

## **Create and Save List Views and Shipment Reports**

This how-to article shows you a quick way to customize the views of lists in your Magaya Explorer and make it easier to find information. For example, you may need to create a list to view one consignee at a time. We'll also look at how to make a report for an individual shipment.

## Steps:

- 1. Go to: Warehousing > Shipment List
- 2. Filter the list to see the information you want such as a list of just one consignee. Select to include the Masters or Houses.
- 3. Save the filtered list so you don't have to reset the filter conditions again: Click the blue star on the top of the list, and select "Save this View".

2013 🕙 To: 1/29/2013 🕙 🍣 🛞 🛛 Jamaica DC Consignee 💌 🛬 🗸					•
Shipper	Consignee	Carrier	Origin Port	Save this view	
Atlantic Surplus	Jamaica Distribution Center	Jamaica Air	Miami	Save this view as.	^\\
ABC Sporting Goods Inc.	Jamaica Distribution Center	Caribbean Airlines	Miami	Manage views	
Miami Distribution Center	Jamaica Distribution Center	Jamaica Air	Miami	Kingston Airport	456
Atlantic Surplus	Jamaica Distribution Center	Sea Star Line	Miami	Kingston	53736
Atlantic Surplus	Jamaica Distribution Center	TAM Cargo	Miami	Kingston Airport	555
Mexican Furniture Co.	Jamaica Distribution Center	Jamaica Air	Miami	Kingston Airport	412
Miami Distribution Center	Jamaica Distribution Center	Caribbean Airlines	Miami	Kingston Airport	455
Powerbar	Jamaica Distribution Center	Jamaica Air	Denver	Kingston Airport	
Trek Bicycles	Jamaica Distribution Center	Jamaica Air	Denver	Kingston Airport	124

Give the list view a name in the dialog box:

Custom View			
View name:	Rename the list view here		
Creator:	Administrator		
	Save time frame		
	Published		
	OK Cancel Help		

To find the list view later, click the dropdown next to the star.

All views are saved here:					
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Consignee	Carrier Atlantic	Surplus Expori a DC Consigne	ts e N		
Jamaica Distribution Center	Jamaica Air Safmar	ine Master List	5		
Jamaica Distribution Center	Caribbean Ammes				
Jamaica Distribution Center	Jamaica Air	Miami	Kingston Airport	456	
Jamaica Distribution Center	Sea Star Line	Miami	Kingston	53736	
Jamaica Distribution Center	TAM Cargo	Miami	Kingston Airport	555	
Jamaica Distribution Center	Jamaica Air	Miami	Kingston Airport	412	
Jamaica Distribution Center	Caribbean Airlines	Miami	Kingston Airport	455	
Jamaica Distribution Center	Jamaica Air	Denver	Kingston Airport		
Jamaica Distribution Center	Jamaica Air	Denver	Kingston Airport	124	

Views can be created and saved in any list. The list view can be printed, exported as a PDF via the "Actions" button, or emailed as a PDF or in HTML format by clicking the "Email" button.

## **Shipment Reports**

To create, save and send a report about a specific shipment, use the options in the Actions list for the shipment. For example, see all the VINs for cars in containers and save the report.

- 1. Go to the shipment you need.
- 2. Click "Actions" and select the report option you need. The report screen opens in a separate tab in your Magaya Explorer. You can click back and forth between the report screen and the shipment screen without closing the report.





## Create and Save List Views and Shipment Reports Continued

🖻 📮 🔀 isac Send	Customs Commod Actions
😩 Load 🖕 Add 👙	J Change Shipment Currency 🕨 📝 Edit
All cargo for Shipr     All cargo for Shipr     BOL36 - WH     HBOL38 - airli     F     P     705116 - 233	Ne Set/Reset In Transit Set/Reset Received n Set/Reset Delivered
	Set As Incoming Set As Outgoing
	Add to job
	Reception Release
	Cargo By Shipper
	History Cargo By Consignee
	Verify Charges Cargo By Coptainer
	Ocean Carrier Messages Cargo By Warehouse Receipt
	Cargo Insurance Cargo By Description
Pieces: 302 M Weight: 150100.00lb	Max. Weight: House Listing Max. Volume: Cargo Manifest Report
Volume: 31217.05f8	Vol. Weight: 324958.21VIt Saved Reports

The options in this reports menu enable you to group cargo in different ways to see the items per shipper, supplier, consignee, etc. View the House listing or create a cargo manifest report.

- 3. Choose the columns you want in your report by clicking the "Actions" button at the bottom of the report menu.
- 4. Customize the report by clicking the "Configure" button on the bottom toolbar.



5. Save the report by clicking the "Save" button on the bottom toolbar. Any reports you create in the future can use the same configurations you saved.

Save	$\mathbf{X}$
Header Info	
Company:	HWC Cargo Company
Title:	Shipment -11221133
Subtitle:	Cargo By Waybill (in)
	OK Cancel Help

All saved shipment reports are available from the "Saved Reports" menu via the "Actions" button in the Shipment. You can print, email or send a report through the Magaya Network.

