



3 Ways to Access EZ Rates

Main Dashboard

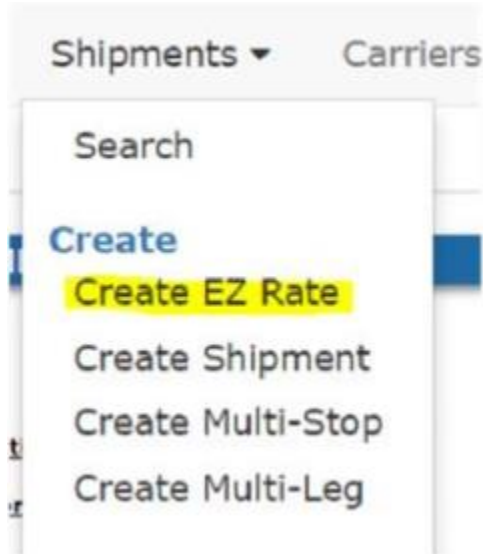
Upon logging into Adcco Technology, users can access their EZ Rates option under the Manage Shipments Screen:

MANAGE SHIPMENTS

- Show Aggregate View
- [Parcel Application](#)
- [QuickBooks Application](#)
- [QuickBooks Web Portal](#)
- **Get an EZ Rate**
- [Create a New Shipment](#)
- [Create a New Multi-Stop Shipment](#)
- [Create a New Multi-Leg Shipment](#)
- [View Open/Quoted Shipments](#)
 - [Pending](#) 1 Items
 - [Open](#) 3 Items
 - [Quoted](#) 11 Items
- [View Awarded Shipments](#)
 - [Booked](#) 1 Items
 - [Dispatched](#) 0 Items
- [View In-Transit Shipments](#) 0 Items
- [View MultiLegs Shipments](#) 0 Items

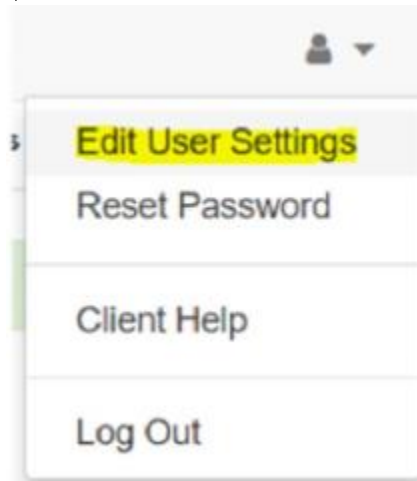
Adcco Tool Bar

Users can also select to “Create EZ RATE” from the Shipments section located on the Tool Bar.



My Shortcut

By updating the “My Shortcut” option found on the tool bar, users can navigate directly to “Create EZ Rate.” To set this shortcut location, select “Edit User Settings” from your Account Admin Options



Locate the “My Shortcut” option and select “Create EZ Rate”



My Shortcut	Select a Shortcut
Landing Page	Create Shipment
Record Count	Select a Shortcut
Measure Type*	Reports Default Reports Reporting Tool Analytical Reporting Tool
Unit of Measure*	Shipments Search Create EZ Rate Create Shipment Create Multi-Stop

Save your changes. "My Shortcut" will now guide you to "Create EZ Rate."