

MY DAY & ROSS WEBSITE – FALL 2017 RELEASE NOTES

We are pleased to announce, the following fixes and enhancements are now live on our website! Visibility to some of these items depends on the access that has been granted to you by your Company Administrator. For example, if you do not have access to request quotes, you will not see the fixes or enhancements related to quoting. If you do not have a My Day & Ross website account, please contact your Sales Professional to register today.

We would like to thank all of our customers for your patience while we are working to continuously improve our new website, and for providing valuable feedback and suggested improvements.

Here are highlights of the changes implemented. Click on the fix or enhancement to view details.

FIXES

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FIXES

Bill of Lading Can Now Be Retrieved Even if the POD is Not Yet Available

The issue where Customers could not access the BOL when a POD was not yet on file has been resolved. Customers can now retrieve a copy of the BOL, even when the POD is not available.

Domestic Quotes Are Now Printable Regardless of Payment Method Selected

The issue where Domestic Quotes were not printing when Collect or Third Party Payment Method options were selected has been resolved. Customers can now select the Payment Method when ready to ship, rather than during the quoting stage. All Domestic Quotes, once finalized, will now print and display the final amount.

Domestic Quote Options to Print and Create a Shipment Have Been Modified

Customers were receiving error messages when clicking on Print or Create a Shipment options for Domestic Quotes that had not yet been finalized. These options are no longer available while quotes are under review, and now only available once the quote has been finalized (refer to [Domestic Quote Status Values Have Been Simplified](#) to view new status values). This change will ensure that customers print only the finalized quote and do not encounter any further errors.

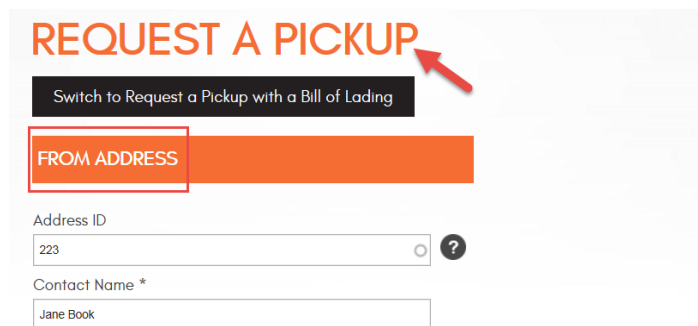
Shipments Saved to Pending, or Copied, Now Carry Over the P.O.

When customers populated the Purchase Order field when using Ship within Canada or Ship from Canada to U.S., and selected Save to Pending, or Copy, the Purchase Order information was not being saved, causing customers to re-enter the information. This issue has been resolved, and any data entered in the Purchase Order field now remains populated.

Consignee Section Removed from the Request a Pickup Email Notification

The consignee section has been removed from the email confirmation that is generated from the website when the simple Request a Pickup feature is used, as only sample data was displayed in this section.

Request a Pickup screen differs from Request a Pickup with a BOL, as it does not produce a BOL, and therefore only provides fields to input shipper information (not consignee). This change does not affect the email confirmation generated for Request a Pickup with a BOL, which will continue to display consignee information.



REQUEST A PICKUP

Switch to Request a Pickup with a Bill of Lading

FROM ADDRESS

Address ID
223 ?

Contact Name *
Jane Book

ENHANCEMENTS

Invoice History Has Been Relocated

Invoice History is now a visible menu option on My Dashboard.

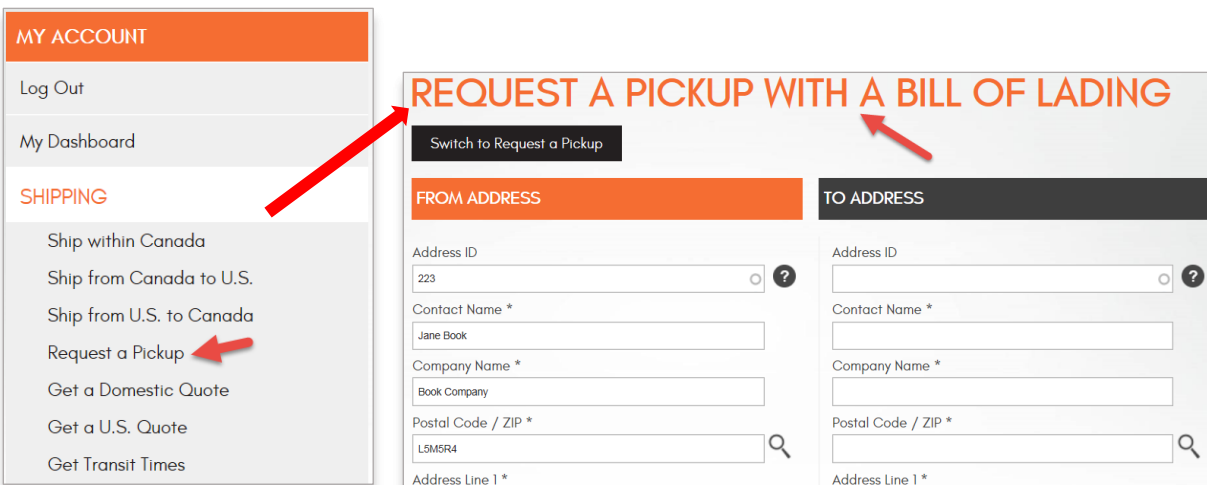
To access your Invoice History select **My Dashboard > Invoice History**



When Selecting Request a Pickup from the Shipping Menu, Request a Pickup with a BOL Now Launches

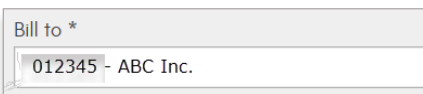
Customers have requested that we change the default screen to Request a Pickup with a Bill of Lading when they select Request a Pickup from the Shipping menu. We hope this minor change to the default page will reduce confusion for our customers.

Customers still have the option to click the 'Switch to Request a Pickup' button, which only provides fields to populate pickup information in the From Address fields, and does not provide fields to populate consignee or To Address fields, as it does not generate a BOL.



Account Numbers Now Include Tradename

Bill To and Account Number fields that contain a dropdown list of account numbers will now also display the tradename for each of the account numbers listed. This modification should help customers to more easily select the correct account number when requesting quotes and creating shipments.



Domestic Quote Status Values Have Been Simplified

The status values for Domestic Quotes have been modified to the following. We believe these new simplified values will be clearer for our customers.

- Quote Submitted has been changed to Under Review
- Quote Accepted has been changed to Finalized
- Quote Expired is now Expired

Note: US Quotes status values remain unchanged

Density Calculator Now Provides Option to Enter Metric Units

In addition to providing options to select Imperial units, The Volume Density Calculator now provides the ability to input dimensions of your shipments in Centimeters or Meters. When Metric units are selected, Weight must be entered in kgs. Volume and Density will continue to be calculated in Imperial units, as this is the standard unit of measure at Day & Ross Freight.

Select Unit *

Inches Feet Centimeters Meters

Length	Width	Height	Weight (kg)	Volume (cubic ft.)	Density (lbs / cubic ft.)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total:				<input type="text"/>	<input type="text"/>

Payment Method Fields Now Default to Prepaid

All Payment Method fields will now default to the Prepaid option. Customers also have the ability to select Third Party or Collect payment methods while creating a shipment.

Payment Method *

Prepaid Collect Third Party

Create a Default Shipping Address

Each website user now has the ability to select a Default Shipping Address from their Address Book that will pre-populate shipper or From Address fields when selecting any of the Shipping menu features. If you typically ship from the same location, setting up a Default Shipping Address will save you time by reducing clicks to complete your transactions.

To setup your Default Shipping Address:

1. Confirm the Address ID to be used as your Default Shipping Address
2. Go to **MY DASHBOARD**

3. Select **MY PROFILE** from the sub-menu



4. Scroll to the bottom of the My Profile page and click the dropdown arrow next to **Default Shipping Address**



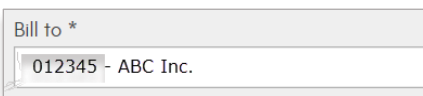
5. Select the **Address ID** to use as the Default Shipper
6. Click **Save**

Additional Information Regarding this Feature:

- To take advantage of this feature, the default shipping address you wish to use must already be setup in your Address Book.
- The Default Shipping Address feature is user specific, therefore each Company User will need to perform the steps above to select the Default Shipping Address of their choice.
- The Default Shipping Address can be modified at any time using the steps above, and will not affect shipments or quotes that have already been created but not yet completed.
- When creating a new shipment or quote, you have the ability to manually select a different Address ID, or clear out the Address ID and overwrite the From Address fields, if you wish to ship from a different location.
- If you would like to disable this feature at any time, follow steps 1 to 3 above, then select "none" from the "Default Shipping Address" dropdown list, and save your change.

Bill To Fields Now Default for Customers That Have Only One Account

For customers that have only one account number listed in Bill To fields, this account number will automatically populate the field without having to select it manually.



Alerts Now Display on My Dashboard

Customers will now have immediate visibility to service advisories and other important updates as soon as you log in, as a new Alerts tile has been added to My Dashboard. Hover over an alert with your mouse to view the entire message.



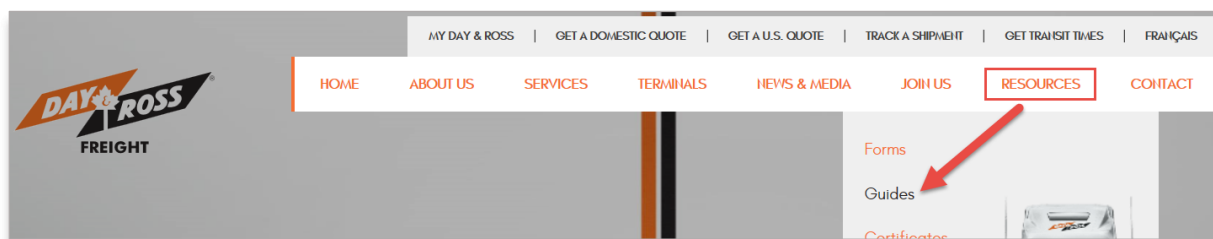
Public Alerts Will Now Be Posted on the Day & Ross Freight Home Page

All customers and visitors to the dayross.com website will now have visibility to any public alerts posted on the main/home page without having to log in.

Password Policy Has Been Updated

In response to feedback provided by our customers, the forced, frequent password reset feature on our website has been disabled. Customers can now continue to use their existing passwords indefinitely, and can change their passwords only when they wish to do so.

Company Administrators also have the ability to force Company Users to change their password at any time. They also have the ability to disable access for Company Users when they leave the company or no longer require access to the website. For more information, please refer to "Getting Started with My Day & Ross Company Admin", located under **Resources > Guides** on the website.



*Stay tuned for our next release of enhancements
scheduled for Winter 2017!*