DropTime to Paver Tracker Integration (DTPT)

User Documentation

GENERAL

The DropTime to Paver Tracker integration (DTPT) is an automatic synchronization of scheduled dispatches in DropTime to Paver Tracker that creates corresponding jobs in Paver Tracker.

NEW CATEGORIES

Upon implementation of DTPT the following categories exist in DropTime:

CATEGORY	DESCRIPTION
Paver	The paver used at the construction site (pick list)
Planned Paving Start Time	The target time the paving is scheduled to begin (time)
Type of Work	The scope of the work (EX: Main line, Commercial, etc.) (pick list)
Job Number	The job number of the contract / job (pick list)
Mat Thickness (in inches)	The mat thickness in inches (number)
Mat Width (in inches)	The mat width in inches (number)

PAVERS

The system of record for pavers when using DTPT is Paver Tracker**. Pavers should be added, modified, and deleted only in Paver Tracker.** DTPT automatically synchronizes the paver list from Paver Tracker to DropTime, a one-way sync. Neither DropTime admins nor general users have access to edit the paver list in DropTime in order to prevent errors.

FOREMEN

The system of record for foremen when using DTPT is Paver Tracker**. Foremen (i.e., users that can be assigned to a construction dispatch) should be added, modified, and deleted only in Paver Tracker** (with exceptions noted below). DTPT automatically synchronizes the foreman list from Paver Tracker to DropTime as foreman users (a type of user) in a one-way sync.

Adding foremen and non-foreman users

Users that are not also foreman in Paver Tracker (non-foreman users like admins, plant managers, project managers, etc.) should be added, modified, and deactivated in DropTime, but users that are foremen should be added only in Paver Tracker. Users in

DropTime, whether foremen or not, can be modified in DropTime to adjust any information other than the name of the user (EX: role, view, qualifications, etc)

<u>Deleting foremen</u>

When a foreman is deleted in Paver Tracker, the corresponding DropTime user will not be deactivated, but instead will be unlinked from the deleted foreman in Paver Tracker. This means that DropTime will start treating the user as a non-foreman user from that point forward. This allows the DropTime admin to determine whether this user should remain active in DropTime or not (EX: If a foreman has moved to a project manager position, that user may need to stay active in DropTime with an adjusted permission role, etc)

Foreman users in DropTime cannot be deactivated until they are deleted from Paver Tracker.

DISPATCHES

The system of record for dispatches (called "jobs" in Paver Tracker) when using DTPT is DropTime**. Dispatches/jobs should be added, modified, and deleted only in DropTime** (with some noted exceptions herein)**.** DTPT automatically synchronizes the future scheduled construction dispatches from DropTime to Paver Tracker, a one-way sync. Dispatches from 24 hours ago through the number of look-ahead days set in the Paver Tracker settings page are synced.

EXTERNAL SALES / FOB / NON-CONSTRUCTION DISPATCHES

Any dispatches in DropTime that do not represent a paving construction shift should choose "None Selected" when choosing a paver (i.e., no paver). These dispatches will not be synced to Paver Tracker.

EXECUTION CYCLE

DTPT admins can control how frequently the execution of the synchronization between DropTime and Paver Tracker occurs, at a maximum frequency of every 5 minutes. A synchronization can also be manually forced by a DTPT admin anytime from the Paver Tracker admin page to take place immediately (within about 30 seconds).

USER RULES

To avoid errors and keep the two systems synchronized, please follow these rules when scheduling:

- Add pavers and foremen only to Paver Tracker, never to DropTime.

- Do not delete any pavers or foreman in Paver Tracker that are assigned to future construction dispatches in DropTime.
- Do not delete any jobs in Paver Tracker. Instead always delete the corresponding dispatches in DropTime.
- Do not modify a job in Paver Tracker, unless it is acceptable that your changes may get overwritten if/when the corresponding DropTime dispatch is modified later.
- Make sure there are no scheduled (future) DropTime construction dispatches (i.e., dispatches that have a paver attached) assigned to any of the following:
  - No user (open)
  - A non-foreman user (a user not linked to Paver Tracker)
  - A deactivated user
  - A deleted paver
- Do not move or modify dispatches to before the current date.

ERRORS

The following errors can occur and will notify any DTPT admin who opts into the DTPT Error Alerts in their Profile Settings | Contact Settings | Notification Settings area. In most cases an error means that one or more dispatches did not synchronize with Paver Tracker (exceptions noted below).

The dispatches that cause these errors are identified in the Execution / Monitoring section of the Paver Tracker Settings page (accessible only to DTPT admins).

- **Duplicate User Name**: This means a change to a foreman's first and last name exactly match that of a user already in DropTime. Since duplicate user names are not allowed, the synchronization errors.
  - **Resolution:** Change the first or last name of the foreman in Paver Tracker, or change the first or last name of the existing user with the same name in DropTime to avoid the conflict.

- **Duplicate Job**: This means DTPT is trying to add or update a job in Paver Tracker which would cause there to be two or more jobs in Paver Tracker with the same target paving start time and paver associated.
  - **Resolution:** Change either the Planned Paving Start Time or the paver in DropTime on the problematic dispatch.

- **Non-Foreman Assigned**: This means a dispatch in DropTime is assigned to either no user (open), a non-foreman user, or a deactivated user.
    - **Resolution:** Make sure the assigned user to the problematic dispatch in DropTime is a foreman who has not been deactivated.
        - **Note that this error still allows the adding/updating** of Paver Tracker jobs but will auto-assign a foreman named "Unknown Foreman" to the job until corrected. This allows the rest of the job information to flow to Paver Tracker.