

## E-Ticket: Holcim

### 1. OPEN APP

2. **LOG IN:** use **your** personal email address or phone number ~~+~~ PIN
3. **SELECT:** "One time ticket", enter the number that is sent. You will get a new one each day.
4. **TRUCK NUMBER:** Select your truck number, press to enter. If you change trucks, log in again, choose the appropriate truck number. **Make sure you have the right truck number.**
5. **SIGNATURE:** Tap grey box; use your finger to make a signature that is clear but you can do each time; press SAVE
6. **YOUR JOBS:** Get customer copy (**dispatch advice slip**) from weighbridge; select the matching eDocket on your screen – Docket number is in the blue box on the App – might take 10secs to appear.
7. **COMPLIANCE:** Tap & **CHECK** eDocket to ensure details are correct; Complete COR (chain of responsibility) questions; **SIGN dispatch advice slip.**
8. **ONSITE & DELIVERY TIME:** tap clock to enter/edit onsite arrival time; tap clock to enter/edit delivery time
9. **SUMMARY SCREEN:** show to customer
  - Customer to sign
  - NATS: not available to sign
  - RTS: refused to sign
  - Hand **Dispatch Advice slip** to customer.
10. Difficulty with device?: lost, broken – you can log in from another device. Download the app to the new device if not already there, log in following the same process. If something happened mid load, the details of the load will have been saved.