



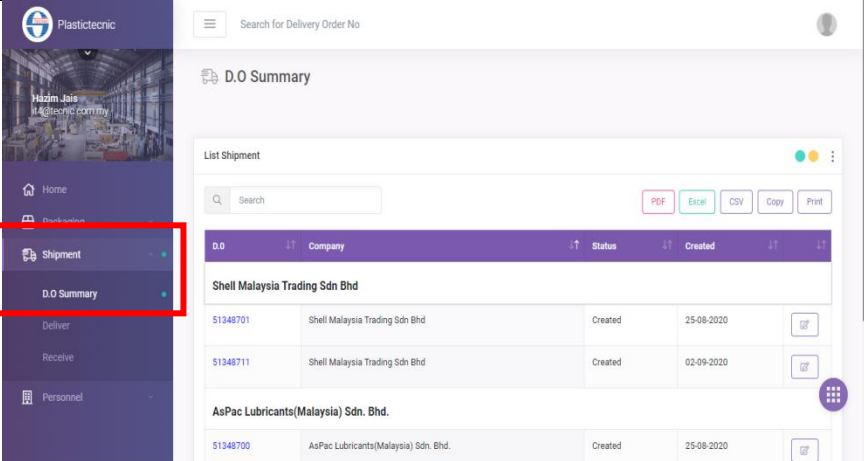
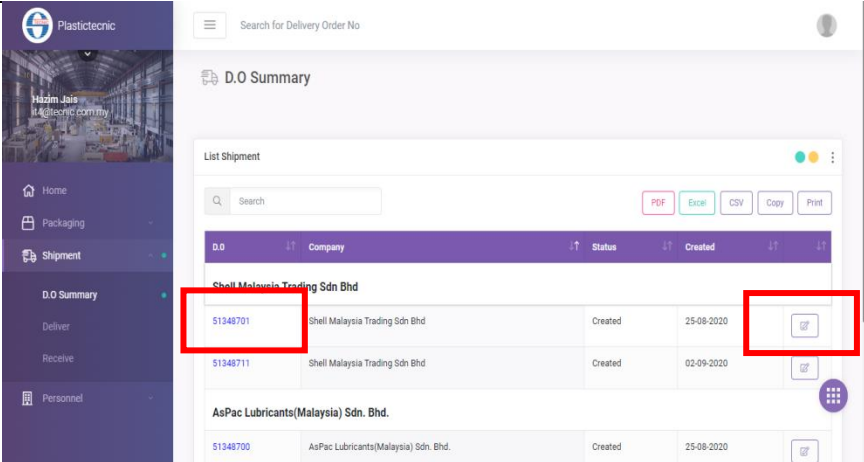
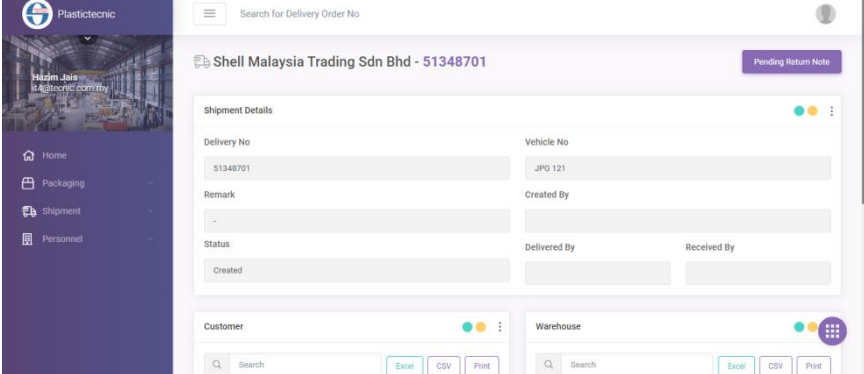
# TRACKING SYSTEM

## Shipment Modules

### *USER MANUAL*

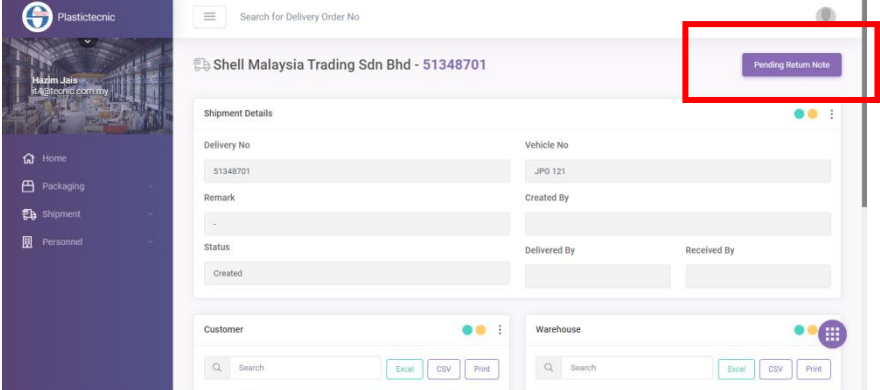
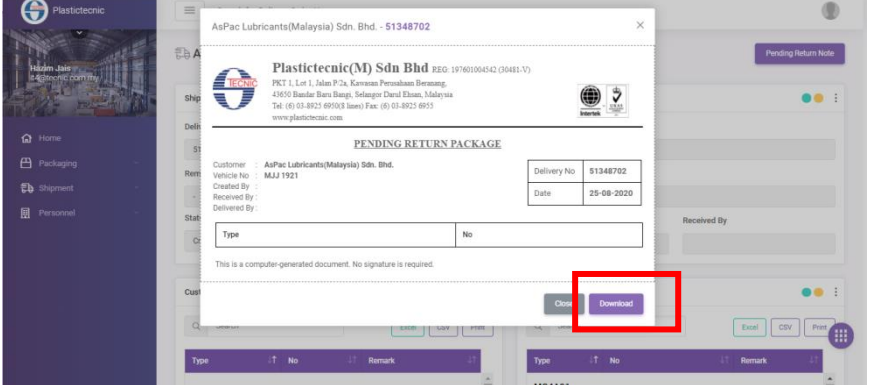


- I. D.O Summary
  - a. View Summary

NO	PROCESS	SCREENSHOT
1.	After login, click ' <b>D.O Summary</b> ' under Shipment menu as shown in the box and the <b>List Shipment</b> will appear.	
2.	Choose any D.O number that you want and click on that number or the edit button as shown in the picture.	
3.	Lastly, the website will show the D.O Summary.	



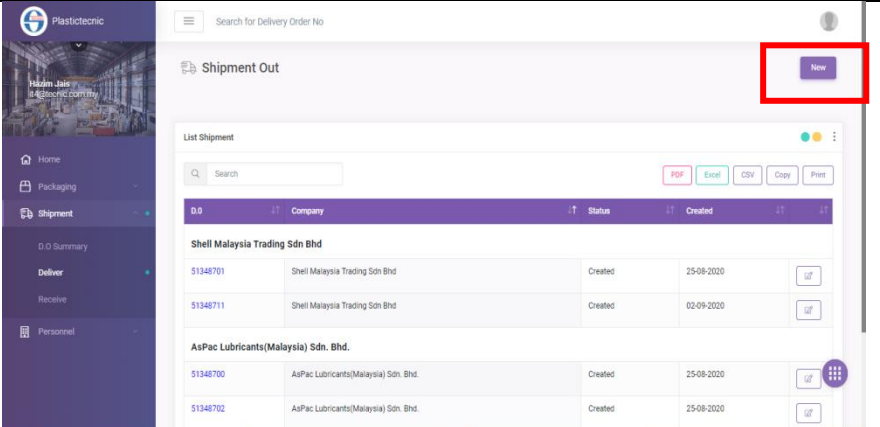
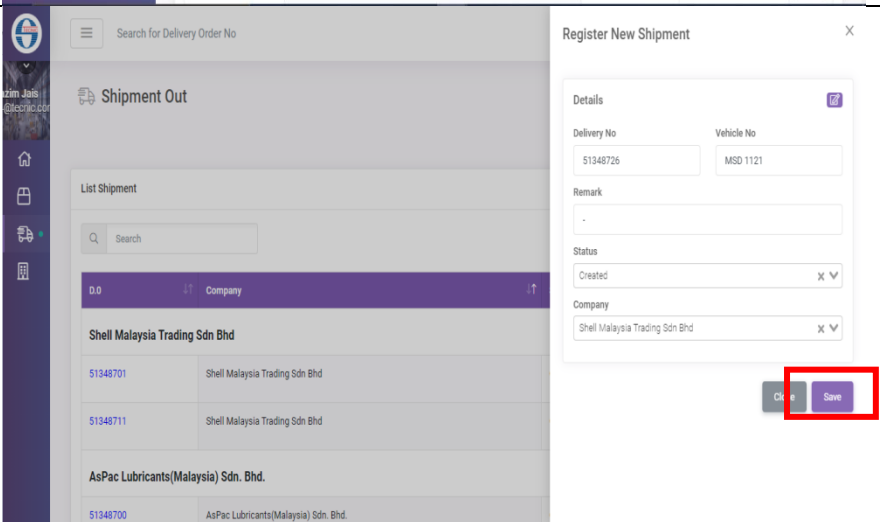
## b. Print Pending Note

NO	PROCESS	SCREENSHOT
1.	Click the ' <b>Pending Return Note</b> ' to print the document.	
2.	The display like in the picture will appear and you can download it by click on ' <b>Download</b> ' button.	



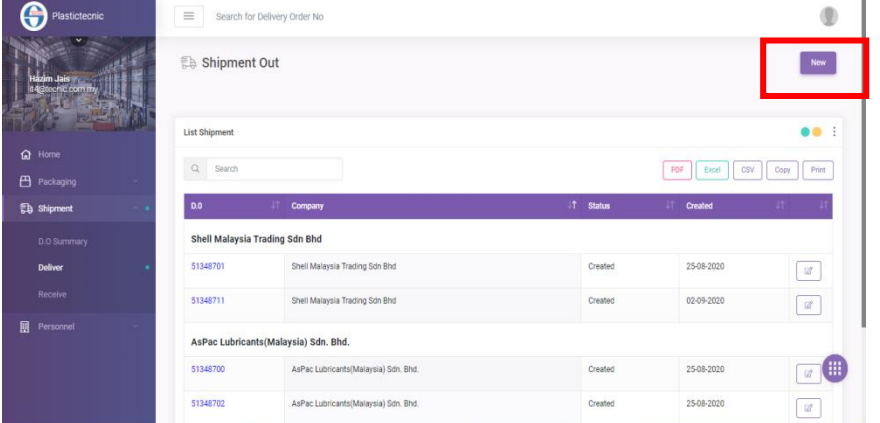
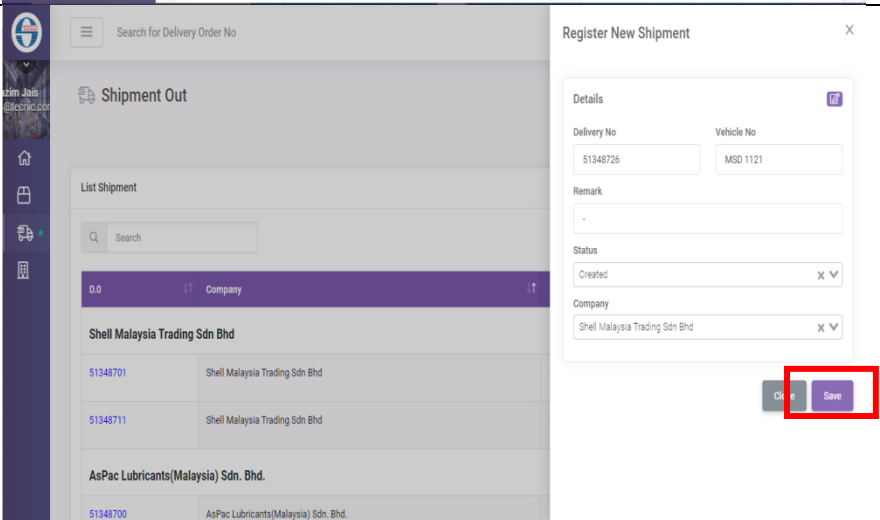
## II. Manage Delivery

### a. Create Shipment

NO	PROCESS	SCREENSHOT
1.	Click on ' <b>New</b> ' button to create a new shipment.	
2.	The form will appear and you can fill up the form. After that, click ' <b>Save</b> ' button to save the information.	


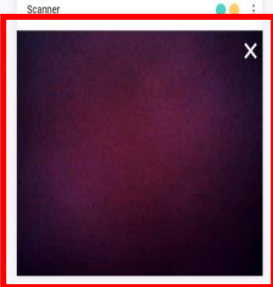


## b. Update Shipment

NO	PROCESS	SCREENSHOT
1.	Click on ' <b>New</b> ' button to create a new shipment.	
2.	The form will appear and you can fill up the form. After that, click ' <b>Save</b> ' button to save the information.	

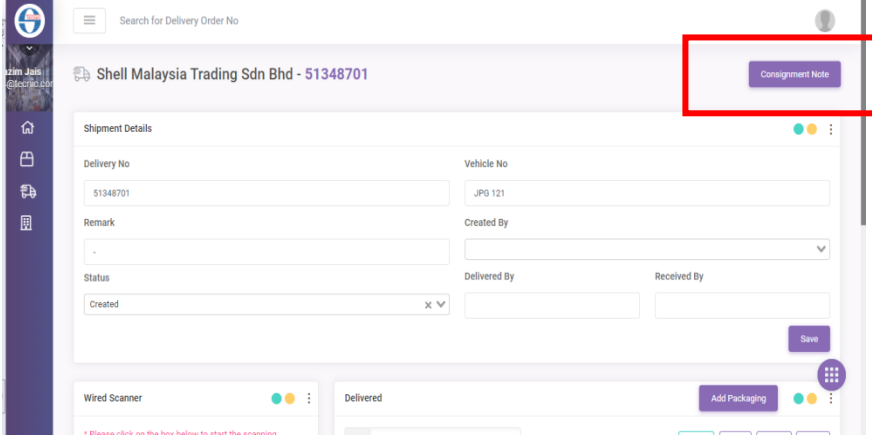
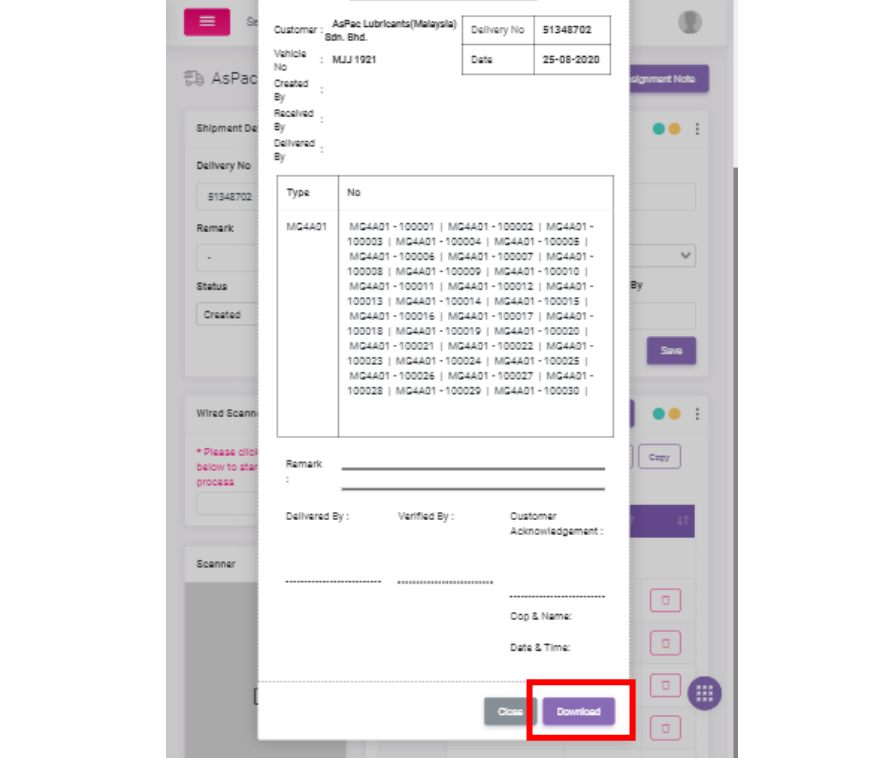


## c. Scanning Process

NO	PROCESS	SCREENSHOT
1.	Scanning can be done on ' <b>Shipment</b> ' page. You can use <b>Wired, Wireless/Bluetooth</b> scanner and click on the form as shown in the picture.	
2.	Second option, you may click on the <b>Scanner</b> which located under <b>Wired Scanner</b> to use the camera on the current device that you are using.	

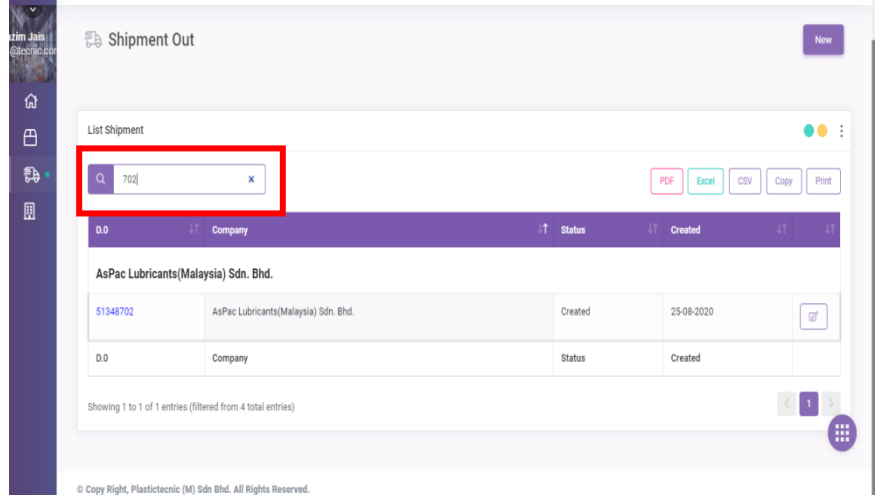


## d. Print Consignment Note

NO	PROCESS	SCREENSHOT
1.	Click the ' <b>Consignment Note</b> ' to print the document.	
2.	The display like in the picture will appear and you can download it by click on ' <b>Download</b> ' button.	



## e. Search Shipment

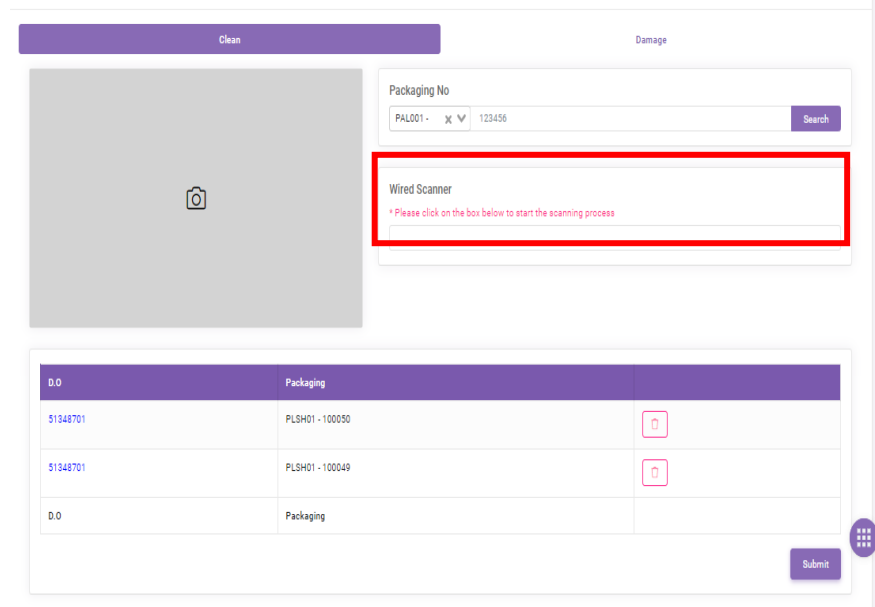
NO	PROCESS	SCREENSHOT
1.	Click the ' <b>Search Input Form</b> ' as shown in the picture and type any keyword that you want to search.	





### III. Manage Receive

#### a. Scanning Process

NO	PROCESS	SCREENSHOT
1.	<p>This page will display two option which is:</p> <ul style="list-style-type: none"><li>• <b>Clean</b></li><li>• <b>Damage</b></li></ul> <p><b>Clean</b> are for those packaging that are not damage while receiving.</p> <p><b>Damage</b> are for those packaging that are damage while receiving.</p> <p>Scanning can be done on '<b>Receive</b>' page. You can use <b>Wired, Wireless/ Bluetooth</b> scanner and click on the form as shown in the picture.</p>	
2.	<p>Second option, you may click on the <b>Scanner</b> which located next to <b>Wired Scanner</b> to use the camera on the current device that you are using.</p> <p>After that, you can review the record on the table below and submit once you confirmed the receiving.</p>	