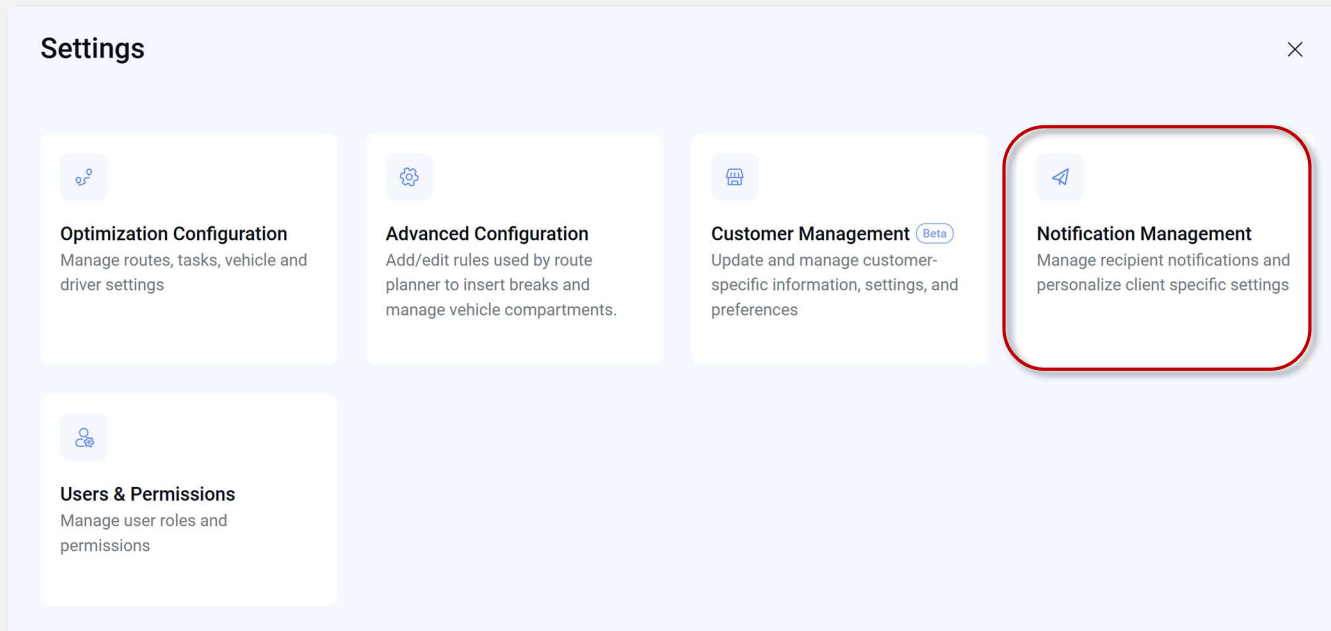
Advanced Configuration – Vehicle Compartment

The screenshot displays the 'Driver, Vehicle and Depot Management' interface. A modal window titled 'Edit compartment type and capacity' is open, showing a list of compartment types: 'default', 'new-flatbed', and 'default'. The 'new-flatbed' option is selected. The modal also shows a capacity value of '48845' and a 'Save' button. In the background, a table lists vehicles with columns for Driver Name, Vehicle/Route ID, Vehicle Type, Shift Time, RTA, and Site. A sidebar on the right shows 'Driver and vehicle' details for a selected driver, including a 'Vehicle Detail' section where the 'default-unit' compartment is highlighted.

DRIVER NAME ↑	VEHICLE/ROUTE ID ↑	VEHICLE TYPE	SHIFT TIME	RTA	SITE
	TRK011 - TBD			Off	rentals-test
	TRK018 - TBD			Off	rentals-test
Leslie Knope +1 (212) 500-0000	LIL SEBASTIAN			Off	rentals-test
	TRK016 - TBD			Off	rentals-test
	TRK008 - TBD			Off	rentals-test
	TRK009 - TBD			Off	rentals-test
	TRK006 - TBD	Side loader		Off	rentals-test
	TRK005 - TBD	Side loader		Off	rentals-test
	TRK010 - LB - 42K	Combination - LB		On	rentals-test
	TRK004 - TBD	Side loader		Off	rentals-test

Once the new compartment has been added, you can now add it to the drivers' profile. Click on any Driver's profile in the Driver, Vehicle, and Depot Management area and the sidebar will appear. Click on the box icon at the bottom of the sidebar. When the popup appears select the compartment type and click Save.

Notification Management



Settings - Notification Management

These settings allow the ability to personalize and control how & when customer notifications are sent within CTX. Click on this card to manage all notifications, messaging, and whether they're sent via email, text or both.

Notification Management

Notification Rules

Notifications will be sent for tasks, according to the rules that were present at the time they were dispatched. If you make changes below, those changes will not impact currently dispatched tasks.

	Notification Channel	
Dispatched	OFF	Dispatched This notification will be sent when the task is dispatched to a driver.
En Route	OFF	20 Minutes Away ✎ This notification will be sent at a predetermined time before the ETA. Click the pencil icon above to edit your predetermined notification time.
20 Minutes Away	OFF	Arrived This notification will be sent when the driver arrives at the specified address.
Arrived	OFF	Completed This notification will be sent when the driver marks the task as completed.
Completed	OFF	Missed Delivery Window This notification will be sent when the ETA falls outside of the customer specified time window.
Other	OFF	
Missed Delivery Window	OFF	

The types of notifications and their description will be displayed on the Notification Channel section. The left column will indicate which channels are turned on or off. At the top right corner the drop down menu will show how notifications are sent; you can choose email, SMS (text), or both.

Notification Management

Notification Rules
Notifications will be sent for tasks, according to the rules that were present at the time they were dispatched. If you make changes below, those changes will not impact currently dispatched tasks.

Dispatched ON

En Route OFF

20 Minutes Away OFF

Arrived OFF

Completed OFF

Other OFF

Missed Delivery Window OFF

Notification Channel SMS Email

Dispatched
This notification will be sent when the task is dispatched to a driver.

SMS
Customer Name X Url X

VARIABLES
Assignment
Name
Client Name
Driver First Name
Driver Last Name

PREVIEW
Light Corp <https://customer.ja.wisesystems.io/?token=VWRNLY1Y0I>

EMAIL
Subject: InTempo Equipment Order
Reply to: ctsupport@intemposoftware.com

Hi
Customer Name X Your InTempo Equipment delivery is being delivered by Driver Full Name X .

VARIABLES
Assignment
Name
Client Name
Driver First Name
Driver Last Name
Driver Full Name
Address
Url

PREVIEW
Hi
Light Corp . Your InTempo Equipment delivery is being delivered by Albert Einstein.
Track Progress

20 Minutes Away
This notification will be sent at a predetermined time before the ETA. Click the pencil icon above to edit your predetermined notification time.

Toggle Button

When you click the toggle button, the messaging options for that item will appear. If both email and SMS notifications are selected, separate editing areas will be available for each. You can customize the text and insert dynamic variables, which will automatically update based on the driver and customer details.

A preview of your message will be displayed on the right, with variables shown as regular text.

Notification Management

The screenshot displays a notification management interface with a toggle for time-based notifications set to '20 Minutes Away'. Below this, there are two sections for configuring notifications: SMS and EMAIL. Each section includes a 'VARIABLES' list and a 'PREVIEW' area.

Time-based Notification Settings:

- Toggle: Minutes Away
- Value: 20
- Text: This notification will be sent at a predetermined time before the ETA. Click the pencil icon above to edit your predetermined notification time.

SMS Configuration:

- Channel: SMS
- Message: Your driver **Driver Full Name** is arriving soon!
- VARIABLES: Assignment, Name, Client Name, Driver First Name, Driver Last Name
- PREVIEW: Your driver Albert Einstein is arriving soon!

EMAIL Configuration:

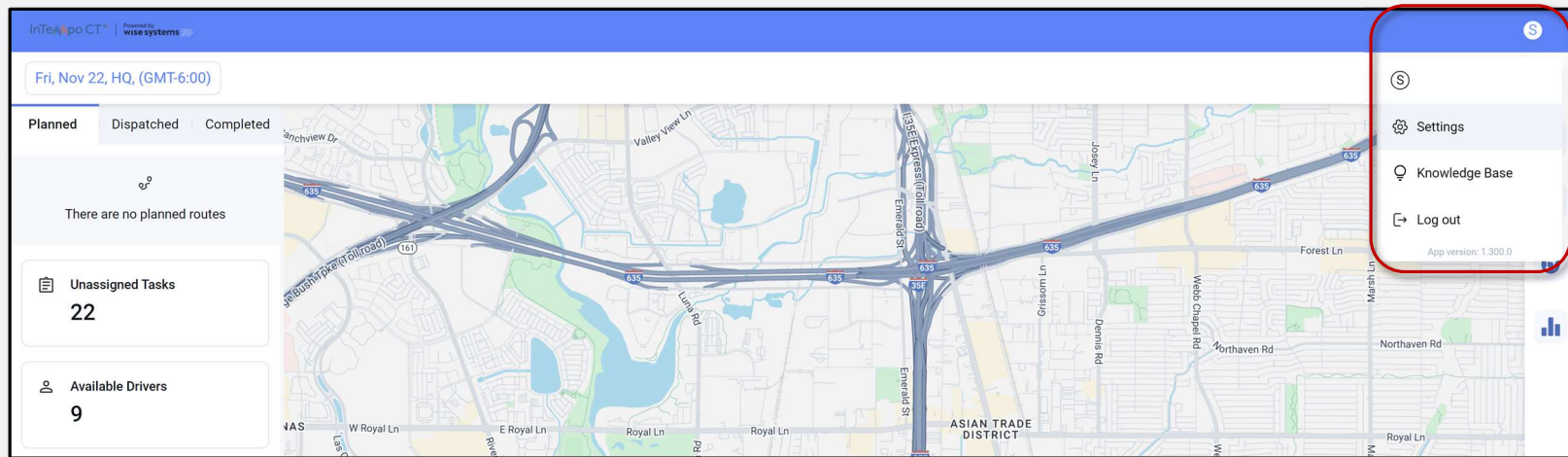
- Channel: EMAIL
- Subject: [Empty]
- Reply to: [Empty]
- Message: Hi,
- VARIABLES: Assignment, Name, Client Name, Driver First Name, Driver Last Name, Driver Full Name, Address, Start
- PREVIEW: Hi, [Track Progress Button]

To send customers a notification when the driver is en route to their location, toggle on the time-based notification channel. You can customize the time settings to notify customers when the driver is XX minutes away. When the time has been adjusted, click the checkmark to save it.



Adding a New User Group or Profile

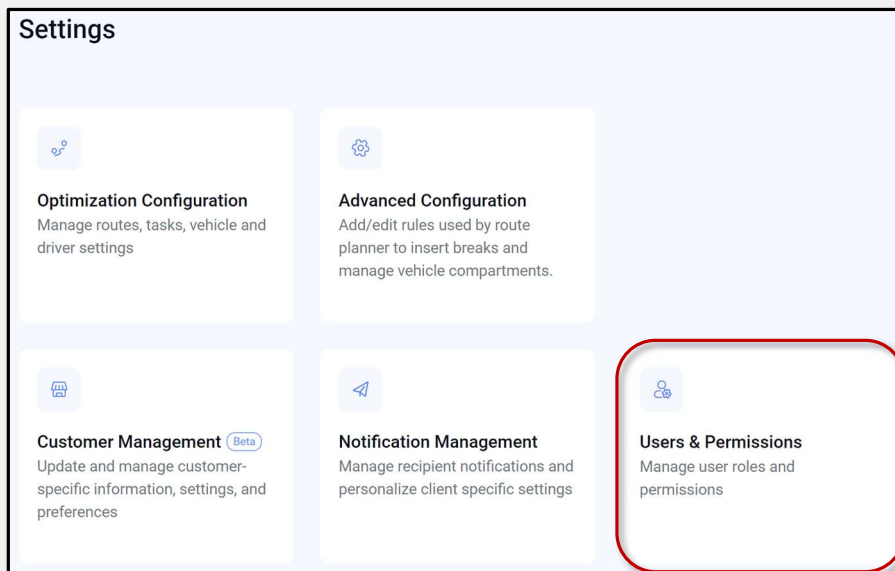
User & Profile Management



Overall Admin Settings & User Management

On the Home Screen, click on your Administrator initials button at the top right corner. A dropdown will appear with several options. Select the Settings icon.

User & Profile Management



Settings - Users & Permissions

To view the user profiles or add a new user or group, click on the Users & Permissions section at the bottom right of the settings menu.

New User Group

Users & Permissions

User Groups + All - 2 users + Add User

mobile merchandizer
mobile manager
admin

Search

USER NAME ↑	EMAIL ↑	SITES ↑	USER GROUPS ↑
Integration User	rentalstestintegration@wisesystems.com	1	admin

See more
Showing 2 of 2

Add User Group

Name

Enter user group name

site

Select sites

All selectable sites (1)

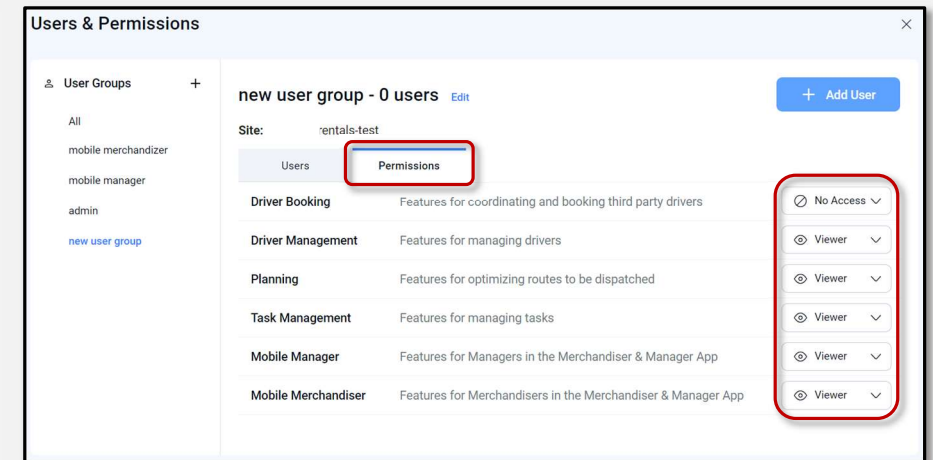
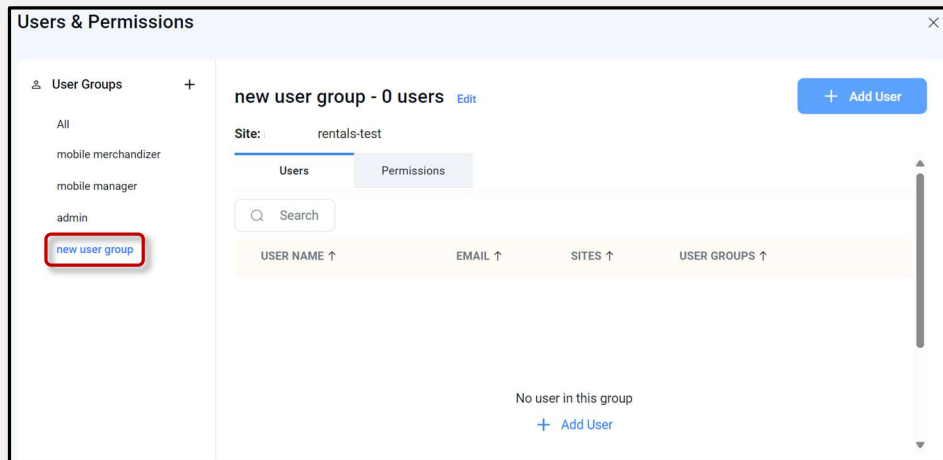
rentals-test

Add

New User Group

To create a new user group, click on the plus symbol to the right of User Groups. Once the Add User Group window populates, type in the profile name and select which sites you wish to add this profile to. Click the Add button to create the profile.

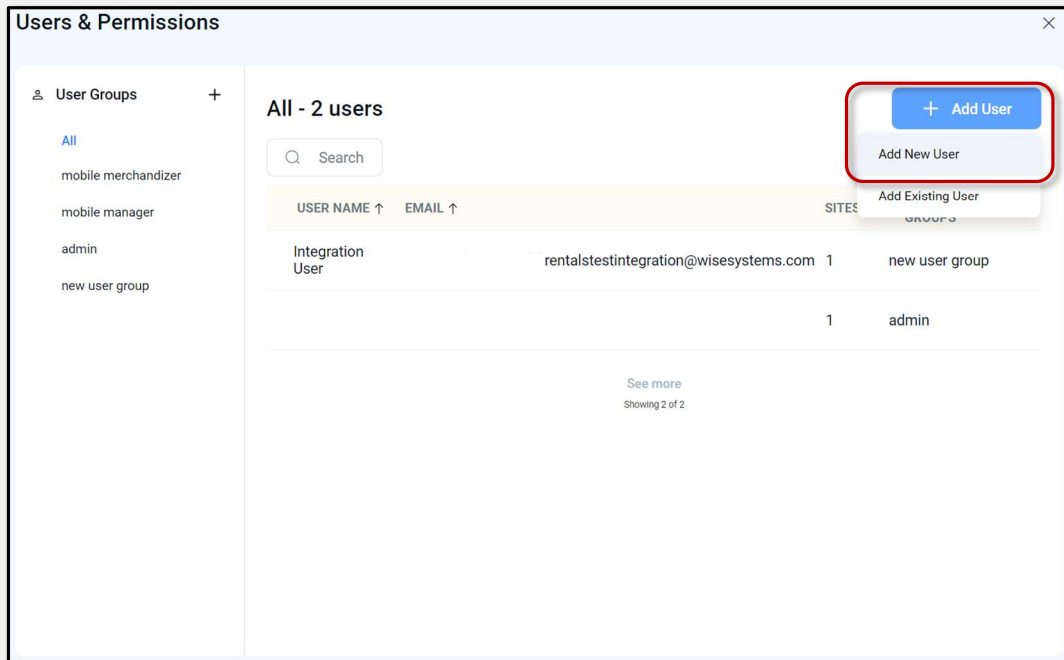
New User Group



The new user group will be added to the User Groups column.

Click on the Permissions tab to set default permissions for this user profile. Each setting has a dropdown menu to select from: Editor, Viewer, or No Access. These settings will automatically save once you adjust them.

New User Profile



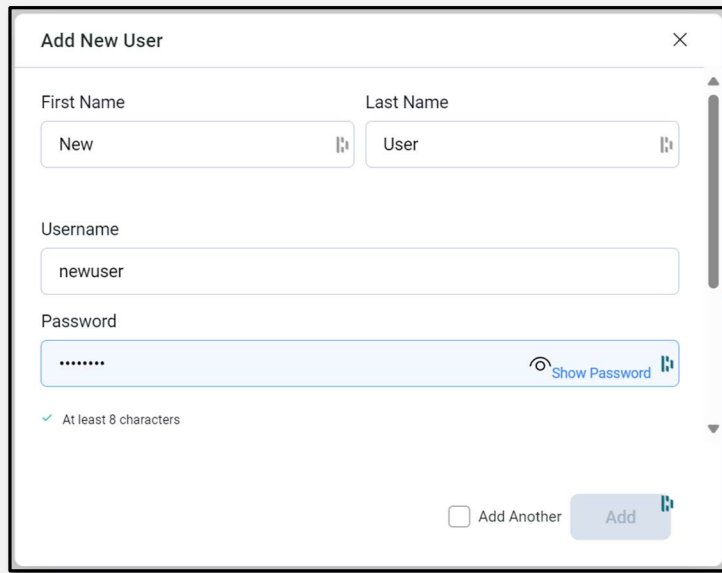
The screenshot shows the 'Users & Permissions' interface. On the left, there is a sidebar with 'User Groups' and a list of groups: 'All', 'mobile merchandizer', 'mobile manager', 'admin', and 'new user group'. The main area is titled 'All - 2 users' and contains a search bar and a table of users. A blue '+ Add User' button is highlighted with a red box, and a dropdown menu is open below it, showing 'Add New User' and 'Add Existing User Groups'. The table lists two users: 'Integration User' with email 'rentalstestintegration@wisesystems.com' and 'admin'.

USER NAME ↑	EMAIL ↑	SITES	GROUPS
Integration User	rentalstestintegration@wisesystems.com	1	new user group
		1	admin

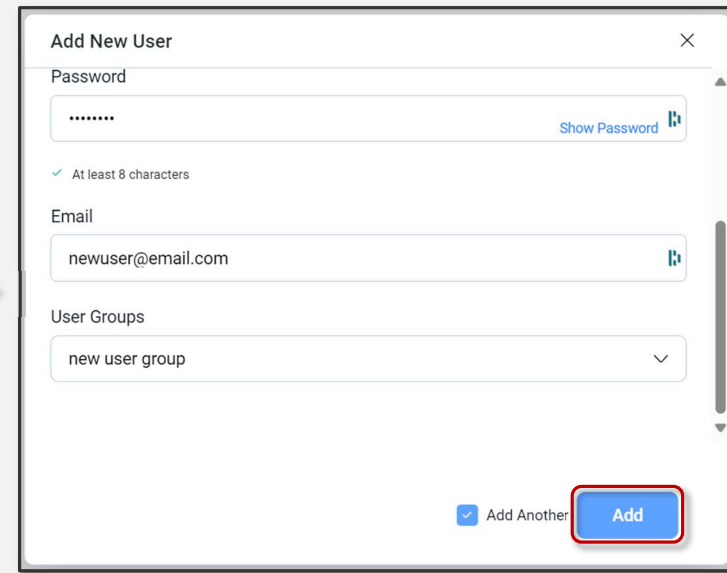
New User Profile

To create a new user, click the Add User button at the top right of the Users & Permissions screen. Once the dropdown populates, click Add New User.

New User Profile



The screenshot shows the top portion of the 'Add New User' form. It includes fields for 'First Name' (containing 'New') and 'Last Name' (containing 'User'). Below these is a 'Username' field with 'newuser' and a 'Password' field with masked characters. A 'Show Password' link is visible next to the password field. A validation message 'At least 8 characters' is shown below the password field. At the bottom, there is an unchecked 'Add Another' checkbox and an 'Add' button.



The screenshot shows the bottom portion of the 'Add New User' form. It includes a 'Password' field with masked characters and a 'Show Password' link. A validation message 'At least 8 characters' is shown below the password field. Below the password field is an 'Email' field with 'newuser@email.com'. Underneath is a 'User Groups' dropdown menu with 'new user group' selected. At the bottom, there is a checked 'Add Another' checkbox and an 'Add' button, which is highlighted with a red box.

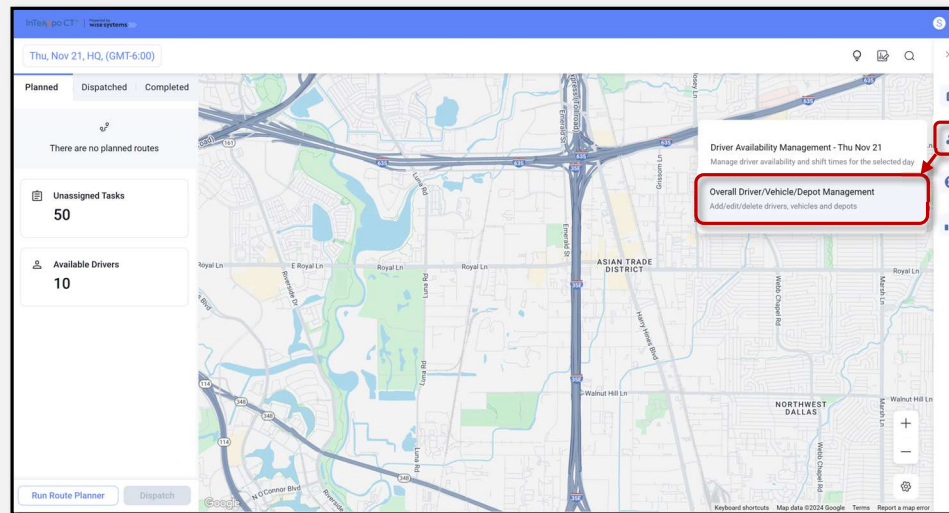
Enter the new user's first & last name, username, and password. Scroll down to add their Email and which user group(s) you'd like to apply to their profile.

To add multiple users at one time, check the button for Add Another. Once you have entered all new users and their corresponding information, press the Add button.



Adding a Driver, Truck, or Depot

Driver, Vehicle & Depot Management



Overall Driver/Vehicle/Depot Management

On the Home Screen, click on the Driver/Vehicle Manager button. Two options will display; select Overall Driver/Vehicle/Depot Management. This option manages the drivers' schedules, truck assignments, and depot locations.

Driver, Vehicle & Depot Management

Driver, Vehicle and Depot Management

Drivers/Vehicle Plans: 10 | Total Drivers: 10 | Total Vehicles: 13

Manage Depots | View Vehicle Profiles

Search

Export | Add

DRIVER NAME ↑	VEHICLE/ROUTE ID ↑	VEHICLE TYPE	SHIFT TIME	RTA Q	SITE
Driver Name	TRK010 - LB - 42K △ 45,000 • @ 48,845	Combination - LB	☐ S M T W T F S	+ On	
Driver Name	TRK018 - TBD △ 18,800 • @ 23,962	Side loader	☐ S M T W T F S	+ Off	
Driver Name	TRK004 - TBD △ 31,500 • @ 23,962	Side loader	☐ S M T W T F S	+ Off	
Driver Name	TRK002 - B - 16.7K △ 76,700 • @ 23,962	Class B	☐ S M T W T F S	+ On	
Driver Name	TRK008 - TBD △ 45,000 • @ 48,845	Side loader	☐ S M T W T F S	+ Off	
Driver Name	TRK005 - TBD △ 36,500 • @ 23,962	Side loader	☐ S M T W T F S	+ Off	
Driver Name	TRK005 - TBD △ 31,800 • @ 23,962	Side loader	☐ S M T W T F S	+ Off	
Driver Name	TRK009 - TBD △ 45,000 • @ 48,845	Side loader	☐ S M T W T F S	+ Off	
Driver Name	TRK016 - TBD △ 10,000 • @ 16,354	Side loader	☐ S M T W T F S	+ Off	
Driver Name	TRK011 - TBD △ 45,000 • @ 48,845	Side loader	☐ S M T W T F S	+ Off	

See more
Showing 10 of 13

The Driver, Vehicle, and Depot management screen populates the current list of drivers, trucks, and sites.

View & Add Depots

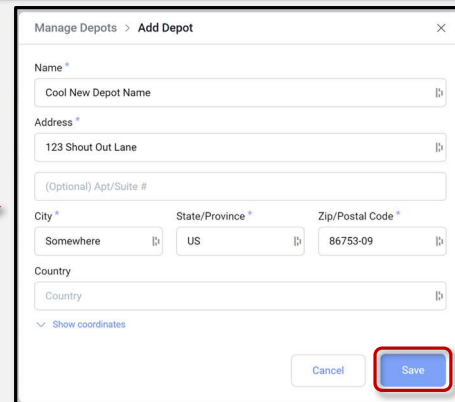
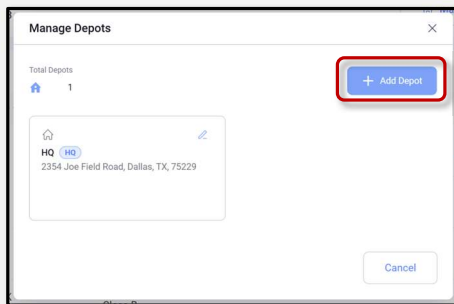


Click Manage Depots to view your current locations. Click Add Depot in the Manage Depot popup to add a new location.

Give your new depot a unique name to distinguish it from your other locations.

Fill out the address location for the new depot. Fields with an asterisk are required.

Make sure to click the Save button once you've added all the new depot information.

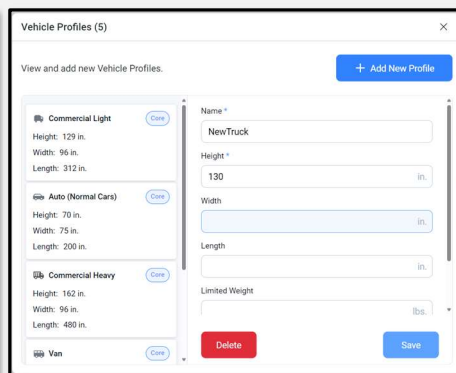
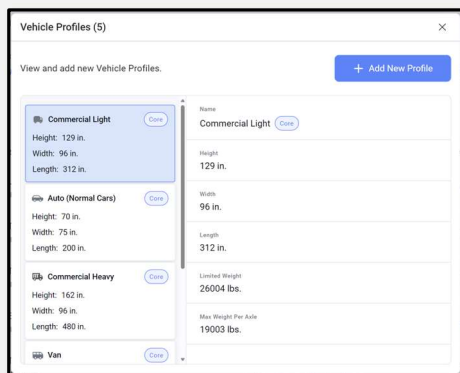


View Vehicle Profiles

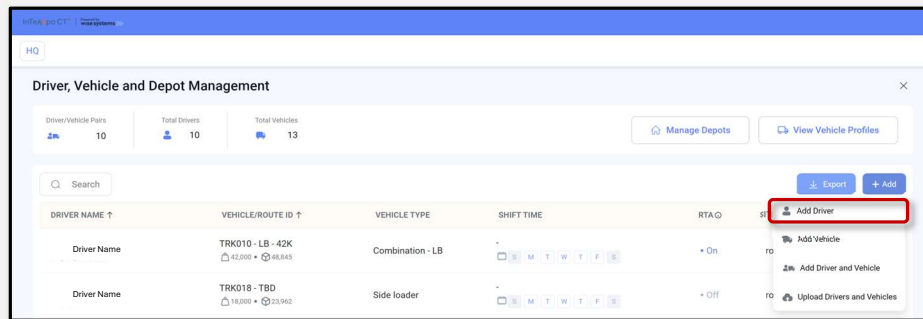


Click View Vehicle Profiles to see the pre-populated truck profiles.

Don't see a profile that matches your truck? Create one!



Adding a New Driver



Click the Add button. From the dropdown list, select Add Driver.

The 'Add New Driver' form contains the following fields and options:

- First Name * (text input): Leslie
- Last Name * (text input): Knope
- Color (dropdown menu): [Red circle icon]
- Login Type (radio button): Phone number
- Phone number * (text input): 1112223333
- Password * (password input): pawnee
- Weekday (checkboxes): S, M, T, W, T, F, S. S, M, T, W, T, F are greyed out.
- Shift Time * (text input): 08:00 AM - 06:00 PM
- Two time slots? (checkbox): + Add a second shift duration
- Shift Duration: 10hr 0min
- + Add 24 Hour Shift (button)
- + Add Long Shift (button)
- Cancel (button)
- Save (button)

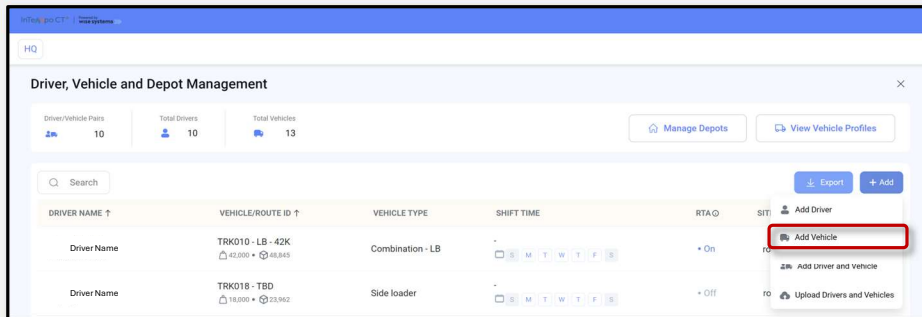
All fields with an asterisk are required.

The color drop-down represents what icon color the new driver will have on the route map.

The most recommended login type is Phone Number. If you choose this option, enter the numbers without any characters (including dashes) or spaces.

Select the days and times the driver is scheduled in the Weekday section. Days that are greyed out will not appear on the driver's schedule.

Adding a New Vehicle



Click the Add Button and select Add Vehicle.

The 'Add a vehicle record' form contains the following fields:

- Vehicle ID * (Text input: Lil Sebastian Hauler)
- License plate (Text input: PWNEE)
- Vehicle type * (Dropdown menu: End loader)
- Vehicle Profile (Dropdown menu: Commercial Light)
- Start depot * (Dropdown menu: HQ)
- End depot * (Dropdown menu: HQ)
- RTA (Dropdown menu: Off)
- Weight * (Text input: 42000)
- Volume * (Text input: 48000)

Buttons: Cancel, Save

All fields with an asterisk are required.

Select from each of the dropdowns for Vehicle Type, Profile, and Start & End Depot.

Turning on RTA, or Real Time Optimization, lets you adjust the driver's routes on the fly based on traffic conditions, delivery changes, or priority stops.

Adding a Driver & Vehicle

Driver, Vehicle and Depot Management

Driver/Vehicle Pairs: 10, Total Drivers: 10, Total Vehicles: 13

DRIVER NAME ↑	VEHICLE/ROUTE ID ↑	VEHICLE TYPE	SHIFT TIME	RTA ⌵	SIT	
Driver Name	TRK010 - LB - 42K ⌵ 42,000 • ⌵ 18,843	Combination - LB	- ☐ S M T W T F S	+ On	10	+ Add Driver + Add Vehicle + Add Driver and Vehicle
Driver Name	TRK018 - TBD ⌵ 18,000 • ⌵ 23,962	Side loader	- ☐ S M T W T F S	- Off	10	Upload Drivers and Vehicles

To add a new Driver and new Vehicle at the same time, click on Add Driver and Vehicle.

Add a driver-vehicle record

1 Driver 2 Vehicle

First Name * Leslie, Last Name * Knope, Color [orange]

Login Type [Phone number], Phone number * 1112223333

Password * pawnee [Hide Password]

Weekday [S M T W T F S]

Shift Time * 08:00 AM - 06:00 PM, Two time slots? [Add a second shift duration]

Shift Duration: 10hr 0min

[Add 24 Hour Shift] [Add Long Shift]

Add a driver-vehicle record

1 Driver 2 Vehicle

Vehicle ID * Lil Sebastian, License plate PWNE

Vehicle type * Side loader

Vehicle Profile [Select vehicle profile]

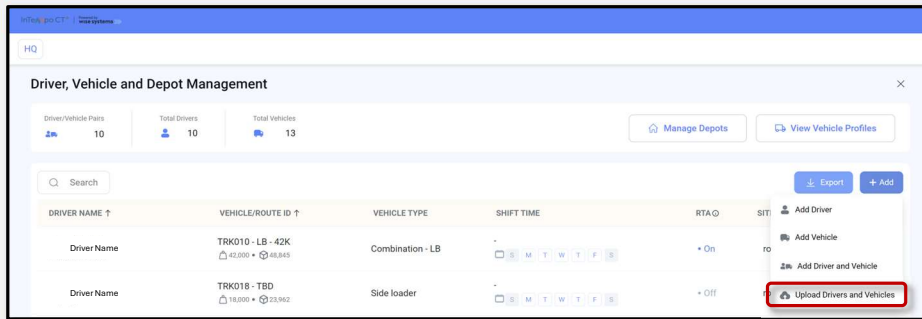
Start depot * HQ

End depot * HQ, RTA ⌵ Off

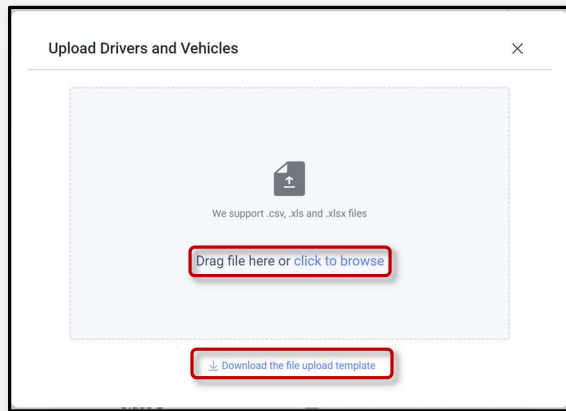
Weight * 42000, Volume * 48000

Fill in all the fields with an asterisk (*) on the driver and vehicle tabs.

Adding Drivers & Vehicles



Is your hiring on fire? Choose the Upload Drivers and Vehicles option to easily upload multiple records in bulk.



If your .csv file is already filled out and ready to upload, simply drag it into the screen. If you need to find it in your local computer files, use the "Click to Browse" option instead.

If you need a copy of the upload template, you can download it directly from this page as well.



Editing or Deleting Driver Profiles

Editing Drivers & Vehicles

Driver Availability Management - Mon Dec 9
Manage driver availability and shift times for the selected day

Overall Driver/Vehicle/Depot Management
Add/edit/delete drivers, vehicles and depots

Driver, Vehicle and Depot Management

Driver/Vehicle Pairs: 10 | Total Drivers: 10 | Total Vehicles: 13

DRIVER NAME ↑	VEHICLE/ROUTE ID ↑	VEHICLE TYPE	SHIFT TIME	RTA
Driver Name	TRK010 - LB - 42K 42,000 • 48,845	Combination - LB	S M T W T F S	On
Driver Name	TRK018 - TBD 18,000 • 23,962	Side loader	S M T W T F S	Off
Driver Name	TRK004 - TBD 31,050 • 23,962	Side loader	S M T W T F S	Off
Driver Name	TRK002 - B - 16.7K 16,700 • 23,962	Class B	S M T W T F S	On
Driver Name	TRK008 - TBD 42,000 • 48,845	Side loader	S M T W T F S	Off
Driver Name	TRK006 - TBD 36,550 • 23,962	Side loader	S M T W T F S	Off

Driver and vehicle
Edit general driver and vehicle information

Driver Detail

Driver Name

Color

(760) 499-8045

Change Password

Mon -
Tues -
Wed -
Thurs -
Fri -

Vehicle Detail

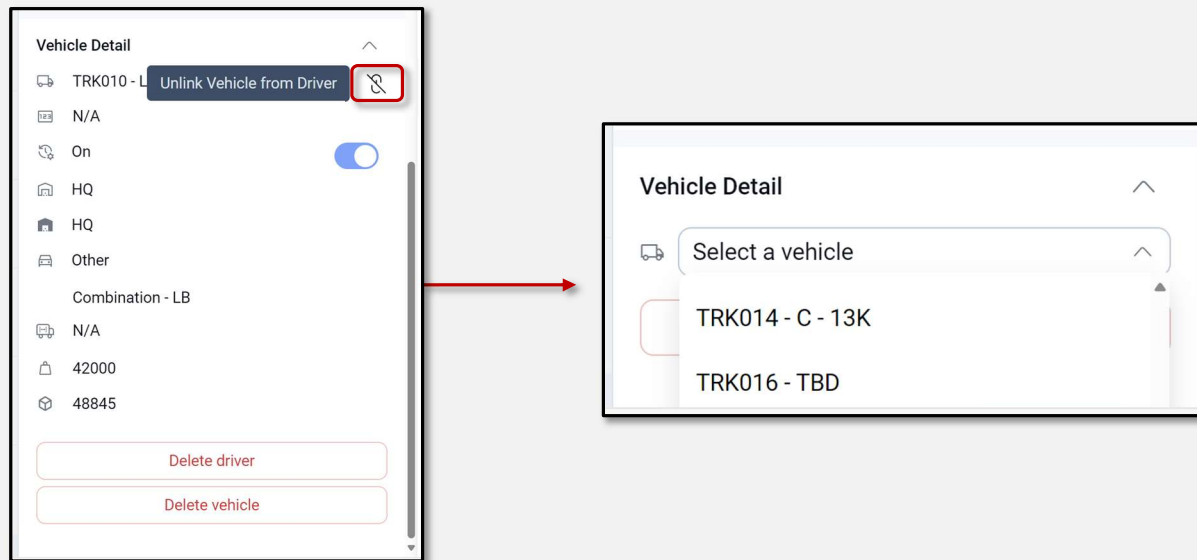
TRK010 - LB - 42K

N/A

On

Need to update or change a driver's password, shift time, or vehicle profile? Click on the driver & vehicle combo you'd like to edit from the list and the complete profile will populate to the right of the screen. Depending on your level of access, you can edit the fields that are available. Scroll down for the complete list.

Editing Drivers & Vehicles



A driver was upgraded from a Class C to a Class A license? Unlink their current assigned truck and link another one by clicking on the driver & vehicle combo and scrolling down to Vehicle Detail on the corresponding popup. Select the link button next to the truck name. After the truck is unlinked, you can assign an unassigned truck profile from the list.

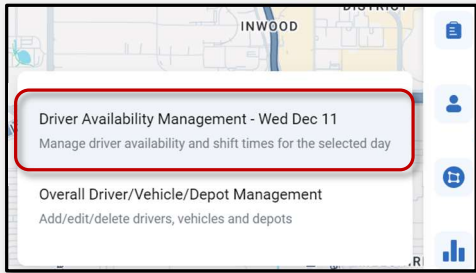
Deleting Drivers & Vehicles

The screenshot shows the 'Driver, Vehicle and Depot Management' interface. At the top, there are summary cards for 'Driver/Vehicle Pairs' (10), 'Total Drivers' (10), and 'Total Vehicles' (13). Below these is a search bar and a table with columns: DRIVER NAME, VEHICLE/ROUTE ID, VEHICLE TYPE, SHIFT TIME, and RTAG. The table lists several entries, including TRK010-LB-42K (Combination - LB), TRK018-TBD (Side loader), TRK004-TBD (Side loader), TRK002-B-16.7K (Class B), TRK008-TBD (Side loader), and TRK006-TBD (Side loader). On the right, a 'Driver and vehicle' popup is open, displaying details for TRK010-LB-42K. At the bottom of this popup, two buttons are visible: 'Delete driver' and 'Delete vehicle', both highlighted with a red box.

A driver traded their CDL in to retire? A truck went out to pasture? Click on the driver & vehicle combo and scroll to the bottom of the popup on the right of the screen. Select either the Delete Driver or Delete Vehicle button depending on your need.

Note: pressing either button will remove the profile immediately. Only proceed if you are certain this you want to permanently remove the profile.

Editing Drivers Shifts



Driver and Vehicle Management

Total Drivers: 11 | Driver Availability: Available: 11 | Not Available: 0

Search

AVL ↑	DRIVER NAME ↑	VEHICLE/ROUTE ID ↑	VEHICLE TYPE ↑	SHIFT START	SHIFT END	RTAG	SITE
<input checked="" type="checkbox"/>	Driver Name	TRK011 - TBD 42,000 • 48,845	Side loader	07:00 AM	04:00 PM	+ Off	
<input checked="" type="checkbox"/>	Driver Name	TRK018 - TBD 48,000 • 23,962	Side loader	07:00 AM	04:00 PM	+ Off	
<input checked="" type="checkbox"/>	Driver Name	LIL SEBASTIAN 48,000 • 48,000	Side loader	08:00 AM	06:00 PM	+ Off	
<input checked="" type="checkbox"/>	Driver Name	TRK016 - TBD 42,000 • 19,354	Side loader	07:00 AM	04:00 PM	+ Off	
<input checked="" type="checkbox"/>	Driver Name	TRK008 - TBD 42,000 • 48,845	Side loader	07:00 AM	04:00 PM	+ Off	
<input checked="" type="checkbox"/>	Driver Name	TRK009 - TBD 42,000 • 48,845	Side loader	07:00 AM	04:00 PM	+ Off	
<input checked="" type="checkbox"/>	Driver Name	TRK006 - TBD 36,900 • 23,962	Side loader	07:00 AM	04:00 PM	+ Off	
<input checked="" type="checkbox"/>	Driver Name	TRK005 - TBD 31,800 • 23,962	Side loader	07:00 AM	04:00 PM	+ Off	
<input checked="" type="checkbox"/>	Driver Name	TRK010 - LB - 42K 42,000 • 48,845	Combination - LB	07:00 AM	04:00 PM	+ On	
<input checked="" type="checkbox"/>	Driver Name	TRK004 - TBD 31,800 • 23,962	Side loader	07:00 AM	04:00 PM	+ Off	

See more
Showing 10 of 11

A driver may call out and you need to temporarily turn off a driver profile or edit their shift times for the day. In the Driver and Vehicle Management screen, click on the toggle button to the left of the driver name to remove them from the route planner for the day. If you need to temporarily adjust their shift time, click in the shift start or shift end fields and update accordingly.



Task Management

Task Management Overview

Task Management

Total Tasks: 50

Task Statuses: Unassigned: 39, Planned: 11, Dispatched: 0, Completed: 0, Cancelled: 0

Search, Status, Priority, + Add

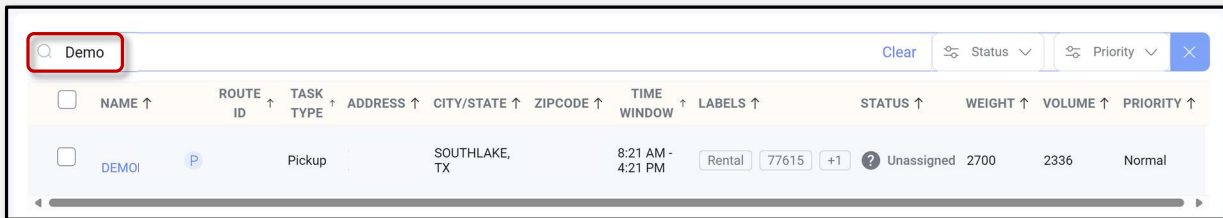
NAME ↑	ROUTE ID ↑	TASK TYPE ↑	ADDRESS ↑	CITY/STATE ↑	ZIPCODE ↑	TIME WINDOW ↑	LABELS ↑	STATUS ↑	WEIGHT ↑	VOLUME ↑	PRIORITY
<input type="checkbox"/>	D	Delivery	IRVING, TX			8:30 AM - 12:30 PM	Res 58203 +1	Unassigned	6000	4324	High
<input type="checkbox"/>	D	Delivery	FOREST HILL, TX			7:00 AM - 11:00 AM	58191 TO BE DONE	Unassigned	12000	5760	High
<input type="checkbox"/>	P	Pickup	SOUTHLAKE, TX			8:21 AM - 4:21 PM	Rental 77615 +1	Unassigned	2700	2336	Normal
<input type="checkbox"/>	P	Pickup	COPPELL, TX			8:20 AM - 4:20 PM	Rental 77531 +1	Unassigned	4000	3008	Normal

Task Management

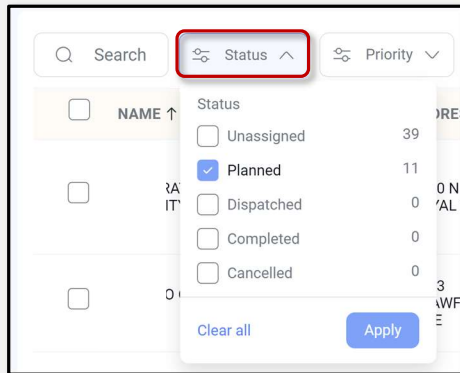
The Task Manager lets you add, delete and modify tasks for your route plan. You can use Task Manager to plan routes or update them before & after they are dispatched.

Task Management Overview

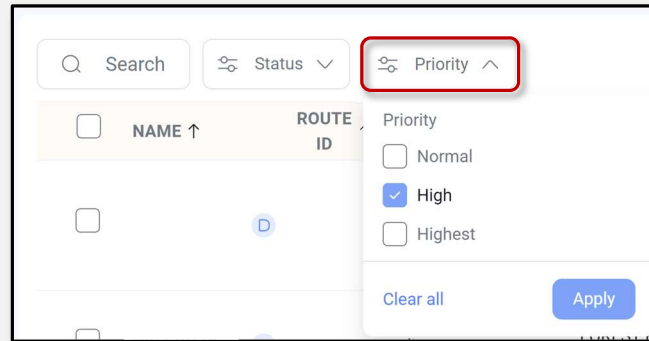
In Task Manager, you can search for a customer or address:



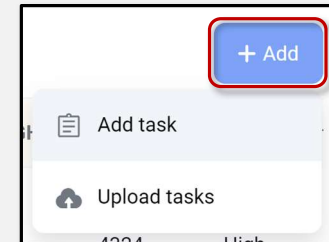
Apply filters to statuses:



Apply filters to priorities:



And add tasks:



Task Management Overview

The screenshot displays a 'Task Management' dashboard. At the top, it shows 'Total Tasks' as 50 and 'Task Statuses' as: Unassigned: 39, Planned: 11, Dispatched: 0, Completed: 0, and Cancelled: 0. Below this is a search bar and filters for 'Status' and 'Priority'. A table lists tasks with columns for Name, Route ID, Task Type, Address, City/State, Zipcode, Time Window, Labels, and Status. The first task is highlighted in blue. To the right, a 'Route Card' for an 'Unassigned' task is shown, featuring a map of Irving, TX, and details for Customer, Task, and other attributes.

NAME	ROUTE ID	TASK TYPE	ADDRESS	CITY/STATE	ZIPCODE	TIME WINDOW	LABELS	STATUS
	D	Delivery	IRVING, TX	IRVING, TX		8:30 AM - 12:30 PM	Res 58203 +1	Unassigned
	D	Delivery	FOREST HILL, TX	FOREST HILL, TX		7:00 AM - 11:00 AM	58191 TO BE DONE	Unassigned
	P	Pickup	SOUTHLAKE, TX	SOUTHLAKE, TX		8:21 AM - 4:21 PM	Rental 77615 +1	Unassigned
	P	Pickup	COPPELL, TX	COPPELL, TX		8:20 AM - 4:20 PM	Rental 77531 +1	Unassigned

Route Card Details:

- Customer Details: 000000000, IRVING, TX
- Task Detail: N/A, Dynamic, High, 8:30 AM - 12:30 PM, Dec 5, 15 Min, 4324, 6000

Click on any task in the list and the route card will populate to the right of the screen.

Task Management Overview

The screenshot displays the 'Task Management' interface. At the top, it shows 'Total Tasks: 15' and 'Task Statuses: Unassigned: 15, Planned: 0, Dispatched: 0, Completed: 0, Cancelled: 0'. Below this, a blue bar indicates '15 tasks selected'. On the right side of this bar, there are three buttons: 'Delete', 'Reschedule Task(s)', and 'Deselect All'. The 'Delete' and 'Reschedule Task(s)' buttons are highlighted with red boxes. Below the bar is a search bar and filter options for 'Status' and 'Priority'. The main part of the interface is a table with columns: NAME, ROUTE ID, TASK TYPE, ADDRESS, CITY/STATE, ZIPCODE, TIME WINDOW, LABELS, STATUS, WEIGHT, VOLUME, and PRIORITY. The first row of the table is selected, and a red box highlights the checkmark in the first column of this row. The table lists 15 tasks, all with a status of 'Unassigned'.

NAME	ROUTE ID	TASK TYPE	ADDRESS	CITY/STATE	ZIPCODE	TIME WINDOW	LABELS	STATUS	WEIGHT	VOLUME	PRIORITY
[Selected]	P	Pickup		DALLAS, TX	75228	12:21 PM - 8:21 PM	REN 80980 +1	Unassigned	2700	2336	Normal
	D	Delivery		GARLAND, TX	75041	11:00 AM - 3:00 PM	RES 81008 +1	Unassigned	6000	4324	High
	P	Pickup		FRISCO, TX	75033	11:52 AM - 7:52 PM	REN 80930 +1	Unassigned	4000	3008	Normal
	P	Pickup		WYLIE, TX	75098	10:32 AM - 6:32 PM	REN 80984 +1	Unassigned	7500	4600	Normal
	D	Delivery		PLANO, TX	75074	9:30 AM - 1:30 PM	RES 80997 +1	Unassigned	4000	3008	High
	P	Pickup		GARLAND, TX	75041	9:01 AM - 5:01 PM	REN 80986 +1	Unassigned	2700	2336	Normal
	P	Pickup		DENTON, TX	76207	6:50 AM - 2:50 PM	REN 79568 +1	Unassigned	7500	4600	Normal
	P	Pickup		DENTON, TX	76205	1:51 PM - 9:51 PM	REN 80596 +1	Unassigned	7500	4600	Normal
	P	Pickup		GRAPEVINE, TX	76051	8:11 AM - 4:11 PM	REN 79643 +1	Unassigned	2700	2336	Normal
	P	Pickup		DALLAS, TX	75254	9:16 AM - 5:16 PM	REN 80658 +1	Unassigned	265	1392	Normal

Click the checkmark on the top row to select all tasks. You can reschedule all tasks to another day or perform a batch deletion.

Task Management Overview

The screenshot shows the 'Task Management' window with a table of tasks. Two tasks are selected, indicated by blue checkmarks in the first column. The 'Assign' button in the top toolbar is highlighted with a red box.

NAME	ROUTE ID	TASK TYPE	ADDRESS	CITY/STATE	ZIPCODE	TIME WINDOW	LABELS	STATUS	WEIGHT	VOLUME	PRIORITY
<input checked="" type="checkbox"/>	D	Delivery	IRVING, TX	IRVING, TX		8:30 AM - 12:30 PM	Res 58203 +1	Unassigned	6000	4324	High
<input checked="" type="checkbox"/>	D	Delivery	FOREST HILL, TX	FOREST HILL, TX		7:00 AM - 11:00 AM	58191 TO BE DONE	Unassigned	12000	5760	High
<input type="checkbox"/>	P	Pickup	SOUTHLAKE, TX	SOUTHLAKE, TX		8:21 AM - 4:21 PM	Rental 77615 +1	Unassigned	2700	2336	Normal
<input type="checkbox"/>	P	Pickup	COPPELL, TX	COPPELL, TX		8:20 AM - 4:20 PM	Rental 77531 +1	Unassigned	4000	3008	Normal

To start assigning tasks, click on the checkmark next to specific tasks and click the Assign button.

The screenshot shows the 'Assign 2 Selected Tasks' popup window. It features a search bar for 'Select route/driver' and a list of options. The 'Assign' button is highlighted.

Select Route/Driver

Search route, driver

- TRKU18 - TBD (Starts at 07:00)
- LIL SEBASTIAN - Leslie Knope (Starts at 08:00, Dispatched)
- LIL SEBASTIAN - Leslie Knope (Starts at 08:00, Planned)
- TRK016 - TBD (Starts at 07:00)
- TRK008 - TBD (Starts at 07:00, Dispatched)

Cancel Assign

A popup window will appear. Click on the dropdown and select a driver to assign to the tasks.

Task Management Overview

The screenshot displays the 'Task Management' interface. At the top, it shows 'Total Tasks' as 50 and 'Task Statuses' as: Unassigned: 39, Planned: 11, Dispatched: 0, Completed: 0, and Cancelled: 0. Below this, a blue bar indicates '2 tasks selected' and contains a 'Delete' button (highlighted with a red box), 'Assign', 'Reschedule Task(s)', and 'Deselect All' buttons. A search bar and filters for 'Status' and 'Priority' are also present. The main table lists tasks with columns for Name, Route ID, Task Type, Address, City/State, Zipcode, Time Window, Labels, Status, Weight, Volume, and Priority. Two tasks are selected, indicated by blue checkmarks in the first column (also highlighted with red boxes). The first selected task is a Delivery task in Irving, TX, with a time window of 8:30 AM - 12:30 PM, status 'Unassigned', weight 6000, and volume 4324. The second selected task is a Delivery task in Forest Hill, TX, with a time window of 7:00 AM - 11:00 AM, status 'Unassigned', weight 12000, and volume 5760. Two other tasks are listed below: a Pickup task in Southlake, TX, and a Pickup task in Coppell, TX, both with status 'Unassigned'.

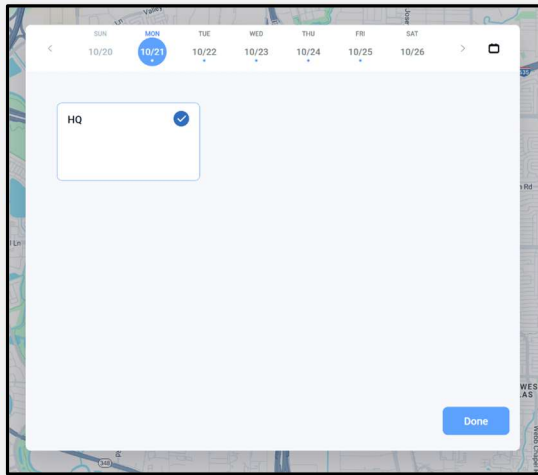
<input type="checkbox"/>	NAME ↑	ROUTE ID ↑	TASK TYPE ↑	ADDRESS ↑	CITY/STATE ↑	ZIPCODE ↑	TIME WINDOW ↑	LABELS ↑	STATUS ↑	WEIGHT ↑	VOLUME ↑	PRIORITY ↑
<input checked="" type="checkbox"/>		D	Delivery	IRVING, TX	IRVING, TX		8:30 AM - 12:30 PM	Res 58203 +1	Unassigned	6000	4324	High
<input checked="" type="checkbox"/>		D	Delivery	FOREST HILL, TX	FOREST HILL, TX		7:00 AM - 11:00 AM	58191 TO BE DONE	Unassigned	12000	5760	High
<input type="checkbox"/>		P	Pickup	SOUTHLAKE, TX	SOUTHLAKE, TX		8:21 AM - 4:21 PM	Rental 77615 +1	Unassigned	2700	2336	Normal
<input type="checkbox"/>		P	Pickup	COPPELL, TX	COPPELL, TX		8:20 AM - 4:20 PM	Rental 77531 +1	Unassigned	4000	3008	Normal

Tasks can also be deleted by selecting the checkmark next to any task and clicking the Delete button.

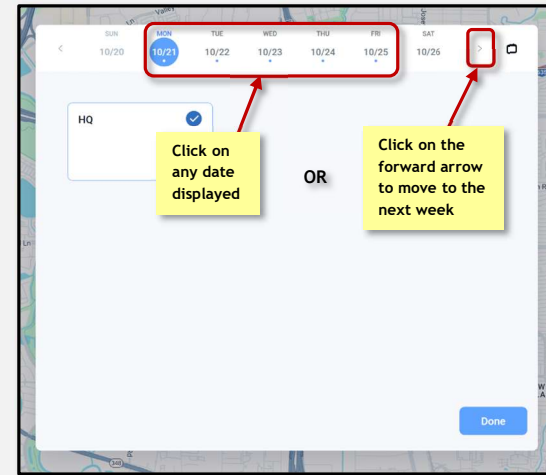


Building a Route Plan

Building a Route Plan

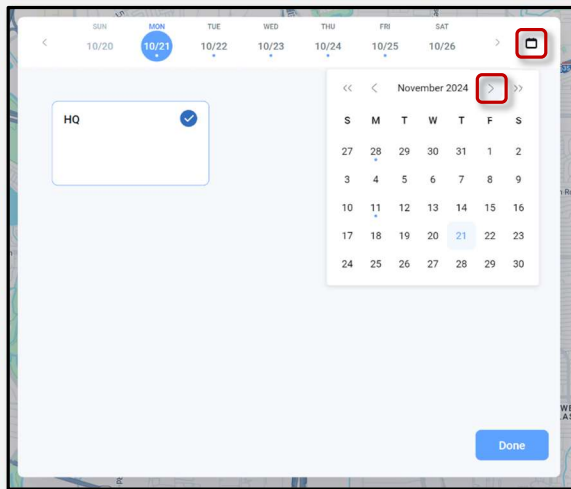



Log into [InTempo CTX](#) with your credentials. You will be prompted to select a date to plan.



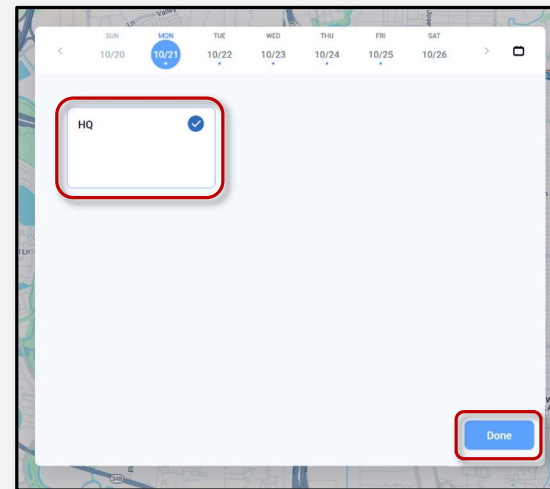
Click on a date within the current week or toggle between weeks by clicking the arrows on either side of the displayed dates.

Building a Route Plan



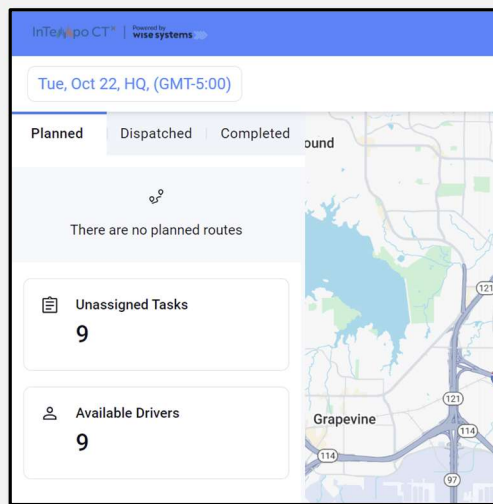
Alternatively, click on the calendar icon  to display the entire month and select a date further in the future.

The > toggle will move you forward month by month.
The >> toggle will move you ahead by one year.

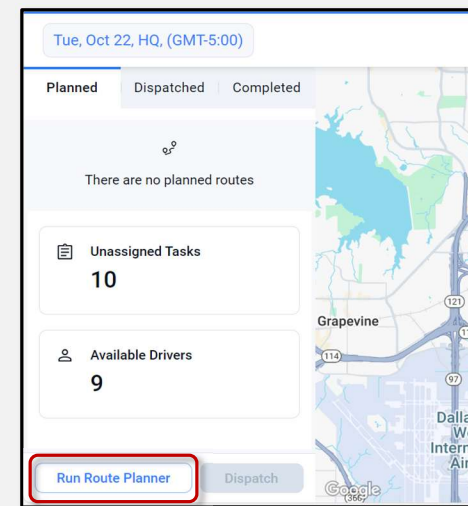


If you have more than one depot, all available options will appear on this screen; be sure to select the specific depot and date you'd like to work on and click the Done button.

Building a Route Plan

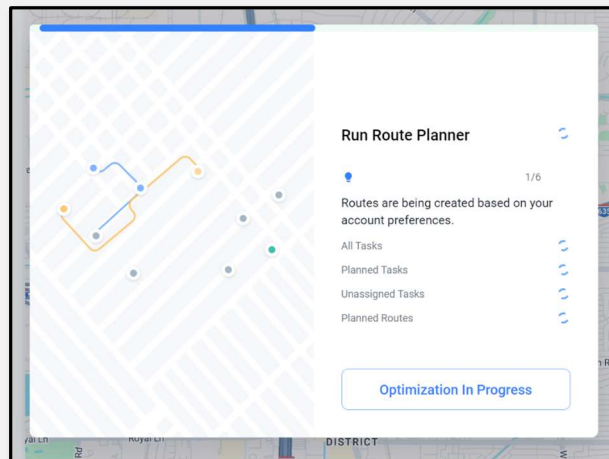


The next screen will display the unassigned tasks and available drivers for the day.

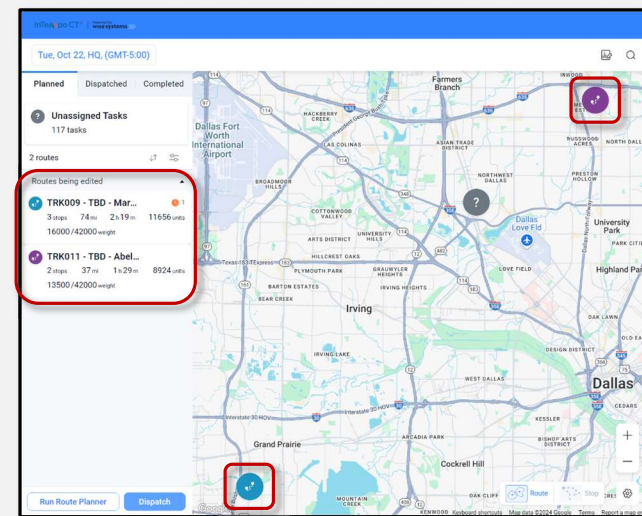


To let InTempo CTX plan the day automatically, click on the Run Route Planner at the bottom of the screen. This will plan for all drivers and all tasks at the same time.

Building a Route Plan

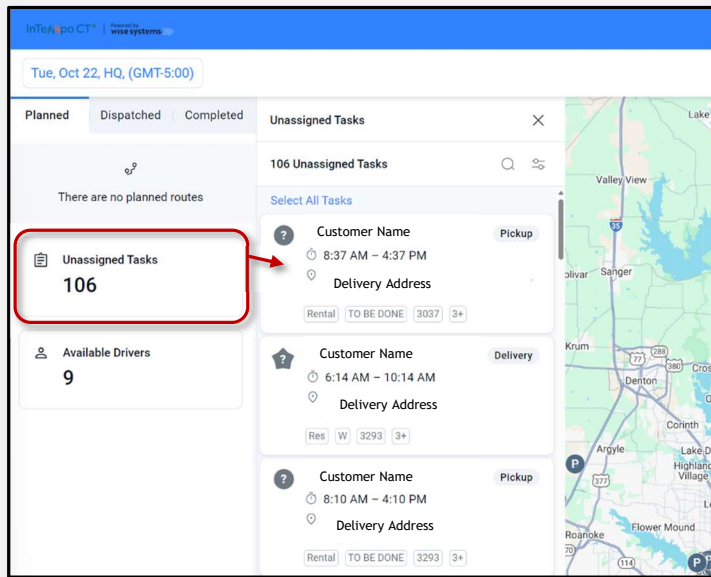


The Route Planner will run and optimize your routes and drivers. **Note:** this process may take several minutes to complete.

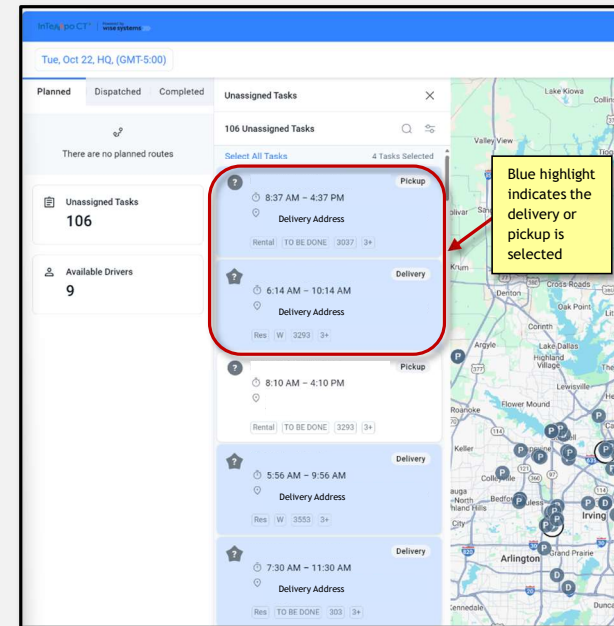


When the Route Planner is finished, you'll see the selected routes and tasks assigned to drivers. The drivers and trucks will populate along with their routes on the map.

Run Route Planner Manually

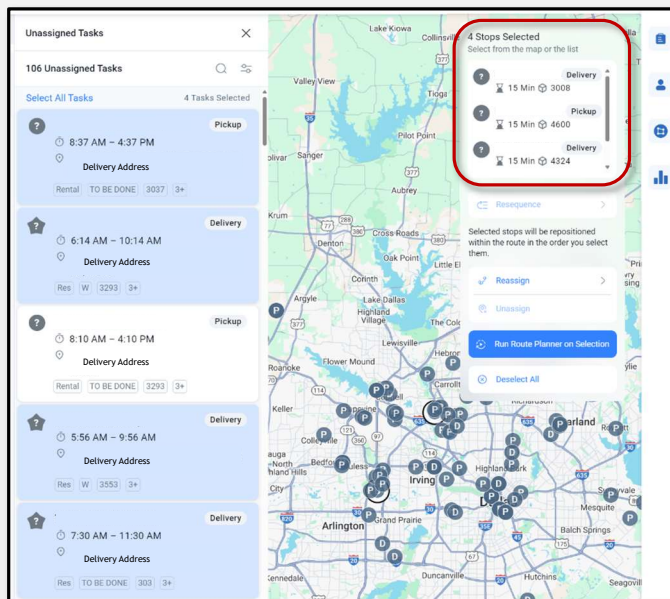


To run the route planner manually, click on Unassigned Tasks. This will populate a list of all routes that still need to be assigned to a driver.

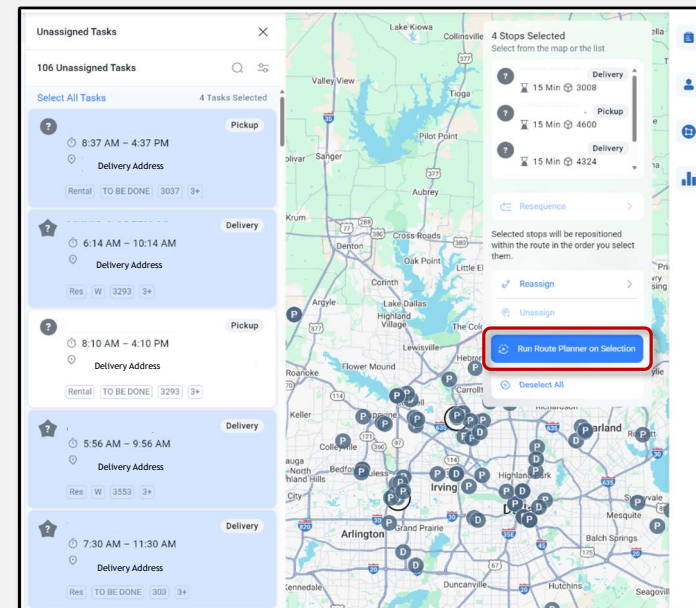


To select specific tasks to add to the route planner, click on each one individually. Selected tasks will display highlighted blue. To unselect a task, click on it once more and it will return to white (unselected).

Run Route Planner Manually

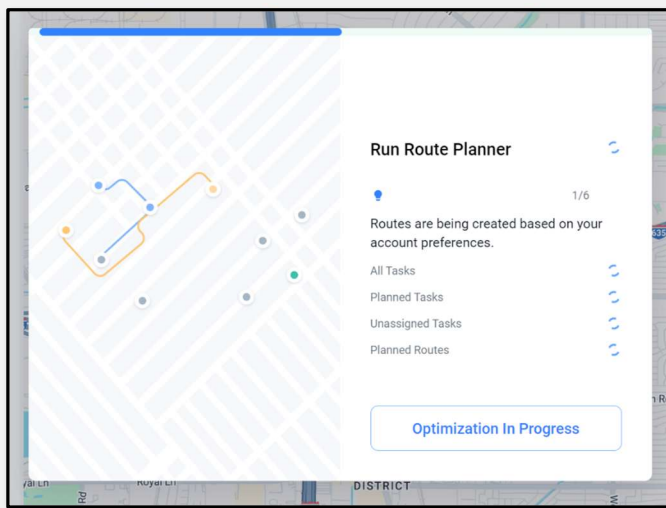


As tasks are selected, a popup will appear to the right of the screen with the stops listed.

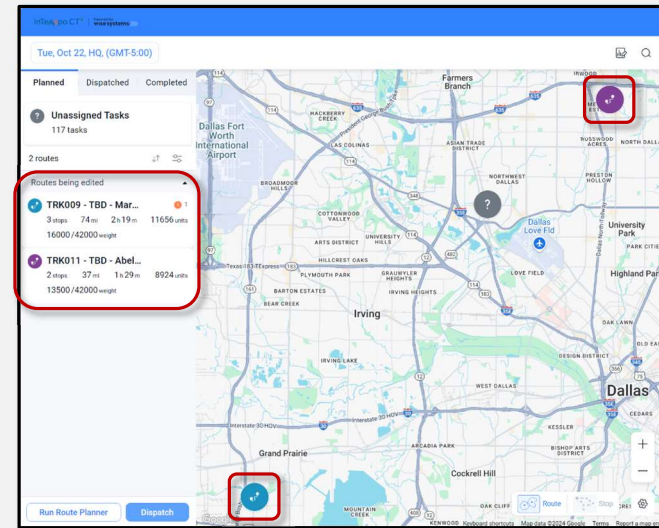


To run the route planner on the manual route, click the Run Route Planner on Selection button.

Run Route Planner Manually

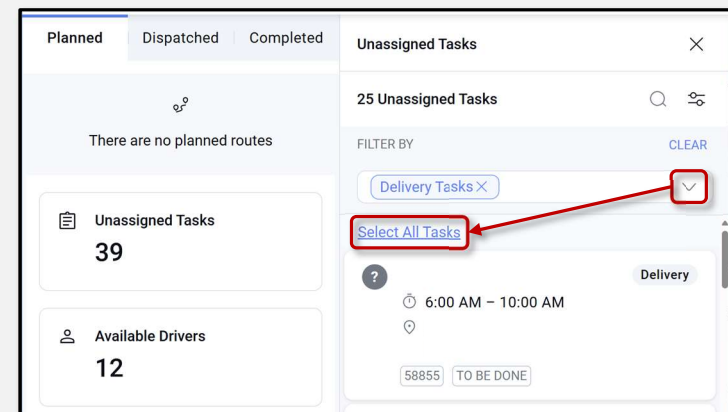
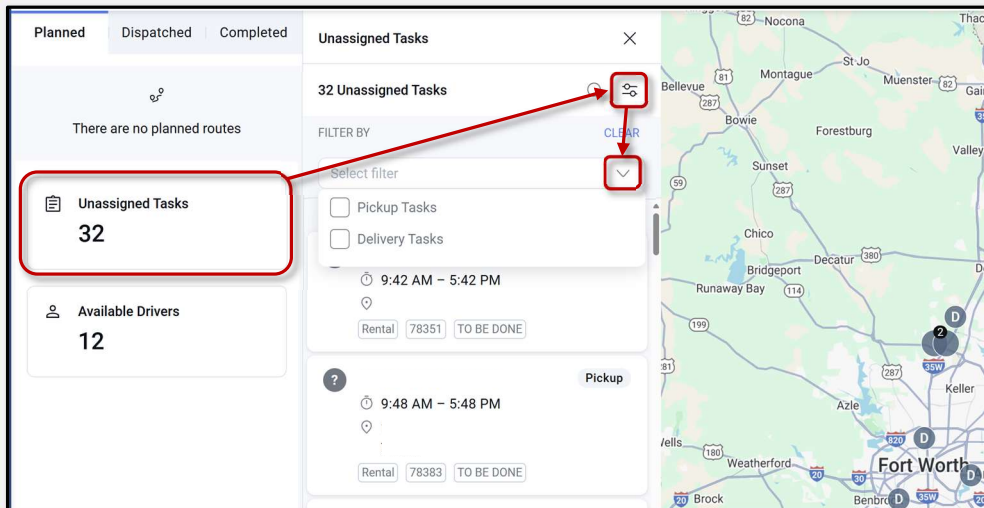


The Route Planner will run and optimize your routes and drivers. **Note:** this process may take several minutes to complete.



When the Route Planner is complete, you'll see the selected routes and tasks assigned to drivers. The drivers and trucks will populate along with their routes on the map.

Run Route Planner Manually



If you want to plan deliveries or pickups independently, click on the unassigned tasks, then on the filter button. From the dropdown, check either deliveries or pickups. The task list will populate the selection you've chosen. Click the filter dropdown again and click on Select All Tasks.

Run Route Planner Manually

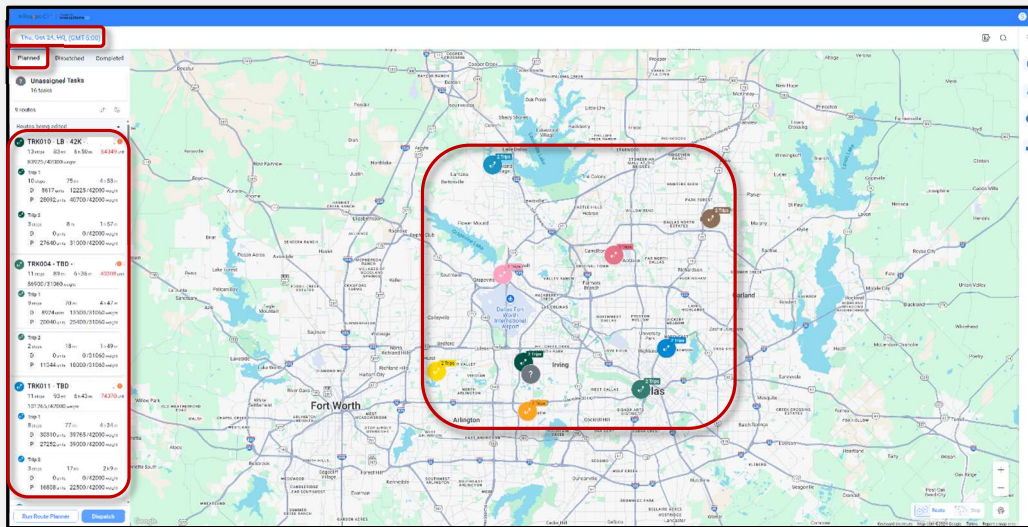
The screenshot displays a route planning interface. On the left, there are tabs for 'Planned', 'Dispatched', and 'Completed'. Below these, it shows 'There are no planned routes', '39 Unassigned Tasks', and '12 Available Drivers'. The main area is titled 'Unassigned Tasks' and shows '25 Unassigned Tasks' with a filter set to 'Delivery Tasks'. A list of tasks is shown, including one for '6:00 AM - 10:00 AM' and another for '7:02 AM - 11:02 AM'. On the right, a map of Fort Worth, Texas, shows 25 delivery stops marked with 'D' icons. A popup menu on the right side of the map contains the following options: '25 Stops Selected', 'Select from the map or the list', three delivery task cards (each with a 15-minute duration and a phone icon), 'Resequence', 'Selected stops will be repositioned within the route in the order you select them.', 'Reassign', 'Unassign', 'Run Route Planner on Selection' (highlighted with a red box), and 'Deselect All'.

The delivery (or pickup) tasks will be highlighted and a popup will appear to the right of the screen. Click on the Run Route Planner on Selection button to route the selected stops.



Planned Tab Overview

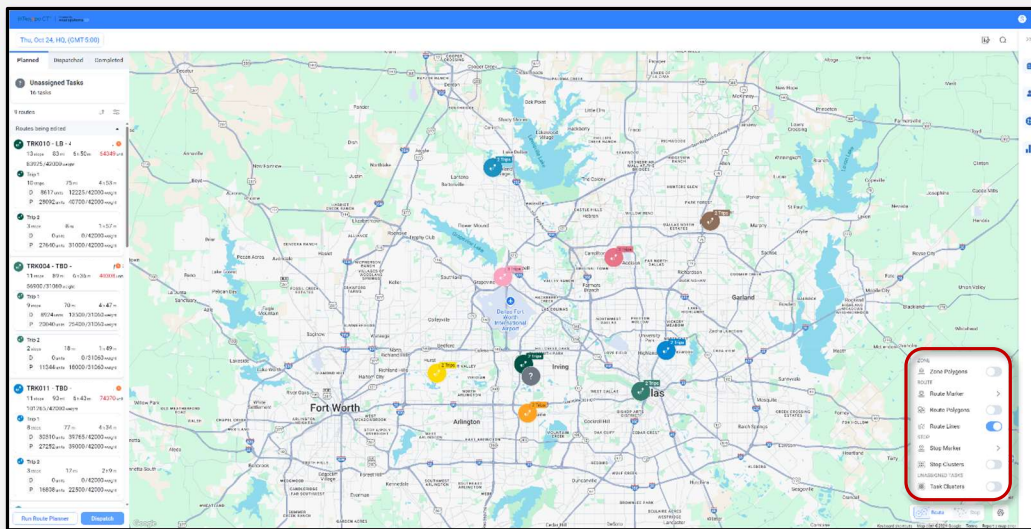
Planned Tab View



Once you've run Route Planner, you have a few options for viewing the routes.

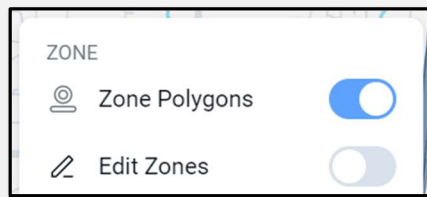
First, you can navigate to the Planned Tab View. Verify that you are on the correct date; the route list will appear on the left side of the screen and the route markers will display on the right-side map.

Planned Tab View: Map Settings



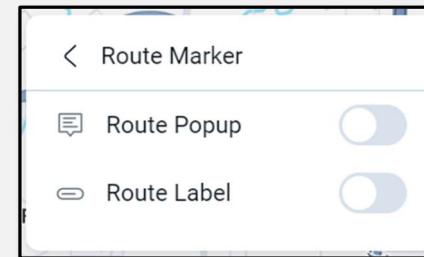
- Map Settings offer a variety of ways to drill down further into your routes. These settings are found in the lower right-hand corner of the map screen.
- **NOTE** - Map Settings on the Planned Page differ from the Map Settings on the Dispatched Page.

Planned Tab View: Map Settings



Zone Polygons - This shows the outline of any zones that have been created.

Edit Zones - This allows you to make changes to the shape of the zone polygons when toggled on. Simply click on an endpoint and drag it to a new location. When finished, click Save.



Route Pop Up - This popup appears when you hover your cursor over the route marker. It shows details about the route including route ID, driver name, number of stops, units, distance, and duration.

Route Label - This displays the route ID until toggled off in settings.

Route Polygons - This shape outlines the footprint of the route and remains on until toggled off. When off, the route polygon will appear only when hovering your cursor over the route marker.

Route Lines - This draws a direct, sequential line between tasks in the route. This line remains on until toggled off.

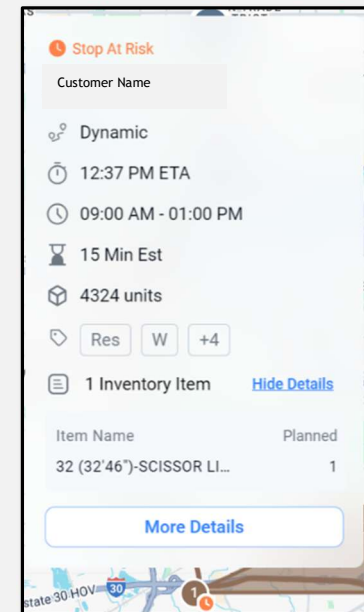
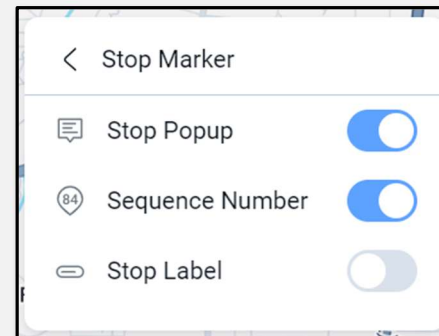
Planned Tab View: Map Settings

Stop Popup - This popup appears when you hover your cursor over the task marker. It shows details about the task including its estimated arrival status, name, task type, ETA, delivery window, estimated time on site, and units.

Sequence Number - This shows the order in which the stops will be visited.

Stop Label - This shows the name of the stop.

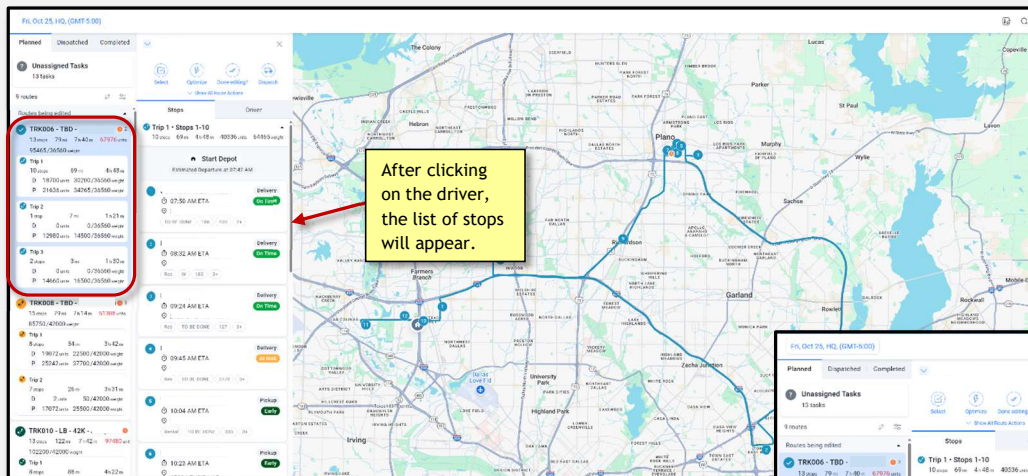
Stop Clusters - This allows tasks to be grouped together visually as you zoom out on the map.



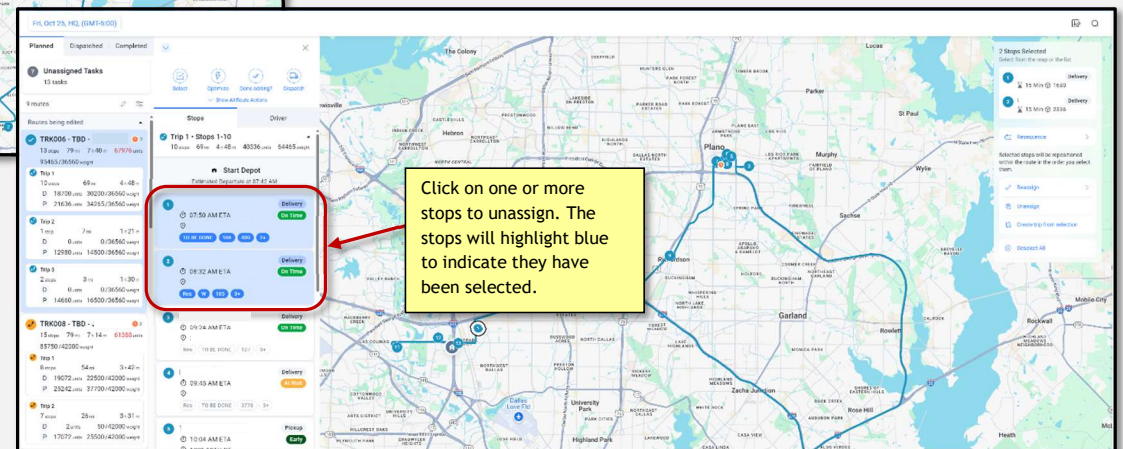


Planned Tab Unassigned Tasks

Working with Unassigned Tasks

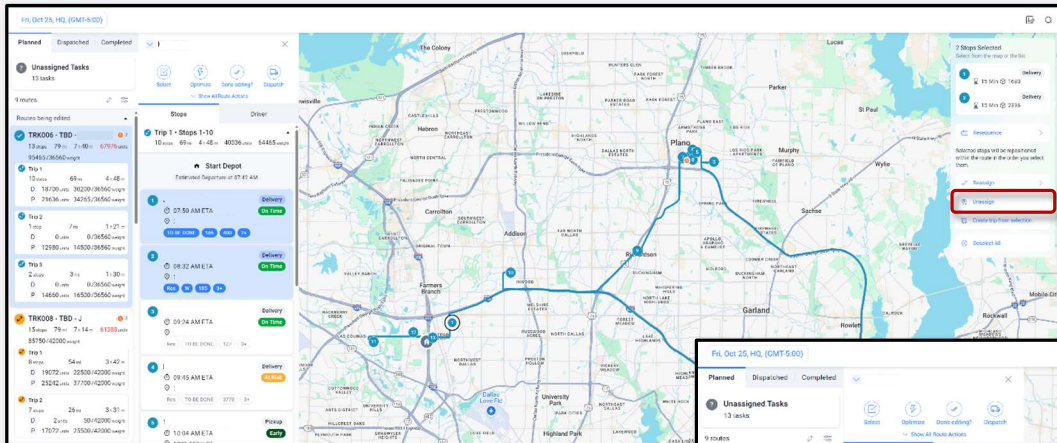


Once you've run the Route Planner, click on a driver's route. The list of stops will populate.

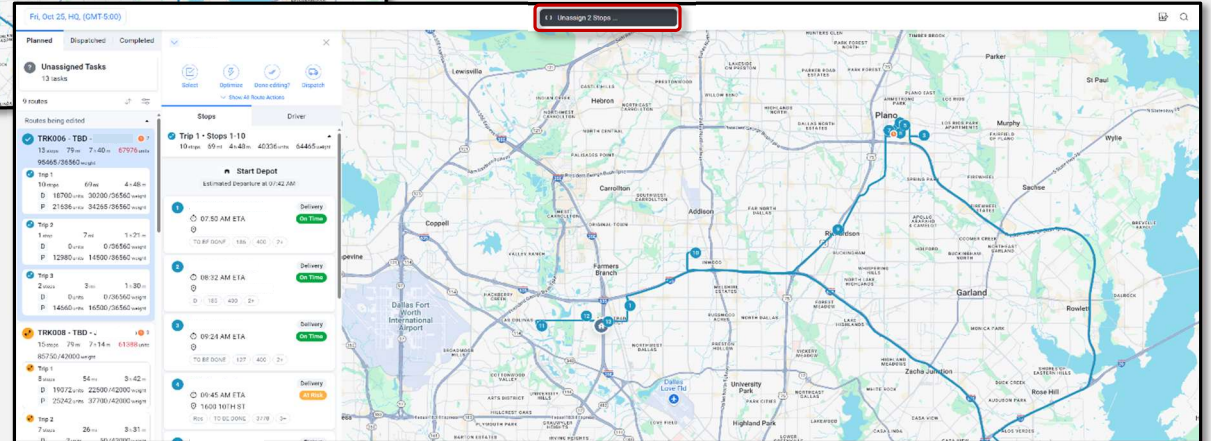


Click on one or more stops that you would like to unassign.

Working with Unassigned Tasks



The selected stops will be listed on the right side of the screen. Click the Unassign Button.



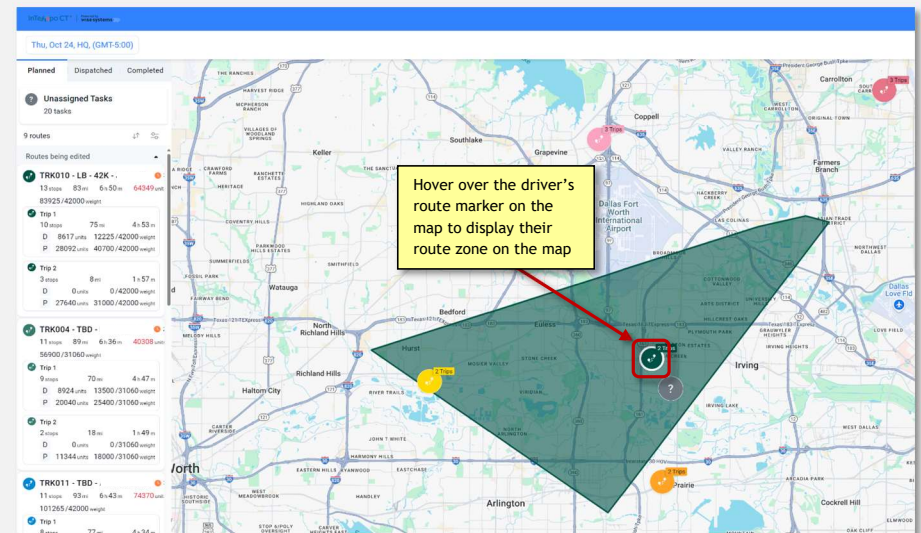
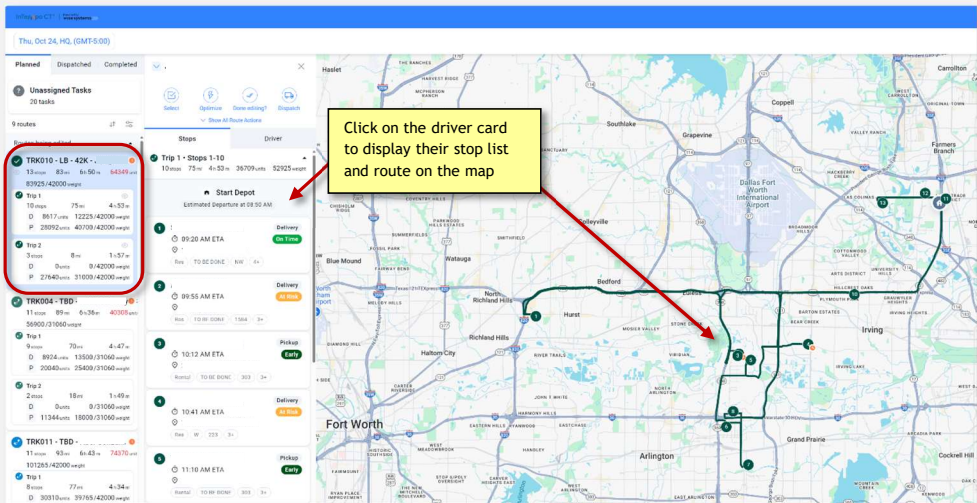
After clicking Unassign, a message will appear to confirm the number of stops being unassigned.



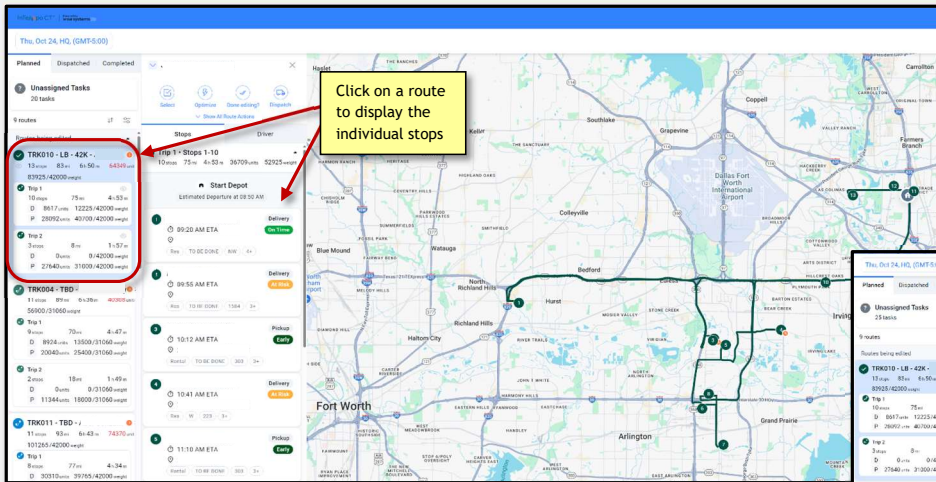
Planned Tab Adjusting Routes

How to see stops on a single route

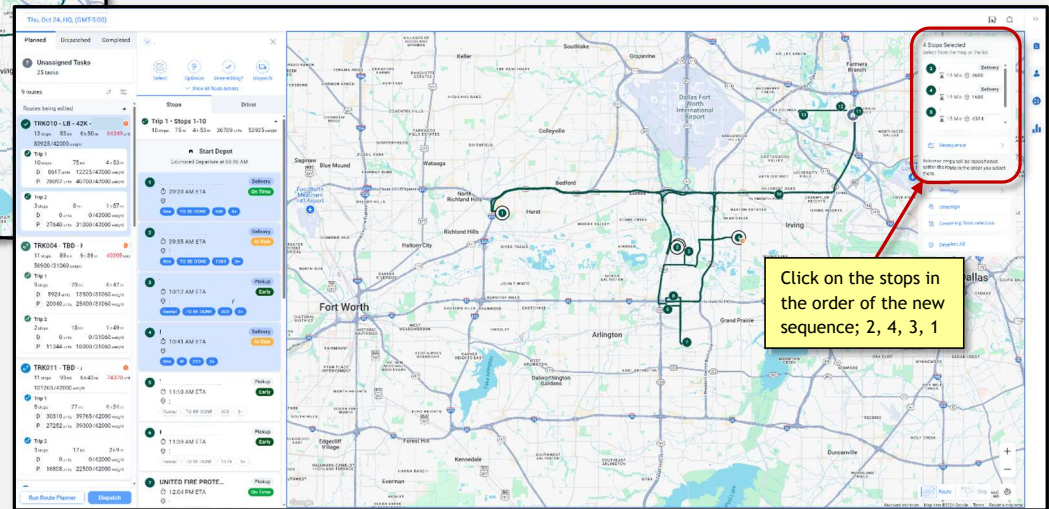
Each route marker on your map represents a driver's route. By clicking on a route marker, you will see the itemized tasks on that route. You can view all routes or all tasks in a single view. To see the tasks on a route, click on the driver card in the routes list of the left-hand side or click directly on the route marker on the map.



Resequence one or multiple stops on a single route

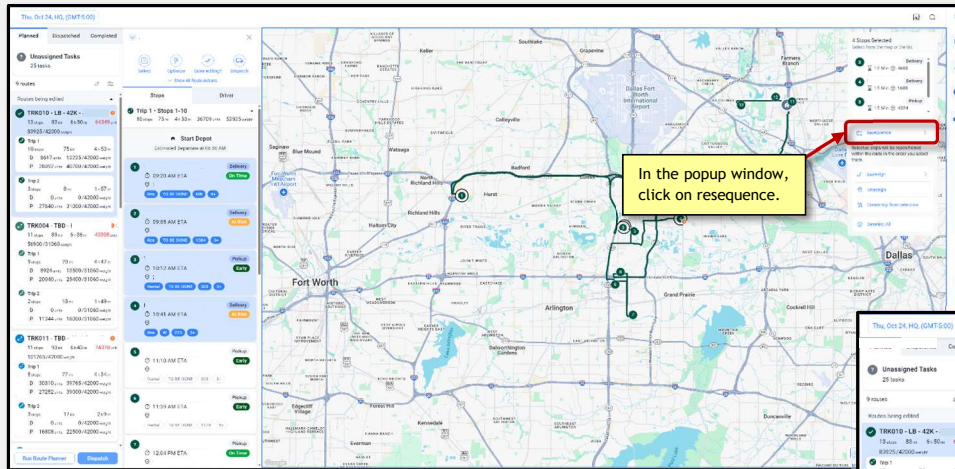


Click on a route to display the individual stops.

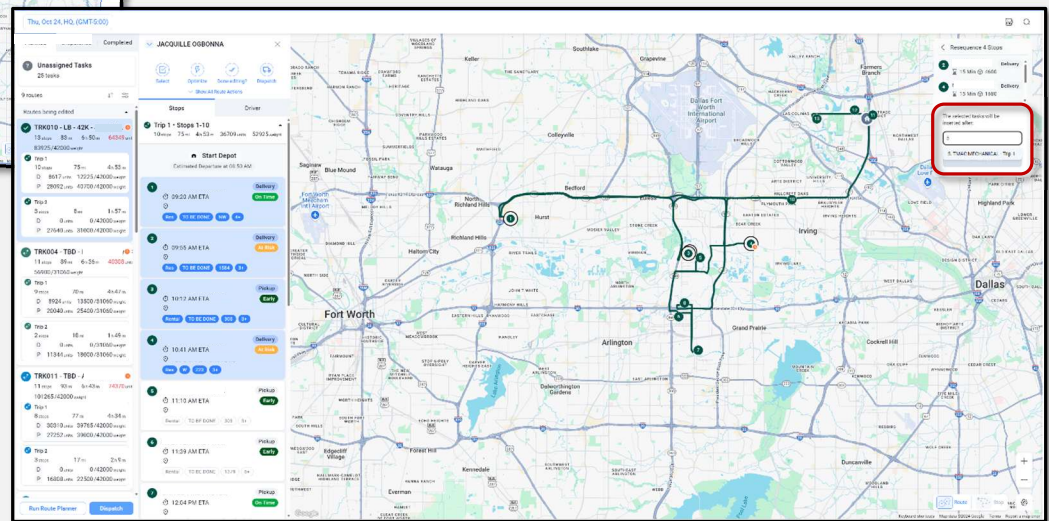


On the map or in the stop list, click on the stops that you would like to reorder. You can select one stop or several. **NOTE** - if you are resequencing multiple stops, you should select the stops in the order of *the desired new sequence*. For example, for stops 1, 2, 3, and 4, if you would like them to be arranged as 2, 4, 3, and 1, click on them in the preferred new order.

Resequence one or multiple stops on a single route

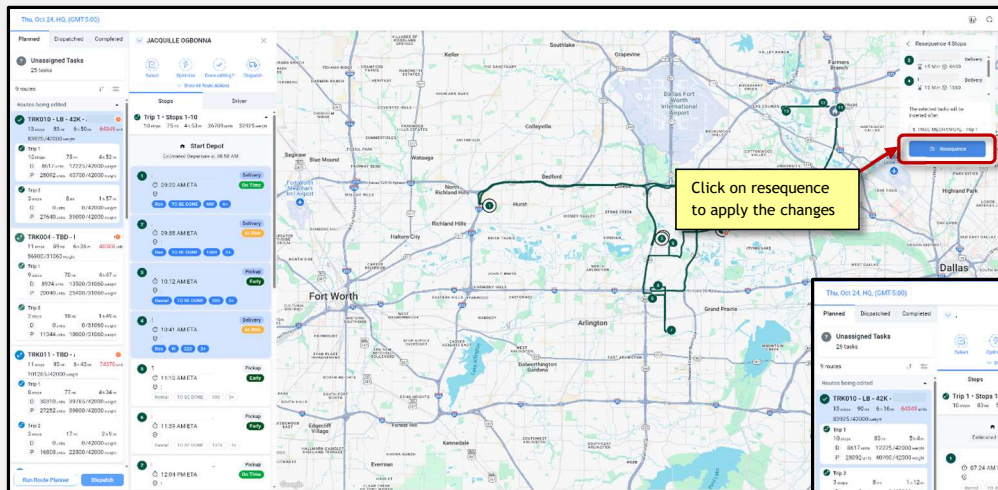


In the popup that displays with the new sequence, click on Resequence at the right hand side of the window.

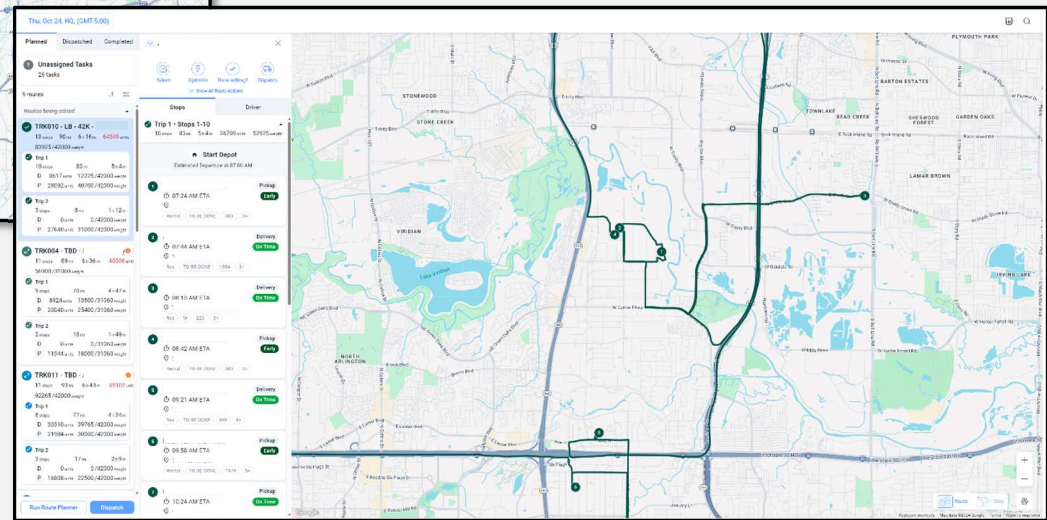


In the field that displays, type in the number of the current stop you would like to insert your new stop(s) *after*. For example, if you'd like to reschedule stop(s) to start in the 3rd position, type in 2 to insert them after the current 2nd stop. To reschedule stop(s) to the 1st position, type in 0 for depot.

Resequence one or multiple stops on a single route



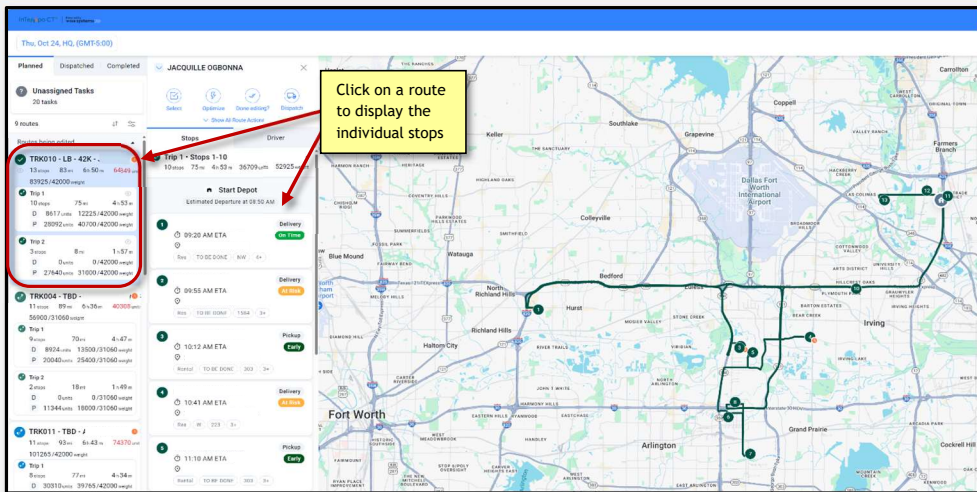
Once you've made your selection, the Resequence Button will become available. Click it to apply the changes.



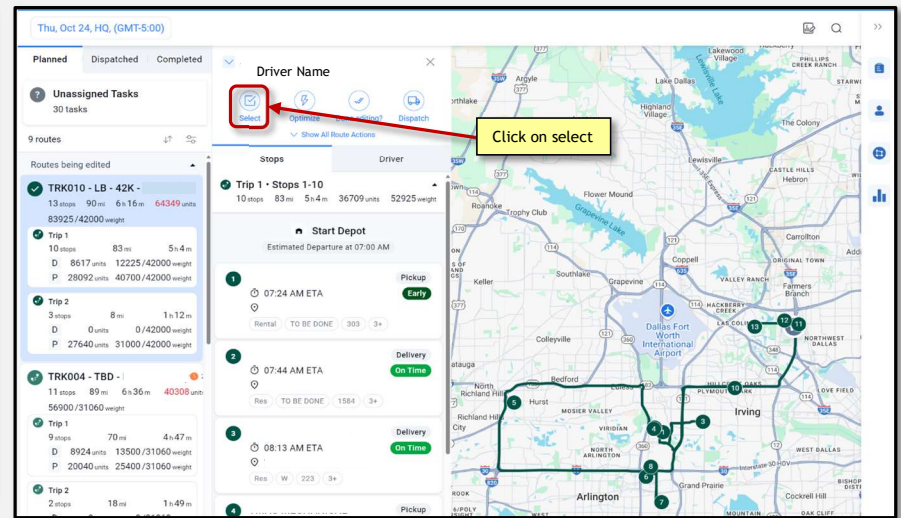
The new sequence will appear on the stop list and on the map.

Viewing Multiple Drivers and Routes

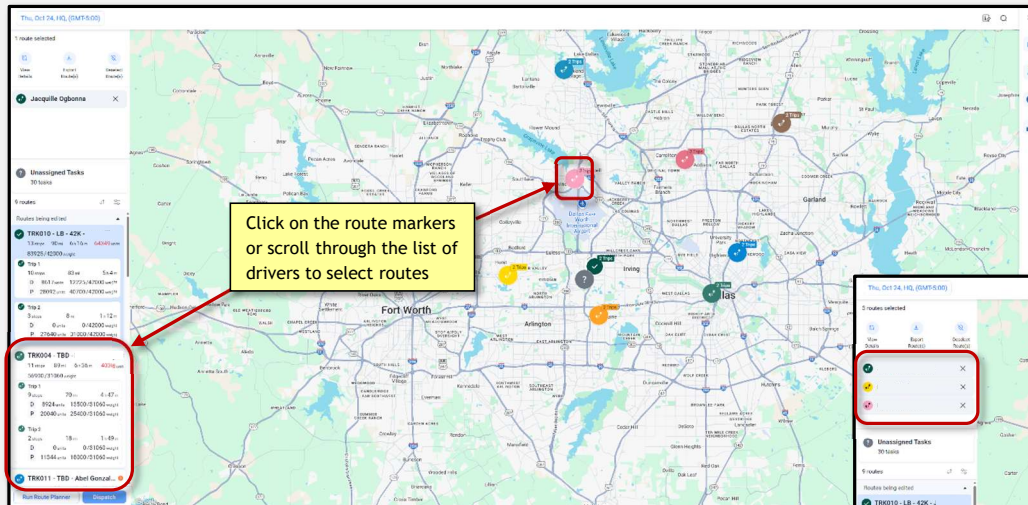
Click on a driver's card or route marker to see the individual stops.



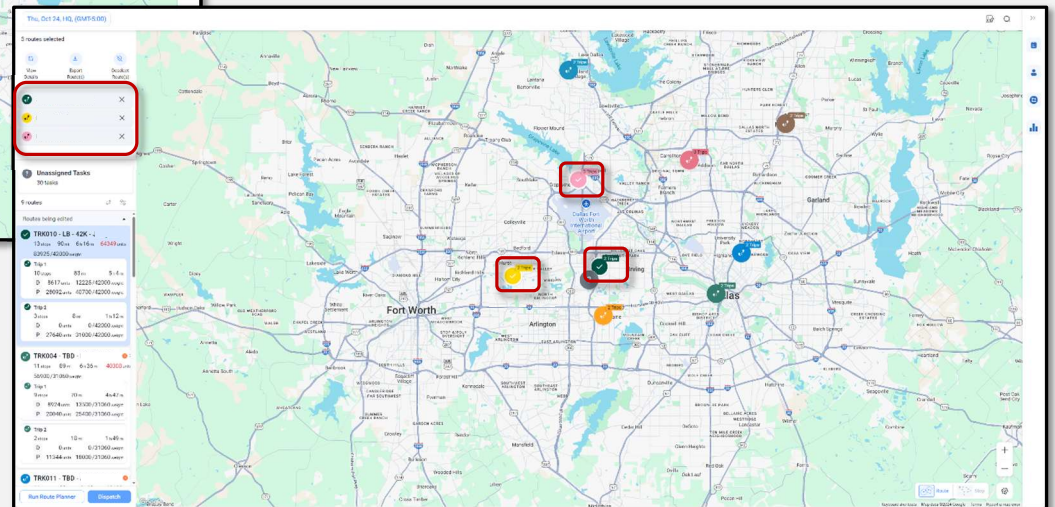
On the driver's action menu, click on the Select button.



Viewing Multiple Drivers and Routes

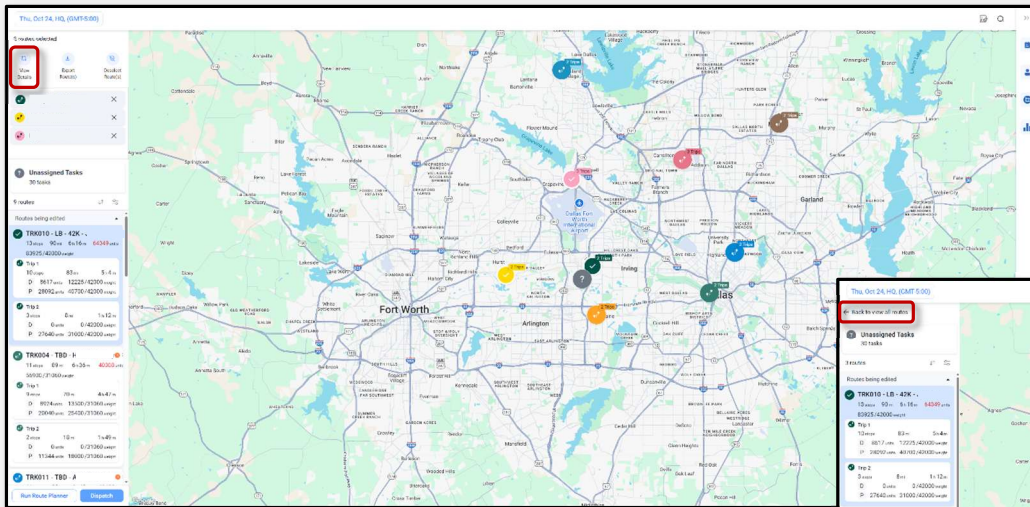


The screen will update. From here, you can click one or more routes on the map or in the driver list on the left side of the screen.

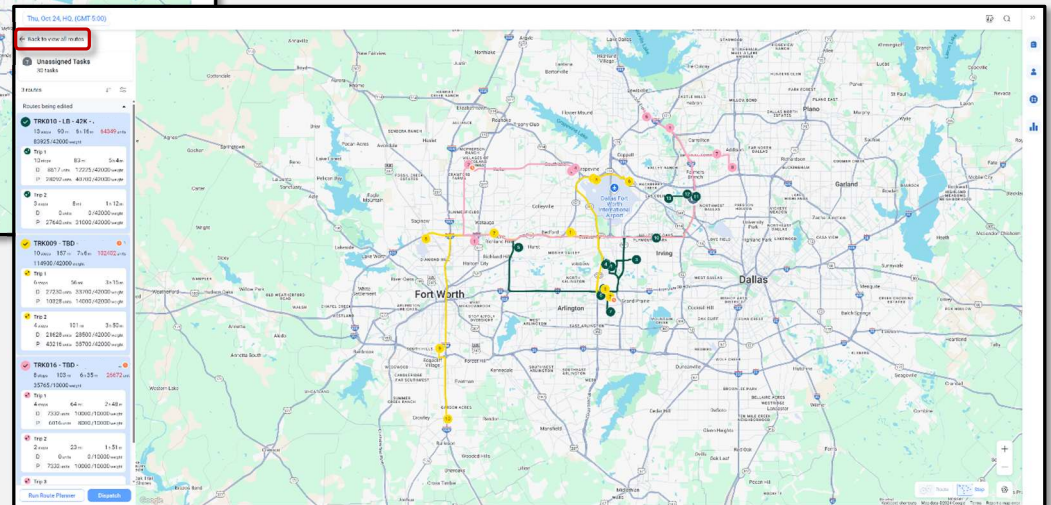


When routes are selected, a checkmark will populate on the route marker. The list of drivers selected will populate.

Viewing Multiple Drivers and Routes



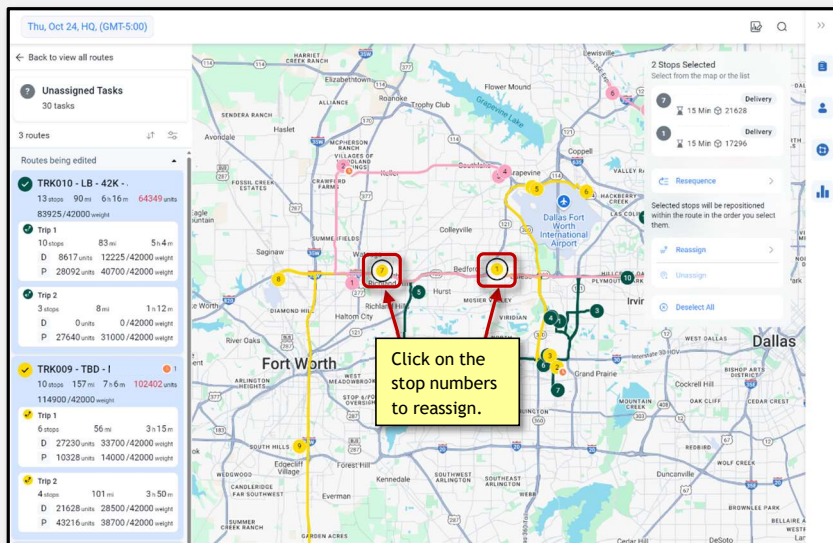
To review the routes side-by-side, click the view details button.



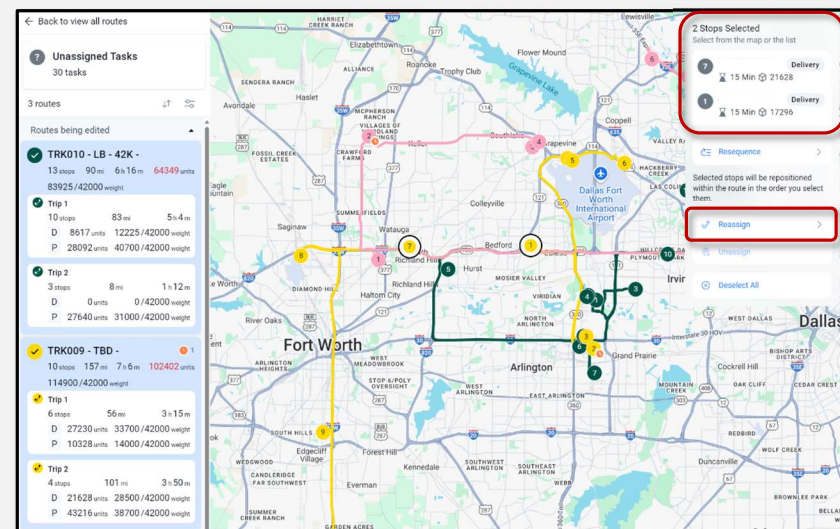
The selected routes will then display. If you'd like to exit the view, click on back to view all routes.

Reassigning Stops from One or More Routes

This process is a continuation from Viewing Multiple Drivers and Routes

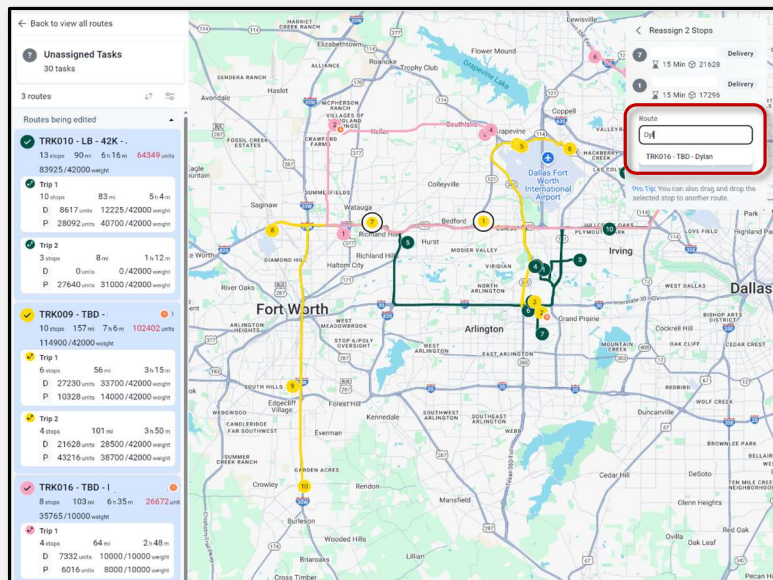


With the selected driver's routes displayed, click on the stop numbers that you would like to reassign. NOTE - you can select stops from more than one route,

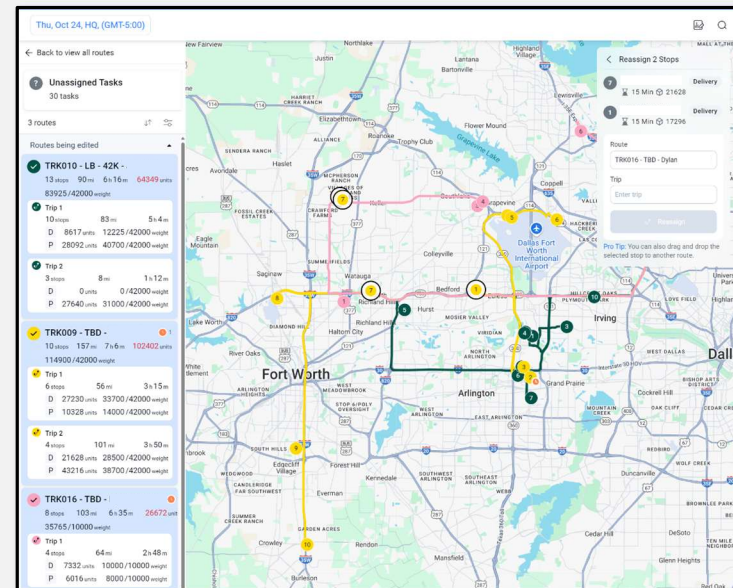


The stop list will populate to the top right of the screen. Click Reassign in the stop list window.

Reassigning Stops from One or More Routes

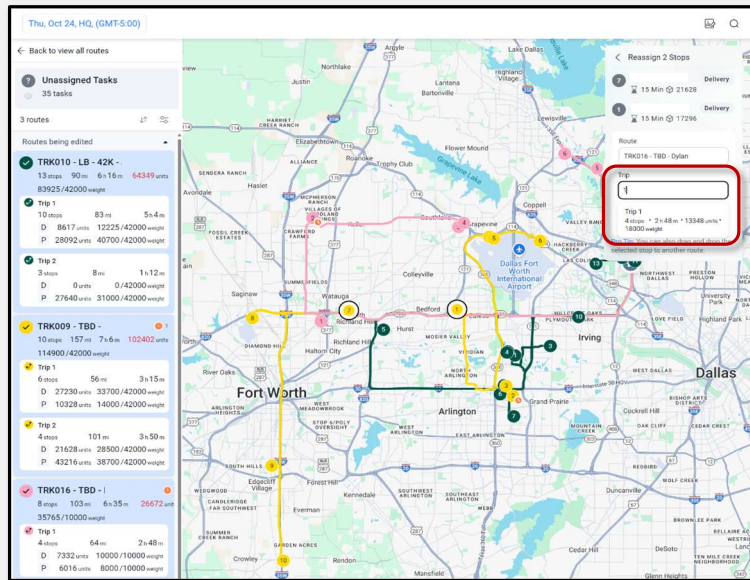


When clicking Reassign, a route field will populate. Type in the driver or route name and select it from the drop down.

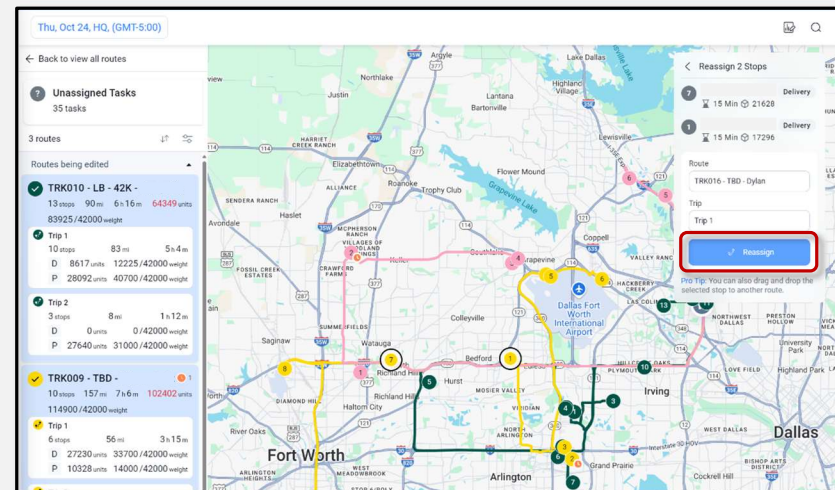


After selecting the new Route, a new field will populate for Trip.

Reassigning Stops from One or More Routes



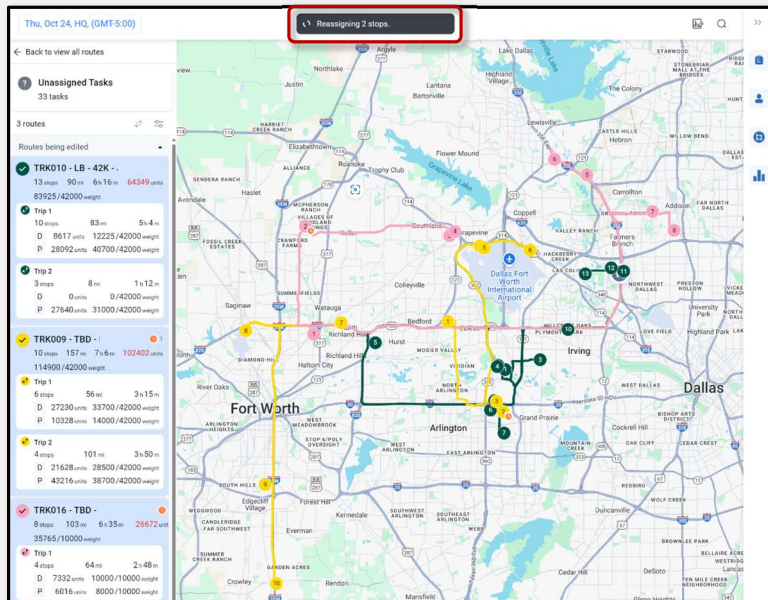
Next, choose which existing trip you'd like to reassign the selected trips to: the Driver's first (Trip 1) or second (Trip 2) trip. Select this from the drop-down bar on the right-hand side.



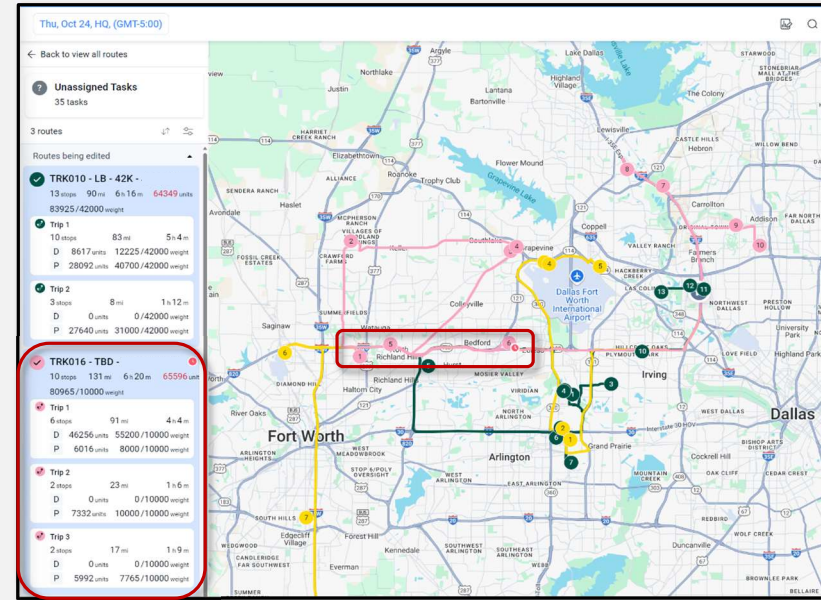
Once the trip is selected, the Reassign Button will be active. Click Reassign once all information is confirmed.

Reassigning Stops from One or More Routes

A message will appear and confirm that the routes are being reassigned.



The stops will be added to the driver's trips and the map will update.

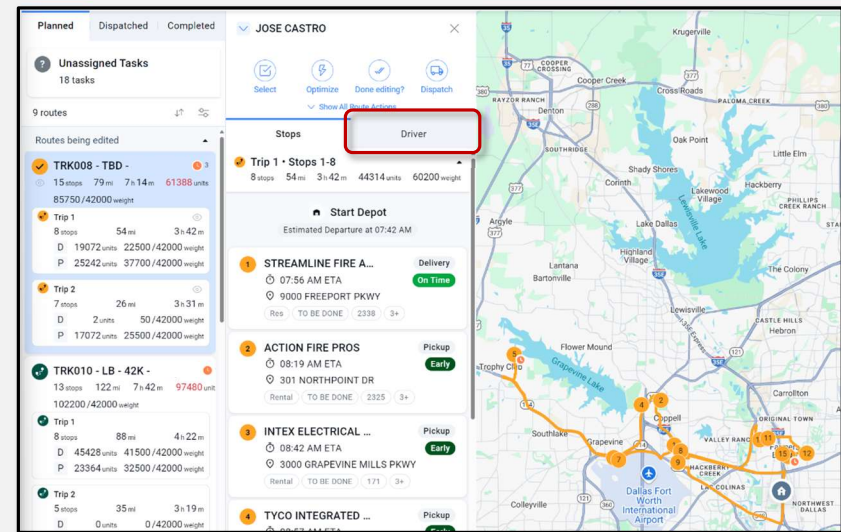
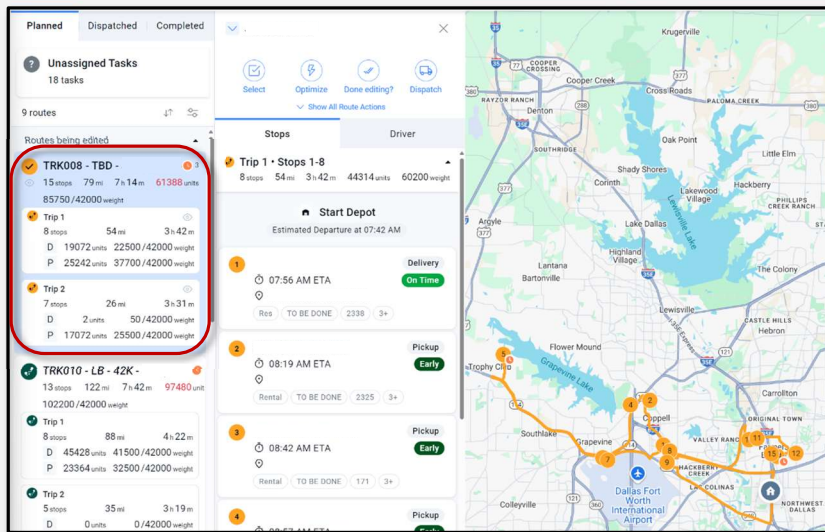




Planned Tab Adjusting Drivers

Change a Driver or Driver & Vehicle on a Planned Route

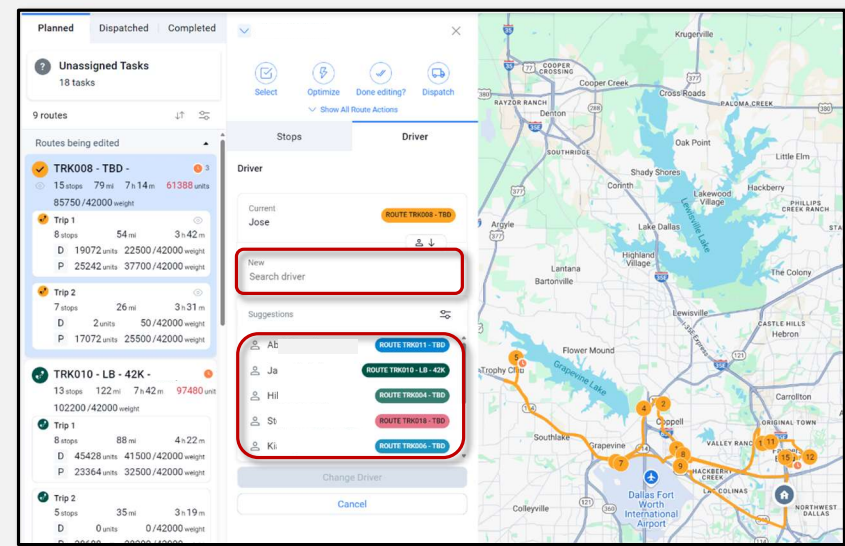
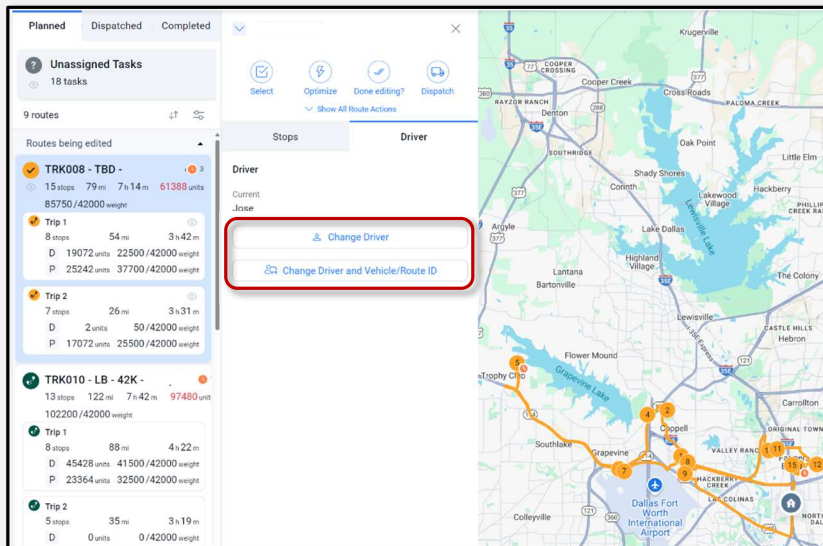
If you need to change a driver from a planned route without unassigning each stop, use this method to reassign the entire route from one driver to another.



Once you've run the Route Planner, click on a driver's route and the list of stops will populate.

Click on the Driver Tab to the right of the Stops Tab.

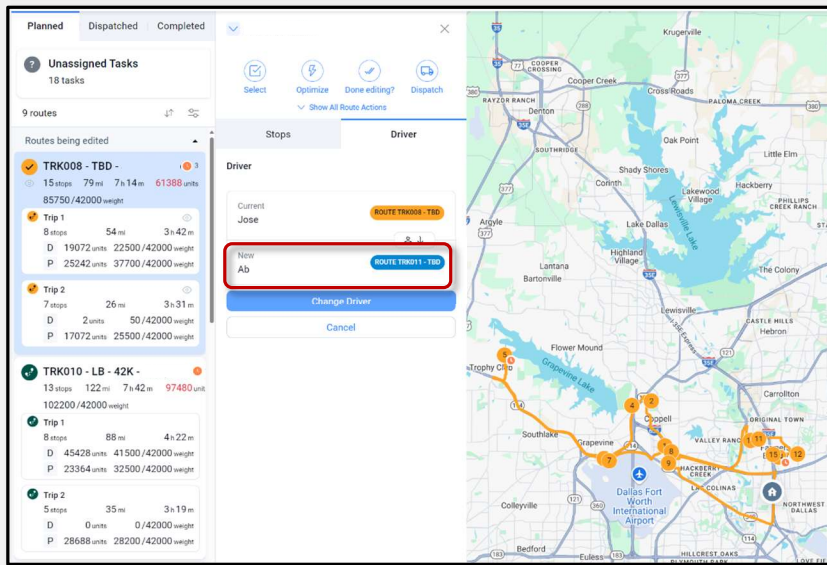
Change a Driver or Driver & Vehicle on a Planned Route



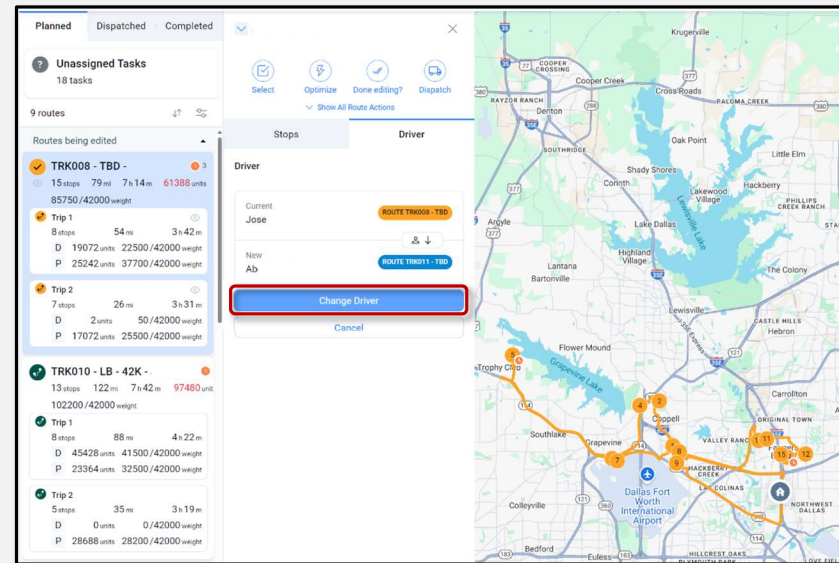
On the Driver Tab, you will see two options: Change Driver or Change Driver and Vehicle/Route ID.

If you press Change Driver, a new field will populate with a list of alternative drivers.

Change a Driver or Driver & Vehicle on a Planned Route

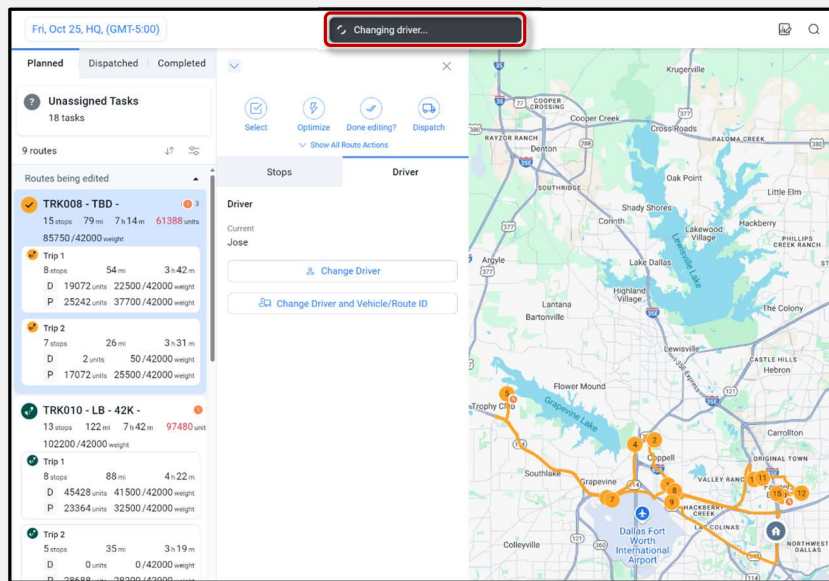


Once you've selected a driver to receive the route, the new driver will be populated in the New field.

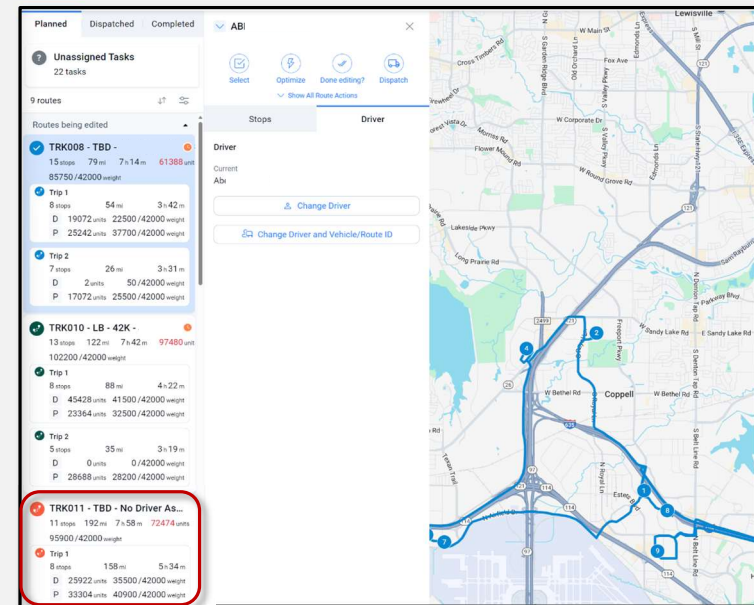


Once you've confirmed the change, click on Change Driver.

Change a Driver or Driver & Vehicle on a Planned Route

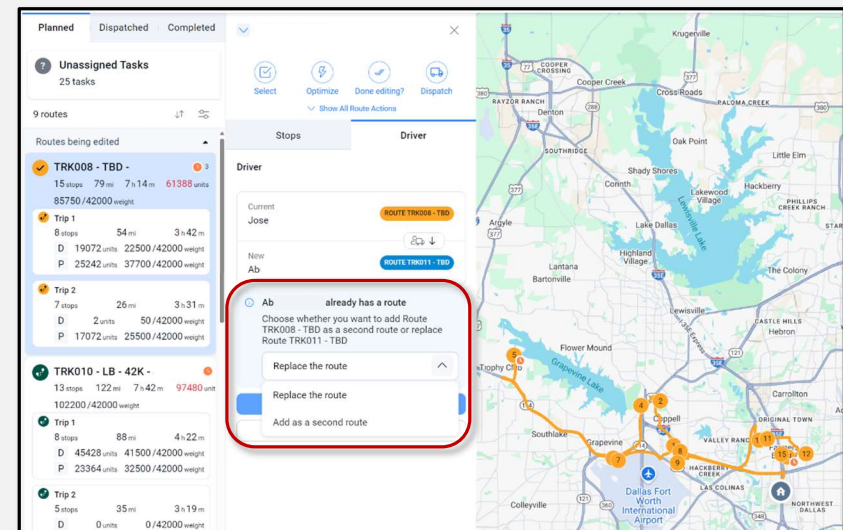
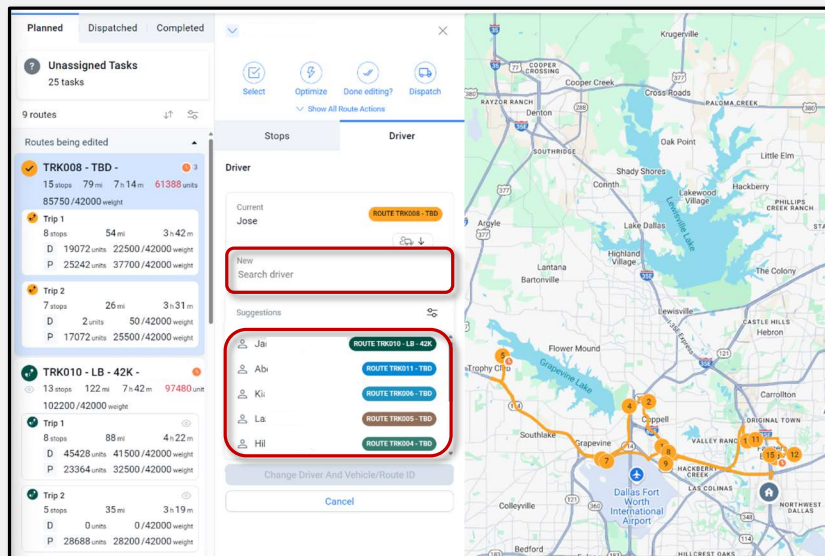


A message will populate to confirm that the driver is being changed.



The new driver will be assigned the routes. Note: This operation does not swap the drivers from one to the other. This will leave the route unassigned.

Change a Driver or Driver & Vehicle on a Planned Route



If you clicked on Change Driver and Vehicle/Route ID, a new field will populate along with the list of drivers.

To select a new driver, click on a name in the list or type the driver's name in the New field. When the new driver is selected, a message will appear. Click on the drop-down menu to either replace the route from Driver to Driver, or add the route as a second route on the new driver.

Change a Driver or Driver & Vehicle on a Planned Route

Fri, Oct 25, HQ, (GMT-5:00)

Reassociating Driver/Vehicle ...

Planned Dispatched Completed

Unassigned Tasks
26 tasks

9 routes

Routes being edited

- TRK008 - TBD - 15 stops 79 mi 7h 14m 61388 units
85750/42000 weight
- Trip 1: 8 stops 54 mi 3h 42m
D 19072 units 22500/42000 weight
P 25242 units 37700/42000 weight
- Trip 2: 7 stops 26 mi 3h 31m
D 2 units 50/42000 weight
P 17072 units 25500/42000 weight
- TRK010 - LB - 42K - 13 stops 122 mi 7h 42m 97480 units
102200/42000 weight
- Trip 1: 8 stops 88 mi 4h 22m
D 45428 units 41500/42000 weight
P 23364 units 32500/42000 weight
- Trip 2: 5 stops 35 mi 3h 19m
D 0 units 0/42000 weight
P 28688 units 28200/42000 weight

Stops Driver

Current Jose

Change Driver

Change Driver and Vehicle/Route ID

Planned Dispatched Completed

ABEL GONZALEZ

Unassigned Tasks
26 tasks

9 routes

Routes being edited

- TRK011 - TBD - 15 stops 79 mi 7h 14m 61388 units
85750/42000 weight
- Trip 1: 8 stops 54 mi 3h 42m
D 19072 units 22500/42000 weight
P 25242 units 37700/42000 weight
- Trip 2: 7 stops 26 mi 3h 31m
D 2 units 50/42000 weight
P 17072 units 25500/42000 weight
- TRK010 - LB - 42K - 13 stops 122 mi 7h 42m 97480 units
102200/42000 weight
- Trip 1: 8 stops 88 mi 4h 22m
D 45428 units 41500/42000 weight
P 23364 units 32500/42000 weight
- Trip 2: 5 stops 35 mi 3h 19m
D 0 units 0/42000 weight
P 28688 units 28200/42000 weight
- #2 - No Driver Assigned - 11 stops 192 mi 7h 58m 72474 units
95900/1000 weight
- Trip 1: 8 stops 158 mi 5h 34m
D 25922 units 35500/1000 weight
P 33304 units 40900/1000 weight
- Trip 2: 3 stops 34 mi 2h 24m
D 0 units 0/1000 weight
P 13248 units 19500/1000 weight

Stops Driver

Current Ab

Change Driver

Change Driver and Vehicle/Route ID

Clicking on Replace the Route will move the route from one driver to another. This action will not switch the routes, so there will be a route that remains without a driver.

Change a Driver or Driver & Vehicle on a Planned Route

Fri, Oct 25, HQ, (GMT-5:00)

Route appended Undo

Planned Dispatched Completed

Unassigned Tasks
26 tasks

Routes being edited

TRK008 - TBD -
15 stops 79 mi 7h14m 61388 units
85750/42000 weight

Trip 1
8 stops 54 mi 3h42m
D: 19072 units 22500/42000 weight
P: 25242 units 37700/42000 weight

Trip 2
7 stops 26 mi 3h31m
D: 2 units 50/42000 weight
P: 17072 units 25500/42000 weight

TRK010 - LB - 42K -
13 stops 122 mi 7h42m 97480 units
102200/42000 weight

Trip 1
8 stops 88 mi 4h22m
D: 45428 units 41500/42000 weight
P: 23364 units 32500/42000 weight

Trip 2
5 stops 35 mi 3h19m
D: 0 units 0/42000 weight
P: 28688 units 28200/42000 weight

TRK011 - TBD -
11 stops 192 mi 7h58m 72474 units
95900/42000 weight

Trip 1
8 stops 158 mi 5h34m
D: 25922 units 35500/42000 weight
P: 33304 units 40900/42000 weight

Trip 2
3 stops 34 mi 2h24m
D: 0 units 0/42000 weight
P: 13248 units 19500/42000 weight

Stops

Driver

Trip 1 - Stops 1-8
8 stops 158 mi 5h34m 59226 units 76400 weight

Start Depot
Estimated Departure at 07:42 AM

07:52 AM ETA
Delivery On Time

08:34 AM ETA
Delivery On Time

09:10 AM ETA
Delivery On Time

09:43 AM ETA
Pickup Early

10:22 AM ETA
Pickup Early

10:53 AM ETA
Pickup On Time

Planned Dispatched Completed

Unassigned Tasks
26 tasks

9 routes

Routes being edited

TRK010 - LB - 42K -
13 stops 122 mi 7h42m 97480 units
102200/42000 weight

Trip 1
8 stops 88 mi 4h22m
D: 45428 units 41500/42000 weight
P: 23364 units 32500/42000 weight

Trip 2
5 stops 35 mi 3h19m
D: 0 units 0/42000 weight
P: 28688 units 28200/42000 weight

TRK011 - TBD -
19 stops 246 mi 11h41m 116788 units
156100/42000 weight

Trip 1
8 stops 158 mi 5h34m
D: 25922 units 35500/42000 weight
P: 33304 units 40900/42000 weight

Trip 2
3 stops 34 mi 2h24m
D: 0 units 0/42000 weight
P: 13248 units 19500/42000 weight

Trip 3
8 stops 54 mi 3h42m
D: 19072 units 22500/42000 weight
P: 25242 units 37700/42000 weight

If you clicked on Add as a second route, the route will be added from one driver to another.



Dispatched Tab Overview

Dispatched Tab Overview

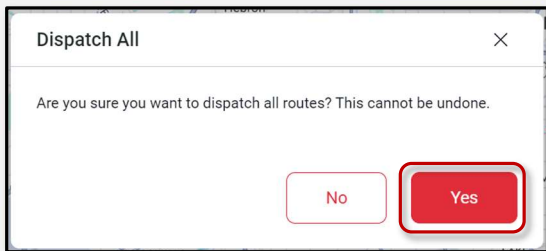
The screenshot displays a route planning application interface. On the left, a sidebar shows a list of tasks and routes. The 'Planned' tab is active, showing three tasks:

- Unassigned Tasks:** 2 tasks
- 8 routes:** Routes being edited
- TRK008 - TBD:** 11 stops, 57 mi, 5:41 m, 53680 units, 74200/42000 weight
 - Trip 1: 8 stops, 36 mi, 3:23 m, 4600 units, 7500/42000 weight, 30524 units, 37000/42000 weight
 - Trip 2: 3 stops, 22 mi, 2:18 m, 0 units, 0/42000 weight, 18556 units, 29700/42000 weight
- TRK011 - TBD:** 9 stops, 149 mi, 6:14 m, 88954 units, 89700/42000 weight
 - Trip 1: 7 stops, 87 mi, 3:49 m, 17892 units, 17500/42000 weight, 29252 units, 35700/42000 weight
 - Trip 2: 2 stops, 63 mi, 2:24 m, 0 units, 0/42000 weight, 41810 units, 36500/42000 weight
- LIL SEBASTIAN - Leslie Kno...:** 10 stops, 97 mi, 5:52 m, 53632 units, 76000/42000 weight
 - Trip 1: 6 stops, 66 mi, 3:18 m, 4324 units, 6000/42000 weight, 28520 units, 39500/42000 weight
 - Trip 2: 4 stops, 32 mi, 2:34 m, 0 units, 0/42000 weight, 20788 units, 30500/42000 weight

At the bottom of the sidebar, there are two buttons: 'Run Route Planner' and 'Dispatch'. The 'Dispatch' button is highlighted with a red box. The main map area shows a detailed view of the Dallas-Fort Worth metropolitan area, with various routes and stops marked on the map. The 'Dispatch' button is located at the bottom left of the sidebar.

Once the Route Planner has been run and the drivers deliveries have been set, click on the Dispatch button.

Dispatched Tab Overview



A popup will appear to verify to run route planner, click on Yes to run the planner.

The drivers and their routes will then populate on the screen and the Dispatched tab will now be active.

The screenshot shows the "Dispatched" tab in a software interface. On the left, there is a list of routes with their status and location. On the right, a map displays the geographical routes for these drivers. The "Dispatched" tab is highlighted in red at the top of the interface.

Planned	Dispatched	Completed
Dispatch Management 95 tasks • Dispatch		
8 routes		
AG	TRK011 - TBD -	At depot
LK	LIL SEBASTIAN - Leslie Kno...	At depot
JC	TRK008 - TBD -	At depot
MO	TRK009 - TBD -	At depot
KA	TRK006 - TBD -	At depot
LA	TRK005 - TBD -	At depot
JO	TRK010 - LB - 42K -	At depot
HT	TRK004 - TBD -	At depot

Dispatched Tab Overview

Click on any driver to view their deliveries and pickups for the day.

Their route will populate on the map with the stops displaying based on your setting preferences.

The screenshot displays a dispatch management interface. On the left, a sidebar shows a list of routes under the 'Dispatched' tab. The routes are:

- TRK011 - TBD - Stop 0/9 - At depot
- LIL SEBASTIAN - Leslie Kno... - Stop 0/10 - At depot
- TRK008 - TBD - Stop 0/11 - At depot
- TRK009 - TBD - Stop 0/7 - At depot
- TRK006 - TBD - Stop 0/7 - At depot
- TRK005 - TBD - Stop 0/7 - At depot
- TRK010 - LB - 42K - Stop 0/8 - At depot
- TRK004 - TBD - Stop 0/5 - At depot

The main panel shows a detailed view of a driver's route, starting with a 'Start Depot' at 09:20 AM. The route consists of 9 stops:

- 09:56 AM ETA, Delivery, On Time, Res: 5814 TO BE DONE
- 10:35 AM ETA, Pickup, On Time
- 10:59 AM ETA, Pickup, On Time
- 11:14 AM ETA, Pickup, On Time
- 11:40 AM ETA, Pickup, On Time
- 12:08 PM ETA, Pickup, On Time

The map on the right shows the Dallas-Fort Worth area with a purple line indicating the driver's route. The route starts at the depot in Dallas, goes to a stop in Irving, then to a stop in Fort Worth, and continues through several other stops in the area before returning to the depot.

Dispatched Tab Overview

The screenshot displays the InTempo Dispatch Management interface for Wednesday, May 14, 2020. The interface is divided into several sections:

- Dispatch Management:** Shows 129 tasks and a 'Dispatch' button.
- Routes:** Lists 4 routes, including 'INT-VEH-1 - Anthony Tye'.
- Stops:** Lists 10 stops for the selected route, including 'End Depot', 'Start Depot', and several 'Demo Customer' tasks.
- Map:** A map of Pensacola, Florida, showing the driver's route and various landmarks.
- Task Details:** A red box highlights the details for 'Demo Customer-5015', including the item name '76" HD MTL BUCKET', quantity '1', and rental information.
- Task Actions:** A red box highlights the actions available for the task: 'Resequence', 'Unassign', 'Cancel', 'Change Task Status', and 'Deselect'.

If you click on a drivers task similar buttons from the planned tab will be available; Resequence, Unassign, Cancel, Change Task status, & Deselect.

Note that the task still needs to be open to delete, resequence or unassign.

Dispatched Tab Overview

The screenshot displays the 'Dispatched' tab interface. On the left, a 'Planned' sidebar shows a list of routes and tasks. The main area features a map with a planned path (orange) and an actual path (blue). A 'Change Task Status' dialog box is open, showing a dropdown menu with options: 'Incomplete', 'In Progress', 'Completed', and 'Canceled'. The 'Incomplete' option is selected, and the 'Current Status' is 'Completed'. A 'Change Task Status' button is highlighted in red in the top right corner of the map area.

If a dispatcher needs to manually adjust the task status, click on Change Task Status and select the option from the dropdown menu that populates.

Dispatched Tab Overview

Change Task Status

1 Demo Customer-4138

Task Status
In Progress

Arrival Time
5/14/2025, 2:40 PM

Cancel Confirm

Wed, May 14, InTempo Equipment (PNS), (GMT-5:00)

Dispatch Management
128 tasks Dispatch

DRIVER 1

4 routes

INT-VEH-1 - Driver 1
Stop 10/11

INT-VEH-1 - Anthony Tye
Stop 10/10 Finished 2:23 PM

INT-VEH-2 - Driver 2
Stop 11/11 Finished 1:16 PM

INT-VEH-4 - Driver 4
Stop 5/7 Finished 12:14 PM

11 Stops

Completed at 1:44 PM
0h 15min service (-10min under)
3764 REED ROAD
00330864
TO BE DONE

End Depot
Arrived at 12:37 PM

Start Depot
Departed at 1:00 PM

1 Demo Customer-4350 Completed Pickup
Completed at 1:25 PM
On Time
0h 15min service (-7min under)
2801 N DAVIS HWY
00510679
TO BE DONE

2 Demo Customer-5706 Completed Pickup
Completed at 2:04 PM
On Time
0h 15min service (-11min under)
8383 N DAVIS HWY
00330903
TO BE DONE

End Depot
Arrived at 2:38 PM

11 Demo Customer-4138 In Progress Pickup
3:04 PM - 3:34 PM Est. On Time
8677 CARLINE STREET
002710485
TO BE DONE

34° 16.8 MET TON BUC.

Completed

52
N/A
Rental 355778 TO BE DONE
Comment 1-365578
Comment 2-365578
Comment 3-365578
250 AMP WELDER (BOOM)
N/A

Task History

- Task created May 14 08:48
- Task assigned May 14 08:53
- Task dispatched May 14 08:53

- Dispatched Disabled
- 20 Minutes Away Disabled
- At Risk Disabled

- Task in progress
- Notifications
- Arrived Disabled

- Task completed
- Notifications
- Completed Disabled

Review arrival and completion times

Inventory Items (1)

250 AMP WELDER (BOOM) Unconfirmed
ID: 220576 52 Weight
Quantity: 1 Planned Units 0 Actual Units

Invoices and Payments (0)

Proof of Delivery

Signature

After selecting the status, adjust the arrival time and click confirm. The task status will be updated on the driver's card.

Dispatched Tab Overview

When a task is in progress it will be highlighted in blue and the status 'In Progress Pickup (or Delivery)' will be displayed.

When a task is completed it will be marked as a Completed Delivery (or Pickup).

The green status bar under the driver name is to show the progress of their day.

The screenshot displays a dispatch management interface with a map of Dallas and a list of tasks. The 'Dispatched' tab is selected, showing 64 tasks. The task list includes:

- TRK004 - TBD - Stop 4/7: In Progress Pickup (highlighted in blue)
- TRK010 - LB - 42K - Stop 4/6: Completed Delivery
- TRK005 - 02 - Stop 7/9: Completed Delivery
- TRK008 - TBD - Stop 4/4: Finished
- TRK011 - TBD - Stop 7/7: Finished
- TRK006 - TBD - Stop 6/6: Finished
- TRK016 - TBD - Stop 3/3: Finished

The map shows a route starting from the depot, passing through various stops, and ending at the depot. The status bar under the driver name indicates the progress of their day.

Dispatched Tab Overview

The screenshot displays a dispatch management interface. On the left, a sidebar shows a list of 7 routes (TRK004 - TBD to TRK016 - TBD) with their respective stop counts and completion statuses. Below the routes, a '7 Stops' list provides details for each stop, including completion times, service durations, and pickup/delivery status. The main area is a map of the Dallas area, showing the 'Planned Path' as a solid purple line and the 'Actual Path' as a dotted purple line. A legend in the bottom right of the map identifies these two path types. The interface also includes a 'Dispatch Management' header with 64 tasks and a 'Dispatch' button.

There are two view methods for the driver's path; Planned & Actual.

The Planned Path will display as the default for any route and will be a continuous line.

The Actual Path is the real path that the driver took to deliver or pickup and is displayed as a dotted line (or breadcrumbs). You must click on the button in the bottom right of the screen to display the Actual Path.

Dispatched Tab Overview

The screenshot displays a dispatch management interface. On the left, a sidebar shows a list of routes under the 'Dispatched' tab. The routes listed are:

- TRK004 - TBD - Stop 5/7 - Finish 3:54 PM
- TRK006 - TBD - Stop 6/7 - At depot
- TRK005 - 02 - Stop 8/9 - Returning to depot
- TRK008 - TBD - Stop 4/4 - Finished

The main area shows a map with a route highlighted in purple. A pop-up window is visible in the upper right corner of the map, showing details for a completed stop:

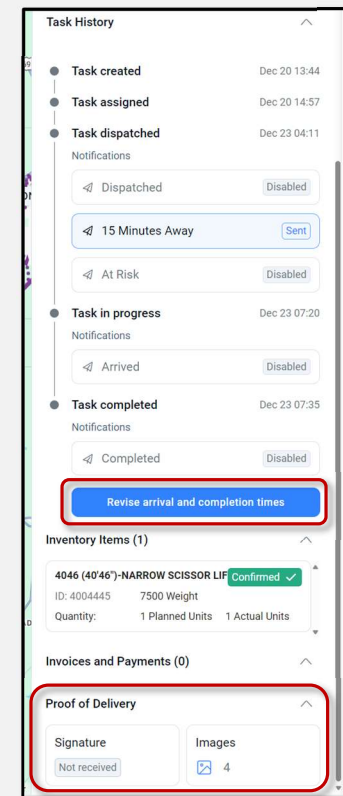
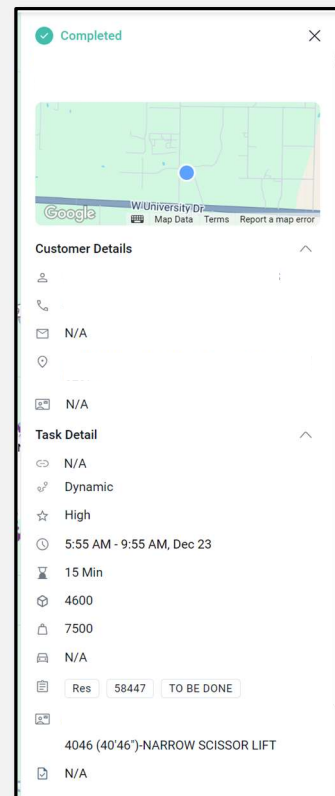
- Completed at 7:35 AM
- 4600
- View more (highlighted with a red box)
- Deselect

If you would like to view the details of a completed stop, click on the stop and then in the upper right corner click on View More.

Dispatched Tab Overview

The complete stop card will populate to the right of the screen. Here you can find all the stop details like the site address, delivered equipment, and proof of delivery with images.

You can revise arrival and completion times if needed. To view proof of delivery, click the signature or images block and the details will display.



Dispatched Tab Overview

The screenshot displays a dispatch management interface. At the top, there are tabs for 'Planned', 'Dispatched', and 'Completed'. The 'Dispatched' tab is active, showing a 'Dispatch Management' section with 50 tasks and a 'Dispatch' button. Below this, there are 5 routes listed. The first route, TRK009 - TBD, is highlighted. The main area shows a detailed view of a driver's stops. The driver is currently at the 'Start Depot', having departed at 7:58 AM. The stops are numbered 1, 2, and 3. Stop 1 is a 'Completed Delivery' at 8:42 AM, marked as 'On Time'. Stop 2 is a 'Delivery' at 09:19 AM ETA, also marked as 'On Time'. Stop 3 is a 'Delivery' at 09:42 AM ETA, marked as 'At Risk'. The map on the right shows the driver's route through a residential area with various streets and landmarks.

The stops will indicate whether they are early, on time, at risk, or late.

These statuses are based upon the delivery window and if they're within or outside of the time.

Dispatched Tab Overview

The screenshot displays the Dispatch Management interface. On the left, there are tabs for 'Planned', 'Dispatched', and 'Completed'. The 'Dispatch Management' section shows '125 tasks' and a 'Dispatch' button. Below this, there are four routes listed: INT-VEH-TONY - Anthony Tye, INT-VEH-1 - Driver 1, INT-VEH-5 - Driver 5, and INT-VEH-3 - Driver 3. The main area is a table of tasks with columns for Task Type, EXT Task Type, Name, Labels, Equipment ID, Task Priority, Pickup Start Date/Time, Pickup End Date/Time, Delivery Start Date/Time, and Delivery End Date/Time. A date filter overlay is open over the 'Pickup Start Date/Time' column, showing a calendar for May 2025. The 'Apply' button in the date filter is highlighted with a red box.

Task Type	EXT Task Type	Name	Labels	Equipment ID	Task Priority	Pickup Start Date/Time	Pickup End Date/Time	Delivery Start Date/Time	Delivery End Date/Time
Delivery		Demo Customer-5285	Ren... 406... TO ...	00290323				2025-03-03, 05:00	2025-03-03, 09:00
Pickup		Demo Customer-4083	Ren... 299... TO ...	00270490				2025-01-23, 16:30	
Pickup		Demo Customer-5015	Ren... 406... TO ...	00310621				2025-01-23, 16:30	
Pickup		Demo Customer-5730	Ren... 395... TO ...	00330910				16, 09:30	2025-05-16, 17:30
Delivery		Demo Customer-5135	Ren... 403... TO ...	00240469				2025-05-16, 08:30	2025-05-16, 12:30
Pickup		Demo Customer-4311	Ren... 383... TO ...	00340216				16, 11:00	2025-05-16, 19:00
Delivery		Demo Customer-4891	Ren... 403... TO ...	00340453				2025-05-16, 05:00	2025-05-16, 09:00
Delivery		Demo Customer-5135	Ren... 403... TO ...	00240551				2025-05-16, 08:30	2025-05-16, 12:30
Delivery		Demo Customer-5015	Ren... 403... TO ...	00300584				2025-05-16, 11:00	2025-05-16, 15:00
Delivery		Demo Customer-4528	Ren... 402... TO ...	00330875				2025-05-16, 09:30	2025-05-16, 13:30
Pickup		Demo Customer-4350	Ren... 391... TO ...	00310679				16, 09:30	2025-05-16, 17:30
Pickup		Demo Customer-6011	Ren... 402... TO ...	00340395				2025-05-16, 09:30	2025-05-16, 13:30
Delivery		Demo Customer-6048	Ren... 403... TO ...	00320247	High			2025-05-16, 11:00	2025-05-16, 15:00

Click on the Dispatch Management button to populate the list of all upcoming deliveries and pickups, not just for a specific day. To see tasks for today, click on the filter button in the Pickup Start Date/Time column. Select the date for the filter and click apply.

Dispatched Tab Overview

The screenshot displays the 'Dispatch Management' interface. At the top, there are tabs for 'Planned', 'Dispatched', and 'Completed'. The 'Dispatched' tab is active, showing '50 tasks' and a 'Dispatch' button. Below this, there's a search bar and a 'Columns Layout' button. A table lists tasks with columns for Task Type, EXT Task Type, Name, Labels, Equipment ID, Task Priority, Pickup Start Date/Time, Pickup End Date/Time, Delivery Start Date/Time, and Delivery End Date/Time. Three tasks are selected, indicated by blue checkboxes in the left column. At the top right of the table, there are buttons for 'Delete', 'Manual Assign', and 'Deselect All'. The 'Delete' and 'Manual Assign' buttons are highlighted with red boxes. The bottom of the interface shows 'Showing 50 Total Tasks' and a pagination control for '1-50 of 50'.

Task Type	EXT Task Type	Name	Labels	Equipment ID	Task Priority	Pickup Start Date/Time	Pickup End Date/Time	Delivery Start Date/Time	Delivery End Date/Time
Delivery			Res 589 W	04004430	High			2025-01-30, 06:00	2025-01-30, 10:00
Delivery			Res 588 W	07007730	High			2025-01-31, 06:00	2025-01-31, 10:00
Delivery			Res 588 W	07007720	High			2025-02-07, 06:00	2025-02-07, 10:00
Delivery			Res 589 W	04004435	High			2025-01-29, 09:29	2025-01-29, 09:29
Delivery			Res 588 TO	06006610	High			2025-01-29, 06:00	2025-01-29, 10:00
Delivery			Res 589 W	04004445	High			2025-01-29, 05:46	2025-01-29, 09:46
Delivery			Res 589 TO	06006615	High			2025-01-29, 06:00	2025-01-29, 10:00
Delivery			583 D	04004435	High			2025-02-03, 06:00	2025-02-03, 10:00
Delivery			Res 588 W	08008820	High			2025-01-31, 06:00	2025-01-31, 10:00
Delivery			Res 589 W	04004420	High			2025-01-30, 06:00	2025-01-30, 10:00
Delivery			Res 587 W	03003310	High			2025-02-03, 07:00	2025-02-03, 11:00
Delivery			Res 588 TO	04004445	High			2025-01-29, 05:00	2025-01-29, 09:00
Delivery			Res 589 W	04004445	High			2025-01-30, 06:00	2025-01-30, 10:00
Delivery			Res 589 TO	08508830	High			2025-01-29, 06:00	2025-01-29, 10:00
Delivery			Res 589 TO	04004420	High			2025-01-29, 06:00	2025-01-29, 10:00
Delivery			Res 589 TO	04004410	High			2025-01-29, 06:00	2025-01-29, 10:00
Delivery			Res 783 TO	00001410	High			2025-01-29, 04:49	2025-01-29, 08:49
Pickup			Res 783 TO	00049807	Normal	2025-01-29, 11:12	2025-01-29, 16:12		
Pickup			Res 784 TO	00005818	Normal	2025-01-29, 13:01	2025-01-29, 21:01		
Delivery			Res 589 TO	04004405	High			2025-01-29, 06:00	2025-01-29, 10:00
Delivery			Res 589 W	04004415	High			2025-01-29, 10:37	2025-01-29, 14:37
Pickup			Res 784 TO	00054082	Normal	2025-01-29, 13:06	2025-01-29, 21:06		

Select one or many tasks by clicking the checkbox in the left column to either delete or manually assign.

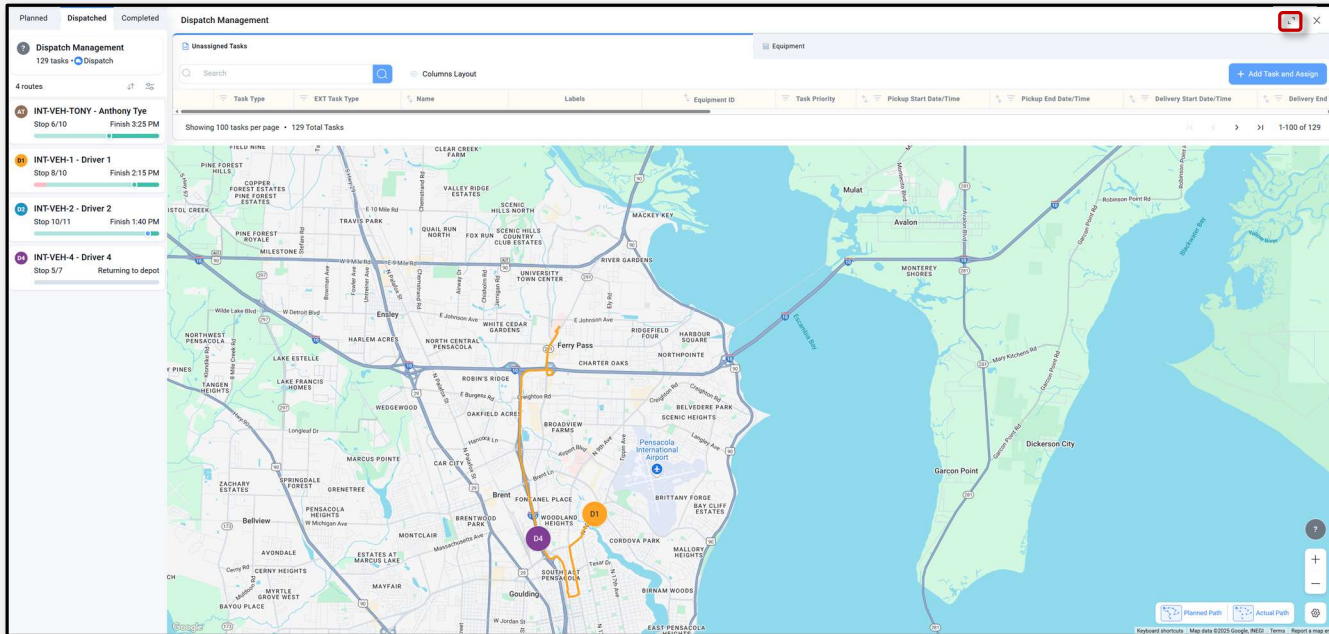
Dispatched Tab Overview


The screenshot displays the 'Dispatch Management' interface. The main table lists tasks with columns for Task Type, EXT Task Type, Name, Labels, Equipment ID, Task Priority, Pickup Start Date/Time, Pickup End Date/Time, and Delivery. A dialog box titled 'Assign 6 Selected Tasks' is open, showing a list of routes/drivers to be assigned to the selected tasks. The dialog includes a search field, a list of routes (e.g., TRK011 - TBD, TRK018 - TBD, TRK016 - TBD, TRK008 - TBD, TRK006 - TBD), and an 'Assign' button. A 'Manual Assign' button is highlighted in the top right of the task table. On the right side of the interface, there is an 'Assign Tasks' panel with a 'Select a Driver' button highlighted.

Task Type	EXT Task Type	Name	Labels	Equipment ID	Task Priority	Pickup Start Date/Time	Pickup End Date/Time	Delivery
Delivery			Res 999, W	04004430	High	2025-01-29, 06:04	2025-01-29, 05:29	15 mins 06:00-10:00
Delivery			Res 999, W	04004435	High	2025-01-29, 06:04	2025-01-29, 05:29	15 mins 06:00-10:00
Delivery						2025-01-31, 06:04	2025-01-29, 06:04	15 mins 06:00-10:00
Delivery						2025-02-03, 06:04	2025-02-03, 07:04	15 mins 06:00-10:00
Delivery						2025-01-29, 03:44	2025-01-29, 06:04	15 mins 06:00-10:00
Delivery						2025-02-03, 06:04	2025-02-03, 06:04	15 mins 06:00-10:00
Delivery						2025-01-31, 06:04	2025-01-31, 06:04	15 mins 06:00-10:00
Delivery						2025-01-29, 06:04	2025-01-30, 06:04	15 mins 07:00-11:00
Pickup		Res 784, TO		00050818	Normal	2025-01-29, 13:01	2025-01-29, 21:01	
Delivery		Res 999, TO		08508550	High	2025-01-29, 06:04	2025-01-29, 06:04	
Delivery		Res 999, TO		04004420	High	2025-01-29, 06:04	2025-01-29, 06:04	
Delivery		Res 999, TO		04004410	High	2025-01-29, 06:04	2025-01-29, 06:04	
Delivery		Res 783, TO		00001410	High	2025-01-29, 04:43	2025-01-29, 04:43	
Pickup		Res 783, TO		00049807	Normal	2025-01-29, 11:12	2025-01-29, 19:12	
Delivery		Res 999, TO		04004405	High	2025-01-29, 06:04	2025-01-29, 06:04	
Delivery		Res 999, W		04004415	High	2025-01-29, 10:37	2025-01-29, 10:37	
Pickup		Res 784, TO		00054082	Normal	2025-01-29, 13:06	2025-01-29, 21:06	

To assign selected routes, click on Manual Assign and the list of tasks will populate to the right. Select a driver by selecting the dropdown menu and the driver popup will appear. Choose the driver you would like to assign the tasks to and click on assign once selected.

Dispatched Tab Overview




Click on the view toggle  to minimize the dispatch management list and view the live map of drivers. This view can assist in identifying which drivers are closest to the unassigned tasks.

Dispatched Tab Overview

The screenshot displays the Dispatch Management interface. On the left, a sidebar shows a list of routes and tasks, including 'INT-VEH-1 - Driver 1' and 'INT-VEH-2 - Driver 2'. The main area features a map of a coastal region with a task marker highlighted by a red circle. Above the map is a table of tasks, with one task selected and highlighted by a red border. The task details are as follows:

Task Type	EXT Task Type	Name	Labels	Equipment ID	Task Priority	Pickup Start Date/Time	Pickup End Date/Time	Delivery Start Date/Time	Delivery End D
Pickup		Demo Customer-4138	Rem. 402. 10.	00270405	Normal	2025-05-14, 09:30	2025-05-14, 17:30		

Below the table, a map shows the geographic context of the task, with a red circle highlighting the task location on the map. A grey question mark icon is visible in the bottom right corner of the map area.

Click the grey question mark  to display unassigned tasks. Select any task from the map to manually assign to a driver. The task populates in the dispatch management list. Click the manual assign button.

Dispatched Tab Overview

The screenshot displays the 'Dispatch Management' interface. On the left, there is a sidebar with 'Dispatch Management' (129 tasks) and a list of routes. The main area shows a table of tasks with columns for Task Type, Name, Labels, Equipment ID, Task Priority, and Pickup/End Date/Time. A modal window titled 'Assign 1 Selected Task' is open, showing a dropdown menu for 'Select Route/Driver' with options like 'INT-VEH-4 - Driver 4', 'INT-VEH-1 - Driver 1', and others. The 'Assign' button is highlighted. On the right, there is an 'Assign Task' panel with a task card for 'Demo Customer-4138' and an 'Assign to:' dropdown menu.

Task Type	EXT Task Type	Name	Labels	Equipment ID	Task Priority	Pickup Start Date/Time	Pickup End Date/Time	Delivery 1
Pickup		Demo Customer-4138	Ren... 402... TO...	00270405	Normal	2025-05-14, 09:30	2025-05-14, 17:30	
Pickup		Demo Customer-4891	Ren... 390... TO...	00350167	Normal	2025-05-14, 09:30	2025-05-14, 17:30	
Pickup		Demo Customer-5941				025-05-14, 07:00	2025-05-14, 15:00	
Pickup		Demo Customer-5730				025-05-14, 09:30	2025-05-14, 17:30	
Pickup		Demo Customer-4891				025-05-14, 09:00	2025-05-14, 17:00	
Pickup		Demo Customer-4650				025-05-14, 09:30	2025-05-14, 17:30	
Pickup		Demo Customer-4469				025-05-14, 17:00	2025-05-15, 01:00	
Pickup		Demo Customer-4650				025-05-14, 11:00	2025-05-14, 19:00	
Pickup		Demo Customer-5912				025-05-14, 09:30	2025-05-14, 17:30	
Pickup		Demo Customer-5625				025-05-14, 09:30	2025-05-14, 17:30	
Pickup		Demo Customer-4311				025-05-14, 11:00	2025-05-14, 19:00	
Pickup		Demo Customer-4647				025-05-14, 11:30	2025-05-14, 19:30	

The map closes and the list of tasks will appear. The task(s) you selected appear to the right of the screen. Click in the Select a driver box and the list of drivers populates. Select a driver from the dropdown and click the Assign button.

Dispatched Tab Overview

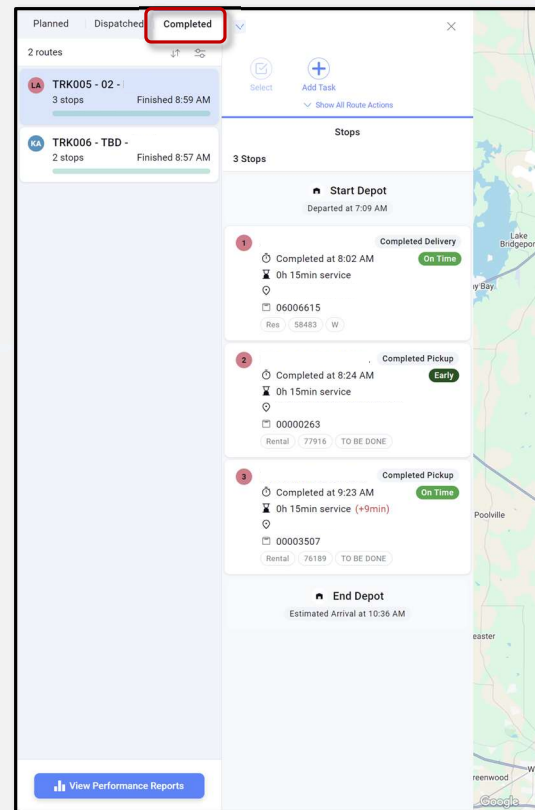
The screenshot displays the 'Dispatch Management' interface. On the left, there are tabs for 'Planned', 'Dispatched', and 'Completed'. The 'Dispatched' tab is active, showing a list of routes and tasks. The main area contains a table of 'Unassigned Tasks' with columns for Task Type, EXT Task Type, Name, Labels, Equipment ID, Task Priority, Pickup Start Date/Time, Pickup End Date/Time, and Delivery. The first task is selected, and its details are shown in the 'Assign Task' panel on the right. The 'Dispatch' button in the 'Assign Task' panel is highlighted with a red box.

Task Type	EXT Task Type	Name	Labels	Equipment ID	Task Priority	Pickup Start Date/Time	Pickup End Date/Time	Delivery
Pickup		Demo Customer-4138	Ren... 402... TO...	00270405	Normal	2025-05-14, 09:30	2025-05-14, 17:30	
Pickup		Demo Customer-4891	Ren... 390... TO...	00350167	Normal	2025-05-14, 09:30	2025-05-14, 17:30	
Pickup		Demo Customer-5941	Ren... 392... TO...	00350165	Normal	2025-05-14, 07:00	2025-05-14, 15:00	
Pickup		Demo Customer-5730	Ren... 395... TO...	00330910	Normal	2025-05-14, 09:30	2025-05-14, 17:30	
Pickup		Demo Customer-4891	Ren... 393... TO...	00240292	Normal	2025-05-14, 09:00	2025-05-14, 17:00	
Pickup		Demo Customer-4650	Ren... 401... TO...	00330773	Normal	2025-05-14, 09:30	2025-05-14, 17:30	
Pickup		Demo Customer-4469	Ren... 363... TO...	00310745	Normal	2025-05-14, 17:00	2025-05-15, 01:00	
Pickup		Demo Customer-4650	Ren... 399... TO...	00320258	Normal	2025-05-14, 11:00	2025-05-14, 19:00	
Pickup		Demo Customer-5912	Ren... 402... TO...	00340847	Normal	2025-05-14, 09:30	2025-05-14, 17:30	
Pickup		Demo Customer-5625	Ren... 395... TO...	00290633	Normal	2025-05-14, 09:30	2025-05-14, 17:30	
Pickup		Demo Customer-4311	Ren... 383... TO...	00340216	Normal	2025-05-14, 11:00	2025-05-14, 19:00	
Pickup		Demo Customer-4647	Ren... 401... TO...	00300475	Normal	2025-05-14, 11:30	2025-05-14, 19:30	

The Dispatch button will populate, click it to dispatch the task to the driver.

Dispatched Tab Overview

The completed tab will display the drivers that have completed their stops for the day.





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