USER GUIDE

MOVE NOW
GETTING STARTED

Go to www.jbhunt.com/opportunities/carriers/carrier_services/movenow to install the J.B. Hunt MoveNow™ app.

To download the J.B. Hunt MoveNow app, you must agree to the disclaimer. Note that the disclaimer will appear each time you log into the application in the future, but you will only need to accept it once.
GETTING STARTED

If you encounter an **install blocked** error (pictured below) while installing the Android app, tap the **Settings** button. Under **Applications**, check mark **Unknown sources** and select **OK** when the disclaimer appears, then select **Install** to complete the installation.

Once the download is complete, look for the J.B. Hunt MoveNow™ icon. Tap the icon to launch the app.
LOGGING IN

Log in to MoveNow by entering your MC number and the tractor number assigned to you by J.B. Hunt. If the system is unable to authenticate your login, an invalid login message will appear. Contact J.B. Hunt at 1-800-4JBHUNT for assistance.
REVIEWING ORDERS

The Dashboard screen displays orders grouped by status *(Dispatched, Pending or Completed)*. Select an order to see more detail. Select **Refresh** icon to display the most up-to-date data. The current tractor number displays on each screen. Select **Envelope icon** to view and send messages from fleet manager. Select **Switch Tractor Icon** to switch to a different tractor.

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REVIEWING ORDERS

Dispatched Orders
Touch any order in the Dispatched category to see the order summary or to do checkcalls. The system automatically displays the current stop. View the detail for previous stops by selecting the corresponding stop tab. For further assistance, select Call FM to contact the fleet manager. You may also contact the Unloaded/Detention hotline directly from this screen by selecting Call Detention. The Refresh button in the lower left corner will refresh the screen to display the most current information. Reference numbers can be viewed by selecting the Reference Number Tab.
REVIEWING ORDERS

Pending Orders
A pending order is a load that has been assigned by the J.B. Hunt fleet manager (FM), but not yet accepted by the carrier. When choosing a pending load, two options are available: Call FM or Accept. Simply choose Accept to accept the load, or choose Call FM to contact the fleet manager for more information about the load. Once the load has been accepted, if the tractor has been set for Auto Dispatch, the load will automatically appear under the Dispatched section on the dashboard. If the tractor is not set for Auto Dispatch, the option to make a dispatch checkcall appears.
REVIEWING ORDERS

Completed Orders
Under the dashboard’s Completed category, you may view your last five completed orders at anytime. Touch any load to view more details. From the details view, both the Call FM and Call Detention buttons are available, allowing you to contact the FM or call the detention hotline directly from this screen.
MAKING CHECKCALLS

Arrival Checkcall
J.B. Hunt MoveNow™ allows you to make arrival checkcalls electronically, at your convenience, from the customer’s location. Select Arrival Checkcall, and select Send when the screen displays the date and time to submit it. When the checkcall is complete, a confirmation message will appear.
MAKING CHECKCALLS

**Loaded Checkcall**
Once the trailer is loaded, make the checkcall using the Loaded Checkcall screen. Select **Loaded Checkcall** to begin, and the details will be displayed on the entry screen. When you have finished entering the information, select **Send** to submit the checkcall. ETA (estimated time of availability) Date/Time and ETA Available Hours are required fields.
MAKING CHECKCALLS

Unloaded Checkcall
Once the trailer is unloaded, make the checkcall using the Unloaded Checkcall screen. Select **Unloaded Checkcall** to begin, and the detail will be displayed on the entry screen. When you have finished entering the information, select **Send** to submit the checkcall. ETA (estimated time of availability) Date/Time and ETA Available Hours are required fields.
MAKING CHECKCALLS

Terminate Checkcall
You can not terminate a checkcall through the application. When you select **Terminate Checkcall**, a message will display asking you to contact a fleet manager. Call the FM to complete this checkcall.
MESSAGING

Sending a message
Type a message by selecting the pencil. Order number is optional. Send the message by selecting the envelope with an arrow or save for later by selecting the disk.

Viewing a message
The inbox automatically displays messages sent from your fleet manager. Select Sent to view messages you have sent or Draft to view previously saved draft messages. A draft message can be edited and sent at any time.

Deleting a message
To delete a message, press and hold a message. Select Confirm to move to trash, deleting the message. Trash will be emptied upon closing the J.B.Hunt MoveNow™ app.