HR
L&D
INNOVATION & TECH FEST
Nudge your colleagues toward success by
deploying effective learning, *just-in-time*
HR
L&D
#HRTECHFEST
#LDTECHFEST
Deutsche Messe

The Dangers of Mobile Phone Use While Driving

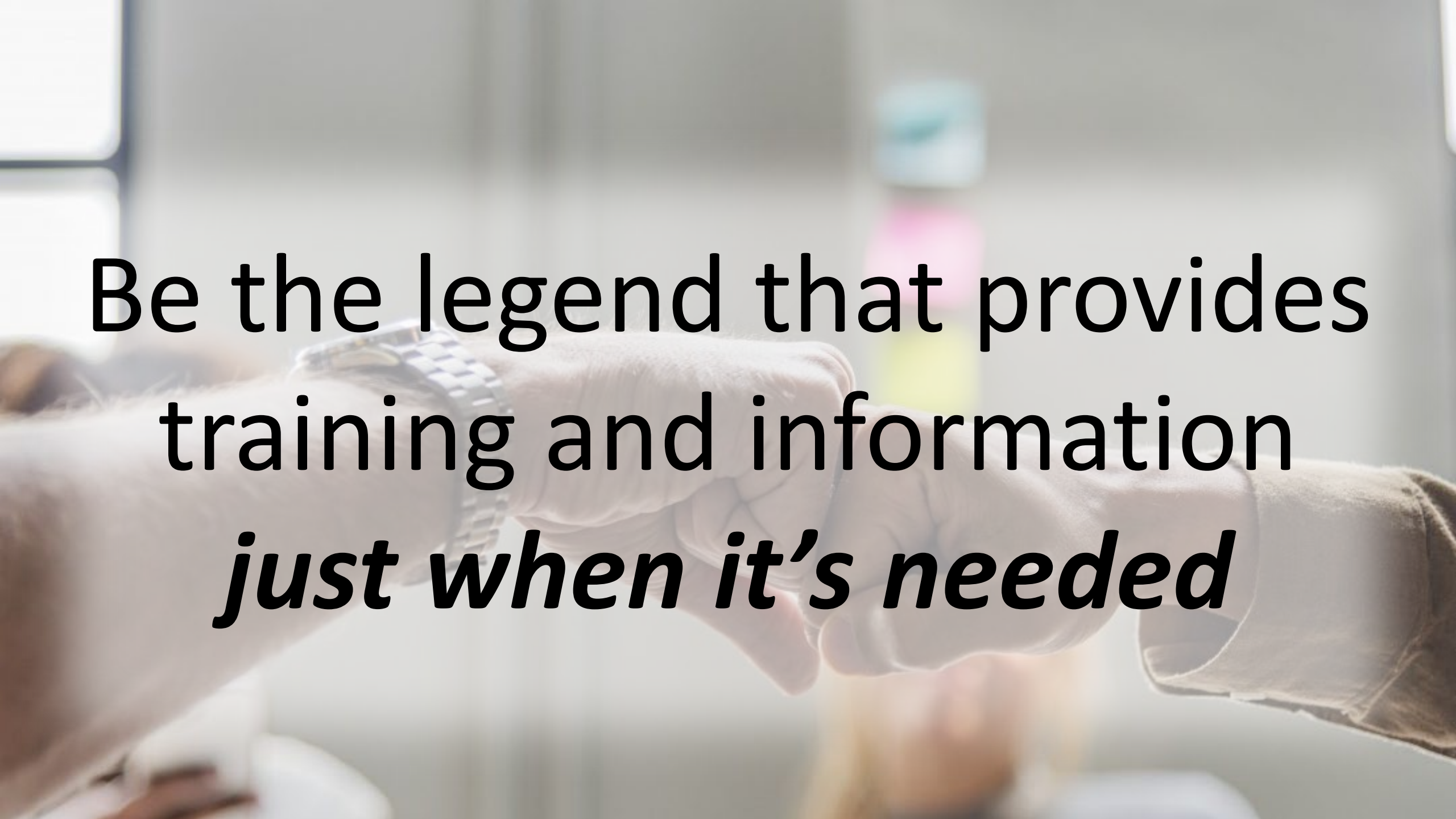
When driving, pull over safely before using your mobile phone

NRSPP
NATIONAL ROAD SAFETY
PARTNERSHIP
PROGRAM

Objectives of this important training:

1. Stay awake
2. Concentrate
3. Pay attention
4. Blah
5. Blah
6. Blah

If there is so much happening in the present, how do we prepare people for the challenges of the future?

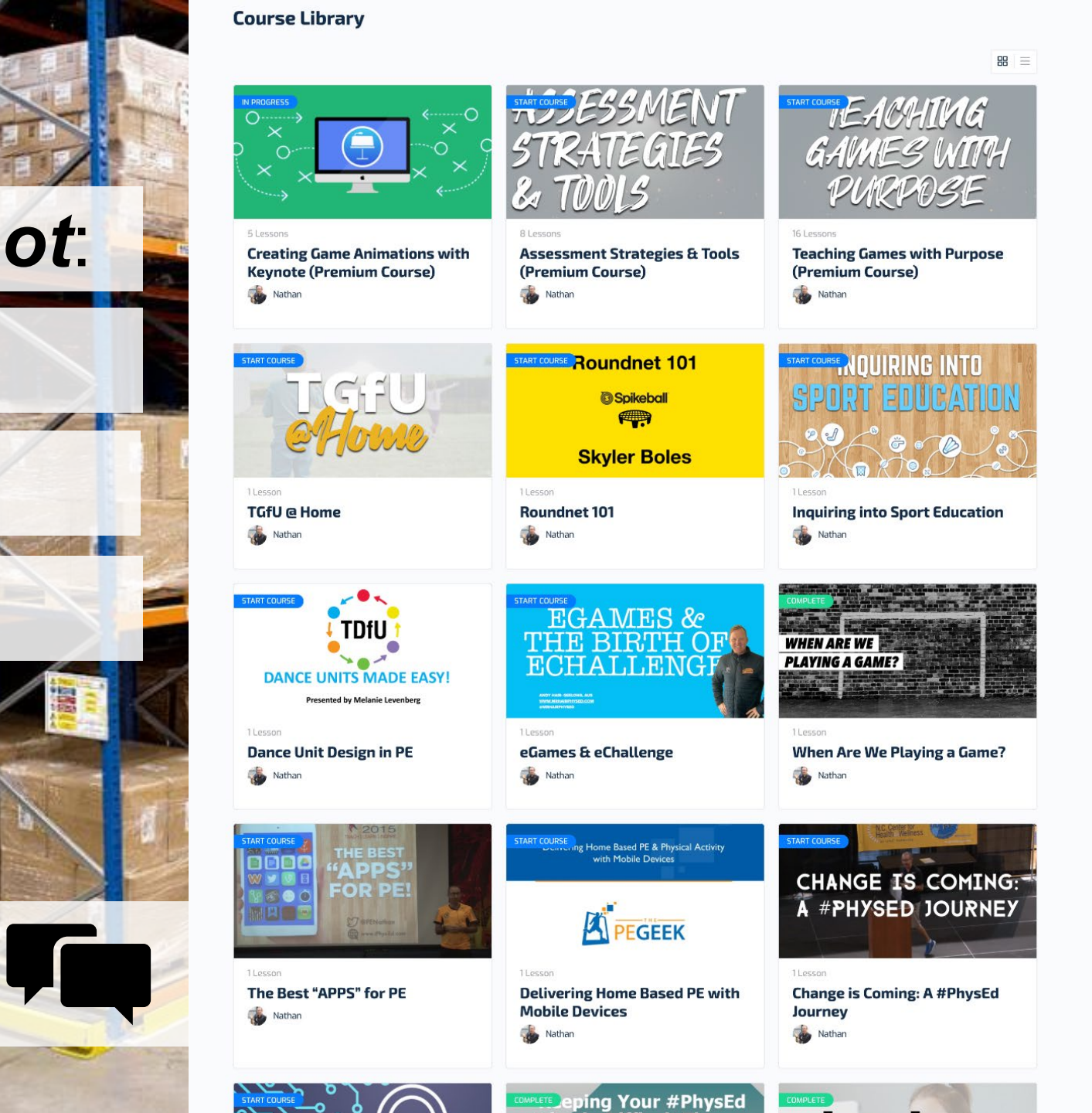

Be the legend that provides
training and information
just when it's needed

↓ Obsolescence
↓ Waste
↓ Defects
↓ Costs
↑ Innovation

Just in time learning is ***not***:

- a course library
- comprehensive
- inside an LMS

So, what is it?



Blake Sohier’s performance review is due

HR

Human Resources <hr@ior.com.au>

To Matthew Garratt; Blake Sohier; Annelies Long

Thu 16/11/2023 11:45 AM

iOR

Hi,

Blake Sohier’s performance review is now due. You can access the record here: https://ior.donesafe.com/recordid=123456

If you have received this email in error, or require further assistance, please contact your system administrator at hr@ior.com.au.

Blake Sohier's performance review is due

HR

Human Resources <hr@ior.com.au>
To Matthew Garratt;

Reply Reply All Forward

Thu 16/11/2023 11:48 AM

iOR

Hi,

Blake Sohier's performance review is now due. Please organise a catch up with Blake and complete this form when you are finished.

You may like to check out these tips for preparing for and running an effective performance meeting, or this how to guide that walks through how to complete the performance review process.

Do you need something else or have a problem with getting this task done by the end of the week? Reply to this email and let us know how we can help.

Your First Aid Certificate will expire in 30 days

LD

Learning & Development <training@ior.com.au>

To Matthew Garratt

Thu 16/11/2023 11:45 AM

iOR

Hi,

Your first aid certificate will expire in 30 days. Hopefully you have already been contacted by a member of the training team and will be attending a first aid course before your certificate expires. If you haven't, please arrange a training session by emailing us at training@ior.com.au.

Alternatively, if it is not possible for you to attend one of our scheduled first aid training courses, you can book with one of our preferred providers listed here.

Please reply to this email as soon as possible if you have any questions or issues renewing this training.

Your First Aid Certificate will expire in 30 days

LD

Learning & Development <training@ior.com.au>

To training@ior.com.au

Reply Reply All Forward

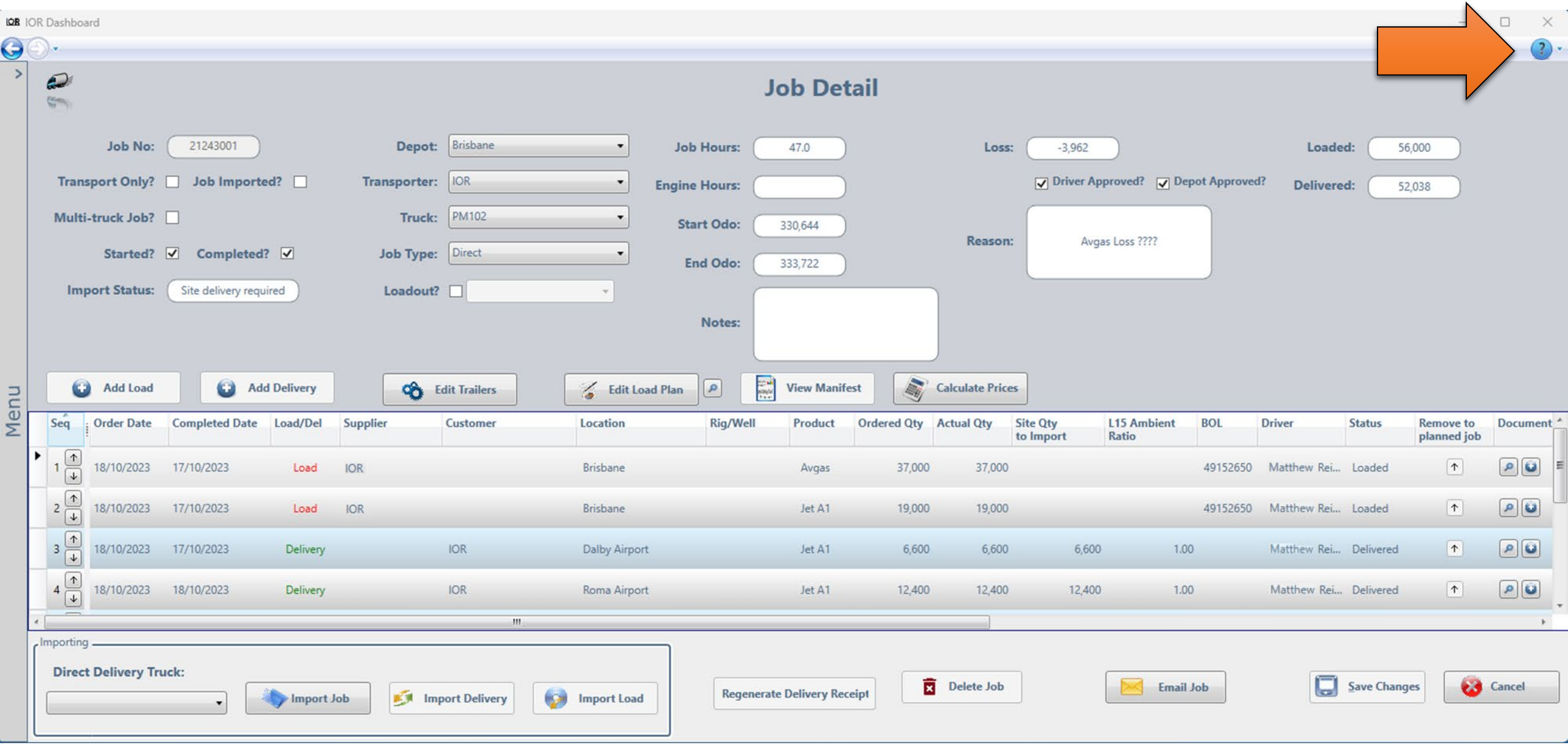
Thu 16/11/2023 11:45 AM

iOR

Hi,

Matt Garratt's first aid certificate will expire in 30 days.

Please book Matt into an internal first-aid course (if possible) or arrange for Matt to attend a course with one of our preferred training providers.


IOR Dashboard
Job Detail
Job No: 21243001
Depot: Brisbane
Job Hours: 47.0
Loss: -3,962
Loaded: 56,000
Transport Only?
Job Imported?
Transporter: IOR
Engine Hours:
Driver Approved?
Depot Approved?
Delivered: 52,038
Multi-truck Job?
Truck: PM102
Start Odo: 330,644
Reason: Avgas Loss ????
Started?
Completed?
Job Type: Direct
End Odo: 333,722
Import Status: Site delivery required
Loadout?
Notes:
Add Load
Add Delivery
Edit Trailers
Edit Load Plan
View Manifest
Calculate Prices
Menu
Seq
Order Date
Completed Date
Load/Del
Supplier
Customer
Location
Rig/Well
Product
Ordered Qty
Actual Qty
Site Qty to Import
L15 Ambient Ratio
BOL
Driver
Status
Remove to planned job
Document
1 18/10/2023 17/10/2023 Load IOR Brisbane Avgas 37,000 37,000 49152650 Matthew Rei... Loaded
2 18/10/2023 17/10/2023 Load IOR Brisbane Jet A1 19,000 19,000 49152650 Matthew Rei... Loaded
3 18/10/2023 17/10/2023 Delivery IOR Dalby Airport Jet A1 6,600 6,600 6,600 1.00 Matthew Rei... Delivered
4 18/10/2023 18/10/2023 Delivery IOR Roma Airport Jet A1 12,400 12,400 12,400 1.00 Matthew Rei... Delivered
Importing
Direct Delivery Truck:
Import Job
Import Delivery
Import Load
Regenerate Delivery Receipt
Delete Job
Email Job
Save Changes
Cancel

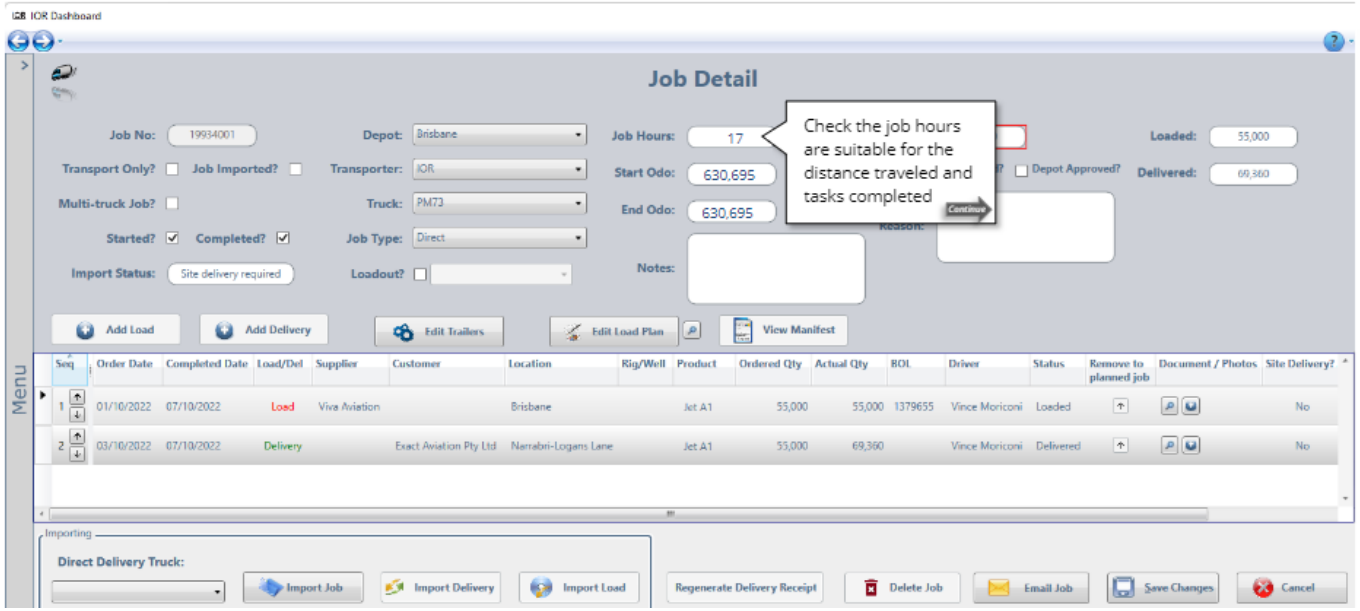
Version 1

Perform Final Check/Edit and Import Offsite or Mixed Job

Blake Sohier
Published: 08/03/23

0 10 0 (0 votes)

Once a scheduled job has been completed, Depot Managers, Depot Administrators, and/or Schedulers carefully the job prior to importing it into the inventory management part of Dashboard in preparation for invoicing. The below guide will step you through the process of checking and importing offsite and mixed jobs.



Search Wiki

Search

Pages

Wiki Index Sort

- Jobs Home
  - Schedule a Transport Only Delivery
  - Schedule a Direct Job
  - Make Customer Delivery Address Visible to Driver
  - Perform Final Check/Edit and Import Direct Job to Customer
  - Perform Final Check/Edit and Import a Direct Job to IOR Site
  - Schedule an Offsite Job
  - **Perform Final Check/Edit and Import Offsite or Mixed job**
  - Input jobs that will be or have been completed by contractors
- Jobs Planner Home
- Jobs Data Maintenance

Process

1. From the home screen:

   A. Expand the 'Jobs' menu

   B. Click on 'Jobs Home'. i

2. Under 'Load a Job' type in the job number and press 'enter'. You can also find the job under the 'View list of all current jobs' and/or other search options (see note below).
   Note: If you aren't sure of the job number enter '1' in the search box and press enter. This will bring up your jobs screen where you can change the search criteria under 'Ordered Date From:' and 'Ordered Date To:' to find a job. Make sure to delete the '1' out of the job number field before trying to search. i

3. Once the job has been found, double click on the job to open. i

4. The jobs detail screen will show real time information about the job, including any information that has been entered by the driver on the Drivers App. As part of the finalisation process, it is important to check the following:

   - **Job Hours:** Have the hours been entered in and approximately match how long the job should have taken.

1. Audit workflow notifications.
2. Make key information findable.
3. Prioritise making learning JIT.