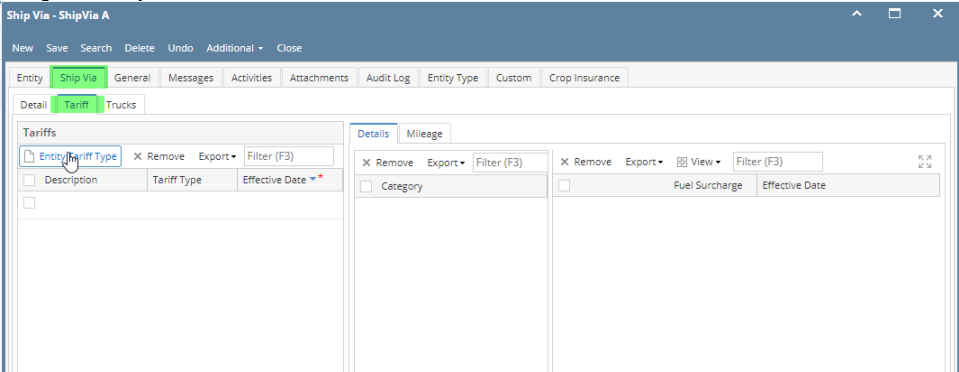
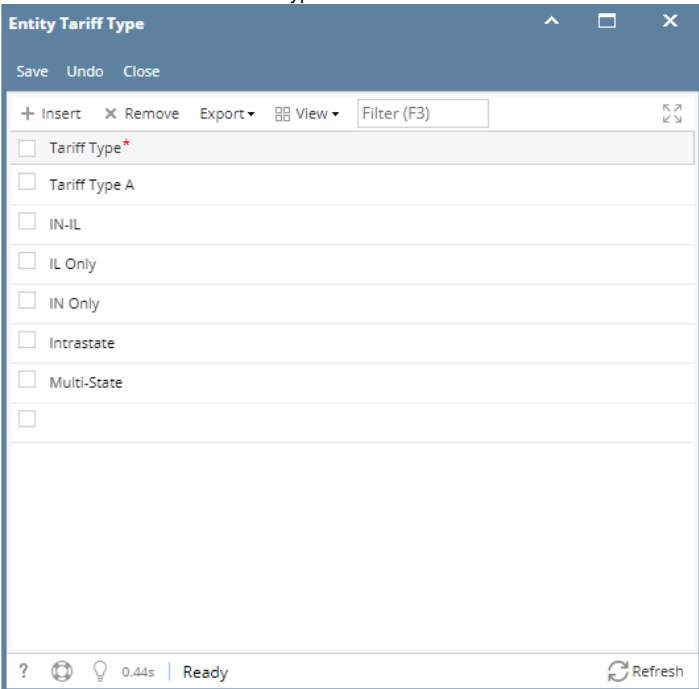


How to Add an Entity Tariff Type

- 1. Open a Ship Via entity record.
- 2. Navigate to **Ship Via** tab then **Tariff Tab**

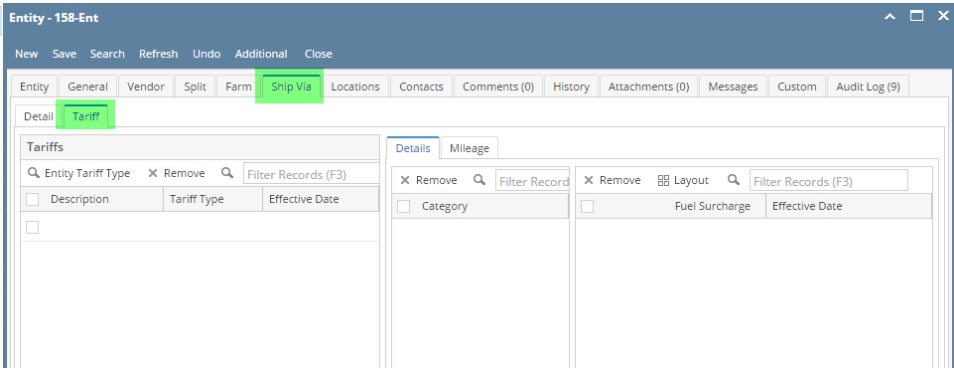


- 3. Click the **Entity Tariff Type** button on Tariffs panel
- 4. **Entity Tariff Type** screen will open
- 5. Enter the name of the new tariff type on the blank row

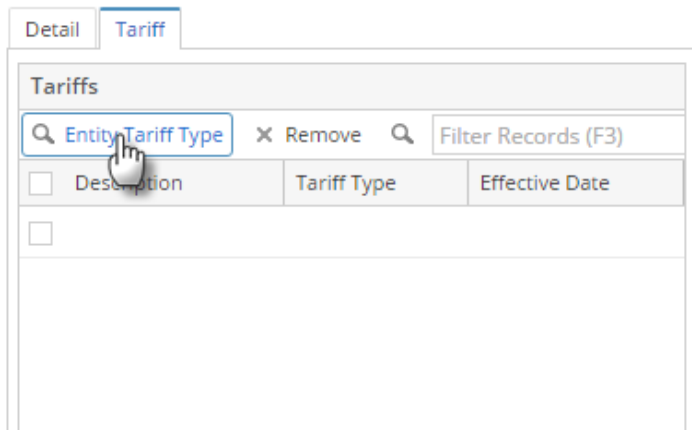


- 6. Click the **Save** button to save the new tariff types. New Tariff Type will be available to the selection on Ship Via's Tariffs panel.

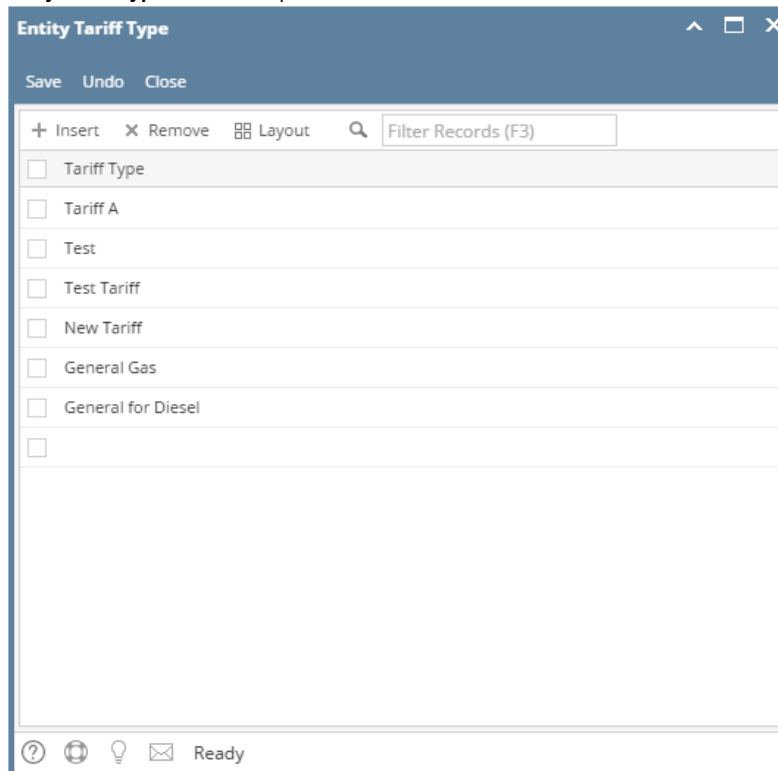
- 1. Open a Ship Via entity record.
- 2. Navigate to **Ship Via** tab then **Tariff Tab**



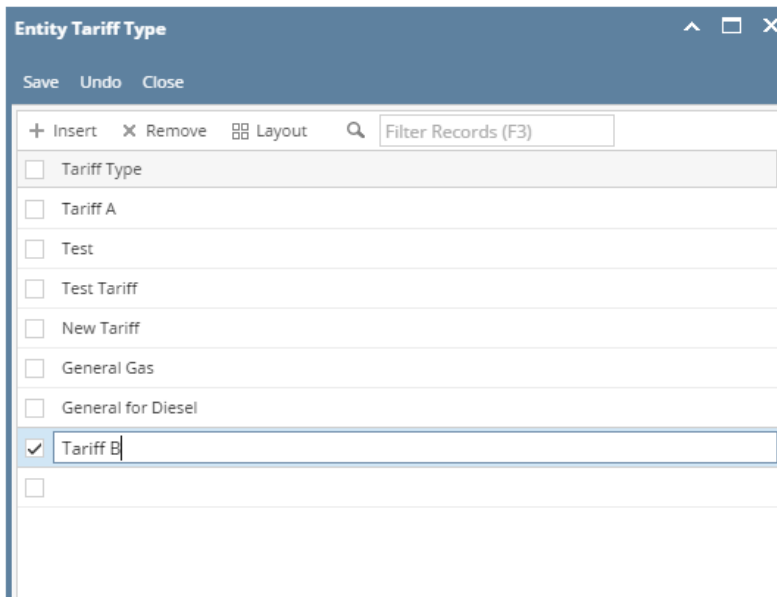
3. Click the **Entity Tariff Type** button on Tariffs panel



4. **Entity Tariff Type** screen will open



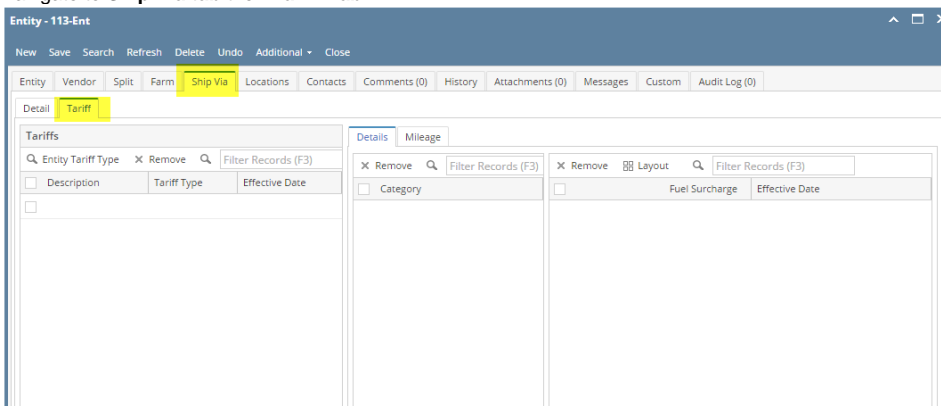
- Click the **Insert** button to add a new blank row then enter the name of the new tariff type



The screenshot shows a window titled "Entity Tariff Type" with a blue header bar. Below the header, there are buttons for "Save", "Undo", and "Close". A toolbar contains an "Insert" button (plus icon), a "Remove" button (X icon), a "Layout" button (grid icon), and a search box labeled "Filter Records (F3)". The main area is a list of tariff types, each with a checkbox and a text field. The list includes: "Tariff Type", "Tariff A", "Test", "Test Tariff", "New Tariff", "General Gas", "General for Diesel", and "Tariff B". The "Tariff B" entry is selected, with its checkbox checked and its text field highlighted.

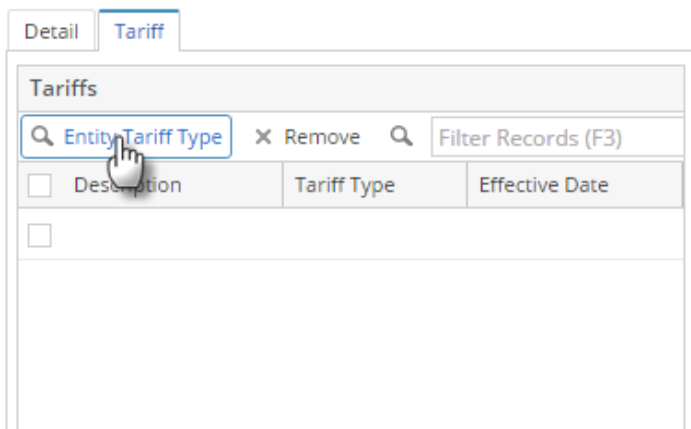
- Click the **Save** button to save the new tariff types. New Tariff Type will be available to the selection on Ship Via's Tariffs panel.

- Open a Ship Via entity record.
- Navigate to **Ship Via** tab then **Tariff Tab**



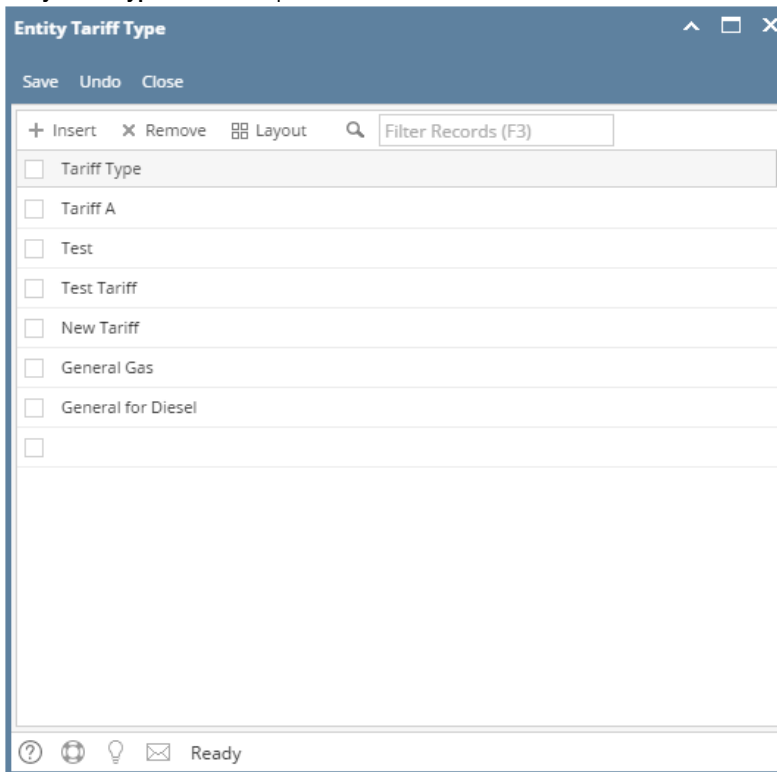
The screenshot shows a window titled "Entity - 113-Ent" with a blue header bar. Below the header, there are buttons for "New", "Save", "Search", "Refresh", "Delete", "Undo", "Additional", and "Close". A tab bar contains several tabs: "Entity", "Vendor", "Split", "Farm", "Ship Via", "Locations", "Contacts", "Comments (0)", "History", "Attachments (0)", "Messages", "Custom", and "Audit Log (0)". The "Ship Via" tab is selected. Below the tab bar, there are two panels. The left panel is titled "Tariffs" and has a "Detail" tab selected. It contains a search box labeled "Entity Tariff Type", a "Remove" button, and a "Filter Records (F3)" button. Below these are three columns: "Description", "Tariff Type", and "Effective Date". The right panel is titled "Details" and has a "Mileage" tab selected. It contains a "Remove" button, a "Filter Records (F3)" button, and two columns: "Category" and "Fuel Surcharge".

- Click the **Entity Tariff Type** button on Tariffs panel



The screenshot shows a close-up of the "Tariffs" panel. It has a "Detail" tab and a "Tariff" tab. The "Tariff" tab is selected. Below the tabs, there is a search box labeled "Entity Tariff Type", a "Remove" button, and a "Filter Records (F3)" button. Below these are three columns: "Description", "Tariff Type", and "Effective Date". A mouse cursor is pointing at the "Entity Tariff Type" search box.

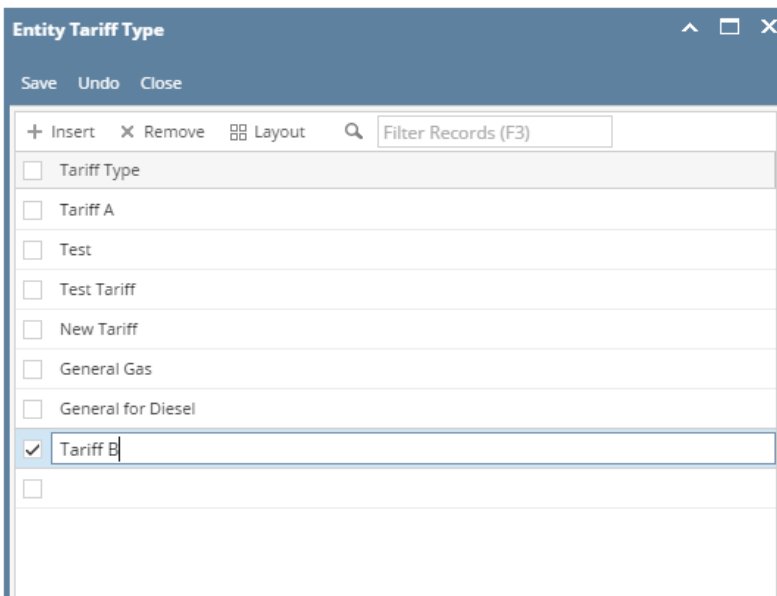
4. **Entity Tariff Type** screen will open



The screenshot shows the 'Entity Tariff Type' window. At the top, there is a title bar with the text 'Entity Tariff Type' and standard window controls (minimize, maximize, close). Below the title bar is a menu bar with 'Save', 'Undo', and 'Close'. The main area contains a toolbar with '+ Insert', 'X Remove', a grid icon for 'Layout', and a search icon for 'Filter Records (F3)'. Below the toolbar is a list of tariff types, each with a checkbox and a text field. The list includes: 'Tariff Type', 'Tariff A', 'Test', 'Test Tariff', 'New Tariff', 'General Gas', 'General for Diesel', and an empty row. The 'Tariff Type' row is highlighted. At the bottom of the window, there is a status bar with icons for help, refresh, lightbulb, and email, followed by the text 'Ready'.

Checkbox	Tariff Type
<input type="checkbox"/>	Tariff Type
<input type="checkbox"/>	Tariff A
<input type="checkbox"/>	Test
<input type="checkbox"/>	Test Tariff
<input type="checkbox"/>	New Tariff
<input type="checkbox"/>	General Gas
<input type="checkbox"/>	General for Diesel
<input type="checkbox"/>	

5. Click the **Insert** button to add a new blank row then enter the name of the new tariff type



This screenshot shows the 'Entity Tariff Type' window after a new tariff type has been added. The 'Insert' button in the toolbar has been used to add a new row to the list. The new row, 'Tariff B', is now visible at the bottom of the list, with its checkbox checked. The other rows in the list remain the same. The status bar at the bottom still shows 'Ready'.

Checkbox	Tariff Type
<input type="checkbox"/>	Tariff Type
<input type="checkbox"/>	Tariff A
<input type="checkbox"/>	Test
<input type="checkbox"/>	Test Tariff
<input type="checkbox"/>	New Tariff
<input type="checkbox"/>	General Gas
<input type="checkbox"/>	General for Diesel
<input checked="" type="checkbox"/>	Tariff B
<input type="checkbox"/>	

6. Click the **Save** button to save the new tariff types. New Tariff Type will be available to the selection on Ship Via's Tariffs panel.