# Temp driver instruction sheet for using the in-cab tablet

*do it outdoors*

*Using the tablet is a requirement of the job. This is how we verify your hours.*

Step 1.Turn the tablet on and swipe your finger on the screen to unlock
      Enter the 4 digit pin to unlock ("0" plus unit number)
          i.e. 0009 for truck 9, 0079 for truck 79, 0106 for truck 106

Step 2. Open the app called "Omnitracs XRS"
      You will log in as follows
              Driver ID: unit### (3 digit truck number with 0's in front
                  i.e. unit079 for truck 79, unit106 for truck 106
              Password: exact same as driver ID - unit###

Step 3. Tap on where it says duty status **OFF** to change yourself to ON duty. Tap the **ON** icon.  When asked for a remark input your first and last name.

Step 4.  Tap the house symbol in the top left to go back to the summary screen to complete your pre-trip inspection.
      Under the unit number, it should say "**pre-trip required**" tap on that box
      If your vehicle is listed, tap on it. If not, then select **Pre-trip: New Vehicle**
      Confirm previous inspection. A list comes up with items to check. Tap the check box ONLY on defective items. Then input a comment on what's wrong with it.
      Tap on **Accept.**
      It will ask for a Route ID. Tap on **Cancel**
      **Enter Manifest Number:** N/A and tap on **OK**
      Tap the house button in the top left to go back to the summary page.

Step 5. You may now open the **Roadnet** app to load your route and start your day.

Step 6. At the end of your day, after completing your Roadnet route, come back to XRS and tap on **Post Trip Required.** Complete the same way you completed the pre-trip.

Step 7. Go **OFF** Duty and log out of XRS (if it does not log you out immediately) This is important. Failure to do so, may result in a DOT violation the following day.

### *Reach out to your lead driver if you have ANY issues.*

# Temp driver instruction sheet for using the in-cab tablet Pt.2 (Roadnet)

*Using the tablet is a requirement of the job. This is how we verify your hours.*

Step 1. After completing your pre-trip in XRS. Open up the app called "Omintracs Roadnet" and log in
- To log in enter the driver ID that is located in the top right on the front page of your routing and tap Log In – DO NOT ENTER A PASSWORD

Step 2. Verify the route/date are accurate and push Load Route. Push Yes to confirm. Push Start Route, and your route will load to the tablet. If the route is not accurate, reach out to your lead driver.

Step 3. CoPilot (navigation app) will open ands will say you have a new route sync. Push OK. CoPilot will then navigate you to your first location

Step 4. When you arrive at your first stop, CoPilot will ask if you've reached your destination. Tap YES. Return to Roadnet by pushing the 2 squares icon on the top left of the screen.

Step 5. Push Arrive. And confirm by pushing Yes. Your next stop will appear on screen. Push Depart. And confirm by pushing Yes.

Step 6. Repeat steps 3 through 5 until you reach your ending location. At the end of your route, go to Roadnet and push Arrive Route. Confirm by pushing Yes. Click Unload Route to end your day.

Step 7. Proceed to XRS to complete your post trip inspection and log out.

Important Note: YOU MUST RUN YOUR FULL SCHEDULED SHIFT. If you get through your locations early, continue driving inside your general routing area until your scheduled end time.

*Reach out to your lead driver if you have ANY issues.*