Melton
Truck Lines, Inc.

TRANSFLO Mobile+ Driver User Instructions

1. Search for TRANSFLO Mobile+ on Google Play for Android or iTunes for Apple.
2. Check the phone requirements on the description. If your phone meets those requirements, download the app.
3. Follow the on-screen registration process and be sure to have your recipient ID (same as the value under the barcode on your cover sheet) and a valid email address to enter during the registration process.
4. You will receive a confirmation email with an activation link. Click the link to complete the registration.

You are now ready to use the app.
1. Open the app and tap the Scan Documents button
2. Tap Camera Scan to take a picture of the document or tap Add Existing to import a previously taken picture of a document.
3. Review and accept the image, or tap the Discard button to retake the picture.
4. Continue to tap Camera Scan for all remaining pages.
5. When all pages have been captured, tap the Send Button.

Hints for creating more clear images:
- Place document on a flat, dark or contrasting non-glare surface.
- Take picture in a bright, well lit environment.
- Use the flash in conjunction with good surrounding light. However, if the document is on glossy paper, it may be better to turn flash off.
- Hold phone far enough away capture the entire document.
- Good picture focus is required. Keep the phone steady then wait for the blue auto-focus square to show then take the picture. If you are in-cab turn off your engine to eliminate vibration and keep hands steady.
- After taking the photo, you can drag the blue dots to the corners to frame (crop) the document.
- You may also use the lighten, darken, and rotate function to improve the image.

Melton Specific Information:
> **Confirmation Code: MTLA**
> Must have valid email address that you can check on your smartphone
> **Help Line: 866-503-5705 (8am-8pm CST)**

What You **Can** Do with the App:
- Upload and send TransFlo Documents
- Receive and accept pre-plans
- Receive and send free-form messages

What You **Can't** Do with the App:
- Accept and send other macros
- Send in claims and accident photos

TRANSFLO Mobile+ Users Guide for Drivers

Table of Contents

DOWNLOAD & REGISTRATION

Android Users: Visit Google Play to download TRANSFLO Mobile for FREE.
Android Phone Requirements Must have Android 2.2 or higher, a 5MP Camera or better and Auto-Focus camera with flash.

iPhone Users: Go to the Apple App Store to download TRANSFLO Mobile for FREE.
iPhone Requirements: Requires iOS 6.0 or later. The app is optimized for iPhone 4S and above.

The app does not work on Blackberry or Windows phones.

QUICK TIPS FOR OPTIMAL IMAGES:

(These tips are located on the app in the upper right corner, click on the question mark)

- Place document on a flat, dark or contrasting non-glare surface.
- Take picture in a bright, well lit environment.
- Using flash in conjunction with good surrounding light is preferred. If the document is on glossy paper, it may be better to turn flash off.
- Brighter light and flash are required for poor quality documents, multi-part forms, carbon copies or documents on colored paper.
- Take a picture of the whole document filling the screen with the entire document.
- To make barcodes more readable, you need to be about 14 inches way from the document.
- Keep your hands steady and try to remain stable when taking the picture and if you are in-cab turn off your engine to eliminate vibration.
- Good picture focus is required. To get good focus, keep the phone steady then take the picture and wait until the picture is displayed on the screen.
- After taking photo, you can drag the blue dots in the corners to frame the document.
- To make light text appear clearer, after cropping, press the "Darken" feature at the bottom of the screen. Darken can be pressed multiple times to continue darkening the text. If the page becomes too dark, press the "Lighter" feature to reverse the changes

ADDING A RECIPIENT

Your fleet or broker must be authorized to use the app in order for your Fleet ID or Broker ID to work. Recipients are entities that receive documents from the TRANSFLO Mobile Plus application. Examples of Recipients are:

- Fleets,
- Brokers,
- etc.

To add a Recipient:

1. On home page tap Profile/Settings.
2. In the "Additional" menu, tap Recipients.
3. Tap + Add new recipient.
4. Type the new Recipient Id in the Recipient ID box.
5. Select the Set default check box if this will be your default Recipient.
6. Tap Next.
7. Review the information you are about to add in the box, and tap Proceed.
8. Enter information in the boxes provided, and tap Next.
9. Tap Add Another Recipient, and repeat steps 1-7 until all Recipients are added.
10. When you are finished tap Submit Registration.

Note: If you have multiple Recipients set up, always remember to select your correct Recipient before scanning documents

INDEXING & DOCUMENT TYPING IMAGES

1. If a Fleet or a Broker requires document typing, once you accept an image, a list of Document Types is displayed.
2. Select a Document Type for the image you just scanned.
3. Repeat this until all of your Documents have been scanned and document typed.
4. Tap Next.
5. If a Fleet or a Broker requires indexing, data fields will appear after images are added.
6. Fill in all data fields and tap Accept.

REVIEWING DOCUMENTS AFTER SUBMISSION

1. Once documents are submitted through TRANSFLO Mobile Plus, a unique Confirmation Number is displayed on screen and you will receive a confirmation email.
2. Visit transfloexpress.com and click View Documents in the upper right hand corner.
3. Enter the Confirmation Number in the boxes provided. You will then be able to view the documents you submitted as PDF or TIFF images.
4. Documents can be viewed online for 14 days after submission.

QUICK TIPS FOR ACCIDENT OR CLAIM PHOTOS

- Do not take pictures with HDR on. This will make your images too big.
- Turn flash off if taking accident pictures in daylight.
- Use flash if taking pictures at night.
- Use flash if taking claims picture at a loading dock.
- See Quick tips for optimal images when you are taking Accident and Claims supporting document images.

MANAGING LOADS

1. From the main screen tap Loads.
2. If your dispatcher assigned you a load you will see 1 to the right of the Accepted menu item. Go to step 5.
3. If your dispatcher offered you a load you will see 1 to the right of the Available menu item. Click the Available menu item.
4. In the Available Load list tap the load you wish to accept. View the details and tap the Accept button to accept the load.
5. To begin working on the load slide the Start button to the right.
6. When you pick up the load, scroll to the top and click Load view. Drag the handle at the bottom to show the list of stops, and tap the next stop. Slide the Pick Up button to the right.
7. When you get to the next stop to drop off the load, select the stop in the Load view and drag the Drop Off button to the left.
8. Repeat this procedure for every stop in the load. When you are finished with your load it will show as delivered on the Loads menu.

READING ALERTS

- If you have unread messages, the Alert icon in the menu bar turns blue with the number of unread messages next to it.
- Tap the Alert icon, and tap the recipient that sent the alert.
- Read your alert.

TWO-WAY MESSAGING (CHAT)

- If you have unread messages, the Chat icon in the menu bar turns blue with the number of unread messages next to it.
- Tap the Chat icon to view your messages or to create a message.
- Tap the Recipient you want to chat with. Recipients with unread messages have a blue bullet next to them.
- Read any unread messages.
- To compose a message tap the box at the bottom of the screen and type your message. Tap Send when you are done.

SETTLEMENTS

1. When you received a new settlement, you will receive an alert notification. The bell will turn blue in the upper right hand corner of the app.
2. To view all of your settlements, tap Settlements on the main menu.
3. You will see a summary list of settlements. Tap on a settlement in the list.
4. The details of your settlement are displayed.

FREQUENTLY ASKED QUESTIONS (FAQ's)

What are the steps to setting a default Recipient?

1. On the main menu tap Profile/Settings.
2. Tap Recipients.
3. In the list of Recipients tap the Recipient you want to make the default.
4. Tap the Default Recipient check box.

What is a Recipient?

A recipient is the *Fleet* or *Broker* you are sending documents to.

Why doesn't my Fleet/Broker Code work?

This usually happens if your Fleet or Broker is not registered to use TRANSFLO Mobile+. Contact your Fleet manager or Broker and tell them you would like to use TRANSFLO Mobile+.

www.transflomobile.com

Why is TRANSFLO Mobile+ asking me to rescan my document?

TRANSFLO Mobile+ uses a sophisticated algorithm to score a document's image quality. If there is too much blur or the image is of poor quality, TRANSFLO Mobile+ will reject the image and ask you to rescan the document. This ensures that you will send only quality images to your carrier and this in turn helps reduce delays in you getting paid.

Why is TRANSFLO Mobile+ disabled while I am driving?

Due to safety concerns, one or more of the Carriers that you haul for can turn on the "in-motion restriction" feature. If this is the case, TRANSFLO Mobile+ uses your phone's GPS to determine if you are driving and disables the TRANSFLO Mobile+ application. Once you are stopped for a period of time you will be able to use TRANSFLO Mobile+ again.

RECOMMENDED DEVICES

IOS

- iPhone 4 - all models
- iPhone 5 - all models

Android

- Motorola DROID X; OS: 2.3.3; Camera: 8 MP
- Samsung Nexus S; OS: 4.0.3; Camera: 5 MP
- Motorola DROID 2; OS: 2.3.3; Camera: 5 MP
- HTC Sensation; OS: 2.3.4; Camera: 8 MP
- HTC DROID Incredible; OS: 2.3.4; Camera: 8 MP
- HTC Inspire 4G; OS: 2.3.3; Camera: 8 MP
- HTC Thunderbolt 4G; OS: 2.2; Camera: 8 MP
- Samsung Stratosphere; OS: 2.3; Camera: 5 MP
- HTC Wildfire; OS: 2.3; Camera: 5 MP
- Motorola DROID Bionic; OS: 2.3.4; Camera: 8 MP
- Samsung Galaxy 2; OS: 2.3.5; Camera: 8 MP
- Samsung Galaxy S 4G; OS: 2.3; Camera: 5 MP
- Samsung Galaxy S III; OS: 4.1; Camera: 8 MP
- Samsung Galaxy S 4; OS: 4.3; Camera: 13 MP
- HTC Evo 3D; OS: 2.3; Camera: 5 MP
- DROID RAZR MAXX; OS: 2.3.5; Camera: 8 MP
- Samsung GALAXY Note II; OS: 4.3; Camera: 8 MP
- Samsung GALAXY Note III; OS: 4.3; Camera: 13 MP