



GETTING STARTED GUIDE

Welcome to Tread.

Everything you need to get your team running on Tread. Built for haulers, producers, and construction materials companies.

JUNE 2026



Scan to download **Tread App**



OR



Download on the
App Store



Get it on
Google Play



What we'll cover **today**

Introduction to Tread

What Tread does and how it fits your operation.

Walkthrough

Set up your account, add drivers, and run your first dispatch.

Q&A and support

Your questions, plus where to find help going forward.



Built to move more **construction materials**.

Receive jobs from your customers, assign drivers, see what's happening on the ground, and get paid on time. All in one place.

01

No more phone tag

Jobs land in your account without a phone call, text, or email. Accept and assign drivers in seconds.

02

One source of truth

Track every driver. Schedule every dispatch.
Never miss an assignment.

03

Goodbye paper

Drivers add scale tickets and timesheets right from the app. No more paper drop-offs at the office.



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Share these with your drivers

Send these links to your drivers ahead of time. Printing the one-page guide for the cab is a good idea too.

RESOURCE	LINK
Mobile app download	link.tread.io/app →
One-page driver guide	Open the one-page guide →
Full driver training (with videos)	Open the full training guide →



Six steps. From app open to load delivered.

Everything a new driver needs to know, end to end.



STEP 01

Download the app

App Store or Google Play.



STEP 02

Sign in with their phone

One text code, no password.



STEP 03

Enable location and GPS

Once per device. Active jobs only.



STEP 04

Accept and start the job

Right from the cab.



STEP 05

Add scale tickets

Snap a photo or type it in.



STEP 06

Mark the job done

Closes the loop with the office.



CHAPTER 1 · FOR DRIVERS

The driver app, **step by step.**

The six things every driver needs to know on day one.

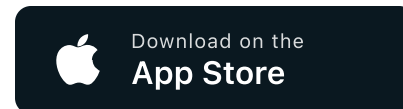


DRIVER · STEP 01

Download Tread App



OR



Sign in using phone number



Mobile app screen for phone sign-in:

- Back arrow and Tread logo at the top.
- Phone number entry field: +1 2133479464.
- Yellow button: SEND CODE VIA TEXT.
- OR separator.
- Light blue button: SIGN IN WITH EMAIL.
- Version 1.96.0.
- Need help? CONTACT SUPPORT.
- By signing in to Tread, you accept Tread's terms and policies (Terms of Use, Privacy Policy).
- Numeric keypad with letters for digits 1-9 and a backspace icon for 0.

Mobile app screen for verification code entry:

- Back arrow and Tread logo at the top.
- Section: Enter Verification Code.
- Text: Check your text messages.
- Six empty boxes for the verification code.
- Text: Wait 2m 58s to resend.
- Gray button: SIGN IN.
- Text: I didn't get a text messaged code.
- Link: REGISTER WITH TREAD.
- Numeric keypad with letters for digits 1-9 and a backspace icon for 0.

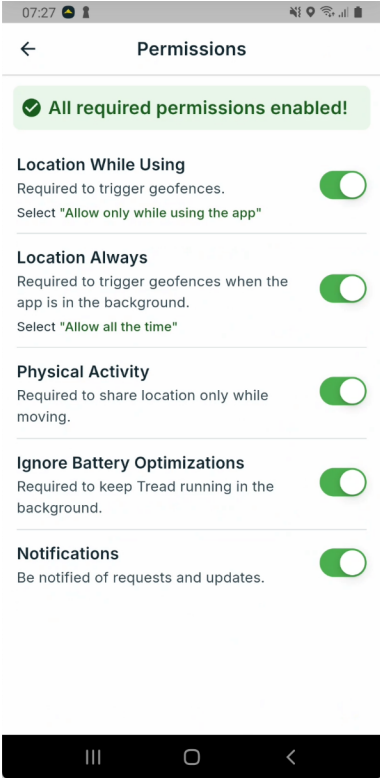
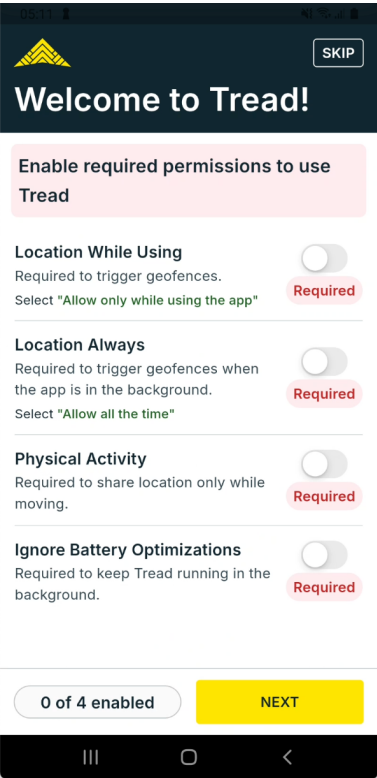
- 1 Tap **SIGN IN WITH PHONE**.
- 2 Enter your phone number, then tap **SEND CODE VIA TEXT**.
- 3 Enter the 6-digit verification code sent by SMS to sign in.

NO PASSWORD Drivers sign in with their phone number and a one-time SMS code. No password required.

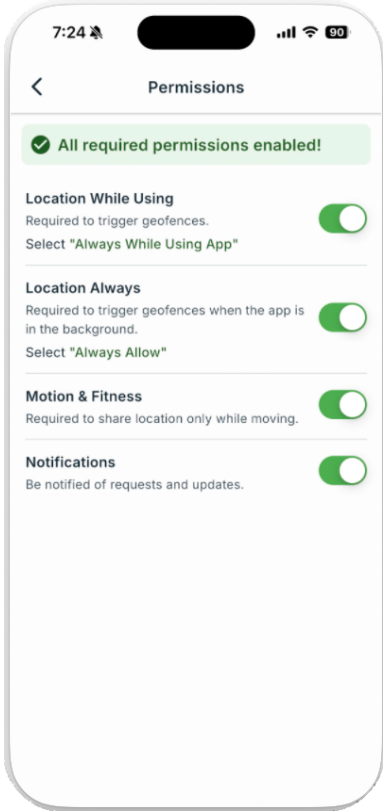
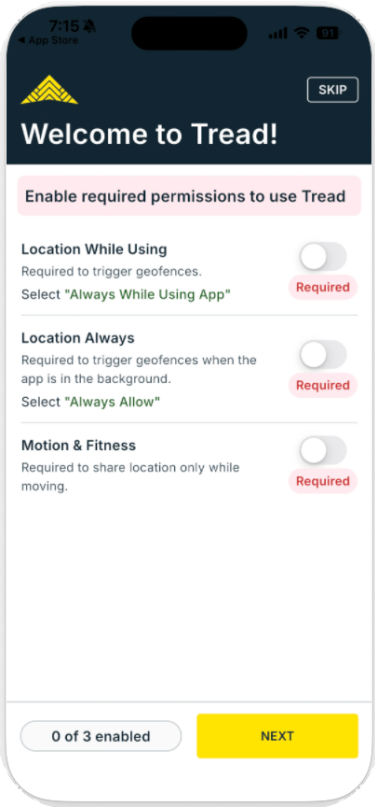


Set location and GPS permissions

Android device permissions



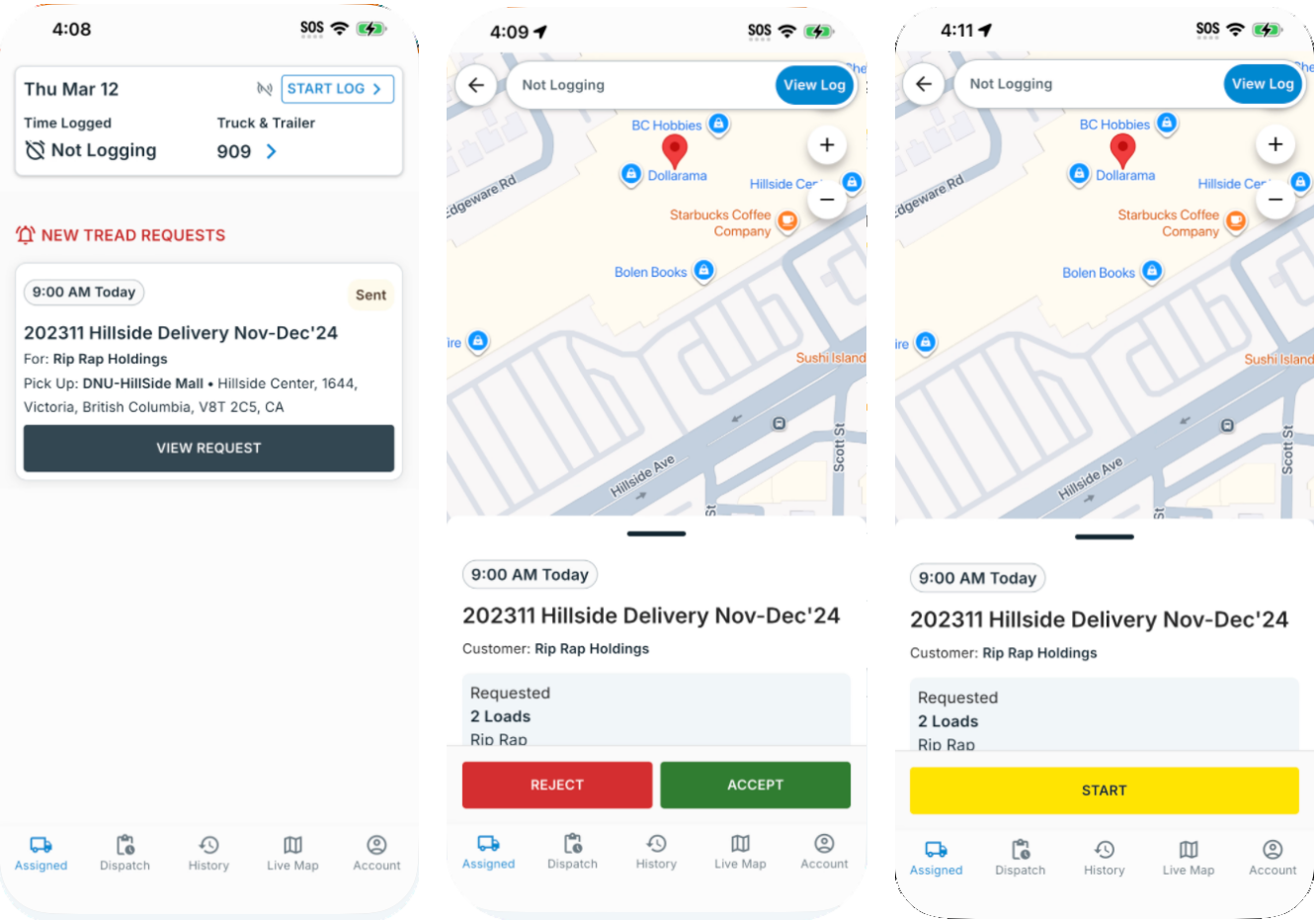
iOS device permissions



IMPORTANT Tread tracks driver location **only** while a job is active. No tracking outside active jobs. Allow location access when prompted.

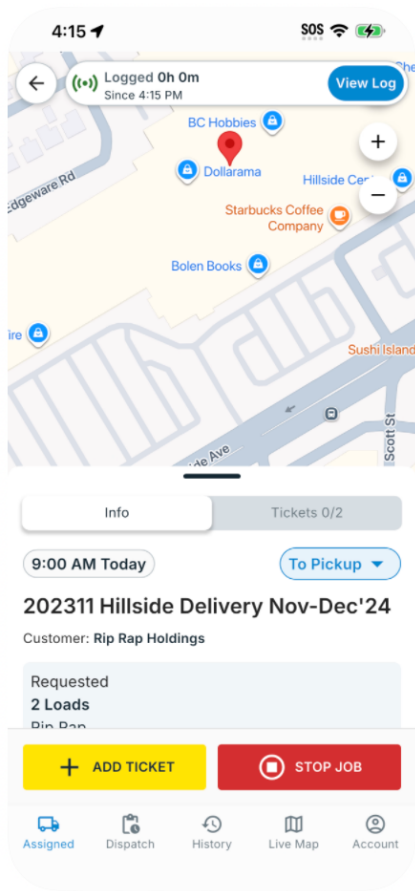


Accept and start jobs



- 1 Your assignments are in the Assigned menu. Tap **VIEW REQUEST**.
- 2 Tap **ACCEPT** to take the job.
- 3 Tap **START** to begin the job.

Add scale tickets



Load 1

Details & Ticket

×

Load Details

Digital Ticket

Add Scale Ticket Photo

CAMERA

GALLERY

Scale Ticket

EDIT

Ticket number *

Quantity *

Unit of Measure *

Material *

Load

3/4 Class 2

Times

EDIT

Arrived at Pickup

Loaded At

Arrived at Dropoff

DONE

Load 1

Details & Ticket

×

Load Details

Digital Ticket

Scale Ticket

EDIT

Ticket number *

Quantity *

Unit of Measure *

Material *

107380

23.0

Ton

Sand

Times

EDIT

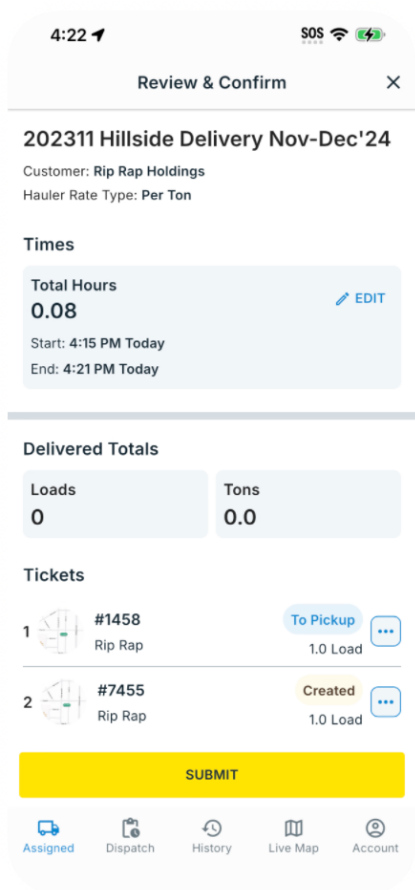
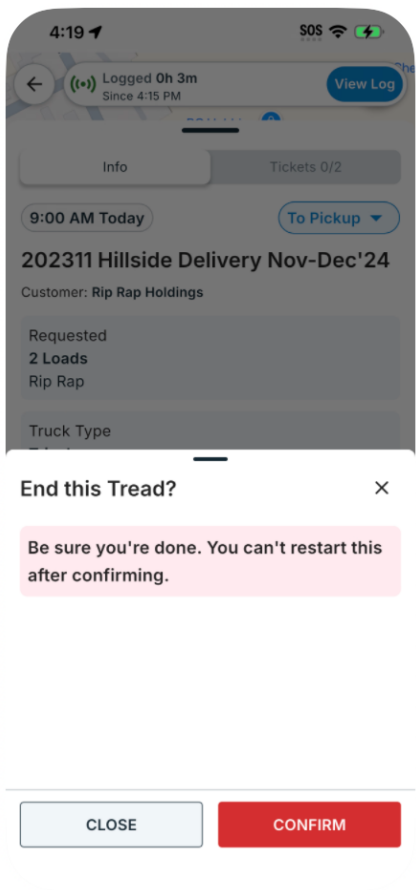
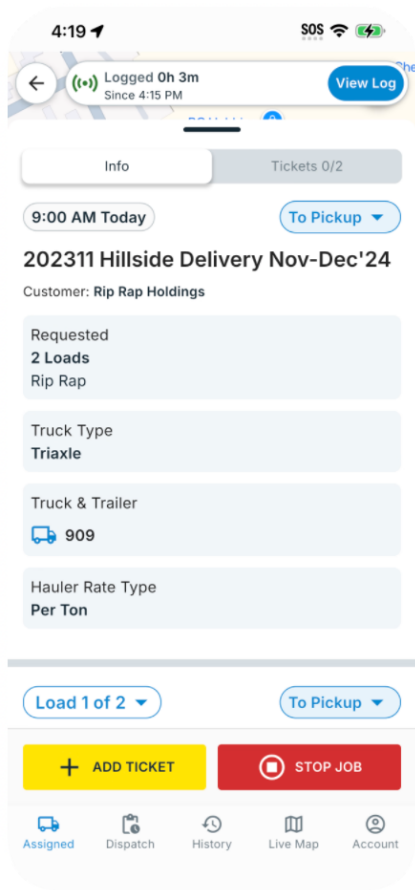
Arrived at Pickup

Loaded At

DONE

- 1 Tap **ADD TICKET** on the active job.
- 2 Snap a photo with **CAMERA** or pick from **GALLERY**, then fill in ticket number, quantity, unit, and material.
- 3 Tap **DONE**. The ticket is saved with the job.

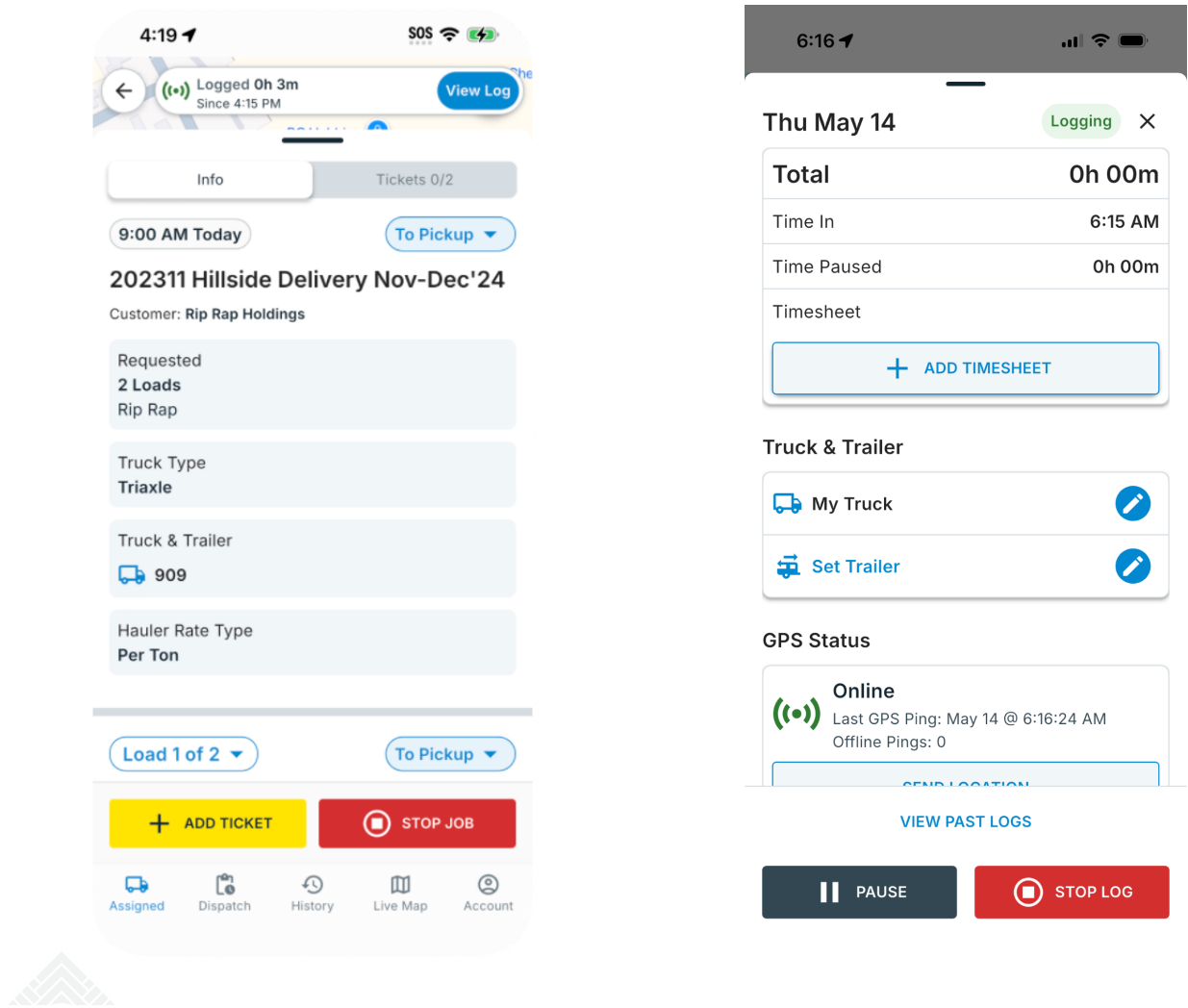
Stop a job



- 1 When the load is delivered, tap **STOP JOB**.
- 2 Tap **CONFIRM** to end the Tread.
- 3 Review the times and tickets, then tap **SUBMIT**. The job is marked complete and visible to the dispatcher.



Adding hourly timesheets



- 1 From the active job, tap **View Log**.
- 2 Tap **+ ADD TIMESHEET** to log hourly time directly in the app.

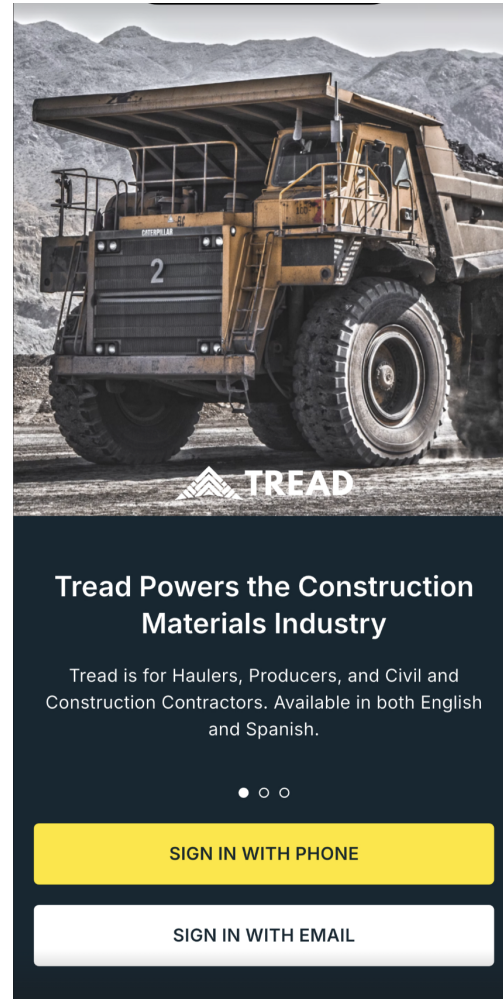
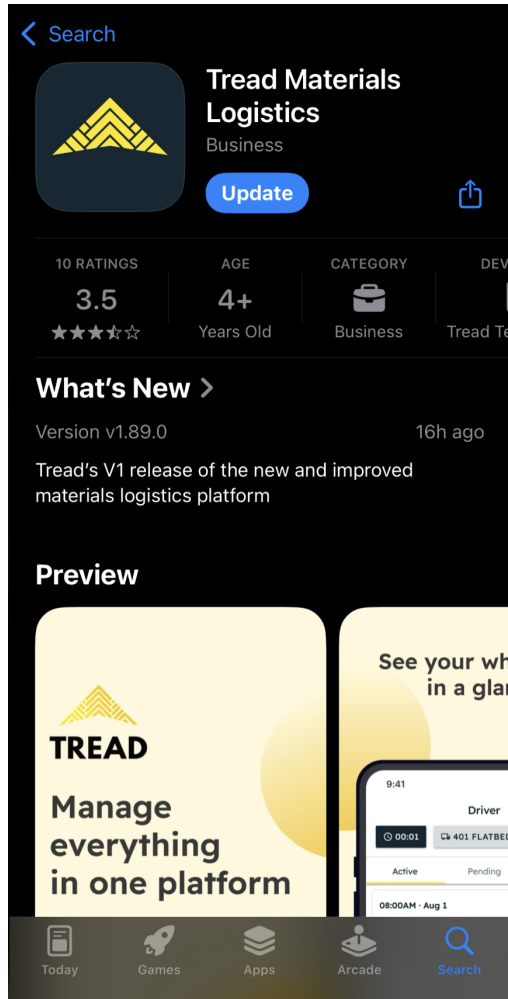
ROLLING OUT BY REGION Hourly timesheets are rolling out region by region. Contact your CSM to confirm availability in your area.

Set up your team **on mobile.**

Add drivers, trucks, and other users from your phone.

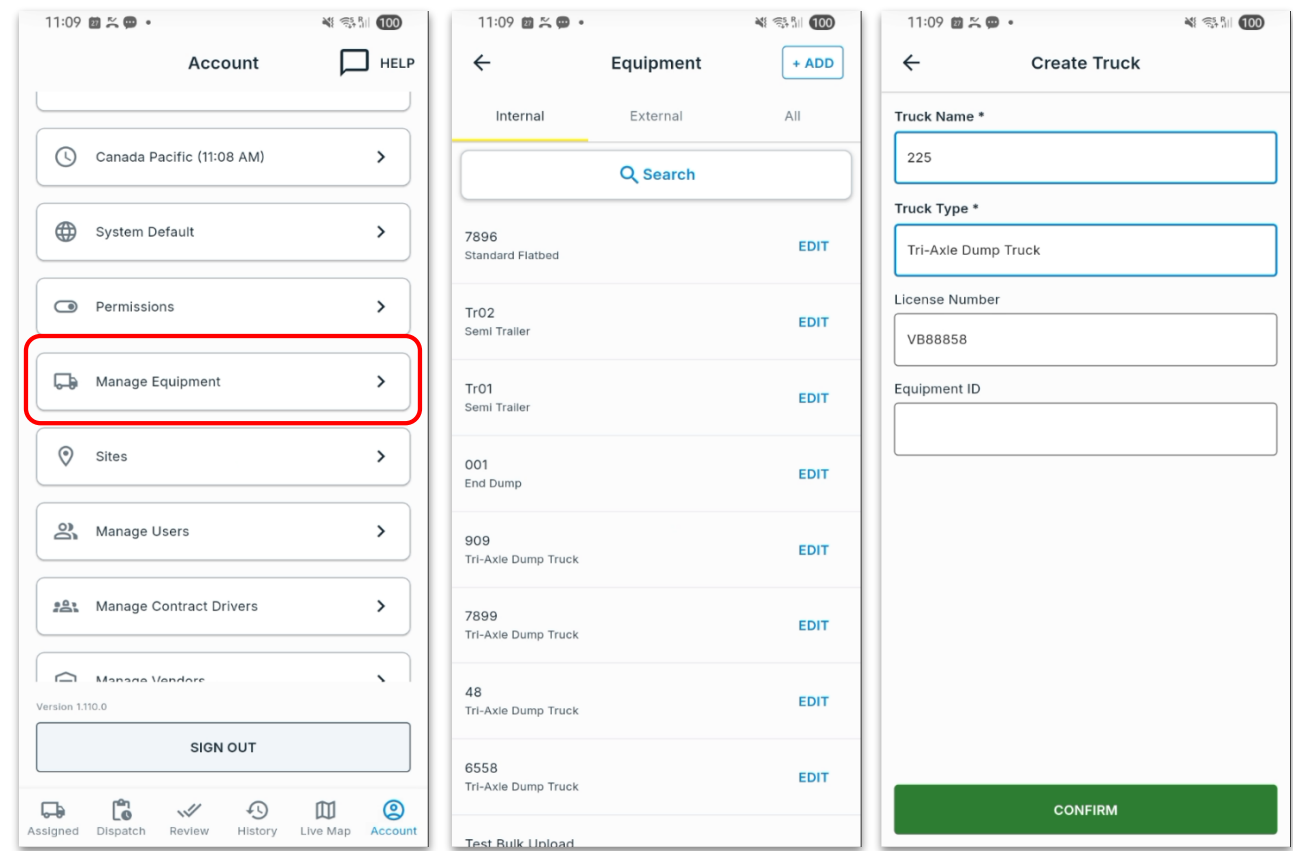


Download the app and sign in



- 1 Download **Tread Material Logistics** from the App Store or Google Play.
- 2 Or go to link.tread.io/app on your phone.
- 3 Sign in with your phone number or email address.

Add your trucks

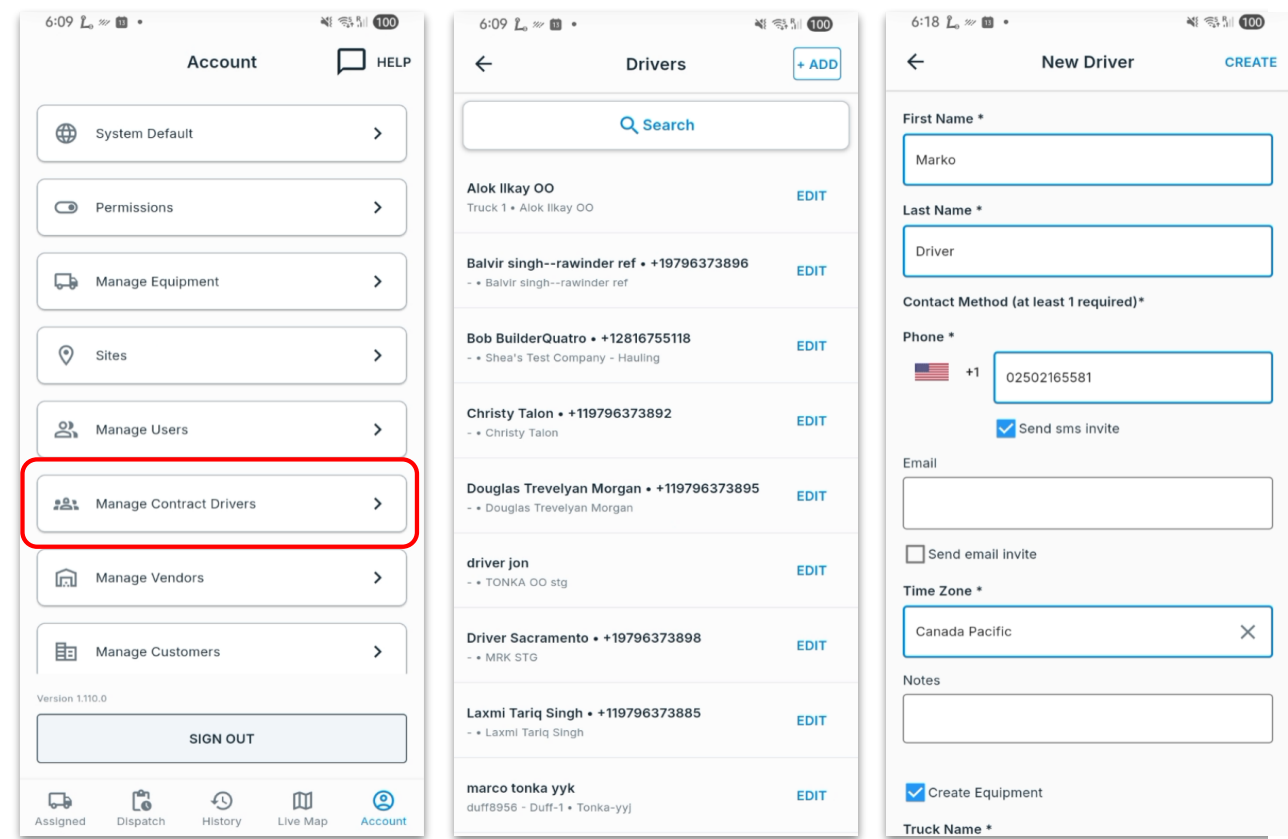


- 1 Tap **Account** .
- 2 Tap **Manage Equipment** .
- 3 Tap **+ Add** .
- 4 Enter the truck name, type, and details. Tap **Confirm** .

TIP Add every truck in your fleet so drivers can be matched to the right equipment when you assign jobs.



Add your drivers

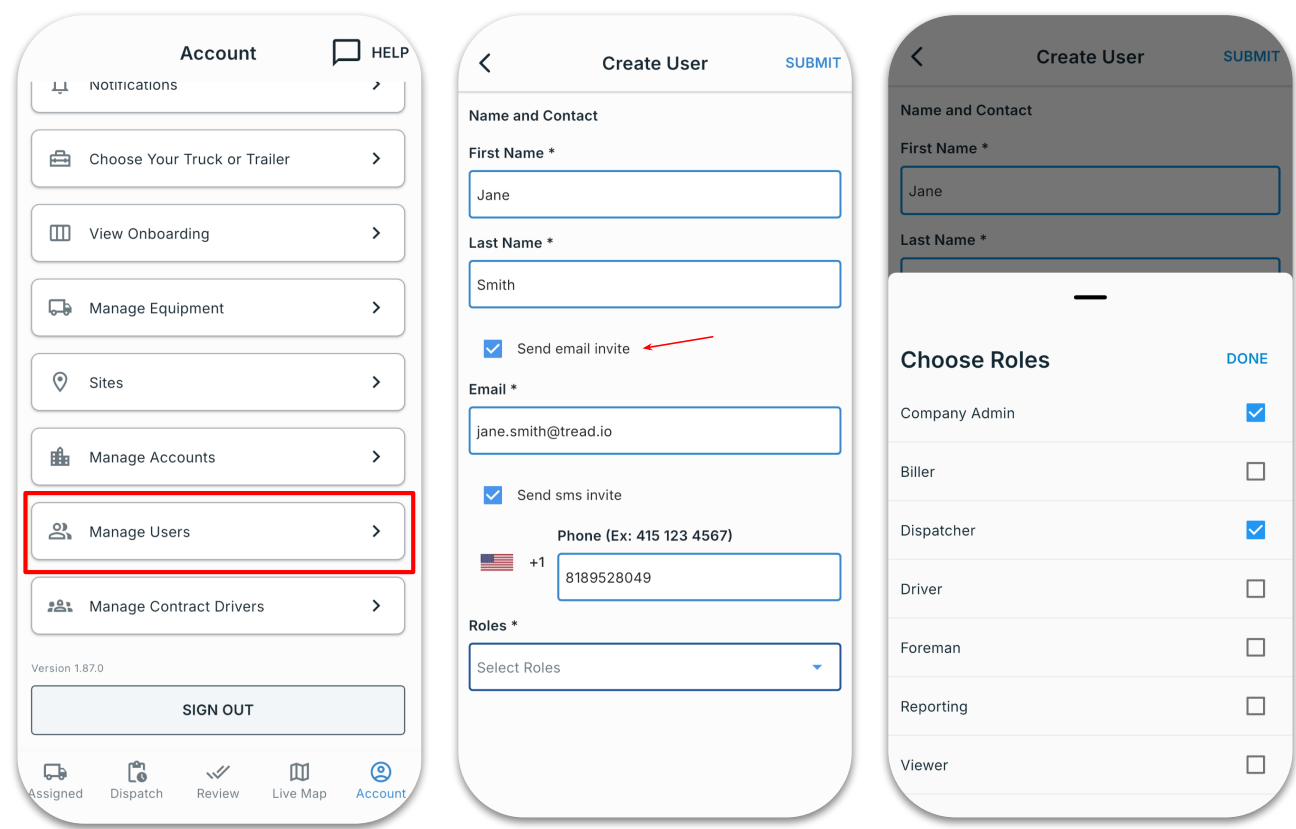


- 1 Tap **Account** .
- 2 Tap **Manage Users** for employees on your payroll, or **Manage Contract Drivers** for outside haulers.
- 3 Tap **+ Add** .
- 4 Fill in the driver details, tap **Create** .

IMPORTANT Check **Send SMS invite** so the driver gets a text to download the app.



Add dispatchers and admins



- 1 Tap **Account** .
- 2 Tap **Manage Users** .
- 3 Enter the user's name, email, and phone.
- 4 Check the boxes to send an email or SMS invite.
- 5 Pick the right role for the user.
- 6 Tap **Submit** to create the user.

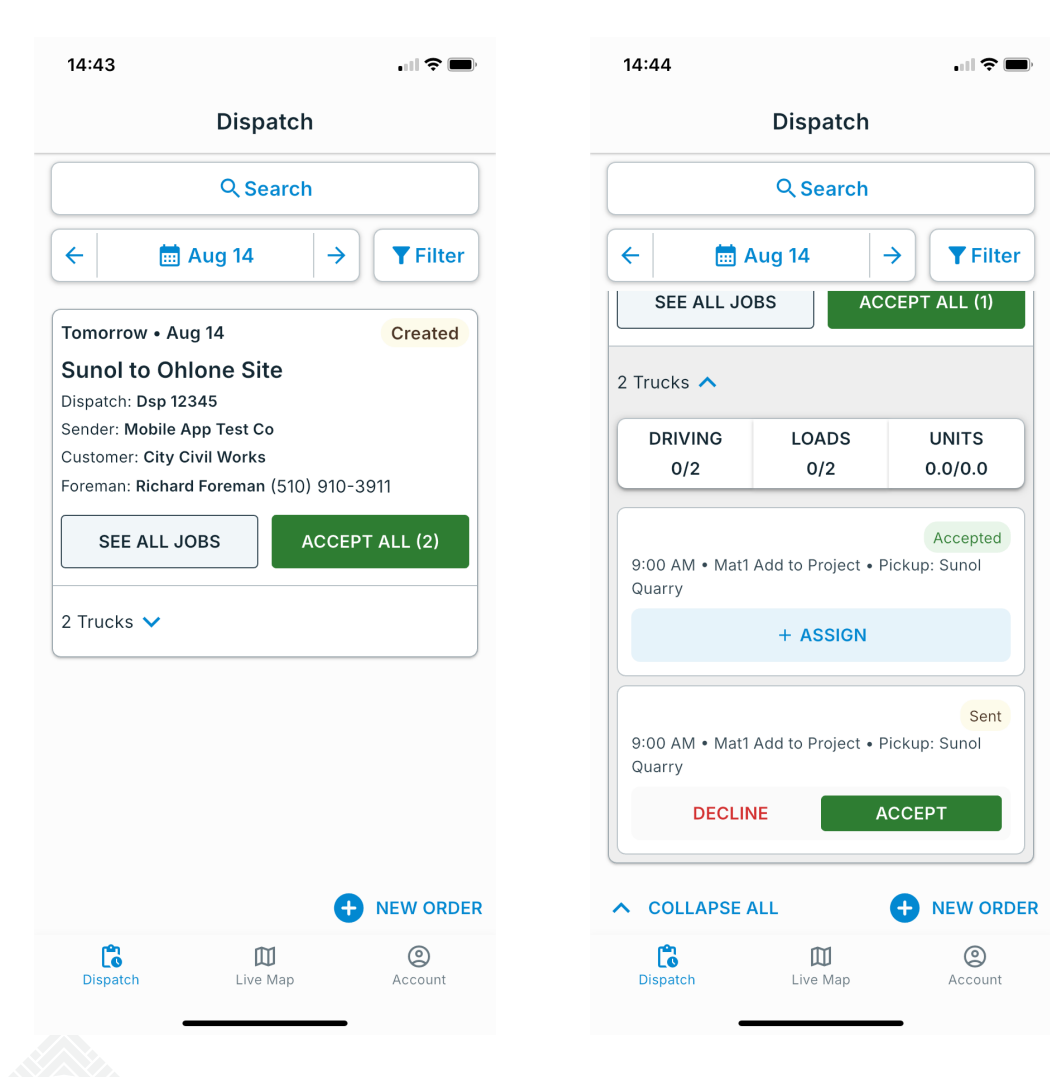


Accept and assign jobs **on mobile.**

From accepting a customer's job to sending it to a driver, all from your phone.

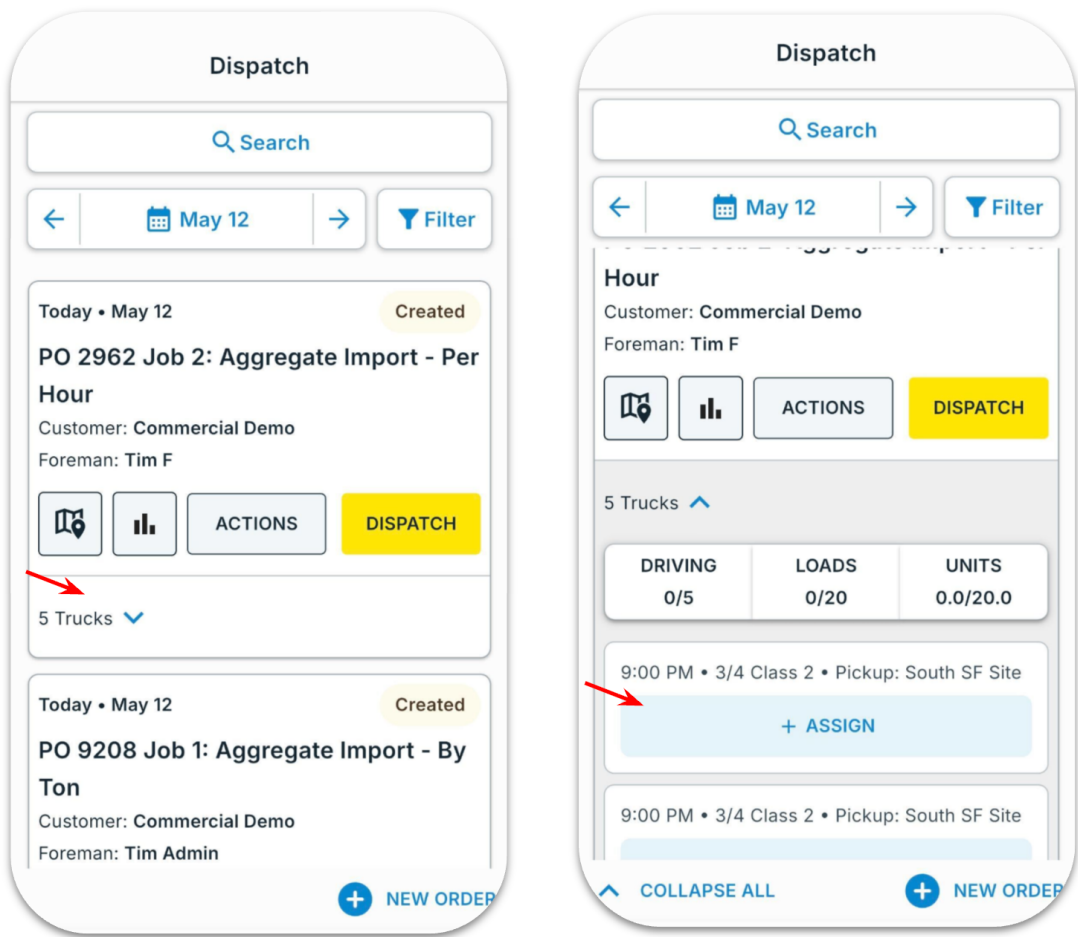


Accept jobs from your customer



- 1 Tap **Accept All** to take every pending job at once.
- 2 Or tap the down arrow ▼ next to the truck count to accept jobs individually.
- 3 Accepted jobs show an **Accepted** status and are ready to assign to drivers.

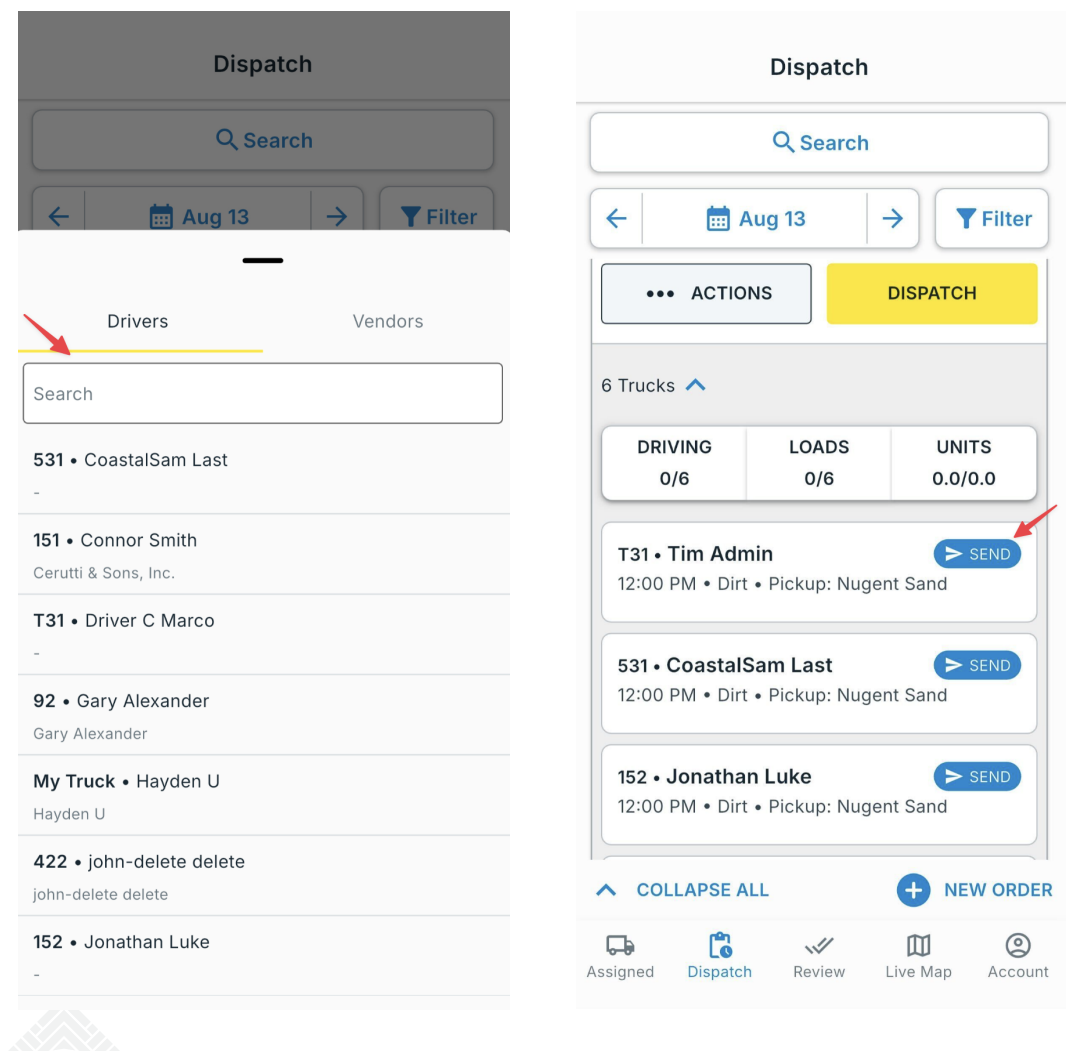
Open the assignment view



- 1 Tap the down arrow ▼ next to the Order truck count to expand and view the list of assigned trucks.
- 2 Tap **+ Assign** to start adding a driver.



Pick a driver and send



- 1 Search for a driver by name or truck number.
- 2 Tap **SEND** to push the job to the driver.

WHAT HAPPENS NEXT The driver will receive a notification and can accept the job and start it in the mobile app.

Set up from **your desk.**

Same setup, more room to work. Add trucks, drivers, and users from any browser.



Log into the Tread web platform

- 1 Go to `app.tread-horizon.com`.
- 2 Enter your email or phone number.
- 3 Continue by entering your password or login code.

A screenshot of the Tread web platform's sign-in interface. The background is dark with a repeating geometric pattern. A white card in the center contains the Tread logo and the text 'Sign In'. Below this, there are two login options: 'Email' and 'Phone'. The 'Email' option has a text input field and a 'Continue with email' button. The 'Phone' option has a text input field with a Canadian flag icon and the number '+1 9051231234', and a 'Send SMS login code' button. At the bottom of the card, there is a disclaimer: 'By logging in to Tread, you accept Tread's Terms of Use and Privacy Policy.' and a copyright notice: 'Copyright © Tread 2025.'

Add your trucks

The screenshot shows a web application interface for managing trucks. The top navigation bar includes tabs for Sales, Dispatch, Assigned, Approvals, Live Map, Reports, Sites, and Settings. The 'Settings' tab is active. On the left sidebar, the 'Equipment' section is highlighted. The main content area displays a table of equipment with columns for Number/Name, Equipment ID, Actions, and Ticket Match Number. A modal window titled 'Create Internal Truck' is open, allowing users to add a new truck. The modal includes fields for Company (set to Coastal Contracting), Truck Number/Name, Equipment Type (set to Select), Equipment ID, License Number, Accounting ID, and Zone. There is also a section for sharing with connected companies and a 'Create' button.

Number/Name	Equipment ID	Actions	Ticket Match Number
Semi Dropdeck Flat Bed	3805	✎ ⋮	
PMRX5511		✎ ⋮	
1363		✎ ⋮	
531		✎ ⋮	
2215	2215	✎ ⋮	
2236	2236	✎ ⋮	
2224	2224	✎ ⋮	
2203	2203	✎ ⋮	
2202	2202	✎ ⋮	
Colorado-TX1	KTX-Colorado-1	✎ ⋮	
RL-SD24		✎ ⋮	
773	MIL101	✎ ⋮	

- 1 Click **Settings** .
- 2 Click **Equipment** .
- 3 Click **Create Equipment** .
- 4 Add the truck number or name and pick an equipment type. Click **Create** .



Add and invite your drivers

The screenshot shows the 'Create Driver' modal form. The form fields are as follows:

Field	Value
Company *	Coastal Contracting
First Name *	
Last Name *	
Truck Number/Name *	
Truck Type *	
Phone	+1 9051231234
Email	
Time Zone *	US/Pacific
Address	Start typing to search

Buttons: Cancel, Create

- 1 Click **Settings**.
- 2 Click **Users** for employees on your payroll, or **Drivers** for outside haulers.
- 3 Click **Create Driver** (or **Create User**).
- 4 Fill in the driver's details.

IMPORTANT Check **Send SMS Invitation** so the driver gets a text to download the app.



Assign default trucks to drivers

If your drivers typically drive the same truck, pair them once and Tread carries it through.

Sales

Dispatch

Assigned

Approvals

Live Map

Reports

Sites

Settings

Dispatch as Coastal Contracting

Tim Admin

Company Admin + 4 • Coas...

User

User Profile

Administration

General Settings

Users

Drivers

Customers

Vendors

Equipment Types

Equipment

Materials

Rates

Sites

Departments

Service Classes

Configuration

Integrations

Drivers

Filters

Columns

Search...

Create Driver

Last Name	First Name	Equipment	Email	Phone	Crea...	Actions
Last	CoastalSam	531 • End Dump	sameer+coastal@tread.io	+1 0005698745	07/12/2	
Smith	Connor	T41 • End Dump Trailer	connor@cstruck.net	+1 559 777 9050	03/03/	
Marco	Driver C	151 • Transfer		+1 250 222 5555	04/25/	
Alexander	Gary	My Truck • Standard		+1 519 889 0425	01/13/2	
U	Hayden	Super 2124 • Super Dump Truck		+1 225 362 9241	05/21/2	
Luke	Jonathan	773 • Standard	jonathan+coastal@tread.io	+1 619 365 6440	04/09/	
A	Kenneth	RL-SD24 • Super Dump Truck		+1 504 417 4701	06/30/	
Bridge	Kyle	Colorado-TX1 • Tri-Axle		+1 519 706 4302	01/13/2	
Driver3	marco	2202 • 3	marco+cd3@tread.io		10/29/2	
Coastal	Marco	2203 • 3	marco+coastal@tread.io	+1 803 721 2058	04/24/	

1 Click Settings .

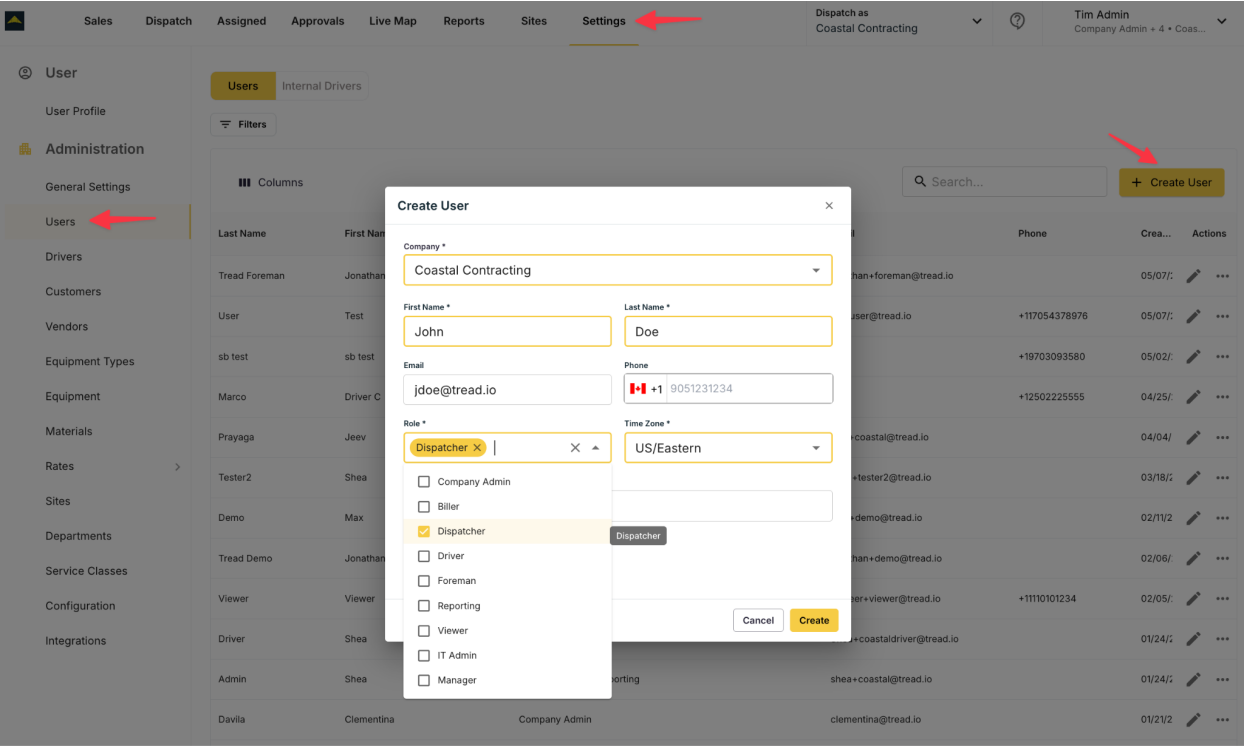
2 Click Drivers .

3 Click into the Equipment box on each driver row and pick their truck.

WHY THIS HELPS The truck name shows up alongside the driver every time you dispatch them. Fewer clicks, fewer mistakes.

29 / 36

Add dispatchers and admins



- 1 Click **Settings** .
- 2 Click **Users** .
- 3 Click **Create User** .
- 4 Pick the right **Role** for the user (dispatcher, admin, etc.).

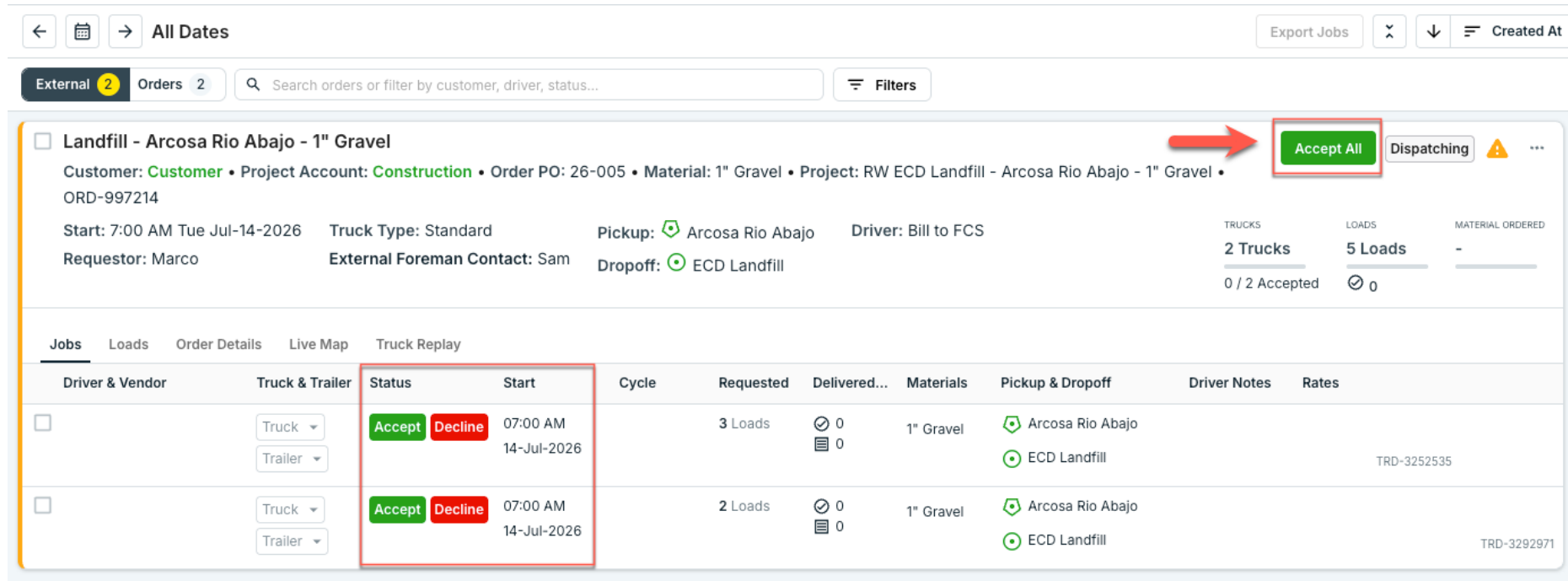


Run dispatch **at scale.**

Accept jobs, assign drivers, send them out. From browser to driver's phone in seconds.



Inbound work first appears in the External tab



← 📅 → All Dates Export Jobs × ↓ ≡ Created At

External 2 **Orders** 2 Filters

☐ **Landfill - Arcosa Rio Abajo - 1" Gravel** Accept All Dispatching ⚠️ ...

Customer: **Customer** • Project Account: **Construction** • Order PO: 26-005 • Material: 1" Gravel • Project: RW ECD Landfill - Arcosa Rio Abajo - 1" Gravel • ORD-997214

Start: 7:00 AM Tue Jul-14-2026 **Truck Type:** Standard **Pickup:** 📍 Arcosa Rio Abajo **Driver:** Bill to FCS
Requestor: Marco **External Foreman Contact:** Sam **Dropoff:** 📍 ECD Landfill

TRUCKS 2 Trucks **LOADS** 5 Loads **MATERIAL ORDERED** -
 0 / 2 Accepted 👍 0

Jobs **Loads** **Order Details** **Live Map** **Truck Replay**

Driver & Vendor	Truck & Trailer	Status	Start	Cycle	Requested	Delivered...	Materials	Pickup & Dropoff	Driver Notes	Rates
☐	Truck Trailer	Accept Decline	07:00 AM 14-Jul-2026		3 Loads	👍 0 📄 0	1" Gravel	📍 Arcosa Rio Abajo 📍 ECD Landfill		TRD-3252535
☐	Truck Trailer	Accept Decline	07:00 AM 14-Jul-2026		2 Loads	👍 0 📄 0	1" Gravel	📍 Arcosa Rio Abajo 📍 ECD Landfill		TRD-3292971

- 1 Work your customer dispatches to you lands in your **External** tab as an inbound order.
- 2 Orders needing Accept or Decline stay in External, accented for fast review.
- 3 Once you accept a job, that work moves into your regular **Orders** workflow.

HEADS UP Orders with a mix of accepted and pending jobs show in both tabs, so what still needs action is always clear.

Accept jobs from your customer

☐ 202311 Hillside Delivery Nov-Dec'24

Customer: **MRK TRUCKING-demo** • Project Account: **Rip Rap Holdings** • Order PO: 0001 • Material: Rip Rap • Project: Hillside Delivery Nov-Dec'24 • Project Ext ID: 202311 • ORD-640554

Start: 8:00 PM Fri Mar-27-2026 Truck Type: Triaxle Pickup: DNU-Mt Doug Cordova bay
Requestor: Marco Admin Dropoff: DNU-HillSide Mall

Accept All Pending ...

TRUCKS 3 Trucks 0 / 3 Accepted LOADS 3 Loads 0 MATERIAL ORDERED -

Jobs Loads Order Details Live Map

Driver & Vendor	Truck & Trailer	Status	Start	Cycle	Requested	Delivered	Loads	Materials	Pickup & Dropoff	Driver Notes	Rates
☐	Truck Trailer	Accept Decline	08:00 PM 27-Mar-2026		1 Load	0 0		Rip Rap	DNU-Mt Doug Cordova bay DNU-HillSide Mall		Per Ton TRD-2360645
☐	Truck Trailer	Accept Decline	08:00 PM 27-Mar-2026		1 Load	0 0		Rip Rap	DNU-Mt Doug Cordova bay DNU-HillSide Mall		Per Ton TRD-2360646
☐	Truck Trailer	Accept Decline	08:00 PM 27-Mar-2026		1 Load	0 0		Rip Rap	DNU-Mt Doug Cordova bay DNU-HillSide Mall		Per Ton TRD-2360647

- 1 Click **Accept** on each truck row to take jobs one at a time.
- 2 Or click **Accept All** at the top of the order to take every pending row at once.



Assign drivers to jobs

11-Aug-2025 Status

Accepted
1/4

Unassigned 2
Assigned 0
Sent 0
Rejected 0
Canceled 0

Available
60/62

Accepted 0
En Route 0
Loaded 0
Unloaded 0
Completed 2

Show Less

Driver

Vendor

Search

Show All

531 • CoastalSam Last
End Dump

151 • Connor Smith
Transfer
Corutti & Sons, Inc.

T31 • Driver C Marco
Super Dump Truck

92 • Gary Alexander
Standard
Gary Alexander

Sales

Dispatch

Assigned

Approvals

Live Map

Reports

Sites

Settings

Dispatch as
Coastal Contracting

Tim Admin
Company Admin + 4 • Coas...

Refresh

Quick Order

New Order

←

→

Today, Mon Aug-11-2025

Send All Jobs

Export Jobs

↓

Created At

External

Orders

Search Orders

Filters

155341 Test Project 4.29

Coastal Contra...

Pending

...

Customer: CA DOT • Customer Rate: \$600.00 Per Hour • Material: Dirt • Project: Test Project 4.29 • Phase Code: 42232 • Project Ext ID: 15...

Start: 1:00 PM Mon Aug-11-2025 Truck Type: Standard Pickup: San Francisco Ferry Building-Golden Gate Ferry Terminal, San Francisco, CA 94111, United States 2 Trucks

Requestor: Tim Admin Foreman: Tim Admin Dropoff: SF Office 0 / 2 Accepted

Jobs

Order Details

Live Map

Timeline

Edit Trucks Count

Job

Driver & Vendor

Truck & Trailer

Status

Start

Cycle

Request...

Delivere...

Materials

Pickup & Dropoff

Driver Notes

Rates

Bulk Edit

Assign

Truck

Created

01:00 PM

1 Load

0

0

Dirt

San Francisco Fer...

Enter throug...

+\$600.00 Per Hour

TRD-1183547

Assign

Truck

Created

01:00 PM

1 Load

0

0

Dirt

San Francisco Fer...

Enter throug...

+\$600.00 Per Hour

TRD-1183549

35442 Torrey Pines South Parking Lot Renovation

Paving

Coastal Contra...

Completed

...

Customer: San Diego County • Material: Dirt • Project: Torrey Pines South Parking Lot Renovation • Project Ext ID: 35442 • ORD-277...

Start: 10:00 AM Mon Aug-11-2025 Truck Type: Side Dump Order: Project note example 1 Truck Running 300

Requestor: Jonathan Luke Foreman: Jonathan Luke +16193656440 Internal: Internal note only 1 / 1 Accepted 0 Delivered 0 Delivered

Driver: Enter from Torrey Pines Scenic Dr.

A Gravel Inventory

Coastal Contra...

Completed

...

Customer: Clinton Wash Plant • Material: Concrete Sand • Project: A Gravel Inventory • ORD-277786

Start: 8:00 AM Mon Aug-11-2025 Truck Type: Standard Pickup: Johnson Pit - Carlow 1 Truck 1 Load [No Material Qty]

Requestor: Shea Admin Dropoff: Clinton Wash Plant 0 / 1 Accepted 0 / 1 Delivered 0 Delivered

- 1 Click **Assign** on the job row. A panel opens with **Driver** and **Vendor** tabs.
- 2 In the **Driver** tab, search and pick one of your own drivers.
- 3 In the **Vendor** tab, pass the job to a multi-truck hauler who'll sub-dispatch.



Send jobs out to drivers

When you're ready to dispatch, drivers get the notification on their phone.

←

📅

→

Tomorrow, Tue Aug-12-2025

➤ Send All Jobs

Export Jobs

⌵

↓

☰ Dispatch No.

☐

McD Cincinnati

Customer: Cincinnati Zoo • Customer Rate: \$160.00 Per Hour • Material: Dirt • Project: McD Cincinnati • ORD-278735

Start: 1:00 PM Tue Aug-12-2025 Truck Type: Standard Pickup: 📍 Nugent Sand Requestor: Shea Thielen Dropoff: 📍 Cincinnati Zoo

Material Ops

Coastal Contra...

Pending ▾

👤

✎

...

2 Trucks

1 Load

[No Material Qty]

0 / 2 Accepted

0 / 1 Delivered

0 Delivered

Jobs

Order Details

Live Map

Timeline

✎ Edit Trucks Count

⊕ Job

Driver & Vendor	Truck & Trailer	Status	Start	Cycle	Requested	Delivered ...	Materials	Pickup & Dropoff	Driver Notes	Rates	Bulk Edit
☐ 531 • CoastalSa... End Dump	Truck ▾ Trailer ▾	➤ Send	01:00 PM 12-Aug-2025		1 Load	✓ 0 📄 0	Dirt	📍 Nugent Sand 📍 Cincinnati Zoo		+\$160.00 Per Hour (\$30.00) Per Hour	TRD-1164000
☐ Assign	Truck ▾ Trailer ▾	Created ▾	01:00 PM 12-Aug-2025		1 Load	✓ 0 📄 0	Dirt	📍 Nugent Sand 📍 Cincinnati Zoo		+\$160.00 Per Hour	TRD-1164038

- 1

Click **Send** on a single row to dispatch that driver.
- 2

Or click **Send All Jobs** at the top to push every pending assignment at once.

HEADS UP

Send All Jobs dispatches every assignment still in pending status. Double-check the list before clicking.



NEED HELP?

We're here when you need us.

Four ways to get help. Pick the one that's fastest for you.



In-app chat

Tap the chat icon at the top of the web app, or open *Account* on mobile.



Help Center

Search articles and the Resource Hub for step-by-step answers.



Phone or text

1-888-558-7323



Email

support@tread.io

