iBidLogistics
Simplified Way to Procure

Tracker Manager guide

How to follow every vehicle from the plant to the customer, and approve the proof of delivery.

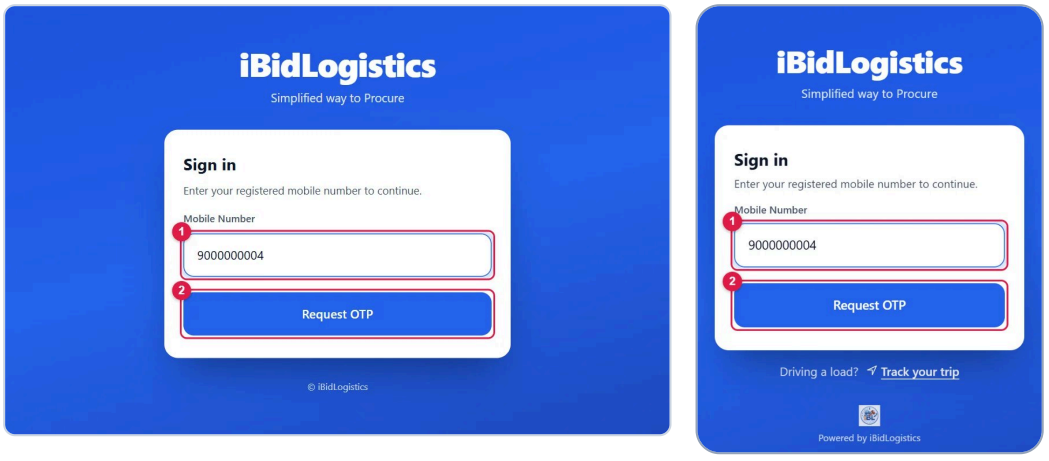
Your work at a glance
1. Sign in
2. Your screen
3. In the plant
4. On the road
5. Proof of delivery
6. Vehicles that did not come
7. Dashboard and reports
8. Messages and what to do

Your work at a glance

1. **In Plant:** vehicles that are loading.
2. **In Transit:** vehicles on the road, on the map.
3. **POD Pending:** check the proof of delivery.
4. **Unreported Freights:** vehicles that did not come.

1. Sign in

1. Open **ibidlogistics.com/login** on the computer, or the **iBidLogistics** app on the phone.
2. Enter your registered mobile number and press **Request OTP**.
3. Enter the OTP that comes by SMS and press **Login**.

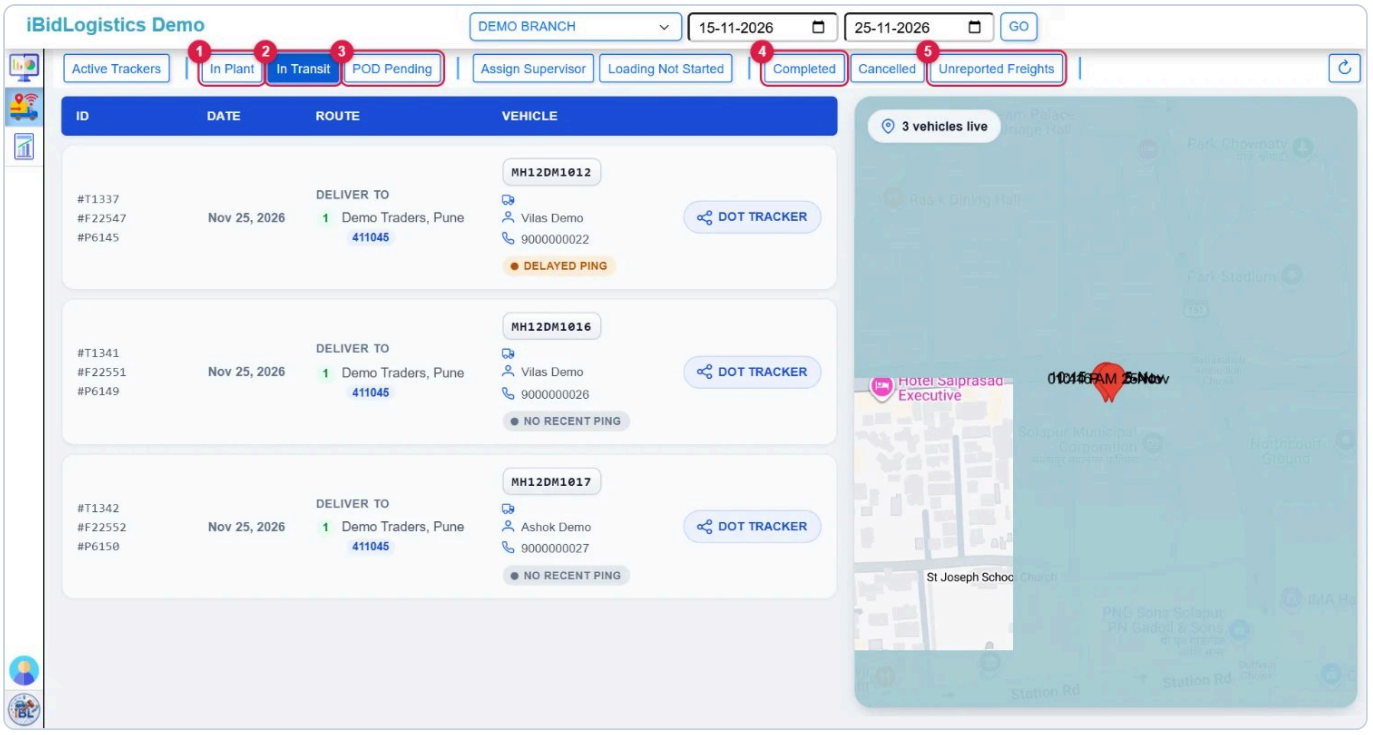


Sign in on the website and on the phone: (1) mobile number, (2) Request OTP

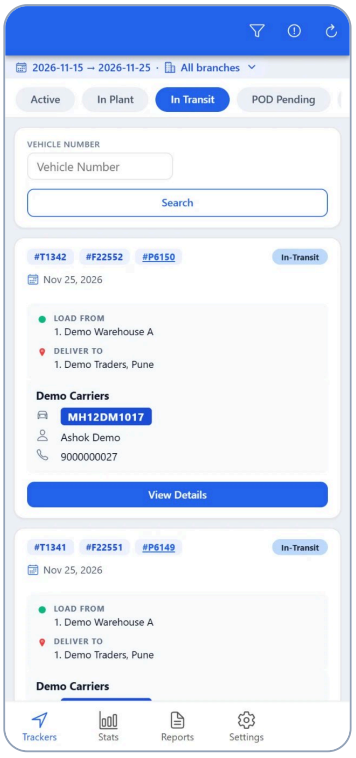
> You stay signed in. Do not share your OTP with anyone.

2. Your screen

You land on **Freights on the Way**. The buttons at the top choose what you see.



(1) In Plant, (2) In Transit, (3) POD Pending, (4) Completed, (5) Unreported Freights

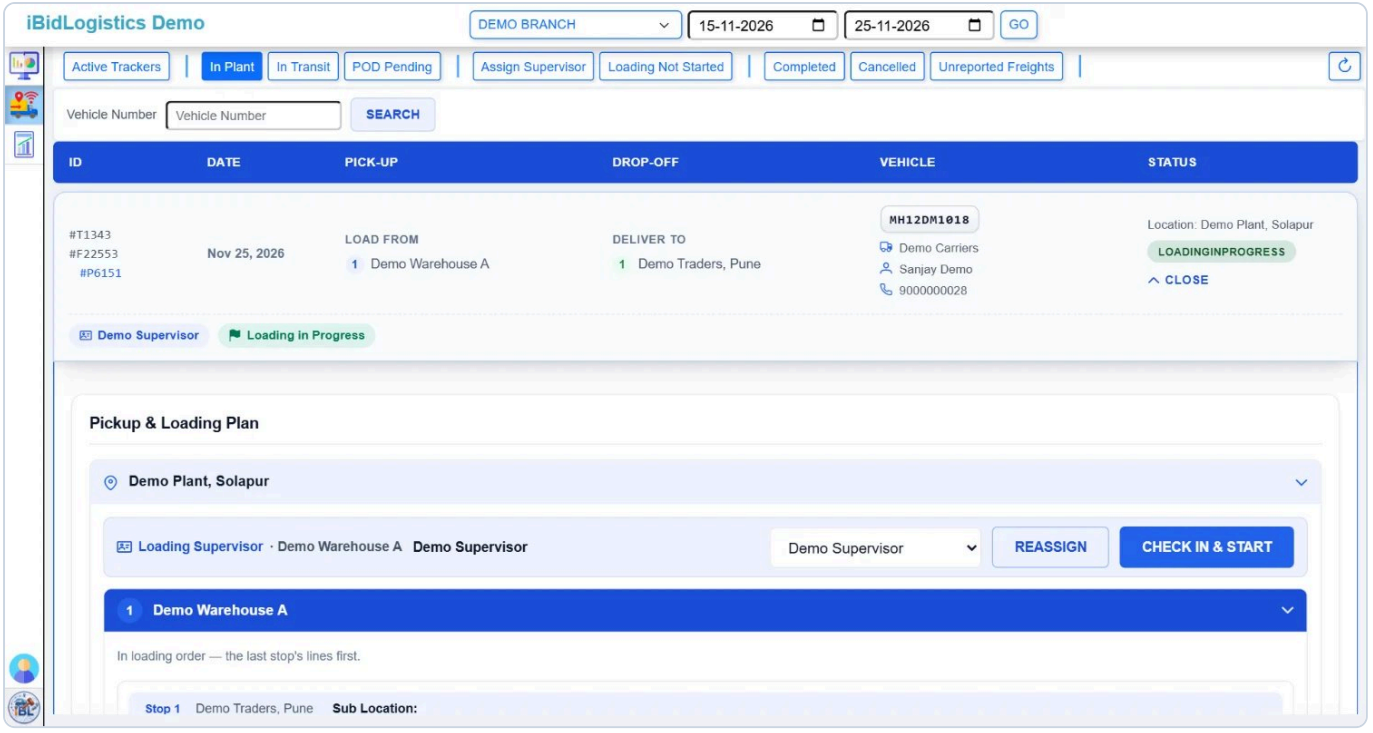


On the phone: the **Trackers** tab

> Set the branch and the dates at the top. Type a vehicle number and press **Search** to find one vehicle.

3. In the plant

Open **In Plant** and press a vehicle. You see its loading points, its supervisor and what is loaded. You can also change the supervisor.

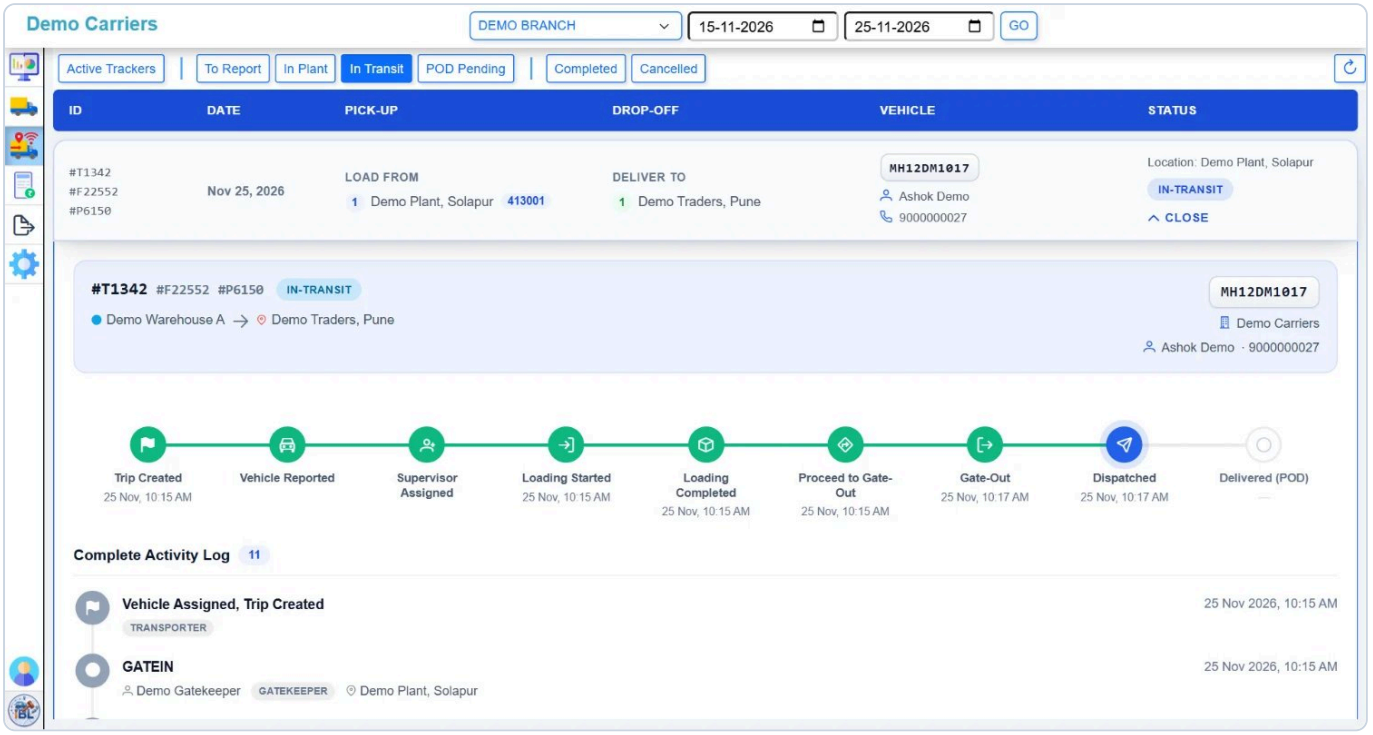


A vehicle in the plant

4. On the road

In Transit shows the last position of every vehicle on the map.

- **Dot tracker** opens the journey, step by step.
- **No recent ping** or **Delayed ping** means the driver's phone is not sending its position. Call the driver.

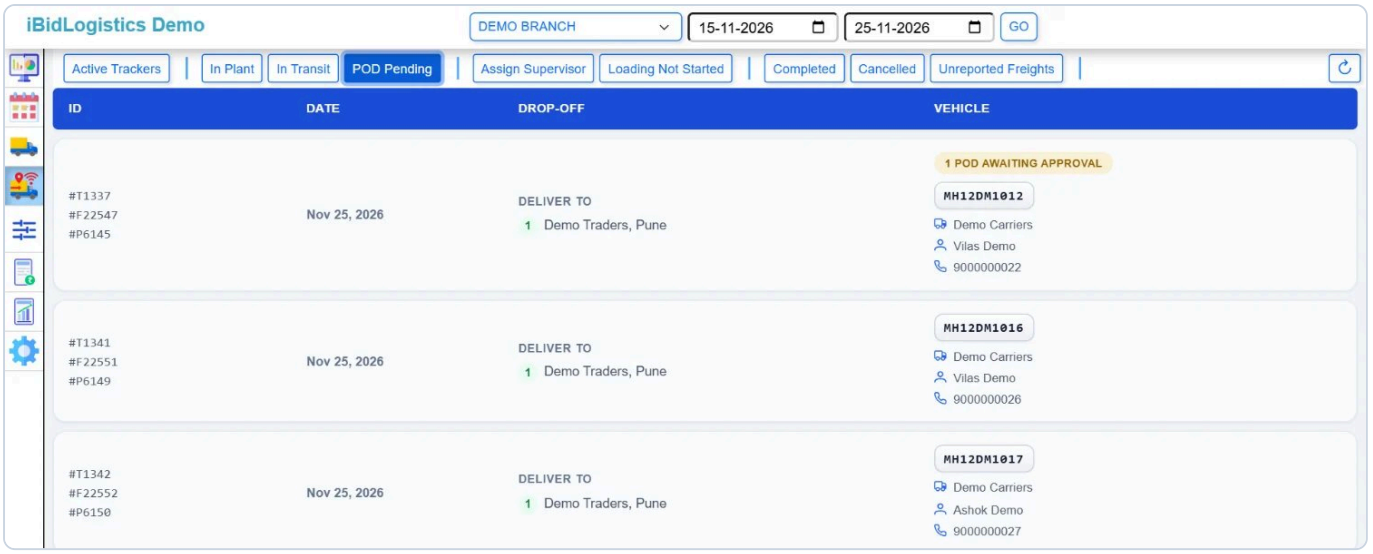


The journey of one vehicle

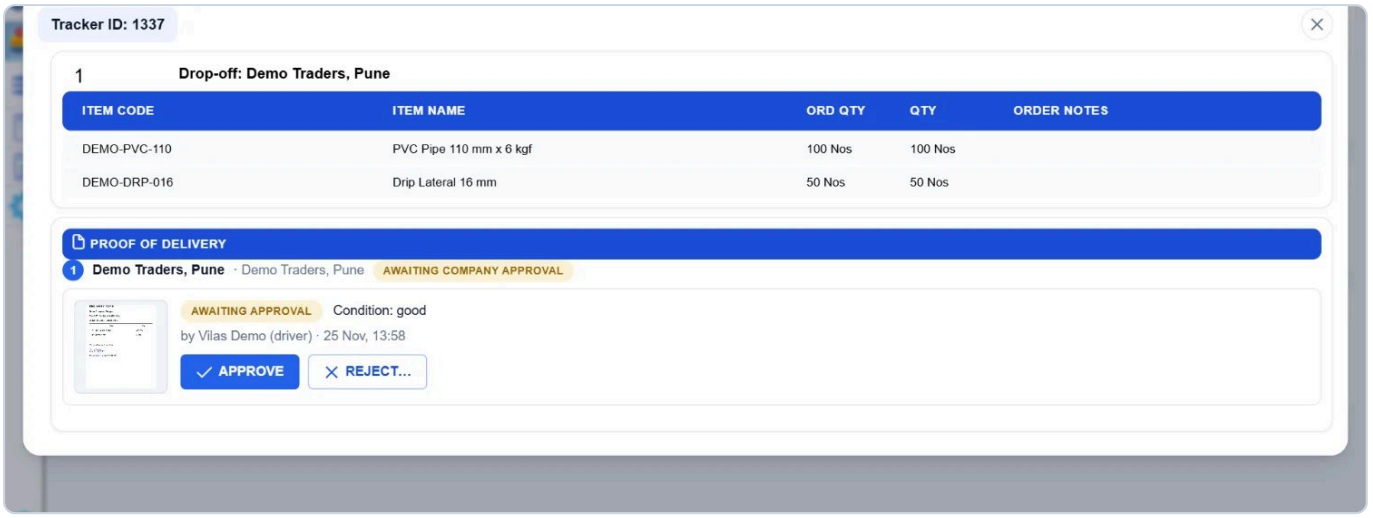
5. Proof of delivery

1. Open **POD Pending**. A yellow label shows a proof that waits for you.

2. Press the vehicle and open the photo. Check the signature and the quantities.
3. Press **Approve**, or **Reject** and write the reason.



POD Pending

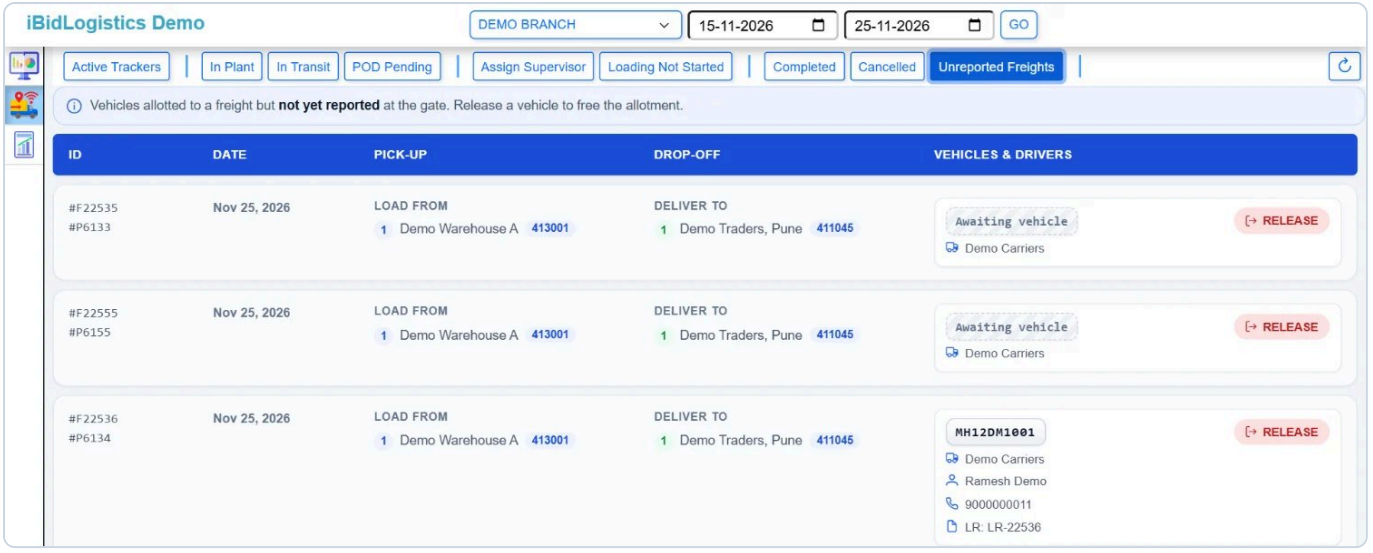


The photo, Approve and Reject

> The trip closes only when every drop-off is approved. After that the transporter can raise the invoice.

6. Vehicles that did not come

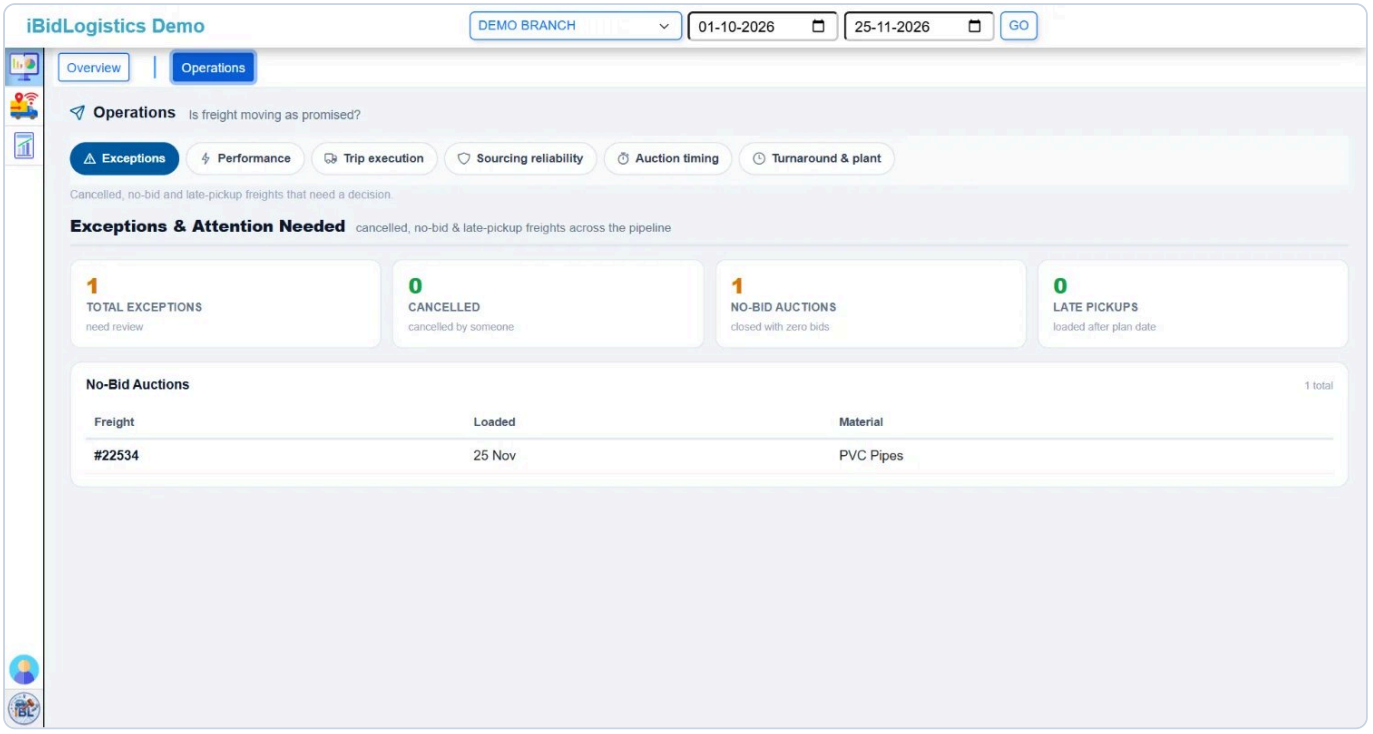
Unreported Freights lists allotted vehicles that have not reached the gate. Call the transporter. **Release** frees the freight.



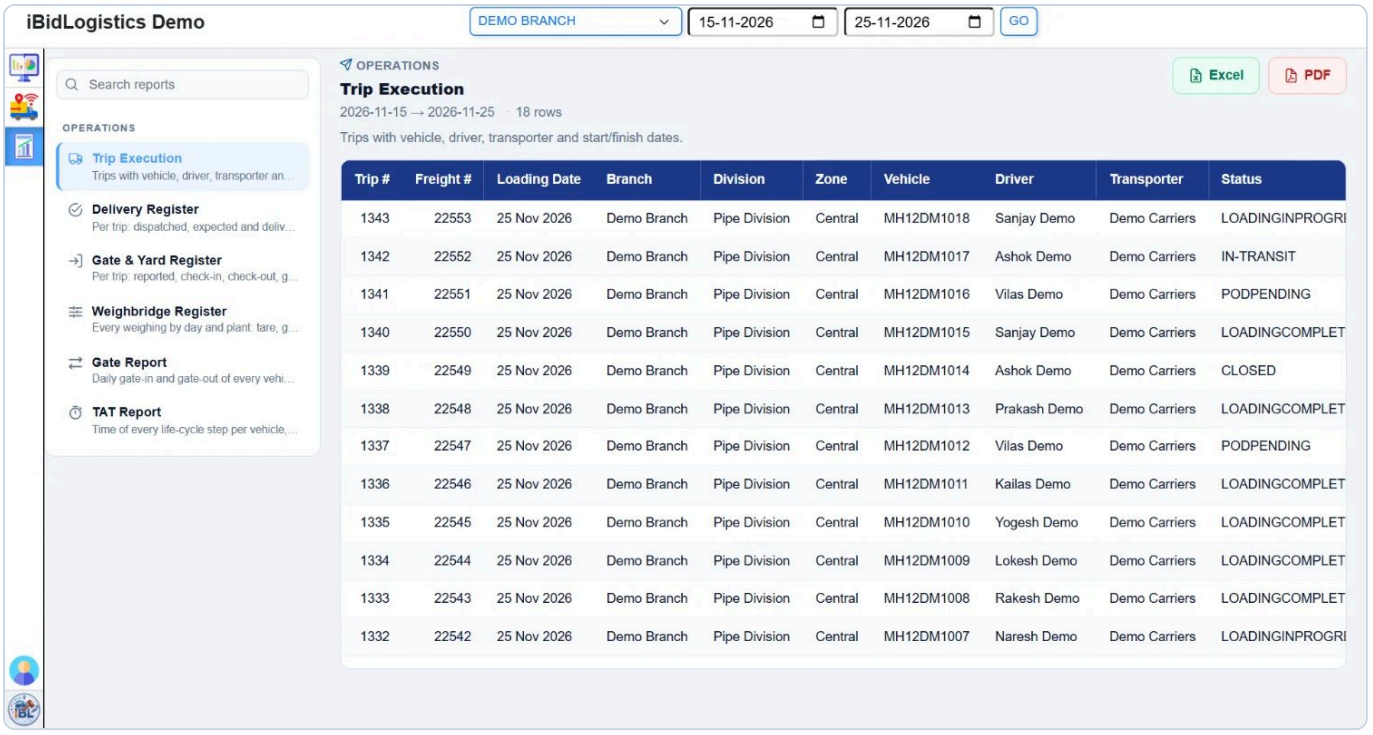
Unreported Freights

7. Dashboard and reports

Dashboard shows late, cancelled and active trips. **Reports** has the trip, delivery, gate and weighbridge registers.



Operations dashboard



Reports

8. Messages and what to do

Message or problem	What to do
A vehicle is not on the map	The driver has not started tracking with the Trip ID. Send the Trip ID again.
A trip is not in the list	Check the branch and the dates at the top.
Number not registered	Your mobile number is not active. Ask your Admin.

To sign out: **Settings**, then **Log out**.

Need help? Write to info@ibidlogistics.com