## Home Screen – Manager Views & Features

**Home Screen with no assignment**
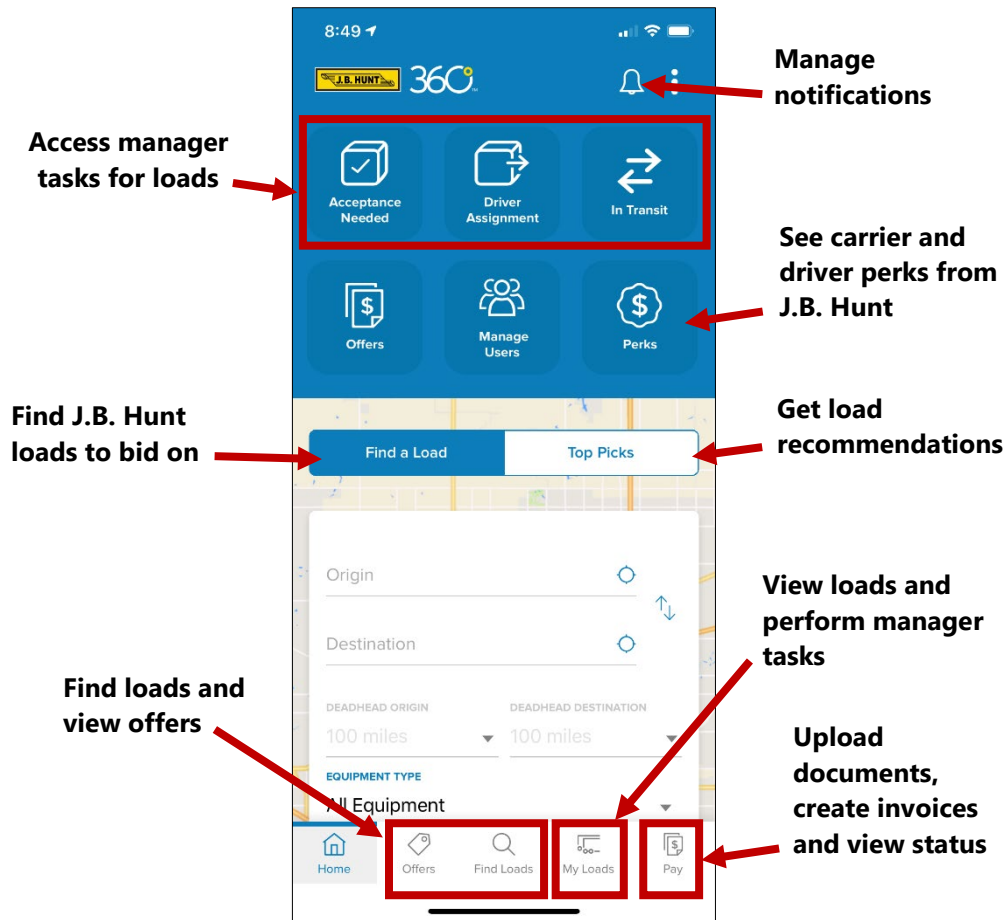
**Home Screen with assignment**

**Manage notifications**

**Access manager tasks for loads**

**See carrier and driver perks from J.B. Hunt**

**Find J.B. Hunt loads to bid on**

**Get load recommendations**

**View loads and perform manager tasks**

**Find loads and view offers**

**Upload documents, create invoices and view status**

**Current assignment takes over home screen**

**Driver features appear:**
- **Check calls**
- **Navigate to trailers at locations**

**Manager tasks move down to My Loads tab:**
- **Accept tenders**
- **Assign drivers**
- **In-Transit Status**

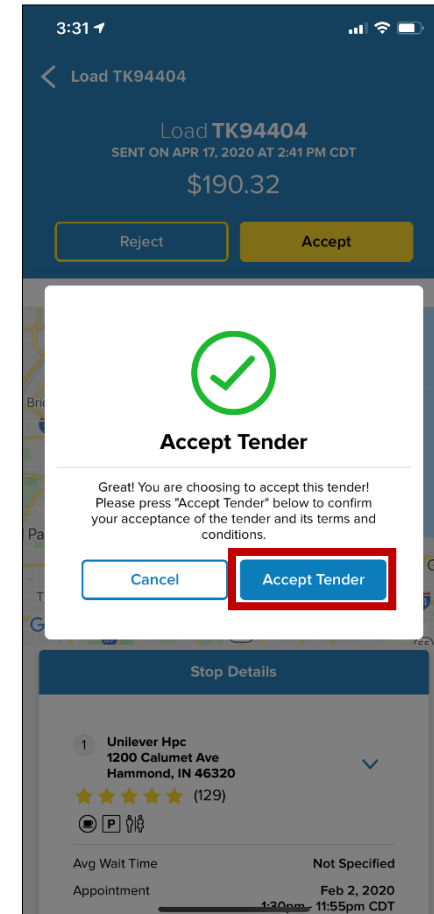## "My Loads" tab - Accepting Tenders

**1.** In Acceptance Needed, Click **View Details** (you can also click "Accept" without reviewing details first.)
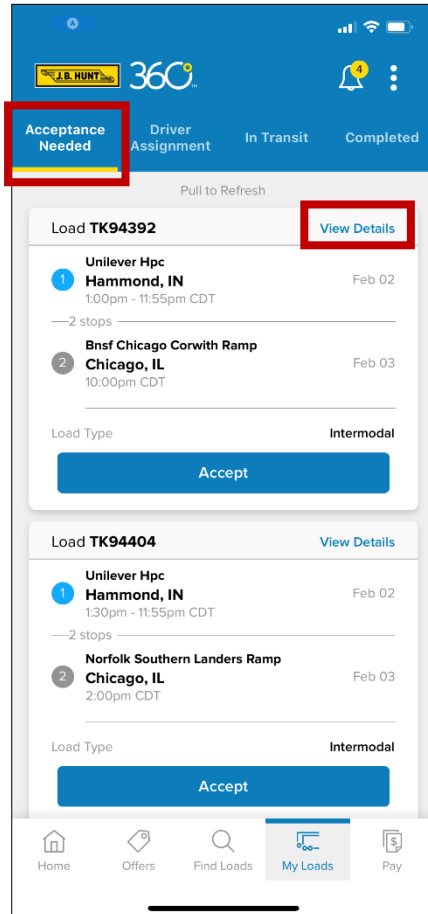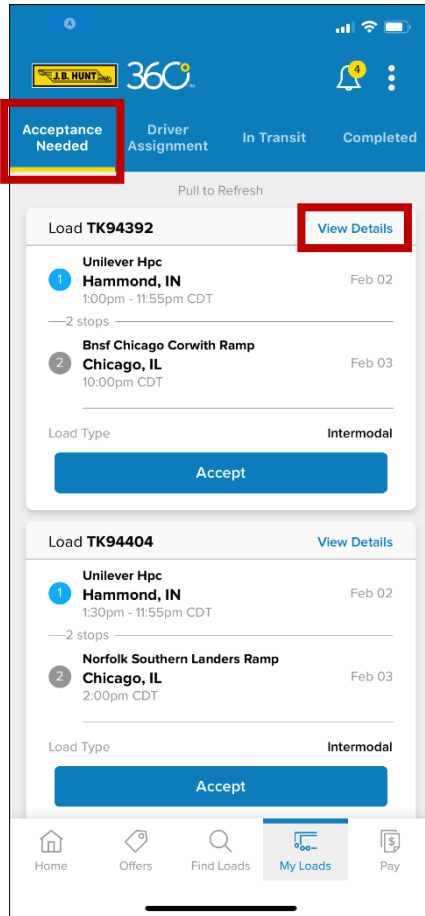


**2.** Review load details, then click **Accept.**
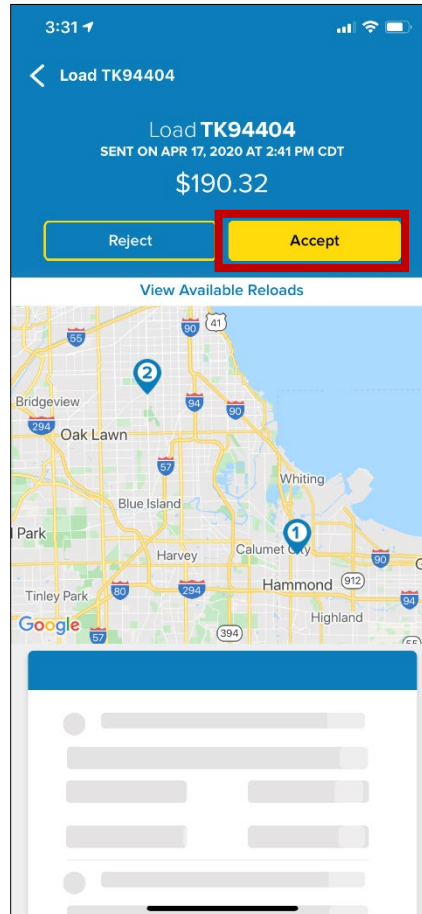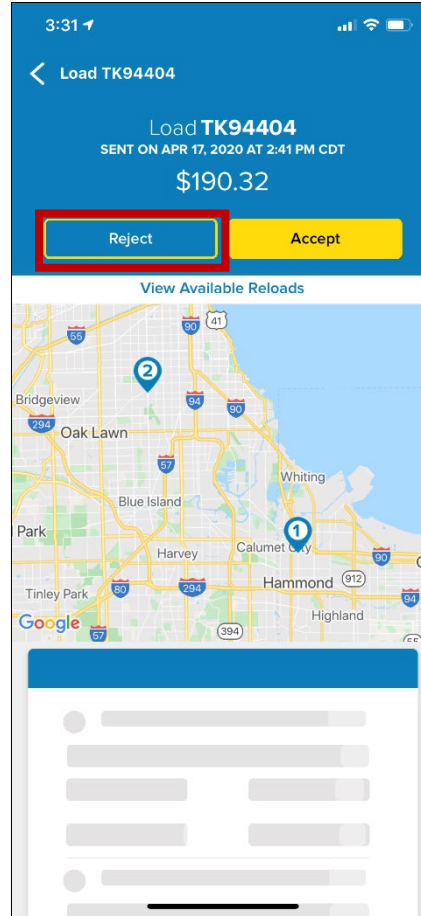


**3.** Click **Accept Tender** to confirm.

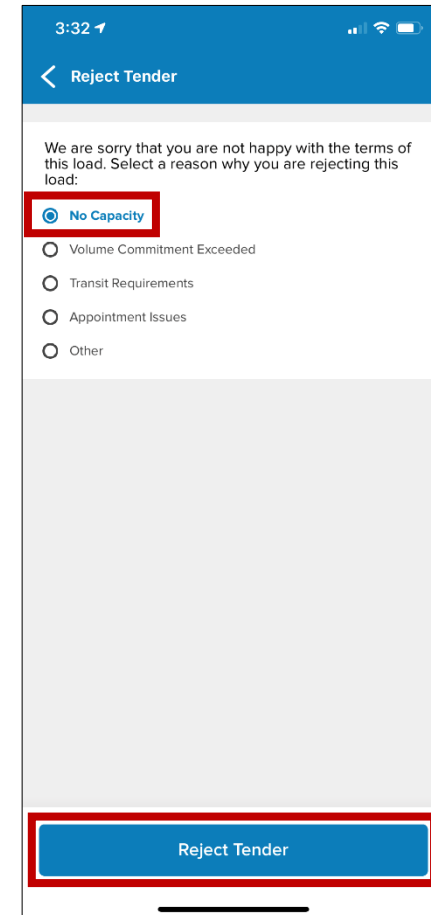## "My Loads" Tab – Rejecting Tenders

**1.** In Acceptance Needed, Click **View Details**:

**2.** Review the load details, then click **Reject:**

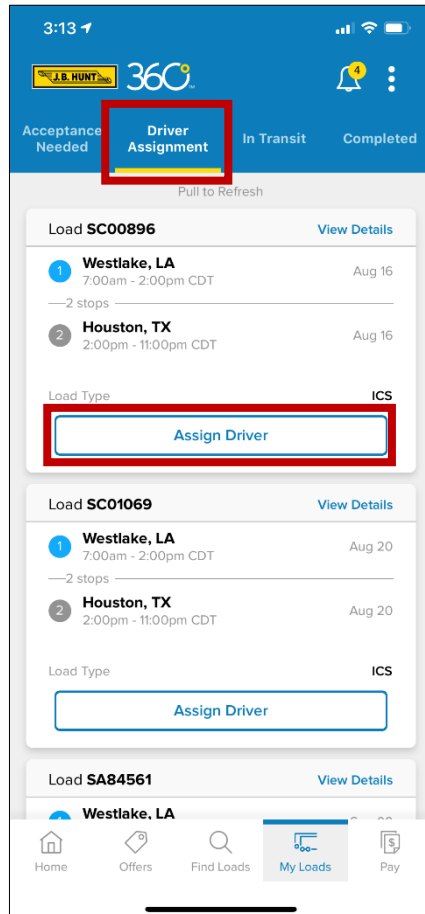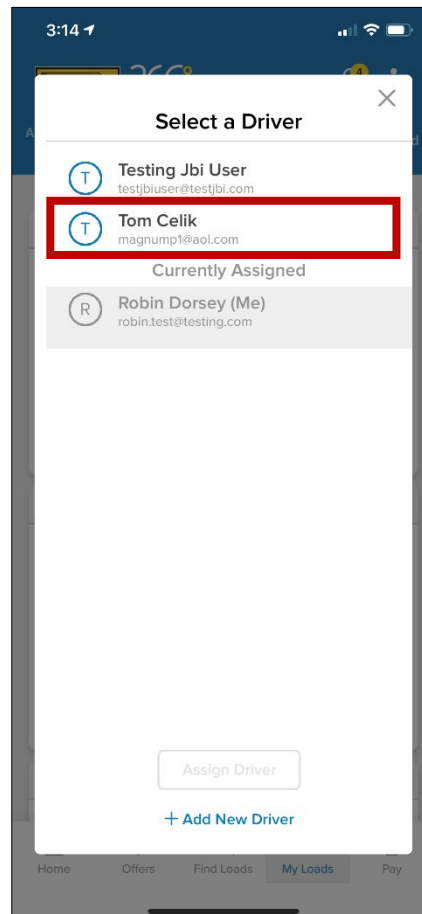**3.** Select a reason for rejecting the tender, then click **Reject Tender**.

## "My Loads" Tab – Driver Assignment

**1.** In Driver Assignment, choose **Assign Driver**.

**2.** Click driver name on list.

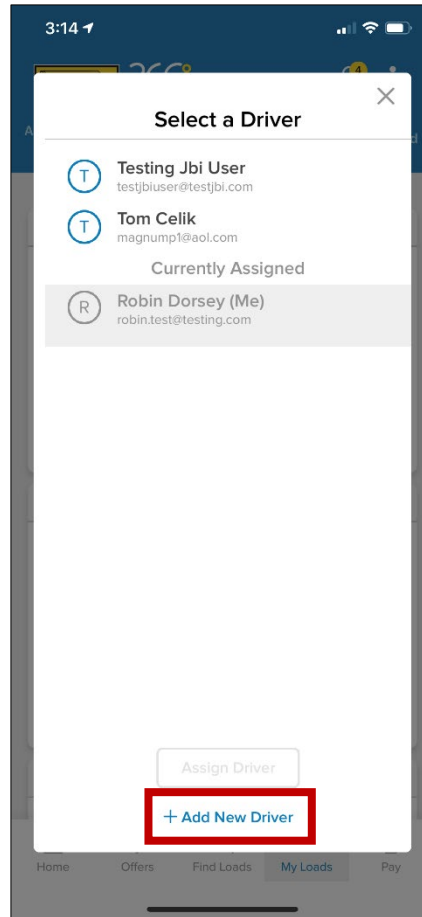**3.** Select **Assign Driver**.

## "My Loads" Tab – Adding a new driver in Driver Assignment
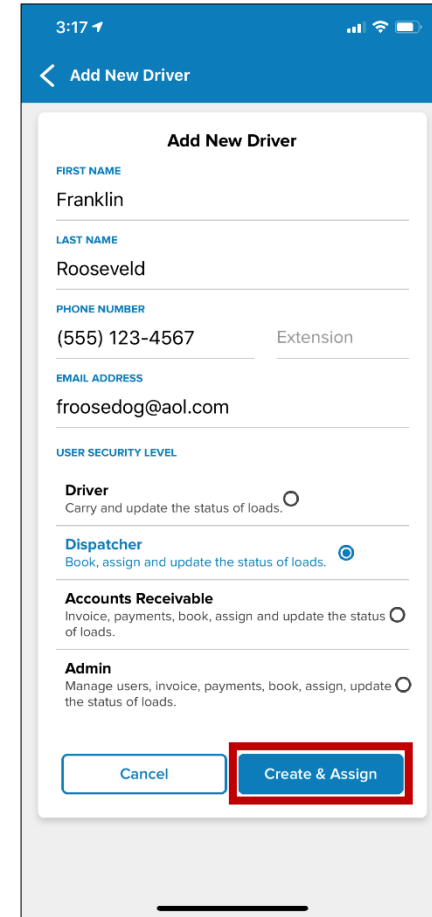
**1.** In Driver Assignment, choose **Assign Driver**.
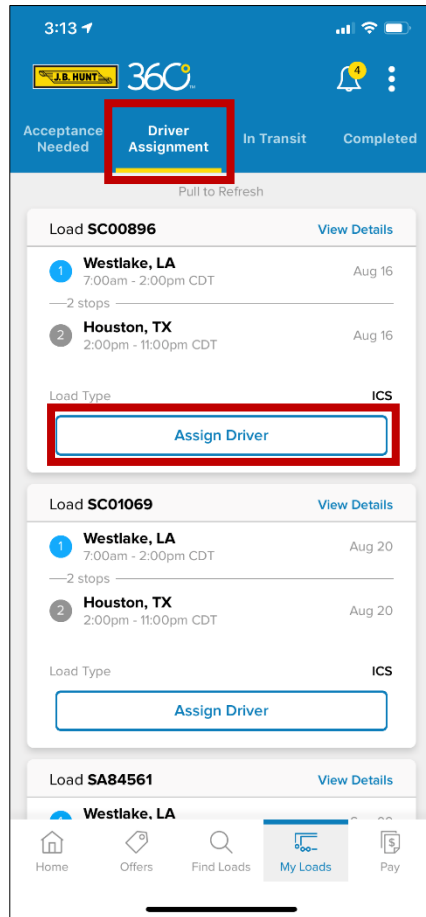
**2.** Choose **+ Add New Driver**.

**3.** Add driver information, select a security level and click **Create & Assign.**
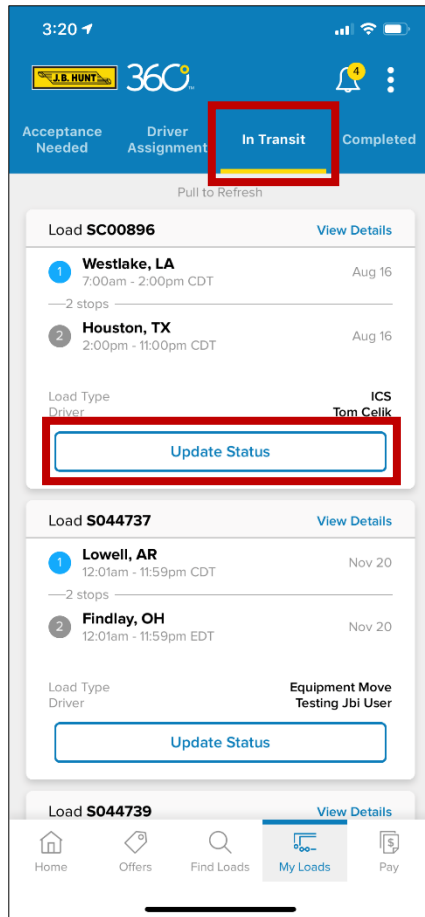


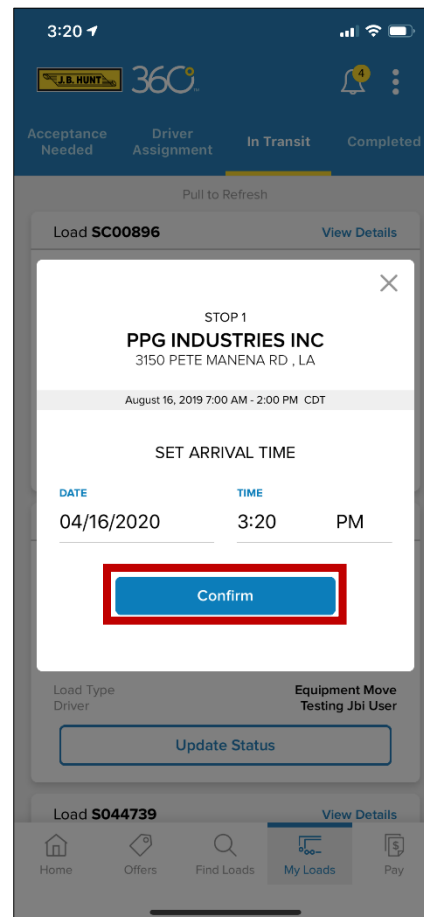**NOTE:** You can also add new drivers in the **Manage Users** screen.

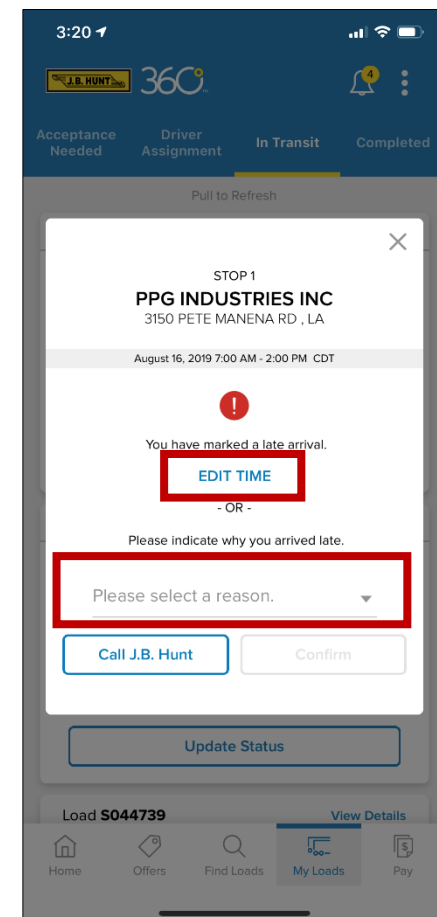## "My Loads" Tab – In Transit: Update Status (Example)

1. On In Transit, Click **Update Status** on the load needing update.

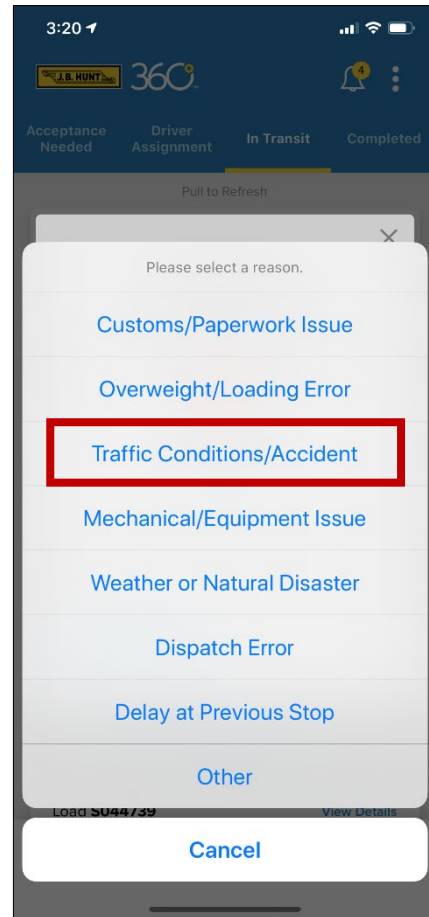2. Verify arrival date and time and click **Confirm**.

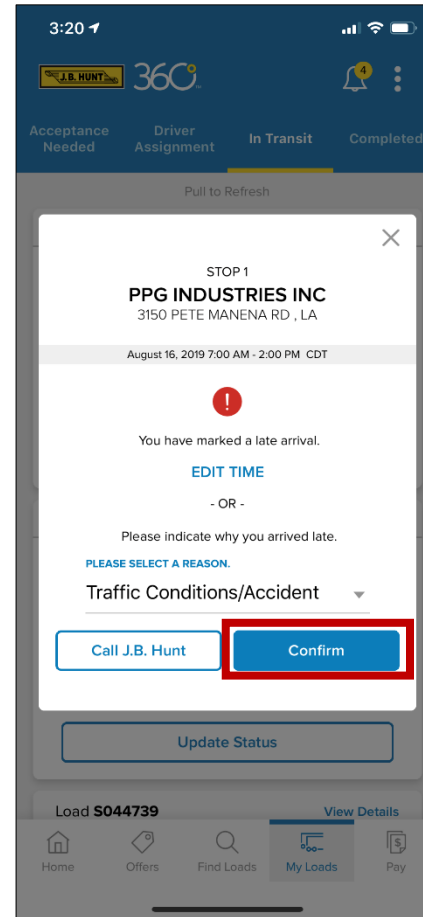3. **For late arrivals:** Choose **Edit Time** or select a reason by clicking "Please select a reason."

## "My Loads" Tab – In Transit: Update Status (continued)

**4.** Select reason from list.

**5.** Click **Confirm**.

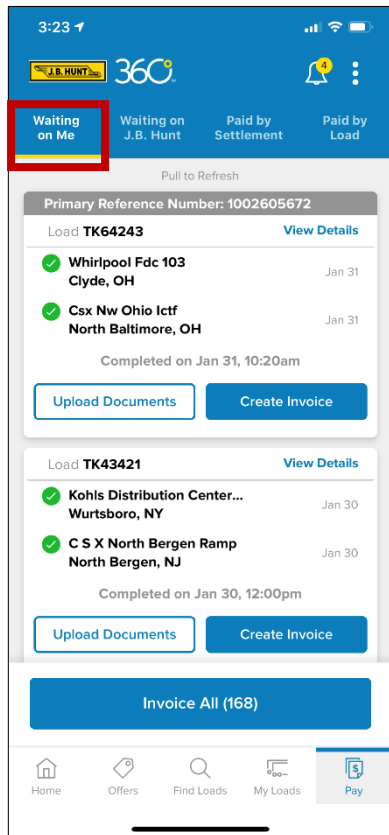# Carrier 360 Mobile – Manager Overview
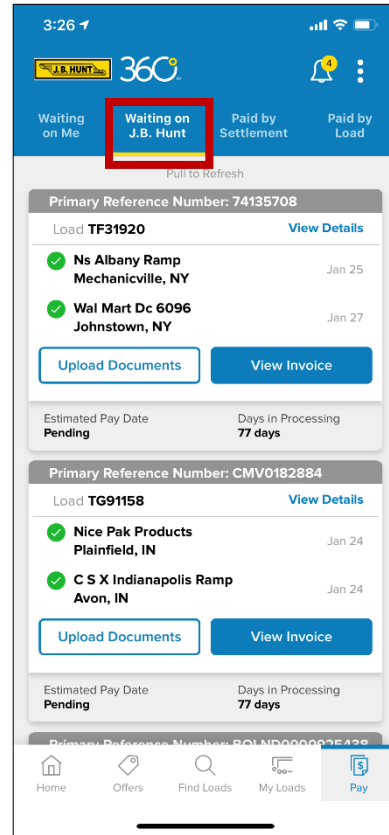
## "My Loads" Tab – Completed



**View load details**

**Upload documents here or in the Pay tab – see page 10 for instructions.**

**Create invoices here or in the Pay tab – see page 12 for instructions.**
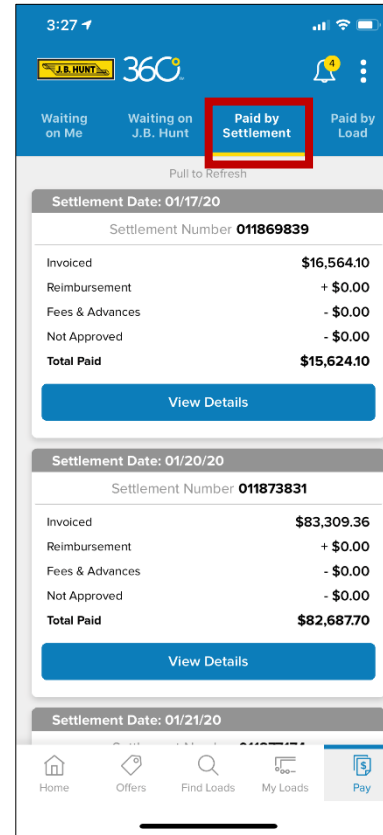
## "Pay" Tab – Views & Tasks

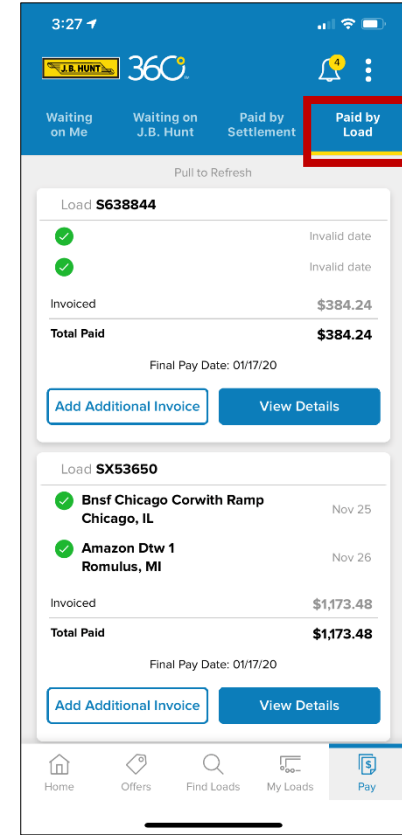**Waiting on Me –** Upload documents and create invoices.

**Waiting on J.B. Hunt** - Upload documents and view invoices.
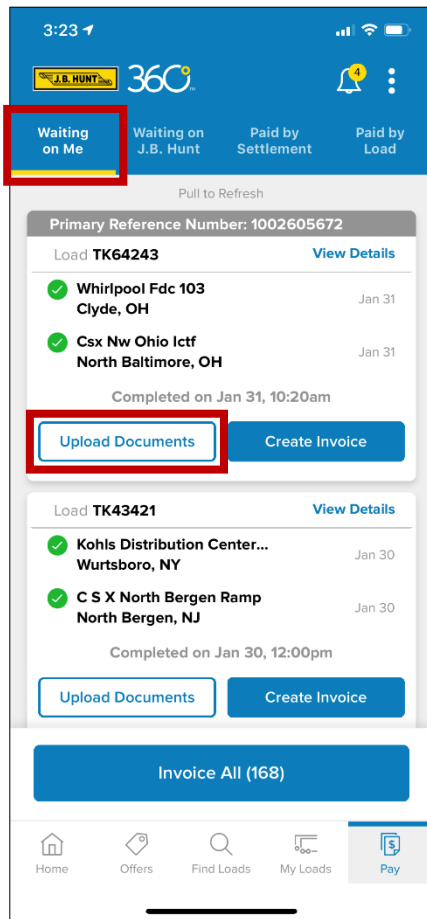
**Paid By Settlement** – View details.

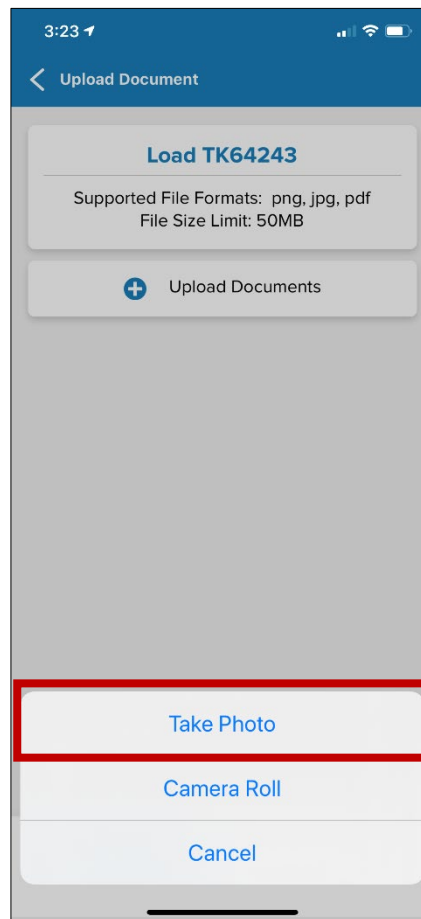**Paid by Load** – Add invoices and view details.
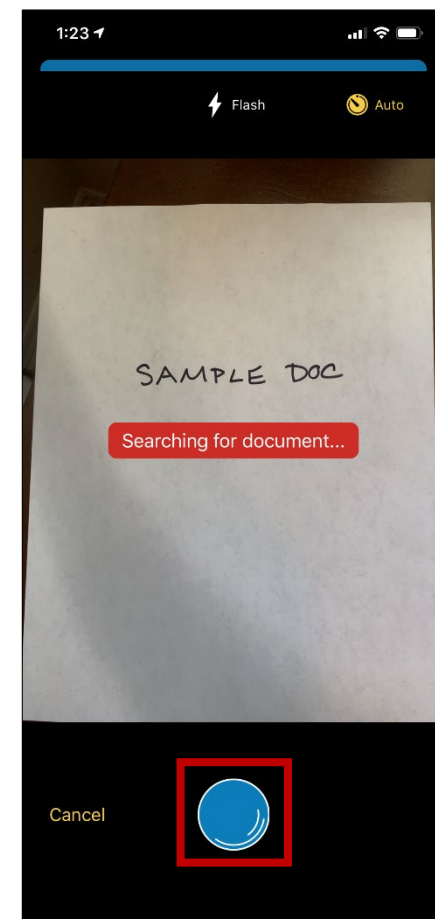
## "Pay" Tab – Uploading Documents

**1.** In the Waiting on Me tab, select **Upload Documents.**



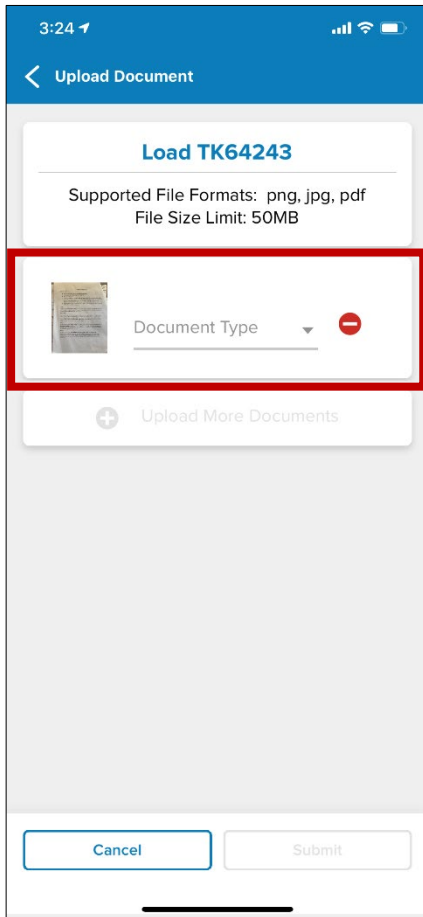**2.** Select **Take Photo**. (You can also select **Camera Roll** for images already on your device.)



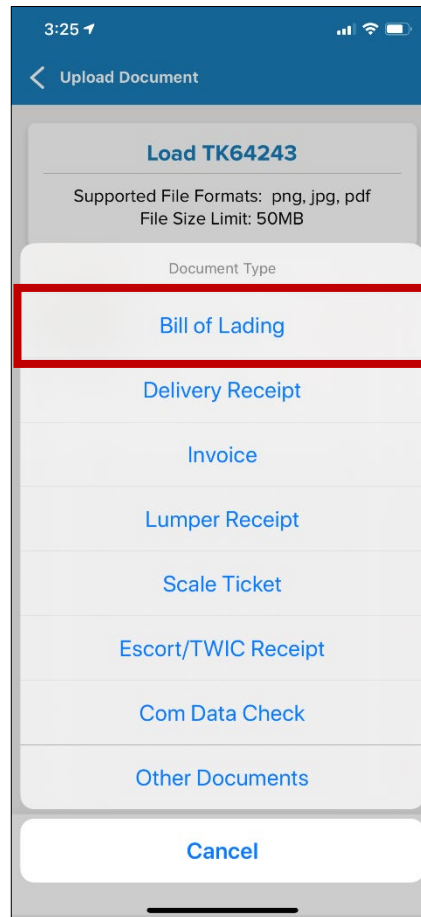**3.** Make sure your image is clear, then select the blue button to capture.

## "Pay" Tab – Uploading Documents (continued)

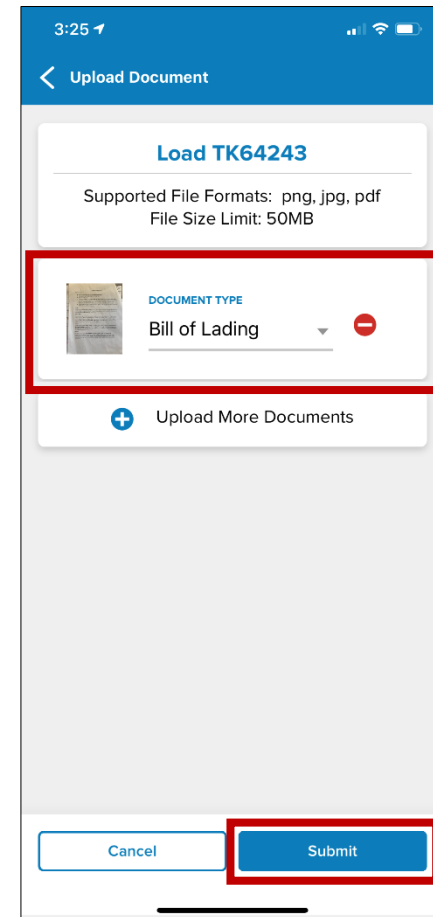**4.** Click **Document Type.**

**5.** Select a document type from the list.

**6.** After your document type appears, click **Submit.**

## "Pay" Tab – Creating Invoices

**1.** In the Waiting on Me tab, select **Create Invoice**.
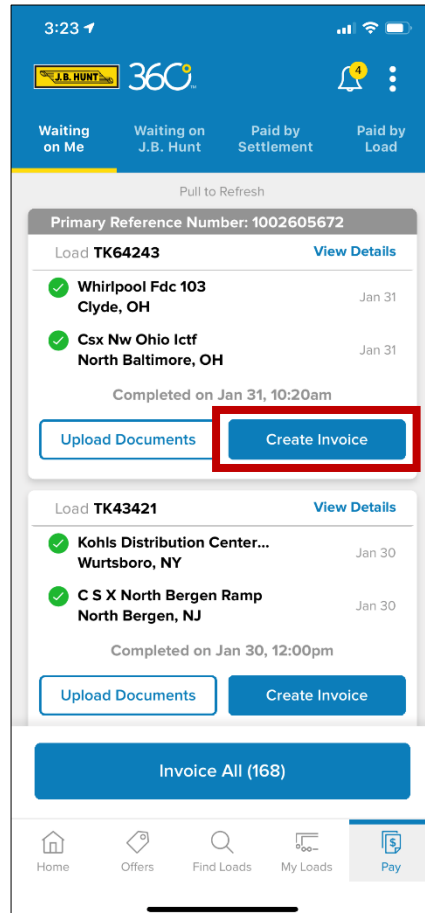
**2.** Verify or modify invoice number and amounts, then select **Submit Invoice**.