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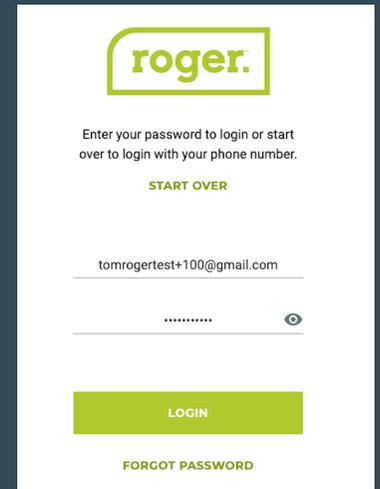
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LOGIN:



roger.

Enter your password to login or start over to login with your phone number.

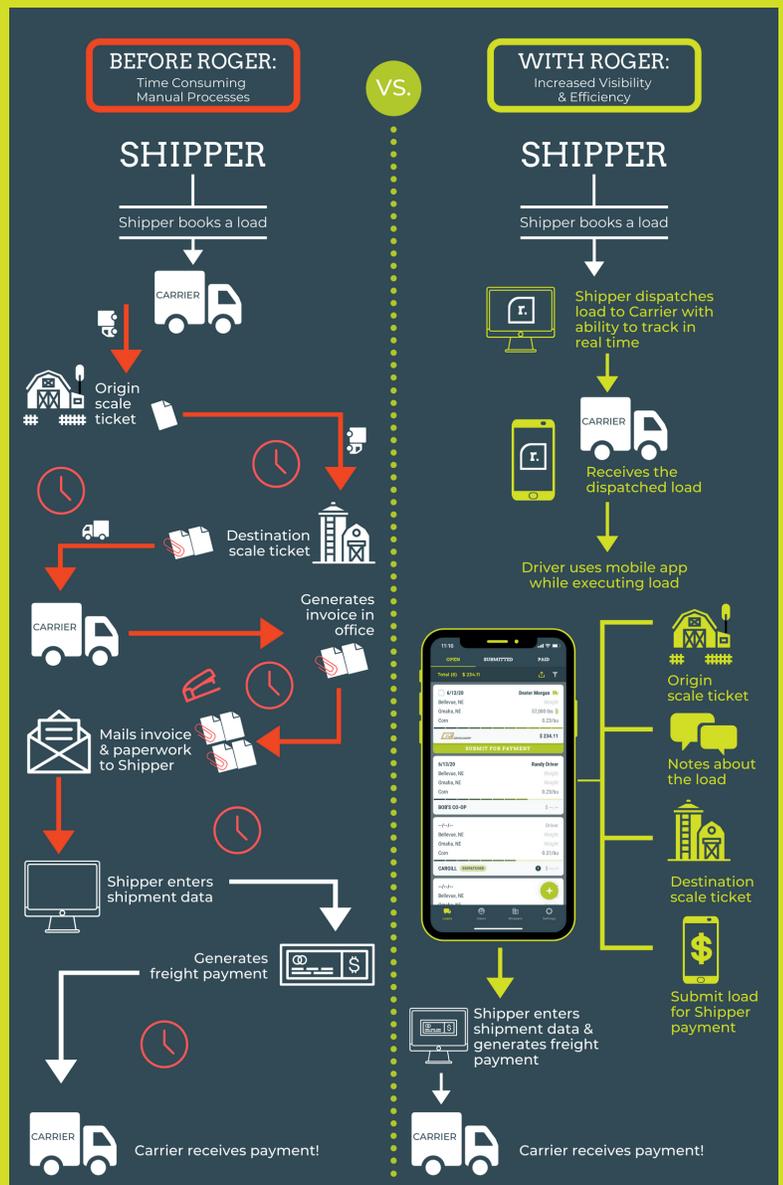
START OVER

tomrogerstest+100@gmail.com

.....

LOGIN

FORGOT PASSWORD



Shipper Registration

When you receive your registration email, please click [Join Roger](#). From there, create a password and click [Create Account](#).

The image shows two parts of the registration process. On the left is a registration email with the following content:

Hi!

[Name] has invited you to the Roger platform. Click the link below to register.

[Join Roger](#)

Regards,
The Roger Team

If you're having trouble clicking the above button, copy and paste the URL below into your web browser:
http://roger-uat.myriadapps.com/api/v1/emails/registration/sWp238SoXY0EzZ6m19WzqgTjSISNQUma?method=email&associated_token=

On the right is the registration form with the following fields and options:

- Logo: **roger.**
- Greeting: Welcome!
- Instruction: Create a password to register.
- Email: tomrogerest+100@gmail.com
- Company Name: Cargill
- Full Name: Tom Shipper
- Terms: By using this application, you agree to the Terms & Conditions and Privacy Policy.
- Links: [PRIVACY POLICY](#) | [TERMS & CONDITIONS](#)
- Form Fields: Password (with eye icon), Confirm Password (with eye icon)
- Instructions: Create a Password That
 - ✓ contains at least 8 characters
 - ✓ contains at least 1 number or 1 special character
- Buttons: [CREATE ACCOUNT](#) (highlighted with a red box), [Already Have an Account?](#)

Login Instructions

Once the account is created, you can enter your login information on the [Roger Login Page](#).

Click [Login](#) to gain access to the Roger Command Center.

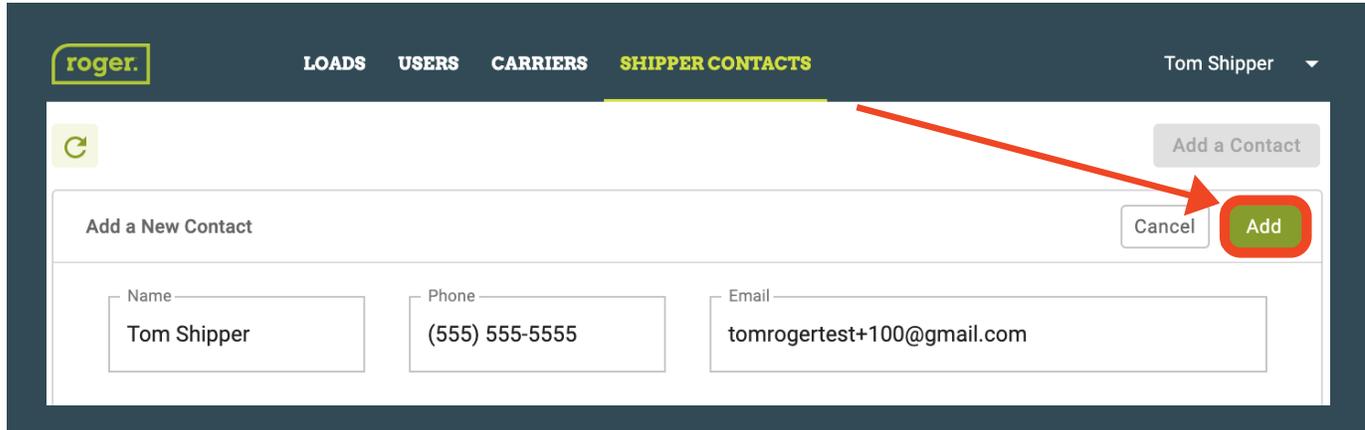
If you forget your password click [Forgot Password](#) to reset. Once reset, the user can login to their account.

The image shows the Roger login page with the following elements:

- Logo: **roger.**
- Instruction: Enter your password to login or start over to login with your phone number.
- Button: [START OVER](#)
- Form Fields: Email (tomrogerest+100@gmail.com), Password (with eye icon)
- Buttons: [LOGIN](#) (highlighted with a red box), [FORGOT PASSWORD](#)
- Terms: By using this application, you agree to the following Terms & Conditions and Privacy Policy.
- Links: [PRIVACY POLICY](#) | [TERMS AND CONDITIONS](#)

Create a Shipper Contact

From the **Shipper Contacts** tab select the green **Add a Contact** button. Enter your name, phone number, or email address. Click **Add** (This will allow carriers to select your name as a contact when they add new loads in the app.)

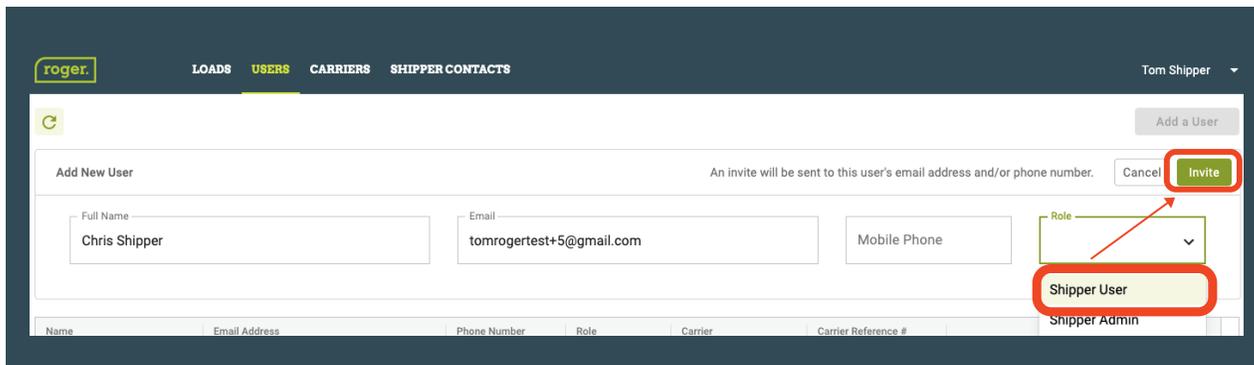


The screenshot shows the 'SHIPPER CONTACTS' tab in the Roger Command Center. The 'Add a Contact' button is highlighted with a red circle and a red arrow. The form contains the following data:

Name	Phone	Email
Tom Shipper	(555) 555-5555	tomrobertest+100@gmail.com

Invite Shippers

From the **Users** tab, select the green **Add a User** button. Enter the shipper's name, phone number or email address. Select **Shipper User** from the dropdown menu and then click **Invite**. (Note: Only Shipper Admins can add shipper users into the Roger Command Center.)

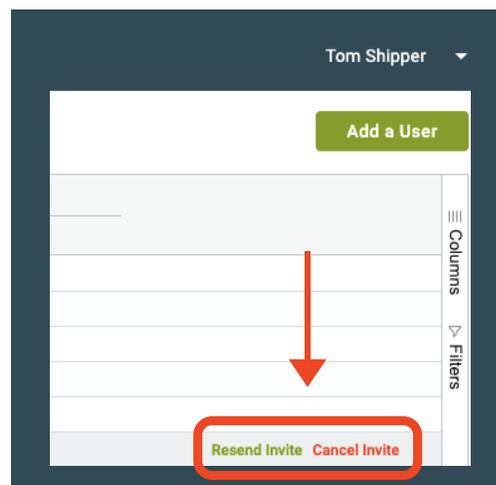


The screenshot shows the 'USERS' tab in the Roger Command Center. The 'Add a User' button is highlighted with a red circle and a red arrow. The form contains the following data:

Full Name	Email	Mobile Phone	Role
Chris Shipper	tomrobertest+5@gmail.com		Shipper User

From there, the shipper can accept the login invitation via the email or phone number that was added.

In the **Users** tab, the shipper admin can resend or cancel the invite by selecting **Resend Invite** or **Cancel Invite**. (Note: Invites expire after 30 Days)

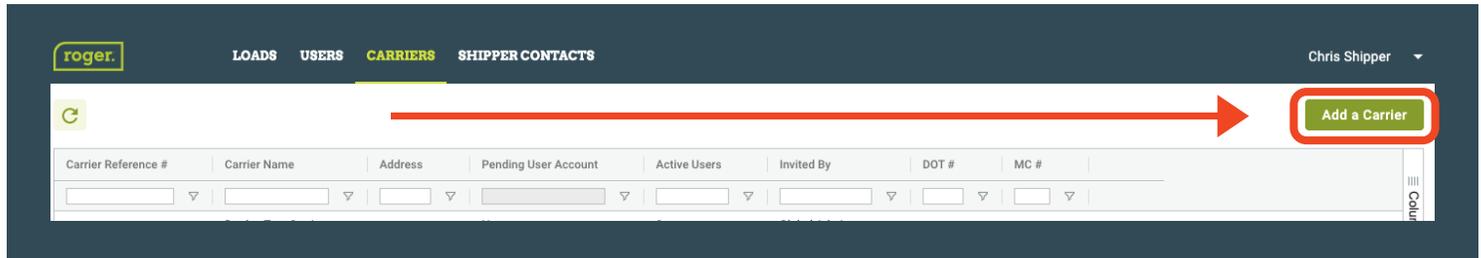


The screenshot shows the 'Users' tab in the Roger Command Center. The 'Add a User' button is highlighted with a red circle and a red arrow. The table below shows the following data:

Name	Email Address	Phone Number	Role	Carrier	Carrier Reference #
Chris Shipper	tomrobertest+5@gmail.com		Shipper User		

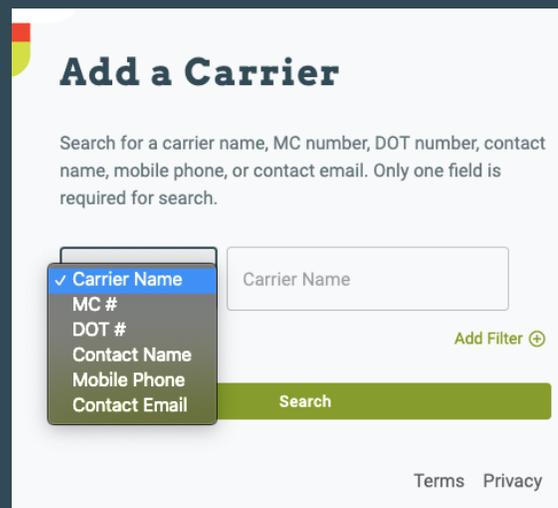
Invite Carriers

From the **Carriers** tab, select the green **Add a Carrier** button.

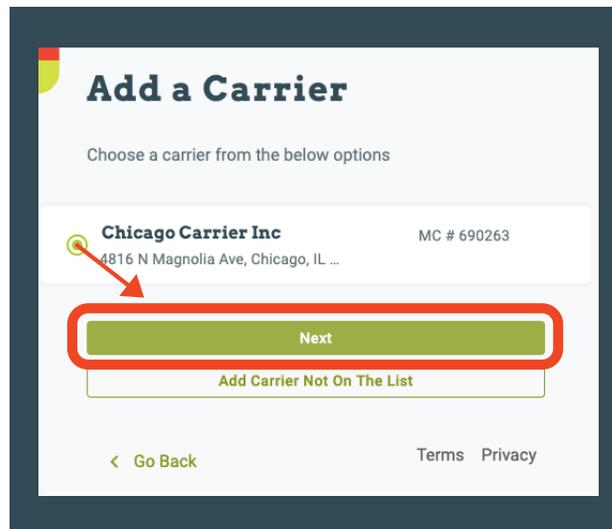


Once selected, the Add a Carrier drop-down menu will appear. Using the Federal Motor Carrier Safety Administration database, you can search for the carrier using 1 of 6 fields:

- Carrier Name
- MC #
- DOT #
- Contact Name
- Contact Mobile Phone #
- Contact Email Address

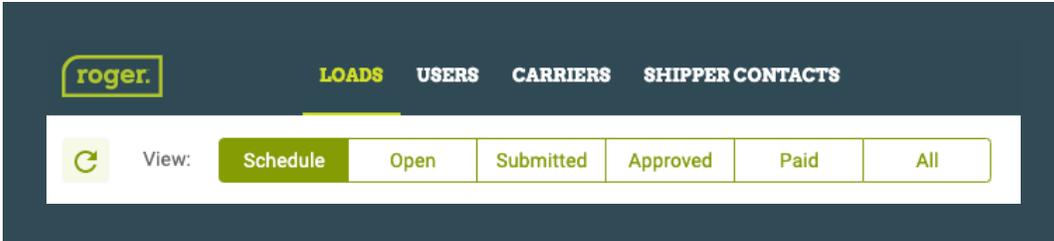


After entering the information in your preferred field, select **Search**. The results will populate in a scrolling menu. Select the correct carrier entity and select **Next**.



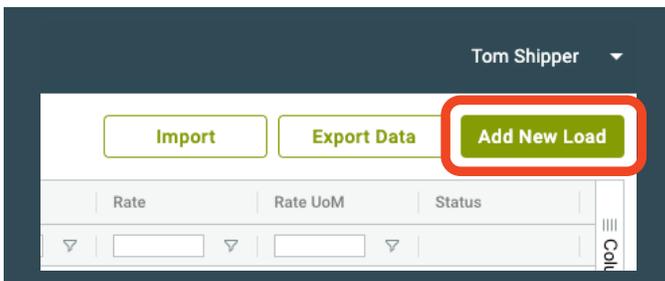
Load Dashboard

In the **Loads** tab you will be able to create, schedule, and dispatch loads to carriers and watch their progress in real-time!

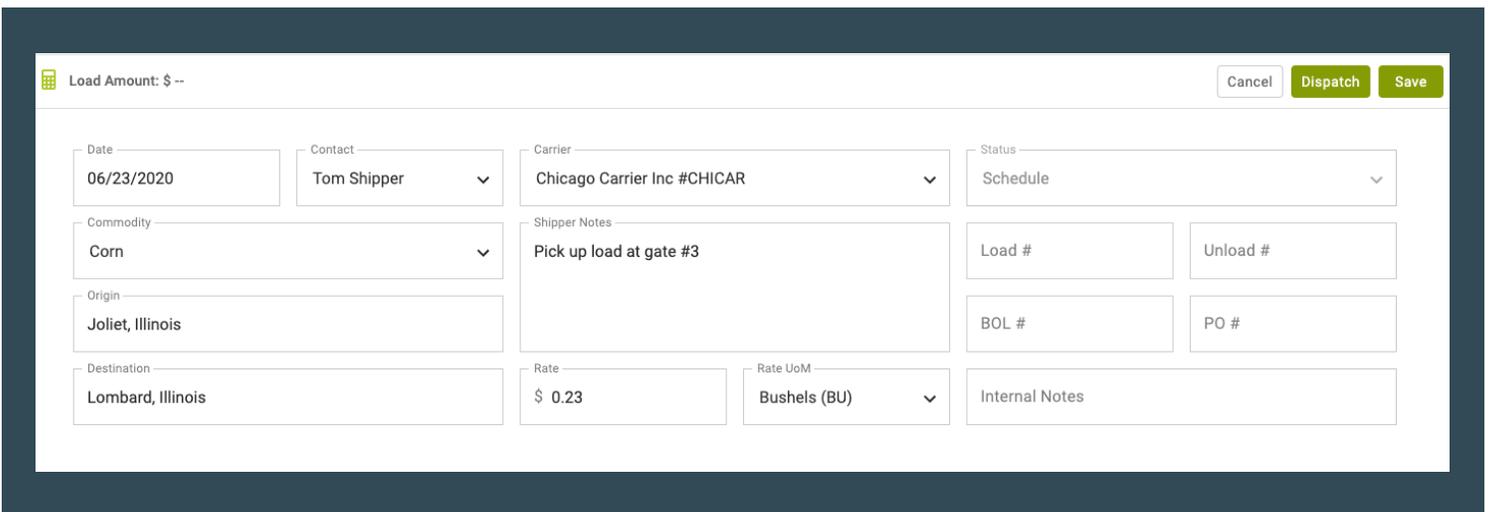


Schedule Loads

Create a Load: In the **Loads** tab select **Schedule**. In this tab you create and dispatch loads to your carriers. To add a new load select the green **Add a New Load** button on the far right.



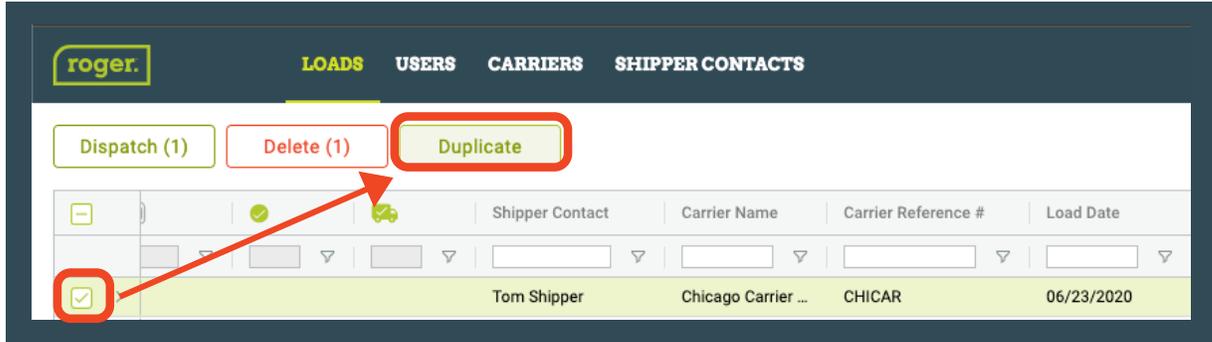
Once selected, a load form will appear. Here you can enter the load information. Once the necessary fields are filled in, you have the option click **Save** to save the load in your scheduled view or click **Dispatch** to send the load to a specific carrier to complete.

A screenshot of the load form. At the top left, it says 'Load Amount: \$ --'. At the top right are 'Cancel', 'Dispatch', and 'Save' buttons. The form contains several input fields: 'Date' (06/23/2020), 'Contact' (Tom Shipper), 'Carrier' (Chicago Carrier Inc #CHICAR), 'Status' (Schedule), 'Commodity' (Corn), 'Origin' (Joliet, Illinois), 'Destination' (Lombard, Illinois), 'Rate' (\$ 0.23), and 'Rate UoM' (Bushels (BU)). There is also a 'Shipper Notes' field containing 'Pick up load at gate #3'. On the right side, there are fields for 'Load #', 'Unload #', 'BOL #', and 'PO #'. At the bottom right, there is an 'Internal Notes' field.

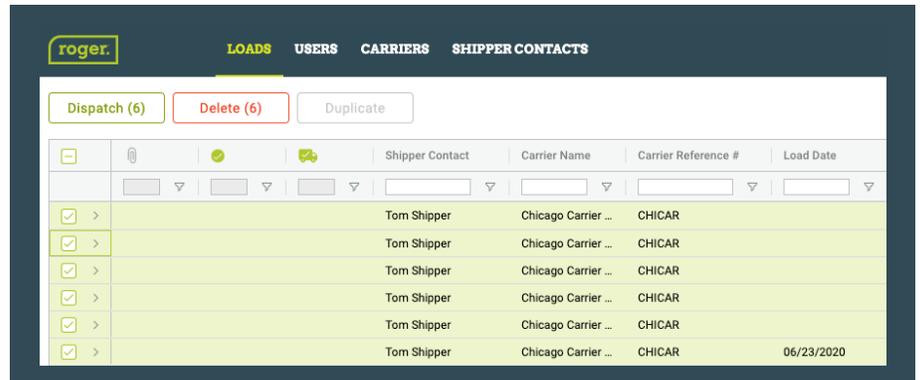
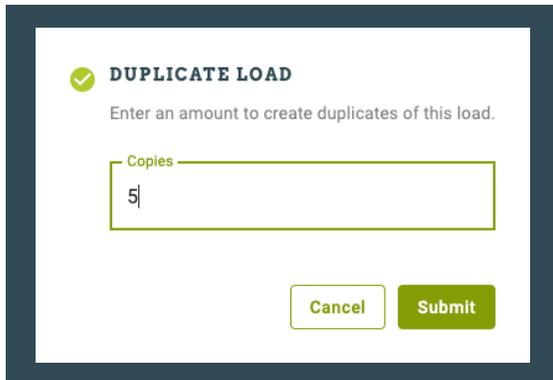
Note: The *shipper contact* field is used as the person of reference from who the carrier would have the business relationship. It is a required field before a load is able to be dispatched to a carrier.

Schedule Loads (cont.)

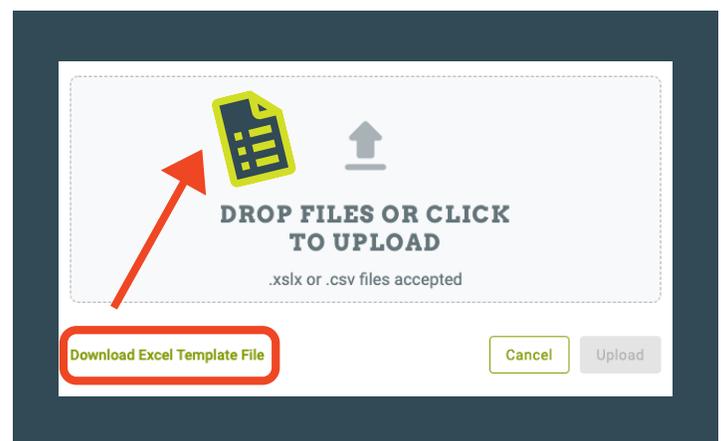
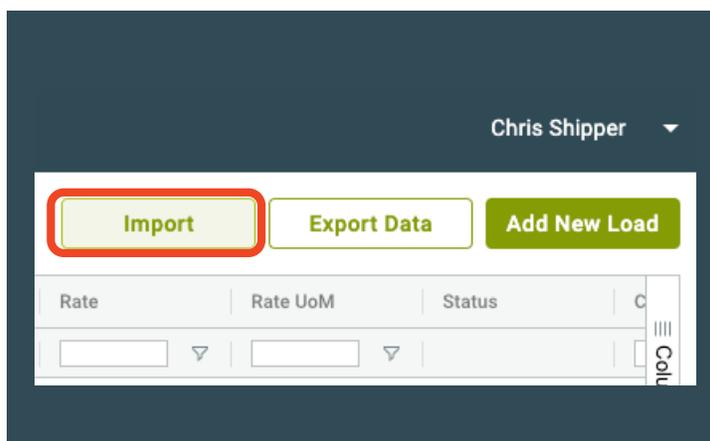
Duplicate Loads: Once a load is saved it will show up in your scheduled load dashboard. From there you can duplicate the loads by simply clicking the **green checkbox** next to the original load and selecting the green **Duplicate** button.



Type in your desired number of load copies and select **Submit**. Your copies will populate in your dashboard where you can edit them or assign them to a carrier for dispatch.

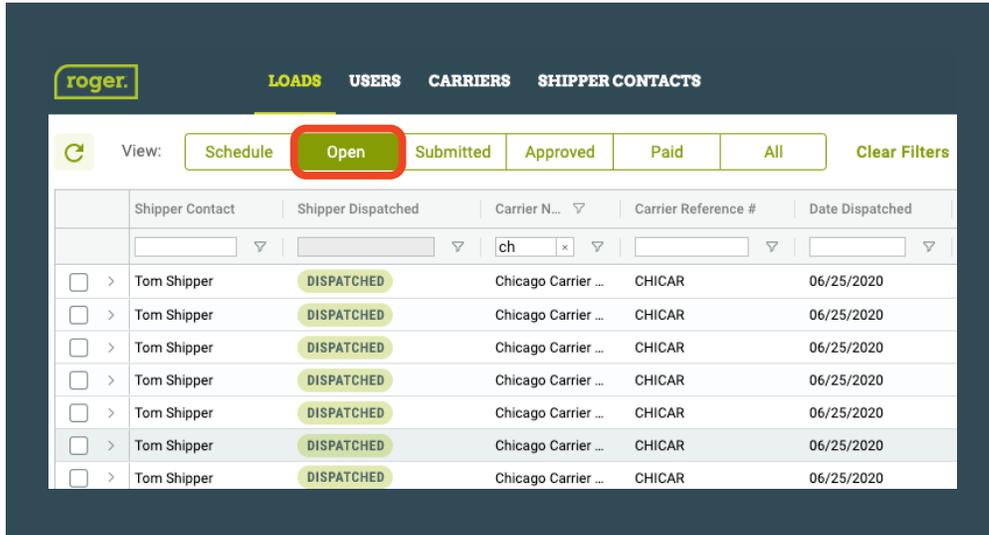


Import Loads: Bulk import loads using a downloadable template. Simply select **Import** and then click **Download Excel Template File**. Then add the completed .xlsx or .csv file for upload.



Open Loads

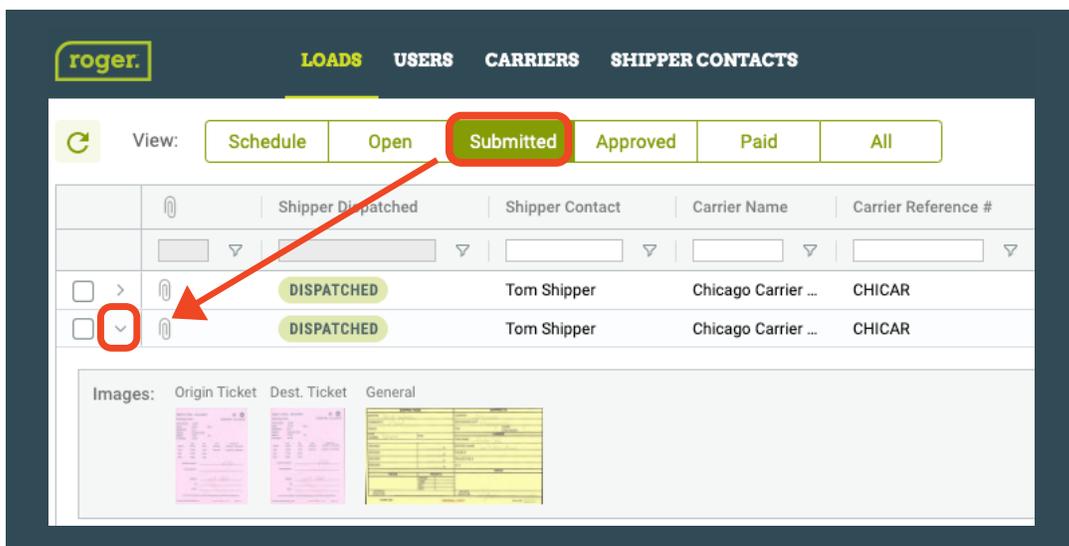
In the **Loads** tab select **Open**. This view shows all loads that are currently in Open status. Once loads are dispatched they enter the carrier's load lifecycle. Here you can watch the load progress with real-time updates before they are submitted by the carrier for payment.



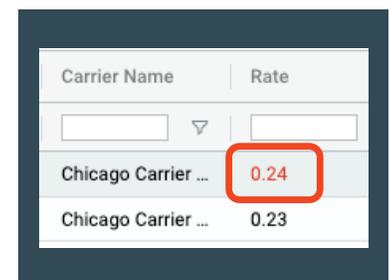
Note: Shippers cannot edit any open loads (only carriers can). Sort by any column by clicking on it. Hold and drag columns to your preferred order. View preferences are saved for each view – (Open, Submitted, etc.)

Submitted Loads

In the **Loads** tab select **Submitted**. This view shows all loads that were successfully submitted for payment by the carrier. Filter by a carrier's name to view all loads they are currently waiting for payment. Click the ">" to view origin/destination tickets and BOL images.

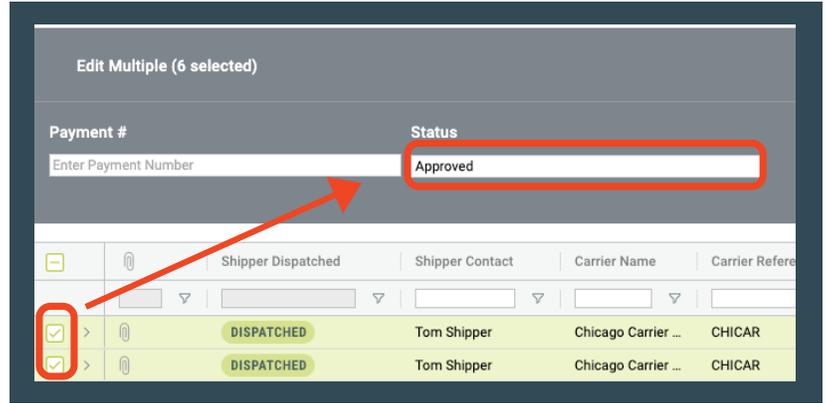
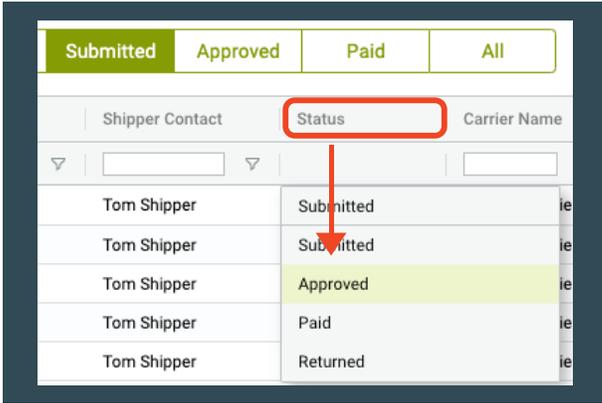


Note: Override any field to correct errors (such as weight, origin, etc) by clicking on the field. Total Amount \$ will recalculate if rate or qty are changed. The carrier will see these corrections in red.



Approved Loads

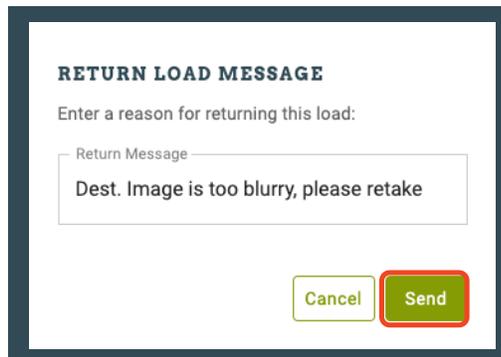
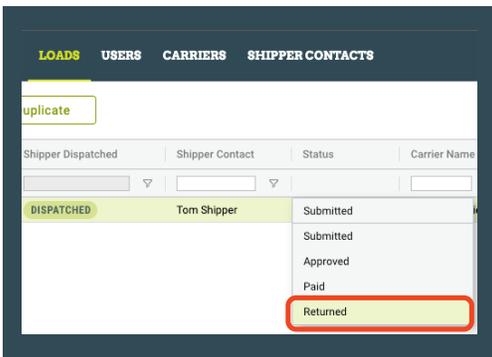
Approve Loads for Payment: In the **Loads** tab select **Approved**. This is an internal-only Shipper setting. A merchant can place a load into **Approved** status to indicate to an MA that the rate & load data appear to be correct and the MA can now process the payment.



Note: Loads can be approved individually by navigating to the *Status* column and selecting *Approved* from the dropdown

Note: Select multiple loads for approval by clicking the **green check boxes** and selecting *Edit*. From there you can select *Approved* from the dropdown.

Return a Load: If a carrier's submission for payment is incorrect or for any reason cannot be paid, Shipper users can use the Returned status. Find the load that needs returned, select **Returned** from the dropdown. Then you will be promoted to leave a Return Message.



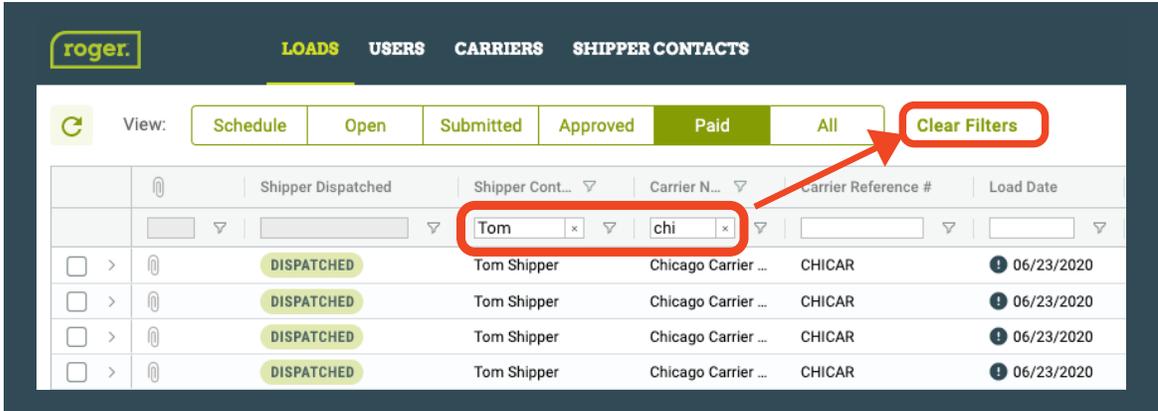
Once a load is returned by a shipper, the carrier will then see the load in their **Open** loads queue. There they can make the necessary changes and submit the load again for approval.

Paid Loads

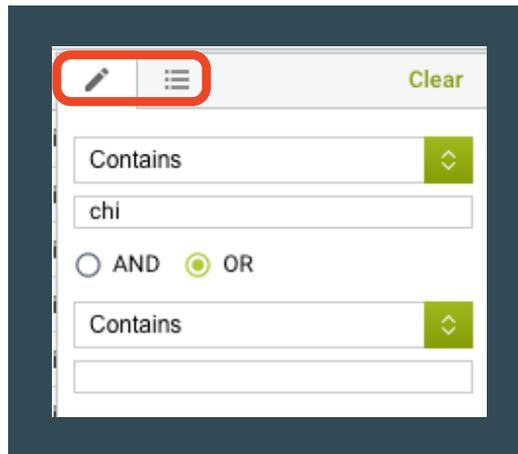
When Shipper changes a load to **Paid** status, the carrier receives notification that the payment has been created. All paid loads are visible from this view.

Filter Customization

Filter the contents of any column by typing into the filter box at the top of the column.



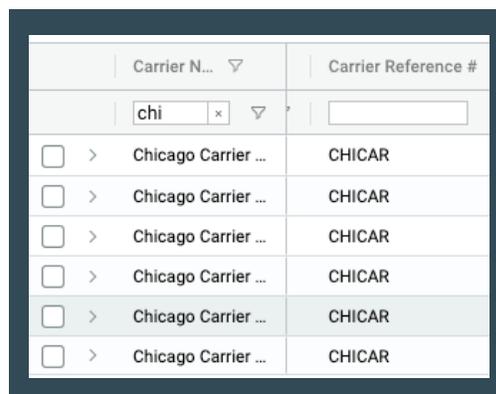
Advanced filters are available by clicking the Filter (funnel) icon to the right of the filter box. Select the list icon to filter from the whole list of available options in the column.



Column Customization

Personalize your column order by left clicking and holding to *grab* any column. You can then drag and drop the column into your preferred position

Pin any column to the right or left to freeze it (similar to the “freeze panes” feature in Excel). You will be able to scroll right & left and those columns will be always visible with the *Pin* function.



View/Export PDF

From any load dashboard tab, select any amount of loads from your view. Then select the *View PDF* button.

The screenshot shows the 'roger.' dashboard with a 'LOADS' tab selected. Below the navigation bar, there are buttons for 'Edit (4)' and 'Duplicate'. A table of loads is displayed with columns: Date Paid, Origin, Destination, Rate, Rate UoM, Status, Commodity, Net Origin Wt., Net Destination Wt., and Weight. Four rows of data are visible, each with a checked checkbox in the first column. A red box highlights the 'View PDF' button in the top right corner, and a red arrow points from the first row of the table to this button.

	Date Paid	Origin	Destination	Rate	Rate UoM	Status	Commodity	Net Origin Wt.	Net Destination Wt.	Weight
<input checked="" type="checkbox"/>	06/26/2020	Joliet, Illinois	Lombard, Illinois	0.24	Bushels	Paid	Corn		52,000 lbs	
<input checked="" type="checkbox"/>	06/26/2020	Joliet, Illinois	Lombard, Illinois	0.23	Bushels	Paid	Corn		52,000 lbs	
<input checked="" type="checkbox"/>	06/26/2020	Joliet, Illinois	Lombard, Illinois	0.23	Bushels	Paid	Corn		52,000 lbs	
<input checked="" type="checkbox"/>	06/26/2020	Joliet, Illinois	Lombard, Illinois	0.23	Bushels	Paid	Corn		52,000 lbs	

From there, you will be given the option to download, preview, or send a PDF copy to an email address.

The 'VIEW PDF' dialog box is shown. It contains the following options:

- Download
- Preview
- Send to Email

Below these are 'Options' with toggle switches:

- Cover Sheet
- Image Headers
- Origin Ticket Images
- Destination Ticket Images
- Other Images

A red box highlights the toggle switches for 'Image Headers', 'Origin Ticket Images', 'Destination Ticket Images', and 'Other Images'.

Pro Tip: Customize the layout of your selected PDFs before you download!

Use the toggle buttons to select which items will generate on the PDF