



INTERLINK
— AUTO TRANSPORT —

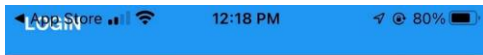
EPOD Instructions

Download the Interlink EPOD



1st – Search your APP store for Interlink epod

2nd – Download App

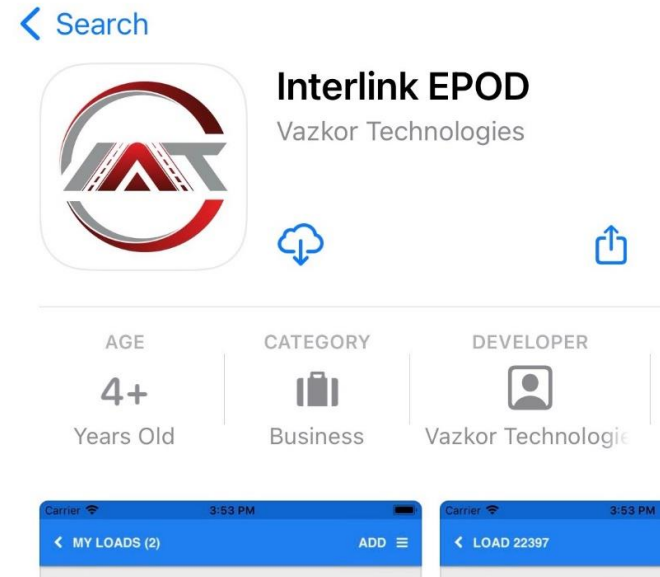


Username

Password

LOGIN

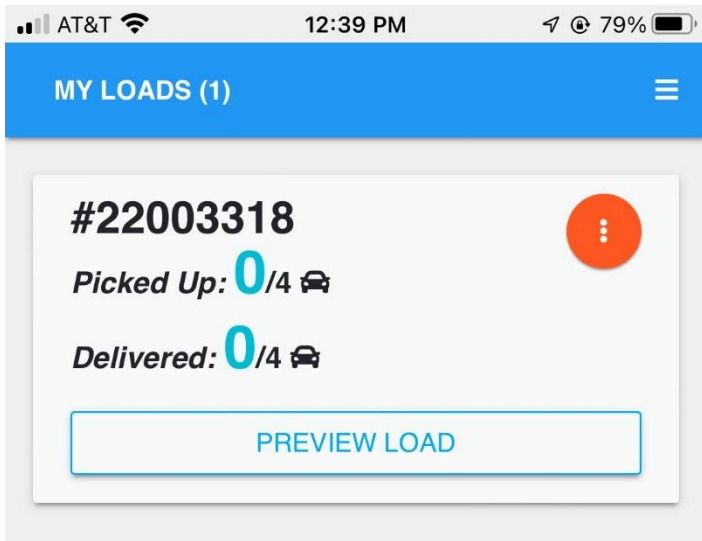
INTERLINK TRANSPORT EPOD SYSTEM



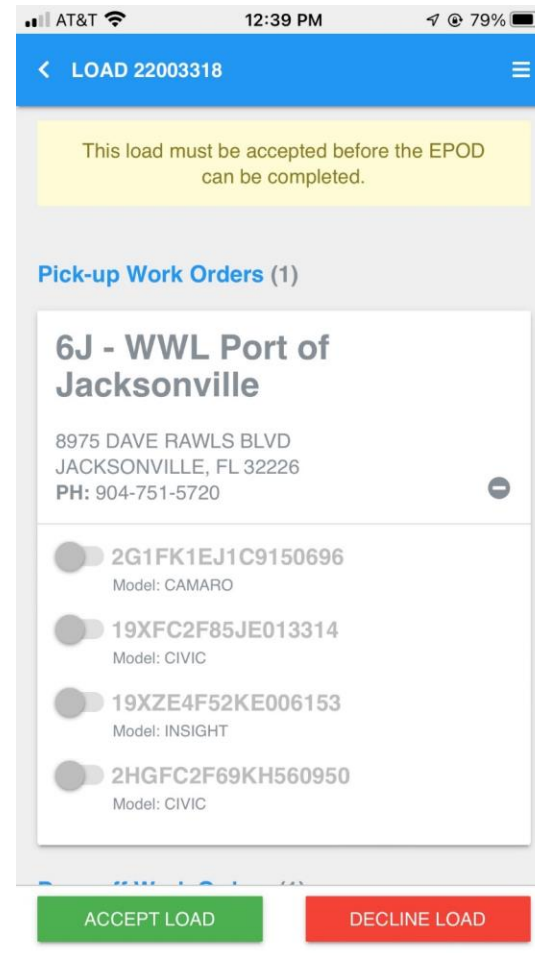
3rd - Log in to the App (you should have received an email from Interlink with your EPOD Credentials

****If not contact dispatch to get those ASAP**

Drivers – New Loads



1st – Click on Preview Load



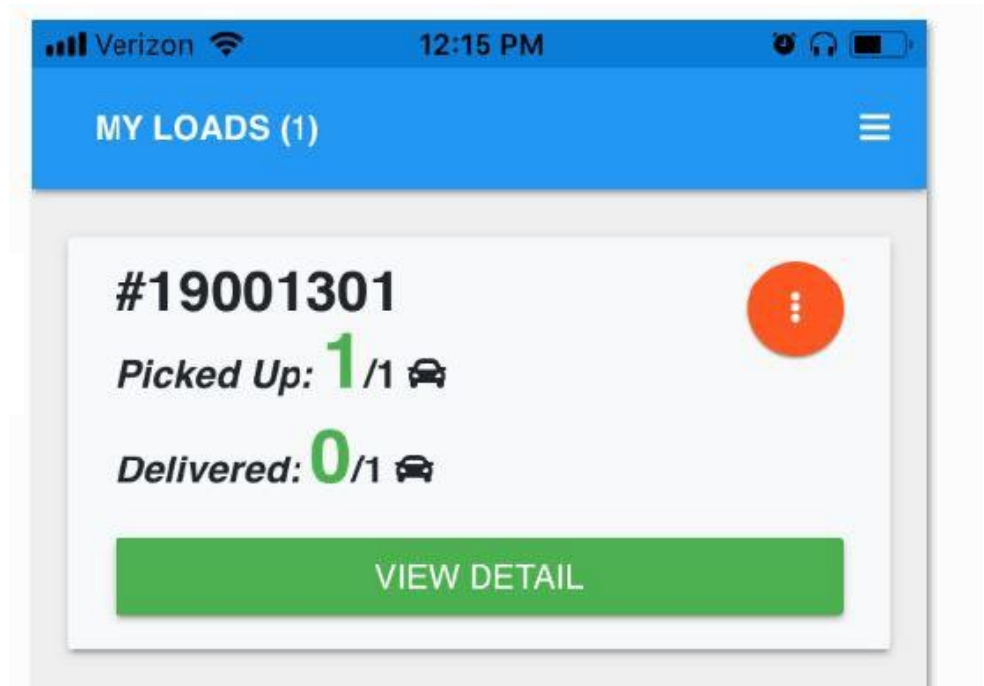
2nd - Click on Accept Load

Drivers – MY LOADS

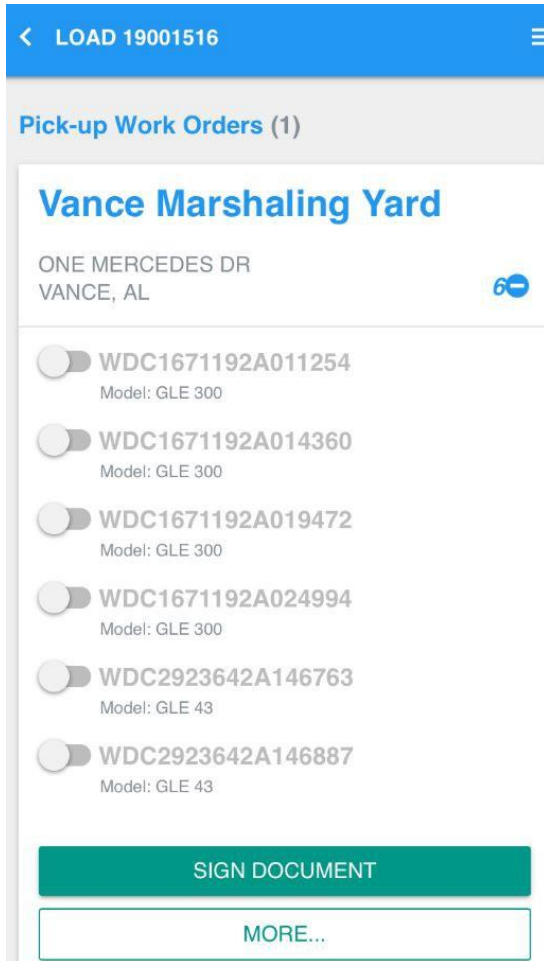
New load will appear under MY LOADS after you have signed into the EPOD.

You will see the load # and # of units on the load. You can hit the ORANGE CIRCLE with the 3 dots to open attachment to see load details.

Hit the VIEW DETAIL button for your current load assignment

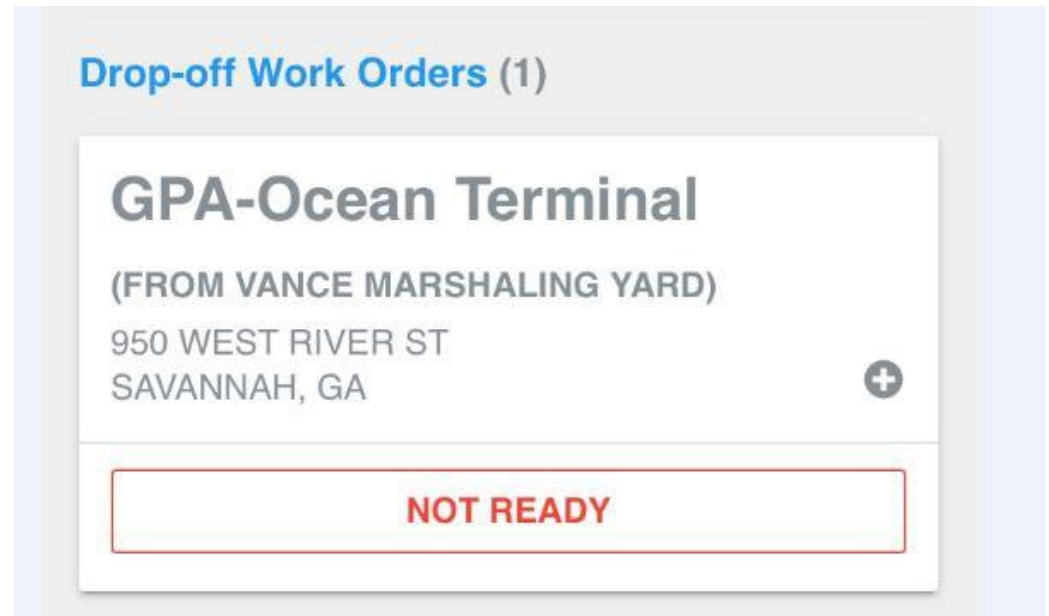


Viewing Pick-up **Work** orders



Here you will see the Pick-up info at the top and if you scroll to the bottom you will see the “Drop Off”.

Note: Drop off tabs are locked until you have picked up the load



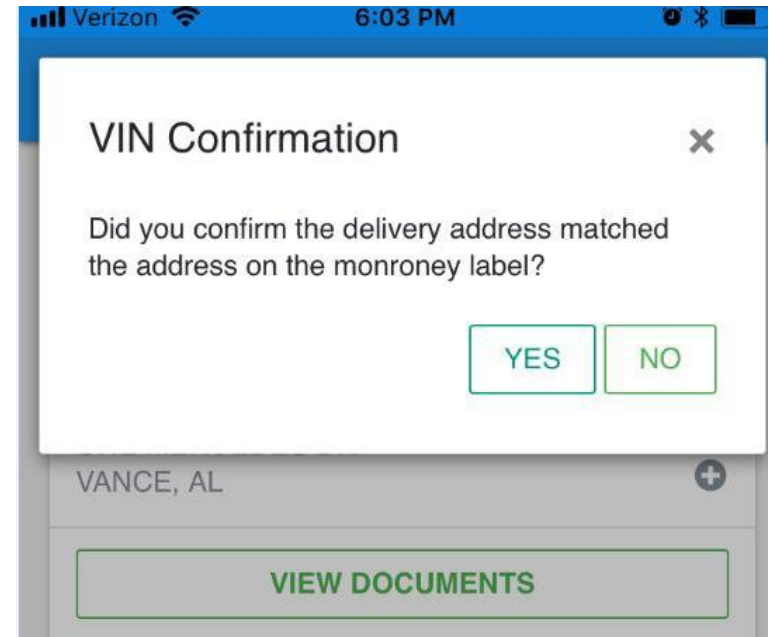
To pick up, confirm each VIN by swiping the tab to the right by each VIN.

(Please make sure vins are correct and there are no issues with any units before doing this)

Vin Confirmation

As you swipe this box will pop up after.

Hit yes to confirm and go to the next VIN until all vins you are loading are confirmed. (If you have a VIN that is not correct or that has been removed from load get with Dispatch NOW before continuing from this step.)



Once complete, hit the SIGN DOCUMENT tab. (NOTE: If you have pre-load inspection notes to make on any units this is done under the MORE tab under the SIGN DOCUMENT tab & and they must be entered before you go to the SIGN DOCUMENT page.)



SIGNING DOCUMENT

From here you should see all the vins you are loading on this page. If a VIN is missing or incorrect you will need to stop and call Dispatch to correct.

Hit the **SIGN** at the top Right of the screen


(NOTE: If you entered any inspection damages or pictures you would see those here also.)



Richie Auto
Transport
28117 Interstate 20
Wills Point, Texas
75169
Fax: 903.873.8667
Phone: 903.873.8111

BILL OF LADING

Origin	Destination	Load #	19001301
MALL LOT 1036 WEST LAKE MALL BESSEMER, AL 35020	GPA-Ocean Terminal 950 West River St Savannah, GA 31401	Driver	Jane Doe
		Truck	001

VINS BEING RELEASED													DESTINATION					
W	D	C	1	6	7	1	1	9	2	A	0	1	6	4	6	5	GPA-Ocean Terminal (Savannah, GA)	
2002 MERCEDES-BENZ GLF 300 (OBSIDIAN BLACK M)																		
DAMAGE INFORMATION FOR VINS AT DELIVERY																		
DAMAGE INFORMATION FOR WDC1671192A016465																		
IMAGES AND NOTES FOR WDC1671192A016465																		
Damage Area	Damage Type	Damage Severity	Inspection Location															
03- Bumper/Cover/Ext - Front	12- Scratched.	1-Damage up to and including 1 inch in length/diameter- less than 2.5 cm.	5-Dealer Inspection															
															Website URL: http://images.clearpathtms.com/?Token=CXHQEM&ID=99&Carrier=liberty			
Website URL:																		

Part 1 – Driver Signature ‘I AGREE’

The screenshot shows a mobile application interface with a blue header bar. On the left, there is a back arrow and the text 'EPOD FOR LOAD 19001301'. On the right, there is the text 'EPOD' followed by a hamburger menu icon. Below the header, the title 'PART 1. Driver Signature' is displayed in blue. The main text reads: 'By clicking the "I AGREE" button, I hereby certify that I am delivering the vehicles with the following VINs and I agree to release into the care of the destination as detailed on the bill of lading: 0'. Below this text, the VIN 'WDC1671192A016465' is shown. A horizontal line separates this section from the next. The second section starts with 'I agree that the inspection report is accurate for the following VINs:' followed by the same VIN 'WDC1671192A016465'. At the bottom of the screen, there is a large green button with the text 'I AGREE' in white.

Part 1 is always for the DRIVER. You should see all the vins you are loading here.


If they are all there and all looks correct then you will hit the **I AGREE** button. This will take you to the NEXT PAGE.

Part 1 – Driver Print & Sign


< EPOD FOR LOAD 19001301 EPOD ☰

PART 1. Driver Signature

Signee
Jane Doe



CLEAR Sign Above

 ADD REMARKS

NEXT STEP
(LOCATION SIGN)

Make sure your name is typed in correctly under **Signee** and that your signature is in the box below.

(NOTE: If you need to clear out a signature, HIT the CLEAR Button & resign. If you need to make a note for the load you can do so by selecting the "ADD REMARKS" tab.)

Part 2 – Pick Up Signature

Most times you will not have anyone signing at the PICK UP location so you the Driver will complete Pickup Signature as well. Hit **I AGREE** if vins are correct.

When no one is signing at pick up,STI should already be selected under 'Signee'. (You can override if there is someone signing)

The screenshot shows a mobile application interface for 'EPOD FOR LOAD 19001301'. The title bar is blue with a back arrow on the left and 'EPOD' with a menu icon on the right. Below the title bar, the main content area has a light gray background. The title 'PART 2. Pickup Signature' is displayed in blue. Underneath, the word 'Signee' is shown in a light gray font, followed by 'STI' in a larger black font. A horizontal line separates this section from the buttons below. There are three buttons: 'ADD REMARKS' (white with a teal border and a teal pencil icon), 'PREVIOUS STEP (DRIVER SIGN)' (teal with white text), and 'SUBMIT SIGNATURES' (green with white text).

Now you just hit SUBMIT SIGNATURES button below and that will take you to the NEXT PAGE.

EPOD Pick Up Completion

Most times you will just hit 'FINISH (DON'T SEND)' unless someone at pickup does want a copy of the Pick-up EPOD sheet. If they do then hit the 'ADD EMAIL' button. Pop up box should appear to enter the email address.

✉ Add Email Address ×

Enter email address here...

ADD FOR ONE-TIME USE

Enter the email address and then hit the "ADD FOR ONE-TIME USE" button and then the 'SEND EMAIL' button at bottom.

< EPOD DELIVERY ☰

DOCUMENT

Type: Delivery EPOD PREVIEW

Signed: 2/21/2019 11:23:50 AM

RECIPIENTS

LOCATION EMAILS

There are no location email addresses on file.

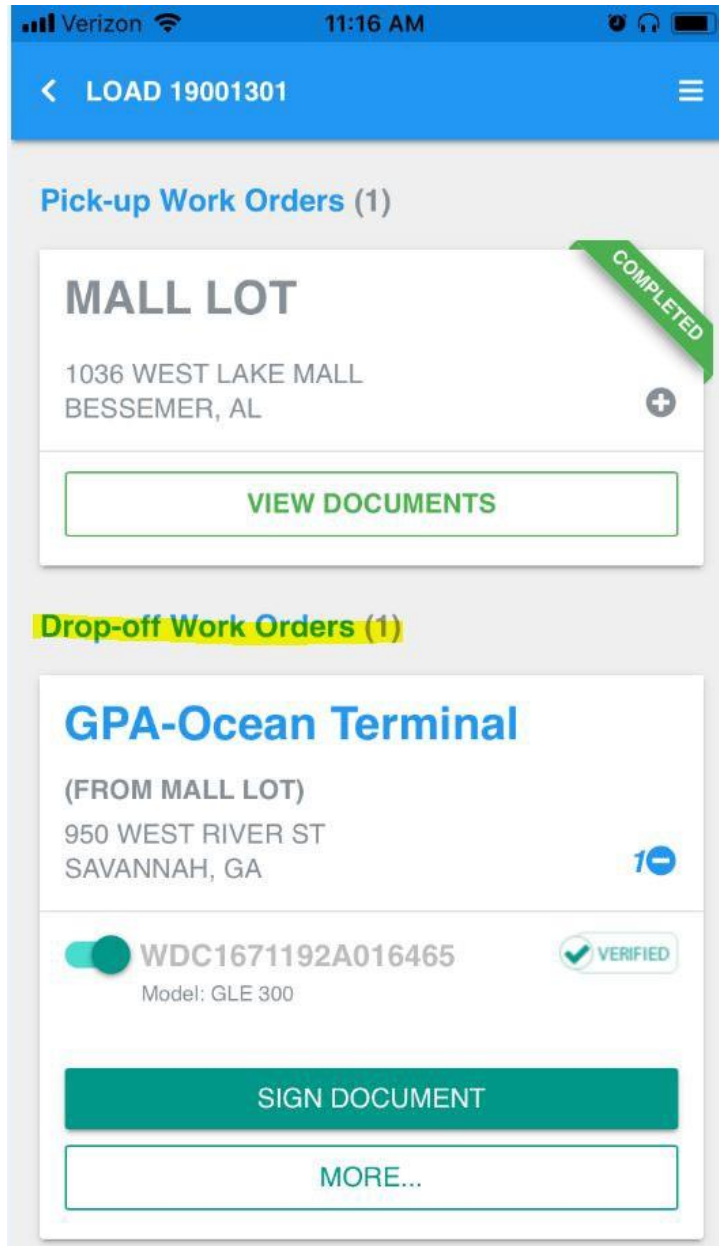
MY EMAIL

You have no email address on file.

ADD EMAIL SEND EMAIL

FINISH (DON'T SEND)

Now you are done until you arrive at your 1st Stop to deliver.



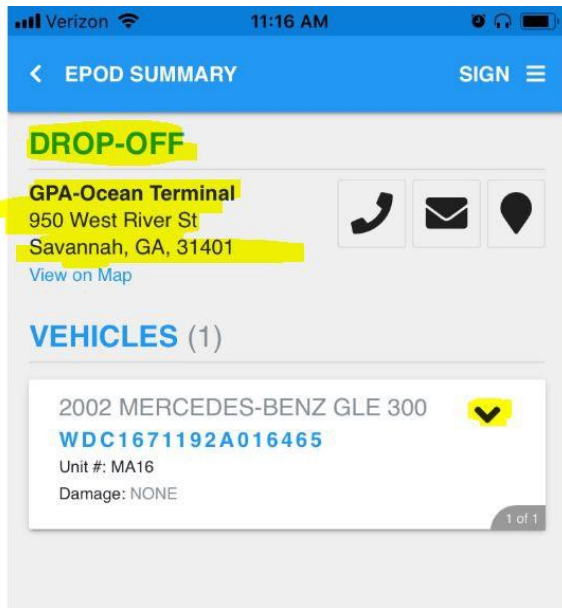
Delivery

The Drop-off work orders are where you find the driver's delivery drop(s) information. If the driver has multiple drops there will be that amount of Drop-off Work Orders

Note: If there is a damage found during the delivery inspection that damage must be entered into the EPOD before clicking the 'SIGN DOCUMENT' tab.

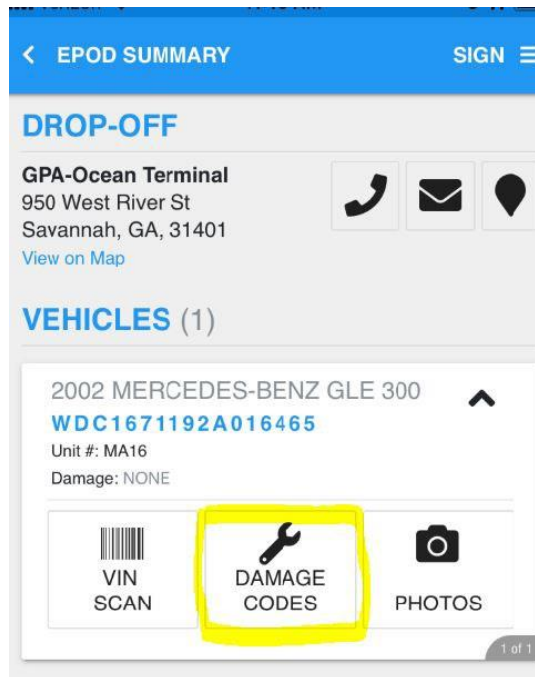
To enter a damage the driver is to hit the 'MORE' tab.

Entering Damages on the EPOD



When the MORE tab is selected, the delivery name and address will be listed at the top and all the vehicles being delivered to this location will be listed at the bottom. Each vehicle will be in a box with an arrow pointing down next to it.

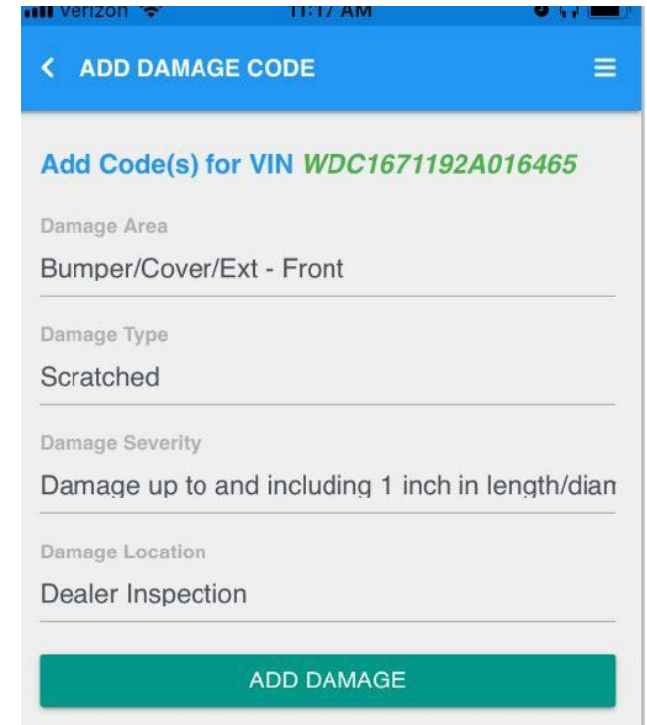
Open the drop down box for the VIN in question



Go into the Damage Codes box.

This is where the 4 damage explanations will be selected.

- 1- Damage Area
- 2- Damage Type
- 3- Damage Severity
- 4- Damage Location



All 4 damage descriptions must be selected to most accurately note the damage.

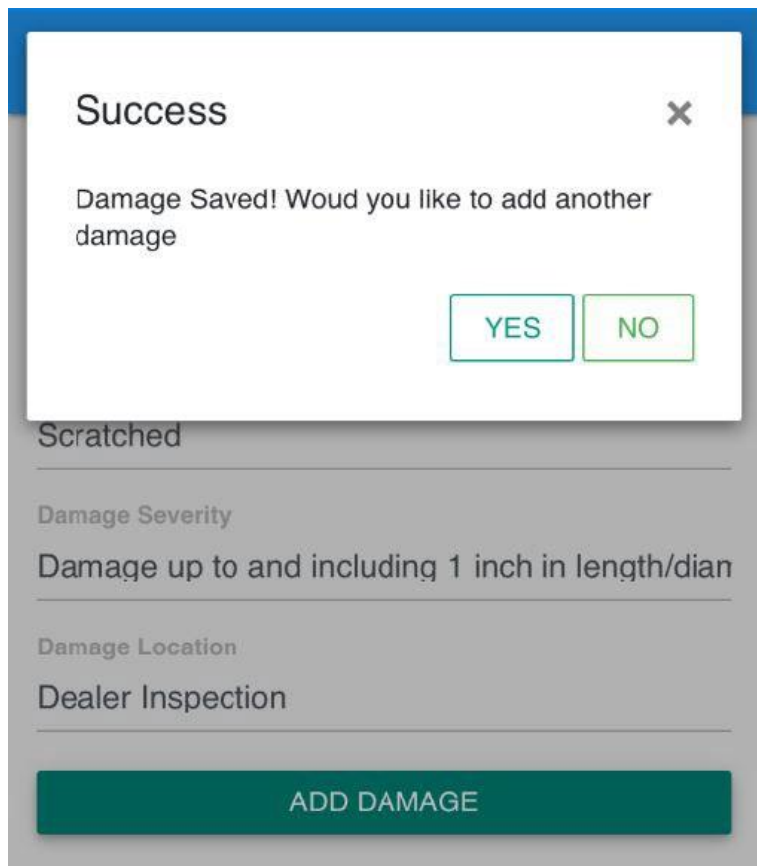
Click in each section to choose: Damage Area – Damage Type – Damage Severity – Damage Location

Once this is complete you would hit ADD DAMAGE

Completed Damage Codes

After you hit the **ADD DAMAGE** button there will be a pop like the sample picture to the LEFT stating success and asking if you wish to add another damage for this vehicle. You would hit **YES, IF** there are any other damages on the VIN. For every damaged area on a vehicle there should be a set of 4 completed damage descriptions.

If the process has been completed correctly you would see something like the sample picture to the RIGHT showing the front bumper scratched up to 1 inch found at the dealer inspection.



A success dialog box with a blue border and a close button (X) in the top right corner. The text inside reads: "Success", "Damage Saved! Woud you like to add another damage", and two buttons labeled "YES" and "NO".

Scatched

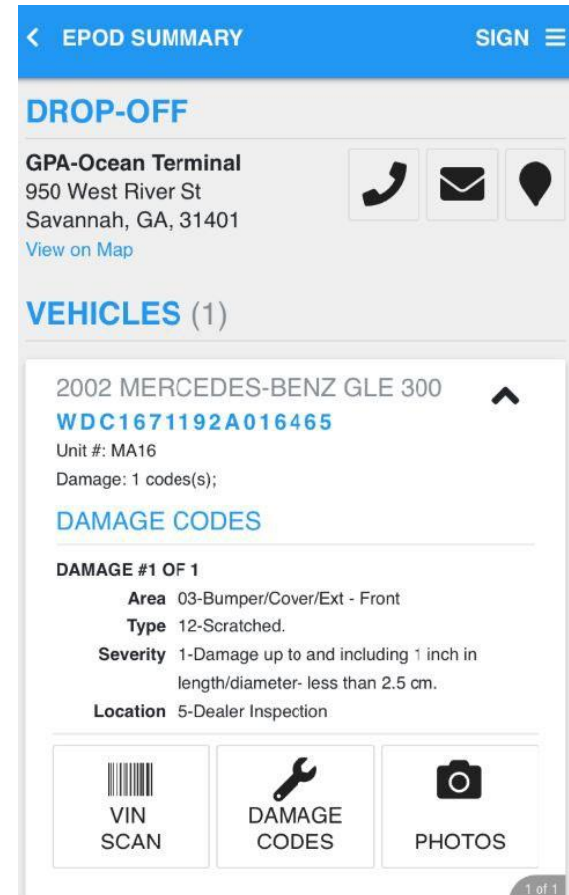
Damage Severity

Damage up to and including 1 inch in length/dian

Damage Location

Dealer Inspection

ADD DAMAGE



EPOD SUMMARY SIGN

DROP-OFF

GPA-Ocean Terminal
950 West River St
Savannah, GA, 31401
[View on Map](#)

VEHICLES (1)

2002 MERCEDES-BENZ GLE 300
WDC1671192A016465
Unit #: MA16
Damage: 1 codes(s);

DAMAGE CODES

DAMAGE #1 OF 1

Area 03-Bumper/Cover/Ext - Front
Type 12-Scratched.
Severity 1-Damage up to and including 1 inch in length/diameter- less than 2.5 cm.
Location 5-Dealer Inspection

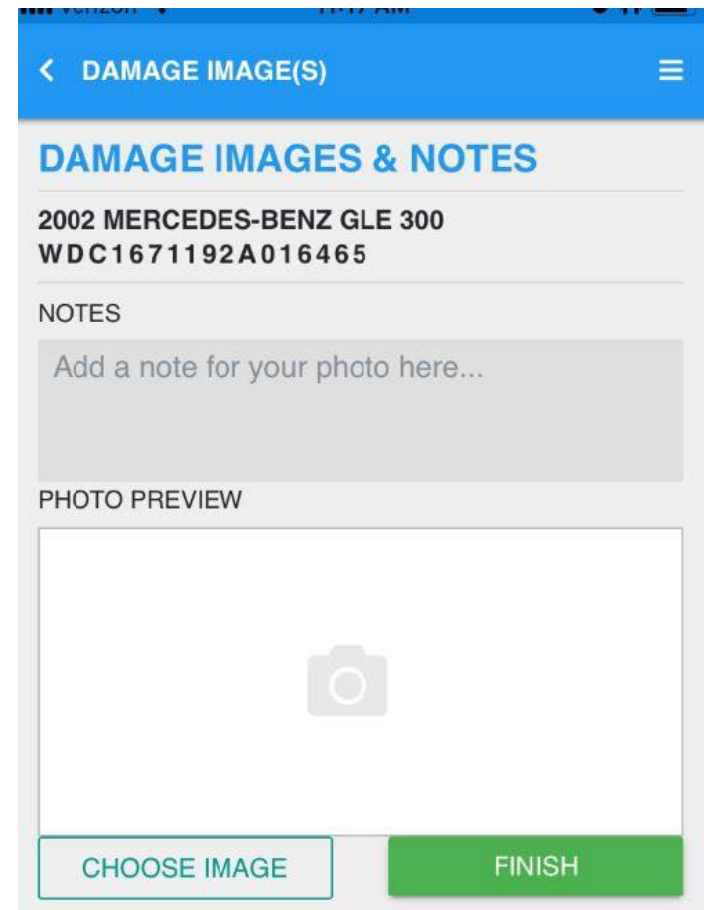
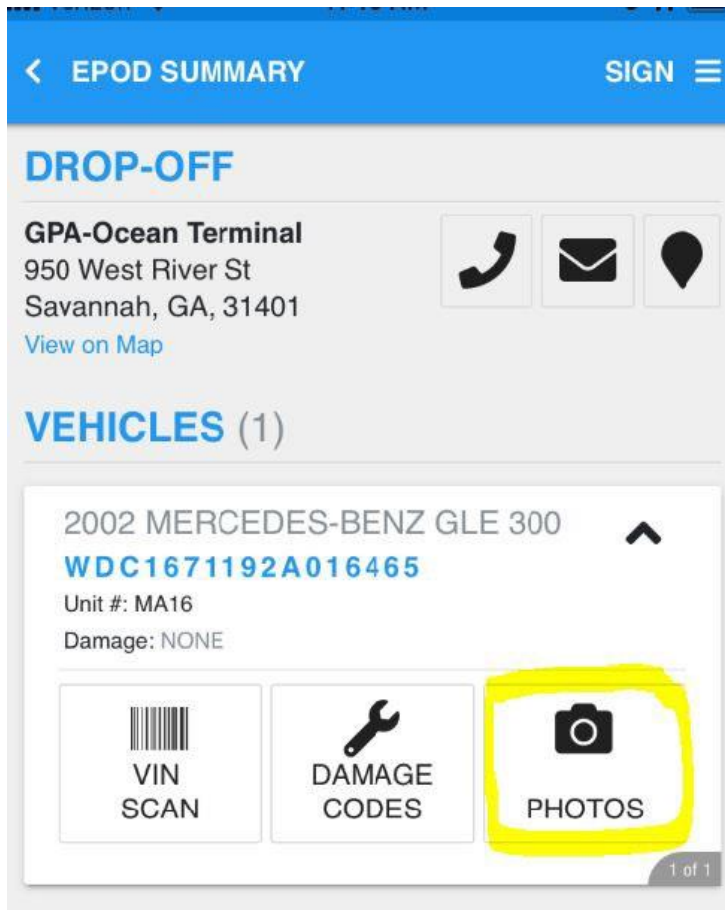
VIN SCAN DAMAGE CODES PHOTOS

1 of 1

DAMAGE IMAGES & NOTES

Pictures are strongly recommended with any damage issue.

Once back to the damage notation options you would hit the down arrow for the damaged vehicle and go into the PHOTOS box this time.



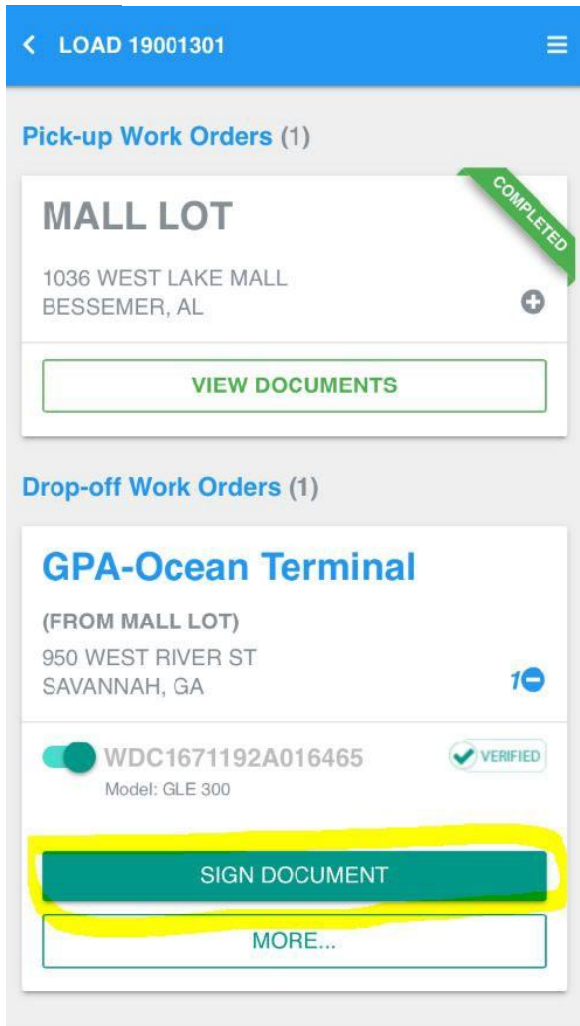
1st- Add the appropriate note in the NOTES Box.

2nd - To attach a picture of the damage/issue, you will hit the 'CHOOSE IMAGE' button and then from the Pop up you will hit 'TAKE PHOTO'. This will open the camera on the device to take a LIVE photo.

SIGN DOCUMENT & CONFIRMING DAMAGE NOTATIONS

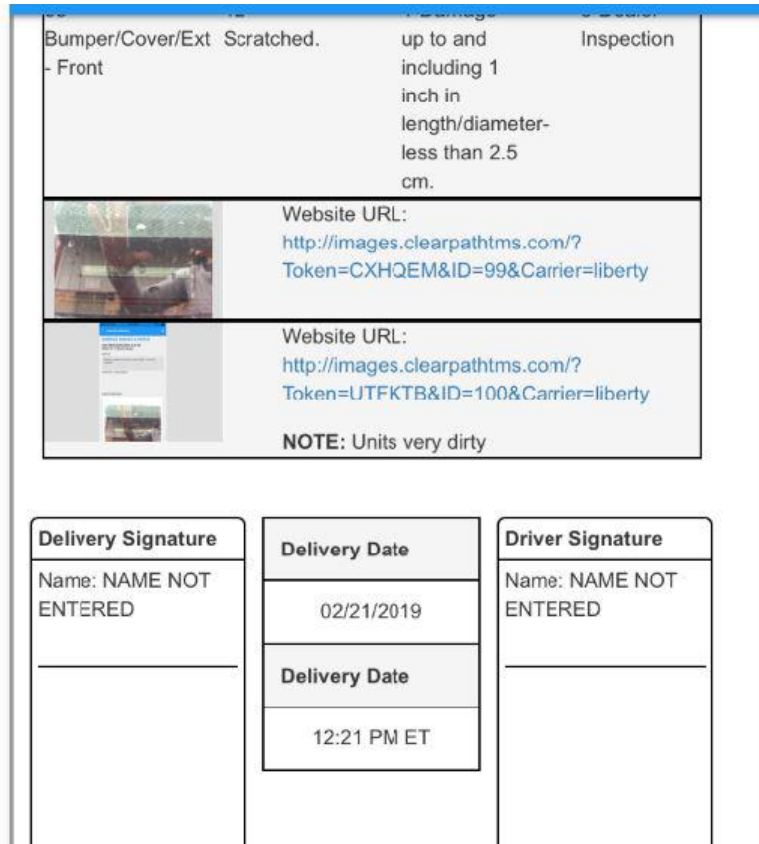
Once all the damage codes are entered and all notes and pictures are added it is then time to start the process to sign for the delivery.

From this page you will want to hit the **SIGN DOCUMENT** tab.



From there this page will open. You will have the opportunity to see the damage codes, notes and photos to confirm they were entered correctly.

If, at this point or any point before, you feel something is not correct and need assistance to correct it, PLEASE call 903-873-8118 options 2, 3 or 6 can help.



SIGNING DELIVERY DOCUMENT

From here you want to hit the SIGN at the top Right of the screen >>>>

This will take you to PART 1 – which is for the DRIVER to confirm vins being dropped and print and sign their name. When complete hit the box at the bottom right.

< EPOD FOR LOAD 19001301 EPOD ≡

PART 1. Driver Signature

By clicking the "I AGREE" button, I hereby certify that I am delivering the vehicles with the following VINs and I agree to release into the care of the destination as detailed on the bill of lading: 0

WDC1671192A016465

I agree that the inspection report is accurate for the following VINs:


WDC1671192A016465

I AGREE

< EPOD FOR LOAD 19001301 EPOD ≡

PART 1. Driver Signature

Signee
Jane Doe





CLEAR Sign Above

ADD REMARKS **NEXT STEP (LOCATION SIGN)**

VERIZON 11:21 AM

< EPOD FOR LOAD 19001301 **SIGN** ≡

Bumper/Cover/Ext - Front	Scratched.	up to and including 1 inch in length/diameter-less than 2.5 cm.	Inspection
	Website URL: http://images.clearpathms.com/?Token=CXHQEM&ID=99&Carrier=liberty		
	Website URL: http://images.clearpathms.com/?Token=UTFKTB&ID=100&Carrier=liberty		
NOTE: Units very dirty			

Delivery Signature	Delivery Date	Driver Signature
Name: NAME NOT ENTERED	02/21/2019	Name: NAME NOT ENTERED
	Delivery Date	
	12:21 PM ET	

PART 2. Delivery Signature

< EPOD FOR LOAD 19001301 EPOD ☰

PART 2. Delivery Signature

By clicking the "I AGREE" button, I hereby certify that the vehicles with the following VINs have been delivered and I agree to release the carrier of any further responsibility related to this load: 0

WDC1671192A016465

I agree that the inspection report is accurate for the following VINs:

WDC1671192A016465

I AGREE

PART 2 is for the inspector/dealer/destination/delivery signature.

All the vins being delivered to the location will be listed here

Also, if there were any damage(s) noted on any of the vins being dropped, the vin(s) would be listed as having an inspection report

<<<<<<<

If the information here is correct, hit **AGREE** to go to the next screen.

PART 2 – Printed Name & Signature

The screenshot shows the EPOD mobile application interface. At the top, a blue header bar contains a back arrow, the text 'EPOD FOR LOAD 19001301', and 'EPOD' with a menu icon. Below the header, the title 'PART 2. Delivery Signature' is displayed in blue. Underneath, the label 'Signee' is followed by the text 'Joe Friday'. A large white box contains a handwritten signature in black ink. Below the signature box, there is a blue 'CLEAR' button and the text 'Sign Above'. At the bottom of the screen, there are three buttons: a yellow 'ADD REMARKS' button with a pencil icon, a teal 'PREVIOUS STEP (DRIVER SIGN)' button, and a green 'SUBMIT SIGNATURES' button.

Here is where the person receiving the vehicles will type in their first AND last name under 'Signee' and then sign their name in the signature box below.

If the signature is no good you can hit the CLEAR button to remove what's there and redo.

NOTE: If you want to put in a general note for all the vehicles you can do so by hitting the 'ADD REMARKS' tab at the bottom.

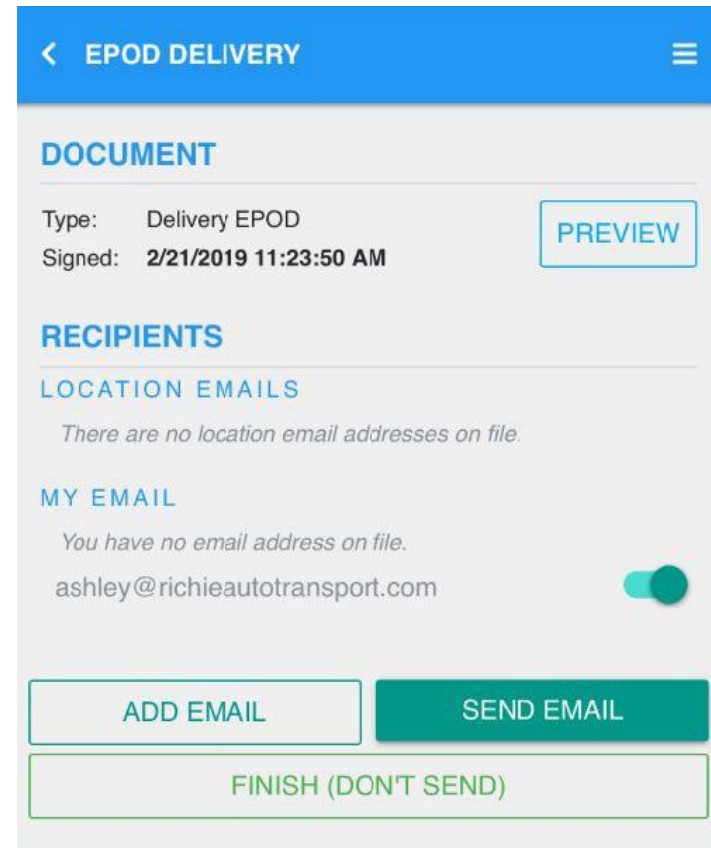
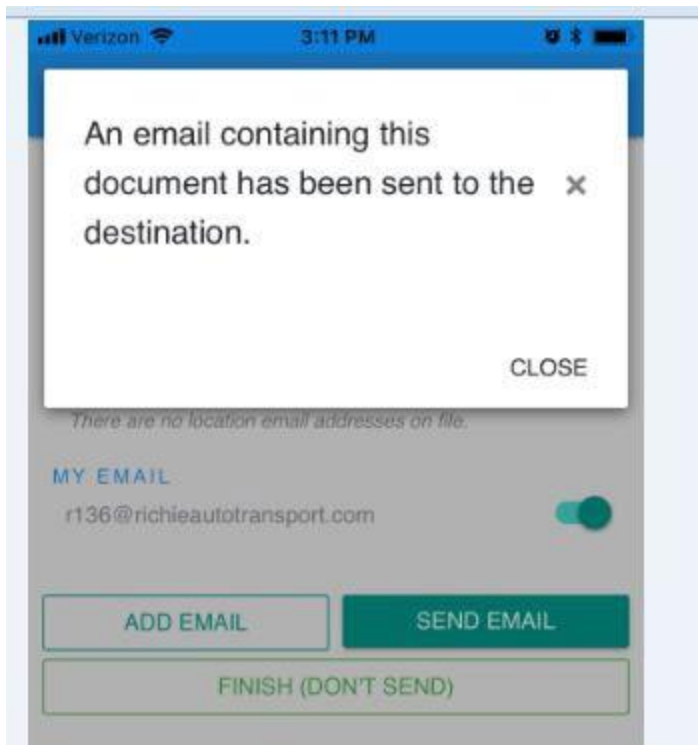
When you hit the 'REMARKS' tab, you can type in whatever notes you wish.

Once complete hit DONE to lock them in and then you will hit the **SUBMIT SIGNATURES** button to finish the delivery.

BOL Delivery EMAILS

1st - After you completed the previous step you should see a popup saying that an email containing this document has been sent to the destination.

****If you do not get this pop up – you will need to enter an email address to have the delivery BOL sent.**

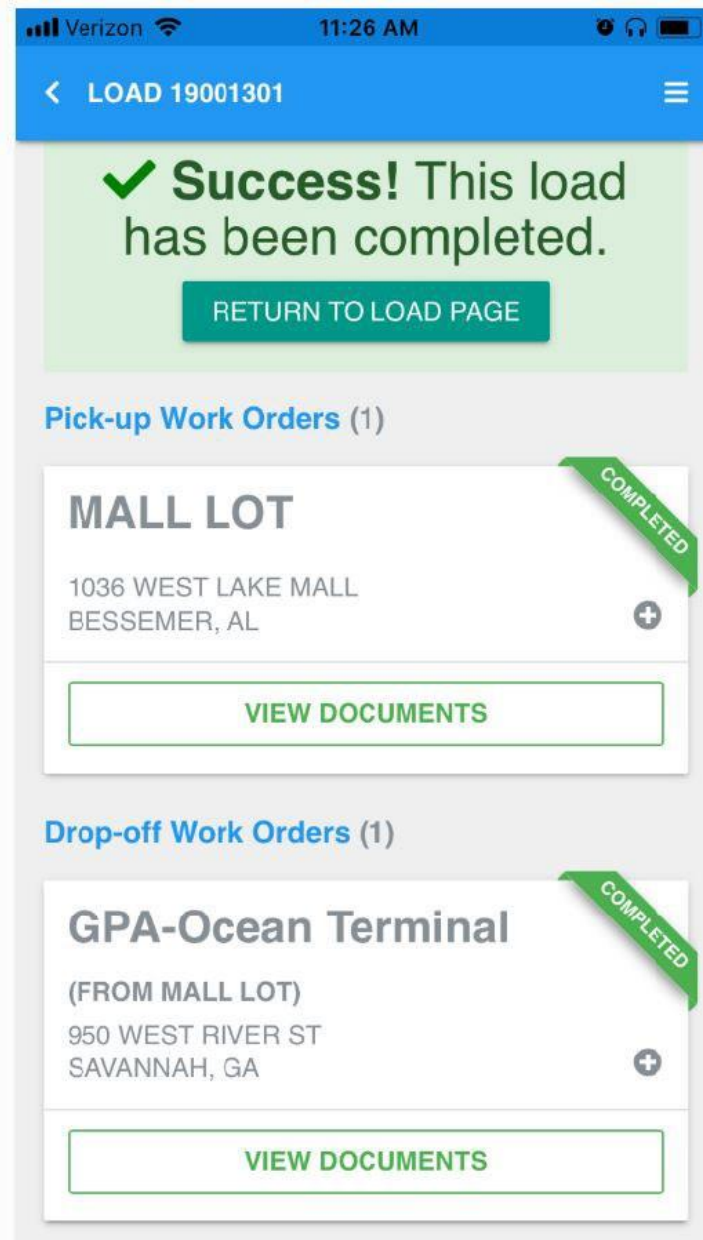


2nd - Hit the ADD EMAIL button.

Type in the destination email address – hit the **ADD FOR ONE-TIME USE** button then hit the **SEND EMAIL** button.

You can send to another email if you need to or you can close out of the screen by hitting the **FINISH (DON'T SEND)** button.

COMPLETED LOAD PAGE



If at any time during the process of using the INTERLINK EPOD you have issues, errors, concerns, etc. – PLEASE CALL the office right away for assistance to resolve the issue.

Any damages and/or missing items must be noted at time of delivery on the INTERLINK EPOD in order to be considered a valid claim.

If you have an issue with the dealer allowing you use of the EPOD on your device or if the noted damage/issue does not appear on your emailed copy of the BOL, call the office right away for assistance so that we can get the matter resolved ASAP.

If you do not receive a copy of the delivery BOL after 5-10 minutes of the signature completion call us so that we can get you a copy and you can confirm all is correct.

Problems with the EPOD or BOL's should be reported to the office ASAP and before the driver leaves the facility.

BOL requests	customerservice@interlinktransport.com	or	903-873-8118 option 1
EPOD/Driver issues	Alisha@interlinktransport.com	or	903-873-8118 option 3
EPOD/Driver issues	accounting@interlinktransport.com	or	903-873-8118 option 2
EPOD/Damage issues	Jeff@interlinktransport.com	or	903-873-8118 option 6