**TRACKING SYSTEM**

**Shipment Modules**

*USER MANUAL*

1. D.O Summary
   1. View Summary

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| **NO** | **PROCESS** | **SCREENSHOT** |
| 1. | After login, click ‘***D.O Summary’*** under Shipment menu as shown in the box and the **List Shipment** 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. |  |

* 1. Print Pending Note

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| **NO** | **PROCESS** | **SCREENSHOT** |
| 1. | Click the ‘***Pending Return Note’*** to print the document. |  |
| 2. | The display like in the picture will appear and you can download it by click on ‘***Download***’ button. |  |

1. Manage Delivery
   1. Create Shipment

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| **NO** | **PROCESS** | **SCREENSHOT** |
| 1. | Click on ‘***New’*** button to create a new shipment. |  |
| 2. | The form will appear and you can fill up the form. After that, click ‘***Save’*** button to save the information. |  |

* 1. Update Shipment

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| **NO** | **PROCESS** | **SCREENSHOT** |
| 1. | Click on ‘***New’*** button to create a new shipment. |  |
| 2. | The form will appear and you can fill up the form. After that, click ‘***Save’*** button to save the information. |  |

* 1. Scanning Process

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

* 1. Print Consignment Note

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| **NO** | **PROCESS** | **SCREENSHOT** |
| 1. | Click the ‘***Consignment Note’*** to print the document. |  |
| 2. | The display like in the picture will appear and you can download it by click on ‘***Download***’ button. |  |

* 1. Search Shipment

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| **NO** | **PROCESS** | **SCREENSHOT** |
| 1. | Click the ‘***Search Input Form’*** as shown in the picture and type any keyword that you want to search. |  |

1. Manage Receive
   1. Scanning Process

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| **NO** | **PROCESS** | **SCREENSHOT** |
| 1. | This page will display two option which is:   * Clean * Damage   Clean are for those packaging that are not damage while receiving.  Damage are for those packaging that are damage while receiving.  Scanning can be done on ‘***Receive’*** page. You can use **Wired, Wireless/ Bluetooth** scanner and click on the form as shown in the picture. |  |
| 2. | Second option, you may click on the **Scanner** which located next to **Wired Scanner** to use the camera on the current device that you are using.  After that, you can review the record on the table below and submit once you confirmed the receiving. |  |