



# **GoDesta**

**Driver's Mobile Device  
User Guide**

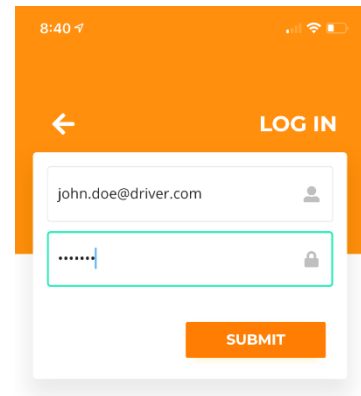
**Version: 1.2**

## Contents

Logging in .....	3
Accepting Jobs.....	3
Pending Acceptance.....	3
Viewing Accepted Jobs.....	4
Performing Deliveries .....	5
Starting Your Day .....	5
Starting the Job .....	6
Completing Pickups/Deliveries .....	7
Arriving at Pickup/Delivery Location.....	7
Taking Photos of Goods & Paperwork .....	8
Obtaining Signature Evidence .....	9
Departing From Pickup/Delivery Location .....	10
Messaging Operations From Pickup/Delivery Screen .....	11
Marking Job as Completed.....	12
Communicating with Operations.....	13
Changing Fleet Vehicle Being Driven .....	14
First Time Logging In .....	14
Switching To A Different Fleet Vehicle.....	15
Image uploads.....	16
Progress bar .....	16
Image History .....	17
Past Work History .....	18

## Logging in

Log into the mobile app by entering authentication details assigned to you (either mobile phone number or email) and password that was set up during the sign up process

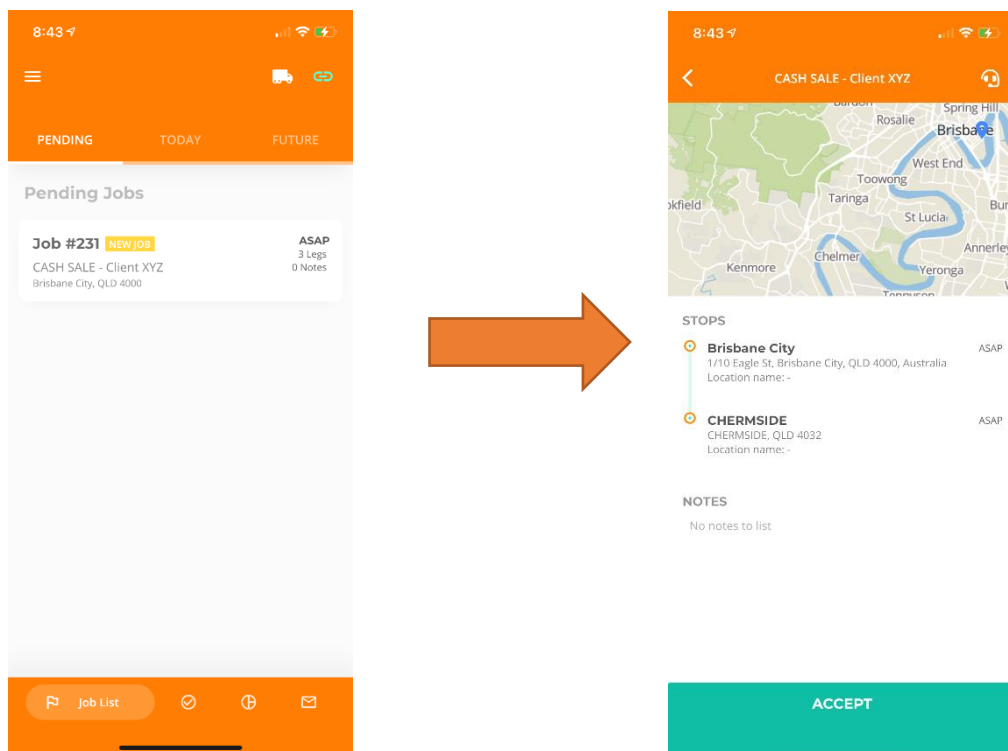


## Accepting Jobs

### Pending Acceptance

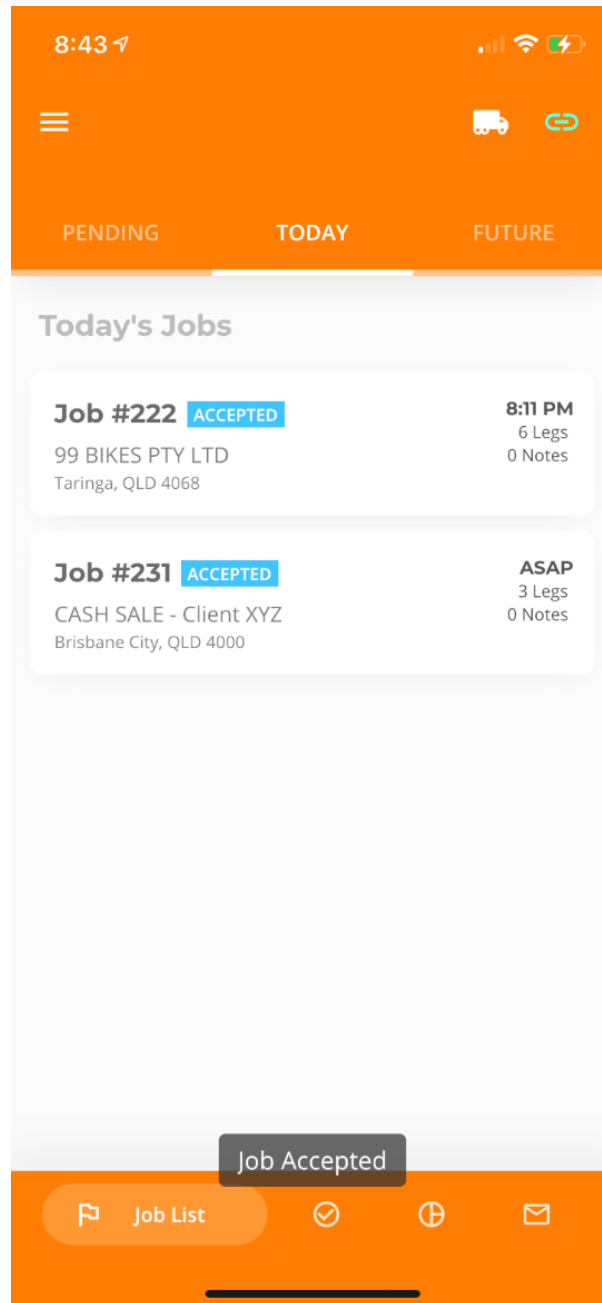
The first page the user is presented with is the Pending Jobs screen in the Job List page. This screen contains all jobs that have been allocated to the driver, but not yet accepted.

Click on a Pending Job to be able to view the details of the job, including all of the associated legs of the job. Press the accept button to accept a job.



### Viewing Accepted Jobs

Once a job has been accepted, it will appear in either the Today tab or the Future tab depending if it is for today or in the future. The user can then click on that job to view the summary of the accepted job

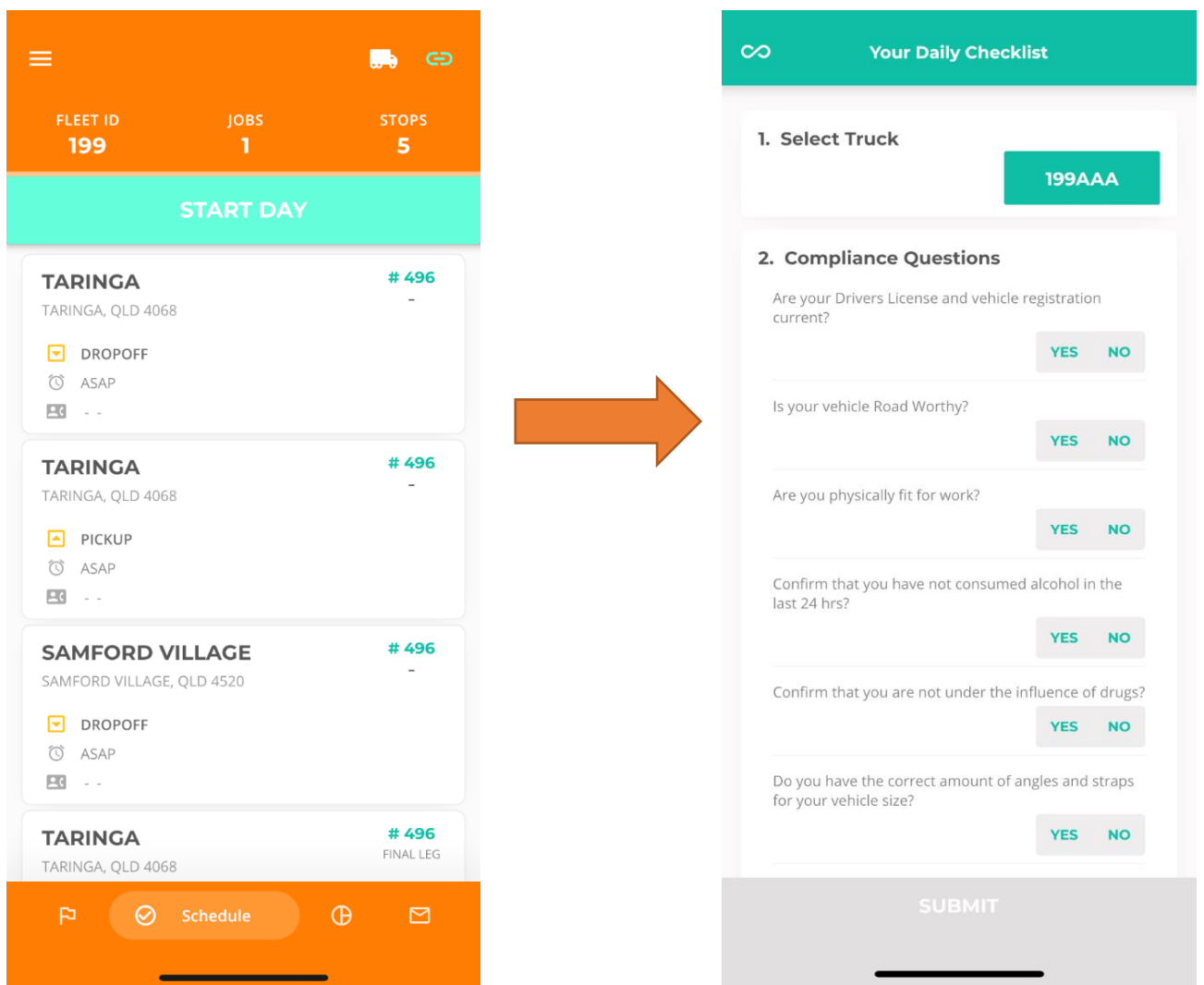


## Performing Deliveries

Once you are ready to start your day, navigate to the Schedule page which contains a list of the pickups/drops that need to be completed. This page contains any incomplete pickups/drops up to today's date (i.e. it will include all pickups/drops from previous days if they were not completed)

### Starting Your Day

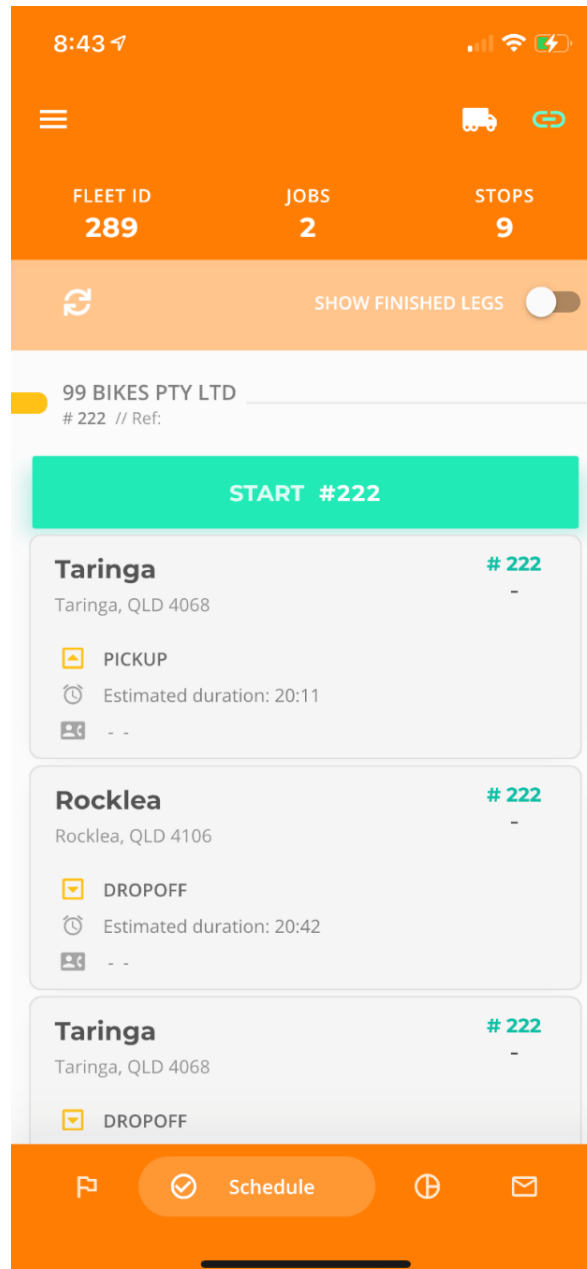
Press the Start Day button at the top of the screen. This will allow you to select the Truck you are driving and then you must answer all the compliance questions and an odometer reading. Once you are satisfied, press the submit button.



## Starting the Job

You will again be presented with the Schedule page with you list of stops. When you are ready to start the job, press the "Start #XXX" button.

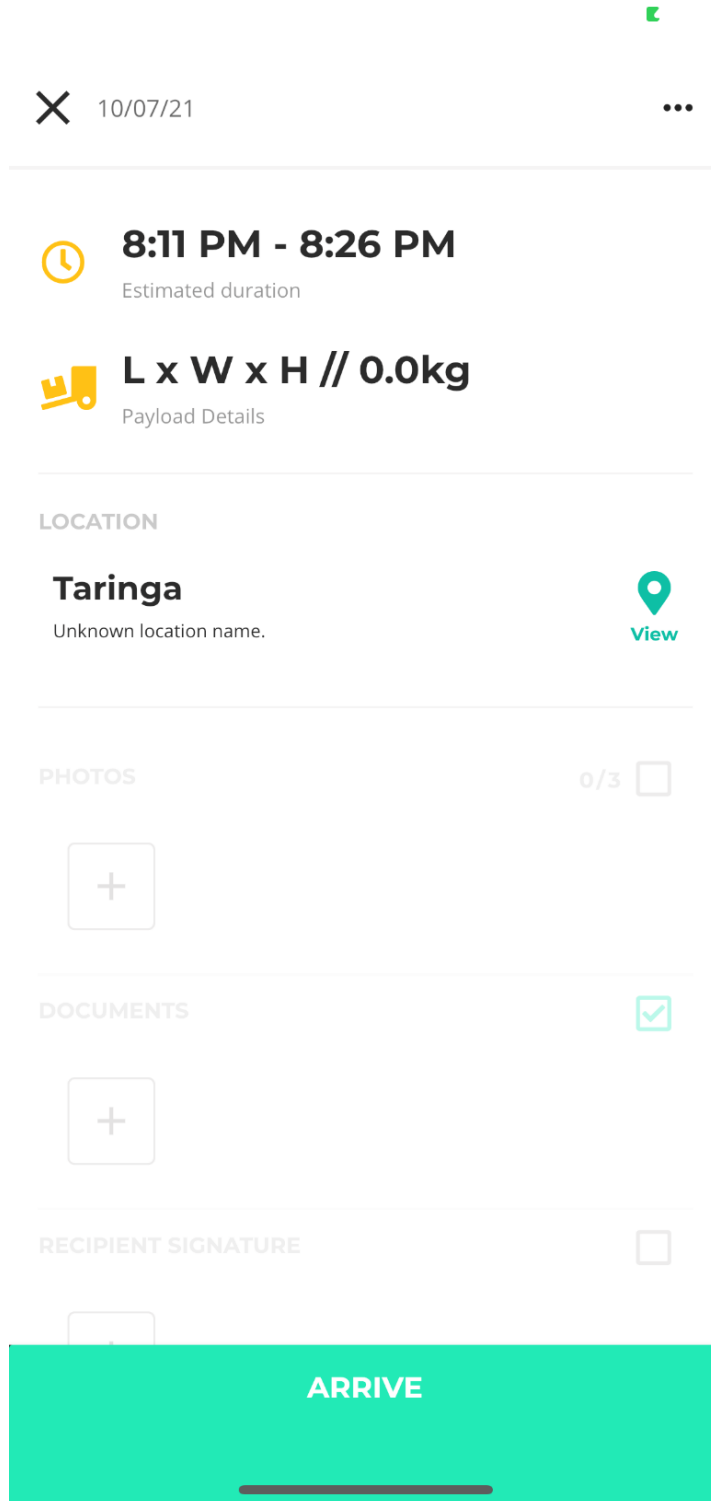
Note: The Operations team has put the pickups/drops in a specific order, so it is important to complete them in the order that is presented in front of you from top to bottom. If the order of stops needs to be updated, you MUST contact operations to request that a change in the order be applied to your schedule.



## Completing Pickups/Deliveries


### Arriving at Pickup/Delivery Location


Once you have arrived at your pickup/drop click on the appropriate box. This will present you with the details of that pickup/drop, including any references or contacts that you can call. Press Arrive




The screenshot displays the 'Arriving at Pickup/Delivery Location' screen in the GoDesta driver application. At the top, there is a close button (X) and the date '10/07/21'. Below this, the estimated duration is shown as '8:11 PM - 8:26 PM' with a clock icon. The payload details are listed as 'L x W x H // 0.0kg' with a truck icon. The location is identified as 'Taringa' with a location pin icon and a 'View' link. The interface also includes sections for 'PHOTOS' (0/3), 'DOCUMENTS' (checked), and 'RECIPIENT SIGNATURE' (unchecked). A large green 'ARRIVE' button is positioned at the bottom of the screen.

X 10/07/21

 **8:11 PM - 8:26 PM**  
Estimated duration

 **L x W x H // 0.0kg**  
Payload Details

LOCATION

**Taringa**  
Unknown location name.  [View](#)

PHOTOS 0/3

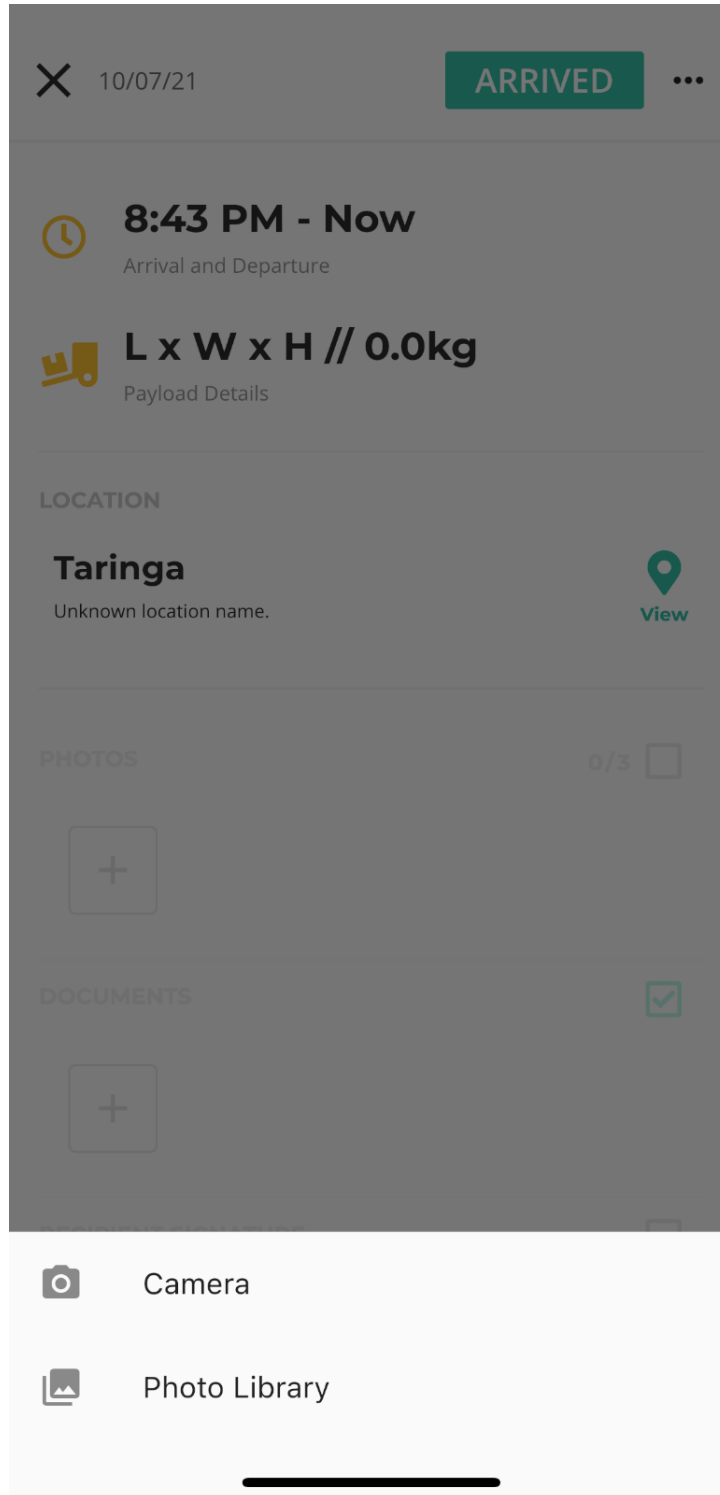
DOCUMENTS

RECIPIENT SIGNATURE

**ARRIVE**

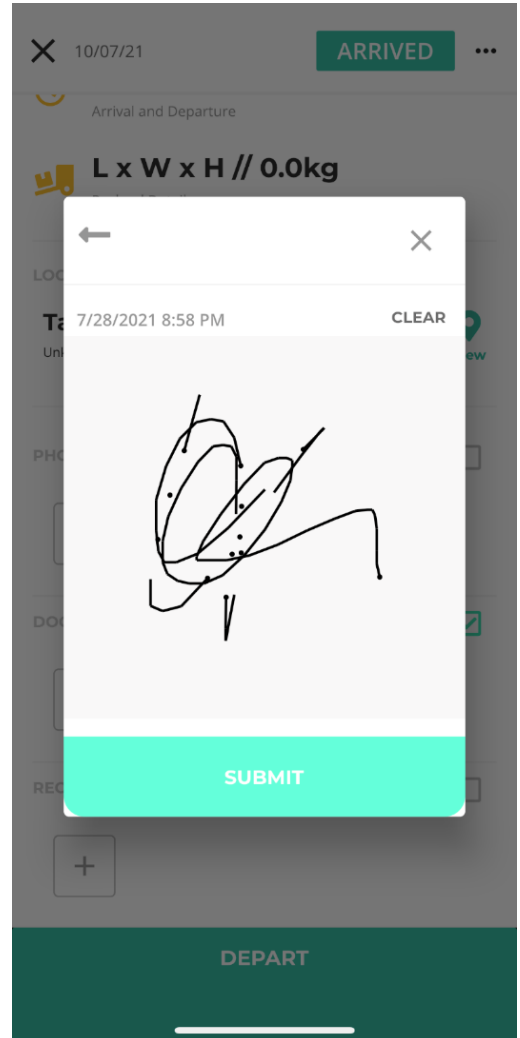
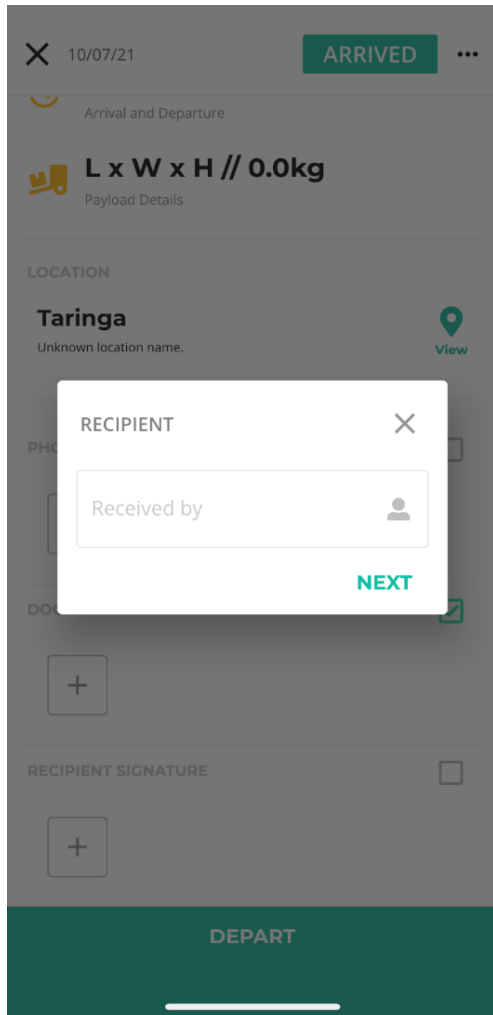
### Taking Photos of Goods & Paperwork

Once you have loaded/unloaded your truck, it is important to take photos of the goods as a Proof of Delivery by clicking the + box under the photos label. If paperwork is provided as part of the pickup/delivery, it is important to take photos of the paperwork.



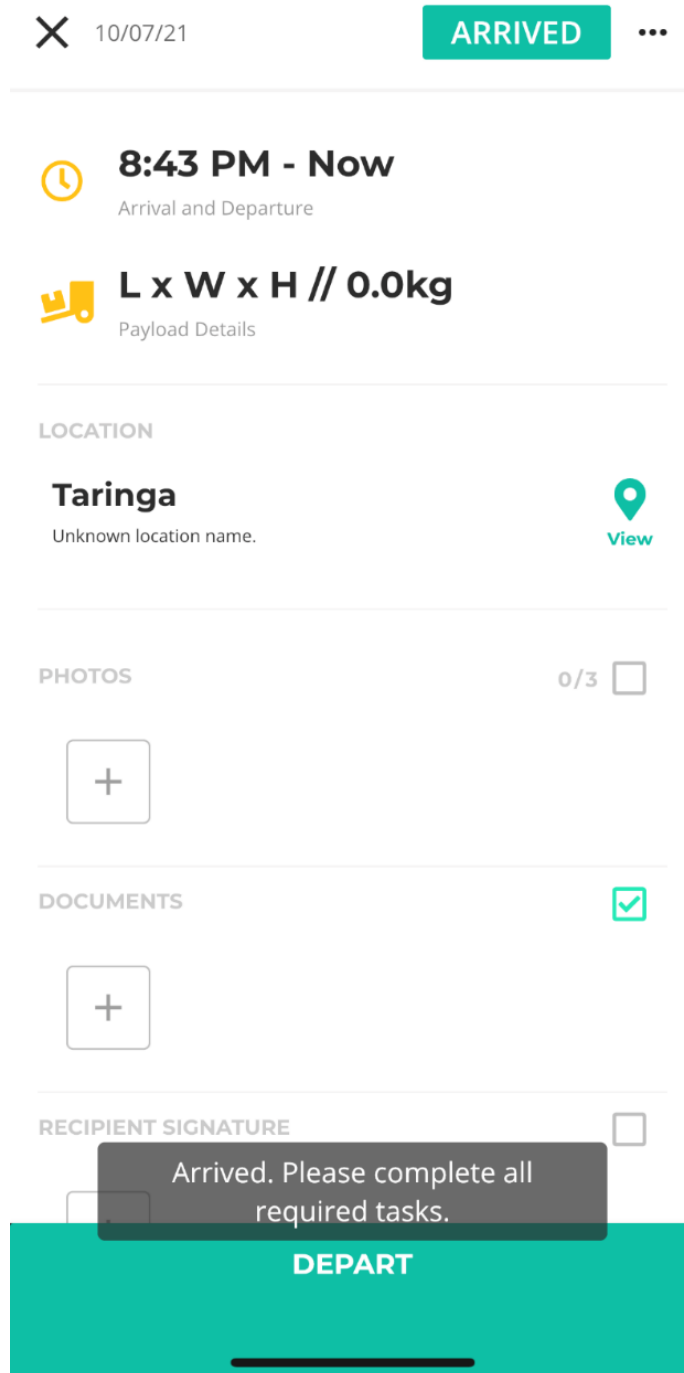
### Obtaining Signature Evidence

Obtain a signature from the site contact that is despatching/receiving the goods and ensure that you accurately obtain their name



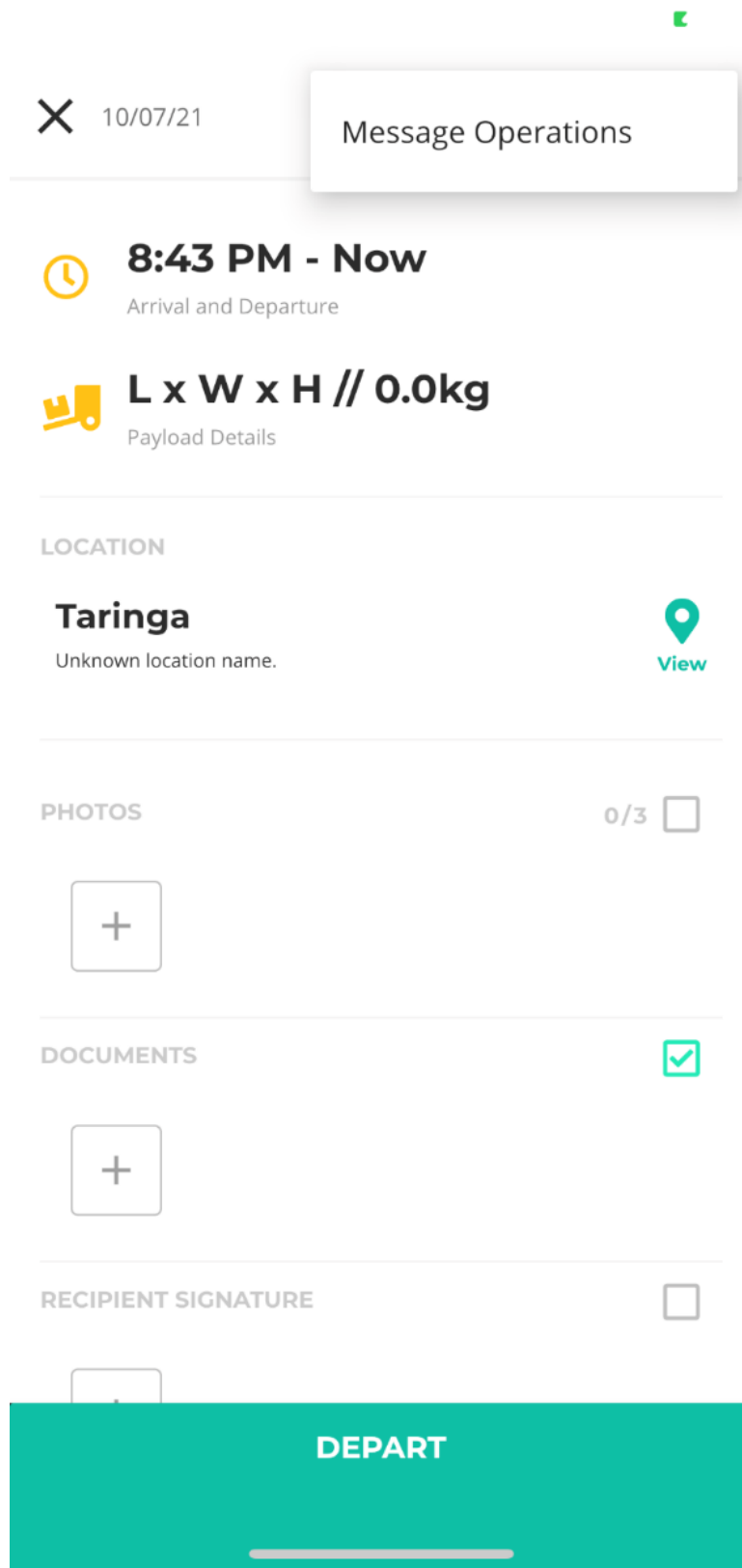
### Departing From Pickup/Delivery Location

When you are ready to depart from the stop, press the Depart button



### Messaging Operations From Pickup/Delivery Screen

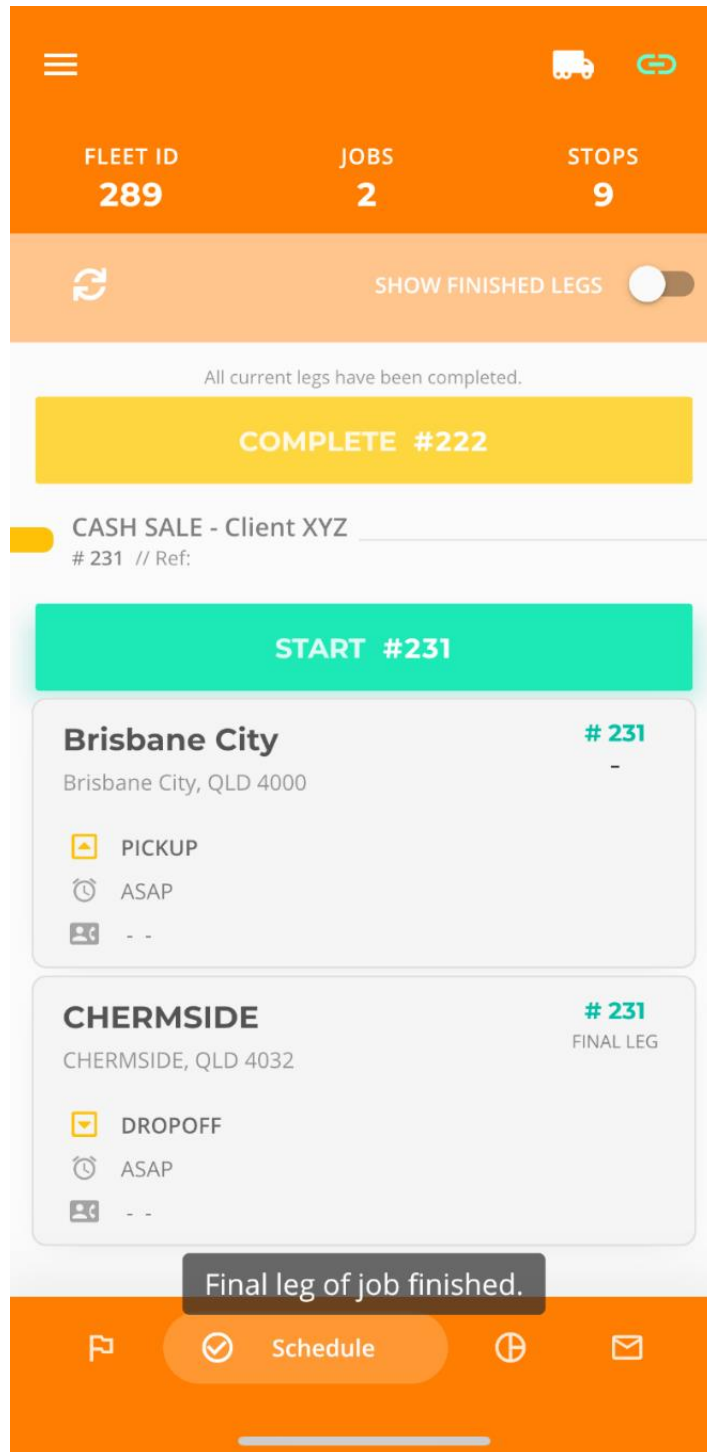
If necessary, you can message operations from this page by clicking the menu button in the top right (3 vertical dots) and message operations.



### Marking Job as Completed

Repeat step 4 for all of your pickups and deliveries. Once the job is completed, the driver MUST press the complete job button that becomes available for that job.

**Note:** If the job is not completed, but no more stops are available in your schedule, you MUST contact Operations for assistance.



## Communicating with Operations

From the messages tab, you can effectively communicate with the Operations team. You can view older messages by clicking the Load More button. This will load messages 1 week at a time.



## Changing Fleet Vehicle Being Driven

The GoDesta application allows drivers to be set up under multiple Trucks. This allows for drivers that are filling in for other drivers when the usual driver is sick to be able to log in with their own accounts which ensure integrity of data and compliance with Chain of Responsibility regulations.


### First Time Logging In

When the driver logs in the first time, they will be logged in under their first vehicle that they are assigned on the GoDesta application. This will appear at the top of the users screen (below).

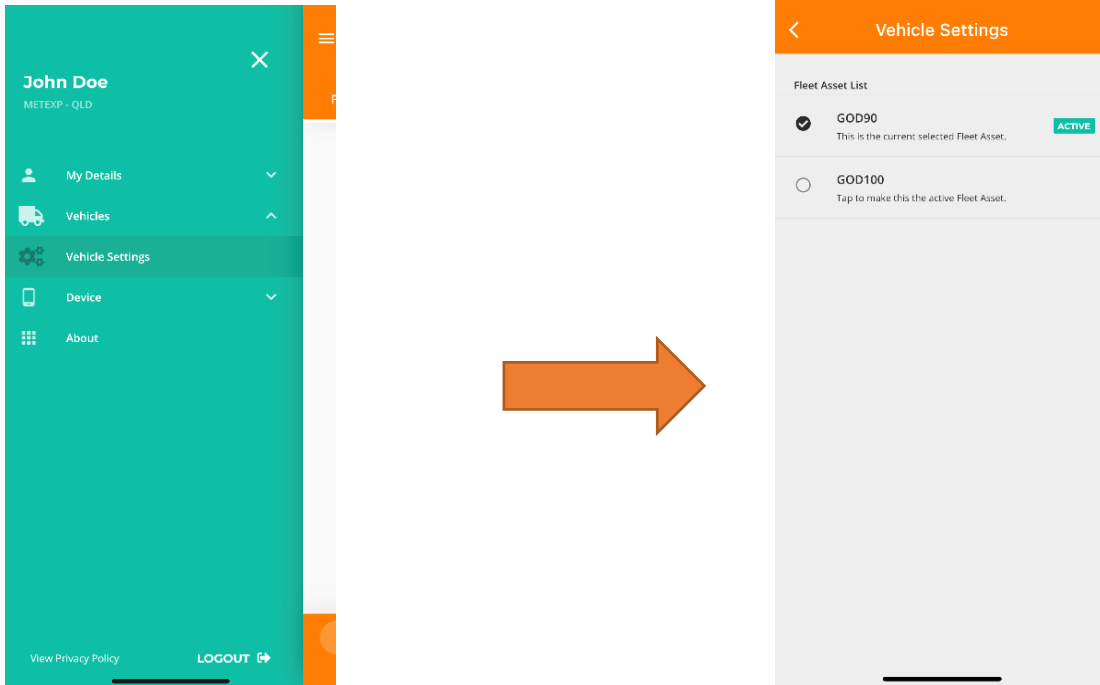
**Note:** This screen will only show jobs that are allocated to this vehicle and driver combination.



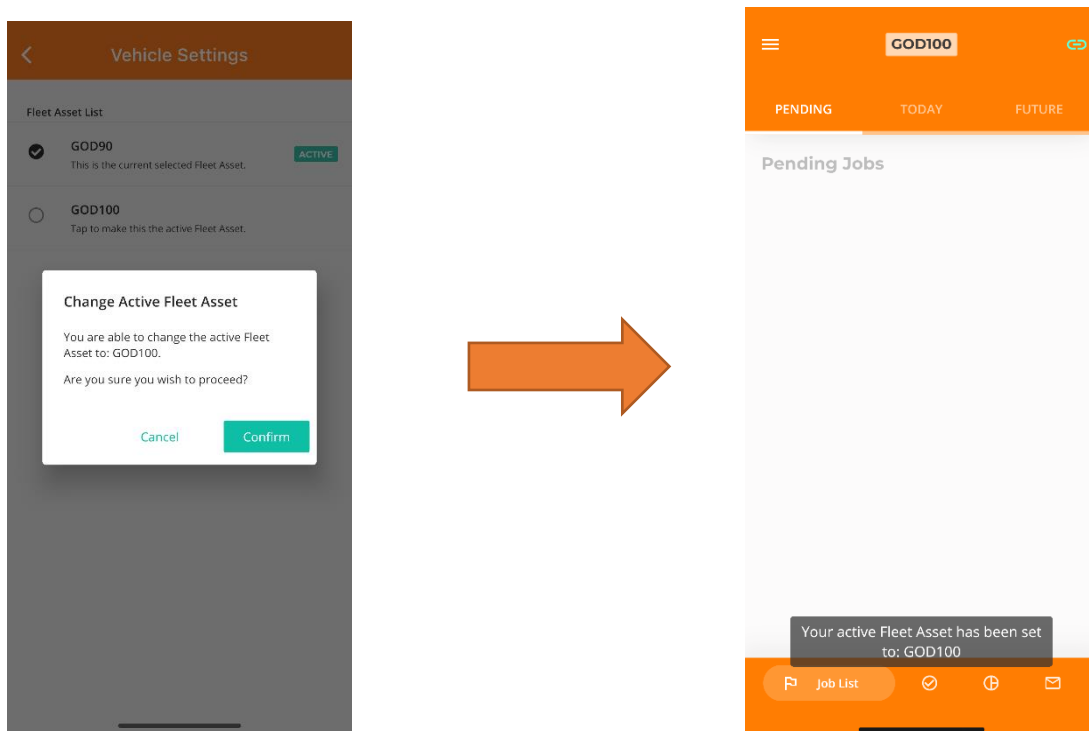
### Switching To A Different Fleet Vehicle

The user must first select the Menu button in the top left of the screen . This will bring up options for the user to choose from (below).

The driver must then select Vehicles > Vehicle Settings which will open



The driver then selects the vehicle they are driving for the day and will be prompted to “Change the Active Fleet Asset” (below). This will change the vehicle the driver has selected and the app will now show only jobs allocated to that fleet asset & driver combination.

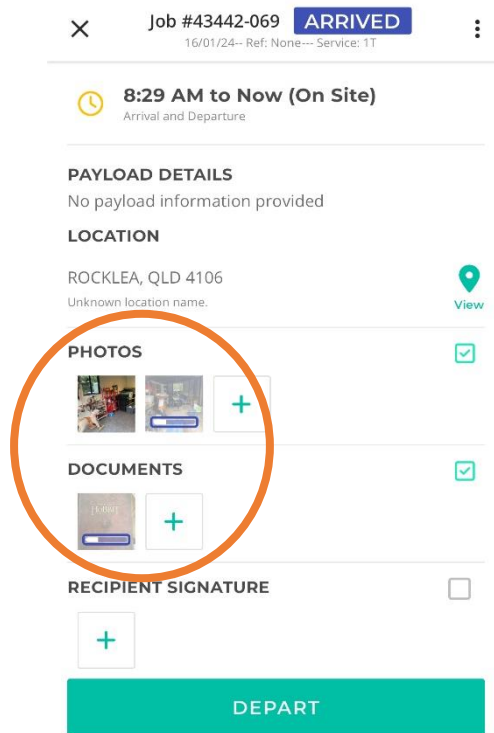
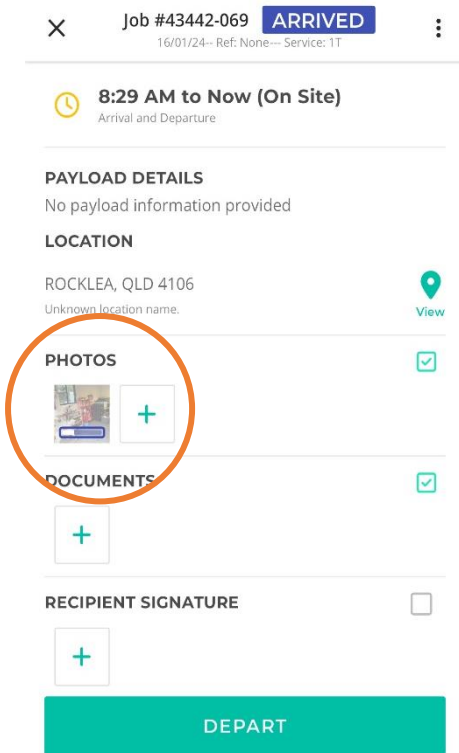


## Image uploads

### Progress bar

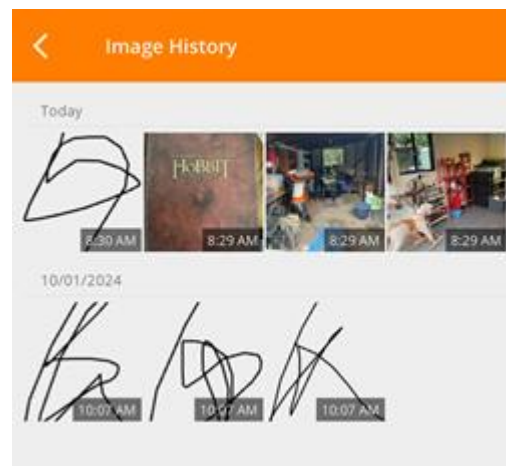
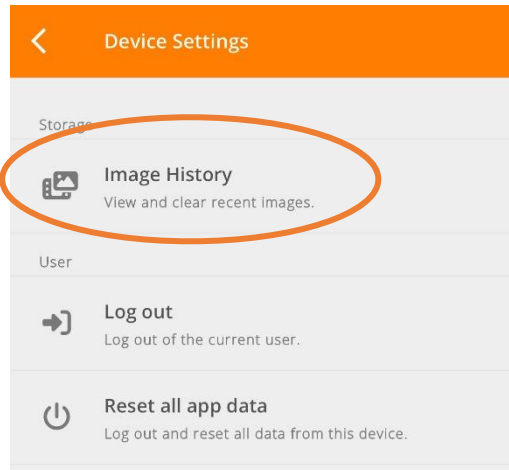
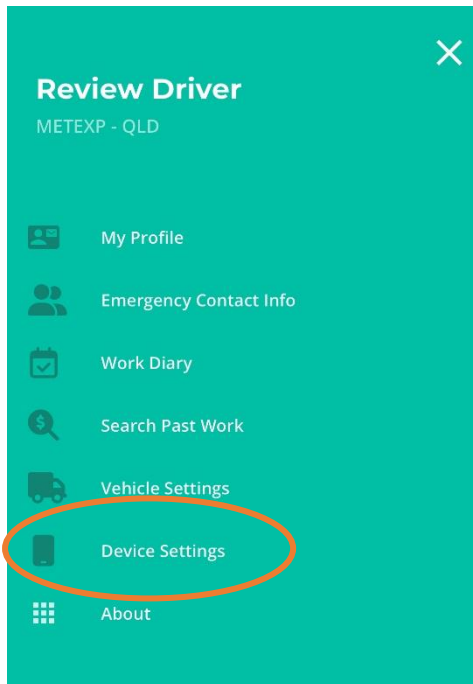
progress bar is displayed for image uploads – in the screenshots below, you can see that as the image is attached to a job it will have a progress bar that shows whether the image has been uploaded to the GoDesta system.

For the below, it takes about 1 minute total for all of the images to send and receive confirmation that they have been received.



## Image History

The app has an Image History which is available from the **main menu > device settings > image history**.



These images will stay in the image history for 7 days after they are taken; however, this can be increased if desired.

They are saved to the Image History regardless of whether the image has successfully sent to the servers. Clicking on the image will bring up the full-size image.

## Past Work History

in the Past History section of the app access to reduced size images on the jobs is available from Main Menu > Search Past Work.

- search for past work can be located by using a date filter.

