FOCUS by TELUS

ADMIN USER GUIDE

OPTI-PATH MODULE

V1.3 July 2023

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LOGIN

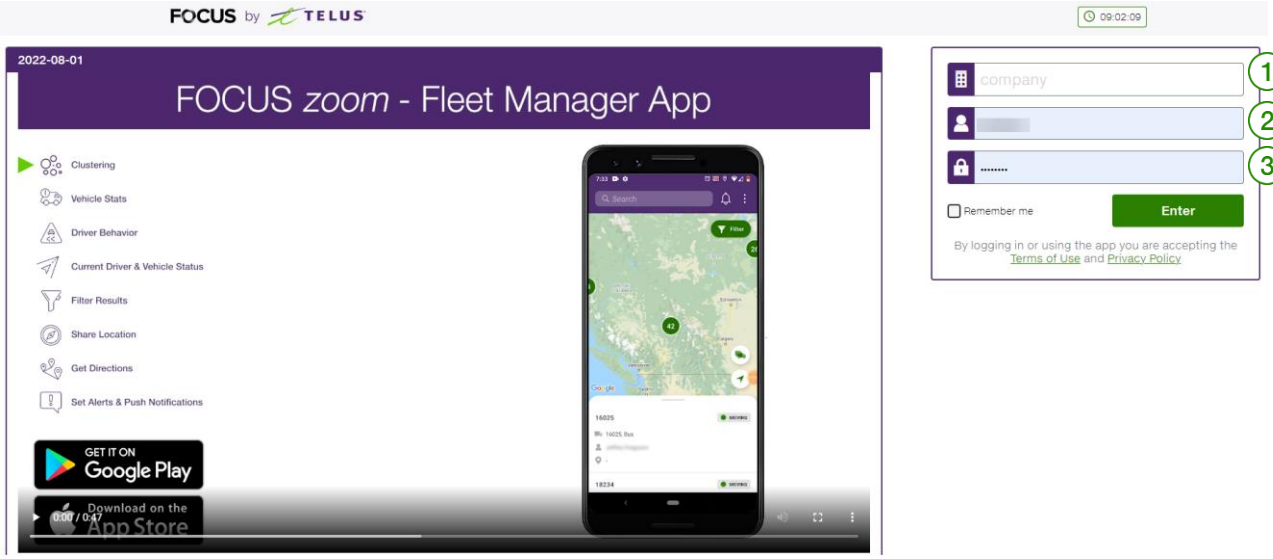
Welcome to the FOCUS platform!

Focus management would like to emphasize that while this guide is intended to be as exhaustive as possible, it is not a substitute for a training session complete with explanations from our training team. It is intended as a first line of assistance and as a reference guide to be used following the initial training session.

An internet connection is necessary for accessing the FOCUS portal. The FOCUS web application is optimized for Chrome, Firefox, Edge, and Safari browsers and is accessible via any device equipped with these applications. In the search bar, type:

app.focusoptimization.com

This link will permit you to access the application's landing page:



Type your company number in the field (company) (1). This number is assigned to you by FOCUS and is unique to your organization.

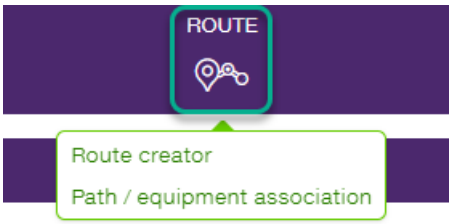
Type your username in the field (user) (2).

Type your password in the field (password) (3).

Then click "ENTER" to access your Fleet page.

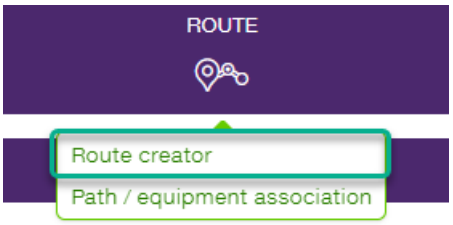
ROUTE MODULE

The Opti-path module is found in the “ROUTE” section of the FOCUS platform.



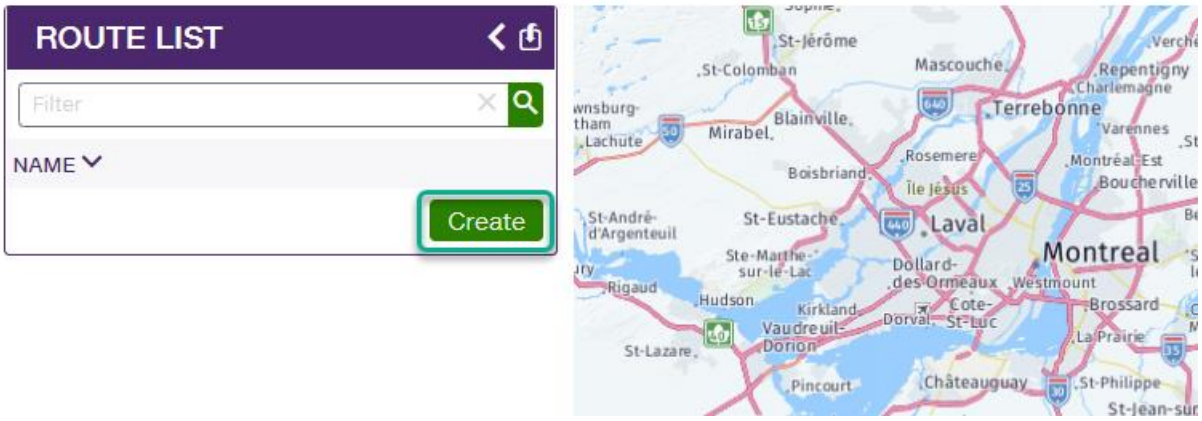
There are two options available. The first is the route-creation tool. The second allows you to link created paths with specific equipment.

Let’s examine the first, “Route creator.”

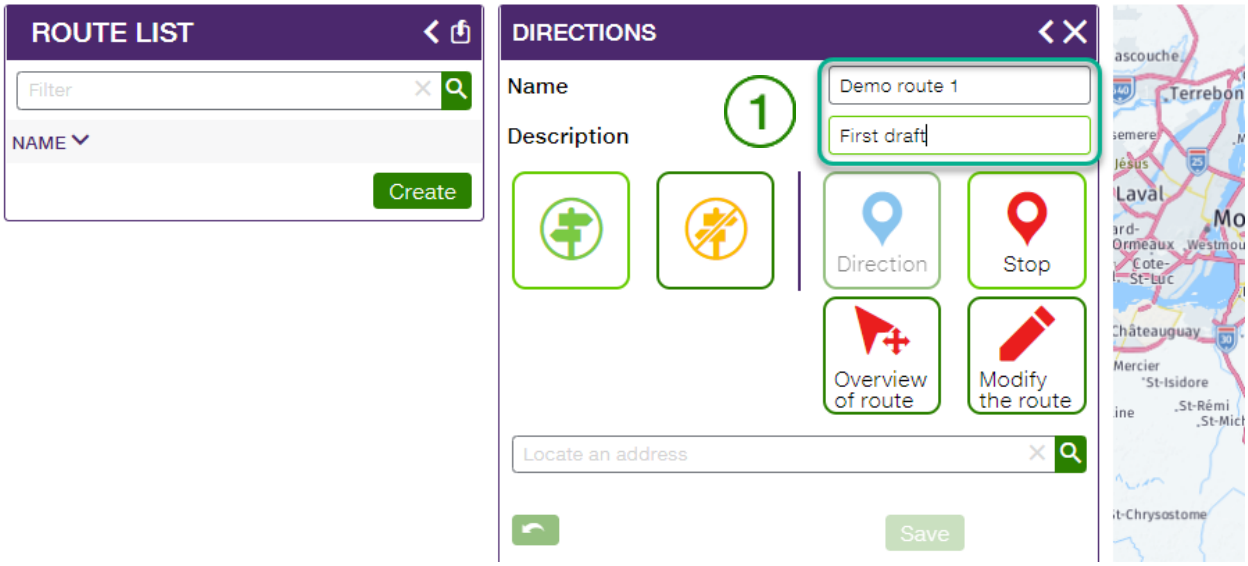


This section allows you to create different routes that will be downloaded onto tablets and used by your drivers.

This first step in creating a route is to click on the “Create” button.

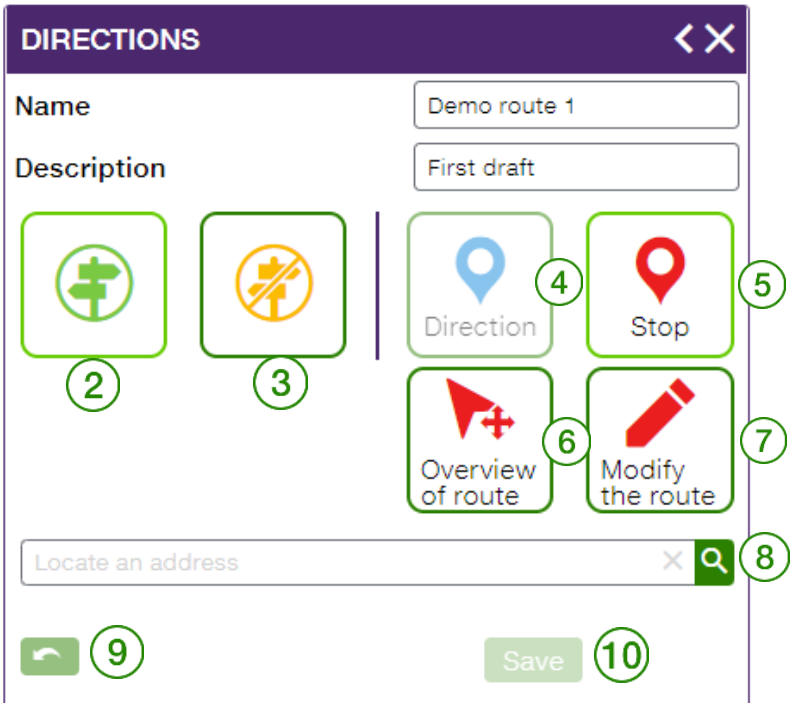


The directions window will display.



Enter the name of the route that you will create, as well as an optional description (1).

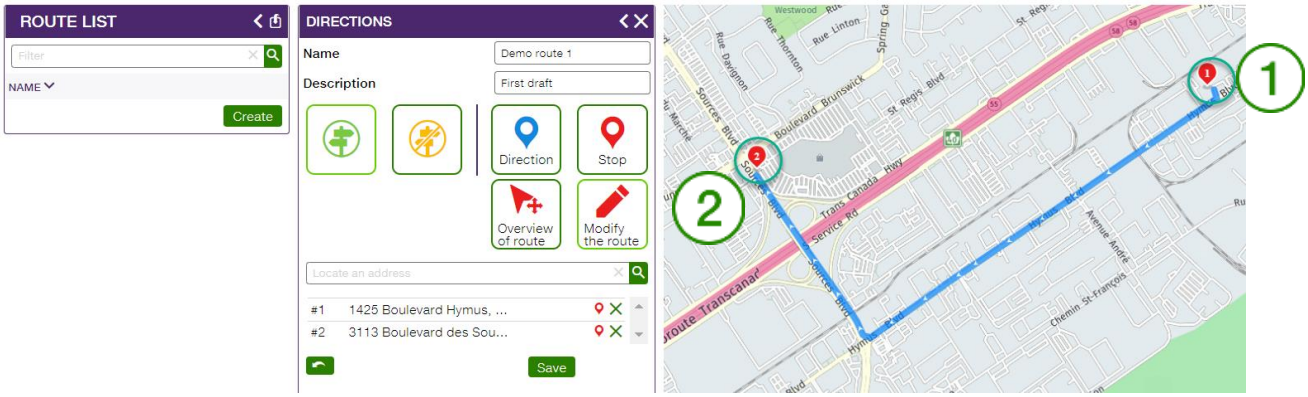
Here are the different options of the route-creation tool.



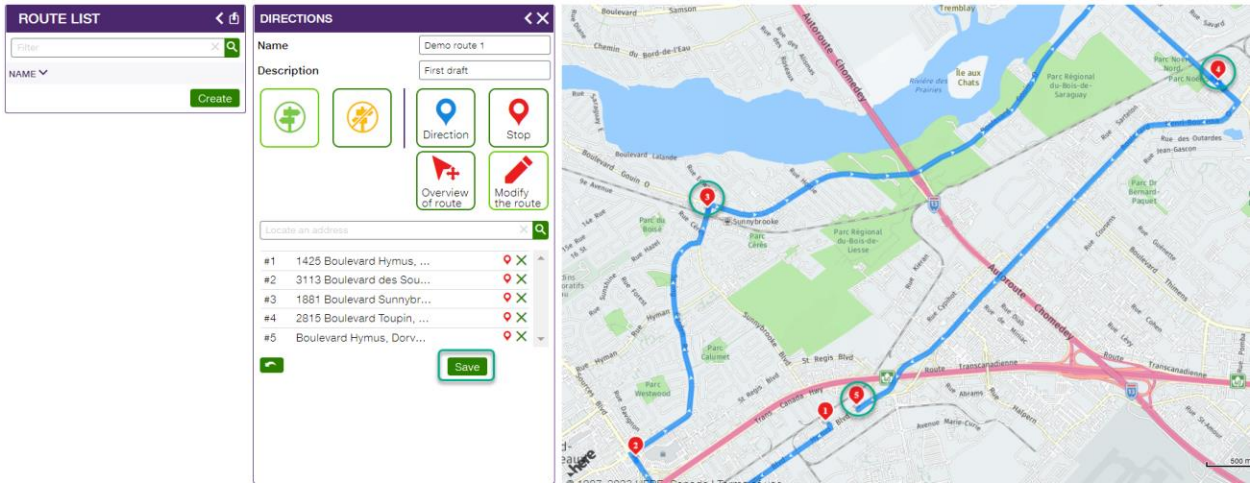
ID	SECTION/COLUMN	DESCRIPTION
2	DRIVING MODE	This mode is used in in the majority of cases and complies with traffic regulations.
3	PEDESTRIAN MODE	This mode is used only exceptionally, and in very specific cases.
4	DIRECTION	This button is used when you want to force the vehicle to go a certain way. These points, which are also called "**VIA**" must be used only when necessary.
5	STOP	This stop points are used to form the route. They represent each destination the vehicle has to reach.
6	OVERVIEW OF ROUTE	When activated, the route editing mode is paused.
7	MODIFY THE ROUTE	The editing mode allows the creation and modification of routes.
8	ADDRESS FINDER	You can locate an address or destination using this search field.
9	UNDO BUTTON	This button will undo the last action.
10	SAVE	Once the creation or modification is finished, you must save the changes.

Let's do an example on how to create a route.

Click on the starting point (1). Then, click to select the first destination (2).



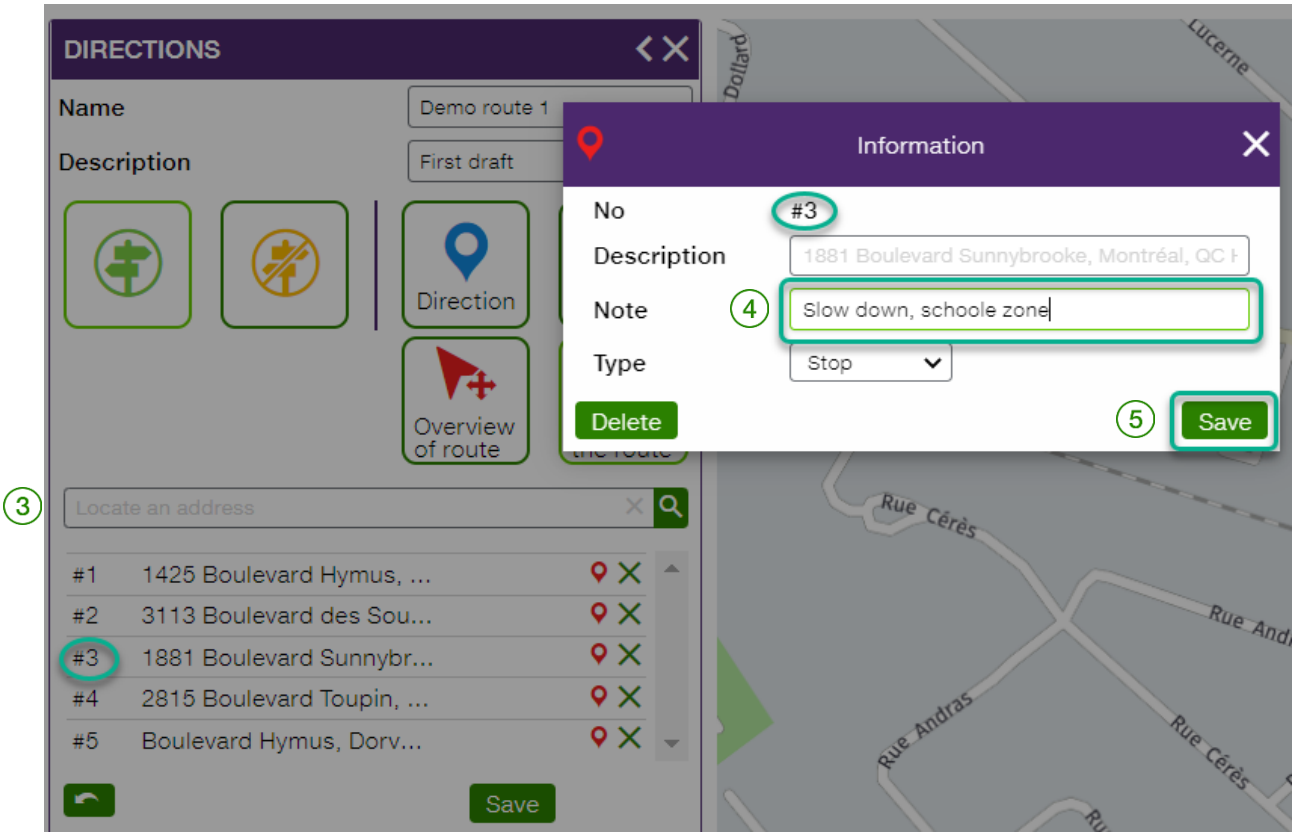
Next, link the different destinations using the same method, in order to create the route in its entirety.



<u>Don't forget to save your work!</u>

It is possible, for each destination, to add a note that will be displayed on the driver's tablet when they reach that destination.

Select one of the destinations (3) and write the note in the "Notes" field (4).

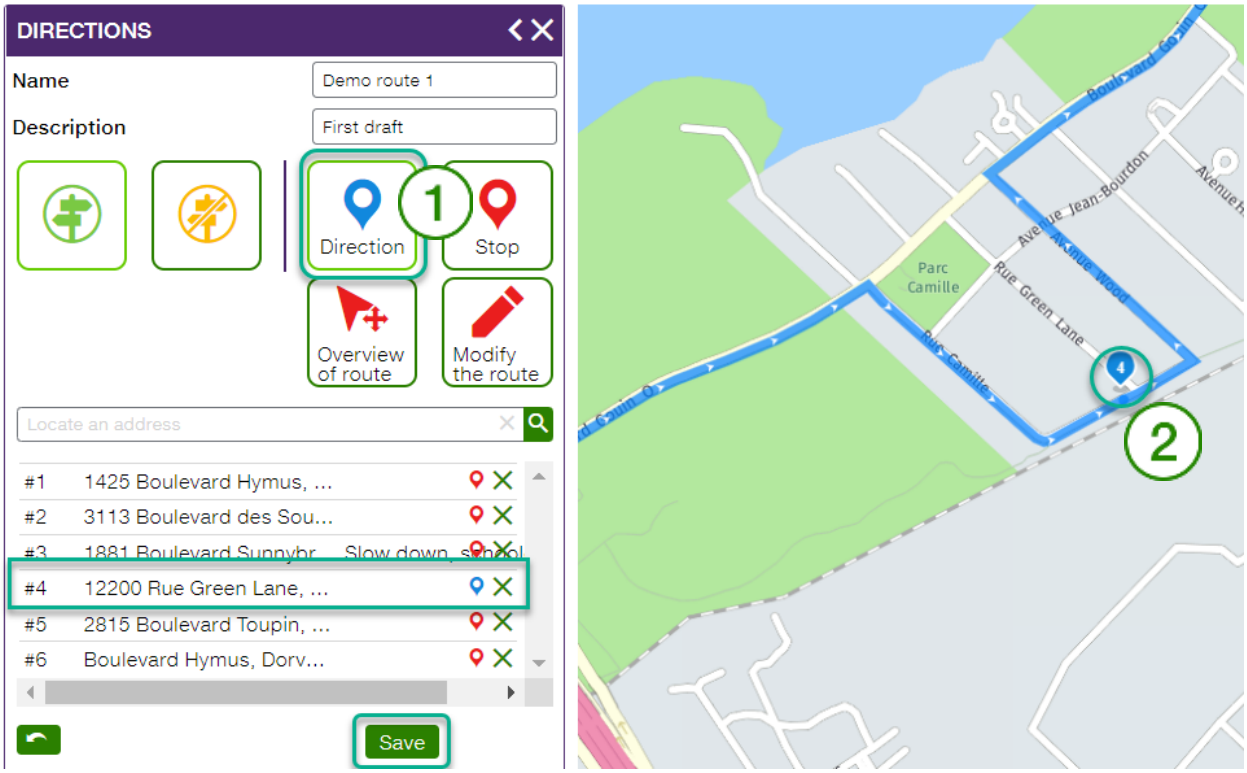


***** Do not forget to select "Save" (5).**

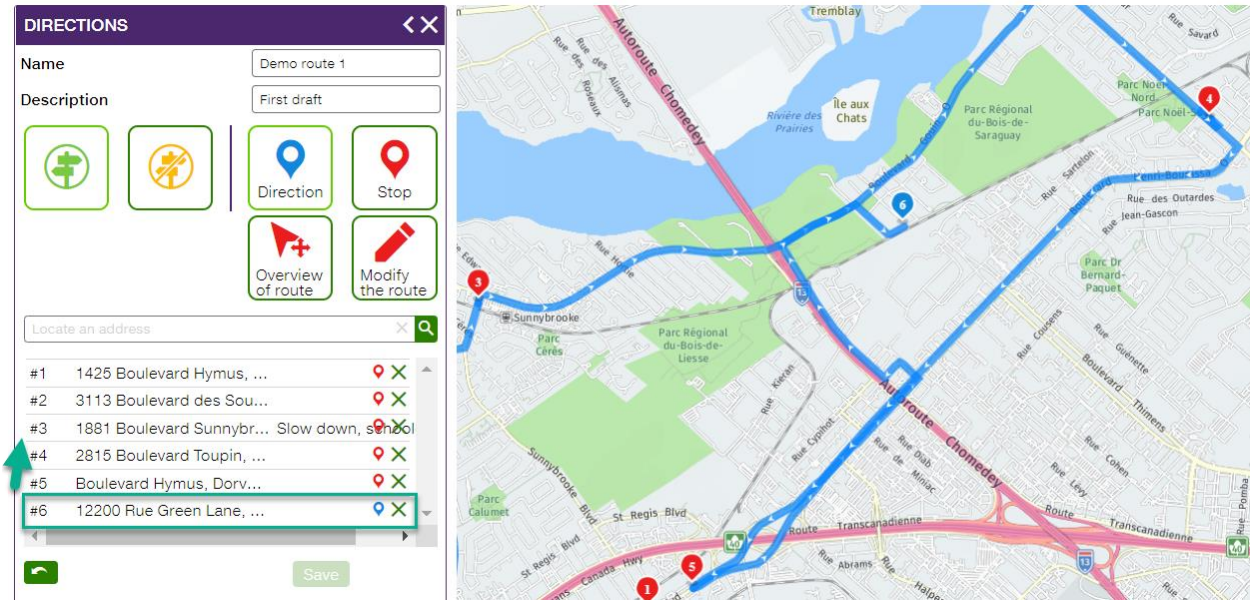
You can reorganize the order of the destinations by dragging them to the desired spot.

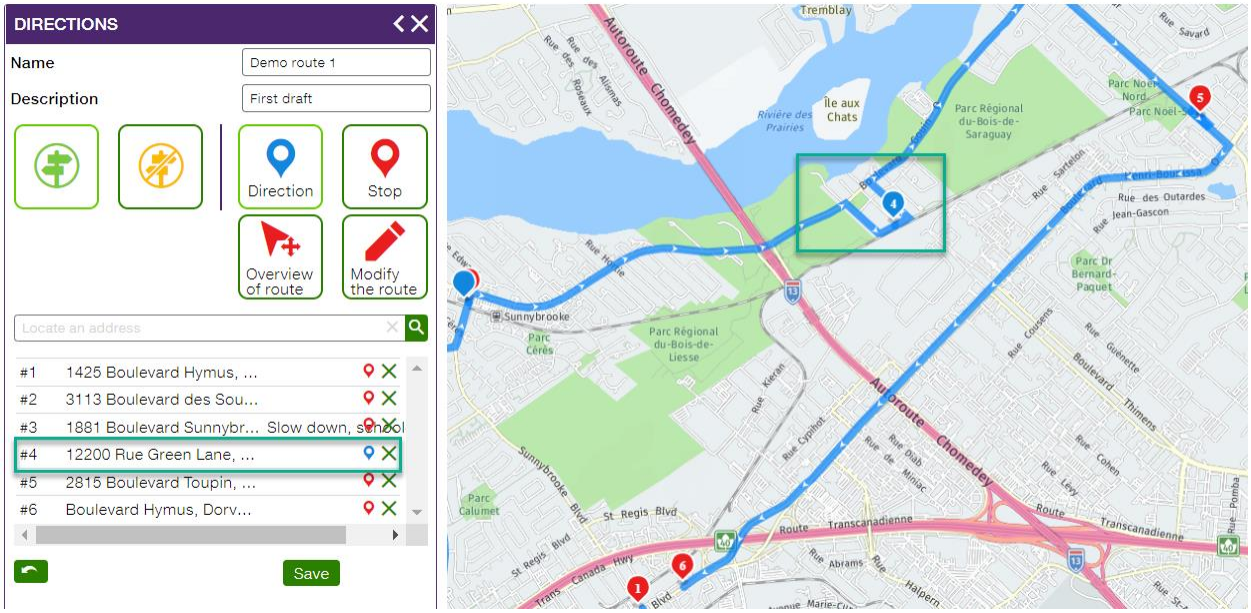
You can also insert “VIA” points that force the equipment to take a specific path. In the following example, point #4 has been added so that the equipment passes through a particular sector of the map.

Click on the “Direction” button (1) and then click the place where you want the piece of equipment to navigate (2).

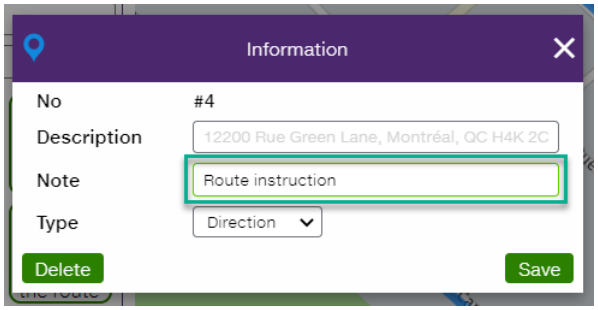


When you add a “VIA” point or a new stop, **the point will automatically be placed in the last (bottom) position**. **Simply drag it to the place it should logically occupy in the route**.



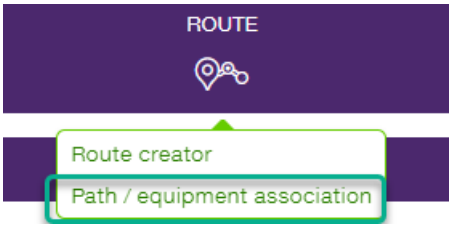


You can also add a note that will be displayed on the tablet when this destination is reached.



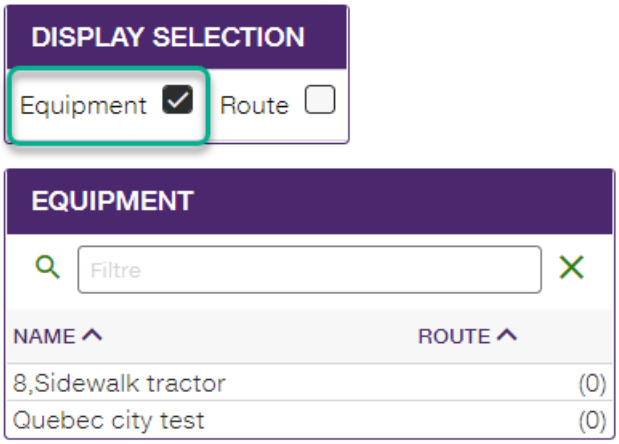
ASSOCIATION

Once all of the routes have been created, they simply have to be associated with specific pieces of equipment.



Once again, there are two options you can select: associating a path to equipment or associating a piece of equipment to a path. Let's examine both options.

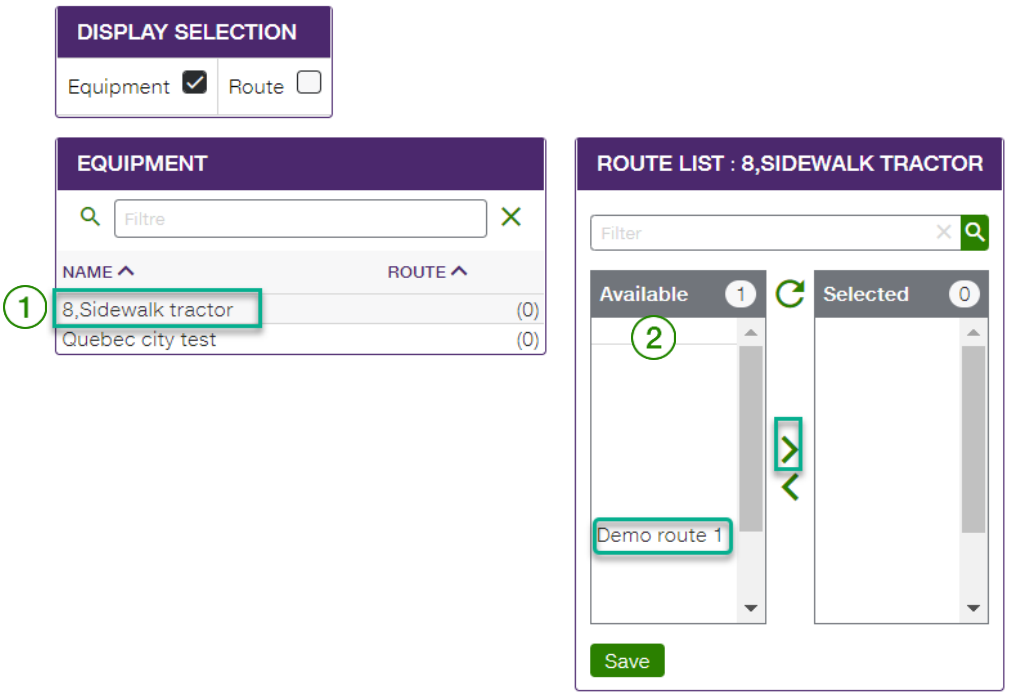
Displaying by equipment:



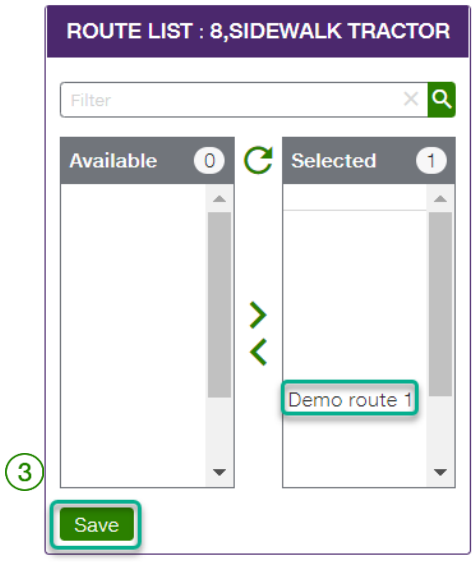
This list displays the equipment that can be selected.

***** Note that programming is required on our end for a piece of equipment to be visible in this list.**

Select one of the pieces of equipment (1).

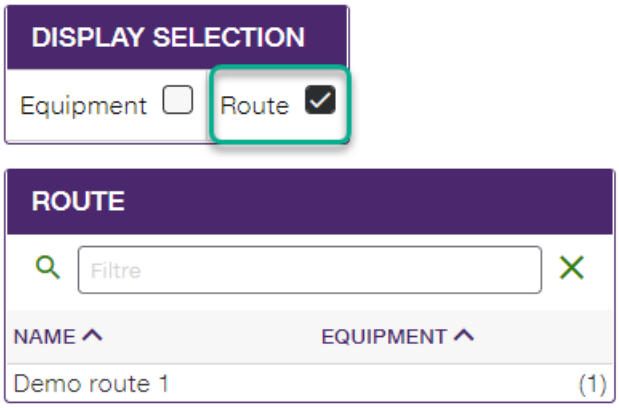


Then, select the path that you want to associate with it from the "Available" section (2).

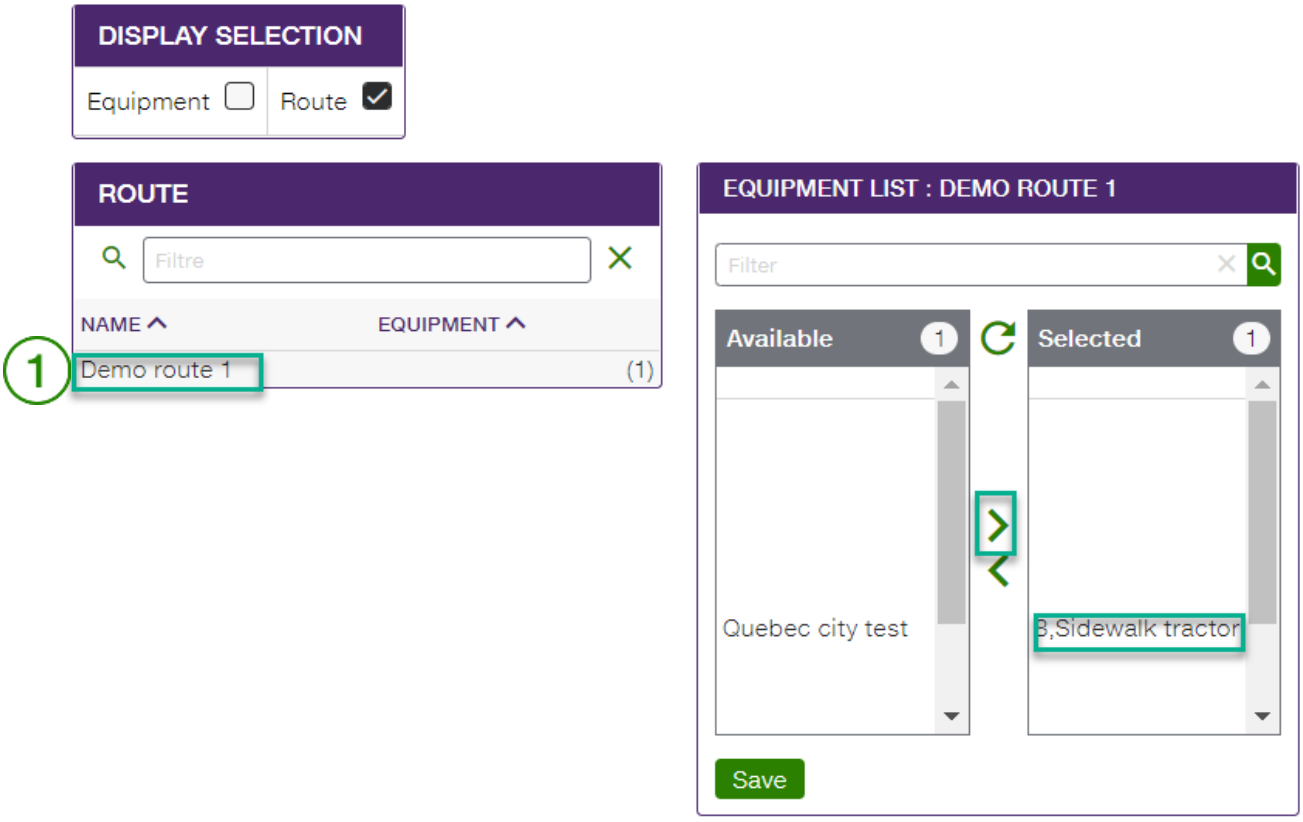


To complete the process, click on "SAVE" (3).

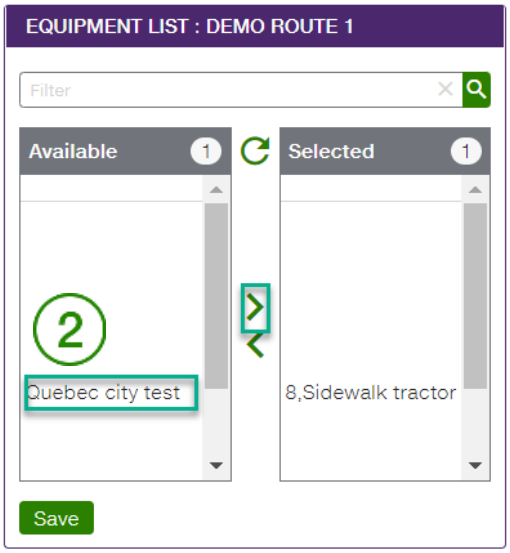
Now let's examine display by path.

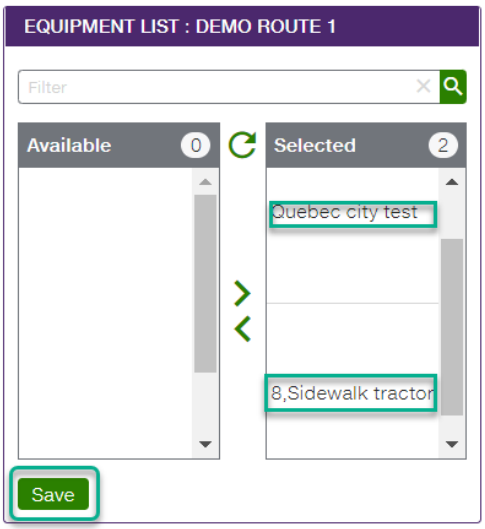


The same principle applies here: select one of the already-created paths (1).



Then, select one or more pieces of equipment that you want to associate to this path (2).



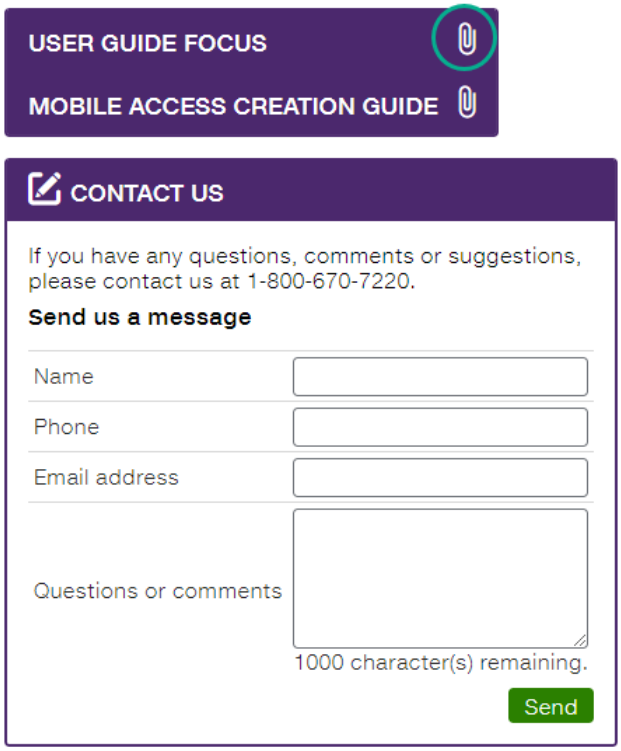


To complete the process, click on “SAVE” (3).

HELP TAB

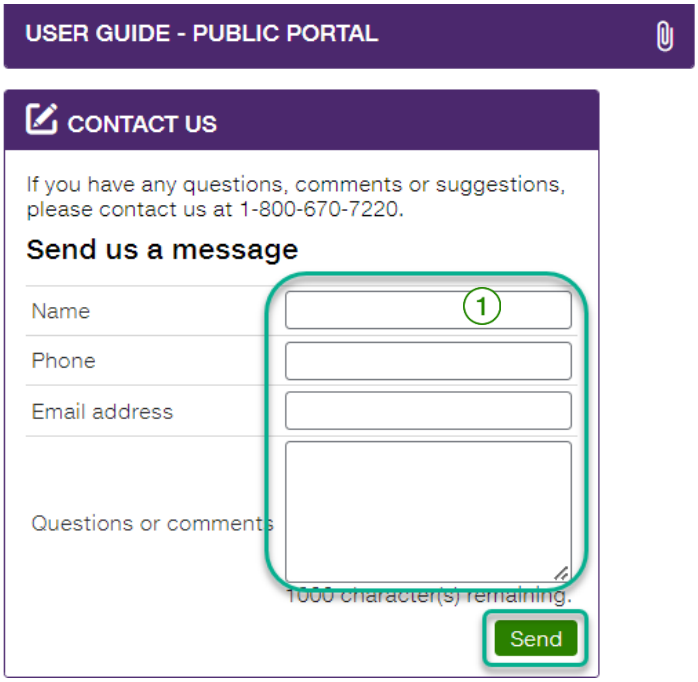
FOCUS USER GUIDE

Click on the icon HELP to display the following page:



Clicking the icon opens a new page, displaying the online user guide. This document will be displayed for as long as the window is open.

CONTACT US



Fill out the relevant fields in order to communicate with customer service (1).

Once done, click on " Send ".