Enter your search term here.

Submitting a Load

Modified on: Tue, 18 Dec, 2018 at 2:51 PM

After you have loaded all units (see Loading a Vehicle without Damage

(https://vtvsolutions.freshdesk.com/support/solutions/articles/17000055222-loading-a-vehicle-without-damage) or Loading a Vehicle with Damage (https://vtvsolutions.freshdesk.com/support/solutions/articles/17000055223-loading-a-vehicle-withdamage)) you can then submit the load via the app.

- 1. Go to the Loads tab and click on the appropriate load.
- 2. The load status should read Loaded/Unsent. Click Submit in the top-right corner.
- 3. Click **OK** to confirm.

Summary	4:09 PM SST Transport Units	✓ ● * 42% ■> Submit
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Loads Deliveries	More Account	IS

NOTE: If there are no damages on the loaded vehicles some of the following steps may not apply.

Accept or Decline Damages

1. Click on Accept or Decline Damages or Next in the top-right corner.

2. On the Damages screen, confirm that the listed damages are accurate then click **Next** in the top-right corner.

3. You may now **Accept** or **Dispute** each damage listed. If you do not agree with the attendee about entered damages you can dispute it here and enter alternate information.

4. Once all damages are accepted and/or disputed click Next in the top-right corner.

Submitting a Load : Viridian TransVision



Pre-Confirmation

- 1. Click on Pre-Confirmation or Next in the top-right corner.
- 2. Review the vehicles and listed exceptions then click **Accept** in the top-right corner.



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Sign Off

- 1. Click on Sign Off or Next in the top-right corner.
- 2. Enter the Attendee's Last Name.
- 3. Click on Attendee Signature and have the attendee review and sign.
- 4. Click **Sign** in the top-right corner.



Submitting a Load : Viridian TransVision



5. Click on Driver Signature and review the vehicles and listed exceptions then sign in the space provided.

6. Click Sign in the top-right corner.

Submitting a Load : Viridian TransVision



7. Enter Email Proof of Delivery (optional). This field is for one time emails only. Those set up to receive proof of delivery will still receive an email without it being entered here.

- 8. Click Submit in the top-right corner.
- 9. Click OK to confirm.
- 10. You will automatically be taken to the Final Confirmation screen.

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Final Confirmation

- 1. Review the vehicles and listed exceptions and click **Done** in the top-right corner.
- 2. This load should now be marked as **Loaded/Sent**.



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You are now ready to deliver this load! See **Delivering a Load without Damages**

(https://vtvsolutions.freshdesk.com/support/solutions/articles/17000056109-delivering-a-load-without-damages) or Delivering a Load with Damages (https://vtvsolutions.freshdesk.com/support/solutions/articles/17000056110-delivering-a-load-withdamages).