



ARTERY TUTORIAL

Adding a job

The job form, assigning, editing and scheduled jobs

For: controllers

Artery v4.00 · October 2026

The screenshots use a made-up group, Wychwood Blood Bikes. Every name, hospital and phone number in them is fictional.

arterybb.uk

What this tutorial covers

Logging a job on the job form, giving it to a rider, checking it, changing it afterwards, and setting up jobs in advance with **Scheduled Jobs**.

1. Open the job form

Dashboard: Log Job in the left-hand menu, or **Create New Job. Map view: + New Job**.

The screenshot shows the Artery Vital Logistics Command interface. On the left is a dark sidebar with a menu: Dashboard, Fleet, Log Job (highlighted with a red circle), Phone Job, Database, History, Trends, Shift Rota, and Events. At the bottom of the sidebar is a 'Sync Status' section showing 'v3.86' and copyright information. The main area is titled 'Log New Request' and has a 'Phone job' button. It contains several input fields: a checkbox for 'Relay / one-off job', a 'PICKUP' section with a filter box and a dropdown, an optional 'Pickup ward / dept' field, a 'DESTINATION' section with a filter box and a dropdown, an optional 'Destination ward / dept' field, a 'DESCRIPTION' section with an item picker, a checkbox for 'Items unknown', a 'PRIORITY' dropdown set to 'Routine', and 'PICKUP WHAT3WORDS (OPTIONAL)' and 'DELIVERY WHAT3WORDS (OPTIONAL)' fields with example text. The top of the interface shows the user 'Sarah Jones', version 'v3.86', and a list of locations including 'Wychwood General Hospi...' and 'Sherwood'. There are also buttons for 'Map', 'Dashboard', 'View', 'Tools', and 'Sign Off'.

The job form (Log Job).

2. Where from and where to

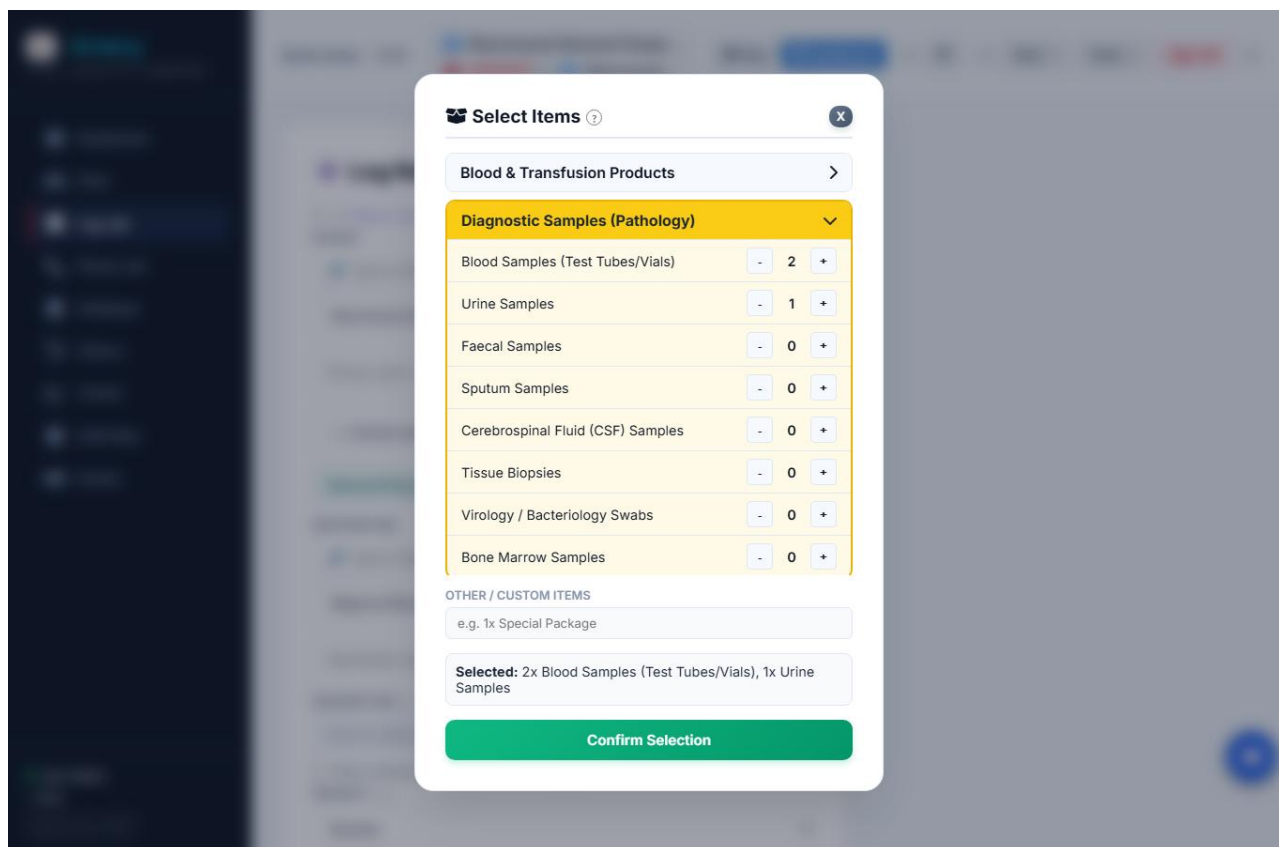
Choose the **Pickup** and the **Destination**. Type a few letters in the filter box above each list to find a site quickly. Add a ward or department in the optional box under each one, and a **///what3words** address if you want to pinpoint the exact door.

Somewhere not on your list?

Tick **Relay / one-off job** at the top. The lists become free-text boxes, so you can type any pickup and drop-off and give a postcode to put it on the map. The job runs like any other and is tagged RELAY / ONE-OFF.

3. What is being carried

Click the **Description** box to open the item picker. Tap **+** and **–** for how many of each item, or type something else in **Other / Custom Items**, then confirm. The board then shows a **count**, and the rider checks that count at every signature.



The item picker. Diagnostic samples, the most used, are open and highlighted.

Don't know yet? Tick **Items unknown** — rider confirms at collection.

4. Priority, contacts, needed-by and notes

- **Priority:** Routine, or **Urgent** for time-critical work. Urgent jobs go to the top of the board, show a red badge everywhere and give the rider an unmissable alert. Use it sparingly.
- **📞 Caller, contacts & needed-by time** (optional): who asked for the job and their number (Control only), who the rider should ask for at each end (the rider gets a **📞 Call** button), and the time it must arrive by. The board shows **🕒** by that time, amber 30 minutes before and red once it is late.
- **Notes for rider:** door codes, "ring on arrival" and so on. A site with standing directions fills these in for you.

+ Log New Request Phone job

☐ Relay / one-off job — type any pickup & dropoff from a stored location)

PICKUP

Type to filter locations...

Wychwood General Hospital

Pickup ward / dept (optional)

— choose ward / department (optional) —

Selected Pickup: Wychwood General Hospital (Group: WYCHWOOD)

DESTINATION

Type to filter locations...

Regional Blood Centre

Destination ward / dept (optional)

DESCRIPTION

2x Blood Samples (Test Tubes/Vials), 1x Urine Samples

☐ Items unknown — rider confirms at collection

PRIORITY

Routine

PICKUP WHAT3WORDS (OPTIONAL)

e.g. //filled.court.scap

DELIVERY WHAT3WORDS (OPTIONAL)

e.g. //index.home.raft

Caller, contacts & needed-by time (optional)

CALLER — WHO ASKED FOR THIS JOB

Dr Lewis, Pathology

0115 496 0300

CONTACT AT PICKUP

Pathology reception

0115 496 0301

CONTACT AT DESTINATION

Who to ask for

Phone

NEEDED BY

dd/mm/yyyy --:--

The rider sees the contacts and the time. The board turns amber 30 minutes before, red when it is late. The caller is for Control only.

NOTES FOR RIDER (OPTIONAL)

Ring the buzzer at the side door after 8pm.

Generate Job

Scheduled Jobs

CONTROLLER QUICK GUIDE

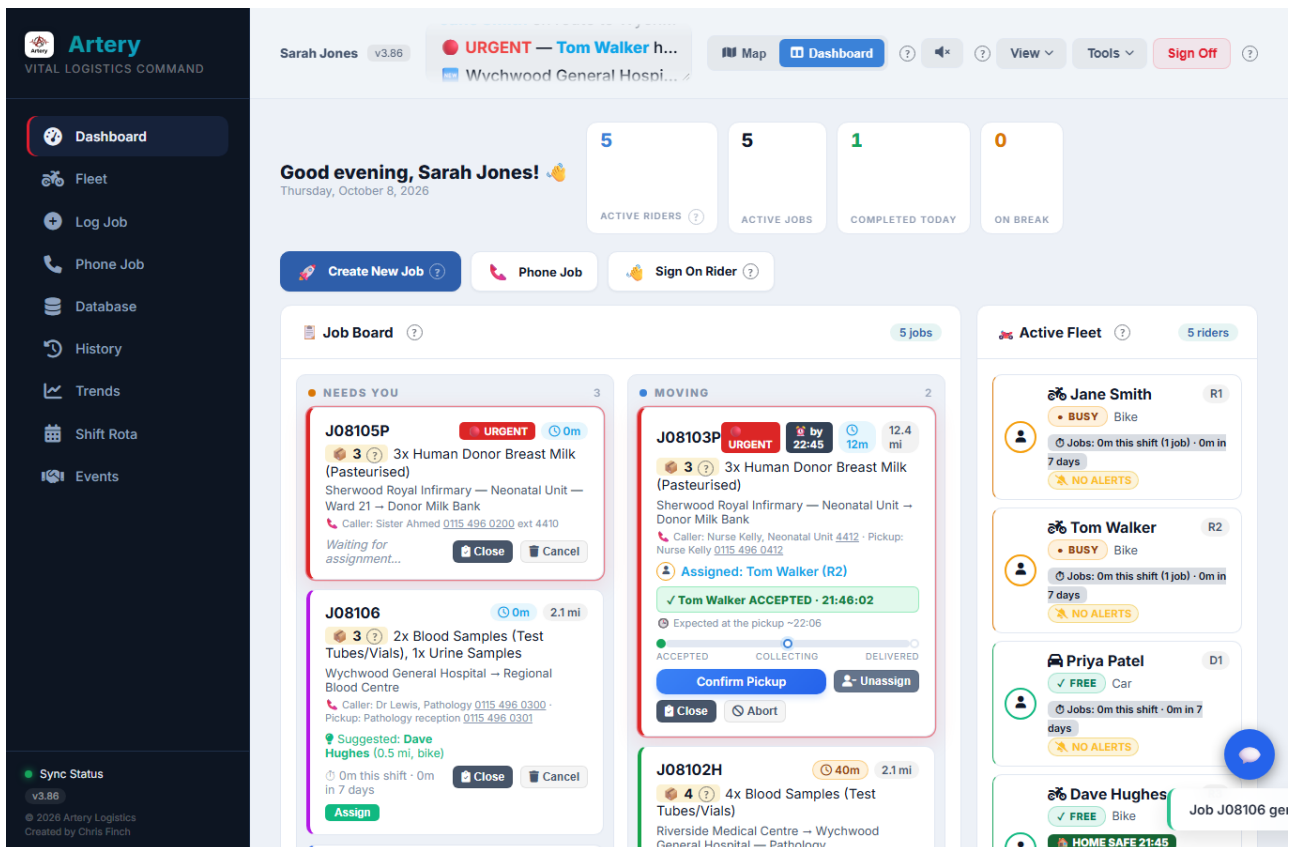
- Sign On** — Click **Sign On** in the header to select your name and start your shift.
- Add Riders** — Click **Sign On Rider** or go to Fleet to add available volunteers.
- Create Jobs** — Select a pickup, destination, and describe the item, then hit **Generate Job**.
- Assign** — Click a free rider in the Fleet view and assign them a pending job.
- Track** — Confirm **Pickup** and then **Delivery** as the rider progresses.

End of Shift Reminder
Before signing off, please click
Export CSV
in the Fleet view to download a copy of all completed jobs.

A completed form, ready for Generate Job.

5. Generate the job

Press **Generate Job**. It appears on the board under **Needs you**, with the next job number for today.



The new job on the board, with a suggested rider.

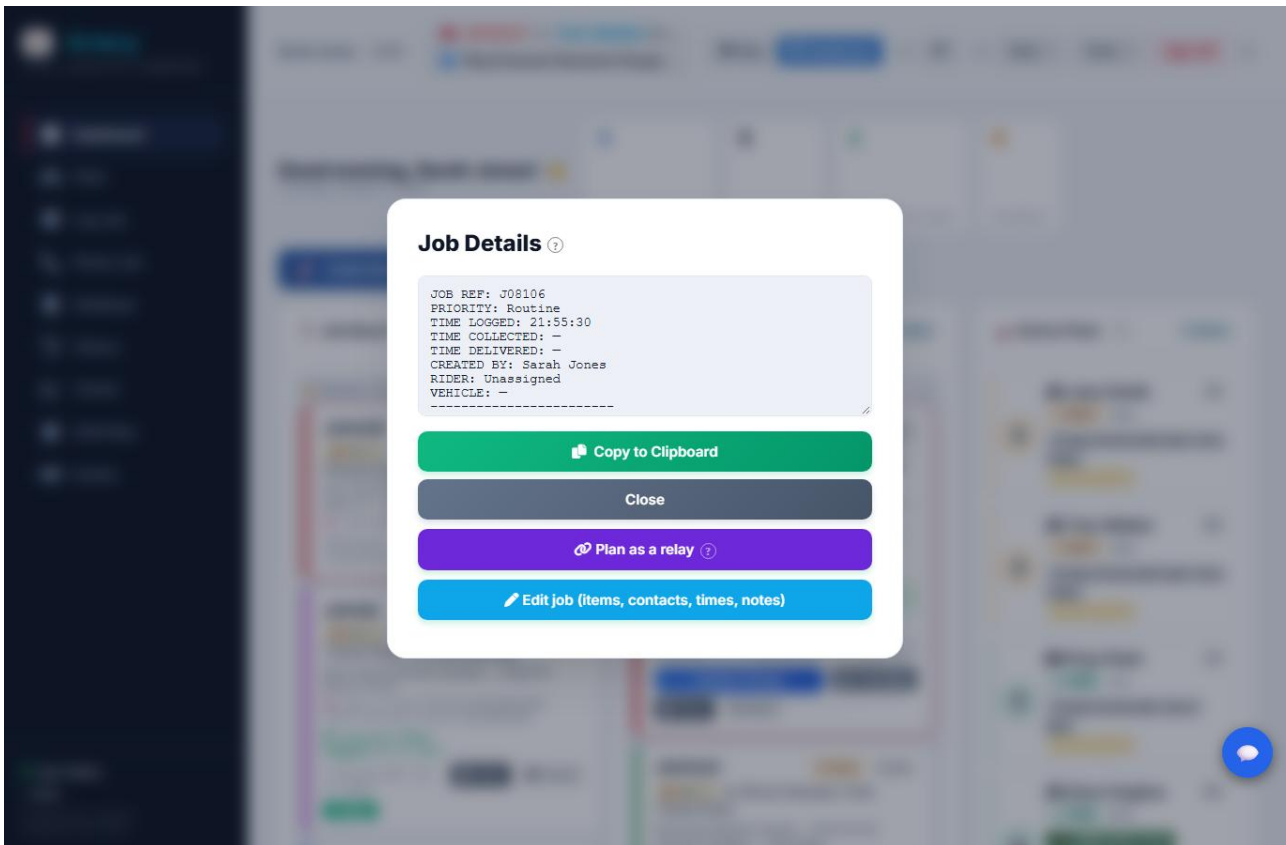
6. Give it to a rider

- **Suggested rider:** Artery suggests the nearest free, suitable rider, taking distance and whether the load suits a bike or a car into account, and shows how much job time they have done this shift. Press **Assign** to accept the suggestion. It is only a hint.
- Or click any free rider in the Fleet view and choose the job. Give one rider several jobs and they queue.

The rider's phone gets a notification and the card shows ⌚ **AWAITING ACCEPTANCE** until they tap Confirm. It then turns green: ✓ **ACCEPTED** with the time. If they tap Can't do it, you get their reason and the job comes back to you. Nobody answering? After 10 minutes the rider is reminded and the duty controller alerted, and after 20 minutes every controller (see the welfare and safety tutorial).

7. Look at a job

Click a job on the board (or in Job History) to open **Job Details**: its full record, when each step happened, and its **timeline**. From here you can copy it, **Plan as a relay**, or **Edit job**.



Job Details, with Plan as a relay and Edit job.

8. Change a job (✎ Edit job)

No need to cancel and start again. **Edit job** changes the items, priority, needed-by time (or **Clear** it), the caller and extension, the contacts at each end, and the notes. Press **Save changes**. The change log and the job's timeline record what changed, and if a rider has the job they are notified to check it.

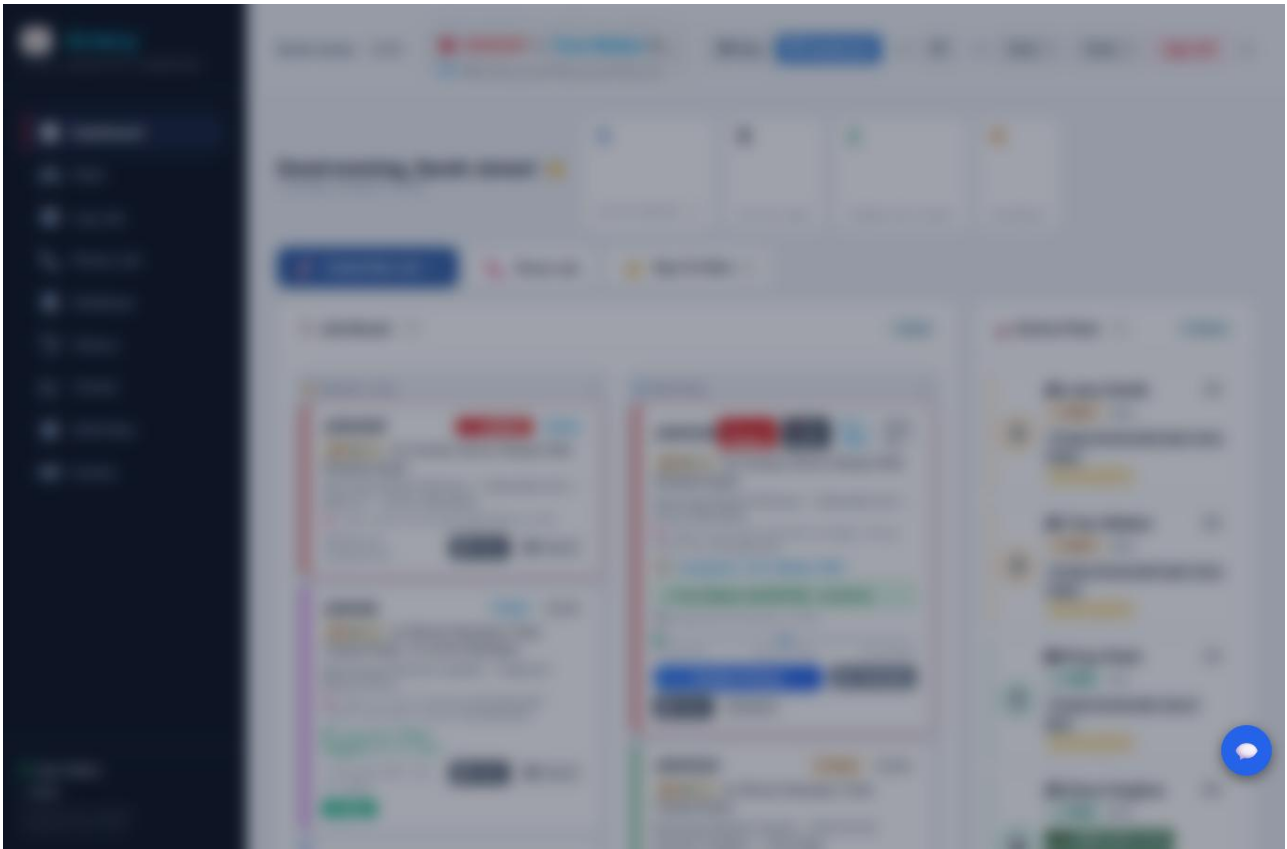
- To change **where** it goes or **who** has it, use the job's own buttons (Unassign, and so on).
- Once it has been collected and signed for, the items are locked: they are part of the signed record. The rider records any difference with **Something wrong?**
- If the rider updates the job while you are editing, Artery asks you to open it again rather than lose either change.

9. Taking a job off the board

Button	Use it when
Unassign	The rider should not do it after all. The job goes back to pending and the rider is stood down.
Close	It won't be completed the normal way, e.g. nothing to collect or stood down. You give a reason and it stays in the records.
Cancel	It should never have existed: cancelled by the hospital, a duplicate, entered in error. You give a reason, which goes in the change log with your name.

10. Jobs set up in advance: Scheduled Jobs

Press **Scheduled Jobs** under the job form. Pick the pickup, destination, items, an optional rider and a time, for one date or many (weekdays and a "repeat until" date, or individual dates).



Scheduled Jobs.

- Artery itself starts each one **2 hours before its time**, with a job number, and offers it to the chosen rider. **Nobody needs to be signed in.** The list then shows **Started as J...**
- **Start Now** puts one on the board straight away.
- Each one starts once: cancel that job and it does not come back. Change its date or time and it starts again at the new time.