



QUICK GUIDE FOR WEB STATUS NOTIFICATIONS (PICKUP AND DELIVERY-AIR/OCEAN EXPORT – AIR/OCEAN IMPORT)

General Objective: Explain in a fast and accurate way the web status notifications workflow. This information will be available to the client at the Tracking web site.

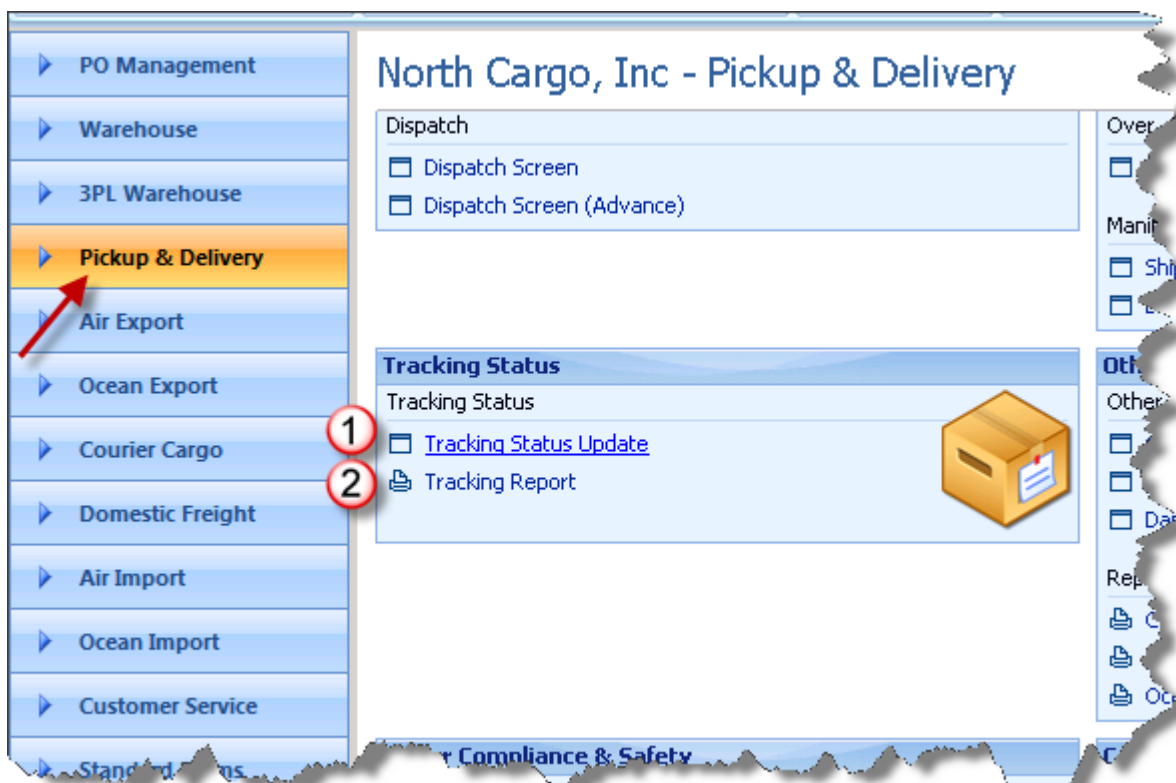
*** The procedure will be explained at the Pickup and Delivery module due to its similarity with the air and ocean modules.

Basic Steps

1-Tracking Status Update	During this step will be generated web status notifications.
2-Tracking Status Report	Generates a Report which groups all the Website notifications.

Window #1

Tracking Status

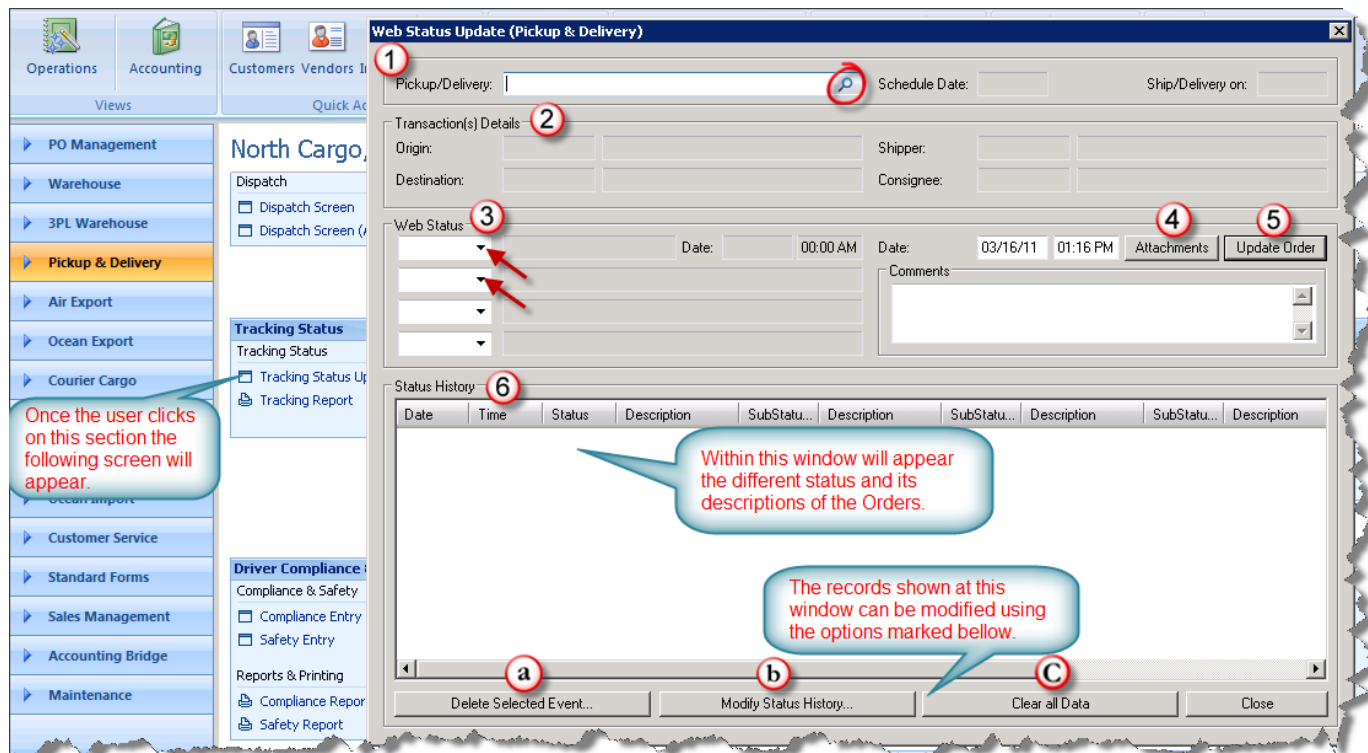




1- Tracking Status Update

Once this option is selected a New Web Status details window will prompt at your screen where the user will introduce the information to be updated in the Web Tracking.

Window #2



1-Pickup/Delivery	With the help of the magnifying glass find order that will be updated.
2-Transactions Details	Once the P/D order is picked the window will be filled with the information previously entered including its, Origin, Destination, Shipper and Consignee.
3-Web Status	From the drop down boxes select the new status and sub status to which will be updated the order on the Tracking Website.
4-Attachments	This option will allow you to attach any file that may be needed.
5-Update Order	By pressing this tab the system will update automatically the order and the new status will show at the Status History window bellow.
6-Status History	At this section will be shown the sequence of status for this Order.



2- Tracking Status Report

This report contains the information about the tracking website update made under the selected criteria by the user.

Window #4

The screenshot shows the Logisuite software interface for 'North Cargo, Inc - Pickup & Delivery'. A 'Web Status Report' dialog box is open, allowing users to filter reports by various criteria. The 'Status' field is highlighted with a magnifying glass icon, and a callout bubble explains that this icon is used to select specific criteria for filtering. The dialog box includes fields for Customer ID, Shipper ID, Consignee, Carrier ID, Driver ID, Division, Date From, and Date To. At the bottom, there are 'Print', 'Preview', and 'Cancel' buttons. A red arrow points to the 'Print' button.