



User Guide

Testing Logins, in case you don't want to create an account while testing:

Shipper:

Username: [shipper@shipper.com](mailto:shipper@shipper.com)

Password: 12345678

Carrier:

Username: carrier[@carrier.com](mailto:carrier@carrier.com)

Password: 12345678

Admin (note, this account can delete other users, please don't delete the site elements before the demo/marketing)

Username: [su@su.com](mailto:su@su.com)

Password: 12345678

### Sign Up (As a Shipper/Carrier):

- Go to (<https://freightshield.ca>)
- Click on [Sign Up] on the top right, which leads to (<https://freightshield.ca/register>)
- Select a Role (either Shipper or Carrier), enter a valid email and a new password (must be at least 8 chars), confirm it and hit [Create an Account].
  - Check the Terms of Service and Privacy Policy
- A notification will pop up, hit [Log In] to go back to the Login Page and enter your new account information


[< Home](#)




Connecting Shippers and Truckers Seamlessly

Select Role ▾

Email \*

Password \* 

Confirm Password \* 

Create an Account

By registering, you agree to our [Terms of Service](#) and [Privacy Policy](#)

Already have an Account? [Log In](#)

## Logging in for the first time on a new Account

- At (<https://freightshield.ca/login>), enter the email and password for your newly made account
- Hit [Log In], which will take you to the account setup page
- Enter information into each box, and hit [Enter]

Note that, while this setup would be important for actual business using the software, you can just put a bunch of “John Doe” filler information in so as not to put in personal information

- After completing account submission, it'll log you into your account, which will display the info you entered
- Initially, the account needs to get activated by admins to access the rest of the site.



Connecting Shippers and Truckers Seamlessly

1 Contact Details — 2 Business Details — 3 Submission

**Contact Details**

First Name \*

Last Name \*

Phone Number \*

Street Address \*

Apartment Number

City \*

Province \*

Postal Code \*

Country \*

Mailing Address is the same as above: ☒ Yes ☐ No

Logout

Next

Log in (As a Shipper/Carrier):


- Go to (<https://freightshield.ca>)
- Click on [Log In] near the top right, which leads to (<https://freightshield.ca/login> )
- Enter the email and an password for an existing account
- Hit [Log In], which will take you to your dashboard

Can also hit [Sign Out] on the lower left to return to the login page

[< Home](#)



Connecting Shippers and Truckers Seamlessly



[Log In](#)

[Forgot Password](#)

[Create an Account](#)

**Your Ultimate Loadboard Solution!**

## Forgot Password (As a Shipper/Carrier)

- Go to (<https://freightshield.ca>), and click on [Log In] near the top right, which leads to (<https://freightshield.ca/login> )
- Click on [Forgot Password], which leads (<https://freightshield.ca/forgotpassword> )
- Enter the email for your existing account and a new password, in both boxes to confirm it
- A notification box should appear asking for a (timed) 6-digit One Time Password to authorize the change
- On a separate tab, sign into the email service you used for the account, and look for a recently received email with the 6 digits from ([freightshieldinfo@gmail.com](mailto:freightshieldinfo@gmail.com))
- Enter your 6 digit passcode into the notification box to confirm the password change


Make sure to not close the notification box, since it's needed for confirming the change. You'll need to retry if you do.


- Click on [Log In] at the base of the form, which will lead back to (<https://freightshield.ca/login> )
- Enter your email and newly changed password to log into your account

[< Home](#)




Connecting Shippers and Truckers Seamlessly





[Reset Password](#)

☐ Remember your password? [Log In](#)

  
**Freight Shield**

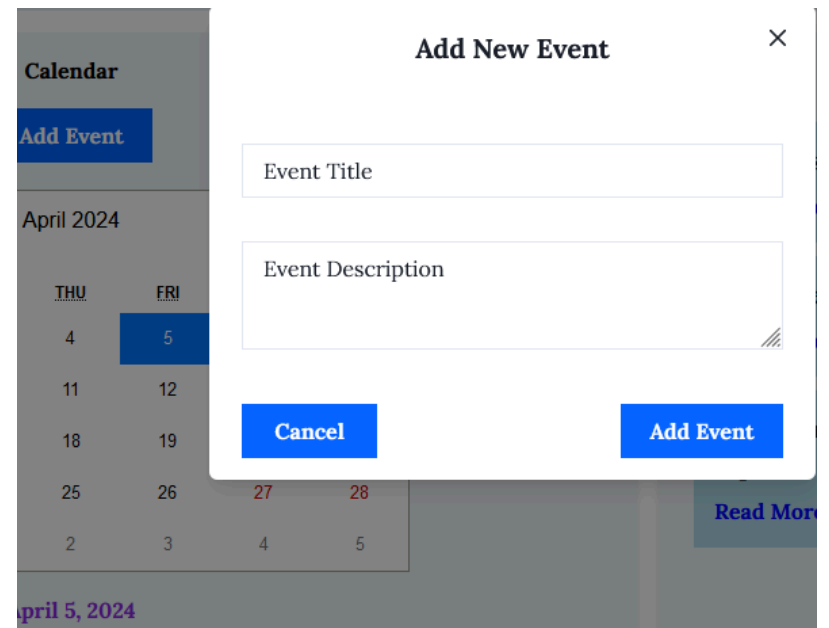
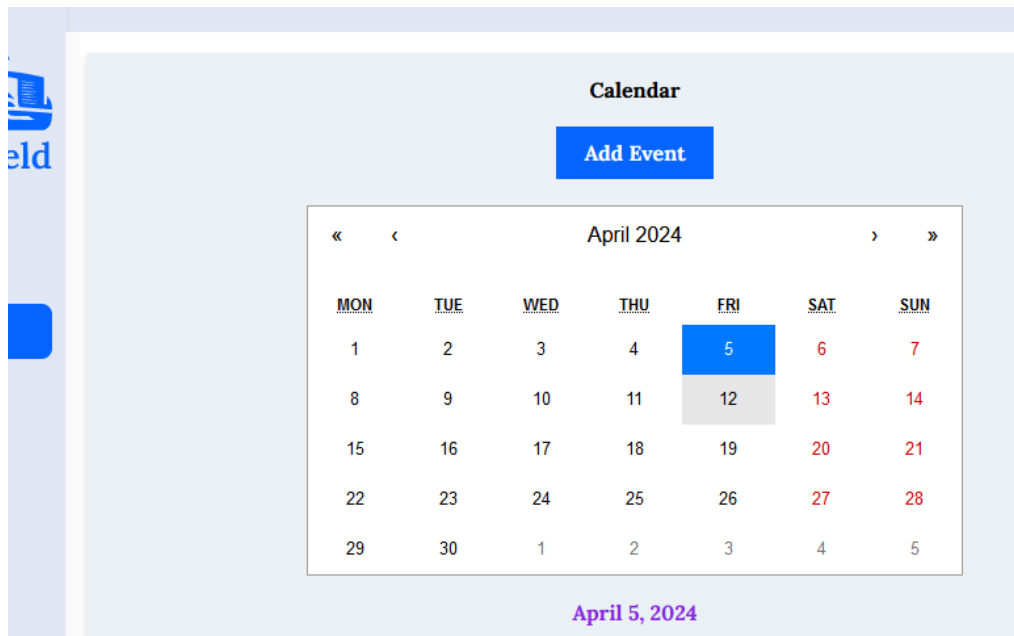
**OTP Verification**

OTP expires in 9:54

[Verify](#)

### Add an event (As a Shipper/Carrier)

- Click [Dashboard] on the navigation bar to reach (<https://freightshield.ca/postload> ), although, it will be the initial page after logging in
- Use the arrows to move the displayed calendar, and click on the date you want to create an event for, which should highlight it
- Click [Add Event], fill in the information to identify your event and hit enter
- On the day of the event, it'll be highlighted beneath the calendar, and added as a notification (as seen on the top left)




## Edit Business Information (As a Shipper/Carrier)

- Click [Settings] on the navigation bar to reach the settings page (<https://freightshield.ca/shipperSettings> or <https://freightshield.ca/carrierSettings>)
- Click the pencil icon on the right to edit to open up a notification box with a form to re-submit Business information
- Click [Save] to confirm changes, which will reload to the page, including displaying the updated information

☐ Light Mode

 Settings

 Sign Out

### Shipper Settings

 Shipper Shipper

**Status:** Active

**Reason:** You are Active

#### Company Details



Edit Details

**First Name:** Shipper


**Last Name:** Shipper

**Company Phone Number:** 1234567890



## Post a Shipping Load (as a Shipper)

- Click [Post a Load] on the navigation bar to reach (<https://freightshield.ca/postload> )
- Enter the required information:
  - Pick up and Drop Off Locations and Times
  - Type of Truck Required
  - Load Size
  - Price
  - Any Additional Info and Documentation
    - Once again, for testing, filler information is acceptable
- Click [Post] submit the shipping load, and will also load the active loads page at (<https://freightshield.ca/activeloads> )



Dashboard

Active Loads

**Post a Load**

History

Post Load

Shipper Shipper

Pick Up Location \*

Pick Up Date \*  
yyyy - mm - dd

Drop Off Location \*

Drop Off Date \*  
yyyy - mm - dd

Select Unit \*

☒ Dry Van

☐ Flat Bed

☐ Reefer

☐ Low Boy

☐ Step Deck

☐ Tank

☐ Conestoga

☐ Double Drop

☐ Car Carriers

☐ Side kit

☐ Dump

☐ Live Floor

☐ End Dump

☐ Side Dump

☐ OverLoad

☐ Rocky Mountain

☐ Twinpike☐ LHV☐ Super B

Type of Load \*

☒ Full Load

☐ LTL

Price \*

Additional Information


Upload Additional Document

Reset

Post

## View Posted Shipping Loads (as a Shipper)

- Click [Active Loads] on the navigation bar to reach (<https://freightshield.ca/activeloads> )
- Click on of the listed shipping loads to expand the view and show its entered information
- As well, the text box and dropdown menu above the list can be used to filter displayed shipping loads by location or status



Dashboard

Active Loads

Post a Load

History

☐ Light Mode

Settings

Sign Out

Active Loads

Amandip Padda

From...

To...

View All

From: ReginaTo: Calgary

PENDING ^

**Pickup Location:** 69 Munroe Pl, Regina, SK  
S4S 6A7, Canada

**Pick Up Date:** 2024-03-20

**Pick Up Time:** 04:48

**Drop Off Location:** 6 Coral Springs Cir NE,  
Calgary, AB T3J 3P4, Canada

**Drop Off Date:** 2024-03-22

**Drop Off Time:** 04:52

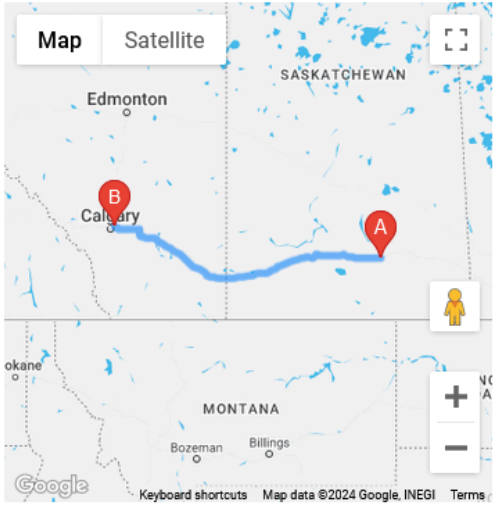
**Unit Requested:** Dry Van

**Type of Load:** Full Load

**Price:** \$ 3000

**Additional Information:** This is a load

**Additional Document:**  
[View Additional Document](#)




MapSatellite


EditDelete

## View Completed Loads (as a Shipper)

- Click [History] on the navigation bar to reach (<https://freightshield.ca/history> )
- Click on of the listed completed shipping loads to expand the view and show its entered information
- As well, the text boxes and dropdown menu above the list can be used to filter displayed profiles

  
**Freight Shield**  
≡  
[Dashboard](#)  
[Active Loads](#)  
[Post a Load](#)  
**[History](#)**


## Load History

 Shipper Shipper

Chirp Chirp No History Yet

## Accept a Shipping Load (as a Carrier)

- Click on [Marketplace] to go to (<https://freightshield.ca/marketplace>)
- Click on one of the listed Shipping Loads to expand the information displayed for it
- It will also bring up a notification box, to assign the load to a specific driver
  - Note that drivers are assigned to users based on the company information entered during setup, the company codes



Dashboard

Marketplace

My Loads

Driver Profiles

Unit Profiles

Light Mode

Settings

Sign Out

Marketplace

Carrier Carrier

Select Filter

Search...

FULL LOAD

Surrey to Calgary

\$ 1500

Pickup Location: 123 St., Surrey, BC, Canada

Pick Up Date: 2024-04-08

Pick Up Time: 11:48

Drop Off Location: 6 Coral Springs Cir NE, Calgary, AB T3J 3P4, Canada

Drop Off Date: 2024-04-09

Drop Off Time: 23:50

Unit Requested: Flat Bed

Type of Load: Full Load

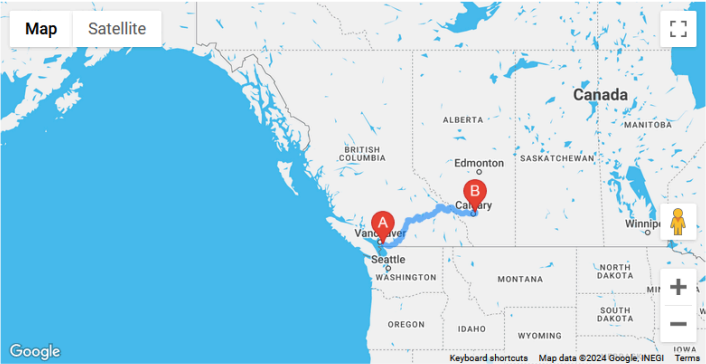
Size of Load: Full Load

Additional Information: The is lumber load

Additional Document: [View Document](#)

Map

Satellite



Shipper Information

Company Name: Shipper Business

Contact Name: Shipper Shipper

Contact Phone Number: 1234567890

Contact Email: shipper@shipper.com

Assign

FULL LOAD

Brampton to Cambridge

\$ 1000

### View Driver Statuses (as a Carrier)

- Click on [Driver Profiles] to go to (<https://freightshield.ca/driverprofiles>)
- Use the search bar to filter based on a specific driver's information
- Click on a specific driver's name to expand the view and show more

### Add/View Trucking Units (as a Carrier)

- Click on [Unit Profiles] to go to (<https://freightshield.ca/unitprofiles>)
- To view a truck's information, click on its name on the list to show details
- To add a truck to the database, hit [Add] on the top right to open a form with the required information
- Enter the name, type, model, etc of the new truck, and hit [Save]

**Freight Shield**

Unit Profiles Carrier Carrier

[Add](#)

Unit Number ▼

**Unit Number: Truck 1** ACTIVE ^

Type: Truck  
Make: 1  
Model: 1  
Year: 2020  
VIN: abcdefg123456  
Licence Plate: 1


[View Registration](#)  
[View Insurance](#)  
[View Safety](#)


[Delete](#) [Edit](#)

Light Mode


View Accepted Loads and their status (as a Carrier)

- Click on [My Loads] to go to (<https://freightshield.ca/myloads> )
- Filter the displayed loads with the dropdown menu and search terms
- To get more information than the driver and status, click on a load in the list to view additional details
- 

  
**Freight Shield**

  
Dashboard  
Marketplace  
**My Loads**  
Driver Profiles  
Unit Profiles

## My Loads

 Carrier Carrier

Select Filter ▼  
Select Filter  
Pick Up City  
Drop Off City  
Company Name  
Type of Load  
Unit Requested  
Status

Search...

No Loads Available

## View/Authenticate/Deactivate/Delete Users (As an Admin)

- Click on the specific tab for the user type to do an action on [Administrators], [Shippers] or [Carriers]
  - (<https://freightshield.ca/administrators>, <https://freightshield.ca/shippers>, <https://freightshield.ca/carriers>, respectively)
- Filter the displayed users with the dropdown menu and search terms
- Click on a specific user to show details for that account and a dropdown menu for actions
- To activate/deactivate/delete a user, open the dropdown menu and press the specific action
  - Note: Since we currently need the database set up a certain way, please refrain from doing this before the demo. Also, don't do it for any of the admins, since those are needed to onboard the rest of the site.

The screenshot shows the 'Carriers' management page in the Freight Shield application. On the left is a sidebar with the Freight Shield logo, a hamburger menu, and navigation links for Administrators, Shippers, and Carriers (which is highlighted in blue). Below these are links for Light Mode, Settings, and Sign Out. The main header area displays 'Carriers' and the user 'Aman Padda' with a notification bell icon. The main content area features a table with columns for 'Email' (a dropdown) and 'Carrier'. The table lists three carriers: 'Carrier Business' (ACTIVE), 'Carrier Three' (partially visible), and 'Carrier Four' (INACTIVE). A dropdown menu is open for 'Carrier Business', showing options: 'Select Action', 'Activate', 'Deactivate' (highlighted), and 'Delete'. Below the table, there is a 'More Details' link.

Email	Carrier
	Carrier Business <span>ACTIVE ^</span>
	Name: Carrier Carrier Email: carrier@carrier.com <a href="#">More Details</a>
	<div>Select Action Select Action Activate Deactivate Delete</div>
	Carrier Three <span>ACTIVE</span>
	Carrier Four <span>INACTIVE v</span>