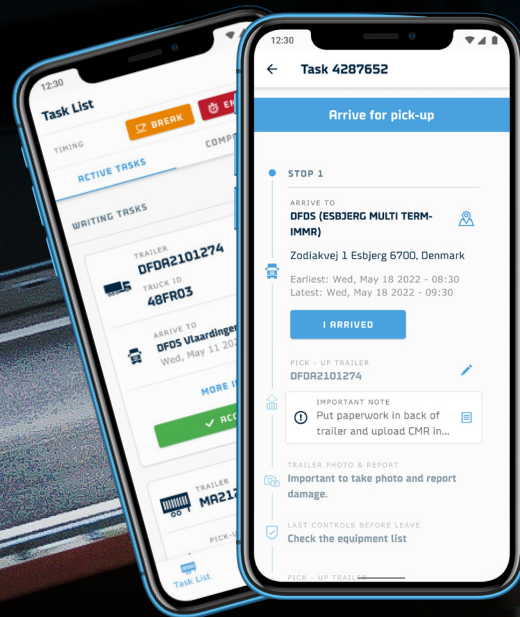


DFDS APP

For Logistics Drivers

User's manual



Tablet



Phone



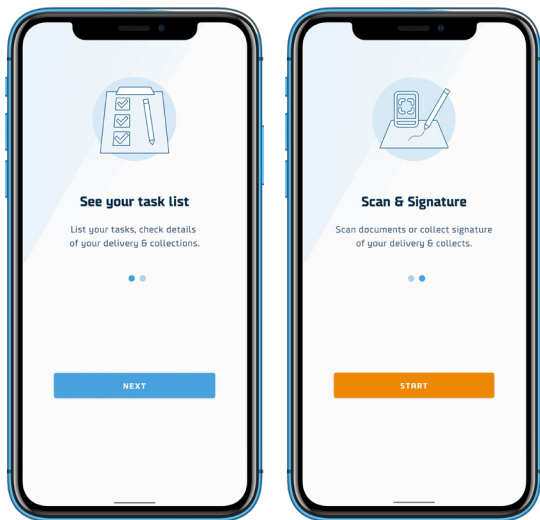


DFDS Logistics Drivers App

User's manual

Purpose of the app

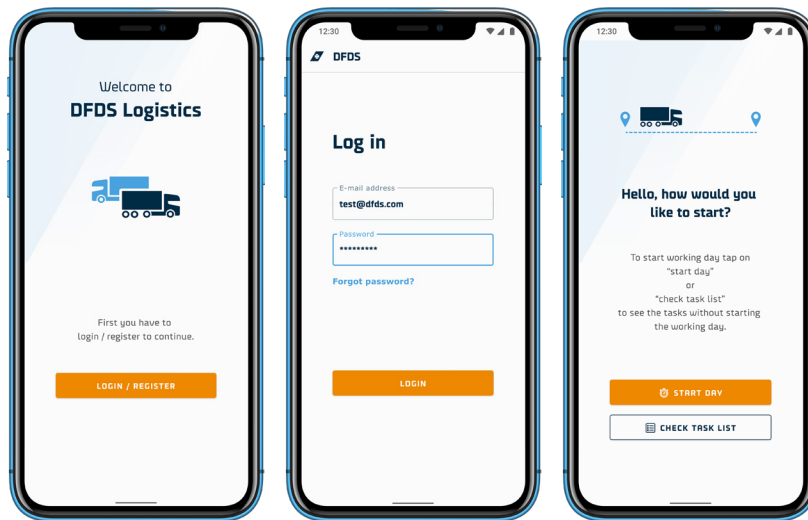
This application was created to make it easy for logistics drivers to view the instructions assigned to them by DFDS planners. By following the steps, they can easily update the progress of the transportation process. They can also start and complete jobs, and report arrivals/departures from job locations. The Contacts section is for reaching planners when needed. The Inbox is for all important updates sent by DFDS planners.



Onboarding

Thank you for using DFDS Logistics driver app.

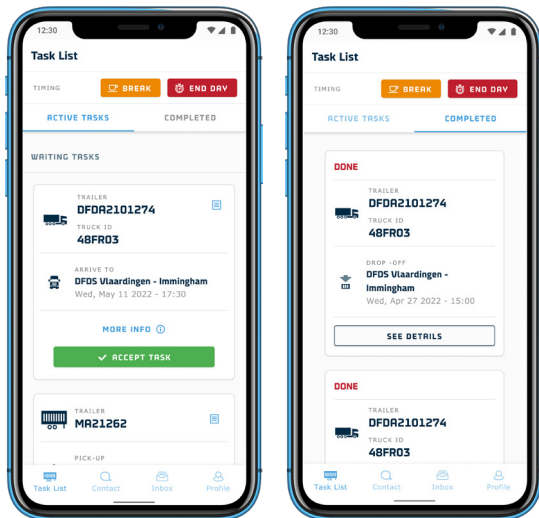
Once you download the app, we inform you with onboarding screens about some main functionalities in the app.



Login process

If you do not have an account, you need to create one. (Contact your planner for more details, there might be different procedures.)

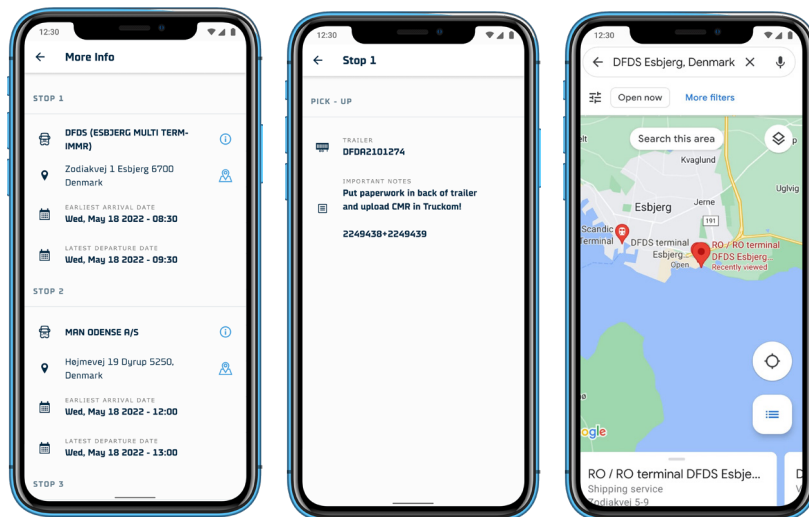
- **If you have an account,** log in to the system. All the instructions that are assigned to your account e-mail address, will be shown in your app.
- **Then,** you may either **“Start working day”** or **“Check task list”** to see the tasks assigned to you by DFDS Logistics planners.



Task list

This screen is for showing all tasks assigned to your e-mail address.

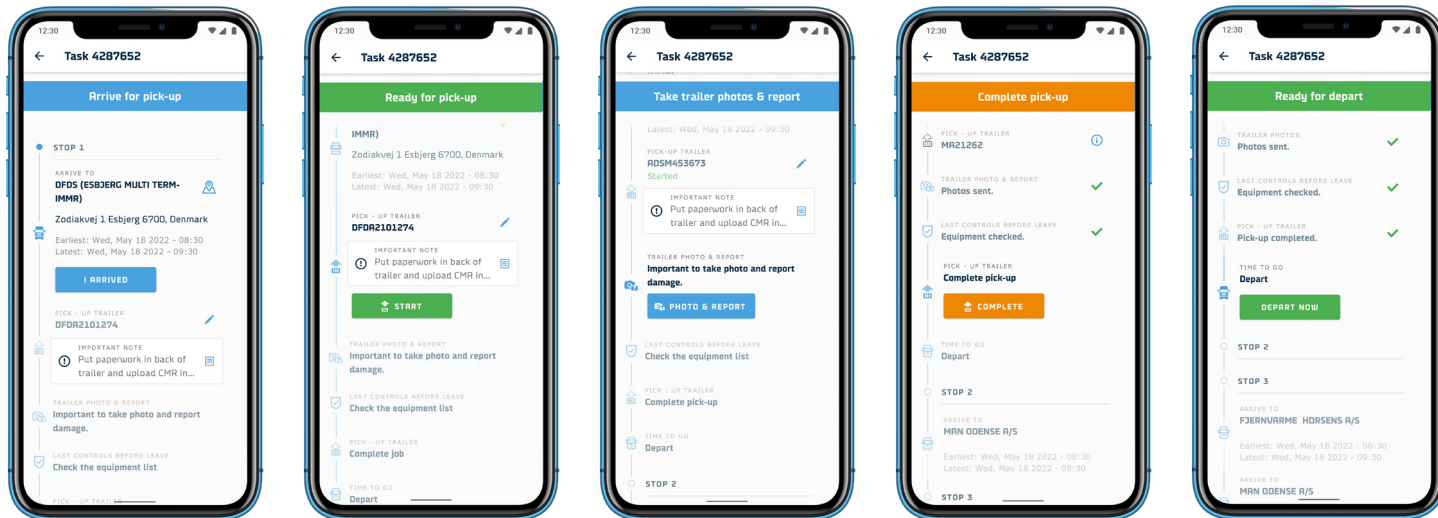
- **Active tasks:** The tasks that you haven't started yet and the ones you already started and not finished. Tap **"More info"** to see task details before accepting it.
- **Completed tasks:** The tasks that are completed in the last 24 hours.
- **Accept & continue** tasks that you will take actions on.



More info & Locations

This feature is for checking details of the task before accepting it.

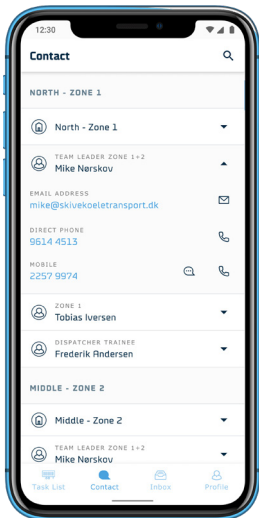
- Here, the task details are shown stop by stop. You can check the jobs of each stop by tapping on **info icon**.
- **Location icon** directs you to a map application installed in your device along with the coordinates to the stop's location address.



Task detail in timeline

This screen is for showing task details and taking actions in a timeline, after you accept & continue.

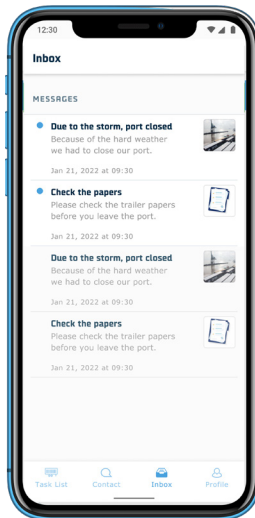
- Scroll up & down in the timeline to check other jobs & stops of the task.
- Each stop may have multiple jobs. The job that you are on **will be highlighted** with a button showing you what to do. Also at top of the screen, there is a **strip area** that shows which action you need to take.
- **If needed**, you should contact your planner to suggest a different order of stops or jobs. Changes in the tasks are reflected here in **max 1-2 minutes**. Also you need to refresh the screen to see the changes by going previous screen and back.
- When you arrive to a stop, you report it with **I ARRIVED** button and when you depart from a stop, you tap on **DEPART NOW** button. For each job you also report **start & complete** actions with buttons. Tap on buttons when you are **actually** taking these actions.



Contact list

This screen is for showing contacts.

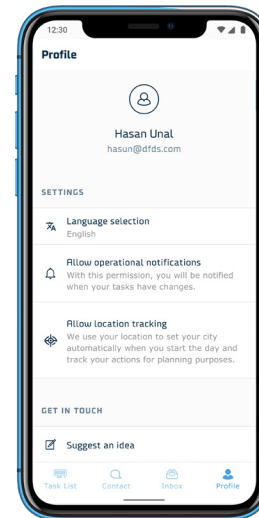
- There is a list of the planners, offices and other relevant people's contact info.
- You can e-mail, call and text the contacts.



Inbox

This screen is for showing messages.

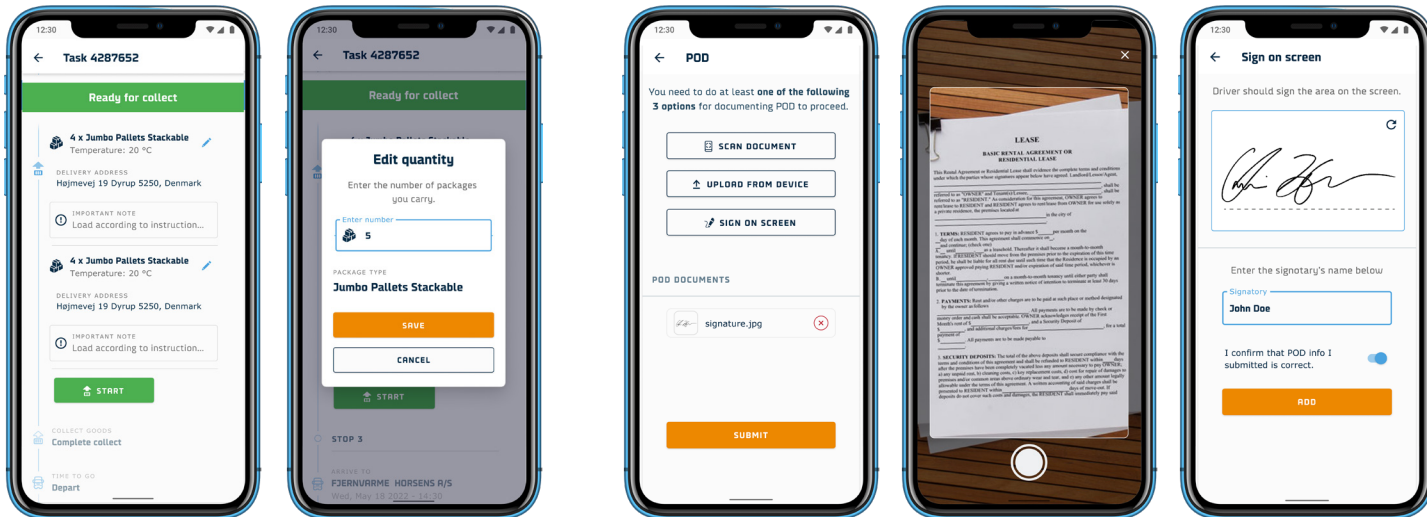
- There is a list of messages planners send you.



Profile

This screen is for login panel, settings & feedback.

- You can change language settings, set location & notification preferences, send feedback and report bugs.
- The logged in user's email is shown on top. You can also log-out from the bottom.



Edit quantity in “Collect”

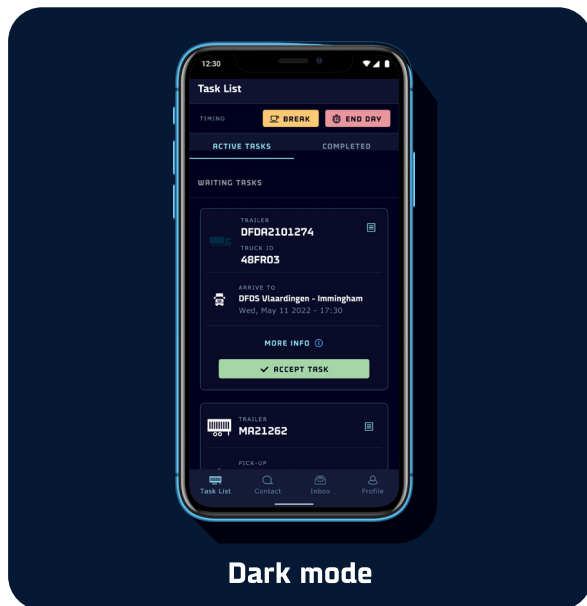
This feature is for editing quantity of package.

- At a collect goods job, you are able to edit the quantity of package with **edit icon** next to package type and temperature information.
- Take this action **only if** there is a **difference** between the given package quantity information and the actual quantity collected.

POD

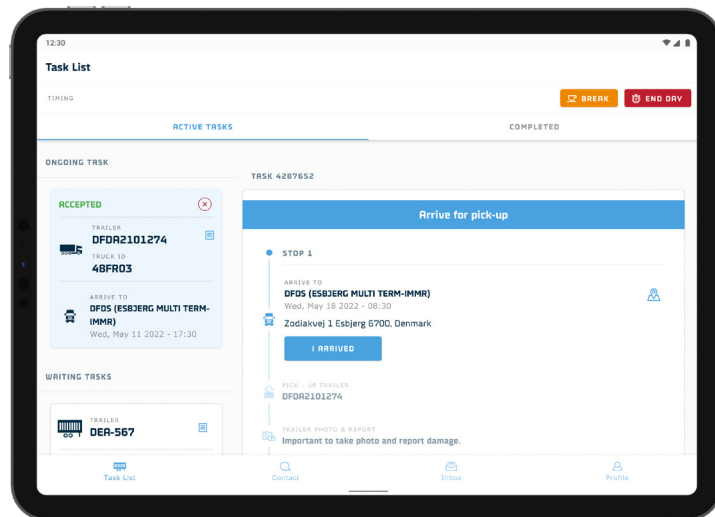
This feature is for submit proof of delivery documents (POD).

- After each collection, you have to send POD.
- You can simply **upload** documents from your device, **take photo** of the documents or **sign on your phone screen** to submit.

**Dark mode**

This feature is for energy saving & eye comfort.

- You can turn on dark mode from your phone settings to view the app in dark mode. It is good for saving battery and relaxing eyes.

**Tablet view**

DFDS Logistics driver app is also supporting tablet experience.

- Screens are adjusted accordingly when you use the app in your tablet.



DFDS Logistics Drivers App

Compatible with tablet & mobile phone

Dark mode + Light mode

- 1 Scan QR code to download.
- 2 Login before you start.



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