



FreightTracer Quick Setup Guide

Welcome to the FreightTracer Quick Setup Guide. In this document, we will show you how to do the following:

- 1. Creating a Trial Account
- 2. FreightTracer Account Setup
 - a. Update Company Information and Logo
 - b. Add New Users
- 3. Building a Load
 - a. Create Locations (Shippers, Receivers)
 - b. Create Carriers
 - c. Build a Load
 - d. Dispatch a Load
- 4. Tracking a Load

With the ease of FreightTracer, you can begin tracking your freight in real-time **in the matter of minutes**! We look forward to you getting onboard and using our freight visibility platform today!

FreightTracer Support Help

If you ever need additional assistance using the FreightTracer functionality, please email <u>support@freighttracer.com</u> and our Customer Success team will assist you with your needs.

Trial and Account Setup

FreightTracer Trial Account Setup

Company Trial Sign-up Create Account

To begin the trial process, please go to <u>https://trial.freighttracer.com</u>. You will be presented with the following screen.

Company Profile Information Company Name*	Administrative User Information Email Address*
Required fields	First Name
	Last Name*
	Password*
	• •
	Confirm Pessword*
	I'm not a robot
	I have read the Terms & Conditions and Privacy Policies. Confirm Cancel





Step #1: Please follow the steps below to create your trial account:

- 1. Enter your full company name.
- 2. Enter your Administrative user information (Note: this person will be the primary administrator of your FreightTracer account).
- 3. Accept the Terms and Conditions and select the "Confirm" button.

You will then see the confirmation page:

Final Confirmation Success
Your FreightTracer^M account has been successfully created. To activate your account kindly verify your account through email. Please dick here to log in

Step #2: Your next step will be to confirm your email address. You should receive an email that looks like this below:

IMPORTANT: Please check spam, junk, promotional and other folders for the email from <u>no-reply@freighttracer.com</u>. Please make sure you mark this email address as NOT JUNK.

FreightTracer [™] - New Account Confirmation ⊃	Inbox ×	Ð	Ø
FreightTracer™ <no-reply@freighttracer.com> to mark+company ▼</no-reply@freighttracer.com>	10:03 AM (0 minutes ago) 🔥 🙀	•	:

Dear Mark New Company,

Thank you for signing up for FreightTracer[™]. Before you can begin to access your account, you will need to verify that you are the registered administrative user. Please click the link below to verify your account which will gain you access to the FreightTracer[™] system.

https://login.freighttracer.com/Account/ConfirmEmail?userId=319&code=5G6LJsubEE3w%2BKtL7nHKiszdEhYFpa2W8MNu1vXtO 5sXgpRLkQgph%2FcNFnYRy5nCC3%2FgynDviFeSypZpa%2B0iKguDg4rcRcYEziTwbAi7NPGDCR8R2JvUClE0xCmPK38TwHY%2FsA%3D%3D

If you have any issues verifying your account and accessing the system, please contact our support team at support@freighttracer.com

Sincerely, FreightTracer Operations Team.

Step #3: Once you confirm your email, you should see the following screen and will be ready to login.

FreightTracer[™] Account Confirmation

Your FreightTracer™ Account has successfully Verified. Kindly click the below Link to access your Account.

click here to log in





Update Company Information and Logo

Once you successfully login, you can update your company information and logo. Clicking "Administrative > Company Profile" will bring you the <u>Company Profile</u> page.



Once on the Company Profile page, you will have the ability to update the following pieces of info:

Company Information

1. Federal Tax ID	Company Information	
2. Account Name	FEN Account ID	157
3. Primary Contact Name	Federal Tax ID	
4. Primary Contact Email		
5. Primary Contact Phone (This will	Account Name*	Mark New Company
show up on the driver mobile app as	Primary Contact *	Mark NewCompany
your primary contact phone) 6. Customer Account Address	Primary Contact Email*	mark+company@frexnet.com
7. Default Time zone (All data in app	Primary Contact Phone*	
will display in the time zone)	Customer Address*	Address 1
8. Customer Image (This will show up		Address 2
on the dashboard and all customer		City
tracking links)		AB
	Default Timezone	Eastern Daylight Time •
	Customer Image	Change
	Is Active	
	Is Primary Billing	





Company Settings

You can generally leave these settings alone, but feel free to modify them to suit your business processes and requirements.

Company Settings

Late Variance (minutes)	15
Minimum Dispatch Time (hours)	2
Loads at Risk Warning Threshold (hours)	2

- 1. Late Variance: This is the time in minutes in which a driver can be considered "On Time". By default, drivers are giving 15 minutes of leeway.
- 2. **Minimum Dispatch Time**: Required time in hours that a driver is expected to call in for dispatch. This value is also presented in a dispatch email to the dispatcher of the carrier when the load is tendered.
- 3. Loads at Risk Threshold: Loads within X hours will be analyzed and reviewed to be "At Risk" of missing their pickup or delivery time.

User Management

If you would like to add new users, go to "Administration > User Management" and you will be able to add new users to the platform. Your trial account will allow you to add up to five (5) total users in the system for evaluation.

Building a Load

The next section will show you the steps required to build a load. To build a load, you will need the following pieces of information in the system:

- 1. Shipper and Receiver Locations
- 2. Carrier Accounts
- 3. Load Sheets

The next sections explain how to set this up quickly.

Step #1: Adding Shipper and Receiver Locations

On the main menu, click on "Location Profiles" to go Location Profile page. You will need to add a Location Profile for each location you pick up from and deliver to. Follow the steps below to create location profiles:

- 1. Enter the Location Name
- 2. Select the location address from the list. Please start typing the address and the list will autofill based on your selection. It is critical that you select the location from this picklist and that the Location Latitude and Location Longitude fill in below. (this is how all geofencing and automated status updates occur).
- 3. Enter the location Main Contact information. If you want to send them automated emails and real-time tracking links, make sure you enter their email address and click the "Send Tracking Link" checkbox. When you add this location to a load, it will default this location to receive automated updates.





4. Save the location and repeat this for each location you service.

ocation Information	Main Contact Info
ocation Name :* 1	Primary Contact Name :
FIZZANO BROTHERS HEADQUARTERS	Bob Fizzano
ocation Address 1 :* ²	Primary Contact Phone: (610) 383-7202
176 Chester Pike	Primary Contact Emails : 3
ocation Address 2 : 📀	shipping@fizzano.com +
	Send Tracking Link 4
ocation City: *	(You can set default to send Tracking link to Shipper and Receiver(s).)
Crum Lynne	
ocation State :* Location Zip :*	
PA • 19022	
ocation Country :*	
JSA -	
PS Tracking Info	
ocation Latitude :*	
39.8699065	
ocation Longitude :*	
75 32/25/5	

Step #2: Adding Carrier Accounts

On the main menu, click on "Carrier Profiles" to go Carrier Profile page. You will need to create carrier accounts for every carrier and broker that you use. You create these accounts by doing the following the steps below.

- 1. Enter the Carrier Name
- 2. Enter the Carrier Address
- 3. Enter the Carrier Dispatch/Operations Contact Name, Phone and Email address. Please note that multiple emails should be separated by commas. These individuals will receive shipment tender, dispatch and load updates.
- 4. Select the Carrier Type, enter MC and DOT numbers and make sure you enter a valid Insurance Exp Date.
- If this is a Broker and you would like to enable the "DriverLink" feature, select the "Enable DriverLink" checkbox for this account. (More information on DriverLink can be found in our "FreightTracer DriverLink Instructions.pdf" guide)
- 6. Save the account.





Carrier Add

Save Cancel

Carrier Name:*		Contact Name : Joe (Dispatch)	
National Flatbed Trucking	±.	Contact Phone Number :	
Iarrier Address : *		(215) 023-8028	
827 West 2nd Street		Contact Email :	
Earrier Address 2:		dispatch@nationalflat.com	
		Carrier Type :	
		Asset Based	
larrier City : *		MC Number:	State DOT #:
Lansdale		234453	12346
Carrier State : * Carrier Zip : *		Federal Tax ID #:	Insurance Exp. Date:*
PA			05/30/2021
19446		🗆 Do Not Use	
Carrier Country : *		□ Enable DriverLink™	
USA	-		

Step #3: Building a Load

There are various steps to building a load in FreightTracer. This is the easiest process to follow:

Part 1: Add the Pickup and Delivery locations and click the **Save** button. Once saved, the load will be in the "Available" status.

Load Sheet ^e	COLLAPSE ALL			5. Save Cancel
Status: 😶	Pick-Up		*	Shipment Tracking
Carrier Info	RZZANO BROTHERS HEADQUARTERS * 2 1 1176 Chester Pile Crunt Jynne, PA, USA 19022 Contact Name Bol Fizzano Contact Thome: (H0) 383-7202 Contact Thome: Suppling@fitzzano.com @ Send Tracking Link	Equipment Type: Fibiled	Scheduling Method • • • • • • • • • • • • • • • • • • •	
Driver Name:	Delivery	Reference 1: 9	Scheduling Method.* 😣	Honton Front March
Driver Email: Shipment Revenue Rate: Assessorials: Total Load Revenue: \$0	Texas Building Products	Reference 2:	ABAP	Google Nap disk 60000 Soogle (NSU Terms of Use
Carrier Notes Notes here				
Google Chrome		Version 86.0	0.4240.75	
Microsoft Windows 10 Pro 64-bit Build 6.2.9200				





Part 2: Enter Carrier Information and click the **Dispatch** button. At this point, the following will happen:

- 1. <u>Please note that the Carrier Name, Driver Name and Driver Smartphone (iOS, Android) Number is required.</u>
- 2. Once dispatched, the load status will change to "Dispatched".
- 3. The driver will receive a text message that they have been dispatched on a FreightTracer shipment. (Please refer to "FreightTracer Mobile App Driver Setup Training.pdf" for initial driver onboarding instructions)
- 4. Live, real-time tracking will begin once the driver loads up FreightTracer and acknowledges the shipment via their mobile app.

Load Sheet [®]	COLLAPSE ALL		Save Canc	el Delete	Create New Load	Duplicate Load Dispatch Load BOL
Show only Active Loads	Pick-Up			•	Last Location:	
Status: O	FIZZANO BROTHERS HEADQUARTERS	Equipment Type: Flatbed	Scheduling Method:* 📀 Before	-	Last Ping: Not Available	
Score: • Satisfactory •	Crum Lynne, PA, USA 19022 Contact Name: Bob Fizzano Contact Phone: (610) 383-7202	Reference 1: 420822789 Reference 2:	Scheduled Date:* Scheduled Time: 10/15/2020 05:00 PM Actual Date: Actual Time:	EDT		
Carrier Info National Flatbed Trucking	Contact Email: shipping@flzzano.com	Truck Number: Trailer Number: 10 22			SHIPMENT MILES	MILES REMAINING DRIVE TIME REMAINING
Contact Name: Joe (Dispatch) Contact Phone: (215) 023-8028 Carrier Score: 0% Enable DriverLink [™]	Delivery			•	OREGON IDAHO WYOMI	REFRESH MAP DAVET
Driver Info Driver Name: Bill Williams	Final	Reference 1: 0 Reference 2:	Scheduling Method:* ASAP Scheduled Date:* Scheduled Time: 10/19/2020 12:00 PM	• CDT	NEVADA UTAH COL	NEBRASKA IOWA CNGODO ILEINOI ANA ILEINOI PENN INDIANA ORADO KANSAS MISSOURI VICENIA KINICIA VICENIA
Driver Phone: (827) 627-662 Driver Email:	Dallas, TX, USÁ 75220 Contact Name: Store Manager Contact Fhone: (617) 208-2837 Contact Email: manager@tbp.com Send Tracking Link		Actual Date: Actual Time:		CALIFORNIA OLas Vegas Los Angeles ARIZONA NEW I San Diegoo	OKLAHOMA TENNESSE GOOTMA ARKANDA' TENNESSE GOOTMA OBIA MISSISSIPO OSTANA O AVADAMA ARCHINA TEXAS COORIA UDISLAMA OUSISLAMA
Shipment Revenue Rete Price Per Pound Rete: Assessorials:	Created By Mark NewCompany on 10/15/2020	t 2:30 PM EDT Updated I	by Mark NewCompany on 10/15/2020 at 2:30 PM EDT		o can	Guilf of Mexico
2500 Total Load Revenue: \$2500	Subject Body	Created By Created	Date Actions	NEW NOTE	Google	Mexico City
Carrier Notes 😔	There are no items to display					Load Activity
The Driver will see these notes on the mobile app!	Documents & Attachments			UPLOAD	Date & Time	Log Entry
	Description Created By Created	Date Updated By	Updated Date Actions		10/15/2020 2:30 PM EDT	Status Changed to Available

Version 86.0.4240.75

Microsoft Windows 10 Pro 64-bit Build 6.2.9200





Tracking a Load

Once you have successfully dispatched drivers on the FreightTracer mobile application, you will be able to track them via our Dashboard and interactive Load Sheet.

Dashboard View



Load Sheet View

Mark New Company | Hi, Mark NewCom Freight Tracer E POWERED BY FREIGHT EXCHANGE NETWORK Load Sheet Save Cancel Delete Show only Active Load Last Lo Shipment ID: 10000 Status: O Dispatched Sub Status: FIZZANO BROTHERS HEADO Scheduling M Before Scheduled D 10/15/2020 Last Ping: Reference 1: #20822789 Reference 2: Acknow EDT 1302 0 00 COMPLETE LOAD Trailer 22 Shipmen Tracking Carrier Info • (ADD Reference 1: 6 Texas Building Products * ates CDT 2726 Lombardy Lane Dallas, TX ,USA 75220 Contact Name: Store N Contact Phone: (817) 2 ual Time Send Tracking Link Created By Mark NewCompany on 10/15/2020 at 2:30 PM EDT By Mark Ne any on 10/15/2020 at 2:38 PM ED 1 + Load Notes Shipment R Rate O Pri Rate: 2500 There are no items to display \$2500 Load Activity Documents & Attachments Log Entry Date & Time Created Date Updated Date Actions Carrier Notes 10/15/2020 2:30 PM EDT Status Changed to Available The Driver will see these notes on the mobile ap There are no items to display 10/15/2020 2:38 PM EDT Status Changed from Available to Covered 10/15/2020 2:38 PM EDT Status changed from Covered to Dispatched 10/15/2020 2:46 PM EDT Status changed from Dispatched to Dispatched[Acknowledged]