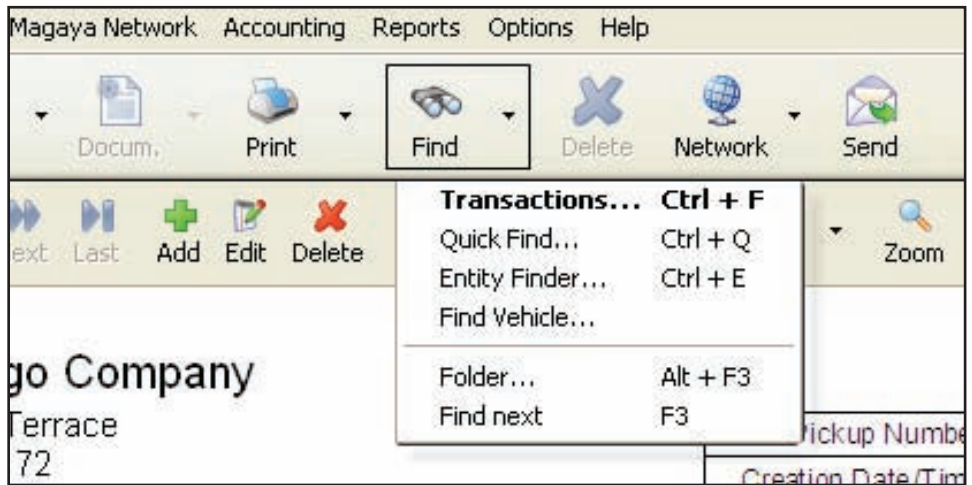


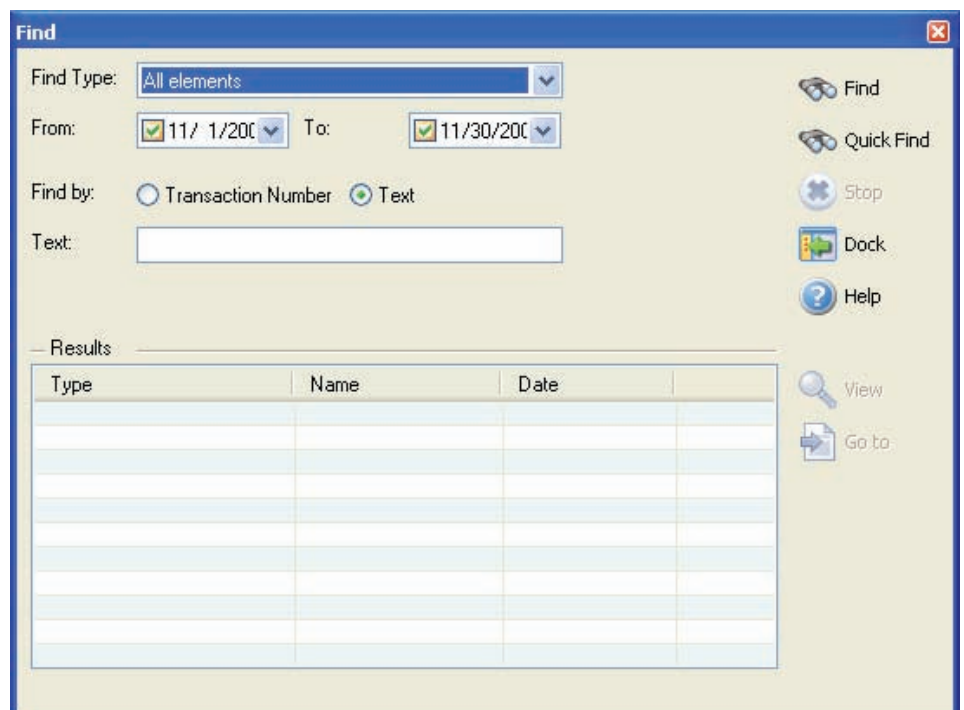
### How to Find Transactions in Magaya Software

Need to find an Air Waybill or other transaction in your Magaya database? If your database has grown, then the lists are long. There are many ways to search for transactions or any information inside a transaction by using the options on the Find button. Let's look at them, using the example of looking for an Air Waybill.

The Find button has the following options:



When you click the Find button, a search box appears. (The same search box appears when you click the arrow on the side of the Find button and select "Transactions".)



You can move the Find box to the side of your Magaya Explorer and affix it there by clicking on the Dock button. To un-dock it, click the Dock button again.

Select what you want to find by clicking on the "Find Type" dropdown. You can search all elements or choose what transactions to search in such as warehouse receipts or invoices. To combine a few search elements together, choose "Selected Elements". In the dialog box that opens, check the boxes for the elements you want. (To change the elements, use the button with the three dots next to the dropdown.)

To find an Air Waybill number, you can select "Shipment" or "All elements".

Set the date range by using the "From" and "To" dropdowns. This limits the search and makes it faster, especially if your database is large.

Type	Name	Date
Shipment	145-11111111	03/31/2009
Shipment	145-35636737	06/29/2009

You can search by Transaction Number or by Text:

- To search by number, select the "Find by" Transaction Number radio button, and enter the full or partial number in the Number field.
- To search by text, select the "Find by" Text radio button, and type the text into the Text field. The advantage of using the Text search method is that you can find any text (numerical or alphabetical) that appears anywhere in a transaction, not just the transaction number. Searches in the Find screen are not case sensitive. Searching by text takes longer than searching for a number in the Transaction Number field because it searches all fields.

The Results list will display any transaction or document that contains the text you entered. The total number of found items will be displayed on the bottom of the Find screen.

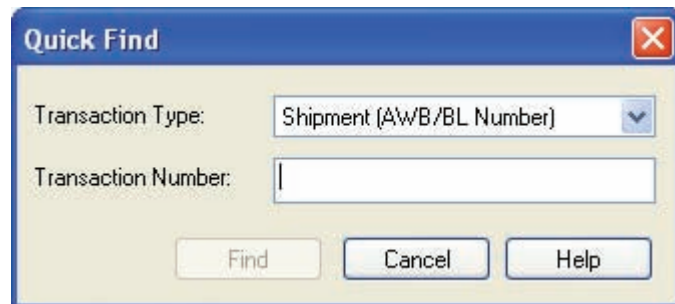
To view an item in the Results list, click on it, and click the View button. The dialog box for that transaction will open. (Tip: You can also double-click on the item in the Results list to view it.)

To go to the document or transaction, click on the item in the Results list and click the "Go To" button.

You can stop the search at any time by clicking on the Stop button.

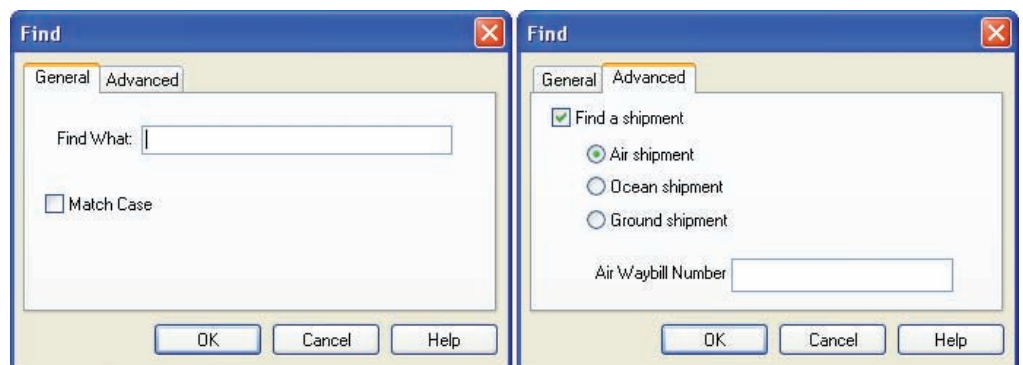
#### Other Options on the Find Button:

- Use the **Quick Find** option to search quickly without setting the date or any other criteria. In the dialog box, select the transaction type and enter the number. To find an Air Waybill number, select "Shipment (AWB/BL Number)" as the transaction type. You must enter the complete transaction number.



Note: The Quick Find option is also available in the document view of any transaction such as a Warehouse Receipt, Cargo Release, etc.

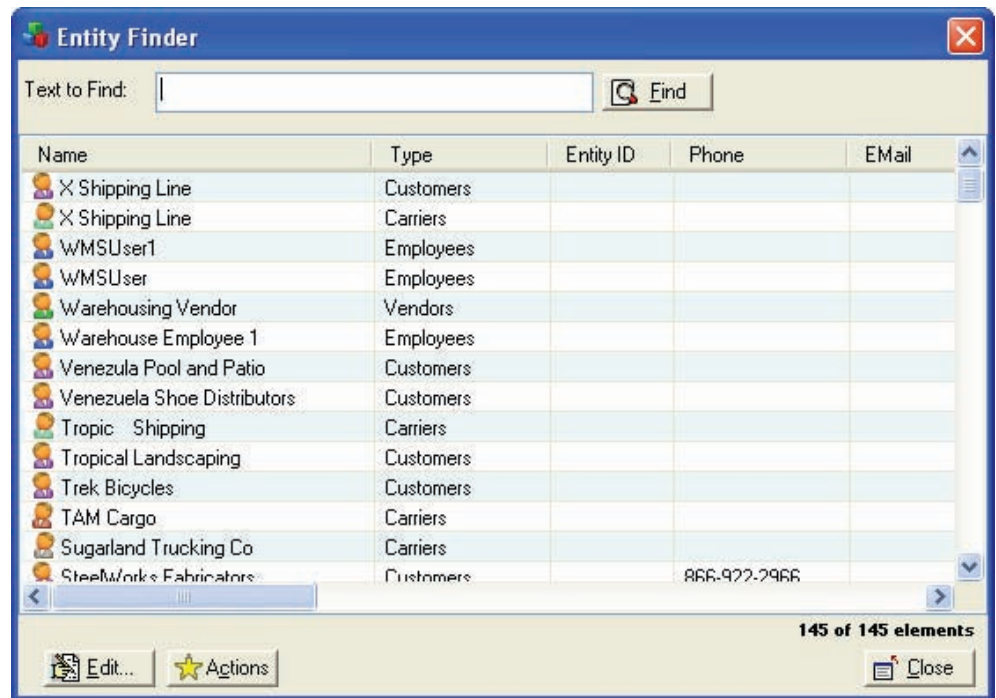
- The **Folder** option on the Find button's dropdown menu offers a way to search for folders you created or shipment folders created by the system. The dialog box has two tabs. On the General tab, search for folders by entering the folder name or shipment name. You can search for the shipment number on the Advanced tab (similar to the Quick Find option):



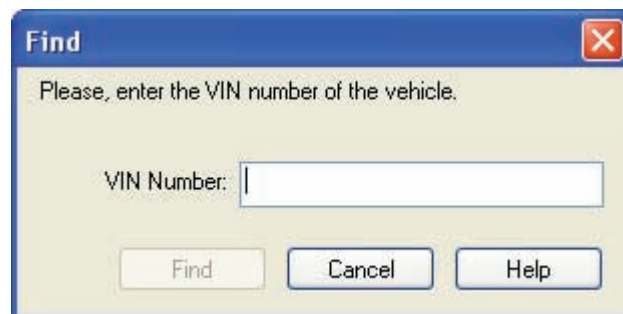
The search will take you to the folder. To find the next folder, press the F3 key or use the Find button again and select "Find Next" from the dropdown menu.

The Find button can also be used to find entities (customers, vendors, etc.) or vehicles:

- **Entity Finder option:** This opens a list of all the entities in your system, including customers, carriers, employees, and more. You can enter partial text. Click the "Find" button. All entities with that text will appear in the list. You can group the entities by type such as Customers, Carrier, etc. by clicking on the "Type" column header.



- **Find Vehicle option:** Enter the complete Vehicle Identification Number (VIN):



The Find button and its dropdown menu of options provide many ways to help you tailor your search in your Magaya database to quickly locate the information you need.