

# Client Training: Creating a Container Booking

Modified on: Sun, 14 Apr, 2019 at 2:30 PM

## Prerequisites

iCOS LIVE requires the Chrome browser or the Firefox browser. Please ensure you have one of these installed before proceeding.

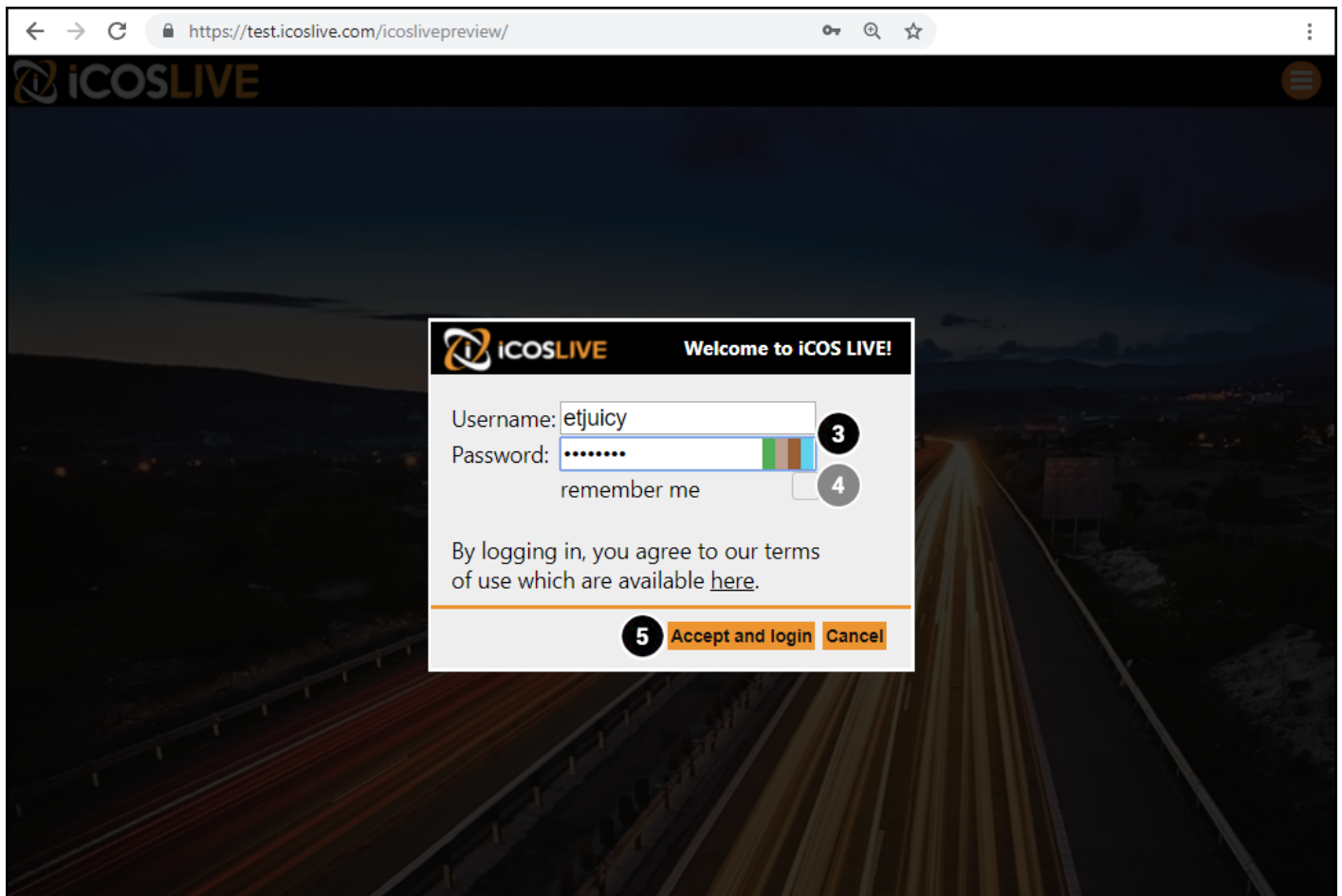
- Chrome download URL: <https://www.google.com/chrome/browser/desktop/index.html> (<https://www.google.com/chrome/browser/desktop/index.html>)
- Firefox download URL: <https://www.mozilla.org/en-US/firefox/new/> (<https://www.mozilla.org/en-US/firefox/new/>)

## Logging in

1. Open the iCOS LIVE website URL: <https://icoslive.com> (<https://icoslive.com>)\_(<http://login.icos.co.nz/>)in Chrome or Firefox
2. Click the "LOG IN" button



3. Enter the **username** and **password** provided by your Carrier
4. *Optionally* tick **remember me**
5. Click **login**



## Menu Overview

Once successfully logged in you will be presented with a range of options along the top of the screen:

1. The **Customer** menu, which containing the iCOS LIVE features you have access to
2. Your name, username and company
3. A hamburger menu which contains links to iCOS LIVE information, a link to an online support tool, and a logout option



Note that your customer menu may contain different options to those shown in the screenshot

## Creating a Container booking

### Create a booking

1. Open the **Customer** menu
2. Select the **Container Booking** option
3. A New Container booking will open

## Container booking references

Each container booking has fields for recording the references for each of the parties involved in it. The **Docket** number is your carrier's reference and does not need to be set. If it contains the word **AUTO** the docket number will be generated once the booking is saved.

4. *Optionally* enter your pickup site's reference into the **Pickup Ref** field
5. Enter your company's reference for this booking into the **Order Ref** field
6. *Optionally* enter the final delivery site's reference into the **Delivery Ref** field

**iCOSLIVE Container Booking**

Freight Payer: The Container Co

Pickup Ref: [ ] (4)

Order Ref: [ ] (5)

Delivery Ref: [ ] (8)

Docket: TCCC (10) | AUTO

STATUS:

## Container Booking Details

**iCOSLIVE Container Booking**

Freight Payer: The Container Co

Pickup Ref: [ ] (4)

Order Ref: YOUR REF (5)

Delivery Ref: [ ] (9)

Docket: TCCC (10) | AUTO

Container: [ ] (7)

Movement Type: ☒ IMP ☐ EXP ☐ Move (8)

Weight (kgs): [ ] (11)

STATUS:

## 7. Container Number

Enter the container number if known. If the container is being picked up from a container park your carrier or their driver will enter the container number once known.

iCOS LIVE will help you to identify incorrect container numbers by highlighting them red when the container's check digit (the last number) isn't valid. This feature will only work on container numbers that follow ISO standards.

## 8. Shipping Line

*Optionally* enter the shipping line that owns or is currently leasing the container.

This information is very helpful for identifying where an Import container needs to be dehire and should be entered once known.

## 9. Container movement type

Check the option that best matches the booking you wish to make.

- **Import Container (IMP):** Full **Pickup** from Port -> **Unpack** at Consignee -> Empty **Dehire** at Container Park
- **Export Container (EXP):** Empty **Pickup** from Container Park -> **Pack** at Consignor -> Full **Export** from Port
- **A single movement (MOVE):** **Pickup** and **Drop-off**

## 10. Full / Empty

If you selected **Move** in the previous option, select whether your container is full or empty. For imports and exports this option is set automatically.

## 11. Gross Weight

If your container will be full at its first pickup site, enter its gross weight. (i.e. The weight of the container and its contents)



**iCOSLIVE Container Booking**

STATUS:

Freight Payer: The Container Co

Pickup Ref:

Order Ref: YOUR REF

Delivery Ref:

Docket: TCCC AUTO

Container: FSCU7915240 MSC

IMP EXP Move

Full Empty

Weight (kgs): 24100

10ft 20ft 40ft 45ft **12**

Type: GP **13** Commodity: - PICK RATE - **14** DG's: **15**

## 12. Container Size

Select the correct container size by checking one of the radio buttons.

## 13. Container Type

Select the container's type from the provided drop down list.

## 14. Commodity

Select a rating commodity from the provided drop down list.

Commodities define how cartage charges are calculated for a booking so picking the correct option is important. Please discuss the available options with your carrier.

## 15. Dangerous Goods

If your container contains or will contain dangerous goods, check the **DG's** check box to expand the **UN** and **Class** entry fields. If you are carrying multiple DGs then enter the UN and Class number for the product with the highest flashpoint. Bookings with DG's are highlighted on your carrier's booking workbench as well as your own.

**iCOSLIVE Container Booking**

STATUS:

Freight Payer: The Container Co

Pickup Ref:

Order Ref: YOUR REF

Delivery Ref:

Docket: TCCC AUTO

Container: FSCU7915240 MSC

IMP EXP Move

Full Empty

Weight (kgs): 24100

10ft 20ft 40ft 45ft **12**

Type: GP **13** Commodity: 20 FCL **14** DG's: ☒ UN 1002 Class 2

Vessel: **16** Voyage: **17** Release No: **18** Pin: **19** Random: ☐ Hold Release: ☐ VBS Slot Ref. / Time:

## 16 & 17 Vessel and Voyage

If your container is being imported or exported enter the shipping line's vessel and voyage number.

## 18. Release Number

If your container is being imported then enter the **customs delivery order number**, or if the container's first pickup site is a container park then enter the **container park release number**.

Pin Number

This is an optional field for your carrier to record the pin number for a container that has been pre-advised with a port. This pin number allows them to pick up or drop off a container without having to go to a road office. It is not for shipping line random number although they are sometimes called pins.

## 19. Random Number

If your container requires a shipping line random number to be released from its port, enter it as soon as it is available.

## VBS Slot Ref./ Time

These are optional fields for your carrier to record the Vehicle Booking System (VBS) references for containers being picked up or dropped off from ports that use them.

## The Details tab

The details tab is a collection of tabs that contain specific details about a booking. The **General**, **Comments**, **Port Info** and **Costs & charges** tabs are available when creating a new job but more will become available once the booking has been saved. For container bookings the General tab contains the addresses and dates involved in the job along with the door direction and load type.

The screenshot shows the iCOSLIVE Container Booking interface. The top bar includes the iCOSLIVE logo and the title "Container Booking". Below this, there are several input fields for booking details: Freight Payer (The Container Co), Pickup Ref, Order Ref (YOUR REF), Delivery Ref, Docket (TCCC, AUTO), Container (FSCU7915240, MSC), Type (IMP, EXP, Move), Full/Empty (Full), Weight (kgs) (24100), 10ft/20ft/40ft/45ft (20ft selected), Type (GP), Commodity (20 FCL), DG's (UN 1002), Class (2), Vessel (KOTA EKSPRES), Voyage (100S), Release No (9020030), Pin, Random (123456), Hold Release, and VBS Slot Ref. / Time.

The "General" tab is selected, and its details are highlighted with a red border. It includes a "Comments" section, "Pickup Address" (Required: 22/09/2016, NZ, 00:00), "Unpack Address" (Required: , NZ, 00:00), "Dehire Address" (Required: , NZ, 00:00), and "Name" and "Address" fields for each. There are also checkboxes for "Xray" and "TBA".

At the bottom, there is a "Current Loc" field with a value of 0.00, and two buttons: "SAVE AND NEW" and "SAVE BOOKING".

## Comments Tab

This tab allows you to record optional instructions or notes for your carrier. These notes are freeform and can be changed at any stage of a job's life and are displayed on any consignment notes created from the system. Certain key words will trigger icons to show in the **Flags** column for this booking on you or your carrier's booking workbench.

- **Any notes** trigger a blue asterisk icon
- The word **CALL** triggers an orange telephone icon
- The word **URGENT** triggers a red clock icon

The screenshot shows the iCOSLIVE Super User interface. The top navigation bar includes 'Super User', 'Financials', and 'Dispatch'. Below this, there are filters for 'Runs', 'Manifest', 'Pickup', 'Current', 'Delivery', 'OrderRef', 'Status View', 'Date', and 'Next Milestone'. The 'Job Dispatch' table is visible, with columns: Flags, Order Ref, Memo, Vehicle, Schedul Priority, Status, Now At, Going To, Customer, and Commodity. A row is highlighted with a red box around the 'Flags' column, showing icons for urgent (red clock) and call (orange phone) status.

## 20. Adding carrier instructions

Optionally Click the **Comments** tab

Optionally Enter some text into the field provided

The screenshot shows the 'Comments & Notes' tab in the iCOSLIVE interface. A text box contains the message: 'THIS JOB IS URGENT, PLEASE CALL CON 02 021123456 BEFORE DELIVERY TO HIS SITE'. A red box highlights the text box, and a black circle with a white 'b' is placed over the text box.

## 21. Port Info

This tab displays information for containers being picked up from Ports of Auckland and the Ports of Tauranga. Please note this information comes from third parties and its accuracy cannot be confirmed.

The screenshot shows the 'Port Info' tab in the iCOSLIVE interface. The table displays container information for 'Ports of Auckland'.

Container	Location	ISO	Weight	Hazard	Temp	ODim	Stops	MPI	Customs	Container Op	Delivery Check	MT Return	Last Free Time	Vessel
75031715240	Truck	2210	24.1t					Released	Released	Released		MCP	23/09/16 06:00	KOTA EKSPRES

## General tab

Return to the General tab

## 22. Doors

Select the direction the container doors need to be when dropped off at the Pack or Unpack site. A booking cannot be saved without this information and it is important that the correct option is selected as turning the container around may incur extra charges.

## 23. Load

This is an optional setting which identifies whether you need a flat deck/ skelly (**Standard**) or a swing lift/ side loader (**Side**) to complete your booking. Unless instructed by your carrier this option can be ignored.

## 24, 25 & 26. Addresses

Sites and their addresses can be entered free form or selected from a list of sites you or your carrier have entered previously. Import and export bookings have 3 addresses while moves have two.

- When creating a new site whose name is common and could exist multiple times for different locations, include its location in the name. i.e. “Woolworths - **Panmure**” rather than just “**Woolworths**”
- When selecting a site's location be as specific as possible and pick a suburb or town rather than a city or region as it may affect your cartage charges. i.e. “**Panmure**” rather than “**Auckland Region**”
- A site's location must exist in the iCOS LIVE database and will highlight red when invalid, and green when valid

## Creating a new site

1. Enter your site's name into the first text field (ignore the autocomplete drop down that appears for now)
2. Enter the site's street address into the first address line
3. *Optionally* enter secondary address information or permanent access instructions into the second line
4. Start entering the site's location into the third address line. A drop down will appear with locations that match what you've typed, and the more you type the more relevant they become.
5. Select the correct location from this list. Once your booking has been saved this new site will become an option you can use again later

Required:  NZ ▼ 00:00 ▼

Name:  
 a

Address:  
 b  
 c  
 d

e

## Selecting an existing site

1. Start typing a site's name and an autocomplete drop down will appear with any previously entered sites that match
2. Continue typing to refine this list if need be, and then select the most suitable option

Required:  NZ ▼ 00:00 ▼

Name:  
 a

Address:  
 b



## Required Date and Time

Once you've created or selected a site enter the date and time that you want your carrier at this site. These dates and times must be entered before the booking can be saved, except for when you don't know the final delivery address. In this case you can check **TBA** (To be Announced) and the site and its required date and time can be omitted.

## Saving your booking

Once you have completed your booking there are two saving options. When you click either of these options you will be notified if there are any errors with the booking which must be fixed before you can continue.

### Save & New

Save yours booking and then immediately opens a new one

### Save Booking

Saves your job and puts it into View Mode

### 27. Click **Save Booking**

## View mode

Once your booking has been successfully saved (and the Save Booking option was selected) it will go into View Mode and more options will become available.

**Container Booking**

**STATUS:**

Freight Payer: The Container Co

Pickup Ref:

Order Ref: YOUR REF

Delivery Ref:

Docket: TCCO10000

Container: FSCU7915240 MSC

Type: GP Commodity: 20 FCL

Vessel: KOTA EKSPRES Voyage: 100S Release No: 9020030 Pin: Random: 123456 Hold Release: VBS Slot Ref. / Time: Weight (kgs): 24100

**General** **Comments** **Port Info.** **Moves** **History** **Proof** **Documents** **Costs & Charges** **5740498**

**Comments**  
THIS JOB IS URGENT, PLEASE CALL CON 021123456 BEFORE DELIVERY TO HIS SITE

**Pickup:**  
Required: 22/09/2016 NZ 00:00

**Activity:**  
Required: 22/09/2016 NZ 00:00

**Delivery:**  
Required: 27/09/2016 NZ 00:00

**Name:**  
FREYBURG WHARF - POAL

**Name:**  
THE CONTAINER CO

**Name:**  
SCS - OTAHUHU

**Address:**  
10 TINLEY STREET  
AUCKLAND, (THE SUBURB)

**Address:**  
123 EXAMPLE PLACE  
ENTRANCE BETWEEN DIARY AND BAKERY  
PANMURE, AUCKLAND REGION

**Address:**  
20 SAVILL DR  
OTAHUHU, AUCKLAND REGION

**Current Loc:** FREYBURG WHARF - POAL

**EDIT BOOKING** **NEW BOOKING**

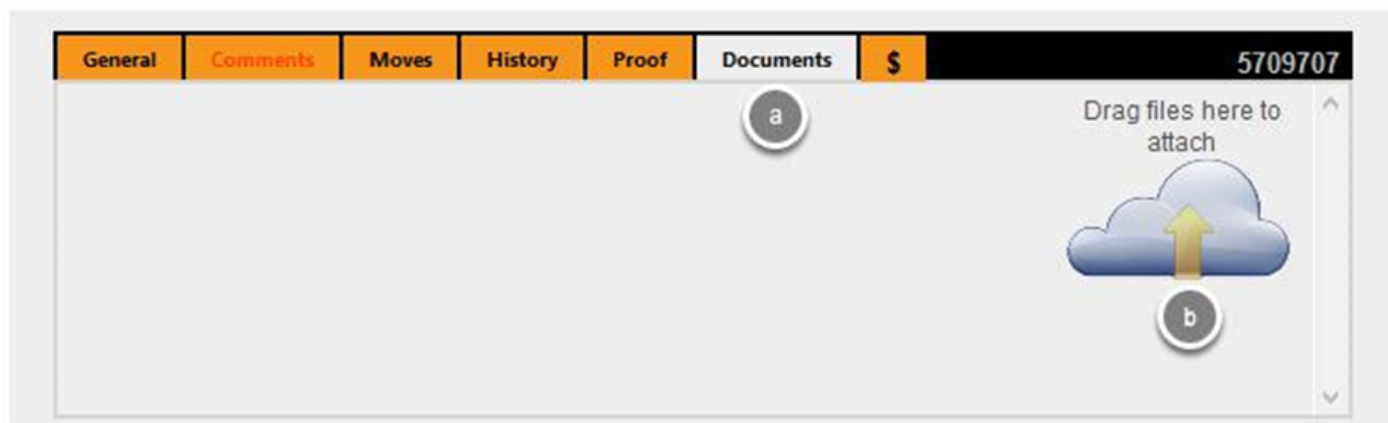
## 28. Auto-Docketing

If Auto Docketing is enabled for your company a unique docket number will now be assigned.

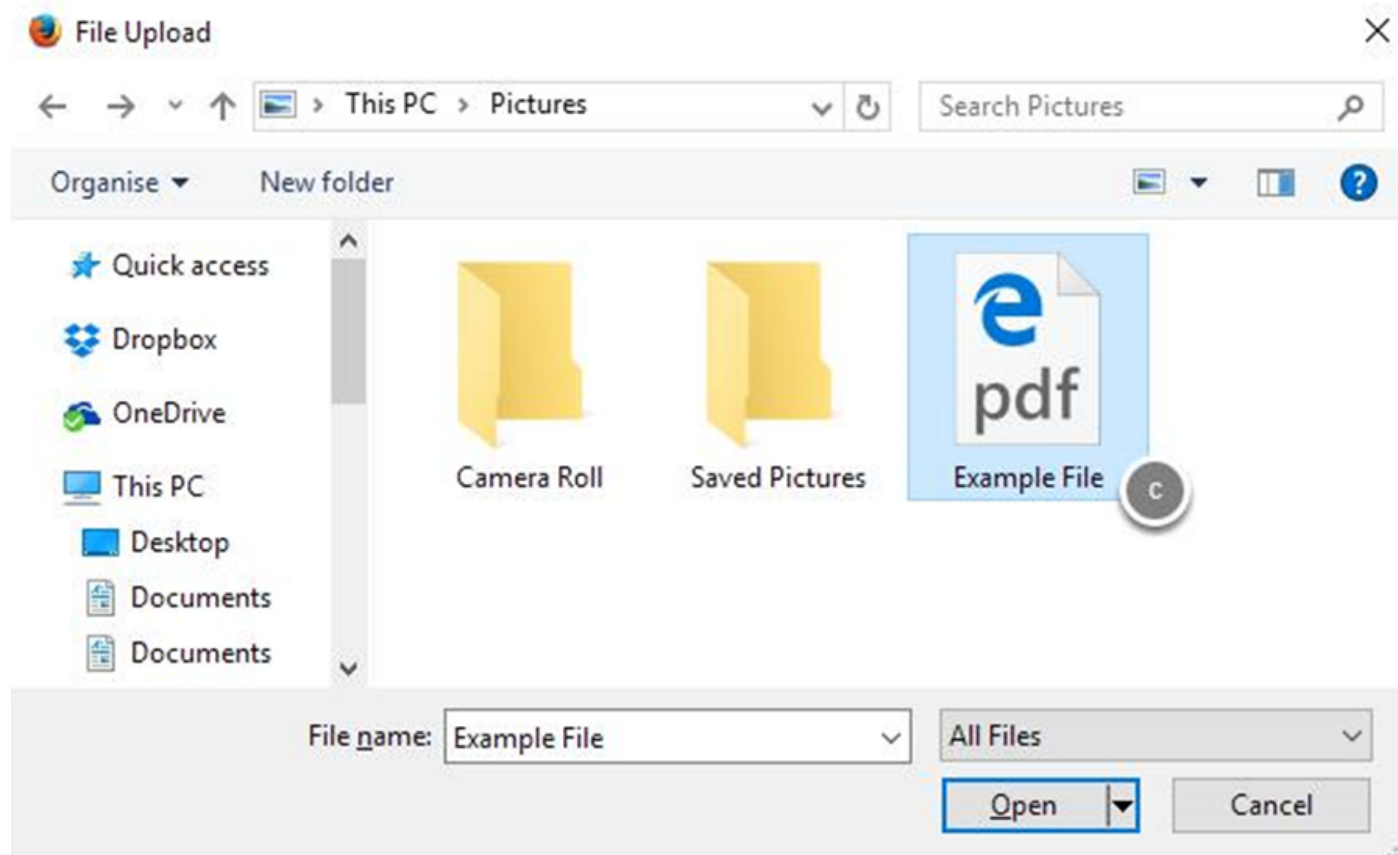
## 29. Documents

The documents tab contains an optional feature which allows you to upload and store files against the booking. This feature must be enabled by your carrier to function.

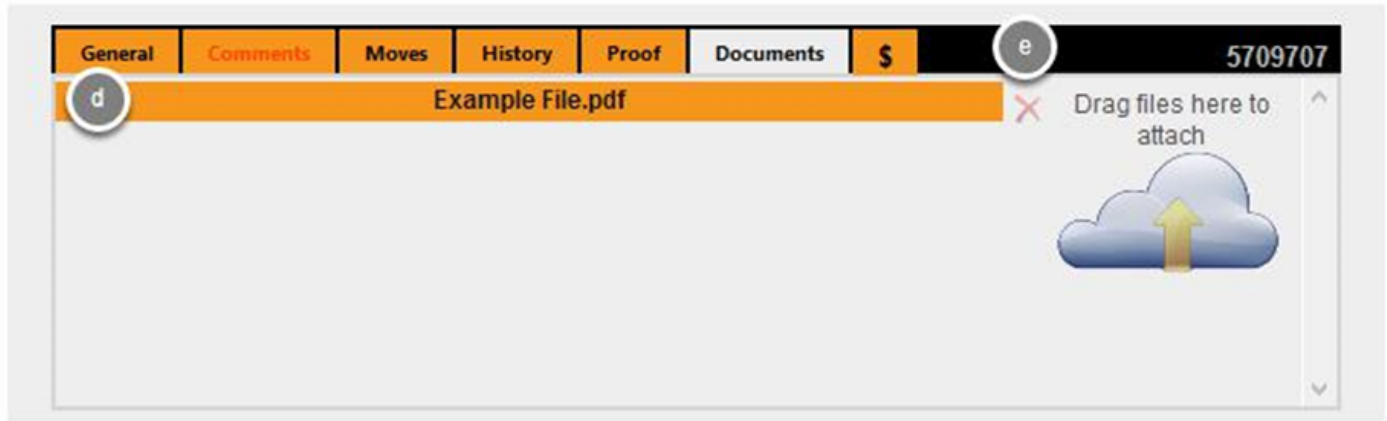
1. Open the **documents** tab
2. Click the **Cloud Icon**



3. Select a file to upload



4. Once uploaded the file will appear in the documents tab
5. Clicking the **red cross icon** removes an attached file



## 30. Charge Amount

If the booking's sites have been entered correctly and a valid commodity was selected, cartage charges will now have been calculated. If you have been given permission to see them they will also be displayed.

## 31. Quick Actions


The quick actions dropdown, found at the bottom left corner of any booking screen contains a list of actions that you can conveniently execute straight from a booking.

### Print Consignment

Creates an A4 PDF consignment note containing two dockets: one for the carrier and one for your client.

Select **Print Consignment** from the **Quick Actions** drop down

Open the created file for printing, or save it for later use



**Driver/POD Copy**

**JUICY10014**

**Shipper (from):** 16-09-2016 13:39  
 JUICY FRUIT COMPANY - HAMILTON  
 153 RIDOUT STREET  
 ENTRANCE NEXT TO BASKETIQUE SHOP  
 SEE FRONT DESK BEFORE GOING OUT THE BACK  
**MAEROA**

**Consignee (to):** 19-09-2016 14:58  
 JUICY FRUIT COMPANY - PAKAKURA  
 23 ORION PLACE  
**Papakura**

**Charge (to):**  
 The Juicy Fruit Company

**Emmanuel Transport**  
 196a Bradbury Road

**Highland Park**

**Phone: 64 21 260 5539**

Job Number: 5709707	Goods Type: AMBIENT	Pickup Temp	Order Reference YOUR REF
		Deliver Temp	Pickup Reference SHIPPER REF
			Delivery Reference CONSIGNEE REF

Pieces	Pack type	Goods	Vol. (m³)	Wgt. (kg)
2	Item	CRATE - APPLES	0.060	200.00
3	Item	CRATE - BANANAS	0.100	300.00
1	Item	CRATE - DAMAGED PEARS	0.030	100.00
6		Pallets: 0      Hired: 0      Lifts: 0	0.190	600.00

**Comment** THIS JOB IS URGENT, PLEASE CALL CON ON 021 123456 BEFORE DELIVERY.

Special instructions / Endorsements:	Chop Returns	Hand Unload
RECEIVED IN GOOD ORDER AND CONDITION:		<input type="checkbox"/>
Print Name: _____ Date: _____	Time: _____	



**Consignee Copy**

**JUICY10014**

**Shipper (from):** 16-09-2016 13:39  
 JUICY FRUIT COMPANY - HAMILTON  
 153 RIDOUT STREET  
 ENTRANCE NEXT TO BASKETIQUE SHOP  
 SEE FRONT DESK BEFORE GOING OUT THE BACK  
**MAEROA**

**Consignee (to):** 19-09-2016 14:58  
 JUICY FRUIT COMPANY - PAKAKURA  
 23 ORION PLACE  
**Papakura**

**Charge (to):**  
 The Juicy Fruit Company

**Emmanuel Transport**  
 196a Bradbury Road

**Highland Park**

**Phone: 64 21 260 5539**

Job Number: 5709707	Goods Type: AMBIENT	Pickup Temp	Order Reference YOUR REF
		Deliver Temp	Pickup Reference SHIPPER REF
			Delivery Reference CONSIGNEE REF

Pieces	Pack type	Goods	Vol. (m³)	Wgt. (kg)
2	Item	CRATE - APPLES	0.060	200.00
3	Item	CRATE - BANANAS	0.100	300.00
1	Item	CRATE - DAMAGED PEARS	0.030	100.00
6		Pallets: 0      Hired: 0      Lifts: 0	0.190	600.00

**Comments / Endorsements:** THIS JOB IS URGENT, PLEASE CALL CON ON 021 123456 BEFORE DELIVERY.  
 Subject to our terms and conditions of carriage.



## Duplicate

Duplicates a booking. If a booking is duplicated once the new booking will appear immediately, otherwise the newly duplicated jobs will appear on your booking workbench.

## Cancel

Cancels a booking. This feature is only available with the correct permissions and before it has been allocated to a truck and driver. If this feature is available, it is suggested that you communicate with your carrier before using it.

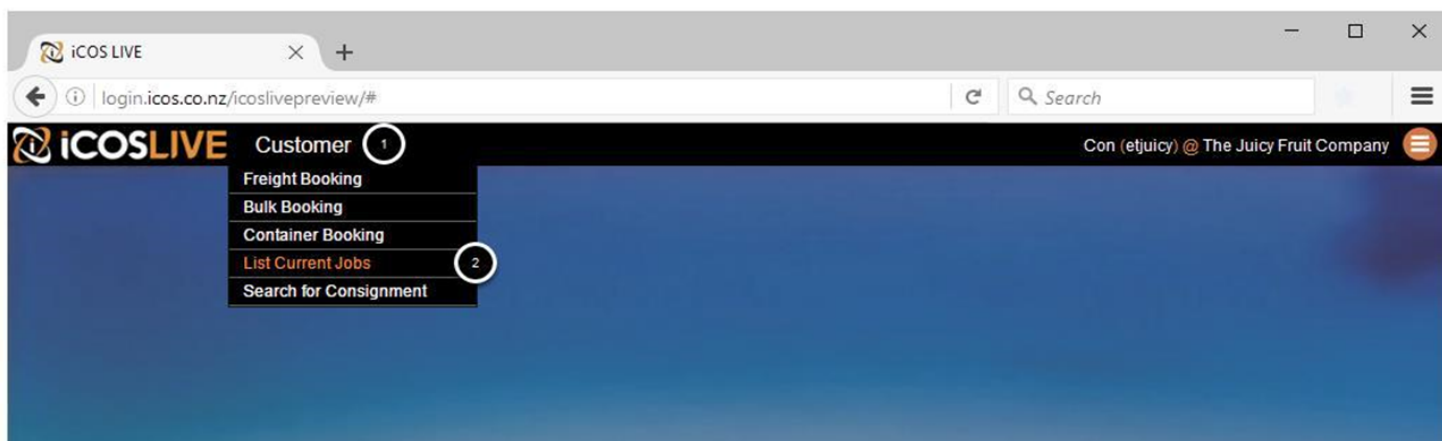
## 32. Edit Booking

Puts a booking into edit mode so that it's details can be updated or modified. This mode's layout is exactly the same as when you first created the booking. Note that some details cannot be changed once the booking has been allocated to a truck and driver.

# Viewing your bookings

## List Current Jobs

1. Open the **Customer** menu
2. Select **List Current Jobs**



## Booking Workbench

The booking workbench displays your company's bookings and contains tools and filters for controlling which are displayed. Previously created bookings can also be opened and edited from here. Before continuing reading please ensure you have created at least one booking.



**Job Dispatch**

Selected	Zoom	Docket	Container	Job Type	Status	Current Location	Commodity	Order Ref	Delivery Ref	Pickup
<input type="checkbox"/>										
<input type="checkbox"/>		JUICY10002		Freight	OFL	AT Ohakune DEPOT	CRATE/CUBIC	SO10001		JUICY FRUIT COMPANY - PAKAKURA
<input type="checkbox"/>		JUICY10014		Freight	NEW		CRATE	YOUR REF	CNSIGNEE REF	JUICY FRUIT COMPANY - HAMILTON

(PDF) List Jobs **PRINT / EXPORT** Filter by User: --- ALL ---

## 1. Workbench grid

The workbench grid displays your companies' bookings. Each booking is displayed on a single row (regardless of how many movements it has) with specific details in each column. A booking can be opened by clicking its **Zoom** icon or by double clicking one of its cells. If you are using a touch screen use the **Zoom** icon.

## 2. Status Filter

The **Status** drop down allows you to filter your workbench based on whether bookings have been completed or not. Selecting one of the options automatically refreshes your workbench with the new results.

- **Active** - Only shows bookings that have not yet been completed
- **Delivered** - Only shows bookings that have been completed
- **Active and Delivered** - Show all bookings

## Booking Statuses

As a booking progresses from new to delivered its status will change as certain events are processed by your carrier or their drivers. A booking's current status can be found in the **Status** column on your job workbench. Below is a list of these statuses, what they mean, and the order they commonly happen:

Status	State	Description
WEB	Active	An optional status for new bookings that haven't been edited by your carrier
NEW	Active	A <b>new</b> booking
RDY	Active	*An optional status that identifies that a booking is <b>ready for pickup</b>
PLN	Active	An optional status that identifies that the booking has been <b>planned</b> for pickup
ALL	Active	The booking is <b>allocated</b> to a truck/ driver for pickup
ACC	Active	The driver has <b>accepted</b> the booking for pickup
PUP	Active	The booking has been <b>picked up</b>

*Container Bookings Only*

PAK	Active	The export container booking is at the consignor being <b>packed</b>
UPK	Active	The import container booking is at the consignee being <b>unpacked</b>
RFP	Active	**An optional status that identifies that a container is <b>ready for pickup</b>

*Jobs with multiple movements Only*

OFL	Active	The booking has been <b>offloaded</b> somewhere other than a booked site
PLN	Active	The booking is <b>planned</b> for allocation
ALD	Active	The booking has been <b>allocated</b> for <u>dehire/</u> delivery
ACC	Active	The booking has been <b>accepted</b> by a driver
UPL	Active	The booking has been <b>uplifted</b> from somewhere other than the first pickup site

*Any Completed jobs*

DEL?	Delivered	The booking has been delivered without a POD
POD	Delivered	The booking has been delivered with a POD

\*Clicking a **NEW** status once sets it to **RDY**, clicking it again to revert it back

\*\* Clicking a **PAK** or **UPK** status once sets it to **RFP**, clicking it again reverts it back

### 3. Date Range Filters

The **From** and **To** date ranges allow you to control what bookings are visible based on their dates. After making a change to either of these fields the **Refresh** button must be clicked to update the workbench.

### 4. Refresh Button

Forces your workbench to reload.

### 5. Clear Filters Button

Clears any filters entered into the filter fields found beneath each column's title.

Job Dispatch						
Select	Zoom	Docket	Status	Vehicle	Goods	Pickup
<input type="checkbox"/>						
<input type="checkbox"/>		JUICY10002	OFL		CRATE OF STUFF/MISC STUFF	JUICY FRUIT COMPANY - PAKAKURA
<input type="checkbox"/>		JUICY10014	RDY		APPLES/BANANAS/DAMAGED	JUICY FRUIT COMPANY - HAMILTON
						PAULS HOUSE - SPRING PALACE
						JUICY FRUIT COMPANY - PAKAKURA

### 6. Print / Export

A drop-down containing reports that can generated from any currently visible or selected bookings.

- **(PDF) List Jobs**
- **(PDF) Run sheet**
- **(PDF) Consignment Note** – Creates a paper consignment note
- **(CSV) Excel Export - WYSIWYG format** – Creates a csv file containing your workbench data

## Creating a report

1. *Optionally* select the bookings to report on by checking their **Select** column check-boxes
2. Select an option from the **Print / Export** drop down
3. Click the **Print / Export** button
4. The report will download into your browser which you can either open or save for later use

**Job Dispatch**

Select	Zoon	Docket	Status	Vehicle	Goods	
<input type="checkbox"/>						
<input checked="" type="checkbox"/>		JUICY10002	OFL		CRATE OF STUFF/MISC STUFF	JUIC
<input checked="" type="checkbox"/>		JUICY10014	RDY		APPLES/BANANAS/DAMAGED	JUIC

1

2

- (PDF) List Jobs
- (PDF) Run-sheet
- (PDF) Consignment Note
- (CSV) Excel Export - WYSIWYG Format**
- (PDF) List Jobs

3

**PRINT / EXPORT**

Filter by User **--- ALL ---**

4

ICOS\_JOB\_LIST (8).csv

## 7. Filter by User


Filters the workbench by the user who created a booking.

## Workbench columns

Workbench columns can be resized, re-positioned, hidden, sorted and filtered. Any changes made to them are saved when you log out or refresh and are available again once logged back in.

### Resizing a column

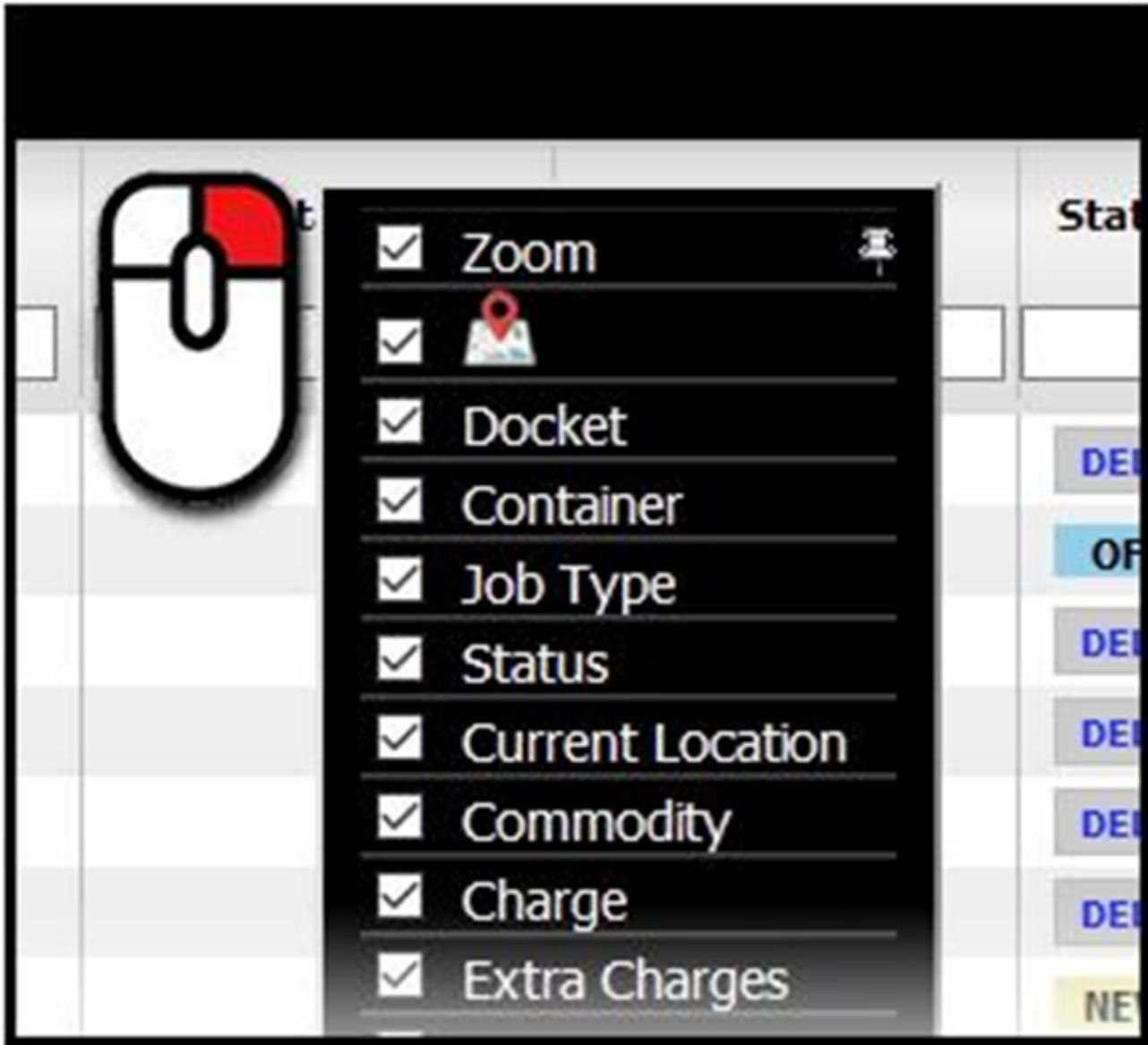
Click and hold down the left mouse button while over the line to the right of a column's title. Drag your mouse to the left to make it shorter or to the right to make it wider. Release the mouse once you have achieved your desired width.



ty	Charge	Charges
	\$0.00	\$0
	\$25.00	\$0
	\$200.00	\$0
	\$252.00	\$0
C	\$484.00	\$0
	\$600.00	\$0
C	\$660.00	\$0

### Hide/ Show a column

Right click any column title to open a list of all of the available workbench columns. Highlighting a column title will horizontally reposition the workbench to its current location. Toggling a column's check box will change its visibility.



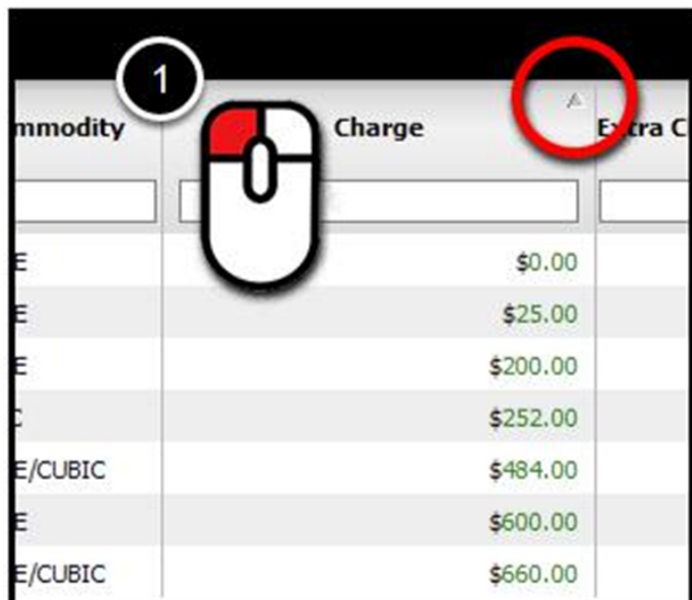
## Re positioning a column

Left click and drag a column title to its new location then release the mouse button to position it

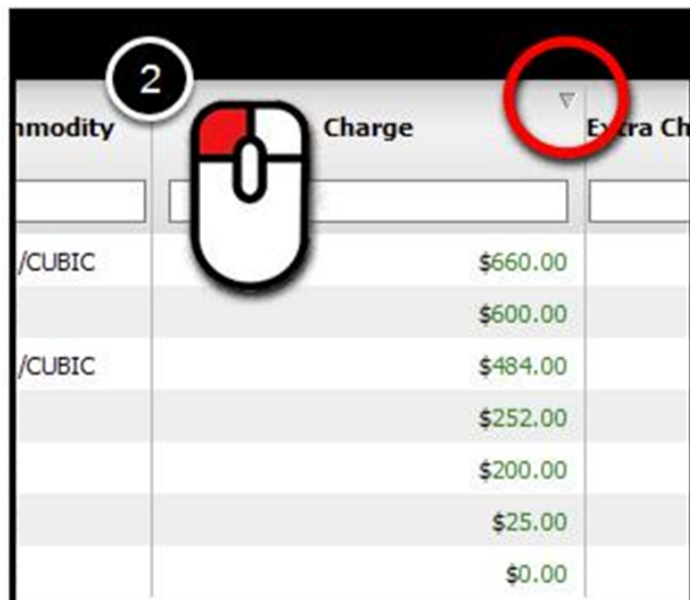
## Sorting a column

Left click a column title to sort it ascending and again to sort descending. An arrow icon will appear which lets you know which sort is currently applied.





Commodity	Charge	Extra C
E	\$0.00	
E	\$25.00	
E	\$200.00	
C	\$252.00	
E/CUBIC	\$484.00	
E	\$600.00	
E/CUBIC	\$660.00	



Commodity	Charge	Extra Ch
/CUBIC	\$660.00	
	\$600.00	
/CUBIC	\$484.00	
	\$252.00	
	\$200.00	
	\$25.00	
	\$0.00	

## Filtering a column

Bookings can be filtered by their column's data by entering text (or numbers) into the free form fields found beneath its title. If a booking's column doesn't contain the text you entered it will be hidden immediately. If an exclamation mark (!) is added to the start of the text it will have the opposite effect. Multiple column filters can be applied at the same time, and they can be removed by clicking the **Clear Filters** button.

Location	Commodity	Extra Charges	Pickup Ref
	CUBIC	\$0	10024
EPOT	CRATE/CUBIC	\$0	10024
	CRATE/CUBIC	\$0	10025
	CRATE	\$0	10025
	CRATE	\$0	10025
	CRATE	\$0	SHIPPER REF
	CRATE	\$0	10023

Location	Commodity	Extra Charges	Pickup Ref
	cubic		
	CUBIC	\$0	10024
EPOT	CRATE/CUBIC	\$0	10024
	CRATE/CUBIC	\$0	10025

Location	Commodity	Extra Charges	Pickup Ref
	!cubic		
	CRATE	\$0	10023
	CRATE	\$0	10025
	CRATE	\$0	10025
	CRATE	\$0	SHIPPER REF

## Workbench columns

Column Name	Job Type	Description
Select	All	Selects a booking
Zoom	All	Opens a booking with a single click or tap on a touch screen
Docket	All	A unique docket number
Vehicle	All	Shows the currently allocated vehicle
Goods	Freight/ Bulk	Line item description(s)
Pickup	All	The pickup site's basic details
Delivery	All	The final delivery site's basic details
Job Type	All	The job type (FREIGHT, BULK, CONTAINER)
*Charge	All	The total calculated cartage charges
*Extra Charges	All	The total non-cartage charges
Current Location	All	The current location of the goods
Commodity	All	The rate commodity(s)
Pickup Ref	All	The pickup reference
Delivery Ref	All	The delivery reference
Order Ref	All	The order number
From	All	The pickup site's locale
To	All	The final delivery site's locale
Goods Type	Freight	The goods type (AMBIENT, CHILLED, FROZEN)
Required Pickup	All	The required date of pickup from the origin
Required Delivery	All	The required date of delivery to the <u>final destination</u>
PUP TZ	All	The time zone of the required pickup date
DEL TZ	All	The time zone of the required delivery date
*Map	All	Opens a map showing booking event locations
Next Milestone	All	Shows the next most important date of a booking
Quantity	Freight/ Bulk	The total booked quantity
**Quantity Actual	Freight/ Bulk	The total recorded quantity
Weight	All	The total booked gross weight
**Weight Actual	Freight/ Bulk	The total recorded gross weight
Cubic	Freight/ Bulk	The total booked cubes
**Cubic Actual	Freight/ Bulk	The total recorded cubes
Booked Date	All	The date and time the booking was created
Booked By	All	The user who created the booking
Picked up	All	The date and time of the pick up from the origin
Delivered	All	The date and time of the delivery to the <u>final destination</u>
Delivered to	All	Displays the name of the person who received the goods

\* Requires permissions to be visible

\*\* If these columns are required, please discuss this with your Carrier

## Container only columns

Column Name	Job Type	Description
Container	Container	The container number
I/ E/ M	Container	Identifies if a container job is an IMPORT, EXPORT or MOVE
Container Type	Container	The type of container
Container Size	Container	The size of the container
MT/ FULL	Container	Indicates whether the container is EMPTY or FULL
DGs	Container	Displays DG icons if dangerous goods are being carried
Vessel	Container	The Import or Export shipping vessel
Voyage	Container	The shipping vessel voyage number
PAK/ UPK	Container	The date and time the container was delivered for PAK/ UPK
Required PAK/UPK	Container	The required date and time for delivery to the PAK/UPK site
Shipping Company	Container	The shipping company that owns or is leasing the container
Container Release	Container	The container import release number, or empty release number
Container PIN	Container	The pin number for accessing the container from its wharf
Container Random	Container	The shipping line random number
Slot Date	Container	The VBS booking date
Slot Reference	Container	The VBS booking reference

## Reviewing an existing job

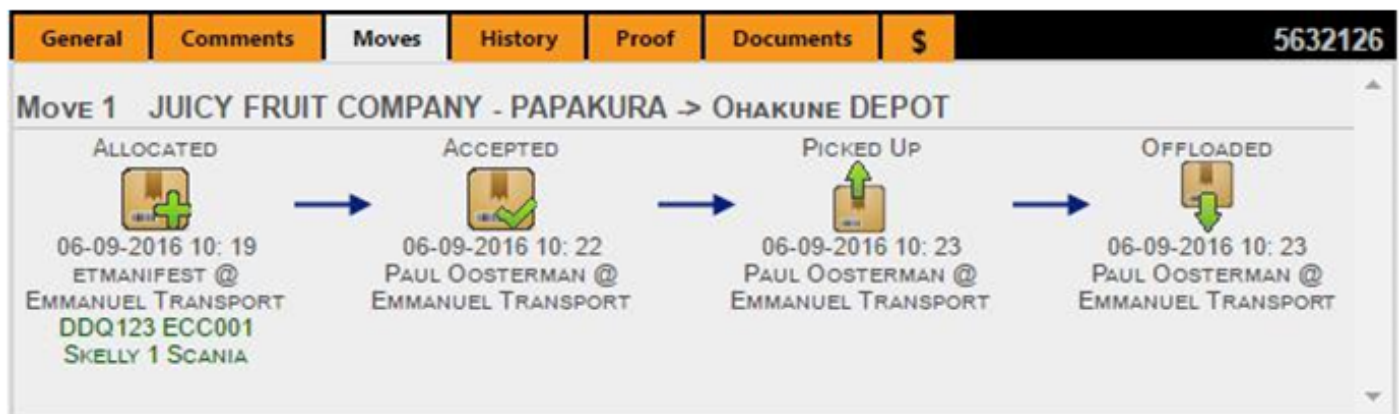
### Editing an existing job

A job's details can be edited up until the time that a booking has been allocated by your Carrier.

1. Open a booking from the workbench by clicking the **Zoom** icon or double clicking any of its cells
2. Click the **Edit Booking** button
3. Update the booking's details
4. **Save** the booking

### Reviewing a booking's movement history

You can view a booking's movement history at any time from its **Moves** tab. Each physical movement is displayed on its own line with its completed events listed vertically. Each event is displayed with an event type, event icon, date and time stamp, and the user's name that processed it.



In this example the job was allocated to a truck (DDQ123) but it was manually processed by Paul. If the truck's driver had completed the events his user name (ECC001) would be beneath each event.

## Reviewing a booking's history

You can view a booking's general history at any time from its **History** tab. Each history event includes the activity type, a date and time stamp and the involved user.

General	Comments	Moves	History	Proof	Documents	\$	5632126
Activity		Date		User			
Booked		Fri 02 Sep 2016 18:48		Terry Teo @ Emmanuel Transport			
Booking Edited		Fri 02 Sep 2016 18:50		Terry Teo @ Emmanuel Transport			
Booking Edited		Fri 02 Sep 2016 18:53		Terry Teo @ Emmanuel Transport			
Booking Edited		Sun 04 Sep 2016 19:24		Terry Teo @ Emmanuel Transport			
Booking Edited		Sun 04 Sep 2016 19:26		Terry Teo @ Emmanuel Transport			

## Printing a Proof of Delivery


Once a booking has been completed with a POD you can view or download it from its **Proof** tab. PODs created by a driver using our mobile application will have a signature, the receiver's name, a GPS coordinate (if turned on) as well as the job's basic details.

General	Comments	Moves	History	Proof	Documents	\$	5632126
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to Jimmy

**Print Proof Report**

<b>PROOF OF DELIVERY</b>		<b>JUICY10016</b>	
<b>Shipper (from):</b> JUICY FRUIT COMPANY - PAKAKURA 23 ORION PLACE  <b>PAKAKURA</b>		<b>Emmanuel Transport</b>  196a Bradbury Road Highland Park	
<b>consignee (to):</b> PAULS HOUSE - SPRING PALACE 191A KAIPAKE ROAD  <b>OHAUPO</b>		<b>Docket:</b> JUICY10016 <b>Order Ref:</b> SO10001  <b>ICOS LIVE #:</b> 5713202 <b>Delivery Ref:</b>	
<b>charge to:</b> The Juicy Fruit Company			
<b>Pieces:</b>	<b>Type:</b>	<b>Description:</b>	<b>Weight:</b>
4.000	Item	CRATE - CRATE OF STUFF	800.00
1.000	Item	CUBIC - MISC STUFF	400.00
			<b>Cube:</b> 0.000
<b>RECEIVED IN GOOD ORDER AND CONDITION:</b>		<b>date:</b> 18/09/2016	<b>time:</b> 23:39
 Jimmy		<b>GPS fix:</b> -36.91209463 174.90871981	
		<b>vehicle name:</b>	
		Skelly 1	

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Preview