

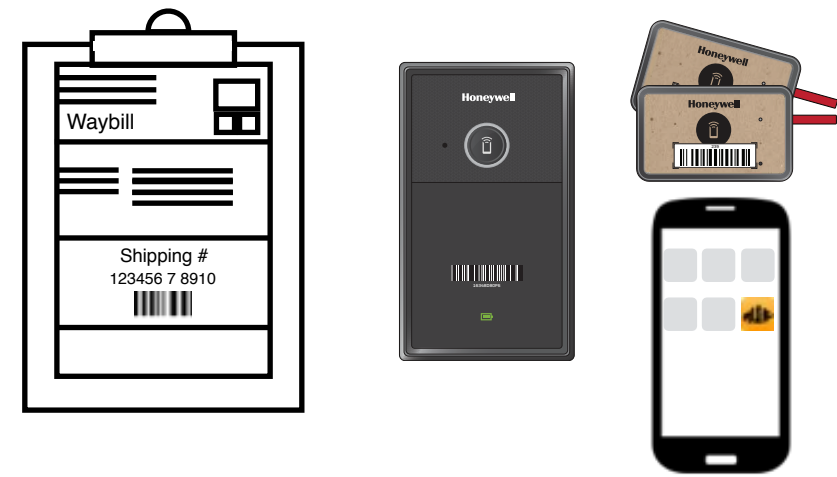
Name \_\_\_\_\_  
 Role \_\_\_\_\_  
 Location \_\_\_\_\_

**STEP 1:**

**Gather Materials**

Locate a fully charged gateway, a CT-50 or mobile device, pre-paid return shipping slip, a clear shipping pouch / sleeve and appropriate amount of tags for the shipment.

Check the physical quantity of the gateway and tags against the amount listed in the OBD and on the shipping document



**STEP 2:**

**Check Gateway Battery Status**

While still plugged in, confirm that the battery icon displays a green LED light- this indicates a full charge

**Fully charged**  
Solid green

**Charging**  
Solid red

**Faulty Battery OR Battery Has No Charge Left**  
Alternately blinking red and green

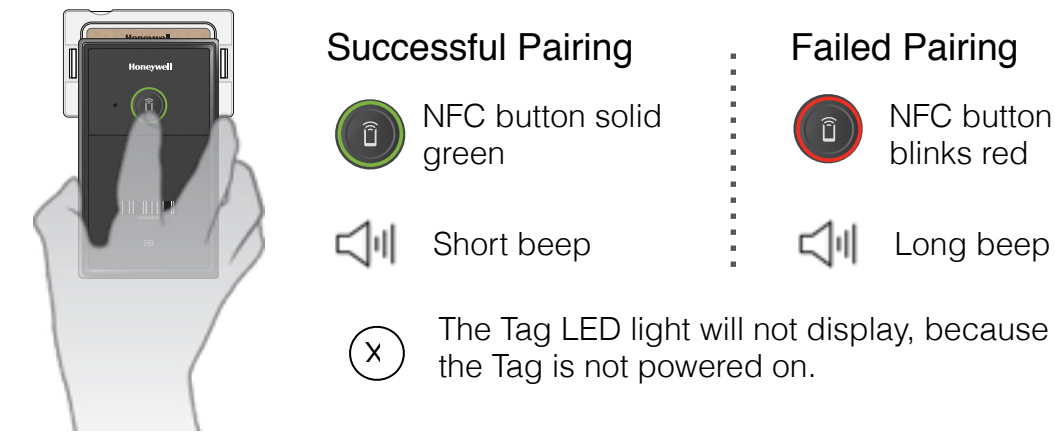


If Battery has no charge left, the Gateway needs 15-20 minutes to pre-charge, before the battery starts charging normally.

**STEP 3:**

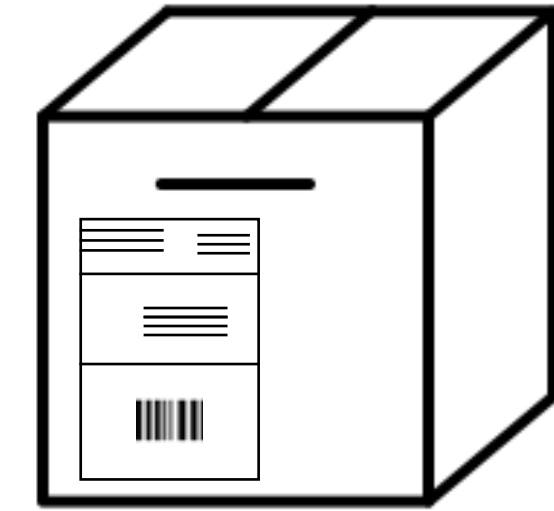
**Pair Gateway With Tags Before They're Powered On**

Pair each tag to the gateway by holding the gateway pairing button and tapping the tag to the gateway, verifying a successful pairing has occurred each time (see user guide).



**STEP 4:**

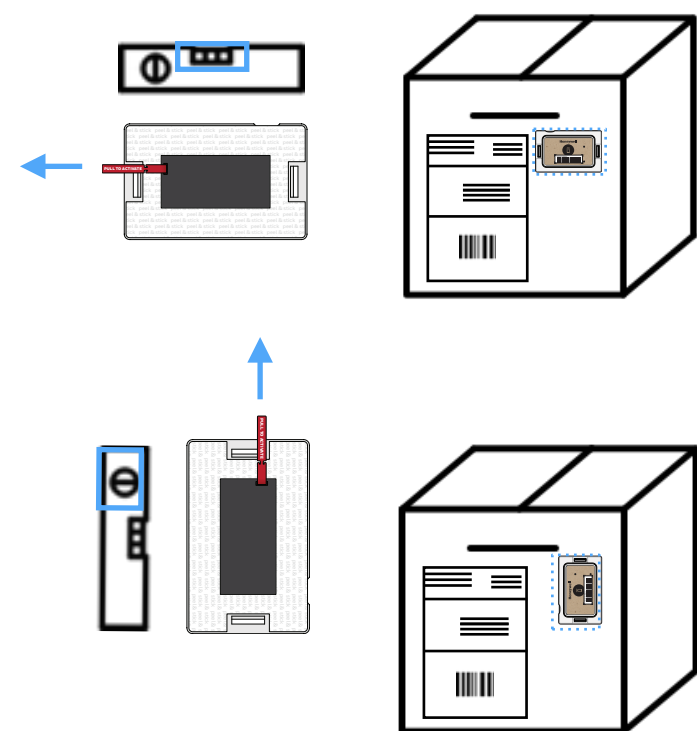
**Apply Shipping Labels to Box**



**STEP 5:**

**Turn on Tag Battery**

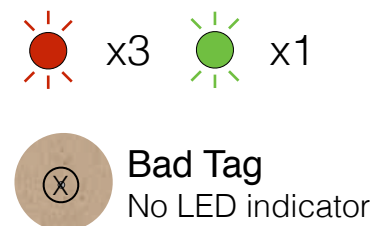
Remove the battery strips from each tag and verify they are powered on (see user guide). Then remove the large sticker backing and adhere the tag to the shipment



**STEP 6:**

**Confirm Tags are Powered On**

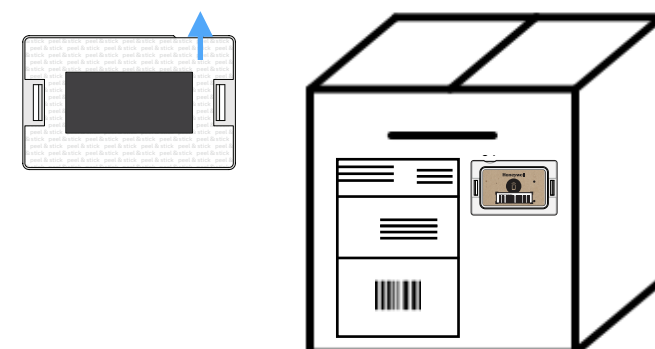
**Battery Activated and Tag Paired with Gateway**  
LED blinks red 3 times, then blinks green once, then turns off.



**STEP 7:**

**Attach Tags to Shipment**

Then remove the large sticker backing and adhere the tag to the shipment.

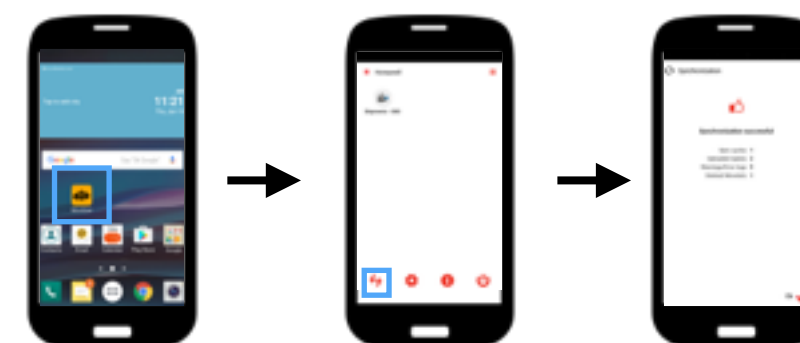


**STEP 8:**

**Launch and Refresh Movilizer App**

- Open the Movilizer app on the Ct-50 or Mobile device.
- Click the refresh button at the bottom of the app (two arrows), to display the most current shipment information.
- Click Ok once the screen is refreshed (thumbs up).

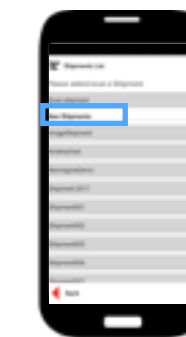
Note: Android and iOS Movilizer apps have different visual treatments, but the same screens / process.



**STEP 9:**

**Select Shipment**

Click the "Shipments – OBD" icon and locate the Shipment ID under the "New Shipments:" list and click it



**STEP 10:**

**Review Shipment Info**

Review the basic shipment information, route, monitoring and all other info to ensure it is correct against the information available to you on the shipping document.



**OPTIONAL STEP**

**View Instructions**

Click "View Instructions" for step-by-step information and video tutorials on how to set up shipments with Gateways & Tags.



**STEP 11:**

**Pair Gateway With Shipment**

Click the "Scan Gateway" button at the bottom of the screen and scan the barcode on the gateway using the rear facing camera on the mobile device. This pairs the Gateway with the Shipment for tracking purposes.



**STEP 12:**

**Confirm # of Tags and Find Tag**

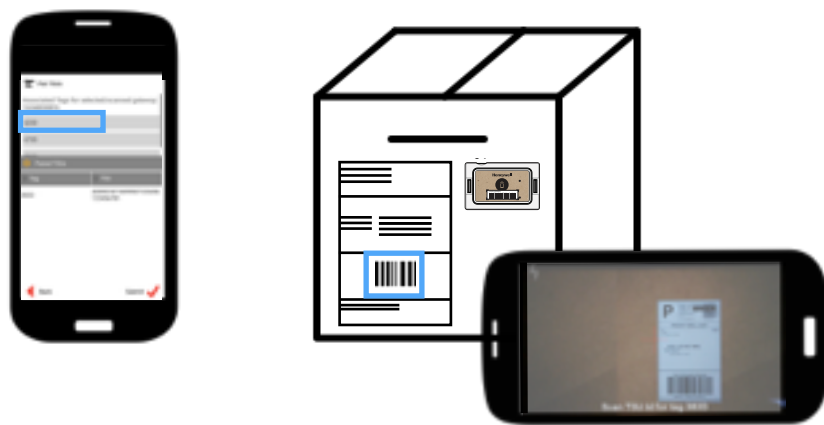
Scanning the Gateway will bring up the list of tags you already connected to the gateway. Verify that the correct number of tags are listed here. Find the shipment Tag.



**Step 13:**

**Pair Tags With Boxes / Pallets**

Find the tag ID in the OBD app tag list and click on it, this will bring up a scanner. Scan the unique box/ pallet barcode ID where you attached your tag. This pairs the Tag with the box or pallet it's on, to identify which Traceable Shipping Unit (TSU) has been compromised if a sensor limit is exceeded. Repeat until all tags are associated.



**STEP 14:**

**Review Shipment Data & Complete Shipment**

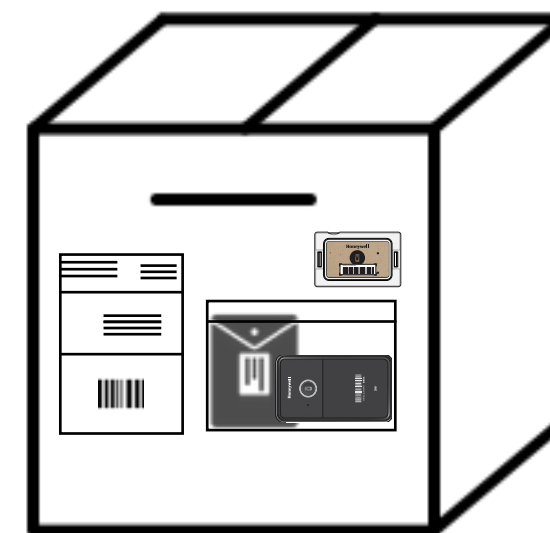
Click next and review all the data is correct in the shipment. Click "Complete Shipment."



**STEP 15:**

**Attach Gateway to the Box or Pallet**

Place the gateway, shipping document and prepaid return shipping packaging in the shipment envelope.



**Discuss Shipment Loading Requirements**

When loading pallets with Tags and Gateways onto a truck, try to place one pallet in the back of the truck, one pallet in the center of the truck and one pallet with the Gateway right by the door.

Make sure that the Gateway faces the truck door, and is as close to the door as possible to ensure the Gateway signal can best maintain cell connectivity.

