



# Traffic Control Dispatch

## User Guide

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# About This Document

This document describes the Traffic Control Dispatch site for a fictitious company, Alpha Traffic. A central dispatch operation dispatches people and trucks to Alpha jobs.

## Traffic Control Dispatch Program Options

Traffic Control Dispatch is a highly versatile dispatch system that provides a large range of program options. Please keep in mind that the program features in this site represent a “typical” deployment, and do not include all program options.

You can see information about optional features in the appendixes of this guide.

Also, keep in mind that users with different job roles might see different program features. For example, dispatchers may see truck details needed for dispatch, but be unable to see lease information or to edit historical jobs or set up new users.

## Alpha Traffic

The Alpha Traffic logo that appears on the Traffic Control Dispatch site will be replaced by your own company’s logo when your site goes live.

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# Introduction & Guidelines

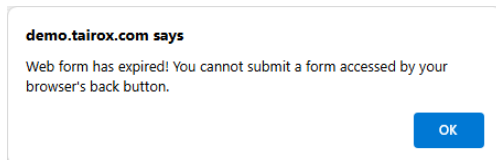
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The Traffic Control Dispatch program is a web-based application that stores data. Like other web applications that store data (paying bills at your bank, checking out a shopping cart), there are several limitations put in place for security or performance reasons. Here are a few points worth noting.

## Guideline: Avoid the Back Button

You may be familiar with a message “page has expired” when paying bills or when using other applications where what is shown on the web page must match the state of the web site.

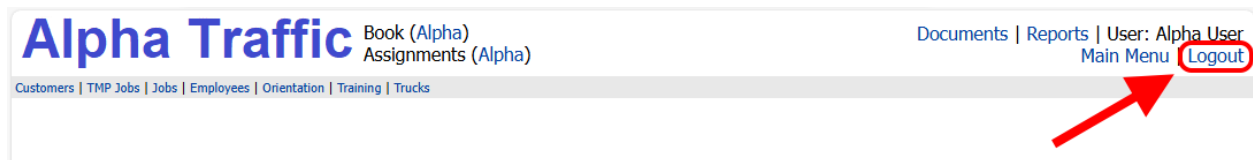
The Dispatch program will usually display a “page expired” message if you press the Back-button in your browser at an inappropriate time.



## Guideline: Always click on the Logout link to close down Traffic Control Dispatch

Browsers can always be closed by pressing the X in the upper right-hand corner of the window, but the web site doesn't know you have done this and keeps your session active.

If this is done dozens (or hundreds) of times in a matter of minutes, performance will be affected and/or the web site may use up its available memory.



## Timeouts, Multiple Tabs & Windows

Web-based applications like the Dispatch program have a “timeout” so that if a particular login has not interacted with the web site for a specified number of minutes, the web site will assume that the login's browser window has been closed, and the web site will close that login and release the memory that is tied up.

## Guideline: Do not stay on a data-entry form for 25 minutes without clicking on the Submit button

Traffic Control Dispatch's timeout is set to 30 minutes. However, if a browser window is still open, most pages on the site will “automatically refresh” after 25 minutes. By this means the login is kept alive (i.e. it doesn't time out too quickly) and, at the same time, if the browser is closed, the web site will be able to release the login's memory. Importantly, some pages are data-entry forms with a submit button, and the refresh will clear any edits.

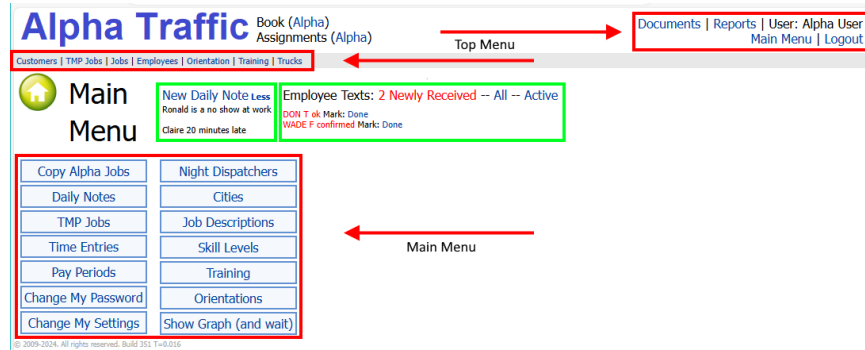
**Guideline: If you want to have 2 browser windows open, open one window in one browser (e.g. Chrome) and the other window in a different browser (e.g. Firefox or Edge)**

Modern browsers try to make life easier for surfers by sharing logins across the tabs in a browser window, or even across multiple browser windows.

This can interfere with timeout and refresh mechanisms, depending on various settings and answers to questions like “keep me logged in.”

# Menus and Page Navigation

## The Main Menu and the Top Menu provide access to dispatch tasks



To access the Main Menu, select “Main Menu” from the links in the top right corner.

- The Top Menu on the left side provides links to Customers, Jobs, Employees, Training, and Trucks. The right side provides links to Documents, Reports, the Main Menu, and logging out.
- The Main Menu page also shows the daily notes and recent employee texts (in the green boxes).
- Depending on your permissions, you may not see the Time Entries and Pay Periods buttons shown above.

**Blue links on each page provide one-click navigation**



For example, on the Employee Details page:

- Click [Employees](#) to see the list of employees.
- Click [Notes](#) to see the recent notes for this employee.
- Click [New Employee Message](#) to display an onscreen reminder note for this employee.
- Click [Edit Details](#) to change employee record information.
- Click [Google Maps](#) to see the employee's address on Google maps.
- Click [Texts Report to](#) print / view a report of up to 1000 employee texts.
- Click Notes [Today / Tomorrow](#) to add notes about or for the employee.
- Click the [Send Text](#) link to send a text to the employee.

# Daily Book

Each day's jobs are shown in a "Daily Book" (like a page from a book).

## Alpha Traffic

Book (Alpha)  
Assignments (Alpha)

[Documents](#) | [Reports](#) | User: Alpha User  
[Main Menu](#) | [Logout](#)

[Customers](#) | [TMP Jobs](#) | [Jobs](#) | [Employees\(JEFF B\)](#) | [Orientation](#) | [Training](#) | [Trucks](#)

### Monday

## Aug-18-2025

6 entries. [Create New Job](#) | [New Daily Note](#) [Less](#) Employee Texts: 2 Newly Received -- All -- Active

Ronald is a no show at work  
 Claire 20 minutes late

DON T ok Mark: Done  
 WADE F confirmed Mark: Done

[Print: Truck Sheet](#) [Book Summary](#)

[Go](#) [Yesterday](#) [Today](#) [Tuesday](#) [Wednesday](#) [Thursday](#) [Friday](#) [Saturday](#)

[Show:](#) [\[Truck Jobs\]](#) [\[Double\]](#) [\[Dupes\]](#) [\[Incomplete\]](#) [\[No Time Sheets\]](#) [\[Include Deleted\]](#)

Start	Customer & PO	Note	Address	Job Description	Modified	By	TCP	LCT	HWY	CR	All	Aid	Or	F	S	R	P	A	E	Trucks	Employees
0700	\$Cash	Nil	531 North Road, Coquitlam	Fast Lane Closure	Aug-18-2025	Alpha User	1	1	0	0	2	0	-	-	-	-	-	-	-	LC-01	ARMSTRONG U, DON T
0700	BCIT Campus	John	3475 Highland Drive, Coquitlam	Event	Aug-18-2025	Alpha User	1	1	0	0	2	0	-	-	-	-	-	-	-	LC-02	WADE F, ARTHUR V
0700	BMO Marathon	called in at 8:58 am	232nd St & Birch Ave, Maple Ridge	Fast Lane Closure	Aug-18-2025	Alpha User	1	1	0	0	2	0	-	-	-	-	-	-	-	LC-05	GORD X, CLAIRE B
0700	Richmond Centre	Caribbean Days	W Esplanade, North Vancouver	Event	Aug-18-2025	Alpha User	1	1	0	0	2	0	-	-	-	-	-	-	-	LC-06	FRANCES Y, EMMA C
0700	Simon Fraser University	Cameron 604-985-7474R	3607 Capilano Rd, North Vancouver	Slow Lane Closure	Aug-18-2025	Alpha User	1	1	0	0	2	0	-	-	-	-	-	-	-	LC-04	NORMAN W, JEFF B
0700	University of BC	Matt 604-785-4276	Beach & Pacific, Vancouver	Shoulder Closure	Aug-18-2025	Alpha User	1	1	0	0	2	0	-	-	-	-	-	-	-	LC-03	RONALD A, ALEX V
-	-	-	<b>Totals =====&gt;</b>	-	-	-	6	6	0	0	12	0	-	-	-	-	-	-	-	-	-

Cancelled Complete II=Multiple Start Times xx=Mismatched Shifts R=Recurring ns=Non-Supply

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A day without jobs will appear as shown below.

## Alpha Traffic

Book (Alpha)  
Assignments (Alpha)

[Documents](#) | [Reports](#) | User: Alpha User  
[Main Menu](#) | [Logout](#)

[Customers](#) | [TMP Jobs](#) | [Jobs](#) | [Employees\(JEFF B\)](#) | [Orientation](#) | [Training](#) | [Trucks](#)

### Monday

## Aug-18-2025

0 entries. [Create New Job](#) | [New Daily Note](#) [Less](#) Employee Texts: 2 Newly Received -- All -- Active

DON T ok Mark: Done  
 WADE F confirmed Mark: Done

[Print: Truck Sheet](#) [Book Summary](#)

[Go](#) [Yesterday](#) [Today](#) [Tuesday](#) [Wednesday](#) [Thursday](#) [Friday](#) [Saturday](#)

[Show:](#) [\[Truck Jobs\]](#) [\[Double\]](#) [\[Dupes\]](#) [\[Incomplete\]](#) [\[No Time Sheets\]](#) [\[Include Deleted\]](#)

Start	Customer & PO	Note	Address	Job Description	Modified	By	TCP	LCT	HWY	CR	All	Aid	Or	F	S	R	P	A	E	Trucks	Employees
-	-	-	<b>Totals =====&gt;</b>	-	-	-	0	0	0	0	0	0	-	-	-	-	-	-	-	-	-

Cancelled Complete II=Multiple Start Times xx=Mismatched Shifts R=Recurring ns=Non-Supply

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- Click the "Create New Job" link to add a new job.

### Monday

## Aug-18-2025

0 entries [Create New Job](#) | [New Daily Note](#) [Less](#) Employee Texts: 2 Newly Received -- All -- Active

DON T ok Mark: Done  
 WADE F confirmed Mark: Done



## What's on the Book page?

The Book is dense with information and is designed so common actions take only one click.

- **Daily Notes** (if any) **appear at the top of the page.** Links are provided to show More or Less of the notes with one click.

The notes are reminders that will also appear on the Main Menu and the Assignments page. An example might be “Ian’s Truck will be fixed by noon”.

- **Recent employee text messages also appear at the top of the page.** You can view All or just the “Active” (not yet processed) ones.

These texts are also shown on the Main Menu and the Assignments page. Click the red and blue message links to see the message details.

**Alpha Traffic** Book (Alpha) Assignments (Alpha) Reports | User: Alpha User Main Menu | Logout

Customers | TMP Jobs | Job(W/ Explainable) | Employees(EMP ID) | Orientation | Training | Trucks

**Monday Aug-18-2025**

6 entries. Create New Job | New Daily Note Less Employee Totals: 2 Newly Received -- All -- Active

Ronald is on show at work  
Clare 20 minutes late

DON'T T: 0 Marks: Done  
WADE V confirmed Mark: Done

Print: Truck Sheet Book Summary

Aug-18-2025 Go Yesterday Today Wednesday Thursday Friday Saturday Show: [Truck Jobs] [Double] [Dups] [Incomplete] [No Time Sheets] [Include Deleted]

Start	Customer & PO	Note	Address	Job Description	Modified	By	T	CP	L	CT	HWY	CR	AB	AD	Cr	V	S	R	P	A	E	Trucks	Employees
0700	ICash	Hgtl	531 North Road, Copeland	Fast Lane Closure	Aug-18-2025	Alpha User	1	1	0	0	2	0	0	0	0	0	0	0	0	0	0	0	LC-61 ARDSTON III, DON T
0700	ICash	Leve @ resal 01 further @ jobs	Shorey Park, Vancouver	Event	Aug-18-2025	Alpha User	1	1	0	0	2	0	0	0	0	0	0	0	0	0	0	0	LC-61 ARDSTON III, DON T
0700	BCHT	Jobs	2475 Highland Drive, Copeland	Event	Aug-18-2025	Alpha User	1	1	0	0	2	0	0	0	0	0	0	0	0	0	0	0	LC-62 WADE V, ARTHUR V
0800	BMO Marathon	called in at 8:58 am	223rd St & Birch Ave, Maple Ridge	Fast Lane Closure	Aug-18-2025	Alpha User	1	1	0	0	2	0	0	0	0	0	0	0	0	0	0	0	LC-65 GORDY J, CLARE B
0700	Richmond Centre	Caribbean Days	W Esplanade, North Vancouver	Event	Aug-18-2025	Alpha User	1	1	0	0	2	0	0	0	0	0	0	0	0	0	0	0	LC-66 FRANCES V, ERIN C
0700	Simon Fraser University	2067 Caplan Rd, North Vancouver	2067 Caplan Rd, North Vancouver	Slow Lane Closure	Aug-18-2025	Alpha User	1	1	0	0	2	0	0	0	0	0	0	0	0	0	0	0	LC-64 NORMAN VL, JEFF B
0700	University of BC	Mail 604-789-6276	Beach & Pacific, Vancouver	Shoulder Closure	Aug-18-2025	Alpha User	1	1	0	0	2	0	0	0	0	0	0	0	0	0	0	0	LC-63 RONALD A, ALEXV
Totals: =====																							

Cancelled Complete 0 Multiple Start Times 0 Non-Homesteaded Shifts 0 Recurring 0 Non-Supply 0

- The displayed book shows jobs for a particular date for Alpha Company.
- Jobs that have not been “completely dispatched” are shown in BLACK, and jobs that are ready are shown in GREEN.
- PINK highlighting on the Customer & PO name (the second entry shown above) indicates a cancelled job.
- Click the BLUE Address field to view job details.
- PINK highlighted double-exclamation marks (!!) indicate jobs with multiple shifts (multiple start times for employees).
- Click the “Truck Jobs” link (at the top, beside “Show”) to only see jobs with trucks assigned.
- Click the “Double” link to see jobs that have the same person assigned to more than one job.
- Click the “Dupes” link to see duplicate jobs (two assignments at the same address).
- Click the “Incomplete” link to see jobs that aren’t Ready.
- A xx mark, in RED, indicates that the assignment of employees start times does not match the start times set up for the job.

**Truck names are configurable: these column names may be different for your company.**

- TCP – Traffic Control Person
- LCT – Lane Closure Truck
- HWY – Highway Truck
- CR – Crash Truck
- OT – Other Trucks

# Jobs

The Jobs screen lets you filter and view all current and past jobs.

For example, you can filter for all scheduled jobs that have not yet been completed, or all jobs for a particular city or customer, or all jobs within a particular date range.

**Click the [Reset Filter](#) link** if the list is blank or displays fewer customers than you expected. (The link appears after the [Filter](#) link if a filter is set for the page.)

**Jobs: 6** [Create New Job](#)

Job Change Logs [Print: Truck Sheet](#)

Quick:  [Go](#) Filter: [Alpha Status\(A\)](#) [Reset Filter](#)

ID	Job Date	Status	Start	Customer	Contact	Address	City	Job Description	Note	Bodies	Aid	Or	LCT	HWY	CR	F	S	R	P	A	E	Modified	By	Trucks	Employees
1	Aug-18-2025	Active	0700	\$Cash	-	531 North Road	Coquitlam	Fast Lane Closure	Nigil	2	0	-	1	0	0	-	-	-	-	-	-	Jul-10-2024	Alpha User	LC-01	ARMSTRONG U, DON T
2	Aug-18-2025	Active	0700	BCTT Campus	-	3475 Highland Drive	Coquitlam	Event	John	2	0	-	1	0	0	-	-	-	-	-	-	Jul-10-2024	Alpha User	LC-02	WADE F, ARTHUR V
3	Aug-18-2025	Active	0700	University of BC	-	Beach & Pacific	Vancouver	Shoulder Closure	Matt 604-785-4276	2	0	-	1	0	0	-	-	-	-	-	-	Jul-10-2024	Alpha User	LC-03	RONALD A, ALEX V
4	Aug-18-2025	Active	0700	Simon Fraser University	-	3607 Capilano Rd	North Vancouver	Slow Lane Closure	Cameron 604-985-7474	2	0	-	1	0	0	-	-	-	-	-	-	Jul-10-2024	Alpha User	LC-04	JEFF B, NORMAN W
5	Aug-18-2025	Active	0700	BMO Marathon	-	232nd St & Birch Ave	Maple Ridge	Fast Lane Closure	called in at 8:58 am	2	0	-	1	0	0	-	-	-	-	-	-	Jul-10-2024	Alpha User	LC-05	GORD X, CLAIRE B
6	Aug-18-2025	Active	0700	Richmond Centre	-	W Esplanade	North Vancouver	Event	Caribbean Days	2	0	-	1	0	0	-	-	-	-	-	-	Jul-10-2024	Alpha User	LC-06	EMMA C, FRANCES Y

Cancelled Complete II=Multiple Start Times xx=Mismatched Shifts

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- Click column headings to sort jobs by any column. For example, click the “Customer” heading to quickly sort all upcoming jobs by customer.

Click the Filter link to view jobs by job requirements, number of trucks, contact, customer, city, notes, or date range.

- Click the Create New Job link to add a new job to the schedule.
- Click the Truck Sheet link to report on truck assignments and status.
- Click the Address for any job (in the “Address” column) to view the job details.

**Alpha Job** 531 North Road

[Edit Details](#) - [Copy](#) - [View Change Log](#) - [Google Maps](#)

Job Details - ID(1) Created(Aug-18-2024) Modified(Aug-18-2025 by Alpha User)

Address	531 North Road	Customer	AAAA - \$Cash
Job Description	Fast Lane Closure	Contact <=	Select
City	Coquitlam	Contact Email	- Notify? No
Job Date	Aug-18-2025 Monday	Recurring Job?	No Subcontractor: -
Status	Active	Notes ALL Trucks	-
Start Time	0700	PO Number	-
Tcps/Replacements	1	Radios Required	No Describe: - Provisioned: No
First Aid Level	0	Plans Required	No Describe: - Provisioned: No
Trucks Required	1-LCT 0-HWY 0-CR	Arrowboard Required	No Describe: - Provisioned: No
On Freeway?	-	Equipment Required	No Describe: - Provisioned: No
Signs Required	-	Orientation Required	No Describe: - Provisioned: No
Documents	Add New Link Existing Document	Notes	Nigil

Trucks Assigned: 1 of 1

ID	Code	Geotab	Driver	Name	Replaces	Pickup	Start	Equip	Notes	Notified?	Confirmed?	Declined?	Status	LCT	HWY	CR	S	Modified	By
<input type="checkbox"/>	1	LC-01	636	Don T	X T	None	0700	0700	Keep Same	Yes	Yes	No	Active	LCT	HWY	CR	-	Aug-18-2025	Alpha User

Employees Assigned: 2 of 2

ID	As	Shift	# of	Go To	Code	Text	Replaces	Notified?	Confirmed?	Declined?	Short Note	Status	Aid	F	S	Tr	Mark On Call	Modified	By	Book Off:	
<input type="checkbox"/>	25	1	0700	1	2	EMPL	ARHS 778-555-1212	Send	NO BODY	No	No	TCP	Active	0	F	-	-	Tue Wed Thu Fri	Aug-18-2025	Alpha User	Tue Wed Thu Fri
<input type="checkbox"/>	1	1	0700	2	2	EMPL	DON T 604-805-1871	Send	NO BODY	Yes	No	LCT	Active	0	F	-	-	Tue Wed Thu Fri	Aug-18-2025	Alpha User	Tue Wed Thu Fri

[+] For Active Job, Mark: [Notified](#) [Confirmed](#) After Job, Mark: [Complete](#) [\[Send Text to All\]](#) [\[Create and Send Time Sheets\]](#) [\[Cancel Time Sheets\]](#)

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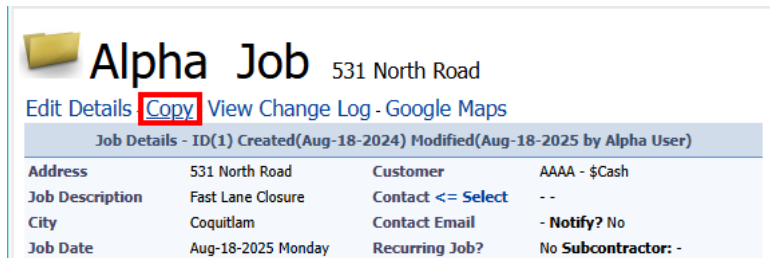
- Click the Edit Details link to edit the job details. (This link will not appear if you do not have editing permissions.)
- Click the Google Maps link to confirm the job location.
- Click the Send links in the Employees grid to notify employees by text.
- Select a resource and update statuses by clicking the Notified, Confirmed, and Complete buttons.

## Job status displays are the similar to the Book screen

- Jobs that are ready have a **GREEN** date and start time.
- Click the **BLUE** Address field to view job details.
- **PINK** highlighting on the Customer & PO name (the first entry shown above) indicates a cancelled job.
- The **PINK** highlighted double-exclamation marks (**!!**) indicate jobs with multiple shifts (multiple start times for employees).
- A **xx** mark, in **RED**, indicates that the assignment of employees start times does not match the start times set up for the job.

### To copy a job:

- Open the job from the Jobs page or from the daily Book.
- Click the Copy link on the job details page.



**Alpha Job** 531 North Road

[Edit Details](#) **Copy** [View Change Log - Google Maps](#)

Job Details - ID(1) Created(Aug-18-2024) Modified(Aug-18-2025 by Alpha User)			
Address	531 North Road	Customer	AAAA - \$Cash
Job Description	Fast Lane Closure	Contact <= Select	- -
City	Coquitlam	Contact Email	- Notify? No
Job Date	Aug-18-2025 Monday	Recurring Job?	No Subcontractor: -

To copy all jobs – or just recurring jobs – on the Book page, see [Copy Jobs](#).

# Create a Job

Creating a job is a 5-step process:

- Step 1 – Select the customer
- Step 2 – Select the customer/job contact
- Step 3 – Enter job information
- Step 4 – Assign resources
- Step 5 – Confirm job ready (completely dispatched)

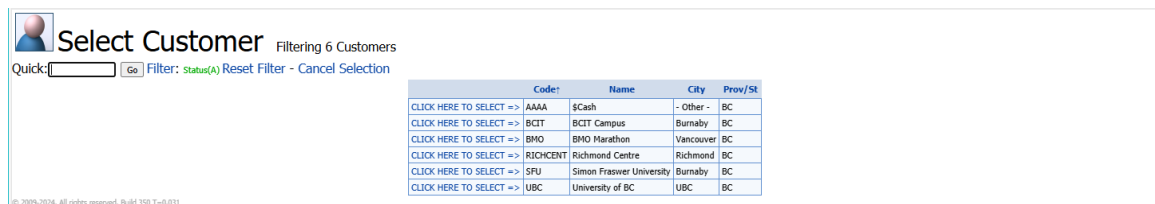
For information on copying jobs from one date to another – see [Copy Jobs](#).

## Step 1 – Select the Customer for a New Job

- Click the **Create New Job** link from the **Daily Book** or from the **Jobs** page.



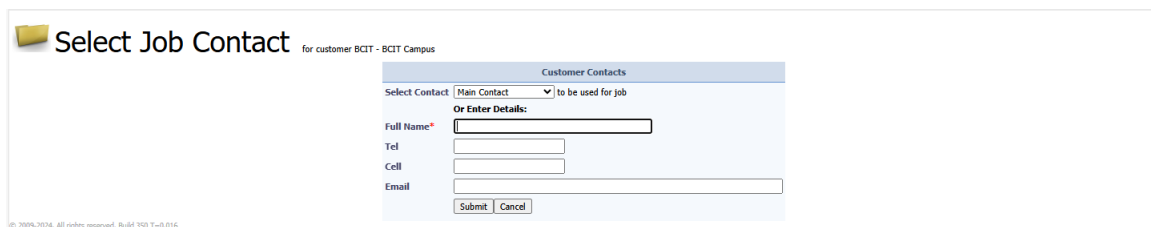
- Select the customer for the new job when the following screen appears.  
**Click the [Reset Filter](#) link** if the list displays fewer customers than you expected.



- A job must have a customer.
- You can use generic customers – such as “\$Cash” shown above.

## Step 2 – Select the Customer/Job Contact

As soon as you select the customer, the job contact screen will appear.



- Select the job contact, and click the **Submit** button.

A “Main Contact” choice appears – plus any additional contacts that have been added for the customer – will appear in a drop-down list, with the “Main Contact” being the default.

For example, the dropdown shown here has two entries – “Main Contact” and “Gordie”.

When I choose “Main Contact”, and click the Submit button, the Contact appears as “Wade” on the Add Job screen because the Main Contact for this customer is “Wade”. The Main Contact comes from the Contact list for this customer.

- **If a contact doesn't exist, you can enter the contact's name.** It may be worthwhile to add phone numbers at this stage, although only the name is required.

**Note:** If you enter a contact here, it will appear only for this job. It will not be added to the Contacts list for this customer.

## Step 3 – Add Job Requirements

The Add Job screen appears when you click the Submit button for the contact.


### Notes:

- Fields with a red asterisk (\*) cannot be left blank.
- Select the Job Description from the dropdown list. (You can add new descriptions to the list from the Main Menu.) If you select “Other,” you must enter a description in the “Other” field.
- Select the City from the dropdown list. For consistency of reporting, cities must be selected from the list that is maintained from the Main Menu.
- You can enter up to 4 Start times (“Shifts”), along with the number of people in each shift. You must enter at least one start time.
- Enter the number of trucks (LCT= lane control truck; HWY = Highway; CR = Crash Truck).

Note that truck names are configurable, so may be different in your system.

- Other properties for a job (e.g. Radios, Plans, Arrowboards, Tires, Chains, etc.) may also be selected. This information may be useful when reviewing jobs on the Book page. If one of these items is Required, then the job will not turn green until that item is marked as Provisioned.

## Job with requirements for 2 people and 1 LC truck scheduled for 8:00am (0800)

 **Add Job**

Address\* 3675 Kingsway

Job Description\* Center Lane Closure Other:

City\* Vancouver

Job Date Aug-18-2025

Status Active

Shifts:

Start	TCPs	LCT	HWY	CR	All
0800	2	1	0	0	0
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0

Totals TCPs 0 LCT 0 HWY 0 CR 0 All 0 Replacements: 0

PO Number

First Aid Level 0

On Freeway? ☐ Signs Required? ☐

Job For ☒ Alpha

Job Details

Customer BCIT - BCIT Campus

Contact Wade 604-307-9740

Contact Email

Recurring Job? ☐ Subcontractor

Notes ALL Trucks (for truck sheets)

Notes:

Radios Required: ☐ Provisioned: ☐ Description:

Plans Required: ☐ Provisioned: ☐ Description:

Arrowboard Required: ☐ Provisioned: ☐ Description:

Equipment Required: ☐ Provisioned: ☐ Description:


Orientation Required: ☐ Provisioned: ☐ Description:

- Click the Submit button after filling in the new job screen. The Job Details screen will appear next, where you can assign resources.

**Note:** This assignment includes 3 people – the two TCPs and 1 truck driver.

## Step 4 – Assign, Notify, and Confirm Resources

You can assign resources to the job by clicking the links on the Job Details screen – shown below. Click the shift time [e.g. “0800”] to add resources for the 8:00 shift.

 **Alpha Job** 3675 Kingsway

[Edit Details](#) - [Copy](#) - [View Change Log](#) - [Google Maps](#)

Job Details - ID(25) Created(Aug-18-2025) Modified(Aug-18-2025 by Alpha User)

Address	3675 Kingsway	Customer	BCIT - BCIT Campus
Job Description	Center Lane Closure	Contact <= Select	Wade 604-307-9740
City	Vancouver	Contact Email	- Notify? No
Job Date	Aug-18-2025 Monday	Recurring Job?	No Subcontractor: -
Status	Active	Notes ALL Trucks	-
Start Time	0800	PO Number	-
Tcps/Replacements	2*	Radios Required	No Describe: - Provisioned: No
First Aid Level	0	Plans Required	No Describe: - Provisioned: No
Trucks Required	1-LCT* 0-HWY 0-CR	Arrowboard Required	No Describe: - Provisioned: No
On Freeway?	-	Equipment Required	No Describe: - Provisioned: No
Signs Required	-	Orientation Required	No Describe: - Provisioned: No

Documents [Add New](#) [Link Existing Document](#) Notes

Trucks Assigned: 0 of 1 Add Truck: 0800 Add Replacement: 0800

ID	Code	Geotab	Driver	Name	Replaces	Pickup	Start	Equip, Notes	Notified?	Confirmed?	Declined?	Status	LCT	HWY	CR	S	Modified	By

Employees Assigned: 0 of 3 Add Truck Driver: 0800 Add Body: 0800 [Include Deleted]

ID	As	Shift	#	Go To	Code	Text	Replaces	Notified?	Confirmed?	Declined?	Short Note	Status	Aid	F	S	Tr	Mark On Call	Modified	By	Book Off:
		0800	0	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

[↑] For Active Job, Mark:   After Job, Mark:

### Note:

- The above screen shows a single shift, where one truck (and driver) and two TCP employees are scheduled for 8:00 AM.
- If your trucks do not have regular drivers, use the Add Truck link above the Trucks Assigned grid to add the truck, and then click the Add Truck Driver link to add a driver.
- If your trucks have regular drivers, just click the Add Truck Driver link above the Employees Assigned grid to add the truck and the driver.

## Employee Assignment

Trucks Assigned: 0 of 1 Add Truck: 0800 Add Replacement: 0800

ID	Code	Geotab	Driver	Name	Replaces	Pickup	Start	Equip.	Notes	Notified?	Confirmed?	Declined?	Status	LCT	HWY	CR	S	Modified	By
<input type="checkbox"/>	39	LC-04	---	JEFF B	JEFF B	None	0800	-	-	No	No	No	Active	LCT	HWY	CR	S	Aug-18-2025	Alpha User


Employees Assigned: 0 of 3 Add Truck Driver: 0800 Add Body: 0800 [Include Deleted]

ID	As	Shift	# of	Go To	Code	Text	Replaces	Notified?	Confirmed?	Declined?	Short Note	Status	Aid	F	S	Tr	Mark On Call	Modified	By	Book Off:
<input type="checkbox"/>	-	0800	0	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

[↑] For Active Job, Mark: [Notified] [Confirmed] After Job, Mark: [Complete] [Send Text to All] [Create and Send Time Sheets] [Cancel Time Sheets]

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- Click the shift time for which you want to add a truck driver or employee.  
In the screen above, click the link in the red box to add a truck driver for the “0800” shift. Click the link in the blue box to add a TCP.
- When you click the Add Truck Driver link, the Select Employee screen appears to let you add an employee and truck.  
The program displays all company employees and shows whether they have trucks.

 **Select Employee** Filtering 12 Employees - Select employee.

Quick:  Go Filter: Lane Control(Yes) Status(A) Reset Filter - Cancel Selection | Show 7 Days

Seniority	Seniority	Phones	Monday*	Tuesday	Wednesday	Thursday	City	Hsq	Drives	Skill Level	Opts	Override
Nov-01-2024	-	TOP Jul-20-2024	778-555-1212	CLAIRE B	CLAIRE B	CLAIRE B	Vancouver	reported lazy	LC-05	3 - Probationary LCT	LCTHWYF	TOP Jul-20-2024
Nov-18-2024	-	Booked-Off	778-555-1212	NORMAN W	NORMAN W	NORMAN W	Vancouver	NONE	5 - Highway LCT	LCTHWYF	<=> SELECT	
Nov-26-2024	-	SELECT =>	778-555-1212	JEFF B	JEFF B	JEFF B	Vancouver	NONE	3 - Probationary LCT	LCTHWYF	<=> SELECT	
Nov-29-2024	-	SELECT =>	778-555-1212	RONALD A	RONALD A	RONALD A	Vancouver	weekdays only	LC-03	3 - Probationary LCT	LCTHWYF	<=> SELECT
Dec-05-2024	-	At-Job-This-Date SELECT =>	778-555-1212	FRANCES Y	FRANCES Y	FRANCES Y	Vancouver	NONE	1 - Probationary TCP	LCTHWYF	<=> SELECT	
Feb-02-2025	-	Customer-Excluded Booked-Off	604-781-1110	GOS INURED	GOS INURED	GOS	Vancouver	NONE	2 - Experienced TCP	LCTHWYF	<=> SELECT	
Feb-06-2025	-	At-Job-This-Date SELECT =>	778-555-1212	EMMA C	EMMA C	EMMA C	Vancouver	NONE	4 - Experienced LCT	LCTHWYF	<=> SELECT	
Feb-17-2025	-	At-Job-This-Date SELECT =>	778-555-1212	ALEX V	ALEX V	ALEX V	Vancouver	weekdays only	LC-06	5 - Highway LCT	LCTHWYF	<=> SELECT
Mar-04-2025	-	At-Job-This-Date SELECT =>	778-555-1212	GORD X	GORD X	GORD X	Vancouver	reported lazy	NONE	5 - Highway LCT	LCTHWYF	<=> SELECT
Mar-31-2025	-	At-Job-This-Date SELECT =>	778-555-1212	ARTHUR V	ARTHUR V	ARTHUR V	Vancouver	NONE	4 - Experienced LCT	LCTHWYF	<=> SELECT	
Apr-10-2025	-	At-Job-This-Date SELECT =>	778-555-1212	ARMSTRONG U	ARMSTRONG U	ARMSTRONG U	Vancouver	NONE	3 - Probationary LCT	LCTHWYF	<=> SELECT	
Aug-15-2025	-	At-Job-This-Date SELECT =>	604-307-9740	WADE F	WADE F	WADE F	Vancouver	NONE	3 - Probationary LCT	LCTHWYF	<=> SELECT	

Working-Glen Complete Booked Off


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You can see that Jeff B and Ronald A are drivers and are available today.

**Click the [Reset Filter](#) link** if the list displays fewer employees than you expected.

- Click “[SELECT =>](#)” to add an employee to this job shift.

The program will display the Employee screen to add more details. You can see in this case that the employee has been added as a driver – LCT.

 **Job Assignment** For 3675 Kingsway Enter details.

Google Maps

Job Assignment Details

ID: 78  
Created: Aug-18-2025  
Modified: Aug-18-2025 by Alpha User  
Code: JEFF B 778-555-1212  
Name: Jeff Bell  
Replacement: For Employee: No One  
Start Time: 0800  
Counts As: 1 employees in totals  
Notified?: ☐  
Confirmed?: ☐  
Declined?: ☐  
Notified of Cancelled Job?: ☐  
In Time Sheet As: ☐ TCP ☒ LCT ☐ HWY ☐ CR  
Short Note: LCT  
Assignment Status: Active  
[Submit] [Cancel Edit]

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- Click Submit to add the employee to the job.
- Because we added a truck and driver, you will see that the truck and the employee have both been added to the job – as below.

Trucks Assigned: 1 of 1 Add Replacement: 0800

ID	Code	Geotab	Driver	Name	Replaces	Pickup	Start	Equip.	Notes	Notified?	Confirmed?	Declined?	Status	LCT	HWY	CR	S	Modified	By
<input type="checkbox"/>	39	LC-04	---	JEFF B	JEFF B	None	0800	-	-	No	No	No	Active	LCT	HWY	CR	S	Aug-18-2025	Alpha User

Employees Assigned: 1 of 3 Add Truck Driver: 0800 Add Body: 0800 [Include Deleted]

ID	As	Shift	# of	Go To	Code	Text	Replaces	Notified?	Confirmed?	Declined?	Short Note	Status	Aid	F	S	Tr	Mark On Call	Modified	By	Book Off:	
<input type="checkbox"/>	78	1	0800	1	3	EMPL	JEFF B 778-555-1212	Send	NO BODY	No	No	No	LCT	Active	0	F	-	Tue Wed Thu Fri	Aug-18-2025	Alpha User	Tue Wed Thu Fri

[↑] For Active Job, Mark: [Notified] [Confirmed] After Job, Mark: [Complete] [Send Text to All] [Create and Send Time Sheets] [Cancel Time Sheets]

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See [Truck Assignment](#), on the next page, for details on assigning an unassigned truck and employee to drive it.



## Employee Notification – send text

Once you have added employees, the next step is to notify them of the job.

- Click the Send link in the Text column to text the employee with the job details.

Employees Assigned: 3 of 3 [\[Include Deleted\]](#)

ID	As	Shift	#	of	Go To	Code	Text	Replaces	Notified?	Confirmed?	Declined?	Short Note	Status	Aid	F	S	Tr	Mark On Call:	Modified	By	Book Off:	
<input type="checkbox"/>	51	1	0800	1	3	EMPL	JEFF B 778-555-1212	Send	NO BODY	No	No	No	LCT	Active	0	F	-	-	Wed Thu Fri Sat	Aug-18-2025	Alpha User	Wed Thu Fri Sat
<input type="checkbox"/>	52	1	0800	2	3	EMPL	WADE F 604-307-9740	Send	NO BODY	No	No	No	TCP	Active	0	F	-	-	Wed Thu Fri Sat	Aug-18-2025	Alpha User	Wed Thu Fri Sat
<input type="checkbox"/>	53	1	0800	3	3	EMPL	DON T 604-805-1871	Send	NO BODY	No	No	No	TCP	Active	0	F	-	-	Wed Thu Fri Sat	Aug-18-2025	Alpha User	Wed Thu Fri Sat

For Active Job, Mark:

Notified

Confirmed

After Job, Mark:

Complete

[Send Text to All]

[Create and Send Time Sheets]

[Cancel Time Sheets]

- Select the checkbox at the beginning of the row, and then click the Notified button to change the Notified column to Yes.
- Employee responses appear in the Confirmed column or the Declined column – or you can select the row and click the Confirmed button.

## Employee Notification – set manually using the “Notified” or “Confirmed” button

To show that an employee has been notified and confirmed – for example, by phone or in person – use the Notified and Confirmed buttons on the Job Details screen.

- Select the employee row and click the Notified or Confirmed buttons to mark the status.

Employees Assigned: 3 of 3 [\[Include Deleted\]](#)

ID	As	Shift	#	of	Go To	Code	Text	Replaces	Notified?	Confirmed?	Declined?	Short Note	Status	Aid	F	S	Tr	Mark On Call:	Modified	By	Book Off:	
<input checked="" type="checkbox"/>	51	1	0800	1	3	EMPL	JEFF B 778-555-1212	Send	NO BODY	Yes	No	No	LCT	Active	0	F	-	-	Wed Thu Fri Sat	Aug-18-2025	Alpha User	Wed Thu Fri Sat
<input type="checkbox"/>	52	1	0800	2	3	EMPL	WADE F 604-307-9740	Send	NO BODY	No	No	No	TCP	Active	0	F	-	-	Wed Thu Fri Sat	Aug-18-2025	Alpha User	Wed Thu Fri Sat
<input type="checkbox"/>	53	1	0800	3	3	EMPL	DON T 604-805-1871	Send	NO BODY	No	No	No	TCP	Active	0	F	-	-	Wed Thu Fri Sat	Aug-18-2025	Alpha User	Wed Thu Fri Sat

↑

For Active Job, Mark:

Notified

Confirmed


After Job, Mark:

Complete

[Send Text to All]

[Create and Send Time Sheets]

[Cancel Time Sheets]

- To remove an employee from the grid (for example, if they declined), click the button at the end of the line . You can then choose a new employee using the Add Truck Driver and Add Body links.

The following grid shows two confirmed employees.

Employees Assigned: 2 of 2

ID	Shift	#	of	Go To	Code	Text	Replaces	Notified?	Confirmed?	Declined?	Short Note	Status	Aid	F	S	Tr	Mark On Call:	Modified	By	Book Off:	
<input type="checkbox"/>	43	0700	1	2	EMPL	KEITH B 604-555-1027	Send	NO BODY	Yes	Yes	No	LCT	Active	0	H	-	-	Thu Fri Sat Sun	Aug-18-2025	Bill Dispatcher	Thu Fri Sat Sun
<input type="checkbox"/>	44	0700	2	2	EMPL	ALICIA G 604-555-1058	Send	NO BODY	Yes	Yes	No	TCP	Complete	0	H	-	-	Thu Fri Sat Sun	Aug-18-2025	Admin User	Thu Fri Sat Sun

⬆

For Active Job, Mark:

Notified

Confirmed

After Job, Mark:

Complete

[Send Text to All]

[Create and Send Time Sheets]

[Cancel Time Sheets]

## Truck Assignment if assigning trucks and drivers separately

Trucks Assigned: 0 of 1 Add Truck: 0800 Add Replacement: 0800

ID	Code	Geotab	Driver	Name	Replaces	Pickup	Start	Equip, Notes	Notified?	Confirmed?	Declined?	Status	LCT	BFT	TT	S	Modified	By
----	------	--------	--------	------	----------	--------	-------	--------------	-----------	------------	-----------	--------	-----	-----	----	---	----------	----

- Click the shift time for which you want to add a truck – “0800” in the screen above.

The following screen will appear.

**Click the [Reset Filter](#) link** if the list displays fewer trucks than you expected.





## Select Truck

Filtering 12 Trucks

Quick:  Go Filter - Cancel Selection

	Code	Name	Driver	Model	Year	Plate	LCT	HWY	CR	@Home	Snows?	Chains?	Note	Aug-18-2025
CLICK HERE TO SELECT =>	A LC-01	X T	DON T	Silverado	2020	JOY 431	LCT	HWY	CR	-	-	-	-	Available
At-Job-This-Date CLICK HERE TO SELECT =>	A LC-02	X F	WADE F	F-150	2021	FUN 152	LCT	HWY	CR	-	-	-	-	Available
At-Job-This-Date CLICK HERE TO SELECT =>	A LC-03	X A	DON B	1500	2022	WWF 795	LCT	HWY	CR	Home	-	-	-	In Yard Available
At-Job-This-Date CLICK HERE TO SELECT =>	A LC-04	X B	JEFF CH	Sierra	2019	SRT 647	LCT	HWY	CR	Home	-	-	-	Highway Truck Available
CLICK HERE TO SELECT =>	A LC-05	X B	CLAIRE D	Silverado	2020	ACE 384	LCT	HWY	CR	-	Snows	-	-	Available
At-Job-This-Date CLICK HERE TO SELECT =>	A LC-06	X C	EMMA E	F-150	2021	WBX 864	LCT	HWY	CR	Home	Snows	-	-	Available
At-Job-This-Date CLICK HERE TO SELECT =>	A LC-07	X D	SIGRID F	1500	2022	YUU 647	LCT	HWY	CR	-	-	-	-	In Yard Available
At-Job-This-Date Booked-Off CLICK HERE TO SELECT =>	A LC-08	X E	KEITH G	Sierra	2019	JOY 483	LCT	HWY	CR	Home	-	Chains	Out of Service	Available

- Select the truck you want by clicking "CLICK HERE TO SELECT =>". The next screen will appear.



## Truck Assignment

For 3675 Kingsway Enter details.

Google Maps

Job Assignment Details	
ID	27
Created	Aug-18-2025
Modified	Aug-18-2025 by Alpha User
Code	LC-01
Geotab Id	b36
Name	X T
Employee Driving Truck	No One
Replacement	For Trucks: None
Pickup Time	0800
Start Time	0800
Notified?	<input type="checkbox"/>
Confirmed?	<input type="checkbox"/>
Declined?	<input type="checkbox"/>
Notified of Cancelled Job?	<input type="checkbox"/>
Keep?	- Choose -
Equip?	- Choose -
Short Note	
Truck Sheet Notes	
Assignment Status	Active
	Submit Cancel

- Click Submit to add the truck.
- You can add the employee listed as the truck driver when you add employees to this job.

## Examples of Alpha job with Truck and People assigned

The job details screen shows the status of job assignments as they progress from Notified (e.g. a voice message or text has been left) to Confirmed or Declined (e.g. the employee was contacted or replied).

- The job following job shows that a truck and employees have been scheduled.

Alpha Job		3675 Kingsway	
<a href="#">Edit Details</a> - <a href="#">Copy</a> - <a href="#">View Change Log</a> - <a href="#">Google Maps</a>			
Job Details - ID(25) Created(Aug-19-2025) Modified(Aug-19-2025 by Alpha User)			
Address	3675 Kingsway	Customer	BCIT - BCIT Campus
Job Description	Center Lane Closure	Contact <=	Select Wade 604-307-9740
City	Vancouver	Contact Email	- Notify? No
Job Date	Aug-18-2025 Monday	Recurring Job?	No Subcontractor: -
Status	Active	Notes ALL Trucks	-
Start Time	0800	PO Number	-
Tcps/Replacements	2	Radios Required	No Describe: - Provisioned: No
First Aid Level	0	Plans Required	No Describe: - Provisioned: No
Trucks Required	1-LCT 0-HWY 0-CR	Arrowboard Required	No Describe: - Provisioned: No
On Freeway?	-	Equipment Required	No Describe: - Provisioned: No
Signs Required	-	Orientation Required	No Describe: - Provisioned: No
<a href="#">Documents</a> <a href="#">Add New</a> <a href="#">Link Existing Document</a> <a href="#">Notes</a>			
Trucks Assigned: 1 of 1 Add Replacement: 0800			
<input type="checkbox"/>	27	LC-01	b36
		JEFF B	X T
		None	0800
		0800	0800
		No	No
		No	No
		No	No
		Active	LCT
		LCT	HWY
		CR	-
		Aug-19-2025	Alpha User
Employees Assigned: 3 of 3 [Include Deleted]			
<input type="checkbox"/>	51	1	0800
		EMPL	JEFF B 778-555-1212
		Send	NO BODY
		No	No
		No	No
		No	No
		TCP	Active
		0	F
		-	-
		Wed Thu Fri Sat	Aug-19-2025
		Alpha User	Wed Thu Fri Sat
<input type="checkbox"/>	52	1	0800
		EMPL	WADE F 604-307-9740
		Send	NO BODY
		No	No
		No	No
		No	No
		TCP	Active
		0	F
		-	-
		Wed Thu Fri Sat	Aug-19-2025
		Alpha User	Wed Thu Fri Sat
<input type="checkbox"/>	53	1	0800
		EMPL	DON T 604-805-1871
		Send	NO BODY
		No	No
		No	No
		No	No
		TCP	Active
		0	F
		-	-
		Wed Thu Fri Sat	Aug-19-2025
		Alpha User	Wed Thu Fri Sat

- The next image shows that employees have been notified and have accepted the job.

**Alpha Job** 3675 Kingsway

Edit Details - Copy - View Change Log - Google Maps

Job Details - ID(25) Created(Aug-19-2025) Modified(Aug-19-2025 by Alpha User)

Address	3675 Kingsway	Customer	BCIT - BCIT Campus
Job Description	Center Lane Closure	Contact <= Select	Wade 604-307-9740
City	Vancouver	Contact Email	- Notify? No
Job Date	Aug-18-2025 Monday	Recurring Job?	No Subcontractor: -
Status	Active	Notes ALL Trucks	-
Start Time	0800	PO Number	-
Tcps/Replacements	2	Radios Required	No Describe: - Provisioned: No
First Aid Level	0	Plans Required	No Describe: - Provisioned: No
Trucks Required	1-LCT 0-HWY 0-CR	Arrowboard Required	No Describe: - Provisioned: No
On Freeway?	-	Equipment Required	No Describe: - Provisioned: No
Signs Required	-	Orientation Required	No Describe: - Provisioned: No

Documents Add New Link Existing Document Notes

Trucks Assigned: 1 of 1 Add Replacement: 0800

ID	Code	Geotab	Driver	Name	Replaces	Pickup	Start	Equip. Notes	Notified?	Confirmed?	Declined?	Status	LCT	HWY	CR	S	Modified	By
<input type="checkbox"/> 27	LC-01	b36	JEFF B	X T*	None	0800	0800	-	No	No	No	Active	LCT	HWY	CR	-	Aug-19-2025	Alpha User

Employees Assigned: 3 of 3 [Include Deleted]

ID	As	Shift	# of	Go To	Code	Text	Replaces	Notified?	Confirmed?	Declined?	Short Note	Status	Aid	F	S	Tr	Mark On Call:	Modified	By	Book Off:
<input type="checkbox"/> 51	1	0800	1	3	EMPL	JEFF B 778-555-1212	Send	NO BODY	Yes	Yes	No	LCT	Active	0	F	-	Wed Thu Fri Sat	Aug-19-2025	Alpha User	Wed Thu Fri Sat
<input type="checkbox"/> 52	1	0800	2	3	EMPL	WADE F 604-307-9740	Send	NO BODY	Yes	Yes	No	TCP	Active	0	F	-	Wed Thu Fri Sat	Aug-19-2025	Alpha User	Wed Thu Fri Sat
<input type="checkbox"/> 53	1	0800	3	3	EMPL	DON T 604-805-1871	Send	NO BODY	Yes	Yes	No	TCP	Active	0	F	-	Wed Thu Fri Sat	Aug-19-2025	Alpha User	Wed Thu Fri Sat

[↑] For Active Job, Mark: [Notified] [Confirmed] After Job, Mark: [Complete] [Send Text to All] [Create and Send Time Sheets] [Cancel Time Sheets]

- Cancelling a job will cancel the assignments.

If a job is cancelled, an additional column will appear that indicates whether or not an employee has been notified of the cancellation.

- When a job is complete (later in the day), the employee may be “on call” (available for more jobs that day) or “booked off” (N/A for the rest of the day).

### Notes:

- The start time links will appear until all people have been assigned.
- There are separate links for each start time.

Employees Assigned: 0 of 6 Add Truck Driver: 0600 0700 0800 Add Body: 0600 0700 0800 [Include Deleted]

- Booking off for the next day and subsequent days can be done with one click.

Employees Assigned: 3 of 3 [Include Deleted]

ID	As	Shift	# of	Go To	Code	Text	Replaces	Notified?	Confirmed?	Declined?	Short Note	Status	Aid	F	S	Tr	Mark On Call:	Modified	By	Book Off:
<input type="checkbox"/> 51	1	0800	1	3	EMPL	JEFF B 778-555-1212	Send	NO BODY	Yes	Yes	No	LCT	Active	0	F	-	Wed Thu Fri Sat	Aug-19-2025	Alpha User	Wed Thu Fri Sat
<input type="checkbox"/> 52	1	0800	2	3	EMPL	WADE F 604-307-9740	Send	NO BODY	Yes	Yes	No	TCP	Active	0	F	-	Wed Thu Fri Sat	Aug-19-2025	Alpha User	Wed Thu Fri Sat
<input type="checkbox"/> 53	1	0800	3	3	EMPL	DON T 604-805-1871	Send	NO BODY	Yes	Yes	No	TCP	Active	0	F	-	Wed Thu Fri Sat	Aug-19-2025	Alpha User	Wed Thu Fri Sat

[↑] For Active Job, Mark: [Notified] [Confirmed] After Job, Mark: [Complete] [Send Text to All] [Create and Send Time Sheets] [Cancel Time Sheets]

- When selecting an employee for a job, warnings will be displayed for employees that are already assigned to a job or that cannot be selected because their TCP certificate has expired.

### Return to the Book page

- Click the Book link at the top of the screen at any time to return to the Book page.

**Alpha Traffic** Book **Alpha** Assignments **Alpha**

Documents | Reports | User: Alpha User  
Main Menu | Logout

Customers | TMP Jobs | Jobs(232nd St & Birch Ave) | Employees | Orientation | Training | Trucks

## Step 5 – Check Status to Ensure Job is Ready (Green)

The Book screen uses colour to show the status of each job and resource assignment.

The start time for each job will turn **Green** once all resource assignments for the job are confirmed.

When all jobs are **Green** – you’re done!

Let's review the status colours on the book screen:

**Alpha Traffic** Book (Alpha)  
Assignments (Alpha)

Documents | Reports | User: Alpha User  
Main Menu | Logout

Customers | TMP Jobs | Jobs(232nd St & Birch Ave) | Employees | Orientation | Training | Trucks

**Monday**  
**Aug-18-2025**

8 entries. [Create New Job](#) | [New Daily Note](#) [Less](#) Employee Texts: 2 Newly Received -- All -- Active  
 - Ronald is a no show at work  
 - Claire 20 minutes late  
 GDS Richmond Mark: Done  
 GDS Got it Mark: Done

Print: [Truck Sheet](#) [Book Summary](#)

Aug-18-2025 Go Yesterday Today Tuesday Wednesday Thursday Friday Saturday Show: [\[Truck Jobs\]](#) [\[Double\]](#) [\[Dupes\]](#) [\[Incomplete\]](#) [\[No Time Sheets\]](#) [\[Include Deleted\]](#)

Start	Customer & PO	Note	Address	Job Description	Modified	By	TCP	LCT	HWY	CR	All	Aid	Or	F	S	R	P	A	E	Trucks	Employees
0700	\$Cash	Nil	531 North Road, Coquitlam	Fast Lane Closure	Aug-18-2025	Alpha User	1*	1	0	0	2*	0	-	-	-	-	-	-	-	LC-01	ARMSTRONG U
0700	BCIT Campus	John	3475 Highland Drive, Coquitlam	Event	Aug-18-2025	Alpha User	1	1	0	0	2	0	-	-	-	-	-	-	-	LC-02	ARTHUR V, WADE F
0800	BCIT Campus	-	3675 Kingsway, Vancouver	Center Lane Closure	Aug-18-2025	Alpha User	2	1	0	0	3	0	-	-	-	-	-	-	-	LC-03	RONALD A, EMMA C, ARMSTRONG U
0600	BMO Marathon	called in at 8:58 am	232nd St & Birch Ave, Maple Ridge	Fast Lane Closure	Aug-18-2025	Alpha User	5*	1*	0	0	6*	0	-	-	-	-	-	-	-	-	-
0700	BMO Marathon	called in at 8:58 am	232nd St & Birch Ave, Maple Ridge	Fast Lane Closure	Aug-18-2025	Alpha User	1	1	0	0	2	0	-	-	-	-	-	-	-	LC-05	CLAIRE B, GORD X
0700	Richmond Centre	Caribbean Days	W Esplanade, North Vancouver	Event	Aug-18-2025	Alpha User	1	1	0	0	2	0	-	-	-	-	-	-	-	LC-06	FRANCES Y, EMMA C
0700	Simon Fraser University	Cameron 604-985-7474R	3607 Capilano Rd, North Vancouver	Slow Lane Closure	Aug-18-2025	Alpha User	1*	1*	0	0	2*	0	-	-	-	-	-	-	-	-	GORD X
0700	University of BC	Mat 604-785-4276	Beach & Pacific, Vancouver	Shoulder Closure	Aug-18-2025	Alpha User	1*	1	0	0	2*	0	-	-	-	-	-	-	-	LC-03	ALEX V
-	-	-	Totals =====>	-	-	-	13	8	0	0	21	0	-	-	-	-	-	-	-	-	-

Cancelled Complete !! = Multiple Start Times xx = Mismatched Shifts R = Recurring ns = Non-Supply

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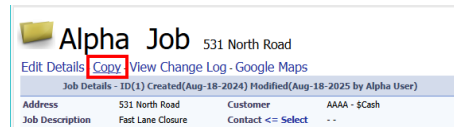
- Daily notes and recent text messages appear at the top of the screen.
- GREEN** start times show that jobs are “Ready.” **BLACK** start times show jobs that have not been completely dispatched.
- RED** asterisks “\*” in the TCP, LCT, HWY, CR and All columns show that resources need to be assigned.
- Click the **BLUE** Address field to view job details.
- PINK** highlighting on the Customer & PO name (the first entry shown above) indicates a cancelled job.
- The **PINK** highlighted double-exclamation marks (!! ) indicate jobs with multiple shifts (multiple start times for employees).
- The “Trucks” column lists all trucks assigned to a job.
  - RED** names show the truck is not confirmed – or not assigned a driver.
- The “Employees” column lists all employees assigned to a job.
  - RED** names show that employees have not been notified.
  - ORANGE** names show that employees have not confirmed.
  - BLACK** names are confirmed.
  - YELLOW** highlighted names show that the employee’s assignment is completed.
- Click the “Truck Jobs” link (at the top, beside “Show”) to only see jobs with trucks assigned.
- Click the “Double” link to see jobs that have the same person assigned to more than one job.
- Click the “Dupes” link to see duplicate jobs (two assignments at the same address).
- Click the “Incomplete” link to see jobs that aren’t **Ready**.
- A **xx** mark, in **RED**, indicates that the assignment of employees start times does not match the start times set up for the job.

# Copy Jobs

Traffic Control Dispatch lets you copy all jobs or a sub-set of jobs from one particular day to up to seven future days. The program also copies all existing truck and employee assignments for each job.

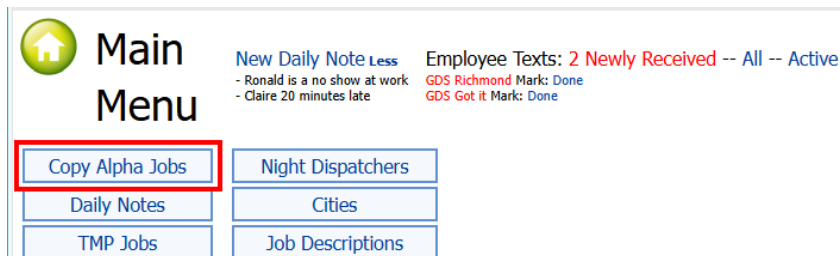
This lets you easily handle recurring jobs and similar jobs from the same company.

**Note:** To copy 1 job, open the job from the daily Book, then click the Copy link on the job details page.

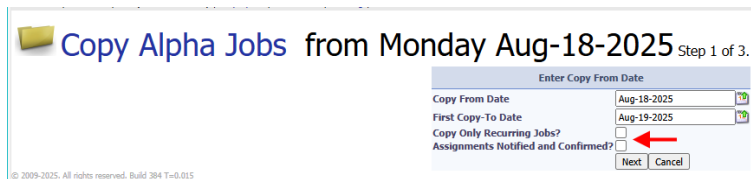


## To copy all jobs or all recurring jobs to one or more new days

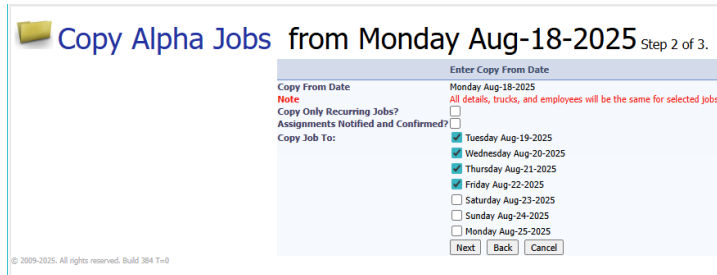
- Go to the Main Menu.
- Click the Copy <company> Jobs button.



- Specify the date that you want to copy jobs from.




- You can choose to copy only the jobs marked as recurring.
  - You can also choose to mark trucks and employees for all copied jobs as “Notified” and “Confirmed.”
- Click the Next button, and then choose the days to which you want to copy jobs.



The program lets you copy all jobs to the next 7 days, and, also, providing these options:

- Copy only the jobs marked as recurring.
- Mark trucks and employees for all copied jobs as “Notified” and “Confirmed.”
- Click the Next button, cherry-pick the jobs you want to copy, and then click “Copy Selected Jobs listed below.
- Click the arrow above the first column to select all jobs in the grid.

 **Copy Alpha Jobs from Monday Aug-18-2025** Step 3 of 3.

Enter Copy From Date

Copy From Date: Monday Aug-18-2025

**Note** All details, trucks, and employees will be the same for selected jobs.


Copy Only Recurring Jobs? ☐

Assignments Notified and Confirmed? ☐

Copy Job To:

☒ Tuesday Aug-19-2025
 ☒ Wednesday Aug-20-2025
 ☒ Thursday Aug-21-2025
 ☒ Friday Aug-22-2025
 ☐ Saturday Aug-23-2025
 ☐ Sunday Aug-24-2025
 ☐ Monday Aug-25-2025



Start	Customer	Address	Job Description	TCP	LCT	HWY	CR	All	Trucks	Employees
<input type="checkbox"/> 0700	\$Cash	531 North Road, Coquitlam	Fast Lane Closure	1*	1	0	0	2*	LC-01	ARMSTRONG U
<input checked="" type="checkbox"/> 0700	BCIT Campus	3475 Highland Drive, Coquitlam	Event	1	1	0	0	2	LC-02	ARTHUR V, WADE F
<input type="checkbox"/> 0800	BCIT Campus	3675 Kingsway, Vancouver	Center Lane Closure	2	1	0	0	3	LC-03	RONALD A, EMMA C, ARMSTRONG U
<input type="checkbox"/> 0600H	BMO Marathon	232nd St & Birch Ave, Maple Ridge	Fast Lane Closure	5*	1*	0	0	6*		-
<input type="checkbox"/> 0700	BMO Marathon	232nd St & Birch Ave, Maple Ridge	Fast Lane Closure	1	1	0	0	2	LC-05	CLAIRE B, GORD X
<input checked="" type="checkbox"/> 0700	Richmond Centre	W Esplanade, North Vancouver	Event	1	1	0	0	2	LC-06	FRANCES Y, EMMA C
<input type="checkbox"/> 0700	Simon Fraser University	3607 Capilano Rd, North Vancouver	Slow Lane Closure	1*	1*	0	0	2*		GORD X
<input checked="" type="checkbox"/> 0700	University of BC	Beach & Pacific, Vancouver	Shoulder Closure	1*	1	0	0	2*	LC-03	ALEX V
<b>Totals =====&gt;</b>				13	8	0	0	21		-

Cancelled H=Multiple Start Times xx=Mismatched Shifts ns=Non-Supply

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The program will copy all selected jobs to the days that you selected.

- Click the back button on this screen to change the list of destination days.

# Assignments

The Assignments page is a 7-day or 4-day view of all employees and their assignments. This example shows the 4-day view. Click “Show 7 Days” to see the 7-day view of assignments.

Alpha Assignments

for 12 Employees. [New Daily Note Less](#) Show Texts: 2 Newly Received -- All -- Active

- Ronald is a no show at work  
- Claire 20 minutes late

GDS Richmond Mark: Done  
GDS Got it Mark: Done

Truck Sheet - Sort By Employee

Aug-18-2025 Go Yesterday Today Tuesday Wednesday Thursday Friday Saturday Filter: Lane Control(Yes) Status(A) Reset Filter **Show 7 Days**

Seniority 1	Seniority 2	Monday* Aug-18-2025	Tuesday Aug-19-2025	Wednesday Aug-20-2025	Thursday Aug-21-2025	City	Msg	Skill Level	Opts
Oct-26-2023	-	CLAIRE B	CLAIRE B	CLAIRE B	CLAIRE B	Vancouver	reported lazy	3 - Probationary LCT	LCTHWYF
Nov-02-2023	-	NORMAN W	NORMAN W	NORMAN W	NORMAN W	Vancouver	-	5 - Highway LCT	LCTHWYF
Dec-02-2023	-	JEFF B	JEFF B	JEFF B	JEFF B	Vancouver	-	3 - Probationary LCT	LCTHWYF
Dec-30-2023	-	RONALD A	RONALD A	RONALD A	RONALD A	Vancouver	weekdays only	3 - Probationary LCT	LCTHWYF
Jan-18-2024	-	FRANCES Y	FRANCES Y	FRANCES Y	FRANCES Y	Vancouver	-	1 - Probationary TCP	LCTHWYF
Feb-15-2024	-	GDS INJURED	GDS INJURED	GDS	GDS	Vancouver	-	2 - Experienced TCP	LCTHWYF
Mar-24-2024	-	EMMA C	EMMA C	EMMA C	EMMA C	Vancouver	-	4 - Experienced LCT	LCTHWYF
Apr-08-2024	-	ALEX V	ALEX V	ALEX V	ALEX V	Vancouver	weekdays only	5 - Highway LCT	LCTHWYF
May-11-2024	-	GORD X	GORD X	GORD X	GORD X	Vancouver	reported lazy	5 - Highway LCT	LCTHWYF
May-25-2024	-	ARTHUR V	ARTHUR V	ARTHUR V	ARTHUR V	Vancouver	-	4 - Experienced LCT	LCTHWYF
Jun-12-2024	-	ARMSTRONG U	ARMSTRONG U	ARMSTRONG U	ARMSTRONG U	Vancouver	-	3 - Probationary LCT	LCTHWYF
Jul-17-2024	-	WADE F	WADE F	WADE F	WADE F	Vancouver	-	3 - Probationary LCT	LCTHWYF

Working-Glen Complete Booked Off + o/c - b/o

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## Notes:

- Employees in **YELLOW** are working that day for Alpha.
- Employees highlighted in **PINK** are booked off. Employees on call are identified by “o/c” beside the name.

### To book off an employee or put them on call:

- Click the minus and plus links on either side of an employee’s name to quickly set the employee as booked off (-) or on call (+) for that day.



- If booked off, the name will be highlighted in **PINK** on the assignments screen; if on-call, an o/c label will be displayed.
- When you book off an employee or place them on-call, a new note appears on the Employee Details page.

Notes(1) Add: Today Tomorrow

ID	From	To	For	Booked Off?	Tag	Note	Created	Modified	By
8	Oct-17-2019	Oct-20-2019	CA	Yes	Comp time	Worked 7 straight days and is taking time off in compensatio	Oct-17-2019	Oct-17-2019	SiteAdmin Role


### Notes regarding the “On Call” status

Dispatched employees are really always on call. However, there are two situations when dispatchers will mark them “o/c.”

- The employee is on call for a weekend. On Friday, an employee who wants more shifts might tell the dispatcher that they are available for the weekend.
- When they work an 8:00 AM job, are done by 10:00 AM, and are looking for more work that same day.

So, when looking for an employee who is available for a job, the o/c “overrides” the “At Job Today.”

**To remove a booked-off or on-call status for an employee:**

- Click the employee's name to display the Employee details page, then click the button at the end of the "booked-off" or "on-call" note to remove the booked-off or on-call status from the Assignments page 

You can also book off employees from the [Employee Details](#) page and add a tag to explain the reason. (You can see the tag "Mat Leave" in the screen at the top of the page.)

- Daily Notes (if any) appear at the top of the Assignments page.  
The notes are reminders that will also appear on the Assignments page. An example might be "Ian's Truck will be fixed by noon". Links are provided to show More or Less of the notes with one click.
- The most recent text messages from employees (and not yet processed, therefore "Active") are shown at the top of the page.  
Texts also appear on the Assignments page, along with links to all messages or active messages.

# Daily Notes

Daily notes appear at the top of the Book and Assignment pages.

- Click the New Daily Note link to add or edit notes.
- Click the Submit button in the Daily Note screen to return to the prior screen.

**Alpha Traffic** Book (Alpha)  
Assignments (Alpha)

Customers | TMP Jobs | Jobs(531 North Road) | Employees(CLAIRE B) | Orientation | Training | Trucks

**Monday**  
**Aug-18-2025**

8 entries. [Create New Job](#) | [New Daily Note](#) [Less](#)

**Print: Truck Sheet** [Book Summary](#)

Aug-18-2025 [Go](#) [Yesterday](#) [Today](#) [Tuesday](#) [Wednesday](#) [Thursday](#) [Friday](#)

Start	Customer & PO	Note	Address
0700	\$Cash	Nilil	531 North Road, Coquitlam
0700	BCIT Campus	John	3475 Highland Drive, Coquitlam
0800	BCIT Campus	-	3675 Kingsway, Vancouver
0600	BMO Marathon	called in at 8:58 am	232nd St & Birch Ave, Maple Ridge
0700	BMO Marathon	called in at 8:58 am	232nd St & Birch Ave, Maple Ridge
0700	Richmond Centre	Caribbean Days	W Esplanade, North Vancouver
0700	Simon Fraser University	Cameron 604-985-7474R	3607 Capilano Rd, North Vancouver
0700	University of BC	Matt 604-785-4276	Beach & Pacific, Vancouver
-	-	-	Totals =====>

Cancelled Complete **||**=Multiple Start Times **xx**=Mismatched Shifts **R**=Recurring **ns**=Non-Supply

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[View Change Log](#)

**Daily Note Details**

ID 5 Created: Aug-18-2025, Modified: Aug-18-2025 by Alpha User

For Day 2025-08-18

Note

Submitted

Cancel



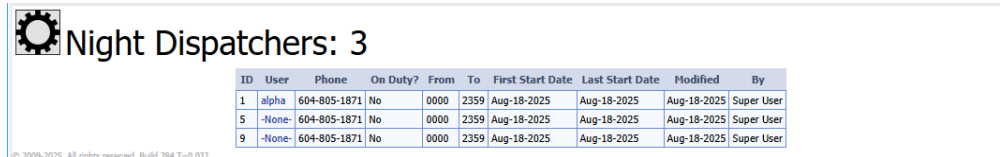
# Night Dispatchers

You can specify dispatchers that are on-call night dispatchers, and have all text messages forwarded to their phones during night shifts.

This allows on-call night dispatchers to address emergency issues – such as police requiring a flagger or 2 to handle an accident scene, or to handle problems on night dispatch jobs.

## To specify night dispatchers and have texts forwarded to them during shifts:

- Choose Night Dispatchers from the Main Menu. The following form appears:



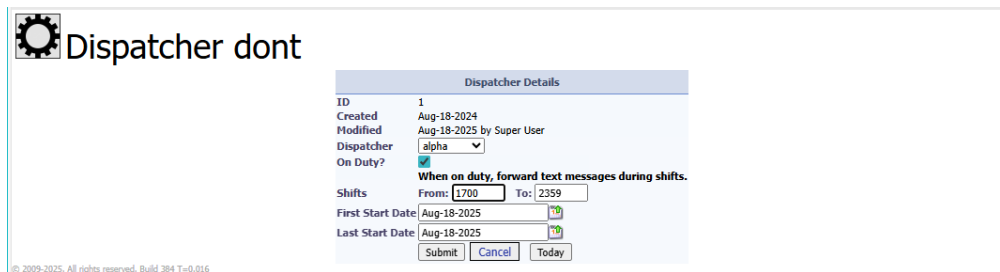
**Night Dispatchers: 3**

ID	User	Phone	On Duty?	From	To	First Start Date	Last Start Date	Modified	By
1	alpha	604-805-1871	No	0000	2359	Aug-18-2025	Aug-18-2025	Aug-18-2025	Super User
5	-None-	604-805-1871	No	0000	2359	Aug-18-2025	Aug-18-2025	Aug-18-2025	Super User
9	-None-	604-805-1871	No	0000	2359	Aug-18-2025	Aug-18-2025	Aug-18-2025	Super User

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**Note:** This form lets you set up three night dispatchers – or set up night dispatchers for three durations – for example, from Monday to Friday for Week 1, Week 2, and Week 3.

- Click the User column to edit IDs. The following form appears:



**Dispatcher dont**

**Dispatcher Details**

ID: 1  
 Created: Aug-18-2024  
 Modified: Aug-18-2025 by Super User  
 Dispatcher: alpha  
 On Duty? ☒ **When on duty, forward text messages during shifts.**  
 Shifts: From: 1700 To: 2359  
 First Start Date: Aug-18-2025  
 Last Start Date: Aug-18-2025  
 Submit Cancel Today

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- Fill in the form as follows:
  - Select the user who is working this shift.
  - Select the On Duty checkbox to activate text forwarding.  
 If On Duty is checked, all texts that arrive within the specified shift times will be forwarded to the dispatcher's phone.  
 If On Duty is not checked, that dispatcher will not receive forwarded texts.
  - Specify the shift hours – such as 0000 to 0800 or 1700 to 2359.
  - Specify the first and last days of the shift.  
 Note that the first and last dates are both labelled “Start” date. This is because these dates are the **start dates** of the first and last shifts.  
 For a night dispatcher, their shift will often start on one day (e.g. at 2200) and end the **next day** (e.g. at 0500).  
 A night dispatcher could also start at 0200 and end their shift at 0800 - same day – or start at 1800 and end at 2359.

### Notes:

- You must fill in the shift times and dates to forward text messages during shifts.
- Many TCP Dispatch users have the same people on the same night shifts for weeks or months at a time. The On Duty checkbox lets these people be turned on and off easily (for example, when they are on holidays) without changing other settings.

# Employees

Choose “Employees” from the “top menu” to see a list of employees and to add new ones. For information on assigning employees to jobs, see [Assign, Notify, and Confirm Resources](#).

**Alpha Traffic** Book (Alpha)  
Assignments (Alpha)

Customers | TMP Jobs | Jobs | **Employees** | Orientation | Training | Trucks

**Main Menu**

New Daily Note Less  
- Ronald is a no show at work  
- Claire 20 minutes late

Employee Texts: 2 Newly Received -- All -- Active  
GDS Richmond Mark: Done  
GDS Got it Mark: Done

Click the [Reset Filter](#) link if the list is blank or displays fewer employees than you expected.

The Employees list appears as follows:

**Employees: 12** Create New Employee - Broadcast Text To Filtered Employees

» Employees - Notes  
Quick:  Go Filter: Status(A) Reset Filter

ID	Seniority 1	Seniority 2	Code	First Name	Last Name	Drives	Skill Level	Phone	City	Prov	Message	Aid	LCT	HWY	CR	FWY	S	TCP Expires	Abstract Expires	Aid Exp.	Hear. Exp.	Birthday	DL#	SIN	PH #	Modified	By
5	Oct-26-2023	-	CLAIRE B	Claire	Brown	LC-05	3 - Probationary LCT	778-555-1212	Vancouver	BC	reported lazy	0	LCT	HWY	-	F	-	Jul-20-2024	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-19-2024	Alpha User
28	Nov-02-2023	-	NORMAN W	Norman	Walker	NONE	5 - Highway LCT	778-555-1212	Vancouver	BC	-	0	LCT	HWY	-	F	-	Nov-01-2024	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-19-2024	Alpha User
4	Dec-02-2023	-	JEFF B	Jeff	Bell	LC-04	3 - Probationary LCT	778-555-1212	Vancouver	BC	-	0	LCT	HWY	-	F	-	Sep-26-2024	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-19-2024	Alpha User
3	Dec-30-2023	-	RONALD A	Ronald	Arnold	LC-03	3 - Probationary LCT	778-555-1212	Vancouver	BC	weekdays only	0	LCT	HWY	-	F	-	Nov-20-2024	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-19-2024	Alpha User
30	Jan-18-2024	-	FRANCES Y	Frances	York	NONE	1 - Probationary TCP	778-555-1212	Vancouver	BC	-	0	LCT	HWY	-	F	-	Oct-12-2024	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-19-2024	Alpha User
1	Feb-15-2024	-	GDS	GD	Singh	LC-01	2 - Experienced TCP	604-781-1110	Vancouver	BC	-	0	LCT	HWY	-	F	-	Mar-30-2025	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-19-2024	Alpha User
6	Mar-24-2024	-	EMMA C	Emma	Caulfield	LC-06	4 - Experienced LCT	778-555-1212	Vancouver	BC	-	0	LCT	HWY	-	F	-	Sep-23-2024	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-19-2024	Alpha User
27	Apr-08-2024	-	ALEX V	Alex	Vej	NONE	5 - Highway LCT	778-555-1212	Vancouver	BC	weekdays only	0	LCT	HWY	-	F	-	Dec-21-2024	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-19-2024	Alpha User
29	May-11-2024	-	GORD X	Gord	Xanthos	NONE	5 - Highway LCT	778-555-1212	Vancouver	BC	reported lazy	0	LCT	HWY	-	F	-	Apr-22-2025	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-19-2024	Alpha User
26	May-25-2024	-	ARTHUR V	Arthur	Verna	NONE	4 - Experienced LCT	778-555-1212	Vancouver	BC	-	0	LCT	HWY	-	F	-	Mar-03-2025	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-19-2024	Alpha User
25	Jun-12-2024	-	ARMSTRONG U	Armstrong	Ullman	NONE	3 - Probationary LCT	778-555-1212	Vancouver	BC	-	0	LCT	HWY	-	F	-	Mar-02-2025	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-19-2024	Alpha User
2	Jul-17-2024	-	WADE F	Wade	Forster	LC-02	3 - Probationary LCT	604-307-9740	Vancouver	BC	-	0	LCT	HWY	-	F	-	Dec-02-2024	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-19-2024	Alpha User

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- Click a column heading to sort the employee list by that column.

» Employees - Notes  
Quick:  Go Filter: Status(A) Reset Filter

ID	Seniority 1	Seniority 2	Code	First Name	Last Name	Drives	Skill Level	Phone	City	Prov
3	Dec-30-2023	-	RONALD A	Ronald	Arnold	LC-03	3 - Probationary LCT	778-555-1212	Vancouver	BC
4	Dec-02-2023	-	JEFF B	Jeff	Bell	LC-04	3 - Probationary LCT	778-555-1212	Vancouver	BC
5	Oct-26-2023	-	CLAIRE B	Claire	Brown	LC-05	3 - Probationary LCT	778-555-1212	Vancouver	BC
6	Mar-24-2024	-	EMMA C	Emma	Caulfield	LC-06	4 - Experienced LCT	778-555-1212	Vancouver	BC
2	Jul-17-2024	-	WADE F	Wade	Forster	LC-02	3 - Probationary LCT	604-307-9740	Vancouver	BC

- To find an employee fast**, type the full or partial first name into the Quick field and click the Go button (or press Enter). (In this case, first names containing “g”.)

» Employees - Notes  
Quick:  Go Filter: First Name Contains(g) Status(A) Reset Filter

ID	Seniority 1	Seniority 2	Code	First Name	Last Name	Drives	Skill Level	Phone	City	Prov	Message
1	Feb-15-2024	-	GDS	GD	Singh	LC-01	2 - Experienced TCP	604-781-1110	Vancouver	BC	-
25	Jun-12-2024	-	ARMSTRONG U	Armstrong	Ullman	NONE	3 - Probationary LCT	778-555-1212	Vancouver	BC	-
29	May-11-2024	-	GORD X	Gord	Xanthos	NONE	5 - Highway LCT	778-555-1212	Vancouver	BC	reported lazy

- To view an existing employee's data**, click on their first or last name in the table.

**Employees: 3** Create New Employee

» Employees - Notes  
Quick:  Go Filter: First Name Contains(g) Status(A) Reset Filter

ID	Seniority 1	Seniority 2	Code	First Name	Last Name	Drives	Skill Level
1	Feb-15-2024	-	GDS	GD	Singh	LC-01	2 - Experienced TCP
25	Jun-12-2024	-	ARMSTRONG U	Armstrong	Ullman	NONE	3 - Probationary LCT
29	May-11-2024	-	GORD X	Gord	Xanthos	NONE	5 - Highway LCT

**Employee ARMSTRONG U** New Employee Message

» Employees - Notes New Book Date: Aug 19 2025 [Go] [Filter] [Reset Filter]

Edit Details - Google Maps - Notes Report - Texts Report

Records: 1 (selected) of 1 (total) (selected) of 1 (total) (selected) of 1 (total)

Code	First Name	Skill Level	Drives	City	Prov	Phone	Message	Active	Transfer	Notes
ARMSTRONG U	Armstrong	3 - Probationary LCT	Emergency Callout 1	Ullman	BC	778-555-1212	Emergency Callout 2	Yes	Yes	Yes

Address: 778-555-1212  
Home: 778-555-1212  
Cell: 778-555-1212  
Country: Canada  
City: Vancouver  
Postal Code: V6C 1A4  
First Aid Expires: Sep 18 1999  
TCP Certificate: 1234567 Expires Apr 23 2025  
Birthdate: Sep 18 1999  
Social Insurance # 123  
User Employee: Yes

Seniority 1: Jun 12 2024  
Seniority 2: -

- Click the “Edit Details” link to change any of the details.

### To add a new employee record:

- Select Employees from the top menu.
- Click the “Create New Employee” link near the top of a page.

- Fill in the information on the form that appears.

### Notes regarding specific Employee fields:

- Code:** Enter a code for the employee – like SMITHB, CHUCK.
- Status:** Change the status of employees to inactive or terminated, if necessary. (See [Settings Records "Inactive" and Reactivating Records](#) for more information.)
- Skill Level:** Select the skill level of the employee.
- Drives:** Select a truck from the dropdown if the employee is assigned a particular truck. Use the “Find” field if the dropdown has too many trucks.
- Primary Phone:** Choose the phone number that will be sent texts.
- Assignment Colors:** The choices are None, Important, or Other (**Important** **Other**). This choice changes how the city field appears for the employee on the Employee’s page and Assignments page – for example:

Canada Seniority↑	Canada Truck Sen.	Wednesday* Jul-30-2025	Thursday Jul-31-2025	Friday Jul-01-2025	Saturday Jul-02-2025	City	Skill Level	Opts
Nov-29-2024	Nov-29-2024	MITCHB	MITCHB	MITCHB	MITCHB	Nanaimo	1 - Trainee	LCT
Dec-05-2024	Dec-05-2024	SMITHN	SMITHN	SMITHN	SMITHN	Campbell River	1 - Trainee	LCTF
Feb-02-2025	Feb-02-2025	CAMPBELR	CAMPBELR	CAMPBELR	CAMPBELR	Fanny Bay	1 - Trainee	LCTF

- Qualified to Drive:** Select what and where the employee is qualified to drive.
- Drives on Freeway:** Select if the employee can drive on the freeway and has signs.
- Seniority:** Employee records can appear in order of seniority on the Assignments page.

You can also choose to add or edit the following items on the Employee Details page:

- ① Add or delete notes attached to the employee, both ad-hoc notes and notes related to jobs – such as booked-off or on-call periods.
- ② Text messages sent to and received from the employee. Click the Send Text link to send a text to the employee now.
- ③ Customers that this employee will not work for. This information appears when you assign employees to jobs. You can override the exclusion.

Alpha Seniority?	Alpha Truck Sen.	Phones	Wednesday* Jul-30-2025	Thursday Jul-31-2025	Friday Jul-01-2025	Saturday Jul-02-2025	City	Msg	Drives	Skill Level	Opts	Override
Nov-29-2024	Nov-29-2024	Customer Excluded At Job-This Date SELECT =>	778-881-3810 (250-555-1212)	JEFFC	JEFFC Comp time	JEFFC Comp time	Duncan	-	LCT1	1 - Trainee	LCTF	<= SELECT
Dec-05-2024	Dec-05-2024	SELECT =>	778-881-3810	SHANK	SHANK Comp time	SHANK Comp time	North Saanich	-	LCT2	1 - Trainee	LCTF	<= SELECT

- ④ Orientations that this employee has taken.
- ⑤ Training that this employee has taken. For more information, see [Training](#).
- ⑥ Documents attached to this employee. (Click Add New to upload a new document or click Link Existing to add an existing document to the employee record.)

**Employee ARMSTRONG U** [New Employee Message](#)

» [Employees - Notes](#) New Date:

[Edit Details](#) - [Google Maps](#) - [Notes Report](#) - [Texts Report](#)

ID(25) Created(Jul-20-2023) Modified(Jul-19-2024 by Alpha User)

Code	ARMSTRONG U	Remote Id	-	Status	Active	Broadcast To	Yes
First Name	Armstrong	Last Name	Ullman	Transit User	No		
Skill Level	3 - Probationary LCT	Emergency Contact 1	M 604-555-1212				
Drives	(NONE) Select	Emergency Contact 2	-				
Cell#	778-555-1212	Email	-				
Home	-	Other	-				
Address	-	City	Vancouver				
Province	BC	Postal Code	V6S 1A4				
Country	Canada	First Aid Level	0	Gas Card#	-		
Drives	LCT-Yes HWY-Yes CR-No	Drives on Freeway?	Yes	Has Signs?	No		
TCP Certificate	1234567 Expires Apr-23-2026	Driver's Abstract Expiry	-				
First Aid Expiry	-	Hearing Expiry	-				
BirthDay	Sep-16-1996	Drivers License #	DL				
Social Insurance #	SIN	Personal Health #	Care				
Glen Employee?	Yes						
Seniority 1	Jun-12-2024	Seniority 2	-				

ID	Job Date	Start	Customer	Address	City	Note	Shift	Status	Mark:
49	Jul-24-2024	0700	\$Cash	531 North Road	Coquitlam	Nilil	0700	Active	Complete Complete, book off

Notes(1) Add: Today Tomorrow Show: Exclude Blank Notes -- All

ID	From	To	For	Booked Off?	Tag	Note	Created	Modified	By
25	Jul-22-2024	Jul-23-2024	All	Yes	-	-	Jul-22-2024	Jul-22-2024	Alpha User

Texts(0) Send Text

Excluded Customers(0) Add Show: All

ID	Code	Name	City	Tel	Email	Customer Comment	Employee Comment	Excluded	By
----	------	------	------	-----	-------	------------------	------------------	----------	----

Orientations(0) Add Show: All

ID	Code	Name	Short Note	Taken On	Expires	Modified	By
----	------	------	------------	----------	---------	----------	----

Training(0) Add Show: All

ID	Code	Name	Short Note	Taken On	Expires	Modified	By
----	------	------	------------	----------	---------	----------	----

Documents(0) Add New Link Existing

ID	Code	Name	Size	Short Note
----	------	------	------	------------

## Booking Off Employees and Adding Notes

You can book off employees using the Notes section of the employee record. To put employees on call, go to the [Assignments](#) page.

Booked off employees are highlighted in **PINK** on the Assignments page shown below. You can also add a "tag" – like "Comp Time" or "Mat Leave" to describe the leave. (The screen also shows on-call employees, marked with "o/c". See [Assignments](#) for more information.)

**Alpha** for 12 Employees. New Daily Note Less Show Texts: 2 Newly Received -- All -- Active

GDS Richmond Mark: Done  
GDS Got it Mark: Done

**Assignments**

[Truck Sheet](#) - [Sort By Employee](#)

Jul-23-2024         Filter: Status(A) Reset Filter | Show 7 Days

Seniority 1	Seniority 2	Tuesday* Jul-23-2024	Wednesday Jul-24-2024	Thursday Jul-25-2024	Friday Jul-26-2024	City	Msg	Skill Level	Opts
Oct-26-2023	-	CLAIRE B o/c	CLAIRE B	CLAIRE B	CLAIRE B	Vancouver	reported lazy	3 - Probationary LCT	LCTHWYF
Nov-02-2023	-	NORMAN W	NORMAN W	NORMAN W	NORMAN W	Vancouver	-	5 - Highway LCT	LCTHWYF
Dec-02-2023	-	JEFF B	JEFF B	JEFF B	JEFF B	Vancouver	-	3 - Probationary LCT	LCTHWYF

## To book off an employee or to add notes:

- Select the Employee by clicking the first or last name on the Employees page.
- Click the link to add a note.

[Edit Details](#) - [Google Maps](#) - [Notes Report](#) - [Texts Report](#)  
 ID(2) Created(Aug-18-2024) Modified(Aug-18-2025 by Alpha User)

Code	WADE F	Remote Id:	Status	Active	Broadcast To	Yes
First Name	Wade	Last Name	Forster	Transit User	No	
Skill Level	3 - Probationary LCT	Emergency Contact 1	M 604-555-1212			
Drives	(LC-02) Remove - Change	Emergency Contact 2	-			
Cell*	604-307-9740	Email	-			
Home	-	Other	-			
Address	-	City	Vancouver			
Province	BC	Postal Code	V6S 1A4			
Country	Canada	First Aid Level	0 Gas Card# -			
Qualified to Drive	LCT-Yes HWY-Yes CR-No	Drives on Freeway?	Yes Has Signs? No			
TCP Certificate	1234567 Expires Mar-06-2026	Driver's Abstract Expiry	-			
First Aid Expiry	-	Hearing Expiry	-			
BirthDay	Sep-16-1996	Drivers License #	DL			
Social Insurance #	SIN	Personal Health #	Care			
Alpha Employee?	Yes					
Seniority 1	Dec-05-2024	Seniority 2	-			

ID Job Date Start Customer Address City Note Shift Status Mark:

Notes(1) Add: Today, **Tomorrow** - Show: Exclude Blank Notes -- All

ID	From	To	For	Booked Off?	Tag	Note	Created	Modified	By
2	Aug-18-2025	Aug-19-2025	Al	Yes	SICK	-	Aug-18-2025	Aug-18-2025	Alpha User

Texts(2) Send Text

ID	Phone	Message	Created	Modified	By
3	16043079740	Please confirm 1234 Main Street at 0700	Aug-18-2025	Aug-18-2025	Super User
4	16043079740	confirmed	Aug-18-2025	Aug-18-2025	Super User

- Select the Date Range for the “booked-off” time, select which days of the week are affected, and select the “Book Off On These Dates” checkbox.

Employee Note Details - View Change Log

Status: Active

Applies to Alpha? ☐

Applicable Dates - Days of the Week within Date Range  
 Aug-25-2025 to Aug-30-2025

Days of the Week: ☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday ☒ Saturday ☒ Sunday

Note or Action for These Dates

Book Off On These Dates ☒ will appear in assignments

Tag: -

Notes: Booked off the last week of August.

Submit Cancel

- Enter a tag that you want to display on the Assignments page for booked-off employees.
- Enter any notes that you want, and then click the Submit button.
- The new booked-off note now appears on the employee detail screen.

ID	From	To	For	Booked Off?	Tag	Note	Created	Modified	By
49	Aug-25-2025	Aug-30-2025	Al	Yes	-	Booked off the last week of August.	Aug-19-2025	Aug-19-2025	Alpha User
2	Aug-18-2025	Aug-19-2025	Al	Yes	SICK	-	Aug-18-2025	Aug-18-2025	Alpha User

- Click the button at the end of the line to delete the note – and remove the booked off status from the Assignments page (You can also remove on-call status notes on the Assignments page – see below.)

## You can quickly book off an employee or put them on-call from the Assignments page:

- Go to the Assignments page (see [Assignments](#)).
- Click the minus and plus links on either side of the employee’s name to quickly set the employee as booked off (-) or on call (+) for that day.
- If booked off, the name is highlighted in **PINK** on the assignments page.

## Sending Texts from the Employee Details Page

You can send a text at any time to employees from the Employee Details page.

- Select the Employee by clicking the first or last name on the Employees page.
- Click the Send Text link to send a text.

Employee Details for Frances Y. (ID: 30) Created: Jul-20-2023 Modified: Jul-19-2024 by Alpha User

Code	FRANCES Y Remote ID: -	Status	Active	Broadcast To	Yes
First Name	Frances	Last Name	York	Transit User	No
Skill Level	1 - Probationary TCP	Emergency Contact 1	M 604-555-1212		
Drives	(NONE) Select	Emergency Contact 2	-		
Cell#	778-555-1212	Email	-		
Home	-	Other	-		
Address	-	City	Vancouver		
Province	BC	Postal Code	V6S 1A4		
Country	Canada	First Aid Level	0 Gas Card#		
Drives	LCT/HS HWY/Yes CR/No	Drives on Freeway?	Yes Has Signs? No		
TCP Certificate	1234567 Expires Oct-12-2025	Driver's Abstract Expiry	-		
First Aid Expiry	-	Hearing Expiry	-		
Birthdate	Sep-16-1996	Drivers License #	DL		
Social Insurance #	SIN	Personal Health #	Care		
Alpha Employee?	Yes				
Seniority 1	Jan-18-2024	Seniority 2	-		

ID	Job Date	Start	Customer	Address	City	Note	Shift	Status	Mark:
83	Jul-23-2024	0700	Richmond Centre	111 Eglanville	North Vancouver	Caribbean Day	0700	Active	Complete Complete, book off

Notes(1) Add: Today Tomorrow -- Show: Exclude Blank Notes -- All

ID	From	To	For	Booked Off?	Tag	Note	Created	Modified	By
55	Jul-29-2024	Aug-05-2024	AI	Yes	-	Last week in July -- plus August weekend booked off	Jul-23-2024	Jul-23-2024	Alpha User

Texts(1) Send Text

ID	Phone	Message	Created	Modified	By
-	FRANCES Y	17785551212	-	-	-

Excluded Customers(0) Add Show: All

ID	Code	Name	City	Tel	Email	Customer Comment	Employee Comment	Excluded	By
----	------	------	------	-----	-------	------------------	------------------	----------	----

- Enter the text, and click the “Send, Stay” link – then **wait** until the text is successfully sent.

Text Msg Employee Texts: 0 Refresh

Quick: [ ] Go Filter: SmsMsg(from 1) Employee Id=30 Status(AD) Reset Filter

ID	Employee	Phone	Text	Message	S/R?	Mid	#	Status	Result	Error	Created	By	Mark
-	FRANCES Y	17785551212	-	Please confirm that you are available for work on Thursday evening!									

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All texts sent to employees appear on the employee details screen.

Texts(2) Action: Send Text

ID	Phone	Message	Created	Modified	By
1	17788813810	Please confirm Jul-21-2024 - Wednesday job at 0800 for \$Cash in Victoria at 3484 Kingsway do Slow Lane Closure.	Jul-21-2024	Jul-21-2024	SiteAdmin Role
2	17788813810	Please confirm that you are available for work on Thursday evening.	Jul-22-2024	Jul-22-2024	SiteAdmin Role

## Broadcasting Texts to Employees

The “Broadcast Text to Filtered Employees” link appears on the Employees page (below) if you have appropriate rights to use it.

Employees: 2 Create New Employee Broadcast Text To Filtered Employees

Employees - Notes

Quick: [ ] Go Filter: Note Contains(workdays) Status(A) Reset Filter

ID	Seniority 1	Seniority 2	Code	First Name	Last Name	Drives	Skill Level	Phone	City	Prov	Message	Aid	LCT	HWY	CR	FWY	S	TCP Expires	Abstract Expires	Aid Exp.	Hear. Exp.	Birthdate	DL#	SIN	PH #	Modified	By
3	Dec-30-2023	-	RONALD A	Ronald	Arnold	LC-03	3 - Probationary LCT	778-555-1212	Vancouver	BC	weekdays only	0	LCT	HWY	-	F	-	Nov-20-2024	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-19-2024	Alpha User
27	Apr-09-2024	-	ALEX V	Alex	Vej	NONE	5 - Highway LCT	778-555-1212	Vancouver	BC	weekdays only	0	LCT	HWY	-	F	-	Dec-21-2024	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-19-2024	Alpha User

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- Use the Filter link to select employees for the broadcast. The filter provides an extensive set of selection criteria – in the above case filtering for “Workdays” in messages.

Employee Filter Enter values.

Filter Values

Clear All Fields

Status ☒ Active ☐ Inactive ☐ Terminated

Transit User? ☒ All ☐ Yes ☐ No

Address

Email

Message

Orientation

Training

- Click the “Broadcast Text to Filtered Employees” to compose the text broadcast. The form lists all employees that will receive the text. If the list is not correct, click Cancel, and reselect the Filter criteria.

- Click the “Send Broadcast...” and **WAIT** until the texts are sent.

### NOTE:

- WAIT for a response!** This should take a few seconds. If you press the Send button again, it will send the broadcast again.
- Employees MUST have the “Broadcast To” option checked, and they must have a telephone number – as well as meet the Filter criteria – to get a text message.

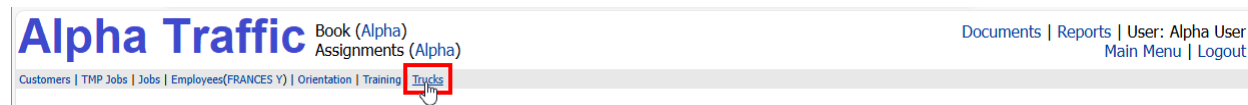
Edit Details - Google Maps - Notes Report - Texts Report				
ID(2) Created(Aug-18-2024) Modified(Aug-18-2025 by Alpha User)				
Code	WADE F	Remote Id: -	Status	Active
First Name	Wade	Last Name	Forster	Broadcast To <b>Yes</b>
Skill Level	3 - Probationary LCT	Emergency Contact 1	M 604-555-1212	Transit User <b>No</b>
Drives	(LC-02) Remove - Change	Emergency Contact 2	--	
Cell*	604-307-9740	Email	-	

- Uncheck “Broadcast To” to opt-out individual employees from text broadcasts.

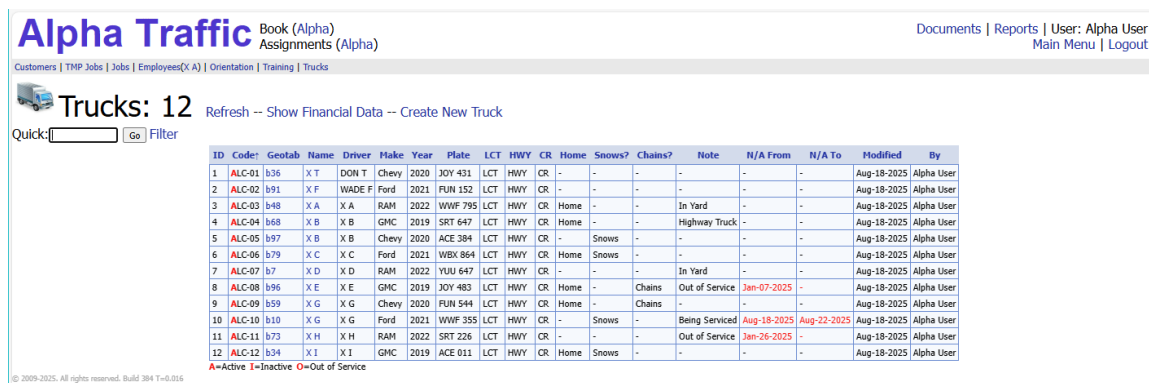


# Trucks

The Trucks list is always available from the “top menu”.



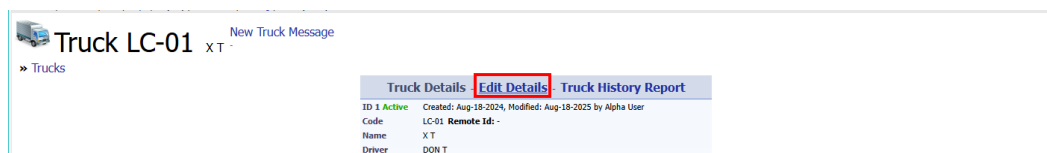
- Click the Trucks link in the “top menu” to view the following list of trucks.
- Click the [Reset Filter](#) link** if the list displays fewer trucks than you expected.



- Use the Quick field to search for a truck. Type the name or partial name and click Go.
- Click a column heading to sort the list by that column.
- Click the “Create New Truck” link to add a truck to the list.
- Click the “Name” field to view or edit truck details.
- In the sample site, trucks are LCTs (lane closure trucks). Your system can have more truck types with different truck names and abbreviations – such as buffer trucks (BFTs), transport trucks (TT), or Other.

The Truck Details screen appears as follows:


- Click the Edit Details link to change truck details.



For example, to change the driver:

- Click Edit Details.
- Choose a new driver from the dropdown (or type a name in the Find field, and then choose from the filtered dropdown).
- You would also change the “Name” to match the new driver’s name.
- Click Submit at the bottom of the screen.



 **Truck LC-01** X T

**Truck Details**

ID 1 Created: Aug-18-2024, Modified: Aug-18-2025 by Alpha User

Code\*  Remote Id:

Name\*

Driver

Lease #  From  to  Payment:

ICBC Expiry

Geotab Id

Gas Card#

Phone

Odometer

Identification Make:  Model:  Year:

Plate:  Vin:

Truck Type Lane Control? ☒ Highway? ☒ Crash Truck? ☒ Keeps at Home? ☐

Options Snow Tires: ☐ Chains: ☐


Book Off From  to

Short Note

Status

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- Click the Truck History Report link to see all the activity, for a range of dates, for a given truck. (Click Cancel or Submit to close the Edit screen.)

 **Truck LC-01** Don T [New Truck Message](#)

[» Trucks](#)

[Truck Details](#) [Edit Details](#) [Truck History Report](#)

ID ☒ Active 1 Created: Jul-20-2023 Modified: Jul-19-2024 by Alpha User

Code LC-01 Remote Id: -

Name Don T

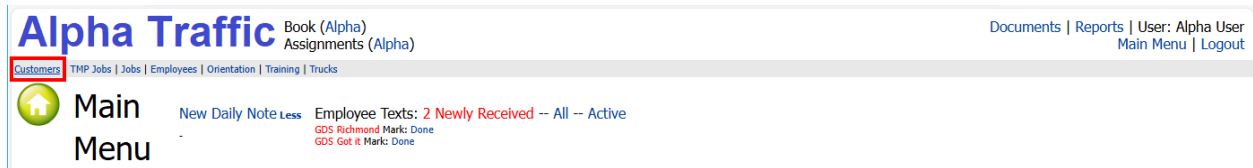
Driver GDS

- You can view the report onscreen, or have it emailed to you.

Alpha Traffic			Truck History sorted by Job Date		Alpha Beta Group	
			Truck LC-01 - Ronald A		Jul-23-2024	
Customer	City	Job	Date	Start	Driver	
AAAA	Coquitlam	531 North Road	Jul-17-2024	0700	RONALD A	
AAAA	Coquitlam	531 North Road	Jul-18-2024	0700	RONALD A	
AAAA	Coquitlam	531 North Road	Jul-19-2024	0700	RONALD A	

# Customers

Choose “Customers” from the “top menu” to see a list of customers and to add new ones.



Note that “customer” often means “a city or utility department that requires service.” So COV (City of Vancouver) Sewers, COV Streets, and COV Water might be different customers with different contacts.

The Customers list appears as follows:

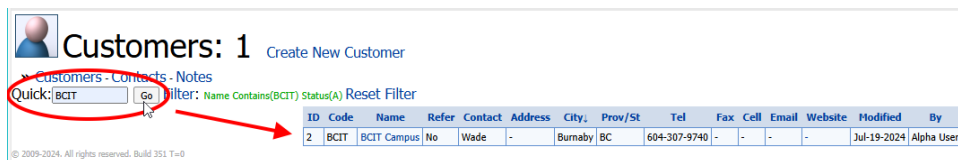


Click the **Reset Filter** link if the list is blank or displays fewer customers than you expected.

- Click a column heading to sort the Customers list by that column.

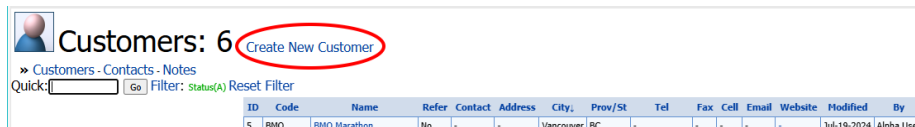


- To find a customer fast, type the full or partial customer name into the Quick field and click the Go button (or press Enter).



To add a new customer record:

- Select Customers from the top menu.
- Click the “Create New Customer” link near the top of a page.



- To view an existing customer's data, click on the customer's name in the table.

**Customers: 6** [Create New Customer](#)

» Customers - Contacts - Notes

Quick:  Filter: [Status\(A\)](#) [Reset Filter](#)

ID	Code	Name	Refer	Contact	Address	City
5	BMO	BMO Marathon	No	-	-	Vancouver
3	UBC	University of BC	No	-	-	UBC
6	RICHCENT	Richmond Centre	No	-	-	Richmond

**Customer UBC** University of BC, UBC, BC

» Customers - Contacts - Notes

**Customer Details - Edit Detail**

ID **Active** 3 Created: Jul-20-2023 Modified: Jul-23-2024 by Alpha User

Code UBC Remote Id: -

Name University of BC

Refer This Customer? No

A customer's data is displayed as some details and a number of panels.

- Click the "Edit Details" link to change any of the details.

**Customer UBC** University of BC, UBC, BC

» Customers - Contacts - Notes

**Customer Details** [Edit Details](#) [Print D](#)

ID **Active** 3 Created: Jul-20-2023 Modified: Jul-23-2024 by Alpha User

Code UBC Remote Id: -

Name University of BC

Refer This Customer? No

**Customer Details**

ID 3 Created: Jul-20-2023 Modified: Jul-23-2024 by Alpha User

Code\* UBC Remote Id: -

Name\* University of BC

Refer This Customer? ☐

Main Contact

You can also choose to edit the following customer items:

- Customer contacts
- Notes attached to the customer
- Employees that this customer will not work with. (This works the same way as customers that employees won't work with. Both can be overridden. It doesn't matter to a dispatcher – and, usually, if there are very few employees available, a customer will accept someone they don't like.)

**Customer UBC** University of BC, UBC, BC

» Customers - Contacts - Notes

**Customer Details - Edit Details - Print Details - Google Maps**

ID **Active** 3 Created: Jul-20-2023 Modified: Jul-23-2024 by Alpha User

Code UBC Remote Id: -

Name University of BC

Refer This Customer? No

Main Contact -

Address -

Country UBC, BC V6S 1A4

Tel -

Fax -

Cell -

Email -

Email 2 -

Website -

① **Contacts(1)** [Add Contact](#) Quick:  Go [Status\(A\)](#) -- Show: All

ID	Name	Job Title	Dept	Tel	Fax	Cell	Email	Modified	By
3	Bobby	-	-	-	-	778-555-1212	-	Jul-19-2024	Alpha User

② **Add Note** -- Show: All

ID	Note	Created	Modified	By
3	Suspend service for non payment	Jul-20-2023	Jul-19-2024	Alpha User

③ **Excluded Employees(0):** [Add](#) Show: All

ID	Seniority 1	Seniority 2	Code	Name	City	Customer Comment	Employee Comment	Excluded	By
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# Traffic Management Plans

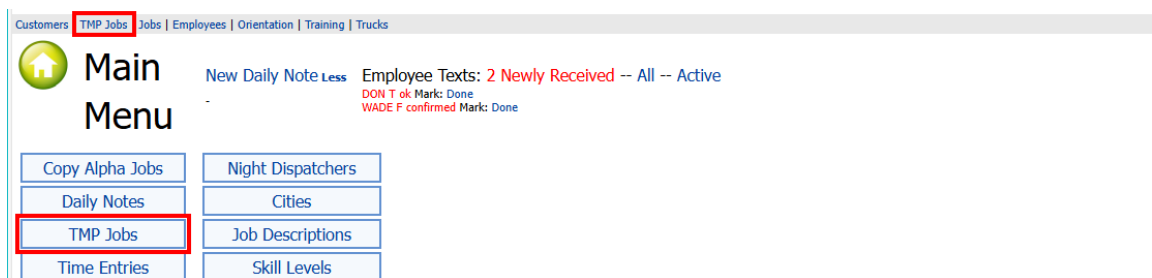
Traffic Management Plans let you track permits, site plans, and other documents through approval processes.

Typically, you create traffic management plans before being awarded a contract. Then once the plan is approved, you create dispatch jobs from the traffic management plan.

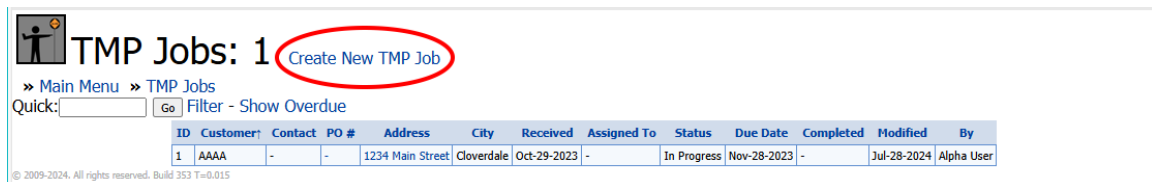
With a few clicks, you can create dispatch jobs from Traffic Management Plans that include site plan pictures and relevant documents.

## To create a new traffic management plan:

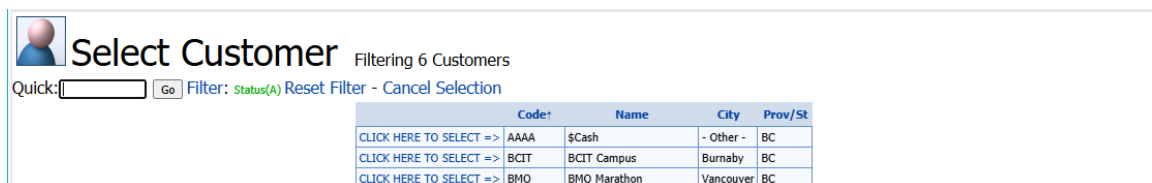
- Select TMP Jobs from the Main Menu or from the top menu bar.



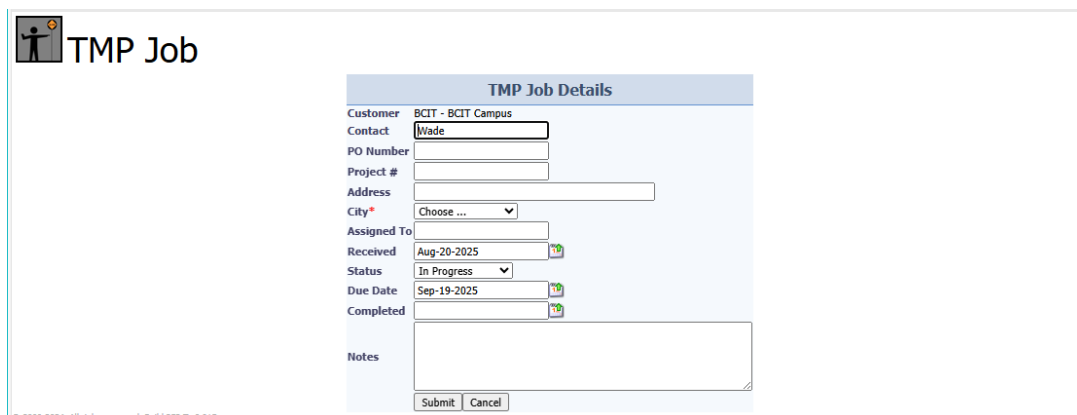
- Click the Create New TMP Job link.



- Select the customer that requires the job. Go to the Customer screen first if you need to add a new customer.



- Fill in the information on the TMP Job Details screen.



- Enter the customer, address, PO number, and project number, then click the Submit button.

The following screen will appear, letting you create a dispatch job and add more information.



**TMP Job**  
 » Main Menu » TMP Jobs

**Create Dispatch Job**

**TMP Job Details - Edit Details**

Id: 5 Created: Aug-20-2025  
 Modified: Aug-20-2025 by Alpha User  
 Customer: BCIT - BCIT Campus  
 Contact: Wade  
 PO Number: 2024-8463  
 Project #: 100  
 Address: 3700 Willingdon Avenue  
 City: Burnaby  
 Assigned To: Mark  
 Received: Aug-20-2025  
 Status: In Progress  
 Due Date: Sep-19-2025  
 Completed: -

Notes: Attach site plan and permits when received.

**Add Plan**

ID	Name	Status	Received	Completed	Notes	Created	Modified	By
----	------	--------	----------	-----------	-------	---------	----------	----

**Add Permit**

ID	Name	Status	Received	Completed	Notes	Created	Modified	By
----	------	--------	----------	-----------	-------	---------	----------	----

[↑] Set Status To:

Documents(0) [Add New](#) - [Link Existing](#)

ID	Code	Name	Size	Short Note
----	------	------	------	------------

- You can track the status of plans and permits on the TMP Job Details screen, and use the links at the bottom of the screen to attach site plans, permits and documents:



# Time Entries

Time Entries show the number of hours that employees worked during a particular time period and day. The time entries are based on the start and finish times collected from the daily book.

The workflow for creating pay periods and processing time sheets is as follows:

- Create a new pay period. (See the next section on [Pay Periods](#) for details.)  
Pay periods include a start date and the number of days in the period (such as 14 days).
- Add employees to jobs.  
Jobs include the start time for employees' shifts.
- Employees text dispatchers when their shifts are completed.  
The results appear as start and end times on the Time Entries page.

- Supervisors are sent employees' time entries for signoff.

A signed off entry looks like this in the Time Entries grid.

500002	000000	Jul-28-2024	Active	Filled	AI	Jul-28-2024	BCIT	BCIT Campus	3475 Highland Drive	Wade Forster	No	0900	1600	N	LCT	7.00	-
500005	000000	Jul-28-2024	Active	Filled	AI	Jul-28-2024	BMO	BMO Marathon	232nd St & Birch Ave	Claire Brown	Jul-30-2024 03:45 PM	0900	1630	N	LCT	7.50	-
500006	000000	Jul-28-2024	Active	Filled	AI	Jul-28-2024	RICHCENT	Richmond Centre	W Esplanade	Emma Caufield	No	0900	1630	N	LCT	7.50	-

- You can view time entry reports in Excel, and you can create a time entry spreadsheet that can be imported by Sage 50.

# Pay Periods

A pay period is the days that employees work between a set of dates. For example, your organization may pay employees weekly or every two weeks.

In Traffic Control Dispatch, a pay period is defined by the starting date and the number of days in the pay period. A two week pay period can look like this:

ID	Start Date↓	# Days	End Date	Locked	Notes	Modified	By
1	Jul-28-2024	14	Aug-10-2024	No	Alpha PP	Dec-01-2021	Alpha User

This pay period starts on Sunday, July 28, and goes to Saturday, August 10 – a period of 14 days.

All hours worked by employees during this time will fall into this pay period.

## To view the current pay period:

- Select Pay Periods from the Main Menu.

Alpha Traffic Book (Alpha)  
Assignments (Alpha)

Documents | Reports | User: Alpha User  
Main Menu | Logout

Customers | TMP Jobs | Jobs | Employees | Orientation | Training | Trucks

**Main Menu** New Daily Note Less Employee Texts: 2 Newly Received -- All -- Active  
DON T ok Mark: Done  
WADE F confirmed Mark: Done

Copy Alpha Jobs Night Dispatchers  
Daily Notes Cities  
TMP Jobs Job Descriptions  
Time Entries Skill Levels  
**Pay Periods** Training  
Change My Password Orientations  
Change My Settings Show Graph (and wait)

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- Click the Time Entries link to view the tme entries screen with the current employee hours.

Pay Periods: 1 Refresh Time Entries

Quick:  Go Filter

ID	Start Date↓	# Days	End Date	Locked	Notes	Modified	By
1	Jul-28-2024	14	Aug-10-2024	No	Alpha PP	Dec-01-2021	Alpha User

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# Documents

Documents are always available from the Documents link in the “top menu.”



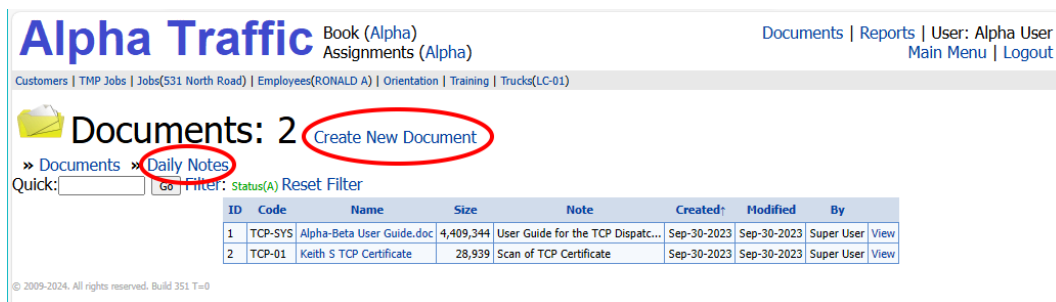
You can link documents to individual jobs, to traffic management plans, to employees, to training, and to orientations.

- An example of a job-related document might be a site-plan for a construction site showing TCP positions.
- Employee related documents might be scanned drivers' licenses or TCP certificates.



- Click the Documents link to view the documents and daily notes.

**Click the [Reset Filter](#) link** if the list displays fewer notes/documents than you expected.

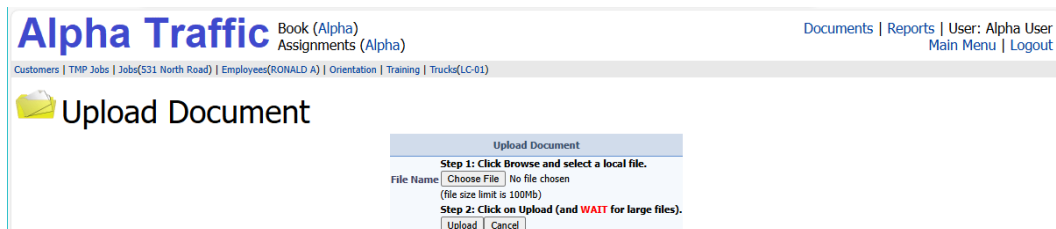


- Click the Name field to view and edit document details.
- Click Daily Notes to view – and add – daily notes.

## To add a new document to Traffic Control Dispatch

- Click Create New Document to add a new document.

You can upload any document from your local network to the dispatch website that is accessible to your computer.



- Click the View link to view or download the document.

ID	Code	Name	Size	Note	Created↑	Modified	By	
1	TCP-SYS	Alpha-Beta User Guide.doc	4,409,344	User Guide for the TCP Dispatc...	Sep-30-2023	Sep-30-2023	Super User	View
2	TCP-01	Keith S TCP Certificate	28,939	Scan of TCP Certificate	Sep-30-2023	Sep-30-2023	Super User	View



## Linking documents to a job or employee

You can link any existing documents to a job or to an employee record. You can also add documents directly from the Job and Employee details screens.

**Alpha Traffic** Book (Alpha) Assignments (Alpha) Documents | Reports | User: Alpha User Main Menu | Logout

Customers | TMP Jobs | Jobs(531 North Road) | Employees(RONALD A) | Orientation | Training | Trucks(LC-01)

### Employee RONALD A

New Employee Message weekdays only

New Date: Jul-23-2024 19 Go Today Tomorrow

Employees - Notes

Edit Details - Google Maps - Notes Report - Texts Report

ID(3) Created(Jul-20-2023) Modified(Jul-19-2024 by Alpha User)

Code	RONALD A Remote ID: -	Status	Active	Broadcast To Yes
First Name	Ronald	Last Name	Arnold	Transit User No
Skill Level	3 - Probationary LCT	Emergency Contact 1	M 604-555-1212	
Drives	(LC-03) Remove - Change	Emergency Contact 2	-	
Cell#	778-555-1212	Email	-	
Home	-	Other	-	
Address	-	City	Vancouver	
Province	BC	Postal Code	V6S 1A4	
Country	Canada	First Aid Level	0 Gas Card# -	
Drives	LCT-Yes HWY-Yes CR-No	Drives on Freeway?	Yes Has Signs? No	
TCP Certificate	1234567 Expires Nov-20-2024	Driver's Abstract Expiry	-	
First Aid Expiry	-	Hearing Expiry	-	
BirthDay	Sep-16-1996	Drivers License #	DL	
Social Insurance #	SIN	Personal Health #	Care	
Alpha Employee?	Yes			
Seniority 1	Dec-30-2023	Seniority 2	-	

ID	Job Date	Start	Customer	Address	City	Note	Shift	Status	Mark:
71	Jul-23-2024	0700	University of BC	Beach & Pacific	Vancouver	Matt 604-785-4276	0700	Active	Complete Complete, book off

Notes(1) Add: Today Tomorrow -- Show: Exclude Blank Notes -- All

ID	From	To	For	Booked Off?	Tag	Note	Created	Modified	By
3	Jul-19-2024	Jul-20-2024	All	Yes	REQUESTED OFF	-	Jul-19-2024	Jul-19-2024	Alpha User

Texts(0) Send Text

ID Phone Message Created Modified By

Excluded Customers(0) Add Show: All

ID	Code	Name	City	Tel	Email	Customer Comment	Employee Comment	Excluded	By
----	------	------	------	-----	-------	------------------	------------------	----------	----

Orientations(0) Add Show: All

ID	Code	Name	Short Note	Taken On	Expires	Modified	By
----	------	------	------------	----------	---------	----------	----

Training(0) Add Show: All

ID	Code	Name	Short Note	Taken On	Expires	Modified	By
----	------	------	------------	----------	---------	----------	----

Documents(1) Add New - Link Existing

ID	Code	Name	Size	Short Note
2	TCP-01	Keith B TCP Certificate	28,939	Scan of TCP Certificate

View Edit

**Alpha Traffic** Book (Alpha) Assignments (Alpha) Documents | Reports | User: Alpha User Main Menu | Logout

Customers | TMP Jobs | Jobs(3475 Highland Drive) | Employees(RONALD A) | Orientation | Training | Trucks(LC-01)

### Alpha Job

3475 Highland Drive

Edit Details - Copy - View Change Log - Google Maps

Job Details - ID(28) Created(Jul-19-2024) Modified(Jul-19-2024 by Alpha User)

Address	3475 Highland Drive	Customer	BCIT - BCIT Campus
Job Description	Event	Contact <= Select	-
City	Coquitlam	Contact Email	- Notify? No
Job Date	Jul-23-2024 Tuesday	Recurring Job?	No Subcontractor: -
Status	Active	Notes ALL Trucks	-
Start Time	0700	PO Number	-
Trucks/Replacements	1	Radars Required	No Describe: - Provisioned: No
First Aid Level	0	Plans Required	No Describe: - Provisioned: No
Trucks Required	1-LCT 0-HWY 0-CR	Arrowboard Required	No Describe: - Provisioned: No
On Freeway?	-	Equipment Required	No Describe: - Provisioned: No
Signs Required	-	Orientation Required	No Describe: - Provisioned: No

Documents Add New Site Map for Garden City.doc Edit Delete Notes

Link Existing Document

Trucks Assigned: 1 of 1 Add Replacement: 0700

ID	Code	Geotab	Driver	Name	Replaces	Pickup	Start	Equip	Notes	Notified?	Confirmed?	Declined?	Status	LCT	HWY	CR	S	Modified	By
28	LC-02	b91	WADE F	None	None	0700	0700	-	-	Yes	Yes	No	Active	LCT	HWY	CR	-	Jul-19-2024	Alpha User

Employees Assigned: 2 of 2 [Include Deleted]

ID	As	Shift	# of	Go To	Code	Text	Replaces	Notified?	Confirmed?	Declined?	Short Note	Status	Aid	F	S	Tr	Mark On Call	Modified	By	Book Off:	
55	1	0700	1	2	ENPL	ARTHUR V 778-555-1212	Send	NO BODY	Yes	Yes	No	TCP	Active	0	F	-	-	Wed Thu Fri Sat	Jul-19-2024	Alpha User	Wed Thu Fri Sat
56	1	0700	2	2	ENPL	WADE F 604-307-9740	Send	NO BODY	Yes	Yes	No	LCT	Active	0	F	-	-	Wed Thu Fri Sat	Jul-19-2024	Alpha User	Wed Thu Fri Sat

[1] For Active Job, Mark: [Notified] [Confirmed] After Job, Mark: [Complete] [Send Text to All] [Create and Send Time Sheets] [Cancel Time Sheets]

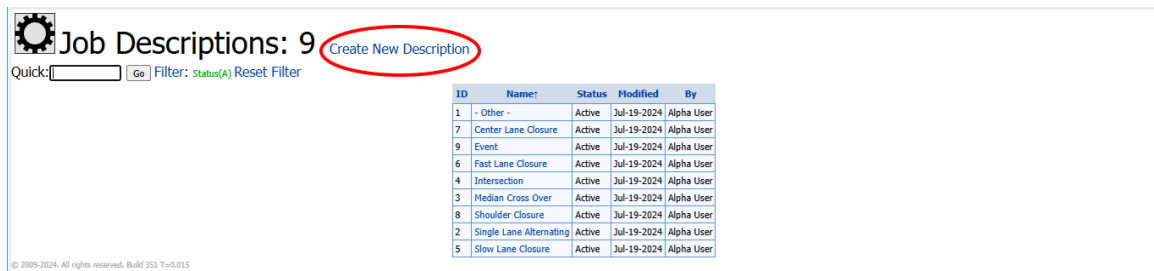
# Job Descriptions

Dispatchers also choose job descriptions from a dropdown list when they create new jobs.

You use the Job Descriptions menu choice to add new job descriptions to the list. (Typically, only admin users or “head dispatchers” have permission to do this.)

## To add new job descriptions:

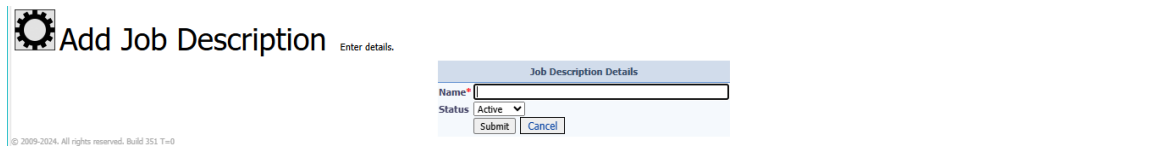
- Choose Job Descriptions from the Main Menu. The following form appears.  
**Click the [Reset Filter](#) link** if the list displays fewer items than you expected.



The screenshot shows the 'Job Descriptions' page. At the top, there is a gear icon, the text 'Job Descriptions: 9', and a red circle around the 'Create New Description' link. Below this is a 'Quick:' search bar, a 'Go' button, and a 'Filter: status(A) Reset Filter' link. A table of job descriptions is displayed with columns: ID, Name, Status, Modified, and By. The table contains 9 rows of data. At the bottom left, there is a copyright notice: '© 2009-2024. All rights reserved. Build 351 T=0.015'.

ID	Name	Status	Modified	By
1	- Other -	Active	Jul-19-2024	Alpha User
7	Center Lane Closure	Active	Jul-19-2024	Alpha User
9	Event	Active	Jul-19-2024	Alpha User
6	Fast Lane Closure	Active	Jul-19-2024	Alpha User
4	Intersection	Active	Jul-19-2024	Alpha User
3	Median Cross Over	Active	Jul-19-2024	Alpha User
8	Shoulder Closure	Active	Jul-19-2024	Alpha User
2	Single Lane Alternating	Active	Jul-19-2024	Alpha User
5	Slow Lane Closure	Active	Jul-19-2024	Alpha User

- Click the Create New Description link to add a new job description to the list.



The screenshot shows the 'Add Job Description' form. It has a gear icon, the text 'Add Job Description', and a small 'Enter details.' label. Below this is a 'Job Description Details' form with a 'Name' field, a 'Status' dropdown menu (set to 'Active'), and 'Submit' and 'Cancel' buttons. At the bottom left, there is a copyright notice: '© 2009-2024. All rights reserved. Build 351 T=0'.

- Type the new job description, and click the Submit button.

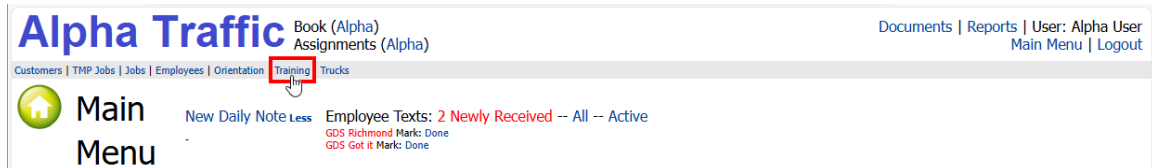
# Training

The Training feature lets you add training courses and certificates to employee records. You can also use it when employees require site-specific training before they can work on a site.

Use the Training link in the “top menu” to add new training records. You can link training to individual employee records either from the Training screen or from the Employees screen.

## To add training records:

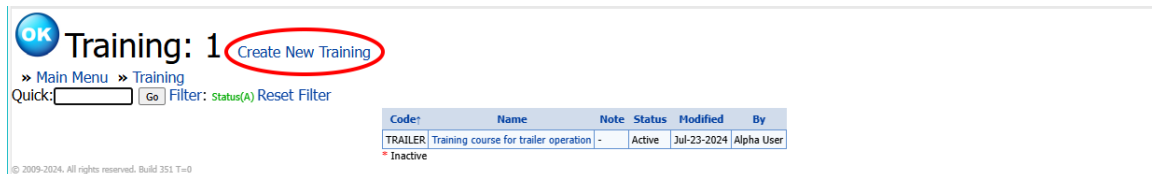
- Select Training from the top menu.



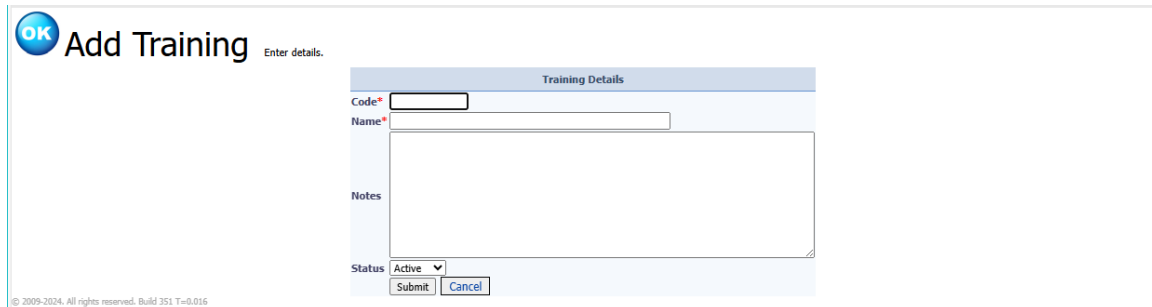
The Training screen appears, listing all available training in the grid.

**Click the [Reset Filter](#) link** if the list displays fewer items than you expected.

- Click the Create New Training link to add a new training record.



- Fill in the Add Training form and click the Submit button.

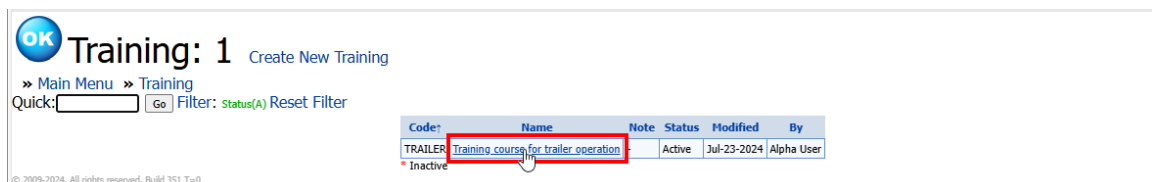


## To add training to existing employees:

- Select Training from the top menu.



- Select the training that you want to add to employee records.



- Click the Add button to open the list of employees.

**OK Training TRAILER** Training course for trailer operation  
 » Main Menu » Training

**Training Details - Edit Details**

ID: **Active 1** Created: Jul-23-2024 Modified: Jul-23-2024 by Alpha User  
 Code: TRAILER  
 Name: Training course for trailer operation  
 Note:

Employees(3) Action: **Add** Show: All

ID	Seniority 1	Seniority 2	Code	Name	City	Opts	Taken On	Expires	Modified	By
27	Apr-08-2024	-	ALEX V	Alex Vej	Vancouver	LCTHWYF	Jul-23-2024	-	Jul-23-2024	Alpha User
26	May-25-2024	-	ARTHUR V	Arthur Verma	Vancouver	LCTHWYF	Jul-23-2024	-	Jul-23-2024	Alpha User
4	Dec-02-2023	-	JEFF B	Jeff Bell	Vancouver	LCTHWYF	Jul-23-2024	-	Jul-23-2024	Alpha User

Documents(1) Action: Add New - Link Existing

ID	Code	Name	Size	Short Note
6	ALPHA-UG	Alpha Dispatch User Guide.doc	7,635,968	Guide to the TCP dispatch system. View Edit

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- Select the employee to which you want to add the training.

**Select Employee** Filtering 12 Employees  
 Quick:  Go Filter: Status(A) Reset Filter - Cancel Selection

Code	First Name	Last Name	Skill Level	Drives	Seniority 1	Seniority 2	Phone	City	Message	Aid	LCT	HWY	CR	FWY	S	TCP Expires	Abstract Expires	Aid Exp.	Hear. Exp.	Birthday
<a href="#">CLICK HERE TO SELECT =&gt;</a>	CLAIRE B	Claire	Brown	3 - Probationary LCT	LC-05	Oct-26-2023	-	778-555-1212	Vancouver	reported lazy	0	LCT	HWY	-	F	-	Jul-20-2024	-	-	Sep-16-1996
<a href="#">CLICK HERE TO SELECT =&gt;</a>	NORMAN W	Norman	Walker	5 - Highway LCT	NONE	Nov-02-2023	-	778-555-1212	Vancouver	-	0	LCT	HWY	-	F	-	Nov-01-2024	-	-	Sep-16-1996
<a href="#">CLICK HERE TO SELECT =&gt;</a>	JEFF B	Jeff	Bell	3 - Probationary LCT	LC-04	Dec-02-2023	-	778-555-1212	Vancouver	-	0	LCT	HWY	-	F	-	Sep-26-2024	-	-	Sep-16-1996
<a href="#">CLICK HERE TO SELECT =&gt;</a>	RONALD A	Ronald	Arnold	3 - Probationary LCT	LC-03	Dec-30-2023	-	778-555-1212	Vancouver	weekdays only	0	LCT	HWY	-	F	-	Nov-20-2024	-	-	Sep-16-1996
<a href="#">CLICK HERE TO SELECT =&gt;</a>	FRANCES Y	Frances	York	1 - Probationary TCP	NONE	Jan-19-2024	-	778-555-1212	Vancouver	-	0	LCT	HWY	-	F	-	Oct-12-2024	-	-	Sep-16-1996
<a href="#">CLICK HERE TO SELECT =&gt;</a>	GDS	GD	Singh	2 - Experienced TCP	LC-01	Feb-15-2024	-	604-781-1110	Vancouver	-	0	LCT	HWY	-	F	-	Jul-31-2024	-	-	Sep-16-1996
<a href="#">CLICK HERE TO SELECT =&gt;</a>	EMMA C	Emma	Caulfield	4 - Experienced LCT	LC-06	Mar-24-2024	-	778-555-1212	Vancouver	-	0	LCT	HWY	-	F	-	Sep-23-2024	-	-	Sep-16-1996
<a href="#">CLICK HERE TO SELECT =&gt;</a>	ALEX V	Alex	Vej	5 - Highway LCT	NONE	Apr-08-2024	-	778-555-1212	Vancouver	weekdays only	0	LCT	HWY	-	F	-	Dec-21-2024	-	-	Sep-16-1996
<a href="#">CLICK HERE TO SELECT =&gt;</a>	GORD X	Gord	Xanthos	5 - Highway LCT	NONE	May-11-2024	-	778-555-1212	Vancouver	reported lazy	0	LCT	HWY	-	F	-	Apr-22-2025	-	-	Sep-16-1996
<a href="#">CLICK HERE TO SELECT =&gt;</a>	ARTHUR V	Arthur	Verma	4 - Experienced LCT	NONE	May-25-2024	-	778-555-1212	Vancouver	-	0	LCT	HWY	-	F	-	Mar-03-2025	-	-	Sep-16-1996
<a href="#">CLICK HERE TO SELECT =&gt;</a>	ARMSTRONG U	Armstrong	Ullman	3 - Probationary LCT	NONE	Jun-12-2024	-	778-555-1212	Vancouver	-	0	LCT	HWY	-	F	-	Mar-02-2025	-	-	Sep-16-1996
<a href="#">CLICK HERE TO SELECT =&gt;</a>	WADE F	Wade	Forster	3 - Probationary LCT	LC-02	Jul-17-2024	-	604-307-9740	Vancouver	-	0	LCT	HWY	-	F	-	Dec-02-2024	-	-	Sep-16-1996

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- You can then add another employee.

# Orientations

The Orientations feature lets you add short sessions for orienting employees – such as to new procedures.

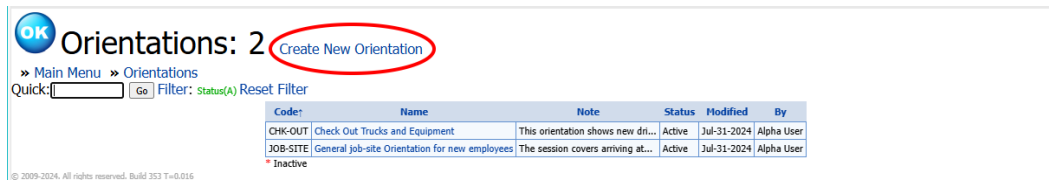
Use the Orientation link in the “top menu” or the button on the Main Menu to add new orientation records and to add employees to show that they have completed a session..

## To add orientation records and link employees:

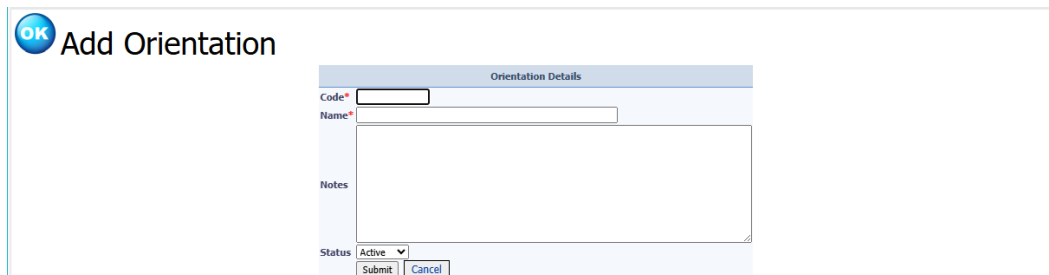
- Select Orientation from the top menu or from the Orientations button on the Main Menu.



- Click the Create New Orientation link to add a new orientation record.

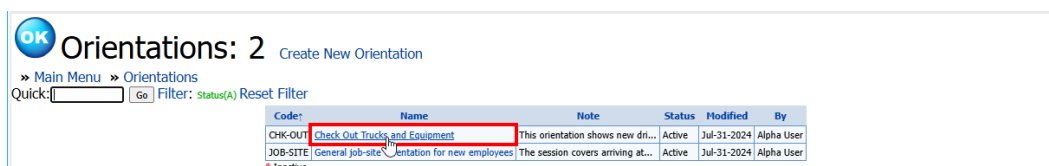


- Fill in the Add Orientation form and click the Submit button.



## To add orientations to existing employees:

- Select Orientation from the top menu.
- Select the orientation that you want to add to employee records.



- Click the Add button to open the list of employees.

**Orientation CHK-OUT** Check Out Trucks and Equipment

» Main Menu » Orientations

**Orientation Details - Edit Details**

ID **Active** 1 Created: Jul-31-2024 Modified: Jul-31-2024 by Alpha User

Code **CHK-OUT**

Name **Check Out Trucks and Equipment**

Note **This orientation shows new drivers how to check out trucks a**

Oriented Employees(6) Action **Add** Show: All

ID	Seniority 1	Seniority 2	Code	Name	City	Opts	Oriented On	Expires	Modified	By
27	Jul-25-2024	-	ALEX V	Alex Vej	Vancouver	LCTHWYF	Jul-31-2024	-	Jul-31-2024	Alpha User
26	Mar-10-2024	-	ARTHUR V	Arthur Verma	Vancouver	LCTHWYF	Jul-31-2024	-	Jul-31-2024	Alpha User
1	Jan-28-2024	-	DON T	Don Thomson	Vancouver	LCTHWYF	Jul-31-2024	-	Jul-31-2024	Alpha User
6	Jan-13-2024	-	EMMA C	Emma Caulfield	Vancouver	LCTHWYF	Jul-31-2024	-	Jul-31-2024	Alpha User
29	Feb-12-2024	-	GORD X	Gord Xanthos	Vancouver	LCTHWYF	Jul-31-2024	-	Jul-31-2024	Alpha User
28	Jan-17-2024	-	NORMAN W	Norman Walker	Vancouver	LCTHWYF	Jul-31-2024	-	Jul-31-2024	Alpha User

Documents(2) Action: **Add New** - **Link Existing**

ID	Code	Name	Size	Short Note	View	Edit
5	EQUIP	Equipment Guide.PDF	7	List of equipment and check-out procedures	View	Edit
6	TRUCKS	Truck Guide.PDF	0	List of trucks, standard equipment, and usage rules and proc	View	Edit

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- Select an employee that attended the orientation session.

**Select Employee** Filtering 12 Employees

Quick:  Go Filter: **Status(A)** Reset Filter - Cancel Selection

Code	First Name	Last Name	Skill Level	Drives	Seniority 1*	Seniority 2	Phone	City	Message	Aid	LCT	HWY	CR	FWY	S	TCP Expires	Abstract Expires	Aid Exp.	Hear. Exp.	Birthday
<a href="#">CLICK HERE TO SELECT =&gt;</a>	RANCES Y	Frances	York	1 - Probationary TCP	NONE	Oct-12-2023	-	778-555-1212	Vancouver	-	0	LCT	HWY	-	F	-	Apr-09-2025	-	-	Sep-16-1996
<a href="#">CLICK HERE TO SELECT =&gt;</a>	ARMSTRONG U	Ullman	3 - Probationary LCT	NONE	Oct-29-2023	-	778-555-1212	Vancouver	reported lazy	0	LCT	HWY	-	F	-	Oct-05-2024	-	-	Sep-16-1996	
<a href="#">CLICK HERE TO SELECT =&gt;</a>	CLAIRE B	Claire	3 - Probationary LCT	LC-05	Nov-06-2023	-	778-555-1212	Vancouver	reported lazy	0	LCT	HWY	-	F	-	Nov-19-2024	-	-	Sep-16-1996	
<a href="#">CLICK HERE TO SELECT =&gt;</a>	JEFF B	Jeff	3 - Probationary LCT	LC-04	Nov-09-2023	-	778-555-1212	Vancouver	-	0	LCT	HWY	-	F	-	Apr-11-2025	-	-	Sep-16-1996	
<a href="#">CLICK HERE TO SELECT =&gt;</a>	WADE F	Forster	3 - Probationary LCT	LC-02	Nov-15-2023	-	604-307-9740	Vancouver	-	0	LCT	HWY	-	F	-	Feb-13-2025	-	-	Sep-16-1996	
<a href="#">CLICK HERE TO SELECT =&gt;</a>	EMMA C	Emma	4 - Experienced LCT	LC-06	Jan-13-2024	-	778-555-1212	Vancouver	-	0	LCT	HWY	-	F	-	Feb-03-2025	-	-	Sep-16-1996	
<a href="#">CLICK HERE TO SELECT =&gt;</a>	NORMAN W	Norman	5 - Highway LCT	NONE	Jan-17-2024	-	778-555-1212	Vancouver	-	0	LCT	HWY	-	F	-	Sep-10-2024	-	-	Sep-16-1996	
<a href="#">CLICK HERE TO SELECT =&gt;</a>	DON T	Don	2 - Experienced TCP	LC-01	Jan-28-2024	-	604-805-1871	Vancouver	-	0	LCT	HWY	-	F	-	Oct-29-2024	-	-	Sep-16-1996	
<a href="#">CLICK HERE TO SELECT =&gt;</a>	GORD X	Gord	5 - Highway LCT	NONE	Feb-12-2024	-	778-555-1212	Vancouver	reported lazy	0	LCT	HWY	-	F	-	Jan-19-2025	-	-	Sep-16-1996	
<a href="#">CLICK HERE TO SELECT =&gt;</a>	ARTHUR V	Arthur	4 - Experienced LCT	NONE	Mar-10-2024	-	778-555-1212	Vancouver	-	0	LCT	HWY	-	F	-	Apr-12-2025	-	-	Sep-16-1996	
<a href="#">CLICK HERE TO SELECT =&gt;</a>	RONALD A	Ronald	3 - Probationary LCT	LC-03	Mar-20-2024	-	778-555-1212	Vancouver	weekdays only	0	LCT	HWY	-	F	-	Nov-02-2024	-	-	Sep-16-1996	
<a href="#">CLICK HERE TO SELECT =&gt;</a>	ALEX V	Alex	5 - Highway LCT	NONE	Jul-25-2024	-	778-555-1212	Vancouver	weekdays only	0	LCT	HWY	-	F	-	Apr-02-2025	-	-	Sep-16-1996	

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- You can then add another employee.

# Skill Levels

Traffic Control Dispatch lets you assign skill levels to employee records.

You use the Skill Levels menu choice to add new skills and skill levels to the list. (Typically, only admin users or “head dispatchers” have permission to do this.)

Note that most users will not be able to add new skill levels to TCP Dispatch.

## To add new skill levels:

- Choose Skill Levels from the Main Menu. The following form appears.  
**Click the [Reset Filter](#) link** if the list displays fewer items than you expected. (The link appears beside the [Filter](#) link if you have applied a filter.)

Level	Name	Status	Modified	By
1	Trainee	Active	Oct-02-2019	Admin User
2	Probationary	Active	Oct-02-2019	Admin User
3	Light Construction	Active	Oct-02-2019	Admin User
4	Construction TCP	Active	Oct-02-2019	Admin User
5	Construction LCT	Active	Oct-02-2019	Admin User
6	Freeway LCT	Active	Oct-02-2019	Admin User

- Click the Create New Skill link to add a new skill to the list. The following form appears:

- Type the new skill / skill level in the Name field, and click the Submit button.

You can now assign the new skill to employees.

# Cities

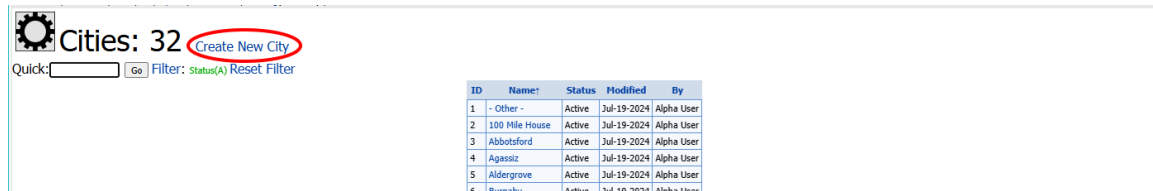
Dispatchers choose cities from a dropdown list when they create new jobs to ensure consistency in reports.

You use the Cities menu choice to add new city names to the list. (Typically, only admin users or “head dispatchers” have permission to do this.)

## To add new city names:

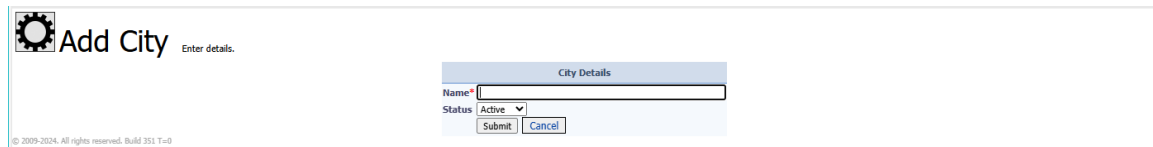
- Choose Cities from the Main Menu. The following form appears.

**Click the [Reset Filter](#) link** if the list displays fewer items than you expected.



ID	Name	Status	Modified	By
1	- Other -	Active	Jul-19-2024	Alpha User
2	100 Mile House	Active	Jul-19-2024	Alpha User
3	Abbotsford	Active	Jul-19-2024	Alpha User
4	Agassiz	Active	Jul-19-2024	Alpha User
5	Aldergrove	Active	Jul-19-2024	Alpha User
6	Burnaby	Active	Jul-19-2024	Alpha User

- Click the Create New City link to add a new city to the list.



City Details

Name\*

Status Active ▼

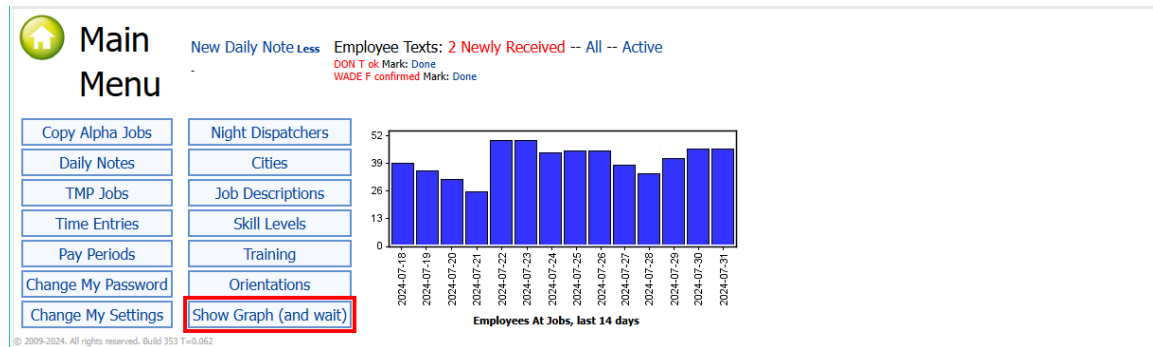
- Type the name of the new city, and click the Submit button.



# Show 14-day Graph of Employees at Jobs

Traffic Control Dispatch displays a graph of the number of employees working at jobs for the last 2-week period.

**Click the Show Graph button to display the graph**



The graph will take a bit of time to appear.

# Reports

All available reports are listed on the Reports screen – which is accessible from the top menu and from the Main Menu.

Reports	
Customers	Summary Listing -- Details
Employee Quick Contact	All -- Filtered
Employee Seniority / TCP	All -- Filtered
Employee Details	All -- Filtered
Employee History	Weekly Assignments -- Notes -- Texts -- Job History
Trucks	Daily/Weekly Truck Sheet -- Lease -- Details -- Truck History
Dispatch Book Summary	Alpha
Dispatch Book Details	Alpha
Dispatch Book Job Notes	Alpha
Weekly Job Totals	Alpha
Daily Assignments	Alpha
Time Sheets	Summary -- Details -- Totals -- All Location Details
Job Change Logs	Filtered

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## Spreadsheet format or PDF (Adobe Reader)

Many reports are available as a spreadsheet (CSV) or in PDF format. You choose the report file type when you specify the report options.

**Alpha Book Assignments**

Filter: For Wednesday Aug-20-2025

Report File Type: Acrobat - pdf

Report Date: Acrobat - pdf

Print Logo: Excel - csv

Order By: Customer

Open immediately or email

You can open reports immediately – as a spreadsheet or PDF – or email reports in either format. The email feature lets dispatchers send reports to management or HR personnel who don't have access to the dispatch system.

**Alpha Book Job Totals**

Filter: From Sunday Aug-10-2025 to Saturday Aug-16-2025

Report File Type: Acrobat - pdf

Report Dates: Aug-10-2025 to Aug-16-2025

Include Cancelled? ☒

Print Logo ☒

Order By: Job Date

Orientation: Portrait

Time Limit: 10 sec.

Item Limit: 10000

< Back Finish

7 days in 0 secs

**Email Report**

You: don.thomson@tairox.com

Send To: don.thomson@tairox.com

Attachment: BookTotalPort.pdf

Send Email

- Click the PDF icon to open the PDF file. If you selected “Excel – csv” as the format, the PDF icon will be replaced with the Excel icon.



- Enter the destination email address and click the Send Email button to send the report as an email attachment.

Reports include a number of filters – for example, the Dispatch Book report for Alpha lets you select by customer and select the date and report order.

It then lets you create a spreadsheet that you can display immediately or email to any recipient.

The image shows a sequence of three screenshots illustrating the process of generating a report:

- Reports Menu:** A screenshot of the "Reports" main menu. The "Dispatch Book Summary" link is highlighted with a red box, and a red arrow points from it to the next screenshot.
- Book Customer Filter:** A screenshot of the "Book Customer Filter" dialog box. It contains fields for "Customer Code" and "Customer Name", and radio buttons for "Contains", "Starts", "Equal", and "Not-Equal". A red arrow points from the "Next" button to the third screenshot.
- Alpha Book Details:** A screenshot of the "Alpha Book Details" report configuration page. It shows various filters like "Report File Type" (set to Excel - csv), "Report Date" (Aug-10-2025), "Print Logo", "Order By", "Orientation", "Time Limit", and "Item Limit". A red arrow points from the "Finish" button to the final screenshot.

The final screenshot shows the resulting Excel spreadsheet titled "BookByGroupPort (1).csv - Excel". The spreadsheet has columns for Date, Start, Status, Customer, Subcontra, Note, Contact, Phone, PO, Address, City, Job Descri, TCP, LCT, BFT, TT, All, and Non-Supp Requir. The data rows show various job entries with dates ranging from 7/30/2024 to 7/30/2024.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Date	Start	Status	Customer	Subcontra	Note	Contact	Phone	PO	Address	City	Job Descri	TCP	LCT	BFT	TT	All	Non-Supp Requir	
2	7/30/2024	500	Active	Amazon	-	Runs 7 Da	-	-	-	4189 Salis	Tsaww	Shoulder		1	0	0	0	1	0
3	7/30/2024	1600	Active	Amazon	-	Runs 7 Da	-	-	-	4189 Salis	Tsaww	Shoulder		1	0	0	0	1	0
4	7/30/2024	900	Active	Ansan Tra	-	Training V	-	-	-	Haney Byp	Maple Rid	PR		1	0	0	0	1	0
5	7/30/2024	1800	Active	BA Blackt	-	Mike Hill	-	-	PO # 6915	Hwy 99 tu	Delta	Hwy		0	3	0	0	3	0
6	7/30/2024	800	Active	BC Hydro	-	Lindsay M	-	-	RLS #1	2590 Barn	Coquitlam	Slow Lane		0	2	0	0	2	0
7	7/30/2024	800	Active	BC Hydro	-	Margarete	-	-	RLS #2	Arcola St	Burnaby	Slow Lane		0	3	0	0	3	0
8	7/30/2024	800	Active	BC Hydro	-	Melodie C	-	-	RLS #2	Arcola St	Burnaby	Slow Lane		0	3	0	0	3	0
9	7/30/2024	800	Active	BC Hydro	-	Jasmine T	-	-	RLS #5	1833 Gilm	Burnaby	Slow Lane		0	3	0	0	3	0
10	7/30/2024	800	Active	BC Hydro	-	Sharon P	-	-	RLS #3	333 Brook	North Van	Single Lan		0	2	0	0	2	0
11	7/30/2024	900	Active	BC Hydro	-	O'Brien Br	-	-	RLS #3	1633 Capil	North Van	Single Lan		0	1	0	0	1	0

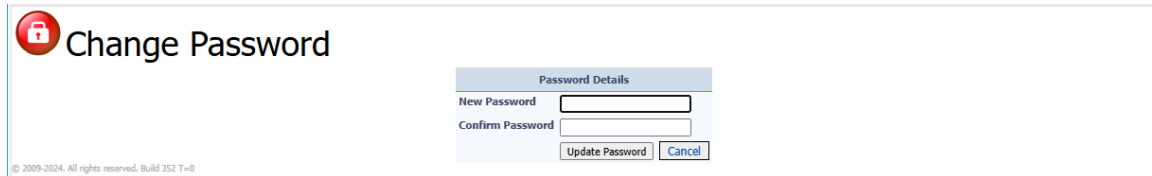
# Change My Password

---

Depending on your user permissions, you can use this screen to change your password.

## To change your password:

- Choose Change My Password from the Main Menu. The following form appears:

The screenshot shows a web interface for changing a password. On the left, there is a red padlock icon followed by the text "Change Password". Below this, in small text, is the copyright notice "© 2009-2024. All rights reserved. Build 352 T=0". On the right, there is a form titled "Password Details" with a light blue header. The form contains two input fields: "New Password" and "Confirm Password". Below these fields are two buttons: "Update Password" and "Cancel".

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- Type your new password, confirm it, and click the Update Password button.

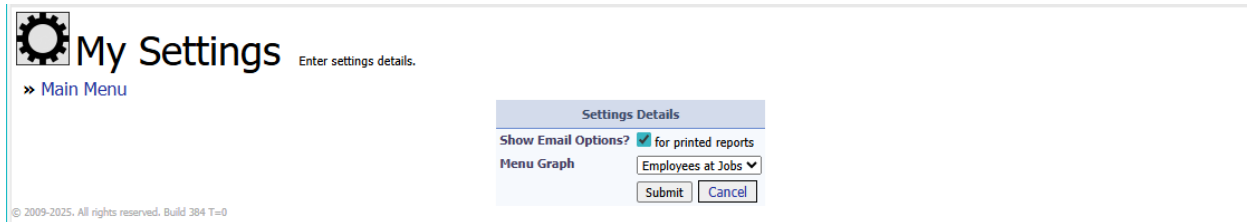
The rules for valid passwords (for example, the length and required characters) can be different for each company. The program displays a message if the new password is invalid, or if the new password and password confirmation fields don't match.

# Change My Settings

---

Change My Settings lets you change a number of settings – mainly for displaying information on the screen.

## To change your settings:



The screenshot shows a web interface titled "My Settings" with a gear icon. Below the title is a link "» Main Menu". To the right, there is a "Settings Details" section with the following options:

- Show Email Options? ☒ for printed reports
- Menu Graph: Employees at Jobs ▼
- Buttons: Submit, Cancel

At the bottom left of the interface, there is a copyright notice: "© 2009-2025. All rights reserved. Build 384 T=0".

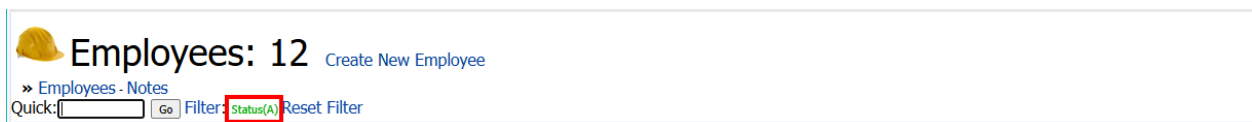
# Appendix 1 – Setting Records “Inactive” and Reactivating Records

Traffic Control Dispatch lets you set records to “inactive” (or “terminated”) status so they will no longer appear in standard listings.

This appendix shows you how to set records inactive, and then reset their status to active.

## By default, record filters display only Active records

Let's look at the Employees screen to see how record filtering works.



Note the Filter at the top of the Employees screen. The **green** text shows the current filter settings.

- **Status(A)** shows that the list will include all Alpha employee records that are Active.
- At any time, click the Reset Filter link to revert to the default filter **Status(A)**, to see all active records.
- Click the Filter link to change the filter values. The following screen will appear:

- To see Inactive or Terminated employees, select the appropriate Status checkboxes (outlined in red above).

As you can see, Traffic Control Dispatch provides a full range of criteria for filtering employees.

## Change the status of employees to “Inactive”

Let's change the status of two employees: we'll set Don T inactive and terminate Claire.

**Employees: 12** [Create New Employee](#)

» [Employees - Notes](#)

Quick:  [Go](#) Filter: [status\(A\)](#) [Reset Filter](#)

ID	Seniority 1	Seniority 2	Code	First Name	Last Name	Drives	Skill Level	Phone	City	Prov	Message	Aid	LCT	HWY	CR	FWY	S	TCP Expires	Abstract Expires	Aid Exp.	Hear. Exp.	Birthday	DL#	SIN	PH #	Modified	By
27	Jul-19-2024	-	ALEX V	Alex	Vej	NONE	5 - Highway LCT	778-555-1212	Vancouver	BC	weekdays only	0	LCT	HWY	-	F	-	Mar-27-2025	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-22-2024	Alpha User
25	Oct-23-2023	-	ARMSTRONG U	Armstrong	Ullman	NONE	3 - Probationary LCT	778-555-1212	Vancouver	BC	-	0	LCT	HWY	-	F	-	Sep-29-2024	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-22-2024	Alpha User
26	Mar-04-2024	-	ARTHUR V	Arthur	Verma	NONE	4 - Experienced LCT	778-555-1212	Vancouver	BC	-	0	LCT	HWY	-	F	-	Apr-06-2025	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-22-2024	Alpha User
5	Oct-31-2023	-	CLAIRE B	Claire	Brown	LC-65	3 - Probationary LCT	778-555-1212	Vancouver	BC	reported lazy	0	LCT	HWY	-	F	-	Nov-08-2024	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-22-2024	Alpha User
1	Jan-22-2024	-	DON T	Don	Thomson	LC-61	2 - Experienced TCP	604-805-1871	Vancouver	BC	-	0	LCT	HWY	-	F	-	Oct-23-2024	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-22-2024	Alpha User
6	Jan-07-2024	-	EMMA C	Emma	Caulfield	LC-66	4 - Experienced LCT	778-555-1212	Vancouver	BC	-	0	LCT	HWY	-	F	-	Jan-28-2025	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-22-2024	Alpha User

### To change the status:

- Click the employee's first or last name, and select Edit Details on the screen that appears:

**Employee DON T** [New Employee Message](#)

» [Employees - Notes](#) New Book Date:  [Go](#) [Today](#) [Tomorrow](#)

[Edit Details](#) [Google Maps](#) [Notes Report](#) [Texts Report](#)

ID(1) Created(Aug-18-2024) Modified(Aug-18-2025 by Alpha User)

Code	DON T	Remote Id:		Status	Active	Broadcast To	Yes
First Name	Don	Last Name	Thomson	Transit User	No		
Skill Level	2 - Experienced TCP	Emergency Contact 1	M 604-555-1212				

You can see on this screen that Don's status is Active.

- Change the status to Inactive, and then click the Submit button on the screen.

**Employee DON T**

ID(1) Created(Aug-18-2024) Modified(Aug-18-2025 by Alpha User)

Code*	DON T	Remote Id:		Status	Active	Contractor	<input type="checkbox"/>	Broadcast To	<input checked="" type="checkbox"/>
First Name*	Don	Last Name*		Active	<input type="checkbox"/>	Transit User	<input type="checkbox"/>		
Skill Level*	2 - Experienced TCP	Emergency Name 1		Inactive	<input type="checkbox"/>	Phone 1	604-555-1212		
Drives	Find: <input type="text"/> LC-01 - X T <input type="text"/>	Emergency Name 2		Terminated	<input type="checkbox"/>	Phone 2			
Primary Phone	<input type="radio"/> Cell <input type="radio"/> Home <input type="radio"/> Other	Assignment Colors		Important	<input type="checkbox"/>	Other	<input type="checkbox"/>		

- Go back to the Employee's list, select Claire, and follow the same procedure to make her record status “Terminated.”

With the default filter set, the screen now looks like this, Don and Claire missing from the employee list.

**Employees: 10** [Create New Employee](#)

» [Employees - Notes](#)

Quick:  [Go](#) Filter: [status\(A\)](#) [Reset Filter](#)

ID	Seniority 1	Seniority 2	Code	First Name	Last Name	Drives	Skill Level	Phone	City	Prov	Message	Aid	LCT	HWY	CR	FWY	S	TCP Expires	Abstract Expires	Aid Exp.	Hear. Exp.	Birthday	DL#	SIN	PH #	Modified	By
27	Jul-19-2024	-	ALEX V	Alex	Vej	NONE	5 - Highway LCT	778-555-1212	Vancouver	BC	weekdays only	0	LCT	HWY	-	F	-	Mar-27-2025	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-22-2024	Alpha User
25	Oct-23-2023	-	ARMSTRONG U	Armstrong	Ullman	NONE	3 - Probationary LCT	778-555-1212	Vancouver	BC	-	0	LCT	HWY	-	F	-	Sep-29-2024	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-22-2024	Alpha User
26	Mar-04-2024	-	ARTHUR V	Arthur	Verma	NONE	4 - Experienced LCT	778-555-1212	Vancouver	BC	-	0	LCT	HWY	-	F	-	Apr-06-2025	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-22-2024	Alpha User
6	Jan-07-2024	-	EMMA C	Emma	Caulfield	LC-66	4 - Experienced LCT	778-555-1212	Vancouver	BC	-	0	LCT	HWY	-	F	-	Jan-28-2025	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-22-2024	Alpha User
30	Oct-06-2023	-	FRANCES Y	Frances	York	NONE	1 - Probationary TCP	778-555-1212	Vancouver	BC	-	0	LCT	HWY	-	F	-	Apr-03-2025	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-22-2024	Alpha User
29	Feb-06-2024	-	GORD X	Gord	Xanthos	NONE	5 - Highway LCT	778-555-1212	Vancouver	BC	reported lazy	0	LCT	HWY	-	F	-	Jan-13-2025	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-22-2024	Alpha User
4	Nov-03-2023	-	JEFF B	Jeff	Bell	LC-94	3 - Probationary LCT	778-555-1212	Vancouver	BC	-	0	LCT	HWY	-	F	-	Apr-05-2025	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-22-2024	Alpha User
28	Jan-11-2024	-	NORMAN W	Norman	Walker	NONE	5 - Highway LCT	778-555-1212	Vancouver	BC	-	0	LCT	HWY	-	F	-	Sep-04-2024	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-22-2024	Alpha User
3	Mar-14-2024	-	RONALD A	Ronald	Arnold	LC-03	3 - Probationary LCT	778-555-1212	Vancouver	BC	weekdays only	0	LCT	HWY	-	F	-	Oct-27-2024	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-22-2024	Alpha User
2	Nov-09-2023	-	WADE F	Wade	Forster	LC-02	3 - Probationary LCT	604-307-9740	Vancouver	BC	-	0	LCT	HWY	-	F	-	Feb-07-2025	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-22-2024	Alpha User

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- Notice that the list now says there are 10 employees, where before it listed 12.

### Change the filter to view Inactive and Terminated employees:

- Click the Filter link to display the Filter Values screen, select the Inactive and Terminated checkboxes, and click Submit to see all Inactive and Terminated employees.

You can deselect the Active checkbox to eliminate all active employees from the display.

Employees: 2 [Create New Employee](#)

» Employees Notes

Quick:  Filter: [Status\(T\)](#) [Reset Filter](#)

ID	Seniority 1	Seniority 2	Code	First Name	Last Name	Drives	Skill Level	Phone	City	Prov	Message	Aid	LCT	HWY	CR	FWY	S	TCP Expires	Abstract Expires	Aid Exp.	Hear. Exp.	Birthday	DL#	SIN	PH #	Modified	By
5	Oct-31-2023	-	CLAIRE B	Claire	Brown	LC-05	3 - Probationary LCT	778-555-1212	Vancouver	BC	reported lazy	0	LCT	HWY	-	F	-	Nov-08-2024	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-24-2024	Alpha User
1	Jan-22-2024	-	DON T	Don	Thomson	LC-01	2 - Experienced TCP	604-805-1871	Vancouver	BC	-	0	LCT	HWY	-	F	-	Oct-23-2024	-	-	-	Sep-16-1996	DL	SIN	Care	Jul-24-2024	Alpha User

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You can now see the employees that we just changed.

The inactive employees are displayed with orange codes (**DON T**) and the terminated employee is displayed with a red code (**CLAIRE B**).

## Change the status back to active:

For each employee that you want to change.

- Click the employee's first or last name, and select Edit Details on the screen that appears:
- Change the status to Active, and click the Submit button.