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Overview

The Scanner App is used for scanning shipments with mobile devices. Users and/or Dock Locations must be added or deleted via Help Desk tickets.

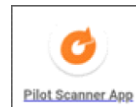
Pre-Requisites

- Operating systems: Android 8.0 or newer
- Validation: A system administrator needs to validate the device in Compass Dispatcher.
- Company-owned devices: A system administrator needs to install the app.
- Non-company-owned devices: The user needs to download the app from Google Play.



Logging in to the Device

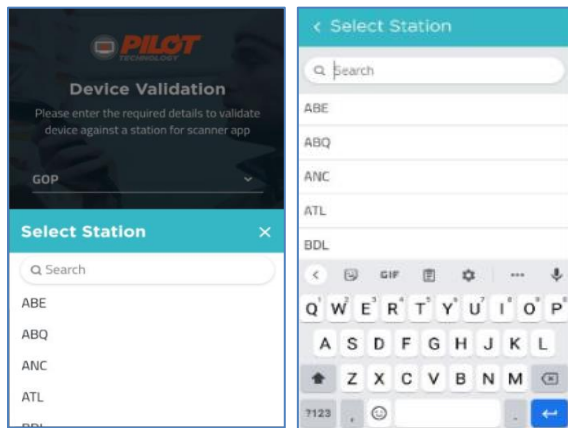
1. Tap the **Pilot Scanner App** icon on the home screen.



2. The **Device Validation** screen displays.



- Tap the **Select Station** dropdown arrow. Swipe down to select the station or tap the search box. When tapping the search box, use the keypad to enter the station.



- Tap **Select User Name** to select your name.
- Tap **VALIDATE DEVICE**.

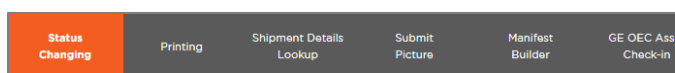


- The **Status Changing** mode screen displays (refer to **Modes** below for more details).

Modes

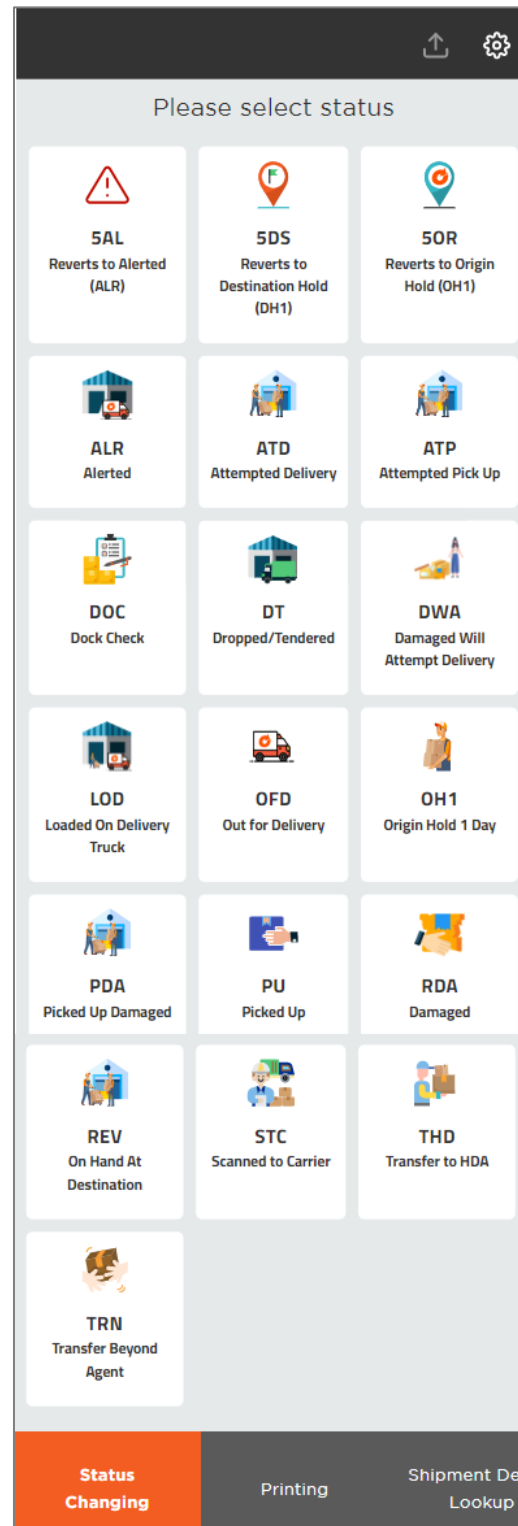
This guide briefly shows you how to use each mode.

- Status Changing
- Printing
- Shipment Details Lookup
- Submit Picture
- Manifest Builder
- GE OEC Asset Check-in



Status Changing Mode

- Tap one of the statuses to which your shipment needs to be scanned to. We will only address **DOC** and **RDA** on this document. All other statuses are self-explanatory.



Validating a Shipment

8. To validate a shipment, select the **Truck**, enter the **Tracking Label**, and tap **ADD**.

Yellow means that the shipment is pending validation.

Green means that the shipment has been validated.

Red means that the values entered for the label are invalid.

Red **Multi** means that you must tap **Multi** and select the **Pro#** that needs to be validated.

9. To return to the main screen, tap the status.

10. Statuses display as a list. If you prefer the tiled view, click the four tiles.

Selecting/Adding a Truck

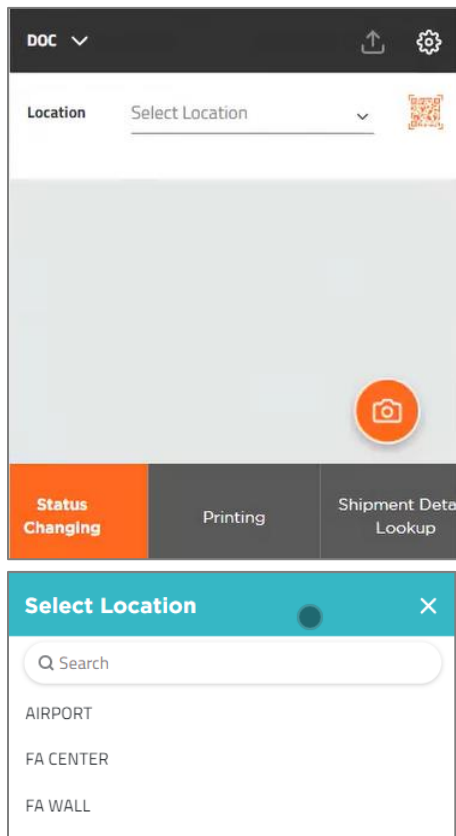
11. On **Select Truck**, select a truck from your station or tap the plus sign to add a new truck using the keyboard.

NOTES:

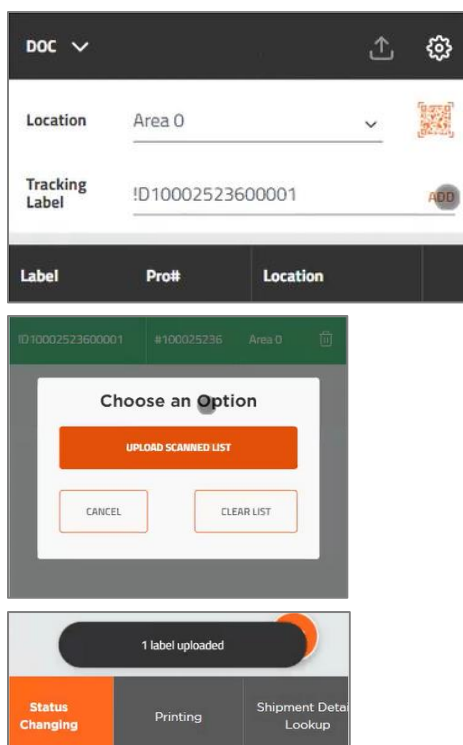
- For any status except **DOC/Dock Check**, you must select or add a truck.
- When logging out, any truck added is cleared from the system.
- To permanently add a truck, contact the station admin.

DOC Status

12. Select a dock location.



13. Scan or enter the **Tracking Label**, tap **ADD** and follow the prompt.

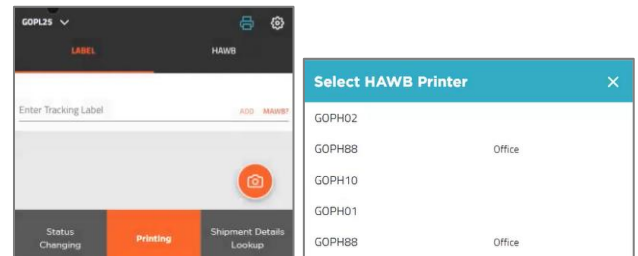


RDA Status

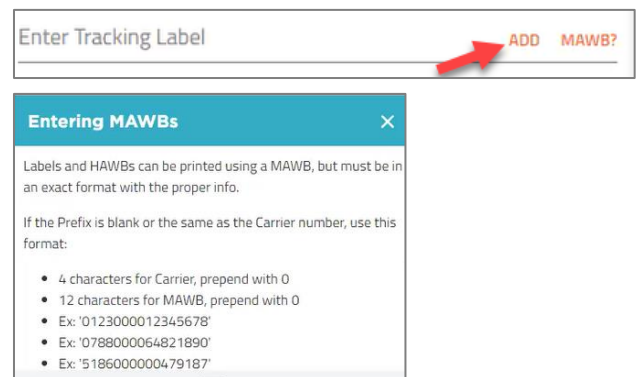
RDA automatically redirects to **Submit Picture Mode**.

Printing Mode

14. To print labels or HAWBs enter the tracking label and select a printer.

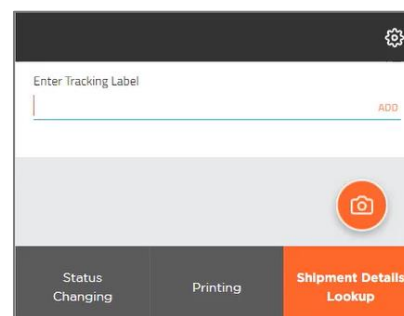


15. To print HAWBs from Forward Air MAWBs, tap **ADD MAWB**.



Shipment Details Lookup Mode

16. To look up the details of a shipment, you may scan, take a picture, or enter a tracking label.



17. A read-only view of the details displays.

< 306661655 Details

Pro#	306661655
Service	ECONOMY
Product	B
Ship Date	12/30/2022
Est. Delivery Date	01/09/2023

Carrier Information

MAWB	
Origin Station	
Destination Station	

Shipper Name	CARACOLE
Address	1150 PLEASANT RIDGE RD GREENSBORO NC 27409
Phone Number	3363895243
Air Trak#	2418896

Consignee Name	GLV20392
Address	111 WEST LONNQUIST BOULEVARD MOUNT PROSPECT IL 60056
Phone Number	773- 842-4744

Submit Picture Mode

18. Enter the **Pro#**, select or add a **Truck**, select the applicable **Damage Title** status, and tap **CLICK PICTURE**.

RDA

Pro#
000000001

Truck
SAN01

Damage Title
CRSH - Crushed

Notation
Crushed

Description (Optional)

CLICK PICTURE

Minimum 1 picture required

Damage Title
BRKN - Broken Glass
CRSH - Crushed
FORK - Forkhole
HOLE - Hole
INA - TNT/SW Activated
LEAK - Leaking/Wet

19. Tap the upload icon to upload the picture.

RDA

Pro#
000000001

Truck
SAN01

Damage Title
CRSH - Crushed

Notation
Crushed

Description (Optional)



Manifest Builder Mode

20. The manifest form contains free-form fields. Once you have filled out the desired fields, the manifest is emailed to the station.

Trailer Number

Driver

Consignee Number

Status

Seal Number

Appt Number

Appt Date

Appt Time

Door Location

Select Location

Tracking Label

Enter Tracking Label

Label

Pro#

STS

SVC

Submit Picture

Manifest Builder

GE OEC Asset Check-in

Sample of a manifest:

Pro#	Label ID	Consignee	Consignee Ref	Shipper	Shipper Ref	Pieces	Weight	Description	Origin Date	Ship Date
100018387	1010001838700001	JEREMY THE CONE	51708	JEREMY'S FINE CH	51708	1	100	Normal	SMF-SFO	20220719
100018388	1010001838800001	JEREMY THE CONE	51707	JEREMY'S FINE CH	51707	1	100	Normal	SMF-SFO	20220719
100018389	1010001838900001	JEREMY THE CONE	51708	JEREMY'S FINE CH	51708	1	100	Normal	SMF-SFO	20220719
100018394	1010001839400001	JEREMY THE CONE	51705	JEREMY'S FINE CH	51705	1	100	Normal	SMF-SFO	20220719

GE OEC Asset Check-in Mode

21. Enter the **HAWB**, select a **Status**, tap **ADD** and follow the prompt

If the HAWB is invalid, it will display so.

22. Select the **Asset**.

23. Scan the GE OEC label as shown in the example.

Code	Description	Scanned
CA	C-ARM	Damage
BC	BLACK CASE	
C1	CRATE 1	

24. If an item contains a **Checklist**, select the checkbox if applicable, and tap **SUBMIT**.

25. Select one of the **Check-In Options** (optional).

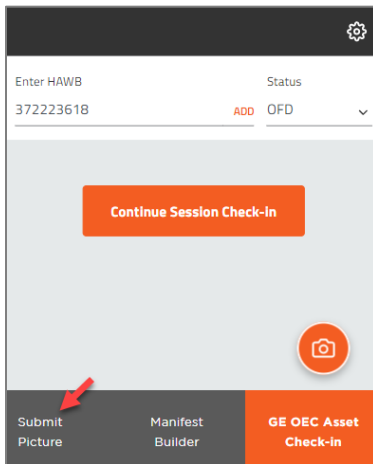
26. If the asset is damaged, tap the kebab menu (three dots) and select the condition **Damage**.

27. A dialog box displays. Click **OK**.

28. Tap the back arrow.

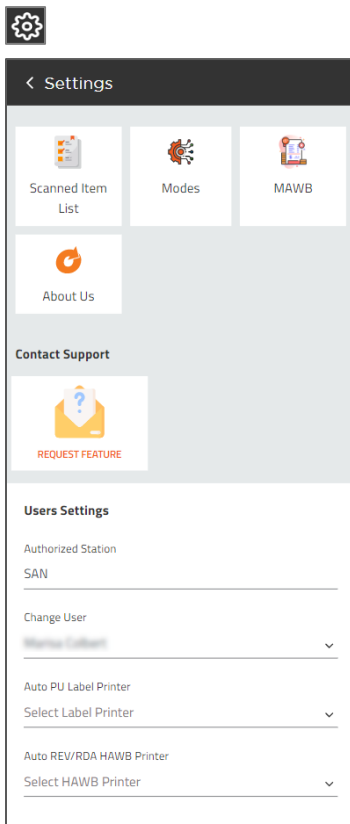


29. Tap **Submit Picture** and follow the **Submit Picture Mode** instructions above.



Settings/Printer Options

30. Tap the gear icon to go to **Settings** and select the desired printer. This will trigger auto-printing within the **Status Changing** mode.



31. Tap the desired icon or scroll down to **Users Settings** to select the desired PU Label or REV/RDA HAWB Printer. Selecting label and/or HAWB printers will trigger auto-printing within the status changing mode.

QR Codes

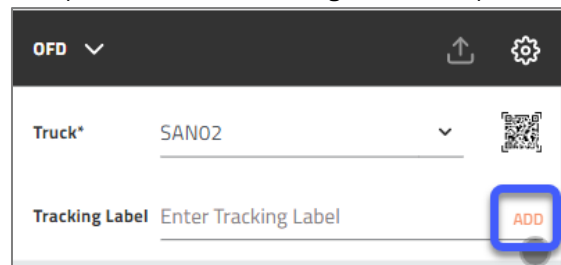
QR codes are generated by your local station admin and should not be generated outside of the Scanner Admin console.

32. To disable the QR code scanning feature upon scanning, tap the orange QR code, and it will then turn from orange to black.



Scanning Options

33. 1st option- Enter the tracking label and tap ADD.



34. 2nd option- Press one of the scan buttons on either side of the device and aim the red laser crosshairs on the label.
35. 3rd option- Tap the camera icon on the screen and aim the label.

Clearing a List

36. To clear a list of labels from a screen, tap the refresh icon.



37. Tap **YES, I AM** to confirm that you are sure that you want to clear the list.

