# PtMS Mobile Android App Instructions

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## Button and Menu Operations

**PtMS Mobile Icon:**  click on the PtMS Mobile App icon to start the App.  First time starting you will be asked to **Login.**  If you returned to the tablet desktop using the **Home** button, simply press on the PtMS Mobile Icon to return to the App.

**Login** – drivers must login once they start the App.  Drivers must enter their:
>   **Route** or Vehicle (PtMS vehicle schedule)
>   **Driver ID** (PtMS 3 character driver code)
>   **Starting** Odometer Reading
>   *Once entered press **Login** to start App*

**Home:** Big button on bottom of tablet in the middle.  This button allows you to return to tablet desktop leaving PtMS Mobile App running.

**Back:**  Button on tablet bottom right.  DO NOT USE this button unless you have Signed Out of PtMS Mobile and are finished with schedule for the day.

**Menu:**  Button on tablet bottom left.  This button lists the PtMS Mobile menu options:
>   **Pre-Inspection**: displays pre-inspection form for driver to complete to start schedule
>   **Punch In:**  start performing schedule. Driver cannot perform trips unless punched in.
>   **Punch Out**: stop performing schedule – start lunch or break time.
>   **Refresh**: forces a trip list refresh on screen
>   **Sign Out:** Once driver has punched out to end shift, sign closes App for the day

## Daily Procedures:

1. Power up tablet
2. Click PtMS Mobile App button and Login
3. Press menu and complete Pre-Inspection form
4. Press menu and Punch In to start performing trips on schedule
5. Press menu and Punch Out to end shift for day
6. Press menu and Sign Out to close App for the day.
7. Power off tablet

## Trip Functions:

These buttons are listed next to each trip and apply to them.

**Map** – starts Google navigation to direct driver from current location to the address of the trip selected.  Google will display map, provide voice commands and/or list directions.

**DET** – trip detail is displayed including client date of birth, special instructions, mobility info.

**NS** – this button sets trip status to No Show – if client did not show for trip service press this button and enter current odometer reading. Driver must check box next to trip before selecting NS.

**PER**- this button sets the trip status to Completed Trip. It indicates the driver has PERFORMED the trip service. Driver must check box next to trip before selecting PER.

## Messaging:

**IN BOX** – blue button at the bottom of trip list. Select this button to view messages received.

**NEW MESSAGE** – blue button at the bottom of trip list. Select this button to send new message

## Next Day Schedule:

Select "Next Day Schedule" blue button at bottom of trip list to view next day's schedule for this route/vehicle. Generally schedules for next day will not be available until after 2pm.

## Emergency

Select "Emergency" blue button at bottom of trip list to send an Emergency in progress message to dispatch. Users can append text of simply send the message as is.