

Samsara's Load Document Submission

1. From the Samsara Driver app, tap the **Documents** button
2. Tap **Create new document**
3. Tap **Load Document Submission**
4. Tap the first field in document, **Ergon Trucking BOL Number**
5. Type the Ergon Trucking BOL Number (always 7 digits and begins with 1; this number is also located at the top right of the Ergon Trucking BOL, below the barcode)
6. Tap **Next**
7. Tap **Add page** under Scan Ergon Trucking Bill of Lading.
8. If the tablet is held steady, the app should capture the page automatically. If it doesn't, tap the camera shutter button on screen.
Important points while capturing:
 - a. One page at a time, with no other pages visible in the frame
 - b. Place pages on a dark, contrasting background, like truck seat or floorboard
 - c. Ensure there is sufficient light (activate the flash at top left of screen if necessary)
 - d. Hold the tablet on same plane as the paper
9. A preview of the captured page will then be shown. It is critically important to review the page at this time for legibility and proper cropping. If the document is not legible on your end, then it will not be legible to the dispatcher, and you will be asked to resubmit that document. If you are not satisfied with the preview, then click **Retry**. If necessary, you can change the **Filter** applied while previewing the document (more on that below). When satisfied, tap **Next**, and then **Done(1)**.
10. Tap **Add page** under Scan Shipper Bill of Lading.
11. Once the first page is captured and you determine the preview looks good, then tap **Next**. If the Shipper BOL is only 1 page, then tap **Done**. If multiple pages, let the auto-capture feature capture the second page and, again, once you determine the preview looks good, tap **Next**. When all pages are captured for the Shipper BOL, tap **Done**.
12. All pages captured will be displayed together. Click **Next** to continue.
13. Follow the appropriate steps above for the remaining document types to be scanned. None of them are required by the system, so just click **Next** to skip to the next document type if you don't have that document.

Some documents that are a color page with carbon copy or light text may not be captured well by default. Weight tickets are a common example. At the time of preview in step 9, you can change the filter applied to None, or whatever looks best. The Filter button is the one immediately left of the **Next** button on the preview screen.

Once all documents have been scanned, tap **Submit document**.

IMPORTANT:

- **Keep documents until 1 week after you have been paid for the load they pertain to.**
- **Ensure documents are legible and properly cropped before submitting**