

1.2 Enterprise

1.2.1 Customer

1.2.1.1 Customer Inquiry

Perform the following these steps for customer inquiry:

- From the Enterprise level menu, select CUSTOMER INQUIRY from the CUSTOMER menu tile and a new Customer Inquiry pop-up screen will display
- On the Customer Inquiry screen, the MCE Customer ID is prepopulated and disabled. Enter search parameters such as Legal Name, TPID, USDOT No., DBA Name, and Customer Type to narrow down the search
- History Check checkbox - If the user checks this checkbox, the system will look into past records

Customer Inquiry Form Fields:

- MCE Customer ID: 1198
- Legal Name: [Empty]
- TPID: [Empty]
- USDOT No.: [Empty]
- DBA Name: [Empty]
- History Check: ☐
- Customer Type: [Dropdown]

Buttons: Proceed, Refresh, Quit

- Select PROCEED to display a list of customers that match the search criteria

Customer Inquiry Results Table:

MCE CUSTOMER ID	TPID	USDOT NO.	LEGAL NAME	DBA NAME	APPLICATION TYPE	BUSINESS CITY	BUSINESS JUR	MAILING CITY
1198	431639536	000491897	SUCCESS TRUCK LEASING INC	SUCCESS NATIONALEASE	IRP, IFTA	KANSAS CITY	MO-MISSOURI	KANSAS CITY

Tree Section:

- MCE Customer ID - 1198
 - History
 - 1-08/05/2021 09:58:28 PM
 - 2-08/05/2021 09:02:42 PM
 - 3-08/02/2021 11:42:52 AM
 - 4-07/19/2021 05:04:11 PM

Showing 1 to 1 of 1 entries

Navigation: First, Previous, 1, Next, Last

- Click the TREE link on the left of the customer result grid to display the Inquiry tree
 - Any node on the Inquiry tree can be selected for detail information
 - “+” can be expanded
 - “-” can be compressed
 - History Check checkbox provides historical information on the customer
 - Date and time listed is when the customer was changed

- Select VIEW link on the far right of the customer entry to display detailed information about the Customer

CUSTOMER INQUIRY

Customer Details

MCE Customer ID	1198	Legal Name	SUCCESS TRUCK LEASING INC	DBA Name	SUCCESS NATIONALEASE	Carrier Type	C - CARRIER
Registrant Type	C - Corporation	Customer Status	A - ACTIVE	AP Vendor ID		AP Address ID	
Credential Language Preference	ENGLISH	System Credit Allowed	Y	Minimum System Credit Balance Amount	\$0.00		

Business Address

Street	77 S JAMES ST	Zip Code	64116	Jur	MO - MISSOURI	City	KANSAS CITY
County	CLAY	Country	US	Address Overridden	N		

Mailing Address

Street	PO BOX 2346	Zip Code	64116	Jur	MO - MISSOURI	City	KANSAS CITY
County	CLAY	Country	US	Address Overridden	N		

Business Customer Details

TPID	431639536	USDOT No.	000491897	Primary Contact Name	AMBER WOODROME	Email	
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Print

Close

1.2.2 User

1.2.2.1 User Profile

A user can update their profile using the user profile function. Perform the following steps to update your user profile:

- From the Enterprise level menu, select USER PROFILE from the USER menu tile.
- The User ID and User Name fields are pre-populated and disabled.
- Email – enter a valid email address.
- The Address section displays with previously entered information and is enabled to allow changes. User can add the address if it does not appear.
- Make any appropriate updates and click PROCEED. Then click PROCEED from the verification page to apply the changes.

The image shows two stacked forms for user registration. The top form, titled "User Details", contains fields for *User ID (MO1198), *User Name (redacted), *Email (empty), User Preference (dropdown), and Language Preference (ENGLISH dropdown). It also features an "Upload Image" button and an "Upload" button. The bottom form, titled "Address", contains fields for Street (89 JAMES ST.), Zip Code (63011), Jur (MO - MISSOURI dropdown), City (BALLWIN), County (SAINT LOUIS), and Country (US). At the bottom of the address form are "Proceed", "Refresh", "Quit", and a help icon.

1.2.3 Information

1.2.3.1 Prerequisites

Pop-Up blockers must be disabled for the system to function properly.

1.2.4 Logout

Logout will close current session and re-direct the user to the sign on page.

