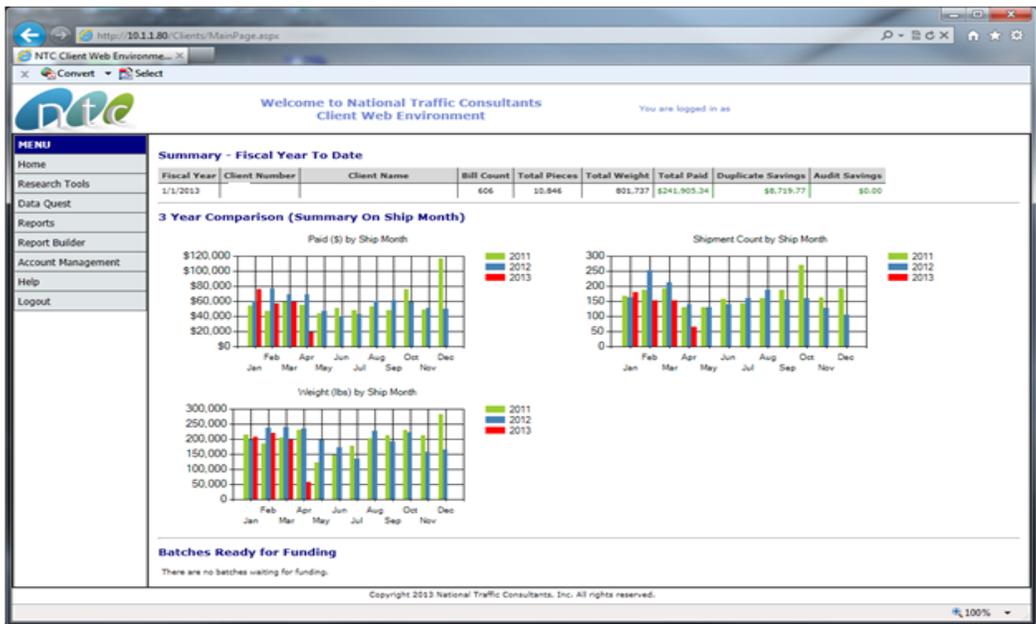
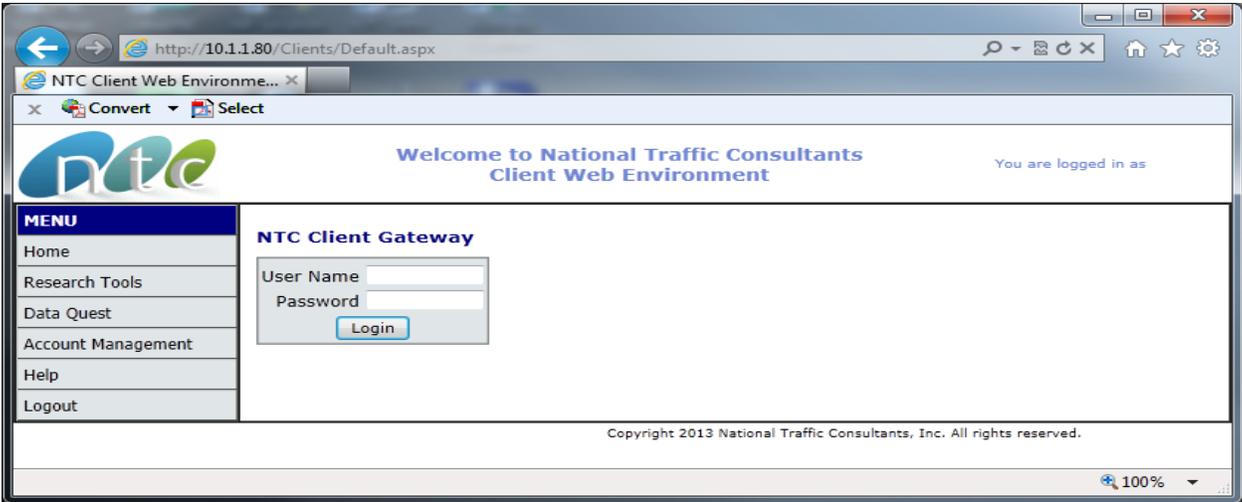


NTC Data Quest Procedures

General Edition

- Function:** Data Quest is a universal data retrieval tool. You can change the requirements on each field to narrow or expand your search. The purpose of this tool is to extract a standard set of data to be downloaded into Excel, Access or any other data base application.
- NTC Client Web Environment Access:** In the search bar of Internet Explorer, type clients.ntc-inc.com/clients and click on Customer Access. Once you have the **NTC Client Gateway** on the screen, bookmark the page for future use. At the login screen, enter your Username and Password where indicated and click the Login button.



3. **Data Quest:** Click on **Data Quest** on the Menu and select **your client name** as Client. For Date Type, select **Batch Date (FDR)** – this is the weekly payment file date. Please check with NTC if you are unclear of your weekly report processing date. Enter the Date Range by keying the dates in the boxes using **mm/dd/yyyy format**. To select one FDR date, enter the same FDR date in the first and second box.

Selection Criteria:

Date Type: For Date Type, select either:

- **Batch Date (FDR)** – this is the weekly payment file date which will always be a **Wednesday** for your company.
- **Ship Date** – this is the shipment date of the freight bill.

Date Range – Start Date/End Date: Enter the Date Range by keying the date in the boxes using the **mm/dd/yyyy** format. The report can be run for one weekly period by entering or selecting the same date for the start and end date or it can be run for a period of time by entering the date range. The date refers to the weekly process period date or the FDR Date.

For Example: To extract data for **one Batch (FDR) Date**, enter the same FDR date in *both of the date boxes*. This output will match the paid total for the date of that weekly batch (FDR). Duplicate and masterbill header records will be excluded.

For Example: To find **all shipments** made in a particular month, enter *the beginning Ship Date* and the *ending Ship Date* to search for that information. This output will provide every record processed by NTC matching that shipment (freight bill) date.

Selection Arguments:

- **Unrestricted:** No argument defined – no restrictions to the data
- **Equal:** Use to find a particular value – what you search for must match exactly with the information in the database or you will not receive any results
- **Not Equal:** Use to exclude a particular value
- **Less Than:** Use to find a smaller value not including the value requested
- **Greater Than:** Use to find a larger value not including the value requested
- **Less Than or Equal:** Use to find a smaller value including the value requested
- **Greater Than or Equal:** Use to find a larger value not including the value requested
- **Like (use %):** Use to find data containing the value. To find all records which start with a value, place the % at the end. To find all records which end with a value, place the % at the beginning. To find all records containing the value, place the % at the beginning and the end. Examples: **Rancho%** or **%Rancho** or **%Rancho%Dominguez%**

- **Not Like (use %):** Same as Like but excludes what is in the wild card. Use to exclude values from searches.
- **IN ('one','1','NV):** To find a list of values. *Each value must be in single quotes and each must be separated by a comma and the whole argument enclosed in parenthesis.*
Example: ('AZ','CA','UT')
- **NOT IN ('one','1','NV):** Same as IN but excludes what is in the list. Use to exclude values from searches like large carriers. Example: ('CRAN-5489-3', 'KUEH-2620-8')

Mode Table - Description:

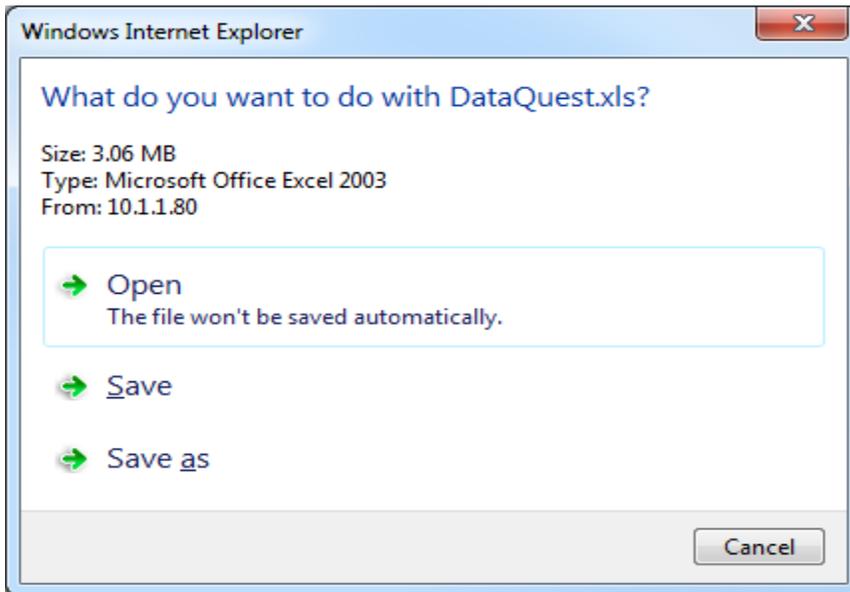
Air
 Air Freight
 Broker
 Broker/Other
 Broker/Truck
 Courier
 Drayage
 Freight Forwarder
 Intermodal
 LTL
 Multimodal
 Ocean
 Parcel Fedex
 Parcel/Freight
 Parcel UPS
 Rail
 Truck Load
 Tweener
 Vendor Freight
 Warehouse Expense

Output Options:

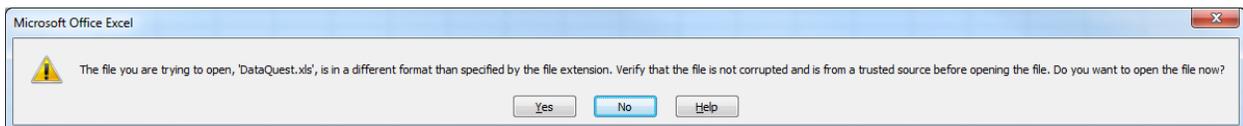
- **Screen (Get Data):** This will open the report output to the screen for review. The legend at the top will tell you the search criteria used and the number of records that your search has yielded. Use the underlined numbers to move from page to page. Each screen page displays 20 records.
- **Excel (Export to Excel):** This will open the report output into Excel for data manipulation. After running the report, the system will ask if you wish to Open, Save or Cancel the File Download. If you open the file, the report should be saved to your hard drive first before

working on the data. If you select Save, then you can rename the file when saving it to your hard drive.

When you export data to Excel, the system will ask what you would like to do with the data and you will get the following message:



or

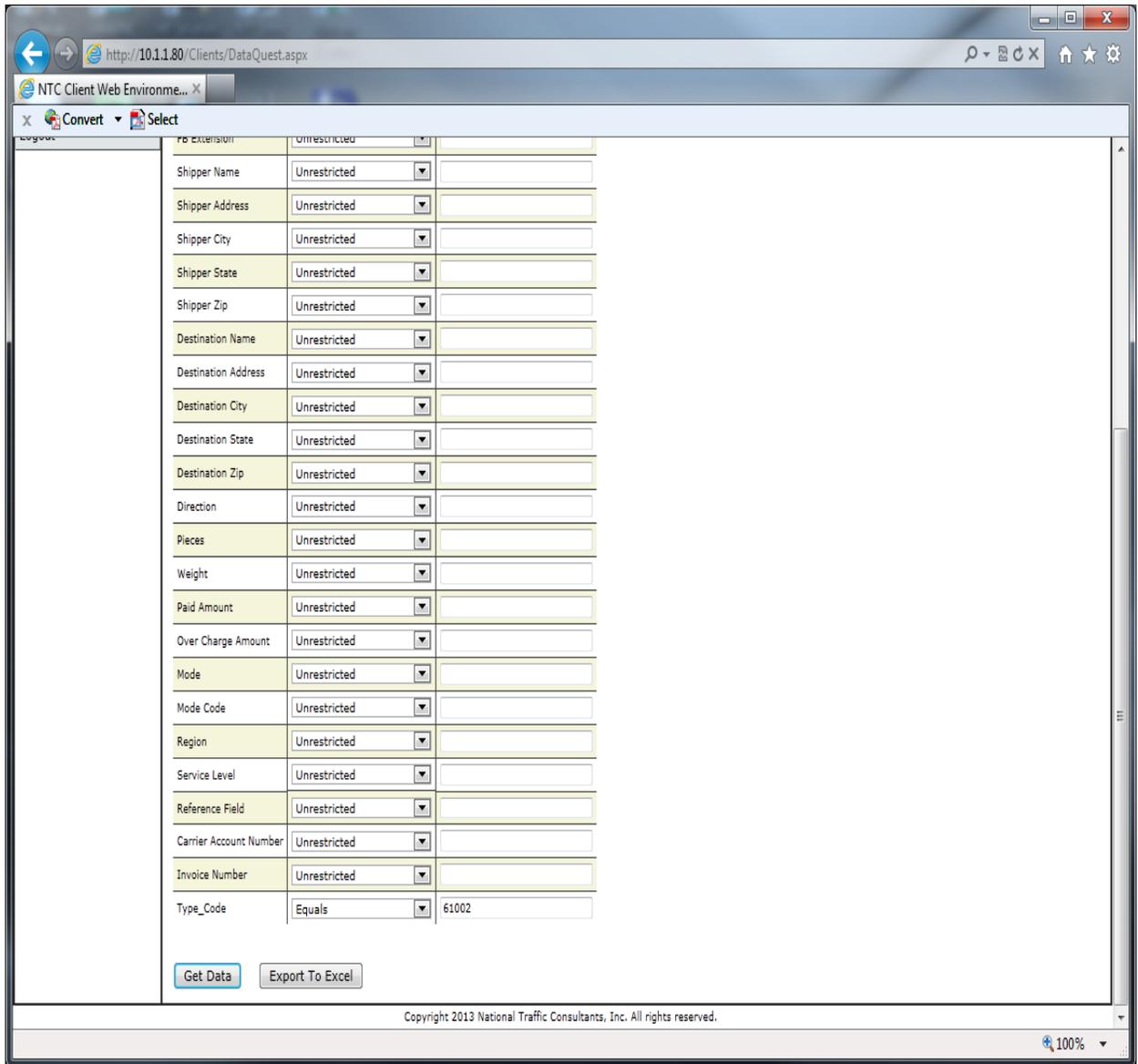


Click Open and Yes.

IMPORTANT: *Once open in Excel and before any work is done on the file, go to **Save As** and save the file with a filename and as .xls or .xlsx to convert the file to actual Excel format.*

Sample Data Quest Search

1. **Find all shipments with Type Code of 61002 for selected date range:** To extract specific shipment records for a particular type code and date range, do the following:
 - a. Select **Batch Date (FDR) or Ship Date** and enter the date range desired
 - b. Select all records with a **Type Code** that *equals* 61002. See above for descriptions of Selection Arguments.



Click on **Get Data** to display the records on the screen. The system will bring up the results of the search and you can **Export to Excel**.

NTC Client Web Environment... x

Convert Select

Welcome to National Traffic Consultants Client Web Environment

Batch Date (FDR) >= 12/04/2012 AND Batch Date (FDR) <= 12/04/2012 AND Type_Code = '61002'

Your search yielded 29 records.

Export To Excel Close

| dtable_id | CLnum | Carrier Name | Carrier Code | Batch Date | Ship Date | Bill of Lading | PO Number | Freight Bill Number | FB Extension | Shipper Name | Shipper Address | Shipper City | Shipper State | Shipper Zip | Destination Name | Destination Address | Destination City | Destination State | Destination Zip |
|-----------|-------|--------------------------|--------------|------------|------------|----------------|-----------|---------------------|--------------|--------------|-----------------|--------------|---------------|-------------|-------------------|---------------------|------------------|-------------------|-----------------|
| 1466504 | 2 | AVERITT EXPRESS INC | AVER-295-1 | 12/04/2012 | 11/19/2012 | TN14576640 | | 0028026730 | | ABC | | Mount Juliet | TN | 37122 | S PLUS | X | Lebanon | TN | 37090 |
| 1466506 | 2 | CF TRANSPORTATION INC | CFTR-4996-1 | 12/04/2012 | 11/19/2012 | TN14575986 | | 12731 | | ABC | | Mount Juliet | TN | 37122 | TERRYS TOWN | | Alliance | OH | 44601 |
| 1467260 | 2 | SOUTHERN CARRIERS INC | SOUT-3229-1 | 12/04/2012 | 11/15/2012 | TN14575980 | | 135047 | | ABC | | Mount Juliet | TN | 37122 | DISCOUNT | X | Bunker Hill | IN | 46914 |
| 1467287 | 2 | SUPER VAN SERVICE CO INC | SUPE-1271-1 | 12/04/2012 | 11/13/2012 | TN14575452 | | 106481100 | | ABC | | Mount Juliet | TN | 37122 | MITCHELL FROESSEL | X | Belleville | IL | 62220 |
| 1467289 | 2 | SUPER VAN SERVICE CO INC | SUPE-1271-1 | 12/04/2012 | 11/19/2012 | | | 102481200 | | ABC | | Saint Louis | MO | 63144 | ABC CORPORATION | | Mount Juliet | TN | 37122 |
| 1466507 | 2 | CF TRANSPORTATION INC | CFTR-4996-1 | 12/04/2012 | 11/20/2012 | TN14575985 | | 12736 | | ABC | | Mount Juliet | TN | 37122 | DIRECT | X | Lockbourne | OH | 43137 |
| 1466509 | 2 | CF TRANSPORTATION INC | CFTR-4996-1 | 12/04/2012 | 11/15/2012 | TN14575519 | | 12699 | A | ABC | | Mount Juliet | TN | 37122 | PLAZA | | Cape Girardeau | MO | 63702 |
| 1466512 | 2 | CF TRANSPORTATION INC | CFTR-4996-1 | 12/04/2012 | 11/15/2012 | TN14576050 | | 12693 | A | ABC | | Mount Juliet | TN | 37122 | PEP BOYS | X | Plainfield | IN | 46168 |
| 1466513 | 2 | CF TRANSPORTATION INC | CFTR-4996-1 | 12/04/2012 | 11/15/2012 | TN14576051 | | 12693 | B | ABC | | Mount Juliet | TN | 37122 | PEP BOYS | X | Plainfield | IN | 46168 |
| 1466514 | 2 | CF TRANSPORTATION INC | CFTR-4996-1 | 12/04/2012 | 11/15/2012 | TN14576052 | | 12693 | C | ABC | | Mount Juliet | TN | 37122 | PEP BOYS | X | Plainfield | IN | 46168 |
| 1466515 | 2 | CF TRANSPORTATION INC | CFTR-4996-1 | 12/04/2012 | 11/15/2012 | TN14576053 | | 12693 | D | ABC | | Mount Juliet | TN | 37122 | PEP BOYS | X | Plainfield | IN | 46168 |
| 1466516 | 2 | CF TRANSPORTATION INC | CFTR-4996-1 | 12/04/2012 | 11/15/2012 | TN14576054 | | 12693 | E | ABC | | Mount Juliet | TN | 37122 | PEP BOYS | X | Plainfield | IN | 46168 |
| 1466517 | 2 | CF TRANSPORTATION INC | CFTR-4996-1 | 12/04/2012 | 11/15/2012 | TN14576055 | | 12693 | F | ABC | | Mount Juliet | TN | 37122 | PEP BOYS | X | Plainfield | IN | 46168 |
| 1466518 | 2 | CF TRANSPORTATION INC | CFTR-4996-1 | 12/04/2012 | 11/15/2012 | TN14576056 | | 12693 | G | ABC | | Mount Juliet | TN | 37122 | PEP BOYS | X | Plainfield | IN | 46168 |
| 1466519 | 2 | CF TRANSPORTATION INC | CFTR-4996-1 | 12/04/2012 | 11/16/2012 | TN14575651 | | 12694 | | ABC | | Mount Juliet | TN | 37122 | DIRECT | X | Lockbourne | OH | 43137 |

Click on the **dtable_id** to bring up the Global Viewer screen to make the edit change.

NTC Client Web Environment... x

Convert Select

Welcome to National Traffic Consultants Client Web Environment

You are logged in as ABC

Close Previous Record 1 (1466504) of 1 Next

| | | | |
|--|--|--|--|
| CLIENT Client: ABC CLnum: 2 Name: ABC Inc Addr: City: Anytown State: CA Zip: 99999 | CARRIER Name: AVERITT EXPRESS INC Code: AVER-295-1 Addr: P O BOX 102197 City: ATLANTA State: GA Zip: 30368-2197 | BILL DETAIL FBnum: 0028026730 FB Exten: BOL: TN14576640 PO: Invoice: Report Date: 12/4/2012 Ship Date: 11/19/2012 Direction: O Mode: LTL | CHARGES Billed Amt: \$153.00 Paid Amt: \$153.00 Savings: \$0.00 FB Dup 0 BL Dup 0 FSC: \$0.00 |
| SHIPPER Name: ABC Address: City: Mount Juliet State: TN Zip: 37122 | CONSIGNEE Name: S PLUS Addr: X City: Lebanon State: TN Zip: 37090 | PARCEL Invoice#: <input type="text"/> Carrier Acct: Service Level: Region: Reference: FrtCharge: DiscAmt: | MEASUREMENTS Pieces: 1356 Weight: 31741 DIMMED: DimDivisor: Packing Code: |
| CHECK INFO Number: Amount: Print Date: | NOTES EDI Notes: EDI RecvDate: EDI BatchDate: Modified Date: EDI MsgID ID: 4319813 Entry Notes: <input type="text"/> Entry OvrChrg: Entry Date: Nov 30 2012 11:07AM Modified Date: Nov 30 2012 11:07AM Batch Date: Nov 30 2012 6:29PM F020: ENTRY | CLIENT CODING Type_Code: 61002 <input type="text"/> | |

Update

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Changes can be made to records that are outlined as boxes. Change the Type Code then click **Update** to save the changes.

You may also add notes to the EDI Notes or Entry Notes fields.