



Collection/Shoot Ticket App for Android User Manual Multi Page - Swipe Version

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App Installation

Double tap app-release.apk - this may be distributed to you by email or via shared drive.

You will be prompted to install or update - tap install.

The app will now install on your device, you can tap open and start creating tickets.

Placing App Icon on the Device Home Screen

Locate and tap this 'Settings' icon



Your device App icons will be displayed on a new screen, press and hold the LP icon and after a second you will be able to drag the icon onto your Home Screen.



Starting the App

Tap the App icon on your Home Screen - The App will start and will be displayed in a landscape configuration only (longest side is horizontal).

App Install location

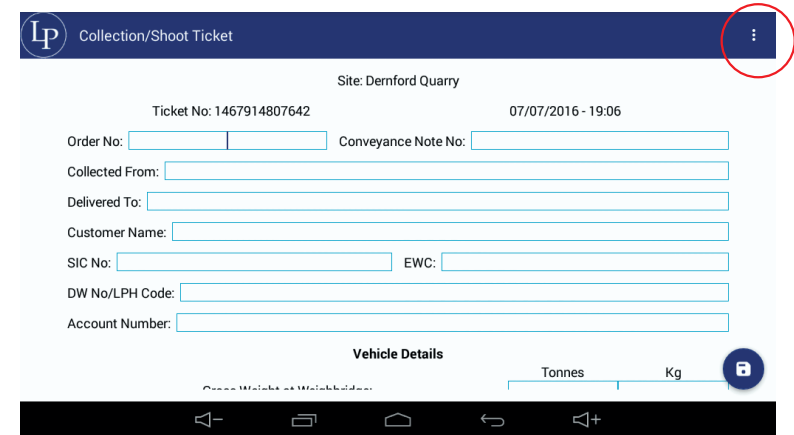
If your device has a micro SD card it is advisable that the App is installed to this. Not only does it free up device storage space but any files/tickets saved for printing will always try and save to a SD card.

Older devices in particular should have a SD card fitted, this will enable the App to run more reliably.

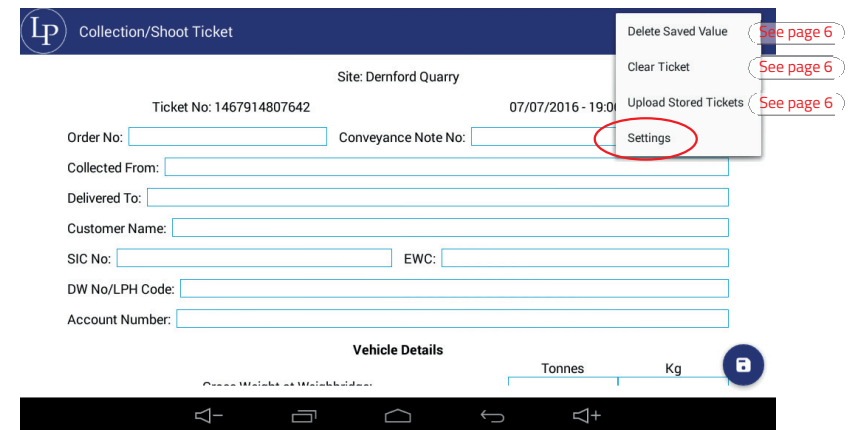
Head Office will advise or may well set up the device this way before distribution.

Getting Started - Setting Site for Device Location

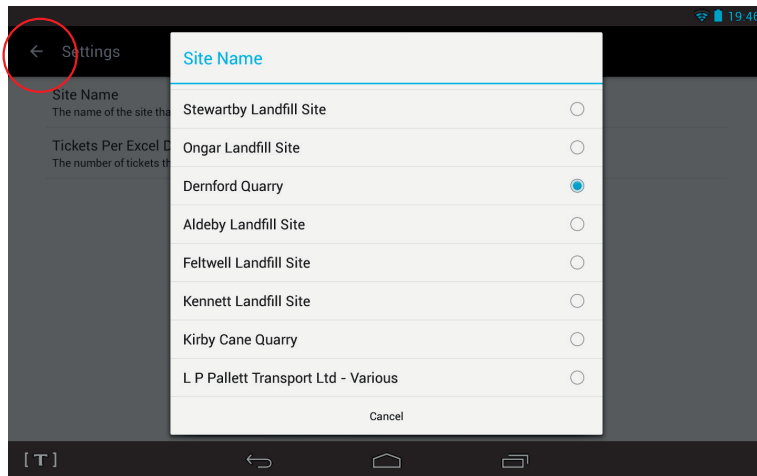
Set the device location by tapping the 3 vertical dots icon.



Tap settings from the menu displayed



From the Settings page, Tap 'Site Name'. You can select your site location from the list and scroll up and down the list by moving your finger or stylus on the screen. Once selected you will return to the settings page. Tapping the top left arrow will return you to ticket page. (See page 5)
You only need to do this at initial set-up or if you change the device location.



Tickets per Excel (XLS) Document

By selecting this option you can set how many tickets will be written AND saved before a XLS (Excel spreadsheet) file will be created. Head Office will advise on the preferred number for your location. If no number is set, the system will default to 40 (See page 12, Forcing XLS upload)

Pages Available

The APP will allow multiple tickets to be open at the same time and you can swipe between tickets allowing incomplete tickets to be swiped away to be completed later as vehicles leave site. The maximum number of tickets is 10 however the more tickets that are open, the more device resources are used which can lead to a slow down in operation.

You can limit the number of tickets allowed by tapping the 'Pages Available' option and entering a number. Less busy sites may only need 4.

***The default value is 3 but if another value is entered the APP will need restarting before this value takes affect.**

Settings Menu

Delete Saved Value

Each time a ticket is successfully completed and saved, items in the filled in field boxes are saved to a list which users can select from, saving the need to complete in full for regular customers, repeat locations, SIC numbers etc.

Over time it may be necessary to delete some of these items ie. a SIC number is no longer relevant/delivery location no longer used etc.

Tap 'Settings' icon at top right of screen

Tap 'Delete Saved Value'

Tap down arrow located to the right of the dialogue box.

Select field you want to delete value from ie. 'Collected From'

Start typing the item you wish to delete.

As you type items will appear in a box, Tap the one you wish to delete and then Tap 'Delete'.

The item is now deleted. You can delete other items or carry on filling out ticket.

Clear Ticket

This will clear all values from all field boxes.

Upload Stored Tickets

This will force all tickets saved locally to be uploaded to Head Office and also upload XLS spread sheet file. You may be instructed to do this at the end of each working day.

Filling out a Ticket

Site (1)

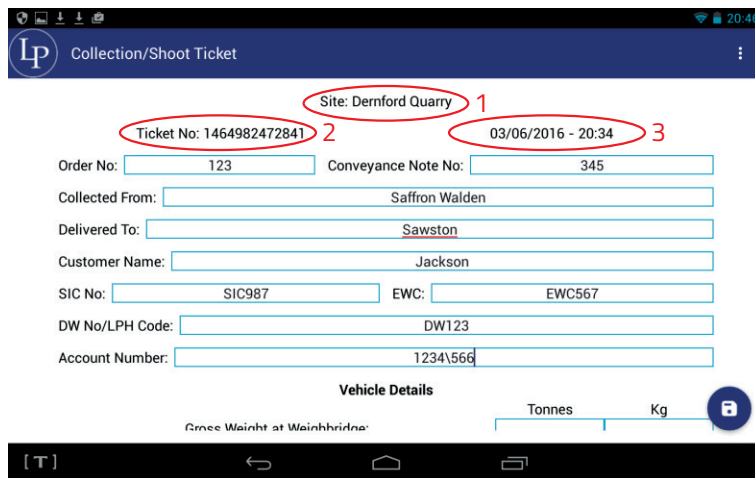
The device location will automatically be displayed as this is set from 'Settings' (see page 3)

Ticket No: (2)

This number is automatically entered from the system and is unique to every ticket, you cannot alter/edit this entry.

Date and Time (3)

The date and time are automatically entered by the system and indicate the time a ticket was initiated. It is unique to every ticket, you cannot alter/edit this entry. (You MUST ensure device Date and Time are correctly set).



Collection/Shoot Ticket

Site: Dernford Quarry 1

Ticket No: 1464982472841 2

03/06/2016 - 20:34 3

Order No: 123 Conveyance Note No: 345

Collected From: Saffron Walden

Delivered To: Sawston

Customer Name: Jackson

SIC No: SIC987 EWC: EWC567

DW No/LPH Code: DW123

Account Number: 1234\566

Vehicle Details

Gross Weight at Weighbridge: Tonnes Kg

Adding entries into field boxes

All field boxes can be edited and are Alpha Numeric with the exception of the SIC and EWC boxes, these will default to the numeric keypad.

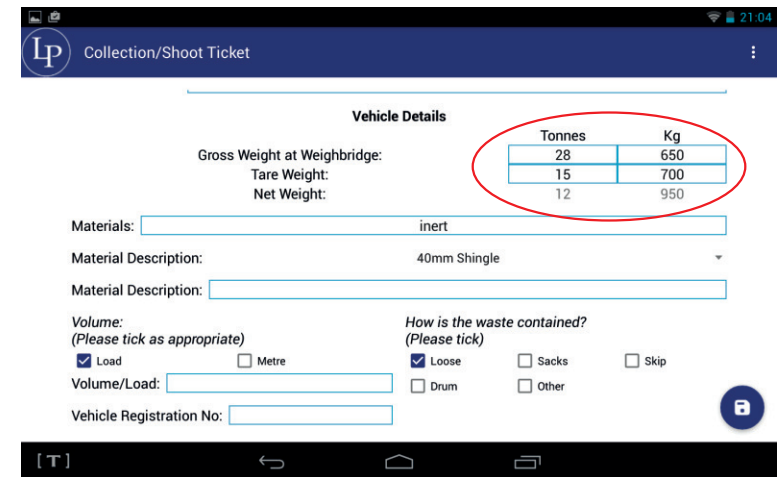
Tap on the box to be filled in.

The keyboard will be displayed and you can enter your values. When you have finished tap the 'Done' button to continue with further ticket entries.

Vehicle Details

Tap the field box under the Tonnes or Kg headings and enter a value, the App will do the relevant maths and the results will be displayed under the field boxes.

If you see a minus number check your inputs are correct and amend accordingly. The ticket will not save with minus numbers and you will receive an error message at the bottom of the screen.



Collection/Shoot Ticket

Vehicle Details

Gross Weight at Weighbridge: Tonnes Kg

Tare Weight: 15 700

Net Weight: 12 950

Materials: inert

Material Description: 40mm Shingle

Material Description:

Volume: (Please tick as appropriate)

☒ Load ☐ Metre ☒ Loose ☐ Sacks ☐ Skip

☐ Drum ☐ Other

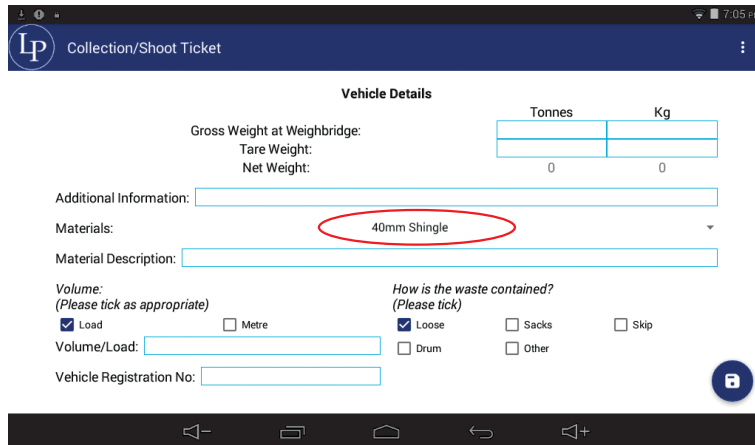
How is the waste contained? (Please tick)

Volume/Load:

Vehicle Registration No:

Materials

Tap the displayed value and a list box will appear, scroll up or down and tap your choice, this will now be the entered value.



Tick Boxes

Tap your selected box and a tick will be displayed. You must tick a box from each Heading (Volume - How is waste contained) or the ticket will fail to save as it is incomplete.

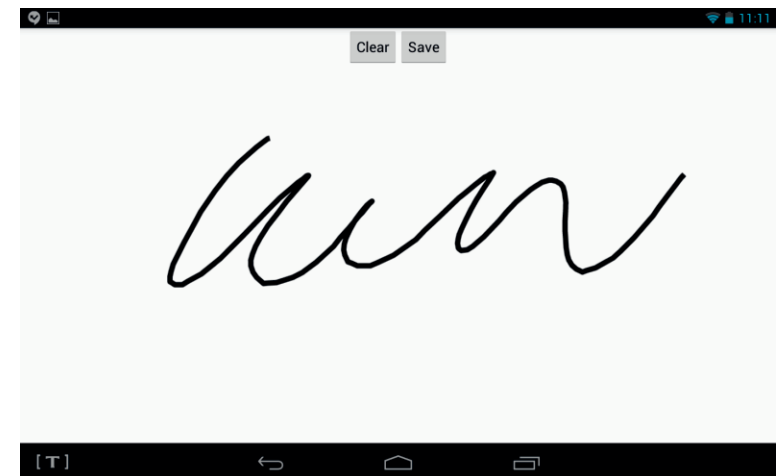
You should tick only ONE selection under each 'Volume:' or 'How is waste contained:' heading.

Signature boxes

Once you have entered the Haulier's Name, Driver's Name and Received By field boxes Tap the 'New Driver Signature' button, this will display the signature screen. You can now sign using your finger or stylus on the device screen. If the signature is not satisfactory, Tap 'Clear' and repeat. Tap 'Save' and repeat procedure for 'Received By Signature'.

Once saved, if you are not satisfied with the signature you can return to the Signature panel by Tapping the displayed signature on the ticket. The Signature panel will be blank and you can re-sign.

You cannot save if the signature panel has been left blank.



Ticket Terms & Conditions

Terms and Conditions are displayed at the bottom of the App and should be read and understood by the driver/customer representative, by signing the App, the driver/customer representative confirms that this is the case.

If selected on save, (See page 11) tickets are saved locally on the device as pdf files and can be opened, read and printed by any pdf reader App available for Android devices.

Saving a Ticket

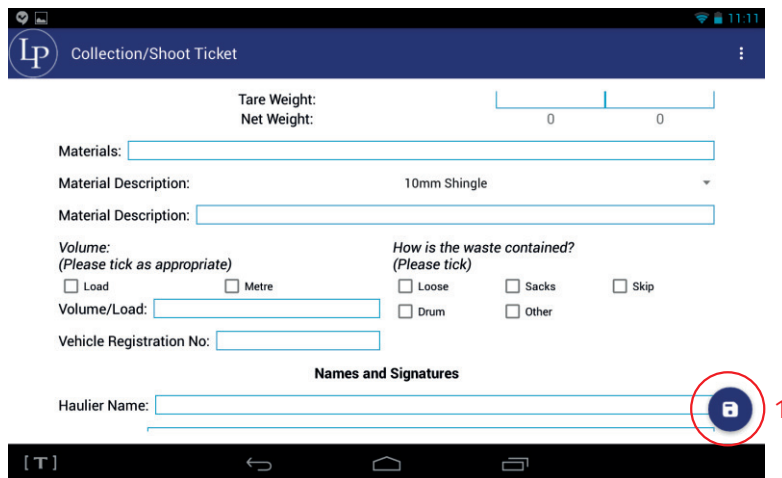
Once a ticket has been completed, Tap the 'Save' icon positioned to the lower right of the ticket display (1 - see below)

On some devices with smaller screen sizes/Android versions the 'Save' icon may not be visible immediately because it may obscure a field box entry. Drag ticket down and the icon will display again for use.

*Tickets can not be saved unless all fields have been completed and cursor focus will be on the unfilled field box.

if a field is not relevant to the transaction use a . (full stop) to indicate this and the ticket will save and upload successfully.

IMPORTANT The save button will be greyed out when the APP is busy and should not be closed down or exited in any circumstances or data will be lost.



You will be prompted to:

'Upload without saving locally' or 'Upload and save locally'

Upload without saving locally

The ticket will be saved as a pdf and uploaded directly to Head Office. It will not be available on your local device to view or print.

Upload and save locally

The ticket will be saved as a pdf to your local device in the area USB Storage - Collection Tickets folder. This can be located by tapping the 'File Manager' icon.



Saved Ticket (Typical content)

Head Office will advise you on the correct entry types and format to be entered in the field boxes but a typically completed ticket will look like the image below.



Site: Henham Quarry

Ticket No: 30-June-2016 30/06/2016 - 18:37

Order No: 123 Conveyance Note No: 456

Collected From: Saffron Walden

Delivered To: Sawston

Customer Name: A Builder

SIC No: 43120 EWC: 170504

DW No/LPH Code: DW2174526

Account Number: 1234SD5

Vehicle Details

	Tonnes	Kg
Gross Weight at Weighbridge:	25	325
Tare Weight:	12	698
Net Weight:	12	627

Additional Information: Inert spoil

Materials: 20mm Shingle

Material Description: Spoil And Stone

Volume: (Please tick as appropriate) ☒ Load ☐ Metre ☐ Loose ☐ Sacks ☐ Skip

How is the waste contained? (Please tick) ☐ Drum ☐ Other

Volume/Load: 4X4

Vehicle Registration No: AF14 ANU

Names and Signatures

Haulier Name: Jim Smith Lorries

Driver Name: Jim Smith

Received By: Lyndon Pallett

Driver Signature:

Received By Signature

Jim Smith

Lyndon Pallett

By signing above, I confirm that I have fulfilled my duty to apply the waste hierarchy as required by Regulation 12 of the Waste (England & Wales) Regulations 2011. Terms & Conditions available on request.

Customers ordering vehicles off the public road do so entirely on their own responsibility.

Weights and measures Act 1963 Schedule 5, Paragraph 7 Form C Combined Wt and Vol Hauliers Registered Waste Carrier Certificate No CB/E5201Y5

Certified that the above particulars are true and relate to the sand or ballast being conveyed in the vehicle described, which sand or ballast is being conveyed in pursuance of a sale or an agreement for the sale thereof made by weight or volume.

Saving Confirmation (with internet connection)

Once the 'Save' selection has been made, if you are connected to the internet via WiFi or phone connection and you select 'Upload without saving locally' the ticket will automatically be uploaded to Head Office for processing and you will receive an 'Uploading ticket' followed by a confirmation message at the bottom of your screen.

No Internet Connection

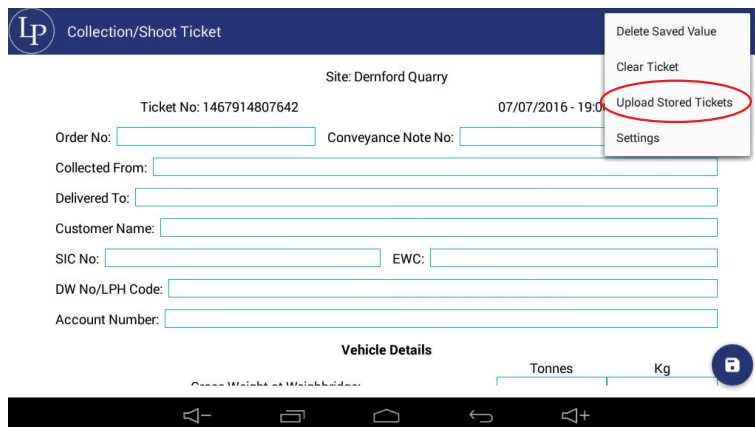
If you are NOT connected to the internet, the ticket will be saved on your device in the USB Storage area in the Collection Ticket Folder'.

When the internet connection has been re-established and the ticket page resumed, the ticket/tickets will automatically be uploaded to the Head Office. You do NOT need to initiate the upload, however by selecting 'Upload stored tickets' (See page 4) you can initiate the upload.

XLS Spreadsheet Files

XLS spreadsheet files are automatically generated and updated as each ticket is created. This spreadsheet file is not accessible on the local device, it is for office use only and is uploaded to the office with the last ticket when the set number has been reached.

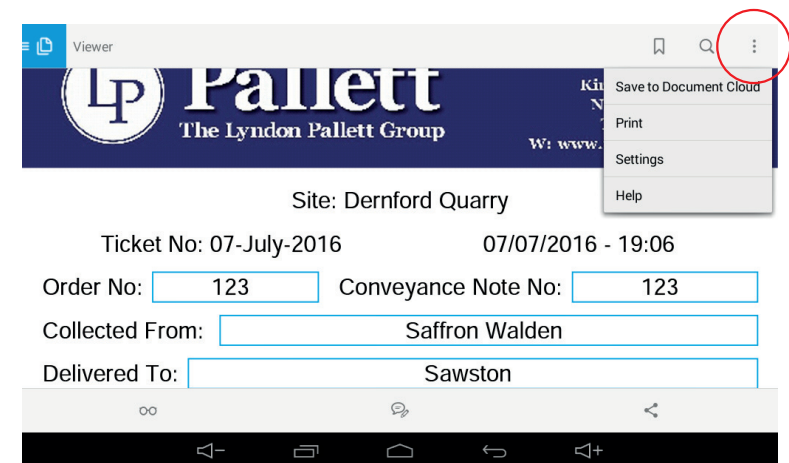
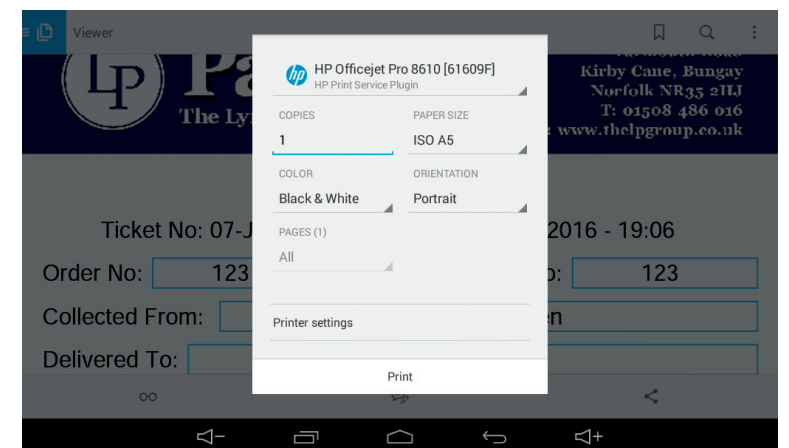
You can however 'force' the XLS to be uploaded manually, Tap the '3 vertical dots' icon at the top right of the screen and Tap 'Upload Stored Tickets' this will upload a XLS file of all tickets since the last upload. You may be instructed to do this by Head Office at the end of a working day or other set period.



Viewing and Printing PDF files

You will need the Adobe Acrobat App or similar to view and print a PDF file. Tap the vertical dots icon at the top right on the screen and select the print option from the drop down menu. Your default printer will be displayed with page size. Tap print and your ticket will be sent to the printer.

Printing functionality via WiFi requires a 'Print service' plugin for your device matched to your printer and this will be installed onto your device by Head Office. If you do not see the print option or your printer fails to print, please contact Head Office. (Screen shots below are for illustration and may not match exactly your local office printer).

App Updates

Periodically App updates will be released, this may be because of location changes, product list amendments or App enhancements.

You will be informed by Head Office of updates and the procedure for updating is as follows:

Double Tap app-release.apk - this may be distributed to you by email or via shared drive.

You will be prompted to install or update - Tap install.

The app will now install on your device, you can Tap open and start creating tickets. Your original App settings will be retained.

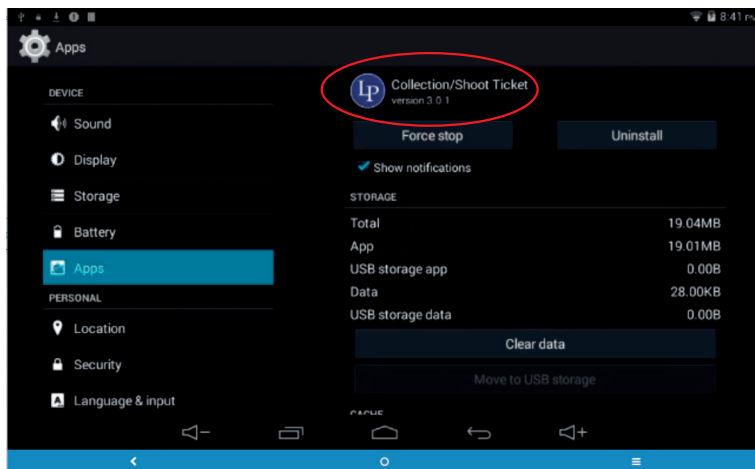
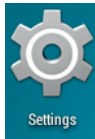
Finding out App Version Number

You may be asked by Technical Support for the App version on your device.

You can check the current version number of the App by Tapping the 'Settings' icon on your device. You will be taken to the main App screen which will display all of your Apps and settings icon



Locate and Tap the 'Settings' icon, scroll down and Tap Apps under 'Device' heading. Scroll down and Tap the LP Collection/Shoot Ticket App icon. This screen will display information regarding the App including storage usage, Cache etc. and also the option to Force stop or uninstall.



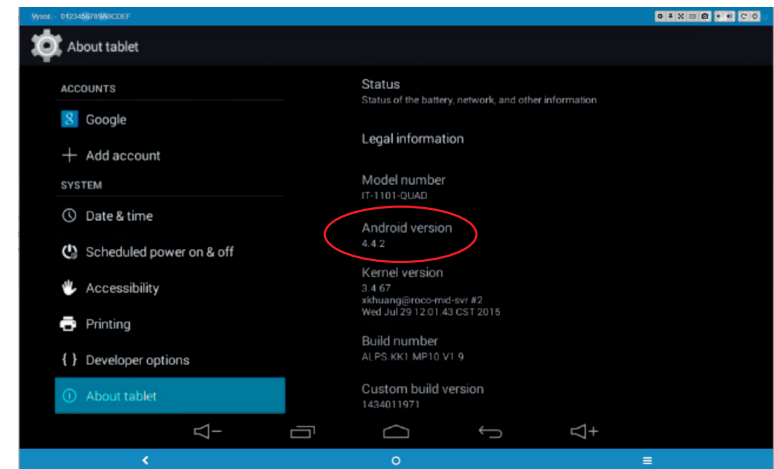
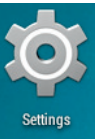
Finding out the Android Version Number on your device

You may be asked by Technical Support for the Android version of your device.

You can check the Android version by Tapping the 'Settings' icon on your device. You will be taken to the main App screen which will display all of your Apps and settings icons.



Locate and Tap the 'Settings' icon, scroll down to the bottom of the lists and Tap 'About tablet'. This will display all information regarding the Android OS on your device. You may find it useful to add these icons to your home screen if they are not there already. Please note icon may vary in style depending on Android version.



If the App stops working as expected

If the App stops working or does not work as expected inform Head Office immediately. Describe the issue as clearly as you can and make a note of any error messages. Inform them of App Version and Android Version. Stop using the device and create hard copy tickets from the ticket books located in the local office.

DO NOT alter settings unless advised to do so by Head Office or Voxtric Technical Support.

Messages and their meaning

These will display at the bottom of the screen and give the user feedback

Site name not set in settings - See Page 4

Uploading ticket

Ticket completed and is uploading to Head Office.

Saving ticket locally and uploading

Ticket is being saved on your device, it is also being uploaded to Head Office.

Ticket saved!

Ticket has successfully saved.

Could not upload ticket: Connection to FTP server could not be made. Saved ticket to internal memory

No internet connection, your ticket is saved to the local device and will upload when internet connection and page is resumed.

Could not upload ticket: Head Office may not have renewed FTP Service. Saved ticket to internal memory.
Contact Head Office.

Could not upload ticket: Working directory for the FTP server could not be accessed. Saved ticket to internal memory.
Contact Head Office.

Could not upload ticket: Please report error code to developer. ERROR CODE:
Contact Head Office who will contact Voxtric.

Could not save ticket: Not enough internal memory space available.

Delete some tickets off your local device. This will clear memory and you can resume creating tickets. Ensure any ticket deleted have been uploaded to Head Office.

Could not upload or save ticket: Site name in settings still blank.

See Page 4

NOTE All fields must have an entry, any fields not relevant to the transaction should have a . (Full stop)

Uploading saved tickets...

Ticket is in the process of being uploaded.

Uploaded saved tickets!

Tickets have successfully uploaded.

Failed to upload saved tickets.

Internet connection may have been interrupted.

Cannot save ticket whilst some fields are incomplete.

All fields must have an entry, the cursor will focus on the first empty field box.

Any fields not relevant to the transaction should have a . (Full stop)

Cannot save ticket whilst net weight is a negative number.
Ensure the weights entered are correct.

Cannot save ticket whilst background task is in progress.
Wait until background task is complete.

No external storage available to save ticket for printing.

You may encounter this message on older devices when you save a ticket for the first time. The ticket will upload but cannot be saved locally at that time for printing. Install an SD card.

Generating ticket PDF...

Confirms a pdf is being generated.

No tickets or excel files to upload.

You have tapped 'Upload stored tickets' and either there are no tickets saved or they have already been uploaded.

Continued..