



Proof of Deliveries Quick Guide (Operations Module)

General Objective: Explain in a fast and accurate way the basic steps to enter **Proof of Deliveries** notifications in the operations modules.

*** To simplify the process will be explained a window from one of the modules as it does work in the same way in all Operations Modules.

Workflow

1-POD Entry	First step to create a proof of delivery.
2-POD Report	This report will reflect all those shipments which contain POD information. Also this report could be filtered based on the selected criteria.
3-NOT POD Report	This report will reflect all those shipments which do not contain POD information. Also this report could be filtered based on the selected criteria.

Proof of Deliveries

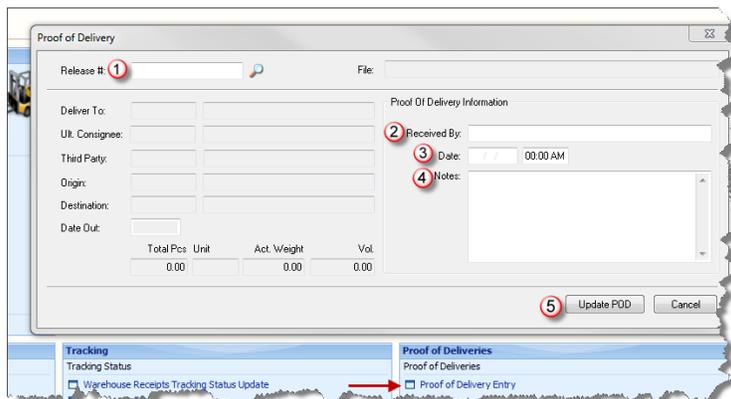
Window#1



1-POD Entry

Once this step is selected, will appear a window on your screen in which the data will be entered. See window#2 below

Window#2





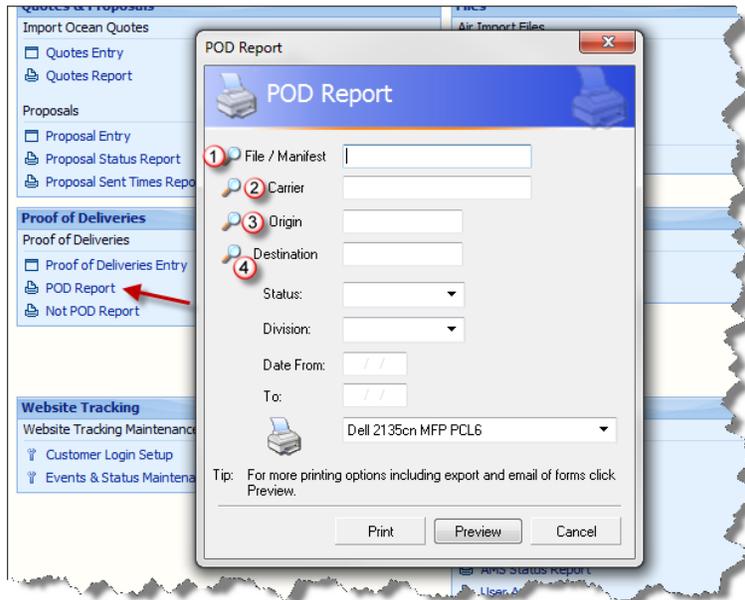
The process will start by entering the Shipping Document # which is going to change depending on the module you will be working at. EX: AWB, B/L, PO#, Release #, etc.

1-Shipping Doc. #	Enter the Document # manually or you may search it with the help of a magnifying glass. Once you TAB over, the system will bring up the information of that Shipping Document.
2-Received by	Name of the person that received the cargo.
3-Date/time	Date and Time of Delivery.
4-Notes	Add comments.
5-Update AWB	Close and Updates the document with a proof of delivery notification.

POD Report

Once you click on this section, will appear a window on your screen as is shown bellow. This section will allow the user to generate a report of all those shipping documents that contain POD notifications. This report can be filtered by the different available options. See bellow Window #4.

Window#4





Not POD Report

This section will provide the user with the option of generate reports of those documents that do not include POD information. This report can be filtered by the different available options. See below Window #5.

Window #5

