ISAAC Workflow Flat Deck

Quick Reference Guide

Logging Into the Tablet

1. Click on the Driver ID Field

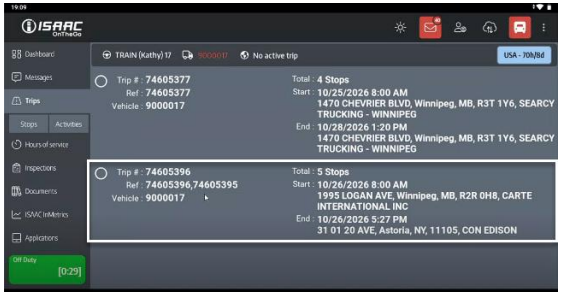
   Enter the first 3 letters of your last name, followed by the first 3 letters of your first name, and possibly 2 number digits, all lower case

1. Click the bottom right “Enter” button to move to the Password field
2. Click on the Password Field and enter your password

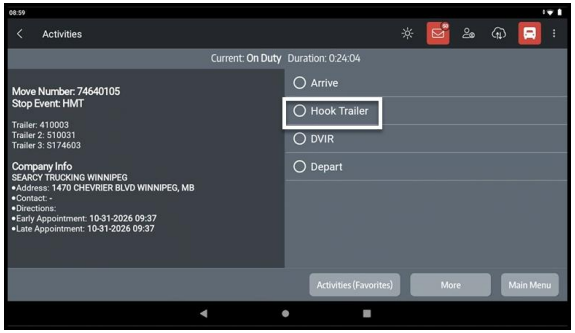
   Password is the same as your Driver ID, all lower case

3. Click the “Log In” button

Begin / End Trip

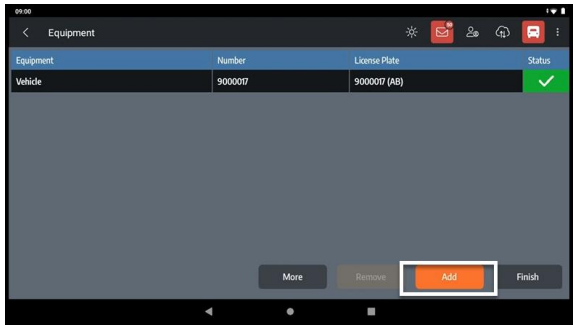


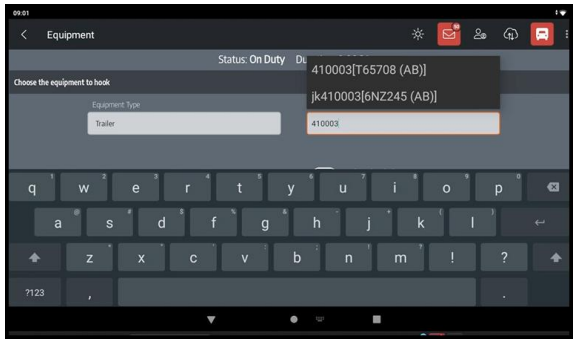
1. Select your Trip
2. Review the order information displayed on the left-hand side of the tablet



Begin / End Trip cont’d

3. Before leaving for your pickup, you will be required to add your trailers





4. Click > Add > Enter the trailer # and Select it from the list

You must select from the picklist!

5. Click > Save
6. ***Repeat Steps 3 – 5 for each trailer***
7. Click > Finish when trailer(s) have been entered

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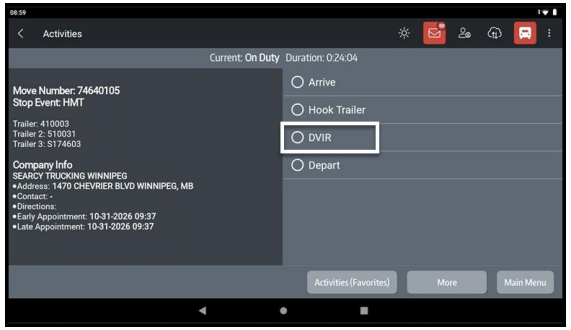
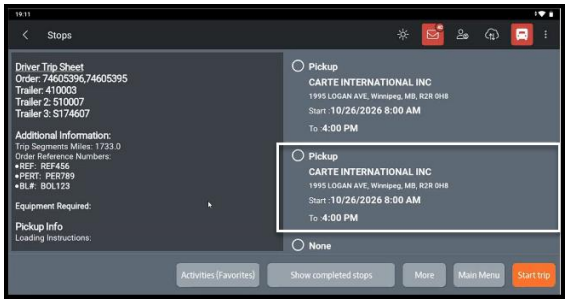
DVIR



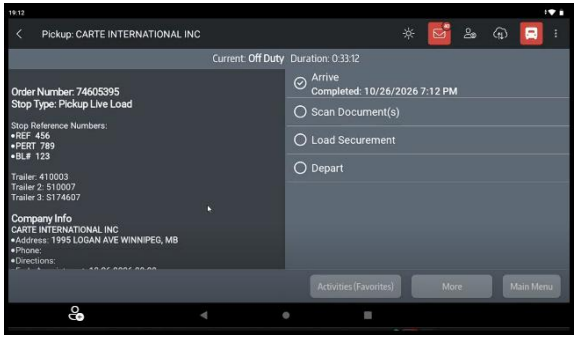
1. Complete your DVIR

Pickup Information



Review the order information displayed on the left-hand side of the tablet

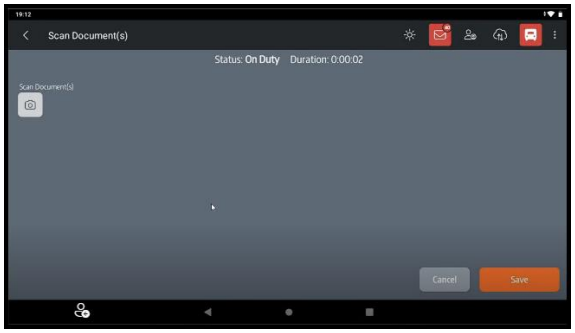
1. Select > Pickup



Geo-fence will auto arrive you, if not you will need to click the radio button to arrive

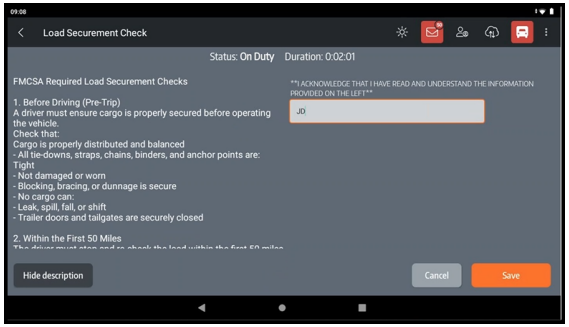
2. Review the pickup information displayed on the left-hand side of the tablet

Pickup – Scan Documents



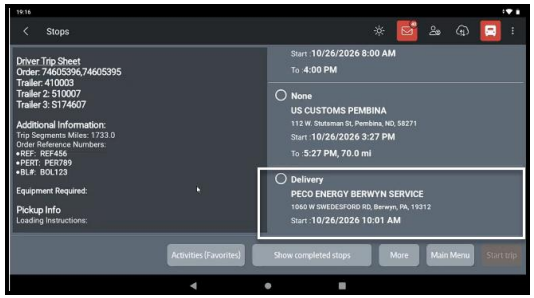
1. Click the Camera Icon
2. Scan all document(s) pertaining to the load.
3. These will include Bill of Lading, Custom Document(s), and Proof of Delivery
4. Review your scans and if they are clear click save, if not click the Trash Icon and re-take the image
5. Click > Save

Load Securement



1. Review the Load Securement information displayed on the left-hand side of the tablet
2. Complete the fields on the right-hand side

Delivery Information



Follow the **same steps as Pickup**, completing each prompt as it appears on the screen until the delivery is complete.

Other Accessorials

For now, if you have any accessorial charges, please work with your Fleet Manager.

A process to handle these charges will be incorporated into the workflow in the next two weeks.

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