



# **USERS MANUAL**

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# Logging into wcafsm.com website

Go to [www.wcafsm.com](http://www.wcafsm.com) website and enter your user ID and password, which assigned to you by wcafsm.com or your master subscriber whom set you up, at the right of the page and click on the “Login” button. This will take you to Main Menu of the wcafsm.com website.

The Master Subscriber’s User ID and Password will be issued by wcafsm.com. You can contact [info@wcafsm.com](mailto:info@wcafsm.com) for more information of how to get the user ID and Password.

WCA Family Shipment Management

Unlimited transactions      Search your shipment over 50 criteria  
File attachment feature      Data translator tool      Guaranteed Confidential  
Unlimited additional IDs & passwords      Automatic e-mail notification & alerts

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**WELCOME TO**  
**WCA FAMILY SHIPMENT MANAGEMENT**

WCA Family Shipment Management is an immensely powerful suite of information tools for the logistics, forwarding and supply chain industries.

WCA Family Shipment Management incorporates the world's most powerful track-and-trace system, together with programs that add up to a one-stop e-address for all your shipment monitoring and reporting needs.

WCA Family Shipment Management includes an easy-to-use cargo

Username:   
Password:   
**Log in**

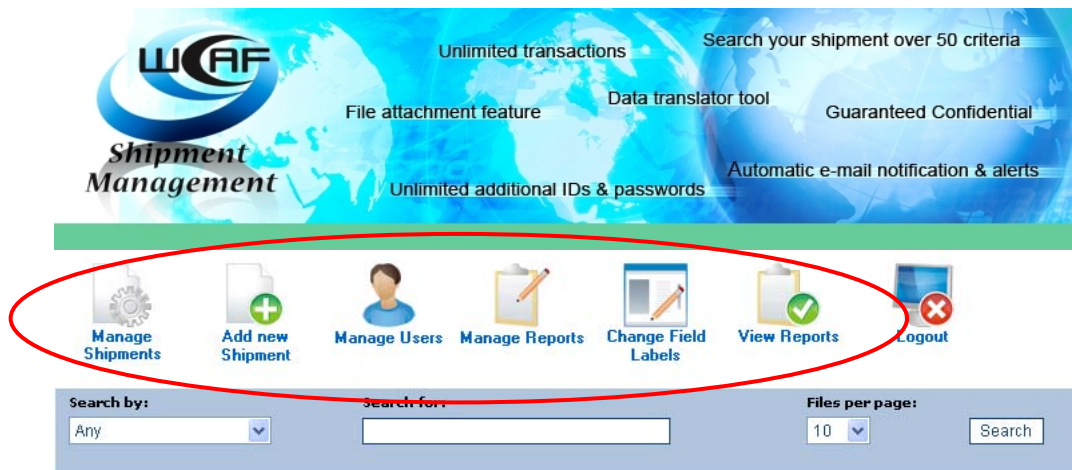
"... allows our partners in the rest of the world to input at their end. Because it's open at all sides, we can control it and also divide the information according to who should see it. I am an absolute fan!"  
— Casper Hiel, Fast Forward Freight BV, Amsterdam

## wcafsm.com's main menu page

Once you are successfully logged into the system the Main Menu will appear and you will have 6 choices to choose from:

1. Manage Shipments
2. Add new Shipment
3. Manage Users
4. Manage Reports
5. Change Field Labels
6. View Reports

Customers and agents have a similar menu with fewer options.



### WCA Family Shipment Management Track-and-Trace System

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# 1. Manage Shipments

From the Main Menu page, the first choice for you to choose is “**Manage Shipments**”

This choice will allow you to manage your existing shipment. You can search, view, add, edit, delete, and attach the file to your shipment. When you click on the link “**Manage Shipments**”, all your existing shipment will be shown on the screen.

Del	File No	Master AWB or BL	Total Pkgs	Weight	Delivery Date	Origin ETD	Origin Dest. ETA	Origin Destination	Shipper Consignee	D	A
<input type="checkbox"/>	<a href="#">1013/07</a>		09		20/08/2007				Vijayananda IOCL LTD		
<input type="checkbox"/>	<a href="#">1123</a>		6	334	09/08/2007				L&T Toubro West Coast Ltd		
<input type="checkbox"/>	<a href="#">1029/07</a>		8	3453	07/08/2007				KSB Pumps IOCL LTD		
<input type="checkbox"/>	<a href="#">0001</a>	YMLUW235026858									
<input type="checkbox"/>	<a href="#">18092007</a>								ABC COMPANY IOCL LTD		
<input type="checkbox"/>	<a href="#">888</a>										
<input type="checkbox"/>	<a href="#">999</a>										
<input type="checkbox"/>	<a href="#">kihikh</a>										
<input type="checkbox"/>	<a href="#">8A 8561</a>	125-532334	ctns	43,45	24/08/2007	18/08/2007	22/08/2007	TAIPEI SHEK BUCHAREST OTOPENI	West Coast Ltd mr. casper		

How to Search, view, add, edit, delete, and attach the file

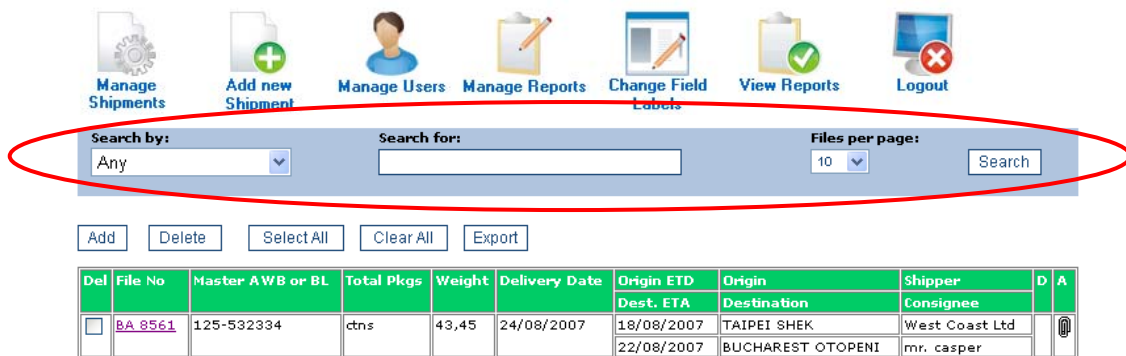
You can narrow down your search or you can search for your specific shipment by following feature.

In the “**Search by**” field, you can select the drop down list to choose the criteria that you want to search by for example the File No., Shipper Name, etc.

In the “**Search for**” field, you can input the keyword that related to the “Search by” criteria that you have selected previously.

In the “**Files per page:**” field, you can select how many records / files that you want to show in one page.

Then you can click “**Search**” button and all the shipment that match your criteria will be shown in the screen.



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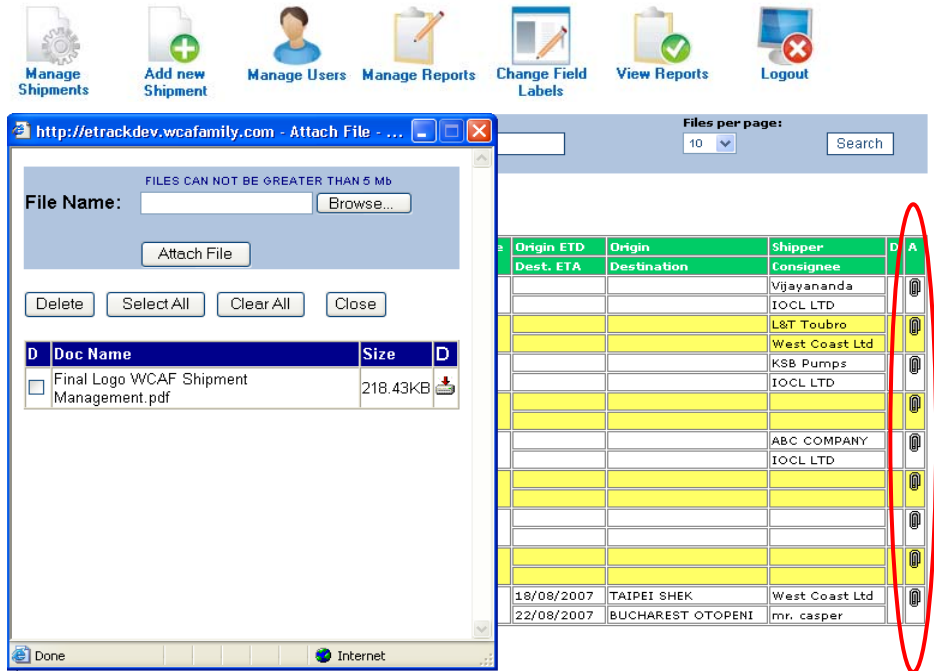
There are 4 buttons in the mid of the screen for you to choose.



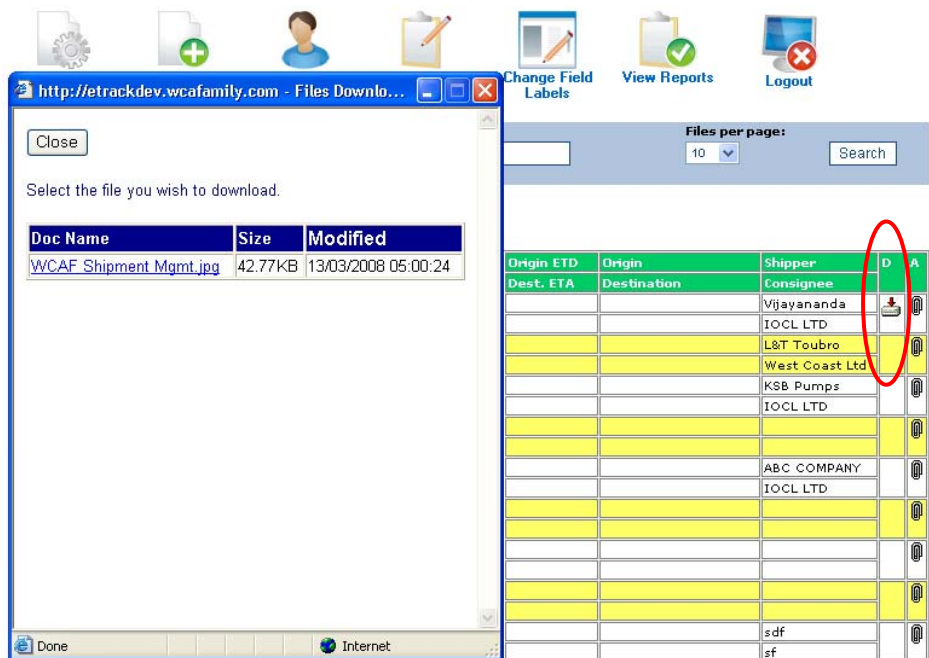
- “**Add**” button: allow you to add the new shipment
- “**Delete**” button: allow you to delete the selected shipment
- “**Select All**” button: allow you to select all your shipment. After click there will be a check mark in the “Del” checkbox for all shipment
- “**Clear All**” button: allow you to clear all the selected shipment. After click the check mark in the “Del” checkbox will be disappeared.

You can click on the link in the File No column to see the detail of that specific shipment. Once you go into the detail of each shipment, you can also do some edit and save.

You can also attach the document into each of your shipment by clicking at the icon in “A” column and then there will be a pop up screen shown. You can click at “Browse” to select the file that you want to attach. And then click “Attach File” button. From this screen, you can attach more than 1 file, you can also delete the file that you have already attached. Once you have finish attached the document, you can click “Close” button to close the window and refresh the screen, there will be an icon shown in column “D” which mean that there is a document available to download for that specific shipment.



If you want to download the attached document, you can click at the icon in column “D” to see the detail of attachment. There will be window pop up which you can click at the Doc Name and download it.



## 2. Add New Shipment

From the Main Menu page, the second choice for you to choose is “**Add new Shipments**”



This choice will allow you to add the detail of your new shipment. There are 4 main type of information that you can input.

- General
- Additional Info
- Routing Details
- Other Info

### General:

A screenshot of a web application form for adding a new shipment. At the top, there are buttons for 'Save', 'Cancel', 'Clear', 'Print', and 'Attach'. Below these are four tabs: 'General', 'Additional Info', 'Routing Details', and 'Other Info'. The 'General' tab is selected and circled in red. The form contains several input fields: 'File Number' (text box), 'Consol' (checkbox), 'Customer' (text box with a link), 'Shipper' (text box with a link), 'Consignee' (text box with a link), 'Origin Agent' (text box with a link), 'Destination Agent' (text box with a link), 'Booking Number' (text box), 'MAWB / MBL' (text box), 'HAWB / HBL' (text box), 'Sub HAWB / HBL' (text box), and 'Vessel / Airline' (text box with a link). The form is organized into columns for 'Customer', 'Agent', 'Shipper', and 'Delevery'.

In General Tab, below are the fields in this general tab.

- **File Number** is a required field for use in the search feature and the use of this field will make it easier for you or your agents to update the record later. The person adding the record to wcafsm.com manually assigns the Tracking Identification number. This number may be their file number, consolidation number or any other numbering format that they desire to use.
- **Consol Checkbox** is the checkbox for notifying you whether this is a consol shipment or not.
- **Customer** in wcafsm.com is selected from the list available in the Selected User screen. You can add a new customer by selecting the manager users lists. Once you click the “Customer”, there will be a window pop up, selected User screen, which you can click at the customer name in the “UserID” column. (To add or delete UserID, please flip to page 18, Manage Users)

The screenshot shows the main application interface with a navigation bar at the top containing icons for Manage Shipments, Add new Shipment, Manage Users, Manage Reports, Change Field Labels, View Reports, and Logout. Below the navigation bar are buttons for Save, Cancel, Clear, Print, and Attach. The main content area has tabs for General, Additional Info, Routing Details, and Other Info. The General tab is active, showing fields for File Number, Consol (checkbox), Customer (with a red circle around the 'Customer' link), Shipper, and Consignee. A pop-up window titled 'http://etrackdev.wcafamily.com - Select User - ...' is open, displaying a search interface with a search box containing 'C' and a 'Go' button. Below the search box is a table with the following data:

UserID	Company	City	Country	Type
<a href="#">MR. B</a>	Mr. B			Customer
<a href="#">MR. CASPER</a>	mr. casper			Customer
<a href="#">MY SHIPPER1</a>	Test	t		Customer
<a href="#">YOUR SHIPPER</a>	Your Shipper	test		Customer

Red circles highlight the 'Customer' link in the main form and the 'MR. CASPER' entry in the pop-up window's table.

- **Shipper**: is used to identify who the shipper of the cargo is. It is as same as Customer field, please click “Shipper” to select the user from a window pop up, selected user screen. Note that the shipper shares the dropdown list with the consignees.
- **Consignee** is used to identify who is the receiver of the cargo. Please select from the Selected User screen. Note that the consignee shares the same dropdown list with the Shipper.

## Cargo:

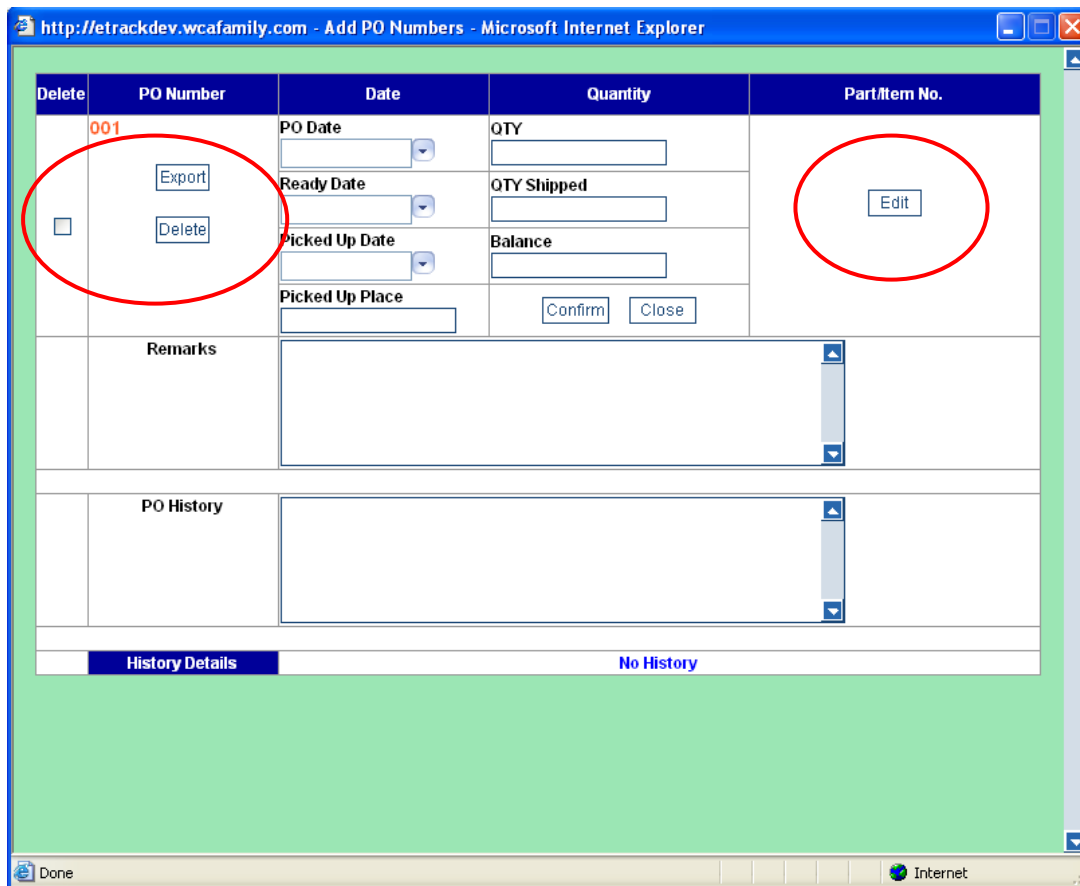
- **Description** is the description of the merchandise contained within the shipment.
- **Dangerous Goods** is used for flagging a shipment that contains dangerous goods.
- **No Pkgs** stands for the number of packages, pieces, boxes, cartons and so forth.
- **Type of Pkg** is the type of package used to ship the cargo such as cartons, boxes, crates or drums, to name a few.
- **Weight** is the gross weight of the shipment; it is up to the users to determine if they prefer to use the actual weight or volume weight.
- **UOM** is the Unit of Measure. When associated with the weight field, it is the Unit of weight such as KGS or LBS.
- **Volume** is used to identify the dimensional weight. All modes of transportation use a formula to determine if the shipment should be charged by the actual weight or its volume weight.
- **Volume UOM** is the unit of measure for the Volume i.e. CFT or CBM
- **PO Number** is the consignees purchase order number in most cases. In some cases a shipper or consignee will provide a single or multiple PO Numbers for the transportation and if this is the case these numbers may be used. You can click at **“Add”** or **“Delete”** to add or delete the PO Numbers in case there is more than one PO number.

To add PO, just type PO number in the box and click “Add”.

The screenshot shows a form with the following fields and controls:

- Type of Pkg: dropdown menu
- Weight: text input field, UOM: dropdown menu (set to KG)
- Volume: text input field, UOM: dropdown menu (set to CBM)
- PO Numbers: text input field containing '001', with 'Add' and 'Edit' buttons below it. A red circle highlights the 'Add' and 'Edit' buttons.
- Destination ETD: text input field
- Delivery City: text input field
- Delivery Date: text input field
- Delivery To: text input field

Then, there will be a pop up window as below. You can fill any information for each PO number. Also, you can export it into Excel file. To delete the PO number, just click the checkbox in delete column, and click “Delete” in PO Number column. Moreover, WCAFSM provide you a feature to add and delete part/item no in the PO by click “Edit” in part/item no column.



### Agent:


- **Origin Agent** is the Freight Forwarder that is at the origin port of the shipment. In most cases it is the Origin agent that will add the new record to wcafsm.com. Please select from the Selected User screen. Note that the origin agent will share the lookup lists with the destination agents.
- **Destination Agent** is the Freight Forwarder that is at the destination port of the shipment. In most cases it is the destination agent that will update the already existing shipment record in wcafsm.com. Please select from the Selected User screen.


### Delivery:


- **Booking Number** may be the same as the actual carrier's, or it may be the forwarder's own booking number. The origin agent normally inputs the booking number at the time of adding a new record.
- **MAWB or MBL:** are the master airway bill number for an air shipment and the master bill of lading number for an ocean shipment.
- **HAWB or HBL** is the house airway bill number for an air shipment or the house bill of lading number for an ocean shipment.
- **Sub HAWB or HBL:** are the sub house airway bill number from the house airway bill for an air shipment and the sub house bill of lading number for an ocean shipment (this is used if the shipment is a co-load).


- **Vessel Airline** stands for the Vessel Name on an ocean shipment or the Airline on an Air Shipment. Note if the shipment is being moved via rail or truck as the primary service you can enter that carrier's name.
- **Origin City** is the origin port for the shipment that the cargo will be shipped from.
- **Origin ETD** is the date the cargo will depart from the Origin Port or City.
- **Via** is the port or city that the cargo is routed to go through as an example Virgin Atlantics Flight 006 leaves daily from Miami International Airport and goes to London Gatwick then on to London Heathrow. In this case the London Gatwick would be the via city.
- **Destination** is the destination port or city for the cargo.
- **Destination ETA** is the estimated date of arrival at the destination port or city
- **Destination ETD** is the estimated date of departure from the destination port or city to the delivery city.
- **Delivery City** is contained in the Delivery Information Section and is the city the cargo or shipment will be delivered in at its final destination.
- **Delivery Date** is contained in the Delivery Information Section and is the date the cargo or shipment was delivered.
- **Delivered To** is the person's name that signed for the cargo or shipment at the consignee's location.


## Additional Info:


  
Manage Shipments


  
Add new Shipment

  
Manage Users

  
Manage Reports

  
Change Field Labels

  
View Reports

  
Logout

Save
Cancel
Clear
Print
Attach

General
Additional Info
Routing Details
Other Info

Transportation	Delivery Details
Mode of Transport <input style="width: 100%;" type="text"/>	Delivery Region or State <input style="width: 100%;" type="text"/>
Service <input style="width: 100%;" type="text"/>	Delivery Postal Code <input style="width: 100%;" type="text"/>
Voyage/Flight <input style="width: 100%;" type="text"/>	<a href="#">Delivery Country</a> <input style="width: 100%;" type="text"/>
Equipment Type <input style="width: 100%;" type="text"/>	Delivery Time <input style="width: 100%;" type="text"/>
Number of Containers <input style="width: 100%;" type="text"/>	Delivery Instructions <input style="width: 100%;" type="text"/>
Container No. <input style="width: 100%;" type="text"/>	Handling <input style="width: 100%;" type="text"/>
<input type="button" value="Add"/> <input type="button" value="Delete"/>	Sales Name <input style="width: 100%;" type="text"/>
	POL <input style="width: 100%;" type="text"/>
	POT <input style="width: 100%;" type="text"/>
	POD <input style="width: 100%;" type="text"/>
	Port <input style="width: 100%;" type="text"/>
	Feder <input style="width: 100%;" type="text"/>

**Receipt**

<a href="#">Receipt City</a> <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Date Received <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Below are the fields in this Additional Info tab.

### Transportation:

- **Mode of Trans:** is used for Mode of Transportation that is, Air, Ocean, Rail, or Truck. You can select the item from the lookup list provided.
- **Service:** is used to identify the type of service being provided. Examples would be DTD for Door to Door or PTP for Port to Port.
- **Voyage Flight** is used to identify the Vessel voyage number or the airline's flight number.
- **Equipment type** is the type of equipment being used such as containers, pallets and so forth.
- **Number of Containers** stands for number of containers.
- **Container numbers:** In some cases there will be single or multiple container numbers that go with a shipment and wcafsm.com allows for the tracking of multiple container numbers. You can click "Add" or "Delete" button to add more container or delete the added container.

### Receipt:

- **Receipt City** is the city that the cargo or shipment was received in.
- **Date Received** is the date that the cargo or shipment was received in the receipt city.
- **Time Received** is the time the cargo was received in the receipt city.

### Cut off / Time:

- **Origin Cutoff** is the origin's cutoff date that the cargo must be received by in order to be able to make a departure.
- **Origin Cutoff Time** is the origin's cutoff time that the cargo must be received by in order to be able to make a departure.
- **Origin ETD Time** is the time of departure from the Origin Port or City.
- **Via ETA** is the date of arrival in the via city
- **Via ETA Time** is the time of arrival in the via city
- **Via ETD** is the date of departure from the via city
- **Via ETD Time** is the time of departure from the via city
- **Destination ETA Time** is the estimated time of arrival at the destination port or city
- **Destination ETD Time** is the estimated time of departure from the destination port or city to the delivery city.

### Delivery Details:

- **Delivery Region or State** is contained in the Delivery Information Section and is for the State in the USA or a region of the country the cargo or shipment will be delivered in.
- **Delivery Postal Code** is contained in the Delivery Information Section and is the postal or zips code for the Delivery of the cargo or shipment.
- **Delivery Country** is contained in the Delivery Information Section and is the Country the cargo or shipment will be delivered in.
- **Delivery Time** is contained in the Delivery Information section and is the time of delivery to the consignee.
- **Delivery Instructions** is contained in the Delivery Information Section and is any delivery instructions for the shipment.

- **Other 1 to 12** are customizable fields that can be used for your own unique information so you can customize WCAFSM to meet your unique needs for tracking and tracing. For more information about how to customize it, please flip to page 22, Change Field Labels.

Save Cancel Clear Print Attach

General Additional Info Routing Details Other Info

Transportation		Delivery Details	
Mode of Transport	<input type="text"/>	Delivery Region or State	<input type="text"/>
Service	<input type="text"/>	Delivery Postal Code	<input type="text"/>
Voyage/Flight	<input type="text"/>	<a href="#">Delivery Country</a>	<input type="text"/>
Equipment Type	<input type="text"/>	Delivery Time	<input type="text"/>
Number of Containers	<input type="text"/>	Delivery Instructions	<input type="text"/>
Container No.	<input type="text"/>	<div style="border: 2px solid red; padding: 5px;">           Example customs fields <b>1</b> <input type="text"/>            Sales Name <b>2</b> <input type="text"/>            PDL <b>3</b> <input type="text"/>            POT <b>4</b> <input type="text"/>            POD <b>5</b> <input type="text"/>            CAN <b>6</b> <input type="text"/>            Feder <b>7</b> <input type="text"/>            Contact <b>8</b> <input type="text"/>            Handling <b>9</b> <input type="text"/>            MBL NO. <b>10</b> <input type="text"/>            HBL NO. <b>11</b> <input type="text"/>            DAW <b>12</b> <input type="text"/> </div>	
<input type="button" value="Add"/> <input type="button" value="Delete"/>			
<input type="text"/>			
Receipt			
<a href="#">Receipt City</a>	<input type="text"/>		
Date Received	<input type="text"/>		
Time Received	<input type="text"/>		
Cut off / Time			
Origin Cutoff	<input type="text"/>		
Origin Cutoff Time	<input type="text"/>		
Origin ETD Time	<input type="text"/>		
Via ETA	<input type="text"/>		

## Routing Details:

The screenshot displays a web application interface for 'Routing Details'. At the top, there are buttons for 'Save', 'Cancel', 'Clear', 'Print', and 'Attach'. Below these are tabs for 'General', 'Additional Info', 'Routing Details', and 'Other Info'. The 'Routing Details' tab is active and highlighted with a red circle. The interface is divided into two sections: 'Routing 1' and 'Routing 2'. Each section contains the following fields:

- Routing 1:**
  - City/Port Code 1
  - Carrier/Vessel 1
  - Flight/Voyage 1
  - Flight/Voyage Date 1
  - Flight/Voyage ETD 1
  - Flight/Voyage Notes 1
- Routing 2:**
  - City/Port Code 2
  - Carrier/Vessel 2
  - Flight/Voyage 2
  - Flight/Voyage Date 2
  - Flight/Voyage ETD 2
  - Flight/Voyage Notes 2

Below are the fields in this Additional Info tab.

### **Routing 1:**

- **City/Port Code 1** is the airport code for the origin contained in the Flight Details Section. This section is available so that forwarders may input and supply flight details for the shipment. Currently wcafsm.com provides 3 different flights including flight notes.
- **Carrier/Vessel 1** is used for the Vessel for ocean or airline for airfreight.
- **Flight/Voyage 1** is the flight number contained in the Flight Details Section. This section is available so that Forwarders may input and supply flight details to the shipment. Currently wcafsm.com provides 3 different flights including flight notes. If you feel that more should be available or these should be moved to a different input form please send us an [email](#) to let us know.
- **Flight/Voyage Date 1** is the flight's date of departure from the origin contained in the Flight Details Section. This section is available so that Forwarders may input and supply flight details to the shipment.
- **Flight/Voyage ETD 1** is the flight's time of departure from the origin contained in the Flight Details Section. This section is available so that Forwarders may input and supply flight details to the shipment.
- **Flight/Voyage Note 1** is available to allow the agents to supply any small flight notes that they want their shipper or consignees to see contained in the Flight Details Section. This section is available so that Forwarders may input and supply flight details to the shipment.

## Routing 2:

- **City/Port Code 2** is the airport code for the via city and is contained in the Flight Details Section. This section is available so that Forwarders may input and supply flight details to the shipment. Currently wcafsm.com provides 3 different flights including flight notes.
- **Carrier/Vessel 2** is used for the departing carrier at the via\_city.
- **Flight/Voyage 2** is the flight number for the flight departing from the via city contained in the Flight Details Section. This section is available so that Forwarders may input and supply flight details to the shipment.
- **Flight/Voyage Date 2** is the flight's date of departure from the via port or city contained in the Flight Details Section. This section is available so that Forwarders may input and supply flight details to the shipment.
- **Flight/Voyage ETD 2** is the flight's time of departure from the via contained in the Flight Details Section. This section is available so that Forwarders may input and supply flight details to the shipment.
- **Flight/Voyage Note 2** is available to allow the agents to supply any small flight notes that they want their shipper or consignees to see contained in the Flight Details Section. This section is available so that Forwarders may input and supply flight details to the shipment.

## Routing 3:

- **City/Port Code 3** is the airport code for the destination city (or it could be the second via city) and is contained in the Flight Details Section. This section is available so that Forwarders may input and supply flight details to the shipment. Currently wcafsm.com provides 3 different flights including flight notes.
- **Carrier/Vessel 3** is used for the departing carrier from the destination city or a second via city. This carrier may be a trucking company or railroad.
- **Flight/Voyage 3** is the flight number for the flight departing from the destination city or it could be a second via flight number contained in the Flight Details Section. This may be a pro number for a truck delivery. This section is available so that Forwarders may input and supply flight details to the shipment.
- **Flight/Voyage Date 3** is the flight's date of departure from the destination city or it could be the second via city or port contained in the Flight Details Section. This section is available so that Forwarders may input and supply flight details to the shipment.
- **Flight/Voyage ETD 3** is the flight's time of departure from the destination city in which case it may be a pro number or the flight number from the via city contained in the Flight Details Section. This section is available so that Forwarders may input and supply flight details to the shipment.
- **Flight/Voyage Note 3** is available to allow the agents to supply any small flight notes that they want their shipper or consignees to see contained in the Flight Details Section. This section is available so that Forwarders may input and supply flight details to the shipment.

## Other Info:

Manage Shipments Add new Shipment Manage Users Manage Reports Change Field Labels View Reports Logout

Save Cancel Clear Print Attach

General Additional Info Routing Details **Other Info**

**Accounting**

Accounting Info ID  
Accounting Info

Currency Code Charge Code Wt/Valuation Charge Type Other Charge Type

Insurance Amount Declared Value for Carriage Declared Value for Customs

**Cargo Information**

Items Weight UDM

Pieces RCP	Weight	Rate Class	Commodity Item No	Chargeable Weight	Rate or Charge or Discount	Total	NG Type	Nature and Quantity of Goods
							G	

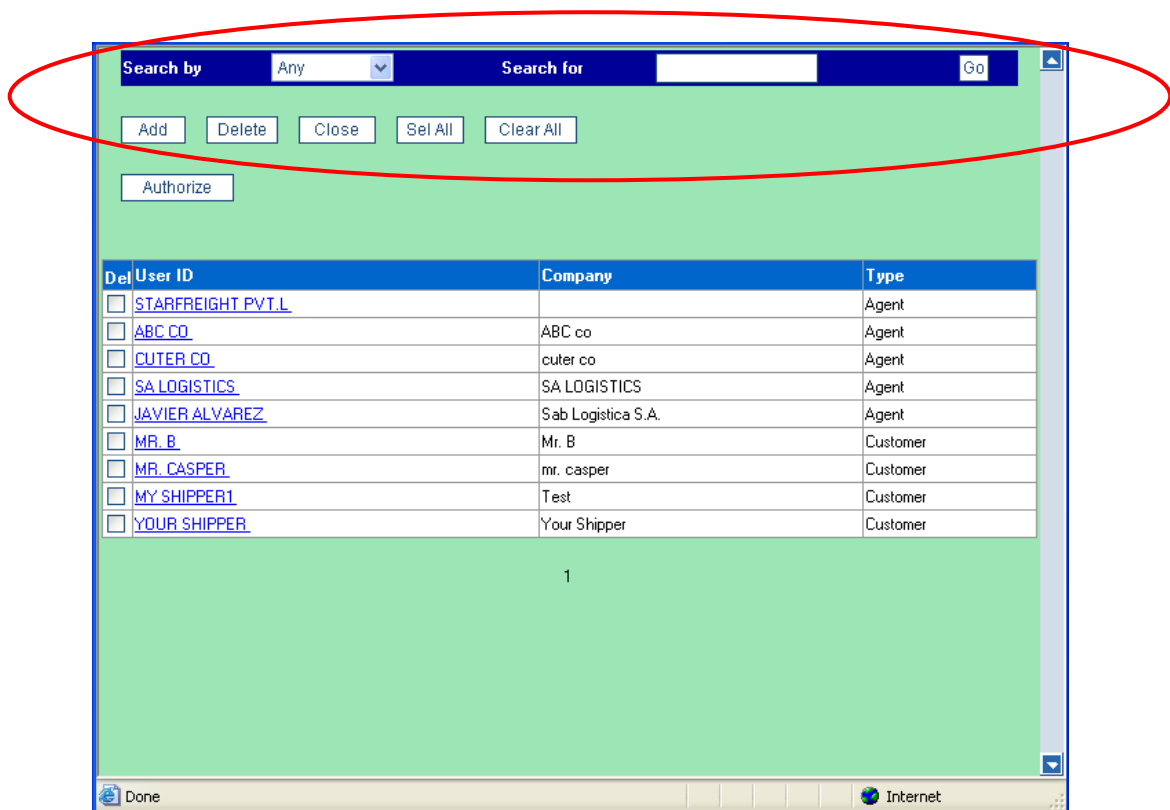
In the Other Info, you can input the information about the accounting, currency, and surcharge. If you are doing the automated data transfer to the airline this page is the requirement however currently we do not offer that service so you are not required to fill in the information for this page.

### 3. Manage Users

From the Main Menu page, the third choice for you to choose is to “**Manage Users**”



This choice will allow you to search, view, add, delete, edit, the user or the concern party to be used in your User List. When you click at the “Manage Users” there will be a window pop up as below



You can search by enter your criteria and then click “**Go**” button then the user that match your criteria will be shown in the screen.

You can add the user by clicking at “**Add**” button, and then there will be a pop up screen for you to fill in the information of your new user.

The image shows a web-based form for adding a new user. The form is contained within a light green bordered window. At the top left of the window are four buttons: "Save", "Cancel", "Clear", and "Close". The form fields are as follows:

User ID	<input type="text"/>
Company Name	<input type="text"/>
Type	Agent <input type="button" value="v"/>
Address Street	<input type="text"/>
City	<input type="text"/>
Region or State	<input type="text"/>
Country	<input type="text"/>
E-Mail	<input type="text"/>
Account Number	<input type="text"/>
IATA Code	<input type="text"/>
Password	<input type="text"/>
Confirm Password	<input type="text"/>
Automatic Email Notification	<input type="checkbox"/>
Allow Add	<input type="checkbox"/>
Allow Delete	<input type="checkbox"/>

At the bottom of the window, there is a status bar with "Done" on the left and "Internet" on the right.

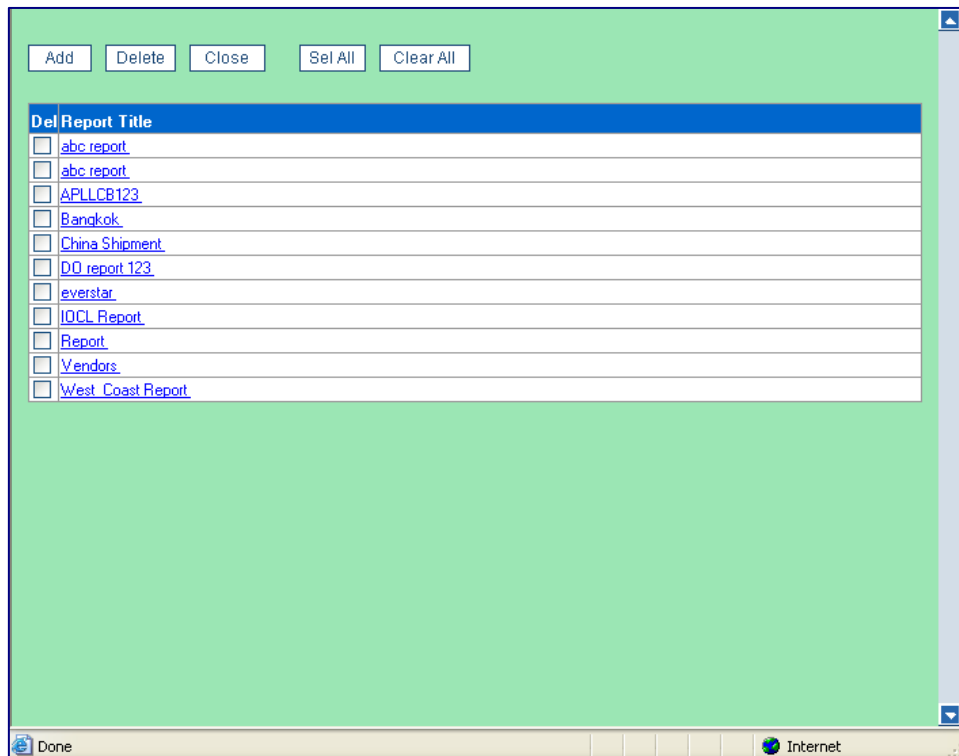
You can also assign type of user i.e. Agent (your agent at destination or origin, most of the time is the freight forwarder company) or Customer (your shipper or consignee). You can input the email address of your new user. And you can create the user ID and password for this user in order they can access to this wcafsm.com and see the detail of their related shipment. You can also set the option for them to receive the automatic email notification, allow them to add or delete the information. After input the detail, you can click “Save” button to save the information.

## 4. Manage Report

From the Main Menu page, the forth choice for you to choose is to “**Manage Report**”



This choice will allow you to create your own report. After click at “Manage Report” there will be a screen shown all your existing custom made report that you have made.



You can also add, delete or edit the format of the report that you want. Clicking at the “**Add**” button and then you will go to Report Maker screen. You can select criteria of the report you want to have and then click “**Save**” button to save the format of report you want. After you save, that specific format of report will be added and shown in the Manage Report screen.

Save Cancel Close

**REPORT TITLE:**

**REPORT CRITERIA:**

Field Names		Values (for dates: mm/dd/yyyy)
<input type="text"/>	=	<input type="text"/>
<input type="text"/>	=	<input type="text"/>
<input type="text"/>	=	<input type="text"/>

**REPORT COLUMNS:**

Columns	Captions
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

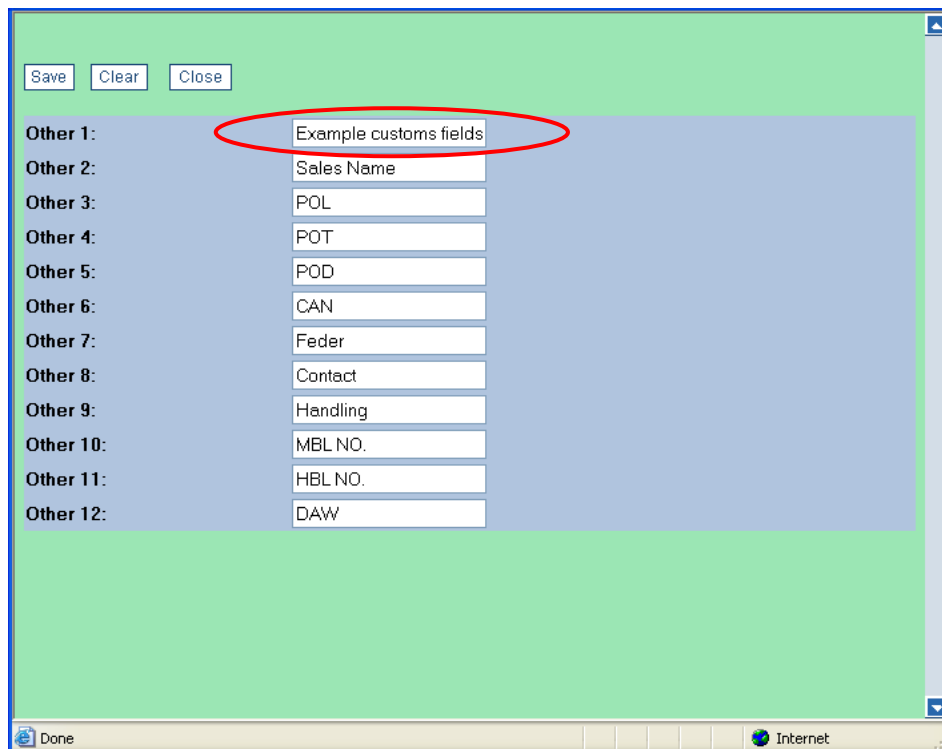
Done Internet

## 5. Change Field Labels

From the Main Menu page, the fifth choice for you to choose is to “**Change Field Labels**”



This choice will allow you to change the label / name of the other 1- 12 fields. You can name it in your preference way. After click at “Change Field Labels” there will be a screen for you to input the new name for each other 1 – 12 fields.



The screenshot shows a web application window with a light green header and a light blue main area. At the top left of the main area are three buttons: 'Save', 'Clear', and 'Close'. Below these buttons is a list of 12 items, each labeled 'Other 1:' through 'Other 12:'. Each item has a corresponding text input field. The first input field, for 'Other 1:', contains the text 'Example customs fields' and is circled in red. The other input fields contain the following text: 'Sales Name', 'POL', 'POT', 'POD', 'CAN', 'Feder', 'Contact', 'Handling', 'MBL NO.', 'HBL NO.', and 'DAW'. At the bottom of the window, there is a status bar with 'Done' on the left and 'Internet' on the right.

Change from “Example customs fields” to “Handling”.

Save Clear Close

Other 1:	Handling
Other 2:	Sales Name
Other 3:	POL
Other 4:	POT
Other 5:	POD
Other 6:	CAN
Other 7:	Feder
Other 8:	Contact
Other 9:	Handling
Other 10:	MBL NO.
Other 11:	HBL NO.
Other 12:	DAW

Done Internet

Then, you will see the label has changed to “Handling”, after refreshing the screen.

Before refreshing

Save Cancel Clear Print Attach

General Additional Info Routing Details Other Info

Transportation	Delivery Details
Mode of Transport	Delivery Region or State
Service	Delivery Postal Code
Voyage/Flight	Delivery Country
Equipment Type	Delivery Time
Number of Containers	Delivery Instructions
Container No.	Example customs fields
	Sales Name
	POL
	POT
	POD
	CAN
	Feder
	Contact
	Handling
	MBL NO.
	HBL NO.
	DAW

Receipt
Receipt City
Date Received
Time Received

Cut off / Time
Origin Cutoff
Origin Cutoff Time
Origin ETD Time
Via ETA
Via ETA Time

After refreshing

Save Cancel Clear Print Attach

**General** **Additional Info** **Routing Details** **Other Info**

Transportation		Delivery Details	
Mode of Transport	<input type="text"/>	Delivery Region or State	<input type="text"/>
Service	<input type="text"/>	Delivery Postal Code	<input type="text"/>
Voyage/Flight	<input type="text"/>	<a href="#">Delivery Country</a>	<input type="text"/>
Equipment Type	<input type="text"/>	Delivery Time	<input type="text"/>
Number of Containers	<input type="text"/>	Delivery Instructions	<input type="text"/>
Container No.	<input type="text"/>	<b>Handling</b>	<input type="text"/>
	<input type="button" value="Add"/> <input type="button" value="Delete"/>	Sales Name	<input type="text"/>
	<input type="text"/>	POL	<input type="text"/>
		POT	<input type="text"/>
		POD	<input type="text"/>
		CAN	<input type="text"/>
		Feder	<input type="text"/>
		Contact	<input type="text"/>
		Handling	<input type="text"/>
		MBL NO.	<input type="text"/>
		HBL NO.	<input type="text"/>
		DAW	<input type="text"/>

Receipt	
<a href="#">Receipt City</a>	<input type="text"/>
Date Received	<input type="text"/>
Time Received	<input type="text"/>

Cut off / Time	
Origin Cutoff	<input type="text"/>
Origin Cutoff Time	<input type="text"/>
Origin ETD Time	<input type="text"/>
Via ETA	<input type="text"/>
Via ETA Time	<input type="text"/>

## 6. View Reports

From the Main Menu page, the sixth choice for you to choose is to “**View Reports**”

This choice will allow you to view the report in the format that you have created in the fourth choice (Manage Report). After click at “View Reports” you will enter a Reports screen where there is a list of Reports that you have made.



### Reports

- [ETA \(Excel\)](#)
- [Outstanding Purchase Order Report. \(Excel\)](#)
- [Pipeline Report. \(Excel\)](#)
- [qwewqe \(Excel\)](#)
- [Report by Agent. \(Excel\)](#)
- [Report by Consignee. \(Excel\)](#)
- [Report by Customer. \(Excel\)](#)
- [Report by Delivery Date. \(Excel\)](#)
- [Report by Description. \(Excel\)](#)
- [Report by Destination Agent. \(Excel\)](#)
- [Report by ETA. \(Excel\)](#)
- [Report by ETD. \(Excel\)](#)
- [Report by Proof of Delivery. \(Excel\)](#)
- [Report by Shipper. \(Excel\)](#)

You can click in each Report Name and then system will link you to another screen where the result of report shows as below.

#### ETA

Destination ETA Date	Shipper	Consignee	Origin City	Origin Agent	Weight	Volume	Description	Master AWB or BL	House AWB or BL
22/08/2007	West Coast Ltd	mr. casper	TAIPEI SHEK	Everstar	43.45	0.02		125-532334	27656545