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.

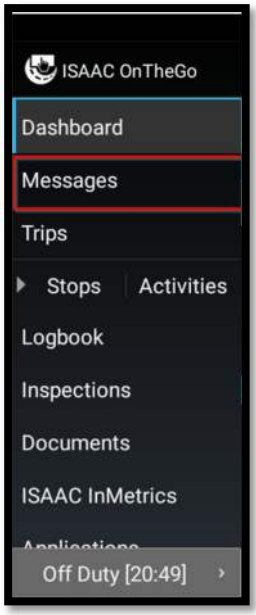
The Driver Trip Sheet is a record of everything the driver entered while completing their trip.

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.

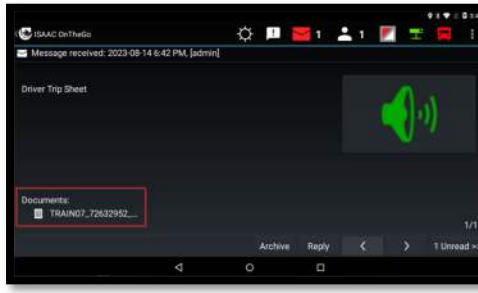
1. From the left Menu Bar Select > Messages



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.

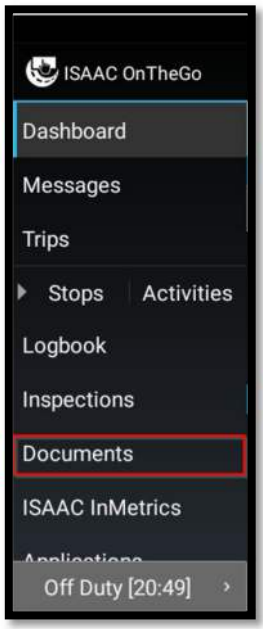


5. You can view or take a picture from this screen.

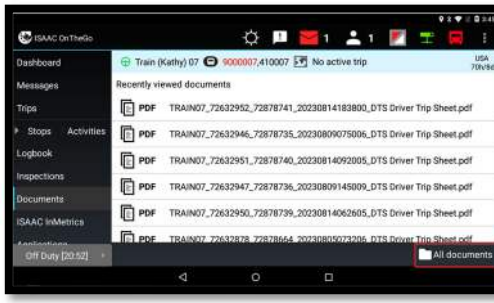
Driver Trip Sheet from Documents

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

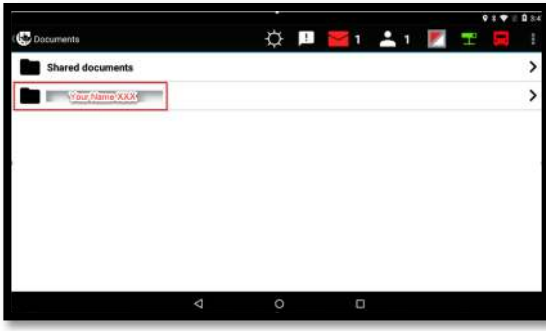
1. From the left Menu Bar Select > Documents



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



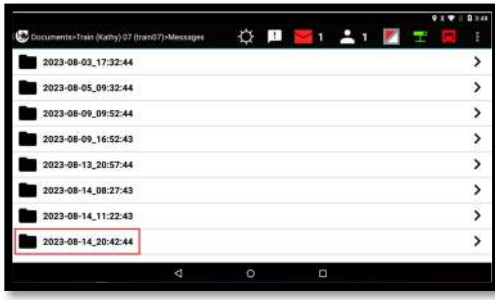
The documents screen is displayed.



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.



Trimac

FAMILY OF COMPANIES

Driver Trip Sheet **TMW Order #: 72632952**

Customer Code: ROYWOO ROYAL BUILDING PRODUCTS H-1 Royal Gate Blvd. Woodbridge,ON/Yor L4L 8Z7	**Initial Load:** TRASCA TRANSCARE LOGISTICS CORP SCARBOROUG 2014 MCCOWAN RD Scarborough,ON/Tor M1S 5K3 **Sch. Loading Date:** 08/11/2023 06:48	**Final Delivery:** ROYWOO02 ROYTEC VINYL CO WOODBRIDGE 91 ROYAL GROUP CRESCENT Woodbridge,ON/Yor L4H 1X9 **Sch. Delivery Date:** 08/11/2023 10:49

Tractor: 9000007 **Driver1: TRAIN, 07,KATHY** **Driver2:**
Trailer 1: 410007

Commodity Code:	Commodity Name:	Quantity UM:
PVC	RESIN POLYVINYL CHLORIDE	42000 KGS

Event:	Company Name:	City:	Arrival Date:	Departure Date:
HMT	ROYTEC VINYL CO WOODBRIDGE	Woodbridge,ON/Yor	08/14/2023 20:12	08/14/2023 20:13
LLD	TRANSCARE LOGISTICS CORP SCARB	Scarborough,ON/Tor	08/14/2023 20:14	08/14/2023 20:23
LUL	ROYTEC VINYL CO WOODBRIDGE	Woodbridge,ON/Yor	08/14/2023 20:24	08/14/2023 20:31
EMT	ROYTEC VINYL CO WOODBRIDGE	Woodbridge,ON/Yor	08/14/2023 20:34	08/14/2023 20:34

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

LOG OUT OF YOUR TABLET AT THE END OF THE DAY