New Driver Job Edits

Driver Submission Process

If you have seen this message...

Select "CLICK HERE"

Or follow the link below:

https://beta.rossidelivery.com/ driver/login/



Log In To The RDS Job Management Application

You will input your email address and the password that you coordinated with RDS Admin.

If you have not yet created a password, please email: noreply.rossidelivery@gmail.com

Email Title:

"New Password Request"

Then write the password that you in the email text. It should be easy for you to remember and include both numbers and letters.



This is the Dashboard

There are three options.

- 1. Jobs Printouts
 - These are your upcoming jobs.
- 2. Jobs Requiring Finalization
 - Similar to the "Job Tickets," this is where you will see the jobs that you have done already.
 - It will ask if you have any change requests.
- 3. Jobs With Pending Change Requests
 - You will be able to see jobs that you have submitted changes.



View Jobs Printouts

- □ Select the date you want to see.
- You will see all of the jobs that will / have occurred on that date.
- BE ADVISED: Load dates and times may be before the "Job Date."

OPTIONS:

- 1. View Full Printout (Job Details)
- 2. Mark Job As Complete
 - This means the job was completed without any changes from what is shown.
- 3. Make Changes to Job
 - Here you will be able to edit wait time, parking tickets, truck size, etc.



View Jobs With Pending Change Requests

On this page, you can see the job changes that you have requested.

These changes will be reviewed by RDS accounting.

If you have input a change by mistake...

Or if you Marked as Completed by mistake...

Contact a member of RDS admin team immediately.

