

## AVAILABLE EQUIPMENT SYSTEM

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### ➤ OVERVIEW

This document provides instructions for the Available Equipment System. The purpose of this system is to alert you when there are available loads that match your available equipment. In order for the system to do this, you need to let our system know the details of your equipment. Some parts of the system are open to the general public, while other parts are restricted to registered users. This documentation serves both the general public and registered users.

### ➤ SUBMITTING EQUIPMENT

Within your internet browser, navigate <http://www.goultra.com>. Click on the 'load matching' link in the menu (See Fig. 1).



Figure 1 – The “Load Matching” Link

You will be brought to a form with plenty of fields (See Fig. 2). Don't worry, they all make sense once you start filling out the form. The form itself is divided into logical sections:

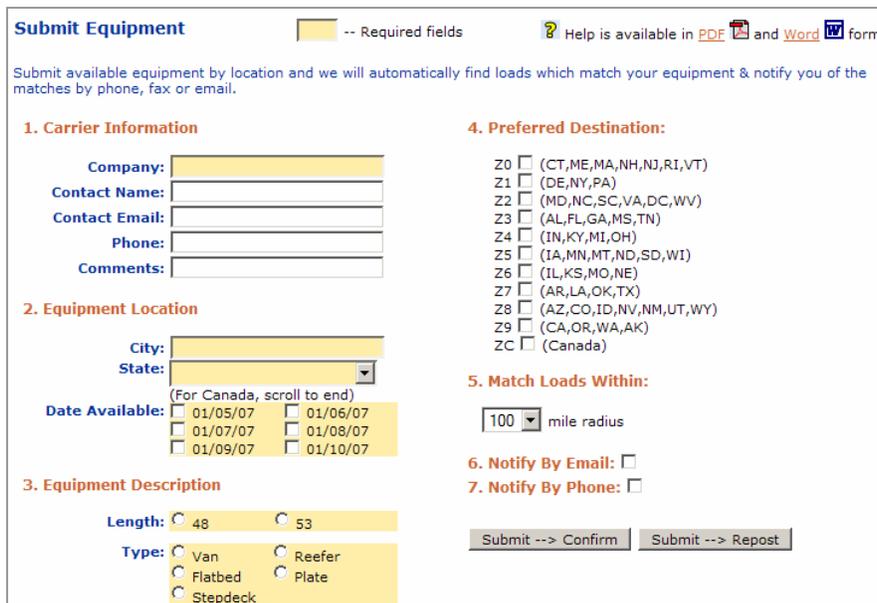
A screenshot of a web form titled 'Submit Equipment'. The form is divided into several sections: 1. Carrier Information (Company, Contact Name, Contact Email, Phone, Comments), 2. Equipment Location (City, State, Date Available), 3. Equipment Description (Length, Type), 4. Preferred Destination (a list of state abbreviations with checkboxes), 5. Match Loads Within (a dropdown menu for mile radius), 6. Notify By Email, and 7. Notify By Phone. There are also 'Submit --> Confirm' and 'Submit --> Repost' buttons at the bottom right. The form includes a 'Required fields' indicator and a help link.

Figure 2 – The Form

- 1. Carrier Information** – If you are logged in as a registered user, some of these fields will be filled in automatically
  - Company: the name of the company
  - Contact Name: the name of the contact within the company
  - Contact Email: the email address of the contact within the company
  - Phone: the phone number of the contact within the company
  - Comments: any comments regarding getting in contact with the contact
- 2. Equipment Location** – all fields required
  - City: the city where the equipment is located

- State: the state where the equipment is located
  - Date Available: the dates when the equipment will be available
3. **Equipment Description** – all fields required
    - Length: specify the equipment’s length
    - Type: specify the equipment’s type
  4. **Preferred Destination**
    - Check the boxes corresponding to your equipment’s preferred destinations.
  5. **Match Loads Within**
    - Your selection will indicate within how many miles away from your equipment’s location the loads can be so you will get alerted.
  6. **Notify By Email**
    - Check this if you would like to be notified of matching loads by email. In order to enable this option, you must enter an email address in Section 1.
  7. **Notify By Phone**
    - Check this if you would like to be notified of matching loads by phone. In order to enable this option, you must enter a contact phone number in Section 1.

When the form is complete, you have two options regarding submission. If you have only one piece of equipment to post, click “Submit-->Confirm”. If everything goes smoothly, you will be brought to a screen confirming that your equipment was posted. If you have multiple pieces of equipment to submit, you may click “Submit-->Repost”. If everything goes smoothly, **your equipment was submitted AND** you are brought back to the form again to submit your additional equipment, making changes to the form as deemed necessary.

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The rest of this document is useful only to registered users.  
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➤ **VIEWING EQUIPMENT**

If you are a registered user, you can view the pieces of equipment you’ve previously submitted. Before you can do this, you must log in by entering your email address and password into the Login Form. (See Fig. 3)

The image shows a blue login form with two input fields: "Login Email:" and "Password:". To the right of the password field is a link that says "Forget Password?". Below the fields is a small "go" button.

**Figure 3 – Login Form**

Once logged in, click on the “My Equip.” link found in the menu. (See Fig. 4) Alternatively, you can click on “Load Matching”, then “My Equip.” (See Fig. 5)

The image shows a navigation menu with two rows of buttons. The first row contains: "load matching", "my info", "help", "rewards", and "Ph 866-90". The second row contains: "my loads", "my lanes", "my equip.", "update profile", and "logged in". The "my equip." button is highlighted with a red border.

**Figure 4 – “My Equip”**

The image shows a navigation menu with two rows of buttons. The first row contains: "load matching", "my info", and "help". The second row contains: "equip. form" and "my equip.". The "my equip." button is highlighted with a red border.

## Figure 5 – “My Equip”

You're then brought to a page that lists all the equipment you've submitted. In the example below (See Fig. 6), the carrier has submitted two pieces of equipment. Some of the information listed include the equipment's location, length, type, the maximum distance away from the equipment's location loads can be to be alerted, the equipment's available dates and preferred drop-off destinations.

My Available Equipment						
Actions	Location	Equipment	Radius	Notify	Available Dates	Preferred Dropoffs
  	Hoboken, NJ	53 Stepdeck	100	Email Phone	12/30/2006	(CT,ME,MA,NH,NJ,RI,VT) (AZ,CO,ID,NV,NM,UT,WY)
  	New Milford, NJ	48 Van	150	Email Phone	01/04/2007 01/05/2007 01/06/2007	(IA,MN,MT,ND,SD,WI) (IL,KS,MO,NE)

Figure 6 – Viewing Equipment

### ➤ **EDITING EQUIPMENT**

You can also make adjustments to the equipment you've submitted. To do this, simply click on the “Pencil” icon (See Fig. 7). You can also edit your equipment if you click on the link found in the load notification email (See Fig. 8). You are brought to a screen that looks very similar to the screen you used to submit equipment (Fig. 2). The difference here is that you are working on an existing piece of equipment and all its information is now editable.



Figure 7 –Pencil Icon

When you are done making changes, click on the “Save” button. If you made changes but decide not to keep them, click on the “Cancel Edit” button. In both cases, you're brought back to the screen (Fig. 6) that lists your submitted equipment.



Figure 8 – Notification Email – Edit Equipment Link

### ➤ **DELETING EQUIPMENT**

If for any reason your equipment becomes unavailable, you can remove it from the system so you don't receive alerts for its loads anymore. Click on the “X” icon (See Fig. 9). You are then asked to confirm your decision to delete the equipment – just in case you've hit the “X” icon accidentally. As an alternative to clicking the “X” icon, you can click on the link found in the load notification email (See Fig. 10).



Figure 9 – “X” Icon



**Figure 10 – Notification Email – Delete Equipment Link**

➤ **SUBMITTING EQUIPMENT – A SHORTCUT**

This feature lets you create a new piece of equipment based on an existing set of equipment. For example, if you have multiple pieces of equipment to submit, and the differences between the new one and an existing one are few, you can use the shortcut. Click on the “Notepad” icon (See Fig. 11). You’re brought to the “submit equipment” form; the form fields are pre-populated with the equipment’s information. The rest is the same as submitting a new piece of equipment, as discussed in the first section of this document.



**Figure 11 – Notepad Icon**