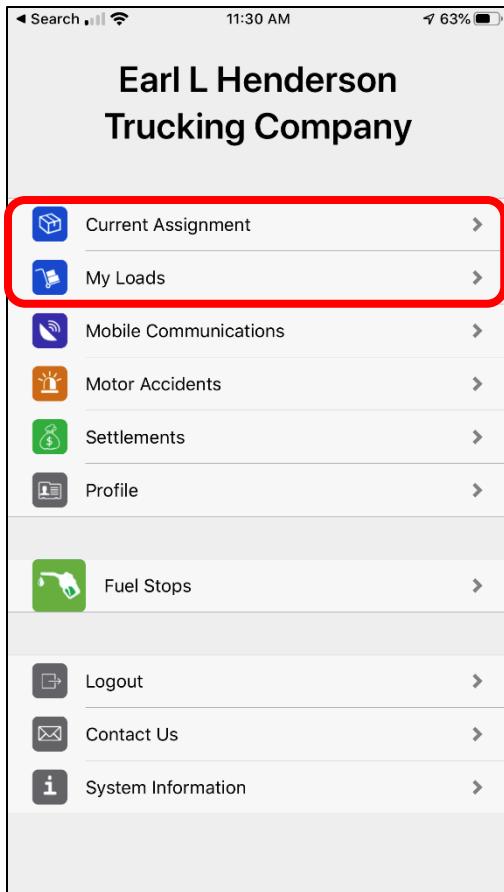


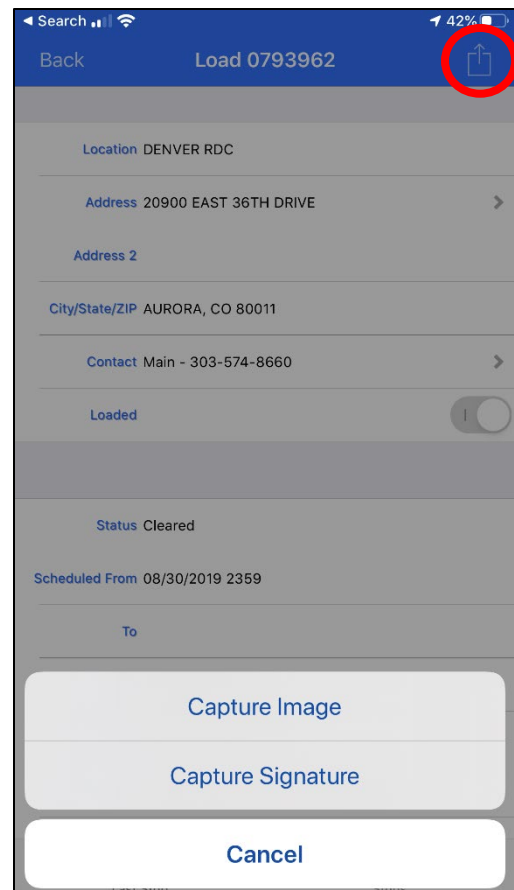
How to Upload Signature and / or Load Paperwork Using McLeod Anywhere

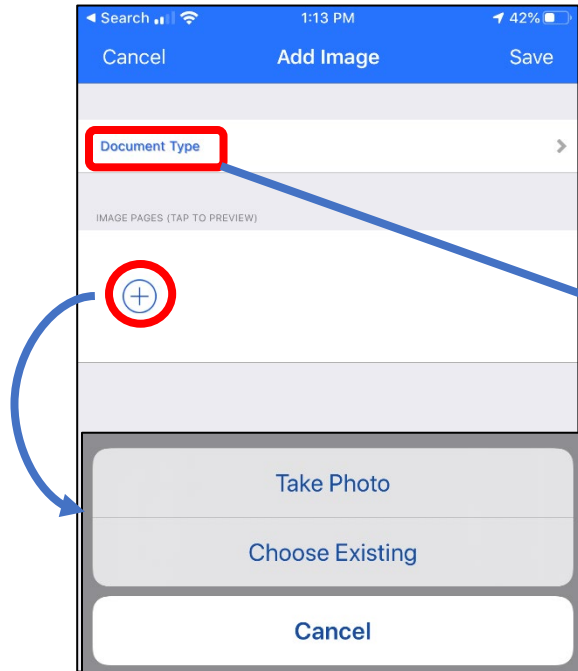


Access the load you are wanting to attach paperwork or a signature to using either “Current Assignment” (if the load is your current load assignment) or “My Loads” if you are adding paperwork to a previously closed out load.

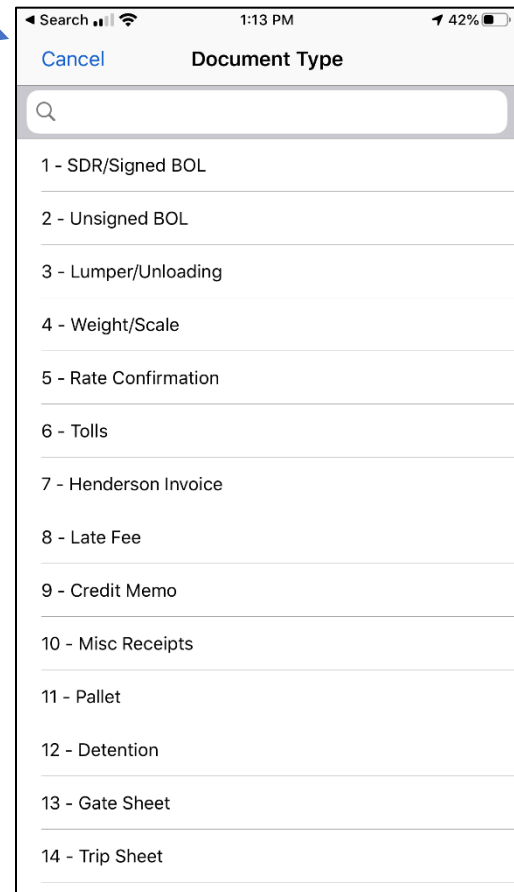
Once you are in the load record, verify that the locations and other stop information is what you were expecting to see and click the icon in the top right corner to access the additional items menu.

Two options, “Capture Signature” and “Capture Image” will be visible for any loaded movements current or historical.





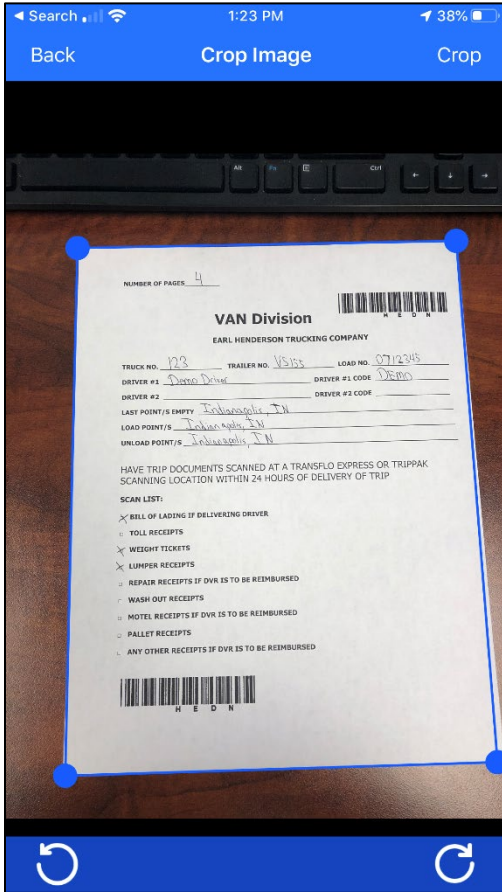
Clicking “Capture Image” brings up a menu option that allows you to select the document type and add images (either from your existing library or by taking a new photo).



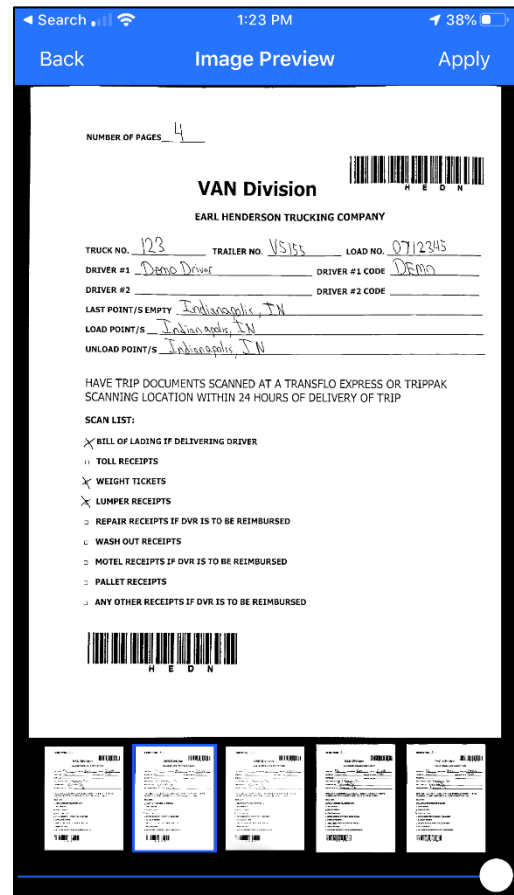
You can see the different selectable document types to the right. Please upload any and all documents related to your load. The main document types are detailed below, although you may use any of the options available:

- SDR/Signed BOL – The #1 required document. This is the signed bills by the consignee confirming that the load has been properly accepted and received.
- Lumper/Unloading – The lumper receipt for this load (optional). Must be submitted to be reimbursed for lumpers.
- Weight/Scale – The weight/scale receipt for this load (optional). Must be submitted to be reimbursed for scale tickets (company drivers only).
- Tolls – The toll receipt(s) for this load (optional). Must be submitted to be reimbursed for tolls (company drivers only)
- Misc Receipts – Any pre-approved miscellaneous receipts for this load. Must be pre-approved by your fleet manager
- Detention – Any supporting documents that show detention is needed on this load. Must have in and out times and must be communicated properly with your fleet manager with continuous documented communication.
- Trip Sheet – The cover page for your trip packet.

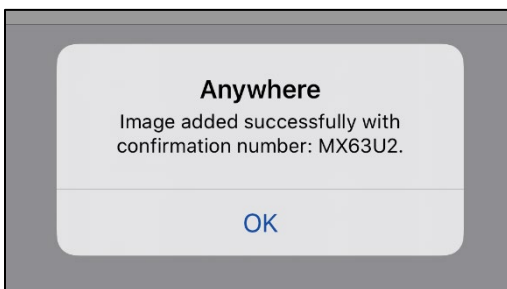
You can only have 1 Document Type selected at a time. Please upload all images related to that document type before proceeding to the next document type.



After you select or take a new picture, you'll be presented with an option to crop the image. Please drag the four corners to the edge of the document and click "Crop"



The next screen allows you to color correct the image to increase readability. Start by selecting 1 of the 5 options at the bottom that most clearly shows the paperwork. If the selected style has a slider, try moving the slider to see if the image looks clearer at different levels. As soon as you confirm you are able to properly read the entire document, click "Apply".



You will receive a confirmation number stating the image was successfully uploaded. Please retain this confirmation number for your records.