

PROCEDURE NAME

FreitWeb LCR (2018)

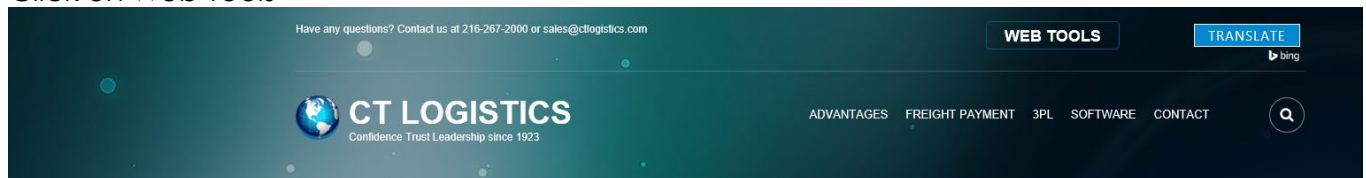
PURPOSE / SCOPE

This procedure describes the step by step process of using the online FreitWeb LCR (2018) tool.

ACTIVITIES**LCR Tab**[Commodities Section](#)[Additional Services](#)[Results Screen](#)[Get Another Quote](#)**BOL Tab****Quotes Tab****Templates****LCR Tab**

Enter www.ctlogistics.com in your browser address bar.

Click on Web Tools



FreitWeb LCR (2018) is located in the "CLIENT 3PL TOOLS" section.

WEBTOOLS

Rapid access to your account, business processes and reports.

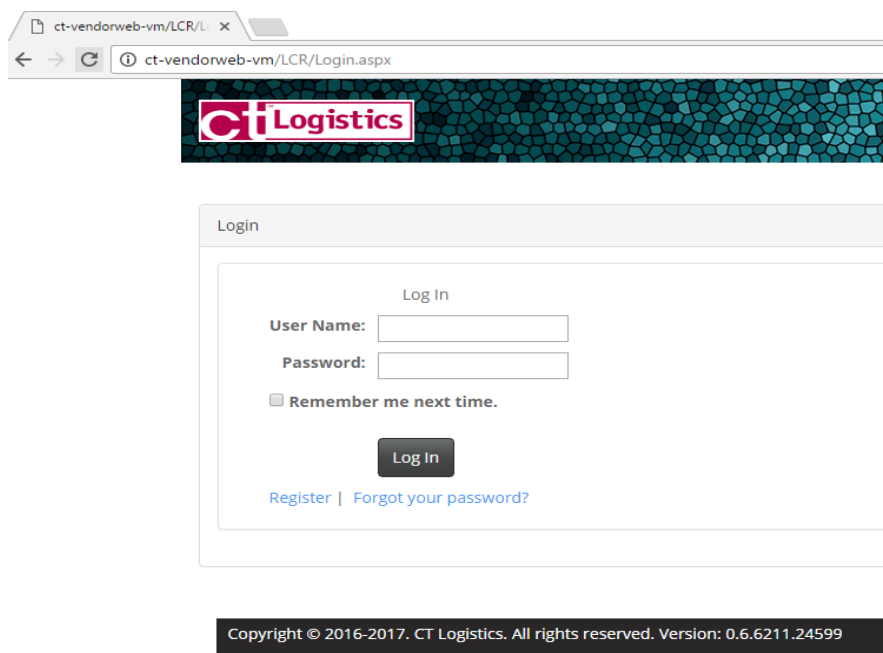
[CONTACT US FOR SUPPORT](#)**CLIENT AUDIT & PAYMENT TOOLS**[Account Login](#)[Bill Web-Resolution](#)[Bill Web-Resolution 2019](#)[Bill Payment Information](#)**CLIENT REPORTING TOOLS**[Data Grabber](#)[Image Archive](#)[Mass ReRating](#)[Rate Grabber](#)[ReRating](#)**CLIENT 3PL TOOLS**[FreitWeb LCR \(2018\)](#)[FreitWeb LCR \(Legacy\)](#)[L&D Claims \(OS&D\)](#)*** CARRIERS**[Bill Payment Information](#)[Bill Web-Resolution](#)[Bill Web-Resolution 2019](#)[Freight Bill Entry](#)

This will bring up the LTL log in screen:

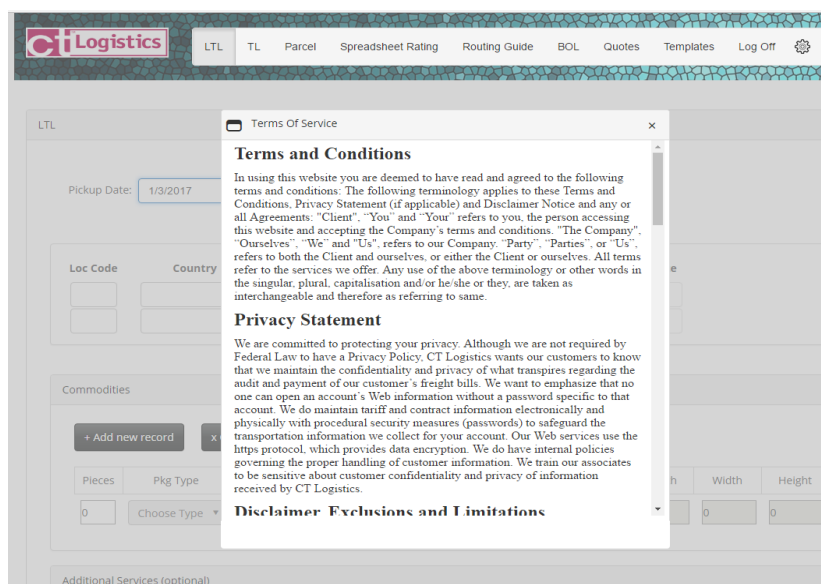
User Name = tsmith (case sensitive)

Password = Temp!12345 (case sensitive)

Click on the Log In button



This is the screen you will see: You will need to read and scroll down to the bottom of the screen and agree to this section. Click in the box to agree to terms.



Click in the box to agree to terms. The Terms of Service will need to be agreed to at each login.

Terms Of Service

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Communication

We have several different e-mail addresses for different queries. These and other contact information, can be found on our Contact Us link on our website or via Company literature or via the Company's stated telephone, facsimile or mobile telephone numbers.

Misc

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☐ I agree to the Terms Of Service

Once you have agreed to the Terms you will now be able to enter information to get a rate.

LTL TL Parcel Spreadsheet Rating Routing Guide BOL Quotes Templates Log Off

LTL

Pickup Date: 1/3/2017 Delivery Date: 1/6/2017 Terms: Outbound Prepaid

Loc Code	Country	Zip/Postal Code	City	State
	United States	Ship From: 44142	Brook Park	OH
	United States	Ship To: 32801	DOWNTOWN	FL

Commodities

+ Add new record
 x Cancel changes

Pieces	Pkg Type	Description	NMFC	Class	Weight	Length	Width	Height	HazMat
3	Pallets	BOLTS, NUTS OR SCREWS, N ...	93486.200	50	0	0	0	0	<input type="checkbox"/> x

Additional Services (optional)

Select additional services for your shipment.

Pickup Options

- ☐ Limited access pickup
- ☐ Residential pickup
- ☐ Inside pickup
- ☐ Liftgate at pickup

Delivery Options

- ☐ Call before delivery
- ☐ Limited access delivery
- ☐ Residential delivery
- ☐ Inside delivery
- ☐ Liftgate at delivery

Commodity Options

- ☐ Oversize/Extreme Length
- ☐ Food
- ☐ Freezable protection

Submit Cancel

Pickup date is set to current date; or click on appropriate ship date.

Delivery date is a mandatory field – enter by clicking on the calendar icon and click on the appropriate date.

The screenshot shows a form with a 'Delivery Date' field containing '1/6/2017'. A calendar icon to the right of the field is circled in purple. Below the field, a calendar for January 2017 is displayed. The calendar has columns for days of the week (S, M, T, W, T, F, S) and rows for dates. The date '6' is highlighted in blue.

Terms – click on the drop down arrow for term options, click on the appropriate terms

The screenshot shows a 'Terms' dropdown menu. The current selection is 'Outbound Prepaid'. The dropdown list is open, showing the following options: 'Outbound Prepaid' (highlighted in blue), 'Outbound Collect', 'Inbound Prepaid', 'Inbound Collect', 'Third Party Prepaid', and 'Third Party Collect'.

Location Codes – for those clients who have provided CT with location codes to use, entering the code provided will populate the geography fields for you. If you do not have location codes set up, bypass this field.

The screenshot shows a form titled 'LTL'. It contains fields for 'Pickup Date' (1/13/2017), 'Delivery Date' (1/16/2017), and 'Terms' (Outbound Prepaid). Below these fields, there is a section for location codes and geography. The 'Loc Code' field is circled in purple and contains the value '21'. To its right are fields for 'Country' (United States), 'Zip/Postal Code' (44102), 'City' (Cleveland), and 'State' (OH). There are also empty fields for 'Ship From' and 'Ship To'.

Country – You need to click on the drop down arrow and select the Country

Country

United States ▼

Canada
 Mexico
 United States

Zip Postal Code – Enter the Ship From zip postal code and press tab to populate; if there is more than one city for a zip code, you can click on the drop down arrow to view the city list

Loc Code	Country	Zip/Postal Code	City	State
<input type="text"/>	United States ▼	Ship From: <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	United States ▼	Ship To: <input type="text"/>	<input type="text"/>	<input type="text"/>

Enter the Ship To zip postal code and press to populate. This field works the same as the Ship From field.

Loc Code	Country	Zip/Postal Code	City	State
<input type="text"/>	United States ▼	Ship From: 40201	Louisville ▼	KY
<input type="text"/>	United States ▼	Ship To: 44130	Cleveland ▼	OH

Commodities

Cleveland
 Middleburg Heights
 Parma
 Parma Heights

Commodites Section

Pieces – you can either enter the pieces or use the arrows to select the correct number of pieces

Commodities

+ Add new record
x Cancel changes

Pieces	Pkg Type	Description	NMFC	Class	Weight	Length	Width	Height	HazMat
0	Choose Type ▼		0	0	0	0	0	0	<input type="checkbox"/> x

Pkg Type – click on the drop down arrow to choose the package type

Pkg Type

Choose Type ▾

Choose Type

Bags

Cartons

Pallets

Pieces

Rolls

Skids

Totes

Description – enter the description or enter the NMFC number in the NMFC field to get your class and description. (Use the tab key after entering data in either field). If you have multiple selections for the description entered a box will appear to select from. Click in the box to see the selections. Click on the one you would like to use. If you need to add additional commodities click on +Add new record.

Commodities

+ Add new record X Cancel changes

Pieces	Pkg Type	Description	NMFC	Class	Weight	Length	Width	Height	HazMat
3	Pallets ▾	heaters			0	0	0	0	<input type="checkbox"/> X

Multiple results Commodities returned - please select:

Select Commodity ▾

Click on the one you would like to use to populate description, NMFC and Class fields.

HEATERS, GAS, OTHER THAN PORTABLE, WITH OR WITHOUT CLAY RADIANTS, IN BOXES, CRATES OR PACKAGES 1082, 1127 OR 2030

HEATERS, INTERNAL COMBUSTION ENGINE COOLING SYSTEM, IN BOXES

HEATERS, RAILWAY SWITCH, OIL BURNING: STATIONARY, WITH MOTOR OPERATED BLOWER, IN PACKAGES

HEATERS, RAILWAY SWITCH, OIL BURNING: NOI, IN BOXES OR CRATES

HEATERS, REFRIGERATOR CAR, SHEET IRON

HEATERS, WATER, TANK TYPE, SEE NOTES, ITEMS 26521 AND 26522: IN BOXES OR PACKAGES 208, 1016, 1277, 2055, 2056 OR 2537, OTHER THAN SECURED ON LIFT TRUCK SKIDS OR PALLETS

HEATERS, WATER, TANK TYPE, SEE NOTES, ITEMS 26521 AND 26522: IN BOXES OR PACKAGES 208, 1016, 1277, 2055, 2056 OR 2537, SECURED ON LIFT TRUCK SKIDS OR PALLETS, OR IN CRATES OR PACKAGE 2536

HEATERS, WATER, TANKLESS, SEE NOTE, ITEM 26521, IN BOXES

HEATERS OR STOVES, ALCOHOL, PORTABLE, IN BOXES OR DRUMS

HEATERS, PORTABLE, NOI, WITH OR WITHOUT BLOWERS OR FANS, IN BOXES OR CRATES, SUBJECT TO ITEM 170 AND HAVING A DENSITY IN POUNDS PER CUBIC FOOT OF: LESS THAN 10

HEATERS, PORTABLE, NOI, WITH OR WITHOUT BLOWERS OR FANS, IN BOXES OR CRATES, SUBJECT TO ITEM 170 AND HAVING A DENSITY IN POUNDS PER CUBIC FOOT OF: 10 OR GREATER

HEATERS, IMMERSION, ELECTRIC, IN BOXES

Select Commodity ▾

Weight – enter the shipment weight by either entering the weight manually or using the drop down arrows.

Length and Height fields are for dimensional weight – these fields are not functional yet.

If the shipment is HazMat, click in the box under HazMat.

HazMat



Example of screen up to this point:

LTL

Pickup Date: 1/9/2017 Delivery Date: 1/11/2017 Terms: Outbound Prepaid

Loc Code	Country	Zip/Postal Code	City	State
	United States	Ship From: 40201	Louisville	KY
	United States	Ship To: 44130	Cleveland	OH

Commodities

+ Add new record x Cancel changes

Pieces	Pkg Type	Description	NMFC	Class	Weight	Length	Width	Height	HazMat
2	Pallets	HEATERS, RAILWAY SWITCH, ...	26480.20	60	2400	0	0	0	<input type="checkbox"/> X

Additional Services Section

Additional Services (optional)

Select additional services for your shipment.

Pickup Options

- ☐ Limited access pickup
- ☐ Residential pickup
- ☐ Inside pickup
- ☐ Liftgate at pickup

Delivery Options

- ☐ Call before delivery
- ☐ Limited access delivery
- ☐ Residential delivery
- ☐ Inside delivery
- ☐ Liftgate at delivery

Commodity Options

- ☐ Oversize/Extreme Length
- ☐ Food
- ☐ Freezable protection

If you are aware of any additional services required for the shipment you are rating, check all that apply. There are additional services listed for **Pick up** and **Delivery**.

This section also includes special options regarding the **commodity** being shipped.

Click on Submit to get to the rating results.

Submit

Cancel


The Cancel button is to clear all fields.


Results screen:

Interline shipments are shown in RED.



Items in BLUE were rated as direct shipments per your contract

Items in RED were rated as indirect/interline/joint line shipments per your contract






LTL TL Parcel Spreadsheet Rating Routing Guide BOL Quotes Templates Log Off 

FreitWeb LCR

LTL  

FreitWeb No.: 001407

Drag a column header and drop it here to group by that column

Refresh   

Name	SCAC	Total Rated Amt.	Total Discount Amt.	Total Linehaul Amt.	Total Access. Amt.	Service Time
ROADRUNNER TRANSPORTATION	RDFS	465.77	3762.02	427.31	38.46	5
R&L CARRIERS	RNLO	470.34	3757.83	431.50	38.84	2
DAYTON FREIGHT LINES	DAFG	712.77	435.94	653.92	58.85	2
WARD TRUCKING	WARD	1,068.53	3209.03	980.30	88.23	2


< 1 >

Page size: 10

4 items in 1 pages

Get Another Quote

Print



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The FreightWeb No. is the tracking or quote number in CT's system.

If you click on the carrier name in the name field, you will be taken directly to the carrier's website.

If you click on the SCAC code, that will take you to "Create a Bill of Lading".

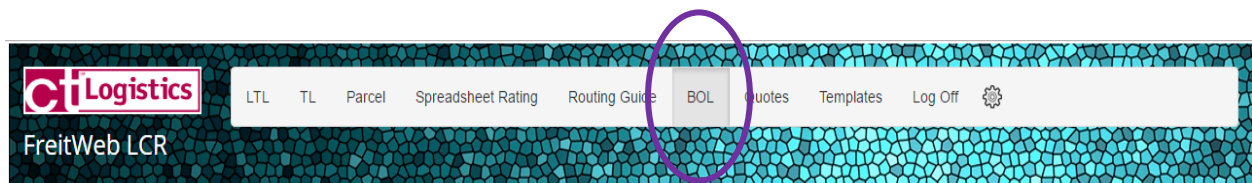
The screenshot shows the FreightWeb LCR interface with a teal mosaic background. At the top, a navigation bar includes links for LTL, TL, Parcel, Spreadsheet Rating, Routing Guide, BOL (highlighted), Quotes, Templates, Log Off, and a settings icon. Below the navigation bar, the page title "FreightWeb LCR" is visible. The main form is titled "BOL" and contains the following sections:

- FreightWeb No:** 001136
- Date:** 1/9/2017 (with a calendar icon)
- Freight Terms:** ☒ Prepaid, ☐ Collect, ☐ Third Party
- Carrier Name:** R&L CARRIERS
- Shipper Information:**
 - Shipper Name:** [Text Field]
 - Shipper Address Line 1:** [Text Field]
 - Shipper Country:** United States (Dropdown)
 - Contact Name:** [Text Field]
 - B.O.L. #:** [Text Field]
 - Shipper Email (optional):** [Text Field]
 - Shipper Address Line 2 (optional):** [Text Field]
 - Shipper Zip:** 40201
 - Shipper City:** Louisville (Dropdown) KY
 - Phone No. / Ext.:** [Text Field]
 - Ready Time:** [Text Field] (with a clock icon)
 - Close Time:** [Text Field] (with a clock icon)
- Consignee Information:**
 - Consignee Name:** [Text Field]
 - P.O. #:** [Text Field]
 - Consignee Email (optional):** [Text Field]

A "Clear Section" link is located at the bottom left of the Shipper Information section.

This screen will be populated with the previously entered data. You will need to complete the rest of the fields for your bill of lading.

If you want to create a bill of lading without getting a rate, click on the **BOL Tab**



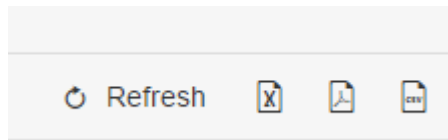
This will bring up a blank screen for you to populate.

If you click on the Total Rated Amount, it will give you the rating detail

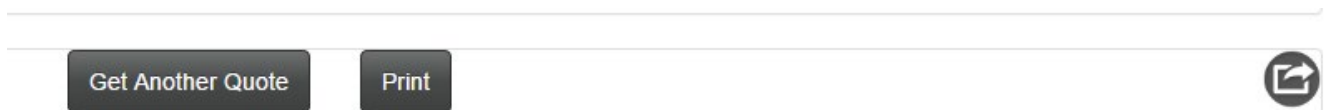
LTL Rating Details									
Act Wt	As Wt	Commodity	Comm	Class	Exc	UOM	Rate	Srv Time	Extension
1,888.00	1,888.00	HEATERS, RAILWAY SWITCH, OIL BURNING: NOI, IN BOXES OR CRATES	26480.2	60	60	HundredWeight	57.28	1	1,081.45
0.00	112.00	Deficit Weight	0.0	0	60	HundredWeight	57.28	1	64.15
0.00	0.00	89.30000000% Discount	0.0	0	0		0.00	1	1,023.02
1,888.00	1,888.00	Inside Delivery (Hundredweight)	0.0	0	0	CWT	4.00	1	75.52
1,888.00	1,888.00	Fuel Surcharge (Fuel Percent Fuel Price 2.58600000 1/6/2017 1/6/2017)	0.0	0	0	FFP	9.00	1	11.03
Total Charges:									209.13

You are able to click on the column headings to sort either Ascending or Descending.

Refresh will reset the results to the original sort.



The other options shown are export buttons to: Excel, PDF, and csv.



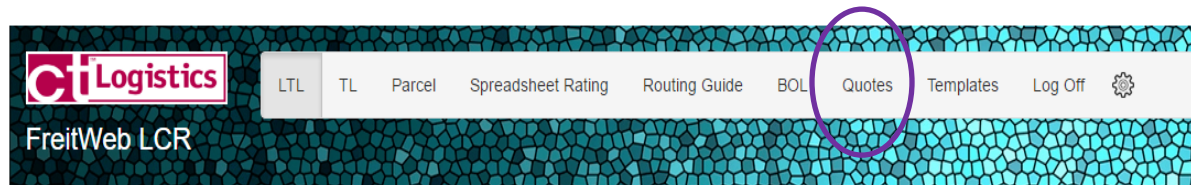
Get Another Quote will take you back to the LTL screen. The info you just entered will be retained. If you like to rerate the shipment with minor changes or no changes. To clear the screen you can click the LTL tab at the top or the Cancel button at the bottom of the screen.

The Print button will print the results

The envelope with an arrow coming out of it is a share feature that is not functional yet.

QUOTES TAB

Click on the Quotes Tab. This will allow you to pull up previous rate quotes in a date range or by FreitWeb #.



This will bring up the Quotes Screen

Select the Start and End date range you would like to search using the calendar drop downs.

Once the date range is selected your screen should look like the below. Click Submit to retrieve your quotes.

FreitWeb No. Date Range:

You can search by entering just the date range,

Start Date: 

End Date: 

If you know the FreitWeb No. you can enter them in the box provided and click submit to bring up those quotes.

If you know the FreitWeb Numbers you are looking for, enter them here:

000991




000995









001048

The Quotes result screen will appear within the date range selected or the FreitWeb No. you entered.


Quotes

Drag a column header and drop it here to group by that column

Refresh   



FreitWeb No	Origin	Destination	Ship Date	Saved BOL
000999	Vermilion, OH	Brook Park, OH	1/4/2017	
001002	Vermilion, OH	Brook Park, OH	1/4/2017	
001003	Vermilion, OH	Brook Park, OH	1/4/2017	
001006	Vermilion, OH	Brook Park, OH	1/4/2017	
001009	Vermilion, OH	Brook Park, OH	1/4/2017	
001011	Connellsville, PA	Louisville, KY	1/4/2017	
001011B	Connellsville, PA	Louisville, KY	1/4/2017	
001015	Connellsville, PA	Louisville, KY	1/4/2017	

Page size: 10 202 items in 21 pages



If you click on the highlighted blue FreightWeb No. this will give you the information you entered for this quote.

Drag a column header and drop it here to group by that column

FreightWeb No	Origin	Destination	Ship Date	Saved BOL
000999	Vermilion, OH	Brook Park, OH	1/4/2017	
001002	Vermilion, OH	Brook Park, OH	1/4/2017	

Once you click on the highlighted blue FreightWeb No. you will see the screen with the info entered on that day for that FreightWeb No.

Quotes

FreightWeb No: 001011
From: Connelisville, PA 15425
Date: 1/4/2017
To: Louisville, KY 40201

Commodities

Pieces	Pkg Type	Description	NMFC	Class	Weight	Length	Width	Height	Hazardous Materials
3	Pallets	BOLTS, NUTS OR SCREWS, NOI, IRON OR ST...	93486.20	50	2550.0000	0.0000	0.0000	0.0000	<input type="checkbox"/>
1	Cartons	HEATERS, INTERNAL COMBUSTION ENGINE CO...	26470.00	85	125.0000	0.0000	0.0000	0.0000	<input type="checkbox"/>
2	Pallets	DEVICES, FUEL TANK ANTI-SIPHONING, COI...	57156.10	125	1500.0000	0.0000	0.0000	0.0000	<input type="checkbox"/>
1	Cartons	HEATERS, INDUSTRIAL, RADIANT, ELECTRIC...	62250.20	70	225.0000	0.0000	0.0000	0.0000	<input type="checkbox"/>

Accessorial

Pickup Options

- ☐ Limited access pickup
- ☐ Residential pickup
- ☐ Inside pickup
- ☐ Liftgate at pickup

Delivery Options

- ☐ Call before delivery
- ☐ Limited access delivery
- ☐ Residential delivery
- ☐ Inside delivery
- ☐ Liftgate at delivery

Commodity Options

- ☐ Oversize/Extreme Length
- ☐ Food
- ☐ Freezable protection

Carrier Results List

Name	SCAC	Total Rated Amt.	Total Discount Amt.	Total Linehaul Amt.	Total Accessorial Amt.	Service Time
DAYTON FREIGHT LINES	DAFG	420.90	473.87	386.15	34.75	1
R&L CARRIERS	RNLO	369.90	2832.26	339.36	30.54	1
ROADRUNNER TRANSPORTATION	RDFS	542.75	2673.68	497.94	44.81	4
SOUTHWESTER MOTOR TRANS	SMTL	703.06	215.01	645.01	58.05	0
WARD TRUCKING	WARD	808.95	2429.46	742.16	66.79	2
Totals:		2845.57	8624.27	2610.63	234.94	8

Page size: 10 5 items in 1 pages

Get Another Quote Print

Click the Get another Quote button to get back to the quotes screen. You can also print out the page or share the page with the share button.

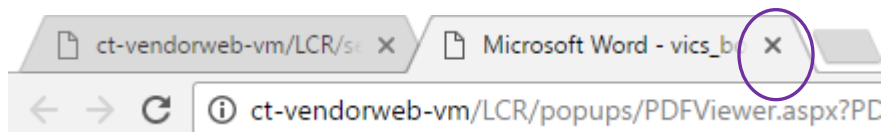
If you created a BOL for this FreightWeb No you can review that BOL by clicking on the PDF at the end of the row. BOL's are saved with a "B" at the end of the original FreightWeb No created.

001011	Connellsville, PA	Louisville, KY	1/4/2017	
001011B	Connellsville, PA	Louisville, KY	1/4/2017	
001015	Connellsville, PA	Louisville, KY	1/4/2017	

Once you have clicked on the PDF the saved BOL will open.

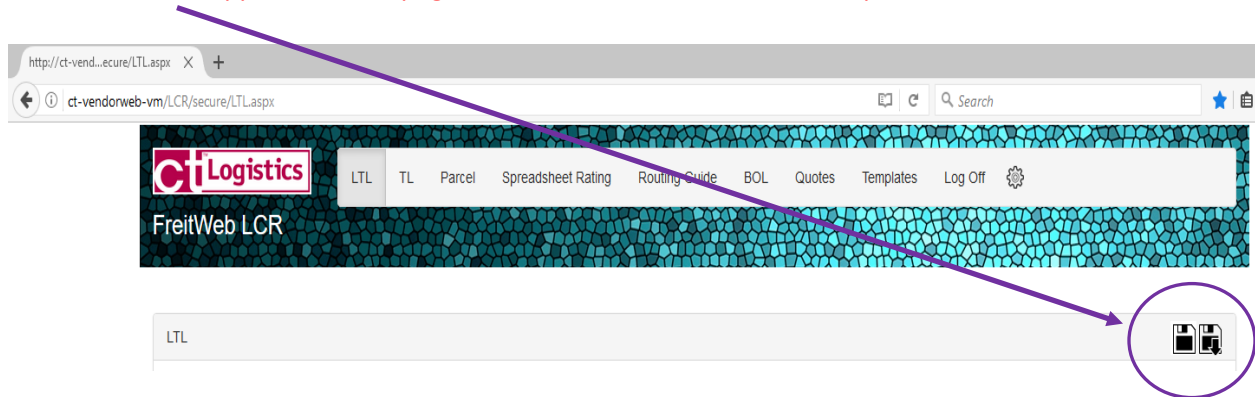
Date: 1/13/2017		FreightWeb#: 001234B		BILL OF LADING		Page <u>1</u>	
SHIP FROM Name: ABC CO Address: 3456 SMITH RD City/State/Zip: Cleveland, OH 44130 SID#: _____ FOB: <input type="checkbox"/>				Bill of Lading Number: <u>555</u> BAR CODE SPACE			
SHIP TO Name: CBS INC Location #: _____ Address: 987 MARKS RD City/State/Zip: Louisville, KY 40201 CID#: _____ FOB: <input type="checkbox"/>				CARRIER NAME: <u>R&L CARRIERS</u> Trailer number: _____ Seal number(s): _____ SCAC: <u>RNLO</u> Pro number: _____			
THIRD PARTY FREIGHT CHARGES BILL TO: Name: CT LOGISTICS CO Address: PO BOX 30382 City/State/Zip: Cleveland, OH 44130				BAR CODE SPACE Freight Charge Terms: (freight charges are prepaid unless marked otherwise) Prepaid <input checked="" type="checkbox"/> Collect _____ 3 rd Party _____ <input type="checkbox"/> (check box) Master Bill of Lading: with attached underlying Bills of Lading			
CUSTOMER ORDER INFORMATION							
CUSTOMER ORDER NUMBER		# PKGS	WEIGHT	PALLET/SIP (CIRCLE ONE)		ADDITIONAL SHIPPER INFO	
				Y N			
				Y N			
				Y N			
				Y N			
				Y N			
GRAND TOTAL							
CARRIER INFORMATION							
HANDLING UNIT		PACKAGE		COMMODITY DESCRIPTION		LTL ONLY	
QTY	TYPE	QTY	TYPE	WEIGHT	H.M. (X)	NMFC #	CLASS
3	Pallets			1550.0000		26480.20	60
1	Bags			175.0000		93486.20	50
RECEIVING STAMP SPACE							
GRAND TOTAL							
Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows: "The agreed or declared value of the property is specifically stated by the shipper to be not exceeding _____ per _____."				COD Amount: \$ _____ Fee Terms: Collect: <input type="checkbox"/> Prepaid: <input type="checkbox"/> Customer check acceptable: <input type="checkbox"/>			
NOTE Liability Limitation for loss or damage in this shipment may be applicable. See 49 U.S.C. § 14706(c)(1)(A) and (B). RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by the carrier and are available to the shipper, on request, and to all applicable state and federal regulations.							
SHIPPER SIGNATURE / DATE This is to certify that the above named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the U.S. DOT.				Trailer Loaded: <input type="checkbox"/> By Shipper <input type="checkbox"/> By Driver		Freight Counted: <input type="checkbox"/> By Shipper <input type="checkbox"/> By Driver/pallets said to contain <input type="checkbox"/> By Driver/Pieces	
				CARRIER SIGNATURE / PICKUP DATE Carrier certifies emergency response information was made available and/or carrier has the U.S. DOT emergency response guidebook or equivalent documentation in the vehicle. Signature _____ Shipper Property described above is received in good order, except as noted.			

To close out the BOL click on the "X" at the top of the screen for the opened PDF document.



TEMPLATES

From each page you can create and save templates. This gives you the ability to save as much or as little information on each page. You can also share the template within your company for another user to use. These icons appear on each page to save and search the saved templates.



The first icon is to save a template.



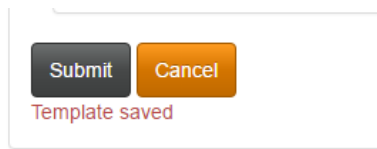
After you have entered the information you wish to save in a template click on the first icon. The below box will appear.

A screenshot of the 'Save Template' dialog box. It has a title bar with a close button. Inside, there is a 'Template Name:' label followed by a text input field. Below that is a 'Shared:' label with an unchecked checkbox. At the bottom are two buttons: 'Submit' and 'Cancel'.

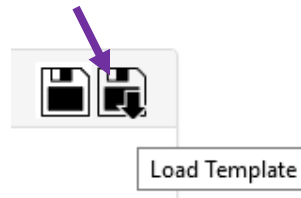
Name the template you would like to save. If you would like the template shared among other users in your company click on the Shared box then click submit.

A screenshot of the FreightWeb LCR interface with the 'Save Template' dialog box open. The background shows the 'LTL' page with fields for 'Pickup Date' (4/13/2017), 'Delivery Date' (4/18/2017), and 'Terms' (Outbound Collect). There are also fields for 'Loc Code', 'Country' (United States), 'Zip/Postal Code' (44101), 'City' (Cleveland), 'State' (OH), 'Ship From', and 'Ship To' (Louisville, KY). The 'Save Template' dialog box is in the foreground, showing 'Template Name: CT Logistics OH to KY' and the 'Shared' checkbox checked. The 'Submit' and 'Cancel' buttons are visible.

Once you click submit and the template was saved successfully you will get confirmation at the bottom of the screen



Click on the second icon to find and load a saved template for that page.



This box will appear to search for saved templates. Templates are save alphabetically and are date stamped with the day they are created. You can call up a template by typing the first couple letters of the template name and then clicking search or by just clicking search. By just clicking search it will bring up all saved templates in alphabetical order.

A dialog box titled 'Load Template'. It has a search field with the label 'Search:' and a text input box. To the right of the input box are two buttons: 'Search' (dark grey) and 'Cancel' (orange).

Templates	Creation Date
CA TO KY	3/14/2017
CROWN TEST	3/14/2017
CT Logistics OH to KY	4/14/2017
KY TO MI	3/8/2017
LOC CODE	3/10/2017
MI TEST	3/14/2017
PA TO TN NEW TEST	4/3/2017
Share MI KY	4/13/2017
Share TX to OH	4/6/2017
Test Share CA to OH	4/11/2017
test33	3/14/2017

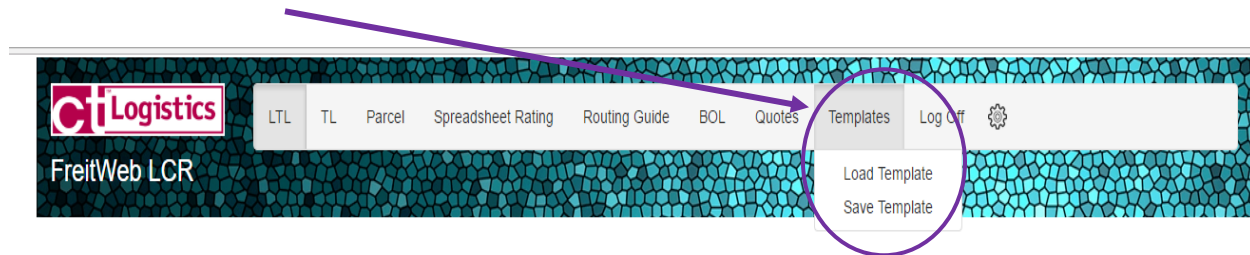
Below is what you will see. Click the “Select” highlighted in blue to bring up that template.

A dialog box titled 'Load Template'. It has a search field with the label 'Search:' and a text input box. To the right of the input box are two buttons: 'Search' (dark grey) and 'Cancel' (orange). Below the search field is a table with two columns: 'Templates' and 'Creation Date'. The table contains 11 rows of data. Each row has a blue 'Select' link in the first column, followed by the template name in the second column, and the creation date in the third column.

Templates	Creation Date
CA TO KY	3/14/2017
CROWN TEST	3/14/2017
CT Logistics OH to KY	4/14/2017
KY TO MI	3/8/2017
LOC CODE	3/10/2017
MI TEST	3/14/2017
PA TO TN NEW TEST	4/3/2017
Share MI KY	4/13/2017
Share TX to OH	4/6/2017
Test Share CA to OH	4/11/2017
test33	3/14/2017

The Template process above works the same on the BOL tab.

To view all templates created including any shared templates by you or another user in your company click on the Templates Tab on the top menu bar.



After clicking on the Template Tab the below box will display with all created templates in alphabetical order. It will also show you the date it was created and from which tab it was created.

The screenshot shows the 'Template Admin' section of the FreightWeb LCR system. The table below lists the templates created, including their names, forms, creation dates, and whether they are shared.

Template Name	Template Form	Creation Date	Shared	
CA TO KY	LTL	3/14/2017	<input type="checkbox"/> Shared	Remove
CROWN TEST	LTL	3/14/2017	<input checked="" type="checkbox"/> Shared	Remove
CT Logistics OH to KY	LTL	4/14/2017	<input checked="" type="checkbox"/> Shared	Remove
KY TO MI	LTL	3/8/2017	<input type="checkbox"/> Shared	Remove
LOC CODE	LTL	3/10/2017	<input type="checkbox"/> Shared	Remove
MARK'S RACING	BOL	3/8/2017	<input type="checkbox"/> Shared	Remove
MI TEST	LTL	3/14/2017	<input type="checkbox"/> Shared	Remove
NORWALK2	BOL	3/14/2017	<input type="checkbox"/> Shared	Remove
PA TO TN NEW TEST	LTL	4/3/2017	<input type="checkbox"/> Shared	Remove
Share TX to OH	LTL	4/6/2017	<input checked="" type="checkbox"/> Shared	Remove
Test Share CA to OH	LTL	4/11/2017	<input checked="" type="checkbox"/> Shared	Remove
test33	LTL	3/14/2017	<input type="checkbox"/> Shared	Remove
TESTNAME	BOL	3/15/2017	<input type="checkbox"/> Shared	Remove

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You can delete templates from here by clicking on the “Remove” highlighted in blue.

Templates				
Template Admin				
Template Name	Template Form	Creation Date	Shared	
CA TO KY	LTL	3/14/2017	<input type="checkbox"/> Shared	Remove
CROWN TEST	LTL	3/14/2017	<input checked="" type="checkbox"/> Shared	Remove
CT Logistics OH to KY	LTL	4/14/2017	<input checked="" type="checkbox"/> Shared	Remove
KY TO MI	LTL	3/8/2017	<input type="checkbox"/> Shared	Remove
LOC CODE	LTL	3/10/2017	<input type="checkbox"/> Shared	Remove
MARK'S RACING	BOL	3/8/2017	<input type="checkbox"/> Shared	Remove
MI TEST	LTL	3/14/2017	<input type="checkbox"/> Shared	Remove
NORWALK2	BOL	3/14/2017	<input type="checkbox"/> Shared	Remove
PA TO TN NEW TEST	LTL	4/3/2017	<input type="checkbox"/> Shared	Remove
Share TX to OH	LTL	4/6/2017	<input checked="" type="checkbox"/> Shared	Remove
Test Share CA to OH	LTL	4/11/2017	<input checked="" type="checkbox"/> Shared	Remove
test33	LTL	3/14/2017	<input type="checkbox"/> Shared	Remove
TESTNAME	BOL	3/15/2017	<input type="checkbox"/> Shared	Remove

If you click Remove to delete a saved template you be prompted “Are you sure you wish to remove this template? Yes or no”. Once you click “Yes” to delete the template will be deleted.

Test Share CA to OH	LTL	4/11/2017	<input checked="" type="checkbox"/> Shared	Remove
test33	LTL	3/14/2017	<input type="checkbox"/> Shared	Remove
Are you sure you wish to remove this template ? Yes No				
TESTNAME	BOL	3/15/2017	<input type="checkbox"/> Shared	Remove

Responsibility of: Users
 Authored by: Teresa Tolar