

CourieDriver: Installation & Account Setup

Welcome to Courie — we're excited to have you on board! 🚀

Let's get you set up and ready to roll. Follow these simple steps to get started:

1. Download the CourieDriver App

Head to the **App Store** or **Google Play Store** and search for **CourieDriver**. You'll recognize it by this logo:



2. Register Your Account

- Open the **CourieDriver** app
- Scroll to the bottom of the welcome page
- Tap “**Sign Up**”, enter the same email this message was sent to, and create a password

💡 *If you're unsure which email to use, please ask your dispatch team — they'll be able to confirm it for you.*

3. Enable App Permissions

To ensure the app works smoothly and you don't miss any tasks or updates, please make sure the following permissions are enabled:

Go to **Settings** → **Apps** → **CourieDriver**, then confirm these are turned on:

- **Location Services:** Always
 - **Camera:** Allowed
 - **Notifications:** Allowed
 - **Motion/Activity Tracking:** On
-

A Couple of Important Notes

- **Battery Saver** and **Data Saver** modes can interfere with Courie's performance — please make sure they're turned **off**.
- For the best experience, keep the app **running in the background** and avoid force closing it.

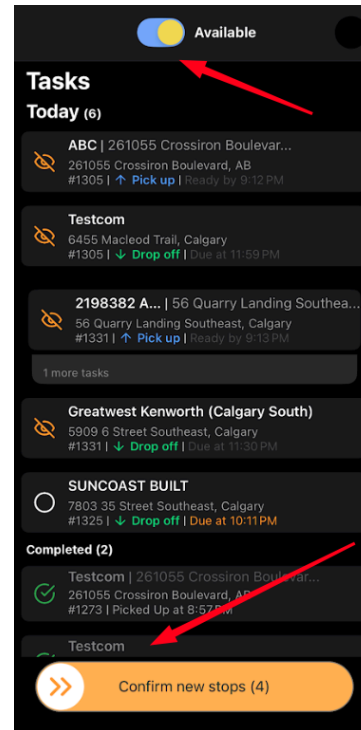
CourieDriver: Confirming Tasks & Completing Stops

Once you're logged into the CourieDriver app, follow these steps to confirm your tasks and complete your stops.

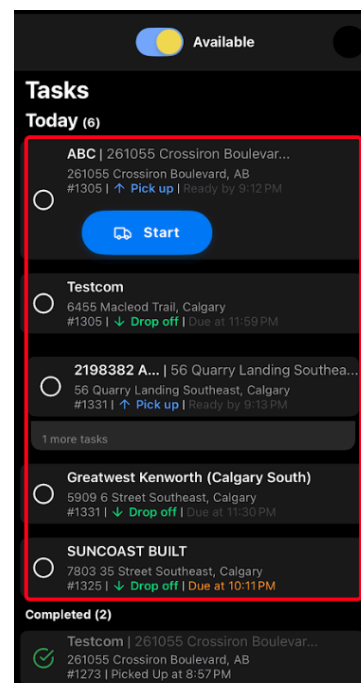
1. Confirm Your Tasks

Once you're logged into the CourieDriver app:

- Swipe right to confirm the orders
- Make sure you mark yourself as available.



After confirming, you'll see a list of stops assigned to you — arranged in the order they should be completed or as set by your dispatcher.



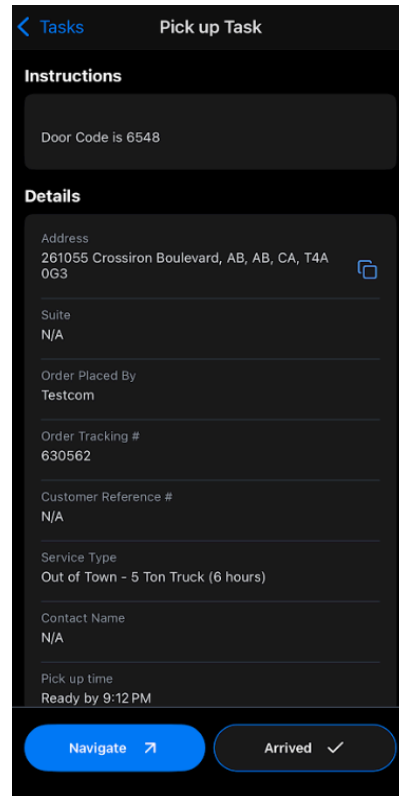
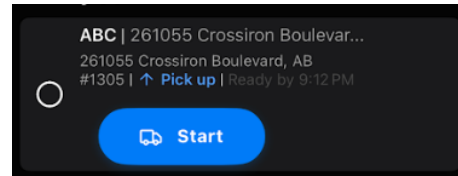
Each stop displays key details such as:

- Company Name
- Address
- Order ID
- Pick-up (P/U) or Drop-off (D/O) indicator
- Ready Time or Due By Time

2. Starting a Stop

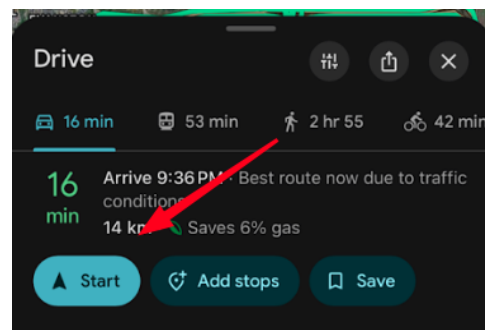
To begin:

- Tap “Start” (or “Continue”) on your first stop.
- You’ll see more details, including pick up or drop off instructions, service type, package quantity, weight, and description.

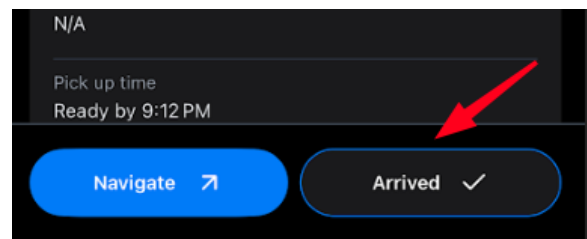


3. Navigating to the Stop

Tap “Navigate” — this will open Google Maps with the address pre-filled.
Just hit Start to begin navigation.



When you arrive, return to CourieDriver and tap “Arrived.”



4. Collecting Proof of Delivery (POD)

The next page allows you to collect PODs and confirm order details:

- **Photos:** Take as many as needed for proof.
- **Signature:** Capture name and signature.
- **Edit Wait Time:** Adjust the wait time if it differs from what's calculated.
- **Package Details:** Update if the actual number or weight differs from the order.
- **Scan QR/Barcodes:** Scan required shipment codes.

💡 Depending on the customer setup, some PODs may be required.

< Pick up Task Complete Task

Capture photo of package(s)

Add Signature

Edit Wait Time (0 min)

Report Package Details

Scan Package (Optional)

QR Code Scan

Barcode Scan

Instructions

Door Code is 6548

Details

Note for dispatcher [Add](#)

Address
261055 Crossiron Boulevard, AB, AB, CA, T4A 0G3

Complete Pick up ✓

At the bottom, you'll see order details for reference and a "Notes for dispatcher" field for dispatch updates — e.g., "Had to climb 10 flights of stairs" or "Paid for parking."

Once finished, tap "Complete Pick Up"—congratulations, you've completed your first task! 🎉

< Pick up Task Complete Task

Note for dispatcher [Add](#)

Address
261055 Crossiron Boulevard, AB, AB, CA, T4A 0G3

Suite
N/A

Order Placed By
Testcom

Order Tracking #
630562

Customer Reference #
N/A

Service Type
Out of Town - 5 Ton Truck (6 hours)

Contact Name
N/A

Pick up time
Ready by 9:12 PM

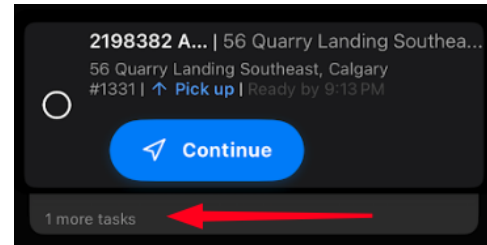
Task
Pick up

Package Size

Complete Pick up ✓

5. Completing Multi-Task Stops

Some stops may have multiple tasks (e.g., several pick-ups or drop-offs at one location).

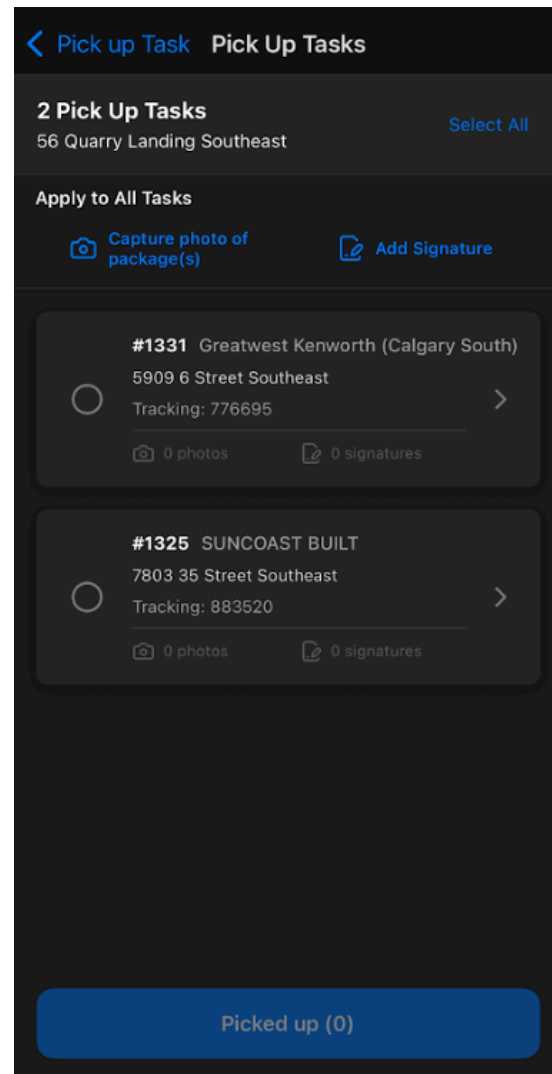


After you hit Arrived, you'll see a list of all tasks at that address.

You can:

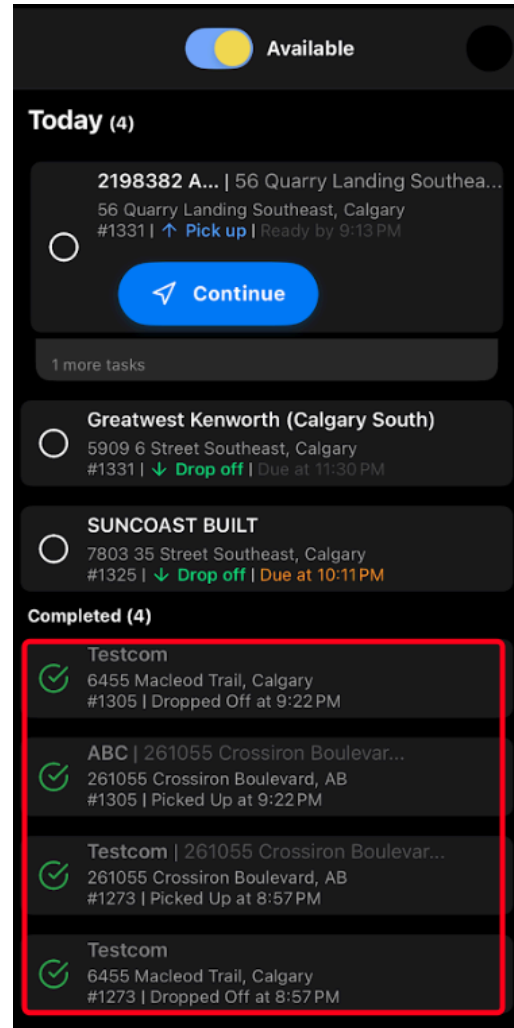
- Capture one POD (photo/signature) for all tasks, or
- Open each task and record individual PODs (recommended, especially for QR codes or specific notes).

Once all are done, tap Picked Up — you've finished your first multi-task stop!



6. Viewing Completed Tasks

All completed stops appear at the bottom of your task list under “Completed.”



Just repeat these steps for each stop!!

With a little practice, you'll be rolling through our route like a pro! your route like a pro!

