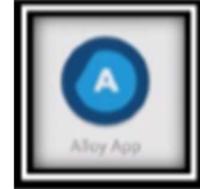




## Alloy – In Cab Guidance

### Starting up & logging on

To log into Alloy on the tablet device, press the Alloy icon to launch the App.



Login with Google



Login with Microsoft



Login with Email

Press Login with E-Mail, enter email username and password, then press the blue login button.



## Syncing

The app will synchronise available collections indicated by the spinning wheel at the top right corner of the screen. This sends data to the back office in Alloy throughout the day to confirm progress.



Sync Button

Sync progress

30%

Download tasks  
- Downloading

Sync progress will be displayed at the top of the main App menu.

Sync completed

100%

Time of completion:  
14:22 on 30/01/2024



Once sync is complete, the sync progress display will turn green. This confirms that your device has downloaded the required data to begin your round for the day.

If there are issues with the sync, select reset from the menu to reboot the app and fix this issue.



## Alloy Menu



The menu button on the top left of the screen is used to view the main App menu.

Explorer		
<b>My Jobs</b>		
291	0	291
Total	Closed	Open
<b>My Inspections</b>		
3	0	3
Total	Closed	Open
<b>My Projects</b>		
0	0	0
Total	Closed	Open
<b>My Rounds</b>		
3	0	3
Total	Closed	Open

**Explorer** – press this to return to home screens/ full map view.

**My Jobs** – this function will be used for Missed Bin Collections and Bulk Uplift Jobs

**My Inspections** – this will not be needed for delivery jobs

**My Projects** – press this to find your allocated delivery jobs by date.

**My Rounds** – this will not be used for delivery jobs

Sync Log

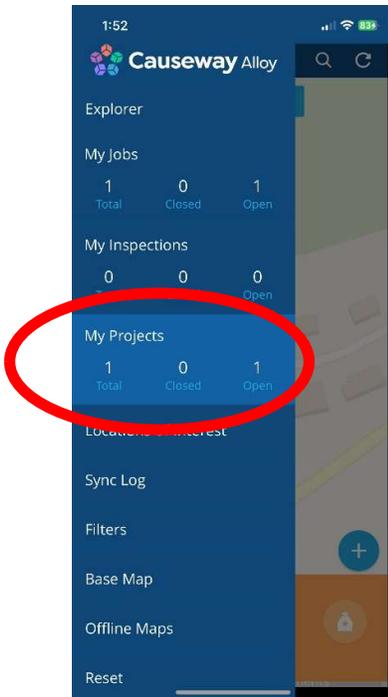
**Sync Log** – Here you can see the progress of your latest Sync. If for any reason the sync has failed, you can find the reason here.

Reset

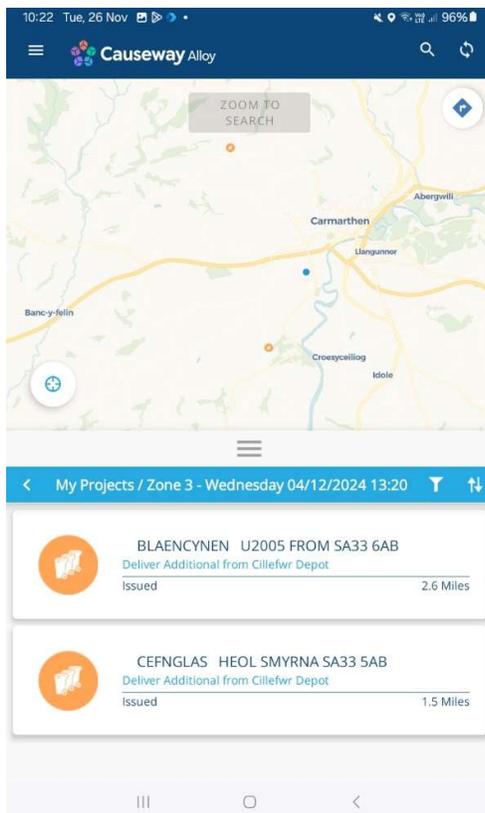
**Reset** – If your device has not pulled through today's jobs, you can reset the device. Make sure you resync and there are no jobs left on the device as resetting will lose them.



## Completing Collections



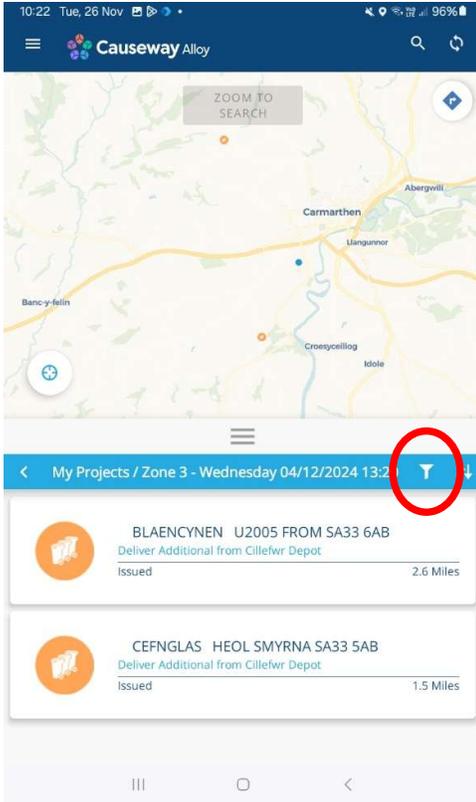
Under the My Projects header, Alloy displays all the collection jobs for delivery waste relative to each day. Each job can be seen under a designated area or street.



Selecting a job will display the scheduled collections below the street name and on the map view.

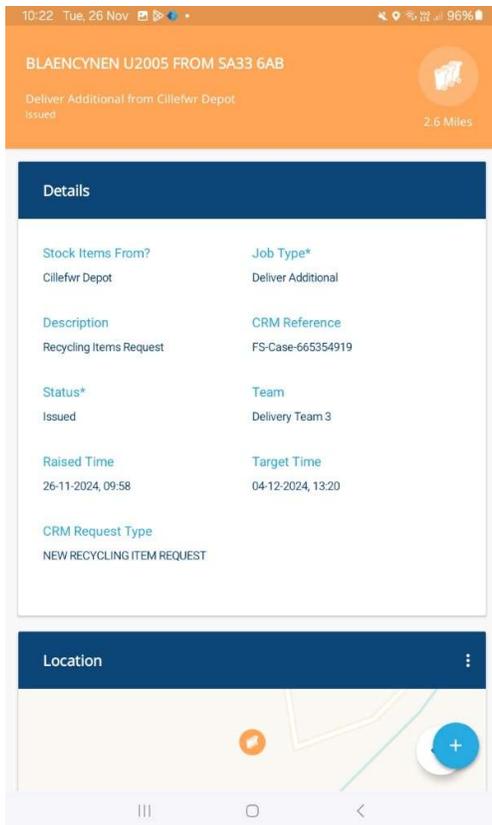


## Completing Collections

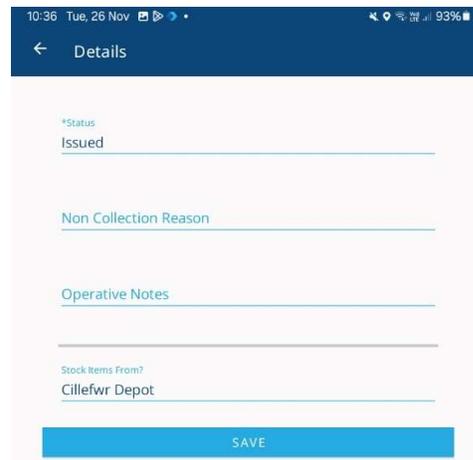


Where multiple delivery jobs are to be collected, scrolling on the device will allow the users to see all jobs. Use two fingers to pinch or spread on the map view to zoom in and out. Use one finger to move the map view.

To efficiently organise your collections, you can filter your jobs by distance. To do this, select the filter (circled) and select Distance. Now you can see which job is nearest to you and how far away it is

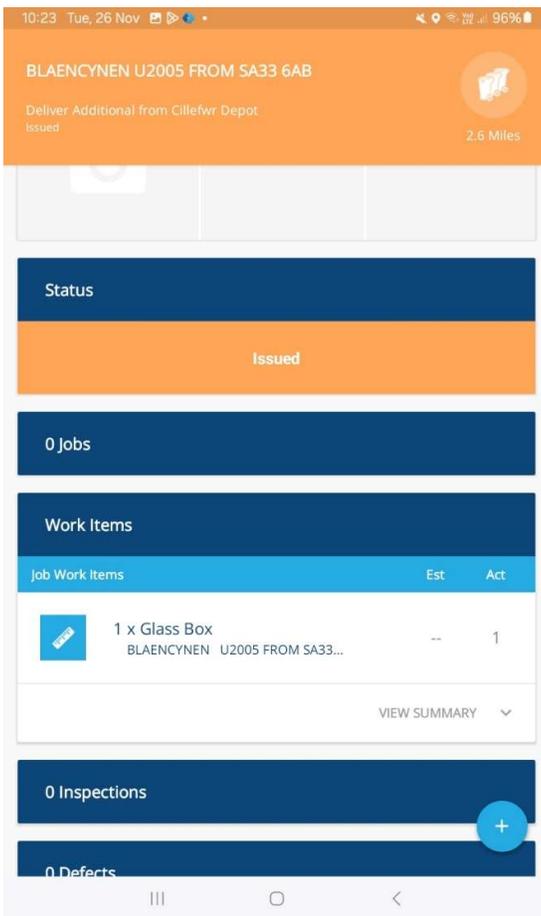


Click on the job using the list view or map to be presented with the job details. Once you click into the details page, you can update the Operative Notes as to why a delivery may not have taken place. This is a free text field.





## Completing Collections



Here you can see what delivery items are booked for collection and the job status.

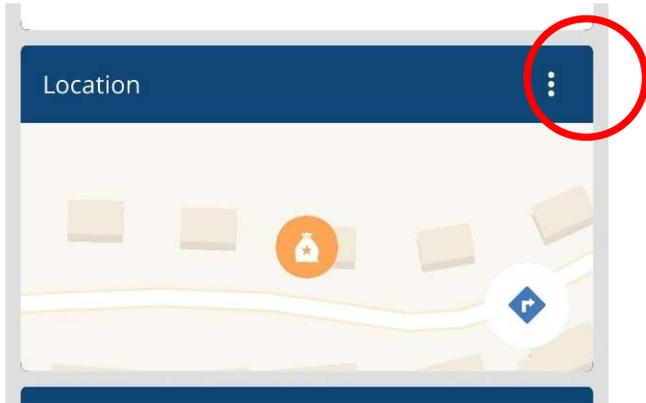
To change the job status, click 'Issued' and select a job status from the list on page 8.



To add a photograph, click the three dots on the Attachments segment and select 'Take Photo.' This will take you to the camera app, take the photo and select OK to add it to the collection attachments.



## Completing Collections



The location section is linked with Google Maps. By clicking on the arrow (circled), this prompts a pop up to take you to google maps, allowing directions from your current location to the job.



## Completing Collections – Status'



Completed

Completed with no issues. An email is sent to the customer. Please take a photo of where the items have been left.



Operational Issue

Items could not be delivered e.g. vehicle breakdown. Please write in



Access Issue

Items could not be delivered e.g. tree blocking road, parked cars etc. Please take a photo to provide to the customer.



## Finishing Your Round and Logging Off

Once all collections have been completed you will be presented with 'No Items Available.'

If you have logged an issue for a collection, these will be sent to your Assistant Manager to be rescheduled.



Sync Icon with jobs left on tablet

All users must log out of the Alloy App and shut down the device at the end of their shift. However, before you log out, you **MUST** press the sync icon and allow the sync process to be completed.



Sync Icon with **no** jobs left on tablet

Once the sync has completed, check that the sync icon no longer has any number within a red circle, as pictured.



Menu Button

Once all completed bulky jobs have been sync'd, open the menu on the top left of the screen and scroll down to the Log Out icon.

Logout

Are you sure you want to logout?

NO YES