

# **FleetX Training Documentation**

**Version 3.0**

**11/15/2016**



LOG IN

NEW USER? [CLICK HERE TO REGISTER](#)

USERNAME:   
PASSWORD:   
  
VERIFICATION CODE:

FORGOTTEN YOUR USERNAME/PASSWORD? [CLICK HERE](#)

Logisticorp and its combined resources offer flexible logistics solutions designed to meet specific needs.

1722 Minters Chapel Road, Suite 100  
Grapeland, TX 76051-7637  
(214) 956-0400  
[sales@logisticorgroup.com](mailto:sales@logisticorgroup.com)

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The FleetX application is located at: <https://apps.logisticorgroup.com/fleetx/>. Click on this link to access the site, then bookmark it for future use.

1. If you are a not yet a user, then click the “click here” link at the top of the page in order to sign up for a username and password.
2. If you are an authorized user, but have forgotten your password, click the “click here” link at the bottom of the page to receive an email with your login info.
3. If you are ready to login, then you can do so in the center of the page. Simply type in your username (which is your email address), your password, and the “captcha” verification code, then click the “SUBMIT” button.

COMPLETE THIS FORM AND SUBMIT TO BECOME A NEW USER.

NAME:   
COMPANY:   
ADDRESS:   
CITY:   
STATE: TX  
ZIP CODE:   
COST CENTER:   
PHONE NUMBER:   
EMAIL ADDRESS:   
RE-TYPE EMAIL ADDRESS:   
PASSWORD:

4 1 9 4 1  
VERIFICATION CODE:

**SUBMIT**

Logistics and its combined resources offer  
flexible logistics solutions designed to meet  
specific needs.

1722 Wilshire Chapel Road, Suite 500  
Grapevine, TX 76051-7637  
(817) 516-0400  
sales@logistics.org or glogis.com

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To sign up as a new user, simply fill out the short new user application form and click “SUBMIT.” If you have a valid TI email address, then you will immediately be sent a verification email with log in instructions. If you do not have a valid TI email address, then it could take up to 1 business day to be approved to access the FleetX system.

From the Home page, you have several options.

From the top navigation bar you can:

1. Track an order
2. Access any available reports
3. Place an order
4. Logout

REQUESTOR NAME: MARK MAGGIORE  
PHONE NUMBER: 222-222-2222  
EMAIL ADDRESS: MARK.MAGGIORE@LOGISTXCORP.US  
SPECIAL INSTRUCTIONS:

[EDIT](#)[NEXT >>>](#)

The order process is broken into several small, easy to navigate, sections. You can move back and forth throughout the process if you need to make any changes to your order prior to submitting it. Only use the red “<<<BACK” or “NEXT>>>” buttons to navigate between the pages.

On page one of the order entry process you can “Edit” your basic requestor information should it have changed recently.

On this page you would enter:

1. Special Instructions. This is an optional field for any special instructions.

Click the “NEXT>>>” button to continue.

WHICH MOST CLOSELY DESCRIBES YOUR SHIPMENT?



LIGHT PACKAGE



HEAVY FREIGHT

&lt;&lt;&lt;BACK

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This page is used to help us determine what type of vehicle will be required to pick up and deliver your order. Simply indicate whether your shipment is a "Light Package" or would be considered "Heavy Freight." Depending on your selection you will be taken to a page to then input your light package or heavy freight specifications.

|                      |                      |   |
|----------------------|----------------------|---|
| MATERIAL DESCRIPTION | <input type="text"/> | (EX. CONTROL/PART NUMBER, DOCUMENTS, MACHINE PARTS) |
| NUMBER OF ITEMS      | <input type="text"/> | Boxes   |
| PALLETTIZATION       | <input type="text"/> | Select One  |
| IF PALLETIZED        | <input type="text"/> | Unstacked   |
| WEIGHT               | <input type="text"/> | POUNDS  |
| SERVICE LEVEL        | <input type="text"/> | Next Day (Base Charge, \$35)                        |

| SERVICE LEVEL DESCRIPTIONS   |  |
|--|--|
| NEXT DAY   | SHIPMENT WILL BE PICKED UP, AT OUR DISCRETION, ANYTIME AFTER THE READY TIME, AND DELIVERED BY MIDNIGHT THE NEXT DAY                      |
| 8 HOUR   | SHIPMENT WILL BE PICKED UP, AT OUR DISCRETION, ANYTIME AFTER THE READY TIME, AND DELIVERED WITHIN 8 HOURS OF THE READY TIME YOU PROVIDED |
| 5 HOUR   | SHIPMENT WILL BE PICKED UP, AT OUR DISCRETION, ANYTIME AFTER THE READY TIME, AND DELIVERED WITHIN 5 HOURS OF THE READY TIME YOU PROVIDED |
| 3 HOUR   | SHIPMENT WILL BE PICKED UP, AT OUR DISCRETION, ANYTIME AFTER THE READY TIME, AND DELIVERED WITHIN 3 HOURS OF THE READY TIME YOU PROVIDED |
| ***NOTE: THE FASTEST SERVICE WE PROVIDE IS WITHIN 3 HOURS OF THE READY TIME YOU PROVIDED. IF YOU NEED A DELIVERY FASTER THAN 3 HOURS, WE WILL NOT BE ABLE TO PROVIDE THAT SERVICE. |  |

&lt;&lt;BACK

NEXT &gt;&gt;&gt;



This page will vary, depending on whether you previously indicated light package or heavy freight. Simply fill in all the required fields and select your service level from those available. The estimated base charge for your shipment is indicated next to the service level options.

\*\*\*It is important to note the service level descriptions. When you place an order for shipment, the pick up time will be at our discretion. Any time after the ready time and before the due time. The due time is determined by the service level that you selected. Example: 3 hours service level means that the shipment should be delivered by 3 hours after the ready time that was indicated. A Next Day shipment will be delivered by midnight the day after your indicated ready time. We do not make any promises on when a shipment will be picked up by, only on when it should be delivered by.

If you selected "light package," but your shipment doesn't meet any of the requirements for "light package," then your shipment will automatically be converted into a "heavy freight" order with a new set of base charges.

To continue click the "NEXT>>>" button.



**ADD/EDIT LOCATIONS IN YOUR ADDRESS BOOK**

ORIGINATION

CARRIER NAME  
BUILDING  
ADDRESS  
STATE/ZIP  
CITY/STATE/ZIP  
COST CENTER  
CONTACT NAME  
PHONE NUMBER  
EMAIL ADDRESS

RECEIVE NOTIFICATIONS ☒ YES ☐ NO

READY DATE

READY TIME

**<<BACK** **NEXT>>>**

This screen determines the origination of your shipment. All shipping locations must exist in your address book before you can select them as an origination. If the shipping location is already in your address book, then simply select the location from the origination drop down list, indicate whether you'd like to receive shipment notifications, select the ready date/time that your order will be ready to be picked up from the two corresponding drop boxes, and click "NEXT>>>" to continue.

If you need to add a new shipping location, or locations, to your address book, simply click the "ADD/EDIT LOCATIONS IN YOUR ADDRESS BOOK" button.

COMPLETE THIS FORM AND SUBMIT TO ADD A LOCATION TO YOUR ADDRESS BOOK  
TO RETURN TO THE FLEET EXPRESS ORDER PAGE, [CLICK HERE](#).

|  |                      |
|--|----------------------|
| COMPANY NAME:  | <input type="text"/> |
| COMPANY BUILDING:                                    | <input type="text"/> |
| COMPANY ADDRESS:                                     | <input type="text"/> |
| COMPANY FLOOR/SUITE/DOCK *                           | <input type="text"/> |
| *IF SHIPPING FREIGHT, YOU MUST INCLUDE A DOCK NUMBER |                      |
| COMPANY CITY:  | <input type="text"/> |
| COMPANY STATE:                                       | TX                   |
| COMPANY ZIP CODE:                                    | <input type="text"/> |
| CONTACT NAME:  | <input type="text"/> |
| COST CENTER (OPTIONAL):                              | <input type="text"/> |
| CONTACT PHONE NUMBER:                                | <input type="text"/> |
| CONTACT EMAIL ADDRESS:                               | <input type="text"/> |
| RE-TYPE CONTACT EMAIL ADDRESS:                       | <input type="text"/> |
| <input type="button" value="SUBMIT"/>                |                      |

PRE-EXISTING LOCATIONS SORT BY:

|                                     | COMPANY NAME                          | BUILDING          | ADDRESS                  | FLOOR/SUITE/DOCK | CITY    | ZIP CODE  | CONTACT NAME | COST CENTER     | PHONE        | EMAIL ADDRESS                |
|-------------------------------------|---------------------------------------|-------------------|--------------------------|------------------|---------|-----------|--------------|-----------------|--------------|------------------------------|
| <input type="button" value="EDIT"/> | <input type="button" value="DELETE"/> | 345               | 3                        | 3                | 3       | 3         | 3            | 3               | 3            | 3                            |
| <input type="button" value="EDIT"/> | <input type="button" value="DELETE"/> | DESTINATION PLACE | THE DESTINATION BUILDING | ANOTHER ADDRESS  | SWEETER | SOME CITY | 85985        | JOSEPH BLOWSEPH | 888-888-8888 | MARK.MAGGIORE@LOGISTICSORP.U |
| <input type="button" value="EDIT"/> | <input type="button" value="DELETE"/> | DAOS S SOUTH      | THE BUILDING             | 13353 T1 BLVD    | FA LAB  | DALLAS    | 75243        | NA              | NA           | NA                           |
| <input type="button" value="EDIT"/> | <input type="button" value="DELETE"/> | H                 | H                        | H                | H       | H         | H            | MAGGIORE        | H            | H                            |

To add a new location to your address book, simply enter all of the location information into the form and click the “SUBMIT” button. The location will be added to your address book, which is displayed directly under the new address form.

\*\*\*If your location will be used for heavy freight, you MUST provide a dock number.

At the bottom of the page you will find buttons that allow you to edit or delete any of your locations. To Edit/Update a location, simply click the “Edit” button, update your entry and save your changes. To delete a location, simply click the “DELETE” button directly under the location you wish to remove.

When you are done updating or reviewing your locations, simply click the “click here” link and you’ll be returned to whatever portion of the order process you were previously on.



## ADD/EDIT LOCATIONS IN YOUR ADDRESS BOOK

DESTINATION

COMPANY NAME  
BUILDING  
ADDRESS  
SUITE  
CITY/STATE/ZIP TX  
COST CENTER  
CONTACT NAME  
PHONE NUMBER  
EMAIL ADDRESS  
RECEIVE NOTIFICATIONS ☒ YES ☐ NO



&lt;&lt;&lt;BACK

NEXT&gt;&gt;&gt;

The destination page is similar to the orination page in that you select the destination from the drop down of your available locations. If the location isn't available simply add it to your address book as previously described. Then indicate whether the email address associated with the destination would like to receive shipment notifications, and click the "NEXT>>>" button.

## ORDER SUMMARY

|                         |  |
|-------------------------|--|
| ORIGINATION             | JOB BLVD (NEW COMPANY) (HOME ADDRESS) (SHEET     |
| DESTINATION             | 8000K MAGGORE (APAB) (123 MY ADDRESS) (SUITE 100 |
| READY TIME              | 10/16/2014 9:47 PM                               |
| PRIORITY                | NEXT DAY   |
| ESTIMATED DELIVERY TIME | 10/17/2014 9:47:04 PM                            |
| ESTIMATED CHARGES:      |  |
| NEXT DAY SERVICE LEVEL  | \$36.00  |
| FUEL CHARGE             | \$4.32   |

**TOTAL ESTIMATED COST \$40.32**

COST CENTER TO BE BILLED (YOU MUST SELECT CENTER ONE)

\* 

(FORMAT: "C1"+3 DIGIT DIVISION+5 DIGIT COST CENTER. EX: C10212345)

OR, IF YOU ARE USING A PO NUMBER, ENTER IT BELOW:

**SUBMIT ORDER****<<< BACK****CANCEL ORDER**

The final step of the order process is to review your order and either "SUBMIT ORDER," "CANCEL ORDER," or use the "<<<BACK" button to make any corrections to your order prior to submitting it. The review page will show all of the basic information. Origination, Destination, Ready Time, Service Level/Priority, Estimated delivery time, and the ESTIMATED charges that will be charged to your cost center for this order. There may be additional accessorial charges assessed if any information was misentered, the shipment is not available upon our arrival, etc.

\*\*\*You must provide a valid cost center or a PO Number in order to submit your order. This is a new TI requirement. The correct format for a cost center is: "C1"+3 DIGIT DIVISION+5 DIGIT COST CENTER. EX: C112312345)

FLEETX WAYBILL  
(PLEASE PRINT OUT AND ATTACH TO YOUR SHIPMENT)



|                             |  |   |
|-----------------------------|--|---|
| PRIORITY                    | PRIORITY LEVEL   | NEXT DAY  |
| REQUESTOR                   | REQUESTOR NAME<br>PHONE NUMBER<br>REQUESTOR EMAIL<br>NOTIFICATION EMAIL(S)<br>PO NUMBER<br>SPECIAL INSTRUCTIONS      | MARK MAGGIORE<br>222-222-2222<br>MARK.MAGGIORE@LOGISTICORP.US<br>MARK@MAGGIORE.NET;MARK@MAGGIORE.NET<br>123456789                           |
| COMMODITY<br>JOB # 00055585 | MATERIAL DESCRIPTION<br>NUMBER OF PIECES<br>WEIGHT<br>DIMENSIONS   | 8<br>8 BOXES<br>8 POUNDS<br>L: 8 W: 8 H: 8 INCHES   |
| ORIGINATION                 | COMPANY NAME<br>BUILDING<br>ADDRESS<br>SUITE/CUBE<br>CITY/STATE/ZIP<br>CONTACT NAME<br>PHONE NUMBER<br>EMAIL ADDRESS | NEW COMPANY<br>THE NEW COMPANY BUILDING<br>SOME ADDRESS<br>SWEET<br>THE CITY TX 12345-6789<br>JOE BLOW<br>111-111-1111<br>MARK@MAGGIORE.NET |
| PICK UP SIGNATURE           | READY DATE/TIME  | 10/16/2016 10:04:40 PM  |
| DESTINATION                 | COMPANY NAME<br>BUILDING<br>ADDRESS<br>SUITE/CUBE<br>CITY/STATE/ZIP<br>CONTACT NAME<br>PHONE NUMBER<br>EMAIL ADDRESS | RFAB<br>RFAB BUILDING<br>123 MY ADDRESS<br>SUITE 100<br>RICHARDSON TX 75080<br>MARK MAGGIORE<br>111-111-1111<br>MARK@MAGGIORE.NET           |
| DROP OFF SIGNATURE          | DUE DATE/TIME  | 10/17/2016 10:04:26 PM  |

\*\*\* PLEASE MAKE CERTAIN THAT ALL THREE BARCODES ARE VISIBLE TO OUR DRIVER! \*\*\*

PRINT WAYBILL

PLACE NEW ORDER

RETURN HOME

IF YOU ARE NOT AT THE ORIGINATION, AND NEED TO SEND A COPY OF THIS WAYBILL TO ANOTHER INDIVIDUAL TO PRINT OUT AND PLACE ON THE SHIPMENT, THEN ENTER THE INDIVIDUAL'S EMAIL BELOW AND CLICK "EMAIL WAYBILL."

EMAIL WAYBILL

Once you have submitted your order, simply print out the FleetX waybill and attach the waybill to your shipment. **This waybill is required for our drivers to accept your shipment**, so please make sure it is secure and obviously visible to our drivers. On the waybill, there is an area to sign to acknowledge pick up and delivery of your shipment. This is optional for most, but some customers require it.

If you are placing the order, but are not at the origination, at the bottom of the waybill, there is a text field where you can enter an individual's email, click "EMAIL WAYBILL," and a copy of the waybill will be sent that can then be printed out and attached to the shipment.

\*\*\*Once again, it is REQUIRED that you securely attach a copy of the waybill to your shipment, otherwise our drivers will not be able to pick up your shipment. Also, please make sure that all three barcodes are visible to the driver.

Once you've done so, you can either "PLACE NEW ORDER" or "RETURN HOME."

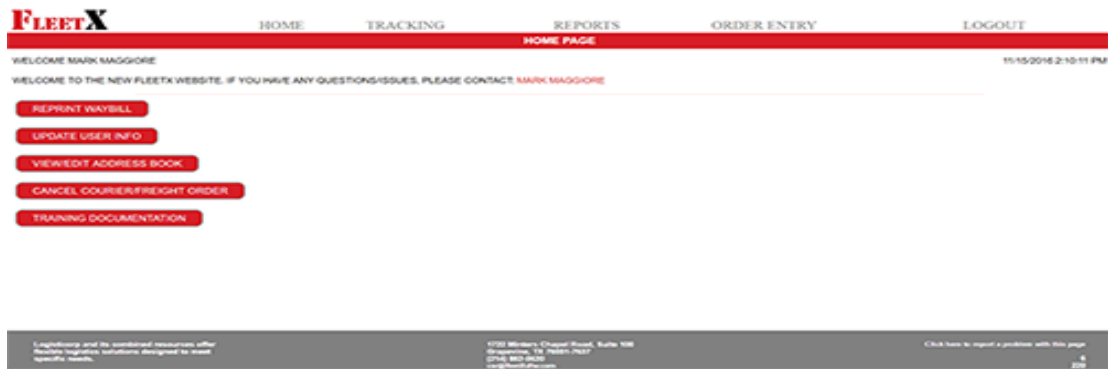
PROVIDE AS MUCH, OR AS LITTLE SEARCH CRITERIA AS NEEDED

ORDER NUMBER:   
DOCUMENT NUMBER:   
DATE SENT RANGE:  
FROM:   
TO:   
PRIORITY:   
ORDER STATUS:   
ORIGINATION:   
DESTINATION:   
SORT BY:

SEARCH

To track an order, simply select “TRACKING” from the top navigation bar. Enter as many or as few criteria as you’d like, select how you’d like your results displayed, then click “SEARCH.”

Lastly, any available reports can be accessed by clicking “REPORTS” from the top navigation bar.



From the main body of the page you can:

1. Reprint a waybill
2. Update your user information
3. View/Edit your personal address book
4. Cancel a courier/freight order
5. View the training documentation

## REPRINTING A WAYBILL



1. Enter the Job Number you are looking for.
2. Click the “Find Job” button.
3. At the bottom of the version of the waybill that comes up, click the “Print Waybill” button.
4. You can also email a copy of the waybill by entering an email address in the text box and then clicking “Email Waybill.”

## UPDATING USER INFO

LOGGING

REPORTS

### UPDATE USER INFO

|                    |  |
|--------------------|--|
| <b>NAME</b>        | <input type="text" value="Jim Smith"/>               |
| <b>COMPANY</b>     | TI-COURIER/FREIGHT                                   |
| <b>USER TYPE</b>   | USER   |
| <b>ADDRESS</b>     | <input type="text" value="3004 Canyon Brook Drive"/> |
| <b>CITY</b>        | <input type="text" value="Richardson"/>              |
| <b>STATE</b>       | <input type="text" value="TX"/>                      |
| <b>ZIP CODE</b>    | <input type="text" value="75080"/>                   |
| <b>COST CENTER</b> | <input type="text"/>                                 |
| <b>PHONE</b>       | <input type="text" value="222-222-2222"/>            |
| <b>EMAIL</b>       | <input type="text" value="Jim.Smith@ti.com"/>        |
| <b>PASSWORD</b>    | <input type="text" value="mypassword"/>              |

**SUBMIT**

[CLICK HERE](#) TO RETURN TO HOME PAGE

1. Simply update any information you'd like.
2. Click the "Submit" button.

## VIEW/EDIT ADDRESS BOOK

**FLEETX**

HOMETRACKINGREPORTSORDER ENTRYLOGOUT

ADDRESS BOOK

COMPLETE THIS FORM AND SUBMIT TO ADD A LOCATION TO YOUR ADDRESS BOOK.  
TO RETURN TO THE FLEET EXPRESS ORDER PAGE, [CLICK HERE](#).

COMPANY NAME

COMPANY BUILDING

COMPANY ADDRESS

COMPANY FLOOR/SUITE/DOCK\*

IF SHIPPING FREIGHT, YOU MUST INCLUDE A DOCK NUMBER

COMPANY CITY

COMPANY STATE: TX

COMPANY ZIP CODE

CONTACT NAME

COST CENTER (OPTIONAL)

CONTACT PHONE NUMBER

CONTACT EMAIL ADDRESS

RE-TYPE CONTACT EMAIL ADDRESS

SUBMIT

PRE-EXISTING LOCATIONS

Sort By: Company Name

|                 | COMPANY NAME      | BUILDING          | ADDRESS                  | FLOOR/SUITE/DOCK | CITY    | ZIP CODE  | CONTACT NAME | COST CENTER     | PHONE        | EMAIL ADDRESS                |
|-----------------|-------------------|-------------------|--------------------------|------------------|---------|-----------|--------------|-----------------|--------------|------------------------------|
| <div>EDIT</div> | <div>DELETE</div> | 345               | 3                        | 3                | 3       | 3         | 3            | 3               | 3            | 3                            |
| <div>EDIT</div> | <div>DELETE</div> | DESTINATION PLACE | THE DESTINATION BUILDING | ANOTHER ADDRESS  | SWEETER | SOME CITY | 85465        | JOSEPH BLOWGEPH | 885-885-8888 | MARK.MAGGIORE@LOGISTICORPLUS |

Each order must have both an origination and destination. These are selected from your FleetX Address Book. On this page you can:

1. Add a new location to your address book by filling in all the requested fields and clicking "Submit."
2. Edit one of the pre-existing locations in your address book by clicking the "Edit" button next to the pre-existing location, update any information you need to update, click the "Submit" button.
3. Deleting a location-If you need to delete any current locations in your address book, simply click the "Delete" button next to the pre-existing location.



## CANCEL A COURIER OR FREIGHT ORDER

The new FleetX application allows users to cancel their own orders online, without having to contact a FleetX CSR.

1. Click the “CancelCourier/Freight Order” button.

The screenshot shows the FleetX application interface. At the top is a navigation bar with links: HOME, TRACKING, REPORTS, ORDER ENTRY, and LOGOUT. Below this is a red banner with the text "ORDER CANCELLATION". The main content area is titled "CANCELLATION SEARCH" and includes instructions: "(PROVIDE AS MUCH, OR AS LITTLE INFORMATION AS NEEDED/AVAILABLE) (TO SEE ALL OF YOUR JOBS, LEAVE ALL FIELDS BLANK AND CLICK 'SEARCH')". A note states: "NOTE: YOU CAN CANCEL ANY ORDER UP UNTIL THE DRIVER HAS ON-BOARDED IT". There are input fields for "DOCUMENT NUMBER", "JOB NUMBER", "PRIORITY" (set to "All Priorities"), "ORIGINATOR" (set to "All Locations"), "DESTINATION" (set to "All Locations"), and "SORT BY" (set to "Booked Time (Descending)"). A red "SEARCH" button is at the bottom of the form. The footer contains contact information for FleetX, including the address "1722 Winters Chapel Road, Suite 100, Grapevine, TX 76051-7627", phone "(214) 853-0420", and email "cs@fleetx.com".

2. Enter as little or as much information you have into the criteria page. (If you leave the criteria section blank, it will display all jobs that you have placed that are eligible to be cancelled. A job can be cancelled any time up to the driver on boarding the order. Once an order has been on boarded, you would need to contact our customer service to cancel that order).

The screenshot shows the FleetX application interface after a search. The navigation bar and red banner are the same. The "CANCELLATION SEARCH" section is now empty. Below it is a table with the following columns: "JOB NUMBER", "JOB ORIGINATOR", "PRIORITY", "STATUS", "DATE", "TIME", "STATUS", "DATE", "TIME", "STATUS", "DATE", "TIME". The first row of the table has a red "CANCEL JOB" button next to the "JOB NUMBER" column. The footer is the same as the previous screenshot.

3. Once you’ve displayed the any jobs that have been placed, but not picked up yet, simply click the “Cancel Job” button next to the job you would like to cancel.

## ORDER CANCELLATION

ARE YOU SURE THAT YOU WISH TO CANCEL JOB #00029861?

IF NO, CLICK THE "NO" BUTTON----->

NO

IF YES, PROVIDE YOUR XID AND CANCELLATION REASON BELOW AND CLICK THE "SUBMIT" BUTTON:

XID:

REASON FOR CANCELLATION:

SUBMIT

**CANCELLATION SEARCH**  
(PROVIDE AS MUCH, OR AS LITTLE INFORMATION AS NEEDED/AVAILABLE)

Document Number:   
Job Number:   
Priority:   
Origination:   
Destination:   
Sort By:

SEARCH

| Job Number                 | Document Number   | From | To   | Status   | Entered              |
|----------------------------|-------------------|------|------|----------|----------------------|
| <b>CANCEL JOB</b> 00029861 | 5858555555/858585 | DSTK | DM4M | Accepted | 11/8/2016 9:17:13 AM |
| <b>1 Result</b>            |                   |      |      |          |                      |
|                            |                   |      |      |          |                      |

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Greenville, TX 76851-7637

- If you chose an incorrect job by mistake, or have changed your mind about cancelling an order, then simply click "No." Otherwise...
- Enter your XID or username and select a reason for cancellation from the drop down box (If you select "Other," then you will be required to fill in one additional explanation box.

6. Click the “Submit” button.

If you have any questions regarding this documentation, you may contact Mark Maggiore at 817-591-2956.