

DriveLinQ User Manual for Cabmate Quick Reference Sheet – A1

Getting Started

- When the DriveLinQ tablet/phone powers up it will show the welcome screen and then the user will be prompted to enter the **DRIVER ID** (Provided to you by the fleet management). You may need to enter a PIN if required.
- After successful login to system the DriveLinQ app will take you to the **CITY VIEW** screen where driver can see all the corresponding zones attached to the fleet.



(Upon successful log in to the system, Driver should see all green)

Remember

- Driver can perform various operations from the **CITY VIEW** screen including **BOOK, CBOOK, UPDATE** and **SIGN OFF**.
- ALWAYS use the **SEND** button to conduct the communication after performing an action.

Street HIRE/PICKUP

- Driver can perform street pick up by simply turning the meter **ON**. And after the fare is completed driver will be automatically booked in the zone where the vehicle is located.

BOOK Key

- Press **BOOK** when you want to work. Cabmate will use your GPS position to book you into the proper zone. If the car has been off for a long period of time then it may take a couple of minutes to get a GPS fix.

CBOOK Key

- **CBOOK** will allow the driver to obtain a job in another zone without dropping the position the vehicle is already in. Enter **CBOOK + VALUE (Zone #) + SEND** to trigger the **CBOOK**. If you are offered a fare and **ACCEPT** it, you will be expected to service the call

UPDATE key

- Use this key when you want to know your current status in Cabmate. It will give you the Queue position for the zone you are booked into or tell you the status. **IDLE** means that you are signed in to the system but not available to receive a fare.

Receiving A Job

- When sent a Job, you will hear an audible tone and DriveLinQ will display **ACCEPT** and **REJECT** options, Select **ACCEPT** and Press **SEND**.
- If you **REJECT** the job you will lose your position in the queue and will have to book back into the zone.

SIGN OFF Key

- It is very important that a driver logs off from the system after the shift by performing **SIGN OFF + SEND** key

Configuration

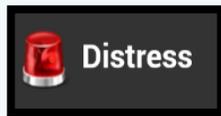
- On this screen driver has access to various information such as About (Company Info), GPS Location, Internet connectivity, Peripheral (Devices that are connected to the TaxiLinQ and DriveLinQ)

Main Menu

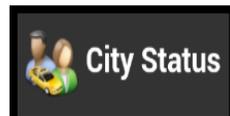
To access main menu, choose the big green **MENU** button located in the right hand top corner. Main menu screen basically is a combination of all the tools a driver would need to perform his job including **DISTRESS**, **CITY STATUS**, **MAIL**, **CODE**, **UPDATE**, **BOOK**, **FAREHISTORY**, **TRANSACTIONS**, **MAP**, **FORMS** and **CONFIGURATION**.

Use the About screen to check for system updates.

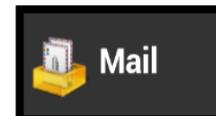
Menu and Soft keys



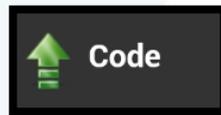
Let dispatcher know that the driver has an emergency.



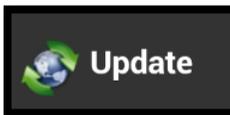
Shows a list of available zones and how many vehicles are booked in.



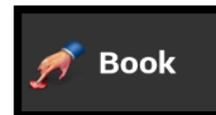
Mail screen allows driver to read the messages sent to him by dispatcher.



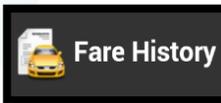
Codes are used to send messages to the dispatch/manager.



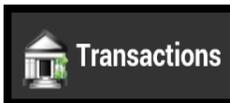
Update the status of the vehicle in currently booked zone.



Allows you to book in a zone according to your dispatch rules



Allows driver to check the previous jobs done including timestamp.



User will find all the (current working shift) payment transactions made through DriveLinQ



By using the Map option, driver can find the destination address quicker without having to use an external GPS



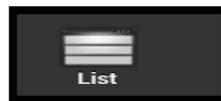
Forms screen gives a list of useful forms that can be filled out (Currently only driver login form available for your fleet)



In this screen user can find information about the company, firmware, SW version, Devices



Temporary Book Off from the system.



Allows user to browse through list of job related items.



Allows user to Book in the zone by picking up a future destination while already on a call.



Upon availability driver can use call out button to notify customer (feature needs to be enabled)



Only when instructed by dispatch driver can update The version of the SW



Use with Caution: Only when instructed by the dispatch, check for new configuration file from Mobile Knowledge



It is very important to Sign off at the end of the shift by pressing Sign Off then OK