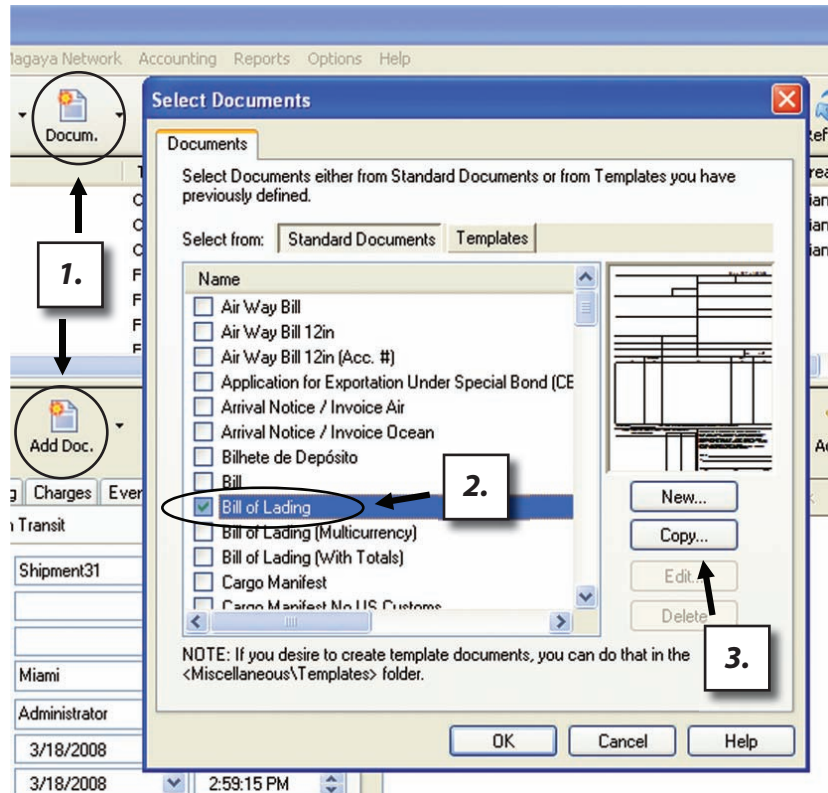


How to Customize Your Documents

Would you like to add your company logo to your Warehouse Receipts, Pickup Orders, or other documents in Magaya Explorer? How about add a new field? A new feature in Magaya Explorer lets you do just that – and more. In the April 2009 issue of the *Magaya Insider* we explained how to add custom fields to transactions in Magaya Explorer. This month we bring you a new tip on customization: How to Customize Your Documents. You can customize existing documents (templates) or create new ones.

Copy and Customize an Existing Document

For this example, let's copy an existing Bill of Lading in Magaya Explorer. Then we will customize it by adding a company logo and a new field to it. To start, follow these three steps:



1. Click on the Document button on the main toolbar (or the Shipment Toolbar) in Magaya Explorer.
2. When the document window opens, select a document (such as a Bill of Lading) by clicking in the box to add a checkmark inside the box next to the document name (make sure the document name is highlighted as shown in the screenshot).
3. Click on the "Copy" button.

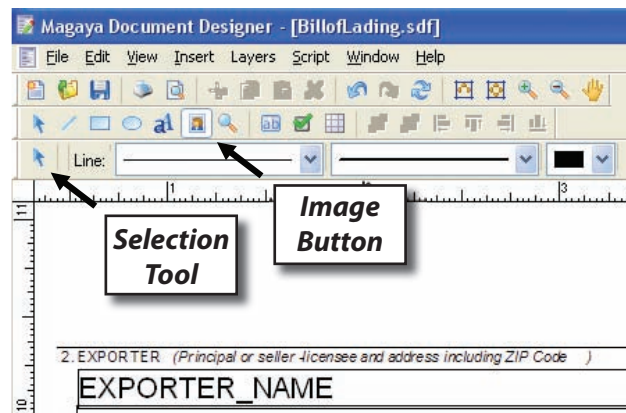
Click the Yes button to accept.

The document opens in the Magaya Document Designer (This document is the template that all your Bills of Lading will be built on). Let's look at the Magaya Document Designer interface to get familiar

The Magaya Document Designer Interface

The main screen of the Magaya Document Designer is the Design Pane, the place where the document you copied will open. It has a ruler on the top and side, and tabs on the bottom for the design pane and the code pane. The toolbars on the top have standard buttons such as Save, Edit, and Zoom and other design buttons for adding text boxes, lines, etc.

On the right side is a menu with three tabs: Schema (XML), Fields, and Variables. The schema list displays all the fields that are available for the type of document you chose.

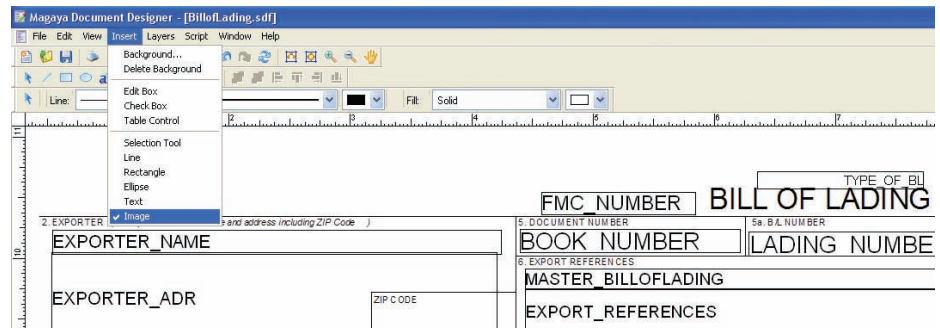


You can click and drag schema elements from the list to the designer pane. When you select an item and drag it to the designer pane, the item becomes a field with handles on the sides so you can resize the field. You can move the field by dragging it or by using the arrows keys on the keyboard.

Add Your Company Logo or an Image

To add your company logo, click anywhere on the document.

- Click on the Image button (or click on the Insert menu and select Image):



- Draw a box on the Bill of Lading where you want the image to appear. A dialog box opens.
- Select your logo image file from your folder.
- Click OK to insert the graphic.

To adjust the size or shape of the box, click on the Selection tool on the toolbar (the button with the blue arrow). Green squares will appear on the corners of the image box. Click and drag from any green box to resize the image.



To delete the image, click on the Edit menu and select Undo Insert (or select the image and click the Delete key).

Save the template when you are done. (*Tip: As with any document you are working on, it is best to save periodically while you are working.*) Next you will need to publish the document.

Publish the Document

To make the document available in Magaya Explorer, it needs to be published. To publish:

- Click on File > Publish Document.
- Enter your Magaya Network ID if it is not already filled in.
- Enter your password. (Only employees with rights to create documents will be able to publish templates from the Magaya Document Designer.)
- Click the Publish button.

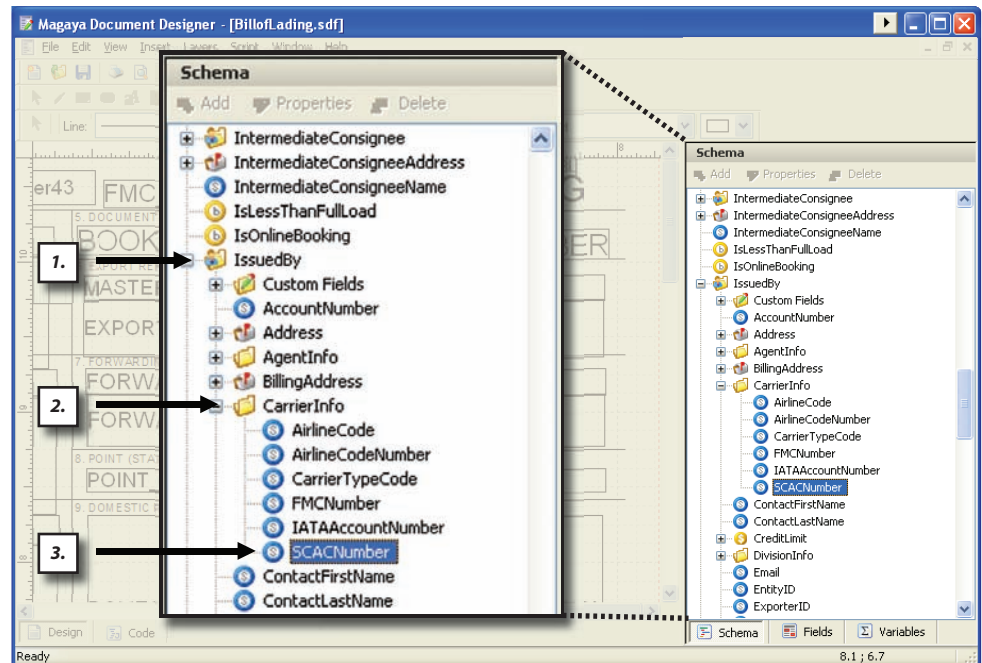
To make changes to a published document, edit it in the Magaya Document Designer application and save it. Re-publish it to make the changes available to your customers who see documents via tracking.

In Magaya Explorer, click the Refresh button in the document view to see the updated version.

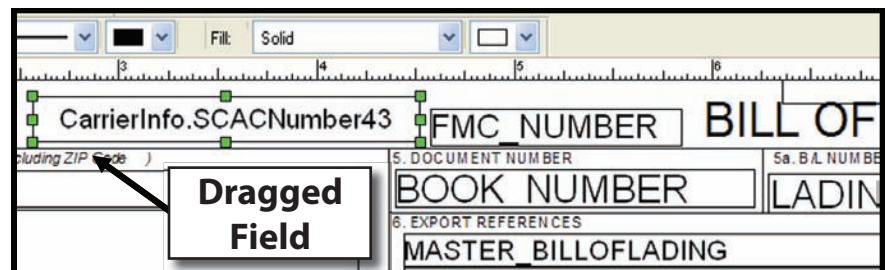
Add a Field

Another customization you can make to your documents is to add a field. For this example we will delete the FMC field in a Bill of Lading and add the SCAC field in its place.

1. Click on the field you want to delete and click the Delete button (or right-click and select "Delete").
2. Click on the Schema that you want to use. In this case, select the SCAC field by expanding the plus sign next to the Schema "IssuedBy". Then expand "Carrier Info". Select "SCACNumber".



3. Click and drag the "SCACNumber" schema to the Bill of Lading and place it where you want it. You can resize the field or move it to adjust the location.



These are just two of the customizations you can do with the Magaya Document Designer. **Try It!** Look for more tips in coming months.