


# Getting Started as a Logger in Waldo.



## DOWNLOAD APP AND SET UP PROFILE



1. On iPhone or Android, download **WALDO LOGS** from the app store.
2. Create an account with email, username, and password. 



app.waldologs.com

- Username will be visible to others and can be changed in the future.
- Under the **PROFILE TAB**, click **EDIT**. Add a profile picture, phone number, and bio. This information is useful for others to quickly identify and contact your number, and bio. This information is useful for others to quickly identify and contact you.



## CREATE A COMPANY CREATE A CREW ADD CREW MEMBERS

1. Select **MENU** tab, then select **COMPANIES**.
2. Select **CREATE COMPANY**.  
*Add company profile image/logo, Name of Company, and Bio of company. Here you can list special capabilities that your company has.*
3. Click **SAVE**.
4. Select your new company.
5. Select **CREW** then **NEW CREW**. Select crew type. 
6. Add **DESTINATIONS**.  
*Destinations created here will be available for selection during load creation. Destinations are required if the mills are not on the Waldo platform.*
7. Add **SPECIES**.  
*Each species created for your company will be available for selection during load creation.*
8. Add **3RD PARTY CERTIFICATIONS**. 

- Enter in crew name. An example would be: Main Crew, Clear Cut Crew, Cut to Length Crew, etc.
- Click **SAVE**.
- Click **ADD MEMBERS**. Search user names of crew members to add (Must be in Waldo system).
- Select **ADD**, then **CLOSE**.
- Be sure to add yourself as a logger or forester, as applicable.

- Add certifications, such as SFI, FSC, etc. This information will be tied to each load created by your company.

## SETTING UP A LOGGING JOB

1. Select the **MENU** tab.
2. Select **JOBS**.
3. Select **CREATE NEW JOB**. 
4. Under **MENU TAB** and **JOBS**, select your job. 

- Select **COMPANY**.
- Enter **CONTRACT NAME**. This will be the name of this job.
- Complete remaining job details as applicable (not required).
- Information can be updated later, such as the log road and end date.
- Click **SAVE**.

- Scroll down and select **CREWS**.
- **ADD CREWS** and select your loggers, foresters and truckers for THIS SPECIFIC job.
- Keep in mind that you can assign trucking crews to each specific load, but you need all the potential crews on the job.

## ADDING ADDITIONAL JOB SITE INFORMATION

1. Add a log road or equipment trace to your job site. ▶
2. Add job site haul rates. ▶
3. Add a forestry plan job map. ▶

## CREATING WOOD LOADS IN WALDO

1. Navigate to your job, via the **JOB** or **MENU** tab.
2. Select **NEW WOOD LOAD**. ▶

## ACCEPTING TRUCKER APPLICATIONS IN WALDO

1. Under the **NOTIFICATIONS** tab you can **ACCEPT APPLICATION**.  
*You will receive a notification when a trucker applies for your load.*
2. Additionally, on the wood load, you can select **VIEW APPLICANTS** to see and accept who hauls the wood.

## VARIOUS TIPS AND FEATURES

1. Use the **SUMMARY** feature under the **MENU** tab to quickly organize and view past loads.  
*Waldo allows you to export and share Excel lists, right from the app! Additionally, load payment status can be tracked.*
2. On the top of every load, click the **COPY** icon.  
*This will allow you to quickly text or email to another person, who can then open that exact load in Waldo.*
3. By following a **WATCH LIST** under the **MENU** tab, you will be notified of each load from that crew.
4. **LOCATION SHARING** under **MENU** allows you to share your location, and see others as well.

- Under **MENU**, select **LOCATION TRACING**.
- To start a new trace, slide **ENABLE TRACING**.
- Drive down your log road. To end trace, select **END TRACE NOW**.
- To save the trace as a log road, select **NEW LOG ROAD**.
- Label your trace and Select **SAVE**.
- To save the trace as an equipment trace, select **NEW EQUIPMENT TRACE**.
- Select a **JOB** to post the equipment trace to.
- Select **EQUIPMENT** type and select **SAVE**.

- Navigate to your job, via the **JOB** or **MENU** tab.
- Select **HAUL RATES** and **NEW HAUL RATE**.
- Populate mill/destination, product type, load unit, mileage and haul rate.
- **SAVE**.

- Navigate to your job, via the **JOB** or **MENU** tab.
- Select **FORESTER PLAN MAPS**.
- Select **UPLOAD NEW MAP**.
- Select your PDF map with embedded GPS coordinates.

- The wood load will automatically be created at your current location. This may be changed by selecting **EDIT** and press and hold on map to drop pin.
- Specify the **LOG ROAD**.
- Specify the **PRODUCT TYPE**.
- Specify **SPECIES**.
- Select a **MILL** (They must be on the Waldo platform).
- Select a **DESTINATION** (This is for mills not on the Waldo platform).
- Haul rate and mileage should be auto-filled, if you have Haul rates saved for this job site.
- Add any key notes for the load.
- Add pictures, if desired.
- Publish to the **WALDO BOARD** if you would like this load to be public.
- Publish to your trucking crews, to notify specific truckers. If there is no trucking crews to choose from, then check that you have added trucking crews to the job.

Contact Our Sales Team  
For Fast, Free Support.

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