

Customer Access Portal

Truckline Manager Guide





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1. Truckline Manager Guide

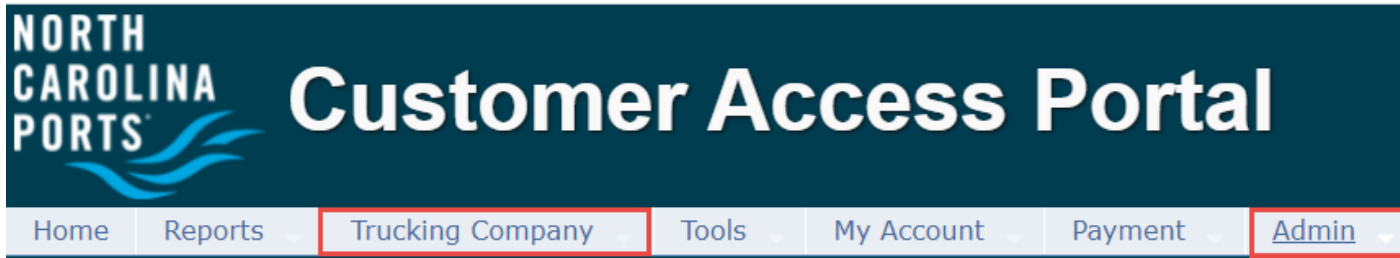
The Truckline Manager access contains additional features not offered to CAP users. CAP Truckline Manager Users will have access to:

- ✓ 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

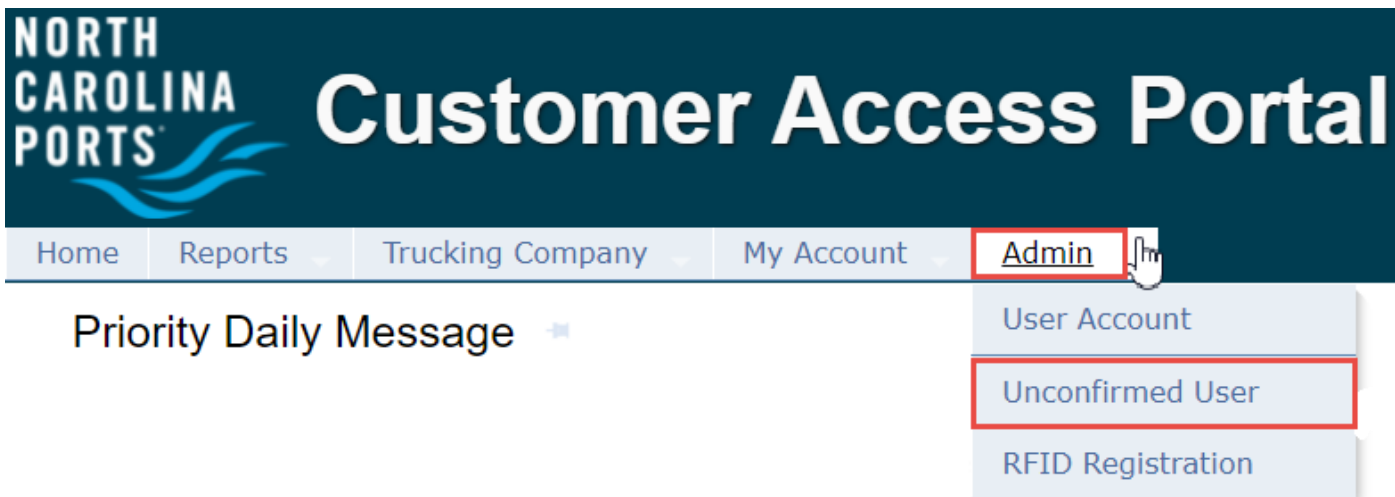
After logging in, Truckline Manager Users will have access to the Trucking Company and Admin menus on the Navigation Bar. These menus are not accessible to regular users.



3. Truckline Manager – Admin

3.1 Truckline Manager > Unconfirmed User

a. Upon pressing the *Unconfirmed User* link



b. The Unconfirmed User list will appear:

Admin > User Account > Unconfirmed User

Unconfirmed User List

Edit Delete Email

1 record found

Records: 10 per page Page: 1 of 1

<input type="checkbox"/>	Login Name	First Name	Last Name	Signup Site	Email	Company	Company Type	Created On	Last Visit
<input type="checkbox"/>	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

- When the list of unconfirmed new users appears, the Truckline Manager can select all or select a Specific user, then press the EDIT button.

Admin > User Account > Unconfirmed User

Unconfirmed User List

Edit Delete Email

1 record found

Records: 10 per page Page: 1 of 1


<input checked="" type="checkbox"/>	Login Name	First Name	Last Name	Signup Site	Email	Company	Company Type	Created On	Last Visit
<input checked="" type="checkbox"/>	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.

- The Truckline Manager can check the Initial Confirmation box
- After all entries are confirmed, the Truckline Manager then presses  Save button

Admin > User Account > Confirm

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

Initial Confirmation

User Group:

Registered Sites: New Orleans Terminal LLC

Log on Info:


First Name *
 Last Name *

Contact Info:

Email *
 Location
 Day Phone * Ext. No.
 Evening Phone
 Mobile

Country *
 Address *
 City *
 State/Province *
 Zip/Postal Code *

Company Info:

Business Type *
 Truck Line SCAC * 
 Company Name *
 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.

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 :

Trucking Company > Truck Company Profile

1 record found

Truck Company Administrator	SCAC Code	Trucking Company	US DOT Number	Address	City	Country	State	ZIP code	Email	Request Status	Banned	Deleted	Main Phone	Emergency Phone
TEST C., test t., kayla b., Donna J.	MCOP	MCO TRANSPORT	12345	2001 John S. Gibson Blvd	San Pedro	United States	California	90731		Approved	No	No	3105192327	3105192327

1 record found

Records: 10 per page Page: 1 of 1

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

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

LPN

VIN

TAG NUMBER

Driver Name

Status

Deleted

GO New Clear

61 records found

Reassign LPN & RFID
Reassign RFID
Reassign LPN
Delete
Save
Reset

Records: 50 per page

Page: 1 of 2

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

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	<input type="text"/>	VIN	<input type="text"/>	Driver Name	<input type="text"/>	Go	New	Clear
LPN	<input type="text"/>	TAG NUMBER	<input type="text"/>	Status	<input type="text"/>			
				Deleted	<input type="checkbox"/>			

- 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

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

Trucking Company > Truck Maintenance

SCAC Code: [] LPN: NEW2 VIN: [] TAG NUMBER: [] Driver Name: [] Status: [] Deleted:

Go New Clear

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
<input checked="" type="checkbox"/> NEW2	191016962	SDV84D5	AAAB	AAAB	Utah	ds9v9ds49	wqf4d5sf4d		0					

Reassign LPN & RFID Reassign RFID Reassign LPN Delete Save Reset

- Select RFID Tag

<input checked="" type="checkbox"/> NEW2	191016962
<input type="checkbox"/> TESTLPN01	<NO TAG NO ASSIGNED>
<input type="checkbox"/> THLPN01	191016991
<input type="checkbox"/> LPN005	191016992
<input type="checkbox"/> NEW5	191016994
<input type="checkbox"/> LPN005	191016995
<input type="checkbox"/> LPN1	191016997
<input type="checkbox"/> LPN2	191016998
<input type="checkbox"/> LPN005	191016999
<input type="checkbox"/> THLPN008	191016962
<input type="checkbox"/> LPN006	191016963
<input type="checkbox"/> LPN007	191016964
<input type="checkbox"/> TESTLP	191016965
	191016966
	191016967
	191016968
	191016969
	777777028
	<NO TAG NO ASSIGNED>

- Enter SCAC or select from the Trucking Company drop down

Reassign LPN & RFID

SCAC Code

Trucking Company

Save Cancel

- 2SIX LOGISTICS
- 820 LOGISTICS LLC
- A & W TRUCKING
- A AND R TRANSPORT INC
- A&S SERVICES GROUP
- A&V EXPRESS
- A.J. TRANSPORTATION
- AAAB
- AAAG
- AABB
- AACC
- AAGG
- ACE TRANSPORTATION
- ACE WRECKER SERVICE
- ACS TRANSPORTATION LLC
- ACTION DEDICATED LLC
- ACTION RESOURCES INC
- AGGG TEST
- AGX FREIGHT

Reassign LPN & RFID

SCAC Code

Trucking Company

Save Cancel

➤ Save changes and receive result

Result Message Details

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 LPN
- Click on Reassign RFID

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
<input checked="" type="checkbox"/>	12345	<NO TAG NO ASSIGNED	12345				test	Test		40000
<input checked="" type="checkbox"/>	THLPN009	<NO TAG NO ASSIGNED	THVIN0009			North Carolina	test independent Trucker	toy		45666
<input checked="" type="checkbox"/>	LPN777	<NO TAG NO ASSIGNED	VIN777				test	TEST		5000

LPN	Tag Number
<input checked="" type="checkbox"/> NEW2	191016962
<input type="checkbox"/> 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

Trucking Company > Truck Maintenance

SCAC Code	<input type="text"/>	VIN	<input type="text"/>	Driver Name	<input type="text"/>
LPN	<input type="text"/>	TAG NUMBER	<input type="text"/>	Status	<input type="text"/>
				Deleted	<input type="checkbox"/>

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 Weight
<input checked="" type="checkbox"/>	12345	<NO TAG NO ASSIGNED v	12345				test	Test		40000
<input checked="" type="checkbox"/>	THLPN009	<NO TAG NO ASSIGNED v	THVIN0009			North Carolina	test independent Trucker	toy		45666
<input checked="" type="checkbox"/>	LPN777	<NO TAG NO ASSIGNED v	VIN777				test	TEST		5000

➤ Enter SCAC code or select Trucking Company Name

Reassign LPN

SCAC Code	<input type="text" value="MCOP"/>
Trucking Company	<input type="text" value="MCO TRANSPORT"/>

Save Cancel

➤ Save changes and receive results

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

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
<input checked="" type="checkbox"/>	12345	0	12345				test	Test		40000
<input checked="" type="checkbox"/>	THLPN009	0	THVIN0009			NC	test independent Trucker	toy		45666
<input checked="" type="checkbox"/>	LPN777	0	VIN777				test	TEST		5000
<input type="checkbox"/>	THLPN05	<NO TAG NO ASSIGNED	THVIN05			California	Testing	toy		45666
<input type="checkbox"/>	THLPN008	<NO TAG NO ASSIGNED	THVIN009	AAAB	AAAB	Idaho	testing	toy	YOY	45667
<input type="checkbox"/>	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
✕

i 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

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

A screenshot of the 'Associate Trucks' search interface. At the top, a breadcrumb trail is shown: 'Trucking Company > Truck Company Profile > Associate Trucks'. Below this, the page title 'Associate Trucks' is displayed. The search form includes a 'License Plate' input field with the value '123789' and a 'Search' button. Below the search form, there is a dropdown menu for 'Assigned To Truck Line' with the selected value 'MCOP - MCO TRANSPORT'. The interface is divided into two columns: 'Truck LPNs' and 'Selected Trucks'. The 'Truck LPNs' column contains a table with one row: ID 22, Truck LPNs 123789. The 'Selected Trucks' column is currently empty. Between the two columns, there are four arrow buttons: a right-pointing arrow, an up-pointing arrow, a right-pointing arrow, and a down-pointing arrow, all enclosed in a red box.

Trucking Company > Truck Company Profile > Associate Trucks

Associate Trucks

License Plate: 123789 Search

Assigned To Truck Line: MCOP - MCO TRANSPORT

Truck LPNs	
ID	Truck LPNs
22	123789

Selected Trucks	
ID	Truck LPNs

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

Trucking Company > Truck Company Profile > Associate Trucks

Associate Trucks

License Plate

Assigned To Truck Line

Truck LPNs	
ID	Truck LPNs

➔

Selected Trucks	
ID	Truck LPNs
22	123789

↑

➤

⬅

- Save and receive results