



User's Guide

The Logistics Platform That Speaks Your Language

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<https://mainoffice.nexial.center>

Table of Contents

Table of Contents

1. Introduction	3
2. Employee Panel	5
2.1 Accessing the Employee Panel	5
2.2 Login	6
2.3 Dashboard	7
2.4 Customers	8
2.5 Drivers	11
2.6 Vehicles	13
2.7 Trailers	16
2.8 Loads	19
2.9 Portal Requests	22
2.10 Orders	25
2.11 Shipments	29
2.12 Expenses	33
2.13 GPS Monitoring	36
2.14 Reports	38
3. Administration Panel	43
3.1 Accessing the Administration Panel	43
3.2 Login	44
3.3 Dashboard	45
3.4 Driver Management	47
3.5 Vehicle Management	49
3.6 User Management	51
3.7 Web Content	54
3.8 Image Manager	57
4. Customer Portal	59
4.1 Accessing the Customer Portal	59
4.2 Registration	60
4.3 Login	62
4.4 Dashboard	63
4.5 My Account	65
4.6 Billing Information	67
4.7 Request Order	70
4.8 Track My Order	73
5. Driver Mobile App	76
5.1 Login	76
5.2 Selecting an Order	78
5.3 Order Details	80
5.4 My Location	81
5.5 Register Expense	82
5.6 Mark Shipment Delivered	83
5.7 Change Order	83
5.8 Logout	83

1. Introduction

Transform every delivery into a transparent, agile, and multilingual experience.

LogiTrax is the all-in-one logistics solution that breaks language barriers in international operations. Every user sees the system in their own language, with no manual translations required. **Everything in one system. Everything in real time.**

Available Languages

Español

English

Deutsch

Français

Português

How does multilanguage work?

The system detects or allows each user to select their preferred language on every screen. The customer sees the portal in their language. The driver opens the app and the interface appears in the language selected at login. Back-end employees can work in their preferred language without affecting the customer experience. **Fully automatic. Real time. All LogiTrax.**

Unlimited users — No account restrictions. Your entire fleet and administrative staff can access the system at no additional cost, regardless of the country they operate from.

Key Features

- **100% dynamic multilanguage:** Spanish, English, German, French, and Portuguese. The system detects or allows language selection on every screen.
- **Driver app with real-time tracking:** Full fleet control. Drivers update their location every 30 minutes automatically, or manually when logging expenses or stops.
- **Full customer transparency:** Customers track their order live, with a map showing the driver's actual location. They know exactly when it arrives.
- **Digital proof of delivery:** Photo, geolocation, and timestamp at the moment of delivery. Zero disputes.
- **Convoy management:** A single order can have multiple shipments assigned to different drivers. Perfect for convoys.
- **Per-trip expense control:** Drivers log expenses (fuel, tolls, meals) with photo and GPS location.
- **Reports and scalability:** Orders, fleet, tracking, metrics, and driving speed — all in one place.

Smart security, no visual friction.

Unlike other systems that rely on traditional reCAPTCHA — outdated, annoying, and vulnerable to bots — **LogiTrax** integrates advanced AI-powered protection. Your data and your customers' data are secured without interrupting operations or frustrating users. **Zero interruptions. Zero frustration. Invisible security.** Protected by **ZEUS AI**™.

Why LogiTrax is different

Developed for companies that operate **beyond borders**, LogiTrax eliminates language barriers and logistics chaos. It doesn't just manage your fleet — **it turns it into a global competitive advantage.**

2. Employee Panel

The Employee Panel is the operational core of LogiTrax. From here, authorized staff manage customers, drivers, vehicles, trailers, orders, shipments, expenses, and GPS monitoring — all in one place.

2.1 Accessing the Employee Panel

From the main LogiTrax website, click on the **Company** menu in the top navigation bar. A dropdown will appear with three options:

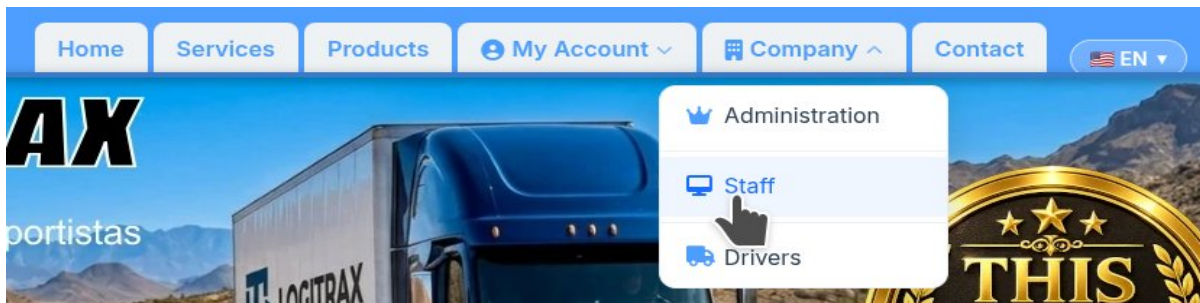


Fig. 2.1 — Company menu dropdown

- **Administration:** Access to the administration panel.
- **Staff:** Access to the Employee Panel — the main operational interface covered in this section.
- **Drivers:** Direct access to the driver management section.

Click **Staff** to proceed to the login screen.

2.2 Login

The Employee Panel has its own dedicated login screen, separate from the main website. This keeps internal operations isolated from the customer-facing portal.

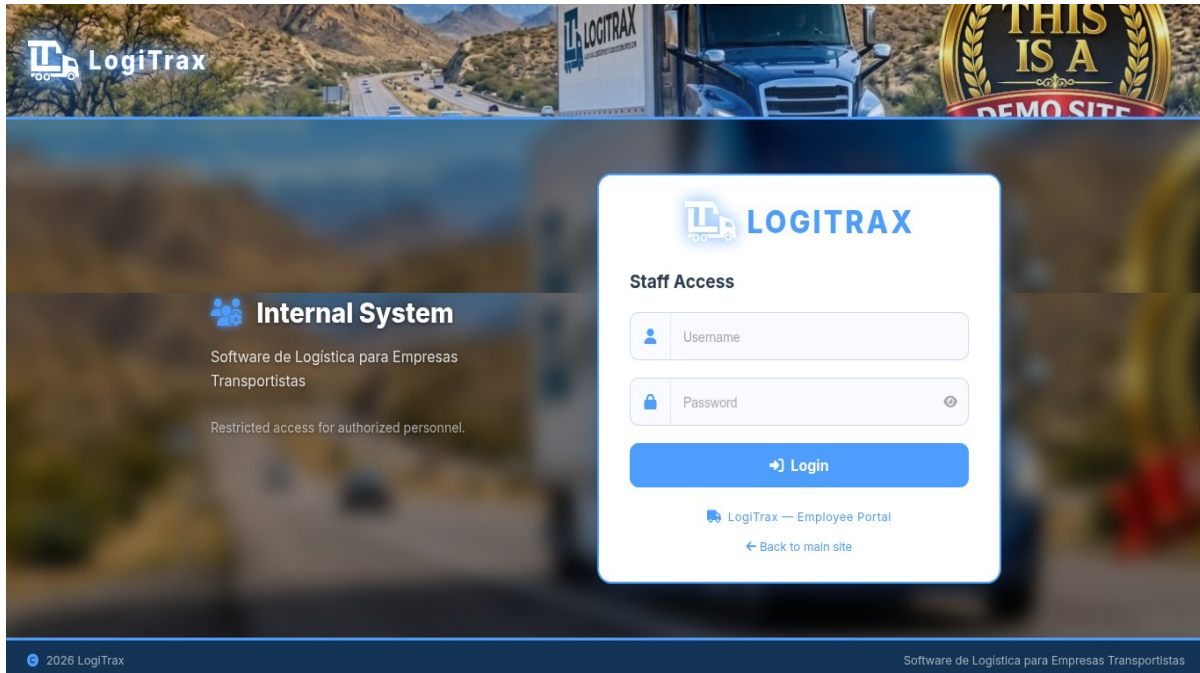


Fig. 2.2 — Staff login screen

Enter your **Username** and **Password**, then click the **Login** button.

Important: When prompted by your browser to share your location, click **Allow**. This permission is required for all GPS-related features, including shipment tracking and GPS Monitoring.

2.3 Dashboard

After logging in, you will see the **Control Panel** — the main dashboard. At the top, a notification bar displays any pending customer requests. Clicking **View requests** takes you directly to the Requests module.

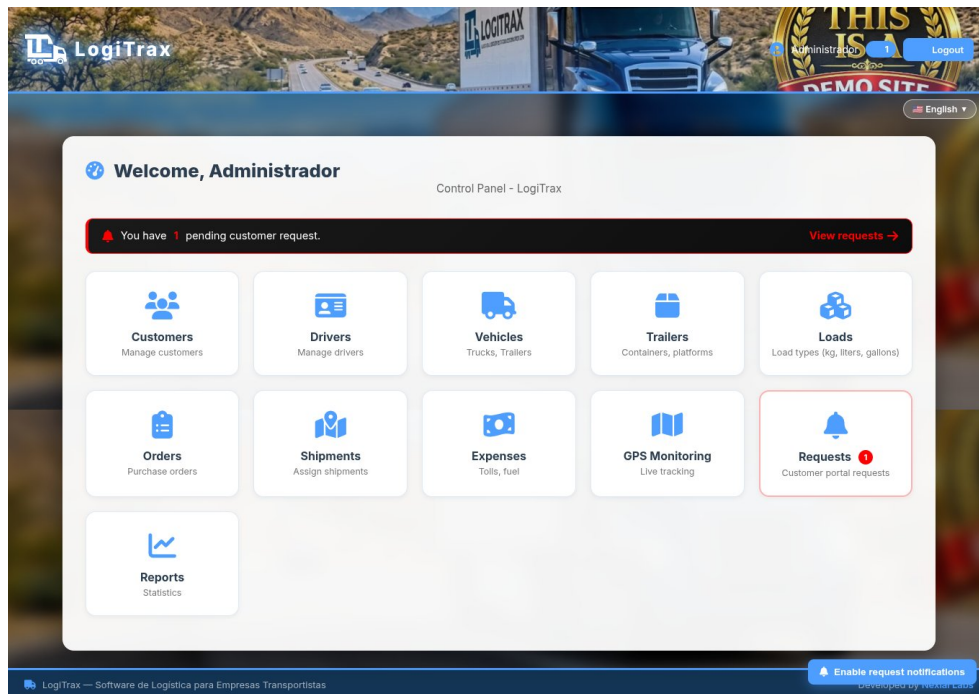


Fig. 2.3 — Employee Panel dashboard

The dashboard contains 11 modules accessible via large icon cards:

- **Customers:** Manage your customer database.
- **Drivers:** Manage your driver roster.
- **Vehicles:** Trucks and transport vehicles.
- **Trailers:** Containers and platforms.
- **Loads:** Load types defined by weight unit (kg, liters, gallons).
- **Orders:** Purchase orders management.
- **Shipments:** Assign and manage shipments.
- **Expenses:** Tolls, fuel, and trip expenses.
- **GPS Monitoring:** Live fleet tracking.
- **Requests:** Customer portal requests — shows a red badge with the pending count.
- **Reports:** Statistics and performance reports.

The pending requests counter updates automatically. If a new request does not appear immediately, returning to the dashboard will refresh the count.

2.4 Customers

The Customers module displays a searchable list of all registered customers. You can search by name, contact person, phone number, or email address.

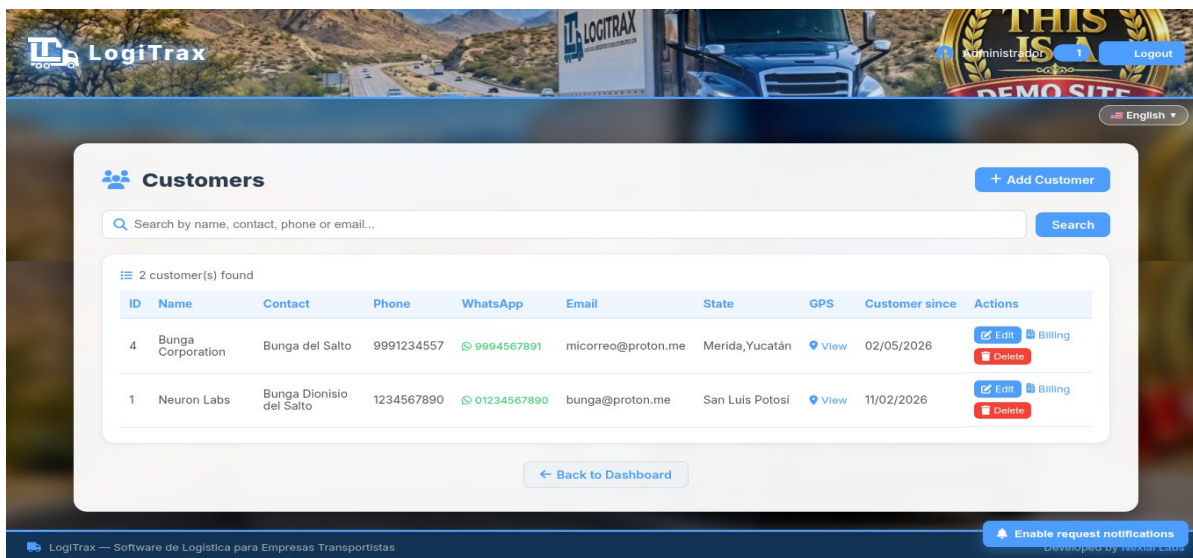


Fig. 2.4 — Customers list

Each customer record shows: ID, Company Name, Contact Person, Phone, WhatsApp, Email, State, GPS location link, registration date, and action buttons.

WhatsApp Quick Contact: The WhatsApp number is displayed as a green clickable link. Clicking it opens WhatsApp directly with that customer — no need to copy or search for the number.

The **GPS — View** button opens an OpenStreetMap view showing the customer's registered location. Use this to plan delivery routes and estimate travel time before assigning a shipment.

Available Actions

- **Add Customer:** Opens the customer registration form.
- **Edit:** Modify an existing customer's information.
- **Billing:** View the customer's tax and billing information (read-only).
- **Delete:** Remove a customer from the system.

Adding or Editing a Customer

+ Add Customer [← Back](#)

Company Information

Name / Company * Website

Address

State Country Postal Code

Contact Information

Contact Person Phone

WhatsApp Email

GPS Location

Search for the address or click directly on the map to mark the customer's location.

Search address on the map... [Search](#)

Latitude Longitude

Business Relationship

Customer since

[Save](#) [Cancel](#)

[← Back to Dashboard](#)

LogiTrax — Software de Logística para Empresas Transportistas [Enable request notifications](#)

Fig. 2.5 — Add Customer form

The customer form is divided into four sections:

- **Company Information:** Legal name or trade name, website, address, state, country, and postal code.
- **Contact Information:** Contact person name, phone, WhatsApp, and email.

- **GPS Location:** Search for the address on the map or click directly on the map to mark the exact location. The latitude and longitude are saved automatically. This location is used for delivery planning and GPS monitoring.
- **Business Relationship:** Customer since date — records when the business relationship began.

Click **Save** to add the customer to the list.

Billing Information

The screenshot displays the 'Billing Information' page in the LogiTrax system. The page is titled 'Billing Information' and includes a 'Back' button. It is divided into several sections:

- CUSTOMER:** Bunga Corporation
- EMAIL:** micorreo@proton.me
- PHONE:** 9991234557
- WHATSAPP:** 9994567891
- Tax Information:**
 - LEGAL BUSINESS NAME: mis datos completos
 - TAX ID (RFC): AUTR030822GPT
 - TAX ZIP CODE: 78000
 - TAX REGIME: 605
 - CFDI USAGE: I02
 - INVOICING EMAIL: micorreo@proton.me
- Tax Address:**
 - STREET AND NUMBER: Direccion numero 65
 - NEIGHBORHOOD: centro
 - CITY / MUNICIPALITY: Merida, Yucatan
 - STATE: Yucatan
 - COUNTRY: México
 - LAST UPDATED: 02/05/2026 04:52

At the bottom of the page, there is a 'Back to Dashboard' button and a footer that reads 'LogiTrax — Software de Logística para Empresas Transportistas' and 'Enable request notifications'.

Fig. 2.6 — Billing Information (read-only view)

Clicking **Billing** on any customer shows their complete tax profile: Legal Business Name, Tax ID (RFC), Tax ZIP Code, Tax Regime, CFDI Usage, Invoicing Email, and full Tax Address.

Read-only: Billing information can only be viewed by staff, never edited. Customers enter and update their own tax data from their portal. This ensures fiscal accuracy and prevents unauthorized changes to legal tax information.

2.5 Drivers

The Drivers module manages your complete driver roster. You can search by name, phone, email, or license number.

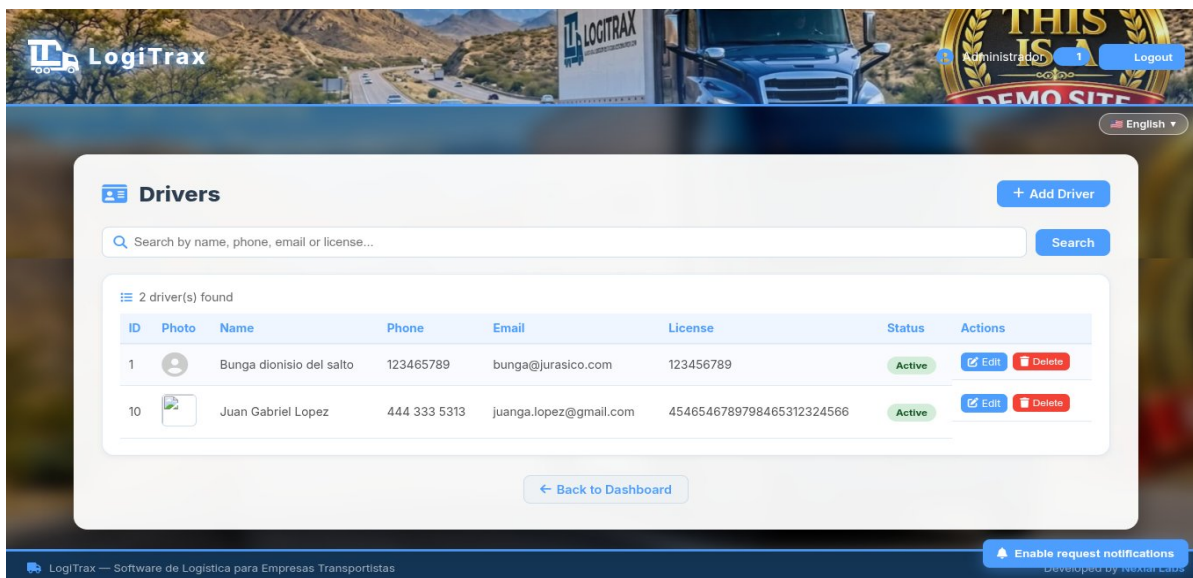


Fig. 2.7 — Drivers list

Each driver record displays: ID, Photo, Full Name, Phone, Email, License Number, Status (Active/Inactive), and action buttons.

Driver Status

Each driver can be set as **Active** or **Inactive**. Mark a driver as Inactive when they are temporarily unavailable — sick leave, vacation, or any other reason. Inactive drivers cannot be assigned to shipments.

Adding or Editing a Driver

+ Add Driver [← Back](#)

Personal Information

Name *

Phone

Email

Address

Postal Code

State

Country

License

License Number

Expiration Date

Photos

Driver Photo

License Photo

Status

☒ Active driver

[← Back to Dashboard](#)

Fig. 2.8 — Add Driver form

The driver form contains:

- **Personal Information:** Full name, phone, email, address, postal code, state, and country.
- **License:** License number and expiration date. Keep the expiration date up to date at all times.
- **Photos:** Driver photo and license photo. Upload both for complete identification records.
- **Status:** Check 'Active driver' to make the driver available for shipment assignments.

2.6 Vehicles

The Vehicles module manages your transport fleet. You can search by economic number, brand, model, or vehicle type.

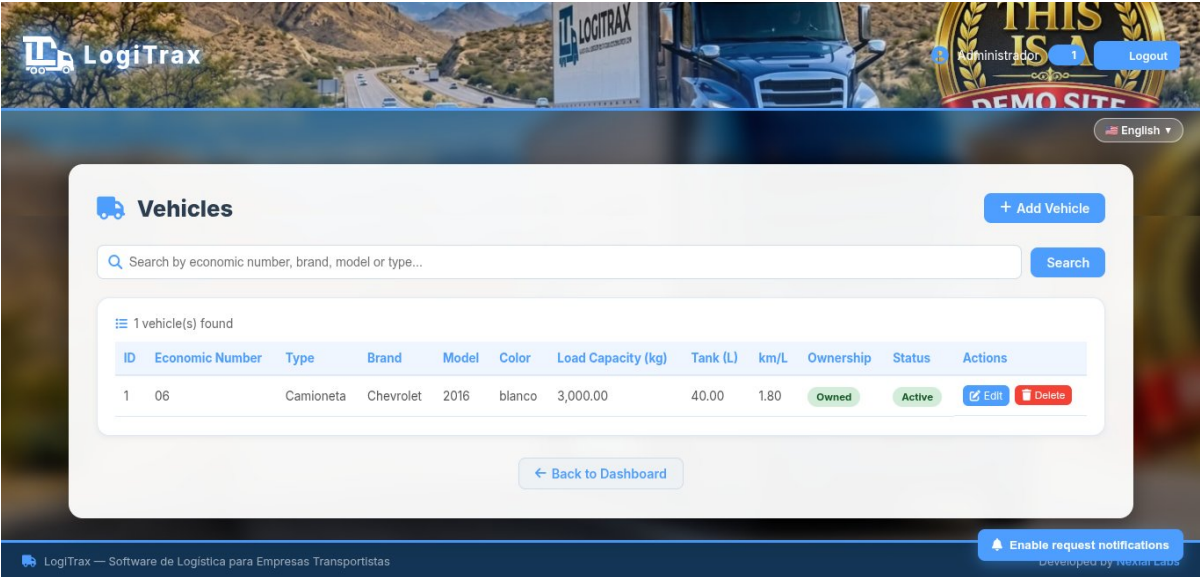


Fig. 2.9 — Vehicles list

Each vehicle record displays: ID, Economic Number, Type, Brand, Model, Color, Load Capacity (kg), Tank Capacity (liters), Fuel Efficiency (km/L), Ownership type, Status, and action buttons.

Adding or Editing a Vehicle

+ Add Vehicle [← Back](#)

Vehicle Information

Economic Number *

Type *

-- Select --

Brand

Model

Color

Technical Specifications

Load Capacity (kg)

-- Select --

Tank Capacity (Liters)

Fuel Efficiency (km/Liter)

Ownership Information

☒ Owned Vehicle

Monthly Rent

Status

☒ Active vehicle

[Save](#) [Cancel](#)

[← Back to Dashboard](#)

Fig. 2.10 — Add Vehicle form

The vehicle form is divided into four sections:

- **Vehicle Information:** Economic number (internal fleet ID), type, brand, model, and color.

Type *

-- Select --

-- Select --

Pickup

Semi-trailer

Box Truck

Straight Truck

Fig. 2.11 — Vehicle type options

Available vehicle types: **Pickup, Semi-trailer, Box Truck, Straight Truck.**

- **Technical Specifications:** Load capacity (kg), tank capacity (liters), and fuel efficiency (km/liter). These values are used by the system to calculate trip costs and fuel consumption.
- **Ownership Information:** Check 'Owned Vehicle' if the vehicle belongs to the company. Leave unchecked for leased or rented vehicles and enter the monthly rent amount.
- **Status:** Check 'Active vehicle' to make it available for shipment assignments.

2.7 Trailers

The Trailers module manages all trailers and containers in your fleet — the cargo units that attach to your vehicles. You can search by economic number or trailer type.

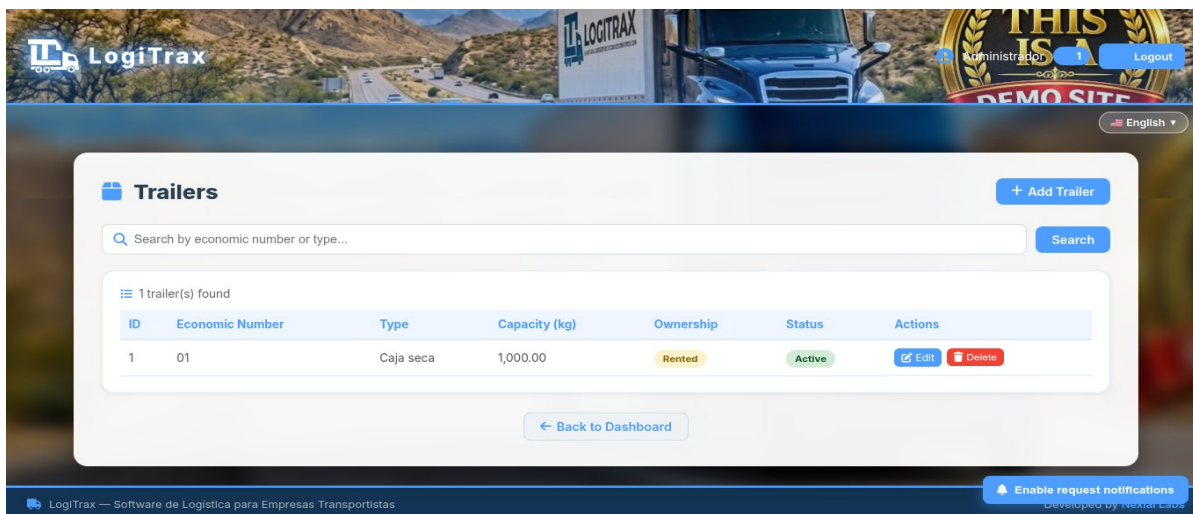


Fig. 2.12 — Trailers list

Each trailer record displays: ID, Economic Number, Type, Capacity (kg), Ownership (Owned or Rented), Status (Active/Inactive), and action buttons.

Available Actions

- **Add Trailer:** Opens the trailer registration form.
- **Edit:** Modify an existing trailer's information.
- **Delete:** Remove a trailer from the system.

Adding or Editing a Trailer

To add a new trailer, click the **+ Add Trailer** button in the top right corner. To modify an existing trailer, click **Edit** on the corresponding row. Both actions open the same form.

+ Add Trailer [← Back](#)

Trailer Information

Economic Number *

Type *

Capacity (kg)

Ownership Information

☒ Owned Trailer

Status

☒ Active trailer

[Save](#) [Cancel](#)

[← Back to Dashboard](#)

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Fig. 2.13 — Add Trailer form

The trailer form is divided into three sections:

- **Trailer Information:** Economic number (required) — the internal fleet ID used to identify the trailer. Select the trailer type from the dropdown and enter the load capacity in kilograms.

Type *

-- Select --

-- Select --

Dry Box

Flatbed

Refrigerated

Tank

\$ Monthly Rent

Fig. 2.14 — Trailer type options

Available trailer types:

- **Dry Box:** Standard enclosed trailer for general dry cargo.
- **Flatbed:** Open platform trailer for oversized or heavy loads.
- **Refrigerated:** Temperature-controlled trailer for perishable goods.
- **Tank:** Specialized trailer for liquid or gas cargo.

- **Ownership Information:** Check 'Owned Trailer' if the trailer belongs to the company. If the trailer is rented or leased, leave the checkbox unchecked and enter the monthly rent amount in the Monthly Rent field.
- **Status:** Check 'Active trailer' to make the trailer available for shipment assignments. Uncheck to temporarily remove it from active service without deleting it from the system.

Click **Save** to register the trailer. It will immediately appear in the trailers list.

2.8 Loads

The Loads module is the catalog of cargo types your company transports. Every item added to an order must reference a load type defined here. You can search by name or description.

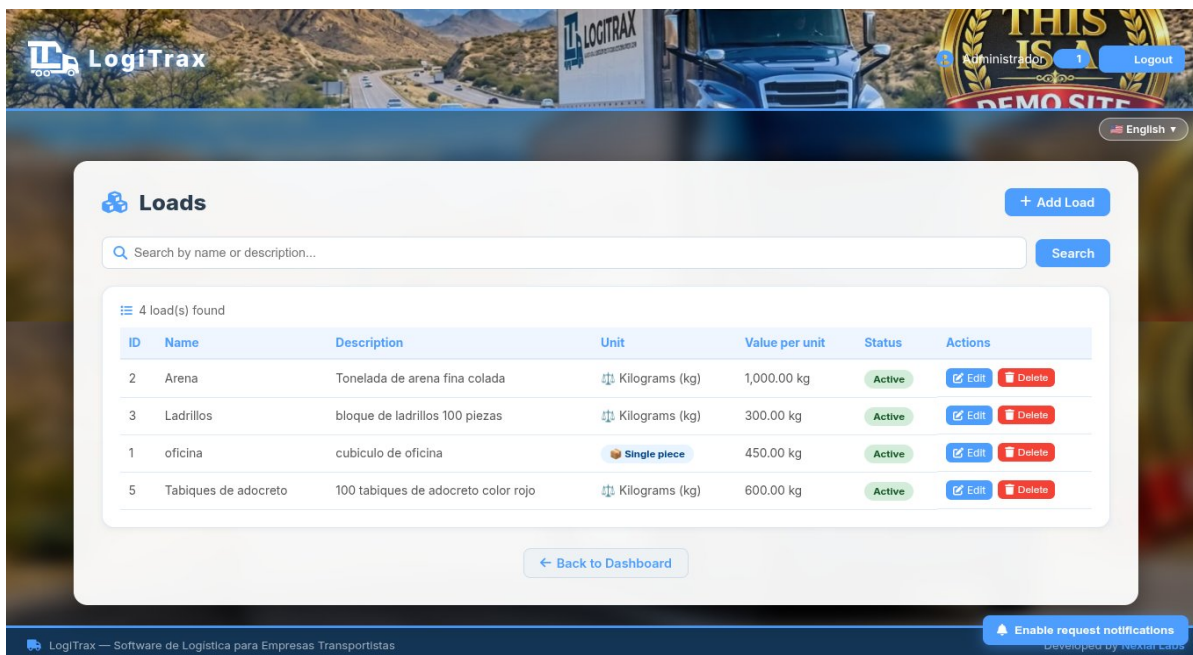


Fig. 2.15 — Loads list

Each load record displays: ID, Name, Description, Unit of measurement, Value per unit, Status, and action buttons.

Available Actions

- **Add Load:** Opens the load type registration form.
- **Edit:** Modify an existing load type.
- **Delete:** Remove a load type from the catalog.

Adding or Editing a Load Type

+ Add Load [← Back](#)

Load Data

Name *

Description

Unit of Measurement **Value per unit**

Kilograms (kg) Example: 2.5 (kg, liters or gallons)

Select only if the load is measured by quantity (kg, liters or gallons) Value per unit (kg, liter or gallon)

☐ It is a single piece (mobile office, booth, complete scaffolding)
Check this option if the load is a unique unit that is not multiplied by quantity

Status

☒ Active load

[Save](#) [Cancel](#)

[← Back to Dashboard](#)

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Fig. 2.16 — Add Load form

The load form contains the following fields:

- **Name:** Required. A short, recognizable name for the load type (e.g., Arena, Ladrillos, Tabiques de adocreto).
- **Description:** A detailed description of what this load type includes (e.g., Tonelada de arena fina colada, bloque de ladrillos 100 piezas).
- **Unit of Measurement:** Select the unit used to measure this load type.

Unit of Measurement

Kilograms (kg)

Kilograms (kg)

Liters

US Gallons (3.785 L)

Fig. 2.17 — Unit of measurement options

Available units:

- **Kilograms (kg):** For loads measured by weight. The system uses this value to calculate how many vehicles or trips are needed based on vehicle capacity.
- **Liters:** For liquid cargo.
- **US Gallons (3.785 L):** For liquid cargo measured in U.S. Gallons.
- **Single piece:** Check this option for loads that are unique units not multiplied by quantity — such as a mobile office, portable booth, complete scaffolding, or portable restroom. A single-piece load counts as one unit regardless of weight.
- **Value per unit:** The weight or volume value per unit (kg, liter, or gallon). Used to calculate total load weight when building an order.
- **Status:** Check 'Active load' to make this load type available for selection when creating orders.

Click **Save** to add the load type to the catalog.

Automatic trip calculation: When a load's total weight exceeds the capacity of a single vehicle, LogiTrax automatically distributes the cargo across multiple shipments. For example, 9,000 kg of sand assigned to a vehicle with a 3,000 kg capacity will require a minimum of 3 trips. Each trip becomes a separate shipment within the same order.

2.9 Portal Requests

The Portal Requests module shows all service requests submitted by customers from their customer portal. When a customer needs a delivery, they can submit a request directly from their account — the employee receives a notification and processes it from here.

A red badge on the **Requests** dashboard card shows the number of pending requests that have not yet been processed.

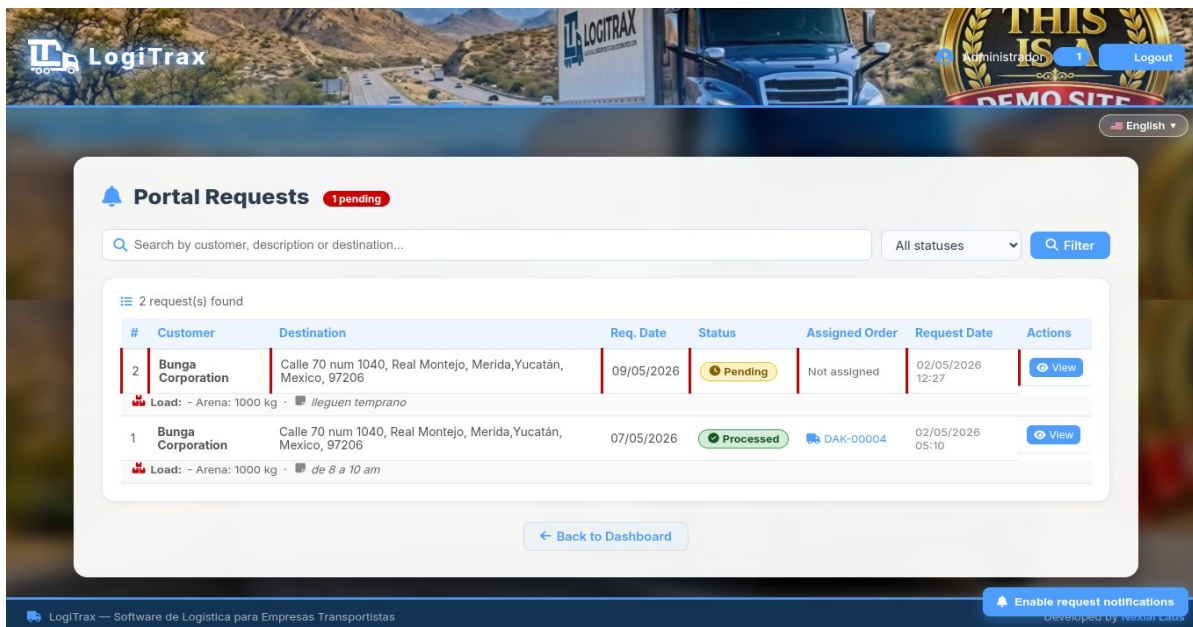


Fig. 2.18 — Portal Requests list

Each request record displays: Request number, Customer, Destination, Requested date, Status, Assigned Order folio, Request date, and action buttons.

You can search by customer name, description, or destination. Use the **Filter** dropdown to show requests by status: All, Pending, Processed, or Cancelled.

Request Status

- **Pending:** The request has been received but not yet processed. The employee must review it and create an order.
- **Processed:** The request has been attended and linked to an order. The customer can see the assigned order folio from their portal.
- **Cancelled:** The request was cancelled and will not be processed.

Processing a Request

Click **View** on any pending request to open the request detail screen.

Request # 2 [← Back](#)

Customer Information

Customer: Bunga Corporation

Contact: 9994567891 9991234557

Email: micorreo@proton.me

Request Date: 02/05/2026 12:27

Requested Order Details

Delivery Address: Calle 70 num 1040, Real Montejo, Merida, Yucatán, Mexico, 97206

Requested Date: 09/05/2026 **Date passed**

Load Description: - Arena: 1000 kg

Customer Notes: lleguen temprano

Process Request

Assigned Order
Example: ORD-2026-001

Enter the folio of the order already created in the system. The customer will be able to track it from their portal.

Status
Pending

Notes for the Customer
Message that the customer will see in their portal...

[Save Changes](#) [Cancel](#)

Billing Information
[View Billing Information](#)

[← Back to Dashboard](#)

LogiTrax — Software de Logística para Empresas Transportistas [Enable request notifications](#) Developed by Nexial Labs

Fig. 2.19 — Request detail and processing panel

The screen is divided into two panels:

- **Left panel — Request Details:** Shows the customer information (name, contact, WhatsApp, phone, email), delivery address, requested delivery date, load description, and any notes left by the customer (e.g., 'lleguen temprano').
- **Right panel — Process Request:** Where the employee takes action on the request.

Date passed warning:

If the requested delivery date has already passed, the system displays a **Date passed** warning in red. Contact the customer to confirm a new delivery date before processing the order.

To process a request:

1. Create the order in the Orders module (see section 2.10).
2. Return to the request and enter the order folio in the **Assigned Order** field (e.g., DAK-2026-001).
3. Change the **Status** to **Processed**.
4. Optionally write a message in **Notes for the Customer** — this message will be visible to the customer in their portal.
5. Click **Save Changes**.



Fig. 2.20 — Request status options

You can also access the customer's billing information directly from the request by clicking **View Billing Information**.

2.10 Orders

The Orders module is where all delivery orders are created and managed. An order defines what needs to be transported, from where, to where, and by when. You can search by customer name, folio, or description.

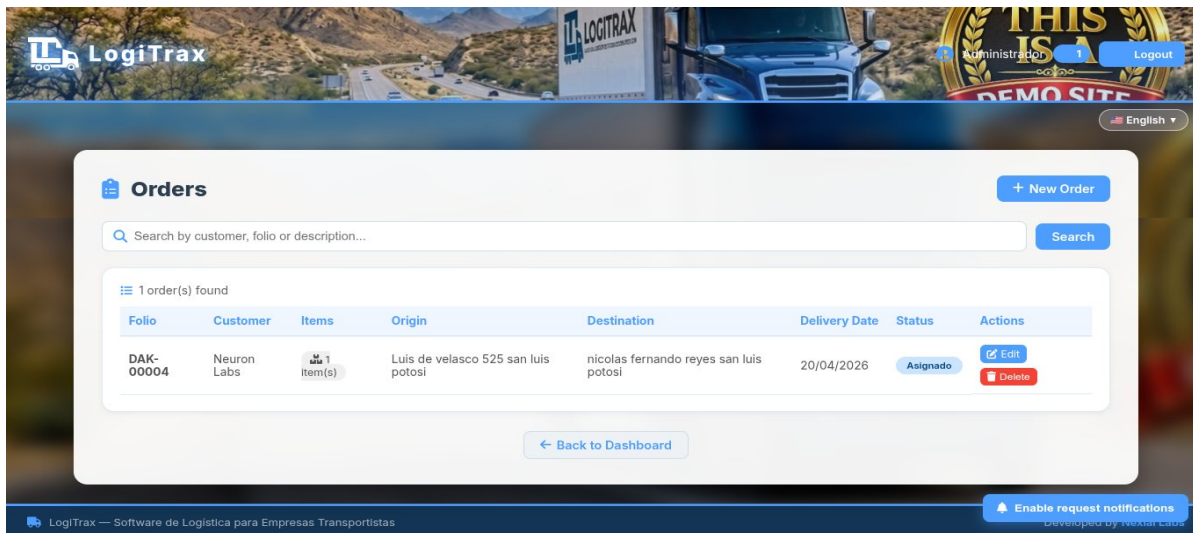


Fig. 2.21 — Orders list

Each order record displays: Folio (unique order identifier), Customer, number of Items, Origin address, Destination address, Required delivery date, Status, and action buttons.

Order Status

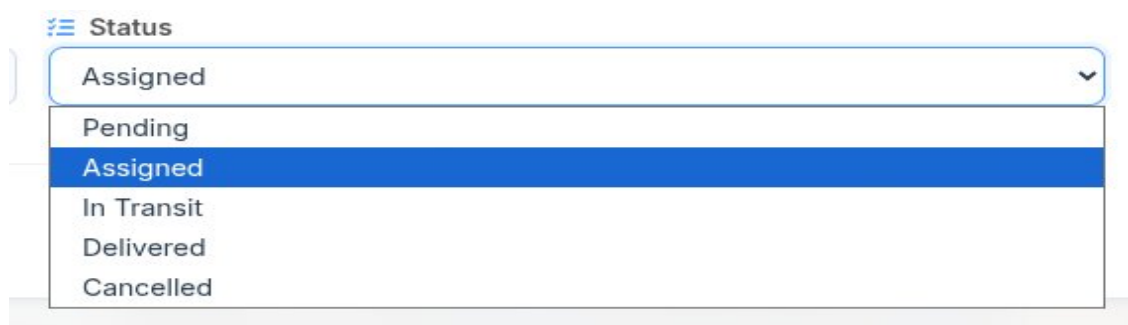


Fig. 2.22 — Order status options

- **Pending:** Order has been created but no shipments have been assigned yet.
- **Assigned:** One or more shipments have been assigned to drivers.
- **In Transit:** The driver has picked up the cargo and is en route.
- **Delivered:** All shipments have been completed and the cargo delivered.
- **Cancelled:** The order has been cancelled.

Creating a New Order

To create a new order, click the **+ New Order** button in the top right corner of the Orders list. Orders can be created in two ways:

- **From a customer request:** When a customer submits a request from their portal, process it from the Requests module (section 2.9) and create the corresponding order here. Enter the generated folio back in the request to link them.
- **Directly:** Create an order directly when the customer contacts you by phone or any other channel, without a prior portal request.

The screenshot shows the 'New Order' form in the LogiTrax application. The form is divided into several sections:

- General Data:** Includes a 'Customer' dropdown menu, a 'Folio' field with the value 'DAK-00006', and a 'General order description' text area.
- Route:** Contains an 'ORIGIN' section with a search bar for the origin address, a map showing the origin location, and fields for latitude and longitude. Below this is a 'DESTINATION' section with a search bar for the destination address, a map showing the destination location, and fields for latitude and longitude.
- What will be transported?:** Includes a section for adding items to be transported, with fields for 'Item #1', 'Load Type', 'Quantity', 'Total Weight (kg)', and 'Notes'. There is also a 'Required delivery date' field and a 'Status' dropdown menu.

At the bottom of the form, there are buttons for 'Save Order', 'Cancel', and 'Back to Dashboard'. The footer of the application shows 'LogiTrax — Software de Logística para Empresas Transportistas' and a link to 'Enable request notifications'.

Fig. 2.23 — New Order form

The New Order form contains the following sections:

General Data

- **Customer:** Required. Select the customer from the dropdown list. Only registered customers appear here (see section 2.4).
- **Folio:** Generated automatically by the system. This is the unique identifier for the order (e.g., DAK-00006). Do not modify it manually.
- **General order description:** Required. A brief description of the order purpose (e.g., 'se necesita arena').

Route

Define the pickup and delivery points using interactive OpenStreetMap maps.

- **Origin:** The address where the cargo will be picked up. Search by address using the search bar, click 'My location' to use your current GPS position, or click directly on the map to set the pin. The latitude and longitude are saved automatically.
- **Destination:** The address where the cargo must be delivered. Uses the same map interface as Origin.

What will be transported?

Add one or more cargo items to the order. Click **+ Add Item** to add additional items.

- **Load Type:** Select the type of cargo from the catalog (see section 2.8 — Loads).
- **Quantity:** Enter the quantity of units to be transported.
- **Total Weight (kg):** Calculated automatically based on load type and quantity. Used to determine how many shipments are needed.
- **Notes:** Optional notes specific to this item.

Multiple shipments: If the total weight of an order exceeds the capacity of a single vehicle, the cargo is split across multiple shipments. Each shipment is assigned to a driver independently. All shipments belong to the same order and share the same folio. The customer can track all shipments from their portal.

Delivery and Status

- **Required delivery date:** The date by which the order must be delivered.
- **Status:** Set the current status of the order. Typically starts as Pending and advances as shipments are assigned and executed.

Click **Save Order** to create the order. It will appear in the Orders list with its assigned folio.

Edit Order ← Back

General Data

Customer *
Neuron Labs

Folio
DAK-00004

General order description *
se necesita arena

Route

ORIGIN

Search origin address... Search My location

Origin Address *
Luis de velasco 525 san luis potosi

DESTINATION

Search destination address... Search My location

Destination Address *
nicolas fernando reyes san luis potosi

What will be transported? + Add Item

Add one or more items. Select the load type and quantity. Weight will be calculated automatically.

Item #1

Load Type
Arenas (kg)

Quantity
9.00

Total Weight (kg)
9000.00

Notes
alguna nota aqui

Required delivery date
04/20/2026

Status
Assigned

Save Order Cancel

← Back to Dashboard

LogiTrax — Software de Logística para Empresas Transportistas Enable request notifications

Fig. 2.24 — Edit Order — order DAK-00004 with 9,000 kg of sand assigned

2.11 Shipments

The Shipments module is where individual trips are assigned and tracked for each order. Since a single order can require multiple trips to deliver all the cargo, each trip is registered here as a separate shipment.

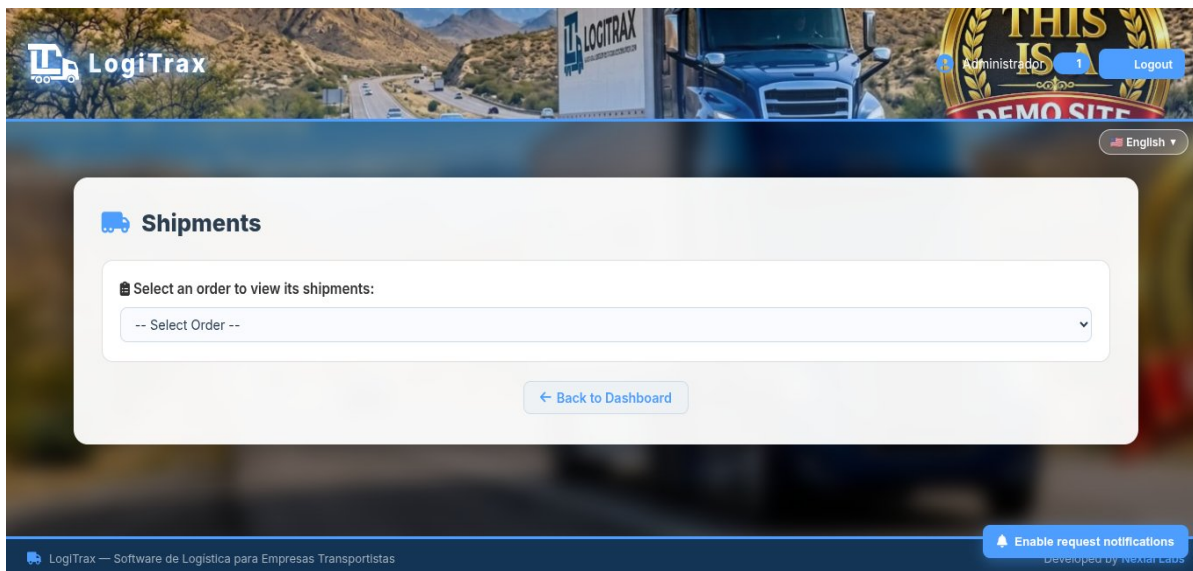


Fig. 2.25 — Shipments — select an order

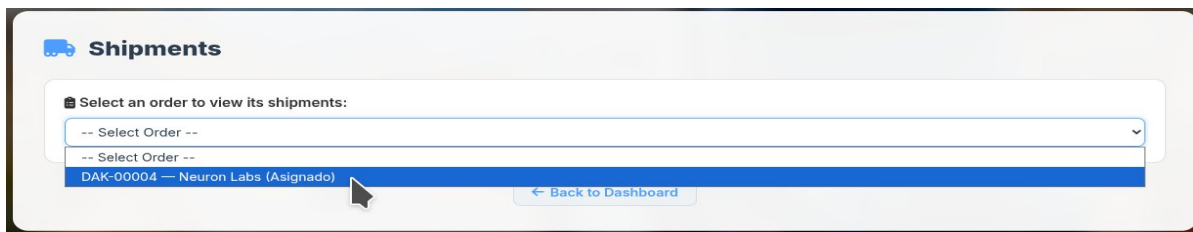


Fig. 2.26 — Order dropdown showing available orders

To view or manage shipments, first select an order from the **Select an order** dropdown. The list shows all orders with their folio, customer name, and current status.

Order Progress

The screenshot shows the LogiTrax web interface. At the top, there's a header with the LogiTrax logo, a user profile 'Administrador 1', and a 'Logout' button. A 'DEMO SITE' watermark is visible. The main content area is titled 'Shipments' and contains a dropdown menu to 'Select an order to view its shipments:' with 'DAK-00004 — Neuron Labs (Asignado)' selected. Below this is the 'Order Status' section for 'Arena', showing 'Total: 9.00 units (9,000 kg)', 'Shipped: 1.00 units (1,000 kg)', and 'Pending: 8.00 units (8,000 kg)' with a progress bar at 11%. The 'Shipments registered for this order' section features a table with one shipment entry.

ID	Driver	Vehicle	Load transported	Departure Date	Delivery Date	Status	Actions
8	Juan Gabriel Lopez	Camioneta 06 + Caja seca 01	Arena x1.00	20/04/2026	30/04/2026	En curso	[Edit] [Complete] [Delete]

At the bottom of the main content area is a 'Back to Dashboard' button. The footer includes 'LogiTrax — Software de Logística para Empresas Transportistas' and a link to 'Enable request notifications'.

Fig. 2.27 — Shipments list with order progress bar

Once an order is selected, the screen displays two sections:

- **Order Status:** Shows a progress summary for each load in the order: total units and weight, units already shipped, and units still pending. A progress bar shows the completion percentage at a glance.
- **Shipments registered for this order:** A list of all trips already created for this order, showing: ID, Driver, Vehicle and Trailer, Load transported, Departure Date, Delivery Date, Status, and action buttons.

Shipment Actions

- **Edit (pencil icon):** Modify the shipment details.
- **Complete (green checkmark):** Mark the shipment as delivered.
- **Delete (red trash icon):** Remove the shipment from the order.

Registering a New Trip

Click **+ New Trip** to add a new shipment to the order. The registration form expands below the shipments list in an accordion panel — no page change required.

Shipments

Select an order to view its shipments:
DAK-00004 — Neuron Labs (Asignado) Clear

Order Status

Arena
Total: 9.00 units (9,000 kg)
Shipped: 1.00 units (1,000 kg)
Pending: 8.00 units (8,000 kg) 11%

Shipments registered for this order + New Trip

ID	Driver	Vehicle	Load transported	Departure Date	Delivery Date	Status	Actions
8	Juan Gabriel Lopez	Camioneta 06 + Caja seca 01	Arena x1.00	20/04/2026	30/04/2026	En curso	✉ ✓ ✖

+ Register New Trip

Trip Assignment

Driver * -- Select -- Vehicle * -- Select --

Trailer -- No Trailer -- Available Capacity Select a vehicle

Dates

Departure Date * mm/dd/yyyy Estimated Delivery Date mm/dd/yyyy

What goes on this trip? + Add Load

Choose which load goes on this trip and how many units. The system calculates kg automatically.

Load #1

Load Type * -- Select Load -- Units to ship *

Select load and units

Total trip weight: 0.00 kg

Save Trip Cancel

Back to Dashboard

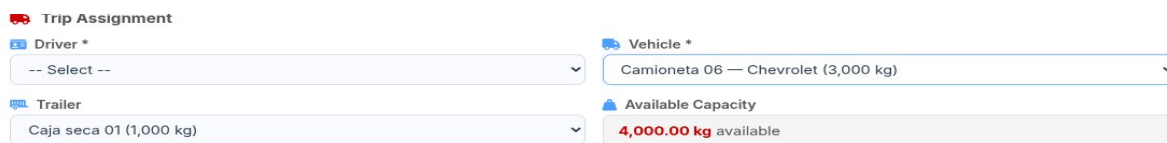
LogiTrax — Software de Logística para Empresas Transportistas Enable request notifications

Fig. 2.28 — Register New Trip form

The form contains the following sections:

Trip Assignment

- **Driver:** Required. Select the driver who will execute this trip. Only active drivers appear in the list.
- **Vehicle:** Required. Select the vehicle for this trip.
- **Trailer:** Optional. Select a trailer if the load requires one.
- **Available Capacity:** Automatically calculated when a vehicle and/or trailer is selected. Shows the total combined load capacity in kg. For example, a vehicle with 3,000 kg capacity plus a trailer with 1,000 kg capacity gives 4,000 kg available for this trip.



The screenshot shows a 'Trip Assignment' form with four fields:

- Driver ***: A dropdown menu with '-- Select --' as the current selection.
- Vehicle ***: A dropdown menu with 'Camioneta 06 — Chevrolet (3,000 kg)' as the current selection.
- Trailer**: A dropdown menu with 'Caja seca 01 (1,000 kg)' as the current selection.
- Available Capacity**: A text field displaying '4,000.00 kg available' in red text.

Fig. 2.29 — Available Capacity calculated from vehicle + trailer

Dates

- **Departure Date:** Required. The date the driver will pick up the cargo.
- **Estimated Delivery Date:** The expected delivery date for this trip.

What goes on this trip?

Select which cargo goes on this specific trip and how many units. The system calculates the total weight automatically.

- **Load Type:** Select the type of cargo from the order's item list.
- **Units to ship:** Enter the number of units for this trip. The system calculates the total weight in kg automatically.

Click **+ Add Load** to include additional load types in the same trip if needed.

Click **Save Trip** to register the shipment. It will appear in the shipments list and the progress bar will update accordingly. Continue adding trips until all pending cargo reaches 0.

2.12 Expenses

The Expenses module tracks all costs incurred during order execution — tolls, fuel, meals, hotels, repairs, and more. Expenses are recorded per order, giving you a complete cost picture for each delivery.

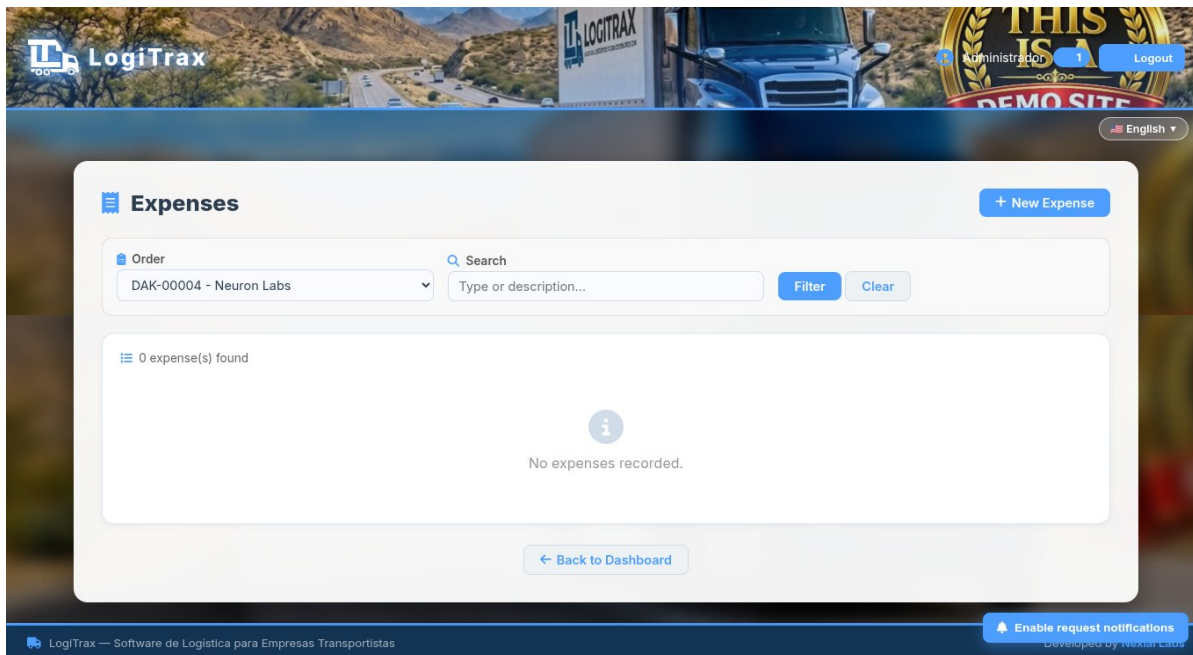


Fig. 2.30 — Expenses list (filtered by order)

To view expenses for a specific order, select it from the **Order** dropdown. You can also search by expense type or description using the search bar and clicking **Filter**. Click **Clear** to reset the filter.

Adding a New Expense

Click **+ New Expense** to open the expense registration form.

+ New Expense [← Back](#)

Expense Data

Order *
DAK-00004 - Neuron Labs

Expense Type *
-- Select --

Description
Expense details...

Amount *

Expense Date
06/11/2026, 12:56 PM

Expense Location

When selecting an order, the map will center on its destination. You can adjust it manually.

nicolas fernando reyes san luis potosi [Search](#) [My location](#)

Latitude
22.17023730

Longitude
-100.93588120

Receipt

Upload receipt (Photo or PDF)

[Choose File](#) No file chosen

Formats: JPG, PNG, WEBP, GIF, PDF. Max 5MB

[Save Expense](#) [Cancel](#)

[← Back to Dashboard](#)

LogiTrax — Software de Logística para Empresas Transportistas [Enable request notifications](#)

Fig. 2.31 — New Expense form

The form contains the following fields:

- **Order:** Required. Select the order this expense belongs to.
- **Expense Type:** Required. Select the category of the expense.

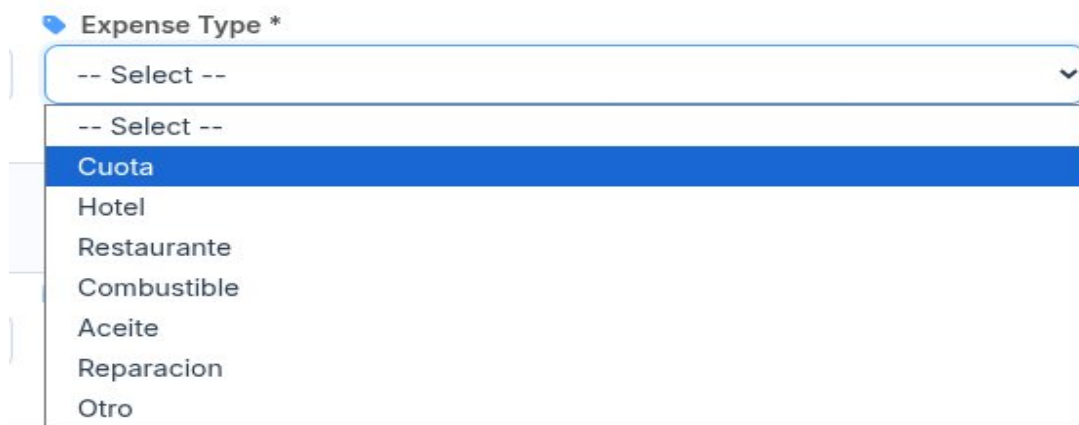


Fig. 2.32 — Expense type options

Available expense types:

- **Cuota (Toll):** Highway or bridge tolls.
- **Hotel:** Driver accommodation.
- **Restaurante (Restaurant):** Driver meals.
- **Combustible (Fuel):** Gasoline or diesel.
- **Aceite (Oil):** Engine oil or other lubricants.
- **Reparacion (Repair):** Vehicle or trailer repairs during the trip.
- **Otro (Other):** Any expense that does not fit the above categories.
- **Description:** Optional but recommended. Add details about the expense (e.g., toll booth name, gas station, restaurant name).
- **Amount:** Required. The expense amount.
- **Expense Date:** The date and time the expense occurred. Defaults to the current date and time.

Expense Location

The map automatically centers on the order destination when an order is selected. **Move the pin to the exact location where the expense occurred** — the gas station, toll booth, restaurant, or repair shop. This precise GPS location supports route auditing and helps verify the driver was on the correct route.

You can search for the location using the search bar, click **My location** to use your current position, or click directly on the map to place the pin.

Receipt

- **Upload receipt:** Upload a photo or PDF of the receipt as proof of expense. Accepted formats: JPG, PNG, WEBP, GIF, PDF. Maximum file size: 5MB.

Click **Save Expense** to register the expense. It will appear in the expenses list for that order.

2.13 GPS Monitoring

The GPS Monitoring module allows you to track the real-time route of any active shipment. Select an order to see the driver's recorded GPS trail, complete with speed data, expense locations, and a full event history.

The screenshot displays the LogiTrax web application interface for GPS monitoring. At the top, there's a header with the LogiTrax logo, a user profile (Administrador 1), and a Logout button. Below the header, a dropdown menu labeled 'Select Order' shows 'DAK-00004 - Neuron Labs (Asignado)'. The 'Order Information' section provides details: Folio: DAK-00004, Customer: Neuron Labs, Status: Asignado, Drivers: Juan Gabriel Lopez, Vehicles: 06 - Camioneta, and Trailers: 01 - Caja seca. The 'Ruta de seguimiento' section features a map showing the route from Mérida to Chahlekal, with a pop-up for 'Punto intermedio' at 4/17/2026, 10:25:00 AM, with a speed of 52 km/h and driver Burga dionisio del salto. The 'Event History' section contains a table with two entries for driver position updates.

Select Order
DAK-00004 - Neuron Labs (Asignado)

Order Information

Folio: DAK-00004 Customer: Neuron Labs Status: Asignado Drivers: Juan Gabriel Lopez
Vehicles: 06 - Camioneta Trailers: 01 - Caja seca

Ruta de seguimiento

La ruta se traza con los puntos GPS reportados por el conductor. El punto verde es el origen (más antiguo) y el rojo el destino (más reciente). Pasa el mouse sobre los puntos azules para ver

Event History

Date/Time	Type	Description	Location	Speed	Amount
4/17/2026, 9:04:05 AM	Position	Driver position: Juan Gabriel Lopez	21.035692, -89.665792	-	-
4/17/2026, 9:04:51 AM	Position	Driver position: Juan Gabriel Lopez	21.035566, -89.665793	-	-

← Back to Dashboard

LogiTrax — Software de Logística para Empresas Transportistas Enable request notifications

Fig. 2.33 — GPS Monitoring — route tracking and event history

To view tracking for a specific order, select it from the **Select Order** dropdown at the top of the screen.

Order Information

At the top of the screen, a summary bar shows the key details of the selected order: Folio, Customer, Status, assigned Drivers, Vehicles, and Trailers.

Tracking Route Map

The interactive OpenStreetMap shows all GPS points reported by the driver, connected by a route line:

- **Green point:** The origin — the first GPS position recorded (oldest).
- **Red point:** The most recent GPS position recorded.
- **Blue points:** Intermediate positions along the route. Hover over any blue point to see a tooltip with detailed information: date, time, speed between that point and the previous one, and distance traveled. If an expense was recorded at that location, the tooltip also shows the expense amount.

How GPS points are recorded: The driver's position is updated automatically every 30 minutes through the mobile app. Additional GPS points are recorded whenever the driver logs an expense or a stop. The more active the driver, the more detailed the route trail.

Event History

Below the map, the Event History table shows a chronological log of all recorded events for the order:

- **Date/Time:** The exact date and time of each event.
- **Type:** The type of event — Position update, Expense, delivery confirmation, etc.
- **Description:** Details about the event (e.g., driver name for position updates, expense description for cost events).
- **Location:** GPS coordinates (latitude, longitude) where the event occurred.
- **Speed:** Calculated speed between this point and the previous position.
- **Amount:** For expense events, the amount recorded at that location.

2.14 Reports

The Reports module provides access to LogiTrax data reports. Reports are presented in a modal window that opens over the current screen.

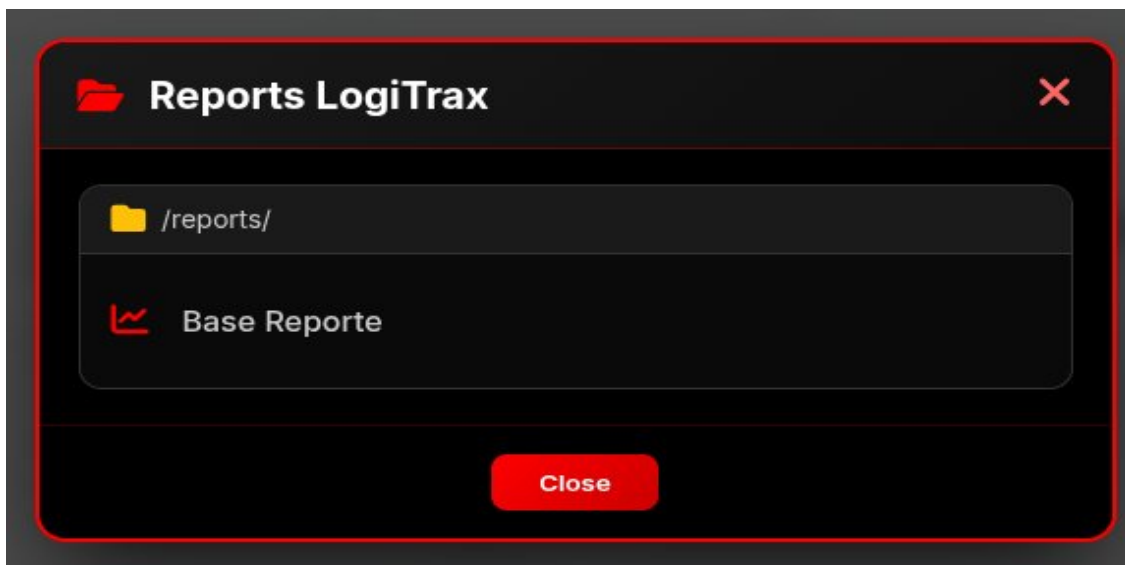


Fig. 2.34 — Reports modal window

Click on the **Reports** card from the dashboard to open the reports window. The **/reports/** folder contains all available reports for your installation.

Base Report

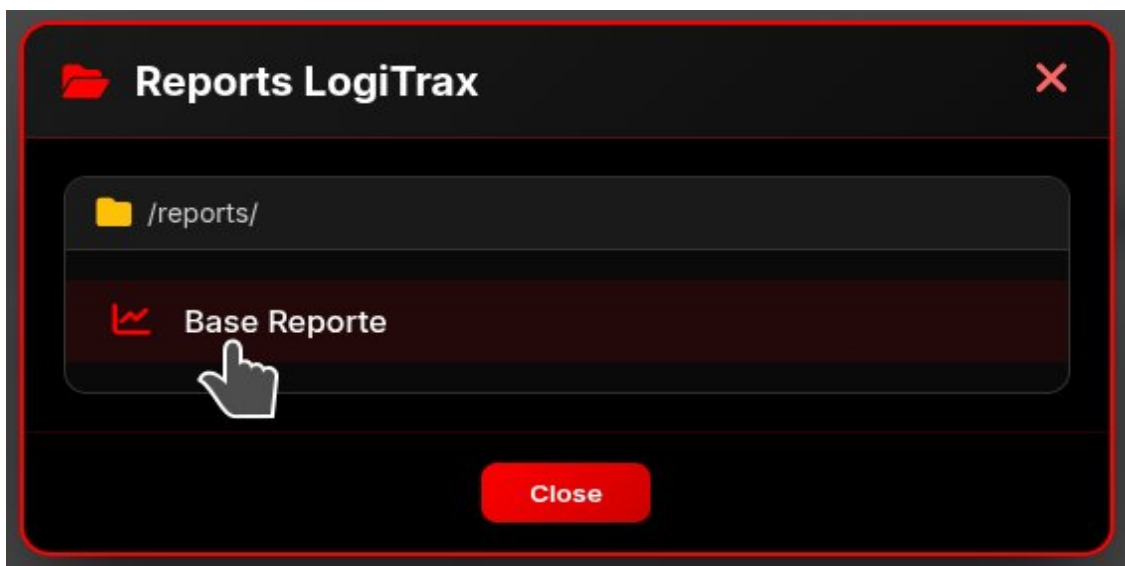


Fig. 2.35 — Selecting the Base Report

Click on **Base Reporte** to open it. The report opens in a new screen with date range filters.

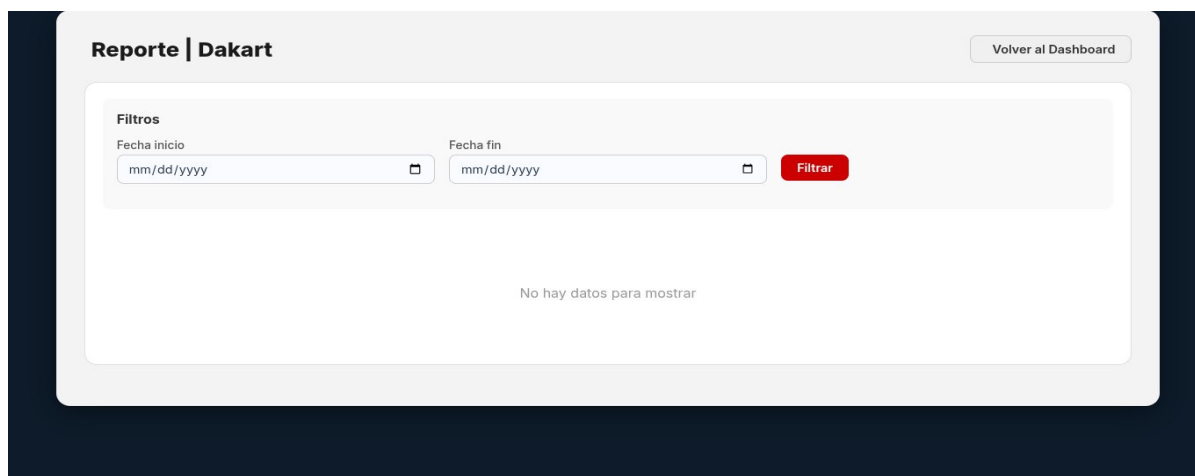


Fig. 2.36 — Base Report with date filters

The base report includes a **Filters** section with two date fields:

- **Fecha inicio (Start date):** The beginning of the reporting period.
- **Fecha fin (End date):** The end of the reporting period.

Select the date range and click **Filtrar** to generate the report data. Click **Volver al Dashboard** to return to the main panel.

Custom Reports — Visual Documents 3.0

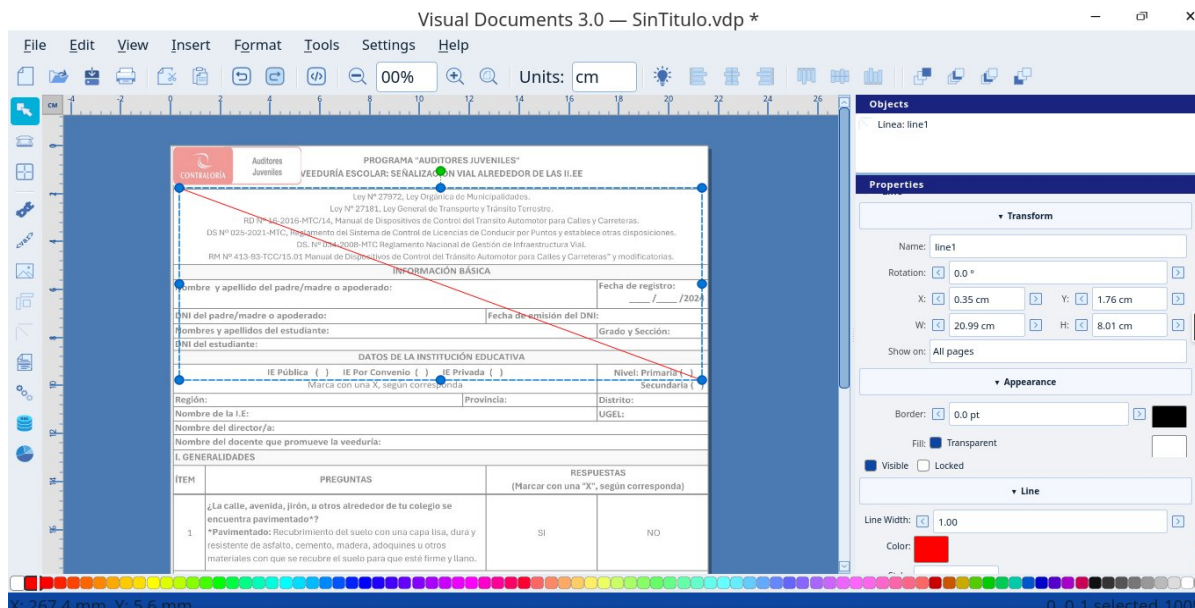


Fig. 2.37 — Visual Documents 3.0 — professional report designer

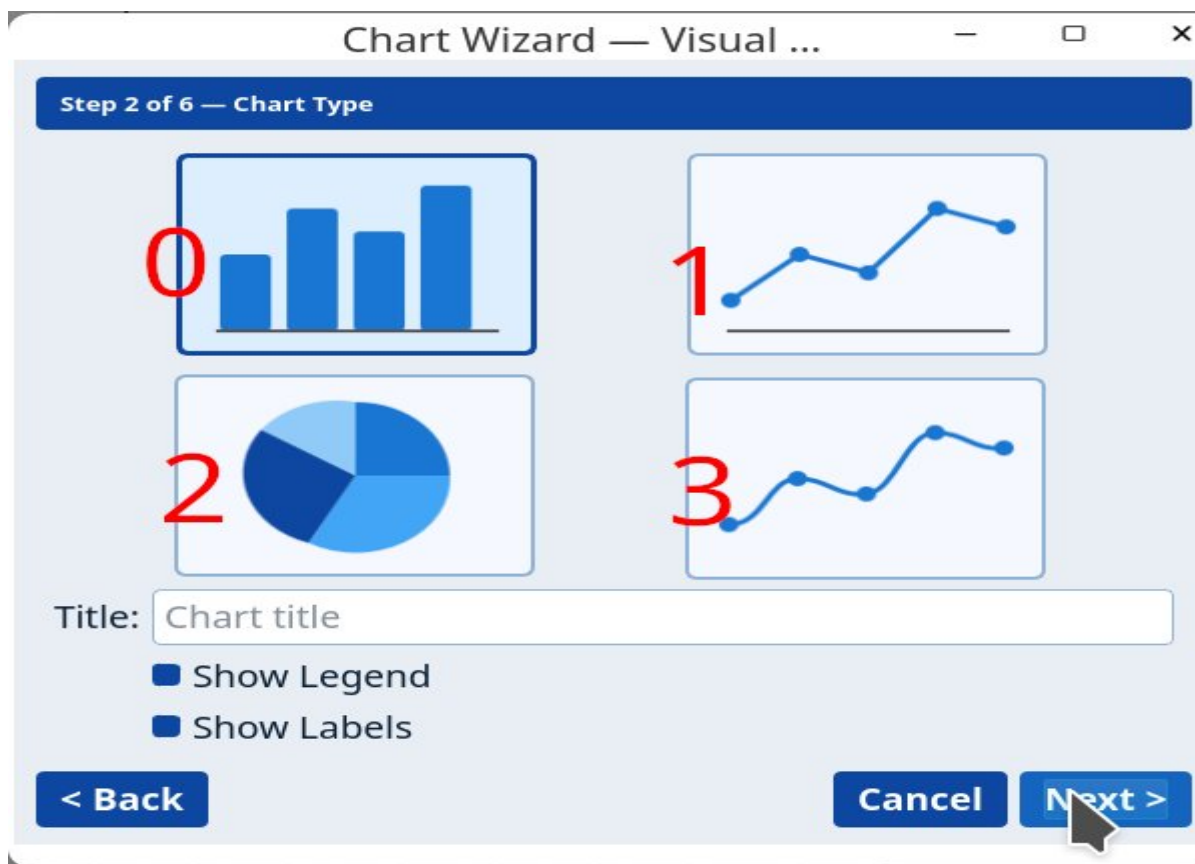


Fig. 2.38 — Visual Documents Chart Wizard — bar, line, pie, and area charts

The base report is the foundation — a starting template. LogiTrax is designed to grow with your business. Additional reports tailored to your specific operational needs can be created using **Visual Documents 3.0**, the Nexial Labs professional report design tool.

Visual Documents 3.0 is a full-featured document and report designer that connects directly to your LogiTrax data. With it you can:

- **Design custom report layouts:** Using a visual drag-and-drop designer with rulers, grids, and precise positioning — similar to a professional desktop publishing tool.
- **Add charts and graphs:** Bar charts, line charts, pie charts, and area charts — all generated from your live LogiTrax data using the built-in Chart Wizard.
- **Display data grids:** Show complete tables of orders, shipments, expenses, drivers, or any other data from your database.
- **Print and export:** Generate professional-quality documents ready for printing or PDF export.

Contact **Nexial Labs** to request custom reports for your operation. Each report is built to your exact specifications and added to your **/reports/** folder.

Need a specific report? Every business has different reporting needs. Whether you need a weekly expense summary, a driver performance report, a customer billing statement, or a route efficiency analysis — Nexial Labs can build it for you with Visual Documents 3.0. Contact us at contacto@nexial.center.



Administrator's Guide

The Logistics Platform That Speaks Your Language

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<https://mainoffice.nexial.center>

3. Administration Panel

The Administration Panel is the command center of LogiTrax. Unlike the Employee Panel which is focused on day-to-day operations, the Admin Panel provides a complete overview of the entire system at a glance, plus tools to manage users, vehicles, drivers, and web content.

3.1 Accessing the Administration Panel

From the main LogiTrax website, click on the **Company** menu in the top navigation bar. A dropdown will appear with three options: Administration, Staff, and Drivers.

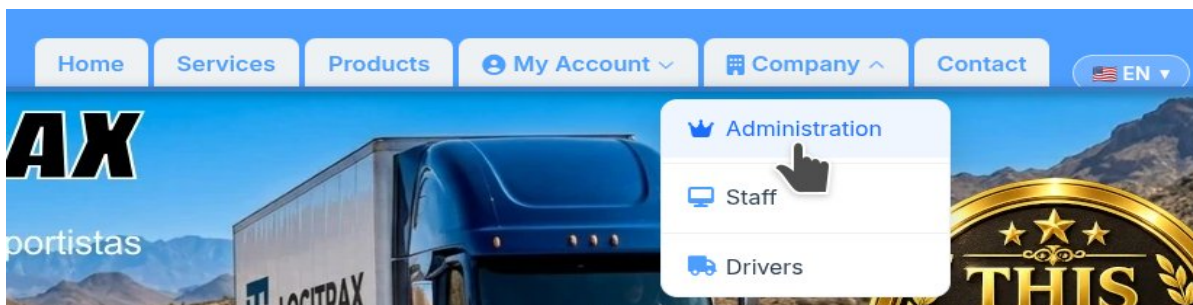


Fig. 3.1 — Company menu — select Administration

Click **Administration** to proceed to the admin login screen.

3.2 Login

The Administration Panel has its own dedicated login screen, separate from both the main website and the Employee Panel. Access is restricted to system administrators only.

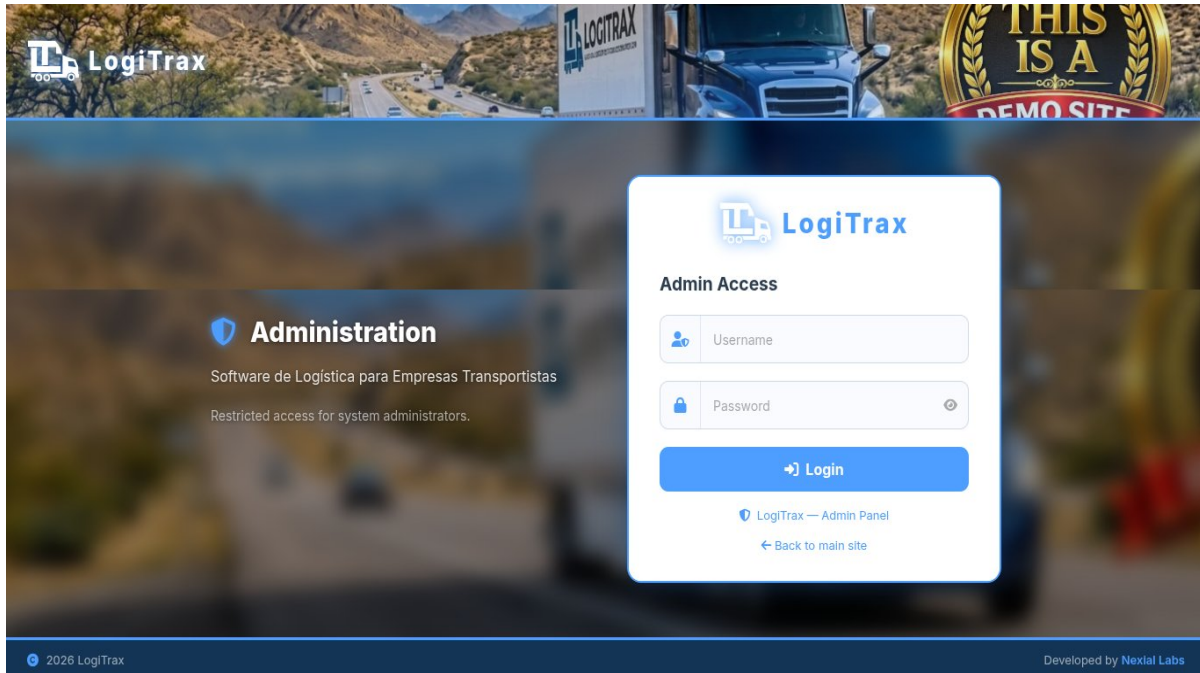


Fig. 3.2 — Admin login screen

Enter your administrator **Username** and **Password**, then click the **Login** button. Use **Back to main site** to return to the public website without logging in.

3.3 Dashboard

After logging in, the **Administration Panel** dashboard is displayed. This screen provides a complete real-time overview of the entire LogiTrax system in a single view — no need to navigate into individual modules to see the current state of operations.

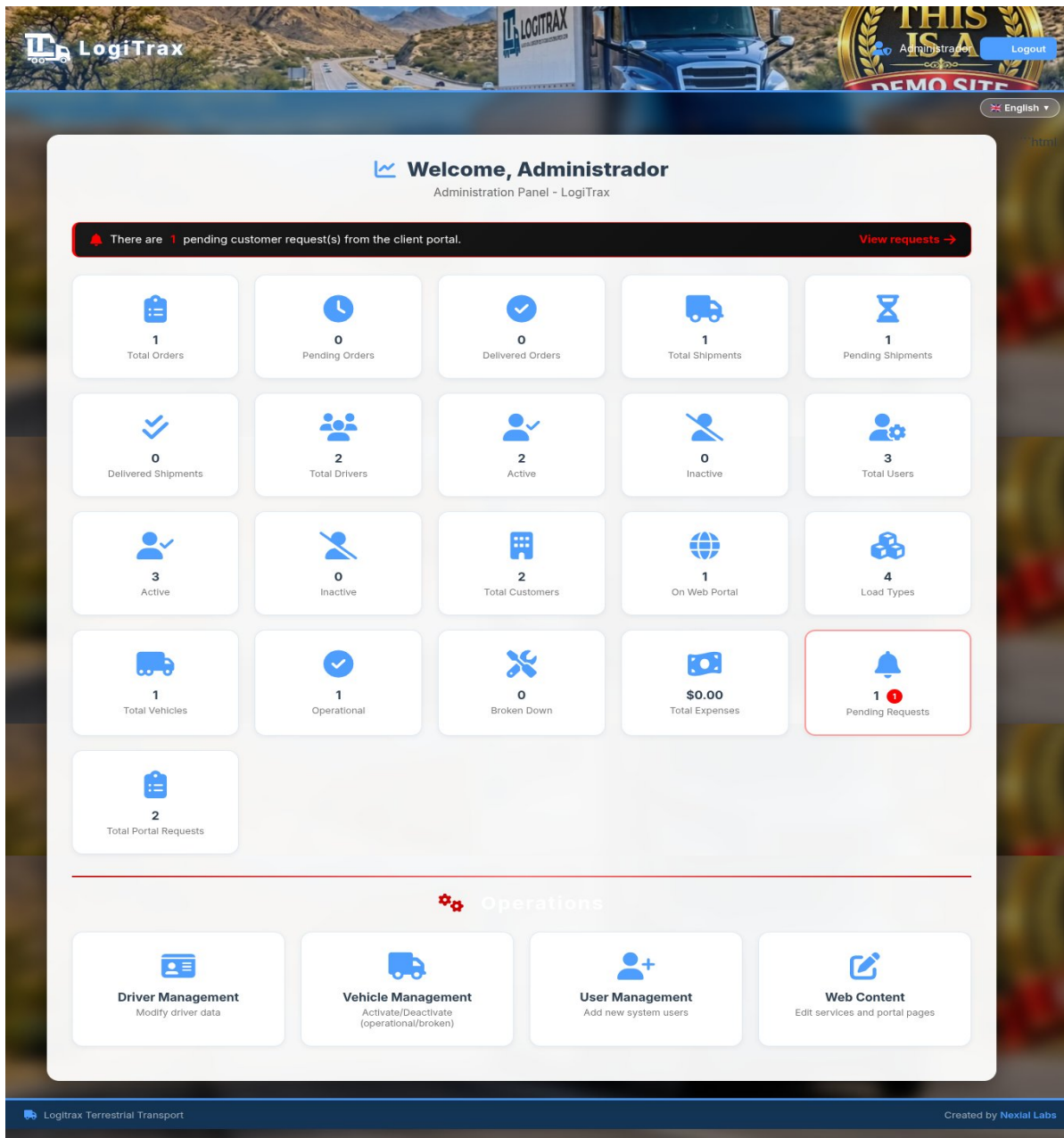


Fig. 3.3 — Administration Panel dashboard

At the top, a notification bar shows any pending customer requests from the client portal. Click **View requests** to go directly to the requests list.

System Statistics

The dashboard displays the following metrics in real time:

- **Total Orders:** Total number of orders in the system.
- **Pending Orders:** Orders created but not yet assigned to a driver.
- **Delivered Orders:** Orders that have been completed and delivered.
- **Total Shipments:** Total number of individual trips registered.
- **Pending Shipments:** Trips assigned but not yet completed.
- **Delivered Shipments:** Trips that have been marked as delivered.
- **Total Drivers / Active / Inactive:** Complete driver roster with active and inactive breakdown.
- **Total Users / Active / Inactive:** All system users (administrators, office staff, drivers).
- **Total Customers / On Web Portal:** Registered customers and how many have activated their customer portal account.
- **Load Types:** Number of cargo types defined in the system.
- **Total Vehicles / Operational / Broken Down:** Fleet status showing available and out-of-service vehicles.
- **Total Expenses:** Sum of all recorded expenses across all orders.
- **Pending Requests:** Customer portal requests awaiting processing — shows a red badge when there are pending items.
- **Total Portal Requests:** All requests submitted through the customer portal.

Operations

Below the statistics, the **Operations** section provides quick access to four management tools:

- **Driver Management:** View and edit driver records.
- **Vehicle Management:** View and edit vehicle records, including activating or deactivating vehicles.
- **User Management:** Add, edit, and manage all system users and their access roles.
- **Web Content:** Edit the public-facing services pages and manage images.

3.4 Driver Management

Driver Management displays the complete list of drivers registered in the system. You can search by name, phone, or email address.

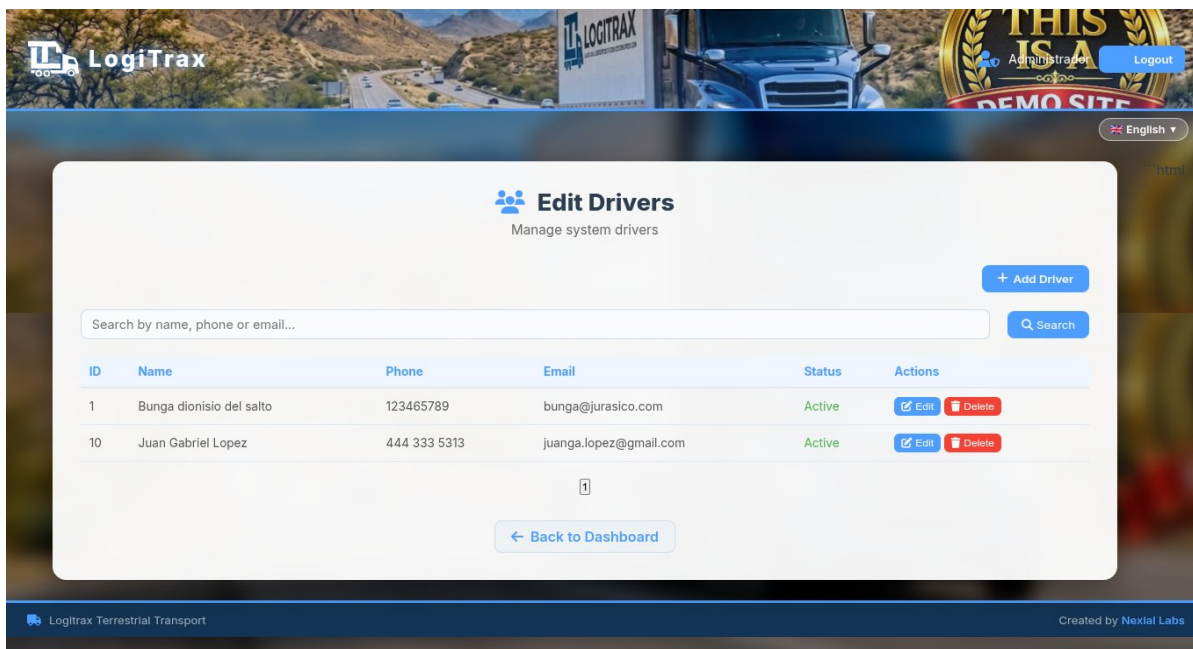


Fig. 3.4 — Driver Management list

Each driver record shows: ID, Name, Phone, Email, Status (Active/Inactive), and action buttons.

Click **+ Add Driver** to register a new driver. Click **Edit** to modify an existing driver's information. Click **Delete** to remove a driver from the system.

Editing a Driver

Clicking **Edit** opens a **modal window** (an overlay panel that appears on top of the current screen without navigating away). The form contains the same fields as the Employee Panel driver form: Name, Phone, Email, Address, Postal Code, State, Country, License Number, Expiration Date, Driver Photo, License Photo, and Active status.

Edit Driver

Name *:

Phone:

Email:

Address:

Postal Code:

State:

ID	Name
1	Bunga dionisio del salto
10	Juan Gabriel Lopez

Fig. 3.5 — Edit Driver modal

Fill in the required fields and click **Save** to apply the changes, or **Cancel** to discard them.

3.5 Vehicle Management

Vehicle Management displays all vehicles registered in the fleet. You can search by economic number, brand, or model.

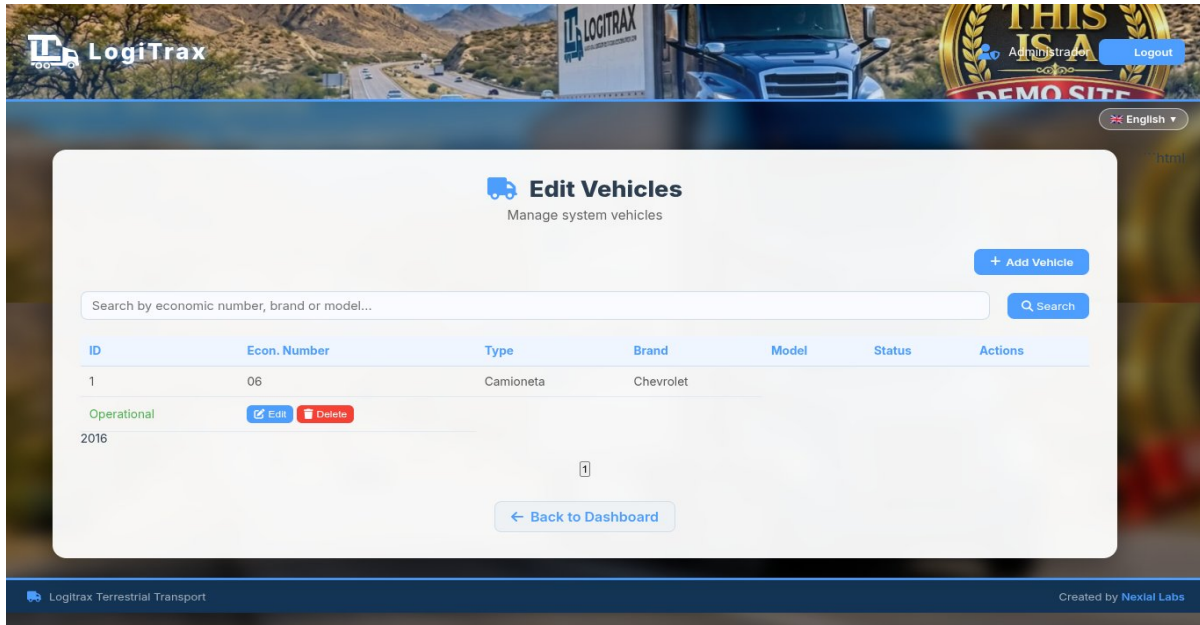


Fig. 3.6 — Vehicle Management list

Each vehicle record shows: ID, Economic Number, Type, Brand, Model, Status, and action buttons.

Click **+ Add Vehicle** to register a new vehicle. Click **Edit** to modify an existing vehicle. Click **Delete** to remove a vehicle.

Editing a Vehicle

Clicking **Edit** opens a modal window with the vehicle's technical details: Tank Capacity, Kilometers per Liter, Load Capacity (kg), Owned status, Monthly Rent (if applicable), and Vehicle Status.

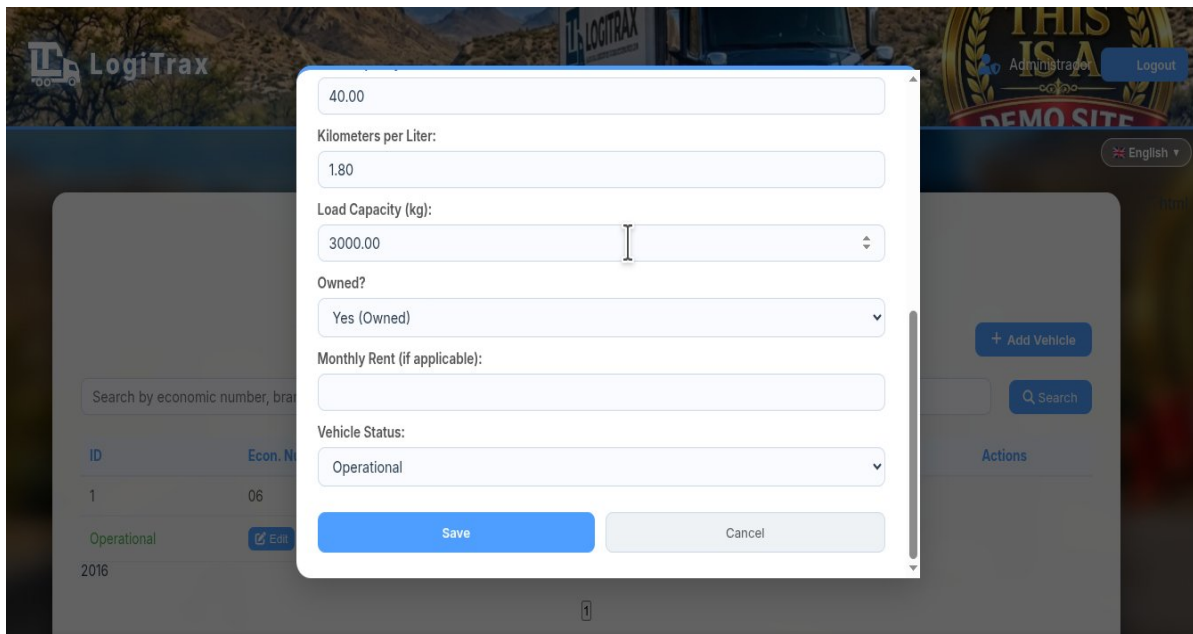


Fig. 3.7 — Edit Vehicle modal

Vehicle Status:

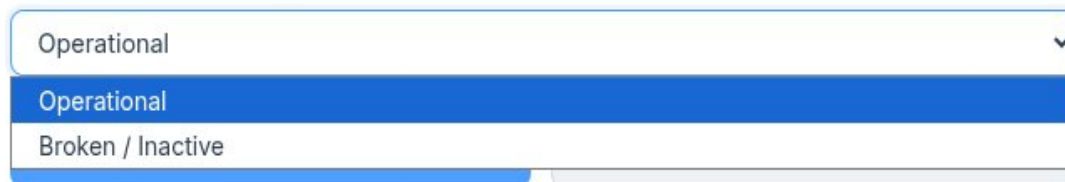


Fig. 3.8 — Vehicle Status options

The **Vehicle Status** dropdown has two options:

- **Operational:** The vehicle is available and can be assigned to shipments.
- **Broken / Inactive:** The vehicle is out of service — broken down, under maintenance, or temporarily unavailable. It will not appear as an option when assigning shipments until restored to Operational.

3.6 User Management

User Management is exclusive to the Administration Panel — it is not available in the Employee Panel. This is where all system users are created and managed.

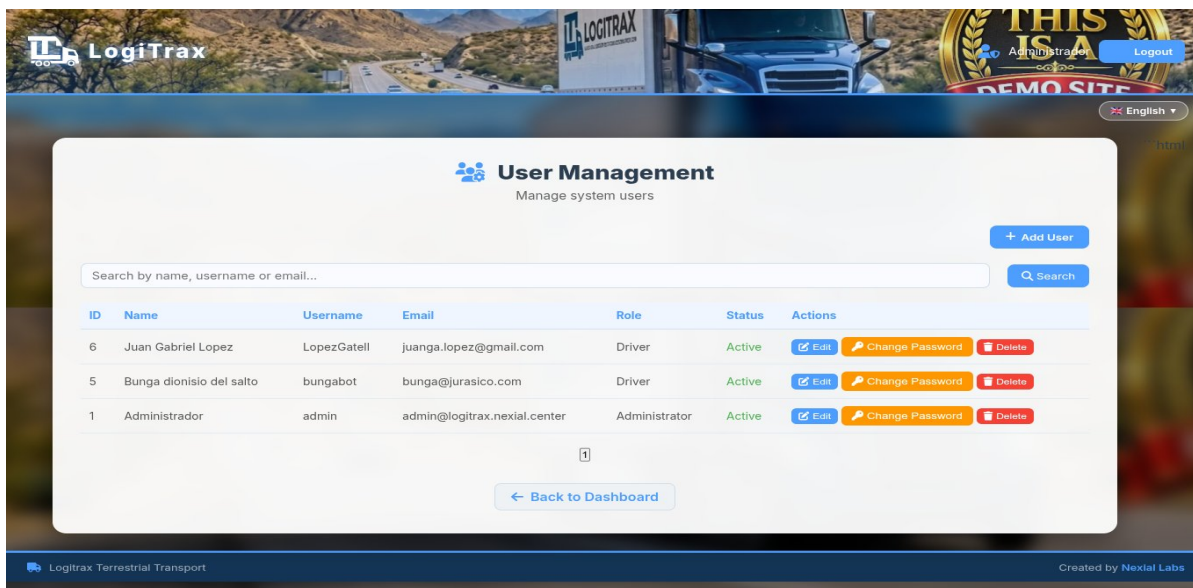


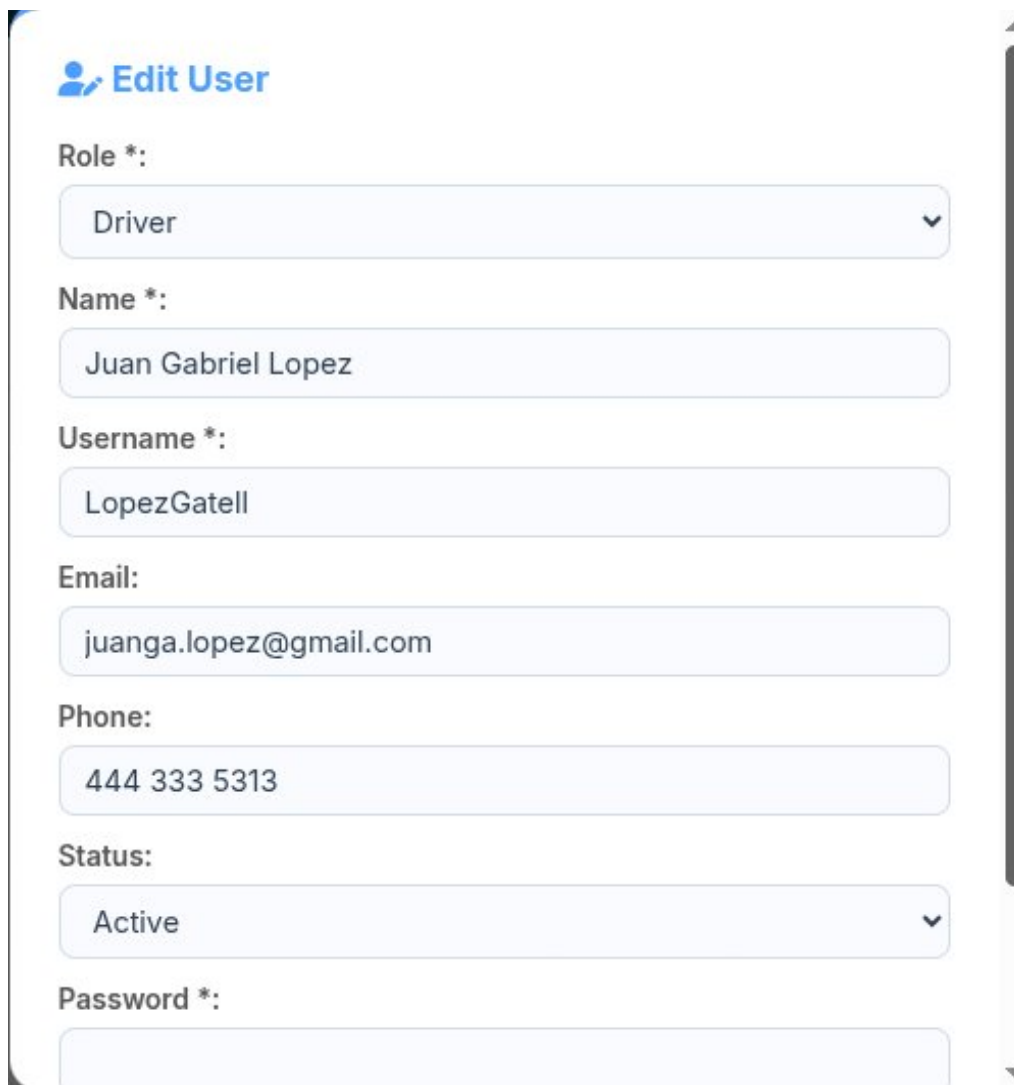
Fig. 3.9 — User Management list

Each user record shows: ID, Full Name, Username, Email, Role, Status (Active/Inactive), and action buttons.

You can search by name, username, or email. Available actions:

- **Edit:** Modify the user's information, role, or status.
- **Change Password:** Reset or update the user's password.
- **Delete:** Remove the user from the system.

Adding or Editing a User

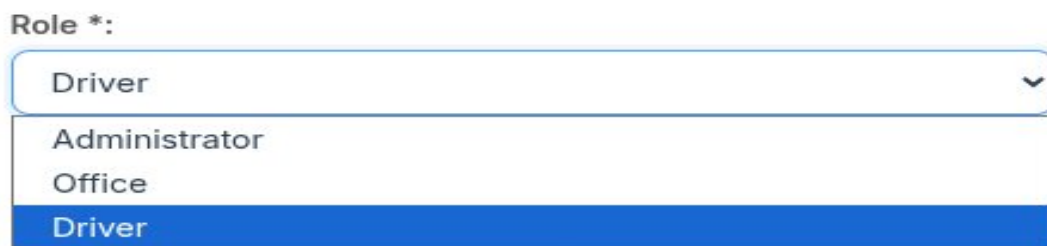


The image shows a web form titled "Edit User" with a user icon. The form contains several fields: "Role *" with a dropdown menu showing "Driver"; "Name *" with a text input containing "Juan Gabriel Lopez"; "Username *" with a text input containing "LopezGatell"; "Email:" with a text input containing "juanga.lopez@gmail.com"; "Phone:" with a text input containing "444 333 5313"; "Status:" with a dropdown menu showing "Active"; and "Password *" with an empty text input. A vertical scrollbar is visible on the right side of the form.

Fig. 3.10 — Edit User form

The user form contains the following fields:

- **Role:** Required. Defines the user's access level in the system.



The image shows a dropdown menu for the "Role *" field. The dropdown is open, displaying four options: "Driver", "Administrator", "Office", and "Driver". The "Driver" option at the bottom is highlighted in blue.

Fig. 3.11 — Role options

Available roles:

- **Administrator:** Full access to the Administration Panel.
- **Office:** Access to the Employee Panel (Staff).
- **Driver:** Access to the Driver Mobile App only.

Data that must be completed:

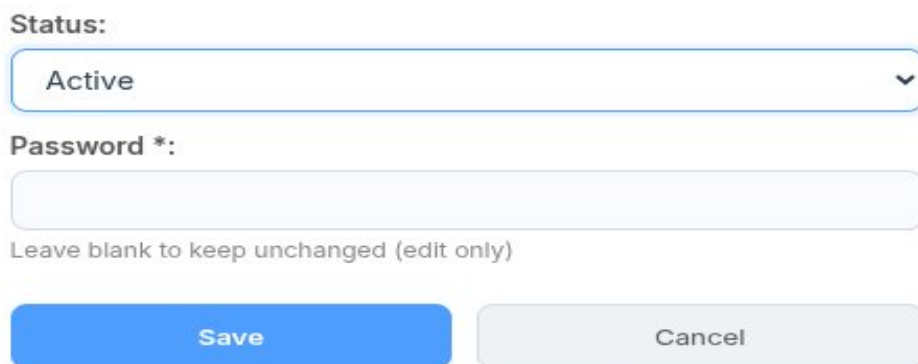
- **Name:** Required. The user's full name.
- **Username:** Required. The login username — must be unique in the system.
- **Email:** The user's email address.
- **Phone:** The user's phone number.
- **Status:** Active or Inactive. Inactive users cannot log in.



The screenshot shows a form with two fields. The first field is labeled "Phone:" and contains the text "444 333 5313". The second field is labeled "Status:" and is a dropdown menu. The dropdown is open, showing two options: "Active" (highlighted in blue) and "Inactive". Below the dropdown, there is a text label: "Leave blank to keep unchanged (edit only)".

Fig. 3.12 — Status options

- **Password:** Required when creating a new user. When editing, leave blank to keep the current password unchanged.



The screenshot shows a form with two fields. The first field is labeled "Status:" and is a dropdown menu with "Active" selected. The second field is labeled "Password *:" and is an empty text input field. Below the input field, there is a text label: "Leave blank to keep unchanged (edit only)". At the bottom of the form, there are two buttons: "Save" (blue) and "Cancel" (gray).

Fig. 3.13 — Password field

Click **Save** to apply the changes.

3.7 Web Content

Web Content allows the administrator to create and manage the service pages that appear on the public LogiTrax website under the **Services** menu.

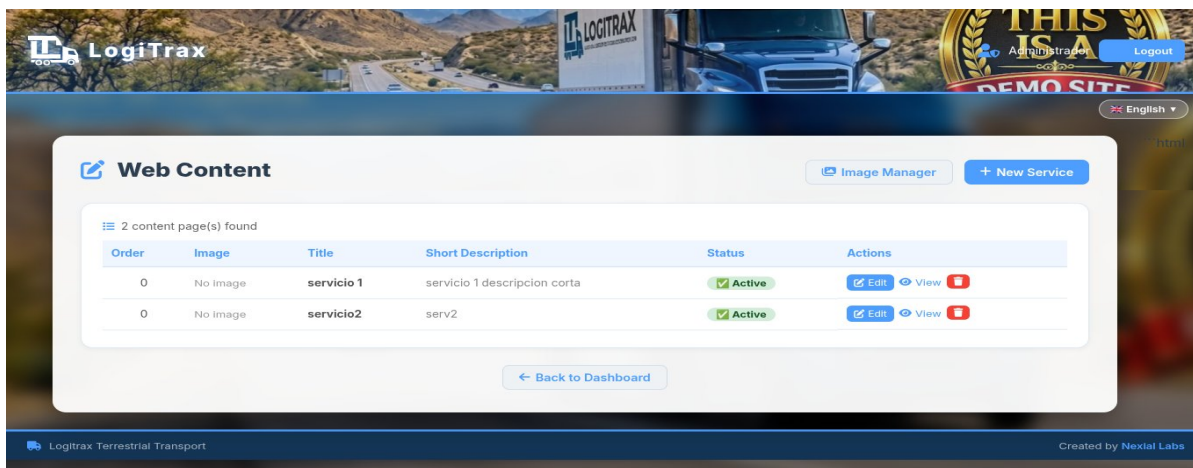


Fig. 3.14 — Web Content list

The list shows all content pages with their display order, cover image, title, short description, status, and action buttons.

- **+ New Service:** Create a new service page.
- **Edit:** Modify an existing page.
- **View:** Preview the page as it appears on the public website.
- **Delete:** Remove the page permanently.

Pages set as **Active** are visible on the public website. Inactive pages are hidden from visitors but remain in the system.



Fig. 3.15 — Services section on the public website

Creating or Editing a Service Page

Fig. 3.16 — Edit Service page with TinyMCE editor

- **Title:** Required. The name of the service as it appears on the website.
- **Display Order:** Controls the order services appear. Lower numbers appear first.
- **Short Description:** A brief summary shown on the Services listing page.
- **Cover Image:** Click Select to open the Image Manager and choose or upload an image.
- **Visible on web portal:** Check to make the page visible to website visitors.
- **Page Content:** Full rich-text editor (TinyMCE) supporting headings, bold, italic, lists, tables, links, and images.

Click **View in portal** to preview the page. Click **Save** to publish.

3.8 Image Manager

The Image Manager is accessible from the Web Content screen via the **Image Manager** button. It manages all images used in service pages.

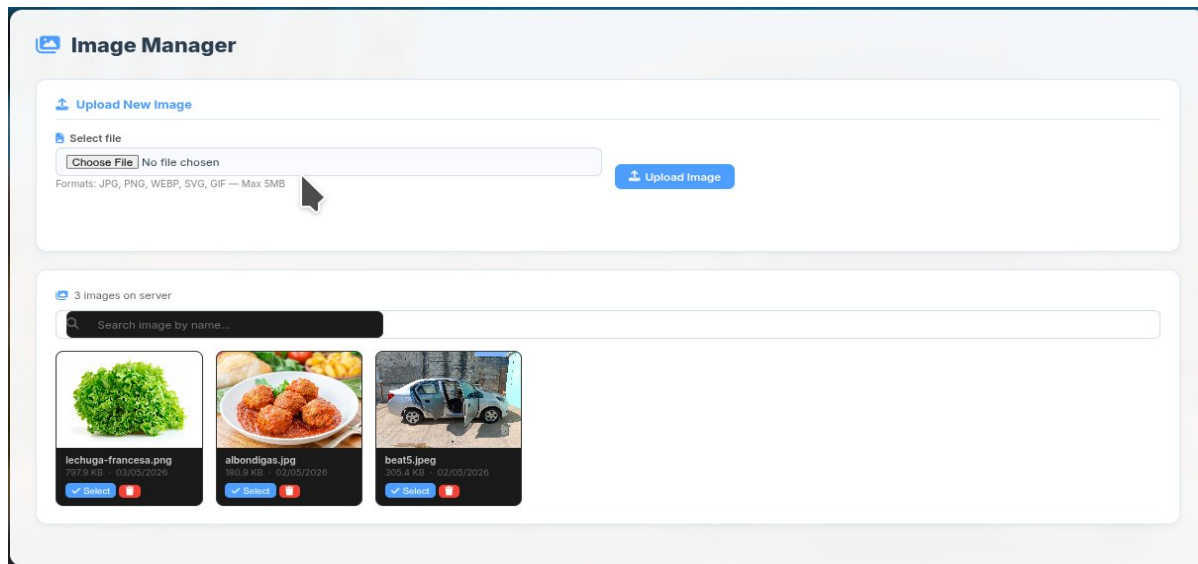


Fig. 3.17 — Image Manager

- **Upload New Image:** Select a file and click Upload Image. Accepted formats: JPG, PNG, WEBP, SVG, GIF. Maximum 5MB.
- **Image Gallery:** Shows all images on the server with filename, size, and upload date. Search by name, click Select to use in the editor, or delete to remove permanently.



Customers's Guide

The Logistics Platform That Speaks Your Language

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<https://mainoffice.nexial.center>

4. Customer Portal

The Customer Portal is the client-facing interface of LogiTrax. Customers use it to register, track their orders in real time, submit shipping requests, manage their account information, and maintain their billing data for invoicing purposes.

4.1 Accessing the Customer Portal

From the main LogiTrax website, click on the **My Account** menu in the top navigation bar. A dropdown will appear with two options:

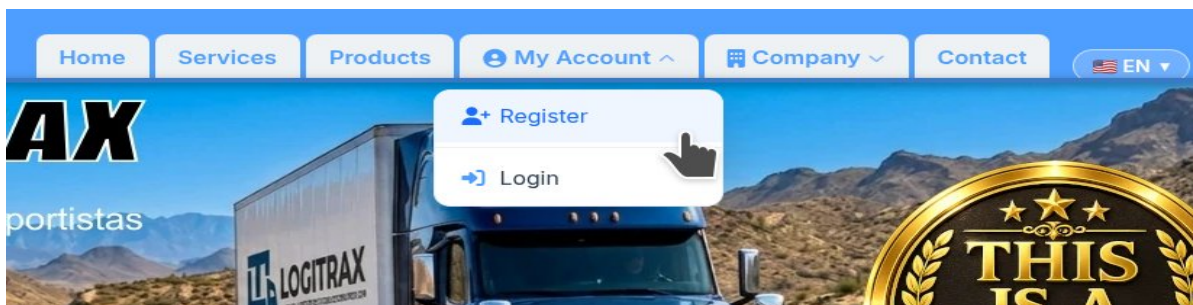
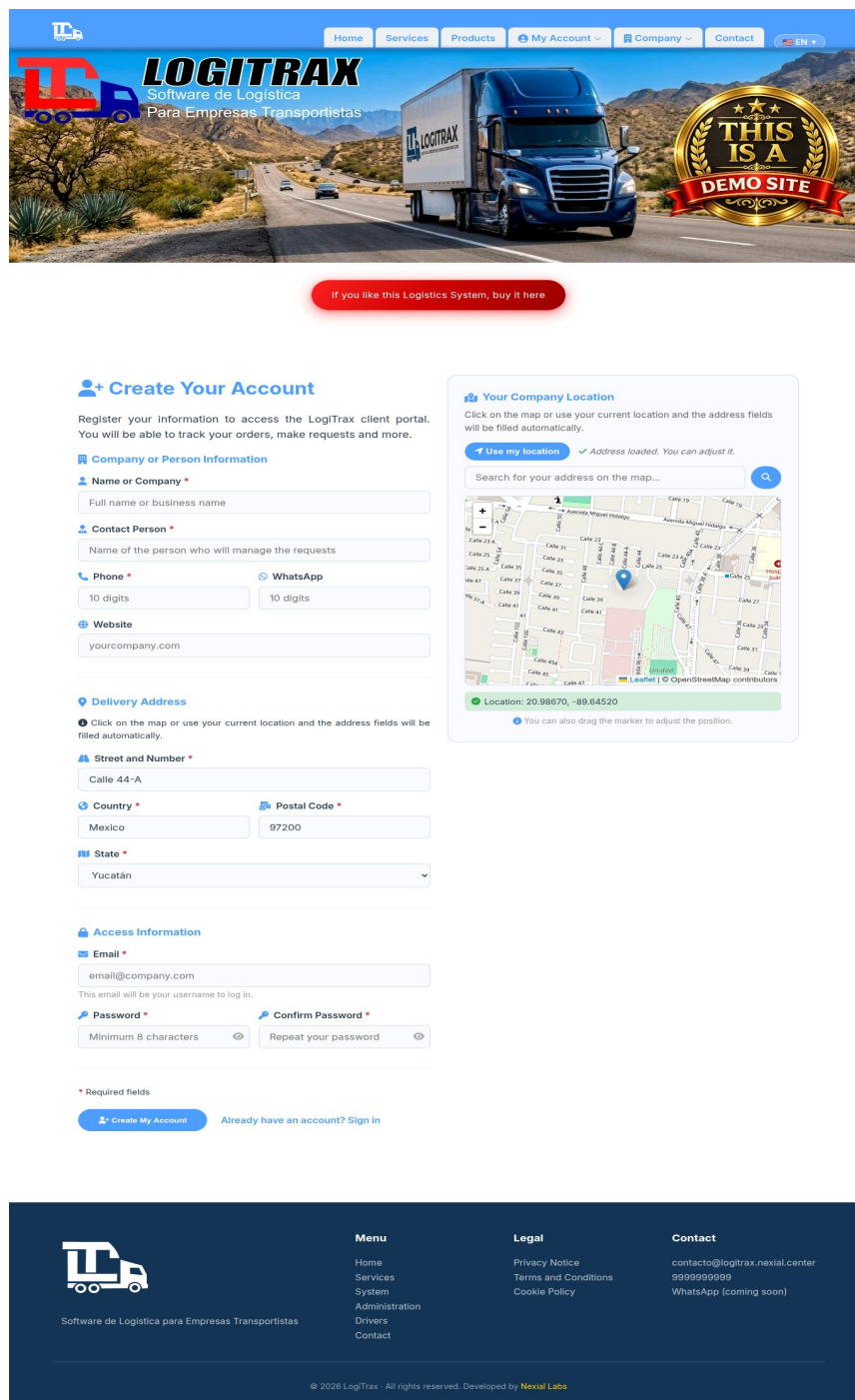


Fig. 4.1 — My Account menu

- **Register:** Create a new customer account.
- **Login:** Access an existing account.

4.2 Registration

New customers must create an account before they can submit requests or track orders. Click **Register** to open the registration form.



The screenshot displays the LogiTrax website's registration interface. At the top, a navigation bar includes links for Home, Services, Products, My Account, Company, and Contact. The main header features the LogiTrax logo, the tagline 'Software de Logística Para Empresas Transportistas', and a 'THIS IS A DEMO SITE' badge. A red button below the header reads 'If you like this Logistics System, buy it here'.

The registration form is titled 'Create Your Account' and includes the following sections:

- Company or Person Information:**
 - Name or Company:** A text field for the full name or business name.
 - Contact Person:** A text field for the name of the person who will manage the requests.
 - Phone:** A text field for the phone number (10 digits) and a WhatsApp icon.
 - Website:** A text field for the website URL (e.g., yourcompany.com).
- Delivery Address:**
 - A note: 'Click on the map or use your current location and the address fields will be filled automatically.'
 - Street and Number:** A text field (e.g., Calle 44-A).
 - Country:** A dropdown menu (e.g., Mexico).
 - Postal Code:** A text field (e.g., 97200).
 - State:** A dropdown menu (e.g., Yucatán).
- Access Information:**
 - Email:** A text field for the email address (e.g., email@company.com).
 - Password:** A text field for the password (Minimum 8 characters).
 - Confirm Password:** A text field to repeat the password.

At the bottom of the form, there is a 'Create My Account' button and a link for 'Already have an account? Sign in'.

To the right of the form is a map titled 'Your Company Location'. It includes a search bar and a map showing a street grid. A location is marked with a blue pin, and the coordinates '20.98670, -89.64520' are displayed. A note indicates that the location can be adjusted by dragging the marker.

The footer of the website contains a logo, a menu with links (Home, Services, System, Administration, Drivers, Contact), legal information (Privacy Notice, Terms and Conditions, Cookie Policy), and contact details (contacto@logitrax.nexial.center, 9899999999, WhatsApp (coming soon)).

Fig. 4.2 — Customer registration form

The registration form contains three sections:

Company or Person Information

- **Name or Company:** Required. The full name or business name of the customer.
- **Contact Person:** Required. The name of the person who will manage requests and communications.
- **Phone:** Required. Primary contact phone number (10 digits).
- **WhatsApp:** WhatsApp number for direct communication.
- **Website:** Company website (optional).

Delivery Address

- **Street and Number:** Required. The primary delivery address.
- **Country:** Required. Defaults to Mexico.
- **Postal Code:** Required.
- **State:** Required. Select from dropdown.

GPS Location required: When registering, the browser will request permission to access your location. Click **Allow** to enable GPS. The map will center automatically near your area. You can also search for your address or click directly on the map to place the pin. The GPS coordinates are saved along with your address and are used for delivery planning.

Access Information

- **Email:** Required. This will be your username to log in. Must be a valid and unique email address.
- **Password:** Required. Minimum 8 characters.
- **Confirm Password:** Must match the password field.

Click **Create My Account** to complete registration. If you already have an account, click **Already have an account? Sign in**.

4.3 Login



Fig. 4.3 — Customer Portal login screen

Enter your registered **Email** and **Password**, then click **Login**. Your email address is your username.

If you don't have an account yet, click **Register here** to create one.

4.4 Dashboard

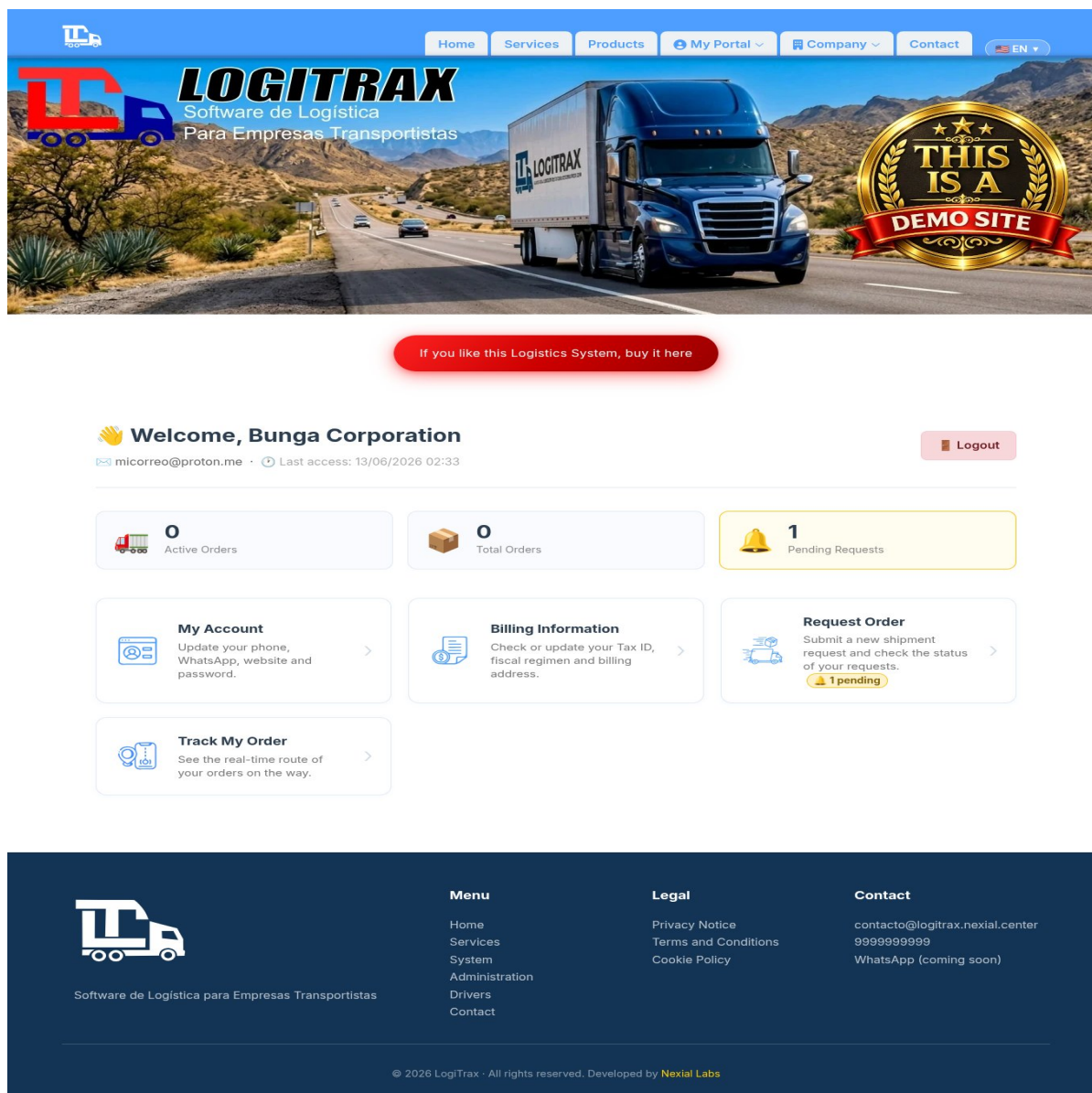


Fig. 4.4 — Customer Portal dashboard

After logging in, the customer dashboard is displayed. The top bar shows your company name, email address, last access date and time, and a **Logout** button.

Note: after login, the **My Account** menu in the navigation bar changes to **My Portal** — giving quick access to all portal sections from anywhere on the site.

Dashboard Summary

- **Active Orders:** Orders currently in progress — assigned or in transit.
- **Total Orders:** All orders created for your account.

- **Pending Requests:** Shipping requests submitted but not yet processed by the logistics team. Highlighted in yellow when pending.

Available Sections

- **My Account:** Update your contact information and change your password.
- **Billing Information:** Enter or update your tax information for CFDI invoice generation.
- **Request Order:** Submit a new shipping request and view the history of all your requests.
- **Track My Order:** See the real-time GPS route of your active shipments on a map.

4.5 My Account

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Home Services Products My Portal Company Contact EN

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My Account

Manage your contact information and password. [← Back to Dashboard](#)

Company Information

This information can only be modified by the company.

NAME / COMPANY
Bunga Corporation

CONTACT PERSON
Bunga del Salto

EMAIL
micorreo@proton.me

ADDRESS
Calle 70 num 1040, Real Montejo

STATE / COUNTRY
Merida, Yucatán, Mexico

POSTAL CODE
97206

LAST LOGIN
13/06/2026 02:33

Contact Information

You can update your phone, WhatsApp and website.

Phone *
9991234557

WhatsApp
9994567891

Website
https://bungalabs.com

[Save Changes](#)

Change Password

Use a strong password of at least 8 characters.

Current Password *
Your current password

New Password *
Minimum 8 characters

Confirm New Password *
Repeat new password

[Change Password](#)

Your Account Information

CUSTOMER ID
4

CUSTOMER SINCE
02/05/2026

GPS LOCATION
[View on map](#)

Menu

- Home
- Services
- System
- Administration
- Drivers
- Contact

Legal

- Privacy Notice
- Terms and Conditions
- Cookie Policy

Contact

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9999999999
WhatsApp (coming soon)

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Fig. 4.5 — My Account screen

Company Information (read-only)

Displays your registered company details: Name/Company, Contact Person, Email, Address, State/Country, Postal Code, and Last Login date. **This information can only be modified by**

the logistics company — contact them directly if any of these details need to be updated.

Contact Information

You can update your **Phone**, **WhatsApp**, and **Website** at any time. Click **Save Changes** to apply.

Change Password

Enter your **Current Password**, then your **New Password** and **Confirm New Password**. Click **Change Password** to apply. Use a strong password of at least 8 characters.

Your Account Information

Shows your **Customer ID**, **Customer Since** date, and a **View on map** link that opens your registered GPS location on OpenStreetMap.

4.6 Billing Information

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Billing Information

Update your tax information. [← Back to Dashboard](#)

Tax Information

Legal Business Name *

Tax ID (RFC) * **Tax ZIP Code ***

Tax Regime *

-- Select regime --

CFDI Usage *

I02 - Mobiliario y equipo de oficina por inversiones

Invoicing Email

Email where your invoices will be sent (can be different from your account email).

Tax Address

Must match your tax situation certificate.

Street Address

Neighborhood **City / Municipality**

Country **State**

▲ Data must exactly match your **Tax Situation Certificate** from the Tax Authority for correct CFDI issuance.

[Update Information](#) [Cancel](#) * Required fields

Software de Logística para Empresas Transportistas

Menu

- Home
- Services
- System
- Administration
- Drivers
- Contact

Legal

- Privacy Notice
- Terms and Conditions
- Cookie Policy

Contact

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Fig. 4.6 — Billing Information form

The Billing Information screen allows you to enter and update your tax details required for CFDI electronic invoice generation. This information is visible to the logistics team but can only be edited by you.

Tax Information

- **Legal Business Name:** Your registered business name as it appears on your Tax Situation Certificate.
- **Tax ID (RFC):** Required. Your RFC as issued by the SAT.
- **Tax ZIP Code:** The postal code registered with the SAT.
- **Tax Regime:** Select your fiscal regime from the complete SAT catalog.

Fig. 4.7 — Tax Regime options (SAT catalog)

- **CFDI Usage:** Select the purpose of the invoice from the SAT CFDI usage catalog.

Fig. 4.8 — CFDI Usage options

- **Invoicing Email:** The email address where invoices will be sent. Can be different from your account login email.

Tax Address

- **Street Address:** Your registered fiscal address.
- **Neighborhood:** Colonia or neighborhood.
- **City / Municipality:** City and municipality.
- **Country and State:** Country and state of your fiscal domicile.

Important: All billing information must match exactly with your Tax Situation Certificate (Constancia de Situación Fiscal) issued by the SAT. Incorrect data will result in CFDI issuance errors. You are solely responsible for the accuracy of your fiscal information.

Click **Update Information** to save your changes.

4.7 Request Order

The Request Order section shows the complete history of all your shipping requests and allows you to submit new ones.

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My Requests
History of your shipping requests and their current status.

+ New Request ← Dashboard

Req #	Destination	Required Date	Status	Assigned Order	Request Date	Office Notes	Actions
# 2	Calle 70 num 1040, Real Montejo, Merida, Yucatán, Mexico, 97206	09/05/2026	Pendiente	—	02/05/2026 12:27	—	Edit
Cargo: - Arena: 1000 kg - lleguen temprano							
# 1	Calle 70 num 1040, Real Montejo, Merida, Yucatán, Mexico, 97206	07/05/2026	Atendida	DAK-00004	02/05/2026 05:10	Entregado	—
Cargo: - Arena: 1000 kg - de 8 a 10 am							

Software de Logística para Empresas Transportistas

Menu
Home
Services
System
Administration
Drivers
Contact

Legal
Privacy Notice
Terms and Conditions
Cookie Policy

Contact
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Fig. 4.9 — My Requests list

Each request shows: Request number, Destination, Required Date, Status, Assigned Order folio (once processed), Request Date, Office Notes from the logistics team, and action buttons.

Request Status

- **Pendiente (Pending):** Your request has been received but not yet processed by the logistics team.
- **Atendida (Processed):** Your request has been attended. The assigned order folio is shown so you can track the shipment.

Submitting a New Request

Click **+ New Request** to open the request form.

The screenshot displays the LogiTrax website interface. At the top, there is a navigation bar with links: Home, Services, Products, My Portal, Company, and Contact. The main header features the LogiTrax logo, the text 'Software de Logística Para Empresas Transportistas', and a large image of a blue semi-truck on a road. A gold seal on the right says 'THIS IS A DEMO SITE'. Below the header, a red button reads 'If you like this Logistics System, buy it here'.

The 'New Order Request' form is the central focus. It includes a 'Delivery Address' field with a pre-filled address: 'Calle 70 num 1040, Real Montejo, Merida, Yucatán, Mexico, 97206'. Below this is a 'Required Date' field with a calendar icon. The 'Add Cargo to Order' section has a dropdown menu for 'Select cargo type' and an '+ Add' button. The 'Cargo Details' section has a text area for additional information. At the bottom, there is an 'Additional Notes' field and a 'Submit Request' button. A 'Cancel' button is also present.

The footer contains a logo, the text 'Software de Logística para Empresas Transportistas', and a menu with links: Home, Services, System, Administration, Drivers, and Contact. The 'Legal' section includes links for Privacy Notice, Terms and Conditions, and Cookie Policy. The 'Contact' section provides an email address (contacto@logitrax.nexial.center), a phone number (9999999999), and a note about WhatsApp.

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Fig. 4.10 — New Order Request form

- **Delivery Address:** Pre-filled with your registered address. Change it if this shipment goes to a different location.
- **Required Date:** The date by which you need to receive the order.
- **Add Cargo to Order:** Select a cargo type from the dropdown and click + Add. The cargo will appear in the Cargo Details field automatically. You can also type directly to describe your cargo (maximum 1000 characters).
- **Additional Notes:** Special instructions: access hours, contact person at destination, fragile items, special handling, etc.

Click **Submit Request** to send your request. It will appear in your list with status **Pending**. The logistics team will review it, create an order, and update the status to **Processed** with the assigned order folio.

Important: Submitting a request does NOT automatically create a delivery order. The logistics team reviews every request and creates the order manually. You will be notified through the portal when your request has been processed.

4.8 Track My Order

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Track My Order

Select an order and the shipment you want to track.

[← Dashboard](#)

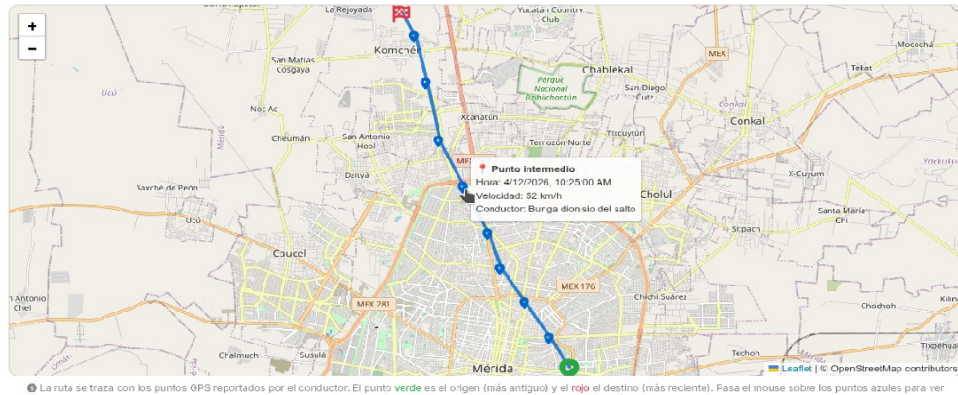
Order

-- Select order --

Shipment

-- First select an order --

Ruta de seguimiento



La ruta se traza con los puntos GPS reportados por el conductor. El punto verde es el origen (más antiguo) y el rojo el destino (más reciente). Pasa el mouse sobre los puntos azules para ver



Software de Logística para Empresas Transportistas

Menu

Home
Services
System
Administration
Drivers
Contact

Legal

Privacy Notice
Terms and Conditions
Cookie Policy

Contact

contacto@logitrax.nexial.center
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4.11 — Track My Order screen

The Track My Order screen allows you to see the real-time GPS route of any active shipment.

To track a shipment:

1. Select your order from the **Order** dropdown.
2. Select the specific shipment from the **Shipment** dropdown (an order may have multiple shipments).
3. The map will display the complete GPS trail of the driver with all tracking points.

The driver's position updates automatically every 30 minutes through the mobile app, or whenever they log an expense or stop. You can see exactly where your cargo is at any given moment — no need to call the logistics team.



Drivers's Guide

The Logistics Platform That Speaks Your Language

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<https://mainoffice.nexial.center>

5. Driver Mobile App

The LogiTrax Driver App is an Android application designed for truck drivers. It is intentionally simple — drivers only need to log in, select their assigned shipment, report their location, register expenses, and confirm deliveries. Everything else is handled automatically.

Android only: The LogiTrax Driver App is available for Android devices only. It is designed to run on low-cost Android phones provided by the company to drivers.

5.1 Login



Fig. 5.1 — Driver App login screen

Open the LogiTrax app on your Android device. The login screen shows three fields:

- **Username:** Your assigned system username.
- **Driver name:** Fills in automatically when you enter your username — confirming your identity before you type your password.
- **Password:** Your assigned password.



Fig. 5.2 — Driver name auto-filled with green confirmation

When you type your username correctly, your full name appears in the Driver name field with a green checkmark — **Driver: [your name]**. This confirms the username is recognized before you enter your password.

Use the flag button to select your preferred language. Tap **Login** to access the app.

5.2 Selecting an Order

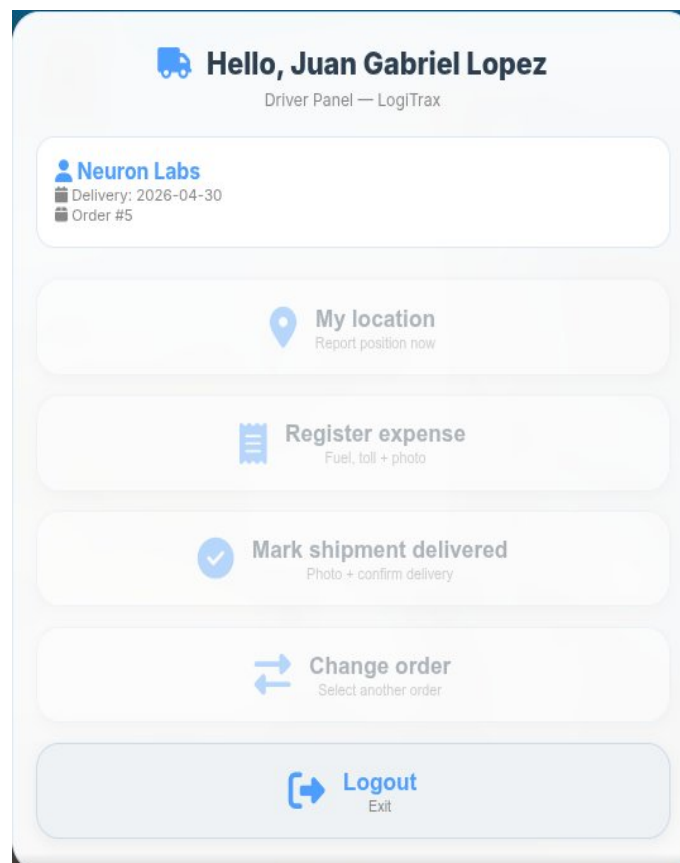


Fig. 5.3 — Driver panel — select an order to activate

After logging in, the Driver Panel shows your name and four action buttons — initially grayed out. Tap the order card at the top to select your assigned shipment. Once selected, all buttons become active.

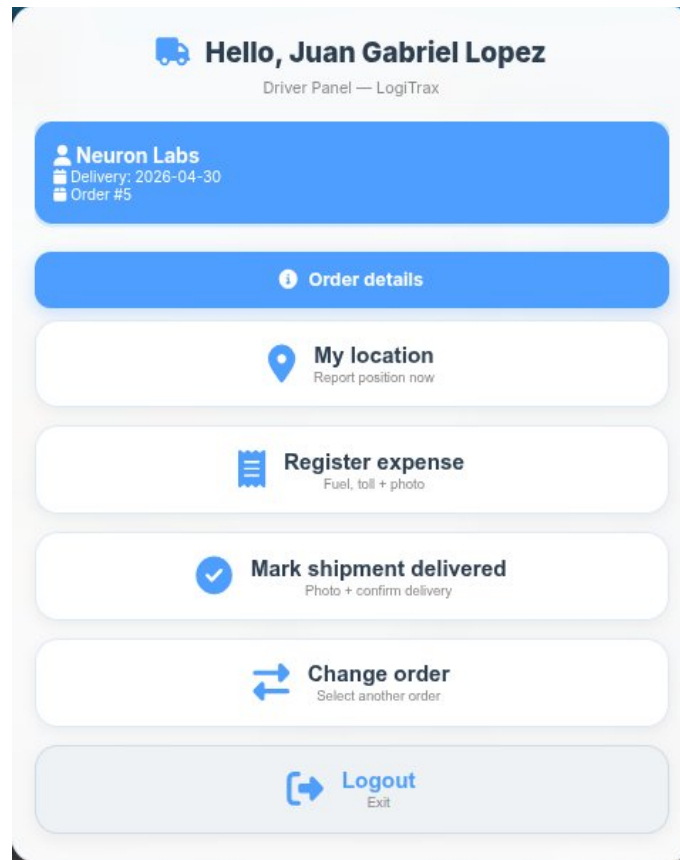


Fig. 5.4 — Driver panel — order selected, all buttons active

The active order card shows the customer name, delivery date, and order number. An **Order details** button also appears.

5.3 Order Details

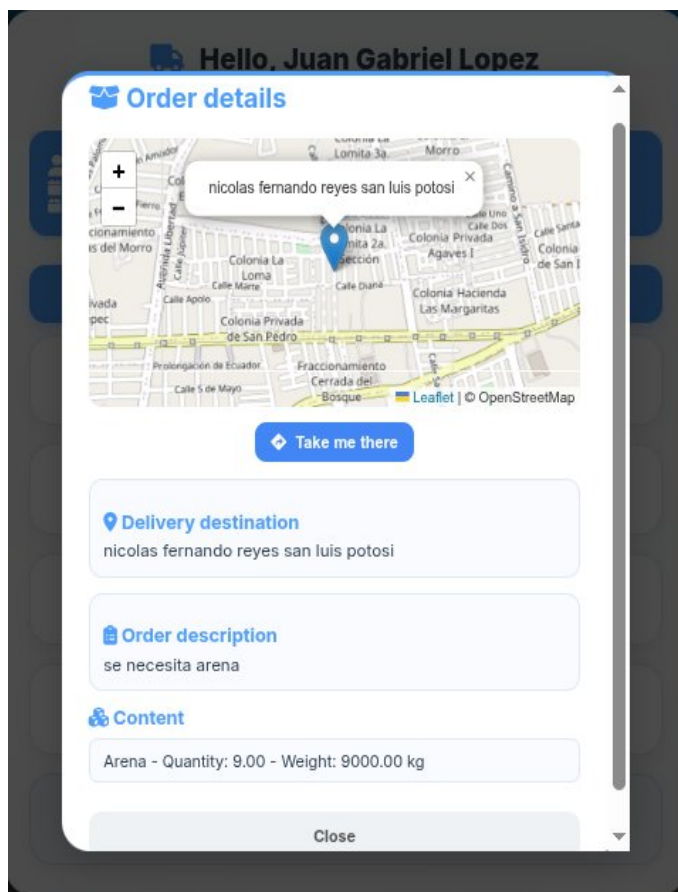


Fig. 5.5 — Order details

Tap **Order details** to see full information about your shipment:

- **Map:** Shows the delivery destination on an OpenStreetMap. Tap Take me there to open navigation.
- **Delivery destination:** The exact delivery address.
- **Order description:** A brief description of the order.
- **Content:** The cargo type, quantity, and total weight.

Tap **Close** to return to the main panel.

5.4 My Location

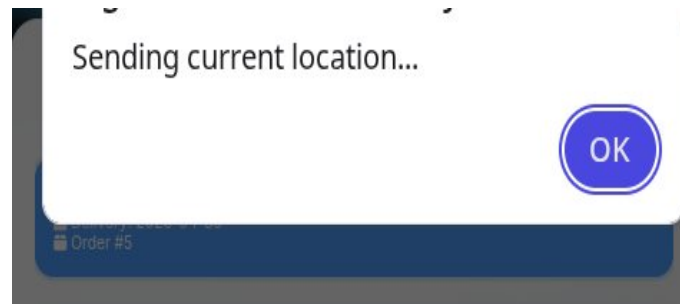


Fig. 5.6 — Location being sent

Tap **My location** to manually report your current GPS position to the system. A message **Sending current location...** will appear. Tap **OK** to confirm.

Automatic tracking: The app reports your GPS position automatically every 30 minutes in the background — even if you don't tap My location. Additional position points are recorded whenever you register an expense. All points are visible to the logistics team on the GPS Monitoring map.

5.5 Register Expense

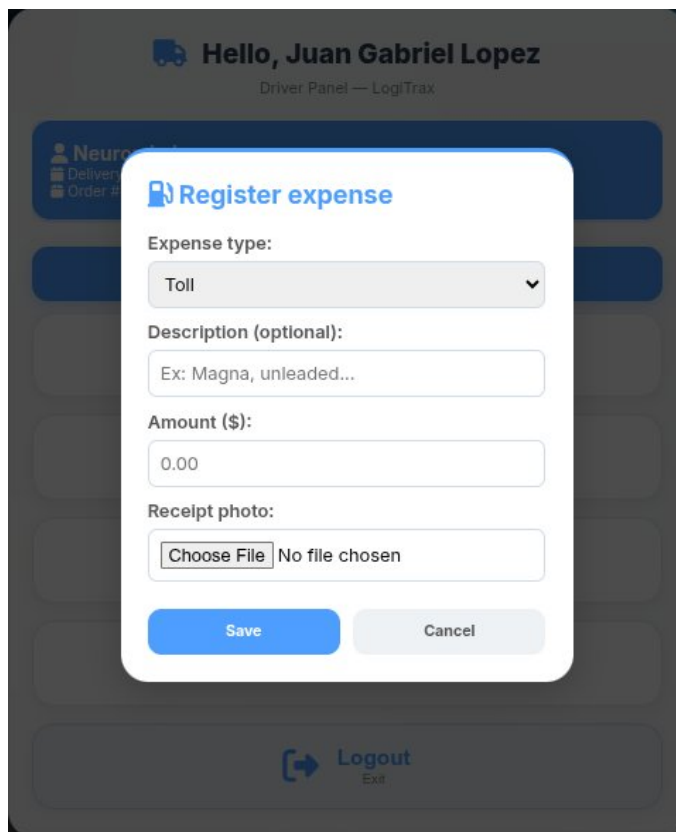
The image shows a mobile application interface for a driver. At the top, it says "Hello, Juan Gabriel Lopez" and "Driver Panel — LogiTrax". Below this, there are icons for "Neuro", "Delivery", and "Order". A modal form titled "Register expense" is displayed in the center. The form has four sections: "Expense type:" with a dropdown menu showing "Toll"; "Description (optional):" with a text input field containing "Ex: Magna, unleaded..."; "Amount (\$):" with a text input field containing "0.00"; and "Receipt photo:" with a "Choose File" button and the text "No file chosen". At the bottom of the form are "Save" and "Cancel" buttons. Below the form, there is a "Logout" button with an arrow icon and the word "Exit" underneath it.

Fig. 5.7 — Register expense form

Tap **Register expense** to log a trip expense. A form will appear with the following fields:

- **Expense type:** Select the category: Toll, Hotel, Restaurant, Fuel, Oil, Repair, or Other.
- **Description:** Optional. Add details such as the gas station name, toll booth, or restaurant.
- **Amount:** The expense amount.
- **Receipt photo:** Take a photo of the receipt or select one from your gallery as proof.

Tap **Save** to register the expense. The GPS location at the time of saving is recorded automatically alongside the expense.

5.6 Mark Shipment Delivered

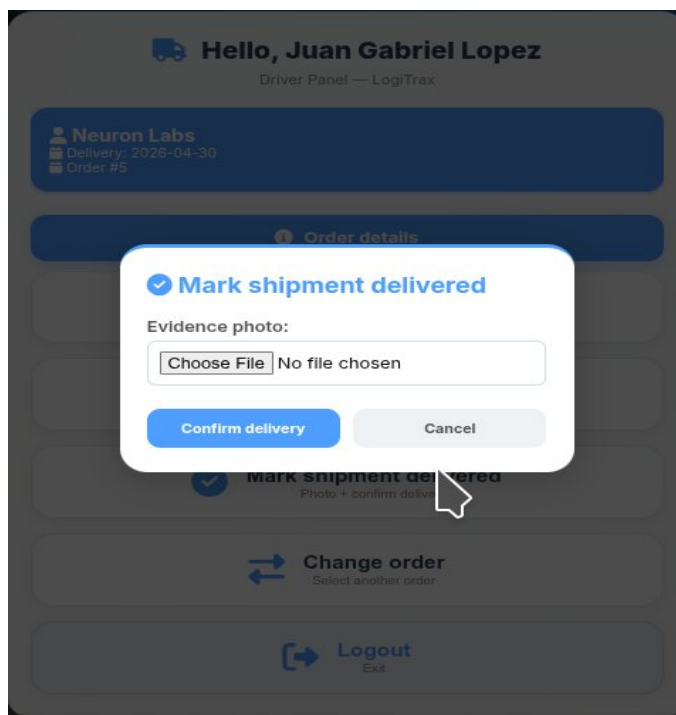


Fig. 5.8 — Mark shipment delivered

When you arrive at the destination and complete the delivery, tap **Mark shipment delivered**. A confirmation dialog will appear:

- **Evidence photo:** Take a photo of the delivered cargo or the signed receipt as proof of delivery. The photo, your GPS location, and the exact timestamp are recorded automatically.

Tap **Confirm delivery** to complete the shipment. The order status will update in the system and the customer will be able to see the delivery confirmation from their portal.

Zero disputes: The evidence photo combined with GPS location and timestamp creates an irrefutable proof of delivery. This protects both the driver and the company in case of any dispute.

5.7 Change Order

If you have multiple shipments assigned, tap **Change order** to switch to a different order. Select the new order from the list and all actions will apply to the newly selected shipment.

5.8 Logout

Tap **Logout** at the bottom of the screen to exit the app. Always log out when you finish your shift to keep your account secure.