

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 smart device and what to do within Mobile Trip App.

STEP 1

Scan the QR code with a smart device camera.



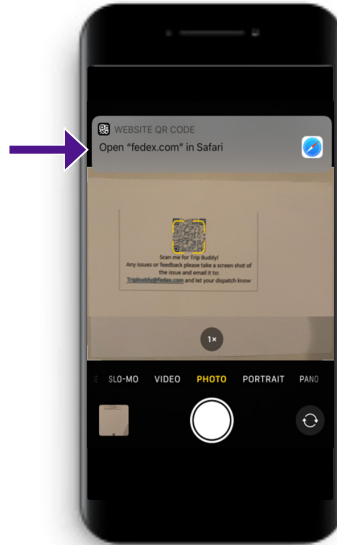
Scan me for Mobile Trip App (MTA)

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.

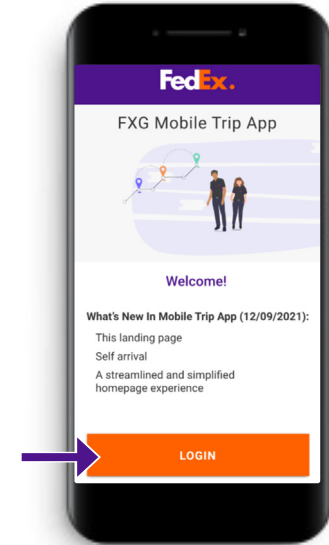
STEP 2

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



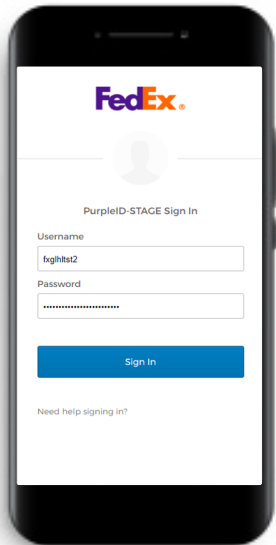
STEP 3

Review recent enhancements and select **LOGIN**



STEP 4

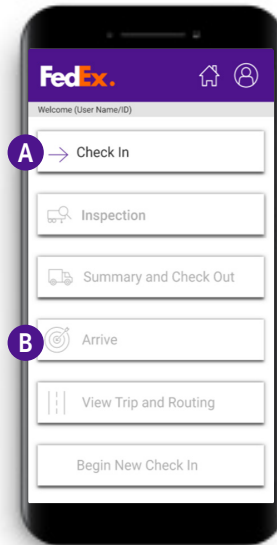
Enter Driver ID Number and Password. Then, select **Sign In**.



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 5

Begin the check-in process.



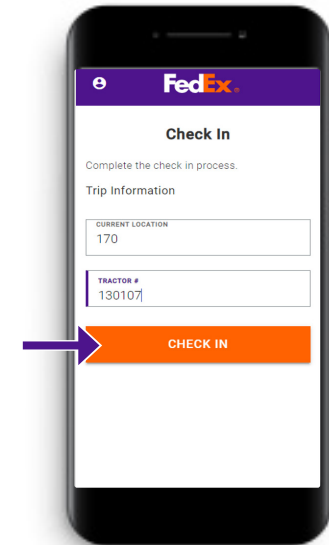
A If the app WAS NOT utilized for the previous trip, select **Check In** from the main menu

OR

B If the app WAS utilized for the previous trip, select **Arrive** from the main menu and then proceed to **Step 18**

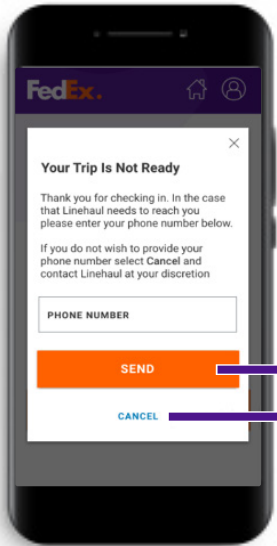
STEP 6

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



STEP 7

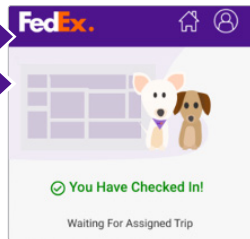
If a Trip is currently assigned, proceed to **Step 8**.
If a Trip is not assigned, a prompt to voluntarily enter a phone number will appear.



- Enter phone number, select **Send** and the FedEx Ground Linehaul office will contact the user if more information is needed

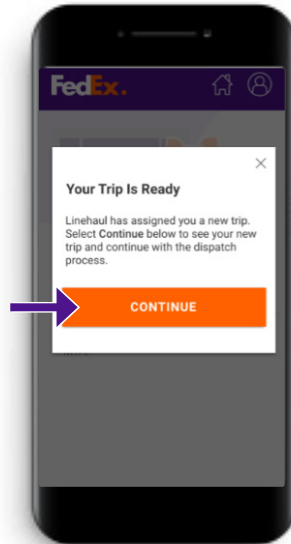
OR

- Do not enter phone number, select **Cancel** and contact the FedEx Ground Linehaul office at your discretion



STEP 7A

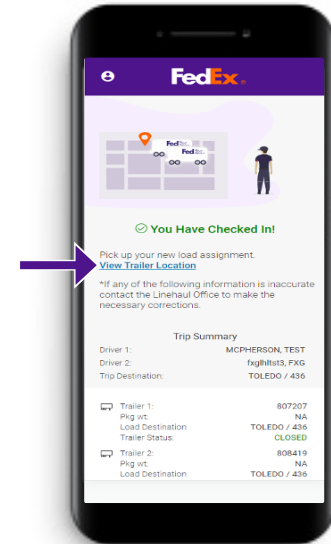
Once a Trip is assigned by the FXG LH Office, a notification will be sent to the user's device. The user must have their mobile browser open to see the notification.



Select **continue** to see your trip summary.

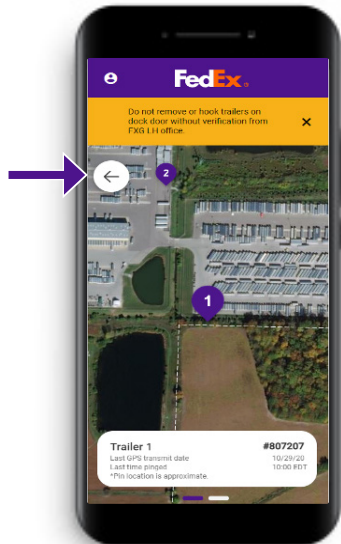
STEP 8

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.



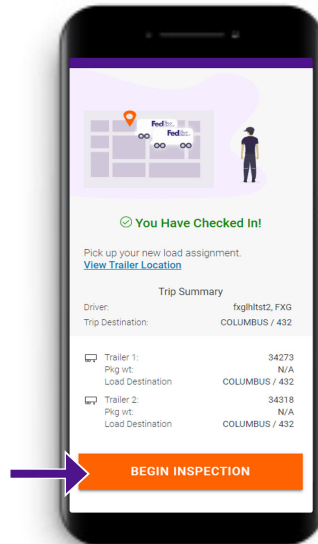
STEP 9

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

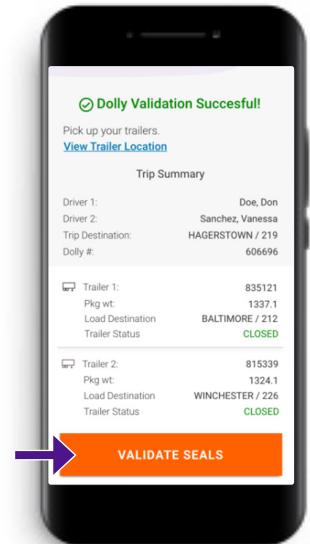
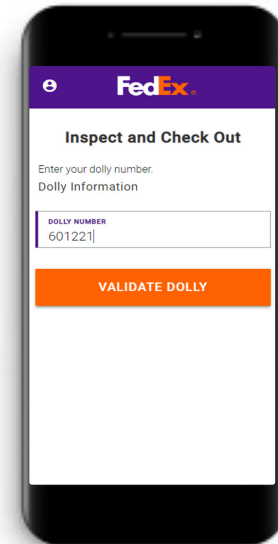
Select **Begin Inspection** to start the trailer inspection process.



STEP 11

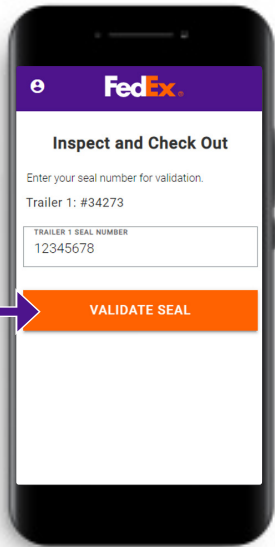
Enter the number of the dolly being utilized. Then, select **Validate Dolly**. Once validation is successful, select **Validate Seals**.

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



STEP 12

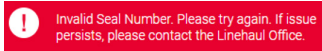
Now that the dolly number is entered and validated, validate the seal information for each trailer on the trip.



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

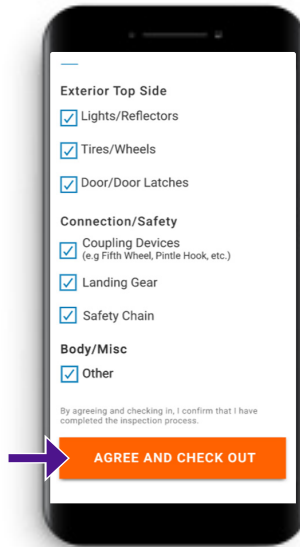
Repeat for seal 2.

*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.



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.

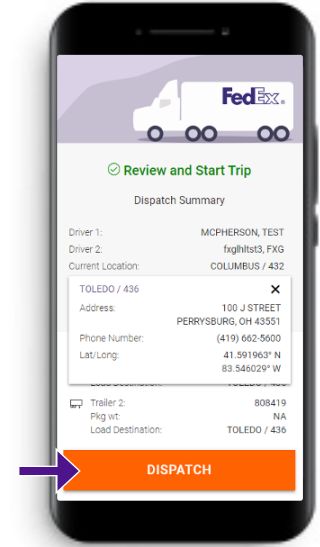
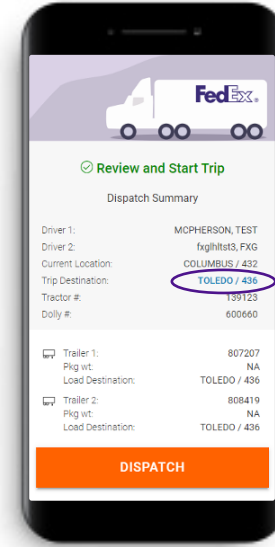


Then, select **Agree And Check Out** once the inspection is complete.

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

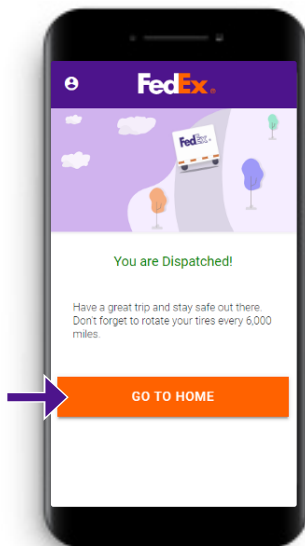
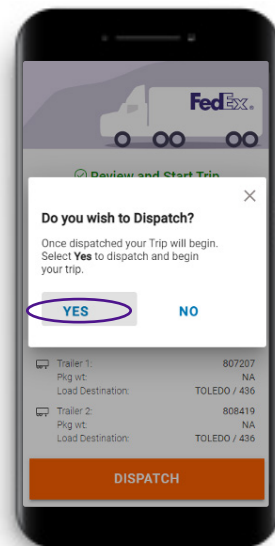
STEP 14

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.



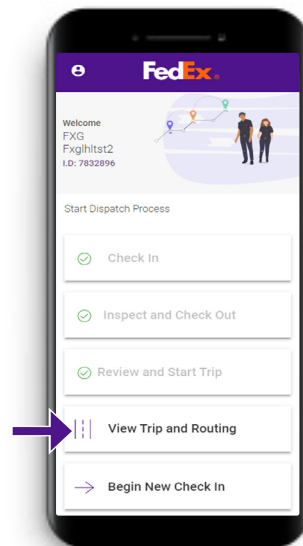
STEP 15

Follow the standard dispatch procedure for the location. Select **Yes** and then select **Go to Home** once dispatched successfully.



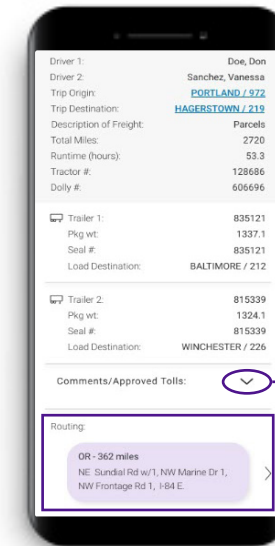
STEP 16

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

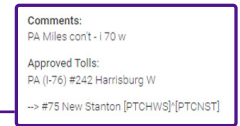


STEP 17

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



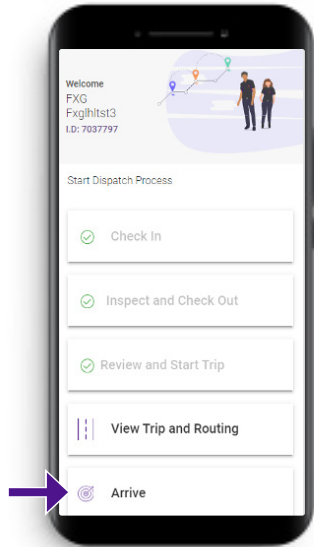
Review the directions for the trip in the **Routing Section**. For trips covering multiple states, toggle through each state's mileage/directions by swiping right/left in the "Routing" section.



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

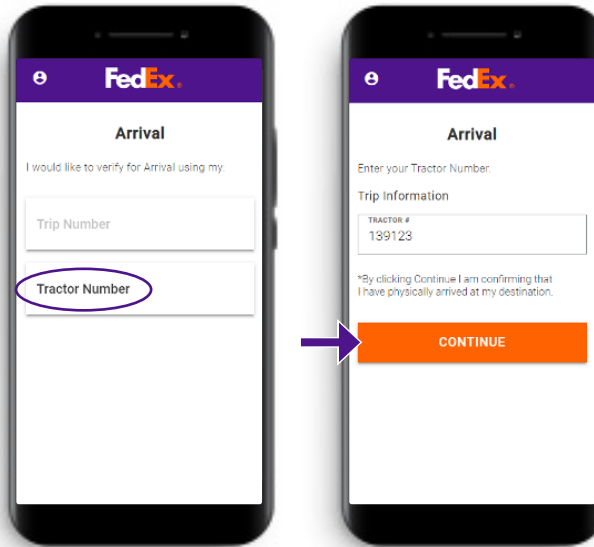
STEP 18

Select **Arrive** after arriving at the trip destination.



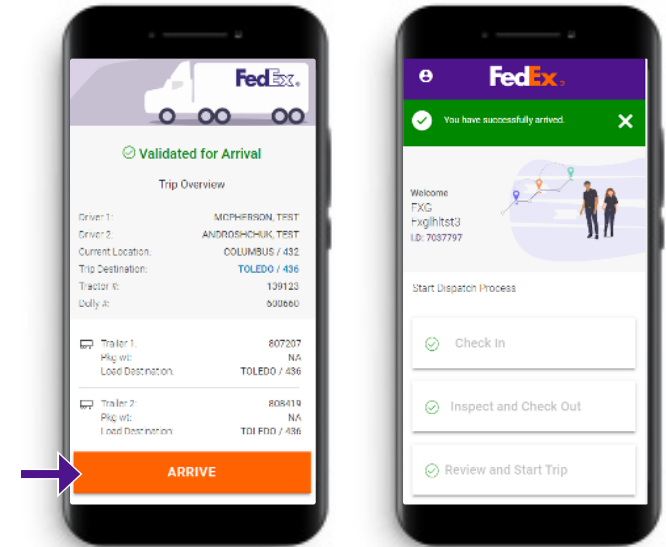
STEP 19

Select **Tractor Number** and then enter the tractor number on the next screen. After entering, select **Continue**.



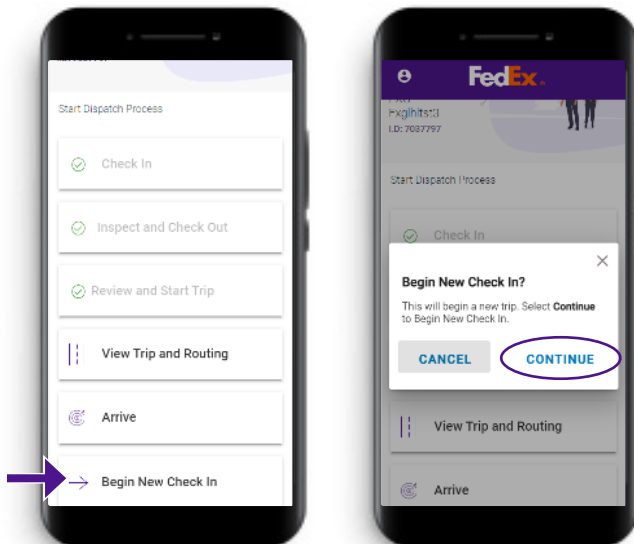
STEP 20

Verify trip information is accurate and select **Arrive**.



STEP 21

If the day is NOT ending and another trip will be completed, select **Begin New Check In**, and select **Continue** in the pop-up box.



STEP 22

Proceed back to **Step 5** and begin the check in process at the current destination.

