TRANSFLO Mobile Plus® Users Guide for Drivers

Download & Registration

Android Users: Visit Google Play to download TRANSFLO Mobile Plus 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 iTunes App Store to download TRANSFLO Mobile Plus for FREE.
iPhone Requirements: Requires iOS 5.0 or later. Compatible with iPhone, iPad mini and the latest iPad. The app is optimized for iPhone 4 and above.

The app does not work on Blackberry or Windows phones.

Quick Tips for optimal images: Focus, Lighting, Angle

(These tips are located on the main menu screen within the app itself. Click on Quick Tips at any time.)

- 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.
- In dim environment, tap the auto flash button on the top left camera screen
- Bright light and flash are required for poor quality documents, multi-part forms, carbon copies or documents on colored paper.
- Take a photo of an original document, not a copy.
- Take a picture of the whole document with some background still visible for edge detection
- To make barcodes more readable, the camera needs to be at about 14 inches away from the document.
- Keep your hands steady and remain stable when taking the picture.
- Wait for the blue auto-focus square to appear, then take the picture. You can also tap the screen to trigger the auto focus, then take the picture.
- After taking photo, if the edge detection miscalculates you can drag corners with orange crop tool to frame document
- To make light text appear clearer after cropping, press the "Darken" feature at the bottom of the screen.

Note: *drivers are responsible for making sure images are usable quality. Numbers, barcodes, and signatures must be clear and legible. Review image quality before sending.*

Quality Check the Image

TRANSFLO MOBILE +

Drivers should check the quality of the image PRIOR to transmitting it to the fleet.

1. An" Image Quality Alert" will pop up for Images that may not be readable, or appear blurry.
   a. You have the choice to Review or Retake the Image
   b. Double tap the image to zoom in to check text and numbers are legible.
   c. You can lighten or darken images to make them more legible.

2. An "Image NOT in Focus" alert will pop up on your screen if the image is definitely not in focus and not readable. You must retake the picture in better lighting or with better focus in order to send.
   a. If you are using an Android phone and having issues with the picture quality, you may need to change camera apps.
      i. Go to the app and tap the settings gear in the upper right corner.
      ii. Near the bottom of the screen is a check box for "Use External Camera."
      iii. If that box is NOT checked, tap it to select. If it is already selected, tap to unselect.
      iv. Tap the Done button.

Initial Transflo Mobile Plus set up

1. In the first registration screen, under "Add Recipient ID" you will need to add your fleet's code: **GYPE**
2. A Driver ID is then required to be entered – Enter your same login id that use with Omnitracs

Reviewing Documents after submission

1. Once documents are submitted through TRANSFLO Mobile Plus, a unique Confirmation Number is displayed on screen and an email confirmation also is sent to the driver.
2. Driver can visit transfloexpress.com and click View Documents in upper right hand corner.
3. Driver enters Confirmation Number and can then view document as a PDF or TIFF image.
4. If you are viewing from the link in the email confirmation using a smart phone, view them as a PDF in order to see all images. If you choose TIFF using the smart phone, each image can be viewed individually. Select the image you want to view from the drop down menu.
5. Documents can be viewed online for 14 days after submission.
6. Keep all original documents for 30 days