

IRONSIGHT

Dispatcher Quick Start Guide

TABLE OF CONTENTS

INITIAL SETUP

Page 2: Setting up a password from your welcome email

Page 3: Logging in

DISPATCHING

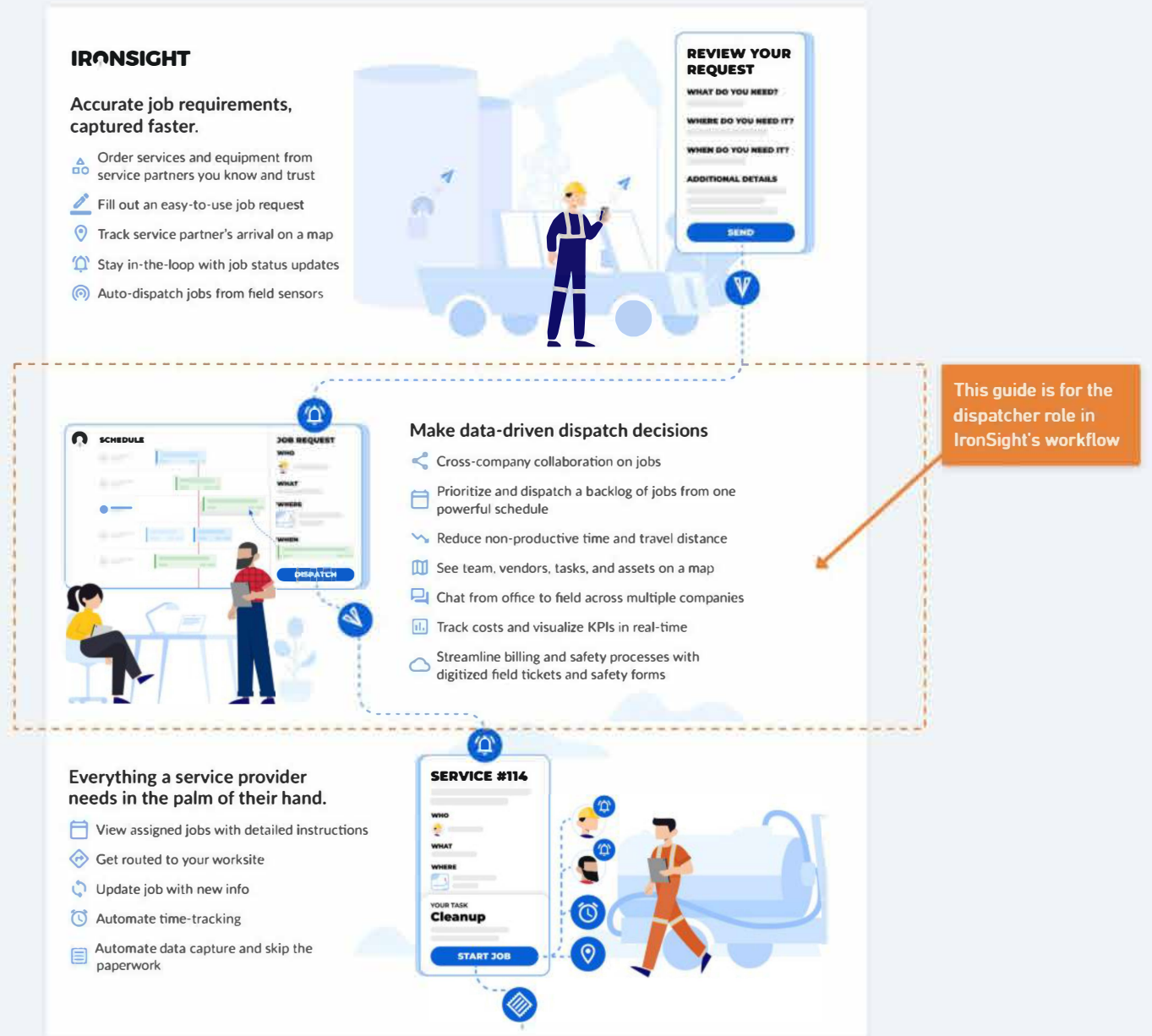
Page 4: Using the Field View

Page 5: Assigning / Dispatching jobs to a company

Page 6: Assigning / Dispatching jobs to a resource

Page 7: Communicating with Operators

Page 8: Search for a Job



SET YOUR PASSWORD

Before you can get started in IronSight, someone from your organization needs to add you as a new user. You will then receive a welcome email. If you don't, please check your junk/spam folder.

When you get your Welcome email, Press the "SET MY PASSWORD" button and then create a password.



Welcome to IronSight

You've been added to dev. Follow the steps below to get started! You've been added to ior. Follow the steps below to get started!

Step 1: Set your password

Set up your account by setting a password

[SET MY PASSWORD](#)

Step 2: Login or download the app

If you are a **dispatcher** or an **admin**, please [Log Into Dispatch Hub](#)

If you are an **operator** or a **requester**, please [Download the IronSight App](#)



TO USE IRONSIGHT WEBSITE



Welcome to IronSight

You've been added to **dev.** Follow the steps below to get started!

Step 1: Set your password

Set up your account by setting a password

SET MY PASSWORD

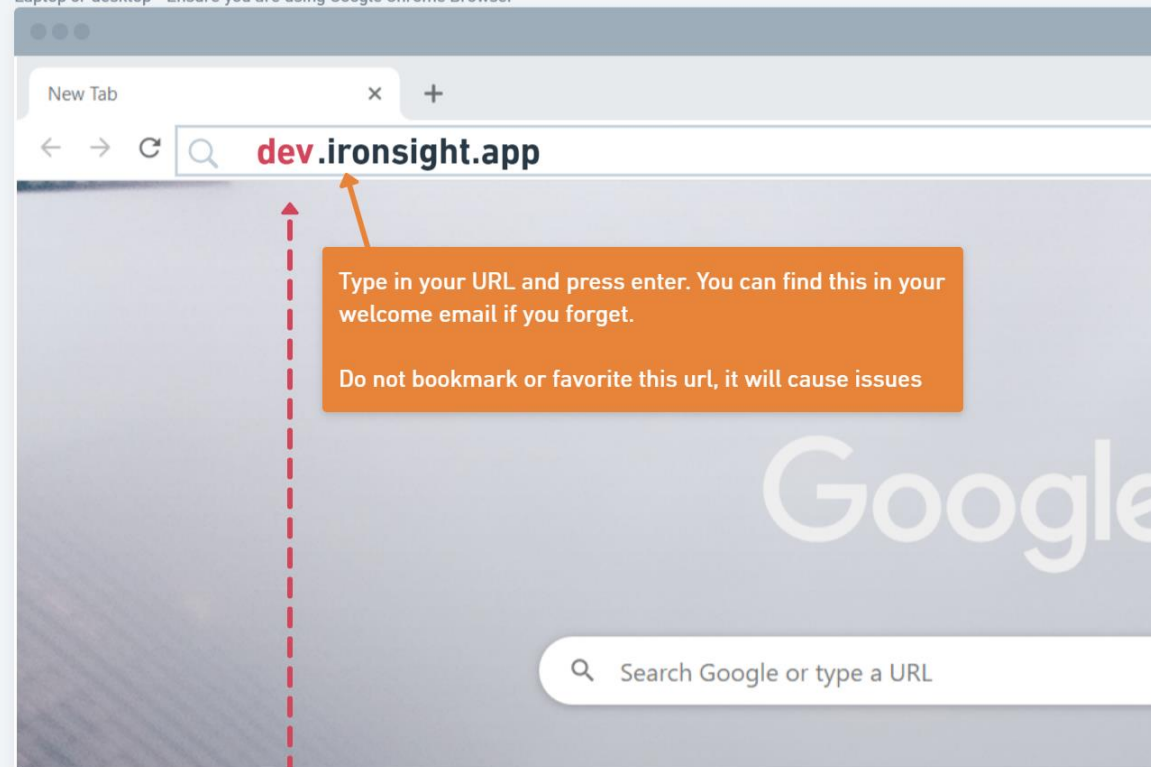
Step 2: Login or download the app

If you are a **dispatcher** or an **admin**, please [Log Into Dispatch Hub](#)

If you are an **operator** or a **requester**, please [Download the IronSight App](#)

Click on the link to your IronSight environment in your welcome email. Moving forward you can just navigate directly to the URL (see below)

Laptop or desktop - Ensure you are using Google Chrome Browser



Using the Map

The map helps you see where units/resources are. This helps you assign jobs to the most optimal resource.

The screenshot displays a map application interface. On the left is a sidebar with navigation icons for Messages & Alerts, Schedule, Map (selected), Jobs, Forms, Analytics, and Account. The main map area shows a geographical view with numerous resource markers. A top-left filter panel titled 'Hide filters' includes a calendar for March 2024 (27 dates selected), a 'Divisions' dropdown (1/2), 'Resource types' (All), 'Activities' (All), 'Service providers' (All), 'Job Status' (1/8), 'Approval Status' (All), and 'Locations' (All). A search bar at the top of the map says 'Look for...'. A '+ New location' button is in the top right. A job details panel on the right shows 'ABC Petroleum Ltd. Job #446', created by Shawn Oil Co Guy on Mar 06, 16:18. It lists 'WHO'S IT FOR' (Division: Charlotte, Requestor: Shawn Oil Co Guy), 'WHAT NEEDS TO BE DONE' (VACUUM TRUCK Haul To Disposal), and 'WHERE FROM/TO?' (Pickup location: Salisbury Well, Dropoff location: Hardisty Terminal). It also shows 'WHEN?' (Start: Mar 07, 2024 16:30, End: Mar 07, 2024 17:30) and 'DETAILS' (Cost center: CC #1234567, Additional details: 122m3). An 'Assign job to...' button is at the bottom right. Orange callout boxes provide instructions: 'Search for a specific location, job # or resource' points to the search bar; 'Create a new location if needed' points to the '+ New location' button; 'This is another filter that lets you narrow down the information displayed in the map' points to the filter panel; 'Use the filters provided to narrow down the jobs that appear on the map' points to the filter panel; 'Blue arrows indicate that this resource is on standby' points to blue arrow markers; 'Green arrows indicate that this resource is active on a job' points to green arrow markers; 'Gray arrows indicate that this resource is offline' points to gray arrow markers; 'Dispatch jobs in the map' points to a job marker; 'When this dot is grayed out, it means no user is on duty in this resource' points to a grayed-out resource marker; and 'You can also edit locations and create new jobs from the map view' points to the map area.

Look for...

+ New location

Search for a specific location, job # or resource

Create a new location if needed

This is another filter that lets you narrow down the information displayed in the map

Use the filters provided to narrow down the jobs that appear on the map

Blue arrows indicate that this resource is on standby

Green arrows indicate that this resource is active on a job

Gray arrows indicate that this resource is offline

Dispatch jobs in the map

When this dot is grayed out, it means no user is on duty in this resource

You can also edit locations and create new jobs from the map view

Hide filters

March 2024

27 dates selected

Divisions 1/2

Resource types All

Activities All

Service providers All

Job Status 1/8

Approval Status All

Locations All

ABC Petroleum Ltd.
Job #446

Created by Shawn Oil Co Guy on Mar 06, 16:18

WHO'S IT FOR

Division Charlotte

Requestor Shawn Oil Co Guy

WHAT NEEDS TO BE DONE

VACUUM TRUCK
Haul To Disposal

Assign to

WHERE FROM/TO?

Pickup location Salisbury Well

Fluid Produced Water Qty 122

Add: Inventory item Pickup location

Dropoff location Hardisty Terminal

WHEN?

Start Mar 07, 2024 16:30

End Mar 07, 2024 17:30

DETAILS

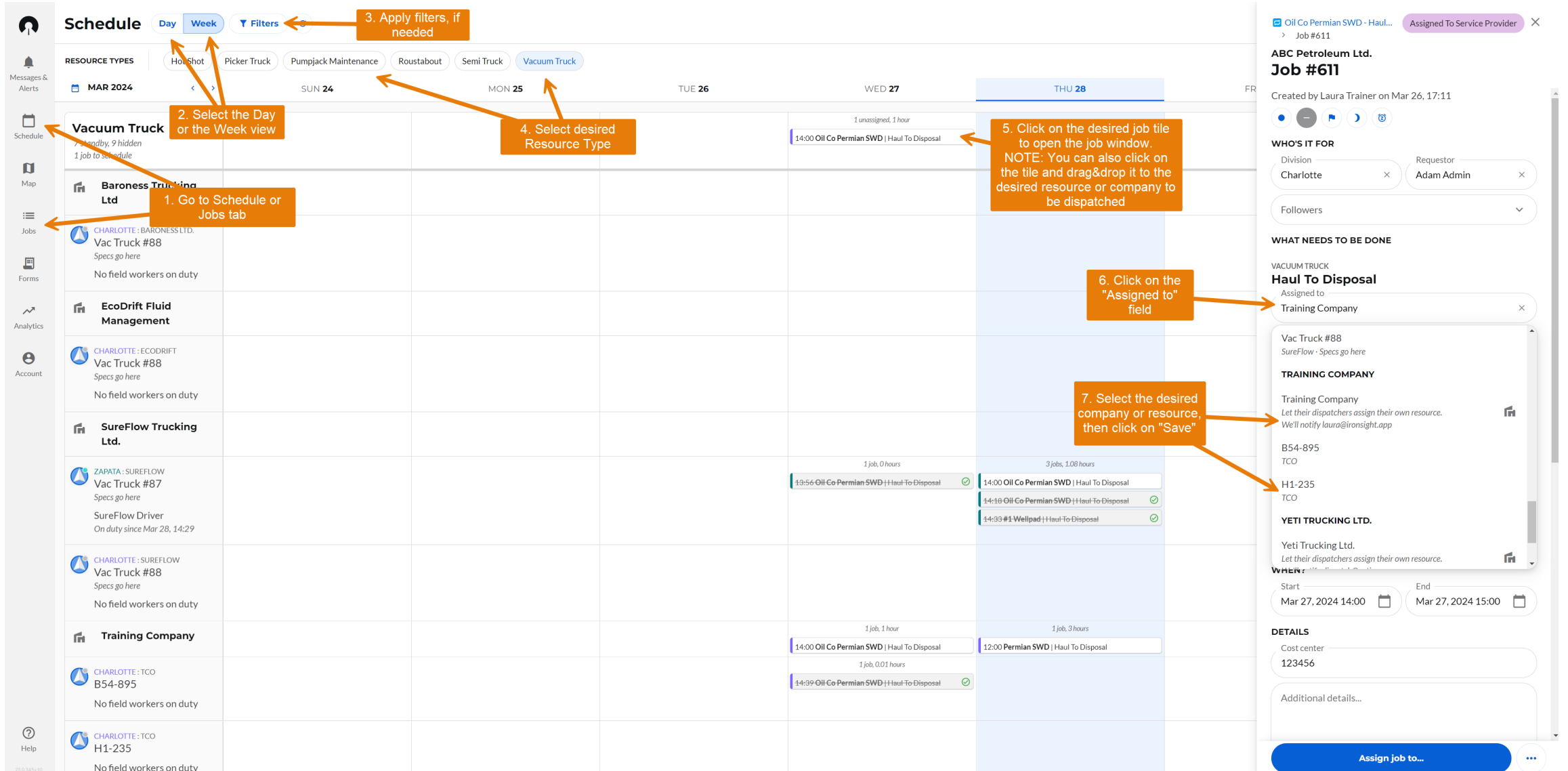
Cost center CC #1234567 (Auto-filled)

Additional details... 122m3

Assign job to...

Assigning / Dispatching jobs to a company or a resource

Here is how to assign a job to the optimal resource.



The screenshot displays the Ironsight Scheduling interface. The left sidebar contains navigation icons for Messages & Alerts, Schedule, Map, Jobs, Forms, Analytics, and Account. The main area shows a weekly schedule grid for March 2024, with columns for SUN 24, MON 25, TUE 26, WED 27, and THU 28. A 'Vacuum Truck' resource type is selected, and a specific job '14:00 Oil Co Permian SWD | Haul To Disposal' is highlighted on Thursday, March 28th. The right sidebar shows the job details for 'Job #611' assigned to 'ABC Petroleum Ltd.', including fields for 'WHO'S IT FOR' (Division: Charlotte, Requestor: Adam Admin) and 'WHAT NEEDS TO BE DONE' (VACUUM TRUCK Haul To Disposal, Assigned to: Training Company). The job details also show the resource 'Vac Truck #88' and the company 'Training Company'.

1. Go to Schedule or Jobs tab

2. Select the Day or the Week view

3. Apply filters, if needed

4. Select desired Resource Type

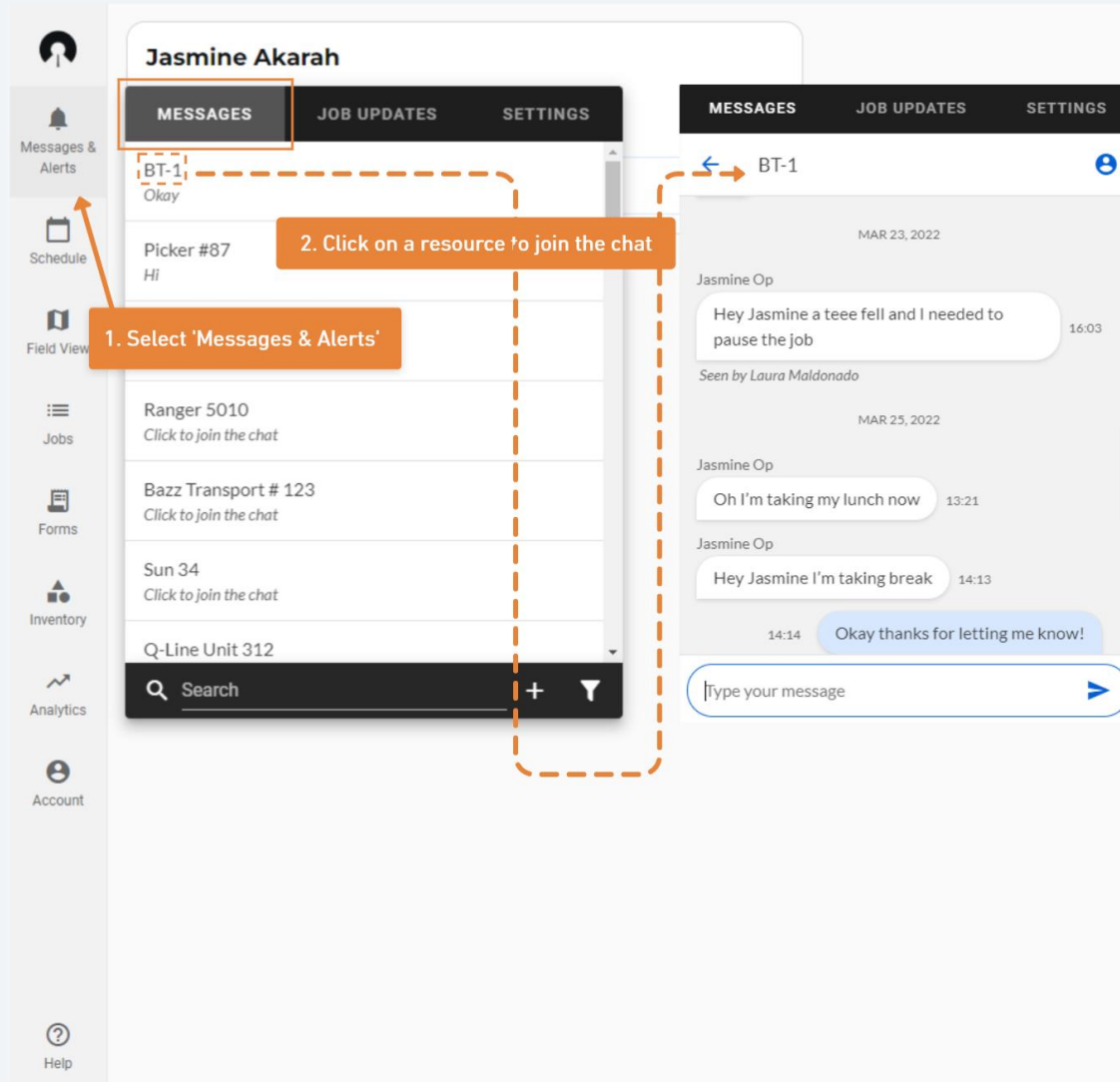
5. Click on the desired job tile to open the job window.
NOTE: You can also click on the tile and drag&drop it to the desired resource or company to be dispatched

6. Click on the "Assigned to" field

7. Select the desired company or resource, then click on "Save"

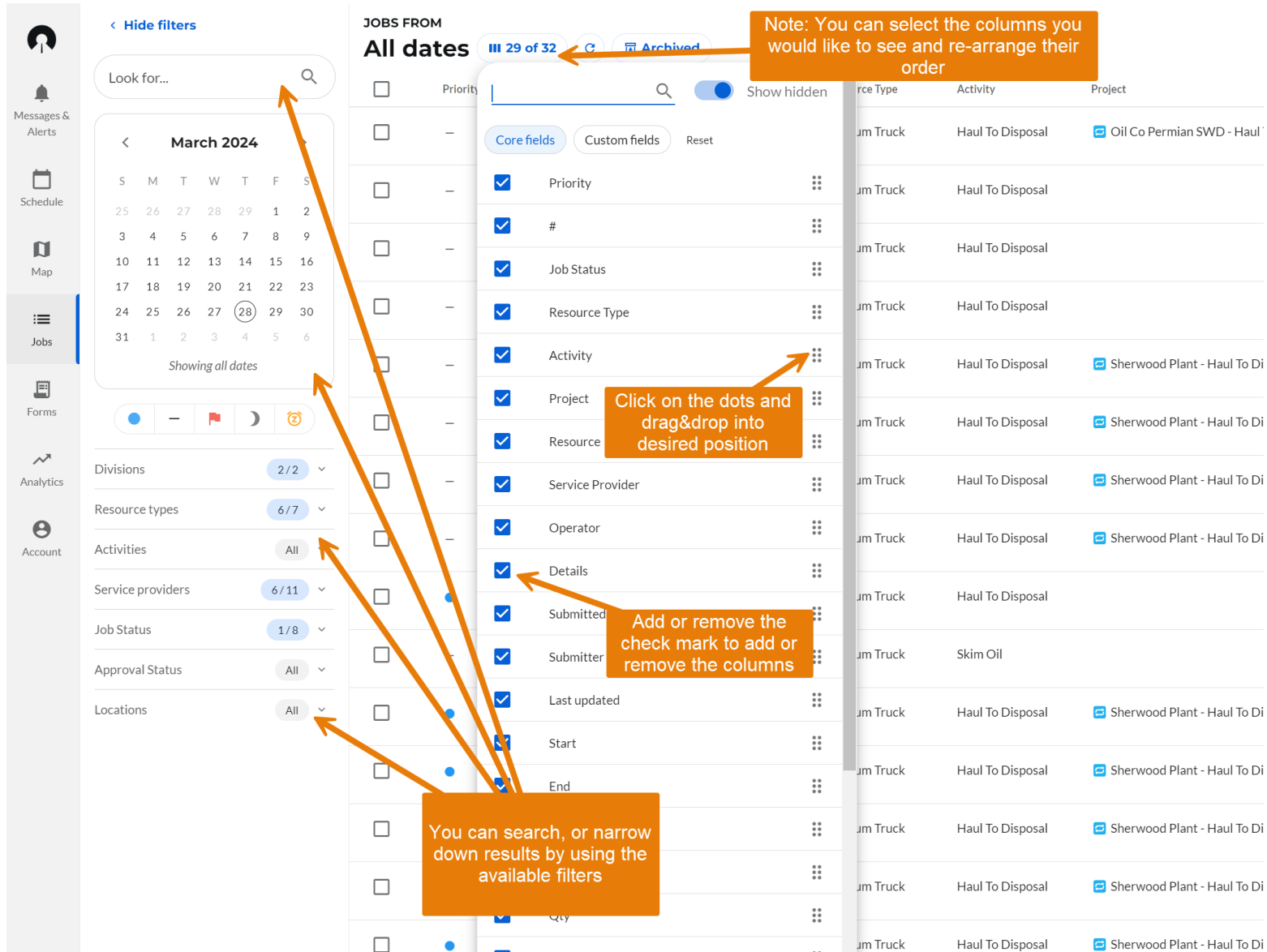
Communicating with the field team (operators)

You can reach out to your operator when they are logged into the unit by following the image below.



Searching for Jobs

You can search for a specific job using any job detail like destination, job number or requester name, and by applying filters.



The screenshot displays the job search interface with several annotations:

- Search Bar:** A search bar at the top left with the placeholder text "Look for...".
- Calendar:** A calendar for March 2024 showing dates from 25 to 31. The date 28 is highlighted.
- Filters:** A list of filters on the left side, including Divisions (2/2), Resource types (6/7), Activities (All), Service providers (6/11), Job Status (1/8), Approval Status (All), and Locations (All).
- Jobs List:** A table of jobs with columns for Priority, Activity, and Project. The table shows 29 of 32 jobs.
- Annotations:**
 - Note:** You can select the columns you would like to see and re-arrange their order.
 - Click on the dots and drag&drop into desired position**
 - Add or remove the check mark to add or remove the columns**
 - You can search, or narrow down results by using the available filters**

QUESTIONS?

 support@ironsight.app