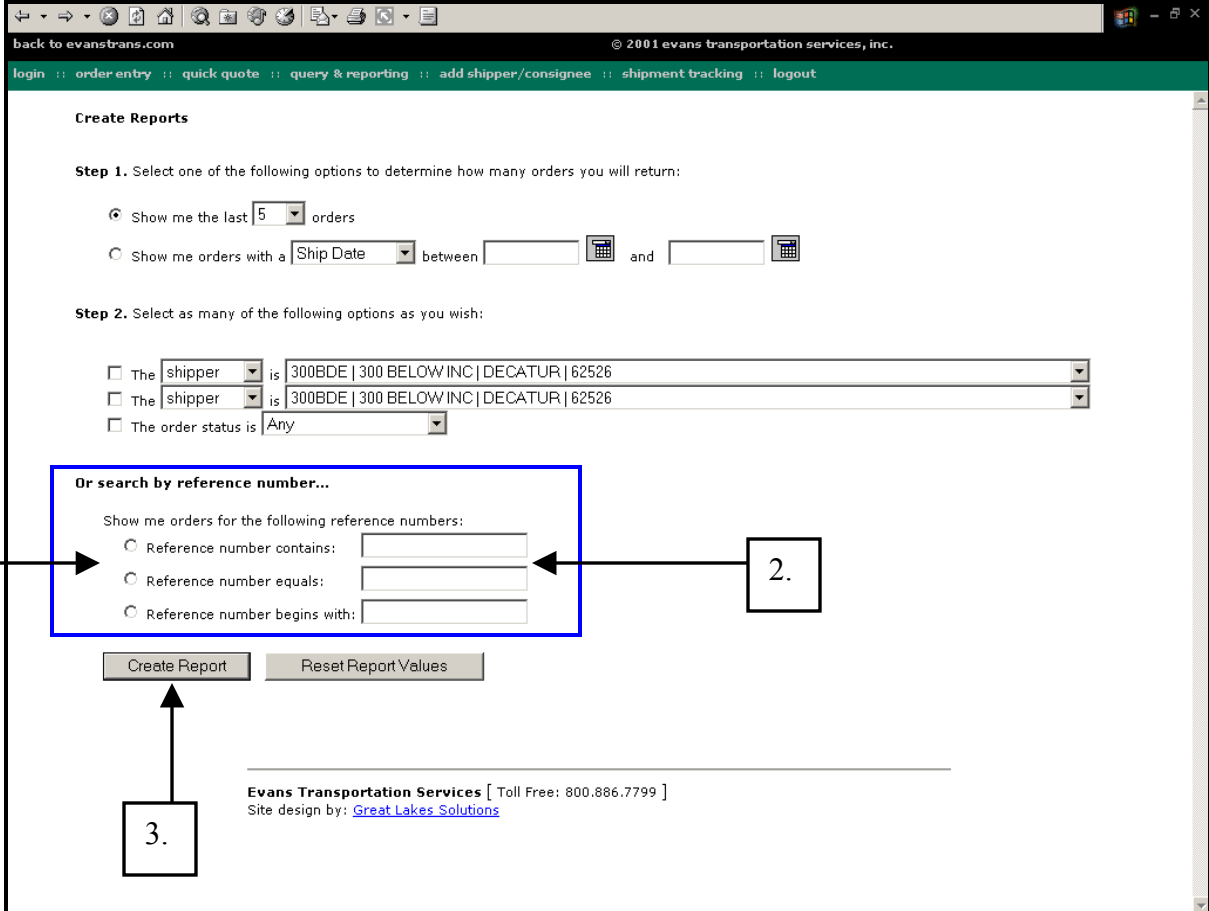


Search By Reference Number

Overview

Evans has improved the Search capability in Internet Order Entry! The enhanced feature searches for your orders more dynamically by allowing the user to enter reference numbers in any of three different ways.



The screenshot shows a web browser window with the URL "back to evanstrans.com" and the page title "© 2001 evans transportation services, inc.". The navigation bar includes links for "login", "order entry", "quick quote", "query & reporting", "add shipper/consignee", "shipment tracking", and "logout".

The main content area is titled "Create Reports" and contains the following steps:

Step 1. Select one of the following options to determine how many orders you will return:

- Show me the last orders
- Show me orders with a between and

Step 2. Select as many of the following options as you wish:

- The is
- The is
- The order status is

Or search by reference number...

Show me orders for the following reference numbers:

- Reference number contains:
- Reference number equals:
- Reference number begins with:

Buttons: "Create Report", "Reset Report Values"

Footer: "Evans Transportation Services [Toll Free: 800.886.7799]", "Site design by: [Great Lakes Solutions](#)"

Diagram annotations: A blue box highlights the "Or search by reference number..." section. Arrow 1 points to the first radio button. Arrow 2 points to the input field for the first radio button. Arrow 3 points to the "Create Report" button.

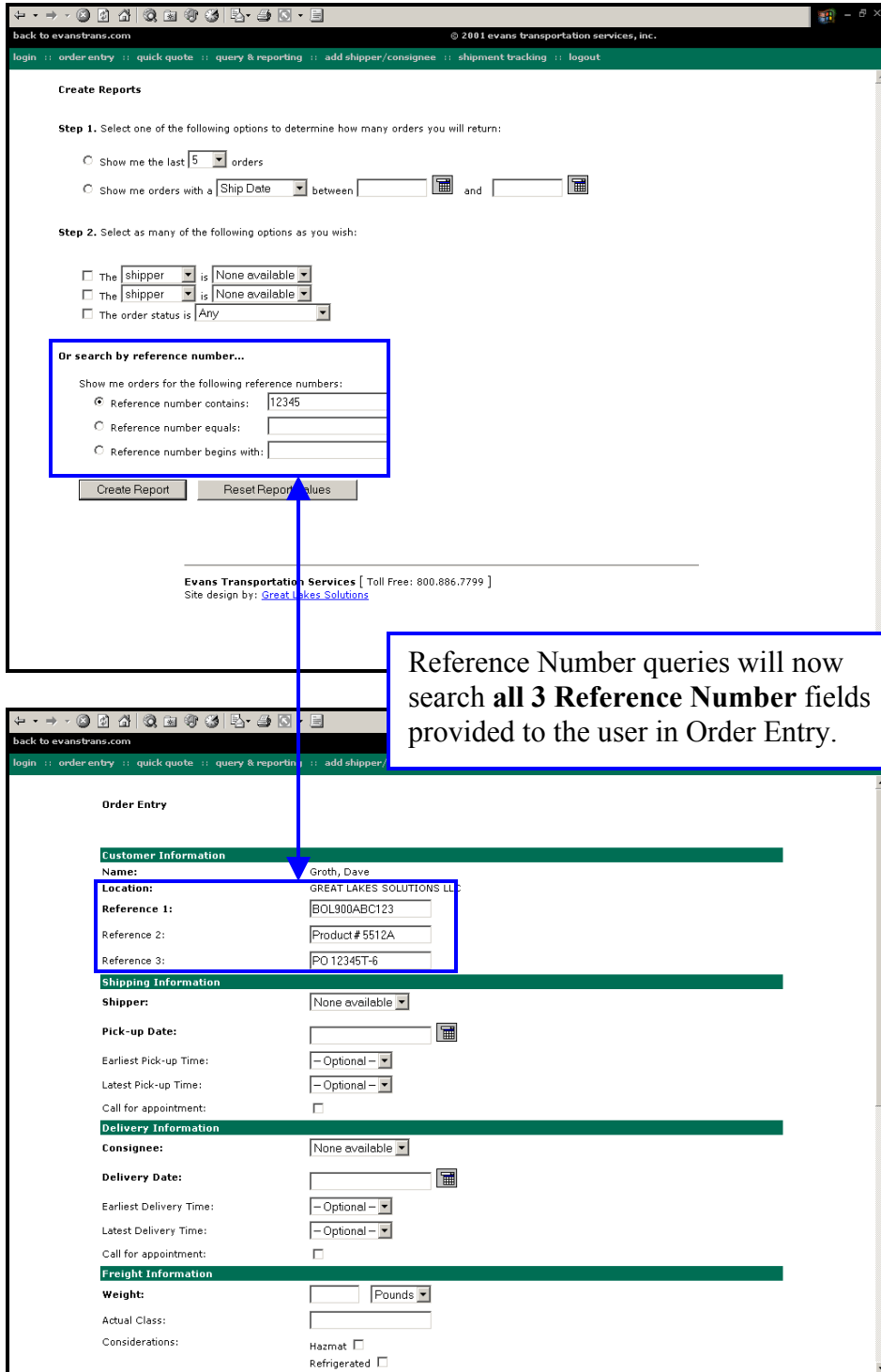
The Process

1. Click on the radio button that describes the best method for your search.
 - The first option – **Reference number contains** – will search for all reference numbers that contain the specified characters.
 - The second option – **Reference number equals** – will search for all reference numbers that are an exact match to the specified characters.
 - The third option – **Reference number begins with** – will search for all reference numbers that begin with the specified characters.
2. Enter the entire or partial reference number that fits the option that you have selected.
3. Click on the Create Report button.

Search By Reference Number

There's More!

In addition to the enhanced reference number search options, the system now searches in all of the Reference Number fields, the Carrier Pro # field, and the Evans Order # field.



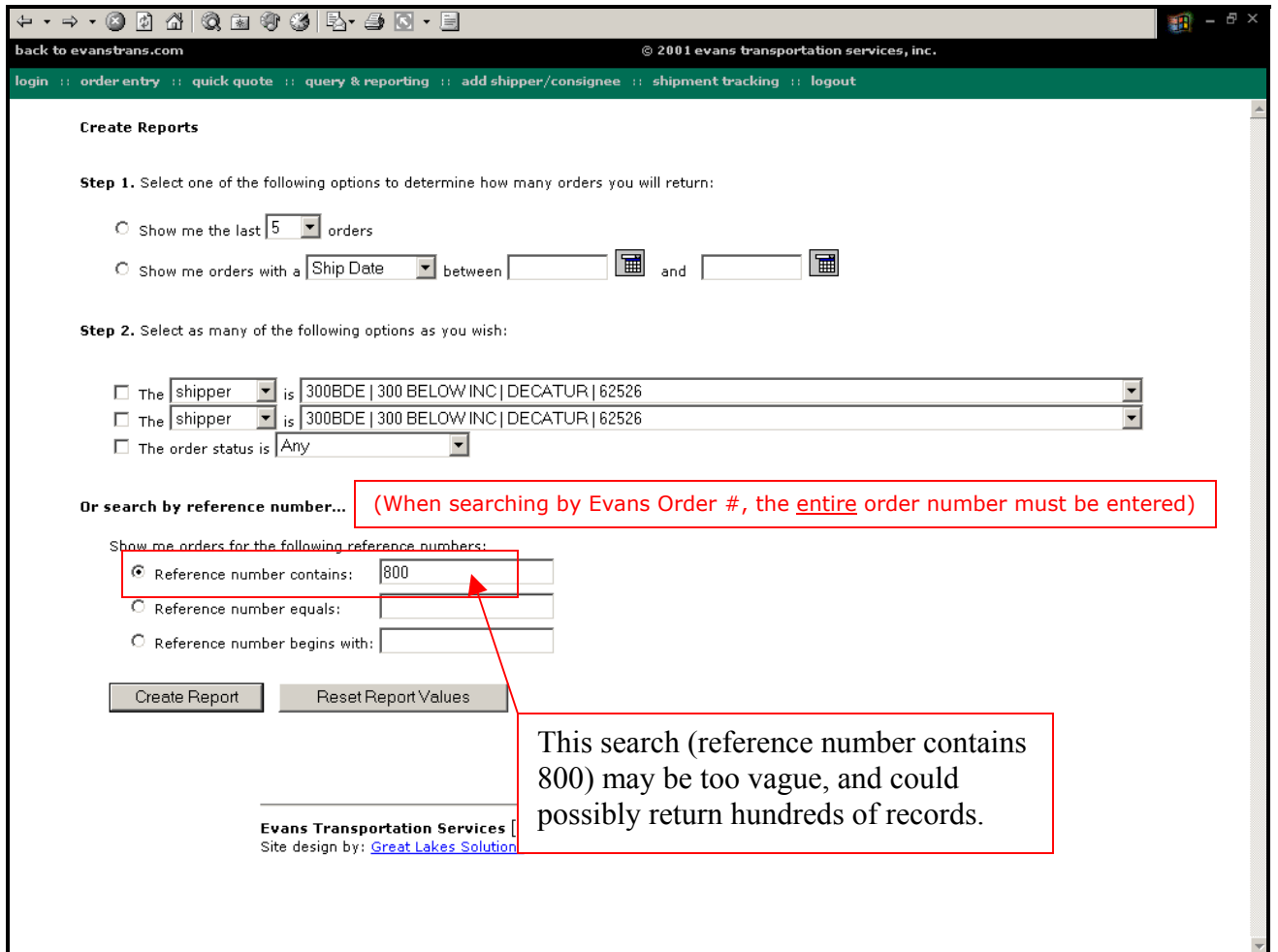
The image shows two screenshots from the Evans Transportation Services web application. The top screenshot is the 'Create Reports' page, which allows users to generate reports based on various criteria. A blue box highlights the 'Or search by reference number...' section, which includes three radio button options: 'Reference number contains:', 'Reference number equals:', and 'Reference number begins with:'. The 'Reference number contains:' option is selected, and the value '12345' is entered in the adjacent text field. Below this section are 'Create Report' and 'Reset Report Values' buttons. The bottom screenshot is the 'Order Entry' page, which contains several sections: 'Customer Information', 'Shipping Information', 'Delivery Information', and 'Freight Information'. A blue box highlights the 'Reference 1', 'Reference 2', and 'Reference 3' fields in the 'Customer Information' section. A blue arrow points from the search options in the 'Create Reports' screenshot to the 'Reference 1' field in the 'Order Entry' screenshot.

Reference Number queries will now search all 3 Reference Number fields provided to the user in Order Entry.

Search By Reference Number

Search Tips

The new method gives the user a lot more flexibility. However, under certain circumstances, the system may return too much information in response to a query. The user should always be as precise as possible.



back to evanstrans.com © 2001 evans transportation services, inc.

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

Create Reports

Step 1. Select one of the following options to determine how many orders you will return:

- Show me the last orders
- Show me orders with a between and

Step 2. Select as many of the following options as you wish:

- The is
- The is
- The order status is

Or search by reference number... (When searching by Evans Order #, the entire order number must be entered)

Show me orders for the following reference numbers:

- Reference number contains:
- Reference number equals:
- Reference number begins with:

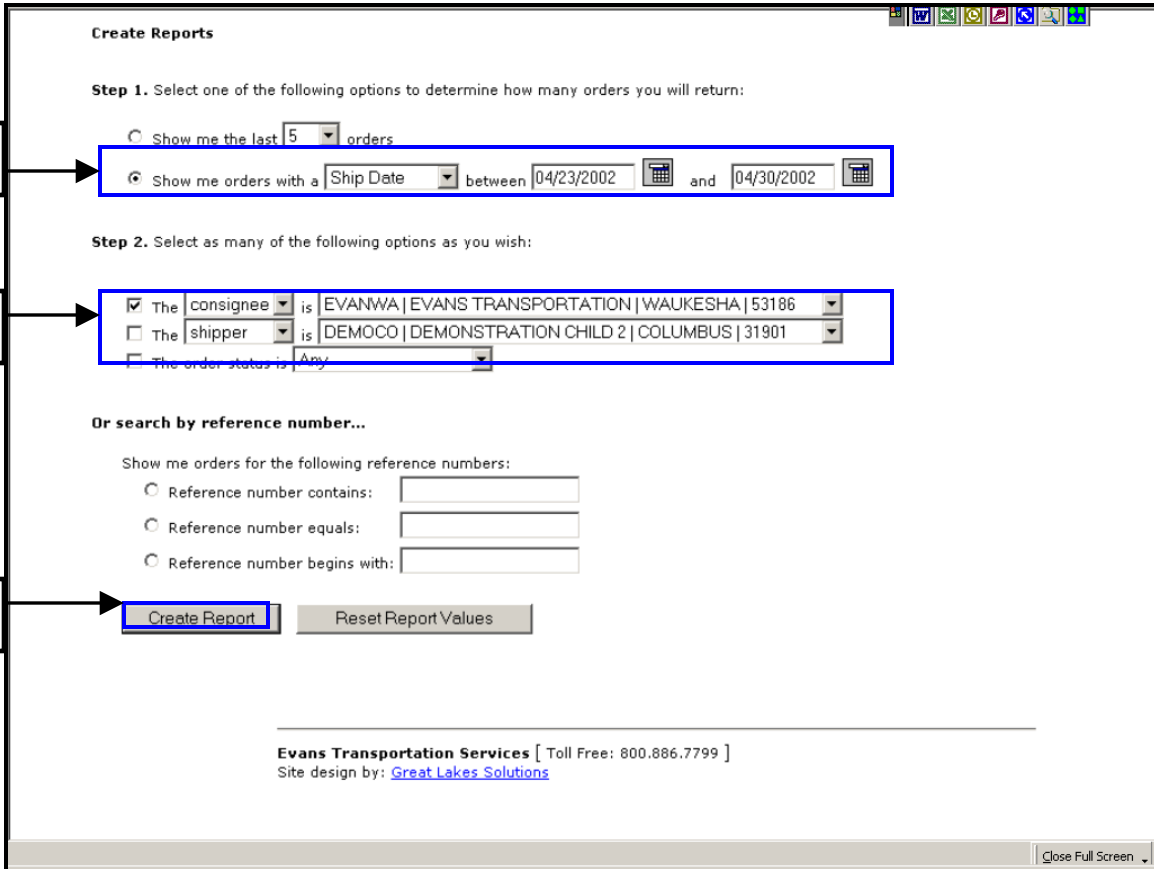
Evans Transportation Services [Site design by: [Great Lakes Solution](#)]

See the following page for another useful search tip.

Search By Reference Number

Search Tips

If you don't find what you are looking for using the reference number search, try this method instead.



Create Reports

Step 1. Select one of the following options to determine how many orders you will return:

Show me the last 5 orders

Show me orders with a Ship Date between 04/23/2002 and 04/30/2002

Step 2. Select as many of the following options as you wish:

The consignee is EVANWA | EVANS TRANSPORTATION | WAUKESHA | 53186

The shipper is DEMOCO | DEMONSTRATION CHILD 2 | COLUMBUS | 31901

The order status is Any

Or search by reference number...

Show me orders for the following reference numbers:

Reference number contains:

Reference number equals:

Reference number begins with:

Evans Transportation Services [Toll Free: 800.886.7799]
Site design by: [Great Lakes Solutions](#)

Close Full Screen

1. Specify the Ship Date (or Delivery Date) range.
2. Specify the Shipper or Consignee (or both) by name.
3. Click on the Create Report button.

Using approximate values for Ship or Delivery Date and specifying the origination and/or destination will return **all** shipments that match the criteria.