



**CRETE CARRIER**  
*There are no shortcuts®*

# TRANSFLO NOW!

Welcome to Transflo Now! Transflo Now! allows you to scan your trip documents anywhere, even if you don't have a connection to the Internet. Once you have access to a High Speed Internet connection, your documents will automatically transmit to Transflo Express. At that time, you will receive a confirmation number along with the upload date.

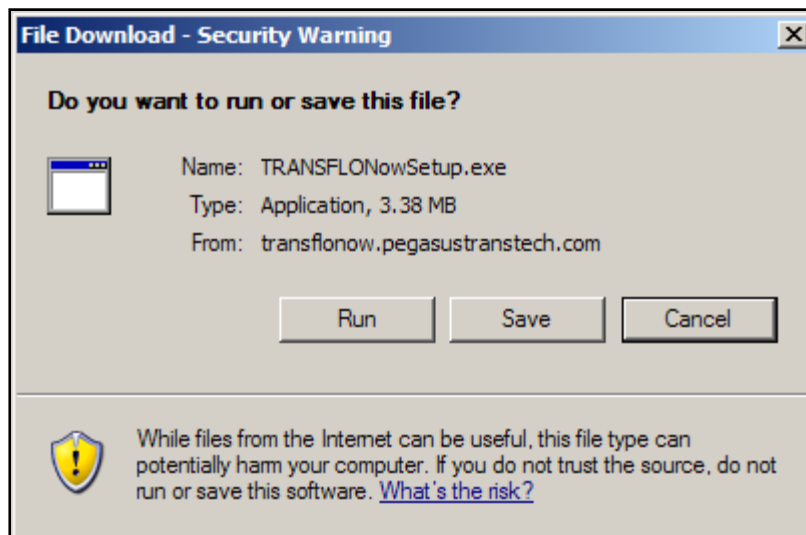
Crete Carrier provides very limited technical support for this product. Before installing this program read the instructions very carefully and make sure you understand all of the steps. If you feel you cannot comfortably install this product, Transflo Now! may not be for you.

## **Table of Contents**

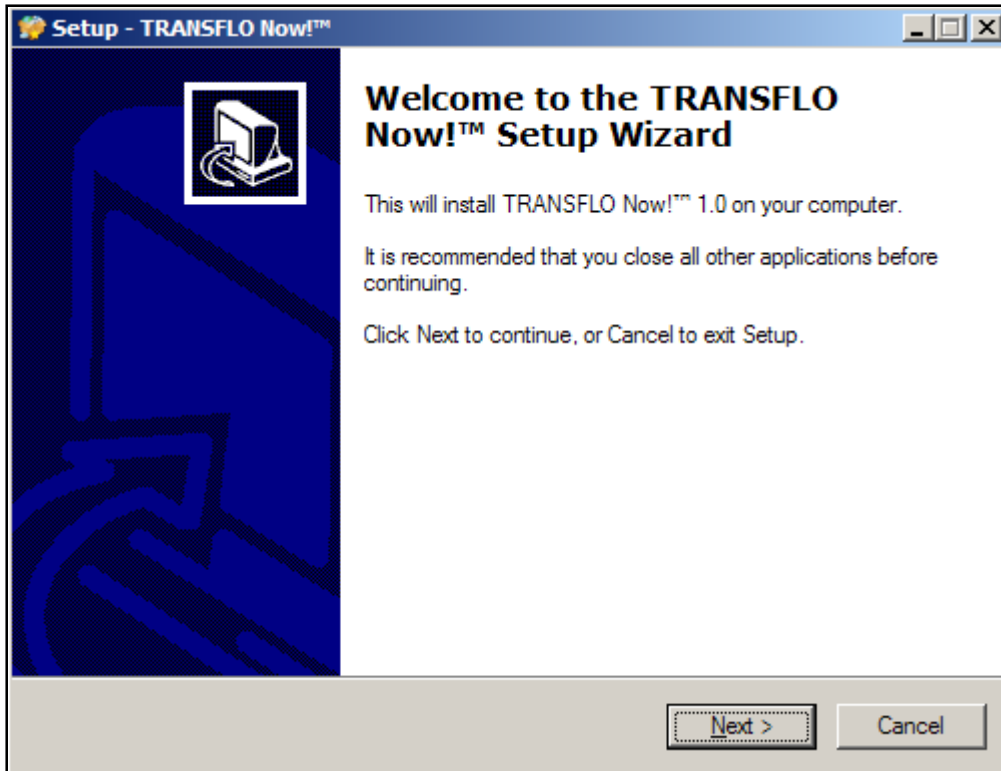
Installation .....	1
Setup .....	7
Scanner Setup .....	9
Scanning and Submitting.....	10

# Installation

1. In order to use this program, you **MUST** have Windows 2000, Windows XP, or Windows Vista. If you are on Windows 2000 or XP, you should be up-to-date on patches and service packs. TRANSFLO Now! requires the Microsoft .NET framework in order to work. This is a standard, free Microsoft program. If you are up-to-date on all Microsoft Service Packs for Windows 2000, Windows XP, and Vista, you should already have this loaded on your computer as part of your Windows OS. If the application does not detect the .NET framework, it will direct you to the Microsoft website and start the FREE download process. Simply take the default options to complete the download. It is a large file, over 20MB. It is strongly recommended that this be done over a high speed connection.
2. Your sign-on to the system must be set up as an administrator. Many times people forget this setting. If you have administrator rights, everything will work fine.
3. Click the link provided to download the software. When the box appears below, choose “Save” and save the file.



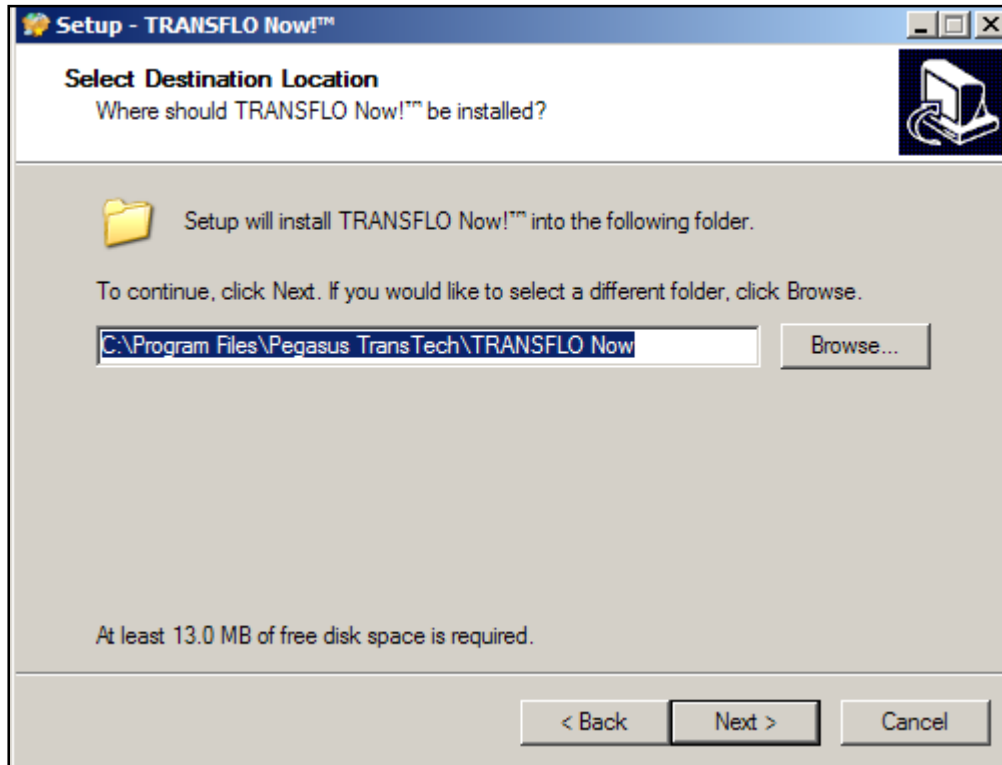
4. When the file is saved, click the icon and the window below will appear. Choose “Next”.



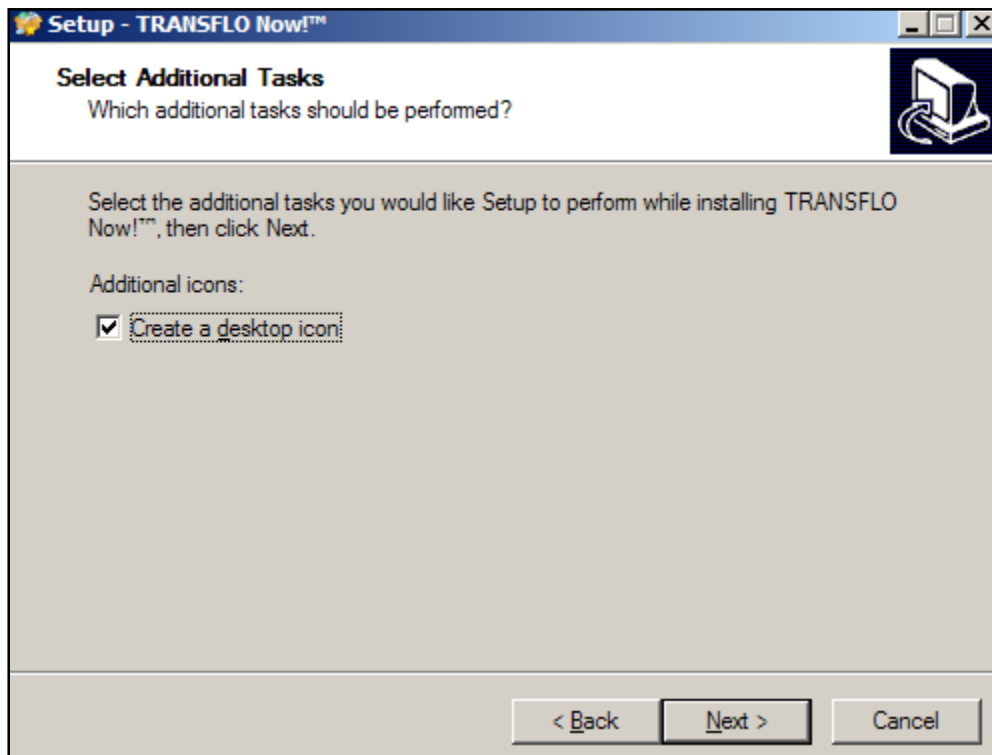
5. Read the End User License Agreement and accept by clicking the button beside "I accept the agreement". When the button is filled in, click the "Next" button.



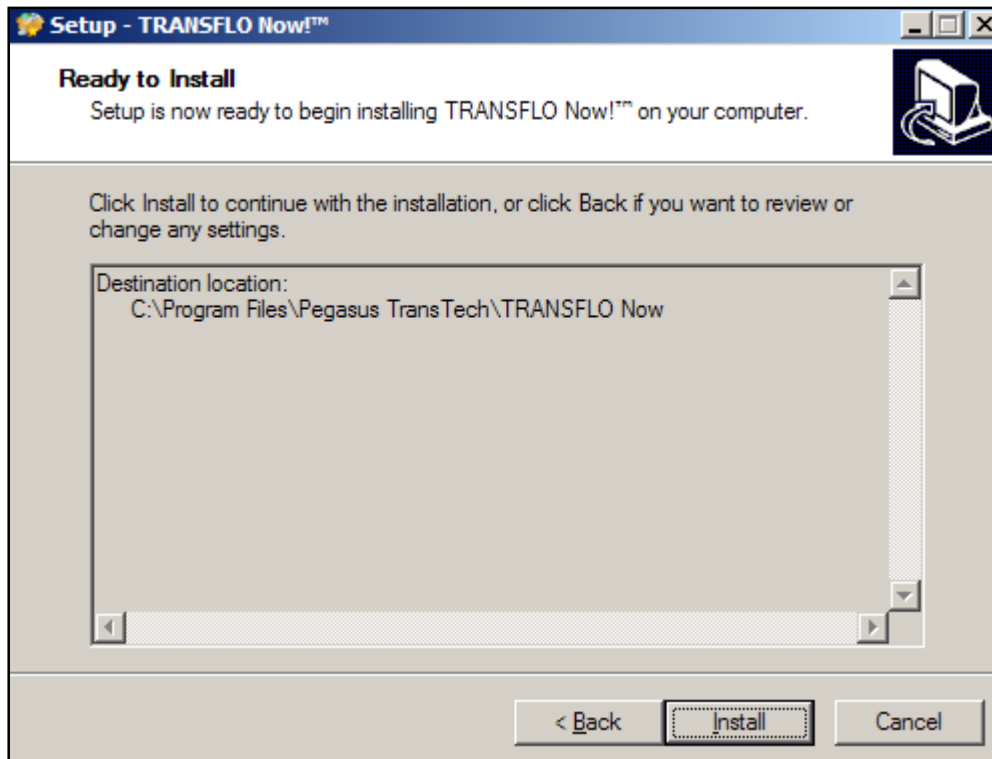
- When the window below appears, click the “Next” button to accept the destination directory for the application. It is strongly recommended that you do NOT change the destination directory.



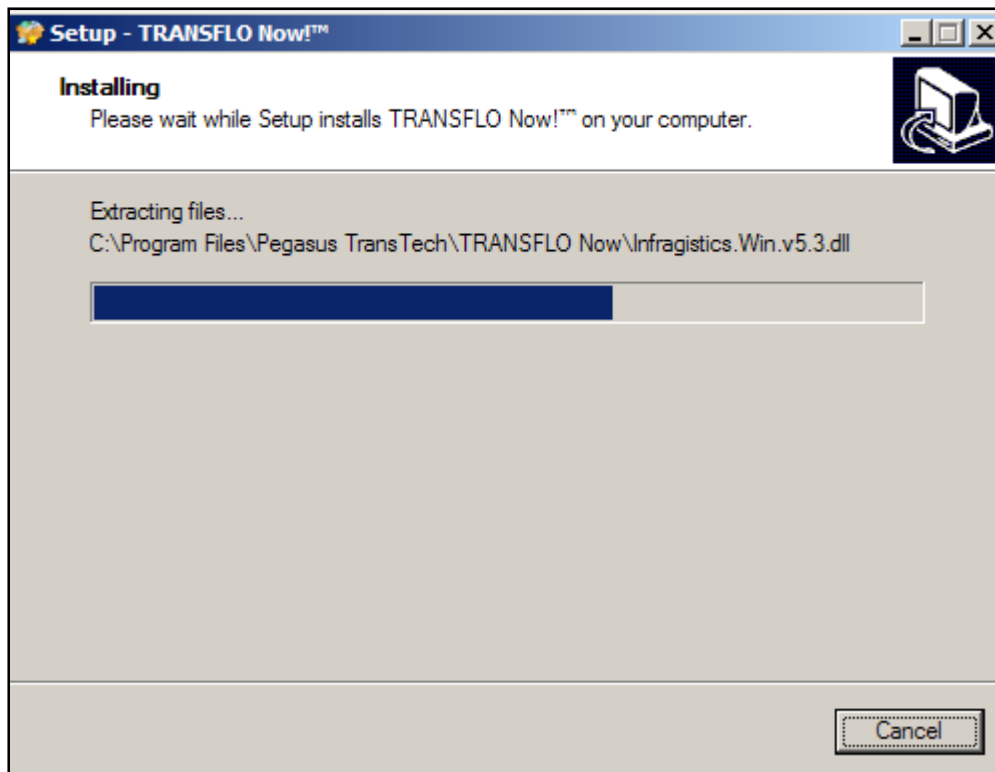
- You may create a desktop icon by leaving the checkbox checked. Simply click “Next” to continue.



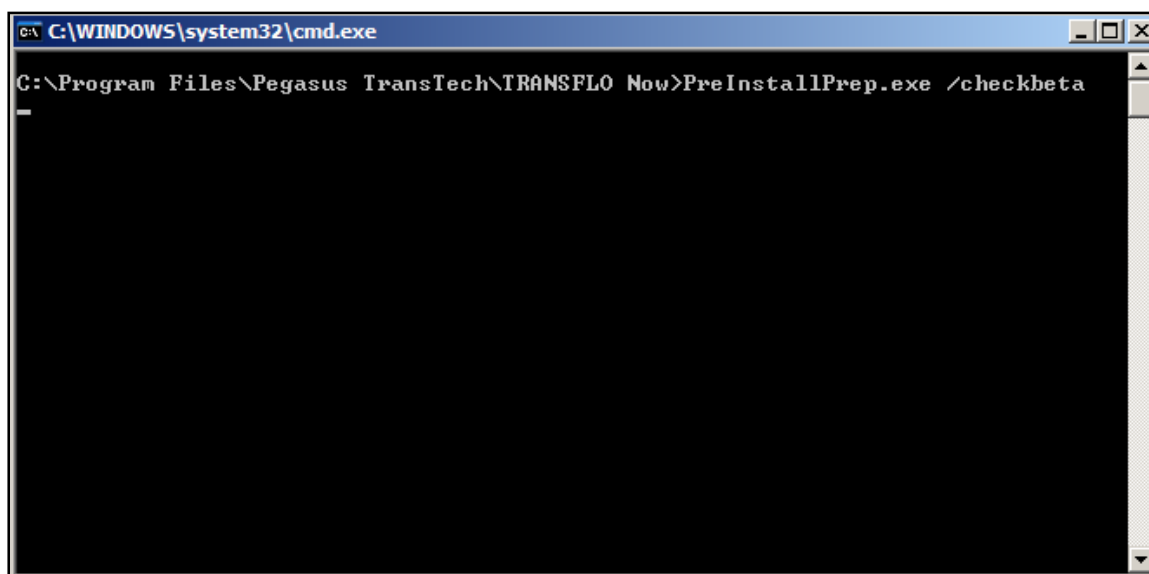
8. Once you have selected all of the installation options, the window below will appear. Click the “Install” button.



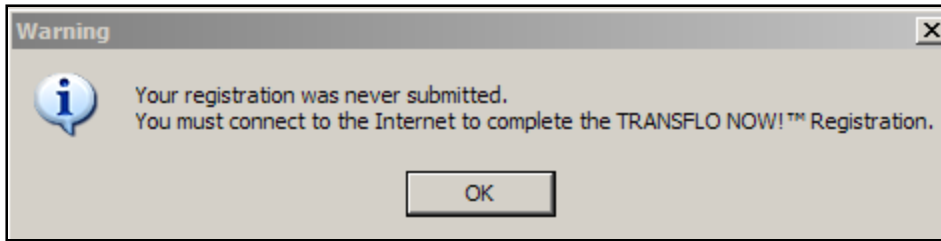
9. The installation will begin, and the window below will appear. The progress bar will show how far along the installation is.



10. After the application has been installed, you will see a DOS window appear. DO NOT CLOSE this window, the installation is still in progress.



11. If you are not connected to the internet when you load the application, you will see the box below appear. You will need to be connected to the internet to complete the registration before you can use TRANSFLO Now!.



If you are connected to the Internet, the installation process will proceed to Step 2 of the Setup process.

# Setup

1. Make sure you have completed the Installation steps. *When you have connected to a High Speed internet access point*, double click on the desktop icon created during the installation process.
2. Accept all default configuration options and when finished, the user should be prompted with the registration screen seen here:

TRANSFLO@ NOW! - User Registration

Fleets:

Enter a Fleet ID:

Default	FleetID	Description

User Information

First Name

Last Name

**NOTE:** You will receive an activation notification via e-mail.

E-Mail Address

Re-enter E-Mail Address

User Type

3. To begin the registration process, enter the “CRET” (HUNA for Hunt Transportation drivers) in the field “Enter a Fleet ID” and click the “Add” button. If you are online, you should see the FleetID, Description, and Default box checked. If you enter an invalid fleet, or one that has not been activated for TRANSFLO Now! you will receive a notification box indicating there is a problem with the fleet.

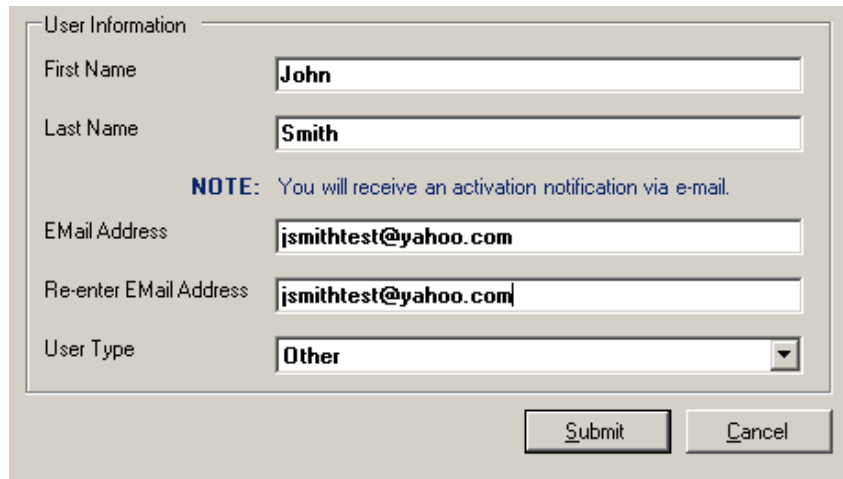
TRANSFLO@ NOW! - User Registration

Fleets:

Enter a Fleet ID:

Default	FleetID	Description
<input checked="" type="checkbox"/>	TFLO02F2	Test Customer 2 Fleet 2

Once you have added the Fleet, enter the information requested in the User Information section of the Registration Screen as shown below. Accept the changes and click “Submit” to send the registration. ***Be sure and type the email address correctly, both times or you will not be able to scan!***



The image shows a 'User Information' registration form. It contains the following fields and values:

- First Name: John
- Last Name: Smith
- NOTE: You will receive an activation notification via e-mail.
- E-Mail Address: jsmithtest@yahoo.com
- Re-enter E-Mail Address: jsmithtest@yahoo.com
- User Type: Other (selected from a dropdown menu)

At the bottom right of the form are two buttons: 'Submit' and 'Cancel'.

NOTE: If you enter the information when you are offline, the validation of the fleets will be pending and when “Submit” is selected it will pop up a message to save the registration data. ***The registration will not submit automatically when you go online.*** You must launch the application and click “Submit” once while online to get the activation email.

4. Check your email Inbox for the activation link email, and click the link.

NOTE: If you have not seen the activation email in a normal amount of time, check the “Junk” or “Filtered Email” mailbox to see if your email account is moving this email to your “Junk” folder. If you do not find the email, open the application and confirm the email address entered on the registration page is correct. If it is correct, click the Submit button again. If it is not correct, retype the email address in both fields, and click the Submit button while you are online.

# Scanner Setup

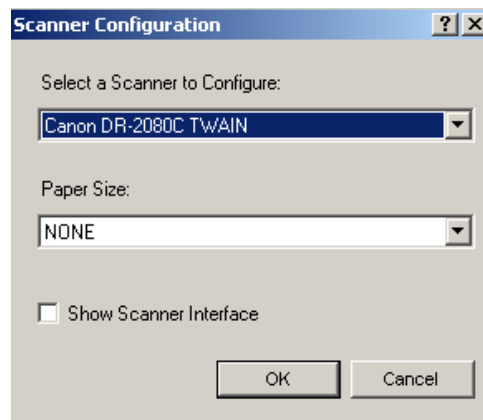
1. Before you attempt to scan documents into the Transflo Now! application, scan some test documents using the Twain driver that came with your scanner. Test using a variety of trip documents to make sure you have the settings correct.

**Note:** *Crete Carrier cannot provide technical support for setting up your scanner. There is a wide variety of scanners on the market and they all have their own Twain compliant driver. Contact customer service for the scanner you purchased to assist.*

2. Once you have received and clicked the activation link, open the application with the desktop icon. You should open to the Ready To Scan page.



3. Click the "Setup and Administration" button or press F12. Click the "Select Scanner" button.

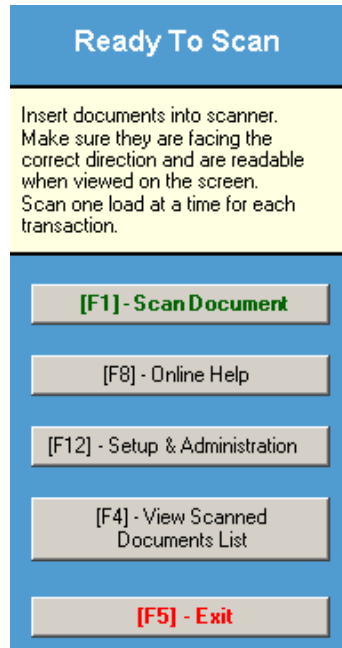


4. If the correct scanner is displayed, click "OK". If not, click the down arrow and choose the correct scanner. Click "OK", and then "Return" (F4).

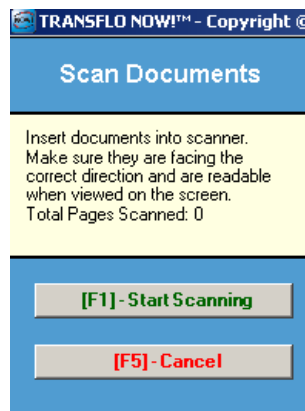
NOTE: You must have installed and configured the scanner correctly through Windows for the scanner to be displayed in this drop down.

# Scan and Submit Documents

1. Make sure your log on name has Administrator Rights. This will prevent many problems.
2. Now you are ready to scan. Notice the options in the upper left corner.



3. Click the "Scan Document" (F1) key.
4. Place documents in scanner.
5. Click the "Start Scanning" (F1) key.



6. At this point, you can choose one of several options:

**”Scanning Complete” (F1)** if all pages have been scanned and appear readable

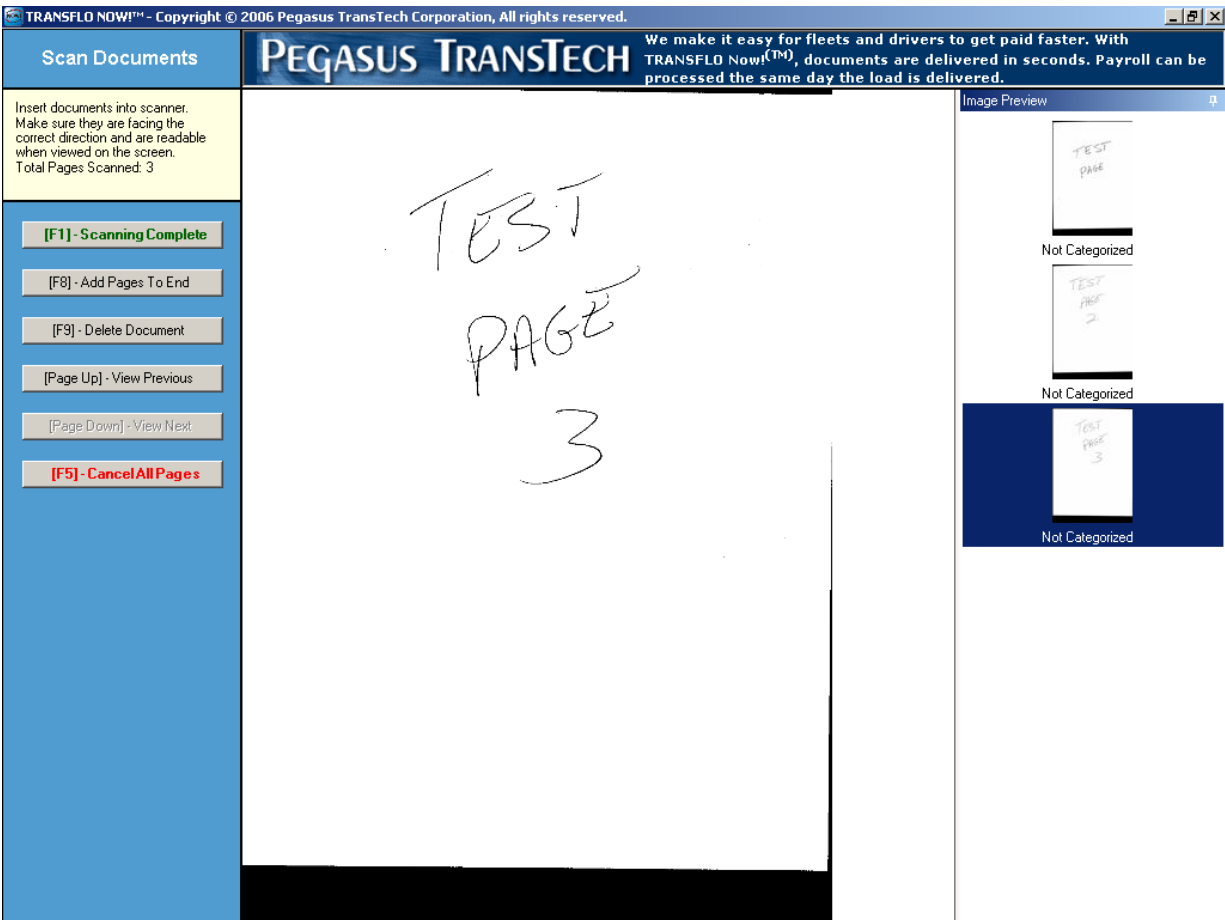
**”Add Pages To End” (F8)** if more documents need to be scanned. (Repeat the steps above until all pages have been scanned)

**”Delete Document” (F9)** if a page should be deleted. The document in the main view screen will be deleted.

**”View Previous” (Page Up)** or **”View Next” (Page Down)** to view any documents in the group.

You may also click the image preview tab and view by clicking thumbnails.

**”Cancel All Pages” (F5)** to start over or quit.



7. After clicking the "Scanning Complete" (F1) button, the Fleet Selection page will appear.

Fleet Selection

Select Fleet

Fleet:  
CRET - Crete Carrier Corporation

Order Number

Tractor Number

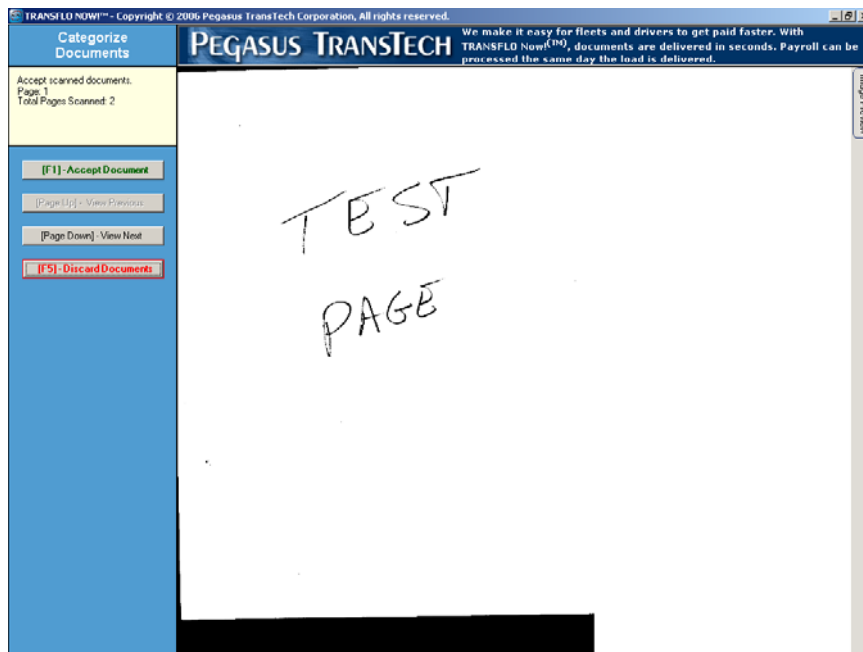
Trailer Number

[F1] - Next

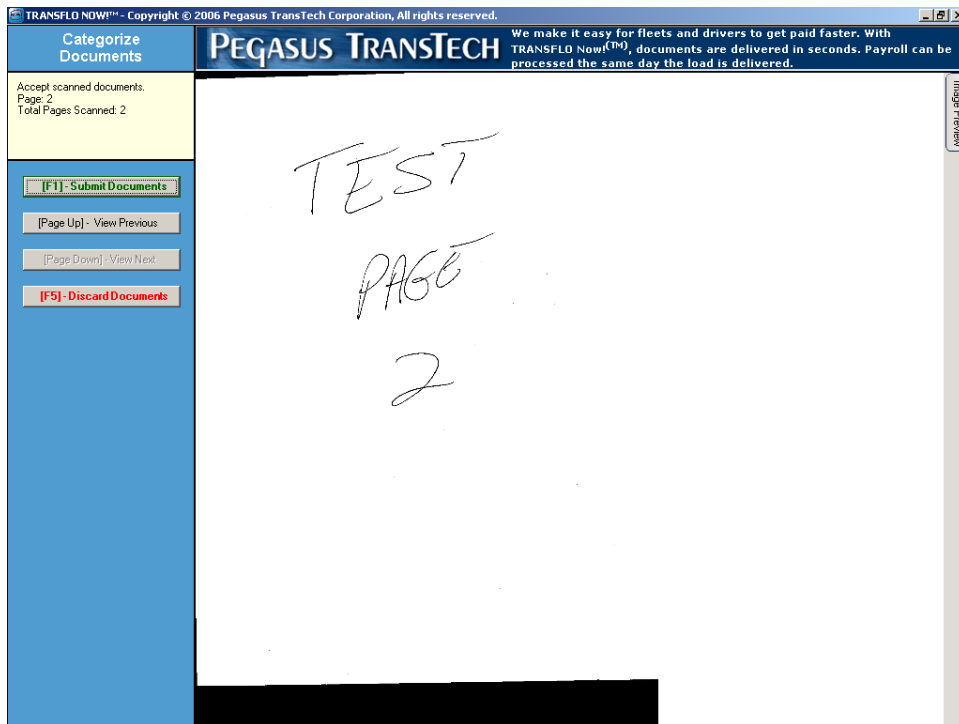
[F5] - Discard Documents

The default fleet will be visible in the Fleet field. Enter the trip number, tractor number, and the trailer number. The trailer number is optional. The trip and Tractor information is used for tracking your transmissions. This information will be addressed later.

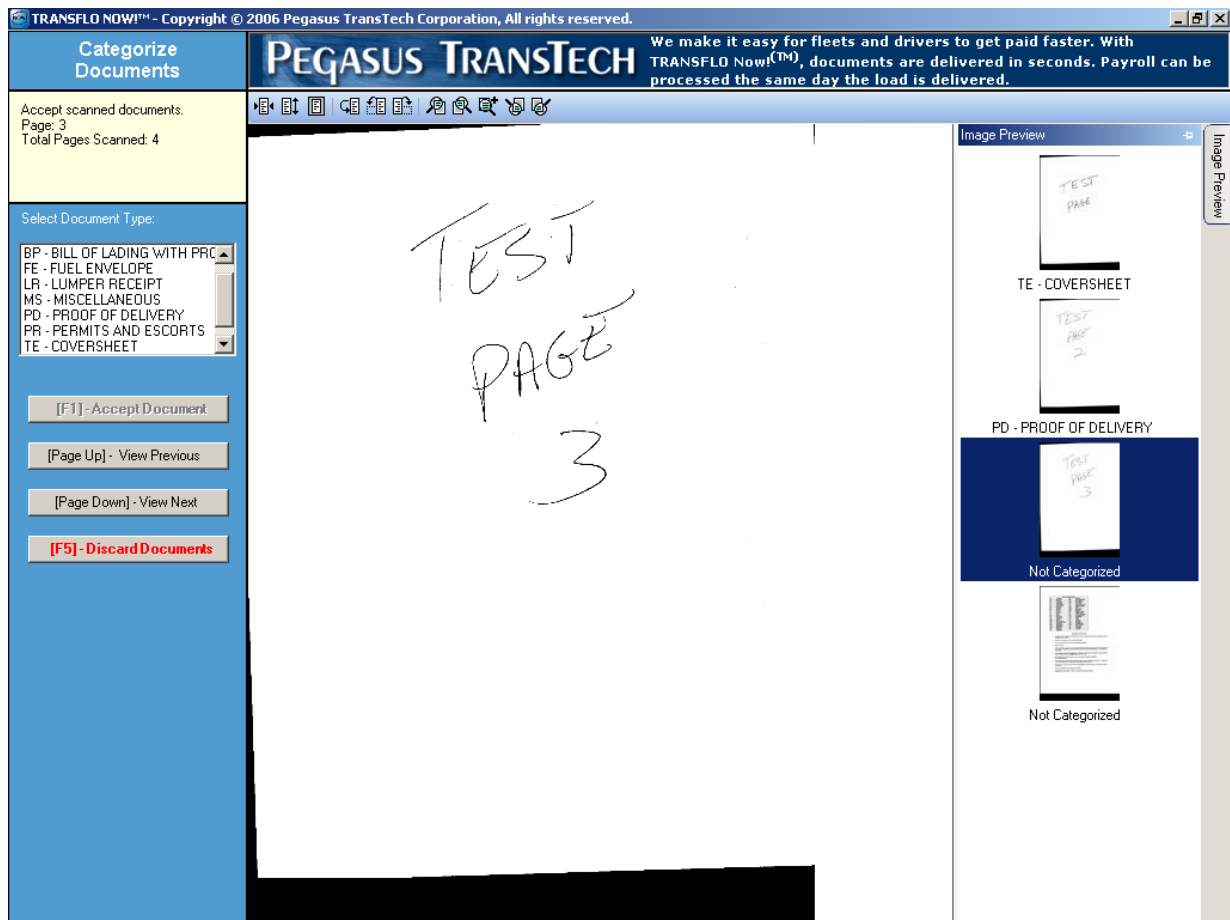
8. After clicking the "Next" (F1) button, you will see the first page of your set of document. If this page looks acceptable, click the "Accept Document" (F1) button. This will take you to page 2. You will need to click the "Accept Document" (F1) button for each page in your document set. You may also "Page Down" or "Page Up" to view documents, and "Discard Documents" (F5) if you choose not to transmit them.



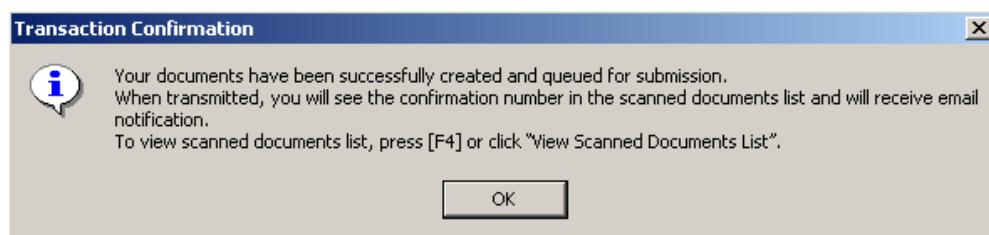
Once all documents have been accepted, press the "Submit Documents" (F1) button, submitting the set of documents for transmission.



NOTE: Prior to submitting the documents, you may review all of the documents by pressing the "Page Down" and "Page Up" buttons. You may also review by using the image preview thumbnails that are available on the right side of the viewing pane. You will also notice that the document types are shown under the thumbnails. If you need to change one, simply click on the thumbnail to make the image appear in the main view pane, and choose the correct document type as described above. You may also cancel and start over by pressing the "Discard Documents" (F5) button.



- When you submit your documents, you will see a box appear indicating the set of documents has been successfully created and is ready for submission. Click "OK".

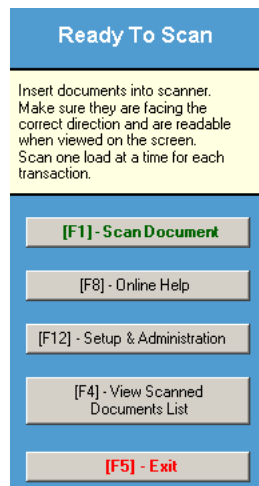


NOTE: You do not have to be online to scan documents. You do have to be online to transmit documents.

10. When you are online, you will see a popup box appear in the bottom right of your screen that will contain the confirmation number of the set of documents submitted, and a link to click to view this set of documents on the TRANSFLO Express website.



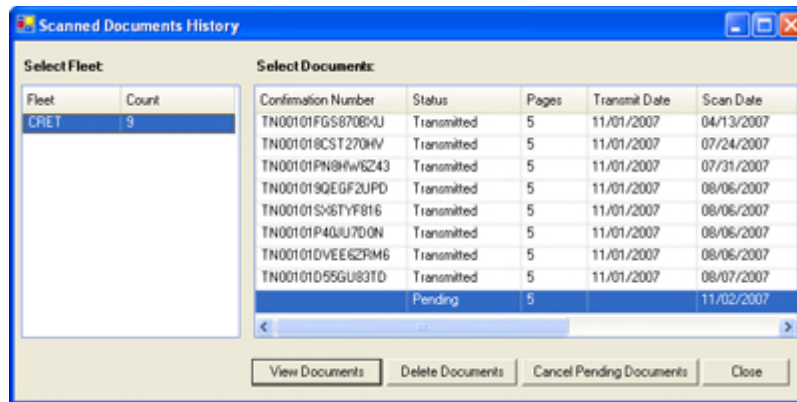
11. You may also view these documents in the "View Scanned Documents List" (F4) from the Ready To Scan page (Main Page).



12. The transaction will show a status of Pending until it is successfully transmitted. During this time, the confirmation number field will be blank for that row. To view the images, click on the row containing the documents you wish to view, and click the View Documents button.

Note:

- A. When the set of documents has been successfully transmitted, the status will change from Pending to Transmitted in the Scanned Documents History, and the confirmation number will appear.
- B. If the document does not transmit and you decide to scan the document at a Transflo Express truck stop location or fax the document, you may Cancel the document so it won't transmit in the future. To do this, click once on the document, and click the Cancel button. The documents will remain in your log so you can view them at any time
- C. After 30 days, you may delete the batch. To do this, click on the batch once and click the Delete button at the bottom of the screen.



Keep track of your trips as they are submitted to Transflo Express. The company will read the **Transmit Date** for cutoff. Make sure you have an internet connection prior to midnight of your cutoff date. We are NOT able to read your scan date because it is stored locally on your computer.

For minor problems, call the Crete Carrier help desk at 402-479-2517. This help desk number will not be able to help you with scan quality or other scanner issues. Attaching to the Internet is the responsibility of the driver. At this time, Windows XP is supported by Crete Carrier. Vista issues will be forwarded by the help desk to the Transflo Now! help desk for resolution.

# Troubleshooting

## Scan Quality

1. Open the Twain driver software that came with your scanner. Use the red version of your log to get the best balance between contrast and dark/light settings.
2. On logs, use the black/white version instead of the red copy. It will scan better
3. On Bills, use a pink copy to help with setting the twain driver

## Pending Documents

1. Make sure your log in name is set to have Administrator Rights
2. Make sure you have a high-speed connection to the Internet
3. If using Windows XP, modify the DEP settings\*
4. Cancel the document if the trip was sent via Truck Stop scanning.
- 5.