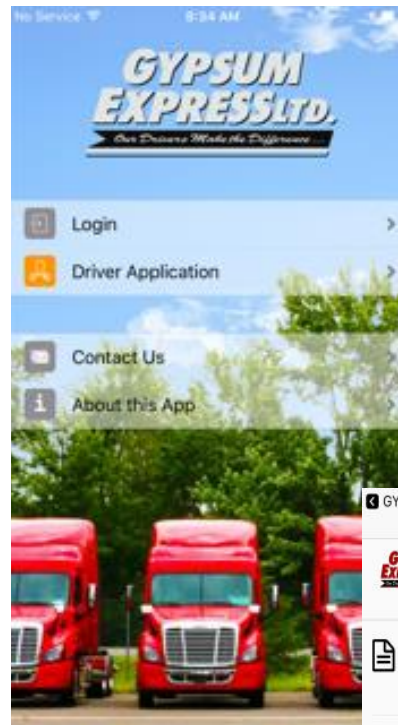# GYPSUM EXPRESS MOBILE APPLICATION IPHONE VERSION

Warning - In accordance with FMCSA regulation 49 CFR 392.82(a)(1) mobile device use by CMV driver. Gypsum Express strictly prohibits the use of hand held device while driving a CMV. Drivers not compliant with FMCSA regulations are subject to penalties of $2750. The application is a supplement to in cab communications and provides information when away from the truck.

IPHONE APPLICATION—

- Go to the App Store, search for Gypsum Express Mobile and install the Gypsum Express Mobile App to your iPhone.

- Tap the download and install icon

    - Tap allow on any pop-ups during the install

- Once installed tap OPEN

    - Tap allow on any pop-ups

- Tap the Disclaimer—Driver App Disclaimer website will open

- Fill in the form and tap submit

    - Your information will be sent to the Gypsum Express IT department to create your user account for the app.

    - When you are notified your account is created, log in to the app.

    - Tap open

- Tap Login.

- Enter User name and Password and tap Login.

IPHONE APPLICATION—

The Main Screen

- Current Assignment—displays the current order the driver is in progress on.

- My Loads— displays preassigned, current and history of orders assigned to the driver.

- Mobile Communications—Messages sent to and from driver. Also, includes macros for expedited messaging

- My settlements—displays weekly pay settlement, pay per order and driver pay settlement PDF.

- Profile—edit user info and change password

- ADP—link to ADP website

- Gypsum Website—link to www.gypsumexpress.com

- Logout—logout of driver application

- Contact Us—email Gypsum Express IT Helpdesk
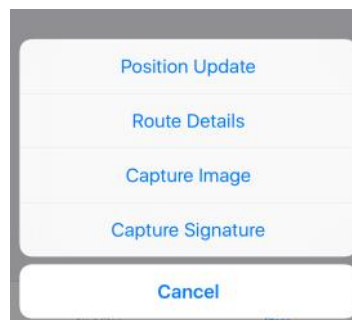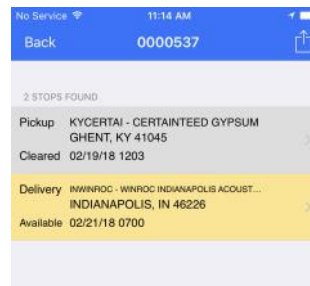
- About this App—Quick info about Gypsum Express
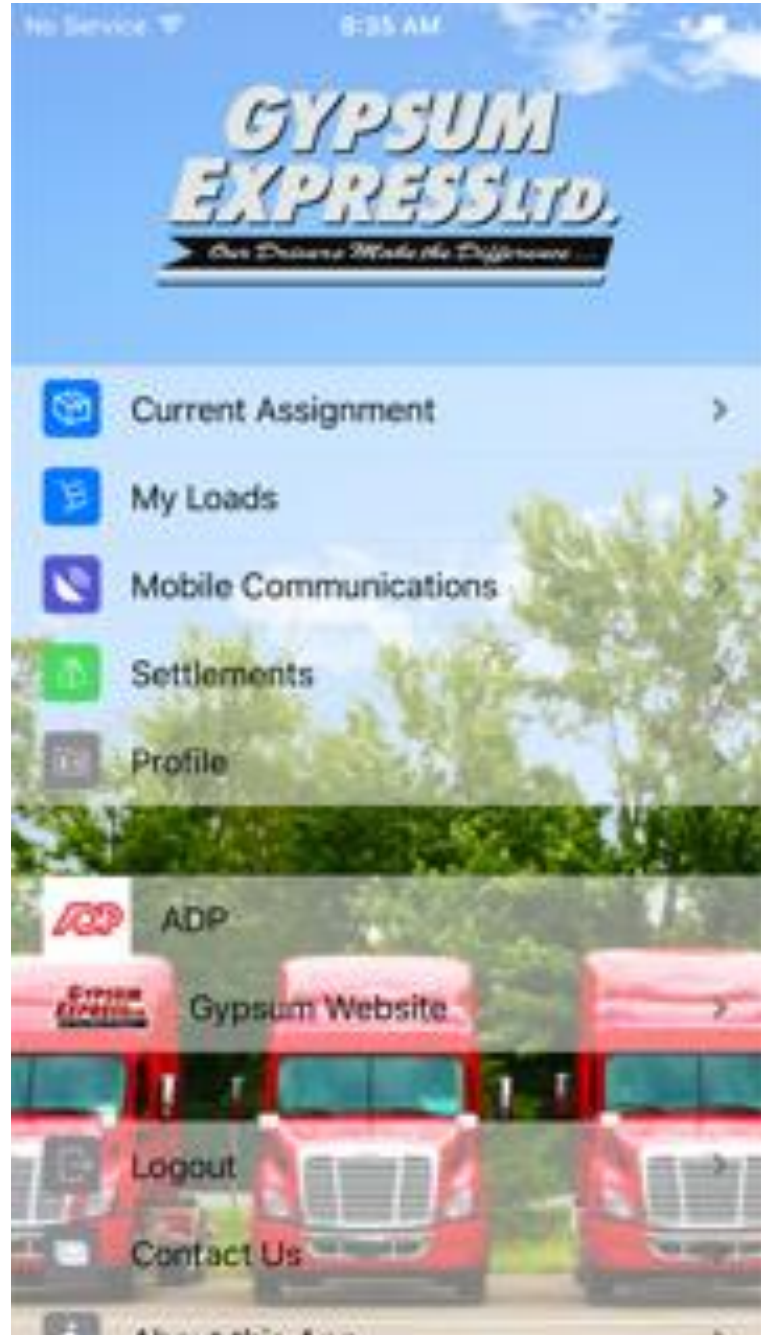
IPHONE continued...

Current Assignment

Current assignment displays the stop information for the current in progress order.

- Tapping > on street address will take you to the default navigation on the mobile device to see a map view of the location. Since this is the mobile device navigation, the directions provided by your mobile device may not be Commercial Vehicle routing.

- The stop information displays:

    - Stop notes

    - Reference numbers (BOL, Pickup # etc.)

    - Local Directions—same as Request Directions Macro

    - Loading instructions

    - Unloading instructions

- Tap the Stops button [Stops icon] displays the all stop screen that shows all the stops for that order.

    - Tapping a location opens info for that location

- Tapping the export button [export icon] for the export menu.

- Position Update—send your current position based on the mobile device current GPS location. This is logged in the order call ins history for dispatch.

- Route details—provides highway directions from stop to stop as listed in the order. Same as Request Routing Macro

- Capture image—permits the use of the mobile device camera to take a picture of documents related to the order (i.e. BOLS, Trip Sheet, receipts)

- Signature Capture—permits a digital signature on the mobile device (Currently not being used). **(Not a valid proof of delivery signature.)**
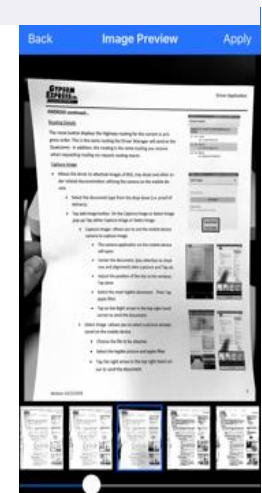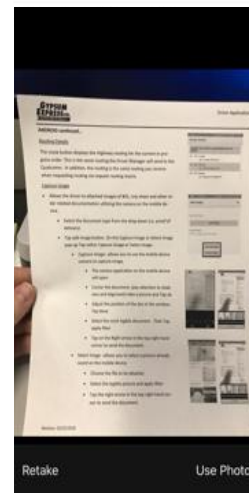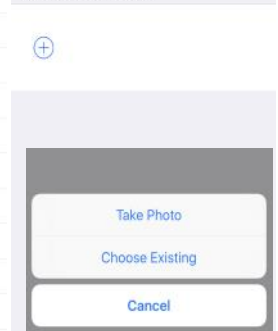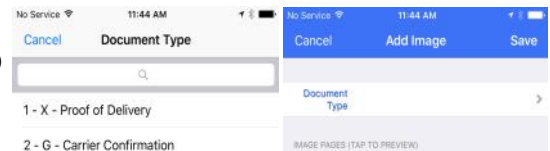
IPHONE continued…

<u>Routing Details</u>

The route button displays the Highway routing for the current in-progress order. This is the same routing the Driver Manager will send to the Qualcomm. In addition, the routing is the same routing you receive when requesting routing via request routing macro.

<u>Capture Image</u>

- **Drivers still need to follow procedure of the consignee signing POD and turn-in a copy for pay**

- **Note—Drivers are responsible for making sure images are usable quality. Numbers, barcodes and signatures must be clear and legible.**

- Allows the driver to attached images of BOL, trip sheet and other order related documentation utilizing the mobile device's camera.

- Select the document type from the drop down (i.e. proof of delivery).

- Tap + symbol to open camera app on device.

- Tap Take Photo or Choose Existing on the menu.

- Take Photo – allows you to use the mobile device camera to capture image.

- The camera application on the mobile device will open.

- Center the document ensuring all trace numbers and entire document are displayed in the picture, prevent any background noise i.e. fingers, clipboard, soda cans are not in the picture.

- Take a picture and Tap ok or Retry as needed.

- Select the most legible document . Then Tap apply.

- Tap on the Save in the top right hand corner to send the document.

- Choose Existing –allows you to select a photo already saved on the mobile device.

- Choose the file to be attached

- Select the legible photo and tap apply

- Tap on the Save in the top right hand corner to send the document.

Revision: 05/18/2018

IPHONE continued...

<u>My Loads</u>

- Provides a view of the Pre-assigned, current and delivered orders.

    - Order(s) listed above the yellow highlighted order are preassigned orders.

        - Tapping the order brings up the stop information for that order. This screen works similar to the current stops screen. Tapping Stops opens all stops for the order.

    - The order highlighted in yellow is the current in progress order.

        - Tapping the order brings up the deliver stop information for that order. This screen works similar to the current stops screen. Tapping Stops opens all stops for the order.

    - Order(s) listed below the highlighted order are previously delivered orders.

        - Tapping the order brings up the deliver stop information for that order. This screen works similar to the current stops screen. Tapping Stops opens all stops for the order.

    Note: The export menu for pre-assigned order only shows Route Details and for delivered orders there is not export menu.
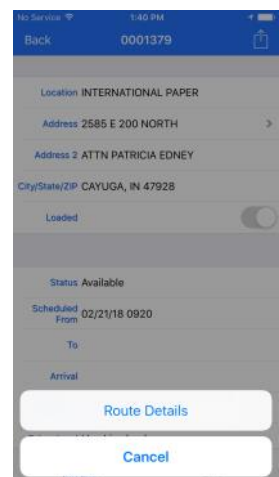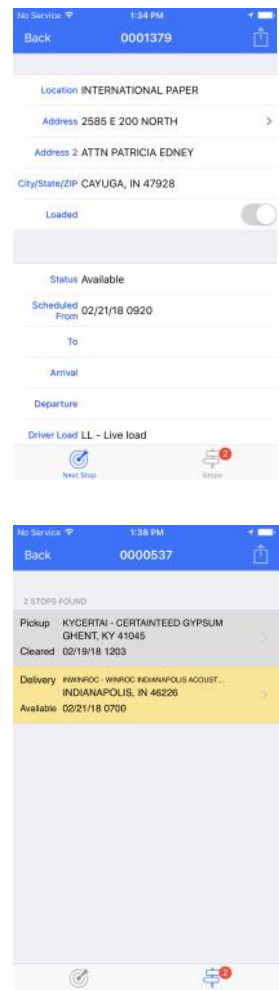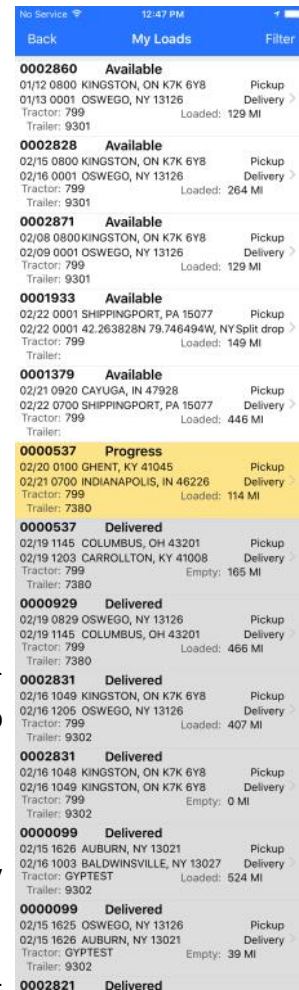
IPHONE continued...

My Settlements

- My settlement displays the weekly pay settlement.

    - Tapping filter permits the driver to change date range of settlements or look for a specific check number.

    - Tapping the pay week opens the list of orders for that pay settlement period.

    - In the top right corner is Report that displays a detailed report of the pay settlement in PDF format.
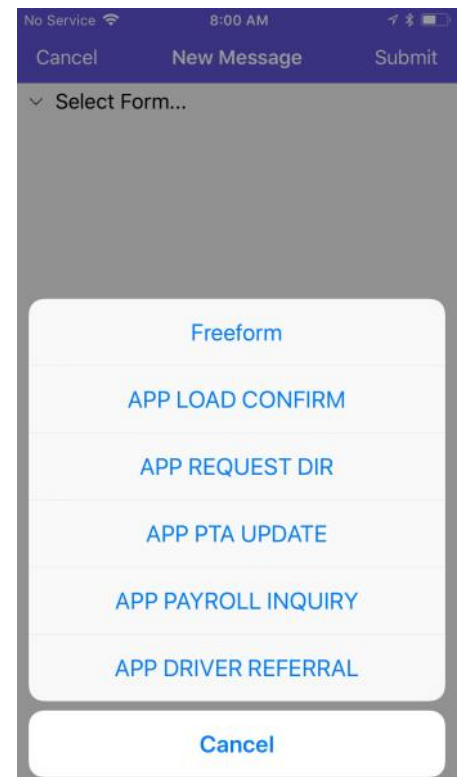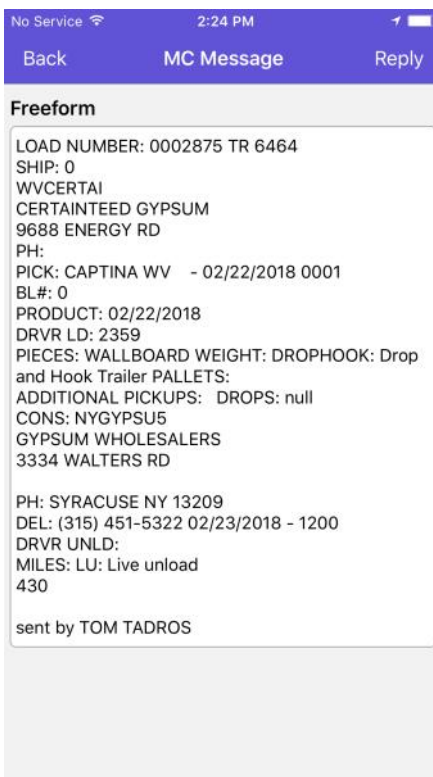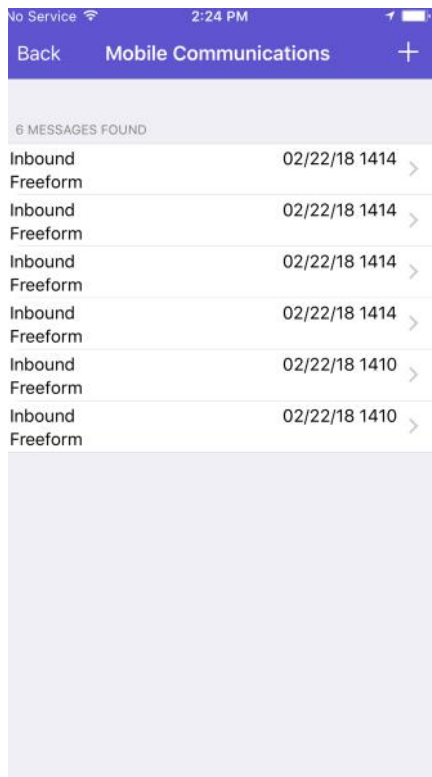
IPHONE continued…

Mobile Communications:

- The driver application comes with a messaging system for communication between driver and driver manager, which uses freeform and macros. This allows the driver communication with the driver manager while away from the truck.

NOTE: Since messages can be sent to both truck and phone. The driver has access to information while away from the truck or if the QUALCOMM is not working.

- Tapping the message, opens the message details screen.

- Tapping the plus sign opens the menu to select from available macros.

- Driver managers have the option to sending a message to truck and app or just the application.
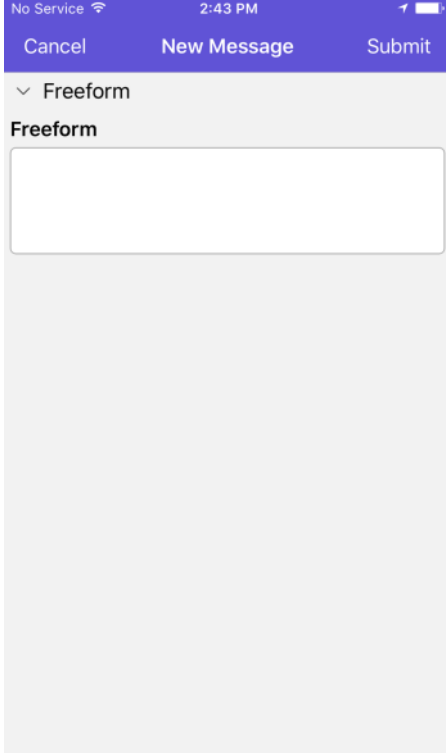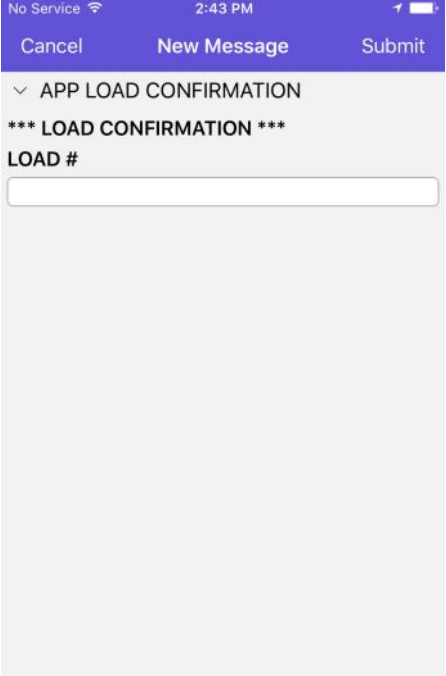
IPHONE continued...

Mobile Messaging Macro:

1. Freeform message

2. APP LOAD CONFIRMATION

3. APP REQUEST DIRECTIONS

4. APP PTA UPDATE
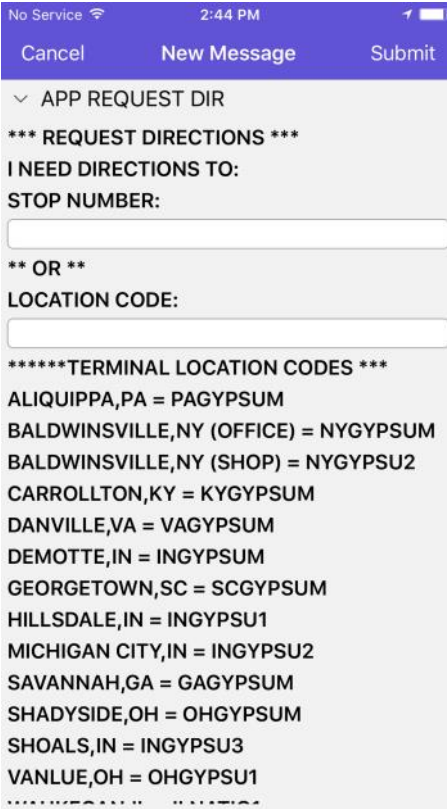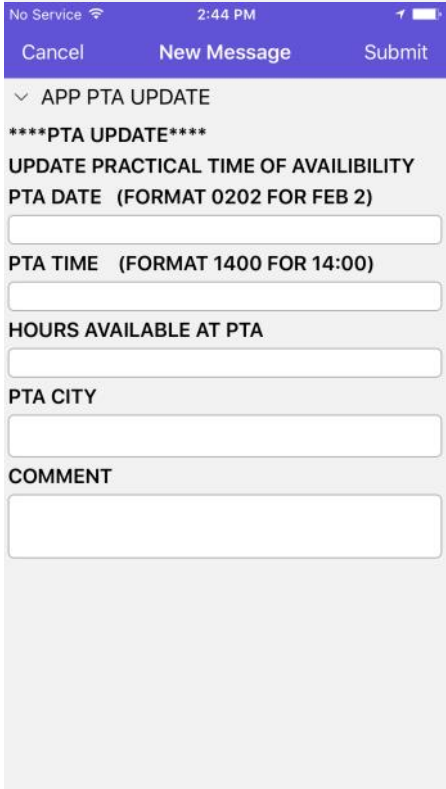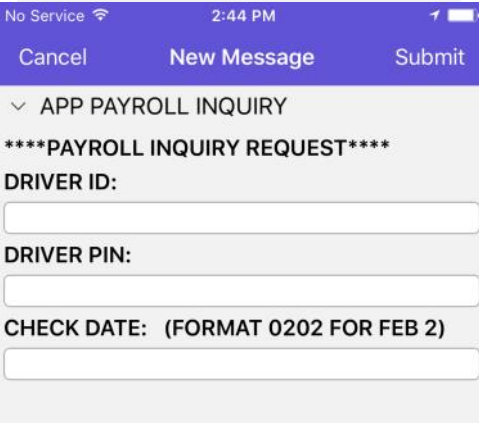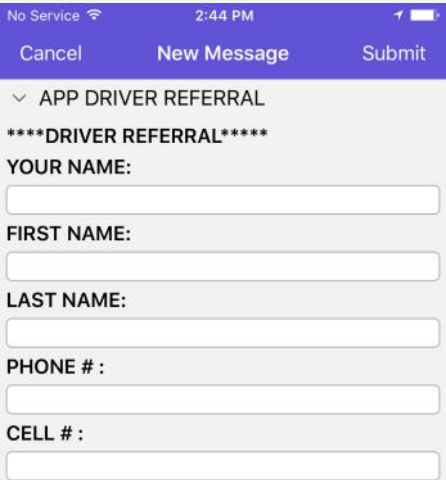
5. APP PAYROLL INQUIRY

6. APP DRIVER REFERRAL

IPHONE continued…

<u>Edit Profile</u>

Edit profile - the driver can make changes to their profile for the driver app. They can also change their password for the mobile app, which is highly recommended on first login.

- Tap the export button in the top right hand corner to make changes.

- Tap Edit on the export menu

- Tap the field next to where changes need to be made. Make the changes

- Once the changes are made click Save.

- Tap the export button and select Change Password.

- Type in the current password, new password and then the new password again to verify it is correct then. Tap Submit.