PRO-K-LOGIC

SETTING UP YOUR PROJECT

For logistics coordinators
October 2026

From sign-up to your first tracked load

About an hour, mostly on a call with us. Your company owns the project; everyone else is invited in.

HAVE READY

- [ ] Project name and a short code (e.g. `SITE-A`)
- [ ] The site gate as coordinates from Google Maps (right-click the gate, click the numbers)
- [ ] Receiving hours for the site, weekday by weekday
- [ ] Names and work emails: your dispatcher(s), site receiver(s), the materials manager
- [ ] Trucking companies that will haul, and their drivers' emails
- [ ] One real shipment to run first, with its SRN or packing list PDF

1 Sign in and set up your company — app.proklogic.com

Enter your work email; we email you a six-digit code. No password to remember. First time in, you are asked to **set up your organization**: company name, kind (logistics / carrier), and province. The province decides which privacy notice your own drivers see.

2 Create the project — Projects → New project

Name, short code, time zone, and the gate coordinates. You become the project's coordinator. The gate point is what every "truck is 20 km away" text and every ETA is measured to — if it is missing, there are no approach alerts.

3 Three dispatch settings — Dispatch tab

- **Who dispatches this project** → your company. Only the dispatching company creates loads and assigns drivers; everyone else sees them.
- **Drivers can take loads** → leave on. A driver scans the paperwork and taps *Take this load*; you are told, and can undo it.
- **Approved trucking companies** → your own company is already ticked; add each outside hauler by name and tick *approved to haul*. A company can be added before anyone there has signed in; it is claimed when their first driver accepts an invitation. Any driver from an approved company can take any load on the project.

4 Receiving hours — Calendar tab, bottom of page

Open and close per weekday, closed days, and one-day changes with a note ("crane lift, north gate only"). Drivers see the hours for their delivery day on the load, and are warned when their ETA lands outside them. Changing a day's hours tells every driver due that day.

GOOD TO KNOW

- **Nothing is ever edited, only added to.** A corrected receiving report keeps the original and the reason.
- **History & photos** on any load shows each event, photo and signature.
- **Dropped off somewhere else** holds a load at a yard until the next driver scans it; every leg is recorded.
- Questions during the pilot: **support@proklogic.com**.

5 Invite people, each with a role

People tab → Add someone

Everyone gets an email with a **Join the project** button. Sign-in is by emailed code; the invitation is tied to that email address and expires after ten days. You can resend or copy the link.

ROLE	WHO	WHAT THEY SEE AND DO
Coordinator	Your office: anyone who creates SRNs, books loads or assigns drivers	Everything on the project
Receiver	The person at the gate	Receives loads line by line; calendar; their own notifications. Distance and ETA, never a truck's position
Materials manager	Tick this on one receiver or coordinator	Sees OS&D, corrects receiving reports, adds and removes receivers
Vendor	One contact at each fabricator or supplier	Only their own company's SRNs, loads and documents. Can create SRNs and upload packing lists
Driver	Each driver, choosing their trucking company from the approved list	Their own loads in the phone app, and a read-only receipt of each delivery

6 Drivers install the app

iPhone · TestFlight link from us

Open the link, install **TestFlight** if asked, then install Pro-K-Logic. Sign in with the code emailed to the address you invited; the invitation is shown first — tap **Accept**. Read and accept the location notice. Done: assigned loads appear under **My loads**, and **Scan paperwork** takes any load from an approved company.

Location is "while using" only, shared after the driver taps Picked up and stopped at delivery, drop-off or Stop. A driver who declines can still do the whole job by scanning and tapping.

7 Everyone picks their own alerts

Notifications page

Channels (app, email, text), which events, approach distances for the site, and the hours they can be reached. Texts are off until a person ticks the box and enters their own mobile number; reply STOP ends them. A dispatcher who only wants *received at site* by text can set exactly that.

8 Run the first load with us on the line

- ☐ **Shipment records → New SRN**: number, PO, supplier; upload the packing list — tick the lines that were read correctly and add them
- ☐ **Stamp QR** onto the PDF (or download the QR image for Adobe), then print — that copy is the driver's paperwork
- ☐ **New load** from the SRN: pick-up, deliver-to, window, trucking company; assign a driver or leave it for a scan
- ☐ Driver scans → **Picked up** (ETA, photo, location sharing) → directions to the gate
- ☐ Watch **Dispatch → On the road**; site contacts get their approach texts
- ☐ Driver taps **Arrived**, then **Delivered** (photos, name, signature)
- ☐ Receiver scans → **Receive this load** → OK / Short / Damaged per line → Received. OS&D is on the SRN page at once