

## The Details tab

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### The Details tab

Every booking type has a row of tabs which contain different details about a job. When a job is first created the **General** and **Notes & Comments** tabs are available and when it is saved more tabs become available.



### General Tab

The **General Tab** contains the address information for **container** bookings, and line items for **freight** and **bulk** bookings. This tab opens by default

General	Comments	Notes	Moves	History	Proof	Documents	\$	5617166
Line	Quantity	Package	Commodity	Description			Weight	Cubic
1	1	Item	KILOGRAM	BAG OF LOOSE CARROTS			56.00	0.000
2	1	Item	KILOGRAM	ANOTHER BAG OF LOOSE CARROTS			120.00	0.000

### Comments Tab

The **Comments** tab contains two optional text boxes where you can enter free form information about a job. These fields can be edited at any stage of a job, including when it has been completed. Clients who book online can see and contribute to the **Comments & Notes** text box but cannot see the **Drivers Instructions**.

General	Comments	Notes	Moves	History	Proof	Documents	\$	5617166
<p>Comments</p> <p>PLEASE ONLY DELIVER GOODS TO PAUL DIRECTLY. CALL HIM ON 021 123 4567 HALF AN HOUR BEFORE YOU GET TO HIS SITE SO HE CAN UNLOCK THE GATE. THIS JOB IS URGENT</p>		<p>Driver Instructions (not visible to customer)</p> <p>ACCESS TO THE SITE IS DOWN THE DRIVE WAY BETWEEN THE FRENCH CAFE AND SQUID ROW. DO NOT PARK IN THIS DRIVE WAY THERE IS A LOADING ZONE OUTSIDE.</p>						

Certain words typed into these text fields will trigger icons to appear on the **Dispatch Screen** workbench in the **Flags** column

- Any text entered triggers a **blue star**
- The word **Call** triggers an **Orange Telephone**
- The word **Urgent** triggers a **Red Clock**

Job Dispatch		X Slot Reference					
Flags	Status	Scheduled Priority	Vehicle	Customer	Next Milestone	Now At	
<input type="checkbox"/>							
<input type="checkbox"/>	  	NEW		THE JUICY PRODUCT COMPANY	2016-09-01 09:00 PUP (1)	CARROT SUPPLY COMPANY	

## Notes Tab






The **Notes** tab allows you to add permanent notes to a job and cannot be removed. The date, time and person who entered them is included for each added note.

General	Comments	Notes	Moves	History	Proof	Documents	\$	5617166
<div> <input type="text" value="This is another permanent note that cannot be removed..."/> <span>Add 2</span> </div> <div> <p>Thu 01 Sep 2016 14:20 Paul Oosterman</p> <p>This is a permanent note that cannot be removed</p> </div>								

1. Type your note into the supplied text field
2. Click the **Add** button

## Moves Tab

The **Moves** tab contains all job status changes and movement events. If a job has more than one movement each will be displayed on a new line.

General	Comments	Notes	Moves	History	Proof	Documents	\$	5629429
<p><b>MOVE 1 CARROT SUPPLY COMPANY -&gt; PAULS HOUSE - SUMMER PALACE</b></p> <div> <div> <p>ALLOCATED</p>  <p>02-09-2016 13: 14 PAUL OOSTERMAN DDQ123 ECC001 SKELLY 1 SCANIA</p> </div> <div> <p>ACCEPTED</p>  <p>02-09-2016 13: 46 DDQ123</p> </div> <div> <p>PICKED UP</p>  <p>02-09-2016 13: 46 DDQ123</p> </div> <div> <p>DELIVERED</p>  <p>02-09-2016 13: 46 DDQ123</p> </div> <div> <p>PROOF OF DELIVERY</p>  <p>02-09-2016 13: 46 DDQ123</p> </div> </div>								

Certain movements can be hidden from your client's users (ie. subcontractor movements) and can be configured per client in their **Company Profile**

If a job was manually dispatched from the **Dispatch** workbench it will show that user's name for each status change

## History Tab

The **History** tab contains information about the job booking itself.

General	Comments	Notes	Moves	History	Proof	Documents	\$	5617166
Activity	Date	User						
Booked	Wed 31 Aug 2016 20:12	Paul Oosterman						
Booking Edited	Thu 01 Sep 2016 11:11	Paul Oosterman						
Booking Edited	Thu 01 Sep 2016 12:27	Paul Oosterman						
Proof of Delivery asserted	Thu 01 Sep 2016 14:17	Paul Oosterman						

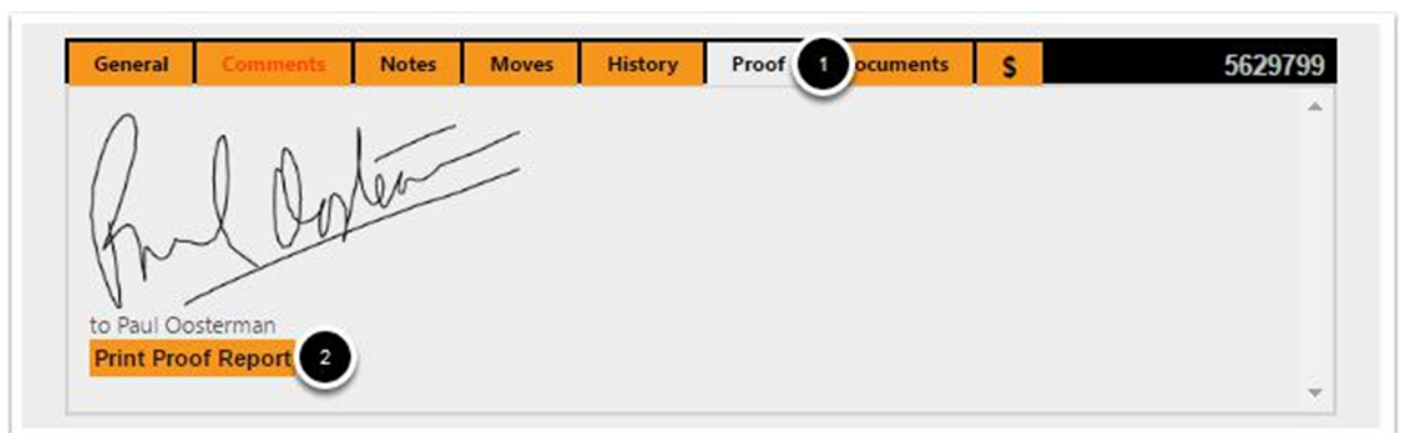
## Proof Tab

If an electronic POD and signature has been captured for a job it is accessible from the **Proof** tab.

There are two ways that electronic PODs can be created:

1. Your drivers have mobile devices and our mobile app and they capture this information on their device just before they complete the job
2. You manually POD a job

## Downloading a proof of delivery report

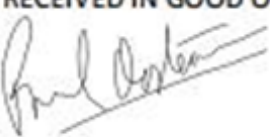


1. Click the **Proof** tab

2. Click the **Print Proof Report** button to download it to your computer
3. Open the file that downloaded to view it, or save it in a folder for later access



The following example POD was created on a tablet that had GPS enabled and so the coordinates of where the signature was captured is also available:

PROOF OF DELIVERY		JUICY10003		
<b>Shipper (from):</b> CARROT SUPPLY COMPANY 12A DREADNOUGHT ROAD RAPID 40002 THIRD DRIVEWAY ON THE RIGHT FROM OHAKUNE		<b>Emmanuel Transport</b>  196a Bradbury Road Highland Park		
<b>consignee (to):</b> PAULS HOUSE - SUMMER PALACE 9/210 SYMONDS STREET NEWTON GULLY  <b>MT EDEN</b>				
<b>charge to:</b> The Juicy Product Company		<b>Docket:</b> JUICY10003	<b>Order Ref:</b> SO200012	
		<b>iCOS LIVE #:</b> 5629799	<b>Delivery Ref:</b> PAUL	
<b>Pieces:</b>	<b>Type:</b>	<b>Description:</b>	<b>Weight:</b>	<b>Cube:</b>
1.000	Item	KILOGRAM - BAG OF LOOSE CARROTS	56.00	0.000
1.000	Item	KILOGRAM - ANOTHER BAG OF LOOSE CARROTS	120.00	0.000
		<b>date:</b>	<b>time:</b>	<b>GPS fix:</b>
<b>RECEIVED IN GOOD ORDER AND CONDITION:</b>  Paul Oosterman		02/09/2016	13:58	<a href="#">-36.91213397</a> <a href="#">174.90877817</a>
		<b>vehicle name:</b>		
		Skelly 1		
ONLINE TRANSPORT MANAGEMENT MADE EASY <b>ICOSLIVE</b>				

## Documents

The **Documents** tab is an optional feature that allows you to store job documents directly in a booking.



General	Comments	Notes	Moves	History	Proof	Documents	\$	5617166
<p>To store documents against consignments you must authorise iCOS LIVE to access a third party document storage service.</p> <p><a href="#">Link iCOS LIVE to document storage</a></p>								

For information on how to setup document storage see the [Document Storage](#) article in the **Account Setup** chapter

## Extra Costs and Charges

The **Extra Costs and Charges** tab allows you to add, manage and view cost and charge information for a booking.

General	Comments	Notes	Port Info.	Moves	History	Proof	Documents	Costs & Charges	5623540
Item	Added By	Cost	Charge						
BOOKED - Cartage Charge	Paul Oosterman	—	\$190.00	✗					
CARTAGE - (DDQ123 ECC001 Skelly 1 Scania ) - EXAMPLE WHARF → PAULS HOUSE - SUMMER PALACE	Paul Oosterman		—	✗					
<b>Add Cost/Charge</b>		<b>Undo Changes</b>		<b>Save Changes</b>		<b>Tot</b>		<b>\$0.00</b>	<b>\$190.00</b>

For more information see the [Extra Costs and Charges](#) article found in this chapter

## Port InfoTab (Containers Only)

The **Port Info** tab allows container operators to get information about containers that are currently at Ports of Auckland or Ports of Tauranga wharves.

General

Comments

Port Info.

Costs & Charges

NEW

Port Info: Ports of Auckland

Container	Location	ISO	Weight	Hazard	Temp	ODim	Stops	MPI	Customs	Container Op	Delivery Check	MT Return	Last Free Time	Vessel
SUOU1140390	On Vessel	2230	13.0t					Released	Released	Released	Random			JPO TUCANA

Preview