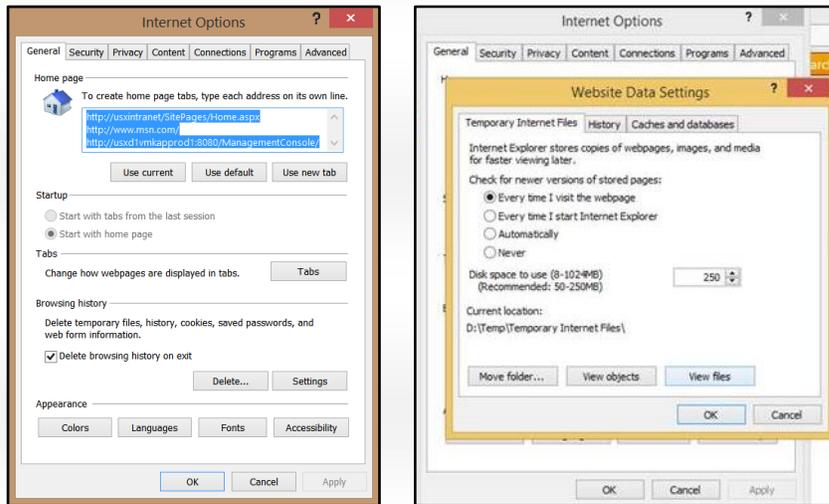


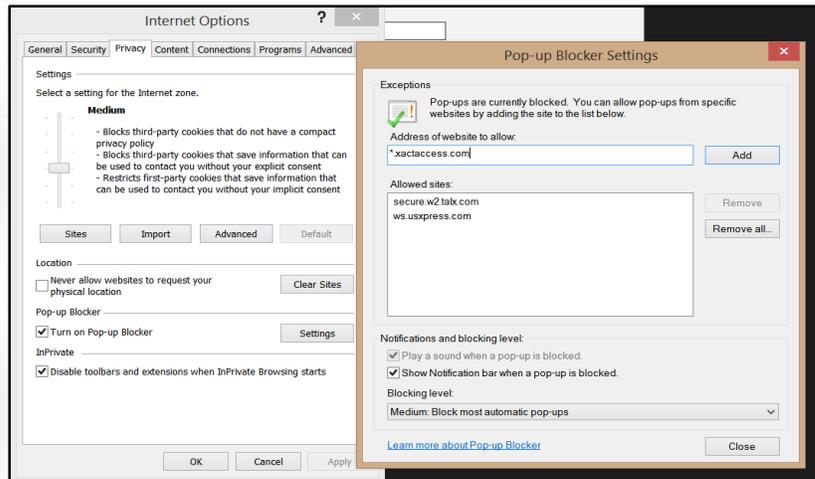
## Web Browser setup and guidelines:

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

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



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

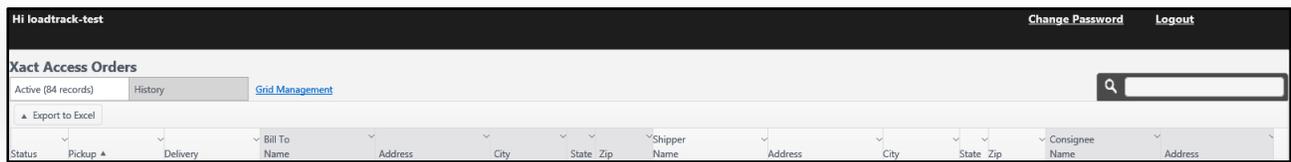


Sign in to Xact Access: <https://www.xactaccess.com>

1. A CSR or CSM will do the initial setup of the customers. The **User Name** and **Password** 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.



Quick overview after signing in:



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.



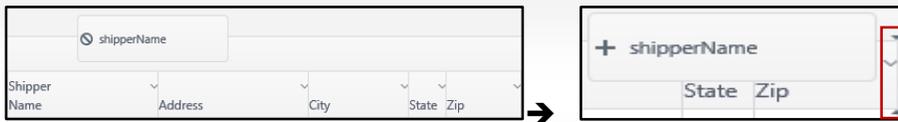
## II. Grid Management: (used to rearrange the order information view)

Before rearranging, filtering or sorting columns and information in the page view, it is recommended that a 'DEFAULT VIEW' is saved. Click on **Grid Management**. In the 'Grid Settings' pop up click on **Save**. Type **DEFAULT VIEW** and click **OK**. After clicking OK a 'Settings saved' 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 **Delete**. To load a view after set up, click on **Grid Management**, select the Layout Name and click **Load**.



### MOVING COLUMNS

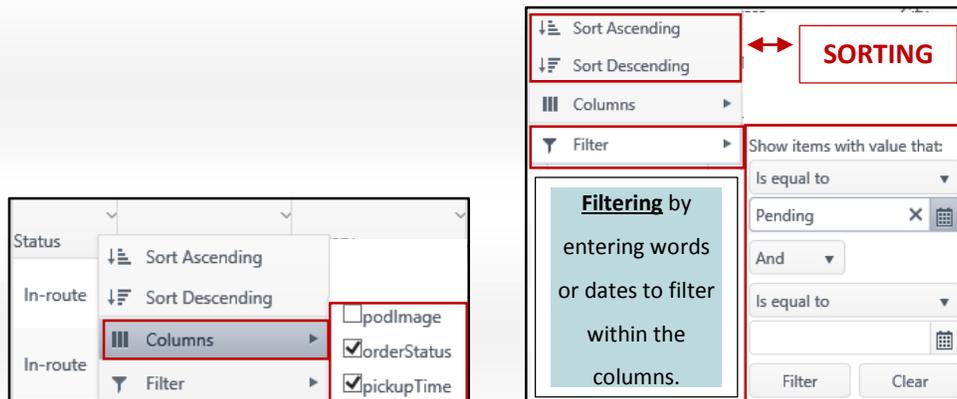
The column headings can be rearranged by clicking the mouse key and holding it while dragging and dropping the column in another location. Seen below the 'Shipper Name' column is being moved. Outlined in the red box will be where that column will be dropped if the mouse click is released.



### 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 **Columns** and a list of the column headings will appear. Entering a check 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 **Sort** 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	ReTruck #	Trailer #	BOL	PO #	PRO #
			53859	601103	00001489443M	STOTBD	9119699
			66784	701736	00001489406M	4871652...	9119708
			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.

Pickup #	Shipper Ref #	Consignee ReTruck #	Trailer #	BOL	PO #	PRO #	
			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	City	State	Zip	Pickup #	Shipper Ref #	Consignee ReTruck #	Trailer #	BOL	PO #	PRO #	Current Location	
In-route	6-12-2015 08:00	6-16-2015 17:00	COLUMBUS	OH	43230	MOORESTO...	NJ	08057				42171	W47885	00001488732M	4502599...	9110291	ETIWANDA, CA (as of 2015-06-17 07:04:31)
Order Details																	
Pro Number: 9110291      Current Location: BELLEMONT, AZ (as of 2015-06-17 08:58:25)																	
Truck: 42171      Trailer: W47885      Driver: MIGUEL REYES      Miles to Next Stop: 385 miles																	
Bill To			Shipper			Consignee											
ABC COMPANY			ABC COMPANY			ABC COMPANY											
Type		Appointment Window		Address		Status		Signature									
Origin		Confirmed Early: 6/12/15 08:00:00 Late: 6/12/15 15:00:00		123 Trace Freight Lane, Chattanooga, TN		Arrival: 6/12/15 14:09:00 Departure: 6/12/15 16:10:00											
Final Destination		Confirmed Early: 6/16/15 08:00:00 Late: 6/16/15 17:00:00				Arrival: Departure:											

#### 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.

POD	Status	Pickup #	Delivery	City	State	Zip	City	State	Zip	Pickup #	Shipper Ref #	Consignee ReTruck #	Trailer #	BOL	PO #	PRO #	Driver Name	
<a href="#">View</a>	Delivered	6-10-2015 02:00	6-10-2015 08:00	REYNOLDSB...	OH	43068	LOUISVILLE	KY	40258				32023	704225	00001487893M	06102015	9100523	MICHAEL BREWER
<a href="#">View</a>	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
<a href="#">View</a>	Delivered	6-10-2015 08:00	6-11-2015 23:59	WALDEN_OR	NY	12586	REYNOLDSB...	OH	43068				52932	856864	00001488085M	267899	9101624	DEWANE PENHOLLOW



#### V. Export to Excel

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

