



## Pottle's Transportation Driver Mobile Android Application

### To download the app

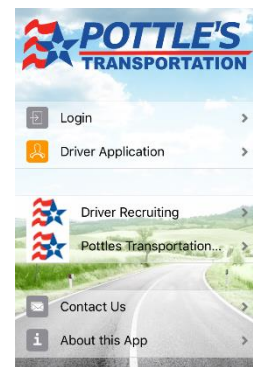
- Go into the Google Play store and type "Pottle's" into the search bar
- Download the app by pressing the "Install" button

Google Play store Logo



### Once the app is downloaded

- Open the app, once opened the login screen will appear
- Select Login and type in the same username and password you use for Mobile-Comm
- Driver Application lets potential drivers apply to Pottle's
- Driver Recruiting and Pottle's Transportation boxes are links that take you to the Pottle's webpage
- Once logged in the app will ask you these questions
  - Allow "Pottles" to access your location while you use the app?
    - Select Allow
  - Pottles; anywhere uses push notifications to provide real-time alerts from Rapid Alert.
    - Enable Alerts to receive real-time alerts about accidents, weather, etc.
  - "Pottles" Would Like to Send You Notifications
    - Select OK to receive notifications and updates from your Fleet Manager



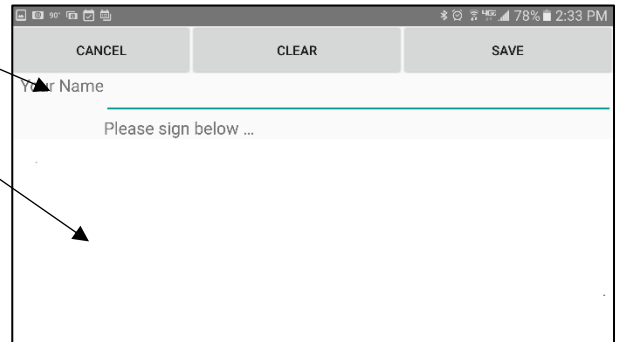
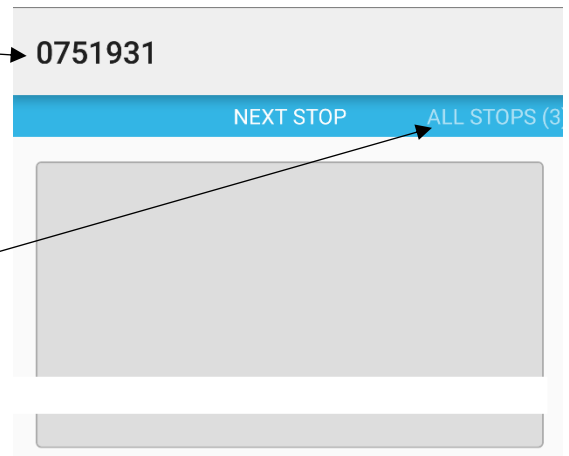
### Once you are logged in

- You will see the following buttons
  - Current Assignment
    - What load you are currently on
  - My Loads
    - Previous loads that have been assigned
  - Mobile Communications
    - Messages to and from fleet manager
  - Motor Accidents
    - Any accidents that have occurred with driver
  - My Settlements
    - Check settlements, holds previous 3 weeks
  - My Profile
    - Driver Profile
  - I-Shift training video
  - Pottle's Transportation



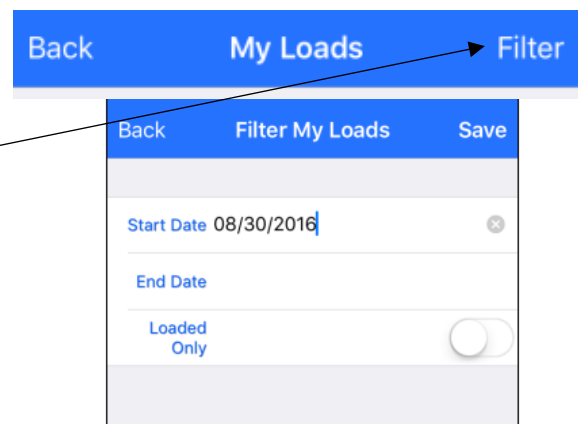
## Current Assignment

- Shows the details of your current load
  - Location, address, etc.
  - Status, scheduled from/to, arrival, departure
  - Driver load, weight, cases, pallets
  - Commodity, BOL, etc.
- Show Stop Notes, Directions, Loading Instructions, and Unloading Instructions
- Shows next stop, as well as previous stops
- If you scroll down to the bottom, there will be these options
  - Route Details
    - View the details of your route
  - **Capture Image**
    - **Currently does not work, ignore**
- Capture Signature to sign off on an order
  - Type in your name
  - Use your finger to sign in the box
  - Then select Save in top right



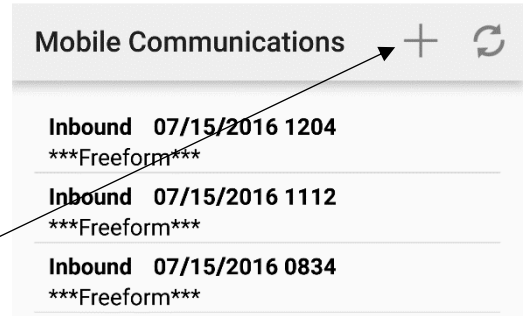
## My Loads

- Any future loads you have been assigned to
- By selecting the "Filter" button in the top right corner, you can choose the date to load your previous loads
- By not filtering, it will load all previous loads



## Mobile Communications

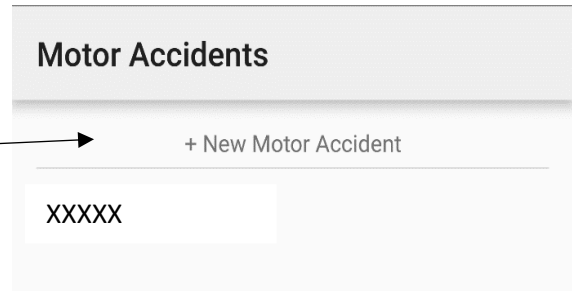
- Shows all of your Mobile-Comm messages and when they were sent/received
- Create a new message by selecting the + button in the top right corner



- Fill out the information based on the selection
  - Here is an example of a Load Confirmation
  - Select Submit in the top right corner when complete

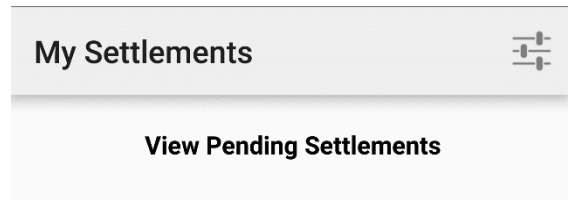
## Motor Accidents

- Shows all accidents that have occurred for driver
- Can add an accident report by selecting + New Motor Accident button
- Fully fill out each tab by swiping right
  - General, Details, Contacts
  - An example of each tab is below
- When complete, select arrow button in the top right corner



## My Settlements

- Check your payroll history, keeps the previous 3 checks
- View Pending Settlements



- To view more details about a check, click the check itself
- It will then show you all settlements involved in the check
- Select Report to view your Driver Paid Settlement Summary

## My Profile

- View your profile
  - Driver ID
  - Name
  - Company
  - Phone #
  - Email Address

## Informational Links

- Informational Links will be posted here
- Currently these links are posted
  - Volvo I-Shift Training Video
  - Pottle's Transportation Website
- Links will change, but will remain in the same location



## Logout, Contact Us, About this App

- At the bottom of the home page is where the logout button and other app tools are located
- If you have any issues regarding the App, please Select the Contact Us button to email us at [mobileapp@pottlestrans.com](mailto:mobileapp@pottlestrans.com)
- Or call 207-947-2179 ext. 3438

