TripPak MOBILE is now TRANSFLO Mobile® Users Guide for Drivers:

Download & Registration

Android Users: Visit [Google Play](#) to download TRANSFLO Mobile for FREE.

Android Phone Requirements Must have Android 2.2 or higher, a 5MP Camera or better and Auto-Focus camera with flash.

iPhone Users: Go to the [iTunes App Store](#) to download TRANSFLO Mobile for FREE.
iPhone Requirements: Requires iOS 5.0 or later. Compatible with iPhone, iPad mini and the latest iPad. The app is optimized for iPhone 4 and above.

1. In the first registration screen, you will need to enter the same Client ID as you did with TripPak MOBILE (typically your fleet's SCAC).
2. A Driver ID is then required to be entered.
3. Once you input your information you will receive an email. Open this email and click on the link to "Activate" the application. Without this step the application will not allow you to capture images or utilize the application.

The app does not work on Blackberry or Windows phones.

Quick Tips for optimal images: Focus, Lighting, Angle
(These tips are located on the main menu screen within the app itself. Click on Quick Tips at any time.)

- Place document on a flat, dark or contrasting non-glare surface
- Take picture in a bright, well lit environment
- Using flash, in conjunction with good surrounding light is preferred. If the document is on glossy paper, it may be better to turn flash off.
- In dim environment, tap the auto flash button on the top left camera screen
- Bright light and flash are required for poor quality documents, multi-part forms, carbon copies or documents on colored paper.
- Take a photo of an original document, not a copy.
- Take a picture of the whole document with some background still visible for edge detection
- To make barcodes more readable, the camera needs to be at about 14 inches away from the document.
- Keep your hands steady and remain stable when taking the picture.

- Wait for the blue auto-focus square to appear, then take the picture. You can also tap the screen to trigger the auto focus, then take the picture.
- After taking photo, if the edge detection miscalculates you can drag corners with orange crop tool to frame document
- To make light text appear clearer after cropping, press the "Darken" feature at the bottom of the screen.

Note: drivers are responsible for making sure images are usable quality. Numbers, barcodes, and signatures must be clear and legible. Review image quality before sending.

Quality Check the Image

Drivers should check the quality of the image PRIOR to transmitting it to the fleet.

1. An" Image Quality Alert" will pop up for Images that may not be readable, or appear blurry.
   a. You have the choice to Review or Retake the Image
   b. Double tap the image to zoom in to check text and numbers are legible.
   c. You can lighten or darken images to make them more legible.

2. An "Image NOT in Focus" alert will pop up on your screen if the image is definitely not in focus and not readable. You must retake the picture in better lighting or with better focus in order to send.
   a. If you are using an Android phone and having issues with the picture quality, you may need to change camera apps.
      i. Go to the app and tap the settings gear in the upper right corner.
      ii. Near the bottom of the screen is a check box for "Use External Camera."
      iii. If that box is NOT checked, tap it to select. If it is already selected, tap to unselect.
      iv. Tap the Done button.

Indexing & Document Typing Images

1. If fleet requires indexing, the required data fields will appear after images are added
2. Fill in all data fields and tap Next
3. If fleet requires document typing, the first image you added will be displayed
4. You will be prompted to tap the Tap here to Document Type button on the top of the screen to select document type.
5. Choose document type from list
6. Review document and click Next
7. Repeat steps 3 – 5, until all images are document typed

Reviewing Documents after submission

1. Once documents are submitted through TRANSFLO Mobile, a unique Confirmation Number is displayed on screen and an email confirmation also is sent to the driver.
2. Driver can visit transfloexpress.com and click View Documents in upper right hand corner.
3. Driver enters Confirmation Number and can then view document as a PDF or TIFF image.

4. If you are viewing from the link in the email confirmation using a smart phone, view them as a PDF in order to see all images. If you choose TIFF using the smart phone, each image can be viewed individually. Select the image you want to view from the drop down menu.
5. Documents can be viewed online for 14 days after submission.