






# SIGN IN

Login with Microsoft

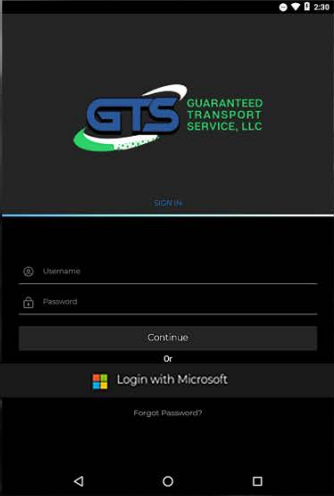
- Drivers should always login with Microsoft
- Email – Drivers First Name Initial & drivers Full Last Name followed by: @ GTS Tank .com  
EX: JDoe@GTSTank.com
- Password – Premade and distributed to drivers

**App Logo**

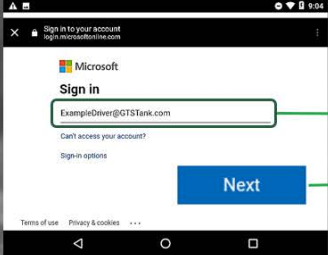


1. Tap Icon to Open App
2. Click "Login with Microsoft" button

**Drivers App Login page**

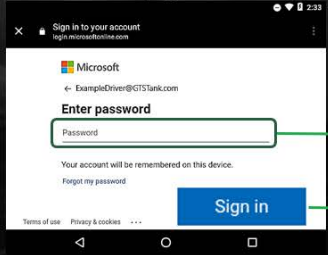


**Microsoft Login (Email) page**



3. Enter Email
4. Tap "Next" button

**Microsoft Login (Password) page**



5. Enter Password
6. Tap "Sign In" button

## **Sign In - Login with Microsoft**

The login page is the first thing you will see when you open the app. All drivers will login through their **Microsoft Account**. Instead of entering credentials on the app's main login page, you will be using the **Microsoft Login** page.

### **Steps to Login with Microsoft:**

1. You can open the app on your tablet, by clicking the **GTS Drivers App** application icon on the tablets home screen. *(See image Step 1)*
2. Once the app loads, it will open to the **Login** page. You will then select “**Login with Microsoft**” and the **Microsoft Login** page will open. *(See image Step 2)*
3. On the **Microsoft Login** page, you will click the “**Email/ Phone/ Skype**” field and enter your **Email**. *(See image Step 3)*
4. Then you can tap on the blue “**Next**” button, on the bottom right of the screen. *(See image Step 4)*
5. Still on the **Microsoft Login** page, you can click the “**Password**” field and enter your **Password**. *(See image Step 5)*
6. Finally, drivers can click the blue “**Sign In**” button on the bottom right of the page. *(See image Step 6)*
7. Now you are logged in and the **Drivers App** will open to the homepage, which is the **My Trips** section **Current** tab.

#### ❖ **Email**

- ◆ A driver's email is also their username. The email for GTS drivers should be as follows: **Driver's First Name Initial**, followed by their **Full Last Name** and “**@GTSTank.com**” (Ex: Driver John Doe email would be JDoe@GTSTank.com)

#### ❖ **Passwords**

- ◆ Drivers will not be creating their own passwords for the app. Passwords are premade and will be provided to you!
- ◆ If you forget your password, **Do Not** use the “**Forgot Password?**” link on the app's login page! Instead, drivers should **Call their Dispatcher** and notify them that you have forgotten your password!



# ICONS

## Functions

- Menu
- Upload Docs to Loads
- Notifications
- Transfer Logs
- Adverse Conditions
- Upload Docs to Edit Profile
- PTO Requests or Status Changes
- Gallery, Weight Ticket, & POD/BOL Receipt (On Load Tickets)
- (POD/BOL Receipt Page) Print, Send Email, & Upload POD Doc

## Icons – Functions

These icons seen throughout the app, are used for many things such as uploading documents, opening menus, sending requests, and more.

### ❖ **Menu Icon**

- ◆ The **Menu** icon opens the main **Menu**. To bring up the **Menu**, tap on the “**Menu**” icon. Once opened, you can use the **Menu** to navigate through the major parts of the app.
- ◆ This icon is available throughout the entire app and located at the top left corner of the screen.
- ◆ The **Menu** icon resembles three horizontal lines stacked on top of each other. (*See image “Menu”*)

### ❖ **Upload Documents (To Current and Previous Loads)**

- ◆ This **Uploading Documents** icon is used for uploading docs or images, to current and previous loads. This icon is found only on the **Current** and **History** tabs, under the **My Trips** section.
- ◆ To get to the **Upload Documents** icon, open the **Menu**, and then select “**My Trips**” to open the section. After the **My Trips** section is loaded, you will automatically be on the **Current** tab and your current load will be opened (if you are not currently assigned a load the **Current** tab will be blank). To switch to the **History** tab, click the “**History**” tab on the bottom of the screen. Finally open a load, from the list on the **History** tab. The **Upload Documents** icon should be on the top right of the screen, after a load is opened.
- ◆ Unlike the previous loads from the **History** tab; when you are uploading to a **Current Load**, you must choose a **Document Type**. (Document upload types: POD, Weight Ticket, Seal Number, Scale Ticket, Logs Sheets, certificate of cleaning and other.)
- ◆ The **Upload Documents** icon is an arrow pointing upward with a box around it. (*See image “Upload Docs to Loads”*)

### ❖ **Notifications Icon**

- ◆ The **Notification** icon is used to alert drivers of any imperative information. Clicking this icon brings you to the **Notifications** page where alerts are listed.
- ◆ The icon is located at the top right of the screen and it is available on all pages throughout the app.
- ◆ The **Notifications** icon appears as a white bell. (*See image “Notifications”*)

- ❖ **Gallery, Capture Weight Ticket, & POD/BOL Receipt Icons**
  - ◆ The **Gallery** icon at the bottom of a load, lets drivers view and edit any documents that have been uploaded to that load.
  - ◆ The **Gallery** icon is a black circle with 2 photos inside. *(See the first icon in image “Gallery, Weight Ticket & POD/ BOL Receipts”)*
  - ◆ The **Capture Weight Ticket** icon allows you to upload and view the loads **Weight Ticket** documents.
  - ◆ The **Weight Ticket** icon appears as a truck next to a weigh station, inside of a black circle. *(See the second icon in image “Gallery, Weight Ticket & POD/ BOL Receipts”)*
  - ◆ **POD/ BOL Receipts** icon opens the **POD/ BOL** page where the driver can upload, email and print delivery receipts.
  - ◆ The **POD/ BOL Receipts** icon resembles a document that says POD on top, that is inside of a black circle. *(See the third icon in image “Gallery, Weight Ticket & POD/ BOL Receipts”)*
  - ◆ To navigate to the **Current** and **Previous** load tickets, from the **Menu** select “**My Trips**” to open the **My Trips** section. When you open the **My Trips** page, you will automatically be on the **Current** loads tab and your **Current** load will be opened. For the **Previous** load tickets, click on the “**History**” tab at the bottom left of the page. Then click on a previous load to open it. For both the **Current** and **History** tabs, once a load is opened the icons will be at the bottom of the page.
  
- ❖ **Transfer Logs Icon**
  - ◆ The **Transfer Logs** icon enables you to transmit your **Daily HOS Logs** or **Dot Inspection Logs** using email or webservices. This icon can only be found only on the **Dot Inspection** or **Daily Logs** tabs, under the **Logbooks** section.
  - ◆ To navigate to the **Daily** or **Dot** pages, first open the main “**Menu**”. Then select “**Logbook**” to open the **Logbooks submenu**. Next choose a **Logbook** page to navigate to (“**HOS**”, “**DVIR**”, “**Driving Team**”, or “**Unidentified Driving**”). Once one of the previous **Logbook** pages have been opened, then the **Daily Logs** and **Dot Inspection** tabs will be available at the bottom of the screen. Finally tap on the “**Daily Logs**” or “**Dot Inspection**” tab, then the **Transfer Logs** icon will be at the top right of the page.
  - ◆ The **Transfer Logs** icon looks like the white outline of a paper plane. *(See image “Transfer Logs”)*
  
- ❖ **Adverse Conditions Icon**
  - ◆ The **Adverse Conditions** icon allows you to enable (or disable) the **Adverse Driving Condition** on the **HOS Recap** page. It should be enabled when poor driving conditions (such as bad weather, traffic, or road conditions) increase the time it will

- take to reach the destination. Thus, an exception is made, that increases the driving time for the day.
- ◆ To toggle the **Adverse Driving**, go to **the Menu** and click “**Logbook**” then select the “**HOS Recap**” tab and the icon will be on the top right corner of the screen.
  - ◆ The **Adverse Conditions** icon is a white outline of a lightening cloud. *(See image “Adverse Conditions”)*
- ❖ **PTO Requests or Status Changes Icon**
- ◆ The **PTO Request** or **Change Status** icon is used for two things: **Requesting PTO** on the **PTO** page or changing your **Status** to **On Duty** on the **Logbook, DVIR** page.
  - ◆ To get to the **PTO Requests** icon on the **PTO** page, open the **Menu**. Under the main **Menu** click “**Paid Time Off**” to bring you to **PTO** page. The **PTO Request** icon will be at the top right of the page.
  - ◆ To navigate to the **Status Change** icon on the **DVIR** page, open the main “**Menu**”, go to **Logbook** then click on “**DVIR**” to go to the page.
  - ◆ The **PTO Requests or Status Changes** icon looks like the outline of a document with a plus sign on the bottom right. *(See image “PTO Requests or Status Changes”)*
- ❖ **Upload Docs (To Edit Driver’s Profile)**
- ◆ The **Upload Docs** icon is for uploading documents types (such as driver’s license, TWIC, passport, ECT and other) related to the **Driver’s Profile**. This icon is under the **Documents** tab on the **Edit Profile** section.
  - ◆ Open the **Menu** and tap on the **Driver’s Name** or **Profile Image** on the top left of the **Menu**. This will load the **Personal Info** tab under the **Edit Profile** section of the app. On the **Personal Info** tab, click the “**Documents**” tab towards the top right of the page to switch to the **Documents** tab. On the top right of the **Documents** tab is the **Upload Docs** icon.
  - ◆ The **Upload Documents** icon is a big white plus sign. *(See image “Upload Docs to Edit Profile”)*
- ❖ **Print, Email, or Upload POD Doc**
- ◆ These icons are the **POD/ BOL** pages tool bar. They give drivers the ability to **Print, Email, and Upload** their loads **POD** documents. These icons are on the **POD/ BOL** page under **Current** loads.
  - ◆ Open the **Current** load, under the **My trips** page from the **menu**. Then tap the **BOL Receipt** icon to open the **POD/BOL** page, and these icons are at the top right of the document.
- ❖ The **Print Doc** icon resembles the outline of a printer in white. *(See the first icon in image “Print, Send Email, & Upload POD Doc”)*

- ❖ The **Email Doc** icon is a white envelope. *(See the second icon in image “Print, Send Email, & Upload POD Doc”)*
- ❖ The **Upload POD Doc** icon appears to be an outline of a document labeled POD with a small arrow in the bottom right corner. *(See the third icon in image “Print, Send Email, & Upload POD Doc”)*





**MENU**  
Menu Overview

1. Open menu by tapping icon

**Main Menu Icon**

**Main Menu**

2. Select page to navigate to.

**Opened Menu**

OFF DUTY  
03 D 23 H 28 M

EXAMPLE DRIVER

MY TRIPS

LOGBOOK

PAID TIME OFF

GALLERY

TRAINING

LOGOUT

Current Status and Status Change (Drop Menu)

**Logbook Submenu**

LOGBOOK

HOS

DVIR

DRIVING TEAM

UNIDENTIFIED DRIVING

**Training Submenu**

TRAINING

TRAINING VIDEOS

TRAINING COMPLETED

Edit Profile

Main Menu Navigation Bar

## Menu – Menu Overview

The **Menu** provides a way to navigate through the app’s different sections. Use it to access the primary content of the app along with the **Edit Profile** and **Status Update** pages.

### **How to open the Menu:**

1. To open the **Menu** (after logging into the app), tap the **Menu** icon with the three horizontal stacked lines, in the top left corner of the screen. *(See image **Step 1**)*
2. Then the **Menu** will open from the left side of the screen. Next you can select a page to navigate to from the **Menu**. *(See image **Step 2**)*

There are also two drop-down submenus, **Logbook** and **Training**. If you tap “**Logbook**” or “**Training**”, their submenus will expand in the main **Menu**. *(See images “**Logbook Submenu**” or “**Training Submenu**”)*

### **Menu Pages:**

Below is a description of all the Pages you can navigate to directly from the **Menu**.

#### ❖ **Edit Profile**

- ◆ Used to edit a driver’s **Personal Info** and to upload any **Documents** related to your account (Uploaded Document Types: license, TWIC, passport, ECT, qualification, and other). On the menu, tap on the **Driver’s Profile Picture** or **Driver’s Name** (located towards the top left of the menu), this will open the **Edit Profile** page. *(See image “**Edit Profile**”)*

#### ❖ **Status Update**

- ◆ From when your shift starts till you have clocked out, you are required to update your **Status**. This page allows you to do so. To open the **Status Update** page, (from the menu) click your “**Current Status**” or the **Drop-Down Menu Arrow** next to the “**Current Status**”. (Statuses: Off Duty, Sleeper Berth, Driving, On-Duty Not Driving, Yard Move, and Personal Conveyance.)

#### ❖ **My Trips**

- ◆ The **My Trips** section is where you can view your previous, current, and future loads. **My Trips** consists of 3 different tabs: **Current**, **History**, and **Scheduled**. From the menu, tap “**My Trips**”, to open the **My Trips** section. Once the **My Trips** section loads, it automatically opens to the **Current** tab. To switch to the **History** and **Scheduled** tabs, tap on the desired tab at the bottom of the **Current** tab.

## ❖ **Logbook**

- ◆ Tapping “**Logbook**”, will expand the **Logbook** drop down submenu that contains **HOS, DVIR, Driving Team** and **Unidentified Driving**. Once you’ve opened to one of the Logbook sub-menu pages below, you will then be able to open the **Dot Inspection** page and the **Daily Logs** page.

## ❖ **HOS**

- ◆ This page’s name is **HOS Recap** and **HOS** stands for, “**Hours of Service.**” The **HOS Recap** page breaks down the hours in a driver’s work period. This is where we keep track of time spent toward your **34 Hour Reset Period, 11 hour Driving Limit, 14 Hour Shift Limit, and 60/70 Hour 7/8 Days Cycle Reset.**

## ❖ **DVIR**

- ◆ **DVIR** stands for, “**Driver Vehicle Inspection Report**”. This inspection must be completed by the driver, at the end of each workday. The **DVIR** is vital because it reveals any faults, or defects on the vehicle, or equipment, and allows the problems to be repaired in a timely manner. The **DVIR** page is where you record the results of the inspection. Under the **Logbook** submenu, tap on “**DVIR**” then the **DVIR** page will open.

## ❖ **Driving Team**

- ◆ Some drivers work as a team, taking turns driving the truck. **Team Driving** increases the total amount of hours spent driving, allowing drivers to cover more miles which results in more earnings. Tapping on “**Driving Team**” from the **Logbook** submenu, brings up the **Manage Driving Team** page. The **Manage Driving Team** page records which drivers are part of the team, who is currently driving and all other aspects of team driving.

## ❖ **Unidentified Driving**

- ◆ The company must keep record off all **Unidentified Driving** from at least the past 6 months. Under the **Logbook** sub-menu, tap on “**Unidentified Driving**” to open the **Unidentified Driving Time** page. On the **Unidentified Driving Time** page, drivers can manage and certify driving data.

## ❖ **Daily Logbook**

- ◆ To access this page, you must first open one of the other 4 pages from the **Logbook** sub-menu. Then at the bottom of one of those pages you will see a **Logs** tab. If you click the “**Logs**” tab, it will bring you to the **Daily Logbook**

page. The **Daily Logbook** page is where drivers can manage their daily driving logs and violations.

❖ **Dot Inspection**

◆ The **Dot Inspection** page is where all your daily log data can be found. On the **Logbook** sub-menu, select and go to one of the pages. From any of those pages, at the bottom of the page you will see a **DOT Inspection** tab. If you click the “**DOT Inspection**” tab, it will bring you to the **DOT Inspection** page.

❖ **Paid Time Off**

◆ After opening the menu, tap on “**Paid Time Off**”. That will open the **PTO** page, where you can view **PTO** totals and request paid time off.

❖ **Gallery**

◆ Selecting “**Gallery**” from the menu will load the **Gallery** page. This page lists every photo that has been uploaded to EF by the driver. You can also edit your uploaded photos from here too.

❖ **Training**

◆ Tapping “**Training**” will open the **Training** drop-down menu. Under that sub-menu is “**Training Videos**” or the “**Training Completed**” page. Currently, there are not any training videos for you to view yet. Once they are available though, the videos will be located under these pages.

❖ **Training Videos**

◆ Any **Training Videos** that drivers are required to view will be listed under this page.

❖ **Training Completed**

◆ After you have viewed the required training videos, then the videos will be moved under “**Training Completed**” section.

❖ **Logout**

◆ The final part on the menu is the **Logout** section. Tapping on “**Logout**” opens the window where you can log out of the app. Sometimes when drivers try to log out of their account, they will get the error, “**You have # uncertified logs!**”. Then it gives you 3 options: “**Cancel**”, “**Review and Certify**”, or “**Sign Out Anyway**”.

- ❖ **“Cancel”**
  - ◆ Selecting **“Cancel”**, will cancel your attempt to log out. Every time you attempt to logout, if you select **Cancel**, the error will continue to reappear. Until you choose another option you won't be able to logout.
  
- ❖ **“Review and Certify”**
  - ◆ If you select **“Review and Certify”**, the app will load a new page where you can validate your **Data Entries** and **Statuses**. Once you have validated all the entries, click **“Agree – Submit”**. Then go to the **Menu** and try logging out again. Now the error should be gone, and you can logout of your account.
  
- ❖ **“Sign Out Anyway”**
  - ◆ Selecting **“Sign Out Anyway”**, allows drivers to temporarily skip certifying their **Data Entries** and **Statuses**. Even though this option allows you to logout, eventually you must review and certify your logs.



# EDIT PROFILE

## Editing Profile & Uploading Data

1. Open menu by tapping icon
2. Tap the Driver Name or Profile Image
3. Select a page tab, Personal Info or Documents

**Upload Documents:**

1. Click the Upload Document icon
2. Choose a file to upload or take a new picture
3. Fill in fields: Doc Type, Doc Number, & Exp Date
4. Click Save.

**Edit Profile Info:**

1. Fill in data fields: Name, License Info, Hours of Day, Time Zone, Home Address, and Home Date & Time
2. Add & Save Signature (Optional)
3. Click Save

## **Edit Profile – Editing Profile & Uploading Data**

The **Edit Profile** page is where drivers can edit **Personal Info** and upload any **Documents** related to their profile. There are two tabs that make up the **Edit Profile** section the **Personal Info** tab and the **Document** tab. Drivers can upload document types such as license, TWIC, passport, ECT, qualification, and other.

### **Steps to Edit Profile:**

1. Open the **Menu** by tapping the icon. *(See image Step 1)*
2. Tap the **Driver’s Profile Picture** or **Driver’s Name** (Located at the top left of the menu) this will open the “**Edit Profile**” page. *(See image Step 2)*
3. When the **Edit Profile** page loads, it will automatically open to the **Personal Info** tab. To switch between tabs, click on the names of the tabs toward the top of the screen. *(See images Step 3)*

#### **❖ Personal Info Tab**

- ◆ Drivers can change **Personal Info** such as their first & last name, license number and state, Hours of Day (70hr8D or 60hr7D), time zone, home location (address), home date or time under this tab. The driver can also sign off on any of these changes, under the add signature field.

### **Steps to Change Personal Info data:**

1. (On the Personal Info tab) First enter or modify the data in the required fields. All fields except **Home Location** are required to be filled In. *(See image “Edit Profile Info”)*
2. Next you have the **Signature Field**, adding a signature is optional. If you would like to add a **Signature** Tap the grey “**Add Signature**” button, the signature window will pop up. Then sign your name in the provided area using your fingertip (or a stylus pen if you own one). Then save your signature by hitting the dark grey “**Save**” button on the bottom right of the signature box.
3. Once you have finished entering data, to save your changes tap the green, “**Save**” button at the bottom right of the page. *(See image Step 3 under “Edit Profile Info”)*

#### **❖ Documents Tab**

- ◆ Drivers should upload images of **Documents** such as: driver’s licenses, TWIC, Passport, ECT, Qualification, and other documents here. Paperwork related to loads should not be uploaded here.

## Steps to Upload Documents:

1. (On the Documents tab) First tap on the “**Upload Document**” icon, to open a **File Search Window** on the top right of the screen. *(See image **Step 1** under “**Upload Documents**”)*
2. In the **File Search Window**, choose a file to upload to your account then click, “**Open**”.
3. Next fill in the fields for the document. Select a document **Type** from the dropdown menu, then fill in the **Document Number** and the **Date**. *(See image **Step 3** under “**Upload Documents**”)*
4. Now that the fields have been entered, click the grey “**Save**”, at the bottom right of the section. *(See image **Step 4** under “**Upload Documents**”)*





# STATUS UPDATES

## Terms & Definitions

- ❖ **Off Duty** - Driver relieved of work and all responsibility.
- ❖ **Sleeper Berth** - Driver is resting in the sleeper (not always sleeping).
- ❖ **Driving** - Time spent driving the vehicle.
- ❖ **On-Duty Not Driving** - Driver is on duty, performing job tasks other than driving.
- ❖ **Yard Move** - Driver is moving the truck within a yard
- ❖ **Personal Conveyance** - When the truck is being driven for personal use, only while off duty.

Driver  
Statuses

## **Status Updates – Terms & Definitions**

From the beginning, till the end of the workday, all drivers are required to update their status on the **Select Status** page. It's important that you keep track of your HOS because it keeps everyone (truck drivers, other motorists, and pedestrians) on the roads safe.

### **Terms:**

#### ❖ **Off Duty**

- ◆ At the end of the shift, when the driver is relieved from work and all responsibility for performing work. Your status should be changed to **Off Duty**. (This is not the same as resting in the truck because you are still on duty).

#### ❖ **Sleeper Birth**

- ◆ The **Sleeper Berth** status is used when the driver is resting (Not necessarily sleeping) in the sleeper berth compartment of the truck.

#### ❖ **Driving**

- ◆ **Driving** time is defined as any time that you spend at the vehicle's controls, driving the truck.

#### ❖ **On-Duty Not Driving**

- ◆ Anytime a driver spends not driving the truck and is on duty performing job tasks is **On Duty Not Driving** status. This includes time spent assisting or supervising the unloading or loading of the vehicle. Giving or receiving paperwork for loads and time spent remaining in a state of readiness to operate the vehicle.

#### ❖ **Yard Move**

- ◆ When the driver is moving the truck in a yard their status is **Yard Move**. For example, when a driver is moving the truck closer to a loading dock or driving the truck around in a yard.

#### ❖ **Personal Conveyance**

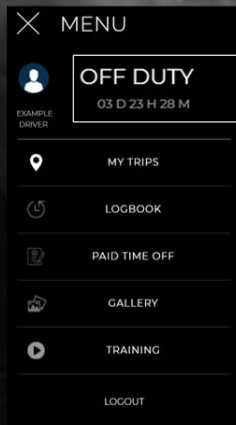
- ◆ **Personal Conveyance** is when a driver is using a truck for personal transportation, while off duty. Such as driving to a hotel, home, or to get some food while off duty!

# STATUS UPDATES

How to Change your Status

1. Open menu by tapping icon

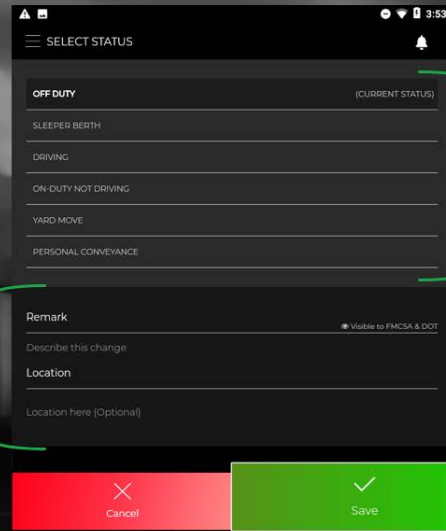
**Main Menu**



2. Tap Current Status

4. Enter any necessary Remarks or Location

Select Status Page



3. Select Status

5. Click Save

## Status Updates – How to Change Your Status

### How to Update a Drivers Status:

1. Open the **Menu** by tapping the menu icon. *(See image Step 1)*
2. At the top of the **Menu**, is the driver's **Current Status**. Tap the **Current Status** to open the “**Select Status**” page. *(See image Step 2)*
3. Select the new **Status** at the top of the “**Select Status**” page. *(See image Step 3)*
4. Enter **Remark** or **Location** if required or if preferred. *(See image Step 4)*

#### ❖ **Remarks**

- ◆ Some statuses require a remark, but for the rest it is optional. When it is required, and a driver tries to update their status without the remark, an error will appear. Additionally, until a remark is added, the driver will be unable to save the status changes.
- ◆ Only **Remarks** can be added or change, after a status has been saved in the daily logs section.

#### ❖ **Location**

- ◆ Adding a location to a status change is optional. If you would like to add the location of where you are currently or where you are going, you can add it here.

5. Click the green “**Save**” button at the bottom right of the screen. *(See image Step 5)*

The app will not always let you change your status, there are restrictions based on the HOS regulations. For example, if a driver hasn't met the 34 hours reset rule, they won't be able to change their status to “**On Duty**”, because it's against regulations.

### **Remark and Location, Status Change Example:**

A driver just finished a load and is now off duty and wants to use the truck to drive home.

1. First the driver would change their status to “**Personal Conveyance**”.
2. Next, they'd add a remark such as “**Off Duty, using the truck to drive home.**”
3. Then the driver could add a location such as “**Home**” or the drivers home address.
4. Finally, the driver would click “**Save**” and the status update would be complete.



# MY TRIPS

History, Current and Scheduled Loads

- Current Tab - Contains load info and a map with an overview of the trip and nearby places
- History & Scheduled Tabs - These tabs have a similar set up, Load(s) are listed on the main page and to view more info click on the A to B load addresses

**Current Load Tab**

**Load History Tab**

**Scheduled Load Tab**

## My Trips – Previous, Current and Future Loads

The **My Trips** section is made up of 3 tabs **History**, **Current**, and **Scheduled**. These tabs show the drivers previous, current, and future load data.

### ❖ **Current**

- ◆ The **Current** tab contains the details of the drivers' latest ongoing load and features an interactive map of the trip.
- ◆ The **Current** tab is also where a driver can upload files related to the load (such as Proof of Delivery, Bill of Lading images).

### ❖ **History**

- ◆ The **History** tab lists the driver's previous loads, with the most recently completed loads at the top of the list, and the older loads at the bottom.

### ❖ **Scheduled**

- ◆ If a driver has a scheduled load for the future, it will be located on the **Scheduled** tab.

### **How to View My Trips Tabs:**

1. First open the **Menu**.
2. Then tap on “**My Trips**” at the top of the menu's list. This will bring you to the **My Trips** section of the app.
3. To switch between pages, just click one of the other tabs (**History**, **Current** or **Scheduled**) highlighted in grey at the bottom of the screen.

When the **My Trips** section loads, it automatically opens to the **Current** tab. To tell which page you are on, look at the tabs at the bottom of the screen. The tab that is opened will be highlighted in blue. While the other two tabs will be in grey. (See images “**Current Load Tab**”, “**Load History Tab**”, and “**Scheduled Load Tab**”)



# CURRENT LOAD

## Current Load Overview

### Truck Stops Data

- ❖ Event Type – Type of stop. (Ex: Begin Empty, Trailer Wash, or Drop Empty Trailer)
- ❖ Company or Address – Depending on the type of stop, either the company name or address is shown here.
- ❖ Stop Date & Time – Time and date of stop.
- ❖ Phone Number – Company phone number.
- ❖ Stop Comments – Any comments made about the stop.

### Load Info:

- ❖ Delivery Instructions – Additional directions for the delivery.
- ❖ Load Remarks – Any remarks pertaining to the load.
- ❖ Commodity – Product being delivered.

Truck Stops Data

Load Info

Gallery, Weight Ticket, & POD/BOL Upload

## My Trips - Current Load

The **Current Load** is made up of two parts. The top part contains all the loads stops and their data. The bottom part has the loads main info. When the app first loads (after you log in), it automatically opens to the **My Trips, Current Load** tab. You can also choose **My Trips** from the **Menu**, and then select the “**Current**” tab at the bottom of the page, to open the **Current** tab.

### **Truck Stop Data:**

Each stop, in the load has its own segment at the top of the page. The truck stops are listed in chronological order, starting with the first stop on top, and ending with the last stop on the bottom.

#### ❖ **Event Code**

- ◆ Every stop has an **Event Code** that tells us what type of stop is being made. (Here is an example of some stop codes: WSH = Wash, BBT = Begin Bobtail)

#### ❖ **Company Name or Address**

- ◆ Depending on the **Stop Type**, some have a **Company Name** and other the **Address**. Each **Address** contains the stops street address, city, state and Zipcode.

#### ❖ **Stop Date & Time**

- ◆ The date underneath the **Addresses** or **Company Names**, is the date and time that the stop was Completed.

#### ❖ **Phone number**

- ◆ The **Phone Number** is the number for the shipper and consignee. If a number is tapped on, then the dial pad will open with that number ready to dial.

#### ❖ **Stop Comments**

- ◆ Any **Comments** related specifically to a stop, will appear at the bottom of that individual stop data. (This is different than Load Remarks)

### **Load Info:**

In this section is all the essential load data that is needed to complete the delivery.

#### ❖ **Trip Mileage**

- ◆ The mileage is measured from the trips pick up location to the drop off address.



❖ **Shipper & Consignee**

◆ The Shipper is the customer that is paying to ship the load. And the consignee is the customer that is responsible for receipt of the shipment.

❖ **Pickup and Drop Off**

◆ The pickup and drop off are the addresses of which the load is being picked up from and delivered too.

❖ **Delivery instructions**

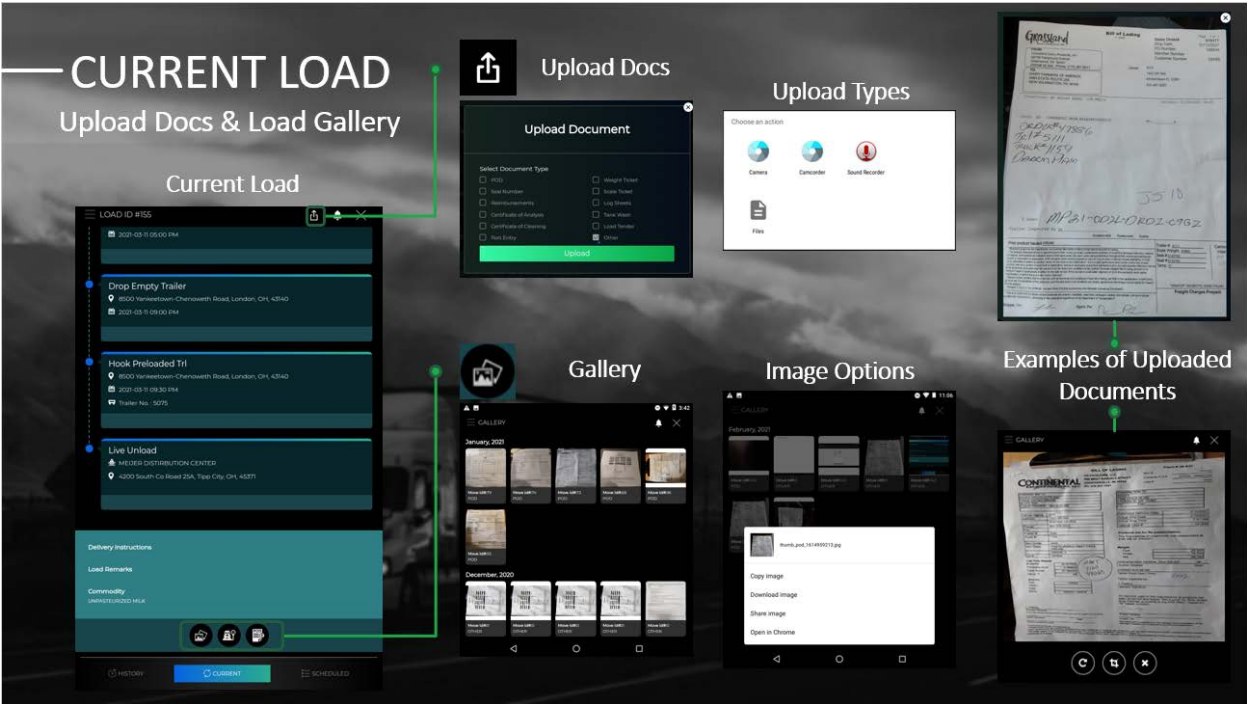
◆ Any specified instructions about the delivery for the driver, would be listed here towards the bottom of the screen

❖ **Load Remarks**

◆ Remarks pertaining to the load itself, or drivers goes under here.

❖ **Commodity**

◆ The product (Or commodity) that is being delivered is listed under here, at the bottom of the page.



## **Current Load – Upload Docs & Load Gallery**

These are all the icons or tools available under the **My Trips, Current** pages.

### ❖ **Upload Docs**

- ◆ The **Upload Docs** icon on the Current Load tab is used to upload documents for that specific load only.

### **How to Upload Documents:**

1. First open the **Upload** window by clicking the icon on the top right corner or the **My Trips, Current Load** tab. *(See images “Current Load” or “Upload Docs”)*
2. When the **Upload Document** window first opens, you must select the type of document that you are uploading. Then click the green **“Upload”** button. *(See image “Upload Docs”)*
3. Clicking the **Upload** button, opens the **File Search** window. Then you select the document to upload from your tablet and click the grey **“Open”** button. *(See image “Upload Types”)*
4. Finally, the **Document** will open in the **Upload Docs** window and the doc will have auto saved to the load. *(See image “Examples of Uploaded Documents”)*

If the wrong **Document** has been uploaded to the load; then drivers can **Call their Dispatcher**. Dispatch can delete the unwanted **Doc** from the load through the administrative site. Then the driver can go through the previous steps again to upload the correct document.

### ❖ **Gallery**

- ◆ Any **Documents** the driver has uploaded to their load, will be listed under the load’s **Gallery** page.
- ◆ The **Load Gallery** is used for reviewing the documents for any specific **Completed** or **Current Load**.
- ◆ There is another **Gallery** that is located on the **Menu**, these are two **Different Galleries!** This **Gallery** is only for viewing the specific loads uploaded documents. The other **Menu Gallery** has every document from every load that has been uploaded to the app (Menu Gallery).

### **How to View Gallery for any Load:**

These instructions explain how to use the Gallery, and can also be used on previously **Completed** loads under the **History** tab.

1. First go to the desired load using the **My Trips, Current** or **History** tab. *(See image “Current Load”)*
2. Scroll to the bottom of the load where the **Gallery, Weight Ticket** and **POD/BOL** icons are then click on the **Gallery icon**. *(See images “Gallery” or “Current Load”)*
3. Now the **Gallery Window** for the load should be open. *(See image “Gallery”)*
4. Click on any image to view the file tools. From here you can **Copy, Download, Share,** or **Open** the image in **Chrome**. Drivers can also double click an image to view the image in a larger window. *(See images “Image Options” or “Examples of Uploaded Documents”)*

## CURRENT LOAD

### Weight Ticket & POD/BOL

#### Current Load

LOAD ID #155

2025-03-11 09:00 PM

- Drop Empty Trailer
  - 1500 Vanhookway Chamsworth Road, London, OH, 43040
  - 2025-03-11 09:30 PM
- Hook Preloaded Trl
  - 1500 Vanhookway Chamsworth Road, London, OH, 43040
  - 2025-03-11 09:30 PM
  - Trailer No.: 5075
- Live Unload
  - HEIDER DISTRIBUTION CENTER
  - 14200 South Ch Road 25A, Troy City, OH, 45371

Delivery instructions

Load Remarks

Commodity: PASTEURIZED CREAM

### Weight Ticket

#### Capture Weight Ticket

Browse

### POD/BOL

#### DELIVERY RECEIPT

Trailer Number: 150

Other Name: Chamsworth Road

Truck: 1596

Trailer: 5075

Delivery Date: Nov 30, 2000 12:00 am

**Consignor & Origin**

2402 Walnut Street  
Lebanon, OH, United States, 7042

**Consignee & Destination**

6702 County Road 20  
Franklin, OH, United States, 4739

68573309

**Commodity**

PASTEURIZED CREAM

**Delivery Instructions**

Customer Name: GTS Driver Name


Customer Signature: GTS Driver Signature

Comments

### Uploaded Weight Ticket

#### Capture Weight Ticket

Browse



### Delivery Receipt

#### POD/BOL

Trailer: 150

Delivery Date: Nov 30, 2000 12:00 am

**Consignor & Origin**

2402 Walnut Street  
Lebanon, OH, United States, 7042

**Consignee & Destination**

6702 County Road 20  
Franklin, OH, United States, 4739

68573309

**Commodity**

PASTEURIZED CREAM

**Delivery Instructions**

Customer Name: GTS Driver Name

Customer Signature: GTS Driver Signature

Comments

### Printing Delivery Receipt

Print

Pages: All

Labels: Per Page

Color: Color

More Settings

Print Cancel

### Emailing Document

#### Send Document on Email

Enter Email Address

Send

### Uploading POD/BOL

Choose an action

Camera | Camera | Scan Receipt

File

## Current Load – Weight Ticket & POD/BOL

### ❖ **Capture Weight Ticket**

- ◆ The **Weight Ticket** icon on the **Current Load** tab is used by drivers, to upload **Weight Ticket** images, from the files on their tablets. The **Capture Weight Ticket** icon can be found under the **Load Info** section of the **Current** load.

### **How to Capture Weight Tickets:**

1. First open the **Capture Weight Ticket** window by clicking the **Weight Ticket** icon at the bottom of the **Current Load** tab. *(See image “Current Load”)*
2. When the **Capture Weight Ticket** window opens, tap on the green “**Browse**” button. After clicking the **Browse** button, the **File Search** window will open. Then you may select the **Weight Ticket Document** from your tablet’s files. *(See image “Weight Ticket”)*
3. Once the proper document has been selected, click the grey “**Open**” button, or double click the documents name.
4. Then the **Weight Ticket** will auto save to the load once it loads to the **Capture Weight Tickets** window. *(See image “Uploaded Weight Ticket”)*

If the wrong **Ticket** has been uploaded to the load, then reopen the **Capture Weight Ticket** window. Next tap the green “**Browse**” button again and select the correct file. Doing so will overwrite the previous file saved to the **Weight Ticket**.

### ❖ **POD/ BOL**

- ◆ This icon is where drivers can upload **Proof of Delivery**, or **Bill of Lading** and print out or email **Delivery Receipts**. The icon is located at the bottom of the **Current, My Trips** tab.

### **How to Upload POD/BOL Documents & Print/ Email the Delivery Receipt:**

1. On the **Current Load** tab under **My Trips**, scroll to the bottom of the load and click the **POD/BOL** icon.
2. Clicking the icon loads the **POD/ BOL** section of the app. You will either see the **Delivery Receipt** or **POD/BOL**. If the **POD/BOL** doc has not been uploaded, then you will see the **Delivery Receipt**. However, if the **POD/BOL** doc has been uploaded than you should see the **POD/BOL**.
3. Continue to “**Uploading the POD/BOL Document**” if you need to upload the **POD/BOL** document. You can continue to “**Printing/ Emailing the Delivery Receipt**” if you need to **Print** or **Email** your **Delivery Receipt**.

## Uploading the POD/BOL Document:

(Continuing from step 3) The screen should currently show the **Delivery Receipt** on the **POD/BOL** page.

1. On the top of the **POD/BOL** page and next to the **Notification** icon, is the **Upload POD/BOL** icon. Click the **Upload POD/BOL** icon to open the **Search Window**.
2. On the tablet, the **Search Window** gives 4 options, but only the “**Camera**”, and “**Files**” **Upload** button work.

### ❖ **Camera**

- ◆ The driver can tap the “**Camera**” button, take a picture of the **POD/BOL** document, and save the photo by tapping the check mark. Tapping the **Check Mark** approves & saves the photo as the **POD/BOL** document image.

### ❖ **Files**

- ◆ The driver can tap the “**Files**” **Upload** button, choose a **File** from the tablet to upload, and save it as the **POD/BOL** doc. Tapping a **File** from the tablets **Search Window**, automatically opens and saves it as the **POD/BOL** doc.

## Printing & Emailing the Delivery Receipt:

(Continuing from step 3) The screen should currently show the **Delivery Receipt** on the **POD/BOL** page.

1. On the top of the **POD/BOL** page is the **Print** and **Email** icons. Click the **Print** icon to **Print** or **Save the Delivery Receipt as a PDF**.

### ❖ **Print Delivery Receipt**

- ◆ Clicking the “**Print**” icon open’s the **Print Preview** page. From the **Print Preview** page, select a printer from the top left of the window, then hit the “**Print**” button. Then the **Delivery Receipt** should print from the selected printer.

### ❖ **Email Delivery Receipt**

- ◆ Click the “**Print**” icon, to open the **Print Preview** page. From the **Print Preview** page, select **Save as PDF** from the top left corner. Then tap the blue circular “**Save as PDF**” button towards the top right on the document. Finally, you should select a **File** to save the pdf under, enter a **Name** for the **PDF** then hit the blue “**Save**” at the bottom right of the page.

# CURRENT LOAD

## Interactive Load Map



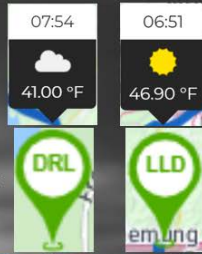
### Map Filters & Tools:

- Gas Stations
  - Truck Wash Locations
  - Local Weather
  - Drivers Current Location
- Zoom Bar:
- + Zoom In
  - - Zoom Out



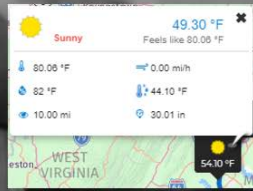
### Markers:

- Gas
- Wash
- Weather
- Truck Stop (With Event Code)

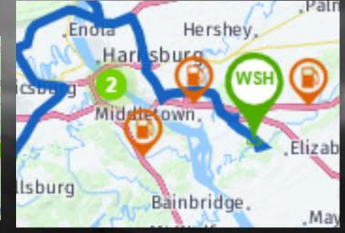


**LUL**  
6610 Corporation Parkway, NC, 27809, battleboro, NC, 27809

- ### Stop Information:
- Event Code
  - Address (Street address, City, State, Zipcode, County)



**Name :** Pilot Travel Center  
**Address :** 2126 Ruffin Mill Road, Colonial Heights (Richmond Area), VA, undefined



This is what it looks like to have a filter on. the Gas Stations are marked by pins, and the numbers show multiple locations. Click any marker to get the details of the pin. This is an example of a car wash location.



## Current Load – Interactive Load Map

The **Current Load** tab has an interactive map that shows a complete overview of the driver's trip. The map also has different plotting filters that mark the location of **Gas Stations**, **Truck Wash**, and **Local Weather**. There is also a filter that shows the current location of the tractor. All these filters make it easy for drivers to find rest stops closer to the planned route.

To navigate around the map, just touch and drag on the map. To zoom in and out on the map, use the plus sign or double tap the screen to zoom in and use the minus sign to zoom out.

### Map Filters:

#### ❖ **Load Stop**

- ◆ Each **Stop** in the load is marked on the map with a green pin and the event code.
- ◆ When you tap on the **Stop** marker pins, the address of the stop appears in a comment bubble.

#### ❖ **Tractors Current Location**

- ◆ The **Tractor's Current Location** is shown on the map with a blue flashing circle.
- ◆ Tapping on the **Current Location** marker shows the how far the tractor is from the next stop.

#### ❖ **Gas Station**

- ◆ The **Gas Station** markers are orange pins with a pump symbol.
- ◆ To view the **Gas Station** markers name and address, tap the pin.

#### ❖ **Truck Wash**

- ◆ The markers for the **Truck Washes** are green with a shower symbol.
- ◆ Tapping the **Wash** marker opens a comment bubble that shows the name and address of the wash station.

#### ❖ **Local Weather**

- ◆ The **Local Weather** markers are black and white and show the temperature with an image (such as a sun, or clouds) that represents the current weather.
- ◆ Tap the **Weather** marker to get more information on the weather including the temperature, wind speed, visibility and more.



## — Load History & Scheduled Loads

Previous & Future Loads

- ❖ **Load History**
  - ◆ List of all previous loads, from point A to B.
- ❖ **Scheduled Loads**
  - ◆ Drivers can have a single scheduled load for the future.
- ❖ **Both History & Scheduled Loads**
  - ◆ Clicking on a Previous or Scheduled loads point A to B, will open a new page that contains a full overview of the load and its stops.

History & Scheduled Loads

Load Id Page Examples

This is what a driver would see if they had no Load Scheduled for the future

"No Job Available" Error

My TRIPS

Load Id Page Examples

This is what a driver would see if they hadn't completed any loads in the past

"No Job Available" Error

## Load History & Scheduled Loads – Previous & Future Loads

The **My Trips**, **Load History & Scheduled Load** tabs are very similar on the app. The main page of both the **History** and **Scheduled** tab lists the drivers load(s) from point A to B.

### ❖ **History:**

- ◆ Unlike the other tabs, the **History** tab shows all the previous loads of a driver, while the **Scheduled** and **Current** tabs show only one load.
- ◆ The **History** tab lists your previous loads, with the most recently completed loads at the top of the list, and the older loads at the bottom.
- ◆ The **History** tab is also where a driver can upload files related to the load, even after it's been completed (such as **Proof of Delivery**, **Bill of Lading** images).
- ◆ If the driver has not yet completed a load, then the **History** tab will give an error and be empty. (See *“No Job Available” Error image*)

### ❖ **Scheduled:**

- ◆ A driver can only have one scheduled load for the future, so that's why the **Scheduled** tab only shows a single load.
- ◆ If a driver doesn't have a load scheduled for the future, then the page will be blank. (See *“No Job Available” Error image*)

### **How to View the My Trips History or Scheduled Tabs:**

1. First open the **Menu**.
2. Then tap on **“My Trips”** at the top of the menu's list. This will bring you to the **My Trips** section of the app.

When the **My Trips** section loads, it automatically opens to the **Current** tab. If you are unsure of which tab you are on, look at the tabs at the bottom of the screen. The tab that is opened will be highlighted in blue. While the other two tabs will be in grey. (See image *“History & Scheduled Loads”*)

3. To switch to the **History** or **Scheduled** pages, just click on the tab (**“History”** or **“Scheduled”**) highlighted in grey at the bottom of the screen.
4. To view a loads full trip overview, click on point A or B on the **History** or **Scheduled Loads** tab. Then app will open to the **Loads Id** page. (See *“Load Id Page Examples” images*)



# Logbook

HOS Recap & Daily Logs Page

HOS Recap page

**HOS Timers:**

- 34 Hour Reset
- 11 Hour Driving
- 14 Hour Shift
- 70 / 80 Hour Cycle

**7 Day Recap:**

- Date
- Distance
- Drive Time

**Daily Logs Page**

**Daily Logs Page Continued**

**Edit Hours of Service**

**Adding Documents**

**Adding Remarks**

**Adding Docs - Select Status**

## Logbook – HOS Recap & Daily Logs Page

### HOS Recap Page:

The **HOS Recap** page is where drivers can review the hours of service for their **Driving time, Work Shift, Reset Period** and **Work Cycle**. Drivers can also load the **Status Update** page from here and review their **Daily Logs** from the previous 7 days. (See “*HOS Recap page*” image)

### HOS Tracking:

There are **7 to 8 days in a work week**, of that a driver can only work **60-70 Hours** total. Drivers work in **14 Hour** shifts, following **10 Hours** of being **Off Duty**. Out of the **14 Hour** shift, a driver may drive for **11 Hours** max. Once a driver has worked a max of **60-70 Hours** over the **7-8 Day** work week, then the driver must take a **34 Hour Off Duty Reset** period. The timers below keep track of these times.

#### ❖ **HOS (Hours of Service)**

- ◆ **HOS** is a term for referring to the number of hours that a commercial motor vehicle driver may work per day, week or other. (The work period is mandated by the FMCSA Federal Motor Carrier Safety Administrative)

#### ❖ **34 Hour Reset Timer**

- ◆ The largest timer in the middle of the screen is the **34 Hours Reset Timer**
- ◆ This is where drivers can keep track of their **Reset** time. When they’ve finished their **34 Hours**, the timer will reset to **00:00** (zero hours & minutes) and within the timer a green alert will appear that tells the driver the 34 hour reset is done.
- ◆ After a driver works **60 or 70 Hours** during the **7 to 8 Days** work week, then they have a **34 Hour Reset** period. During this time, the driver’s status is **Off Duty**.

#### ❖ **11 Hour Driving Timer**

- ◆ The **Driving Timer** is the far-left timer, in the middle of the **HOS Recap** page.
- ◆ This timer keeps track of how much driving time a driver has left.
- ◆ Drivers may only drive for a max of **11 Hours**, after **10 Consecutive Hours** of being **Off Duty**.

#### ❖ **14 Hour Shift Timer**

- ◆ The **Shift Timer** is the second timer in the row of three, in the middle of the **HOS Recap** page.
- ◆ This timer keeps track of the time spent towards a drivers **14 Hour Shift**.

- ◆ Drivers may not drive after being on shift for **14 Hour** following the **10 hours** of **Off Duty** time.
- ❖ **70/ 80 Hour Work Cycle Timer**
  - ◆ The **Work Cycle Timer** is the last timer all the way to the right of the screen.
  - ◆ This **Timer** tracks the **Hours Worked** during the drivers work cycle.
  - ◆ The total amount of hours a driver can work is **70 to 80 Hours** depending on if a driver works **7 or 8 Days**.
- ❖ **7 Days Recap**
  - ◆ An overview of the last **7 Days** that a driver has driven is located at the bottom of the **HOS Recap** page.
  - ◆ Each day lists the distance traveled and the drive time for that day.
  - ◆ If you click on any of the **Days** from the **7 Day Recap**, you will be brought to the **Daily Logs** page for that day.

### Daily Logs Page:

The **Daily Logs** page contains the **Graphs** and **Logs** for the current day and any previous days. There is also two tabs at the bottom of the page, **Logs** and **Violations**.

### Hours of Service Graph:

- ❖ The **HOS Graph** tracks the hours spent Off Duty (OFF), Driving (D), On Duty (ON), and Sleeper Berth (SB) for that days 24 hours.
- ❖ At the very top of the **Daily Logs** page are arrows that change the date of the log being viewed. In between those arrows it shows the date of the log you are currently on. When the page first loads, the daily logs start on that current day, and will say **Today** instead of a date. (You cannot view logs for any future days, so the right arrow won't work when you are viewing **Todays** graph.)
- ❖ At the top of the graph is the hours of the day, **M** stands for **12 Midnight**, and the **N** stands for **12 Noon**.
- ❖ Clicking on the **HOS Graph** brings you to the **Edit Hours of Service** page.
- ❖ **Shipping Id**
  - ◆ Any **Shipping Ids** for the day will be listed under this field.
  - ◆ To add another **Shipping Id**, click the grey and white plus sign and enter the id where it says, "**Enter shipping id here**". To remove a Shipping Id, click the grey and white x sign.

❖ **Tanker Id**

◆ The id of the **Tanker** used for that day is listed to the right, under the graph.

❖ **Remarks & Documents**

◆ There is a button for adding **Remarks** and **Documents** to the graph. The buttons are located on the right, under the tanker id and are both green.

❖ **Remarks**

◆ There are two ways to **Add a Remark**. **One** you must select a **Time of Day** from the 24 hours of the day you are on. This means you must change the date on the **Daily Logs** page first then click the **Add Remarks Plus Sign** button. After that you can choose a **Time of Remark** from that day. Then add a **Remark** to the remark field and click the green **Save** button.

◆ The other way to **Add a Remark**, is to scroll down to the **Logs** tab and add a remark directly to the recap's remark field.

❖ **Documents**

To **Add a Document**, you can first choose the date to add to on the **Daily Logs** page, but you can also change the date on the **Select Documents** page. then click the **Add Documents Plus Sign** button to open the **Select Documents** page.

❖ **Logs Tab**

◆ The **Logs** tab is where a driver can view any logs, they've made through out that day. Each log has a time of day, status, location (state and country) and a field for remarks (Remarks can be added here).

❖ **Violations Tab**

◆ Any violations that took place during the day, (that the daily log is set to) will be listed here.

**How to Edit Hours of Service:**

❖ **Edit Hours of Service**

◆ Clicking on the graph will open the **Edit Hours of Service** page.

◆ Here drivers can add any missing time they spent on any of the statuses.

◆ There are fields for selecting the duty status, **Start** and **End Times**, **Selecting Status** and adding a **Remark**.

Once you fill in the fields just click the **Green Save** button at the bottom of the page to add the missed time.

# Logbook

## DOT Inspection

### Dot Inspection

**Driver's Daily Log**  
Displayed On: April 14, 2021  
Log Date: April 14, 2021

Driver Name	David Parks	Driver ID	dipark@dot.gov
US DOT Number	40000	Motor Office	MD State Police 5th Motor Fleet (11,138)
On-Duty	0	Off-Duty	0
Unidentified Driving	0	Unidentified Driving Hours	0:00

### Dot Inspection Continued

**Logs**

Start	Vehicle	Status	Duration	Comments	Engine Hours	Location
04:40 am	2842NPT796038	On-Duty	05:00		0:00	WV, United States
05:52 am	2842NPT796038	On-Duty	08:00		0:00	WV, United States
07:47 pm	2842NPT796038	On-Duty	02:00		0:00	WV, United States

**Recap**

Total Hours Available Today	0:00
Hours Available Today	0:00

**Unidentified driving**

Vehicle	Unidentified Start Time	Unidentified Driving Hours
2842NPT796038	05:02 AM	00:00
2842NPT796038	07:35 AM	07:32

### Dot Inspection Transfer Logs

**Transfer Logs**  
Select Daily Transfer System

Transfer



## **Logbook – DOT Inspection**

### **❖ DOT Inspection (Department of Transportation Inspection)**

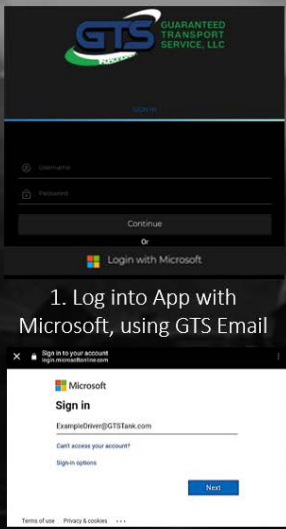
- ◆ An inspection conducted by the DOT to ensure all CMV parts and accessories are safe to use, in good condition and working properly.
- ◆ If a driver is pulled over for a Roadside Inspection, this is the page that has the driver's information, daily logs, recaps, and all other info they will need for the inspection.
- ◆ These logs can also be transferred by email or other webservices, by clicking the **Transfer Logs** icon on the top right of the page.




# LOAD WALKTHROUGH

Beginning Driver Shift      2. Review Current Load


1. Log into App with Microsoft, using GTS Email



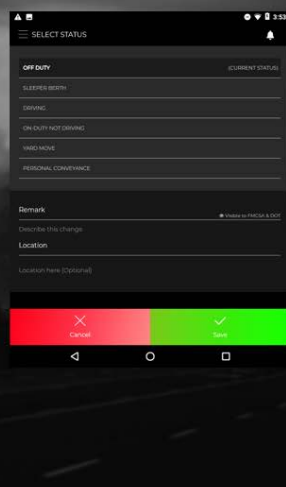
2. Review Current Load



3. Review Map of Trip



4. Change Status to "Driving" & Start Driving to First Stop



## **Load Walkthrough – Beginning Driver Shift**

### **How to Begin your Shift:**

1. **Sign into the GTS App** *(See images Step 1)*
  - ❖ Open the **App**, then login with **Microsoft** with your **GTS Email** and **Password**.
  - ❖ Click **“Login with Microsoft”** button. Enter **GTS Email** and tap **“Next”** button.
  - ❖ Enter **Password** and tap **“Sign In”** button.
  
2. **Review Current Load** *(See image Step 2)*
  - ❖ Check that load stops are in the correct order.
  - ❖ If any of the stops are not in the correct order than **Call your Dispatcher!**
  
3. **Review Map** *(See image Step 3)*
  - ❖ Check over the map of the trip, to make sure it is correct.
  
4. **Change Status to “Driving” & Begin Trip** *(See image Step 4)*
  - ❖ Open the **Menu** and tap the **Current Status** to open the **“Select Status”** page.
  - ❖ Select the **“Driving”** status at the top of the **“Select Status”** page.
  - ❖ Click the green **“Save”** button.

# LOAD WALKTHROUGH

During & End of Shift

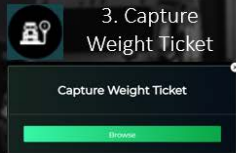
1. Update Status When Necessary



2. Upload Docs



3. Capture Weight Ticket



4. DOT Inspections



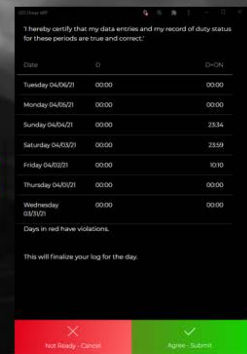
5. Complete Delivery & Change Status to "Off Duty"



You Have 7 Uncertified Logs!



6. Certify Daily Logs & Logout of the App



## Load Walkthrough – During & End of Shift

### 1. Update Status when necessary (See image *Step 1*)

- ❖ Open the **Menu** and tap the **Current Status** to open the “**Select Status**” page.
- ❖ Select the **Status** to change to and click the green “**Save**” button.

#### Change status to:

##### ❖ **Sleeper Berth**

- ◆ If the driver is resting in the Sleeper change status.  
The driver does not have to be asleep to use this status.

##### ❖ **Driving**

- ◆ If the driver stopped driving and then started to drive the truck again.
- ◆ For example, if the driver took a break to sleep then came back to drive again change to status to “**Driving**”.

##### ❖ **On-Duty Not Driving**

- ◆ If the driver is on duty but not driving his truck.

##### ❖ **Yard Move**

- ◆ When the driver is moving the truck within a yard.

##### ❖ **Personal Conveyance**

- ◆ When the truck is being driven for personal use, and the driver is off duty.

##### ❖ **Off Duty**

- ◆ Driver relieved of work and all responsibility.

### 2. Upload Load Documents (See images *Step 2*)

- ❖ Upload any required documents to the load throughout the trip using the **Upload Docs** icon on the **My Trips, Current** tab. Select the type of document then hit the green “**Upload**” button.

### 3. Capture Weight Ticket (See images *Step 3*)

- ❖ Upload an image of the weight ticket to the load.
- ❖ Open the **Capture Weight Ticket** window by clicking the **Weight Ticket** icon at the bottom of the **Current Load** tab. Then tap on the green “**Browse**” button and select a file to **Upload**. Finally click the grey “**Open**” button and the document will auto save.

4. **Dot Inspection** *(See image Step 4)*

- ❖ If the truck is pulled over for a **Dot Inspection**, follow these steps to open the **Dot Inspection** tab on the app.
- ❖ Open the **Menu** and click “**Logbook**”. Select “**HOS**” or “**DVIR**” from the **Submenu**. Once the page loads, click “**Dot Inspection**” at the bottom of the page, then you will be on the **Dot Inspection** page.

5. **Completed Delivery & Change Status to “Off Duty”** *(See image Step 5)*

- ❖ Once the load has been **Completed**, and you have collected and uploaded all the proper paperwork (Such as Proof of Delivery), then you can change your driver **Status** to “**Off Duty**”.

6. **Certify Daily Logs & Logout of the App** *(See images Step 6)*

- ❖ If you have not certified your **Daily Logs**, then your **HOS** will be incorrect.
- ❖ Also, if there are any logs that need certifying, a window will pop up asking drivers to certify their logs.
- ❖ Click “**Review and Certify**”, the app will load to the **Review** page. Review your daily logs and then click “**Agree to Submit**”.