

Welcome to DTN Partner Insights

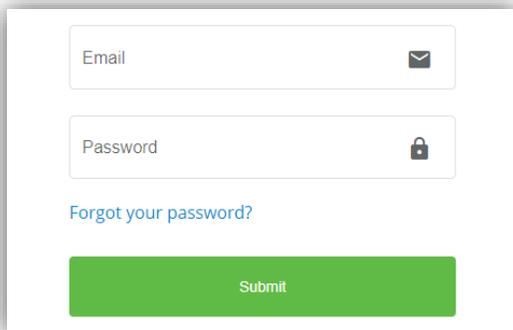
Partner Insights provides carriers with a central repository to store driver and vehicle information, required documentation, and assign dispatch locations. This information can then be electronically shared with multiple terminal owners through driver and vehicle access request. Terminal information, such as terminal driver ids, entry codes, and lockout status are viewable. Carriers are notified and can proactively updated expired certifications. They can determine if a driver has been approved at the terminal or see lockout status to resolve issues prior to dispatching a driver or vehicle. All of this leads to greater efficiency. Spend less time working to keep documentation up to date with terminal owners, less time waiting at the terminal to clear up issues and more time loading and delivering fuel.

Getting into the system for the first time

You should have a received an email with the subject “Temporary DTN Account Password”, within that email, you will find your temporary password. If you have not yet received this email, please check with your system administrator.

To log into the system for first time:

- Navigate to <http://urlhere.dtn.com/>
- Enter your email address
- Enter the temporary password
- Click submit



The screenshot shows a login form with two input fields: "Email" with an envelope icon and "Password" with a lock icon. Below the fields is a blue link that says "Forgot your password?". At the bottom of the form is a green "Submit" button.

If you do not know your temporary password, or it has been longer than 14 days since receiving the email, you can create a new temporary password by clicking the “Forgot your password?” link.

After clicking Submit, you will be prompted to create a password.

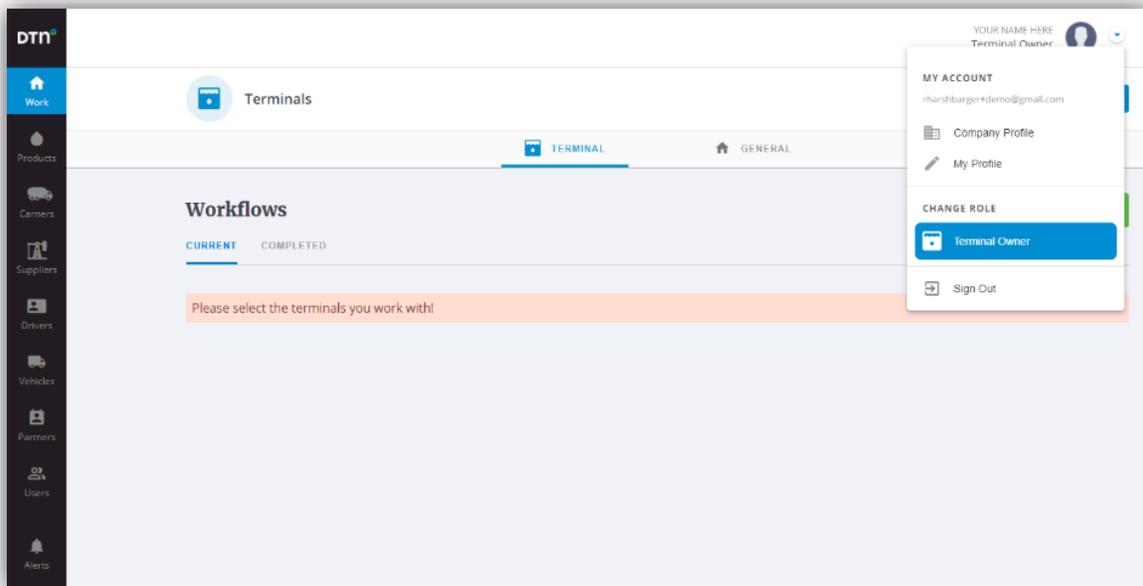
If you are the Company Admin and entering the system for the first time, you would be asked to validate and enter the primary contact and address location for the company.

Basic Navigation

Updating Profiles & Selecting Roles

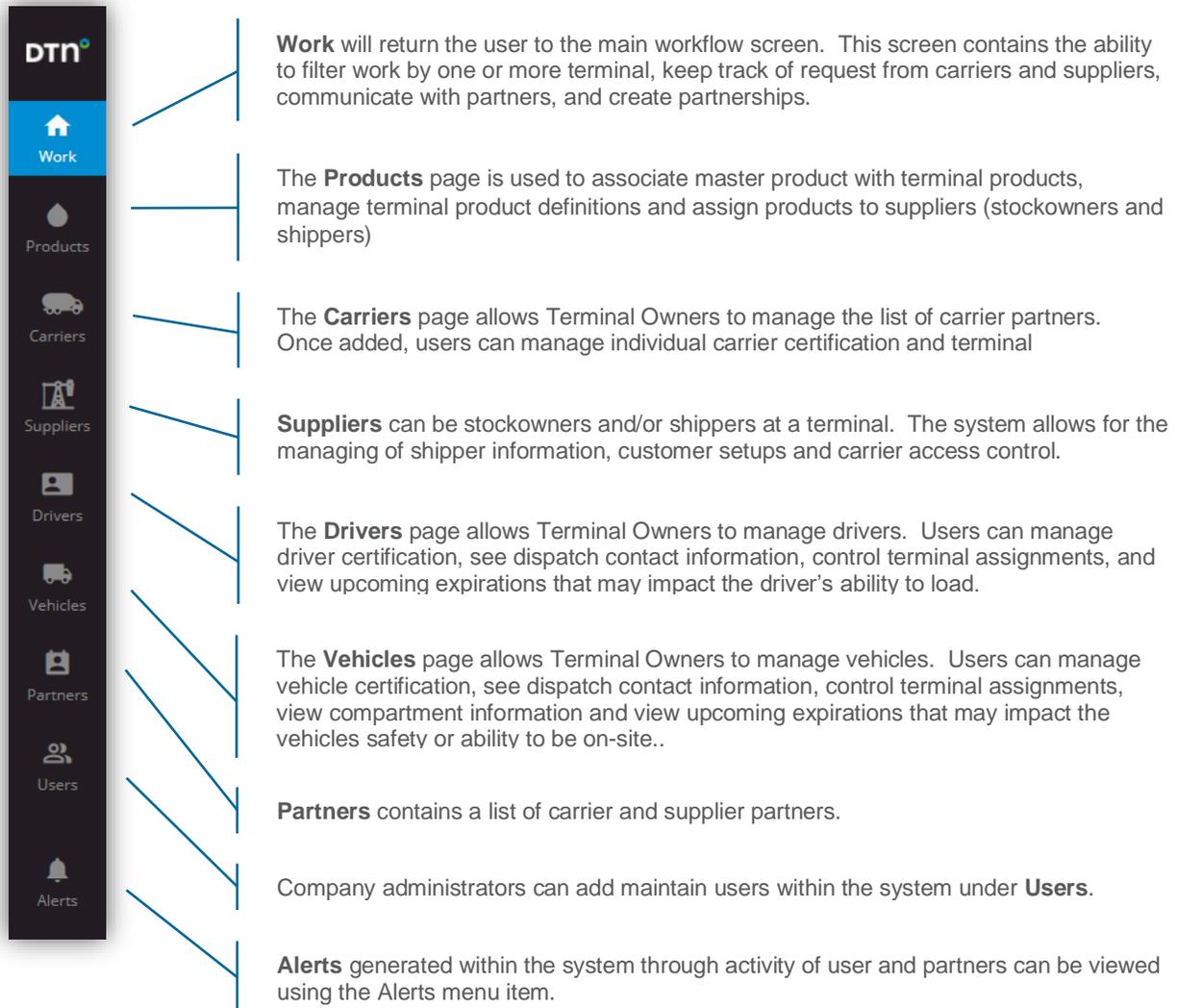
Company and user profile information, including contact information, logo and avatar can be edited using the drop-down menu located in the top right corner

For companies or users with more than one assigned Role within the system, this menu is also used to switch the current role from Terminal Owner, Carrier, Supplier or Buyer. For information concerning the roles supported by Partner Insights and the value created by each, contact your DTN sales representative.



To sign out of the system, click “Sign Out”, also located within this drop-down menu.

The main navigation bar along the left side will navigate the user to the various functions support for the current Role.

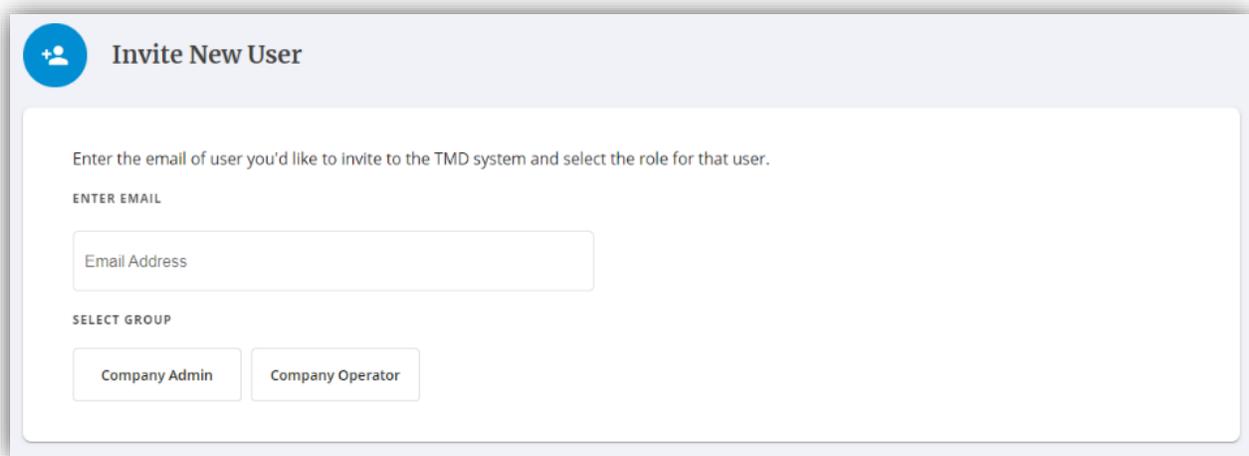


Adding Users

Company administrators can easily manage users across the organization.

Invite New User

Inviting a new user is simply. After clicking the “+ Add Users” button on the Users page, add the user’s email address and select the desired group.



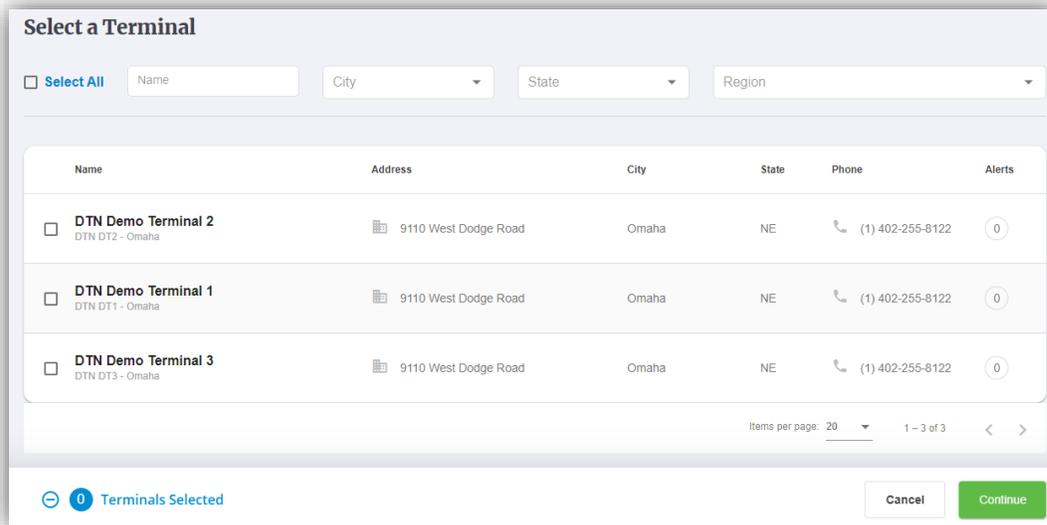
The screenshot shows a web interface titled "Invite New User". It features a blue circular icon with a white plus sign and a person silhouette. Below the title, there is a text prompt: "Enter the email of user you'd like to invite to the TMD system and select the role for that user." Underneath, there are two sections: "ENTER EMAIL" with a text input field labeled "Email Address", and "SELECT GROUP" with two buttons labeled "Company Admin" and "Company Operator".

The user will be sent a temporary password that will allow the user access to the system.

Terminal Information

When users first enter the system, they will be greeted with a message directing them to add terminals.

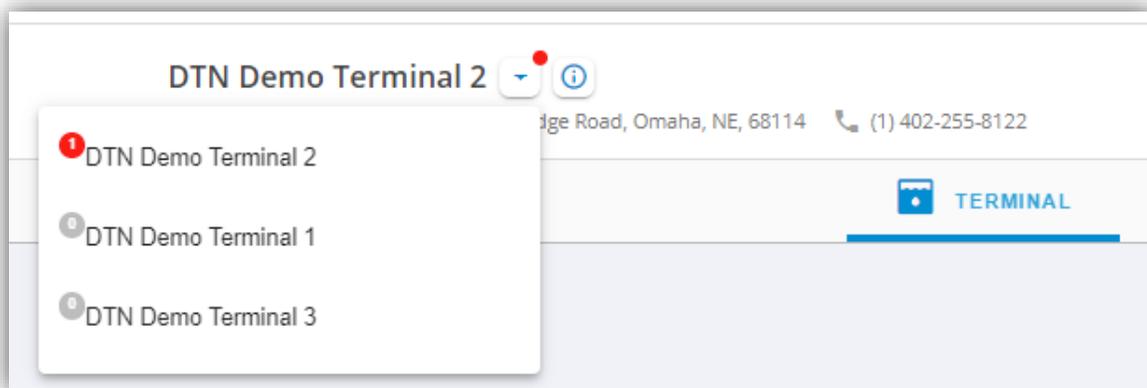
Clicking the “View Terminals” button located in the upper right side of the Work page, will present the user with a list of terminals associated with the company. The terminals owned by your company will be pre-loaded and assigned by DTN prior to entering the system.



This allows the user to select the terminals for which they have responsibility. It sets the filter list located on the main work page.

Terminal Filter

When requests are made specific to a terminal within the user’s filter list, the user is notified that action is required allowing requests to reviewed and approved as quickly and efficiently as possible.

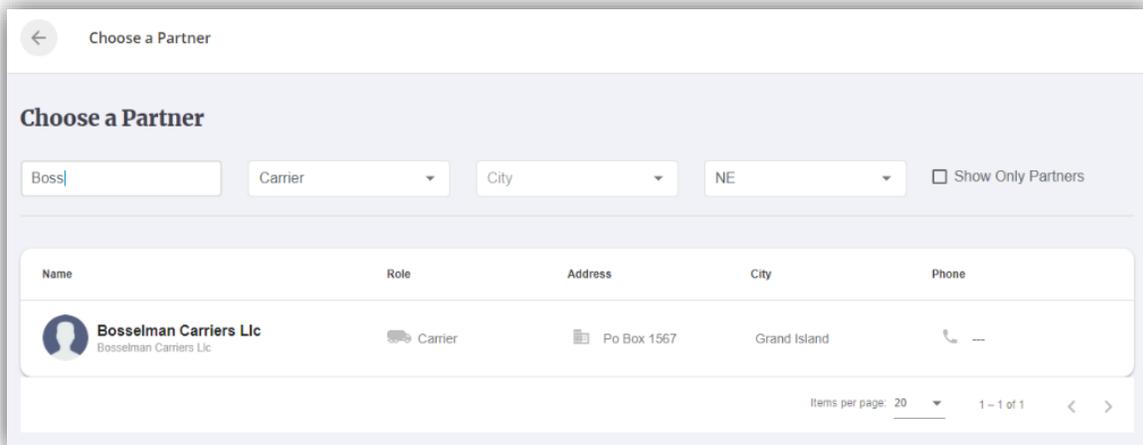


Partnerships

Requesting a Partnership

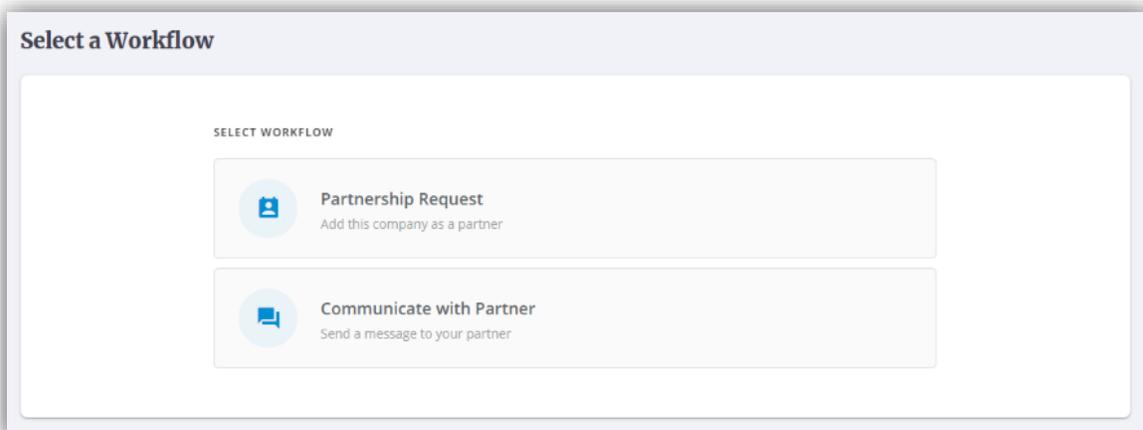
Partnerships allow users from different companies to communicate, share information and documentation necessary to conduct business. To request a partnership with company, click the “+ Add Workflow” button to start the process.

- The first step in creating a partnership is to choose the partner.
 - When looking for a new partner, uncheck the “Show Only Partners” checkbox. This will expand list beyond the current partners and allow you to search the entire catalog of available partners in the system.
- The filters can be used to narrow the selection until the desired company is found.
- Click the company record to continue.



The screenshot shows a mobile application interface titled "Choose a Partner". At the top, there is a search bar containing the text "Boss|". To the right of the search bar are several filter dropdown menus: "Carrier" (set to "Carrier"), "City" (set to "City"), and "NE" (set to "NE"). There is also a checkbox labeled "Show Only Partners" which is currently unchecked. Below the filters is a table with the following columns: "Name", "Role", "Address", "City", and "Phone". The table contains one entry for "Bosselman Carriers Llc" with a role of "Carrier", address "Po Box 1567", and city "Grand Island". The phone number is represented by a phone icon and a minus sign. At the bottom right of the table, there is a pagination control showing "Items per page: 20" and "1 - 1 of 1".

- Select the “Partnership Request” workflow to begin working with the selected company.



The screenshot shows a mobile application interface titled "Select a Workflow". At the top, there is a heading "SELECT WORKFLOW". Below this heading are two selectable workflow options, each with a blue circular icon containing a white symbol. The first option is "Partnership Request" with a plus sign icon and the subtext "Add this company as a partner". The second option is "Communicate with Partner" with a speech bubble icon and the subtext "Send a message to your partner".

The user will be presented with a page containing details about the selected company. Review the information to ensure the correct company was selected.

DTN Fuel Transport LLC
Add this company as a partner

DTN Fuel Transport LLC
DTN Fuel Transport

Carrier 18205 Capitol Ave Ste. 100, Elkhorn, NE, 68022

GENERAL INFORMATION

FEIN	---	SCAC Code	DTN1
US DOT ID	2323323	License	---
License Expiration	---	Insurance Company	---
Policy Number	---	Policy Expiration	---
Transactional Email	---		

If the company is already active within the system, the primary contact information is displayed. Providing a quick message and clicking the “Submit Request” button will send the request to the partner company for approval. Request from partners already in the system will appear on the companies work screen.

 **DTN Fuel Transport LLC**
Add this company as a partner.

MESSAGE

 Robert Harshbarger

 rharshbarger@gmail.com

 (1) 402-255-8122

Message

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If the company is has not already joined, the user provides a quick message along with the email address of the primary contact at the partner company.

SPONSORSHIP

This company is not subscribed. Their system access will be charged to you. Please, confirm that you agree.

Yes, I am willing to pay for this partner's seat

Please enter the email address of the individual you wish to work with at your partner

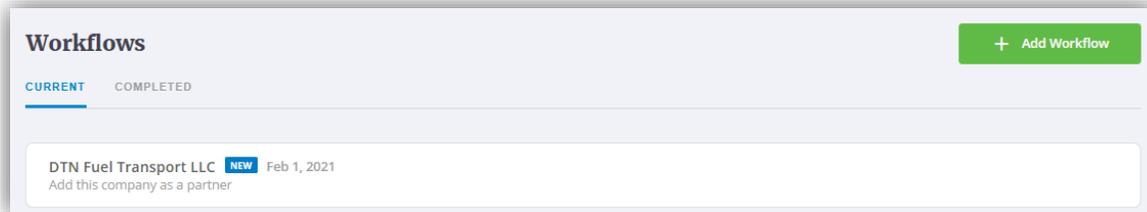
Email

Upon submitting the request, an email will be delivered to the partner company requesting that they join the system.

There is an option to sponsor the partner. If option is selected, an email with instructions on how to the access the system will be sent. (Note: There may be additional cost for sponsoring partners. Please contact your DTN sales representative for more information).

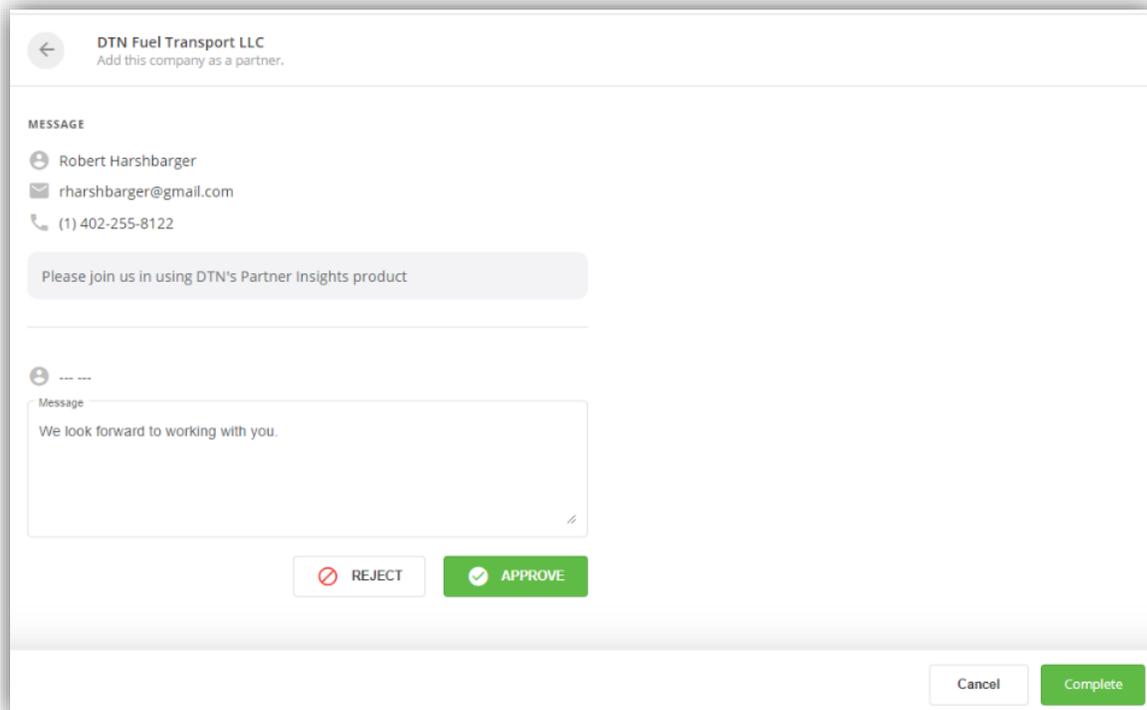
Accepting a Partnership

Upon logging into the system, the company will see a new request in workflow queue.



In just a couple of clicks, the request can be either rejected or approved. The response will appear in the requestor's workflow queue.

If approved, as partners, the companies can begin sharing documents, along with data records that can be integrated directly into a TAS, ERP or other system.



Collecting and Sharing Information

Terminal Owners can specify which documents are required for carriers, drivers and vehicles at all or individual terminals. By uploading document templates, terminal owners can collect the required information, signatures and images necessary to validate and approve access at terminals.

Add Certificate

TERMINAL OWNER REQUIREMENTS

Terminal Owner
DTN Demo Account

Terminals Certificate Type

Terminals	Certificate Type	Document Template
<input checked="" type="radio"/> All Terminals	Carrier Approval Form	Carrier Approval Form.pdf Download
<input type="radio"/> All Terminals	DOT Hazmat Certification	---
<input type="radio"/> All Terminals	Employers Liability Expiration	---

1 - 3 of 3

Once the requirements are specified, carrier partners can view the requirements, download the document template, provide the requested information before uploading the completed document.

CERTIFICATE INFORMATION

Carrier Approval Form.pdf
107 KB

[In order to view PDF files, please disable Adblock.](#)

Certificate Type
Carrier Approval Form

Certificate Name
DTN Carrier Approval Form

Certificate ID

Date Certified
2/1/2021

Expiration
2/1/2022

Certificate Revoked

Terminal owners can then view which documents have been added for carriers, driver or vehicles.

Certificate	Date Certified	Expiration
Carrier Approval Form DTN Carrier Approval Form	02/01/21	02/01/22
Auto Liability Expiration	02/01/21	02/02/22
DOT Hazmat Certification	02/01/21	02/02/21

Each document can be downloaded and reviewed prior to granting carrier, driver or vehicle access at a terminal.

Carrier Approval Form
DTN Carrier Approval Form

CERTIFICATE INFORMATION

Certificate ID	Date Certified	Expiration
---	02/01/21	02/01/22

Carrier Approval Form.pdf
107 KB View

In order to view PDF files, please disable Adblock.

Drivers & Vehicles

Driver and vehicle records and any associated documentation can be entered and maintain by the carrier. Carriers can enter a single record for each driver or vehicle that can be shared across multiple terminal owners.

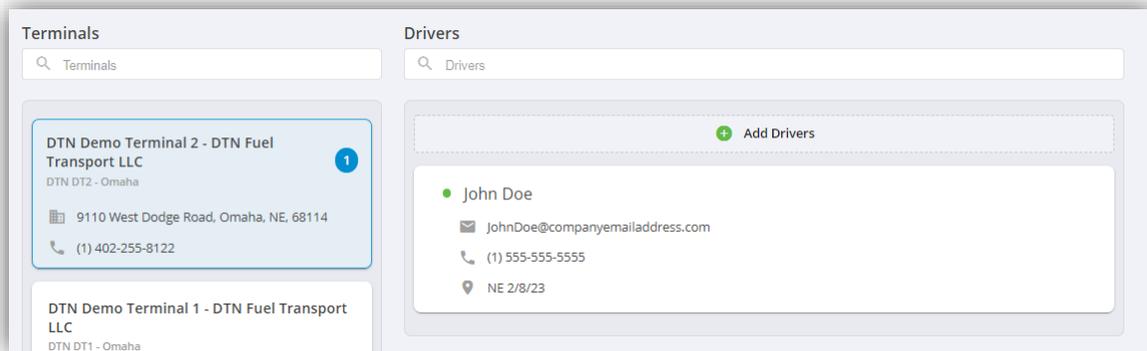
The screenshot shows a form titled "DRIVER INFORMATION" with the following fields: First Name (John), Last Name (Doe), Driver License (NE-V00000000), License State (Nebraska), Expiration (2/8/2023), Email (JohnDoe@companyemailaddress.com), and Phone Number ((1) 555-555-5555).

In addition to the basic driver and vehicle information, the carrier can upload the necessary documentation, include dispatch contact information and view terminal information and status for each driver and vehicle.

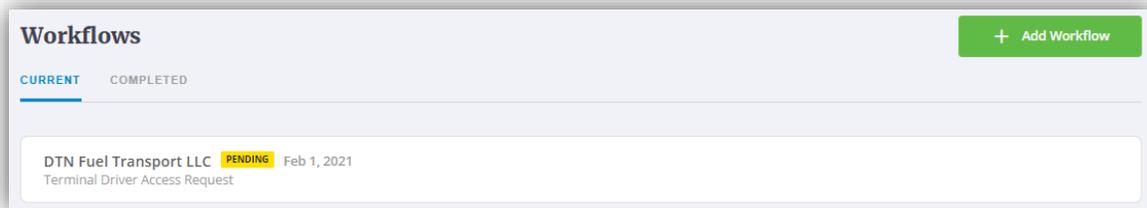
Requesting access to a terminal for a driver or vehicle is accomplished through an easy to use workflow initiated by the carrier. After selection the terminal owner partner, the carrier selects the desire activity.

The screenshot shows a screen titled "DTN Fuel Transport LLC Select Workflow" with a "Select a Workflow" section. It contains three options: "Vehicle Access Request" (Terminal Vehicle Access Request), "Driver Access Request" (Terminal Driver Access Request), and "Communicate with Partner" (Send a message to your partner).

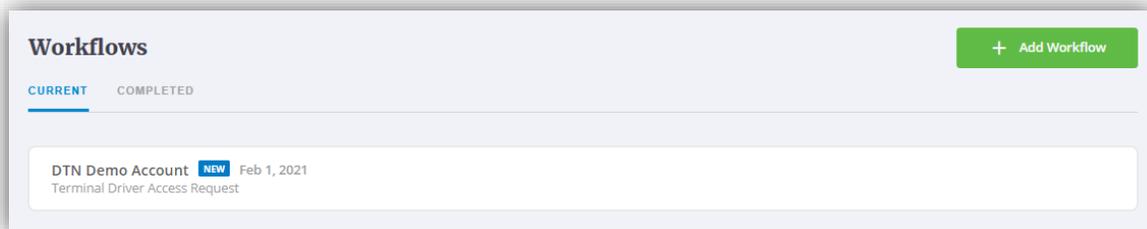
Easy to follow steps, guide the carrier through selecting the terminal and driver. The information is then submitted to the terminal owner for review and approval or rejection.



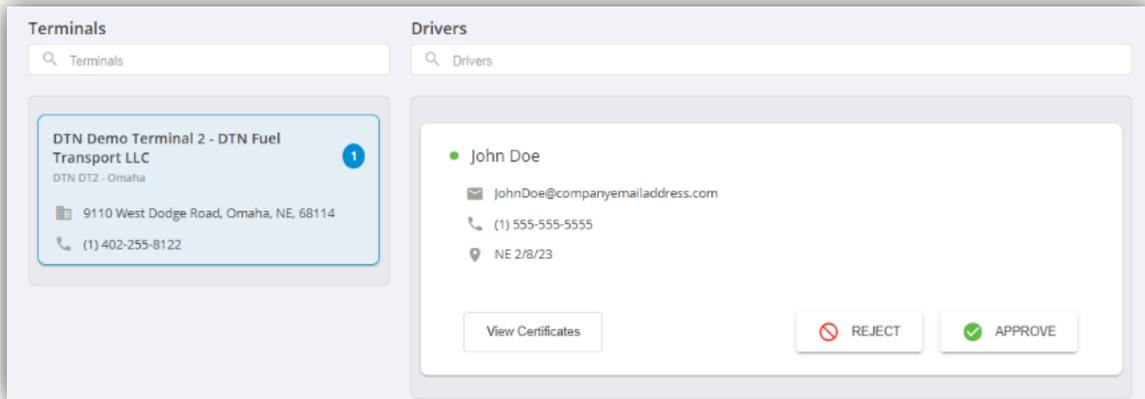
An item added to the carrier's workflows list keeps him informed of the status of the request.



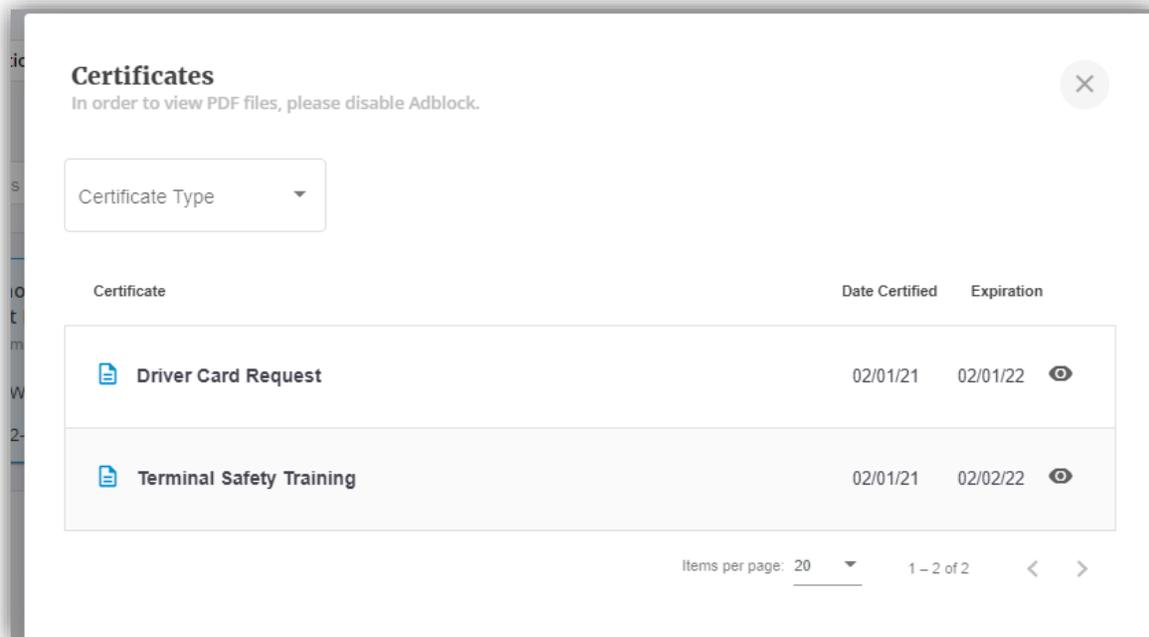
An indicator on the terminal filter and a corresponding workflow item is automatically added to the terminal owners list.



The system guides the terminal operator through the process of reviewing the request.

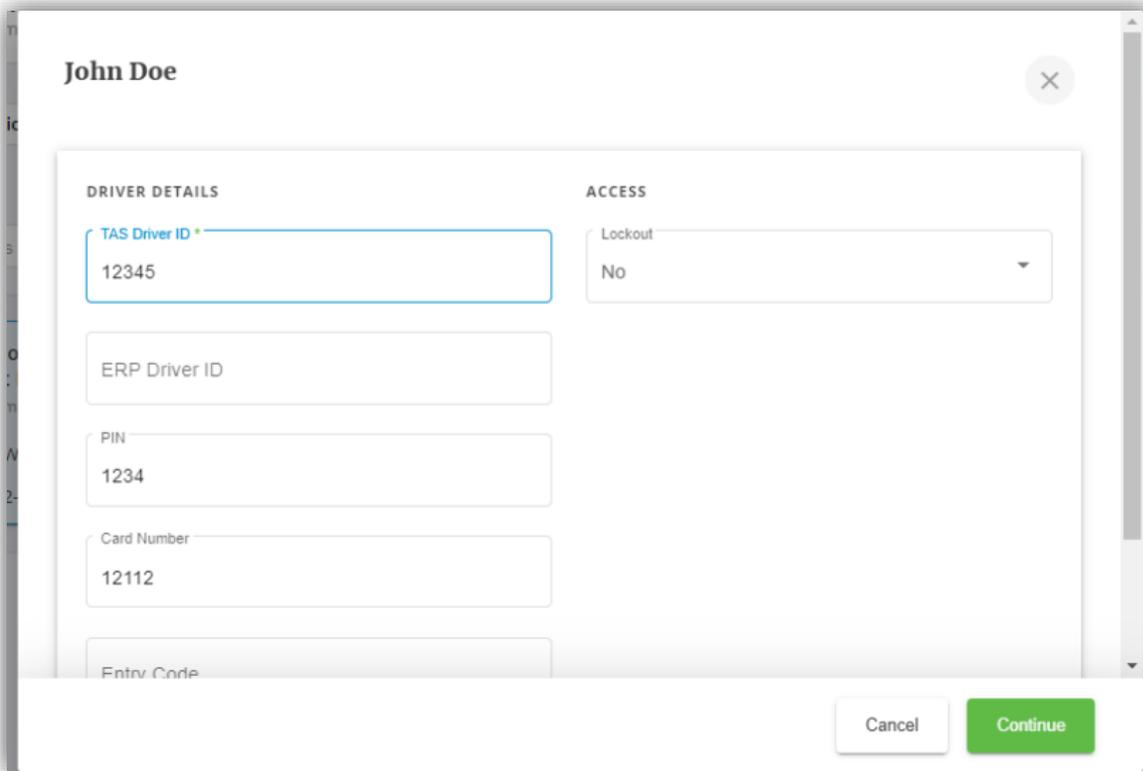


The terminal operator can review the certificates and documents associated with the requested driver or vehicle.



Along with reviewing the documentation, the terminal operator can view and edit the TAS system information for the driver or vehicle. Once approved, this information is pushed through the TAS integration to the local terminals.

The approval or rejection (with the ability to communicate a reason) are updated on the carrier's workflow item to notify when the request is completed.



The screenshot shows a web application interface for a user named "John Doe". The interface is divided into two main sections: "DRIVER DETAILS" and "ACCESS".

- DRIVER DETAILS:** This section contains five input fields:
 - TAS Driver ID ***: A text input field containing the value "12345".
 - ERP Driver ID**: An empty text input field.
 - PIN**: A text input field containing the value "1234".
 - Card Number**: A text input field containing the value "12112".
 - Entry Code**: An empty text input field.
- ACCESS:** This section contains one dropdown menu:
 - Lockout**: A dropdown menu currently showing the value "No".

At the bottom right of the form, there are two buttons: a "Cancel" button and a green "Continue" button.

Both the terminal owner and carrier now have access to the shared information.

The icons and filters allow users to quickly identify and address possible issues with expired documentation or terminal lockouts. This allows dispatchers to ensure that drivers are ready to load when they arrive at the terminal and increases throughput by avoiding drivers sitting under the rack while issues are resolved. It also allows terminal operators to stay in sync across multiple terminal locations and ensure drivers and vehicles are compliant with safety regulations.

Name	Email	Phone	License State	Expiration
Bob Smith	bsmith@driver.com	(1) 939-939-9399	NE	02/03/26
John Doe	JohnDoe@companyemailaddress.com	(1) 555-555-5555	NE	02/08/23

Partners can stay in sync with visibility into terminal ids, lockout status, current documentation, dispatch contact information and more.

Name	Address	City	State	Phone	Unassign	Edit
DTN Demo Terminal 2 DTN DT2 - Omaha	9110 West Dodge Road	Omaha	NE	(1) 402-255-8122		