



April 11, 2024

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Mr. Ivan D. Butts
President
National Association of Postal Supervisors
1727 King St., STE 400
Alexandria, VA 22314-2753

Certified Mail Tracking Number:
7020 3160 0002 0328 0433

Dear Ivan:

This is follow up to the Postal Service's correspondence dated January 19 (enclosure) regarding a proof-of-concept test on the use of mobile scanners by Postal Vehicle Service (PVS) operations to complete certain timekeeping entries.

On April 20, this initiative will be implemented nationwide in PVS operations.

Enclosed on compact disc (CD) are the following PVS Timekeeping documents:

- Standard Operating Procedure (SOP), PVS Scanning 3.9
- *PVS Timekeeping Standard Work Instructions (SWI)*
- *PVS Timekeeping Move SWI*
- *PVS Timekeeping Clocking Out*
- *SV Release 3.35 National Release Notes*
- *PVS Timekeeping National Service Talk*

If there are any questions, please contact Robert Ocasio at 813-382-0689.

Sincerely,

A handwritten signature in blue ink, appearing to read "Shannon R. Richardson".

Shannon R. Richardson
Director, Contract Administration (APWU)

Enclosures



January 19, 2024

Mr. Ivan D. Butts
President
National Association of Postal Supervisors
1727 King St., STE 400
Alexandria, VA 22314-2753

Certified Mail Tracking Number:
70203160000203280297

Dear Ivan:

This is a follow up to previous correspondence regarding the Postal Service conducting a proof-of-concept test concerning the use of mobile scanners by bargaining unit employees, in lieu of Hyper Electronic Badge Readers (HEBRs), to complete certain timekeeping entries. The most recent notice was dated April 4, 2023 (enclosed).

The use of scanners for timekeeping entries will be expanded to the Postal Vehicle Service (PVS) operation. Specifically, PVS drivers will use the TC77 scanner to make their required clock rings. The enhancement to the TC77 scanner will be piloted at the PVS operation in the following locations:

- Denver, Colorado Processing and Distribution Center (P&DC)
- Louisville, KY P&DC
- Syracuse, NY P&DC
- Tacoma, WA P&DC
- Athens, GA Sorting and Delivery Center (S&DC)

The PVS drivers are scheduled to begin using the mobile scanners for timekeeping entries on January 20.

Enclosed on compact disc (CD) are the following PVS Timekeeping documents:

- Power Point presentation, *Release 3.35 Beta Kickoff Deck*
- *PVS Timekeeping Standard Work Instructions (SWI)*
- *PVS Timekeeping Move SWI*
- *PVS Timekeeping Clocking Out*
- *SV Release 3.35 Notes*
- *PVS Timekeeping Service Talk*

If there are any questions, please contact Robert Ocasio at 813-382-0689.

Sincerely,


For Shannon R. Richardson
Director, Contract Administration (APWU)

Enclosure

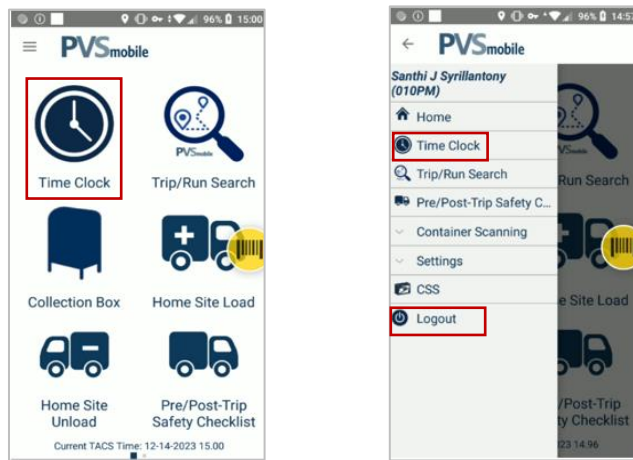
SV 3.35 Deployment

We are excited to inform you of the upcoming enhancements to PVSmobile and our various applications. SV Release 3.35 will introduce the ability for PVS drivers to record their time within PVSmobile.

- SVweb Beta Deployment will take place on 1/16/2024.
 - Only use SVweb Beta link to view and use the new features: [SVweb-beta.usps.gov](https://svweb-beta.usps.gov)
- PVS Timekeeping will become available to Beta sites on 1/20/2024.
- PVS Timekeeping will deploy nationally on 4/20/2024.

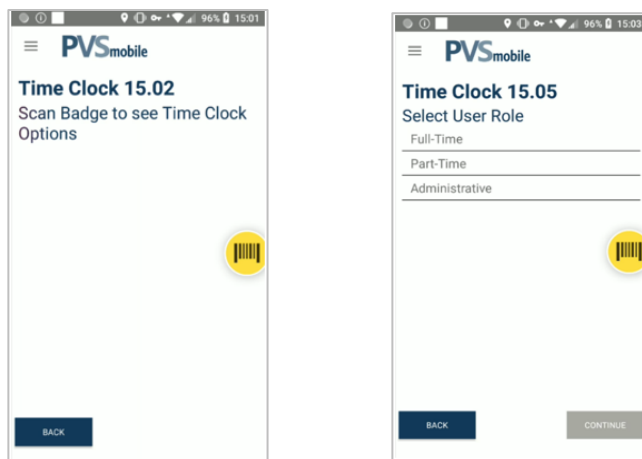
PVS Timekeeping

PVSmobile has been enhanced to allow drivers to record their time from their scanner. This can be accessed by selecting the Time Clock from the home screen or the navigation menu on PVSmobile or when the driver attempts to log out of PVSmobile.



Role Selection

Upon selecting Time Clock in PVSmobile, users will be prompted to scan their badge. They will then be prompted to select their role from the options of Full-Time, Part-Time, and Administrative.



Clock Ring Selection

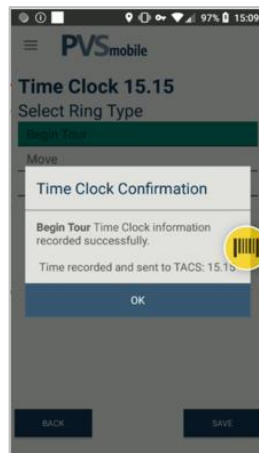
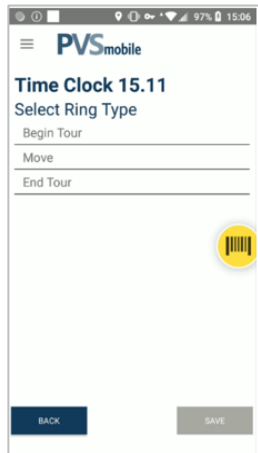
After selecting their role, users will be prompted to select their clock ring type. The below table shows the options available to the user based on what role they select if they access the Time Clock from either the home screen or the navigation menu:

	Full-Time	Part-Time	Administrative
Begin Tour	X	X	X
Out to Lunch		X	X
In from Lunch		X	X
Move	X	X	X
End Tour	X	X	X

The below table shows options available when attempting to log out of PVSmobile:

	Full-Time	Part-Time	Administrative
Out to Lunch		X	X
End Tour	X	X	X

Once the user selects Save, they will receive a confirmation pop-up notifying them that their selection and the TACS time at which they saved their selection were recorded.

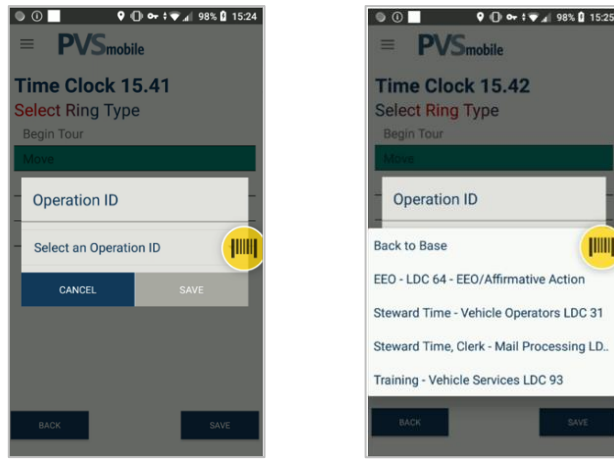


Move

If a user accesses the Time Clock from the PVSmobile home screen or navigation menu and selects Move as their clock ring type, the user will receive an additional prompt to select and save an Operation ID. They can select from the following options:

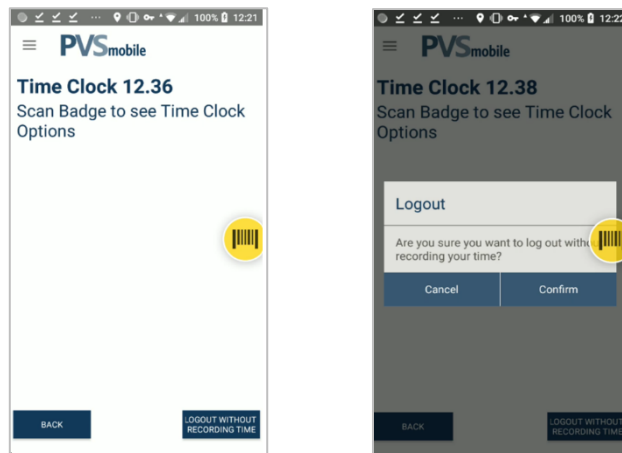
- Back to Base
- Stewards Time
- Steward Time, Clerk
- EEO
- Training - Vehicle Services

If Move is selected as the clock ring type, the clock ring selection will not be saved until they select Save on this additional prompt.



Logout Without Recording Time

When a user attempts to log out of PVSmobile, they will be navigated to the Time Clock and prompted to record their time before logging out. When the Time Clock is accessed this way, an additional button will be present on the clock ring selection screen titled “Logout Without Recording Time”, which gives users the option to log out of PVSmobile without recording their time. Upon selecting this button, the user will be prompted to confirm that they would like to log out of PVSmobile without recording their time. If the user selects Confirm, they will be logged out of PVSmobile.



Standard Work Instruction: PVS Timekeeping Clocking Out

Log on to PVSmobile



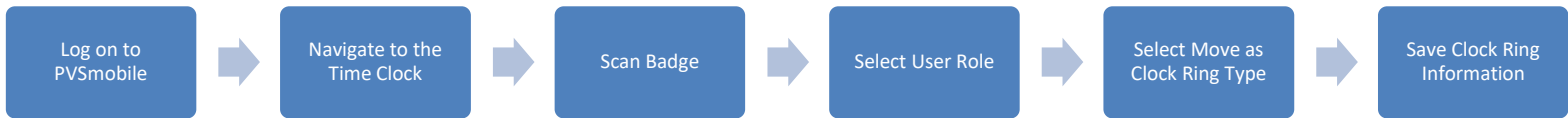
Clock in using the Time Clock



Clock out using the Time Clock

	Important Steps	Key Points
	<p>1 Log on to PVS mobile by entering EIN or scanning badge. 2. Access the Time Clock on either the PVSmobile home screen or Navigation Menu and clock in.</p>	<ul style="list-style-type: none"> For information on clocking in, please reference the PVS Timekeeping SWI.
	<p>3. To clock out, access the Time Clock again, scan your badge, and select “Out to Lunch” or “End Tour” as the clock ring type. Select “Save”. 4. Verify that a pop-up confirming the selected clock ring type and TACS time at which the clock ring was saved appears.</p>	<ul style="list-style-type: none"> The “Back” button on the clock ring type selection screen will return the user to the previous screen. The “OK” button on the Time Clock Confirmation pop-up will log the user out of PVSmobile.
	<p>5. If a situation arises in which you need to log out of PVSmobile without recording your time, you may log out as you normally would, after which you will be automatically taken to the Time Clock. You can then select “Logout Without Recording Time”.</p>	<ul style="list-style-type: none"> The “Back” button on the clock ring type selection screen will reopen the previous page. For more information on logging out without recording time or recording time after attempting to log out of PVSmobile, please reference the SV 3.35 Release Notes.

Standard Work Instruction: PVS Timekeeping Move



	Important Steps	Key Points
	<ol style="list-style-type: none"> 1. Log on to PVSmobile and navigate to the Time Clock on the home screen. 2. Scan your badge on the Scan Badge screen. 	<ul style="list-style-type: none"> • The Move clock ring type of the Time Clock can be accessed in one of two ways: <ol style="list-style-type: none"> 1. Selecting the Time Clock icon on the home screen. 2. Selecting Time Clock from the Navigation Menu. • Select the “Back” button to return to the previous screen.
	<ol style="list-style-type: none"> 3. Select a user role and select “Continue”. 4. Select the “Move” clock ring type and select “Save”. 	<ul style="list-style-type: none"> • Select the “Back” button to return to the previous screen. • If the “Administrative” or “Part-Time” user role is selected, “Out to Lunch” and “In from Lunch” will appear as additional clock ring type options.
	<ol style="list-style-type: none"> 5. Operation ID pop-up will appear, then select an Operation ID from the dropdown and select “Save”. 6. Upon saving, a Time Clock Confirmation pop-up displaying the “Move” clock ring type and TACS time will appear. 	<ul style="list-style-type: none"> • Selecting the “Cancel” button will display a prompt to confirm the cancellation. Confirming the cancellation will reopen the Clock Ring Type Selection screen. Denying the cancellation will reopen the Operation ID Selection pop-up. • Once an Operation ID is selected, the “Save” button will become available for selection. Select this button to save the clock ring information. • The time at which the Time Clock selections are saved will be sent to TACS. • Select the “OK” button to return to the PVSmobile home screen on the Time Clock Confirmation pop-up.

Service Talk – PVS Timekeeping

April 20, 2024

PVS Timekeeping

On Saturday, April 20, 2024, PVSmobile will be enhanced to allow drivers to record their time from their PVSmobile scanner. This will be able to be accessed by selecting PVS Time Clock from the home screen or the Navigation Menu on PVSmobile or when the driver attempts to log out of PVSmobile.

For Role Section, upon selecting PVS Timekeeping in PVSmobile, users will be prompted to scan their badge (Figure 1). They will then be prompted to select their role from the options of Full-Time, Part-Time, and Administrative (Figure 2).

After selecting their role, users will be prompted to select their clock ring type (Figure 3). There are different values available to the user based on the role selected and whether they have accessed PVS Timekeeping by accessing the Time Clock on the PVSmobile home screen or Navigation Menu or by attempting to log out of PVSmobile. Once the user selects Save, they will receive a confirmation pop-up notifying them that their selection and the time at which they saved their selection were recorded (Figure 4).

If a user with a role of Full-Time or Administrative accesses PVS Timekeeping from the PVSmobile home screen or Navigation Menu and selects Move as their clock ring type, the user will receive an additional prompt to select and save an Operation ID (Figure 5). If Move is selected as the clock ring type, the clock ring selection will not be saved until they select an Operation ID (Figure 6).

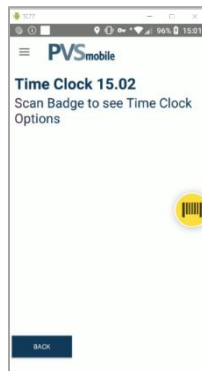


Figure 1

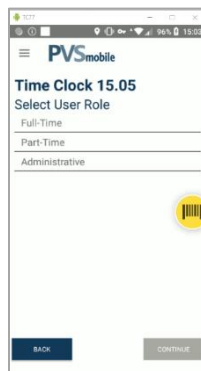


Figure 2

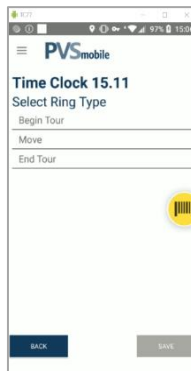


Figure 3

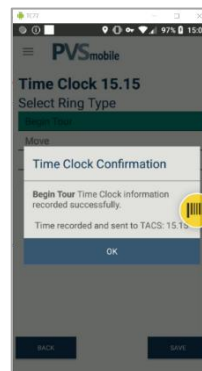


Figure 4

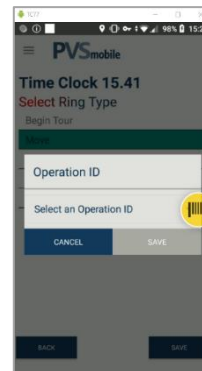


Figure 5

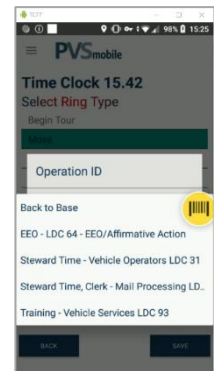
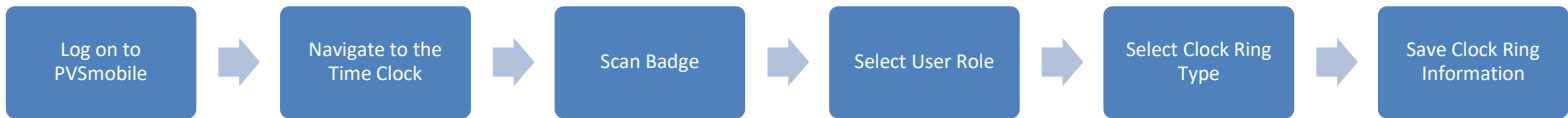
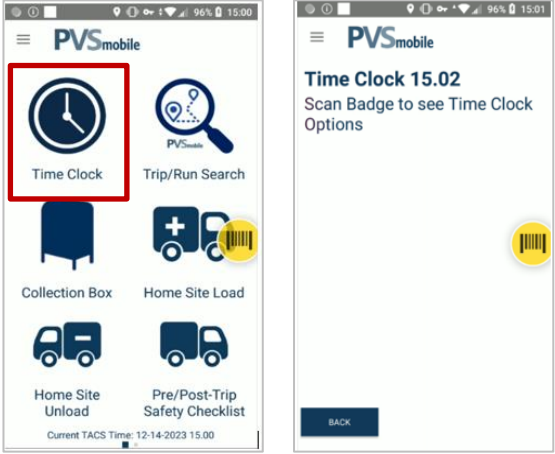
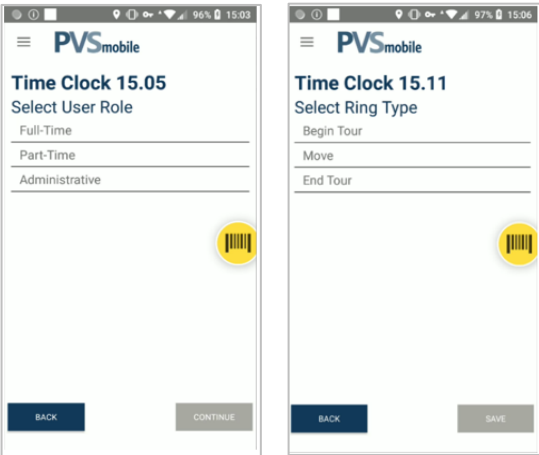
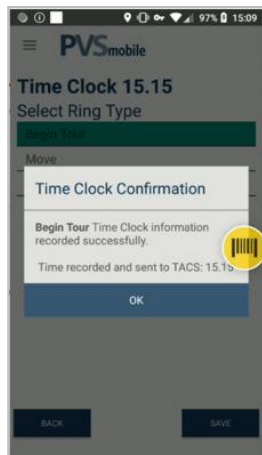


Figure 6

For any questions or concerns about this Service Talk, please contact your immediate Supervisor.

Standard Work Instruction: PVS Timekeeping



	Important Steps	Key Points
	<ol style="list-style-type: none"> 1. Log on to PVSmobile and navigate to the Time Clock on the home screen. 2. Scan your badge on the Scan Badge screen. 	<ul style="list-style-type: none"> • PVS Timekeeping can be accessed in one of two ways: <ol style="list-style-type: none"> 1. Selecting the Time Clock icon on the home screen. 2. Selecting Time Clock from the Navigation Menu. • Select the “Back” button to return to the previous screen.
	<ol style="list-style-type: none"> 3. Select a user role and select “Continue”. 4. Select a clock ring type and select “Save”. 	<ul style="list-style-type: none"> • Select the “Back” button to return to the previous screen. • The options that appear on the clock ring type selection screen vary based on the user role selected and whether the Time Clock is accessed by logging out of PVSmobile or not. <ul style="list-style-type: none"> ○ Please see the SV 3.35 Release Notes for further information.
	<ol style="list-style-type: none"> 5. Upon saving, a Time Clock Confirmation pop-up displaying the selected clock ring type and TACS time will appear. 	<ul style="list-style-type: none"> • The time at which the Time Clock selections are saved will be sent to TACS. • Select the “OK” button to return to the PVSmobile home screen if “Begin Tour”, “In from Lunch” or “Move” are selected as the clock ring type. • Select the “OK” button to be logged out of PVSmobile if “Out to Lunch” or “End Tour” are selected as the clock ring type.

UNITED STATES POSTAL SERVICE | SURFACE VISIBILITY PROGRAM

SOP for PVS Scanning

Last Updated 3/27/2024

- *Updated PVS Timekeeping section*



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Purpose And Importance

Our customers expect more than reliability. Customers are demanding to know the location of their mail, and to see regular updates on the location of their mail throughout processing. PVS Scanning will enhance US Postal Service product and service viability and allow the USPS to provide customers tracking updates and visibility of mail volumes through the Postal Network.

Postal Vehicle Service (PVS) scanning will play a key role in improving Arrivals, Departures, Loads, and Unloads of PVS trips and PVS routing within the surface network. The PVS drivers will be required to record all Arrivals, Departures, Loads, and Unloads at plants, mailers, freight houses, Detached Mail Units (DMU), and other facilities as needed using the PVS application. These scanners will scan MSP, trailer, door and container barcodes. Visit PVS BlueShare for more information:

<http://networkops.blueshare.usps.gov/sites/dn/surface/SitePages/SVCN51.aspx>

Trailer Arrive	As the driver arrives the facility.
Trailer Depart	As the driver departs the facility.
Load Scan	As the driver loads containers to the trailer.
Unload Scan	As the driver unloads containers from the trailer.

Access to PVS Application

The first step towards successful PVS scanning is to have proper access in eAccess. The PVS driver will need Surface Visibility eAccess.

1. Log on to **eAccess** at eaccess.usps.gov.
2. Select the *Request Access* tab.
3. Select the *Application* radio button.
4. Enter *Surface Visibility* and select **Search**.
5. Select Surface Visibility from search results. The request setup page will appear.
6. Select **DMT** for user group.
7. Choose **Yes** for access to the Surface Visibility application.
8. Choose **Yes** for access to the Customer Service Scanning application.
9. Choose **Date** needed.
10. Select **Next** at the bottom of the page.
11. Review the Request Summary and select **Submit Request**.

Request Setup Information <small>(Required information when submitting a request.)</small>		
Options displayed will depend upon System chosen		
User Group*	DMT User E - TIMES and Trailer Tracking Activities	?
Are you requesting access to the Surface Visibility Application*	Yes	?
Are you requesting access to the Customer Service Scanning application*	Yes	?

Know the Differences TC77 vs. CN51

The new TC77 scanner will be replacing the existing PVS CN51 scanners. The SV/PVS applications and scanning processes will not be changing; only the hardware will be changing. The TC77 brings an enhanced user experience by offering an all-touch panel for ease of use with a larger screen size, easier to hold design, improved battery life and network connection capability, and ruggedized casing.

Key differences between the current CN51 and the new TC77 scanners are listed below:

CN51

VS.

TC77



Dimensions

- | | |
|---|---|
| <ul style="list-style-type: none"> ▪ 6.45" L, 2.93" W, 1.26" D ▪ 4.0" screen size | <ul style="list-style-type: none"> ▪ 6.30" L, 3.30" W, 1.10" D ▪ 4.7" screen size |
|---|---|

Keyboard

- | | |
|--|---|
| <ul style="list-style-type: none"> ▪ Hard and soft (onscreen) keyboards | <ul style="list-style-type: none"> ▪ Soft (onscreen) keyboard only |
|--|---|

Scan Button

- | | |
|--|---|
| <ul style="list-style-type: none"> ▪ Three scan buttons ▪ One blue scan button on the middle two on the sides of the scanner | <ul style="list-style-type: none"> ▪ Two scan buttons: one on each side of the scanner ▪ Additional onscreen, virtual scan button available |
|--|---|

Cradle

- | | |
|---|---|
| <ul style="list-style-type: none"> ▪ 4 slots ▪ 17" H, 4" L, 17" W | <ul style="list-style-type: none"> ▪ 5 slots ▪ 8.54" H, 5.20" L, 19.25" W |
|---|---|

PVSmobile TC77 Scanner

The PVSmobile TC77 scanning device is a wireless, handheld scanner housing the PVSmobile and CSS applications.

- Select the **Power** button at the top right-hand corner to turn on the device.
- Use the **yellow physical** buttons on each side of the device or the **yellow virtual scan button** to activate the internal scanner.
- The **Volume** button on the right side of the device adjusts volume and is activated when the user logs into the application.
- Select a manual entry field to display the **onscreen keyboard**. Select **Done** to close the keyboard.



Note: SV/PVS TC77s are black while MDD TC77s are blue in order to help easily distinguish between them.

PVSmobile TC77 Scanner: Login

To open the application, tap the PVS icon on the device home screen. The login screen will appear.


Before logging in to PVSmobile, users need eAccess approval to the PVS application. Reference the Supervisor Booklet to view how to request PVS access through eAccess.

Login to the PVSmobile Application

After signing out a PVS scanning device:

1. Press the **Power** button to turn on the device.
2. Tap on the **PVS** icon to launch the PVS application.
3. Scan the barcode on your badge or manually enter your **EIN**.

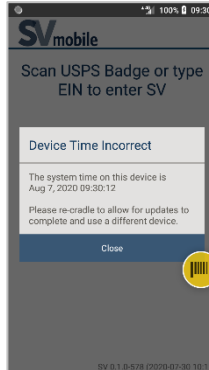


 **Note:** Device will initialize to download reference information upon login. This may take up to 60 seconds.

PVSmobile TC77 Scanner: Login

Verify Device Date/Time

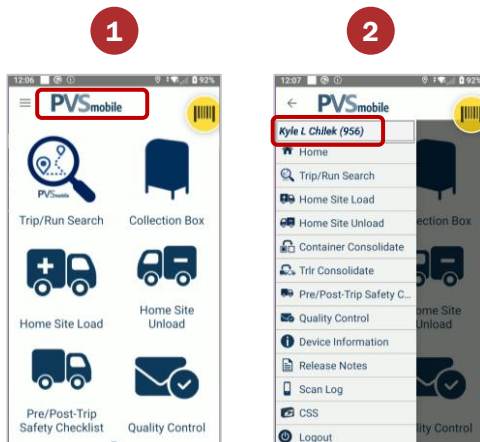
Upon logging into PVSmobile, if the date and time of the device differs from the PVS server time by more than 5 minutes, you will be prompted to cradle the device to correct the device date and time. You will not be able to log into PVSmobile on that scanner until the device date and time has been corrected. Using a scanner with the incorrect date and time can have a significant impact on scan visibility.



Verify Device Scanning Site

After logging into a device, verify the device you are using is logged in at the correct site:

1. Select the **Navigation** button or swipe right on any screen
2. At the top of the navigation panel appended to the end of your name is the device site. If the site displayed on the device is not the site you are at cradle the device and notify a site supervisor.



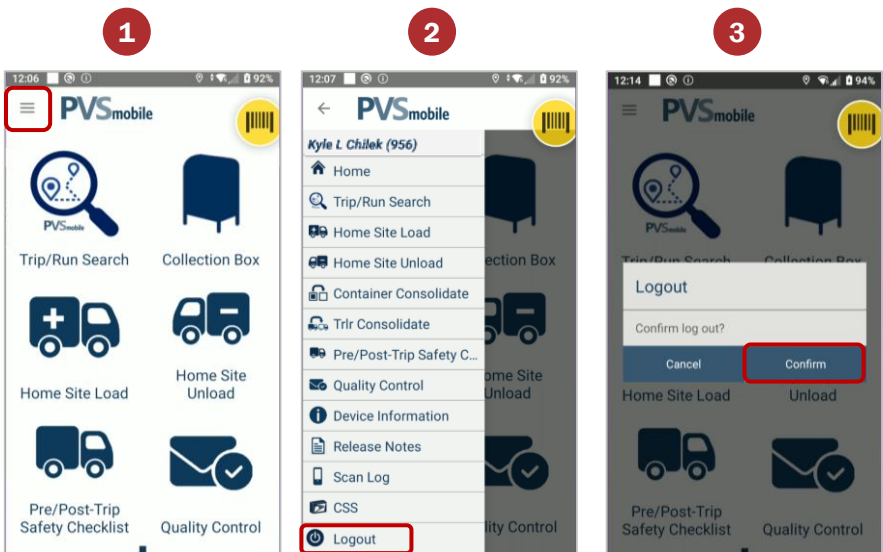
PVSmobile TC77 Scanner: Logout

When finished with using the PVSmobile device or when leaving the device behind, Logout to protect your credentials.

Log out of the PVS Scanning Device

From any PVSmobile screen:

1. Select the **Navigation** button in the top left corner.
2. Select the **Logout** button.
3. Select **Confirm** to log out.



Note: Cradling the device will automatically log you out.

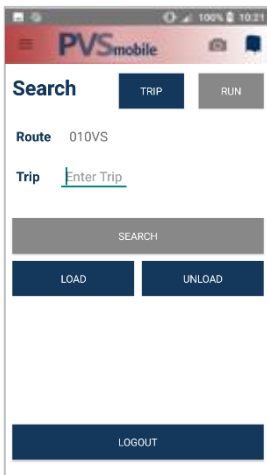
Cellular vs Wireless Connectivity

The PVS scanner can be used under both cellular and wireless networks. However:

- By default, sites have wireless access deactivated on their PVS scanners.
 - This helps improve battery life and decreases connection lag as the scanner travels from one network to another.
- There are only a handful of sites that have both networks activated on the PVS scanners.
 - This can be useful if a site's dock area has weak cellular connectivity but has Access Points.
- All scans can be performed offline.
 - Drivers will be able to pull the most recent trip searched for when the scanner is offline.

1. PVS scanner with wireless access deactivated is used at SV site with wireless connectivity

- The scanner will continue to remain on cellular network.
- If cellular connectivity becomes weak, the device will go offline, and a red banner will appear to allow offline scanning.



2. PVS scanner with wireless access activated is used at SV site with wireless connectivity

- As the network is changed from cellular to wireless, it may take up to 15 seconds for the cellular device to change the network communication.
- If the user continues to see the spinning hourglass, walk towards an area with stronger wireless connectivity.
- The PVS device may show both PVS driver's home site and the SV site as choices for sites on the Login screen. If the driver is already logged in, the driver will remain logged into the driver's home site.

Mobile Messaging

Managers

Managers can create three different types of messages to PVSmobile users through SVweb. The main difference between *Mobile Messaging*, *Login Alerts*, and *Hazard Alerts* is the SVweb user’s urgency for an alert to be received. Please view the table below to review some difference between both types of messages. In Mobile Messaging, users can select PVS from the Application dropdown menu to send the Mobile Message to PVSmobile users only.

SV Mobile Messaging
Site Messaging is used to broadcast alerts and messages to a set of devices currently logged in at a given facility and should only be used for work related messages. At this time, active TTO devices are not available for Mobile Messaging. (Note- all messages are available in the SV Web Messaging Audit report and can be viewed by others.)

All Users	<input type="checkbox"/> All Applications	Select All Devices: <input checked="" type="checkbox"/>	National: <input type="checkbox"/>	Message Title (Max: 50 characters)	
Select	User Name	Application	Site ID	Site Name	Device S/N
<input checked="" type="checkbox"/>	Feng Yang	Trip Management	SV	010PM SPRINGFIELD (MA) LADC	104X1500279
<input checked="" type="checkbox"/>	Nathan Poplin	Trip Management	SV	010PM SPRINGFIELD (MA) LADC	104X1500335

5 10 25 50 100

Enter a message to send. (Max 250 characters)

Send Message

	Mobile Messages	Login Alerts	Hazard Alerts
Users:	SVmobile & PVSmobile Users	SVmobile & PVSmobile Users	PVSmobile Users
Time:	Real-time alerts sent to selected users actively using SVmobile or PVSmobile.	Alerts are not sent in real-time and display for each user once upon login while alert is active.	Alerts are not sent in real-time and display for each user once upon departing for a stop with an active hazard.
Offline Users:	Offline users will not receive the Mobile Message while in and offline status.	As long as the Login Alert remains active, an offline user can view the alert upon their return.	As long as the Hazard Alert remains active, an offline user can view the alert upon their return.
How to Access:	To access the SVmobile Messaging Page, please navigate to SVweb > Facility Management > Messaging > Mobile Messaging.	To access the Login Alerts page, please navigate to SVweb > Facility Management > Messaging > Login Alerts.	To access the Hazard Alerts page, please navigate to SVweb > Facility Management > Messaging > Hazard Alerts.

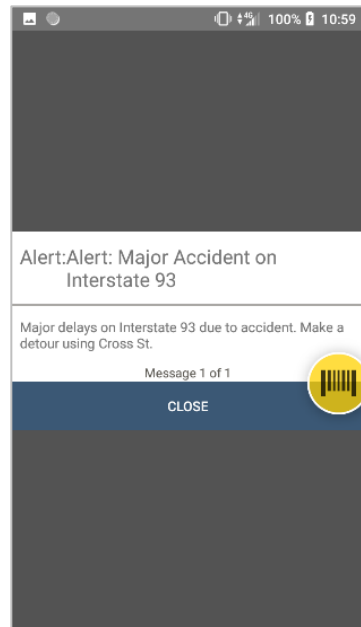
For more information, please review the SVweb Guide (SVweb > Document Library > Booklets/Training).

Users

Users will receive the message on the PVSmobile device. Login Alerts only appear once for each user upon login. Hazard Alerts appear once a user departs for a stop with an active hazard. SV Mobile Messages only appear to the selected users at the time the message was sent through SVweb. Users may continue with PVS scanning by selecting the **Close** button



Sites with a Hazard Alert appear with a  on the stop.









Select the Close button to continue PVS scanning.

PVS Responsibilities

Responsibilities

- **Headquarters:** Develop, implement, and maintain standardized processes.
- **Area:** Monitor performance and ensure compliance.
- **Transportation Manager:** Provide instruction, safe work practices and efficient work methods to employees. Monitor compliance.
- **SV Site Coordinators:** Ensure equipment is set-up and communicating properly; assist with equipment trouble shooting and support. Monitor compliance.
- **Supervisors:** Monitor and ensure that employees are following proper procedures for CN-51 set-up and scanning.
- **PVS Drivers:** Follow established procedures.

PVS Driver Procedure

Feature	Steps	Driver's Actions	Key Points
	Sign out scanner	<ol style="list-style-type: none"> 1. Receive SV Cellular Scanner from the MVS clerk or STO 2. Receive vehicle keys 	Driver should ensure that the scanner received is fully charged
	Login	<ol style="list-style-type: none"> 3. Select PVS Application 4. Scan the driver badge or enter EIN 5. Verify the route 6. Enter Trip ID 7. Input Vehicle ID and Start mileage and complete Pre-Trip Safety Checklist 	Entering the required information identifies the driver as a unique user for her/his trip
	Depart unit at the beginning of tour	<ol style="list-style-type: none"> 8. Select Search and choose trip from list 9. Validate Leg and trip direction (Outbound / Inbound) 10. Scan trailer barcode 11. Scan the Arrive/ Depart MSP barcode 12. Select Depart button 13. Confirm 	Scans provides data on the time driver departs the home facility
	Arrival and departures at Mailers, Delivery Units, etc on route	<ol style="list-style-type: none"> 14. Select Search and choose trip from list 15. Validate Leg and trip direction (Outbound / Inbound) 16. Scan trailer barcode 17. Scan the Arrive/ Depart MSP barcode 18. Select the Load/Unload button to Load/Unload containers. 19. On the Load/Unload screen, select MT Counts or Unscannable Counts to manually enter irregular equipment. 20. Select Arrive / Depart button 21. Confirm 	Scans provides data on the time driver arrives and departs the facility and time and volume of Load and Unload scans performed
	Return to unit during route or at the end of tour	<ol style="list-style-type: none"> 22. Select Search and choose trip from list 23. Validate Leg and trip direction (Outbound / Inbound) 24. Scan trailer barcode 25. Scan the Arrive MSP barcode 26. Select Arrive button 27. Input End mileage 28. Confirm 	Scans provides data on the time driver returns to the unit from last destination
	Return Scanner	<ol style="list-style-type: none"> 29. Log out of scanner 30. Return scanner and keys to MVS clerk at the end of tour 	MVS clerk will cradle scanner so that it can charge and data can be transmitted

PVS Application

Print this one-page instruction to use as reference.

1



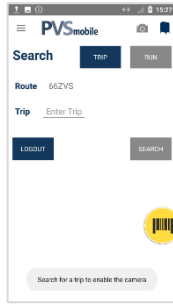
Select the **PVS** icon from the home screen.

2



Scan **driver badge** to login.

3



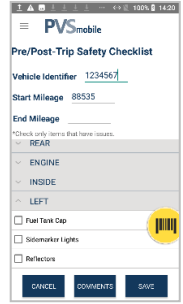
Select **Trip** to select Trip ID or select **Run** to select Run to search by 3-digit run.

4



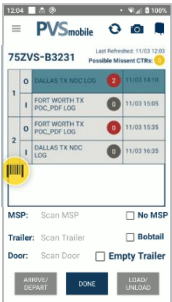
Enter **Trip ID** or **Run** and select **Search**.

5



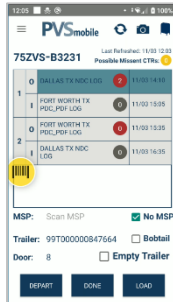
Enter **Vehicle ID**. Indicate if any maintenance is required on the **Pre/Post-Trip Safety Checklist**.

6



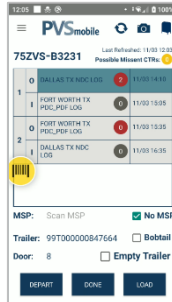
Choose the **trip** from the list. Validate leg and trip direction.

7



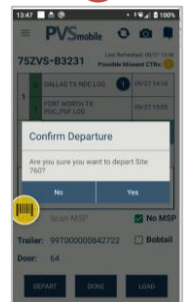
Scan **MSP barcode** or select "No MSP". Then, scan the **Trailer barcode** or select "Boatball". Ensure the barcode on the trailer assigned to the trip is scanned. **Scan Door barcode** to assign a door.

8



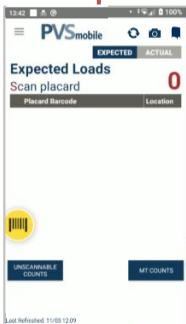
Select **Load/Unload** to scan containers, select **Arrive/Depart** to process the trip, select the **Mailbox icon** to scan Collection Boxes, or select the **Camera icon** to take pictures.

9a



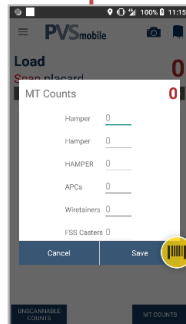
Confirm Arrival/Departure and trip will show in green.

9b



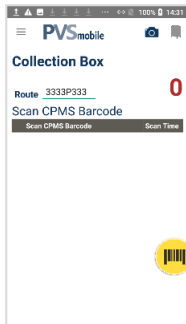
Scan the **MTEL placard*** on the Load/Unload screen.
*Note: PVSmobile will only accept 2D MTEL placard barcodes.

9c

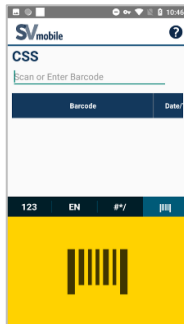


Select the relevant **MT Counts** or **Unscannable Counts** button to manually input the counts.

9d



Enter **Route (IMDAS Route ID)** then scan the **CPMS barcode**. Use the back button at the bottom to return to the previous screen.

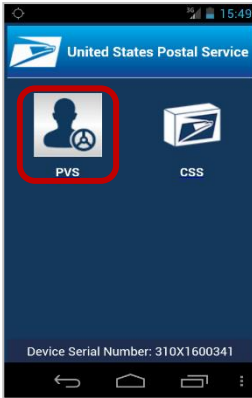


Scan **Firmsheet** and **Impb** barcodes in CSS. To access CSS, use the PVS navigation menu.

I. Login and Initial PVS Driver Setup

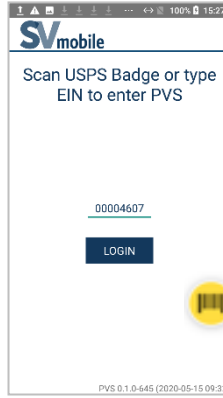
Once the driver has Surface Visibility eAccess, they will be able to login to the PVS application.

1



Select the PVS icon from the home screen.

2



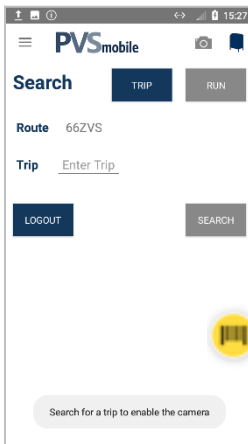
Scan driver badge to login.
Re-cradle device if prompted Device Time Incorrect

3a



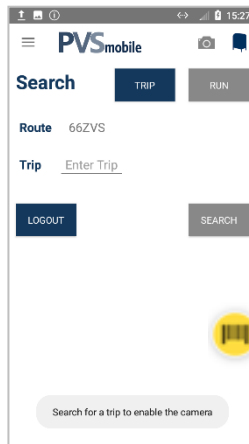
Mobile Release Notes will display if the device was just updated

3b



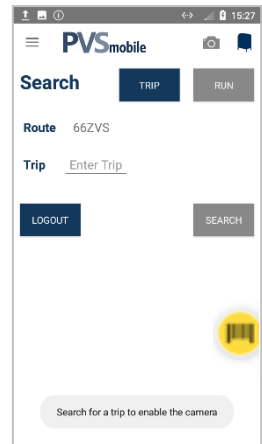
The **Route ID** will populate as default and cannot be changed. **Trip** option will be selected by default. Select **Trip** to search by trip ID.

4



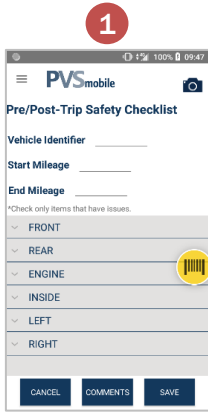
Select **Run** tab to search by 3-digit run.

5

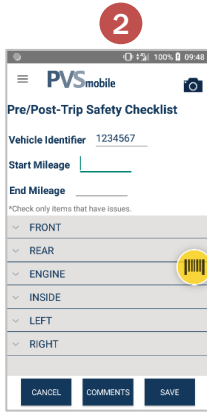


Select **Search** once the Trip ID or run has been entered.

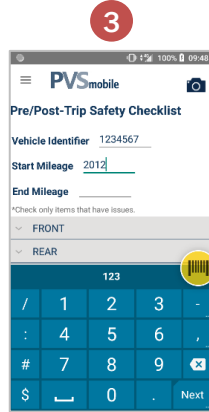
II. Pre/Post-Trip Safety Checklist



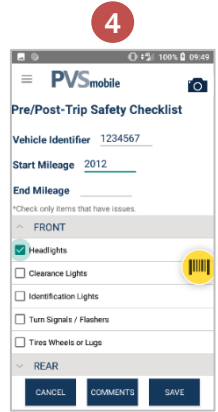
A Pre/Post-Trip Safety Checklist screen will display when a user first searches for a trip/run or navigates to the Collection Box Scanning screen when there is no vehicle information saved.



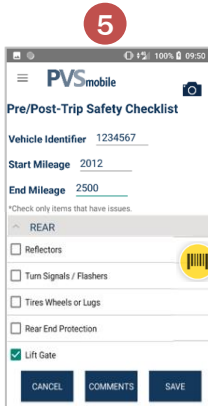
If the user receives a “No Vehicle Information Found” message upon entering the Vehicle ID, ensure it was correctly entered and 7 characters in length. If the message persists, enter the Start Mileage to proceed.



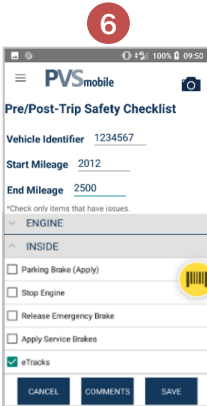
If the Vehicle ID exists in SEAM, the start mileage will populate. If the mileage information does not match what is displayed on the dashboard, update the start mileage.



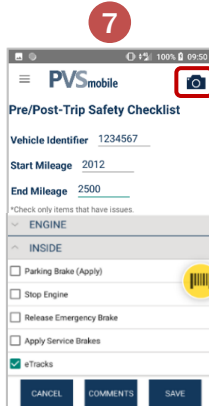
Complete the Pre/Post-Trip Safety Checklist portion of Form 4572 and indicate any areas that require maintenance. If any selections are made, select Comments to further clarify the maintenance required. Select Save when complete.



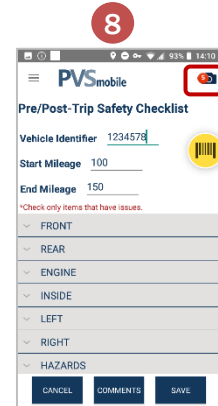
There is one new maintenance selection under Rear: Lift Gate. Select Lift Gate if maintenance is required on the rear lift gate of the PVS Vehicle. Select comments to further clarify maintenance required.



There is one new maintenance selection under Inside: eTracks. Select eTracks if maintenance is required on the inside eTracks of the PVS Vehicle. Select comments to further clarify maintenance required.



There is a new camera functionality. Select the camera icon to capture an image. Once images are taken, users must select the Back button on their scanner to return to the checklist.



The camera icon will display the number of images recorded.

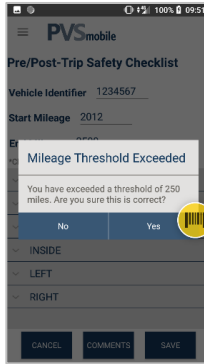
II. Pre/Post-Trip Safety Checklist

9



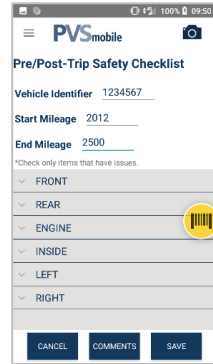
Users can take and save up to five images per form submission. A message will display when attempting to capture more than five images.

10



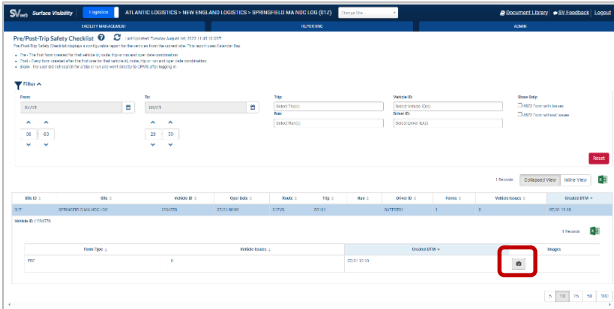
If an end mileage that is 250 miles more than the entered than the start mileage, a prompt will appear for confirmation.

11



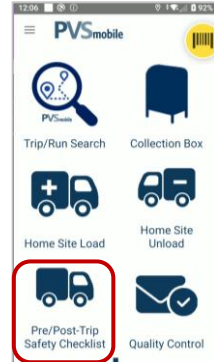
PVS Drivers will be automatically prompted to complete the Post Trip Safety Checklist upon arrival of the final stop of the trip/run. Enter the End Mileage and indicate any issues on the checklist.

12



Images captured in PVSmobile will be sent and saved to SVweb in the Pre/Post-Trip Safety Checklist. Select the camera icon and a popup will display with all images that were captured as part of the checklist form submission.

13



The completed Pre/Post Trip Safety Checklist for the current day can be viewed on the scanner anytime by selecting Pre/Post-Trip Safety Checklist from the PVSmobile Home Screen.

III. Scanning Departure

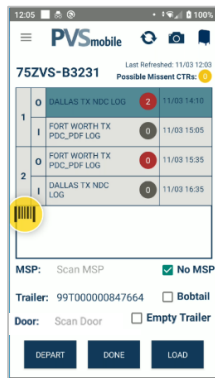
1



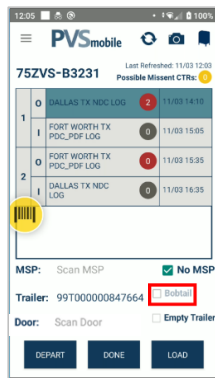
2



3



3a



The trip or run itinerary will appear. Choose the **leg** to process from the list. Validate leg and trip direction.

Once selected, the trip will highlight. Scan the **MSP barcode** or select "No MSP" checkbox, if the site does not have the MSP barcode.

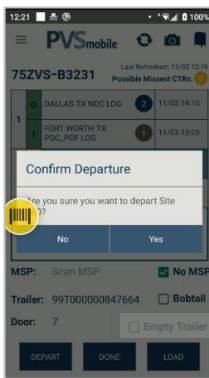
Scan the **Trailer barcode** or select the "Bobtail" checkbox if the trip will depart without a trailer. Ensure the barcode on the trailer assigned to the trip is scanned.

The "**Bobtail**" checkbox will be disabled if the trailer associated to the trip has Load or Unload scans associated with it. Disassociating the trailer from the trip will re-enable the checkbox

4



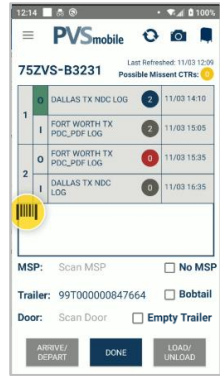
5



5a



6



Scan the **Door barcode** to identify the door from which the trip/run is departing. Scanning the door barcode is not required to Depart

Select the Depart button to depart the trip. A confirmation message box will appear. Select **Yes** to Depart, else select **No**.

The user is prompted to rescan the trailer prior to departing the trip from YV or YVlite sites.

Departed trips will show in green.

IV. Scanning Arrival

1



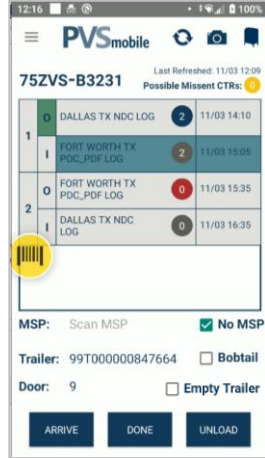
Choose the **leg** to process from the list. Validate leg and trip direction.

2



Once selected, the trip will highlight. Scan the **MSP barcode** or select "No MSP" checkbox, if the site does not have the MSP barcode.

3



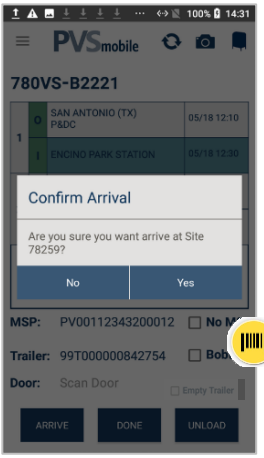
Scan the **Trailer barcode** or select the "Bobtail" checkbox if the trip will arrive without a trailer if the trailer is not already accounted for. Ensure the barcode on the trailer assigned to the trip is scanned.

3a



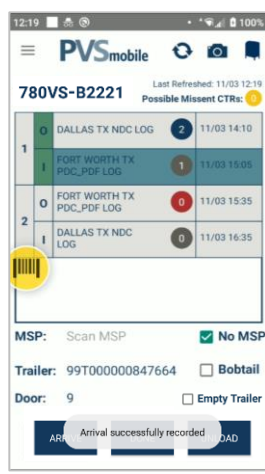
The **"Bobtail" checkbox** will be disabled if the trailer associated to arrive the trip has Load or Unload scans associated with it. Disassociating the trailer from the trip will re-enable the checkbox

4



Select the **Arrive** button to arrive the trip. A confirmation message box will appear. Select **Yes** to Arrive, else select **No**.

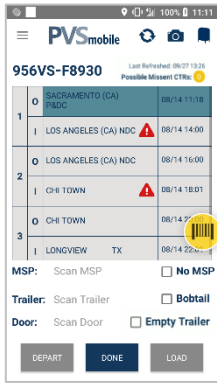
5



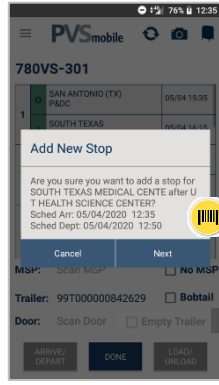
Arrived trips will show in green.

V. Create a New Stop

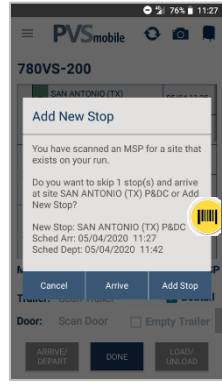
1



2a



2b

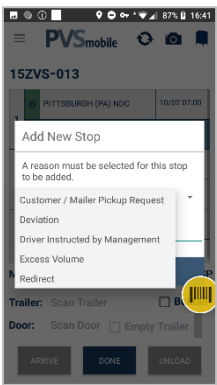


- Scan the **MSP barcode** for:
1. A site that does not exist on the trip or run to add a stop at that site.
 2. A site that exists later in the trip or run to bypass stop(s) or to add an additional stop at that site.

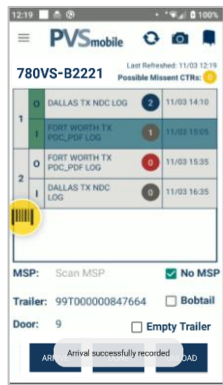
Select **Next** to add a stop at a site that does not exist on the trip or run.

Select **Arrive** to bypass all intermediate stops and to arrive at the downstream stop. Select **Add Stop** to add an additional stop on the trip or run at that site.

3



4



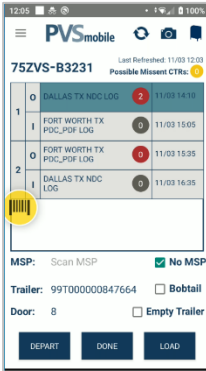
New Stop Reasons
Customer / Mailer Pickup Request
Deviation
Driver Instructed by Management
Excess Volume
Redirect

Select a reason from the dropdown to add the stop and select **Save**.

The new stop will arrive automatically. All downstream scheduled arrival and departure times will be adjusted.

VI. Load

1



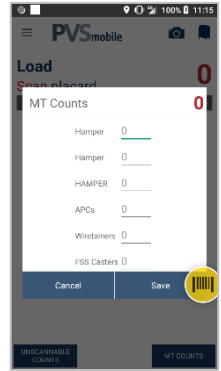
After completing the Pre/Post Trip Safety Checklist, the Trip Screen shows searched trip details. Select the first leg, scan the trailer door, and select **Load**. Perform Load scans prior to departing the trip. For next two upcoming outbound legs, the expected load count displays in red circle.

2a



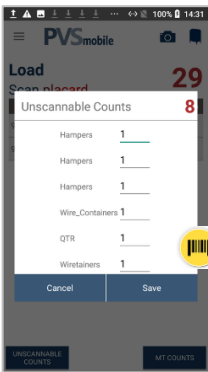
Expected load count will display in red in the upper right corner, representing the number of expected containers that have not been loaded.

2b



Select **MT Counts** to manually enter the number of empty containers loaded to the trailer.

2c



Select **Unscannable Counts** to manually enter the number of containers loaded to the trailer with unscannable barcodes or no barcodes.

3



Scan an **Expected** container to load it. It will be removed from the expected load view and count in the upper right corner will be reduced.

4



Click the **Actual** slide bar in the upper right corner of the Expected Load screen. **Actual** load view will display the containers actually loaded and scan count will display in the upper right corner in red.

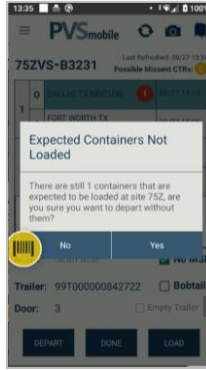
VI. Load

5



Click the back button on the scanner to navigate to the Trip screen and notice the **Expected** load count will be reduced.

6a



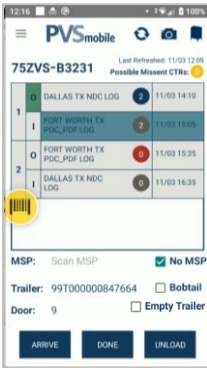
Select the leg you wish to depart. If not all expected containers were load scanned, a confirmation message will appear.

6b



After departing the trip, the expected load count will display in a blue circle.

7



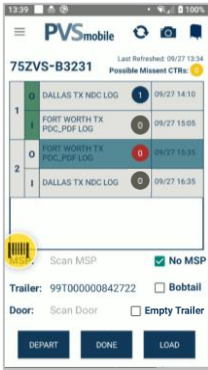
Arrive the trip at the inbound leg.



Note: PVSmobile only accepts 2D MTEL placard barcodes.

VI. Load – Possible Missent Flow

8



Possible **Missent Containers** display in a yellow circle underneath the last refreshed date and time.

8a



Select the next leg and scan the door for the leg.

9



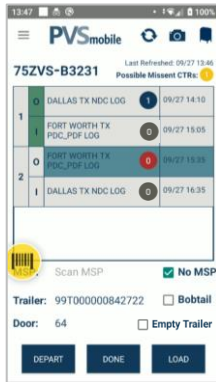
Navigate to the **Expected Loads** Screen.

9a



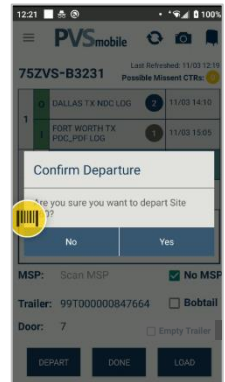
Click the **Actual** slide bar in the upper right corner of the Expected Loads screen. Scan the **Missent Container**. The Missent Container count displays in the upper right corner in red

10



Navigate back to the Trip Screen. The updated **Missent Container** Count will display in the upper right in a yellow circle.

11



Depart the trip.

VII. Unload

1



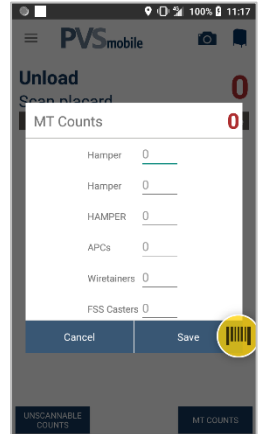
After completing the Pre/Post Trip Safety Checklist, the Trip Screen shows searched trip details. Prior to arriving the Inbound Trip, expected Unload count displays in Grey. Once the trip is arrived, select **Unload**

2a



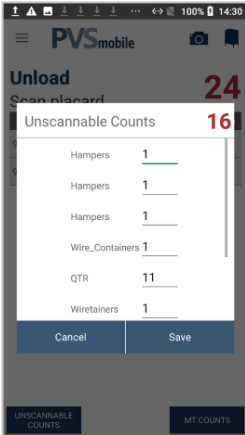
Expected Unload count will display in red in the upper right corner, representing the number of expected containers that have not been unloaded.

2b



Select **MT Counts** to manually enter the number of empty containers unloaded from the trailer.

2c



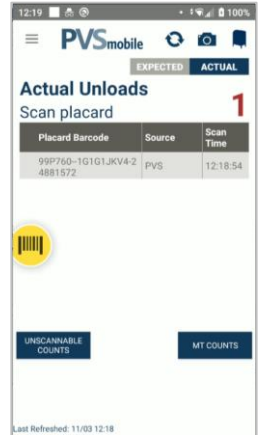
Select **Unscannable Counts** to manually enter the number of containers unloaded from the trailer with unscannable barcodes or no barcodes.

3



Scan an **Expected** container to unload it. It will be removed from the Expected Unload view and count in the upper right corner will be reduced.

4



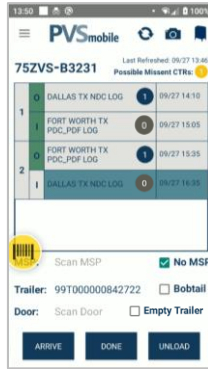
Click the **Actual** slide bar in the upper right corner of the Expected Unload screen. Actual unload view will display the containers actually unloaded and scan count will display in the upper right corner in red.

VI. Load – Possible Missent Flow

12



13



14



After the leg is departed, the **Missent Container** Load count will show in a blue circle next to the trip.

Arrive the inbound trip.

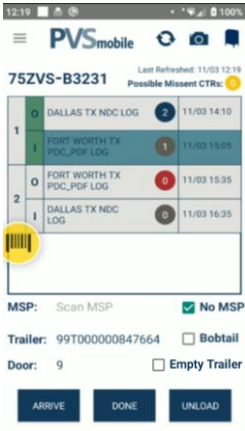
The trip is completed.



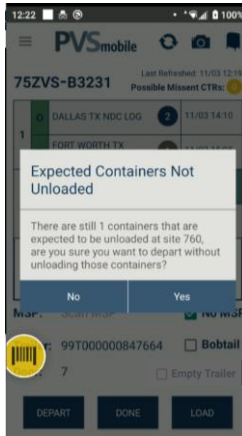
Note: PVSmobile only accepts 2D MTEL placard barcodes.

VII. Unload

5



6a



6b



Click the back button on the scanner to navigate to the Trip Screen and notice the **Expected** Unload count will be reduced.

Select the leg you wish to depart. If not all expected containers were Unload scanned, a confirmation message will appear.

After departing the trip, the expected Unload count will display in a blue circle.



Note: PVSmobile only accepts 2D MTEL placard barcodes.

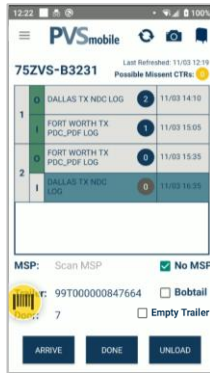
VII. Unload – Possible Missent Flow

7



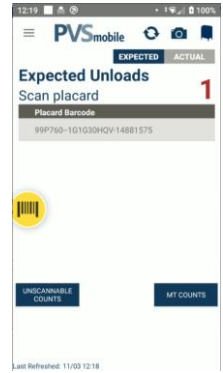
Possible **Missent Containers** display in a yellow circle underneath the last refreshed date and time.

7a



Select the next leg and scan the door for the leg.

8



Navigate to the **Expected Unloads** Screen.

8a



Click the **Actual** slide bar in the upper right corner of the Expected Loads screen. Scan the **Missent Container**. The Missent Container count displays in the upper right corner in red

9



Navigate back to the Trip Screen and arrive the Inbound Leg. User will be taken to the Pre/Post Trip Safety Checklist. Complete the Checklist and select Save.

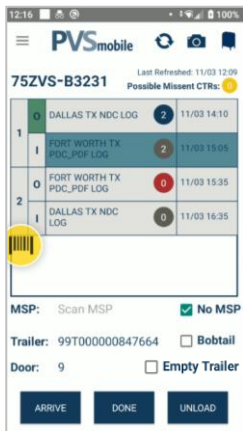
10



The updated **Missent Container** Count will display in the upper right in a yellow circle. End the trip by clicking **Done** on the Trip Screen.

VIII. Collection Box

1



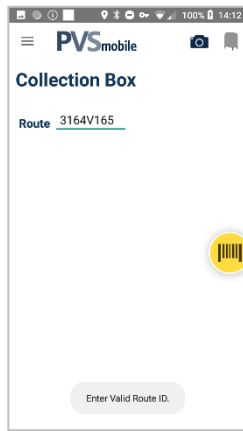
From any screen, select the **mailbox icon** on the top right-hand corner to navigate to the Collection Box scanning screen

2



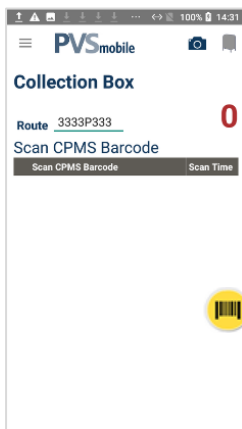
Enter a valid **IMDAS Route ID**. The Route ID must be any four numbers followed by the letter “P” and then any 3 numbers.

3



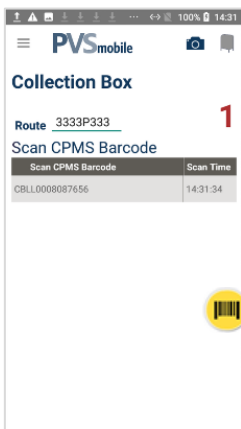
The “Enter Valid Route ID” message will display if an invalid IMDAS Route ID is entered.

4



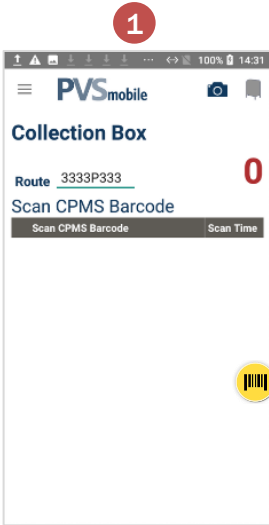
Scan **CPMS barcodes**

5

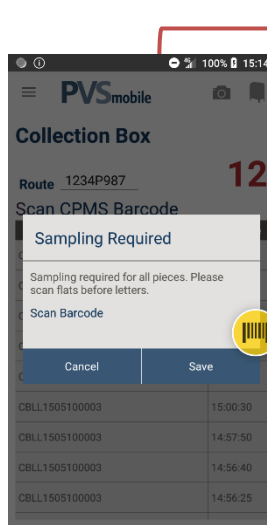


Count will increase with each successful scan. It will reset when you navigate away. Use the back button from the hard keyboard to navigate away from Collection Box scan mode.

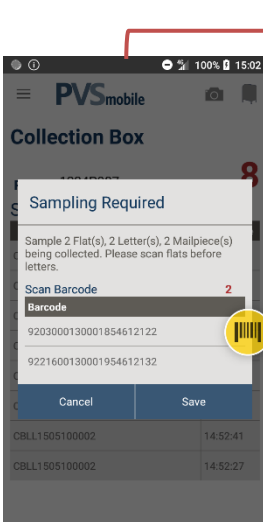
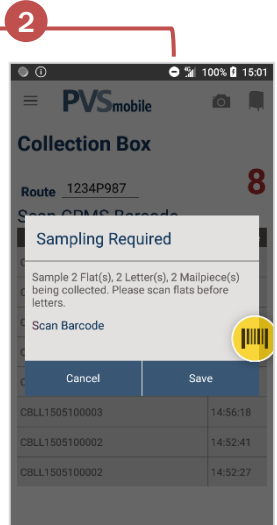
IX. Collection Box Sampling



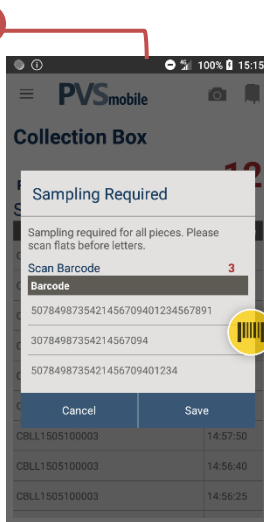
Scan CPMS barcode. A **Sampling Required** prompt will automatically display if sampling is required for that collection box.



The **Sampling Required** prompt will provide instruction regarding the volume and type of mail that needs to be sampled.

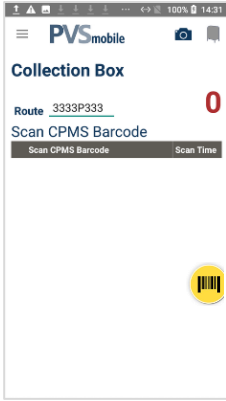


Scan flats before letters. All scanned barcodes will display directly within the prompt. The count will increment with each scan. Select **Save** when complete.



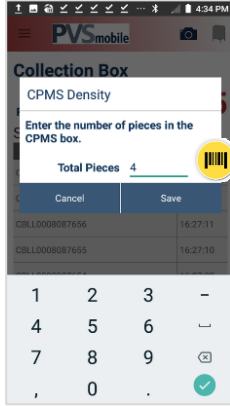
X. Collection Box Maintenance and Density Testing

1



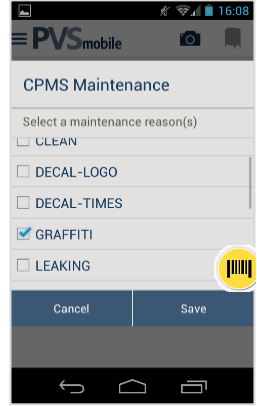
Scan a CPMS barcode. The CPMS Density and CPMS Maintenance prompts will automatically display during required periods for a given collection box.

2a



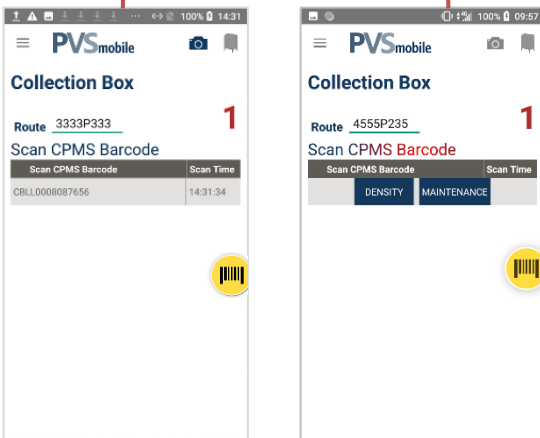
Enter the volume of pieces in the CPMS box. Select Save.

2b



Select a maintenance reason(s) and Save.

3



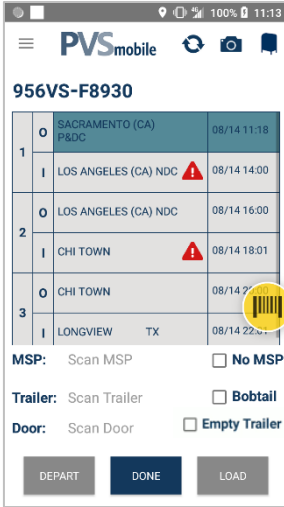
Capture CPMS density and indicate any required CPMS maintenance outside of required periods by swiping left on the CPMS barcode. Select Density to display the CPMS Density prompt. Select Maintenance to display the CPMS Maintenance prompt.

Maintenance Reasons
NO MAINTENANCE NEEDED*
ANCHOR
CLEAN
DECAL - LOGO
DECAL - TIMES
GRAFFITI
LEAKING
NEEDS PAINT
REPAIR - DOOR
REPAIR - LEGS
REPAIR - LID
REPLACE - BOX
REPLACE - LOCK
RUSTED

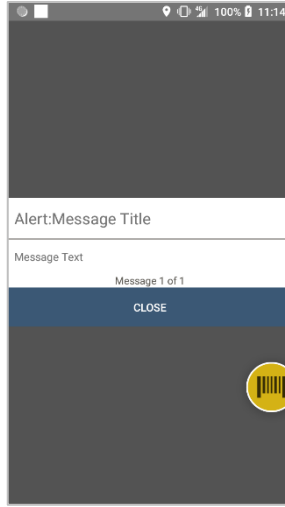
* NO MAINTENANCE NEEDED only displays during required periods.

XI. Hazard Notifications

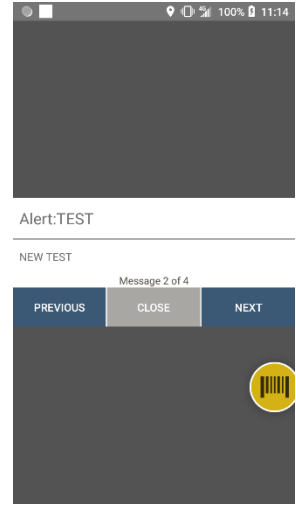
1



2



3

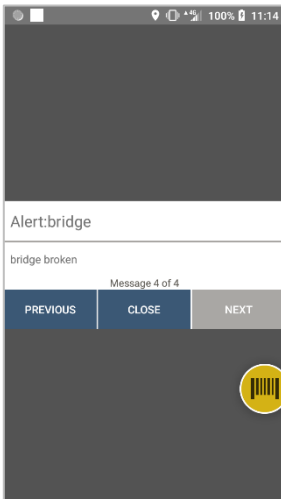


A **red warning icon** will be visible for any stop on a trip or run with a known hazard(s).

Select the **red warning icon** to view the hazard(s) associated with the stop. Hazard Alerts will also display automatically upon departing for a stop with a known hazard(s).

If multiple hazards exist for a single stop, select **Next** to view all alerts.

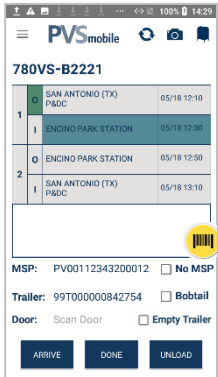
4



The **Close** button to dismiss the message box will not enable until all alerts have been viewed.

XII. Camera Functionality

1



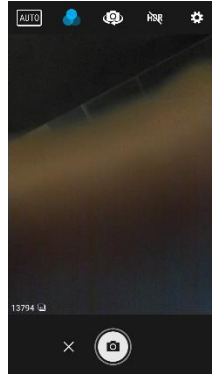
Once a Trip/Run has been searched, the Camera icon will be available on every screen. Select the Camera icon to capture irregularities.

2



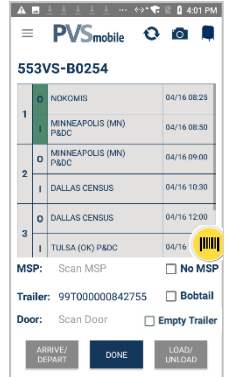
Tap on the capture button to capture the image.

3



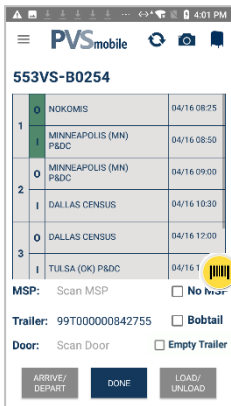
After the picture has been taken, the driver can either click on the 'X' to cancel, check mark to save, or refresh button to retake the picture. Once the image has been saved, it can no longer be viewed on the device itself.

4a



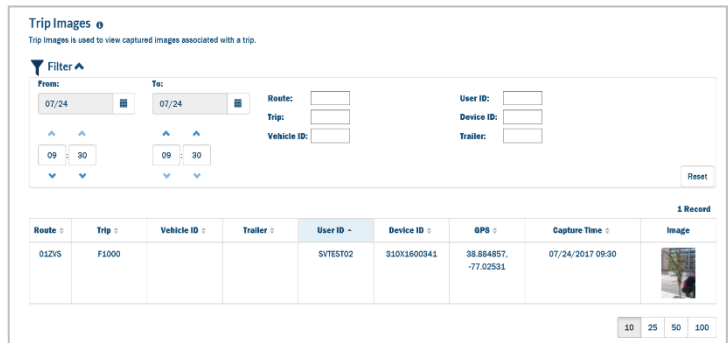
Tapping the 'X' cancels the image capture and navigates the user to the previous screen.

4b



Tapping the checkmark saves the image and navigates the user to the previous screen.

5

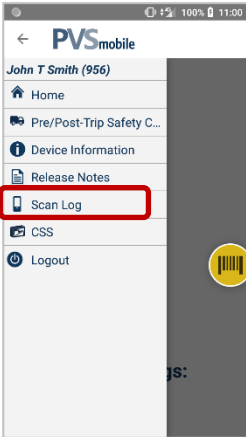


Images captured in PVSmobile will be sent and saved to SVweb. Managers and Supervisors can access the captured images in SVweb via the Arrive/Depart and Trip Images pages.

Please review the SVweb Guide for additional information.

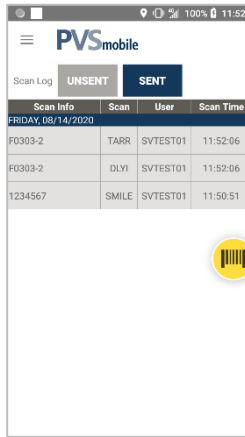
XIII. Scan Log

1



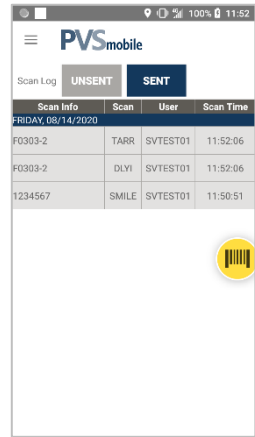
Scan Log feature records all trip processing and container scans as well as all CPMS scans. It is available in the Navigation Menu

2



The Sent tab will show all scans performed within a 24-hour window that have successfully been sent to the server.

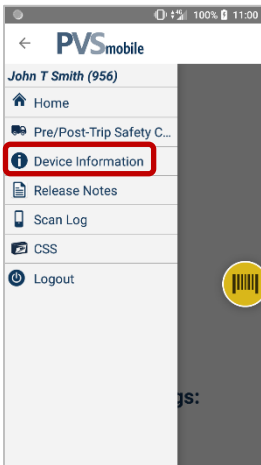
3



The Unsent tab will show scans that have not been transferred to the server and remain stored in the memory of the device.

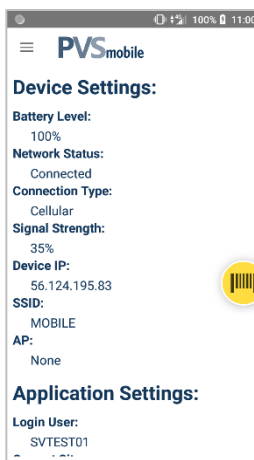
XIV. Device Information

1



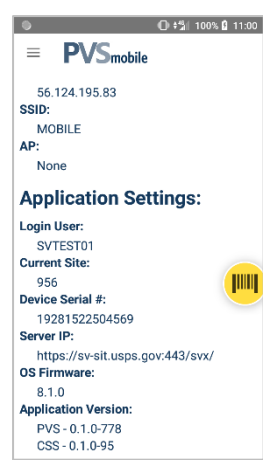
Device Information provides Drivers with important information about their scanners.

2



Device settings displays first.

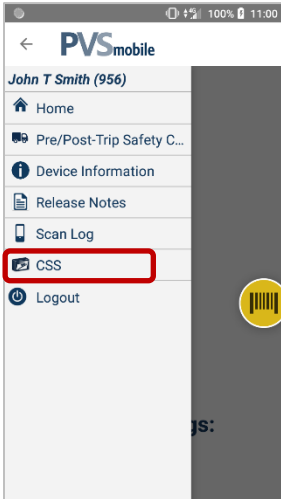
3



Swipe up to see more device information like Application Settings.

XIV. CSS

1



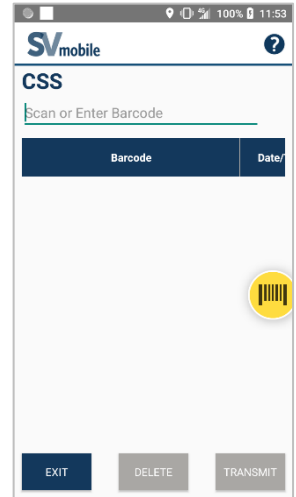
Use the navigation menu to quickly navigate to CSS.

2



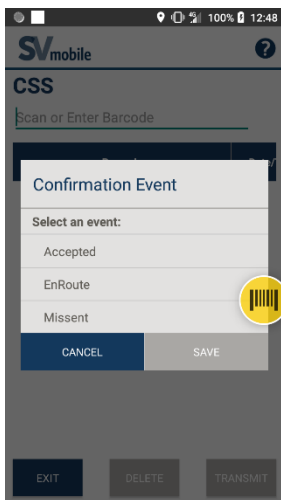
Navigate to the device home screen and select the CSS application icon.

3



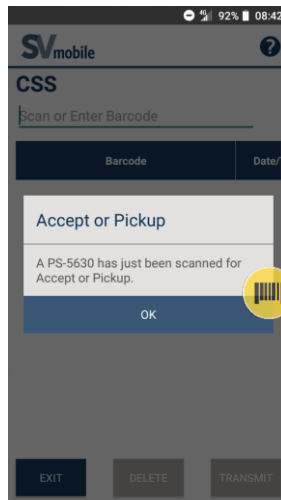
Scan Firmsheet, Form 5630 or any other IMpb barcodes.

4



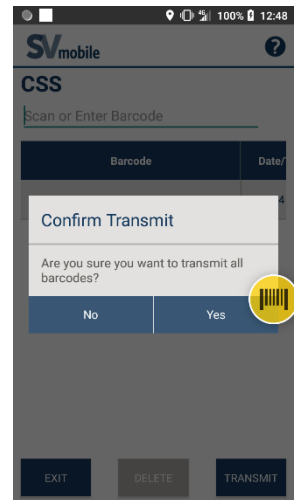
If scanning a Firmsheet, select 'Delivered' event. Be sure to scan 'Delivered' at customer address for accuracy.

5



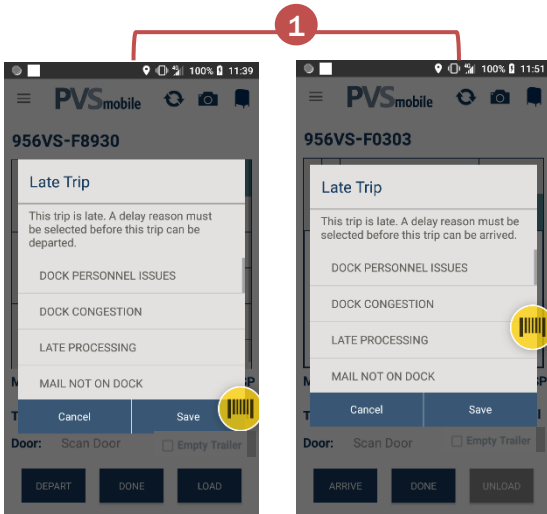
If scanning a Form 5630, when prompted Accept or Pickup select 'OK'. Be sure to scan PS Form 5630 at the time of pick up.

6



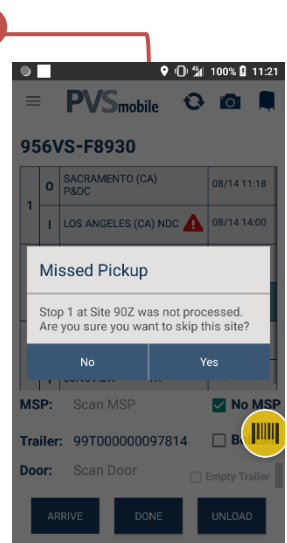
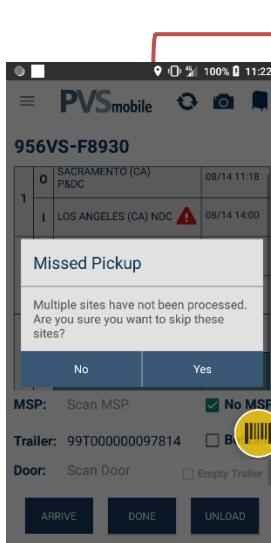
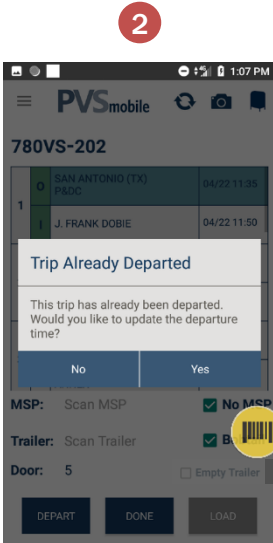
Once all barcodes have been scanned, select the Transmit button to transmit the scans. Select 'Yes' to confirm transit.

XV. Message Boxes



Delay Reasons
DOCK PERSONNEL ISSUE
LATE PROCESSING
MAIL NOT ON DOCK
MAILER/CUSTOMER DELAY
STATION/CUSTOMER SERVICE OPS
NO DRIVER AVAILABLE
PVS SCHEDULE FAILURE
LATE INBOUND PVS
THS/UPS/FEDEX DELAY
MECHANICAL FAILURE
SERVER WEATHER
VEHICLE ACCIDENT
TRAFFIC
DOCK CONGESTION
TRIP CANCELLED

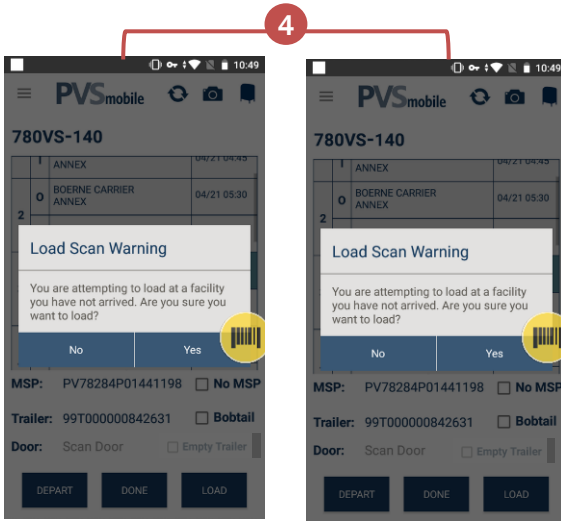
If a trip is late when the user selects the **Arrive/Depart** button, PVS drivers will be required to identify a delay reason before the trip can be arrived or departed.



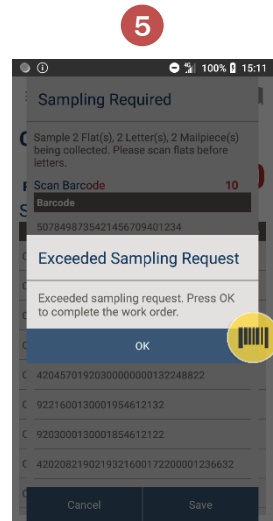
The Trip Already Departed message appears if you depart an already departed trip. Selecting Yes will update the departure time.

If the user misses one or more site/stops, the **Missed Pickup** message box will appear. Select **Yes** to process the current leg of the trip. Missed stops can be processed at a later time if needed. Select **No** to stop processing the current leg of the trip.

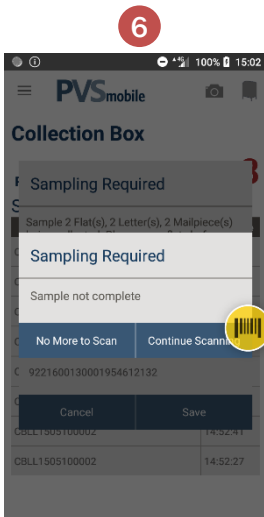
XV. Message Boxes – Continued



The **Load Scan Warning** message appears if a stop that has not been arrived or departed is selected when the Load button is tapped. Select **No** to close the message and return to the trip or run itinerary. Select **Yes** to navigate to the Load screen to perform Load scans.



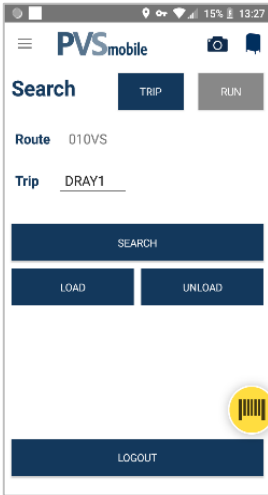
Scanning over 4 additional pieces than requested causes the **Exceeded Sampling Request** message to appear when sampling collection boxes. Select **OK** to dismiss the message and complete the sampling work order.



Selecting **Save** before the sampling request is complete causes the **Sampling Required** message to appear. Select **No More to Scan** if there are no more pieces in the collection box available to scan. Select **Continue Scanning** to continue sampling.

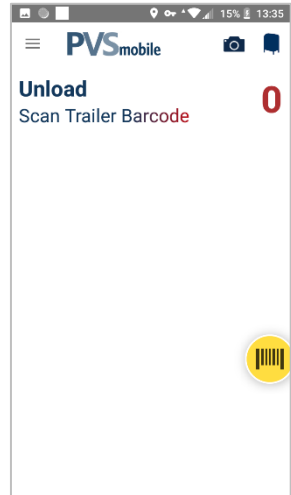
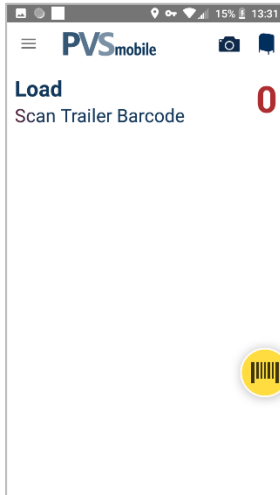
XVI. Load/Unload Trailers at Home Site

1



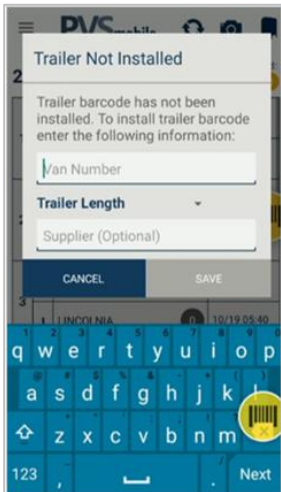
Select the Load and Unload buttons from the PVSmobile Home Screen to assist with scanning trailers at the Home Site

2



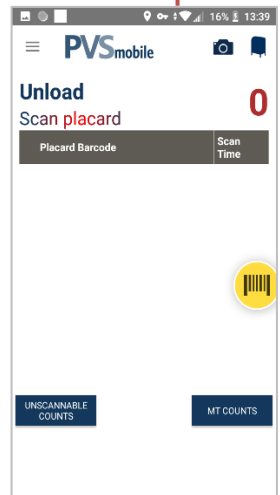
Scan the 99T or 99V Trailer Barcode on the trailer that you are helping to Load or Unload.

2a



If a user scans a 99T or 99V trailer barcode that has not been installed yet, scanning the trailer barcode in PVSmobile allows the user to install the trailer. Enter the required information and select save.

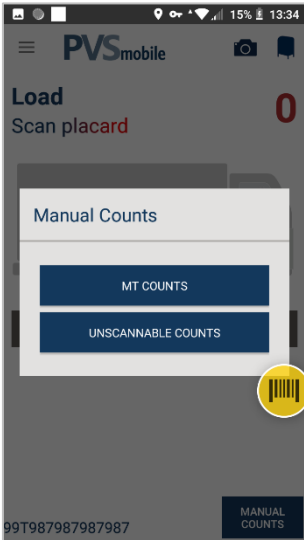
3



Scan the 26/29-digit Placard or Handling Unit Barcode

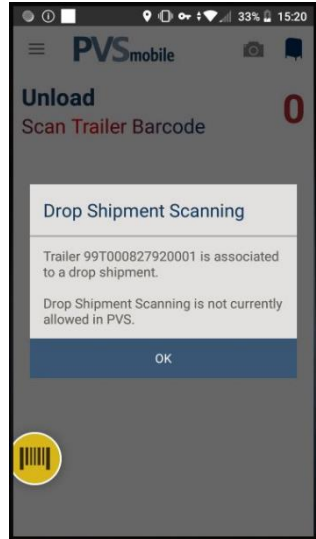
XVI. Load/Unload Trailers at Home Site – Cont.

4



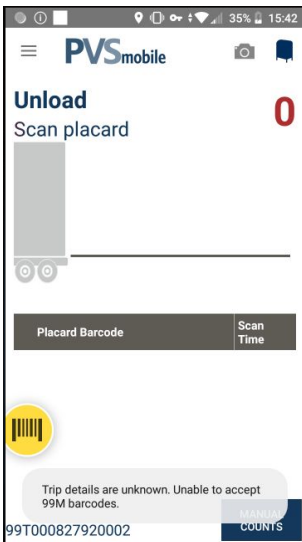
PVS Drivers can enter Manual Counts including MT Counts or Unscannable Counts for containers with damaged or missing barcodes.

5



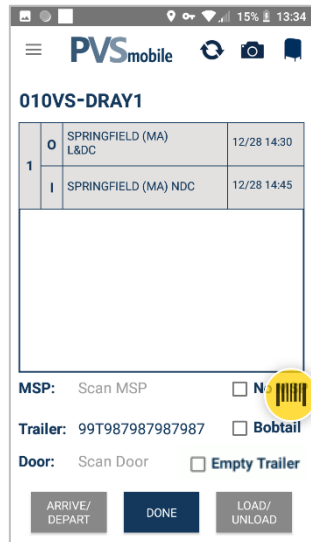
If a Driver attempts to scan a Trailer associated to a Drop Shipment, the above message will display.

6



If a Driver attempts to scan a 99M Barcode, the above message will display.

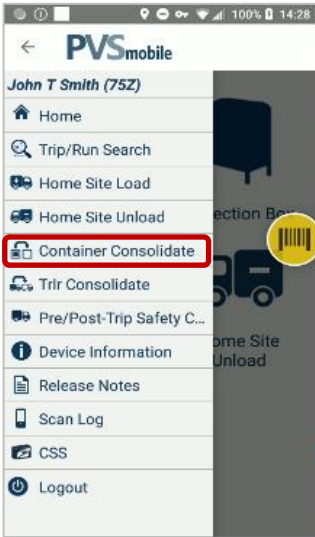
7



To perform Load and Unload scans not at the Home Site use the Load/Unload button from the trip/run itinerary screen.

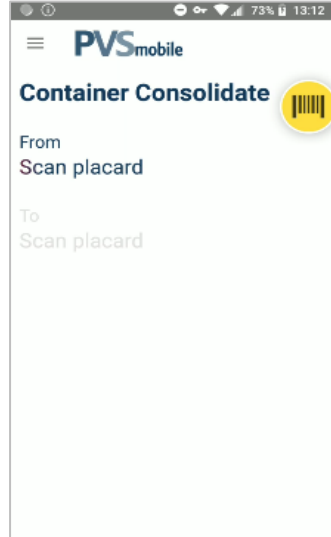
XVII. Container Consolidate Scan

1



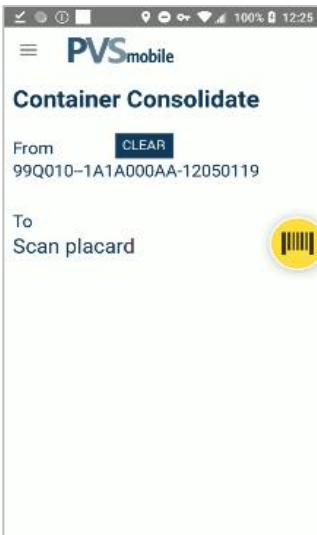
Select Container Consolidate from the Navigation Menu.

2



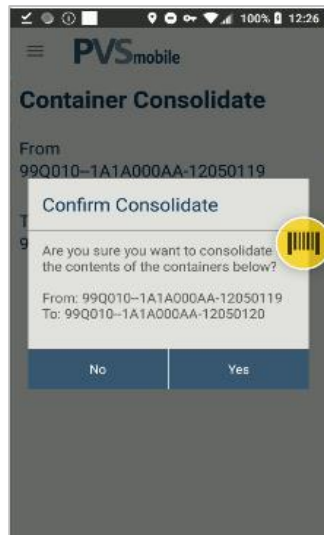
Scan the 26/29 digit placard of the container that you are moving the mail from.

3



Scan the 26-digit placard of the container you are moving the mail to.

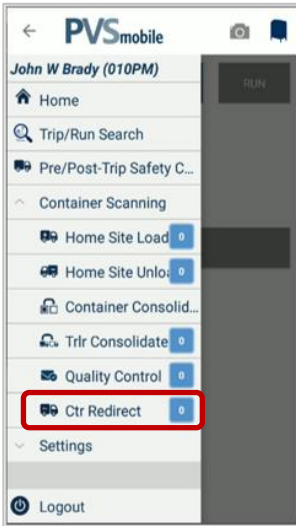
4



Select "Yes" to confirm the Container Consolidate

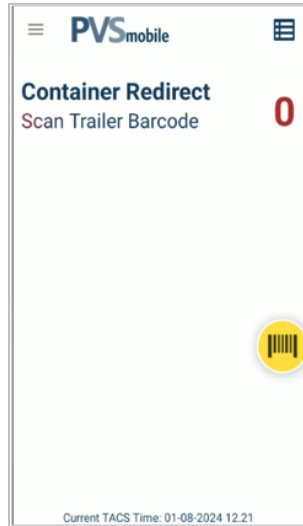
XVIII. Container Redirect

1



Container Redirect is now available on PVSmobile. Select Ctr Redirect from the Navigation Menu.

2



Scan the barcode of the trailer you want to redirect containers to. If the scanned trailer is associated to a Route-Trip, the Route-Trip number will display after scanning it.

3



4

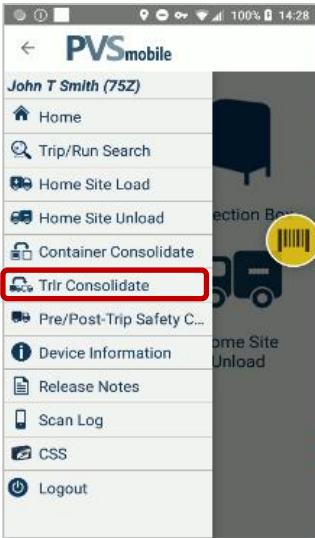


Select the chart icon in the top right to view the scan list of placard barcodes of all containers scanned to be redirected.

Select the image icon in the top right to view the trailer view of Container Redirect.

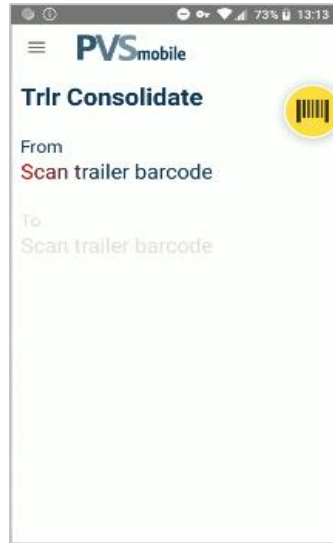
XIX. Trailer Consolidate Scan

1



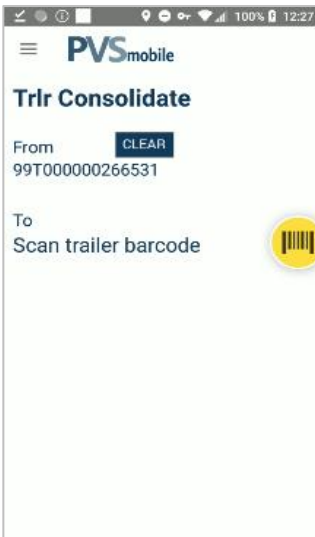
Select Trlr Consolidate from the Navigation Menu.

2



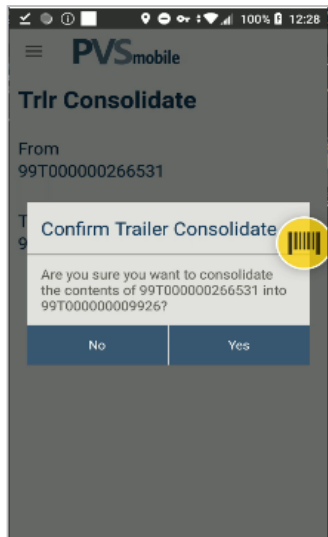
Scan the trailer barcode of the trailer that you are moving the mail from.

3



Scan the trailer barcode of the trailer you are moving the mail to.

4



Select "Yes" to confirm the Trailer Consolidate

PVS Pivots

- PVS Pivots is a web tool which allows users to:
 - Add stops to PVS runs
 - Remove stops from PVS runs
 - Modify arrivals and departures on PVS runs
 - Pivot stops from one PVS run to another
- Only users with Manager Level access or above can view and make changes in PVS Pivots
- Further instructions on PVS Pivots can be found on the SVweb document library: **Document Library > 14.Transportation/PVS Service Talks > PVS Pivots**

PVS Pivots Last Updated: Tuesday May 31st, 2023 10:38:07

PVS Pivots is used for updating PVS runs and trips when modifications are needed for scheduled PVS runs.

- Users can enter an editing session to make changes to scheduled PVS runs. All items will be saved at the end of the editing session. During an editing session
 - Users can drag and drop stops on the timeline to modify PVS runs.
 - Users can extend and delete stops.
 - Users can add stops by double-clicking on the timeline.
- Clicking the date from during an editing session will open all updates.
- Drive Time includes all time within the trip schedule from the initial departure of the van to the trip arrival of the van. The time to prepare and close out for the day is currently not included in Drive Time.
- The time to prepare and close out for the day changes hourly for the user. This defaults to 30 min of time on the before the initial departure and 30 min at the end of the true arrival.

Filter

From: 05/30 To: 05/31 Run: Search (RunID) Site: Search (SiteID)

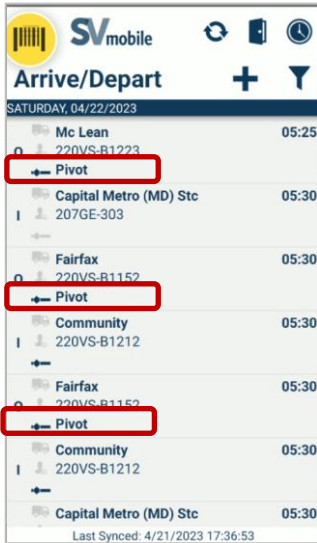
All Tours | Tour 1 | Tour 2 | Tour 3

Reset

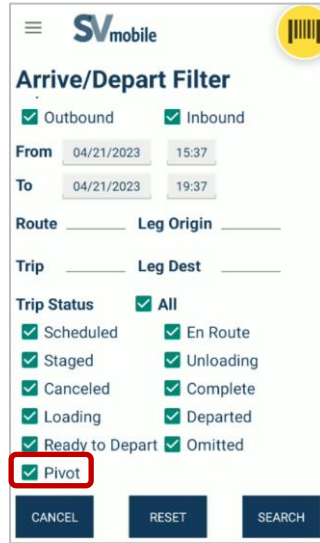
Driver	Asset Type	Drive Time	Route	Run	00	04:05	04:15	04:25	04:35	04:50	04:55	04:59	05:00	05:05	05:10	05:15	05:20	05:25	05:30	05:35	05:40	05:45	05:50	05:55	
Unavailable	Unavailable	7h 5m	11215	8133																					
Unavailable	Unavailable	7h 29m	11215	8134																					
Unavailable	Unavailable	7h 5m	11215	8174																					

PVS Pivots: SVmobile

PVS Pivots is a web tool, however changes made on PVS Pivots are shown on SVmobile in Arrive/Depart. Once changes are saved on the web, changes will show on SVmobile after the device is refreshed.



A Pivot Status shows under trips that have been pivoted on Arrive/Depart on SVmobile.



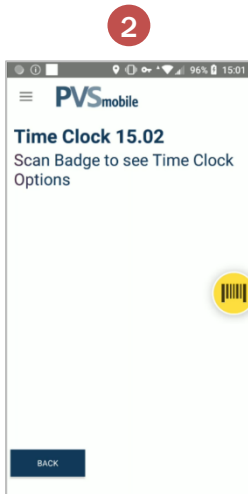
A Pivot filter is available under Trip Status filters in Arrive/Depart on SVmobile.

PVS Timekeeping

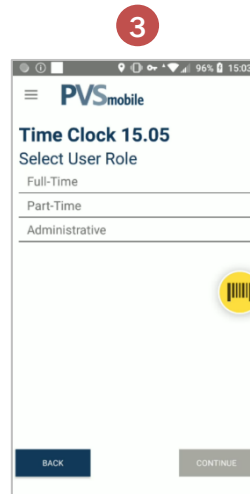
PVSmobile has a new feature called PVS Timekeeping. This feature can be accessed by selecting Time Clock from the home screen or Navigation Menu. It will also automatically open when a driver attempts to log out of PVSmobile.



PVS Driver logs in and selects Time Clock from either the home screen or Navigation Menu



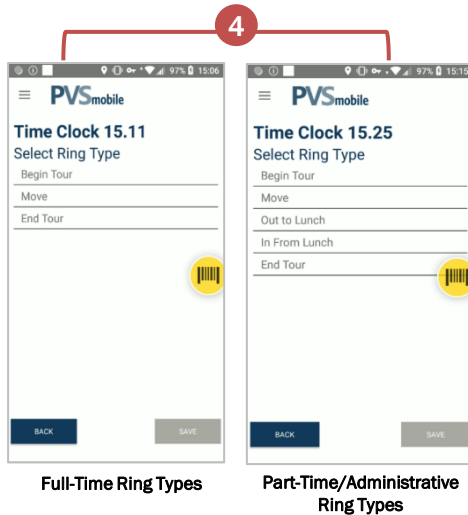
User scans badge



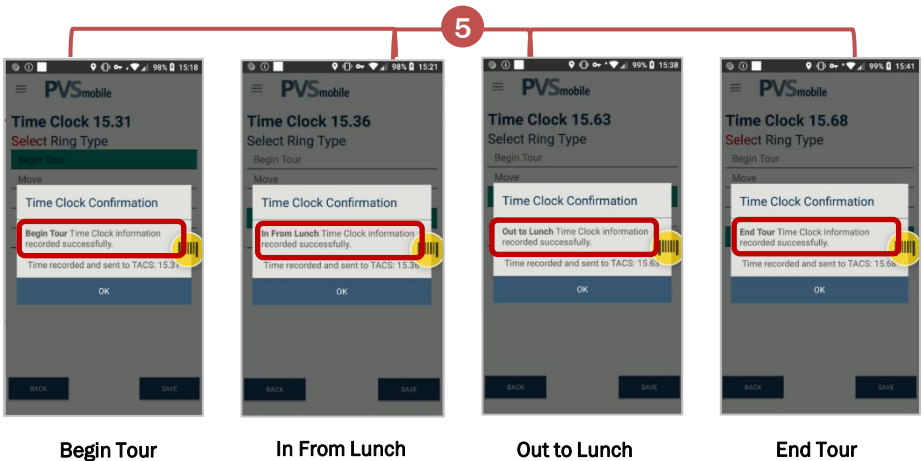
User selects their User Role

PVS Timekeeping

Upon selecting 'Time Clock' in PVSmobile, scanning their badge, and selecting their role, users will be prompted to select a 'Ring Type.'



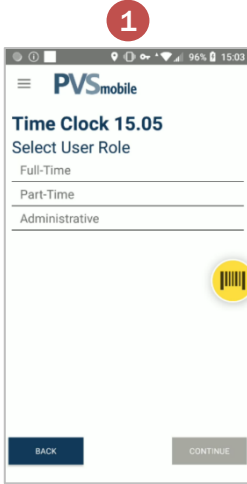
Ring Type options display depending on which User Role is selected. User selects either 'Begin Tour,' 'Out to Lunch,' 'In From Lunch,' or 'End Tour' and then selects 'Save.'



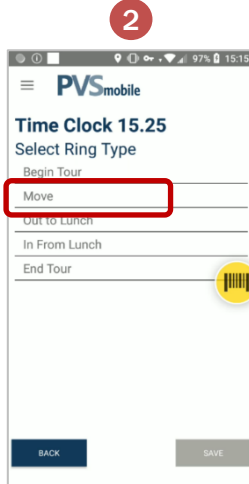
Depending on the 'Ring Type' selected, one of the confirmation messages will appear confirming time submission. Upon selecting either 'Out to Lunch' or 'End Tour,' selecting 'Save,' and selecting 'Ok,' the user will be logged out of PVSmobile.

PVS Timekeeping – Move Ring Type

Upon selecting 'Time Clock' in PVSmobile, scanning their badge, and selecting their role, users will be prompted to select a 'Ring Type.' Selecting 'Move' will require the user to select an 'Operation ID' prior to saving and confirming time submission.

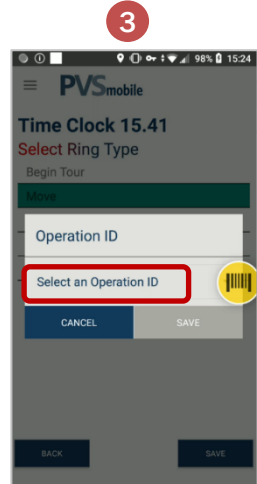


User opens Time Clock, scans Badge, and is prompted to select User Role

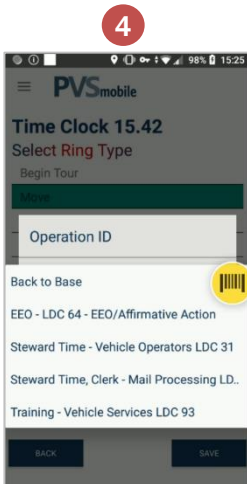


Part-Time/Administrative Ring Types

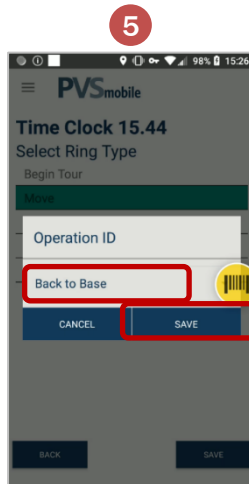
User is prompted to select Ring Type and selects 'Move'



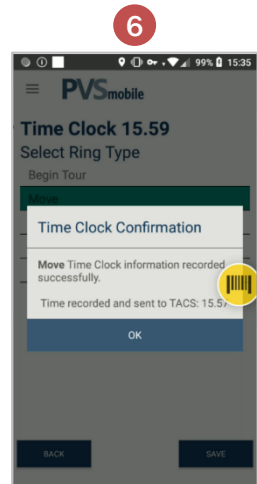
User is prompted to select an Operation ID from a drop down



Operation IDs* are displayed and user selects one



User confirms selected Operation ID and selects 'Save'

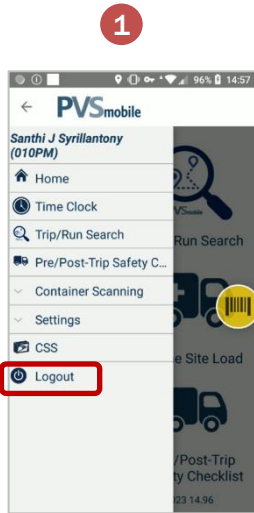


Time Clock Confirmation is displayed

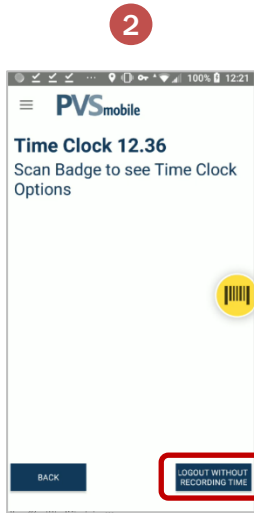
*Please note that Operation ID selections are subject to change

PVS Timekeeping – Log Out

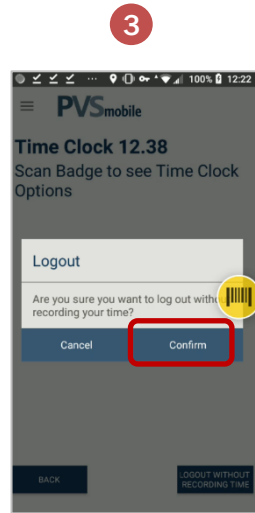
Time Clock will automatically open when a user attempts to log out of PVSmobile. When Time Clock is accessed this way, an additional button will be present on the clock ring screen titled 'Logout Without Recording Time.' This gives users the option to logout of PVSmobile without recording their time. Upon selecting this button, the user will be prompted to confirm they would like to logout without recording time. Selecting 'Confirm' logs the user out.



User selects 'Logout' from the Navigation Menu without first selecting 'Time Clock'




User is brought to the 'Time Clock' screen and given the option to scan their badge to record time or select 'Logout Without Recording Time'



Selecting 'Logout Without Recording Time' displays a confirmation message asking the user to confirm they would like to logout

PVS FAQ – 1 of 3

Q. How can I scan collection boxes from the PVS application?

A. Select the Mailbox icon  found on the top right-hand corner of the screen to access the Collection Box scan mode. The button is accessible on any screen. Use the back button to return once finished.

Q. Can the Route ID be changed?

A. No, the route ID will always be defaulted to the driver's home facility's site ID + "VS".

Q. How can I scan the Dock Door barcode?

A. Scan the 99D Dock Door barcode to assign a dock door. Please note that dock door information is not required when arriving and departing trips using the PVS application.

Q. How will the driver information be populated for PVS departed/arrived trips?

A. The user logged into the PVS application that processed the trip will populate as the driver.

Q. Can I perform scans while offline?

A. Yes, all scans can be performed while offline. You will see a red banner at the top of the screen indicating you are offline. If you need to search for a trip/run, it will only be able to search for your most recent trip.

Q. What will happen if an SV user departs the trip and I depart the trip again using the PVS application?

A. Anytime you try to depart a trip that has already been departed, a confirm message box will appear asking if you want to re-depart the trip. If you select Yes, the trip will re-depart and update the departure time. If you select No, the trip will maintain its initial departure time.

Q. How can I tell if a trip has already been processed?

A. Before processing a trip, always use the Refresh button to obtain the most current status of the trip. If a trip has already been processed, it will show in green on the Trip Itinerary screen.

Q. How can I perform Load and Unload scans using the PVS application?

A. First, select the trip from the Trip Itinerary screen then scan the MSP barcode and Trailer barcode. The Load or Unload button will activate.

PVS FAQ – 2 of 3

Q. What happens if I accidentally selected the “Bobtail” checkbox?

A. Select it again to uncheck the checkbox or scan the trailer barcode to override the Bobtail checkbox.

Q. How can a user deactivate “Airplane Mode”?

A. Hold down the Power button until a menu screen appears. Select the Airplane Mode button and this will deactivate the airplane mode if it was activated.

Q. Is there an easy way to toggle between the PVS and CSS application?

A. Currently, PVSmobile provides three ways to toggle between the PVS and CSS applications.

1. On the PVS Navigation Menu, select the CSS button to toggle between PVS and CSS.
2. Use the Android’s Task button, to toggle between the PVS and CSS applications.
3. Navigate to the device home screen and select the CSS application icon.

Q. Will the device battery last my entire shift?

A. Yes, a device battery should last an entire shift. However, you can also utilize the vehicle chargers provided by your facility Transportation Office, or do a battery swap out with an extra fully charged battery. When the battery life appears low, you can use the Battery Swap function to safely exchange batteries.

1. Hold down the Power button and select the Battery Swap option from the menu.
2. Once the screen turns black, replace the battery.
3. Press the Power button to turn the device back on and resume scanning.

Q. How can I view captured images?

A. Once the picture is taken, drivers can either click on the ‘X’ to cancel, check mark to save, or refresh button to retake the picture. Once the image has been saved, it can no longer be viewed on the device itself. However, Managers and Supervisors can view captured images on the Trip Images and Arrive/Depart pages on SVweb. Please review the SVweb Guide for more information.

Q. What Site will my Load and Unload scans be associated to?

A. Load and Unload scans performed via the Navigation Menu will be associated to the NASS Code of the driver’s PVS Home Site.

PVS FAQ – 3 of 3

Q. Can I Unload Drop Shipment Appointments in PVSmobile?

A. The ability to perform Drop Shipment Unload Scanning is not currently available in PVSmobile.

Q. How should I perform Load/Unload scans at a facility other than my Home Site?

A. Load and Unload scans performed at a facility other than the PVS driver's Home Site should be performed via the trip/run itinerary screen after the trip/run has been searched.

Q. Can I use the new Load/Unload feature accessible through the Navigation Menu to perform my normal Load and Unload scans?

A. No, this is only applicable to assist with moving mail on the dock during busy times.

Q. How can I remove an incorrectly scanned barcode while performing a Container or Trailer Consolidate scan?

A. Select the **CLEAR** button to remove the incorrectly scanned trailer/container barcode in the From field

Q. When should I use the Container Consolidate scan mode?

A. The Container Consolidate scan is only used when two partially filled containers of mail need to be combined into a single container. The placard on the empty container will be automatically terminated.

Q. What is a good use for the Trailer Consolidate scan?

A. When two trailers with the same destination are half-filled, or if a trailer breaks down and all contents need to be moved to another trailer.

Version History

Date	SOP Version Number	Section(s)	Revision Class	Revision Summary
9/20/2016	1.0	All	Major	<ul style="list-style-type: none"> Drafted the SOP for PVS Scanning document
11/04/2016	1.1	All	Minor	<ul style="list-style-type: none"> Added saved Search History Added search by Trip or Run Added Status Indicators
4/4/2017	1.2	5.5, 5.6, & 5.7	Major	<ul style="list-style-type: none"> Added a device vibration feature Added a Load and Unload Scanning section Added scanning collection boxes
8/31/2017	2.0	3.0, 5.5, 5.6, 5.8, 5.9, & 5.10	Major	<ul style="list-style-type: none"> Added a Mobile Messaging section Added Unscannable & Mt. Counts Added the camera functionality and camera icon Added a CSS section Added a message box section
10/02/2017	2.1	5.2 & 7.0	Minor	<ul style="list-style-type: none"> Added vehicle mileage tracking on new vehicle setup page Added version history table
1/9/2018	2.1.2	5.10	Minor	<ul style="list-style-type: none"> Added updated delay reasons
8/20/2018	3.0	1.0, 3.0, 4.0, 5.2 – 5.14, 6.0	Major	<ul style="list-style-type: none"> Added a dynamic trip routing Added Pre-Trip Safety Checklist portion of Form 4572 Added Hazard Alerts Added Dock Door scanning Added Load Scan Prevention warning Added Maintenance and Density Testing to Collection Box Scanning Added sampling requests to Collection Box Scanning Updated format of valid IMDAS Route IDs for Collection Box Scanning
10/3/2018	3.0.1	5.1, 5.13, 5.14	Minor	<ul style="list-style-type: none"> Added Release Notes portion to Login and initial PVS driver setup Added Scan Log Added Device Information
4/22/2019	3.0.1	5.2, 5.16	Minor	<ul style="list-style-type: none"> Updated Pre-Trip Safety Checklist to Pre/Post Safety Checklist with screenshots CSS step added for Firm Sheet
6/18/2019	3.0.2	5.16	Minor	<ul style="list-style-type: none"> CSS step added for Form 5630 scanning
7/15/2019	3.0.2	2.0	Minor	<ul style="list-style-type: none"> Updated to request access for CSS.
8/5/2019	3.0.3	5.16, 5.17	Minor	<ul style="list-style-type: none"> CSS firm sheet delivery step screenshot updated PVS Delay Reasons Updated
10/24/2019	3.0.4	5.16	Minor	<ul style="list-style-type: none"> Updated message box that displays when scanning PS-5630.
2/21/2020	3.0.5	3.0	Minor	<ul style="list-style-type: none"> Updated Mobile Messaging to indicate that SVweb users can specifically send mobile messages to PVSmobile users using the Application dropdown menu
5/18/2020	3.1.0	5.2, 5.6, 5.7	Minor	<ul style="list-style-type: none"> Updated Pre/Post Trip Safety Checklist to indicate PVS Drivers are prompted to complete the checklist again at the end of a trip/run Updated to reflect PVSmobile will no longer accept 1D MTEL Barcodes
10/19/2020	3.2.0	All	Major	<ul style="list-style-type: none"> Updated TC77 PVS screenshots with the latest version Updated layout and headers for consistency Added slide 5 – Know the differences TC77 vs. CN51 Update and reformatted table of content Updated "Add New Stop" feature Reasons dropdown on slide 15

Version History

Date	SOP Version Number	Section(s)	Revision Class	Revision Summary
12/8/2020	3.2.0-6	All	Minor	<ul style="list-style-type: none"> Fix issue of PVSmobile crashing upon login
1/19/2021	3.3.0-0	All	Major	<ul style="list-style-type: none"> Allow ability for PVS drivers to Load/Unload other trailers at Home Site GPS Breadcrumb generation upon PVSmobile Login Log of every trip/run search maintained on backend
4/14/2021	3.4.0-0	All	Major	<ul style="list-style-type: none"> Allow PVS Drivers to perform Trailer and Container Consolidate scans Update PVSmobile Home Screen
6/15/2021	3.4.0-1	6.2, 7.2, 17.3, 18,3	Minor	<ul style="list-style-type: none"> Allow PVS Drivers to scan 29-digit MTEL barcodes when performing Trip Load, Trip Unload, Home Site Load, Home Site Unload or Container Consolidate
5/30/2023	3.5	All	Minor	<ul style="list-style-type: none"> Added TC77 Scanner Overview Added PVS Pivots
8/22/2023	3.6	5.2	Major	<ul style="list-style-type: none"> Added camera feature to PVSmobile Pre/Post-Trip Safety Checklist
10/5/2023	3.7		Minor	<ul style="list-style-type: none"> Updated PVS Load Added Missent Container Loads Updated Delay Reasons
11/17/2023	3.7		Minor	<ul style="list-style-type: none"> Updated PVS Unload Added Missent Container Unloads
12/26/2023	3.8		Minor	<ul style="list-style-type: none"> Added PVS Timekeeping
2/8/2024	3.8		Minor	<ul style="list-style-type: none"> Updated Pre/Post-Trip Safety Checklist
2/14/2024	3.8	3,4,16,19	Minor	<ul style="list-style-type: none"> Updated Route-Trip Information pages Added Container Redirect Added 99T Trailer Installation
3/27/2024	3.9	44-47	Minor	<ul style="list-style-type: none"> Updated PVS Timekeeping for national deployment.