

PRODUCT USER GUIDE	<i>ONEView – Track</i>	
Purpose: To document a product and its functionality for educating users.		Page 1 of 9

ONEVIEW

Welcome to the user guide for help and information about the ONEView application. This will provide information necessary to help CEVA customer understand and be able to use ONEView’s sub-applications in an effective manner.

DOCUMENT INFORMATION	
DOCUMENT NAME	ONEView – Track User Guide
DOCUMENT CREATION DATE	August 2016
DOCUMENT CONTENT VERSION	2.0
DOCUMENT OWNER	Product Solutions
DOCUMENT REVIEWERS	BPE, IT, SPS
DOCUMENT APPROVERS	
INTENDED AUDIENCE TYPES	ONEView Users
DOCUMENT SECURITY	LOW – EXTERNAL OR INTERNAL USE



TABLE OF CONTENTS

DOCUMENT INFORMATION..... 1

1.0 TRACK (CEVATRAK)..... 3

 1.1 USING TRACK..... 3

 1.1.1 TRACK – A SHIPMENT 3

 1.1.1.1 Transportation Mode..... 3

 1.1.1.2 Search Type..... 4

 1.1.1.3 Search Number(s)..... 4

 1.1.2 TRACK – SEARCH RESULTS..... 4

 1.1.2.1 Air Ground Search Results..... 5

 1.1.2.2 Ocean Search Results..... 6

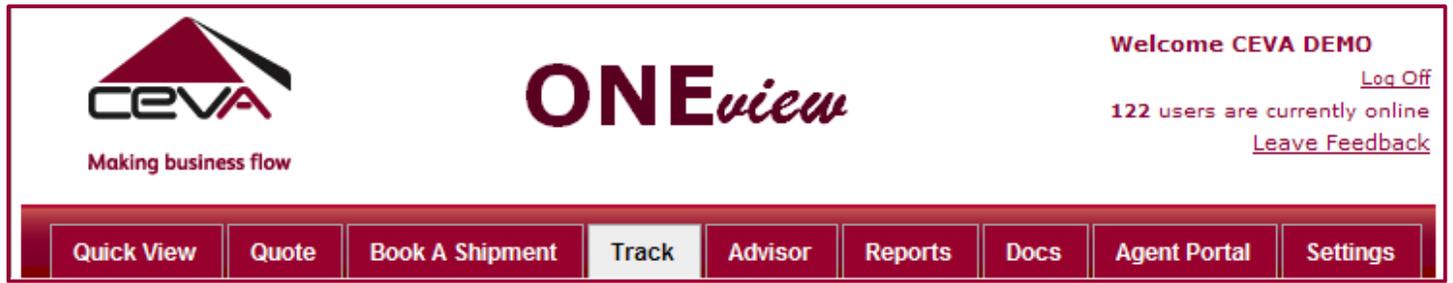
 1.1.2.3 Brokerage Search Results..... 8

1.0 TRACK (CEVATRAK)

Track is a web-based application and tracking tool. Its capabilities are to track CEVA shipments based on select shipment parameters, including multiple transport modes. This section of the user guide provides the essential information to help you use Track most effectively.

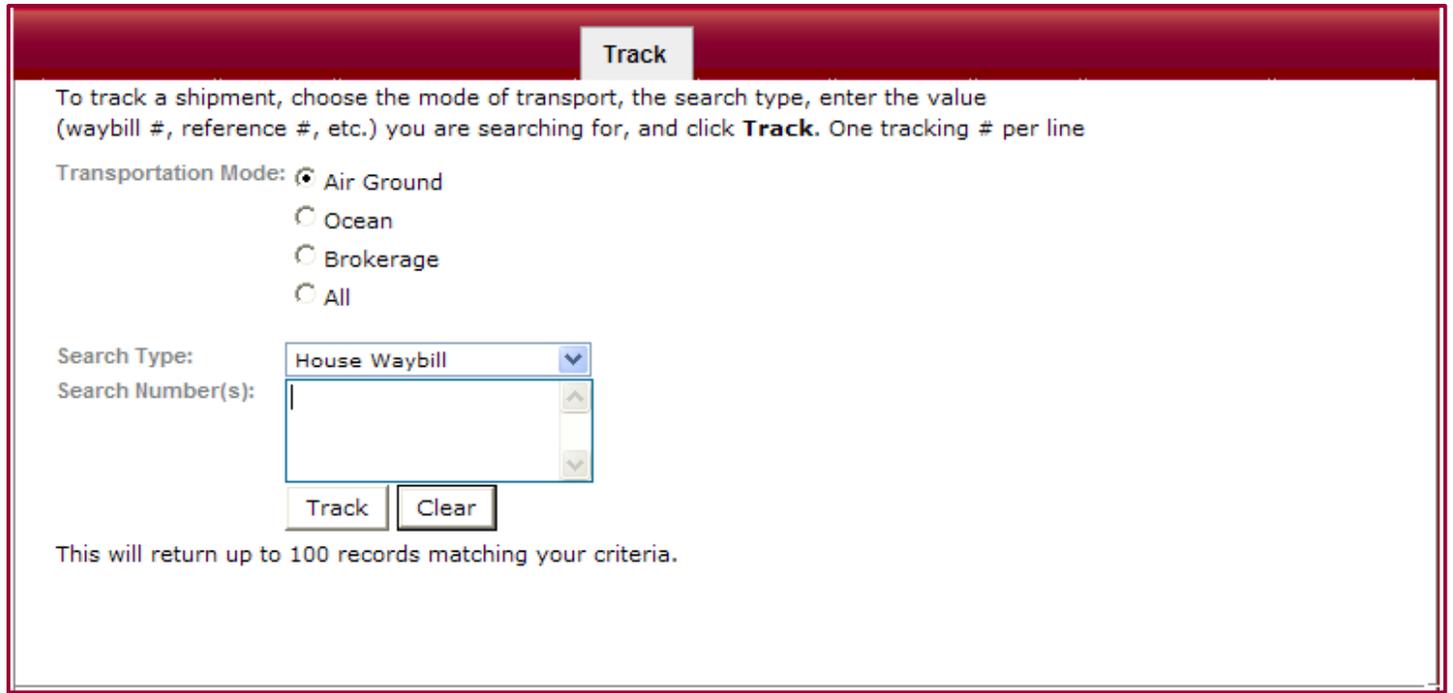
1.1 USING TRACK

When the user first selects the Track Tab the application opens to the full application page. Within this section tracking a CEVA shipment and tracking search results will be discussed in detail (see screenshot below).



1.1.1 TRACK – A SHIPMENT

Track is a parameter driven search tool; that is, you define what parameters will be used in the search. There are three parameters that can be defined for any given search; they are Transportation Mode, Search Type, and Search Number (see screenshot below).



1.1.1.1 Transportation Mode

Transportation Mode enables the user to focus searches on a specific mode of transport. The modes available are Air Ground, Ocean, Brokerage, or All; with the default mode as “Air Ground”. Any search requires a transportation mode to be selected.

Transportation Mode: Air Ground
 Ocean
 Brokerage
 All

1.1.1.2 Search Type

In addition, search type enables the user to define a type of shipment number reference, or Search Type, to track by. The Search Type variables will depend on the mode of transportation selected (see Section [3.1.1.1 Transportation Mode](#)).

For example, Air Ground transport mode reflects the search types as house waybill, master waybill, or references are available as criteria. Brokerage mode has these search types, as well as Entry Number, Container Number, and CEVA Job Number criteria (see illustration below).

Air Ground Search Types	Ocean Search Types	Brokerage Search Types	All Search Types
<div style="border: 1px solid gray; padding: 2px;"> House Waybill ▼ House Waybill Master Waybill Reference </div>	<div style="border: 1px solid gray; padding: 2px;"> Bill of Lading ▼ Bill of Lading Reference Booking Number Container Number CEVA Job Number </div>	<div style="border: 1px solid gray; padding: 2px;"> House Waybill ▼ House Waybill Master Waybill Reference Entry Number Container Number CEVA Job Number </div>	<div style="border: 1px solid gray; padding: 2px;"> House Waybill ▼ <div style="border: 1px solid gray; height: 20px; width: 100%;"></div> </div>

1.1.1.3 Search Number(s)

Lastly, search number enables the user to type a shipment number, or Search Number, to track by. For example, select the “All” mode; then click the Search Type drop-down box and select House Waybill. Enter the house waybill numbers in the Search Number(s) field; pressing the Enter [↵] key after each number (see image below).

House Waybill ▼
CEVA5582
CEVA5573
CEVA2719
09086724
00454669169

Once you have completed your data entry, click the button. Track returns the Search Results page, which reflects a summary of “All” records found for the house waybill numbers searched.

1.1.2 TRACK – SEARCH RESULTS

The Search Results page enables the user to view a summary of the shipment records found based by the search parameters selected. A search can return up to 100 records matching the search criteria. Within this section each type of shipment record will be discussed in detail (see screenshot below).



The list below displays up to 100 records matching your criteria for each shipment type. Click on an item in the list to view detail.

[New Search](#)

Air Ground Search Results

Waybill Number	Shipment Date	Origin Port	Destination Port
CEVA5573	27-Jan-10	TPE-TAIPEI	MSP-MINNEAPOLIS
CEVA5582	14-Nov-09	KUL-KUALA LUMPUR	HKG-HONG KONG
CEVA2719	14-Nov-09	IAH-HOUSTON	LAX-LOS ANGELES

[First Page][Previous Page] Results 1 - 3 of 3 records [Next Page][Last Page]

Ocean Search Results

Bill Of Lading #	Estimated Sail Date	Port Of Loading	Port Of Unloading
09086724	16-Nov-09	NRT-TOKYO - NARITA	TAO-TOKYO - NARITA

[First Page][Previous Page] Results 1 - 1 of 1 records [Next Page][Last Page]

Brokerage Search Results

Waybill Entry Number	Opened Date	Port of Lading	Port Of Unlading
00454669169	27-Jan-10	TWTPE-TAIPEI, TW	MSP-Minneapolis

[First Page] [Previous Page] Results 1 - 1 of 1 records [Next Page] [Last Page]

Within the search results page are various functions to help you sort and page through records found. The table below outlines the various functions of the search results page:

Icon / Image / Link	Name	Description / Function
[First Page]	First Page	Select the first page of search results
[Next Page]	Next Page	Select the next page of search results
[Previous Page]	Previous Page	Select the previous page of search results
[Last Page]	Last Page	Select the last page of search results
Results 1 - 3 of 3 records	Total Records per Page	Total number of Records per Page, of Total Records
New Search	New Search	Click on link to request a new search

1.1.2.1 Air Ground Search Results

Search results enable the user to select an Air Ground shipment record to view the details. The detailed layout and sections of the record are discussed. To view details, click on each record of the search results page (see screenshot below).

Air Ground Search Results

Waybill Number	Shipment Date	Origin Port	Destination Port
CEVA5573	27-Jan-10	TPE-TAIPEI	MSP-MINNEAPOLIS
CEVA5582	14-Nov-09	KUL-KUALA LUMPUR	HKG-HONG KONG
CEVA2719	14-Nov-09	IAH-HOUSTON	LAX-LOS ANGELES

[First Page][Previous Page] Results 1 - 3 of 3 records [Next Page][Last Page]

The air ground shipment record provides information by Shipment Record, Key Event History, and Routing Detail (see screenshot below):



The screenshot shows the 'Air Ground Shipment Record' page for CEVA5582. It includes sections for Shipment Detail, Service Information, Key Event History, and Routing Detail. Callout boxes on the right highlight specific functions: 'Process a Record' (Print, Setup alerts, New Search, Back to Search), 'Shipment Record' (Ship Dates, Locations, Shipment Detail, Service Information), 'Key Event History' (Event, Date/Time, Location, Signature/Remarks), and 'Routing Detail' (Estimated/Actual, From/To, Vessel/Voyage, Departure/Arrival).

Within the air ground shipment record page are various functions to help print, set up alerts to monitor shipment statuses, or request a search. The table below outlines the various functions of the records page:

Icon / Image / Link	Name	Description / Function
New Search	New Search	Click on link to request a new search
Back to Search Results	Back to Search Results	Click on link to return to search results page with summary of all found shipment records
Print	Print	Click on link to print a hard-copy of this record
Email	Email Shipment Alerts	Enter e-mail address to receive Alerts when shipment status changes, and click on GO ➤

1.1.2.2 Ocean Search Results

Search results enable the user to select an Ocean shipment record to view the details. The detailed layout and sections of the record are discussed. To view details, click on each record.



Ocean Search Results

Bill Of Lading #	Estimated Sail Date	Port Of Loading	Port Of Unloading
09086724	16-Nov-09	NRT-TOKYO - NARITA	TAO-TOKYO - NARITA

[First Page][Previous Page] Results 1 - 1 of 1 records [Next Page][Last Page]

The ocean shipment record provides information by Shipment Record, Details, Freight Details, and Key Event History sections (see screenshot below):

[New Search](#) [Back to Search Results](#)

Alert me when shipment status changes
separate multiple emails with a semi-colon

Email: **GO** ▶

Ocean Shipment Record [Print](#)

Bill of Lading No: 09086724	Estimated Sail Date: 17-NOV-09
	Estimated Arrival Date: 21-NOV-09
Booking Number: 09086724	Shipper's Reference: 9F307701
Job Number: CJOEH040372	Consignee's Reference:
Place Of Receipt: Tokyo - Narita	Origin Station: TOKYO - NARITA
Port Of Loading:	Origin Country: Japan
Port Of Unloading:	Destination Country: China
Place Of Delivery: Qingdao	
Additional Reference: 2474058860 ♦ 2009-11-17 ♦ 09086724	

Shipment Detail	Transportation Detail
Piece Count: 6	Freight Terms: Collect
Total Weight: 4,084.0KG / 9,003.7LB	Load Type: Less Than Container Load
Total Cubes: 1.989 CBM	Delivery Type: Cfs/Cfs
	Movement Type: Consol
	Vessel/Voyage: SINOTRANS NAGOYA / 0946W

Freight Detail			
QtyType	Item	Weight	Cubic Meters
Nature and Quantity of Goods			
6	SUMMARY_HOUSE	4,084.0KG / 9,003.7LB	1.989
0	Container	0.0LB / 0.0KG	1.989

Key Event History				
Event	Date	Time	Event Location	Signature / Remarks
Documents Received At Destination	30-DEC-09		TAO -Qingdao	
Cleared Customs	21-NOV-09		TAO -Qingdao	
Docs Turned Over To Broker	21-NOV-09		TAO -Qingdao	
Documents Received At Destination	20-NOV-09		TAO -Qingdao	
Documents From Carrier	17-NOV-09		NRT -TOKYO - NARITA	
Documents Sent To Destination Office	17-NOV-09		NRT -TOKYO - NARITA	
Documents To Shipper	17-NOV-09			
Requested Ship Date	17-NOV-09		NRT -TOKYO - NARITA	
Booking Received	16-NOV-09		NRT -TOKYO - NARITA	
Hwb Unbooking	16-NOV-09		NRT -TOKYO - NARITA	
Documents To Carrier	16-NOV-09		NRT -TOKYO - NARITA	
Documents From Shipper	13-NOV-09		NRT -TOKYO - NARITA	
Freight Received	13-NOV-09		NRT -TOKYO - NARITA	
Pickup	13-NOV-09		NRT -TOKYO - NARITA	

For informational purposes only. Actual charges, Bill To parties and other details may change as necessary.

Process a Record

- Print
- Setup alerts
- New Search
- Back to Search

Shipment Record

- Ship Dates
- Shipment Numbers
- References
- Ship Locations

Details

- Shipment
- Transportation

Freight Detail

- QtyType
- Item
- Weight
- Cubic Meters

Key Event History

- Event
- Date / Time
- Event Location
- Signature / Remarks

IS&S USER GUIDE TEMPLATE

TEMPLATE VERSION: V2

ARTIFACT NUMBER: 550

1.1.2.3 Brokerage Search Results

Search results enable the user to select a Customs Brokerage record to view the details. The detail layout of the record are discussed. To view details, click on each record.

Brokerage Search Results			
Waybill Entry Number	Opened Date	Port of Lading	Port Of Unlading
00454669169	27-Jan-10	TWTPE-TAIPEI, TW	MSP-Minneapolis
[First Page] [Previous Page]		Results 1 - 1 of 1 records	[Next Page] [Last Page]

Custom Broker shipment Record provides information by Brokerage Record, Details, and Key Event History sections (see screenshot below):

[New Search](#)
[Back to Search Results](#)

Alert me when shipment status changes
separate multiple emails with a semi-colon

Email: **GO** >

[Print](#) 

Customs Brokerage Record

Entry Number: 00454669169

Importer Reference: FAIR, MSP

Job Number: 057527 (0137CA10057527000)

Lading Port:
Taipei, Tw, Taiwan, Province Of China (TWTPE)

Unlading Port:
Chicago,IL (3901)
Entry Port:
Minneapolis/St. Paul International (MSP)

File Opened Date: 27-JAN-10
Import Date: 27-JAN-10

Master Wavbill: 00454669169 House Waybill: 00454669169 I.T. Number: 00454669169

Entry Reference:
USMMM13G9 + USMMM4J7F2 + USMMM13G9 +
FOB + USMMM4J7F2 + FOB + FW100104TW +
990127T08AY1 + 69567088781 + 89655123 +
FAIR, MSP + 69567088781 + 7 + 004

Shipment Detail	
Total Pieces:	29
Actual Weight:	286.0KG / 630.5LB

Transportation Detail	
Mode of Transport:	Air
Load Type:	Non-Containerized
Carrier:	BR

Key Event History

Event	Date
Summary Date	12-FEB-10
Pickup Request	01-FEB-10
Container Issued Date	01-FEB-10
Cleared Customs	29-JAN-10
Customs Entry	29-JAN-10
Entry Date	29-JAN-10
File Opened	27-JAN-10
Date Received	27-JAN-10
Arrival Date	27-JAN-10
Import Date	27-JAN-10
Export Date	27-JAN-10
It Date	27-JAN-10

Customs Entry Notes:
rcvd prealert & docs - no ABII - file to rating @ 12:18pm89655344 - rated & pending ABII89655123 - need c/o - file to JF @ 2:38pmfile to 3m for co. 1700per Anne/TowneAir, flight is on IT BR658ABII - rcvd IT & original docs - file back to JF - 2:28pmfile to dispatch 1030Created 2 D.O.'s for separate HB's; Faxed D.O.'s & 3461 toto Towne Air Frnt; Emailed D.O.(HB# 89655123) to Fedex;PTPMSP0494605 for HB# 89655344; Confirmed fax rcvcd & LFD of2/3/10 w/ Annie-TwnAir; File to Audit; 1242file to billingBilled to Joe Averyfinal audit

For informational purposes only. Actual charges, Bill To parties and other details may change as necessary.

Process a Record

- Print
- Setup alerts
- New Search
- Back to Search

Brokerage Record

- File / Import Dates
- Shipment Numbers
- Port Locations
- Entry References

Details

- Shipment
- Transportation

Key Event History

- Event
- Date
- Customs Entry Note

Within the customs brokerage record page are various functions to help print, set up alerts to monitor shipment statuses, or request a search. The table below outlines the various functions of the records page:

IS&S USER GUIDE TEMPLATE	TEMPLATE VERSION: V2	ARTIFACT NUMBER: 550
--------------------------	----------------------	----------------------



Purpose: To document a product and its functionality for educating users.

Icon / Image / Link	Name	Description / Function
New Search	New Search	Click on link to request a new search
Back to Search Results	Back to Search Results	Click on link to return to search results page with summary of all found shipment records
Print	Print	Click on link to print a hard-copy of this record
Email	Email Shipment Alerts	Enter e-mail address to receive Alerts when shipment status changes, and click on GO ➤