

Mobile Trip App User Guide

A step-by-step user guide that can be downloaded, saved and shared with personnel for utilizing Mobile Trip App.

Mobile Trip App is a mobile-friendly website/application that replaces Vector for a contactless dispatch experience. Unlike Vector, it is not an app in the app store.

Mobile Trip App should be used to:

- Check-in with the FedEx Ground linehaul office when arriving on-site
- Receive trip information
- Assist in locating assigned trailer
- Validate seal number(s)
- Validate dolly number (if required)
- Complete pre-trip inspection
- Provide trip destination routing to FedEx Ground for review

FedEx Ground Linehaul will verify all information is correct and reply to the user when cleared to leave the facility.

The step-by-step instructions included within this document explain how to access the website on a mobile device and what to do within Mobile Trip App.

STEP 1

Scan the QR code with a smart phone camera.



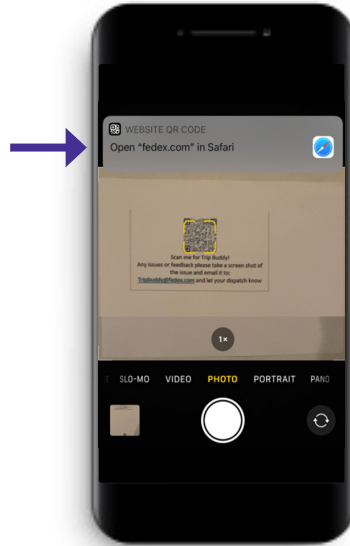
Scan me for Mobile Trip App (MTA)

If the above code isn't scanning, type
<https://fdxtools.fedex.com/grdlhldispatch>
in to the internet browser for access.

Reset password by calling 1.855.639.7793.

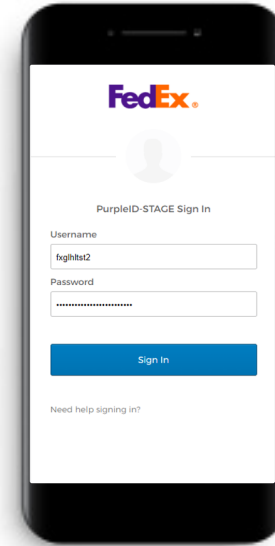
STEP 2

At the top of the phone screen, click the pop up/link shown across of the top of the screen below to open in Safari (or whatever browser the mobile device uses).



STEP 3

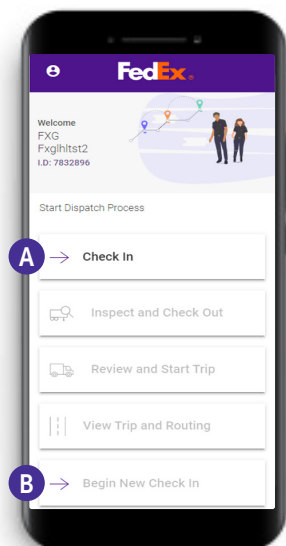
Enter Driver ID Number and Password.
Then, select **Sign In**.



All users will need a password to log in. Please call 1-855-NEW-PSWD (1-855-639-7793) to reset if issues are experienced when trying to log in.

STEP 4

Begin the check-in process.



A If the app WAS NOT utilized for the previous trip, select **Check In** from the main menu

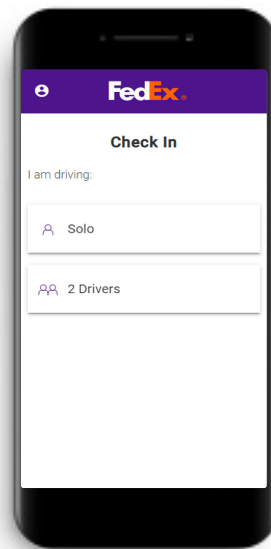
OR

B If the app WAS utilized for the previous trip, select **Begin New Check In** from the main menu and then select **Check In** from the menu.

STEP 5

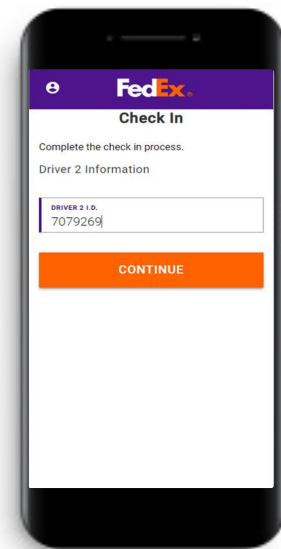
Select **Solo driver** or **2 Drivers** (team).

- If **Solo Driver** is selected, skip to Step 7.
- If **2 Drivers** is selected, proceed to Step 6.



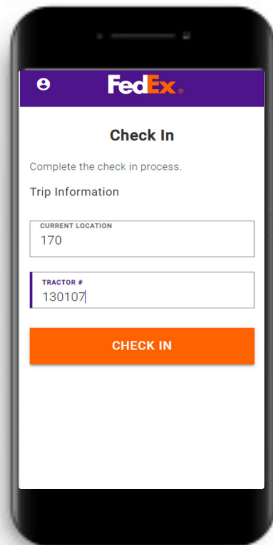
STEP 6

Enter Driver 2's ID Number.
Then, select **Continue**.



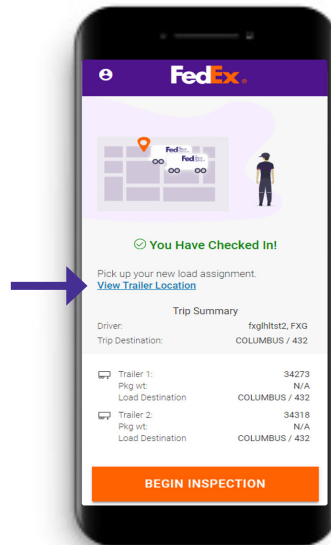
STEP 7

Enter Current Location and Tractor #. Then, select **Check In** to complete the check-in process.



STEP 8

Once successfully checked in, the trailer information will be provided for the next trip and the inspection process can begin. Select **View Trailer Location** to view the GPS location of the trailers in the yard.



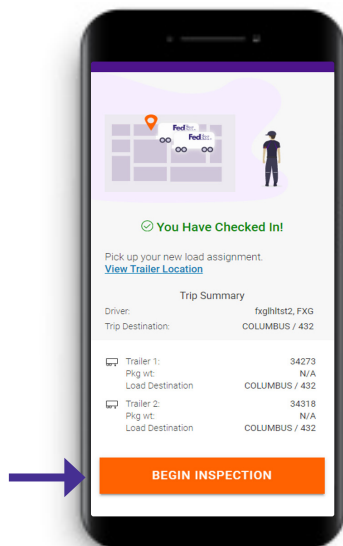
STEP 9

Utilize the map to view the trailer locations in the yard. Then, select the **arrow button** to go back to the previous screen and complete the inspection process once the trailers are located.



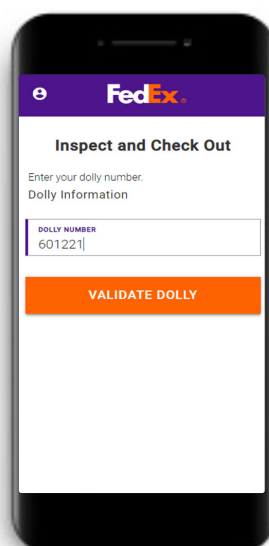
STEP 10

Select **Begin Inspection** to start the trailer inspection process.

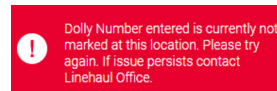


STEP 11

Enter the number of the dolly being utilized. Then, select **Validate Dolly**.

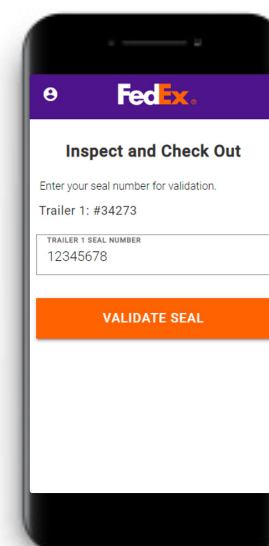


*Please note if an incorrect dolly is entered an error message (shown below) will appear. If this occurs, contact the Linehaul office or try re-entering the dolly number to move on.

 Dolly Number entered is currently not marked at this location. Please try again. If issue persists contact Linehaul Office.

STEP 12

Now that the dolly number is entered and validated, validate the seal information for each trailer on the trip.



Enter the seal # for Trailer 1. Then, select **Validate Seal**.

Repeat for seal 2.

*A valid seal number must be entered. If an invalid number is entered, an error message (shown below) will appear. A valid seal number must be re-entered or call FedEx Ground Linehaul for assistance.

 Invalid Seal Number. Please try again. If issue persists, please contact the Linehaul Office.

STEP 13

Next, begin the inspection process. Select the empty box after inspection to receive a blue checkmark for that item. Complete for all items.

Exterior Top Side

- ☒ Lights/Reflectors
- ☒ Tires/Wheels
- ☒ Door/Door Latches

Connection/Safety

- ☒ Coupling Devices (e.g. Fifth Wheel, Pintle Hook, etc.)
- ☒ Landing Gear
- ☒ Safety Chain

Body/Misc

- ☒ Other

Defects

DESCRIBE ANY AND ALL DEFECTS HERE

By agreeing and checking in, I confirm that I have went through the inspection process.

AGREE AND CHECK OUT

Describe all defects in the box provided (if applicable).

Then, select **Agree And Check Out** once the inspection is complete.

*All areas must be inspected before selecting **AGREE AND CHECK OUT**.

STEP 14

Click on the **Trip Destination** (in blue) to display destination address, phone number and lat/long coordinates. Then, select **Ready For Dispatch** after destination information is reviewed.

Review and Start Trip

Dispatch Summary

Driver: fxghltst2, FXG
Current Location: HARRISBURG / 170
Trip Destination: COLUMBUS / 432
Tractor #: 130107
Dolly #: 601221

Trailer 1: 34273
Pkg wt: N/A
Load Destination: COLUMBUS / 432

Trailer 2: 34318
Pkg wt: N/A
Load Destination: COLUMBUS / 432

READY FOR DISPATCH

Review and Start Trip

Dispatch Summary

Driver: fxghltst2, FXG
Current Location: HARRISBURG / 170
Address: 6120 SOUTH MEADOWS DRIVE
GROVE CITY, OH 43123
Phone Number: (614) 801-7600
Lat/Long: 39.837943° N 83.084748° W

Trailer 2: 34318
Pkg wt: N/A
Load Destination: COLUMBUS / 432

READY FOR DISPATCH

STEP 15

Follow the standard dispatch procedure for your location. Select **Start Drive**.

FedEx

You're almost ready to go.

Please wait for confirmation from the Linehaul Office that you can leave. Then click on Start Drive

START DRIVE

STEP 16

Select **View Trip and Routing** to review trip information (e.g., mileage, directions).

Welcome
FXG
Fxghltst2
LD: 7832896

Start Dispatch Process

Check In

Inspect and Check Out

Review and Start Trip

View Trip and Routing

Begin New Check In

STEP 17

Click the down arrow to view **Comments/Approved Tolls** for the trip.

Current Trip

Trip Origin: HARRISBURG / 170
Trip Destination: COLUMBUS / 432
Total Miles: 379
Runtime (hours): 8.1

Trailer 1: 34273
Pkg wt: N/A
Load Destination: COLUMBUS / 432

Trailer 2: 34318
Pkg wt: N/A
Load Destination: COLUMBUS / 432

Comments/Approved Tolls: [v]

Routing:
PA - 231 miles
laura dr w, laura dr r, industrial dr e, pa 177 n, salem rd l, 83 n, 176 w, pennsylvania tpke w,

Review the directions for the trip in the **Routing Section**. For trips covering multiple states, toggle through each state's mileage/directions by swiping right/left in the "Routing" section.

Comments:
PA Miles cont - 170 w
Approved Tolls:
PA (I-76) #242 Harrisburg W
-> #75 New Stanton [PTCHWS] [PTCNST]

Then, select the **back arrow** at the top of the screen to go back to the previous screen.

STEP 18

Select **Begin New Check In** after arriving at the trip destination and completing the AVR process.

Welcome
FXG
Fxghltst2
LD: 7832896

Start Dispatch Process

Check In

Inspect and Check Out

Review and Start Trip

View Trip and Routing

Begin New Check In

Then, select **Continue** to begin the process for a new trip.

Begin New Check In?

This will begin a new trip. Select Continue to Begin New Check In.

CANCEL CONTINUE