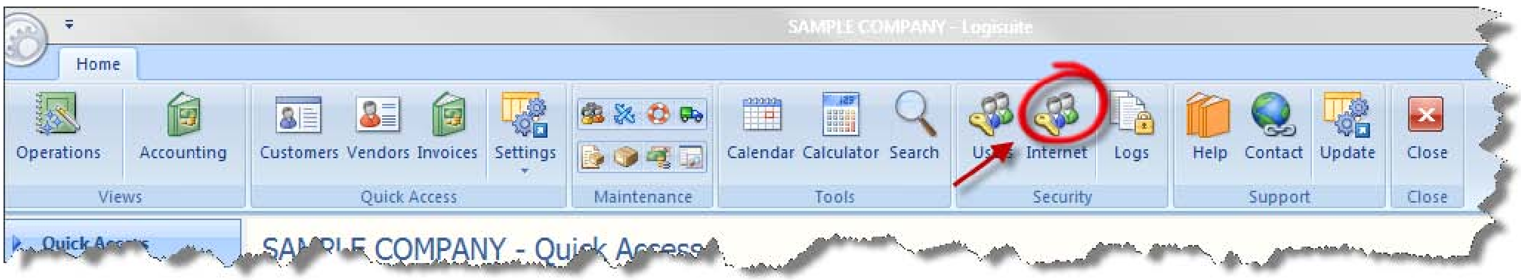
Quick Customers Tracking Access Workflow

General Objective: Explain in a fast and accurate way the basic steps to create a customer access to the Tracking Website.

Objetive Guide

1-Web Account	Determine the client which will be given the access to, and assign its Web Account #.
2-Users	Determine Users and Types of Access.

Window#1

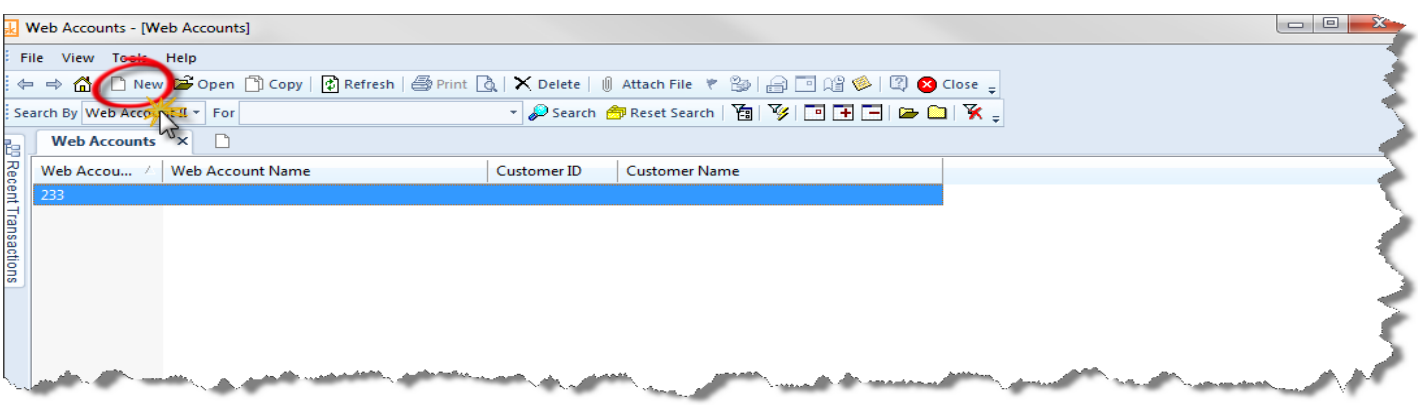


***In order to proceed to Step #1 you must go to the Home Bar and click on the Internet Icon(Internet) as it was shown on Window#1.

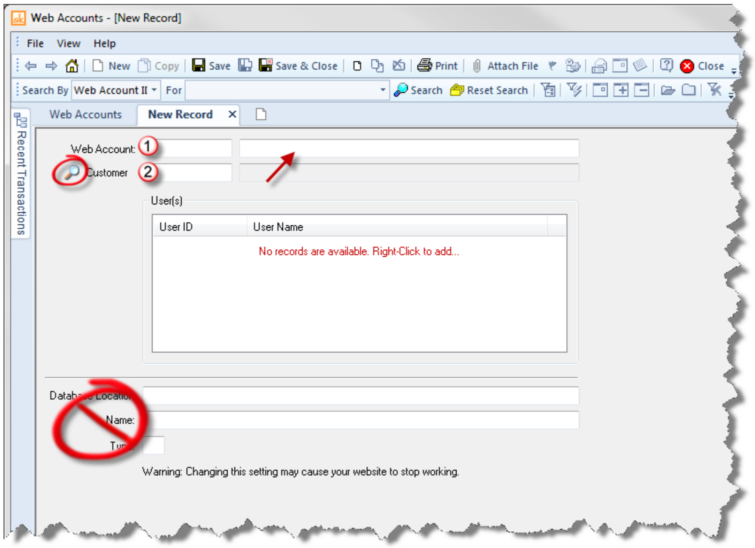
1-Web Account

During this step you will be able to determine which client will be given access to the Tracking Website, also to create its account ID#. To create a new Web Account ID# you must click on the icon New (New) as it's shown bellow on window#2.

Window#2



Cont.Window#2b

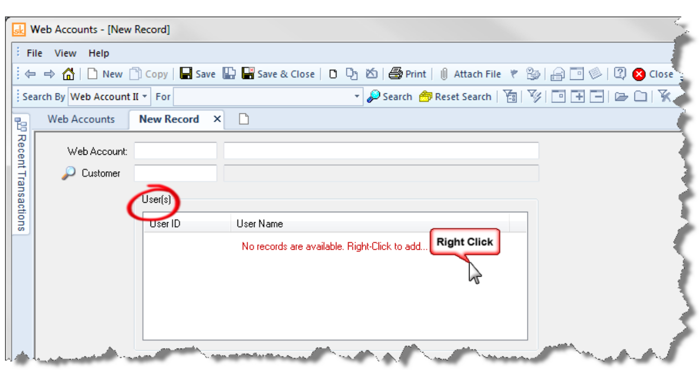


1- Web Account	Through this tab will be assigned the **Web Account#,** you could choose the **Web Account** at your best convenience but we highly suggest to use the same **Customer ID**, also the same description that will be entered on the tab that is right beside.
2- Customer	With the help of the magnifying glass (Search) you may perfom the search to find the **Customer ID** that will be given the access to.

2- Users and Types of Access.

During this step you will be able to create the users and determine their different types of access, please follow instructions on the following pages.

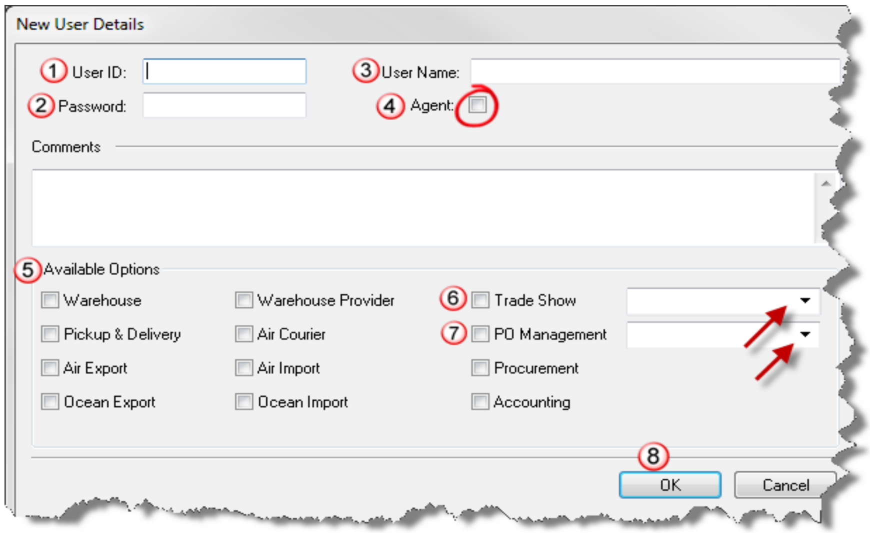
Window#3



User's creation starts by right-clicking the section marked as it's shown on Window#3**.**

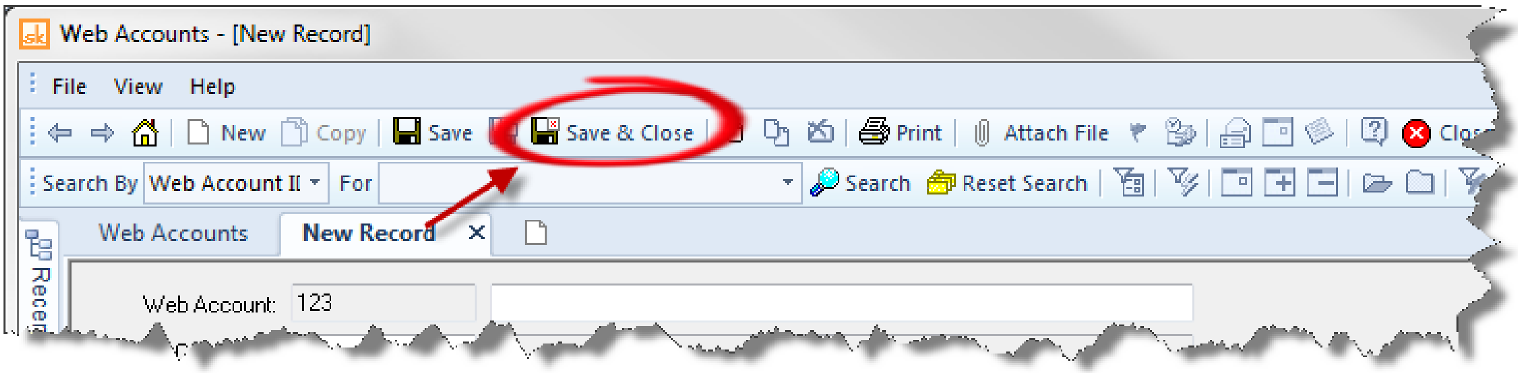
***Can be created as many users as needed it.

Window#3b



1-User ID	Create the **User ID** to which will be given the access to the Tracking Website ***If the Client selected only has one Web Account we suggest using the same Account # as User ID.
2-Password	Select the password for the current user that is being created.
3-Username	Name of the user is being created.
4-Agent	If this box is selected with a check mark then the user will be allowed to enter POD information and to update cargo status.
5-Available Options	In this section you will determine the different types of access the user will have.
6&7-Trade Show/PO Management	If these boxes are selected you must choose from the dropdown box the different options for **Trade Show**: *Carrier or Show Management,* for **PO Management**: *Standard or Container*
8-Ok	Saves the information and Closes the window, returning to Window #3.

Window#4



As it's been shown in the Window#4 by clicking on the save & close box (Save & Close) the information will be saved and updated completing the process to create access to the Tracking Website.