# OneRail

Driver Application

Getting Started

Sign In
1. Open the app
2. Enter the username and passcode given to you by your administrator.
3. Select **Sign In**.

Ensure you are "⦿ On duty".

If not showing "⦿ On duty",
1. Select **On duty** from the dropdown menu at the top of the screen.
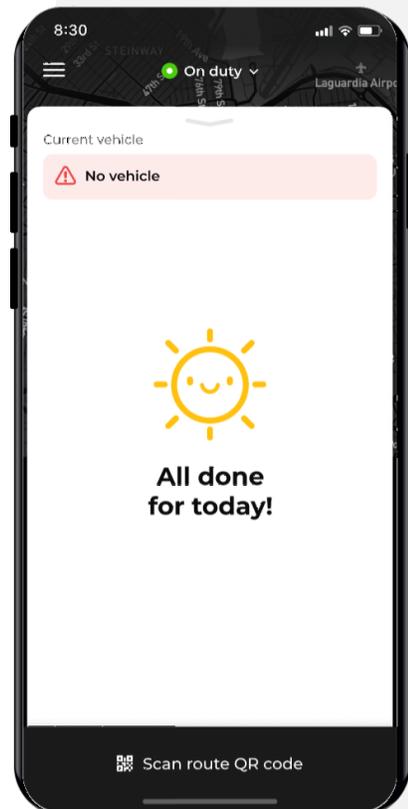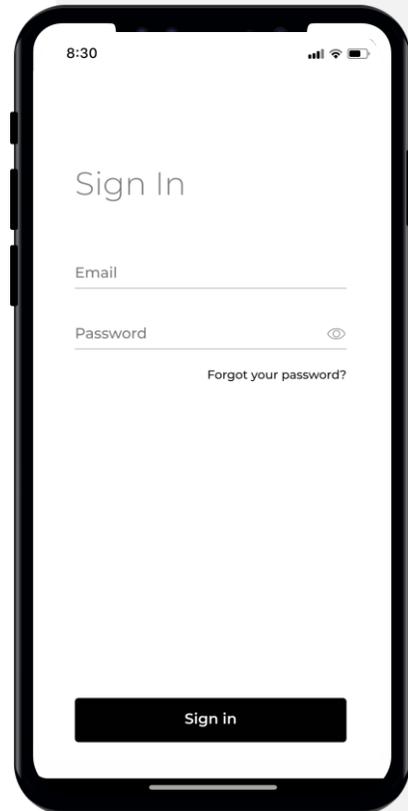
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Delivery

After the delivery is assigned directly to you or the QR code (Optimized Route Coder) is scanned from the Control Tower, the application will display the delivery task list in order of stops.

To begin the delivery,
1.   Select the first task and swipe the bottom to Start.

If using Manual Advancing, swipe right at each step to advance th delivery through completion.
If using geofencing, the delivery will automatically advance at each step using a recognized GPS perimeter around the location pinged by the device's GPS.
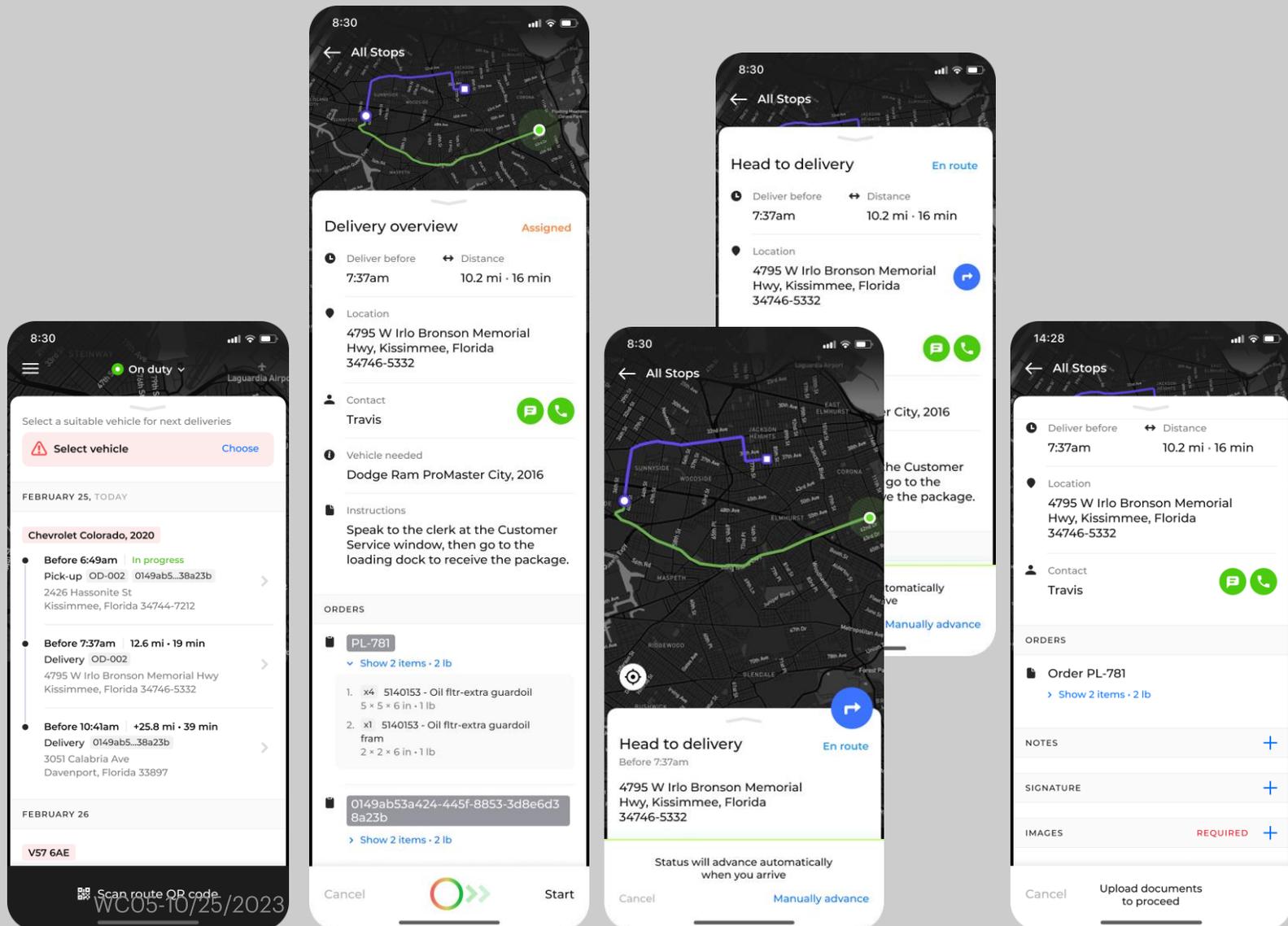
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Delivery continued...

The following fields are available for additional documentation as needed.
- NOTES
- SIGNATURE
- IMAGES

Select the ➕ next to the appropriate entry (NOTES, SIGNATURE, IMAGES) to enter additional documentation as needed.

If needed, use the call or message button 💬📞 to contact the customer if available.

If you have additional tasks on your list, you will automatically advance to the next delivery stop in the optimized route or return to the store.


WC05-10/25/2023
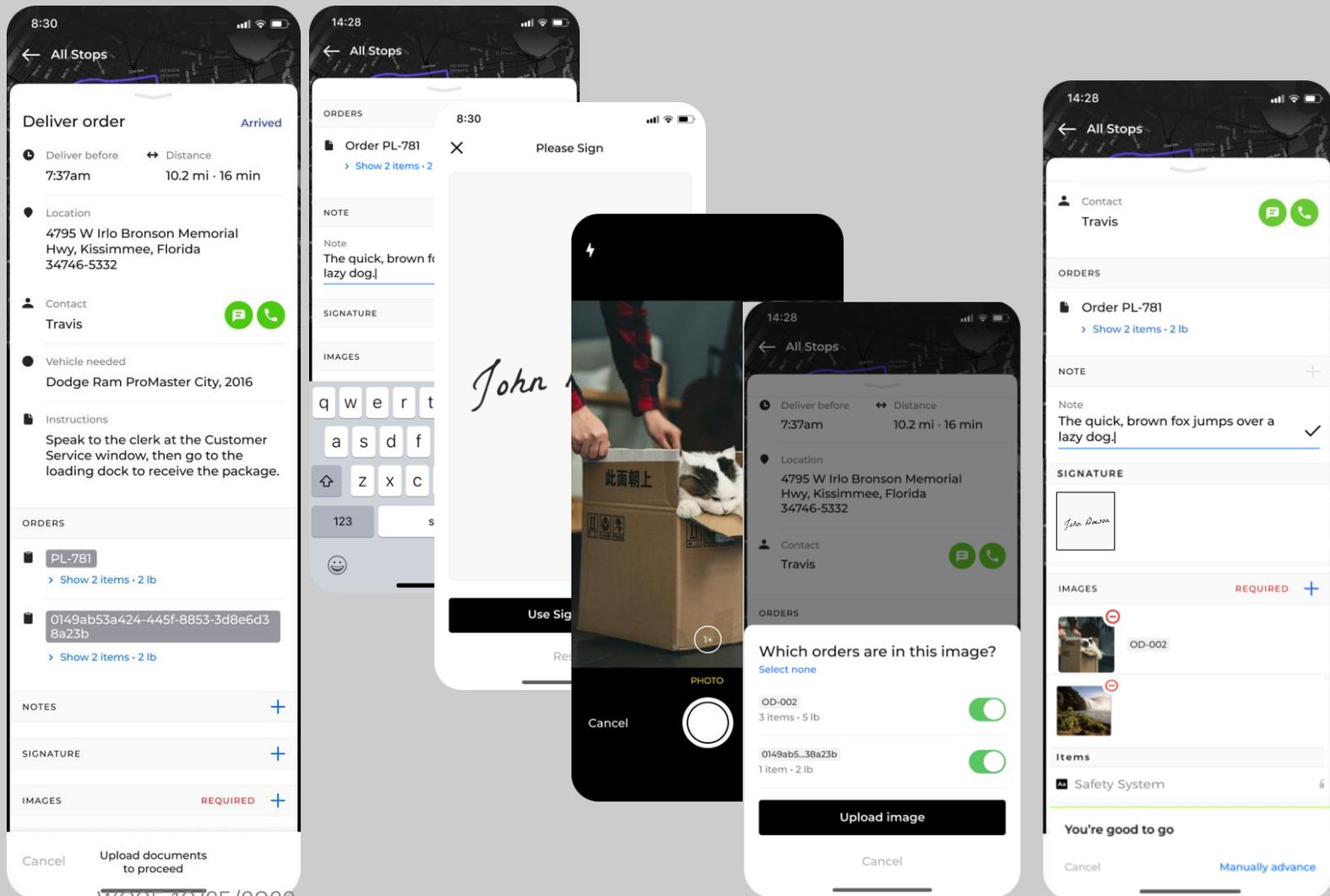
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Notes, Signature and Images Fields Tips

Notes on the delivery (for example-where the product was left), proof of delivery signature and images are available to further document the delivery.

Tips:
• Review Notes before saving.
• Signatures should be clear enough to distinguish what and who it is. An "X" is not specific and difficult to trace back to who received the delivery.
• In a photo, include the product and something in the background that designates where it was left (ex: business sign, address numbers, unique building feature).
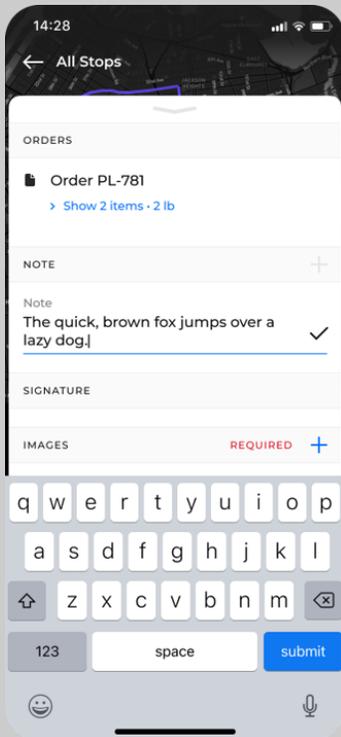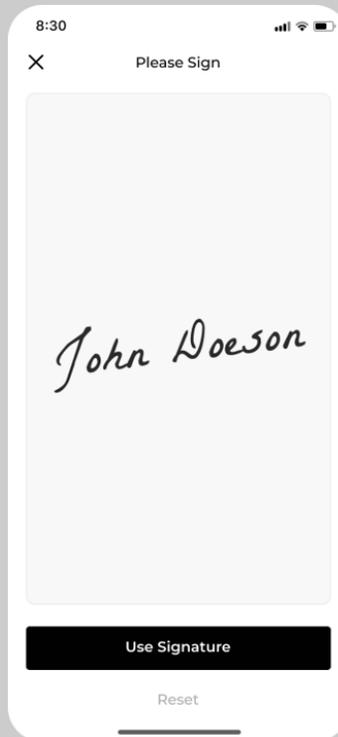
Notes	Signature	Images

End of Delivery

Once you have completed your last delivery, return to your store to select and optimize your next route!