



Georgia Pacific's LoadPro App

At Pickup: Create a New Load

- Begins at shipper scale out.
- Process replaces generic pre-printed BOL numbers with HTI-specific numbers generated by your device.

Load and proceed to the scales.

In a safe situation near the scales, open the LoadPro app. If necessary, touch the **“Login”** button”.

Typically, ignore the link to “Get Transferred BOL”. At the screen titled “Home”, touch the blue **“Start New Pickup”** button at the bottom.

- **Please Select Origin**

The green check confirms via GPS you are at location. A red exclamation point indicates you are not at that location. If you continue and you are not at the location, you will be prompted, perhaps multiple times, for a reason.

- **Please Select Product**
- **Please Select Destination**
- **Enter the Gross Weight**

Do NOT continue until you confirm with the guard(scaler) that all is correct.

- Touch **“Confirm with Guard”**.
- Touch **“Checkout”**.
- Within a few seconds, a 5-9 digit BOL number appears. The guard/scaler puts that number on a paper BOL. This is the BOL/ShipperTicket for all your paperwork.
- Touch **“OK”**.

Back to the “Home Screen”. It’s OK to close the app then reopen it at the destination.

Notes and Comments:

- If you see “Hauler Selection” – touch the downward arrow in the gray circle and scroll down to select “J D & Billy Hines Trucking Inc.
- If you do not see all the words on the screens or prompts, reduce the size of your device’s fonts. That’s done in “Settings”.

Reference:

Starting a Load at the Origin Location in the LoadPro App (4:55), https://youtu.be/bqXHo_IzATw

At Delivery: Complete the Load

- Begins after delivery scale out.
- Process sends an electronic copy of the delivery ticket to GP so HTI can get paid!

Unload and weigh out at the scales. Obtain your scale/delivery ticket with delivery location, ticket number and net weight.

In a safe situation away from the traffic of the scales, open the LoadPro application. If necessary, touch the “Login” button.

At the “Home Screen”, the BOL near the top left should be the one on which you are working. If not, choose the correct number. A summary of the load is shown:

- Touch **“Complete Delivery”**.
- Enter **“Net Weight”** of load from the Scale Ticket. This is in pounds, not in tons! For example, enter 53000 (pounds), not 26.5 (tons).
- Touch **“Submit”**.

Use your device to **“Take Picture”** of the delivery location scale ticket.

- Hold your device parallel to the paper to create a straight rectangular image (avoid trapezoid shapes).
- Include the entire scale ticket on a plain background (no other text) and be sure it’s readable (in focus) inside the yellow frame.
- Choose **“Camera”**. Touch the button that takes the picture. If the picture is not clear or missing information, touch **“Retake”** at the bottom left. If the picture is clear, touch **“Use Photo”** at bottom right. The image is not saved on your device.

At the “Thank You” and “Have a wonderful day” screen, touch **“Home”**.

Notes and Comments:

- LoadPro does NOT replace any other HTI procedures on electronic forms or paperwork delivery to the office.
- If you are not at the site you select, you must select a reason such as “other” or “diverted”.

Reference:

Completing a Load at the Delivery Location in the LoadPro App (4:17), <https://youtu.be/ibjs6TuwrDA>



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One-Time Device Setup:

Android

Device Settings:

- Settings | Connections | WiFi –On (blue)
Connect to 'HinesTrucking'
- Settings | search for "update" | Auto update
| "Check for updates automatically" – On
This is for apps, not iOS
- Settings | Data usage | Mobile data - On
- Settings | search for "location" | confirm
one of the location methods is chosen.

iPhone

Device Settings:

- Settings | WiFi | Wi-Fi – On
Connect to 'HinesTrucking'
- Settings | General | Software Update |
Automatic Updates – On
This is for apps, not the "system"
- Settings | Cellular | Cellular Data | Cellular
Data – On
- Settings | Maps | Location | While Using |
While Using App (checked)

Application Setup:

Load "Apple Store" or "Google Play Store" app on your device. You may need "Apple ID" or "Google Play" credentials (your username and password).




- Search for "loadpro" or "load pro" (sometimes the space is required, sometimes not)
- Choose the correct app with the GP emblem on a stack of logs.

First Time Run:

- Enter your username (e-mail address) and 6-digit PIN, provided to HTI by GP.
- Touch "Accept Terms & Conditions and Privacy Policy".
- Touch "Remember Me". If you don't do this, you have to re-enter your PIN.

"Worst Case" Scenarios:

- If "software updates" is not set correctly and the LoadPro app does not update on your device when GP releases a new version, you will need to uninstall and reinstall the app manually.
- If you do not have internet connectivity (either WiFi or cellular data) at a load point the BOL is generated by your device and is 9 digits in length. With internet connectivity, the BOL comes from GP servers and is 5-6 digits in length. Either length is valid.
- If you do not have internet connectivity at a delivery point, your device will transmit the information the next time you launch the LoadPro app when you have internet availability. However, you may need to manually "sync", which is done with the "hamburger"  menu at the upper right of the app.
- If your device stops working temporarily, GP can issue a manual BOL at the shipping point. If you can't send a delivery ticket picture, notify your driver manager plus add a note to the delivery ticket that you "could not send a picture to GP".

At some point, GP and HTI will no longer allow you to haul GP loads if you can't generate the BOL and send pictures of the delivery tickets.

Reference:

Setting up Your Device to Use the LoadPro App (3:33), <https://youtu.be/vNi1QCGTp58>