Web Browser setup and guidelines:

It is essential for the web browser to be set up as outlined below:

 Access the <u>Internet Options</u> for Internet Explorer. Recommended browser versions are Internet Explorer (IE) 9 or newer. The box for '<u>Delete browsing history on exit</u>' should be checked. This will ensure your browser '<u>cache</u>' is cleared every time the browser is closed. While on the <u>General</u> tab and in the <u>Browsing history</u> section, click on Settings. The popup will be <u>Website Data Settings</u>. The <u>Every time I visit the webpage</u> should be checked.

Internet Options ? ×	Internet Options ?
eneral Security Privacy Content Connections Programs Advanced	General Security Privacy Content Connections Programs Advanced
Home page To create home page tabs, type each address on its own line.	Website Data Settings ?
http://usxintranet/SitePages/Home.aspx http://www.msn.com/ http://usxd1vmkapprod1:8080/ManagementConsole/	Temporary Internet Files History Caches and databases Internet Explorer stores copies of webpages, images, and media for faster vewing later.
Use current Use default Use new tab	Check for newer versions of stored pages:
Startup	 Every time I visit the webpage
Start with tabs from the last session	Every time I start Internet Explorer
Start with home page	Automatically
Tabs	- O Never
Change how webpages are displayed in tabs. Tabs	Disk space to use (8-1024MB) 250 (Recommended: 50-250MB)
Browsing history	E Current location:
Delete temporary files, history, cookies, saved passwords, and web form information.	D:\Temp\Temporary Internet Files\
Delete browsing history on exit Delete Settings	Move folder View objects View files
Appearance	OK Cance
Colors Languages Fonts Accessibility	
OK Cancel Apply	OK Cancel Apply

2. Click on the <u>**Privacy**</u> tab in <u>Internet Options</u>. In the Pop-Up Blocker section click on <u>Settings</u>. In the field named <u>Address of website to allow</u>, type *.xactaccess.com and click <u>Add</u> to the right of that field. Click <u>Close</u>.

Internet Options	
General Security Privacy Content Connections Programs Advanced	Pop-up Blocker Settings
Settings Select a setting for the Internet zone. Medium	Exceptions Pop-ups are currently blocked. You can allow pop-ups from specific websites by adding the site to the list below. Address of website to allow. *xactaccess.com Add
can be used to contact you without your implicit consent	Allowed sites: secure w2 tak com ws.usxpress.com
Sites Import Advanced Default Location	Remove all.
Pop-up Blocker ✓ Turn on Pop-up Blocker Settings InPrivate	Notifications and blocking level:
☑ Disable toolbars and extensions when InPrivate Browsing starts	Show Notification bar when a pop-up is blocked. Blocking levet Medium: Block most automatic pop-ups
OK Cancel Apply	Learn more about Pop-up Blocker Close

Sign in to Xact Access: https://www.xactaccess.com

- 1. A CSR or CSM will do the initial setup of the customers. The <u>User Name</u> and <u>Password</u> can be chosen by the customer before doing the initial setup or the CSR will assign the username and password for the customer's access.
- 2. Forgot password? Click below 'Login' on the word here to reset your password.

ACT	
User name Password Incin	
Forgot your password? Click <u>here</u> to reset your password. Please contact your Customer Service Representative if you have issues logging in.	

Quick overview after signing in:

Hi loadtrack-	-test									1	Change Password	Logout	
Xact Acces	s Order	rs											
Active (84 recor	rds)	History	Grid Management								٩ [
A Export to Ex	xcel												
~		~	∽ Bill To	~	~	~ ~	~Shipper	~	~	~ ~	 Consignee 	~	~
Status Pic	:kup ▲	Delivery	Name	Address	City	State Zip	Name	Address	City	State Zip	Name	Address	

- 1. The top left identifies who is signed in.
- 2. Top right is access to change the password.
- 3. To the right of change password is Logout.
- 4. Left side under 'Xact Access Orders' heading are 2 tabs:
 - > Active orders and the number of orders found for the users assigned Bill-To's.
 - ➢ History will be any orders that have been delivered.
- 5. The 'Grid Management' to the right of the tabs will allow: (please do not adjust this until you read below in the Grid Management section)
 - > Sorting
 - > Filtering
 - > Ability to reposition columns by click, drag and drop
- 6. On the right there is a field to do quick searches. That will be covered below.
- 7. Export to Excel
- 8. Column headings Grid Management will allow customization of this area.
- 9. On the initial load that info will remain the same until F5 is pressed to refresh the page.

I. Change Password - Logout

Located in the top right of the page.

Change Password Logout									
Cha	inge Password	×							
Current Password									
New Password									
Confirm Password									
	ОК								

II. Grid Management: (used to rearrange the order information view)

Before rearranging, filtering or sorting columns and information in the page view, it is recommended that a 'DEFAULT VIEW' is saved. Click on <u>Grid Management</u>. In the 'Grid Settings' pop up click on <u>Save</u>. Type <u>DEFAULT VIEW</u> and click <u>OK</u>. After clicking OK a '<u>Settings saved</u>' box will appear. Repeat these steps for any additional views. For example 'inbound' or 'outbound' orders. For views no longer needed, click on the view name then click <u>Delete</u>. To load a view after set up, click on <u>Grid Management</u>, select the Layout Name and click <u>Load</u>.

	Grid Settings	usxpress.com needs some information	Message from webpage
	Layout Name	Script Prompt OK	Settings saved.
<u>Grid Management</u> -> Bill To	Test Load Save Delete	Cancel	ОК

MOVING COLUMNS

The column headings can be rearranged by clicking the mouse key and holding it while dragging and dropping the column in another location. Seen below the '**Shipper Name**' column is being moved. <u>Outlined in the red box</u> will be where that column will be dropped if the mouse click is released.

0	shipperName				+ shipperName	J
Shipper Name	Address	City	State Zip	~	State Zip	_

ADD or REMOVE COLUMNS, SORTING and FILTERING

In each of the column heading boxes, click on the small down arrow on the right side.

To add or remove a column from the view, rest the cursor on the word <u>Columns</u> and a list of the column headings will appear. Entering a <u>check</u> next to the name will leave the column in the page view. Remove the check and the column is removed from the page view. The ability to <u>Sort</u> by Ascending and Descending is listed here.



III. Quick Search

Search can only be used for the columns seen in the screen shot below.

	~ ~	· · · · ·	~	~	· · · · · · · · · · · · · · · · · · ·	~	
Pickup #	Shipper Ref #	Consignee ReTr	ruck #	Trailer #	BOL	PO #	PRO #
		-	53859	601103	00001489443M	STOTBD	9119699
			66784	701736	00001489406M	4871652	9119708
		1	21538	200636	00001489787M	4871823	9126901
			66020	402340	00001489779M	EP266236	9127091

Example for Search: Trailer 200636 was entered which removed everything and singled out the trailer.

		q	200636]		
Pickup #	∽ ∽ Shipper Ref #	Consignee Re	√ Truck #	√ Trailer #	BOL	~ ~ PO #	PRO #
		5	21538	200636	00001489787M	4871823	9126901

IV. TABS

The tabs in the top left are for current Active Orders (with # of orders) and History for Orders delivered.

ACTIVE ORDERS TAB

In the 'Status' column, In Route and Pending Dispatch statuses will be listed.

The Order Detail/Stop Info can be accessed by clicking one time on the row for the order.

Status Pickup # Delivery City State Zip Pickup # Shipper Rel #Consignee RelTruck # Trailer # BOL In-route 6-12-2015 08:00 6-16-2015 17:00 COLUMBUS OH 422:00 MOORESTOL NJ 06057 Image: # State Zip Order Details 000014887329 In-route 6-15-2015 08:00 6-18-2015 08:00 6-18-2015 08:00 6-18-2015 08:00 6-18-2015 08:00 6-18-2015 08:00 6-18-2015 08:00 6-18-2015 08:00 6-18-2015 08:00 6-18-2015 08:00 6-18-2015 08:00 6-18-2015 08:00 6-18-2015 08:00 6-18-2015 08:00 6-18-2015 08:00 6-18-2015 08:00 6-18-2015 08:00 6-18-2015 08:00 6-18-2015 08:00 6-18-2015 08:00 MOORESTOL Nu #07885 Driver: MIGUEL REYES Milles to Next In-route 6-15-2015 08:00 6-17-2015 13:00 Bill To Shipper Consignee				_		
In-route 6-12-2015 08:00 6-16-2015 17:00 COLUMBUS OH 43230 MOORESTOL NJ 08057 Columbus 42171 W47885 000014887324 In-route 6-15-2015 08:00 6-18-2015 08:00 6-18-2015 08:00 6-18-2015 08:00 6-18-2015 08:00 6-18-2015 08:00 6-18-2015 08:00 6-18-2015 15:00 Trudic: 42171 Trailer: W47885 Driver: MIGUEL REYES Milles to Next In-route 6-15-2015 08:00 6-17-2015 13:00 Bill To Shipper Consignee	PO #	# BOL	PO #		PRO #	Current Location
In-route 6-15-2015 08:00 6-18-2015 08:00 6-18-2015 08:00 Fro Number: 9110291 Current Location: BELLEMONT, AZ (as of 2015. In-route 6-15-2015 08:00 6-18-2015 15:00 6-18-2015 15:00 Trudic: 42171 Trailer: W47885 Driver: MIGUEL REYES Milles to Next In-route 6-15-2015 08:00 6-17-2015 13:00 Bill To Shipper Consignee	4 4502599	85 0000	8732M 450	99	9110291	ETIWANDA, CA (as of 2015-06-17 07:04:31)
In-route 6-15-2015 08:00 6-18-2015 15:00 Fro Number 9110291 Current Location: BELLEMONT, AZ (as of 2015- Truck: 42171 Trailer: W47885 Driver: MIGUEL REYES Milles to Next In-route 6-15-2015 08:00 6-17-2015 13:00 Bill To Shipper Consignee				×	9119460	BELLEMONT, AZ (as of 2015-06-17 08:58:25)
In-route 6-15-2015 08:00 6-17-2015 13:00 Bill To Shipper Consignee	06-17 08:58:2 Stop: 385 mil	IT, AZ (as o Miles	:015-06-17 08: Next Stop: 385	:25) iiles	9115462 s	WINONA, AZ (as of 2015-06-17 09:57:1
					9119446	MTN PS, CA (as of 2015-06-17 09:01:16
In-route 6-15-2015 08:00 6-17-2015 16:00 ABC COMPANY ABC COMPANY ABC COMPANY	IY	сом	ANY		9109247	TOPOCK, AZ (as of 2015-06-17 09:45:4
In-route 6-15-2015 08:00 6-18-2015 09:00 Type Appointment Window Address Status Signature		Signature			9115316	ROGERS, MN (as of 2015-06-17 09:49:5
In-route 6-15-2015 08:00 6-17-2015 14:00 Origin Exe f12/15 15:00:00 Freight Lane, Provide 61/2/15 16:10:00 Departure: 61/2/15 16:10:00	,			^	9110318	BLOOMINGTON, CA (as of 2015-06-17 09:19:27)
In-route 6-15-2015 10:00 6-18-2015 17:00 Final Early: F(17(15) 080:000 TN Departure:					9110112	ROSELAND, IN (as of 2015-06-17 09:50:34)

HISTORY TAB

Orders that have delivered. This tab has a date range search for Pickup Date From/To, a quick search for the same column info as outlined in section III 'Quick Search'. The column labeled POD will have a View button that can be clicked to see the POD for that shipment.

Active (10	2 records)	History (124 record	s) Grid Manage	ment								Pickup E	Date From:	6/10/2015	To: 6/17/2015	İ	۹ 🗌	
A Expor	t to Excel																	
OD	∼ Status	~ Pickup ▲	Delivery	City	State	Zip	, City	State	Zip	Pickup #	Shipper Ref	, ≠Consignee Re	Truck #	√ Trailer #	BOL	PO #	PRO #	Driver Name
View	Delivered	6-10-2015 02:00	6-10-2015 08:00	REYNOLDSB	ОН	43068	LOUISVILLE	KY	40258				32023	704225	00001487893M	06102015	9100523	MICHAEL BREWER
View	Delivered	6-10-2015 07:00	6-10-2015 17:30	N BERGEN	NJ	07047	PORTLAND	ME	04101	43616	43616	43616	54052	400075	43616		9101125	RAYMOND FREELOVE
View	Delivered	6-10-2015 08:00	6-11-2015 23:59	WALDEN ,OR	NY	12586	REYNOLDSB	ОН	43068				52932	856864	00001488085M	267899	9101624	DEWANE PENHOLLOW
	XactAccess - POD - Internet Explorer																	
	XactAccess - POD - Internet Explorer U.5. XPRES5, INC. PRO PRO/INVOICE NUMBER 4080 Jenkins Road 9093226 000 SCAC-USXI Chattanooga, TN 37421 If the isvoice has an incorrect rate or total, please contact freightcollections@usypress.com (800) 261-8291 PRO																	

V. Export to Excel

Below the tabs for orders is a tool to **Export to Excel**.

Hi loadtrack-test							
Xact Access Orders							
Active (84 records)	History						
▲ Export to Excel							