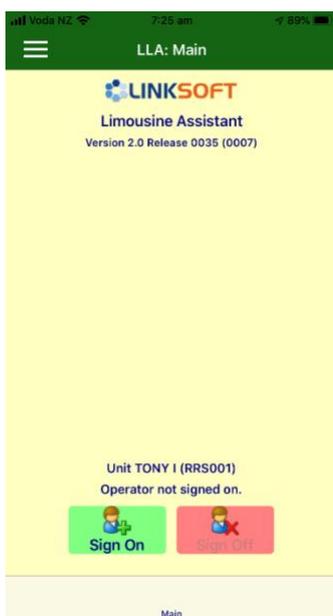# LINKSOFT TRAINING MANUAL

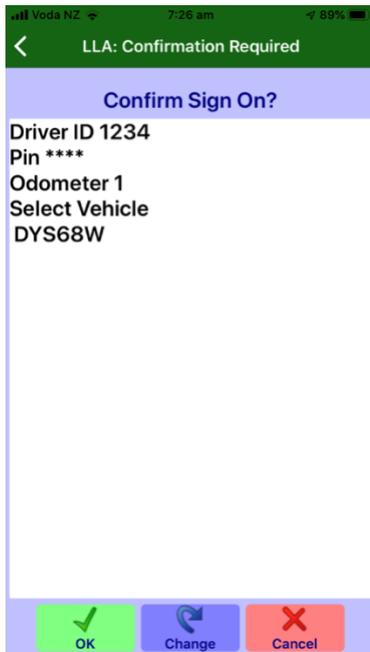**LINKSOFT TRAINING MANUAL**

1. Open the Linksoft App on your mobile phone. Press on the green "sign on" button.

2. You will then be asked to provide your Driver ID, Pin number, Odometer reading and which vehicle you will be logging into (select vehicle). Once you have entered this information press the green "send" button.

3. You will then be asked to confirm sign on. Press the green "OK" button at the botton left hand side of the screen.

4. If signed on correct you will receive the below screen advising "Authentication Succeeded". You can now press the green "Close" button.
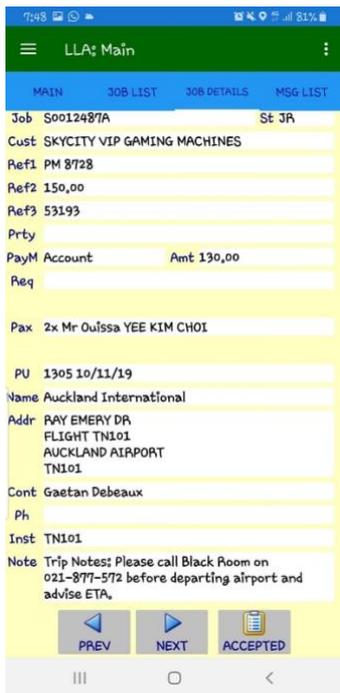

5. On the top of the Linksoft App there is a main menu which gives you options of Main Display, Your Job List, Job Details and Message List.

6. When a new job is sent to you it will show on your screen like below. Please click on the green "View Jobs" button.
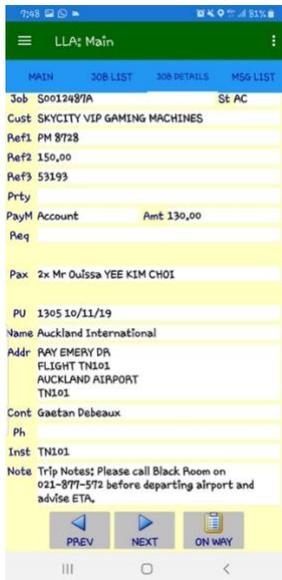

7. Once you click on "View Jobs" it will open the details of your job with all the relevant information on it.

8. Make sure that you read all the information carefully before accepting. Please ensure that you read the "Note" section at the bottom of the job for any extra information (ie car seat for child, different name board sign). Once you are satisfied please click on the "Accepted" button at the bottom of the job.

9. Once you have accepted the job you will receive "Confirm Send 'Accepted' for job number XXX" screen. Please click the green "OK" button.
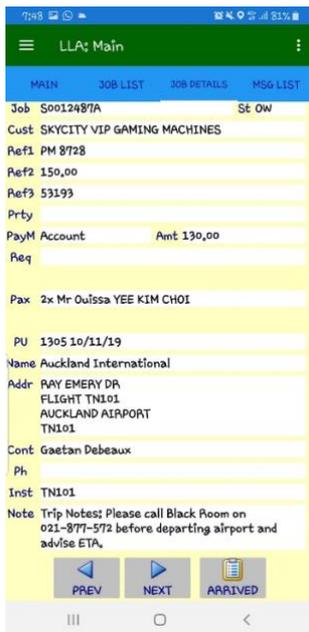
10. Once you have pressed "OK" it will take you to the job screen and at the bottom will have a button with "On Way" on it. Once you are on your way to the pick up location, press "On Way".

11. Once you have pressed "On Way" you will receive "Confirm Send 'On Way' for job number XXX" screen. Please click the green "OK" button.
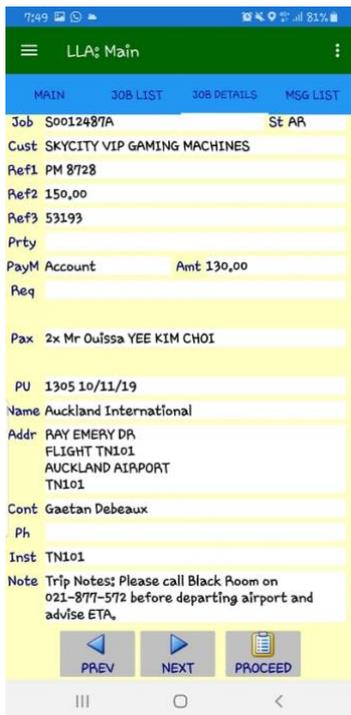

12. Once you have pressed "OK" it will take you to the job screen and at the bottom will have a button with "Arrived" on it. Once you have arrived at the pick up location, press "Arrived".

13. Once you have pressed "Arrived" you will receive "Confirm Send 'Arrived' for job number XXX" screen. Please click the green "OK" button.
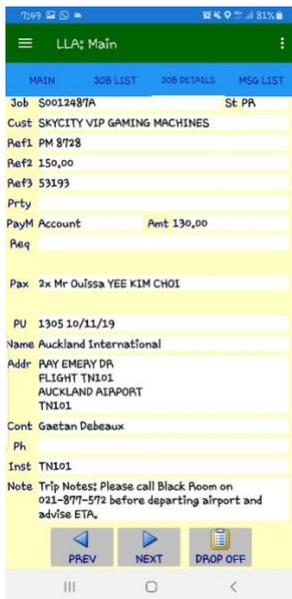

14. Once you have pressed "OK" it will take you to the job screen and at the bottom will have a button with "Proceed" on it. Once you have the passenger on board and are proceeding to your destination, press "Proceed".
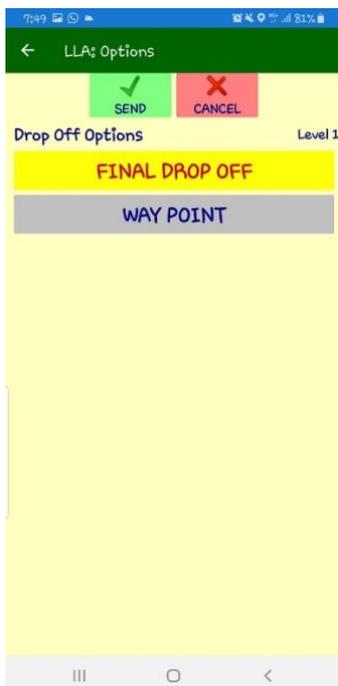
15. Once you have pressed "Proceed" you will receive "Confirm Send 'Proceed' for job number XXX" screen. Please click the green "OK" button.

16. Once you have pressed "OK" it will take you to the job screen and at the bottom will have a button with "Drop Off" on it. Once you dropped off the passenger at their destination, press "Drop Off".
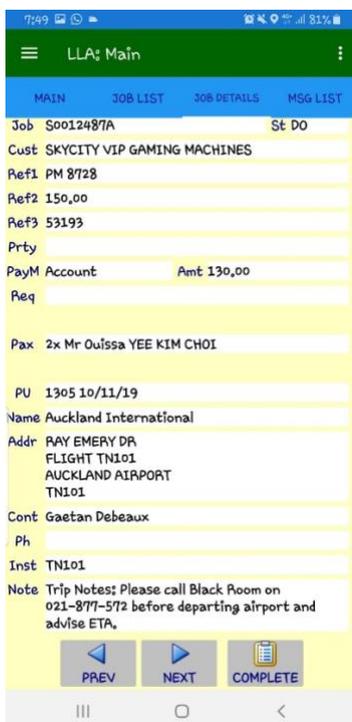
17. Once you have pressed "Drop Off" you will receive another confirmation message with drop off options. Click on "Final Drop Off" then click the green "OK" button.

18. Once you have pressed "Final Drop Off" you will receive "Confirm Send 'Drop Off' for job number XXX" screen. Please click the green "OK" button.
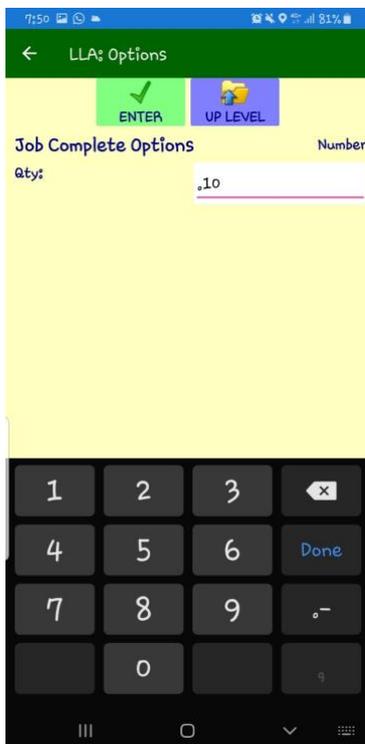
19. Once you have pressed "OK" it will take you to the job screen and at the bottom will have a button with "Complete" on it. Please click "Complete".
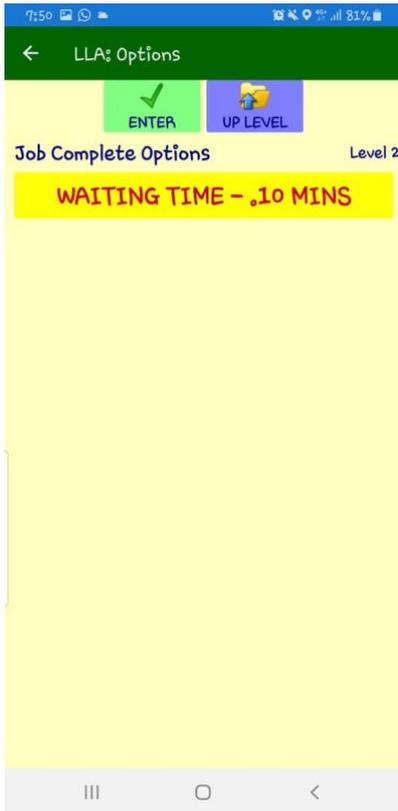
20. You will then be directed to a screen to where you can enter waiting time, tolls and parking charges.

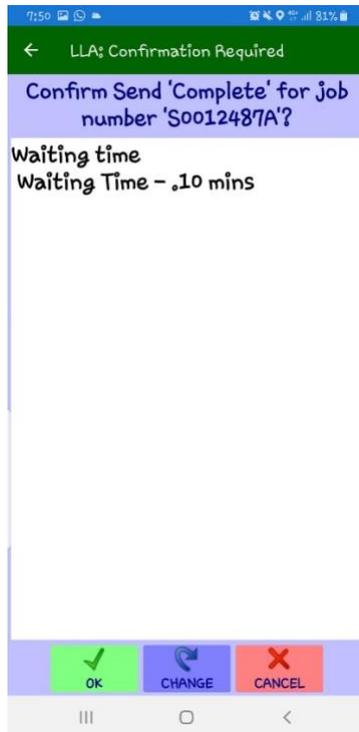21. For example, enter the waiting time (0.10 min) and press the green "Enter" button.

22. This will now show on your job sheet. Press the green "Enter" button.

23. Go through the options as required and once finished press the green "Send" button.

24. Once you have pressed "Send" you will receive "Confirm Send 'Complete' for job number XXX" screen. Please click the green "OK" button.

25. Once you have completed your job/s it is VERY IMPORTANT to sign off from the Linksoft App. It will ask you about the cars odometer. Please type in and click on send. Please make sure you sign off at the end of EVERY shift or when switching vehicles. Please press the green "OK".

Confirm Sign Off?

Odometer 13600

| ✓ OK | ↻ CHANGE | ✗ CANCEL |