



Logistics | Transportation | Warehousing

MobileTek Usage Guide





Welcome to MobileTek Usage Guide training provided by Rover 3PL.

- In this training module you will learn how to use the MobileTek application for electronically picking up and delivering courier jobs for Rover 3PL.
- We will cover how to:
 - Load the MobileTek application to your smart phone (Android or IOS)
 - Logging into the application (you will automatically show up available for work on the Rover 3PL dispatch board)
 - Navigation of the MobileTek application to be able:
 - Accept one or ALL incoming order(s)
 - View order details
 - Arrive a pick up location
 - Scan package barcodes for pickup validation
 - Depart a pickup location
 - Arrive at a delivery location
 - Scan package barcodes for delivery validation
 - Depart a delivery location
 - Close an order
 - Log out of the MobileTek application.
 - Load truck option of multiple orders (expert user)



Content instructions:



- For Android users that need to load the MobileTek application to your smartphone proceed to page 4.



- For IOS users that need to load the MobileTek application to your smartphone please to page 9.



- If MobileTek application has already been loaded on your phone proceed to page 13.



- Expert users can proceed to page 36 for “Load Vehicle” instructions.



Installation for: Android



part 1

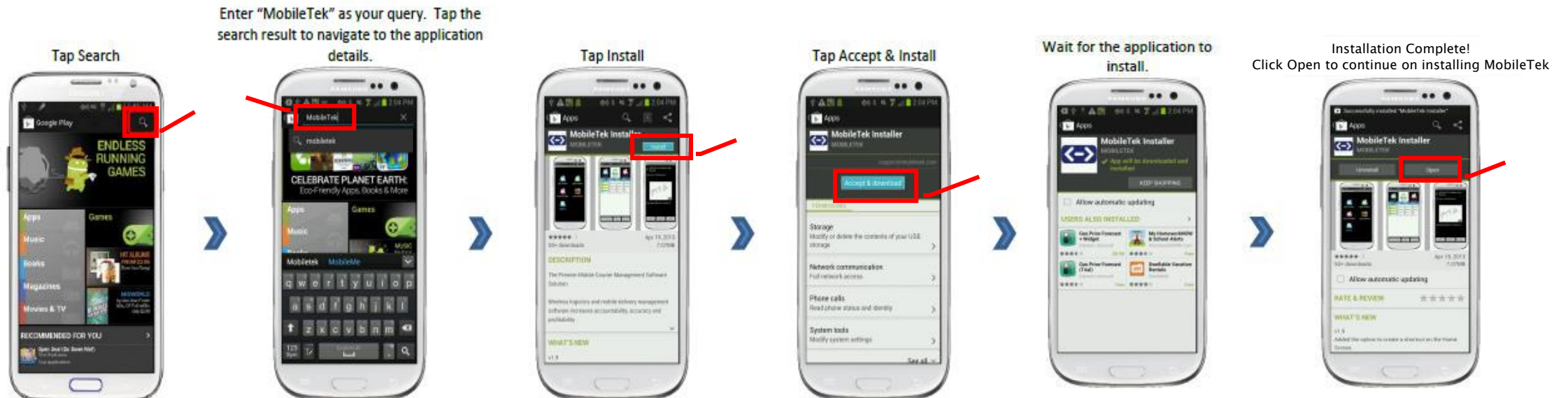
- To begin installing MobileTek for Android, we need to navigate to the Google Play store and install the necessary prerequisite applications.
- Locate the Google Play store on your device and launch the application.
- If this is a brand new device, or you have never used the Google Play Store, you will be prompted to configure a new account. You can choose to use your existing Google Play account if you happen to already have one setup.

Installation for: Android



part 2

- **Downloading MobileTek Installer**
- The MobileTek Installer is a simple application that will help you to install MobileTek and the required prerequisites on your device.



Installation for: Android



part 3

Installing MobileTek & ZXing

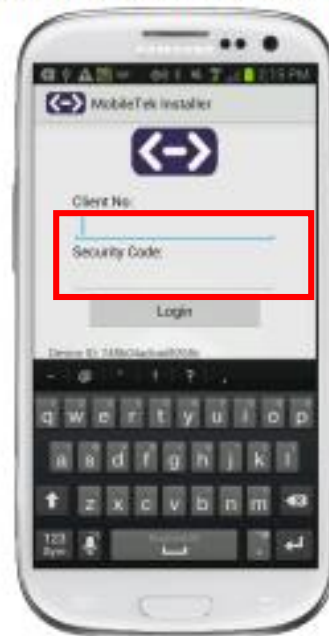


Now that we have the MobileTek Installer downloaded, we can run the application and install the required prerequisites.

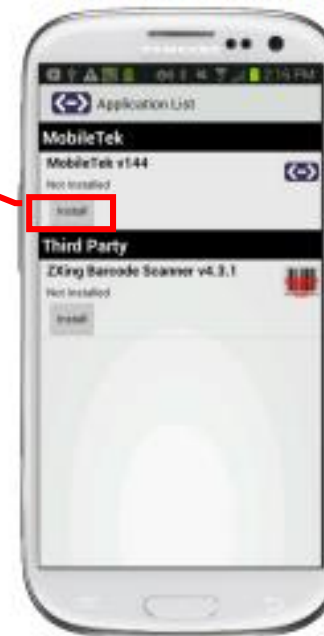
Launch MobileTek Installer from your device.



Login with your Client # & Security Code



Install MobileTek by tapping the "Install" button



Wait for the application to download.



Client#: 336 Security Code: 332976

Installation for: Android



part 4

If you do not have "Unknown Sources" enabled, we will have to tap "Settings" to enable the installation of MobileTek from outside Google Play. If you do have "Unknown Sources" enabled, you will not see these two screens.

After enabling "Unknown Sources", return to the MobileTek Installer and tap "Install" for MobileTek

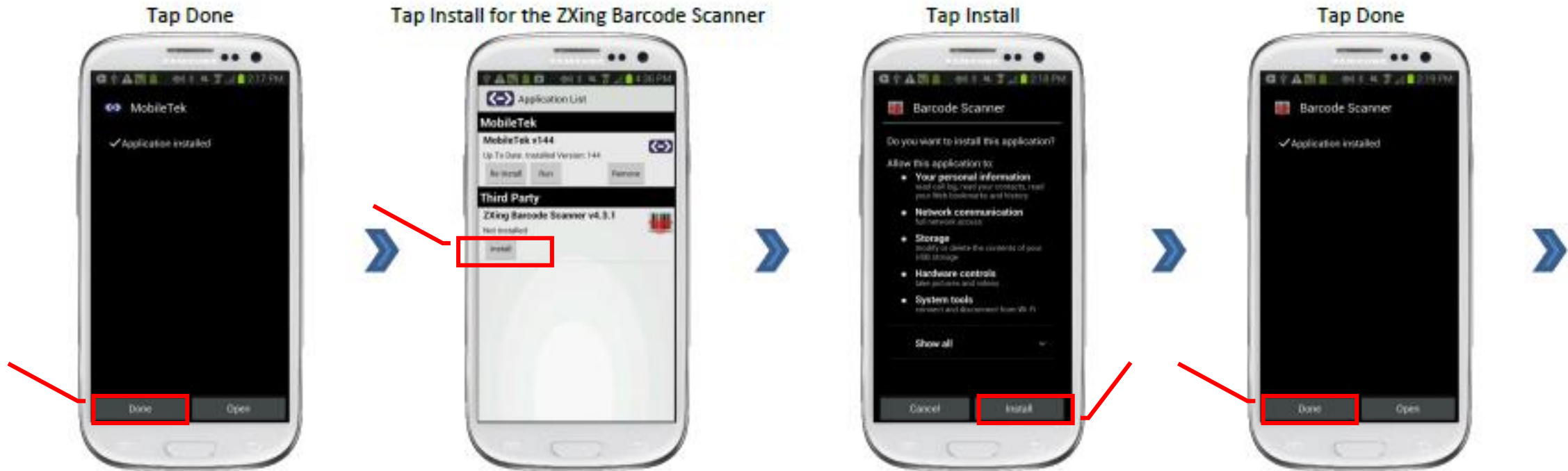
Tap Install



Installation for: Android



part 5

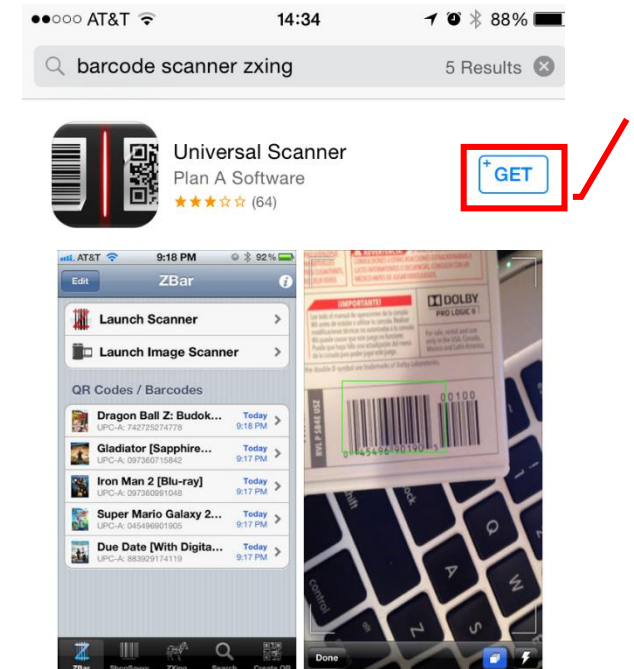


Installation for: IOS



part 1

- First, search for (1) “**Zxing**” in the App Store search box (found in the upper-right corner) and then select the (2) “*Universal Scanner*” option.
- Next, click the “**Get**” tab to the right of the “*Universal Scanner*” logo to begin the download.

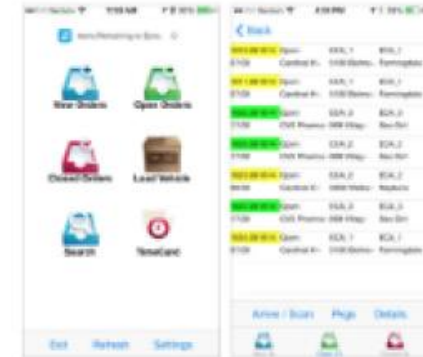


Installation for: IOS



part 2

- First, search for (1) “**Mobiletek**” in the App Store search box (found in the upper-right corner) and then select the (2) *MobileTek* option.
- Next, click the “**free**” tab to the right of the MobileTek logo to begin the download.
- *If you are using an **IPAD**, you must **change** the search filter to **IPHONE ONLY** for the MobileTek downloads to be visible. This is found in the upper-left corner of the App Store Screen.



Initializing MobileTek on your device

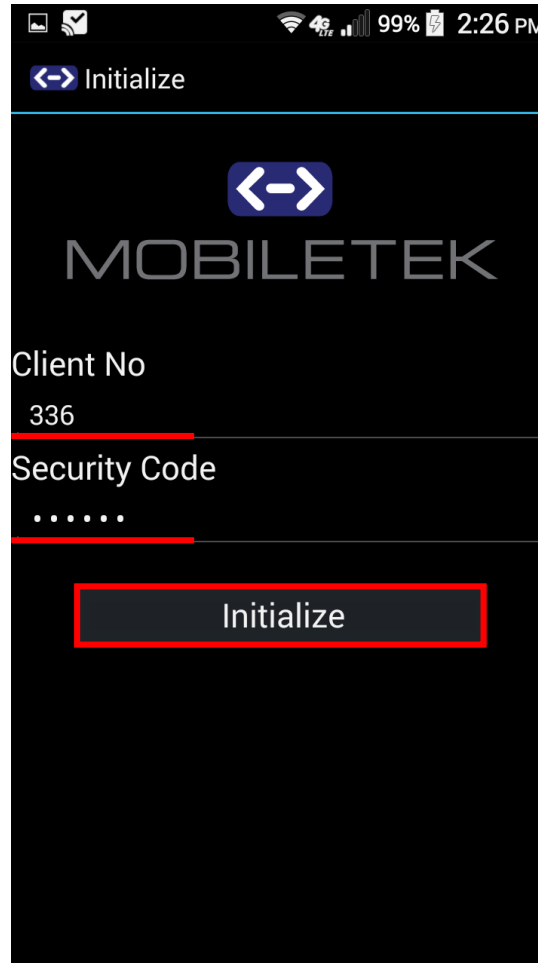
(1) Enter **Client Number**

336

(2) Enter **Security Code**

332976

(3) Select **Initialize**



You are now ready to use



MOBILETEK

on your smartphone.

Find the application icon on the screen of your phone and open MobileTek.

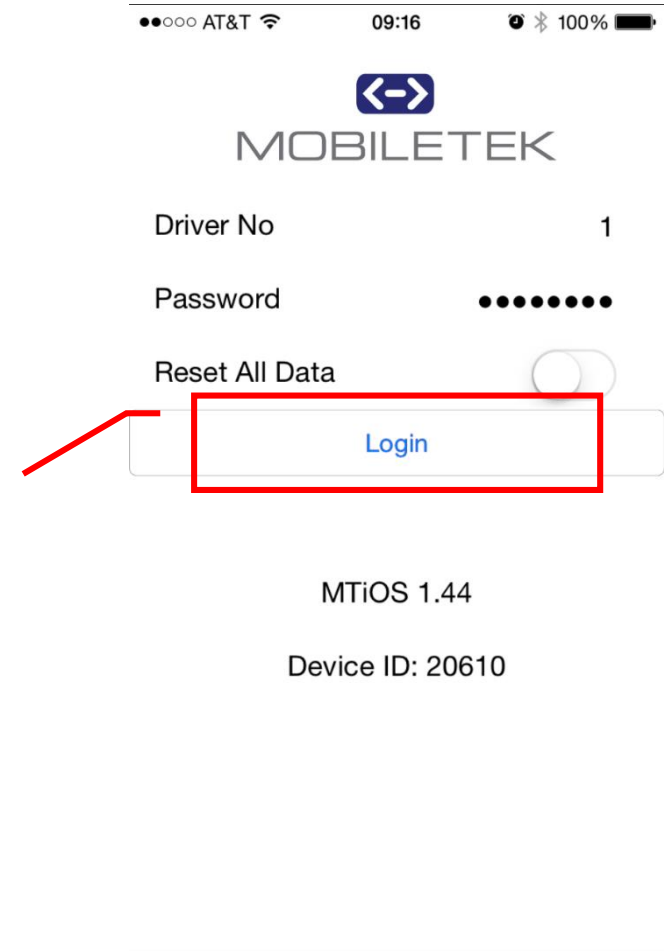
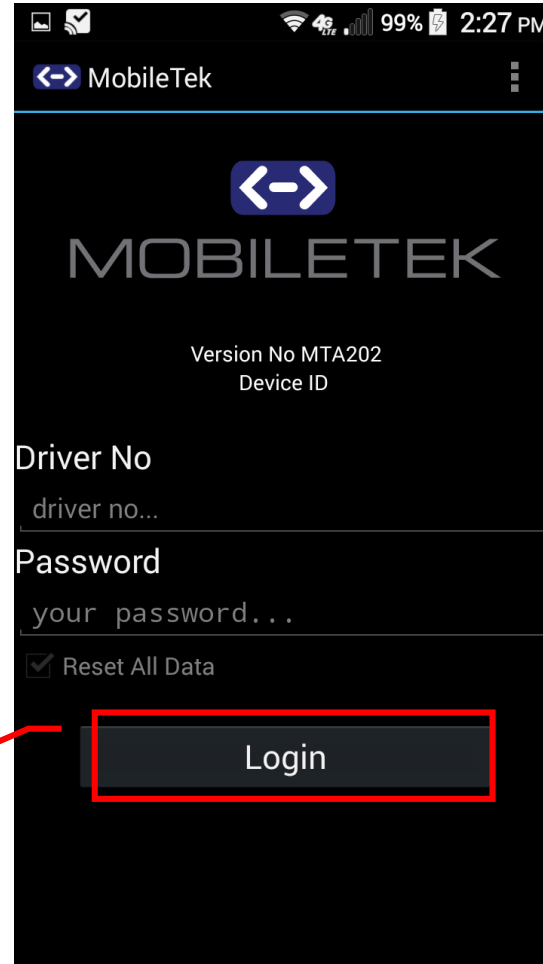
In order to proceed through the rest of this training module you must contact your driver trainer for MobileTek login information and test jobs.

Sign in to MobileTek

- You will need your Rover 3PL Driver #
- and
- Password :

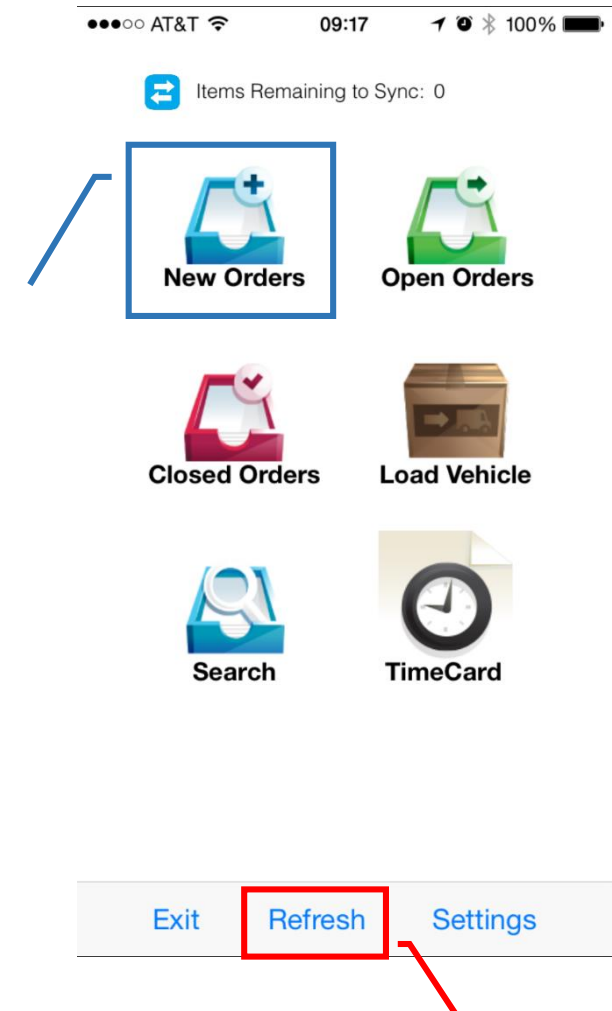
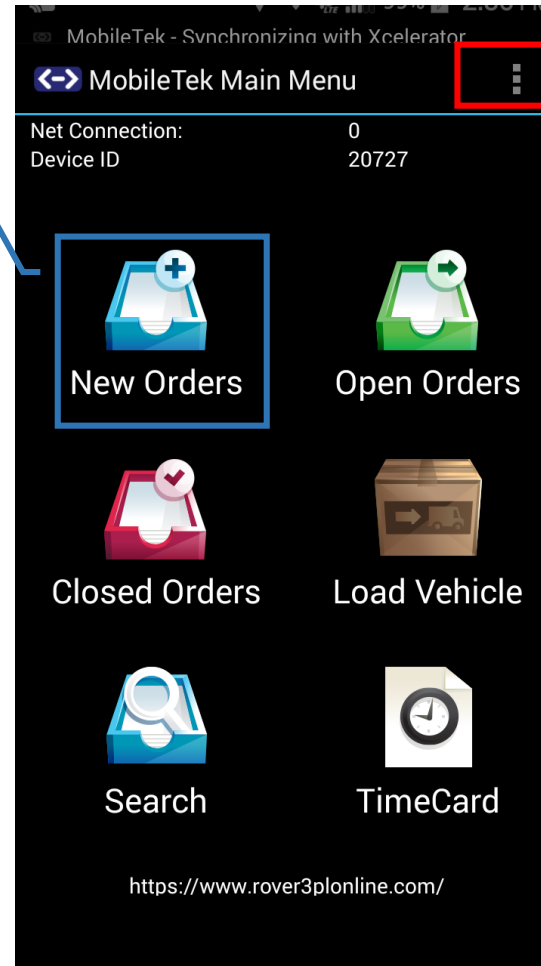
Both will be provided by Driver Trainer

Click “Login”



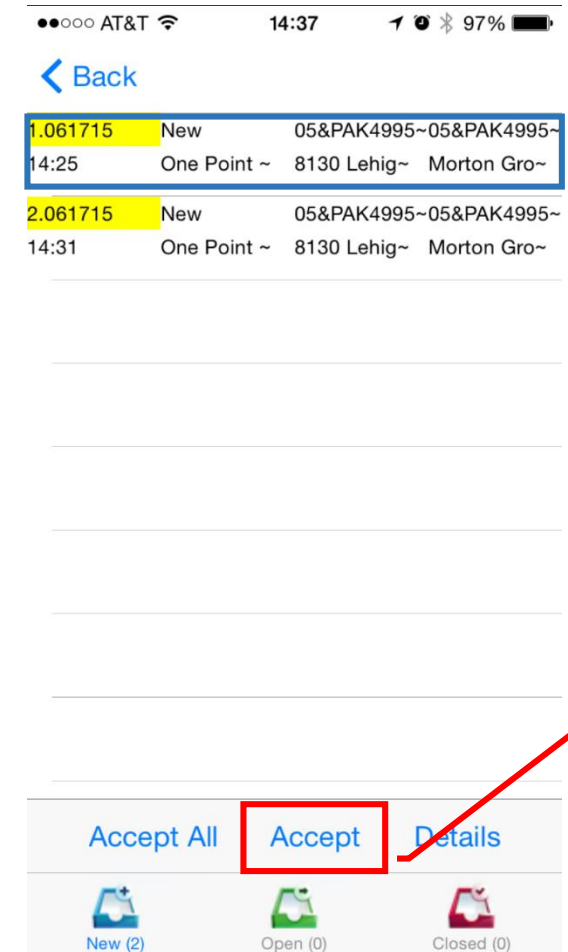
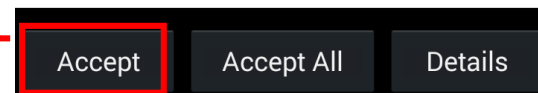
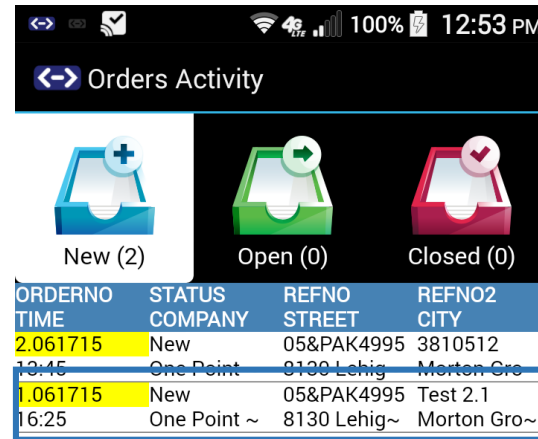
New Orders

- Click on the **New Orders** Icon
- If no new orders are available, you may need **refresh**
 - IOS button located on bottom of screen
 - Android menu option in upper right corner.



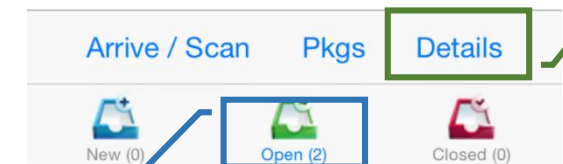
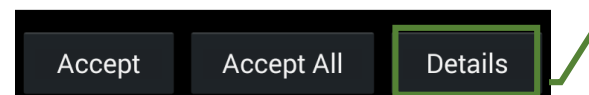
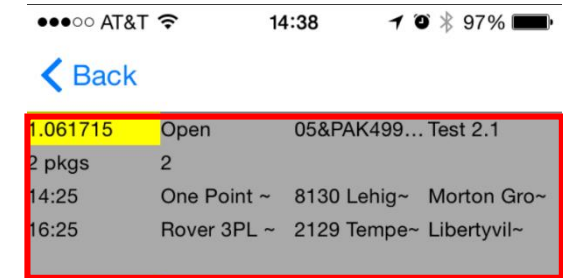
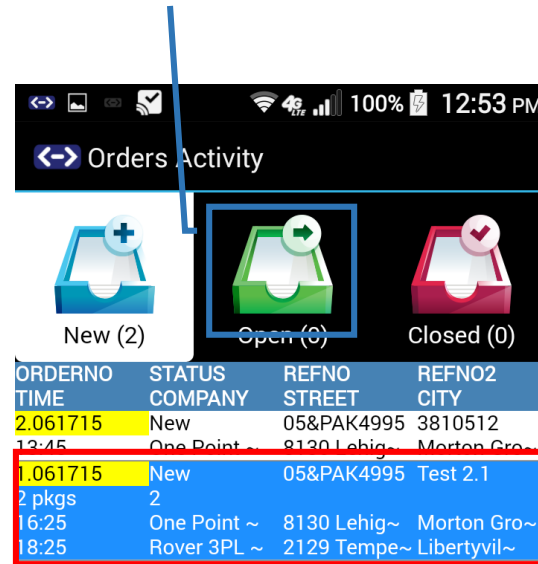
Accepting Orders

- Yellow Orders indicate unaccepted orders
- Click on a **highlighted** order to and click **Accept** to accept just the one order.
- Or click on Accept all button on bottom of screen to Accept every order.
- Confirmation screen will open and select “yes”



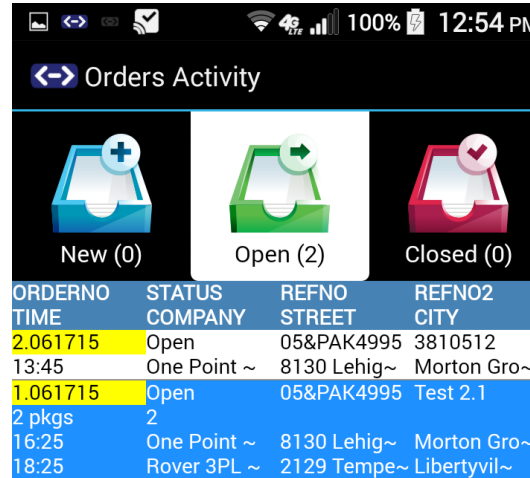
Open Orders

- Once Order has been accepted it is moved to the “Open” orders box
- Click on the “Open” (green) box to view.
- **Highlight** order that will be processed and click **Details**.



Order – Pickup Arrival

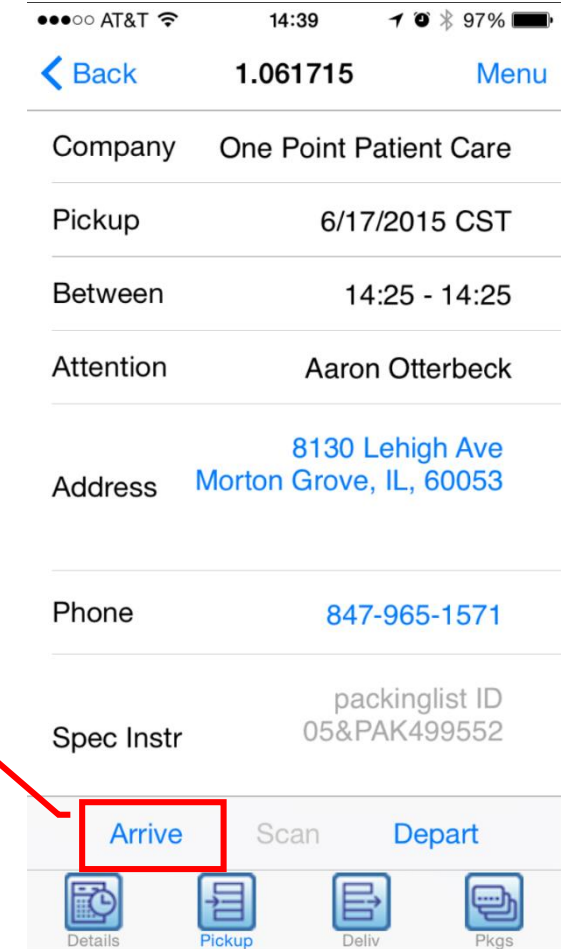
- By default when you open Order details you notice that the Pickup icon on the bottom is highlighted.
- First step of any job is to arrive at the pick up location.
- Scan is greyed out until you arrive.
- Click **Arrive/Scan** to time stamp your arrival.



Orders Activity

New (0) Open (2) Closed (0)

ORDERNO	STATUS	REFNO	REFNO2
TIME	COMPANY	STREET	CITY
2.061715	Open	05&PAK4995	3810512
13:45	One Point ~	8130 Lehigh~	Morton Grove~
1.061715	Open	05&PAK4995	Test 2.1
2 pkgs	2		
16:25	One Point ~	8130 Lehigh~	Morton Grove~
18:25	Rover 3PL ~	2129 Tempe~	Libertyville~



AT&T 14:39 97%

Back 1.061715 Menu

Company One Point Patient Care

Pickup 6/17/2015 CST

Between 14:25 - 14:25

Attention Aaron Otterbeck

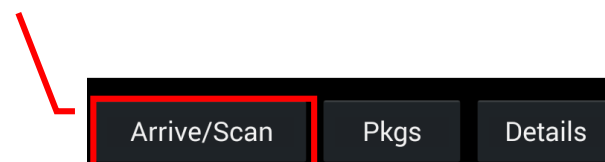
Address 8130 Lehigh Ave
Morton Grove, IL, 60053

Phone 847-965-1571

Spec Instr packinglist ID
05&PAK499552

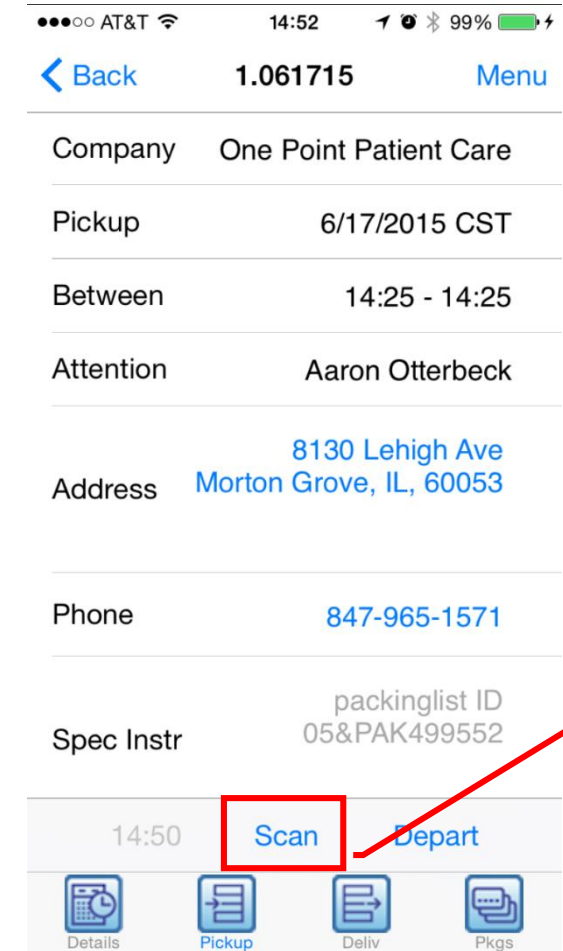
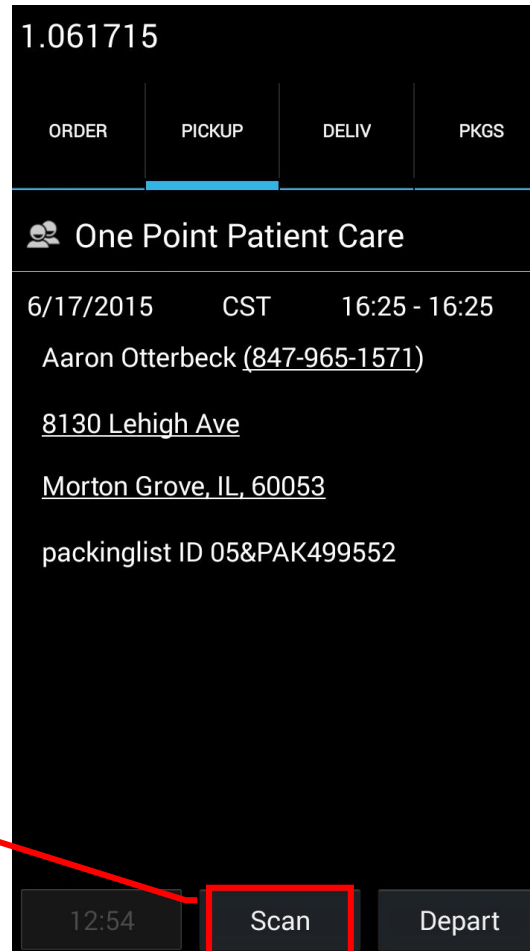
Arrive Scan Depart

Details Pickup Deliv Pkgs



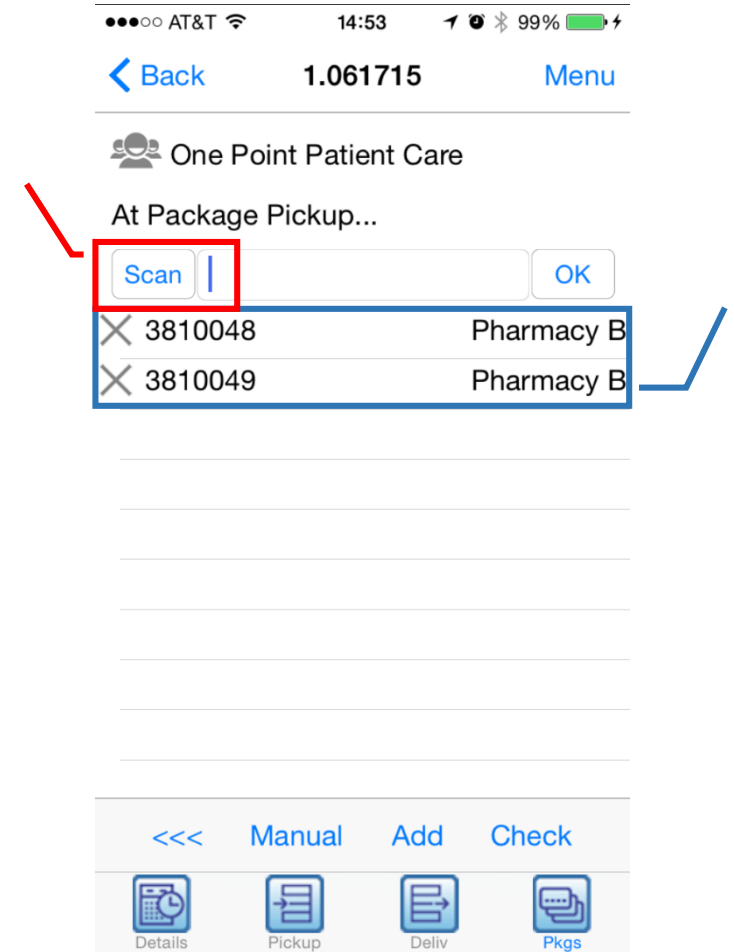
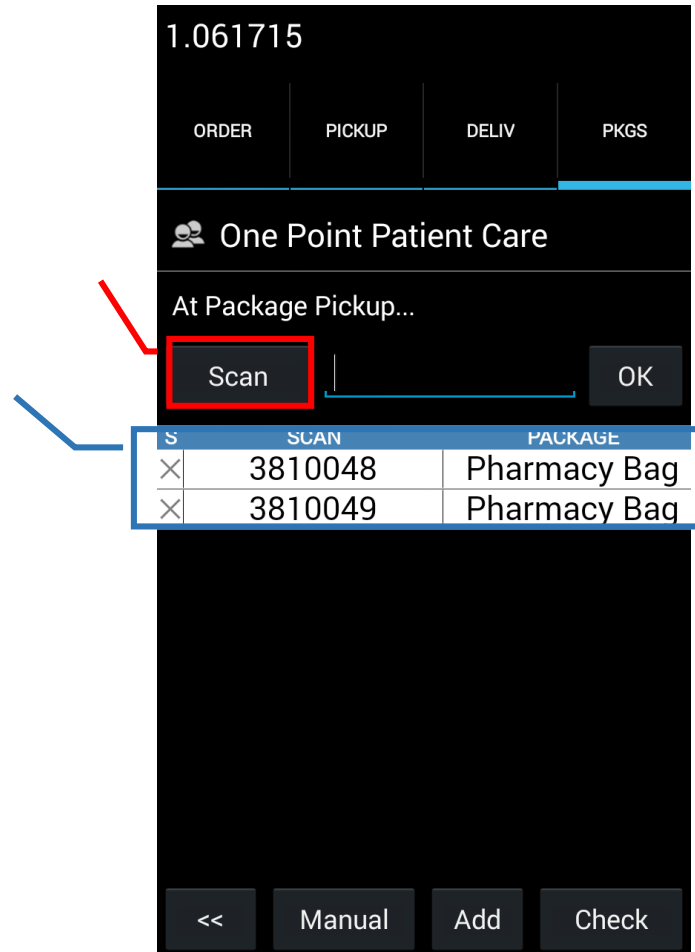
Order – Scanning Barcode

- Now that you have arrived at the pick up location you can scan pick up items to verify proper packages received against order.
- Click **scan** to proceed (must scan all packages to validate pick up)



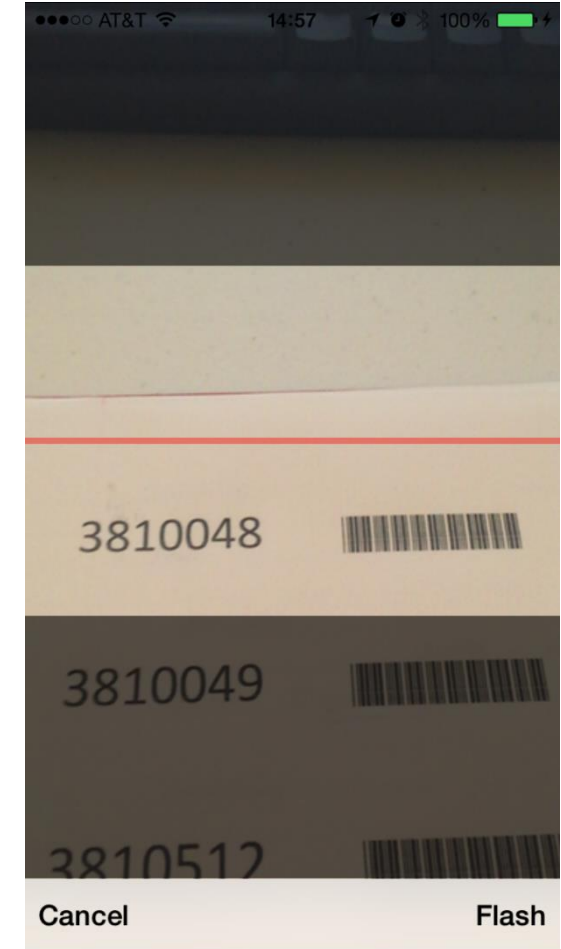
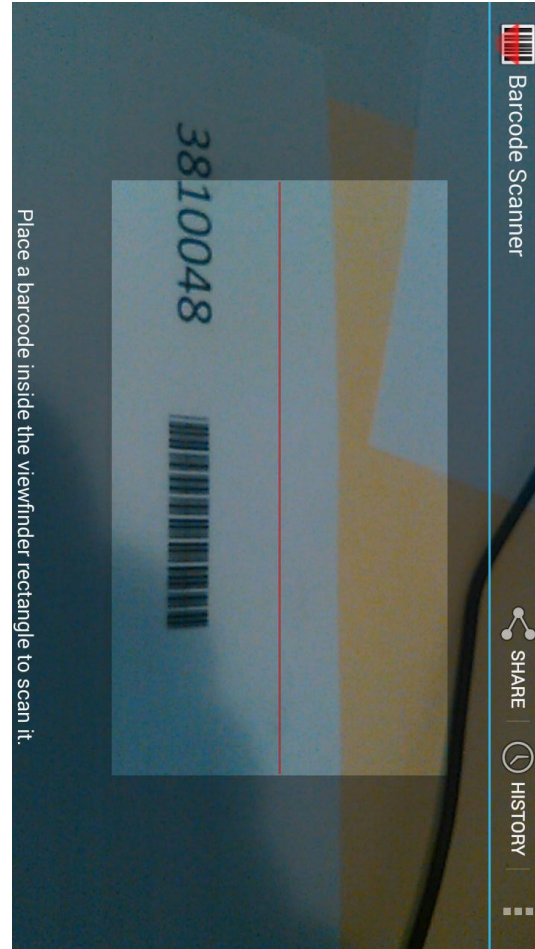
Order – Scan (cont.)

- At Package Pickup...
Screen will identify all packages to be picked up for a given order.
- Click **scan** button to open scanner.



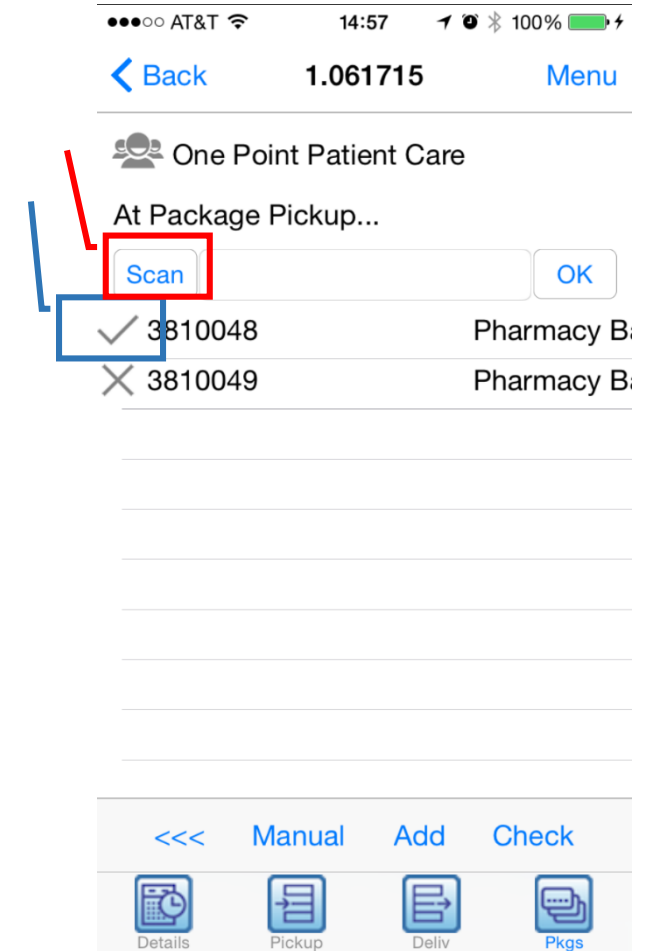
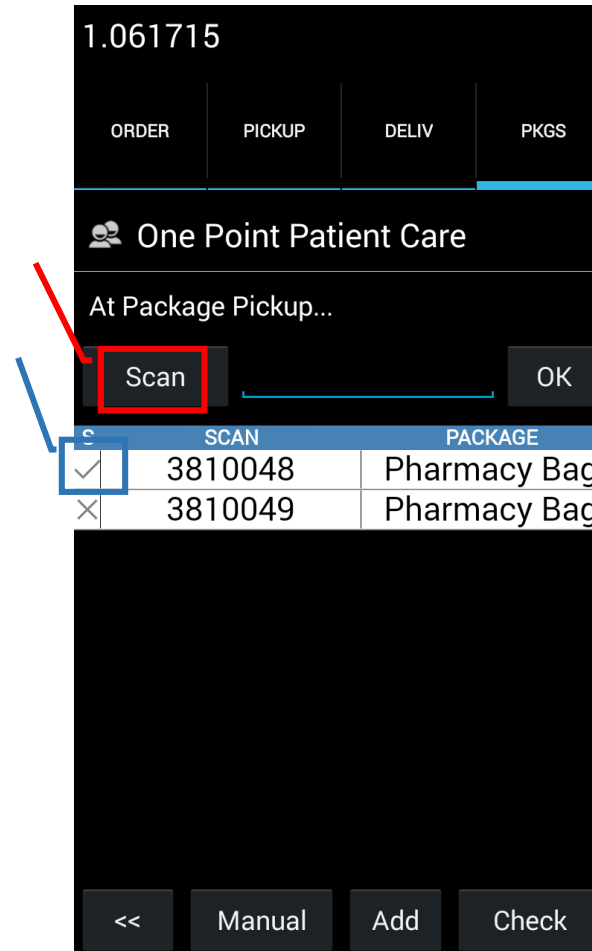
Order – Scan (cont.)

- MobileTek will automatically open the scanner.
- Place the red line over the barcode to be scanned. (red line must be centered and covering the barcode of the package)



Order – Scan (cont.)

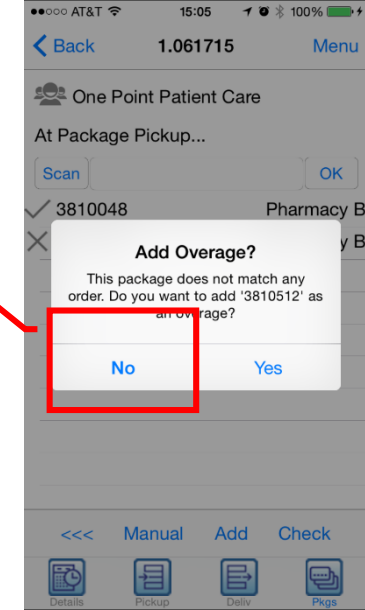
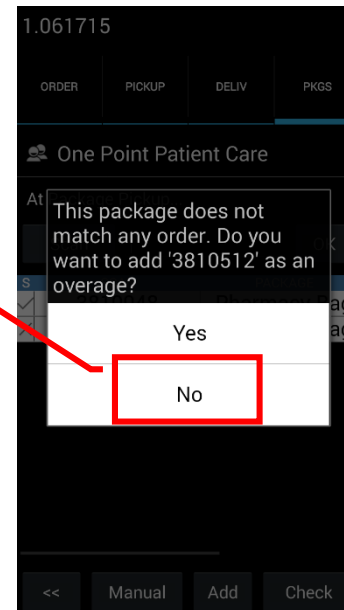
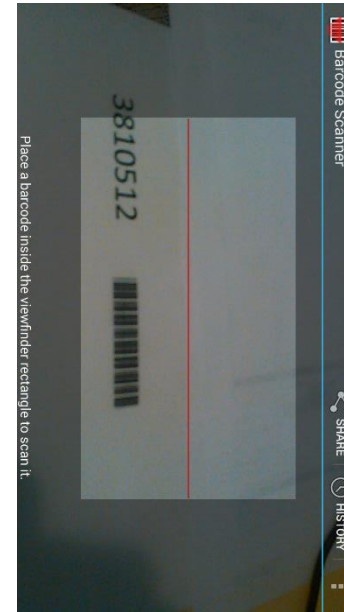
- If **correct barcode** is scanned MobileTek will return to the “At Package Pickup” screen.
- Multiple packages require all packages to be scanned for validation. Click **Scan** again for next package.



Order – Scan (cont.)

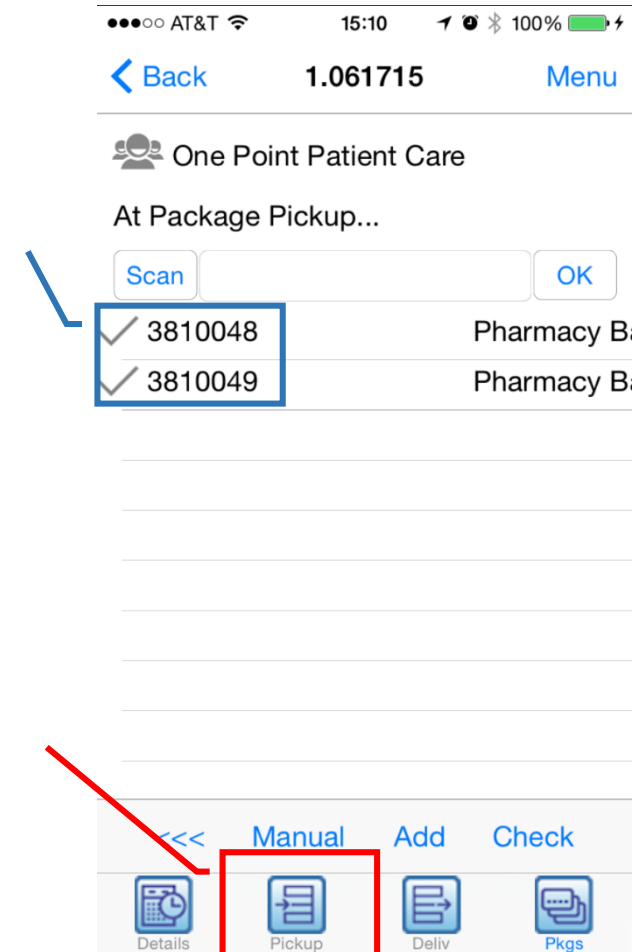
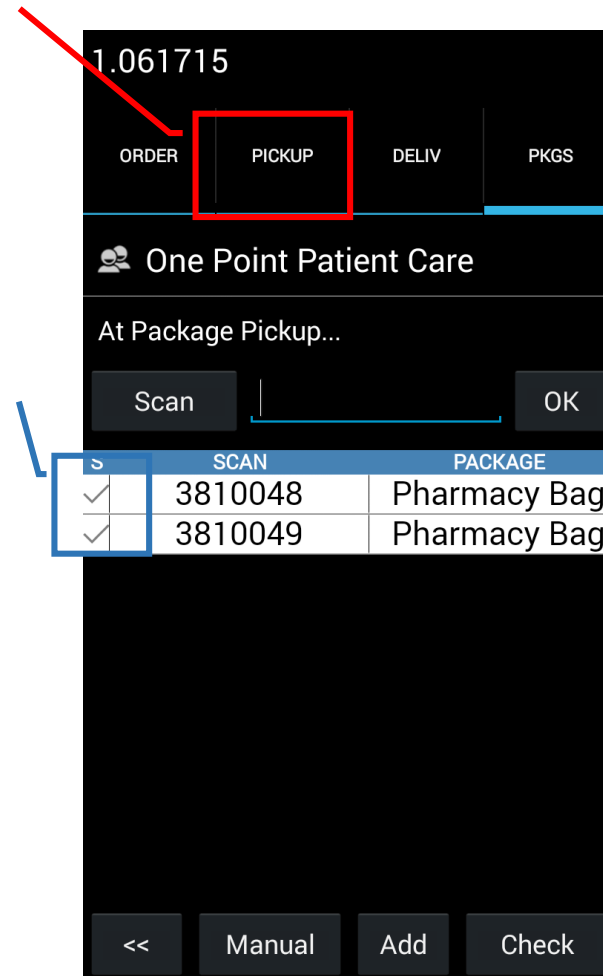
- If the incorrect barcode is scanned MobileTek will let you know that the package does not match this order.
- Click **No** to the error message.
- Find out why you have the wrong package for this delivery, make correction and rescan correct package.

Never add a package to an order without contacting and confirming with Dispatch.



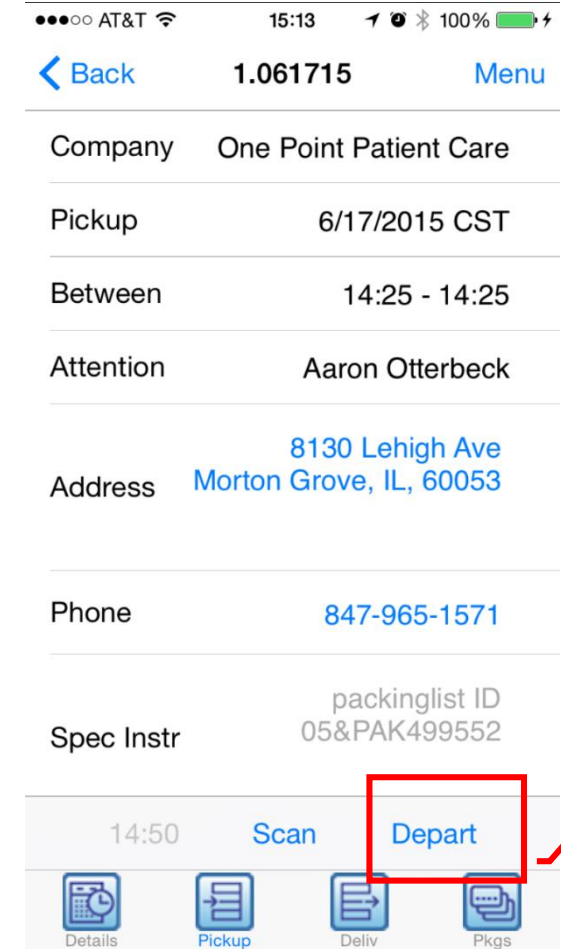
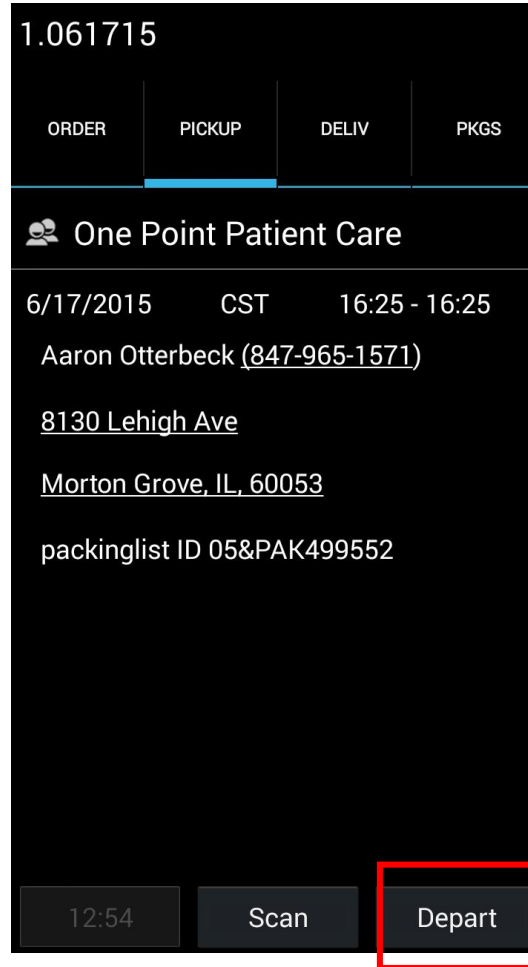
Order – Scan (cont.)

- Once all packages have been properly identified and scanned click **“Pickup”** button.



Order – Depart pick up location

- Click “Depart” text on lower right of screen to leave the pick up location.



Order – First pick up complete

- Congratulations, you have completed your first pick up in MobileTek.
- You will notice that in the “Open” box that all jobs currently in progress (onboard) are highlighted in green.
- Follow dispatch instructions to proceed to next Pickup / Delivery.

ORDERNO TIME	STATUS COMPANY	REFNO STREET	REFNO2 CITY
2.061715 13:45	Open One Point ~	05&PAK4995 8130 Lehigh~	3810512 Morton Gro~
1.061715 18:25	Open Rover 3PL ~	05&PAK4995 2129 Tempe~	Test 2.1 Libertyvil~

Arrive/Scan Pkgs Details

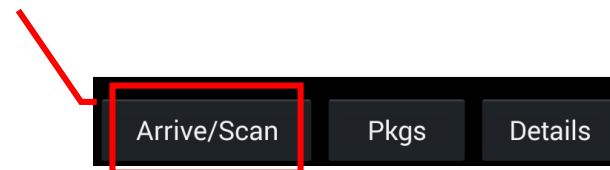
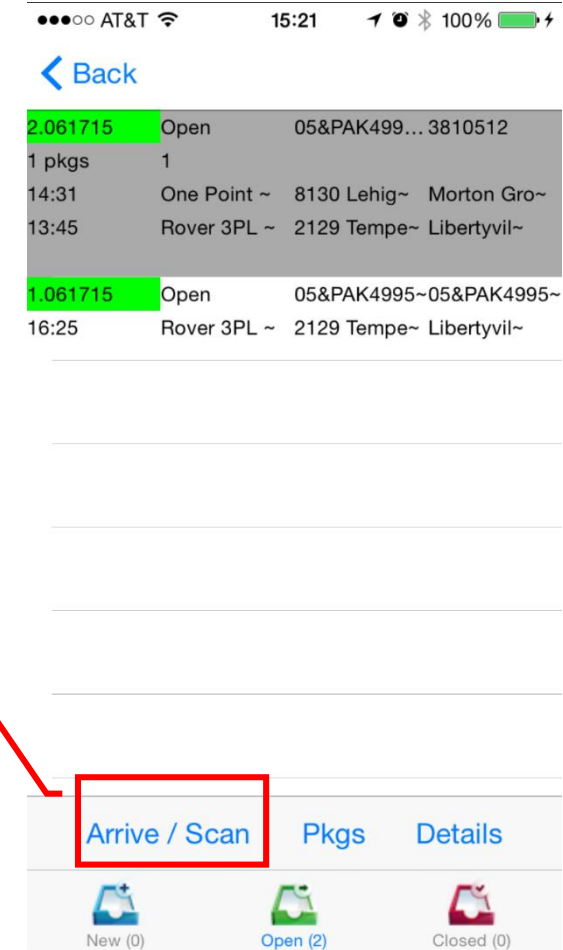
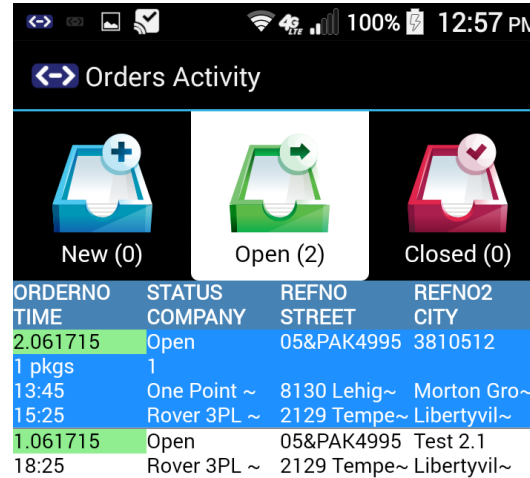
ORDERNO TIME	STATUS COMPANY	REFNO STREET	REFNO2 CITY
2.061715 14:31	Open One Point ~	05&PAK4995~ 8130 Lehigh~	05&PAK4995~ Morton Gro~
1.061715 16:25	Open Rover 3PL ~	05&PAK4995~ 2129 Tempe~	05&PAK4995~ Libertyvil~

Arrive / Scan Pkgs Details

New (0) Open (2) Closed (0)

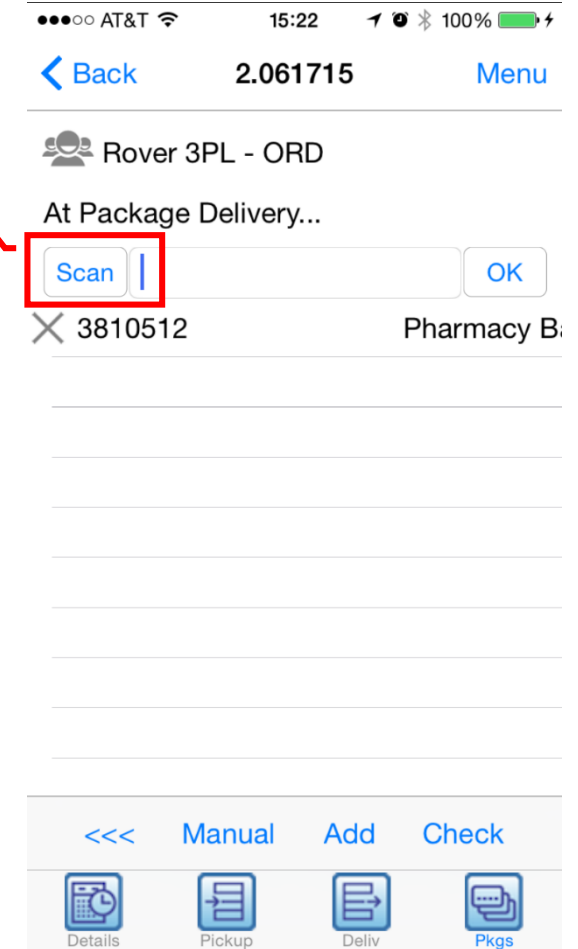
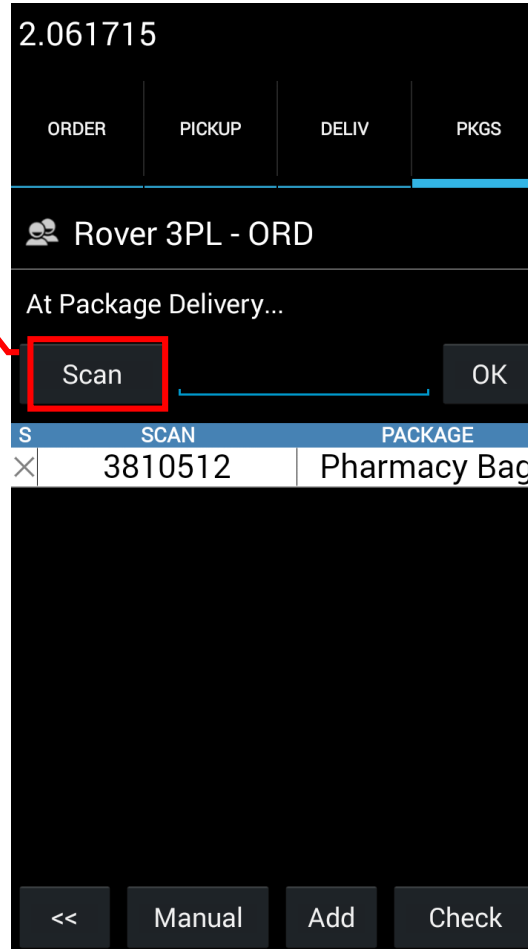
Order – Delivery Arrival

- When arriving at a delivery location navigate to your “Open” orders box and click the order to be completed. This will highlight the order your working on.
- You can now click the “Arrive / Scan” option.
- This automatically takes you to the barcode scanner option.



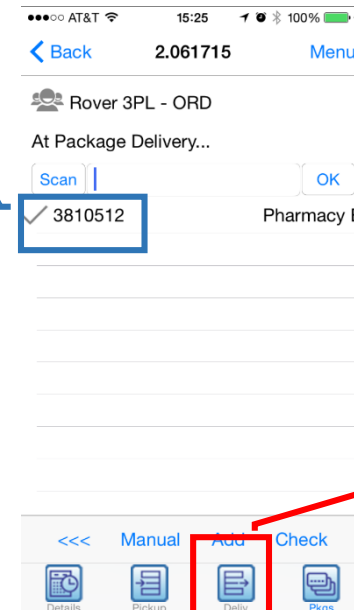
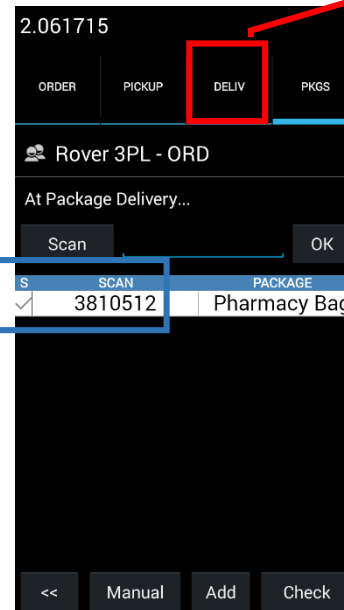
Order – Delivery Scan

- Click **Scan** to scan package barcode associated with the delivery.



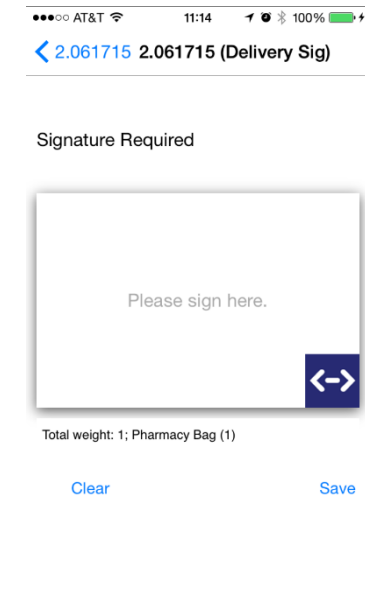
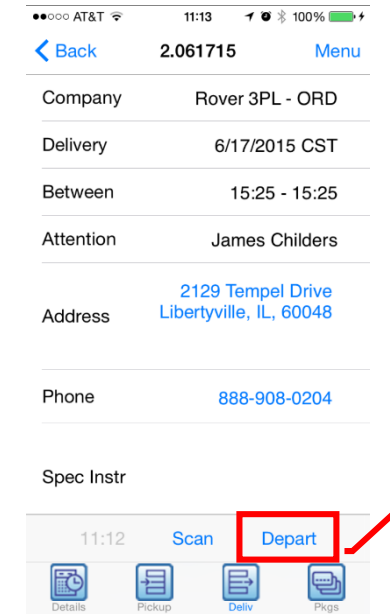
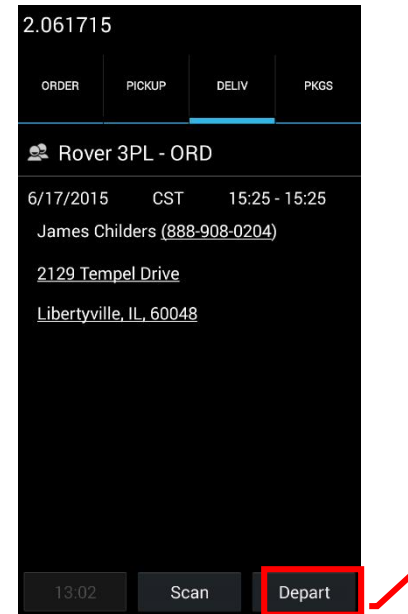
Order – Delivery Scan

- Scan delivery package barcode
- Once correct barcode is scanned for the delivery the scanner will close and you will see the delivery scan validated.
- Click the **Delivery** icon on bottom of screen



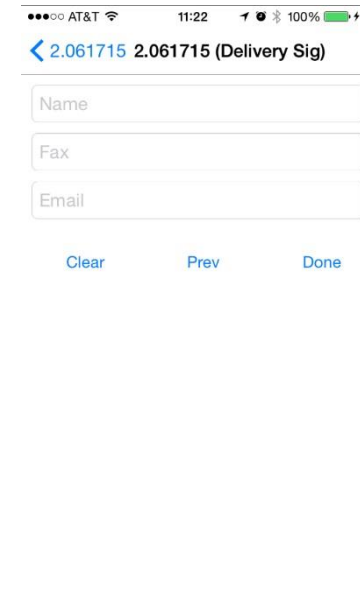
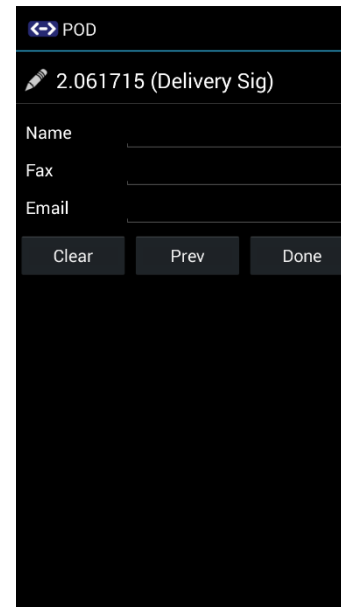
Order – Delivery Signature

- Clicking the **Depart** button on the bottom will time stamp the order with the POD time.
- Automatically taking you to the signature box.



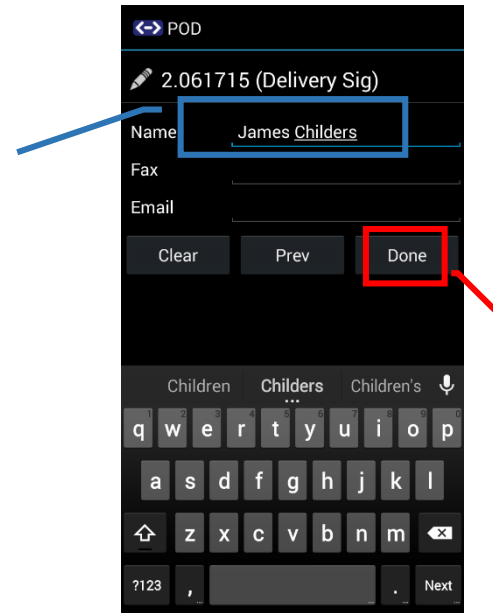
Order – Close

- Have the client sign for the delivery (using finger or soft point device)
 - You can clear the signature if need.
 - Once signature is captured click save.
- After clicking **Next/Save** on the Signature screen the Delivery signature details will appear.



Order – Close

- Type the First and Last name of the consignee in the Name Block
- Click the **Done** button.
- Confirmation message will appear stating that the Delivery Signature was completed successfully.

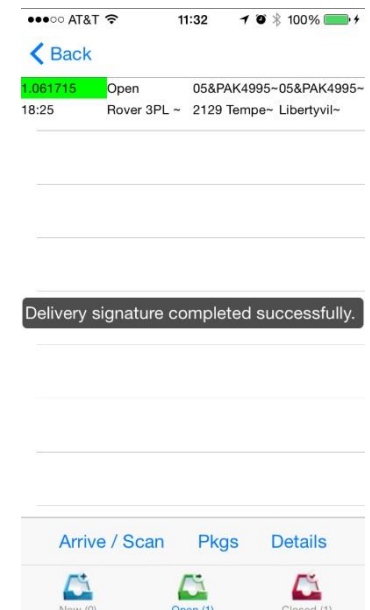
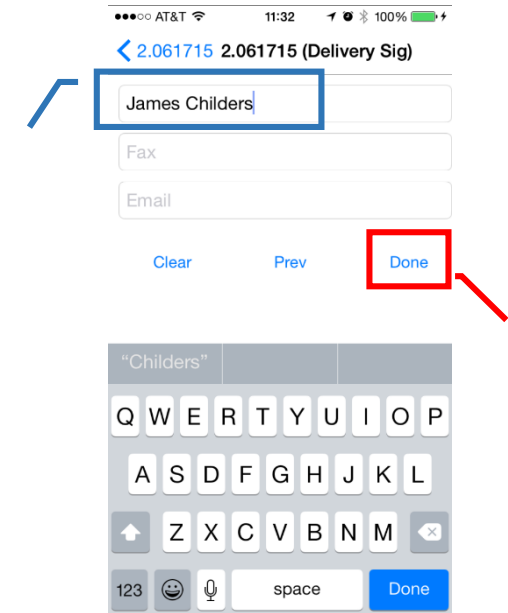
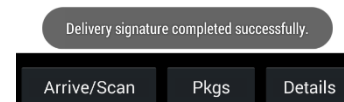


Saving screenshot...

Orders Activity

New (0) Open (1) Closed (1)

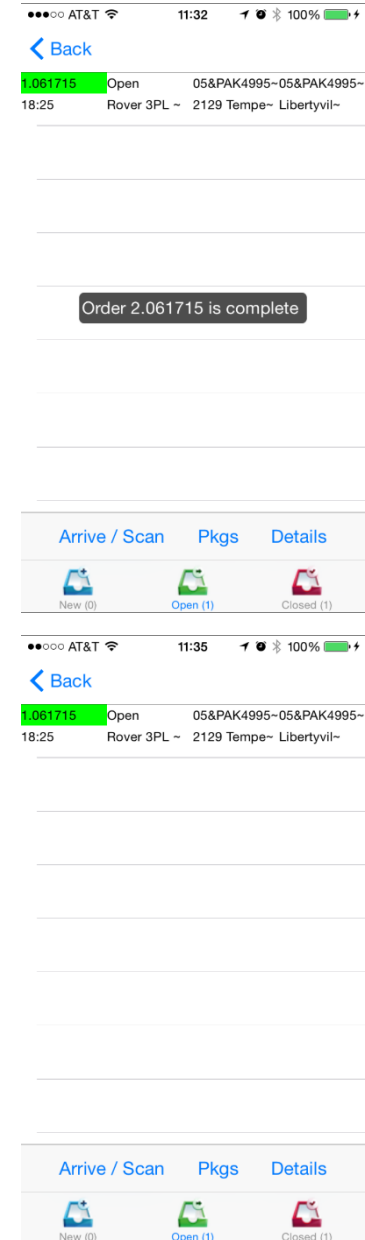
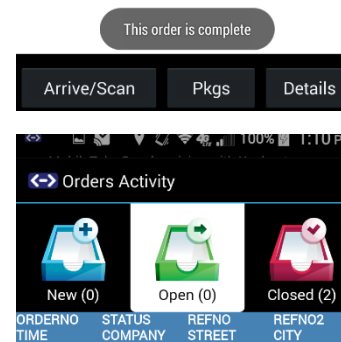
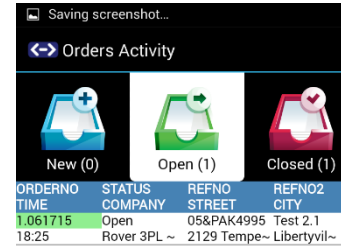
ORDERNO	STATUS	REFNO	REFNO2
1.061715	Open	05&PAK4995	Test 2.1
18:25	Rover 3PL ~	2129 Tempe~	Libertyvil~



Order – Completion

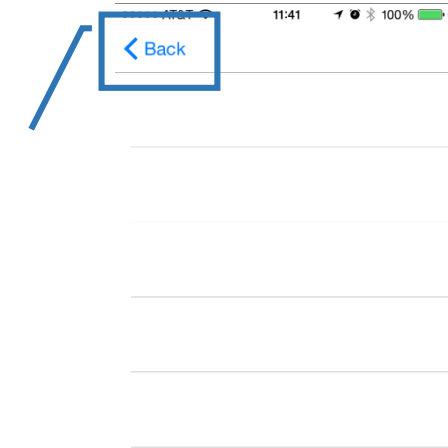
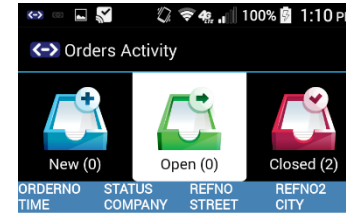
- A second confirmation message will flash that the order is complete.
- The system will return you to the “Open” orders box and you will now see the completed order in the “Closed” box.

Congratulations
you have completed you
first order!

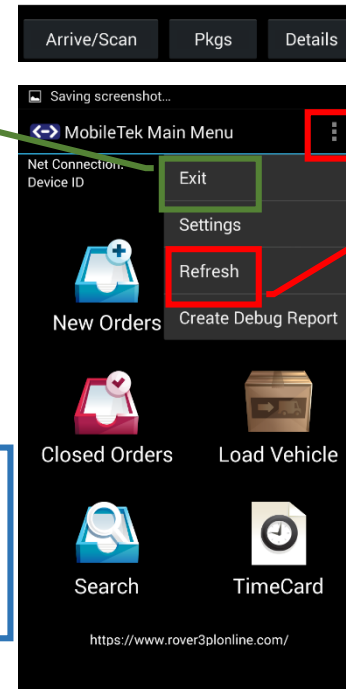


Logging out of MobileTek

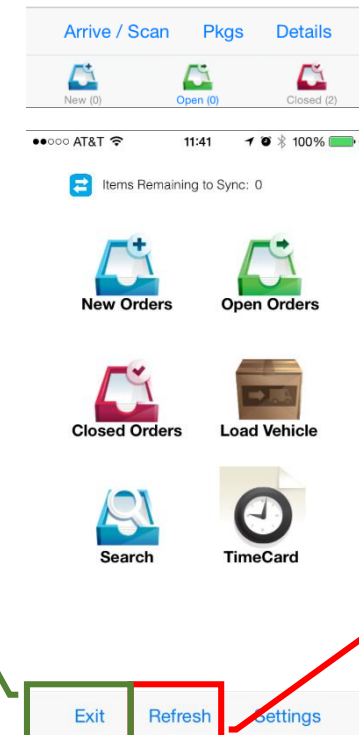
- At the end of shift when all orders are complete and ISP is ready to clock out of the system for the day. Click **Back** to return to main menu.
- Once on the Main screen click **Refresh** one time to insure that all orders have left your device and then click **Exit** in the bottom left corner.



Back button on Kyocera is on the phone and not the touch screen



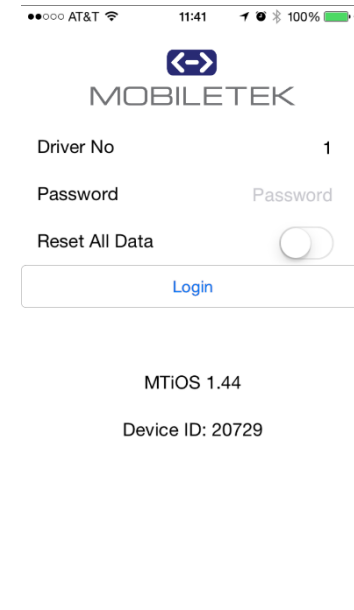
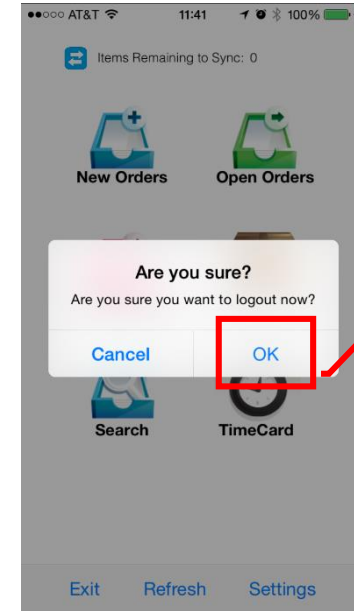
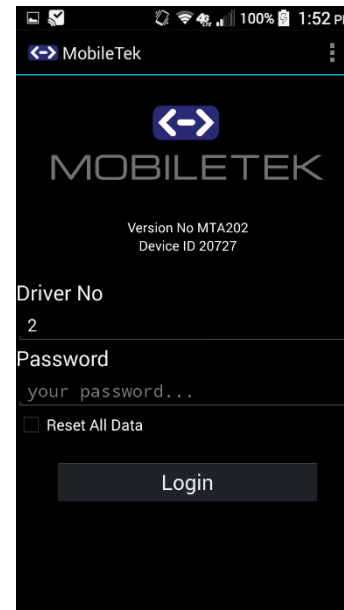
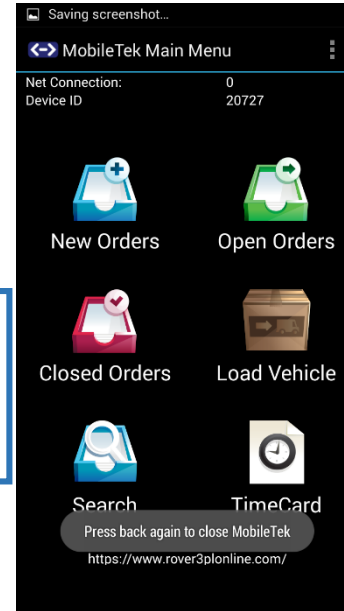
Pushing the back button once will start the exit process



Logging out of MobileTek

- A confirmation message will appear asking if you are sure.
- Click the **Back** button on Android / **OK** button for IOS and you will be logged out of MobileTek for that session.

Back button on Kyocera is on the phone and not the touch screen





Logistics | Transportation | Warehousing

Congratulations

You have completed the MobileTek Usage Guide presented by Rover 3PL





Logistics | Transportation | Warehousing

The following 4 slides are for expert users training on Load Vehicle option of the MobileTek application.

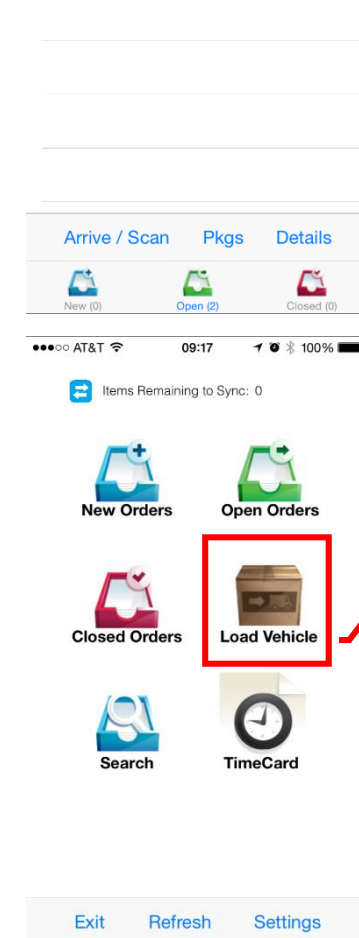
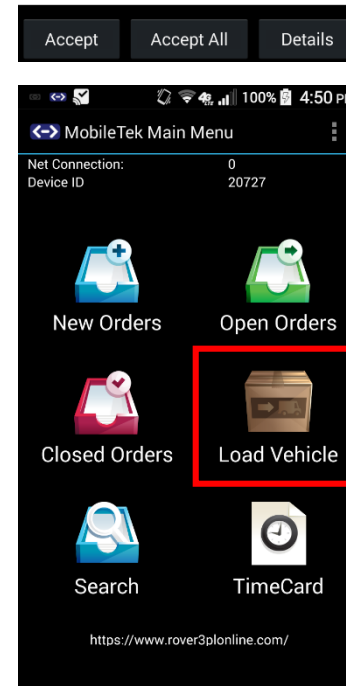
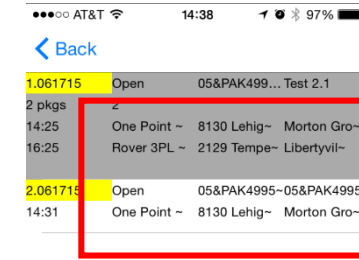
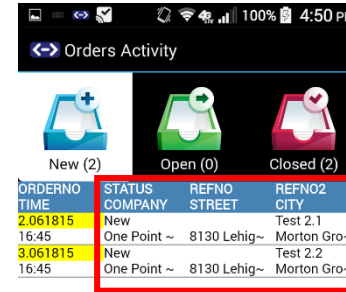


Load Vehicle

EXPERT USERS

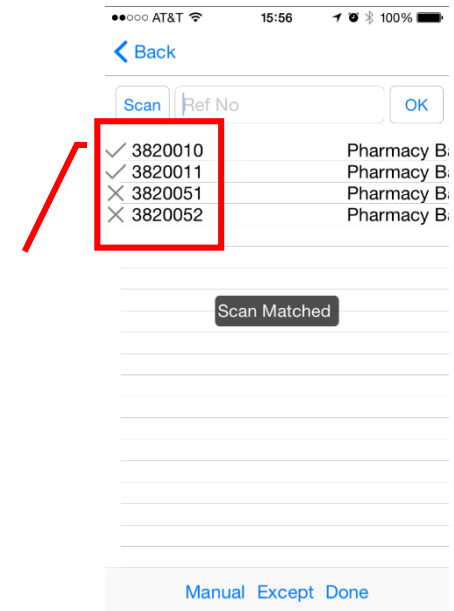
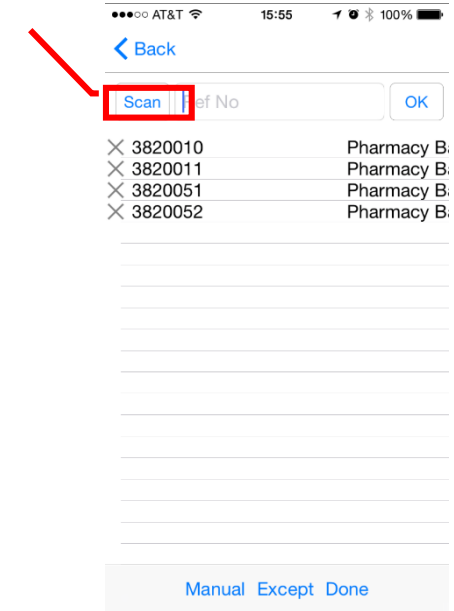
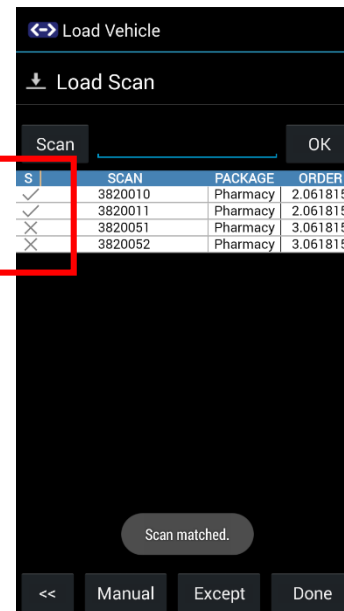
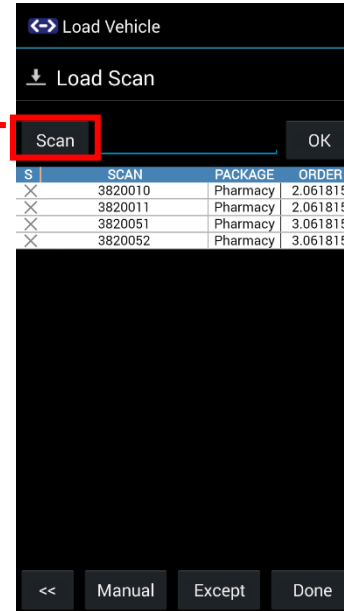
USE ONLY IF you have multiple jobs to pick up at a single location

- Once logged into MobileTek and **multiple jobs** have been identified for one location.
- Proceed to **Load Vehicle**



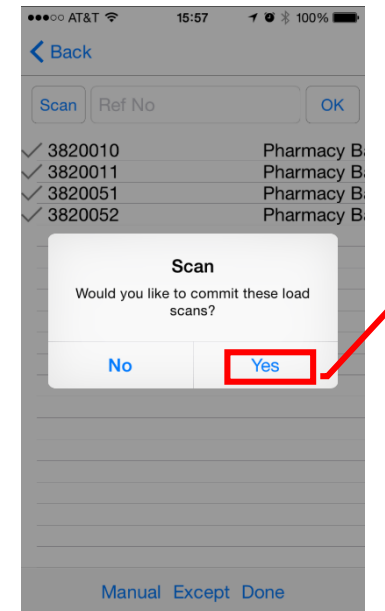
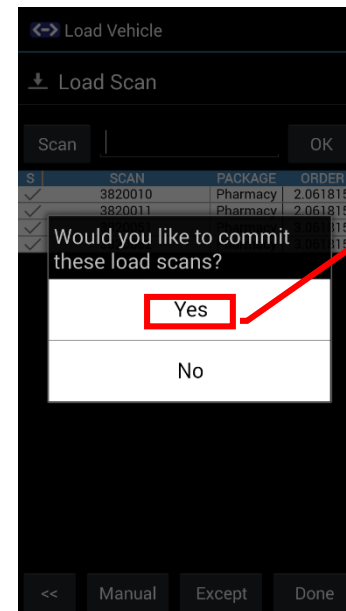
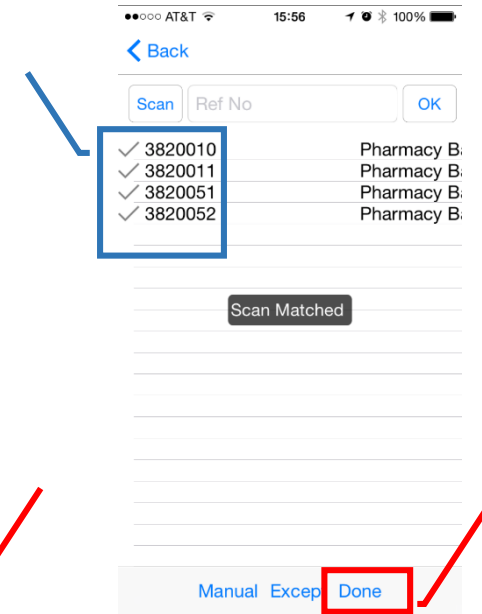
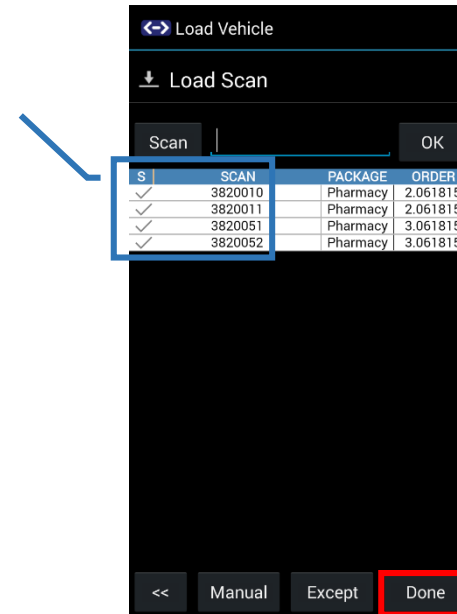
Load Vehicle

- Scan list will populate with all barcodes assigned to all jobs
- Click **Scan** to begin scanning pickup barcodes.
- MobileTek will **validate** each scan.
- Repeat **Scan** process for each package.



Load Vehicle

- Once all packages have been **validated/scanned** click the **done** button.
- Confirmation Screen will appear asking if you would like to commit the load scans, click **Yes**



Load Vehicle

- MobileTek In IOS will automatically move to your “Open” Orders box. Android will take you back to main menu open your Open Orders box.
- All Orders for that pickup location have now been picked up and are ready for delivery.
- Return to Slide 25 of this training presentation to complete the delivery.

