



TRANSFLO[®]

New! Transflo Mobile+ Getting Started User Guide

Learn how to start using the Transflo Mobile+ app. Complete the easy steps in each task below:

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Task 1 of 8: Download the App

Download the TRANSFLO® Mobile+ app

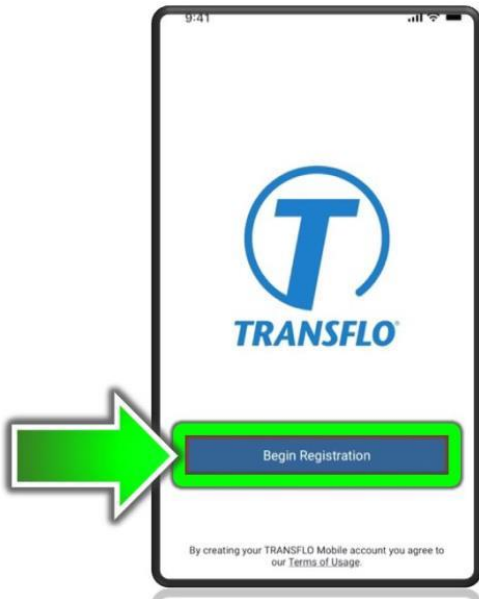
Go to the [Google Play](#) or [App Store](#) depending on your device.



Task 2 of 8: Register

Register as a New User

1. Tap **Begin Registration**.



2. Read the License Agreement page and tap **Agree**.
3. Enter your **Fleet ID** (same as **Recipient ID**) for your carrier, fleet, broker, or authorized recipient assigning you loads. They are often known as a *recipient* because they will be tracking the load and receiving all the load documents you send them.
 - If you drive for an owner-operator, refer to the **Welcome** e-mail from Transflo for your assigned fleet ID.
 - If you drive for a carrier, contact your fleet manager for your assigned fleet ID.
4. Complete any remaining fields (typically name, email, and phone) and tap **Next** or **Proceed**. You might also be asked to enter your Driver ID, Description, Password, Driver License (DL) Number, Truck, or Vehicle Type. Some fields are required and some optional. In a Driver ID field, you might enter **JohnSmith-123** or ask your fleet manager who might tell you they have a policy where you enter a unique employee ID or badge number.
5. When ready, tap **Submit Registration**.



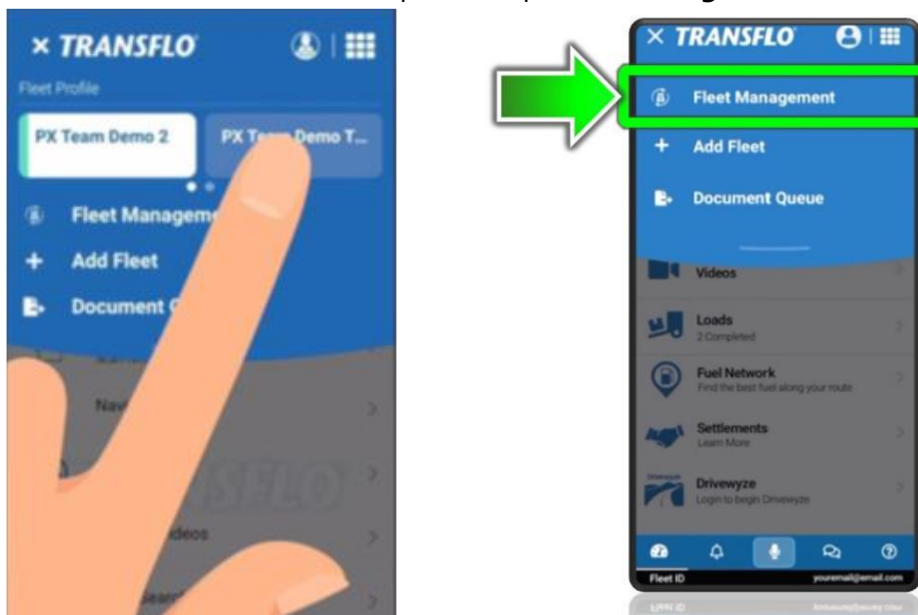
Task 3 of 8: Add a Recipient

Add a Broker or Fleet Recipient

1. At top left, tap the **≡ Actions** menu and then tap **+ Add Fleet**.



2. To change your currently selected fleet, tap a fleet profile at the top of the screen. To view more details or to remove an old fleet profile, tap **Fleet Management**.



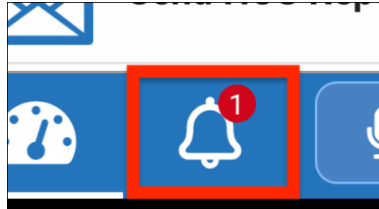
Task 4 of 8: Get Notifications

Review Notification Alerts

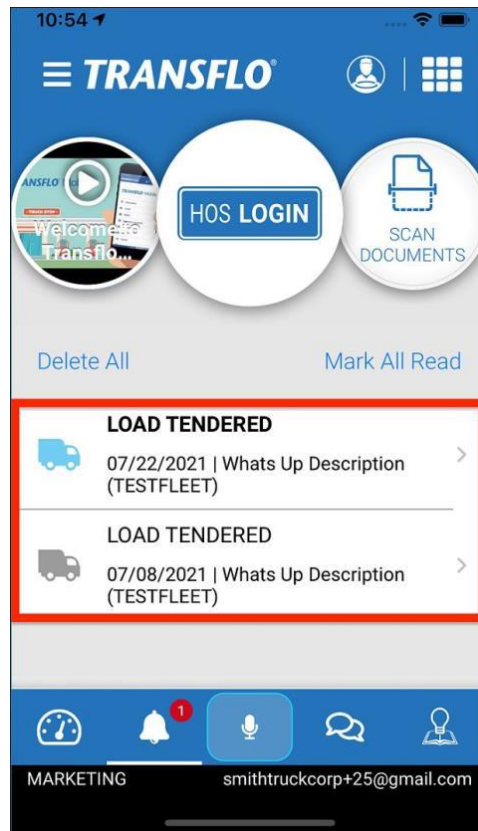
Tap  **Notifications.**

When you receive a notification, an alert briefly appears on the bottom of the mobile app screen.

The bell icon indicates the number of new notifications in a red circle or dot.




Notifications provide reminders about various activities, so you do not miss important events.




Task 5 of 8: Chat

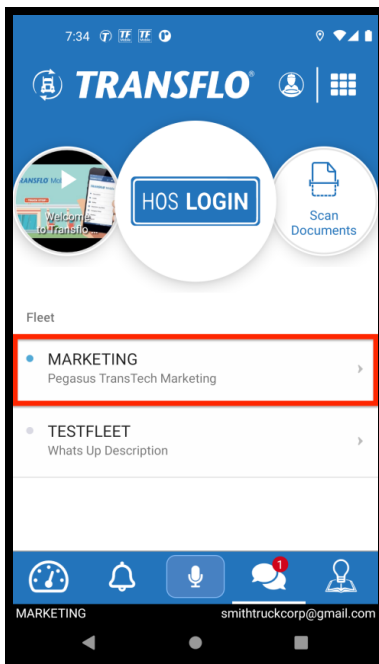
Send and Receive Chat Messages

1. On the dashboard, tap  **Chat**. This feature can appear in the bottom navigation bar, as a **Chat with Dispatch** tile, or as a **Chat** menu item or dial.

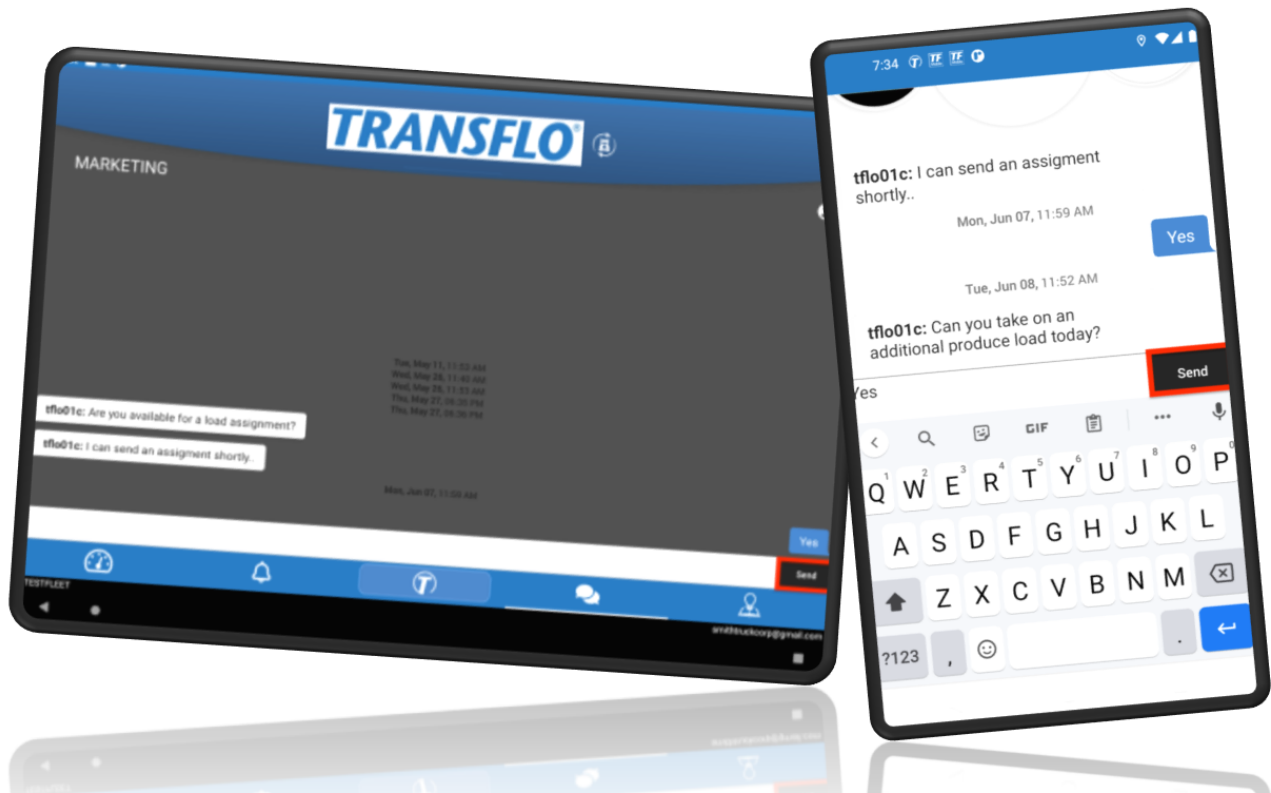


2. If you have more than one fleet associated with your profile, the **Messages** screen appears. Tap the fleet that you want to communicate with. If you only have one fleet on your profile, the **Chat** screen opens.

 A blue or red dot indicates you have one or more unread chat messages from people in this fleet.



- To send a message or respond to a message, tap in the message box, type your message, and then tap **Send**.



- Your message is sent. You can continue to exchange messages with your dispatcher or other drivers.



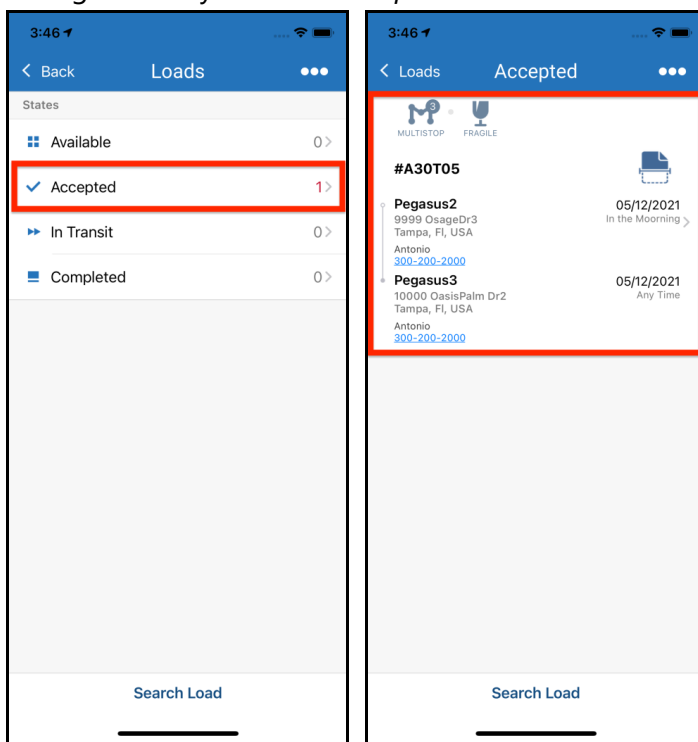
Task 6 of 8: Start a Load

Load Pickup and Delivery

1. On the **Dashboard**, tap **Loads**.

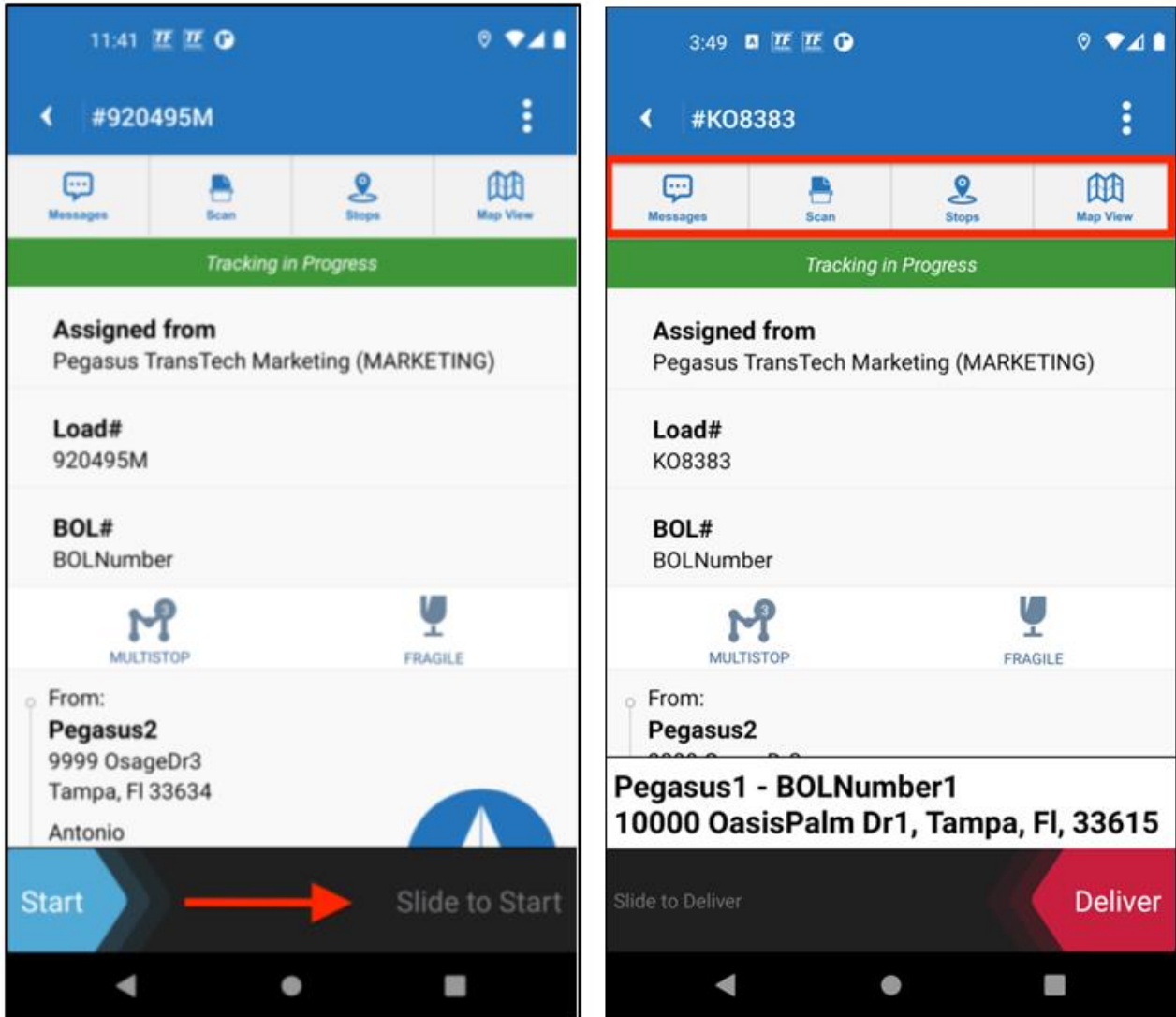


2. On the **Loads** screen, tap on the *Accepted* status tile. Loads that are ready to start and be tracked through delivery show an *Accepted* status. On the **Accepted** screen, select a load.



3. Swipe the **Start** slider to the right.

4. The load status is now *In-Transit* and is ready to be delivered. Your fleet is notified in the system that you have started a confirmed load. Unless the *Allow Location Access* and *Breadcrumb Tracking* features are disabled by your manager, the **Tracking in Progress** message appears.



5. Swipe down the **Load Details** screen to view more information about the load. For any load, you can also view chat messages, scan documents, browse stops, and view maps.
6. After you begin a route, you can mark each section (portion or stop) of your load as *Delivered*. Swipe the red **Deliver** slider to the left.

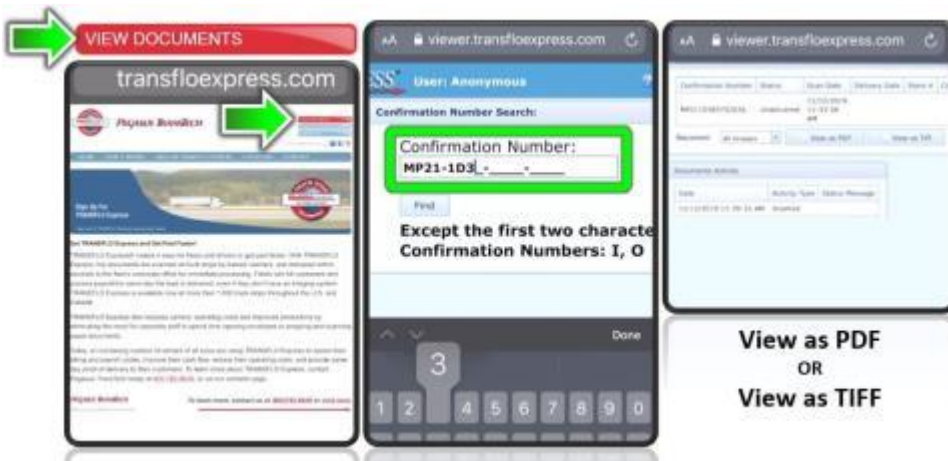


Task 7 of 8: Send Load Documents

1. Tap **Scan Documents** and snap a photo of a BOL, POD, or other document. Follow the on-screen prompts and tap **Send**.
2. After documents are submitted through Transflo Mobile Plus, a unique **Confirmation Number** appears on the screen.

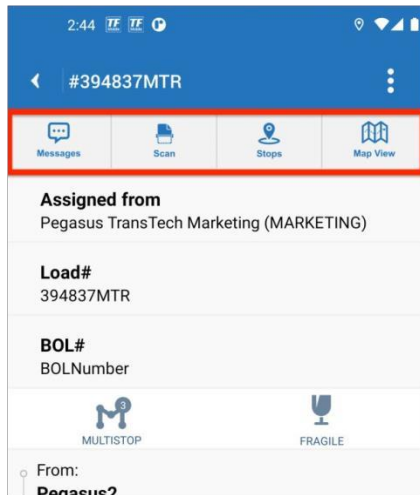


3. To view documents after submission, visit www.TransfloExpress.com.
4. Tap the **VIEW DOCUMENTS** button at top right. Enter your **Confirmation Number** and tap **Find**.
5. You can save the submitted documents as Adobe Acrobat PDF files or as tagged image file format (TIFF) images. Documents remain available online for up to 14 days.

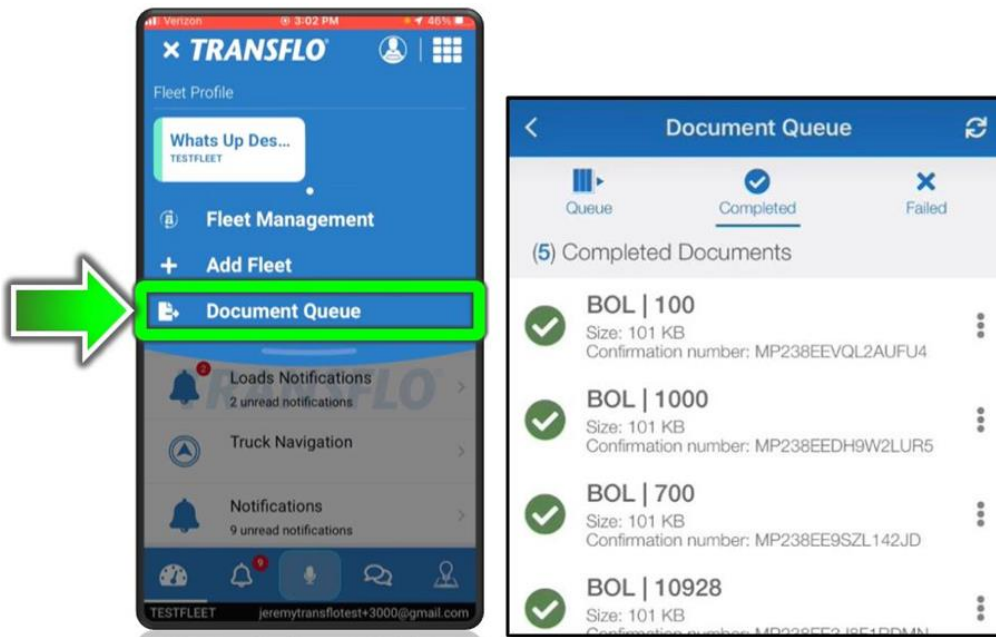


Task 8 of 8: View Load Documents

- **Before Delivery:** Open the **Load Details** screen and tap **Scan**.



- **At Delivery:** Send your documents. The **Completed** tab of the **Document Queue** shows the documents you sent for up to 48 hours.



- **After Delivery:** Go to <https://viewer.transfloexpress.com> to view your documents for up to 14 days.
- **Anytime:** You can also save your own scanned documents, photo images, or PDFs on your device to view anytime.



You Completed the Getting Started Guide

Congratulations!

You completed this Getting Started Guide for Transflo Mobile+

To learn more about all Mobile+ features, browse the Transflo Knowledge Base (KB) at:

knowledge.transflo.com