Login

https://ax4.cloud/ax4/?ID=3793351

TEN User: TEN User ID
External: Email address

Received via Email

Want to use AX4?
GENERAL

Administration
In the administration view, you are able to change your first page after login.

User properties

Go to 

[Screenshot of user properties]

Suggestion to use | Dispatch > Truck Overview

Editing User Properties

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<th>Setting</th>
<th>Options</th>
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<td>default (use company settings)</td>
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<tr>
<td>Barcodes - layout subtype</td>
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<td>PDF barcodes - label's left margin (mm)</td>
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<td>Barcodes - print after short shipment Create and release button</td>
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<td>Barcodes - print after short shipment Create, release and start next button</td>
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<td>Session is going to expire alert (in seconds)</td>
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<tr>
<td>Hide context menu warning</td>
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When there is a change, please push Apply to save the settings.
Customizing Screens

Sort by: Shipping date ▼ → sort (ascending or descending) by any field (only applicable in Truck Overview)

Edit group → group by any field

Select the fields you would like to group and click Apply grouping

Group results

Filter: □ Hide empty values

Group by: □ Shipping date

Select the fields you would like to hide and click

Hide fields: → hide the fields which are not relevant for you

Hide fields from results

Filter: □ Hide empty values

Hide: □ Work status □ Truck No. □ Truck Type

Select the fields you would like to hide and click Apply grouping
collapsing detailed information of the shipment (not applicable in Transport Forecast)

Saving or restoring the customization

Explanation Icons and Status

Icons

- 🔄 Delay = later arrival than original delivery date and time
- 🚛 Truck utilization ≥ 90%
- 🚛 Truck utilization between 70% - 89%
- 🚛 Truck utilization < 70%
- 🔄 Special instructions, shown in the Manifest

Status

New: Transport Order is created and saved but not yet sent to the carrier
Submitted to Carrier: Transport Order sent to the carrier but waiting on confirmation / rejection
Confirmed by Carrier: Transport Order confirmed by the carrier but not yet picked up
Rejected by Carrier: Transport Order rejected by the carrier
Loading: Carrier arrived at the shipper and is currently loading the goods
In Transit: Shipment is on the way to the receiver
Unloading: Carrier arrived at the receiver and is currently unloading the goods
Completed: Truck is unloaded and carrier left the receiver facility
Cancel: Shipment was cancelled
Declined by Carrier: Carrier declined the shipment
Add a Delivery Note

Go to \(\text{Dispatch} \rightarrow \text{Truck Overview}\)

Choose \(\text{Outbound}\)

On the Results screen, you find all detailed information of the shipments:

NOTE: You only need to add missing delivery notes to a shipment and only delete delivery notes that have been completely taken off the truck. If there are just adaptations on a delivery note, there is nothing to do for you!
Choose the truck you would like to add a delivery note number and click.

Enter the number **ASN No.** and click **Add new**. Don’t forget to **Save**.

As soon the delivery note is send via EDI, the truck will be automatically updated with the detailed information of the shipment (part numbers, quantity, packaging, etc.)

**NOTE:** Numbers, as well as the shipping and receiving location need to match!
Delete Delivery Note from a Truck

Choose the truck you would like to add a delivery note number and click

Click of the delivery note you would like to remove from the truck

Confirm the detachment while clicking

demo.ax4.cloud says

Are you sure you want to detached ASN from truck?

and your changes.
Generate a CMR

Click

You will be able to do adaptations to the CMR on packaging level (Pack Code, Quantity, Gross Weight).
Additionally you can remove a line item or Add New Item

Don’t forget to Save your input.
Download / view CMR  ➔ CMR with all details of the shipment can be viewed, printed and downloaded

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**Generate a NCR (Non Conformity Report)**

Go to  ➔ **Truck Overview**

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Choose  ➔ **Outbound**
Click [ ] of the truck you would like to add a report.

In the pop up field you will be able to select the non conformities, add comments and upload attachments.

**Non conformities**
- Wrong truck / trailer type
- Health & safety equipment missing
- Incident report
- Truck / trailer w/ technical problems
- Plant accident report

**Comment**

**Upload attachment**

**NOTE:** Non conformities will be the basis for the carrier rating.