


# Getting Started as a Trucking Company 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](http://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 **COMPANY TRUCKERS** as crew type. 

- Enter in crew name. An example would be: Crib Crew, Self Loader Crew, North 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 applicable.

## VIEWING WOOD LOADS IN WALDO

1. Have your loggers add your trucking crew(s) to the jobs that they would like you to haul from.
2. Keep an eye on the (public) Waldo job board.
3. Both private and public loads are found on your **JOB BOARD**. 

- Select the **BOARD** tab.
- Toggle between list, job, and map views. If you move the map to an area, the list views will only reflect jobs in that area.
- Use filters to narrow down your search by logging crew, mills, and load type.

## APPLYING TO HAUL A LOAD IN WALDO

1. On the **BOARD** tab, locate the load you would like to haul, and select.
2. Scroll down and select **APPLY TO HAUL LOAD**.
3. Populate an estimated date and time for pick up and **CONFIRM**, then **APPLY**.

## APPLICATIONS

1. On the **APPLICATIONS** tab, view your loads that are pending, and awaiting pickup.

## MOVING WOOD IN WALDO

1. With your wood load application accepted, it is time to haul the wood!
2. Locate your scheduled wood load in the **APPLICATIONS** tab, under the **AWAITING PICKUP** header.
3. Open the load and select **VIEW WOOD LOAD**. Scroll down and select **PICK UP**.
4. After delivering wood to the destination, return to this load and select **DROP OFF**.
5. Enter ticket info as needed and **SAVE**.
6. To add photos of trip ticket or scale slip, **TAKE PHOTO** or **ADD FROM EXISTING**.

## 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.

Contact Our Sales Team  
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