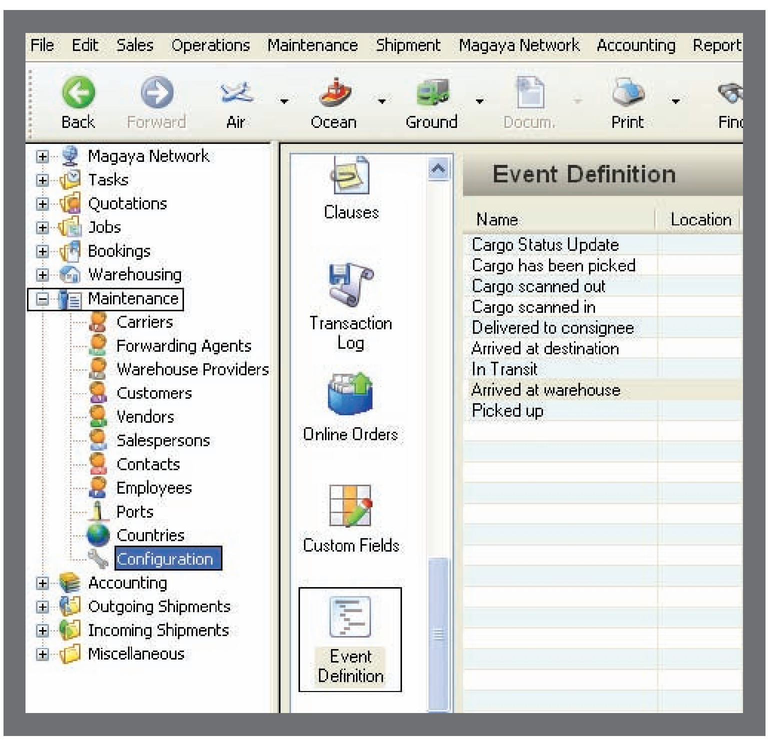
Working with Events

If you would like to include events in your transactions, Magaya software provides a way to define the events and select where and when they appear. An Event is a notice of an action such as when cargo arrives at the warehouse, when a shipment was delivered, etc. Events include the time, date, and location of the action as well as a description of the action. Events can keep your customers informed of shipment status and other details as they happen.

Defining Events

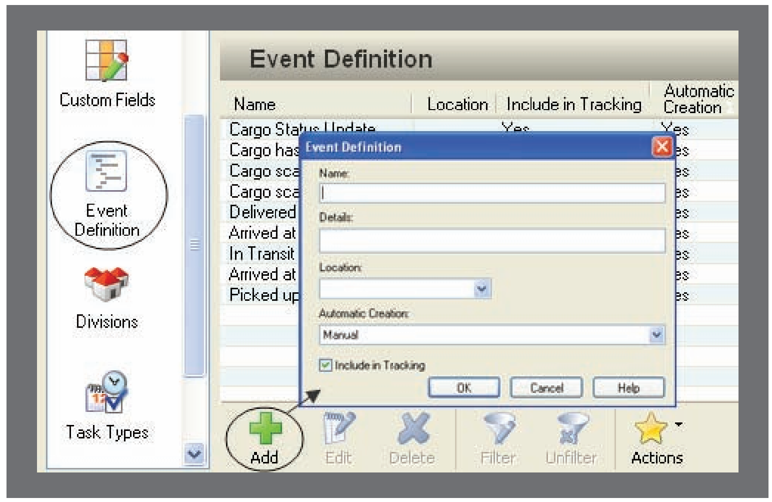
Magaya software includes a list of predefined Events in the Maintenance folder: Click on Configuration, and then click on Event Definition:



Add a New Event Definition

You can add new Event Definitions based on information your company needs. For example, if you send an empty container to your shipper, you can create an event that shows when the empty container is on its way to the shipper. The customer can log into Magaya LiveTrack and see the time and date that the empty container is in transit to the shipper to load. The following will illustrate how to add this Event to your system.

1. Click on the Add button. A blank dialog box opens:



2. Enter a name for the event. This example is “Empty container in transit”.
3. Enter details on the event (optional – this is usually left blank when defining the event but can be filled in when the event is manually created).
4. Select a location (the place where the event occurs).
5. Select from the dropdown to choose the type of automatic creation for this event. In this example, this event will be automatically created when the Pickup Order has been set as In Transit. If you select “Manual”, the system will not automatically create an event; when working in a transaction, the user will have to select the Event each time.
6. If you choose “Include in Tracking”, the Event will be visible to the customer in the online tracking.
7. Click OK when finished.

How Events Appear Automatically

There are many choices available in the “Automatic Creation” dropdown. When you select one of these transactions, this

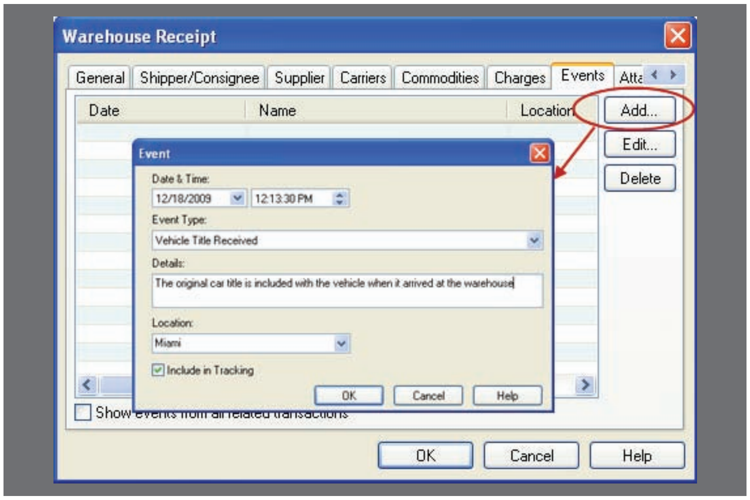
Event will be created automatically when the transaction is performed. For example if you select "Cargo scanned in", then the system will automatically add this event when cargo is scanned in to the system using the handheld devices. Here are a few examples of when you can automate an Event creation:

- Pickup Order has been created
- Warehouse Receipt has been created
- Cargo Release has been emailed (to the customer, agent, etc.)
- Shipment has been set as In Transit
- Shipment has been liquidated
- Pickup Order POD has been entered (Proof of Delivery)
- Cargo scanned in (with handheld units in the warehouse)
- Cargo scanned out (with handheld units, out of the warehouse)

How an Event is Added Manually to a Transaction

An example of an Event that must be manually added to transactions is including information about receiving a vehicle at your warehouse. You need to add an Event to show that the vehicle title was received. These are the steps to add the manual Event:

1. In the transaction (such as a WR), open the dialog box and click on the Events tab.
2. In the Events tab, click on the Add button. A dialog box opens:



3. Select the Event Type from the dropdown menu. In this example, we chose "Vehicle Title Received" (We added this event definition to the system by following the steps shown previously for adding the empty container event.).
4. Add any details, select a location, or change the tracking status if desired. This is useful for warehouse staff to make any special notes about the event at that moment.
5. Click the OK button when you are done.

The Event will appear in the list of Events in the Events tab for that transaction. To see events from other transactions that are related to this one, check the box "Show events from all related transactions". For example if you are in a Shipment, this list will show the events for all Warehouse Receipts or Pickup Orders related to this Shipment.

To View Events in Tracking

When you include Events in the online tracking, your customers can view the Events when they log into their tracking account.

To view the transaction in document form and see the Event details: Double-click on the transaction to open it (or select it and click on the View button).