National Motor Freight Traffic Association

ClassIT® User Manual

Version: 2.2

Contents

1 About ClassIT and the NMFC

1.1 WHAT IS THE NMFC®?

The National Motor Freight Classification® and ClassIT, the online version of the NMFC, are standards tools that provide a comparison of commodities moving in interstate, intrastate and foreign transport. Based on an evaluation of density, handling, stowability and liability, the commodities are grouped into one of 18 classes. The NMFC and ClassIT provide both carriers and shippers with a standard by which to begin negotiations and greatly simplify the comparative evaluation of the many thousands of products moving in today's marketplace.

1.2 HOW ARE CHANGES MADE AND WHO MAKES THEM?

Changes to the Classification are made in open public meetings by the Freight Classification Development Council (FCDC). Any person may propose a change to the Classification and appear at any meeting or submit statements expressing a point of view regarding a Classification proposal. Further, changes to the NMFC are easily and expeditiously made. And, any Party of Record who is dissatisfied with the disposition of a proposal may request reconsideration.

1.3 WHO PARTICIPATES IN THE NMFC?

Participation in the National Motor Freight Classification allows a carrier to use or reference the NMFC in their rate schedules or contracts with their customers. Participation is accomplished by the completion of a license agreement authorizing NMFTA to publish the carrier's participation in the NMFC, and payment of an annual fee. Only those carriers that are bona fide participants in the classification may use or refer to its provisions. Participation may be verified by utilizing the "Carrier" search feature in the Advanced Search function.

1.4 WHEN IS PARTICIPATION REQUIRED?

The NMFC is copyrighted by the National Motor Freight Traffic Association, Inc. As such, participation by means of the execution of a license agreement is required of any carrier that uses or references any provision that is contained in the *National Motor Freight Classification*, including its commodity descriptions, classes, rules, packaging specifications or bills of lading. Use of the *NMFC* by any non-participating carrier to determine rates or charges is a violation of the copyright and license agreement. In order for any carrier to use the *NMFC* in pricing or for any other purpose, they must participate.

1.5 APPLICATION OF PROVISIONS

To be applicable, a commodity description must "match" the product that is being shipped. In many cases, more than one description can apply to a given product. In such instances, you must review the potential descriptions and apply the one that most specifically describes the article in question. Some commodity descriptions are very specific and limit their application to particular products, such as commodities of a particular material construction, or commodities in a particular form of shipment, i.e., set up (SU) or knocked down (KD). Other descriptions are general, usually referred to as "NOI" (not more specifically described herein) provisions, and embrace broad groups of commodities. For example, since no specific description exists for "plastic bottles," the provisions of item 156600, naming "Plastic Articles, NOI, other than expanded," apply.

2 ClassIT Company Administrator

2.1 CLASSIT COMPANY ADMINISTRATOR'S RESPONSIBILITIES

The Company Administrator will be the main contact for National Motor Freight Traffic Association and will provide NMFTA with the following information during licensing and registration:

- Company's Corporate Name
- Business Address (no PO Boxes)
- Business Phone Number
- Administrator's Full Name
- Administrator's Title
- Administrator's Direct Phone Number
- Administrator's Email Address
- Number of employees who will have access to ClassIT
- Names & Email Addresses of all employees

Additionally, the Company Administrator will maintain which employees will have access and will be able to add, remove, or change employees within their allotted number of licensed users. The Company Administrator will be responsible for returning a completed License Agreement to NMFTA and will be the main contact for all correspondence between NMFTA and the company.

2.2 USER MANAGER

You can manage licenses and ClassIT user profiles from User Manager. To open User Manager, you can log in directly to https://usermanager.nmfta.org, or you can log into ClassIT and select

User Manager from the Quick Links menu.

For information about how to add and edit user profiles or add licenses, click Help in the User

Manager menu bar.

2.3 CLASSIT ADMINISTRATION

Company administrators see an additional *Company Settings* menu in ClassIT. From this menu, the administrator can edit company preferences and company-wide synonyms. See Company Settings for more information.

2.4 CLASSIT INDIVIDUAL ACCESS

A company with only one user will not need to sign License Agreement, but must agree to Terms and Conditions online during purchasing. The registered user will have administrative access to ClassIT. If at any time the company decides to add users, they must sign and complete the Multi-User License Agreement and purchase additional licenses for each individual user. The main contact will maintain administrative access, unless NMFTA is notified.

2.5 CLASSIT NOTIFICATIONS

All correspondence between NMFTA and purchaser will be through the Company Administrator. Once the company administrator registers an employee to access ClassIT, they will receive an email that will include the URL to ClassIT, their login email address and password.

3 ClassIT Site Access

3.1 REGISTERING

New users should be registered first before they can log in to ClassIT website. An NMFTA company registration key is required to complete the registration.

➔ *To register:*

STEP 1:   Click *Register* on the *Login* page.

STEP 2:   Enter your work e-mail address.

STEP 3:   Enter the company registration key you were given, and then click *Next*.

STEP 4:   Enter your information, and then click *Next*.

STEP 5:   You will then receive an email with an assigned password. If your company administrator still needs to approve your license, a registration request e-mail is sent to your company administrator. Once the company administrator approves the license, you will receive a second e-mail with a link to activate your account.

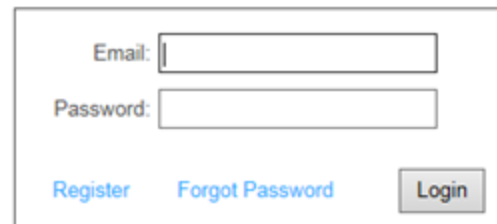STEP 6:   Click the link. This takes you to a web page confirming your license activation.

Note:

Use your work e-mail address and the assigned password to log in. Once you have logged in, you can change your password by clicking on the Reset Password link on the Edit Profile page.

3.2 LOGGING IN

➔ *To log in:*

STEP 1:   Type your e-mail address (which tells the system who you are).

STEP 2:   Type your password (for new users, use the password that you initially received in an e-mail).
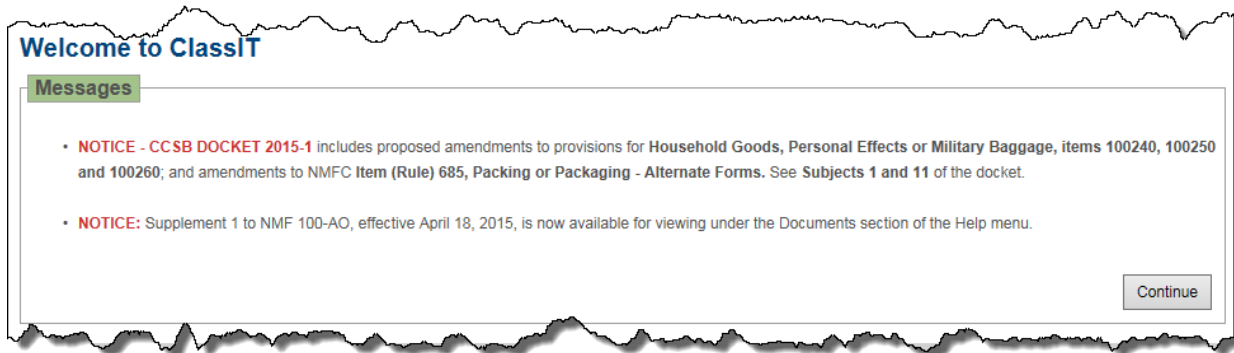
STEP 3:   Click Login.

3.2.1 Welcome Message

When you log in, ClassIT displays any new announcements on the ClassIT Messages page. After reading the message, click the Continue button. This opens the ClassIT Search page.

If there are no new announcements, ClassIT goes directly to the Search page when you log in.

3.3 LOGGING OUT

Your access account to ClassIT site is a single sign-on account. This provides you the ability to access any other NMFTA Sites that you have access to (User Manager Administration, SCAC, SPLC, etc.) in a single log on session. When you are finished using the ClassIT site, make sure to log out.

To log out, click on the Logout link in the menu bar.

3.4 CHANGING YOUR PASSWORD

3.4.1 Forgot Password

➔ *If you have forgotten your password, follow the steps below to reset your password:*

STEP 1:   Click Forgot Password on the Login page. The Request Password Reset page displays.

STEP 2:   Enter your e-mail address and click Submit. This sends you an e-mail with a link titled NMFTA Reset Password.

STEP 3:   Click the link. This opens the Create New Password page, where you can enter a new password.

STEP 4:   Enter *New Password* and *Confirm New Password*. Be sure to enter the same password in both fields.

> Note:
>
> The password must be at least 5 characters long, and must contain at least one number and one letter. Passwords are case-sensitive. That is, if you specify ABcd1 as your password, you must type "AB" in upper case, and "cd" in lower when you log in.

STEP 5:   Click *Submit*. This shows you a message confirming the password change.

3.4.2 Change Password

> ➔ *If you remember your password, but want to change it while you are logged in to ClassIT, follow the steps below to reset the password:*

STEP 1:   Select User Preferences from the User Settings menu. This opens the User Preferences page.

STEP 2:   Click the Edit Profile button. This opens your User Profile page.

STEP 3:   On the User Profile page, click on Reset Password. This opens the Create New Password page.

STEP 4:   Enter New Password and Confirm New Password. Be sure to enter the same password in both fields.

STEP 5:   Note: The password must be at least 5 characters long, and must contain at least one number and one letter. Passwords are case-sensitive. That is, if you specify ABcd1 as your password, you must type "AB" in upper case, and "cd" in lower when you log in.

STEP 6:   Click Submit. This shows you a message confirming the password change.

STEP 7:   After you have changed your password, you can return to ClassIT by clicking on the Return button.

3.5 EDITING YOUR PROFILE

The User Profile page allows you to edit your contact information, contact preferences and reset your password.

➔   *To edit your profile:*

STEP 1:   Select User Preferences from the User Settings menu.

STEP 2:   Click on the Edit Profile button.

STEP 3:   After you have edited your profile, you can return to ClassIT by clicking on the Return button.

You can change the contact information (on the left) or contact preferences (on the right). Once you have edited the profile, click Save.

You must have the following information:

- E-mail address
- First name
- Last name

- Address Line 1 (usually the street address of your work)
- City
- State (You must choose from the list for Canada and the U.S.)
- Postal Code (in the U. S. this is the zip code)
- Country

4 ClassIT Menus

All ClassIT pages have a menu bar at the top of the page.

Welcome   Search   Calculators   Documents   User Settings   Company Settings   Help   Quick Links   Logout

To go to a ClassIT page, click the menu button for that page.

The User Settings, Company Settings, Help, and Quick Links menu buttons have multiple menu items. When you move the mouse over one of these, the menu opens showing you multiple options. From any of these menus, click on the menu option for the page you want to go to.

The following menu items are available from ClassIT.

Welcome

> Opens the ClassIT Welcome page. Announcements are shown on this page to the right of the general welcome text.

Search

> Opens the ClassIT Search page where you can search for items.

Calculators

> Opens the ClassIT Calculators page where you can calculate densities or convert measurements.

Calculators

> Opens the ClassIT Documents page where you can download supplements and other PDF documents.

User Settings

> User Preferences

> Opens the ClassIT Settings page, where you can set various help and display options.

> User Synonyms

> Opens the ClassIT User Synonyms page where you can set or edit synonyms to use in your searches. With synonyms, you can create a shorthand word for a longer phrase that you often use, or you can tell ClassIT that when you search for one word, it should also search for another word.

Company Settings

> Company Preferences

> Opens the ClassIT Company Preferences page, where you can set up the company preferences for ClassIT site.

> Company Synonyms

> Opens the ClassIT Company Synonyms page, where you can add or edit the company synonyms.

Help

ClassIT Help

Opens ClassIT Help page.

ClassIT Videos

Opens the ClassIT Training Videos page, where you can select a training video to watch.

Documents

Opens the ClassIT Documents page where you can download supplements and other PDF documents.

Quick Links

These menu items take you to other NMFTA web pages.

NMFTA Site

The home page for the main NMFTA web site.

NMFTA Store

The home page for the NMFTA on-line store.

NMFTA Member Site

The log in page for the CRC members web site.

ClassIT

The welcome page for ClassIT.

User Manager

Your user profile. (If you are a company administrator, this takes you to User Manager where you can edit user profile and license information for the users in your company.)

SCAC Data Distribution

The welcome page for the SCAC Data Distribution site.

SCAC Online

The welcome page for the SCAC Online site.

SCAC Application and Renewal

The home page for the SCAC Application and Renewal site.

SPLC Online

The welcome page for the SPLC Online site.

HVCS List Service

The log in page for the Heavy Vehicle Cyber Security list service site.

Log Out

Logs you out of ClassIT site.

5 Search

Typically, when you log in, ClassIT opens to the Search page. ClassIT searches through the full text of the NMFC content, just like a normal web search page.

5.1 BASIC SEARCH

➔ *To search the NMFC data:*

STEP 1:   Go to the ClassIT Search page by clicking the Search tab near the top of the page. The ClassIT Search page contains a field labeled Find.

STEP 2:   In that field, enter the term or terms for which you want to search.

STEP 3:   If you entered multiple words, choose whether you want to look for items that contain Any Word that you entered, or items that contain Every Word that you entered. You can also enter characters or words between keywords to conduct better searches.

STEP 4:   Press the Enter key or click Go. The lists below the Find field show all of the items that match your search.

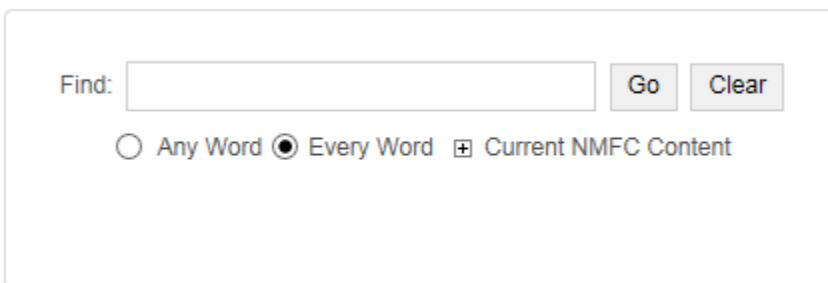STEP 5:   Click Clear to clear out the current search results.

Notes:

- In your search you can use quotes to specify phrases, or use the wild-card character *, just like a normal web search. You can also use the special word and with the special word or to specify combinations of keywords. See Search Assist and the Special Characters and Words Reference for more information.
- If your search finds too many items, or if you are having trouble finding an item, look at Search Assist for additional help.

➔ *To search for an article by number:*

STEP 1:   Type the article number

STEP 2:   Click Go.

5.2 THE CLASSIT SEARCH PAGE

Typically, when you log in, ClassIT opens to the Search page.

| Find: | [   ] | Go | Clear |

○ Any Word ⦿ Every Word ⊞ Current NMFC Content

Find

Enter the word or words that you want to find. If you want to find a particular article number, enter that number.

Go

Once you have entered the search words, click Go.

Clear

Clears the previous results set and search terms and allows you to start a new search

Any Word

When you choose Any Word and click Go, the results list will show any item that contains a word that you entered in the search.

Example:

If you want to find the article entry for some firefighting equipment that may be a sprinkler, or extinguisher, you should use Any Word. Enter these two words, choose Any Word then click Go.
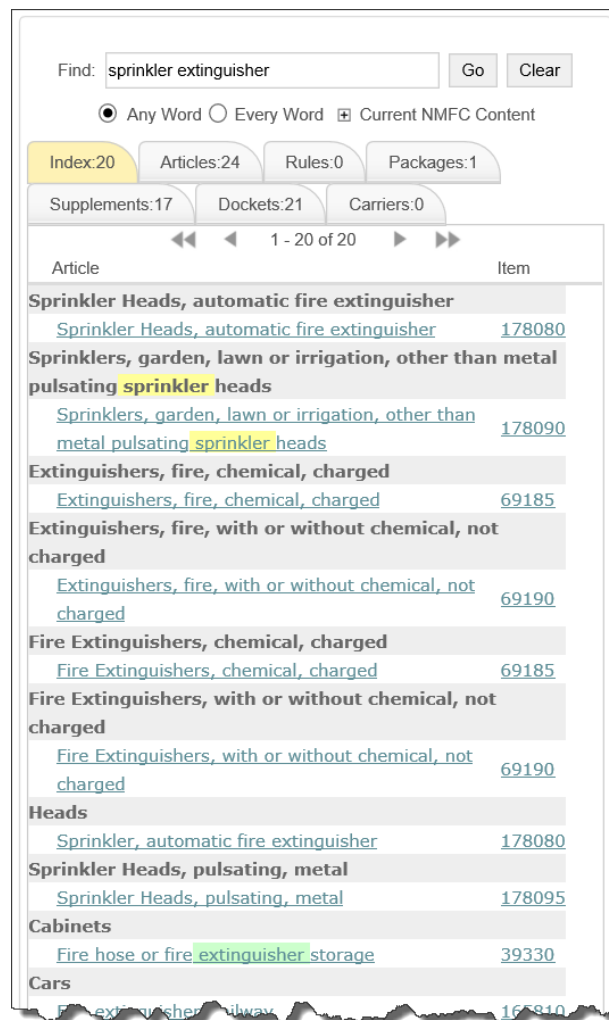
20 index listings contain one or both of these words.

Click on the index title or the article number to show the details.

Every Word

When you choose Every Word and click Go, the results lists will show only entries that contain every word you entered.

Example:

If you want to find the article for plastic windows, you want just the entries that contain both the word plastic and the word windows. (There are a very large number of things made out of plastic and there are a number of different kinds of windows, so Any Word would produce hundreds of results.) Enter the two words, choose Every Word then click Go.

Five index listings contain both the word plastic and the word windows.

Looking at the items, you believe the article you want is 35380. Click on the index title or article number to look at the details.

Current NMFC Content

If you want to search supplements, public docket files, or older entries, click the ⊞. This opens a list of options for what ClassIT will search through. The option you choose will be shown next to the ⊞. See Finding Supplements, Public Docket Files, and Older Entries for more details.

5.3 SEARCH RESULT LISTS

ClassIT lists each type of entry on a separate tab. Each tab shows the number of matches to your search next to the category title. Each list can show up to 25 entries on a page. To page through the list use the arrows below the tabs.

The right arrow ▶ goes to the next page.
The left arrow ◀ goes to the previous page.
The double right arrow ▶▶ goes to the last page.
The double left arrow ◀◀ goes to the first page.
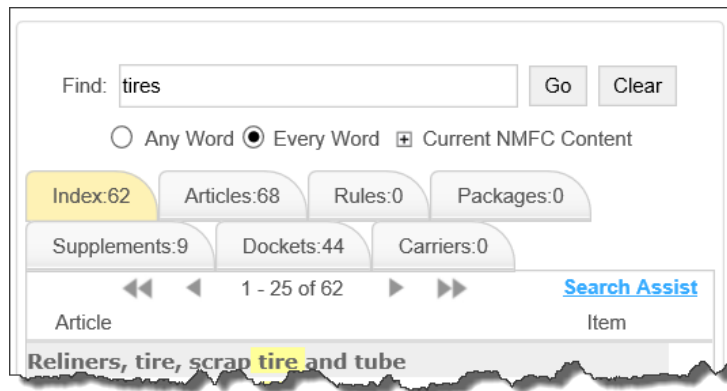
The lists for NMFC content searches are:

Index

> This list shows items in the Index to Articles that match your search. When you click on a listed item in the index, you can then see the indexed article details.

Articles

> This list shows items from the Articles section of the NMFC that match your search. Typically, when you are looking for articles, you should look at the index list first (by clicking the Index tab). If you do not find the article you are looking for in that list, look in the Articles list (by clicking the Articles tab).

Rules

> Lists items in the Rules section of the NMFC that match your search.

Packages

> Lists items in the Specifications for Numbered Packages section of the NMFC that match your search.

Carriers

> Lists items in the Participating Carriers sections of the NMFC that match your search.

Dockets

> If you search through Dockets rather than the general NMFC content, the search shows all results in a single list titled Public Docket Files.
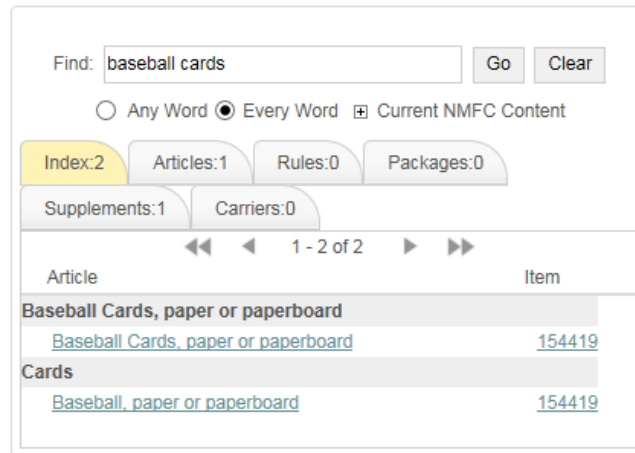
Supplements

If you search through Supplements rather than the general NMFC content, the search shows all results in a single list titled Supplements.

### 5.3.1 Search Results Example

To find the article for baseball cards, type baseball cards in the Find field.

This finds two different index entries to the same article and one article entry.

The different index entries are titled with bold text on a grey background. The two index entries for baseball cards are: "baseball cards, paper or paperboard" and "cards".

To view the article details, click the article text ("baseball cards, paper or paperboard" or "baseball, paper or paperboard") or the item number (154419). You can also click on the Articles tab to see part of the article details in the listing.
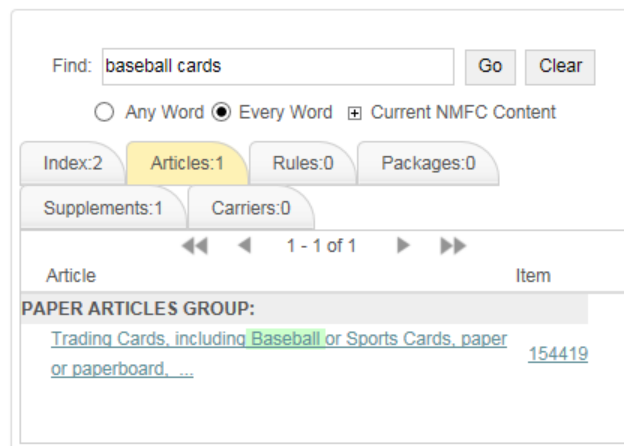
The links on the Articles list open the article details, just like the links on the Index list.

5.3.2 Finding Supplements, Public Docket Files, and Older Entries

To search through supplements, public docket files, or older entries, click the ⊞ . This opens a list of options. The current option is shown next to the ⊞ .


Select the NMFC content you want to search through before clicking Go to run your search.

Current NMFC Content

> This is the complete, up-to-date entries. Current NMFC content has all the latest changes incorporated.

NMFC Content As Of

> This is the complete NMFC content on the date you specify. Type a date or click on the calendar icon and choose a date from the pop-up calendar.
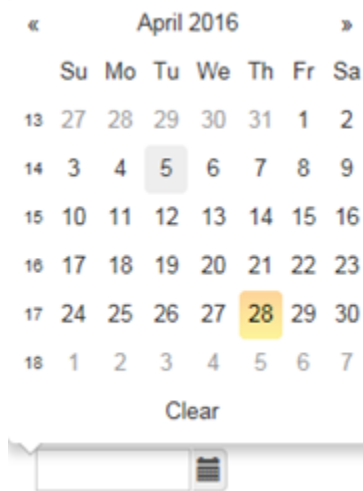
On the pop-up calendar, you can page back a month at a time by clicking the back arrow. You can page forward a month at a time by clicking the forward arrow. When you have located the date you want, click on it to select it.

Once you have selected a date, your search will return the NMFC items that were current on that date. Use this option in situations where someone shipped an item in the past and you need to verify the NMFC information that was current when the item shipped.

Click on the Clear button to reset your selection.

NMFC Supplement

Choose All Supplements or choose a particular supplement from the drop-down list.

This option and the NMFC Supplement Date range option are useful when you want to find out when a particular NMFC change was published in a supplement.

NMFC Supplement Date Range

Enter the earliest date in the range in the field marked From. Enter the latest date in the range in the field marked To. (You can type the dates or click the calendar icon and choose the dates from the pop-up calendar.) Your search will then return results from any supplements issued between the dates you chose.

Public Docket Files

Choose All Public Docket Files or choose a particular docket from the drop-down list.

5.4 SEARCH RESULT ITEMS AND DETAILS

Each list shows the group title and the first part of the entry on the left and shows the item number on the right. To switch between lists, click on one of the tabs above the lists. (The Current NMFC Content lists are: Index, Articles, Rules, Packages, and Carriers.) If there are more than 25 items on a list, you can use the arrows below the tabs to page through the list.

When you move your mouse cursor over an item in the list, if you have Preview Window enabled on your User Preferences, a small preview of the item details will open.
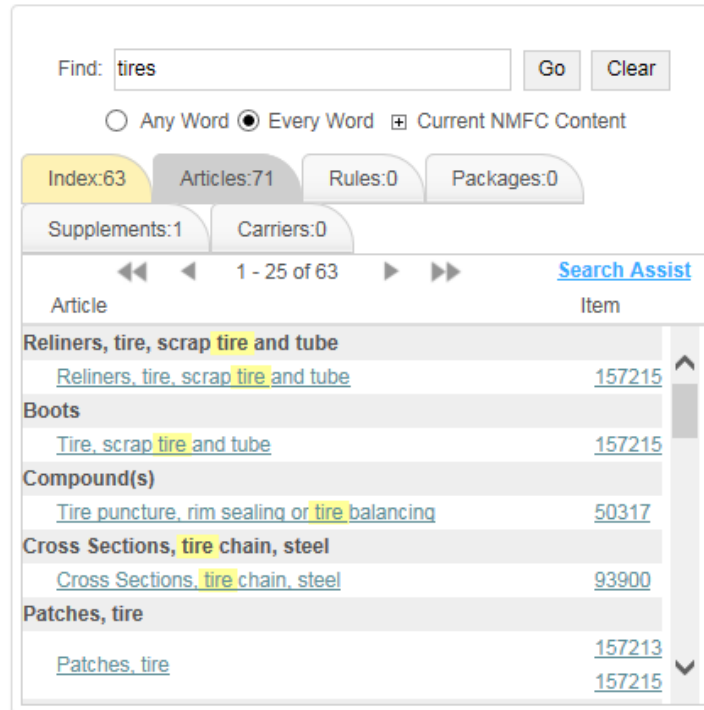
To show entry details, click on the entry text or item number. This opens the page view for the details to the right or below the list.
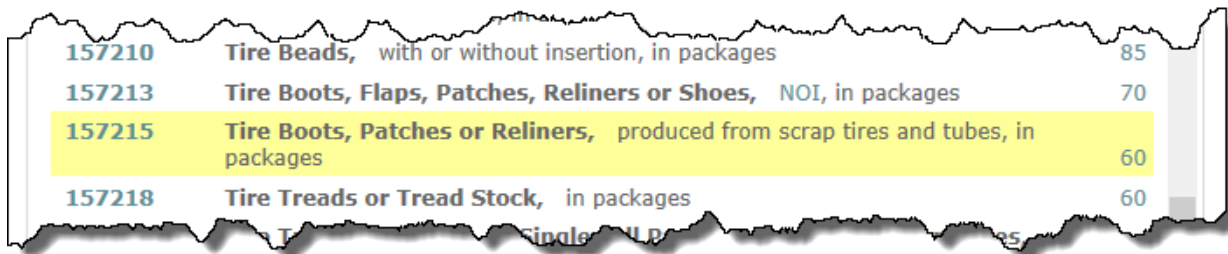
The page view shows the currently selected item highlighted with yellow. The other items on the same "page" are shown above and below the selected item. The number for each article is shown to the left of the details when the articles are shown in the page view. The class of the article is shown to the right of the details.

To print the page, scroll to the top of the page details and click Print.

To page through the entries, scroll to the top of the page details and use the arrows to page forward or back.

All links in the page view are highlighted with a color, but are not underlined.

To get a print view of a single item, click on the item number (to the left in the page view). This opens the print view in a separate window. You can then click Print (in the upper right corner of the window) to print out the item details.

To view the rules for article classification, click the class number (to the right in the page view). This opens the appropriate rule item in a print view.

Other links in the details open other, related, entries in the print view.

5.5 SPECIAL SEARCH CHARACTERS AND WORDS

w/<number of characters>

Finds items where the first keyword occurs within the indicated number of words of the second keyword.

Examples

liners w/5 tires	Matches occurrences of "liners" within five words or less from "tires"
Shipper w/50 consignor	Matches occurrences of "shipper" within fifty words or less from "consignor"
"cast aluminum" w/100 "heating elements"	Matches occurrences of the phrase "cast aluminum" within 100 words or less from the phrase "heating elements"

5.6 WHAT TO DO IF YOU ARE HAVING TROUBLE FINDING AN ITEM

Sometimes a single keyword or simple list of keywords produces so many results you still have trouble finding the item you are looking for. A single keyword or simple list of keywords can also sometimes return no results.

5.6.1 If you found too many results

You can insert special characters or words between keywords to get a smaller, more manageable list of results.

5.6.1.1 If you tried multiple keywords

Make sure you chose the Every Word option, rather than the Any Word option.

> Example:
>
> Every Word   The keyword string, electric cable, returns hundreds of articles when you choose Any Word. The same string returns less than a hundred items when you choose Every Word.

5.6.2 If Every Word still returns too many results

Try searching for a specific item in a category by enclosing the keywords in quotes.

> Example:
>
> "cast aluminum"   The keyword string, cast aluminum, returns more than 50 articles even when you choose Every Word. When you are looking for something cast out of aluminum, but not something cast out of clay, and then treated with an aluminum chemical, enclosing the phrase, "cast aluminum", in quotes returns all items that specifically say cast aluminum in the text.

5.6.2.1 If a phrase enclosed in quotes does not return the item you are looking for

Try looking for a keyword located near another keyword. You specify this by separating the two keywords with w/ followed by the maximum number of words that can separate the two keywords.

> Example:
>
> cast w/1 aluminum   This returns all items that contain the word cast followed by the word aluminum, plus all items that contain the word aluminum followed by the word cast (plus items that separate those two words with punctuation).

5.6.2.2 If you tried a single keyword

Try restricting the search by adding a second keyword and choosing the Every Word option, rather than the Any Word option.

**5.6.2.3   If you cannot think of a second keyword,
or a second keyword does not return the items you are looking for**

Try using wild card characters with a keyword part common to the items you want to find. Typically you will use the * wild card character. This specifies any text (or no text) in the part of the keyword where you place the * character. There are other wild card characters you may want to use in some instances. For a complete list of wild card characters and their meaning, see the wild card reference.

Example:

nitro*   This returns a list of all the articles containing words beginning with nitro (these are chemicals). You might want to use a wild card in this case, since using the keyword chemical returns too many results, but using each specific chemical name is too time-consuming. The keyword nitro* returns a list of 25 to 50 articles including: Nitrohydrochloric, Nitrosylsulfuric, Carbon dioxide-nitrous oxide mixture, Nitrogen, and Nitrous oxide.

5.6.3 If you found no results

Check the spelling of all the keywords you used.

If you are searching for an article by number, make sure you typed the correct article number.

5.6.3.1   If you are searching for an article by product name or by a common nickname

Try searching for a more generic description. For instance, if you used the brand name Lionel as a keyword, and did not find the article you were looking for, try the keywords toy train.

5.6.3.2   If you used multiple keywords (and all the keywords are spelled correctly)

5.6.3.3   If you tried an Every Word search

Try an Any Word search. If that returns too many results, try using the word and in addition to the word or to specify multiple combinations of words.

5.6.3.4   If you tried using the word and without using the word or

If you used the word and between all the keywords in your search, try deleting the word and, then use an Any Word search.

If that returns too many results, try using the word and in addition to the word or to specify multiple combinations of words.

5.6.3.5   If you tried using the word and only between some keywords

Make sure you chose the Any Word option, rather than the Every Word option.

If that returns too many results, try using the word and in addition to the word or to specify multiple combinations of words.

5.6.3.6   If you tried using the word or with the word and

Try grouping the keywords with parentheses. Without grouping, you may be asking for a different combination of keywords than you expect.

5.6.4   If you found too many results using Any Word, but too few results using Every Word

Try using the word **or** with the word **and** to specify multiple combinations of words.

> Example:
>
> *animal or vegetable and oil*
>
> *(animal or vegetable) and oil*
>
> > These two keyword strings each return all items that contain animal and oil, plus all items that contain vegetable and oil. The order of the words in the search string does not matter. The search string oil and animal or vegetable would return exactly the same list as the two example strings.

When searching for multiple combinations like this it is always a good idea to group the keywords with parentheses.

> Example:
>
> *animal or (vegetable and oil)*
>
> > This keyword string returns a different list of items than the keyword strings in the previous example. The resulting list contains all items with the word animal, plus all items that contain vegetable and oil.

It is especially important to use parentheses when you use the word **or** in combination with the word **and** along with more than three keywords.

> Example:
>
> *(fiber and vegetable) or (cotton and cloth)*
>
> > This keyword string returns all items that contain fiber and vegetable, plus all items that contain cotton and cloth. Without parentheses, this would return an entirely different list which could be specified as fiber and (vegetable or cotton) and loth. That search probably would not yield any results.

5.6.4.1   If you got unexpected results when you tried using the word or with the word and

Try grouping the keywords with parentheses. Without grouping, you may be asking for a different combination of keywords than you expect.

5.6.5 If you found too many results using one keyword, but too few results using another keyword

You can use more keywords or use wild card characters with part of a keyword to narrow your search.

If you use more than one keyword, pay attention to the Any Word and Every Word options. Any Word returns all articles that contain any keyword you specified. Every Word returns only articles that contain all of the keywords you specified.

6 Calculators

You can convert measurements or calculate densities from the ClassIT Calculators page.

6.1 STANDARD DENSITY CALCULATOR

The *Standard* tab shows measurement columns for Length, Width, Height, and Weight. This view shows the resulting Density from the measurements you enter.

Dimension

Choose the type of units used in length, width and height measurements on the density calculations. This can be in (inches), ft (feet), cm (centimeters), or m (meters).

Result

Choose the type of units used in the density calculation result. This can be lbs/ft3 (pounds per cubic foot, which is the U.S. and English measurement unit) or kg/m3 (kilograms per cubic meter, which is the metric measurement unit).

Weight

Choose the type of units used for the weight in the density calculations. The options are: lbs (pounds) or kg (kilograms).

Calculate

Enter the lengths, widths, heights, and weights in the table columns, then click Calculate. This will show the resulting density for each row where you entered all the data.

Clear

Clears all the data from the density calculation table.

6.2 ADVANCED DENSITY CALCULATOR

The *Advanced* tab shows measurements and results related to handling units in addition to the columns shown on the Standard tab.

Dimension

Choose the type of units used in length, width and height measurements on the density calculations. This can be in (inches), ft (feet), cm (centimeters), or m (meters).

Result

Choose the type of units used in the density calculation result. This can be lbs/ft3 (pounds per cubic foot, which is the U.S. and English measurement unit) or kg/m3 (kilograms per cubic meter, which is the metric measurement unit).

HU Weight

Choose the type of units used for the weight in the density calculations. The options are: lbs (pounds) or kg (kilograms).

Calculate

Enter the lengths, widths, heights, and weights in the table columns, then click Calculate. This will show the resulting density for each row where you entered all the data.

Clear

Clears all the data from the density calculation table.

6.3 ITEM 680, NOTE 2(A) CALCULATOR

The *Item 680, Note 2(a)* tab provides results for the Reasonable Occupancy of Shipping Container. It calculates the amount of volume used by the commodities and compare it to the volume of the shipping container. It states that the volume of a shipping container must be 65% full in order to be classified as the product. When the volume is less than 65%, the cell will be highlighted in red.

	Standard	Advanced	Item 680, Note 2(a)	Item 680, Note 2(b)	Item 680, Note 2(c)	

Commodity(ies)		Package	
Length	46 inches	Length	48 inches
Width	40 inches	Width	100 inches
Height	33 inches	Height	35 inches
Volume	60,720.0000 cubic inches	Volume	168,000.0000 cubic inches

Volume Occupied by Commodity   36.1429 %

Clear   Calculate

Calculate

To use this calculator:

1. Enter the dimensions of the commodity(ies), including any necessary interior packing forms, in the *Commodity(ies)* section.

2. Enter the interior dimensions of the shipping package in the *Package* section.

3. Click the *Calculate* button. The *Volume* numbers display in the highlighted textboxes.

When the *Volume Occupied by Commodity* is less than 65% (percentage displays in red), the gross weight of the container and its contents will be subject to the class applicable to either the container or its contents, whichever is higher.

Clear

Clears all the data from the density calculation table.

6.4 ITEM 680, NOTE 2(B) CALCULATOR

The *Item 680, Note 2(b)* tab provides results for the Reasonable Occupancy of Lift Truck Skid, Pallet or Platform Deck. It calculates the area occupied by the commodities and compare it to the surface area of the lift truck skid or pallet. It states that the surface area of a lift truck skid or pallet must be at least 65% occupied by the product(s) in order to be classified as the product. When the surface area occupied is less than 65%, the cell will be highlighted in red.

Calculate

To use this calculator:

1.   Enter the dimensions of the commodity(ies) in the *Commodity(ies)* section.

2.   Enter the dimensions of the lift truck skid, pallet or platform in the *Lift Truck Skid, Pallet or Platform* section.

3.   Click the *Calculate* button. The *Area* numbers display in the highlighted textboxes.

When the Surface Area Occupied by Commodity is less than 65% (percentage displays in red), the gross weight of the lift truck skid, pallet or platform and the commodity(ies) unitized or secured thereon will be subject to the class applicable to either the lift truck skid, pallet or platform or the commodity(ies), whichever is higher.

Note: Banding, strapping, wrapping or other materials used for securement to the lift truck skid, pallet or platform will not be considered in the determination of occupancy.

Clear

Clears all the data from the density calculation table.

6.5 ITEM 680, NOTE 2(C) CALCULATOR

The *Item 680, Note 2(c)* tab provides results for the Maximum Allowable Dimensions of Lift Truck Skids, Pallets or Platforms for 'Potentially Unstable Commodities'. It states that commodities having an overall height 1.5 times or more their shortest base dimension shall be considered potentially unstable. For such commodities, the lift truck skid, pallet or platform may be of sufficient size to provide adequate stability. Therefore, this calculator, first determines if the commodity is potentially unstable. Then it calculates the maximum allowable dimensions of the lift truck skid or pallet and compare that to the actual dimensions of the lift truck skid or pallet used. If either the length or width of the lift truck skid or pallet exceeds the maximum allowable dimension, that cell will be highlighted in red.

Calculate

To use this calculator:

1. Enter the dimensions of the commodity(ies) in the Commodity(ies) section below.

2. Click the Calculate button. The Ratio of Height to Shortest Dimension displays in the highlighted textbox.

3. If the Ratio of Height to Shortest Dimension calculated is 1.5 or greater (ratio displays in red), then the commodity(ies) is/are potentially unstable.

4. If the ratio is 1.5 or greater, enter the dimensions of the lift truck skid, pallet or platform in the Lift Truck Skid, Pallet or Platform section.

5. Click the Calculate button. The Maximum Allowable Dimensions and the Larger Value of Maximum Allowable Dimensions will display in the applicable highlighted textboxes.

If the lift truck skid, pallet or platform exceeds the maximum allowable length or width, (and if one or both of the values is/are red), the gross weight of the handling unit will be subject to the class applicable to either the lift truck skid, pallet or platform or the commodity(ies) being shipped, whichever is higher.

Clear

Clears all the data from the density calculation table.

6.6 MEASUREMENTS CALCULATOR

Measurement

Measurement to convert. Enter a number of units. Then, if you need to change the unit of measurement type to convert from, select it from the drop-down list below.

Result

Select the unit of measurement to convert to from the drop-down list below.

Convert

Click the Convert button to show the conversion result.

7 User Settings

The User Settings menu provides you the ability to update your ClassIT preferences and synonyms.

7.1 USER PREFERENCES

On the User Preferences page, you can change various display and help options.

ClassIT User Settings

Preferences

To update your preferences, select/deselect the settings listed below, and then click on the Save button. If you wish to update your profile, click on the Edit Profile button.

☑ Include Supplement Result

☑ Include Docket Result

☐ Navigate Directly to Item Number

☑ Preview Window

☐ Full Screen Popup Window

☐ User Search Assist

☑ Include Similar Search Results

☐ Clear Search Field on Focus

[Save] [Edit Profile]

Include Supplement Result

> When this is enabled, ClassIT Search displays the Supplement Tab in the search result.

Include Docket Result

> When this is enabled, ClassIT Search displays the Docket Tab in the search result.

Navigate directly to item number

> When this is enabled, ClassIT Search navigates directly to the item number in the search detail section.

Preview Window
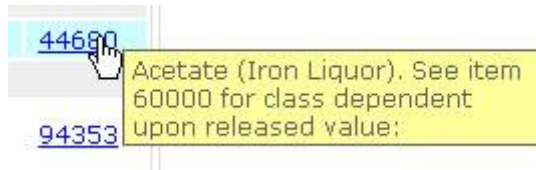
When this is enabled ClassIT Search displays a small preview of the details when you hold the mouse cursor over an item in the search results list.

Full Screen Popup Window

When this is enabled, the print view window fills your screen when it opens. (The print view window opens when you click on a link in the search result details.)

User Search Assist

When this is enabled and you get a large number of search results, a link to Search Assist is provided. Search Assist gives you suggestions about how to improve your searches.
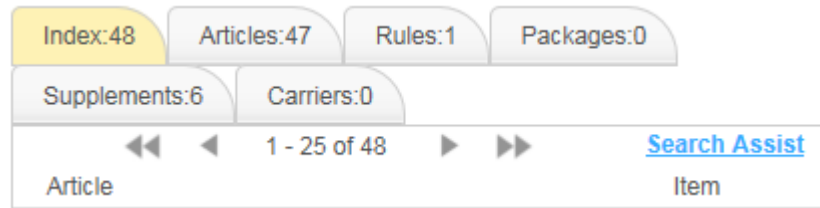
Include Similar Search Results

When this is enabled, includes additional results for stemming, such as plurals, e.g. a search for tire also returns results for tires.

Clear Search Field on Focus

When this is enabled, the search terms field is automatically cleared when the user clicks on the field.

Save

Click Save after you change your preference settings.

Edit Profile

Opens your user profile so you can change your contact information or your password.

7.2 USER SYNONYMS

On the User Synonyms page, you can add, edit or remove your ClassIT synonyms.

User's Word	Search Text	Add Synonym
shetland9	horse9	Edit 🗑 Delete
		✅ Save ✖ Cancel

Add Synonym

> Click to add a new synonym. This opens two fields. Enter your word in the User's Word field. In the Search Text field enter the word you want to search for when you enter your word.

Edit

> Click to edit a saved synonym.

Delete

> Click to delete a saved synonym.

Cancel

> Click to discard the changes and exit editing mode.

Save/Update

> Click to save a new synonym or update the changes you made to an existing synonym.

Note:

Updates to the synonyms takes 5-10 minutes before it's reflected in search results.

8 Company Settings

The *Company Settings* menu provides you the ability to update your ClassIT company preferences and synonyms.

8.1 COMPANY PREFERENCE

The *Company Preferences* page provides you the ability to allow/disallow users within your company from creating synonyms.
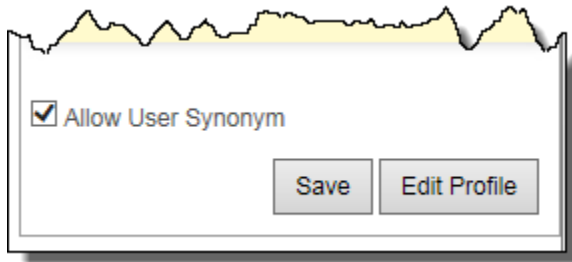
Allow User Synonym

> When this is enabled, users within your company can create synonyms.

Save

> Click Save after you change your company preference settings.

Edit Profile

> Opens your company profile so you can change your company's contact information and settings.

8.2 COMPANY SYNONYMS

On the Company Synonyms page, you can add, edit or remove synonyms.

Add Synonym

> Click to add a new synonym. This opens two fields. Enter your word in the User's Word field. In the Search Text field enter the word you want to search for when you enter your word.

Edit

> Click to edit a saved synonym.

Delete

>   Click to delete a saved synonym.

Cancel

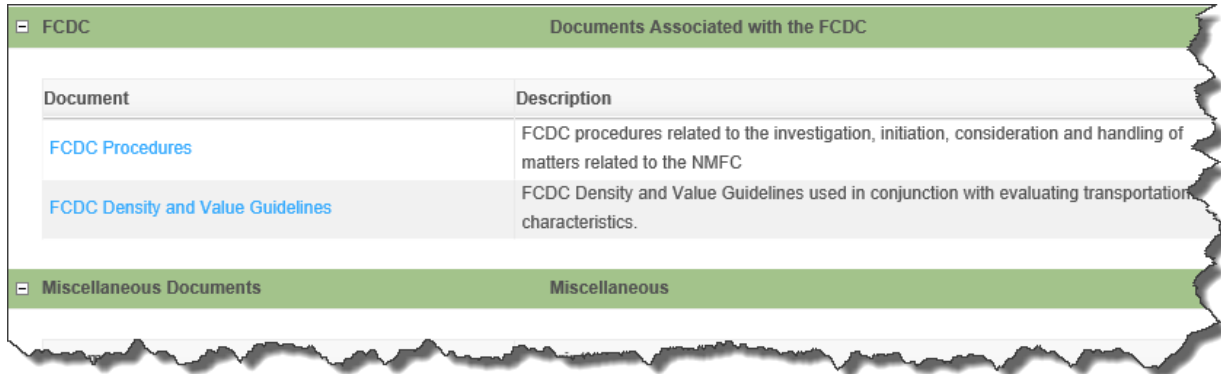>   Click to discard the changes and exit editing mode.

Save/Update

>   Click to save a new synonym or update the changes you made
>   to an existing synonym.

Note:

Updates to the synonyms takes 5-10 minutes before it's reflected in search results.

9   Document Download

> ➔ *To download documents:*

STEP 1:   Select Documents from the Help menu.

STEP 2:   Click the id of the document you want to download (the id is listed in the Document column on the table). Downloadable documents include Supplements and miscellaneous reference documents.