ADMIN MANUAL

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1. Login Screen

User can login to the system by using [URL:https://www.smarttrack.co//login.php]. Following screen will be displayed to the user to enter login credentials.

- Username
- Password

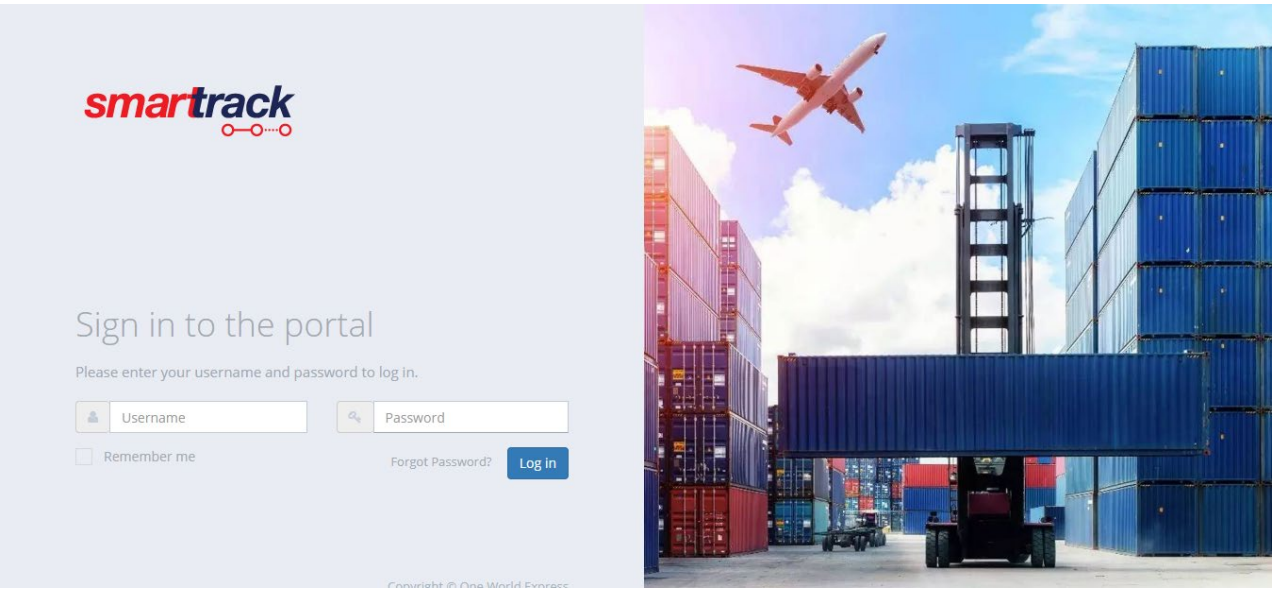


Figure 1-1 user panel Access Information

2. Dashboard

When user login to the system with valid credentials, system redirects user to Dashboard as shown below. There are 4 tiles displayed at top of the screen that represents

- Total Shipments
- Label Created
- IN transit
- Delivered

Following these tiles are two graphs displayed that are:

- Shipment Statistics Graph
- Top Countries Graph

User can also expand/collapse both graphs to full screen by clicking on the icon displayed at top right of the graph.

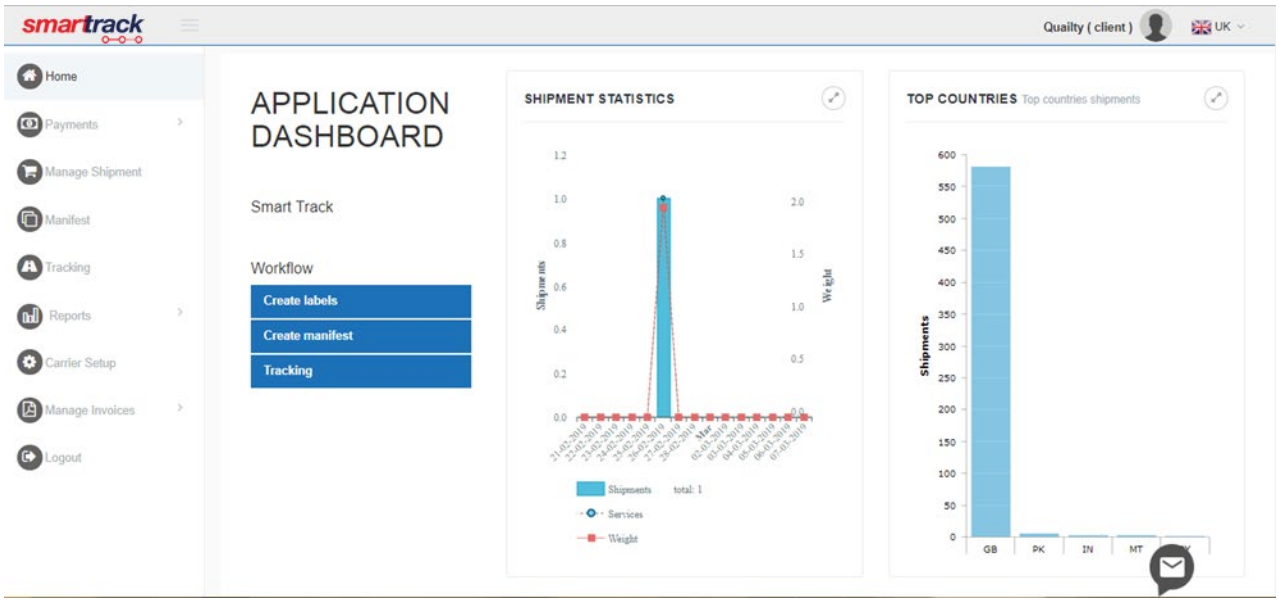


Figure 2-1 Dashboard

3. FIND WAYBILL

User can navigate to Find Waybill module by clicking on Find Waybill tab displayed in navigation panel. There are two sections of the screen:

- Filters and Search
- List of Shipments

User can search on different fields as shown in the screenshot below.

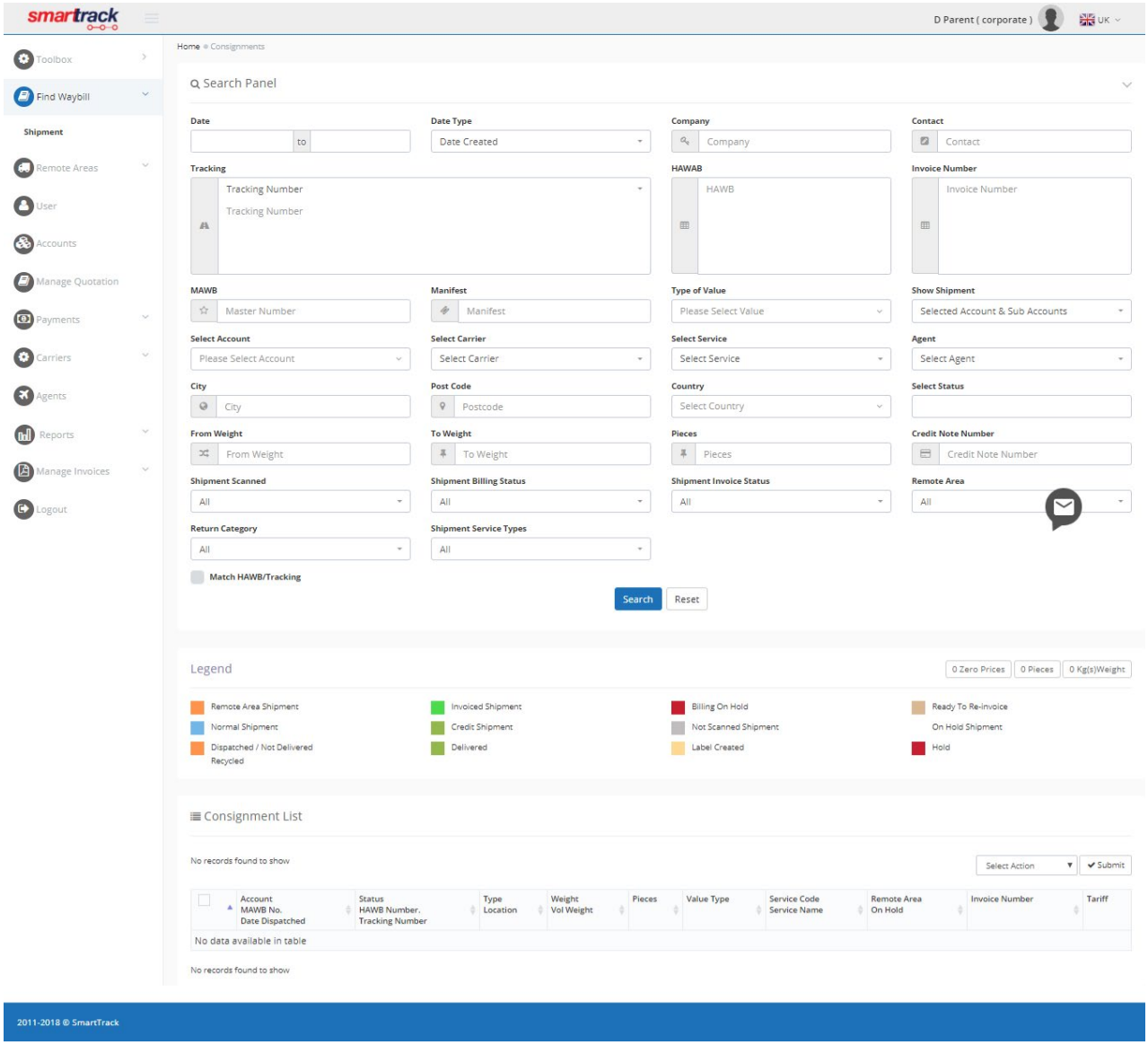


Figure 3-1 Find Waybill Screen

System will display a list of shipments depending upon the filters applied as shown below

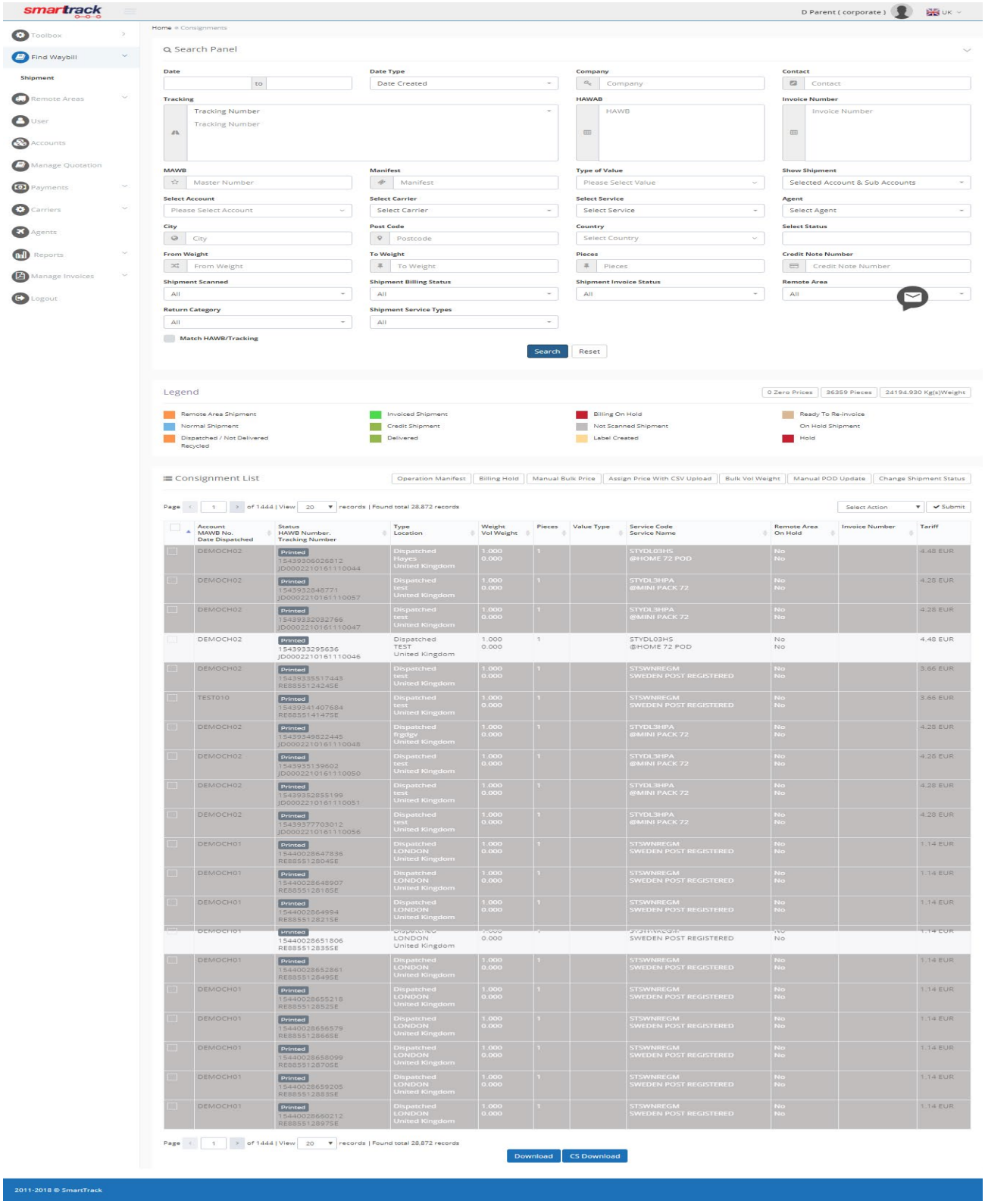


Figure 3-2 Find Waybill Shipment search

User can manipulate with following actions on the list of shipments displayed

- Operation Manifest
- Billing Hold
- Manual Bulk Price All
- Assign price with CSV upload
- Bulk Vol Weight
- Manual POD update
- Charge Shipment Status

User can also view tracking of any shipment by clicking on tracking number of shipment displayed.

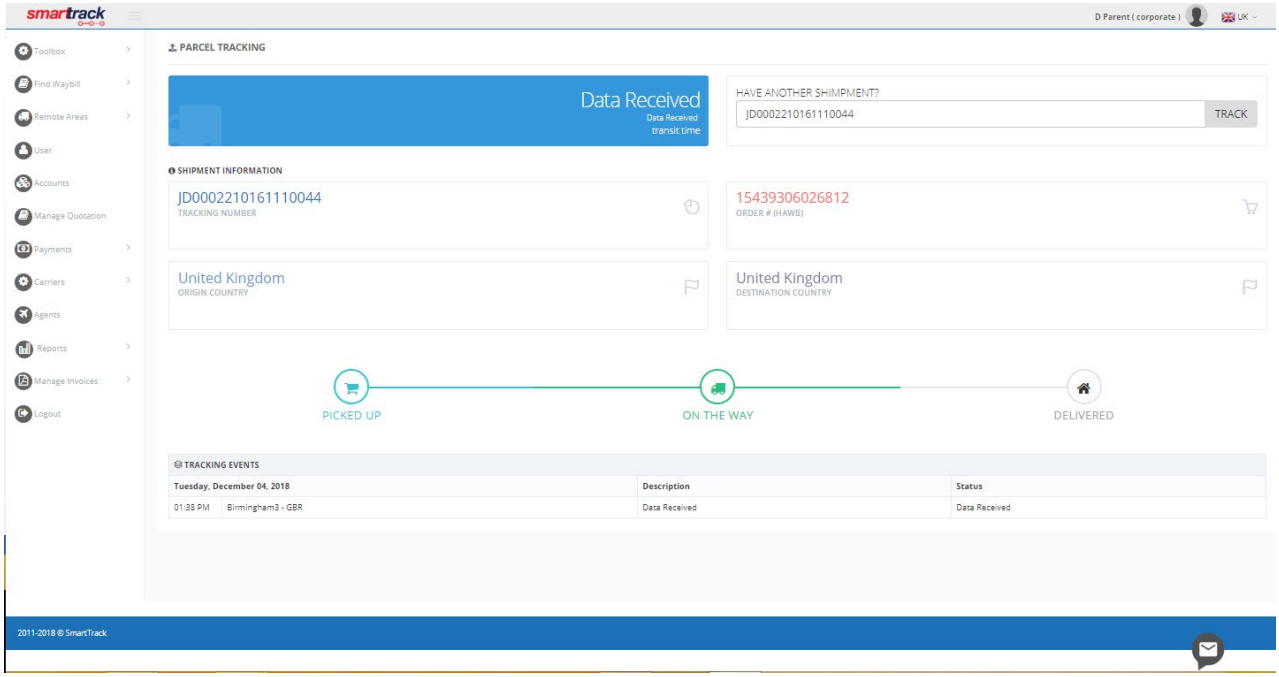


Figure 3-3 Tracking of any shipment

User can view details of any shipment by clicking on hawb number or by double clicking on the record.

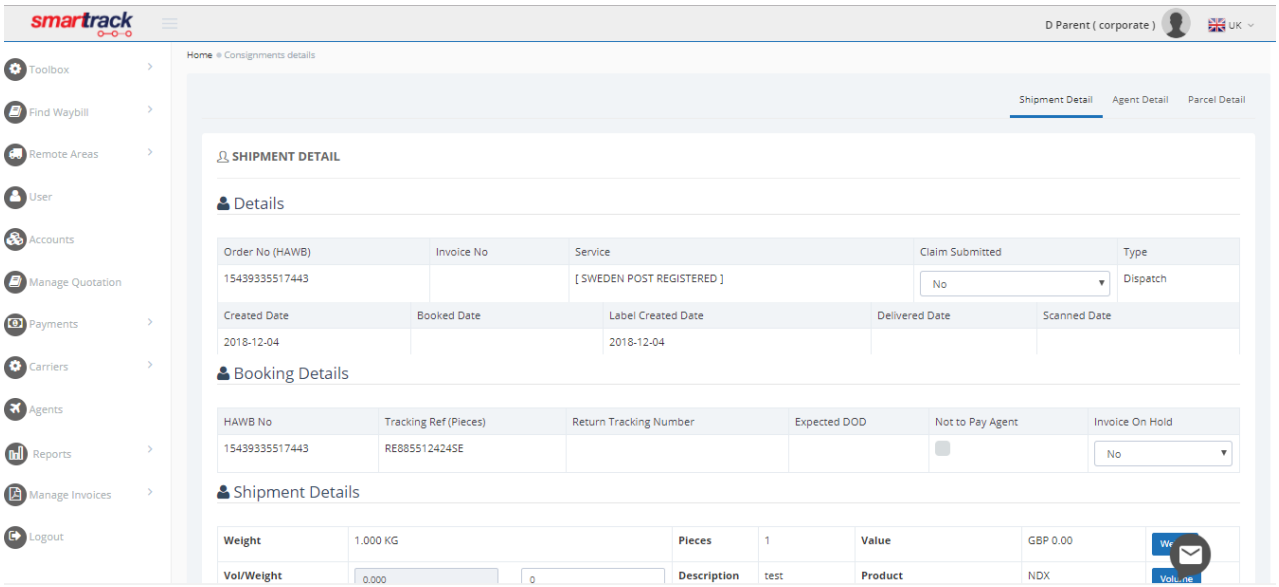


Figure 3-4 Shipment Details

There are few actions on shipment detail screen as well as shown below:

- Show Label
- Update Pricing
- Pricing
- Audit
- Price Audit
- Change Account
- Edit Tracking

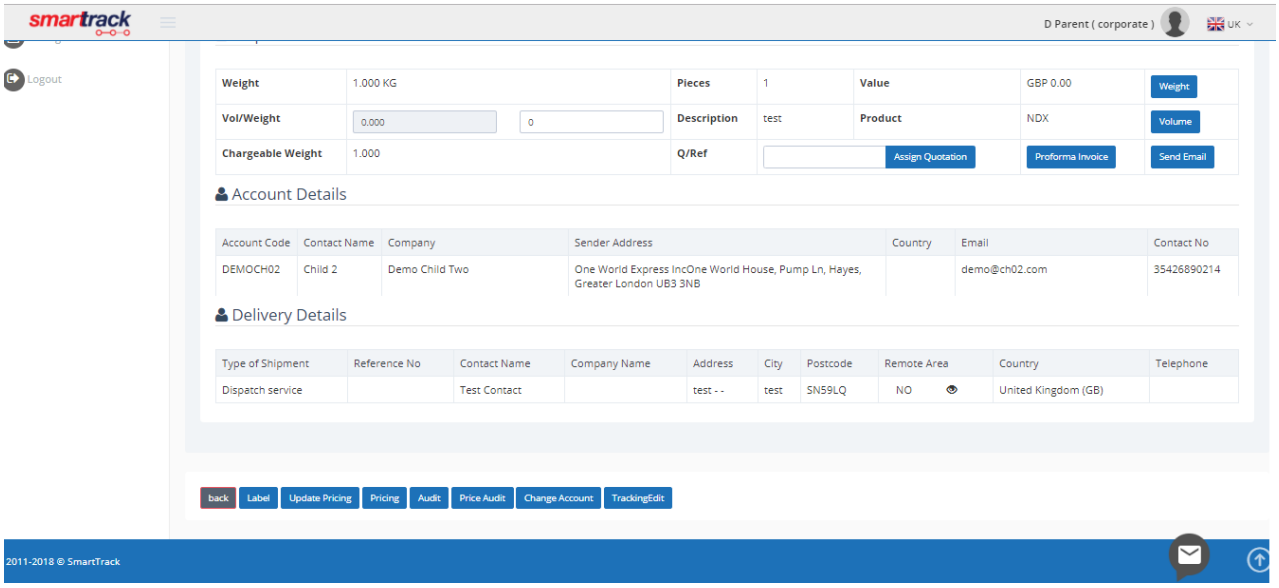


Figure 3-5 Shipment Detail Actions

User can view Agent Detail as well

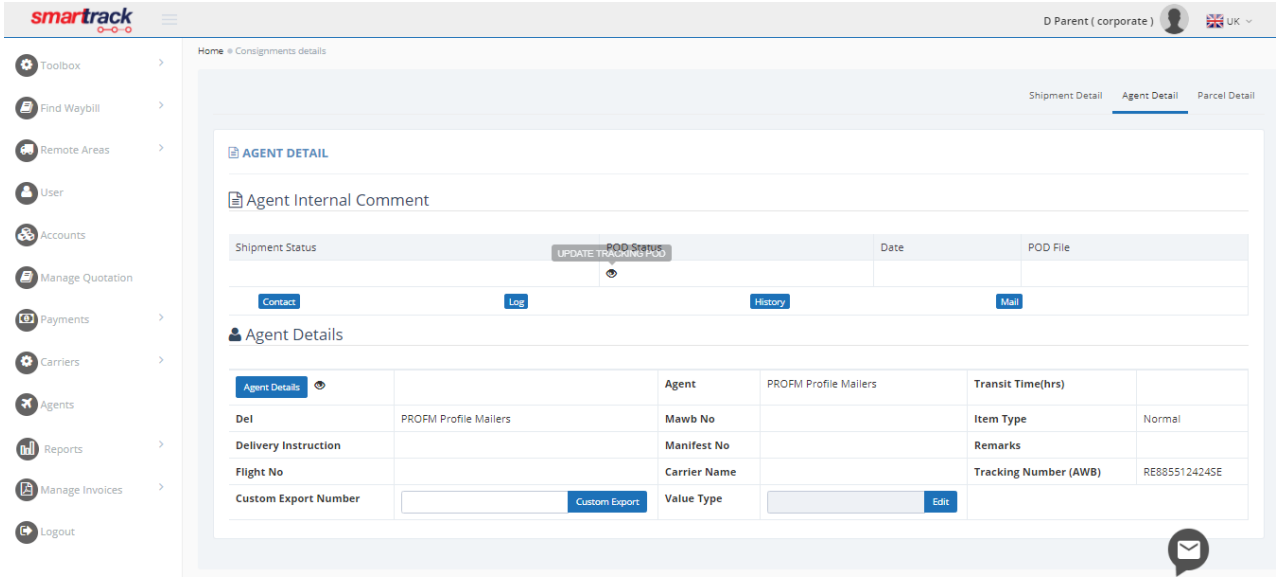


Figure 3-6 Agent Details

User can aslo view parcel details as well

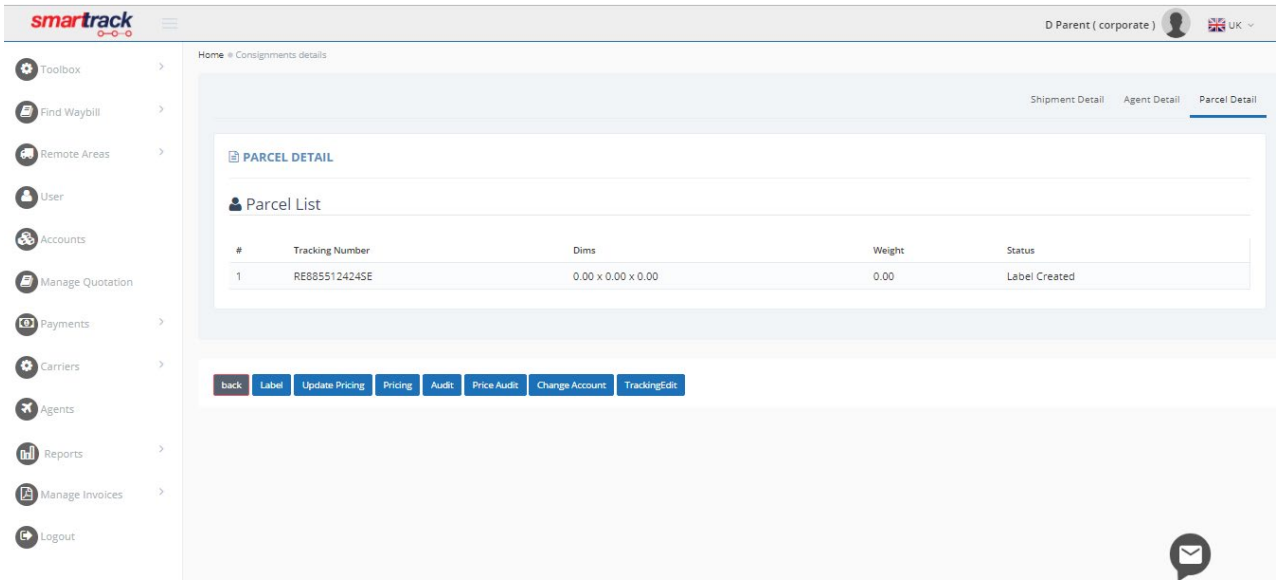


Figure 3-7 Parcel Details

3.1 Generate Invoice

User can generate invoice from find waybill screen. User need to select the account to whom he wants to generate invoice and search for “Not Invoiced” shipments. Then, a “Generate Invoice” button will be displayed.

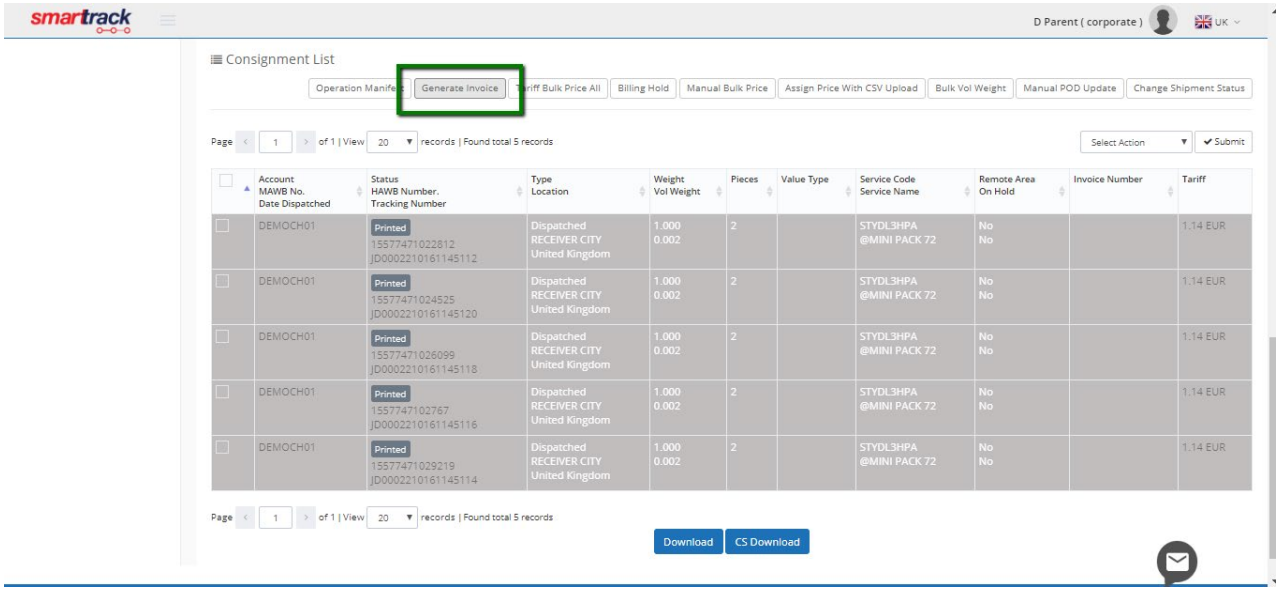


Figure 3-8 Generate Invoice button

When user clicks on this button, a pop up is displayed to check/uncheck fields added in the invoice pdf.

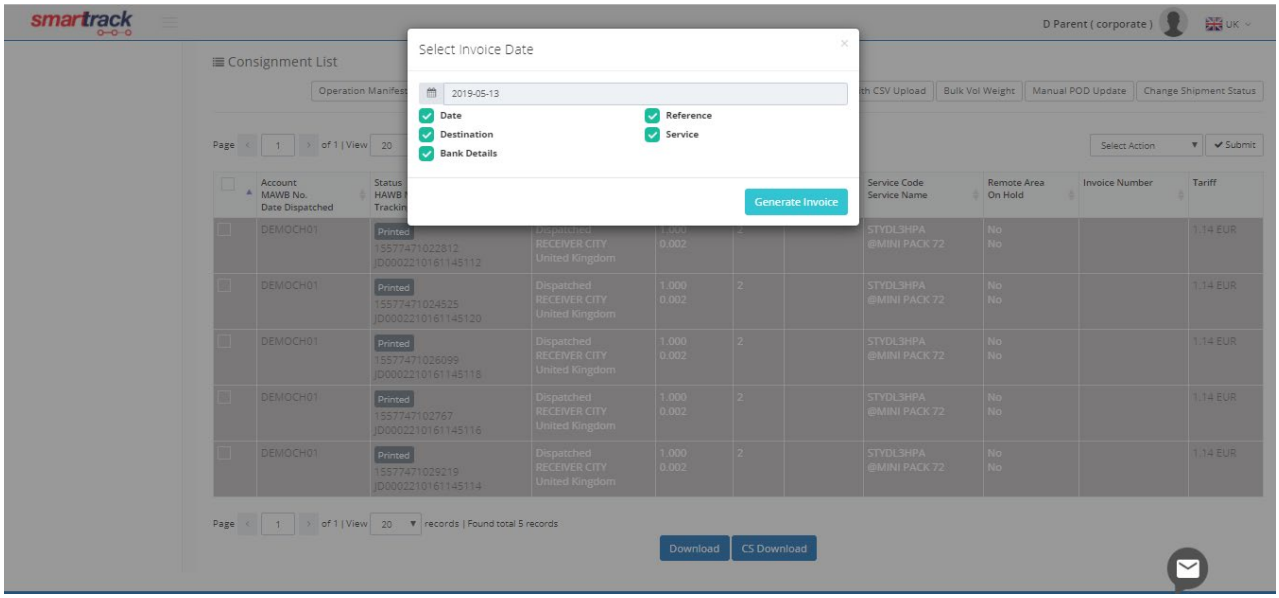


Figure 3-9 Generate Invoice fields

A link is displayed when invoice pdf is generated successfully

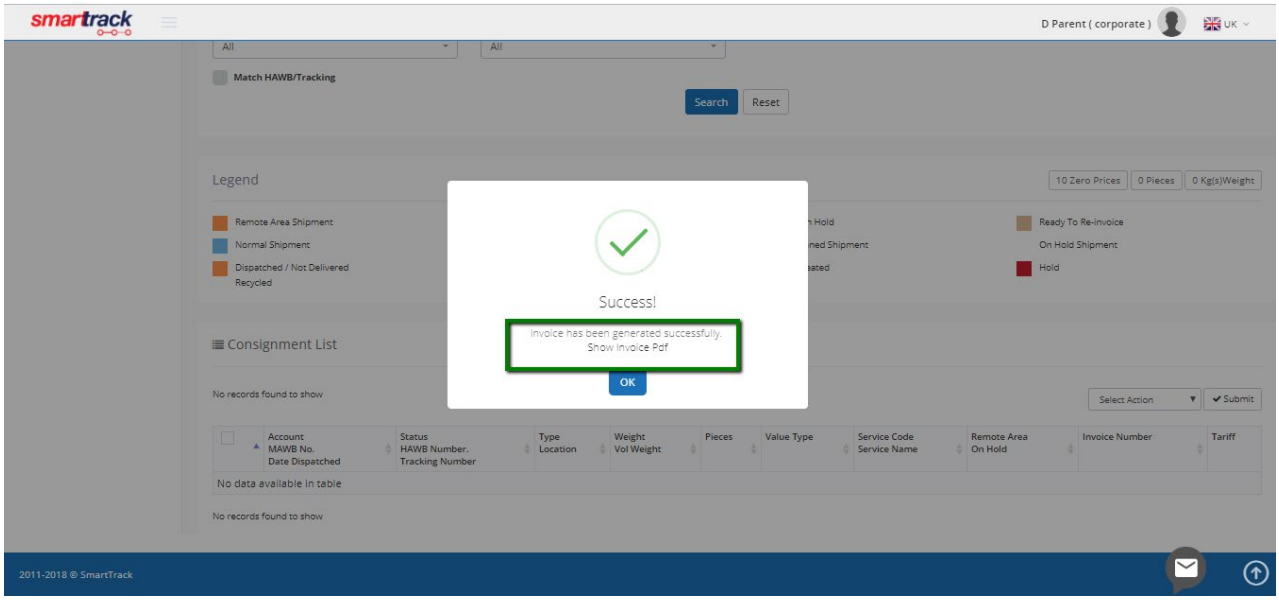
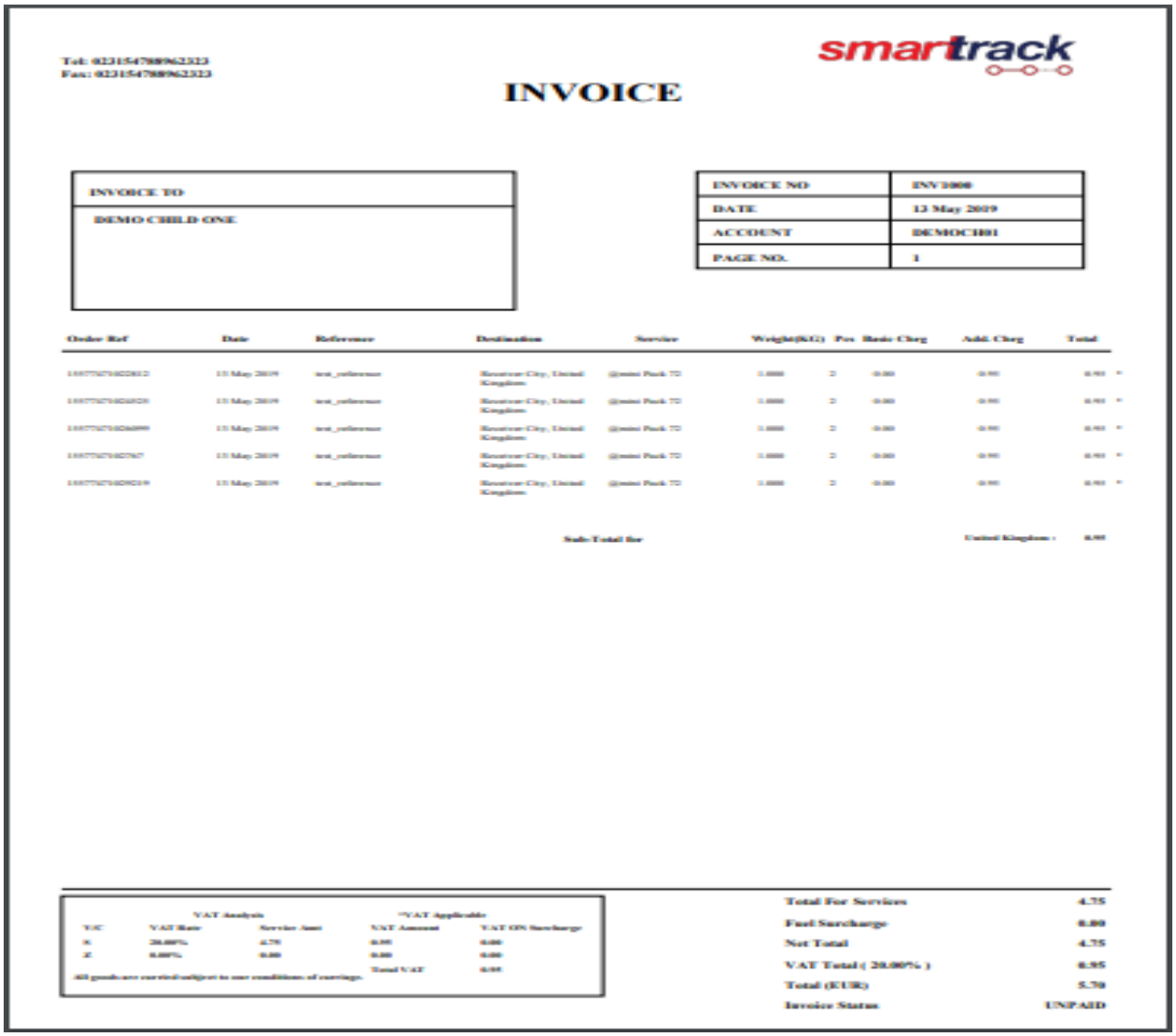


Figure 3-10 Show pdf link

The invoice generated is displayed in next tab upon user selection of “Show Invoice pdf”.



Tel: 023154788962323
Fax: 023154788962323

smartrack

INVOICE

INVOICE TO
DEMO CHILD ONE

INVOICE NO	INV1000
DATE	13 May 2019
ACCOUNT	DEMOCH01
PAGE NO.	1

Order Ref	Date	Reference	Destination	Service	Weight(KG)	Pcs	Basic Chrg	Add. Chrg	Total
[illegible]	13 May 2019	test_reference	Receiver City, United Kingdom	[illegible] Pack 72	[illegible]	2	[illegible]	[illegible]	[illegible]
[illegible]	13 May 2019	test_reference	Receiver City, United Kingdom	[illegible] Pack 72	[illegible]	2	[illegible]	[illegible]	[illegible]
[illegible]	13 May 2019	test_reference	Receiver City, United Kingdom	[illegible] Pack 72	[illegible]	2	[illegible]	[illegible]	[illegible]
[illegible]	13 May 2019	test_reference	Receiver City, United Kingdom	[illegible] Pack 72	[illegible]	2	[illegible]	[illegible]	[illegible]
[illegible]	13 May 2019	test_reference	Receiver City, United Kingdom	[illegible] Pack 72	[illegible]	2	[illegible]	[illegible]	[illegible]
				Sub-Total for				United Kingdom :	[illegible]

VAT Analysis

V.C	VAT Rate	Service Amt	VAT Amount	VAT ON Surcharge
S	20.00%	4.75	[illegible]	[illegible]
Z	[illegible]	[illegible]	[illegible]	[illegible]
			Total VAT	[illegible]

*VAT Applicable

All goods are carried subject to our conditions of carriage.

Total For Services	4.75
Fuel Surcharge	[illegible]
Net Total	4.75
VAT Total (20.00%)	[illegible]
Total (EUR)	5.70
Invoice Status	UNPAID

Figure 3-11 Invoice pdf

4. ACCOUNTS

User can navigate to Accounts by clicking on Accounts tab displayed in navigation panel and a list of accounts is displayed to the user. User can also search for accounts depending upon the search displayed on each column. User can also sort the list on ascending/descending order on any column as displayed below.

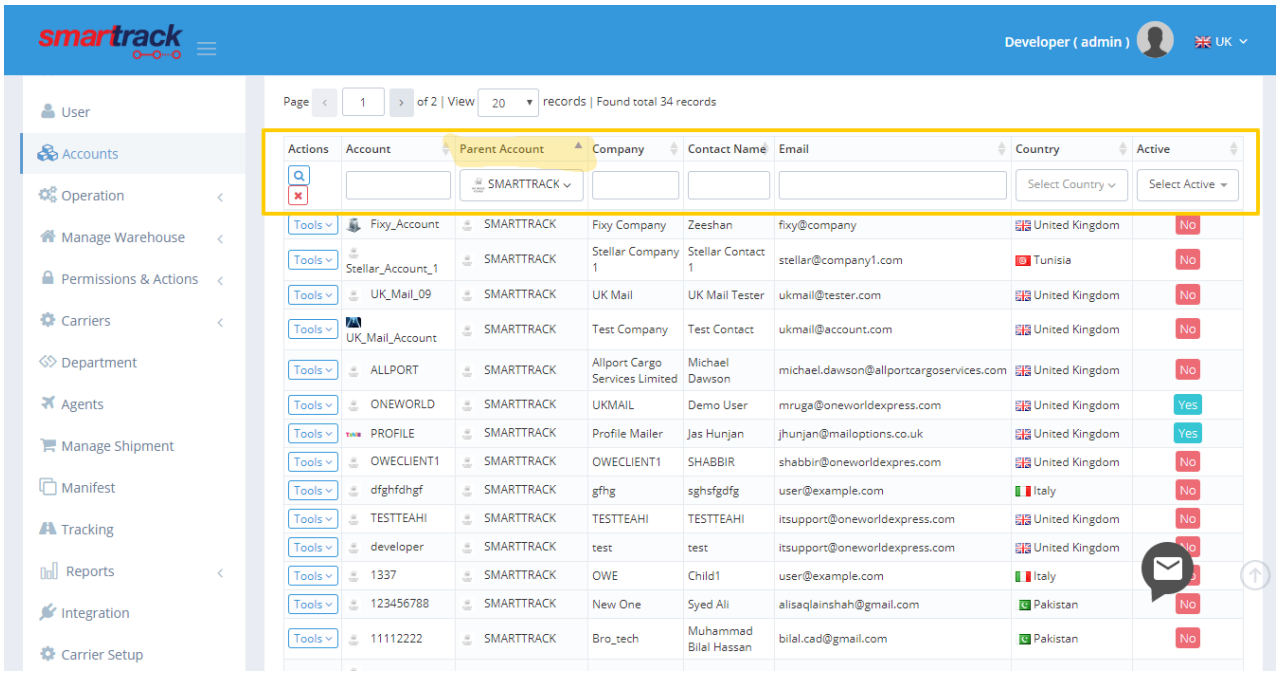


Figure 4-1 Accounts Sorting and Searching functionality

There are 4 buttons displayed at the top that are:

- Add New Account
- Invoice Bank List
- Download Excel
- Hierarchical View

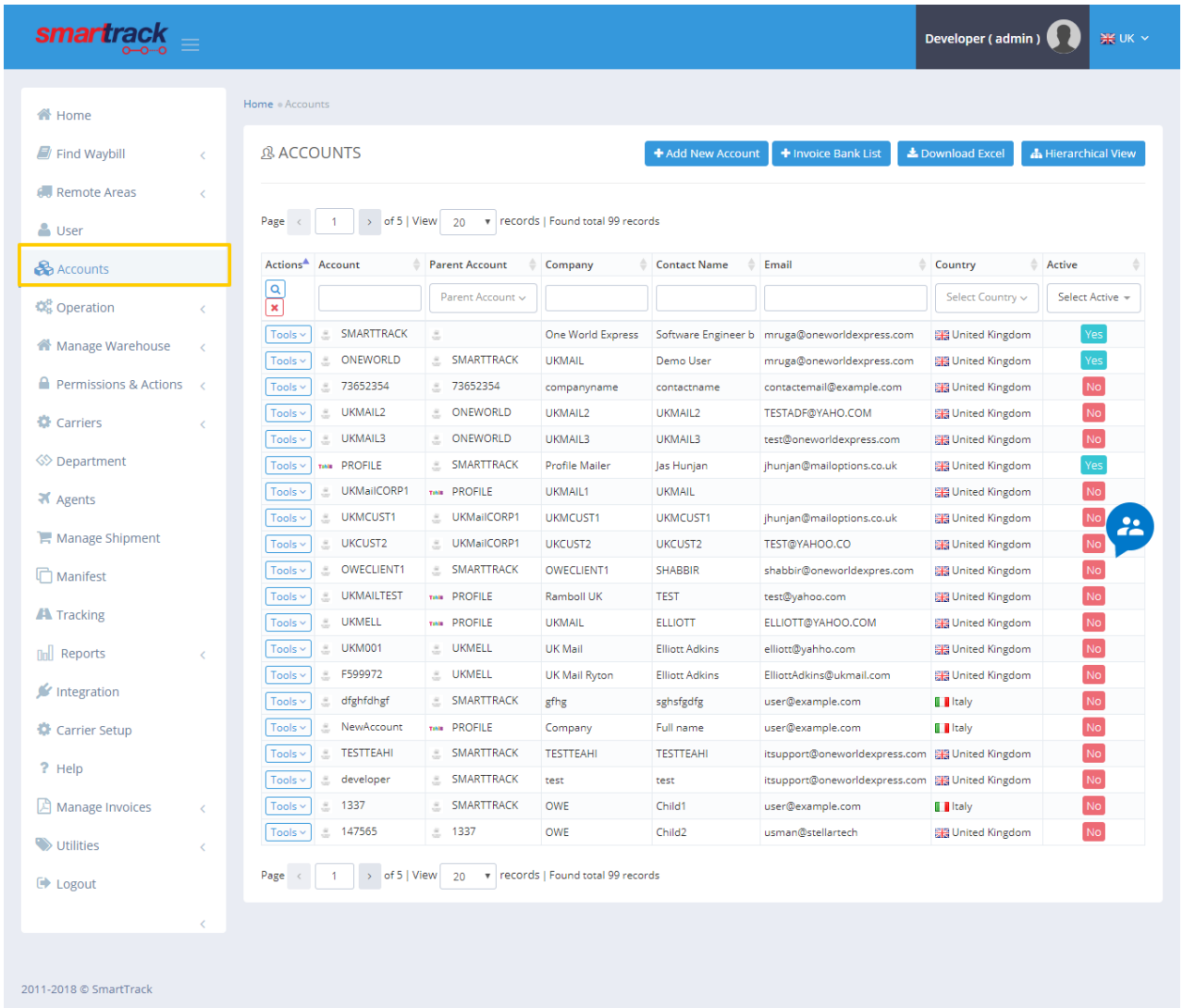


Figure 4-2 Accounts List

4.1. Add New Account

User can add new account by clicking on Add New Account button as shown in the figure below

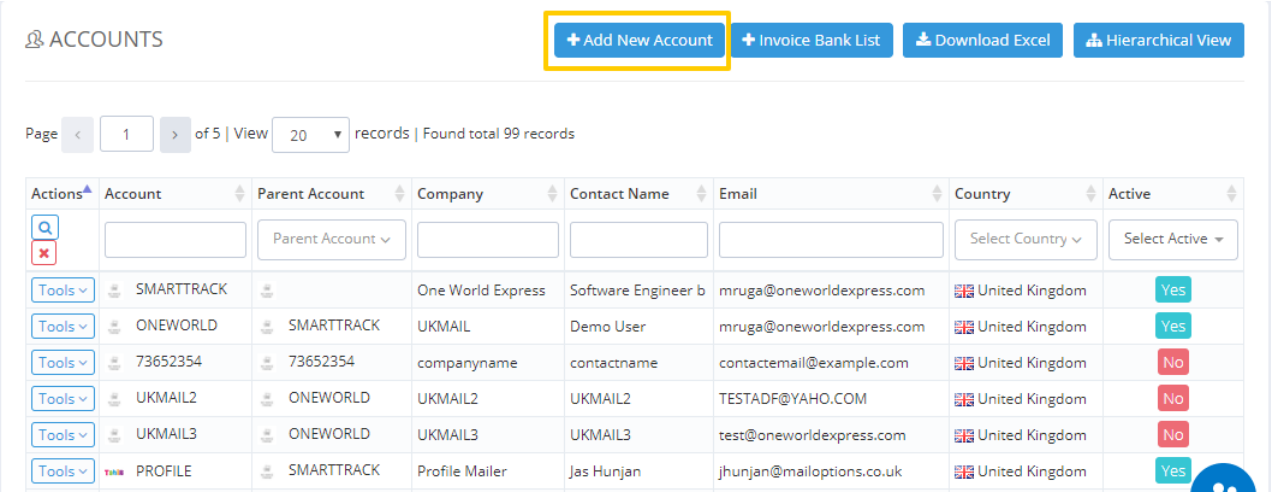


Figure 4-3 Add new account

A new screen is displayed when user clicks on Add New Account button as follows. After populating all required fields, an account is added in the list.

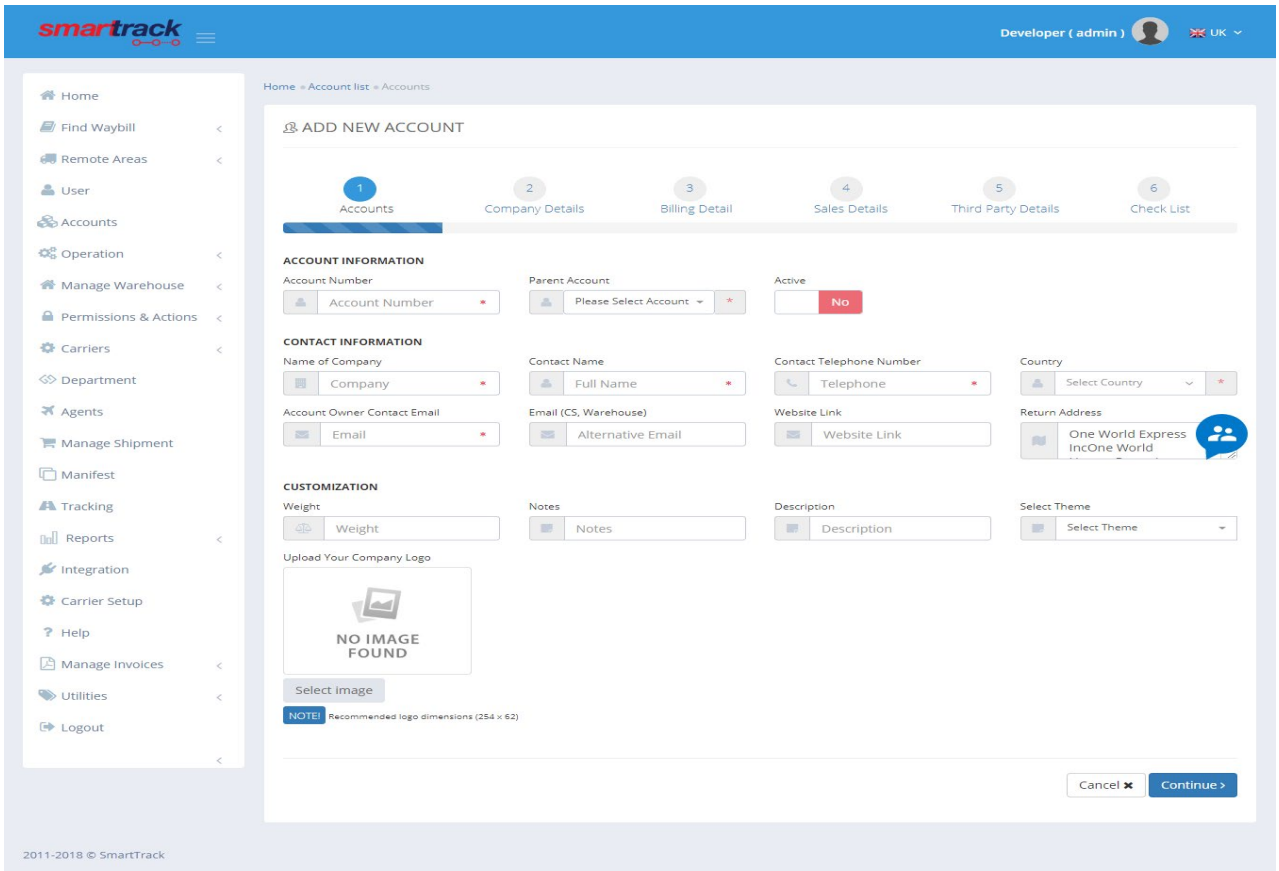


Figure 4-4 Add new account

4.2.Invoice Bank Details

User can add his bank details by clicking on Invoice Bank Details button displayed next to Add New Account. Following screen is displayed to add bank details. A list of all Invoices that user have added are also listed below.

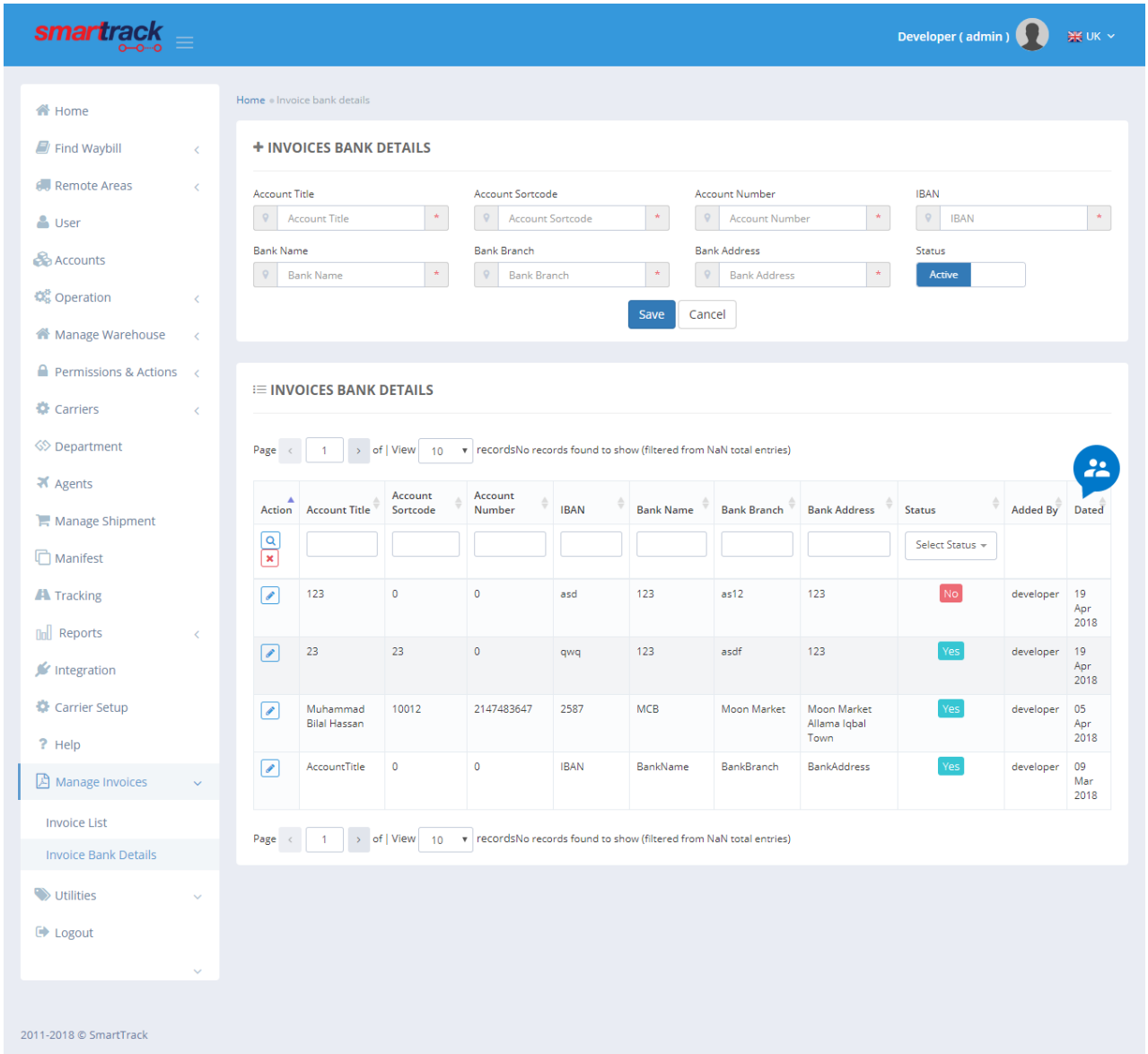


Figure 4-5 Add Invoice Bank Details

4.3.Download Excel

User can also download list of Accounts and save it in local computer. An exported file is displayed below

Company Logo	Account	Parent Account	Company	Contact Name	Email	Alternative Email	Country	Phone	Billing
	SMARTTRACK		One World Express	Software Engineer b	mruga@oneworldexpress.com	itsupport@oneworldexpress.com	United Kingdom	02088676061	tahir@
	ONEWORLD	SMARTTRACK	UKMAIL	Demo User	mruga@oneworldexpress.com	itsupport@oneworldexpress.com	United Kingdom	02088676061	tahir@
	73652354	73652354	companyname	contactname	contactemail@example.com		United Kingdom	telephonenum	billing
	UKMAIL2	ONEWORLD	UKMAIL2	UKMAIL2	TESTADF@YAHO.COM		United Kingdom	07577598946	
	UKMAIL3	ONEWORLD	UKMAIL3	UKMAIL3	test@oneworldexpress.com		United Kingdom	07546543214354	
	PROFILE	SMARTTRACK	Profile Mailer	Jas Hunjan	jhunjan@mailoptions.co.uk		United Kingdom	02035712555	
	UKMailCORP1	PROFILE	UKMAIL1	UKMAIL			United Kingdom	4.35345E+17	

Figure 4-6 Exported Accounts List

4.4.Hierarchical View

User is able to see hierarchy of Parent and all its Child Accounts. All the information of child accounts can be seen here with no of shipments created.

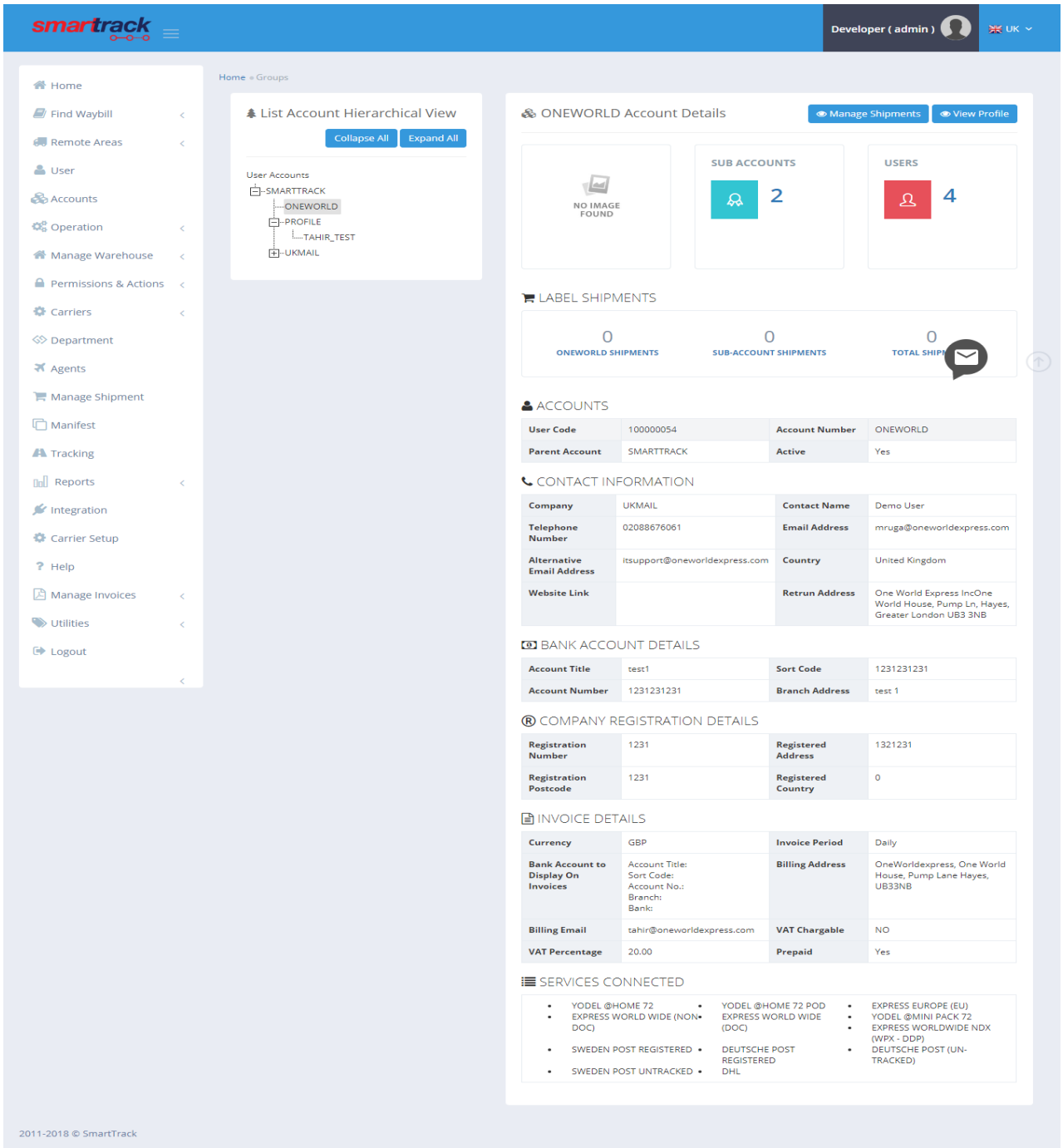


Figure 4-7 Hierarchical View of Accounts

4.5.Actions

User is able to perform different functions on accounts by using Actions drop down. A list of actions is displayed when user clicks on Actions drop down as follows:

- Edit an Account
- View an Account
- Users of Account
- Account Tree
- Manage Services
- Recharge Account

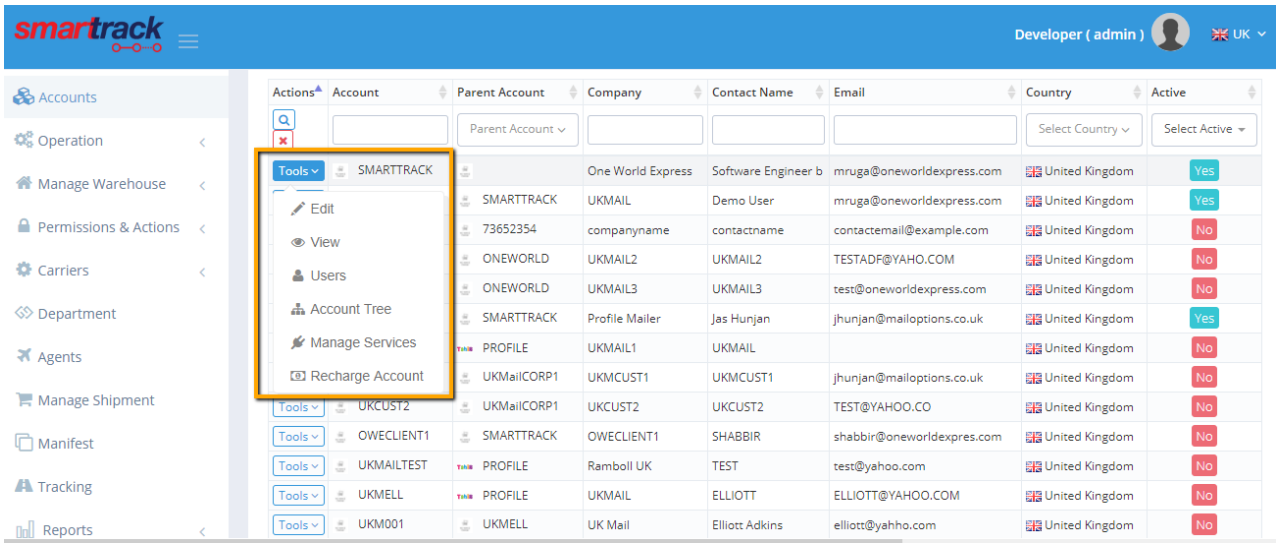


Figure 4-8 Actions drop down

4.5.1. Edit an Account

An edit screen is displayed when user click on “Edit” link from Actions drop down. A following screen is displayed and user can update any field(s) and can save it in accounts.

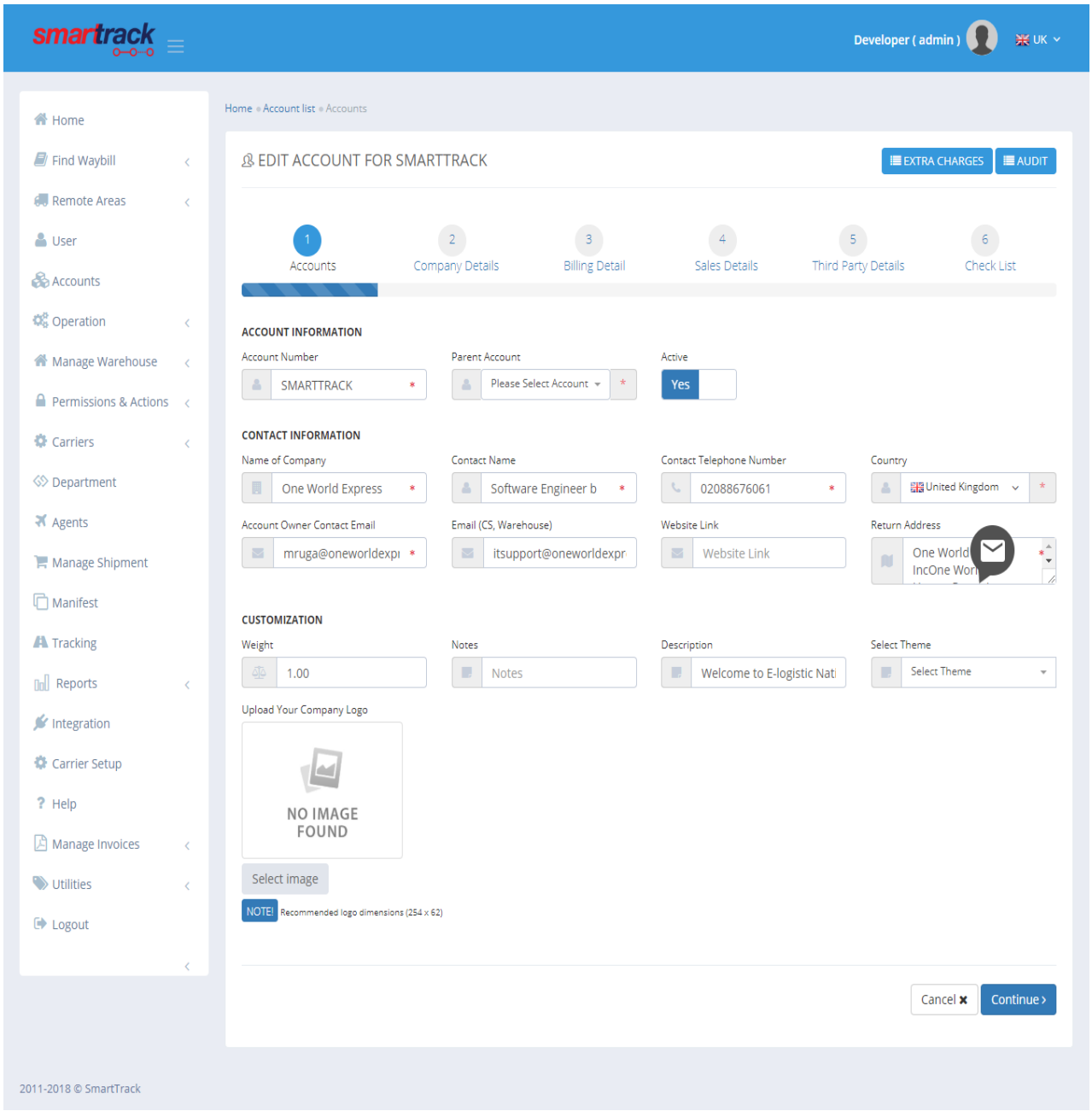


Figure 4-9 Edit an Account

4.5.2. View an Account

User can view details of his account by clicking on “View” link from Actions drop down. A new screen as following will be displayed.

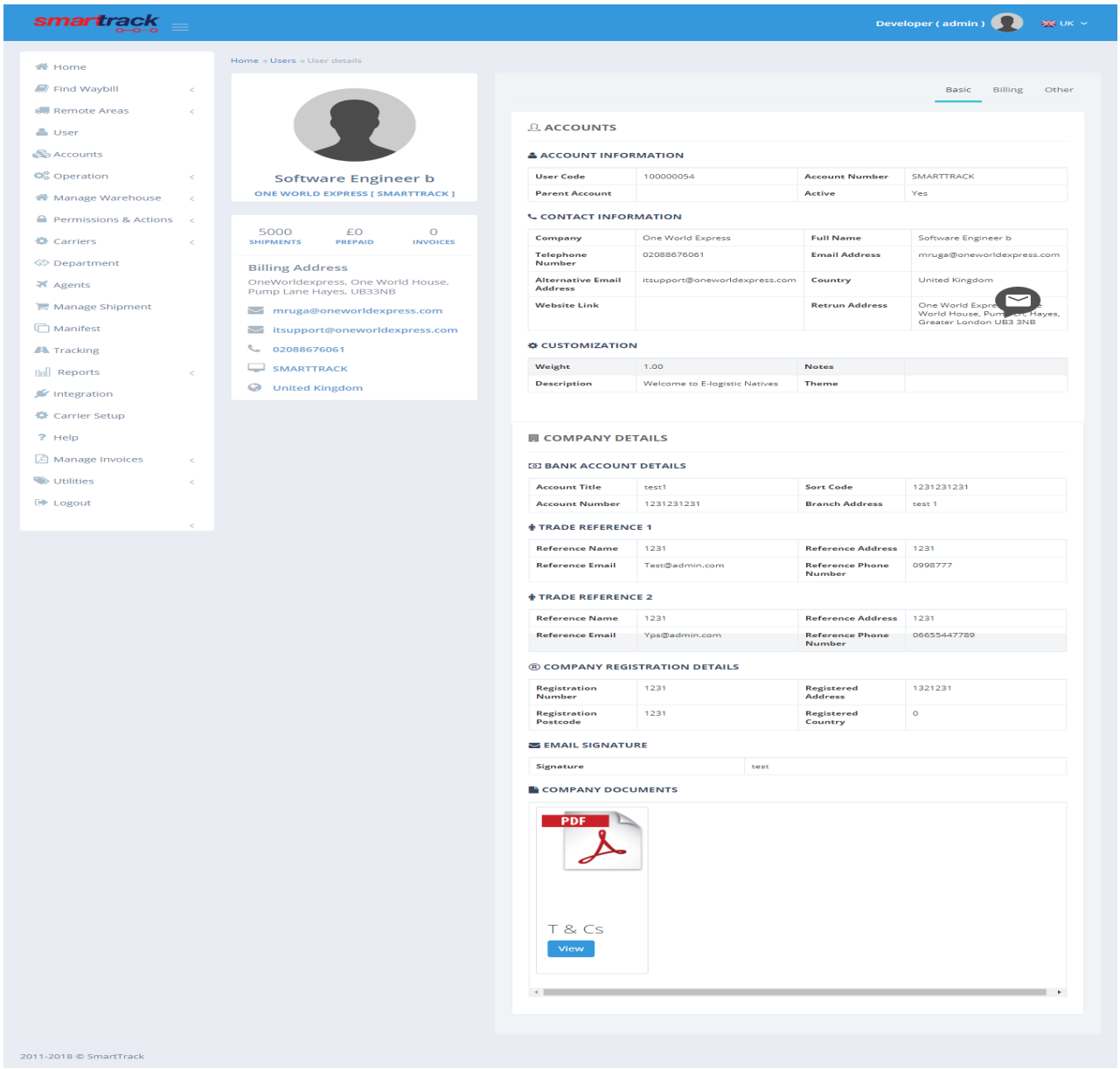


Figure 4-10 View an Account

4.5.3. Users

User is able to view users of any specific account by clicking on “Users” link from Actions drop down. Following screen is displayed

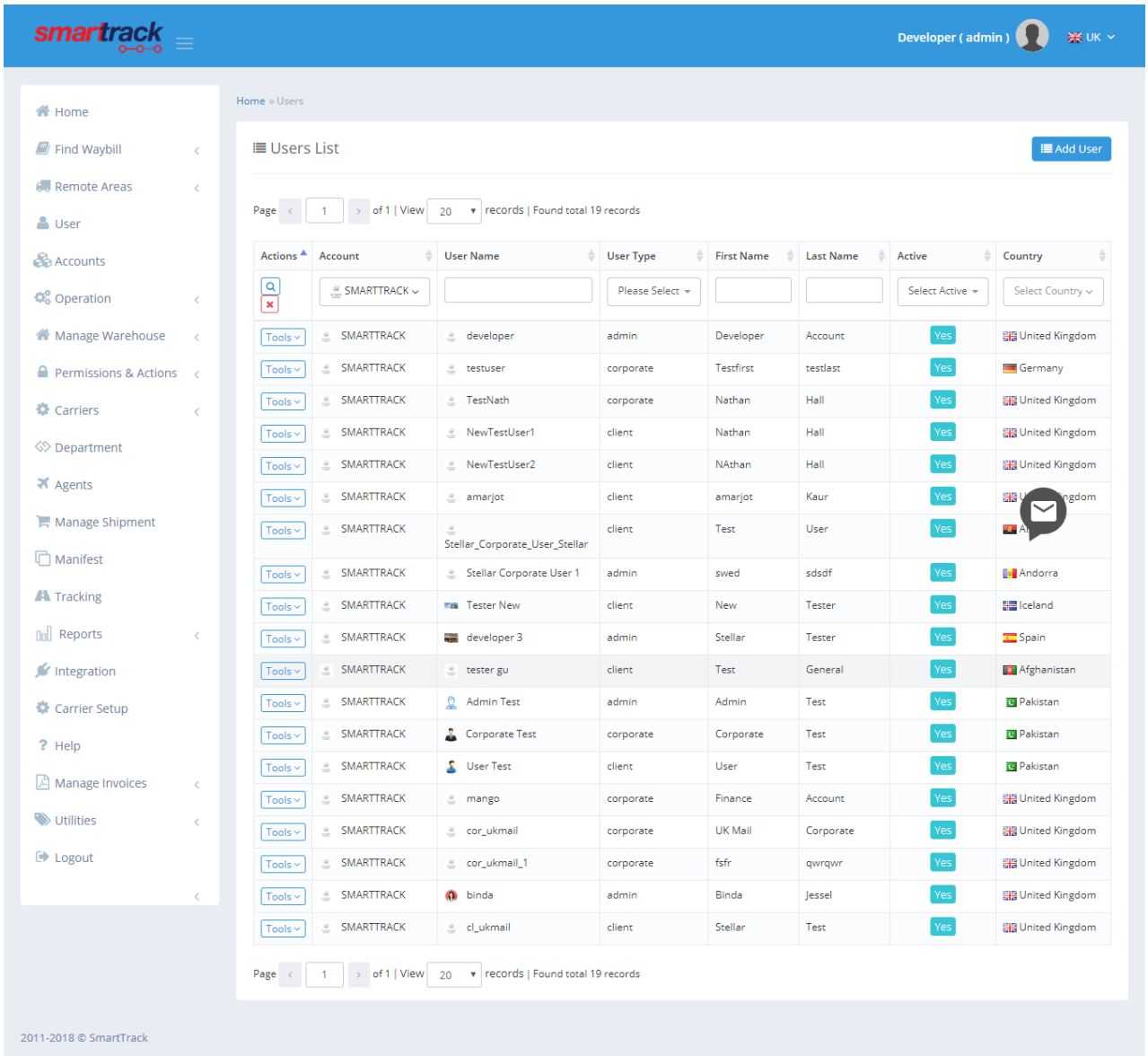


Figure 4-11 Account Users

4.5.4. Account Tree

User is able to view account tree of any specific account by clicking on “Account Tree” link from Actions drop down. Following screen will be displayed.

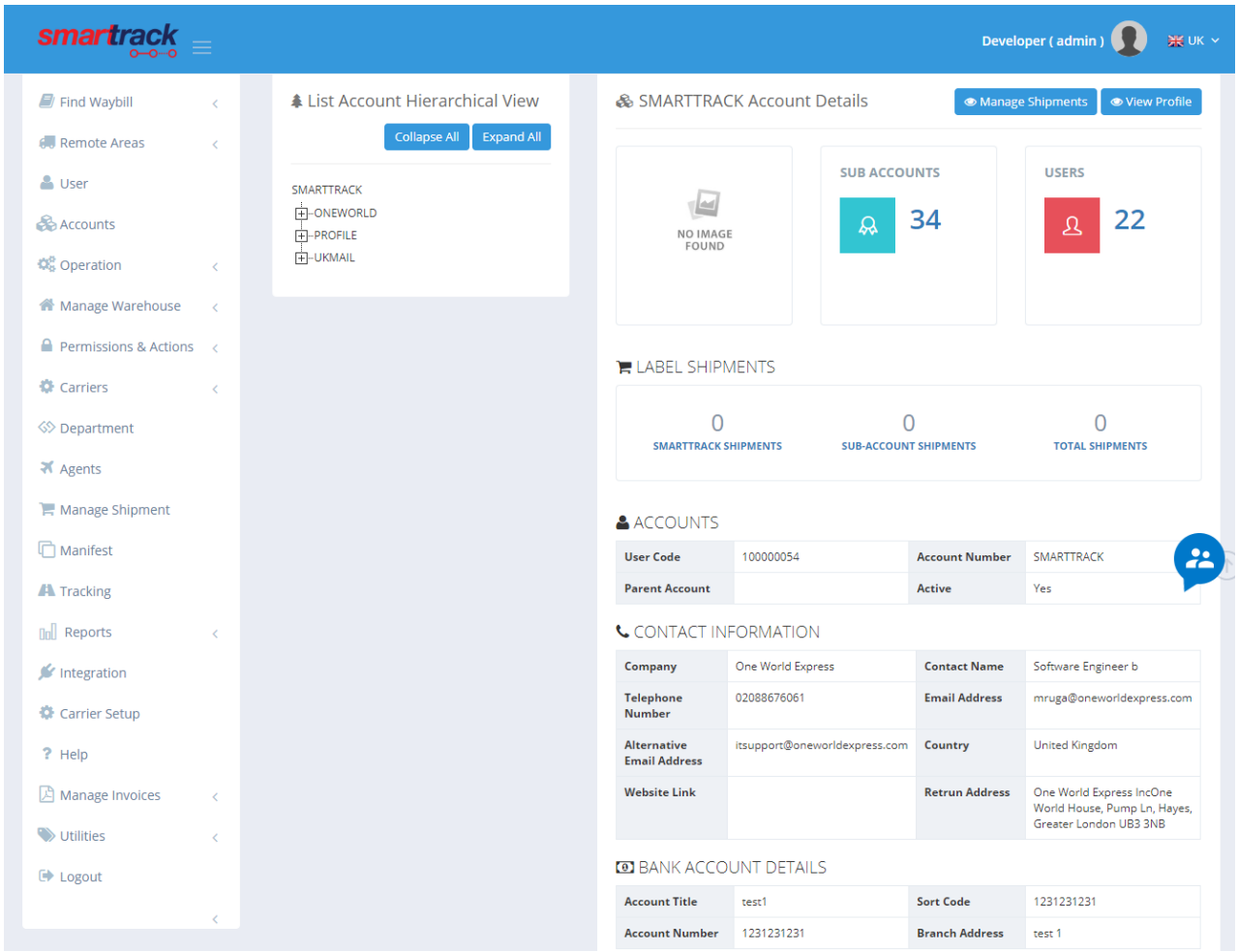


Figure 4-12 Account Tree

4.5.5. Manage Services

User is able to add different suitable services of different assigned carriers by clicking on “Manage Services” link from Actions drop down. Following screen will be displayed where a list of carriers are displayed along with their services and countries.

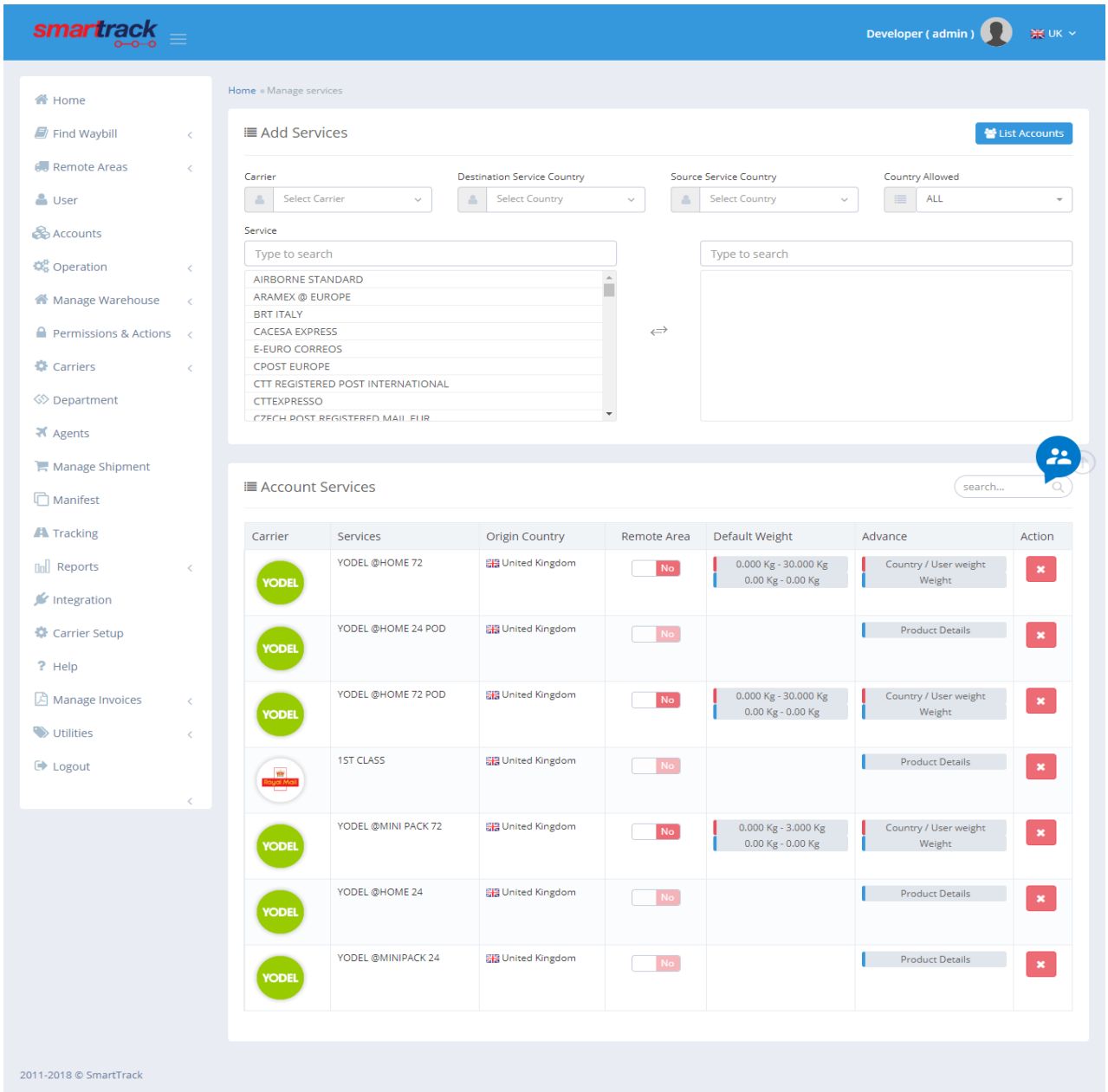


Figure 4-13 Manage Services

4.5.6. Recharge Account

User is also able to recharge his account by clicking on “Recharge Account” link from Actions drop down. Following screen will be displayed to recharge his account.

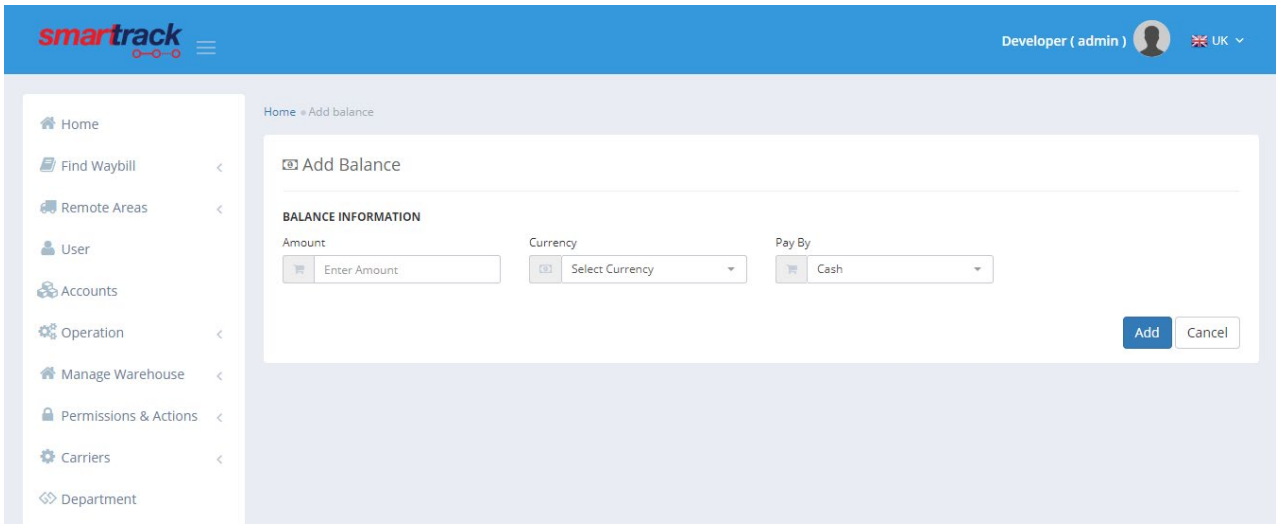


Figure 4-14 Recharge Account

5. USERS

User are assigned to accounts and they have access to use the system. Basically a User is anyone who have credentials to log into Smart Track (ST) system. User is able to add Shipments. Following is a list that displays number of users added in our system against different accounts.

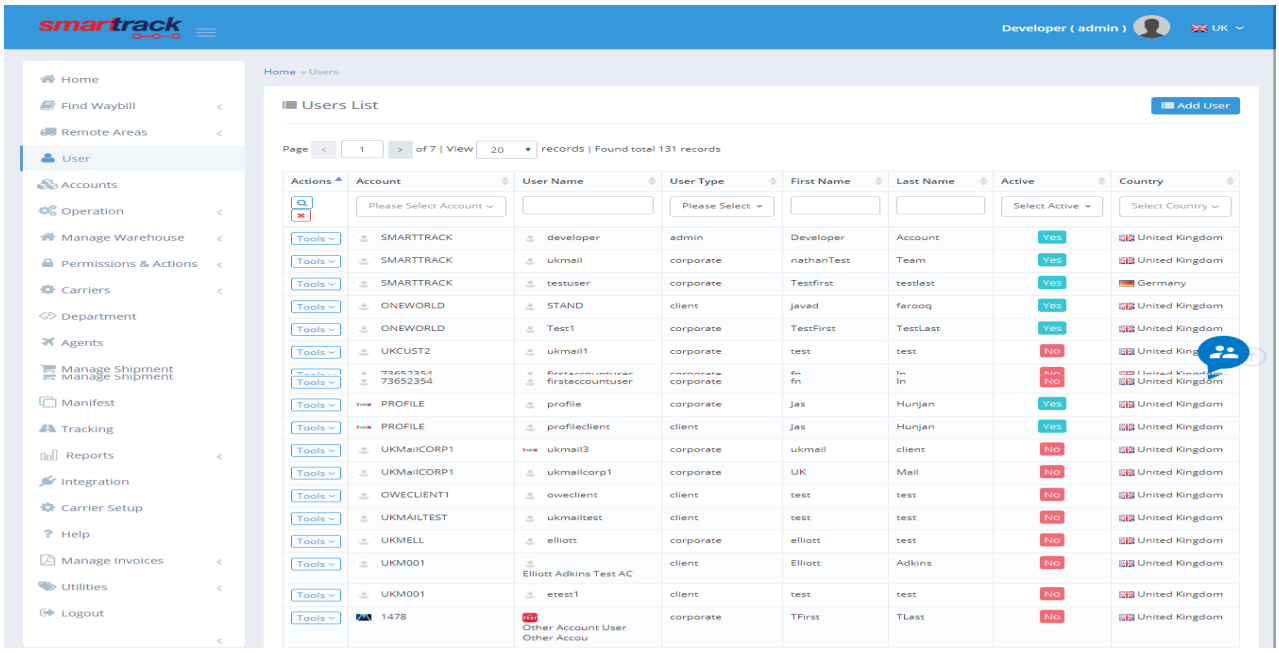


Figure 5-1 Users List

User can also sort and search users list depending upon the columns of the list as displayed below.

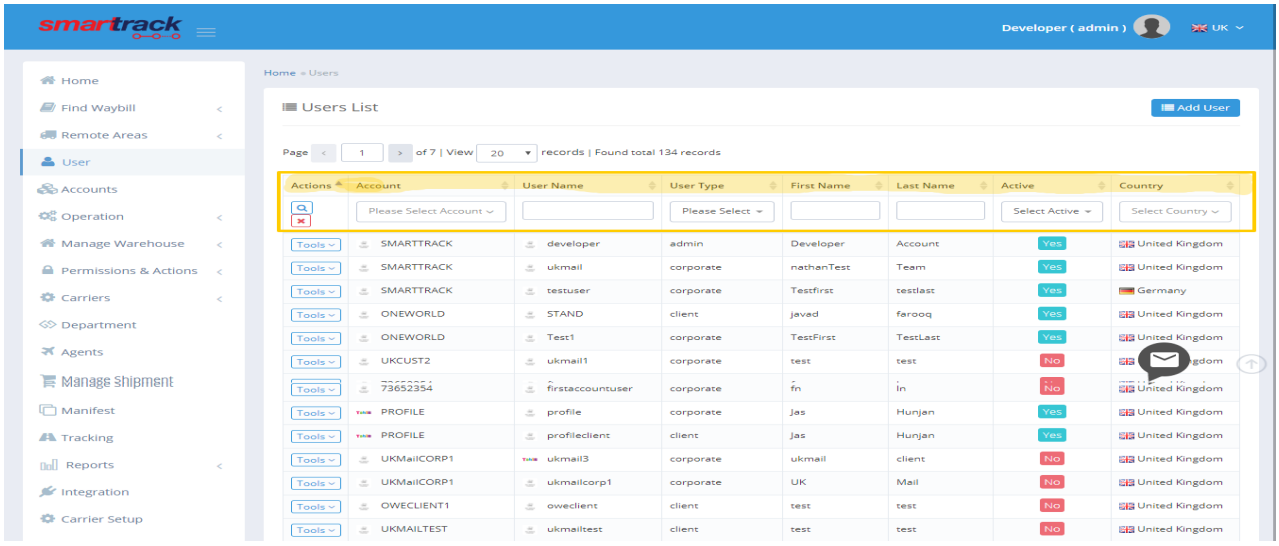


Figure 5-2 Users Search and Sort

5.1. Add a User

User is able to add a new user to any account. User will have access permissions that will define which modules user can use. User will click on Add User button displayed at the top and an add user screen will be displayed as follows.

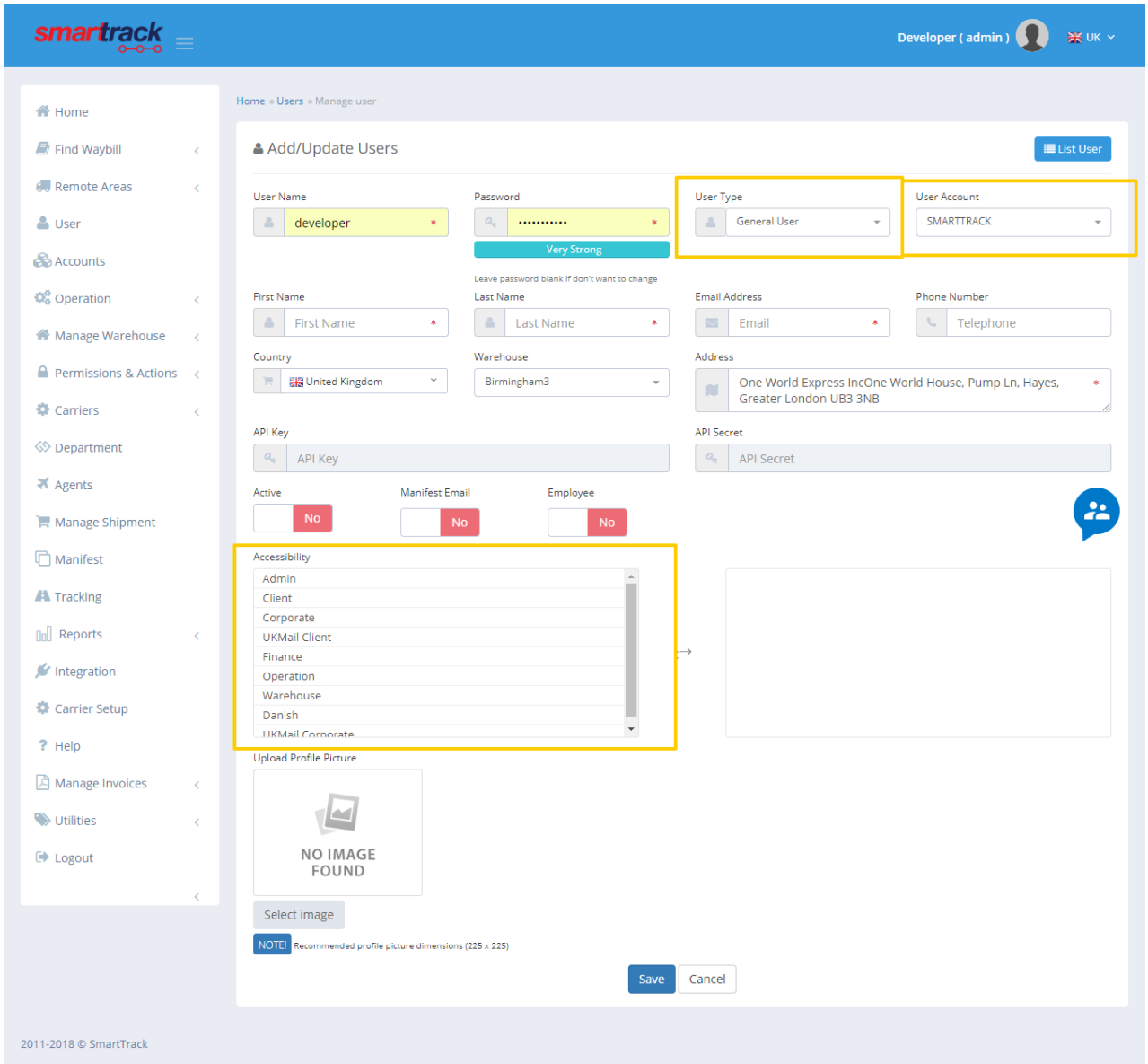


Figure 5-3 Add a User

5.2. Edit a User

User can edit any user and update its fields by clicking on “Edit” link displayed in Actions drop down. Following screen will be displayed when user click on edit link.

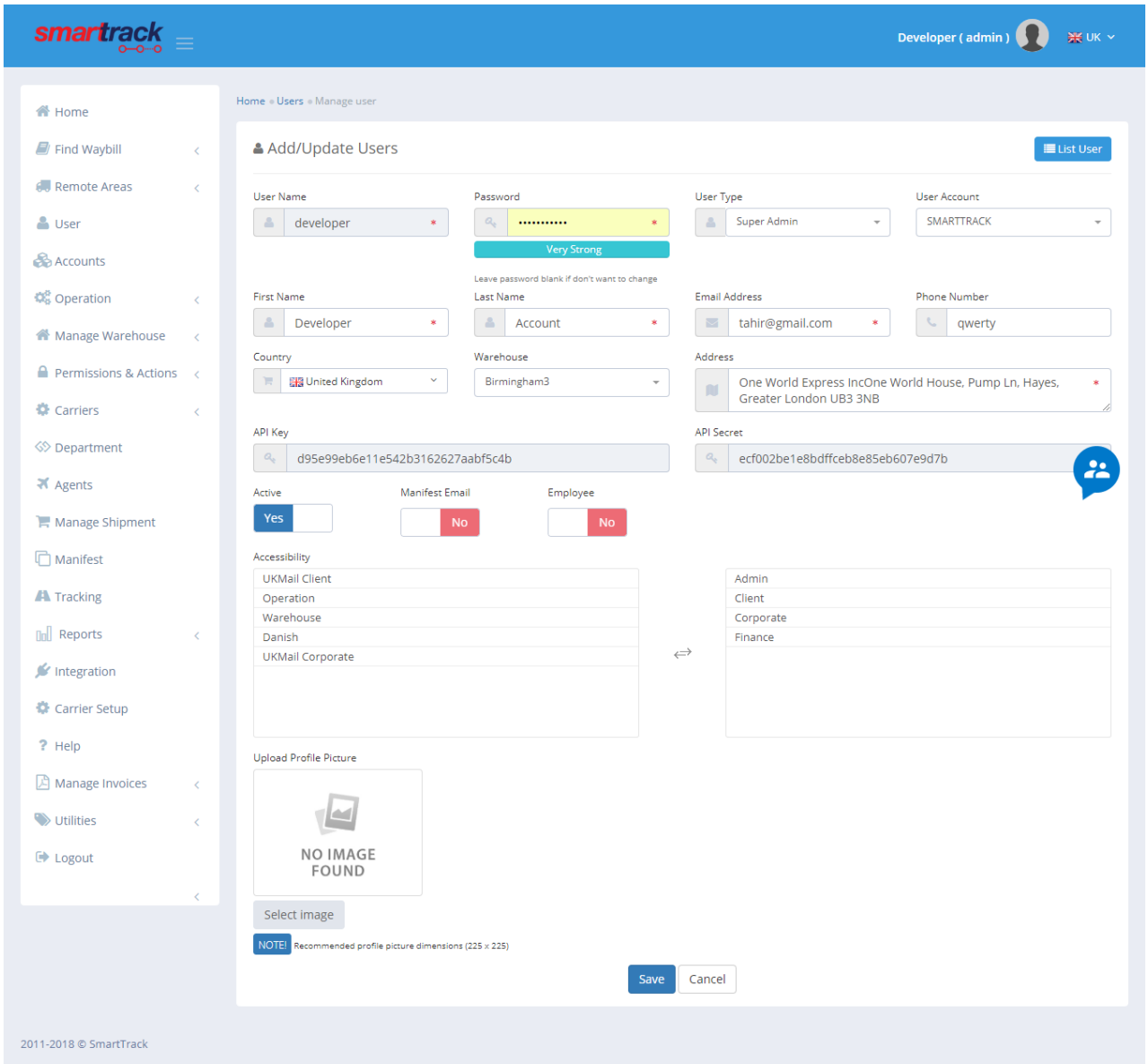


Figure 5-4 Edit a User

5.3. Manage Shipment

User is able to go to Manage Shipment section of any user within his hierarchy. He can add New Shipment, can manipulate with existing shipments, can export shipment list. Following screen is displayed when user clicks on “Manage Shipment” link from Actions drop down.

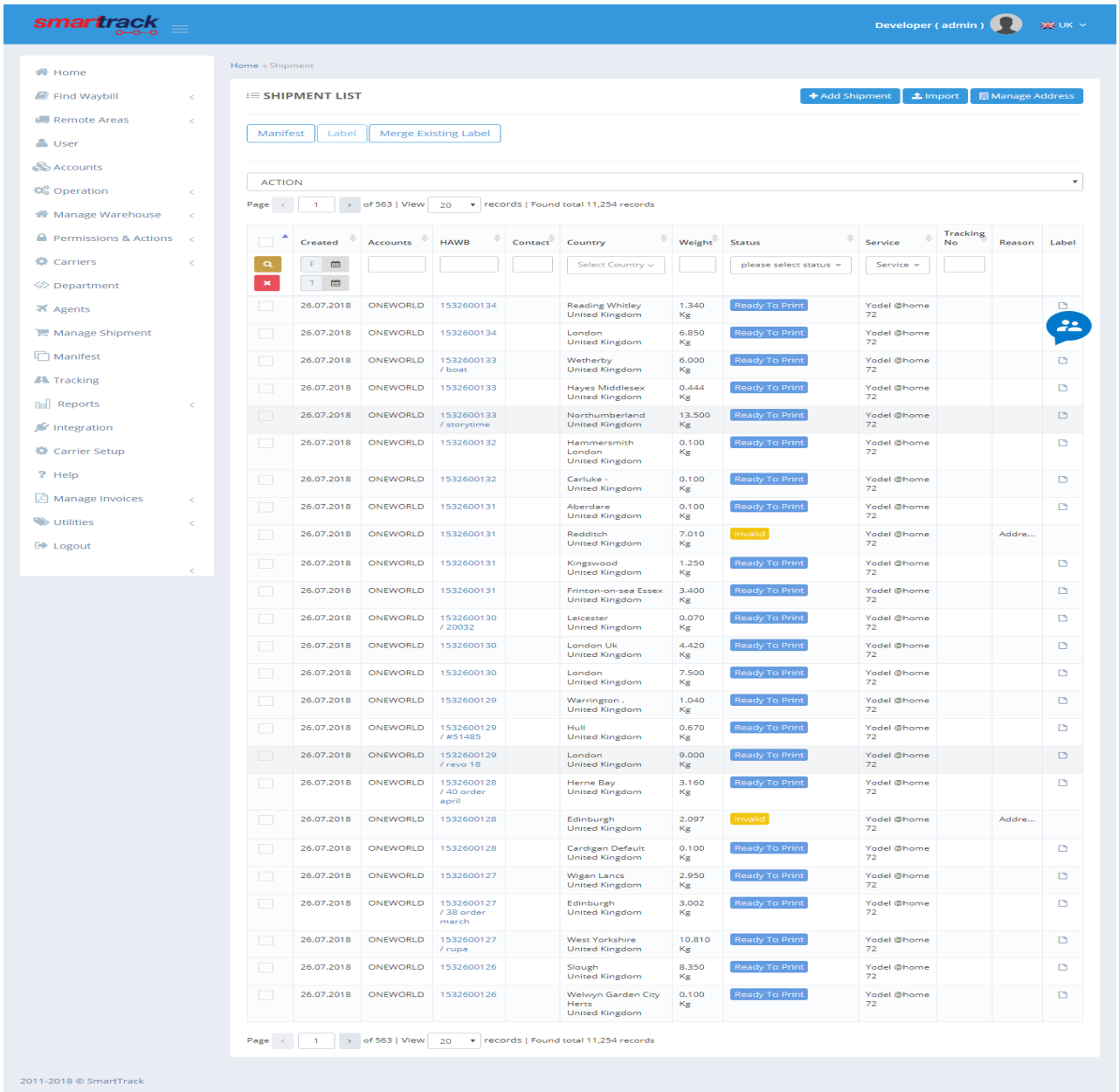


Figure 5-5 Manage Shipments of any User

6. Operations

User can navigate to operations module by clicking on Operation tab displayed in navigation panel. There are following functionalities shown in operation modules:

- Manage Scanning
- Relabel Shipment
- Create Pallet Group
- Create Manifest

- Bulk Return
- Manage Bags
- Manage Pallet Numbers
- Manage Mawb Numbers

6.1. Manage Scanning

6.1.1. Bag Scan

Operational user can scan parcels and/or shipments through this screen. First tab is to scan a Bag in a Pallet as shown in the screenshot below. User can add a bag in a pallet number and can assigned a mawb number to it as well.

Note: User can add multiple bags in a pallet and/or single bag in multiple pallets.

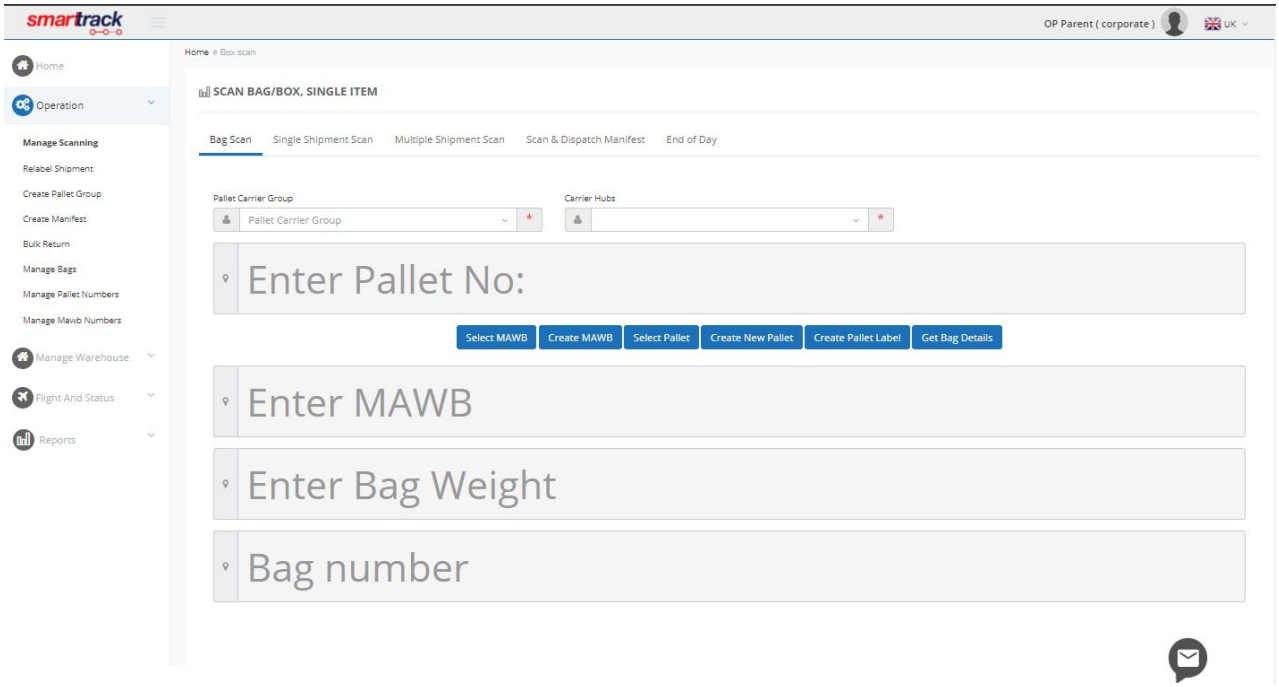


Figure 6-1 Bag Scan screen

User can select mawb number from existing list as shown below

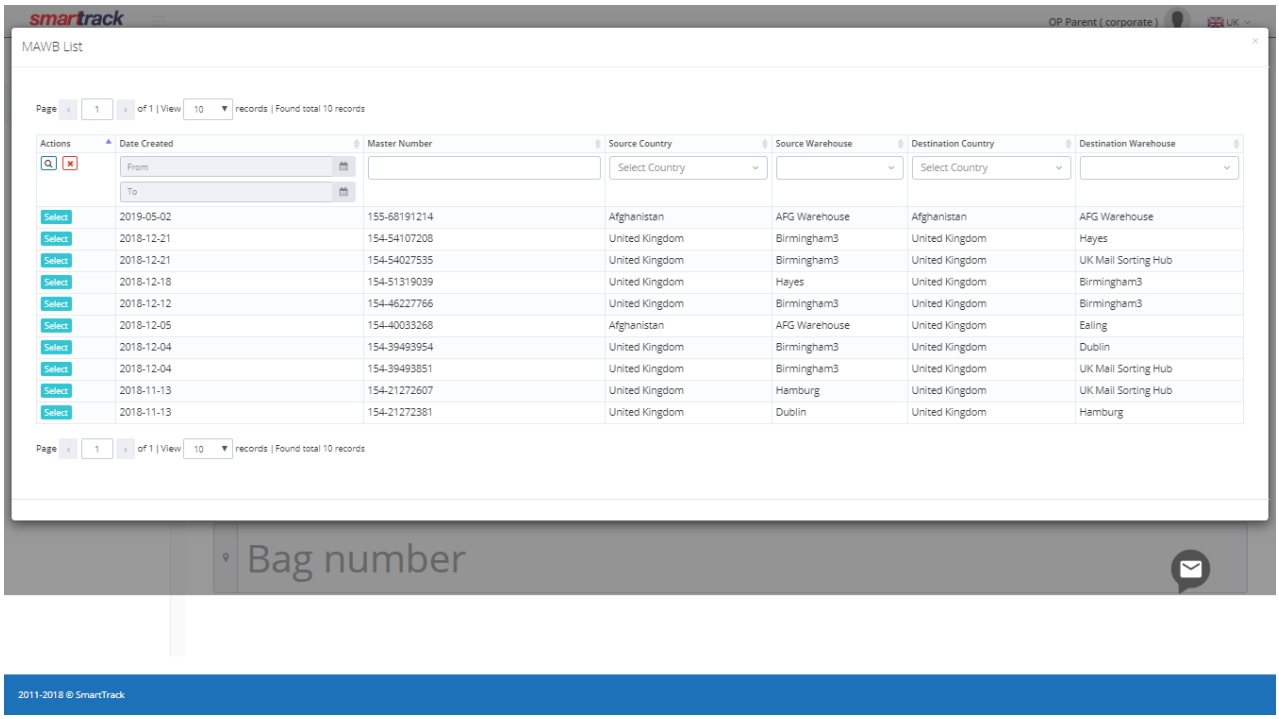


Figure 6-2 Select Mawb list

User can also add mawb number by clicking on “Create MAWB” button as shown below

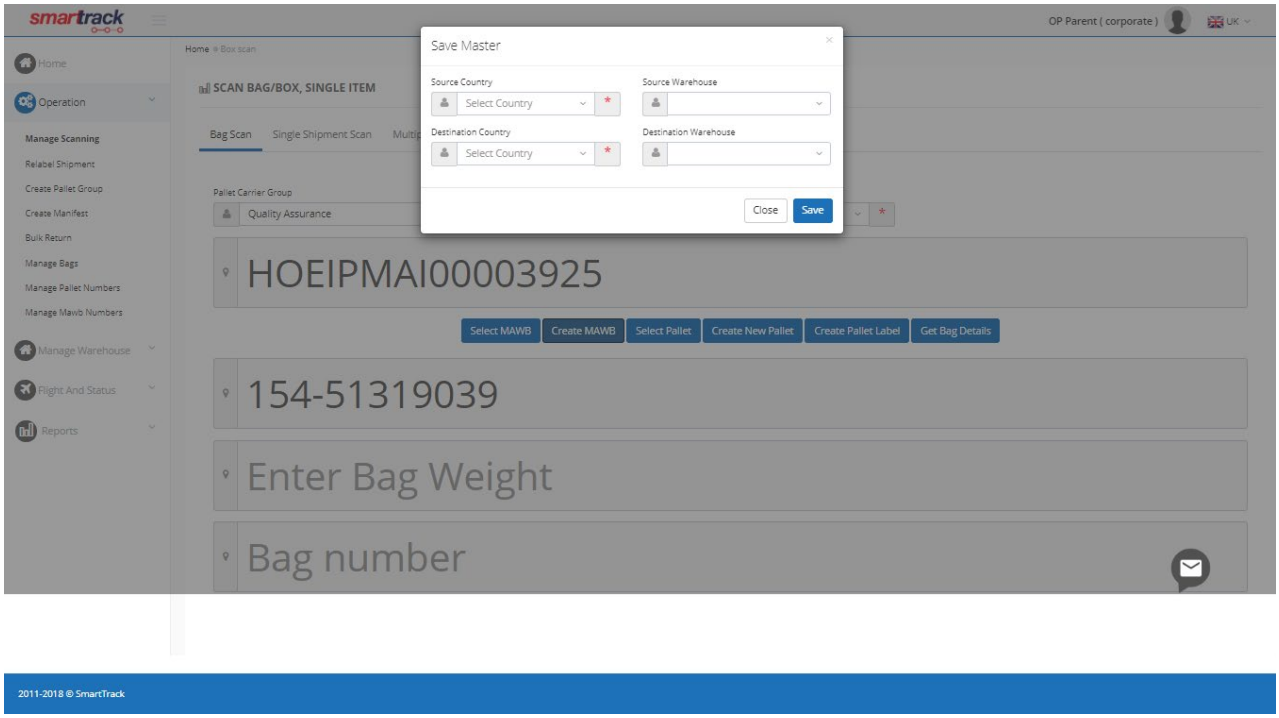


Figure 6-3 Create Mawb Number

User can select Pallet number from existing list as shown below

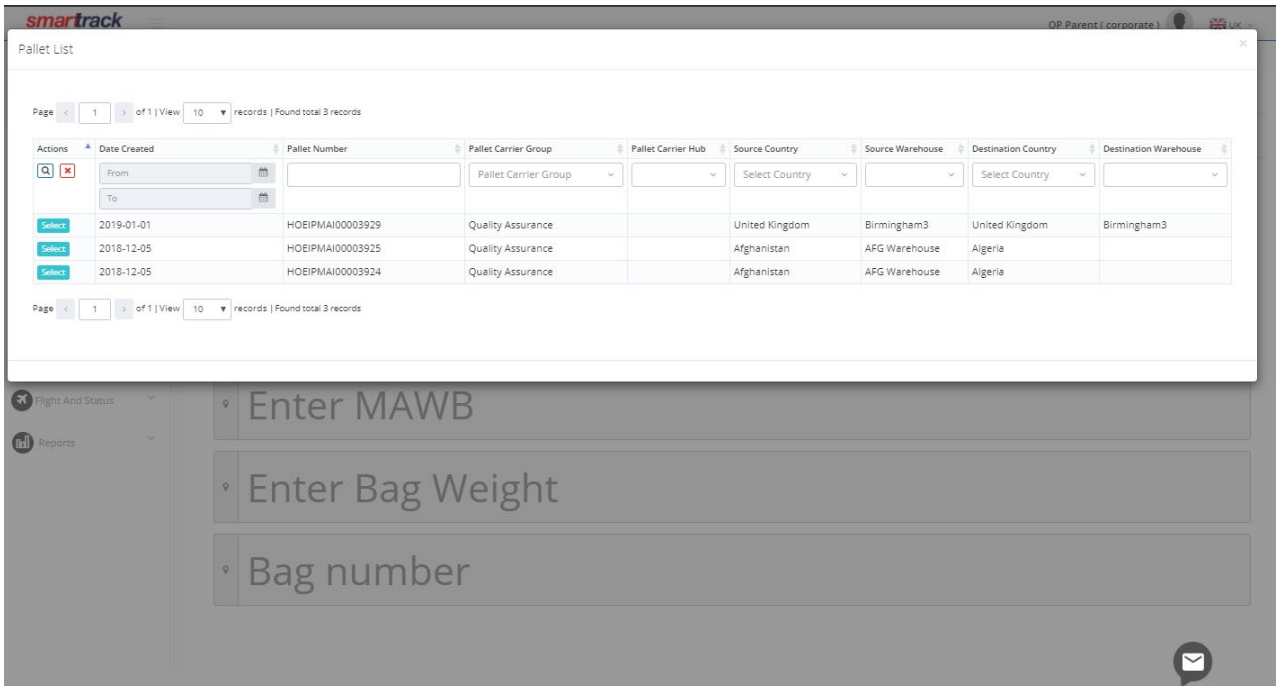


Figure 6-4 Select Pallet Number

User can also add Pallet number by clicking on “Create Pallet” button as shown below

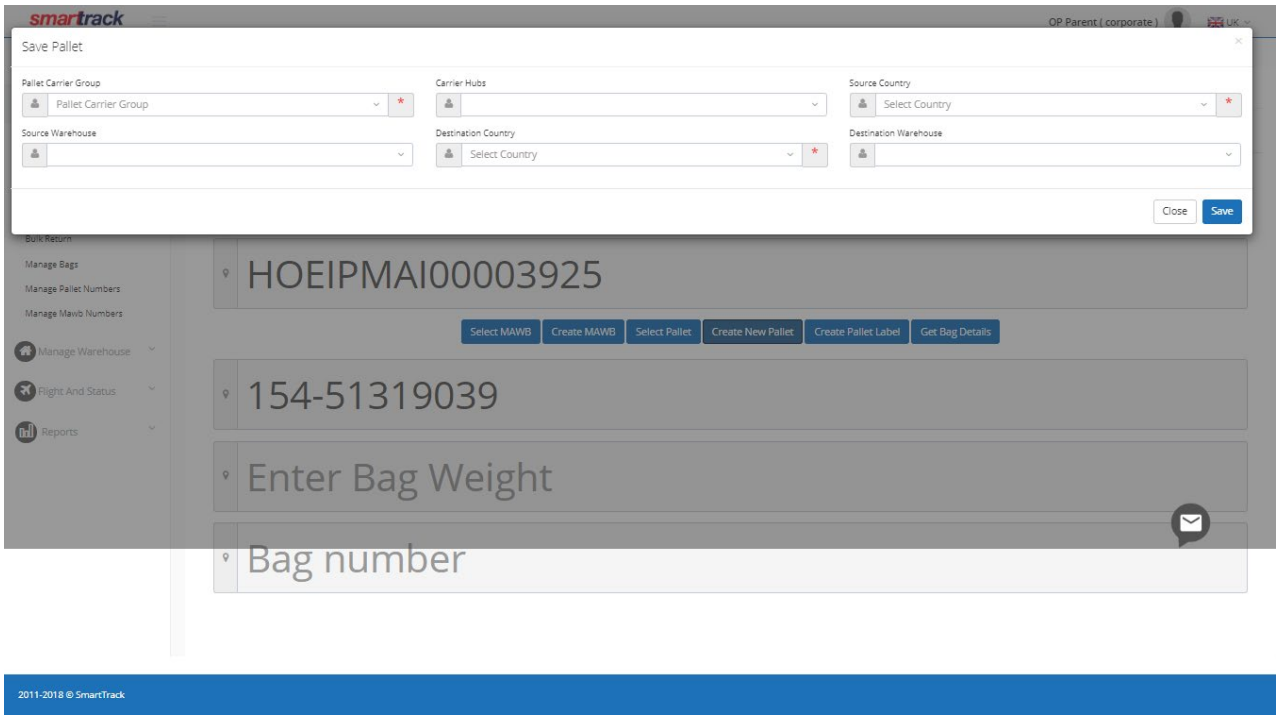


Figure 6-5 Create Pallet Number

User can create Pallet label by clicking on “Create Pallet Label” button shown in bag scan screen

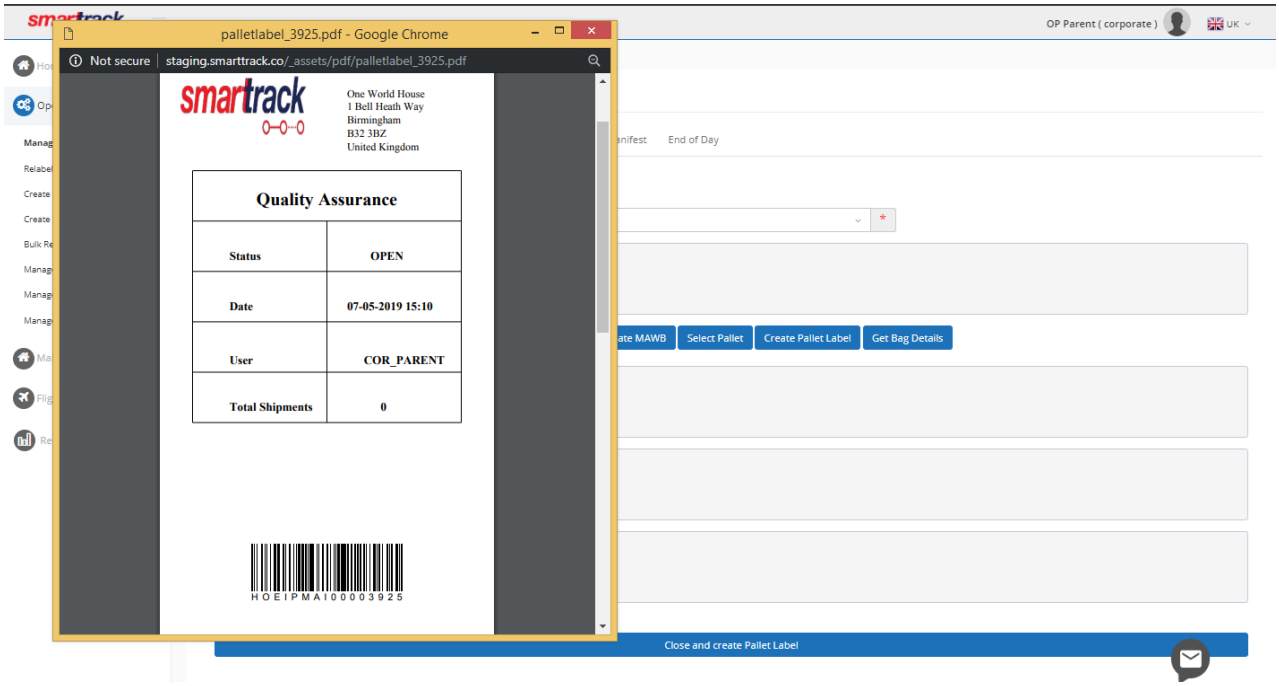


Figure 6-6 Create Pallet Label

User can get bag details added in a pallet number by clicking on “Get Bag Details” button

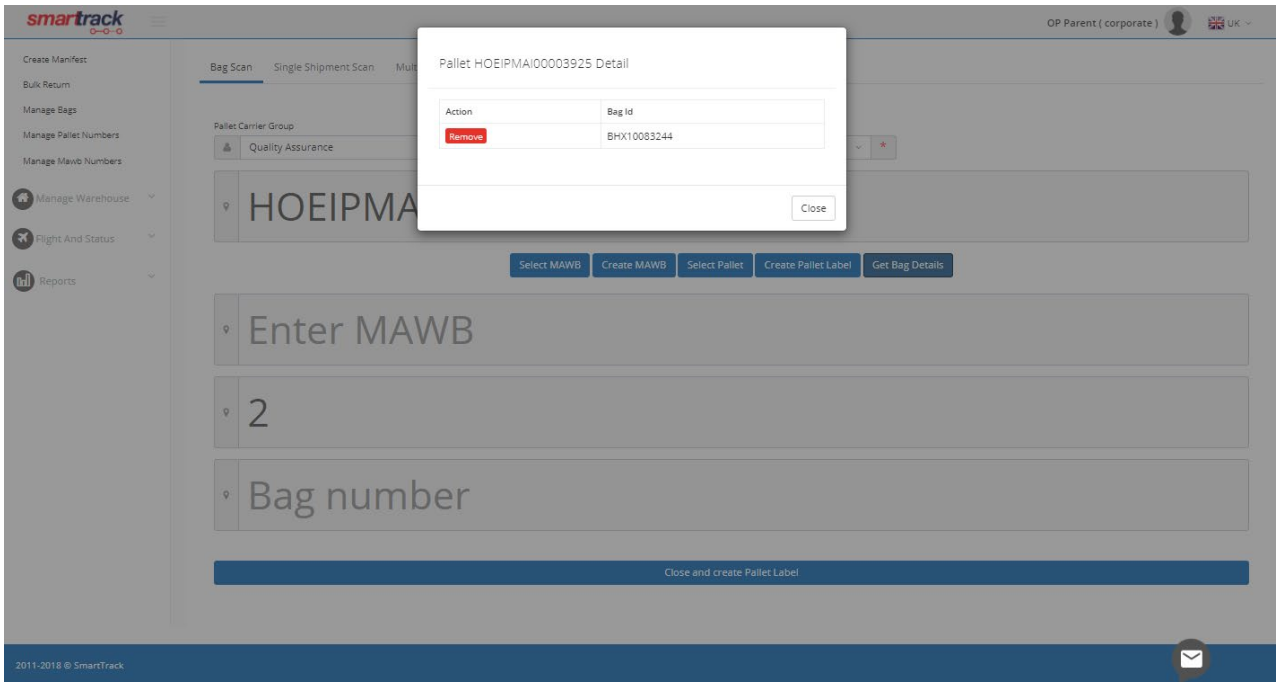


Figure 6-7 Get Bag Details

6.1.2. Single Shipment Scan

User can scan single shipment by adding its tracking number and mawb number. User can also add/update its dimensions and weight as well. User can also use same dims for all shipments if the dims are same.

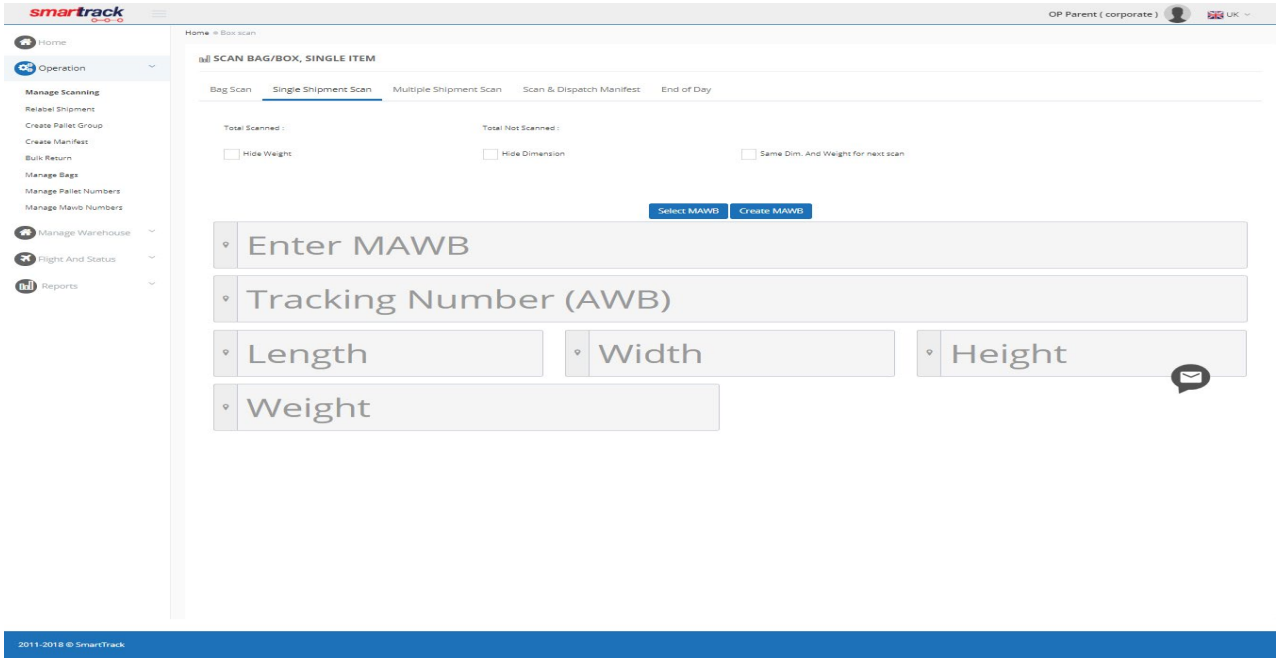


Figure 6-8 Single Shipment Scan

6.1.3. Multiple Shipment Scan

User can scan multiple shipment by adding their tracking numbers. There are 3 options to scan multiple parcels as follows:

- Scan
- Pre-Sort
- Outbound

6.1.3.1. Scan

User can scan multiple parcels in a bag against mawb number from this screen.

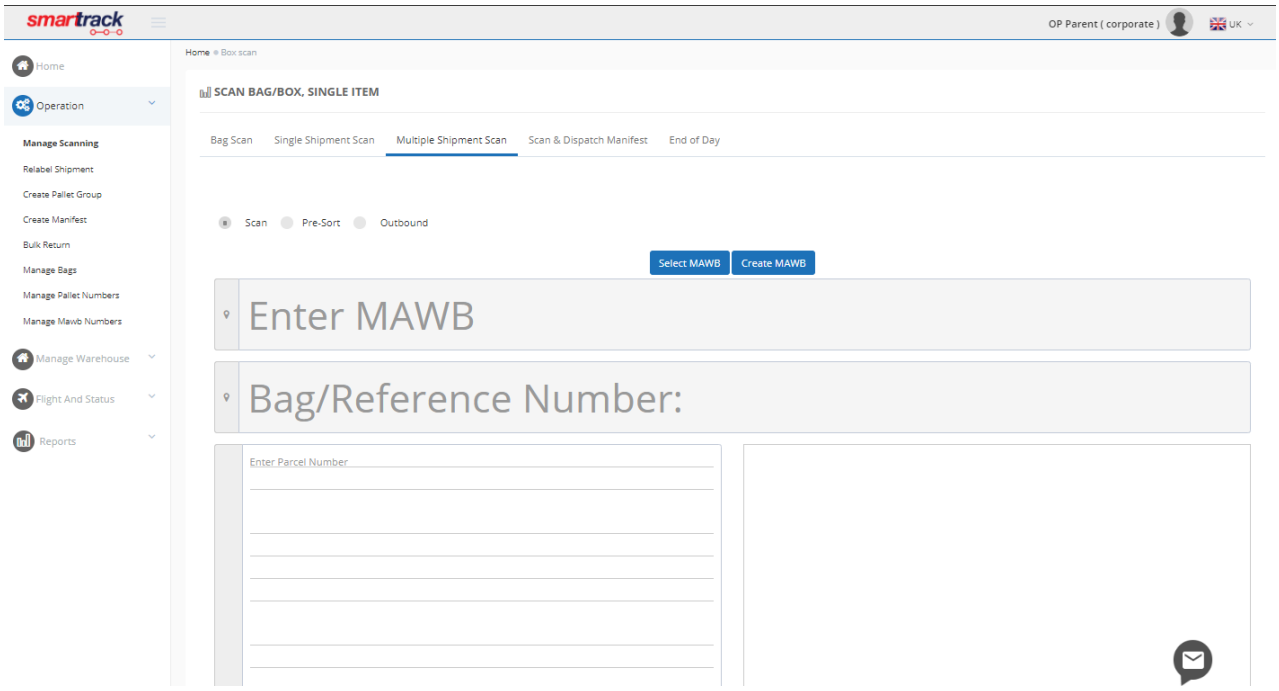


Figure 6-9 Multiple Shipment Scan – Scan

6.1.3.2. Pre-Sort

User can add parcels in a pre-sorted bag through this screen. All the parcels should be of same Hub that is selected in the screen.

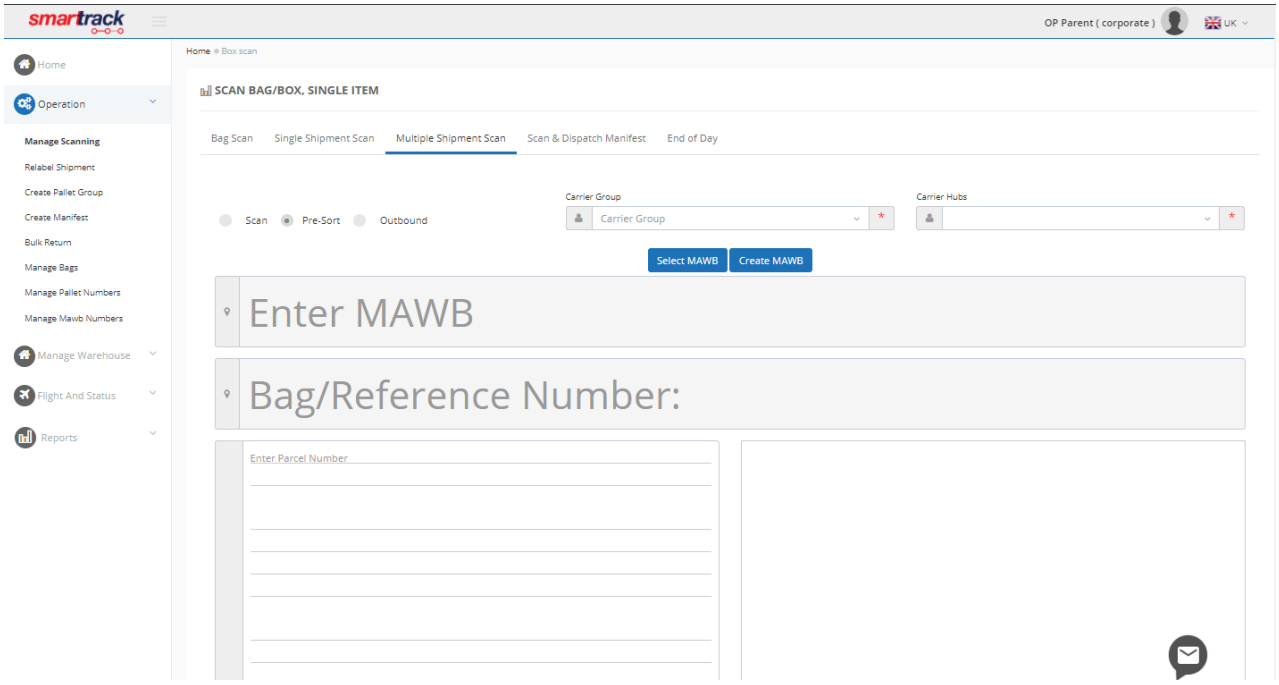


Figure 6-10 Multiple Shipment Scan – Pre-Sort

6.1.3.3. Outbound

User can scan parcels in two types of bags from this screen.

6.1.4. Types of Bags

Two types of bags are:

- Pre-Sorted
- Mix

6.1.4.1. Pre-sorted Bags

In Pre-sorted bag, the parcels; user is going to scan must be of same service.

6.1.4.2. Mix Bags

In mix bag, the parcels; user is going to scan can be of different services.

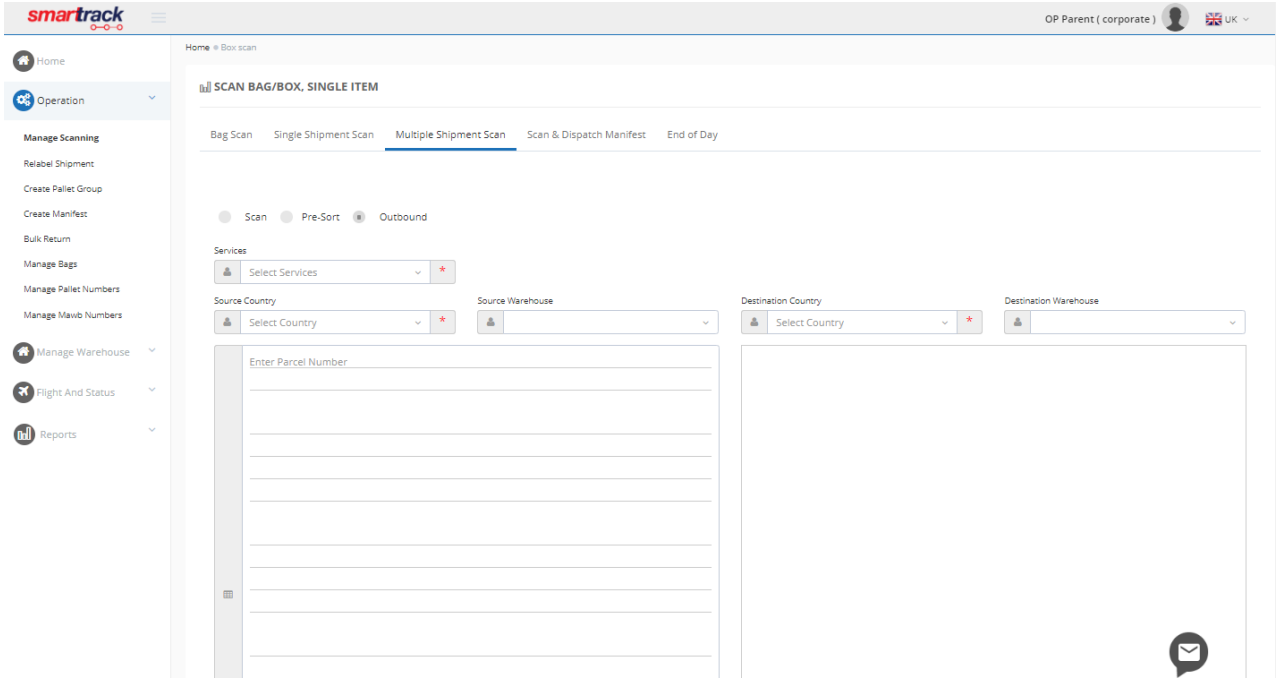


Figure 6-11 Multiple Shipment Scan – Outbound

6.1.5. Scan & Dispatch Manifest

User can scan client's manifest from this screen. All the parcels added in the manifest will be scanned automatically in it.

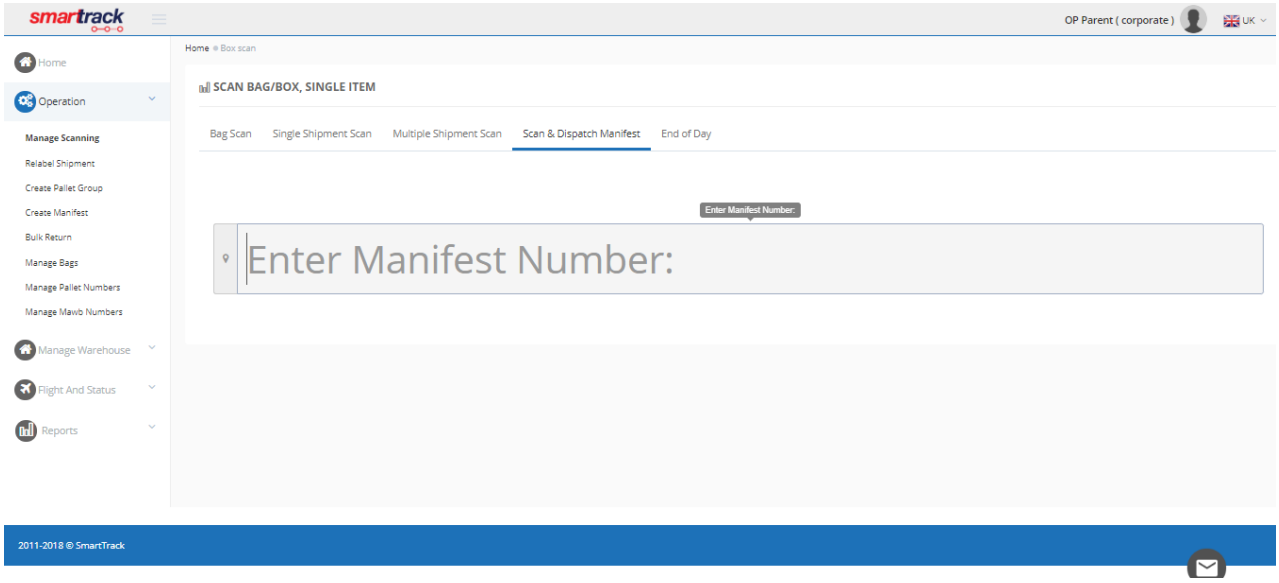


Figure 6-12 Scan & Dispatch Manifest

6.1.6. End of Day

Operation user can manifest all the shipments of services that are scanned earlier by this user. He can also dispatch when all the requirements are fulfilled and shipment is ready to dispatch for receiver address. User can also send an email to inform the responsible persons about the activity.

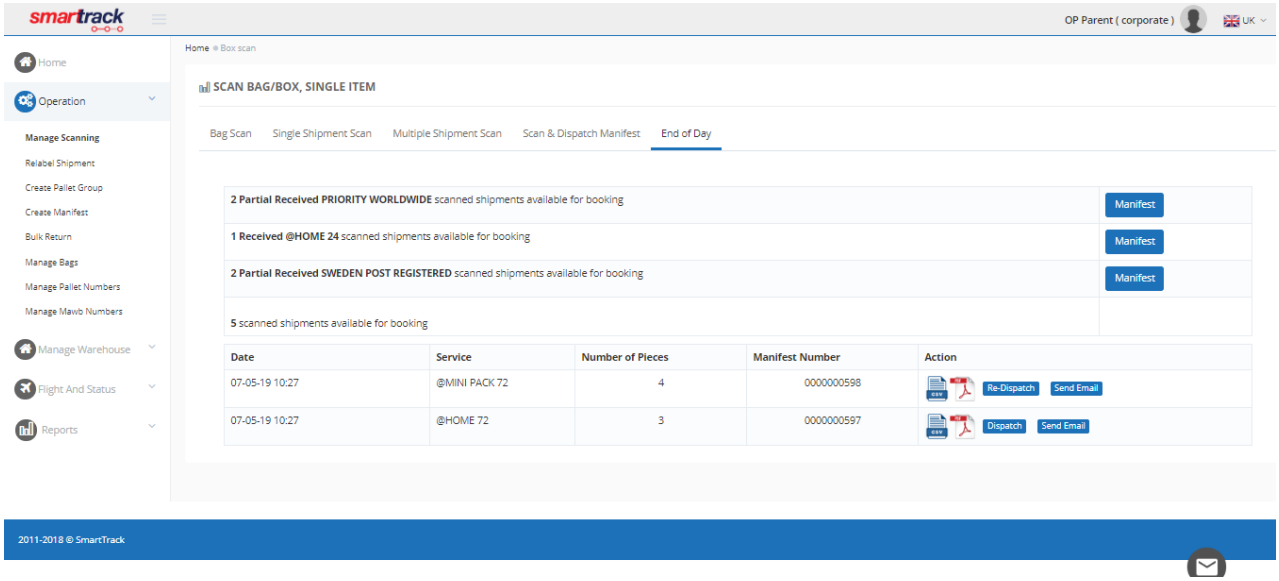


Figure 6-13 End of the Day

User can add Dispatch Agent, Services, Weight, Master no (MAWB), currency and no of parcels while dispatching any service at the end of the day as shown below

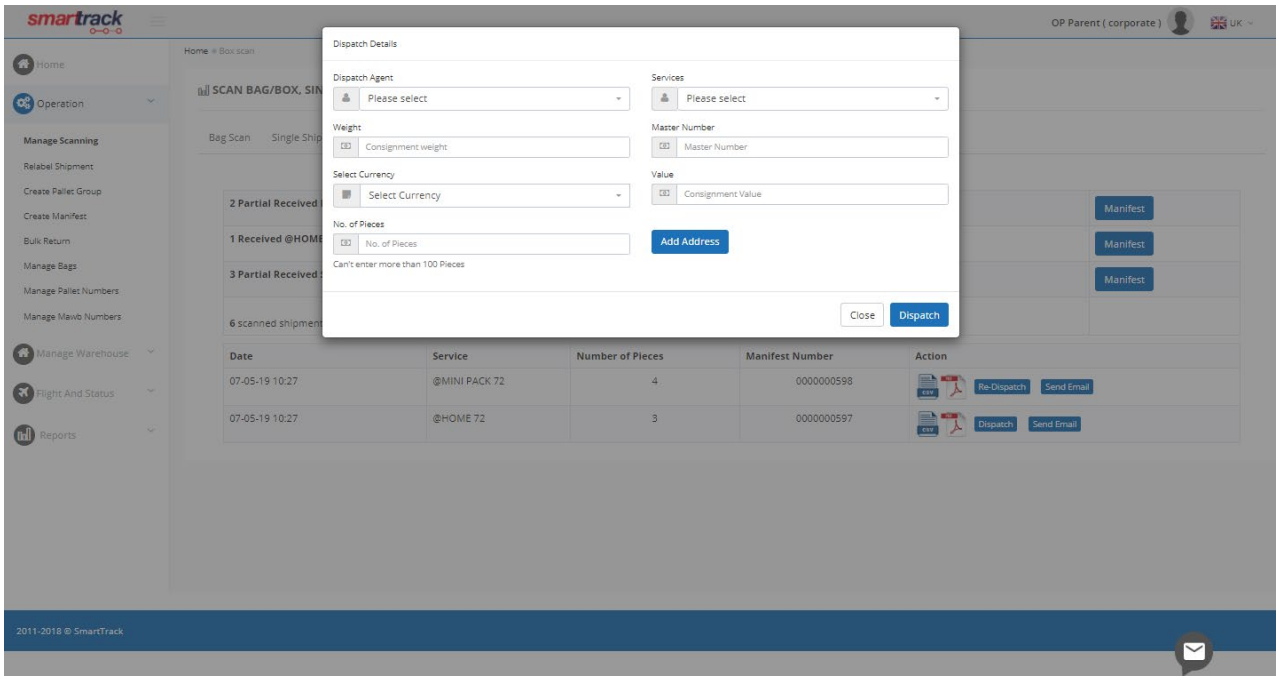
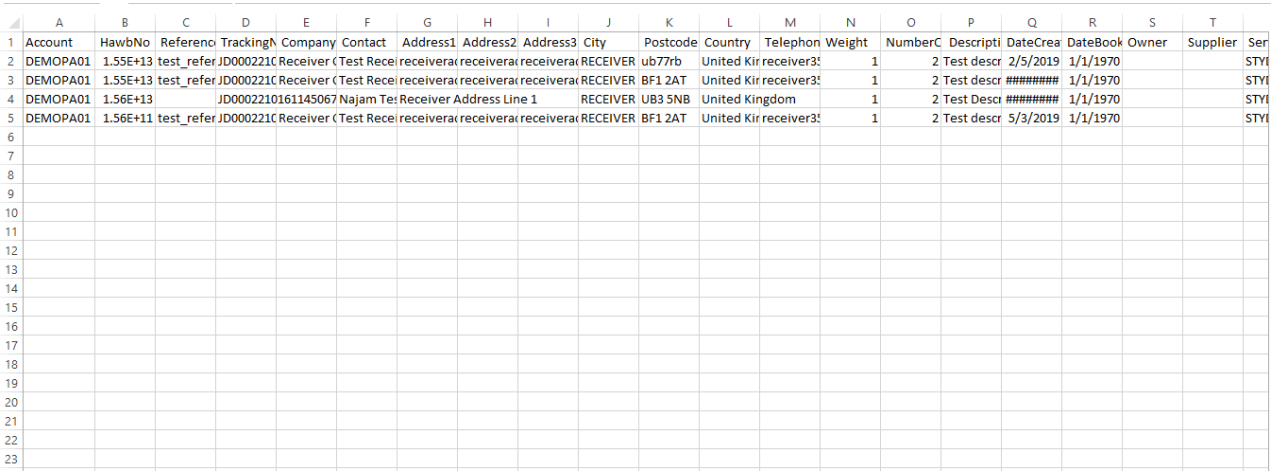


Figure 6-14 Dispatch Popup

User can also download its csv and pdf file as well



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	
1	Account	HawbNo	Referenc	TrackingN	Company	Contact	Address1	Address2	Address3	City	Postcode	Country	Telephon	Weight	NumberC	Descripti	DateCrea	DateBook	Owner	Supplier	Ser
2	DEMOPA01	1.55E+13	test_refer	JD000221C	Receiver (	Test Recei	receivera	receivera	receivera	RECEIVER	ub77rb	United Kir	receiver3	1	2	Test descr	2/5/2019	1/1/1970			STYI
3	DEMOPA01	1.55E+13	test_refer	JD000221C	Receiver (	Test Recei	receivera	receivera	receivera	RECEIVER	BF1 2AT	United Kir	receiver3	1	2	Test descr	########	1/1/1970			STYI
4	DEMOPA01	1.56E+13		JD000221016114506	7	Najam Tes	Receiver Address Line 1			RECEIVER	UB3 5NB	United Kingdom		1	2	Test Descr	########	1/1/1970			STYI
5	DEMOPA01	1.56E+11	test_refer	JD000221C	Receiver (	Test Recei	receivera	receivera	receivera	RECEIVER	BF1 2AT	United Kir	receiver3	1	2	Test descr	5/3/2019	1/1/1970			STYI
6																					
7																					
8																					
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Figure 6-15 End of the Day csv file

6.2.Relabel Shipment

Operation user can relabel any shipment that client has created to meet delivery requirements. When user enters tracking number, it populates all of its information and service assigned to that service. User can update any field and can also change its service as well but he is restricted to assign any of the service that is already assigned to that account to make sure that the transmission is smooth and doesn't affect the user portal.

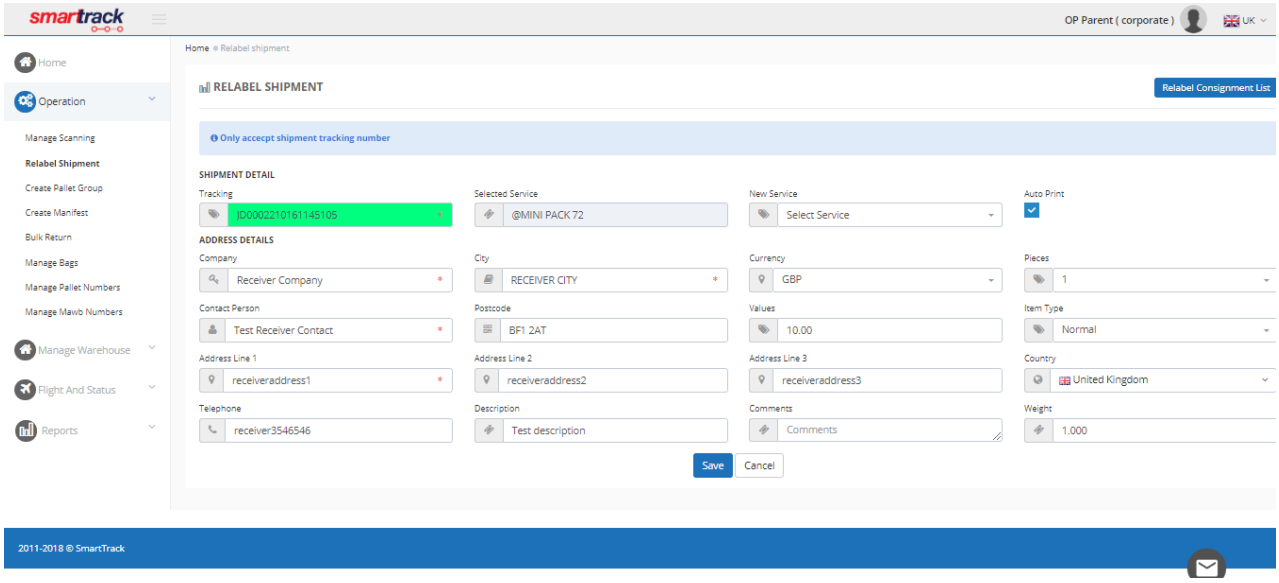


Figure 6-16 Relabel Shipment

6.2.1. Relabel Consignment List

All the parcels that have been relabeled are listed here with their old and new tracking numbers. The user who has relabeled the consignment is also populated. User can also view its consignment details, tracking details and old new labels as well from “Tools” drop down.

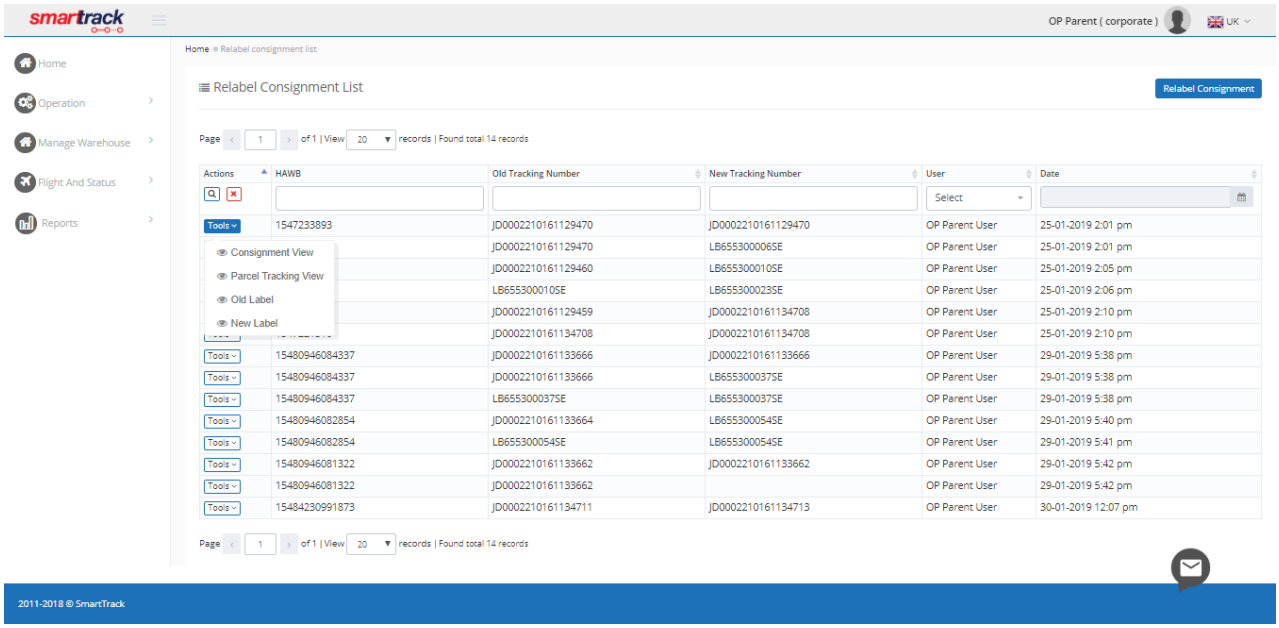


Figure 6-17 Relabel Consignment List

6.3. Create Pallet Group

User can create Pallet Carrier Groups that will be assigned to parcels at the time of adding parcels into bags and pallets. The pallet groups added in the system are listed below in this screen and will be available in Scanning screen as well.

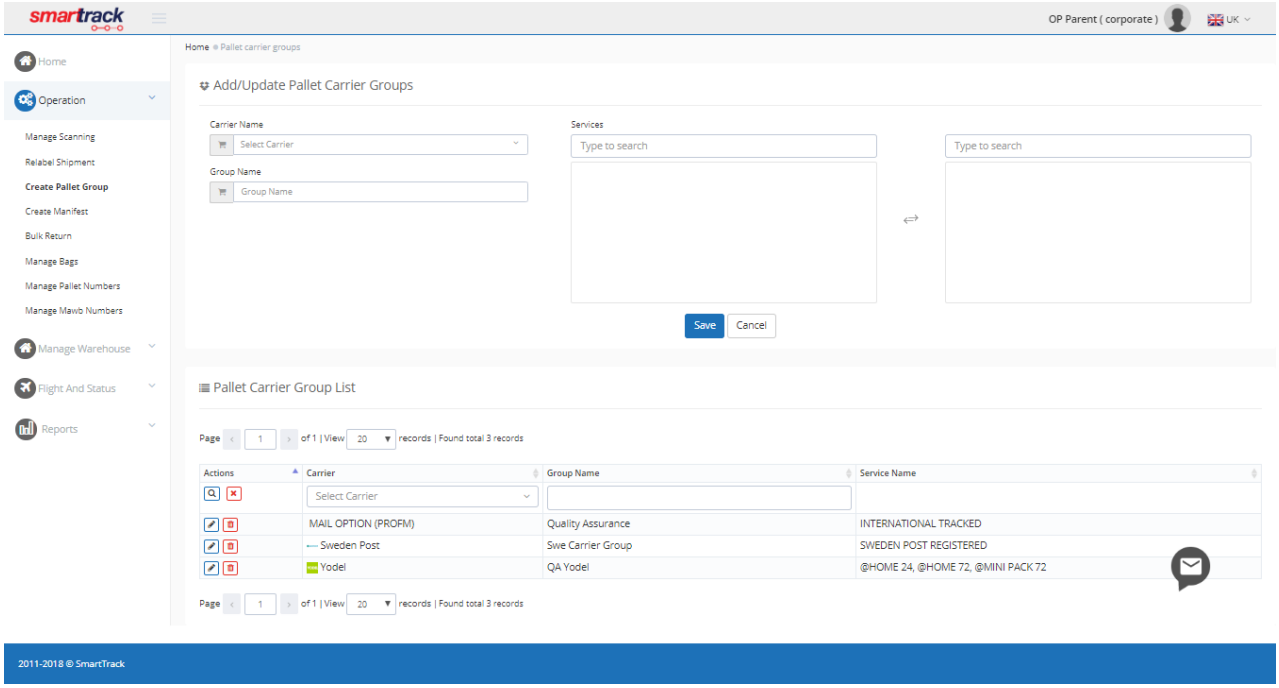


Figure 6-18 Create Pallet group

6.4. Create Manifest

User can search for the tracking numbers of any specific service assigned to that account depending upon its MAWB number and user can also search with any tracking number and can view the information associated with it.

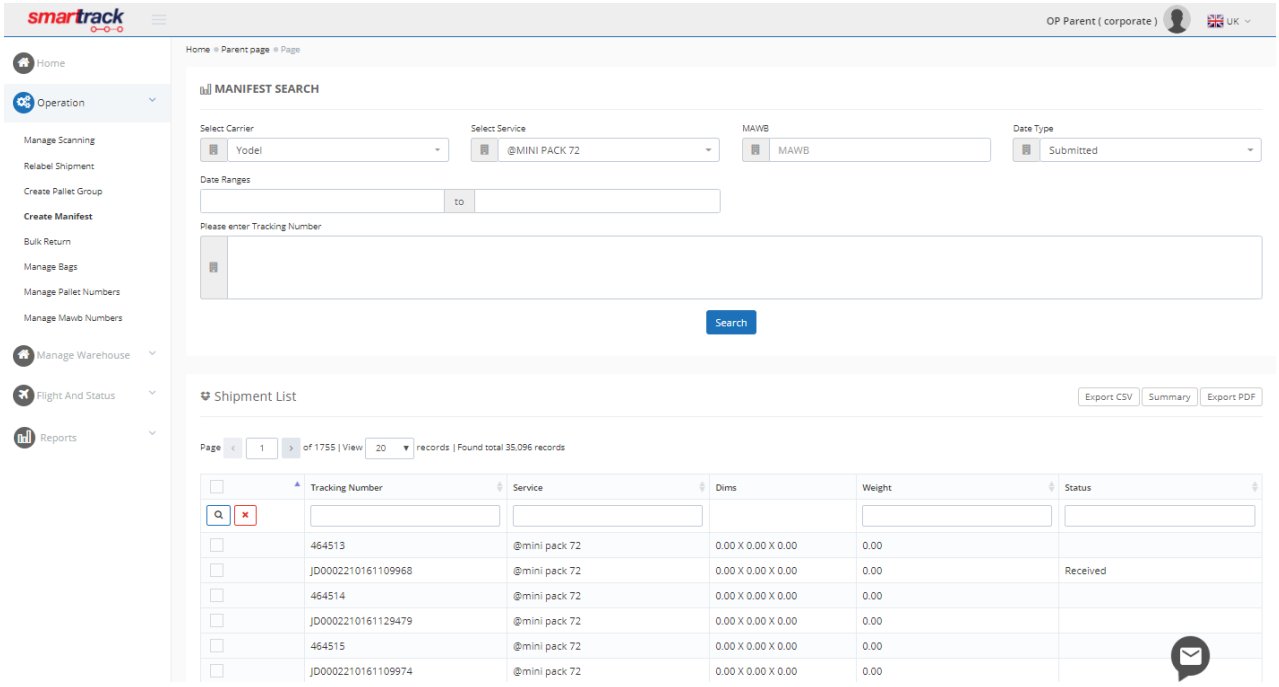


Figure 6-19 Create Manifest

6.5.Bulk Return

It happens that sometimes your destination address is not valid or for any reason you are unable to deliver the parcel at destination point so in that case you have to send the parcel back to sender address. To cover this scenario, we have provided a functionality where user can add a duplicate parcel with same information as of previous one. User can add as many tracking numbers as he want to change those to Returned status that's why it is named as Bulk Return as shown in the screenshot given below. It will let user know for any duplicate tracking number and if the tracking number does exist in the system as well.

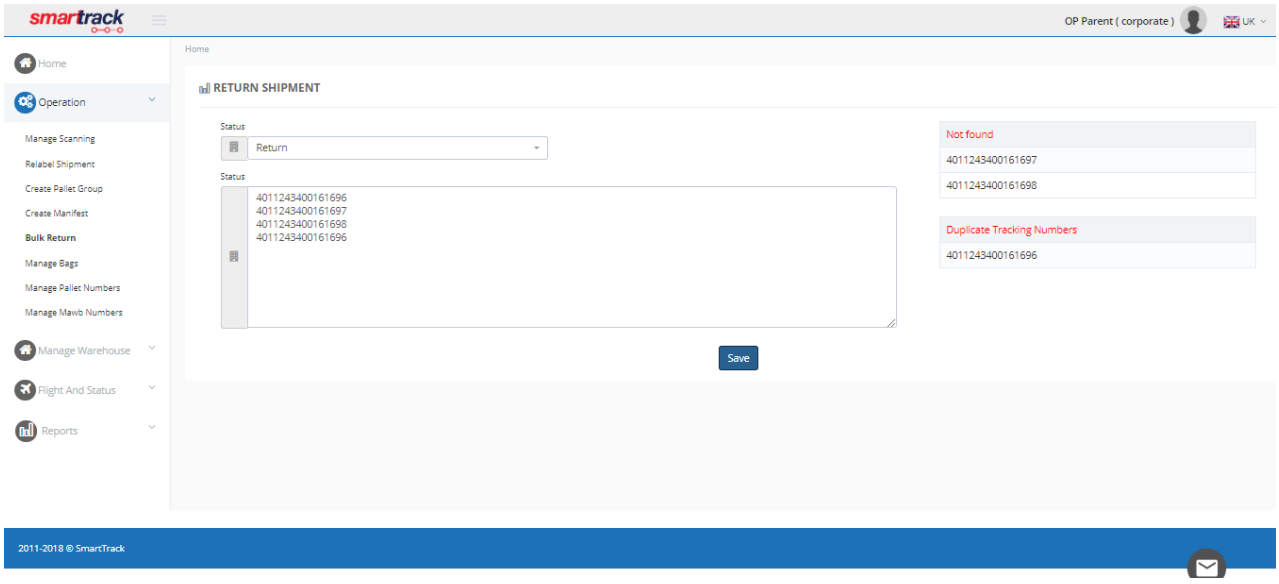


Figure 6-20 Bulk Return

User can see two shipments in Manage Shipment list; one with the status of “Returned” and the other with the status of “Label Created”

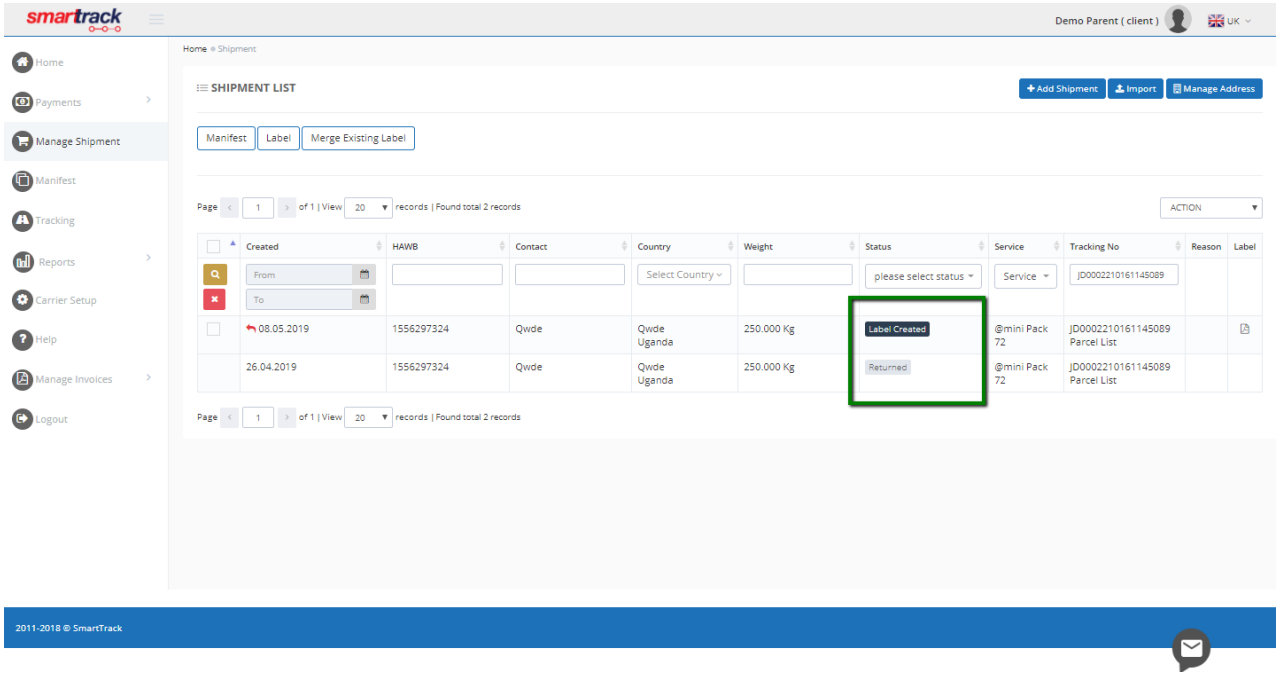


Figure 6-21 Bulk Return List

6.6. Manage Bags

User can add bags in the system from this screen. All the bags added are listed below along with its Source Country, Source Warehouse, Destination Country and Destination Warehouse. User can also add parcels into bags while creating it. These bags will be then used in Scanning screen.

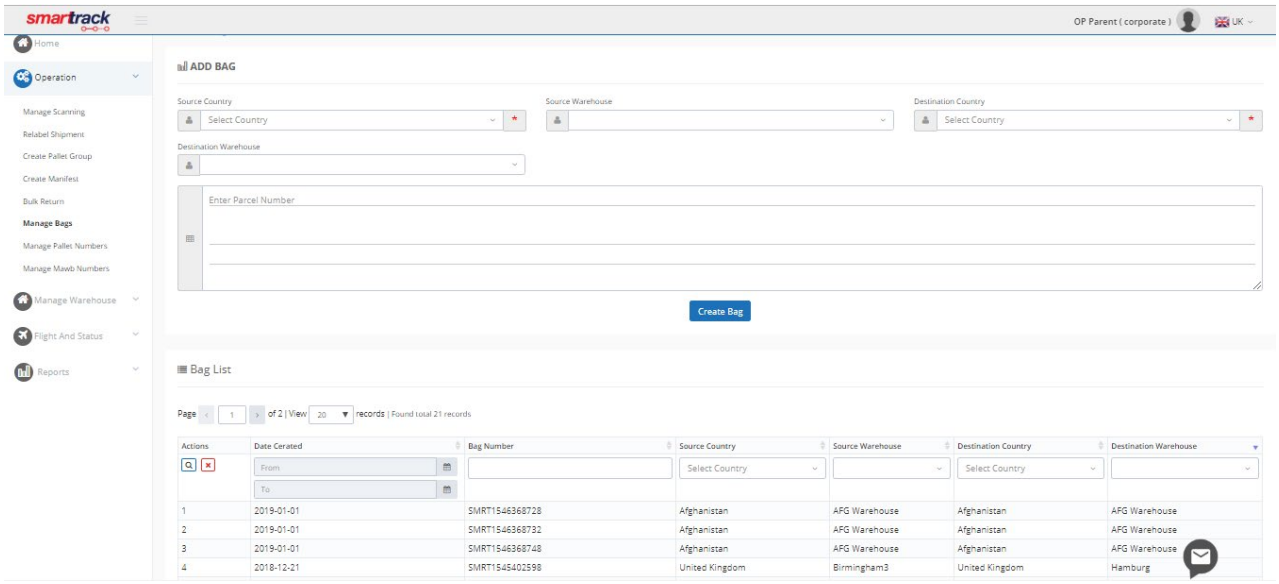


Figure 6-22 Manage Bags

6.7.Manage Pallet Numbers

User can add Pallet numbers in the system from this screen. All the pallet numbers added are listed below along with its Pallet Carrier group, Source Country, Source Warehouse, Destination Country and Destination Warehouse. User will then be able to select pallet numbers from this list at the time of scanning.

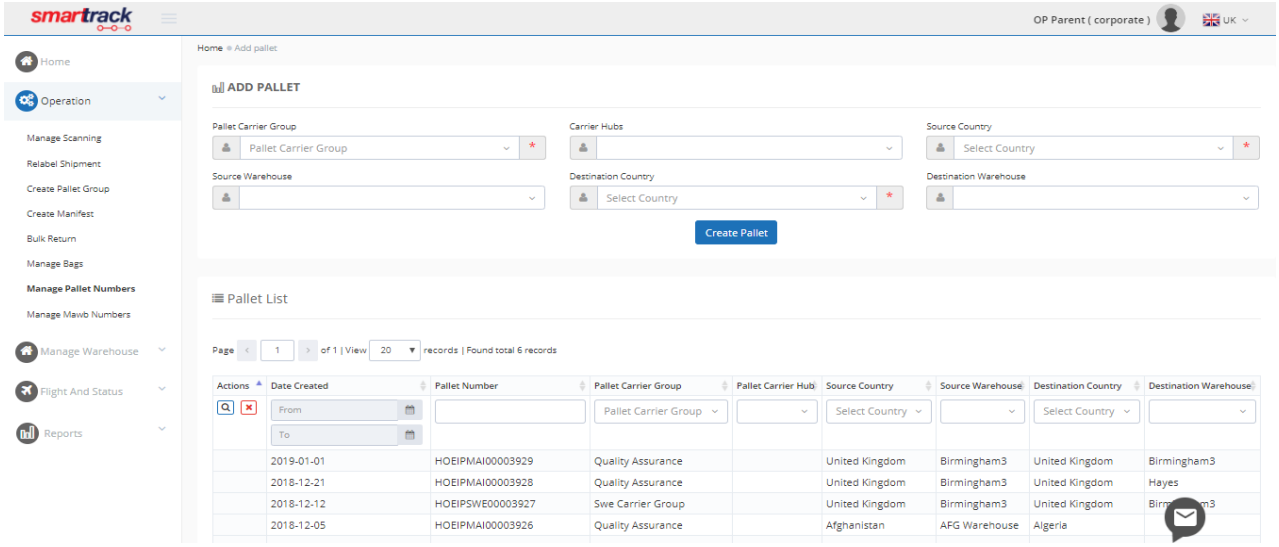


Figure 6-23 Manage Pallet Numbers

6.8.Manage Mawb Numbers

User can add Master numbers in the system from this screen. All the master numbers added are listed below along with its Source Country, Source Warehouse, Destination Country and Destination Warehouse. User will then be able to select master numbers from this list at the time of scanning.

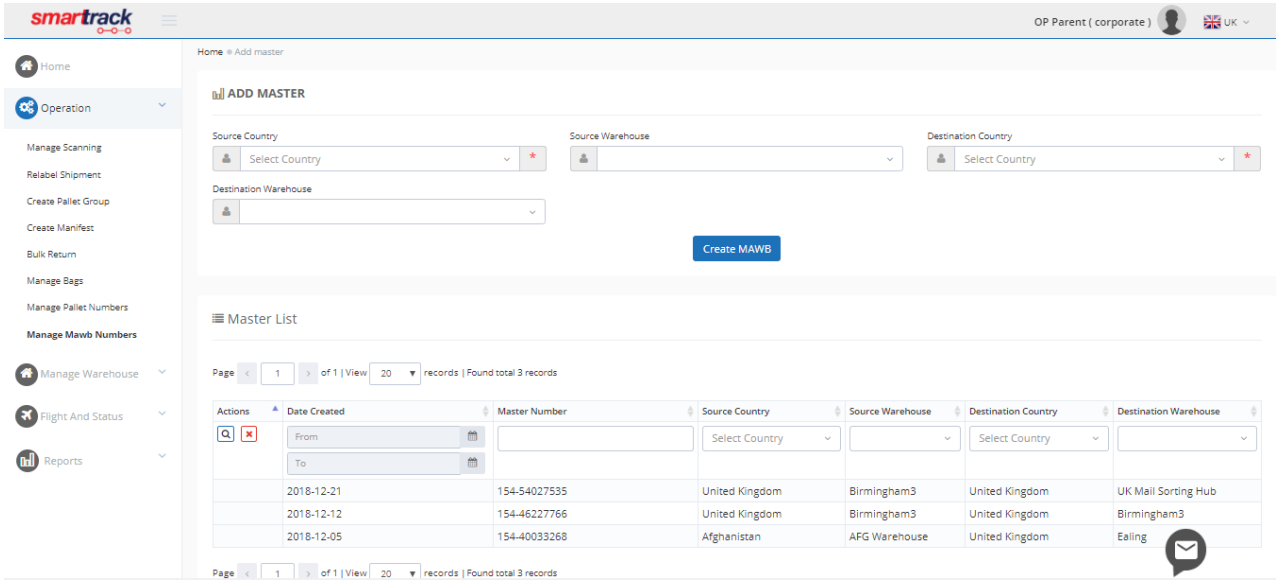


Figure 6-24 Manage Mawb Numbers

7. Manage Warehouse

7.1. Add Warehouse

Operation user can add new warehouses of the system that are available in the area. All the required information is added and the warehouse is available for the clients to send parcels to it.

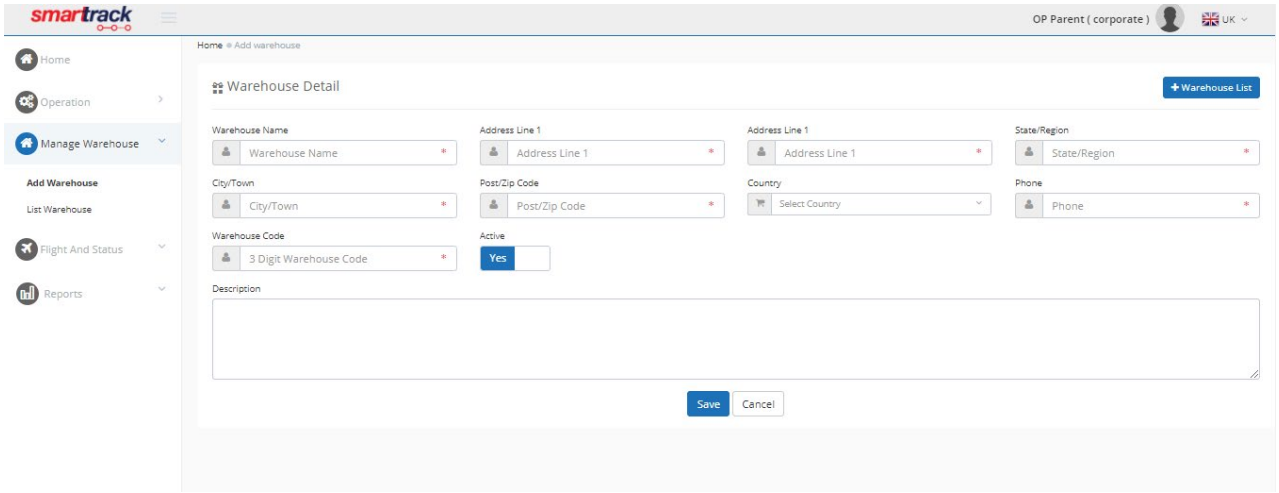


Figure 7-1 Add Warehouse

7.2. List Warehouse

All the warehouses added in the system are listed here. User can view its country, fax number and status from the list. User can also update any information of the warehouse. User can also see its racks from "Tools" drop down.

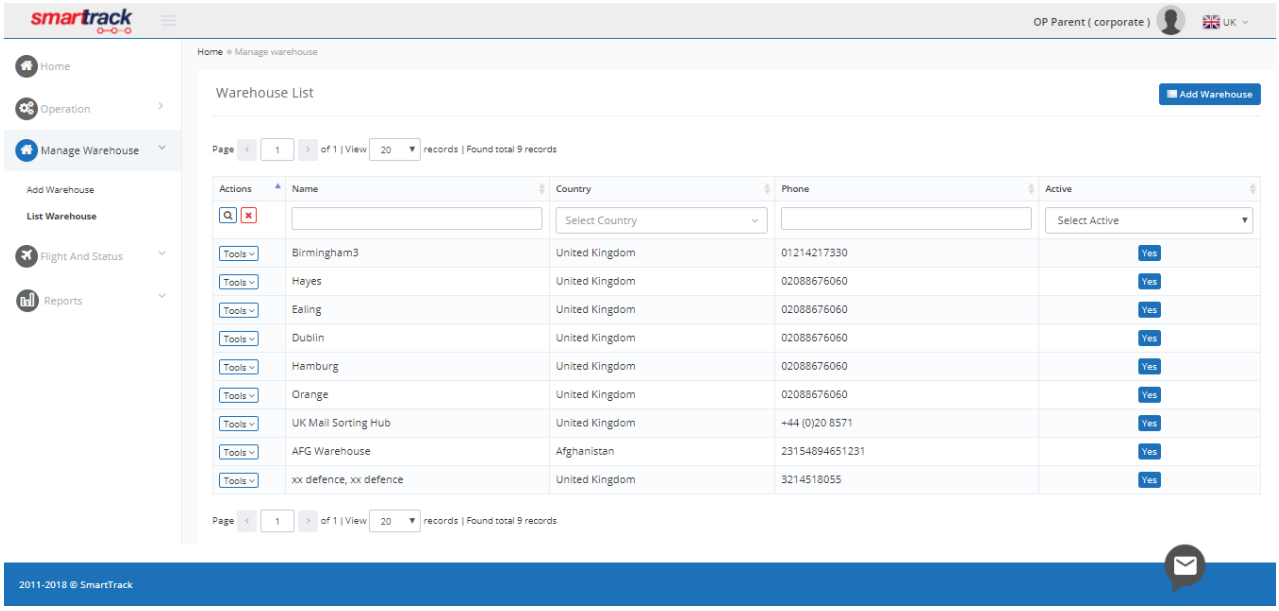


Figure 7-2 Warehouse List

8. Permissions and Actions

User can assign different Permissions & Actions to the Clients. So the modules that a client can access may vary. For Example, one client do not want to add New Accounts and/or Users, he just want to add shipments and want these to be delivered. Smart Track (ST) provides ease to its customers to use modules that they need and will be charged for only those modules.

User is able to add Permissions in the list himself or he can assign all permissions to a group and can assign that group to any of its users. We have two tabs for permissions as follows:

- Permissions List
- Groups List

8.1. Permissions List

A list of all permissions added in the system are displayed here. User is able to add/update permissions from permissions list as well. User can navigate to Add Groups and List Groups by clicking on the buttons displayed at top. System will display a list of all permissions upon user selection of “Permissions List” tab from navigation panel as shown below.

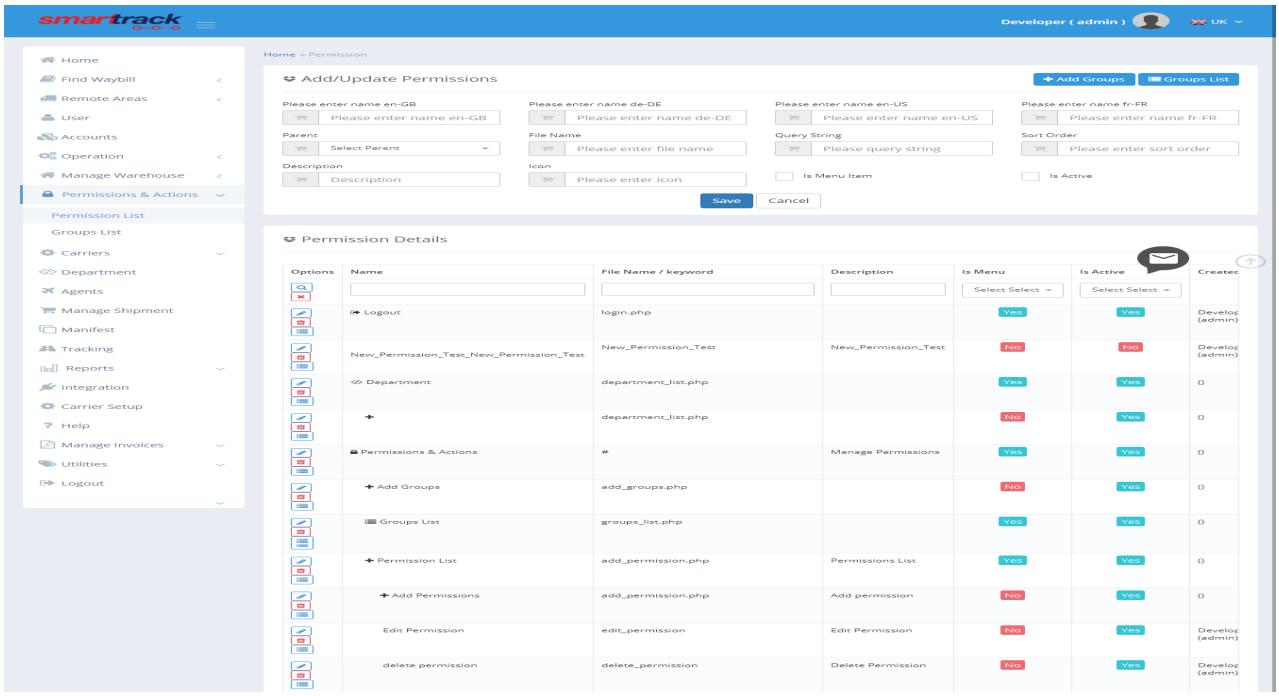


Figure 8-1 Permissions List

8.2.Groups List

A list of all groups are added here. User can add a new group from the button “Add Group” displayed at top of the screen along with “Add Permissions”. User can update, delete any group as shown in below figure. User can also view the audit of this screen for any changes.

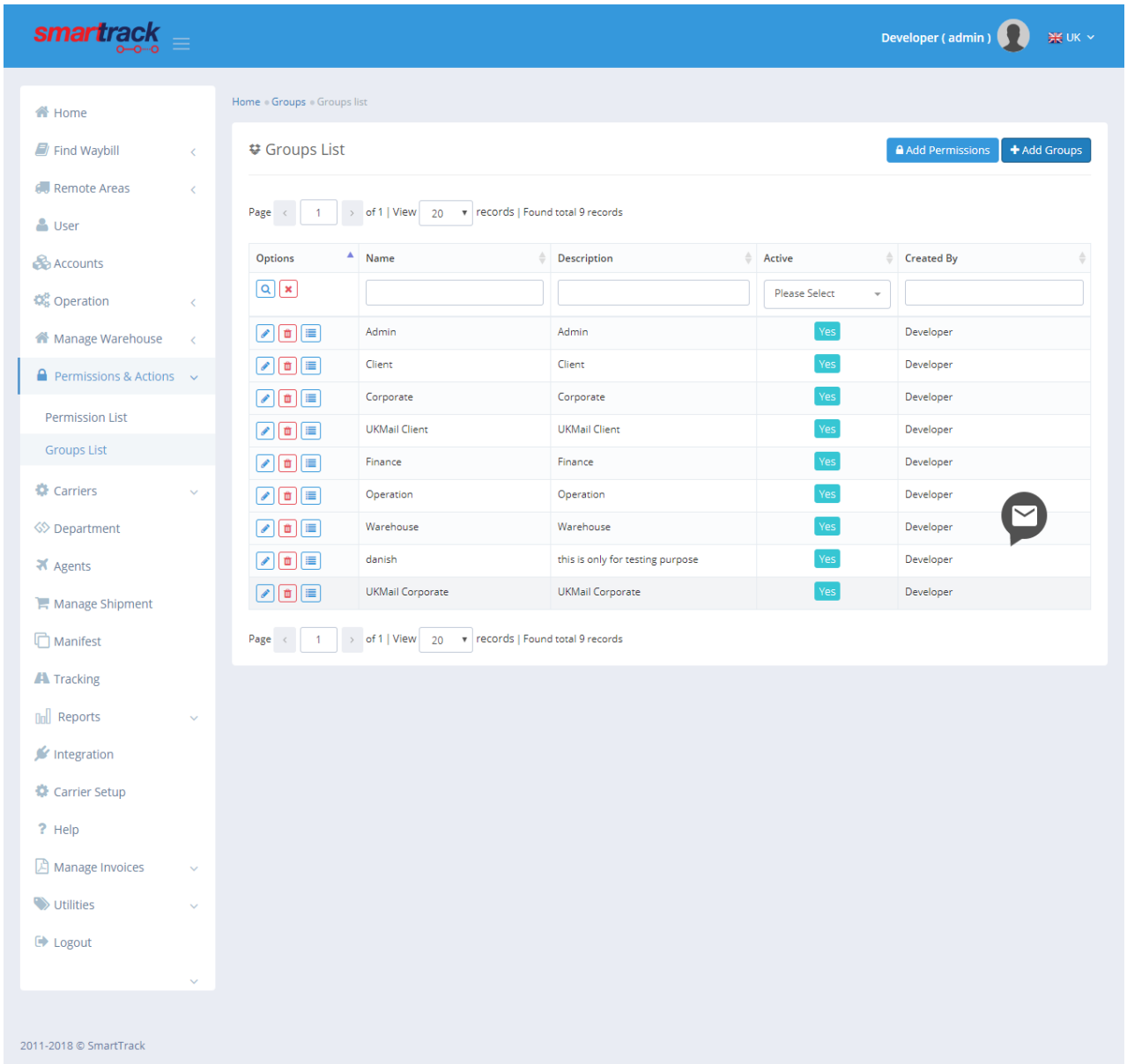


Figure 8-2 Group List

8.2.1. Add Group

User can add a new group as shown in below figure and assign permissions to that group. Then user can assign that group to any Client and Client will be able to access all the permissions included in this group.

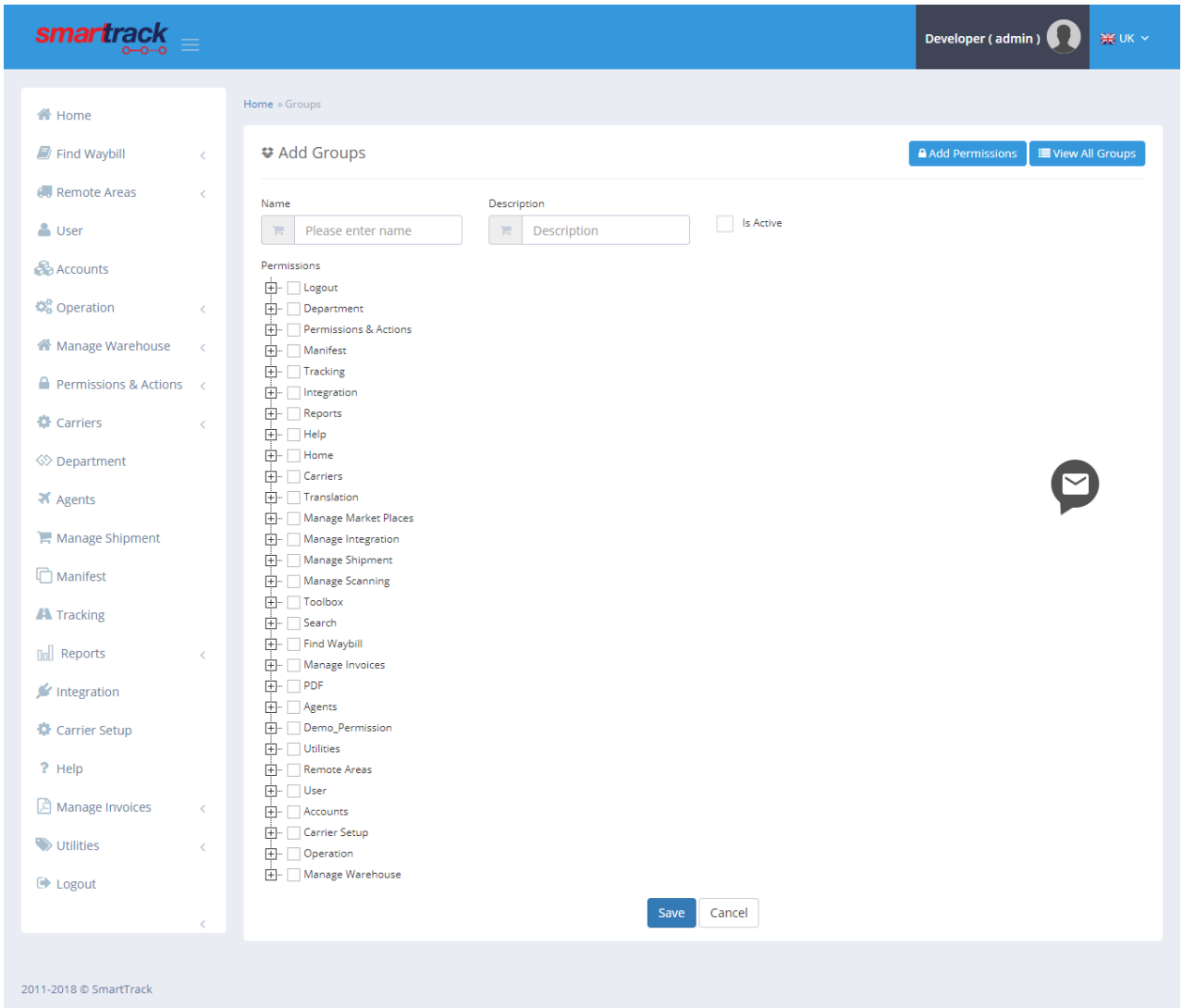


Figure 8-3 Add Group

9. PAYMENTS

In Payments section, user will find following two modules:

- History
- Add Balance

9.1. History

On top of the screen, system will display the available balance of the user. System will list all the history of user transactions. Like in the following screen, user will know the Date of transaction, Method by which he is paying, Credit or Debit amount and Running Balance.

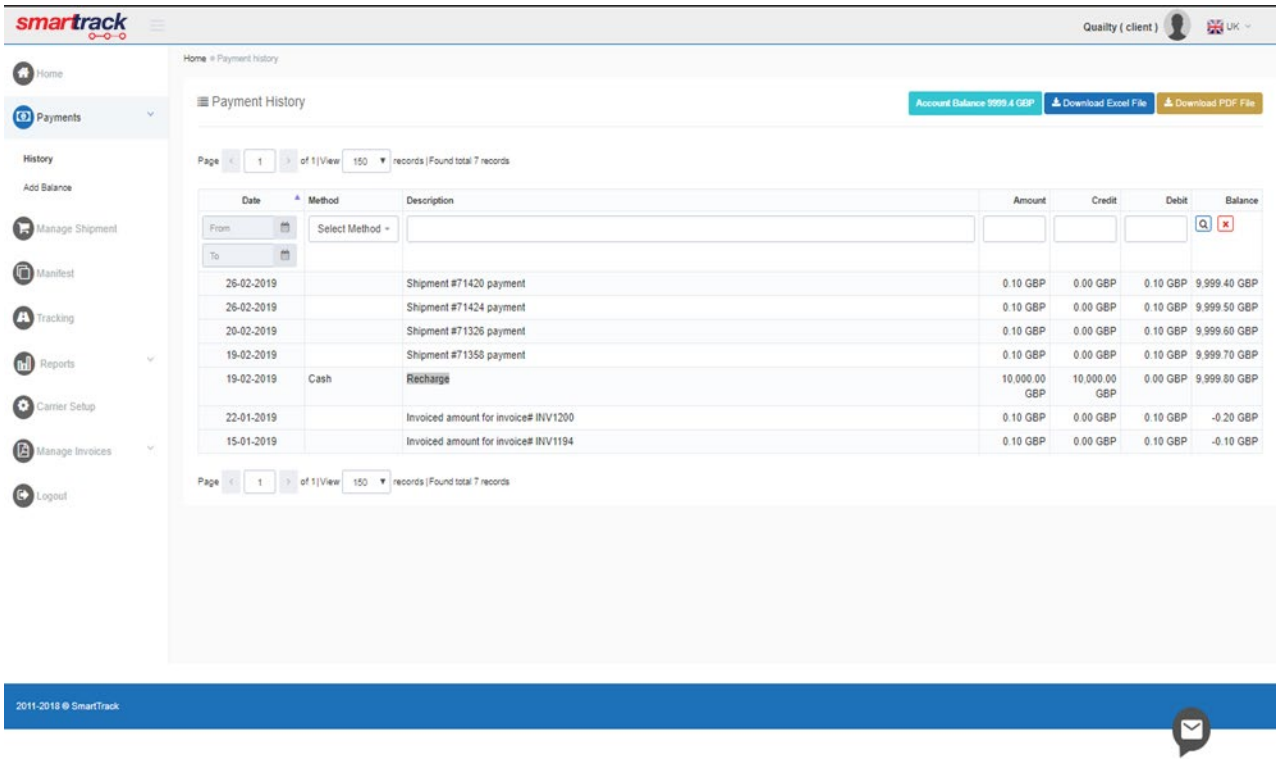


Figure 9-1 Payment History

User can download excel file and PDF file as shown below.

A	B	C	D	E	F
Account Statement					
Booking Date	**Payment Method**	**Description**	**Dr Amount**	**Cr Amount**	**Balance**
26-02-2019		Shipment #71420 payment	0.10 GBP	0.00 GBP	9,999.40 GBP
26-02-2019		Shipment #71424 payment	0.10 GBP	0.00 GBP	9,999.50 GBP
20-02-2019		Shipment #71326 payment	0.10 GBP	0.00 GBP	9,999.60 GBP
19-02-2019		Shipment #71358 payment	0.10 GBP	0.00 GBP	9,999.70 GBP
19-02-2019	Cash	Recharge	0.00 GBP	10,000.00 GBP	9,999.80 GBP
22-01-2019		Invoiced amount for invoice# INV12	0.10 GBP	0.00 GBP	-0.20 GBP
15-01-2019		Invoiced amount for invoice# INV11	0.10 GBP	0.00 GBP	-0.10 GBP

Figure 9-2 Payment History excel file

smartrack

Statement of Account

Full Name : Quality Assurance
Company Name : SmartTrack QA
Account Name : Smartqa

Date: 07-03-2019

Booking Date	Description	Credit	Debit	Balance
26-02-2019	Shipment #71420 payment	0.00 GBP	0.10 GBP	9,999.40 GBP
26-02-2019	Shipment #71424 payment	0.00 GBP	0.10 GBP	9,999.50 GBP
20-02-2019	Shipment #71326 payment	0.00 GBP	0.10 GBP	9,999.60 GBP
19-02-2019	Shipment #71358 payment	0.00 GBP	0.10 GBP	9,999.70 GBP
19-02-2019	Recharge	10,000.00 GBP	0.00 GBP	9,999.80 GBP
22-01-2019	Invoiced amount for invoice# INV1200	0.00 GBP	0.10 GBP	-0.20 GBP
15-01-2019	Invoiced amount for invoice# INV1194	0.00 GBP	0.10 GBP	-0.10 GBP

Closing Balance :9,999.40 GBP

Figure 9-3 Payment History pdf file

9.2. Add Balance

In our system, we have two types of Account; Prepaid and Postpaid.

Only Prepaid account users will be able to add balance.

User can add balance by Paypal, Bank Transfer and Cheque as shown in the figure below.

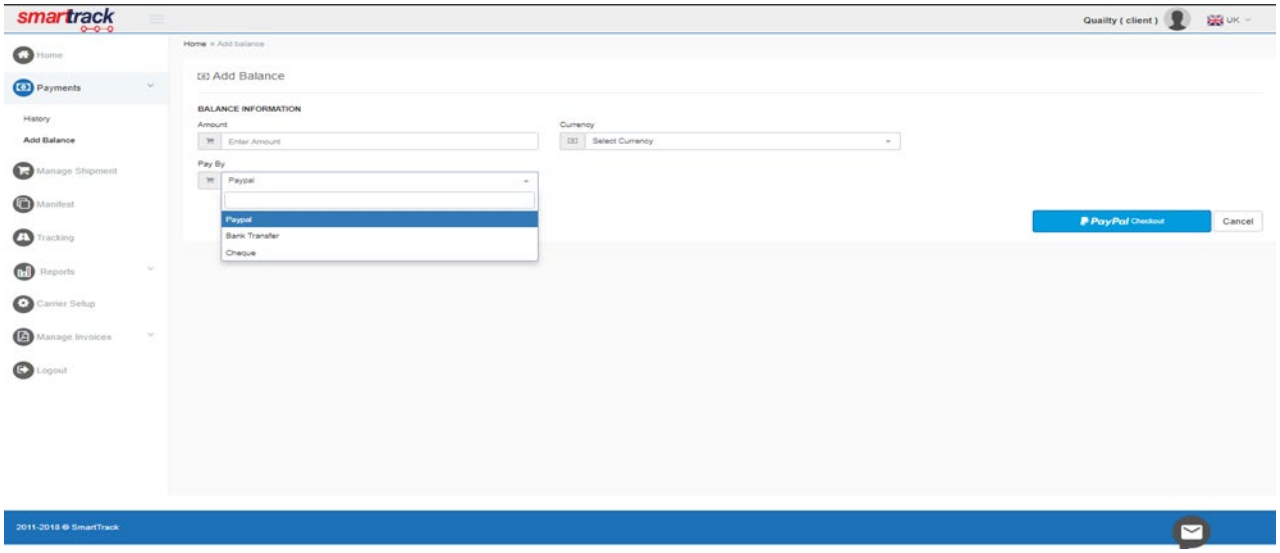


Figure 9-4 Add Balance for Prepaid Account

Once, user has added balance in his account, a request will be generated by the system to the Parent account to approve the request. After approval, user will be able to use that balance in generating shipments.

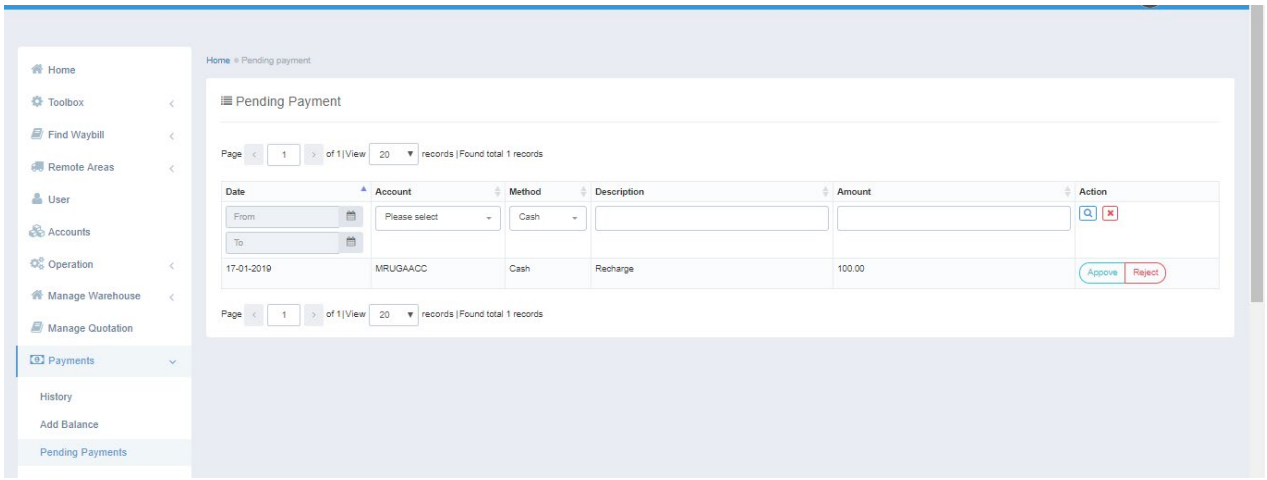


Figure 9-5 Request for Payment Approval

10. MANAGE QUOTATIONS

10.1. Add Manage Quotation

For instance, we have a new user that is not using our system at the moment. But they want to send a parcel and wants to get quotation from our system. We will simply takes its email address and use an account that has the same source and destination as client's requirement. We will populate that account and when we add weight, all available services within weight range along with its pricing will be populated. If user wants to use same pricing then he will select "Member Price" from Price Type and if he wants to manipulate price then he will select "Manual Price" in Price Type. Upon "Save Quotation", a quotation will be saved in quotations list.

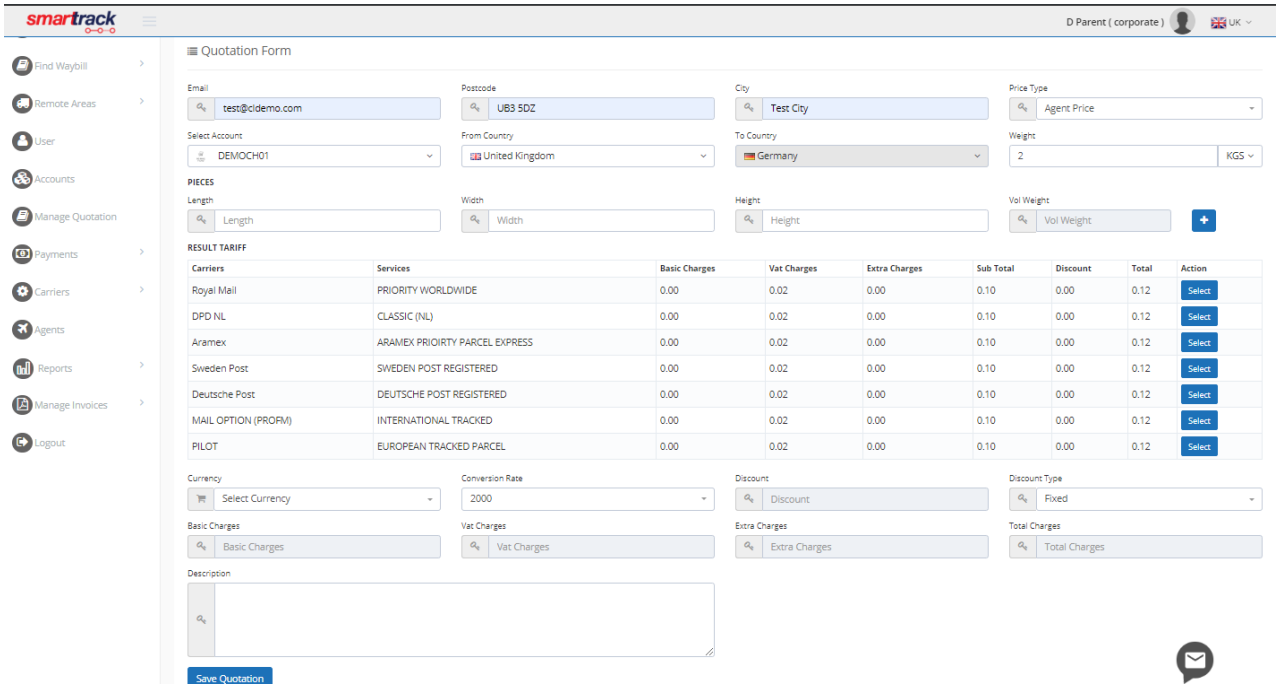


Figure 10-1 Add Quotation

10.2. Quotations List

User can view all the quotations from quotation list. User can also download pdf file of this list and can send email to the new client using “Send Email” feature added in “Tools” drop down.

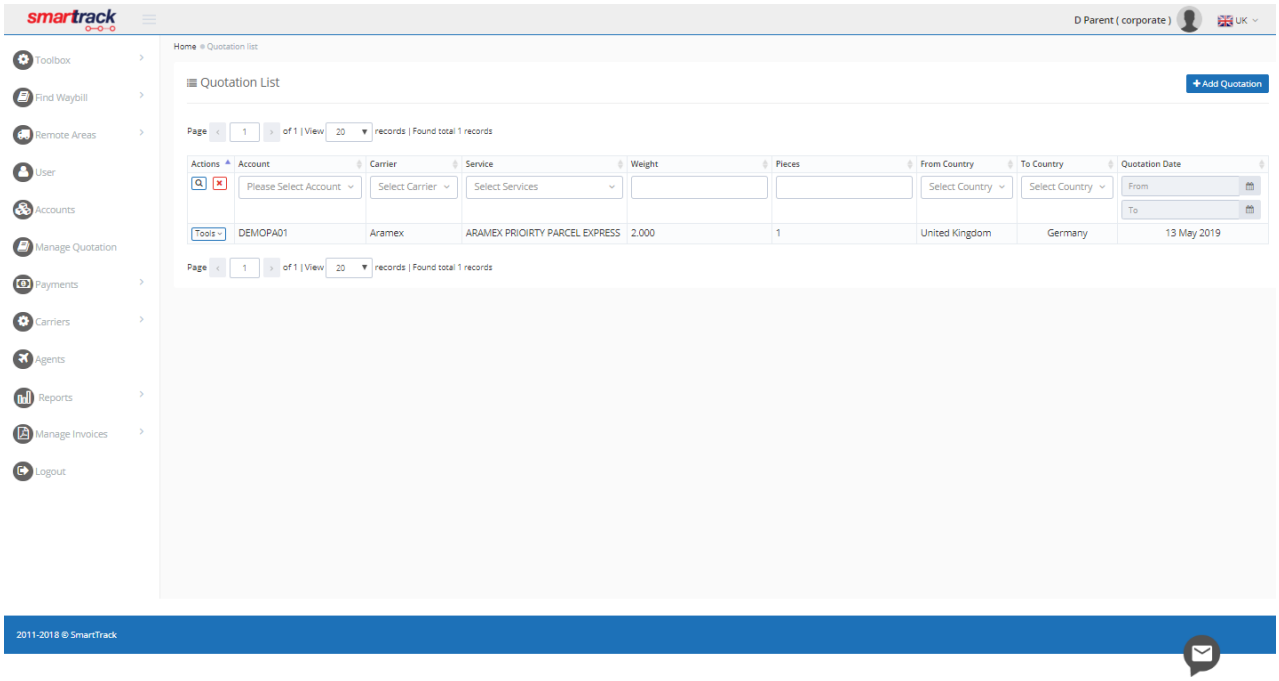


Figure 10-2 Quotations List

11. MANAGE SHIPMENTS

Shipments are basically the parcels that client need to deliver from one place to the other. User can add shipments through following two processes:

- Add New Shipment via the webpage
- Upload Shipment Data by downloading CSV template and then importing it
  There are three types of shipments base on services
- Dispatch (Source to destination)
- Collection (Collect parcel from user destination)
- Drop off (User can submit their parcel nearby his own location)

User will navigate to "Manage Shipment" tab from navigation panel and a list of all shipments are displayed here as shown in the figure below

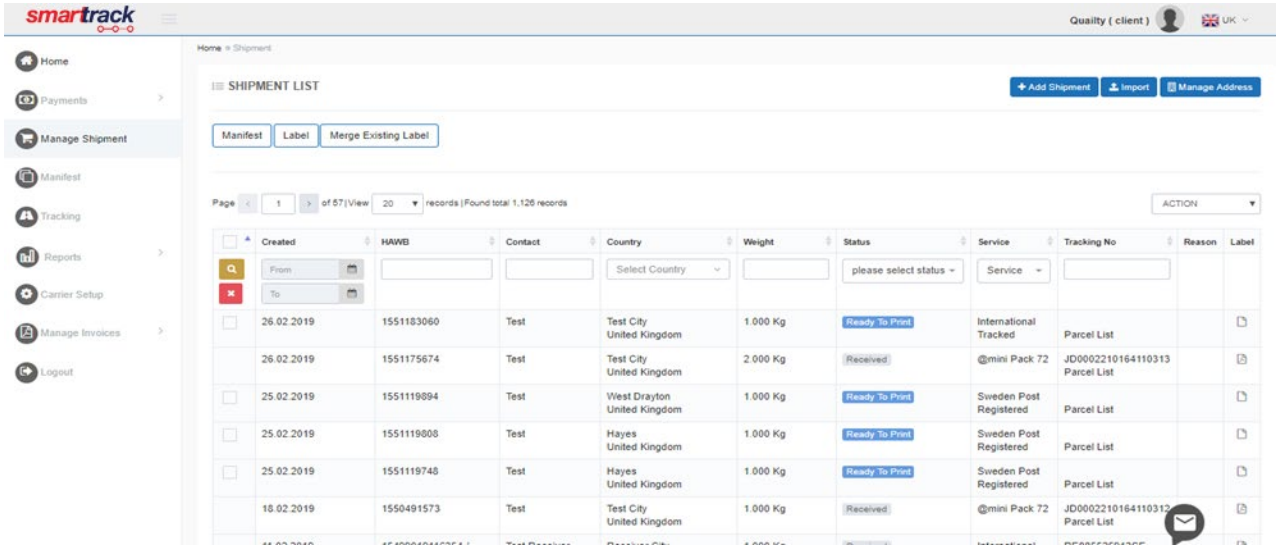


Figure 11-1 Shipment List

11.1. Add New Shipment via webpage

User can go to add new shipment screen by clicking on "Add New Shipment" button displayed at the top of the Shipment List screen. Following screen will be displayed to add a new consignment after populating all required fields.

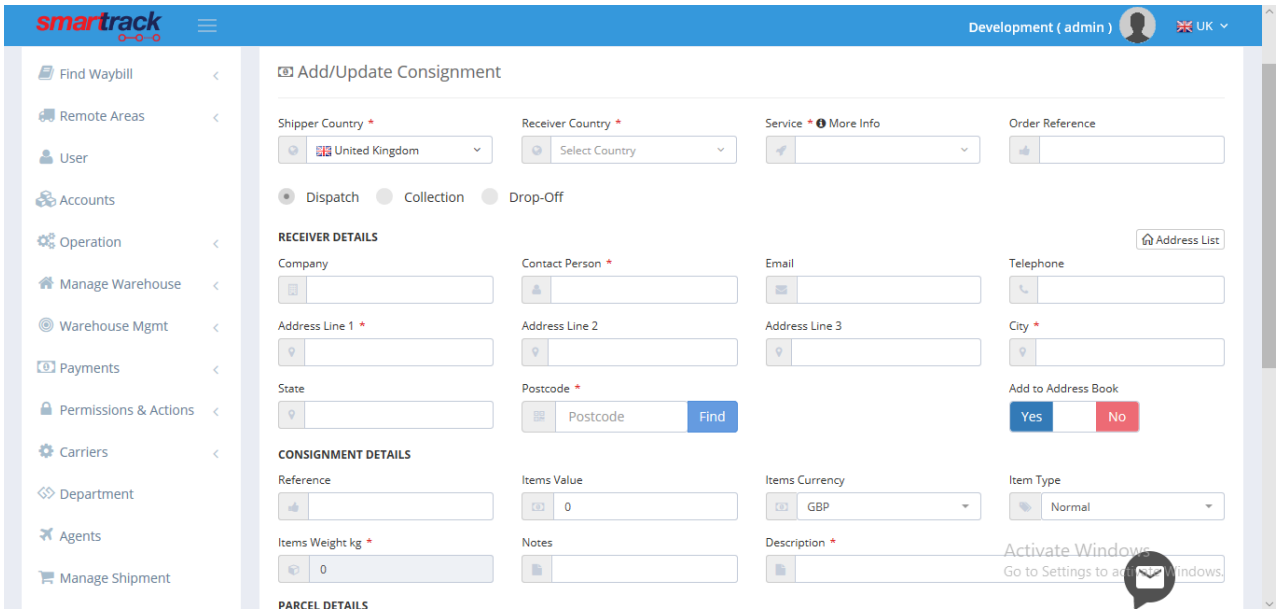


Figure 11-2 Add New Shipment (Consignment)

11.2. Add New Shipment via CSV import

User can also add a new shipment by importing .csv file through import button displayed next to Add New Shipment button on “Manage Shipment” list. Import screen is displayed in the figure below.

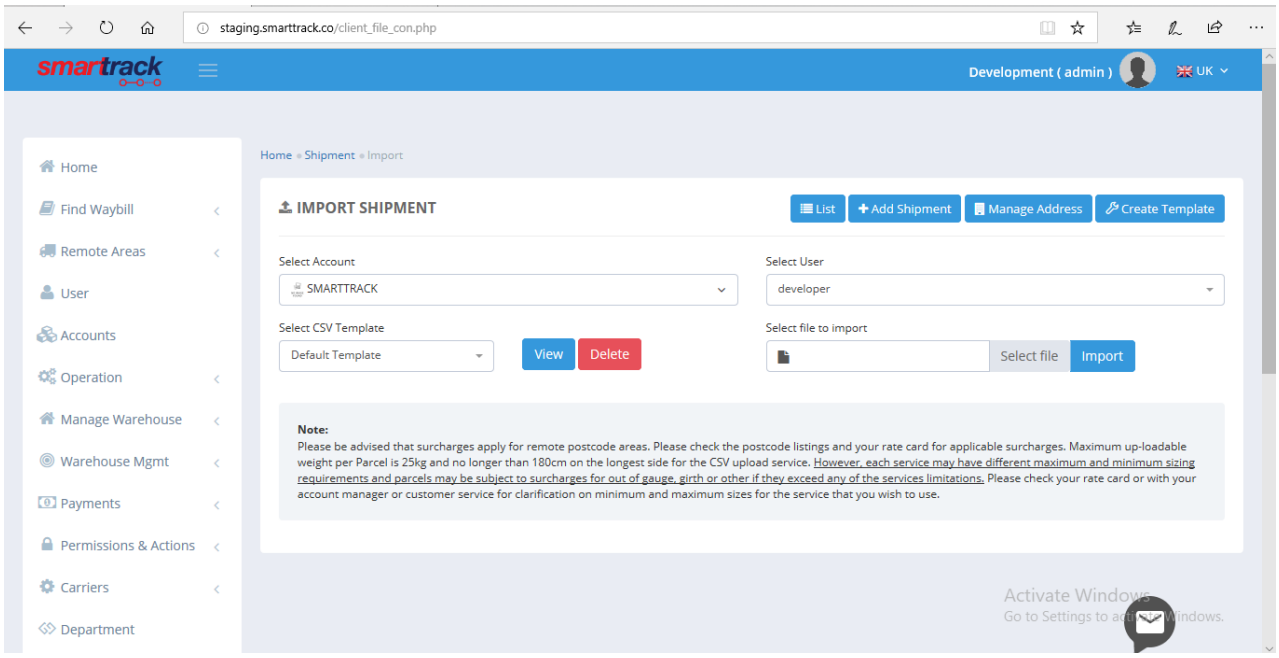


Figure 11-3 Add New Shipment via CSV import

The newly added shipments are displayed in the list with “Ready to Print” status.

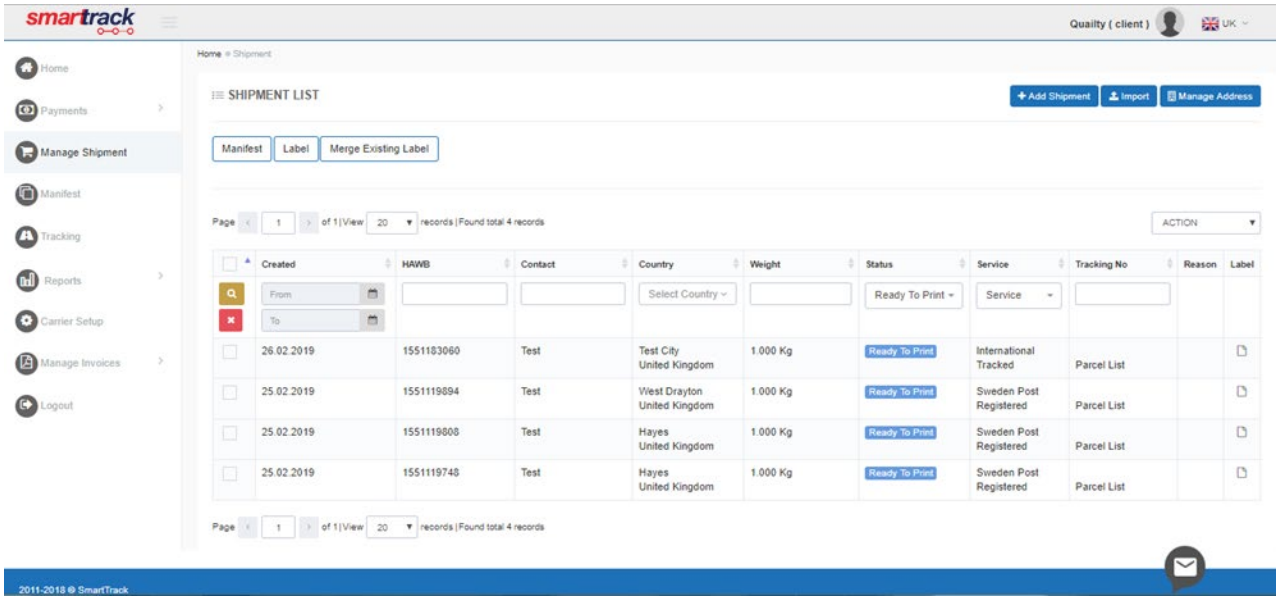


Figure 11-4 “Ready to Print” Shipments

11.3. Generate custom template

User can generate their own template for import csv.

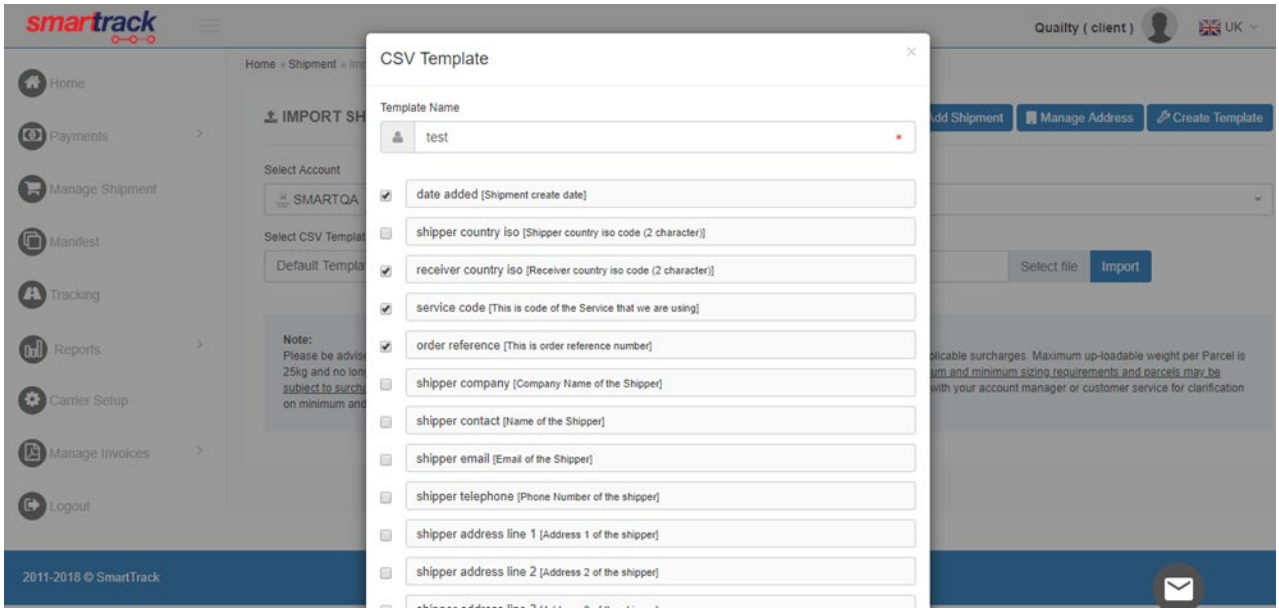


Figure 11-5 Custom template

11.4. Status of Shipments

Following are the statuses of shipments that depicts in which state user's shipment is:

11.4.1. Invalid

A shipment is invalid if there is any error but its HAWB number is created. It means user can remove that error and shipment will be available to deliver.

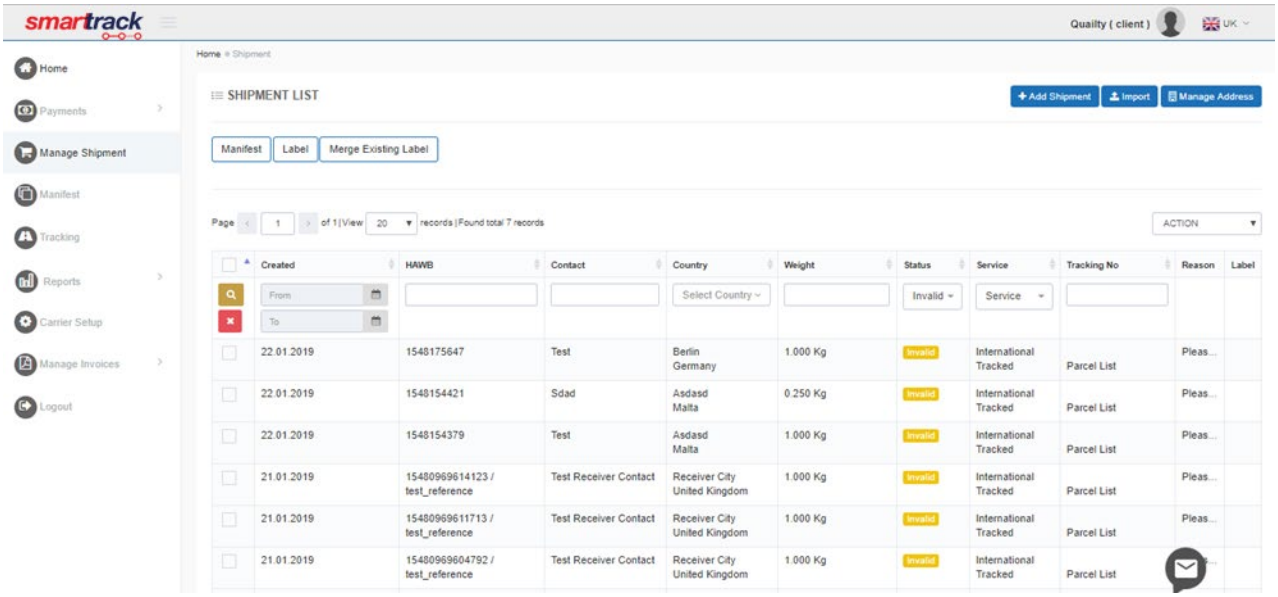


Figure 11-6 "Invalid" Shipments

11.4.2. Hold

User can hold any shipment if he doesn't want to deliver that parcel on the day. He can UN hold and send that shipment when feasible for him.

Figure 11-7 "Hold" Shipments

11.4.3. Deleted

User can delete any shipment if he had added any shipment but do NOT want that shipment to be delivered or if someone has cancelled that order.

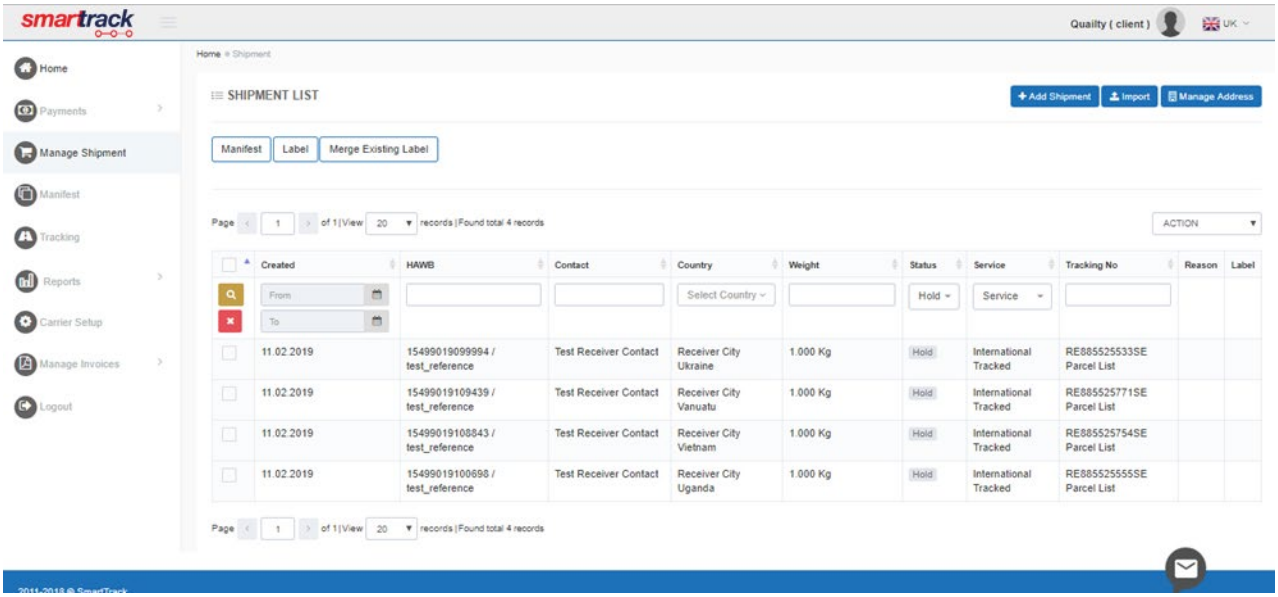


Figure 11-8 "Deleted" Shipments

11.4.4. Ready to Print

When user creates an accurate shipment, it is displayed in the list as a "Ready to Print" shipment. User can then generate its label to continue further process on it.

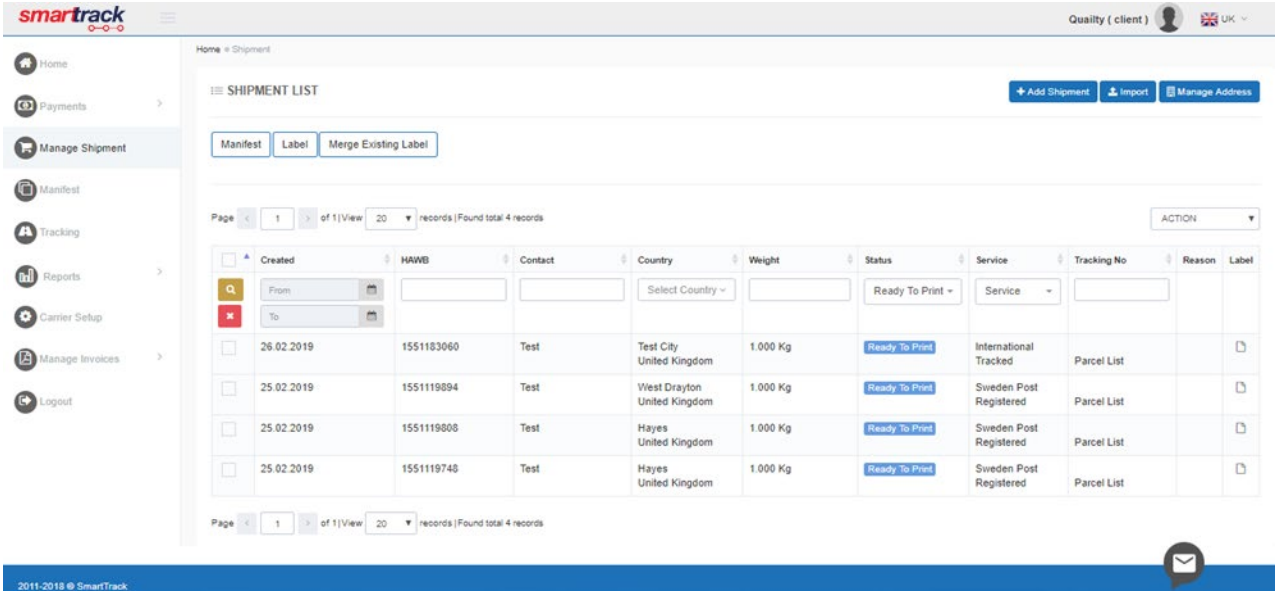


Figure 11-9 "Ready to Print" Shipments

11.4.5. Label Created

When user generates label of any shipment, its status changes to “Label Created” and it will be available to further process.

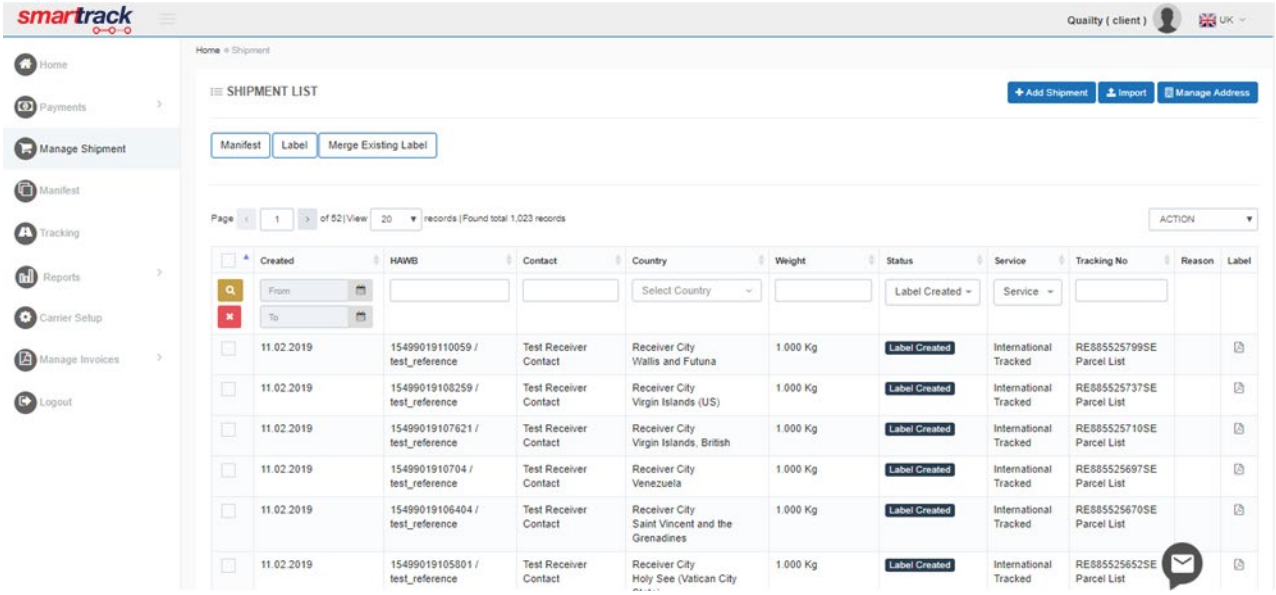


Figure 11-10 “Label Created” Shipments

11.4.6. Received

When OWE operational team receives any customer’s parcel, its status is changed to “Received”.

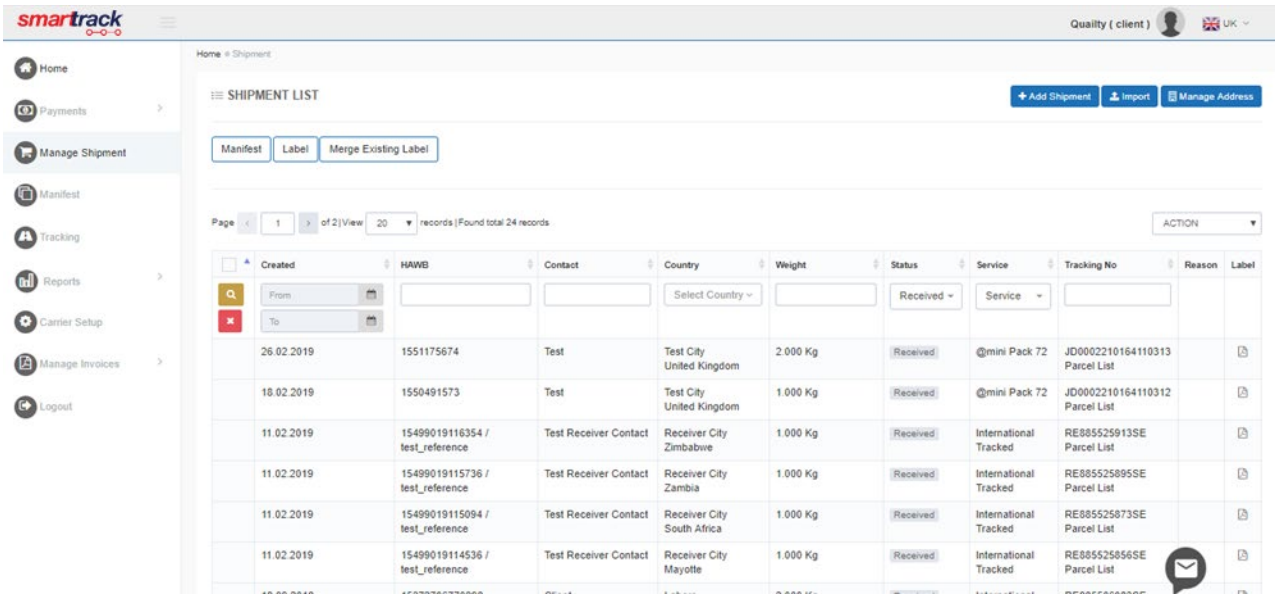


Figure 11-11 “Received” Shipments

11.4.7. Dispatched

When OWE operational team dispatch customer's parcel, its status is changed to "Dispatched".

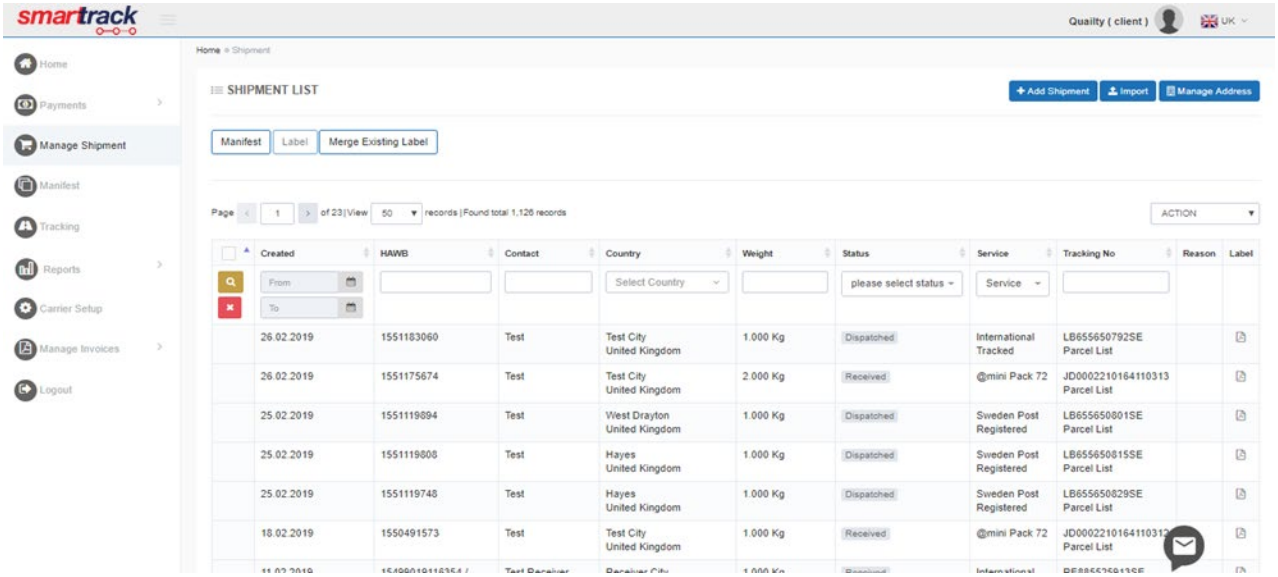


Figure 11-12 "Dispatched" Shipments

11.4.8. IN t ransit

When OWE operational team dispatch customer's parcel and it is on its way to destination, its status is changed to "IN transit"

Figure 11-13 "IN transit" Shipments

11.4.9. Delivered

When the shipment is delivered at the destination, its status is changed to “Delivered”.

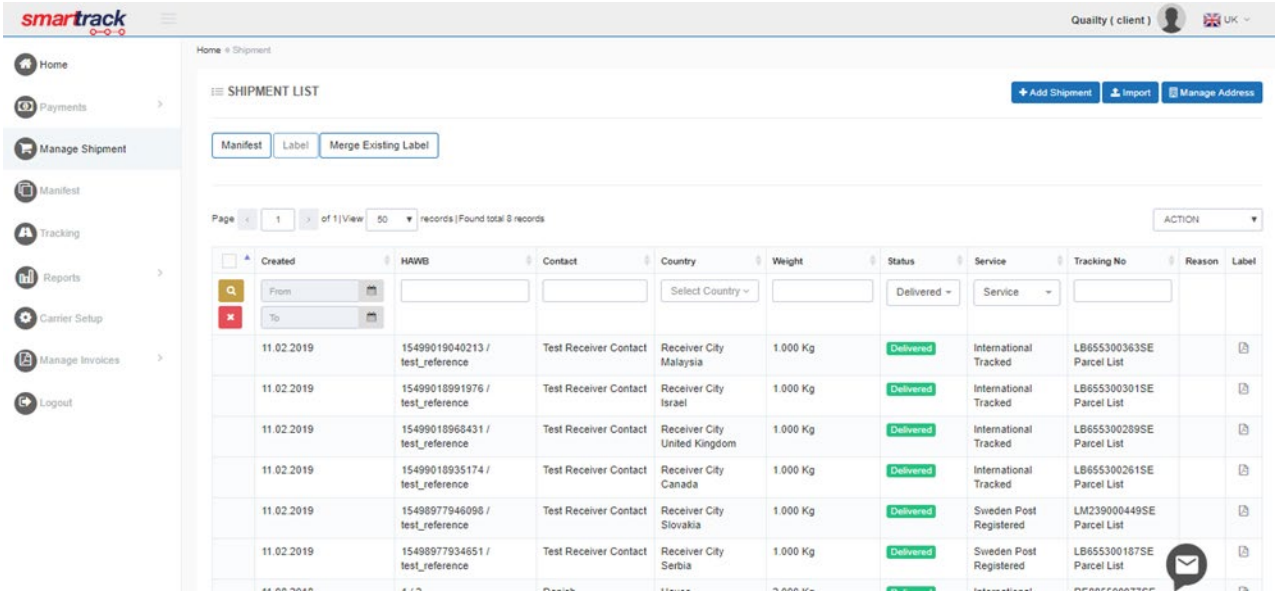


Figure 11-14 “Delivered” Shipments

11.4.10. Returned

If the destination is not found or any contact person do NOT receive the parcel, it is returned to the OWE Warehouse and its status is changed to “Returned”.

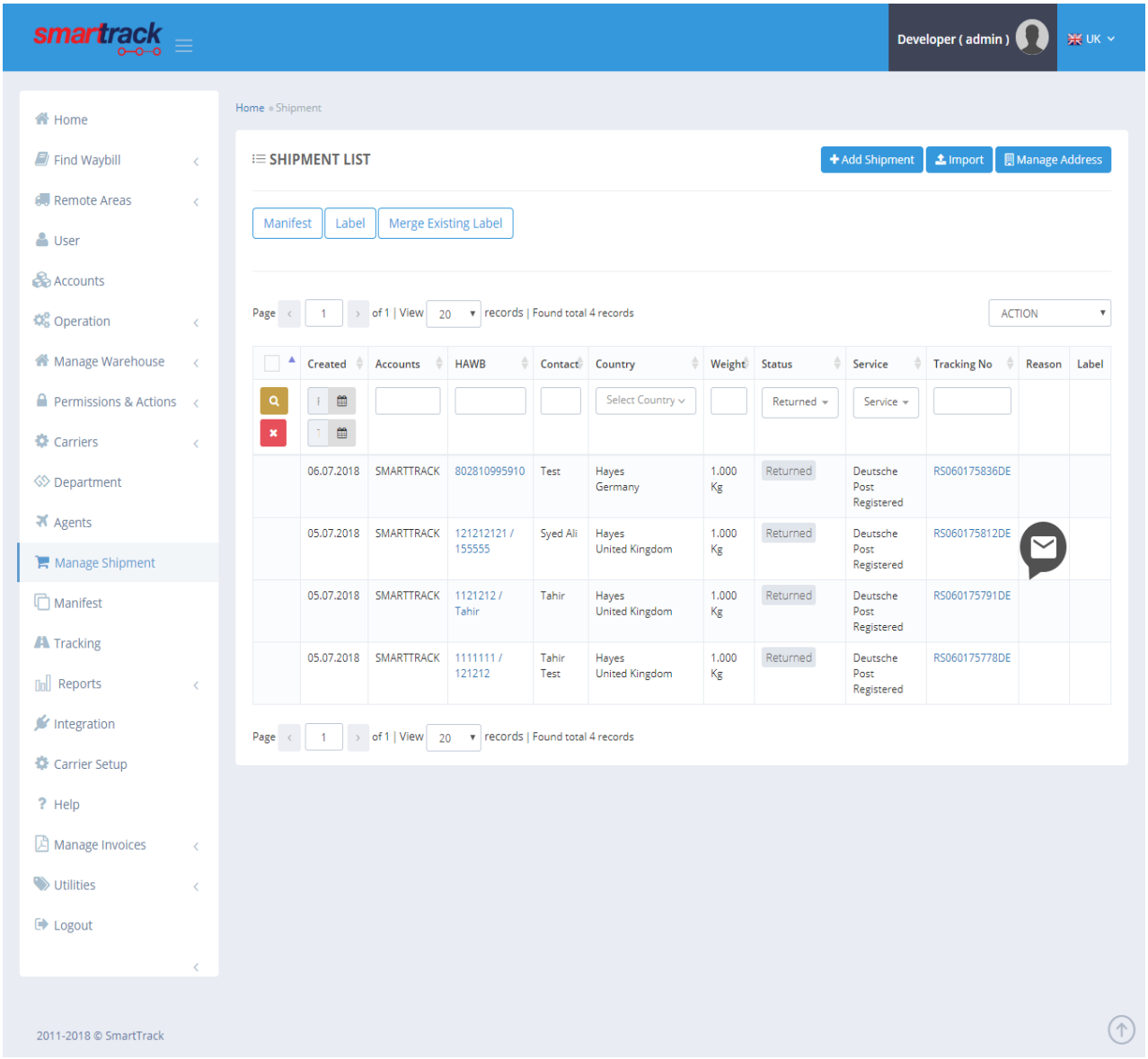


Figure 11-15 "Returned" Shipments

11.4.11. Closed

When the shipment is delivered and all its process is done, its status is changed to “Closed”.

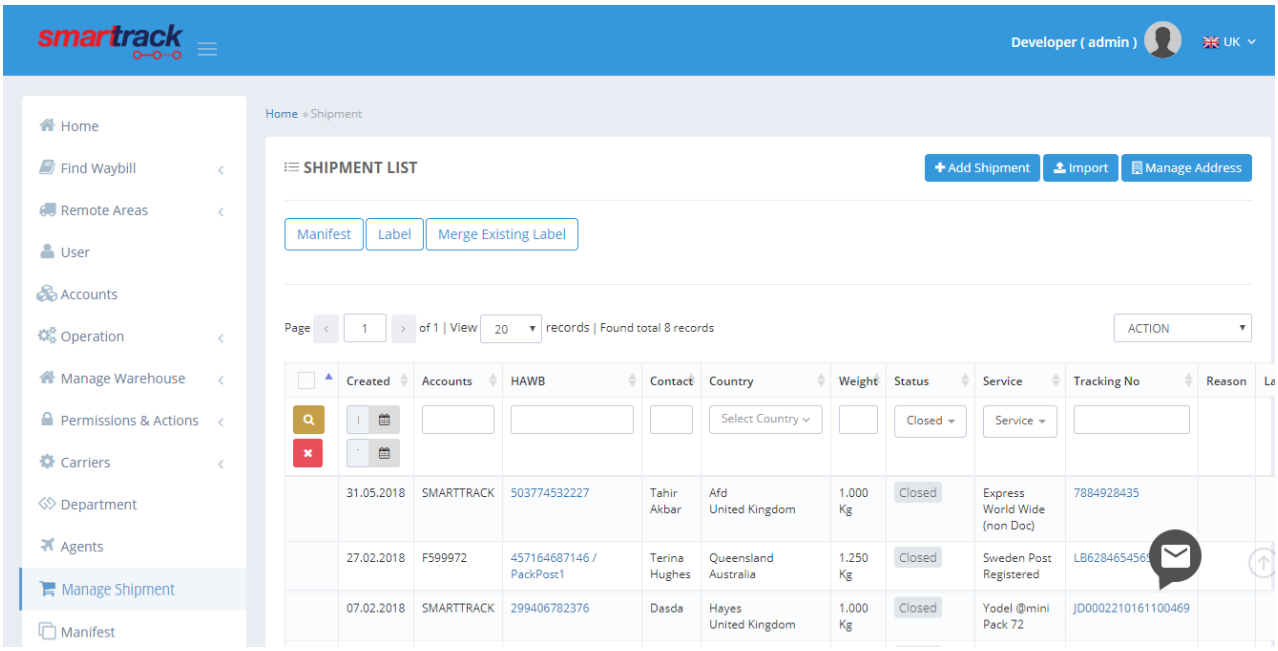


Figure 11-16 “Closed” Shipments

11.5. Create Labels of Shipments

Users can create labels of shipments by following three ways:

- By clicking on icon displayed against each icon
- By clicking on “Label” button and selecting shipments that user want to create label and clicking on “Print Selected”
- By clicking on “Label” button and clicking on “Print All”.

By clicking “Print All’ button, all the shipments that are in “Ready to Print” status will be converted to “Label Created” status.

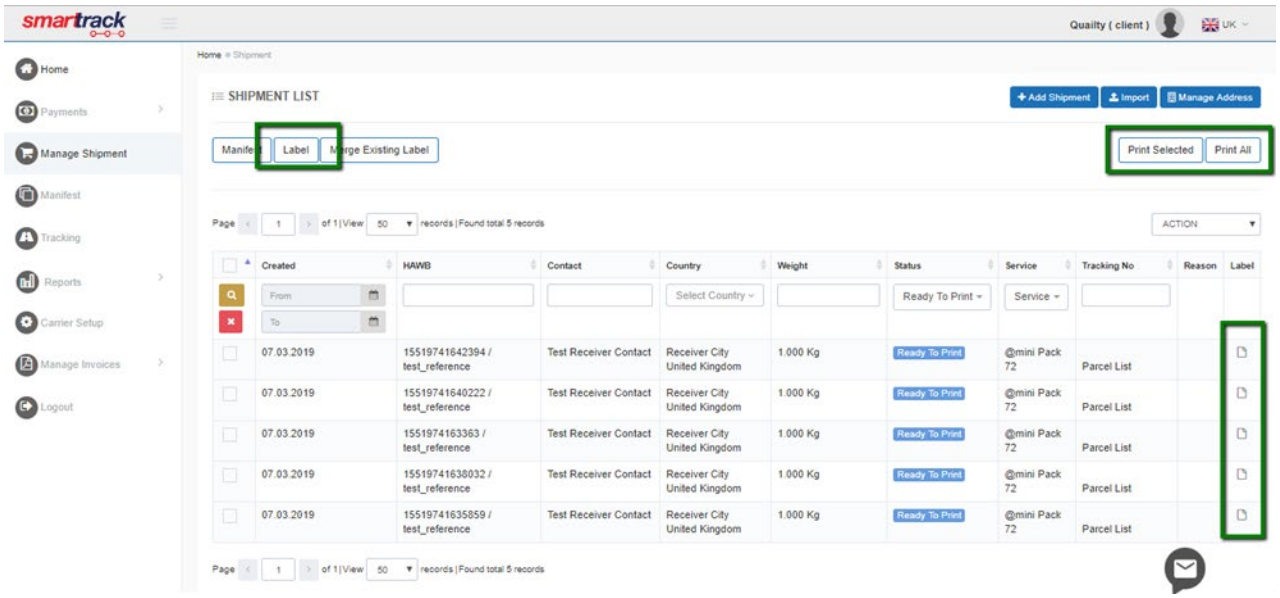


Figure 11-17 How to create labels of Shipments

11.6. Create Manifest of Shipments

Users can create manifest of shipments by following two ways:

- By clicking on “Manifest” button and selecting shipments that user want to manifest and clicking on “Manifest Selected”
- By clicking on “Manifest” button and clicking on “Manifest All”

By clicking “Print All’ button, all the shipments that are in “Ready to Print” status will be converted to “Label Created” status.

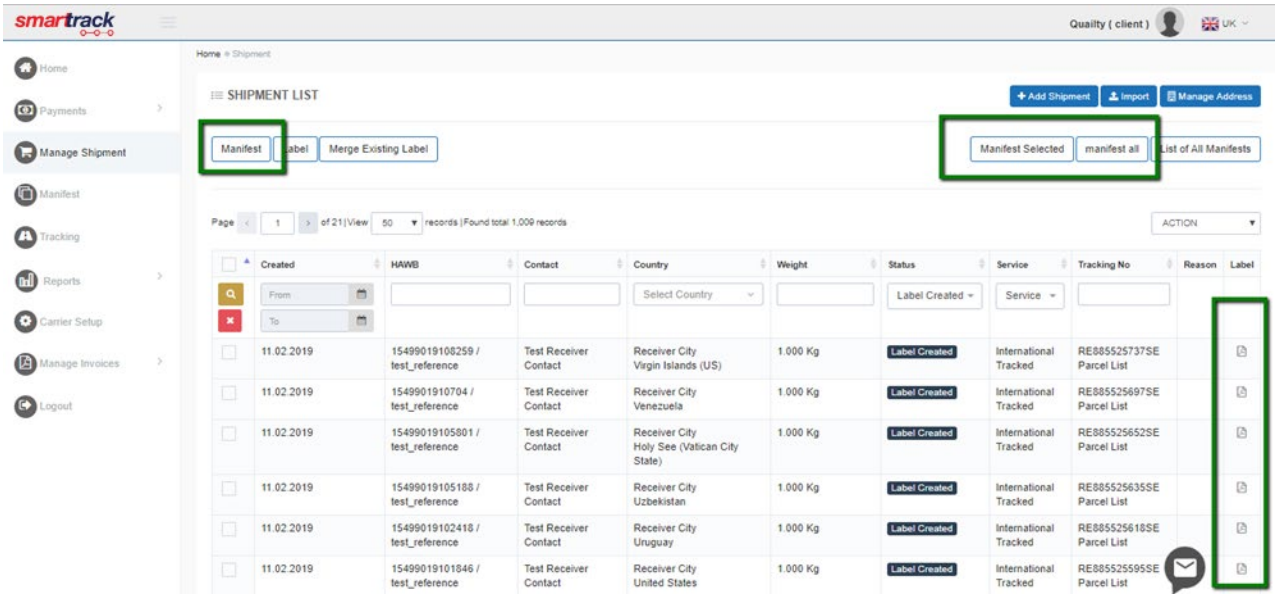


Figure 11-18 How to create Manifest of Shipments

After creating manifest, a list of all manifest reports are displayed in the list as shown in below figure.

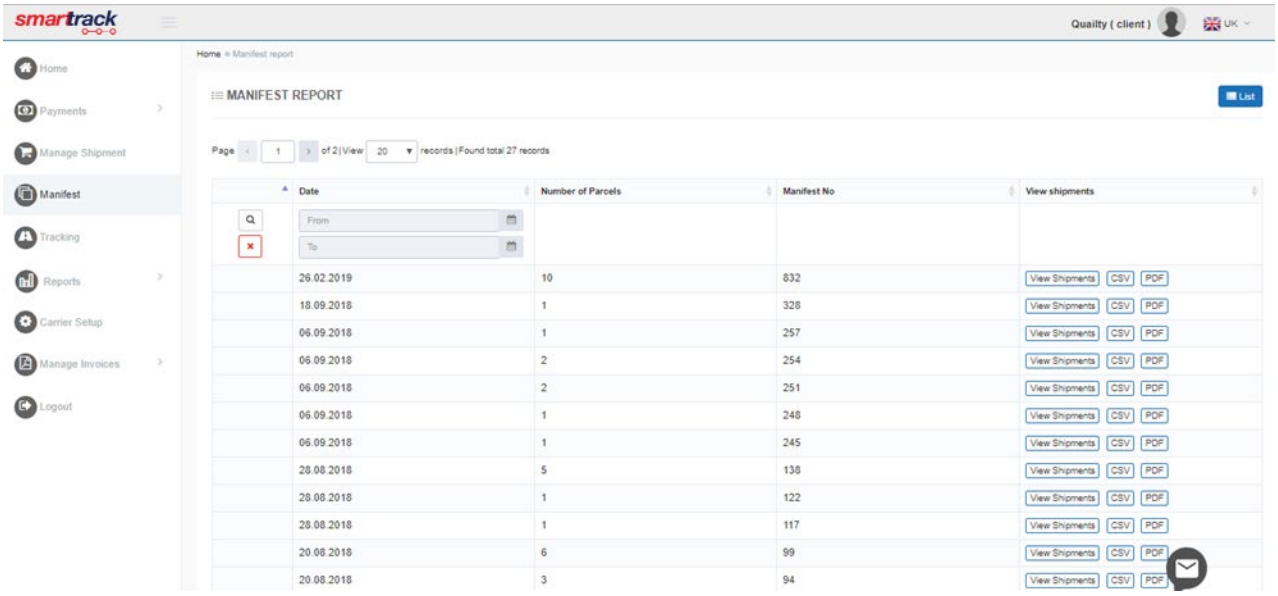


Figure 11-19 Manifest Report

11.7. How to Export, Delete, Hold, UN hold and Restore Shipments

User is able to Export, Delete, Hold, UN hold and Restore any shipment before its manifest is created. There are checkboxes present against each shipment to select and an action drop down to perform different actions like Export, Delete, Hold etc.

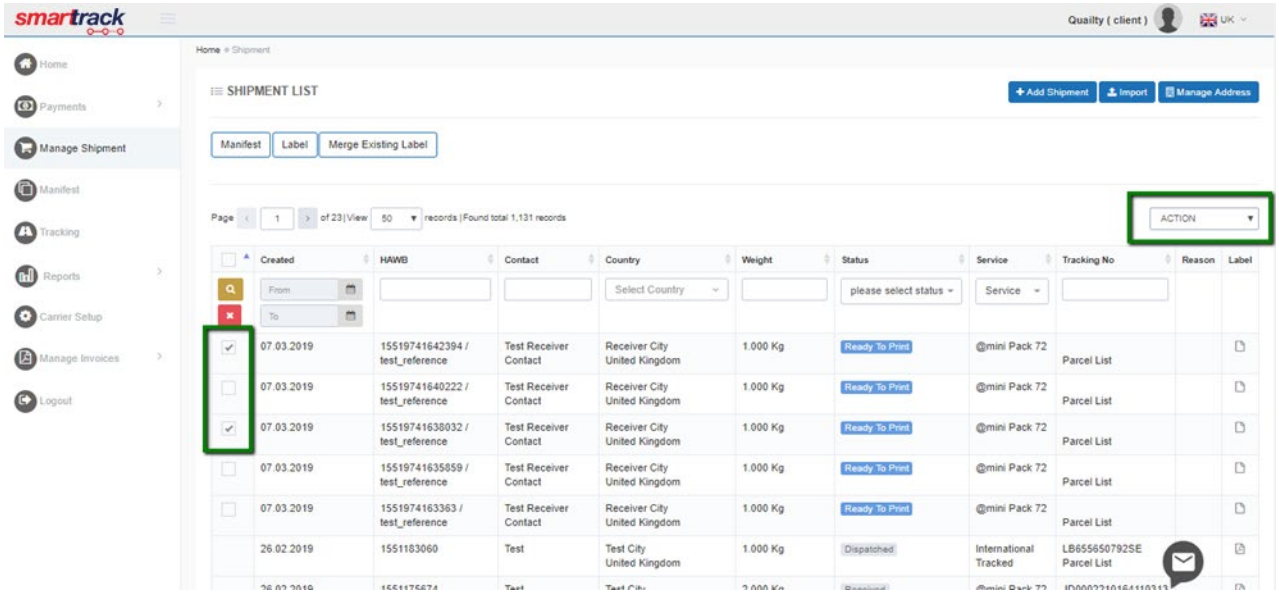


Figure 11-20 How to Export, Delete, Hold, UN hold, and Restore Shipments

11.8. How to Track any Shipment?

User is able to track its shipments as well. There are two ways to track a shipment.

- By clicking on the “Tracking No” displayed against each shipment
- By going to Tracking page and entering “Tracking No” of any shipment there.

Below figure displays single tracking of a shipment.

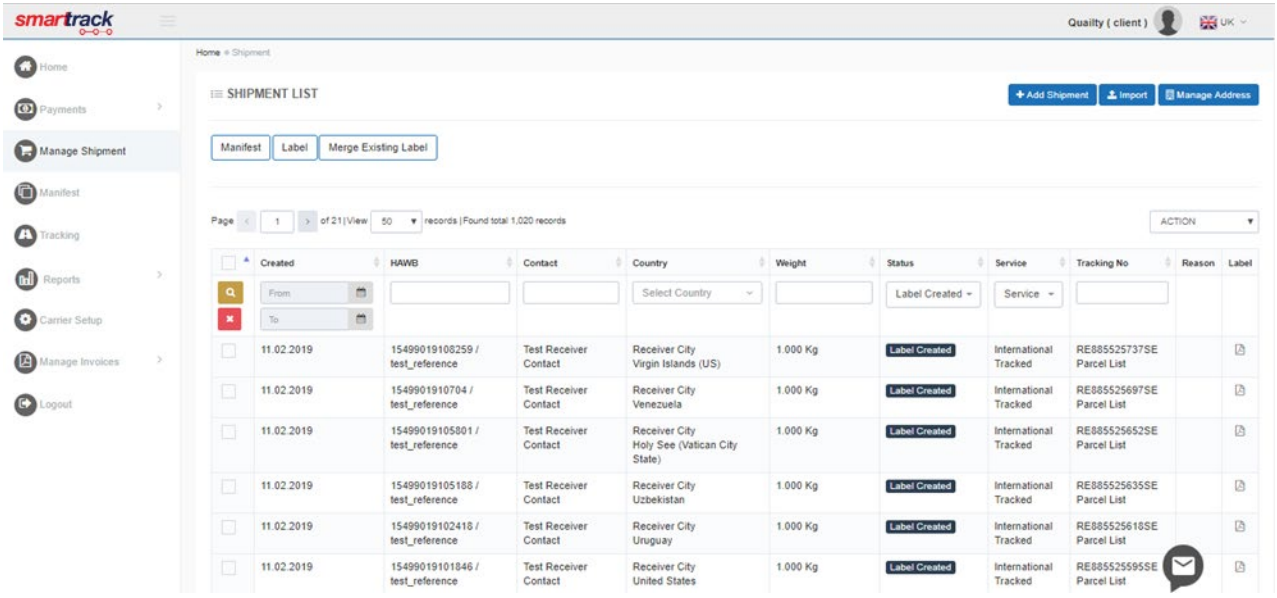


Figure 11-21 How to track single shipment

Below figure displays a multi-tracking shipment.

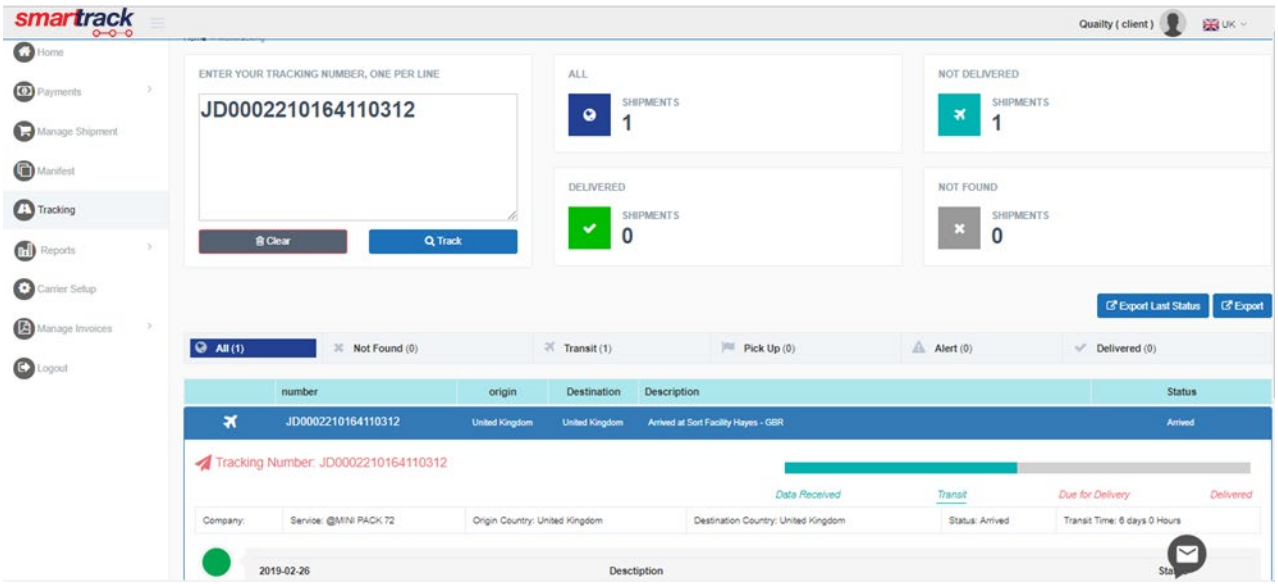


Figure 11-22 How to track multiple shipments

12. Manifest

User can view a list of all manifest reports displayed in the list as shown in below figure. User also have following access on this screen:

- View Shipments
- Download CSV
- Download PDF

By View Shipments, user is able to see all the shipments present in one manifest.

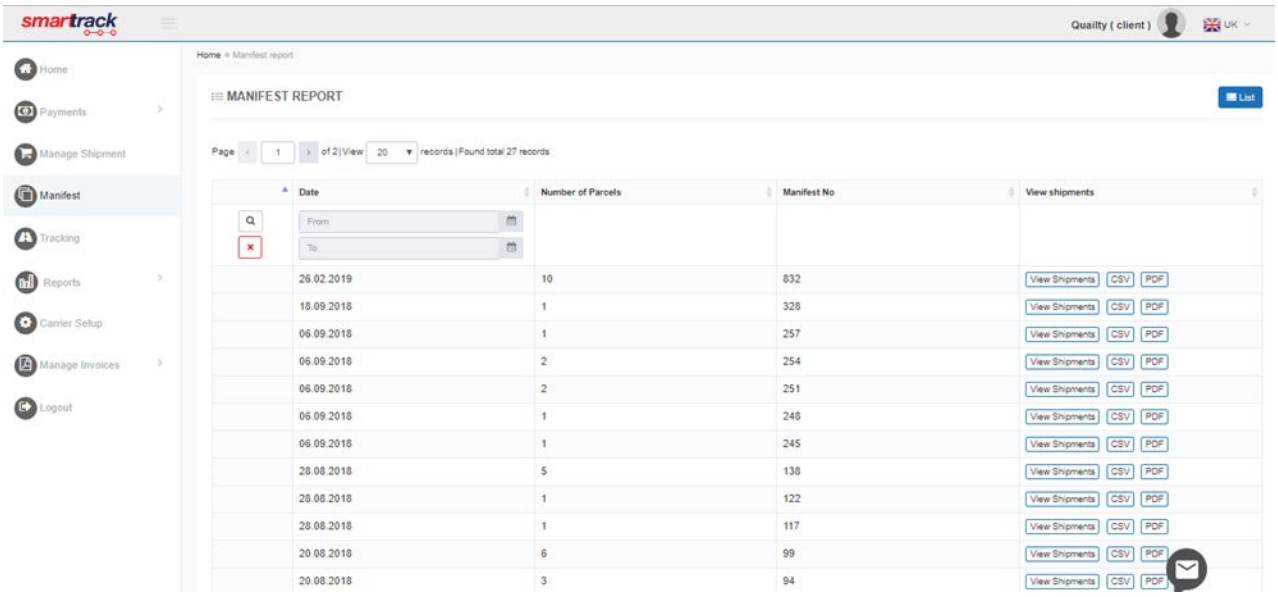


Figure 12-1 Manifest Report

13. Tracking

User is able to track its shipments as well. There are two ways to track a shipment.

- By clicking on the “Tracking No” displayed against each shipment
- By going to Tracking page and entering “Tracking No” of any shipment there.

Below figure displays a multi-tracking shipment. User can add as many tracking numbers as he want and can view its tracking by expanding its tracking number displayed at the screen.

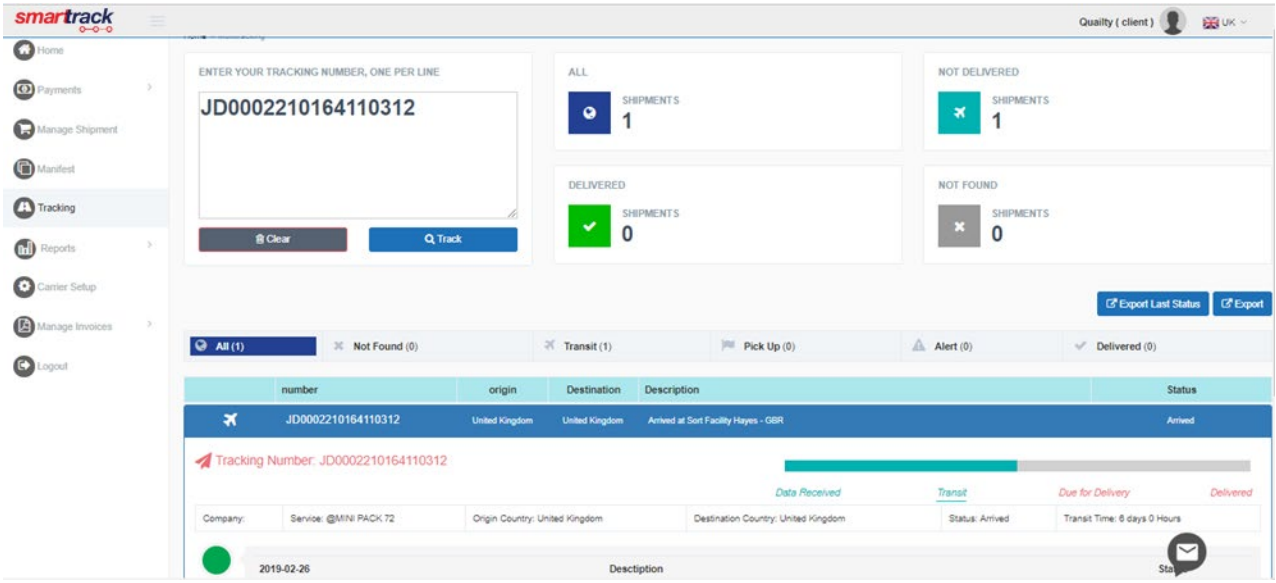


Figure 13-1 How to track multiple shipments

14. Carriers

Here is the list of carriers displayed that user can use to create shipments. This module is for "Super Admin" users. Only a Super Admin can add, update and delete carriers and its services. There are four options displayed in Carriers tab as described below:

- Carriers List
- Services List
- Carrier Zones
- Tariffs List

14.1. Carriers List

A list of all carriers added in the system is displayed here. User can also add/update any carrier from the same screen.

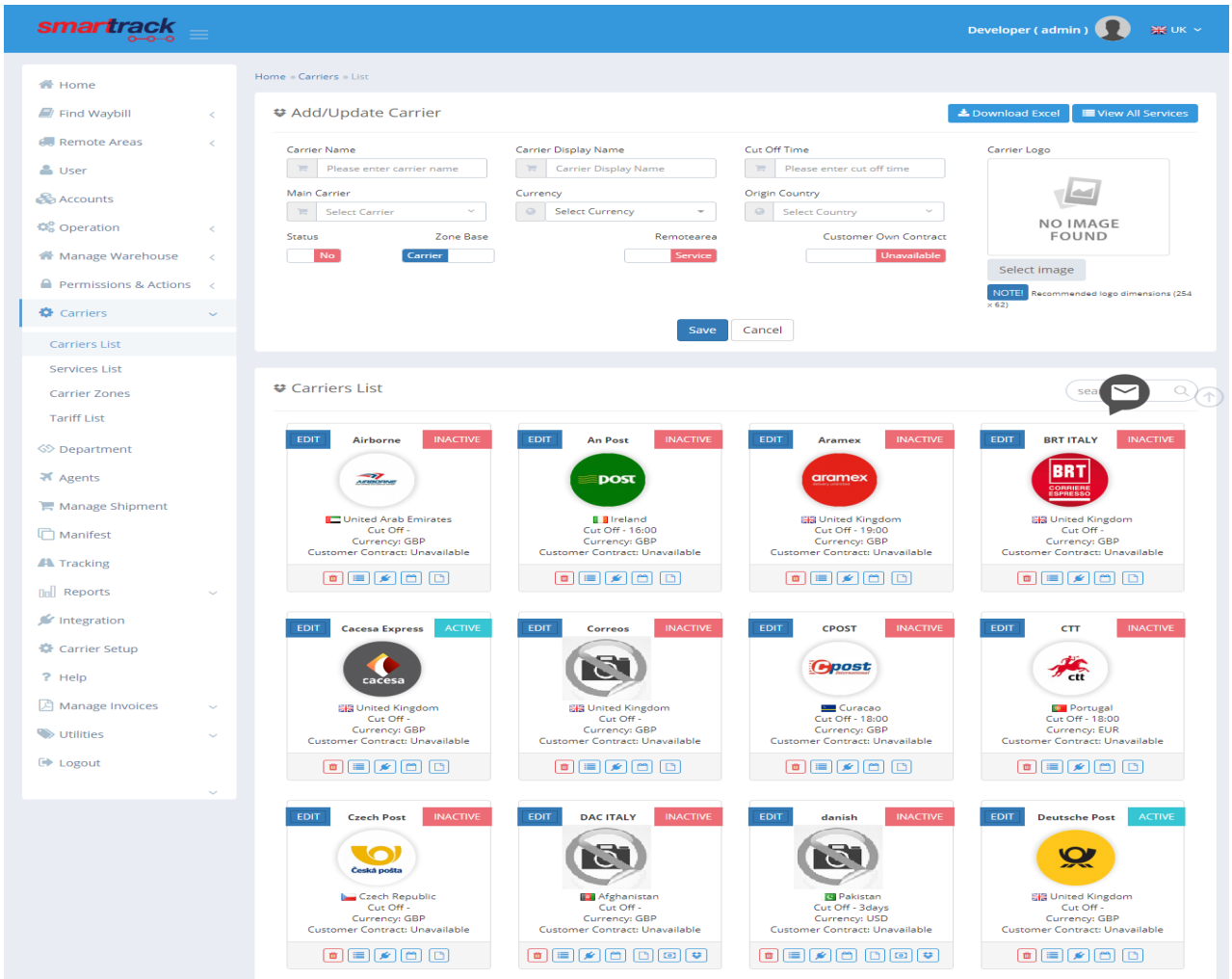


Figure 14-1 Carriers List

User can download carriers list in excel file as well.

Smart Track Carriers						
Logo	Name	Display Name	Country	Cut Off Time	Currency	Active
	Airborne	Airborne	United Arab Emirates		GBP	No
	An Post	An Post	Ireland	16:00	GBP	No
	Aramex	Aramex	United Kingdom	19:00	GBP	No
	BRT ITALY	BRT ITALY	United Kingdom		GBP	No
	Cacesa Express	Cacesa Express	United Kingdom		GBP	Yes
	Correos	Correos	United Kingdom		GBP	No
	CPOST	CPOST	Curacao	18:00	GBP	No

Figure 14-2 Downloaded Carriers List

14.2. Services List

A list of all services associated with any specific carrier added in the system is displayed here. User can add new services in the list by clicking on “Add Services” button displayed at top of the screen. The list of services is displayed in below figure.

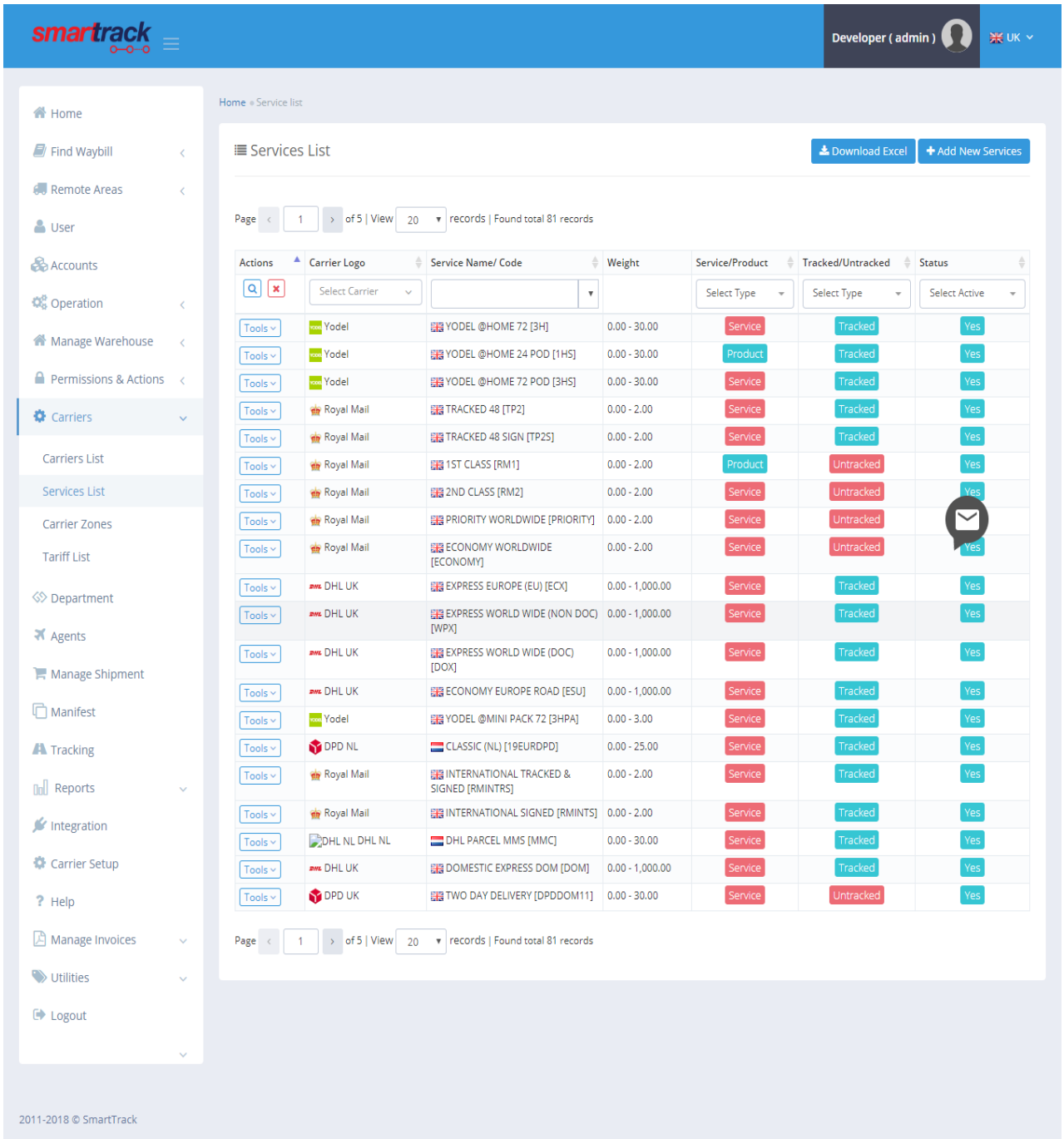


Figure 14-3 Services List

User can view services list in downloaded form as well.

A	B	C	D	E	F	G
Smart Track Services						
Logo	**Service Name**	**Origin Country**	**Service Code**	**Weight**	**Type**	**Active**
dpd	DPD UK 10:00 DELIVERY	United Kingdom	DPDDOM14	0.000 - 30.000	Untracked	Yes
dpd	DPD UK 12:00 DELIVERY	United Kingdom	DPDDOM13	0.000 - 30.000	Untracked	Yes
Royal Mail	Royal Mail 1ST CLASS	United Kingdom	RM1	0.000 - 2.000	Untracked	Yes
	German Airways 24 HRS DELIVERY	Germany	GW-2H	0.000 - 50.000	Tracked	Yes
Royal Mail	Royal Mail 2ND CLASS	United Kingdom	RM2	0.000 - 2.000	Untracked	Yes
Airborne	Airborne AIRBORNE STANDARD	United Arab Emirates	AIRBORNE	0.000 - 2.000	Tracked	Yes

Figure 14-4 Downloaded Services List

User can add new services by filling the form given below.

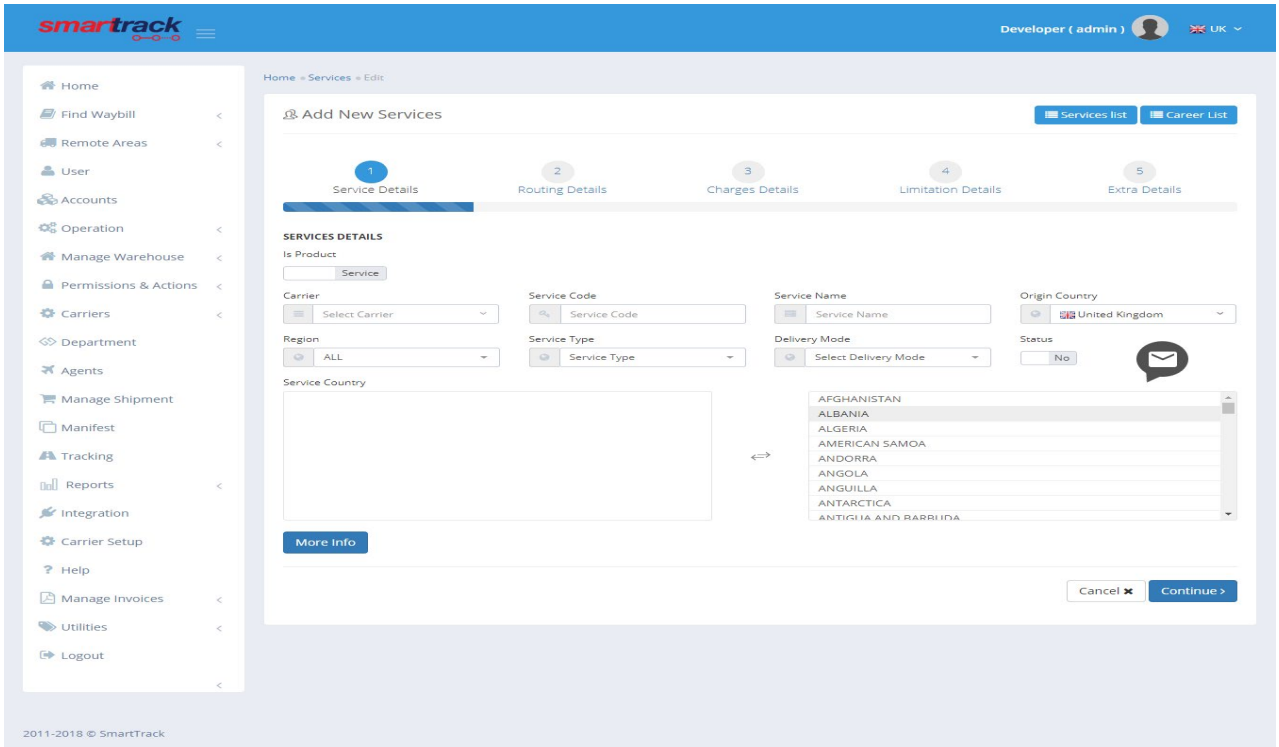


Figure 14-5 Add New Service

14.3. Carrier Zones

The zones added to any carrier is listed here. User can add/update any carrier zone along with the countries he wants to add if available. User can name the zone on its own to remember and to search for the same zone instantly.

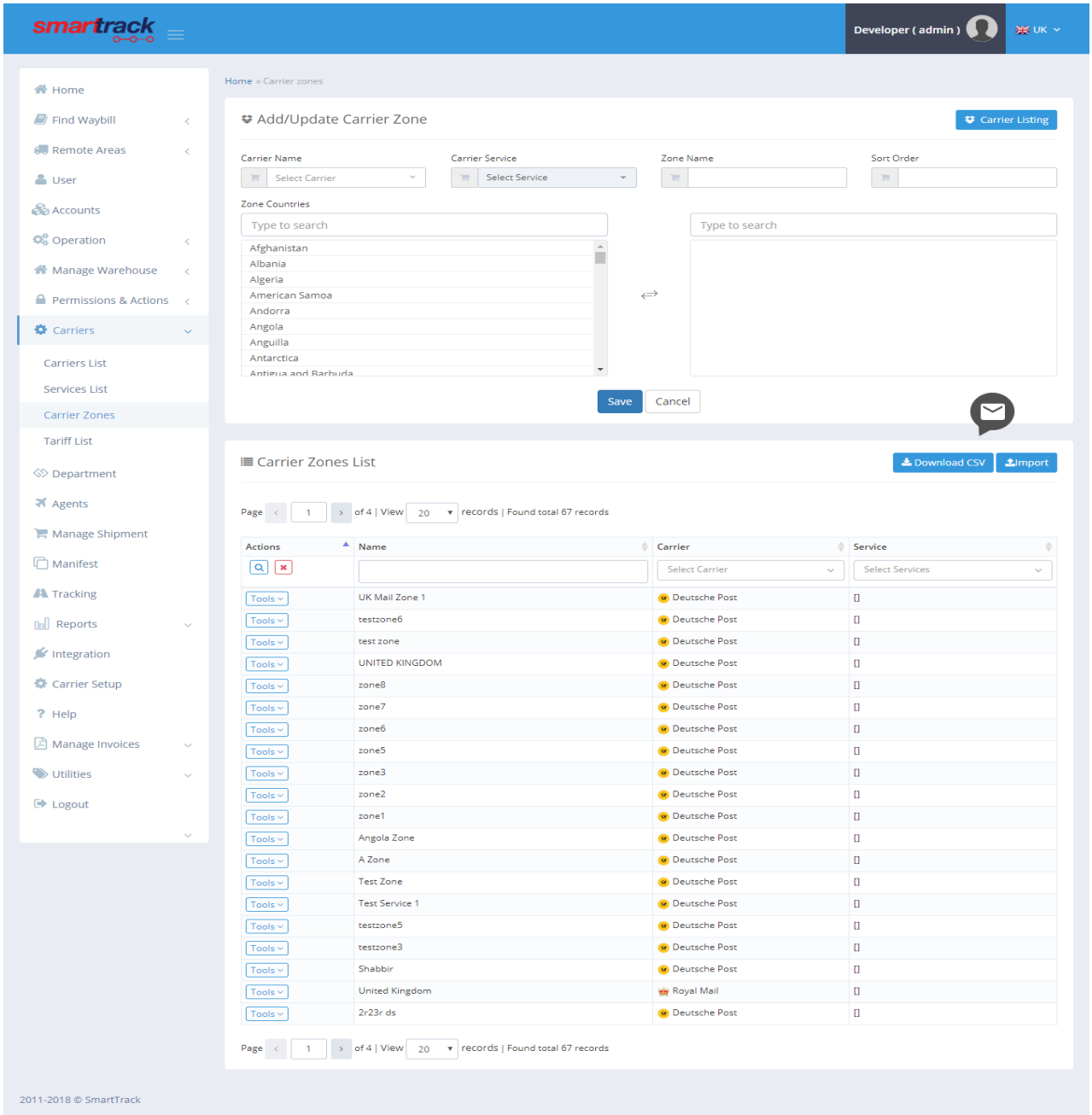


Figure 14-6 Carrier Zones List

14.4. Tariffs List

A list of tariffs along with their services and carriers is listed here. User is allowed to add new tariffs as well by clicking on “Add Tariff” button displayed at top of the screen. A list of tariffs is displayed in the figure given below.

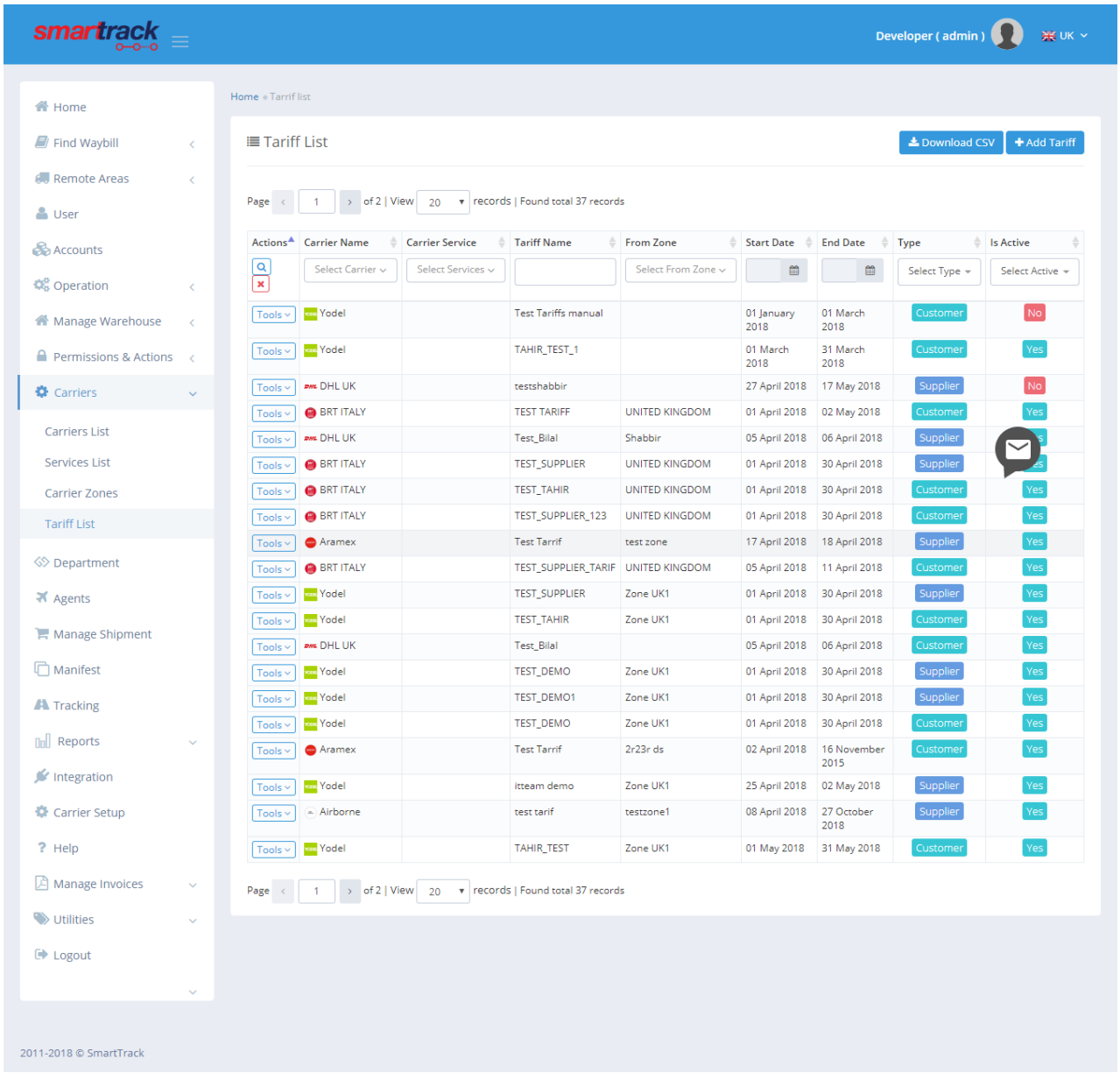


Figure 14-7 Tariffs List

User can also add new tariffs as shown in below figure.

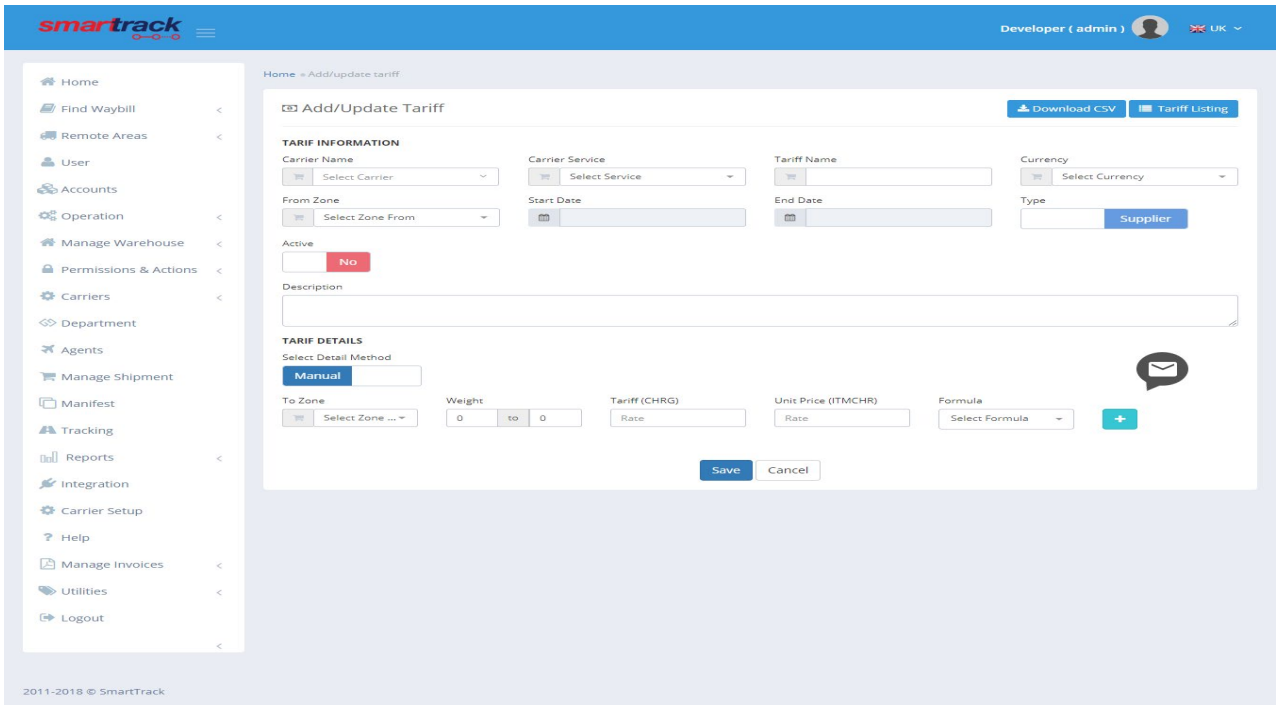


Figure 14-8 Add/Update Tariff

User can also download tariff list.

	A	B	C	D	E
1	Tariff Name	Carrier Name	Carrier Service	Start Date	End Date
2	Test Tariffs manual	Yodel	YODEL @HOME 24	1-Jan-18	1-Mar-18
3	TAHIR_TEST_1	Yodel	YODEL @HOME 24	1-Mar-18	31-Mar-18
4	testshabbir	DHL UK	EXPRESS WORLDWIDE NDX (WPX - DDP)	27-Apr-18	17-May-18
5	TEST TARIFF	BRT ITALY	BRT ITALY	1-Apr-18	2-May-18
6	Test_Bilal	DHL UK	EXPRESS EUROPE (EU)	5-Apr-18	6-Apr-18
7	TEST_SUPPLIER	BRT ITALY	BRT ITALY	1-Apr-18	30-Apr-18
8	TEST_TAHIR	BRT ITALY	BRT ITALY	1-Apr-18	30-Apr-18
9	TEST_SUPPLIER_123	BRT ITALY	BRT ITALY	1-Apr-18	30-Apr-18
10	Test Tarrif	Aramex	ARAMEX @ EUROPE	17-Apr-18	18-Apr-18
11	TEST_SUPPLIER_TARIF	BRT ITALY	BRT ITALY	5-Apr-18	11-Apr-18
12	TEST_SUPPLIER	Yodel	YODEL @HOME 72	1-Apr-18	30-Apr-18
13	TEST_TAHIR	Yodel	YODEL @HOME 72	1-Apr-18	30-Apr-18
14	Test_Bilal	DHL UK	EXPRESS EUROPE (EU)	5-Apr-18	6-Apr-18
15	TEST_DEMO	Yodel	YODEL @HOME 72	1-Apr-18	30-Apr-18
16	TEST_DEMO1	Yodel	YODEL @HOME 24	1-Apr-18	30-Apr-18
17	TEST_DEMO	Yodel	YODEL @HOME 72	1-Apr-18	30-Apr-18
18	Test Tarrif	Aramex	ARAMEX @ EUROPE	2-Apr-18	16-Nov-15
19	itteam demo	Yodel	YODEL @HOME 24	25-Apr-18	2-May-18
20	test tarif	Airborne	AIRBORNE STANDARD	8-Apr-18	27-Oct-18
21	TAHIR_TEST	Yodel	YODEL @MINI PACK 72	1-May-18	31-May-18
22	Parent Account Tariff	Aramex	ARAMEX @ EUROPE	28-May-18	28-May-19
23	Parent Account Tariff	Aramex	ARAMEX @ EUROPE	28-May-18	28-May-19

Figure 14-9 Downloaded Tariffs List

15. AGENTS

Smart Track (ST) provides a list of agents that delivers shipments. A list of agents is displayed in below figure.

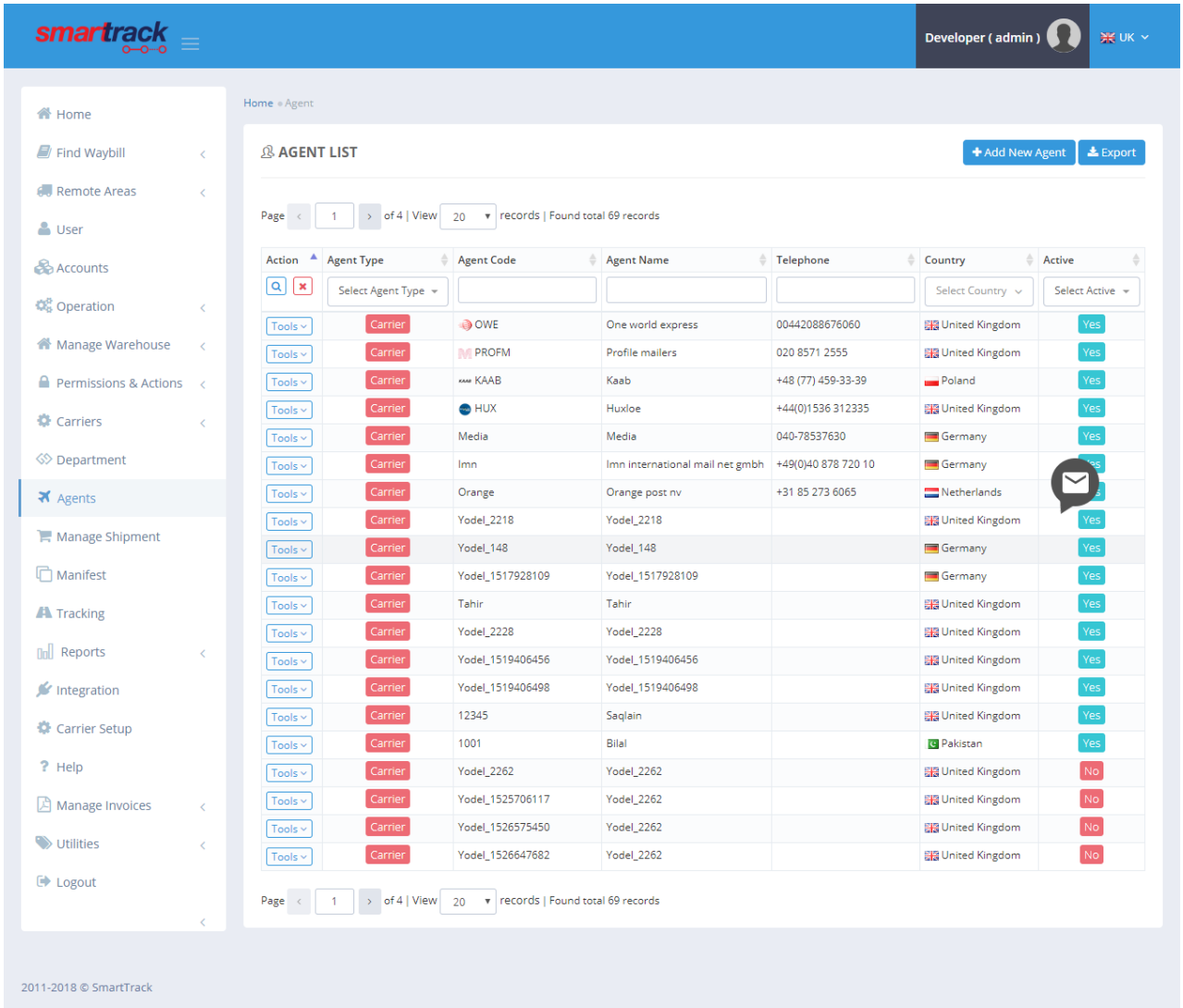


Figure 15-1 Agent List

15.1. Add New Agent

User can add new agent in the list by clicking on “Add New Agent” button displayed at top of agent list. Following is the screen from where user can add a new agent.

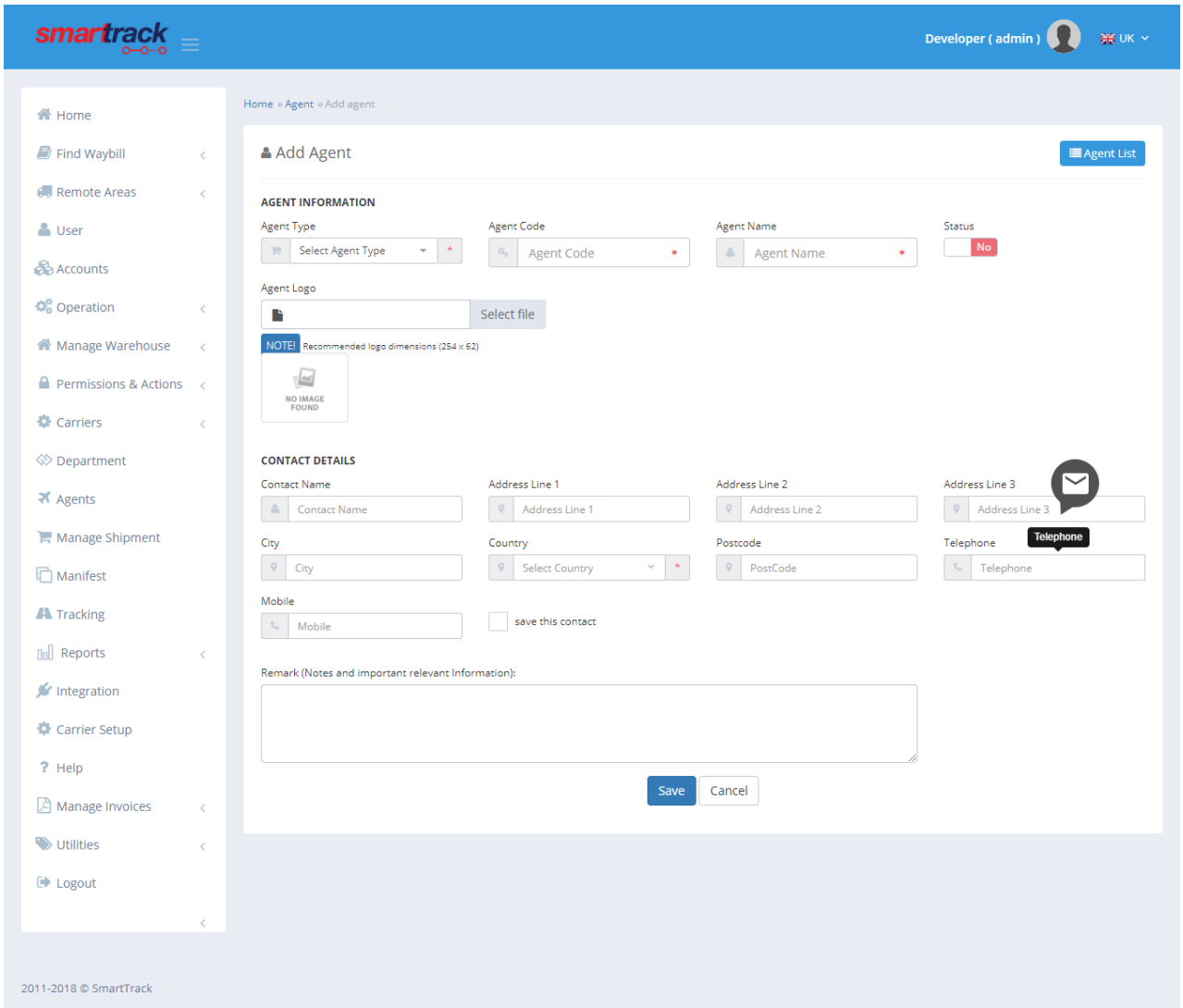


Figure 15-2 Add New Agent

User is able to perform following actions on agents added in the list.

- View an Agent
- Edit an Agent
- Delete an Agent

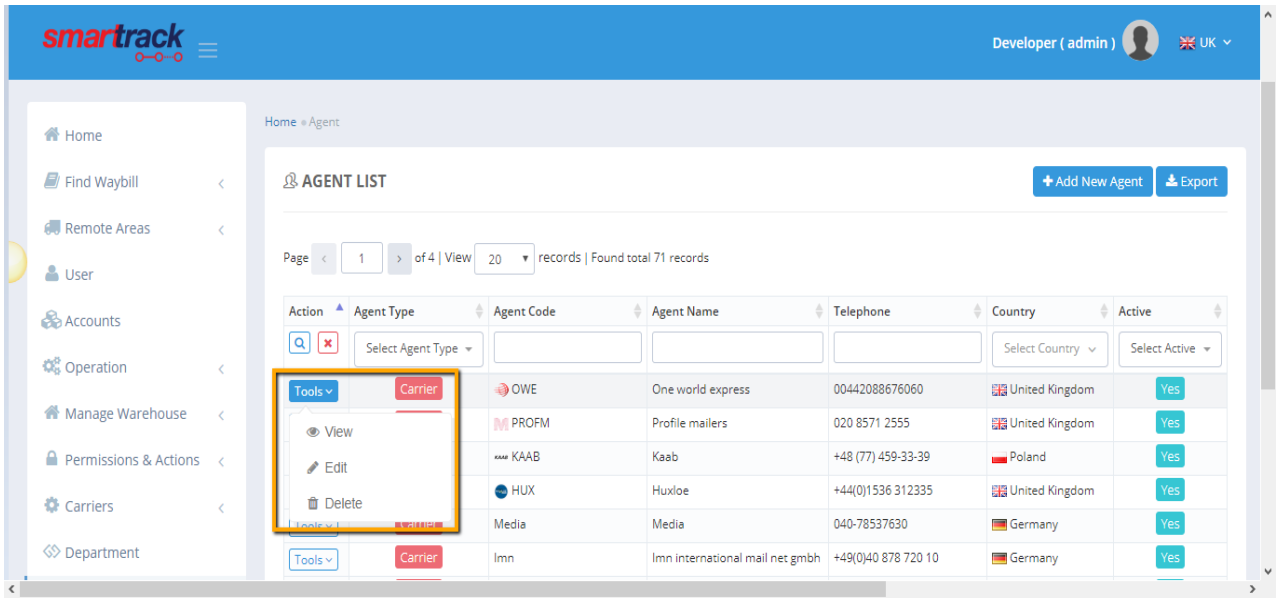


Figure 15-3 Actions on Agents List

15.2. View an Agent

User can view the information added against any agent from "View" link displayed in the action drop down.

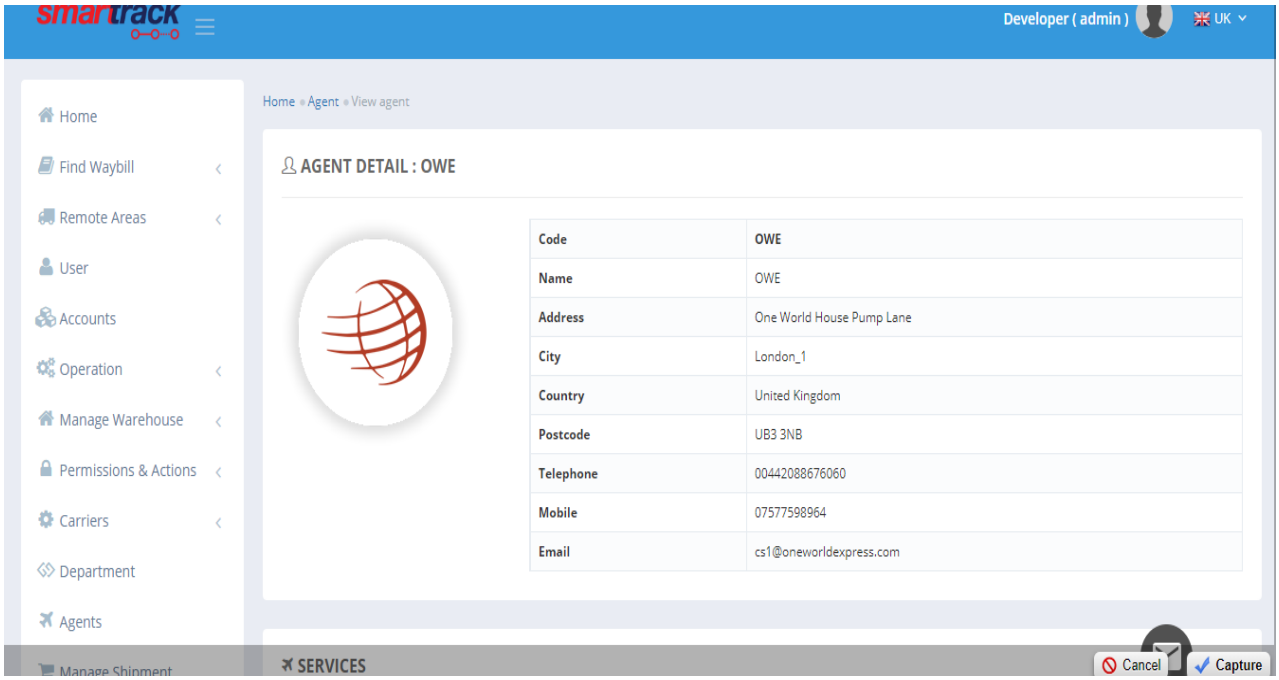


Figure 15-4 View an Agent

15.3. Edit an Agent

User can update the information added against any agent from “Edit” link displayed in the action drop down.

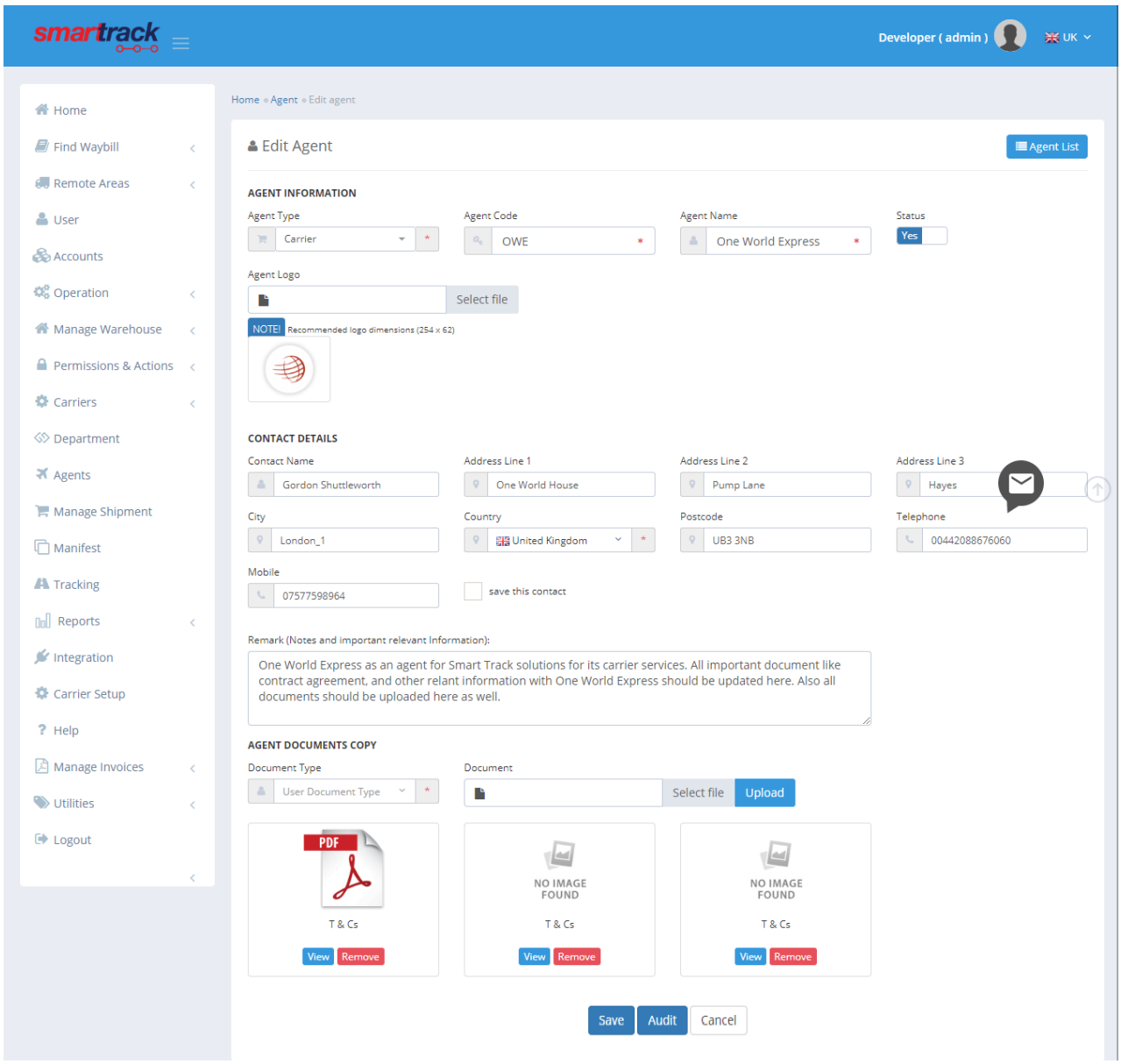


Figure 15-5 Edit an Agent

15.4. Delete an Agent

User can delete any agent from the list by clicking on “Delete” link displayed in the action drop down. A confirmation pop up is displayed as below when user clicks on delete link. Upon user selection of “Yes”, the agent is deleted successfully.

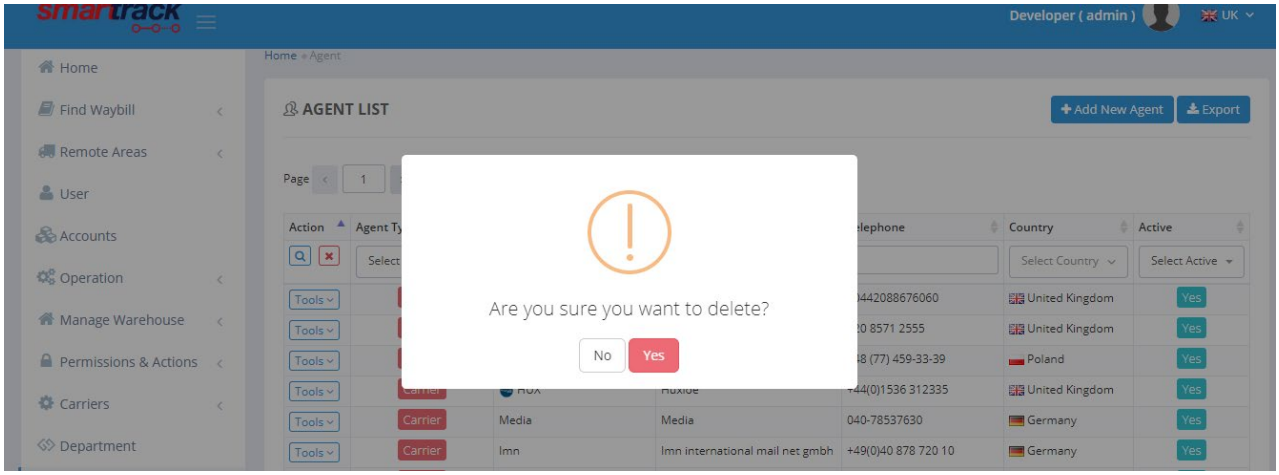


Figure 15-6 Delete an Agent

User can also export agent list in excel sheet form by clicking on “Export” button displayed at top of Agent List screen along with “Add New Agent”.

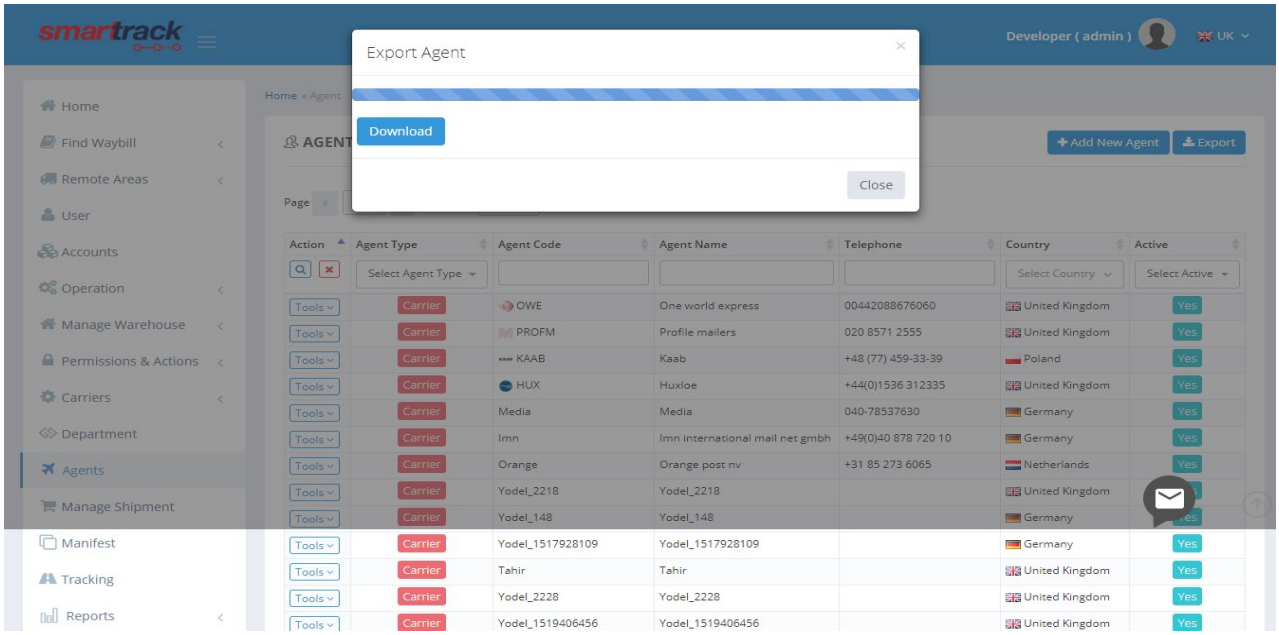


Figure 15-7 Download Agents List

16. CARRIER SETUP

Carrier setup is the screen where user can see the carriers that are associated to his account. User need to accept terms and conditions to use that carrier. There are two tabs displayed in Carrier Setup screen as follows:

- Carrier Selection
- Contracts

16.1. Carrier Selection

Below is shown the screen of Carrier setup. This is “Carrier Selection” tab.

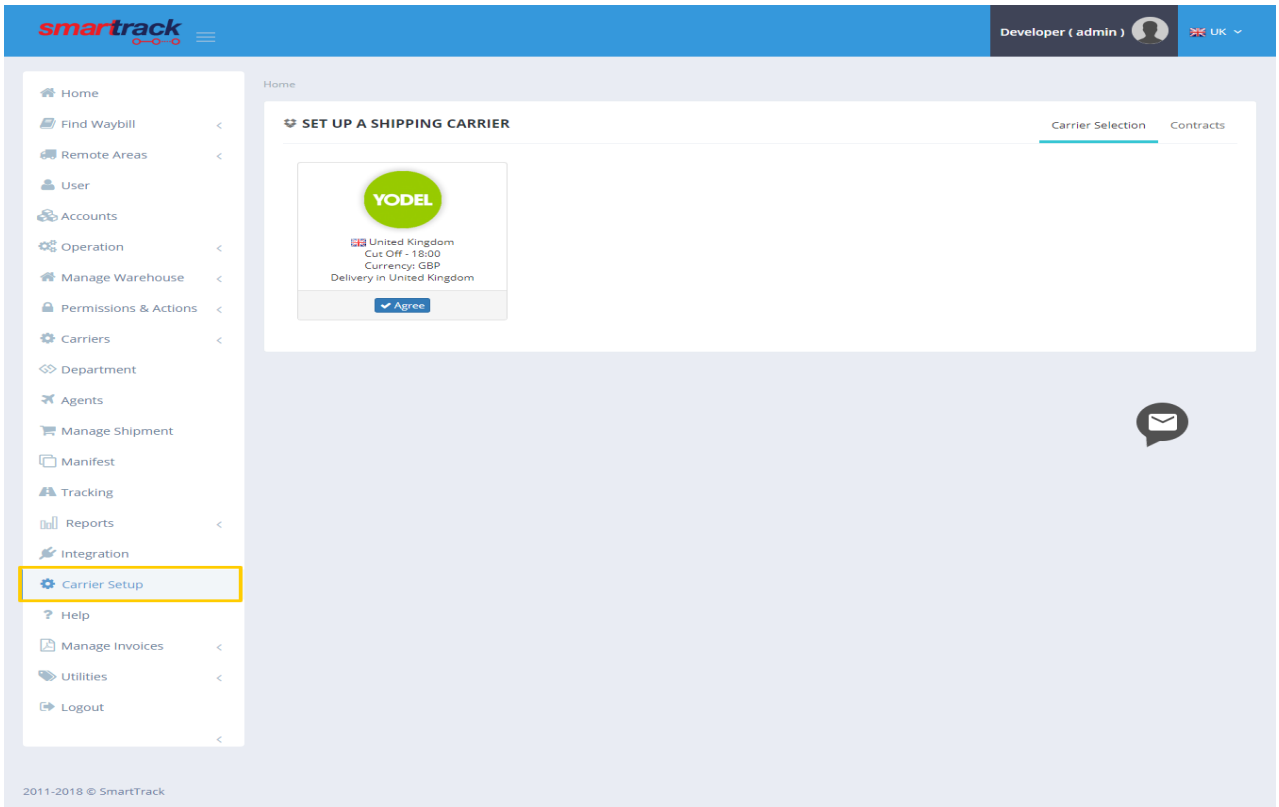


Figure 16-1 Carrier Setup

User need to click on “Agree” button displayed in carrier tile to use its services. After, user clicks on Agree,

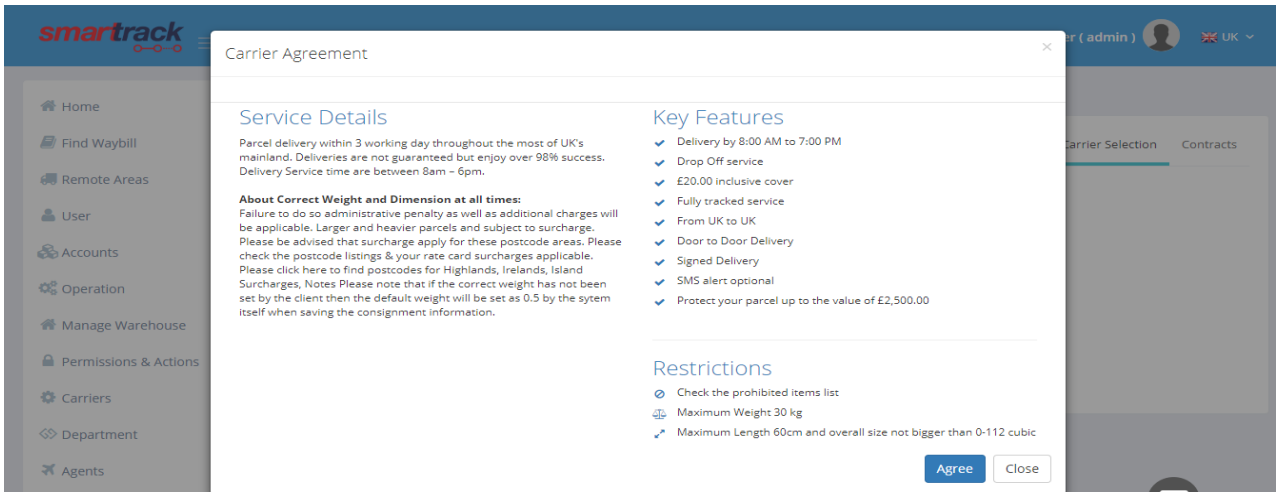


Figure 16-2 Terms & Conditions of carrier

User clicks on Agree to accept terms & conditions of this specific carrier. After clicking on Agree user will be able to use its services and an "Active" label is appeared on that carrier as displayed below.

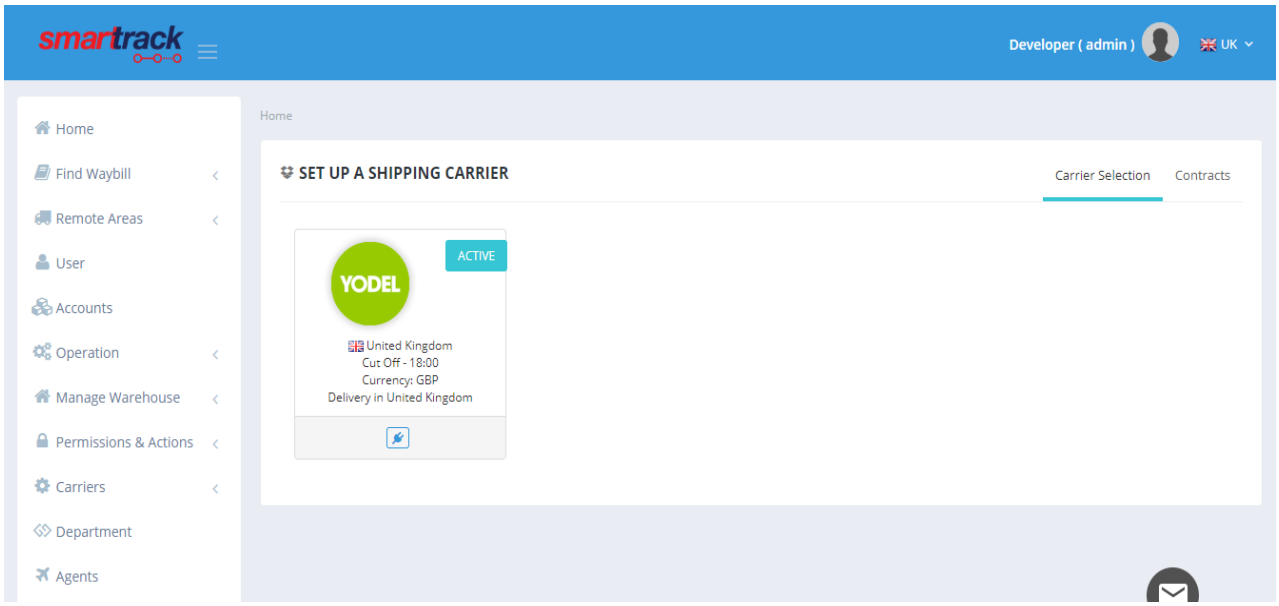


Figure 16-3 Agreed/Active Carriers

16.2. Contracts

User can also add his own "Contracts" in this list by clicking on "Contracts" tab displayed at top of the screen.

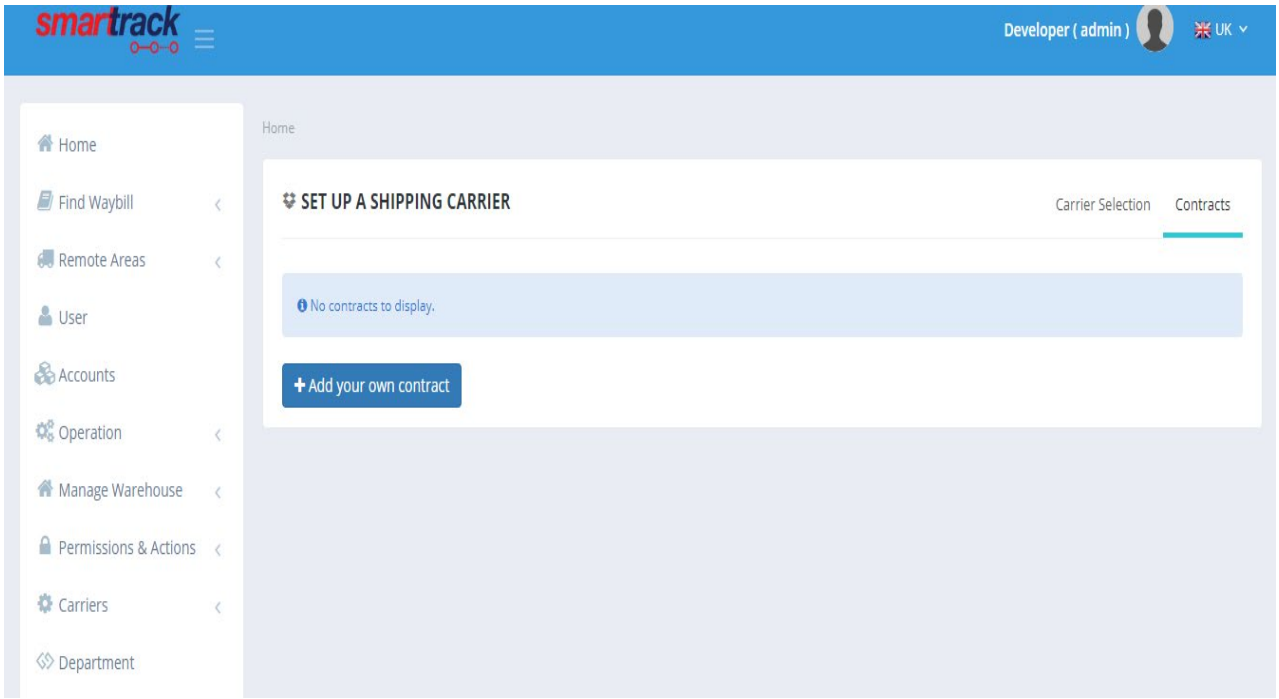


Figure 16-4 Contracts Screen

User will click on “Add your own contract” button and a new screen is displayed as shown below to add a contract.

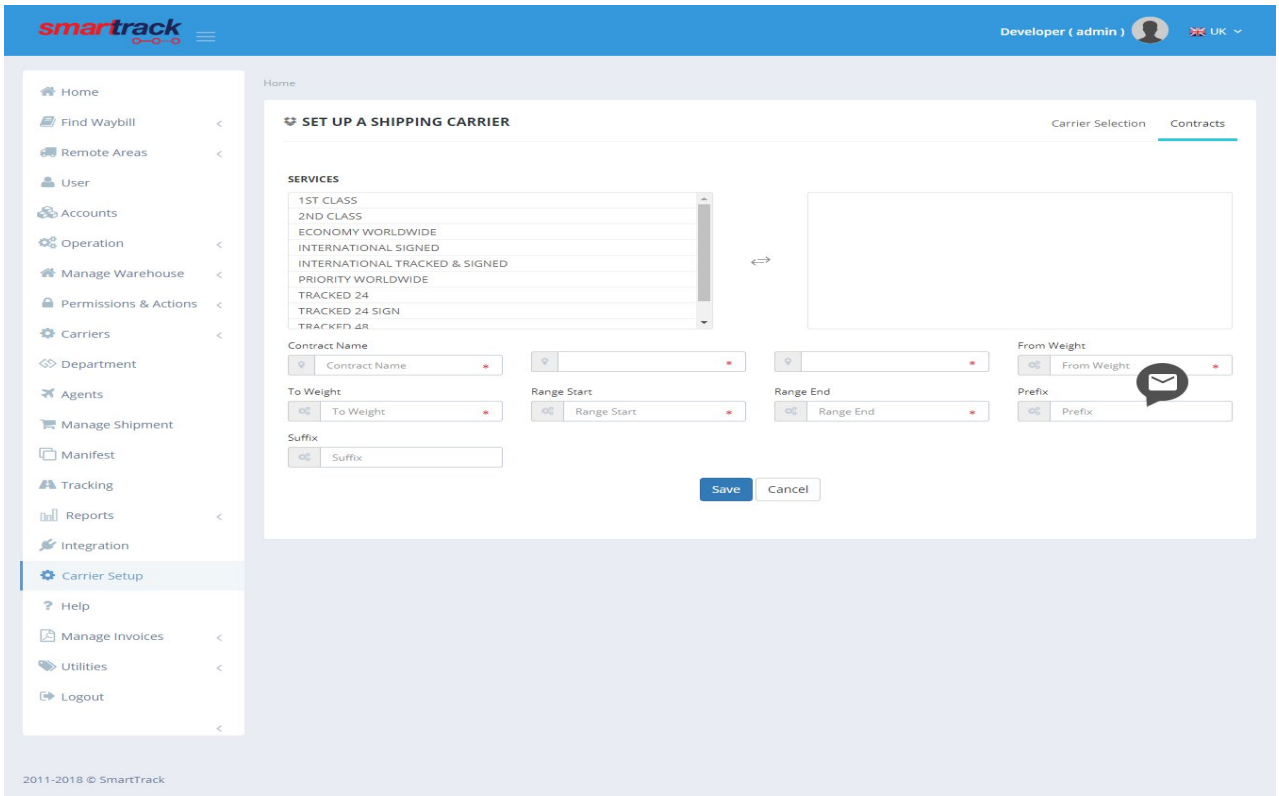


Figure 16-5 Add Own Contract Screen

The added contract's carrier is displayed in Carrier Selection tab.

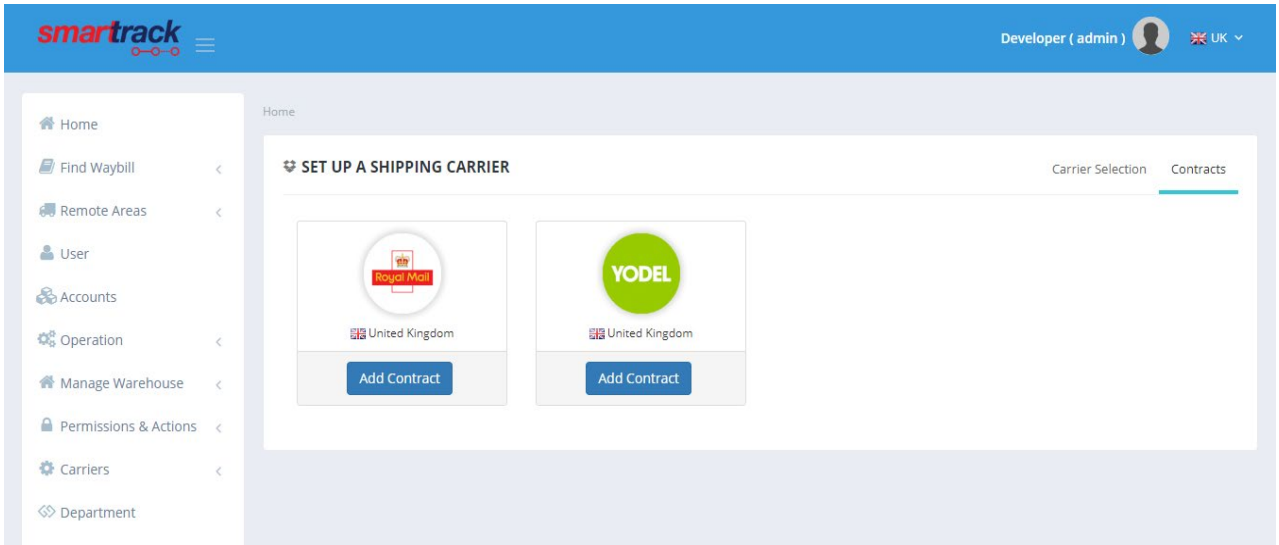


Figure 16-6 Added Contracts in the list

When user has added a new contract, it will be listed in the “Contracts” tab as shown below.

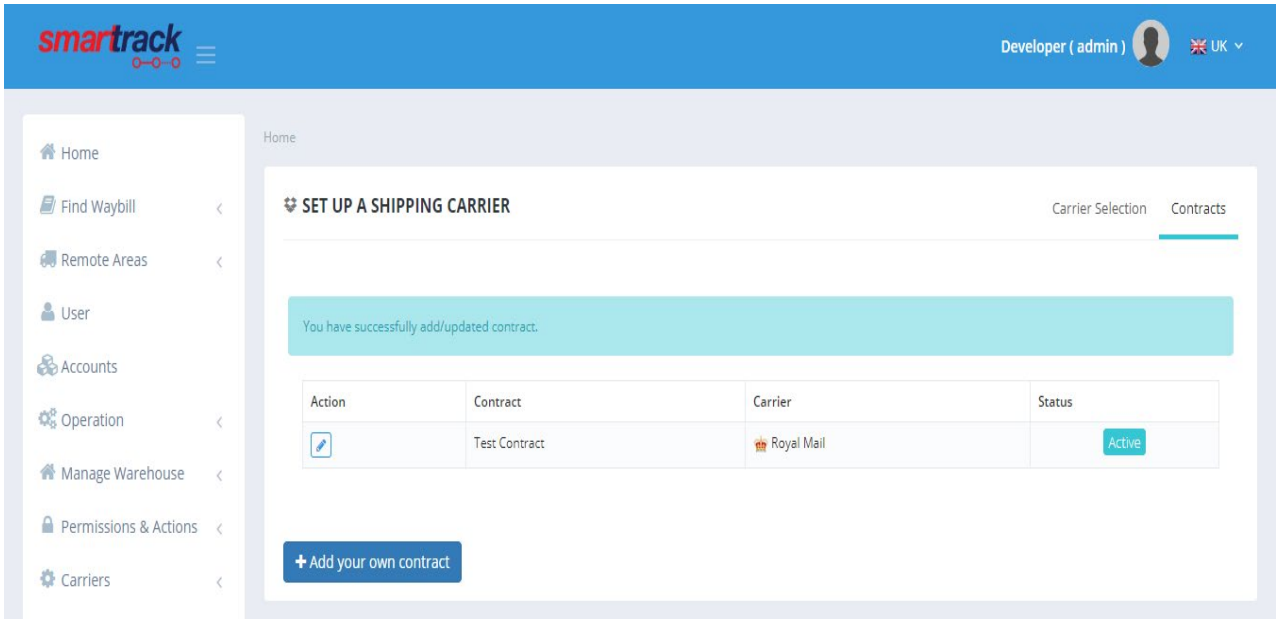


Figure 16-7 Own Contract Added in the Carrier Setup

17. Manage Invoices

System will provide a list of invoices to pay for user that have been generated by Parent account. Invoices are listed along with Invoice Number, Invoice Date, Created Date, Amount, VAT (if applicable), status of invoice and Generated by.

17.1. Invoice List

User can view all auto invoices generated by the system in this screen. There are two types of invoices

- Sale Invoices
- Purchase Invoice

17.1.1. Sale Invoices

All the invoices that user has generated to its child accounts will be listed here along with its Invoice number, invoice date, created date, Account number, Net Amount, Vat, Total Amount, Is paid and Generated by columns.

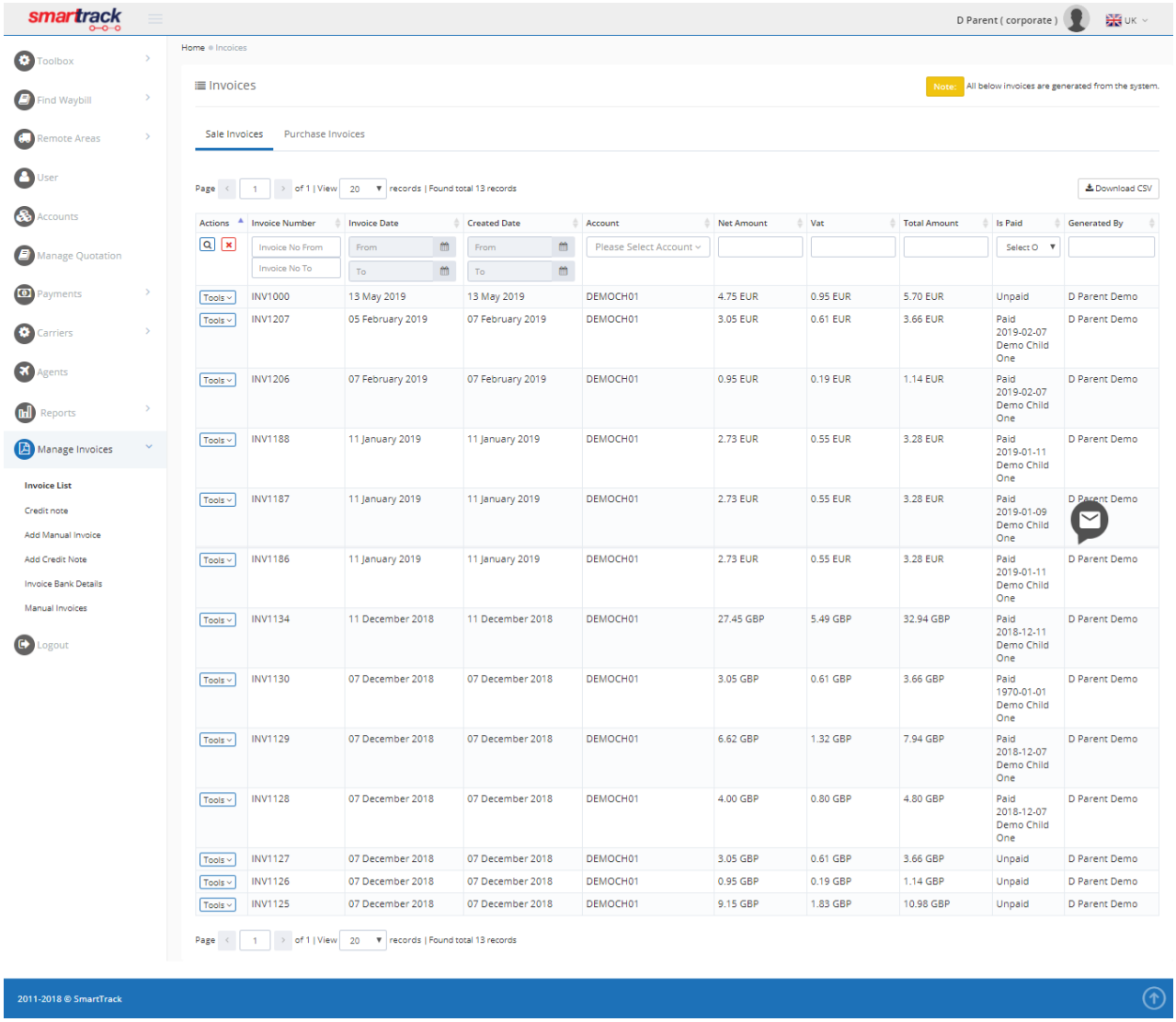


Figure 17-1 Sales Invoices

There are three type of status in invoices:

- Unpaid
  Status of invoice will be unpaid until child account has not paid it yet
- Waiting for Approval
  Status will be changes to “Waiting for Approval”, once user has paid it but parent account has not approved it yet.
- Paid (with Date and Acc No)
  Status will be paid when parent account has approved the payment.

User can download csv and pdf file from “Tools” drop down. User can send email to user as well.

User can **cancel** the most recent invoice and re-generate it from find waybill screen if there is any changes required. User can also pay the invoice from “Pay Now” button displayed in “Tools” drop down. A new popup is displayed where user can change the date of paying and can select a method of payment from the following:

- Cash
- Bank Transfer
- Cheque

Once user has clicked on “Pay Now”, amount of invoice will be deducted from his account and a request will be generated to its parent account under “Pending Payments” screen to approve the payment. When parent account will approve its payment its status will be changed to Paid.

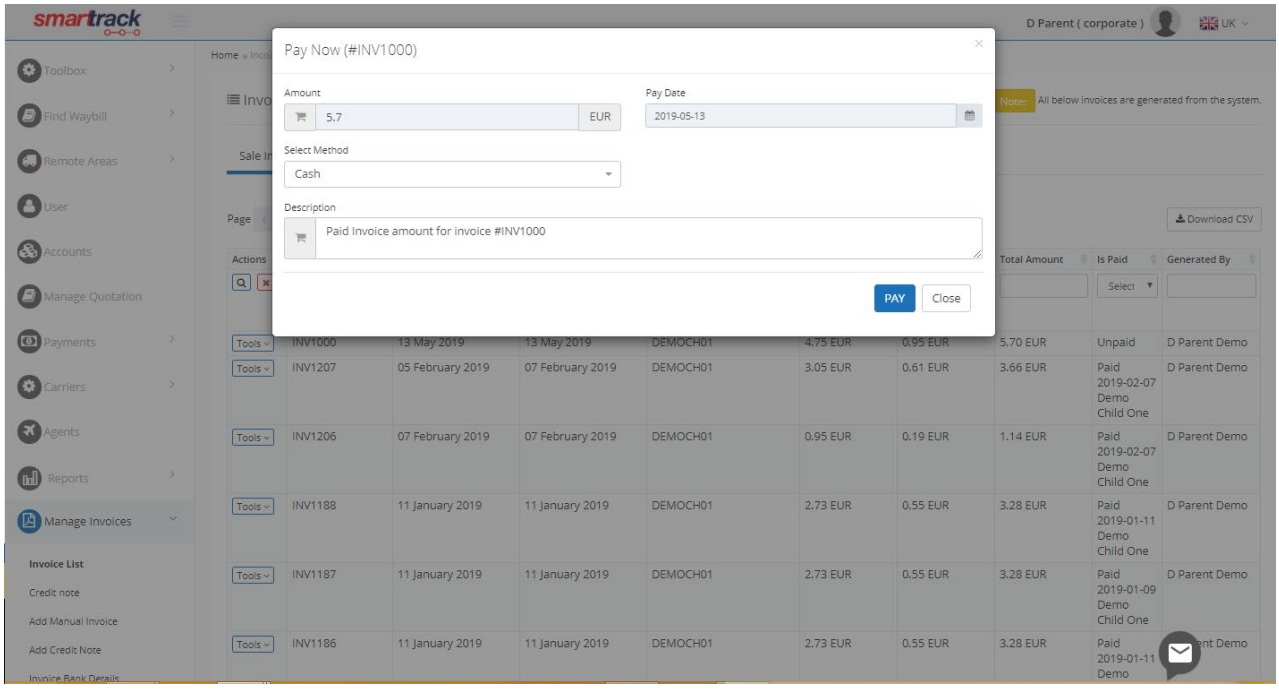


Figure 17-2 Pay Now

User can download CSV from the screen as well.

17.1.2. Purchase Invoices

All the invoices that are generated to this account/user will be listed in Purchase Invoices tab. Columns of the invoices will be same as of sales invoices. User can download csv and pdf file and can pay the invoices generated against his own account.

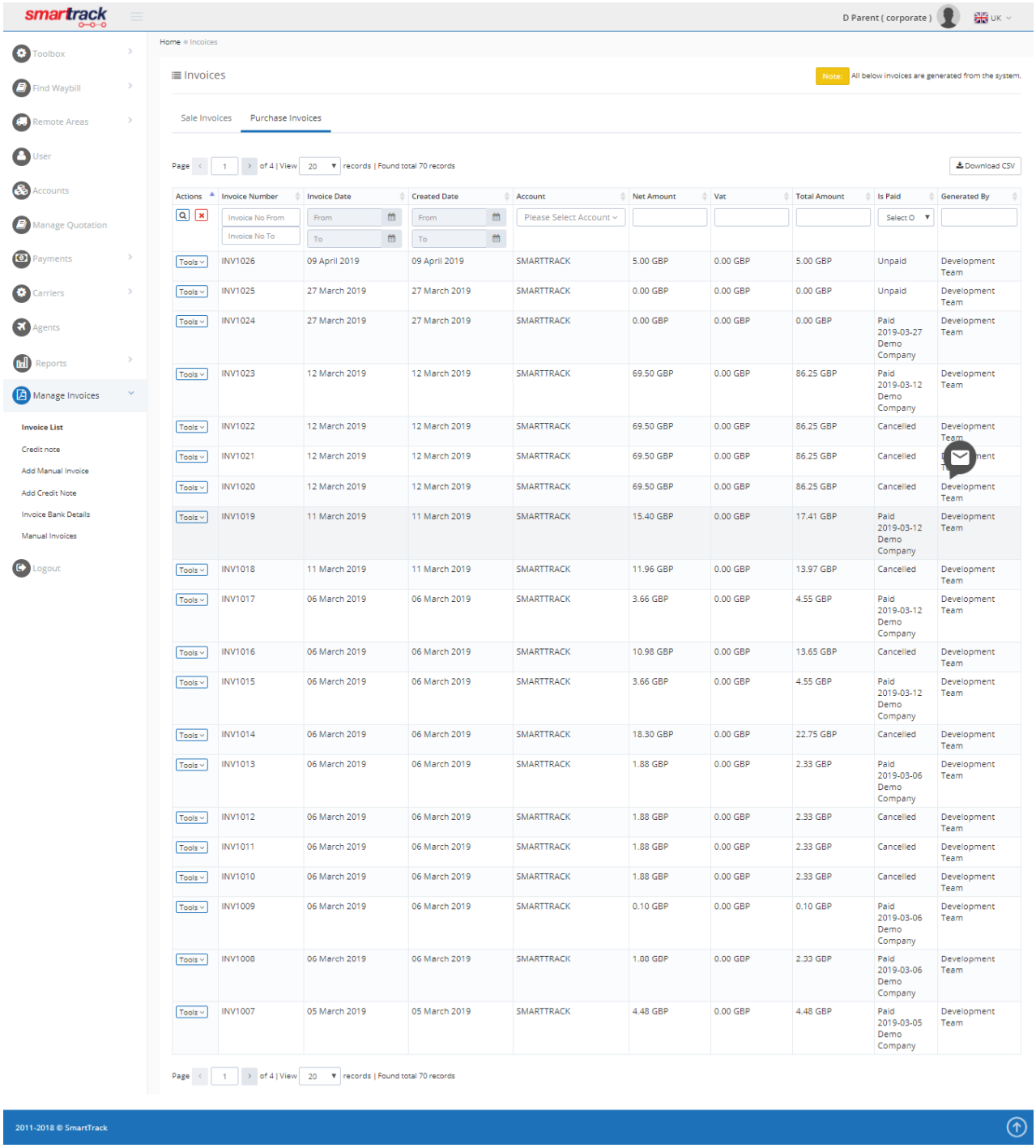


Figure 17-3 Purchase Invoices

17.2. Manual Invoices

User can generate manual invoices from this screen.

17.2.1. Add Manual Invoice

User can generate a manual invoice by selecting any account he want to generate invoice to; under its account and enter hawb number of any shipment to whom he is going to generate manual invoice. Total amount of that shipment and weight along with other details will be listed in the fields shown. When user clicks on “Save Changes”, a manual invoice is generated and will be listed in Manual Invoices screen.

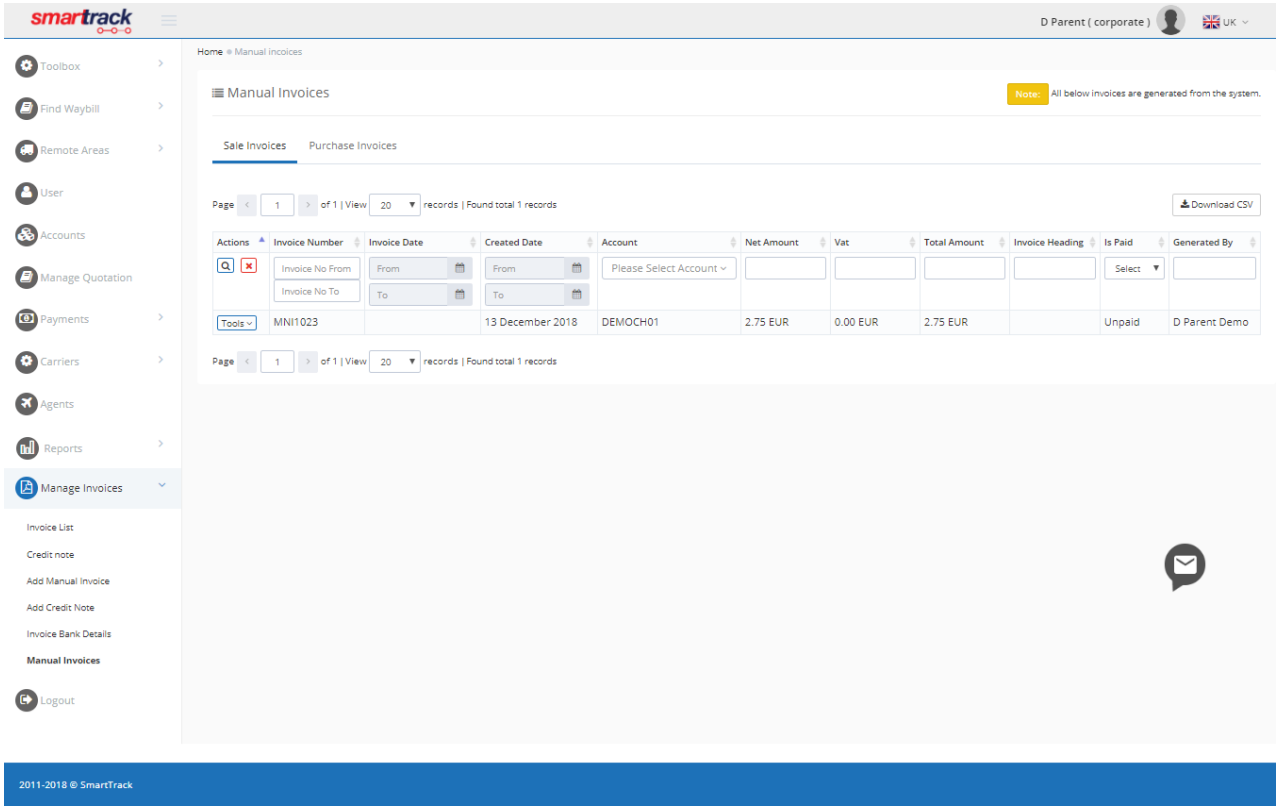


Figure 17-4 Add Manual Invoice

17.2.2. Sales Manual Invoices

All the invoices that user has generated to its child accounts will be listed here along with its Invoice number, invoice date, created date, Account number, Net Amount, Vat, Total Amount, Is paid and Generated by columns. The only difference between invoices and manual invoices is that Manual invoices are those that are generated by user itself and auto invoices are those that are generated by the system through find waybill screen where tariffs are automatically applied to shipments.

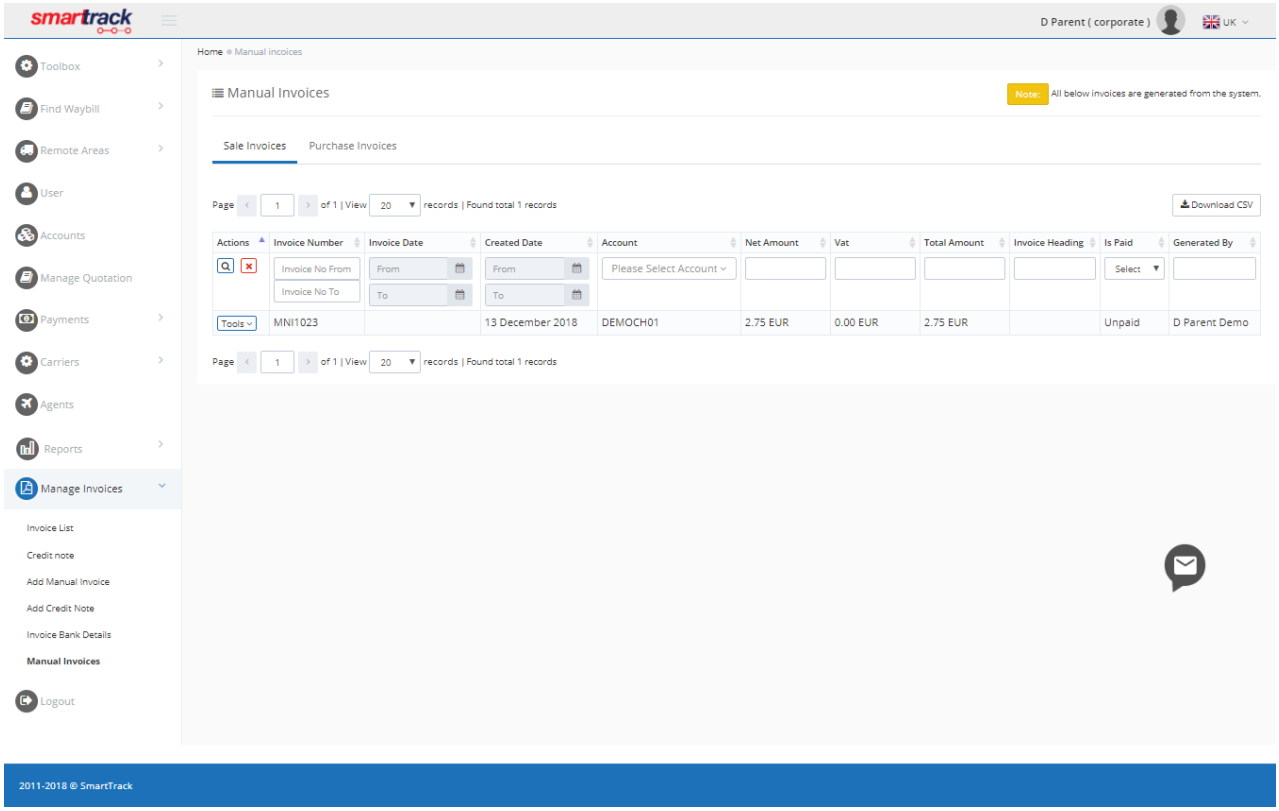


Figure 17-5 Sales Manual Invoices

17.2.3. Purchase Manual Invoices

All the invoices that are generated to this account/user will be listed in Purchase Invoices tab. Columns of the invoices will be same as of sales invoices. User can download csv and pdf file and can pay the invoices generated against his own account.

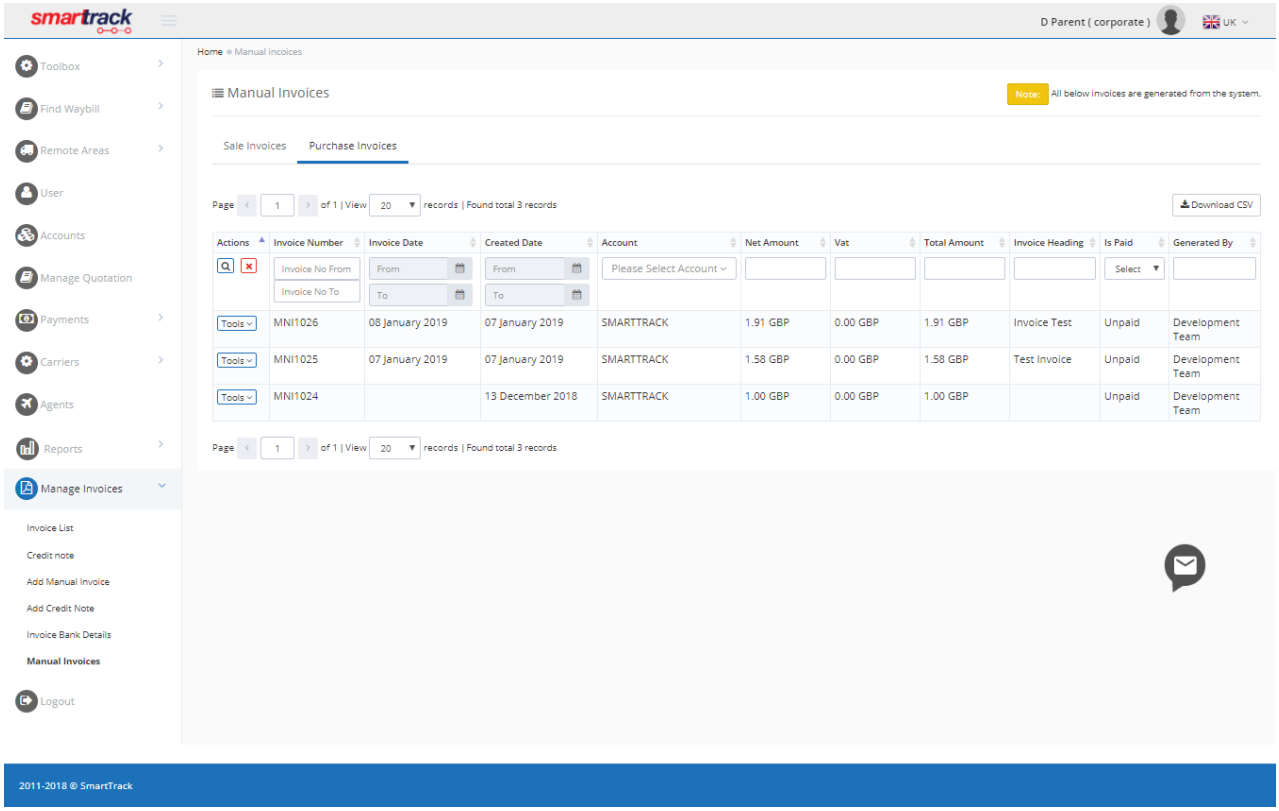


Figure 17-6 Purchase Manual Invoices

17.3. Credit Notes

System provides a facility to give credit notes to any customer that will be considered in next time payment.

17.3.1. Add Credit Note

User can add a credit note to his child accounts from this screen. User needs to select child account and enter hawb number of shipment. User can then manipulate invoiced amount and chargeable amount. The extra amount will be added in next invoice and user will need to pay a total of invoiced amount minus credit note amount.

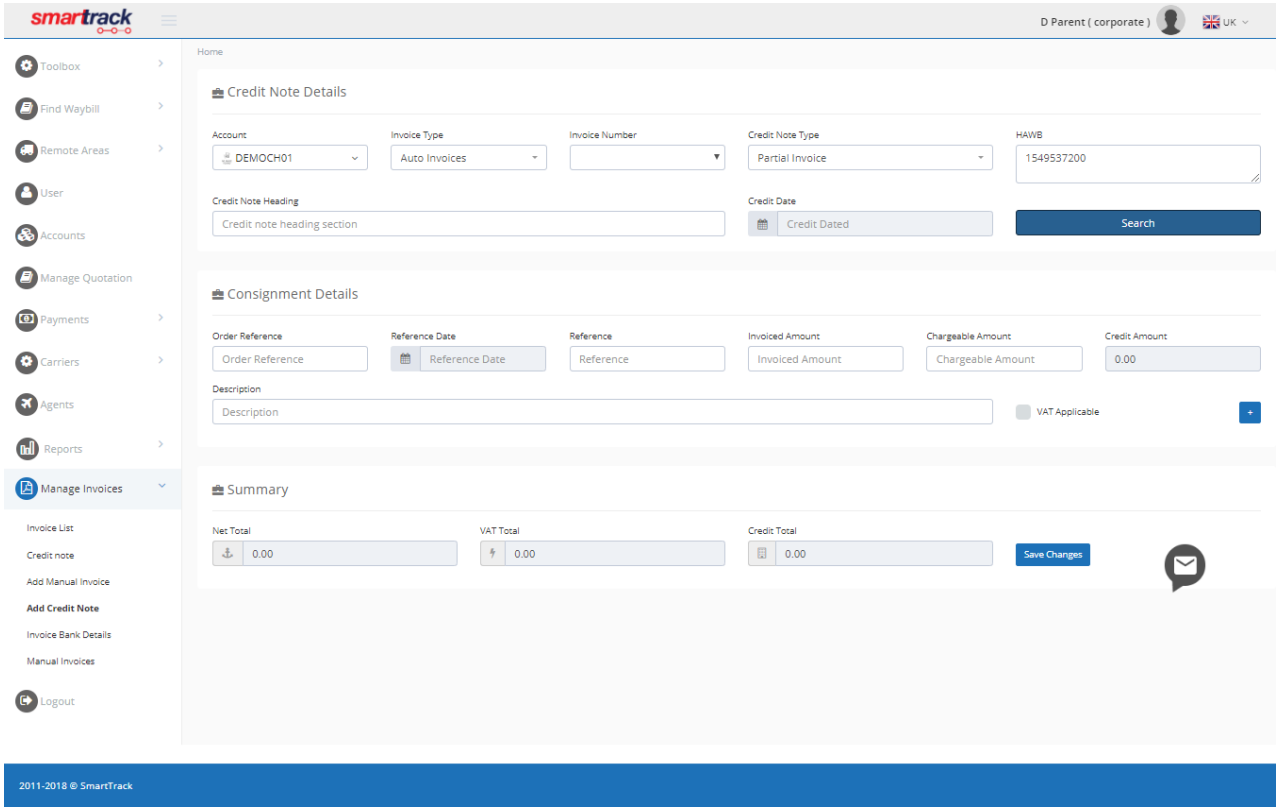


Figure 17-7 Add Credit Notes

17.3.2. Sales Credit Notes

All the credit notes that user has generate will be listed in sales tab as shown below

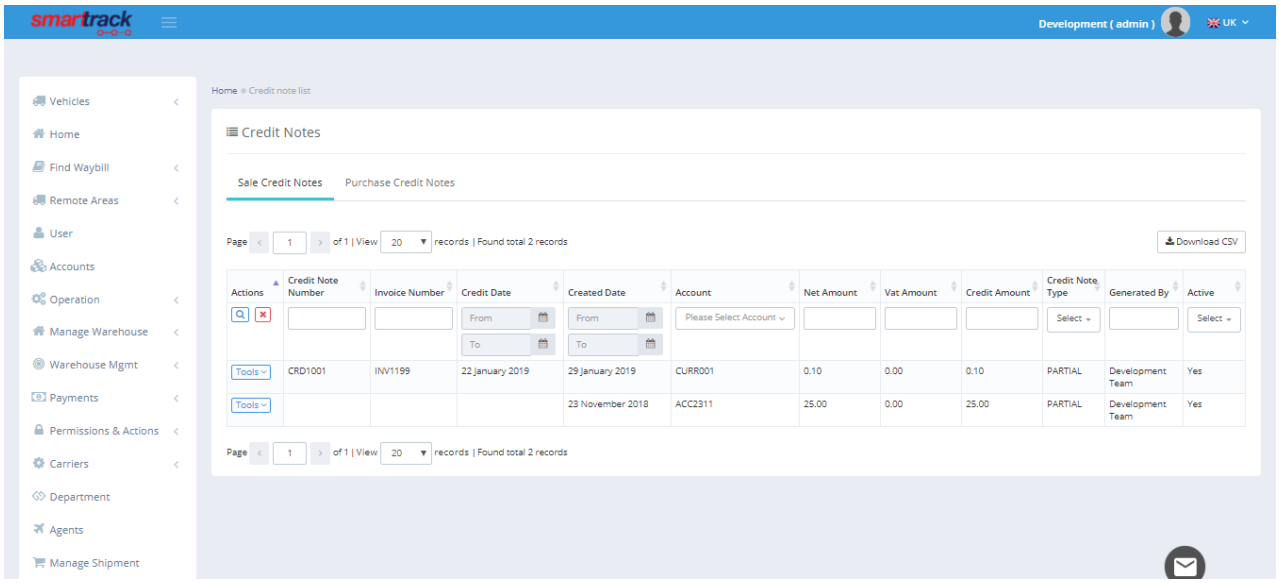


Figure 17-8 Sales Credit Notes

17.3.3. Purchase Credit Notes

All the credit notes that are generated to log in user's account will be listed in purchase tab as shown below.

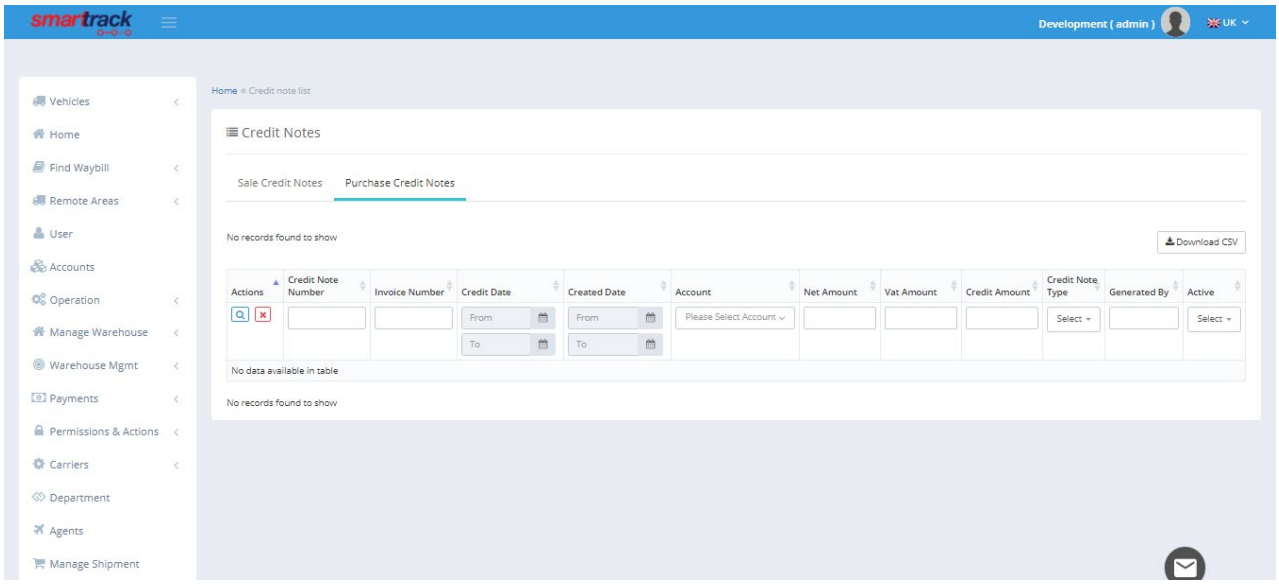


Figure 17-9 Sales Credit Notes

18. REPORTS

OWE presents graphical view of shipments on the basis of Carriers and Services as well.

18.1. Label Generation

This reports displays how many labels are generated for any service on daily basis. User can filter on Service, Date Type and Date Range and can download the report.

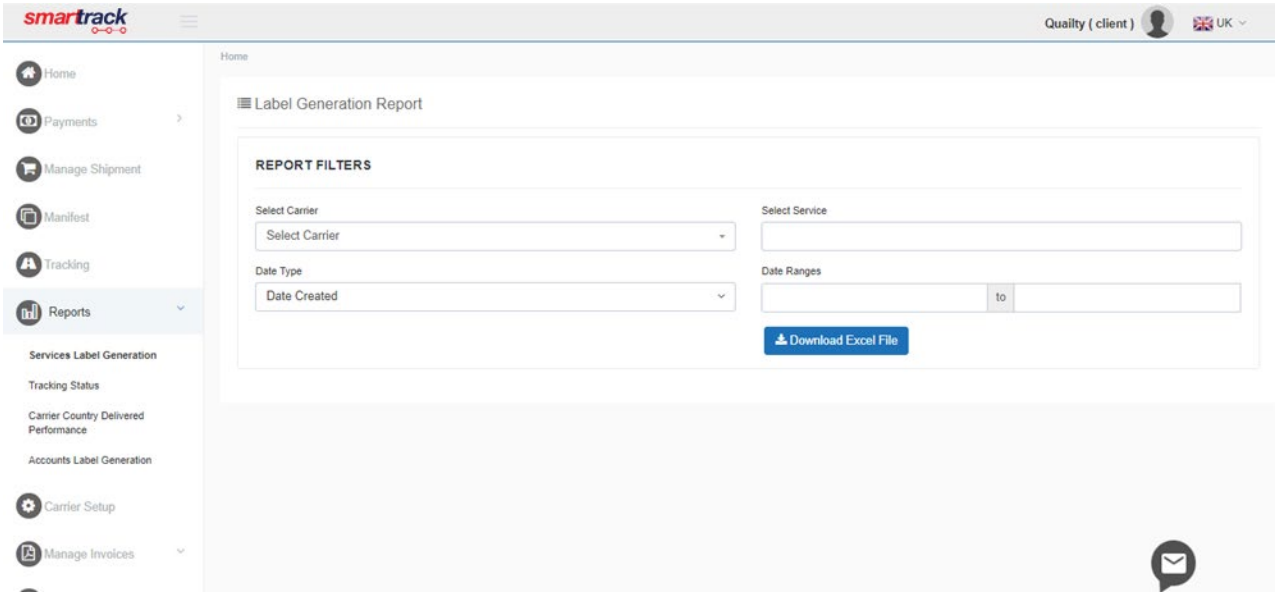


Figure 18-1 Label Generation filters

Here is the downloaded csv of Label Generation

A	B	C	D	E	F	G
Label Generated Report						
Filtered By: Date Created		**2019-02-11**			**2019-02-12**	
Service Type	**Service Code**	**Number Of Shipment**	**Total Weight**	**Average Weight**	**Number Of Shipment**	**Total Weight**
SWEDEN POST REGISTERED	STSWNREGM	479	479	1	0	0
	Total	479	479	1	0	0

Figure 18-2 Label Generation excel file

18.2. Tracking Status

This report provide performance of a service in graphical and tabular view. User can also filter for services, countries and Date Range.

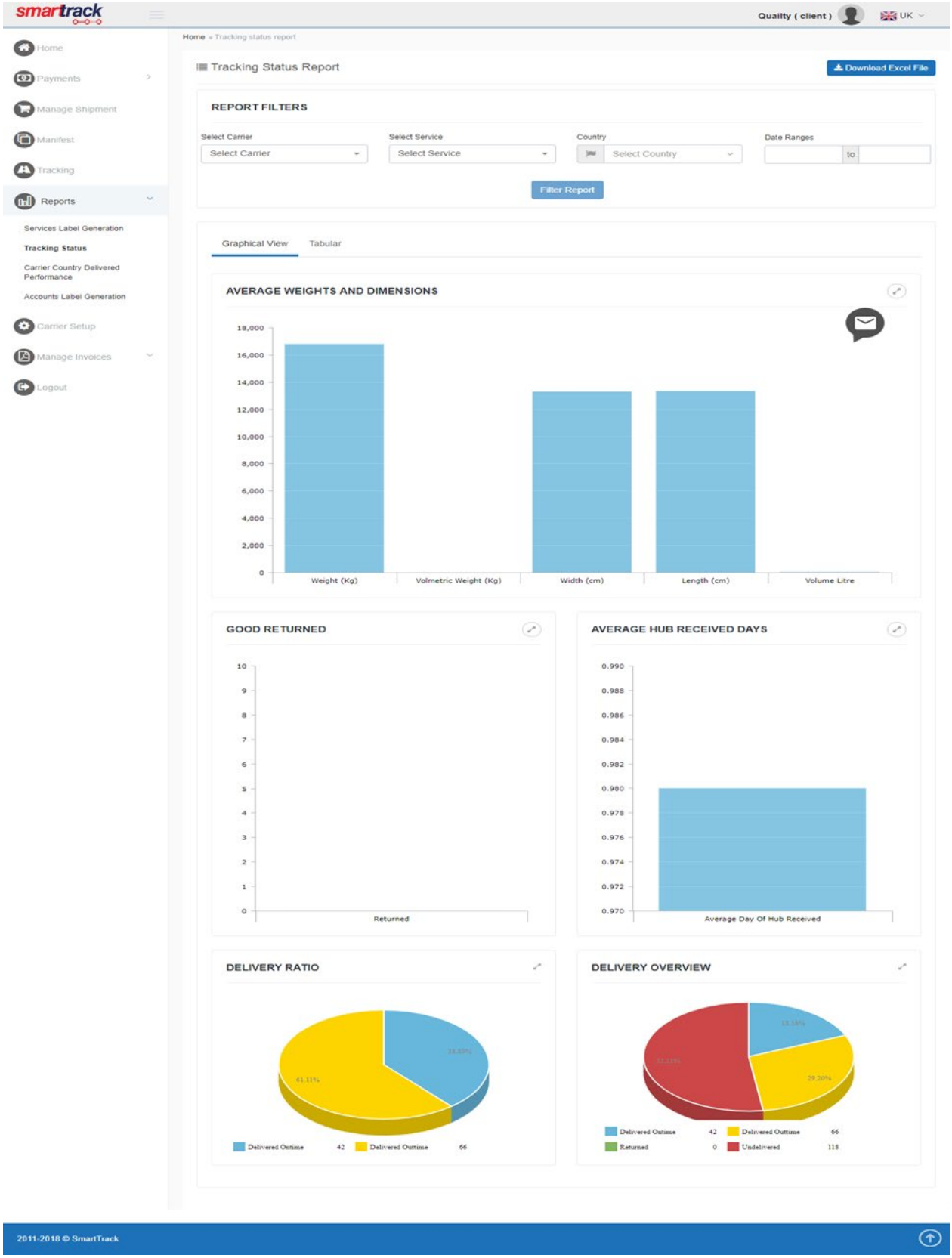
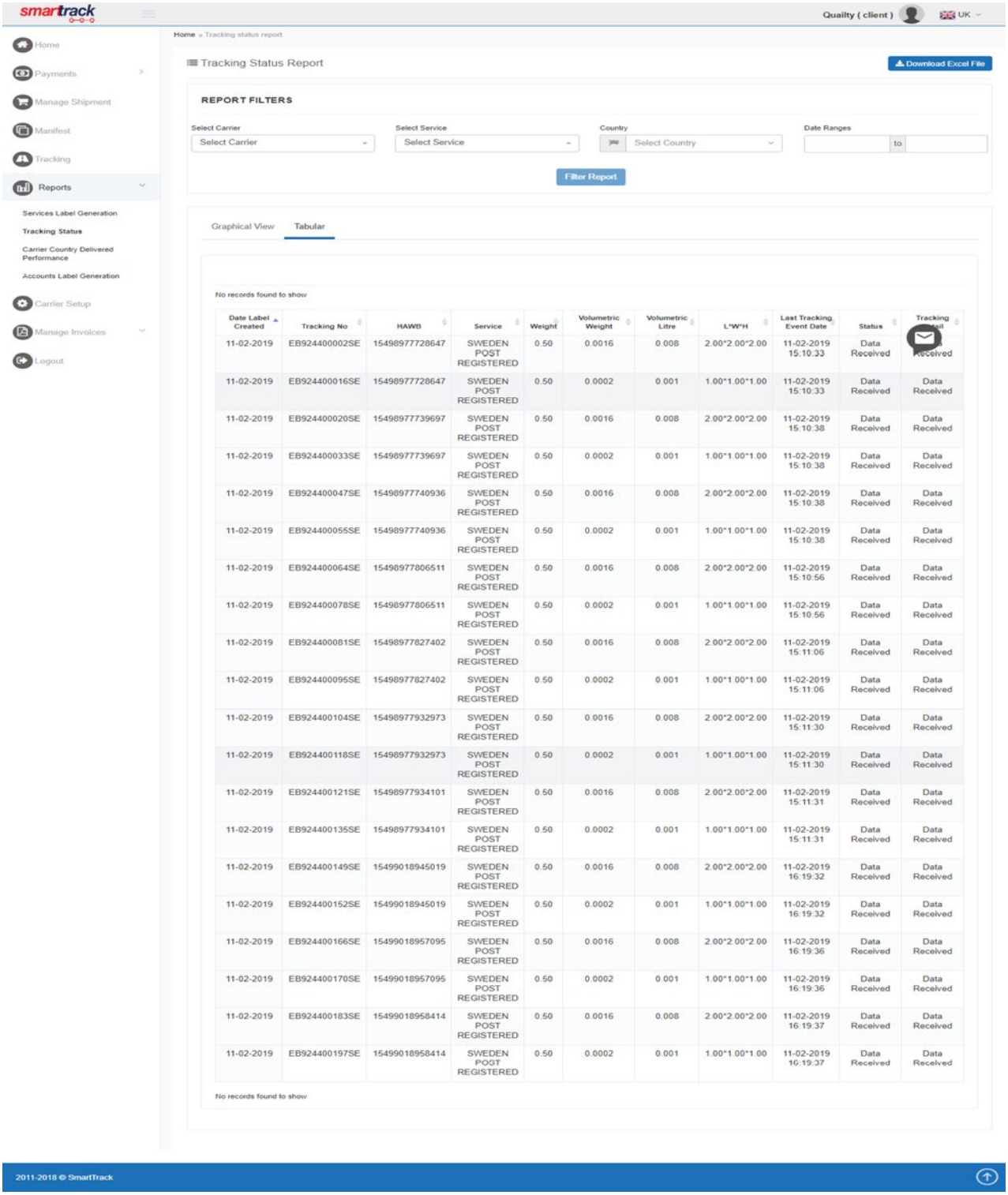

smartrack
Quality (client)
UK
Home
Payments
Manage Shipment
Manifest
Tracking
Reports
Services Label Generation
Tracking Status
Carrier Country Delivered Performance
Accounts Label Generation
Carrier Setup
Manage Invoices
Logout
Home » Tracking status report
Tracking Status Report
Download Excel File
REPORT FILTERS
Select Carrier
Select Service
Country
Select Country
Date Ranges
to
Filter Report
Graphical View
Tabular
AVERAGE WEIGHTS AND DIMENSIONS
Weight (Kg)
Volmetric Weight (Kg)
Width (cm)
Length (cm)
Volume Litre
GOOD RETURNED
Returned
AVERAGE HUB RECEIVED DAYS
Average Day Of Hub Received
DELIVERY RATIO
Delivered Ontime 42
Delivered Outtime 66
DELIVERY OVERVIEW
Delivered Ontime 42
Delivered Outtime 66
Returned 0
Undelivered 118
2011-2018 © SmartTrack

Figure 18-3 Graphical representation of tracking status report

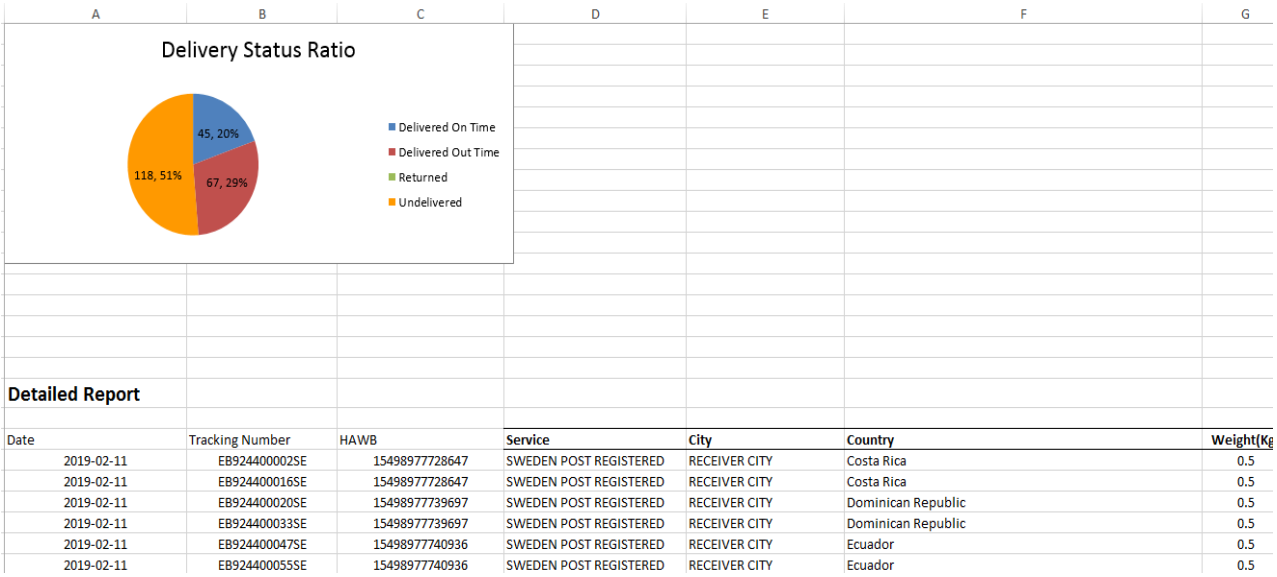
Tabular view of tracking status report is displayed in below figure.



Date Label Created	Tracking No	HAWB	Service	Weight	Volumetric Weight	Volumetric Litre	L*W*H	Last Tracking Event Date	Status	Tracking Mail
11-02-2019	EB924400002SE	15498977728647	SWEDEN POST REGISTERED	0.50	0.0016	0.008	2.00*2.00*2.00	11-02-2019 15:10:33	Data Received	Data Received
11-02-2019	EB924400016SE	15498977728647	SWEDEN POST REGISTERED	0.50	0.0002	0.001	1.00*1.00*1.00	11-02-2019 15:10:33	Data Received	Data Received
11-02-2019	EB924400020SE	15498977739697	SWEDEN POST REGISTERED	0.50	0.0016	0.008	2.00*2.00*2.00	11-02-2019 15:10:38	Data Received	Data Received
11-02-2019	EB924400033SE	15498977739697	SWEDEN POST REGISTERED	0.50	0.0002	0.001	1.00*1.00*1.00	11-02-2019 15:10:38	Data Received	Data Received
11-02-2019	EB924400047SE	15498977740936	SWEDEN POST REGISTERED	0.50	0.0016	0.008	2.00*2.00*2.00	11-02-2019 15:10:38	Data Received	Data Received
11-02-2019	EB924400055SE	15498977740936	SWEDEN POST REGISTERED	0.50	0.0002	0.001	1.00*1.00*1.00	11-02-2019 15:10:38	Data Received	Data Received
11-02-2019	EB924400064SE	15498977806511	SWEDEN POST REGISTERED	0.50	0.0016	0.008	2.00*2.00*2.00	11-02-2019 15:10:56	Data Received	Data Received
11-02-2019	EB924400078SE	15498977806511	SWEDEN POST REGISTERED	0.50	0.0002	0.001	1.00*1.00*1.00	11-02-2019 15:10:56	Data Received	Data Received
11-02-2019	EB924400081SE	15498977827402	SWEDEN POST REGISTERED	0.50	0.0016	0.008	2.00*2.00*2.00	11-02-2019 15:11:06	Data Received	Data Received
11-02-2019	EB924400095SE	15498977827402	SWEDEN POST REGISTERED	0.50	0.0002	0.001	1.00*1.00*1.00	11-02-2019 15:11:06	Data Received	Data Received
11-02-2019	EB924400104SE	15498977932973	SWEDEN POST REGISTERED	0.50	0.0016	0.008	2.00*2.00*2.00	11-02-2019 15:11:30	Data Received	Data Received
11-02-2019	EB924400118SE	15498977932973	SWEDEN POST REGISTERED	0.50	0.0002	0.001	1.00*1.00*1.00	11-02-2019 15:11:30	Data Received	Data Received
11-02-2019	EB924400121SE	15498977934101	SWEDEN POST REGISTERED	0.50	0.0016	0.008	2.00*2.00*2.00	11-02-2019 15:11:31	Data Received	Data Received
11-02-2019	EB924400135SE	15498977934101	SWEDEN POST REGISTERED	0.50	0.0002	0.001	1.00*1.00*1.00	11-02-2019 15:11:31	Data Received	Data Received
11-02-2019	EB924400149SE	15499018945019	SWEDEN POST REGISTERED	0.50	0.0016	0.008	2.00*2.00*2.00	11-02-2019 16:19:32	Data Received	Data Received
11-02-2019	EB924400152SE	15499018945019	SWEDEN POST REGISTERED	0.50	0.0002	0.001	1.00*1.00*1.00	11-02-2019 16:19:32	Data Received	Data Received
11-02-2019	EB924400166SE	15499018957095	SWEDEN POST REGISTERED	0.50	0.0016	0.008	2.00*2.00*2.00	11-02-2019 16:19:36	Data Received	Data Received
11-02-2019	EB924400170SE	15499018957095	SWEDEN POST REGISTERED	0.50	0.0002	0.001	1.00*1.00*1.00	11-02-2019 16:19:36	Data Received	Data Received
11-02-2019	EB924400183SE	15499018958414	SWEDEN POST REGISTERED	0.50	0.0016	0.008	2.00*2.00*2.00	11-02-2019 16:19:37	Data Received	Data Received
11-02-2019	EB924400197SE	15499018958414	SWEDEN POST REGISTERED	0.50	0.0002	0.001	1.00*1.00*1.00	11-02-2019 16:19:37	Data Received	Data Received

Figure 18-4 Tabular representation of tracking status report

User can also download the report. It will be displayed as follows



Date	Tracking Number	HAWB	Service	City	Country	Weight(Kg
2019-02-11	EB924400002SE	15498977728647	SWEDEN POST REGISTERED	RECEIVER CITY	Costa Rica	0.5
2019-02-11	EB924400016SE	15498977728647	SWEDEN POST REGISTERED	RECEIVER CITY	Costa Rica	0.5
2019-02-11	EB924400020SE	15498977739697	SWEDEN POST REGISTERED	RECEIVER CITY	Dominican Republic	0.5
2019-02-11	EB924400033SE	15498977739697	SWEDEN POST REGISTERED	RECEIVER CITY	Dominican Republic	0.5
2019-02-11	EB924400047SE	15498977740936	SWEDEN POST REGISTERED	RECEIVER CITY	Ecuador	0.5
2019-02-11	EB924400055SE	15498977740936	SWEDEN POST REGISTERED	RECEIVER CITY	Ecuador	0.5

Figure 18-5 Tracking status report excel file

18.3. Carrier Country Delivered Performance

This report displays country wise performance of services along with its transit time and efficiency.

Graphical representation of this report is displayed below

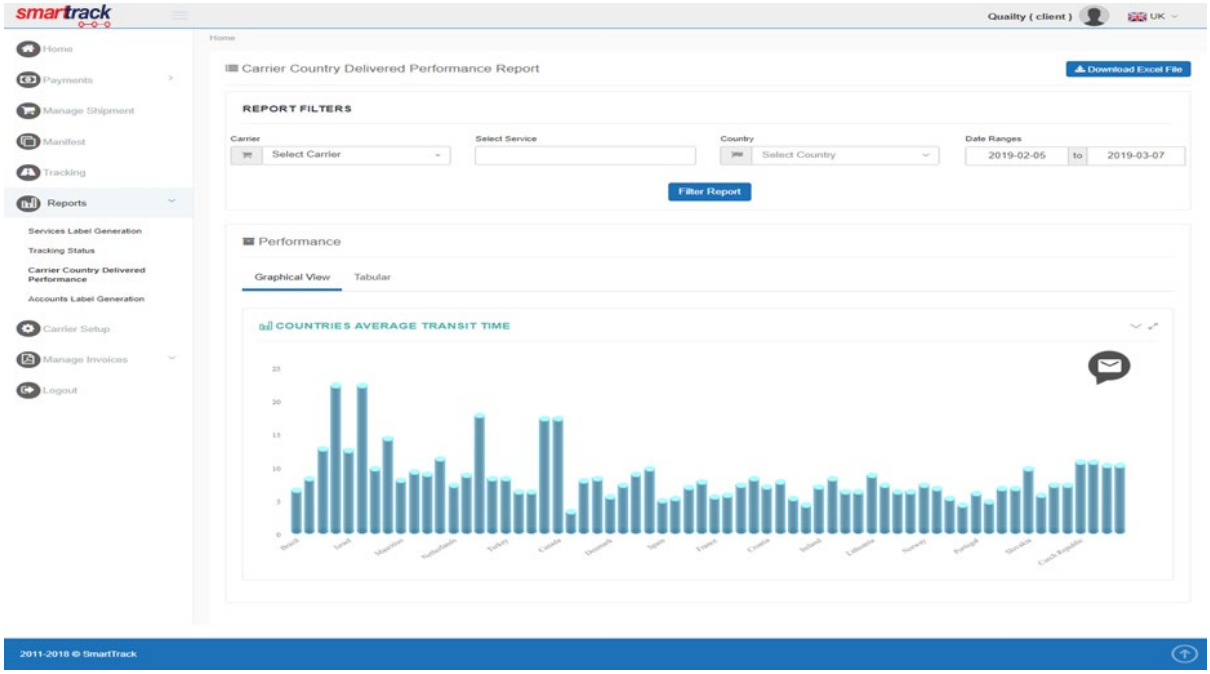


Figure 18-6 Carrier Country Delivered Performance Report

18.4. Account Label Generation

This reports displays how many labels are generated for any account date wise. User can filter on Service, Date Type and Date Range and can download the report

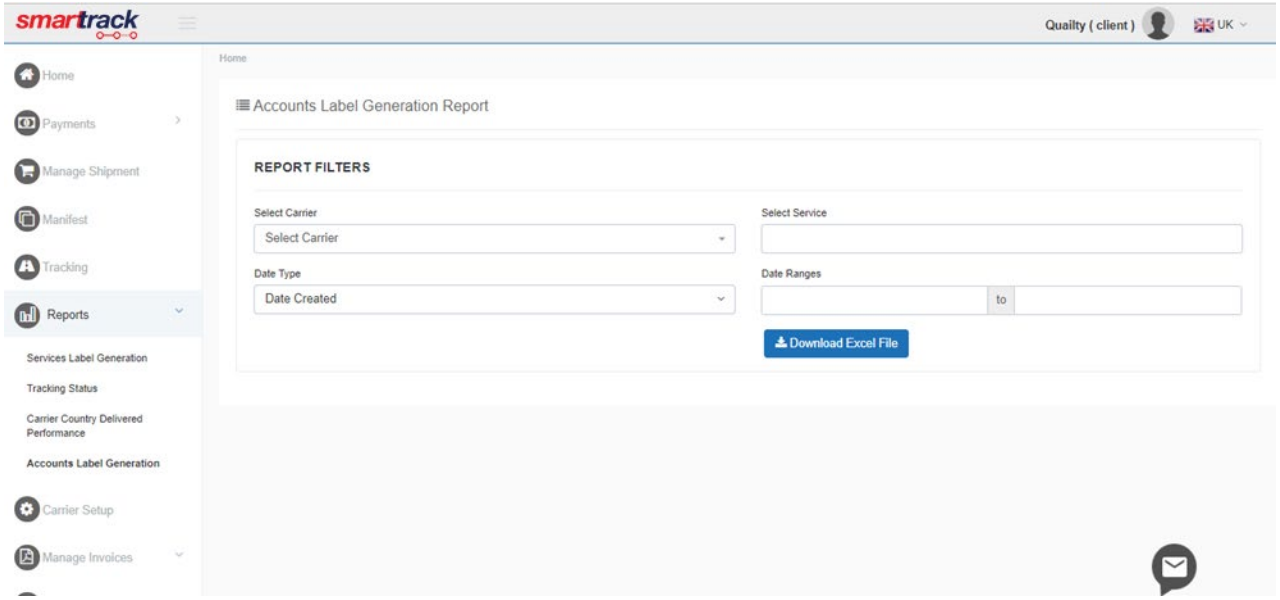


Figure 18-7 Account Label Generation filters

Here is the downloaded csv of Account Label Generation

A	B	C	D	E	F	G
Account Label Generated Report						
Filtered By: Date Created		**2019-02-11**				
Account	**Number Of Shipment**	**Total Weight**	**Average Weight**	**Total Shipment Of Particular Account**	**Total Weight Of Particular Account**	**Total Avg Weight Of Particular Account**
SMARTQA	479	479	1	479	479	1
	Total	479	479	1	479	1

Figure 18-8 Account Label Generation excel file

18.5. Service Performance

User can view bar chart of services associated with shipments of different accounts along with their current statuses. User can also filter the graph on the basis of date.

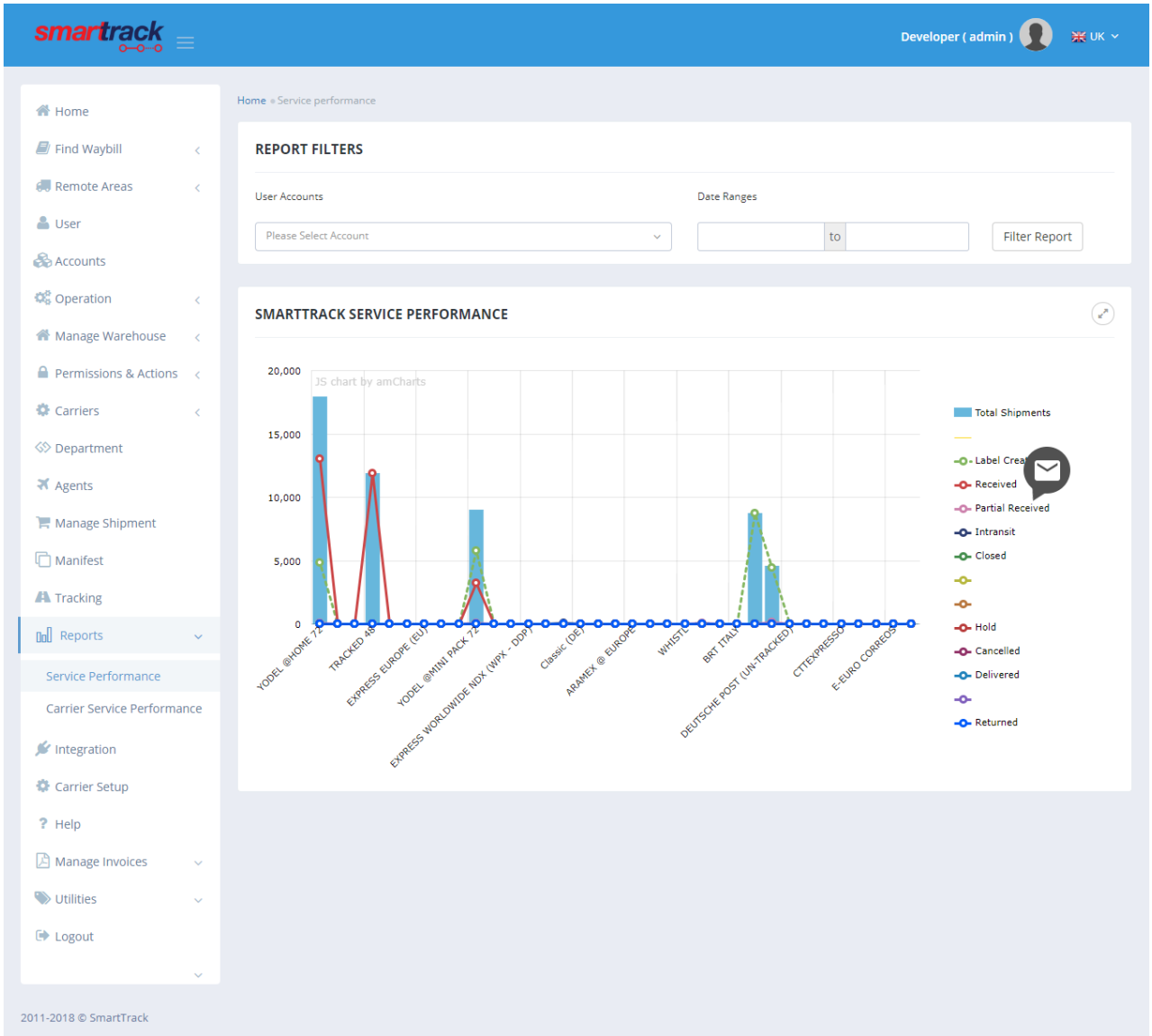


Figure 18-9 Service Performance Graph

18.6. Carrier Service Performance

User can view bar chart of carriers associated with shipments of different accounts along with their current statuses. User can also filter the graph on the basis of date.

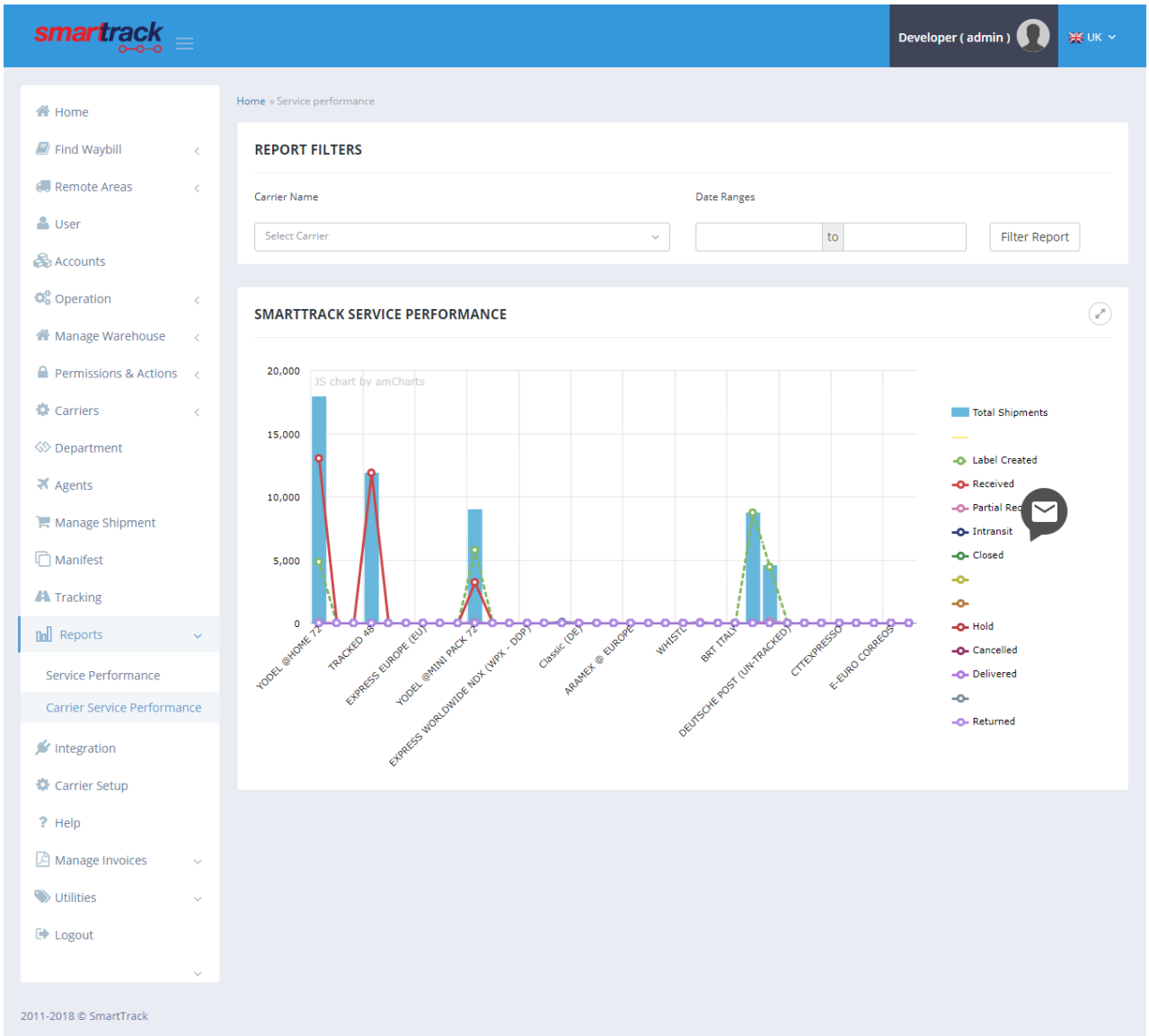


Figure 18-10 Carrier Service Performance Graph

18.7. Accounts Summary

This reports displays how many shipments are generated for any account date wise. User can filter on child accounts and Date Range and can download the report as well.

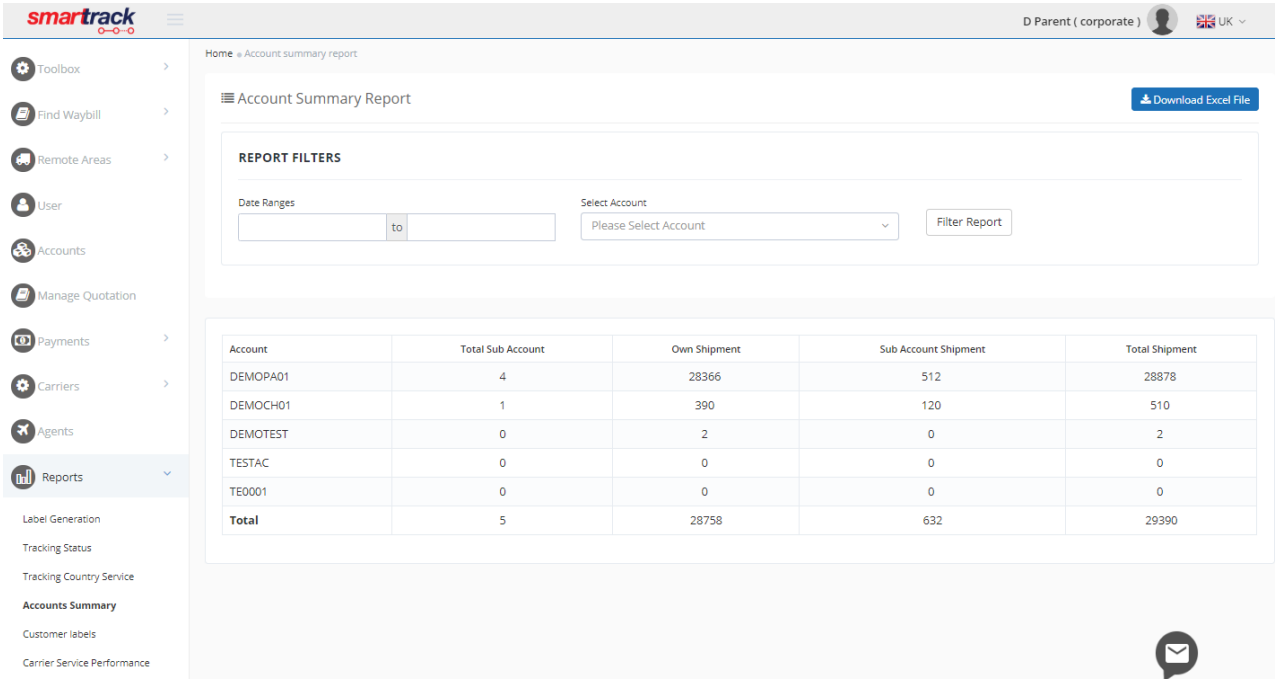
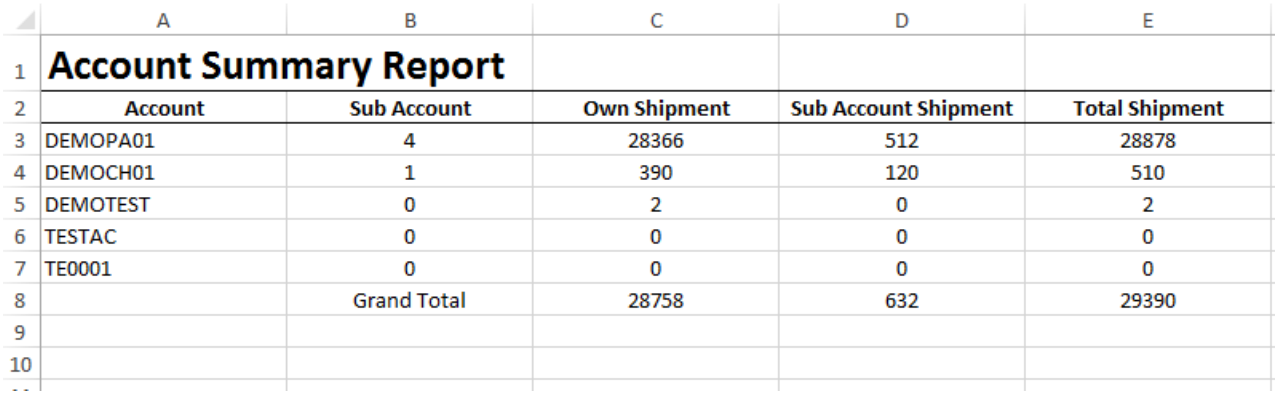


Figure 18-11 Account Summary Report

Here is the downloaded csv of Account Summary Report



	A	B	C	D	E
1	Account Summary Report				
2	Account	Sub Account	Own Shipment	Sub Account Shipment	Total Shipment
3	DEMOPA01	4	28366	512	28878
4	DEMOCH01	1	390	120	510
5	DEMOTEST	0	2	0	2
6	TESTAC	0	0	0	0
7	TE0001	0	0	0	0
8		Grand Total	28758	632	29390
9					
10					

Figure 18-12 Account Summary Report csv file

18.8. Customer Labels

User can download a report of customer labels depending upon the date range and no of users of its own account and child accounts has created.

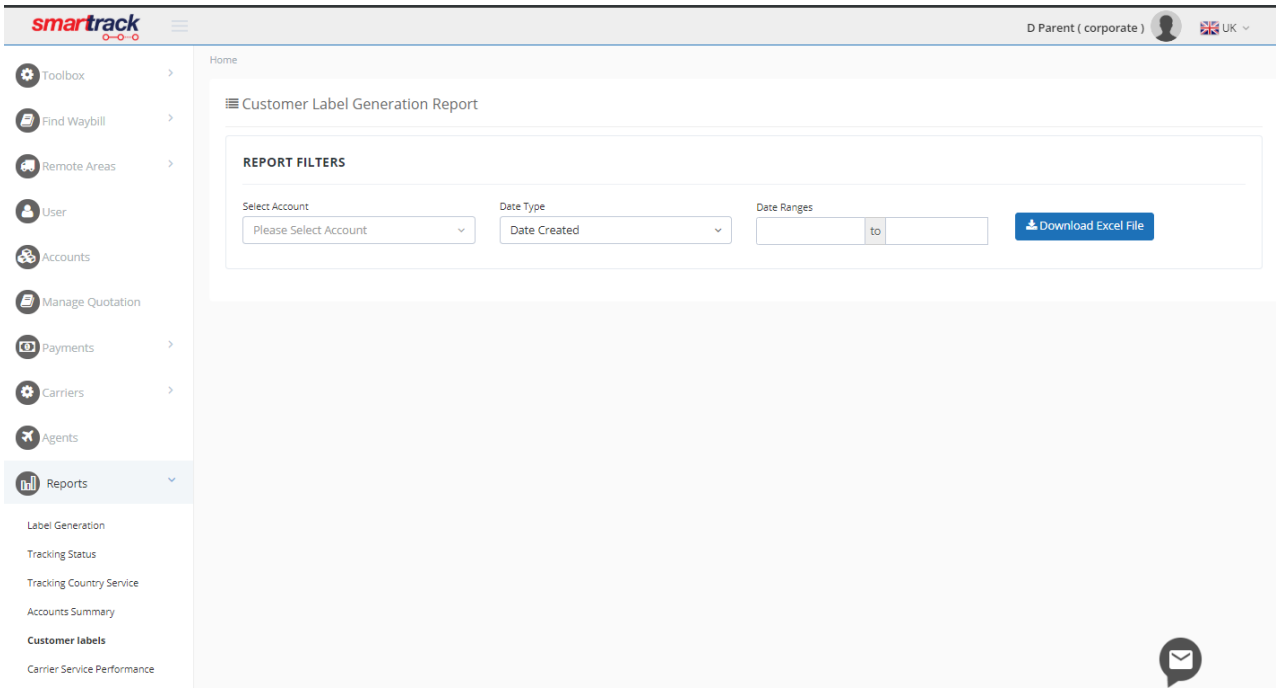


Figure 18-13 Account Summary Report csv file

Here is the csv of Customer Label Generation Report

	A	B	H	I	J	N	O	P
1	**Customer Label Generated Report**							
2	**Filtered By: Date Created**	**2019-04-14**		**2019-04-16**			**2019-04-18**	
3	**Customer**	**Number Of Shipment**	**Number Of Shipment**	**Total Weight**	**Average Weight**	**Number Of Shipment**	**Total Weight**	**Average We**
4	DEMOPA01	0	4	3.5	0.88	10	10	1
5	DEMOCH01	0	0	0	0	0	0	0
6	**Total**	0	4	3.5	0.875	10	10	1
7								
8								
9								
10								

Figure 18-14 Account Summary Report csv file

•

18.9. Manifest List

User can view list of all the manifests that are created by operation users along with their manifest id, Service Name, Weight, Tracking number. User can also see parcels list added in any manifest and can download its csv and pdf file.

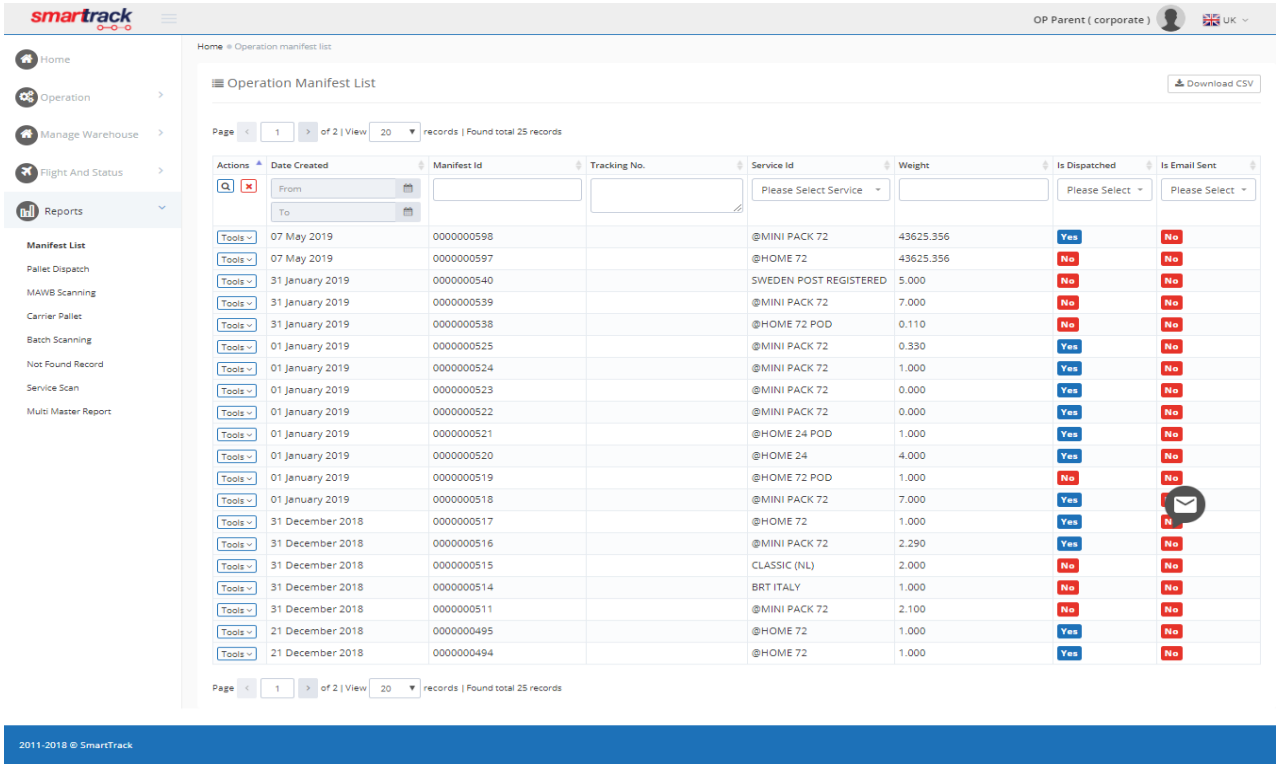


Figure 18-15 Operation Manifest List

User can also download csv and pdf file of whole list and/or individual csv and pdf file as shown below

	A	B	C	D	E	F	G	H	I
1	Date Created	Manifest Id	Service	Weight	Is Dispatched	Is Email Send			
2	5-Dec-18	487	@MINI PACK 72	1	No	No			
3	5-Dec-18	488	SWEDEN POST REGISTERED	2	Yes	No			
4	6-Dec-18	490	SWEDEN POST REGISTERED	1	No	No			
5	12-Dec-18	491	SWEDEN POST REGISTERED	1	No	No			
6	12-Dec-18	492	BRT ITALY	2	No	No			
7	21-Dec-18	494	@HOME 72	1	Yes	No			
8	21-Dec-18	495	@HOME 72	1	Yes	No			
9	31-Dec-18	511	@MINI PACK 72	2.1	No	No			
10	31-Dec-18	514	BRT ITALY	1	No	No			
11	31-Dec-18	515	CLASSIC (NL)	2	No	No			
12	31-Dec-18	516	@MINI PACK 72	2.29	Yes	No			
13	31-Dec-18	517	@HOME 72	1	Yes	No			
14	1-Jan-19	518	@MINI PACK 72	7	Yes	No			
15	1-Jan-19	519	@HOME 72 POD	1	No	No			
16	1-Jan-19	520	@HOME 24	4	Yes	No			
17	1-Jan-19	521	@HOME 24 POD	1	Yes	No			
18	1-Jan-19	522	@MINI PACK 72	0	Yes	No			
19	1-Jan-19	523	@MINI PACK 72	0	Yes	No			
20	1-Jan-19	524	@MINI PACK 72	1	Yes	No			
21	1-Jan-19	525	@MINI PACK 72	0.33	Yes	No			
22	31-Jan-19	538	@HOME 72 POD	0.11	No	No			
23	31-Jan-19	539	@MINI PACK 72	7	No	No			
24	31-Jan-19	540	SWEDEN POST REGISTERED	5	No	No			
25	7-May-19	597	@HOME 72	43625.356	No	No			
26	7-May-19	598	@MINI PACK 72	43625.356	Yes	No			
27									
28									

Figure 18-16 Operation Manifest List csv file

18.10. Pallet Dispatch

Pallet dispatch reports list down all the pallets that are closed and dispatched. By dispatched, we mean that these pallets are on their way to destination and user cannot alter any changes in these pallets. In the list, user can view bag numbers added in that pallet along with its Carrier group and status. User can also view label of this pallet as well.

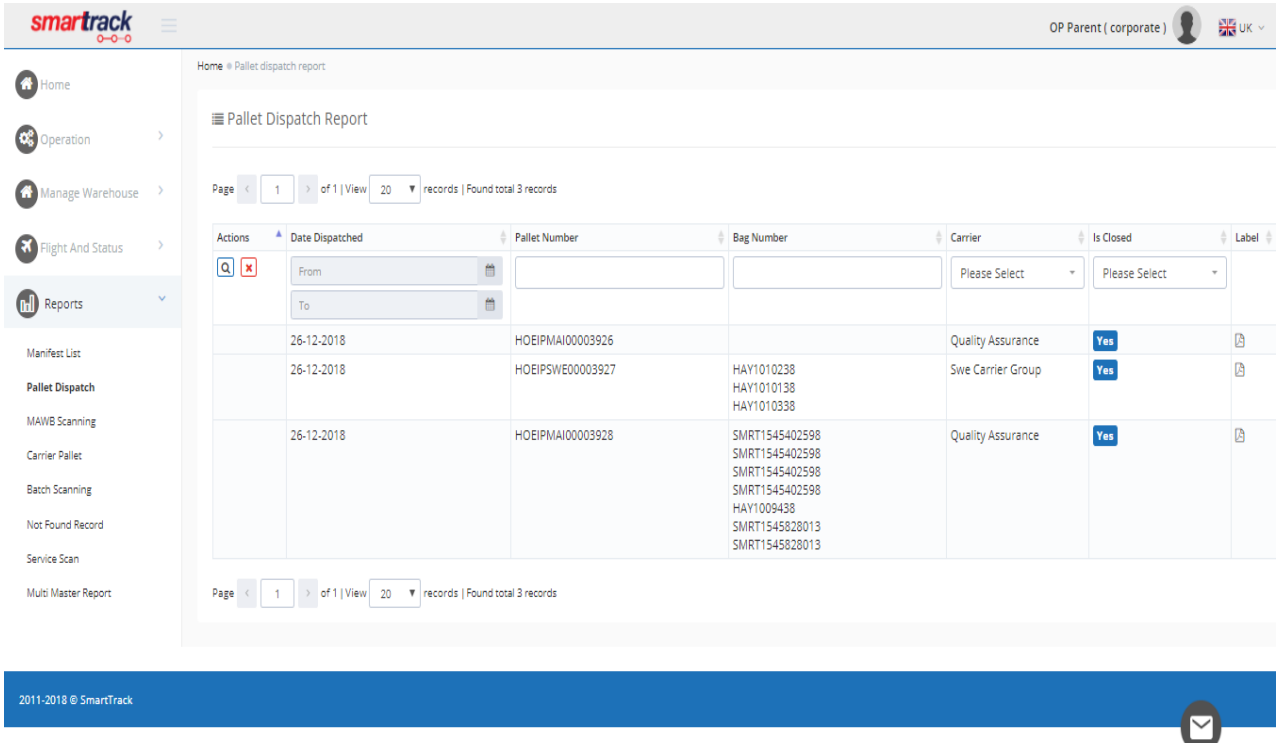
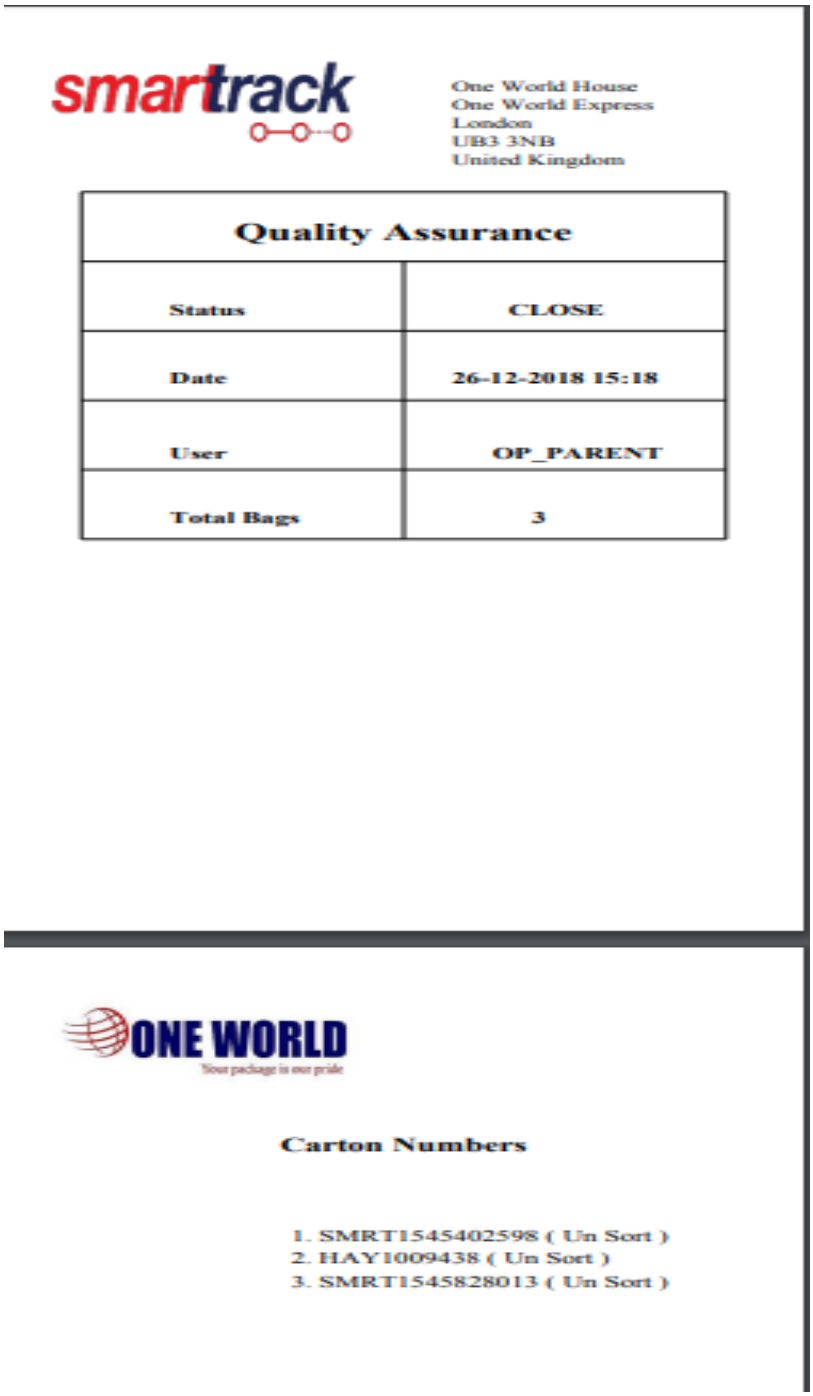


Figure 18-17 Pallet Dispatch Report

Label of any pallet is displayed as shown below.



One World House
One World Express
London
UB3 3NB
United Kingdom

Quality Assurance	
Status	CLOSE
Date	26-12-2018 15:18
User	OP_PARENT
Total Bags	3

Carton Numbers

1. SMRT1545402598 (Un Sort)
2. HAY1009438 (Un Sort)
3. SMRT1545828013 (Un Sort)

Figure 18-18 Pallet Label

18.11. MAWB Scanning

When operational users are scanning any Master number. It will be listed here and it will display which parcel is scanned in a bag and which is scanned without a bag. All the details of scanning is displayed in list at the bottom. User can also search for any specific date MAWB number scanned.

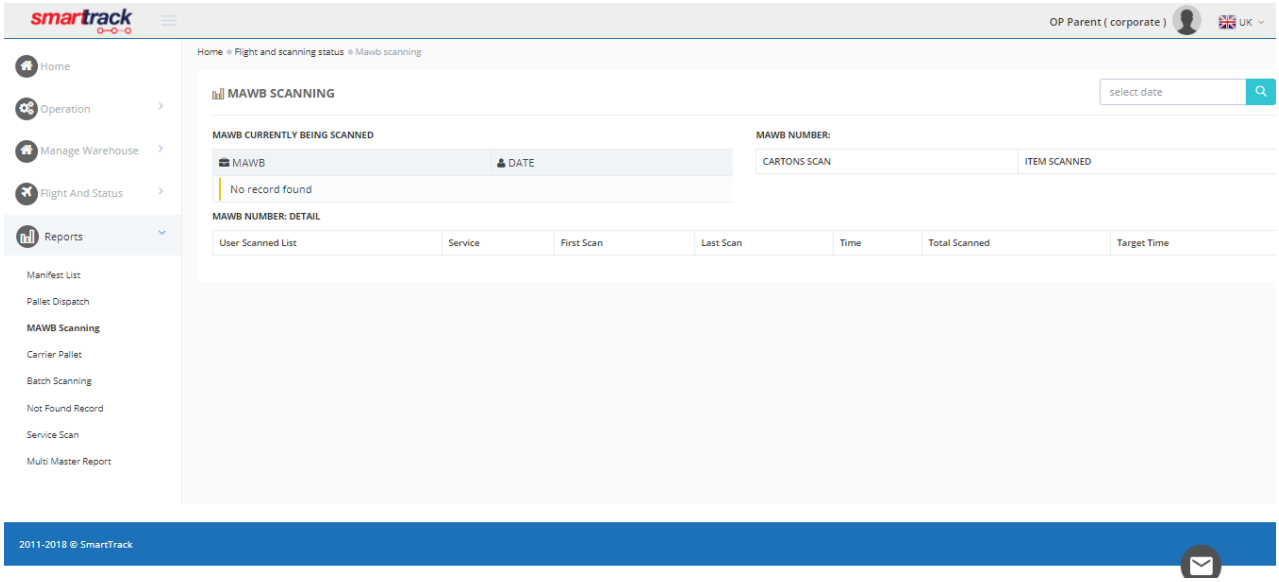
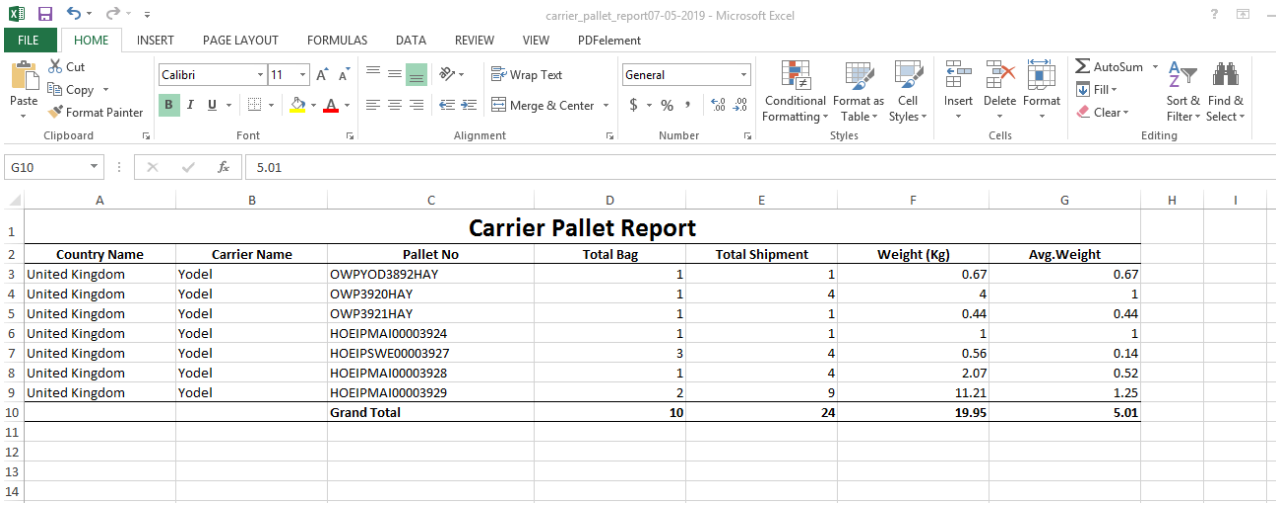


Figure 18-19 MAWB Scanning

18.12. Carrier Pallet Report

There are filters displayed in the screen by which user can download report. User can filter between date range, specific pallet number and services of carrier.



Carrier Pallet Report

Country Name	Carrier Name	Pallet No	Total Bag	Total Shipment	Weight (Kg)	Avg.Weight
United Kingdom	Yodel	OWPYOD3892HAY	1	1	0.67	0.67
United Kingdom	Yodel	OWP3920HAY	1	4	4	1
United Kingdom	Yodel	OWP3921HAY	1	1	0.44	0.44
United Kingdom	Yodel	HOEIPMAI00003924	1	1	1	1
United Kingdom	Yodel	HOEIPSWE00003927	3	4	0.56	0.14
United Kingdom	Yodel	HOEIPMAI00003928	1	4	2.07	0.52
United Kingdom	Yodel	HOEIPMAI00003929	2	9	11.21	1.25
		Grand Total	**10**	**24**	**19.95**	**5.01**

Figure 18-20 Carrier Pallet Report csv file

18.13. Batch Scanning Report

When operational user is scanning any bag, it is listed here. It displays warehouse where it is scanned along with its master number, bag number, scanned by , tracking number. User can also download its csv file.

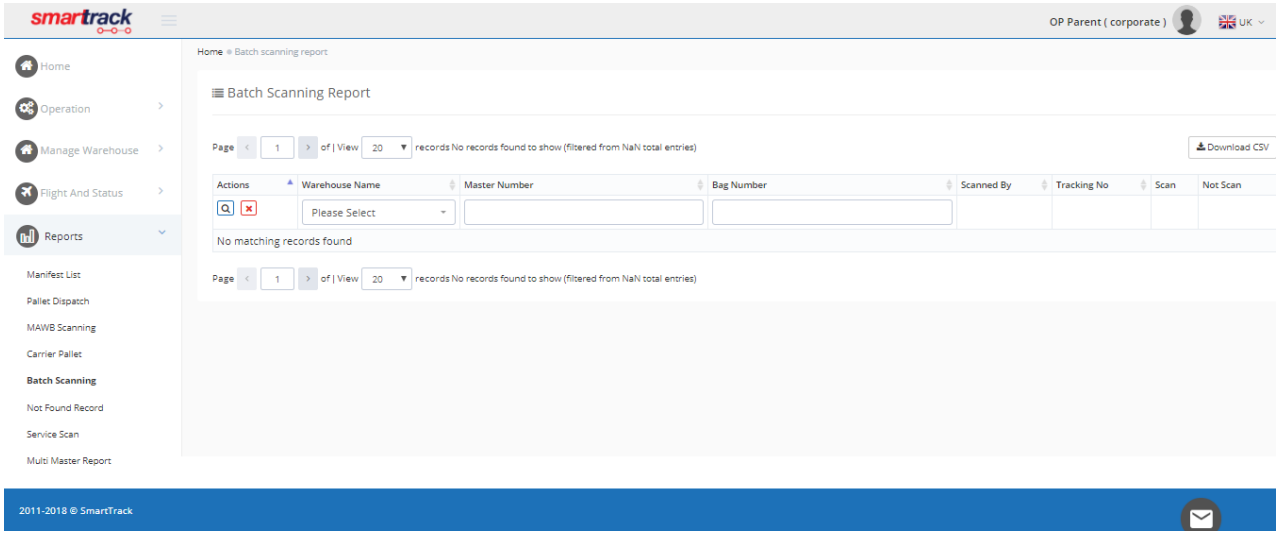


Figure 18-21 Batch Scanning Report

18.14. Not Found Report

All the tracking numbers that are not available in the system will be displayed in this screen. This is because if any user wants to scan an invalid tracking number or wrong tracking number, it will not be allowed and will be added in not found record. On end of day, it will be easier to know which tracking numbers were scanned and which were not found in the system. Scanned date along with its master number, bag numbers and dimensions are displayed in the list.

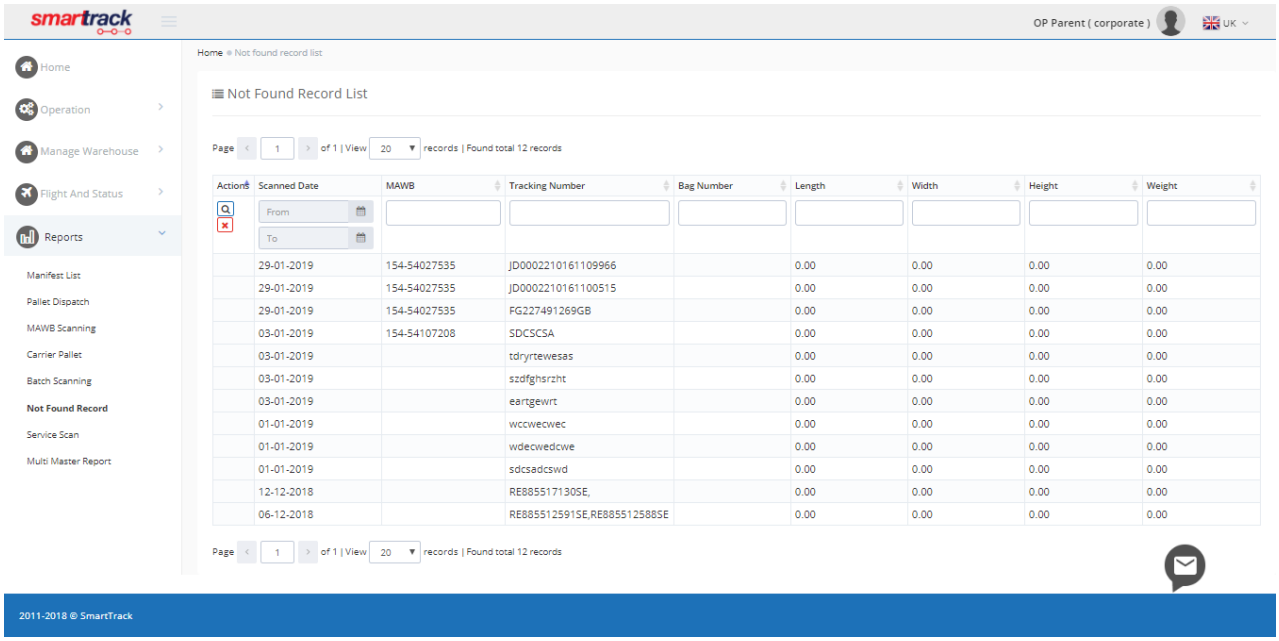
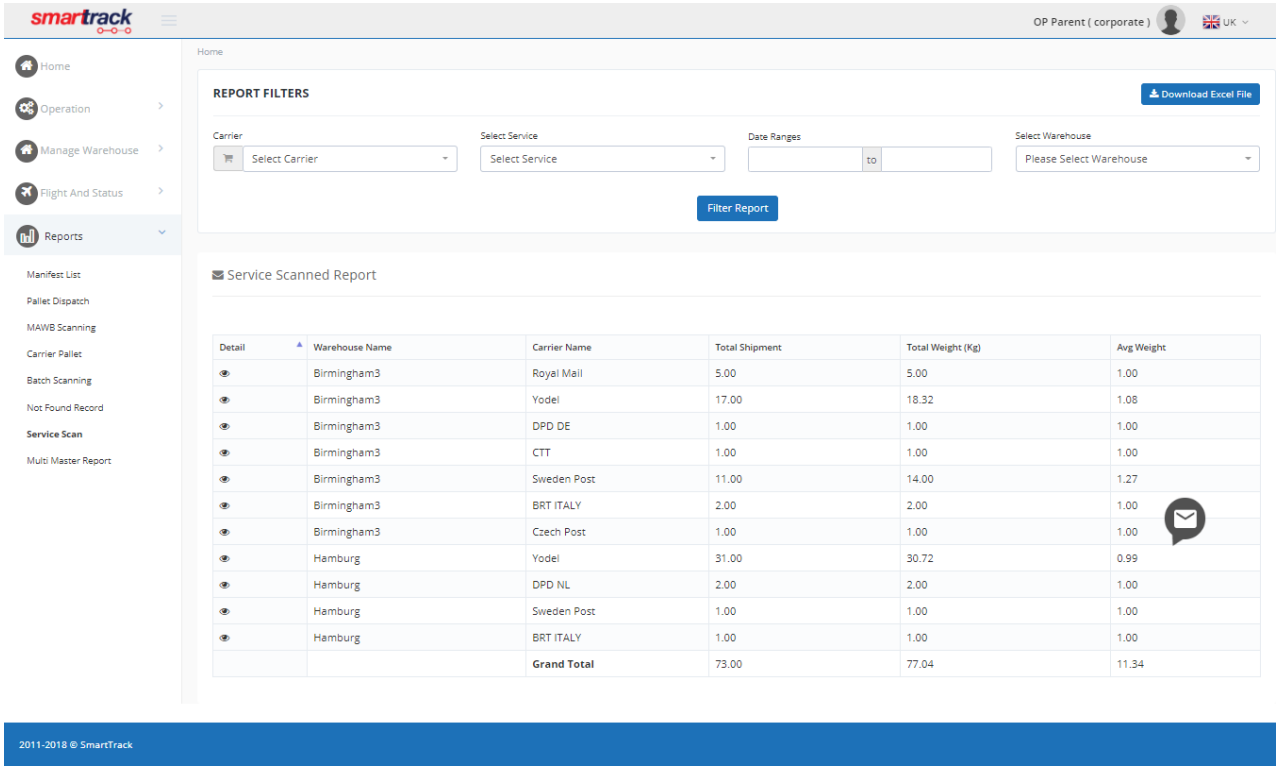


Figure 18-22 Not Found Report

18.15. Service Scan

This is a report that tells user how many shipments of all services are scanned along with their Total and average weights. User can also view in which warehouse the services are scan. User can also see the details of each services by clicking on “View” link. User is also able to filter report on the basis of services and date ranges.



Detail	Warehouse Name	Carrier Name	Total Shipment	Total Weight (Kg)	Avg Weight
	Birmingham3	Royal Mail	5.00	5.00	1.00
	Birmingham3	Yodel	17.00	18.32	1.08
	Birmingham3	DPD DE	1.00	1.00	1.00
	Birmingham3	CTT	1.00	1.00	1.00
	Birmingham3	Sweden Post	11.00	14.00	1.27
	Birmingham3	BRT ITALY	2.00	2.00	1.00
	Birmingham3	Czech Post	1.00	1.00	1.00
	Hamburg	Yodel	31.00	30.72	0.99
	Hamburg	DPD NL	2.00	2.00	1.00
	Hamburg	Sweden Post	1.00	1.00	1.00
	Hamburg	BRT ITALY	1.00	1.00	1.00
		Grand Total	73.00	77.04	11.34

Figure 18-23 Service Scan Report

User can also download its csv file as shown below

	A	B	C	D	E	F	G	H
1	**Service Scan Report**							
2	**Warehouse Name**	**Carrier Name**	**Service Name**	**Total Shipment**	**Total Weight**	**Avg Weight**		
3	Birmingham3	Royal Mail	PRIORITY WORLDWIDE	3	3	1		
4	Birmingham3	Royal Mail	FREIGHT TO POST RM 24	1	1	1		
5	Birmingham3	Royal Mail	TRACKED 48 SIGN	1	1	1		
6	Birmingham3	Yodel	@MINI PACK 72	12	13.21	1.100833333		
7	Birmingham3	Yodel	@HOME 72 POD	1	0.11	0.11		
8	Hamburg	Yodel	@HOME 72 POD	1	1	1		
9	Hamburg	Yodel	@HOME 24	1	4	4		
10	Hamburg	Yodel	@HOME 72	6	6	1		
11	Birmingham3	Yodel	@HOME 24	1	2	2		
12	Birmingham3	Yodel	@HOME 72	3	3	1		
13	Hamburg	Yodel	@HOME 24 POD	1	1	1		
14	Hamburg	Yodel	@MINI PACK 72	22	18.72	0.850909091		
15	Birmingham3	DPD DE	CLASSIC (DE)	1	1	1		
16	Birmingham3	CTT	CTTEXPRESSO	1	1	1		
17	Hamburg	DPD NL	CLASSIC (NL)	2	2	1		
18	Birmingham3	Sweden Post	SWEDEN POST REGISTERE	12	15	1.25		
19	Hamburg	Sweden Post	SWEDEN POST REGISTERE	1	1	1		
20	Hamburg	BRT ITALY	BRT ITALY	1	1	1		
21	Birmingham3	BRT ITALY	BRT ITALY	2	2	1		
22	Birmingham3	Czech Post	CZECH POST REGISTERED	1	1	1		
23			Grand Total	74	78.04	23.31		
24								
25								
26								

Figure 18-24 Service Scan Report csv file

18.16. Manifest List

User can view list of all the manifests that are created by operation users along with their manifest id, Service Name, Weight, Tracking number. User can also see parcels list added in any manifest and can download its csv and pdf file.

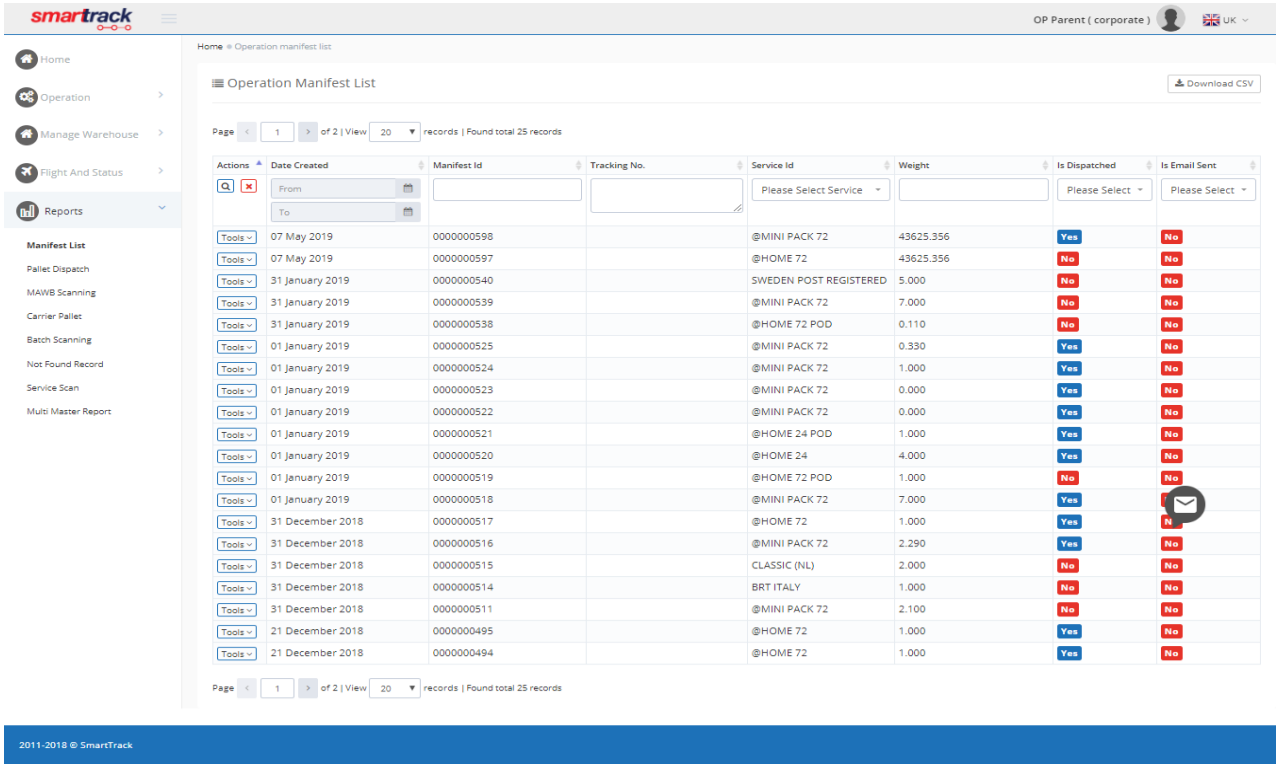


Figure 18-25 Operation Manifest List

User can also download csv and pdf file of whole list and/or individual csv and pdf file as shown below

	A	B	C	D	E	F	G	H	I
1	Date Created	Manifest Id	Service	Weight	Is Dispatched	Is Email Send			
2	5-Dec-18	487	@MINI PACK 72	1	No	No			
3	5-Dec-18	488	SWEDEN POST REGISTERED	2	Yes	No			
4	6-Dec-18	490	SWEDEN POST REGISTERED	1	No	No			
5	12-Dec-18	491	SWEDEN POST REGISTERED	1	No	No			
6	12-Dec-18	492	BRT ITALY	2	No	No			
7	21-Dec-18	494	@HOME 72	1	Yes	No			
8	21-Dec-18	495	@HOME 72	1	Yes	No			
9	31-Dec-18	511	@MINI PACK 72	2.1	No	No			
10	31-Dec-18	514	BRT ITALY	1	No	No			
11	31-Dec-18	515	CLASSIC (NL)	2	No	No			
12	31-Dec-18	516	@MINI PACK 72	2.29	Yes	No			
13	31-Dec-18	517	@HOME 72	1	Yes	No			
14	1-Jan-19	518	@MINI PACK 72	7	Yes	No			
15	1-Jan-19	519	@HOME 72 POD	1	No	No			
16	1-Jan-19	520	@HOME 24	4	Yes	No			
17	1-Jan-19	521	@HOME 24 POD	1	Yes	No			
18	1-Jan-19	522	@MINI PACK 72	0	Yes	No			
19	1-Jan-19	523	@MINI PACK 72	0	Yes	No			
20	1-Jan-19	524	@MINI PACK 72	1	Yes	No			
21	1-Jan-19	525	@MINI PACK 72	0.33	Yes	No			
22	31-Jan-19	538	@HOME 72 POD	0.11	No	No			
23	31-Jan-19	539	@MINI PACK 72	7	No	No			
24	31-Jan-19	540	SWEDEN POST REGISTERED	5	No	No			
25	7-May-19	597	@HOME 72	43625.356	No	No			
26	7-May-19	598	@MINI PACK 72	43625.356	Yes	No			
27									
28									

Figure 18-26 Operation Manifest List csv file

18.17. Pallet Dispatch

Pallet dispatch reports list down all the pallets that are closed and dispatched. By dispatched, we mean that these pallets are on their way to destination and user cannot alter any changes in these pallets. In the list, user can view bag numbers added in that pallet along with its Carrier group and status. User can also view label of this pallet as well.

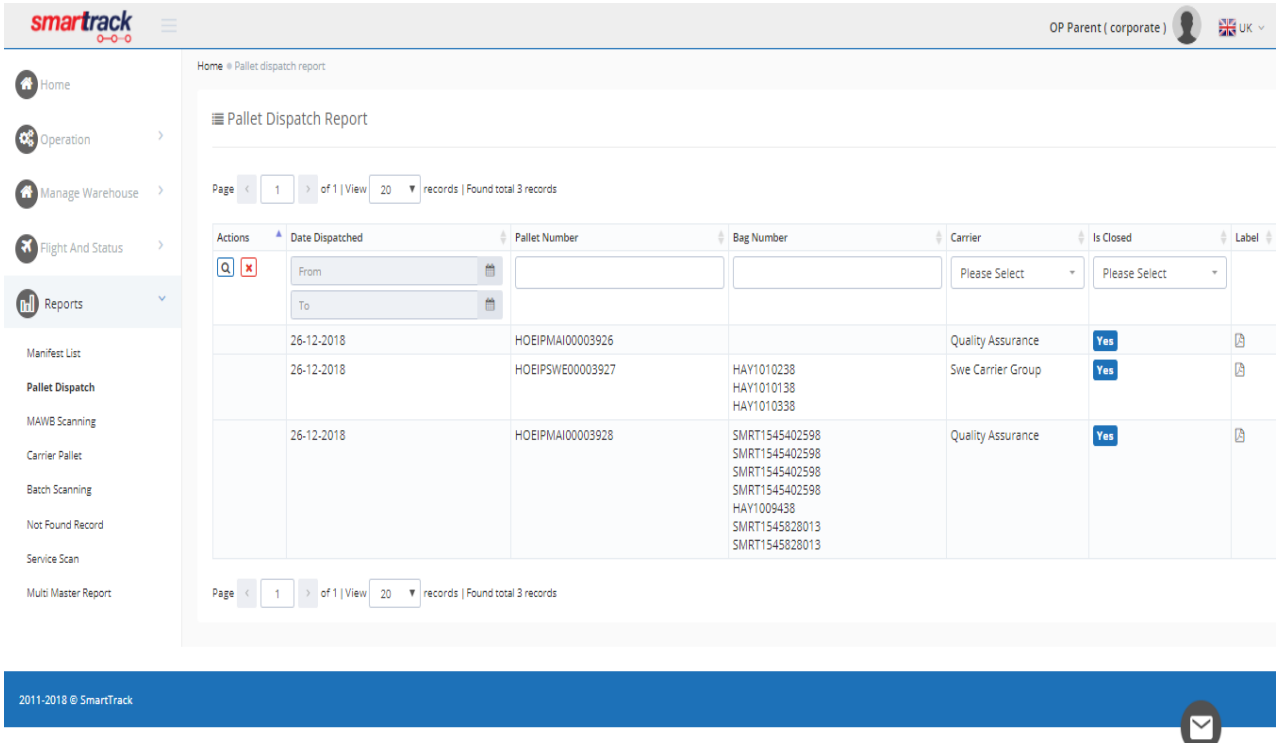
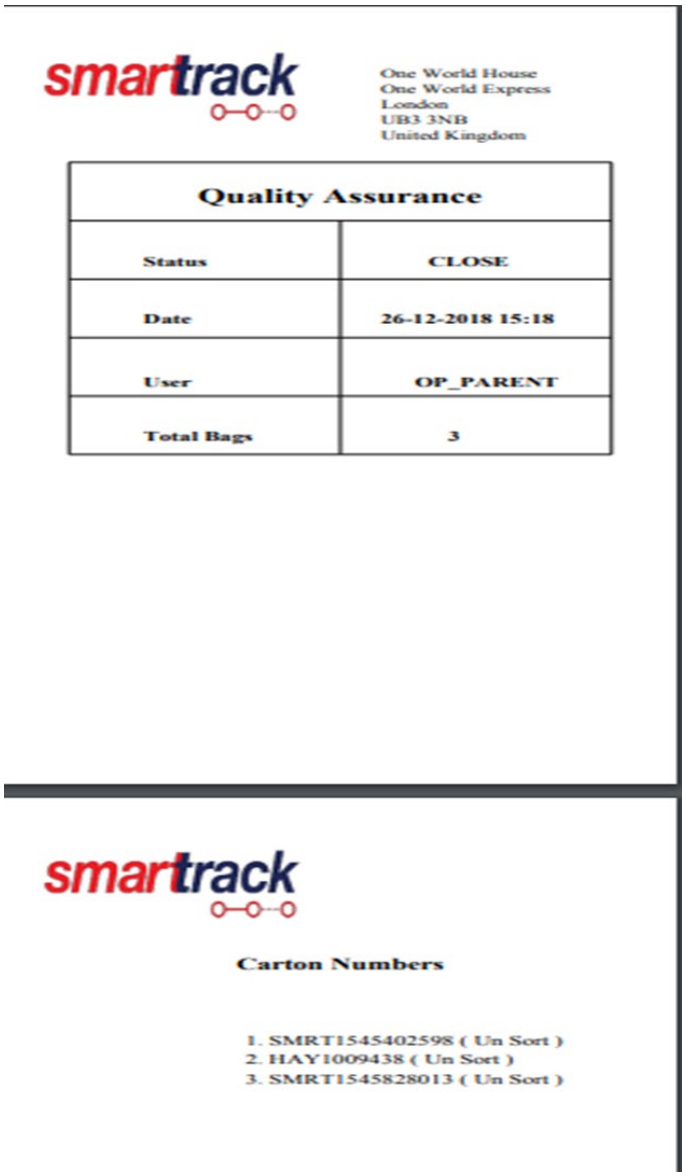


Figure 18-27 Pallet Dispatch Report

Label of any pallet is displayed as shown below.



One World House
One World Express
London
UB3 3NB
United Kingdom

Quality Assurance	
Status	CLOSE
Date	26-12-2018 15:18
User	OP_PARENT
Total Bags	3

Carton Numbers

1. SMRT1545402598 (Un Sort)
2. HAY1009438 (Un Sort)
3. SMRT1545828013 (Un Sort)

Figure 18-28 Pallet Label

18.18. MAWB Scanning

When operational users are scanning any Master number. It will be listed here and it will display which parcel is scanned in a bag and which is scanned without a bag. All the details of scanning is displayed in list at the bottom. User can also search for any specific date MAWB number scanned.

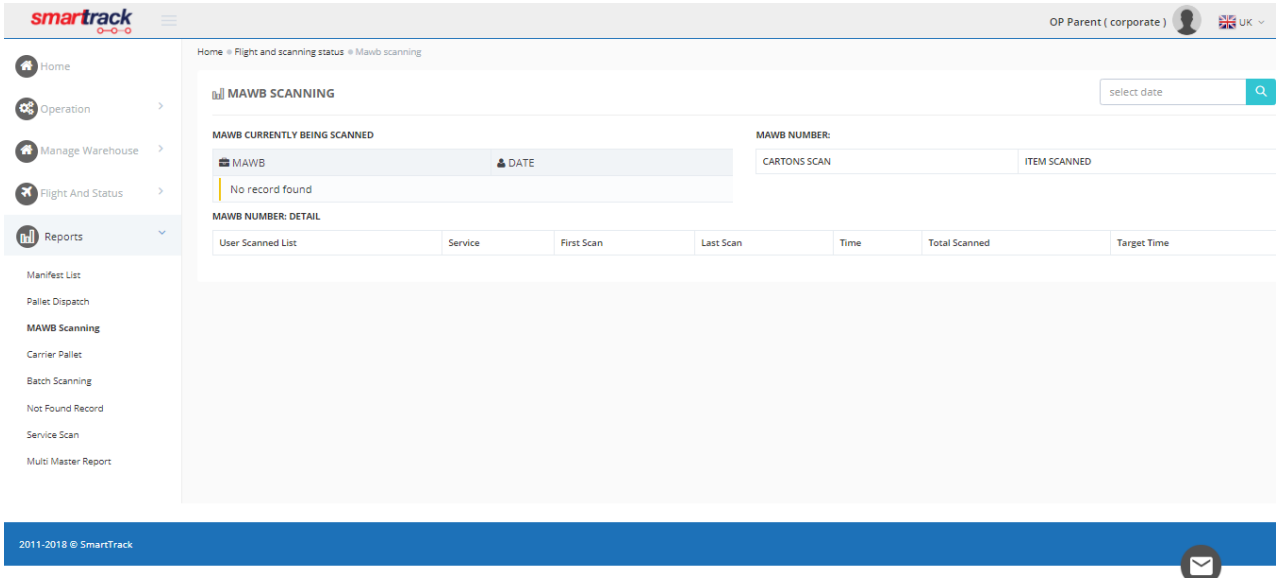
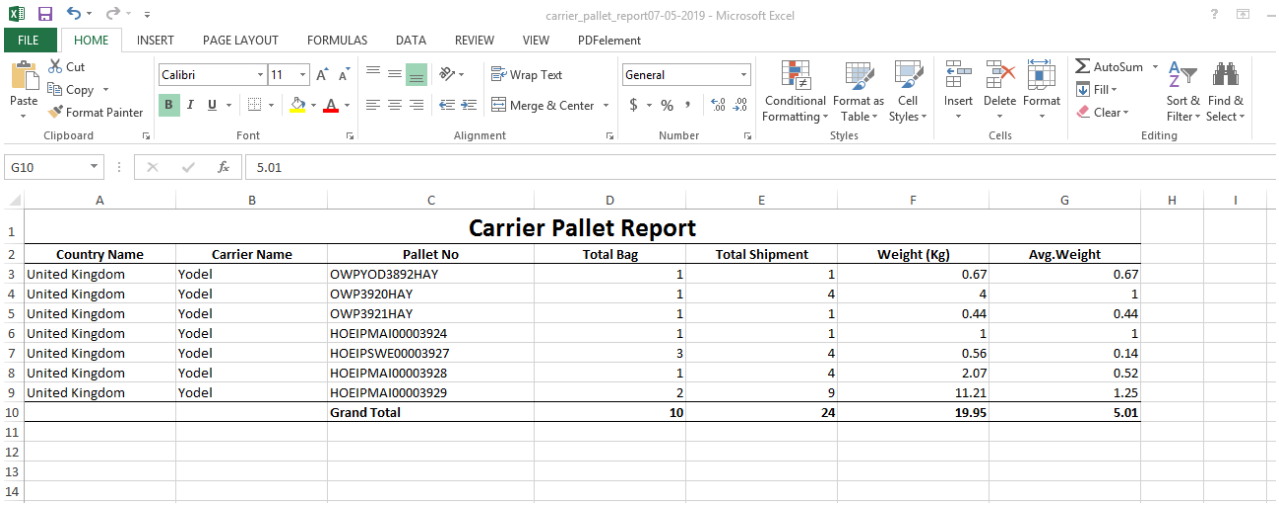


Figure 18-29 MAWB Scanning

18.19. Carrier Pallet Report

There are filters displayed in the screen by which user can download report. User can filter between date range, specific pallet number and services of carrier.



Carrier Pallet Report

Country Name	Carrier Name	Pallet No	Total Bag	Total Shipment	Weight (Kg)	Avg.Weight
United Kingdom	Yodel	OWPYOD3892HAY	1	1	0.67	0.67
United Kingdom	Yodel	OWP3920HAY	1	4	4	1
United Kingdom	Yodel	OWP3921HAY	1	1	0.44	0.44
United Kingdom	Yodel	HOEIPMAI00003924	1	1	1	1
United Kingdom	Yodel	HOEIPSWE00003927	3	4	0.56	0.14
United Kingdom	Yodel	HOEIPMAI00003928	1	4	2.07	0.52
United Kingdom	Yodel	HOEIPMAI00003929	2	9	11.21	1.25
		Grand Total	10	24	19.95	5.01

Figure 18-30 Carrier Pallet Report csv file

18.20. Batch Scanning Report

When operational user is scanning any bag, it is listed here. It displays warehouse where it is scanned along with its master number, bag number, scanned by , tracking number. User can also download its csv file.

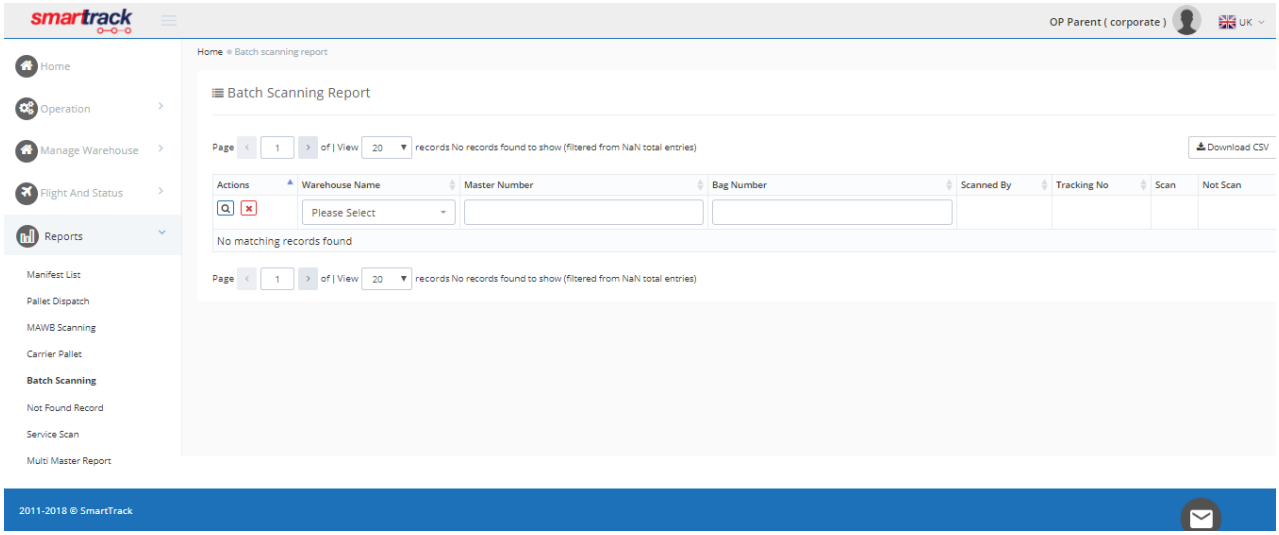


Figure 18-31 Batch Scanning Report

18.21. Not Found Report

All the tracking numbers that are not available in the system will be displayed in this screen. This is because if any user wants to scan an invalid tracking number or wrong tracking number, it will not be allowed and will be added in not found record. On end of day, it will be easier to know which tracking numbers were scanned and which were not found in the system. Scanned date along with its master number, bag numbers and dimensions are displayed in the list.

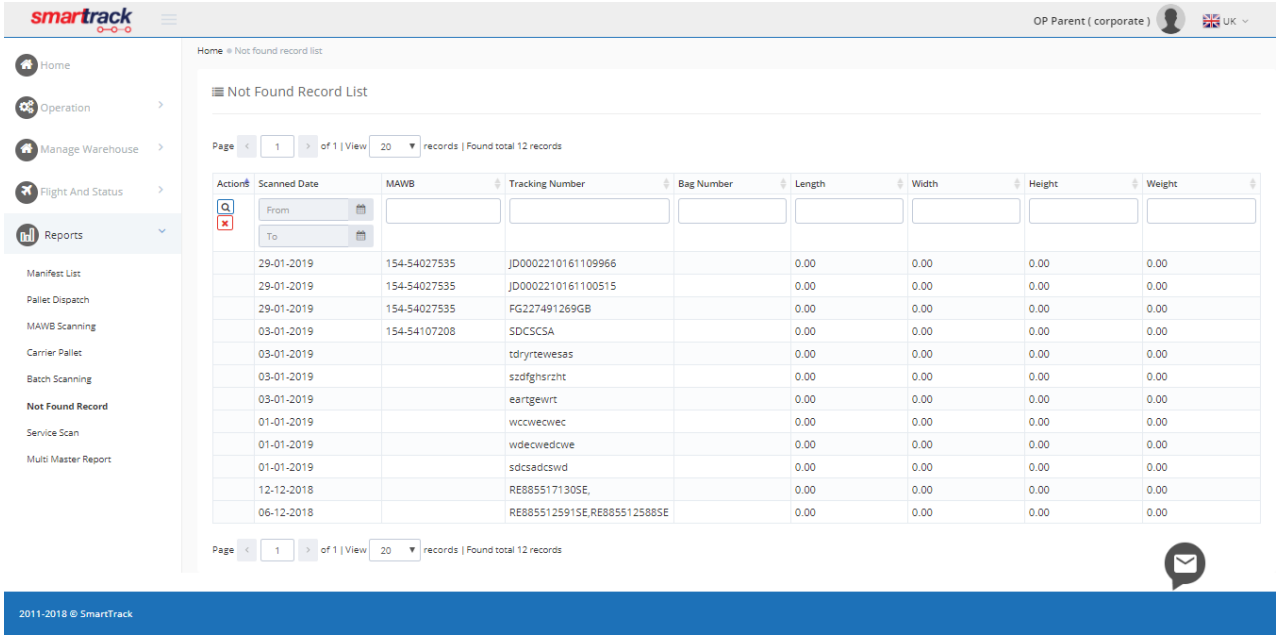
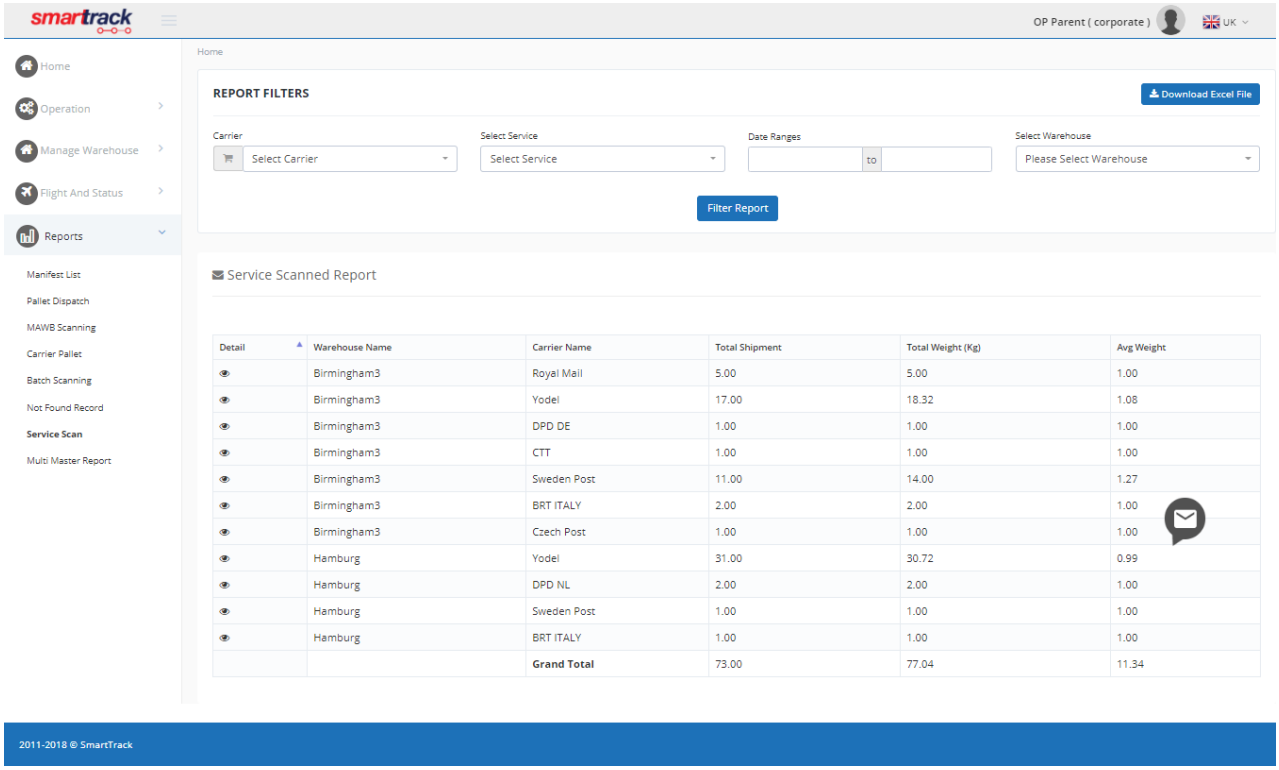


Figure 18-32 Not Found Report

18.22. Service Scan

This is a report that tells user how many shipments of all services are scanned along with their Total and average weights. User can also view in which warehouse the services are scan. User can also see the details of each services by clicking on “View” link. User is also able to filter report on the basis of services and date ranges.



Detail	Warehouse Name	Carrier Name	Total Shipment	Total Weight (Kg)	Avg Weight
	Birmingham3	Royal Mail	5.00	5.00	1.00
	Birmingham3	Yodel	17.00	18.32	1.08
	Birmingham3	DPD DE	1.00	1.00	1.00
	Birmingham3	CTT	1.00	1.00	1.00
	Birmingham3	Sweden Post	11.00	14.00	1.27
	Birmingham3	BRT ITALY	2.00	2.00	1.00
	Birmingham3	Czech Post	1.00	1.00	1.00
	Hamburg	Yodel	31.00	30.72	0.99
	Hamburg	DPD NL	2.00	2.00	1.00
	Hamburg	Sweden Post	1.00	1.00	1.00
	Hamburg	BRT ITALY	1.00	1.00	1.00
		Grand Total	73.00	77.04	11.34

Figure 18-33 Service Scan Report

User can also download its csv file as shown below

	A	B	C	D	E	F	G	H
1	**Service Scan Report**							
2	**Warehouse Name**	**Carrier Name**	**Service Name**	**Total Shipment**	**Total Weight**	**Avg Weight**		
3	Birmingham3	Royal Mail	PRIORITY WORLDWIDE	3	3	1		
4	Birmingham3	Royal Mail	FREIGHT TO POST RM 24	1	1	1		
5	Birmingham3	Royal Mail	TRACKED 48 SIGN	1	1	1		
6	Birmingham3	Yodel	@MINI PACK 72	12	13.21	1.100833333		
7	Birmingham3	Yodel	@HOME 72 POD	1	0.11	0.11		
8	Hamburg	Yodel	@HOME 72 POD	1	1	1		
9	Hamburg	Yodel	@HOME 24	1	4	4		
10	Hamburg	Yodel	@HOME 72	6	6	1		
11	Birmingham3	Yodel	@HOME 24	1	2	2		
12	Birmingham3	Yodel	@HOME 72	3	3	1		
13	Hamburg	Yodel	@HOME 24 POD	1	1	1		
14	Hamburg	Yodel	@MINI PACK 72	22	18.72	0.850909091		
15	Birmingham3	DPD DE	CLASSIC (DE)	1	1	1		
16	Birmingham3	CTT	CTTEXPRESSO	1	1	1		
17	Hamburg	DPD NL	CLASSIC (NL)	2	2	1		
18	Birmingham3	Sweden Post	SWEDEN POST REGISTERE	12	15	1.25		
19	Hamburg	Sweden Post	SWEDEN POST REGISTERE	1	1	1		
20	Hamburg	BRT ITALY	BRT ITALY	1	1	1		
21	Birmingham3	BRT ITALY	BRT ITALY	2	2	1		
22	Birmingham3	Czech Post	CZECH POST REGISTERED	1	1	1		
23			Grand Total	74	78.04	23.31		
24								
25								
26								

Figure 18-34 Service Scan Report csv file