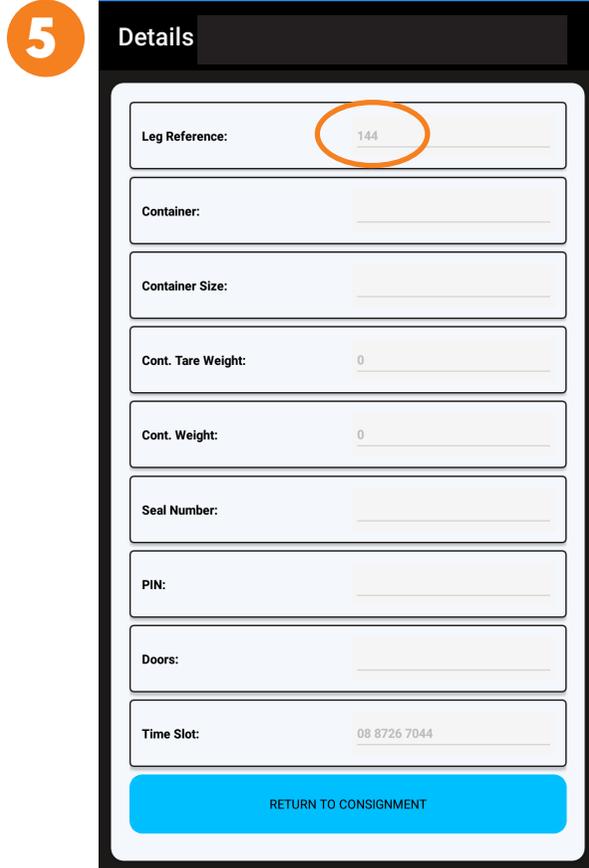


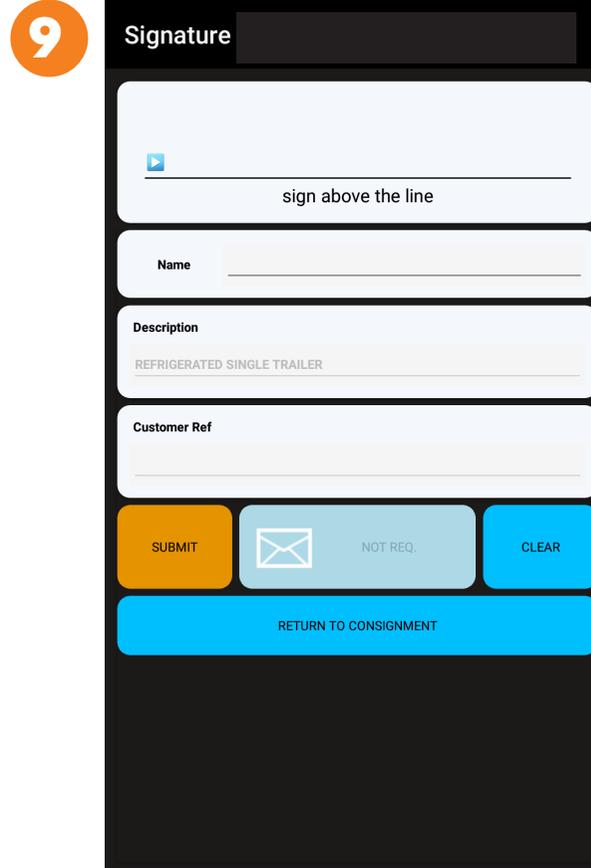
- 1 The app will open on the Dispatch Screen.
  - ! The buttons on this screen will NOT work unless a leg is selected.
  - i The number next to the white field indicates how many active jobs you have on the app.
- 2 Tap on the white field; a **popup window** will show a brief description of the legs active on your device.
- 3 Tap on a leg (below the bold 'heading'; circled above) to select it.
  - i Once a leg has been selected, the SENDER and RECEIVER fields (4) will be populated.
- 4 Tap on the sender and receiver fields to view the pickup and delivery addresses:
  - i You can update your arrival and departure times on these screens, or on the main dispatch screen.
  - i Tap on the sender / receiver (the one that is displaying) again to close the pop-up window.
- 5 View job Details (especially relevant for container deliveries).
  - ! This is where you find the Leg Number, a unique number for this delivery
- 6 View Product details. (The "product" may be e.g. a single load.)
- 7 View instructions for this leg, if applicable.
- 8 Update your status by tapping on the respective tile.
  - i Tap ACCEPTED to accept the consignment of the leg.
  - i The active tile (your current status) will change colour.
  - ! Make sure you have a status selected, as you can deselect by tapping on the same status a second time.
- 9 Record the digital POD signature, type the person's name and submit.



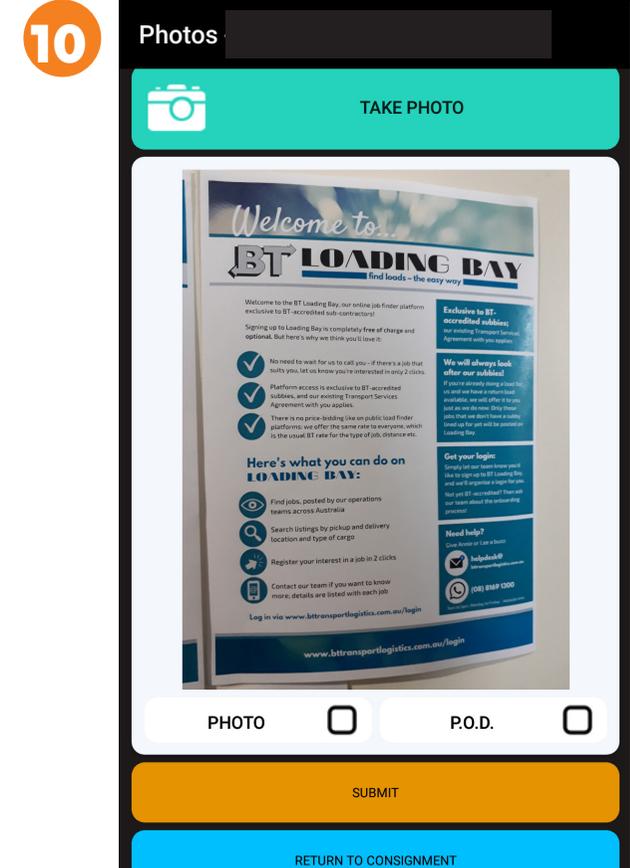
- 10 If required, take photos of 3rd party paperwork, loads etc:
  1. Capture the photo
  2. Retake, if necessary, or confirm with OK.
  3. Tap Refresh Gallery
  4. Select type:
    - i For **signed** 3rd party paperwork as POD tick the POD tick box.
    - i For photos of loads etc, tick the PHOTO tick box.
  5. Submit and return to consignment.
- 11 To close the consignment, tap **COMPLETE** and confirm.
  - ! Once you have completed the consignment, you won't be able to edit anything. The leg will soon disappear from your app and device.



The DetailsScreen shows the **unique Leg Reference** number for this delivery. If you need to speak to our team about this job, quote this number to assist them in identifying the leg you are on.



The Signature Screen shows a description and Customer Refer-ence number. Let the receiver sign at the top, the type their name in the field below. Tap SUBMIT and RETURN TO CONSIGNMENT. You can only capture one signature for each consignment. You **DO NOT** need to send an email (this field is disabled.)



The Photos Screen lets you submit photos and (third party) PODs; simply tick the appropriate box underneath each photo. **Note: The images will NOT be saved on your phone.** To keep a copy for your records, please scan or photograph with another app you have installed, or save a screenshot.