

Driver Scans: Quick Guide

How to send your tickets to the office from your phone

Send job tickets

1. Open the app and tap your name, then type your 4-digit PIN.
2. Tap **Job tickets** and pick the job. Long list? Type the job number or customer in the **Find a job** box.
3. You get one box for each ticket that job needs. In each box, type the ticket number and tap **Take photo**. Lay the ticket flat in good light and fill the screen. More than one page: tap **Add another page**.
4. Sideways photo? Tap the turn arrow on it. Wrong photo? Tap the X on it.
5. Tap **Send to office**. All the tickets go together.

Missing a ticket

Send the ones you have. The button says something like **Send 2 of 3 tickets**. The load shows in your list at the bottom as **MISSING**. When you get the ticket, tap **Add missing ticket** in that row, type the number, take the photo and send.

Job not on the list

Pick **Job not on the list**, type the job number, and send the Load ticket and Unload ticket. Tell the office so they can add the job.

Fuel

Tap **Fuel**. Type the gallons and the dollar amount, take a photo of the ticket and send. No ticket or job number needed.

No signal

Saved on this phone is fine. It sends by itself when you have signal again. Open the app when you're back in signal and leave it open a moment. Don't clear your browser data until the orange bar is gone.

PINs and sharing a phone

You stay signed in for about a month. Sharing a phone? Tap **Switch driver** at the top. Forgot your PIN or locked out? Call the office for a new one.

Put it on your home screen

iPhone: in Safari, tap the Share button, then **Add to Home Screen**. **Android:** in Chrome, tap the three dots, then **Add to Home screen**.

Stuck? Tap **Help** at the top of the app, or call the office.