



# DASHBOARD

## How to get a quote

Upon logging into the Dashboard site, the first thing you will see is the home screen.

- A. To get a quote, click on the “My Orders” icon on the Navigation toolbar to get to the My Orders table
  - From the “My orders table”, click on the new order button and simply fill in the pickup and delivery locations and items to be quoted.
    1. On the right side of the screen, you will see that the service level defaults to “RUSH” and the vehicle type defaults to car.
      - a. The system will generate a quote based on the default service level and vehicle type
      - b. If you would like to get a quote for a different service level or vehicle type, please select the service level and vehicle type that best meets your business needs from the dropdown box
      - c. As you select different service levels and/ or vehicle types the system will update the quote based on your selection.
    2. If you decide that you would like to submit this order, then click the green “Create Order” button.
    3. If you only want a quote, then click the “Dashboard” icon on the Navigation toolbar to return to the home screen.

You can now see exactly what service level is best for you regarding pricing and when you need your shipment to be picked up or arrive, so go ahead and place your orders today!