

Document Management in BridgeHaul

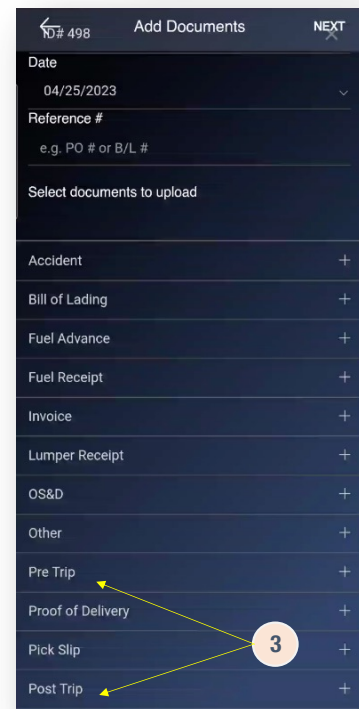
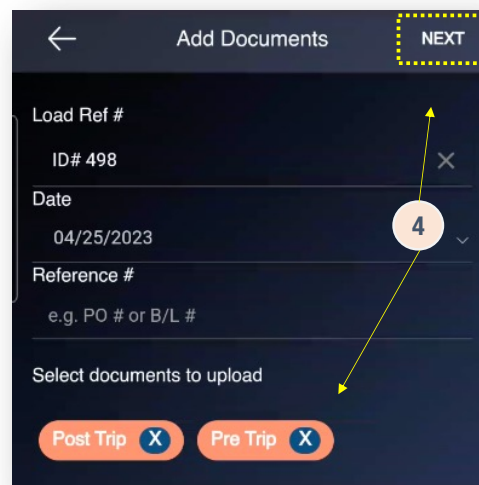
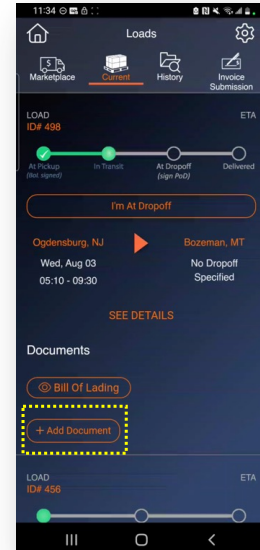
BridgeHaul Knowledge Articles for Sunbelt Rentals

INSTRUCTIONS: HOW TO UPLOAD & VIEW DOCUMENTS

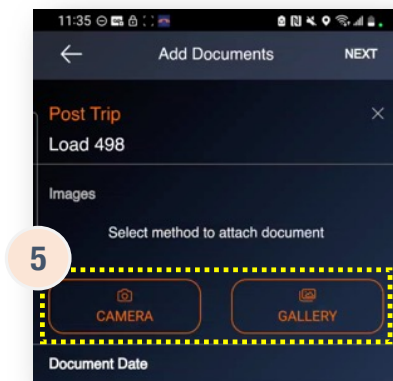
1. Under **Documents**, you can:
 - a. View previously uploaded documents (e.g., Bill of Lading, Pre- and Post Trips)
 - b. Upload new documents
2. Let's first walk through uploading documents; to upload a document or documents, click the ('+') **Add Document** button

Important Note: Drivers will be required to upload a **Pre Trip** and **Post Trip** image for Sunbelt loads (Pre Trip images are required at Pick Up and Post Trip images at Drop Off)

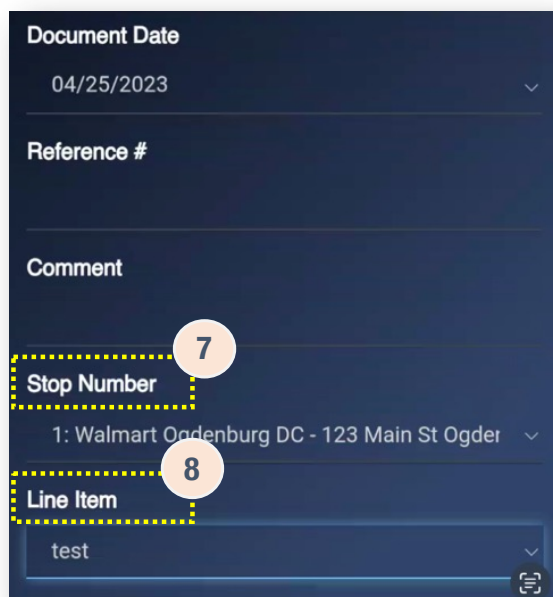
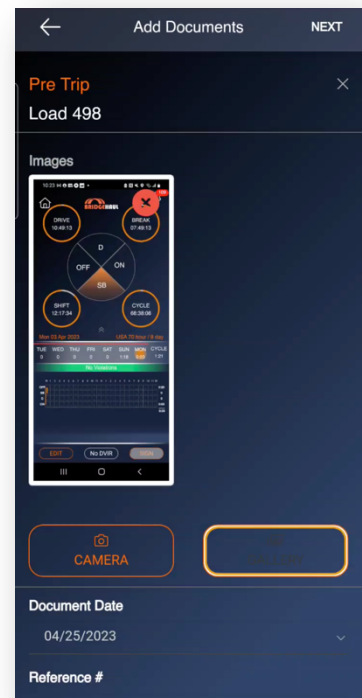
3. You can upload and manage more than one document at a time, just select the document types you would like to address, click on **Pre Trip** and **Post Trip**
4. Confirm the documents you selected, then click **NEXT**



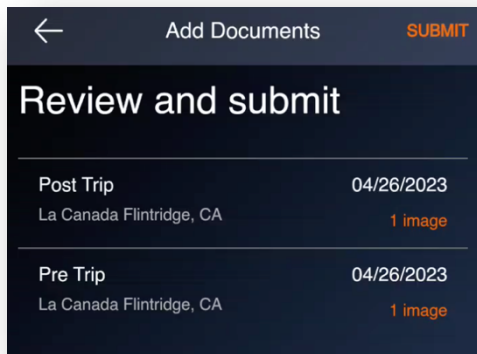
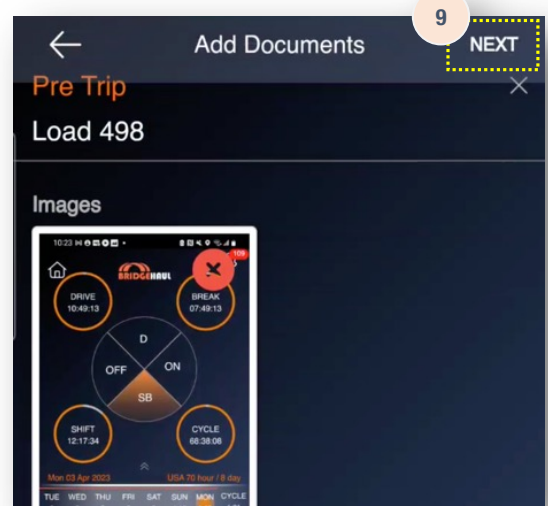
- After selecting your document type(s)—you’ll click **Camera** to take an active shot or **Gallery** to select a picture you’ve already taken



- Let’s grab a file from our mobile device’s **Gallery**; upon selecting an image, you will get the chance to review the added image
- Select a **Stop Number** for your upload from the drop-down (if it is a **Pre Trip**, it’ll prompt you with pickup locations; **Post Trips** will include drop-off locations)
- You’ll then need to select the **Line Item(s)** associated with the pickup or drop off



9. Once finished with **Pre Trip**, click **NEXT** and you'll be **auto-directed** to the **Post Trip**
10. Repeat the same process for your **Post Trip**; simply **upload another image**, indicate the appropriate **Stop Number**, add **Line Items**; then click **Next**
11. You now have a **Pre Trip** and **Post Trip** document



12. To review what you've added, click the item to review; you'll be able to view the image, who uploaded it, when, and where it was uploaded
13. To upload the documents, click **SUBMIT** and you'll see that the documents have been uploaded as well as all other documents you've uploaded from past loads

