Customer Access Portal

Truckline Manager Guide

NORTH CAROLINA PORTS

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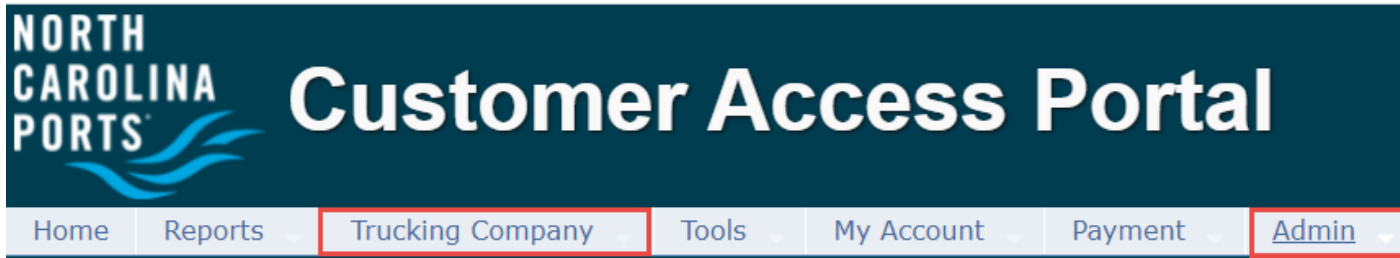
1. Truckline Manager Guide

The Truckline Manager access contains additional features not offered to CAP users. CAP Truckline Manager Users will have access to:

- ✓ Ability to approve New Users and add or edit User Permissions associated to their Trucking Company/SCAC
- ✓ Make/ Modify/ Delete Trucks associated to their Trucking Company/SCAC

The following sections describe the additional features that Truckline Manager Users have access to when they log in.
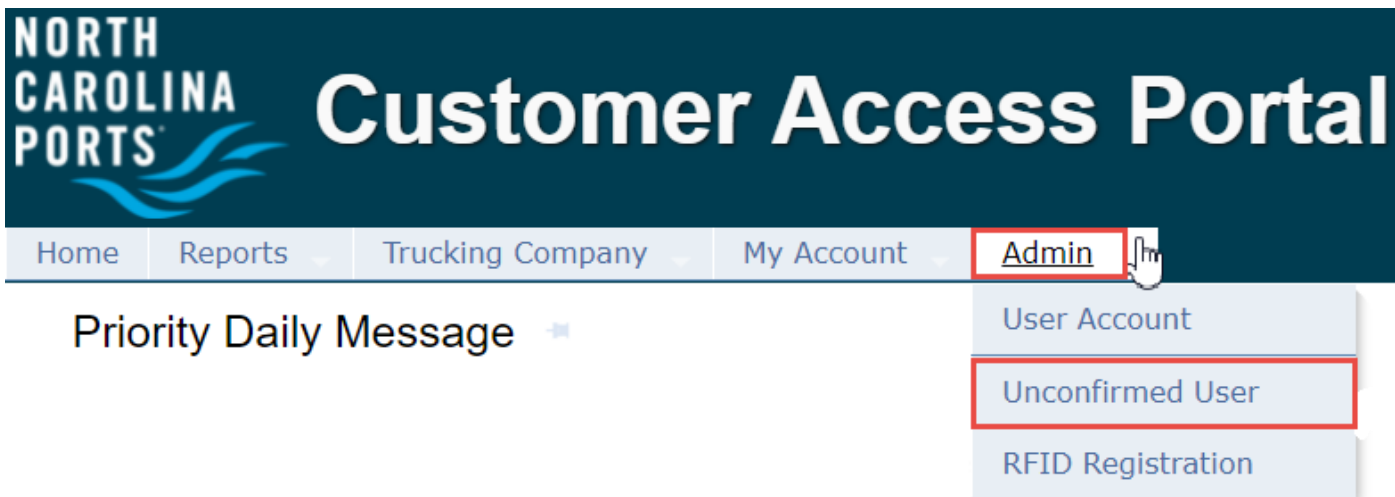
2. Truckline Manager Features

After logging in, Truckline Manager Users will have access to the Trucking Company and Admin menus on the Navigation Bar. These menus are not accessible to regular users.

3. Truckline Manager – Admin

3.1 Truckline Manager > Unconfirmed User

a. Upon pressing the *Unconfirmed User* link

b. The Unconfirmed User list will appear:

Unconfirmed User List | Edit | Delete | Email

1 record found | Records: 10 ∨ per page | Page: 1 ∨ of 1

	Login Name	First Name	Last Name	Signup Site	Email	Company	Company Type	Created On	Last Visit
☐	testuser	test	user	New Orleans Terminal LLC	michele.hudgins@smart-tecs.com	TRIPLE G EXPRESS, INC.	Trucking Company	8/6/2020 1:48:41 AM	

1 record found | Records: 10 ∨ per page | Page: 1 ∨ of 1

3.2 Confirming a New User

a. When the list of unconfirmed new users appears, the Truckline Manager can select all or select a

Specific user, then press the EDIT button.

Unconfirmed User List | Edit | Delete | Email

1 record found | Records: 10 ∨ per page | Page: 1 ∨ of 1

	Login Name	First Name	Last Name	Signup Site	Email	Company	Company Type	Created On	Last Visit
☑	testuser	test	user	New Orleans Terminal LLC	michele.hudgins@smart-tecs.com	TRIPLE G EXPRESS, INC.	Trucking Company	8/6/2020 1:48:41 AM	

1 record found | Records: 10 ∨ per page | Page: 1 ∨ of 1

After pressing Edit, the **User Account > Confirm page** will appear:

➢ The Truckline Manager has the option to check that the user's information is correct.

➢ These users will be associated to the Trucking Company SCAC designated to the Truckline Manager.

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➢ The Truckline Manager can check the Initial Confirmation box

➢ After all entries are confirmed, the Truckline Manager then presses ▢ Save Save button

Admin > User Account > Confirm

Sign-Up User: User ID|Login Name: 29 | testuser10   Save   Cancel

☐ Initial Confirmation

User Group:

| Registered Sites | New Orleans Terminal LLC |

Log on Info:

| First Name * | test |
| Last Name * | user10 |

Contact Info:

Email *	michele.hudgins@smart-tecs.com		Country *	United States
Location	United States		Address *	158 PARIS STREET
Day Phone *	9737321333	Ext. No.		
Evening Phone			City *	NEWARK
Mobile			State/Province *	New Jersey
			Zip/Postal Code *	07105

Company Info:

Business Type *	Trucking Company
Truck Line SCAC *	HSPP	Go
Company Name *	HP Corp.
	☐ Truck Line Manager

➢ After the new user has been successfully saved, the Truckline Manager has the option to add or remove a user account from their trucking company.

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4. Truck Maintenance – Trucking Company Profile

4.1 Truckline Manager > Truck Maintenance Features

a. Upon pressing the Trucking Company Profile link the following will display :

> ➢ Administrator(s) of the trucking company
> ➢ Trucking Company details
> ➢ User can edit Trucking Company Details
> ➢ Save changes and receive results

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5. Truck Maintenance

5.1 Truckline Manager > Truck Maintenance

a. Upon pressing the **Truck Maintenance** link:

b. The Truckline Manager > Truck Maintenance page will appear. The Truckline Manager will have the option to create, modify, delete trucks associated to the SCAC:

- ➢ Create New Truck
- ➢ Reassign LPN & RFID
- ➢ Reassign RFID
- ➢ Reassign LPN
- ➢ Delete Truck

➢ Search all Trucks associated with SCAC

c. The Truckline Manager > Truck Maintenance search functions. The Truckline Manager will have the option to search by:
  ➢ LPN
  ➢ VIN
  ➢ RFID
  ➢ Driver's Name
  ➢ Status

Trucking Company > Truck Maintenance

SCAC Code		VIN		Driver Name	
LPN		TAG NUMBER		Status	
				Deleted	☐

Go   New   Clear

Reassign LPN & RFID   Reassign RFID   Reassign LPN   Delete   Save   Reset

61 records found

Records: 50 ⌄ per page |◄ ◄ Page: 1 ⌄ of 2 ►► ►|

	LPN*	Tag Number	VIN*	SCAC Code*	Company Name	State	Description*	Make*	Model	Tare Weigh
☐	12345	<NO TAG NO ASSIGNED ⌄	12345				test	Test		40000
☐	THLPN009	<NO TAG NO ASSIGNED ⌄	THVIN0009			North Carolina	test independent Trucker	toy		45666
☐	LPN777	<NO TAG NO ASSIGNED ⌄	VIN777				test	TEST		5000
☐	THLPN05	<NO TAG NO ASSIGNED ⌄	THVIN05			California	Testing	toy		45666
☐	THLPN008	191037259	THVIN009	AAAB	AAAB	Idaho	testing	toy	YOY	45667
☐	THLPN01	<NO TAG NO ASSIGNED ⌄	THVIN2001	AAAB	AAAB	California	Test Independent Trucker	TOY	TOY	45666
☐	TRK55	147855664	234	AAAB	AAAB	CA	PTCT_DRAY_Gadsfasf	asdfas	aaac	0

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5.2 Truck Maintenance > New

Truck Companies will define a list of Trucks which are authorized to receive and deliver equipment to the terminal.

a. To add a New Truck

- ➢ Select the New button
- ➢ New – enter Truck details. This will associate the truck to a specific SCAC/ Trucking Company

Trucking Company > Truck Maintenance

SCAC Code		VIN		Driver Name			Go	New	Clear
LPN		TAG NUMBER		Status					
				Deleted	☐				

- ➢ Enter /Edit– Add /Modify Truck data (*Denotes required fields)
- ➢ Save update

b. Truck List

This user has the following functions available:

- ➢ New – Allow user to enter a new Truck

New Truck   Save   Reset   Cancel

SCAC Code *	AAAB
Trucking Company	AAAB
LPN *	THLPN022
Tag Number	191016961
VIN *	G21LG858424
State	North Carolina
Description *	TEST TRUCK

Make *	TEST 00
Model	TRUCK
Tare Weight	15000
Driver Name	
Mobile Phone	3105192327
Mobile Carrier	AT&T
Email	michele.hudgins@smart-tecs.com
Contact Type	Both

➢ Edit Truck data

➢ Save and receive result

Result Message Details   ✖

LPN	Action	Action Result	Message
NEW3	New	Success	Truck created successfully

5.3 Truck Maintenance > Reassign LP & RFID

a. Reassign RFID& License Plate

➢ Allows user to select multiple rows and reassign the RFID's and its associated LP to a new truck company SCAC

➢ Select LP

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- ➢ Click on Reassign LP & RFID
- ➢ Select RFID from the drop down

SCAC Code		VIN		Driver Name		Go	New	Clear
LPN	NEW2	TAG NUMBER		Status	⌄			
				Deleted	☐			

| | | | Reassign LPN & RFID | Reassign RFID | Reassign LPN | Delete | Save | Reset |

2 records found
Records: 50 ⌄ per page   Page: 1 ⌄ of 1

	LPN	Tag Number	VIN	SCAC Code	Company Name	State	Description	Make	Model	Tare Weight	Driver Name	Email	Mobile Phone	Mobile Carrier	Contact Type
☑	NEW2	191016962 ⌄	SDV84D5	AAAB	AAAB	Utah ⌄	ds9v9ds49	wqf4d5sf4d		0				⌄	

- ➢ Select RFID Tag

☑	NEW2	191016962 ⌄
☐	TESTLPN01	<NO TAG NO ASSIGNED>
☐	THLPN01	191016991
☐	LPN005	191016992
		191016994
☐	NEW5	191016995
☐	LPN005	191016997
		191016998
☐	LPN1	191016999
☐	LPN2	191016962
		191016963
☐	LPN005	191016964
☐	THLPN008	191016965
		191016966
☐	LPN006	191016967
		191016968
☐	LPN007	191016969
☐	TESTLP	777777028

- ➢ Enter SCAC or select from the Trucking Company drop down

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➢ Save changes and receive result

LPN	Action	Action Result	Message
TESTLPN01	Reassign LPN & RFID	Success	RFID and LPN reassigned successfully

5.4 Truck Maintenance > Reassign RFID

a. Reassign RFID

➢ Allows user to select multiple rows and reassign only the RFID to a new truck company SCAC

➢ Select LP

➢ Click on Reassign RFID

LPN*	Tag Number
☑ NEW2	191016962 ▾
☐ NEW2	

<NO TAG NO ASSIGNED>
191016991
191016992
191016994
191016995
191016997
191016998
191016999
191016962
191016963
191016964
191016965
191016966
191016967
191016968
191016969
777777028

2 records found

➢ Make modifications, select from the RFID drop down

➢ Save changes and receive results

Result Message Details   ✕

LPN	Action	Action Result	Message
THLPN008	Reassign RFID	Success	RFID reassigned successfully

5.5 Truck Maintenance > Reassign LP

a. Reassign LP

➢ Allows user to select multiple rows and reassign only the LP to a new truck company SCAC

	SCAC Code		VIN		Driver Name			Go	New	Clear
	LPN		TAG NUMBER		Status					
					Deleted	☐				

Reassign LPN & RFID | Reassign RFID | Reassign LPN | Delete | Save | Reset

61 records found   Records: 50 ∨ per page |◄ ◄◄   Page: 1 ∨ of 2 ►► ►|

	LPN*	Tag Number	VIN*	SCAC Code*	Company Name	State	Description*	Make*	Model	Tare Weigh
☑	12345	<NO TAG NO ASSIGNED ∨	12345			∨	test	Test		40000
☑	THLPN009	<NO TAG NO ASSIGNED ∨	THVIN0009			North Carolina	test independent Trucker	toy		45666
☑	LPN777	<NO TAG NO ASSIGNED ∨	VIN777			∨	test	TEST		5000

➢ Enter SCAC code or select Trucking Company Name

Reassign LPN   ✕

SCAC Code	MCOP
Trucking Company	MCO TRANSPORT ∨

Save   Cancel

➢ Save changes and receive results

Result Message Details   ✕

LPN	Action	Action Result	Message
NEW2	Reassign LPN	Success	LPN reassigned successfully

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5.6 Truck Maintenance > Delete

a. Delete Truck

➢ Allows user to select multiple rows and delete trucks from the associated SCAC

Trucking Company > Truck Maintenance

SCAC Code		VIN		Driver Name				Go	New	Clear
LPN		TAG NUMBER		Status		∨				
				Deleted	☐					

Reassign LPN & RFID   Reassign RFID   Reassign LPN   Delete   Save   Reset

61 records found   Records: 50 ∨ per page   Page: 1 ∨ of 2

	LPN	Tag Number	VIN	SCAC Code	Company Name	State	Description	Make	Model	Tare Weig
☑	12345	0	12345				test	Test		40000
☑	THLPN009	0	THVIN0009			NC	test independent Trucker	toy		45666
☑	LPN777	0	VIN777				test	TEST		5000
☐	THLPN05	<NO TAG NO ASSIGNED ∨	THVIN05			California ∨	Testing	toy		45666
☐	THLPN008	<NO TAG NO ASSIGNED ∨	THVIN009	AAAB	AAAB	Idaho ∨	testing	toy	YOY	45667
☐	THLPN01	<NO TAG NO ASSIGNED ∨	THVIN2001	AAAB	AAAB	California ∨	Test Independent Trucker	TOY	TOY	45666

➢ The user will receive a warning message to confirm prior to deletion

Confirm Action   ✖

ⓘ You are about to delete the selected records.
    Are you sure?

OK   Cancel

➢ Save changes and receive results

Result Message Details   ✖

LPN	Action	Action Result	Message
NEW2	Delete	Success	Truck deleted successfully

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6. Associate Trucks

The Truckline Manager will have the option to add or remove Independent Trucker LP number(s) to their associated to the SCAC by using the Associate Truck menu.

6.1 Truckline Manager > Associate Trucks

a. Select **Associate Trucks** link:

➢ Enter License Plate number to search a specific truck

➢ Use the arrows in the middle to associate or remove from Trucking Company association

➢ Save and receive results