



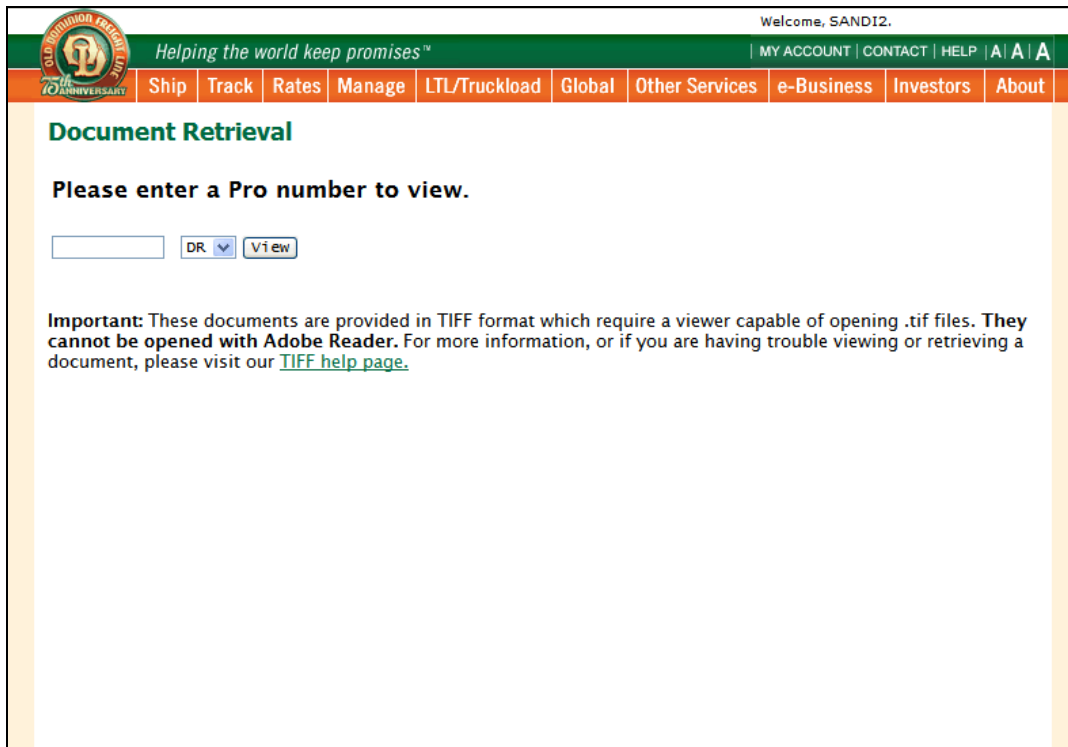
Old Dominion Freight Line, Inc.
Odfi.com Learning Center
Shipping Tools Help Documentation

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Slide 1
Text Captions: This demo shows how to download and review shipping documents online. This tool is available for all registered odf4me customers.
odf4me registration information is provided at the end of this demo.



Slide 2

Text Captions: The document retrieval tool enables you to quickly review shipping documents online.

An important first step is to be sure that you have the correct type of viewer for opening these documents.

We store all scanned documents as TIFF files, which is an industry standard for scanned files.

TIFF provide excellent clarity of scanned documents in a relatively small file size compared to other image file types.

It is important to note, however, that TIFF files cannot be viewed with Adobe Reader -- they require their own specialized viewer.

TIFF files require a specialized plug-in or viewer, just as PDF files require Adobe Reader.

Most versions of Windows have Windows Picture and Fax Viewer or Windows Photo Gallery Viewer, both of which will open and print TIFF files.

If you find you don't already have a TIFF viewer installed, there are a number of free and commercially available viewers/plug-ins.

Your company's IT department can determine which TIFF viewer program or plug-in works best for your operating system.

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Document Retrieval

Please enter a Pro number and select the document you wish to view.

2946786543 | DR | View

Important: You must download and install the [Tiff Viewer](#) before you can view documents. If you are having trouble viewing or retrieving a document, please visit our [Troubleshooting](#) section.

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Slide 3


Text Captions: Once you have a suitable TIFF viewer installed, begin by entering the pro number for the shipment you are interested in. Next, select the document you wish to see -- delivery receipt (DR), bill of lading (BL), weight certificate (WC) or inspection certificate (IC). Press the View button.

Document Retrieval
 Pro Number: 29401456966 [Open this document in a new window.](#)

Viewing Document 1 of 2 View Another? 29401456966

Document loaded successfully. Thank you for choosing ODI!

1
OLD DOMINION FREIGHT LINE, INC. (ODFL)
 PO BOX 415202 - BOSTON, MA 02241-5202 USA
 (336) 889-5000



Dest Tra	Orig Tra	Shipper S/I Number	Purchase Ord No	Type	Copy			
PAD	LGB	3972030	KG983	DUP	DR			
O Car Cd	O Car Rev	ODFL Rev	O Car W/B No	Bill to Cd	Trl No	M/B Date	Waybill Number	
						10/06/08	29401456966	
KELSEN GALLERY 13 S SPANISH ST CAPE GIRARDEAU MO 63703 MARY ANN KELLERMAN			Dest T/L Car		TROPITONE FURNITURE COMPANY INC 5 MARCONI IRVINE CA 92606		Page No 1	
O Car Cd	O Car Rev	ODFL Rev	Act No					
Waybill Number	O/Agt	D/Agt	Master Bill No					
29401456966								
Pieces	FR	Description	CLASS	Weight	AS Weight	Rate	Prepaid	Collect
1		HANDLING UNITS: 1 UNITS OF TYPE OTH LATE PICKUP SHIPPER LOAD & COUNT CALL 24HR BEFORE DEL 573 275 1051 FLAT GLASS NOT BENT NMEC # 086730 / SUB # 01 FUEL INCREASE ODEL PAD PHONE (270)-443-0875 ODEL PAD TOLL-FREE (866)-334-6335	065	25				
							C.O.D.	

Slide 4

Text Captions: If the document is found in our system, it may open in the browser window if you have a TIFF viewer plug-in,

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2946776543 DR

Important: You must down
If you are having trouble view

File Download

Do you want to save this file, or find a program online to open it?

Name: image.tif
Type: Unknown File Type, 63.9KB
From: www.odfl.com

Find Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not find a program to open this file or save this file. [What's the risk?](#)

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Slide 5

Text Captions: Or, if you have a standalone TIFF viewer, you may be prompted to save or download the document.

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Please enter a Pro number and select the document you wish to view.

⚠ Your request did not return any results. For more information please call 1-800-235-5569.

01122948902 DR View

Important: You must download and install the [Tiff Viewer](#) before you can view documents.
If you are having trouble viewing or retrieving a document, please visit our [Troubleshooting](#) section.

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Slide 6

Text Captions: If the document is not found, you will see a message stating that no results were found. This may happen, for instance, if you request a document that has not yet been scanned into the system.

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Document Retrieval

Please enter a Pro number and select the document you wish to view.

⚠ You are not authorized to view this document. If you need assistance, please call 1-800-235-5569.

01122948902 DR View

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Slide 7
Text Captions: If your account is not the bill-to account on the shipment, you may also see a message saying that you are not authorized to view the document.
If you believe you should be authorized to view the document, please contact Customer Service at 1-800-235-5569 and they will be happy to assist you.



Slide 8

Text Captions: Congratulations! This concludes the Document Retrieval demo. You may also find the below links helpful:

If you are a registered odfl4me user, try our Document Retrieval tool now!

If you are not yet a registered user, you may register online, or by calling us at 1-800-235-5569.

Document Retrieval