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How-to Setup Ivia Tracking

Requirements:

1. A booked load
2. The Driver's valid cell phone number.

Steps:

1. After building the load in Salesforce, go to web.ivia.com/login and sign in using your own credentials.
2. In the left toolbar, click 'Shipments' → 'Uncovered Shipments'.
3. Then in the top right corner, click 'Create Shipment' and fill in the load details, and click 'Save'.
4. Once built, click the ellipses (3 dots) on the far right of the load just made and click 'Assign Shipment', (you can also click Assign Shipment just before saving in the previous step.)
5. In the window that appears, click 'Assign To' and select 'Track by driver's phone number,' and enter the cell number in the next field. Keep 'Required' selected and click 'Assign', the load will then move to 'Active Shipments' on the left toolbar.
 - The driver will then receive a text with an invite to Ivia's Driver App, or to the shipment if already have the app, once accepted the tracking will be active on the load.
6. When the load delivers, be sure the drivers uploads a copy of the POD to Ivia as well as sends to us. (or could 'cancel' the load after del is complete, not recommended)