

U★S★ Cargo

Package Delivery . . . Today, Tonight, Tomorrow



iDeliver 3.5

User Guide

01-19-2009

Contents

Contents.....	2
Introduction to iDeliver.....	3
Customer Administration.....	3
TrackFeeds.....	3
Label Sizes.....	3
System Requirements.....	3
Logging In.....	5
The Home Screen.....	6
Shipping a Package.....	7
Shipment History.....	12
Preferences.....	14
Logout.....	15
Help.....	14

Introduction to iDeliver

iDeliver is a web-based shipment management system developed by U.S. Cargo. This system allows customers to generate shipping labels for any type of package sent via U.S. Cargo, as well as track packages, view their history, and even receive billing.

Customer Administration

A customer organization may designate one or more employees as an iDeliver Account Administrator. An Account Administrator has advanced privileges in iDeliver, and may set up user accounts, reset passwords, manage shipping locations and destinations, and view shipping data and reports for their entire company.

Most employees will have more basic privileges such as adding packages, tracking, and viewing their personal package history.

TrackFeeds

TrackFeeds are syndicated newsfeed files that contain package delivery information. TrackFeeds are available in both RSS 2.0 and ATOM format, and are compatible with all newsreader software. TrackFeeds allow you to keep track of your deliveries without logging into the iDeliver website.

Label Sizes

You may now choose between a 4" x 6" label, which will fit on 4" x 6" label stock, or on a half-sheet of letter-size paper; and a 2.25" x 4" label, which will fit on shipping label stock for small label printers, such as Dymo and Brother. If you will be printing on a laser or ink-jet printer using plain paper, you can also use a "Letter" size label.

System Requirements

iDeliver 3.5 has the following system requirements:

- ✓ Internet Explorer 6+, Firefox 2+, Opera 8+
- ✓ 256 MB RAM
- ✓ Javascript
- ✓ [Adobe Acrobat Reader or Foxit PDF reader](#)

The following specifications are recommended:

- ✓ Internet Explorer 7, Firefox 3, Opera 9
- ✓ 512 MB RAM or greater
- ✓ Pentium 4, Core, AMD Athlon64 or Phenom processor

Logging In

Open your favorite browser and go to the following URL:

<http://ideliver.us-cargo.com>

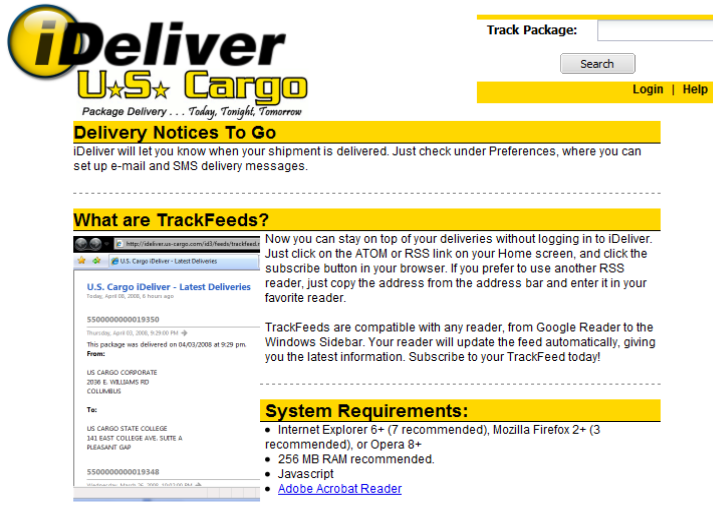


Figure 1 - iDeliver

You should arrive at the iDeliver welcome screen. Click the Login link in the upper right-hand corner, and a dialog box should appear, prompting you for your email address and password. Enter this information and click the Login button, or press the Enter key on your keyboard.

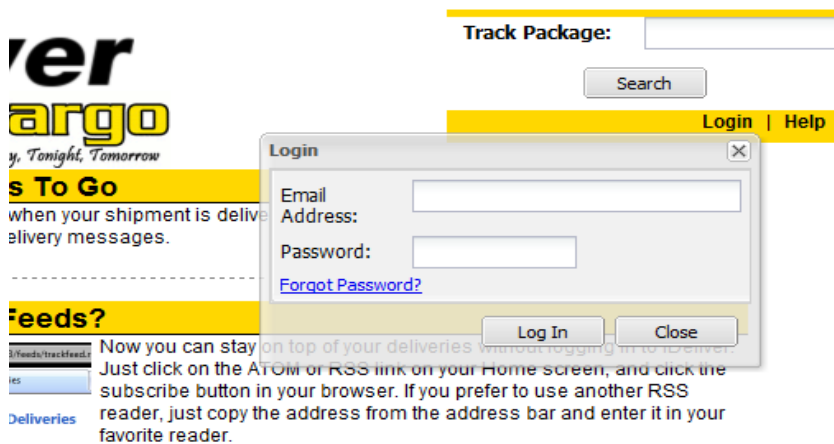


Figure 2 - Logging in

The Home Screen

If you have successfully logged in, you will arrive at the Home screen. This screen gives you a few dashboard-like features that you can use in managing your account. Here you can see the last five packages that have been delivered. You can also track a package and get a glimpse of your account's statistics. Also located on the Home screen are links to your personal TrackFeeds. These files are formatted in both RSS and ATOM formats, and should be compatible with any popular newsreader, including the built-in readers of Internet Explorer, Windows Vista, and Firefox.

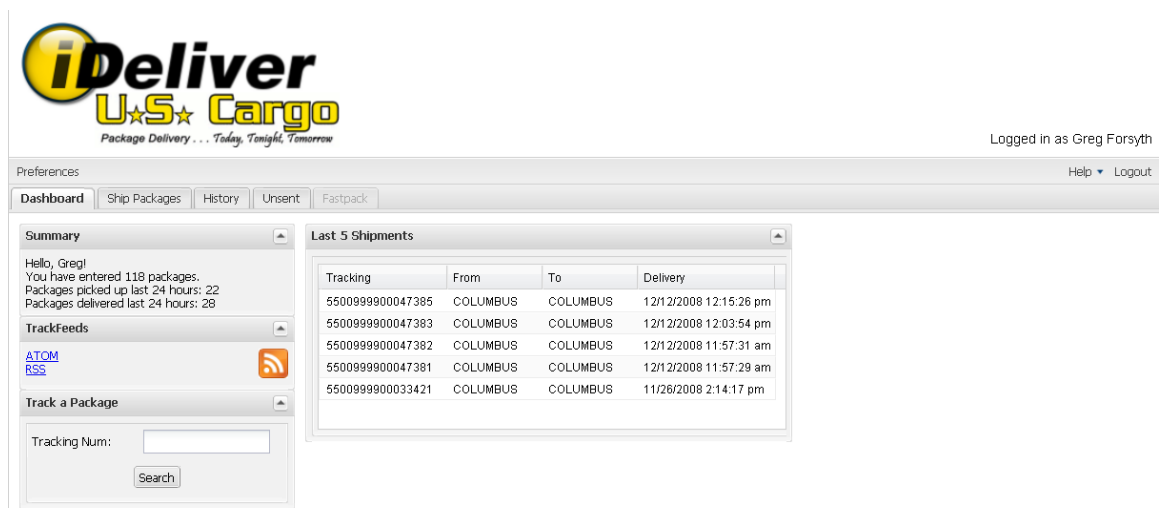


Figure 3 - The Home Screen

Shipping a Package

To enter package information for shipping, click on the Ship Packages link. You should see the following screen:

The screenshot displays the iDeliver U.S. Cargo shipping interface. At the top left is the logo for iDeliver U.S. Cargo with the tagline "Package Delivery... Today, Tonight, Tomorrow". The user is logged in as Greg Forsyth. The interface includes a navigation bar with "Dashboard", "Ship Packages", "History", "Unsent", and "Fastpack" tabs. The main form is divided into several sections:

- From:** Fields for Name, Address, City, State, and ZIP.
- To:** Fields for Name, Address, City, State, ZIP, and Delivery By (a dropdown menu).
- Package Options:** Input fields for Weight (set to 2), Insurance (set to 0), and C.O.D. (set to 0).
- Quantity:** A field set to 1 with a "Save" button.
- Labels:** A table with columns "Tracking #" and "To".

At the bottom right, there are buttons for "# Packages", "Print Receipt", and "Print".

Figure 4 - Ship Package Screen

Click on the From Name field, and begin entering the name of the location you will be shipping from. After you enter a few characters, iDeliver will begin searching you preset list of shipping locations. Select the correct entry from the list and the From section of the form will be filled out.

From

Name: us

Address: **US CARGO CANTON (10011492)**
4614 NAVARRE RD S.W.
CANTON, OH 44706

City: **US CARGO CHARLESTON (10011495)**
927 BARLOW DRIVE
CHARLESTON, WV 25331

State: **US CARGO CINCINNATI (51878)**
4950 PARA DR
CINCINNATI, OH 45237

ZIP: **US CARGO CLEVELAND (36593)**
9350 MIDWEST AVE
CLEVELAND, OH 44125

Default: **US CARGO COLUMBUS (36693)**
2074 INTEGRITY DR N
COLUMBUS, OH 43209

To

Name: **US CARGO CORPORATE (40910)**
900 WILLIAMS AVE
COLUMBUS, OH 43212

Address: **US CARGO DAYTON (10011493)**
1834 VALLEY ST
DAYTON, OH 45404

City: **US CARGO FRANKLIN (28291)**
8 GIBB RD

Options

Weight ? : 2 Residential Del.:

Insurance ? : 0.00 Emergency Del.:

Figure 5 - Autosearch

From

Name: US CARGO CORPORATE

Address: 900 WILLIAMS AVE

City: COLUMBUS

State: OH

ZIP: 43212

Default:

Figure 6 - Autocompletion

Click on the To Name field, and repeat the same process. The addressing information should now be complete.

Complete the rest of the form by filling out the appropriate options. Click the save button.

To the right off the Add Package form is a list. As you add packages to iDeliver, their corresponding tracking numbers will

be added to the list. When you are finished adding packages, click the Print button at the bottom of the list.

Labels	
Tracking #	To
5500999900085545	US Cargo
5500999900085546	US Cargo
5500999900085547	US Cargo
5500999900085548	US Cargo
5500999900085549	US Cargo
5500999900085550	US Cargo

Packages: 6 Print Receipt Print

Figure 7 - The Print List

A new window (or tab, depending on your browser) will open. It will display an Adobe Acrobat file (pdf) containing your shipping labels. Print this file and affix the labels to your packages. A second window may appear containing a Receipt. To get a receipt check the box beside Print Receipt. The second file is also an Acrobat file. Print this file or save it to disk.

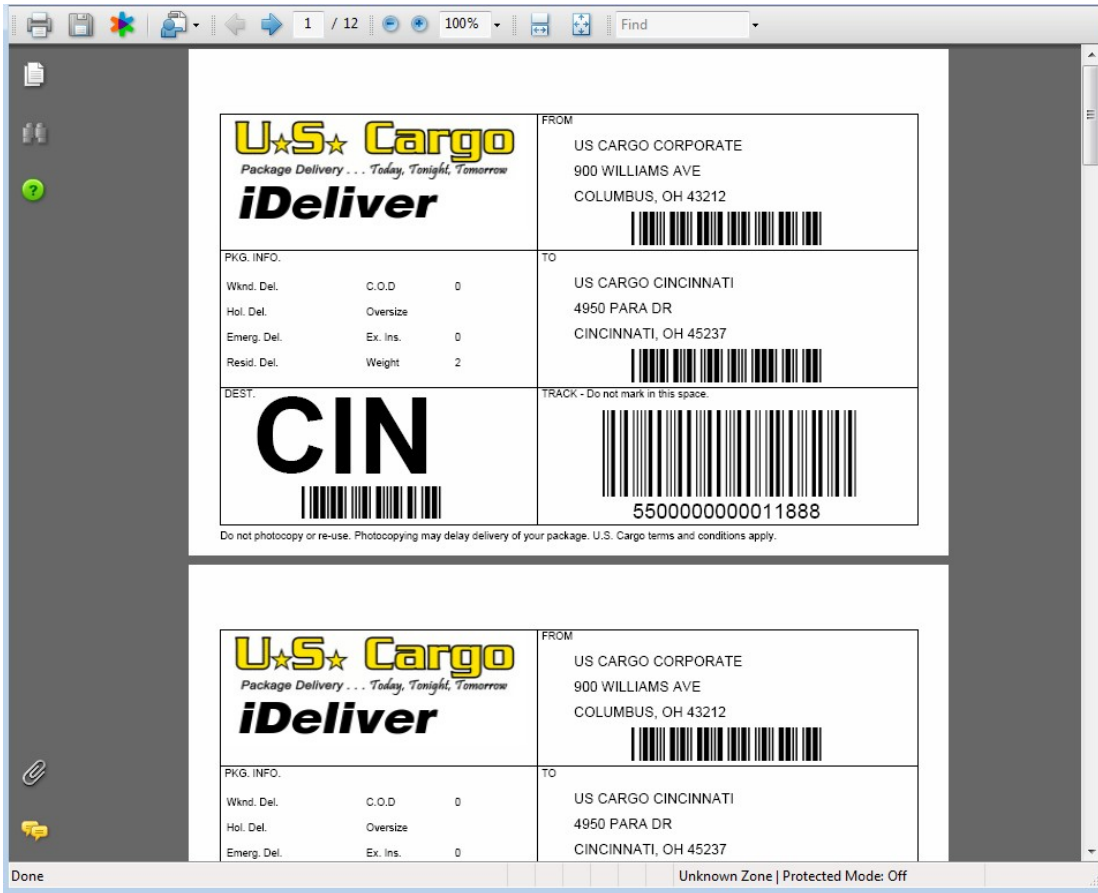


Figure 8 - Acrobat Label file

U.S. Cargo
 Package Delivery . . . Today, Tonight, Tomorrow
iDeliver

Tracking Num	From	To	Wkd.	Hol.	Emr.	Res.	COD	Ovs.	Ins.	Wgt.
5500000000011888	900 WILLIAMS AVE COLUMBUS, OH 43212	4950 PARA DR CINCINNATI, OH 45237	N	N	N	N	N	N	N	2
5500000000011889	900 WILLIAMS AVE COLUMBUS, OH 43212	4950 PARA DR CINCINNATI, OH 45237	N	N	N	N	N	N	N	2
5500000000011890	900 WILLIAMS AVE COLUMBUS, OH 43212	4950 PARA DR CINCINNATI, OH 45237	N	N	N	N	N	N	N	2
5500000000011891	900 WILLIAMS AVE COLUMBUS, OH 43212	4950 PARA DR CINCINNATI, OH 45237	N	N	N	N	N	N	N	2
5500000000011892	900 WILLIAMS AVE COLUMBUS, OH 43212	4950 PARA DR CINCINNATI, OH 45237	N	N	N	N	N	N	N	2
5500000000011893	900 WILLIAMS AVE COLUMBUS, OH 43212	4950 PARA DR CINCINNATI, OH 45237	N	N	N	N	N	N	N	2
5500000000011894	900 WILLIAMS AVE COLUMBUS, OH 43212	4950 PARA DR CINCINNATI, OH 45237	N	N	N	N	N	N	N	2
5500000000011895	900 WILLIAMS AVE COLUMBUS, OH 43212	4950 PARA DR CINCINNATI, OH 45237	N	N	N	N	N	N	N	2
5500000000011896	900 WILLIAMS AVE COLUMBUS, OH 43212	4950 PARA DR CINCINNATI, OH 45237	N	N	N	N	N	N	N	2
5500000000011897	900 WILLIAMS AVE COLUMBUS, OH 43212	4950 PARA DR CINCINNATI, OH 45237	N	N	N	N	N	N	N	2
5500000000011898	900 WILLIAMS AVE COLUMBUS, OH 43212	4950 PARA DR CINCINNATI, OH 45237	N	N	N	N	N	N	N	2

8.50 x 11.00 in Unknown Zone | Protected Mode: Off

Figure 9 - Acrobat Receipt file

Shipment History

To view a history of your shipments, click on the History link. You will see a grid appear with a list of your packages. You may resize or sort by any column. To view detailed data on a package, double-click a row. A dialog box will open with the tracking data for that package. To view the signature for a POD click on the underlined name and the signature will appear in a new window.



Tracking	Cust. Ref	Status	From	To	Pickup DT	Delivery DT	POD
5500999900047385		Delivered	COLUMBUS	COLUMBUS		05/31/1918 12:15	DA
5500999900047381		Delivered	COLUMBUS	COLUMBUS		05/31/1918 11:57	DGN
5500999900047382		Delivered	COLUMBUS	COLUMBUS		05/31/1918 11:57	BOB
5500999900047383		Delivered	COLUMBUS	COLUMBUS		05/31/1918 12:03	POD file
5500999900033421		Delivered	COLUMBUS	COLUMBUS	08/01/1918 14:12	08/01/1918 14:14	BOB
5500999900033405		Delivered	COLUMBUS	COLUMBUS		08/01/1918 14:09	BOB
5500999900033402		Delivered	COLUMBUS	COLUMBUS	08/01/1918 13:08	08/01/1918 13:10	BOB
5500999900033403		Delivered	COLUMBUS	COLUMBUS		08/01/1918 13:12	BOB
5500999900033404		Delivered	COLUMBUS	COLUMBUS	08/01/1918 13:38	08/01/1918 13:39	JONES
5500999900033401		Delivered	COLUMBUS	COLUMBUS	08/01/1918 13:08	08/01/1918 13:10	BOB
5500999900012563		Delivered	COLUMBUS	PLEASANT GAP	06/26/1906 12:02	06/29/1917 20:31	POD file
5500999900012211		Delivered	COLUMBUS	PITTSBURGH	07/31/1916 10:16	07/31/1916 10:17	POD file
5500999900012213		Delivered	COLUMBUS	PITTSBURGH	07/31/1916 15:44	07/31/1916 15:45	No POD
5500999900012214		Delivered	COLUMBUS	PITTSBURGH	07/31/1916 12:59	07/31/1916 13:01	POD file
5500999900012215		Delivered	COLUMBUS	PITTSBURGH		07/31/1916 10:00	POD file
5500999900012209		Delivered	COLUMBUS	PITTSBURGH	04/30/1917 23:58	04/30/1917 23:59	POD file
5500999900012126		Delivered	COLUMBUS	PITTSBURGH	07/31/1916 09:00		No POD
5500999900012121		Delivered	COLUMBUS	PITTSBURGH	07/31/1916 09:00	07/31/1916 09:00	No POD
5500999900012122		Delivered	COLUMBUS	PITTSBURGH	07/31/1916 08:56	07/31/1916 09:01	POD file
5500999900012124		Delivered	COLUMBUS	PITTSBURGH	07/31/1916 10:16	07/31/1916 10:17	POD file
5500999900012118		Delivered	COLUMBUS	PITTSBURGH	06/30/1916 16:29	06/30/1916 16:34	POD file

Figure 10 - Shipment History

Note that only packages that have been picked up will appear in the history list. To view packages that you have entered, but haven't been picked up yet, click the Unsent link above the history list. You will see a similar list showing all packages not yet picked up by U.S. Cargo.



Preferences Help Logout

Dashboard Ship Packages History **Unsent** Fastpack

Unsent Packages

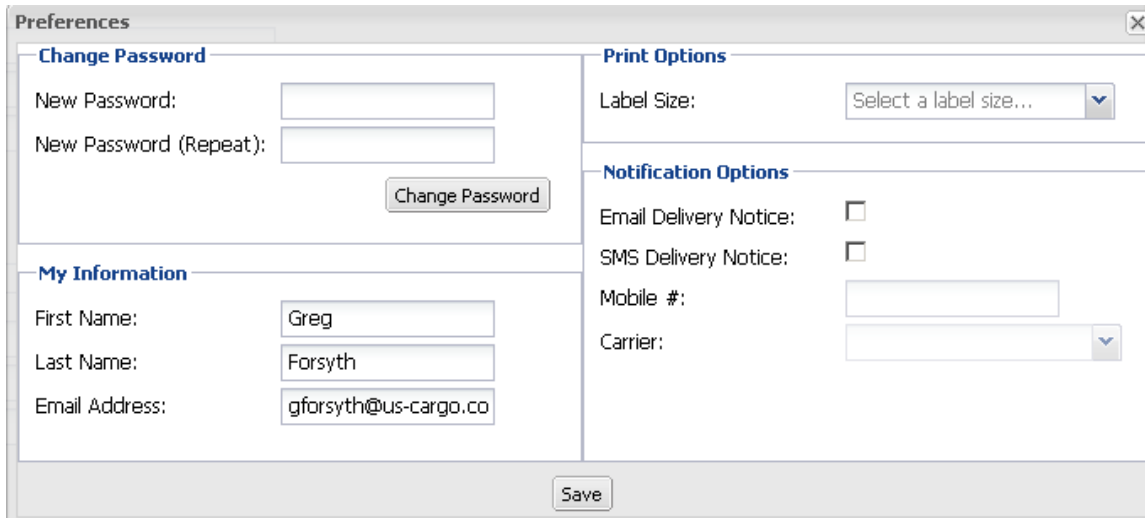
Tracking	Cust. Ref	Status	From	To
5500999900085275		Package Data Entered	columbus	columbus
5500999900085274		Package Data Entered	columbus	columbus
5500999900085273		Package Data Entered	columbus	columbus
5500999900085272		Package Data Entered	columbus	columbus
5500999900085270		Package Data Entered	Columbus	Columbus
5500999900085271		Package Data Entered	Columbus	Columbus
5500999900085269		Package Data Entered	Columbus	Columbus
5500999900085267		Package Data Entered	Columbus	Columbus
5500999900085268		Package Data Entered	Columbus	Columbus
5500999900085266		Package Data Entered	Columbus	Columbus
5500999900074848		Package Data Entered	COLUMBUS	CINCINNATI
5500999900074837		Package Data Entered	COLUMBUS	CHARLESTON
5500999900074836		Package Data Entered	COLUMBUS	CHARLESTON
5500999900074835		Package Data Entered	COLUMBUS	CANTON
5500999900074834		Package Data Entered	COLUMBUS	CANTON
5500999900074831		Package Data Entered	COLUMBUS	CINCINNATI
5500999900074832		Package Data Entered	COLUMBUS	CINCINNATI
5500999900074833		Package Data Entered	COLUMBUS	CINCINNATI
5500999900074830		Package Data Entered	COLUMBUS	CINCINNATI
5500999900074829		Package Data Entered	COLUMBUS	CINCINNATI
5500999900072065		Package Data Entered	COLUMBUS	CHARLESTON

Page 1 of 4 Displaying packages 1 - 25 of 69

Figure 11 - Shipments Entered

Preferences

Click on the Preferences link in the upper-left corner of the screen will open the Preferences screen:



The screenshot shows a web-based 'Preferences' window with a close button in the top right corner. The window is divided into four main sections:

- Change Password:** Contains two text input fields labeled 'New Password:' and 'New Password (Repeat):', and a 'Change Password' button below them.
- My Information:** Contains three text input fields: 'First Name:' (with 'Greg' entered), 'Last Name:' (with 'Forsyth' entered), and 'Email Address:' (with 'gforsyth@us-cargo.co' entered).
- Print Options:** Contains a 'Label Size:' dropdown menu with the text 'Select a label size...' and a downward arrow.
- Notification Options:** Contains two checkboxes: 'Email Delivery Notice:' and 'SMS Delivery Notice:', both of which are currently unchecked. Below these are two text input fields: 'Mobile #:' and 'Carrier:'.

A 'Save' button is located at the bottom center of the window.

Figure 12 - Preferences

Here you will be able to set various preferences as well as update your email address and password.

Help

There are two sources of help for iDeliver. Both are accessible by clicking the Help link in the upper-right corner of the screen. The following dialog box will appear:

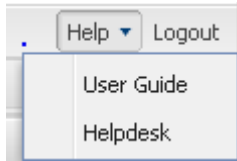


Figure 13 - Help dialog

Clicking User Manual will open up the most current version of this document. Clicking Helpdesk will take you to the U.S. Cargo Helpdesk website (<http://helpdesk.us-cargo.com>), where you may fill out a form requesting assistance from the U.S. Cargo Information Technology department.

Logout

To log out of iDeliver, click the logout link at the upper-right corner of the screen. You will be asked to confirm the logout request. Click Yes to logout, click No to cancel the logout process.

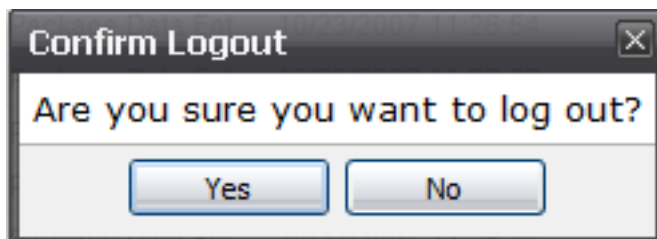


Figure 14 - Confirm Logout