Driver's Standard Operating Procedures

Handbook Supplement

Revised July 2023

do it outdoors media, LLC
3111 Farmtrail Road
York PA 17406

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If there are other SOP's that you would like to see added to this Supplement, please notify OMT

Turn on and Access Tablet ____

For Mobile Billboards…

Step 1 Turn on Tablet
Hold in top right button until opening screen comes up
Tablet will take a short time to boot and go to Lock Screen

Step 2 Unlock Screen
Note the vehicle number on the back of the Tablet (example – 57)
Swipe a finger across the screen to access the Unlock Screen
Enter vehicle number as a **4 digit number**, starting with zeroes (0) – (example 0057)

Step 3 Tablet will enter Kiosk Mode, providing access to Driver Application Icons

For UV's…
Follow the directions above but use the password **3111**

DOT Compliance

PAPER Log Book Step-By-Step Instructions

- **Points to Remember**
  1. There should be **no blanks** on any of the line items or in the hours recap. A blank item just leads to further inspection by a DOT inspector
  2. There are **no abbreviations** allowed in the address line items and the remarks section where we are explaining off duty or on duty stops on our trip. **Exception:** May use 2 letter abbreviation for state - everything else must be spelled out.

Although not all log books are laid out the same way, all areas below are in each log book.

----- Completed at Beginning of Day -----

Today's Date — Enter date completing the log book in **mm/dd/yyyy** format

Name of Carrier or Carriers — Always "**do it outdoors media**"

Main Office Address — Always "**3111 Farmtrail Road, York, PA 17406**"

Home Terminal Address — **Always "3111 Farmtrail Road, York, PA 17406"**
The address entered here *establishes the time zone that you are required to use WHENEVER you are completing a log book*. *Since our electronic logs thru XRS use Eastern Standard Time, we use the York address.*

Truck/Tractor Numbers or License Plate/State — Either the truck # **OR** the license plate # **and** state abbreviation are acceptable

Co-Driver's Name — Most always "**N/A**"
On a rare occasion, you may have another company Driver riding with you. If this occurs, enter with that Driver's name.
Remember --- NO BLANKS.

SHIPPING DOCUMENTS ---
B/L or Manifest No. — Always "**N/A**"

Shipper and Commodity — Enter one of the following**:**

- Going to a campaign: Enter the client for the campaign we are traveling for
- Heading home (not scheduled to go directly to another campaign): Enter the client of the campaign we just completed

FROM: TO: Enter the destination you are leaving from and the destination you are Going to

- **Points to Remember**
    1. Must complete prior to starting journey
    2. Enter the exact full address you are going **TO**/starting **FROM**
    3. If your journey is more than 1 day, you will enter the same thing every day until you reach your destination

----- Completed Throughout Day -----

24 HOUR GRID

- **Points to Remember**
    1. You must use the time zone of your Home Terminal Address (Eastern Time Zone), no matter what time zone you are in or what time zone(s) you travel in
    2. The grid must account for 24 hours – no day is more or less than 24 hours

1) **OFF DUTY ---** there should be a solid, straight line drawn from midnight to your actual starting time. NOTE: This should never be before 5am unless you have prior approval from OMT (per Company policy). Once you have reached your "on duty start time" a solid straight line should be drawn down to **ON DUTY (not driving)** and your pre-trip inspection should be noted in the **REMARKS** section below.

   Once you have started your trip, **OFF DUTY** will be used for off duty stops only. An off-duty stop is a stop where you take a 30 minute break away from the truck. Whenever traveling 8 hours or more, **YOU MUST take an off-duty break and document accordingly in the OFF DUTY section.**

   At the end of the day when you have completed your post-trip inspection, a solid line needs to go from **ON DUTY** up to **OFF DUTY.** Continue the solid line through to the end of the day thus completing a full documented 24 hour cycle. All 24 hours in your trip day need to be accounted for.

2) **SLEEPER BERTH ---** this section is never filled in for our purposes – but the total hour section to the far right needs to have a 0 placed there when we are completing the total hours for the day.

3) **DRIVING ---** Document only your actual driving hours here. A solid line should be drawn from **ON DUTY** up to **DRIVING** and should go back to **ON DUTY** throughout the day as you stop for fuel and other stops with your last **ON DUTY** entry when you are conducting your post-trip inspection.

4) **ON DUTY (Not Driving) ---** As noted above, all **ON DUTY** breaks need to be documented with a solid line coming from **OFF DUTY** or **DRIVING** to **ON DUTY** and then a solid line back up to either **DRIVING** or **OFF DUTY**.

REMARKS --- Any activity during the day, **other than Driving hours,** needs to be documented here directly below the **ON DUTY** or **OFF DUTY** function completed above. Draw a line down and document accordingly.

Note: If the change of duty status takes place at a location other than a city, town, or village, you must show one of the following:

- The highway number and the nearest milepost followed by the name of the nearest city, town, or village and State abbreviation,
- The highway number and the name of the service plaza followed by the name of the nearest city, town, or village and State abbreviation, or
- The highway numbers of the two nearest intersecting roadways followed by the name of the nearest city, town, or village, and State abbreviation.

Example: You stop for fuel for 15 minutes at 8:45 AM in Paducah, Kentucky. A half box needs to be drawn at the 8:45 AM to 9:00 AM **REMARKS** timeline with a line extending down at a slant and " Fuel, Paducah, KY" needs to be printed in. **Note the only abbreviation is the state. All other words explaining the stop need to be written out.**

Tips

1. On full day trips, you will want to document the stops as far left as possible to ensure you have enough room to list all your stops
2. This is also a great area to record your starting and ending odometer readings for the trip entering on the far left or right sides to save space for your stops documentation

----- Completed at End of Day -----

TOTAL HOURS --- At the right of the grid is a **TOTAL HOURS** column. You must total how many hours of each (**OFF DUTY, SLEEPER BERTH, DRIVING, ON DUTY**) and then add down. Again, this will always equal 24.0. Be sure to enter a "0" for **SLEEPER BERTH**. Take your time and make sure your math is accurate.

RECAP (far right of log)

1. The first entry is simply the total of lines 3 and 4 in the GRID
2. Only the **70 Hour / 8 Day** section needs to be completed
3. **A** = add the total hours on the last 7 days, including current day
4. **B** = subtract A from 70
5. **C** = add the total hours for the last 8 days, including current day

➢ Points to Remember

- Enter "n/a" on each line in the **60 Hour/7 Day** section
- Take your time with the math
- If not completing a log book daily, you must track your hours using the Daily Time Record (DTR) – days off AND days worked. This is the only way we can accurately calculate our **70 Hour / 8 Day**. Using the DTR also is proof to an inspector that we do not need to keep a log book when we are on a campaign and within 100 driving/150 air miles of our daily headquarters (our hotel or where we store the truck on a campaign).

Total Miles Driving Today	The total miles driven
Total Mileage Today	Most always **"**n/a**" –** only if you're driving with another Driver would this section be completed. This would be your miles driven and the other Driver's miles driven combined.
Driver's Full Signature	The very last thing you do, when the log book is completely filled out, is sign the log book page. Use the same signature that is on your license. For example, if your nickname is Clark, but your given name is William, you must sign the log using your full legal name. Sign ONLY when you have made sure everything is filled in properly.

➢ Other Reminders and Tips

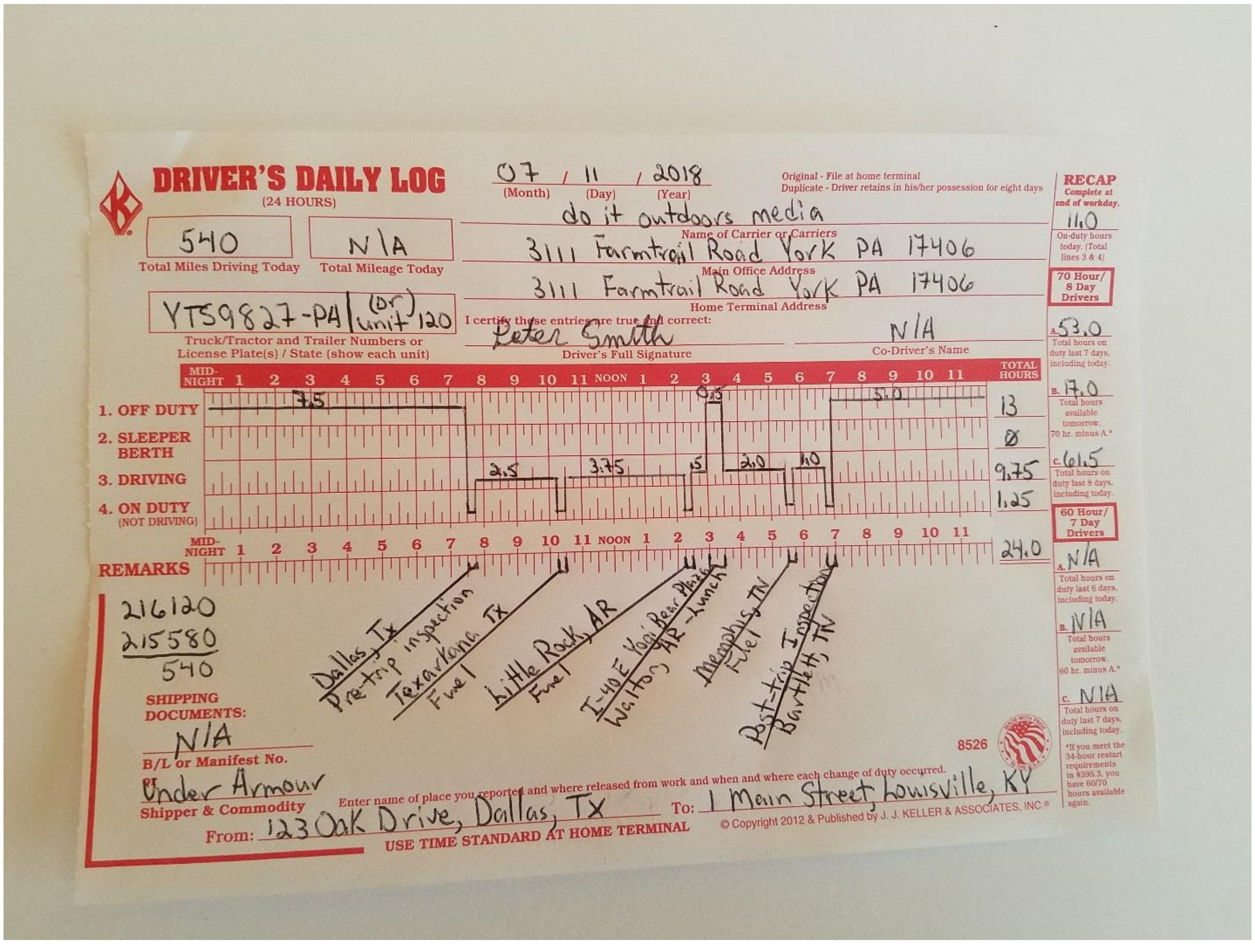
- A 24 hour cycle may only have a maximum of 11 hours **DRIVING,** 14 hours **DRIVING + ON DUTY.** You MUST have a 10-hour reset (down time, not working) before your next 11 hours driving and 14 hours driving + on duty cycle can begin.

- When it is necessary to complete a log book and part of your day includes driving a rental car, your time driving the rental car is noted as **ON DUTY**. Only hours spent driving a commercial vehicle go under **DRIVING**.

- You only need to keep completed log book pages for 7 days from today's date. After 7 days, please dispose of the copies. The original pages need to be sent to the Las Vegas office. Please send the completed originals in once a month - no need to send in every week (that is a waste of time and postage). If you are often an in-market Driver or are out on a lengthy campaign, you will not have log book entries every month.

- Entering the time above each line you draw in the grid, as shown in the diagram below, allows you to quickly add your **TOTAL HOURS** at the end of the day.

Example of Completed Log Book



Expense Reporting

From the Paylocity App

1. Click on Expense   (Figure A)
2. Click < Expenses> and < + > to add a new expense / receipt   (Figure B)
3. Click the camera icon   (Figure C)

Figure A

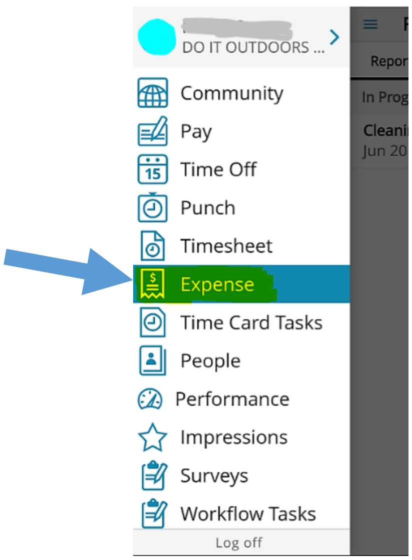


Figure B

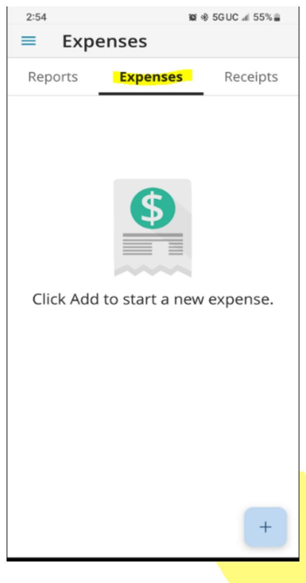
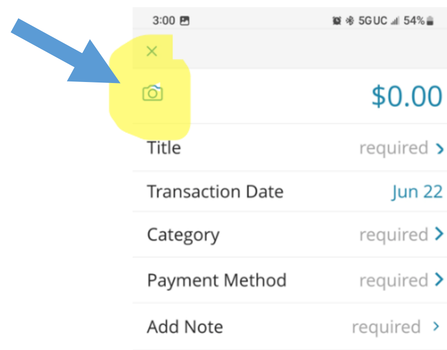


Figure C



4. At the pop-up prompt, click < Take a Photo >   (Figure D)
5. When your camera opens, take a photo of the receipt, getting as close and clear as possible. Hit < Submit >   (Figure E)
6. You will receive "Receipt Upload Success notification, click < OK >   (Figure F)

Figure D

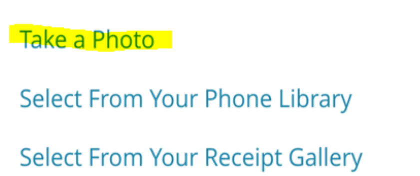
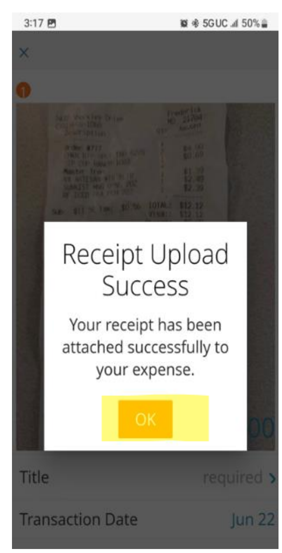


Figure E

Figure F



7. Click the < **$0.00** > in the image (Figure G)
8. Enter the amount of the receipt in the pop-up window and click < Save > (Figure H)
9. Click < Title > (Figure I)

Figure G

Figure H

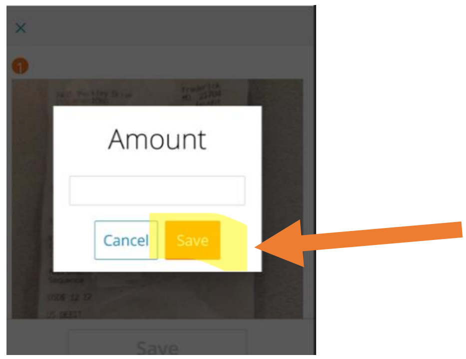
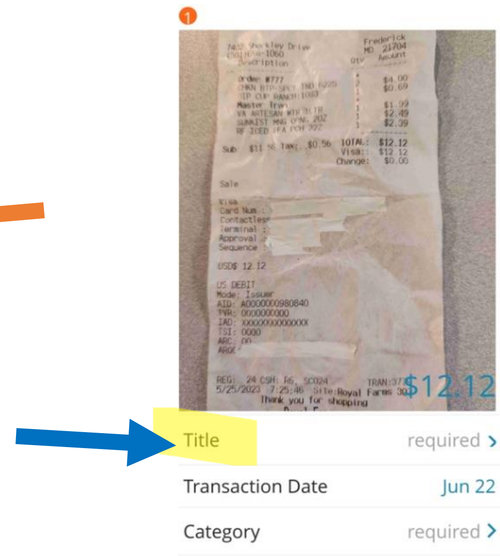


Figure I



10. Enter the reason for the expense in the pop-up (example shown), Click < Save > (Figure J)
11. Click < Transaction Date > (This will auto-fill with the current date) (Figure K)
12. On the calendar pop-up, select the actual date of the receipt (Figure L)

Figure J

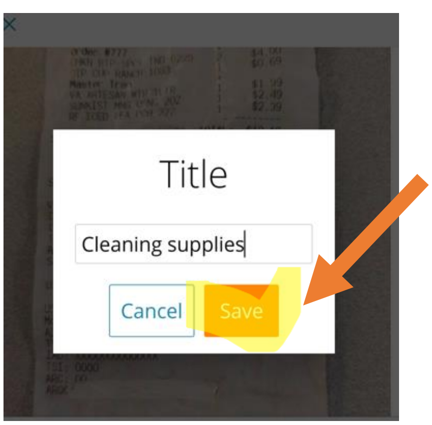
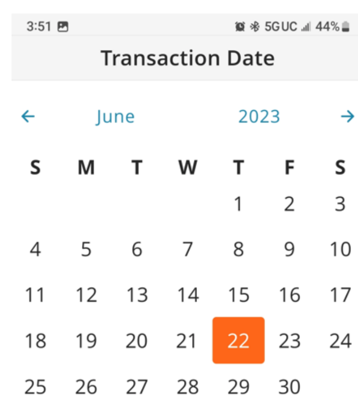


Figure K

Figure L



13. Click < Category >   (Figure M)
14. Click Expense – Always Click Expense in the pop-up   (Figure N)
15. Click < Payment Method >   (Figure O)

Figure M

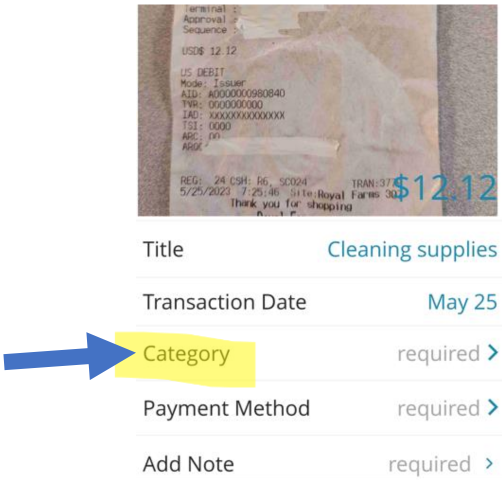


Figure N

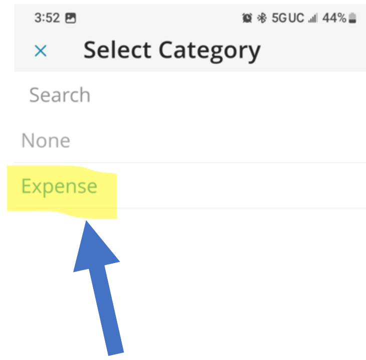
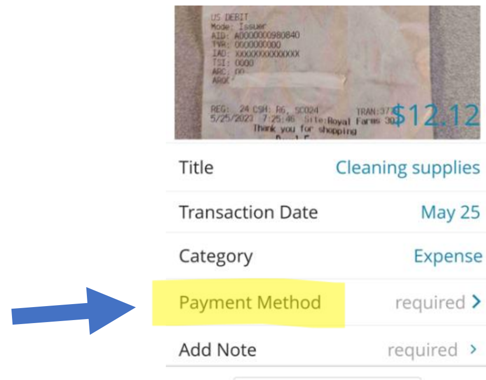


Figure O



16. Click < Cash (reimbursable) > - ALWAYS Cash (reimbursable)   (Figure P)
17. Click < Add Note >   (Figure Q)
18. Enter the details of the transaction (sample shown), Click < Done >   (Figure R)

Figure P

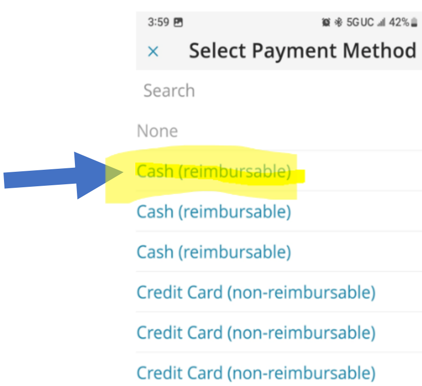


Figure Q

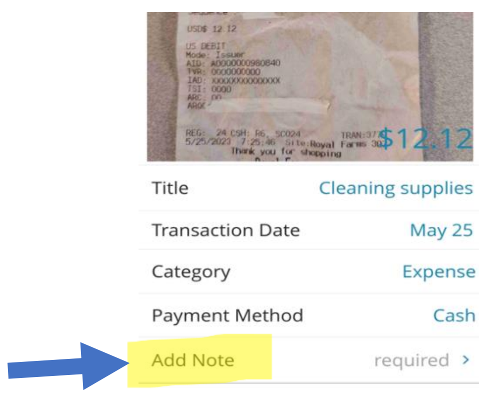
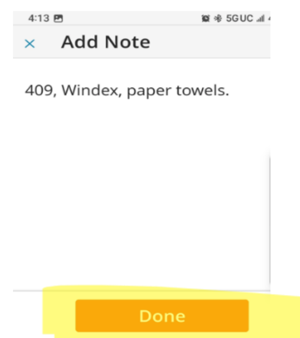


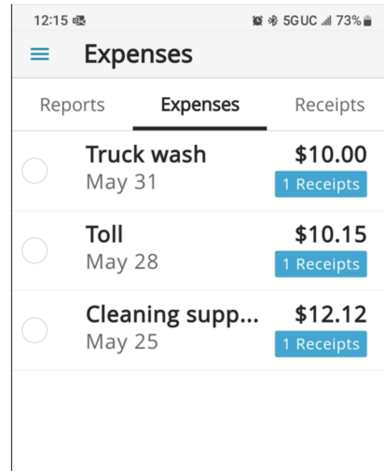
Figure R



19. Click < Save >
20. You will receive a pop-up stating "Expense Saved" – Click < OK >

You have finished the first part and created your expense…

You may add expenses as you make purchases - As you create and save expenses, they will appear in chronological order



To finalize the process and submit for processing, you must complete the following steps by the Sunday before payday.

Now that you have your expenses created, it is time to create a "Report" to submit the receipts for reimbursement.

1. From the Reports tab, click < + >   (Figure AA)
2. Click < Title >   (Figure AB)
3. Enter Title as shown in Example: PPE 06.04.2023 Unit 154, Click < Save >   (Figure AC)

Figure AA

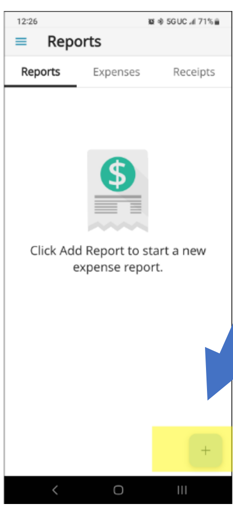


Figure AB

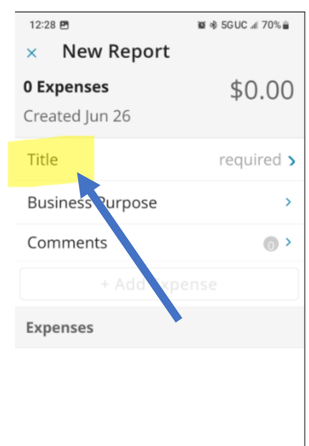
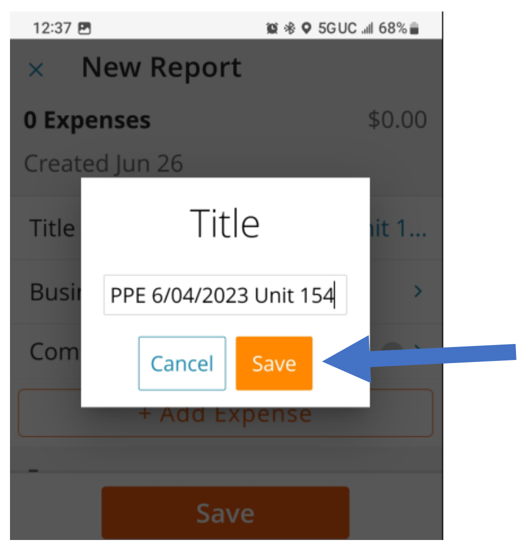


Figure AC



4. Click < Add Expense > (Figure AD)
5. A pop-up appears; since the expenses have been created and saved in the app, Click < Add Existing Expense > (Figure AE)
6. Previously created expenses will appear (Figure AF)

Figure AD

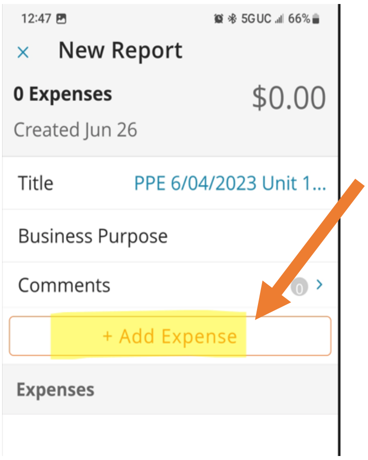


Figure AE

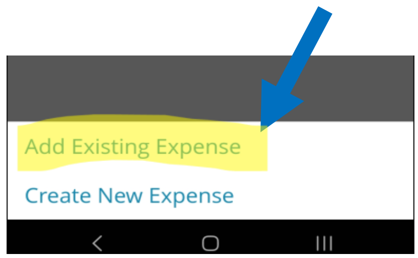
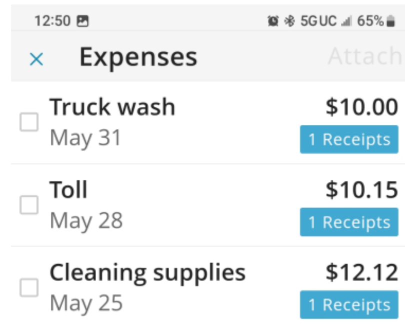


Figure AF



7. Click the expenses you wish to add to the Report for processing. The selected expenses will be marked with a blue check box, Click < Attach > (Figure AG)
8. Expenses will populate to your report (Figure AH)
9. At the pop-up window, you have 2 options, you may (Figure AI)
   a. Save & Submit report for approval, or
   b. Save for Later

   Note: Save for Later allows you to continue to add additional expenses to the Report. We recommend that once you have the Report complete, you Submit for approval.

Figure AG

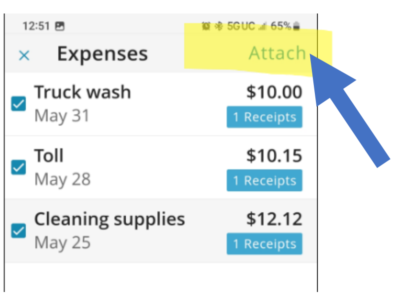


Figure AH

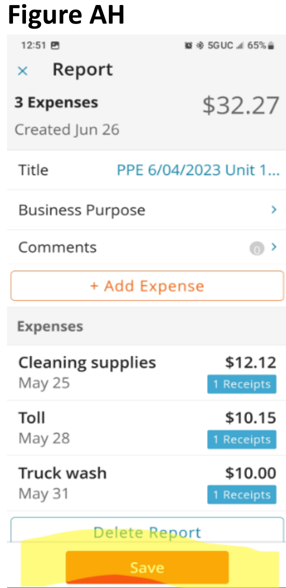
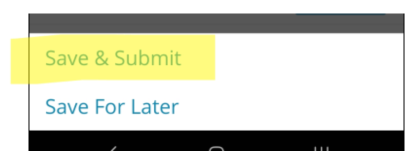


Figure AI



10. When submitted, it will say "Expense Report Submitted"   (Figure AJ)
11. Once the expenses and report have been approved, you will receive a push notification from Paylocity stating "Expense Report Returned"   (Figure AK)
12. Click on the Report and then click < Comments >   (Figure AL)

Figure AJ

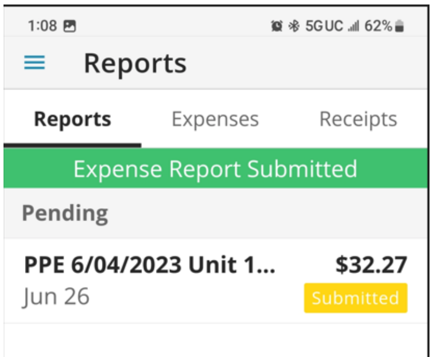


Figure AK

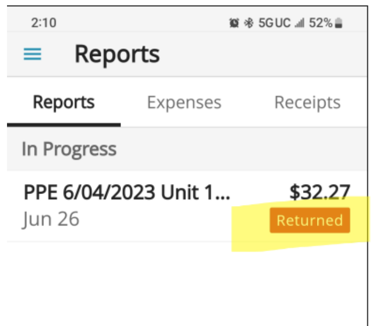
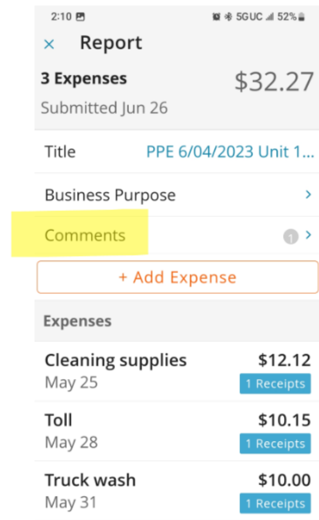
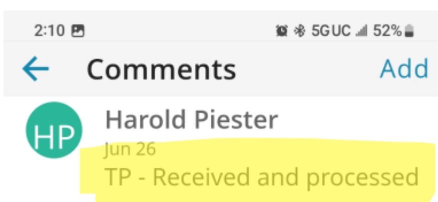


Figure AL



13. - This will show you that the report has been received and processed for the next payroll cycle



Important note:

Do <u>not</u> delete reports from Paylocity App until reimbursement appears on your paycheck

Congratulations, you have submitted your Expense Report and receipts!

Routing and GPS Compliance ____

XRS Driver's Tracking and Daily Log Book

Using the tablet is a requirement of the job. This is how we verify your hours with the client.

Step 1 Open the "Omnitracs XRS" Application

Log in as follows:

- Driver ID: your Paylocity 6 digit employee number. e.g. 106905
- Password: Use the password you created

First time users: click on **Forgot Password** on the login page and enter your info to set up your new password

Step 2 Change Duty Status to On

Tap on where it says duty status **OFF**. Tap the **ON** icon. When asked for a remark, skip or type "login"

Step 3 Complete Pre-Trip Inspection

- ✓ Tap the house symbol in the top left to go back to the summary screen
- ✓ Under the unit number, tap on "**pre-trip required**"
- ✓ If your vehicle is listed, tap on it. If not, select **Pre-trip: New Vehicle**
- ✓ Confirm previous inspection: A list comes up with items to check. Tap the check box ONLY on defective items. Input a comment on what's wrong with it
- ✓ Tap on **Accept**
- ✓ It will ask for a Route ID. Tap on **Cancel**
- ✓ Enter Manifest Number: N/A and tap on **OK**
- ✓ Tap the house button in the top left to go back to the summary page

Step 4 Market to Market Breaks or other Off Duty periods

Tap on where it says duty status **ON**. Tap the **OFF** icon.
Tap **ON** to go back on duty and continue Trip or work day

Step 5 Complete Post-Trip Inspection

At the end of your day, after completing your route, come back to XRS and tap on **Post-Trip Required.** Complete the same way you completed the pre-trip.

Step 6 Go OFF Duty and Log Out of XRS (if it does not log you out automatically)

This is important. Failure to do so, may result in a DOT violation the following day.

Reach out to your Lead Driver if you have ANY issues

Roadnet Routing

Roadnet Anywhere is your main routing format. Your routing will be loaded on to your tablet daily, and you need to follow the navigational directions provided to you through the app. This user guide will help you to get logged in and basic instructions of getting started with the program.

- You MUST log into Omnitracs XRS before accessing your Roadnet route

After logging into XRS for the day, it should take you to a list of routes to select. If it does not, tap the 3 lines on the top left and then tap **Schedule** to pick the correct route and date. If it is not showing any routes tap the refresh icon to the right of your screen that looks like a circular arrow. Once you have selected your correct route for the day tap **Load Route then Start Route.**

Step 1 You MUST log in to Roadnet at the beginning of your shift to load your route as it programmed to navigate from your home, hotel, or storage location (wherever you start your day from)

NOTE: *If your route name and date do not match what you have been assigned to do, reach out to Diane or Rob*

Step 2 You will see a preview list of your route. After reviewing, tap on **Start Route**

Step 3 You will see your starting and ending destination. Tap on **Depart Route** to begin your day

Step 4 Your first location will appear. The navigation should load automatically but if it does not load after a couple seconds you can tap on the address to get your GPS navigated instructions loaded

Step 5 A map preview to your next destination appears. Follow the instructions on the screen to arrive at your location

Step 6 Once you arrive, find a safe place to stop near or at your location and hit arrive. Pull up your next location before moving

Step 7 Repeat steps 3 - 6 until the end of your day.

Step 8 At the end of your day, tap on **COMPLETE ROUTE.**_It will log you out, and return you to the login page.

Important Note: YOU MUST RUN YOUR FULL SCHEDULED SHIFT. If you get through your locations early, continue driving inside your general routing area until your scheduled end time.

DO NOT FORGET TO OPEN XRS BACK UP TO DO YOUR POST TRIP AND LOG OFF

ShareFile

Getting Set Up on ShareFile

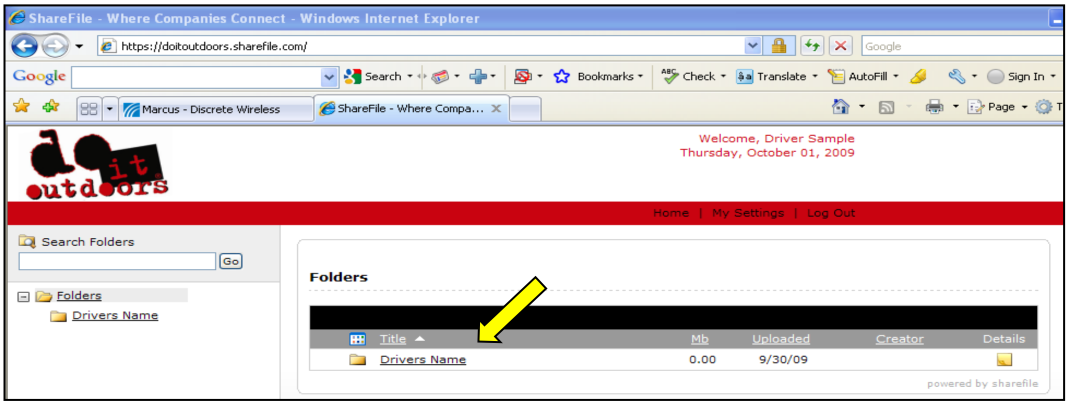
(1) ShareFile accounts will be set up by Ops based on your e-mail address
(2) Once the account is set up, you will receive an e-mail from ShareFile with instructions on how to activate your account and reset your password

Uploading Photos to ShareFile Via Smart Phone

(1) From the Play Store(Android) or App Store(iphone) download the app called Citrix Sharefile
(2) Once downloaded, log in with the company name doitoutdoors (all lower case NO SPACES) & your email address and password created
(3) You will see a folder with your name on it. Open this folder.
(4) Click the plus button in the bottom right hand corner.
(5) Click Upload Files.
(6) Select photos you want to upload. Long press (hold down finger) on the first photo until a checkmark appears next to it. This allows you to select multiple photos. Check all photos you want to upload and click upload.
(7) A preview will come up stating how many files you are uploading and the destination (your named folder)
(8) Click upload to upload photos to ShareFile.

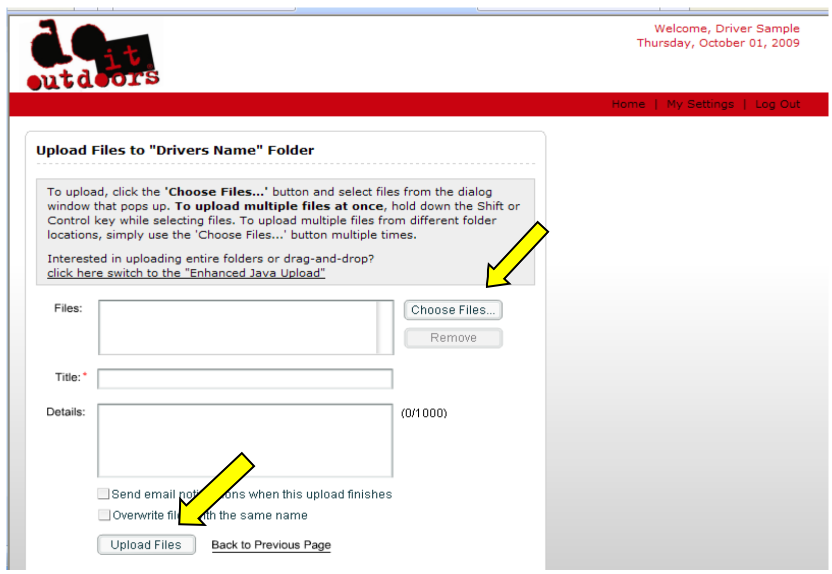
Uploading Photos to ShareFile Via PC

(1) Go to our Driver's website at www.thisishowweroll.org
(2) Select the "Photo Upload" tab
(3) Enter your username and password (as provided by Ops)
(4) You will find a folder with your name on it, click the folder



(5) Click "Upload Files"

(6) Click "Choose Files"



A new browser box will pop up; you will then be able to choose what pictures you send

TIP: When selecting more than one image: click on the first image, hold down the shift key, click on the last image, press enter

(7) Click "Upload Files"

Once the upload is complete, you will be sent back to the original page. ShareFile will automatically send Operations an e-mail when photos have been uploaded. Once the photos have been downloaded, another e-mail will automatically be sent from ShareFile to the Driver informing them that the download has taken place.

Uber SOP

How To Get Started

1. Download the Uber App from the Android or Apple Store (if you don't already have it). If you have ever used Uber with your current phone number, you will already have an account. If you already have an account, go to *step 2 of How To Get Started*…
2. Create an account using your phone number and email address.
3. After your account is created, find the invite that was sent to you via email/text. This will allow you to join the do it outdoors media Corporate Uber program.
4. Follow the instructions in the email/text and accept the invitation.

Booking A Business Uber with do it outdoors

1. In the box that says "Where to," type in the address that you would like to go to. (See Figure A)
2. Select the briefcase icon near the bottom of the screen. This will change the payment method to **do it outdoors**. (See Figure B)
3. After you have completed steps 1 & 2, confirm the payment method is changed and select "Confirm Uber X." (See Figure C)
4. Your Uber is now on its way. Track the driver via the Uber app and make sure you are on time to meet your driver.

Figure A

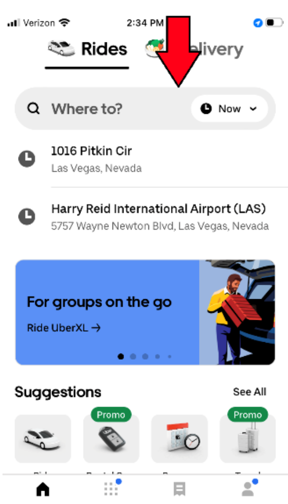
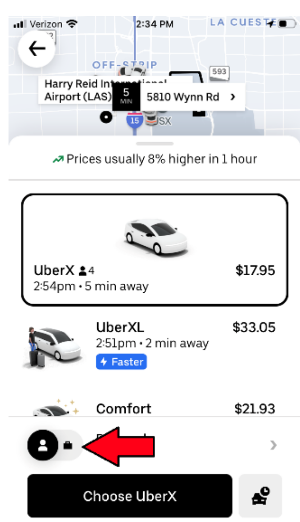
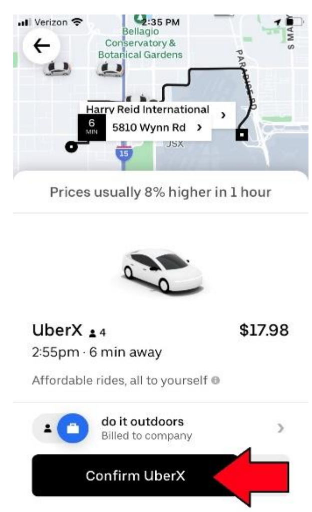


Figure B



C

Figure C



Uber Rules & Regulations

- ✓ Uber rides to/from the airport and rental car facilities (Enterprise) to/from home are a valid business expense and will be approved. Previously, rides from the airport to home were the only ones allowed. Of course, If you do have the ability to get a ride from a family member/friend to or from the airport/rental car, it will be very much appreciated.

- ✓ Rides to pick-up/drop off units at repair shops are approved.

- ✓ Rides to/from in-market storage facilities for campaign days are not approved. This is considered a normal commute to work.

- ✓ Rides for personal use while out-of-market on campaign and rides in-market for personal use while you are at home are not approved.

- ✓ **As a Company, we do not provide tipping when taking a business Uber**. Should you wish to tip, this can only be done using your personal payment method.

- ✓ Drivers are a direct representation of **do it outdoors media** at all times. Please remain kind, courteous, and respectful when traveling in a company Uber ride. Any negative feedback from Uber regarding a **do it outdoors media** employee will be investigated and may result in disciplinary action.

- ✓ In the event that you do not feel safe in an Uber ride, please cancel the ride and politely ask to exit the vehicle. THESE EVENTS MUST BE REPORTED IMMEDIATELY.

Expense Codes & Memos

Drivers must use detailed expense codes & memos that provide a clear explanation of the ride's purpose. Some examples are as follows:

- Airport to hotel to pick-up unit XYZ Walmart campaign
- Airport to home from Cricket campaign
- Enterprise to airport to go home from Under Armour campaign.
- Spring storage to airport -- drop off unit XYZ after Buchanan campaign.
- Vegas office/York office to airport after Verizon campaign
- To airport for Target campaign
- Pick-up unit XYZ at repair shop for High Noon campaign

OMT needs accurate, specific information in the expense column to help us approve the ride without further questions or unnecessary follow-up.

Ride Choice

- ✓ We have pared down the menu of approved rides to 2 choices -- Uber X and Comfort.
- ✓ We want Uber X to be the 1st choice for almost all rides.
- ✓ Comfort will be allowed for rides **where you have baggage** and are going to pick-up a rental car or a ride to/from the airport.
- ✓ As an example, if you are going from the hotel to the repair shop to pick up your unit, we should not see Comfort used.
- ✓ Another example – you have no baggage or a small, carry-on bag only. You should be using Uber X for your ride.
- ✓ In the event multiple drivers need a ride to the same place, we ask that you contact a Lead Driver or a member of OMT to order a SUV.
- ✓ Lead Driver's MUST notify a member of OMT before ordering a SUV.

Vinyl Installation

Tools Needed For Vinyl Installation / Removal

Channel locks or rubber mallet, flat-head screw Driver, custom extension pole, vinyl clips

Definitions

Cable Guide – wheel/pulley that keeps the cable in place and free to move in either direction

Tension Handle – found at the bottom left inside the frame, this handle allows you to loosen and tighten the cable

How to Install New Vinyls

Prep the Vinyl Prior to Installing

1. You should receive your vinyl from the printer fan-folded, easier for Clip installation
2. Install the (40) Clips to the outer perimeter of the vinyl at each asterisk mark (8 on each side, 12 on top and bottom)

Install the Vinyls

1. Pull bottom cable out onto deck, pull top cable down to the deck
2. Lay the vinyl out with the top edge next to the frame
3. Starting on one side, hook the 1st five top Clips to the side cable

Note – top and side cables are divided as they go around pulleys in the corners so it is important to put the side Clips on the side cable and the top Clips on the top cable

4. Work your way up the side and then start Clipping the top Clips to the top cable working towards the other end of the frame until the top is all Clipped on
5. Hook the 1st five top Clips to the other side cable
6. Reach into the bottom right corner of the frame system and grab the cable end coming out of the bottom right corner cable guide and pull it towards the Tension Handle to your left (this will raise the vinyl). Hook the cable end to the last link on the chain to hold the vinyl up. While pulling the vinyl up be sure that the side cables don't fall behind the side cable guides preventing the vinyl from going up.
7. Using the extension pole & tool, hook the top cable over the top cable guides, start on one end and work your way to the other end (5 cable guides on top)
8. Unhook the Tension Handle leaving the cable out on the deck where you can get to it
9. Hook the remaining left side Clips to the left side cable

10. Hook the (12) bottom Clips to the bottom cable working your way from one end to the other
11. Hook the remaining right side Clips to the right side cable
12. Using the Tension Handle, apply slight pressure
13. Using the custom extension pole, hook the left side and right side cables over the side cable guides
14. With the Tension Handle:
    a. Pull the slack out of the cable that's attached to Tension Handle by moving it from the end chain link to a chain link closer to the Tension Handle spring (you may have to back down 2 to 3 links on the chain then re-attach the cable end - this will allow you to easily flip the handle into the tensioning position)
    b. Lift the Tension Handle halfway with one hand then slide the adjustment bar with the other hand to the angled slot that will allow you to tension the vinyl. Finally set the Tension Handle into the tension & locked position. If more tension is needed simply slide the adjustment bar over to the next angled slot or adjust the amount of chain links that the cable is attached to.
    c. The Tension Handle should be easy to set into the tensioning position, if it's too hard to set then you have applied too much pressure to the system and readjustment is required. Warning: Be sure not to over tighten the vinyl, this can be verified by the compression of the Tension Handle spring. The rings of the spring should have no less than a 1/16" space between each of them. If the rings are fully compressed to the point they are touching, it could cause the system or vinyl failure.
15. Hook the bottom cable under the bottom cable guides.
16. Check that all the Clips are pulling the vinyl tight and even with no wrinkles. If there are any wrinkles in the corner simply push the very corner Clips toward the corner pulley until they disappear or pull on the cable to allow the Clips to move into position.
17. Lastly, close the top frame caps, the bottom frame caps, and then the side frame caps. Be sure to lock the side frame caps in place by tightening the thumb screw located on the cap.

<u>How to Take Down Vinyls</u>

1. Open the frame caps. Start by unscrewing the thumb screw locks from the side frame caps first. Open the side frame caps, then the bottom frame caps, lastly the top frame caps. Use the Extension Pole & Tool to open the top frame caps. Flip the extension pole over so that the end with the white flat angle bracket is at the top of the pole. Insert the white flat angle bracket at the center of each top frame cap between the vinyl banner and the inside edge of the top frames cap. While applying an outward pressure, slowly pull downward on the extension pole until you the top frame cap springs open.

2. Flip the Tension Handle located inside of the bottom left horizontal frame section to the loose position and slide the adjustment bar to the last straight slot of the bar.
3. Using the Extension Pole & Tool, unhook the side cables from the (3) cable guides on each side frame section.
4. Set the cable end that's attached to the Tension Handle to the last chain link. This will allow enough slack in the cable so you can easily unclip the bottom side half of the vinyl from the left & right side cables, and the bottom of the vinyl banner from the bottom cable.
5. Unclip all of the bottom Clips and the bottom four side Clips on both the left and right sides from the cable, working your way from one end of the frame to the other end.
6. Using the Extension Pole unhook the top cable from the top cable guides.
7. Detach the cable end from the Tension Handle chain and walk it towards the right end of the trucks frame, let go of the cable. The cable end will stop in the bottom right corner cable guide bracket.
8. Starting on the right side unclip the remaining side Clips and top Clips working your way over to the other end until all of the Clips have been unclipped from the top and side cables.
9. To keep the cable protected, make sure it it in the frame by re-hooking the cable and applying light tension. Cable should be over the top pulleys. Close doors and secure.