



TransFollow

ahead of the chain

Register and Modify your Data in the App

Register Arrival & Departure Time

One of TransFollow's major benefits is transparency; you always have real-time insights into the freight document.

Registering your arrival and departure time in the TransFollow App is essential to optimise transport planning.

Click on 'register arrival' when you arrived at the location of pick-up or delivery. Now tap 'start loading/unloading' or 'end loading/unloading' to register the exact time and duration of the loading process.

And 'end loading' or 'unloading' when you are finished.

Ready for departure? Tap on 'register departure'. Now the registered time slots are locked. Need to change something? Simply modify the registration by clicking on the grey pencil.

Kilometers Driven

It is also possible to record mileage on departure and arrival.

Go the detail screen of the freight document and click on 'Transport information'. The total distance driven is automatically calculated for you. You can also fill in the distance by tapping on the grey pencil symbol.

Goods

You can find the structured goods in the detail screen of the freight document.

You can change the details of the goods if necessary by tapping on the according value. You can adjust the following details:

- The number of packages
- The commercial value
- The gross weight
- The volume
- The number of loading places

Changing RTIs

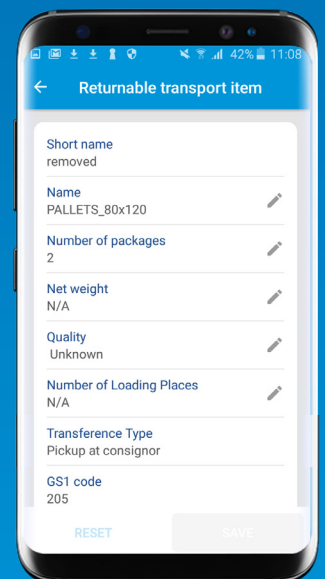
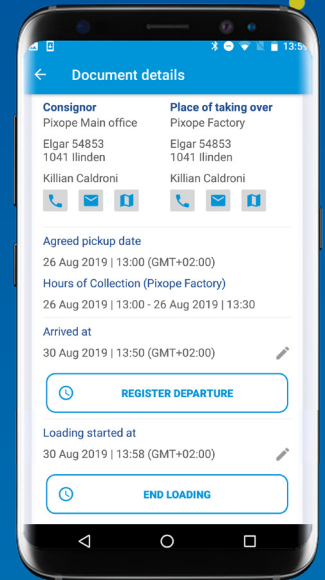
TransFollow also registers Returnable Transport Items. If the issuer of the freight document gave you permission, you can change or add the information on RTIs.

To change information on the RTI's, go to the freight document and click on the line of the item you would like to change.

You will be redirected to the detail screen of the item.

Adjust the number, quality or number of loading places. Click 'save'.

Forgot to modify the RTIs? No problem! During signing you can easily adjust the number of items, for example when you, the carrier, only received 8 pallets instead of 10.



[View our instruction video here](#)



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Adding RTIs

You can also add Returnable Transport Items to the freight document. Click on the 'Add RTI' sign in the details screen.

The packaging screen opens. Enter the name; the number of packages, the quality, number of loading places, the Internal code and GS1 code, and the Serial Shipping Container Code.

Indicate where you picked up or delivered the RTIs:

- Picked up at consignor or consignee
- Deliver at consignor or consignee

Then click 'save' to update the freight document.

Signing for RTI

During pick-up and delivery, the consignor or consignee do not only sign for the goods, but also for the RTIs. The information on the goods and RTI's are indicated on the PDF-version of the freight document.

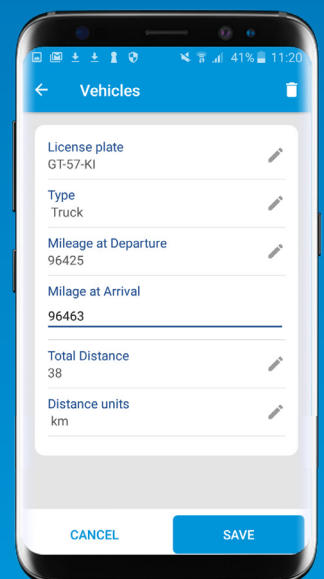
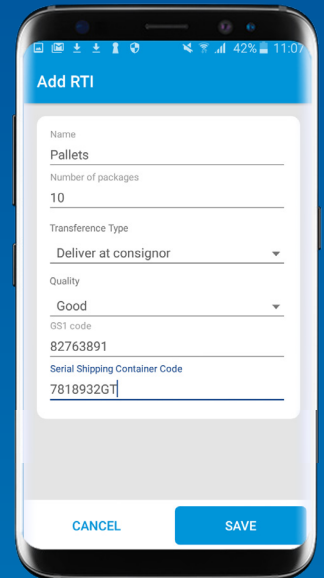
Reference Data

The reference data completes the freight document. It provides accurate information and optimises communication about the shipment between the consignor, consignee and carrier.

You can change the following reference data if necessary:

- The Seal Number
- The Controlled temperature
- The Order Number
- Reference number
- License plate number of the truck
- Container information

You can easily add or change the information by clicking on the pencil icon. Next, click on save.



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