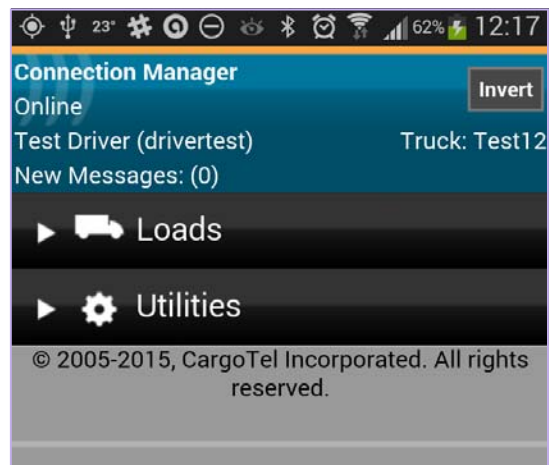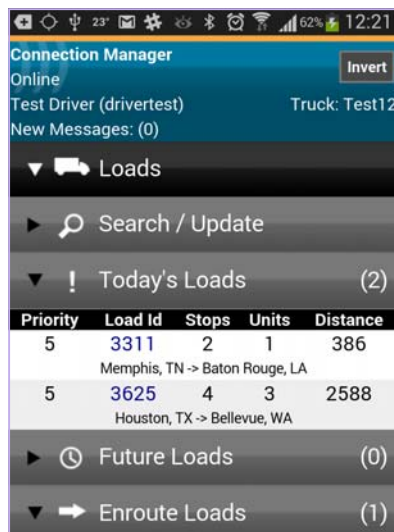# (((CargoTel.

**Driver Wireless User
Quick Guide**

*General Workflow from
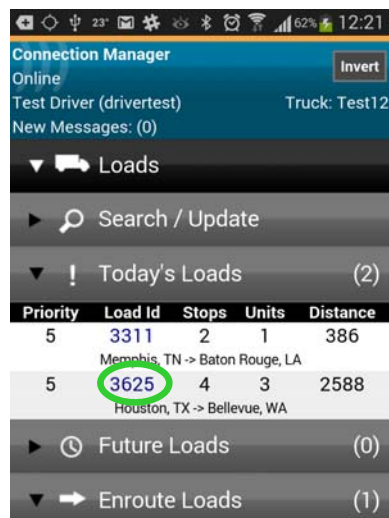Pickup to Delivery*

From Main Menu Select Loads

Select Today's Loads

Select Load Number

Select Inspect

Scan Barcode or type last 6 digits of VIN

Capture Odometer reading, # of Keys, Weather

If the Unit has no damage,
Select "No Damage"
& click on Submit

If their is Damage,
Click on Inspect

Select from Menu Area of
Vehicle were the
Damage is located

Select the Location of the
Damage

Then click on the
Damage Type

Driver Side 10-Door-Left Front

1 2 3 4 5 6 7 8

Damage Type   Single   Severity   Pic

Submit   Cancel

Comments

Select the
Damage Type

Damage Type

09-Scuffed	08-Missing (Except Mo
01-Bent	02-Broken (Except Gla
03-Cut	04-Dented (Paint Brok
05-Chipped (Except Gl	06-Cracked (Except Gl
07-Gouged	10-Interior Stained/Soi
12-Scratched (Except (	14-Dented-Paint/Chror
18-Molding/Emblem/W	19-Molding/Emblem/W
20-Glass-Cracked	21-Glass-Broken
22-Glass-Chipped	23-Glass-Scratched
25-Decal/Paint Stripe-l	29-Contamination, Ext
30-Fluid Spill-Exterior	34-Panel Edge-Chippe

6

Click on Severity

Select Severity of Damage

You can Select to Take Picture

Click in Submit and then On Done

Continue Inspecting Other Units

After All units have been Inspected click on PU

Green: No Damage   Red: W/Damage
Blue: Not Inspected

Click PU & then "Pickup"

If Attended obtain name & signature and scroll To the bottom of the page To complete the Pick Up

Loads En Route
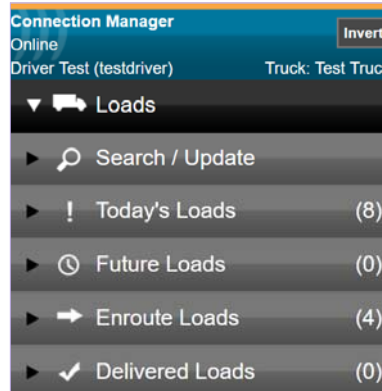You can select the Load
Number

Clicking on Client's Link
You can Obtain
Detailed information
Of the Client including map
location

(Please note that gray area denotes Pick Up or Delivery completed)

Deliveries

The process is basically the
Same as in Pick Up
Selecting Enroute Loads:

Select the Load Number

Select Inspect

Scan Barcode or type last 6 digits of VIN

Connection Manager Invert
Online
Driver Test (testdriver)   Truck: Test Truck

Inspection

<<Back

YV4A22PMXJ1**366544**

Validate VIN: [Scan or Enter VIN 6/8]   Clear

Show/Update ☑
Year [2018]
Make [Volvo]
Model [Xc90]
Color [714 Osmium Grey M]
Bay [ ]
Tag [ ]
Ref# [ ]
Odometer [ ]
Keys (#) [None ▾]

Show/Update

Capture Odometer reading, # of Keys, Weather Condition & of the Unit

Tag [ ]
Ref# [ ]
Odometer [ ]
Keys (#) [None ▾]

Show/Update ☑
Weather

Weather:
☐ Cloudy   ☐ Dark
☐ Freezing Rain   ☐ Heavy Rain
☐ Overcast   ☐ Rain Drizzle
☐ Snowing   ☐ Sunny
☐ Wet

Show/Update ☑
Unit Condition

Unit Condition:
☐ Clean   ☐ Dirty
☐ Dusty   ☐ Ice Covered
☐ Snow Covered   ☐ Transit Wrap
☐ Very Dirty   ☐ Wet

If the Unit has no damage,
Select "No Damage"
& click on Submit

Unit Condition:

☐ Clean   ☐ Dirty

☐ Dusty   ☐ Ice Covered

☐ Snow Covered   ☐ Transit Wrap

☐ Very Dirty   ☐ Wet

Inspection Comment [   ]

No Damage ☑

Comment [   ]

Submit

<<Back

If their is Damage,
Click on Inspect

Unit Condition:

☐ Clean   ☐ Dirty

☐ Dusty   ☐ Ice Covered

☐ Snow Covered   ☐ Transit Wrap

☐ Very Dirty   ☐ Wet

Inspection Comment [   ]

No Damage ☐

Inspect

<<Back

Select from Menu Area of
Vehicle were the
Damage is located
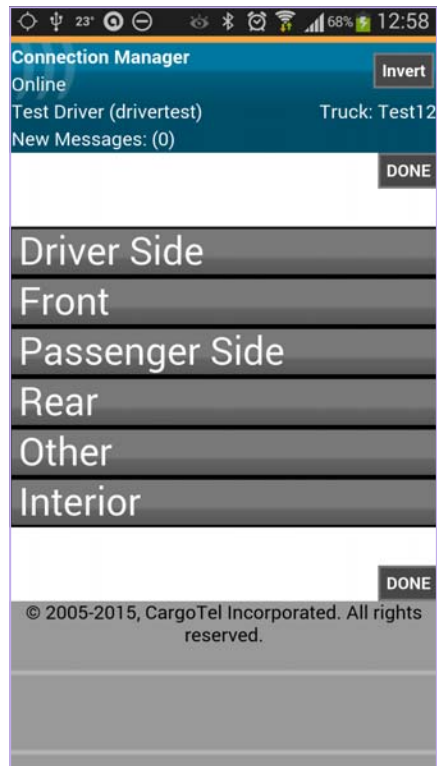
Select the Location of the
Damage
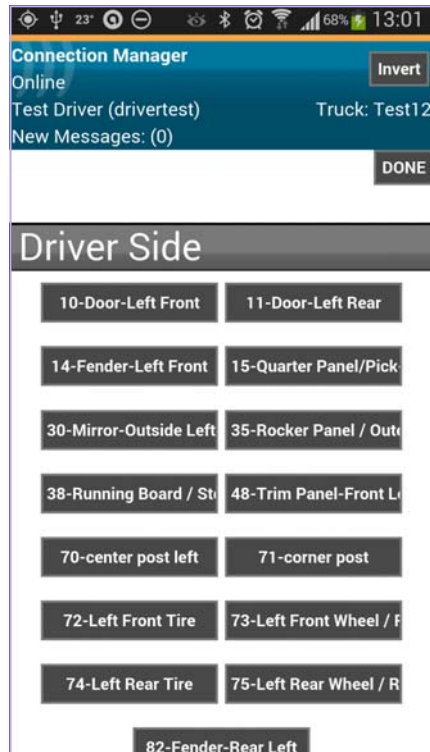
Then click on the
Damage Type

Driver Side 10-Door-Left Front

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |

Damage Type   Single   Severity   Pic

Submit   Cancel

Comments

Select the
Damage Type

Damage Type

09-Scuffed	08-Missing (Except Mo
01-Bent	02-Broken (Except Glas
03-Cut	04-Dented (Paint Broke
05-Chipped (Except Gla	06-Cracked (Except Gla
07-Gouged	10-Interior Stained/Soi
12-Scratched (Except (	14-Dented-Paint/Chror
18-Molding/Emblem/W	19-Molding/Emblem/W
20-Glass-Cracked	21-Glass-Broken
22-Glass-Chipped	23-Glass-Scratched
25-Decal/Paint Stripe-I	29-Contamination, Ext(
30-Fluid Spill-Exterior	34-Panel Edge-Chippe(

Click on Severity

Select Severity of Damage

You can Select to
Take Picture

Click in Submit and then On Done

Continue Inspecting Other Units

After All units have been Inspected click on DEL
Green: No Damage   Red: W/Damage
Blue: Not Inspected

Load Id: 469975   << Back

Dispatch: Ops, Sys
Comments:
Status: In-Route
Add / Remove Vehicles | Drop Enroute

#	Stop	Location
1	PU	Faps
		Port Newark, NJ
0 Miles		

PU: 4/26/2018 16:01
Xc90   366980
Volvo 714 Osmium Gre
Xc90   366544
Volvo 714 Osmium Gre

| 2 | DEL . | Volvo Of Westport 3295 |
| 60 Miles | | Westport, CT |

Del: 4/27/2018 1:35
Xc90 INSPECTED   366544
Volvo 714 Osmium Gre   Inspect

| 3 | DEL | Volvo Cars Worcester 3640 |
| 129 Miles | | Worcester, MA |

Click Deliver

▼ 🚚 Loads

▶ 🔍 Search / Update

▶ ! Today's Loads   (8)

▶ 🕐 Future Loads   (0)

▼ ➡ Enroute Loads   (4)

Load Id: 469975   << Back

Email Document

🖨 Deliver

Xc90 INSPECTED   366544
Volvo 714 Osmium Gre   Inspect

▶ ✓ Delivered Loads   (0)

If Attended obtain name & signature and scroll
To the bottom of the page
To complete the Pick Up

<< Back

● Attended ○ Not Attended

Attended By [   ]

Init Sig

_____

Email to [None   ▾]
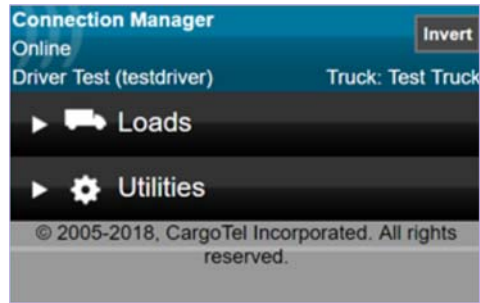TO [customer@example.com]

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Search & Update

In the Loads we have the
Search/Update Panel.
Here you can Search by Vin or
Load Number.
Clicking on "Update Loads"
Allows Driver to force update
from system which is not every
minute.

Utilities

In Utilities is where Driver captures and save his Signature. If using Printer can check what is queued, can also check to see if there any unsent Operations still to send from Pick Up or Delivery
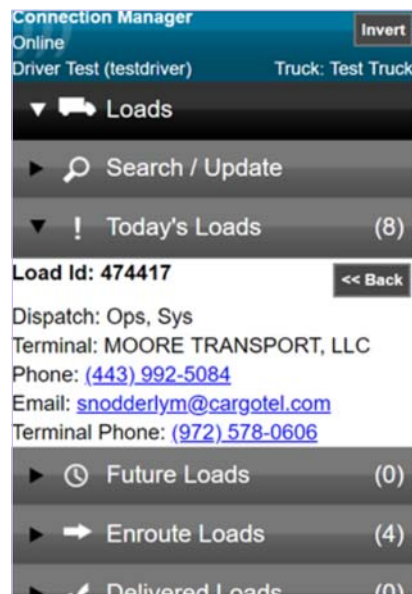
Other Tips

Clicking on Dispatch Rep link
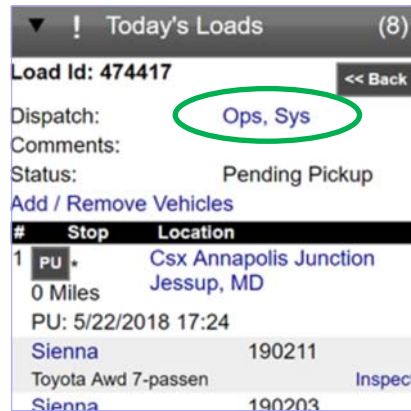
Allows Driver to view
Dispatcher information

If a Vehicle is missing or damaged and will not be Transported, Driver can use the Add / Remove option

That Provides Driver option from Drop Down for Reason to remove

Driver can click on Vehicle Model to obtain additional information

Today's Loads (0)

Load Id: 462240   << Back

Dispatch: Ops, Sys
Comments:
Status: Pending Pickup
Add / Remove Vehicles

#	Stop	Location
1	PU *	Hegewisch Rail Ramp Hegewisch, IL
	0 Miles	
	PU: 2/21/2018 17:07	

Fiesta INSPECTED   156351
Ford 4dr Sdn Se   M43   Inspect

Fiesta   156415
Ford 4dr Sdn Se   M47   Inspect

2	DEL	Koons Ford Inc Fls Ch, VA
	675 Miles	
	Del: 2/26/2018 5:06	

Fiesta   156351
Ford 4dr Sdn Se   M43

| 3 | DEL | Hertrich Ford Lincoln Of Milford, DE |
| | 104 Miles | |

That Includes Inspection Damages recorded

Today's Loads (0)

Load Id: 462240   << Back

VIN: 3FADP4BJ7GM**156351**

Year: 2016
Make: Ford
Model: Fiesta
Sub Model: 4dr Sdn Se
Color:
Odometer: 5
Bay: M43
Lessee:
Tag:
Ref#:
INOP: No
Weight: 2616
Wheelbase: 98
Due: 2/26/2018 5:06

Type: 01

Location	Damage	Severity
[X] 10-Door- Left Front	07- Gouged	01-Less Than and Including 1"

August 2018