

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".

Shipper	Consignee	Carrier	Origin Port	Destination	Quantity
Atlantic Surplus	Jamaica Distribution Center	Jamaica Air	Miami	Kingston Airport	456
ABC Sporting Goods Inc.	Jamaica Distribution Center	Caribbean Airlines	Miami	Kingston	53736
Miami Distribution Center	Jamaica Distribution Center	Jamaica Air	Miami	Kingston Airport	555
Atlantic Surplus	Jamaica Distribution Center	Sea Star Line	Miami	Kingston Airport	412
Atlantic Surplus	Jamaica Distribution Center	TAM Cargo	Miami	Kingston Airport	455
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	124
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:

Creator:

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:

- Atlantic Surplus Exports
- Jamaica DC Consignee
- Safmarine Master List
- Santo Domingo Destination Houses

Consignee	Carrier	Origin Port	Destination	Quantity
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Jamaica Distribution Center	Sea Star Line	Miami	Kingston	53736
Jamaica Distribution Center	TAM Cargo	Miami	Kingston Airport	555
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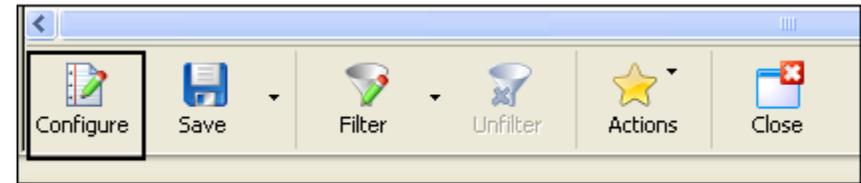
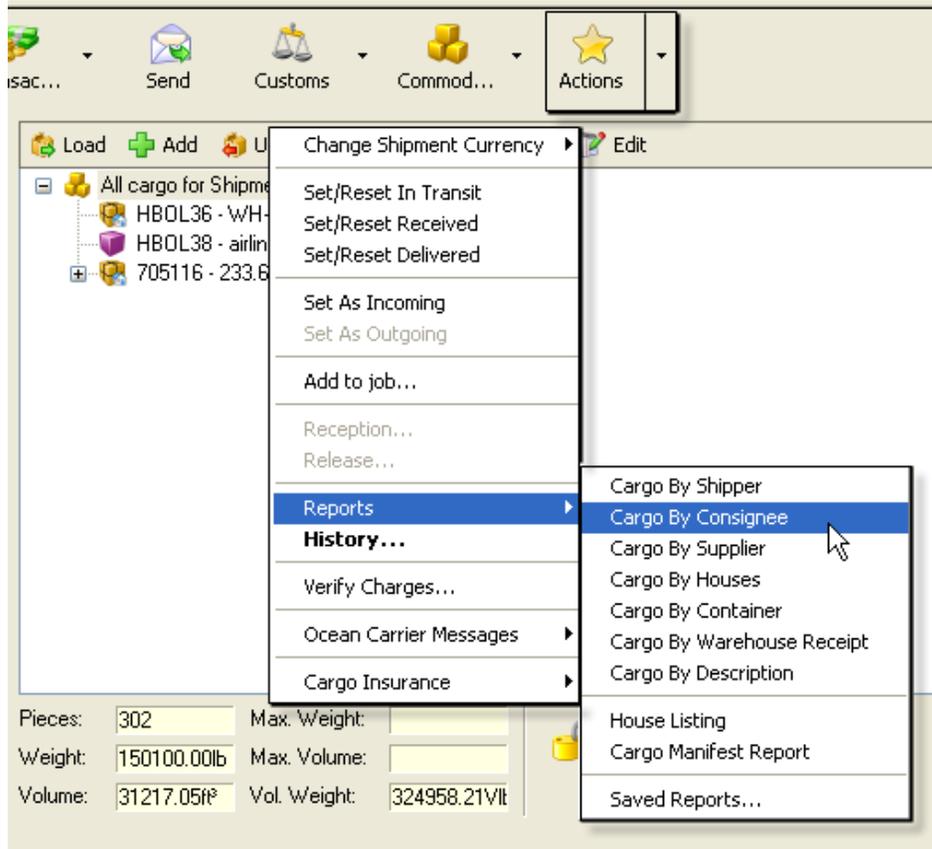
Views can be created and saved in any list. The list view can be printed, exported as a PDF via the "Actions" button, or emailed as a PDF or in HTML format by clicking the "Email" button.

Shipment Reports

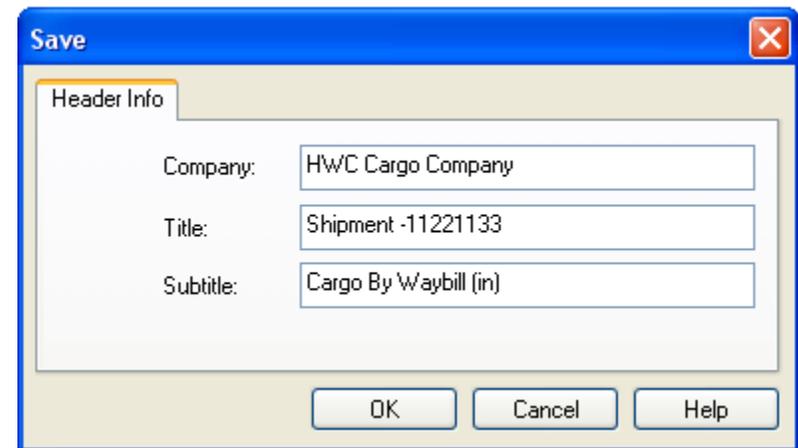
To create, save and send a report about a specific shipment, use the options in the Actions list for the shipment. For example, see all the VINs for cars in containers and save the report.

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*



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.



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. ■

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.