



# USER GUIDE

A step-by-step user manual

**AUTHOR**

HaulHub Technologies

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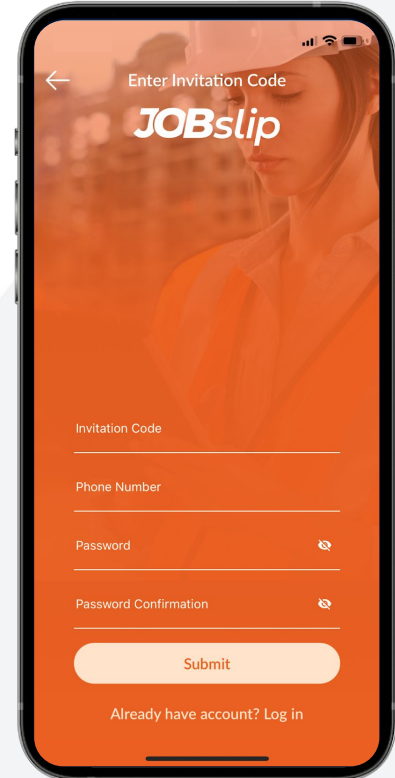
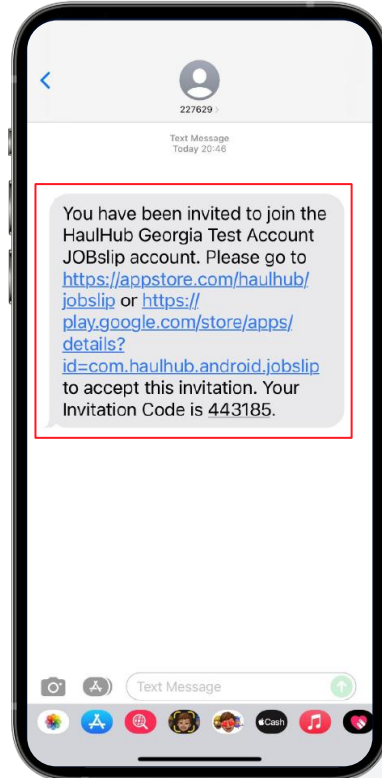


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## GETTING STARTED

- An invitation will be sent via text message.
  - Take note of the six digit invitation code.
  - Click the link in the text to download the JOBSlip mobile app.
- Enter in the invitation code and create password.
- Password requirements:
  - At least 10 characters
  - Contains 1 number
  - Contains 1 lowercase and uppercase letter
  - Contain at least one special character





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TECHNOLOGIES

**JS** *JOBslip*

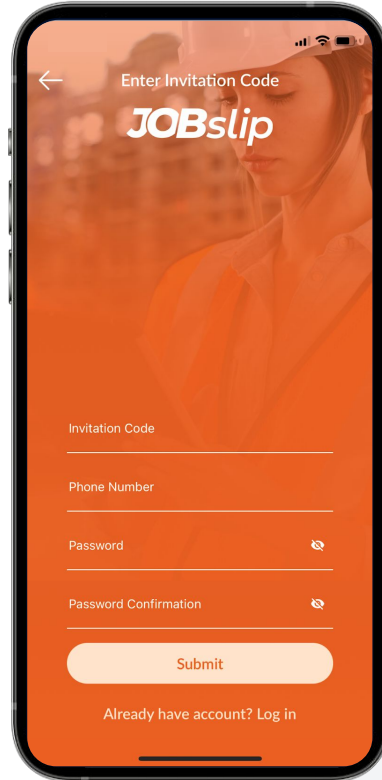
# MOBILE OVERVIEW

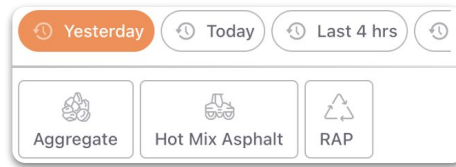


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## LOGIN

- Use the phone number and password you created to login.
- The first time you log in you will be prompted to add your signature.
  - This will automatically be attached to any tickets you mark as delivered.
  - Use your finger to create your signature.





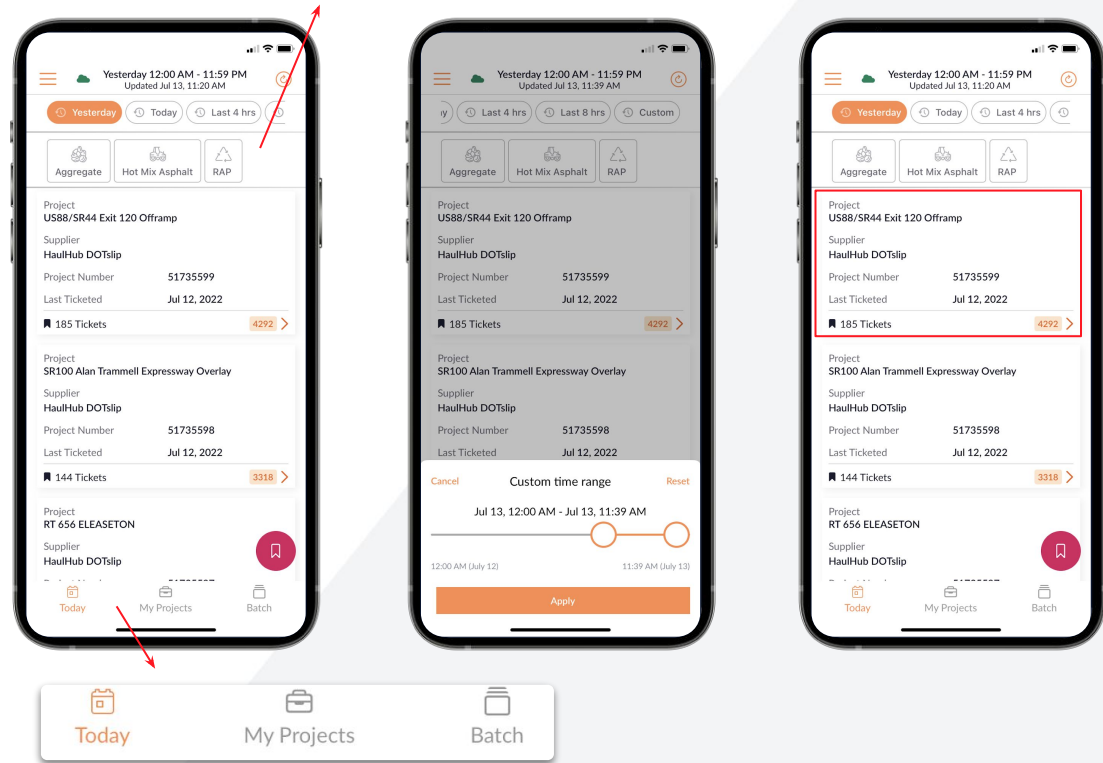
## TODAY PAGE

The Today Page shows you a list of active projects for the time frame selected.

- Additionally you can apply filters for material type or set custom time ranges.

The project cards include the following high-level information for each project:

- Project Name
- Supplier
- Project Number
- Total Quantity
- Number of tickets associated.



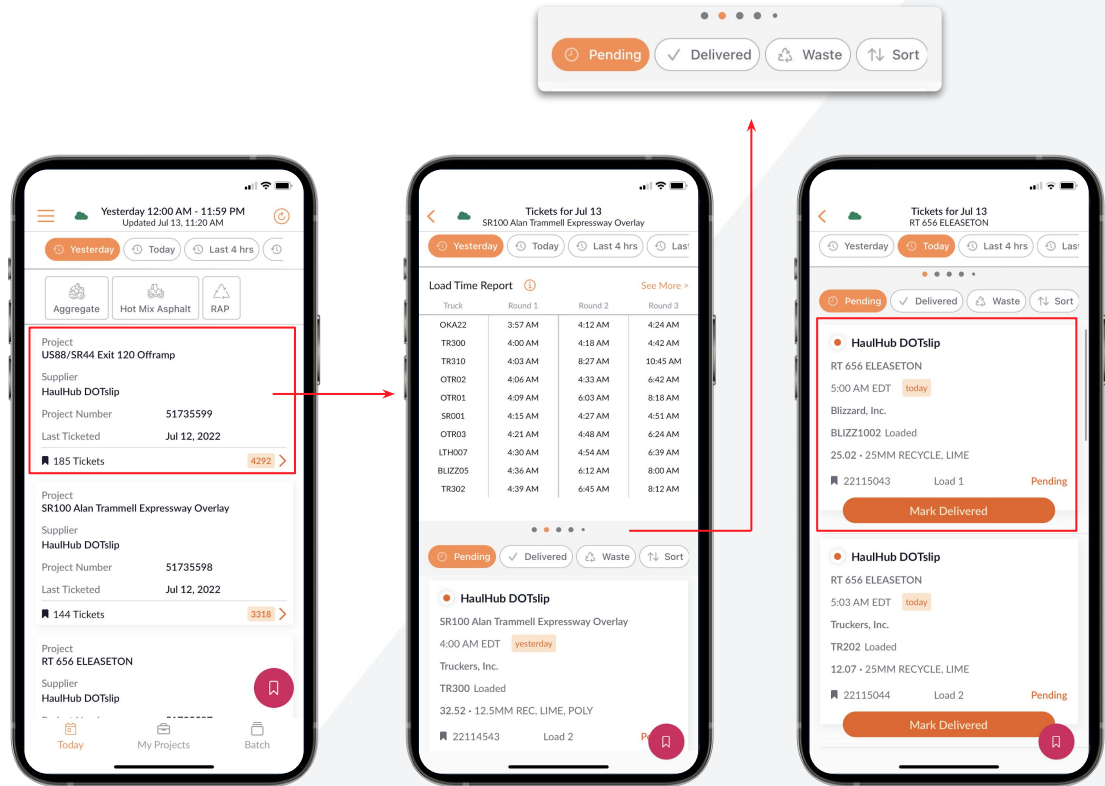
# TICKETS LIST

Tapping on a Project Card will take you to a list of the tickets associated with the project.

- At the top are **Clipboard Reports** for the project. We will discuss these in next slide.

Scroll down to navigate the list of tickets in this project.

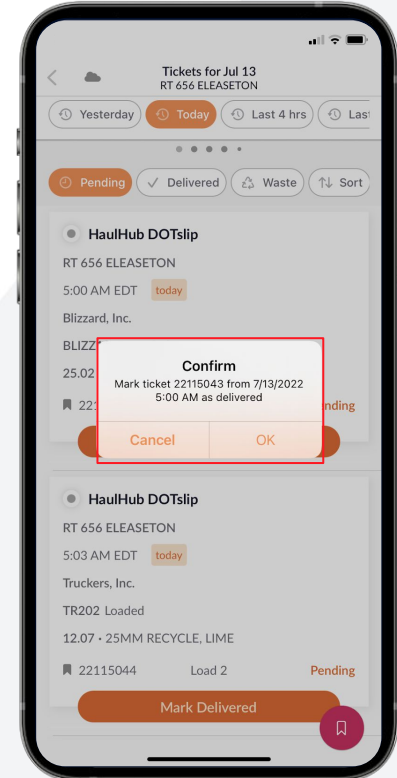
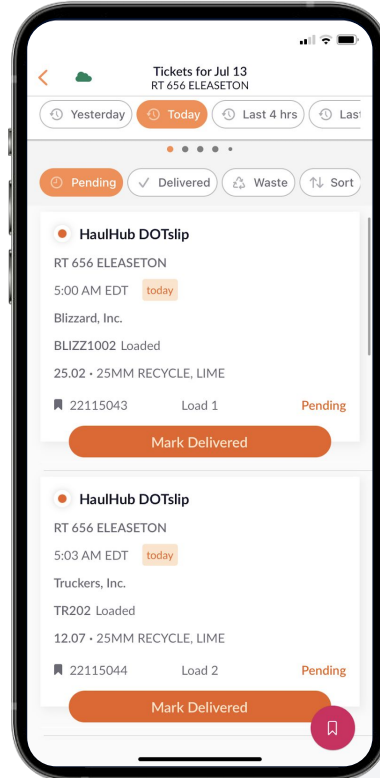
- You can filter by status of ticket.
- A preview of the ticket includes supplier, project name, time loaded, fleet, truck number, quantity, material, ticket number, load count and status.



## TICKETS LIST

You can quickly mark a ticket as **Delivered** right from this screen.

- Marking a ticket as delivered will automatically attach your signature to the ticket.
- Tap Confirm to continue marking the ticket delivered.





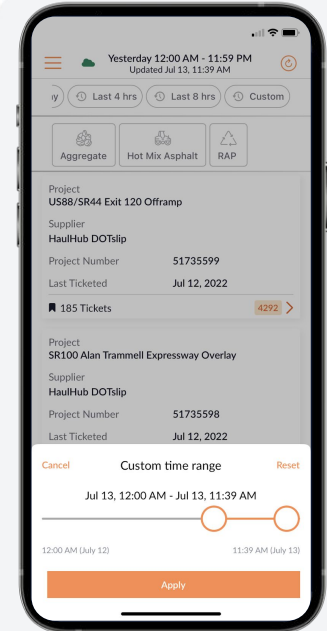
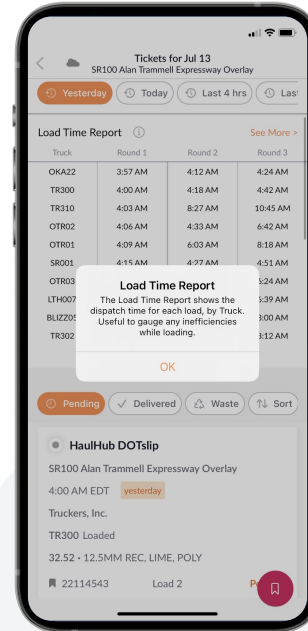
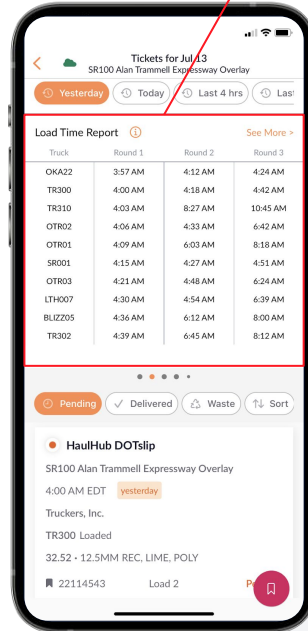
# CLIPBOARD REPORTS

Swipe through a series of Clipboard Reports provide valuable insights into your operations.

- Round Times By Truck
- Loaded Quantity
- Quantity On The Road
- Load Times
- Quantity By Material Type
- And more...

Tap the 'i' next to the report name to see the full description of each.

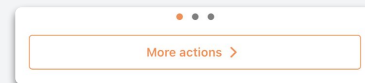
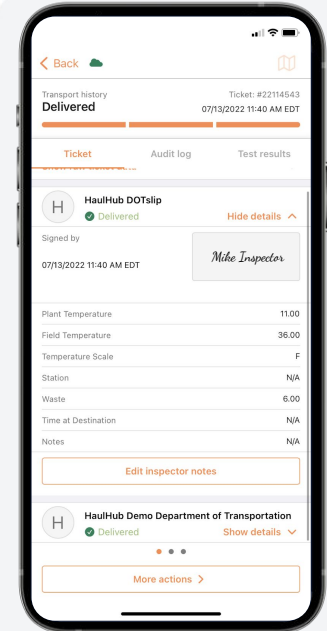
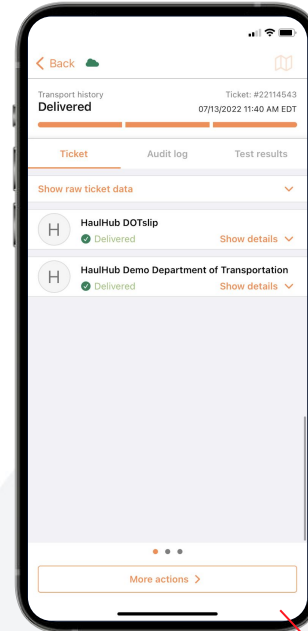
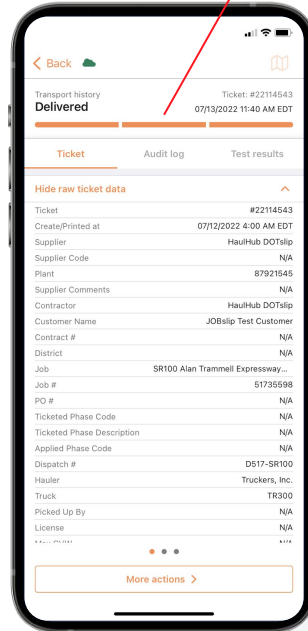
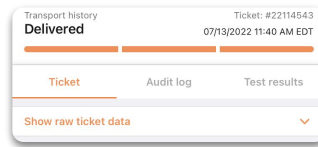
- Reports will update in real-time throughout the day.
- Applying a custom time range ensures reports accurately reflect desired shift times.



# INDIVIDUAL TICKET

From the Ticket List, tapping on a ticket preview will open up that individual ticket.

- At the top you see the status details of the ticket.
- Tap **Show Raw Ticket Data** to see all data points associated with the ticket.
- Scroll down to view the Inspector Review and Contractor Review.
  - If the project is connected to the DOT you will see the status within DOTslip under Inspector Review.
- Select More actions to update to add Inspector Notes such as temps, waste, station, or notes.

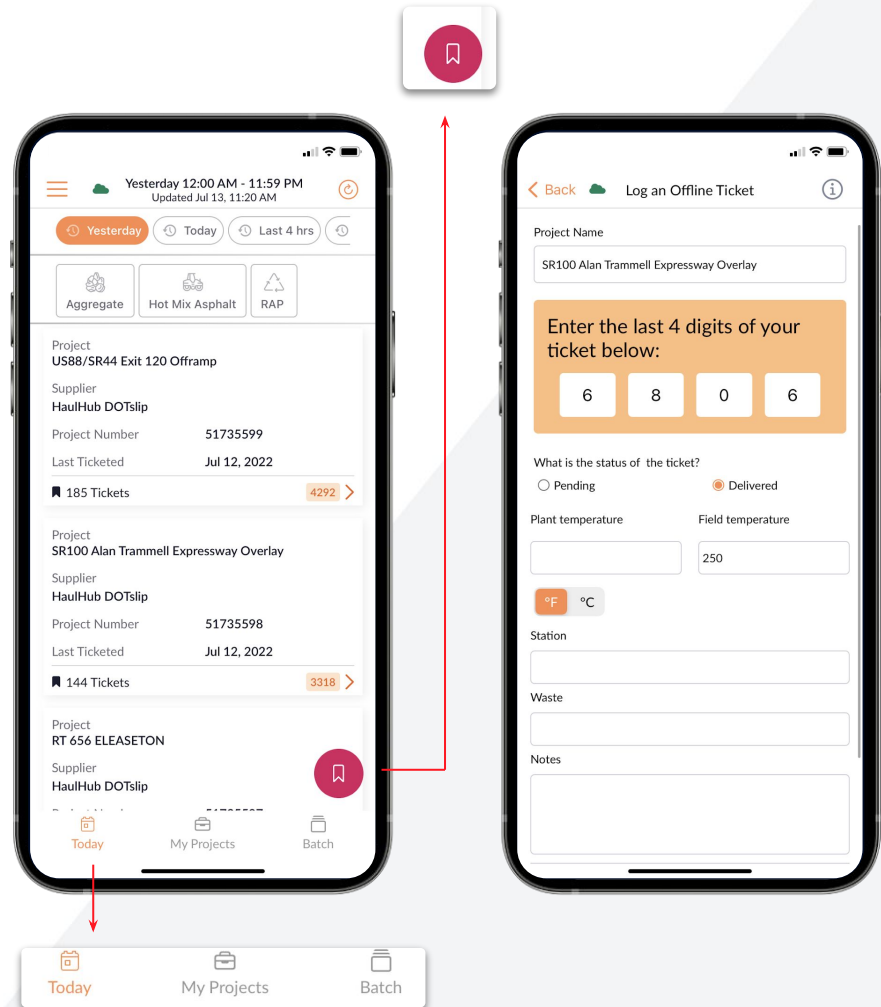


## OFFLINE MODE

From the Today Page you can log tickets even if you have no cell coverage or low connectivity.

- Tap the red ticket icon for the Offline Ticket Page.
- Select the project from the dropdown menu at the top
- Enter the last four digits of the ticket, update status, add any notes, and tap Log Ticket.

The ticket data will be stored offline on your device and will automatically sync to the cloud once cell coverage is reestablished.



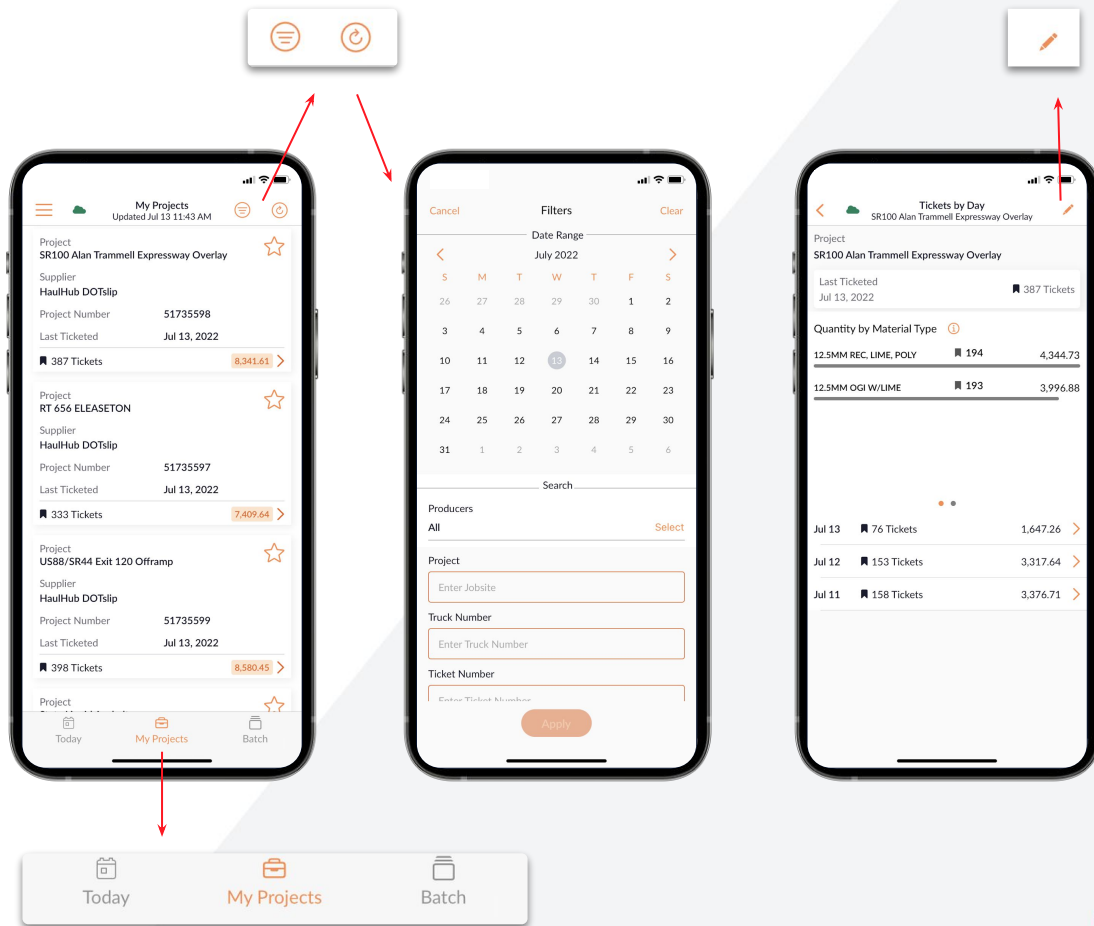
# MY PROJECTS

This page allows you to view a full list of all your projects and a history of all the tickets associated with those projects.

- Tap on the filter icon at the top right corner to search by multiple variables.

Tapping on a project will bring you a historical list of tickets associated with that project broken down by dates.

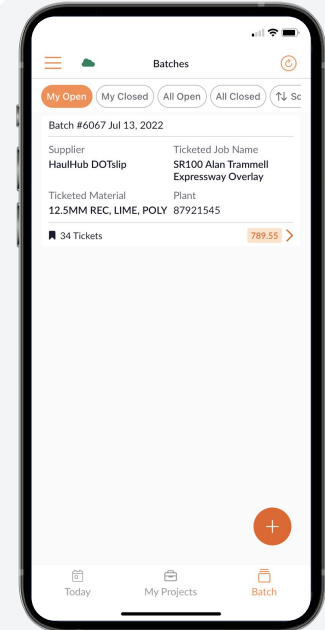
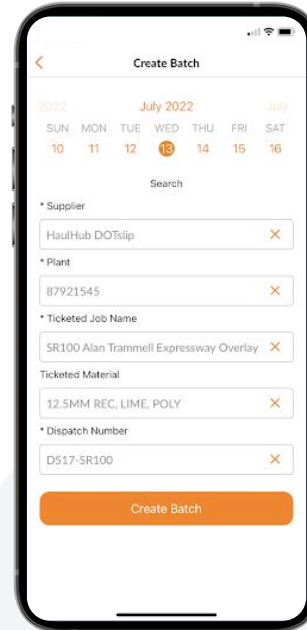
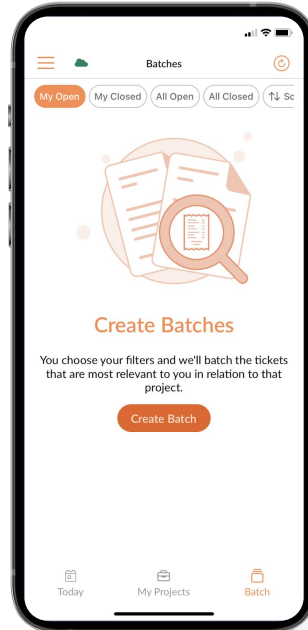
- Project quantities by material type are displayed at the top.
- Tap on a day to see individual tickets.
- Tap on the pencil icon at the top right corner to manage users assigned to projects.



# BATCH

Choose from multiple filters to create batches of tickets to monitor key projects that are most relevant.

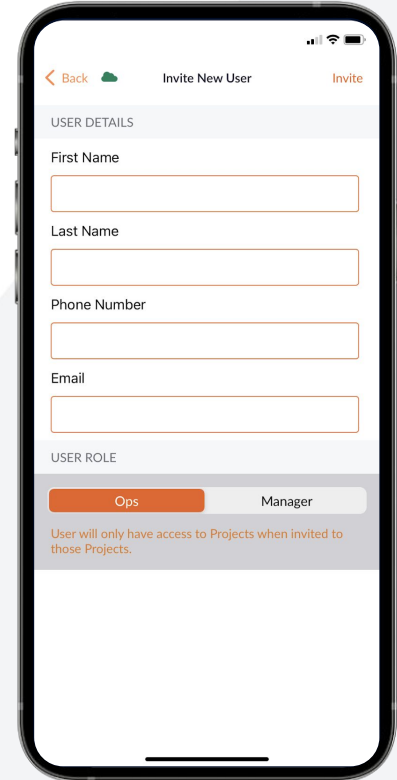
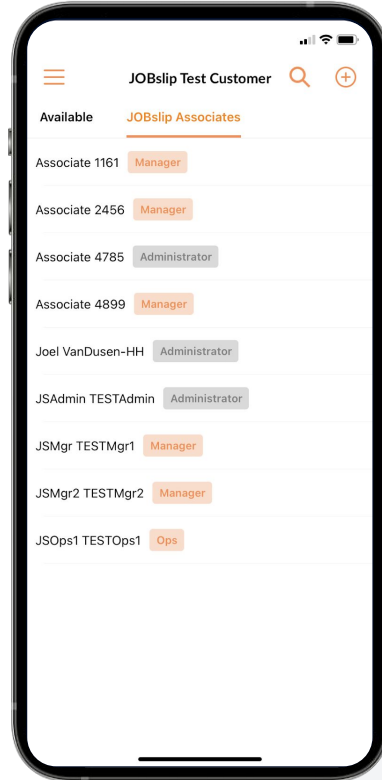
- Create a custom batch of tickets based on certain data points.
  - Supplier
  - Plant
  - Job Name
  - Material Type
  - Dispatch Number
- Batches can be opened and closed as needed.



## MY COMPANY

From the top left menu you can select My Company to manage users that have access to the JOBslip app.

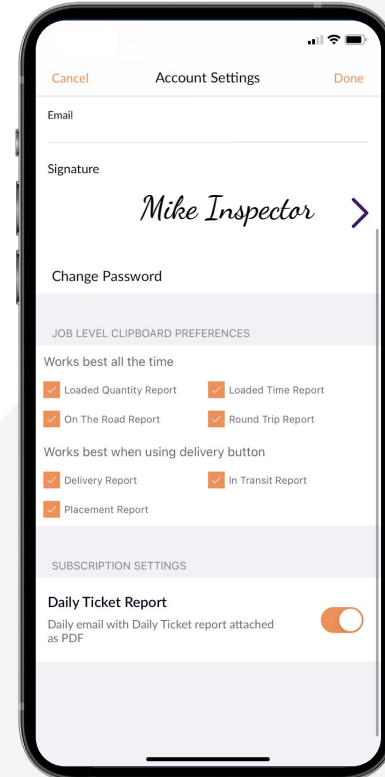
- Tap on the plus sign in top right corner to invite users
  - Ops users will only see certain projects that they are invited to.
  - Managers can see all projects by default.



# ACCOUNT SETTINGS

From the top left menu you can select Account Settings to your profile.

- Change password
- Edit Signature
- Toggle which Clipboard Reports are visible.
- Toggle on your subscription to Daily Ticket Reports.
  - These reports are automatically sent to you in PDF format via email.





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# WEB OVERVIEW

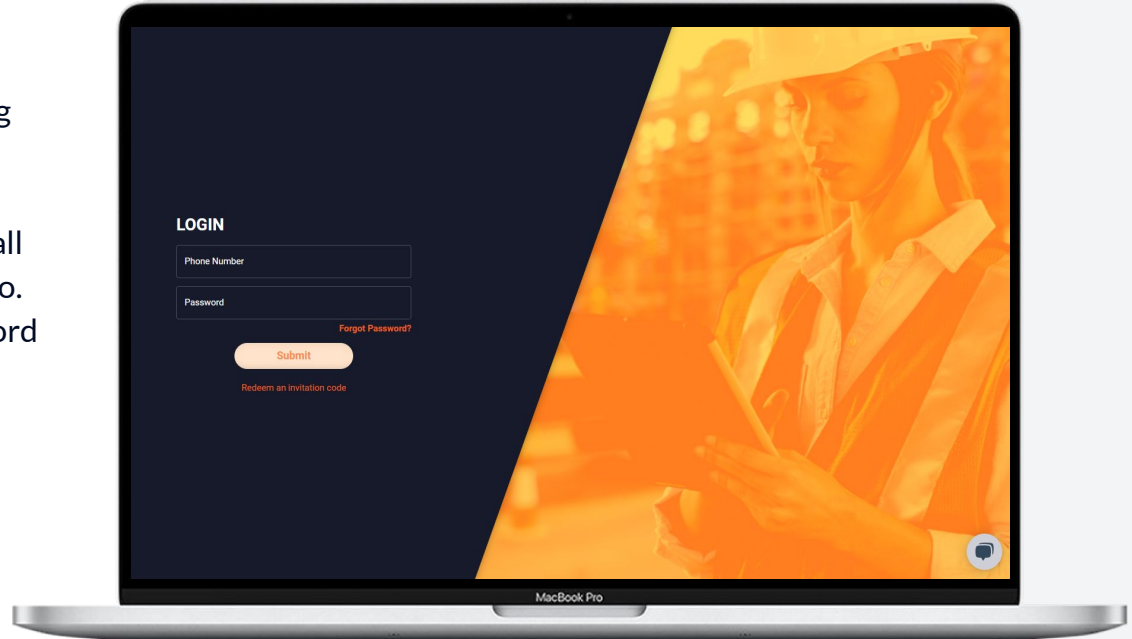


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## WEB LOGIN

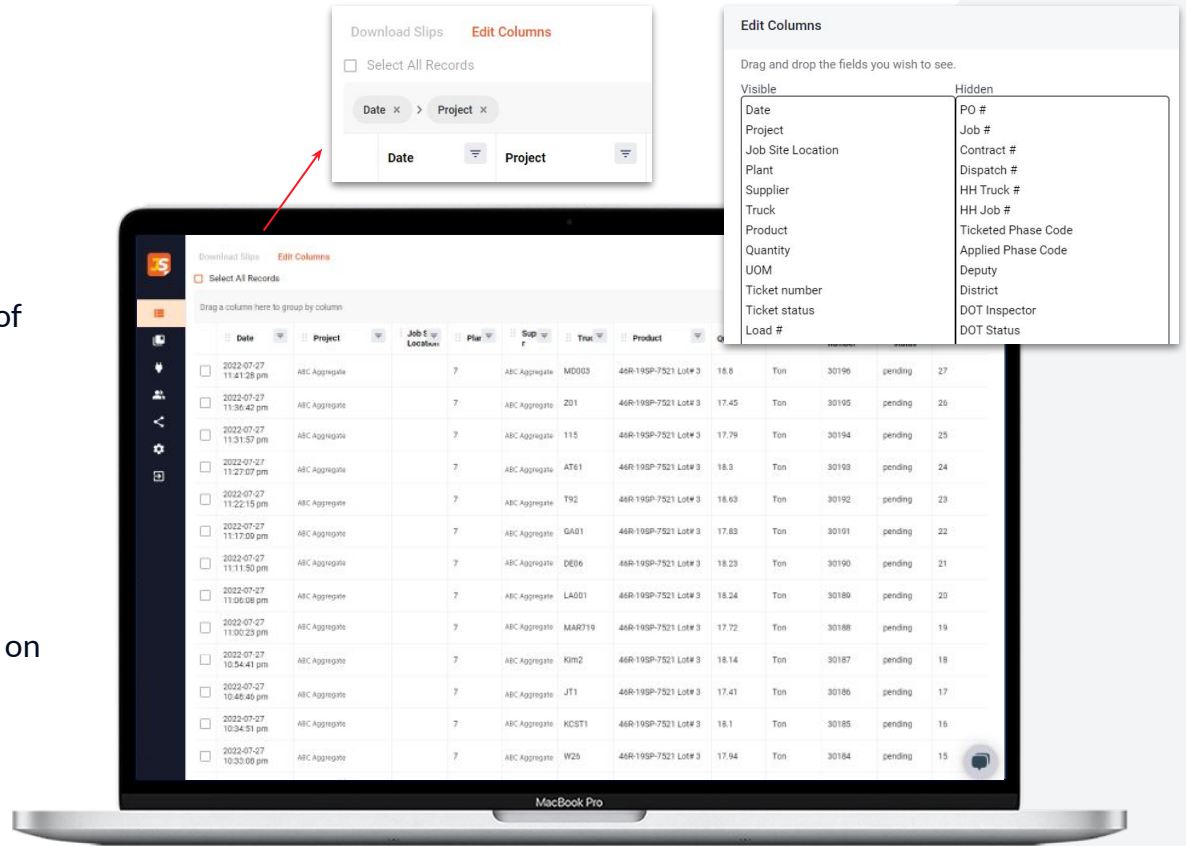
- Visit <https://www.jobslip.com/> to log in on your computer.
  - Google Chrome is the recommended browser, but all others browsers will work too.
- Use your phone number and password you created earlier to login.
  - Select Forgot Password to receive a code if you need to reset your password.



# FEED PAGE

- The Feed page allows you to see all of your tickets in a flex-grid format.
- Tickets will be sorted by date and project by default.
- You can change this sorting by click the X next to the filter and dragging new filters to the top row.

You can edit what data is visible by clicking on **Edit Columns**.



Download Slips **Edit Columns**

Select All Records

Date x > Project x

Date [v] Project [v]

**Edit Columns**

Drag and drop the fields you wish to see.

Visible	Hidden
Date	PO #
Project	Job #
Job Site Location	Contract #
Plant	Dispatch #
Supplier	HH Truck #
Truck	HH Job #
Product	Ticketed Phase Code
Quantity	Applied Phase Code
UOM	Deputy
Ticket number	District
Ticket status	DOT Inspector
Load #	DOT Status

Download (3) Slips

Edit Columns

## FEED PAGE

- Select any number of tickets to and click **Download Slips** in the top left corner to export ticket.
- You will be able to choose between CSV (excel) or PDF formats.

Click on any row to open an individual ticket.

### Download Report

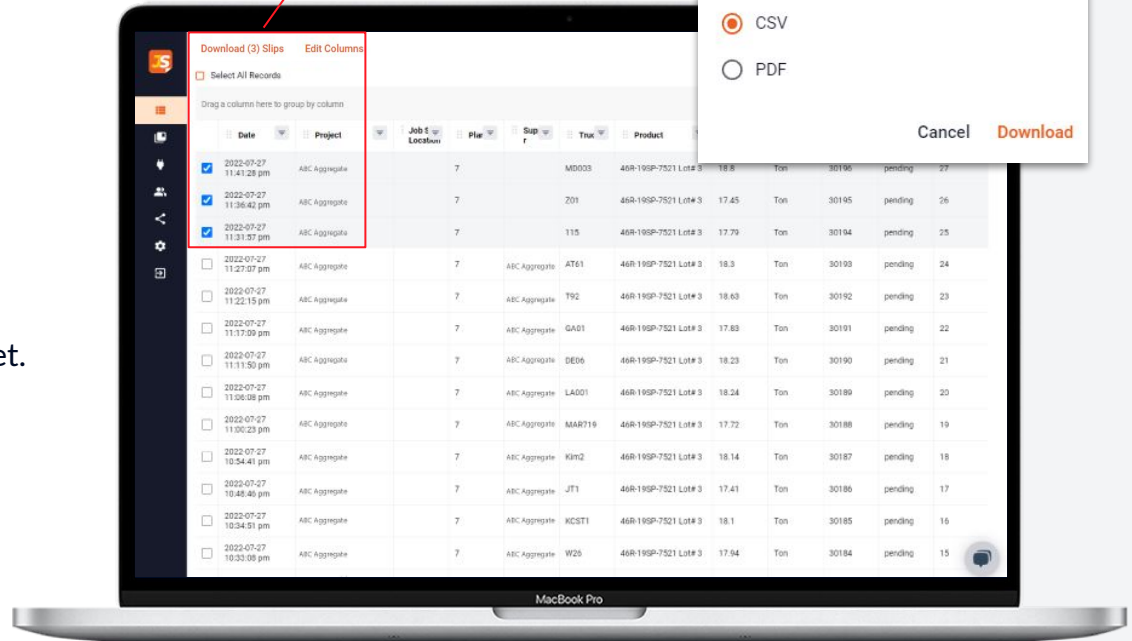
You are about to generate a report for 3 slips.

Please select a format to return results:

CSV

PDF

Cancel Download

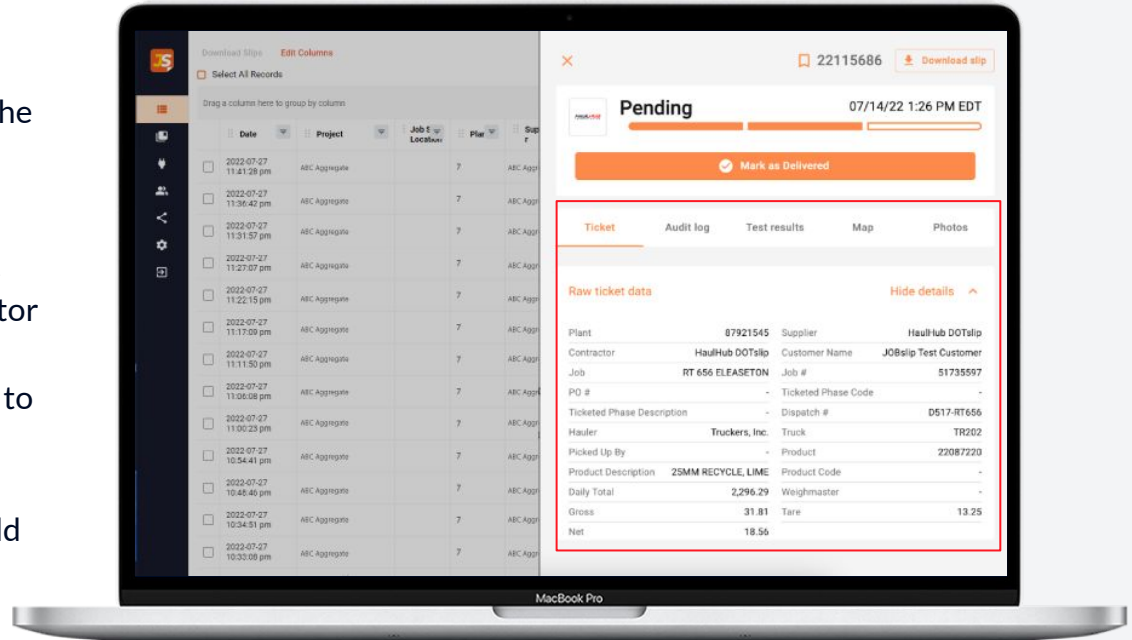


Date	Project	Job #	Location	Plan	Slip #	Truck	Product
<input checked="" type="checkbox"/> 2022-07-27 11:41:28 pm	ABC Aggregate	7			MD003	46R-195P-7521 Lot# 3	18.8 Ton 30196 pending 27
<input checked="" type="checkbox"/> 2022-07-27 11:36:42 pm	ABC Aggregate	7			Z01	46R-195P-7521 Lot# 3	17.45 Ton 30195 pending 26
<input checked="" type="checkbox"/> 2022-07-27 11:31:27 pm	ABC Aggregate	7			115	46R-195P-7521 Lot# 3	17.79 Ton 30194 pending 25
<input type="checkbox"/> 2022-07-27 11:27:07 pm	ABC Aggregate	7		ABC Aggregate	AT61	46R-195P-7521 Lot# 3	18.3 Ton 30193 pending 24
<input type="checkbox"/> 2022-07-27 11:22:15 pm	ABC Aggregate	7		ABC Aggregate	T92	46R-195P-7521 Lot# 3	18.63 Ton 30192 pending 23
<input type="checkbox"/> 2022-07-27 11:17:09 pm	ABC Aggregate	7		ABC Aggregate	GA01	46R-195P-7521 Lot# 3	17.83 Ton 30191 pending 22
<input type="checkbox"/> 2022-07-27 11:11:50 pm	ABC Aggregate	7		ABC Aggregate	DE06	46R-195P-7521 Lot# 3	18.23 Ton 30190 pending 21
<input type="checkbox"/> 2022-07-27 11:06:08 pm	ABC Aggregate	7		ABC Aggregate	LA001	46R-195P-7521 Lot# 3	18.24 Ton 30189 pending 20
<input type="checkbox"/> 2022-07-27 11:00:23 pm	ABC Aggregate	7		ABC Aggregate	MAR719	46R-195P-7521 Lot# 3	17.72 Ton 30188 pending 19
<input type="checkbox"/> 2022-07-27 10:54:41 pm	ABC Aggregate	7		ABC Aggregate	K0M2	46R-195P-7521 Lot# 3	18.14 Ton 30187 pending 18
<input type="checkbox"/> 2022-07-27 10:48:46 pm	ABC Aggregate	7		ABC Aggregate	JT1	46R-195P-7521 Lot# 3	17.41 Ton 30186 pending 17
<input type="checkbox"/> 2022-07-27 10:34:51 pm	ABC Aggregate	7		ABC Aggregate	KCST1	46R-195P-7521 Lot# 3	18.1 Ton 30185 pending 16
<input type="checkbox"/> 2022-07-27 10:33:08 pm	ABC Aggregate	7		ABC Aggregate	W25	46R-195P-7521 Lot# 3	17.94 Ton 30184 pending 15

# TICKET PANE

At the top of the ticket pane you can inspect the status of the ticket and mark it delivered.

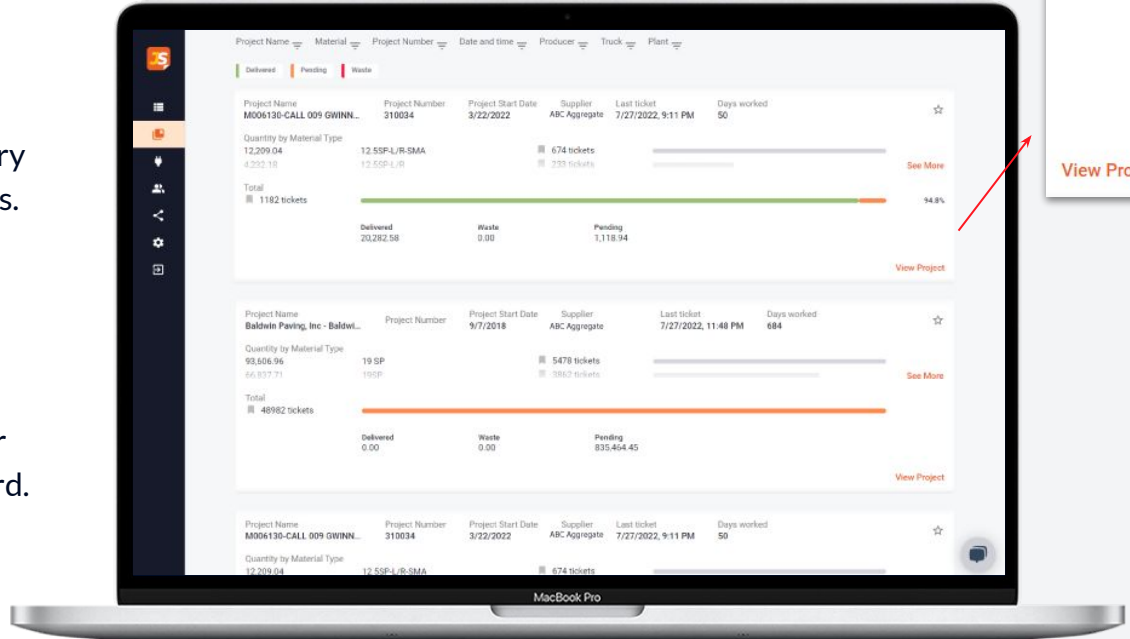
- Raw ticket data will show you all information associated with the ticket.
- Scroll down to see the DOT Inspector and Contractor Review.
  - Click on DOT Inspector Review to see the User that updated the ticket and any added notes.
  - Click Edit Inspector Notes to add notes to the ticket.
- Click Map to view where the load was marked as delivered if a location was collected.



# MY PROJECTS

Similar to the mobile experience, My Projects shows a full list of all your projects and a history of all the tickets associated with those projects.

- See an overview of each project and quantity by material type.
- You can filter projects at the top of the page.
- Favorite projects by clicking on the star icon on the top right of each project card.
  - Favoriting a project will make it appear at the top of your list on web and mobile
- Click on a project to see all the tickets associated with the project.



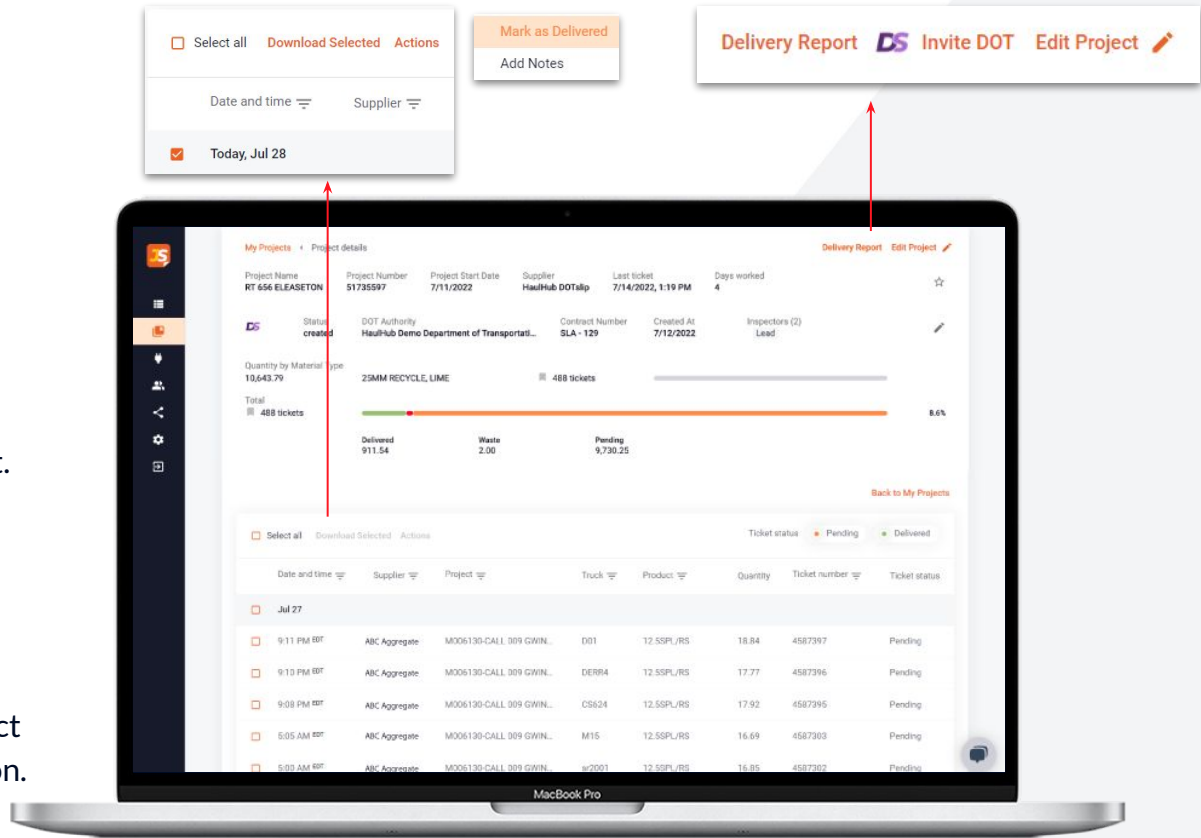
See More

View Project

# PROJECT PAGE

See an overview of the project at top and download all the tickets associated with the project.

- Turn on Delivery Reports for the project.
  - A PDF report that shows each ticket for a given day and the status for both the DOT and contractor.
- Click Edit Project to categorize the project, add ops users, change the project name, and override the material inclusion.
- Select tickets and click Actions to bulk mark tickets as delivered or add notes.

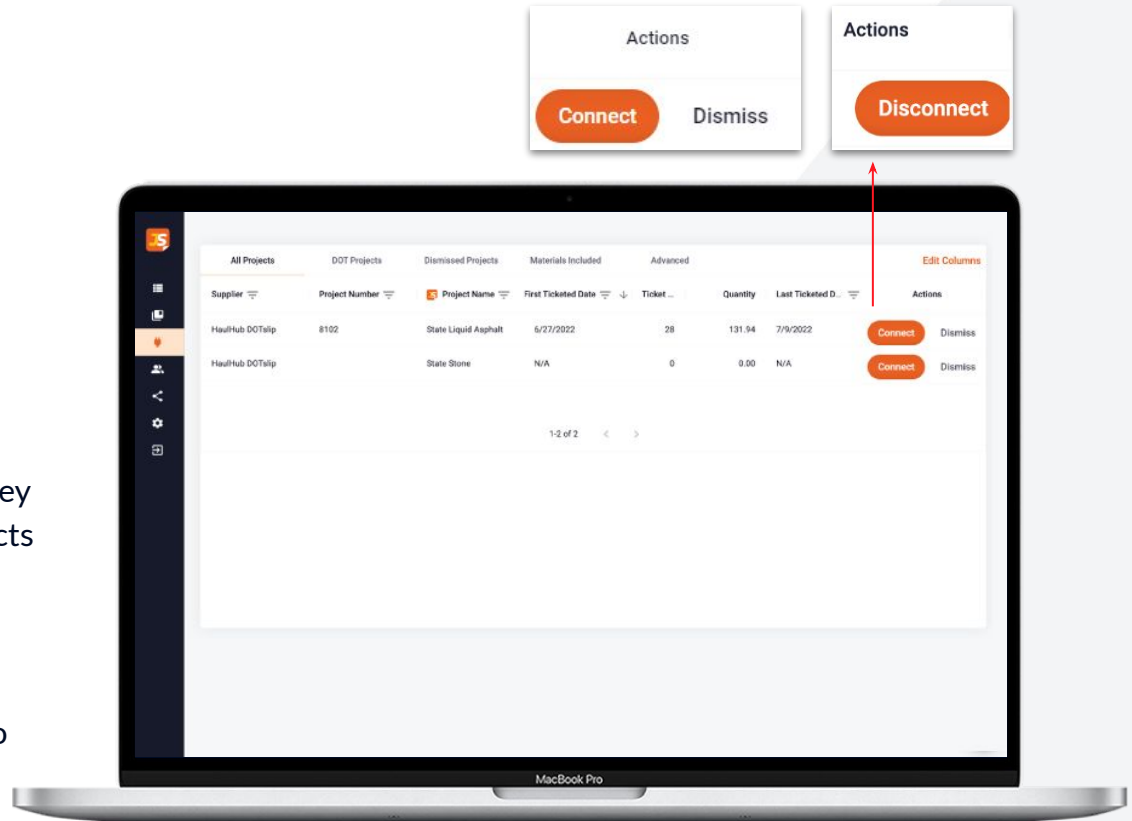


## CALIBRATION PAGE

Manage calibration of all projects, click dismiss if the project does not need to be connected.

- Projects will be auto dismissed 30 days after the first ticketed date. They will be listed in the Dismissed Projects tab.
- Go to DOT Projects to view what projects are currently connected.

We will go over how to connect a project to the DOT shortly.



Actions

Connect
Dismiss

Actions

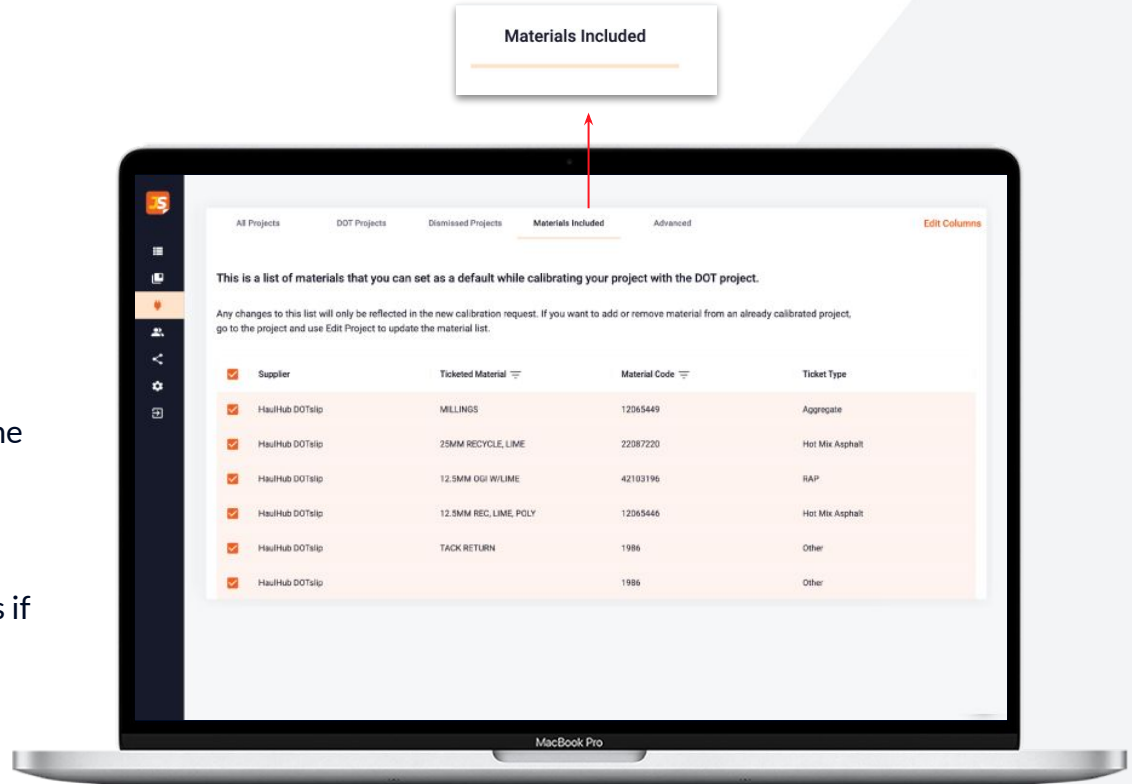
Disconnect

All Projects	DOT Projects	Dismissed Projects	Materials Included	Advanced	Edit Columns		
Supplier	Project Number	Project Name	First Ticketed Date	Ticket ...	Quantity	Last Ticketed D. ...	Actions
Haulhub DOTslip	8102	State Liquid Asphalt	5/27/2022	28	131.94	7/9/2022	<span style="border: 1px solid #ccc; border-radius: 15px; padding: 2px 5px; background-color: #f46d43; color: white;">Connect</span> <span style="border: 1px solid #ccc; border-radius: 15px; padding: 2px 5px; margin-left: 5px;">Dismiss</span>
Haulhub DOTslip		State Stone	N/A	0	0.00	N/A	<span style="border: 1px solid #ccc; border-radius: 15px; padding: 2px 5px; background-color: #f46d43; color: white;">Connect</span> <span style="border: 1px solid #ccc; border-radius: 15px; padding: 2px 5px; margin-left: 5px;">Dismiss</span>

1-2 of 2 < >

## CALIBRATION PAGE

- Configure which materials will be shared to the DOT by default when connected.
  - Check off any materials that you would like shared with the DOT and click save at the bottom of the page
- Users can override these settings when connecting individual projects if needed.

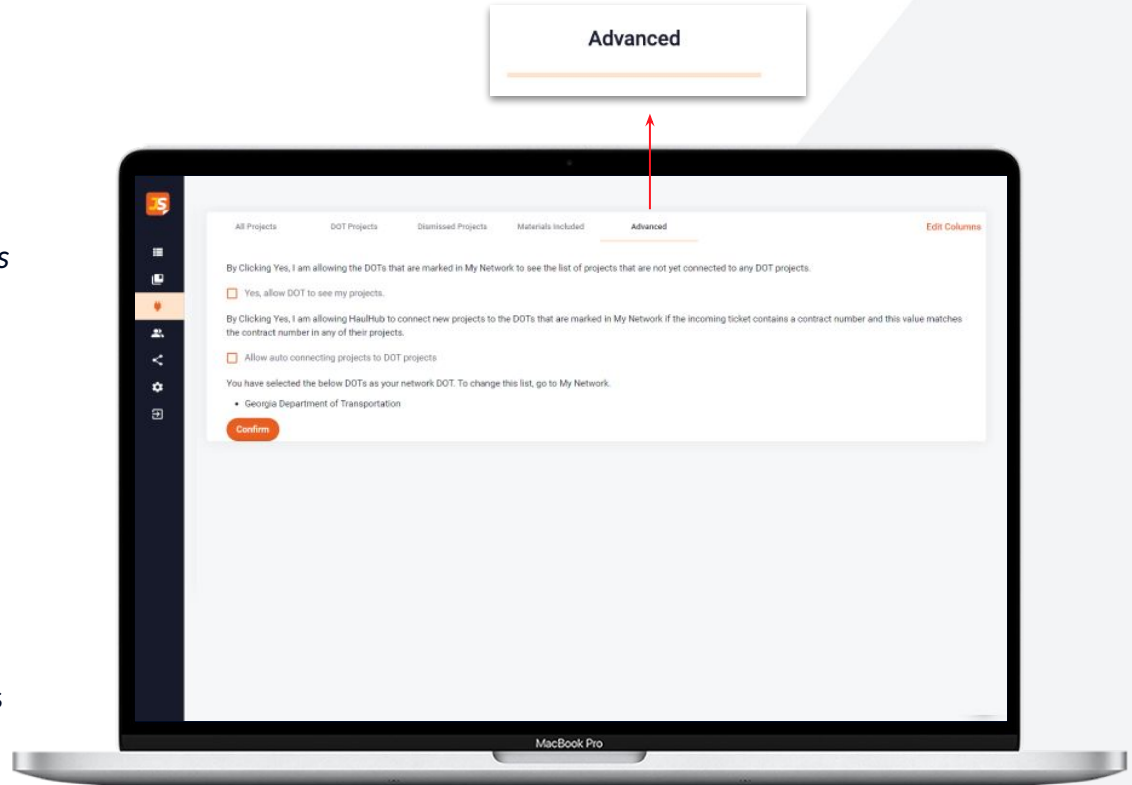




## CALIBRATION PAGE (ADVANCED)

- Toggling *Yes, allow DOT to see my projects* enables DOTs that are marked in *My Network* to see the list of projects that are not yet connected to any DOT projects.
  - This is useful for contractors that only have DOT projects in their JOBSlip account.
- Toggling *Allow auto connecting projects to DOT projects* enables the system to automatically connect JOBSlip projects to DOT projects if the data in the Contract # field exactly matches the DOT's State Project Number

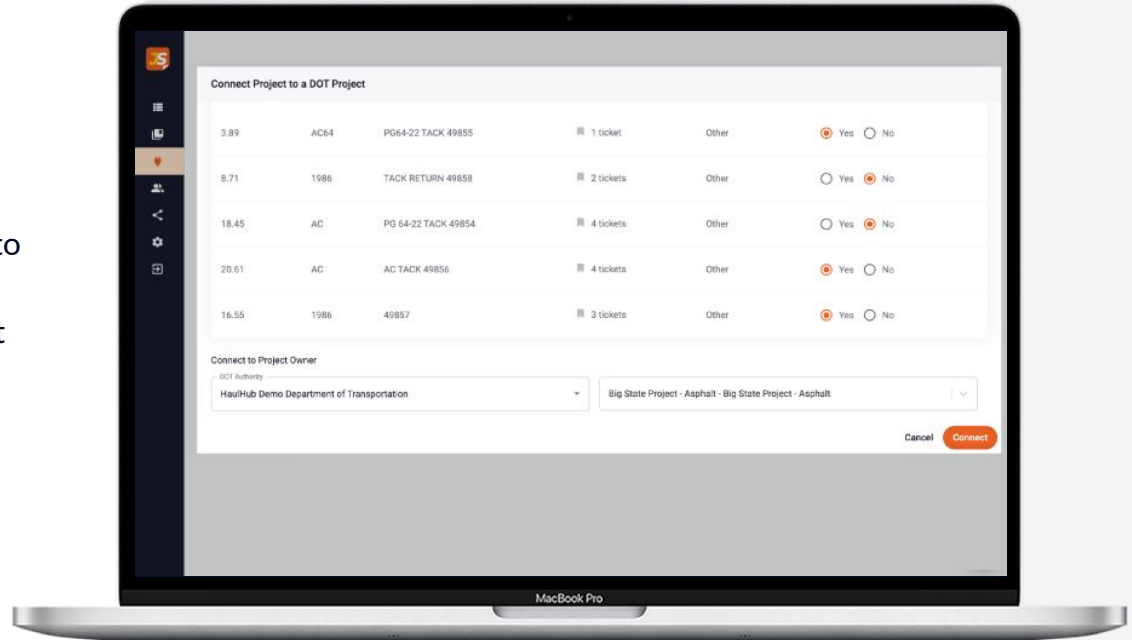
We will go over how to add a DOT to My Network shortly.



## CONNECTING TO THE DOT

- First, go to the calibration page and click Connect on the project you would like to connect.
- Select the materials you would like to share with the DOT.
- Select the DOT Authority and select the project to calibrate to.

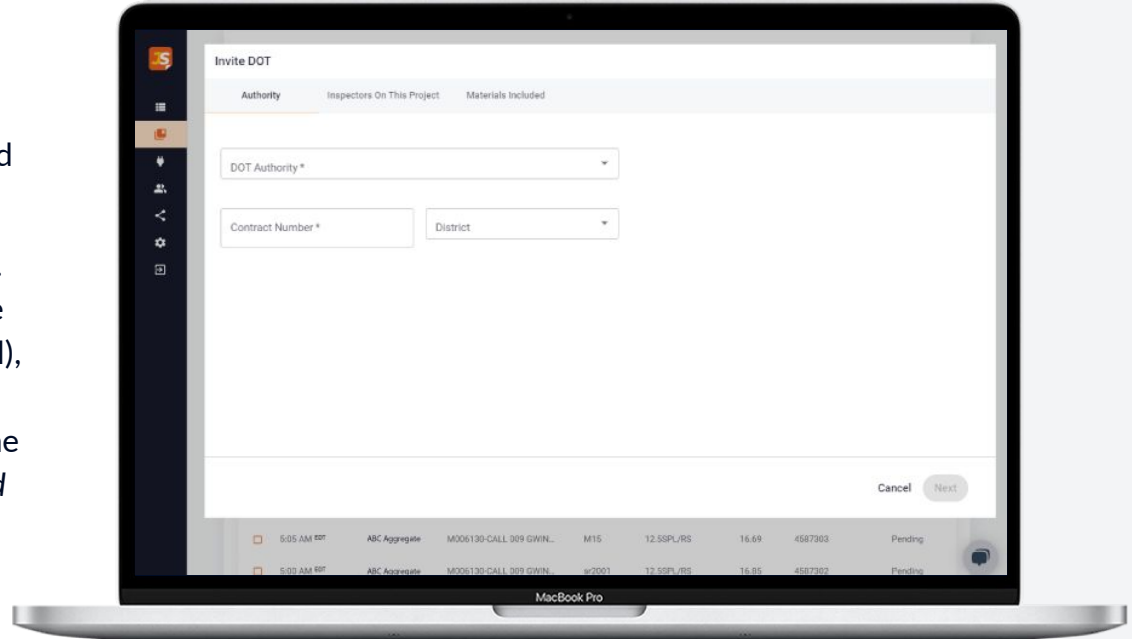
If you do not see your project in the available list, click cancel and follow the instructions on the next page



# CONNECTING TO THE DOT

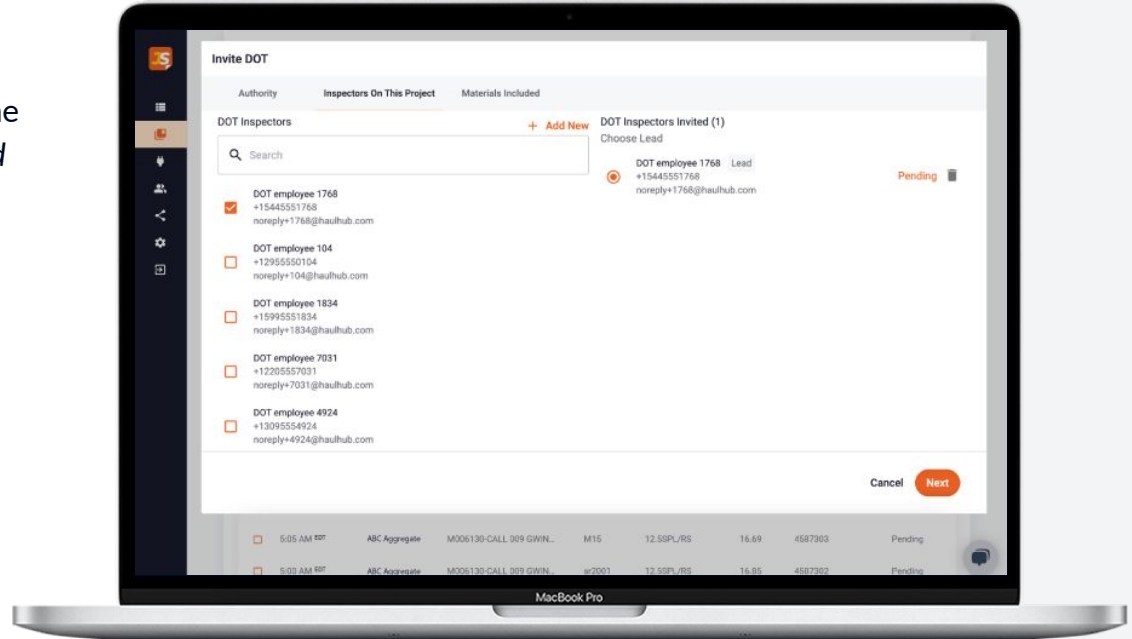
If your project was not available during the calibration page process, go to My Projects and select your project.

- Click Invite DOT in the top right corner.
- Select the DOT Authority and enter the Contract Number and District (optional), click Next.
- Select inspectors that need access to the project, invite a new one by clicking *Add New*. Once selected, choose a lead user and click Next.
- Finally, select materials that should be shared and click Submit.



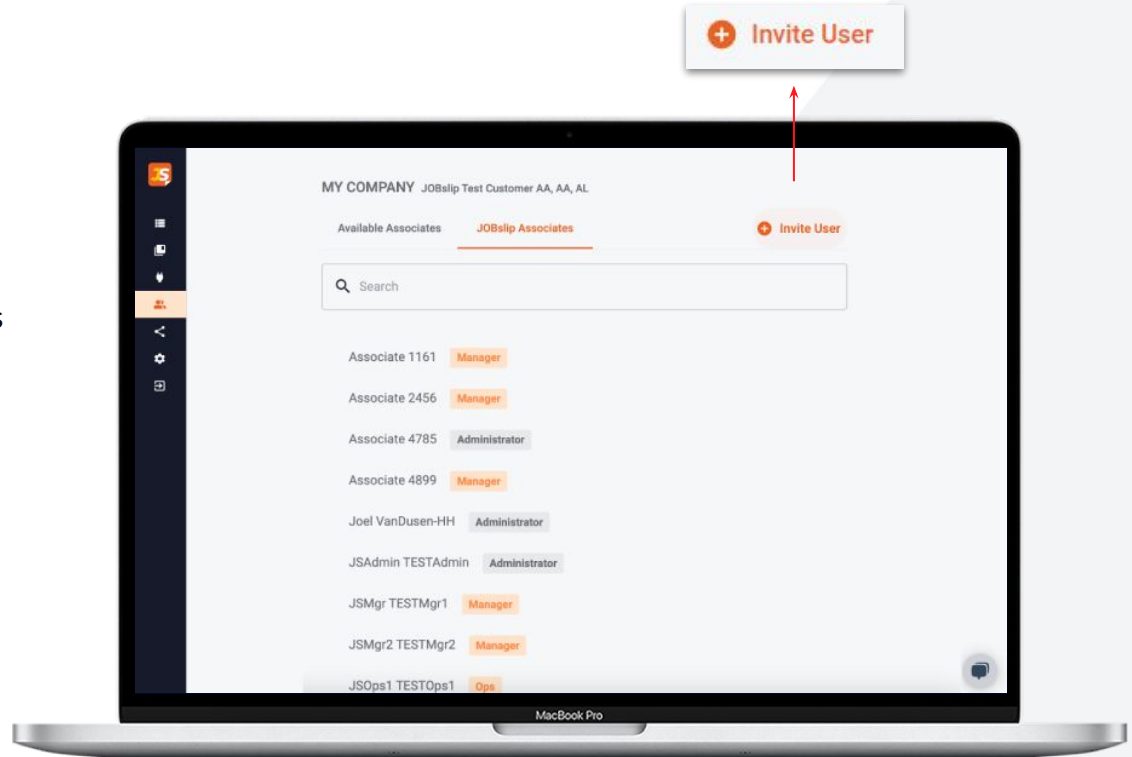
# CONNECTING TO THE DOT

- Select inspectors that need access to the project, invite a new one by clicking *Add New*. Once selected, choose a lead user and click *Next*.
- Finally, select materials that should be shared and click *Submit*.



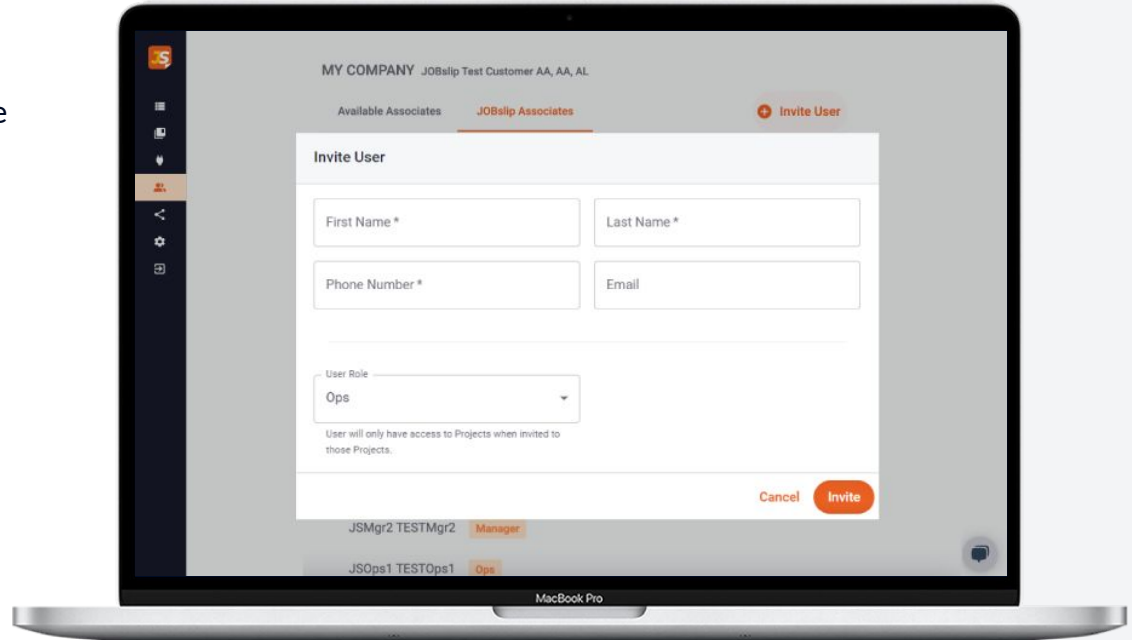
## MY COMPANY

- View and manage all users that have access to JOBSlip.
  - Available Associates are users that have not signed into JOBSlip yet.
- Click Invite User to invite a new user.



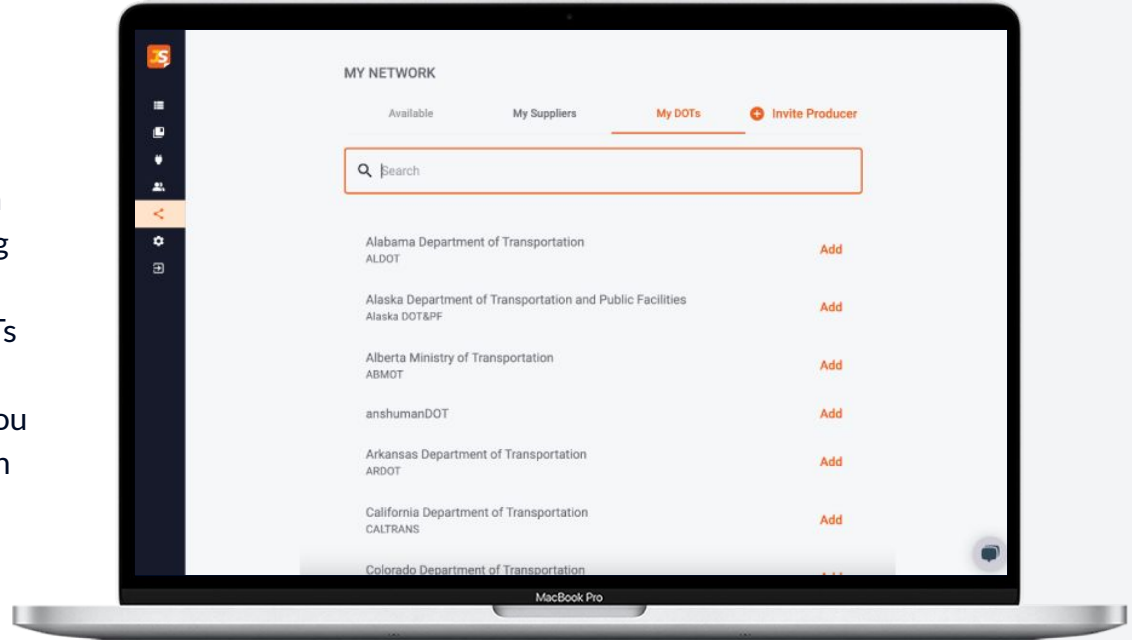
## MY COMPANY

- Enter First Name, Last Name, Phone Number, and Email.
- Ops users will only see certain projects that they are invited to.
- Managers can see all projects by default.



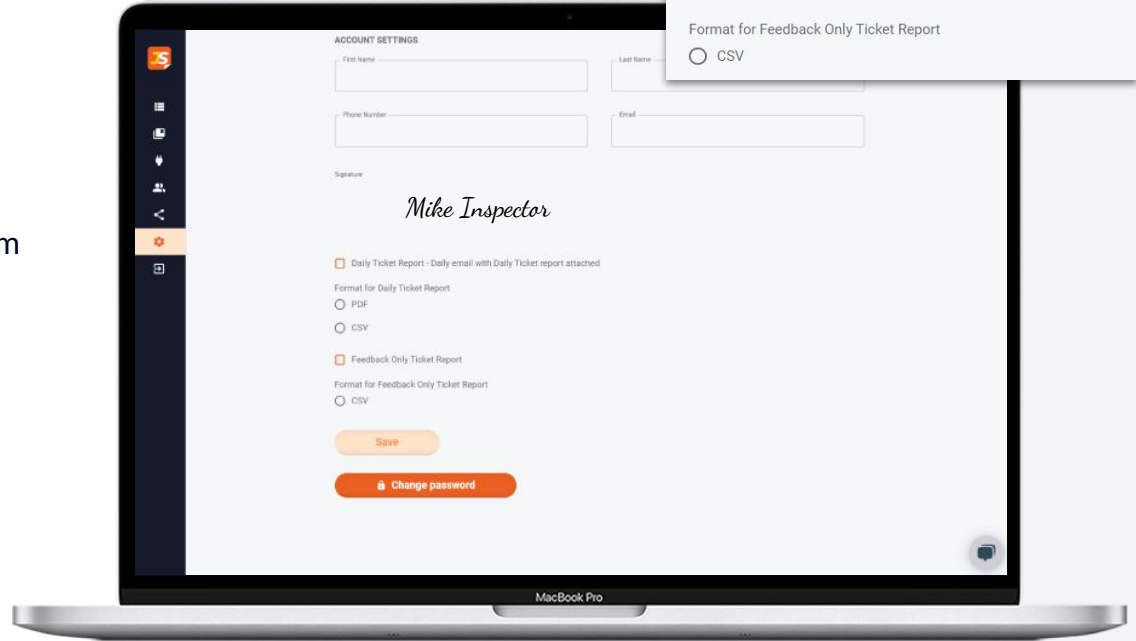
## MY NETWORK

- My Suppliers shows you what suppliers you are connected to.
- My DOTs allows you to select which DOTs are available when connecting projects.
  - This also controls which DOTs would be able to see your projects or auto-connect if you have turned these settings on within Calibration.



## MY SETTINGS

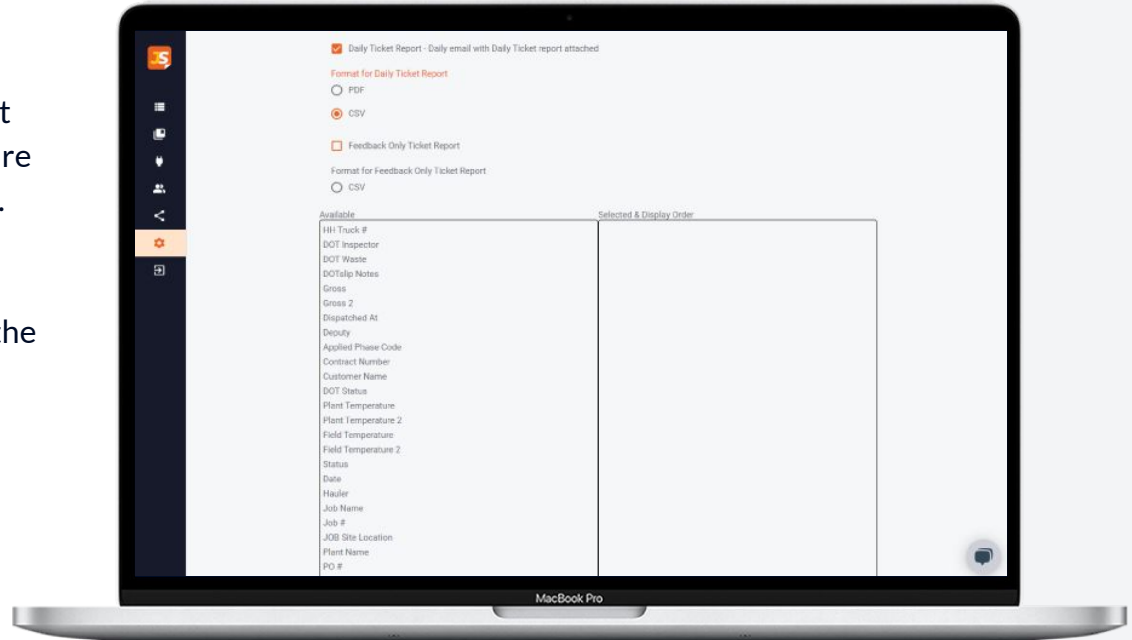
- View and change your personal information and signature.
- Configure the Daily Ticket Report
  - This report will be sent at 7am local time and will include all tickets received from the previous day.





## MY SETTINGS

- If you select CSV for the Daily Ticket Report you can toggle which fields are included in the CSV report each day.
- Feedback Only Ticket Report will include a list of tickets that were marked as delivered or rejected by the DOT Inspector on a previous day.



## NEED MORE HELP?

We understand things may arise. Our team of experts are ready to help at a moment's notice. Get ahold of us:

- By email: [support@haulhub.com](mailto:support@haulhub.com)
- By chat online at [www.haulhub.com](http://www.haulhub.com)
- By phone: 1- 833-428-5482