



Qv21
Technologies

The LogisticsFramework® OFS User Manual

Logistics efficiency through technology & ingenuity

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Introduction

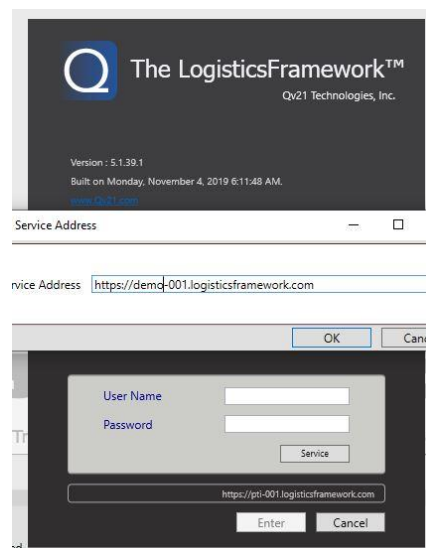
The LogisticsFramework® is an end-to-end logistics system. The product delivers a fleet management, dispatch, tracking and ticketing system for the trucking industry. The system utilizes smartphone, tablet, and mobile technology to significantly reduce the manpower required to manage dispatch and administration functions, increase driver productivity miles and improve customer communication and service levels.

Logging In

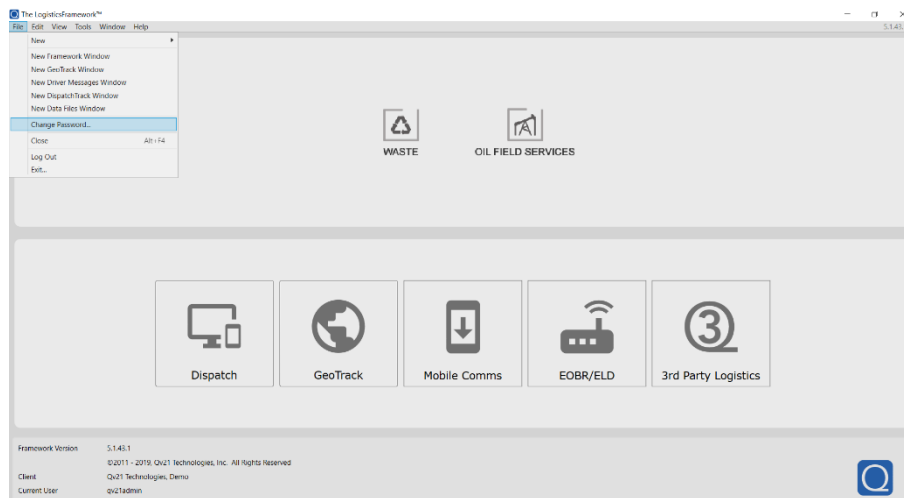
Once you open the desktop application of The LogisticsFramework™, the following screen will be display.

Enter the provided User Name and Password

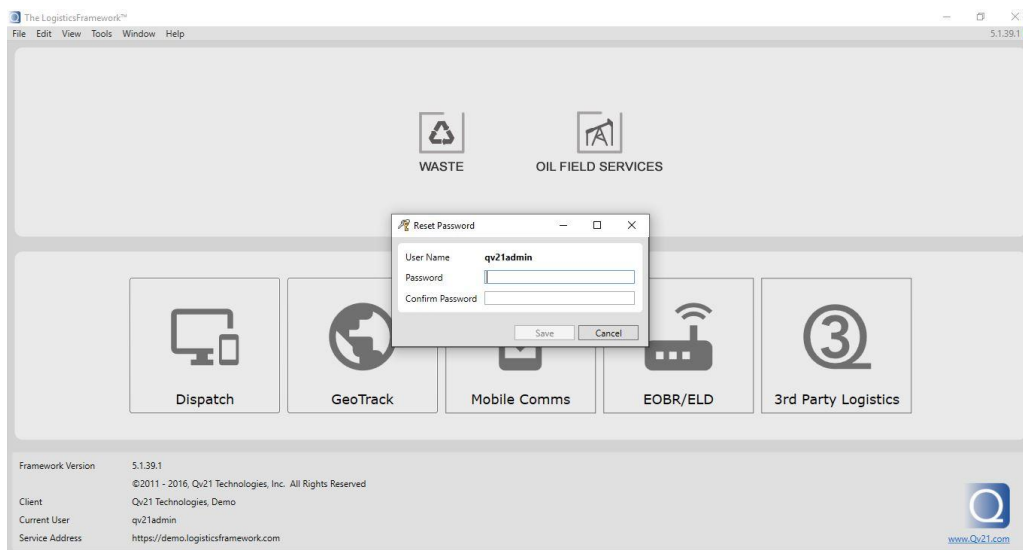
Underneath the box labeled Service, the URL should read **https://tb-001.logisticsframework.com**. If it does not, click on Service and enter the provided URL. Click OK, then click Enter.



If this is your first time logging into the system, please navigate to File in the top left-hand corner and click on Change Password...



Enter your new password twice and then click Save.



Modules

Dispatch Board

The dispatch board consists of columns, rows, and cells that hold drivers and customer data. Data is updated in real time. The dispatcher is able to configure the work environment in a way that best suits him or her.

MobileComms

The MobileComms module enables the client to make use of the handset application.

GeoTrack

The Geo Track module will enable the client to locate drivers while on route.

ELD/EOBR

The Electronic Logging Device (ELD) EOBR (Electronic On Board Recorder) module provides the ability to track drivers' shift hours and their status during the shift. It creates a detailed log that includes the time spent in each status, the distance traveled, and records the location where the status change occurred, including city, state, and coordinates.

Dispatch Menu Items

File Menu

New Dispatch Menu

Open a Dispatch board by clicking on the Dispatch button found on the TLF Main Page.

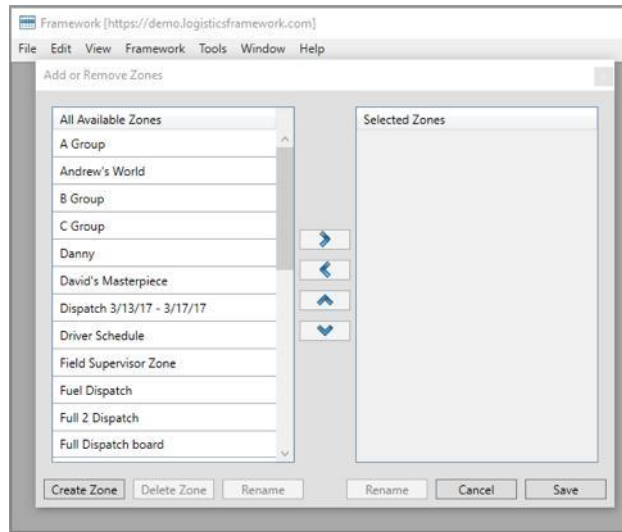


Steps for setting up New Dispatch Menu

Navigate to the Framework tab to the right of View and to the left of Tools

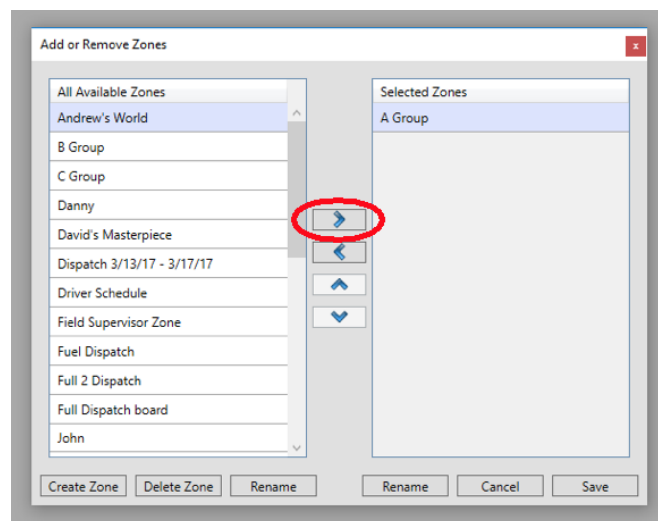
Select Framework -> Add or Remove Zones and **Manage Zone** window appears.

Within the Add or Remove Zones window the user selects from a list of already created Zones or chooses to create a new Zone.

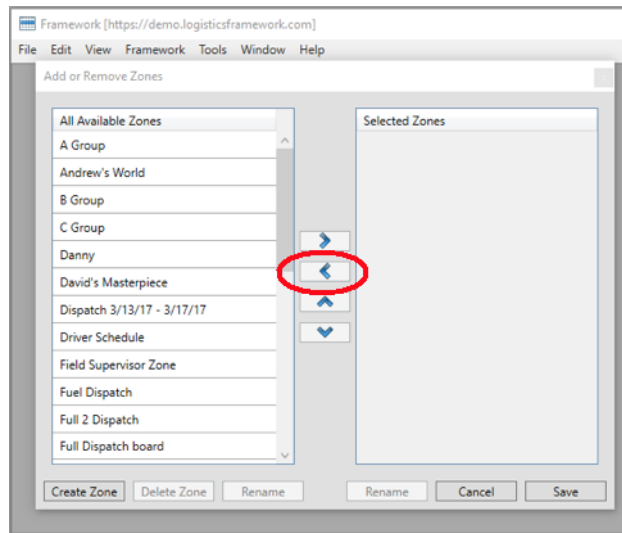


Existing Zone and Add Zone

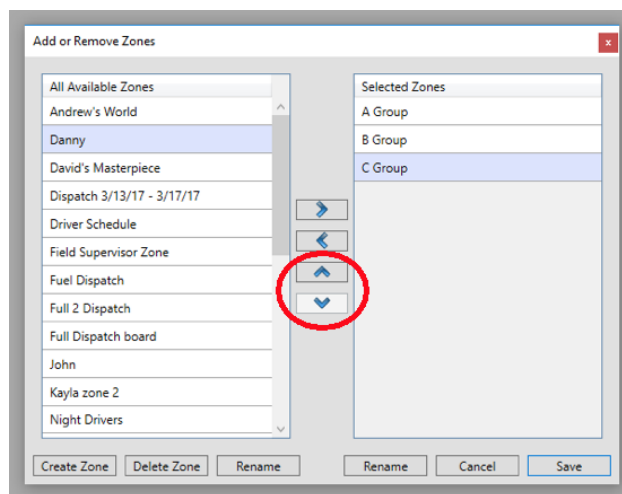
To **select** an existing zone double – click on the zone name under **All Available Zones**. You can also highlight the name by clicking on it, then use the right arrow to move it under **Selected Zones**.



You can add multiple Zones by highlighting other Zones under **All Available Zones** and clicking the right arrow button. You can move **Selected Zones** back to **All Available Zones** by clicking the left arrow button.



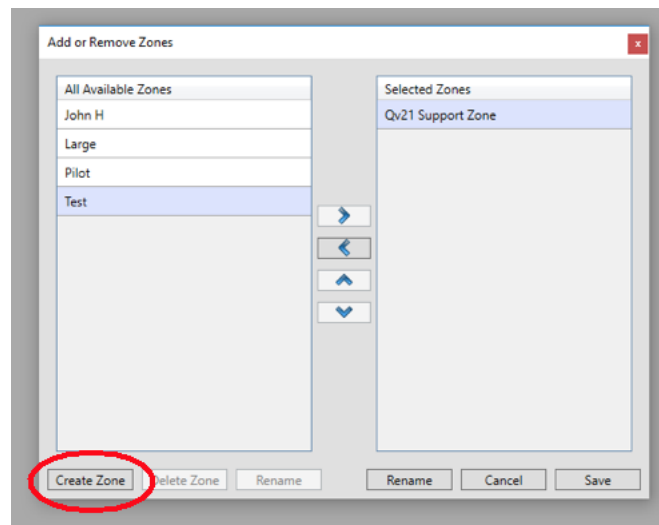
Move different zones up and down in the **Selected Zones** section to arrange how they will display on the **Dispatch Board** (top to bottom equals left to right).



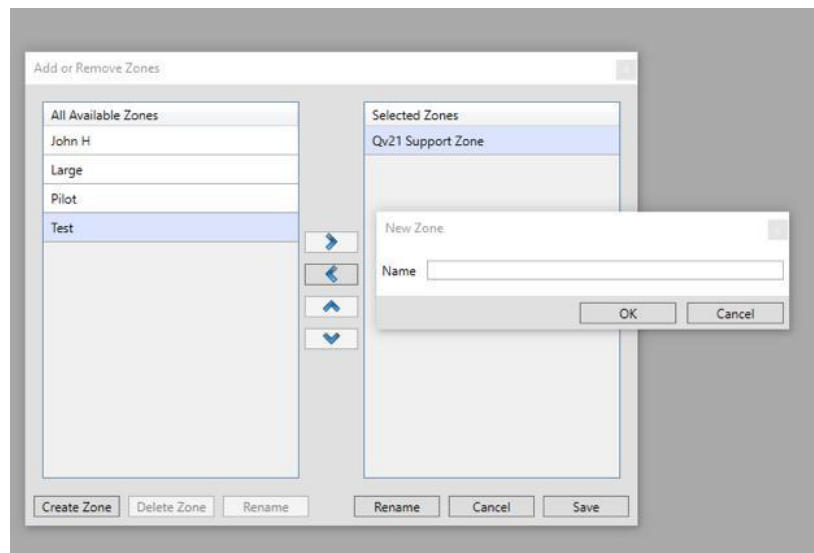
Click Save in the bottom right hand corner to execute the **Dispatch Board** configuration by your **Selected Zones**.



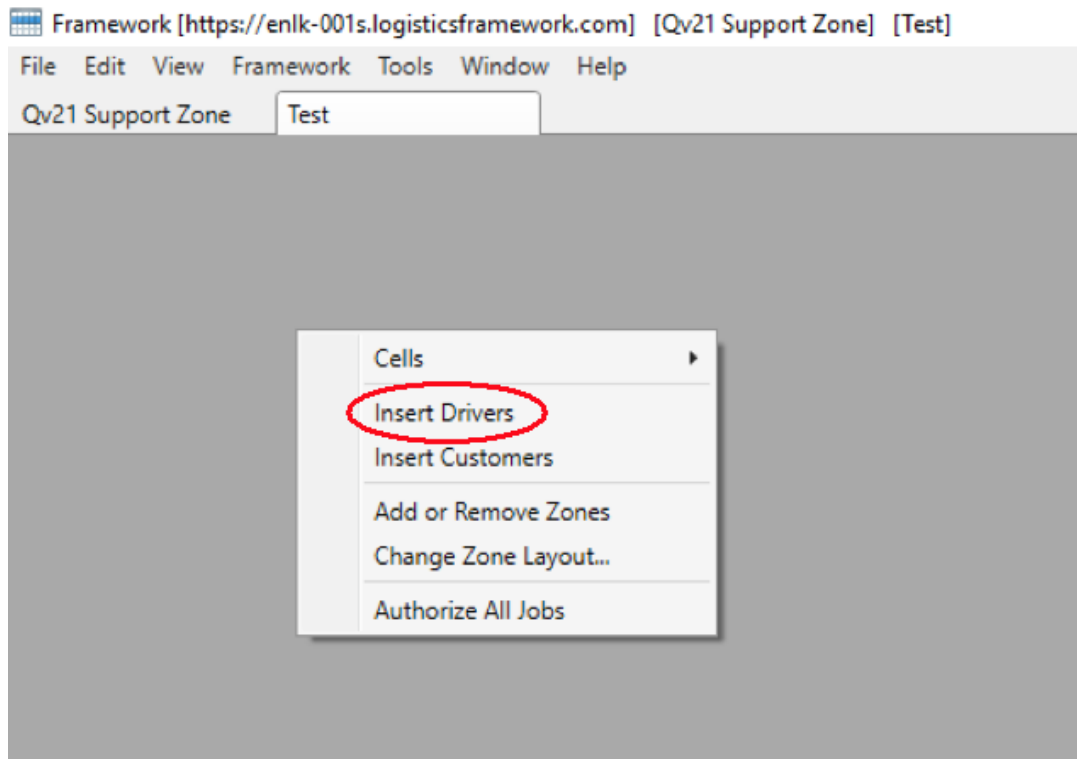
To create a new zone, select **Create Zone**



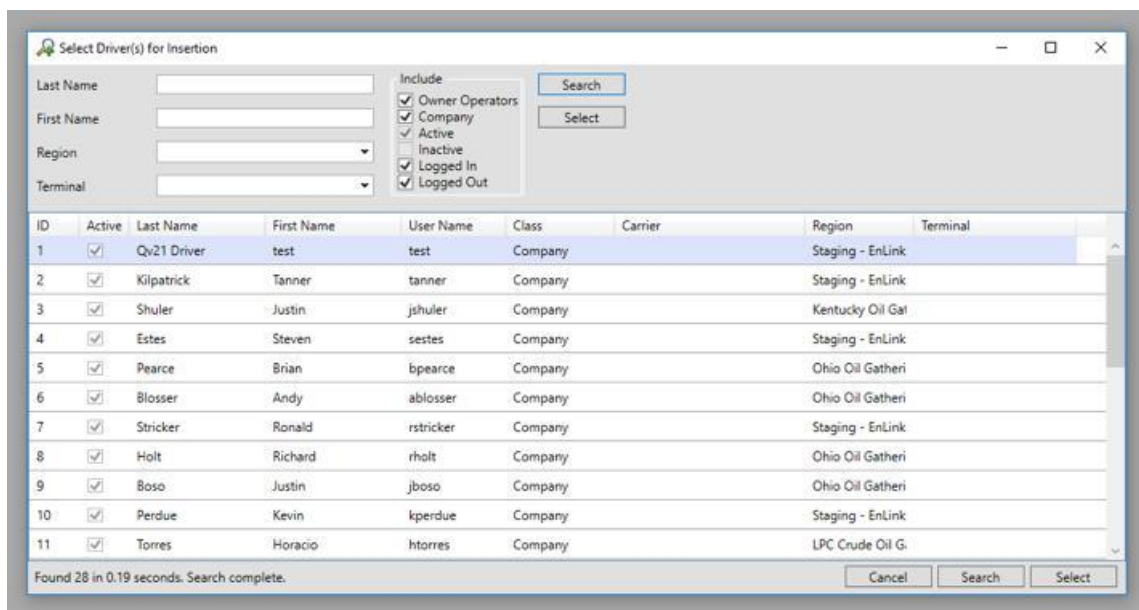
A window will appear allowing you to enter the name of the **Zone**. Enter the name then click OK



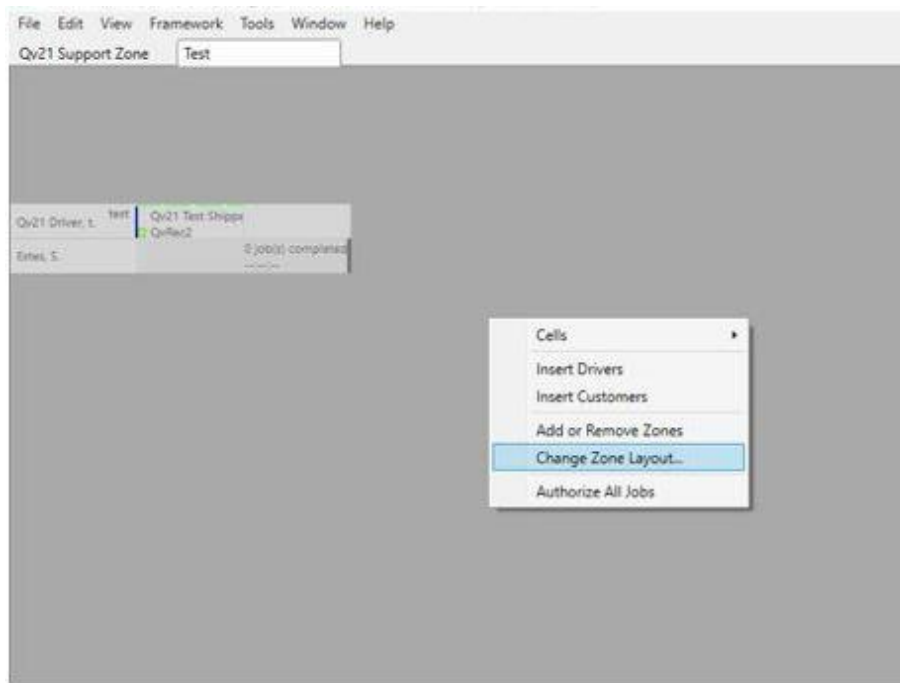
Now move the newly created zone to Selected Zones as described earlier. Right click in the dark gray and select Insert Drivers



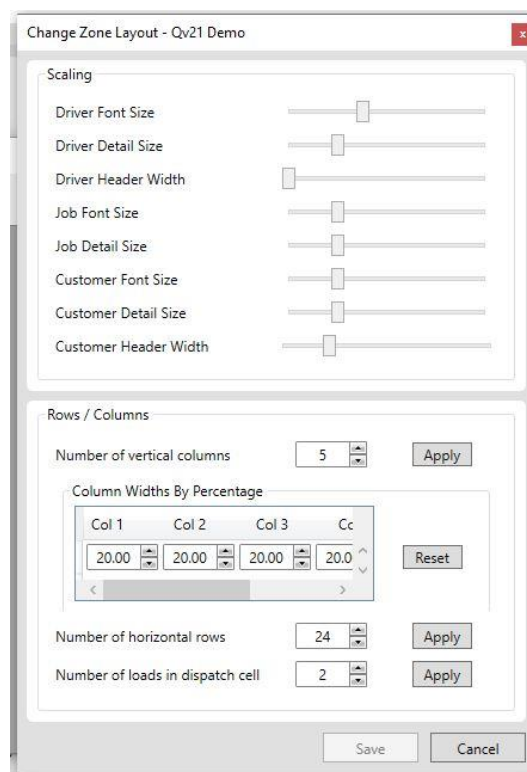
Select the Driver left clicking on the name and hit select. You can select multiple drivers by clicking on the name then holding down the Ctrl button and continue to select



Right click in the dark gray area again and Select Zone Layout to adjust the sizes



The **Scaling** section allows a user to adjust the size components of the cells. The **Rows/ Columns** section allows users to adjust the size and number of columns. Once done making changes, to **Rows/Columns** select Apply.



Dispatch Board Functions

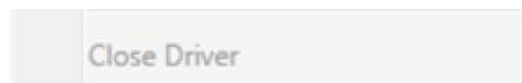
Opening a driver:

prepares the driver for use on the board. Profile jobs can be loaded upon opening.



Closing a Driver:

makes the driver passive on the board and will log the driver out if the Auto-Processing / "Automatically Log Driver Off when Closing" application setting is set



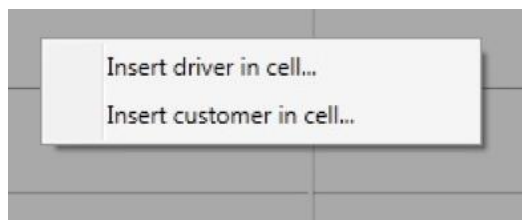
Logging in and out:

starts and stops the accumulation of shift and duty hours.



Adding a Driver or Customer:

Right-click on the dispatch board
Select Insert driver or customer in cell
Select a driver or customer from the list



Removing a Driver:

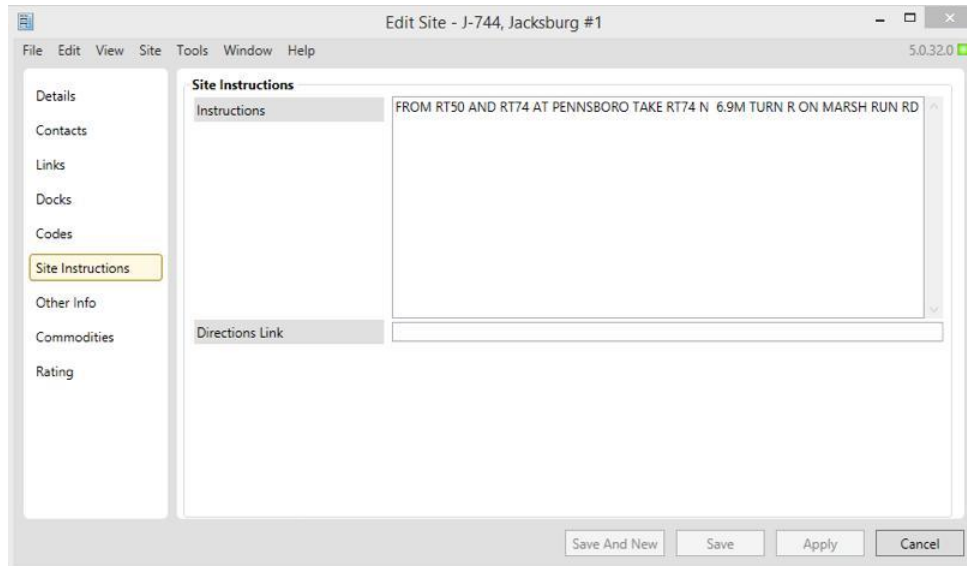
Right-click on the driver, Select Clear Driver from Cell

Site Instructions

The ability to add site specific instructions has been added to TLF. Within a customer's properties, there is now a Site Instructions tab.

Enter the instructions the driver needs to follow into the Instructions text field

You can also enter a URL into the Directions Link field, and the driver will be able to access that link from the handheld. Note: The URL must be the entire address, including the http:// at the beginning.



The information entered be accessed by the driver via three buttons that display when they are on the way to that site.

Instructions – Displays the text entered into the Instructions field.

Directions – Opens the browser and navigates to the URL entered in the Directions Link.

Navigate – Opens GPS navigation app with the site's physical address pre-entered.

The Instructions and Directions buttons will be grayed out if the corresponding fields are blank in the Site Instructions tab.

The Navigation button will only be available if either an address, or latitude/longitude information is populated in the Contacts tab of the customer's properties

Once the driver arrives at the site, the Instructions will automatically show on the screen. Tap on OK to close the instructions window.

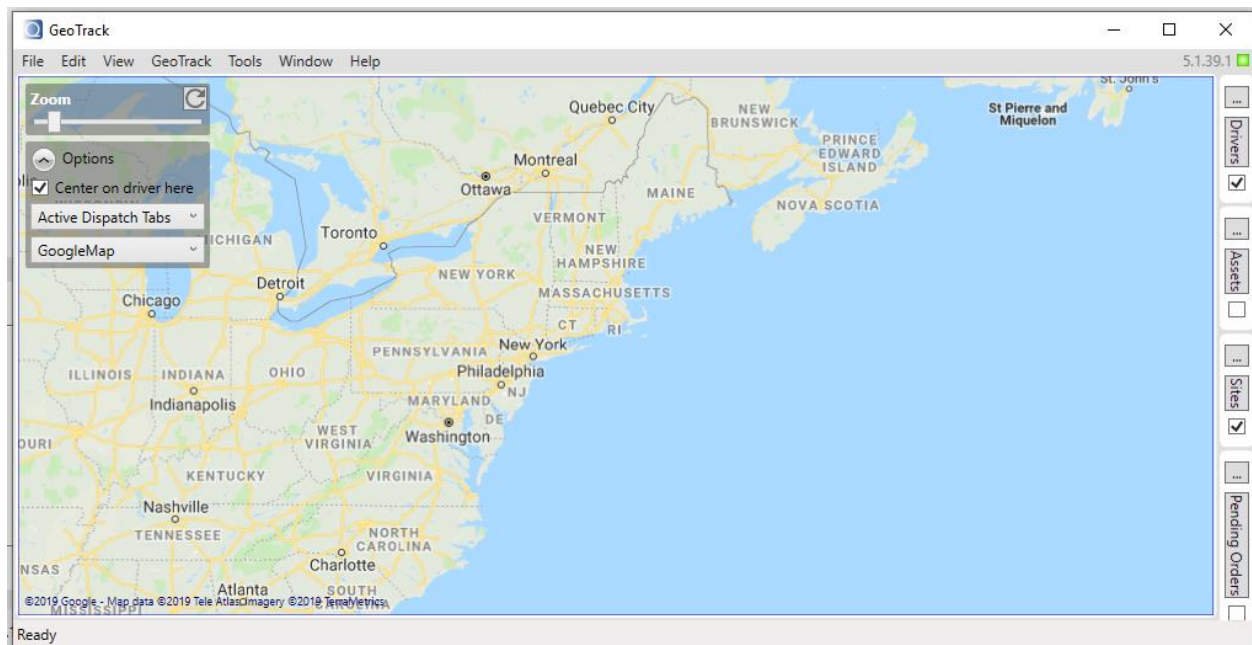
The driver can access the instructions again by tapping on the Menu button and tapping Site Instructions.

Geo Track

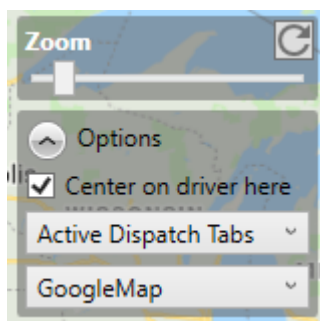
The Geo Track module will enable the client to locate drivers while on route. Also allowing the creation of Geofences that will trigger when your driver enters the site.



Geotrack helps track drivers and loactions through the use of GPS data pulled thru the tablet and updated to the map.



You have the ability to zoom in or out with map or change its style (example: satellite).



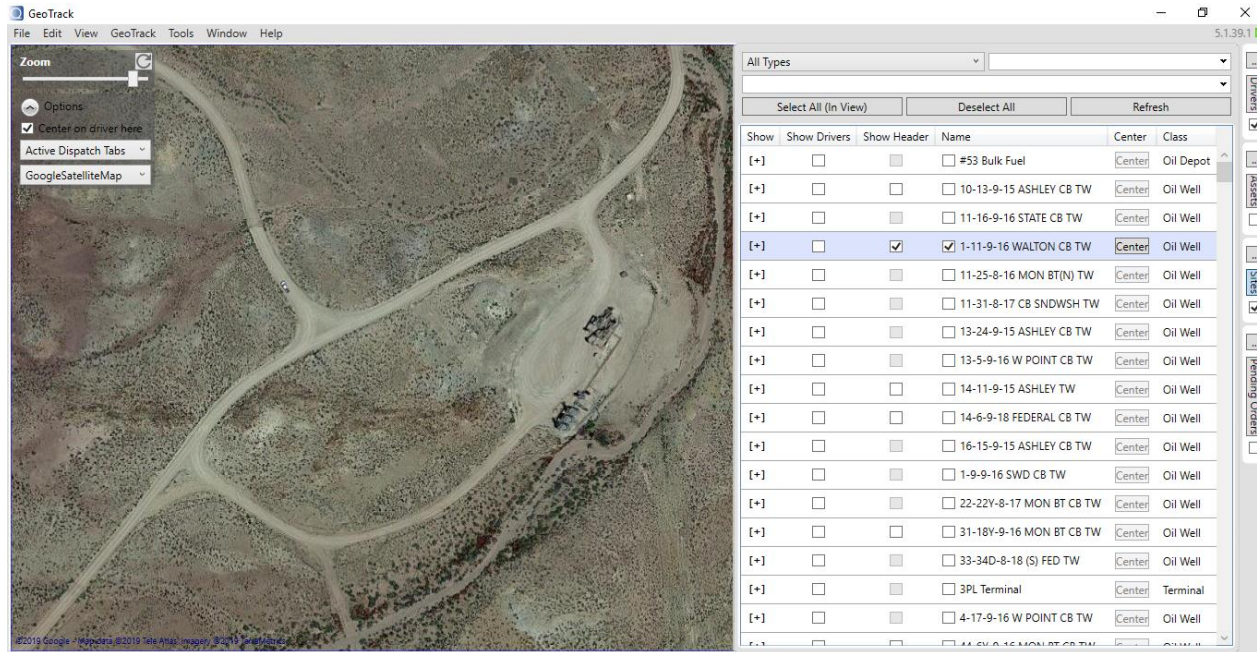
Use the Site location mark and check the locations on the map.

Select All (In View) Deselect All Refresh					
Show	Show Drivers	Show Header	Name	Center	Class
[+]	☐	☐	☐ #53 Bulk Fuel	Center	Oil Depot
[+]	☐	☐	☐ 10-13-9-15 ASHLEY CB TW	Center	Oil Well
[+]	☐	☐	☐ 11-16-9-16 STATE CB TW	Center	Oil Well
[+]	☐	☐	☐ 1-11-9-16 WALTON CB TW	Center	Oil Well
[+]	☐	☐	☐ 11-25-8-16 MON BT(N) TW	Center	Oil Well
[+]	☐	☐	☐ 11-31-8-17 CB SNDWSH TW	Center	Oil Well
[+]	☐	☐	☐ 13-24-9-15 ASHLEY CB TW	Center	Oil Well
[+]	☐	☐	☐ 13-5-9-16 W POINT CB TW	Center	Oil Well
[+]	☐	☐	☐ 14-11-9-15 ASHLEY TW	Center	Oil Well
[+]	☐	☐	☐ 14-6-9-18 FEDERAL CB TW	Center	Oil Well
[+]	☐	☐	☐ 16-15-9-15 ASHLEY CB TW	Center	Oil Well
[+]	☐	☐	☐ 1-9-9-16 SWD CB TW	Center	Oil Well
[+]	☐	☐	☐ 22-22Y-8-17 MON BT CB TW	Center	Oil Well
[+]	☐	☐	☐ 31-18Y-9-16 MON BT CB TW	Center	Oil Well

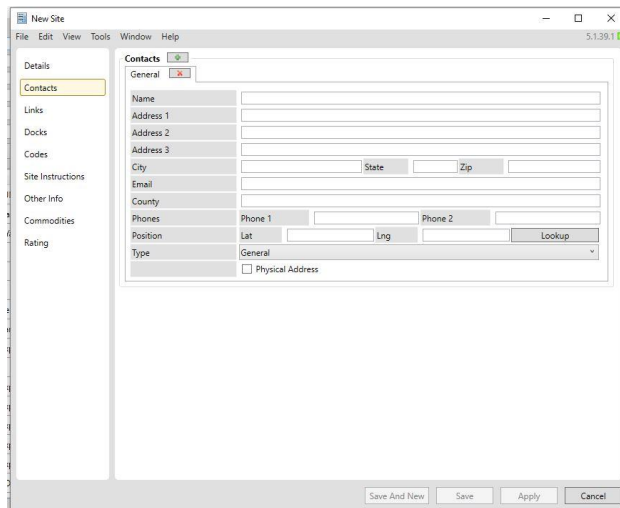
Use the Driver tab and it will show active drivers with updating info to show location on the map.

All				
Select All Deselect All Clear Tracks				
Show	Name	Center	Tracks	Showing
[+]	☐ Holmes, Francisco	Center	Off	0
[+]	☐ Rice, Marcus	Center	Off	0
[+]	☐ Robertson, Micheal	Center	Off	0
[+]	☐ Hunt, Theodore	Center	Off	0
[+]	☐ Black, Clifford	Center	Off	0
[+]	☐ Daniels, Miguel	Center	Off	0
[+]	☐ Palmer, Oscar	Center	Off	0
[+]	☐ Mills, Jay	Center	Off	0
[+]	☐ Nichols, Jim	Center	Off	0
[+]	☐ Grant, Tom	Center	Off	0
[+]	☐ Knight, Calvin	Center	Off	0

Creating GeoFences



Creating a GeoFence begin by switching the map to the stallite view. Select the Site and make sure your map is zoomed in. Select center and you will see the site.



If the center button does not show then go to the site in manage customers and check the Lat and Long in contacts. Physical address box needs to be checked as well.

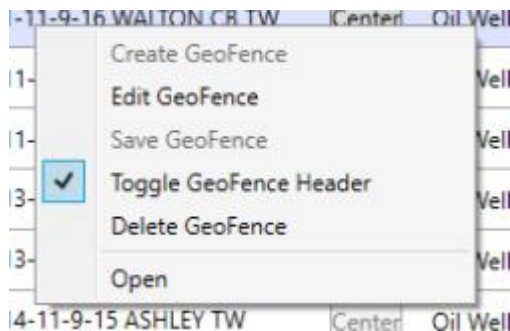
Right click on the site location and you will get the drop down.

To create geofence select that and you can drag the coverage as shown below.

When completed select the Save GeoFence.

To make changes select Edit Geofence and move the dots to make those changes. Select Save Geofence when completed.

To Delete Geofence select the site and it will delete the geofence.



Scenarios

The screenshot shows the 'New Scenario' dialog box. It contains the following fields and options:

- Details:**
 - ID: 0
 - Region: (dropdown menu)
 - Terminal: None
 - Name: (text field)
 - Foreign Key: (text field)
 - Pay Rate: (text field)
 - Standard Distance: (text field)
 - Commodity: Any
- Attributes:**
 - Status: ☒ Active
 - Rating: (text field)
- Customers:**
 - Shipper: 0
 - Shipper Dock: None
 - Receiver: 0
 - Receiver Dock: None
 - Bill To Customer: (text field)

Buttons at the bottom: Save and New, Save, Cancel.

A scenario is used to describe a trip and contains three pieces of information:

The shipper: This is where the pickup will be made.

The receiver: This is where the drop off will be made.

The biller: This is the company who will receive the bill for the trip.

Biller

Example:

ABC Co. has four locations from which they ship material. Ship 1, Ship 2, Ship 3 and Ship 4.

Material is shipped to two receivers; Rec 1 and Rec 2. You should setup companies in TLF as follows:

Customer	Ship 1	Marked as a shipper
Customer	Ship 2	Marked as a shipper
Customer	Ship 3	Marked as a shipper
Customer	Ship 4	Marked as a shipper
Customer	Rec 1	Marked as a receiver
Customer	Rec 2	Marked as a receiver
Customer	ABC Co.	Marked as an administrative customer

Scenario Setup Example

SHIPPER	RECEIVER	BILL TO
Ship 1	Rec 1	ABC Co.
Ship 1	Rec 2	ABC Co.
Ship 2	Rec 1	ABC Co.
Ship 2	Rec 2	ABC Co.
Ship 3	Rec 1	ABC Co.
Ship 3	Rec 2	ABC Co.
Ship 4	Rec 1	ABC Co.
Ship 4	Rec 2	ABC Co.

Bill To is ***NOT*** the same as the shipper, or the same as the receiver

Organize your scenarios like this it is easy to generate a report with all the bills which should go to ABC Co.

Creating Jobs

From the dispatch board, double-click Create Job

Create Job is used to alert the dispatcher when a driver does not have any jobs lined up.

To add a job to the end of the list; right click anywhere on the job list and select Append Job.

Select a Division, Load Type and Scenario. You can create multiple instances of the same job by inputting a quantity.

Moving Jobs Between Drivers

Jobs can be moved around the board, simply by clicking and dragging.

Manage Orders

The **Manage Orders** Search section provides detailed information on each Order, such as date created, PO Number, Bill To, Shipper, Terminal and Receiver. More columns are

Manage Orders - https://demo.logisticsframework.com

File Edit View Orders Tools Window Help

Search

PO Number

Order ID(s)

Status

Ship Name

Shipper Dock

Time Range

Created Start

Created End

Shipper

Receiver Dock

Clear (Esc) Search (F5) Add From Scenario

Filter

Region

Terminal

Notes

Parent/Child ☐ Flat ☐ Master ☐ Local

View

☒ All Orders ☐ All Lines ☒ Pending ☒ Open ☒ Dispatched ☒ Complete ☒ Rejected ☒ Cancelled

Completed Order Search

Time Range

Start Time

End Time

Driver

Summary

Jobs Scheduled 2

Jobs Active 1

Jobs Shipped 0

Jobs Completed 0

Quantity (Loads) 31

Saved Line Layouts

Default

All Orders (30) Pending (2) Open (26) Dispatched (2)

Order ID	Line #	PO Number	Bill To	Shipper	Shipper Full Name	Receiver	Receiver Full Name	Terminal	Time Until Ship	Time Until Recei	Ship Times	Receive Times	Cor
4342	1	4342	Qv21 Bi	WELD 16E TANK 1	Weld - State 16E	Sable SITE	Sable						Pro
4341	1	4341	Qv21 Bi	WELD 16E TANK 1	Weld - State 16E	Sable SITE	Sable						Pro
4340	1	4340	Qv21 Bi	WELD 16E TANK 1	Weld - State 16E	Sable SITE	Sable						Pro
4338	1	4338	Qv21 Bi	KB <DRIVER	CWR KB	Magellan SITE	Magellan	3PL Terminal					20/
4337	1	4337	Cheverr	Lease 123 <DRIVER	Test Lease	Test Recei Tank 1	Test Receiver						Oil
4336	1	4336	BEAR D	Test Pick l <DRIVER	Test Pick Up Loc	Test Drop SITE	Test Drop Off Lo						MS

Filtering complete. Search complete.

New Order Save All Close

Search functionality

Biller – The Biller selection (3 dots in a box) will take you to another screen. In this screen you can search 7 different ways to identify and choose the biller in question. Once the biller has been found, double click the line and the **Manage Orders** Biller selection will populate. You can also select the biller and then click on “Select” in the bottom right hand corner.

Select Biller

Short Name

Customer

Dock

Property Number

Region

Terminal

Type

Include

☐ Exact Match

☐ Shippers ☐ Receivers

☒ Billers ☐ Drop Zones

☐ Terminal ☐ GeoLocation

Include

☒ Active

☐ Inactive

Search

Select

ID	PO Number	Active	Name	Short Name	Class	Shipper	Receiver	Biller	Drop Zone	Terminal	GeoLoca	Regi
3		☒	Qv21 Biller	Qv21Bill	Administrative	☐	☐	☒	☐	☐	☐	Stag
54116	26621	☒	Appalachian Oil Partners Lic	Appalachian Oil Partner	Administrative	☐	☐	☒	☐	☐	☐	ORv
47944	MARATHON	☒	Marathon Petroleum Compa	Marathon Petroleum Cc	Administrative	☐	☐	☒	☐	☐	☐	ORv
47945	59825	☒	309 Oil & Gas Co	309 Oil & Gas Co	Administrative	☐	☐	☒	☐	☐	☐	ORv
47946	66881	☒	A B Operating	A B Operating	Administrative	☐	☐	☒	☐	☐	☐	ORv
47947	63135	☒	A E I Kaars Drilling	A E I Kaars Drilling	Administrative	☐	☐	☒	☐	☐	☐	ORv
47948	61119	☒	A Kue Brand	A Kue Brand	Administrative	☐	☐	☒	☐	☐	☐	ORv
47949	61612	☒	A Miller Oil Company	A Miller Oil Company	Administrative	☐	☐	☒	☐	☐	☐	ORv

Found 1756 in 0.34 seconds. Search complete.

New Customer... Cancel Search Select

PO Number – PO, or Purchase Order number. This will equal the Order

ID Order ID – A unique identifier generated by the Qv21 system

Status – This refers to the state of the ticket as it moves through the workflow.

Open – an Order that has not been scheduled or dispatched

Cancelled – an Order that has been scheduled yet, but has been cancelled by the dispatchers

Rejected – A job that was rejected at either site.

Dispatched – a ticket that has been scheduled to be completed by a driver. **All Order** – a list of all order, regardless of status

Ship Name – The name of the Shipper

Shipper Dock – the dock at the site that the pickup should occur

Time Range – Allows a user to select a set number of days or create your own time frame. Check the box next to Created Start and/or Created End to set the dates selected in the date picker.

Shipper – The name of the shipper

Receiver Dock – The location at which the drop off should occur

Filter

Region – View order based on internal regions

Terminal – View tickets based on the terminal delivered too

Completed Order Search – same functionality as the Time Range search discussed above, but will only display completed orders.

Report

All Orders (117)												
All Lines (117) Open (51) Dispatched (6) Complete (58) Rejected (1) Cancelled (1)												
Order ID	Order Creation T	Line #	PO Number	Bill To	Shipper	Shipper Full Nan	Receiver	Receiver Full Nai	Terminal	Time Until Ship	Time Until Recei	Ship Times
274	10/12/2018 9:52	1	274	☐ Randall	☐ Prago #1 152322	100076	☐ Bells Run METER	Bells Run	Bells Run			
273	10/12/2018 8:21	1	273	☐ Eclipse	☐ Borton Cc 154784	105221	☐ Bells Run METER	Bells Run	Cambridge			
272	10/12/2018 8:21	1	272	☐ Eclipse	☐ Borton Cc 154784	105221	☐ Bells Run METER	Bells Run	Cambridge			
271	10/12/2018 8:21	1	271	☐ Eclipse	☐ Borton Cc 154784	105221	☐ Bells Run METER	Bells Run	Cambridge			
270	10/12/2018 8:01	1	270	☐ Randall	☐ Prago #1 152322	100076	☐ Bells Run METER	Bells Run	Bells Run			
269	10/12/2018 7:17	1	269	☐ Appalai	☐ Borton Sb OT141	OL141	☐ Black Run METER	Black Run ORV C	Cambridge			

Order ID – covered above

Order Creation – date and time the order was created from a Scenario

Line # - if a user created multiple orders from the same scenario, the number indicates how many there are. They will be sorted from lowest to highest number

PO Number – covered above

Bill To – the company that the invoice will go

to **Shipper** – the location of of the pickup

Shipper Full Name – The code that identifies the

shipper **Receiver** – The location to drop off

Receiver Full Name – the long form name for the Receiver

Location Terminal – the exact location for the delivery

Time Until Ship – if a pickup time is scheduled, this will be the time left until that scheduled time

Time Until Receive – if a delivery time is scheduled, this will be the time left until that scheduled time

Ship Time – The time the shipment occurred

Receive Times – The time the loads was delivered

Commodity – This will only be oil

Qty – The number of loads assigned to the order

Comments – Any notes assigned to the order

SCH – number of scheduled jobs

ACT – jobs created from the order that are currently active

SHP – number of jobs shipped from the order

CMP – number of jobs completed from the order

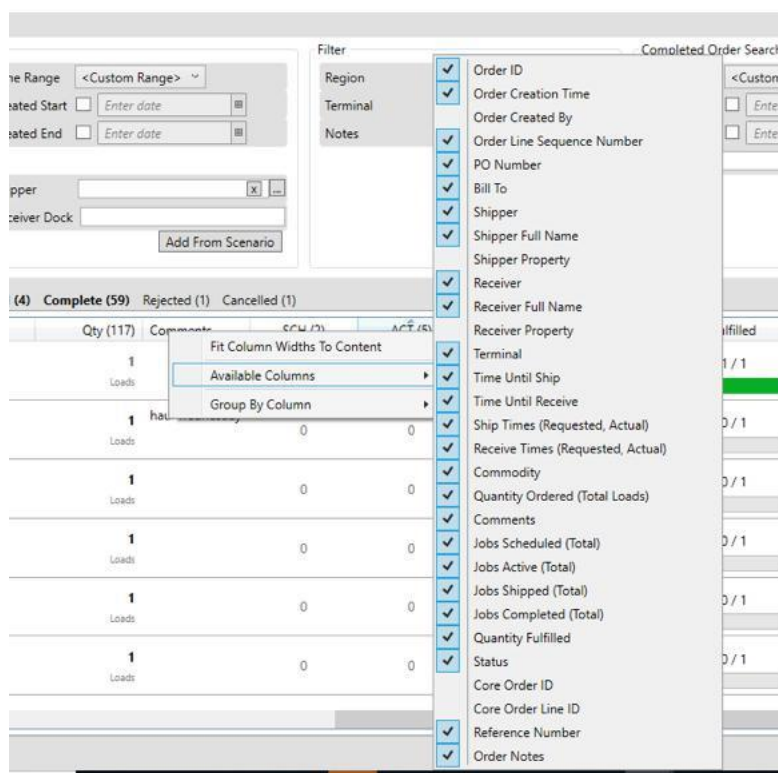
Fulfilled – number of orders scheduled to the left of the / and to the right the number completed

Status – the stage that the particular order is in

Reference Number – an option field for inputting identifying number

Order Notes – information about the order, if entered

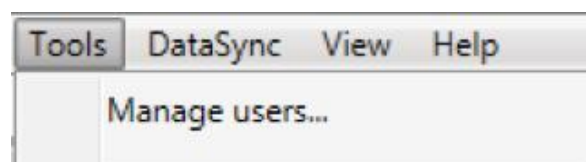
Available Columns – right click on the column headers and hover your cursor over Available Columns. Left click the columns you want to include, as indicated by the check or remove columns.



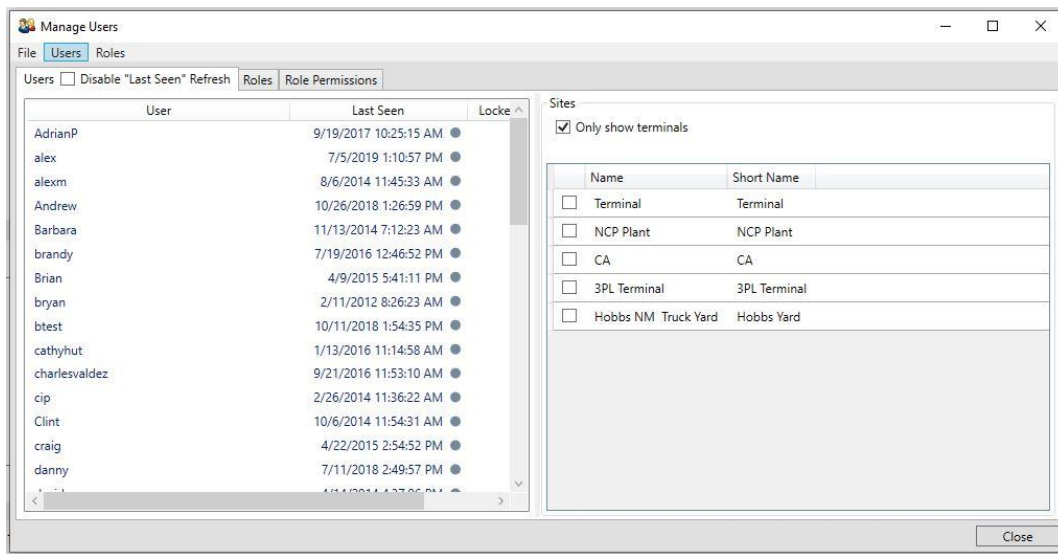
Tools Menu

Manage Users

Allows the user to add or remove other users.



To also see how users who have roles

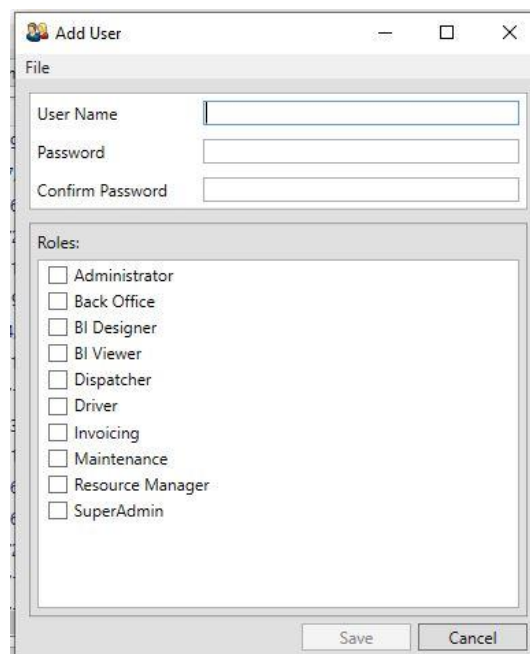


Creating Users

To create a new user, open the Users pull-down menu and select New User.

Provide both the username and the password. You cannot provide a username that someone else already has, and your password must be at least three characters long.

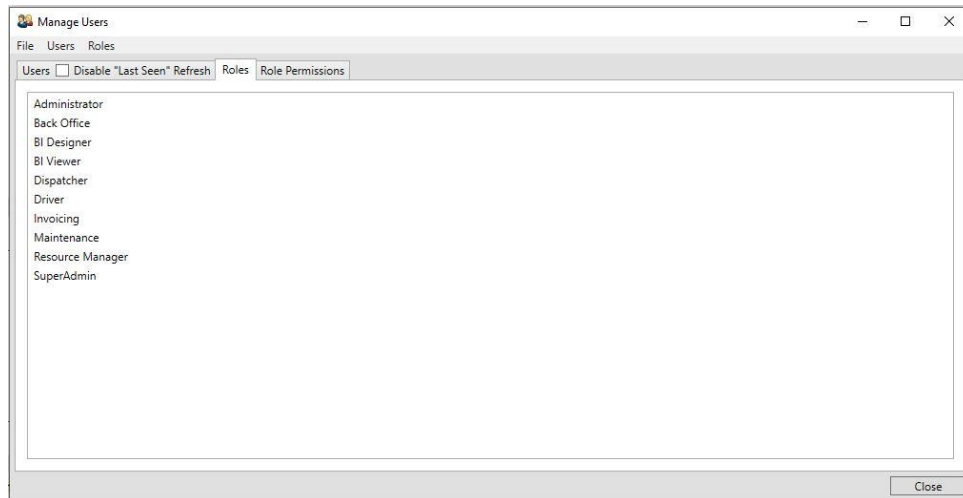
Then, specify what role this user has (see below).



Assigning Roles

Every user must be assigned a role. The role determines the level to the system.

To assign a role, right-click on username/Select Assign Roles OR Select the user and then select Assign Roles under the User menu.



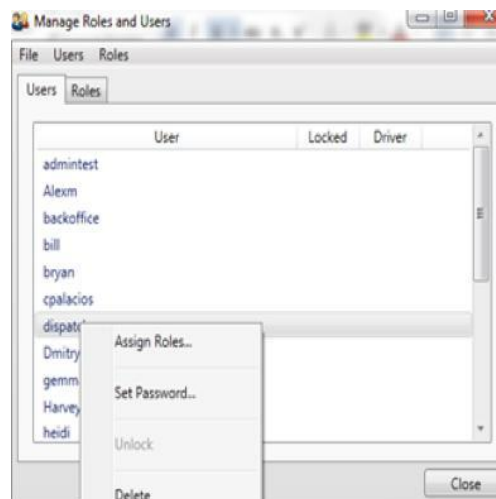
Setting Passwords

Right –click on username/Select Set Password OR Select the user

Select Set Password under the User Menu.

Right-click on username

Select the user



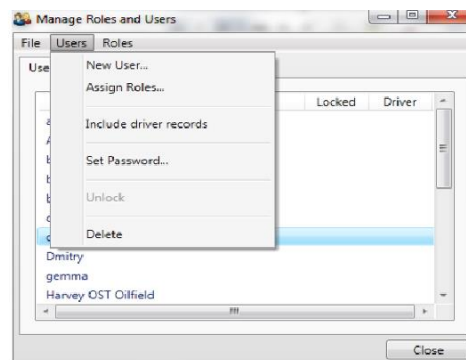
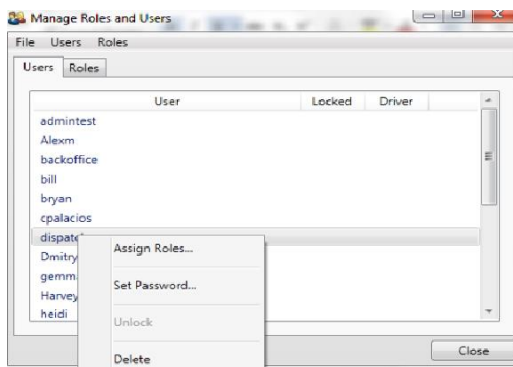
Deleting Users

Right click on the user name and click delete for the menu.

Confirm the deletion and the user will be removed.

Deleting a user will erase all information related to the user from the database, including all user settings. No one will be able to log into The Logistics Framework using this username and password.

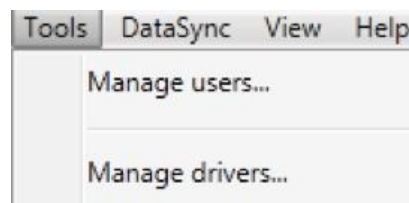
Right –click on its username and then click “Delete” Select the user, and then open the Users menu and select Delete



Driver Management

Create a Driver

Open Manage Drivers



Click the “New” button. You may start adding any relevant details to create the Driver.

The 'Manage Drivers' window includes search filters for Last Name, First Name, Region, and Terminal. It also has checkboxes for 'Include' (Owner Operators, Company, Active, Inactive, Logged In, Logged Out) and radio buttons for 'Drivers' (Exclude 3PL drivers, Include 3PL drivers, Only 3PL drivers). A table lists drivers with columns for ID, Active status, Last Name, First Name, User Name, Class, Carrier, Region, and Terminal. The status bar shows 'Found 1409 in 0.40 seconds. Search complete.'

ID	Active	Last Name	First Name	User Name	Class	Carrier	Region	Terminal
15659	☒	Wells	Melvin		Company		WEST PEAK	
15660	☒	Webb	Alfred		Company		WEST PEAK	
15661	☒	Simpson	Kyle		Company		WEST PEAK	
15662	☒	Stevens	Francis		Company		WEST PEAK	
15663	☒	Tucker	Bradley	bucker	Company	CONRAD	WEST PEAK	
15664	☒	Porter	Jesus		Company		WEST PEAK	
15665	☒	Hunter	Herbert		Company		WEST PEAK	
15666	☒	Hicks	Frederick		Owner Operator		WEST PEAK	
15667	☒	Crawford	Ray		Company		WEST PEAK	
15668	☒	Henry	Joel		Company		WEST PEAK	

In order to start using a driver, assign a truck to the driver, from the Time - Truck - Jobs screen.

When you're done, click "Save" to save the new Driver and close the window, or click "Save and New" to save the Driver and then immediately begin creating another one. To save and continue editing, click "Apply."

Editing Driver Information

To edit an existing Driver's information, open Manage Drivers and locate the Driver in the list.

Click to select the Driver's record and then click the "Edit" button (you may double-click the Driver's record instead). Make any changes and then click any of the "Save" buttons to save the updates to the Driver.

This is an identical screenshot of the 'Manage Drivers' window as shown above, displaying the same search filters, driver list, and status bar information.

Assigning Driver's Username

You can assign a username to a Driver so that he or she can log into The LogisticsFramework® via the handset.

Invalid license expiration

Resetting a Driver's Password

If a driver needs to have a password reset for any reason. Also note that if a driver enters the password in too many times it will lock them out. You can also unlock it from this screen with the unlock button.

Furthermore, if the physical location checkbox is selected, the location will be able to be shown in GeoTrack.

Physical Address

Deleting a Driver

To delete a Driver, open Manage Drivers and locate the Driver in the list.

Click to select the Driver's record and then click the "Delete" button. Deleting a Driver will erase all history and events associated with the Driver, as well as its username if it has one.

You cannot delete Drivers who are currently logged in or are in the middle of a Job.

Note: Deleting a Driver will erase all history and events associated with the Driver, as well as its username if it has one. And deleting a Driver will erase all history and events associated with the Driver, as well as its username if it has one.

Manage Customers

Enables the user to add and edit customer records.

ID	Prop Number	Active	Name	Short Name	Class	Shipper	Receiver	Biller	Drop Zone	Terminal	GeoLocation	Region	Terminal
10		☒	MBI - COLUMBUS1	MBI - COLUMBUS1	Yard	☐	☐	☐	☒	☐	☐	GLASSOW	Hobbs Van
10		☒	WV Drop Yard	WV Drop Yard	Yard	☒	☒	☐	☒	☐	☐	WEST PEAK	
10		☒	Bee Caves Yard	Bee Caves Yard	Yard	☒	☐	☐	☒	☐	☐	WEST PEAK	
99		☒	Kurt's Yard	Kurt's Yard	Yard	☒	☒	☐	☐	☐	☐	WEST PEAK	
99		☒	Hobbs NM Truck Yard	Hobbs Yard	Yard	☒	☒	☒	☒	☐	☐	WEST PEAK	
99		☒	Austin Yard	Austin Yard	Yard	☒	☒	☐	☐	☐	☐	WEST PEAK	
10		☒	Staging Site	Staging Site	Yard	☐	☐	☐	☒	☐	☐	WEST PEAK	
10		☒	Newfield Yard	Newfield Yard	Yard	☒	☒	☐	☒	☐	☐	WEST PEAK	
10		☒	Newfield Exploration	Wells Draw INJ	Water Dis	☐	☒	☐	☒	☐	☐	WEST PEAK	
10		☒	xyz	xyz	Water Dis	☐	☒	☐	☐	☐	☐	WEST PEAK	
10		☒	Newfield Exploration	Jonah INJ	Water Dis	☐	☒	☐	☒	☐	☐	WEST PEAK	
10		☒	Newfield Exploration	ECS INJ	Water Dis	☐	☒	☐	☒	☐	☐	WEST PEAK	
10		☒	Newfield Exploration	Sandwich INJ	Water Dis	☐	☒	☐	☒	☐	☐	WEST PEAK	
10		☒	Newfield Exploration	Ashley INJ	Water Dis	☐	☒	☐	☒	☐	☐	WEST PEAK	
10		☒	Newfield Exploration	Beluga INJ	Water Dis	☐	☒	☐	☒	☐	☐	WEST PEAK	
10		☒	Secure SWD	Secure SWD	Water Dis	☒	☒	☐	☐	☐	☐	WEST PEAK	

Create a Customer

Region (required)

Name (required)

Short Name (required) – this is what will display on the handset

Status (default is Active) – used in scenarios

Shipper

Receiver

Bill To

Class (required) – type of customer

The screenshot shows the 'New Site' dialog box with the 'Details' tab selected. The 'Details' section includes fields for ID, Region, Terminal, Timezone, Name, Short Name, Foreign Key, and Color. The 'Attributes' section has checkboxes for Status (Active), Roles (Shipper, Receiver, Bill To, Drop Zone, Terminal, GeoLocation), and a Class dropdown menu. The 'Core Repository' section has fields for Core ID, Core Name, and Core Short Name. The 'Save And New' button is highlighted.

Contact Using Lookup

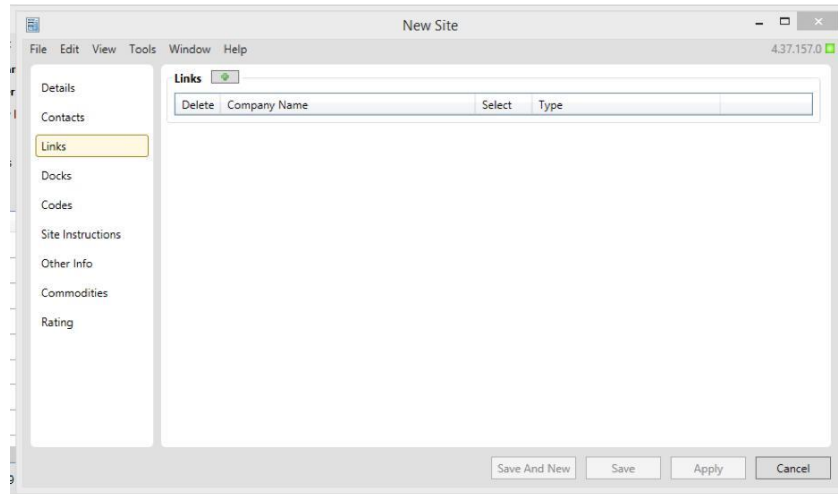
Selecting the Lookup button will pull in the latitude and longitude for the contact.

If the Physical Location check box is selected, the customer can be added to a GeoTrack map.

The screenshot shows the 'New Site' dialog box with the 'Contacts' tab selected. The 'Contacts' section includes fields for Name, Address 1, Address 2, Address 3, City, State, Zip, Email, County, Phones (Phone 1, Phone 2), Position, Lat, Long, and a Type dropdown menu. The 'Physical Address' checkbox is checked. The 'Lookup' button is highlighted.

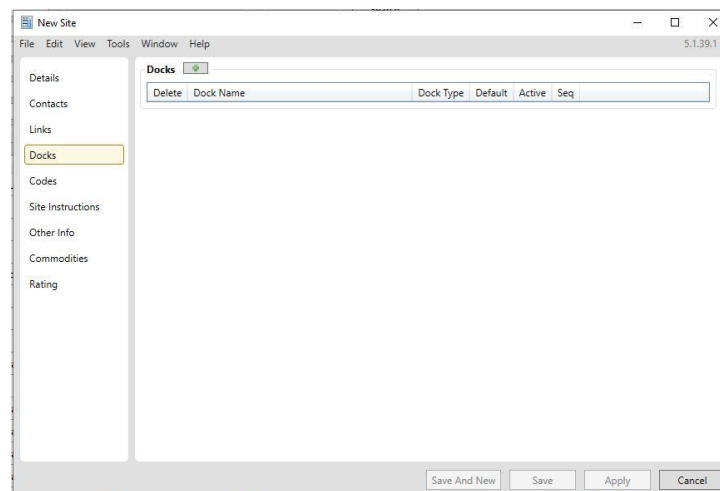
Links

You can choose the default biller for a shipper in the Links tab of that customer's properties. If a biller is specified for a location, that biller will be pulled up by default in the trip builder screen if that customer is selected as the shipper.



Docks

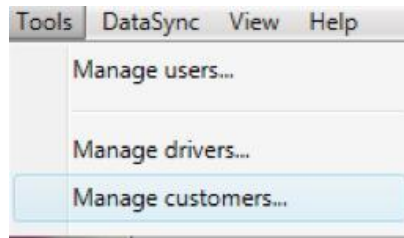
Docks enable the system to deliver multiple items to multiple locations within one job.



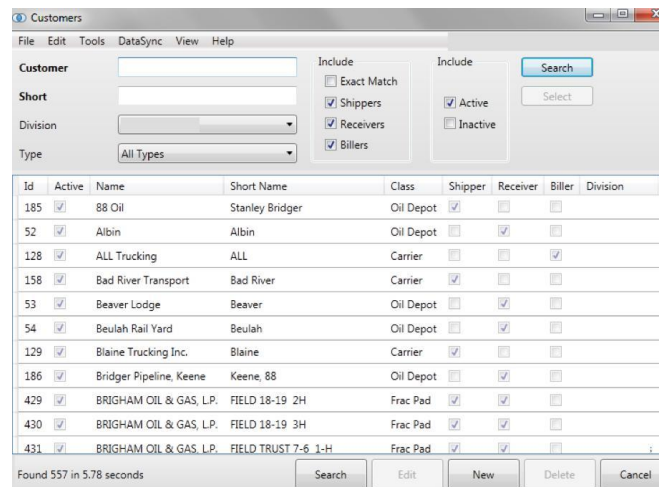
Dock Management

Adding Docks to a Customer

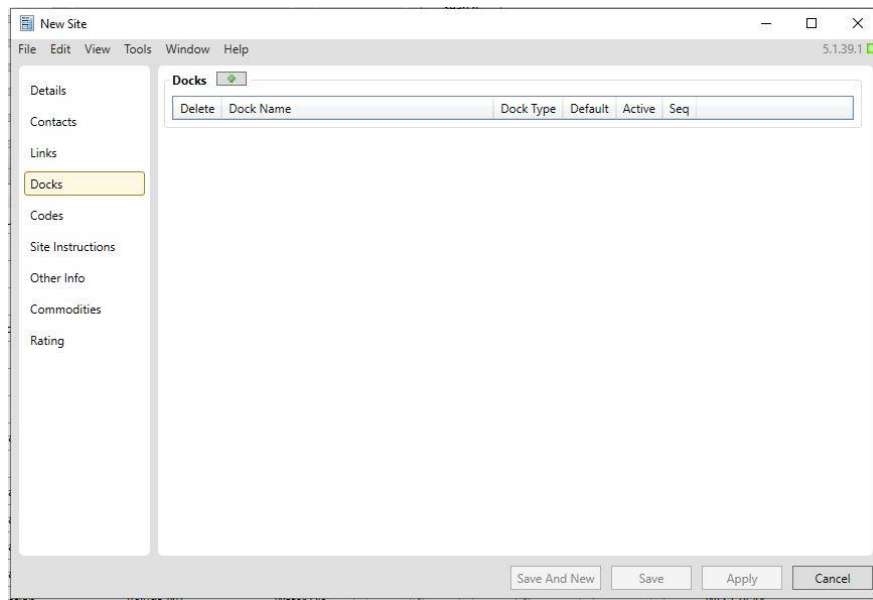
From the main TLF screen or the Dispatch Board, click on Tools, and then Manage Customers.



Choose the customer you'd like to add a dock to and click the Edit button at the bottom of the window. You can also click the New button at the bottom to add a new customer.



Click the Docks the left side of the window and click the gray button with a green plus sign at the top.



Enter the name for the dock and choose the Type. Generic, Oil or Production Water.

By default, TLF will set the BBLs per inch of an oil tank at 400 BBL. If you chose Oil for the Type and it is not a standard 400 BBL tank, click the Other Info tab.

Enter the BBLs per Inch for the tank.

Note: What is entered here will determine how TLF calculates the volume of an oil load from this dock.

Volumes are optional.

Click the Save button at the bottom.

Editing an Existing Dock

From the main TLF screen or the Dispatch Board, click on Tools, Manage Customers...

Choose the customer with the dock you wish to edit and click on Edit.

Click the Docks tab in the left side of the window double click the dock to edit.

Update the fields within the Details and Other Info tabs as needed.

Click the Save button at the bottom.

Deleting a Dock

From the main TLF screen or the Dispatch Board, click on Tools, Manage Customers...

Click the Docks tab in the left side of the window and double click the red x next to the dock you wish to delete.

Edit A Customer

To edit an existing Customer's information, open Manage Customers and locate the Customer in the list.

Click to select the Customer's record and then click the "Edit" button (you may double-click the Customer's record instead). Make any changes and then click any of the "Save" buttons to save the updates to the Customer.

Delete a Customer

Steps To delete a Customer, open Manage Customer and locate the Customer.

Click to select the Customer's record and then click the "Delete" button. Deleting a Customer will erase all history and events associated with the Customer.

Ticket Reconciliation

The Ticket Reconciliation window includes a menu bar (File, Edit, View, Reconciliation, Tools, Window, Help) and a version indicator (5.1.39.1). The Search section contains fields for First Date, Last Date, First Hour, Driver Terminal, Truck Terminals, Trailer Terminal, Customer Terminal, Job #, Ticket #, Courtesy #, Prop Num, Provider, Hide Processed, Hide Authorized, Region, Shipper, Receiver, Biller, Driver, Commodity, and Lock search results. The Filter section includes Shipper, Receiver, Biller, Driver, and Provider. The Saved Grid Layouts section shows a Default layout. The main table displays columns for Actions, Authorized, Trip Id, Changes, Note, Run Ticket, Job Id, Shipper, Receiver, and Bill. A single record is shown with Job Id 24342, Shipper KB, and Receiver SITE. The bottom right features Reload, Save, and Cancel buttons.

Search

This area allows very specific or broad search over tickets

The Search section of the Ticket Reconciliation window contains various input fields for filtering tickets, including date, time, location, and provider. It also includes checkboxes for 'Hide Processed' and 'Hide Authorized', and a 'Lock search results' checkbox. The Filter section on the right allows for further refinement of the search results by shipper, receiver, biller, driver, and provider. The Saved Grid Layouts section at the bottom shows a 'Default' layout.

Ticket Details

Ticket Details will allow you to both edit and review ticket information

Actions	Authorized	0	Trip Id	Changes	Note	Run Ticket	Job Id	Shipper	Receiver	Bill To	Ship Date	Ticket No	Ticket #	Driver	User Name	Trailer	Truck	Commodity	Shipper
							17501	11850-Austin Cable	Ergon-Ironston	Bretagne, LLC dba Miller Transit Company	5/31/2018 11:17:28 PM	35520	35521	Qu21 Driver, Qu21 Driver	qu21driver				Oil

Ticket Details is for specific information that the driver entered on the handset. The area will allow you to easily check and edit this information. Making corrections if need be.

File 17501

Ticket Details

Details	Quantity
Linked Trip ID	
Shipper Notes	
Receiver Notes	
Ref No	
Order ID#	71
Report	NO
Report Reason	
Load Notes	
Ref #	
Container(s)	
Proper Shipping	1846 X - UN1267, Petroleum Crude Oil Solution, 3, PG II, -
Demurrage	0.00 No Demurrage
Duration	0.00
Measurement T	Meter
Load Type - Gau	Mix
Top Off Fluid	0 0.00
Final Oil	0 0.00
Final Oil	0 0.00
Final Bone	0 0.00
Final Bone	0 0.00
Meter Begin Wa	0.00
Meter End Water	20.00
Meter Product B	0.00
Meter Product E	90.00
Seal Off	1
Seal On	2
SWW%	0.900
Observed Temp	55.00
Observed Growth	41.00
API Gravity	42.00

Job GPS Data

Allows for view of the GPS location of the driver throughout the job

Ticket	Job Id	Shipper	Receiver	Bill To	Ship Date	Receive Date	Ti
	17501						

File 17501 :17:26 PM :21:40 PM

Ticket Details

Details	Quantity
Accepted	30.26778 -97.71722
Arrive Shipper	30.26778 -97.71722
Shipped	30.26778 -97.71722
Arrive Receiver	30.26778 -97.71722
Received	30.26778 -97.71722
Odometer Start	0.0
Odometer End	20.0
Total Miles	20.0

Close

Multi Stop

New Trip

File Edit View Tools Window Help

5.1.39.1

Driver: Zimmerman, Kari

Projected Pickups: None Normal Scenarios Orders

Stops

① No Site
No Receive Time
No Ship Time
No Dock
No Quantity
No Commodity
No Biller

② No Site
No Receive Time
No Ship Time
No Dock
No Quantity
No Commodity
No Biller

Last Note

Last Note

Save / Authorize Close Apply

Multi-Stop access

You can locate the multi stop through the dispatch board and right clicking on an open job slot. Select "Insert Trip using Multi-Stop editor"

Framework [https://enlk-001.logisticsframework.com] [Qv21 Support Zone]

File Edit View Framework Tools Window Help

5.0.33.0

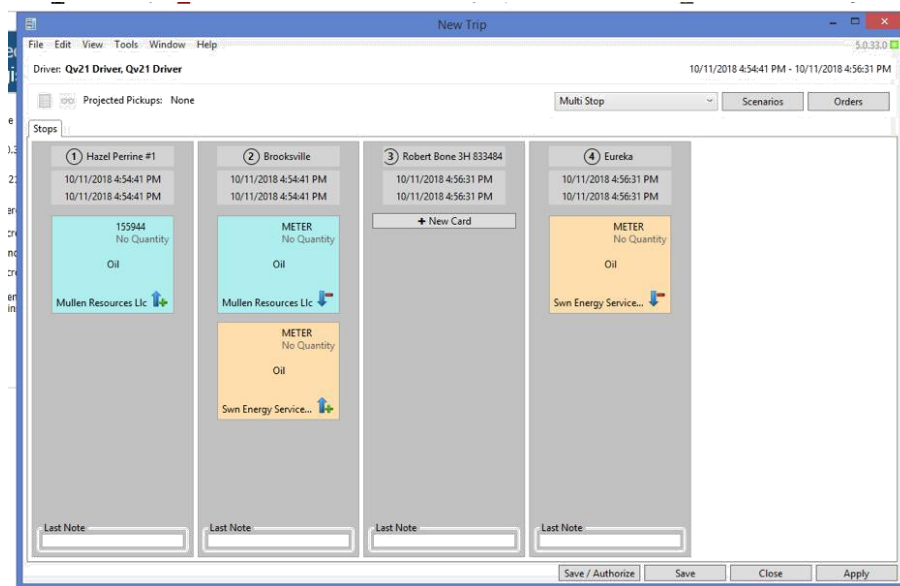
Qv21 Support Zone

Shuler, J.	7975	0 job(s) completed	Felton, H.	3874	0 job(s) completed	Qv21 Driver, Q.	7984	1 job(s) completed
Pearce, B.		0 job(s) completed						
Blosser, A.	7937	0 job(s) completed				Blosser, A.	7937	0 job(s) completed
Holt, R.		0 job(s) completed						
Boto, J.		0 job(s) completed						

Build the Multi Stop

Open the Scenarios in Multi Stop new trip.

Once the jobs the have been placed on the new trip drag them in the order you want.



Delete the remaining cell and save or apply for the load to take affect.

ELD/ EOBR

The ELD/ EOBR module provides the ability to track drivers' shift hours as well as their status during the shift. It creates a detailed log that includes the time spent in each status, the distance traveled, and records the location where the status change occurred, including city, state, and coordinates. There are four status options available to the driver.

Off Duty – Used when driver is off their shift.

On Duty – Used when driver is on their shift but is not driving.

Driving – Used while driver is on route to a pickup or drop off point.

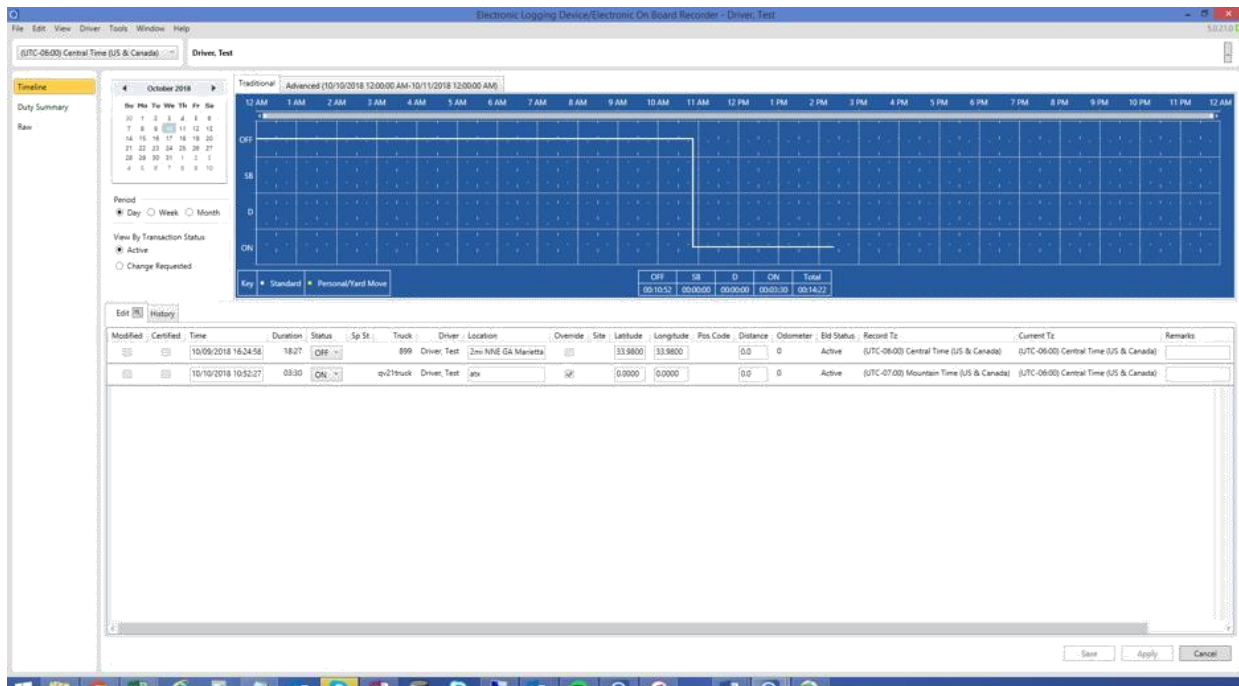
Sleeper Berth – Used when driver utilizes the truck's sleeper berth.

When a driver starts their shift, they will hook up to the ELD. Once this connection is made they will begin tracking their movements

ELD/ EOBR via Desktop

ELD/ EOBR can be access by going to Tool> Manage ELD/EOBR Status...>

Select a driver.



Desktop Duty Log

View a driver's current and historical data by pulling up their duty log. On the handset drivers can see logs based on rules; Canadian rules 14 days & regular 8 days. It may be accessed from several locations Assessed from several locations

- Right-click on the driver's cell and click on Manage ELD/EOBR status.
- Double click on the ELD/EOBR Status Indicator in the driver's cell.
- Click on Tools, EOBR Status, then search for the driver and click Select.

Duty Summary

Provides a breakdown of time accrued based on status for the current shift and the total for the current 8 day period.

FileEditViewDriver ToolsWindow Help

Electronic Logging Device/Electronic On Board Recorder - Driver: Test

5.6.118

(UTC-06:00) Central Time (US & Canada) ▾

Driver: Test

Timeline

Duty Summary

Raw

Today

Start Time00:00

Today

Shift Status	Today Elapsed	Shift Elapsed	Remaining
Off Duty	10:52	00:00	
Sleeper Berth	00:00	00:00	
Driving	00:00	00:00	10:16
On Duty	03:43	03:43	
On Duty Hours	03:43	03:43	10:16

8 day period

Duty Status	Period Elapsed	Remaining
Off Duty	18:27	
Sleeper Berth	00:00	
Driving	00:00	
On Duty	03:53	
Last 8 Days	03:53	
Avail. Tomorrow		06:06

The Start Time at the top corresponds to the Duty Period Start Time entered in Settings. This is the hour that each 24 hour period begins.

The Today section shows the elapsed time the driver has been in each status in the current 24 hour period.

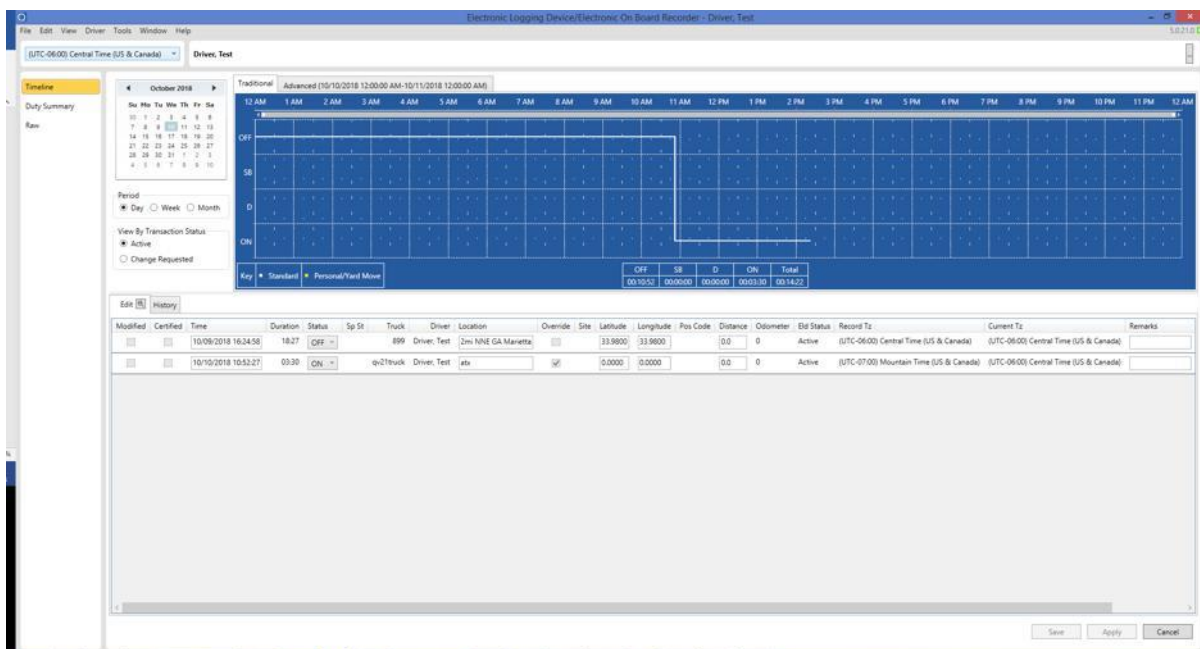
The Today Elapsed column is the total for the current 24 hour period. For example, if a driver's previous shift extended into the current 24 hour period, those times would be combined with the current shift times in the Today Elapsed column.

The Shift Elapsed column is the time accrued only during the current shift period. It also lists the amount of On Duty and Driving time remaining in their shift.

The 8 Day Period section shows the elapsed time accrued during the current 8 Day cycle, as well as the remaining On Duty hours they are allowed.

Timeline

Provides a detailed log of every duty change, along with mileage, location, and coordinates. Use the calendar at the top to view a different day's log. The status times for the current shift can also be viewed in the table in the upper right.



There are nine columns in the list of entries.

Modified – This box indicates if the entry was edited (see below).

Certified- The box indicates if a driver has accepted edits.

Time – The date/time that the driver entered the status in that entry.

Duration – The length of time the driver stayed in that status.

Status – The status the driver was in.

OFF – Off Duty

ON – On Duty

D – Driving

SB – Sleeper Berth

Sp St - Special Status, refers to yard move or personal

use **Driver** - The driver who owns this log

Location – The city and state the driver was in when the status change occurred. The device will automatically calculate the location if there is reception. The driver can also manually enter the location if the device does not have reception or if the calculation is incorrect.

Override – This box indicates whether the driver entered the location in manually.

Site - If the driver was on a location for shipper/receiver.

Latitude/Longitude – Determined by handsets GPS.

Pos Code - Position Code.

Distance – The amount of miles traveled while the driver was in the status indicated.

Odometer - Tracks the miles on the truck **ELD**

Status - Was the ELD active **Record**

Tz/Current Tz - Time zones **Remarks** - Used

for reason behind edits to Logs

Editing Log Entries

Entry changes made in log if necessary

Double click on the Time, Location, Latitude, Longitude, and Distance fields to make editable.

Status can be changed by clicking on entry and choosing a different option in the drop down menu

The Duration field cannot be edited Click on the search box with an ellipsis (...) to change to a different driver's duty log by

Raw

ID	Time	Duration	Status	Record To	Current To	Accum Eng Min	Accumulated Miles	Certification Period	Client P#	CoDriver	CoDriverId	CreatedBy	CreatedDate	DataCheckValue	DiagnosticStatus	Distance
27326	10/10/2018 09:53:27		ON	(UTC-07:00) Mountain Time (US & Canada)	(UTC-07:00) Mountain Time (US & Canada)	0	0		0			test	10/10/2018 10:53:35 AM	241	True	0
24214	10/09/2018 15:24:58	18:27	OFF	(UTC-06:00) Central Time (US & Canada)	(UTC-07:00) Mountain Time (US & Canada)	0	0		0			test	10/9/2018 4:25:01 PM	45	True	0

OFF	SB	DR	ON	TOTAL
18:52	00:00	00:00	03:53	14:45



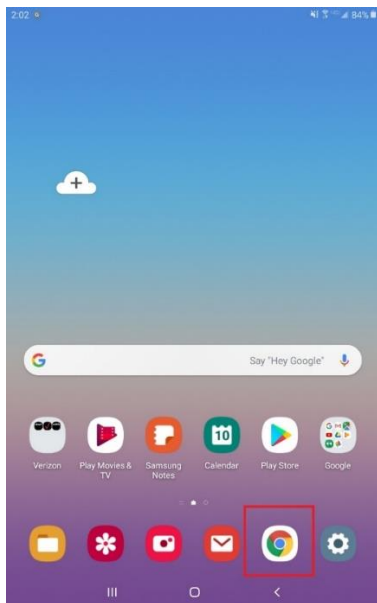
609 Castle Ridge Rd., Suite 320
Austin, Tx 78746

+1 855.853.7821
support@Qv21.com
www.Qv21.com

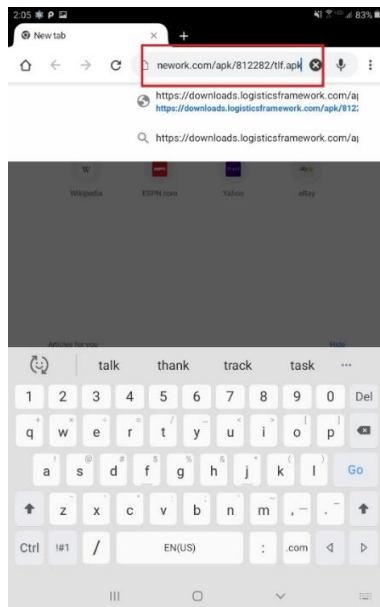
Tablet Quick Reference

Handset Download

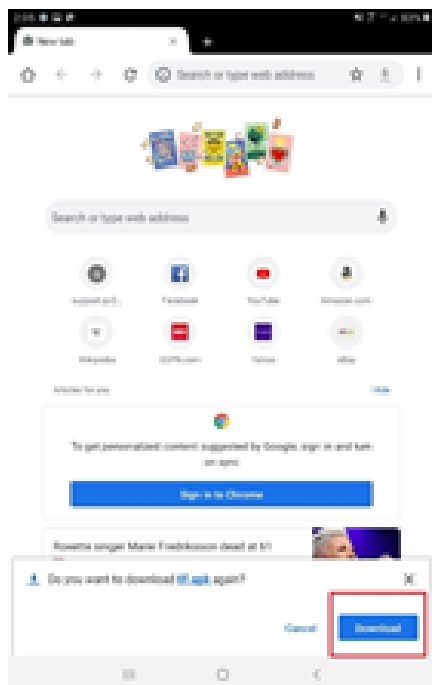
- Go to the Home Screen



- Go to the Internet Input:
<https://downloads.logisticsframework.com/apk/812282/tlf.apk>
- apk will now download- hit Go

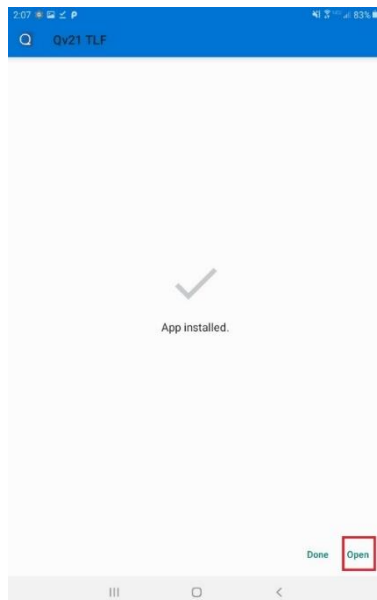


- Once download opens select Install

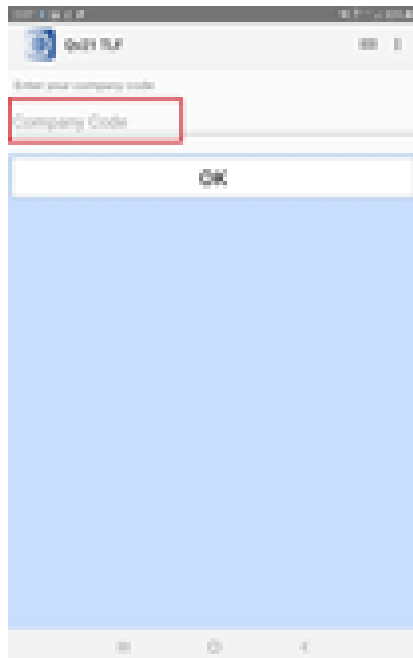




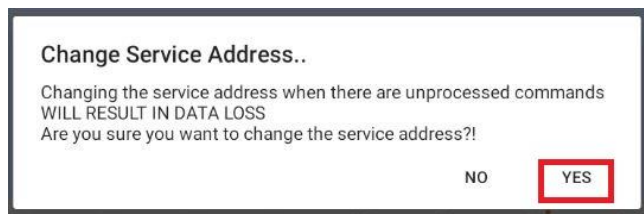
- wait for it to install
- Select Open



- Input Company Code: (Insert Company Code Here) and hit OK



- Change Service Address hit Yes



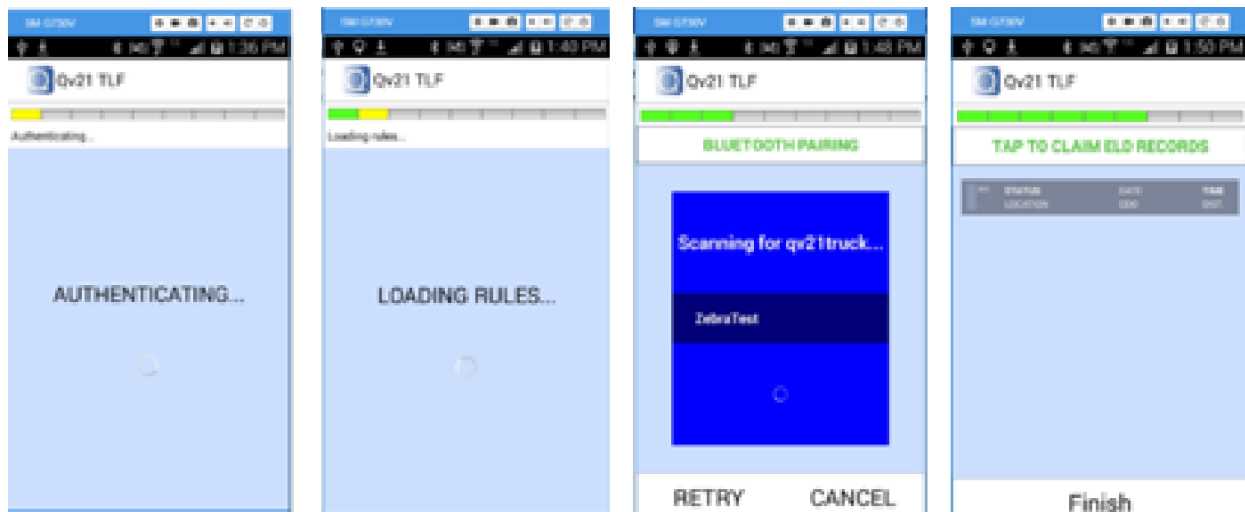
Logging into the Tablet

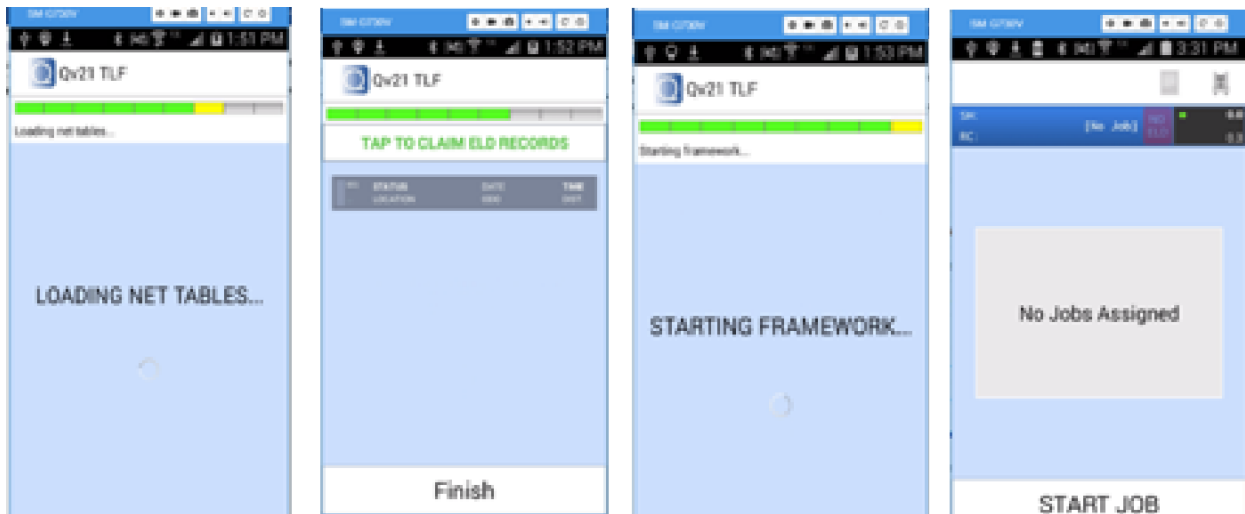
You will enter your User Name, Password, and Truck number to login to Qv21.

Once you hit the **Login button** the tablet will go through the process to log you into Qv21.

You will see the screens below and one it gets to the end you can hit **Acknowledge**.

(review the below tablet screens from left to right to get through to the load screen).





Logging in with ELD

When you first log in and connect to the ELD you will see the **Off-Duty Screen**. From this screen you will see a summary of your remaining times above the large blue Off Duty square. Towards the top of the screen you will see another Off-Duty button, and to the right of this button you will see another summary available that when tapped on allows you to see different views of the summary.

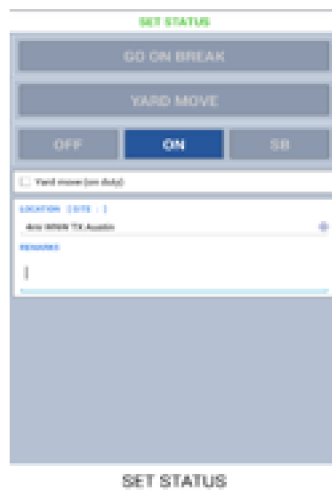
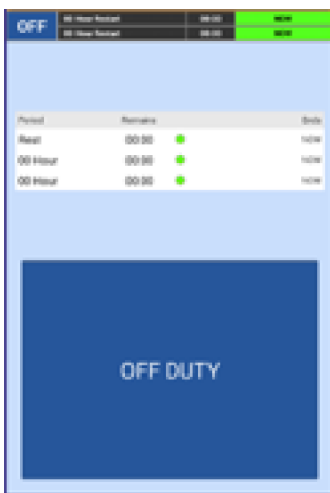


Changing Duty Status

Now that you are **On-Duty** your ELD will automatically change you from **On-Duty** to **Driving** and then back to **On-Duty** when you have been stopped for more than 5 to 7 minutes. When you are ready to go on break you will tap on your **On-Duty Button** in the top left corner and get to your **Set Status Screen**.

Once you are in your **Set Status Screen** you will tap on **Go On-Break**, add your remarks and then select **Set Status**. When you are on break your status will now be in **Off-Duty**. When your break is complete you will tap on the **Off-Duty Button** and go back On-Duty.

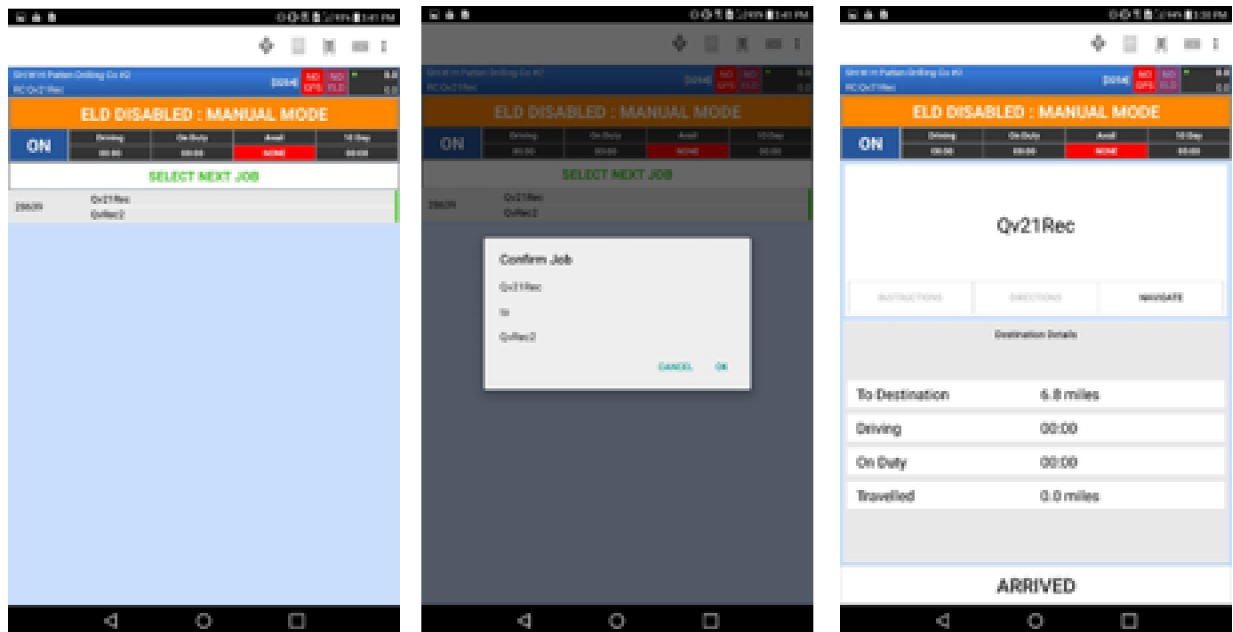
At the end of your shift you will make sure that you are going **Off-Duty** before logging out of Qv21. Tap on **On-Duty** to get to your **Set Status Screen** and select the **OFF** button to go **Off-Duty** and hit Set Status. Now you are ready to go **Off-Duty** this is very important to remember so that you are not out of hours the next time you log in.



Working the Ticket on the Pickup Side

When a job(s) are available, the screen you will see their loads and will tap on one to begin working through the ticket.

It will ask you to confirm the job and you will have the option to select **OK**.



Select instructions to see the directions and any other information needed at arrival. You will now see the information about the job/load. When you get to the **Lease/Terminal** location you will tap **Arrived** and **Confirm** your arrival.

Box Ref, Robert
00:00:00

Job Details	Data Collection
Job	38896
Notes	
Odometer Start	
83756	0000
Ref No	
Order ID#	213
Reject	
Reject Reason	
Load Notes	
Proper Shipping Name	
Demurrage	
Measurement Type	Meter
Load Type - Meter	
PRINT	PICKUP

Box Ref, Robert
00:00:00

Job Details	Data Collection
Job	38896
Notes	
Odometer Start	
83756	0000
Ref No	
Order ID#	213
Reject	
Reject Reason	
Load Notes	
Proper Shipping Name	
Demurrage	
Measurement Type	Meter
Load Type - Meter	
PRINT	PICKUP

How you will be in the details to work the ticket where there is a button for you to select. Selecting the appropriate **Measurement Type** and **Load Type**, the necessary fields to complete will be available and those that are unnecessary will not be shown. Fields in gray are ones to be entered and blue will be calculated.

Make sure to fill out the ticket from top to bottom.
Key terms from the ticket:

Odometer - the current number of miles at the beginning of the leg of the trip.

Load Type - Select between Product Only, Water Only, or a Mix of the two.

Measurement Type - Select between Meter, Gauge & Percent, based on the location.

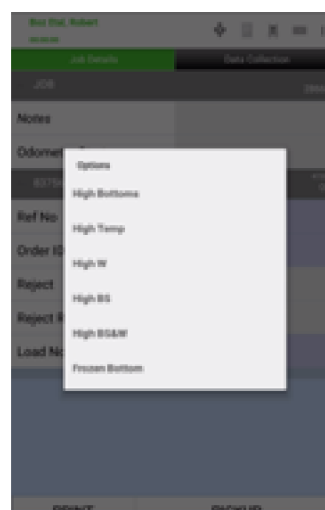
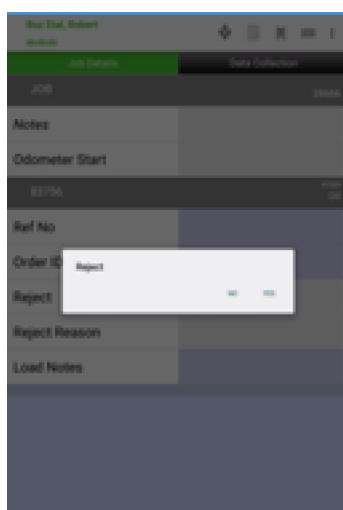
Once you have entered all of the ticket information you will select the **Print Button** which will take you to the **Print Screen** so that you can print your ticket. After you have printed your ticket you will tap on **Finished**.

This will take you back to the ticket where you will not hit **Pick Up** so that you can go to the destination portion of the ticket.

Rejected Ticket

If you need to reject a load, on the Job Details screen, **click in the box next to Reject and enter Yes**.

Click on the cell next to Reject Reason to select one of the options provided in.



Working the Ticket on the Destination Side

After the Driver selects and taps on **Pick Up** the will head to the destination and begin entering the ticket information on the destination side.

Now you will tap on **Arrived**, and then confirm your arrival.

Thos will take you to the next screen where you will tap on **Upload**, and then to the next screen where you will tap on **Complete The Job**.

Now you will be in the ticket details of the job where you will enter your remaining information and then print and complete the job.

Once you have entered your ticket information you will hit the Print button and print out your ticket and then go back and complete the job.

Destination Details	
To Destination	6660.9 miles
Driving	00:00
On Duty	00:00
Travelled	11.4 miles

Job Details	
JOB	28565
Notes	
Odometer End	5100
Total Miles	100
METER	
Metered	NO

Job Details	
Metered	YES
Load Type	Water Only
Dest Meter Water Begin	3
Dest Meter Water End	3
Dest SS	11
Dest Obs Gravity	11
Dest API Gravity	0
Dest Water Volume	1
Dest Product Volume	0
Dest Total Volume	1

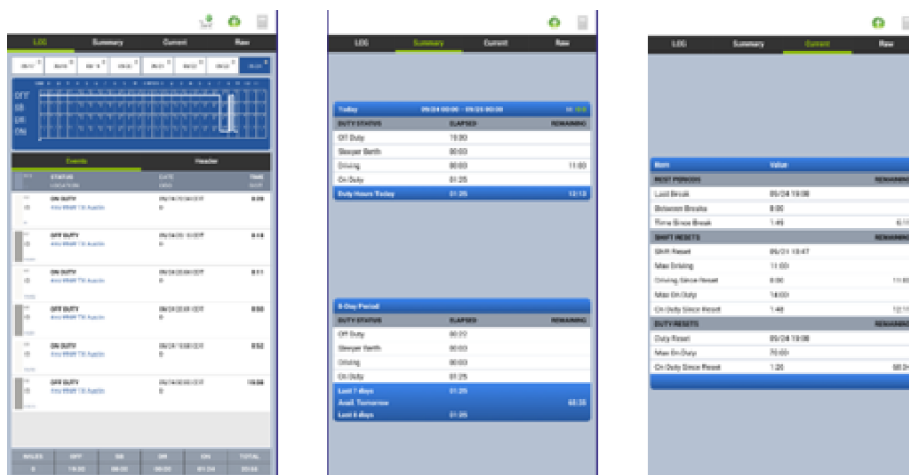
Job Details	
Notes	
Odometer End	5100
Ref No:	
Order ID:	
Reject	
Reject	
Load No:	
Frozen Bottom:	

Viewing your Log, Editing, and Adding Duty Status Changes

To view your Logs you will tap on the **3 dots** in the upper right-hand corner of the screen to get to your Qv21 Menu. Once your Qv21 Menu is open you will select **ELD** to get to the available ELD options. To view your graph and duty status changes you will tap on **Hours of Service Logs**. You can also set your status by tapping on the **Set Status** button. You can view your Duty Status changes by tapping on **ELD Logs**. *Telematics, ELD Instructions, and DOT Instructions are not yet available and if you tap on them they will not open.*

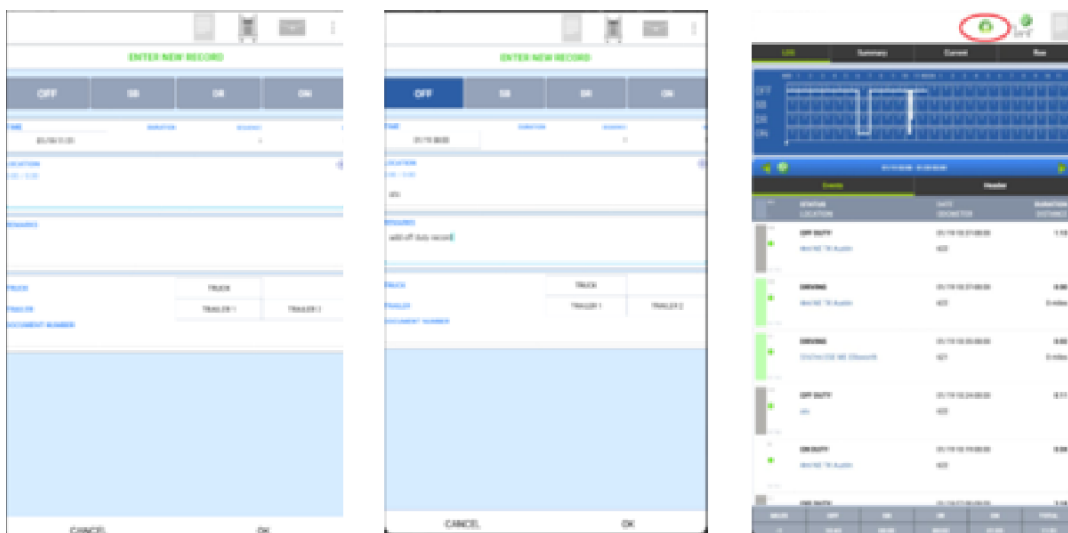


You can view your graph and duty status changes for the 8-day period, you can choose which date you would like to see above your graph. You also have a Summary and Current tab available to you which allows you to see your remaining and elapsed times for your duty statuses and rest periods.



For corrections you can edit your logs or add to the current record only for On-Duty or Off-Duty. You can do this by going to and tapping on the **Duty Status** that you need to correct or tapping on the **Green Plus** button above your graph. This will take you to the current record or to enter a new record. Tap a status at the top, and then fill out the Time, Location, and enter Remarks. The truck and trailer default to the current equipment. Tap OK when ready.

NOTE: If the you need to change the truck or trailer you should do that first, before adding remarks. When the truck number is changed, it requires you to enter new time, location and remarks. The changes will be immediate. You can then back out of the Hours of Service and continue working. When you log out you will be asked to certify your records.



Your DOT/Safety/Operations Manager can also make any corrections for you if needed. Once they make any change to your log when you log in to your handset they will show up while the tablet is authenticating before you Acknowledge your driver's license. The corrected records will show up asking you to approve them. Once you have approved the corrections your log will show as adjusted on your handset and on the desktop side.



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