# Table of Contents

**JobsPOV** ........................................................................................................................................... 1  
Jobs Tab .................................................................................................................................................. 1  
Job Steps for Completion ...................................................................................................................... 1  
**Task Types** ....................................................................................................................................... 3  
Work to Do ............................................................................................................................................. 3  
Go To/Navigate ...................................................................................................................................... 5  
Fill Out Form .......................................................................................................................................... 6  
Text Entry ................................................................................................................................................ 2  
Select from a List .................................................................................................................................... 2  
Number Entry ......................................................................................................................................... 3  
Date/Time Entry .................................................................................................................................... 3  
Signature ................................................................................................................................................ 4  
Scan/Upload File .................................................................................................................................... 4  
Landmark Selector .................................................................................................................................. 5  
Tips: ......................................................................................................................................................... 6
This document will cover how to use the Jobs feature of the POV Android application. (For information or training on the e-log portion of POV, see the help tab on the homepage of the POV app or the help tab in OneView.) This document will demonstrate completing a job, navigating to job locations, filling out forms within the job, and self-dispatching/creating a new job within the POV application.

Jobs Tab
The number of jobs a driver has assigned to them will display on the Jobs tab on the home page of the POV app. This number will update throughout the day as jobs are completed or new jobs are assigned to the user.

Job Steps for Completion
1. Start by tapping on the Jobs tab.

2. All of the jobs assigned to the driver will appear. The jobs will display in the order they were assigned by the dispatcher. New jobs will appear a darker blue. Once a job is completed, it will change color (light blue) and move to the bottom of the list. Job status shows a color block, blue = new, green = in progress, and gray = done.
3. Click on a job to see the details and tasks to complete. Click on a task/step on the right. Tasks will be listed in order of steps for completion. Driver’s may or may not be able to complete tasks out of order.

4. After clicking on a task/step, you will see further instructions, a form to fill out, a location to navigate to or other steps to take to fulfill this step and move on.
5. Save & Complete tasks can be just saved and returned to later, or Save & Complete will save the form and mark the step as done.

Steps will contain a status badge color: blue = new, green = in progress, and gray = done.

Task Types

There are different types of tasks that you may see in your list of tasks for completion. Your actual tasks may differ from job to job. The following types of tasks are the most common. See your training manager or dispatcher for specific training on your actual regular job tasks.

Work to Do

These steps will be named similar to “Pick up fuel” or “unload fuel” or “work to do”. Click on these tasks and you will see a page of information describing what you need to do, quantities or products to pick up or deliver, or other general information you need to know about this job. Choose the Start button to begin the task timer.
After completing the task, choose the Complete button. This will mark the time you finished this task. Cancel will allow you to delete progress on this task and start over.

Once a “work to do” task is completed, you can view the start and completion times by tapping on the task. If you need to restart the task, use the restart button. If you need to adjust the times, tap in the start or completion time fields to over-ride the time (only if your company has given you special permission to over-ride task time.

NOTE: The name of the “work to do” task could also be the type of product you will be picking up or delivering. Every job is different.
Go To/Navigate

The Go To tasks are navigation to locations where you will pick up or deliver your products, or go to do your work tasks. Navigate tasks work with your tablet’s installed navigation app, either Google Maps® or Magellen®. If you do not have a navigation app on your tablet, the “Navigate” button will not activate any map or include any driving direction actions.

Choose “Depart” to start your task timer. This time will mark in the system as the starting time of this navigation step.

Choose “Arrive” when you reach your destination. This will add an end time or arrival time to your navigation step.
Click “Navigate” to open tablet’s separate navigation app and get turn by turn directions to the location.

If you click on the Go To task, instead of completing the tasks on the list view as previously shown, you may see a map in pin showing the location of your location, or you may not see a map, it depends on your tablet and what navigation apps are installed. You can use the Depart and Arrive buttons as well as the navigation arrow icon inside this page also.

Use the “Back” button to navigate away from this page, back to the previous list of tasks, or back again to the list of jobs.

Fill Out Form
The task that has the most variety is the fill out forms. These forms may be custom to your carrier, or they may be similar to the form listed below. The most common fields you may need to fill out on the form are

- Text entry
- Select from a list
- Number entry
- Date/Time entry
- Signature
- Scan/Upload file
- Landmark Selector
Text Entry

Some form fields are text entry fields. Tap on the field and your keyboard will appear, allowing you to type any letters, numbers, or characters as needed into the field.

Select from a List

A form may have a list of options to choose from on some fields. Tap in the field and choose the option from the list.
Number Entry
For fields that just require numbers, like quantity, cost, or other items, tap in the field and your number keyboard will appear. Add the digits and tap OK.

Date/Time Entry
On any field that needs a date or time, there will be a “Now” button to add the current date and time, or tap anywhere in the field to bring up a calendar and time clock to choose a custom date and time.
Signature
If you need a signature, tap in the Signature box and you or your customer can sign in the “Please Sign” box. Tap OK to add the signature to the form.

Scan/Upload File
In the Scan field, you can use the Scan button to use the tablet’s camera to take a photo or if you have a file saved on your tablet, you can upload it to your form. You can upload more than one photo or file by using the + bar to add another scan section.
Landmark Selector

If you need to add your current location, well site, rig site, or the customer location to a field in your form, you will have the ability to use your current location or search for a landmark when you tap on that location field.

Type the name of the landmark in the Search field, or use the Nearby option to see Landmarks that are close to your location.

Use the “New” button to create a custom Location or use your current location.
Tips:

**Back Button:** use the Back button to return to the previous screen

**Save Button:** on forms, always tap Save to save any information you have entered.

**Print:** on any form, the print button will allow you to connect to a known printer to print out the form. It must be a known printer that has been connected to your tablet. The feature may not be set up for your tablet.

**Delete added options:** If you use the + bar to add new entry fields, you will also see a garbage can icon that allows you to delete any added fields. This is common for the Scan option or Product & Quantity fields.

**Overwrite field:** tap on any field that you have already entered information and you can change the information to something else.

**Navigation apps open in a new window.** To get back to POV, use the open windows icon on your tablet and you will see a POV window that you can select to return to POV.

**Change Progress:** Just like you tap In Progress or Done to mark your progress on any step, you can also change a step back to New by tapping on New in the lower left corner of any job.