



# HatTrac 5 App Training Guide

- **Wi-Fi:** For optimal performance, it is strongly advised that you and/or the driver should connect to Wi-Fi. “Connect Automatically” is also recommended.



- **HatTrac 5 App Installation:** *Uninstall all previous versions of HatTrac (and Test Flight, iOS users only), prior to proceeding.* Use camera from your phone to scan the applicable QR code below. Then proceed to page 2.

Android: Scan QR code below

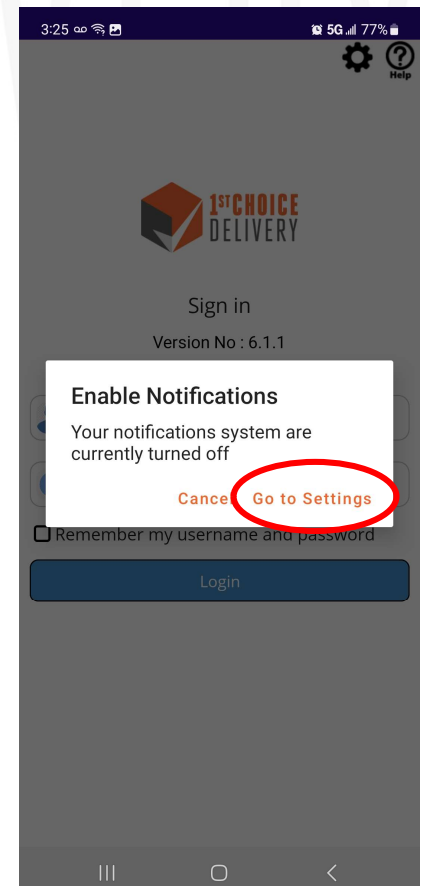
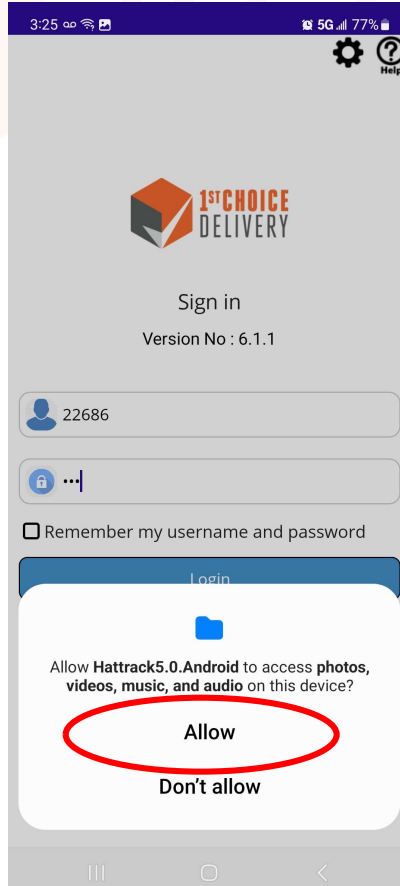
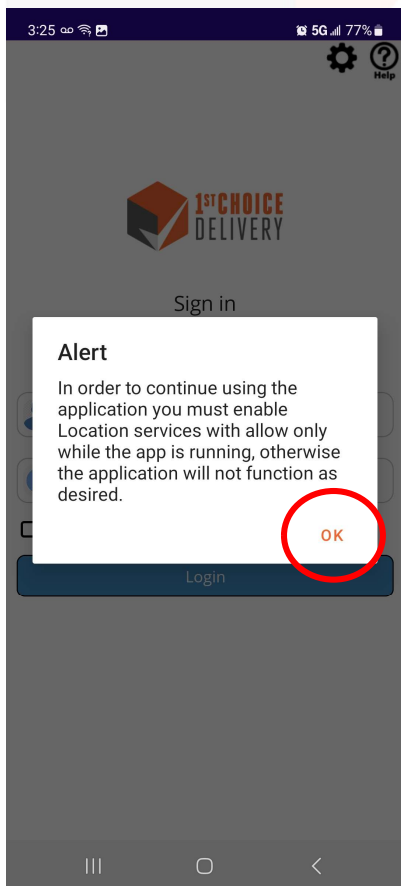
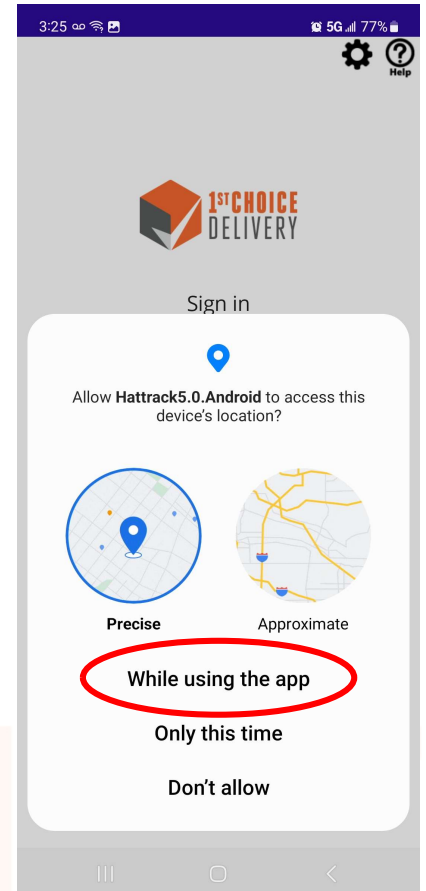
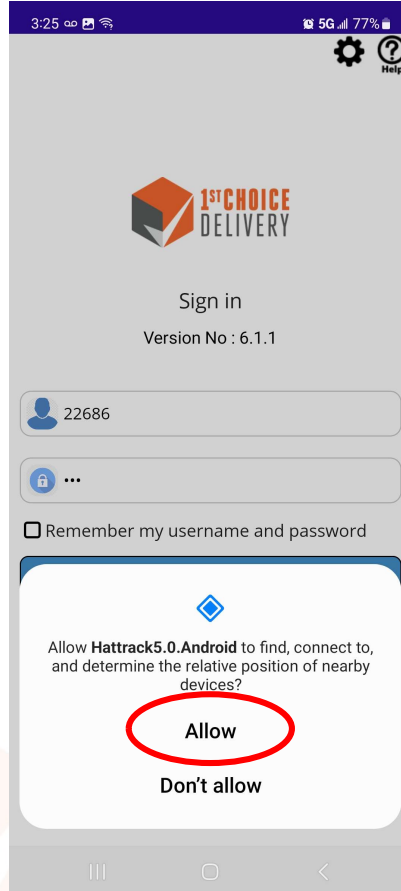
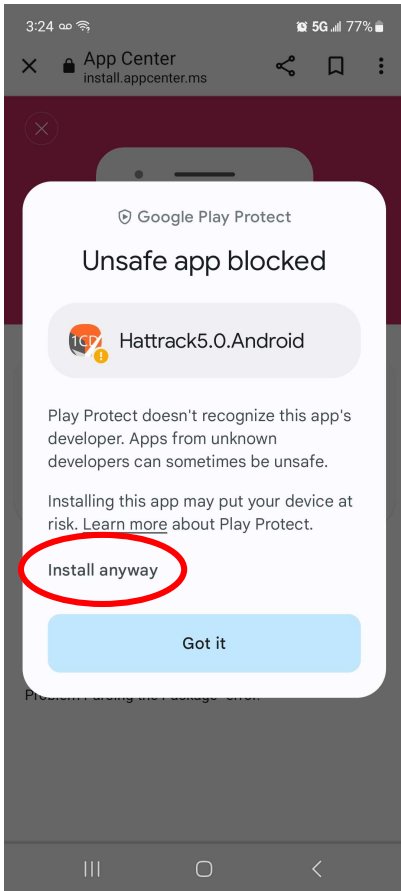


iOS (iPhone): First scan QR “iOS-Test Flight” to download Test Flight.



iOS (iPhone): Second scan QR “HatTrac V-iOS” to download the current version of HatTrac.



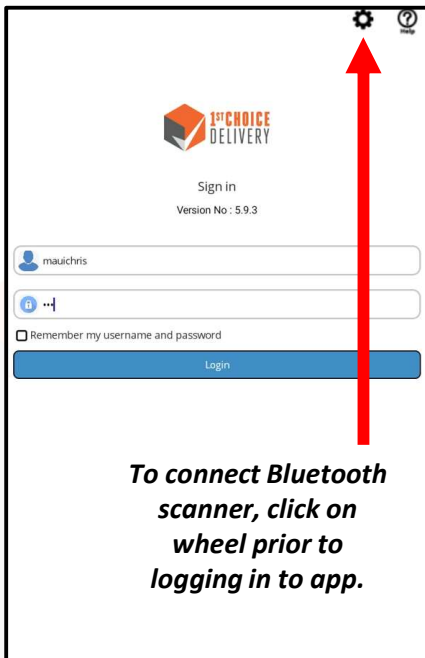




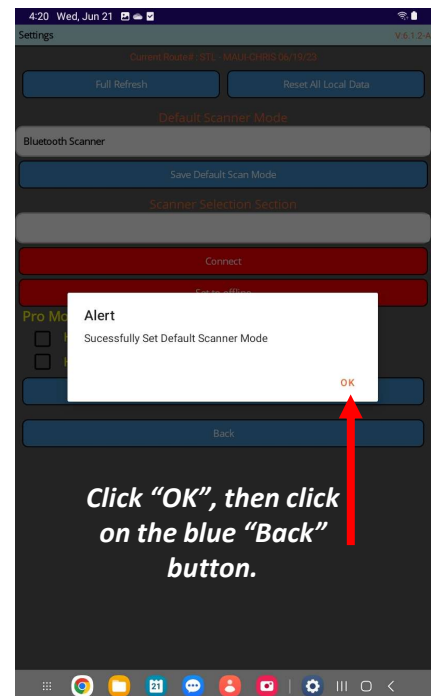
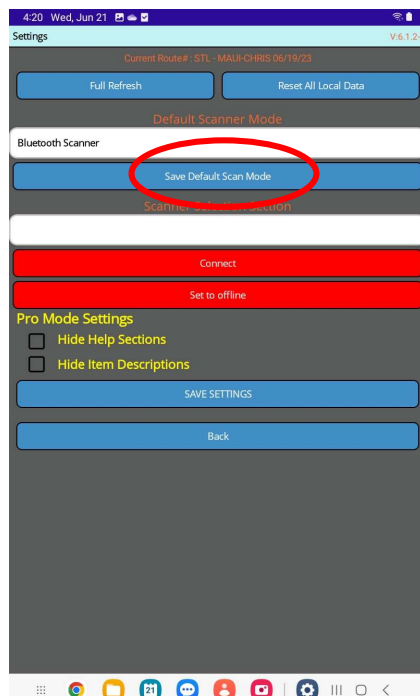
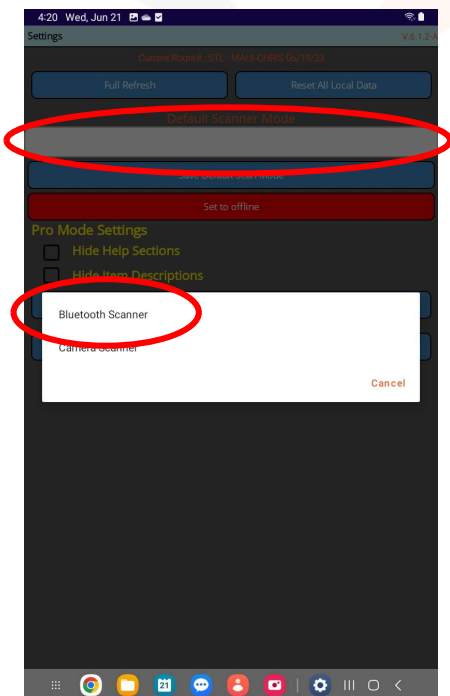
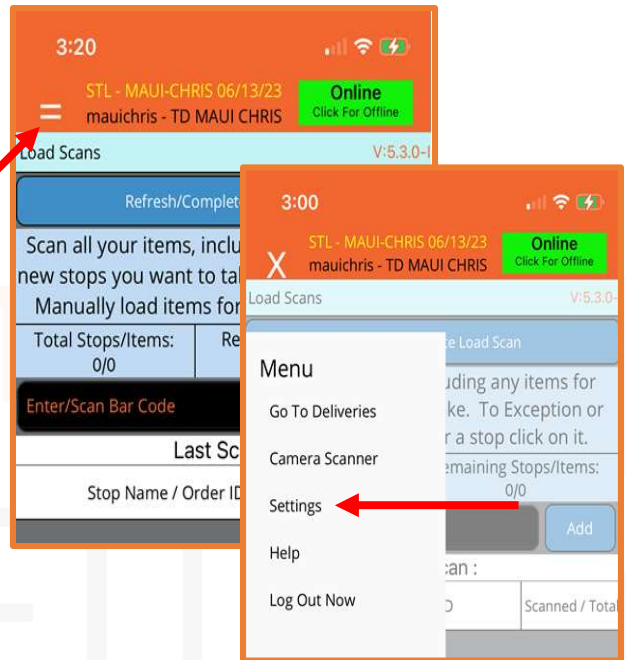
# HatTrac 5 App – Connecting your Scanner

- **iOS (iPhone):** Connect your Bluetooth scanner to your iPhone through the normal process of adding any Bluetooth device.
  - Go to “Settings”
  - Then click on “Bluetooth”
  - Look for the scanner under “My Devices”
  - Select the scanner
  - Once connected, exit settings and return to HatTrac

## ➤ Android:

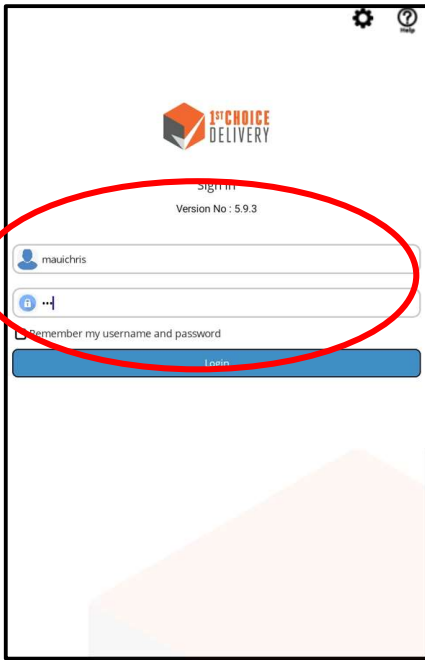


OR you can login and still connect your Bluetooth scanner.



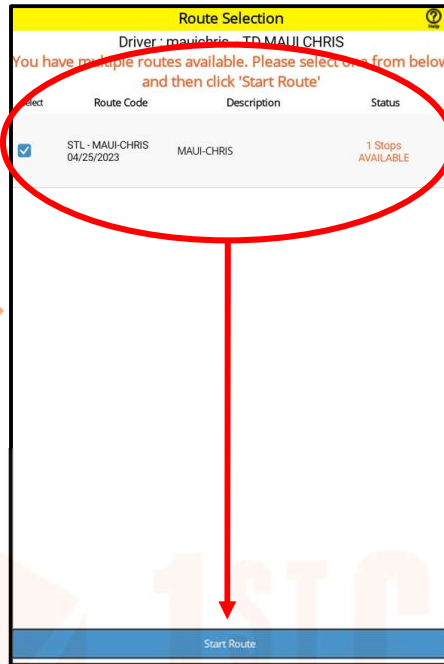
Click “OK”, then click on the blue “Back” button.

### Step 1



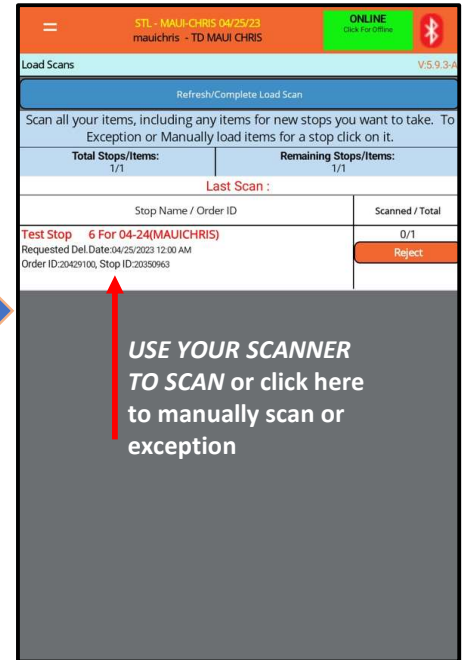
**Login using Driver ID and Password**

### Step 2



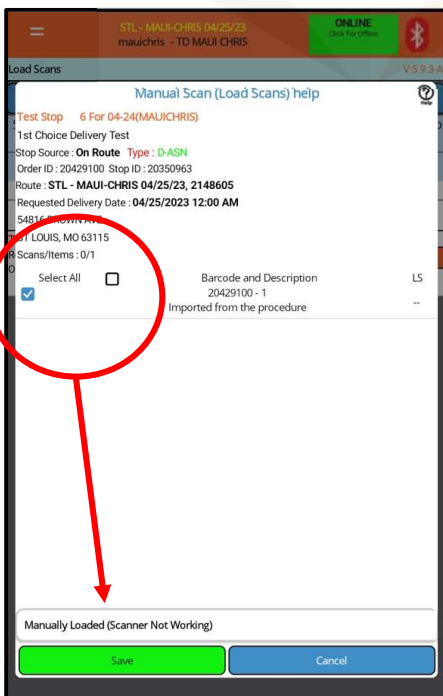
Select active route, then click "Start Route". Note: You may have to close out your route from the day before if there are stops open or if you did not click yes on "End Your Route".

### Step 3



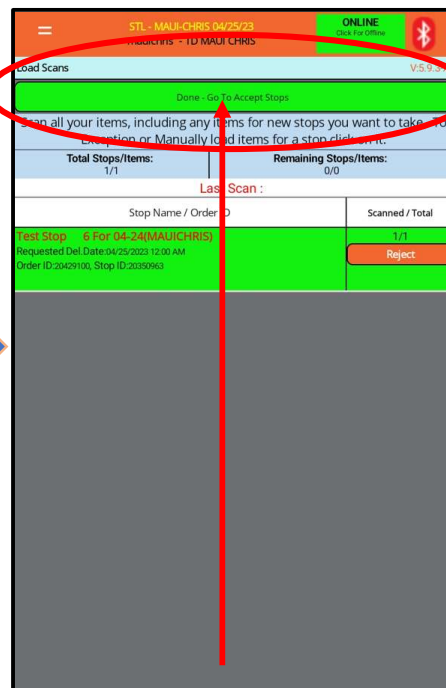
**START SCANNING** or select items to "manually scan" or add an exception

### Step 4



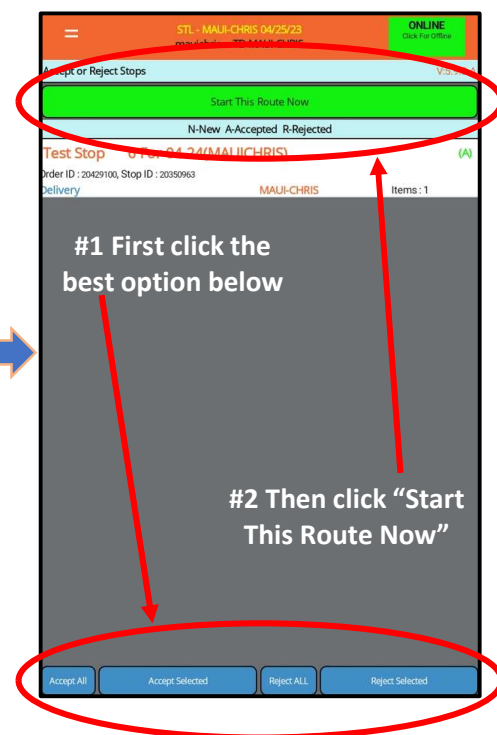
If you are manually load scanning or exceptioning an item, select item(s) then click "Select Option, Then Click Save" area, choose best option, then click "Save"

### Step 5



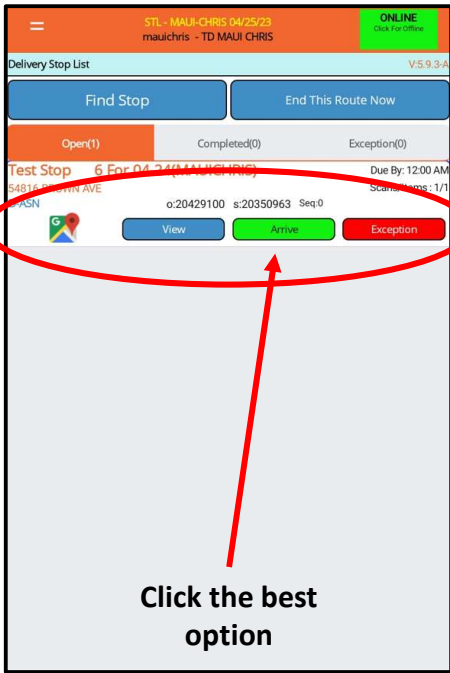
**Click "Done – Go To Accept Stops"**

### Step 6

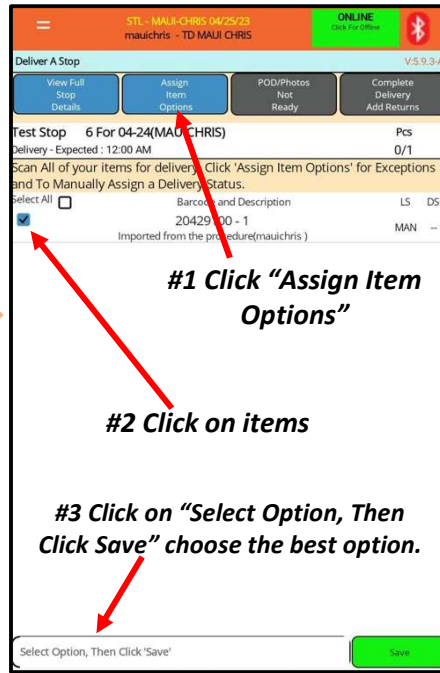


#1 First click the best option below  
#2 Then click "Start This Route Now"

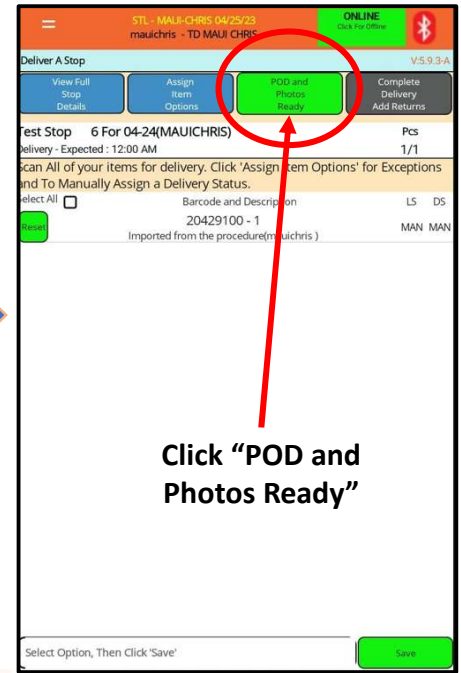
## Step 7



## Step 8

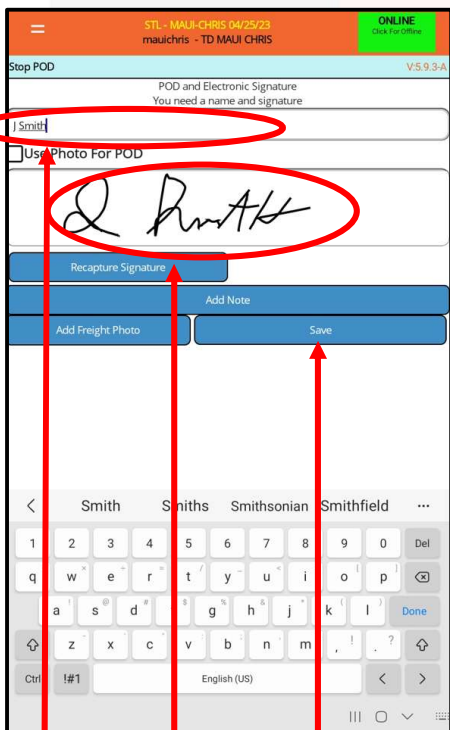


## Step 9

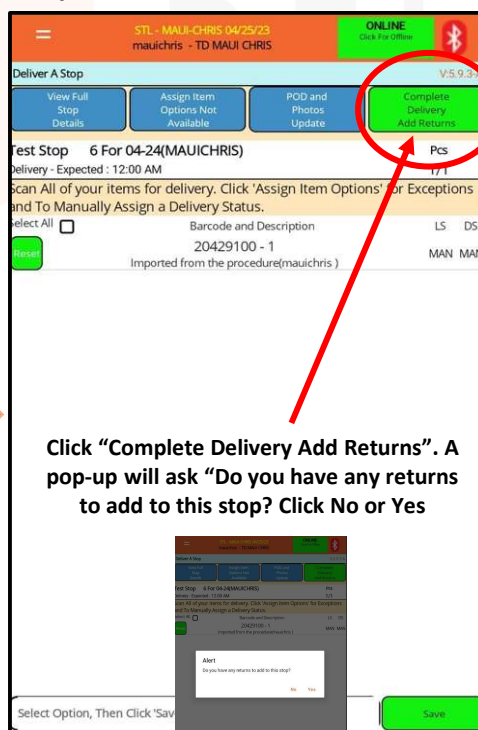


**START SCANNING**, or If you are manually Delv scanning or excepting an item, #1 click on "Assign Item Options", then click "Select Option, Then Click Save" area, choose best option, then click "Save"

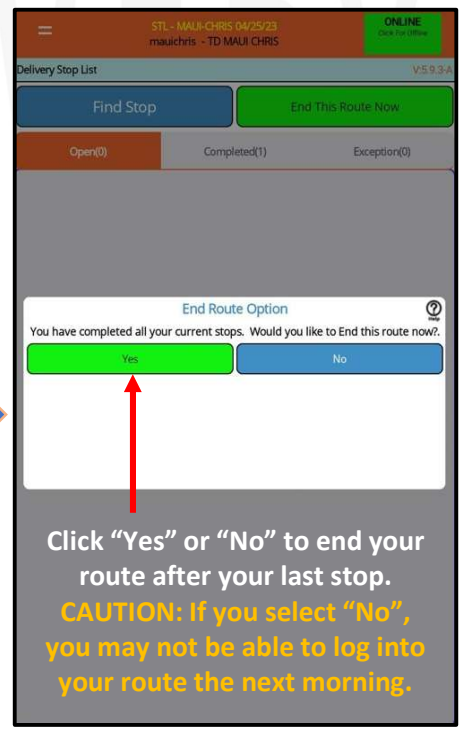
## Step 10



## Step 11

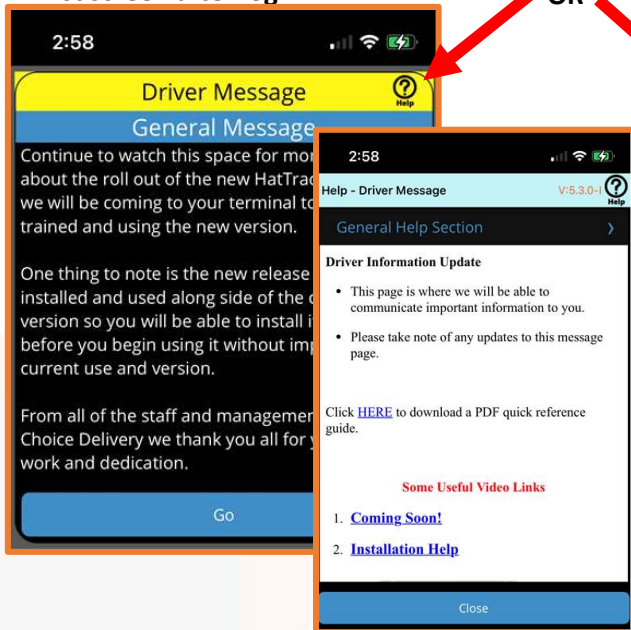


## Step 12



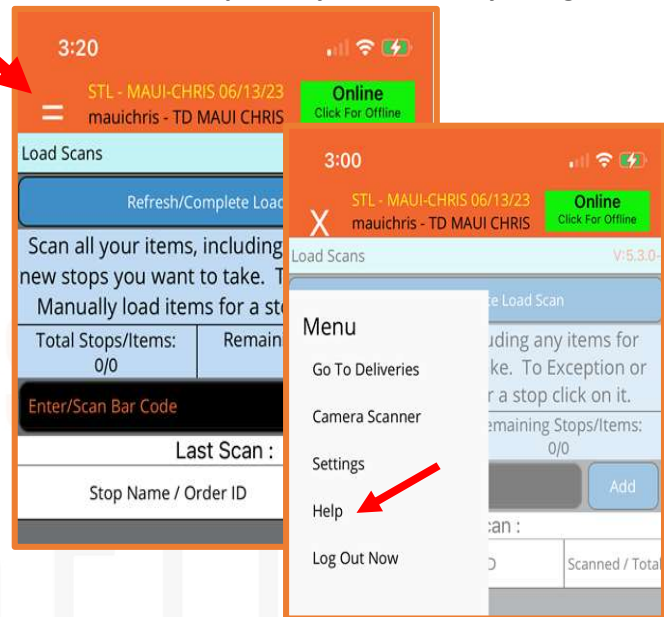
- **HatTrac Help Screens/Videos:** There are two places to access Help sections or videos in the app.

## First screen after login



OR

## You can find help on any screen after you login.



- **Help Desk Reporting:**

- Driver should reach out to his or her Regional or Local Manager first.
- Manager will attempt to solve the issue first, prior to reporting to the Help Desk.
- If Manager is unable to solve the driver's issue via the tools provided, then the manager will escalate via the Help Desk, [help@1stchoicedelivery.com](mailto:help@1stchoicedelivery.com).