



# Training Guide



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## Logging In and Managing Passwords

### 1. Logging In

Open an internet browser of your choice.

Navigate to the shipit login page: [speedee.dsapp.io](http://speedee.dsapp.io)

Enter your **email address** and **password** in the respective fields and click on the **Login** button.

If you ship both Parcel & LTL you will need to choose which account you are shipping for upon login:



## 2. Forgotten Password

If you forget your password, click on the **Forgot Password** link on the login page.

EN / ES

**SPEE-DEE DELIVERY SERVICE, INC.** **shipit**

Log in

EMAIL  
csr-reg1@email.com

PASSWORD  
.....

☐ Remember me?

Login

**Forgot password?**

Powered by **DISPATCH SCIENCE**

Enter your **email address** and click on **Submit**.  
Follow the instructions sent to your email to create a new password.

**SPEE-DEE DELIVERY SERVICE, INC.** **shipit**

Forgot password?

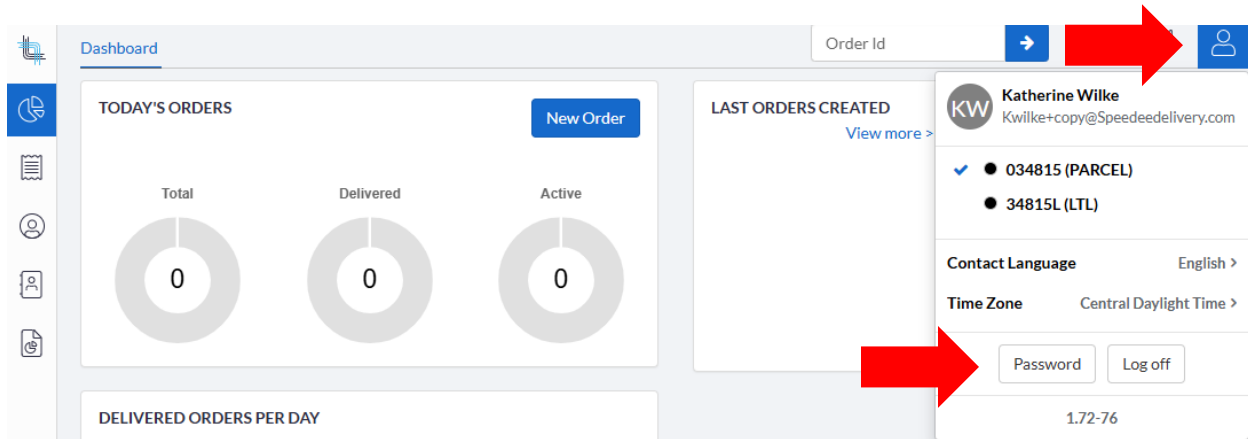
EMAIL

Submit

### 3. Changing Your Password

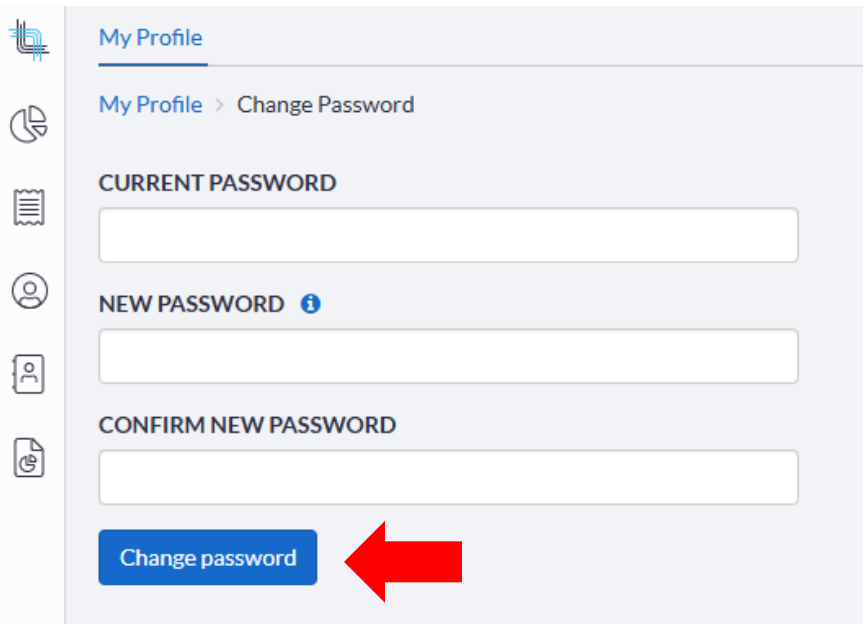
Once logged in, click on the **Character Icon** located at the top-right corner of your screen.

Click **Password**.



Enter your **new password** in the provided fields and confirm it.

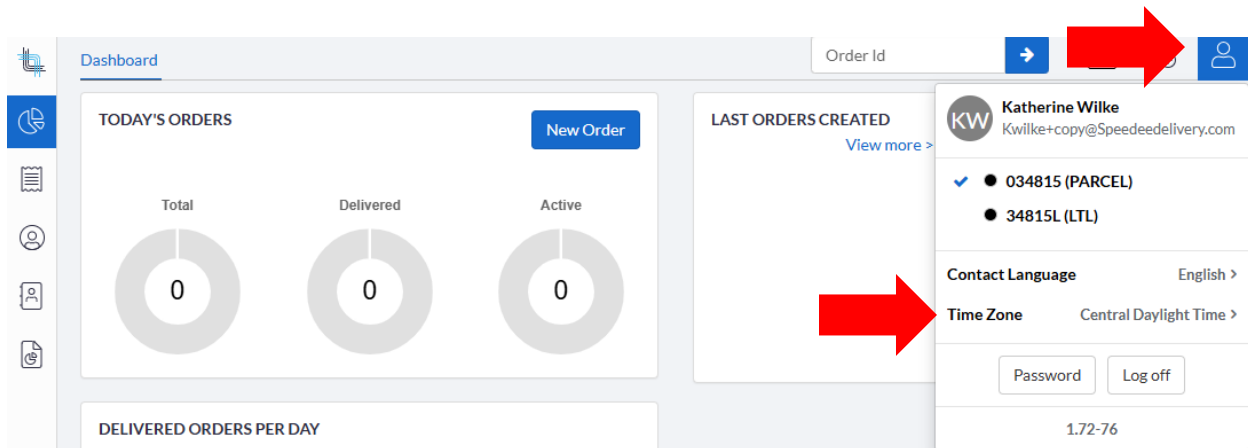
Click on **Change Password** to save your new password.

A screenshot of the 'My Profile' page. The page has a sidebar on the left with various icons. The main content area is titled 'My Profile' and 'Change Password'. It contains three input fields: 'CURRENT PASSWORD', 'NEW PASSWORD', and 'CONFIRM NEW PASSWORD'. Below these fields is a blue button labeled 'Change password'. A red arrow points to the 'NEW PASSWORD' field, and another red arrow points to the 'Change password' button.

#### 4. Setting Your Time Zone

To adjust your time zone, click on the **Character Icon**.

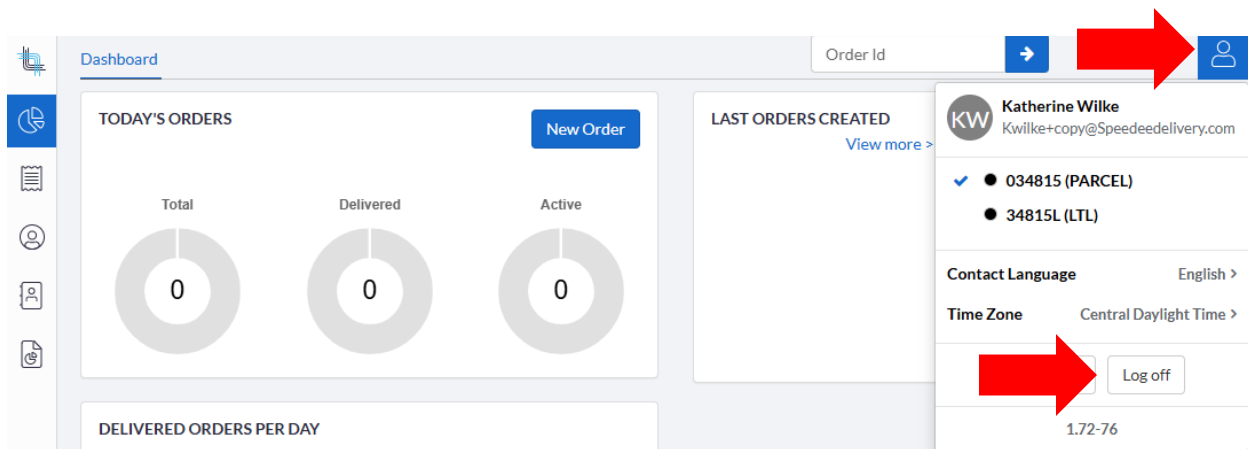
Select **Time Zone** and make sure it is set to your correct current time zone. If you are in Central Daylight Time, choose that option.



#### 5. Logging Off

To log out of shipit, click on the **Character Icon**.

Select **Log Off** from the dropdown menu to sign out of the system.





## Switching between Parcel & LTL Accounts

1. Click on the **Settings** button, choose the account to ship from.

The screenshot shows the Speedee Delivery dashboard. The top navigation bar includes a 'Dashboard' link, an 'Order Id' input field, and a user profile icon. A red arrow points to the user profile icon. The user profile dropdown menu is open, showing the user's name 'Katherine Wilke' and email 'Kwilke+copy@Speedeedelivery.com'. Below this, there are two radio button options: '034815 (PARCEL)' (selected) and '34815L (LTL)'. The menu also displays 'Contact Language' set to 'English' and 'Time Zone' set to 'Central Daylight Time'. At the bottom of the menu are 'Password' and 'Log off' buttons, and a version number '1.72-76'.

**TODAY'S ORDERS**

Total: 0, Delivered: 0, Active: 0

**LAST ORDERS CREATED**

**DELIVERED ORDERS PER DAY**

**Settings**

Order Id: [Input Field]

User Profile: Katherine Wilke (KWilke+copy@Speedeedelivery.com)

- 034815 (PARCEL) (Selected)
- 34815L (LTL)

Contact Language: English >

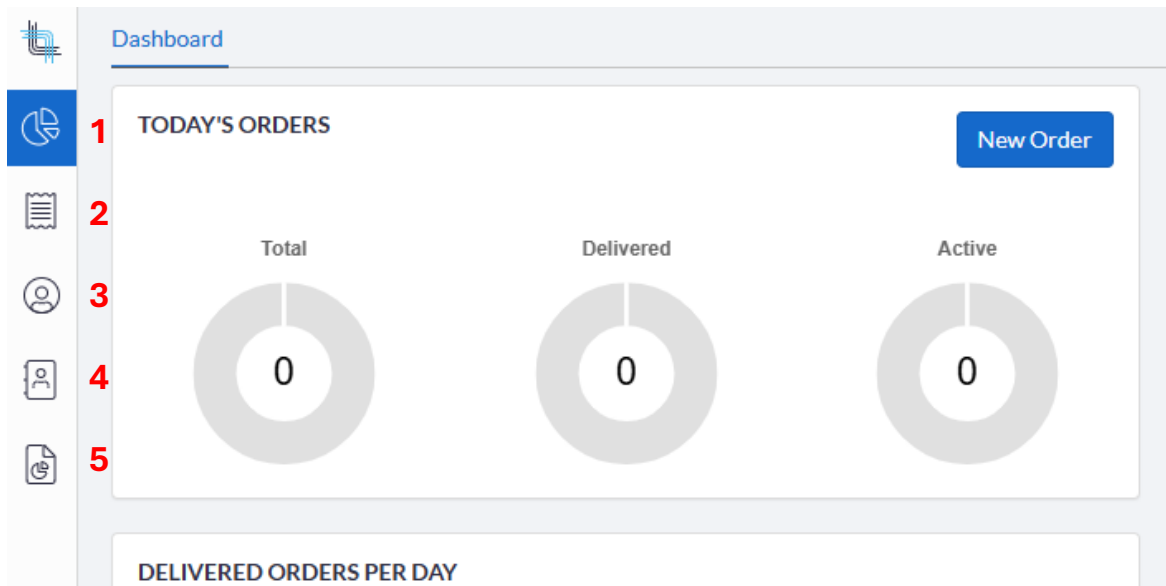
Time Zone: Central Daylight Time >

Password | Log off

1.72-76

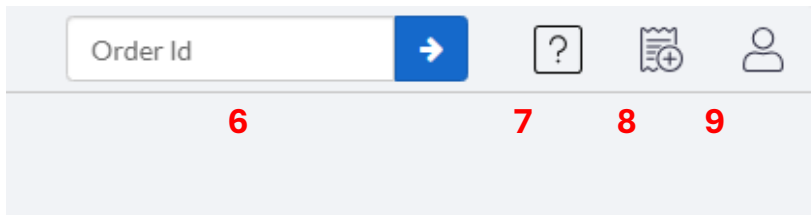
## Understanding the Dashboard

\*Only visible to the Account Administrator



### Side Menu

1. Dashboard
2. My Orders
3. My Account
4. My Contacts
5. Reports



The screenshot shows the top navigation bar. It includes a search bar labeled 'Order Id' with a blue arrow button (6), a help icon (7), a 'Create New Order' icon (8), and a user profile icon (9).

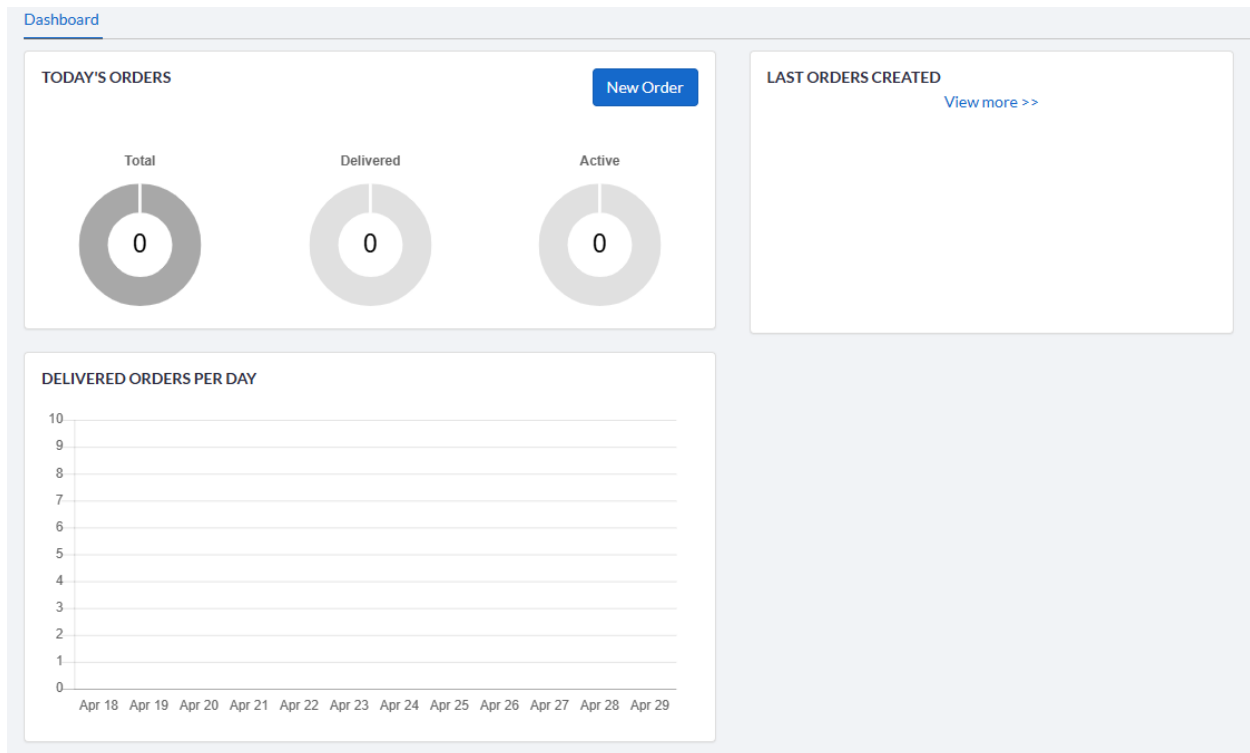
### Top Menu

6. Search Bar
7. Help
8. Create New Order
9. Settings/Sign Off



## 1. Dashboard

-See recent order history at a glance



## 2. My Orders

-See all orders within your account

Orders Templates

Order Id [+](#) [?](#) [📅](#) [👤](#)

Search by Order Id, Reference #, Address, etc. [🔍](#) [Past 2 weeks](#) [New Order](#) [Generate Report](#) [⚙️](#)

Account	Order Id	PO Number	Status	Held	Service Level	Price	Vehicle	Created By	Created At	Pickup Address	Pickup
<p>« 0 » 20 items per page</p>											

## 3. My Account

-See your billing

Transactions

Order Id [+](#) [?](#) [📅](#) [👤](#)

[Transactions](#)

Search by allowed fields [🔍](#) [Past 2 weeks](#)

Transaction #	Type	Creation Date	Document Date	Amount	Balance	Method	Status
No records available.							

#### 4. My Contacts

-See/import contacts

Contacts

Import

Order Id

New Contact

	Contact Name	Phone	Email	Address	Suite/Apt	Company	Contact Language	Account Contact	
★	Katherine	800-862-5578		4101 Clearwater Rd			English	No	
★	Tyler	800-862-5578		2615 Herrington Ave		Spee-Dee Delivery Service, Inc.	EN	No	
★	Greg	800-862-5578		8343 Unity Dr		Spee-Dee Delivery Service, Inc.	EN	No	
★	John	800-862-5578		3801 Airpark Blvd		Spee-Dee Delivery Service, Inc.	EN	No	

#### 5. Reports

-Create custom reports

Signatures

Order Id

START DATE:

4/28/2025 12:00 AM

END DATE:

4/29/2025 12:00 AM

Apply

Export PDF

Customer	PO Number	Status	Time delivered	Driver Name	Signer	Signature (Delivery)	ID Required (Delive...	ID Verified (Delivery)	COD (Delivery)
<div><div><div>0</div></div><div><div>10</div></div><div>items per page</div></div> <div>No items to display</div>									

#### 6. Search Bar

-Search for a specific Order ID

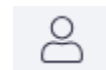
#### 7. Help



#### 8. Create New Order



#### 9. Settings/Log Off





## Navigating the Orders Tab

1. From the Dashboard click on **My Orders**
2. Access the Orders Tab
  - In the Orders tab, you can search by various fields such as:
    - Account Name
    - Account Number
    - Barcode
    - Delivery Address
    - Delivery Company
    - Order ID
    - Pickup Address
    - Pickup Company
    - Recurrence
    - Reference Number 1-2-3
    - Template Names

The screenshot shows the 'Orders' tab interface. At the top, there are tabs for 'Orders' and 'Templates'. Below them is a search bar with the placeholder text 'Search by Order Id, Reference #, Address, etc.' and a magnifying glass icon. To the right of the search bar is a dropdown menu set to 'Past 2 weeks'. Further right are buttons for 'New Order' and 'Generate Report'. Below the search bar is a table with various columns: Account, Order Id, PO Number, Status, Held, Service Level, Price, Vehicle, Created By, Created At, Pickup Address, and Pickup. Each column has a dropdown arrow. At the bottom left, there is a pagination control showing '0' items per page and a '20' items per page dropdown.

3. Search for Orders
  - Use the search bar to enter any information (i.e. Account Name, Order ID) and click the magnifying glass to search
4. Filter Orders by Date
  - You can select the time frame for your order search:
    - Past two weeks
    - Past month
    - Past three months
    - Past six months
    - Any time
5. Create New Orders and Generate Reports
  - From the Orders tab you can:
    - Create a new order



- Use the Gear Icon to print or export these reports.

## 6. Customize Columns

- Click on the Gear Icon to select or deselect columns you wish to view in the Orders tab.
- The selected fields will appear at the end of the current view. You can drag and drop the columns to rearrange them.

## 7. Export or Reset Column View

- You can export your customized column view or reset it to the default view by modifying the selected fields.

## 8. Filtering Orders

- Click on the filtering icon next to a column, such as Account Name, to filter the orders using various criteria, such as:
  - Contains a specific value
  - Equals or does not equal a value
  - Starts or ends with a value
  - Field is or is not empty

## 9. Sorting Orders

- Click on any column name to sort the information:
  - Ascending/Descending for numeric fields
  - Alphabetically for text fields

## 10. Shortcuts for Creating or Duplicating Orders

- Next to **Order ID**, click on the arrow for shortcuts:
  - Create an order with the same account
  - Create a duplicate order
  - Create an order with the same pickup or delivery address

## 11. Cancel Orders

- Use the shortcuts to cancel an order directly from the Orders tab.

## 12. Search by Order ID

- To search for a specific order, enter the Order ID in the search bar at the top right of the screen, then click the arrow to open and modify the order.



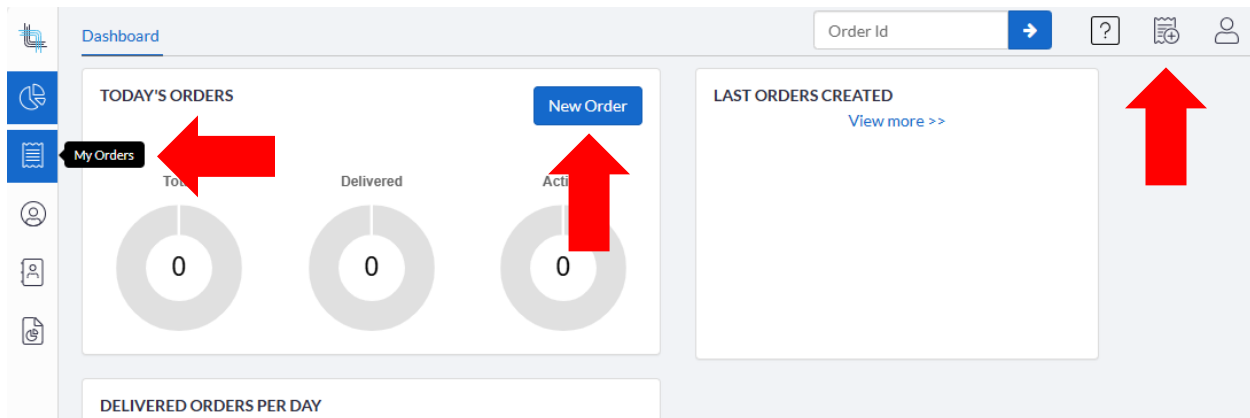
## Creating a Parcel Order

1. You can navigate to the Orders screen 1 of 3 ways

Click on the **My Orders** Tab (You will then need to click **New Order**)

Click **New Order**


Click the **Order Icon**



2. The first time you log in you may need to enter your company information into the Pickup Address

Pickup Address

Company	<input type="text" value="Spee-Dee Delivery Service, Inc"/>	Contact	<input type="text" value="Katherine"/>	<input type="checkbox"/> Add to contact ⓘ
Email	<input type="text"/>	Phone	<input type="text"/>	
Address	<input type="text" value="4101 Clearwater Rd"/>	City	<input type="text" value="St Cloud"/>	State <input type="text" value="MN"/> Zip <input type="text" value="56301-9635"/>
Suite/Apt	<input type="text"/>	Load Time (minutes)	<input type="text" value="0"/>	
Notes	<input type="text"/>			



3. Click **Continue**



#### 4. Enter the Delivery Address Information

#### 5. When entering the address, the Global Address will populate

Delivery Address

Company: Spee Dee Delivery Service Inc Contact: Chris ☐ Add to contact ⓘ

Email:  Phone:

Address: 6385 w hwy 40 columbia City:  State:  Zip:

Suite/Apt:

Notes:

+ Enter address from Zip/Postal code

Suggestions

6385 Highway 40 W, Columbia, MO 65202-8645, United States

CONTINUE

#### 6. Select the correct address

#### 7. Click **Continue**

#### 8. Add Items to the Order

- Number of Parcels
- Parcel Type
- Dimensions
- Weight
- Description (optional)
- + Add Item (click to add another parcel to the order)

Items (1)

Qty	Parcel type *	L x W x H <b>c</b>	Weight	Description
<b>a</b> 1	Box <b>b</b>	0 x 0 x 0 in	0 <b>d</b> lb	<b>e</b>
<b>f</b> + Add item				

Box

Box, Hazardous

Box, Pick-Up Tag

Box, Hazardous, Pick-Up Tag

Unboxed

Unboxed, Hazardous

Unboxed, Pick-Up Tag

CONTINUE

#### 9. Click **Continue**

10. A summary of charges will appear on the right of the screen.

Order Id

[Summary](#)
[Additional Info](#)
[Items](#)
[Attributes](#)
[Notifications](#)

**Summary**
Order Total : \$48.19

Distance
549.48 mi

Service Level ⓘ
⚠
Standard

Vehicle Type
Parcel Transport












**Windows ⓘ**


Ready At
06/23/2025
Now

Pickup Between
09:44 AM
05:00 PM


Delivery Between
09:44 AM
05:00 PM
+3

This order will be delivered the next business day. Select a faster service level to have it delivered on the same business day.

Pricing Items				
Delivery Charge				\$0.00
Item Price 	<input type="text" value="2"/>	All Items	× \$9.23	\$18.46
Shipment Weight 	<input type="text" value="0"/>	Lbs	× \$0.00	\$0.00
Metro Pricing 				\$0.00
DAS 				\$0.00
Declared Value 				\$0.00
Hazardous Material 	<input type="text" value="1"/>	Each	× \$24.00	\$24.00
Island Ferry Fee 				\$0.00
Oversize Charges 	<input type="text" value="0"/>	Each	× \$0.00	\$0.00
Pick-Up Tag 	<input type="text" value="0"/>	Each	× \$0.00	\$0.00
Unboxed Parcel 	<input type="text" value="0"/>	Each	× \$0.00	\$0.00
Total Fuel Surcharge 				\$5.73
<a href="#">+ ADD PRICING ITEM</a>				

 Notes

Order Total : \$48.19


[CREATE ORDER](#)

If the order is complete click **Create Order**

11. A print label box will appear, click **Print**

Print Label

Do you want to print the label?

[PRINT](#)

[DISMISS](#)





## Adding Accessorials

AOD/COD

1. Click **Edit** in the Pricing Items section on the lower right

[Summary](#) [Additional Info](#) [Items](#) [Attributes](#) [Notifications](#) 1 [Attachments](#)

**Summary**

Order Total: \$53.18 Edit

Distance

549.48 mi

Service Level

Standard

Vehicle Type

Parcel Transport

**Windows**

Edit

Ready At

06/23/2025 09:48 AM

Pickup Between

06/23/2025 09:48 AM and 06/23/2025 05:00 PM

Delivery Between

06/23/2025 09:48 AM and 06/26/2025 05:00 PM

This order will be delivered the next business day. Select a faster service level to have it delivered on the same business day.

**Pricing Items**

Edit

Delivery Charge

\$0.00

Item Price

2






















All Items

× \$9.23


\$18.46

## 2. Click +Add Pricing Item

Cancel
Save

Delivery Charge				\$0.00
Item Price  	<input type="text" value="2"/>	All Items	× <input type="text" value="9.23"/>	<input type="text" value="18.46"/>
Shipment Weight  	<input type="text" value="0"/>	Lbs	× <input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Metro Pricing  				<input type="text" value="0.00"/>
DAS  				<input type="text" value="0.00"/>
Declared Value  				<input type="text" value="0.00"/>
Hazardous Material  	<input type="text" value="1"/>	Each	× <input type="text" value="24.00"/>	<input type="text" value="24.00"/>
Island Ferry Fee  				<input type="text" value="0.00"/>
Oversize Charges  	<input type="text" value="0"/>	Each	× <input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Pick-Up Tag  	<input type="text" value="0"/>	Each	× <input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Unboxed Parcel  	<input type="text" value="0"/>	Each	× <input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Total Fuel Surcharge 				\$5.73

+ ADD PRICING ITEM





### 3. Check the box next to the AOD/COD service, click **Save**

#### Extra Fees



☐ A.O.D. Adult Signature

☐ A.O.D. Adult Signature +  
Hard Copy Signature

☐ A.O.D. Direct Delivery

☐ A.O.D. Direct Delivery +  
Hard Copy Signature

☐ A.O.D. Indirect Delivery

☐ A.O.D. Indirect Delivery  
+ Hard Copy Signature

☒ COD Collecting payment from customer for products

Save

### 4. The fee has been added to the Pricing Items, click **Save**

#### Pricing Items

Cancel

Save

Delivery Charge

\$0.00

Item Price ⓘ ✕

2

All Items

×

9.23

18.46

Shipment Weight ⓘ ✕

0

Lbs

×

0.00

0.00

Metro Pricing ⓘ ✕

0.00

DAS ⓘ ✕

0.00

Declared Value ⓘ ✕

4.40

Hazardous Material ⓘ ✕

1

Each

×

24.00

24.00

Island Ferry Fee ⓘ ✕

0.00

Oversize Charges ⓘ ✕

0

Each

×

0.00

0.00

Pick-Up Tag ⓘ ✕

0

Each

×

0.00

0.00

Unboxed Parcel ⓘ ✕

0

Each

×

0.00

0.00

COD ⓘ ✕

1

Each

×

\$15.00

\$15.00

Total Fuel Surcharge ⓘ

\$8.35

+ ADD PRICING ITEM

5. To Enter the COD Amount for Collection:

Click **Additional Info**

Click **Edit**

Summary Additional Info Items Attributes Notifications 1 Attachments

**Additional Info**

PO Number  
-

User Fields

Zone  
4

Delivery

☐ C.O.D. - (Collect COD) ⓘ

**Edit**

**Notes**

—

Order Total : \$48.19

Enter in the **COD Amount** to be collected, click **Save**

Summary Additional Info Items Attributes Notifications 1 Attachments

**Additional Info**

PO Number

User Fields

Zone

Delivery

☒ C.O.D. - (Collect COD) ⓘ

\$


**Save**



You can also enter a PO # for your information in this section.


## Adding Declared Value

### 1. Click **Items**, click **Edit**

Summary Additional Info **Items** Attributes Notifications 1 Attachments

Items (2)  [Edit](#)

	<b>Box, Hazardous</b> SP03481503SD15177001 2 x 4 x 3 in   15 lb	Declared Value: — Hazardous Material: True
	<b>Box</b> SP03481503SD15177002 3 x 2 x 4 in   13 lb	Declared Value: — Hazardous Material: —

 Notes [Edit](#)








—

Order Total: \$48.19

### 2. Click on the **Pencil** of the package to add the declared value to

Summary Additional Info **Items** Attributes Notifications 1 Attachments

Items (2) [Cancel](#) [Save](#)

	<b>Box, Hazardous</b> SP03481503SD15177001 2 x 4 x 3 in   15 lb	Declared Value: — Hazardous Material: True	 
	<b>Box</b> SP03481503SD15177002 3 x 2 x 4 in   13 lb	Declared Value: — Hazardous Material: —	  

### 3. Enter in the **Declared Value**, click **Apply**

Edit Item



Parcel type

Box

Declared Value

500.00

Length

3

in

Width

2

in

Height

4

in

Hazardous Material

Weight

13

lb

Description

Barcode

SP03481503SD15177002

Cancel

Apply

### 4. Click **Save**

Summary Additional Info Items Attributes Notifications 1 Attachments

Items (2)

Save



**Box, Hazardous**

SP03481503SD15177001

2 x 4 x 3 in | 15 lb

Declared Value: —

Hazardous Material: True



**Box**

SP03481503SD15177002

3 x 2 x 4 in | 13 lb

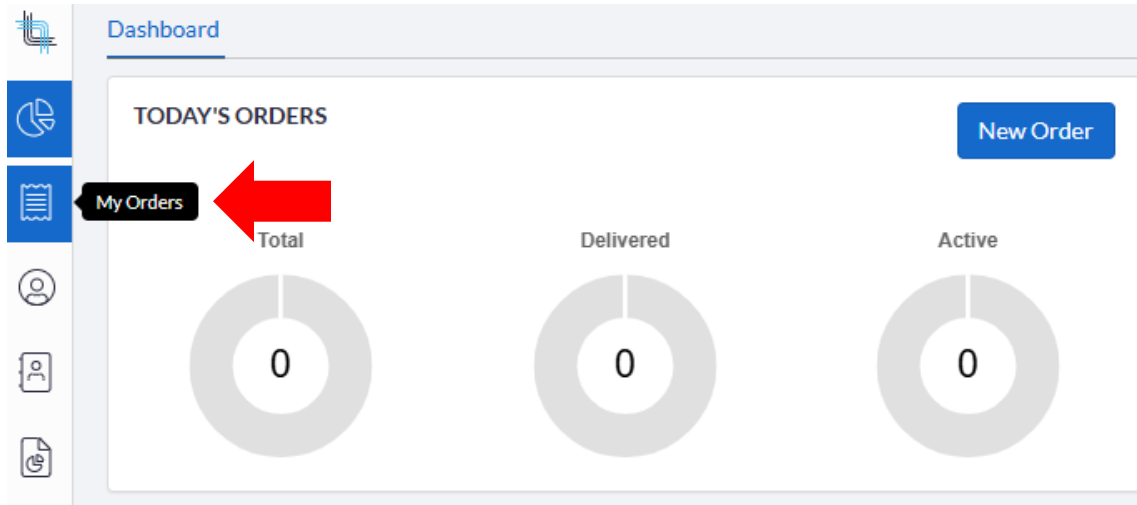
Declared Value: 500.00

Hazardous Material: —

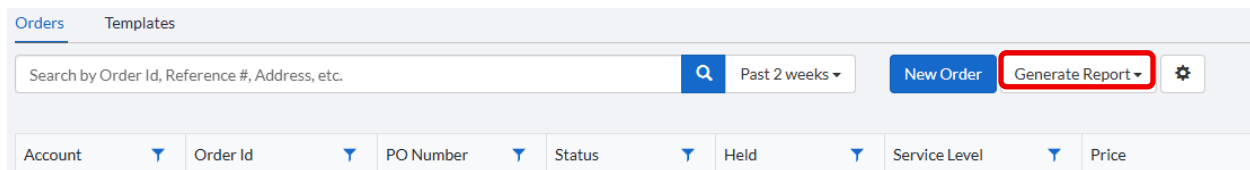


## How to Print a Parcel Manifest

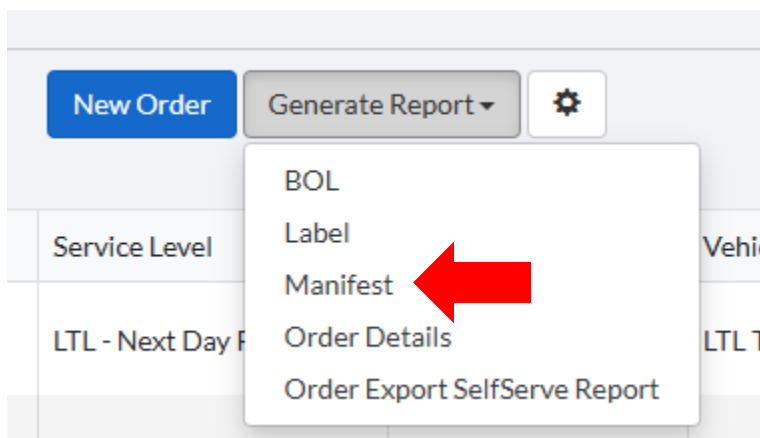
1. From the Dashboard click on **My Orders**



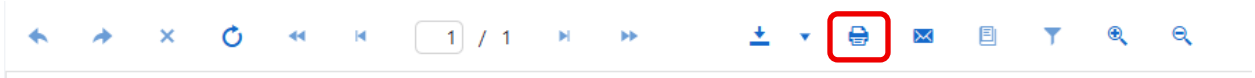
2. Click **Generate Report**



3. Select **Manifest**



4. Click on the **Printer**







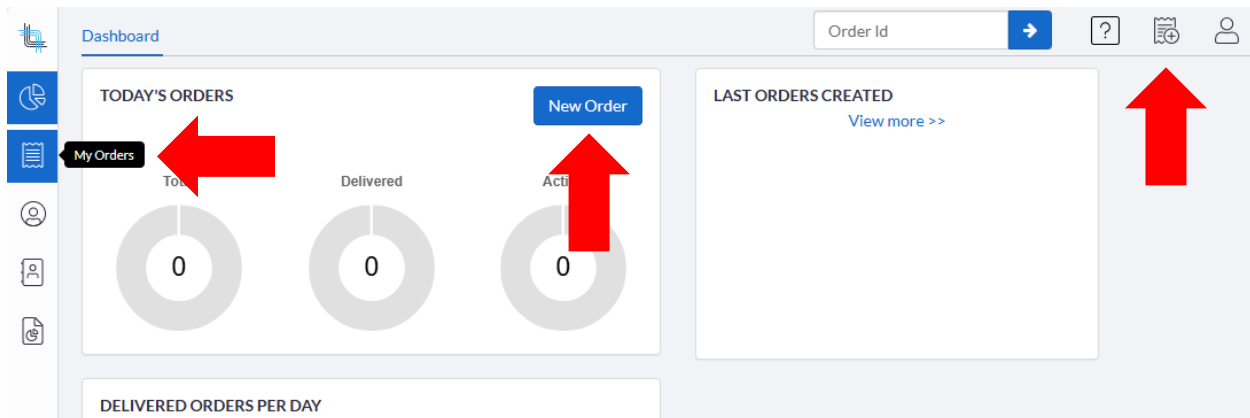
## Creating a Pallet Order

1. You can navigate to the Orders screen 1 of 3 ways

Click on the **My Orders** Tab (you will then need to click New Order)

Click **New Order**


Click the **Order Icon**



2. The first time you log in you may need to enter your company information into the Pickup Address

Pickup Address

Company	Spee-Dee Delivery Service, Inc	Contact	Katherine	<input type="checkbox"/> Add to contact ⓘ
Email		Phone		
Address	4101 Clearwater Rd	City	St Cloud	State MN Zip 56301-9635
Suite/Apt		Load Time (minutes)	0	
Notes				

 **CONTINUE**

3. Click **Continue**

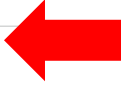



#### 4. Enter the Delivery Address Information

#### 5. When entering the address, the Global Address will populate

Delivery Address 📄 📍

Company	<input type="text" value="Spee Dee Delivery Service Inc"/>	Contact	<input type="text" value="Chris"/>	<input type="checkbox"/> Add to contact ⓘ
Email	<input type="text"/>	Phone	<input type="text"/>	
Address	<input type="text" value="6385 w hwy 40 columbia"/>	City	<input type="text"/>	State <input type="text"/> Zip <input type="text"/>
Suite/Apt	<a href="#">+ Enter address from Zip/Postal code</a>			
Notes	<div>Suggestions</div> <div><span>📍</span> 6385 Highway 40 W, Columbia, MO 65202-8645, United States</div>			

  CONTINUE

#### 6. Select the correct address

#### 7. Click **Continue**

#### 8. Add Items to the Order

- Number of Pallets
- Parcel Type
- Dimensions
- Weight
- Description (optional)
- + Add Item (click to add another pallet to the order)

Items (1)





Qty	Parcel type *	L x W x H <b>c</b>	Weight	Description
<b>a</b> 1	<b>b</b> Pallet	0 x 0 x 0 in	0 <b>d</b> lb	<b>e</b>
<div><a href="#">+ Add item</a> <b>f</b></div> <div><div>Pallet</div><div>Non Palletized Item</div></div>				

 CONTINUE

#### 9. Click **Continue**



10. A summary of charges will appear on the right of the screen


[Summary](#) [Additional Info](#) [Items](#) [Attributes](#) [Notifications](#) 2


**Summary**


Order Total : **\$124.84**

Distance


549.48 mi


Service Level 




LTL - Next Day Pick Up 


Vehicle Type


LTL Transport 

Windows 



 [Edit Dates](#)



Ready At

06/23/2025 



Now 



Pickup Between

08:30 AM  

06:00 PM  

Delivery Between

08:30 AM  


06:00 PM  

This order will be delivered the next business day. Select a faster service level to have it delivered on the same business day.

Pricing Items				
Delivery Charge				\$0.00
Item Price <a href="#">i</a>				\$97.00
DAS <a href="#">i</a>	<input type="text" value="0"/>	Each	× \$0.00	\$0.00
Declared Value <a href="#">i</a>	<input type="text" value="0"/>	\$	× \$0.00	\$0.00
Hazardous Material <a href="#">i</a>	<input type="text" value="0"/>	Each	× \$35.00	\$0.00
Island Ferry Fee <a href="#">i</a>				\$0.00
Metro Pricing <a href="#">i</a>				\$0.00
Oversize Charges <a href="#">i</a>				\$0.00
Overweight charges <a href="#">i</a>				\$0.00
Total Fuel Surcharge <a href="#">i</a>				\$27.84
<a href="#">+ ADD PRICING ITEM</a>				

[Notes](#)

Order Total : \$124.84

 [CREATE ORDER](#)

11. If the order is complete click **Create Order**

Print Label

Do you want to print the label?

[PRINT](#)





[DISMISS](#)

12. A print label box will appear, click **Print**



## Adding Accessorials

1. Click **Edit** in the Pricing Items section on the lower right

[Summary](#) [Additional Info](#) [Items](#) [Attributes](#) [Notifications](#) [2](#) [Attachments](#)


**Summary**


Order Total : \$124.84

Edit

Distance

549.48 mi

Service Level 

 LTL - Next Day Pick Up

Vehicle Type

LTL Transport

**Windows**

Edit

Ready At

06/23/2025 11:59 AM

Pickup Between


06/24/2025 08:30 AM and 06/24/2025 06:00 PM

Delivery Between

06/24/2025 08:30 AM and 06/26/2025 06:00 PM

This order will be delivered the next business day. Select a faster service level to have it delivered on the same business day.


**Pricing Items**



Edit

Delivery Charge

\$0.00

Item Price 


\$97.00

## 2. Click +Add Pricing Item

Pricing Items

Cancel
Save

Delivery Charge					\$0.00
Item Price ⓘ ✕					97.00
DAS ⓘ ✕	0	Each	×	0.00	0.00
Declared Value ⓘ ✕	0	\$	×	0.00	0.00
Hazardous Material ⓘ ✕	0	Each	×	35.00	0.00
Island Ferry Fee ⓘ ✕					0.00
Metro Pricing ⓘ ✕					0.00
Oversize Charges ⓘ ✕					0.00
Overweight charges ⓘ ✕					0.00
Total Fuel Surcharge ⓘ					\$27.84

+ ADD PRICING ITEM




### 3. Check the box next to the Extra Fee, click **Save**

#### Extra Fees



- |  |   |
|--|---|
| <input type="checkbox"/> Blind Shipment                | Charges based upon number of blind locations, per pallet position.                                      |
| <input type="checkbox"/> COD                           | Collecting payment from customer for products   |
| <input checked="" type="checkbox"/> Hand Load          |   |
| <input type="checkbox"/> Hand Unload                   |   |
| <input type="checkbox"/> Lift Gate at Delivery         | Needing a lift gate service at delivery location \$50.00 (per location, per position) Maximum of \$250. |
| <input type="checkbox"/> Liftgate at Pickup            | Needing a lift gate service at pick-up location \$50.00 (per location, per position) Maximum of \$250.  |
| <input type="checkbox"/> Pallet Fulfillment            |   |
| <input type="checkbox"/> Residential Delivery          | If location does not have an entrance open to the public. Maximum of \$240                              |
| <input type="checkbox"/> Residential Pickup            |   |
| <input type="checkbox"/> Scheduled Delivery            | Appointment needed or a 2 hour or less window for delivery  |
| <input type="checkbox"/> Scheduled Pickup              | Appointment needed or a 2 hour or less window for pick-up   |
| <input type="checkbox"/> Special Equipment at Delivery | If facility requires a special size vehicle for delivery.   |
| <input type="checkbox"/> Special Equipment at Pickup   | If facility requires a special size vehicle for pick-up.  |
| <input type="checkbox"/> Wrap Fulfillment              |   |



Save



4. The fee has been added to the Pricing Items, click **Save**

#### Pricing Items



Save

Delivery Charge					\$0.00
Item Price <a href="#">i</a> <a href="#">x</a>					97.00
DAS <a href="#">i</a> <a href="#">x</a>	<input type="text" value="0"/>	Each	×	<input type="text" value="0.00"/>	0.00
Declared Value <a href="#">i</a> <a href="#">x</a>	<input type="text" value="0"/>	\$	×	<input type="text" value="0.00"/>	0.00
Hazardous Material <a href="#">i</a> <a href="#">x</a>	<input type="text" value="0"/>	Each	×	<input type="text" value="35.00"/>	0.00
Island Ferry Fee <a href="#">i</a> <a href="#">x</a>					0.00
Metro Pricing <a href="#">i</a> <a href="#">x</a>					0.00
Oversize Charges <a href="#">i</a> <a href="#">x</a>					0.00
Overweight charges <a href="#">i</a> <a href="#">x</a>					0.00
Hand Load <a href="#">i</a> <a href="#">x</a>	<input type="text" value="1"/>	Each	×	\$50.00	\$50.00
Total Fuel Surcharge <a href="#">i</a>					\$42.19

+ ADD PRICING ITEM



5. To Enter a COD Amount for Collection:

Click **Additional Info**

Click **Edit**

Summary **Additional Info** Items Attributes Notifications 2 Attachments

---

**Additional Info**

Edit

**PO Number**  
-

**User Fields**

**Zone**  
4

**Delivery**

☒ Picture - (Take Picture)

☒ Signature - (Request Signature) ⓘ

**Pickup**

☐ C.O.D. - (Collect COD) ⓘ

☒ Picture - (Take Picture) ⓘ

☒ Signature - (Request Signature)

**Add Order Item**

☒ Barcode - (Scan Barcode) ⓘ

☒ Parcel Type - (Specify Parcel Type)

☒ Weight - (Enter Weight)

☒ Dimensions - (Enter Dimensions)

☒ Description - (Enter Description)

☒ Picture - (Take Picture) ⓘ

6. Enter the **COD Amount** to be collected, click **Save**

Summary Additional Info Items Attributes Notifications 2 Attachments

---

**Additional Info**

PO Number

**User Fields**

Zone

**Delivery**

☒ Picture - (Take Picture)

☒ Signature - (Request Signature) ⓘ

**Pickup**

☐ C.O.D. - (Collect COD) ⓘ

☒ Picture - (Take Picture) ⓘ

☒ Signature - (Request Signature)

**Add Order Item**

☒ Barcode - (Scan Barcode) ⓘ

☒ Parcel Type - (Specify Parcel Type)

☒ Weight - (Enter Weight)

☒ Dimensions - (Enter Dimensions)

☒ Description - (Enter Description)

☒ Picture - (Take Picture) ⓘ


You can also enter a PO # for your information in this section.

## Adding Declared Value/Hazardous Materials

### 1. Click **Items**, click **Edit**

Summary Additional Info **Items** Attributes Notifications 2 Attachments


Items (1)



**Pallet**  
SP34815L12SD15197101  
48 x 48 x 48 in | 350 lb

Declared Value: —  
Hazardous Material: —  
Hazardous Weight: —  
[+ Show More](#)

Edit

 Notes

—


Edit

Order Total: \$189.19

### 2. Click on the **Pencil**

Summary Additional Info **Items** Attributes Notifications 2 Attachments



Items (1)



**Pallet**  
SP34815L12SD15197101  
48 x 48 x 48 in | 350 lb

Declared Value: —  
Hazardous Material: —  
Hazardous Weight: —  
[+ Show More](#)

Cancel Save

### 3. Enter in the Declared Value, click **Apply**

Edit Item



Parcel type <input type="text" value="Pallet"/>			Declared Value <input type="text" value="500.00"/>
Length <input type="text" value="48"/> in	Width <input type="text" value="48"/> in	Height <input type="text" value="48"/> in	Hazardous Material <input type="text"/>
Weight <input type="text" value="350"/> lb			Hazardous Weight <input type="text"/>
Description <input type="text"/>			Number Hazmat Boxes <input type="text"/>
Barcode <input type="text" value="SP34815L12SD15197101"/>			Number of items <input type="text"/>




<input type="button" value="Cancel"/>	<input type="button" value="Apply"/>
---------------------------------------	--------------------------------------

4. For Hazardous Click **Yes/No** in the dropdown menu
5. Enter in the weight of the Hazardous Materials
6. Enter in the number of packages within the pallet that are Hazardous Materials, click **Apply**
7. Click **Save**

Summary Additional Info Items Attributes Notifications 2 Attachments

---

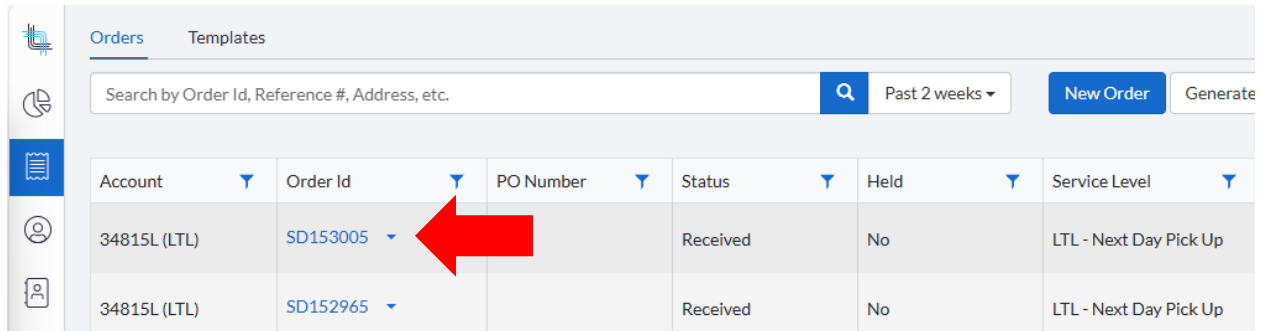
**Items (1)**

	<b>Pallet</b> SP34815L12SD15197101 48 x 48 x 48 in   350 lb	Declared Value: 500.00 Hazardous Material: — Hazardous Weight: — <a href="#">+ Show More</a>	 
---	---	---	---



## Printing a BOL

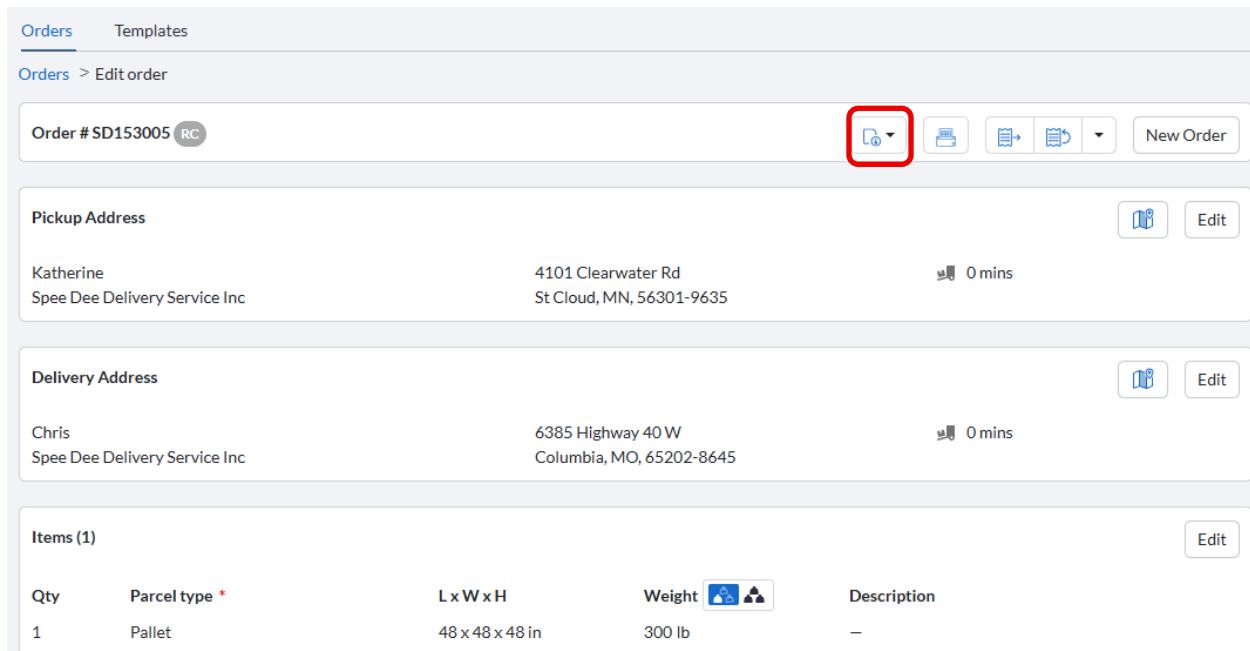
1. From the Orders Screen click on the **Order ID**



The screenshot shows the 'Orders' screen with a table of orders. A red arrow points to the 'Order Id' column for the first order, SD153005.

Account	Order Id	PO Number	Status	Held	Service Level
34815L (LTL)	SD153005		Received	No	LTL - Next Day Pick Up
34815L (LTL)	SD152965		Received	No	LTL - Next Day Pick Up

2. Click on the **Export** button



The screenshot shows the 'Order # SD153005' details page. The 'Export' button is highlighted with a red box. Below the order number, there are sections for 'Pickup Address' and 'Delivery Address', each with an 'Edit' button. At the bottom, there is an 'Items (1)' section with a table of order details.

Order # SD153005 RC Export Print Share New Order

**Pickup Address** Edit

Katherine  
Spee Dee Delivery Service Inc

4101 Clearwater Rd  
St Cloud, MN, 56301-9635

0 mins

**Delivery Address** Edit

Chris  
Spee Dee Delivery Service Inc

6385 Highway 40 W  
Columbia, MO, 65202-8645

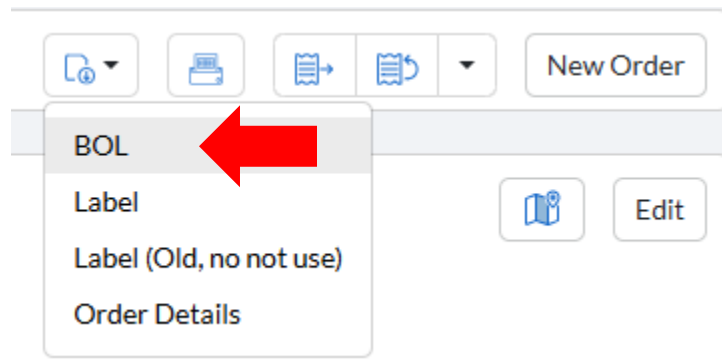
0 mins

**Items (1)** Edit

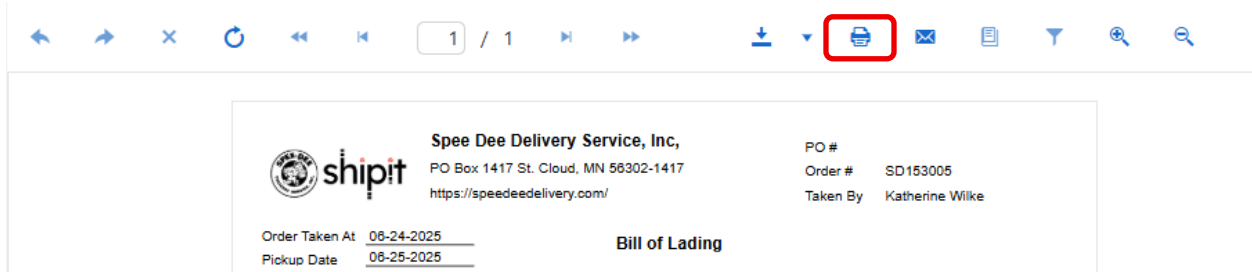
Qty	Parcel type *	L x W x H	Weight	Description
1	Pallet	48 x 48 x 48 in	300 lb	—



3. Click **BOL**



4. Click **Print**






## Sending Notifications






1. Click **Notifications**
2. Click **Edit**

Summary Additional Info Items Attributes **Notifications 1** Attachments

Notifications ⓘ		
<a href="#">Account Contact</a>	✉ 0 ⓘ	 <a href="#">Edit</a>
<a href="#">Order Creator</a>	✉ 1 ⓘ	
<a href="#">Pickup Contact</a>	✉ 0 ⓘ	
<a href="#">Delivery Contact</a>	✉ 0 ⓘ	

3. Click on the **Pencil**

Summary Additional Info Items Attributes **Notifications 1**

Notifications ⓘ		
<a href="#">Account Contact</a>	✉ ⓘ 	
<a href="#">Order Creator</a>	✉ 1 ⓘ 	
<a href="#">Pickup Contact</a>	✉ 0 ⓘ 	
<a href="#">Delivery Contact</a>	✉ 0 ⓘ 	
<a href="#">+ Add recipient</a>		



4. Notifications can be sent by the events listed below:

Event

Order Created

Order Dispatched to Driver

Order Assigned to Driver

Order Picked Up

Driver Arrived at Pickup

Driver Arrived at Delivery

Order Delivered

Order Cancelled

Order On Hold

Order Released



5. Check the box to add notifications

6. Click **Apply**, click **Save**

Summary Additional Info Items Attributes **Notifications** 1 Attachments

---

**Notifications** ⓘ



---



Account Contact

✉ 0 ⓘ ✎

---

Order Creator

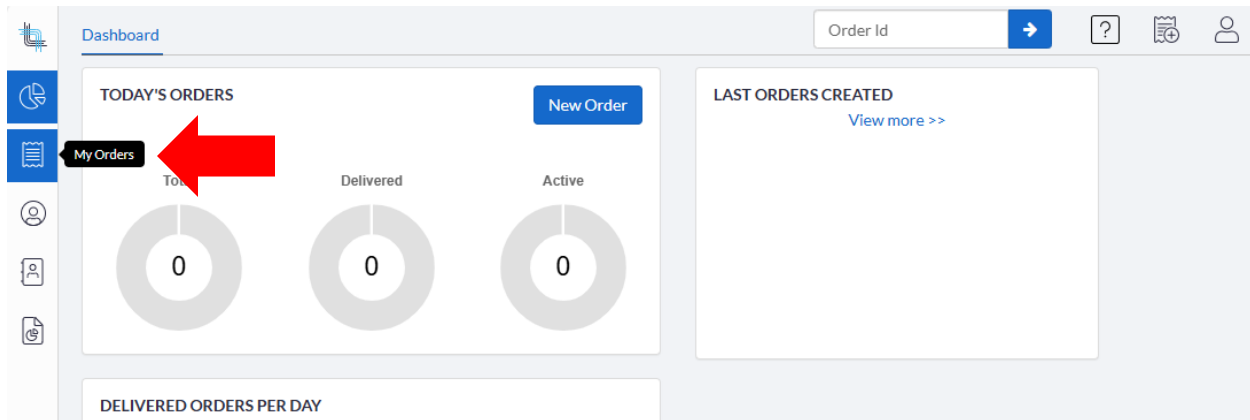
Event	✉ By email
Order Created	<input checked="" type="checkbox"/>
Order Dispatched to Driver	<input type="checkbox"/>
Order Assigned to Driver	<input type="checkbox"/>
Order Picked Up	<input type="checkbox"/>
Driver Arrived at Pickup	<input type="checkbox"/>
Driver Arrived at Delivery	<input type="checkbox"/>
Order Delivered	<input type="checkbox"/>
Order Cancelled	<input type="checkbox"/>
Order On Hold	<input type="checkbox"/>
Order Released	<input type="checkbox"/>





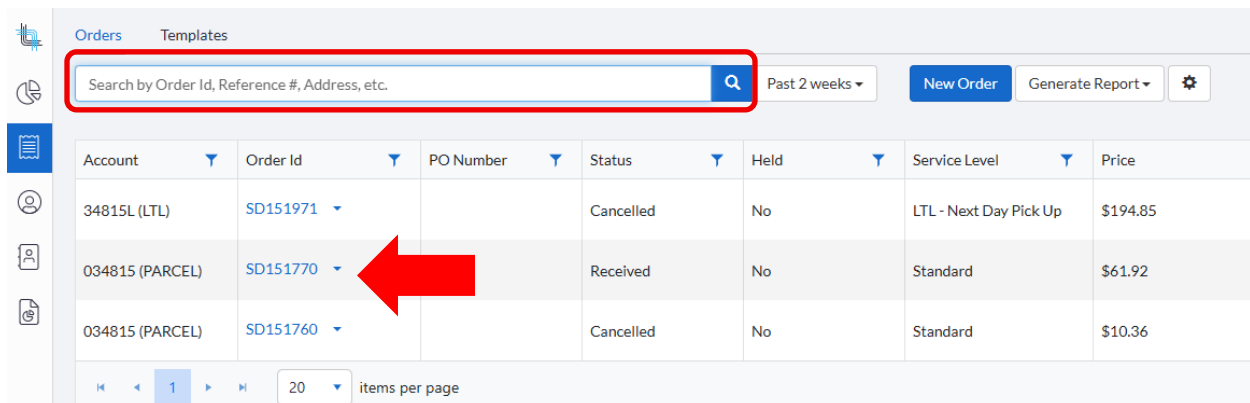
## Modifying an Order

1. From the Dashboard click on the **My Orders** Tab

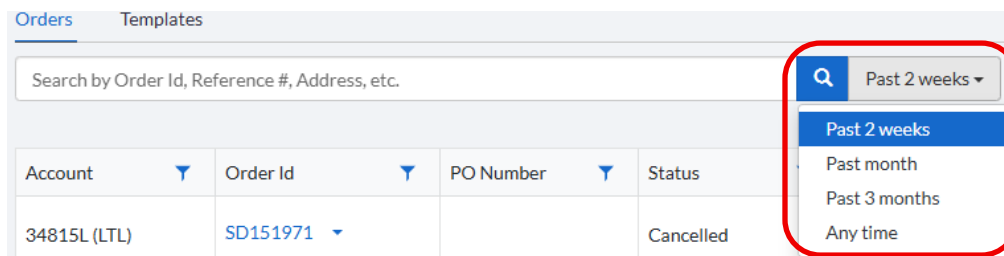


2. Use the Search Bar to enter any information (i.e. Account Name, Order ID, etc.) and click the magnifying glass to search.

3. Click on the **Order ID** to access and modify the order.



You can also Filter the Orders by Date

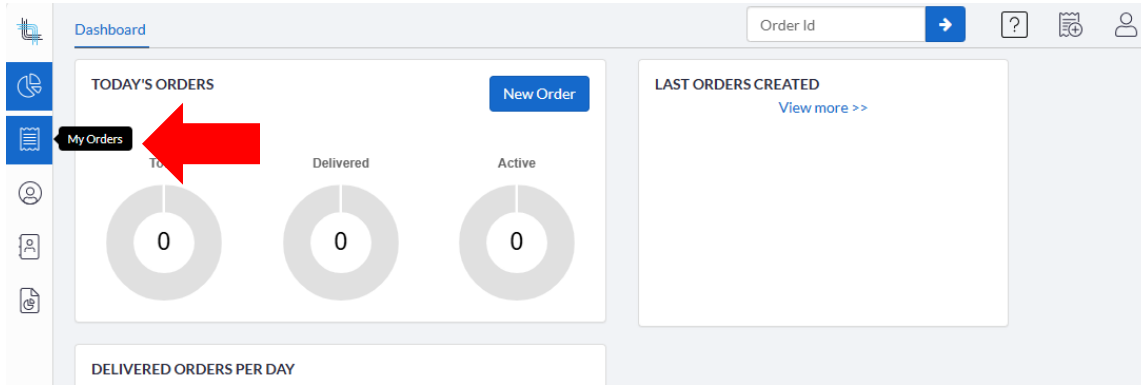




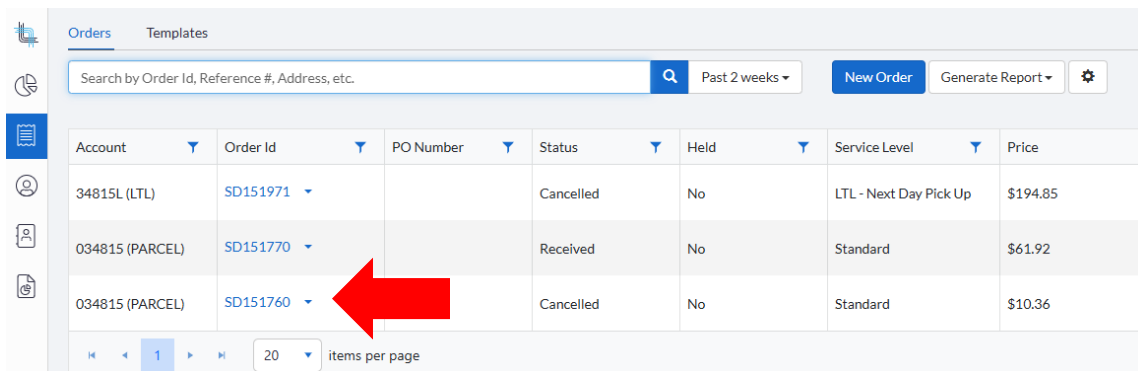
## Canceling an Order

### Canceling an Order (Option 1)

1. From the Dashboard click on the **My Orders** Tab



2. Click on the **Order ID**



3. Click on the shortcut **Arrow** next to New Order
4. Click **Cancel Order**

Orders

Templates

Orders > Order

Order #SD151770 RC

New Order

Pickup Address

Katherine  
Spee-Dee Delivery Service, Inc

4101 Clearwater Rd  
St Cloud, MN, 56301

Delivery Address

Chris  
Spee Dee Delivery Service Inc

6385 Highway 40 W  
Columbia, MO, 65202-8645

0 mins

Items (2)

Qty	Parcel type *	L x W x H	Weight		Description
1	Box, Hazardous	2 x 4 x 3 in	15 lb		—
1	Box	3 x 2 x 4 in	13 lb		—

Create duplicate order

Create return order

Create continuation order

Create order with same pickup

Create order with same delivery

✖ Cancel Order

5. Click **Confirm**

Cancel Order?

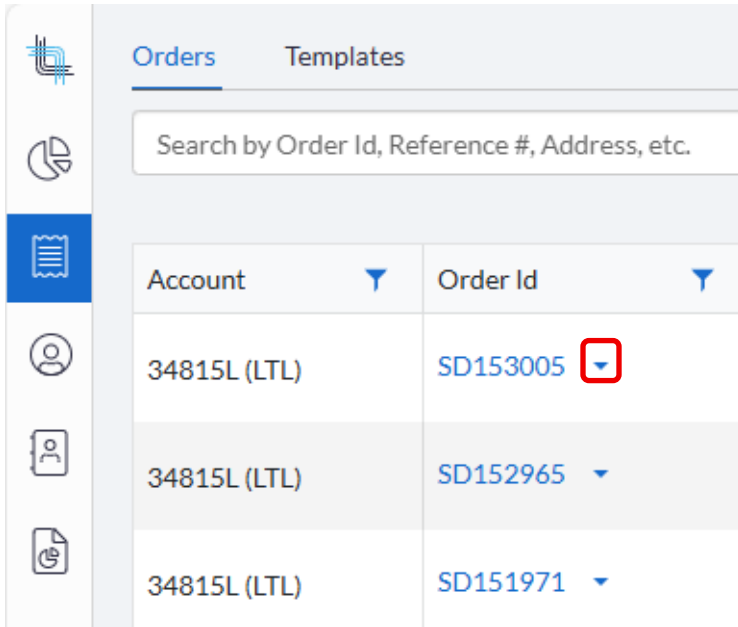
Are you sure you want to cancel the order?

CONFIRM

CANCEL

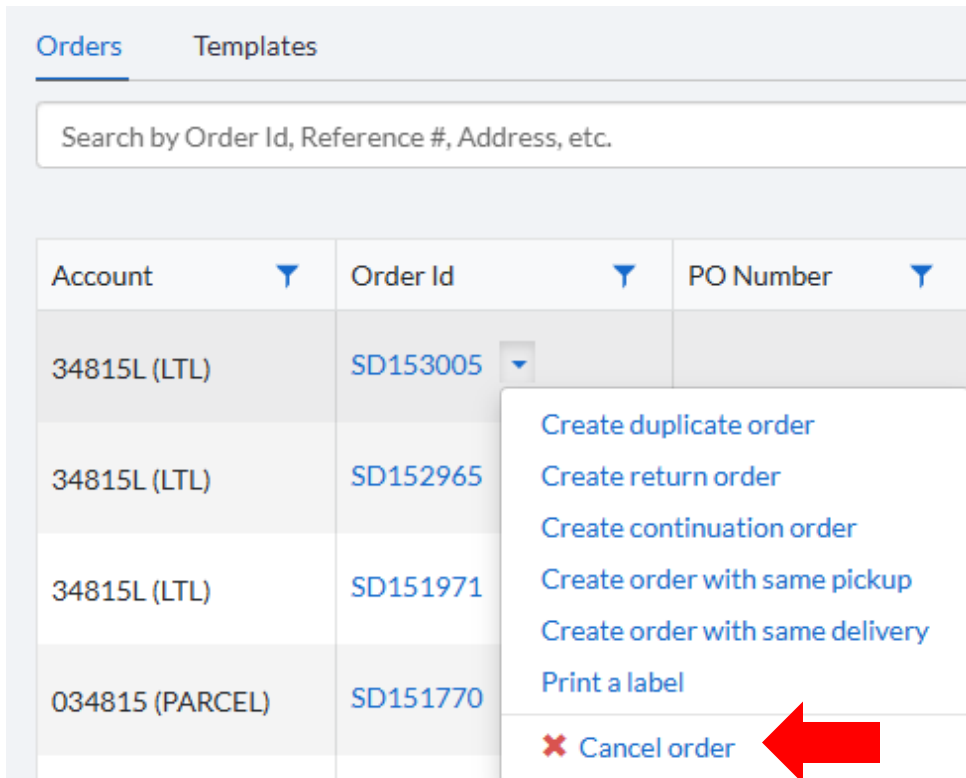
## Canceling an Order (Option 2)

1. From the Order Screen click on the **Order shortcut**



Account	Order Id
34815L (LTL)	SD153005
34815L (LTL)	SD152965
34815L (LTL)	SD151971

2. Click **Cancel Order**



Account	Order Id	PO Number
34815L (LTL)	SD153005	
34815L (LTL)	SD152965	
34815L (LTL)	SD151971	
034815 (PARCEL)	SD151770	

- Create duplicate order
- Create return order
- Create continuation order
- Create order with same pickup
- Create order with same delivery
- Print a label
- ✖ Cancel order

3. Click **Cancel**

## Cancel Order?

You are about to cancel SD153005

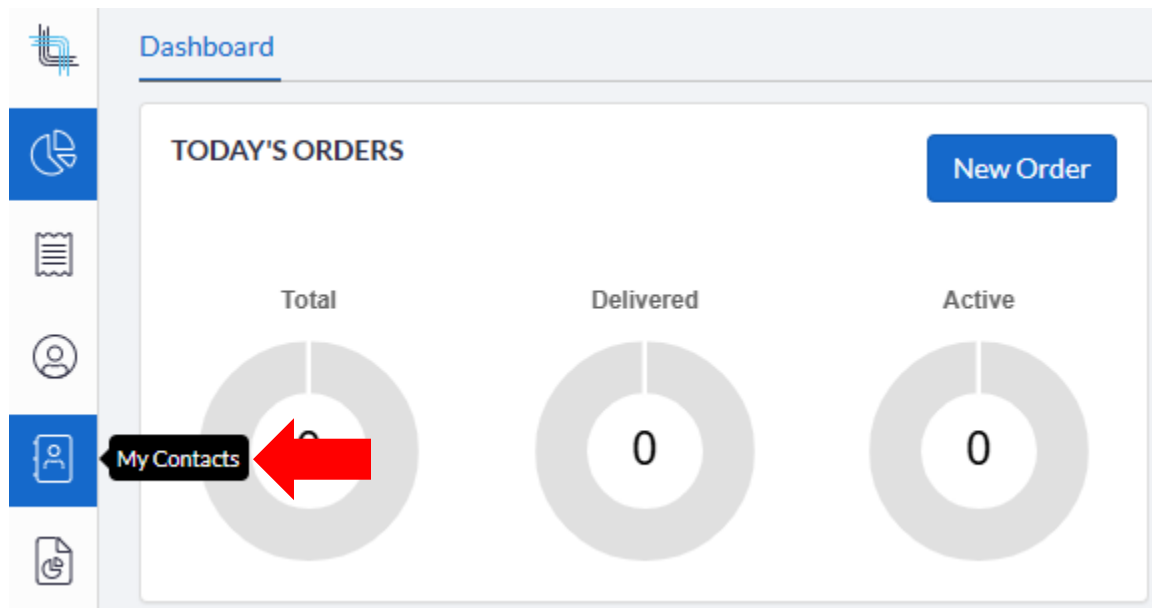
Cancel



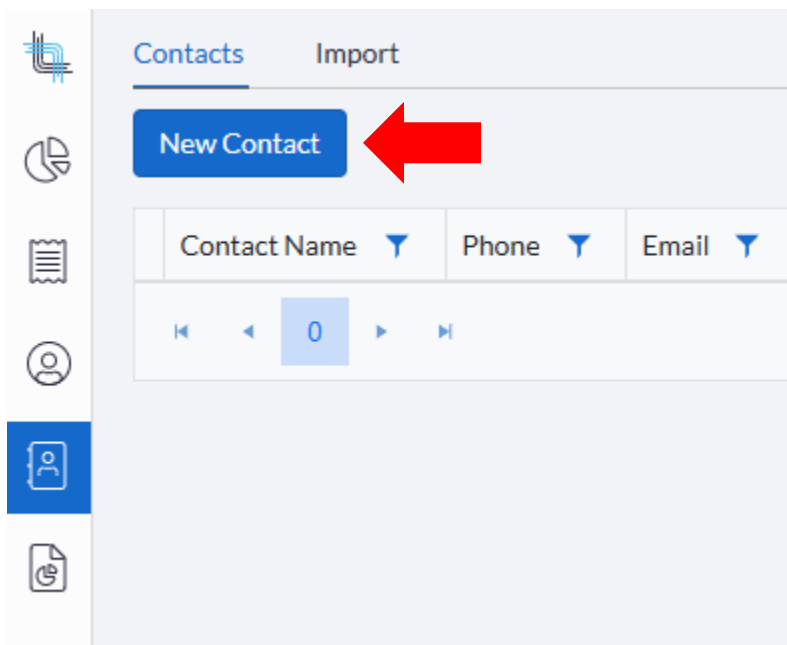
Back

## Creating Contacts

1. From the Dashboard click on **My Contacts**



2. Click **New Contact**





### 3. Enter the Contact Information

- a. Company Name
- b. Contact Name
- c. Phone Number
- d. Email Address
- e. Street Address

### 4. Click **Save**

The screenshot shows the 'New Contact' form. A red arrow points to the 'Save' button in the top right corner. Red letters a-e are placed over the input fields: 'a' over the 'COMPANY' field, 'b' over the 'CONTACT NAME' field, 'c' over the 'PHONE' field, 'd' over the 'EMAIL' field, and 'e' over the 'ADDRESS' field. The 'ADDRESS' field also has a blue link '+ Enter address from Zip/Postal Code'. Other fields include 'SUITE/APT', 'LOAD/UNLOAD TIME (MINUTES)' (set to 0), 'CONTACT LANGUAGE' (radio buttons for ENGLISH and SPANISH), 'ZONE DEFINITION' (with a 'Choose File' button and 'No file chosen' text), and a 'NOTES' text area. At the bottom left, there is a checkbox for 'Account Contact' which is checked.

### Adding a Contact while entering an Order

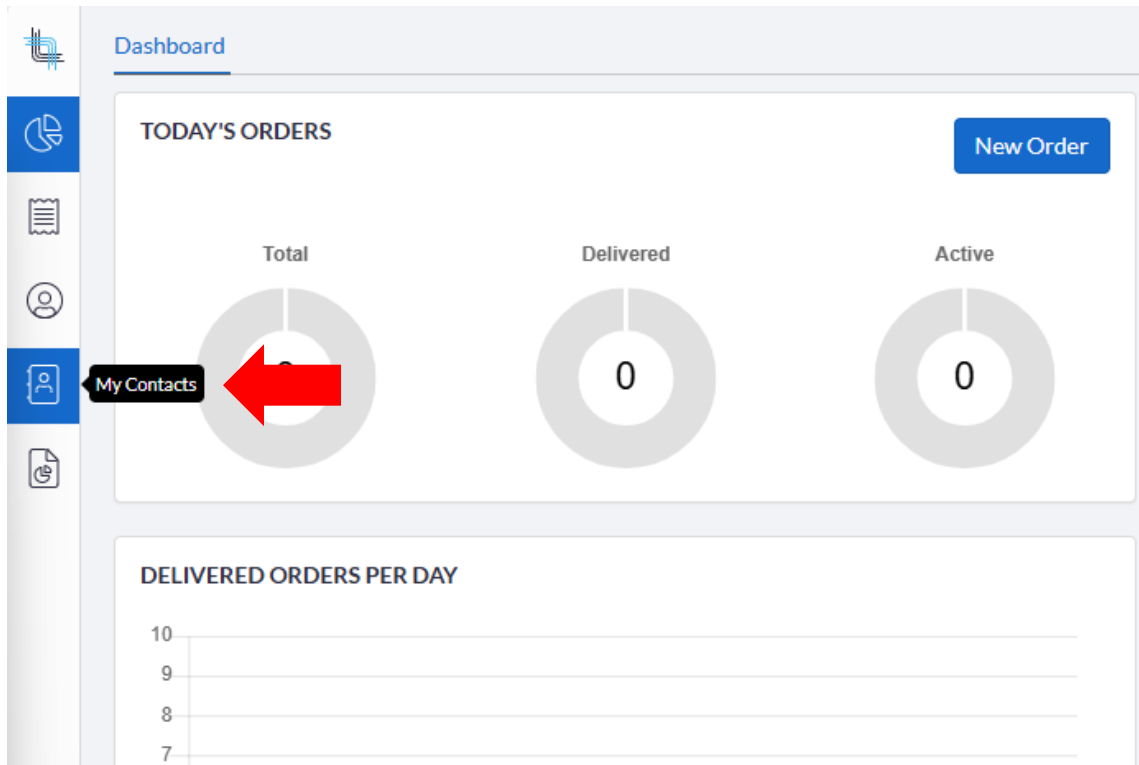
### Click **Add to Contact** box

The screenshot shows the 'Add to Contact' form. A red box highlights the 'Add to contact' button in the top right corner. The form contains the following fields: 'Company' (Spee Dee Delivery Service Inc), 'Contact' (Katherine), 'Email' (empty), 'Phone' (empty), 'Address' (4101 Clearwater Rd), 'City' (St Cloud), 'State' (MN), 'Zip' (56301-9635), 'Suite/Apt' (empty), 'Load Time (minutes)' (0), and 'Notes' (empty). A green 'CONTINUE' button is located at the bottom right.

## How to Import Contacts

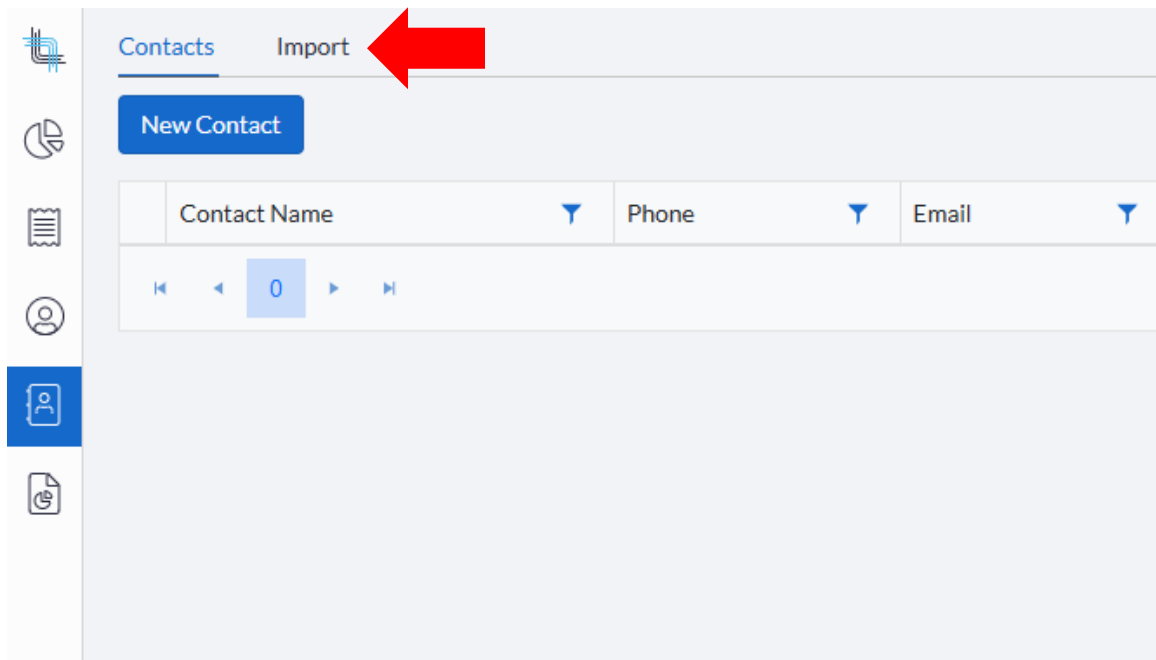
You will first need to download the template.

1. From the Dashboard click on **My Contacts**

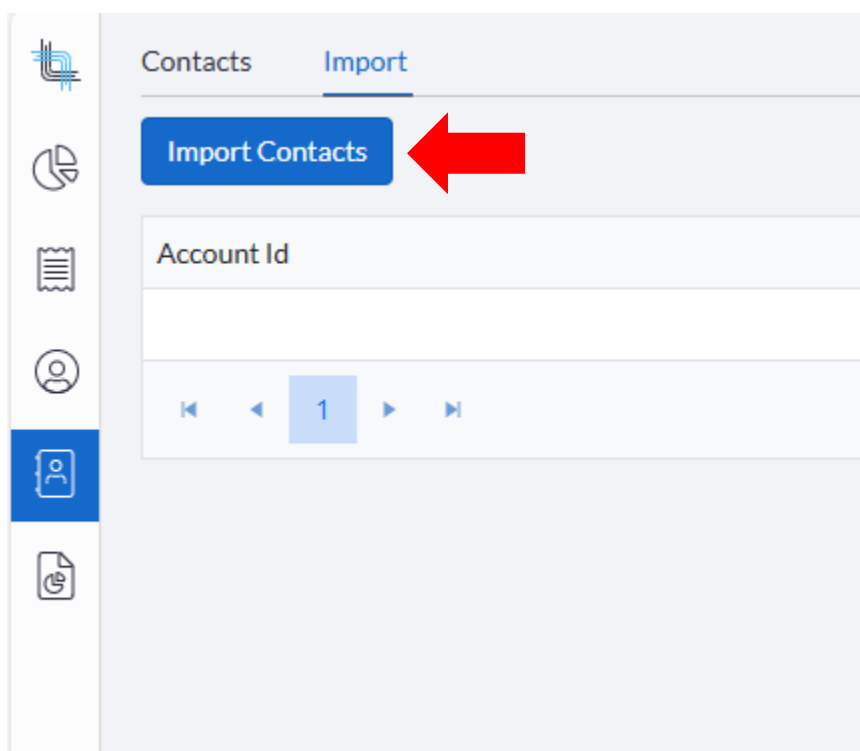




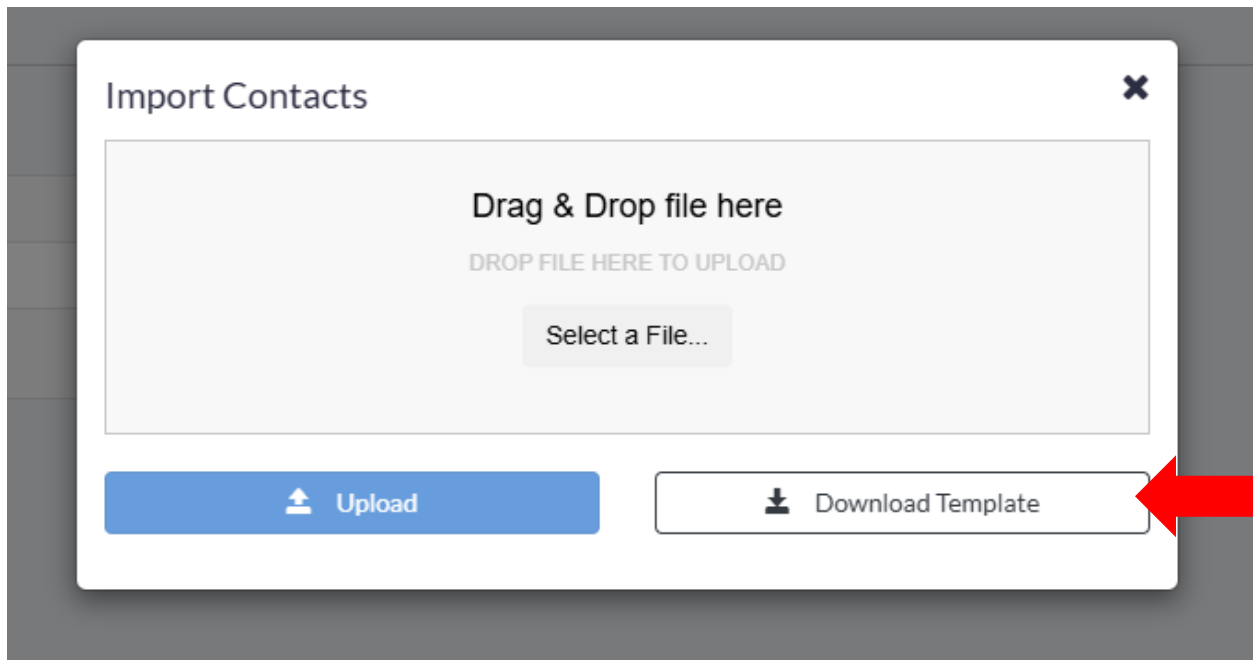
## 2. Click **Import**



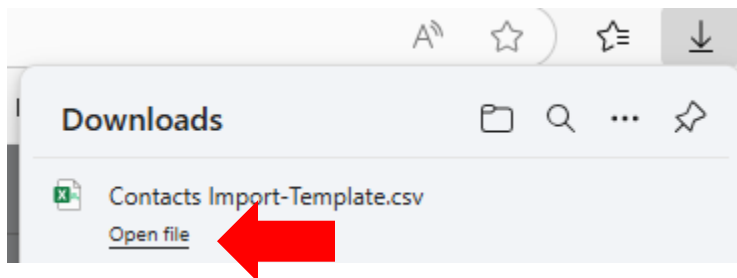
## 3. Click **Import Contacts**



4. Click **Download Template**



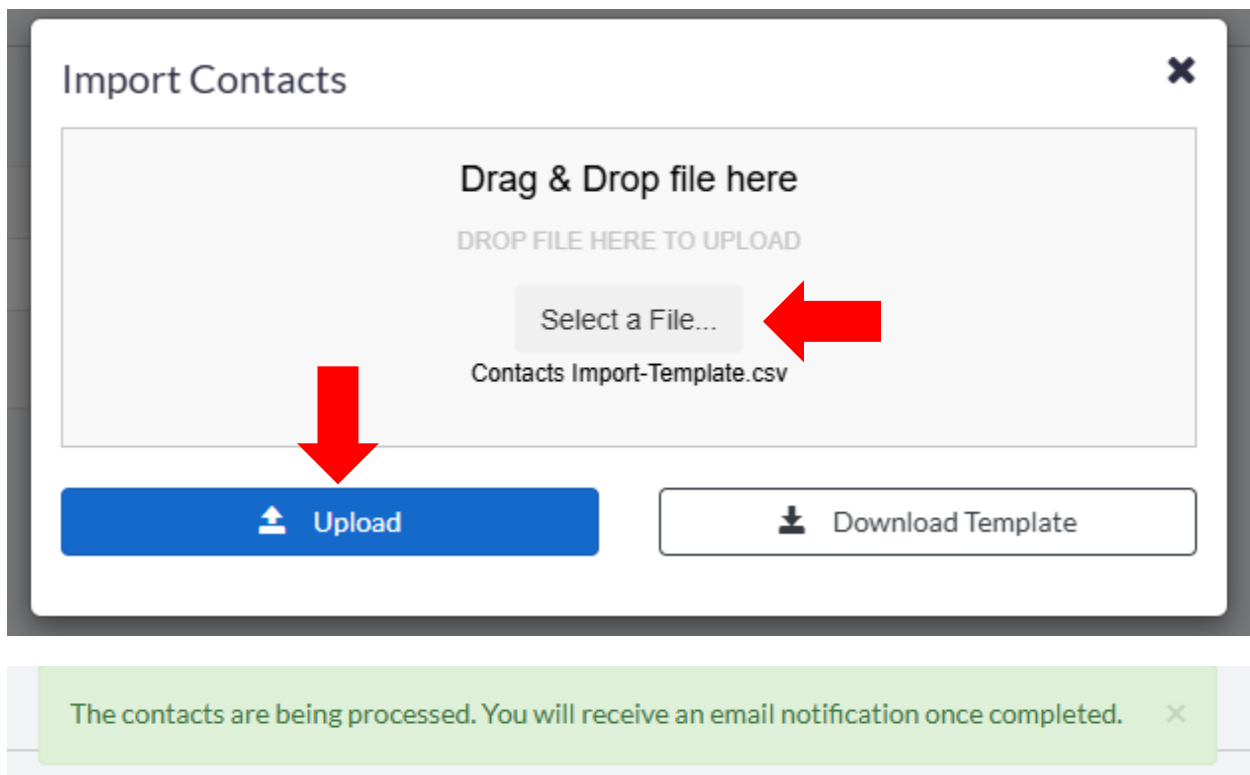
5. Open the File



6. Make sure to complete all Mandatory Fields

## To Import the Contacts

7. Repeat Steps 1-3
8. Click **Select a File. . .**
9. Select the file to download
10. Click **Upload**



Import Contacts

Drag & Drop file here

DROP FILE HERE TO UPLOAD

Select a File...

Contacts Import-Template.csv

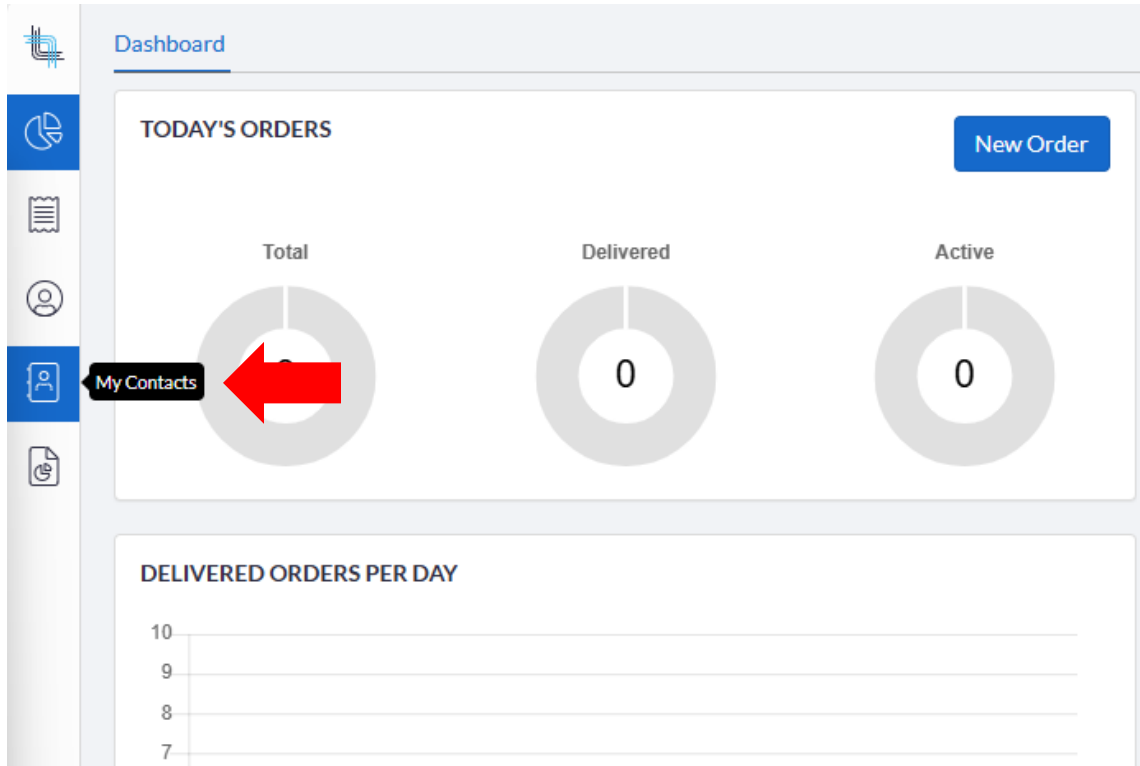
Upload

Download Template

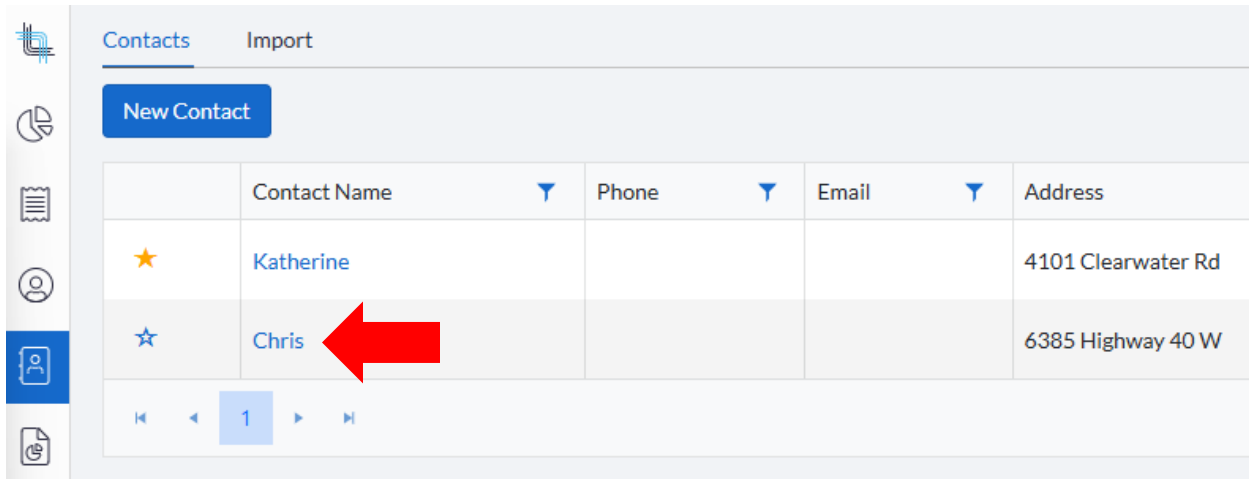
The contacts are being processed. You will receive an email notification once completed.

## How to Edit/Delete Contacts

1. From the Dashboard click on **My Contacts**




2. To Edit, click on the **Contact Name** in Blue

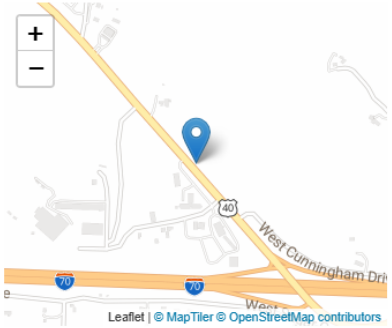


The screenshot shows the 'Contacts' page. A 'New Contact' button is at the top left. Below it is a table with contact information. The 'Contact Name' column has two entries: 'Katherine' and 'Chris'. The 'Chris' entry is highlighted with a blue background, and a red arrow points to it. The table has columns for Contact Name, Phone, Email, and Address.

	Contact Name	Phone	Email	Address
★	Katherine			4101 Clearwater Rd
★	Chris			6385 Highway 40 W

### 3. Edit the Contact, click **Save**

**Edit Contact**  **Save**



**COMPANY**

**CONTACT NAME**

**PHONE**

**EMAIL**

**CONTACT LANGUAGE**  
☒ ENGLISH ☐ SPANISH

**ADDRESS** [+ Enter address from Zip/Postal Code](#)

**SUITE/APT**

**LOAD/UNLOAD TIME (MINUTES)**

☐ **DEFAULT CONTACT**

**ZONE DEFINITION**  
 No file chosen ?

**NOTES**

☒ **Account Contact**



### 4. To Delete, click on the **Trash Can**

Contacts

Import

Order Id

New Contact

	Contact Name	Phone	Email	Address	Suite/Apt	Company	Contact Language	Account Contact	
★	Katherine			4101 Clearwater Rd		Spee Dee Delivery Service Inc	English	Yes	
☆	Chris			6385 Highway 40 W		Spee Dee Delivery Service Inc	English	Yes	

### 5. Click **OK**

**speedee.dsapp.io says**

Are you sure you wish to delete this contact?

