



shipit

## Training Guide



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## Logging In and Managing Passwords

### 1. Logging In

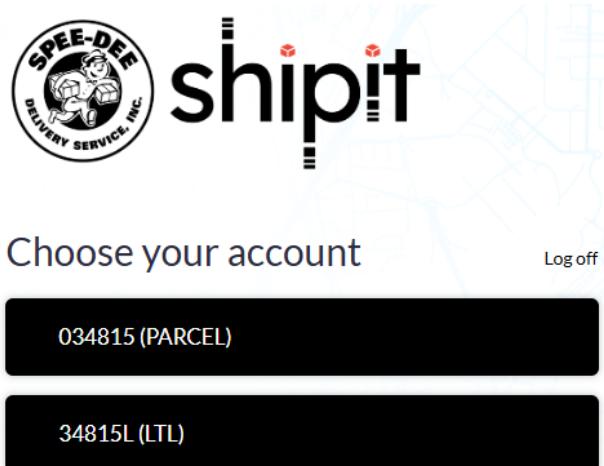
Open an internet browser of your choice.

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

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

A screenshot of the shipit login page. The page has a light blue background with a faint map of a city. At the top, there is a logo for 'SPEE-DEE DELIVERY SERVICES, INC.' and the 'shipit' logo. Below the logo is the word 'Log in'. There are two input fields: 'EMAIL' containing 'csr-reg1@email.com' and 'PASSWORD' containing a series of dots. Below the password field is a 'Remember me?' checkbox. At the bottom of the form is a black 'Login' button with a red arrow pointing to it from the right. Below the button is a link 'Forgot password?'. At the bottom of the page, it says 'Powered by  DISPATCH SCIENCE'.

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

A screenshot of the 'Choose your account' page. At the top, there is a 'Spee-Dee Delivery Services' logo and the 'shipit' logo. Below that is the text 'Choose your account'. To the right is a 'Log off' link. There are two large, dark grey buttons. The top button contains the text '034815 (PARCEL)' and the bottom button contains '34815L (LTL)'.



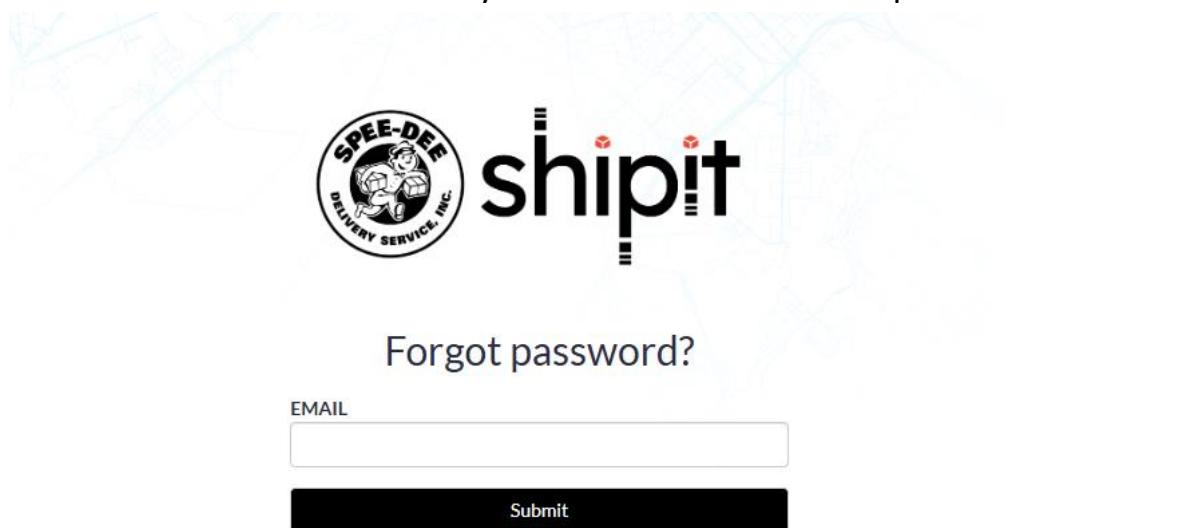
## 2. Forgotten Password

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



Enter your **email address** and click on **Submit**.

Follow the instructions sent to your email to create a new password.





### 3. Changing Your Password

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

Click **Password**.

The screenshot shows the shipit dashboard. On the left is a sidebar with icons for Dashboard, Orders, Profile, and Help. The main area has sections for 'TODAY'S ORDERS' (Total 0, Delivered 0, Active 0) and 'LAST ORDERS CREATED' (View more >). On the right is a user profile box for Katherine Wilke (Kw). The profile box includes 'Contact Language: English', 'Time Zone: Central Daylight Time', and buttons for 'Password' and 'Log off'. Red arrows point to the user icon in the top right corner and the 'Password' button in the bottom right of the profile section.

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

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

The screenshot shows the 'My Profile' section with a 'Change Password' sub-section. It has fields for 'CURRENT PASSWORD' (empty), 'NEW PASSWORD' (with an info icon), and 'CONFIRM NEW PASSWORD' (empty). A large red arrow points to the 'Change password' button at the bottom. Another red arrow points to the 'New Password' field.

My Profile
My Profile > Change Password
CURRENT PASSWORD
NEW PASSWORD <small>i</small>
CONFIRM NEW PASSWORD
<b>Change password</b>



#### 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.

The screenshot shows the shipit dashboard. On the right side, there is a user profile box for Katherine Wilke. The profile includes a photo, an email address (Kwilke+copy@Speededelivery.com), and a list of recent orders (034815 (PARCEL), 34815L (LTL)). Below the profile, there are dropdown menus for 'Contact Language' (set to English) and 'Time Zone' (set to Central Daylight Time). A red arrow points to the user icon in the top right corner of the dashboard. Another red arrow points to the 'Time Zone' dropdown menu.

#### 5. Logging Off

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

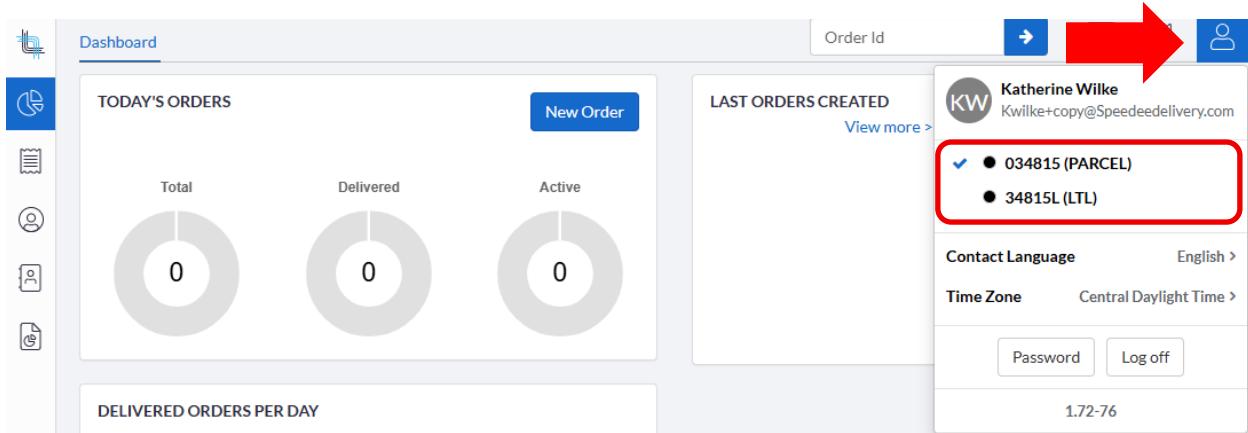
Select **Log Off** from the dropdown menu to sign out of the system.

The screenshot shows the shipit dashboard. On the right side, there is a user profile box for Katherine Wilke. The profile includes a photo, an email address (Kwilke+copy@Speededelivery.com), and a list of recent orders (034815 (PARCEL), 34815L (LTL)). Below the profile, there are dropdown menus for 'Contact Language' (set to English) and 'Time Zone' (set to Central Daylight Time). A red arrow points to the 'Log off' button in the user profile box. The 'Log off' button is located at the bottom right of the profile box.



## Switching between Parcel & LTL Accounts

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

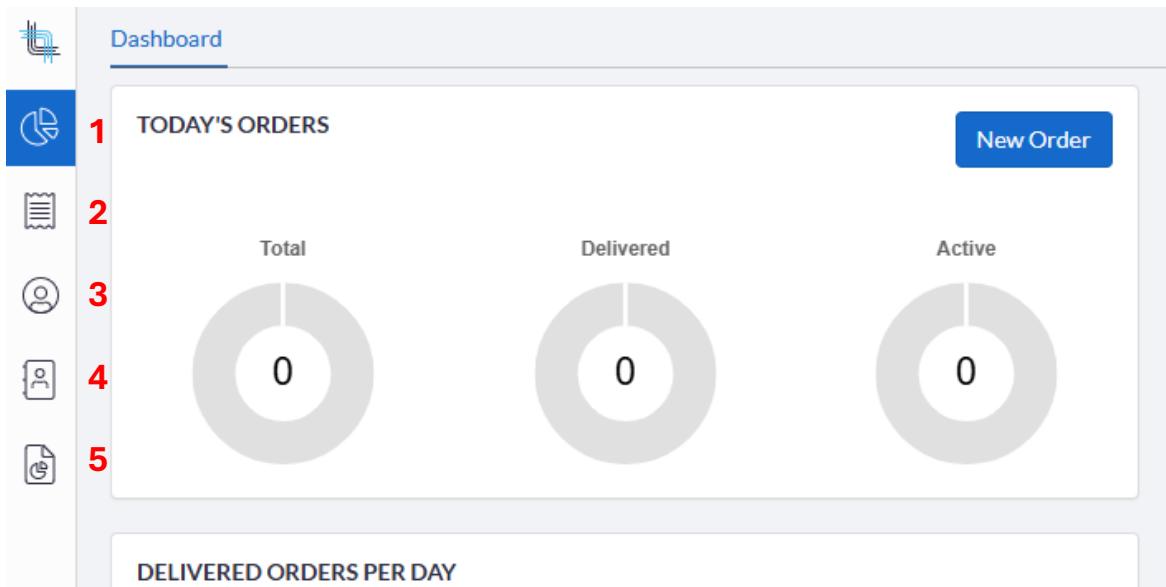


The screenshot shows the shipit dashboard. On the left, there is a vertical sidebar with icons for Home, Orders, Reports, and Help. The main area has two sections: 'TODAY'S ORDERS' and 'LAST ORDERS CREATED'. The 'TODAY'S ORDERS' section contains three donut charts labeled 'Total', 'Delivered', and 'Active', each showing a value of 0. Below this is a section for 'DELIVERED ORDERS PER DAY' with a chart showing data from 1.72 to 7.6. On the right, there is a 'Settings' menu with a red arrow pointing to it. The menu shows a user profile for 'Katherine Wilke' and two account options: '034815 (PARCEL)' and '34815L (LTL)'. The 'PARCEL' option is selected. At the bottom of the settings menu are 'Contact Language' (English), 'Time Zone' (Central Daylight Time), a 'Password' field, and a 'Log off' button.



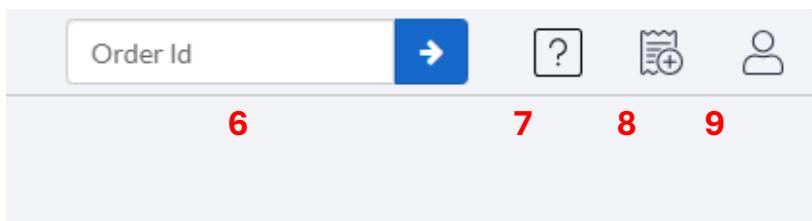
## Understanding the Dashboard

\*Only visible to the Account Administrator



### Side Menu

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



### Top Menu

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



## 1. Dashboard

-See recent order history at a glance

The screenshot shows the shipit dashboard. At the top left is a 'Dashboard' tab. Below it are three circular gauges under the heading 'TODAY'S ORDERS': 'Total' (0), 'Delivered' (0), and 'Active' (0). To the right is a box titled 'LAST ORDERS CREATED' with a 'View more >>' link. Below these are two sections: 'DELIVERED ORDERS PER DAY' showing a line chart with zero data points from April 18 to April 29, and a table of order history with columns for Account, Order Id, PO Number, Status, Held, Service Level, Price, Vehicle, Created By, Created At, Pickup Address, and Pickup. The table shows 0 items per page.

## 2. My Orders

-See all orders within your account

The screenshot shows the 'My Orders' page. At the top is a navigation bar with 'Orders' and 'Templates' tabs, and search, filter, and report buttons. Below is a table of order history with columns for Account, Order Id, PO Number, Status, Held, Service Level, Price, Vehicle, Created By, Created At, Pickup Address, and Pickup. The table shows 0 items per page.

## 3. My Account

-See your billing

The screenshot shows the 'My Account' page. At the top is a navigation bar with 'Transactions' tab, and search, filter, and report buttons. Below is a table of transactions with columns for Transaction #, Type, Creation Date, Document Date, Amount, Balance, Method, and Status. The table shows 'No records available.'



## 4. My Contacts

-See/import contacts

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

Customer	PO Number	Status	Time delivered	Driver Name	Signer	Signature (Delivery)	ID Required (Delivery)	ID Verified (Delivery)	COD (Delivery)
No items to display									

## 6. Search Bar

-Search for a specific Order ID

## 7. Help



## 8. Create New Order



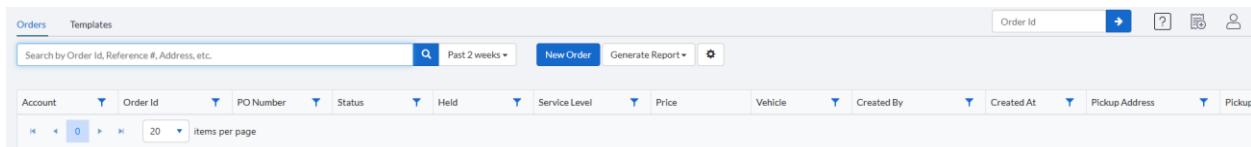
## 9. Settings/Log Off





## 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



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.



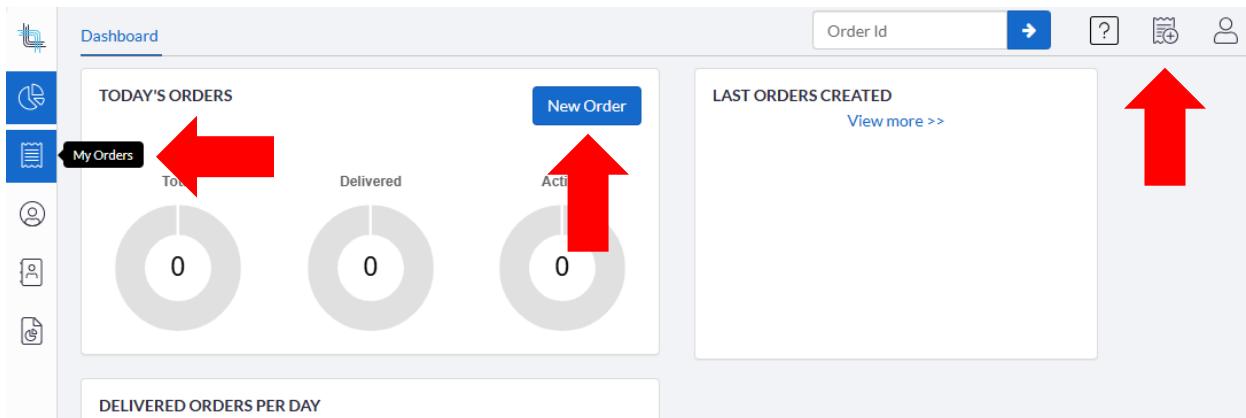
## Creating a Parcel Order

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	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							

A large red arrow points to the 'CONTINUE' button in the bottom right corner.

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	<input type="checkbox"/> Add to contact
Email		Phone		
Address	6385 w hwy 40 columbia	City		State <input type="text"/> Zip <input type="text"/>
Suite/Apt	+ Enter address from Zip/Postal code Suggestions 6385 Highway 40 W, Columbia, MO 65202-8645, United States			
Notes				

CONTINUE

6. Select the correct address
7. Click **Continue**
8. Add Items to the Order
  - a. Number of Parcels
  - b. Parcel Type
  - c. Dimensions (**Enter the largest # first**)
  - d. Weight
  - e. Description (optional)
  - f. + Add Item (click to add another parcel to the order)

Items (1)

Qty	Parcel type *	L x W x H	Weight	Description
a 1	Box	0 x 0 x 0 in	0  d lb	e
<span style="background-color: #2e71b5; color: white; padding: 2px 5px; border-radius: 5px;">CONTINUE</span>				

+ Add item

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 1](#)

Summary		Order Total : <span>\$48.19</span>	
Distance	549.48 mi		
Service Level <span>⚠</span>	Standard		
Vehicle Type	Parcel Transport		
Windows <span> ⓘ</span>			
Ready At	06/23/2025 <span>📅</span>	Now <span>🕒</span>	
Pickup Between	09:44 AM <span>🕒</span>	05:00 PM <span>🕒</span>	
Delivery Between	09:44 AM <span>🕒</span>	05:00 PM <span>🕒</span>	+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 <small>i</small>	2	All Items	× \$9.23	\$18.46
Shipment Weight <small>i</small>	0	Lbs	× \$0.00	\$0.00
Metro Pricing <small>i</small>				\$0.00
DAS <small>i</small>				\$0.00
Declared Value <small>i</small>				\$0.00
Hazardous Material <small>i</small>	1	Each	× \$24.00	\$24.00
Island Ferry Fee <small>i</small>				\$0.00
Oversize Charges <small>i</small>	0	Each	× \$0.00	\$0.00
Pick-Up Tag <small>i</small>	0	Each	× \$0.00	\$0.00
Unboxed Parcel <small>i</small>	0	Each	× \$0.00	\$0.00
Total Fuel Surcharge <small>i</small>				\$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

Order Id  → ? ≡ + User

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

<b>Summary</b>	Order Total: \$53.18	<span>Edit</span>		
Distance	549.48 mi			
Service Level <span>?</span>	<span>⚠ Standard</span>			
Vehicle Type	Parcel Transport			
<b>Windows</b>		<span>Edit</span>		
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.				
<b>Pricing Items</b>		<span>Edit</span>		
Delivery Charge		\$0.00		
Item Price <span>?</span>	2	All Items	× \$9.23	\$18.46



## 2. Click +Add Pricing Item

Pricing Items				Cancel	Save
Delivery Charge				\$0.00	
Item Price <small>i x</small>	2	All Items	x 9.23	18.46	
Shipment Weight <small>i x</small>	0	Lbs	x 0.00	0.00	
Metro Pricing <small>i x</small>				0.00	
DAS <small>i x</small>				0.00	
Declared Value <small>i x</small>				0.00	
Hazardous Material <small>i x</small>	1	Each	x 24.00	24.00	
Island Ferry Fee <small>i x</small>				0.00	
Oversize Charges <small>i x</small>	0	Each	x 0.00	0.00	
Pick-Up Tag <small>i x</small>	0	Each	x 0.00	0.00	
Unboxed Parcel <small>i x</small>	0	Each	x 0.00	0.00	
Total Fuel Surcharge <small>i</small>				\$5.73	
<b>+ ADD PRICING ITEM</b>					





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

Extra Fees X

---

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 Save

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

Pricing Items Cancel Save

---

Delivery Charge				\$0.00
Item Price <small>i x</small>	<input type="text" value="2"/>	All Items	<input type="text" value="9.23"/>	<input type="text" value="18.46"/>
Shipment Weight <small>i x</small>	<input type="text" value="0"/>	Lbs	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Metro Pricing <small>i x</small>				<input type="text" value="0.00"/>
DAS <small>i x</small>				<input type="text" value="0.00"/>
Declared Value <small>i x</small>				<input type="text" value="4.40"/>
Hazardous Material <small>i x</small>	<input type="text" value="1"/>	Each	<input type="text" value="24.00"/>	<input type="text" value="24.00"/>
Island Ferry Fee <small>i x</small>				<input type="text" value="0.00"/>
Oversize Charges <small>i x</small>	<input type="text" value="0"/>	Each	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Pick-Up Tag <small>i x</small>	<input type="text" value="0"/>	Each	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Unboxed Parcel <small>i x</small>	<input type="text" value="0"/>	Each	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
<b>COD <small>i x</small></b>	<b>1</b>	<b>Each</b>	<b>× \$15.00</b>	<b>\$15.00</b>
Total Fuel Surcharge <small>i</small>				\$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 Edit

PO Number  
-

User Fields

Zone  
4

Delivery

C.O.D. - (Collect COD) ?

Notes Edit

Order Total : \$48.19

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

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

Additional Info Save

PO Number

User Fields

Zone  
4

Delivery

C.O.D. - (Collect COD) ?

735.00 \$

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)

	Box, Hazardous SP03481503SD15177001 2x4x3 in   15 lb	Declared Value: — Hazardous Material: True
	Box SP03481503SD15177002 3x2x4 in   13 lb	Declared Value: — Hazardous Material: —

Notes

—

Order Total : \$48.19

Red arrow pointing to the "Edit" button in the top right corner of the "Items (2)" section.

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

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

Items (2)

	Box, Hazardous SP03481503SD15177001 2x4x3 in   15 lb	Declared Value: — Hazardous Material: True	
	Box SP03481503SD15177002 3x2x4 in   13 lb	Declared Value: — Hazardous Material: —	

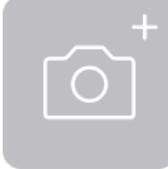
Red arrow pointing to the edit icon in the bottom right corner of the second package row.



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

Edit Item X

---

 +

←

---

Parcel type	Declared Value		
<input type="text" value="Box"/>	<input type="text" value="500.00"/>		
Length <input type="text" value="3"/> in	Width <input type="text" value="2"/> in	Height <input type="text" value="4"/> in	Hazardous Material <input type="text"/>
Weight <input type="text" value="13"/> lb			
Description <input type="text"/>			
Barcode <input type="text" value="SP03481503SD15177002"/>			
<span style="border: 1px solid #ccc; padding: 5px 10px; border-radius: 5px;">Cancel</span> <span style="background-color: #28a745; color: white; border: 1px solid #28a745; padding: 5px 10px; border-radius: 5px; font-weight: bold;">Apply</span> <span style="color: red; font-size: 2em; margin-left: 10px;">→</span>			

### 4. Click **Save**

Items (2)			
	Box, Hazardous SP03481503SD15177001 2x4x3 in   15 lb	Declared Value: — Hazardous Material: True	<span style="border: 1px solid #ccc; border-radius: 50%; padding: 5px; margin-right: 5px;"></span> <span style="border: 1px solid #28a745; border-radius: 50%; padding: 5px; background-color: #28a745; color: white; font-weight: bold;">Save</span> <span style="color: red; font-size: 2em; margin-left: 10px;">→</span>
	Box SP03481503SD15177002 3x2x4 in   13 lb	Declared Value: 500.00 Hazardous Material: —	<span style="border: 1px solid #ccc; border-radius: 50%; padding: 5px; margin-right: 5px;"></span> <span style="border: 1px solid #28a745; border-radius: 50%; padding: 5px; background-color: #28a745; color: white; font-weight: bold;">Save</span>



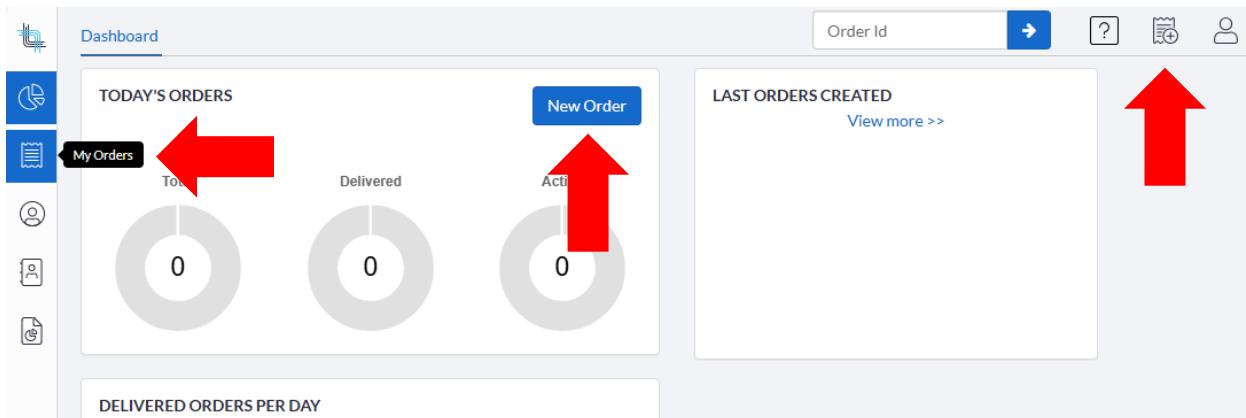
## Creating a Pick Up Tag Order

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. Enter the Delivery Address Information (Where we will pick up from)

Delivery Address

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

A red arrow points to the address input field. A red arrow points to the 'CONTINUE' button.

3. Select the correct address from the drop-down menu
4. Click **Continue**
5. Add Items to the Order
  - a. Number of Parcels
  - b. Parcel Type (Select Box, Pick-Up Tag or Unboxed, Pick-Up Tag)
  - c. Dimensions
  - d. Weight



e. Description (optional)

f. + Add Item (click to add another parcel to the order)

Items (1)					
Qty	Parcel type *	L x W x H	Weight	Description	
a 1	b Box	c 0 x 0 x 0 in	d 0 lb	e	 <b>CONTINUE</b>
<b>+ Add item</b> f					
<ul style="list-style-type: none"><li>Box</li><li>Box, Hazardous</li><li>Box, Pick-Up Tag</li><li>Box, Hazardous, Pick-Up Tag</li><li>Unboxed</li><li>Unboxed, Hazardous</li><li>Unboxed, Pick-Up Tag</li></ul>					

6. Click **Continue**

7. Select the Toggle button on either the pickup or delivery address  
(This will switch the pickup and delivery addresses)

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
Suite/Apt		State	MN
Notes	Zip 56301-9635		
Load Time (minutes) 0			
 <b>CONTINUE</b>			



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

Order Id → ? ≡ 👤

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

Summary		Order Total : <span>\$48.19</span>	
Distance	549.48 mi		
Service Level <span> ⓘ</span>	<span>⚠</span> Standard		
Vehicle Type	Parcel Transport		
Windows <span> ⓘ</span>			
Ready At	06/23/2025 <span>📅</span>	Now <span>🕒</span>	
Pickup Between	09:44 AM <span>🕒</span>	05:00 PM <span>🕒</span>	
Delivery Between	09:44 AM <span>🕒</span>	05:00 PM <span>🕒</span>	+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 <small>i</small>	2	All Items	× \$9.23	\$18.46
Shipment Weight <small>i</small>	0	Lbs	× \$0.00	\$0.00
Metro Pricing <small>i</small>				\$0.00
DAS <small>i</small>				\$0.00
Declared Value <small>i</small>				\$0.00
Hazardous Material <small>i</small>	1	Each	× \$24.00	\$24.00
Island Ferry Fee <small>i</small>				\$0.00
Oversize Charges <small>i</small>	0	Each	× \$0.00	\$0.00
Pick-Up Tag <small>i</small>	0	Each	× \$0.00	\$0.00
Unboxed Parcel <small>i</small>	0	Each	× \$0.00	\$0.00
Total Fuel Surcharge <small>i</small>				\$5.73
<a href="#">+ ADD PRICING ITEM</a>				

Notes	
<input type="checkbox"/> <a href="#">Notes</a>	
<input type="text"/>	
Order Total: \$48.19	 <a href="#">CREATE ORDER</a> ▾

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

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

Print Label	
Do you want to print the label?	
<a href="#">PRINT</a>	 <a href="#">DISMISS</a>



## How to Print a Parcel Manifest

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

The screenshot shows the shipit Dashboard. On the left is a vertical sidebar with icons for Home, Orders, Reports, Customers, and Help. The 'Orders' icon is highlighted with a blue box. The main area is titled 'Dashboard' and contains a section for 'TODAY'S ORDERS'. It shows three circular gauges: 'Total' (0), 'Delivered' (0), and 'Active' (0). To the right of these gauges is a 'New Order' button. On the far left of the main area, there is a 'My Orders' button, which is also highlighted with a red arrow pointing to it.

### 2. Click **Generate Report**

The screenshot shows the shipit Orders page. At the top, there are tabs for 'Orders' (which is selected) and 'Templates'. Below the tabs is a search bar with placeholder text 'Search by Order Id, Reference #, Address, etc.' and a 'Past 2 weeks' dropdown. There are buttons for 'New Order' and 'Generate Report', with 'Generate Report' highlighted with a red box. Below the search bar is a table header with columns: Account, Order Id, PO Number, Status, Held, Service Level, and Price. Each column has a dropdown arrow icon.

### 3. Select **Manifest**

The screenshot shows the shipit Orders page with the 'Generate Report' button expanded into a dropdown menu. The menu options are: BOL, Label, Manifest, Order Details, and Order Export SelfServe Report. The 'Manifest' option is highlighted with a red arrow.



4. Click on the **Printer**





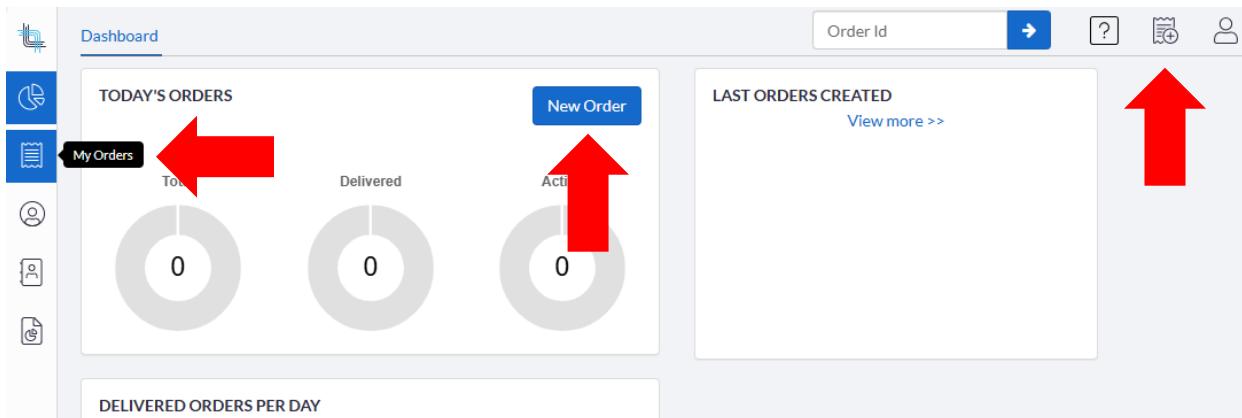
## Creating a Pallet Order

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				

A large red arrow points to the 'CONTINUE' button in the bottom right corner of the form.

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	<input type="checkbox"/> Add to contact
Email		Phone		
Address	6385 w hwy 40 columbia	City		State <input type="text"/> Zip <input type="text"/>
Suite/Apt	+ Enter address from Zip/Postal code Suggestions 6385 Highway 40 W, Columbia, MO 65202-8645, United States			
Notes				

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	Weight	Description
a 1	b Pallet	c 0 x 0 x 0 in	d 0 lb	e
+ Add item f Pallet Non Palletized Item				

9. Click **Continue**



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

Order Id  → ? ≡ 👤

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

---

<b>Summary</b>	Order Total : <b>\$124.84</b>
Distance	549.48 mi
Service Level <span>ⓘ</span>	<span>⚠</span> <input type="text" value="LTL - Next Day Pick Up"/>
Vehicle Type	<input type="text" value="LTL Transport"/>

---

**Windows ⓘ** >Edit Dates

Ready At	<input type="text" value="06/23/2025"/> <span>📅</span>	Now <span>🕒</span>
Pickup Between	<input type="text" value="08:30 AM"/> <span>+1</span> <span>🕒</span>	<input type="text" value="06:00 PM"/> <span>+1</span> <span>🕒</span>
Delivery Between	<input type="text" value="08:30 AM"/> <span>+1</span> <span>🕒</span>	<input type="text" value="06:00 PM"/> <span>+3</span> <span>🕒</span>

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 <span style="color: blue;">i</span>				\$97.00
DAS <span style="color: blue;">i</span>	0	Each	× \$0.00	\$0.00
Declared Value <span style="color: blue;">i</span>	0	\$	× \$0.00	\$0.00
Hazardous Material <span style="color: blue;">i</span>	0	Each	× \$35.00	\$0.00
Island Ferry Fee <span style="color: blue;">i</span>				\$0.00
Metro Pricing <span style="color: blue;">i</span>				\$0.00
Oversize Charges <span style="color: blue;">i</span>				\$0.00
Overweight charges <span style="color: blue;">i</span>				\$0.00
Total Fuel Surcharge <span style="color: blue;">i</span>				\$27.84
<a href="#">+ ADD PRICING ITEM</a>				
<hr/>				
<input checked="" type="checkbox"/> Notes	<hr/>			
<hr/>				
Order Total : \$124.84	<span style="color: red; font-size: 2em;">→</span> <span style="background-color: green; color: white; padding: 5px 10px; border-radius: 5px; text-decoration: none; text-align: center;">CREATE ORDER <span style="font-size: 0.8em;">▼</span></span>			

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

Print Label	
Do you want to print the label?	
<a href="#">PRINT</a>	<a href="#">DISMISS</a>

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



## Adding Accessorials

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

Order Id → ? ≡ 👤

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

Summary	Order Total : \$124.84	<span>Edit</span>
Distance	549.48 mi	
Service Level <span>ℹ</span>	<span>⚠</span> LTL - Next Day Pick Up	
Vehicle Type	LTL Transport	
Windows		<span>Edit</span>
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		<span>Edit</span> <span style="background-color: red; width: 40px; height: 20px; display: inline-block;"></span>
Delivery Charge		\$0.00
Item Price <span>ℹ</span>		\$97.00



## 2. Click **+Add Pricing Item**

Pricing Items

Delivery Charge \$0.00

Item Price i x

DAS <span style="color: #0070C0;">i</span> <span style="color: #C00000;">x</span>	<input type="text" value="0"/> Each	<input type="text" value="0.00"/> <span style="color: #C00000;">x</span>	<input type="text" value="0.00"/>
Declared Value <span style="color: #0070C0;">i</span> <span style="color: #C00000;">x</span>	<input type="text" value="0"/> \$	<input type="text" value="0.00"/> <span style="color: #C00000;">x</span>	<input type="text" value="0.00"/>
Hazardous Material <span style="color: #0070C0;">i</span> <span style="color: #C00000;">x</span>	<input type="text" value="0"/> Each	<input type="text" value="35.00"/> <span style="color: #C00000;">x</span>	<input type="text" value="0.00"/>
Island Ferry Fee <span style="color: #0070C0;">i</span> <span style="color: #C00000;">x</span>			<input type="text" value="0.00"/>
Metro Pricing <span style="color: #0070C0;">i</span> <span style="color: #C00000;">x</span>			<input type="text" value="0.00"/>
Oversize Charges <span style="color: #0070C0;">i</span> <span style="color: #C00000;">x</span>			<input type="text" value="0.00"/>
Overweight charges <span style="color: #0070C0;">i</span> <span style="color: #C00000;">x</span>			<input type="text" value="0.00"/>
Total Fuel Surcharge <span style="color: #0070C0;">i</span>			\$27.84

+ ADD PRICING ITEM ←



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

#### Extra Fees

X

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



Save



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

Pricing Items

**Save** 

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



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) i

Pickup

C.O.D. - (Collect COD) i

Picture - (Take Picture) i

Signature - (Request Signature)

Add Order Item

Barcode - (Scan Barcode) i

Parcel Type - (Specify Parcel Type)

Weight - (Enter Weight)

Dimensions - (Enter Dimensions)

Description - (Enter Description)

Picture - (Take Picture) i

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** Declared Value: —  
SP34815L12SD15197101 Hazardous Material: —  
48 x 48 x 48 in | 350 lb Hazardous Weight: —  
[+ Show More](#)

 **Notes** **Edit**

—

Order Total: \$189.19

A red arrow points to the 'Edit' button in the 'Items' section of the top navigation bar.

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

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

Items (1)

 **Pallet** Declared Value: —  
SP34815L12SD15197101 Hazardous Material: —  
48 x 48 x 48 in | 350 lb Hazardous Weight: —  
[+ Show More](#)

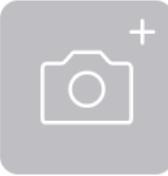
**Cancel** **Save**

A red arrow points to the pencil icon in the 'Edit' button of the top right corner.



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

Edit Item X



Parcel type	▼	Declared Value				
Pallet		500.00				
Length	48 in	Width	48 in	Height	48 in	Hazardous Material
Weight	350		lb	Hazardous Weight		
Description	Number Hazmat Boxes					
Barcode	Number of items					
SP34815L12SD15197101						

CancelApplySave

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)		
	<p><b>Pallet</b> SP34815L12SD15197101 48 x 48 x 48 in   350 lb</p> <p>Declared Value: 500.00 Hazardous Material: – Hazardous Weight: – <a href="#">+ Show More</a></p>	<span style="border: 2px solid red; padding: 2px 10px;">Save</span>



## Printing a BOL

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

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

Order # SD153005 (RC)

Pickup Address

Katherine  
Spee Dee Delivery Service Inc

4101 Clearwater Rd  
St Cloud, MN, 56301-9635

0 mins

Delivery Address

Chris  
Spee Dee Delivery Service Inc

6385 Highway 40 W  
Columbia, MO, 65202-8645

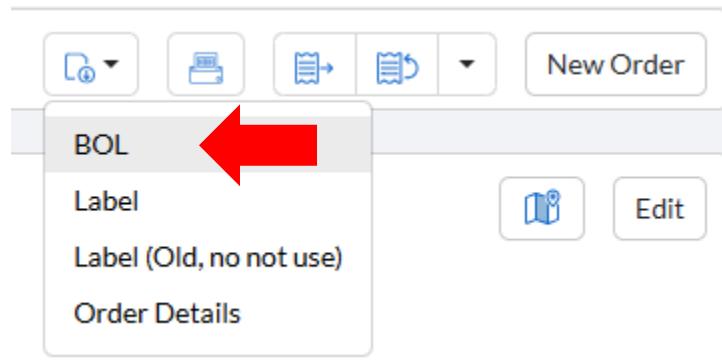
0 mins

Items (1)

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





## Locating the Tracking Number

### 1. Click on the **My Orders** tab

A screenshot of the SPEE-DEE shipit dashboard. On the left, there is a vertical sidebar with icons for Home, My Orders (which is highlighted with a red arrow), To Do, Notifications, and Help. The main area has two sections: 'TODAY'S ORDERS' and 'LAST ORDERS CREATED'. The 'TODAY'S ORDERS' section shows three circular gauges: 'To Do' (0), 'Delivered' (0), and 'Active' (0). The 'LAST ORDERS CREATED' section has a 'View more &gt;&gt;' link. At the top right, there is a search bar for 'Order Id' and other navigation icons.

### 2. Click on the **Order ID**

A screenshot of the 'Orders' list page. The top navigation bar includes 'Orders' (selected), 'Templates', a search bar, and filters for 'Past 2 weeks', 'New Order', 'Generate Report', and a settings gear. The main table lists three orders: 34815L (LTL) with Order ID SD151971 (Cancelled, LTL - Next Day Pick Up, \$194.85), 034815 (PARCEL) with Order ID SD151770 (Received, Standard, \$61.92), and 034815 (PARCEL) with Order ID SD151760 (Cancelled, Standard, \$10.36). A red arrow points to the 'Order ID' column of the second row.

### 3. Click on the **Items** tab

A screenshot of the 'Items' list page for order SD151770. The top navigation bar includes 'Summary', 'Additional Info', 'Items' (selected), 'Attributes', 'Notifications', a notifications badge (1), 'Attachments', and 'Cancel/Save' buttons. The main table shows two items: 1. A box labeled 'Box, Hazardous' with tracking number 'SP03481503SD15177001'. It has a declared value of \$194.85 and is marked as hazardous material. 2. A box labeled 'Box' with tracking number 'SP03481503SD15177002'. It has a declared value of \$61.92 and is not marked as hazardous material. Each item row has edit and delete icons.



## Sending Notifications

1. Click **Notifications**

2. Click **Edit**

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

Notifications 1		
<u>Account Contact</u>	✉ 0	
<u>Order Creator</u>	✉ 1	
<u>Pickup Contact</u>	✉ 0	
<u>Delivery Contact</u>	✉ 0	

**Red arrow pointing to the 'Edit' button in the top right corner of the Notifications section.**

3. Click on the **Pencil**

Summary Additional Info Items Attributes **Notifications 1**

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

**Red arrow pointing to the edit icon (pencil) in the row for 'Account Contact'.**



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			
<u>Account Contact</u>		0	
<u>Order Creator</u>		By email	
Event	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

The screenshot shows the shipit Dashboard. On the left, there is a vertical sidebar with icons for Home, Orders, Reports, and Help. The 'Orders' icon is highlighted with a blue background. The main area has a 'Dashboard' tab at the top. Below it, there are sections for 'TODAY'S ORDERS' and 'LAST ORDERS CREATED'. The 'TODAY'S ORDERS' section has three circular gauges: 'Total' (0), 'Delivered' (0), and 'Active' (0). The 'LAST ORDERS CREATED' section has a 'View more >>' link. At the top right, there is a search bar for 'Order Id' with a magnifying glass icon, and other buttons for '?', 'New Order', and a user profile.

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.

The screenshot shows the 'Orders' page. At the top, there are tabs for 'Orders' and 'Templates'. Below the tabs is a search bar with the placeholder 'Search by Order Id, Reference #, Address, etc.' and a magnifying glass icon. To the right of the search bar are buttons for 'Past 2 weeks', 'New Order', 'Generate Report', and a gear icon. The main area is a table with columns: Account, Order Id, PO Number, Status, Held, Service Level, and Price. The table contains three rows of data. The second row, which has 'SD151770' in the Order Id column, is highlighted with a red arrow. At the bottom, there are navigation buttons for page numbers and a dropdown for 'items per page'.

You can also Filter the Orders by Date

The screenshot shows the 'Orders' page with the date filter dropdown open. The dropdown menu is titled 'Past 2 weeks' and includes options: 'Past 2 weeks', 'Past month', 'Past 3 months', and 'Any time'. The 'Past 2 weeks' option is highlighted with a red box. The main table below shows one row of data: Account '34815L (LTL)' and Order Id 'SD151971'.



## Canceling an Order

### Canceling an Order (Option 1)

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

The screenshot shows the SPEE-DEE Delivery Services Dashboard. On the left is a vertical sidebar with icons for Home, Reports, My Orders, Accounts, and Help. The 'My Orders' icon is highlighted with a red arrow. The main area has three sections: 'TODAY'S ORDERS' with a 'New Order' button, 'LAST ORDERS CREATED' with a 'View more >>' link, and 'DELIVERED ORDERS PER DAY' with three circular charts labeled 'To', 'Delivered', and 'Active', each showing a value of 0.

2. Click on the **Order ID**

The screenshot shows the 'Orders' page. The top navigation bar includes 'Orders' (selected), 'Templates', a search bar, a date range 'Past 2 weeks', a 'New Order' button, and a 'Generate Report' button. The main content is a table with columns: Account, Order Id, PO Number, Status, Held, Service Level, and Price. Three rows are listed: 1. Account 34815L (LTL), Order Id SD151971, Status Cancelled, Held No, Service Level LTL - Next Day Pick Up, Price \$194.85. 2. Account 034815 (PARCEL), Order Id SD151770, Status Received, Held No, Service Level Standard, Price \$61.92. 3. Account 034815 (PARCEL), Order Id SD151760, Status Cancelled, Held No, Service Level Standard, Price \$10.36. A red arrow points to the Order Id 'SD151760' in the third row. At the bottom, there are navigation buttons for page 1 and 20 items per page.

Account	Order Id	PO Number	Status	Held	Service Level	Price
34815L (LTL)	SD151971		Cancelled	No	LTL - Next Day Pick Up	\$194.85
034815 (PARCEL)	SD151770		Received	No	Standard	\$61.92
034815 (PARCEL)	SD151760		Cancelled	No	Standard	\$10.36



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

The screenshot shows the Spee-Dee Delivery Services software interface. The main window displays an order for 'Order # SD151770'. The order details include a pickup address for 'Katherine Spee-Dee Delivery Service, Inc' at '4101 Clearwater Rd St Cloud, MN, 56301' and a delivery address for 'Chris Spee Dee Delivery Service Inc' at '6385 Highway 40 W Columbia, MO, 65202-8645'. Below the addresses, there is a table for 'Items (2)' with two entries: '1 Box, Hazardous' with dimensions '2x4x3 in' and weight '15 lb', and '1 Box' with dimensions '3x2x4 in' and weight '13 lb'. To the right of the order details, a context menu is open, showing options: 'Create duplicate order', 'Create return order', 'Create continuation order', 'Create order with same pickup', 'Create order with same delivery', and 'Cancel Order'. A red arrow points to the 'Cancel Order' option. The top navigation bar has tabs for 'Orders' and 'Templates', and the sub-menu 'Orders > Order' is selected. On the left, there is a sidebar with various icons.

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**

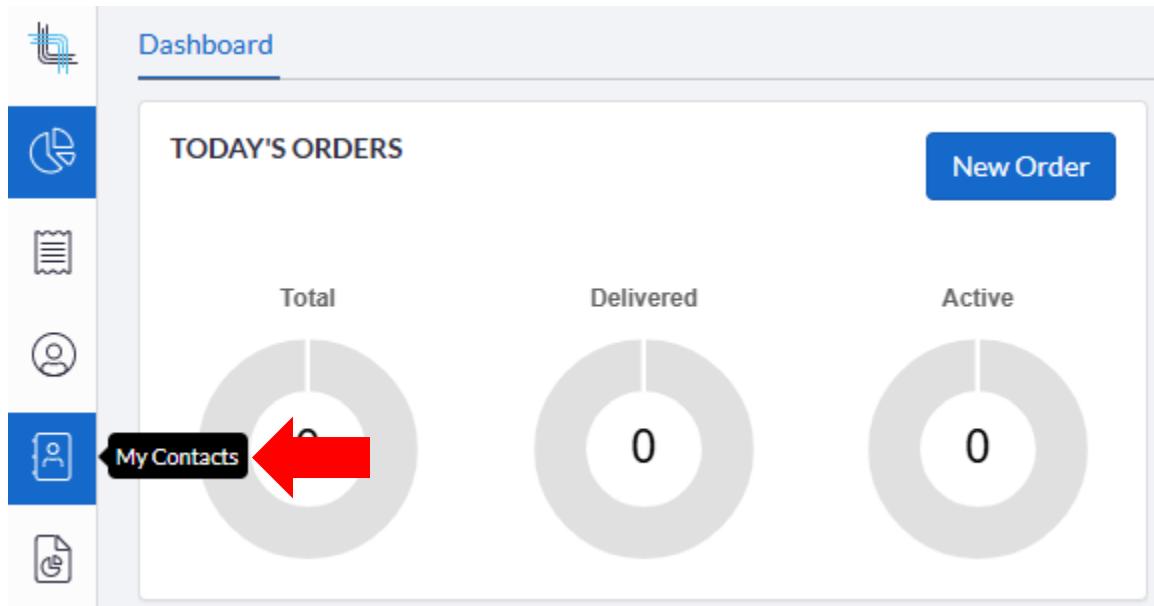
Back



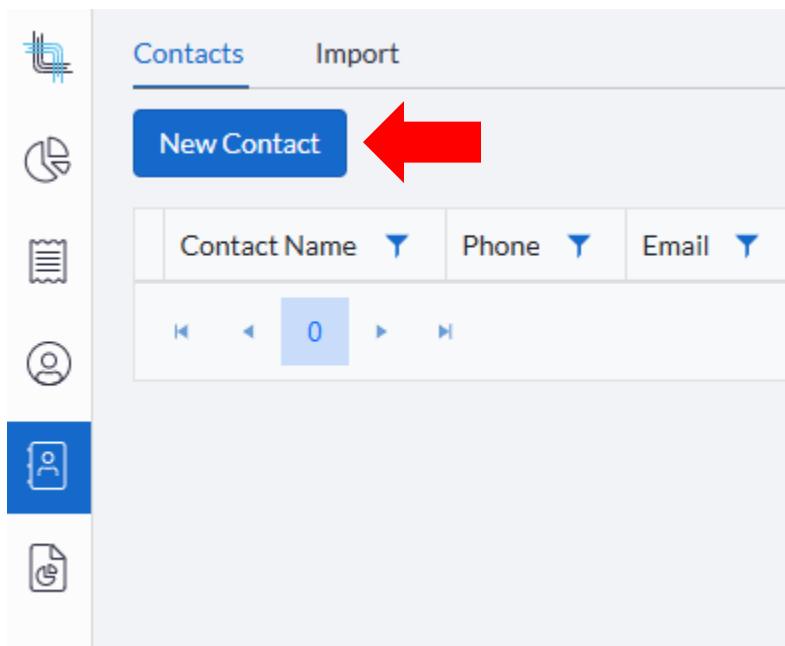


## Creating Contacts

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**

New Contact

→ Save

COMPANY	CONTACT NAME
<input type="text" value="a"/>	<input type="text" value="b"/>
PHONE	EMAIL
<input type="text" value="c"/>	<input type="text" value="d"/>
CONTACT LANGUAGE	
<input type="radio"/> ENGLISH <input type="radio"/> SPANISH	
Enter an address to see the map	
ADDRESS <a href="#">+ Enter address from Zip/Postal Code</a>	
<input type="text" value="e"/>	
SUITE/APT	LOAD/UNLOAD TIME (MINUTES)
<input type="text"/>	<input type="text" value="0"/> <input type="checkbox"/> DEFAULT CONTACT
ZONE DEFINITION	
<input type="button" value="Choose File"/> No file chosen <span style="color: blue;">i</span>	
NOTES	
<input type="checkbox"/> Account Contact	

#### Adding a Contact while entering an Order

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

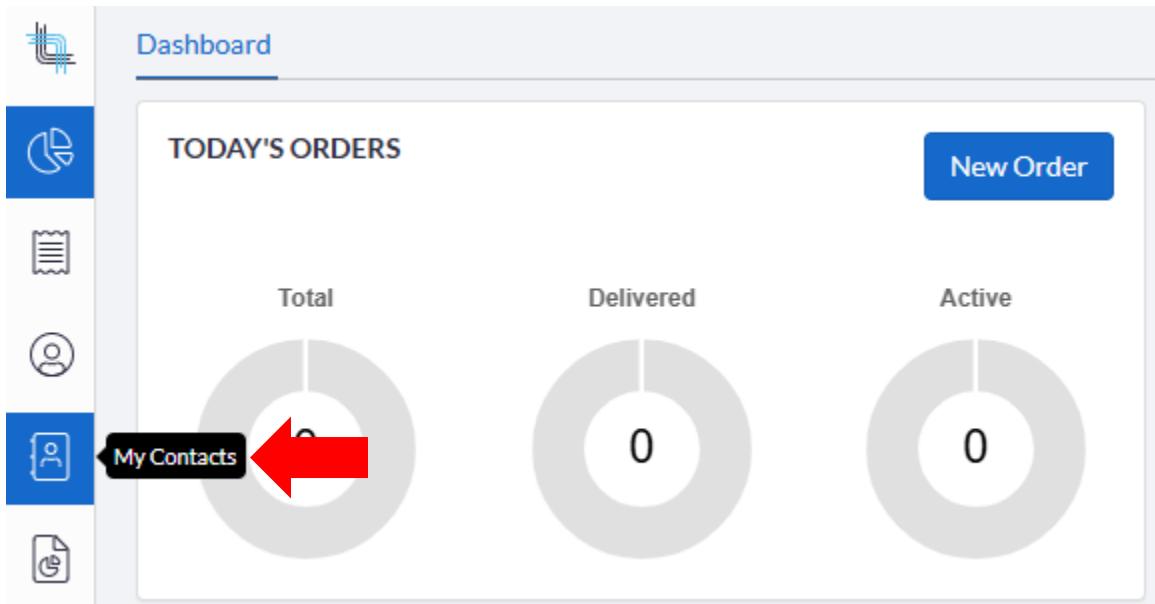
Company	<input type="text" value="Spee Dee Delivery Service Inc"/>	Contact	<input type="text" value="Katherine"/>	<input checked="" type="checkbox"/> Add to contact <span style="color: blue;">i</span>
Email	<input type="text"/>	Phone	<input type="text"/>	
Address	<input type="text" value="4101 Clearwater 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"/>			

CONTINUE



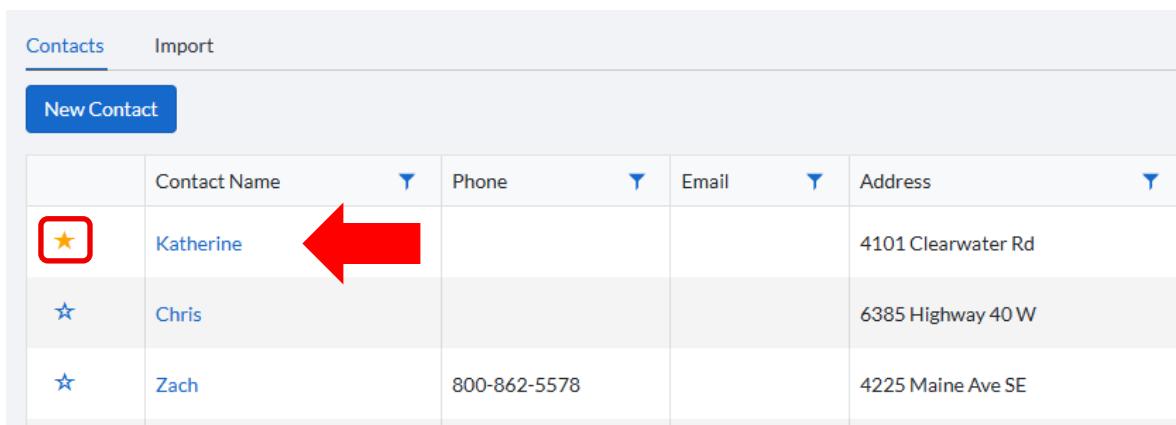
## Saving your Pickup Address

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



The image shows a screenshot of a web-based dashboard. At the top, there's a navigation bar with icons for Home, Dashboard, My Contacts, Reports, and Help. The "My Contacts" icon is highlighted with a red arrow pointing to it. Below the navigation is a section titled "TODAY'S ORDERS" with three circular progress indicators: "Total" (0), "Delivered" (0), and "Active" (0). A large red arrow points from the "My Contacts" icon on the left to the "My Contacts" button in the center of the dashboard area.

2. Click the Star next to your Pickup Address to turn it Gold



The image shows a contacts list table. The columns are: Contact Name, Phone, Email, and Address. There are three rows of data:

Contact Name	Phone	Email	Address
Katherine			4101 Clearwater Rd
Chris			6385 Highway 40 W
Zach	800-862-5578		4225 Maine Ave SE

A red arrow points to the yellow star icon next to Katherine's name, indicating it is marked as a gold pickup address.



## How to Import Contacts

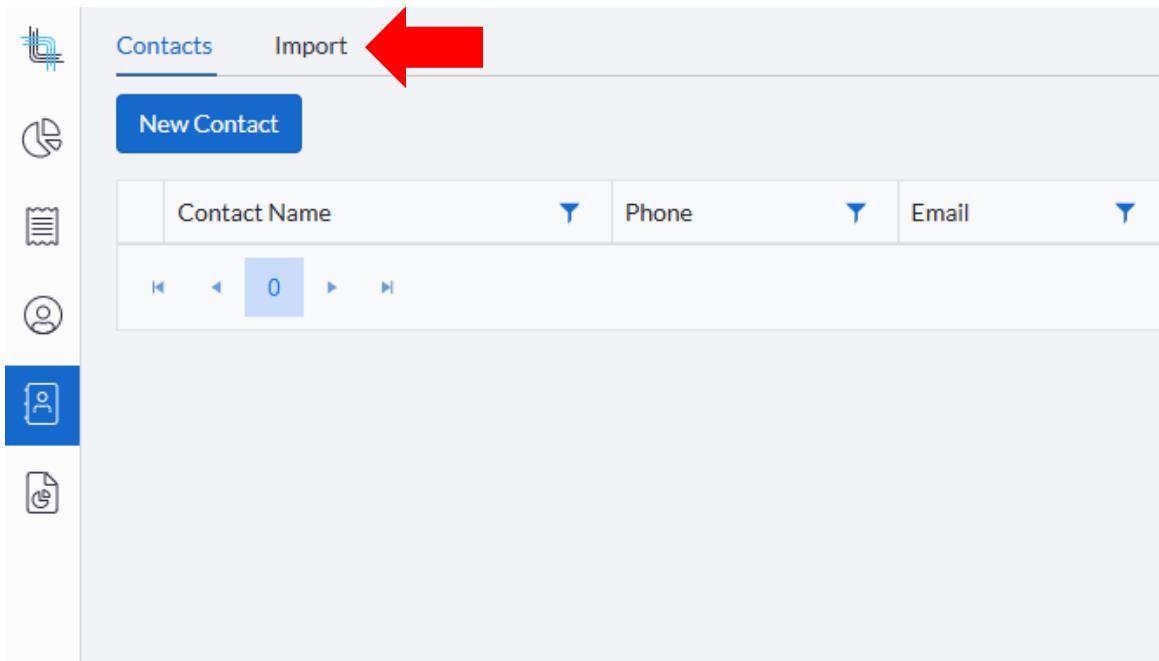
You will first need to download the template.

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

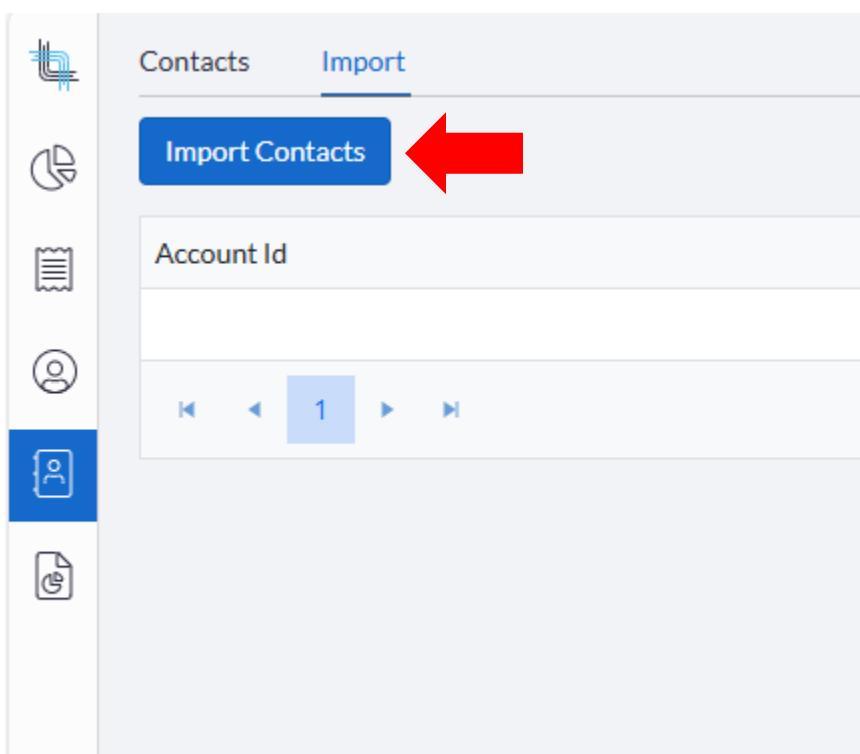
The screenshot shows the shipit Dashboard. On the left is a vertical sidebar with icons for Home, My Contacts (highlighted with a red arrow), Reports, Settings, and Help. The main area has a header "Dashboard" and a sub-header "TODAY'S ORDERS". It features three donut charts: "Total" (0), "Delivered" (0), and "Active" (0). A "New Order" button is in the top right. Below this is a section titled "DELIVERED ORDERS PER DAY" with a line graph showing 0 orders from day 7 to 10. The "My Contacts" button is located in the sidebar, just above the highlighted icon.



## 2. Click **Import**

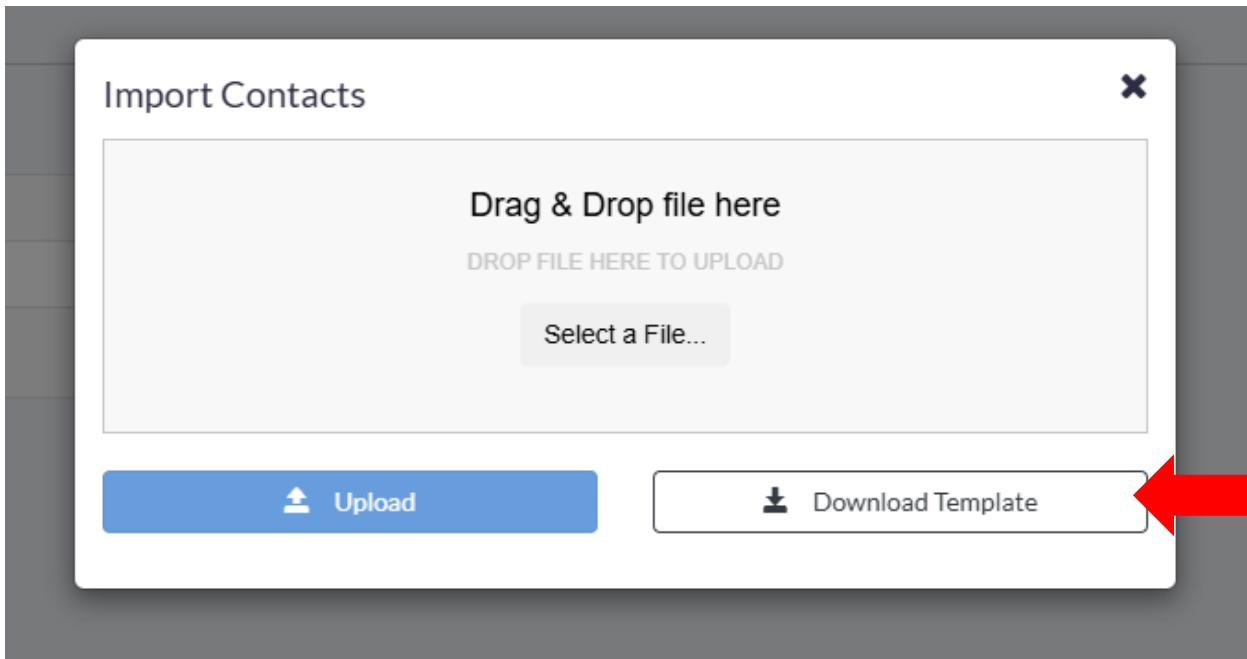


## 3. Click **Import Contacts**

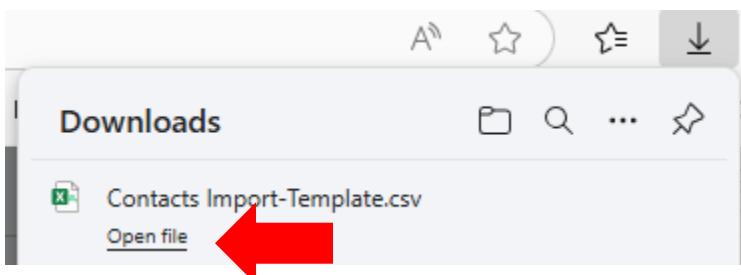




#### 4. Click **Download Template**



#### 5. Open the File



#### 6. Make sure to complete all Mandatory Fields



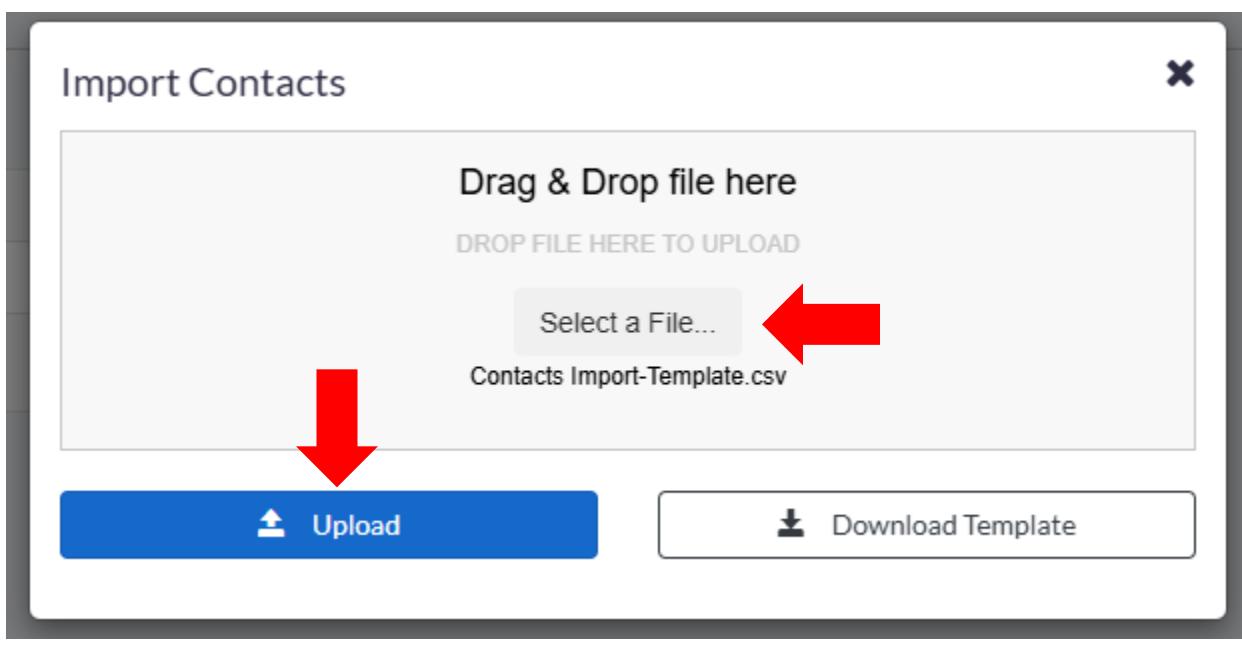
## To Import the Contacts

7. Repeat Steps 1-3

8. Click **Select a File...**

9. Select the file to download

10. Click **Upload**

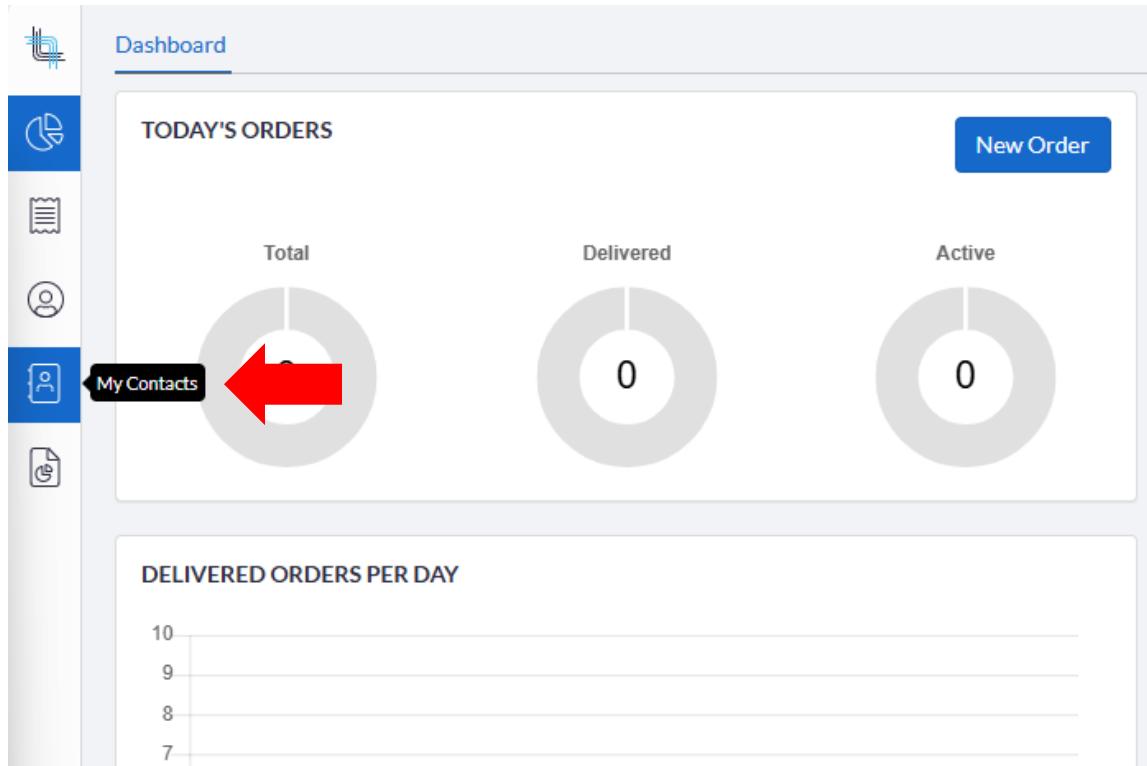


The contacts are being processed. You will receive an email notification once completed. X



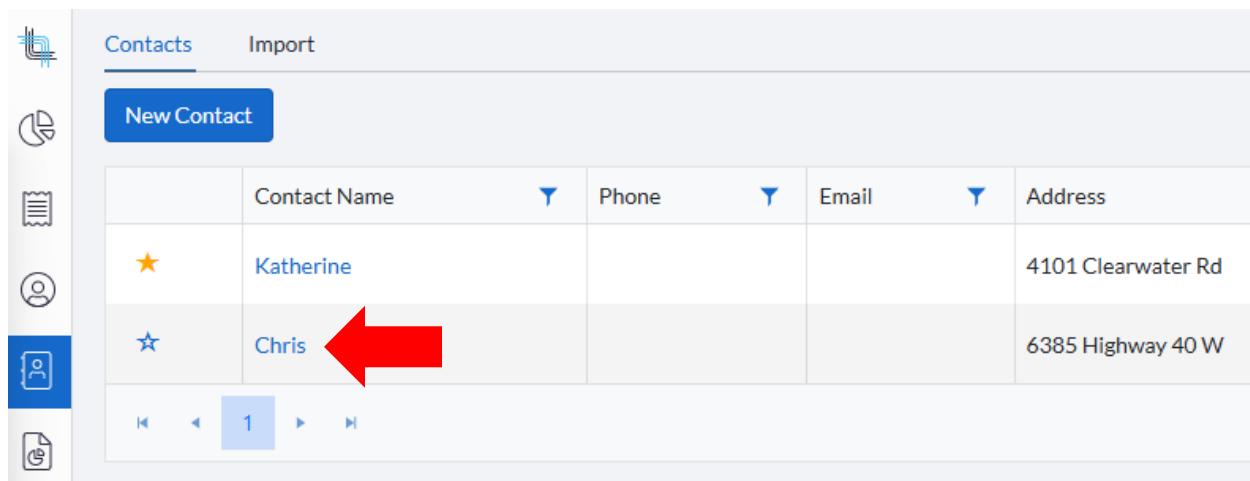
## How to Edit/Delete Contacts

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



A screenshot of the shipit Dashboard. On the left is a vertical sidebar with icons for Home, Dashboard, Reports, Contacts (which is highlighted with a red arrow and a black box), and Settings. The main area shows "TODAY'S ORDERS" with three donut charts: "Total" (0), "Delivered" (0), and "Active" (0). Below this is a chart titled "DELIVERED ORDERS PER DAY" with a y-axis from 7 to 10. A large red arrow points to the "My Contacts" icon in the sidebar.

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



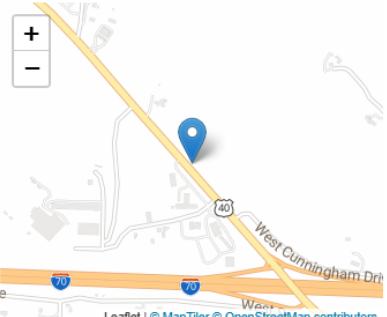
A screenshot of the shipit Contacts page. The sidebar shows the "Contacts" icon is selected. The main table lists contacts: Katherine (star icon) and Chris (star icon). A large red arrow points to the "Chris" contact name. The table columns are: Contact Name, Phone, Email, and Address. The address for Katherine is 4101 Clearwater Rd, and for Chris is 6385 Highway 40 W. The page shows page 1 of 1.

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



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

Edit Contact



**COMPANY** Spee Dee Delivery Service Inc **CONTACT NAME** Chris

**PHONE** **EMAIL** **CONTACT LANGUAGE**  
 ENGLISH  SPANISH

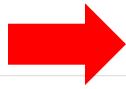
**ADDRESS** + Enter address from Zip/Postal Code  
6385 Highway 40 W, Columbia, MO 65202-8645

**SUITE/APT** **LOAD/UNLOAD TIME (MINUTES)** 0  DEFAULT CONTACT

**ZONE DEFINITION** Choose File No file chosen

**NOTES**

Account Contact



Save

### 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?



OK

Cancel