

DRIVER MOBILE APP MANUAL

1. **Downloading the GSMtasks app**

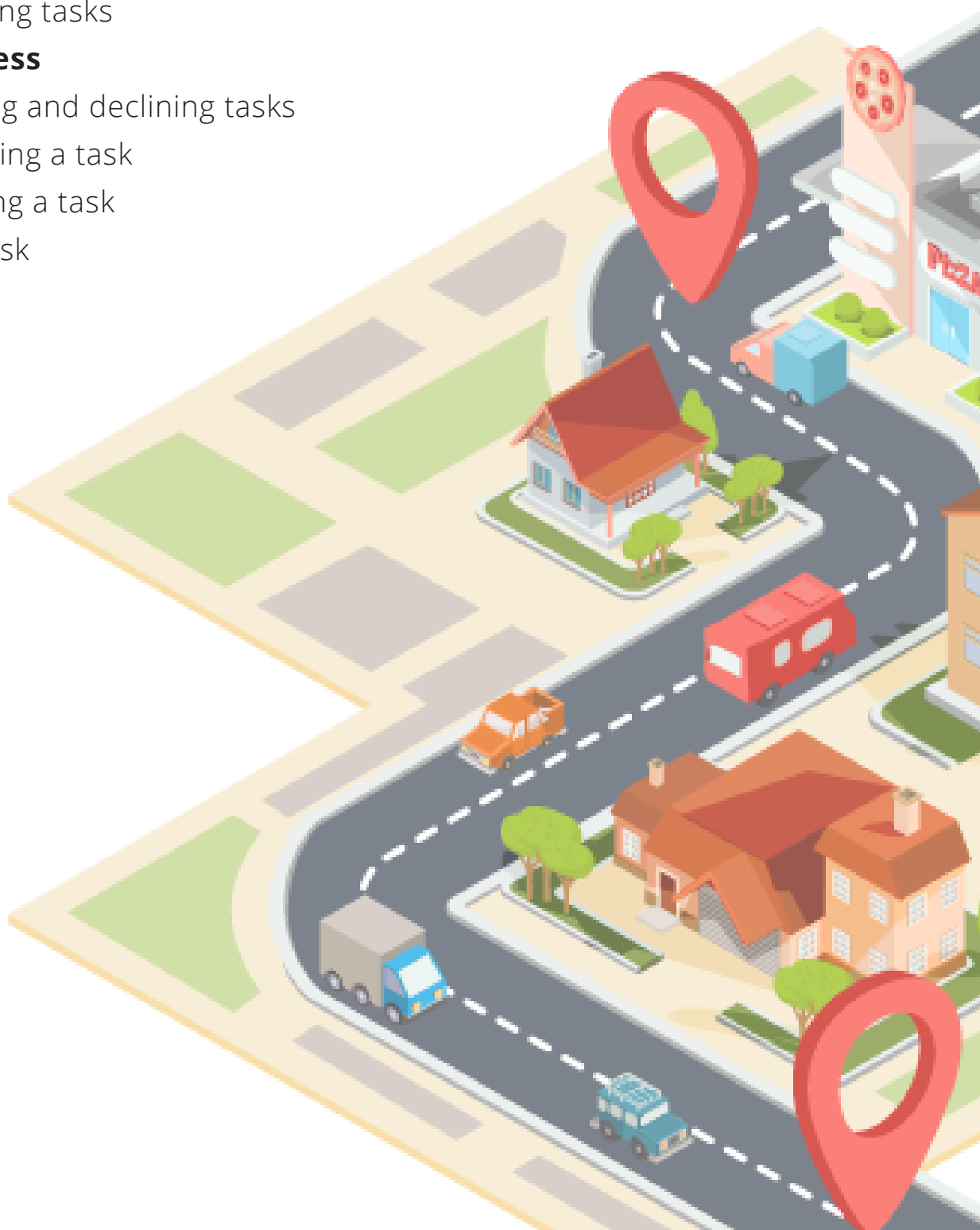
- a. For iOS
- b. For Android

2. **Getting started with the mobile app**

- a. Signing in
- b. Task views
- c. Optimizing tasks

3. **Task process**

- a. Accepting and declining tasks
- b. Completing a task
- c. Restarting a task
- d. Failed task

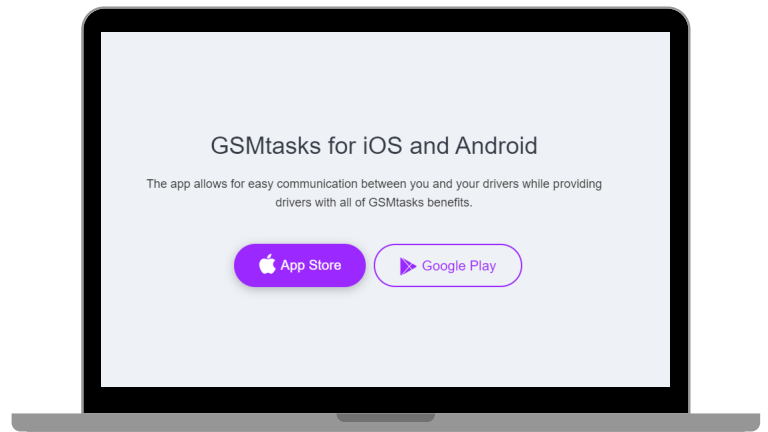


HOW TO DOWNLOAD THE GSMTASKS APP

IOS PLATFORM

a. Open the App Store from **GSMTasks homepage** and be taken directly to the app page.

Download it.

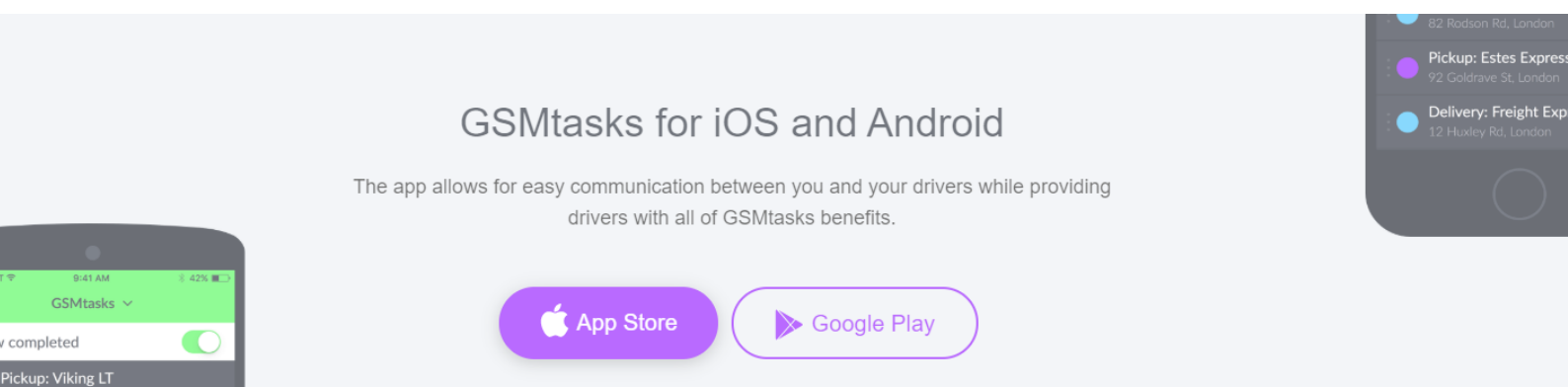


b. Or open the App Store app from your iOS device and search for GSMTasks app. **Download it.**

ANDROID PLATFORM

b. Open Google Play from **GSMTasks homepage** and be taken directly to the app page. **Download it.**

b. Or open Google Play app from your Android device and search for GSMTasks app. **Download it.**



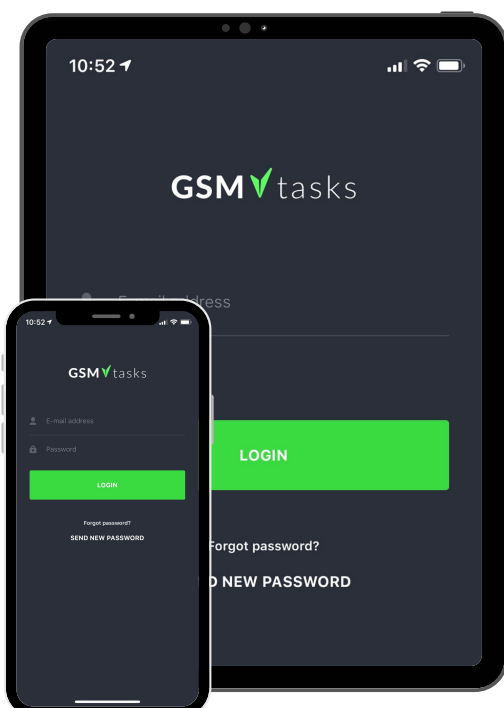
HOW TO SIGN IN TO THE APP

SIGNING IN

1. Find the **GSMtasks** app from the home screen of your phone or tablet and open it.

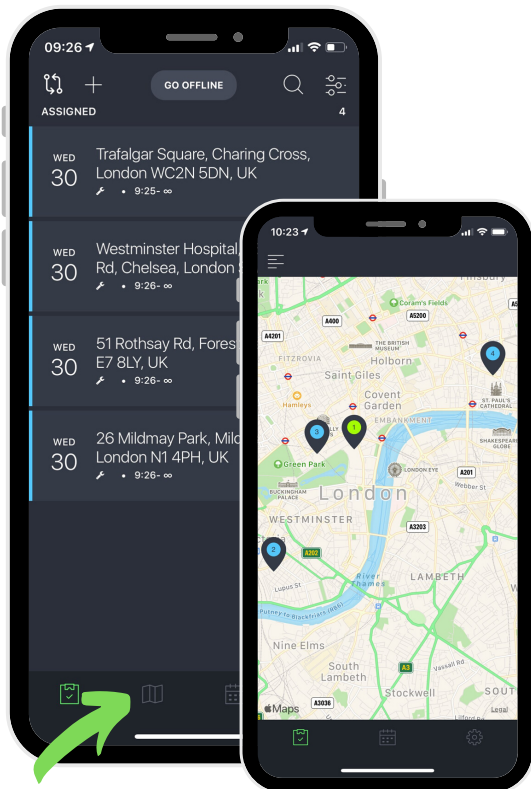


2. Log in using your **email** and **password**.



TASK VIEWS

There are two options for viewing tasks that have been assigned to you.



1.You can view all tasks **as a list** in chronological order.

2.Or open the **map view** by clicking on the second icon from the left on the menu bar below the list, and see the tasks in their exact location.

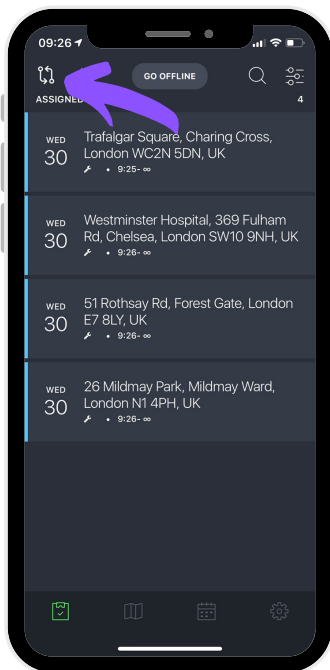
You will see that the tasks have been numbered and the icons have a different color according to the task status.

You can open the tasks and view additional information provided by your manager by clicking on the icons.



OPTIMIZING TASKS

You can **optimize tasks** from the mobile app.



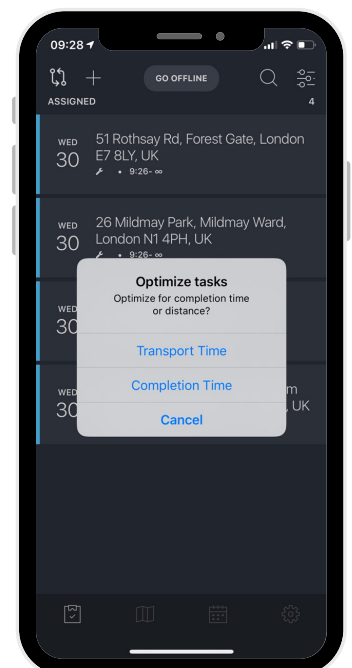
Tap on the **optimization icon** on the top left corner in the list view to open a new menu.

You will be asked whether you wish to optimize tasks for completion time or distance.

Transport time (distance) will prioritize your nearby tasks in a way that you will get the **shortest driving distance**.

PS: Task completion times (if set by the manager) will not be taken into consideration.

Completion time will consider the task delivery range, so that you will be able to complete all tasks in the set time ("complete after and before" set by the manager).



ACCEPTING AND DECLINING TASKS

ACCEPTING A TASK

To **accept a task** just swipe the selected task **to the right**.

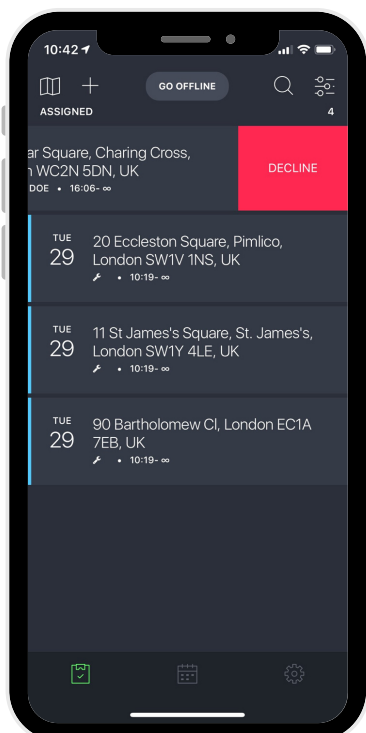
*"Accept" will turn **blue** and the office will be notified that you have viewed and confirmed the task.*



DECLINING A TASK

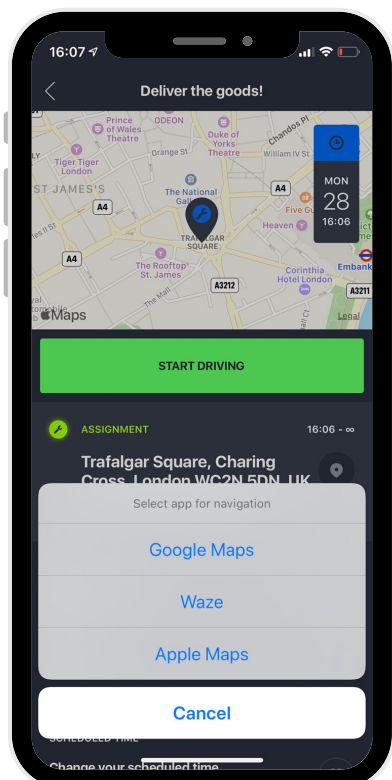
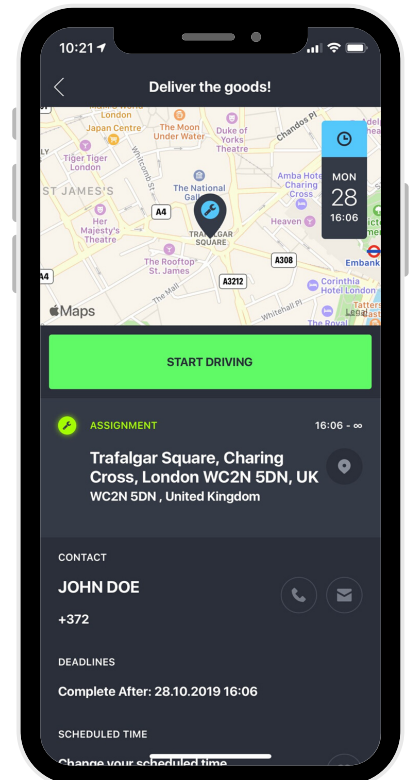
To **decline a task** just swipe the selected task **to the left**.

"Declining" a task will remove it from the mobile app and the office will see it in the unassigned tasks list.



COMPLETING A TASK

1. Click on the task you wish to **complete**.
2. **Task view** will open with the given information in order to complete the task.
3. To **start the task**, click on the green **"Start driving"** button.



4. To use the **navigation feature**, click on the map.

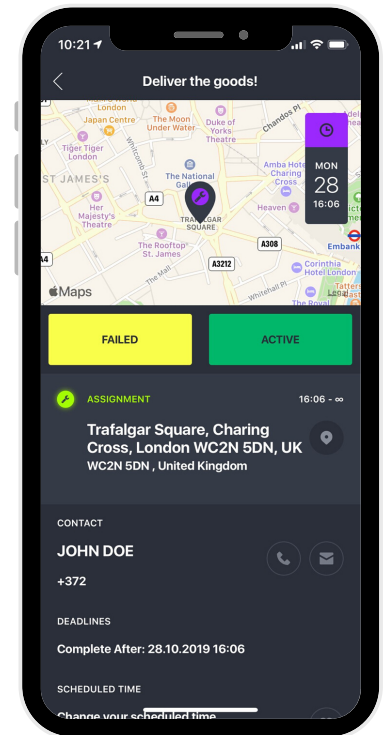
You will see a drop-down menu with multiple options for navigation.

Select **Google Maps** or **Waze** to navigate to your destination.

COMPLETING A TASK

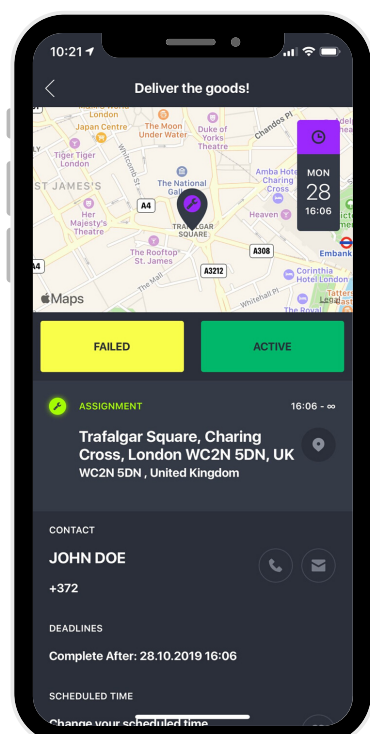
5. After starting the task, a **new view** will open in the app.

You can now put your phone aside and start driving!

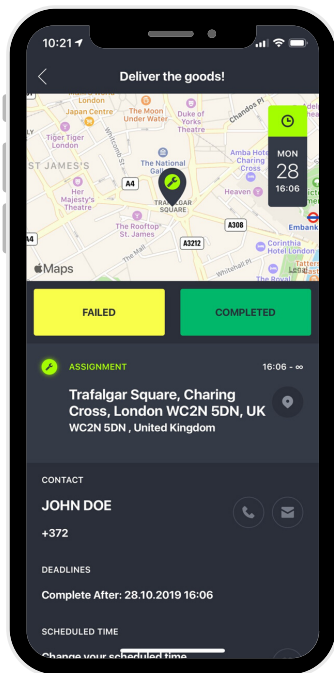


6. When you have **arrived at your destination**, click on the green **"Active"** button.

This means that you are on site and currently working on the task. The office will see a change in your task state.



COMPLETING A TASK



7. When you have finished your task, click on the green **"Completed"** button.

Again, this will change the task status in the manager view as well. The office staff will see that you have completed your task.

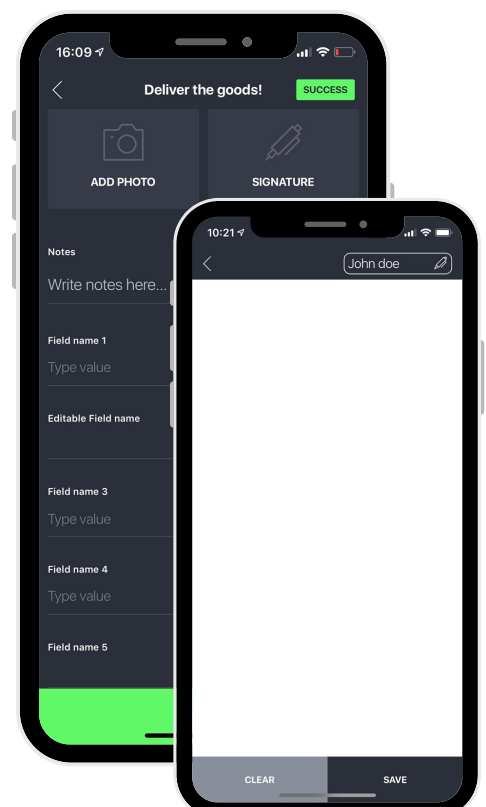
8. After a **successful task** another view will open in the app.

a. If you wish the delivery document to be **signed by the client**, click on **"Signature"**.

Sign the document with finger and save it.

b. To **add a picture to the document**, click on **"Add photo"**.

You can take a picture and save it or choose one from your gallery.

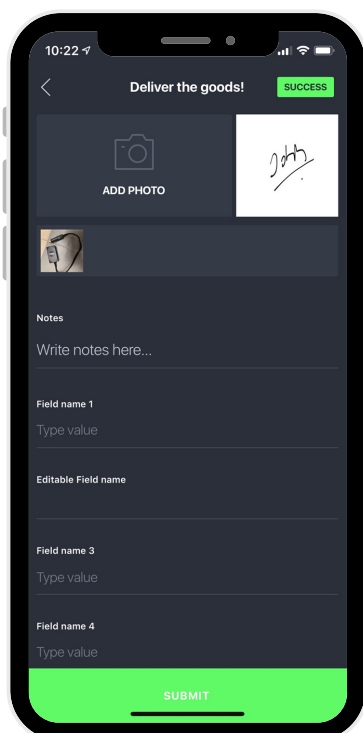
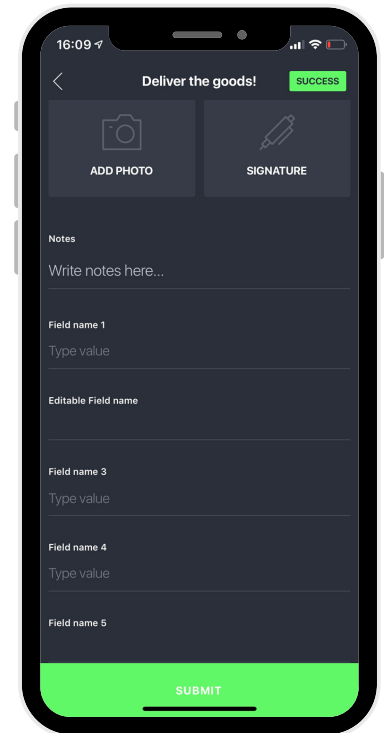


COMPLETING A TASK

You can also add **additional notes** to the document.

Just tap on the corresponding field and write your notes.

Custom meta fields can be added to the delivery note by the manager as well. This means that the delivery note may have additional fields that can be filled out by you.



9. After all information has been added, click on the green **"Submit"** button.

Good job!

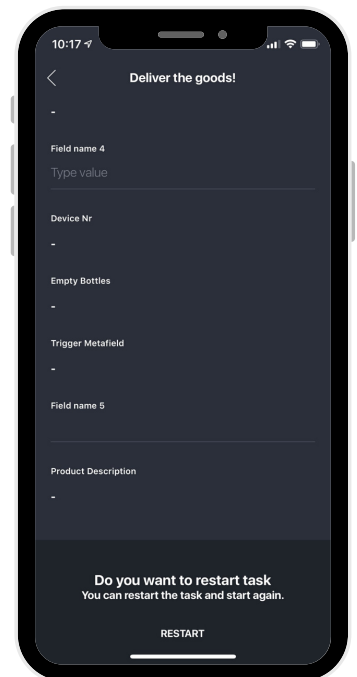
This task has now been completed and you can move on to the next one!

RESTARTING A TASK

You have the possibility to **restart a task** if something goes wrong.

For example, if you have accidentally tapped the "Start driving" button, you can just hit the **"Restart"** button and start again.

Please note that if a task has been marked "Completed", it cannot be restarted!



FAILED TASK

If for some reason you **cannot complete a task**, you can tap the yellow **"Failed"** button.

You can provide additional information in the notes field or add pictures to give a more detailed overview of the situation.

The incomplete task will stay assigned to you and can be finished later in the day.

The task can also be assigned to a new driver or set to be completed first thing the next day on the management dashboard.

