

# Client Training Manual (Freight)

Modified on: Sun, 14 Apr, 2019 at 2:32 PM

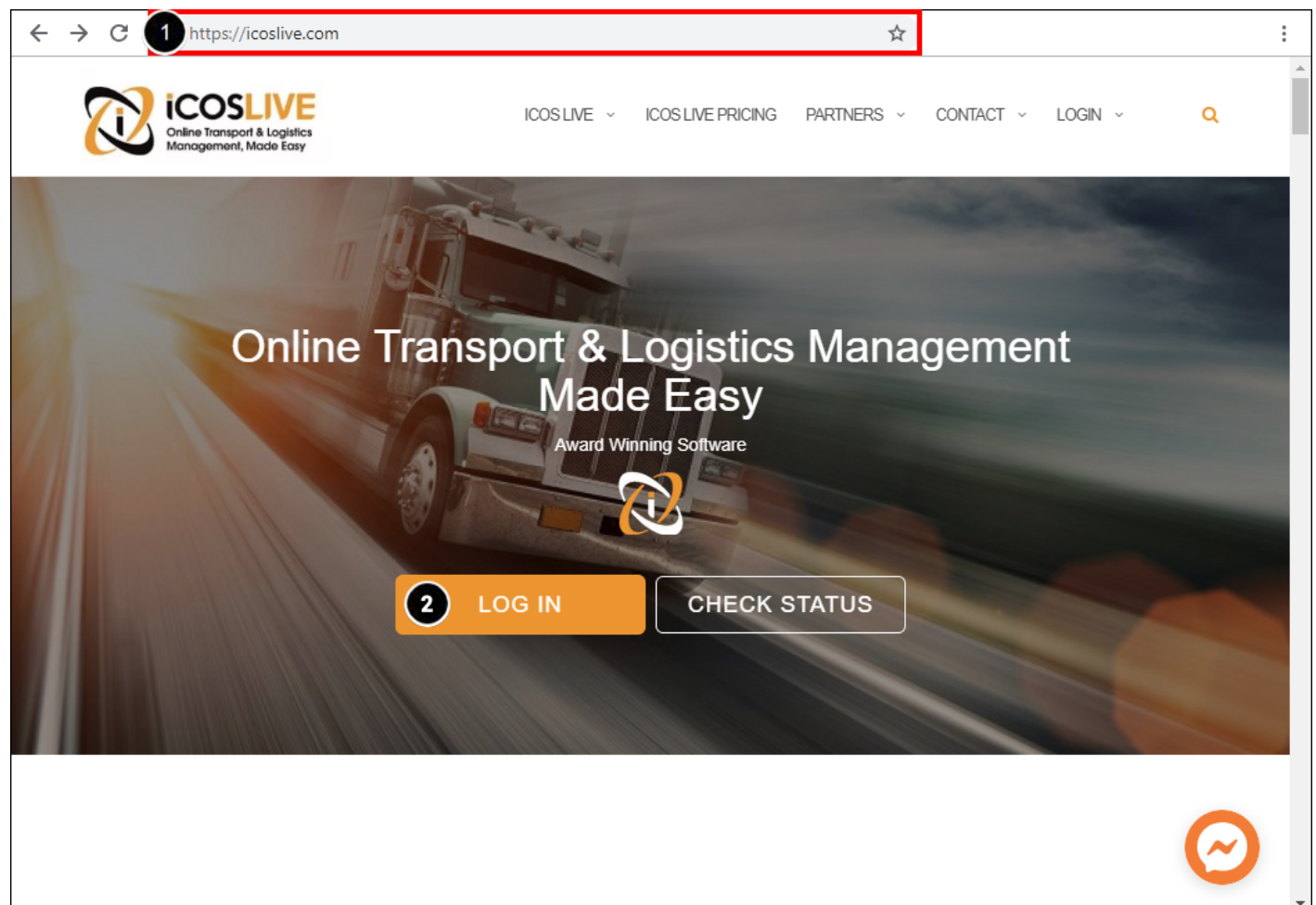
## Prerequisites

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

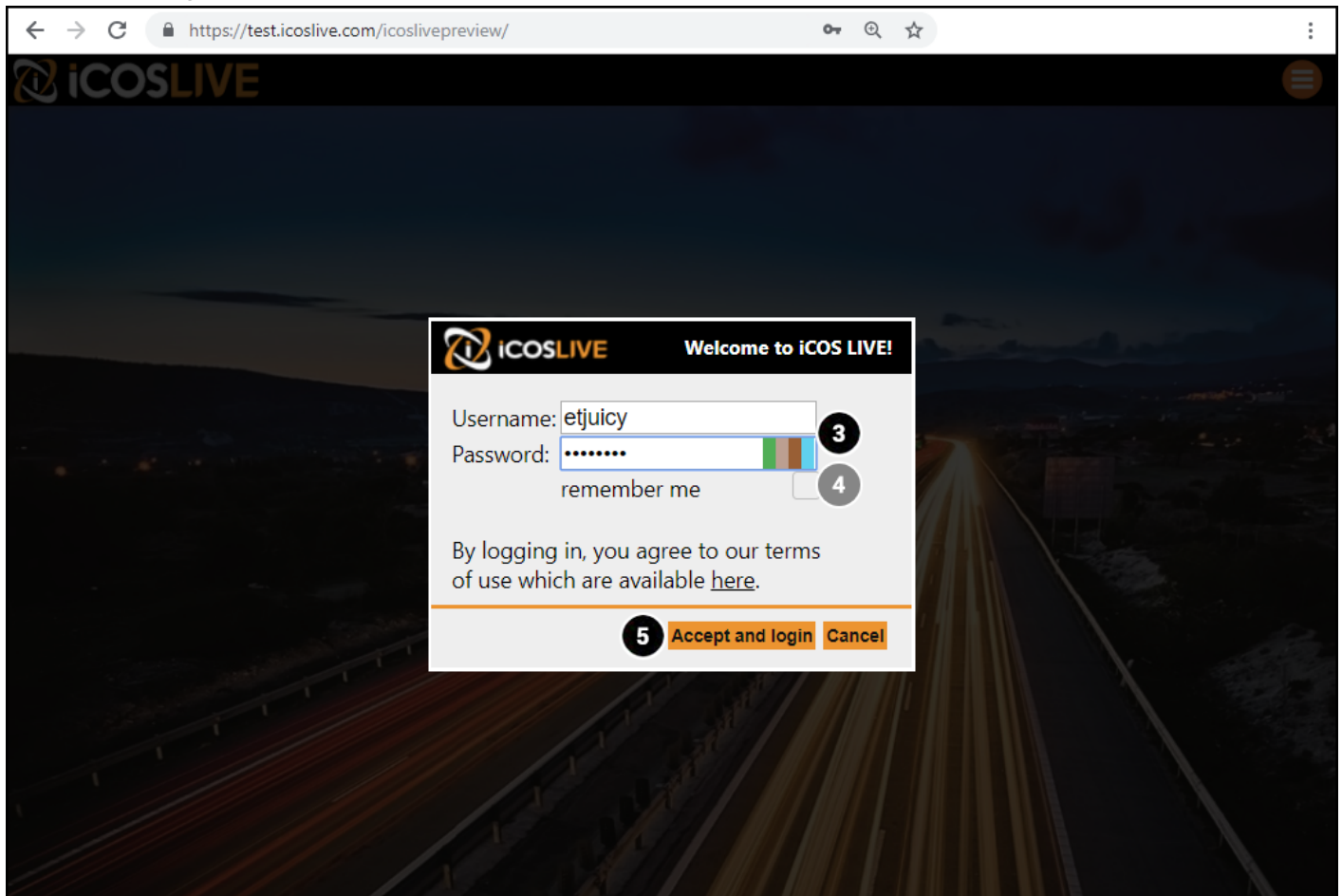
- Chrome download URL: <https://www.google.com/chrome/browser/desktop/index.html> (<https://www.google.com/chrome/browser/desktop/index.html>)
- Firefox download URL: <https://www.mozilla.org/en-US/firefox/new/> (<https://www.mozilla.org/en-US/firefox/new/>)

## Logging in

1. Open the iCOS LIVE website URL: <https://icoslive.com> (<https://icoslive.com>) 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 Freight booking

## Create a booking

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

The screenshot shows the 'Freight Booking - Create Booking' form in the iCOSLIVE system. The form is titled 'Freight Booking - Create Booking' and includes fields for Freight Payer (The Juicy Fruit Company), Pickup Ref, Shipper, Consignee, Order Ref, and Delivery Ref. It also has a table for items with columns for Quantity, Package, Commodity, Description, Age, and Cdate. The form is marked as 'NEW' and has buttons for 'Save & New' and 'Save Booking'.

## Freight booking references

Each freight 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 the pickup site's (Shipper) reference for this job
5. Enter your reference for this job
6. *Optionally* enter the delivery site's (Consignee) reference for this job

This close-up screenshot focuses on the reference fields of the 'Freight Booking - Create Booking' form. It shows the 'Freight Payer' as 'The Juicy Fruit Company', the 'Docket' as 'JUICY AUTO', and the 'Pickup Ref', 'Order Ref', and 'Delivery Ref' fields. The 'Pickup Ref' field is highlighted with a circled 4, the 'Order Ref' field with a circled 5, and the 'Delivery Ref' field with a circled 6.

## Shipper and Consignee Sites

The shipper and consignee sites can be entered free form, selected from a list of existing sites, or they can be preset by your carrier if your either of your sites will always be the same.

- When creating a new site whose name could exist multiple times, include the site's location in the name. i.e. "Woolworths - **Panmure**" rather than just "**Woolworths**"
- When selecting a site's locale be as specific as possible, pick a suburb or town rather than a city or region. i.e. "**Panmure**" rather than "**Auckland Region**"
- A site's locale must exist in the iCOS LIVE database and will highlight **red** when invalid and **green** when valid

## Creating a new site

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



**Freight Booking - Create Booking**

Freight Payer:  Docket:

Pickup Ref:  Order Ref:  Delivery Ref:

**Shipper**

- Maerewhenua, Canterbury Region
- MAEROA, Hamilton**
- Maewa, Feilding

**Consignee**

## 8. Selecting an existing site

1. Start typing "JUICY FRUIT" into the consignee site name and an autocomplete drop down will appear
2. Select the previously saved "JUICY FRUIT - PAPA KURA" site

**Freight Booking - Create Booking**

Freight Payer:  Docket:

Pickup Ref:  Order Ref:  Delivery Ref:

**Shipper**

**Consignee**

- JUICY FRUIT COMPANY - PAPA KURA, Papakura**
- JUICY FRUIT COMPANY - HAMILTON, MAEROA
- JUICY BY DESIGN, HELENSVILLE
- JUICY RENTALS, Auckland Airport
- JUICY RENTALS, QUEENSTOWN
- JUICY RENTALS HELENSVILLE, Auckland
- JUICY PETER LEEMING RD, HAREWOOD
- JUICY TREE ORCHARD, CHRISTCHURCH
- JUICY BACKPACKERS SITE, PETER LEEMING DR,
- JUICY BACKPACKERS, ROYD RD, HAREWOOD

## The Details tab

The details tab is a collection of tabs that contain specific details about a job. The General and Notes & Comments tabs are available when creating a new job and more will become available once the job has been saved. For freight bookings the General tab contains tools for adding and managing the goods that need to be carted.

**Freight Booking - Create Booking**

Freight Payer: **The Juicy Fruit Company** Docket: **JUICY AUTO**

Pickup Ref: **SHIPPER REF** Order Ref: **YOUR REF** Delivery Ref: **CNSIGNEE REF**

**Shipper**  
**JUICY FRUIT COMPANY - HAMILTON**  
 153 RIDOUT STREET  
 ENTRANCE NEXT TO BASKETIQUE SHOP  
 SEE FRONT DESK BEFORE GOING OUT THE BACK  
**MAEROA, HAMILTON**

**Consignee**  
**JUICY FRUIT COMPANY - PAKAKURA**  
 23 ORION PLACE  
**PAPAKURA, AUCKLAND REGION**

General	Notes & Comments	NEW				
Quantity	Package	Commodity	Description	Kgs	Cubic	
0	Item	CRATE		0	0	UPDATE ADD

## 9. Adding the goods to be carted

Goods are added to bookings as line items and are in most cases used to calculate your cartage rates. A line item can be created per item or a line item could be created for a group of goods that use the same rate commodity. Line items are created and edited along the top of the general tab and any saved line items are displayed below in a list.

### Creating a line item

Follow the below steps and create three line items, they do not need to match those shown in the example screenshots.

1. Enter the unit **quantity** (must be 1 or higher and cannot include decimal places)
2. Optionally select how the goods are **packaged**
3. Select a rating **commodity**
4. Optionally enter a **description** of the goods
5. Enter the total **weight** of the goods
6. Enter the total **cubes** of the goods
7. Click the **Add** button

Line	Item	Commodity	Description	Kgs	Cubic	Update	Delete
1	2	CRATE	APPLES	200	0.06		
2	3	CRATE	BANANAS	300	0.1		
3	1	CRATE	PEARS	100	0.03		

## Updating a line item

- Click the **pencil icon** of the line item you want to update
- Change some of the line item's details (they will appear in the same location that you originally entered them)
- Click the **update** button to apply the changes

## Deleting a line item

- Click a line item's **Red Cross icon** to delete it

## Notes & 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 job on your carrier's dispatch workbench and on your job list.

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

## 10. Adding carrier instructions

1. Click the Notes & Comments tab
2. Enter some text into the field provided (for this exercise include the words CALL and URGENT)
3. Return to the General tab

## 11. Selecting a cartage service type

Service types are an *optional* feature which allows you to define the type of freight service you want your carrier to provide. iCOS LIVE provided 4 freight options: **Standard**, **Express**, **Economy** and **Urgent**. Selecting one of these options may affect your cartage rates and the speed at which your job is completed, so please discuss this feature with your carrier.

1. Optionally select an option from the Service Type drop down





## 12. Recording pallets and lifts

If you or your carrier are tracking pallets you can optionally record some of their details against the job.

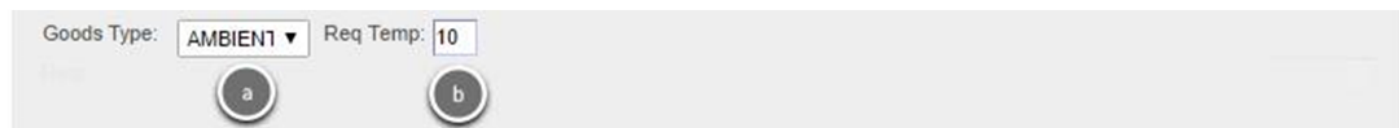
1. *Optionally* enter the amount of hire pallets involved in the job, into the **Hire** field
2. *Optionally* enter the amount of non-hire pallets involved in the job, into the **Non** field
3. *Optionally* enter the amount of lifts required for your job, into the **Lifts** field
4. *Optionally* enter the amount of hire pallets that will be returned from the consignee, into the **Hire Retn** field



## 13. Setting your goods type and their required temperature

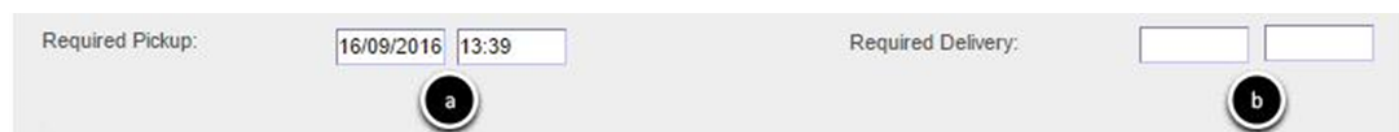
The goods type and required temperature fields allow you to identify if your goods have specific storage requirements. iCOS LIVE provides three goods types: **AMBIENT**, **CHILLED** and **FROZEN**. If your goods are always of a particular type with specific temperature requirements your carrier can set them as defaults.

1. *Optionally* select an option from the **Goods Type** dropdown
2. *Optionally* enter the temperature your goods must be stored at in the **Req Temp** field



## 14. Setting the required pickup and delivery dates and time

1. Enter the date and time you want your goods picked up, into the **Required Pickup**
2. Enter the date and time you want your goods delivered, into the **Required Delivery** fields



## 15. 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 job and then immediately opens a new freight booking

### Save Booking

Saves your job and puts it into View Mode

15. Click **Save Booking**


**Freight Booking - Create Booking**

Freight Payer: 
 Docket:  
 Quote: ☐

Pickup Ref: 
 Order Ref: 
 Delivery Ref: 
 Export: ☐

**Shipper**  
**JUICY FRUIT COMPANY - HAMILTON**  
 153 RIDOUT STREET  
 ENTRANCE NEXT TO BASKETIQUE SHOP  
 SEE FRONT DESK BEFORE GOING OUT THE BACK  
 MAEROA, HAMILTON

**Consignee**  
**JUICY FRUIT COMPANY - PAKAKURA**  
 23 ORION PLACE  
 PAKAKURA, AUCKLAND REGION

**General**
**Notes & Comments**
**NEW**

Quantity	Package	Commodity	Description	Kgs	Cubic		
<input type="text" value="0"/>	<input type="text" value="Item"/>	<input type="text" value="CRATE"/>	<input type="text" value=""/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="button" value="UPDATE"/>	<input type="button" value="ADD"/>
1	2 Item	CRATE	APPLES	200	0.06	<input type="button" value="edit"/>	<input type="button" value="delete"/>
2	3 Item	CRATE	BANANAS	300	0.1	<input type="button" value="edit"/>	<input type="button" value="delete"/>
3	1 Item	CRATE	DAMAGED PEARS	100	0.03	<input type="button" value="edit"/>	<input type="button" value="delete"/>

Service Type: 
 Pallets: Hire ☐ Non ☐
 Lifts ☐ Hire Retn ☐
 Charge Amount:

Goods Type: 
 Req Temp:


Required Pickup:  
 Required Delivery:

Comments:

STATUS: **NEW**

## View mode

Once your booking has been successfully saved it will go into View Mode. This is the same layout you will see when a freight booking has been opened from your **booking workbench**, which you can accessed from the **Customer Menu** by clicking **List Current Jobs**. As your booking has been saved it is now safe to go to this screen but it is suggested that you continue reading this article before doing so.


**Freight Booking - - [ DOCKET JUICY10014 ]**

etjuicy The Juicy Fruit Company

Freight Payer: THE JUICY FRUIT COMPANY Docket: JUICY10014 16-09-2016 14:58  
Pickup Ref: SHIPPER REF Order Ref: YOUR REF Delivery Ref: CNSIGNEE REF

Shipper  
**JUICY FRUIT COMPANY - HAMILTON**  
153 RIDOUT STREET  
ENTRANCE NEXT TO BASKETIQUE SHOP  
SEE FRONT DESK BEFORE GOING OUT THE E  
MAEROA, Hamilton

Consignee  
**JUICY FRUIT COMPANY - PAKURA**  
23 ORION PLACE  
Papakura, Auckland Region

General	Comments	Moves	History	Proof	Documents	\$	5709707
Line	Quantity	Package	Commodity	Description	Weight	Cubic	
1	2	Item	CRATE	APPLES	200.00	0.060	
2	3	Item	CRATE	BANANAS	300.00	0.100	
3	1	Item	CRATE	DAMAGED PEARS	100.00	0.030	

Service Type: Standard Pallets: Hire: 0 Non: 0 Lifts: 0 Hire Retn: 0 Charge Amount: 600.00  
GoodsType: AMBIENT Req Temp: Actual Temp: Unload Fee ChgOvrRide No Chg No Disp  
Required Pickup: 16/09/2016 13:39 Required Delivery: 19/09/2016 14:58  
Actual Picked Up: Actual Delivered:  
Comments: THIS JOB IS URGENT, PLEASE CALL CON ON 021 Delivered To: Has POD

STATUS: NEW

Edit Booking New Booking

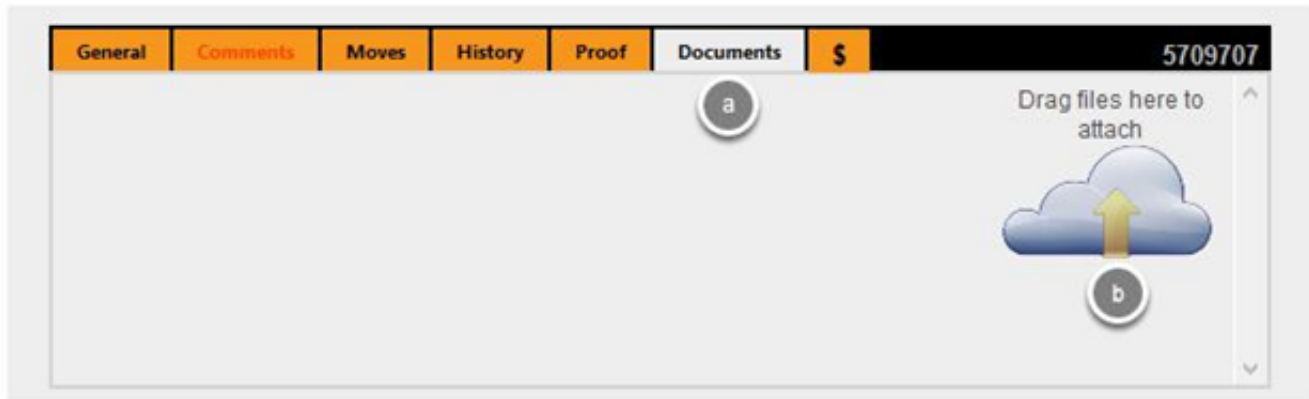
## 16. Auto-Docketing

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

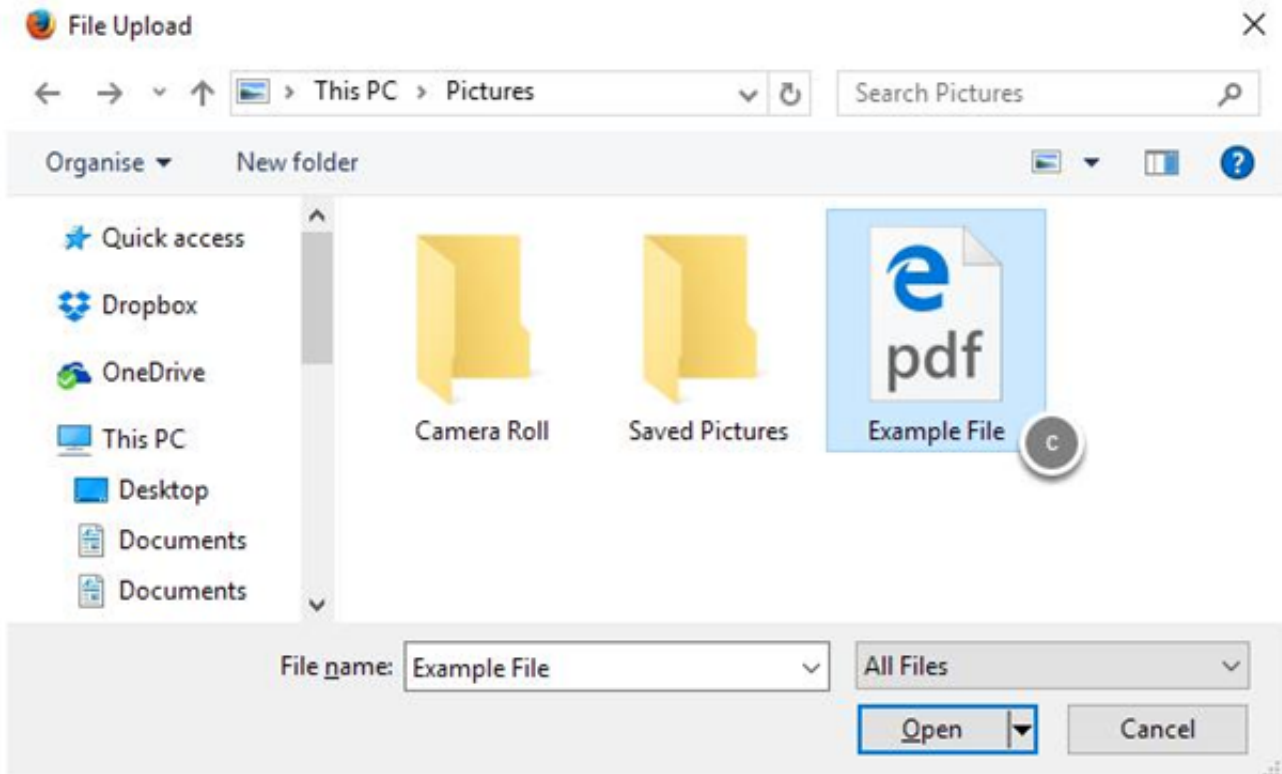
## 17. Documents

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**

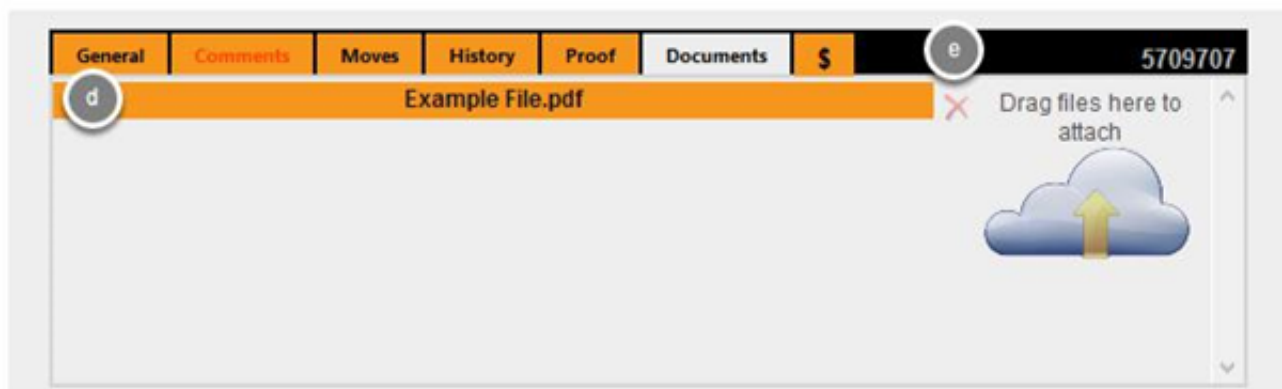


3. Select a file to upload



4. Once uploaded the file will appear in the documents tab

5. Clicking the **red cross icon** removes an attached file



## 18. Charge Amount



If your line items and sites have been entered correctly and they match one your carrier's rate commodities the total cartage charge will be calculated. If you have been given permission to see your cartage charges they will now be displayed.


## 19. Quick Actions

The quick actions drop-down, found at the bottom left corner of any job booking contains actions you can conveniently execute straight from a booking.

### Print Consignment

Creates an A4 PDF consignment note

1. Select **Print Consignment** from the **Quick Actions** drop down
2. Open the resulting file for printing, or save it for later use



Shipper (from):  
JUICY FRUIT COMPANY - HAMILTON  
153 RIDGOUT STREET  
ENTRANCE NEXT TO BASKETIQUE SHOP  
SEE FRONT DESK BEFORE GOING OUT THE BACK  
MAEROA

Consignee (to):  
JUICY FRUIT COMPANY - PAKAKURA  
23 ORION PLACE  
Papakura

Charge (to):  
The Juicy Fruit Company

Driver/POD Copy

**JUICY10014**

Emmanuel Transport  
196a Bradbury Road  
Highland Park

Phone: 64 21 260 5539

Req. Pick Up: 15-09-2016 13:39


Req. Delivery: 19-09-2016 14:58

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	0.080	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:



Shipper (from):  
JUICY FRUIT COMPANY - HAMILTON  
153 RIDGOUT STREET  
ENTRANCE NEXT TO BASKETIQUE SHOP  
SEE FRONT DESK BEFORE GOING OUT THE BACK  
MAEROA

Consignee (to):  
JUICY FRUIT COMPANY - PAKAKURA  
23 ORION PLACE  
Papakura

Charge (to):  
The Juicy Fruit Company

Consignee Copy

**JUICY10014**

Emmanuel Transport  
196a Bradbury Road  
Highland Park

Phone: 64 21 260 5539

Req. Pick Up: 15-09-2016 13:39

Req. Delivery: 19-09-2016 14:58

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	0.080	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.

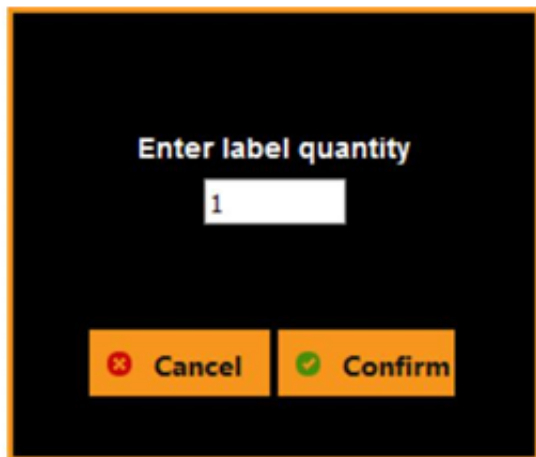
Subject to our terms and conditions of carriage.



## Print Labels

Creates a PDF with one or more labels. The label format defaults to an A4 size however other options are available.

1. Select **Print Labels** from the **Quick menu** drop down
2. Enter the total quantity of unique packages being carted and then click **Confirm**
3. Open the resulting file for printing, or save it for later use



**Emmanuel Transport**

**Shipper:**  
JUICY FRUIT COMPANY - HAMILTON  
153 RIDOUT STREET  
MAEROA  
Printed 17/09/2016 15:16

**Consignee:**  
**JUICY FRUIT COMPANY - PAPA KURA**  
23 ORION PLACE

**PAPA KURA**

DKT: JUICY10014  
D/REF: CNSIGNEE REF  
DUE: 19/09/2016 14:58  
APPLES/BANANAS/DAMAGED PEARS

600.00 kg 0.19 m<sup>3</sup>

1 of 4

## Duplicate

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

## Cancel

Cancels a job booking. This feature is only available with the correct permissions and before a job has started. If this feature is available, it is suggested that you communicate with your carrier before using it.

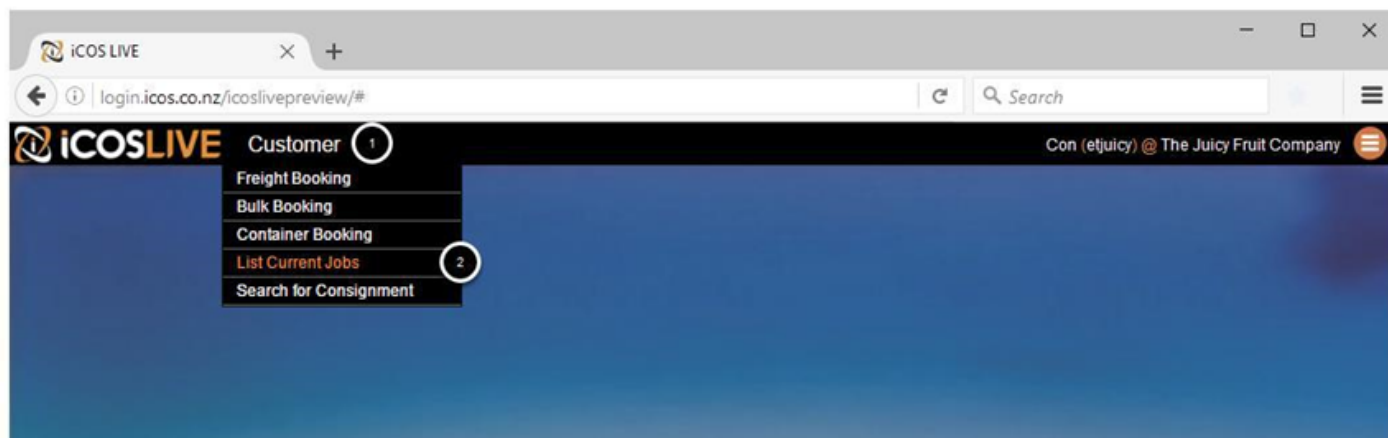
## 20. Edit Booking

Puts a job into edit mode so that details can be updated or added. This mode's layout is the same as when you first created the booking however note that some details cannot be changed once the job has started by your Carrier.

# Viewing your bookings

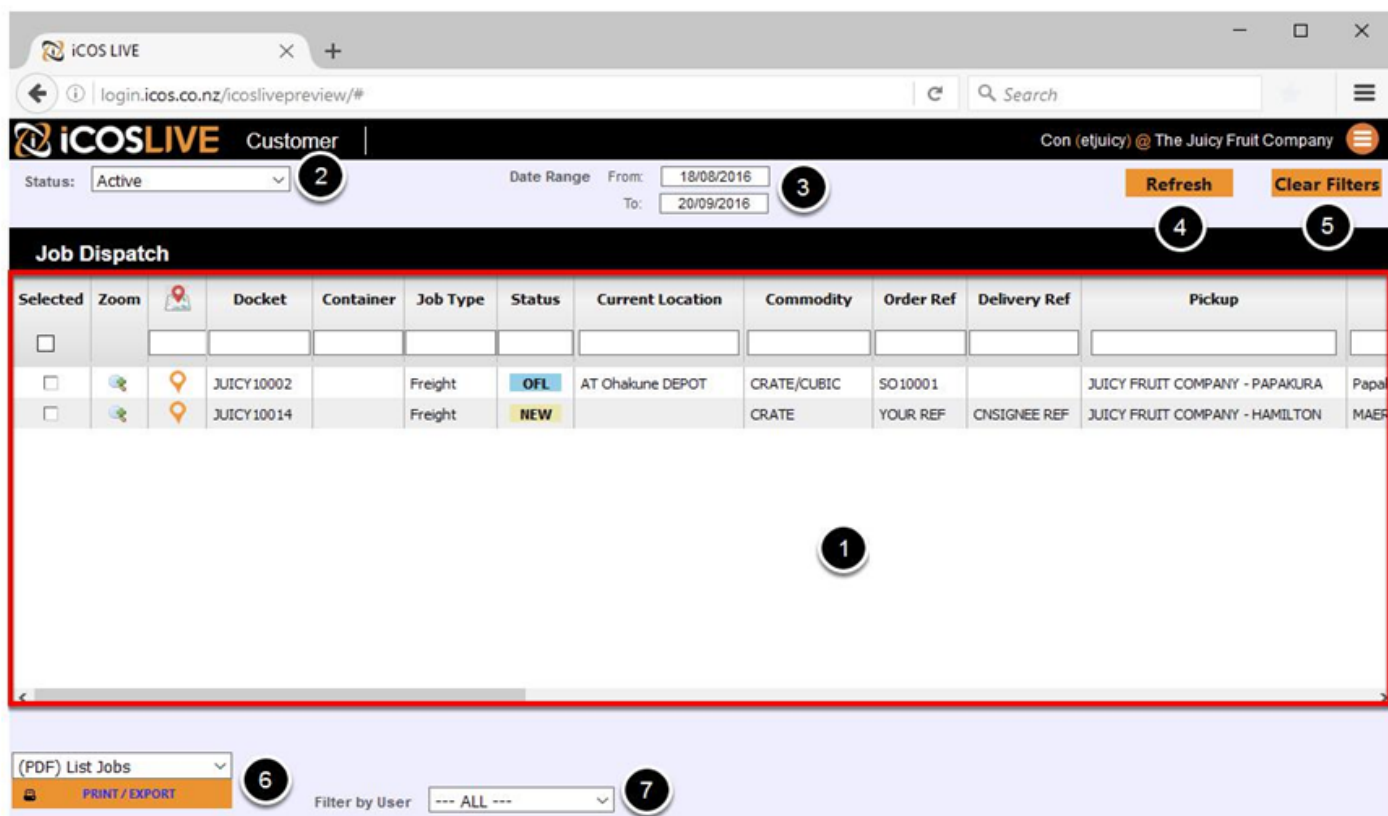
## List Current Jobs

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.



## 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/ delivery</u>
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	Zoon	Docket	Status	Vehicle	Goods	Pickup
<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<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	Zoom	Docket	Status	Vehicle	Goods	
<input type="checkbox"/>						
<input checked="" type="checkbox"/>	1	JUICY10002	OFL		CRATE OF STUFF/MISC STUFF	JUIC
<input checked="" type="checkbox"/>		JUICY10014	RDY		APPLES/BANANAS/DAMAGED	JUIC

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

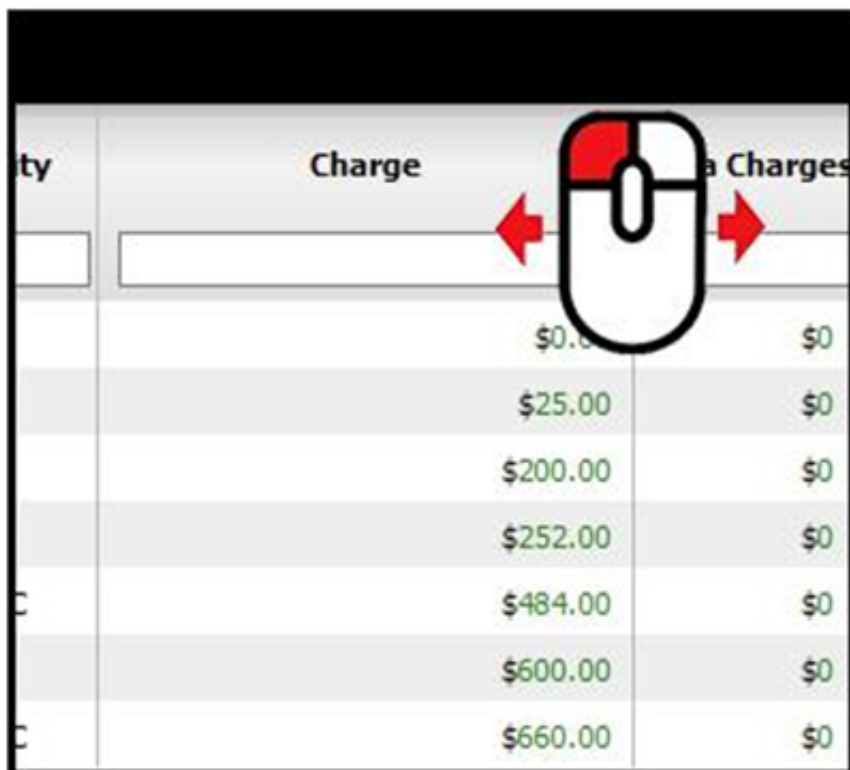
Filters the workbench by the user who created a booking.

## Workbench columns

Workbench columns can be resized, repositioned, 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

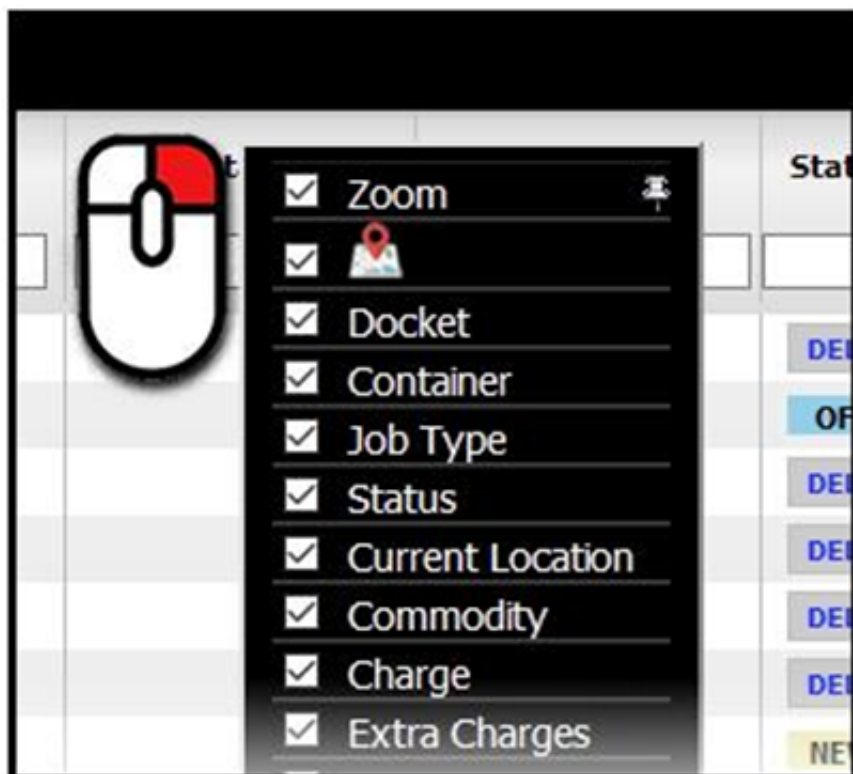
Click and hold down the left mouse button while over the line to the right of a column's title. Drag your mouse to the left to make it shorter or to the right to make it wider. Release the mouse once you have achieved your desired width.



ty	Charge	Extra Charges
	\$0.00	\$0
	\$25.00	\$0
	\$200.00	\$0
	\$252.00	\$0
	\$484.00	\$0
	\$600.00	\$0
	\$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.

1

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	

2

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

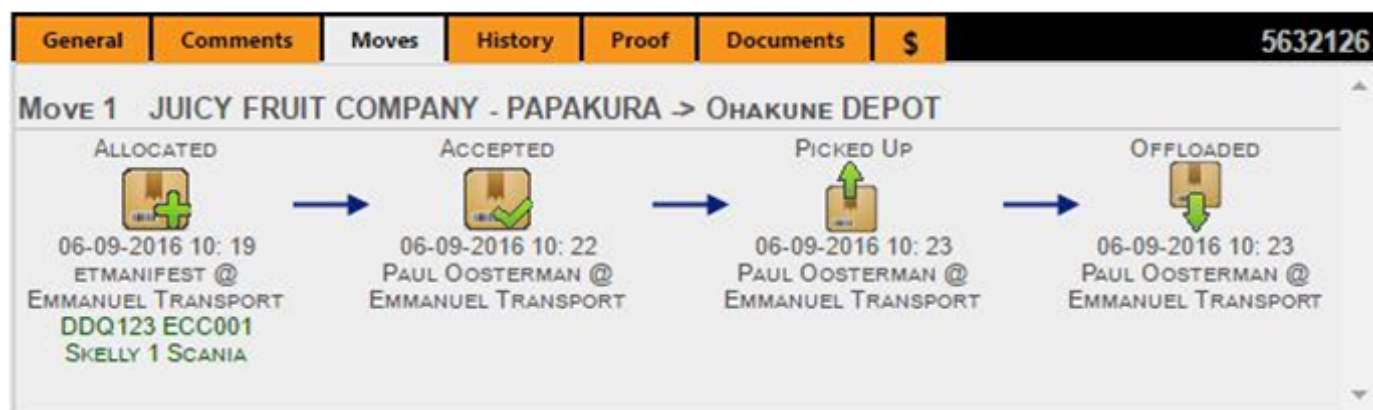
### Editing an existing job

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
---------	----------	-------	---------	-------	-----------	----	---------



to Jimmy

**Print Proof Report**

<b>PROOF OF DELIVERY</b>		<b>JUICY10016</b>	
<b>Shipper (from):</b> JUICY FRUIT COMPANY - PAPAURA 23 ORION PLACE  <b>PAPAURA</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>	<b>time:</b>
 Jimmy		18/09/2016	23:39
		<b>GPS fix:</b>	
		-36.91209463 174.90871981	
		<b>vehicle name:</b>	
		Skelly 1	

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Preview