

Driver App *Carrier Portal*

Release 4.9

Manual *Carrier*

EasyTrans

 *Software*

Introduction

You have gained access to the Carrier Portal of your employer or client. The Carrier Portal is a web application that can easily be used as a Driver App on a Smartphone or Tablet.

The Carrier Portal offers a planner the possibility to automatically send you new transport orders. Transport orders can then be signed off on the road with the Driver App. The sign off data - such as digital signature, images, documents, waiting time, miles driven and more - are sent directly to the planner. This makes communication with the planning much more efficient.

Your Driver App

You have received the web address of the Carrier Portal and your login details from your employer/client. After logging in you can use this as a Driver App:

- Navigate to destinations
 - ↳ *The navigation of your device is used*
- Receive and store digital signatures
 - ↳ *Immediately visible for the planner and on the Track & Trace page.*
- Attach images or documents
 - ↳ *For example of transport documents or damaged goods.*
- Sign off orders
 - ↳ *Which information you can enter depends on the settings of your employer/client.*
- GPS position when signing off orders
 - ↳ *If you give permission to share your location, the GPS position of a signed off order will be recorded. This is the only moment when your location is retrieved.*
- Transparant order history
 - ↳ *You have access to an order overview with current and completed orders.*

Do you need help? On our [support page](#) you'll find detailed manuals and other information that will help to get you started. Of course, our support department is also at your service!

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Access Driver App

The Carrier Portal is a web application that can easily be used as a Driver App on a Smartphone or Tablet. To access the Carrier Portal / Driver App you need a login account.

Login Driver App

The Carrier Portal is a web application that can easily be used as a Driver App. To get access to the online environment you need to log in first. The data you need to do this can be requested from your employer/client:

- Web address of the Carrier Portal
For example: www.mytransport.co.uk/your_employer_or_client/carrier
- Your username
- Your password

↳ *Did you forgot your password? Contact your employer or client for a new password! You can not change it yourself.*

With these data you can now login:

1. Open the internet browser on your device.
2. Surf to the web address of the Carrier Portal of your employer or client.
For example: www.mytransport.co.uk/your_employer_or_client/carrier

You will now arrive at the login page of the Carrier Portal:

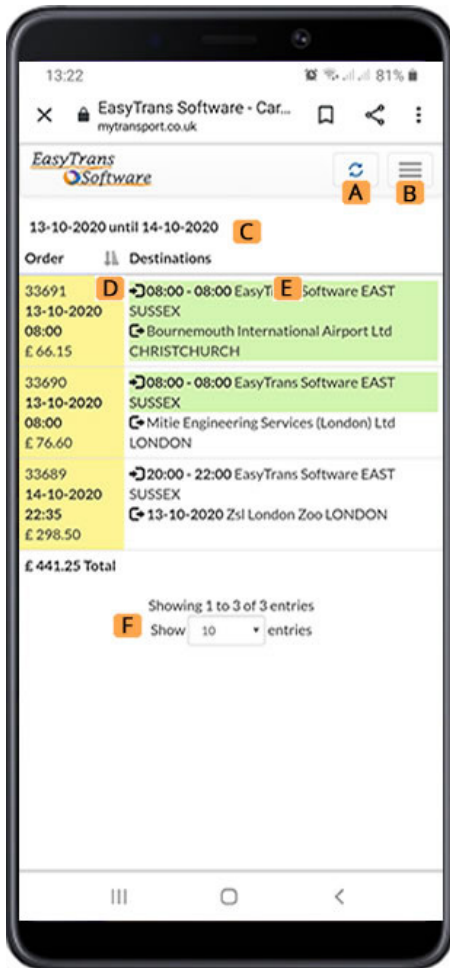
3. Enter your username.
4. Enter your password.
5. Click on 'Login'.



Tip: Save your password and add the web application to your home screen. This way, you can access the application quickly and you do not have to re-enter your password every time.



When you are logged in your Driver App, you will see the order overview. Here you will find the transport orders that are assigned to you. You can search, sort and filter in this order overview.



- A.** *Manual Refresh*
- B.** *Menu*
 - *Filter*
 - *Search*
 - *Log out*
- C.** *Set period filter*
- D.** *Orders*
 - *Shaded green: Signed off*
 - *Shaded yellow: Open order*
 - *Order number*
 - *Sort ↑ / ↓*
 - *Date/time of arrival at first destination*
- E.** *Destinations*
 - *➔ Loading,*
Loading time and destination
 - *🚚 Unloading,*
Unloading date (if different from first destination),
unloading time and destination
 - *Shaded green: Signed off*
- F.** *Set the number of lines*

Sample display of the Driver App order overview

Order overview

Your employer/client can automatically send you new orders. The order overview provides you with an overview of your orders (D) and their destinations (E).

The order overview is automatically refreshed every 5 minutes. With the 'Refresh' button (A) you can also manually reload your overview. This way, you can check at any time whether there are any changes or new orders.

When you have completed a destination or an entire order, and signed it off to the planning, it will be shown in green in your order overview. The orders that are displayed in the order overview can be set via the menu (B).

Display settings

When you open your Driver App for the first time, the display of your order overview is set to today's orders. You can change this view.

1. Click on the menu icon (B).

In this menu you can filter, search and log out.

Filter on open and/or signed off orders

You can filter for open orders, signed off orders, and display all orders.

1. Click on 'All orders' in the drop-down menu.
2. Select the desired display;
 - **All orders** : Orders still to be executed and already signed off.
 - **Open** : Still to be executed orders.
 - **Signed off** : Completed orders.

Period selection

You can specify the period of time for which you want to display the orders. This can be done by using the 'Today' or 'Tomorrow' buttons or by setting a certain period.

- **Today** : Orders scheduled for today.
- **Tomorrow** : Orders scheduled for tomorrow.
- **Period** : Set the desired period.

After selecting one of the above options, the Driver App will return to the order overview. The display is adjusted to your settings.

Search

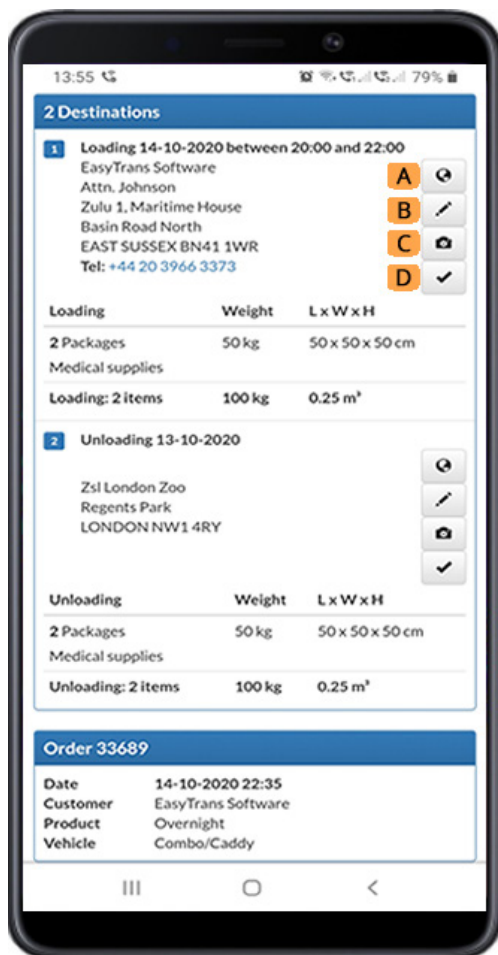
You can also use the menu to search for data in your Driver App. For example, you can search for an order number or a destination.

3. At 'Search' enter what you want to search for.
4. For dates, select the period in which you want to search.
5. Click on 'Search'.

The results found within the selected period are displayed.

Processing orders

In the order overview you will find the transport orders that are assigned to you. By clicking on an order line in the overview, you will open the order and see more detailed information. Here you will find information about the destinations, the assignment and, depending on your employer's or client's settings, also the purchase rates. From an opened order you can then process the order per destination.



- A. *Navigate to destination*
- B. *Store digital signature*
- C. *Attach image(s) and/or document(s)**
- D. *Sign off order*

Sample display of Order details Driver App

Order processing

From your order overview you can open your orders and process them per destination. You can navigate to the destination (A) using your device's navigation, you can receive and store digital signatures (B), you can attach two images or documents* per destination (C) and you can sign off the destinations / order (D).

* Availability depends on subscription and/or additional modules.

Navigate to destination

Click on the navigation icon (A) to start the navigation. The navigation application of your device opens with the address of the destination in question.

Digital signature

With every pick-up/delivery you can receive and store a digital signature.

1. Click on the pen icon (B).
2. An entry field is displayed where the receiver/issuer can place his/her signature.

 *Did something go wrong? You can delete a signature by clicking 'Empty'.*

3. Click on 'Save'.

The signature has been saved and sent to the planning.



Has a wrong signature been accidentally saved? No problem! You can re-enter a signature and save it. The old signature will then be overwritten.

Attach documents

At each destination you can store up to two documents (files and/or images*).

1. Click on the camera icon (C).
2. Click on an entry field.
3. Select an action to add the desired file and click 'OK'.

The file has been saved and sent to the planning. Your Driver App will return to the order details. Do you want to add another file? Then repeat the steps above.



Has the wrong image been saved accidentally? No problem! You can enter and save an image again. The old image will then be overwritten.



Images are automatically saved as a JPG file. Do you want to save an image as a PDF file? You can do this easily via the input field of a PDF document. You can take and add a picture, which is automatically converted to PDF. Do you want to trim the image before saving? There are various apps available for this, such as Microsoft Lens.*

* Availability depends on subscription and/or additional modules.

Sign off order

Which data is used to sign off an order depends on the settings of your employer or client. This description may therefore differ from the data you can enter in your Driver App.

1. Click on the sign off icon (D).
2. Enter the sign off information:
 - **Name*** : (*Mandatory field) Name of receiver/issuer
 - **Time*** : (*Mandatory field) Time of pickup or delivery

↳ Use the 'clock' icon to quickly enter the current time

 - **Waiting time** : (If required) Enter waiting time
 - **Loading/unloading time** : (If required) Enter loading/unloading time
 - **Status** : (If required) Enter a substatus
 - **Comment** : (If required) Enter a comment
 - **Distance** : (If required) At the last destination within an order, you can indicate the actual number of miles driven.



Which data is used to sign off an order depends on the settings of your employer or client. For example, instead of waiting time and loading and unloading time, you can only enter an arrival and departure time.

3. Click on 'Sign off' to permanently sign off the order.



You can also enter your details in advance, but do not yet definitively sign off the order to the customer. To do so, click on 'Save without signing off'. This is useful, for example, when the recipient is not at home. The data entered will only be sent to the planning, after which the planning can reschedule a new delivery time if necessary.

As soon as you have signed off a destination, it will be shaded green in your order overview. Are all destinations signed off? Then the order number is shaded green and the order is completed.






EasyTrans

The logo for EasyTrans Software features a stylized circular icon composed of overlapping blue and orange segments, positioned to the left of the word "Software". The word "Software" is written in a bold, italicized sans-serif font, with a thin orange underline beneath it. The word "EasyTrans" is positioned above "Software" in a similar italicized font, also with a thin orange underline.

Software

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