

# Logging In

When the webpage is first opened, it will display the following screen. If you are new and do not yet have an internet user account, you will need to click on the link “Click Here” to create a new user login for the new account. It will take you to a new page. (See pg. 2) If you already have an internet user ID, you may sign in. Enter the user ID that was chosen when you created your user login in the “User ID” field. Then enter your password in the “Password” field. Click the “Remember me” checkbox if you would like the computer to remember your user and password. A warning box will display to remind you that this will be saved on your computer.

**Are you an existing user?**  
Just sign in below.

**User ID:**

**Password:**

**Remember me**

[Forgot your password?](#)

**Are you a new user?**  
[Click Here](#) to create a new user login.

When you login to this site, you will be able to place orders for delivery directly into . You should be aware that until you logout, anyone who uses your computer will also have access to place orders on your account. You are responsible for all charges incurred under your User ID and Account Number.

If you have a user ID, but cannot remember your password, click on the link “Forgot your password?” and you will be taken to a page where you can enter your user ID and e-mail address so that your password can be sent to you. The e-mail address you enter must be the same as the one you used when you created your user ID.

**Recover Your Password (Step 1)**  
To recover your password, please provide the following information and click **Continue**

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**User ID:**

**Email Address:**

## Create New User

This screen will allow you to create a new internet user account. You will first need to enter a user ID. (This is the user ID that you will use to login each time once your account has been created.) You then proceed to enter your name, e-mail address, phone, and your customer ID. You enter your password last. You will need to enter it twice to verify that you typed it correctly. Be careful - the password is case sensitive! Click on the "Continue" button once the information has been entered correctly. Otherwise, to clear out all the information in the fields, click "Reset".

**All Fields Required**

<b>User ID:</b>	<input type="text"/>
<b>Name:</b>	<input type="text"/>
<b>Email Address:</b>	<input type="text"/>
<b>Phone:</b>	<input type="text"/>
<b>Customer ID:</b>	<input type="text"/>
<b>Password:</b>	<input type="text"/>
<b>Verify Password:</b>	<input type="text"/>

Your email address will be used to send a confirmation message to you when your deliveries are completed. will not give your email address to anyone. If you do not know your Customer ID, please contact our customer service department at

The following screen will appear after you have successfully created you new user login. Note that you will need to contact the company in order for your account to be approved, otherwise you will not be able to login.

New User ID **Justin** was successfully added. Please call your sales representative to validate your login. You will then be able to place orders and track account activity on this site.

**Are you an existing user?**  
Just sign in below.

<b>User ID:</b>	<input type="text" value="Justin"/>
<b>Password:</b>	<input type="text"/>

**Remember me**

[Forgot your password?](#)

# Placing an Order

After successfully logging in, a page with the following selection options will appear. To place a new order, click on the “Order” link.

<a href="#">Logout</a>	<b>Welcome Justin S</b>
<a href="#">Change Password</a>	
<a href="#">Order</a>	
<a href="#">Track</a>	
<a href="#">Account</a>	
<a href="#">Address Book</a>	

The link will take you to the order page. Here you will need to fill out the information about the order. First you will fill out the information about the origin of the order. You can use the drop-down list and search for the address. Otherwise, you will need to manually enter the information.

**Required fields display asterisk(\*)**  
Customer account: 1 Hour Delivery-1218

**Shipper**

**Name\*:**

**Address\*:**

**Suite:**

**City\*:**  **State\*:**  **Zip\*:**

**Phone:**

(You may enter up to 400 characters)  characters left

**Remarks:**

There is also the option to have an address book pop up instead of a drop down list. When this option is used, there will be a button “Find Shipper Address” that when clicked will bring you to a screen where you can type the first few characters of the name.

The screenshot shows a form with the following fields and a button:

- Shipper**
- Name\*:**
- Address\*:**
- Suite:**
- City\*:**  **State\*:**  **Zip\*:**
- Phone:**

At the bottom, there is a character count: (You may enter up to 400 characters) 400 characters left

The screenshot shows a web browser window with the following content:

- Browser title: Find Address - Windows Internet Explorer
- Address bar: http://127.0.0.1/BasicSampleSite/addressFind.asp?type=0
- Text: Enter the first few charcters of the address you wish to find.
- Search For:
- Find Address

A list will then be displayed with the addresses that match those characters. You then click the “Select” button and the address will be added to the origin address fields. This is available for both the origin and destination addresses.

The screenshot shows a web browser window with the following content:

- Browser title: Find Address - Windows Internet Explorer
- Address bar: http://127.0.0.1/BasicSampleSite/addressFind.asp
- Section header: **Select Address**
- Address 1:  Radcliff & Radcliff  
3030 N Central Ave Ste 708  
Phoenix, AZ 85012-
- Address 2:  Real Estate Sign & Supply2  
1539 3rd Ave  
Walnut Creek, CA 94597-2692
- Text: Enter the first few charcters of the address you wish to find.
- Search For:
- Find Address

Next is the destination information for the order. Once again, you may either use the drop-down list to find an address from your address book, or you can enter the information manually.

<b>Consignee</b>	Bank Of America; 3030 N Central Ave		
<b>Name*</b>	Bank Of America		
<b>Address*</b>	3030 N Central Ave		
<b>Suite:</b>			
<b>City*:</b>	Phoenix	<b>State*:</b>	AZ
		<b>Zip*:</b>	85012-2707
<b>Attention To:</b>			
<b>Phone:</b>			
<b>Remarks:</b>	(You may enter up to 400 characters) 400 characters left		
	<input type="checkbox"/> OK to leave at door		

When the “**Pieces/Weight**” button is clicked, a new page opens to let you choose the number of parcels and their sizes.

**Pickup Ready** - allows you to specify the date and time that the order will be ready for pickup.

**Delivery Ready** - allows you to specify the date and time that the order will be ready for delivery. (May or may not be seen depending on user settings)

**Reference 1**<sup>1</sup> - supplied by the customer and will appear on the invoice.

**Reference 2**<sup>1</sup> - supplied by the customer and will appear on the invoice.

**Billing Group/Cost Center**<sup>1</sup> - If the customer has sub accounts the sub account can be entered directly or picked from a list. This field can be filled in when the client has different departments or offices that require a single invoice, but need to track the usage and billing by department/office.

**Vehicle/Service Type** - an order type filter. Choosing the proper type will reduce the order type list to only contain those order types that are valid. If left blank, all order types will be seen in the next step.







<sup>1</sup> Denotes a user customizable field

<b>Pieces/Weight</b>	1	pcs.	1	lbs.*
<b>Pickup Ready*:</b>	05/30/2007		<b>Time*:</b>	01:09 PM
<b>Delivery Ready*:</b>	05/30/2007		<b>Time*:</b>	01:09 PM
<b>Reference 1*:</b>	<input type="text"/>			
<b>Reference 2:</b>	<input type="text"/>			
<b>Billing Group/Cost Center*:</b>	<input type="text"/>			
<b>Vehicle Type:</b>	<input type="text"/>			

\* Denotes a required field

After clicking on “Continue” you will be taken to the next step of the order process. The information that you chose previously will be shown and you will be asked to choose an order type. Click the radio button for the order type that you would like. The order type may expand when selected to display additional fees if applicable. After choosing the order type, you may edit the email notification section. By default, your e-mail address is put into the space, but it may be changed to any e-mail address. You may also select when you want to receive notifications. Deselect any one of the check boxes to not receive an e-mail message when that event occurs. To complete your order, click on “Finish”.

**Please select an order type**

Order Type	Deliver By	Rate
<input type="radio"/> Route	Thu 05/31/07 5:00 PM 	\$520.00
<input type="radio"/> <input type="checkbox"/> + Process Service #2	Fri 06/01/07 8:29 AM 	\$1,171.00
<input type="radio"/> IQ Bug Test	Fri 06/01/07 12:00 PM 	\$767.00
<input checked="" type="radio"/> <input type="checkbox"/> - Emergency	Wed 05/30/07 2:53 PM	\$40.00
<input type="checkbox"/> Waiting Time (Minutes) (+ \$0.00)		
<input type="radio"/> <input type="checkbox"/> + Rush	Thu 05/31/07 10:30 AM 	\$96.83
<input type="radio"/> <input type="checkbox"/> + Economy #2	Fri 06/01/07 7:14 AM 	\$16.00
<input type="radio"/> <input type="checkbox"/> + Super Return	Fri 06/01/07 6:14 AM 	\$7.50
<input type="radio"/> <input type="checkbox"/> + ECO Return	Wed 05/30/07 4:08 PM	\$36,733.10
<input type="radio"/> <input type="checkbox"/> + Bike Rush	Wed 05/30/07 3:38 PM	\$1,411.00

Distance from origin to destination: 767 miles

**Email notifications to:**  
(separate addresses with";")

**Email notifications when order is:**

Confirmed     Picked Up     Delivered

After you click “Finish” and your order is processed, you will receive a confirmation message on screen. This message will display your tracking number and also allow you to select more options. (For help on attaching documents, receipts, or shipping labels see the section on **Accounts**.)

**Your order has been confirmed!**

Tracking number: [72750](#)

[Attach Documents To This Order](#)

[Print Receipt](#)

[Print Shipping Label](#)

[Create a round trip for this order](#)

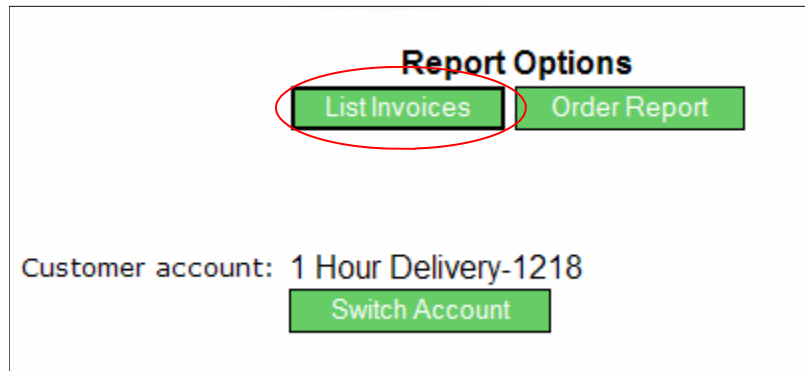
[Create another order using the same Origin](#)

[Create another order using the same Destination](#)

[Duplicate this order](#)

# Accounts

Under the “Accounts” link there are two options for reports. “List Invoices” allows you to view a list of invoices. “Order Report” allows you to view a report of the orders the were placed during a specified period of time.





Clicking on “List Invoices” will bring up the following list. Each invoice is listed with it’s corresponding date. When either the date or the invoice # is clicked, a new page will open displaying the invoice information.

<b>Invoices</b>	
<b>word</b>	<b>Invoice # Invoice Date</b>
	<a href="#">100471</a> <a href="#">8/19/2006</a>
	<a href="#">100470</a> <a href="#">8/7/2006</a>
	<a href="#">100467</a> <a href="#">9/7/2006</a>
	<a href="#">100450</a> <a href="#">4/4/2006</a>
<b>k</b>	<a href="#">100251</a> <a href="#">2/3/2006</a>
	<a href="#">100202</a> <a href="#">10/7/2005</a>

When the “Order Report” button is clicked, the following screen will be seen. You first need to select a time frame by clicking on the little calendar buttons, or by manually entering a date for the “From” and “To” dates. Then you can choose your report style. The condensed report style will show all the orders within the chosen time frame with minimal information about each one. However, the detailed report will show most information about each order and takes up much more space.

Customer account: 1 Hour Delivery-1218  
 Switch Account



**Time Period - mm/dd/yy**

From:   To:  

**Report Style**

Condensed  Detailed

**Report Filter (Optional)**

Totals only

## Condensed Report

Customer account: 1 Hour Delivery-1218  
 Switch Account

**1 Hour Delivery Order Summary**  
 Generated: Wednesday, May 30 2007 8:47:30 AM  
 Time Period: 1/9/2006 12:00:00 AM - 5/31/2007 11:59:00 PM  
 Total Orders: 1285

Order	Due Date Pcs/Wt	Shipper	Consignee	AU Number	Price
67620	1/26/06 1:57 PM 1/12	San Francisco 243 Vallejo St San Francisco CA 94111-1511	San Francisco 243 Vallejo St San Francisco CA 94111-1511	456	\$132.93
66910	1/26/06 4:46 PM 1/44	1 Hour Delivery 2185 N California Blvd Ste 274 Walnut Creek CA 94596-3500	Far East Bank 500 Montgomery St San Francisco CA 94111-2508	789	\$617.51

# Detailed Report

## 1 Hour Delivery Order Summary

Generated: Wednesday, May 30 2007 8:51:02 AM  
Time Period: 1/9/2006 12:00:00 AM - 5/31/2007 11:59:59 PM  
Total Orders: 1285

### Order 67620

[Order Status](#)

Date Due: 1/26/2006 1:57:00 PM

Caller: Alice Brown

References: 456

Origin: San Francisco  
243 Vallejo St  
San Francisco CA 94111-1511

Destination: San Francisco  
243 Vallejo St  
San Francisco CA 94111-1511

Pieces:

Weight: 12

Cost Center: Accounting

POD: Jmjdgj 1/26/2006 2:08:00 PM

Item	Quantity	Price
Rush	1	\$81.60
Weight	12	\$ .00
Air Freight Fees	1	\$10.00
Sales Tax	1	\$6.33
Fuel Surcharge	1	\$35.00

**Order Total:**  
**\$132.93**

Clicking on the order number of a specific order in the condensed report or clicking on "Order Status" on a specific order in the detailed report will open up a new window.

From this window you may perform various functions on an order.

The screenshot shows a web browser window with the address bar containing the URL: <http://127.0.0.1/BasicSampleSite/status.asp?txtOrderID=67620>. The main content area displays the following tracking information:

**Tracking Number 67620**

**Shipper:** San Francisco  
243 Vallejo St  
San Francisco CA 94111-1511  
origin remarks

**Consignee:** San Francisco  
243 Vallejo St  
San Francisco CA 94111-1511  
Loading Dock

**Ordered By:** Alice Brown

**References:** 456

**Ordered:** 10/13/04 10:57 AM

**Dispatched:** 01/26/06 1:43 PM

**Transmitted to Driver:** 01/26/06 1:43 PM

**Confirmed by Driver:** 01/26/06 2:08 PM

**Picked Up:** 01/23/06 3:57 PM

**Delivered:** 01/26/06 2:08 PM

**Proof of Delivery:** Jmjdgj

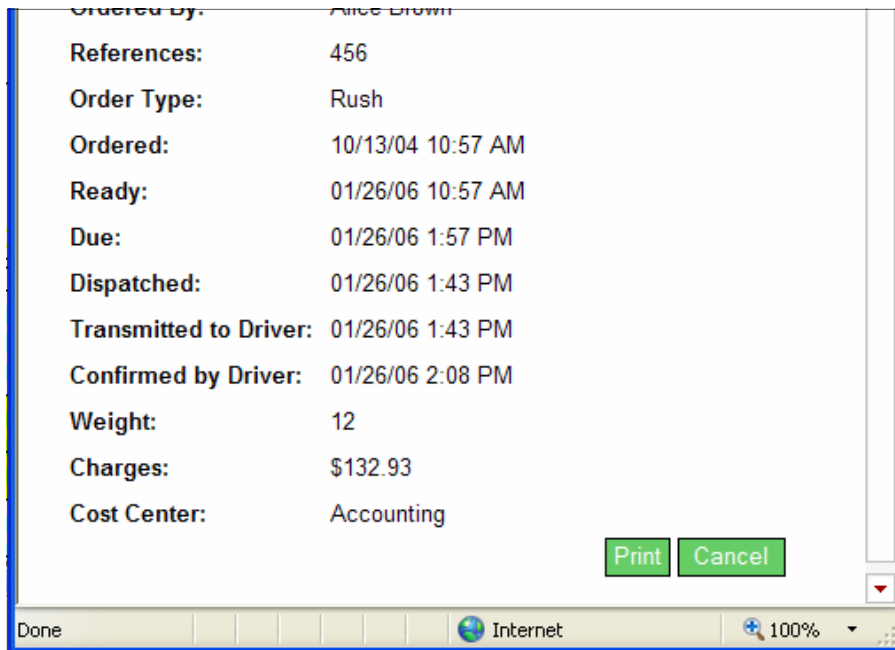
**Weight:** 12

**Charges:** \$132.93

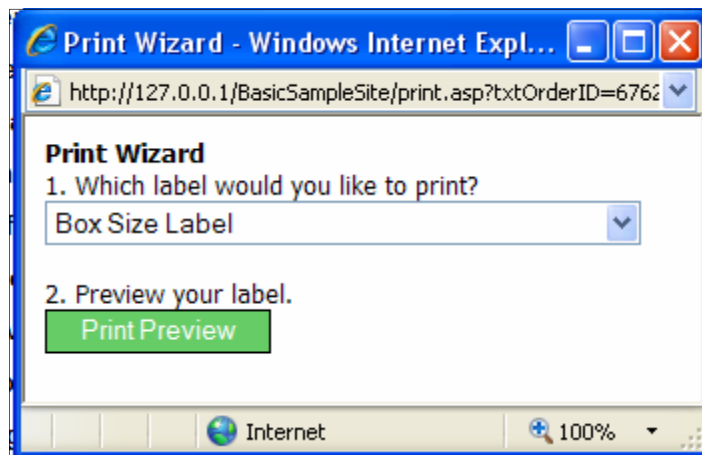
**Cost Center:** Accounting

At the bottom of the page, there are four green buttons: [Get Receipt](#), [Get Shipping Label](#), [Attachments](#), and [Print Status](#).



Clicking on “Get Receipt” will open a new window with information about the order that can be easily printed by clicking on “Print”.



Clicking on “Get Shipping Label” will open a new window. There is a drop-down selection for the size of the label you would like to print. Then you may view the label by clicking “Print Preview”.



From here you may print the label by clicking on “Print”.

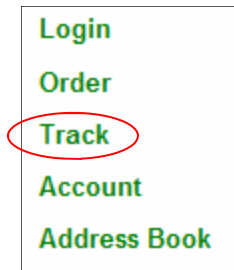
ALICE BROWN SAN FRANCISCO 243 VALLEJO ST SAN FRANCISCO CA 94111-1511	<b>Rush</b> <b>10/13/04 10:57</b> <b>Pieces:</b> <b>Weight: 12</b> <b>100/200/300</b>
<b>SHIP TO:</b>  SAN FRANCISCO 243 VALLEJO ST <b>SAN FRANCISCO CA 94111-1511</b>	
LOADING DOCK	
 Z94111-1511	
TRACKING NUMBER: 67620	
 X-9999-D67620	
References: 456	Signature: _____
<input type="button" value="Back"/> <input type="button" value="Print"/> <input type="button" value="Cancel"/>	

Clicking on “Attachments” will allow you to upload an attachment, such as a document, to the order information.

Clicking on “Print Status” will allow you to print the current order status information.

# Tracking an Order



In order to track the status of an order, you do not need to login in. Just click on “Track” and you will be taken to another page where you can specify which order you would like to see.



You will need to enter either the tracking number of the order, or the reference number. Be sure to specify the correct time frame for when the order was placed. After entering the information, click on “Submit” to view the order status.

Enter up to 10 Tracking numbers or Reference numbers below.

Tracking Number  Your Reference

From:   To:  

- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
-

After clicking "Submit" you will be able to view the status of the order(s).

<b>Tracking Number</b>	67620
<b>Reference</b>	456
<b>Origin:</b>	San Francisco CA 94111-1511
<b>Destination:</b>	San Francisco CA 94111-1511
<b>Ordered:</b>	10/13/04 10:57 AM
<b>Dispatched:</b>	01/26/06 1:43 PM
<b>Transmitted to Driver:</b>	01/26/06 1:43 PM
<b>Confirmed by Driver:</b>	01/26/06 2:08 PM
<b>Picked Up:</b>	01/23/06 3:57 PM
<b>Delivered:</b>	01/26/06 2:08 PM
<b>Proof of Delivery:</b>	Jmjdgj

Note: To view complete details, you are required to [log in](#) for this account.

# Address Book

You have the ability to store addresses online. This is especially helpful when you use the same address multiple times. To open your address book, click on “Address Book”.

[Logout](#)

[Change Password](#)

[Order](#)

[Track](#)

[Account](#)

[Address Book](#)

To add a new address, click the link “click here to add a new address”. Enter the new information and click on ok “continue” then click “ok” once it has been added. To set an address as a default, find the address then click on “Edit”.

Address Book for Justin S		
<a href="#">123ABCDEF GHIJKLMNOPQRSTUVWXYZ</a>		
<a href="#">click here to add a new address</a>		
Name	Address	
B Dibartolo	1024 Harvard Rd Oakland CA 94610-1162	<a href="#">Edit</a> <a href="#">Delete</a>
Bank	125 Market St Ste 450 San Francisco CA 94105-1520	<a href="#">Edit</a> <a href="#">Delete</a>
Bank Of America	3030 N Central Ave Phoenix AZ 85012-2707	<a href="#">Edit</a> <a href="#">Delete</a>
Boston Something	377 Commercial St Malden MA 02148-7306	<a href="#">Edit</a> <a href="#">Delete</a>
Boston Something Else	378 Commercial St Malden MA 02148-7307	<a href="#">Edit</a> <a href="#">Delete</a>
Business Courier	310 E Interstate 30 Garland TX 75043-8000	<a href="#">Edit</a> <a href="#">Delete</a>

From here you can set the address as either the default origin, or the default destination by clicking on the corresponding radio button on the bottom.

<b>Name*:</b>	<input type="text" value="cxt"/>		
<b>Address*:</b>	<input type="text" value="3030 N Central Ave"/>		
<b>Suite:</b>	<input type="text"/>		
<b>City*:</b>	<input type="text" value="Phoenix"/>	<b>State*:</b>	<input type="text" value="AZ"/>
		<b>Zip*:</b>	<input type="text" value="85012-2707"/>
<b>Phone:</b>	<input type="text"/>		
<b>Origin Comments:</b>	<input type="text"/>		
<b>Dest Comments:</b>	<input type="text"/>		
<b>Default:</b>	<input type="radio"/> Set as your default origin address		
	<input type="radio"/> Set as your default destination address		
	<input checked="" type="radio"/> Do not set this address as a default		
	<input type="button" value="Continue"/>		<input type="button" value="Cancel"/>

## Placing an Order Online

1. Open your internet browser and go to the company website.
2. At the login page, enter your user ID and password, then click “Login”.
3. Click on the link that says “Order”.
4. Select the origin address for the order, or enter it manually. Then select the destination address for the order, or enter it manually. Fill in the pieces/weight field, pickup ready time, and any other field that is required (asterisk(\*) means field is required).
5. Click on “Continue”.
6. Select one of the listed order types by clicking on it.
7. Choose an e-mail address for order status notifications, or leave the default. You may also select which events to be notified of by selecting or deselecting any of the checkboxes.
8. Click “Finish”.
9. Your confirmation message will display your tracking number.