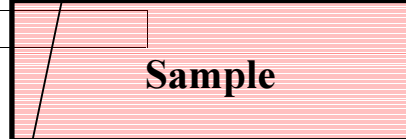


Administrative Tasks

Adding a New User:

- **Administrator:** Please complete the information below and e-mail this form to: WebHelp@evanstrans.com
- Evans will send confirmation of the new user set-up to the e-mail address for the Administrator shown at the bottom of this page, **only** if this form is submitted from that Administrator's e-mail address.

First Name:	<input type="text" value="Jane"/>		
Last Name:	<input type="text" value="Fonda"/>		
Requested USER ID:	<input type="text" value="GLS543"/>		
Requested Password:	<input type="text" value="abc123"/>		
User's E-Mail Address:	<input type="text" value="jfonda.greatlakessolutions.com"/>		
Company Name:	<input type="text" value="Great Lakes Solutions"/>		
Location:	<input type="text" value="Milwaukee"/>		
User's Direct Phone:	<input type="text" value="608-555-8970"/>	Ext.:	<input type="text"/>
Fax:	<input type="text" value="608-555-8984"/>		



Administrator Information:

First Name:	<input type="text" value="Dave"/>		
Last Name:	<input type="text" value="Groth"/>		
Administrator's E-Mail Address:	<input type="text" value="dgroth@greatlakessolutions.com"/>		
Administrator's Direct Phone:	<input type="text" value="414-555-4321"/>	Ext.:	<input type="text"/>

Important Information:

All fields in both the User table and the Administrator table are required.

The individual shown as the Administrator is responsible for:

- Maintaining information for all Users assigned to them.
- Informing Evans Transportation Services, Inc. of changes for these users.
- Managing issues relating to security violations (see the user manual for details).

Please refer to the Privacy Policy/Terms at www.evanstrans.com for details regarding the services provided.

Administrative Tasks

Change an Existing User:

- **Administrator:** Please complete the information below and e-mail this form to: WebHelp@evanstrans.com
- Evans will send confirmation of the requested changes to the e-mail address for the Administrator shown at the bottom of this page, **only** if this form is submitted from that Administrator's e-mail address.

First Name:	<input type="text" value="Jenny"/>	
Last Name:	<input type="text" value="Jones"/>	Sample
Current USER ID:	<input type="text" value="JenJones"/>	
User's E-Mail Address:	<input type="text" value="jones@ourcompany.com"/>	
Company Name:	<input type="text" value="Our Company"/>	
Location:	<input type="text" value="Pittsburgh"/>	
User's Direct Phone:	<input type="text" value="413.555.1212"/>	Ext.: <input type="text"/>
Fax:	<input type="text" value="413.555.9999"/>	
Describe Requested Change: <i>For example: Delete user, change security level, restore from security violation, etc.</i>	<input type="text" value="User revoked for security violation. Please restore."/>	

Be sure to specify exactly what you would like changed.

Administrator Information:

First Name:	<input type="text" value="John"/>	
Last Name:	<input type="text" value="Doe"/>	
Administrator's E-Mail Address:	<input type="text" value="doe@ourcompany.com"/>	
Administrator's Direct Phone:	<input type="text" value="413.555.8555"/>	Ext.: <input type="text"/>

Important Information:

All fields in both the User table and the Administrator table are required.

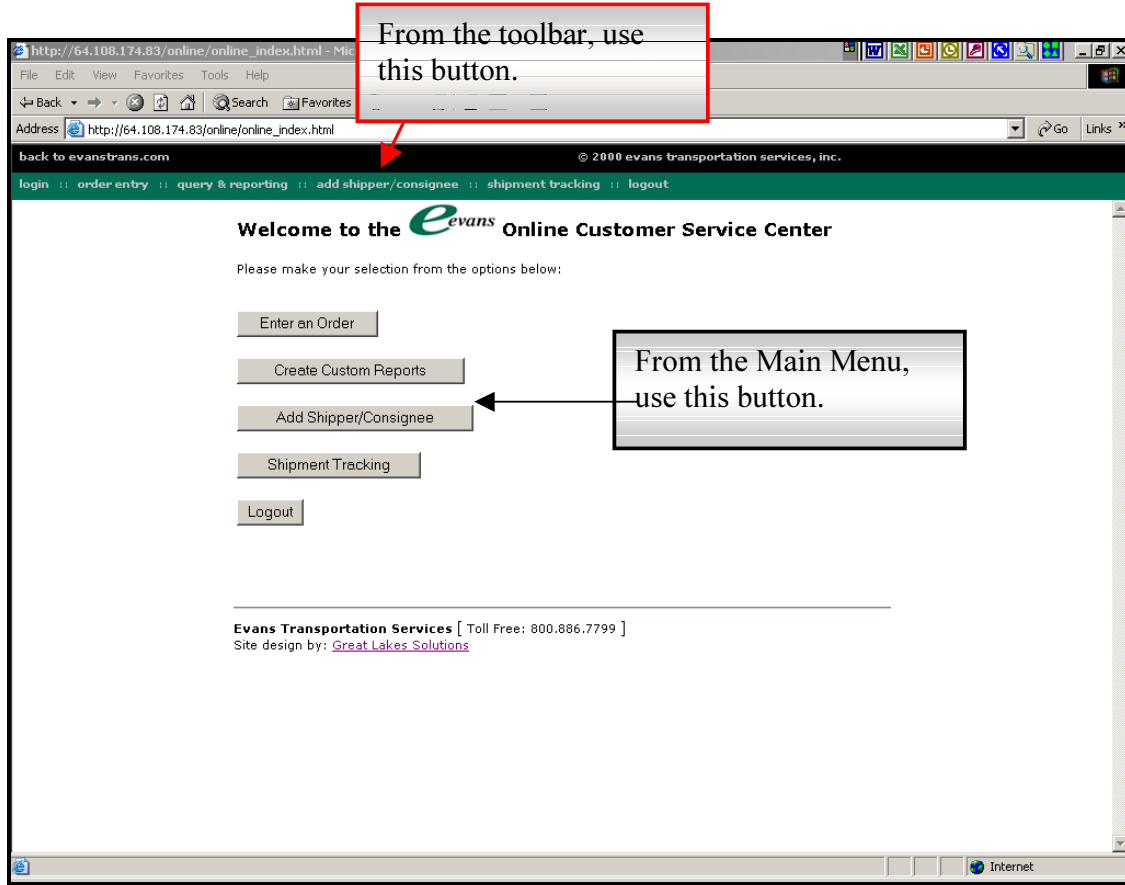
The individual shown as the Administrator is responsible for:

- Maintaining information for all Users assigned to them.
- Informing Evans Transportation Services, Inc. of changes for these users.
- Managing issues relating to security violations (see the user manual for details).

Please refer to the Privacy Policy/Terms at www.evanstrans.com for details regarding the services provided.

Administrative Tasks

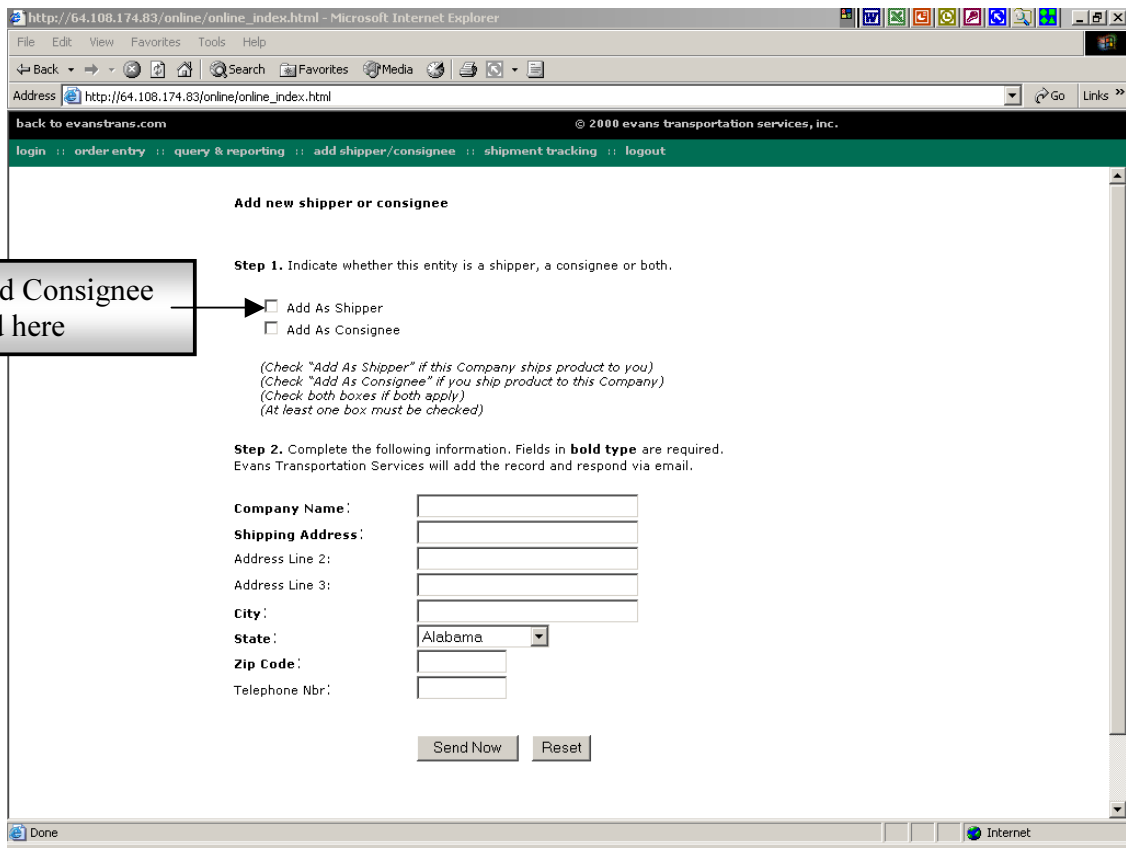
Adding a new Shipper or new Consignee



To add a new Shipper or Consignee to the Order Entry dropdown selection lists, click on either of the two links shown above.

Administrative Tasks

Adding a new Shipper or new Consignee



back to evanstrans.com © 2000 evans transportation services, inc.

login :: order entry :: query & reporting :: add shipper/consignee :: shipment tracking :: logout

Add new shipper or consignee

Step 1. Indicate whether this entity is a shipper, a consignee or both.

Add As Shipper
 Add As Consignee

*(Check "Add As Shipper" if this Company ships product to you)
(Check "Add As Consignee" if you ship product to this Company)
(Check both boxes if both apply)
(At least one box must be checked)*

Step 2. Complete the following information. Fields in **bold type** are required.
Evans Transportation Services will add the record and respond via email.

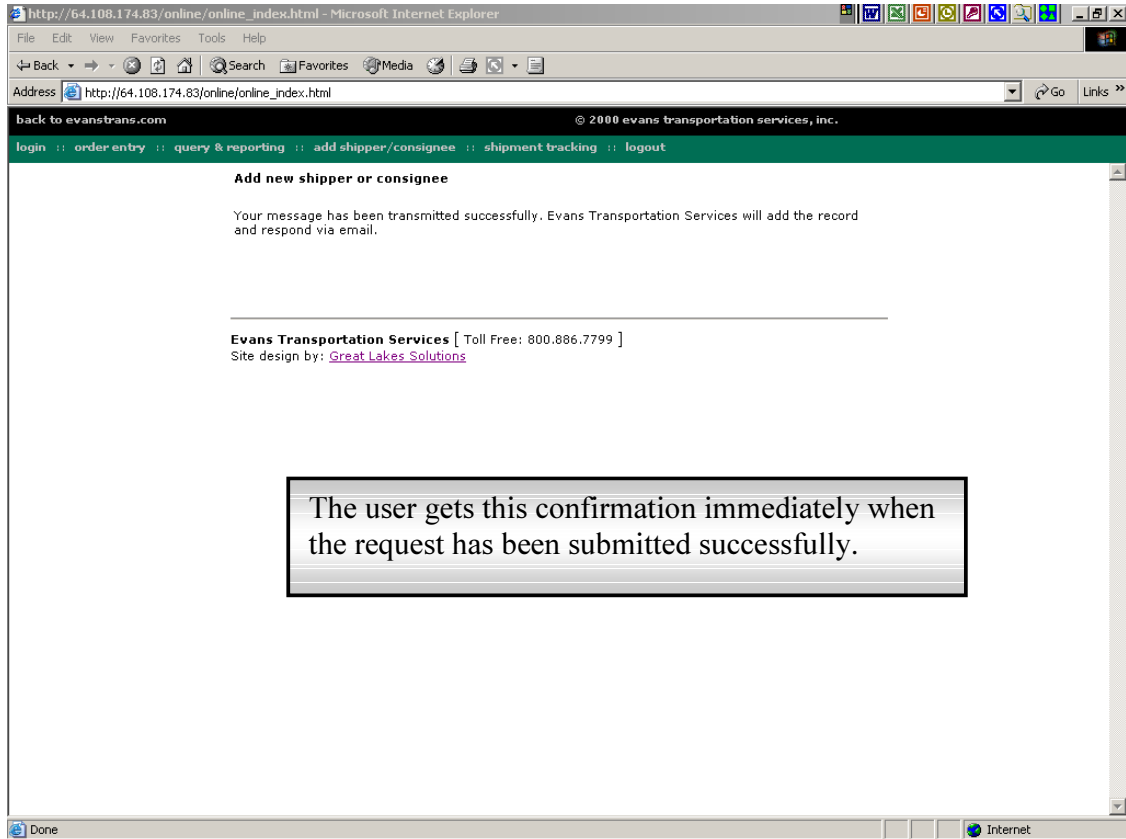
Company Name:
Shipping Address:
Address Line 2:
Address Line 3:
City:
State: Alabama
Zip Code:
Telephone Nbr:

Instructions for completing this form are included above. All fields shown in **bold type** are required. **Accuracy is important here!** Evans will use this information to direct carriers to the pick-up and delivery locations, as you specify them here.

- When you have completed the form, you must click the “Send Now” button to submit your request.
- To clear the form and start over, click the “Reset” button.

Administrative Tasks

Adding a new Shipper or new Consignee

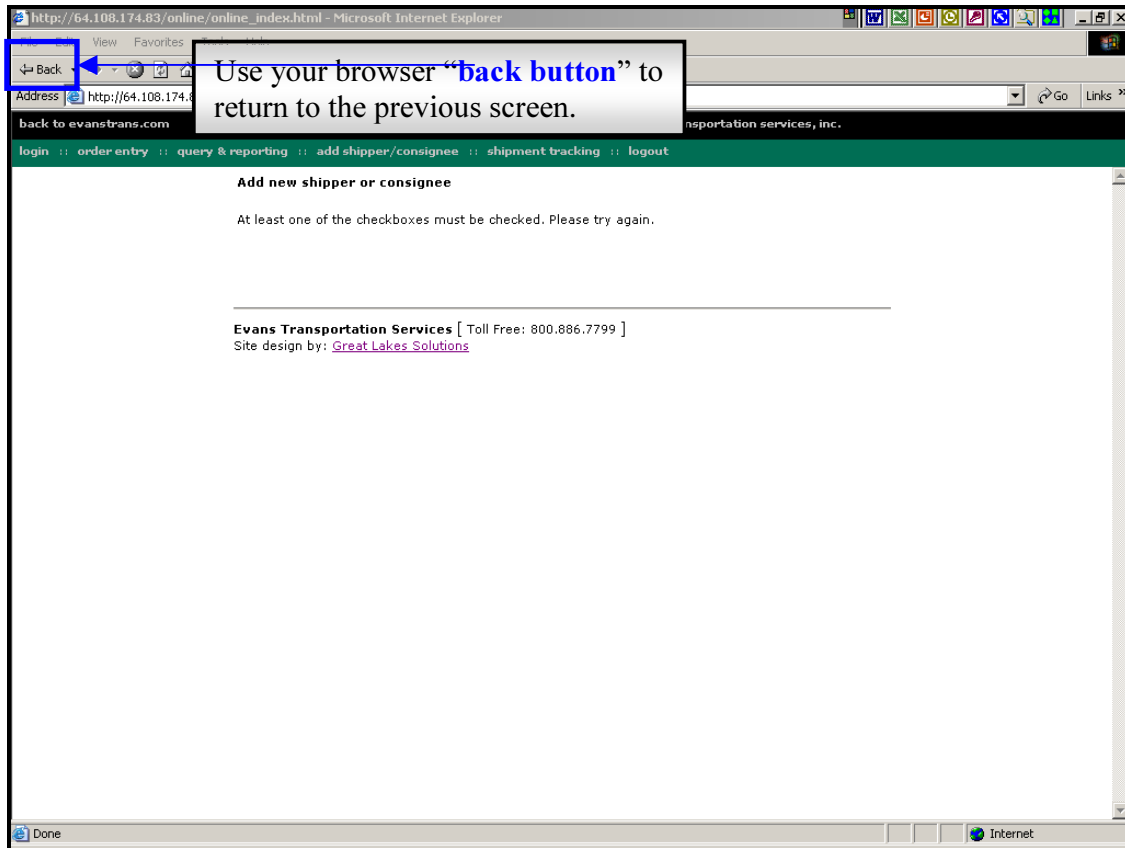


Evans will respond to the sender via e-mail when the requested task has been completed.

If an error is detected, the user will get a descriptive message. Error messages are addressed in detail on the following pages.

Administrative Tasks

New Shipper/Consignee Error

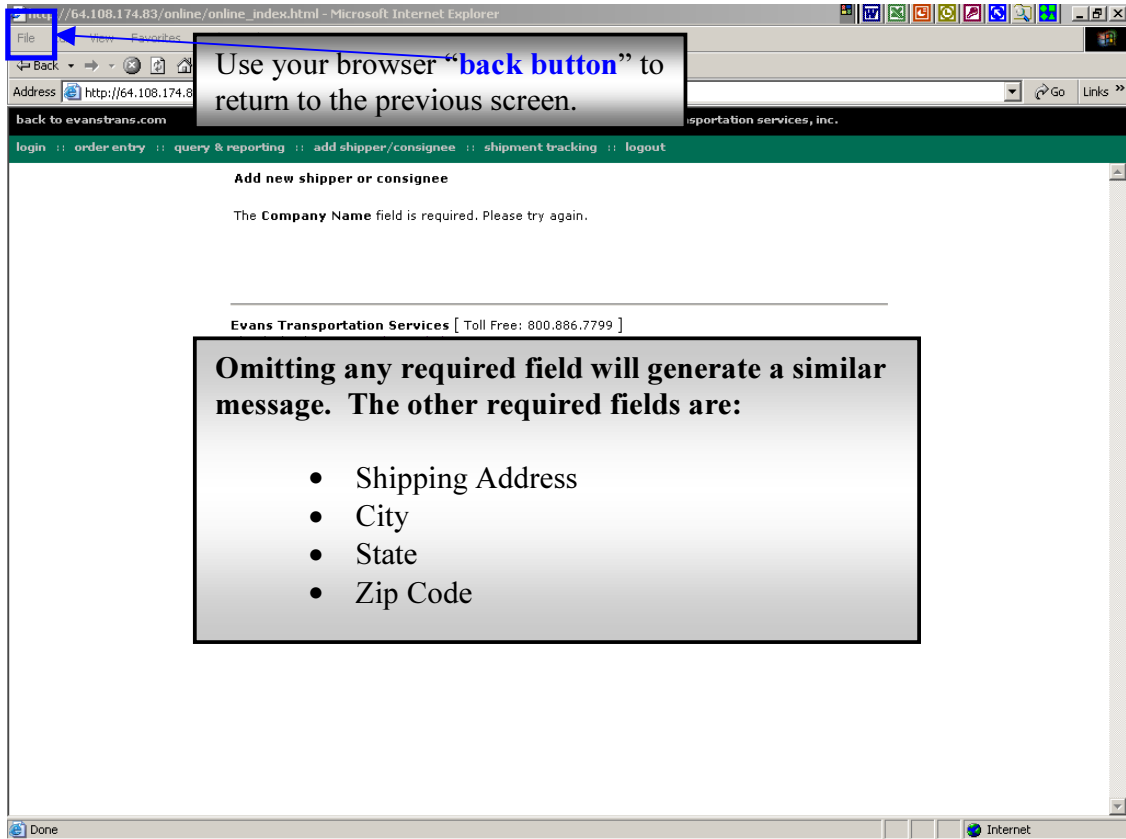


The user neglected to specify whether to add the new company as a Shipper, a Consignee, or both.

- Use the browser "back button" to return to the previous screen.
- Select the desired checkbox.
- Resubmit.

Administrative Tasks

New Shipper/Consignee Error



The user neglected to enter a required field (Company Name in this example).

- Use the browser "back button" to return to the previous screen.
- Enter the required field.
- Resubmit.