Smart Transport

Co-Driver Services

Document management

Make sure your drivers have access to the latest documents digitally in the vehicle.

Most companies need to keep their drivers updated about general information, such as company policies, but also specific instructions for many different situations, like loading information and handling of dangerous goods.

Through the Document Management service, documents are easily shared between the office and the drivers on the field. The service is extra useful for transport companies who want to include attachments to messages and who often employ temporary workers who need instructions. If you transport dangerous goods, it is a legal requirement to have instructions onboard, and why not keep them digitally to simplify distribution and version control.

How does document management work?
Document Management is a way to upload documents in Weboffice and then make them available to be downloaded by the drivers through their screens. To save memory and data consumption, the files are not downloaded automatically. The driver must actively choose to download the files to be reviewed. The workflows for the office team and the drivers are described below.

For a safer and smarter world
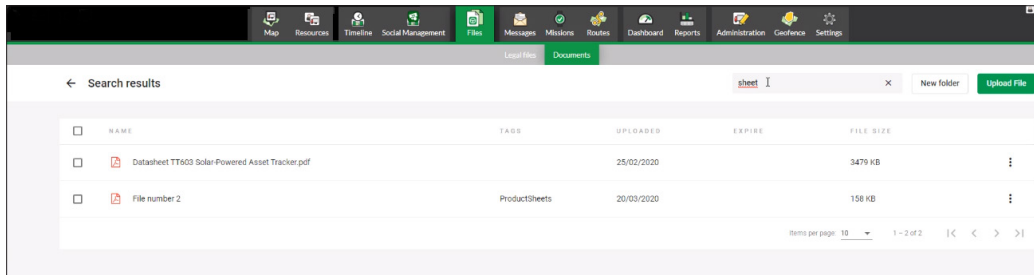
Document Management is a way to upload document in Weboffice and then download them in the vehicle client.

Workflow for the office team

- Upload a file and edit the name

- Write a description explaining the content in the file

- Tag the file (free text) to make it sear chable both in Weboffice and also in the vehicle)

- Add expiration date so that documents automatically are removed in the vehicle

- Provide a link to the file to make it possible to share and use it in other services (like Messages)

- Monitor what documents are reviewed by what drivers through silent confirma tion (read confirmation once a driver has opened an document)

Workflow for the drivers

- Open the document management ' service in the vehicle client

- Search the documents to be reviewed

- Download applicable documents

- Read the documents
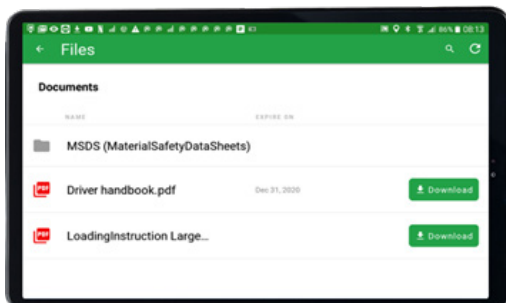
The drivers easily download and read documents that have been uploaded by the office team.

Example of PDF-documents that are suitable for document management:

- Loading instructions

- Code of Conduct for drivers

- Instructions for handling of dangerous goods/Material Safety data

- Contact lists

- Newsletters

- Product sheets

- Instructions for specific loading/off-loading sites
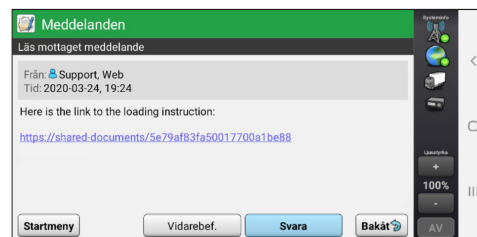
The documents can be accessed from messages through links.

Benefits

- Share files like loading instructions and handbooks with your drivers

- Tag documents to make them searcha ble both in the vehicle and office

- Use search to easily find and manage the documents

- Add links so that documents can be shared in other services

- Avoid paper-based documents, simplify distribution and version control

- Don't use a separate system for your documents

- Smooth handling of files (drag and drop between folders)

Required equipment*

- AddSecure Co-Driver App (vehicle client 5.14 or later)

- AddSecure Vision Mobile

www.addsecure.com