

# Intelligent Shipper

## Shipment Search Manual Version 2.0

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Description	This guide is to help users through the Shipment Search functionality within the Intelligent Shipper system.
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## 1. Document Controls

### Version History

Version	Amendments	Date	Author
0.1	First draft	26/07/2018	Ranjit Dhani
1.0	Final version	27/07/2018	Laura Lyonette
1.1	Screenshots updated to show current screen layout	06/08/2019	Alexandra Hall
2.0	Final version	06/08/2019	Laura Lyonette

### Review

Name	Title	Date Reviewed	Version Reviewed
Joshua Solanki	Test Analyst	27/07/2018	0.1
Laura Lyonette	Senior Business Analyst Team Lead	06/08/2019	2.0

### Referenced Documents

Document Name	Version	Location (e.g. Link to Shared Drive, SharePoint etc.)
N/A	N/A	N/A

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## Contents

1. Document Controls .....	2
2. Table of Figures.....	4
3. Shipment Search .....	5

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## 2. Table of Figures

Figure 1 - Shipment Search - Basic Search .....	5
Figure 2 - Shipment Search - Advanced Search .....	6

### 3. Shipment Search

The shipment search screen is accessed via the Shipment Search option on the left-hand menu.

The Shipment Search functionality provides two levels of search. A Basic Search and Advanced Search.

The Basic Search allows the user to search for a shipment using

- Tracking number
- Shipment reference
- Unique ID.

Shipment Search

Dashboard / Shipment Search

Basic Search

When you view or download the file you are responsible for the security of any personal information

Tracking Number, Reference, UID

Advanced Search Options

Tracking Number	Shipment Date	Agent	Reference	Service	Recipient	Destination	Export Status	Tracking Status POD	Last Modified
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Figure 1 - Shipment Search - Basic Search

Clicking the search icon will provide search results below. The search results for both basic and advanced searches provide the following shipment details:

- Tracking Number
- Shipment Date
- Agent
- Reference
- Service
- Recipient
- Destination
- Export Status
- Tracking Status / POD (Proof of Delivery)
- Last Modified

Figure 2 - Shipment Search - Advanced Search

The Advanced Search options can be accessed by clicking the Advanced Search button and this provides further options to search by.

Mandatory fields in the Advanced Search include:

- From Date:
- To Date:
- Output: Screen/CSV

Other search options available include:

- Recipient
- Country
- Postcode
- Town
- Service
- Agent
- Customer (Admin User Only)
- Manifest (Admin User Only)

Also available are filter options for:

- Exclude already delivered shipments
- Only include late shipments
- View Cancelled Shipments Only

When clicking search

- If Screen is selected the results are displayed on screen.
- If CSV Is selected a full list of the shipment search results are downloaded.