



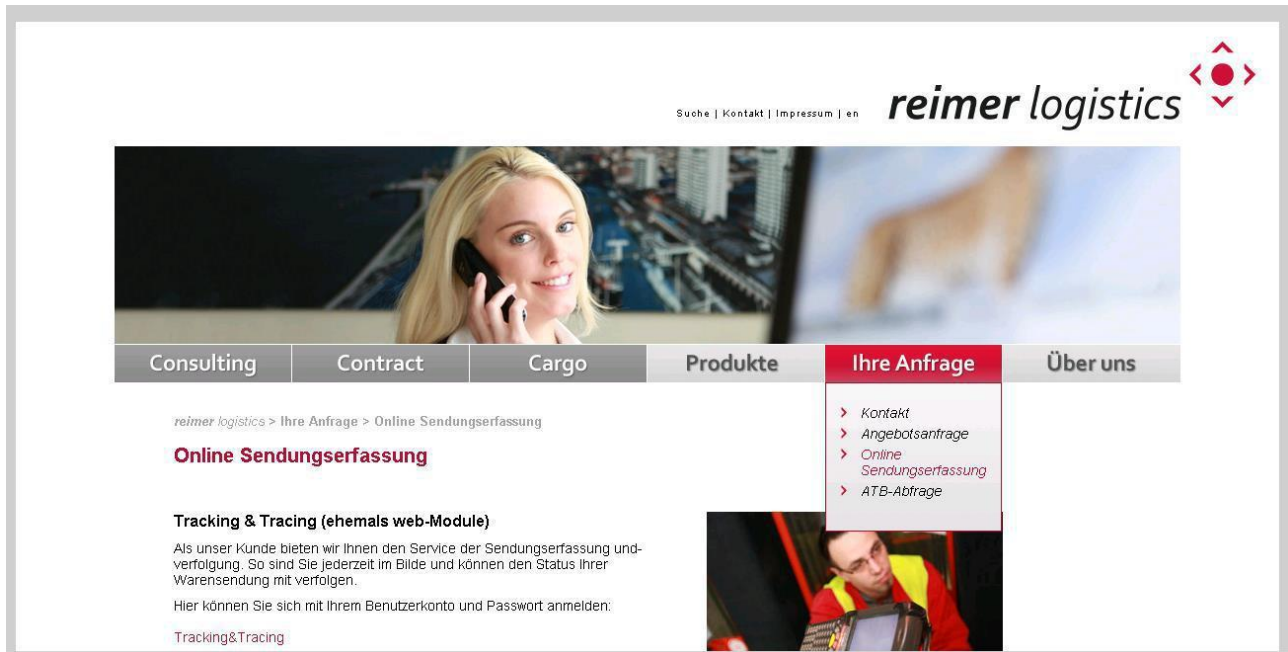
**ONLINE ORDER TRACKING AND TRACING  
“WEB MODULE“ AS OF VERSION 02.12.00.00**

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## General information

You will reach the online order tracking function via our homepage in the menu “Your inquiry” → “Online order tracking”:



## Browser compatibility

The web modules are designed for the following browsers:

- Microsoft Internet Explorer from version 10
- Mozilla Firefox from version 35

Other browsers (Google Chrome, Safari etc.) or older versions of the above browsers have not been tested, but may function with restrictions.

## Login

Login using your access data on the login page:



## Start page

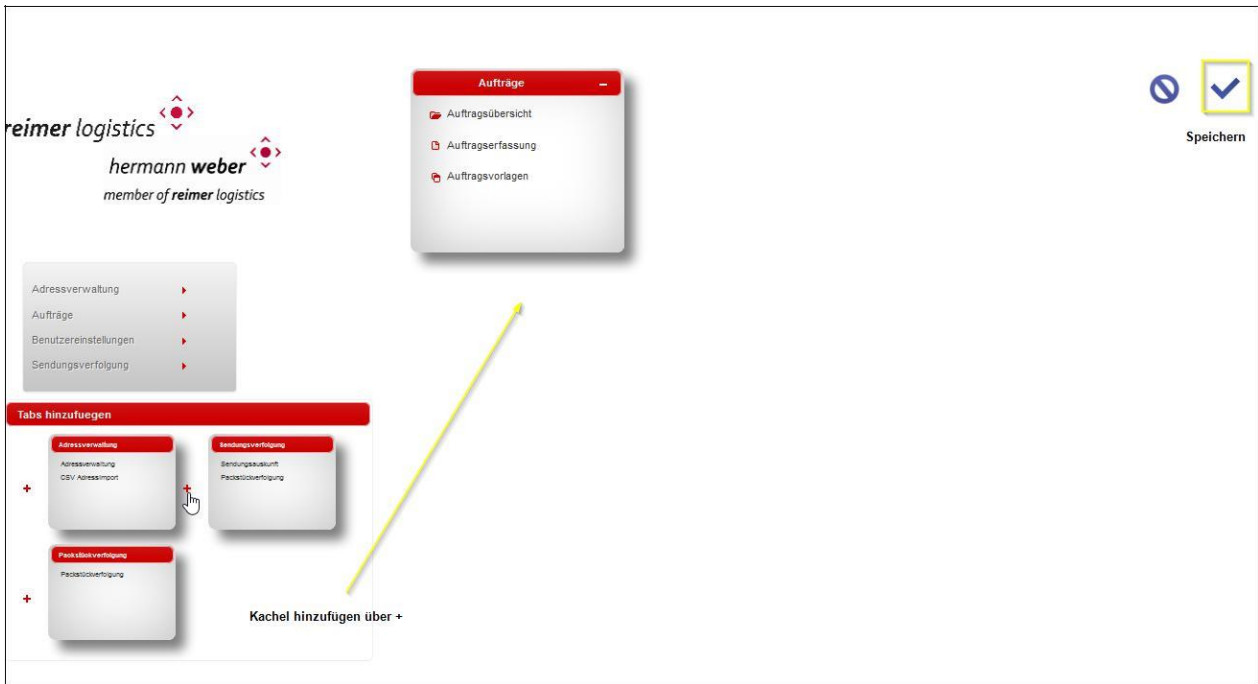
The menu navigation with all available functions such as address book, order entry or consignment tracking is on the left-hand side of the screen. Depending on your browser settings, the individual functions or menu items are carried out in separate windows or tabs.

**You also have the option of personalizing your start page:**

Click on the pencil symbol at the top right (see images).



Tiles to all the available menu items appear below the menu. Add a tile to your personal start page using the “+” (see images) so as to open the function direct with a click. Then save the setting using the ✓ symbol (see images).



## Address book

You will now find all actions (edit, deactivate, etc.) which you can perform on addresses with new symbols before the address data. These are explained in the following image:

The screenshot shows the 'Adresse' web module interface. At the top, there is a search bar with 'Suchen', 'Abbrechen', and 'Neue Adresse +' buttons. Below is a table with columns: 'Aktionen', 'Suchbegriff', 'Name', 'Zusatz', 'LKZ', 'PLZ', 'Straße Hausnummer', and 'Ort'. The table contains 15 rows of address data. Each row has a set of icons in the 'Aktionen' column, including edit, delete, and deactivate symbols. The footer of the page reads 'Transdata Soft- & Hardware GmbH'.

Aktionen	Suchbegriff	Name	Zusatz	LKZ	PLZ	Straße Hausnummer	Ort
[edit] [delete] [deactivate]		reimer logistics Testkunde Weberfassung HB		D	28217	Stephanikirchenweide 20	Bremen
[edit] [delete] [deactivate]		Müller		D	50667	Engelbarthstr. 20	Köln
[edit] [delete] [deactivate]		Rima		D	28816	Rodendamm 3	Stuhr
[edit] [delete] [deactivate]		EPT GmbH		D	86971	Bergwerkstr. 50	Petting
[edit] [delete] [deactivate]	10263	Golle Zelte & Planen GmbH		D	08527	Kopernikusstr. 76	Plauen
[edit] [delete] [deactivate]	10005	Zelte- und Planenbau GmbH		D	48163	Bulderweg 58	Münster
[edit] [delete] [deactivate]	10265	Jürgen Goschin	Sattlerei und Polsterei	D	17498	Ernst-Thälmann-Str. 2	Derselow
[edit] [delete] [deactivate]	10261	Böckmann-Center-Bützow GmbH		D	18246	Am Heidekamp 7/ Gewerbegebiet	Bützow
[edit] [delete] [deactivate]	10258	Outbier GmbH & Co. KG		D	25813	Dieselstr. 10-12	Husum
[edit] [delete] [deactivate]			Planen-Maßanfertigung	D	48720	Legdener Str. 1	Rosendahl
[edit] [delete] [deactivate]				D	26506	Stellmacher Str. 12	Norden
[edit] [delete] [deactivate]				D	14712	Steckelsdorfer Havelweg 7	Rathenow
[edit] [delete] [deactivate]			Klaus Kaczmarek	D	38165	Kämpstüh Halle 47	Lehre
[edit] [delete] [deactivate]			Ingo Schröder	D	32429	Uphäuser Weg 93	Minden
[edit] [delete] [deactivate]				D	26723	Zu den Hafenbecken 7-9	Emden
[edit] [delete] [deactivate]	10548	J. Neumann GmbH		D	49078	Martinstr. 92	Osnabrück
[edit] [delete] [deactivate]	10555	Detlef Popp		D	26817	Hohe Gaste 21	Rhauderfehn

You can now create a new address data record using the “New address“ button.

**You can select the “advanced search” using the “+” symbol.**

When creating a new address record, you will receive a selection list of all known places in the fields for “place” etc. from the third character onwards, and can transfer them quickly and securely into the address.

The screenshot displays the 'Neue WebAdresse anlegen' (Create New Web Address) form. The form is divided into two side-by-side views. The left view shows the search process: the 'Ort' (Location) field contains 'bremen', and a dropdown menu lists suggestions such as 'Bremenhain', 'Bremen', and 'Bremen D-28195'. The right view shows the form after selection: 'Ort' is 'Bremen', 'Gemeinde' is 'Mitte', and 'LKZ/PLZ' is 'D 28195'. Other fields like 'Name' (Musterfirma), 'Zusatz' (Musterzusatz), and 'Straße/Hausnummer' (Musterstr. 14) are filled in both views. Buttons for 'Speichern' (Save) and 'Abbrechen' (Cancel) are visible at the bottom of each panel.

## Order entry

In the following image you will see a “standard“ entry mask; this can differ slightly in individual cases. The fields with a yellow frame are mandatory fields.

**Please ensure in particular that you enter an insured value of goods or check “SVS waiver customer“:**

To more quickly enter orders which have frequently been entered in a similar way, you can save a completed mask as a “template“. Please assign a name in the “create new order template“ field and then click on “create template“.

## Order overview

Here you can “notify” and/or “release” all the previously entered consignments by checking the appropriate line and clicking on the buttons below.

**Important: only released orders are also transferred.**

**Auftragsübersicht**

Auftragsuche von Datum 25.01.2015 bis dd.MM.yyyy Suchen Abbrechen

Neuen Auftrag anlegen

Aktionen	Webnummer	Auftragsnummer	Absender	Empfänger	Auftragsstatus
<input type="checkbox"/>	Id:6867353 Webnummer:WEB-304132	Komalog: Kunde:	reimer logistics Testkunde Weberfassung HB D-28217 Bremen Stephanikirchenweide 20	Musterfirma Musterzusatz D-28195 Bremen Musterstr.14	Gespeichert 26.01.2015 12:44
<input type="checkbox"/>	Id:6867353 Webnummer:WEB-304132	Komalog: Kunde:	reimer logistics Testkunde Weberfassung HB D-28217 Bremen Stephanikirchenweide 20	Musterfirma Musterzusatz D-28195 Bremen Musterstr.14	Freigegeben 26.01.2015 12:44
<input type="checkbox"/>	Id:6867353 Webnummer:WEB-304132	Komalog:0215900018 Kunde:	reimer logistics Testkunde Weberfassung HB D-28217 Bremen Stephanikirchenweide 20	Musterfirma Musterzusatz D-28195 Bremen Musterstr.14	Sendung erfasst 08.12.2014 14:43

Drucken Alles drucken Freigeben Aufträge avisieren Markierte löschen

## Order tracking and tracing

Order tracking and tracing offers the option of searching for various key data of an order. The status and – if available – delivery notes can also be viewed here.

**Sendungsauskunft**

Kundennummer Komalognummer Absender Empfänger Auftragsstatus

von Datum 01.02.2016 bis Datum dd.MM.yyyy Suchen Abbrechen

Aktionen	Id	Auftragsnummer / Webnummer	Absender	Empfänger	Quittungsdateien	Status
<input type="checkbox"/>	Id:6867353	Komalog:0215900018 Kunde:	reimer logistics Testkunde Weberfassung HB D-28217 Bremen Stephanikirchenweide 20	Musterfirma Musterzusatz D-28195 Bremen Musterstr.14	0418037115_0.tif	Zugestellt aber... 03.08.2016 16:00
<input type="checkbox"/>	Id:6867353	Komalog:0215900018 Kunde:	reimer logistics Testkunde Weberfassung HB D-28217 Bremen Stephanikirchenweide 20	Musterfirma Musterzusatz D-28195 Bremen Musterstr.14	0418037133_0.tif	Zugestellt reine Quittung 03.08.2016 12:20