

## Online Bookings

With the Online Bookings option in your Magaya software, your customers can make their own bookings from the trips (voyages or flights) in your Trip Schedule to schedule their cargo on an air, ocean, or ground trip. Online Bookings is a plug-in for the Magaya Cargo System and for the Magaya Supply Chain solution.

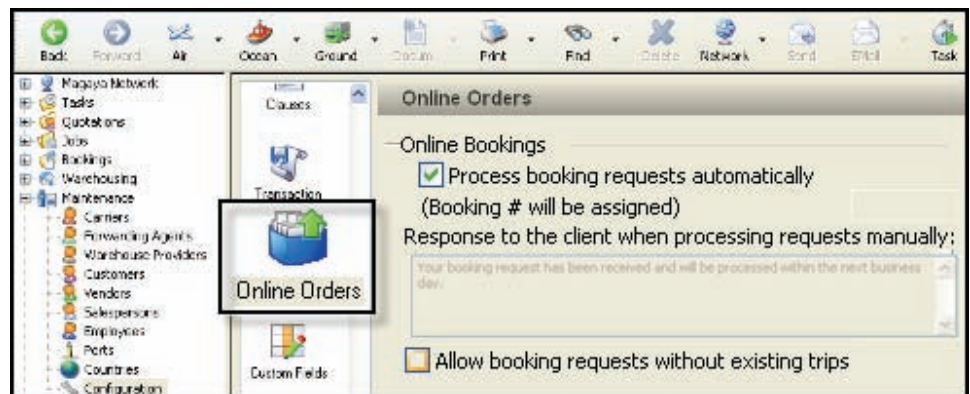
This article will explain:

- Part 1: How to set up your Magaya system to handle online bookings
- Part 2: How your customers can use the online bookings feature
- Part 3: How you receive the online booking requests in your Magaya software

### Part 1: Set Up Online Bookings in Your Magaya System

To configure your Magaya system to accept online bookings, follow these steps:

1. Go to the Maintenance folder>Configuration>Online Orders:



2. Select the options you want:

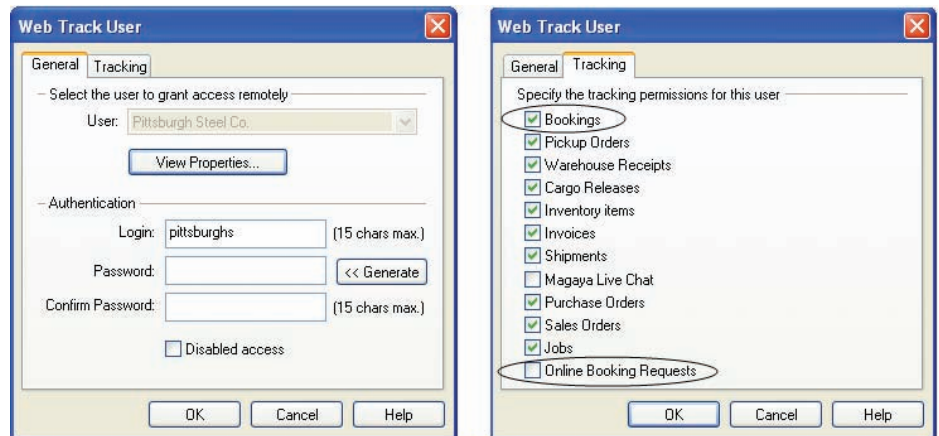
In this screen, set up your system to process booking requests automatically by checking the box "Process booking requests automatically". When a customer places a booking request, the system will reply automatically with a booking number and booking transactions will be saved in your Booking List.

If you do not check this box, the booking will not be saved in the Booking List. Use this option if you want to manually verify each booking request you receive before saving it to the Booking List for processing. The customer will receive the following default message: "Your booking request has been received and will be processed within the next business day." You can change this default message to any text you want.

Check the box "Allow booking requests without existing trips" if you want to accept booking requests that do not match any trip in your Trip Schedule. This option is useful for freight forwarders or NVOCC's who book with the shipping line after they receive the request from the customer.

Next, give your customer(s) access to Online Bookings by making a few changes in their customer profile to give them access to Magaya LiveTrack. Follow these set-up steps:

1. Go to the Maintenance folder and click on Customers.
2. Click on the customer's name in the list to highlight it.
3. Click on the Actions button and select "Allow Tracking" (or right-click on their name). A dialog box opens, showing two tabs:



On the General tab, enter a login name and password for your customer so they can access Magaya LiveTrack.

4. On the Tracking tab, click in the boxes for "Bookings" and "Online Booking Requests". Both are required to enable the user to send you online booking requests.
5. Click the OK button.
6. Email your customer an invitation: After you give a customer access, send them an invitation by right-clicking on their name in the Customer list and selecting "Send invitation email". The email includes the login, password, and link.

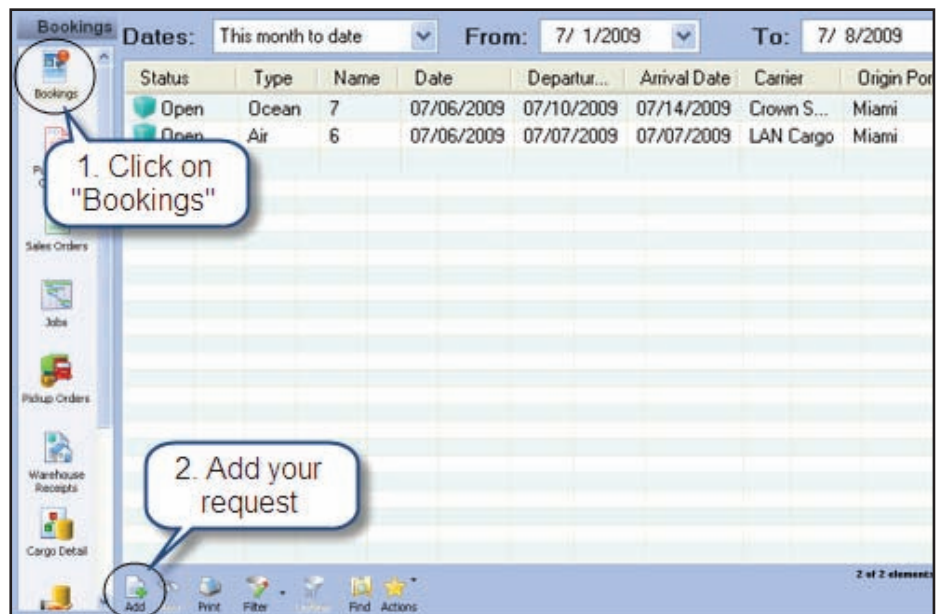
Now your customer can begin using the Online Booking feature. See the next section for steps.

### Part 2: How Customers Use Online Booking

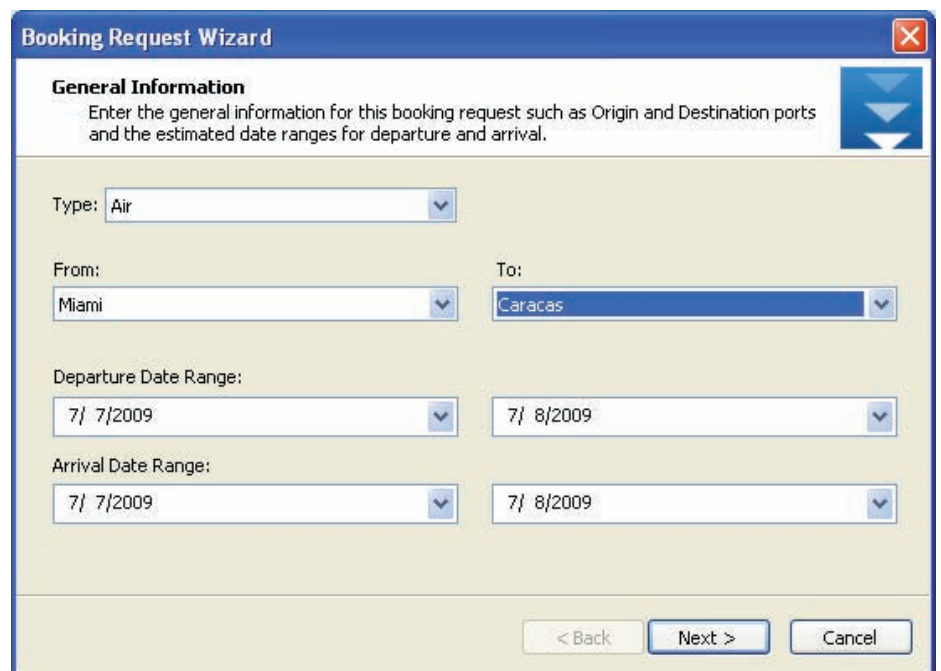
Your customers can make their own bookings by following these steps. This example will use a demo customer name "Tropical Landscaping" (called Tropical) to illustrate the process. These instructions are for the customer, Tropical:

1. The customer, Tropical, opens Magaya LiveTrack. If you, the logistics provider, have Magaya LiveTrack integrated into your website, the customer will access Magaya LiveTrack from your website. An alternative is to go to Magaya.com and click on "Tracking".
2. The customer, Tropical, logs in with their information from the invitation email. Magaya LiveTrack opens.

3. In the screen, the customer clicks on the Bookings option. This screen will show bookings that have been processed previously:

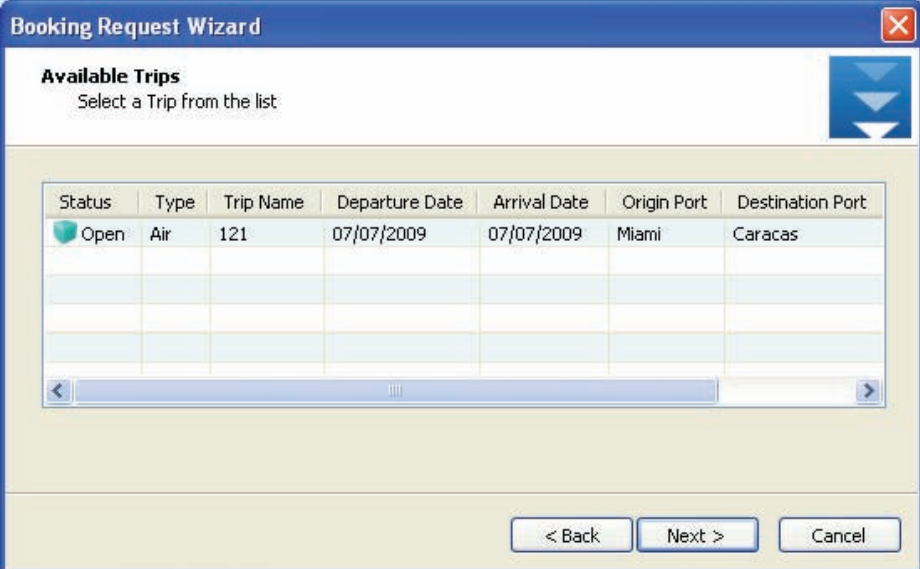


4. Click on the Add button to create a new booking request. A wizard opens:



- a) The customer selects the mode of transport: Air, Ocean, or Ground. If they do not know what type to choose, they can select "Unknown". (The "Unknown" option will show all trips of all modes of transportation on the next screen.)
- b) Select the Origin port from the dropdown list "From". Select the Destination port from the dropdown list "To". The dropdown lists show ports set up in your Magaya Explorer under the Maintenance folder in Ports.
- c) Select the dates for the departure and arrival. For example, if the departure must be on a certain day, enter the same date for each field. Otherwise, select a beginning and end date for a date range, and the system will search in all those available dates to schedule the booking.

If the request matches any of the trips in your trip schedule, they will be listed in the next screen:



The screenshot shows a window titled "Booking Request Wizard" with a close button in the top right corner. Below the title bar, there is a section labeled "Available Trips" with a sub-instruction "Select a Trip from the list" and a blue arrow icon pointing down. A table with the following columns is displayed: Status, Type, Trip Name, Departure Date, Arrival Date, Origin Port, and Destination Port. The first row contains the following data: Open, Air, 121, 07/07/2009, 07/07/2009, Miami, and Caracas. Below the table is a horizontal scrollbar. At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

Status	Type	Trip Name	Departure Date	Arrival Date	Origin Port	Destination Port
Open	Air	121	07/07/2009	07/07/2009	Miami	Caracas

5. The customer will select the trip that best meets their needs, and click the "Next" button.

**Booking Request Wizard**

**Cargo Information**  
Enter the cargo information for this booking request. You can reserve full equipments or just enter the loose cargo.

Cargo Type  
 By Equipment       Loose Cargo

Description of goods:  
 patio furniture

Pieces	Type	Weight (lb)	Volume (ft <sup>3</sup> )	Description
12	Box	35.00	12.00	patio tables
18	Crate	0.00	0.00	patio barstools
	Crate			
	Cylinder			
	Drum			
	Dry Bulk			

Add      Delete

< Back      Next >      Cancel

6. In this screen, the customer enters their cargo information for this booking request. The customer will:
- Select the type of cargo: "By Equipment" means a container; or "Loose Cargo" means individual packages. Only the Equipment you have available will show.
  - Enter a description of the goods.
  - Click on the Add button to add cargo:
    - Click on the cells in the table to enter the pieces, weight, and description.
    - Click on the "Type" cell to activate a dropdown list of choices.
 The customer can add as many lines in the table as needed for all the cargo items.
7. Click the "Next" button to go to the next screen in the Booking Request Wizard.

This screen contains fields to enter the information about the entities (Shipper and Consignee):

The screenshot shows a dialog box titled "Booking Request Wizard" with a close button (X) in the top right corner. Below the title bar, there is a section titled "Select the entities" with a blue arrow icon on the right. The instruction reads: "Select the entities involved in this booking request. If there are other entities that you want to list, please enter them as notes in the next screen." The form is divided into two columns: "Shipper" and "Consignee".

**Shipper:**

- Name: Tropical Landscaping (dropdown menu)
- Address: Street and Numbers: 3252 SW 127th Street (text field with "Set..." button)
- City: Miami (text field)
- State: FL (text field)
- Country: UNITED STATES (text field)
- Zip Code: 33145 (text field)

**Consignee:**

- Name: (empty dropdown menu)
- Address: Street and Numbers: (empty text field with "Set..." button)
- City: (empty text field)
- State: (empty text field)
- Country: (empty text field)
- Zip Code: (empty text field)

At the bottom of the dialog box, there are three buttons: "< Back", "Next >", and "Cancel".

8. The customer enters the Shipper (Tropical) and Consignee names. To enter the address, click on the "Set" button.
9. Click the "Next" button to go to the next screen in the Booking Request Wizard. Enter any notes as needed.
10. Click the "Next" button. A summary screen appears.

**Booking Request Wizard**

**Booking Request Summary**  
Please, verify the booking request summary and if everything is correct click on Submit.

Air Booking Confirmation	
<b>Number:</b>	NONE
Executed Date:	Jun/30/2009
Executed By:	
Status:	Open
Direction:	Outgoing

Client Information	Equipment Delivery Address
XYZ Cargo Inc. 8725 NW 18th Terrace Suite 209 Miami, FL 33172 UNITED STATES Phone: 7868459150, Fax: 7868459151	
Demo Shipper 3252 SW 127th Street Miami, FL 33145 UNITED STATES	

Routing Information	
Carrier Name:	Cut off Date: Jun/30/2009
Port of Origin: Miami	Departure Date: Jul/01/2009 04:14 PM
Port of Destination: Kingston	Arrival Date: Jul/05/2009 04:14 PM
Flight Number:	

< Back   Submit   Cancel

11. The customer verifies all the information. They can use the "Back" button to return to a previous screen to make a change if needed.

12. Click the "Submit" button. A confirmation screen appears telling the customer the booking has been submitted successfully. This example shows a booking number:

**Booking Request Wizard**

**Booking Request Confirmation**  
This is the confirmation you have received after the system has processed your booking request.

**Booking Confirmation**

Your booking request has been submitted successfully.  
The following booking number has been assigned to your request:

Booking Number: 6

< Back   Finish   Cancel

13. The customer clicks the "Finish" button.

The booking will appear in the customer's (Tropical's) booking list in Magaya LiveTrack:

Status	Type	Name	Date	Departur...	Arrival Date	Carrier	Origin Port	Destination
Open	Air	6	07/06/2009	07/07/2009	07/07/2009		Miami	Caracas

The status of this booking is "Open".

### Part 3: How you Receive Online Booking Requests in Your Magaya Software

When a customer sends a booking request to your system, it will appear in your Magaya Network Messages inbox:

Type	Identification	Sent	Received	From	To	Comments
Online Booking Request	6	07/06/2009	07/06/2009	Tropical Landscaping	HWC Cargo Company	Successfully received

If you have selected the option "Process Booking Requests Automatically" in the configuration (Part 1), the booking will be saved automatically in your booking list. Otherwise you can review the incoming bookings from the Inbox and decide to save them.

To save, right-click on the booking and select "Save to Database".

Now you can convert the booking into another transaction such as a Pickup Order or a Warehouse Receipt.

If you decided to use your booking in combination with your Trip Schedule (as set up in Part 1), you can create consolidations using the trip as a Master and use the bookings inside that trip as Houses. From the trip schedule, right-click and select "Create Consolidation":

Status	Type	Trip Number	Departure Date	Arrival Date	Origin Port	Destination Port	Carrier
Open	Air	2338	07/07/2009	07/07/2009	Miami	Toronto Apt	Air Canada
Open	Air	121	07/07/2009	07/07/2009	Miami	Caracas	LAN Cargo
Open	Air	1	03/07/2009	07/07/2009	Miami	Freeport, Grand Ba...	Caribbean Air

Now you are set to receive and process online booking requests from your customers.