

KBX TM Mobile Tutorial

How to use the KBX TM Mobile app

&

How it updates the KBX TM (formerly TOPS) online portal

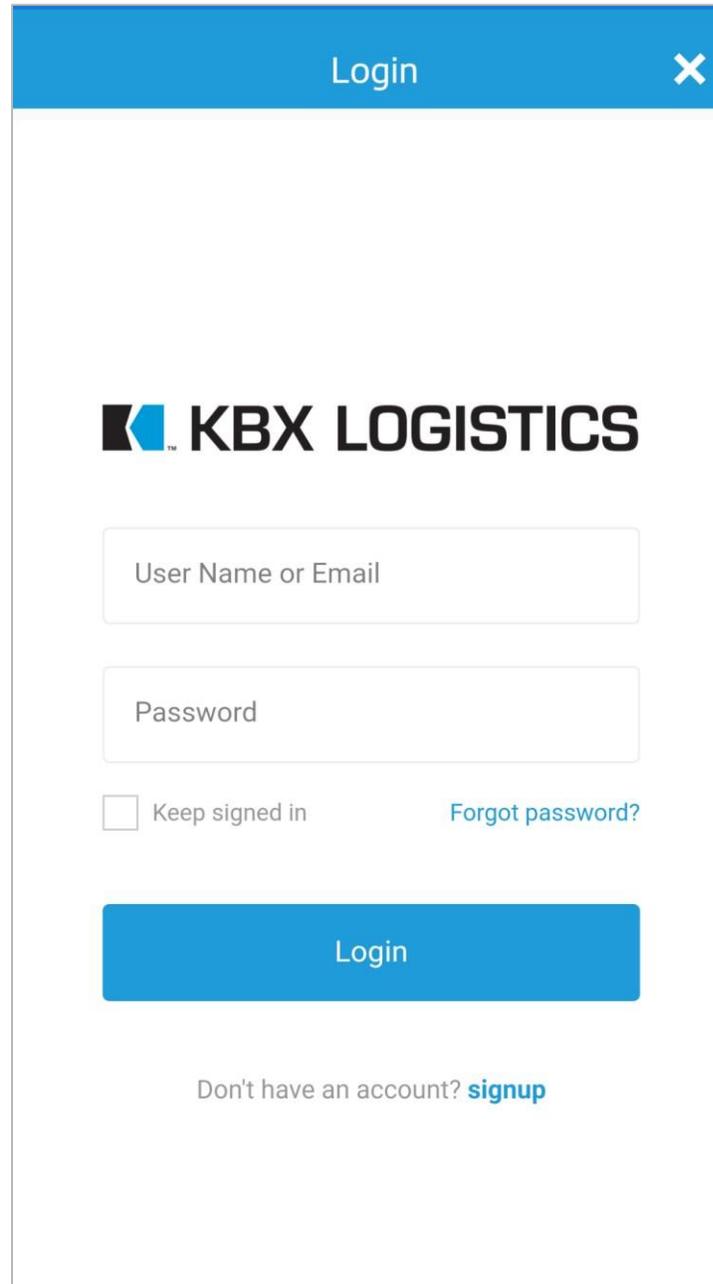


Welcome

App Homepage

When Clicking Search for a Load...

1. If you are not logged into the app it will direct you to the log in screen.
2. If you are logged in it will direct you to the Search Screen (See next page)



Logging In

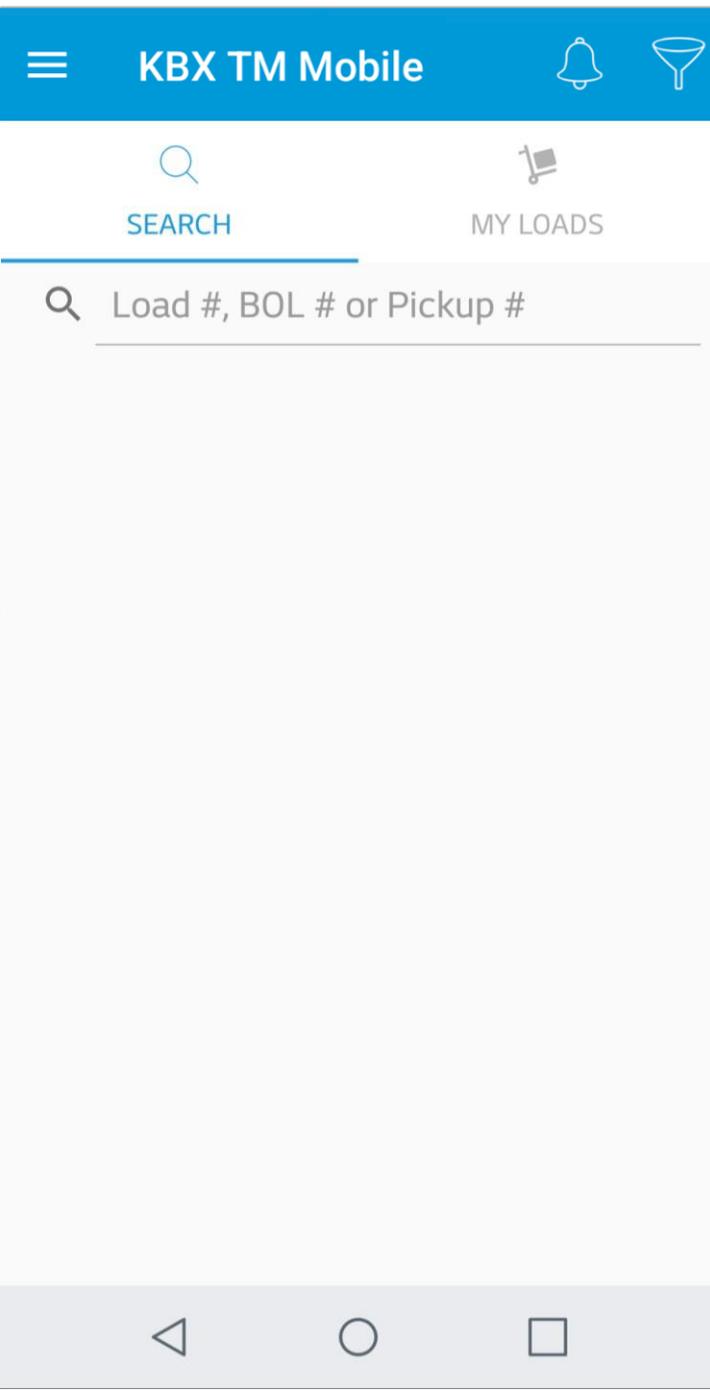
Accessing your account

You can setup the following types of driver accounts:

- A. Your drivers can create individual accounts through the sign up button.

OR

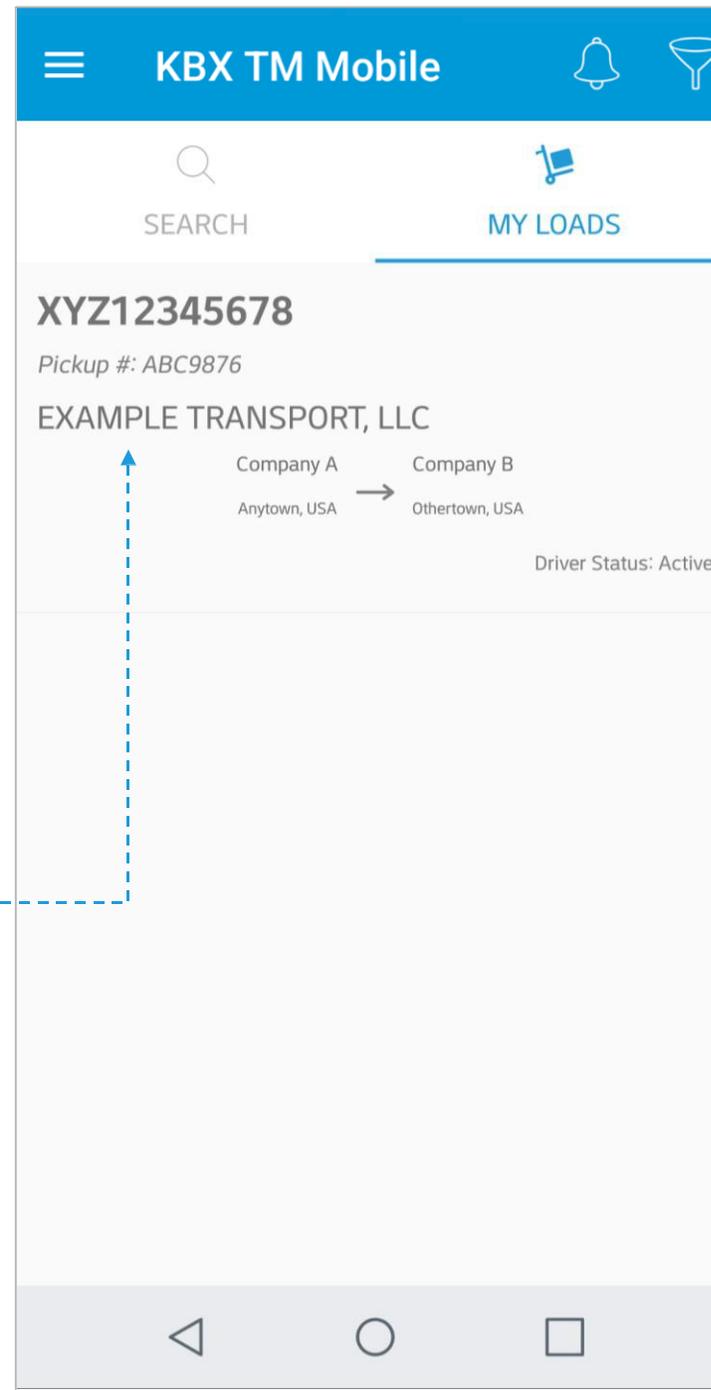
- B. You can create one generic log-in for all of your drivers to use. Each driver will only be able to access their own load information because the data is stored by device and not by account.



Search Function

How to find your loads

1. You can search for a load by typing any of the following reference numbers:
 - Load number
 - BOL number
 - Shipper Pickup Number
2. Once you find the load you are hauling click on the load and confirm that you are the driver.
3. The load will now be found in your My Loads section, so you can readily find it.



My Loads Screen

Where your loads are saved

- My Loads will hold all of the loads that you claim you are the driver for.
- This screen is also a quick place to reference your shipper pickup number and the origin and destination of the load.

TIP: How To Delete a Load

- A. Android Devices: Tap and hold the load until the delete option pops up.
- B. iOS Devices: Swipe left on the load to show delete button.

Once you delete a load, it will be removed from your My Loads section and the app will stop collecting load location information and status updates for this load. If you need to access the load again, simply search for the load and reclaim your status as being the driver for the load.

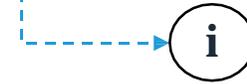
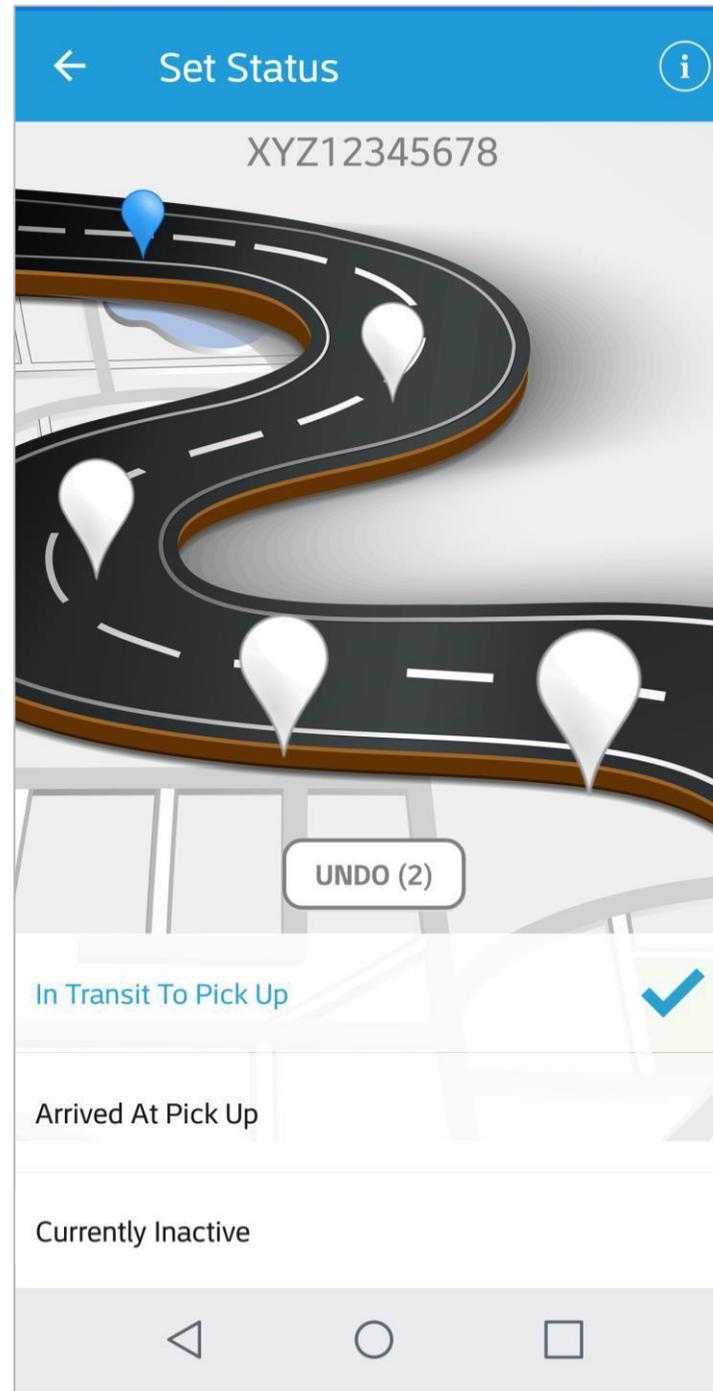
Set Status

Mark which part of the route you are on

- Once you confirm you are the driver for the load, choose which part of the route you are on.
- You will always have three seconds to undo whichever status you choose in case you pick the wrong portion of the route.
- The tick marks will light up depending on which part of the route you are on.
 - In Transit to Pickup
 - Arrived At Pick Up
 - In Transit to Final Stop
 - Arrived at Final Stop
 - Delivered

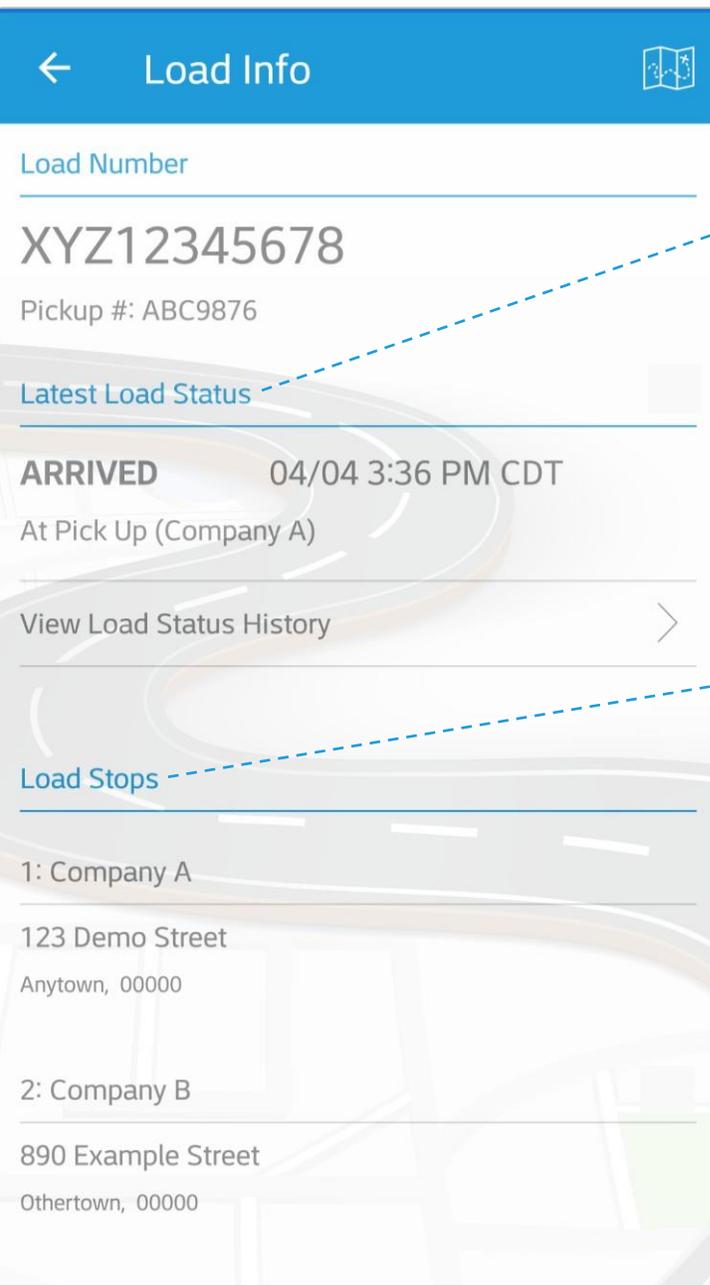
TIPS: 1. It is best practice start the load when the driver has completed his/her previous load and is now in-transit to pickup our load. If you do this the app will automatically set the driver's status as arrived once he/she crosses the geo-fence of the shipper, so that the driver does not have to worry about submitting the arrival time.

2. At any time the driver can mark himself/herself as "Inactive" for their loads in the app. The app will stop tracking his/her location and submitting statuses to the KBX TM online portal. This is mainly intended for drivers to use once they drop the load in the carrier's yard and is no longer the driver hauling this load.



Load Information

Pressing this button will show you the load details and route information (see next page)



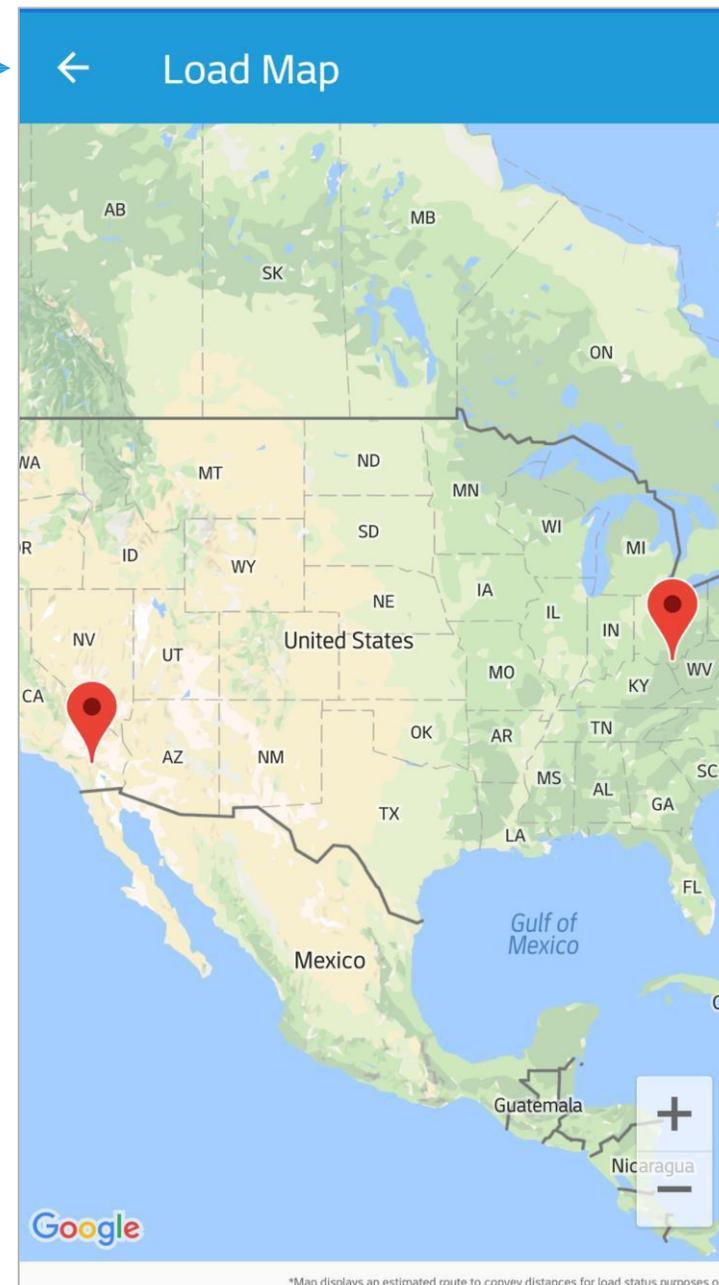
Load Info

Latest Load Status

- This section outlines what your latest status is on the load.

Load Stops

- This section outlines how many stops are on the load, the location name of each stop, and the exact address of each stop.



Load Map

See your Route

- This view shows you where each stop is located along your route.
- The map will draw a red line as you progress from stop to stop, so you can see how far along the route you are.

Load Number

XYZ12345678

Pickup #: ABC9876

Latest Load Status

ARRIVED 04/04 3:36 PM CDT
At Pick Up (Company A)

View Load Status History >

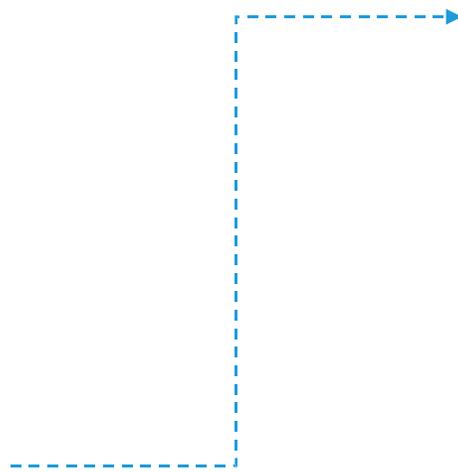
Load Stops

1: Company A

123 Demo Street
Anytown, 00000

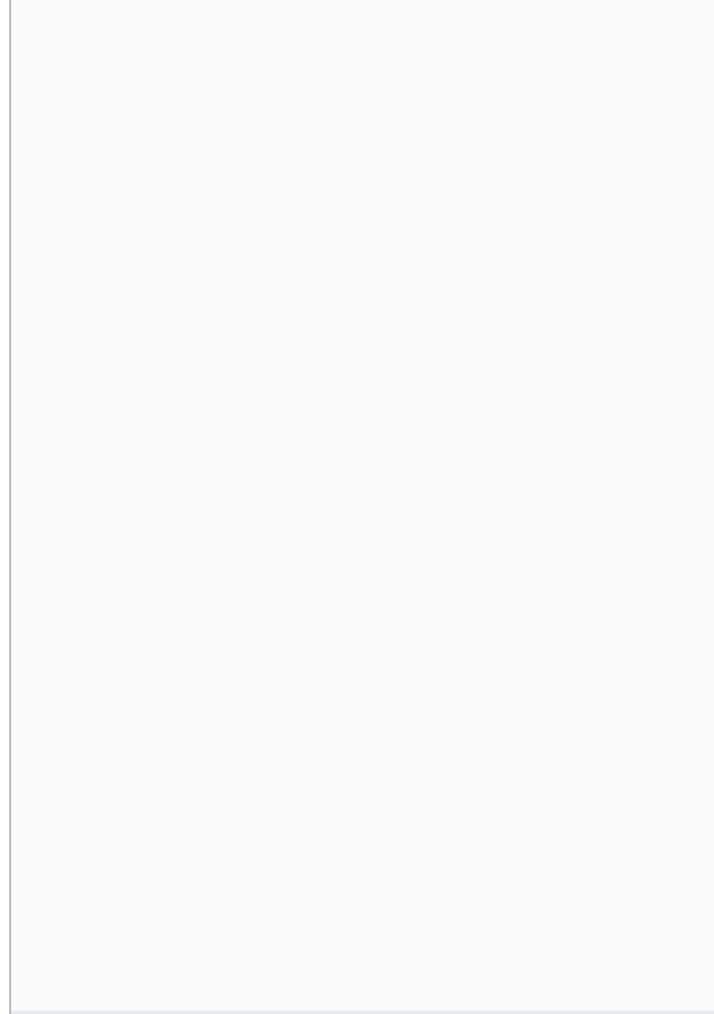
2: Company B

890 Example Street
Othertown, 00000



ARRIVED *04/04 3:36 PM CDT >

At Pick Up (Company A)



Load Status History

See your Statuses

- This screen shows you the date and time you arrived and departed each location.
- The date and time of this status is what has been submitted to the KBX TM online portal.
- If a status is not on this screen, then it would not have been submitted to the KBX TM online portal.
- If there is a * symbol next to the status, then the app has not yet synced and sent the status to the KBX TM online portal. This typically happens when the device is out of range of a data service or WiFi connection. The app will submit the status once it is connected again to data or WiFi.

Updating KBX TM (formerly TOPS)

How each KBX TM Mobile app status updates the KBX TM online portal



In Transit to Pickup	X3 – Arrived at Pickup Location	The driver crosses the geo-fence around the shipper’s location
Arrived At Pick Up	X3 – Arrived at Pickup Location	The driver chooses this status
In Transit to Final Stop	AF – Carrier Departed Pickup Location with Shipment	The driver chooses this status
	X1 – Arrived at Delivery Location	The driver crosses the geo-fence around the customer’s location
Arrived at Final Stop	X1 – Arrived at Delivery Location	The driver chooses this status
Delivered	D1 – Completed Unloading at Delivery Location	The driver chooses this status
Currently Inactive	None – The app will stop collecting load location information and status updates from this device.	The driver chooses this status

TIP: The app will only submit the “AF – Carrier Departed Pickup Location with Shipment” if the driver chooses the “In-transit to Final Stop” portion of the route. It is best practice to choose this as soon as the driver is done loading. Then, once the driver crosses the geo-fence of the next stop it will automatically set the driver’s status as arrived, so the driver does not have to worry about submitting the arrival time.

Tutorial Stipulations

1. This tutorial uses screenshots from an Android device. The app will look slightly different across Android devices and Apple iOS devices.
2. The load example shown in this tutorial is a generic two stop load with one origin and one destination. The app is built to handle multi-stop loads, so the text in Set Status and the statuses submitted to the KBX TM online portal will align to whichever pickup or delivery stop is next.