

Application

Open the Application page to create new applications, find existing applications or permits, and view messages about the system. If you need to test a trip, click the **Route Evaluation Application tool** link.

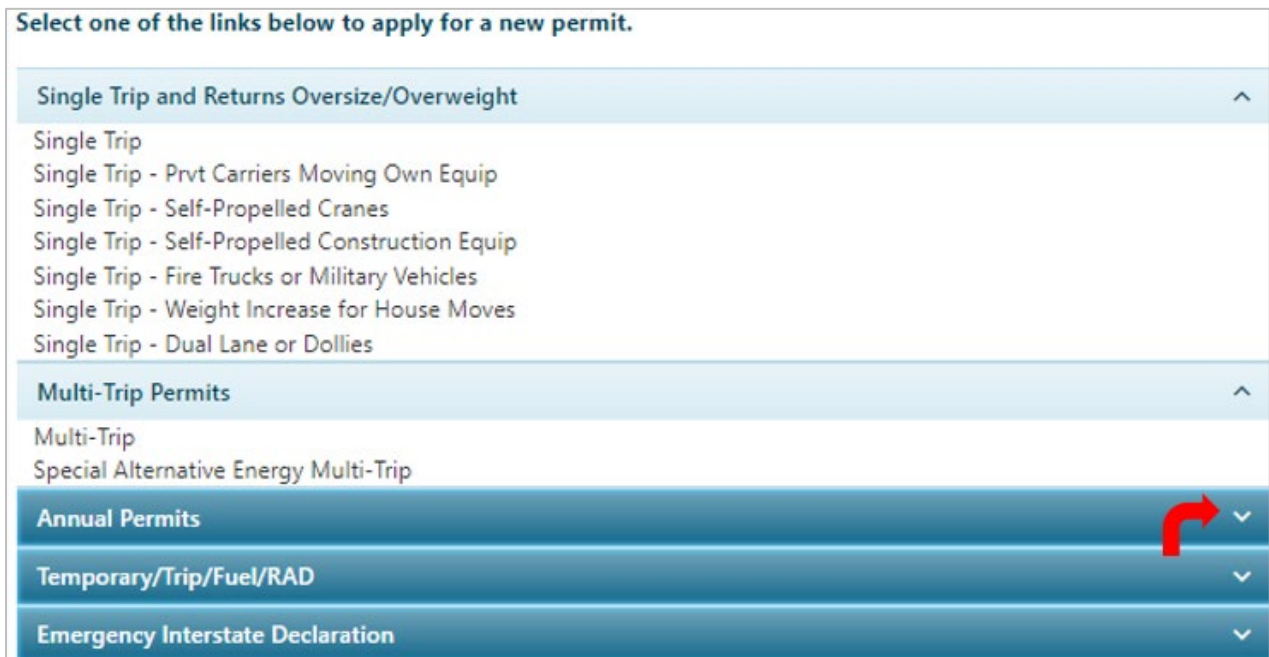
Starting a New Application

1. Navigate to the Application screen by clicking the Application link on the Main Link Bar.



- The Application page opens.

2. In the Select a Permit Type area, choose from the available options.

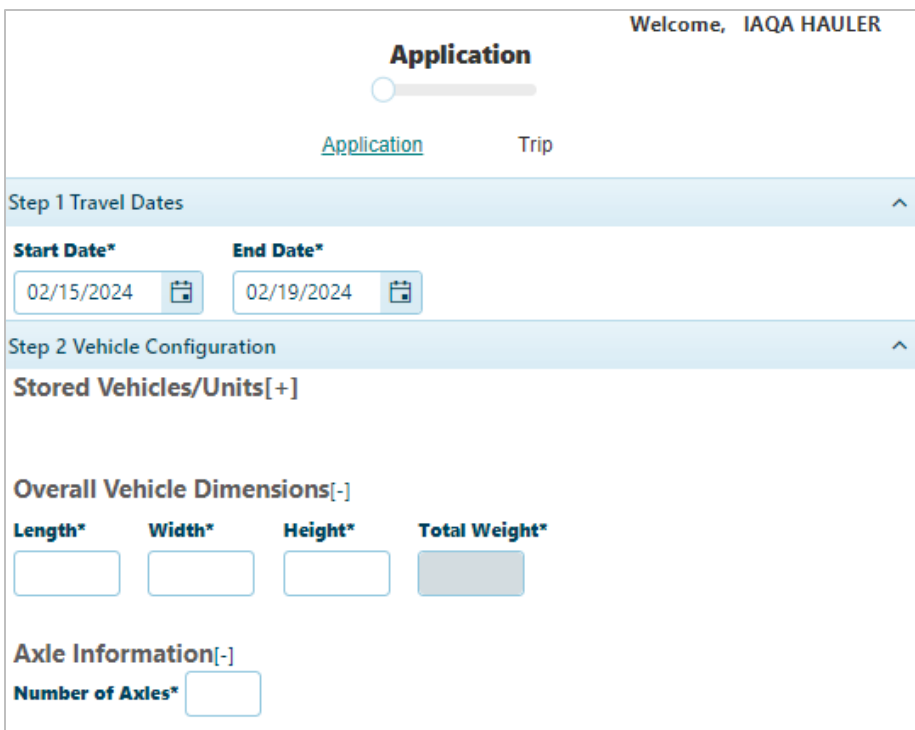
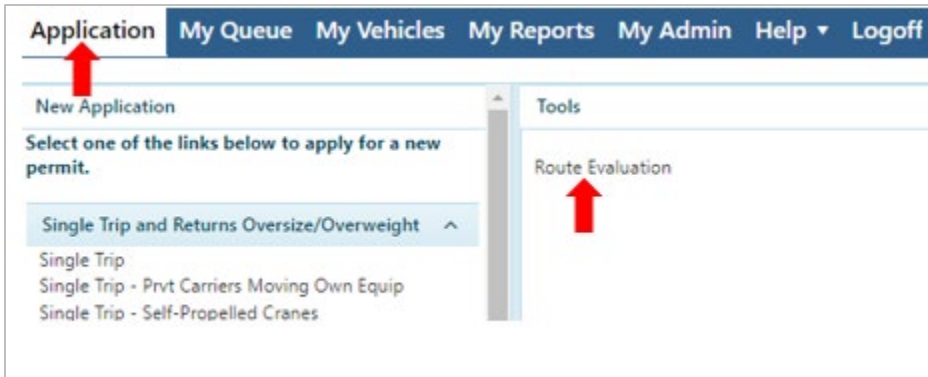


Note: use the arrows on the right side of pane to expand permit section for more available permits

Route Evaluation Tool

Use the Route Evaluation tool plan and evaluate your route.

1. Click the Route Evaluation link to open an abbreviated application page.



2. In the Travel Dates area, click the **calendar icons** to choose both a From Date and a To Date.
3. In the Vehicle Configuration area, enter your Overall Vehicle Dimensions in the fields provided and supply the Number of Axles.
4. Slide the Progress Bar to Trip at the top of the page or click Next at the bottom of the



or



My Queue

Open the My Queue page to search for existing applications or permits.

1. Navigate to the Application Queue by clicking the My Queue link on the **Main Link Bar**.



The Application page opens.

2. Choose from the Search By and/or the Type drop-downs or define a period of time with the From and To fields, and if you need more parameters, open the Advanced Search Options.

The search form includes the following fields and controls:

- Search By:** A dropdown menu set to 'Trip Request ID' and an adjacent text input field.
- Type:** A dropdown menu set to 'Pending'.
- From:** A date field set to '02/01/2024' with a calendar icon.
- To:** A date field set to '02/15/2024' with a calendar icon.
- Advanced Search [-]:** A section containing:
 - Permit Type:** A dropdown menu.
 - Truck License:** A text input field.
 - Truck State:** A dropdown menu.
 - Truck VIN:** A text input field.
- Buttons:** 'Search', 'Reset', and a checkbox labeled 'Display Application Summary'.

3. Click the Search button to scan the database for records that conform to these parameters. The matching records will appear in the table.
4. Each row in the table presents information from a record. Click anywhere in a row to view more information about the selected record in the summary section below the table.

App No.	Permit ID	Permit Type	Start Date	End Date
2755206	17025001301	Single Trip Special Hauling	01/25/2017	01/30/2017
2755205		Single Trip Special Hauling	01/25/2017	01/30/2017
2755204	17025001001	Single Trip Special Hauling	01/25/2017	01/30/2017
2755203		Single Trip Special Hauling	01/25/2017	01/30/2017

Below the table is a pagination control showing '10 Items per Page' and '1 - 10 of 74 Items'.

- If you are unsure which of the search results is the record that you need, check the Display Application Summary box.

The search form shows the 'Display Application Summary' checkbox checked.

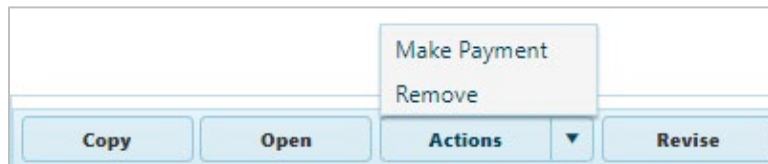
Complete information for the selected record appears in the Application Summary pane.

Note: You will need to scroll down to see the Application Summary, or you can click on the Application Queue title bar to collapse the upper portion of the page.



5. Select a record to Copy, Open, perform an Action, or Revise it.

Note: If you collapsed the upper portion of the page, you must re-open it (by clicking the Application Queue title bar again) to use the options of the Features bar.



My Vehicles

Open the My Vehicles page to create or edit information about the trucks and trailers you will use to haul loads that require a permit.

Create a New Vehicle Record

1. Navigate to the My Vehicles screen by clicking the My Vehicle link on the Main Link bar.



The My Vehicles page opens.

2. Scroll down to the Vehicle Configuration Panel and give the vehicle a Name in the field provided.

A screenshot of a web form titled "Vehicle Configuration". The form is organized into several sections: "Vehicle Information" with a "Vehicle Name*" text input; "Unit Type" with a "Truck Unit" dropdown; "Truck Make", "License Number", "License State" (with "US" selected), "VIN", "Model Year", and "Type" dropdown; "Vehicle Grid Buttons Overall Vehicle Dimensions" with inputs for "Length", "Width", "Height", and "GVW"; and "Axle Information" with a "Number of Axles" input. At the bottom, there is a button labeled "Click here to enter axle information".

- Choose a Unit Type, a Truck Make, and a License State from the drop-downs then enter the License Number, VIN, and Model Year
- Enter the Length, Width, and Height of the vehicle in the appropriate fields.

The GVW field is not edit-able; it displays the value entered in the Weight field.

- Enter Number of Axles then click the button to provide complete axle information.
 - On the Axle Configuration tab, enter the Axle Weight, Number of Tires, Tire Size, and Axle Spacing in the fields provided.

- Click the Create button to include the new vehicle in the database or click the Reset button to clear all of the information you've entered.

Update a Vehicle Record

- Navigate to the My Vehicles screen by clicking the My Vehicle link on the Main Link bar.

The My Vehicle page opens.

- On the My Vehicle table, double-click on the name of the vehicle that you wish to edit.

Vehicle Name	Unit Type	Height	Width	Length	Gross Weight
1DEMOTRK	Truck Unit	13' 6"	11' 6"	67' 0"	119000
54	Truck Unit	13' 6"	12' 0"	90' 0"	80000
ABCDEFTEST	Truck Unit				
AXLEINFOTEST1	Truck Unit				
DEMOTRK	Truck Unit				
DEMOTRK_IMPORT	Truck Unit				
DEMOTRLR_IMPORT	Truck Unit	13' 0"	8' 0"	125' 0"	174000
LALALA-SEMITRAILER	Truck Unit				20000
LALALA-SEMITRUCK	Truck Unit	15' 0"	11' 9"	90' 0"	20000

3. Make any required changes to the Vehicle Information area of the page.
4. Click the Update button to include the new information in the vehicle's record or click the Reset button to clear all of the information you've entered.



Delete a Vehicle Record

1. Navigate to the My Vehicles screen by clicking the My Vehicle link on the Main Link bar.



- The My Vehicle page opens.

2. On the My Vehicle table, double-click on the name of the vehicle that you wish to delete.

Vehicle Name	Unit Type	Height	Width	Length	Gross Weight
1DEMOTRK	Truck Unit	13' 6"	11' 6"	67' 0"	119000
54	Truck Unit	13' 6"	12' 0"	90' 0"	80000
ABCDEFGTEST	Truck Unit				
AXLEINFOTEST1	Truck Unit				
DEMOTRK	Truck Unit				
DEMOTRK_IMPORT	Truck Unit				
DEMOTRLR_IMPORT	Truck Unit	13' 0"	8' 0"	125' 0"	174000
LALALA-SEMITRAILER	Truck Unit				20000
LALALA-SEMITRUCK	Truck Unit	15' 0"	11' 9"	90' 0"	20000

3. Click the Delete button to remove the record from the database.



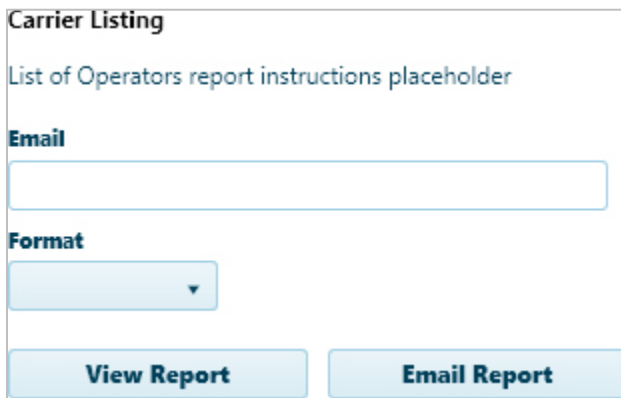
My Reports

Open the My Reports page to derive information from the database on a variety of topics.

1. Left-click to choose a report from the Report Panel.

Note: The list of available reports (in the left frame) is long; you may need to scroll down or click the title bars (to open or collapse the section) to find the report you desire.

2. When the chosen report's page opens, you can refine the report parameters by choosing from the Report Period drop-down, entering a specific Date, or providing a variety of other factors (for example, Application ID number, Permit number, Carrier ID).



The screenshot shows a web interface for a report titled "Carrier Listing". At the top, it says "List of Operators report instructions placeholder". Below this, there is a section labeled "Email" with a text input field. Underneath is a section labeled "Format" with a drop-down menu. At the bottom of the form are two buttons: "View Report" and "Email Report".

3. Expand the Format drop-down and choose an Adobe Portable Document Format file (.pdf) or an Excell spreadsheet (.xls).
4. Click the View Report button or enter an Email address in the field provided then click the Email Report button.