the **Magaya***Insider*

## How To

### How to Use the Mobile App Track2Go

This article explains the new mobile application from Magaya, Track2Go™ that gives you and your customers access to Magaya transactions on a smart phone.
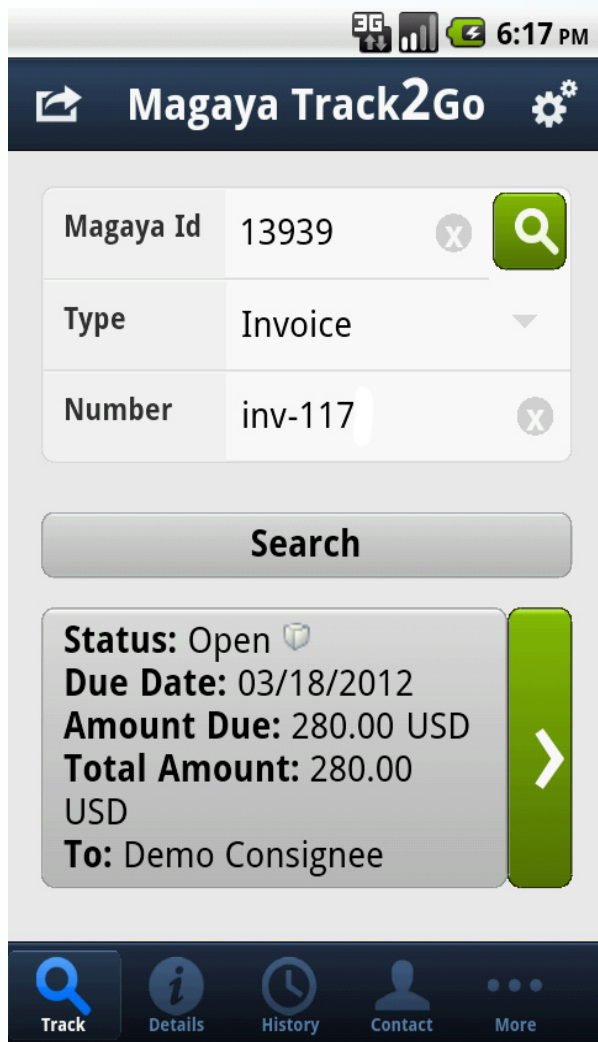
#### What is Track2Go?

Track2Go is a mobile app that provides tracking data and real-time information about Magaya transactions such as shipments, warehouse receipts, invoices, and more.

All the information visible via Track2Go is shown in real time so your customers have the latest updates. Similar to Magaya LiveTrack and Transaction Tracking, the Track2Go app is connected to your Magaya database so your customers can see the latest information.
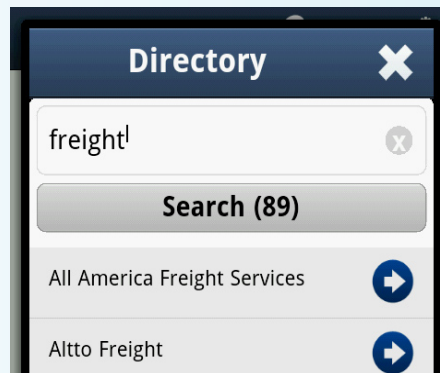
#### The Interface

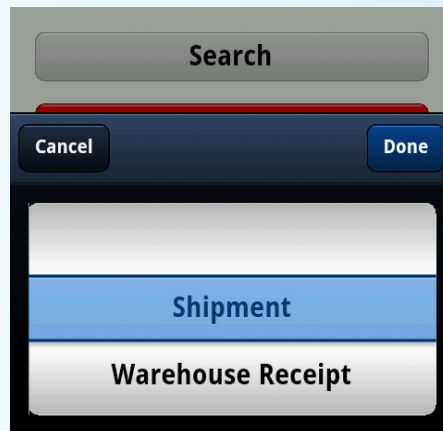The first screen in the app is the search screen:

To find a transaction:

1) Enter the Magaya ID number, which you can get from your logistics provider, or search for the company name in the Directory.

2) Scroll to select the type of transaction you wish to track such as Shipment, Warehouse Receipt, Quotation, Invoice, Purchase Order, etc.

3) Enter the transaction number.

Notes: The number field is not case sensitive.

These three fields are required.

4) Tap "Search" to continue.

• If the transaction is found, then key information about the transaction is displayed such as status, the shipper, consignee, etc. To see further details about the transaction, tap on this information button or the "Details" icon on the bottom taskbar.
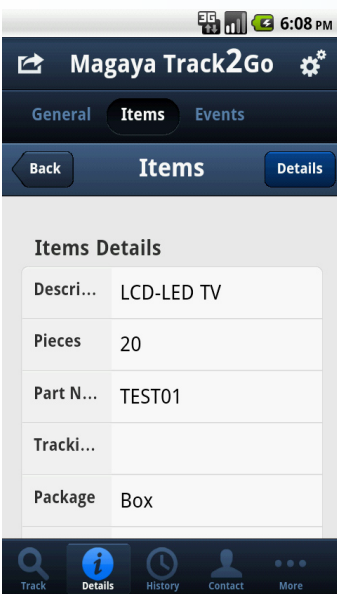
• If the transaction is not found, a red button appears explaining why the transaction was not found.

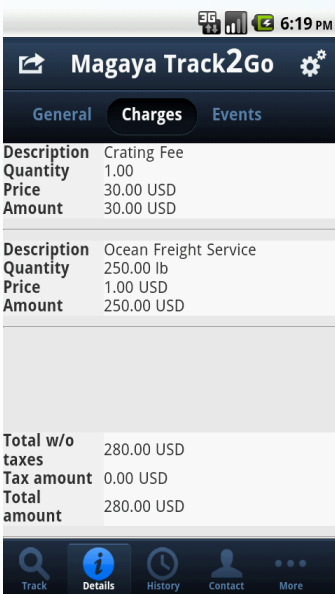**the**MagayaInsider

## How To

### Details

Transaction details are organized by categories in different tabs such as General, Items and Events across the top of the screen. Explore these tabs by tapping on each one to see pertinent information about the transaction:

• General

• Items

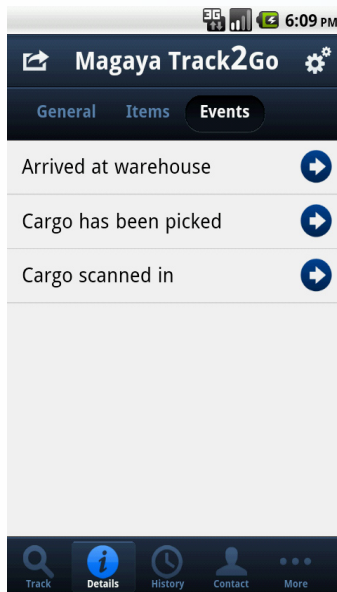• Charges

• Events
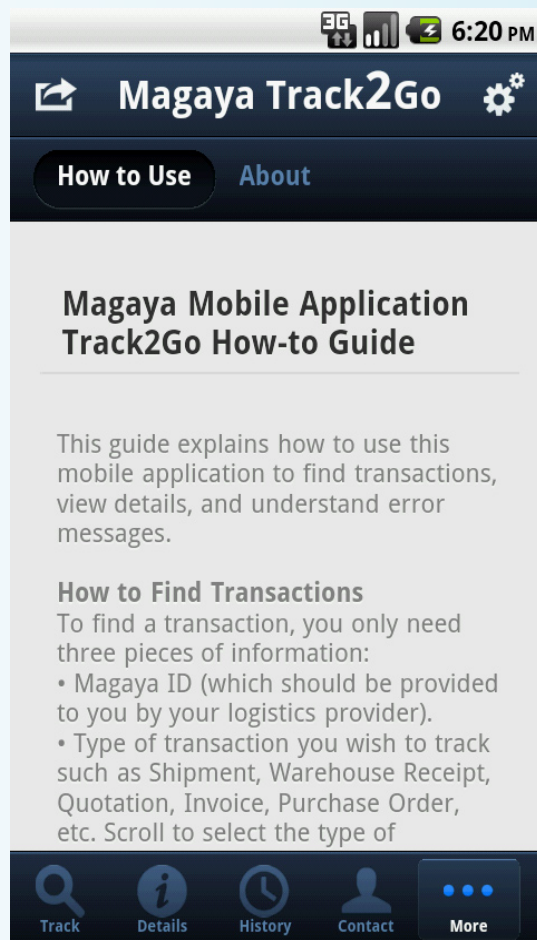
• History

### Items



### Charges



### Events



### History



If you need help using the app, open the user guide by tapping on the "More" icon.



The app works on iPhones, iPads, and Android devices. It's available to download for free from the app market on your smart phone. Or scan the QR code from Magaya.com.

Track2Go is free for your customers to use. For Magaya customers who currently have the Magaya Transaction Tracking plug-in, your customers can start using Track2Go today.

If the Magaya Transaction Tracking plug-in is not activated in your account, just contact your Magaya Logistics Advisor to get started. ■