

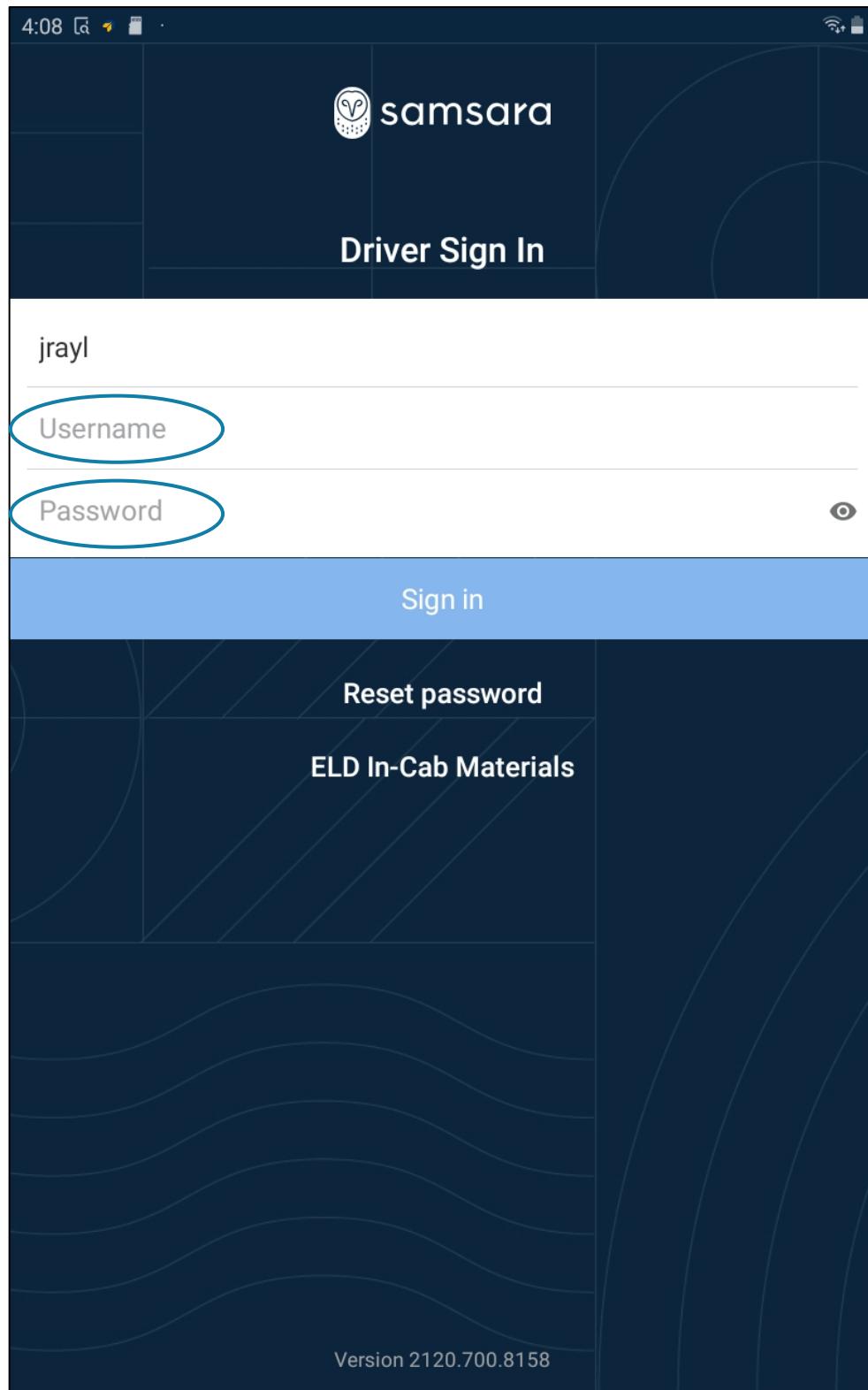
# **WORK FLOW GUIDE**

---

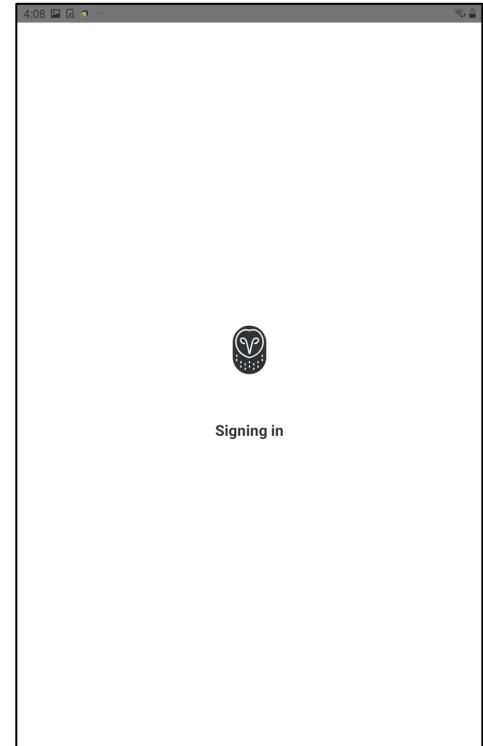
# SIGNING IN

---

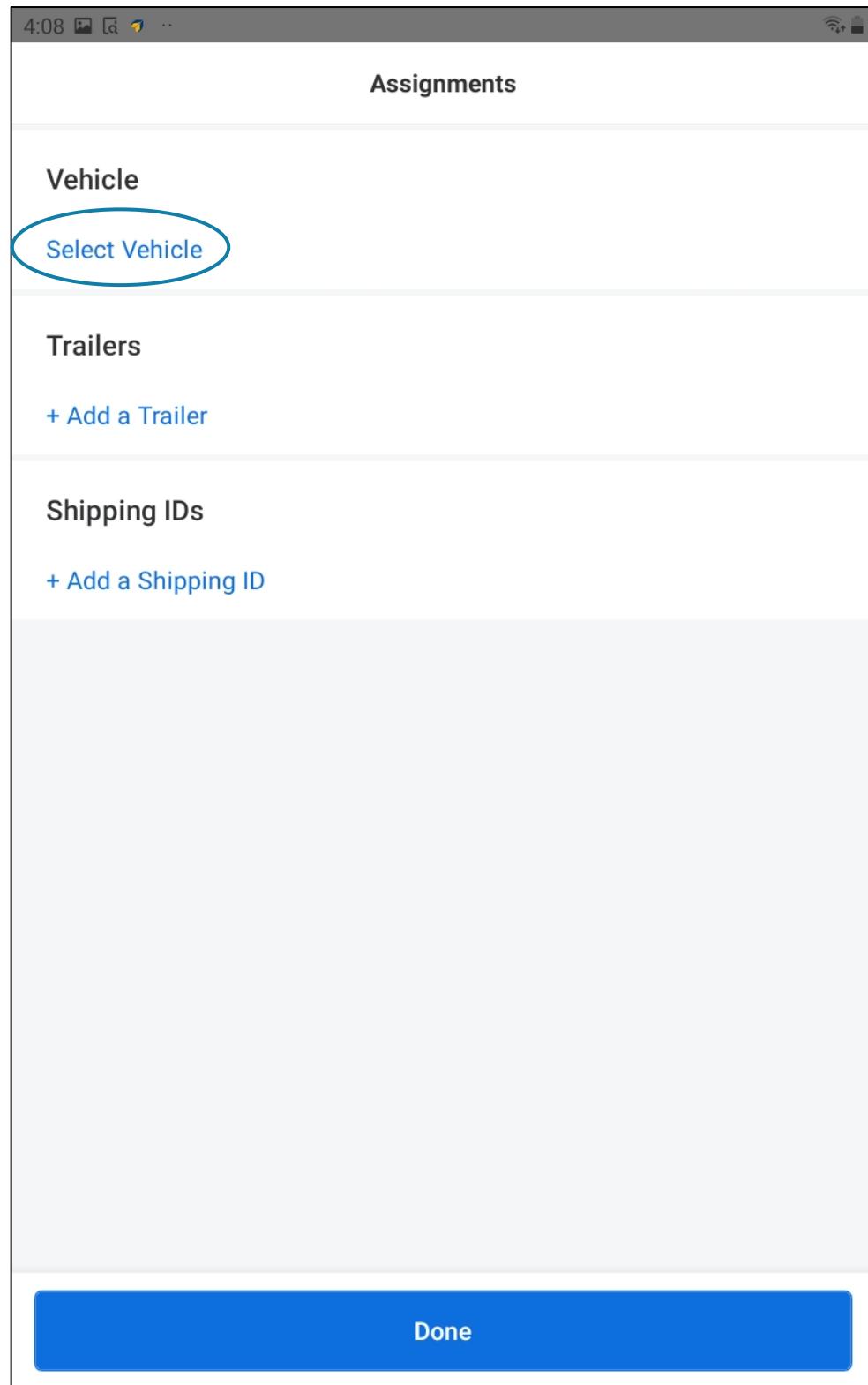
# 1. Sign In



- In the “Fleet ID” Box type: “jrayl” in lower case.
- Sign in using your driver ID in the circled box.
- (Same Username and password)
- See below: “Signing In” screen.

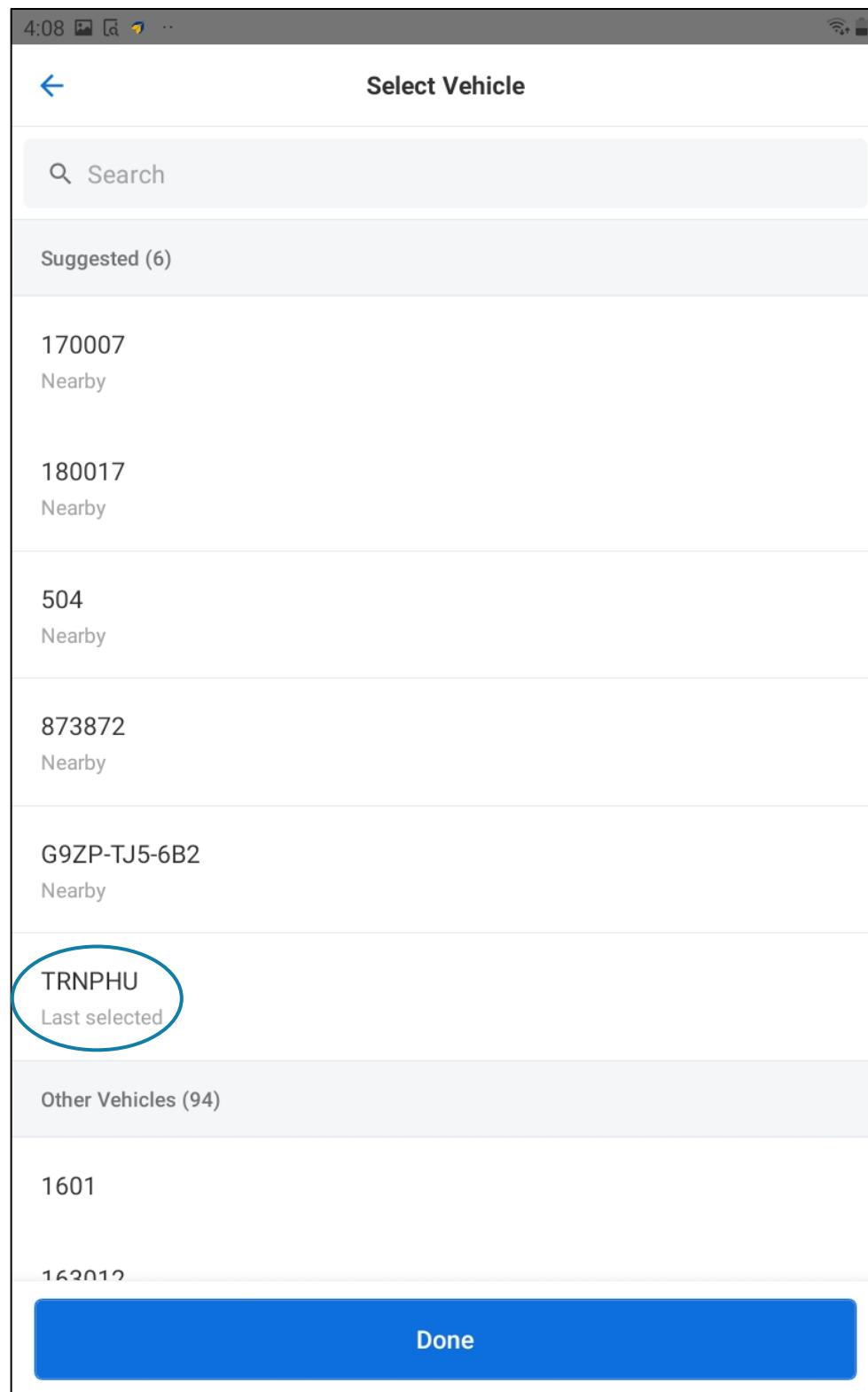


## 2. Set Driver Details



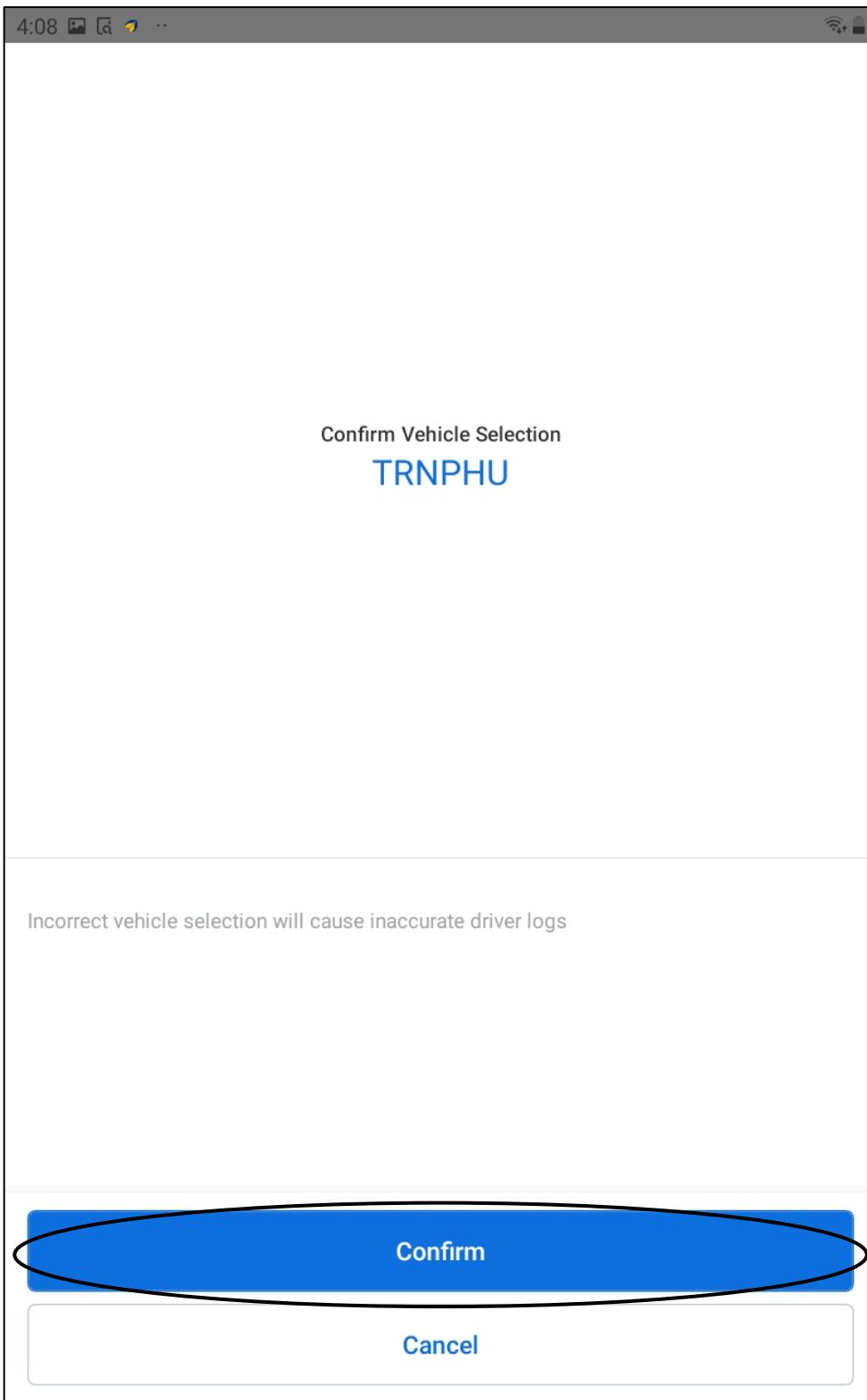
- Samsara will automatically prompt on sign in for the driver to select Vehicle, Trailer, and Shipping ID.
- Tap on Select Vehicle.

### 3. Select Vehicle



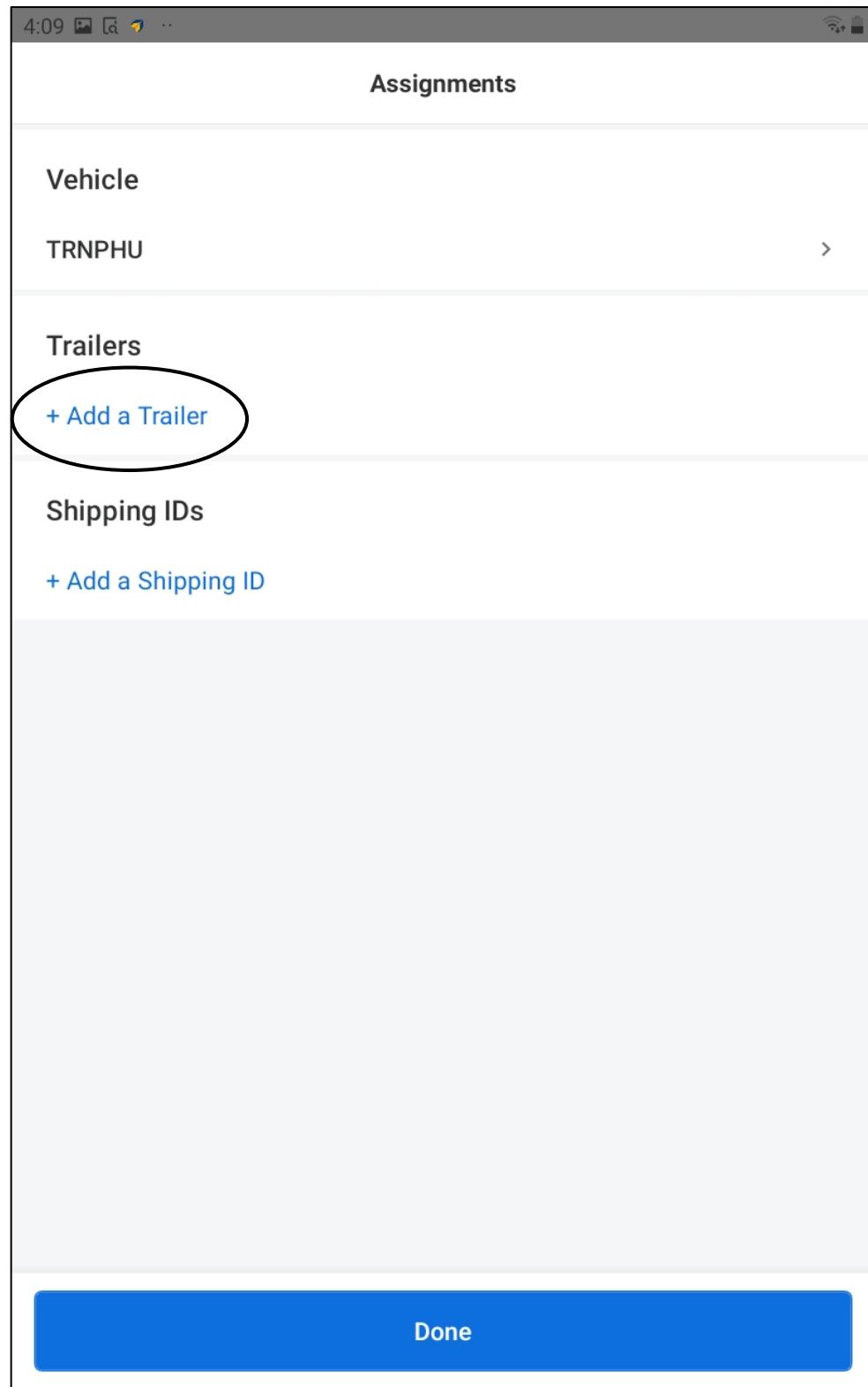
- Tap your vehicle number.

# 4. Confirm Vehicle



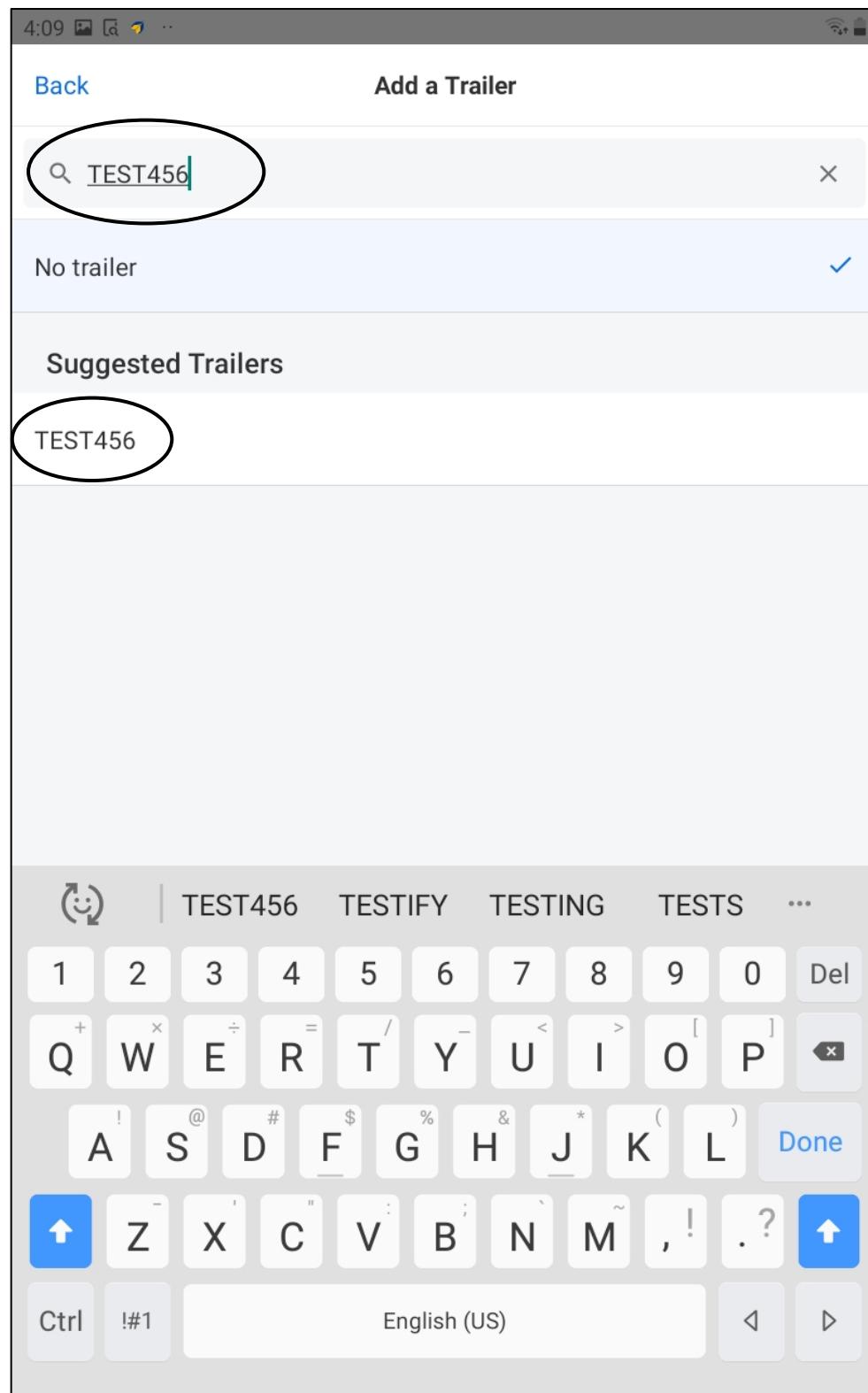
- Tap Confirm.

# 5. Select Trailer



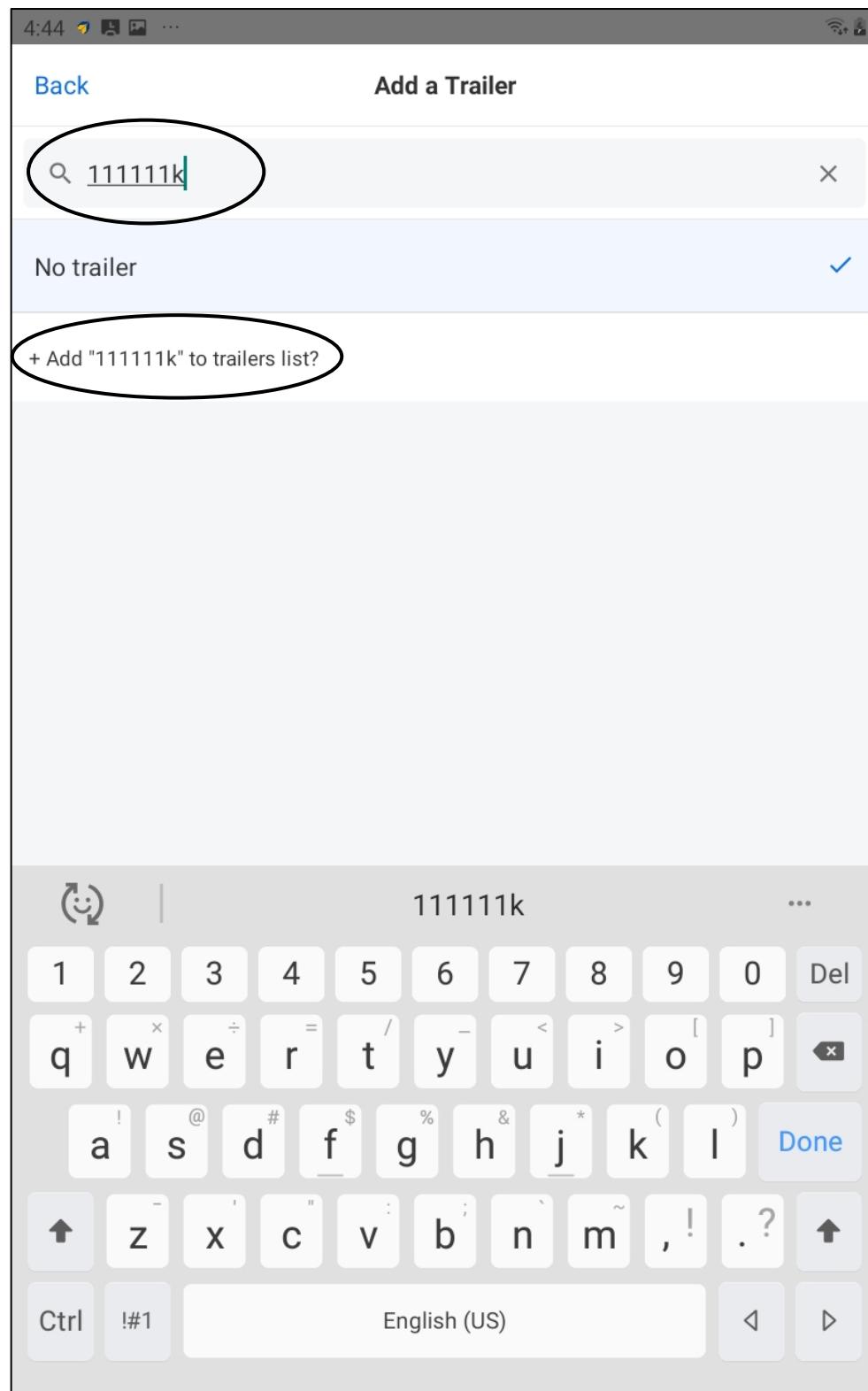
- Tap "Add a Trailer".

# 6. Look up Trailer



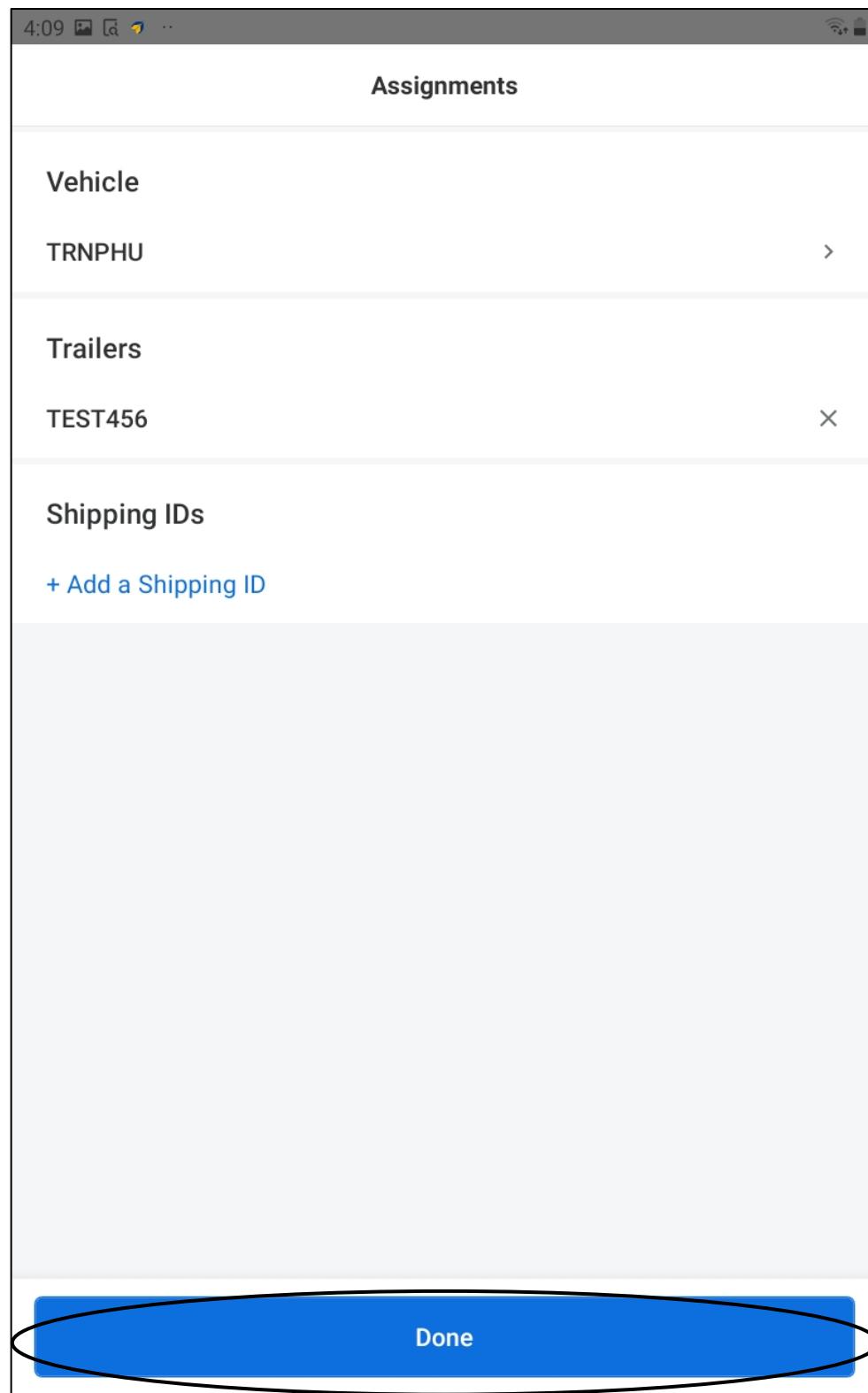
- Type in the trailer number.
- Tap Trailer from the List.

# 7. Trailer not Listed



- If your trailer is new or a rental, it may not be listed among the other trailers.
- FIRST CONFIRM, you have typed the trailer in correctly.
- If correct, Tap '+' Add "" to the trailer list?"

# 8. Finish Setup

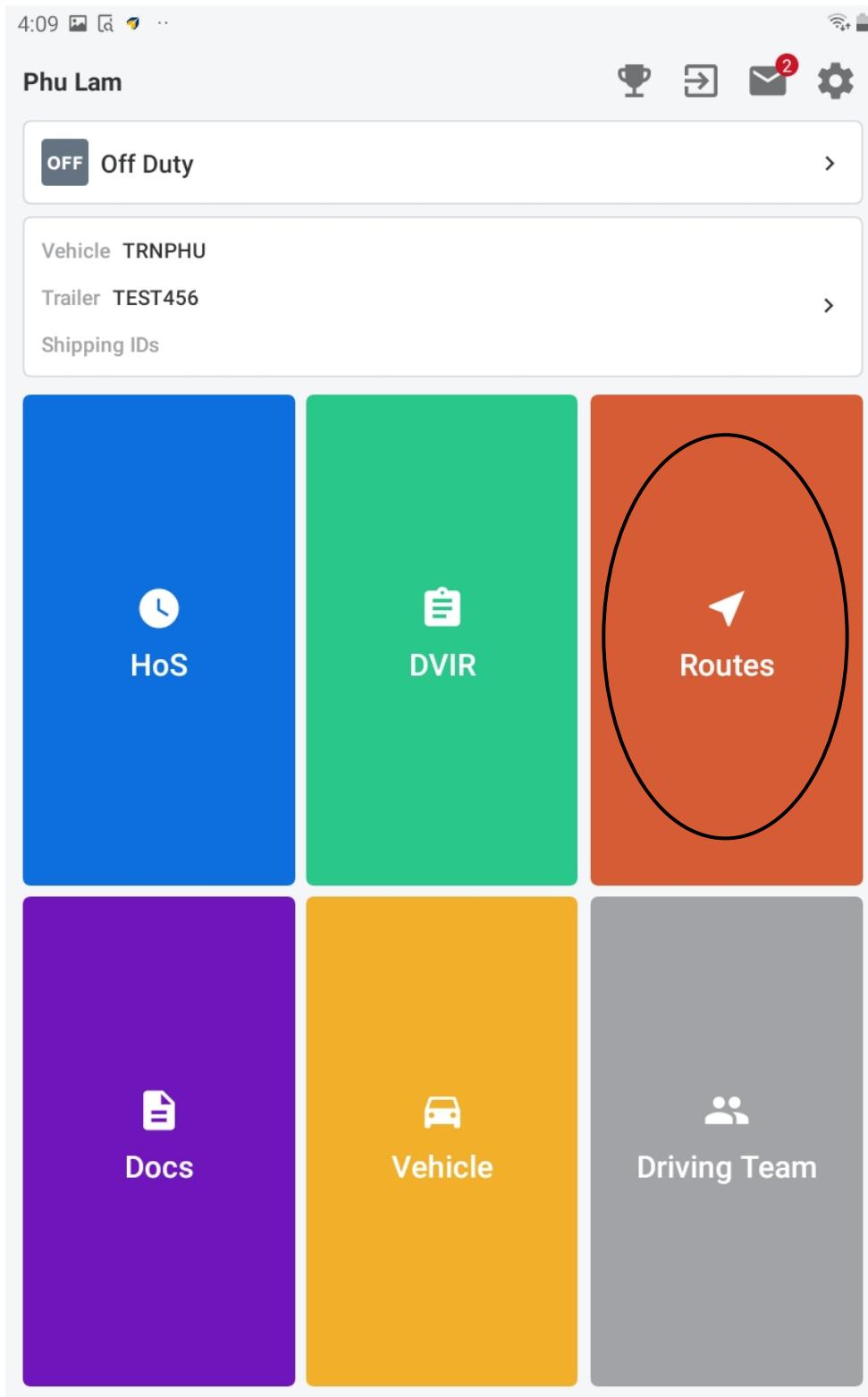


- Tap done.

# ROUTES

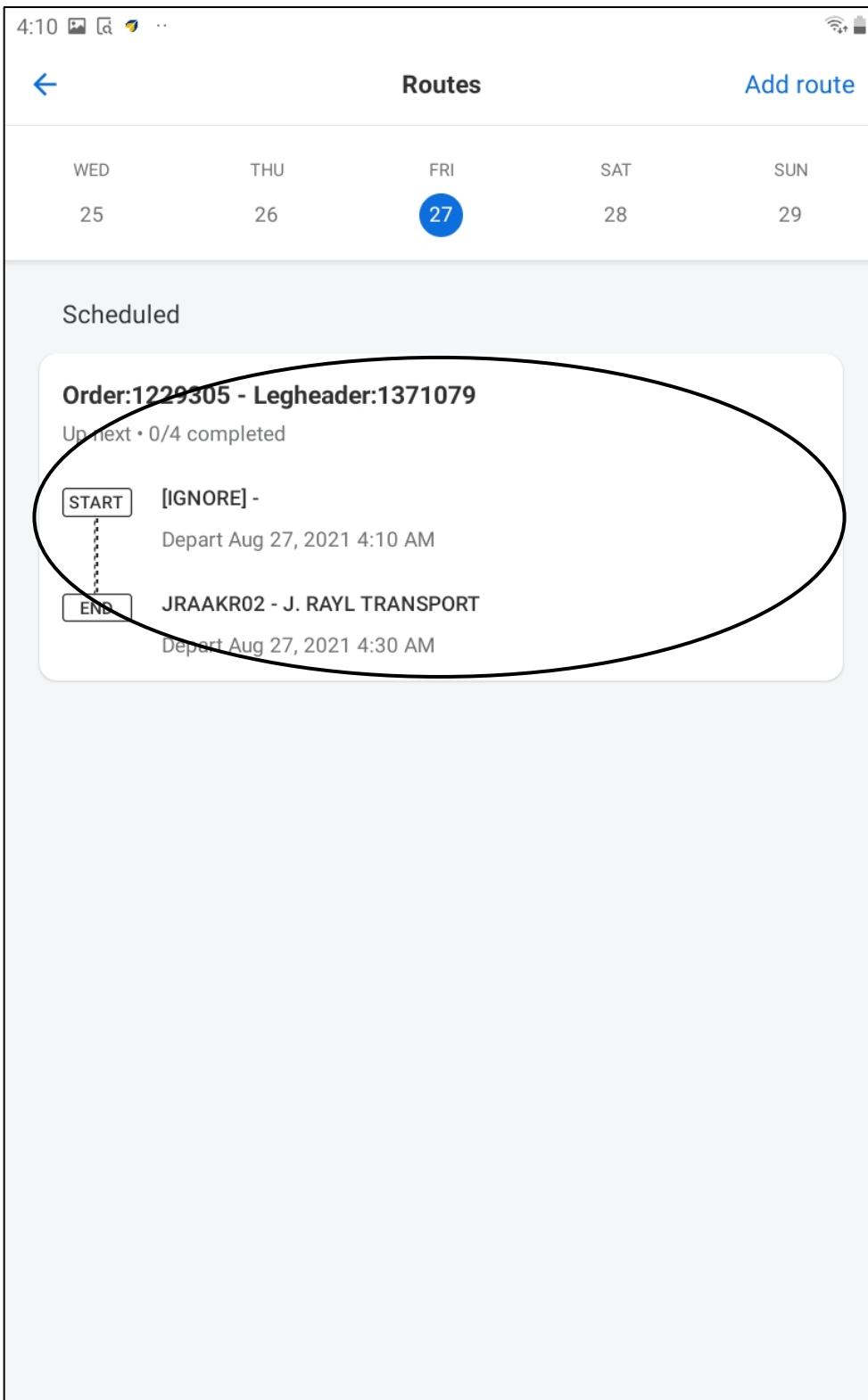
---

# 1. Samsara App



- Welcome! This is the main screen of the Samsara app.
- You will find everything you need as a driver listed on this screen.
- To find the workflow, Tap on "Routes"

## 2. Routes



- Your routes will be listed here.
- Tap anywhere on an order to view more details.

# 3. Route Segments

4:10 4 4 ... Order:1229305 - Legheader:137...

Order:1229305 - Legheader:1371079  
Scheduled start: 08/27/2021 4:10 AM

Stops

Stop	Time
Start [IGNORE] -	08/27/2021 4:10 AM >
JRAAKR02 - J. RAYL TRANSPORT	08/27/2021 4:10 AM >
JRACLE0 - JRAYL DRAYAGE	08/27/2021 4:20 AM >
End JRAAKR02 - J. RAYL TRANSPORT	08/27/2021 4:30 AM >

Notes

Notes:TEST LOAD https://kbxl-webui-authless.kbxl.cloud/accesscode /TI/4d4980276aedecf88b89b063ed13834333d143dd1d0d24d57f1183fa2f0c768f  
Driver:Phu Lam  
Tractor:TRNPHU  
Trailer:TEST456  
Leg Miles:77

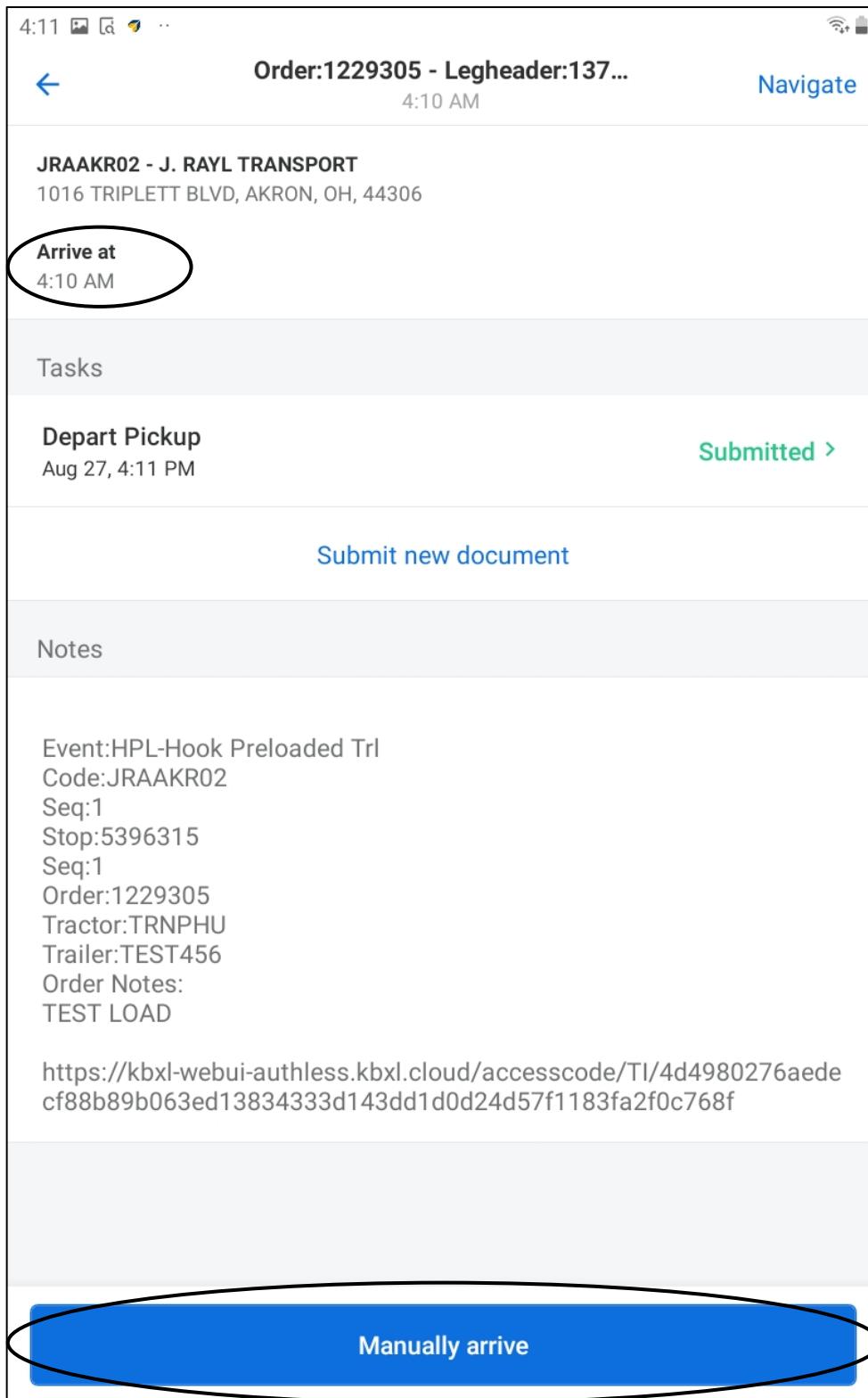
Navigate to JRAAKR02 - J. RAYL TRANSPORT

- In Samsara, the first segment will always be listed as [IGNORE].
- This stop is here for technical reasons and can be ignored completely and does NOT need to be completed.
- Tap on the first leg of the trip.

# **ARRIVING AT STOP**

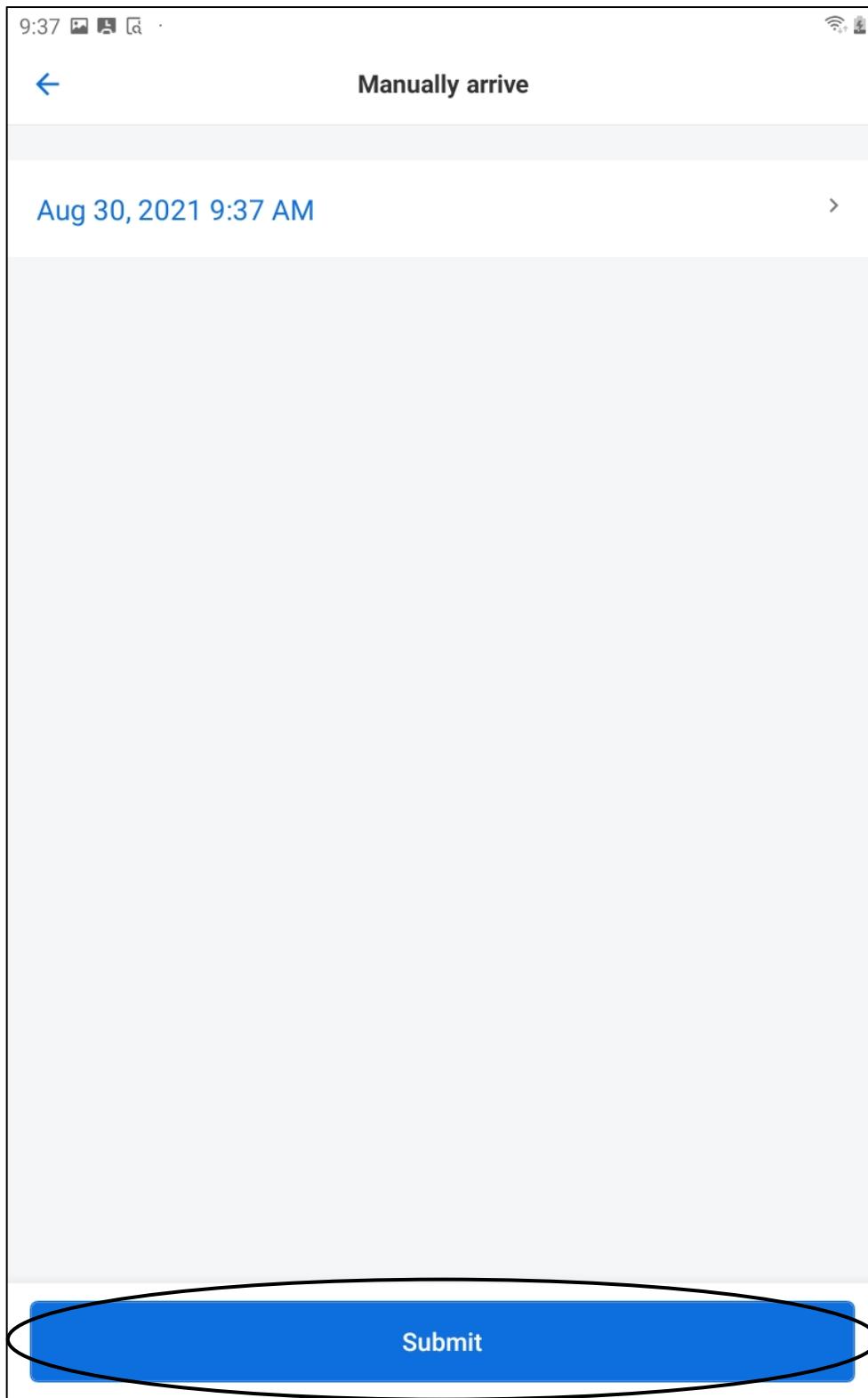
---

# 1. Arrive at Stop



- When you arrive at a stop you should be automatically arrived.
- If you are automatically arrived, it will show a green check next to “Arrive at”
- If you are not arrived automatically, it will show “Manually arrive” at the bottom.
- Tap “Manually arrive”

## 2. Manually Arrive



- The bar will show the current time.
- Go ahead and tap “Submit”.

# 3. Manually Arrive

The screenshot shows a mobile application interface for managing truck stops. At the top, it displays the time (9:04), signal strength, battery level, and a back arrow icon. The main header includes the order number (Order:1229305 - Legheader:137...) and the current time (9:00 AM). On the right side of the header are icons for 'Navigate' and signal strength.

The central part of the screen shows the arrival information for a stop at "JRAAKR02 - J. RAYL TRANSPORT" located at "1016 TRIPPLETT BLVD, AKRON, OH, 44306". A callout bubble highlights the "Arrived at" field, which shows "9:03 AM EDT" followed by a green checkmark. Below this, there is a section for "Tasks" and a "Depart Pickup" entry for "Aug 30, 9:03 AM" with a "Submitted >" status.

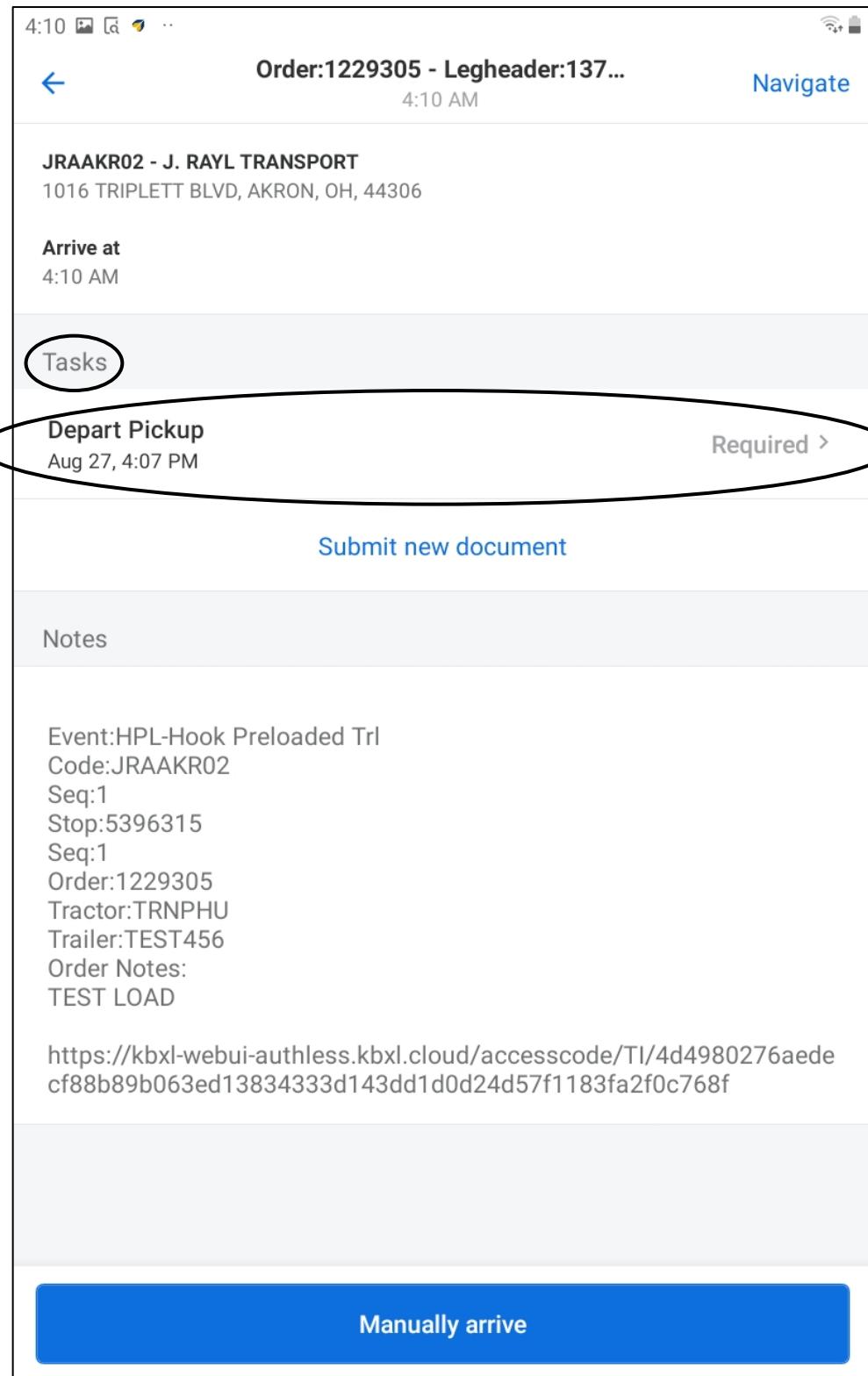
Further down, there is a "Submit new document" button. The "Notes" section contains technical details such as Event: HPL-Hook Preloaded Trl, Code: JRAAKR02, Seq:1, Stop: 5396315, Order: 1229305, Tractor: TRNPHU, Trailer: TEST456, and Order Notes: TEST LOAD. At the bottom, a URL is provided: <https://kbxl-webui-authless.kbxl.cloud/accesscode/TI/4d4980276aede cf88b89b063ed13834333d143dd1d0d24d57f1183fa2f0c768f>. A large blue button at the bottom is labeled "Manually depart".

- The “Arrived at” field will now show a time and a green check.

# DEPART PICKUP FORM

---

# 1. Required Tasks



- Before you leave your stop you are required to do your "Tasks".
- In this case we must fill out a "Depart Pickup" document.
- Simply tap anywhere on the depart pickup banner to continue.

## 2. Depart Pickup

4:10 ..

Cancel

**Depart Pickup**

1 field to complete

**Trailer**  
Required

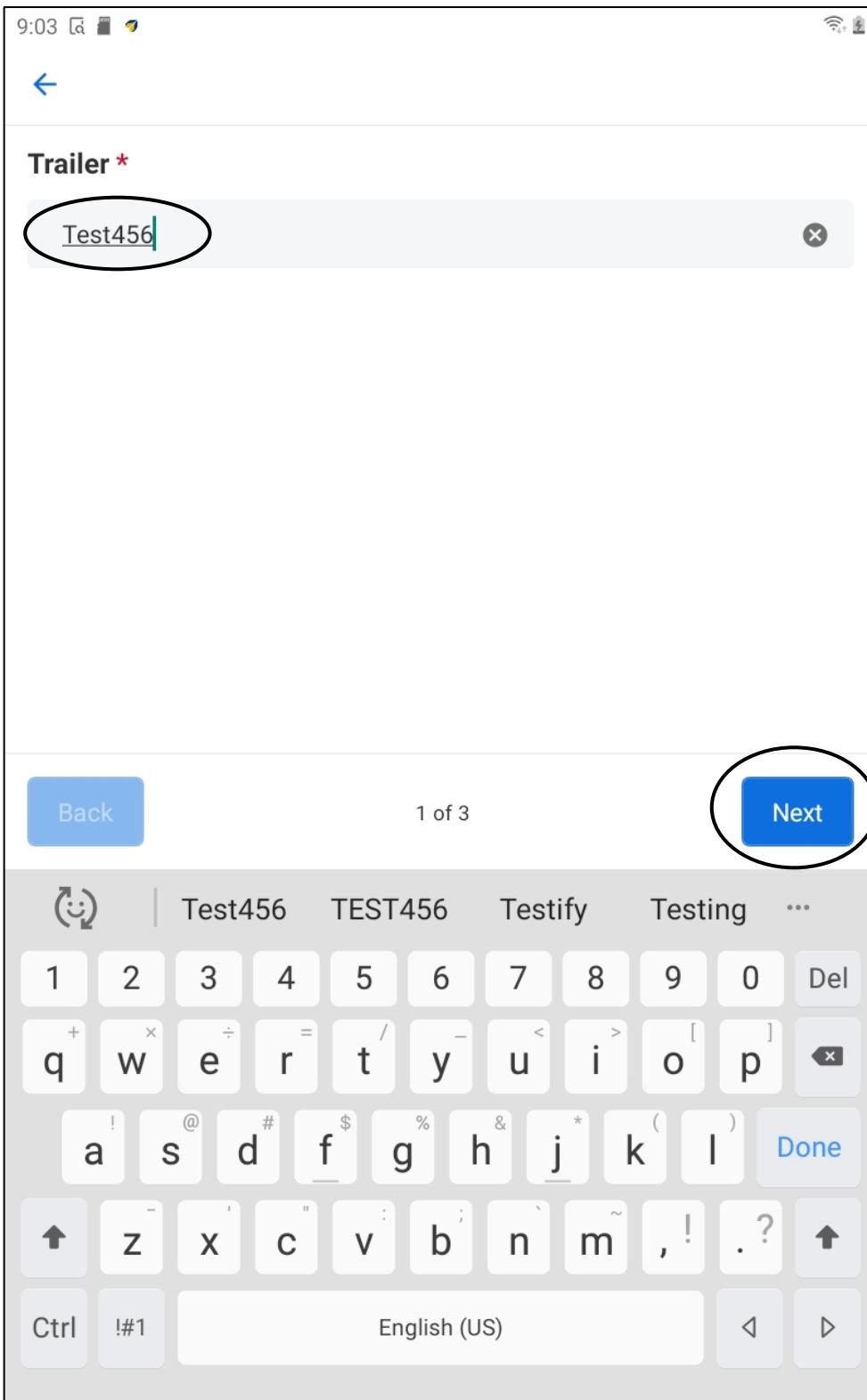
**BOL Number**

**Notes**

Submit Document

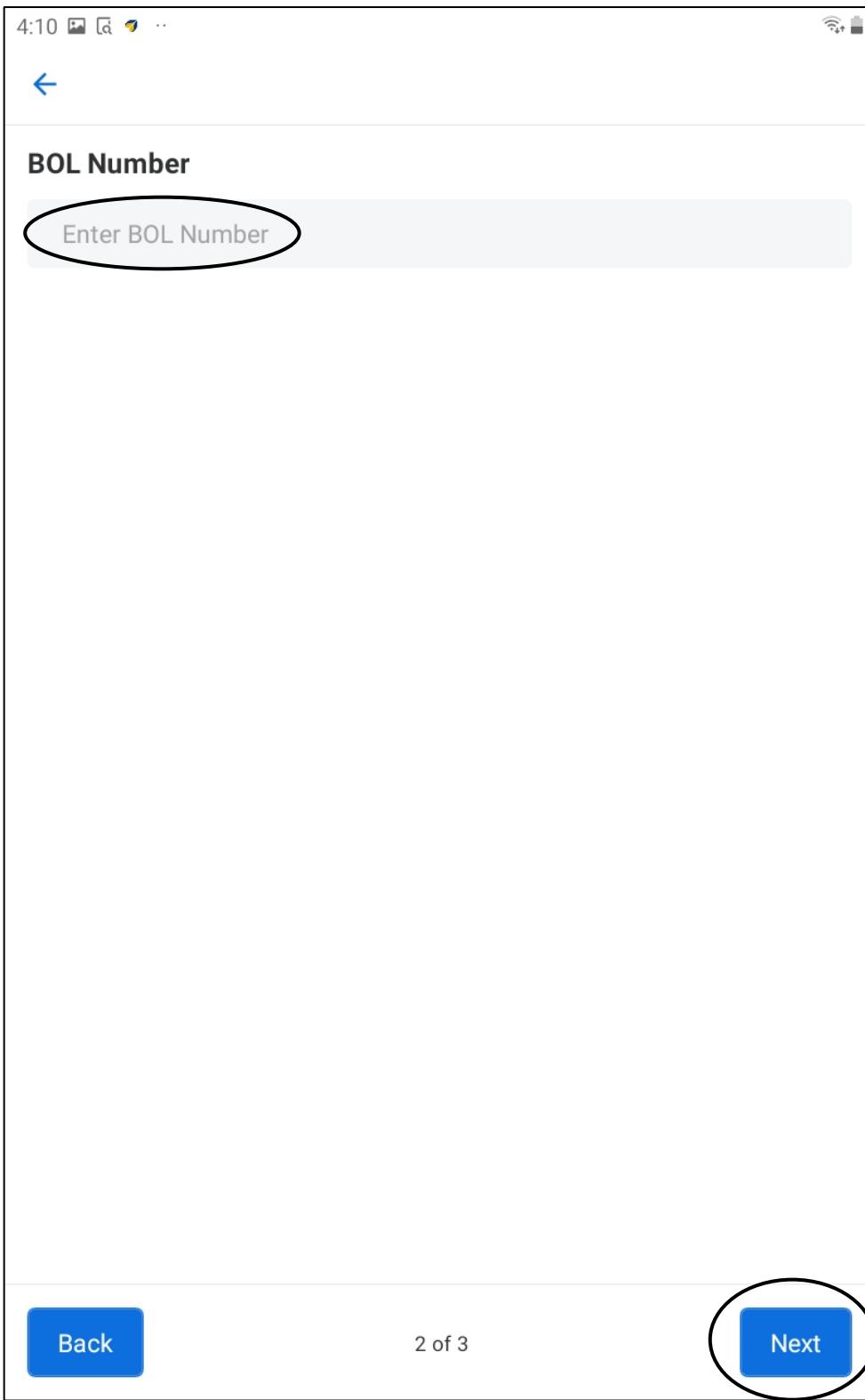
- This is the “Depart Pickup” form.
- First required field is the Trailer ID.
- Tap on this field.

### 3. Trailer



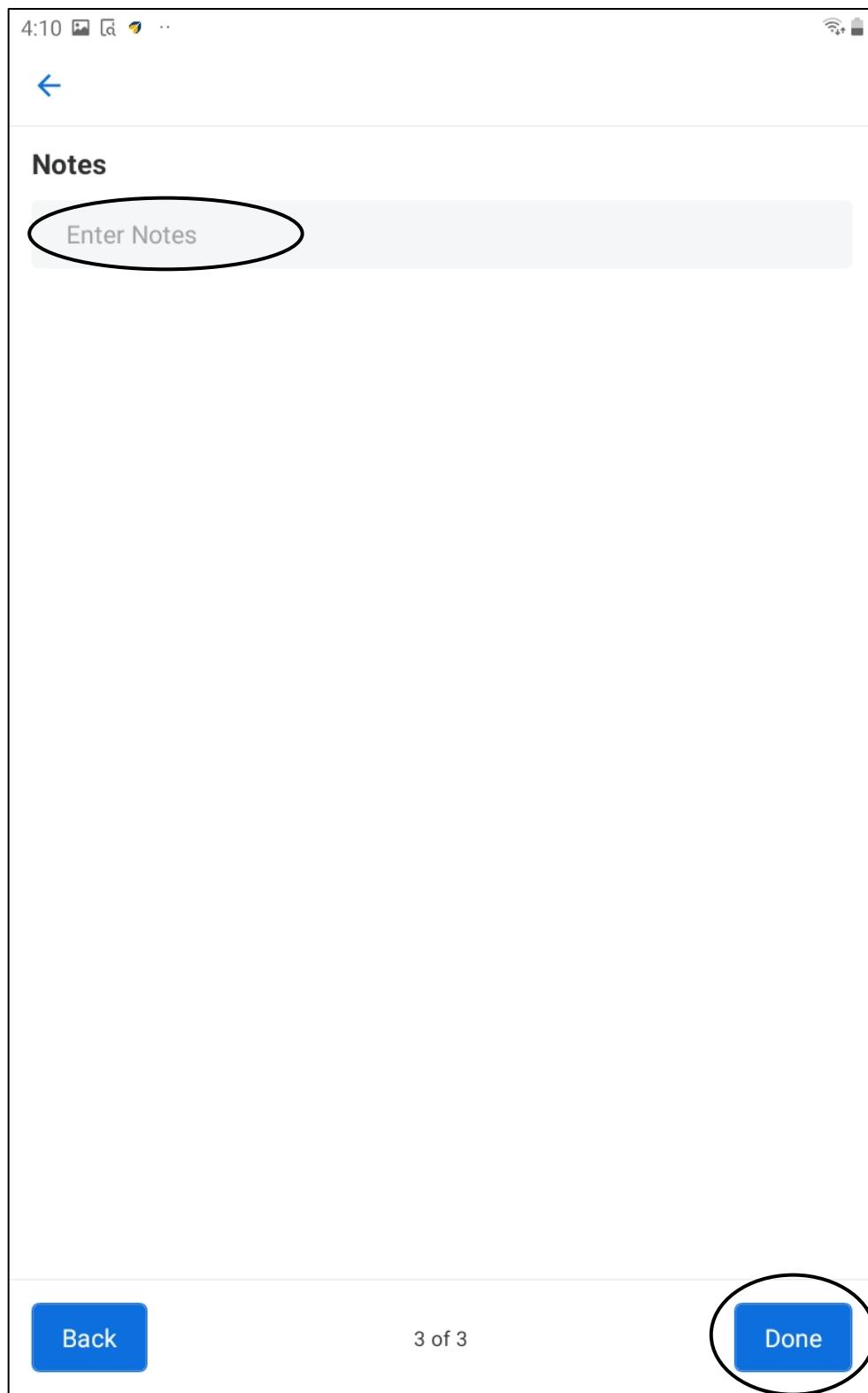
- Type in your trailer number.
- Then tap "Next".

# 4. BOL Number



- Type in your BOL number.
- Then tap Next.

# 5. Notes



- If you have any notes or comments on the depart you can leave them here.
- This step can be skipped.
- When done, tap Next.

# 6. Submit “Depart Pickup”

9:03

Cancel

**Depart Pickup**

**Trailer**  
Test456

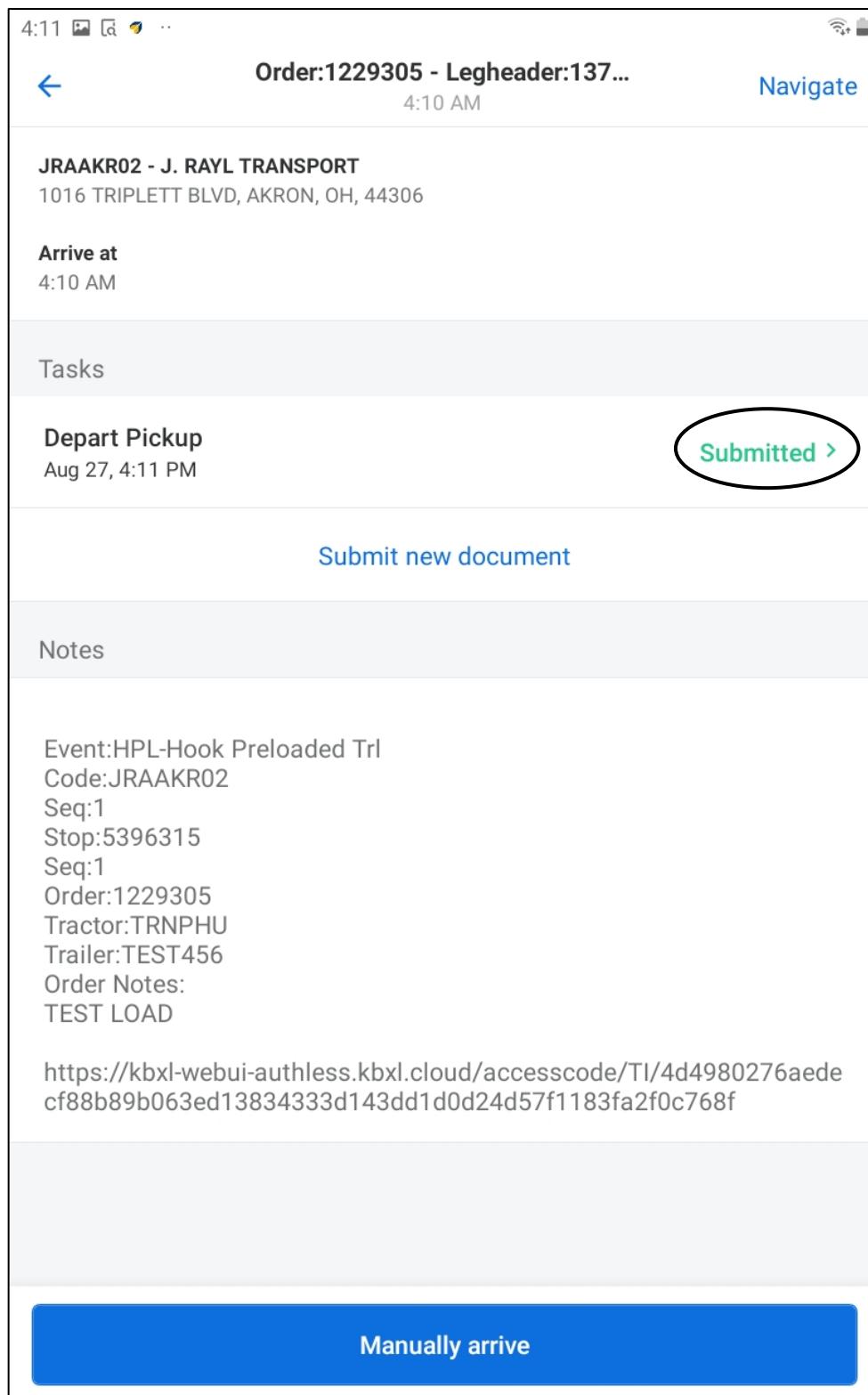
**BOL Number**  
Test

**Notes**

Submit Document

- Confirm that both fields have a Green Check.
- Once you're sure the document is complete, Tap “Submit Document”

# 7. Confirm Submission



- Notice the Depart Pickup now says submitted.
- If you find out that it was not submitted, you can simply open it again and resubmit.

# DEPARTING FROM STOP

---

# 1. Automatically Depart

The screenshot shows a mobile application interface for managing delivery orders. At the top, it displays "Order:1229305 - Legheader:137..." with a back arrow. Below this, the order details are shown: "Order:1229305 - Legheader:1371079" and "Scheduled start: 08/30/2021 9:30 AM". A stop list follows, starting with "JRAAKR02 - J. RAYL TRANSPORT" which has an "Arrived" status indicated by a blue button with a white arrow. The next stop is "[IGNORE] -" at 08/30/2021 9:30 AM EDT. The third stop is "JRACLE0 - JRAYL DRAYAGE" at 08/30/2021 9:35 AM EDT. The final stop is "JRAAKR02 - J. RAYL TRANSPORT" at 08/30/2021 9:40 AM EDT. Below the stops, there's a "Notes" section containing driver and vehicle information: "Driver:Phu Lam", "Tractor:TRNPHU", "Trailer:TEST456", and "Leg Miles:77". At the bottom, a blue button says "Navigate to JRACLE0 - JRAYL DRAYAGE".

- You should be automatically departed after you get a mile away from the stop.
- If you get outside of this range and you notice the stop still says “Arrived” instead of “Completed”, then you may have to depart manually.
- Tap the stop to depart manually.

## 2. Manually Depart

9:04 9:00 AM Order:1229305 - Legheader:137... Navigate

JRAAKR02 - J. RAYL TRANSPORT  
1016 TRIPPLETT BLVD, AKRON, OH, 44306

Arrived at 9:03 AM EDT ✓

Tasks

Depart Pickup Submitted >  
Aug 30, 9:03 AM

Submit new document

Notes

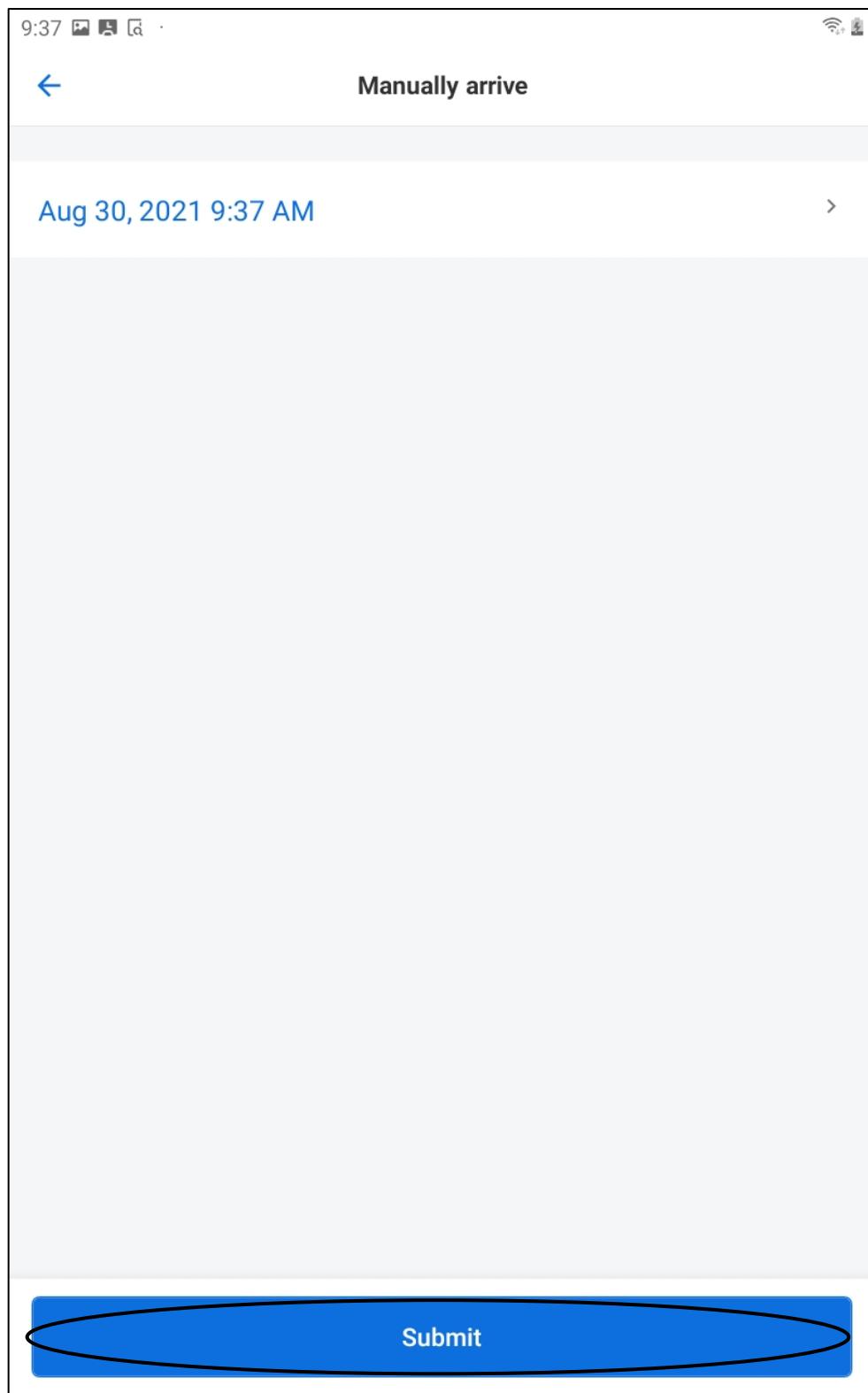
Event:HPL-Hook Preloaded Trl  
Code:JRAAKR02  
Seq:1  
Stop:5396315  
Seq:1  
Order:1229305  
Tractor:TRNPHU  
Trailer:TEST456  
Order Notes:  
TEST LOAD

<https://kbxl-webui-authless.kbxl.cloud/accesscode/TI/4d4980276aede cf88b89b063ed13834333d143dd1d0d24d57f1183fa2f0c768f>

Manually depart

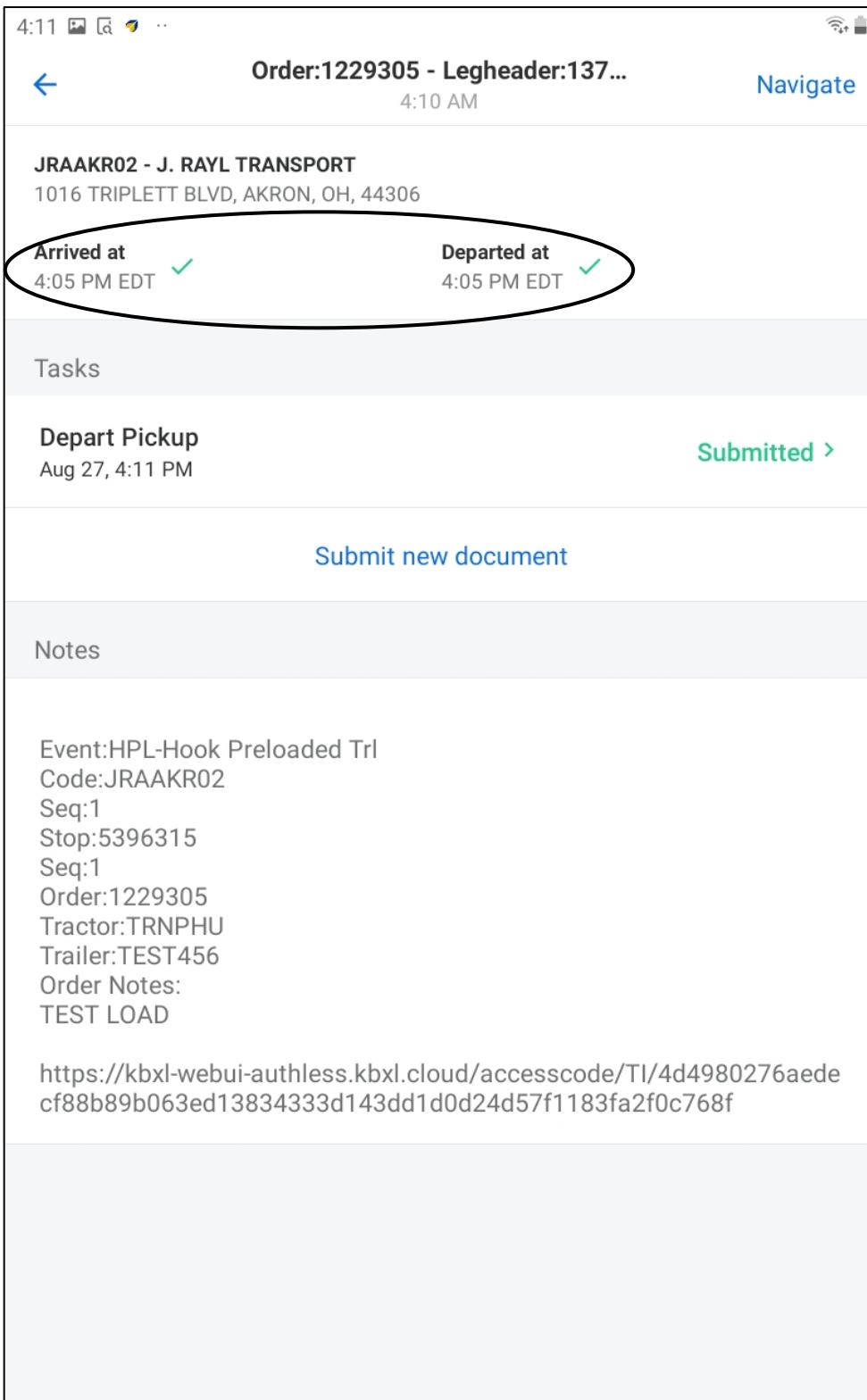
- Tap "Manually Depart".

### 3. Manually Depart



- The current time will be listed.
- Tap “Submit”.

# 4. Green Check



- There will now be a green check next to "Departed at".

# MOVING TO NEXT STOP

---

# 1. Finished with Stop

The screenshot shows a mobile application interface for managing delivery stops. At the top, there is a header bar with the time "1:46", signal strength, battery level, and a "Back" arrow icon. The main title is "Order:1229305 - Legheader:137..." with the date "1:45 PM". On the right side of the header is a "Navigate" button.

The main content area displays the following information:

- Location:** JRAAKR02 - J. RAYL TRANSPORT  
1016 TRIPPLETT BLVD, AKRON, OH, 44306
- Arrived at:** 1:45 PM EDT ✓
- Departed at:** 1:46 PM EDT ✓
- Tasks:** Depart Pickup (Aug 30, 1:46 PM) status: Submitted >
- Notes:** Event:HPL-Hook Preloaded Trl  
Code:JRAAKR02  
Seq:1  
Stop:5396315  
Seq:1  
Order:1229305  
Tractor:TRNPHU  
Trailer:TEST456  
Order Notes:  
TEST LOAD
- Link:** <https://kbxl-webui-authless.kbxl.cloud/accesscode/TI/4d4980276aede cf88b89b063ed13834333d143dd1d0d24d57f1183fa2f0c768f>

- Once you've done your tasks and you've arrived at the next stop, you should leave this leg by tapping the "Back Arrow"

## 2. New Segment

The screenshot shows a mobile application interface for managing segments. At the top, it displays the order number "Order:1229305 - Legheader:137..." with a back arrow. Below this, the current leg information is shown: "Order:1229305 - Legheader:1371079" and "Scheduled start: 08/30/2021 1:45 PM". The leg has three segments listed:

- Start: [IGNORE] - 08/30/2021 1:45 PM EDT (radio button)
- JRAAKR02 - J. RAYL TRANSPORT (radio button) - status: Completed (with a blue oval around the text)
- JRACLE0 - JRAYL DRAYAGE (radio button) - 08/30/2021 1:50 PM EDT (radio button)

A large black oval highlights the second segment, "JRAAKR02 - J. RAYL TRANSPORT". Below the segments, there are sections for "Stops" (one entry for "End") and "Notes". The notes section contains the following text:

Notes:TEST LOAD https://kbxl-webui-authless.kbxl.cloud/accesscode /TI/4d4980276aedecf88b89b063ed13834333d143dd1d0d24d57f1183fa2f0c768f  
Driver:Phu Lam  
Tractor:TRNPHU  
Trailer:TEST456  
Leg Miles:77

At the bottom, a blue button with white text says "Navigate to JRACLE0 - JRAYL DRAYAGE".

- Back on the segments screen, you will see your previous leg says "Completed".
- Tap on the leg of the leg you've just arrived at.

# 3. Arrival At Delivery

1:52 1:45 PM

Order:1229305 - Legheader:137...

Navigate

JRACLE0 - JRAYL DRAYAGE  
23555 EUCLID AVE, CLEVELAND, OH, 44117

Arrived at 1:52 PM EDT ✓

Depart at 1:50 PM EDT

Tasks

Depart Delivery Aug 30, 1:44 PM Required >

Submit new document

Notes

Event:LUL-Live Unload  
Code:JRACLE0  
Seq:2  
Stop:5396316  
Customer Notes:  
The address to the whole complex is 23555 euclid ave euclid oh.  
If using a gps the entrance is located next to 24111 rockwell drive  
euclid,oh 44117 in the heritage business park entrance.  
Seq:2  
Order:1229305  
Tractor:TRNPHU  
Trailer:TEST456  
Order Notes:  
TEST LOAD

<https://kbxl-webui-authless.kbxl.cloud/accesscode/TI/4d4980276aede cf88b89b063ed13834333d143dd1d0d24d57f1183fa2f0c768f>

Manually depart

- You should be automatically arrived if not you will have to repeat the steps from above in the packet to arrive manually.
- You will have to confirm you've arrived and departed from every stop you go to.
- Now that we've arrived at our delivery, we can fill out our "Depart Delivery" form.

# DEPART DELIVERY FORM

---

# 1. Depart Delivery

The screenshot shows a mobile application interface for managing a delivery route. At the top, it displays the time (10:47), signal strength, battery level, and a back arrow icon. The main header reads "Order:1229305 - Legheader:137..." and includes a "Navigate" button. Below this, the customer information is listed: "JRACLEO - JRAYL DRAYAGE" and "23555 EUCLID AVE, CLEVELAND, OH, 44117". The arrival status is shown as "Arrived at 9:37 AM EDT" with a green checkmark. The departure status is "Depart at 9:35 AM EDT". The "Tasks" section contains a single item: "Depart Delivery" (Aug 30, 9:33 AM), which is marked as "Required" and circled in black. Below the tasks is a blue "Submit new document" button. The "Notes" section contains several lines of text: "Event:LUL-Live Unload", "Code:JRACLE0", "Seq:2", "Stop:5396316", "Customer Notes: The address to the whole complex is 23555 euclid ave euclid oh. If using a gps the entrance is located next to 24111 rockwell drive euclid,oh 44117 in the heritage business park entrance.", "Seq:2", "Order:1229305", "Tractor:TRNPHU", "Trailer:TEST456", "Order Notes: TEST LOAD", and a URL: "https://kbxl-webui-authless.kbxl.cloud/accesscode/TI/4d4980276aede cf88b89b063ed13834333d143dd1d0d24d57f1183fa2f0c768f". At the bottom is a large blue button labeled "Manually depart".

- When you depart delivery, you are required to fill out the "Depart Delivery" form.
- Tap "Depart Delivery".

## 2. Depart Delivery Form

The image shows a smartphone screen displaying a mobile application for managing delivery forms. The top status bar indicates the time as 10:47 and shows signal strength and battery level. Below the status bar, the app has a white background with black text and a blue header.

**Cancel**

**Depart Delivery**

**Trailer** (This text is enclosed in a black oval, indicating it is the current selection.)

**Bill of Lading**

**Driver Unload**

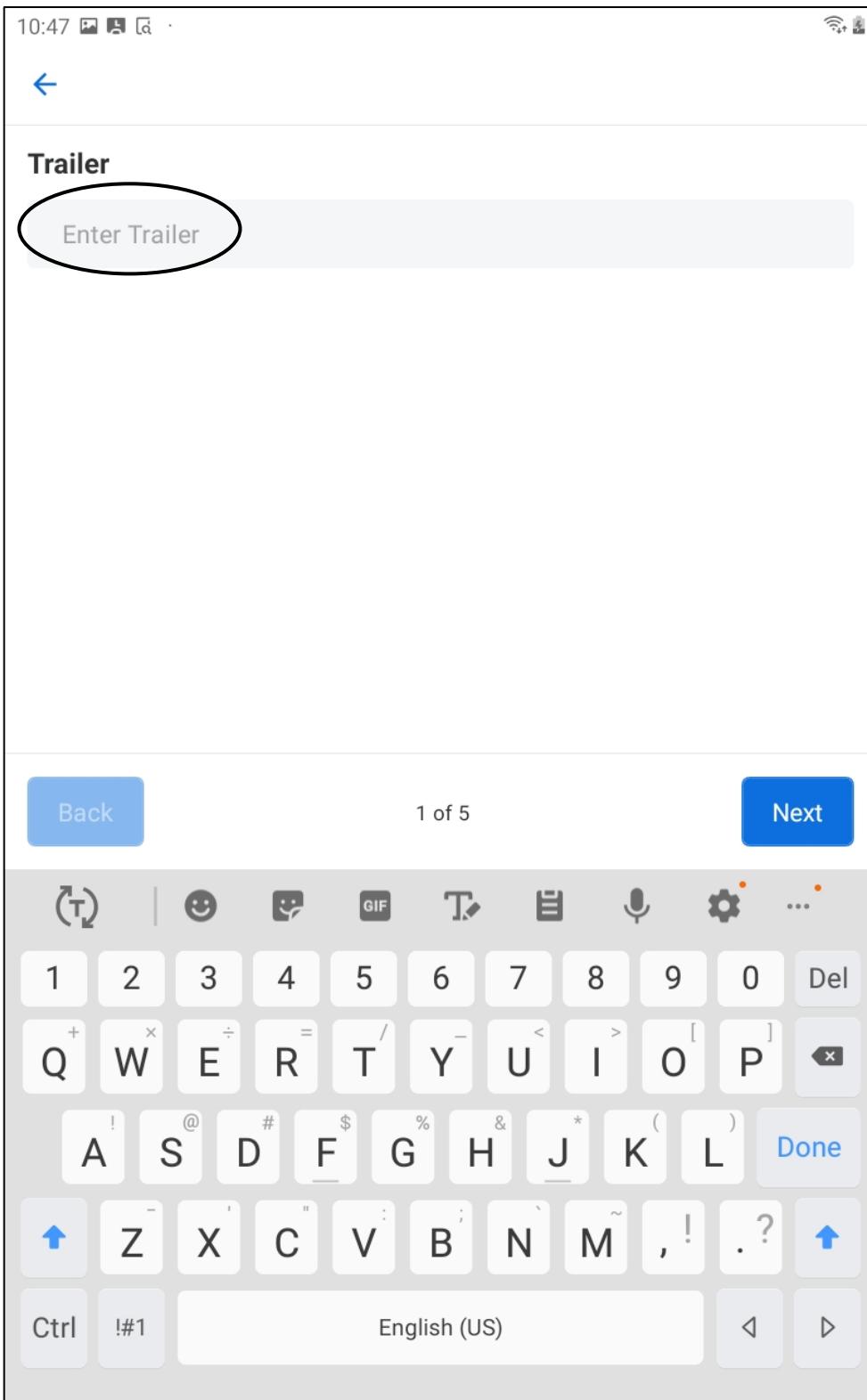
**Lumper**

**Notes**

**Submit Document** (A large blue button at the bottom of the screen.)

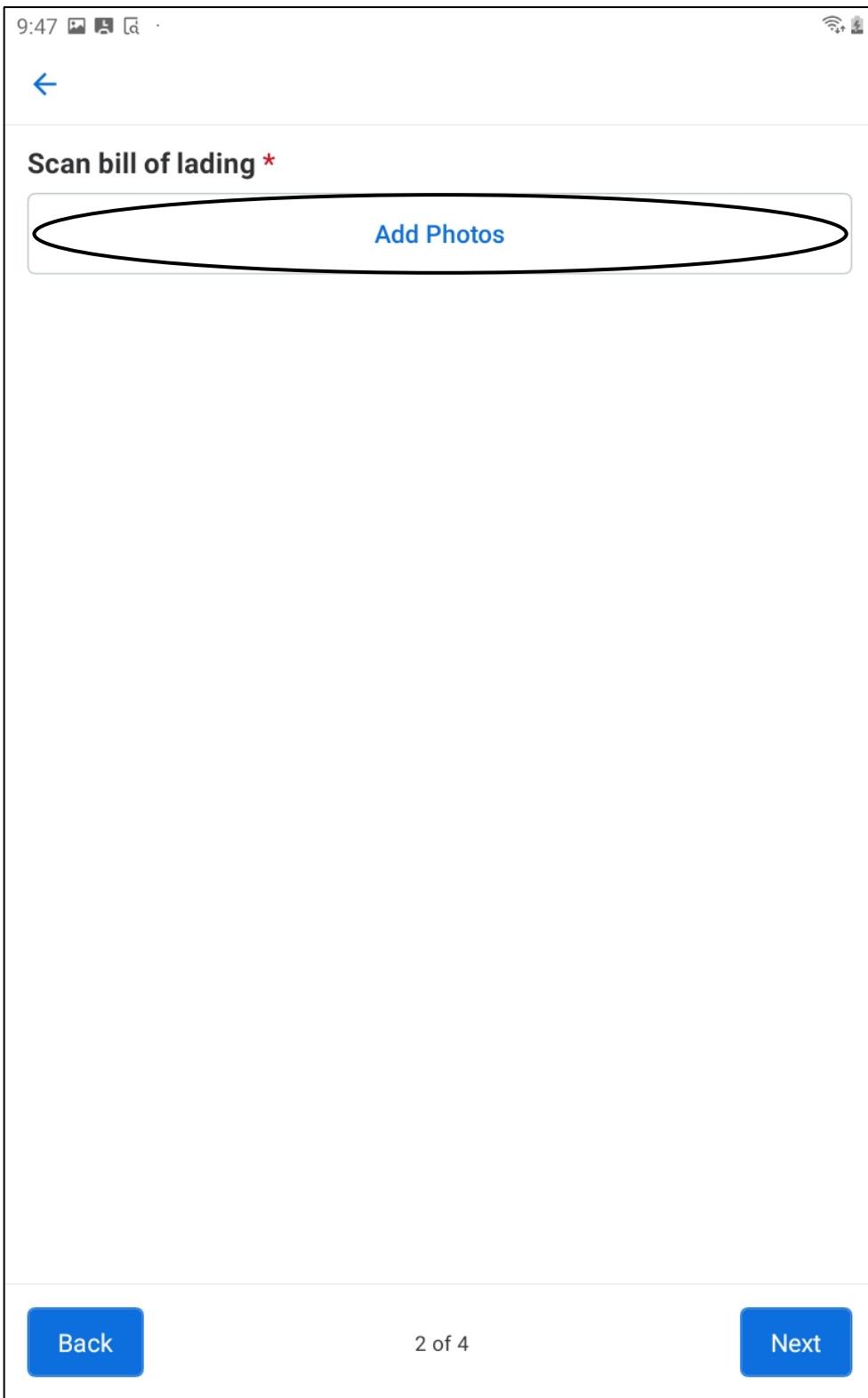
- This is the “Depart Delivery” form.
- Tap “Trailer”.

# 3. Trailer



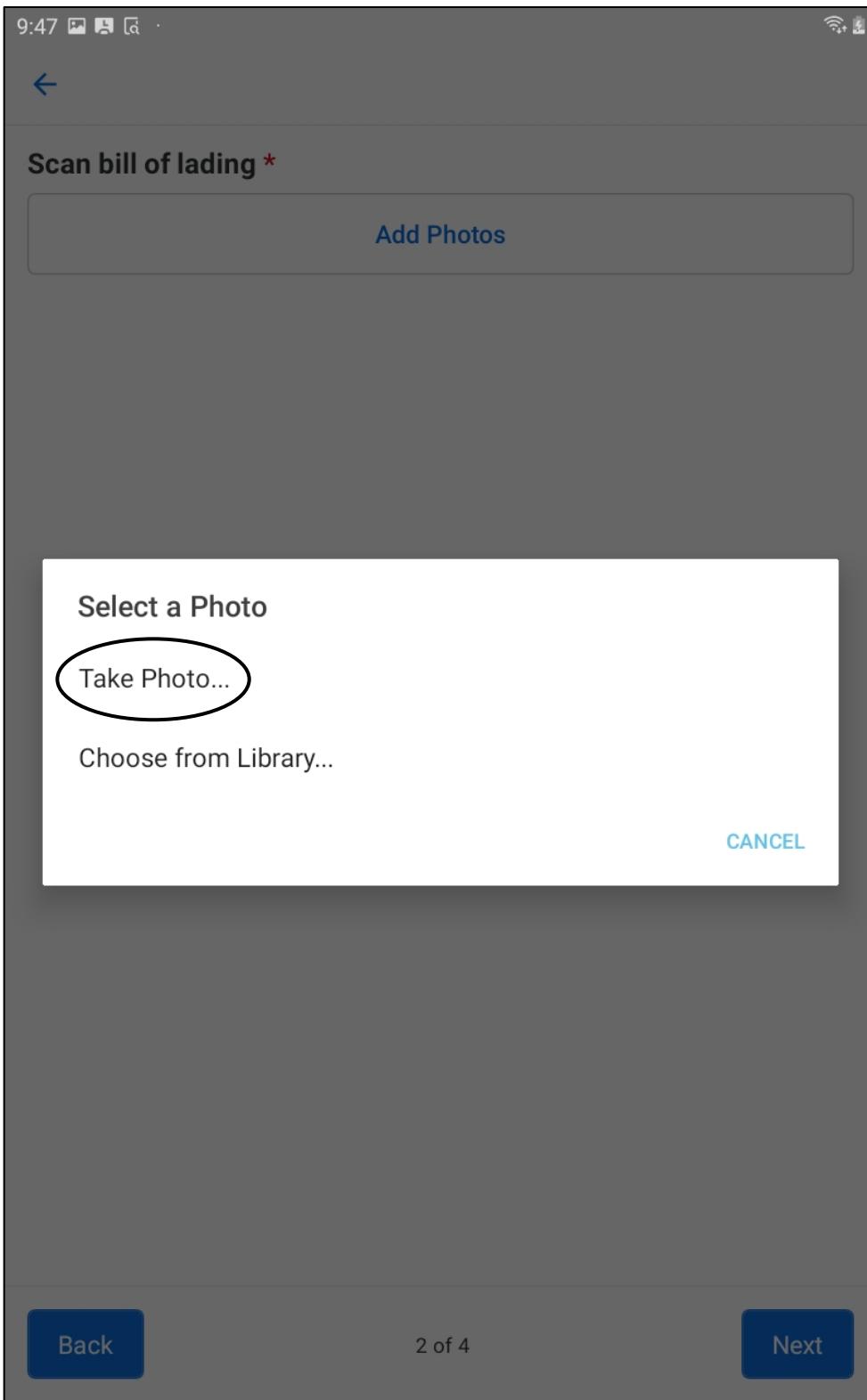
- Type in your trailer number.
- Then tap Next.

# 4. Scan BOL



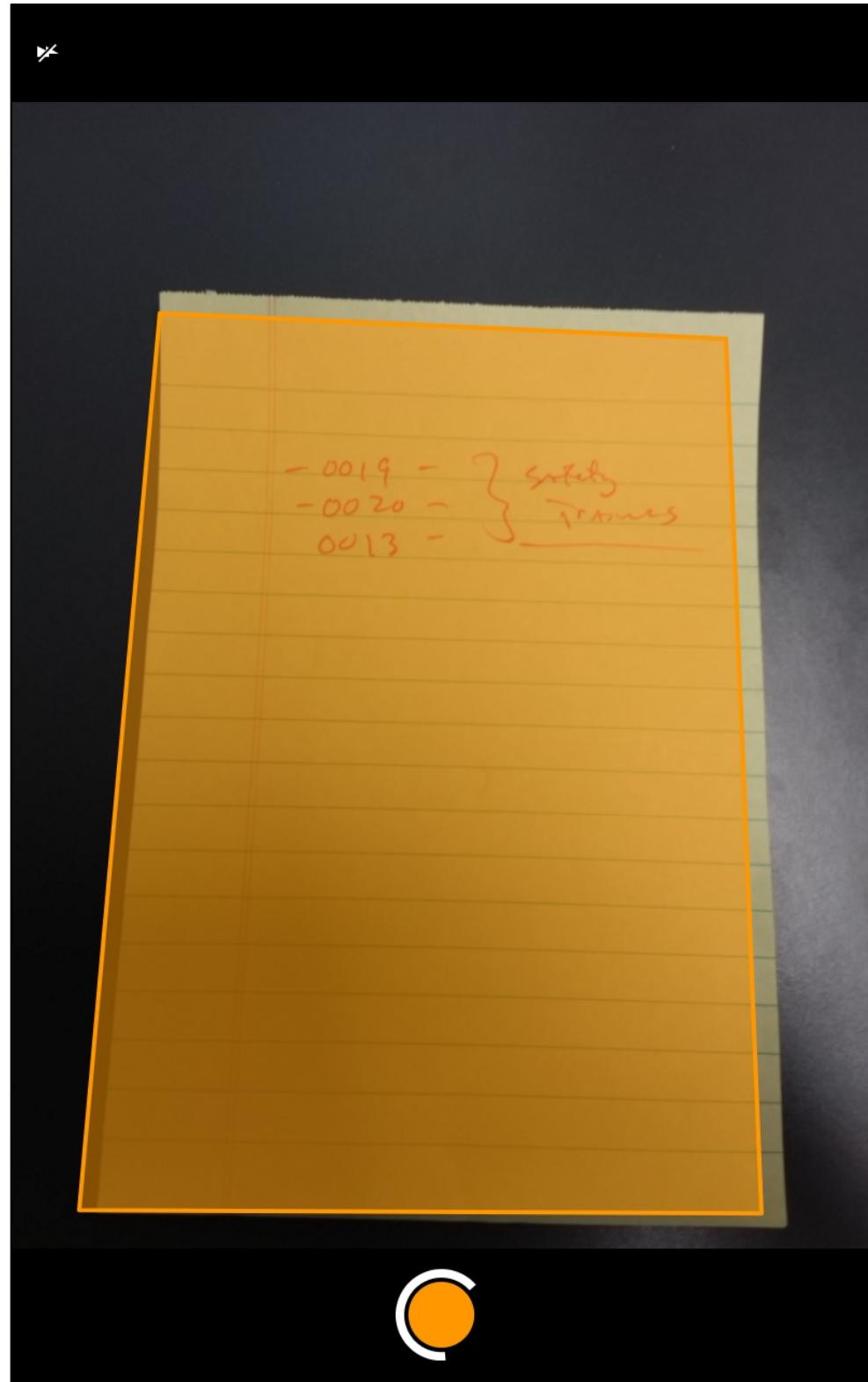
- Tap "Add Photo" to scan document.

# 5. Take Photo...



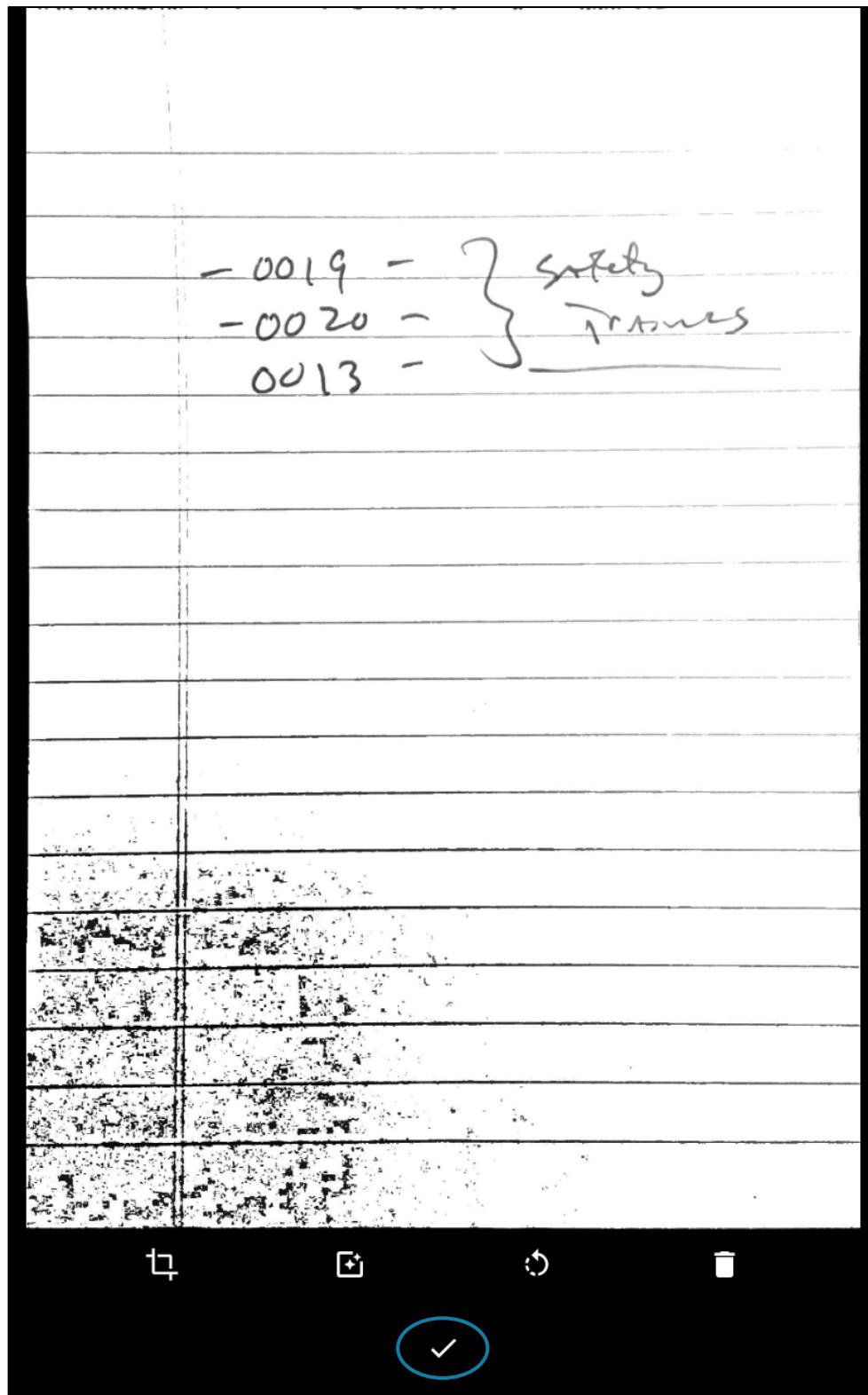
- Tap "Take Photo..." to scan document.
- **IMPORTANT!** If ask what to scan with CHOOSE "GENIUS SCAN" NOT "Camera".

# 6. Genius Scan



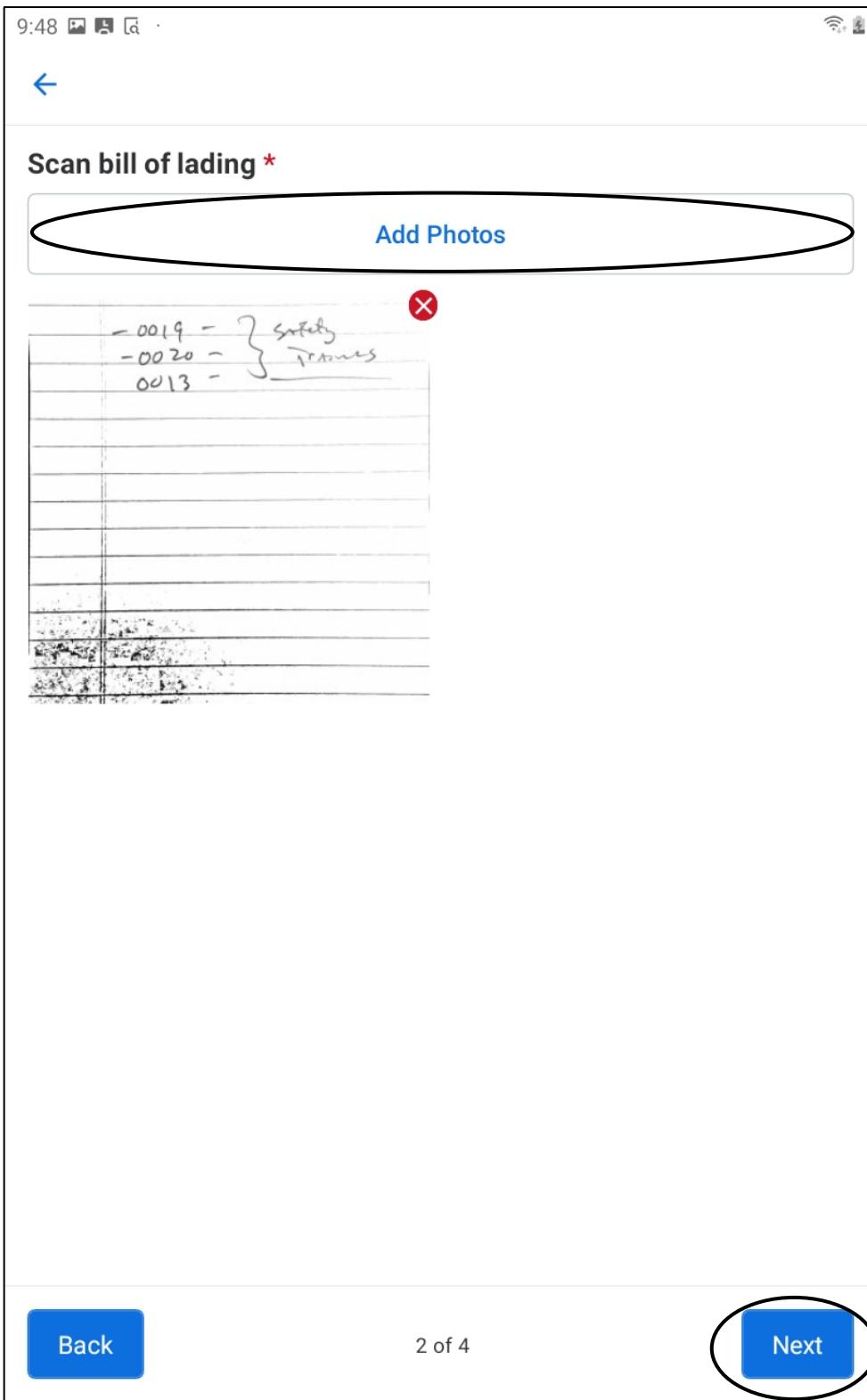
- This is the scan screen. Make sure the entire bill is visible in the scan.

# 7. Image Adjustment



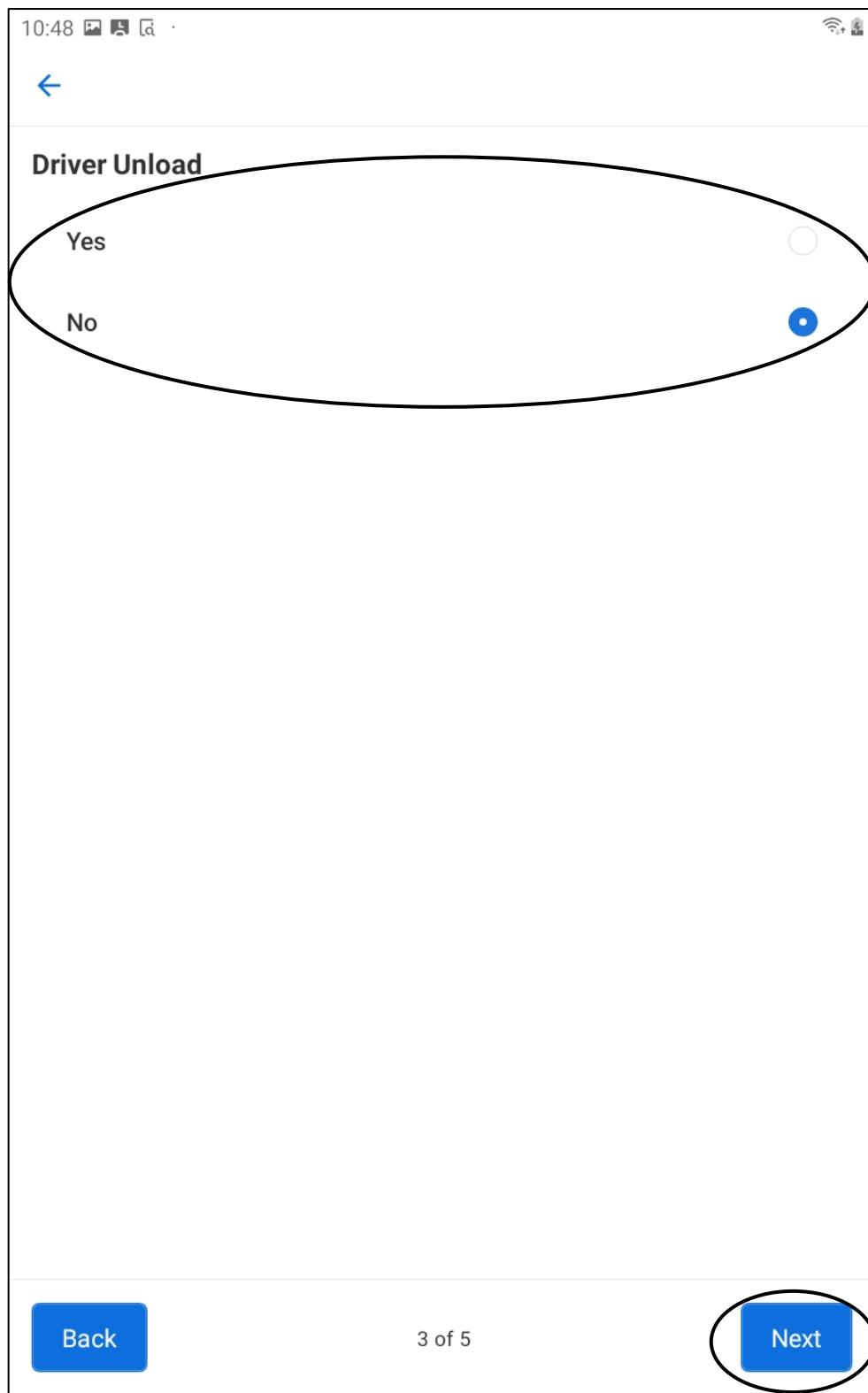
- There are various setting on this screen to adjust the image quality.
- We will not go over these settings and it's recommended to leave them alone if the image is legible.
- Tap the White Check on the bottom to continue.

# 8. Add Another Image



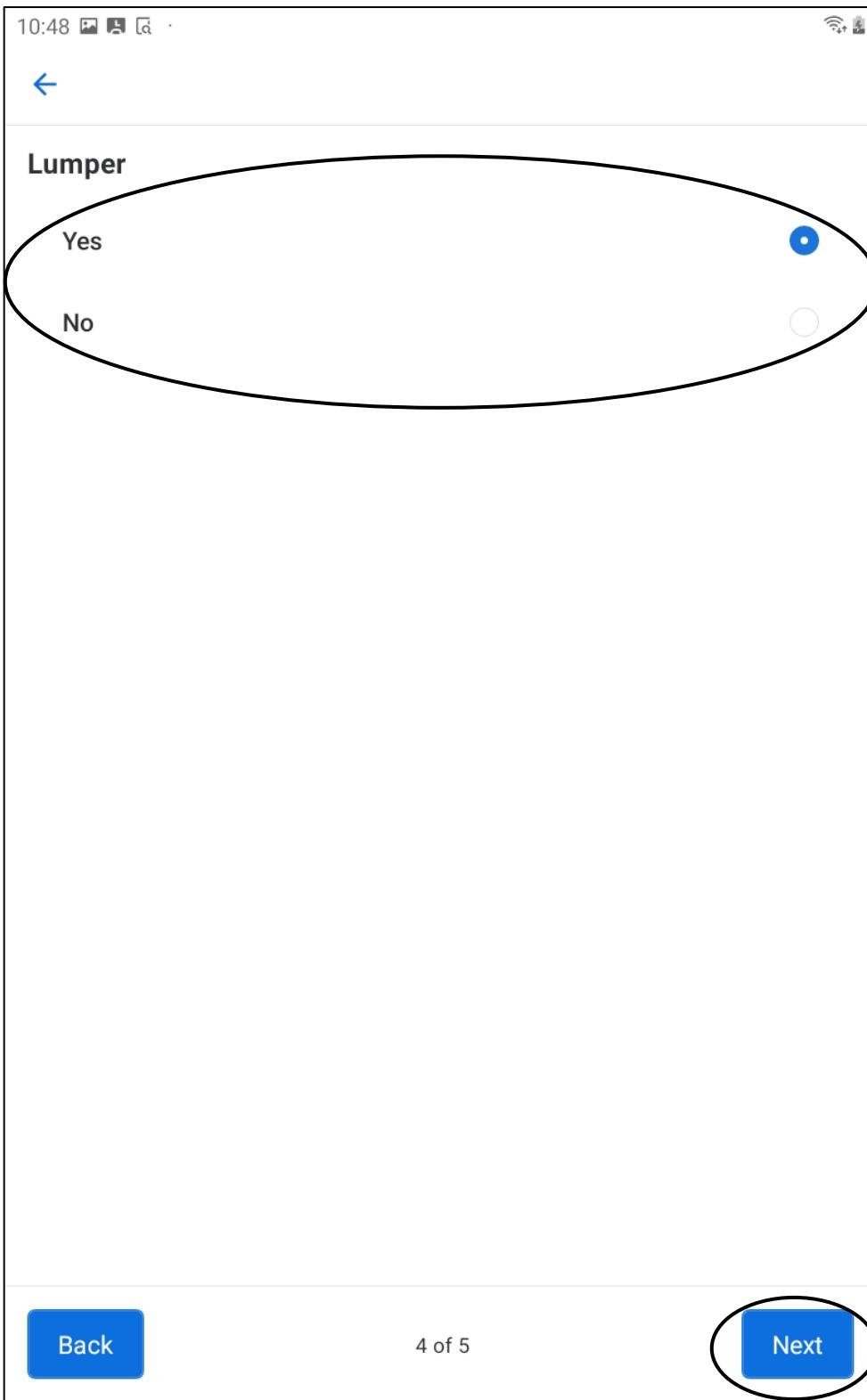
- If you have another document to scan you can tap “Add Photo” again and repeat the process.
- When you are ready to continue, tap “Next”

# 9. Driver Unload



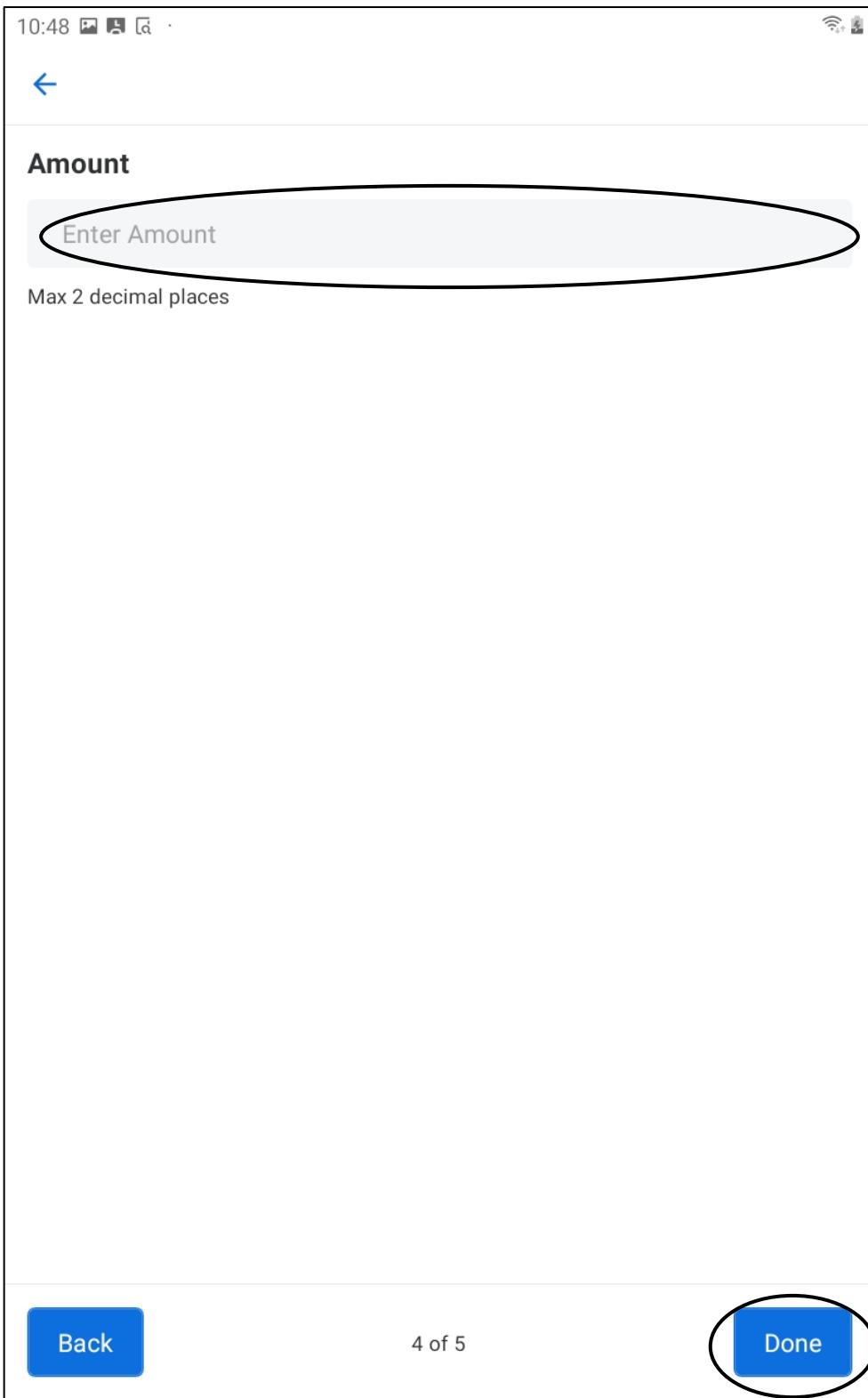
- Choose when you unloaded your trailer.
- Then tap "Next"

# 10. Lumper



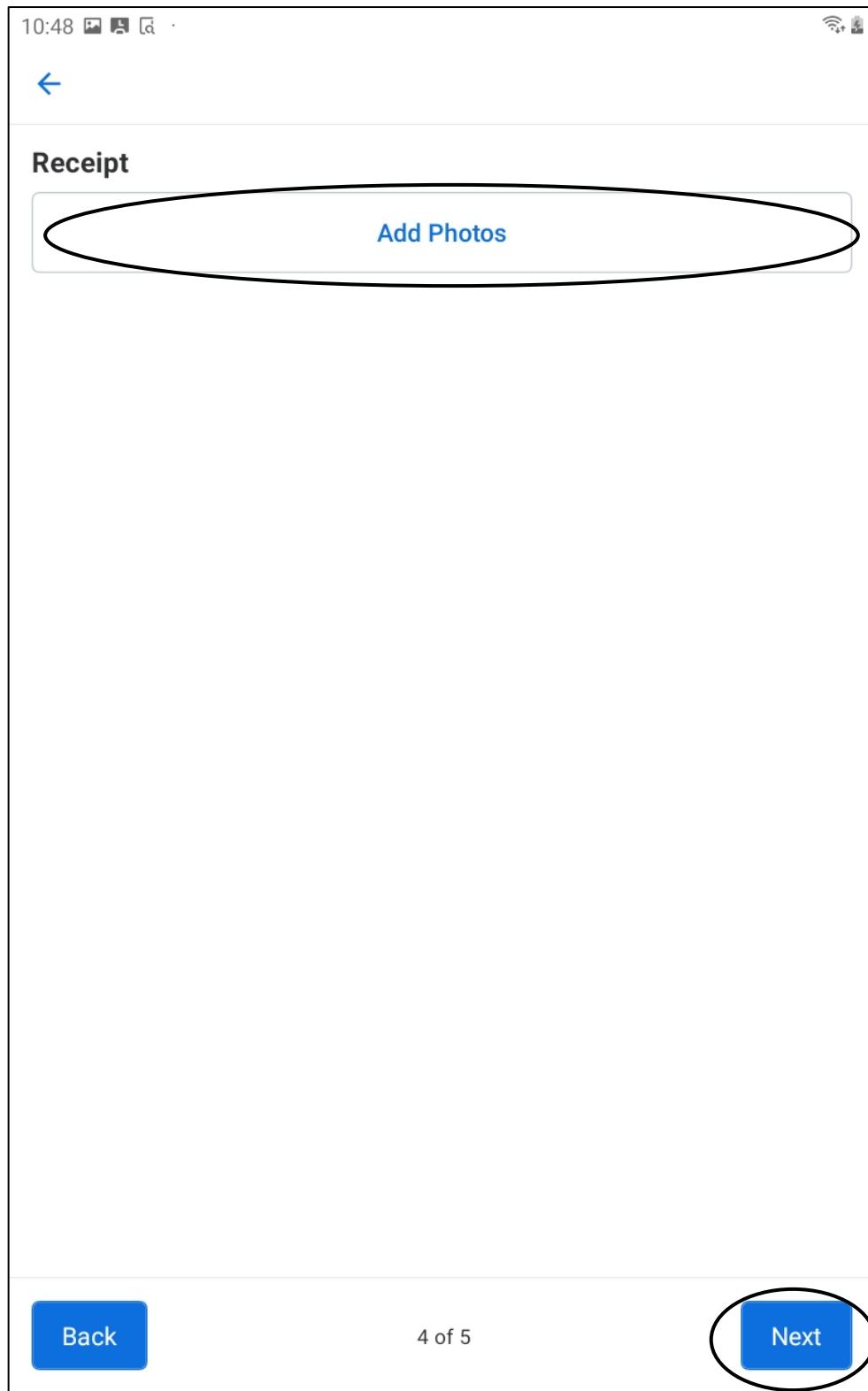
- Choose whether you have a "Lumper" or not.
- Depending on which you choose you will have different questions to answer.
- We will follow yes for now.
- Then tap "Next"

# 11. Amount



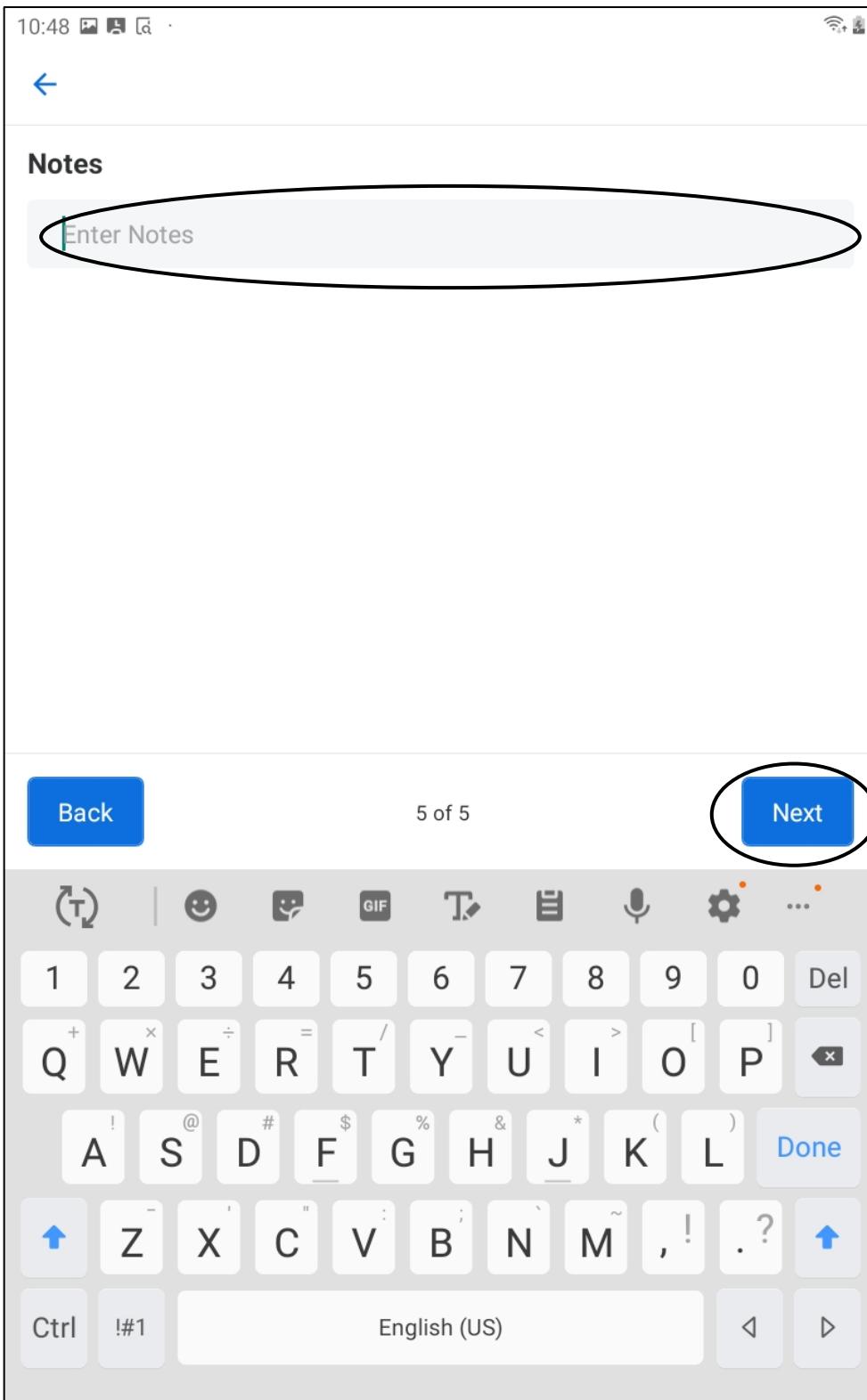
- If you have a Lumper you are required to enter the "Amount".
- Tap "Next" when finished

# 12. Receipt



- You will then be required to upload a receipt for the Lumper the same way you uploaded your BOL.
- Tap “Next” when finished.

# 13. Notes



- After uploading a receipt or if you did not have a lumper, you will be asked to fill out "Notes".
- If you have any notes or comments on the depart you can leave them here.
- This step can be skipped
- When done, tap Next.

# 14. Review

10:48

Cancel

**Depart Delivery**

**Trailer**

Test456

**Bill of Lading**

1 image

**Driver Unload**

No

**Lumper**

No

**Notes**

**Submit Document**

- Make sure you have Green Checks next to each field and then tap “Submit Document”

# 15. Confirm

10:49

Order:1229305 - Legheader:137...

9:30 AM

Navigate

JRACLEO - JRAYL DRAYAGE

23555 EUCLID AVE, CLEVELAND, OH, 44117

Arrived at  
9:37 AM EDT ✓

Depart at  
9:35 AM EDT

Tasks

Depart Delivery  
Aug 30, 10:48 AM

Submitted >

Submit new document

Notes

Event:LUL-Live Unload

Code:JRACLE0

Seq:2

Stop:5396316

Customer Notes:  
The address to the whole complex is 23555 euclid ave euclid oh.  
If using a gps the entrance is located next to 24111 rockwell drive  
euclid,oh 44117 in the heritage business park entrance.

Seq:2

Order:1229305

Tractor:TRNPHU

Trailer:TEST456

Order Notes:  
TEST LOAD

<https://kbxl-webui-authless.kbxl.cloud/accesscode/TI/4d4980276aede cf88b89b063ed13834333d143dd1d0d24d57f1183fa2f0c768f>

Manually depart

- You should now see that the depart delivery say submitted.
- If it does not submit simply open it back up and "Resubmit".

# 16. Well Done

Order:1229305 - Legheader:137...  
1:45 PM

JRACLEO - JRAYL DRAYAGE  
23555 EUCLID AVE, CLEVELAND, OH, 44117

Arrived at 1:52 PM EDT ✓

Departed at 2:06 PM EDT ✓

Tasks

Depart Delivery  
Aug 30, 2:06 PM Submitted >

Submit new document

Notes

Event:LUL-Live Unload  
Code:JRACLE0  
Seq:2  
Stop:5396316  
Customer Notes:  
The address to the whole complex is 23555 euclid ave euclid oh.  
If using a gps the entrance is located next to 24111 rockwell drive  
euclid,oh 44117 in the heritage business park entrance.  
Seq:2  
Order:1229305  
Tractor:TRNPHU  
Trailer:TEST456  
Order Notes:  
TEST LOAD

<https://kblx-webui-authless.kblx.cloud/accesscode/TI/4d4980276aede cf88b89b063ed13834333d143dd1d0d24d57f1183fa2f0c768f>

- You should confirm again that you both arrived and departed from this stop.
- This concludes the workflow.
- If you have another delivery, refer back to the section “Moving to Next Stop”.
- It should be noted that once you reach your second to last stop your next load will become available for viewing.
- Thank you for your time and have safe travels!