CLOUDEX Drive

- How to use "Cloudex Drive"
- How to use Driver Web App
- How to clear Cache & Storage
- How to take picture of Documents
- How to Upgrade Cloudex Drive to the Latest Version

How to use "Cloudex Drive"

1. Installing the Driver App

Search for the **"Cloudex Drive"** app in the **Google Play Store** (Android) or the **App Store** (iPhone).

2. Logging In to the App

1. The driver enters the vehicle's license plate number.
2. Enter the password provided by the manager in the vehicle's profile.



3. Working with an Active Trip

1. Additional Functions

- Refresh list

- Open trips
- Settings
- Log out

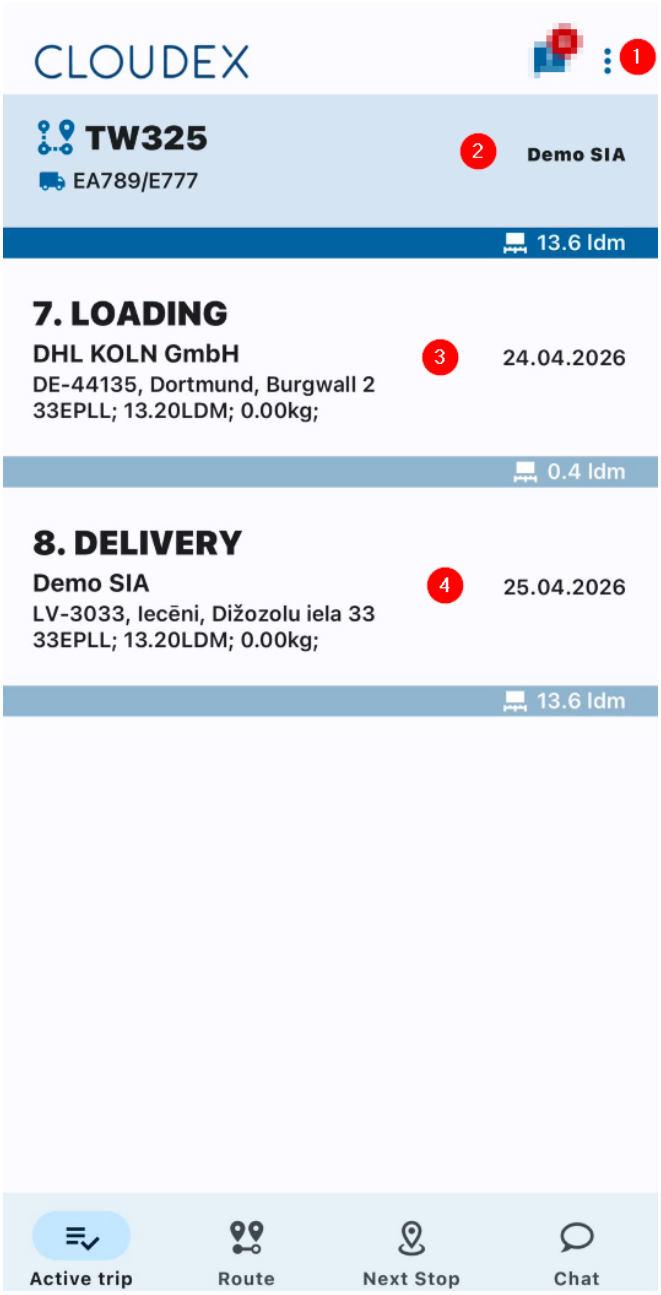
2. If necessary, call the trip manager or the responsible contact person.

3. Loading Location

- Information about the current loading location
- Date and GPS coordinates
- Phone number of the contact person

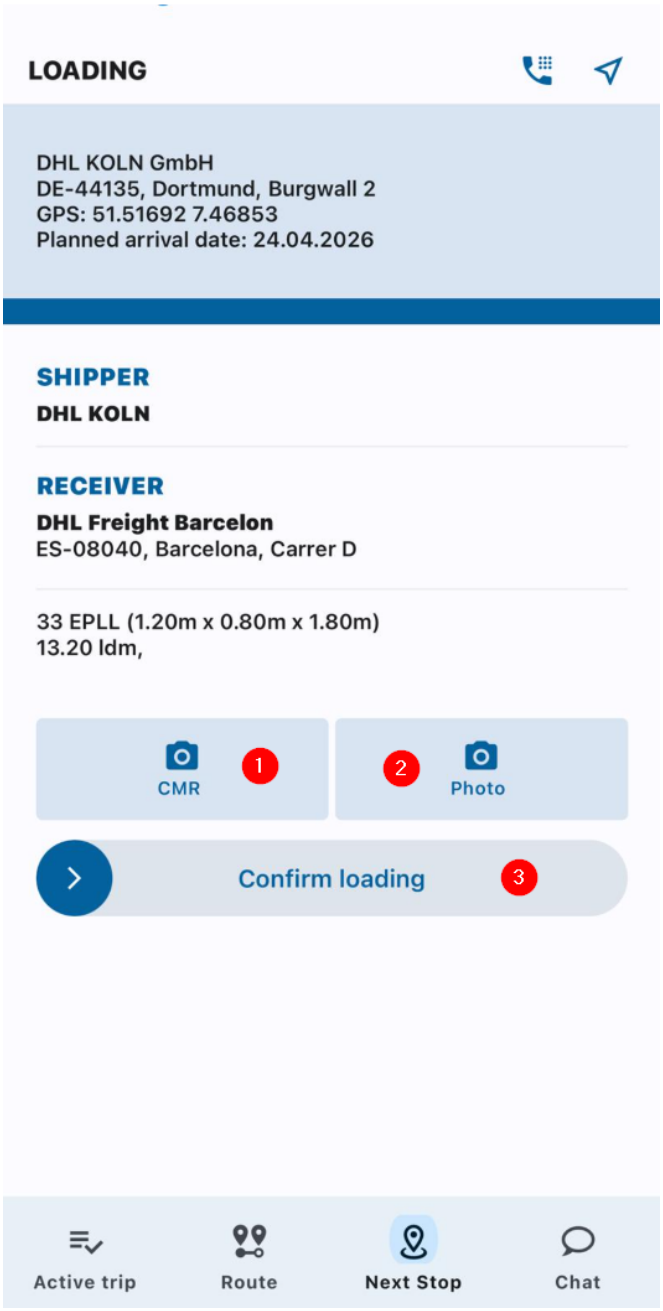
4. Delivery Location

- Information about the current loading location
- Date and GPS coordinates
- Phone number of the contact person



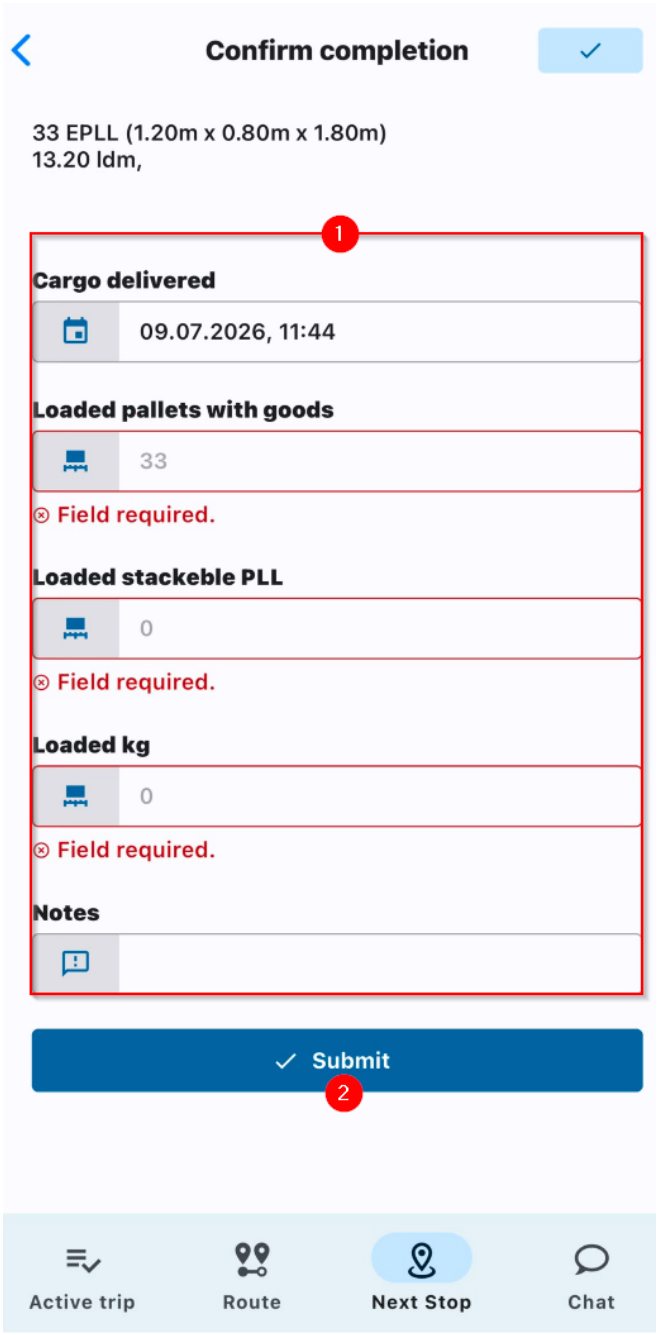
4. Adding Files

1. Attach a **CMR document** by taking a photo or uploading it from your phone's gallery.
2. Attach additional photos by selecting them from your phone's gallery or taking new ones with the camera.
3. Press the **"Confirm Loading"** button to confirm that the cargo has been loaded.



5. Confirming Cargo Loading / Submit

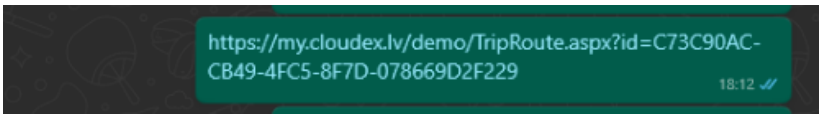
1. Complete the required fields before submitting the status.
2. Press the **"Submit"** button.


Confirm completion
33 EPLL (1.20m x 0.80m x 1.80m)
13.20 ldm,
1
Cargo delivered
09.07.2026, 11:44
Loaded pallets with goods
33
Field required.
Loaded stackeble PLL
0
Field required.
Loaded kg
0
Field required.
Notes
Submit
2
Active trip
Route
Next Stop
Chat

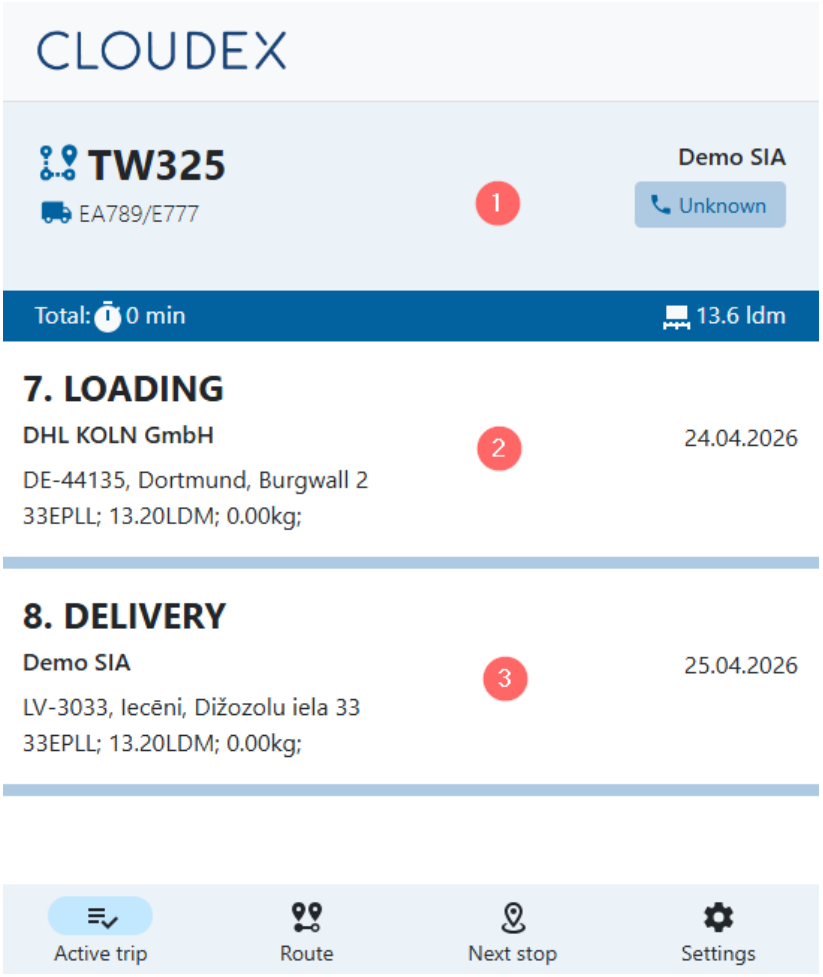
How to use Driver Web App

1. Open the Link

Open the link you received from your manager via **WhatsApp**.



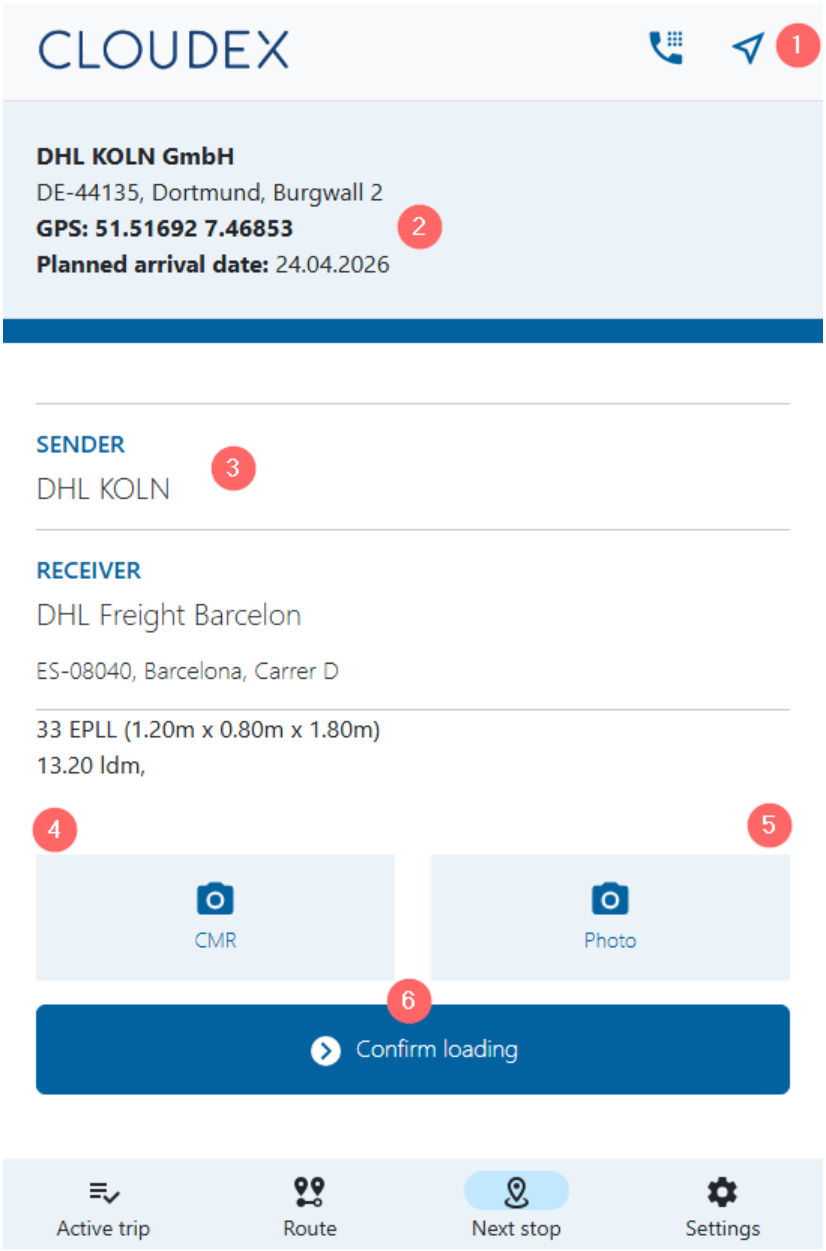
2. Working with an Active Trip



3. Confirming Cargo Loading

1. Navigation options
2. Pickup / Loading location

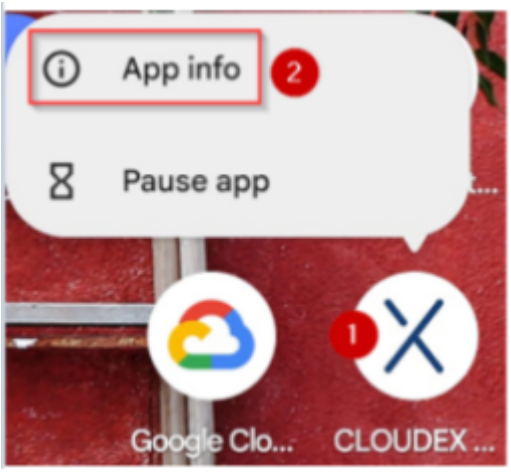
3. Order information
4. Add a photo
5. Upload the **CMR** document
6. Click **"Confirm Loading"** to confirm that the cargo has been loaded.

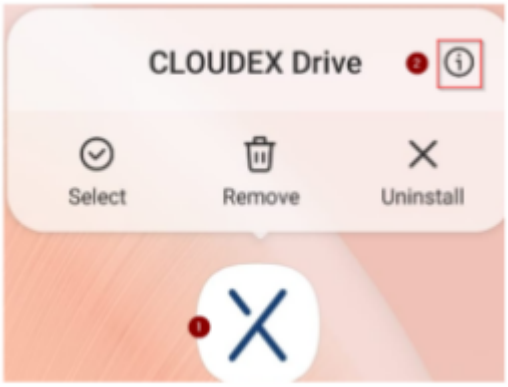


How to clear Cache & Storage

(1) Finger press the "CLOUDEX drive" icon for 1 second (2) and then select "App info"

Options for how it could look

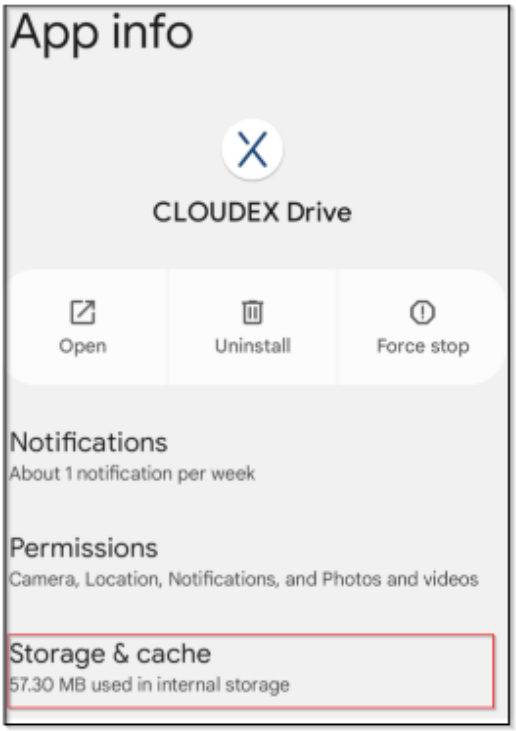


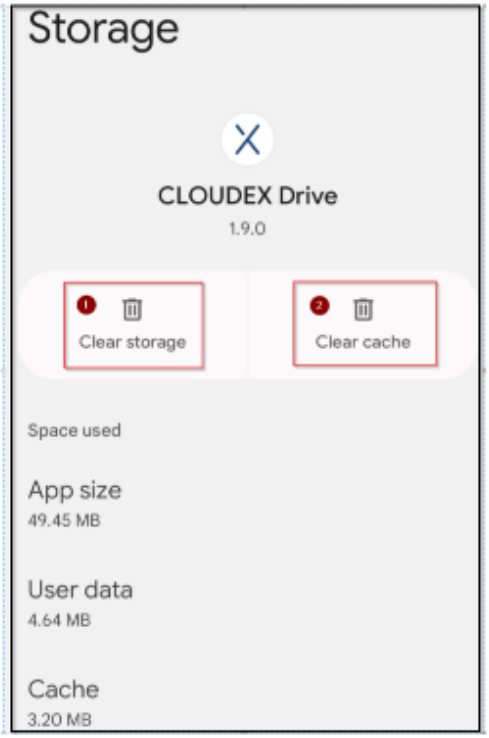


(1) Click on storage and cache

Options for how it could look

(2) Clear storage (2) Clear cache



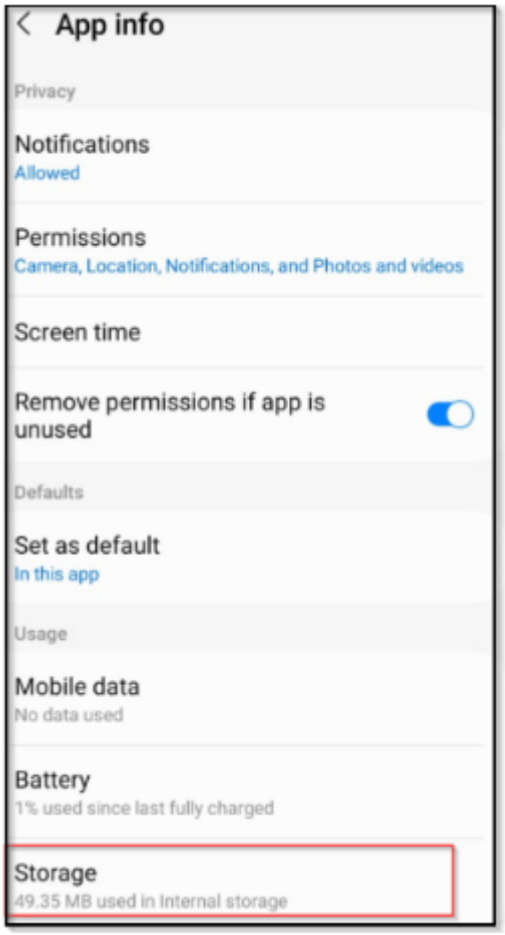


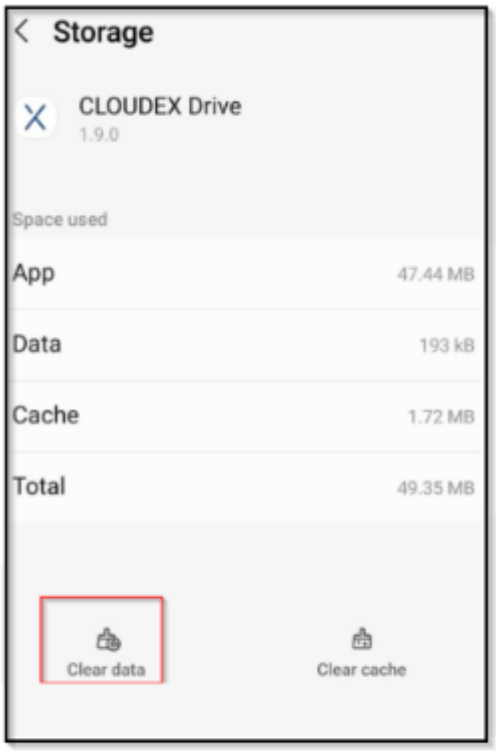
(1) Click on storage

(2) Click clear data






App info
Privacy
Notifications
Allowed
Permissions
Camera, Location, Notifications, and Photos and videos
Screen time
Remove permissions if app is unused
Defaults
Set as default
In this app
Usage
Mobile data
No data used
Battery
1% used since last fully charged
Storage
49.35 MB used in Internal storage


Storage
CLOUDEX Drive
1.9.0
Space used
App
47.44 MB
Data
193 kB
Cache
1.72 MB
Total
49.35 MB
Clear data
Clear cache

How to take picture of Documents

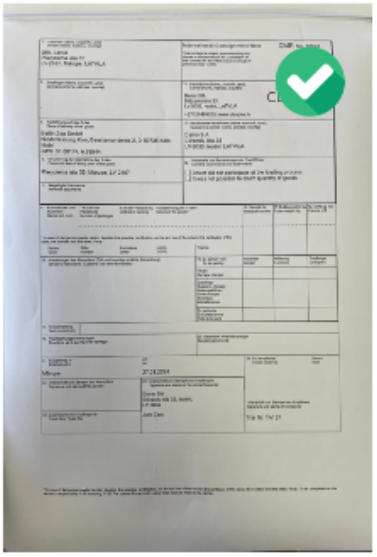
2 veiksmīgai dokumentu digitalizācijai
успешной оцифровки документов

1. Nenosedz dokumentu ar pirkstiem vai kādu priekšmetu, kas varētu traucēt nolasīt nepieciešamo informāciju

1. Не закрывайте документ пальцем или другим предметом, который может помешать увидеть необходимую информацию

2. Dokumentam jāatrodas uz tumša fona, lai programma spēj atrast dokumenta gaišos stūrus un automātiski veikt fotogrāfijas rediģēšanu

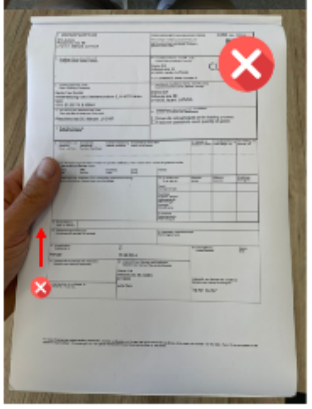
2. Документ должен быть на темном фоне, что бы программа смогла найти светлые углы документа и автоматически обрезать документ





Uz dokumenta nav pirkstu vai kāda cita priekšmeta, kas varētu aizsegt informāciju

На документе нет пальцев или других предметов, которые могли бы перекрыть информацию



Pirksti vai citi priekšmeti nosedz informāciju uz dokumenta

Пальцы или другие предметы закрывают информацию на документе



Baltam dokumentam apakšā ir tumšāks fons

Под белым документом находиться более темный фон



Gaišs vai līdzīgas krāsas fons neļauj noteikt baltā dokumenta stūrus

На светлом или похожем по цвету фоне трудно различить углы белого документа

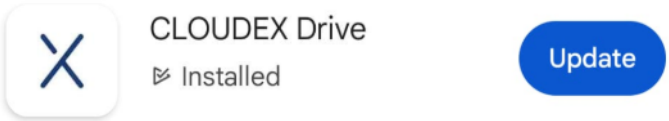
How to Upgrade Cloudex Drive to the Latest Version

1. **Open the Google Play Store.**
   Find and open the **Google Play Store** app from your app list.

2. **Search for Cloudex Drive.**
   In the search bar at the top, type **"Cloudex Drive"** and press **Search** or **Enter**.



3. **Select the Cloudex Drive app.**



4. **Check for available updates.**
   If an update is available, you will see an **Update** button instead of the **Open** button. Tap **Update** to begin the update process.
5. **Wait for the update to download and install.**
   The Google Play Store will automatically download and install the latest version. You can monitor the progress in the Play Store.
6. **Open the updated app.**
   Once the update is complete, tap **Open** to launch the latest version of **Cloudex Drive**.