Driver Pro (mSlate or Tablet) Guide for PathFinder & TaxiBook

EMERGENCY

Tap and hold the **MENU** button and **HOME** button at the same time for 5 seconds.

SIGN ON

1. If you are using an Android tablet, run the PathFinder app.
2. Tap **Driver ID** and enter your badge number.
3. Tap **Password** and enter your password (if required).
4. If the **Mileage** box is displayed: Tap **Mileage** and enter your vehicle's odometer value.
5. Tap **Sign On.**

HOME SCREEN

Displays the top 9 busiest ("hot") zones, the zones/stands you are booked in, and the zone/stand where you are currently located. Also displays queue positions and statistics for these zones/stands, and a list of auction jobs.

- To display the Home screen, tap the **HOME** button on the right side of the tablet screen.

CURRENT JOB SCREEN

Tap the **JOB** button on the right side of the tablet screen to display information about the job you are currently servicing.

ZONES SCREEN

Displays a list of zones/stands and statistics.

- To display the Zones screen, tap the **ZONES** button on the right side of the tablet screen.

Each zone/stand displays icons with numbers:

"Car icon" – Number of free cars in the zone/stand.

"Person icon" – Number of unassigned Soon As Possible (SAP) jobs in the zone/stand.

"Person / Clock icon" – Number of pre-booked (PB) jobs in the zone/stand.

"Clock icon" – Average wait time (in minutes) to receive a job offer in the zone/stand.

SET A FAVORITE ZONE/STAND:
On the Zones screen, tap a zone/stand, and then tap **Favorite** or **Unfavorite**.
Favorite zones/stands are indicated by a star ★.

DISPLAY ZONES ONLY: Tap the ☐ **Zones** button on the bottom of the Zones screen.
A check mark ☑ in the button indicates that only zones are displayed.

DISPLAY STANDS ONLY: Tap the ☐ **Stands** button on the bottom of the Zones screen.
A check mark ☑ in the button indicates that only stands are displayed.

FILTERING ZONES:

1. Tap the **Filter** button on the bottom of the Zones screen.
2. Tap one of the following:
   - **Nearby** – shows zones closest to you.
   - **Hot Zones** – shows zones with most jobs.
   - **Favorite** – shows favorite zones (★).
   - **No Filter** – shows all zones.

SORTING ZONES:

1. Tap the **Sort** button on the bottom of the Zones screen.
2. Tap a sort option:
   - **Time** – Average wait time for job offer.
   - **Jobs** – Number of jobs in the zone.
   - **Cars** – Number of cars in the zone.
   - **Name Z-A** – Zone name (reverse order).
   - **Name A-Z** – Zone name.

CHANGING ZONE DISPLAY:

1. Tap the **View** button on the bottom of the Zones screen.
2. Tap a display option: **1 Column**, **2 Column**, or **Grid View**.

DISPLAY YOUR QUEUE POSITION

- Tap the **ZONES** button. Tap any zone/stand, and then tap **Line up.**

BOOK IN TO ZONE OR STAND

- Tap the **HOME** button. Tap a zone in the Hot Zones area. **Tap** Yes at the prompt.

  –OR–

- Tap the **ZONES** button. Tap the zone/stand you want to book in, and then tap **Book In**.

  –OR–

- Tap the **MENU** button. Tap **Book In**. Tap the **Filter Items** box, and then enter the name of the zone or stand. Tap the zone or stand you want to book in.

BOOK OUT OF STAND

1. Tap the **ZONES** button.
2. Tap the stand you are booked in, and tap **Book Out**.

SOON IN ZONE (SIZ)

For PathFinder only

1. Tap the **ZONES** button.
2. Tap the zone name that you are driving to.
3. Tap **SIZ**. A countdown timer shows how much time you have to enter the zone.

BID ON AUCTION JOBS

For PathFinder only

1. Tap the **MENU** button on the right side of the tablet screen.
2. Tap **Reservations**, and then tap **Auctions.**
3. Tap the job you want to bid on, and then tap **Bid**.

BID ON RESERVATION JOBS

For PathFinder only

1. Tap the **MENU** button on the right side of the tablet screen.
2. Tap **Reservations.**
3. Tap the job you want to bid on.

ACCEPT/REJECT TRIPS

- On Job Offer screen, tap **Accept** or **Reject**.

DISPATCHED TRIP FUNCTIONS

ETA: Tap **ETA**. Enter ETA (in minutes), and then tap **OK**.

CALL OUT (in service): Tap **Call Out**. Tap **Yes**.

STREET HIRE: Turn on the meter.

STREET HIRE AFTER ACCEPTING TRIP:
For PathFinder only. Tap **Street**. Wait for the system to respond.

ARRIVE: At the customer location, tap **Arrive**.

WRONG ADDRESS: Tap **Unarrive**.

CALLOUT (arrived): Tap **Call Out.** Tap **Yes**.

NO SHOW: Tap **No Show**. Enter reason code, and tap **OK**.

PICK UP PASSENGER: Turn on the meter OR tap **Load**.

SOON TO CLEAR (STC): Tap **STC**. Tap **Filter Items**, and tap the name of the zone/stand. Tap the zone/stand that you want to book in. A countdown timer shows how much time you have to enter the STC zone.

DROP OFF PASSENGER: Turn off the meter, OR tap **Unload**.

PAYMENT: Tap **Pay**.
See "Guide to Trip Payments" for instructions.
DONE (CLEAR JOB): Tap **Job Done**.

VIEW MAP

- Tap the map hot button.

READ MESSAGES

1. Tap the **MESSAGE** button.
2. Tap the message you want to read.
3. To print the message, tap **Print**.
4. To delete the message, tap **Delete**.
5. To delete all messages, tap **Delete All**, and then tap **OK** at the prompt.

SEND MESSAGES

1. Tap the **MESSAGE** button.
2. Tap **Compose**.
3. Tap the message you want to send.
4. To send to a driver, tap the "person" box, and enter the driver's badge number.
5. To send to a vehicle, tap the "car" box, and then enter the vehicle's call sign.
6. To send to the dispatcher, leave the "person" and "car" boxes blank.
7. If a text entry screen appears, enter the text for the **<1>** and **<2>** parts of the message.
8. Tap **Send.**

STRUCTURED MESSAGES: To respond, tap an answer button.

VIEW JOB LIST/SHIFT SUMMARY

JOB LIST:

1. Tap the **MENU** button. Tap **Job History**.
2. Tap a job on the left side of the screen.
3. To print the job details, tap **Print Detail**.

SHIFT SUMMARY:

1. Tap the **MENU** button. Tap **Shift Summary**.
2. Tap a shift on the left side of the screen.
3. To print the Shift Summary, tap **Print**.

TAKE A BREAK

- Tap the status at the top left corner of the screen, and then tap a break option:
  - **Temp Off** – take a short break without losing your queue position.
  - **On Hold** – if waiting for named job.
  - **Break** – to leave your vehicle.
  - **Available** – end break, return to service.

SIGN OFF

1. Tap the status at the top left corner of the screen, and then tap **Sign Off.**
2. If the **Enter your mileage** box is displayed, tap this box, and then enter your vehicle's odometer reading.
3. Tap **OK.**

REV 02-DOC 1052 DDS DIGITAL DISPATCH

Driver Pro (mSlate or Tablet) Guide for PathFinder & TaxiBook

PARATRANSIT TRIP FUNCTIONS

For PathFinder only

1. Tap a pickup stop ↑.
2. To switch display between pickup stop and matching dropoff stop, tap **Pair**.
3. To delete a pair of matching stops, tap a stop, and then tap **Cancel**.
4. At pickup stop, tap **Arrive** and then tap **OK**.
5. For no show: tap **No Show**, and tap **Yes**.
6. When passenger is in vehicle, tap **Perform**.
7. Enter values for **Pass**enger type, **Space** type, **Fare Type**, passenger **Count**, and **Fare**, and then tap **OK**.
8. At dropoff stop, tap **Arrive** and then tap **OK**.
9. When passenger leaves vehicle, tap **Perform**, and then tap **OK**.
10. If the trip has more stops, go to step 1.