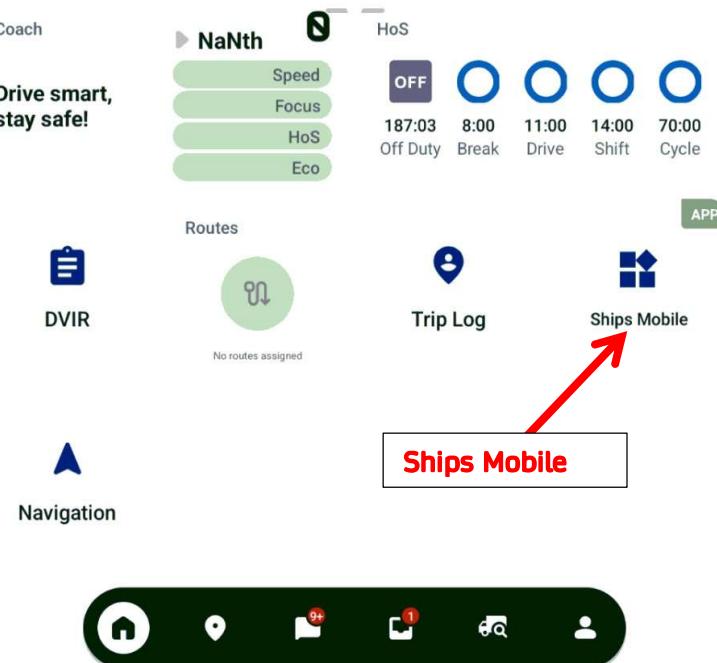


8. Ships Mobile Document Scanning Walkthrough

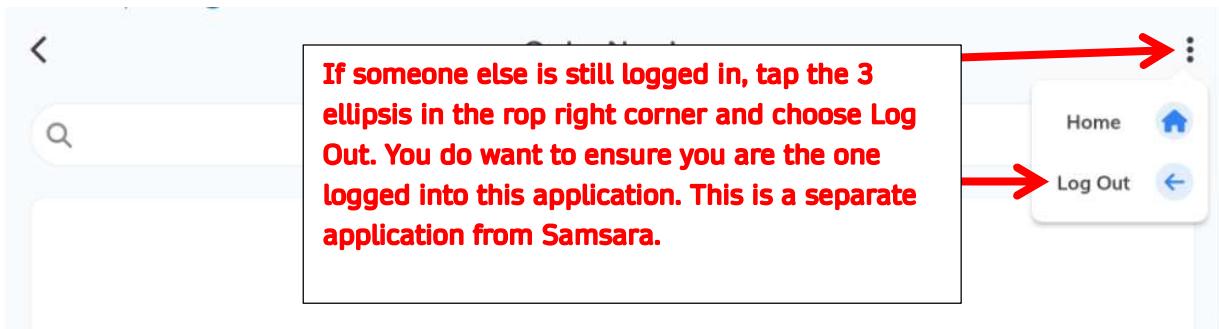
1. Open the Ships Mobile application from either the icon located on the home screen, or the tile icon in Samsara itself.



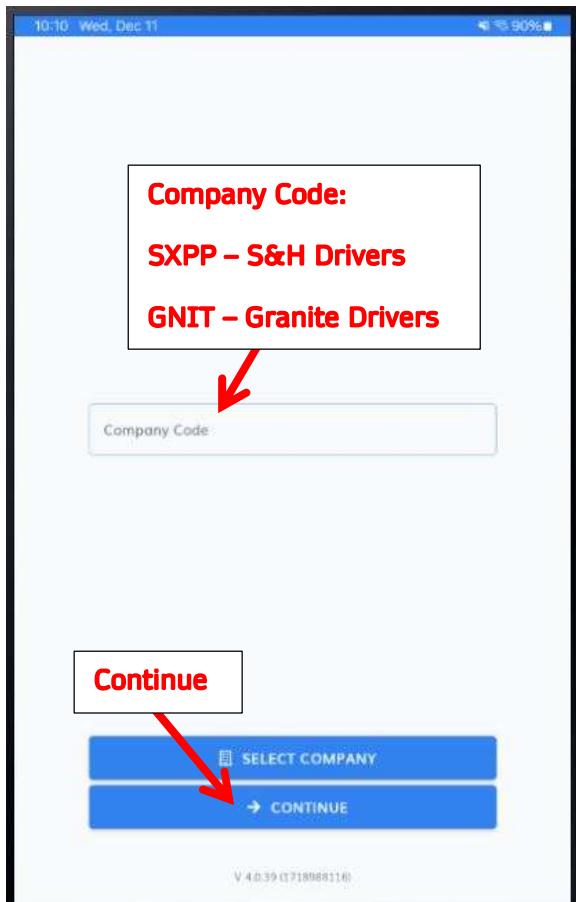
A Shellenberger Family Company



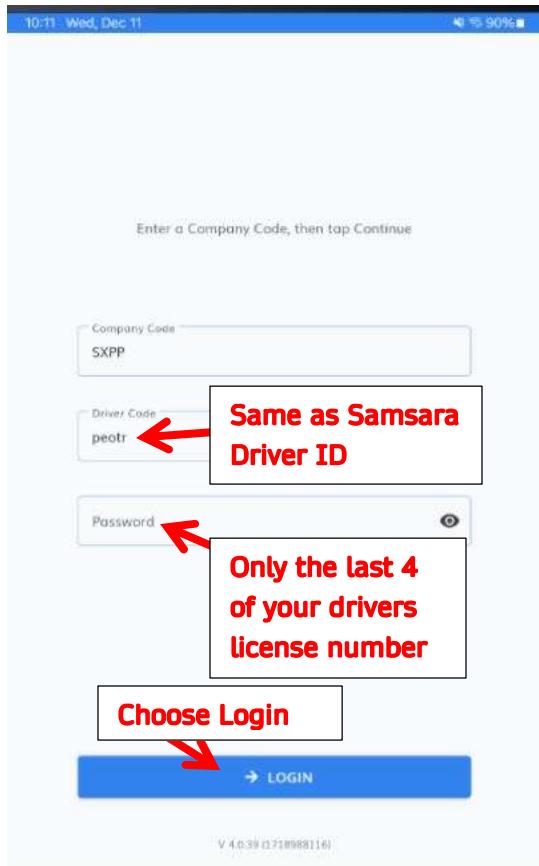
2. Ensure no one else is logged into Ships Mobile by logging out if someone else is logged in already. This can be done from any screen by touching the ellipsis in the top right corner and choosing the Log Out option.



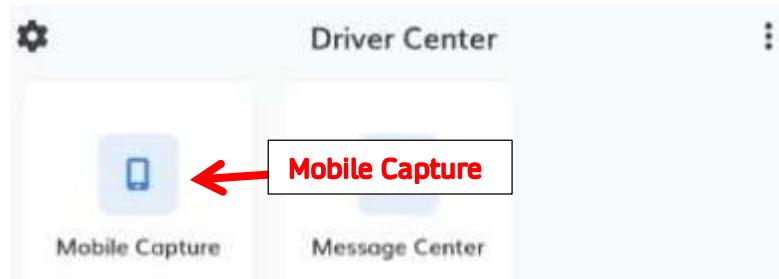
3. Once you are sure no one else is logged in. Ships Mobile should be asking for the company code (SXPP for S&H Drivers – GNIT for Granite Drivers). Enter your appropriate company code and choose the continue option.



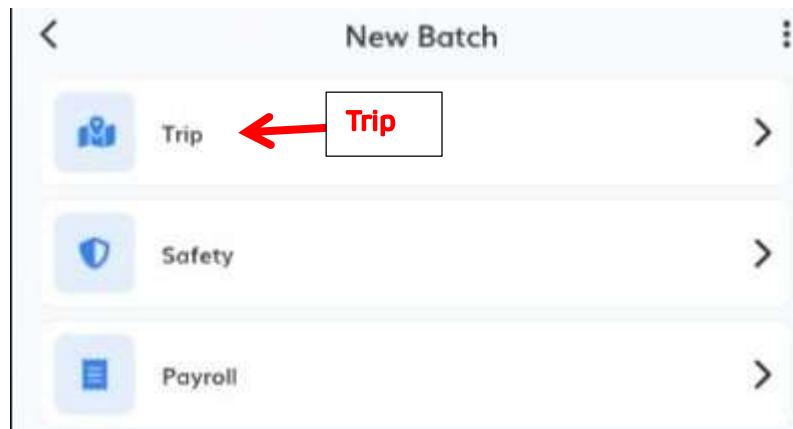
4. Enter the rest of your credentials, the Driver Code and Password are the same as your Samsara login. Choose the Login option after entering the information.



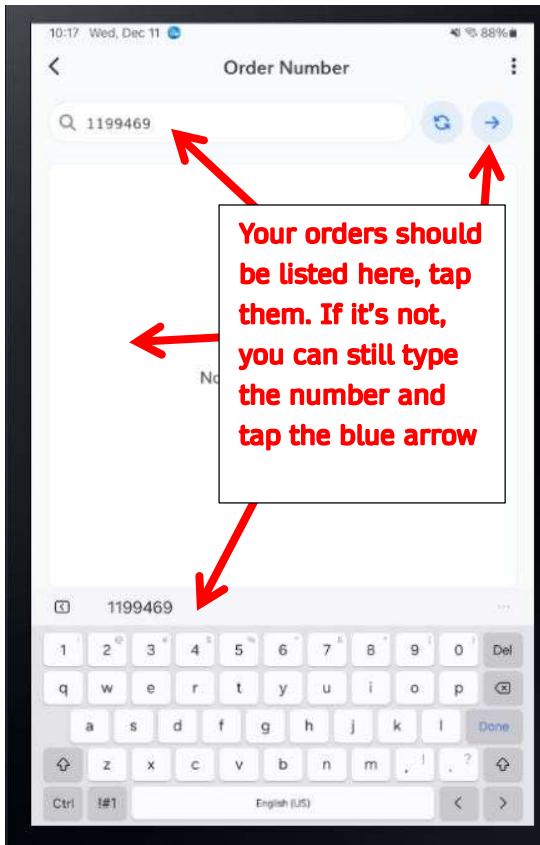
5. Choose the Mobile Capture Icon.



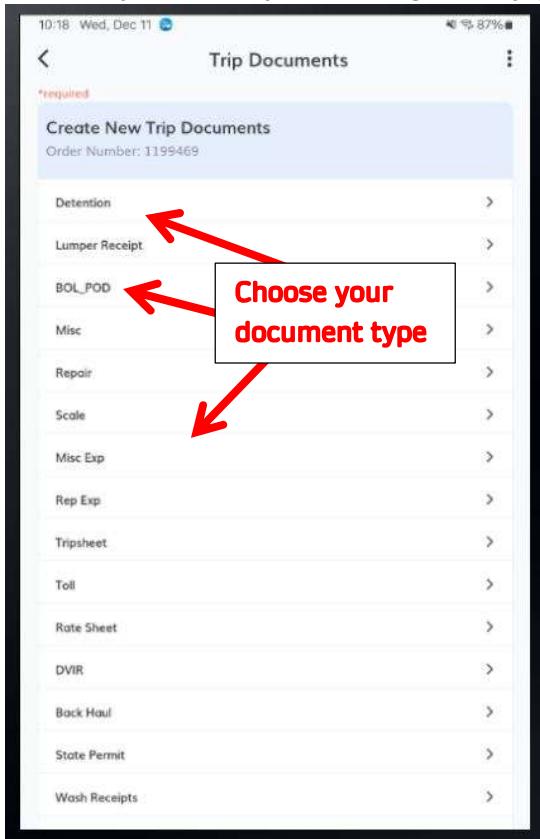
6. Choose the Trip category.



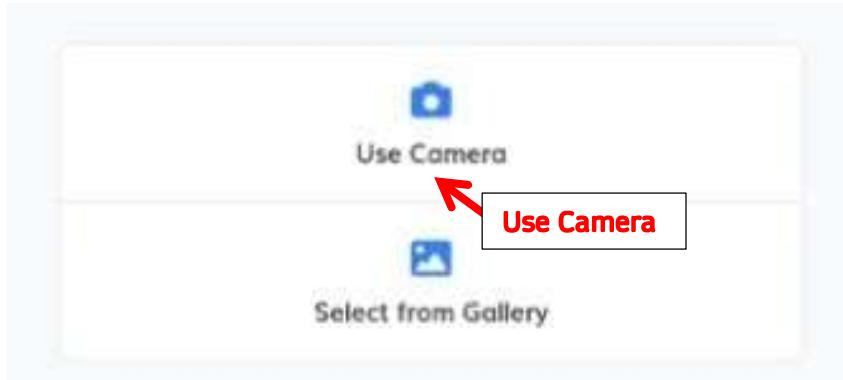
7. As long as you ensured that you are the one logged in, orders that are dispatched to you will be displayed in a list, and you can simply select them. The number may be entered manually if there is an issue. Choose the continue arrow when ready.



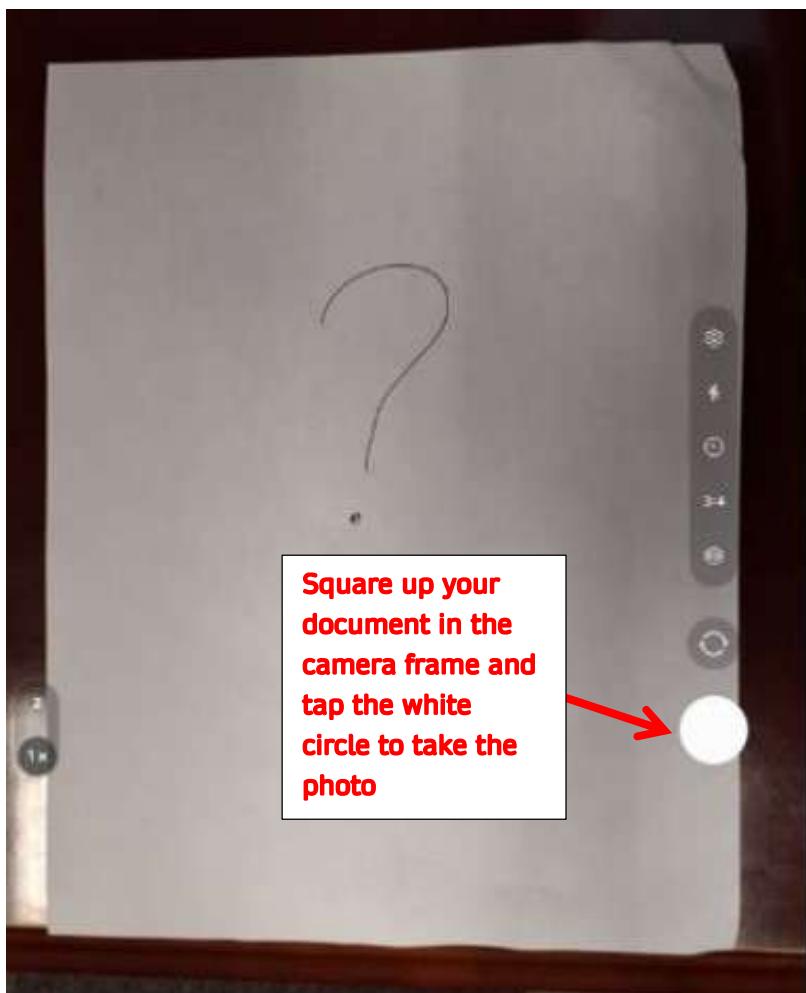
8. Choose the document type that you are scanning from the list (this is typically BOL POD, but you may select any of these types as long as they go to that same order number)



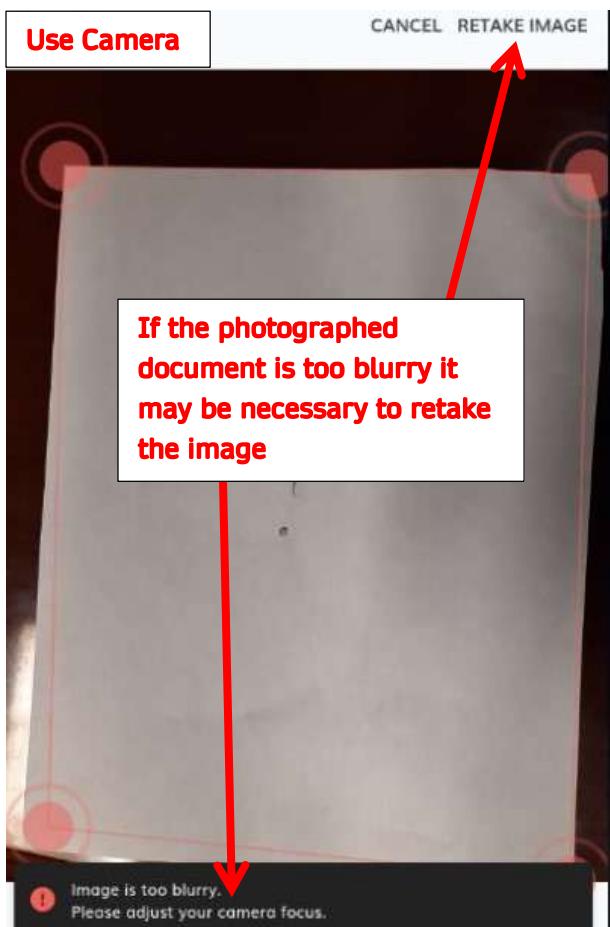
9. Choose the Use Camera option



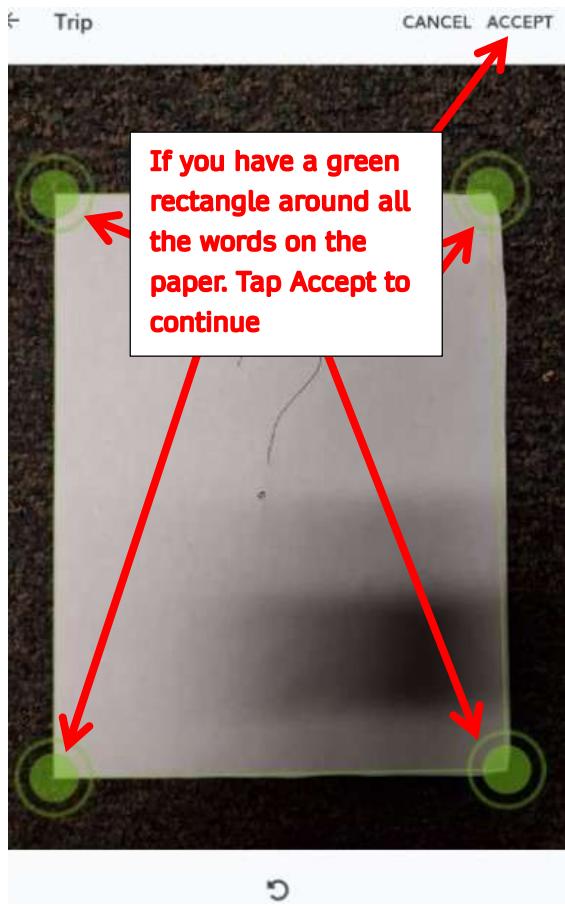
10. Center your document in the camera and use the white circle to take the picture.



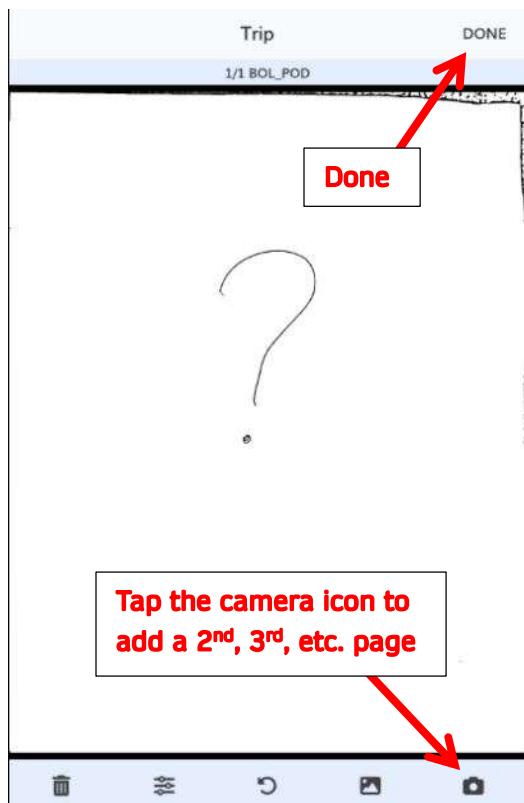
11. If you receive a 'Image is too blurry. Please adjust your camera focus.' Or a similar message, and the square and corner dots are red. Then you must retake the picture. Choose retake image in the top right corner.



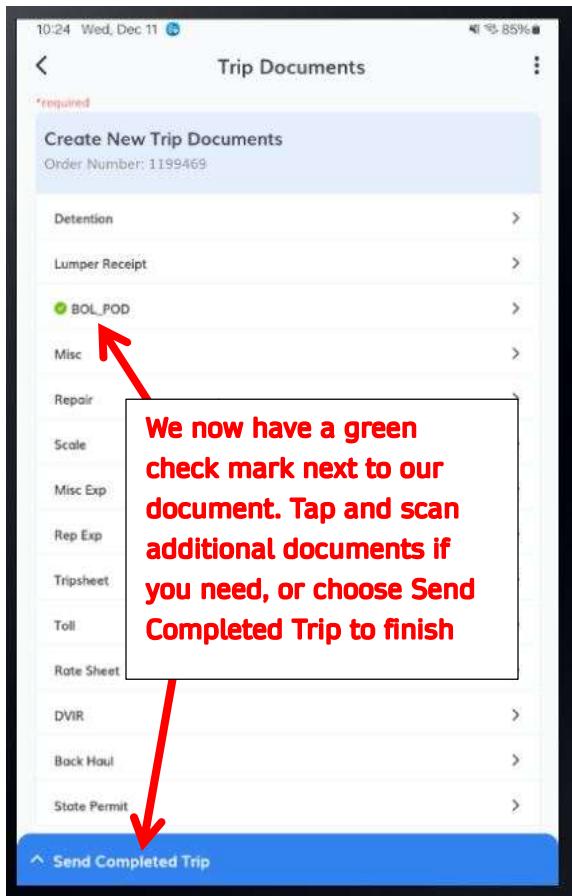
12. When you have a good image, no error messages, and the box and corner squares turn green. Choose the Accept button in the top right corner.



13. A white enhanced version of your picture should appear, if you need to add a 2nd, 3rd, etc... page, choose the camera icon in the bottom right. Otherwise if you are done, choose the Done option in the top right corner.



14. You will be returned to the main document list. You can continue to scan additional documents (such as lumper receipt) or any other document type listed that was given to you, as long as they go to that same order number. Otherwise if you are done choose the Send Completed Trip bar on the bottom of the page.



15. Now choose Send Batch option from the confirmation screen. You will receive a confirmation message. Congratulations

