

Welcome aboard

Everything you need to run LoadCollect in one double-sided page.

1. Set up before your first job

Before you post or accept a load, spend two minutes on Fleet.

- Drivers — name and WhatsApp number for every driver you dispatch.
- Vehicles — registration, model, fleet number.
- Trailers — trailer type and trailer number.

These feed straight into the driver assignment WhatsApp, so drivers see their rig and POD link the moment you assign them.

2. The Job Board

The Job Board is a shared wall of extra loads other operators need covered. Two sides to it:

Accepting a load:

- Loads are posted by other operators with a price attached.
- First come, first served — tap Accept and the job is yours.
- Accepting means you agree to run it at the posted price.

Posting your own load for cover:

- Use it to find cover for overflow work you can't run yourself.
- Every active operator is notified by WhatsApp, SMS, and email.
- £2 per job posted, on top of your £39.99 subscription.

3. Send Direct (free, unlimited)

Use Send Direct when you already know who's moving the load.

- New Job -> Send Direct tab.
- Enter the driver's name and WhatsApp number.
- Optionally add vehicle reg and trailer number.
- Direct sends are free — no £2 per post.
- The driver receives the WhatsApp immediately with a POD link.

4. The driver WhatsApp

Every assigned driver gets one WhatsApp message with:

- Job number
- Collection address, date/time, contact, vehicle and trailer
- Delivery address
- Google Maps directions
- Submit POD button — one-time link to the driver page

The driver taps Mark as Collected, then uploads POD and signature.
No login, no app install.

5. Overdue jobs

If a collection date passes and the job isn't in transit yet, the job card turns red and shows · overdue across the Board, My Jobs, and your dashboard so nothing quietly slips.

6. Need help?

Email info@loadcollect.com — we reply within 24 hours on business days. Include the job number in your subject line for anything time-critical.