

# TRACKandTRACE CUSTOMER GUIDE 



## TRACE

- TRACE IS THE MOST POPULAR TOOL ON OUR WEBSITE
- PROVIDES THE ABILITY TO TRACE BY ANY TRACE NUMBER PROVIDED ON THE BOL
- CUSTOM TRACE CRITERIA CAN BE SETUP TO PROVIDE A TAILORED SOLUTION
- SCANNED DOCUMENTATION FOR EACH SHIPMENT IS AVAILABLE THROUGH TRACE



## TRACE-HOW TO

CLICKING ON TRACE WILL PROMPT YOU WITH THE TRACE OPTIONS DIALOG BOX; PROPER SEARCH BY CHOICES ARE KEY TO ACCURATE RESULTS
$\left[\begin{array}{l}\text { Trace Options } \\ \text { Search By } \\ \hline \text { Bill Number } \\ \hline \\ \hline \text { Bill Number } \\ \hline \text { Bill of Lading } \\ \text { Trace Numbers } \\ \hline\end{array}\right.$



## TRACE-HOW TO

- SEARCH RESULTS ARE DISPLAYED ON GRID
- GRID CAN BE CUSTOMIZED ON REQUEST
- RESULTS CAN BE EXPORTED TO EXCEL, PRINTED OR EMAILED


CLICK ON THE FREIGHT BILL HYPERLINK FOR DETAILED INFORMATION AND IMAGERETRIEVAL

## TRACE-HOW TO

- DETAILED SCREEN PROVIDES THE SAME REAL-TIME INFORMATION AVAILABLE TO M-O® CUSTOMER SERVICE REPRESENTATIVES
- BY DEFAULT MANY FIELDS ARE SHOWN BUT CAN BE SCALED BACK OR REORGANIZED BY REQUEST




## TRACE-HOW TO

- IMAGED DOCUMENTS AVAILABLE AT THE BOTTOM OF BILL DETAILS
- BOLS AND PODS ARE PROVIDED BY DEFAULT BUT OTHER DOCUMENT TYPES SUCH AS INVOICE ARE AVAILABLE UPON REQUEST

| Related Microdea Documents |  |  |  |
| :---: | :---: | :---: | :---: |
|  | Docurnent Name | Document Type |  |
| 國 | BOL | BOL | - |
| E | POD | POL | - |
| E) | BOL | BOL | - |

Image: POD


## ADVANCED TRACE - HOW TO

- TRACE OPTIONS HAS ADVANCED PARAMETERS THAT CAN BE USED TO CREATE CUSTOM SEARCHES


SEARCH FOR PICK UP BY BETWEEN 2017-09-01 AND 2017-09-09


