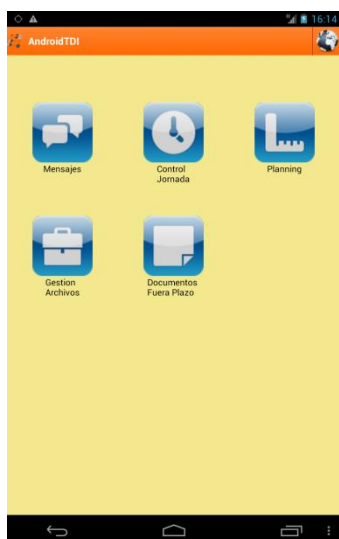


- **Initial screen:**



Battery Status Indicator



Indicator "connected"



Indicator journey began.



Message / planning pending to be read.



Mensajes

Messages. Read and send messages



Control Jornada

Start / Finish journey.



Planning

Planning. View and update the status of orders that are assigned to you.



Gestion Archivos

Files Management. View files you have received.



Documentos Fuera Plazo

Documents out of scope / time.



Back button. Back to the previous screen

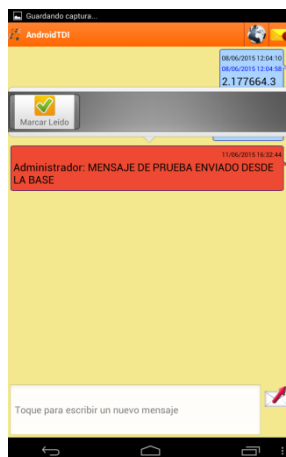


Home button. It takes you to the desktop.



Button "show windows". It shows the applications you have active.

Reading received messages:



- Reception tone will sound and the message icon will turn red. Entering messages general

- The received message will be red and initially the name of the person who sends it appears.

- After reading

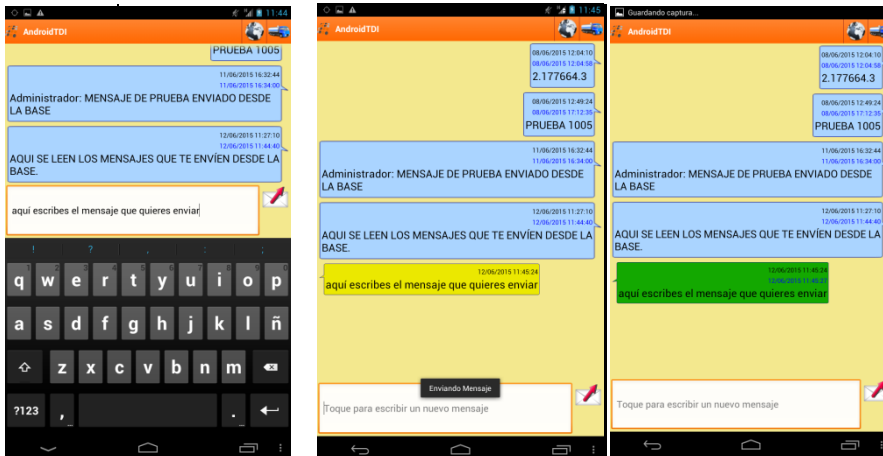
click on the message and press "mark read".

Sending messages:

- In the same message screen, on bottom side a white frame appears, if you press it, a



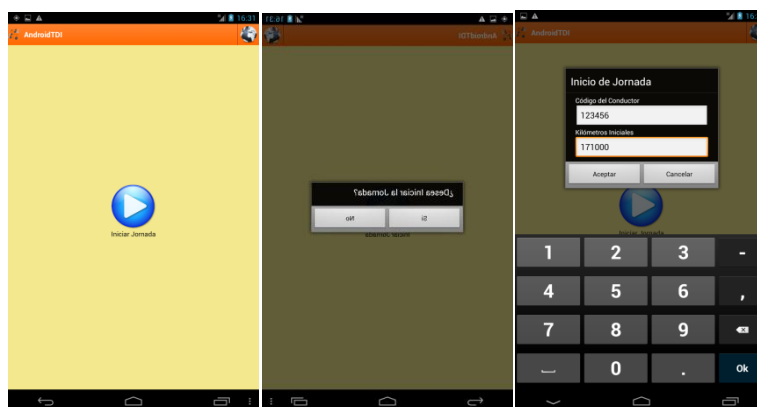
keyboard appears, you can write the message and send it with the red arrow. Yellow color means still sending ; Green color means sent.



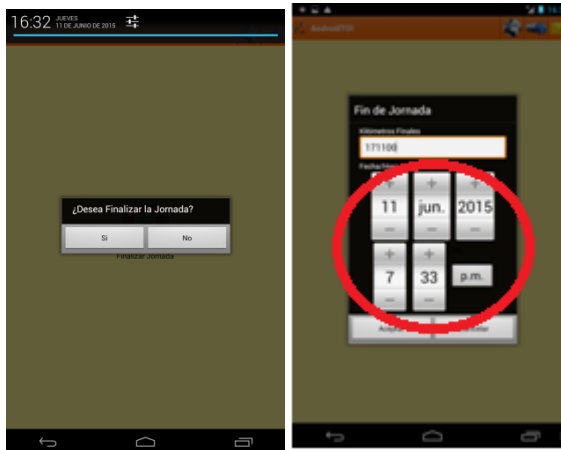
* Messages are automatically deleted after a while.

Start / End Journey:

- Home: Mark Start Date before starting each day indicating "driver code" (provided by Car Volum in your I driver / subcontractor manual) and vehicle kilometers at that moment.



- End of journey: By the end of the journey we close indicating date, time and final kilometers. If you forget to do, you must close properly before starting the next day, date and time manually editing the drop-down proposal.

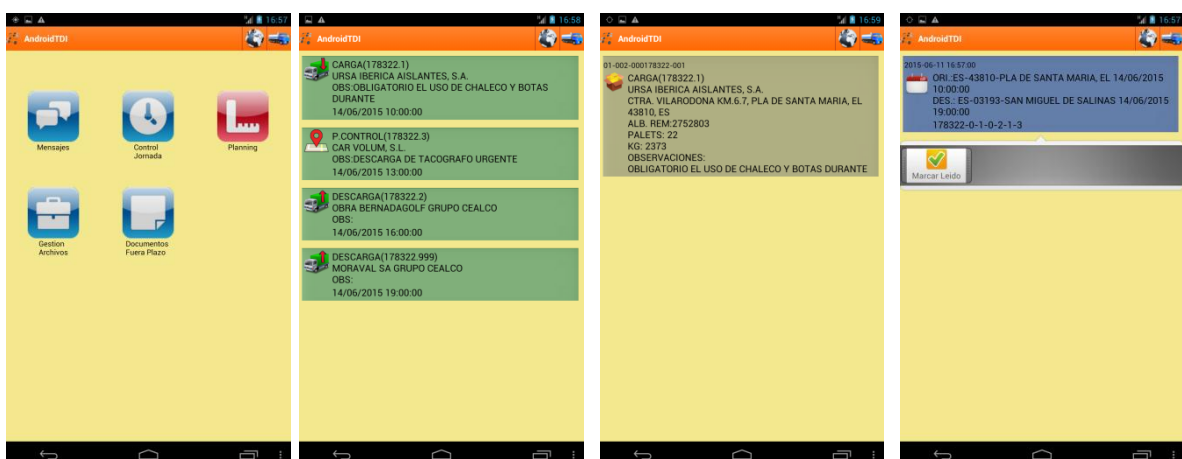



Planning:

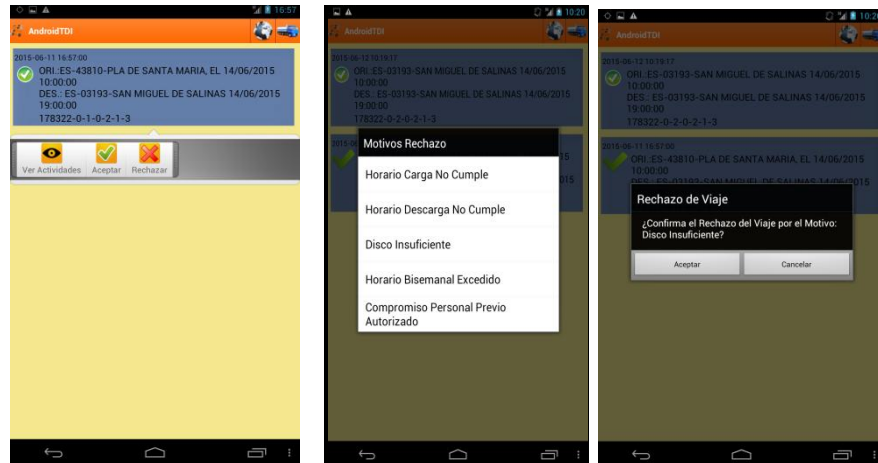
- When we received a planning it turns to red color the "planning" icon
- We press on the new planning and mark as read
- To view the details of the planning we have just received, we click on the icon and



and visualize the activities that compose it.



- The next step is to press on the schedule and read "Accept"  or "Decline" the planning. If we reject a popup menu will scroll out in which you must indicate the reason for the rejection and advise the operator to avoid operational failures.



- Once read and accepted the schedule, when you go to go to the first point, it will propose you "trip start", press to start.



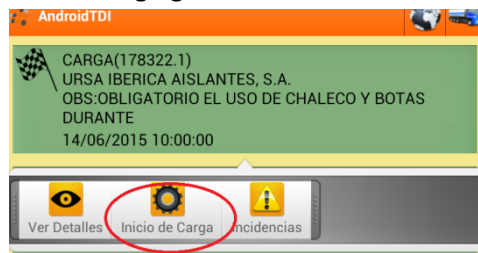
- You will be asked if registration plates number are correct, if they are not we you have to change them manually by pressing "Cancel"



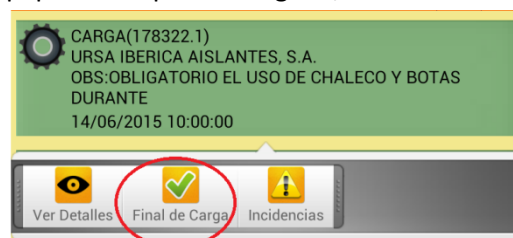
- After starting the trip we will move to the loading point and begin to report progress on a number of sequenced milestones from the beginning to the end of the order.
 - **Arriving to loading point:** Indicate that you have reached the loading point entering the option "Arrival in charge".



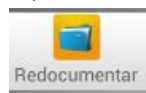
- Start Loading: Indicate that you are prepared at the loading dock. Select please "Start charging".



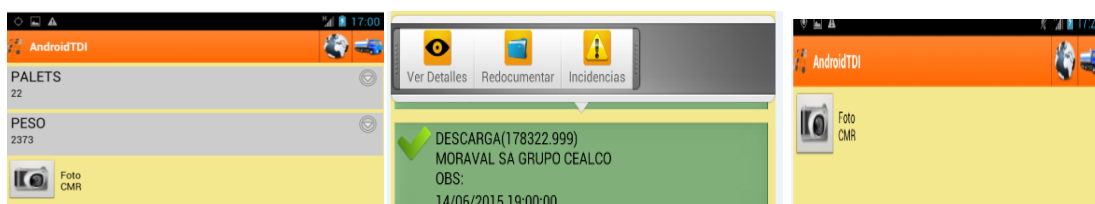
- Finish loading: Once finished the operation, side curtain are closed and loading papers stamped and signed, select "final charge / discharge".



- After pressing or "end of charge" screen "load data" showing relevant data (pallet number, weight, m3, etc) will open. We have to take a photo to each page of documents (CMR and / or invoices ...). You can attach up to five photos.
- If you need to add more photos you can do it from the option Re-Document



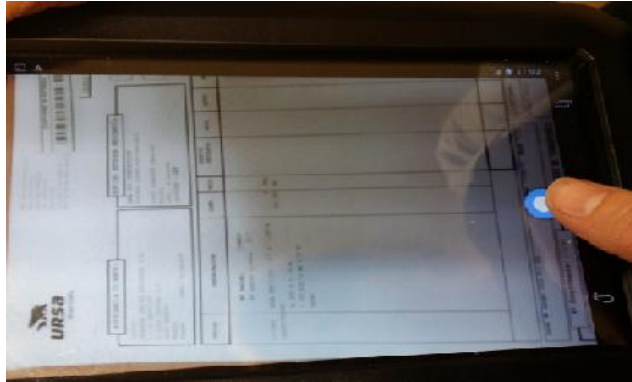
which will appear once for each completed loading / unloading. This option will allow us to add up to five photos each time we can re-document and do so while the planning is still on the tablet memory, even if it has already been closed and even after several days.



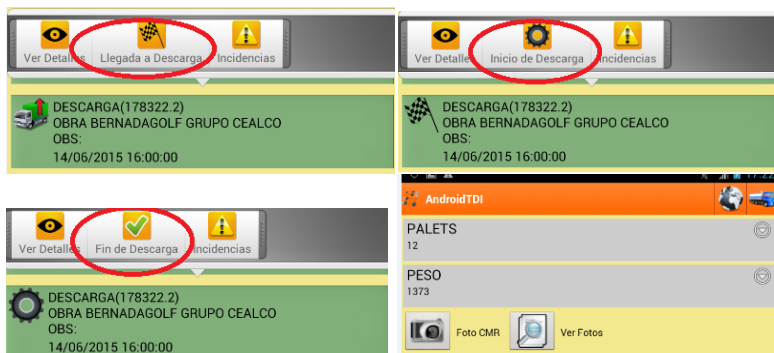
- How could we take a photo:



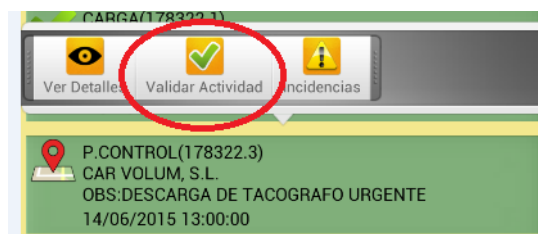
- We press or on , focus the document and press the blue button on the screen:



- You have to repeat this step for each loading / unloading place or point



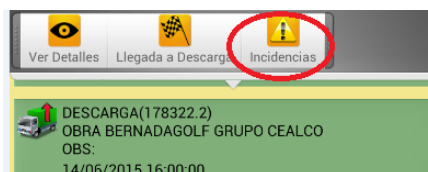
- The "Control Points" serve to control various additional points different to the loading / unloading ones which you must pass through for the reason described in "OBS" (. Pick up or drop documentation, downloads tachograph ...) example:



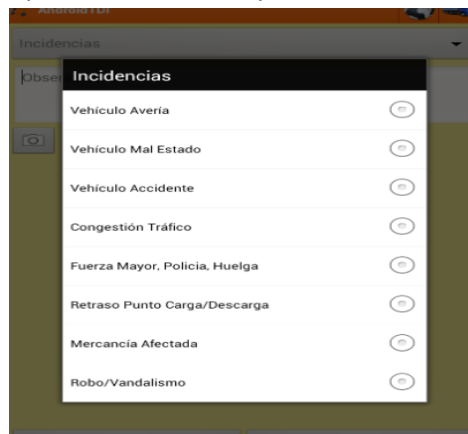
- On that particular points do not indicate arrival hour, start and finish process. Please only validate you have passed thru.

Incidents:

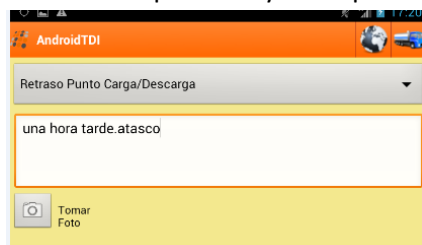
- At any time of the journey you have to advice us if an incident occurs.
 - Entering the crossing point where (loading or unloading) has occurred



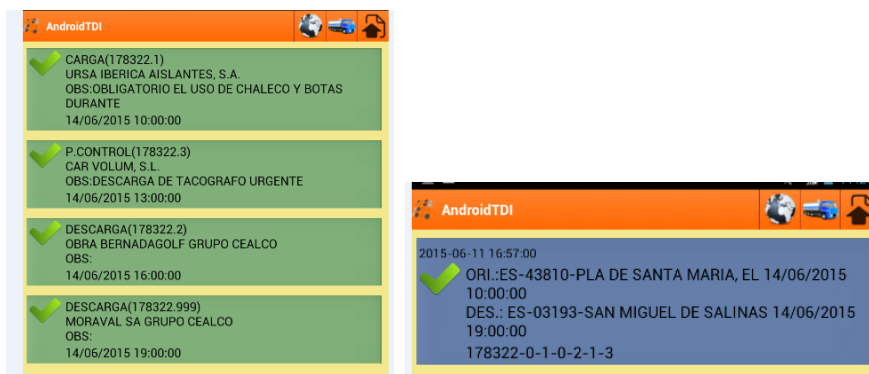
- Open the scroll out options and select the subject:



- Add photo to your explanation if necessary.



- Once completed the whole order process at all planning point should look like this:



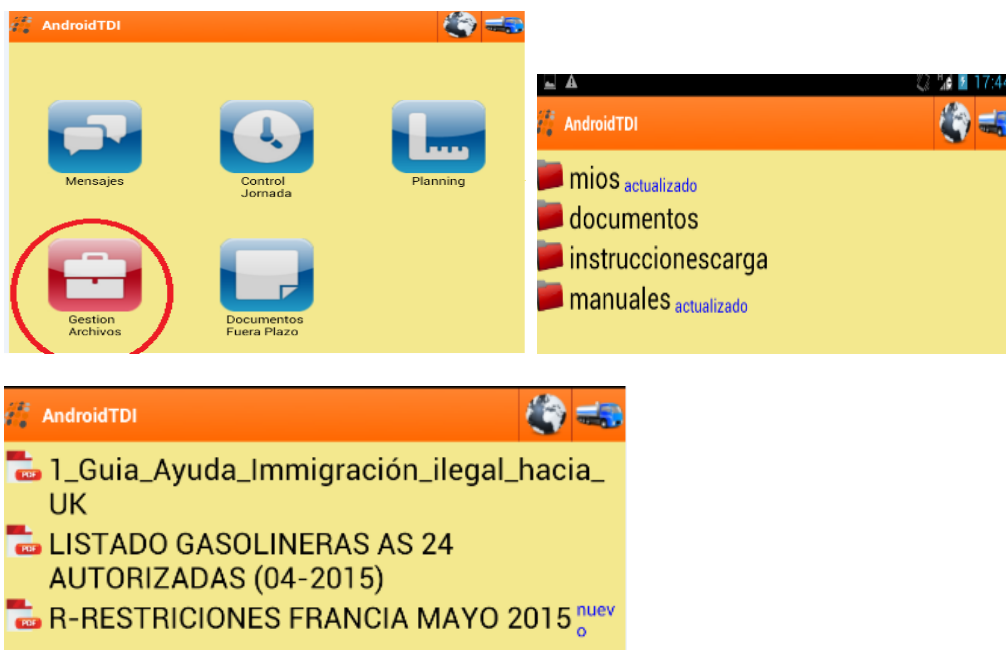
- Finally, to indicate that we are empty, we send a message that say "empty", the first two letters of the country where you are and the first two digits of the ZIP code.

Example:

- "EMPTY ES 46" (If you are empty at Valencia Area)
- "EMPTY FR 42" (If you are empty at Department 42 in France)
- "EMPTY GB CH6" (If you are empty in UK, Area Liverpool) In England you will use the first two letters and the first code number.

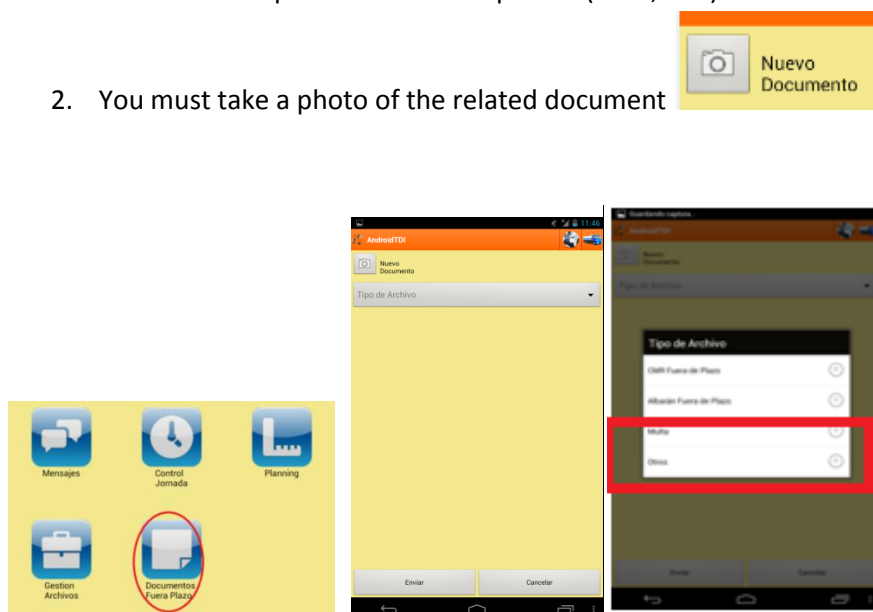
File Management:

- In this folder we will be able to send documents from the office (PDF, photos ...) such as a list of gas stations, driving restrictions, delivery notes When you have a "new document" icon "Managing Files" will turn red. Going into the folder you will see the word "updated" in blue. Inside that folder, you will see the document also added with the comment "new". You can zoom in or rotate the tablet to view in landscape.

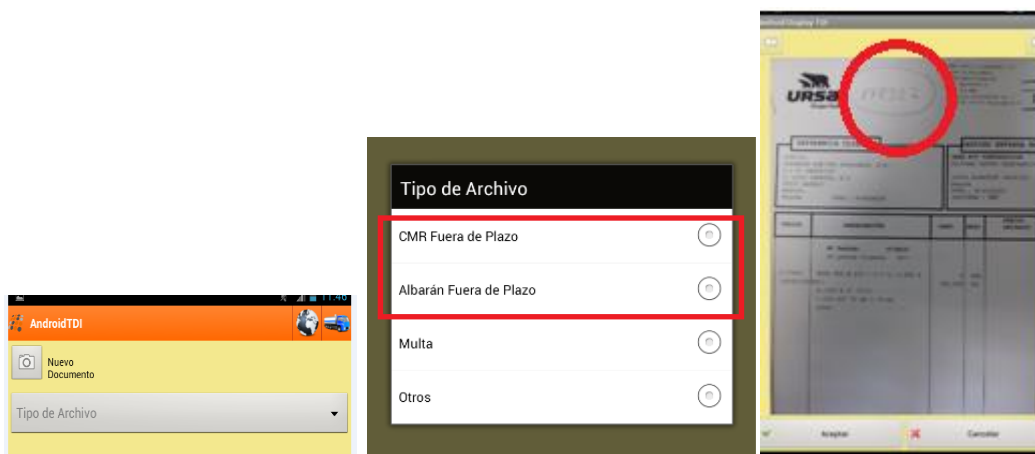


Documents out of scope / time:

- To send documents "unlinked" to a particular planning we can activate it with option "Documents later on".
 1. We select an option from the dropdown (fines, etc.)
 2. You must take a photo of the related document



- To send documents related to a particular planning, which are not visible anymore it the option “planning” due exceeded time / date periods, we will add them under selection option "documents later on" selecting "CMR late" or "Waybill late" but previously write the Order Number with a pencil directly on top of the document.



- Each week once closed all your jobs, you must send the weekly report using the option: “Documents later on”