


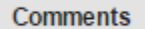






COMPASS Dispatch Quick Reference Guide


Icon	Functions available to all users
 Dashboard	Click on this button at any time to return to the Dashboard/Calendar screen
	Current Calendar with a count of trips for each day
	Click to go to the list of trips
	Click to see the month's trips by trip type (route, field trip, etc.)
	Click to see a specific week's trips by trip type with start times and assigned drivers
	Click to see details of a specific day's trips by trip type with start times and assigned drivers
	Clicks to move forward or backward in the calendar (by month, week or day)
	Legend provides information regarding symbols & colors for vehicle origination location & color shown for trip type in the week and day information
 Summary Number Of Dispatches: :	Shows the number of dispatches for the displayed period: month, week, or day
	The system assigned dispatch # and link to the details of the dispatch
	Origination location of the vehicle
	Departure date and time of the trip
	Return date and time of the trip
	Vehicle number assigned to the trip
	Driver assigned to the trip
	Type of trip (sick day, driver change, etc.)
	Route # if it is a regular route
	Portion of the routing day—AM, PM, or Midday
	Additional Information may be added
	Box to check if the assigned driver has been notified
	Search function to find dispatches for specific dates, driver, vehicles, etc.
	Create a new dispatch
	Delete a dispatch line
	Check box to note delete line
	Export all dispatches to an Excel spreadsheet


COMPASS Dispatch Quick Reference Guide

Icon	Functions available only to Administrators
 Vehicles	Access and query stop data including stops with students assigned, special equipment, stops by school, or stops by run.
 Maintenance	Make changes to all selected stops or fleet records at once. Create a new stop.
 Users	Add, query, edit, and select the vehicles in the fleet to be used in routing.

Quick Tip Dispatch Form Completion

1. Open the Dispatch application and click on  .
2. You may sort the information in the Inbox by clicking on any field name that is underlined, thus sorting and showing all data by the most recent date, driver, or route.

Or you can find all of the information for one specific date only by using the  and querying for specific information.

3. To create a new dispatch, click on  to open the form: Fill in the blanks in the form with the information. Use the Comments field for pertinent information and/or initials of creator.
 - a. If this is a recurring dispatch, click “Yes” in the Recurrence box and the following box will open:

Recurrence

Recurring No Yes

From To

Mon Tue Wed Thu Fri
 Sat Sun

Complete the **From** (first date of absence) and **To** (anticipated return date), and the days of week. A dispatch will be line will be created for every calendar day the trip will need to be covered when the form is saved.

- b. If you are aware of who the substitute driver will be for the entire recurring absence, add the information at the time of creation and it will be filled in for every day the driver is absent. If it changes, the individual record may be opened and edited.

4. After the substitute driver has been notified of the trip, place a checkmark in the **Driver Notified** area of the form.