# COURIER APPLICATION MANUAL

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## DashBoard

S Admin Portal 🗙 🗈 (108) Draymond Green revea 🐠 🗙 💽 Admin Portal o × × + \_ ← → C ☆ 🏻 ttpackagetaxi.com/track-login/dashboard 😒 🔊 🖬 🖬 💀 🔌 🕲 🗎 🗐 🌲 🗄 Admin Portal 🛛 🗏 Shipment Management > Total Number of Account Shipment Intransit Total Shipment Processed 2025 308 307 Customer Shipment 🗇 Manage Shipment Detail Transaction Delivered 0 **Shipping History** Show 10 • entries Search: CUSTOMER NAME CONTENT 👙 AWB 🔺 SHIPPER 🜲 STATUS 🔶 VALUE 🖨 NOP 🔶 WEIGHT 🖨 ACTION ٢ () Manage Tariffs 2125 PPR ELECTRONICS LENOVO MONITOR TRANSIT TO 0 1 11.08 TRINIDAD 2126 PPR ELECTRONICS LENOVO MONITOR TRANSIT TO 0 1 11.1 TRINIDAD 2127 SHAKA NICHOLAS / SHELLY RAMLAL / ATLANTA LAPTOPS TRANSIT TO 0 1 12.2 LOPROFILE PC NETWORK TRINIDAD

The Dashboard shows information on the number account and the Total Shipment Information.

## Shipment Management

This menu consist of 4 different categories.

#### **Create Shipment**

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Shipment Management >	Dashboard 🔷 Shipment Management 👌 Create Shipment	I
🌼 Create Shipment		1
Customer Shipment History	Create Shipment	l
🗇 Manage Shipment Detail	Customer Details	
Shipment Delivered	Enter Customer Number Customer Name	
🔅 User Management >		
🕒 Invoice	Shipper Information Shipper Name	
🕒 Site User	Shipper Name	
🕑 Manage Tariffs		
🕛 Upload Shipment	Shipper Address Shipper Address	
🕒 Download Asycuda		
	Package Information	
	Package Contents	-

On this screen you are required to enter the customer number and pressing enter after, which would load the customer that belongs to the id. After returning the customer that belongs to the id you can proceed to fill in the rest of the shipment information.

#### Customer Shipment History

To show customer information, you would be required to enter the customer number and press enter which would then return the customer shipment history, as shown below.

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User Management >	PPR	Electroi	nics Account									
🕒 Site User	AWB	shipper	content	# of Pieces	WGT	value	Tracking	Fragile	on Hold	Status	Action	
🕒 Manage Tariffs	2384	AMAZON	PC PARTS	1	0.25	0	0	no	no	Transit to Trinidad	Invoice	
🕒 Upload Shipment	2297	EBAY	LAPTOPS	1	20.6	0	0	no	no	Transit to Trinidad	Invoice	
🕒 Download Asycuda	2178	LENOVO	LAPTOPS, LAPTOP BAGS	1	27.3	0	0	no	no	Transit to Trinidad	Invoice	
	2168	LENOVO	MOUSE	1	5.6	0	0	no	no	Transit to Trinidad	Invoice	

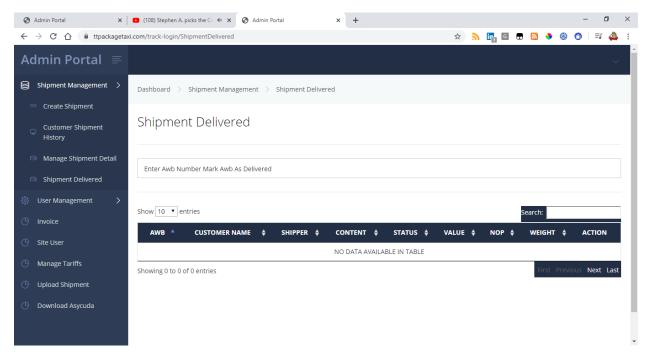
## Manage Shipment Detail

This screen is used to modify shipment information. You would be required to enter the airway bill number.

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Customer Shipment History	Manage Shipment Detail	1
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Shipment Delivered		ı
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	2384	ł
🕑 Site User	Customer Name	
🕑 Manage Tariffs	PPR Electronics	
🕛 Upload Shipment	Shipper	
🕒 Download Asycuda	AMAZON	
	Contents	
	PC PARTS	
	Package Status	•

#### Shipment Delivered

The shipment delivered screen , is used to mark and airway bill as delivered . To change the status of an airway bill to delivered you are required to enter the air way bill number and press enter.



#### User Management

This menu group consist of 2 item.

- 1. Create Customer
- 2. Manage Customer

#### Create Customer

This screen is used to create new customer

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🗇 Manage Shipment Detail	Customer Details									e II.
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🔅 User Management >	Customer Name									
	Customer Email Address									
🕒 Site User	Customer Email									
() Manage Tariffs	Customer Address									
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🕑 Download Asycuda	Customer Zone									
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	Contact Information									
	Add Number Create Customer									Ŧ

### Manage Customer

This screen is used to search customer that are currently in the system and managing the customer by pressing the icon under the action column.

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Shipment Management >	Dashboard 🗦 User M	Management > Manage Customer		
<ul> <li>Create Shipment</li> <li>Customer Shipment</li> </ul>	Manage Cus	stomer		
History				
Manage Shipment Detail	Show 10 • entries		Sear	rch:
Shipment Delivered				
	AWB 🔺	CUSTOMER NAME 🛛 🖨	EMAIL	<b>♦ ACTION</b>
🔅 User Management >	1001	CUSTOMER NAME 🗳	EMAIL PRIYA_LALOO@YAHOO.COM	ACTION
C Invoice				
Invoice     Site User	1001	PRIYA LALOO	PRIYA_LALOO@YAHOO.COM	Ĩ
Invoice     Site User     Manage Tariffs	1001	PRIYA LALOO KYNAN DEONANAN	PRIYA_LALOO@YAHOO.COM KYNAN82@GMAIL.COM	I I I
<ul> <li>Invoice</li> <li>Site User</li> <li>Manage Tariffs</li> <li>Upload Shipment</li> </ul>	1001 1003 1004	PRIYA LALOO KYNAN DEONANAN REGAN DEONANAN	PRIYA_LALOO@YAHOO.COM KYNAN82@GMAIL.COM RDEONANAN@GMAIL.COM	I I I I
Invoice     Site User     Manage Tariffs	1001 1003 1004 1005	PRIYA LALOO KYNAN DEONANAN REGAN DEONANAN FARAND DEONANAN	PRIYA_LALOO@YAHOO.COM KYNAN82@GMAIL.COM RDEONANAN@GMAIL.COM FARAND@TTPACKAGETAXI.COM	6 6 6 6

By Pressing the action button it will reveal the following menu where you can add more number to the user account or update the current information .

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Shipment Management >	Dashboard			$\times$	
	Mana	Customer Information Customer name Priya Laloo	Email address priya_laloo@yahoo.com		
	Show 10	address 1			Search:
	AWI	Morning Star Ave, Trincity			¢ ACTION
	100	Zone	Active	1	ľ
	100:	Port of spain	Yes Yes		ľ
	1004	Contact Information			ľ
	100:	Add Number Update User	Cancel	M	ľ
	100				ľ
	1008	MATTHEW MORGAN	DIMEMON@HOTM	IAIL.COM	ľ
	1009	ANNA JULIA ANDREWS	ANNA-JULIA-ANDREWS@	HOTMAIL.COM	Ĩ

## Invoice

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Manage Shipment Detail		l
Shipment Delivered	2125	l
🔅 User Management >	AWB # 2125 Invoice	l
() Invoice	Content	l
🕒 Site User	MONITOR	l
🕒 Manage Tariffs	Duty	
🕒 Upload Shipment	0	
🕒 Download Asycuda	Vat	
	0	
	Opt	
	0	
	Hazardous Fee	÷

This screen is used to enter the duty , vat, opt , hazardous fee, shipping fee, brokerage fee, Chargeable pounds, and discount to the airwaybills

Manage Tarif	f											
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Manage Shipment Detail	Add New Tariff											
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🔅 User Management >	TARIFF	NAME	•	TARIFF CODE	ŧ	DUTY	ŧ	VAT	¢	ACTION		İ
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	AUTOMOBILE F	RIMS / WHEELS		8708.70.90		30		12.5		ľ		

This screen is used to manage the Tariffs listing and also add new Tariffs to the listing.

BY pressing the icon next to the tariff item it will bring up the manage tariff. Which would be used to edit existing Tariffs.

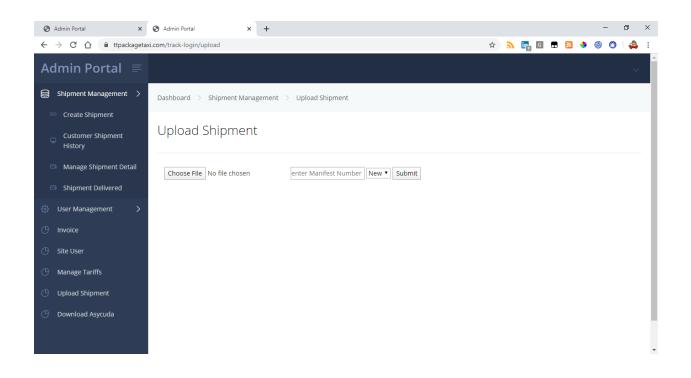
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Manage Shipment Detail		Tariff Code										
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New Tariff can be added to the system by pressing add new tariff.

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🕛 Upload Shipment		Create Tarif	f	Can	icel								12.5			G	Ś	
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## Upload Shipment

This screen is used to upload current shipment to the system .



BY entering the manifest number and uploading the file and pressing submit will add the shipment file to the system.

## Download Asycuda

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Customer Shipment History	Generate Asycuda								
🗇 Manage Shipment Detail	Asycuda Information								e I
Shipment Delivered	Master Air Way Bill								11
🔅 User Management >	Maser AWB #								
🕑 Invoice	Flight #								
🕒 Site User	Flight #								
🕒 Manage Tariffs	Custom Office Code								
() Upload Shipment	Custom Code								11
🕒 Download Asycuda	Date of Departure								
	Select Date							<b>*</b> ~	
	Generate								

This screen is used to generate the asycuda File. By entering the following information. And pressing generate will make the asycuda downloadable.