Standard Operating Procedure

✓ Logging On to XATA
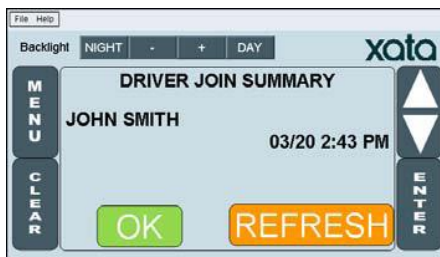
Overview	Follow these steps to log on to XATA before you move the truck.
Equipment & Supplies	XATA
Documents & Forms	n/a

To log on to XATA

1. View the XATA screen until the *Driver Join Summary* screen displays. Enter your ID.

   The time the screen takes to display is dependent on your proximity to the satellite that communicates with the STS server, as well as variables such as atmospheric conditions.

2. Tap **Refresh**. The *Join Trip* screen displays. You do not need to do anything on this screen.
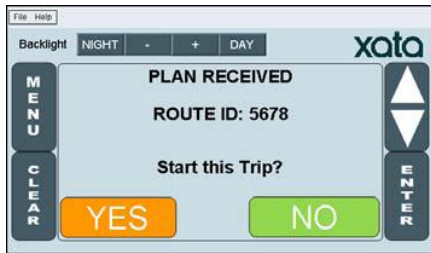
   File Help
   Backlight NIGHT - + DAY **xata**
   MENU
   JOIN TRIP
   RETRIEVING RECORDS
   FROM CENTRAL SYSTEM
   CLEAR
   * * * * * *
   ENTER

3. Wait for the *Driver Join Summary* screen to display again.

   File Help
   Backlight NIGHT - + DAY **xata**
   MENU
   DRIVER JOIN SUMMARY
   JOHN SMITH
   03/20 2:43 PM
   CLEAR
   OK   REFRESH
   ENTER

4. Review the name, date, and time displayed.
   - ✓ If the information is not correct, contact your supervisor for further instructions.

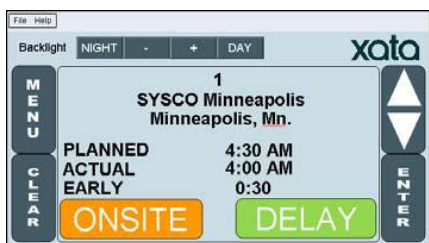5. Tap **OK**, **ENTER**. The *Plan Received* screen displays.

6. Tap **YES**, **ENTER**. The *Starting the Trip* screen displays. You do not need to do anything on this screen.

7. Wait for the screen with your name and route ID to display.

8. Review the information displayed on this screen.

   ✓ If the information is not correct, contact your supervisor.

9. Tap **OK**, **ENTER**. The *Inspection* screen displays.

10. Tap **INSPECTION END**, **ENTER**. A screen that shows your location displays.

11. Tap **ONSITE**, **ENTER**. The *ID* screen displays.

12. Review the **Trailer ID** number.

    ✓ If the information is not correct:

        i. Tap **CHANGE**.

        ii. Enter the correct trailer ID number by tapping the numbers on the screen.

        iii. Tap **ENTER**.

13. When the XATA menu screen displays, your inspection is complete and you can begin your route.

Version History

Date	Name	Changes	Approved by	Date
Oct. 12/13	K. Rempel	Created SOP from SME1.		
Oct. 23/13	K. Rempel	Made changes from interview with SME1 & added a recommendation from SME2.		
Oct. 31/13	K. Rempel	Edited and applied template.		
Nov. 21/13	K. Rempel	Made changes from SME3 and SME1 review.		
Nov. 27/13	K. Rempel	Added paragraph to Step 1 about the time the screen takes to display, as per SME1 & SME3 review of Ch. 7.		
Nov. 28/13	K. Rempel	Added screen shots.		
Dec. 3/13	K. Rempel	Added "Enter your ID" to step 1 as per SME1 and SME3 review.	Approver 1 Approver 2	Dec. 3/13 Dec. 3/13