



ONEView Reports

User Guide

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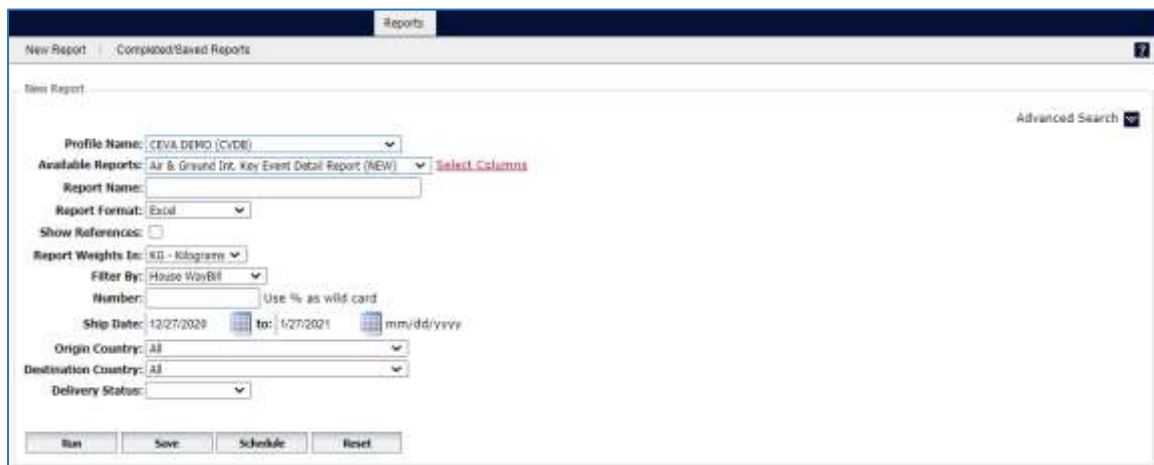
Overview

Reports is a web-based application and reporting tool. Its capabilities are used to process and display customer shipment data in a standardized report format. When the user first selects the Tab the page opens to the full application. The user can navigate from this page to other any application page.



1.1 REPORTS – NEW REPORTS

Reports is a parameter driven reporting tool; the user can select the parameters to search by select shipment records for reporting. Within this section of the user guide configuring a report, basic searches, advanced searches, and maintaining a report will be discussed in detail.



1.1.1 Configure Reports

The first parameters of New Reports are intended to enable the user to select customer report configurations. The first field, **Profile Name**, enables the user to select a customer profile. This is a means by which the user shipments are filtered and is required. A user can have access to one or more profiles.

The next field enables the user to select, alphabetically, from the drop-down list of **Available Reports**. There are five types of reports:

Report	Description
Air & Ground Shipment Detail	House Bill – shipment locations, statuses date/time, and shipment details
Customs Entry Detail	Waybill – lading locations, mode of transport, shipment numbers, import details, master bill, custom statuses date/time, and shipment details including FDA processing
Ocean Shipment Detail	Bill of Lading – shipment locations, port locations, total containers, master BOL, statuses date/time, and shipment details

Report	Description
Ocean Shipment Container Detail	Bill of Lading – shipment locations, port locations, container details, master BOL, statuses date/time, and shipment details
Routing Detail Air and Ground International Key Event	House Airway Bill – shipment locations, flight legs, shipment details and dimensions, DIM charges

The next field enables the user to create a **Report Name**, which should be a unique and descriptive name for the report. The last configuration enables the user to select a Report Format from the drop-down list. There are five types of compatible file formats available:

Report Format	Description
Excel	Excel (or Microsoft Office Excel) is a spreadsheet application. It features calculation, graphing tools, pivot tables and is most widely used spreadsheet application available
Web Page	A web page is a document (usually formatted in HTML) that is accessed through a web browser and displayed on a computer screen
PDF	PDF (Portable Document Format) displays information in a manner independent of the source application software, hardware, and operating system. Adobe Acrobat is the only PDF file viewer that can open and interact with all PDF documents
Tiff File	TIFF (Tagged Image File Format) is widely supported by image-manipulation applications
XML	XML (Extensible Markup Language) is a textual data format, commonly used in interchanging data over the internet


1.1.2 Basic Search

Basic search enables the user to select basic parameters. There are eight available, which are listed in the table below by description and types:

Criteria	Description	Types
Show References	Include shipment number references	References
Report Weights	Report converted weights	KG – kilograms LB – pounds
Filter By	Filter by a selected shipment number reference	House Waybill Master Waybill Reference Purchase Order
Number	Filter data by a unique shipment number	(%= wildcard or placeholder for partial number)

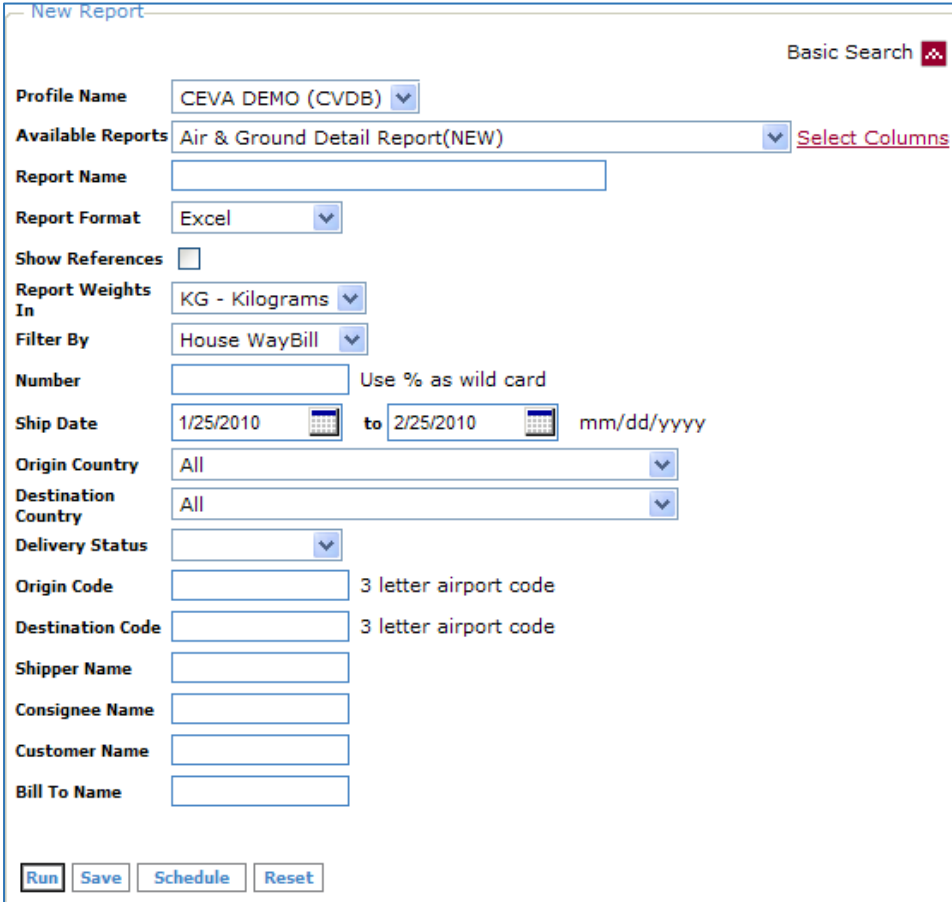
Criteria	Description	Types
Ship Date	Filter data by dates shipment is needed	To and From date
Origin Country	Select a country to filter by, where a shipment begins transport	See Country list
Destination Country	Select a country to filter by, where a shipment ends transport	See Country list
Delivery Status	Select a status of final delivery	(All) Delivered Not Delivered

Select parameters, for example, the Available Report - Ocean Shipment Container Detail; then enter a Report Name such as CEVA Demo Air & Ground Report. Export the report records in an Excel file format. Continue setting up the basic search parameters by selecting Report Weights to KG

Click on the  button to trigger your search and receive shipment data in an Excel file.

1.1.3 Advanced Search

Advanced search enables the user to refine a basic search with additional, unique parameter values (see screenshot below).



The screenshot shows a 'New Report' form with the following fields and values:

- Profile Name: CEVA DEMO (CVDB)
- Available Reports: Air & Ground Detail Report(NEW)
- Report Name: (empty)
- Report Format: Excel
- Show References:
- Report Weights In: KG - Kilograms
- Filter By: House WayBill
- Number: (empty) Use % as wild card
- Ship Date: 1/25/2010 to 2/25/2010 (mm/dd/yyyy)
- Origin Country: All
- Destination Country: All
- Delivery Status: (empty)
- Origin Code: (empty) 3 letter airport code
- Destination Code: (empty) 3 letter airport code
- Shipper Name: (empty)
- Consignee Name: (empty)
- Customer Name: (empty)
- Bill To Name: (empty)

Buttons at the bottom: Run, Save, Schedule, Reset.

Continue creating a new report with advanced search parameters. There are six additional parameters available, which are listed in the table below by description and types:

Criteria	Description
Origin Code	Type in the Origin location represented in three alpha character International Air Transport Association (IATA) code
Destination Code	Type in the Destination location represented in three alpha character International Air Transport Association (IATA) code
Shipper Name	Type in the shipper in name who is the party who tendered goods to a carrier, or is the carrier who transported goods. When searching in advance, enter the name. The shipper field automatically assumes a wildcard at the end of your data entered, to search for any matches with similar names
Consignee Name	Type in the consignee in name who is the party to whom goods are shipped, or is the carrier who receives goods. When searching in advance, enter the name. The consignee field automatically assumes a wildcard at the end of your data entered, to search for any matches with similar names
Customer Name	Type in the customer in name who is the individual or company that entered into the shipment relationship with a supplier and purchased the goods or services. When searching in advance, enter the name. The customer field automatically assumes a wildcard at the end of your data entered, to search for any matches with similar names
Bill To Name	Type in the bill to in name who is the party who determines the proper rate and total charges for a shipment and issues a freight bill. When searching in advance, enter the name. The bill to field automatically assumes a wildcard at the end of your data entered, to search for any matches with similar names

Advanced search enables the user to filter by unique parameters. For example, select the Available Report - Ocean Shipment Container Detail; then enter a Report Name such as CEVA Demo Container Detail Report. Select the report file format as PDF. Continue setting up the basic search parameters by selecting Report Weights to KG; then select advanced search parameters for Origin – El Paso (ELP) and Destination – Shanghai (SHA).

Click on the button to trigger your search and received shipment data in PDF report format.

1.1.4 Maintain Reports

New Reports enables the user to maintain a report with Run, Save, Schedule, or Reset. The features and capabilities of each are described as follows:

Icon / Image	Name	Description / Function
	Run	Select records are filtered based on search criteria by specify field values and dates; data is extracted into a standard report, and exported to optional file format. The report is generated remotely and distributed to user via email with attached data file
	Save	Standard report of select records is saved and archived for 14-days
	Schedule	Standard report is scheduled to extract select records and export to optional file format. The report is generated remotely and distributed to user via email with attached data file
	Reset	Sets the New Report search parameters to defaulted field values

Additionally, the schedule functionality enables the user to setup a report schedule. The user can begin by clicking on the schedule button.

Steps	Screenshot
Click the Schedule button	
Select the recurrence of report runs <i>Select check-box field to include weekends</i>	
Enter the date parameters (MM-DD-YYYY), or click the calendar icon	
Click the Confirm Schedule button to set schedule	

1.2 REPORTS – COMPLETED / SAVED REPORTS

This section includes information about Saved, Scheduled, and Completed reports and their additional capabilities such as report run, edit, delete, and local printing.

User Defined Report Name	Profile Name	Status	Requested Date	Completed Date	Parameters
Air & Ground Int. Key Event Detail Report (Air Ground Intl Shipment Key Event Detail)	3m International	Complete	01/29/2021	01/29/2021	Parameters
Air & Ground Int. Key Event Detail Report (Air Ground Intl Shipment Key Event Detail)	3m International	Error	01/29/2021		Parameters
Routing Detail Air and Ground Int Key Event Report (Routing Detail Air and Ground Int Key Event Report)	3m International	Complete	01/29/2021	01/29/2021	Parameters
Air & Ground Int. Key Event Detail Report (Air Ground Intl Shipment Key Event Detail)	3m International	Complete	01/29/2021	01/29/2021	Parameters
Routing Detail Air and Ground Int Key Event Report (Routing Detail Air and Ground Int Key Event Report)	3m International	Complete	01/29/2021	01/29/2021	Parameters
Air and Ground Shipment Detail Report (Air and Ground Shipment Detail Report)	3m International	Complete	01/29/2021	01/29/2021	Parameters
Air & Ground Int. Key Event Detail Report (Air Ground Intl Shipment Key Event Detail)	3m International	Error	01/29/2021		Parameters
Air & Ground Int. Key Event Detail Report (Air Ground Intl Shipment Key Event Detail)	3m International	Error	01/29/2021		Parameters

1.2.1 Saved Reports

Not only does New Report enable the user to save, but the saved reports have additional capabilities. Within the Saved Reports section are various functions Run, Edit, or Delete.

User Defined Report Name	Profile Name			
CEVA Demo Customs Data Export Report (Customs Data Export By Profile)	CEVA DEMO	Run	Edit	Delete
CEVA Demo Container Detail Report (Ocean Shipment Container Detail Report)	CEVA DEMO	Run	Edit	Delete
CEVA Demo Ocean Shipment Detail Report (OceanShipmentDetail)	CEVA DEMO	Run	Edit	Delete
CEVA Demo Routing Detail Report (Routing Detail Air and Ground Int Key Event)	CEVA DEMO	Run	Edit	Delete
CEVA Demo Air Ground Export Report (Air Ground Data Export By Profile)	CEVA DEMO	Run	Edit	Delete


Saved Reports are listed by the User Defined Report Name and Profile Name. The user can run an existing report based on defined search parameters, or edit report configuration and search parameters (see section [1.1 Reports – New Reports](#)). Or, delete an archived report. While creating new reports and simultaneously saving, the user can view the list of reports by clicking the button.


1.2.2 Completed Reports

Completed Reports maintains the queue of reports by priority. Run jobs are stored and processed by priority, usually first-come, first-serve. Additional capabilities within the completed reports are generating local print, and view parameters.

User Defined Report Name	Profile Name	Status	Requested Date	Completed Date	Parameters
CEVA Demo Customs Data Export Report (Customs Data Export By Profile)	CEVA Demo	Queued (2)	02/25/2010	02/25/2010	Parameters
CEVA Demo Container Detail Report (Ocean Shipment Container Detail Report)	CEVA Demo	Queued (1)	02/25/2010	02/25/2010	Parameters
CEVA Demo Ocean Shipment Detail Report (OceanShipmentDetail)	CEVA Demo	Queued (3)	02/25/2010	02/25/2010	Parameters
CEVA Demo Routing Detail Report (Routing Detail Air and Ground Int Key Event)	CEVA Demo	Queued (4)	02/25/2010	02/25/2010	Parameters
CEVA Demo Air Ground Export Report (Air Ground Data Export By Profile)	CEVA Demo	Queued (5)	02/25/2010	02/25/2010	Parameters

Completed Reports are listed by the User Defined Report Name, Profile Name, Status, Requested Date, and Completed Date. The user can process a report locally by clicking on

the link to Open, Save, or Cancel a report. While creating new reports and simultaneously viewing running reports, the user can view the list of reports by clicking the  button.

Completed Reports						Refresh 
User Defined Report Name	Profile Name	Status	Requested Date	Completed Date	Parameters	
CEVA Demo Customs Data Export Report (Customs Data Export By Profile)	CEVA Demo	Complete	02/25/2010	02/25/2010	Parameters	
CEVA Demo Container Detail Report (Ocean Shipment Container Detail Report)	CEVA Demo	Complete	02/25/2010	02/25/2010	Parameters	
CEVA Demo Ocean Shipment Detail Report (OceanShipmentDetail)	CEVA Demo	Complete	02/25/2010	02/25/2010	Parameters	
CEVA Demo Routing Detail Report (Routing Detail Air and Ground Int Key Event)	CEVA Demo	Complete	02/25/2010	02/25/2010	Parameters	
CEVA Demo Air Ground Export Report (Air Ground Data Export By Profile)	CEVA Demo	Complete	02/25/2010	02/25/2010	Parameters	

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Ocean Shipment Detail	Bill of Lading – shipment locations, port locations, total containers, master BOL, statuses date/time, and shipment details
Ocean Shipment Container Detail	Bill of Lading – shipment locations, port locations, container details, master BOL, statuses date/time, and shipment details
Routing Detail Air and Ground International Key Event	House Airway Bill – shipment locations, flight legs, shipment details and dimensions, DIM charges

The next field enables the user to create a **Report Name**, which should be a unique and descriptive name for the report. The last configuration enables the user to select a Report Format from the drop-down list. There are five types of compatible file formats available:

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Tiff File	TIFF (Tagged Image File Format) is widely supported by image-manipulation applications for scanning , faxing , word processing , optical character recognition and other applications
XML	XML (Extensible Markup Language) is a textual data format, commonly used in interchanging data over the internet

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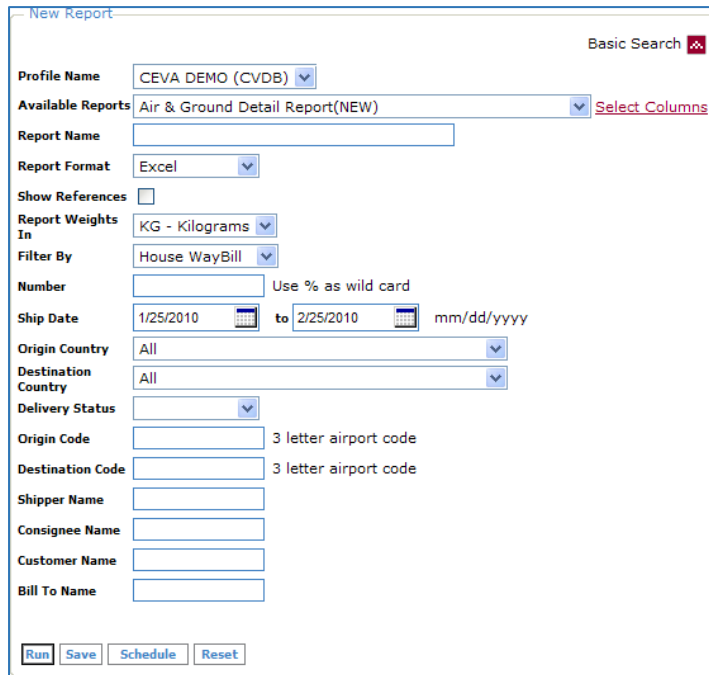
Criteria	Description	Types
Show References	Include shipment number references	References
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Filter By	Filter by a selected shipment number reference	House Waybill Master Waybill Reference Purchase Order
Number	Filter data by a unique shipment number	(%= wildcard or placeholder for partial number)
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Select parameters, for example, the Available Report - Ocean Shipment Container Detail; then enter a Report Name such as CEVA Demo Air & Ground Report. Export the report records in an Excel file format. Continue setting up the basic search parameters by selecting Report Weights to KG

Click on the **Run** button to trigger your search and receive shipment data in an Excel file.

1.1.3 Advanced Search

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Continue creating a new report with advanced search parameters. There are six additional parameters available, which are listed in the table below by description and types:

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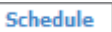

Criteria	Description
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Air and Ground Shipment Detail Report	3m International	Complete	01/20/2021	01/20/2021	Parameters
Chg Color	3m International	Complete	01/19/2021	01/19/2021	Parameters
Testing color chg	3m International	Complete	01/19/2021	01/19/2021	Parameters
Testing color	3m International	Complete	01/19/2021	01/19/2021	Parameters
Testing Color	3m International	Complete	01/19/2021	01/19/2021	Parameters


Saved Reports are listed by the User Defined Report Name and Profile Name. The user can run an existing report based on defined search parameters, or edit report configuration and search parameters (see section [1.1 Reports – New Reports](#)). Or, delete an archived report. While creating new reports and simultaneously saving, the user can view the list of reports by clicking the button.

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Completed Reports					
Scheduled Reports					Saved Reports
					Refresh 
User Defined Report Name	Profile Name	Status	Requested Date	Completed Date	Parameters
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CEVA Demo Container Detail Report (Ocean Shipment Container Detail Report)	CEVA Demo	Queued (1)	02/25/2010	02/25/2010	Parameters
CEVA Demo Ocean Shipment Detail Report (OceanShipmentDetail)	CEVA Demo	Queued (3)	02/25/2010	02/25/2010	Parameters
CEVA Demo Routing Detail Report (Routing Detail Air and Ground Int Key Event)	CEVA Demo	Queued (4)	02/25/2010	02/25/2010	Parameters
CEVA Demo Air Ground Export Report (Air Ground Data Export By Profile)	CEVA Demo	Queued (5)	02/25/2010	02/25/2010	Parameters

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User Defined Report Name	Profile Name	Status	Requested Date	Completed Date	Parameters
CEVA Demo Customs Data Export Report (Customs Data Export By Profile)	CEVA Demo	Complete	02/25/2010	02/25/2010	Parameters
CEVA Demo Container Detail Report (Ocean Shipment Container Detail Report)	CEVA Demo	Complete	02/25/2010	02/25/2010	Parameters
CEVA Demo Ocean Shipment Detail Report (OceanShipmentDetail)	CEVA Demo	Complete	02/25/2010	02/25/2010	Parameters
CEVA Demo Routing Detail Report (Routing Detail Air and Ground Int Key Event)	CEVA Demo	Complete	02/25/2010	02/25/2010	Parameters
CEVA Demo Air Ground Export Report (Air Ground Data Export By Profile)	CEVA Demo	Complete	02/25/2010	02/25/2010	Parameters