

blueEX Booking App

Starter Guide

GET STARTED

Scroll



Get started with blueEX

Booking App



**Open on Desktop
Or Mobile**



**Graphic Dashboard with
Shipment Breakdown**



**View Account
Statements**



**Fast Shipments
View**



**Chat with Customer
Support**



New Feature

View Shipments Booked & Accepted

Welcome to blueEX's new Booking App.

The [Booking App](#) is designed for ease of use and is packed with new features to make your life easy.

Logging in you can see the pie chart on the left showing the shipments you have booked. While the pie chart on the right shows shipments blueEX has received.



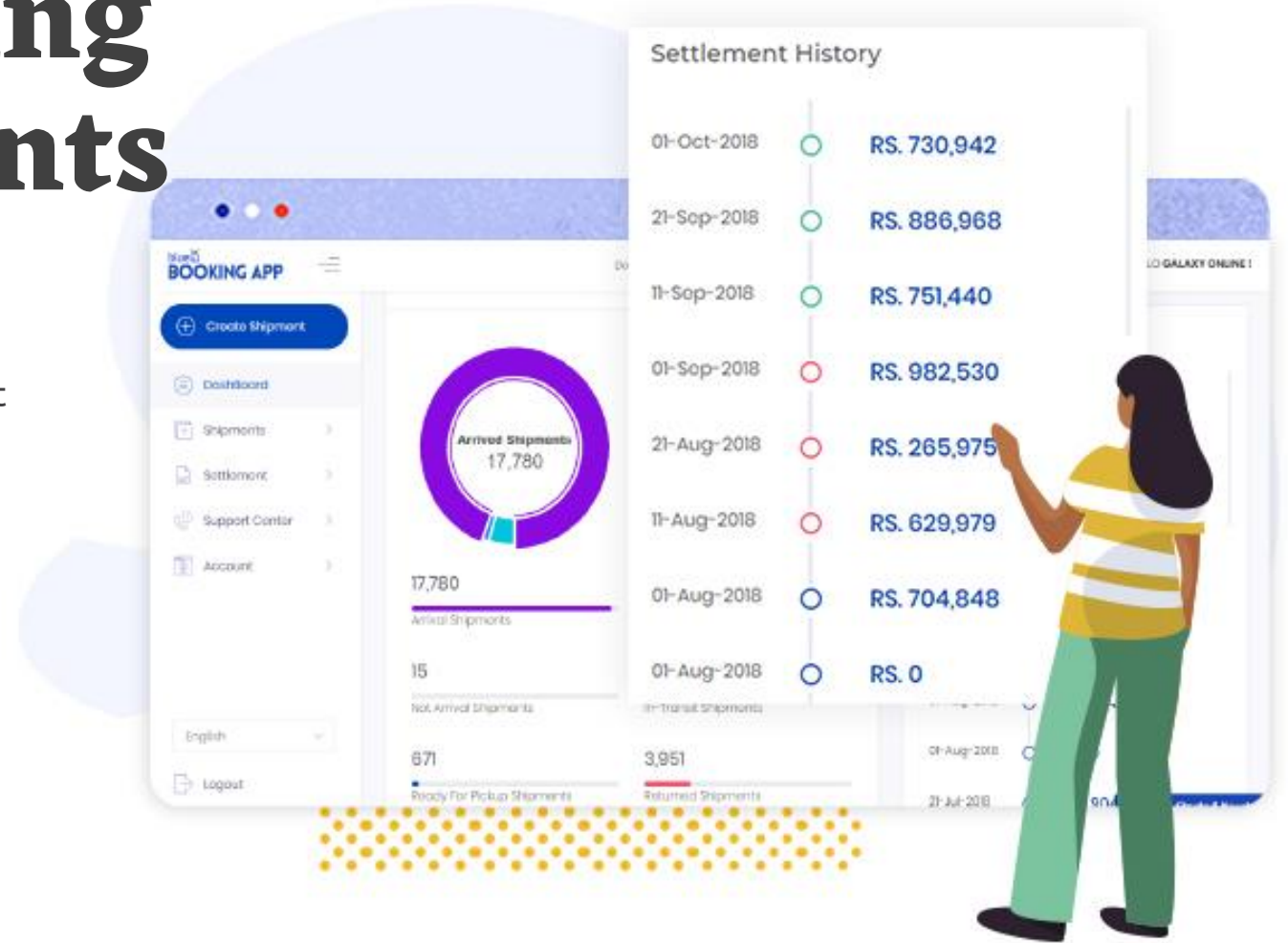
New Feature

View Outstanding & Past Statements

On the right side of the [Dashboard](#) you can see your present outstanding amount for the present settlement cycle.

You can also see the a brief list of the past ten account statements blueEX has created for your account.

Click on a statement to view the PDF File.



New Feature

Alerts, Quick Action & Profile Access

View the action area on the top right corner of your screen.

Click on the 'bell' icon for important service notifications and alerts. Click on the 'action' icon to get quick access to important action items.

Click on the Profile icon to view your account information.

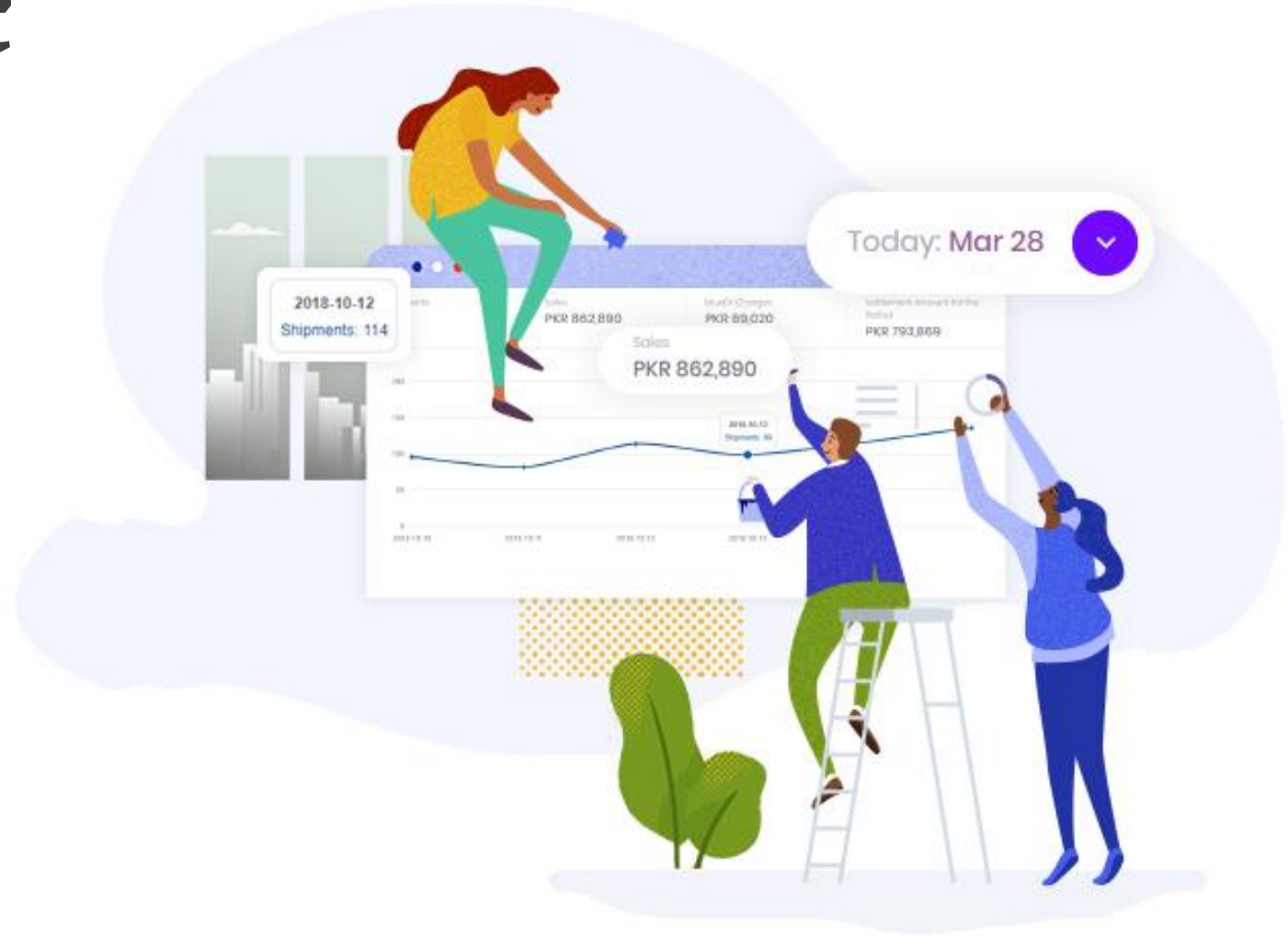


New Feature

View Shipment Performance

Scroll to the lower part of the [Dashboard](#) page to see your shipment performance over the last week.

You can change the time period from the time range control located at the top right corner of the graph to view your shipment performance over a longer period.

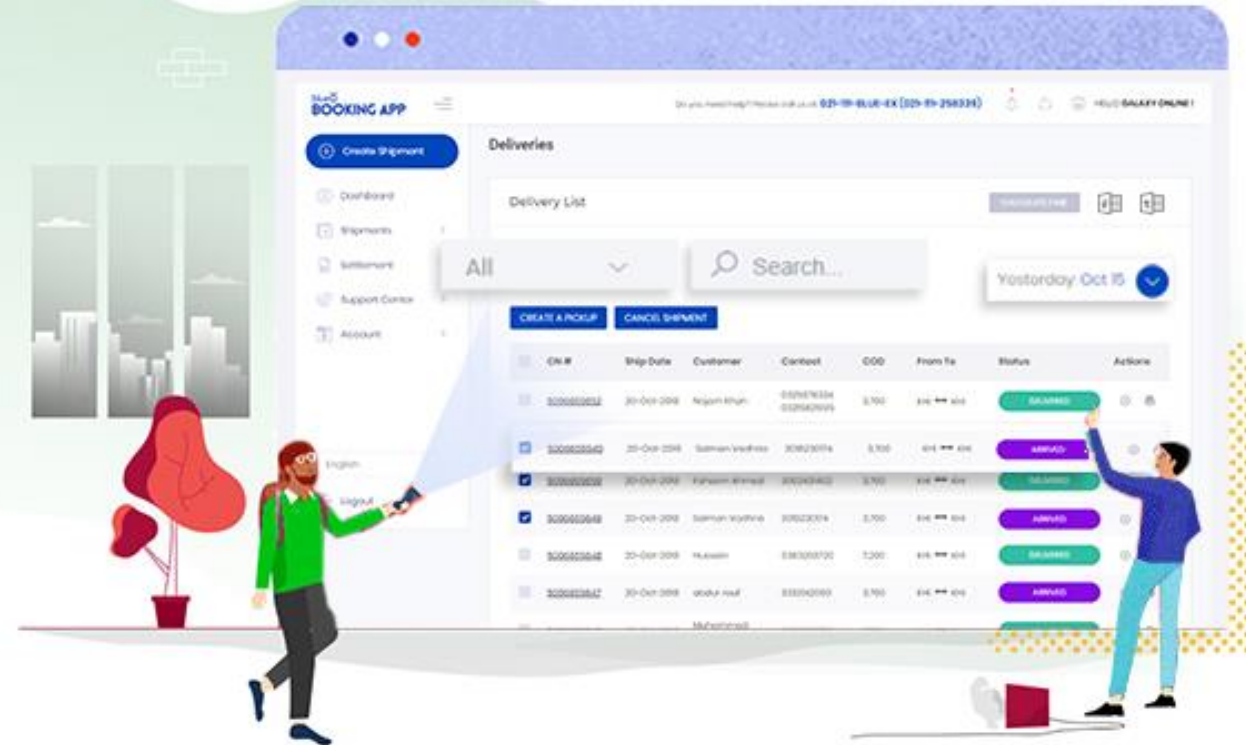


New Feature

Filter Shipment Results by Date & Status

Use the filter buttons on the [Deliveries](#) page to search you shipment by Date and Status.

Use the search field to further narrow down your results.



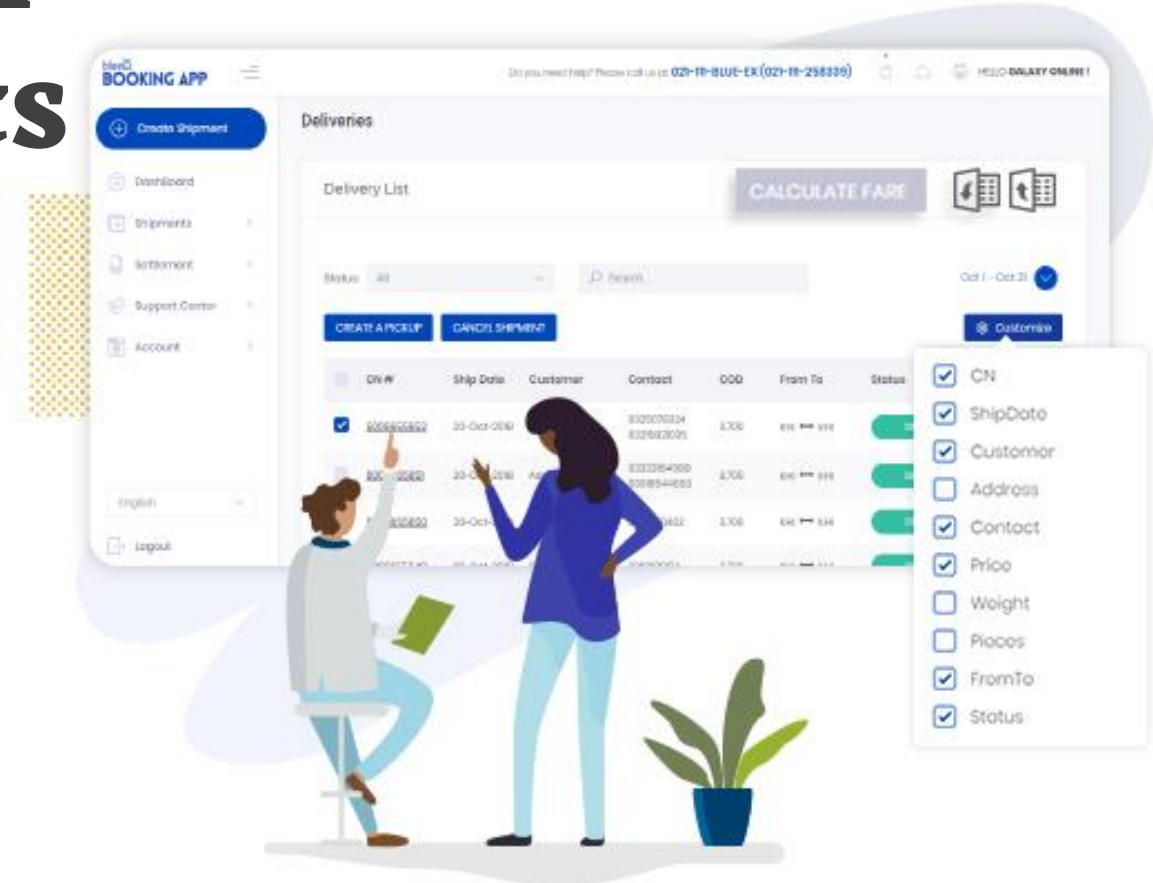
New Feature

Perform Actions on Multiple Shipments

You can perform actions on multiple shipments on the [Deliveries](#) page by using the checkbox next to each shipment.

Actions that can be performed include:

- Create a pickup
- Cancel shipment
- Multi-track (coming soon)
- Manage table columns (coming soon)



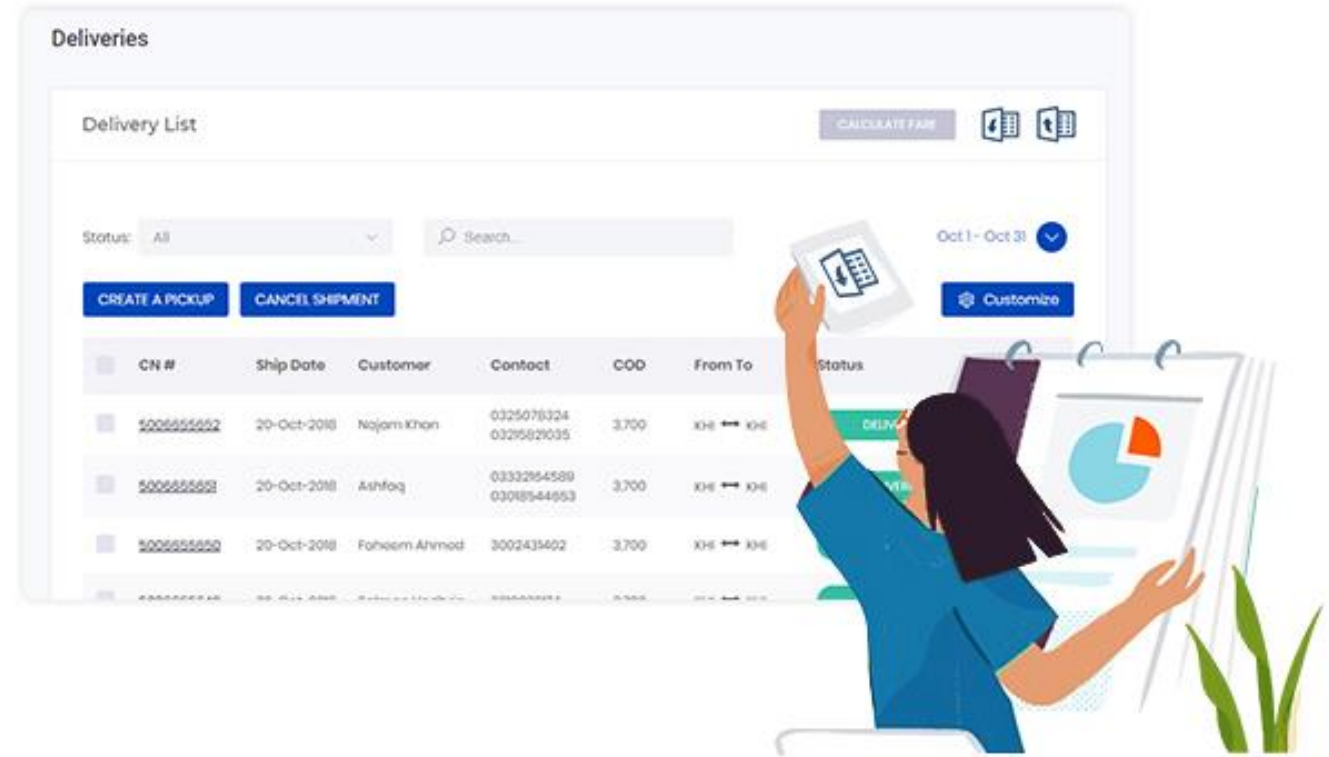
Improved Feature

Import & Export Shipments from & to Excel

On the [Deliveries](#) page, you can use the bulk import feature to book multiple shipments in a single go.

You can upload shipments in excel (.xls OR .xlsx) format.

Similarly you can download shipment data from the shipment table in excel format by pressing the export icon.



Improved Feature

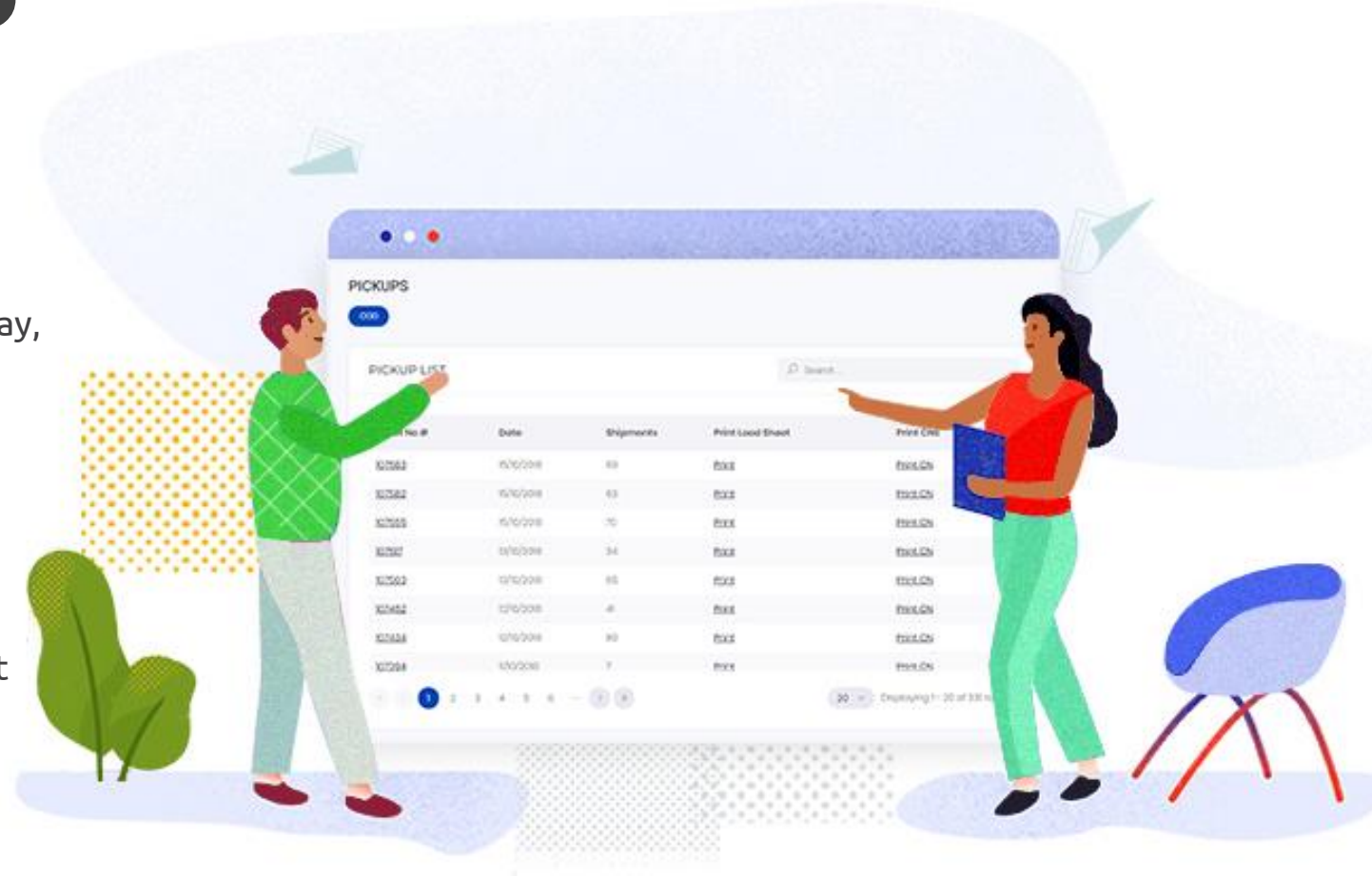
View Pickups & Load Sheets

For shippers who book more than a few shipments a day, blueEX provides the Load Sheet option.

The load sheet summarizes all your shipments for the day and allows you to print the CNs for that day in a single print view.

You can view your pickups by going to [Pickups](#).

To push a shipment to the load sheet go to [Deliveries](#). Select checkbox next to the shipments you want to set to 'Ready for pickup' and then press the 'Create a pickup' button.



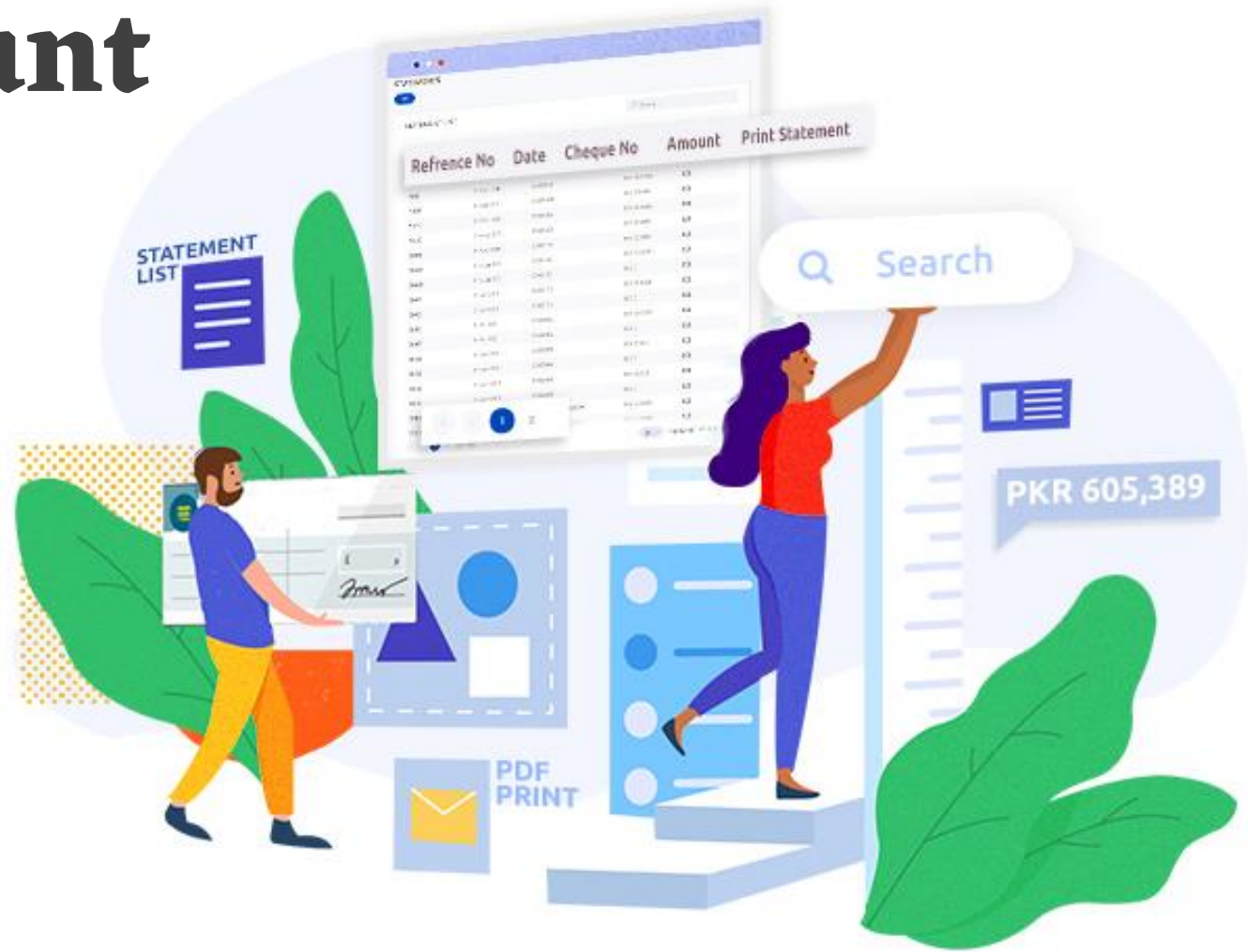
New Feature

View your Account Statements

View all your present and past account statements in one place by going to [Statements](#).

You can view the cheque number and statement number against which your shipment has been settled.

You can also view and download the PDF files.



New Feature

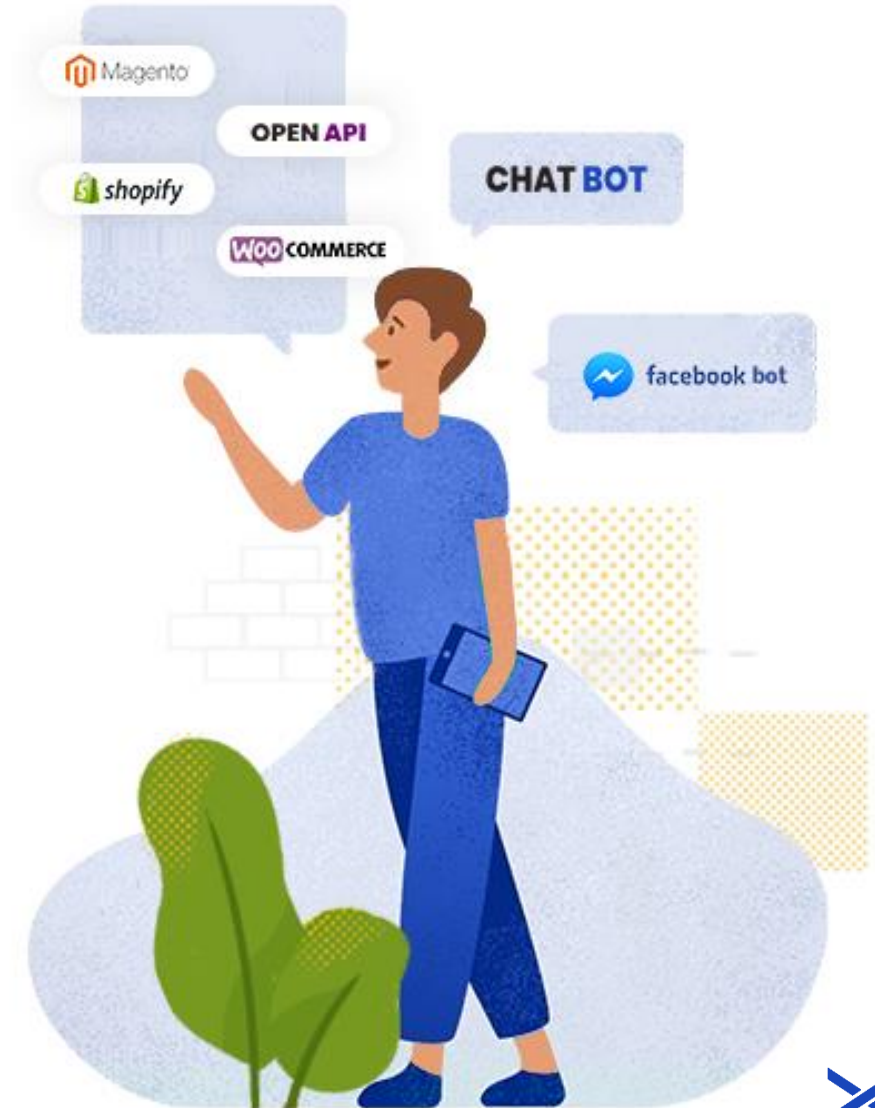
Get easy access to APIs & Plugin dox

Read all blueEX API documentation and download all plugins and sample code from one place.

BlueEX presently allows integration using:

- Open APIs in XML
- Open APIs in JSON
- Woo Commerce Plugin (coming soon)
- Magento Plugin (coming soon)

Just go to [Developer Center](#).

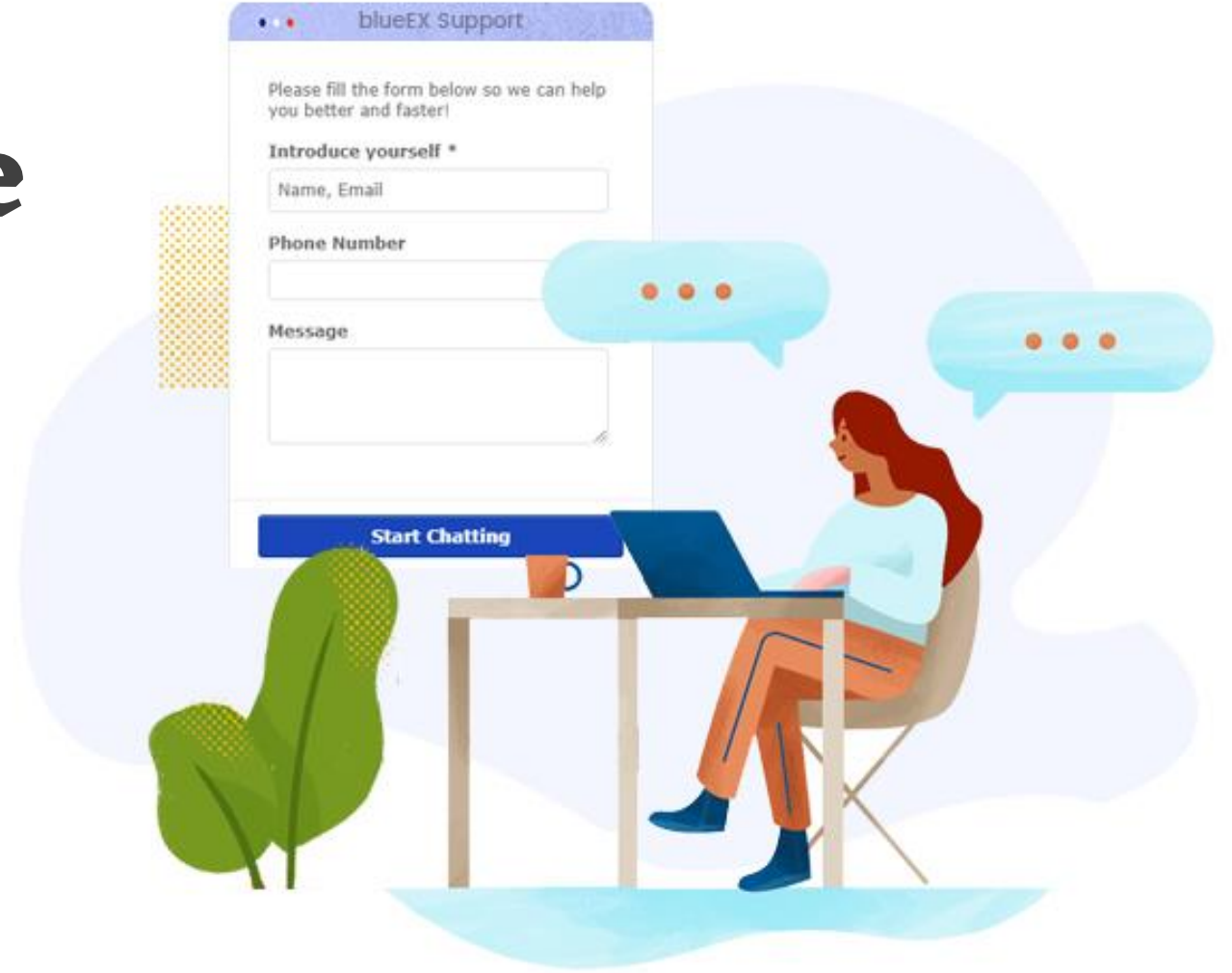


New Feature

Chat with Customer Service

Start a chat with our Customer Service Reps. Enquire about a shipment status or a missed pickup.

Just click the **Chat** widget at the bottom right portion of your screen.



New Feature

Download the Starter Guide

Need a quick overview of the new booking App?
Download the Guide. Go to [Starter Guide](#).

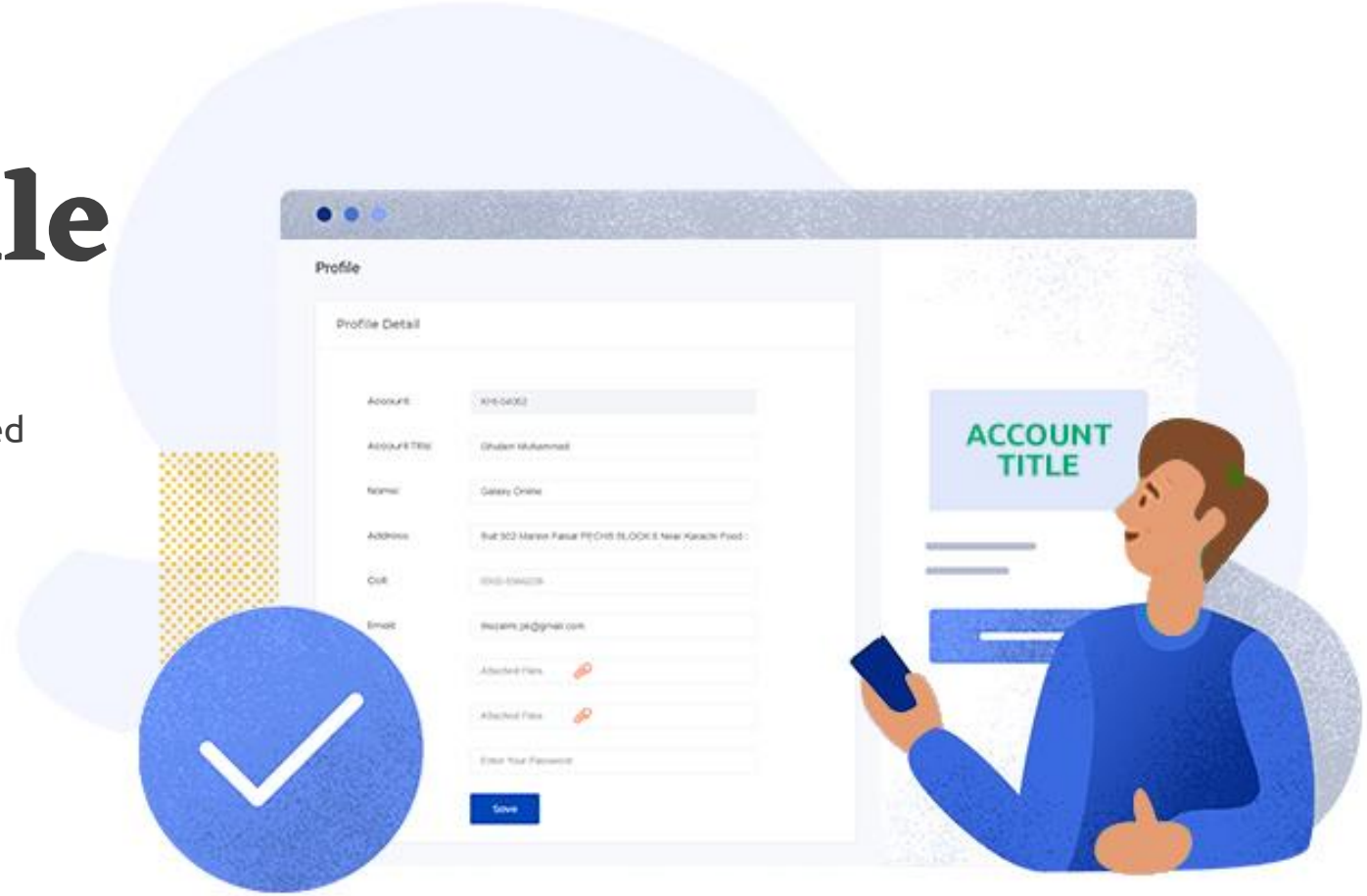


New Feature

Edit your Customer Profile

Changed your Phone Number? Office Address? No need to call Customer Services.

Just head over to the [Profile](#) page and update your information.



New Feature

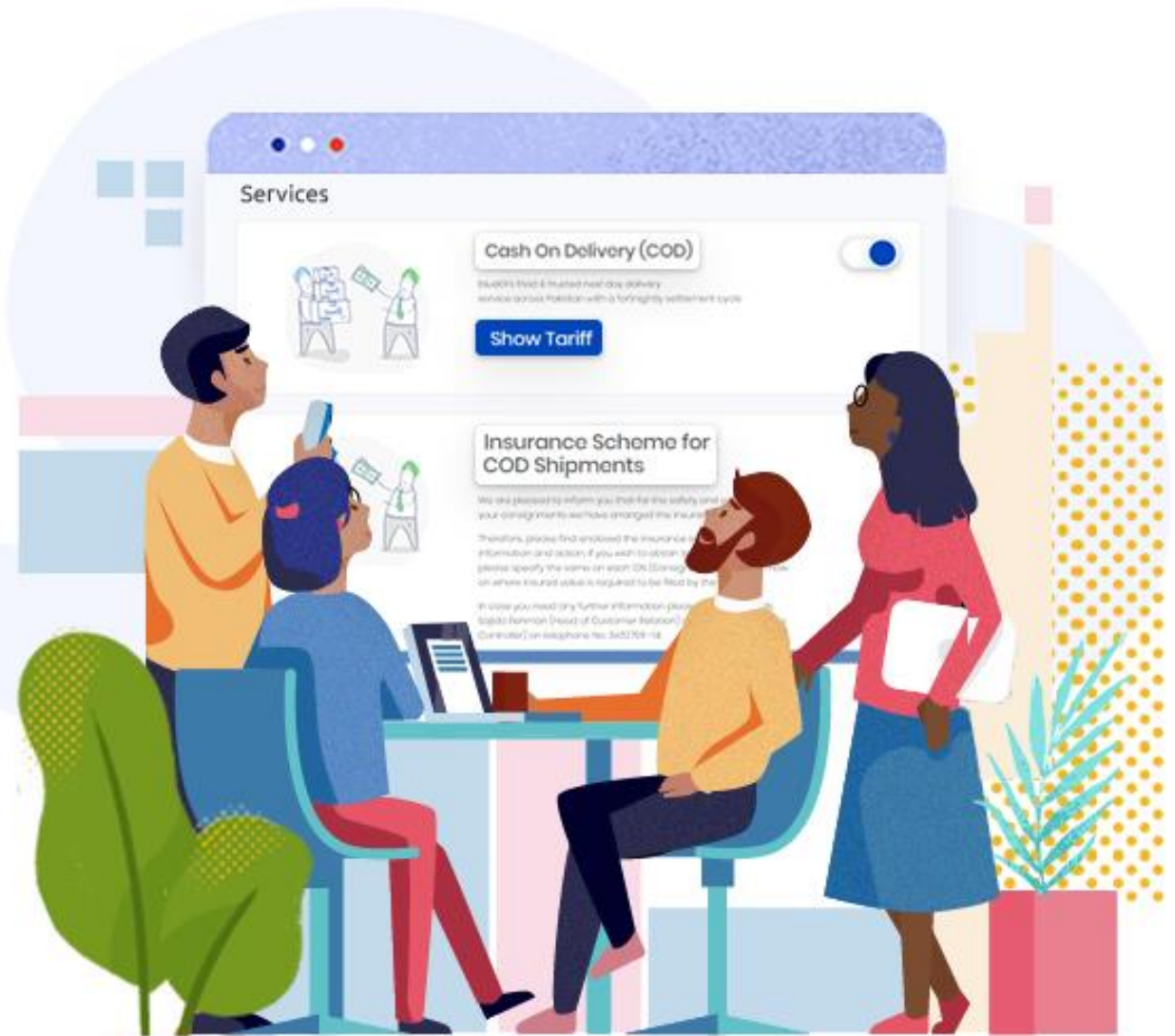
View your Tariff and Services

Do you need to get your shipments picked up from somewhere else.

Add a new pickup location by opening the location dropdown on the [Create New Shipment](#) page.

By default, this is set to 'default pickup location' this is your business address on your blueEX profile.

You can also edit your default address or any other information by going to [Profile](#).



New Feature

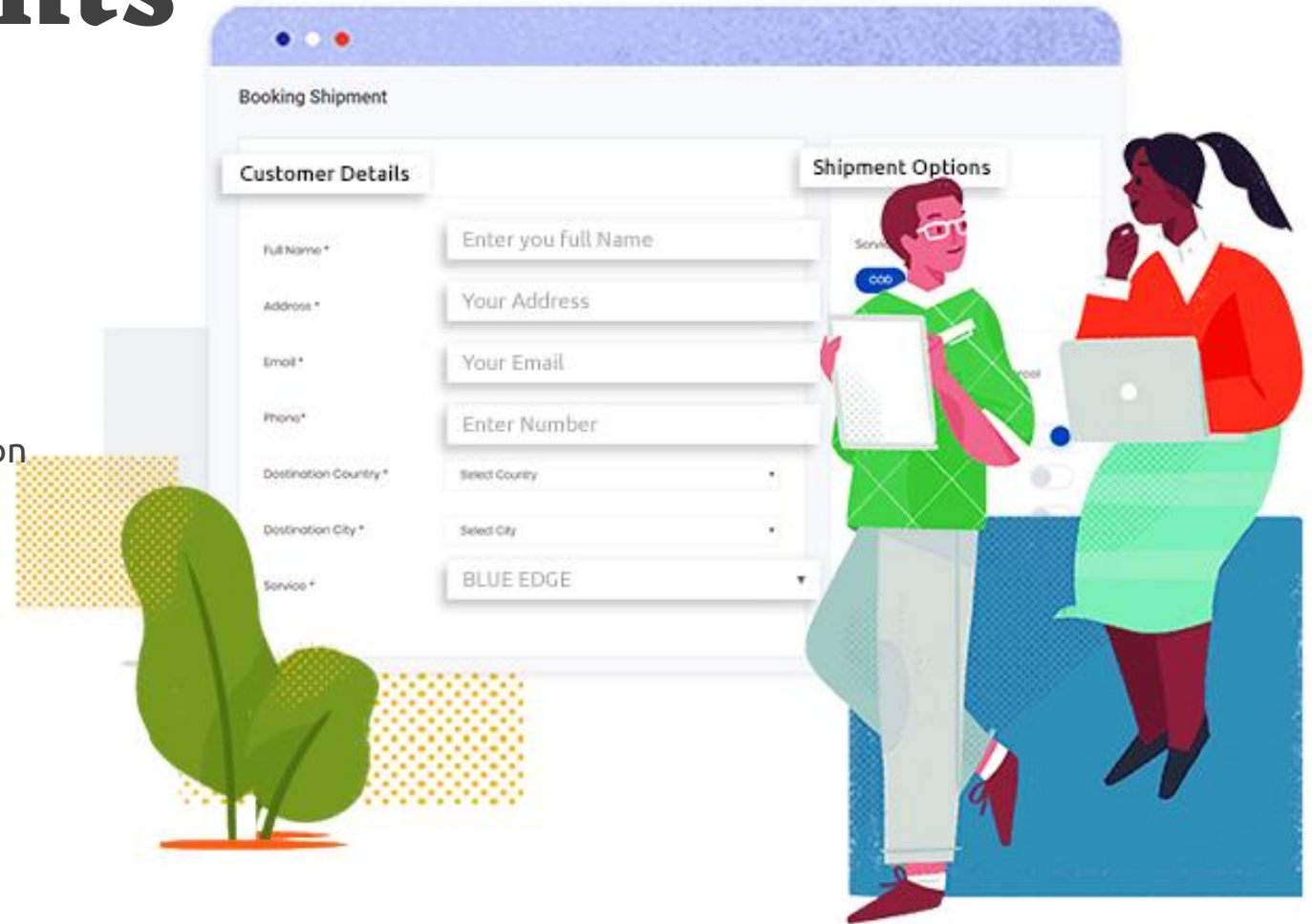
Create Shipments on the Ease

Use the new booking form to create your shipments.

Go to [Create New Shipment](#).

Use the grouped fields in one of the following areas on the page to fill in the relevant information:

- Customer Details
- Shipper Details
- Shipment Details
- Shipment Options



New Feature

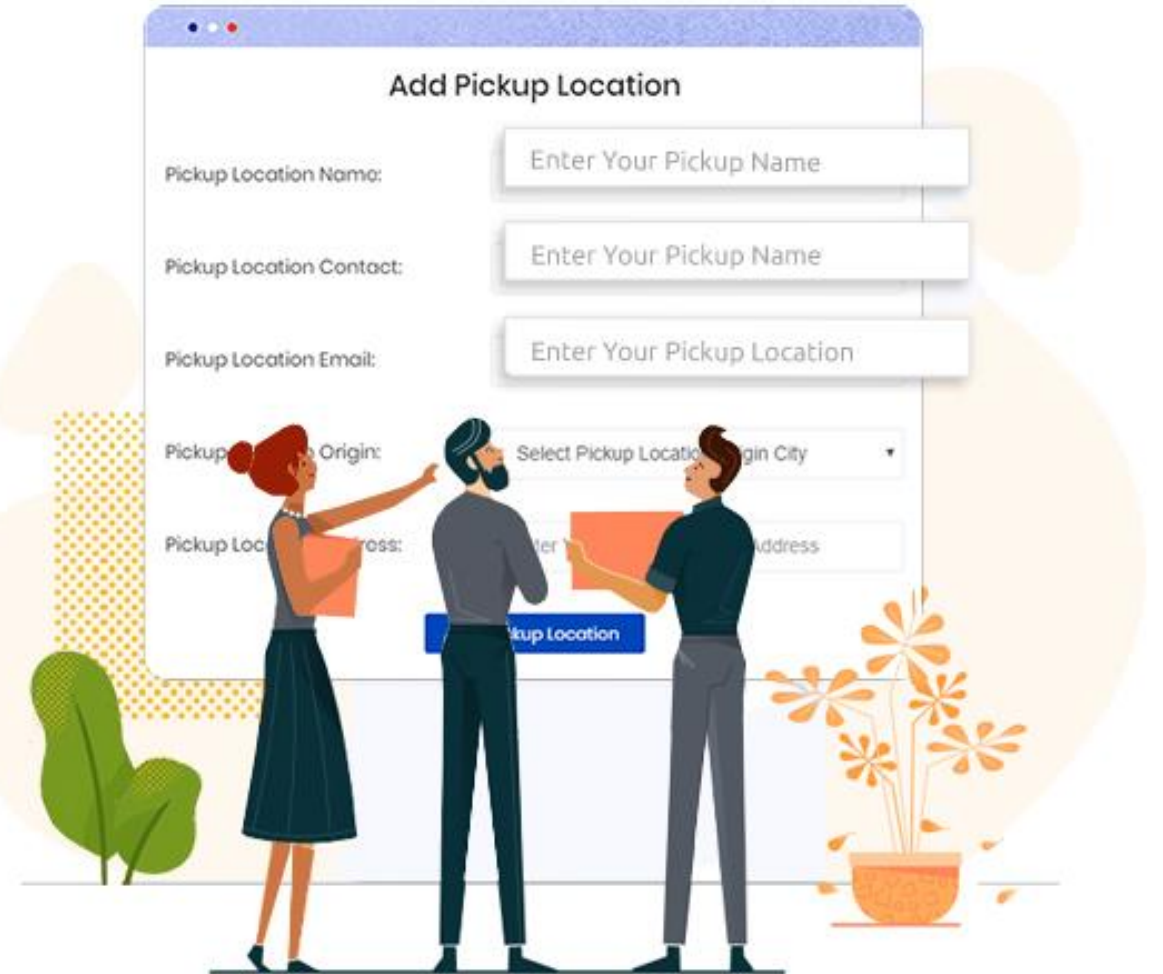
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New Feature

View on Web or Mobile

Open the new BlueEX Booking App on your mobile and view your data easily.

Please note that column and table based data might be best viewed on a desktop browser.



New Feature

Read our Knowledge Base

Need with help with something you can't find ? Just head over to our Knowledge base.

Go to [Knowledge Base](#).

You can also speak to a customer support agent by opening the **Chat** widget at the bottom right portion of your screen.



New Feature

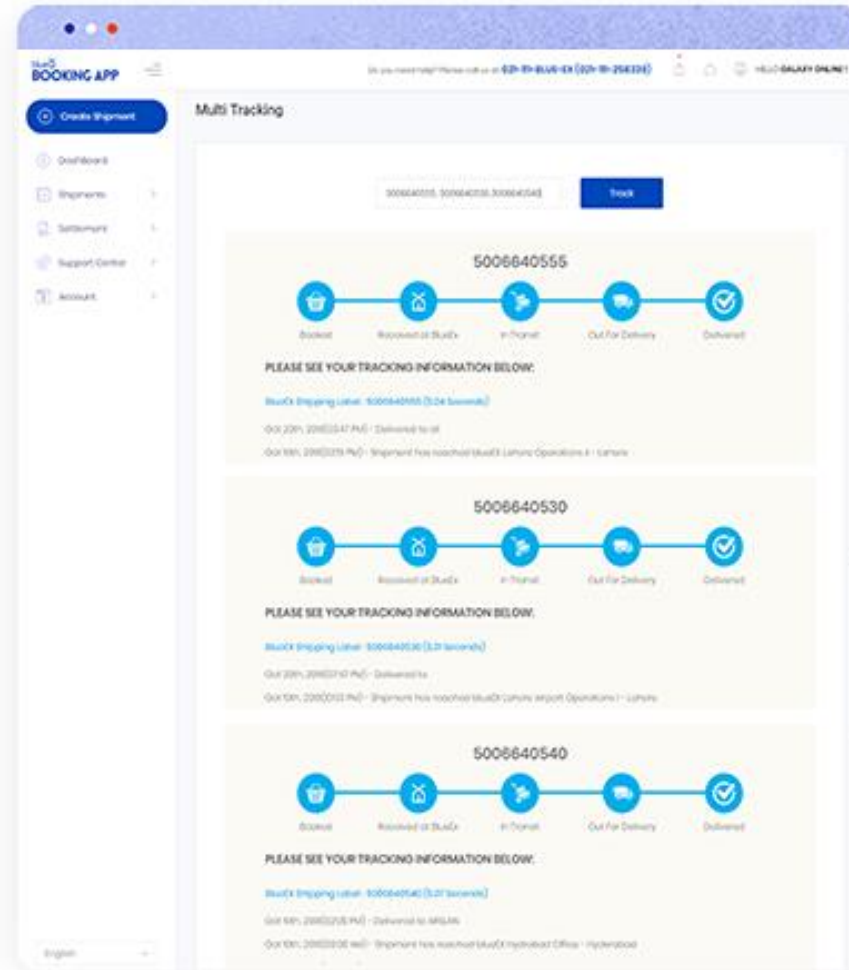
Track Multiple Shipments

You can track multiple shipments with the new blueEX Booking App.

Go to [Multi-track](#).

You can also select multiple shipments from on the [Deliveries](#) page and then press the multi-track button.

You will be taken to the Multi-track page showing tracking results for your shipments.



New Feature

Known Issues

The Booking App is a work in progress and you can view our list of known issues [here](#).

For more information, please call 021-111-blueEX.

