

ADDING, EDITING and DELETING TRUCKING COMPANIES

Permit agents can add, edit, and delete trucking companies. All agents have access to the complete list of trucking companies contained in the STARS2 account. All additions or changes completed by one agent will be available to all agents.

1. From the menu on the left under **Manage**, select **Trucking Companies**

Welcome, **Pez Rawr**

Permit Applications

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Permit Service - Permit Search					
Action	Status	App ID	Permit Number	Submit Date	Issue / Date
	== All x	^ [] x	^ [] x	== [] x	== []
	On Hold	3604			
	On Hold	3603			
	On Hold	3602			
	Submitted	3601		03/19/2015 17:09:00	
	On Hold	3590			
	On Hold	3589			
	Submitted	3588		03/18/2015 14:09:20	

2. Select **Add Trucking Companies**

Trucking Companies

[Add Trucking Company](#)

Actions	Cust No	Name	Street Address	City	State
	^ [] x	^ [] x	^ [] x	^ [] x	^ [] x
Edit Delete		Trucking Company 1	124 Fake Address	Sacramento	CA
Edit Delete		Trucking Company 2	133 Not Real Ave	Sacramento	CA
Edit Delete		Trucking Company 3	444 Test Street	Sacramento	CA

Search
Page 1 of 1

3. **Complete all fields :**

The screenshot shows a web form titled "Trucking Company Form" with a close button (X) in the top right corner. A red error message at the top states "All form fields are required." The form contains the following fields:

- Company Name (text input)
- Address (text input)
- City (text input)
- State (dropdown menu, currently showing "CA")
- ZIP (text input)
- Company Contact (underlined section header)
- First Name (text input)
- Last Name (text input)
- Phone (text input)
- Fax (text input)

At the bottom of the form are two buttons: "Save" and "Cancel".

- a. **Company Name:** Legal name of trucking company
- b. **Address:** Physical street address of company
- c. **City:** City company is located in
- d. **State:** State company is located in
- e. **Zip:** Zip code of company
- Company Contact:**
- f. **First Name:** First name of the main point of trucking company contact
- g. **Last Name:** Last name of the main point of trucking company contact
- h. **Phone:** Phone number of main point of trucking company contact
- i. **Fax:** FAX number of company
- j. **Email:** Email of company

4. Click **Save** after all fields have been completed.

EDITING TRUCKING COMPANIES:

1. From the selections on the left under **Manage**, select **Trucking Companies**
2. Under **Actions**, select **Edit**

Trucking Companies

[Add Trucking Company](#)

Actions	Cust No	Name	Street Address	City	State	ZIP	Contact
Edit Delete	<input type="text"/>						
Edit Delete		Trucking Company 1	124 Fake Address	Sacramento	CA	95811	
Edit Delete		Trucking Company 2	133 Not Real Ave	Sacramento	CA	95888	
Edit Delete		Trucking Company 3	444 Test Street	Sacramento	CA	95811	

Search Refresh Page 1 of 1 15

3. Here, you can make changes to a company contact name, company's address, phone, or FAX number.

Trucking Company Form

All form fields are required.

Customer Number

Company Name
Trucking Company 1

Address

City

State
CA

ZIP

Company Contact

First Name

Last Name

Phone

Fax

If a company changes its name, they need to be entered as a new company.

DELETING A TRUCKING COMPANY

1. From the selections on the left under **Manage**, select **Trucking Companies**
2. From the **Actions**, select **Delete**

Trucking Companies

[Add Trucking Company](#)

Manage Permit Services								
Actions	Name	Street Address	City	State	ZIP	Contact First Name	Contact Last Name	Phone
Edit Delete	^ [] x	^ [] x	^ [] x	^ [] x	^ [] x	^ [] x	^ [] x	^ [] x
Edit Delete	Annie Time Travel	8855 Warp Drive	Galexia	CA	95511	Annie	Time	(111) 111-1111 x1
Edit Delete	Ethan Drive	555 Zoom Road	Highway	CA	33133	Ethan	B	(123) 123-1234 xx
Edit Delete	Going	MyWay	San Diego	CA	11111	Gus	Jones	(111) 222-3333 xx
Edit Delete	Lucas On The Move	1027 Woobie Way	Danceorama	CA	95121	Lucas	Michael	(102) 710-2710 xx

3. By selecting this option, you are deleting this company as an active trucking company.

Trucking Companies

[Add Trucking Company](#)

Manage Permit Services								
Actions	Name	Street Address	City	State	ZIP	Contact First Name	Contact Last Name	Phone
Edit Delete	^ [] x	^ [] x	^ [] x	^ [] x	^ [] x	^ [] x	^ [] x	^ [] x
Edit Delete	Annie Time Travel	8855 Warp Drive	Galexia	CA	95511	Annie	Time	(111) 111-1111 x1
Edit Delete	Ethan Drive	555 Zoom Road	Highway	CA	33133	Ethan	B	(123) 123-1234 xx
Edit Delete	Going	MyWay	San Diego	CA	11111	Gus	Jones	(111) 222-3333 xx
Edit Delete	Lucas On The Move	1027 Woobie Way	Danceorama	CA	95121	Lucas	Michael	(102) 710-2710 xx

Delete Trucking Company?

Please confirm that you want to delete this trucking company.

[Delete Trucking Company](#) [Cancel](#)

Search [] Page 1 of 1 15