

Fleet Management Tool

User Guide

Version 1.0 - 2026

1. Introduction

Fleet Management Tool is a modern platform for carriers, owner-operators, and drivers.

2. Getting Started

1 Register with email and password.

2 Accept Terms, verify email.

3 Wait for admin approval.

3. Adding a Vehicle

1 Go to Vehicles > Add Vehicle.

2 Fill in details and click Create.

4. Creating a Load

1 Loads > Add New Load.

2 Select Vehicle, add stops with ZIP.

3 Set dates, payment, miles.

4 Create Load or Save as Draft.

5. Managing Loads

- Filter by vehicle, status, company, dates.
- Status: Booked > In Transit > Delivered.
- Upload BOL and POD documents.

6. Expenses

- Dashboard analytics and statistics.
- Track fuel, maintenance, other costs.
- Export PDF and Excel reports.

7. Key Features

Multiple Stops

Unlimited pickup/dropoff stops.

Quick Creation

ZIP auto-fill, draft auto-save.

PDF/Excel Export

Export loads, expenses, companies.

Analytics

Revenue trends, RPM tracking.

Mobile App

iOS app for drivers.

Role-Based Access

4 role levels with permissions.