

5. Sending a Trip/Expedition

- [Sending a Trip to the Driver](#)

Sending a Trip to the Driver

1. Sending a Trip to the Driver via a Link
2. Displaying a Trip in the "Cloudex Drive" (Driver) App
3. Creating a "Cloudex Drive" Password

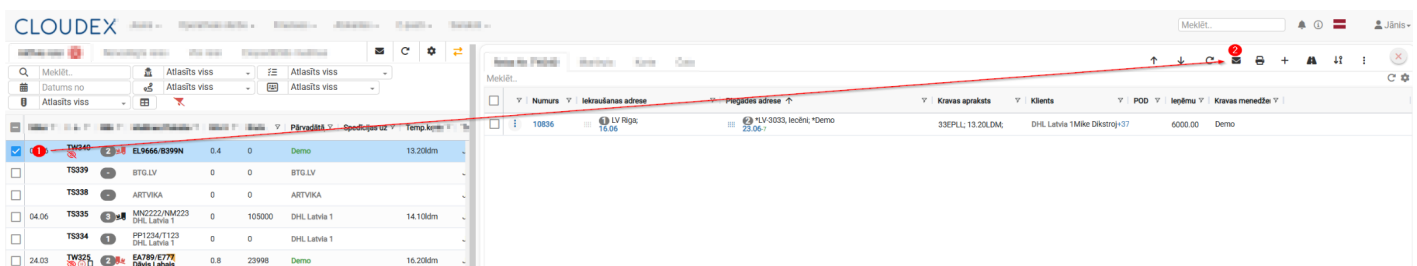
1. Sending a Trip to the Driver via a Link

1) Select the Required Trip

- Open the trip list menu.
- Select the desired trip from the list of available trips.

2) Open the Trip Window

- Click the **road icon** located in the toolbar.
- After clicking the road icon, the corresponding trip window will automatically open on a new page.



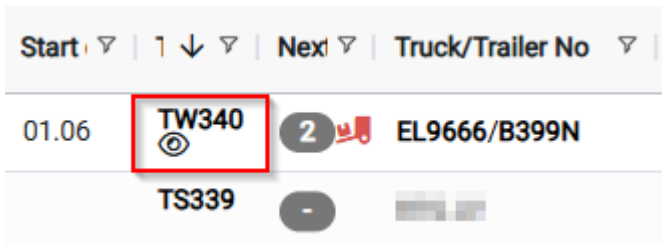
A window with the driver's web application for the trip will open.

- Copy the link from the browser's address bar and send it to the driver via **WhatsApp** so that the driver can complete the required information.

2. Displaying a Trip in the "Cloudex Drive" (Driver) App

1) Select the Required Trip

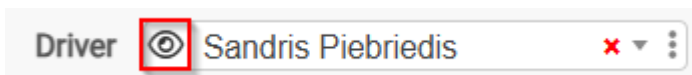
- Click on the trip number to open the trip.



Important:

For the driver to be able to see the trip information:

1. Activate the **eye icon** located next to the driver's name and surname.
 - Once activated, the trip information will be sent to and become available in the **Cloudex Drive** mobile application.

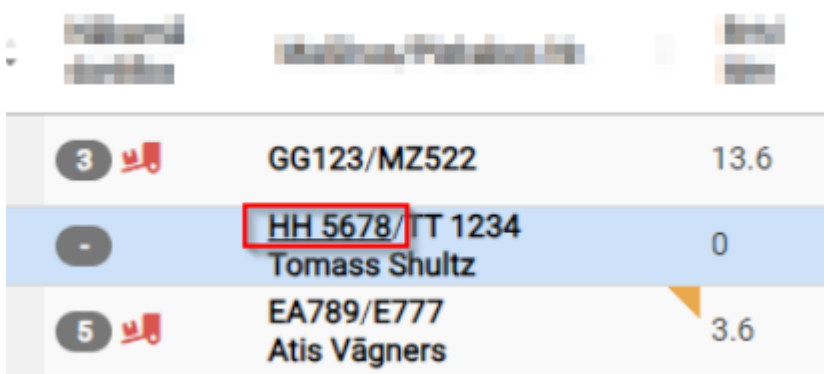


1. The trip will remain visible in the list of active trips until its status is changed to **Delivered**

3. Creating a "ClouDEX Drive" Password

1) Open the Vehicle Window

- Click on the vehicle registration number specified in the trip.
- The **Vehicle** window will open.



| | | |
|---|----------------------------------|------|
| 3 | GG123/MZ522 | 13.6 |
| - | HH 5678/TT 1234 Tomass Shultz | 0 |
| 5 | EA789/E777 Atis Vāgners | 3.6 |

2) Create a Password

- Create a password of your choice.
- The driver will use this password to log in to the **ClouDEX Drive** application.

CLOUDEX New ▾ Open

Active trips **6** Unclosed trip All t

Search... Sele

Date from Sele

Start ▾ | 1 ▾ | Next ▾ Truck/Trailer No

| | | | | |
|-------------------------------------|-------|-------|---|------------------------------|
| <input type="checkbox"/> | 01.06 | TW340 | 2 | EL9666/B399N |
| <input type="checkbox"/> | | TS339 | - | BTG.LV |
| <input type="checkbox"/> | | TS338 | - | ARTVIKA |
| <input type="checkbox"/> | 04.06 | TS335 | 3 | MN2222/NM223 DHL Latvia 1 |
| <input type="checkbox"/> | | TS334 | 1 | PP1234/T123 DHL Latvia 1 |
| <input checked="" type="checkbox"/> | 24.03 | TW325 | 2 | EA789/E777 Dāvis Labais |

Vehicle

| | | | | | |
|----------------|--------------------|-------------|---------------------|-------------|-----------------------|
| Number plate * | EA789 | Type * | Auto | LDM | 5 |
| Status | Status ▾ | Carrier | Dachser SE N... x ▾ | Trailer No. | E777 x ▾ |
| Manager | Manager ▾ | Trip type | Trip type ▾ | Spedition | Big spedition ... x ▾ |
| Driver | Vāgners Atis x ▾ | Driver 2 | Driver 2 | Fuel tank | 1250 |
| Password | LVUnicorn1000000\$ | Break type | 24 hour x ▾ | | |
| Next break | 15.08.2024 00:00 | | | | |
| Written off | Written off | | | | |
| Notes | Jābrauc uz apkopi | | | | |
| Traffic line | Traffic line ▾ | GPS account | GPS account ▾ | | |

Documents/Terms Attachment(s)

View Show all documents ▾ Search +

| Number | Type | Partner | Date from | Date till | Notes |
|--------|------|---------|------------|------------|----------------------|
| EA789 | OCTA | | 01.01.2023 | 31.12.2023 | Sum per day: 2.7397; |

Saved: 15.09.2025 11:35 demo

Delete Save Cancel