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Xpress Suite®

View Driver/Owner Pay History

Online Help

This online help guide contains only the documentation for the online portion of View Driver/Owner Pay History. For the complete user's guide, which includes setup information, refer to the *Xpress Suite® View Driver/Owner Pay History User's Guide* on Innovative's Customer Resources site.

Acknowledgements

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This document may contain technical and/or typographical errors. Revisions are continually incorporated for future releases, and all information is subject to change without notice.

Innovative Enterprise Software®

5924 N.W. 2nd Street, Suite 100
Oklahoma City, OK 73127
Phone: (405) 495-8788
Fax: (405) 782-7510

750 Old Hickory Blvd., Suite 290
Brentwood, TN 37027
Phone: (615) 986-1900
Fax: (615) 377-8865

Conventions

This guide was created as an Adobe PDF file in order to provide you with multiple options for printing or viewing the document on your PC.

Online Navigation

We recommend that you view this guide on your PC, so that you can use the navigation buttons provided on the Adobe Reader toolbar. Use these buttons to return to the previous page, go forward a page, back a page, go to the first page, or go to the last page of the document. Use the bookmarks area to quickly access and/or preview specific areas within the document. Additionally, you may move within the document to specific pages using the cross-reference links, as well as the Table of Contents and the Index. Click the Help menu on the toolbar for more information about how to use the navigation options.

Conventions

The following table lists the icons and documentation standards used throughout this guide.

<i>Notes</i>		<hr/> <hr/> <p>Notes include important information specific to the sections in which they are contained, often tying together several fields and reflecting the options available.</p> <hr/>
<i>Tips</i>		<hr/> <hr/> <p>Tips include helpful shortcuts, suggestions, and messages related to troubleshooting.</p> <hr/>
<i>Warnings</i>		<hr/> <hr/> <p>Warnings include critical information which should be reviewed prior to any data entry. Tips include helpful shortcuts, suggestions, and messages related to troubleshooting.</p> <hr/>
<i>Fields</i>		Field names are italicized and have two underscores (__) following the field name. For example, "Enter a Y in the <i>Post Check Calls__</i> field."
<i>Key Entry</i>		All keyboard entry is bold. For example, "Press Enter after typing the data."
<i>Report/Screen Modules</i>		References to report and/or screen names are identified within quotation marks, such as "Check Data Queues" and "Select Miscellaneous Codes" screens.
<i>Modules</i>		Module names are capitalized. For example, "This code affects both Accounts Payable and Accounts Receivable modules."

Documentation Updates

The documentation provided on Innovative Computing Corporation's Documentation CD is the most up-to-date documentation for your version of the system at the time that the CD is delivered. However, as updates are made and new documentation is created, Innovative posts the most current documentation to its Customer Resources site. Innovative Computing Corporation's Customer Resources site is restricted to employees of Innovative customers who are current Support subscribers in good standing. This site can be reached through the following URL:

<http://www.innovativecomputingcorp.com>

If you already have a username and password for the Customer Resources site, click the "Login to Customer Resources" link. If you do not have a username and password for the Customer Resources site, click the "Register for Customer Resources" link and fill out the form that displays.

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Overview

System Overview

View Driver/Owner Pay History is part of the Xpress Suite line of products. It leverages the existing Xpress Suite design and connectivity to IES® (i.e., the iSeries/AS400) to allow company drivers to view their payroll history and owner operators to view their settlement history over the Internet. View Driver/Owner Pay History allows you to customize searches for payroll and settlement history such as by a specific trip number or through a date range. Additionally, it can store document images that correspond to the payroll and settlement records such as paycheck stubs, invoices, time cards, settlement statements, etc.

Screen Overview

To familiarize you with the system, this section provides an illustration and description of some of the standard items found in View Driver/Owner Pay History.



Field Definitions

Graphical Header

The Innovative logo displays in the graphical header on each screen of the View Driver/Owner Pay History system. However, customers can replace the Innovative logo with their own company logo. Contact Innovative for more information.

Navigation Bar

The navigation bar displays along the left side of each screen in the View Driver/Owner Pay History system. It contains links that allow you to navigate through the system, such as links to logout, enable online help, open search screens, access Innovative's or your company's Web site, etc.

Fields

Fields display data or allow you to input data.

Buttons

Buttons allow you to execute a command.

View Driver/Owner Pay History

Field Definitions

Innovative Web site

The *Innovative Computing Corporation* links provide one-click access to Innovative's Web site. However, you can replace these links with links to your company's Web site. Contact Innovative for more information.

Accessing View Driver/Owner Pay History

Login Screen

Once you have used your company's URL to access View Driver/Owner Pay History, the login page displays as shown below. This page allows you to designate whether you are a driver or an owner and to enter your user name and password to log in to your online account.



Field Definitions

Driver

Select this radio button if you are a company driver.

Owner

Select this radio button if you are an owner operator.

Username

Type your user name in this field. Your user name (i.e., your driver or owner code) is assigned to you by your company. It can be up to 6 alphanumeric characters in length.

Password

Type your password in this field. Your password can be up to 8 alphanumeric characters. Password requirements are listed as follows:

- Must contain a minimum of 6 characters.
- Must contain a minimum of 2 alpha characters.



Your password is case sensitive. If you have problems with your password, ensure that the Caps Lock key is turned off and that you have entered the correct password.



If you want to change your password, you may do so through the "Edit Profile" link on the navigation bar once you log in to the system.

View Driver/Owner Pay History

Field Definitions

<i>Sign On</i>	Once you have completed the fields on this screen, click this button to sign in to the system.
<i>First Time User?</i>	Click this link if you are a first time user. The “First Time User” screen displays, which allows you to set up your user profile information. Refer to the <i>First Time User</i> section of this guide for more information.
<i>Forget Password</i>	Click this link to display the “Forget Password” screen, which allows you to fill out your profile information and answer your security question so that your existing password can be e-mailed to you.

Navigation Bar

<i>HELP</i>	Click this link to access online help for View Driver/Owner Pay History.
<i>Innovative Computing Corporation</i>	The <i>Innovative Computing Corporation</i> links provide one-click access to Innovative’s Web site. However, you can replace these links with links to your company’s Web site. Contact Innovative for more information.

View Driver/Owner Pay History

First Time User

When you click the **First Time User?** link from the View Driver/Owner Pay History “Login” screen, the “First Time User” screen displays as shown below. Complete the fields on this screen to set up your account.

First Time User

Driver Owner

* Username (Driver/Owner Code)

* Last 4 digits of SSN or EIN

* Zip (or Postal) Code

ALL Fields Required

Continue Cancel

For more information
please contact
[Innovative Computing Corporation](#)
(800) 238-3895

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Field Definitions

<i>Driver</i>	Select this radio button if you are a company driver.
<i>Owner</i>	Select this radio button if you are an owner operator.
<i>Username (Driver/Owner Code)</i>	Type your user name in this field. Your user name (i.e., driver or owner code) is assigned to you by your company. It can be up to 6 alphanumeric characters in length.
<i>Last 4 digits of SSN or EIN</i>	Type the last 4 digits of your social security number (SSN) or your employee identification number (EIN) in this field.  <hr/> <p>Owner operators may be required to enter the last four digits of their tax ID number in this field instead of the last four digits of their SSN or EIN. To find out which number you are supposed to enter in this field, contact your Driver Manager.</p> <hr/>
<i>Zip (or Postal) Code</i>	Type the ZIP Code that appears on your check in this field.
<i>Continue</i>	Click this button to display the “User Profile” screen, which allows you to set up your profile information such as your password to the View Driver/Owner Pay History system. Refer to the <i>Edit Profile</i> section of this guide for more information on this screen.
<i>Cancel</i>	Click this button to cancel the transaction.

Navigation Bar

<i>HELP</i>	Click this link to access online help for View Driver/Owner Pay History.
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View Driver/Owner Pay History

Navigation Bar

Innovative Computing Corporation

The *Innovative Computing Corporation* links provide one-click access to Innovative's Web site. However, you can replace these links with links to your company's Web site. Contact Innovative for more information.

View Driver/Owner Pay History

Welcome Page

Once you have successfully signed on to View Driver/Owner Pay History, the following “Welcome Page” displays as shown below. This screen shows the date (in MM/DD/YY format) and military time (in HH:MM:SS format) in which you last logged on.



Buttons

Continue

If you are a *driver*, click this button to proceed to the “Payroll History Inquiry” screen, which allows you to view your payroll transactions. Refer to the *Payroll History Inquiry* section of this guide for more information.

If you are an *owner operator*, click this button to proceed to the “Settlement History Inquiry” screen, which allows you to view your settlement transactions. Refer to the *Settlement History Inquiry* section of this guide for more information.

Navigation Bar

Logout

Click this link to logout of View Driver/Owner Pay History.

Search

If you are a *driver*, click this button to display the “Search Payroll History” screen, which allows you to search for payroll records either by a trip number or a date range. Refer to the *Search Payroll History* section of this guide for more information.

If you are an *owner*, click this button to display the “Search Settlement History” screen, which allows you to search for settlement history records either by a trip number or a date range. Refer to the *Search Settlement History* section of this guide for more information.

Edit Profile

Click this link to display the “User Profile” screen. This screen displays the profile information set up for your account. From this screen, you can edit your profile information. Refer to the *Edit Profile* section of this guide for more information.

HELP

Click this link to access online help for View Driver/Owner Pay History.

Edit Profile

Click the **Edit Profile** link from the navigation bar to display the “User Profile” screen, illustrated below. Use this screen to edit your profile information, such as changing your password, updating your e-mail address, etc.



Field Definitions

<i>Driver</i>	If selected, this radio button indicates that you are a driver. You cannot edit this field.
<i>Owner</i>	If selected, this radio button indicates that you are an owner. You cannot edit this field.
<i>Password</i>	To change your password, type a new password in this field. For security purposes, each character of your password is represented by a bullet (•). Password requirements are as follows: <ul style="list-style-type: none"> • Can contain up to 8 alphanumeric characters. • Must contain a minimum of 6 characters. • Must contain at least 2 alpha characters.
<i>Verify Password</i>	Retype your new password in this field. For security purposes, each character of your password is represented by a bullet (•).
<i>Email Address</i>	This field displays your e-mail address. If your e-mail address has changed, enter the new one in this field.
<i>Security Question</i>	This field displays your security question. If you would like to use a new security question, enter it in this field.
<i>Security Answer</i>	This field displays the answer to your security question. If you have changed your security question, enter the new security answer in this field.

View Driver/Owner Pay History

Buttons

<i>Continue</i>	Click this button to update any changes you have made. Additionally, these changes will be updated in the “Password Master Update” screen in IES.
<i>Cancel</i>	Click this button to cancel any changes you have made.

Navigation Bar

<i>Logout</i>	Click this link to logout of View Driver/Owner Pay History.
<i>Search</i>	<p>If you are a <i>driver</i>, click this button to display the “Search Payroll History” screen, which allows you to search for payroll records either by a trip number or a date range. Refer to the <i>Search Payroll History</i> section of this guide for more information.</p> <p>If you are an <i>owner</i>, click this button to display the “Search Settlement History” screen, which allows you to search for settlement history records either by a trip number or a date range. Refer to the <i>Search Settlement History</i> section of this guide for more information.</p>
<i>Edit Profile</i>	Click this link to display the “User Profile” screen. This screen displays the profile information set up for your account. From this screen, you can edit your profile information. Refer to the <i>Edit Profile</i> section of this guide for more information.
<i>HELP</i>	Click this link to access online help for View Driver/Owner Pay History.

View Driver Pay History

The screens described in this section display only if you are logged into View Driver/Owner Pay History as a *driver*. If you are logged in as an owner operator, refer to the *View Owner Pay* section of this guide.

Payroll History Inquiry

Once you log in to the system and click the **Continue** button from the “Welcome” page, the “Payroll History Inquiry” screen displays, illustrated below. This screen shows the 10 most recent transactions in descending disbursement date order. To display the next 10 records, click the **Next** button.

You can click on any underlined portion of this screen to display more details for the transaction. For example, if you click on the reference number, the earning, deduction, and tax details display for the transaction. If you click the **Images** link, any stored images associated with the transaction display, such as paycheck stubs, invoices, time cards, settlement statements, etc.



The “Payroll History Inquiry” screen contains payroll information similar to the information contained on the IES “Pay History Inquiry” screen. This screen can be accessed by going to the IES Main Menu, selecting the Payroll Menu option, then selecting the Payroll History Inquiry option. For more information on this screen, refer to the *Payroll User’s Guide*.

Date	Reference	Net Amount	Image Link
<i>DRIVER NAME</i>			
0402/YY	00000068	218.17	Image
01/19/YY	00000067	2,995.37	Image
01/19/YY	27011901	0.00	Image
01/18/YY	00000066	2,995.37	Image
01/17/YY	00000064	2,995.37	Image
01/16/YY	00000063	2,995.37	Image
01/15/YY	00000062	2,995.37	Image
01/14/YY	00000061	2,995.37	Image
01/13/YY	00000060	2,995.37	Image
01/12/YY	00000059	2,995.37	Image

Field Definitions

<i>Date</i>	The disbursement date displays in this field in MM/DD/YY format. This is the date in which the funds were pay out.
<i>Reference</i>	The reference number displays in this field. You can click on this field to display the details of the transaction (e.g., the gross amount, deductions, taxes, etc.).

View Driver/Owner Pay History

Field Definitions

<i>Net Amount</i>	This field displays the net amount, which is the amount you were paid for the transaction (gross amount minus deductions, taxes, etc.). The net amount displays in 0,000,000.00 format.
<i>Image Link</i>	<p>This field displays if an image link is associated with the transaction. Click the Image link to view the stored image associated with the transaction, such as a paycheck stub, invoice, time card, settlement statement, etc.</p> <p> If you do not want to use the image functionality in the View Driver/Owner Pay History system, Innovative can remove the "Image Link" column from the screen.</p>

Buttons

<i>Next</i>	Click the Next button to display the next 10 records.
<i>Previous</i>	Click the Previous button to display the previous 10 records.

Navigation Bar

<i>Logout</i>	Click this link to logout of View Driver/Owner Pay History.
<i>Search</i>	Click this button to display the "Search Payroll History" screen, which allows you to search records by trip number or a date range. Refer to the <i>Search Payroll History</i> section for more information.
<i>Edit Profile</i>	Click this link to display the "User Profile" screen. This screen displays the profile information set up for your account. From this screen, you can edit your profile information. Refer to the <i>Edit Profile</i> section of this guide for more information.
<i>HELP</i>	Click this link to access online help for View Driver/Owner Pay History.

Details Screen

Once you click on a reference number from the “Payroll History Inquiry” screen, the “Details” screen displays as shown below. This screen displays the earning, deduction, and tax details for each payroll transaction.

DRIVER NAME - 27011901 Earning Details								
Earning Date	Order #	Disp #	Pay Qty	Units (H/M/Q)	Pay Class	Rate Code	Rate/Unit	Amount
01/08/YY	0000143	01	190.00	M	TMILE	TMILE	0.23000	43.70
01/08/YY	0000234	01	190.00	M	TMILE	TMILE	0.23000	43.70
01/08/YY	0000238	01	190.00	M	TMILE	TMILE	0.23000	43.70
Total Earnings								131.10
DRIVER NAME - 27011901 Deduction Details								
Deduction Date	Benefit Pkg	Formula Type	Deduction Code	Description	Amount			
01/19/YY	D	ADV	02	FUEL ADVANCES	45.00			
01/19/YY	D	ADV	99	AUTO GENERATED ADV	-15.77			
01/19/YY	D	AHC	01	HEALTH INSURANCE	87.45			
01/19/YY	D	DENT	01	DENTAL	12.00			
Total Deductions					128.68			
DRIVER NAME - 27011901 Tax Details								
Tax Authority					Amount			
FD					0.00			
FICA					2.42			
OK					0.00			
SDI					0.00			
Total Tax					2.42			
Net Payment					0.00			

Earning Details—This portion of the screen displays the earning records for the payroll transaction.

Field Definitions

<i>Earning Date</i>	This field displays the earning date for the order in MM/DD/YY format.
<i>Order #</i>	This field displays the order number associated with the earnings.
<i>Disp #</i>	This field displays the dispatch number associated with the earnings.

View Driver/Owner Pay History

Field Definitions

<p><i>Pay Qty</i></p>	<p>This field displays the pay quantity assigned to this record. Pay quantity is based on the type of pay (hourly, mileage, quantity, benefit, etc.).</p> <p>For example:</p> <ul style="list-style-type: none"> • Hours If the <i>Units (H/M/Q)</i> field displays “H” for hours, then the number of hours that the driver was paid for displays in this field. • Miles If the <i>Units (H/M/Q)</i> field displays “M” for miles, then the number of miles that the driver was paid for displays in this field. • Quantity If the <i>Units (H/M/Q)</i> field displays “Q” for quantity, then the number of loading pay incidents that the driver was paid for displays in field. • Benefit If the <i>Units (H/M/Q)</i> field displays “B” for benefit, then the benefit time that the driver was paid for displays in field.
<p><i>Units (H/M/Q)</i></p>	<p>This field displays the type of rate unit for the earning. Valid unit codes include:</p> <ul style="list-style-type: none"> • H = Hours Payment if based on an hourly rate. • M = Miles Payment if based on mileage. • Q = Quantity Payment is based on quantity multiplied by a factor. • B = Benefits Payment is based on benefit pay (vacation pay, personal leave, etc.).
<p><i>Pay Class</i></p>	<p>This field displays the type of pay class assigned to this record. Pay class applies to company driver payroll only. Pay classes are used in payroll to classify the type of pay. Some examples include “TMILE” for total miles, “BONUS” for bonus pay, “OTHR” for overtime hours, and so forth.</p>
<p><i>Rate Code</i></p>	<p>This field displays the rate code assigned to this record. An example would be “MIL22” for 22 cents per mile.</p>
<p><i>Rate/Unit</i></p>	<p>This field displays the pay rate per unit (e.g., amount per hour) for this paycheck.</p>
<p><i>Amount</i></p>	<p>This field displays the amount each earning.</p>
<p><i>Total Earnings</i></p>	<p>This field displays the gross pay amount, which is the amount the employee earned prior to deductions and taxes.</p>

Deduction Details—This portion of this screen displays the deductions and reimbursements associated with the payroll transaction.

Field Definitions

<p><i>Deduction Date</i></p>	<p>This field displays the deduction date in MM/DD/YY format.</p>
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View Driver/Owner Pay History

Field Definitions

<i>Benefit Pkg</i>	<p>This field displays the benefit package, which is a set of benefits applied to specific employees, usually a specific Run Group.</p> <p>For example, your company may have two benefit packages: a “W” benefit package that encompasses the benefits for office/shop personnel and a “D” benefit package that contains the benefits for company drivers.</p>
<i>Formula Type</i>	<p>This field displays the formula type of the benefit deduction. For example, “AHC” may be the formula type for health insurance.</p>
<i>Deduction Code</i>	<p>This field displays the deduction code, which is a code used to further define the benefit formula type. For example, “01” may be the deduction code used to define a single coverage health insurance plan and “03” may represent a family coverage plan.</p>
<i>Description</i>	<p>This field displays a description of the deduction or reimbursement.</p>
<i>Amount</i>	<p>This field displays the amount taken out of your check for the corresponding deduction.</p>
<i>Total Deductions</i>	<p>This field displays the total amount of all the deductions.</p> <p>Tax Details—The “Tax Details” portion of this screen displays the amount that each individual tax authority took out of your check. The total of all tax deductions displays in this section as well as your net payment.</p>

Field Definitions

<i>Tax Authority</i>	<p>This column lists the tax authorities applicable to your payroll such as federal, income tax, social security (FICA), any state and local tax, etc.</p>
<i>Amount</i>	<p>This column displays the amounts that the associated tax authority withdrew.</p>
<i>Total Tax</i>	<p>This field displays the total amount of taxes taken out of your check.</p>
<i>Net Payment</i>	<p>This field displays the net amount, which is the amount you were paid for the transaction (Total Earnings - Total Deductions - Total Tax = Net Payment). The net payment displays in 0,000,000.00 format.</p>

Buttons

<i>Back</i>	<p>Click this button to navigate back to the “Payroll History Inquiry” screen.</p>
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Navigation Bar

<i>Logout</i>	<p>Click this link to logout of View Driver/Owner Pay History.</p>
<i>Search</i>	<p>Click this button to display the “Search Payroll History” screen, which allows you to search for payroll records either by a trip number or a date range. Refer to the <i>Search Payroll History</i> section of this guide for more information.</p>

View Driver/Owner Pay History

Navigation Bar

Edit Profile

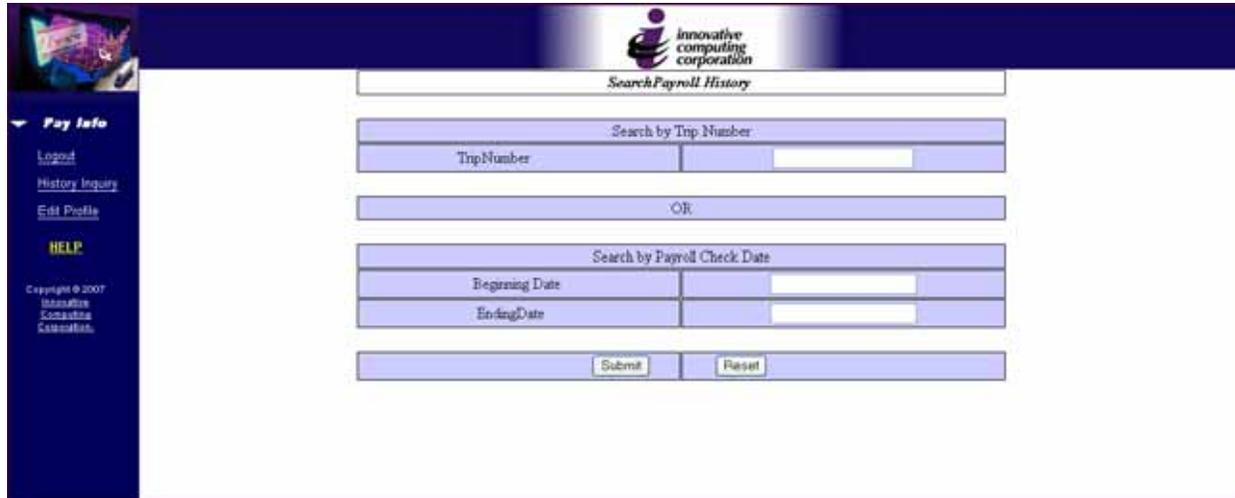
Click this link to display the “User Profile” screen. This screen displays the profile information set up for your account. From this screen, you can edit your profile information. Refer to the *Edit Profile* section of this guide for more information.

HELP

Click this link to access online help for View Driver/Owner Pay History.

Search Payroll History

The “Search Payroll History” screen is available by clicking the “Search” button along the navigation bar. This screen allows you to search for payroll records either by a trip number or by a disbursement date range. Once you submit a search, the records return for each pay transaction associated with the criteria searched.



Field Definitions

<i>Trip Number</i>	If you want to perform a search by trip number, type the trip number in this field. If you enter a value in the <i>Trip Number</i> field, the <i>Beginning Date</i> and <i>Ending Date</i> fields become inactive.
<i>Beginning Date</i>	If you want to search for payroll records paid within a certain date range, type the beginning disbursement date (in MM/DD/YY format) in this field. If you enter a value in the <i>Beginning Date</i> field, the <i>Trip Number</i> field becomes inactive.
<i>Ending Date</i>	If you want to search for payroll records paid within a certain date range, type the ending disbursement date (in MM/DD/YY format) in this field. If you enter a value in the <i>Ending Date</i> field, the <i>Trip Number</i> field becomes inactive.

Buttons

<i>Submit</i>	Click this button to submit the criteria for your search.
<i>Reset</i>	Click this button to clear the fields on this screen.

Navigation Bar

<i>Logout</i>	Click this link to logout of View Driver/Owner Pay History.
<i>History Inquiry</i>	Click this link to access the “Payroll History Inquiry” screen.
<i>Edit Profile</i>	Click this link to display the “User Profile” screen. This screen displays the profile information set up for your account. From this screen, you can edit your profile information. Refer to the <i>Edit Profile</i> section of this guide for more information.
<i>HELP</i>	Click this link to access online help for View Driver/Owner Pay History.

View Driver/Owner Pay History

Signing in as a First Time User

Follow this procedure if you are a driver signing in as a first time user. Your company must first have you set up in the IES Driver Master.

1. Sign on to your company's URL for View Driver/Owner Pay History. The following screen displays as shown below.

The screenshot shows the 'Welcome to the Xpress Suite™' login page. The title is 'View Driver/Owner Pay History'. There are two radio buttons: 'Driver' (selected) and 'Owner'. Below them are fields for 'Username:' and 'Password:', and a 'Sign On' button. To the right, there are links for 'First Time User?' and 'Forgot Password?'. A sidebar on the left contains a 'HELP' link and copyright information for Innovative Computing Corporation. At the bottom, there is contact information for Innovative Computing Corporation and a copyright notice.

2. Select the **First Time User?** link. The following screen displays.

The screenshot shows the 'First Time User' registration page. It has two radio buttons: 'Driver' (selected) and 'Owner'. Below them are three required fields: 'Username (Driver/Owner Code)', 'Last 4 digits of SSN or EIN', and 'Zip (or Postal) Code'. The 'Zip' field contains '37211'. There are 'Continue' and 'Cancel' buttons. A sidebar on the left contains a 'HELP' link and copyright information. At the bottom, there is contact information for Innovative Computing Corporation and a copyright notice.

3. Select the **Driver** radio button to indicate that you are a company driver.
4. Type your user name in the *Username (Driver/Owner Code)* field.
5. Type the last 4 digits of your social security number or your employee identification number in the *Last 4 digits of SSN or EIN* field.
6. Type the ZIP Code that appears on your check in the *Zip (or Postal) Code* field.

View Driver/Owner Pay History

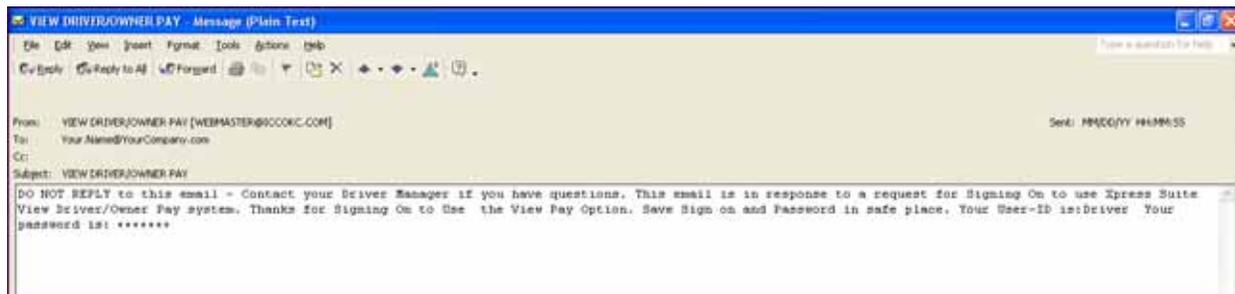
- Click the **Continue** button. The "User Profile" screen displays as shown below.

The screenshot shows the 'User Profile' registration page. The form includes the following fields:

- DRIVER NAME**: A dropdown menu with 'Driver' and 'Owner' options.
- Password**: A text field with masked characters (*****).
- Verify Password**: A text field with masked characters (*****).
- Email Address**: A text field containing 'YourName@YourCompany.com'.
- Security Question**: A dropdown menu with the text 'What is the last 4 digits of your SSN?'.
- Security Answer**: A text field containing '6547'.

Below the form, there is a 'Continue' button and a 'Cancel' button. At the bottom of the page, there is contact information for Innovative Computing Corporation: (800) 238-3895.

- In the *Password* field, type your password.
- In the *Verify Password* field, retype the password that you entered in the *Password* field.
- In the *Email Address* field, type your e-mail address.
- In the *Security Question* field, type a security question.
- In the *Security Answer* field, type the answer to your security question.
- Click the **Continue** button.
- You will receive an e-mail, similar to the one below, verifying your user name and password.



View Driver/Owner Pay History

Retrieving Your Password

Follow the steps below if you are a driver who wants to retrieve your password.

1. Sign on to your company's URL for View Driver/Owner Pay History. The following screen displays as shown below.



The screenshot shows the 'Welcome to the Xpress Suite' login page. At the top, there is the Innovative Computing Corporation logo and the text 'Welcome to the Xpress Suite™'. Below this is the title 'View Driver/Owner Pay History'. The main content area contains a login form with two radio buttons: 'Driver' (selected) and 'Owner'. There are input fields for 'Username:' and 'Password:', and a 'Sign On' button. To the right of the form are two links: 'First Time User?' and 'Forgot Password'. Below the form, there is a message: 'For more information please contact Innovative Computing Corporation (800) 238-3895'. At the bottom, there is a copyright notice: 'Copyright 2002 Innovative Computing Corporation. All rights reserved. WebMaster'.

2. Select the **Forgot Password** link. The following screen displays.



The screenshot shows the 'Forgot Password' form. At the top, there is the Innovative Computing Corporation logo and the text 'Forgot Password'. Below this is a form with two radio buttons: 'Driver' (selected) and 'Owner'. There are three input fields: 'Username (Driver/Owner Code)', 'Last 4 digits of SSN or EIN', and 'Zip (or Postal) Code'. The 'Zip (or Postal) Code' field contains the value '37211'. Below the form, there is a message: 'For more information please contact Innovative Computing Corporation (800) 238-3895'. At the bottom, there is a copyright notice: 'Copyright 2002 Innovative Computing Corporation. All rights reserved. WebMaster'.

3. Select the **Driver** radio button.
4. Type your user name in the *Username (Driver/Owner Code)* field.
5. Type the last 4 digits of your social security number or your employee identification number in the *Last 4 digits of SSN or EIN* field.
6. Type the ZIP Code that appears on your check in the *Zip (or Postal) Code* field.

View Driver/Owner Pay History

- Click the **Continue** button. The following "Forgot Password" screen displays as shown below. Type the answer to your security question in the *Security Answer* field.

HELP
Copyright © 2007
Innovative
Computing
Corporation

innovative
computing
corporation

Forgot Password

Driver | Owner

DRIVER NAME

Security Question: What is your dog's name?
Security Answer: Scooby

ALL Fields Required

Continue Cancel

For more information please contact
Innovative Computing Corporation
(800) 238-3895

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- Click the **Continue** button. The following message displays as shown below.

HELP
Copyright © 2007
Innovative
Computing
Corporation

innovative
computing
corporation

Forgot Password

Driver | Owner

DRIVER NAME

Your password has been emailed to the address previously set up in your User Profile.

Continue

For more information please contact
Innovative Computing Corporation
(800) 238-3895

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- You will receive an email, similar to the one below, that contains your password.

VIEW DRIVER/OWNER PAY - Message (Plain Text)

From: VIEW DRIVER/OWNER PAY [WEBMASTER@ICCCORP.COM] Sent: 11/05/07 14:18:55
To: Your Name@YourCompany.com
Subject: VIEW DRIVER/OWNER PAY

DO NOT REPLY to this email - Contact your Driver Manager if you have questions. This email is in response to a request for your password to the Xpress Suite View Driver/Owner Pay system. If you did not make this request, contact your Driver Manager immediately. Your password is: *****

View Driver/Owner Pay History

Accessing Your Most Recent Transactions

Follow this procedure if you are a driver that wants to view your most recent payroll transactions.

1. Sign on to your company's URL for View Driver/Owner Pay History. The following screen displays as shown below.



The screenshot shows the login interface for the Xpress Suite. At the top, it says "Welcome to the Xpress Suite™" and "View Driver/Owner Pay History". There are two radio buttons: "Driver" (selected) and "Owner". Below these are fields for "Username:" and "Password:". To the right of the password field are links for "First Time User?" and "Forgot Password?". A "Sign On" button is located below the password field. On the left side, there is a "HELP" link and copyright information for Innovative Computing Corporation. At the bottom, there is contact information for Innovative Computing Corporation, including a phone number (800) 238-3895 and a copyright notice for 2002.

2. Select the **Driver** radio button.
3. Type your user name in the *Username* field.
4. Type your password in the *Password* field.
5. Click the **Sign On** button. The "Welcome" page displays as shown below.

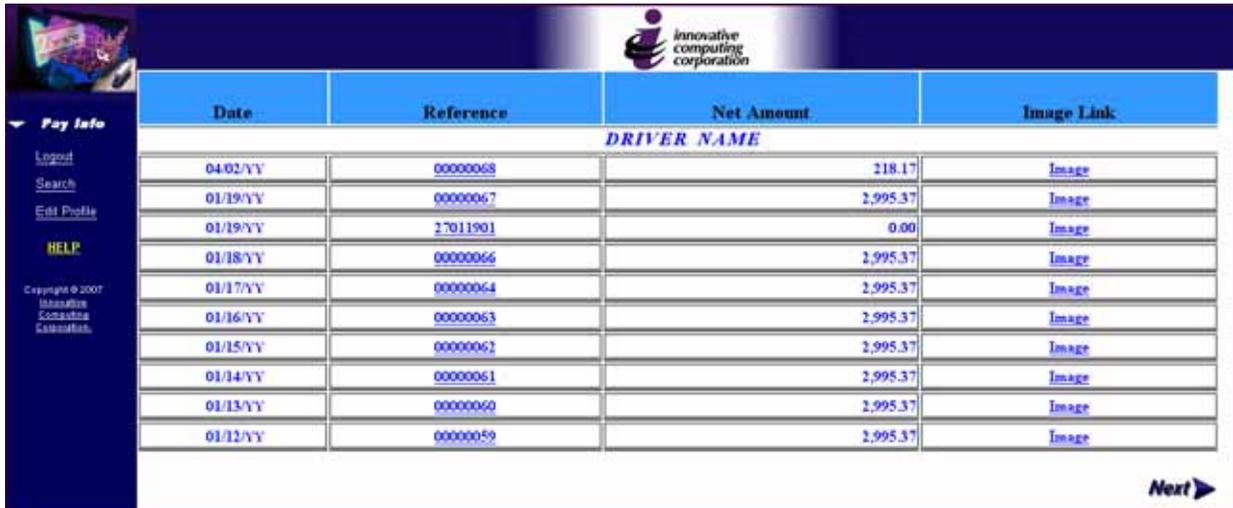


The screenshot shows the "Welcome!" page. At the top, it says "Welcome!". Below that, it displays "Your last signon was on MM/DD/YY at HH:MM:SS". There is a prompt: "Please Choose an option from the left or select continue." and a "Continue" button. On the left side, there is a "Pay Info" menu with links for "Logout", "Search", and "Edit Profile". There is also a "HELP" link and copyright information for Innovative Computing Corporation.

View Driver/Owner Pay History

- Click the **Continue** button from the "Welcome" page.

The "Payroll History Inquiry" screen displays as shown below. This screen displays the 10 most recent transactions in descending date order. Use the **Next** and **Previous** buttons to navigate through the transactions. Click on the reference number to open the details of each transaction.



Date	Reference	Net Amount	Image Link
<i>DRIVER NAME</i>			
04/02/YY	00000068	218.17	Image
01/19/YY	00000067	2,995.37	Image
01/19/YY	27011901	0.00	Image
01/18/YY	00000066	2,995.37	Image
01/17/YY	00000064	2,995.37	Image
01/16/YY	00000063	2,995.37	Image
01/15/YY	00000062	2,995.37	Image
01/14/YY	00000061	2,995.37	Image
01/13/YY	00000060	2,995.37	Image
01/12/YY	00000059	2,995.37	Image

View Driver/Owner Pay History

Searching for Transactions

Follow this procedure if you are a driver that wants to search for transactions either by a trip number or a date range.

1. Sign on to your company's URL for View Driver/Owner Pay History. The following screen displays as shown below.

The screenshot shows a web application interface. At the top, there is a logo for 'innovative computing corporation' and the text 'Welcome to the Xpress Suite™'. Below this, the page title is 'View Driver/Owner Pay History'. The main content area contains a login form with two radio buttons: 'Driver' (selected) and 'Owner'. There are input fields for 'Username:' and 'Password:', and a 'Sign On' button. To the right of the form are two links: 'First Time User?' and 'Forgot Password?'. Below the form, there is a message: 'For more information please contact innovative Computing Corporation (800) 238-3895'. At the bottom, there is a copyright notice: 'Copyright 2002 Innovative Computing Corporation. All rights reserved. Walmart®'. On the left side, there is a vertical navigation bar with a 'HELP' link and copyright information.

2. Select the **Driver** radio button.
3. Type your user name in the *Username* field.
4. Type your password in the *Password* field.
5. Click the **Sign On** button. The “Welcome” page displays as shown below.

The screenshot shows the 'Welcome!' page. At the top, there is a logo for 'innovative computing corporation' and the text 'Welcome!'. Below this, there is a message: 'Your last signon was on MM/DD/YY at HH:MM:SS'. Below the message, there is a prompt: 'Please Choose an option from the left or select continue.' and a 'Continue' button. On the left side, there is a vertical navigation bar with a 'Pay Info' link and sub-links: 'Logout', 'Search', and 'Edit Profile'. Below these links is a 'HELP' link and copyright information.

View Driver/Owner Pay History

- Click the **Search** link along the navigation bar. The "Search Payroll History" screen displays as shown below.

- Enter the trip number for which you want to search in the *Trip Number* field. Or, enter the date parameters by which you want to search in the *Beginning Date* and *Ending Date* fields.
- Click the **Submit** button. The results of your search will display, similar to the illustration below.

Date	Reference	Net Amount	Image Link
<i>DRIVER NAME</i>			
03/29/YY	00055007	1,249.00	Image
01/08/YY	00055006	1,410,049.86	Image

View Owner Settlements History

The screens described in this section display only if you are logged into View Driver/Owner Pay History as an *owner*. If you are logged in as a company *driver*, refer to the *View Driver Pay History* section of this guide.

Settlement History Inquiry

Once you log in to the system and click the **Continue** button from the “Welcome” page, the “Settlement History Inquiry” screen displays, illustrated below. This screen displays the 10 most recent transactions in descending date order. To display the next 10 records, click the **Next** button.

You can click on any underlined portion of this screen to display more details for the transaction. For example, if you click on the reference number, the revenue and deduction details display for the transaction. If you click the **Images** link, any stored images associated with the transaction display, such as paycheck stubs, invoices, time cards, settlement statements, etc.



The “Search Settlement History” screen contains settlement information similar to the information contained on the IES “Owner Settlement History Inquiry” screen. This screen can be accessed by going to the IES Main Menu, selecting the Operator Settlements Menu option, then the Settlement History Inquiry option. For more information on this screen, refer to the *Operator Settlements User’s Guide*.

Pay Info		innovative computing corporation		
Date	Reference	Net Amount	Image Link	
<i>OWNER NAME</i>				
03/29/YY	00055007	1,249.00	Image	
01/08/YY	00055006	1,410,049.86	Image	
10/14/YY	00055005	5,400.00	Image	
10/10/YY	00055004	6,300.00	Image	

Field Definitions

<i>Date</i>	The disbursement date displays in this field in MM/DD/YY format. This is the date in which the funds were pay out.
<i>Reference</i>	The reference number displays in this field. You can click on this field to display the details of the transaction (e.g., the revenue, deductions, etc.).
<i>Net Amount</i>	This field displays the net amount, which is the amount your were paid for the transaction (total earnings minus total deductions, etc.). The net pay displays in 0,000,000.00 format.

View Driver/Owner Pay History

Field Definitions

<i>Image Link</i>	<p>This field displays if an image link is associated with the transaction. Click the Image link to view the stored image associated with the transaction, such as a paycheck stub, invoice, time card, settlement statement, etc.</p>  <p>If you do not want to use the image functionality in the View Driver/Owner Pay History system, Innovative can remove the "Image Link" column from the screen.</p>
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Buttons

<i>Next</i>	Click the Next button to display the next 10 records.
<i>Previous</i>	Click the Previous button to display the previous 10 records.

Navigation Bar

<i>Logout</i>	Click this link to log out of View Driver/Owner Pay History.
<i>Search</i>	Click this button to display the "Search Settlement History" screen, which allows you to search records by trip number or a date range. Refer to the <i>Search Settlement History</i> section for more information.
<i>Edit Profile</i>	Click this link to display the "User Profile" screen. This screen displays the profile information set up for your account. From this screen, you can edit your profile information. Refer to the <i>Edit Profile</i> section of this guide for more information.
<i>HELP</i>	Click this link to access online help for View Driver/Owner Pay History.

Details Screen

Once you click on a reference number from the “Settlement History Inquiry” screen, the “Details” screen displays as shown below. This screen displays the revenue and deduction details for each settlement transaction.

OWNER NAME - 00055007 Revenue Details										
Order	Date	From	To	Revenue	Owner Rate	EMile	EMile Rate	LMile	LMile Rate	Amount Due
-	0329	T	-	0.00	1.0000	0	0.000	0	0.000	-1.00
0000160	0329	Santa Fe	Roswell	450.00	1.0000	0	0.000	194	0.000	450.00
0000169	0329	Roswell	Santa Fe	900.00	1.0000	0	0.000	194	0.000	900.00
Total Earnings										1,349.00

OWNER NAME - 00055007 Deduction Details				
Order	Date	Type	Desc	Amount
-	0329	40	MISC. REIMBURSEMENTS	-100.00
Total Deductions				100.00
Net Payment				1,249.00

Revenue Details—This portion of this screen displays the earning records for the payroll transaction.

Field Definitions

<i>Order</i>	This field displays the order number associated with the earnings.
<i>Date</i>	This field displays the earning date for the order in MM/DD format.
<i>From</i>	This column displays the origin of the order for this pay record.
<i>To</i>	This column displays the destination of the order for this pay record.
<i>Revenue</i>	This field displays the base revenue amount associated with each freight order.
<i>Owner Rate</i>	The units/trailer’s revenue percentage rate displays in this column. For example, if the unit/trailer gets paid 20% of the revenue, .200 displays.
<i>EMile</i>	This is the number of empty miles, if any, associated with each linehaul order.
<i>EMile Rate</i>	This is the unit/trailer’s empty mileage rate, if applicable.
<i>LMile</i>	This field shows the number of loaded miles associated with each linehaul order.
<i>LMile Rate</i>	This is the unit/trailer’s loaded mileage rate, if applicable for each line of the unit/trailer linehaul revenue.
<i>Amount Due</i>	This field displays the owner's amount due for each settlement item displayed on the screen.
<i>Total Earnings</i>	This field displays the total amount for each settlement item, which is the amount the owner earned prior to deductions.

View Driver/Owner Pay History

Deduction Details—This portion of this screen displays the deductions and reimbursements associated with the settlements.

Field Definitions

<i>Order</i>	This field displays the order number associated with the deduction.
<i>Date</i>	This field displays the date in which the deduction was taken.
<i>Type</i>	This field displays the deduction type, which refers to both deduction and reimbursement type codes. Some examples may include “42” for trailer repairs, “49” for Fuel Surcharge, “60” for miscellaneous equipment, and so forth.
<i>Desc</i>	This field displays a description of the deduction or reimbursement.
<i>Amount</i>	This column displays the amounts of the individual deductions that were taken out of the settlement.
<i>Total Deductions</i>	This field displays the total amount of deductions taken out of the settlement.
<i>Net Payment</i>	This field displays the net amount, which is the amount you were paid for the settlement (Total Earnings - Total Deductions = Net Payment). The net payment displays in 0,000,000.00 format.

Buttons

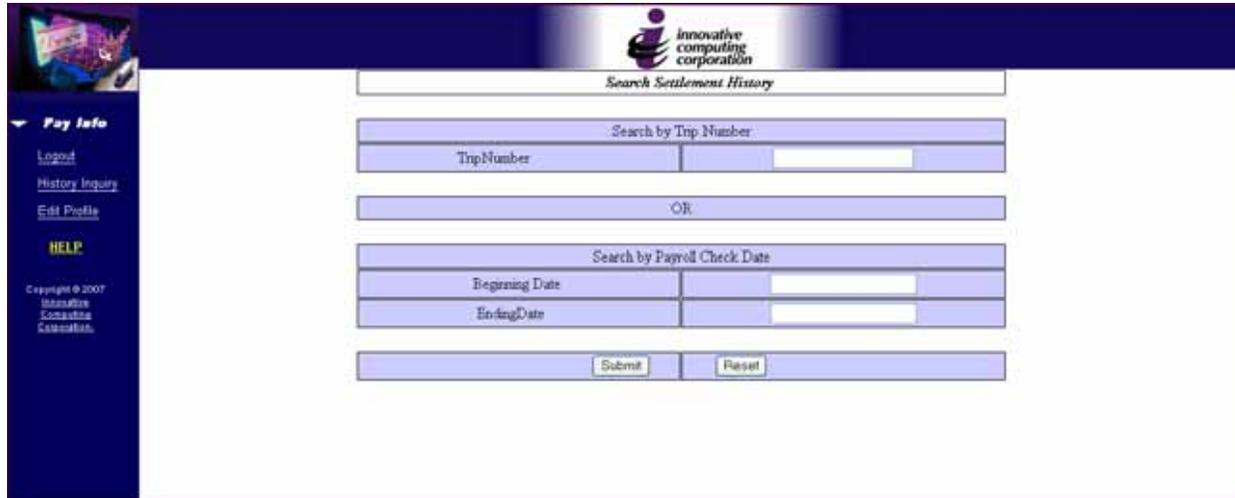
<i>Back</i>	Click this button to navigate back to the “Payroll History Inquiry” screen.
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Navigation Bar

<i>Logout</i>	Click this link to log out of View Driver/Owner Pay History.
<i>Search</i>	Click this button to display the “Search Settlement History” screen, which allows you to search records by trip number or a date range. Refer to the <i>Search Settlement History</i> section for more information.
<i>Edit Profile</i>	Click this link to display the “User Profile” screen. This screen displays the profile information set up for your account. From this screen, you can edit your profile information. Refer to the <i>Edit Profile</i> section of this guide for more information.
<i>HELP</i>	Click this link to access online help for View Driver/Owner Pay History.

Search Settlement History

The “Search Settlement History” screen is available by clicking the “Search” button along the navigation bar screen. This screen allows you to search for settlement records either by a trip number or by a disbursement date range. Once you submit a search, the records return for each pay transaction associated with the criteria searched.



Field Definitions

<i>Trip Number</i>	If you want to perform a search by trip number, type the trip number in this field. If you enter a value in the <i>Trip Number</i> field, the <i>Beginning Date</i> and <i>Ending Date</i> fields become inactive.
<i>Beginning Date</i>	If you want to search for settlement records paid within a certain date range, type the beginning disbursement date (in MM/DD/YY format) in this field. If you enter a value in the <i>Beginning Date</i> field, the <i>Trip Number</i> field becomes inactive.
<i>Ending Date</i>	If you want to search for settlement records paid within a certain date range, type the ending disbursement date (in MM/DD/YY format) in this field. If you enter a value in the <i>Ending Date</i> field, the <i>Trip Number</i> field becomes inactive.

Buttons

<i>Submit</i>	Click this button to submit the criteria for your search.
<i>Reset</i>	Click this button to clear the fields on this screen.

Navigation Bar

<i>Logout</i>	Click this link to logout of View Driver/Owner Pay History.
<i>History Inquiry</i>	Click this button to return to the “Settlement History Inquiry” screen.
<i>Edit Profile</i>	Click this link to display the “User Profile” screen. This screen displays the profile information set up for your account. From this screen, you can edit your profile information. Refer to the <i>Edit Profile</i> section of this guide for more information.
<i>HELP</i>	Click this link to access online help for View Driver/Owner Pay History.

View Driver/Owner Pay History

Signing in as a First Time User

Follow this procedure if you are an owner logging in as a first time user. Your company must first have you set up in the Owner Master.

1. Sign on to your company's URL for View Driver/Owner Pay History. The following screen displays as shown below.



The screenshot shows the login interface for the Xpress Suite. At the top, it says "Welcome to the Xpress Suite™" and "View Driver/Owner Pay History". There are two radio buttons: "Driver" (selected) and "Owner". Below these are fields for "Username:" and "Password:". To the right of the password field are two links: "First Time User?" and "Forgot Password". A "Sign On" button is located below the password field. On the left side, there is a "HELP" link and copyright information for Innovative Computing Corporation. At the bottom, there is contact information for Innovative Computing Corporation and a "Webmaster" link.

2. Select the **First Time User?** link. The following screen displays.



The screenshot shows the "First Time User" registration page. At the top, it says "First Time User". There are two radio buttons: "Driver" (selected) and "Owner" (selected). Below these are three required fields: "Username (Driver/Owner Code)" with the value "OWNERN", "Last 4 digits of SSN or EIN" with the value "****", and "Zip (or Postal) Code" with the value "37027". A red message "ALL Fields Required" is displayed. Below the fields are "Continue" and "Cancel" buttons. At the bottom, there is contact information for Innovative Computing Corporation and a "Webmaster" link.

3. Select the **Owner** radio button to indicate that you are an owner operator.
4. Type your user name in the *Username (Driver/Owner Code)* field.

View Driver/Owner Pay History

5. Type the last 4 digits of your social security number, employee identification number, or tax ID number in the *Last 4 digits of SSN or EIN* field. To find out which number you are supposed to enter in this field, see your Driver Manager.
6. Type the ZIP Code that appears on your check in the *Zip (or Postal) Code* field.
7. Click the **Continue** button. The “User Profile” screen displays as shown below.

User Profile

Driver Owner

OWNER NAME

• Password Verify Password

• Email Address

• Security Question

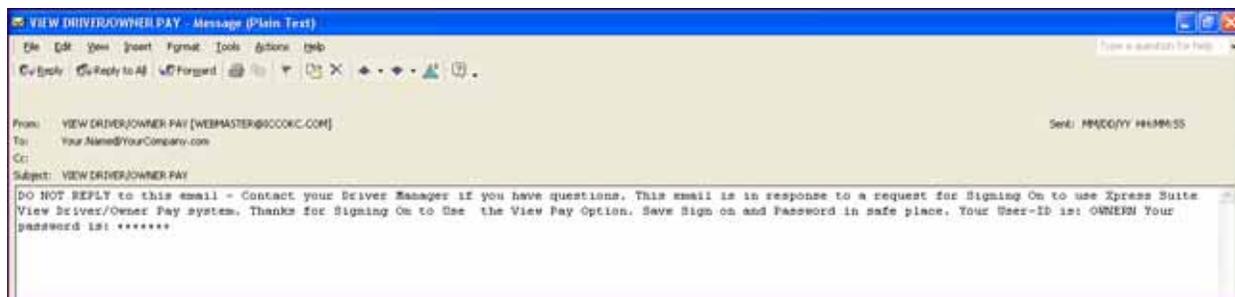
• Security Answer

All Fields Required

For more information please contact
[Innovative.Computing.Corporation](mailto:Innovative.Computing.Corporation@iccc.com)
(800) 238-3895

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8. In the *Password* field, type your password.
9. In the *Verify Password* field, retype the password that you entered in the *Password* field.
10. In the *Email Address* field, type your e-mail address.
11. In the *Security Question* field, type a security question.
12. In the *Security Answer* field, type the answer to your security question.
13. Click the **Continue** button.
14. You will receive an e-mail, similar to the one below, verifying your user name and password.



Retrieving Your Password

Follow the steps below if you are an owner who wants to retrieve your password.

1. Sign on to your company's URL for View Driver/Owner Pay History. The following screen displays as shown below.

innovative computing corporation

Welcome to the Xpress Suite™

View Driver/Owner Pay History

Driver Owner

Username:

Password:

[First Time User?](#)

[Forgot Password](#)

For more information please contact
[Innovative Computing Corporation](#)
(800) 238-3895

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2. Select the **Forgot Password** link. The following screen displays.

innovative computing corporation

Forgot Password

Driver Owner

* Username (Driver/Owner Code)

* Last 4 digits of SSN or EIN

* Zip (or Postal) Code

All Fields Required

For more information please contact
[Innovative Computing Corporation](#)
(800) 238-3895

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3. Select the **Owner** radio button.
4. Type your user name in the *Username (Driver/Owner Code)* field.
5. Type the last 4 digits of your social security number, employee identification number, or tax ID number in the *Last 4 digits of SSN or EIN* field. To find out which number you are supposed to enter in this field, see your Driver Manager.
6. Type the ZIP Code that appears on your check in the *Zip (or Postal) Code* field.

View Driver/Owner Pay History

- Click the **Continue** button. The following "Forgot Password" screen displays as shown below. Type the answer to your security question in the *Security Answer* field.

Forgot Password

Driver Owner

OWNER NAME

Security Question: What is your dog's name?

Security Answer: Scooby

ALL Fields Required

Continue Cancel

For more information please contact
Innovative Computing Corporation
(800) 238-3895

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- Click the **Continue** button. The following message displays as shown below.

Forgot Password

Driver Owner

OWNER NAME

Your password has been emailed to the address previously set up in your User Profile.

Continue

For more information please contact
Innovative Computing Corporation
(800) 238-3895

Copyright 2002 Innovative Computing Corporation. All rights reserved. [WebMaster](#)

- You will receive an email, similar to the one below, that contains your password.

VIEW DRIVER/OWNER PAY - Message (Plain Text)

From: VIEW DRIVER/OWNER PAY [WEBMASTER@ICCCORP.COM] Sent: 11/05/08 14:14:55
To: YourName@YourCompany.com
Subject: VIEW DRIVER/OWNER PAY

DO NOT REPLY to this email - Contact your Driver Manager if you have questions. This email is in response to a request for your password to the Xpress Suite View Driver/Owner Pay system. If you did not make this request, contact your Driver Manager immediately. Your password is: *****

View Driver/Owner Pay History

Accessing Your Most Recent Transactions

Follow this procedure if you are an owner who wants to view your most recent settlement transactions.

1. Sign on to your company's URL for View Driver/Owner Pay History. The following screen displays as shown below.



The screenshot shows the login interface for the Xpress Suite. At the top, it says "Welcome to the Xpress Suite™" and "View Driver/Owner Pay History". There are two radio buttons: "Driver" (unselected) and "Owner" (selected). Below these are input fields for "Username:" and "Password:". To the right of the password field are two links: "First Time User?" and "Forgot Password?". A "Sign On" button is located below the password field. On the left side of the page, there is a "HELP" link and copyright information for Innovative Computing Corporation. At the bottom, there is contact information for Innovative Computing Corporation, including a phone number (800) 238-3895 and a copyright notice for 2002.

2. Select the **Owner** radio button.
3. Type your user name in the *Username* field.
4. Type your password in the *Password* field.
5. Click the **Sign On** button. The "Welcome" page displays as shown below.



The screenshot shows the "Welcome!" page. At the top, it says "Welcome!". Below that, it displays "Your last signon was on MM/DD/YY at HH:MM:SS". There is a prompt: "Please Choose an option from the left or select continue." and a "Continue" button. On the left side of the page, there is a "Pay Info" section with links for "Logout", "Search", and "Edit Profile". There is also a "HELP" link and copyright information for Innovative Computing Corporation. At the bottom, there is a copyright notice for 2007.

View Driver/Owner Pay History

6. Click the **Continue** button from the "Welcome" page.

The "Settlement History Inquiry" screen displays as shown below. This screen displays the 10 most recent transactions in descending date order. Use the **Next** and **Previous** buttons to navigate through the transactions. Click on the reference number to open the details of each transaction.



Date	Reference	Net Amount	Image Link
<i>OWNER NAME</i>			
03/29/YY	00055007	1,249.00	Image
01/08/YY	00055006	1,410,049.86	Image
10/14/YY	00055005	5,400.00	Image
10/10/YY	00055004	6,300.00	Image

View Driver/Owner Pay History

Searching for Transactions

Follow this procedure if you are an owner who wants to search for transactions either by a trip number or a date range.

1. Sign on to your company's URL for View Driver/Owner Pay History. The following screen displays as shown below.

The screenshot shows the login interface for the Xpress Suite. At the top, it says "Welcome to the Xpress Suite™" and "View Driver/Owner Pay History". There are two radio buttons: "Driver" (unselected) and "Owner" (selected). Below these are fields for "Username:" and "Password:". To the right of the password field are links for "First Time User?" and "Forgot Password?". A "Sign On" button is located below the password field. On the left side, there is a "HELP" link and copyright information for Innovative Computing Corporation. At the bottom, there is contact information for Innovative Computing Corporation, including a phone number (800) 238-3895 and a copyright notice for 2002.

2. Select the **Owner** radio button.
3. Type your user name in the *Username* field.
4. Type your password in the *Password* field.
5. Click the **Sign On** button. The "Welcome" page displays as shown below.

The screenshot shows the "Welcome!" page after a successful login. The page features the Innovative Computing Corporation logo at the top. Below the logo, it says "Welcome!". Underneath, it displays the text "Your last signon was on MM/DD/YY at HH:MM:SS". A message reads "Please Choose an option from the left or select continue.", followed by a "Continue" button. On the left side, there is a "Pay Info" menu with links for "Logout", "Search", and "Edit Profile". Below this is a "HELP" link and copyright information for Innovative Computing Corporation.

View Driver/Owner Pay History

- Click the **Search** link along the navigation bar. The "Search Payroll History" screen displays as shown below.

- Enter the trip number for which you want to search in the *Trip Number* field. Or, enter the date parameters by which you want to search by in the *Beginning Date* and *Ending Date* fields.
- Click the **Submit** button. The results of your search will display, similar to the illustration below.

Date	Reference	Net Amount	Image Link
		<i>OWNER NAME</i>	
03/29/YY	00055007	1,249.00	Image
01/08/YY	00055006	1,410,049.86	Image

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