

***D.M. BOWMAN, INC. LOAD TRACKER
RESOURCE GUIDE***

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Table of Contents

HOW TO SIGN ON TO D. M. BOWMAN LOAD TRACKER.....	3
MULTI-SEARCH.....	5
LIST OF ORDERS	7
HOW TO PRINT THE LIST OF LOADS:	8
DISPLAY LOADS BY TRAILER NUMBER	11
DISPLAY LOADS BY TRACTOR NUMBER	11
DISPLAY ORDER BY ORDER NUMBER.....	11
DISPLAY LOAD BY BILL OF LADING NUMBER	11
DISPLAY LOAD BY PURCHASE ORDER NUMBER	11
TROUBLESHOOTING.....	12
BROWSER TROUBLE	12
UNEXPECTED ERROR.....	12

How to sign on to D. M. Bowman Load Tracker System

(Some companies have problems accessing this site via Netscape through a firewall or proxy server. Internet Explorer seems to work at all times.)

At the sign-on screen, you must enter your customer code username and password to be able to access your account online.

If you are a new user, you need to be supplied with a customer code, username and password to activate your account. If you have not already done so, call (800) 326-3274 and ask for Sales or email Sales@dmbowman.com

After you have received the appropriate sign-on information, enter the customer code in the **Customer** field, your username into the **Username** field, and your password into the **Password** field. **NOTE:** The password is case sensitive. If, at any time, you have problems with your password, be sure that the caps lock key is off and that you have entered the correct password.

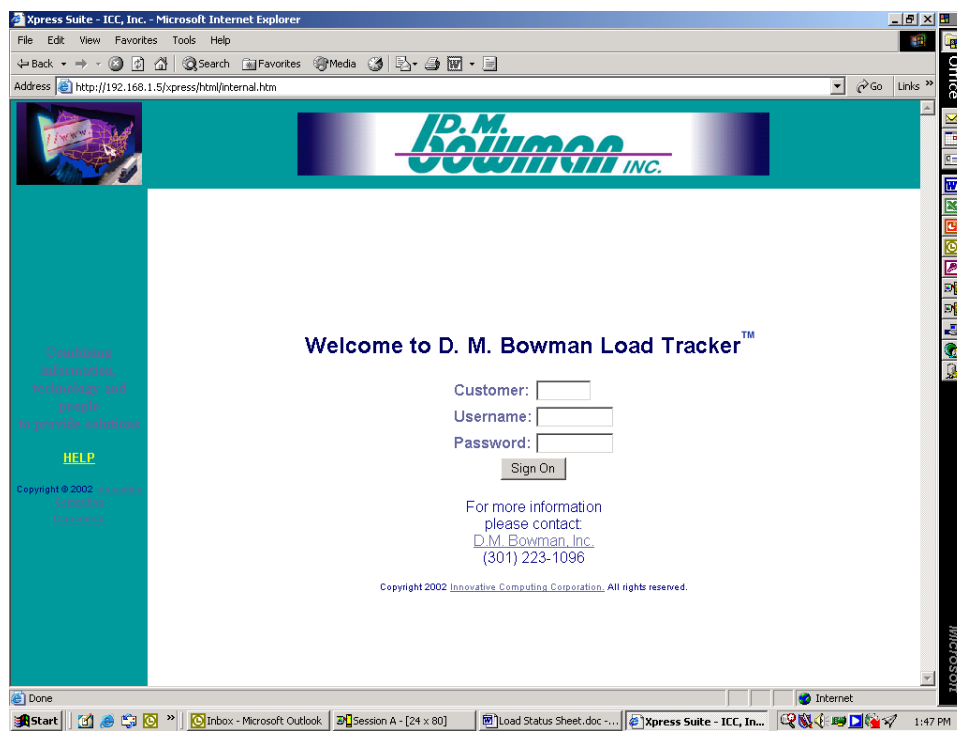


Figure 1 - Sign-on screen for D. M. Bowman Load Tracker

If you enter an invalid customer name, user name or password, the following page will appear.

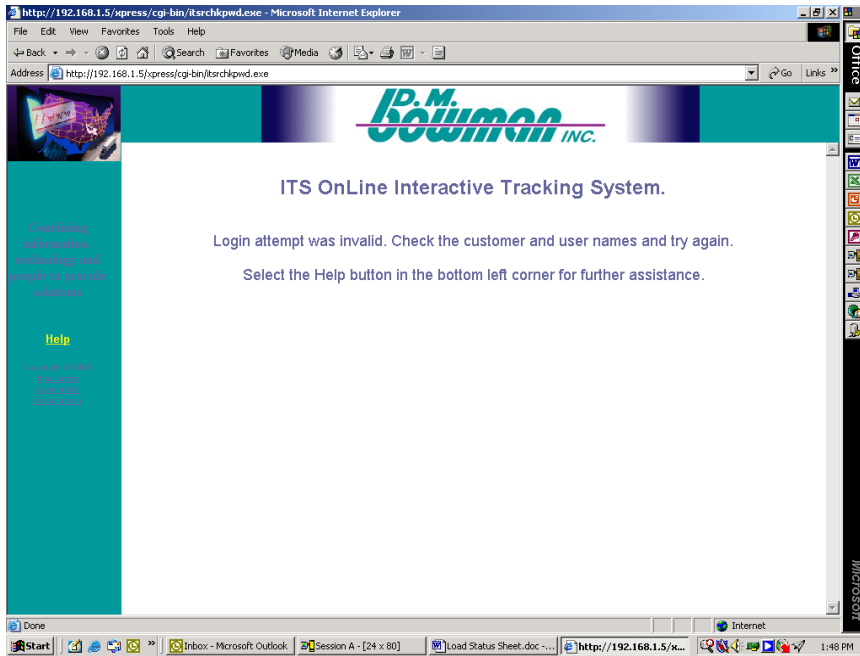


Figure 2 – D. M. Bowman Load Tracker Invalid Sign-on display

Click your browser's back button or the image at the top left of your browser window to return to the logon page. Please be sure that you do not have your caps lock key on, as your login and password are case-sensitive.

If after so many attempts (this number is determined by our system administrator) you do not log on correctly, you will be locked out of the system. Please contact David Faith (800) 326-3274 Ext 1096 or email dfaith@dmbowman.com to receive the correct information or to reset your account.

Once you have entered the correct information, click **Sign-on**. You will be taken to the Welcome screen. Depending on the authority that you have, there are several options on the menu to the left of your screen. These will be available at all times when you are logged on to the system.

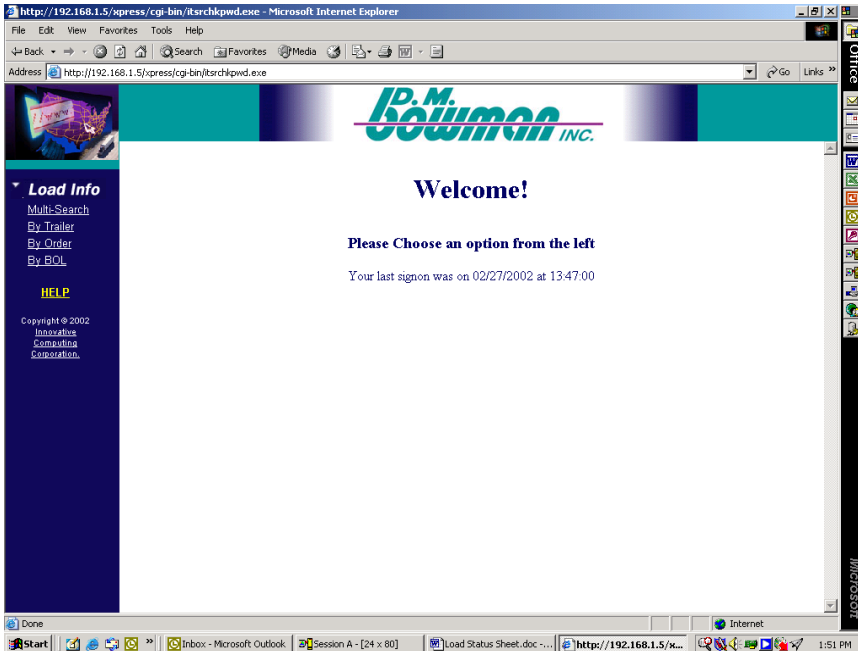


Figure 3 – D. M. Bowman Load Tracker Welcome Screen

Multi-Search

Multi-search allows you to search through loads based on the criteria you specify. If the **Multi-search** item is not available on the left-hand side of your screen, you do not have the authority to use Multi-search.

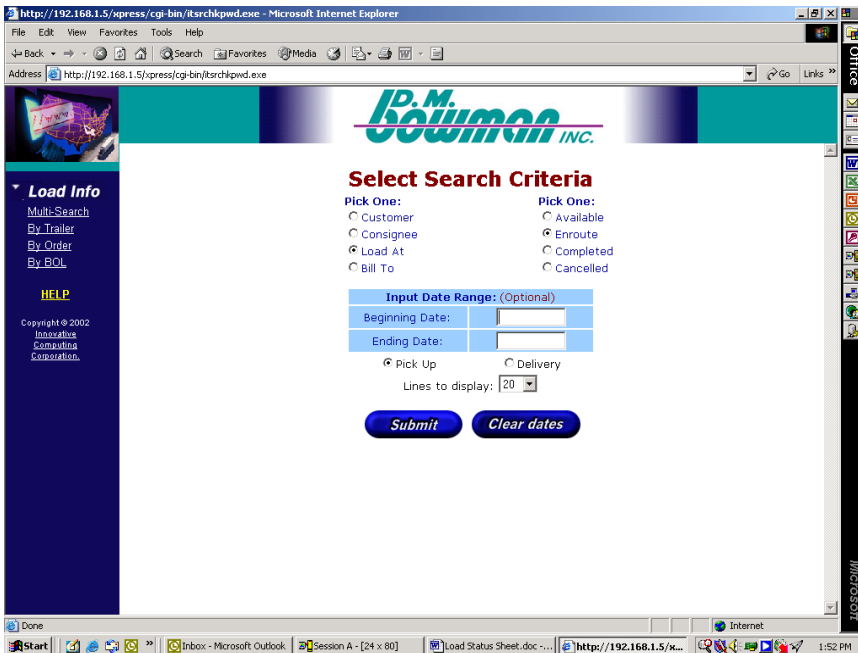


Figure 4 – D. M. Bowman Load Tracker Multi-Search

Select who you are in the first box on the screen. Your options are:

Customer: The customer is the user or company responsible for the order(s)

Consignee: The user or company who is to sign for the order(s)

Load at: The location where the order is being loaded.

Bill to: The location to which the order is billed.

Select the status of the load(s) you want to display in the second box. Your options are:

Available: All orders available for pick-up are listed.

Dispatched: All orders that have been dispatched are listed.

Completed: All orders that have been completed are listed.

Cancelled: All orders that have been cancelled are listed.

You may also input a date range for the loads you want to display. You may either specify if you want the date range to indicate the time of pick-up or the time of delivery. Specify the number of lines to display. The default is 10 lines. You can specify anywhere from 5 to 500 lines to display.

If the **Select Customers** button is displayed, you may click the button to select from a list of customer accounts. A pop-up window will appear with a list of the accounts that you can choose from.

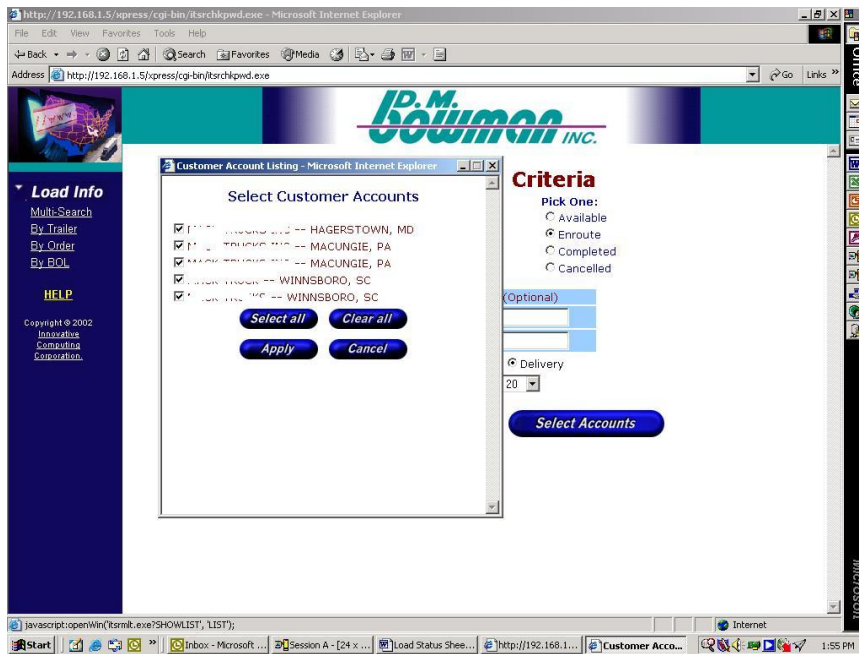


Figure 5 Select Customer Accounts

Your list of loads will include orders only associated with the accounts you select. Click **Select all** to view loads associated with all customer accounts, or click **Clear all** to clear the customer accounts. Once you have made your changes to the list, click **Apply** to update the list and close the pop-up window or click **Cancel** to close the window without updating the list.

Once you have entered all the pertinent information, click **Submit** to view the orders.

NOTE: If you return to the Multi-search page to do another search, the values that you inputted for your previous search will be selected for the next search. You may change them to search for different criteria.

List of Orders

Order	BOL	Sts	Origin	Pickup Appt	Loaded	Destination	Delv Appt	ETA	Last Contact
1000000000	1000000000	Cmpl	Allentown, PA	10/05/98 1000		Hagerstown, MD	10/05/98 1300		Hagerstown, MD
1000000000	1000000000	Cmpl	LinthicumHt, MD	10/05/98 1000		Hagerstown, MD	10/05/98 1200		Hagerstown, MD
1000000000	1000000000	Cmpl	Greenville, NC	10/05/98 1400	10/05/98 1744	Hagerstown, MD	10/06/98 0700		Hagerstown, MD
1000000000	1000000000	Cmpl	Winnaboro, SC	10/05/98 0800		Hagerstown, MD	10/06/98 0700		Hagerstown, MD
1000000000	1000000000	Cmpl	Allentown, PA	10/06/98 1000		Hagerstown, MD	10/06/98 1300		Hagerstown, MD
1000000000	1000000000	Cmpl	Barberton, OH	10/05/98 0700	10/05/98 1057	Hagerstown, MD	10/06/98 2400		Hagerstown, MD
1000000000	1000000000	Cmpl	Huntington, IN	10/05/98 0700	10/05/98 1640	Hagerstown, MD	10/06/98 1400		Hagerstown, MD
1000000000	1000000000	Cmpl	Columbus, IN	10/05/98 0700	10/05/98 1830	Hagerstown, MD	10/06/98 2400		Hagerstown, MD
1000000000	1000000000	Cmpl	Columbus, IN	10/05/98 0700	10/05/98 1813	Hagerstown, MD	10/06/98 2400		Hagerstown, MD
1000000000	1000000000	Cmpl	Columbus, IN	10/05/98 0700		Hagerstown, MD	10/06/98 2400		Hagerstown, MD
1000000000	1000000000	Cmpl	Columbus, IN	10/05/98 0700		Hagerstown, MD	10/06/98 2400		Hagerstown, MD
1000000000	1000000000	Cmpl	York, PA	10/06/98 0800		Hagerstown, MD	10/06/98 1430		Hagerstown, MD
1000000000	1000000000	Cmpl	Marion, OH	10/05/98 0800		Hagerstown, MD	10/06/98 1830		Hagerstown, MD
1000000000	1000000000	Cmpl	Winnaboro, SC	10/06/98 0500		Hagerstown, MD	10/07/98 2000		Hagerstown, MD
1000000000	1000000000	Cmpl	N Charistn, SC	10/06/98 0900	10/06/98 0930	Hagerstown, MD	10/07/98 2400		Hagerstown, MD
1000000000	1000000000	Cmpl	Allentown, PA	10/07/98 1000		Hagerstown, MD	10/07/98 1300		Hagerstown, MD
1000000000	1000000000	Cmpl	Avon Lake, OH	10/06/98 1330	10/06/98 1433	Hagerstown, MD	10/07/98 2400		Hagerstown, MD
1000000000	1000000000	Cmpl	Huntington, IN	10/06/98 0700	10/06/98 1251	Hagerstown, MD	10/07/98 1400		Hagerstown, MD
1000000000	1000000000	Cmpl	Columbus, IN	10/06/98 0700	10/06/98 1019	Hagerstown, MD	10/07/98 2400		Hagerstown, MD

Figure 6 - List of loads

A list of loads based on your search criteria is displayed. The following information is displayed about each load:

Order: The value that designates the order is displayed. Click the order to display the order details.

BOL: The tracking (or shipping) number is displayed. Click the Bill of Lading number to display the order details.

Sts: The order status ((Aval=Available, Enrt=En-route, Cmpl=Completed) is displayed.

Origin: The city and state in which the order originated.

Pickup Appt: The date and time the order is to be picked up by the driver.

Loaded: The date and time that the order was loaded onto the trailer(s). If there is no listed time and date, the order is available to be loaded, has completed, or has been cancelled.

Destination: The city and state where the order is destined.

ETA: If a customer has a window of time for delivery then the earliest we will be able to make that delivery is the ETA. The order must be dispatched in order to have an ETA.

Delv Appt: If a customer has a window of time for delivery then the latest we will be able to make that delivery is the Delv Appt.

Last contact: The last contact city and state.

Date/Time: The last contact date and time.

Trailer: The trailer number.

Loads are displayed first by customer code, then by load number in ascending order. Click the load number to view the details about the load. Click on the bill of lading number to view the details about the load.

To print the list of loads:

Once you have brought up a list that you would like to print, you may print the frame in which the list resides.

Internet Explorer: To print the frame in which the list of loads resides, right-click the appropriate frame to bring up a context menu. Select **Print** to go to the Print dialog box. Set the printing options that you want and click **OK** to print the frame, or **Cancel** to return to the window.

Netscape Navigator: To print the frame in which the list of loads resides, from the File menu, select **Print frame**. You are taken to the Print dialog box where you can set your printing options. Click **OK** to print the frame, or **Cancel** to return to the window.

Load details: Once you click the order number or bill of lading number, you will be taken to the order details display.

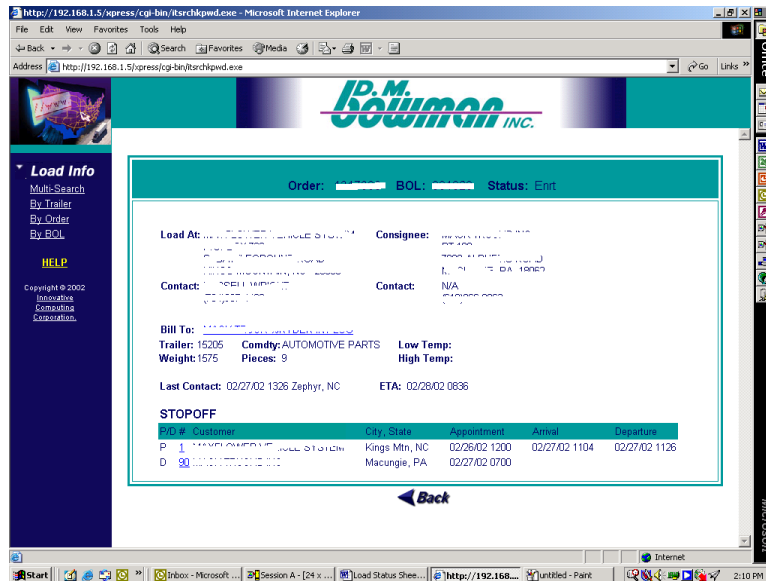


Figure 7 - Load details

You can display all the details about an order. These include:

Order: The order number.

BOL: The bill of lading number that is used to track the order.

Status: The status of the order. It can be one of the following:

Aval: The order is available for pick-up.

Enrt: The order has been dispatched and is en route to its destination.

Cmp: The order has reached its destination and is considered completed.

Cncl: The order has been cancelled.

Load At: The address information concerning the location to pick up the load, along with a contact.

Consignee: The address and contact for the consignee.

Bill To: The bill to customer. Clicking on the bill to customer name will display another browser window with the detailed information.

Trailer: The trailer number associated with the order. If there is no trailer number, the order is not in dispatched status, or there is no specific trailer number associated with this particular order number

Weight: The total weight of the order

Commodity: What the load consists of.

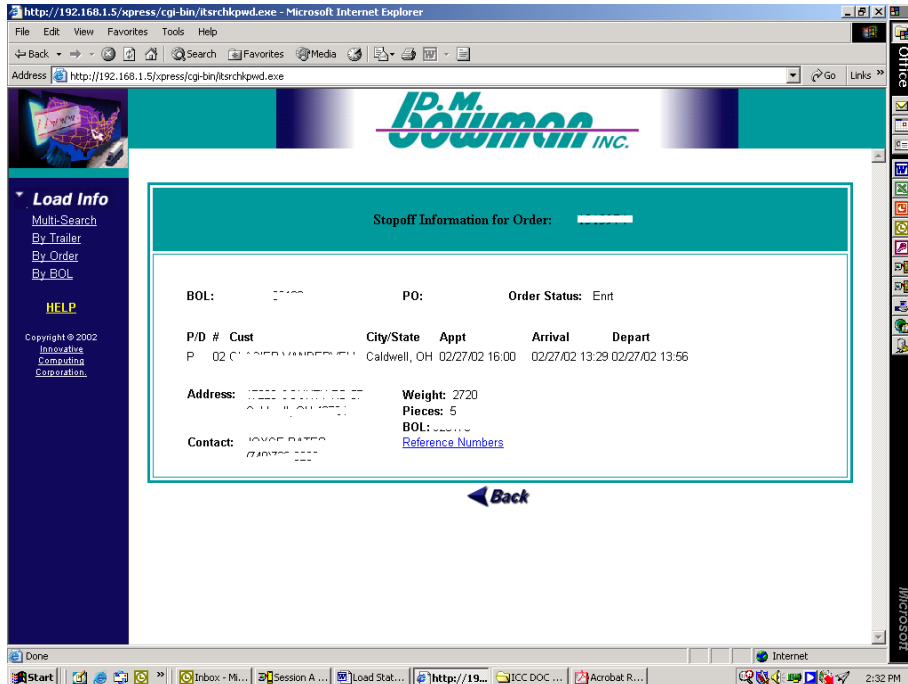
Pieces: The number of pieces associated with the order.

Temp: The low and high temperatures for the load if specified.

Last Contract: Location, date and time of the last contact.

ETA: Estimated time of arrival for the last stop.

STOPOFF: List of all stops for the order. P/D signifies whether the stop is a pickup or delivery. Clicking on a stop number will display the stop detail.



Stop off detail

From the stop detail screen, clicking on the Reference Numbers will list any reference numbers associated with the order.

Display orders by trailer number

Under the menu, click **By trailer** to display orders by trailer number. You must enter the trailer number in the spaced provided

Enter Trailer Number:

Search by Trailer number

Once you have entered the trailer number, click **Submit**. You are taken to the listing of current orders for the trailer you entered. Click on the order to view the order details.

Display order by order number

Under the menu, click **By order** to display an order. You must enter the order in the space provided.

Enter Order Number:

Search by Order number

Once you have entered the order, click **Submit**. You are taken to the order details display for the order you entered.

Display order by bill of lading number

Under the menu, click **By BOL** to display a list of orders that match the bill of lading number. You must enter the bill of lading number in the space provided.

Enter Bill of Lading Number:

Search by Bill of Lading number

Once you have entered the BOL number, click **Submit**. You are taken to a list of orders for the BOL number you entered. Click on the order to view the order details.

Troubleshooting

Browser trouble

If you are using Internet Explorer 4.x, you may have problems getting to hold the selected settings you have last entered. Go to View -> Internet Options -> General. Under **Temporary Internet Files**, click **Settings**. Select "Every time visit page," under **Check for newer versions for stored pages**. This should remedy the problem. If you wish to download the recommended version of Internet Explorer or Netscape Navigator, click the correct icon on the Welcome page.

Unexpected error

If you receive an Unexpected error, you must re-start your search by choosing an option in the left frame. If you continue to receive the Unexpected error message, close your browser and start over. If you still continue to receive the Unexpected error page, contact your vendor.