Accessing a Driver Trip Sheet from the ISAAC Portal

Quick Reference Guide

Fold me like this:

ISAAC Workflow Driver Trip Sheet

Upon completion of a trip on the ISAAC tablet the system generates a Driver Trip Sheet. It **takes approximately 20 – 30 minutes** to generate and appear on the ISAAC tablet for viewing.

The Driver Trip Sheet is a record of everything the driver entered while completing their trip.

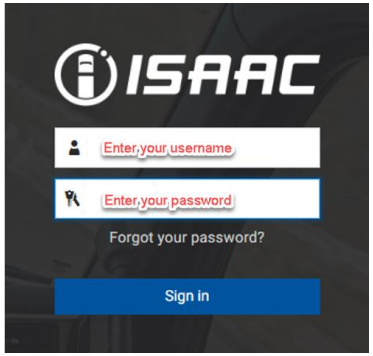
Driver Trip Sheets can be accessed through messages and / or documents from the tablet for **15 days** after which they will disappear from the tablet but can then be accessed through the ISAAC portal for up to **6 months**.

Driver Trip Sheet from ISAAC Portal

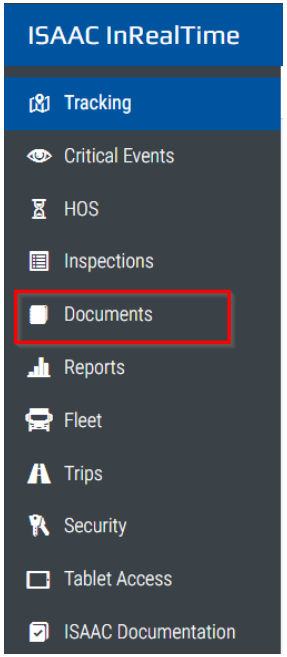
1. From the Isaac Portal https://ct303.isaachosting.ca/IIRT/auth/login

   Or Use the QR Code below:

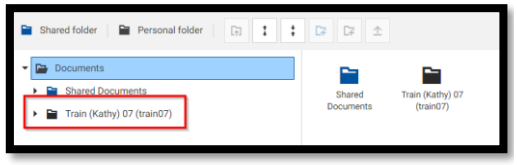
2. Log in with your Driver Id and Password entered on the table.



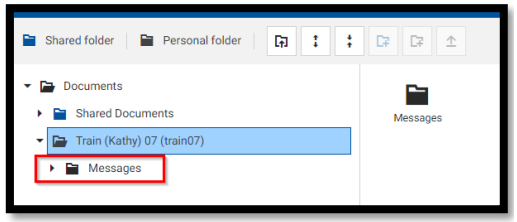
3. From the left menu pane Select > Documents



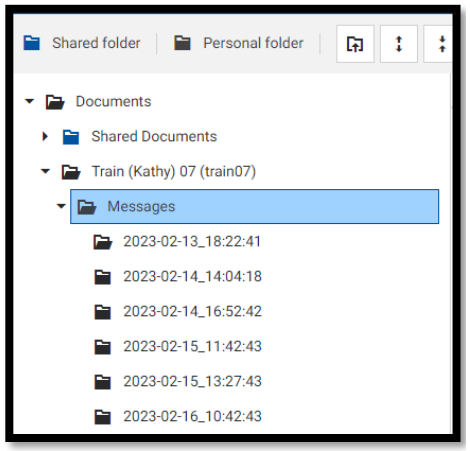
4. Select > the Folder with your name on it.



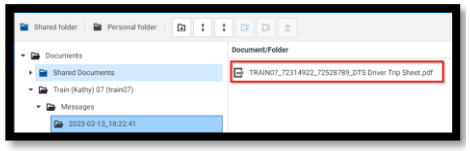
5. Double Click On Messages



6. Select the date you performed your haul by double clicking



7. Select the Order you wish to View by double clicking



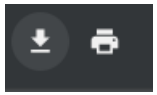
8. The Driver Trip sheet opens.



9. You can now view, save it to your computer, or print a copy for your records.

To Save or Print Driver Trip Sheet

Once you double click on the Driver Trip Sheet, at the top right hand corner are the following

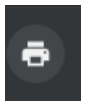


To Save or Download the document use the



Once you click on the arrow, you will be asked where you would like to save it.

To Print the document use the



Once you click on the printer, check your printer options and then print

LOG OUT OF YOUR TABLET AT THE END OF THE DAY

Last saved: 2023.08.22