



RAILS Delivery System | Chicago, IL

About RAILS Delivery System:

This special service is offered only to libraries included in our exchange program and can only be used to pickup or deliver to the libraries included in the network. The following information has been created to help define the delivery service.

Service Details:

In order to streamline our service certain guidelines have been created:

- **Days of Service:**
Available Monday - Friday Only
- **Orders Placed Prior to 11:00 am:**
Delivered by 5:00 pm that same day.
- **Orders placed after 11:00 am:**
Will be scheduled for delivery the next business day.

Deliverable Items:

Deliverable item(s) are to be determined by RAILS and are specified as the following:

- **Library Materials:**
Defined as items that are classified, cataloged, and available for loan.
- **Participating Associates:**
Item(s) sent out from RAILS, the Illinois State Library (ISL), or the Illinois Secretary of State (SOS). Item(s) outside these descriptions will not be delivered unless approved by RAILS.



RAILS Online Delivery Scheduling System

The following are the instructions on how to use our scheduling software for scheduling a delivery.

Login

User Name:

Password:

Login

[Register](#) [Forgot Password](#)

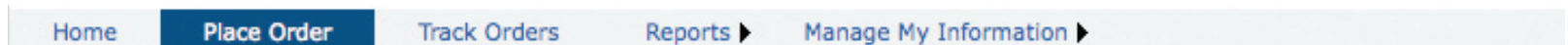
Logging In

To access our scheduling software please enter the following address using your web browser:
<https://rails.oe.agentgrid.net>

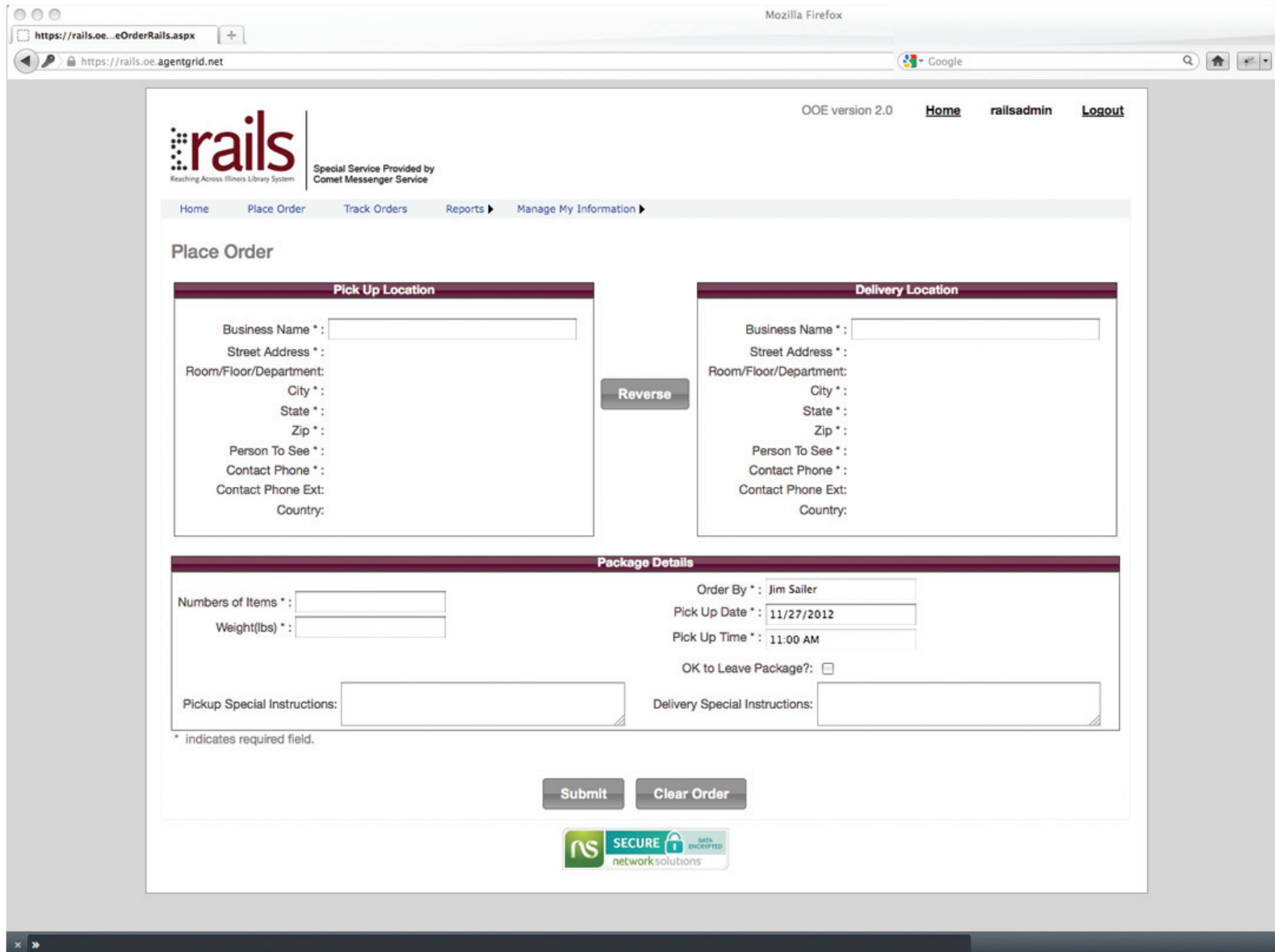
Enter the login and password provided to you by RAILS and click the Login button.

By default the software will automatically take you to our scheduling screen.

Note: You can also access the scheduling screen by clicking on the place order tab located in the top menu as shown below.



Scheduling Screen



The screenshot shows a web browser window with the URL `https://rails.oe.agentgrid.net`. The page title is "rails" and it includes a sub-header "Special Service Provided by Comet Messenger Service". The main navigation bar contains links for "Home", "Place Order", "Track Orders", "Reports", and "Manage My Information". The "Place Order" section is active and contains three main form areas:

- Pick Up Location:** Fields for Business Name *, Street Address *, Room/Floor/Department, City *, State *, Zip *, Person To See *, Contact Phone *, Contact Phone Ext., and Country.
- Delivery Location:** Fields for Business Name *, Street Address *, Room/Floor/Department, City *, State *, Zip *, Person To See *, Contact Phone *, Contact Phone Ext., and Country.
- Package Details:** Fields for Numbers of Items *, Weight(lbs) *, Order By * (filled with "Jim Sailer"), Pick Up Date * (filled with "11/27/2012"), Pick Up Time * (filled with "11:00 AM"), and an "OK to Leave Package?" checkbox.

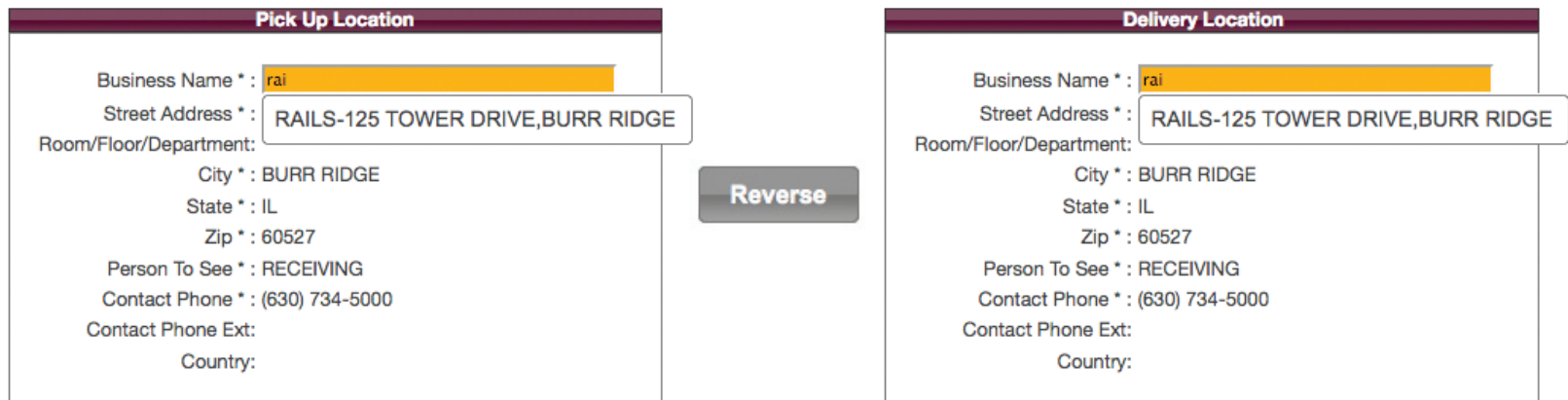
Below the Package Details section are two text areas for "Pickup Special Instructions:" and "Delivery Special Instructions:". At the bottom of the form are "Submit" and "Clear Order" buttons. A security logo for "networksolutions" is visible at the bottom center of the page.

Scheduling A Delivery

Three Simple Steps. Enter Pick Up Location, Enter Delivery Location and Provide Package Details.

To eliminate user error and allow for simple use, the software utilizes intelligent typing and auto-fill technology. Simply select the field (*in this case: either Pick Up Location or Delivery Location*). The field will highlight in orange allowing you to type your preferred location. As you enter the location the software will provide a drop down listing including the libraries within in the network. Once you find the location select the organization's name and the software will auto-fill the pre-loaded address from the database.

Note: Deliveries can only be made to other organizations within the network.



Step 1:

Selecting the Pick Up Location

Location that the delivery will be picked up from.

In the Pick Up Location interface, click on the Business Name field (which will then highlight in orange) and begin typing the name of the pick up location address. Choose location from the drop down listing provided.

Step 2:

Selecting the Delivery Location

Location that the delivery will be delivered to.

In the Delivery Location interface, click on the Business Name field (which will then highlight in orange) and begin typing the name of the delivery location address. Choose location from the drop down listing provided. Entering the Delivery Information

Step 3:

Provide Package Details

Shipments can vary in size. So that we can be prepared, please provide some simple details about the items to be delivered.

*Note: Certain fields are required. * indicated required field.*

Package Details

<p>● Numbers of Items * : <input style="width: 100%;" type="text" value="1"/></p> <p>● Weight(lbs) * : <input style="width: 100%;" type="text" value="1"/></p>	<p>● Order By * : <input style="width: 100%;" type="text"/></p> <p>● Pick Up Date * : <input style="width: 100%;" type="text" value="11/29/2012"/></p> <p>● Pick Up Time * : <input style="width: 100%;" type="text" value="11:00 AM"/></p> <p>● OK to Leave Package?: <input type="checkbox"/></p>
<p>● Pickup Special Instructions: <input style="width: 100%; height: 30px;" type="text"/></p>	<p>● Delivery Special Instructions: <input style="width: 100%; height: 30px;" type="text"/></p>

* indicates required field.

- **Numbers of Items*:**
Enter the amount of items to be picked up and delivered. For larger shipments, please provide us with quantity of items to be shipped. Please just provide us with a numeric number as seen above. For example: If the shipment is for 1 piece, just type the number 1 within the field provided.
- **Weight(lbs)*:**
Enter the approximate weight of the items to be delivered. Please just provide us with a numeric number as seen above. The program already accounts for the weight in pounds. If the shipment weighs approximately 1 pound or under 1 pound, just type the number 1 within the field provided.
- **Pickup Special Instructions:**
Enter any special instructions in the field provided.
- **Order By*:**
Enter the name of the person placing scheduling the order to be shipped.
- **Pick Up Date*:**
Enter the date you would like the shipment to be picked. By default the day that you are scheduling the delivery on will already be entered. Days of Service: Available Monday-Friday Only
- **Pick Up Time*:**
Orders Placed Prior to 11:00am will be delivered by 5:00pm that same day. Orders placed after 11:00am will be scheduled for delivery the next business day.
- **OK to Leave Package?:**
Indicate whether it is acceptable for us to leave the package without being signed for.
- **Delivery Special Instructions:**
Enter any special instructions in the field provided.
- **Submit/Clear Order:**
Once all steps are completed and the details are correct. Select the Submit button provided. If you would like to start over select the Clear Order button.

