Accessing a Driver Trip Sheet from the ISAAC Tablet

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 20 – 30 minutes** to generate and appear on the ISAAC tablet for viewing.

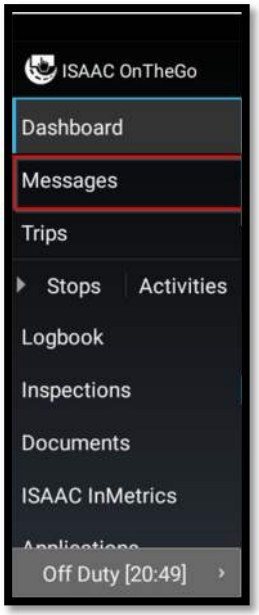
The Driver Trip Sheet is a record of everything the driver entered while completing their trip.

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**.

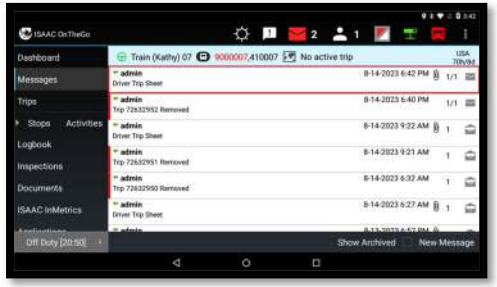
Driver Trip Sheet from Messages

From the ISAAC Tablet follow the steps below to view the Driver Trip Sheet from Messages on the Tablet.

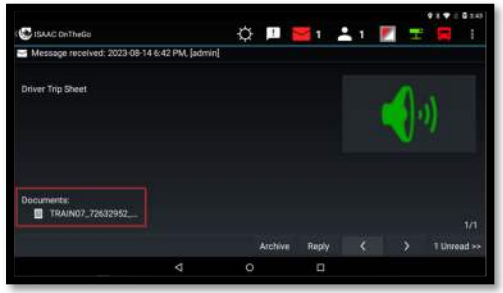
1. From the left Menu Bar Select > Messages



2. The Messages Screen opens > Look for the message(s) that says “Driver Trip Sheet”



3. Click on the message you want to open.



The message screen opens to display the link to your document. To open the Driver Trip Sheet > Click next to the file name

4. The Driver Trip sheet opens.

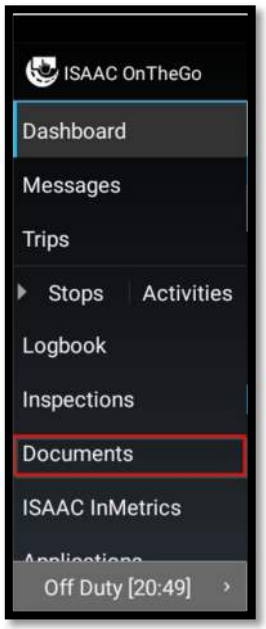


5. You can view or take a picture from this screen.

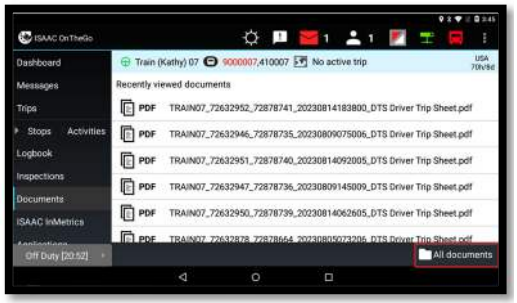
Driver Trip Sheet from Documents

From the ISAAC Tablet follow the steps below to view the Driver Trip Sheet from Documents on the Tablet.

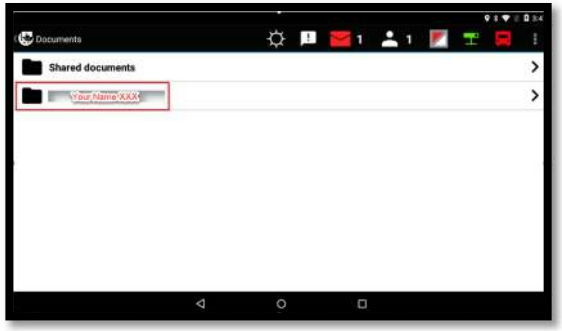
1. From the left Menu Bar Select > Documents



2. Click > “All Documents” on the bottom right-hand corner of the screen.



The documents screen is displayed.



3. Select the folder with your name.
4. Select > Messages.



5. Go to the date the haul was performed, you will see a list of all the trips performed that day.



6. Click on the order you would like to view the Driver trip Sheet for



7. The Driver Trip Sheet opens.



8. You can view or take a picture from this screen.

LOG OUT OF YOUR TABLET AT THE END OF THE DAY

Last saved: 2023.03.03