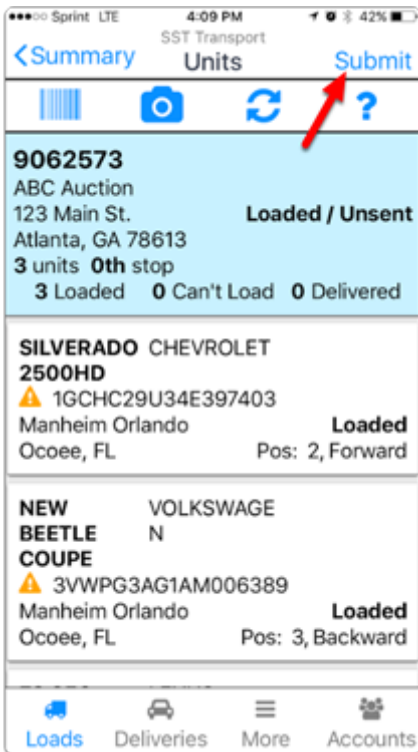


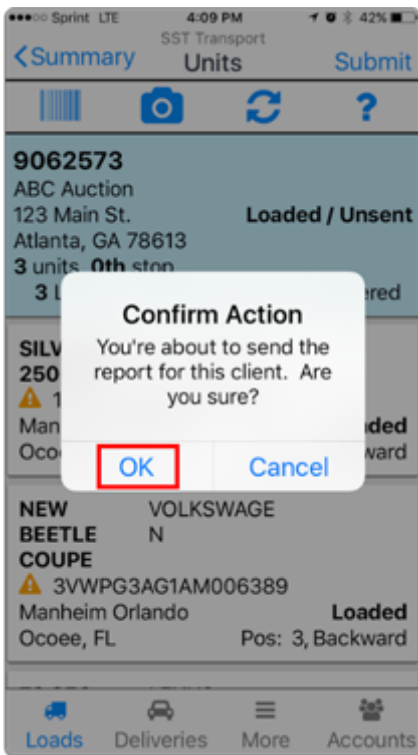
## Submitting a Load

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) (<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-with-damage) (<https://vtvsolutions.freshdesk.com/support/solutions/articles/17000055223-loading-a-vehicle-with-damage>)) 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.



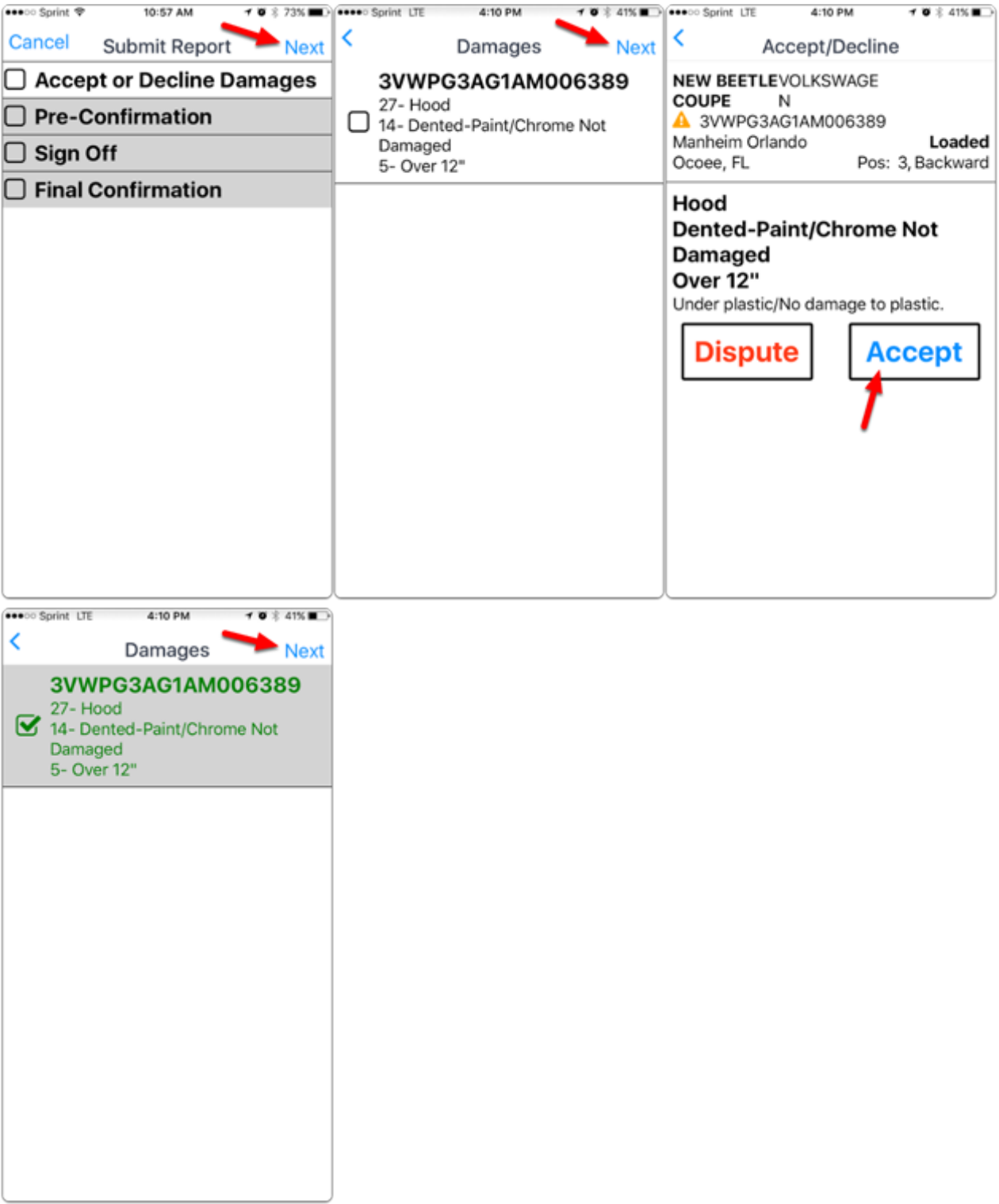


**NOTE:** If there are no damages on the loaded vehicles some of the following steps may not apply.

## 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.





### 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.



Screenshot of the 'Submit Report' screen. The top bar shows 'Cancel', 'Submit Report', and 'Next' (indicated by a red arrow). Below are checkboxes for 'Accept or Decline Damages' (checked), 'Pre-Confirmation', 'Sign Off', and 'Final Confirmation'.

Screenshot of the 'Pre-Confirmation' screen. The top bar shows 'Pre-Confirmation' and 'Accept' (indicated by a red arrow). Below is a message: "The displayed vehicles and exceptions will be recorded as the official preload inspection." followed by three vehicle entries:

3VWPG3AG1AM006389	27 - 14 - 5
1GCHC29U34E397403	No Exceptions
JTHBK1GGXD2026206	No Exceptions

## 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.



Cancel Submit Report **Next**

**Accept or Decline Damages**

**Pre-Confirmation**

**Sign Off**

**Final Confirmation**

**Client Report** Submit

Attendee's Last Name **Not Specified.**

STI (Locked) **No**

Attendee Signature **Not Specified.**

Driver Signature **Not Specified.**

Email Proof of Delivery **Not Specified.**

**Attendee Sign** Sign

The displayed vehicles and exceptions will be recorded as the official Preload Inspection Receipt.

3VWPG3AG1AM006389 27 - 14 - 5

1GCHC29U34E397403 No Exceptions

JTHBK1GGXD2026206 No Exceptions

**Clear**

Sign Here

**Attendee Sign** Sign

The displayed vehicles and exceptions will be recorded as the official Preload Inspection Receipt.

3VWPG3AG1AM006389 27 - 14 - 5

1GCHC29U34E397403 No Exceptions

JTHBK1GGXD2026206 No Exceptions

**Clear**

Sign Here

- 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.



**Client Report** Submit

Attendee's Last Name **Smith**

STI (Locked) **No**

Attendee Signature

Driver Signature **Not Specified.**

Email Proof of Delivery **Not Specified.**

**Driver Sign** Sign

The displayed vehicles and exceptions will be recorded as the official Preload Inspection Receipt.

3VWPG3AG1AM006389 27 - 14 - 5

1GCHC29U34E397403 No Exceptions

JTHBK1GGXD2026206 No Exceptions

Clear

Sign Here

**Driver Sign** Sign

The displayed vehicles and exceptions will be recorded as the official Preload Inspection Receipt.

3VWPG3AG1AM006389 27 - 14 - 5

1GCHC29U34E397403 No Exceptions

JTHBK1GGXD2026206 No Exceptions

Clear

Sign Here

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.



Sprint LTE 4:14 PM 41%

Client Report Submit

Attendee's Last Name Smith

STI (Locked) No

Attendee Signature

Driver Signature

Email Proof of Delivery Not Specified.

Sprint LTE 4:14 PM 41%

Client Report Submit

Attendee's Last Name Smith

STI (Locked) No

Attendee Signature

Driver Signature

Email Proof of Delivery Not Specified.

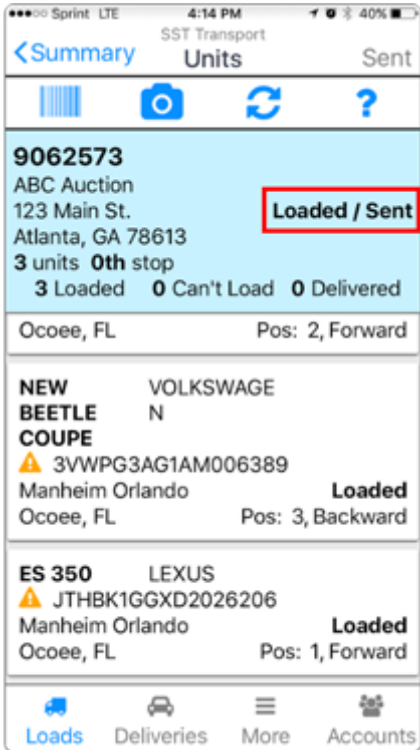
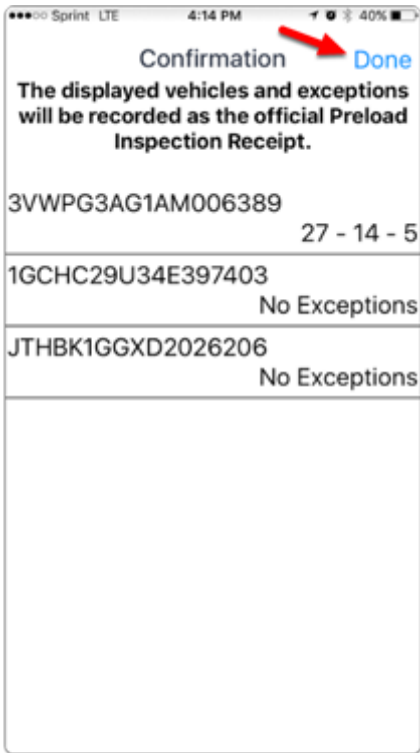
**Confirm Action**  
Are you sure?

OK Cancel

## 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**.





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)** (<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-with-damages)** (<https://vtvsolutions.freshdesk.com/support/solutions/articles/17000056110-delivering-a-load-with-damages>).

