

1 Overview

The objective of this user guide is to provide a step-by-step description of the new system flow with various screen prints.

Refer to Appendix A – Acronyms when you need an explanation of abbreviations in the user guide.

1.1 MoDOT Carrier Express Navigation

The user must have access to the Internet, the MoDOT Carrier Express URL, an assigned role that is associated with current responsibilities and MCE transactions.

1.1.1 Enterprise

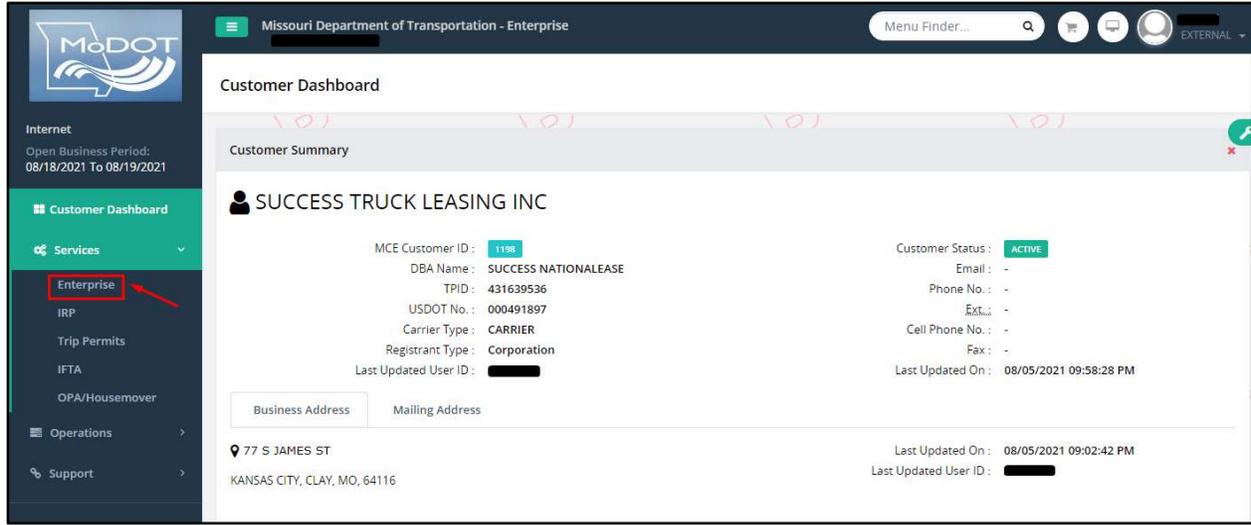
MoDOT Carrier Express has various modules/sections in the system which can all be accessed using the section headers located on the left column of the screen. Three of the section headers, when selected, will display additional subsections within them. A user can maneuver easily through the various MCE sections by clicking the section header icon to expand it and see the available options in that section.

The ENTERPRISE Level Customer Dashboard screen is the first screen the user will see when they successfully log into MCE. The applications and corresponding menu options displayed will depend on the role the user is assigned in MCE.

Below are the various sections that can be accessed by selecting or expanding one of the headers:

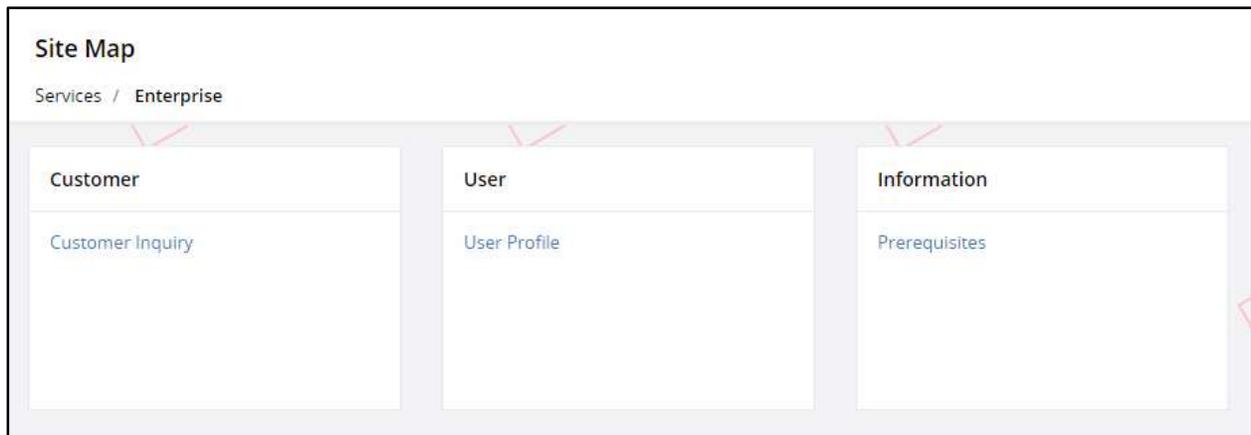
- Customer Dashboard – Provides a snapshot of the customer displaying various sections that will display based on the sections enabled from the Customer View panel on the top right of the Customer Dashboard screen. The sections include:
 - Customer Summary
 - Comments
 - Delinquent Return
 - System Credit Balances
 - IFTA Summary (If an IFTA account exists)
 - IFTA Quick Links
 - Tax Return Quick Links
 - IFTA Tax Return Summary
 - IRP Summary (If there is an associated IRP Account)
 - IRP Quick Links
 - Outstanding Balances
 - Pending Transactions (associated with the selected Customer)
- Services – This section contains the various applications available in MoDOT Carrier Express (depending on a user's role). Those applications include Enterprise, IRP, IFTA, Trip Permits, and OPA/Housemover.
- Operations – This section contains other system functions such as Finance.
- Support – This section contains the following options:
 - FAQ: A link to commonly asked questions and answers
 - MoDOT IFTA Forms:
 - UCR

The “ENTERPRISE” is designated at the top of the list beneath the Services header.

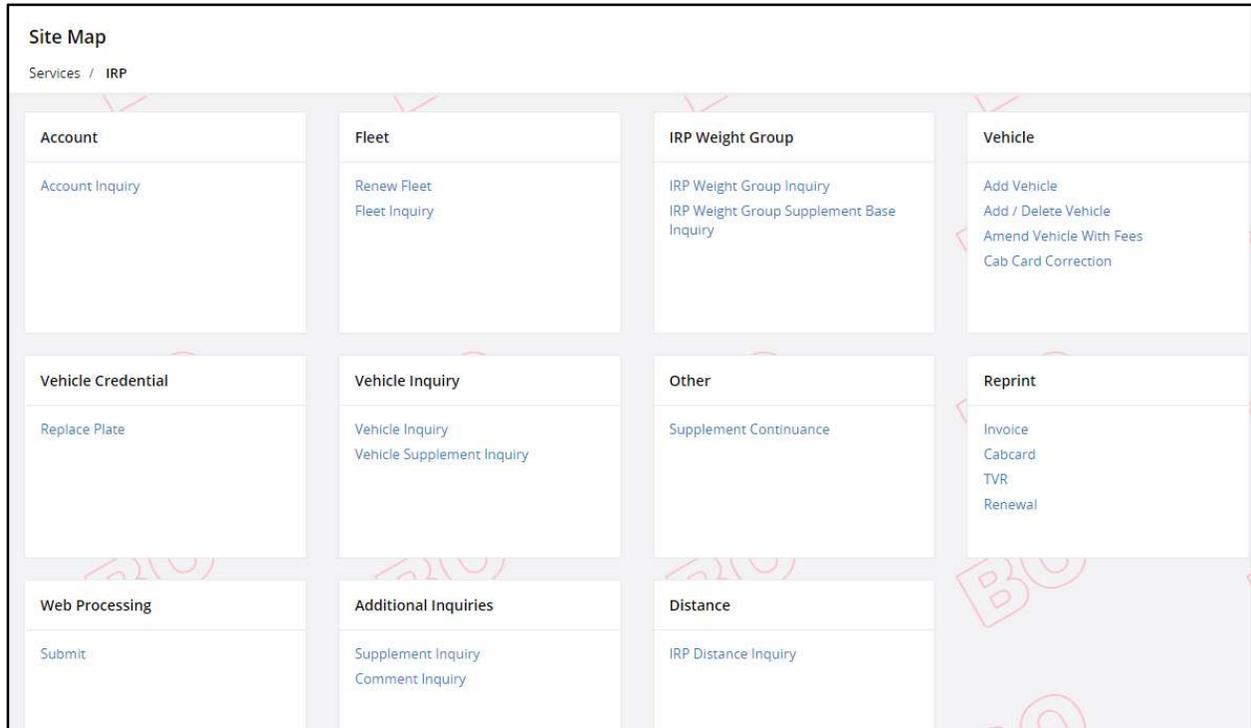


1.1.2 Application Level

From the ENTERPRISE level of MCE, the user can expand the SERVICES header on the left side of the screen to select either Enterprise or any other application module and the associated menu will display.

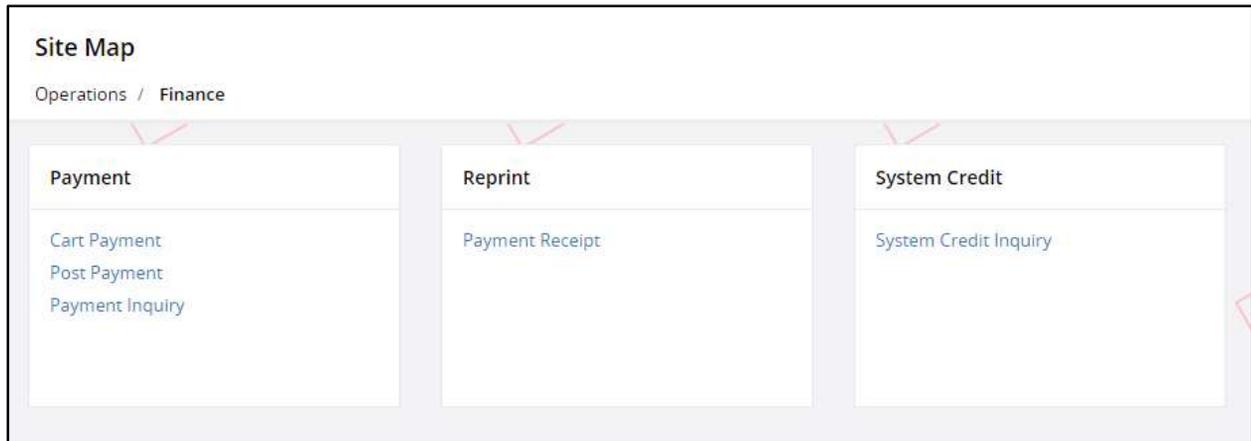


For example, selecting IRP from the Services submenu will display the IRP level screen and menu. The menu items displayed depend on the user role in MCE.



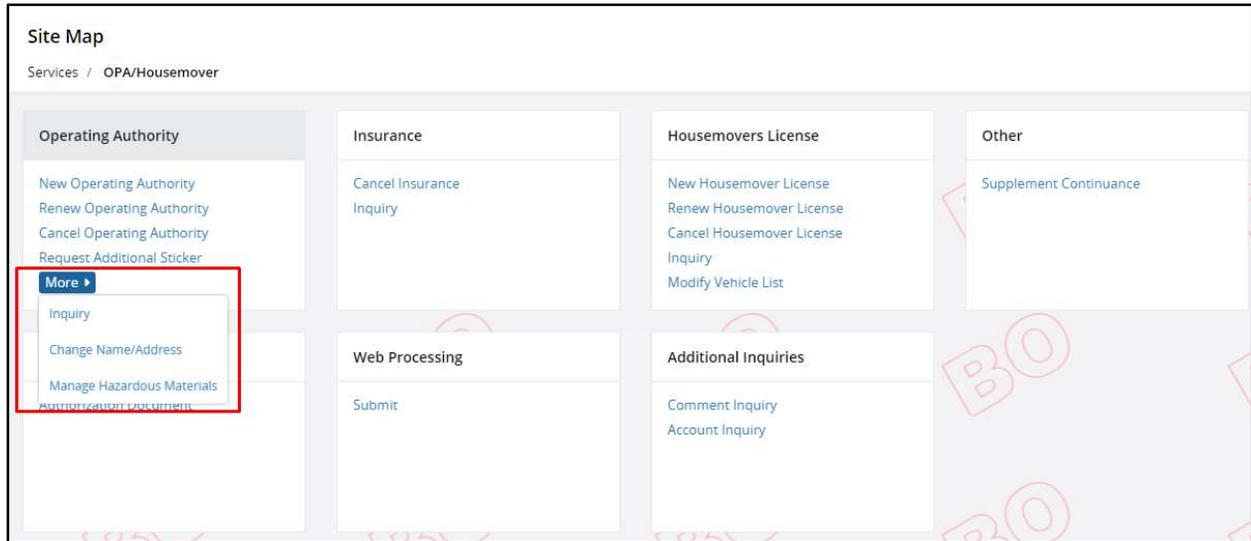
1.1.3 Main Menu Screens

Each MCE module has its own menu options which are specific to the application functionality. After the application is selected, the menu options will display. The menu options displayed are dependent on the user’s role in MCE.



1.1.4 Sub Menus

Some menus in MoDOT Carrier Express have options within a menu tile that exceed the display area so a “More” option is available. To see the additional menu options within a menu tile, the user must click “More”, and the additional options will appear.

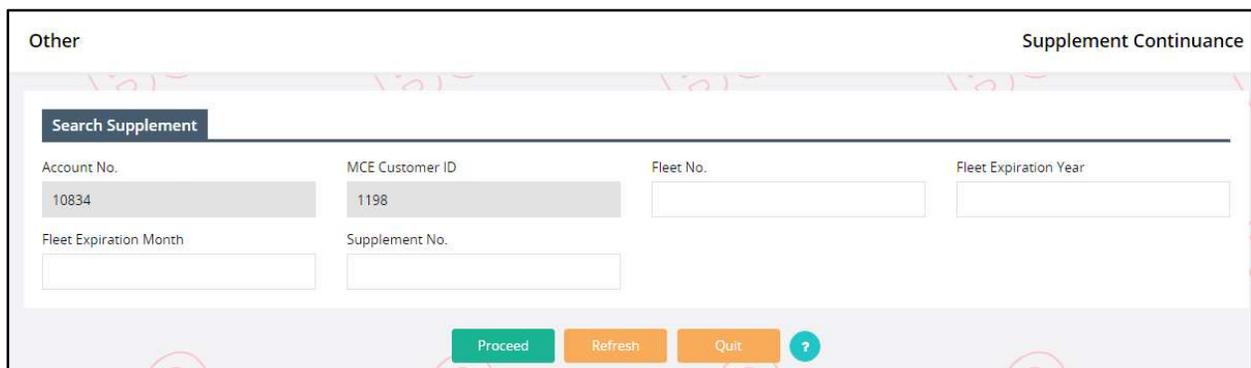


1.1.5 Search and Selection

Some MCE screens have a search and selection feature. All Inquiry screens have this, as do some transactions such as “Supplement Continuance”. On all screens having the search and selection feature, the Account No. and/or MCE Customer ID is prepopulated and protected.

On Inquiry screens, the user enters search criteria and a grid will display the search results. The information in the grid differs depending on the object being searched. The user can then select one item from the grid to view additional detail or select the record for processing.

For example, on “Supplement Continuance”, the Account No. and/or MCE Customer ID is already populated, and the user would click the Proceed button to get to the supplement screen directly. If more than one supplement exists for the account, the information grid will display all that exist. Based on the information in the grid, the user can select the supplement to process by clicking the SELECT icon located on the left of the supplement line.

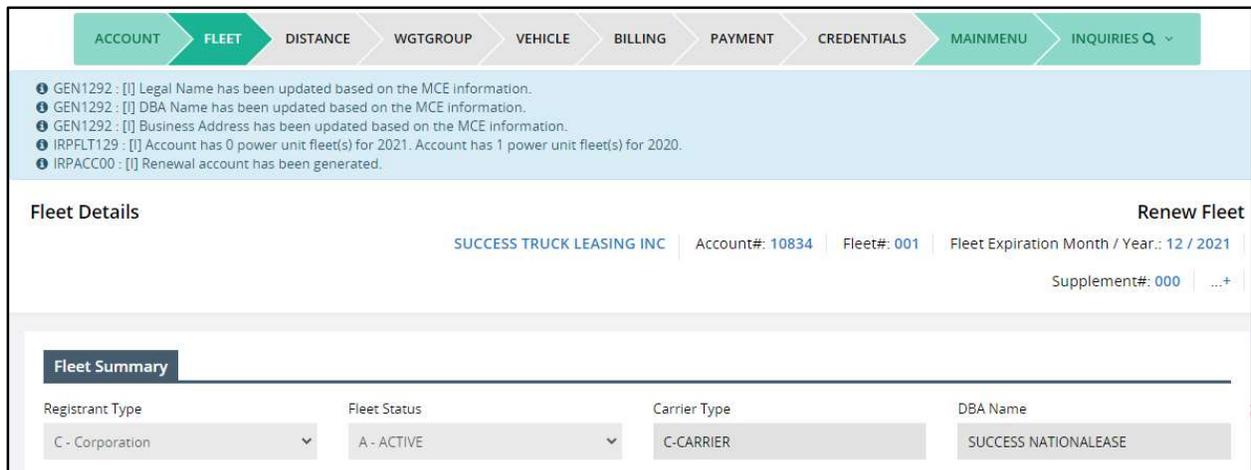


1.1.6 Transaction Tabs

Once the user processes a transaction/supplement, the tabs at the top of the screen indicate a transaction’s progress by colors/shading. These tab color indicators vary depending on the application and the selected supplement/transaction within the application.

The tab color indicator schema is as follows: Tab items in a light blue/green (turquoise) color (Account) indicate screens the user has navigated through. The highlighted tab in the darker turquoise color (Fleet) indicates the transaction step currently being processed. The remaining tabs in a grey color (Distance, WgtGroup, Vehicle, Billing, Payment, and Credentials) indicate processing yet to happen. The user may navigate back to a previous tab by selecting the desired tab. The MAIN MENU and INQUIRIES tab are there for all transactions.

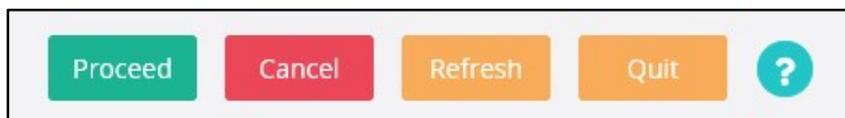
MAIN MENU returns the user to the MAIN MENU of the application and INQUIRIES displays a pop-up screen. The Inquiry screen may be used at any time and does not interrupt the transaction/supplement being processed.



1.1.7 Navigation from Screen to Screen

The navigation from screen to screen in MoDOT Carrier Express is performed by selecting push buttons at the bottom of the screen in the command line. The following five push buttons are common to most screens in MCE and control the navigation:

- **PROCEED** – Performs edits on data entered on the screen and if information passes edits, MoDOT proceeds to the next screen
- **CANCEL** – Cancels the transaction/supplement (Backout transaction)
- **QUIT** – User will exit the transaction; however, the transaction is not cancelled. The transaction can be continued using the Supplement Continuance feature.
- **REFRESH** – Refreshes the screen (removes all data entered) to look the same way as when the user entered the screen
- **“?” (Encircled question mark)** - Displays a pop-up screen with help information to assist the user in entering the correct information on the screen

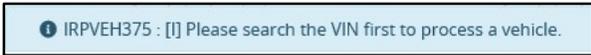


1.1.8 Error Messages

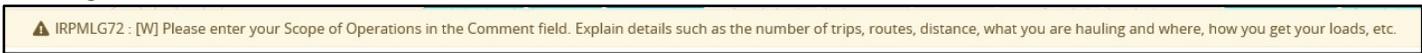
Messages in MoDOT Carrier Express are displayed at the top of the screen for most transactions. There are three types of messages: Information, Warning, and Error. Each message type has an indicator to designate the type of message. Errors will normally prevent the transaction from continuing; however informational and warning messages will allow the transactions to continue.

- “I” – Information messages usually appear in blue font
- “W” – Warning messages appear with an exclamation mark and are usually in a yellow hue
- “E” – Error messages appear in red font

Information:



Warning:

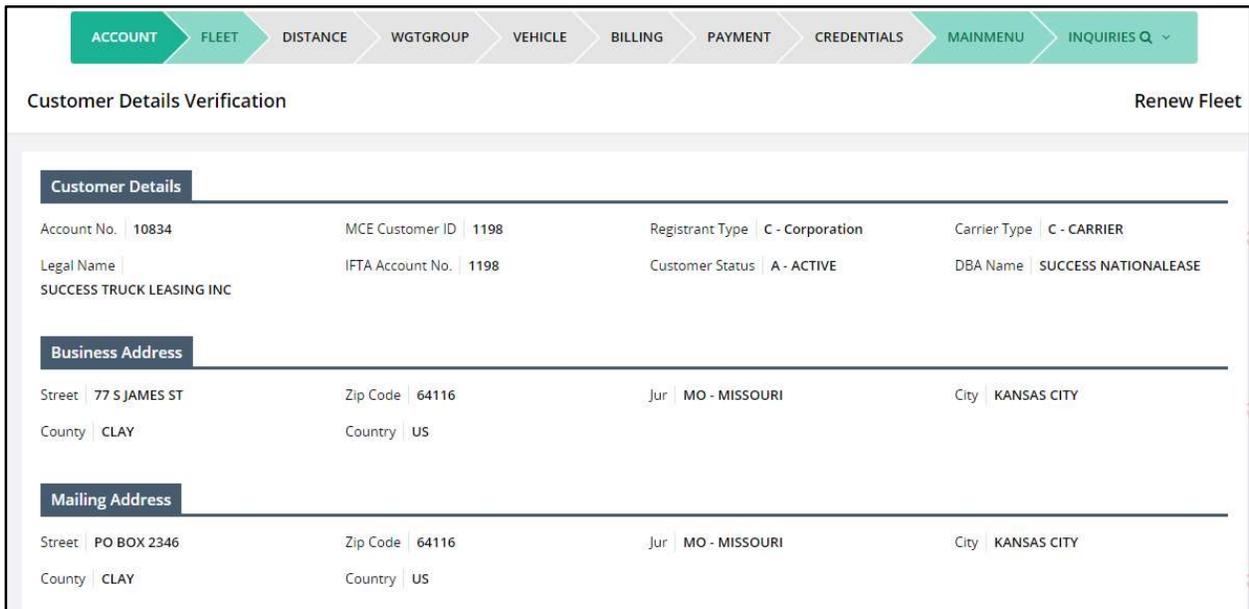


Error:



1.1.9 Verification Screens

In MoDOT Carrier Express, all data entry screens have a verification screen. The verification screen is displayed once all the edits are passed for the initial entry screen. Normally the only push buttons on the verification screen are PROCEED and BACK. PROCEED saves the information to the database. BACK allows the user to go back and update the information as required and proceed forward.



Customer Details Verification				Renew Fleet			
Customer Details							
Account No.	10834	MCE Customer ID	1198	Registrant Type	C - Corporation	Carrier Type	C - CARRIER
Legal Name	SUCCESS TRUCK LEASING INC	IFTA Account No.	1198	Customer Status	A - ACTIVE	DBA Name	SUCCESS NATIONALEASE
Business Address							
Street	77 S JAMES ST	Zip Code	64116	Jur	MO - MISSOURI	City	KANSAS CITY
County	CLAY	Country	US				
Mailing Address							
Street	PO BOX 2346	Zip Code	64116	Jur	MO - MISSOURI	City	KANSAS CITY
County	CLAY	Country	US				