How to Add a New Shipment

New Shipment · https://nutechtms.com/docs/how-to-add-a-new-shipment/

After successfully logging into the app, you will be directed to the **Main Load Screen**. If this is your first time using the app, the screen will be blank, as no shipments have been added yet.

Step 1: Start a New Shipment

To create a new shipment, follow these simple steps:

Tap on **“Add New”** in the bottom navigation bar.

This will open a new screen where you can upload the **Bill of Lading**, a crucial document for tracking your shipment.

Step 2: Upload the Bill of Lading

Follow these steps to upload your Bill of Lading:

- Tap the **“Upload Bill of Lading”** button to proceed.
- You will be given two options:
  - **Upload from your library** – Select an existing image or document from your device.
  - **Take a picture** – Use your camera to capture a new image of the document.

Tips for Best Scanning Results:

- Position the camera close to the text to ensure clarity.
- Ensure good lighting—natural or artificial—without shadows obstructing the text.
- Hold your device steady while taking the picture to avoid blurriness.