1. DOWNLOAD THE APP

Scan the QR below or search for 'MYTRUCK GO' in your app store:

iOS/Apple/App Store   **Android/Google/Play Store**

To aid download, at AI Sites please ask for details to log into our AIR GUEST free guest Wifi
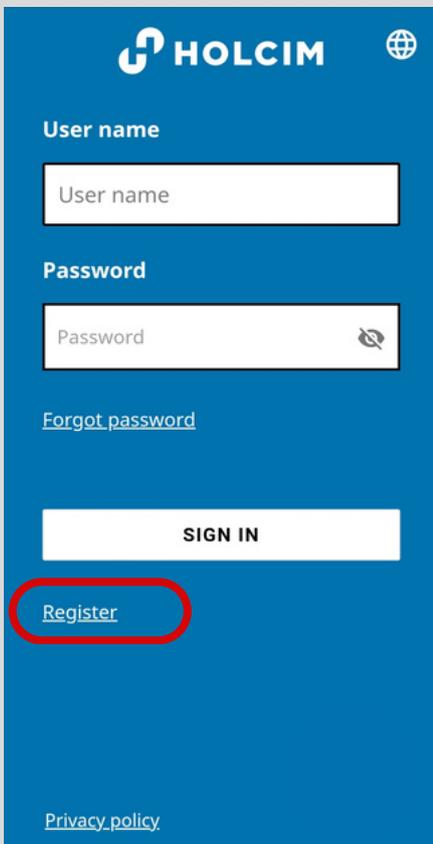
2. REGISTER

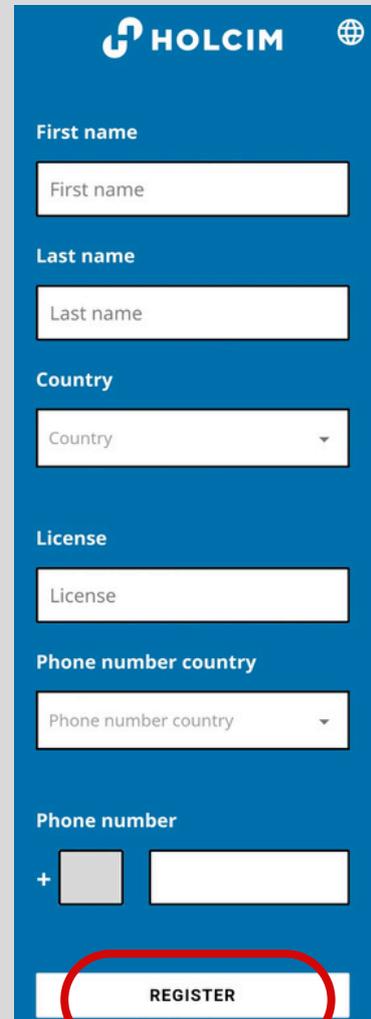Once downloaded, open the app and tap 'Register'. Enter your details:

First/Last Name ; Country = United Kingdom ; Region ; Phone Number Country (UK = +44) ; Phone Number *this is for the phone linked to your account where you receive your log in details*
License field is optional, you may wish to add your MPQC Number to help identify yourself

HOLCIM

User name

User name

Password

Password

Forgot password

SIGN IN

Register

Privacy policy

HOLCIM

First name

First name

Last name

Last name

Country

Country

License

License

Phone number country

Phone number country

Phone number

+

REGISTER

AGGREGATE
INDUSTRIES

3. LOGIN & PASSWORD
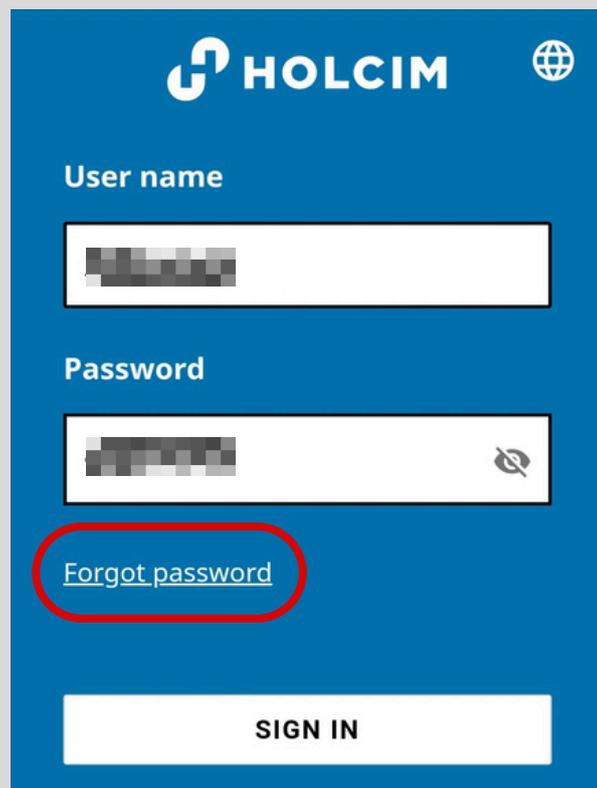
Your username and password will be texted to you, use this to log in.
The first time, the app will ask you to change the password to something you will remember, you can make this whatever you want.

If you forget this in the future, you can use the forgot password option on the main menu to resend the text and receive a new one time code to log in!

HOLCIM

Wednesday, 30 August 2023

Your username is ▓▓▓▓ and the password is: ▓▓▓▓   11:11

User name

Current password

New password

Repeat new password

Forgot password

CHANGE PASSWORD

HOLCIM

User name

Password

Forgot password

SIGN IN

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4. APPROVAL

When you have changed your password, you will be sent for approval to the app.

Weighbridges, Planners, Compliance Managers and Logistics Managers will then be able to approve you when reviewed *(you will only need to be approved once)*.

Registration

User confirmation

User has not yet been approved. Wait until the organization approves your account.

LOG OUT
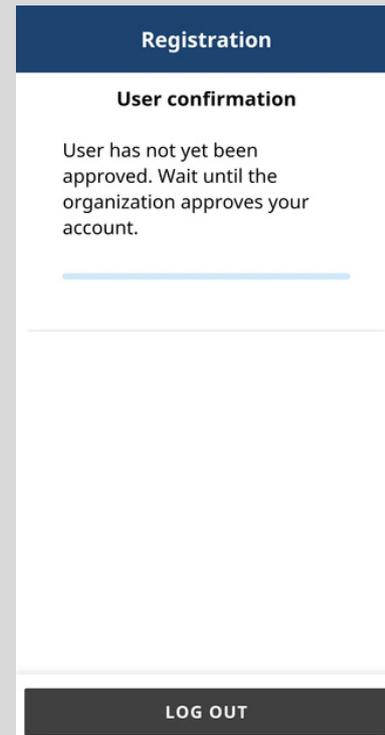
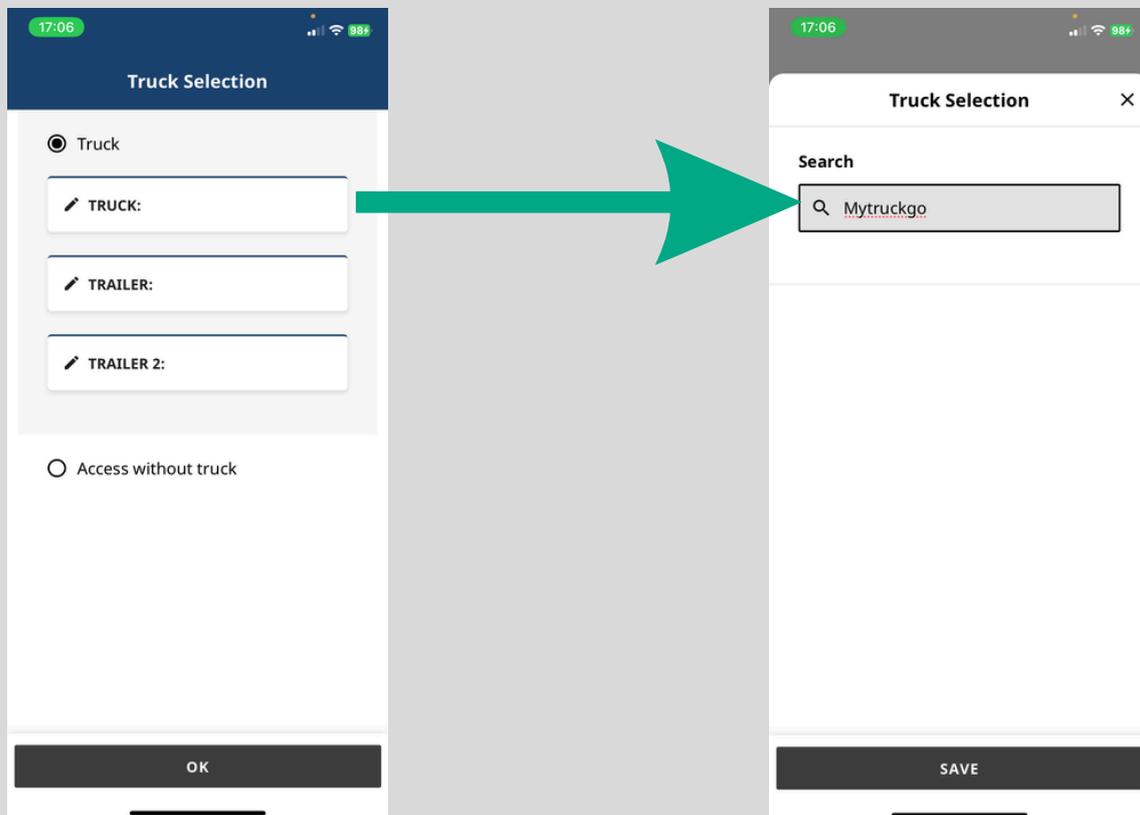## 5. TRUCK SELECTION

After logging in/approval; tell us which truck you will be driving; tap on the 'Truck' field and enter your vehicle registration number on the next screen and tap save.
**DO NOT enter any spaces** and leave the trailer options blank as this is not required.

17:06

Truck Selection

◉ Truck

✏ TRUCK:

✏ TRAILER:

✏ TRAILER 2:

○ Access without truck

OK

17:06

Truck Selection   ✕

Search

🔍 Mytruckgo

SAVE

6. PERMISSIONS

When the app prompts, please grant the appropriate permissions for the app to work. Each permission is required for different parts of the app to function properly.
The app will not allow you to continue to your tickets unless these are granted!
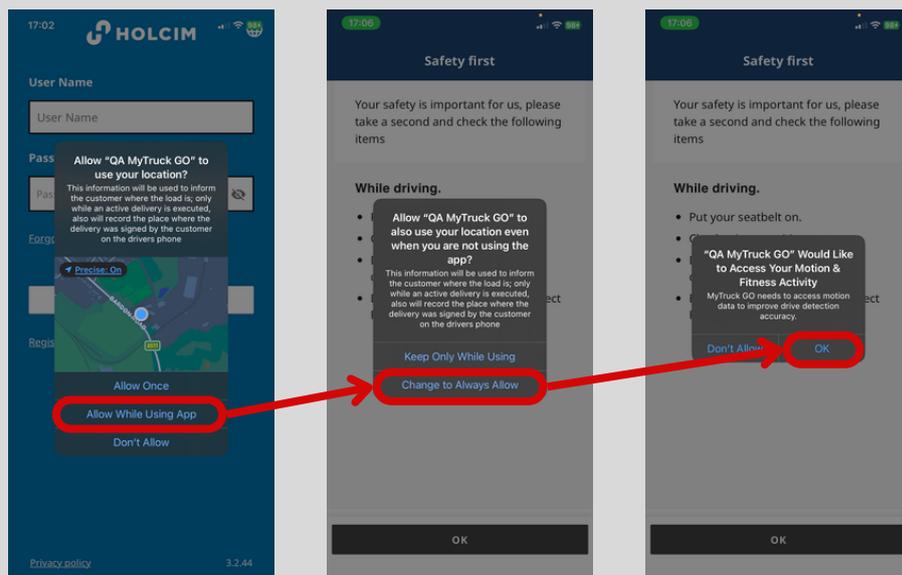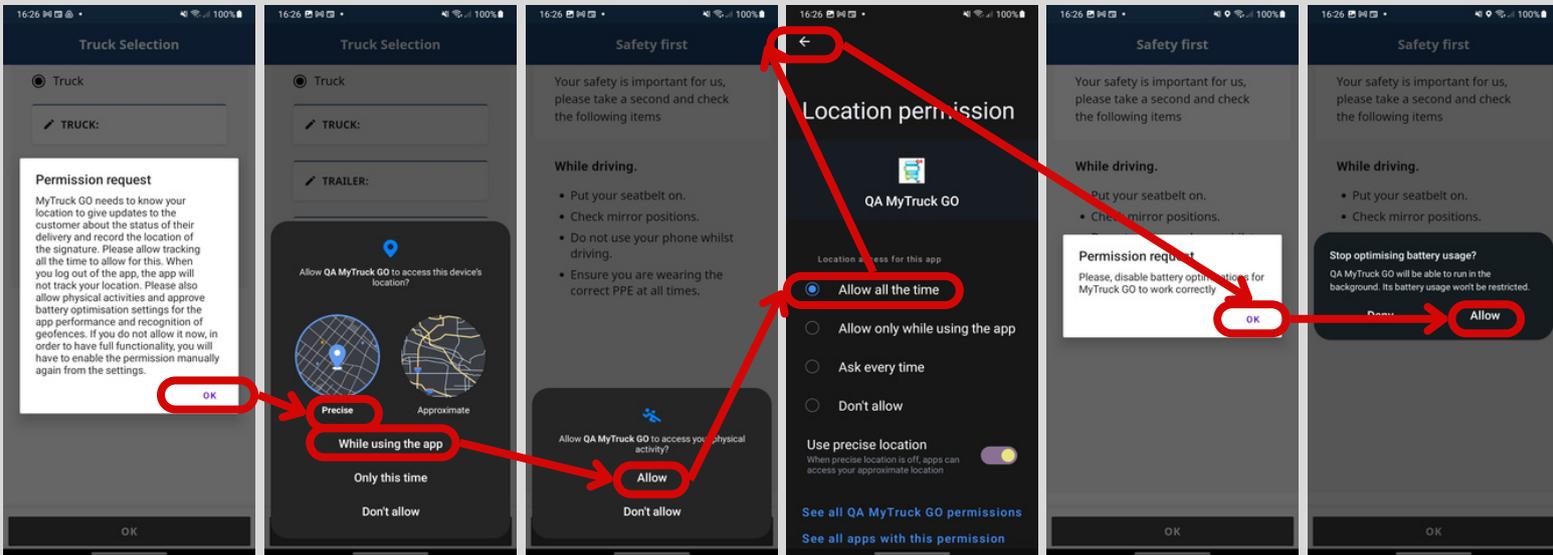
Confirmation of Permissions Required:

Location Sharing = All the time/Always Allow -- *allows location sharing for planning & customer order tracking including when the app is in the background - ONLY when the app is logged in;*
THE APP STOPS TRACKING WHEN YOU LOG OUT!

Activity Movement/Motion = Allowed/OK -- *monitors for movements/motions so that driving can be specified and non-driving actions ignored against tracking.*

Battery Optimisation = Allow -- *ensures that if the app is in the background, it can continue to refresh for updates periodically and keep the user logged in where applicable.*

1. VIEW YOUR DELIVERIES

After logging in and selecting your vehicle you will be prompted to confirm a safety message, then the following screen will display any deliveries that have been planned for the truck.

The next/current load will appear at the top, you will also be able to see when work is scheduled for you in the future!

Tapping on the first load will provide additional information about that delivery such as the material, shipping point, miles to destination and estimated time for delivery.

2. ACTIVATE CURRENT DELIVERY

Tap 'Activate Current Delivery' to begin. You will then be prompted to arrive at the shipping point weighbridge, tap Load Truck once confirmed with the weighbridge operator.

Note Sometimes the plan can change due to customer demand or supply chain constraints - as such it is always important to check the ticket details before departing
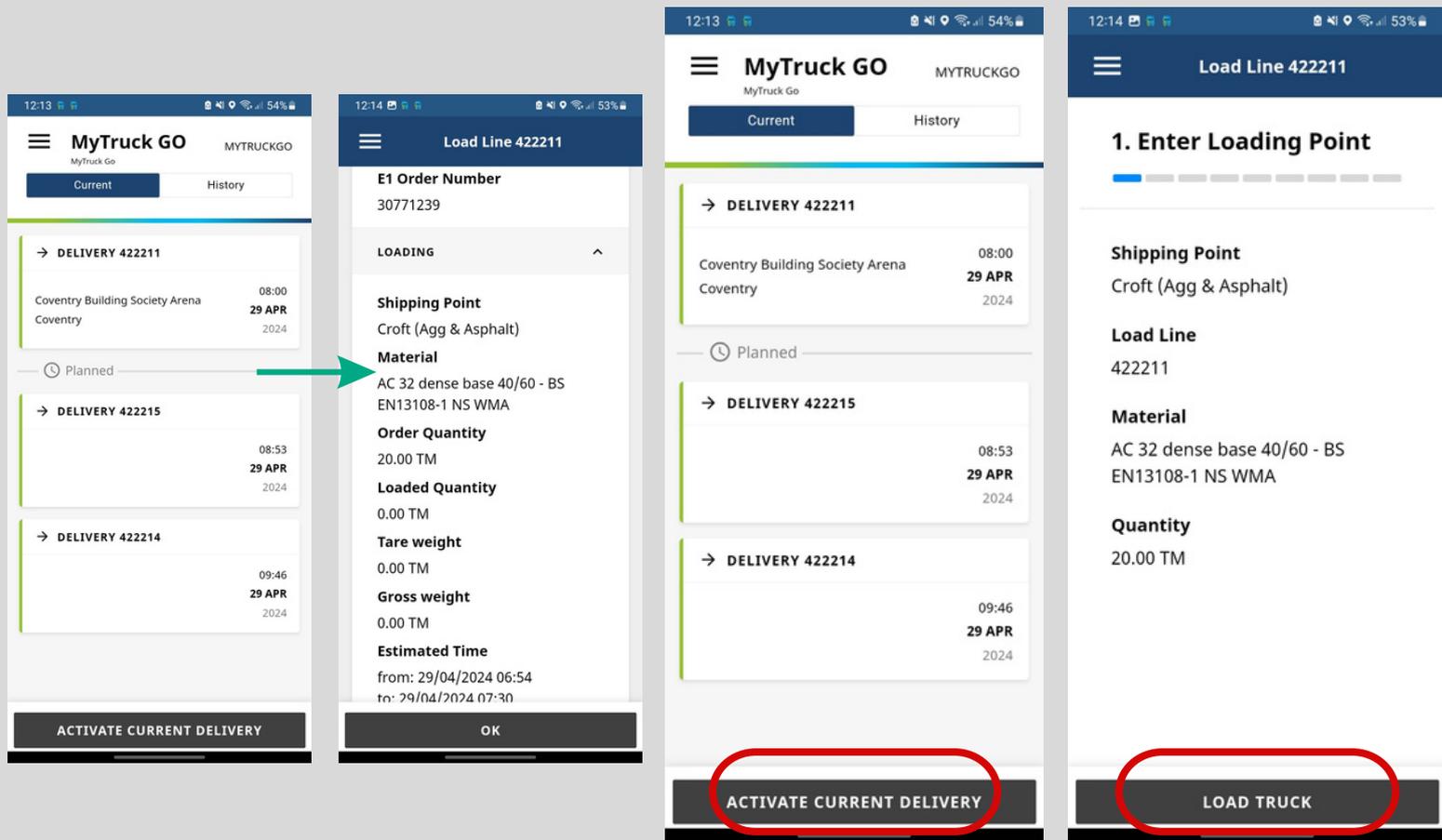
Note Once a vehicle has begun loading the app will not auto log out and tracking will continue even if the app is minimised with the above permissions granted

3. LOADING COMPLETED & NAVIGATION

Once you have loaded; the app will automatically progress through to the next screen when you are weighed out and the ePOD is activated.

If the Customer Site screen doesn't appear - please check with the weighbridge in case of any issues or for a paper ticket to accompany the delivery.

You will now be prompted to drive to the delivery destination. The App will show you the address, delivery instructions, timings, weights, ticket ID and other information for the load.
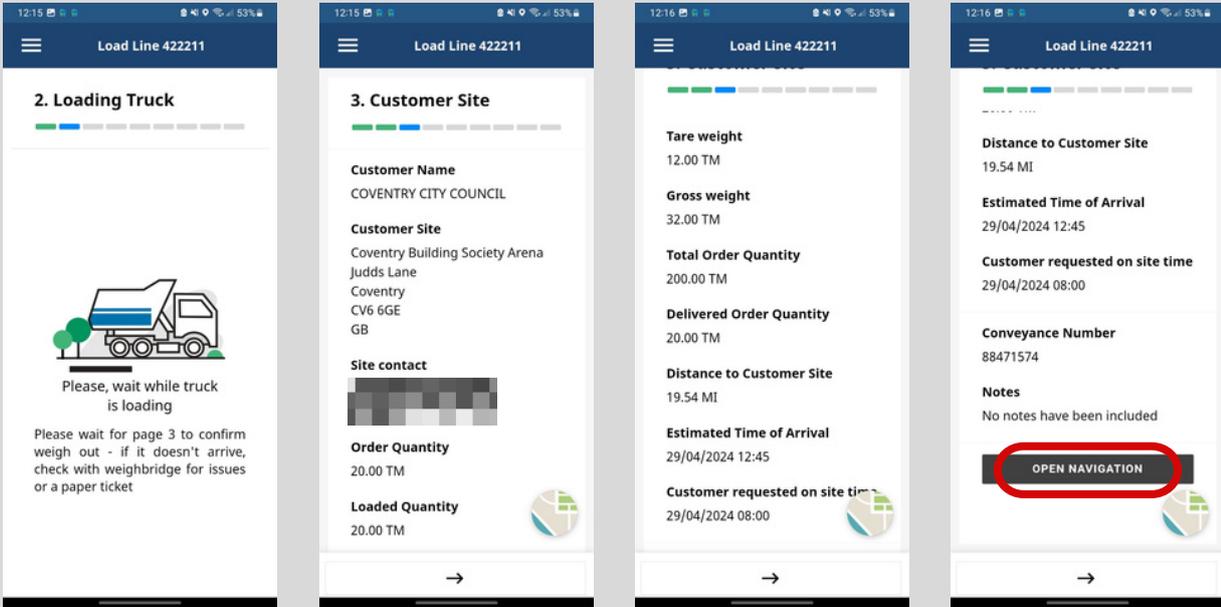

Should you need or wish to use, you can press Open Navigation; this will open the HERE HGV navigation app and auto populate the route. Please note, the navigation is just a suggested guide, and the route chosen is the responsibility of the driver/haulier to adhere to the correct road conditions and restrictions.
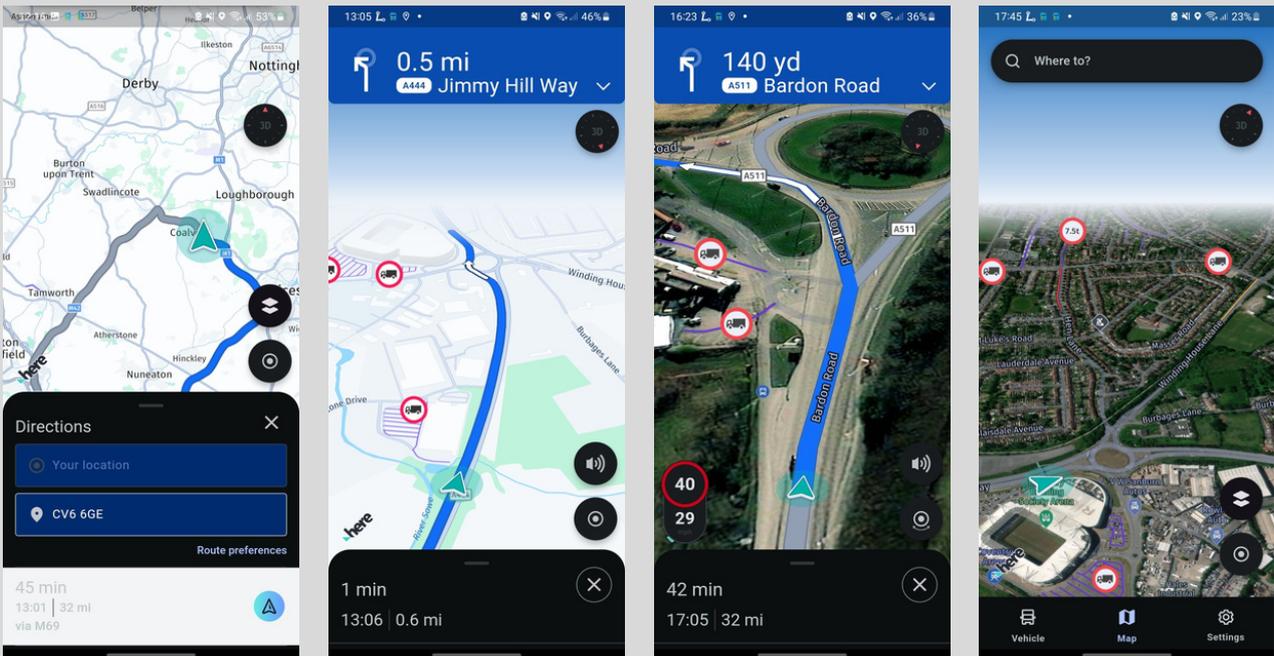
## 5. ARRIVE AT THE DELIVERY DESTINATION & UNLOAD

When you arrive at the delivery point the app should, using your location data, automatically progress to the next screen. If the app does not progress automatically simply tap 'Yes' when asked if you have arrived on site. If you are using the navigation, this should also stop and you can return to the app.

Delivery notes/information for the customer will again be displayed at this point, as well as an option for you to enter your own notes about the delivery which will be visible to the Aggregate Industries planning team. Please confirm the information with the customer.
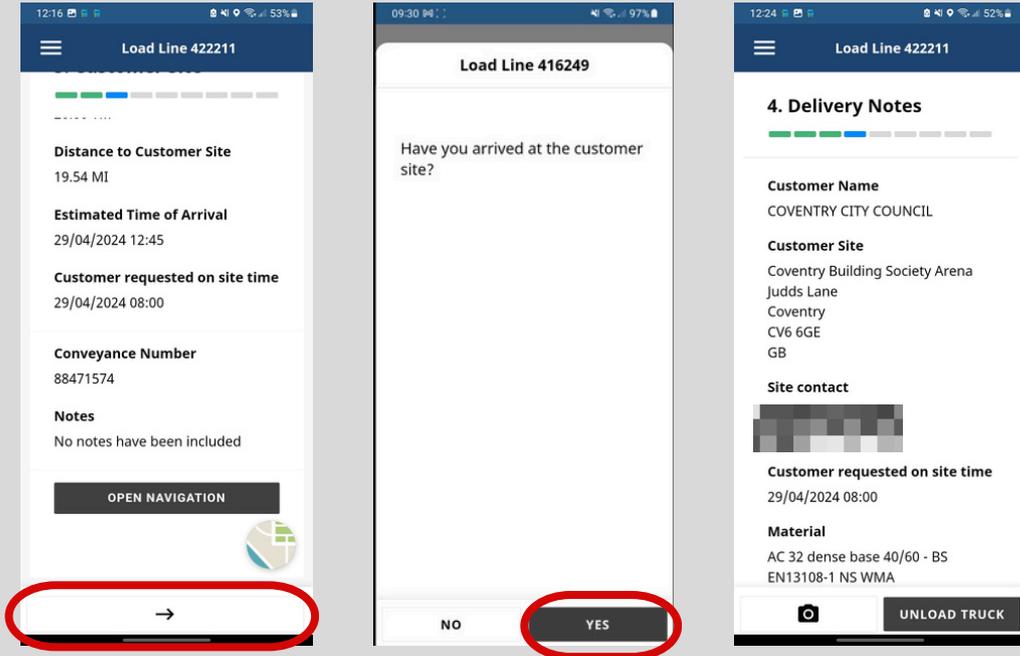
Tap 'Unload Truck' when appropriate/ready to tip. When unloading is complete you will have two options on screen:

1. Tap 'Finish' if you have no additional information to report and you want to go straight to signature (ie. when the job is a straight tip).
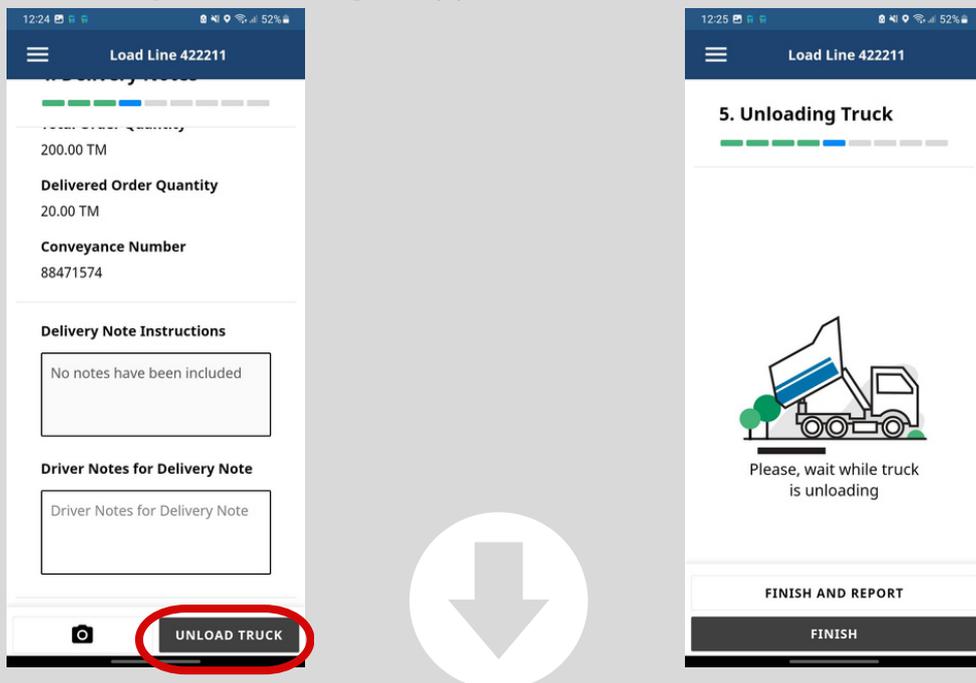
# 6. ADDITIONAL ACTIVITIES / SUPPLEMENTARY CLAIMS

2. Tap 'Finish and Report', this will return you to the Notes screen should additional information need to be reported. You will be able to enter Additional Activities at the bottom such as:

- Chute Used   (where you used the chute on the delivery tip)
- Daywork   (where you have had to wait whilst the truck was unloaded)
- Waiting Time   (where you have arrived and had to wait to tip off)
- Additional Minutes   (where will have to spend extra time getting off site after signature)
- Estimated Returned Quantity (where you have tonnage to return, enter the weight remaining)
- Additional Miles   (where the haulage zone is higher/lower than the distance travelled)

If you have something to note, tick the relevant option. When/If a box appears to input something, input the value you wish to claim for in the relevant section.

These will appear on the customer signature page under Additional Activities and should be confirmed before signing. Values will be recorded on PODs as well as in the app History section.

If you hit finish, or go to the customer signature page by mistake, you can go back to this page. Any values will be recorded and remembered if you move between screens.
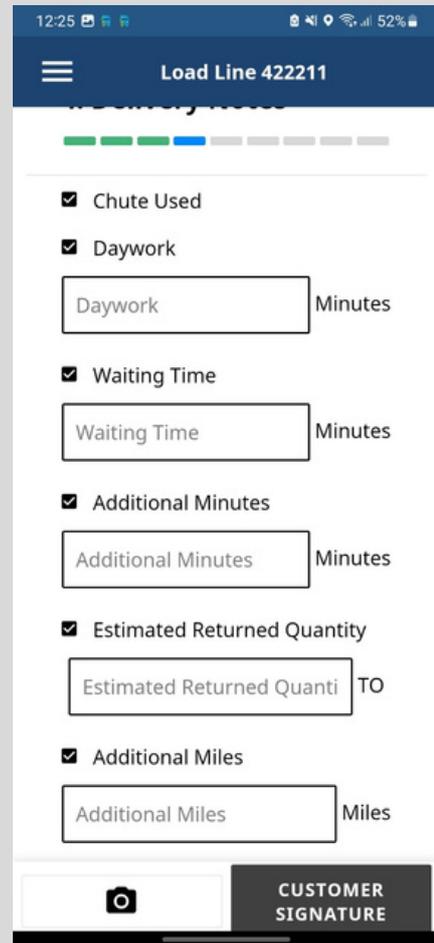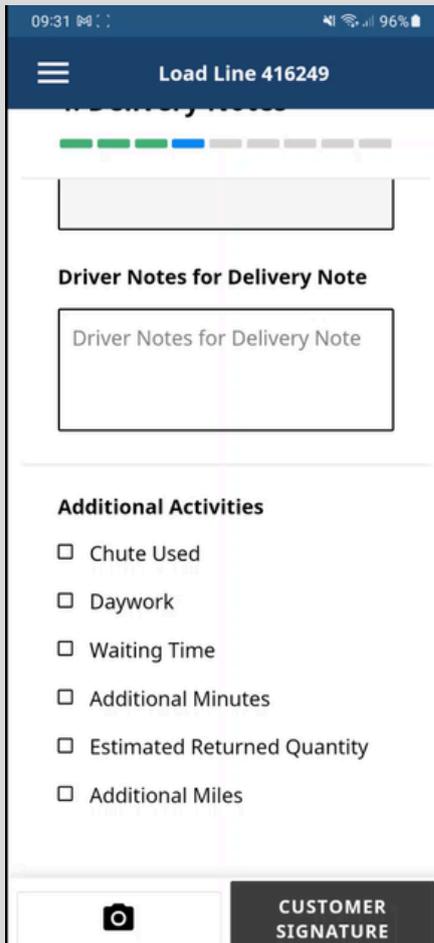
7. CUSTOMER SIGNATURE

When all additional information has been captured tap Customer Signature.

Please then review items of the delivery with the customer including timings, additional activities and notes for the delivery.

The customer will be able to review all information about the delivery, before submitting their name, adding a signature after pressing the 'sign' button, and ticking the T's and C's box to accept the delivery per the information provided.

Please do ensure all information is recorded accurately and the person responsible signs the delivery.
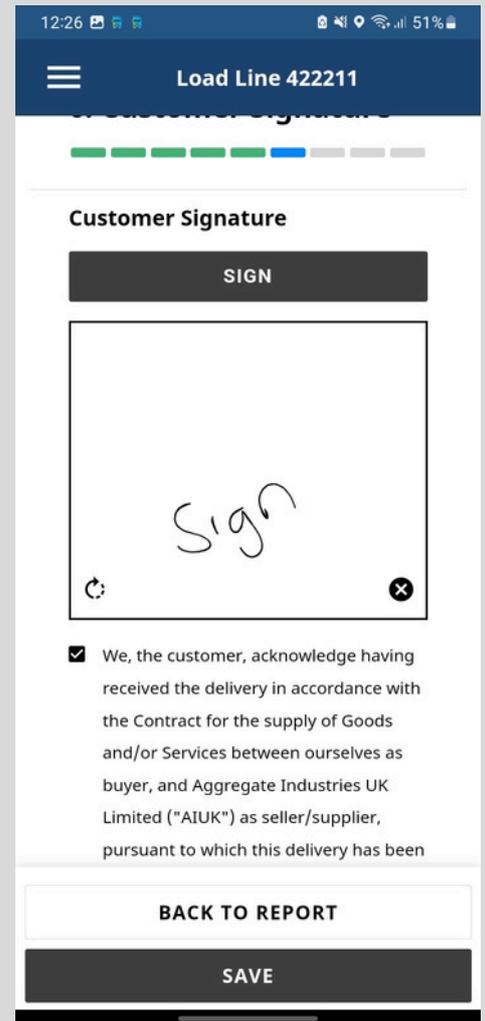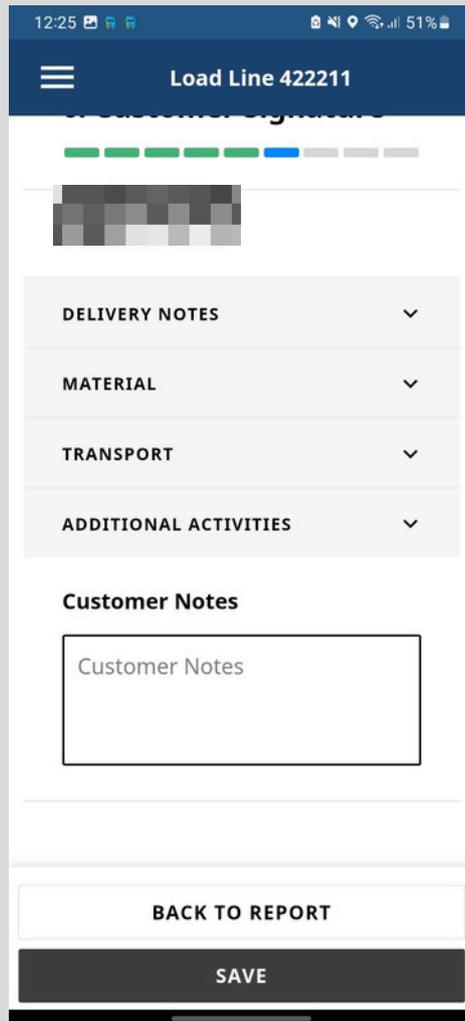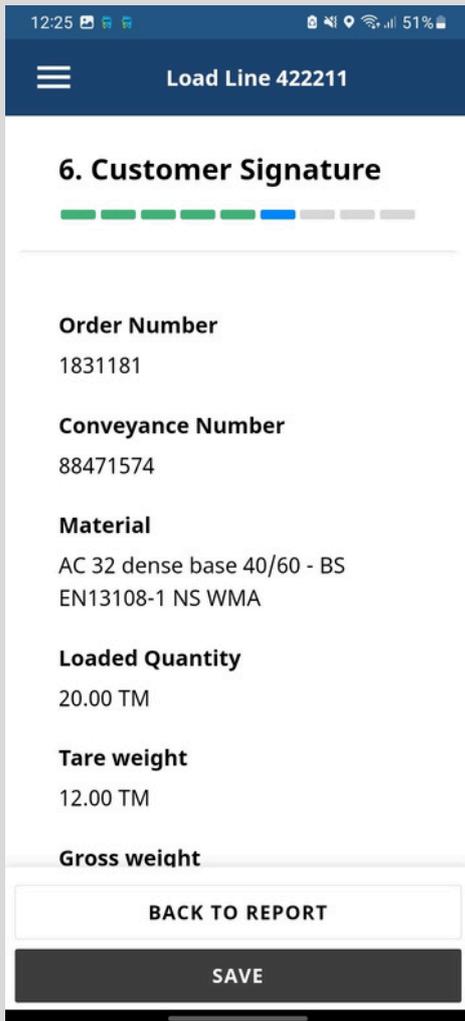

Tap **'Save'** to complete the delivery.

If you are without phone signal, you will be able to complete the ticket in full subject to activating on weigh out. When you regain signal, the app will sync and update. *(You need to activate the ticket for the ticket when you have a connection for it to be available offline)*

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1. DELIVERY HISTORY AND PDF COPIES

The app will store the previous 10 deliveries you have completed within the app. To access details and PDF copies of your previous deliveries tap 'History' on the homepage. You can check for all information on the delivery as well as download a PDF of the POD to your device.
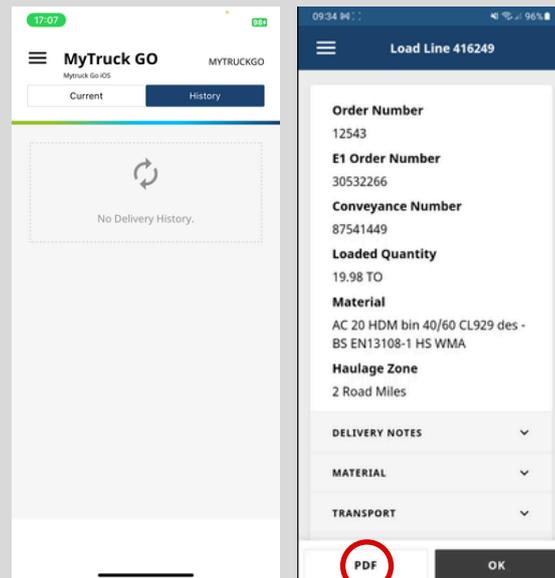
2. MENU OPTIONS

From the home screen tap the menu icon in the top left corner, this will give you options to Change Truck if you need to log to another truck, adjust Settings and Log Out.
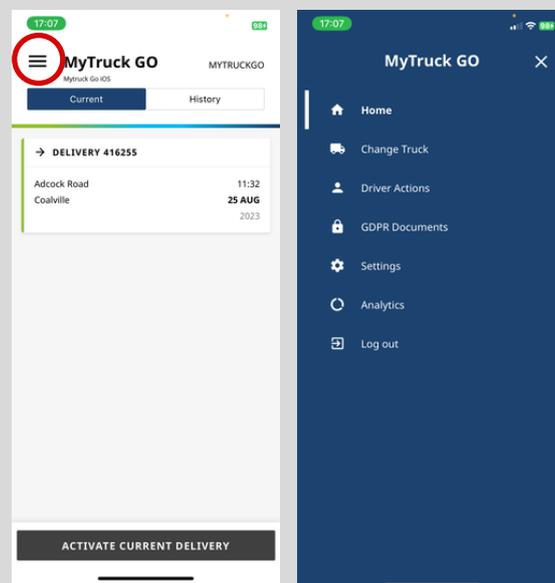
3. LOGGING OUT

To log out tap 'Log Out' from the menu and then tap 'Log Out'. Logging out will stop the app from tracking you until you log in again. All other app functionality will also stop. Please remember to log out at the end of your shift (including when overnight loaded).

The app will also automatically log you out if there is no more work to complete within the app during a "shift". The automatic log out will occur after 90 minutes following the last app action. Should you wish to log out sooner on "shift completion" - Log out via the menu.