

"How To"? - continued

The Magaya Community

What are the Advantages of using it?

1. With access to over 700 customers, in 50 countries, you can now offer a truly global solution to your customers, this gives you no limitations in accessing and establishing the business relationships you might be looking for. When searching for logistics companies or agents you can invite current or prospective members to do business with you. Need an agent in a country you don't normally service? If you're using Magaya, you can now service over 50 countries (and growing).
2. By using the data transfer functionality in the Magaya Community, you can eliminate redundant work by sending your operational transactions via the internet. You can send your cargo information data electronically as well. There will never be a need for data reentry. The same works the other way around when you are being sent cargo. Efficiency, Accuracy, State-of-the-Art Technology! There shouldn't be any other way in handling business.
3. One other advantage is the functionality of our instant messaging. You can ensure your company does not have to download third party software to establish electronic text communications with the people you do business with. All of your business needs are included in Magaya; why not include the chat function?

How to use it within the Magaya Software?

There are two ways of accessing the Magaya Community:

1. By clicking Community in the left hand side of the explorer menu.
2. Or by clicking on the Network button in your top menu bar in your Magaya Explorer window. This option will give you a free standing separate window allowing you to keep working while you're working in the network.

Let's understand the Communities features.



At the top of your screen you have a **Company Profile** button. The information in this tab allows you to place your basic company information and address information. Also, there is a Business information box that gives you the option of putting in your company overview, this let's others performing a search get an understanding of who you are. Right under that box, there is a keyword line which let's you place keywords separated by commas as you would for search engine optimization so agents or logistics companies searches brings up their desired search criteria.



Next to your company profile button you have the **Search** button. This gives you the functionality to search through our global database. You can enter different search parameters for the company specific criteria, general search based on location or keyword specific. There are no bounds in how to search through the Magaya Community. Once you have found the company(s) you are searching for you can double-click on them to instantly send them an invitation to start the communication.



The final button next to your Search is the **Invitations** button. In this tab you have all of the invitations that you have sent or received through the Magaya Community. This is where you will view the status of invitations that are pending or have been accepted.

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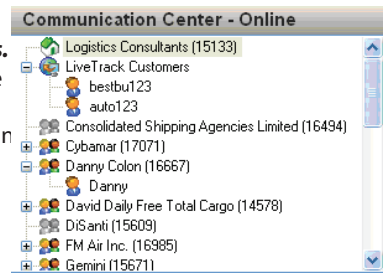
The Magaya Community

Communication Center - Bottom Right Hand of the Magaya Explorer Window

The top left box in your explorer window is the area where companies that you have invited are displayed. Your "Communication Center" should show an online status while connected to the network.

The first displayed line is the Home Icon where your company name is shown along with your network ID. Under that you will see the employees from your company listed who are currently using the system.

Following your company name is LiveTrack Customers. Here is where you can see the customers that you have given tracking privileges to (customers currently tracking their cargo). A great thing about this is you can specify what a customer can track and give them the chat option.



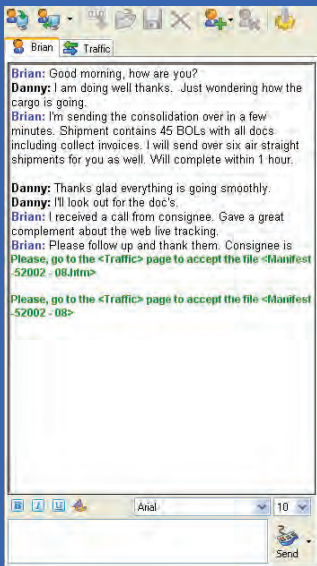
Concluding is your agent and company invitees list. Here you have pretty much a buddy list by company name and the option of maximizing that company to show the buddies you have for that company. Works like any standard messenger. When a person or company is not online they will be shown in grey. If online, the buddy icon will be in full-color.

The bottom portion of your communication center consists of two tabs (Chat Tab and Traffic Tab). Let's cover these and their features separately.

Chat Tab

Upon start you will not have a Chat Tab until you have chosen to start a chat communication. When you choose someone to start a chat communication with, you can double-click on them to begin the session or click the name and click the icon Start Communication Session. You can close the session with the person you are having the communication by clicking the End Communication Session icon. In your chat session there is a button on the bottom right corner marked send. If you click the arrow you get a pull down menu giving you the option of sending a file (ex: word documents, PDF's, Excel, etc...) or straight text, or send current record.

With the chat window open, you can go to any transaction and click on the Send drop down to select send active record to send the current transaction to the open chat user.



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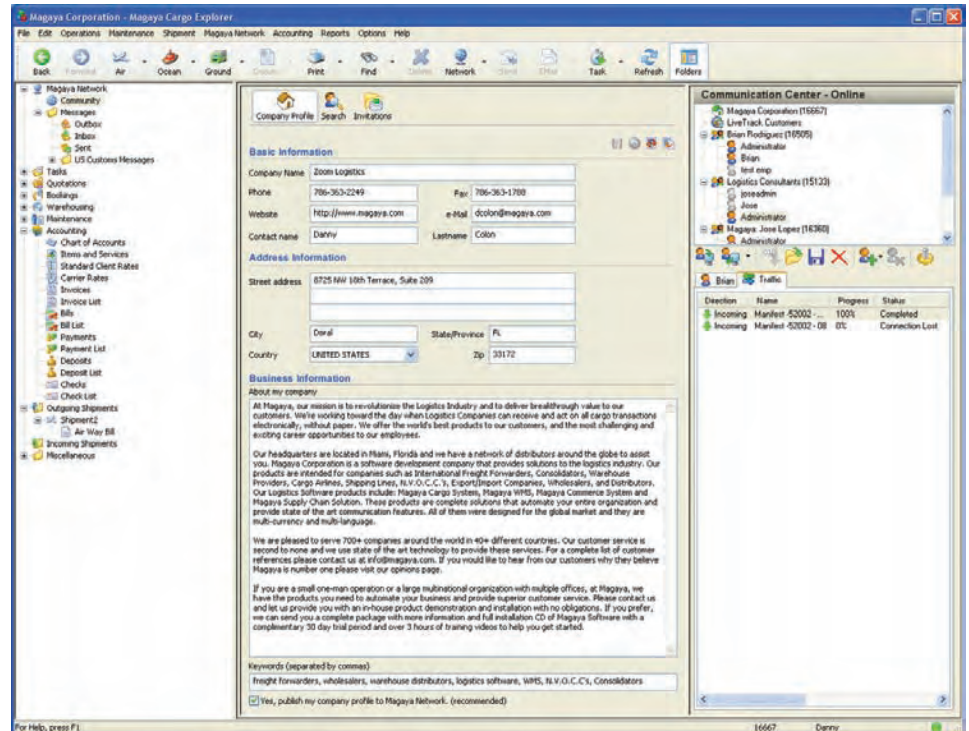
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Communication Center – Bottom Right Hand of the Magaya Explorer Window

The Traffic Tab

When you are in a communication session and decide to send or receive a file, here is when your Traffic Tab comes into play. In this area you will have displayed all file transfers incoming or outgoing. Your Traffic Tab acts as your document transfer log. When you transfer documents you'll be able to view the direction of the transfer (to and from), the name of the file being transferred, the progress of the transfer, the current status,

Once transferring, you can **Accept File, Open File, Save File, and Delete.**



Complete screenshot view of the Magaya Community.