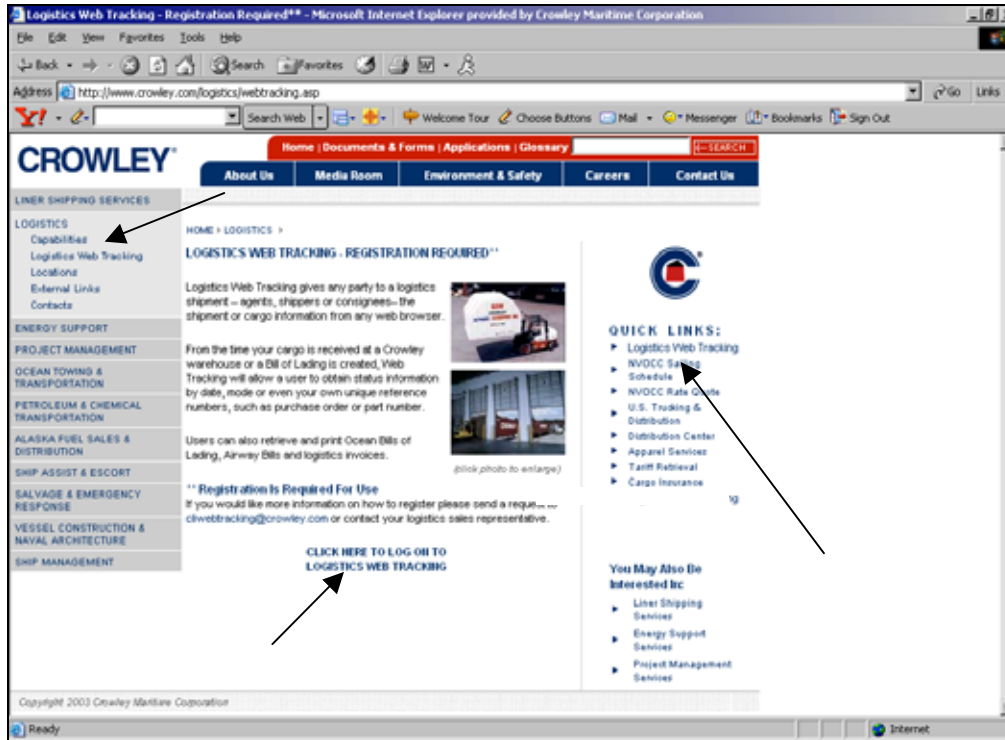


**CROWLEY®**

**Logistics Web Tracking**  
**Quick Reference Guide**

# Logging In

1. To access the Logistics Web Tracking application, go to [www.crowleylogistics.com](http://www.crowleylogistics.com).



2. Click on "Logistics Web Tracking" in the Quick Links section.



3. Click on the "LOG ON" link to access the Logistics Web Tracking log on screen.



4. Enter the User ID and Password that has been provided to you.  
*If you do not have a User ID and Password, please contact your customer service representative.*

| Please Log In                        |  |
|--------------------------------------|--|
| User ID:                             | <input type="text" value="USERID"/>    |
| Password:                            | <input type="password" value="*****"/> |
| <input type="button" value="Login"/> |  |

# Searching Criteria in the Warehouse Module

## Warehouse

The initial receipt of freight into a Crowley distribution center will enable a user to view warehouse receipt information via the Logistics Web Tracking application. Crowley’s general process for receiving cargo enables a user to view Supplier Name, Commodity, Weights/Dims of Cargo and much more.

**Advanced search: Warehouse**

**Search criteria**

|                                      |   |                                    |
|--------------------------------------|---|------------------------------------|
| Reference type: <input type="text"/> | Consignee: <input type="text"/>           | Dates from: <input type="text"/>   |
| equals: <input type="text"/>         | Origin: <input type="text"/>              | to: <input type="text"/>           |
| Agent: <input type="text"/>          | Destination: <input type="text"/>         | <small>Format: 10 Aug 2006</small> |
| Shipper: <input type="text"/>        | Division: <input type="text"/>            | Web Release: <input type="text"/>  |
|                                      | Hide Line Items: <input type="checkbox"/> | LI Status: <input type="text"/>    |
|                                      |   | WH Status: <input type="text"/>    |
|                                      |   | Attribute: <input type="text"/>    |
|                                      |   | equals: <input type="text"/>       |

Searching for freight in the warehouse module can be done by entering unique criteria into the search form. It is recommended that some type of search criteria be used to limit your search.

\*\*If you require a specific type of criteria or reference number to search by, it is recommended that you inform your Crowley customer service representative so that they can add this information to your profile and ensure the required information will be put in as part of your shipment file.

### DATE SEARCH

The date criteria can be used to limit items viewed based on date of receipt, of the cargo, into the Crowley distribution center.



\*\*Date restrictions can be used in order to speed up your search. Use of the calendar icon tab to fill in the date is recommended. The date format is DD MM YYYY.

### STATUS SEARCH

Each warehouse receipt will have a STATUS assigned to it when the freight details are added into the Crowley warehouse system. The table below will explain the definition of the various statuses used by Crowley.

| WH Status Search<br>(for the Crowley Miami warehouse)  | LI Status Search<br>(for all other Crowley warehouses)   |
|--|--|
| QC: Freight has been received at the Miami warehouse, but has not yet been checked in.             | OPEN: Freight is expected but has not yet been received at the Crowley warehouse.                |
| ON HAND: Freight has arrived, been checked in and is awaiting release from customer or agent.      | HOLD: Freight has arrived and is being held until it is released by the customer or agent.       |
| ON HOLD: Freight has arrived at the Miami warehouse but is being held.                             | ON-HAND: Freight is received and has been released for shipment.                                 |
| LOAD PLAN: Freight is released by customer or agent, and is currently on a load plan for shipment. | LOADING: Freight is released by customer or agent, and is currently on a load plan for shipment. |
| SHIPPED: Freight has been shipped (i.e. has left the Miami warehouse).                             | IN/OUT: Freight has been shipped or picked up (i.e. has left the Crowley warehouse).             |
| -----  | FILE/CLOSED: Freight has been shipped (i.e. has left the Crowley warehouse) on an export file.   |

### Other Search Criteria can include:

- Small Parcel Tracking Numbers
- Serial Numbers
- Trucker’s PRO Number

## Searching Criteria in the Shipment Module

**Shipment** The shipment module will give the parties to the shipment the ability to view information about the transportation portion of the shipment to the ultimate destination via ocean or air. \*\*It will not give updates or status as to any inland portion of your movement. The information presented displays ocean Bill of Lading or Air Way Bill information.

**Advanced search: Shipment**

**Search criteria**

Reference type: File #  
equal to: \_\_\_\_\_

Date Type: ETA  
Dates from: \_\_\_\_\_  
to: \_\_\_\_\_  
Format: 10 Aug 2006

Module: All

Shipper: \_\_\_\_\_

Commodity: \_\_\_\_\_

Consignee: \_\_\_\_\_

Pieces: \_\_\_\_\_

Status: - Requires Module -

Carrier: \_\_\_\_\_

Origin: \_\_\_\_\_ Country: \_\_\_\_\_

Destinc: \_\_\_\_\_ Country: \_\_\_\_\_

Layout: (default)

Max Records: 1000 (DEFAULT)

**Search**


Searching for freight in the shipment module can be done by entering unique criteria into the search form. It is recommended that some type of search criteria be used to limit your search.

\*\* If you require a specific type of criteria or reference number to search by, it is recommended that you inform your Crowley customer service representative so that they can add this information to your profile and ensure the required information will be put in as part of your shipment file.

### DATE SEARCH

Date Type: ETA  
Delivered  
ETA  
ETD

Before a date range can be entered, you must first select a date type. The system will default to the arrival date (ETA); however, it is best to use the sail date (ETD) to conduct your search.

 \*\* Date restrictions can be used in order to speed up your search. Use of the calendar icon tab to fill in the date is recommended. The date format is DD MM YYYY.

### MODULE SEARCH

Module: All

Restrict your search by the type of service being provided by Crowley. There are currently four file types supported by Logistics Web Tracking; those are: Air Export, Air Import, Ocean Export, and Ocean Import.

### Other Search Criteria *can* include:

- Booking Number
- Customer Reference Number
- House Bill Number

Users can also use the shipment module to view status updates for their ocean containers. The status tab displays container level information which is fed to Logistics Web Tracking, from the carrier, via EDI.

## Tips for Searching:

### When using the date parameters:

Dates from: 01 JUL 2004  
to:  
Format: 10 Aug 2006

This will give you all information from that date up to today's date.

Dates from:  
to: 04 SEP 2007  
Format: 10 Aug 2006

This will give you all of the information received up to the date specified.

Dates from:  
to:  
Format: 10 Aug 2006

This will give you all information that has been received.

### When using drop-down boxes:

Reference type:  
Warehouse Receipt  
equals:

This will give you all warehouse receipts that have been received.

Reference type:  
Warehouse Receipt  
equals: 1

This will give you all warehouse receipts that start with the number 1.

Reference type:  
equals:

This will give you all reference types that have been received in the system.

### Statuses within the Warehouse module:

LI Status:  
WH Status:  
Attribute:  
-  
equals:

LI Status relates to cargo that is received within the IES Warehouse 2000 Module (cargo not from the Miami warehouse)

WH Status:  
Attribute:  
-  
equals:

WH Status relates to cargo that is received within the IES WMS Module (cargo from the Miami warehouse)

### Small Parcel Tracking Numbers with the warehouse module:

Search criteria  
Reference type:  
Small Parcel Tracking #  
equals:

Small Parcel Tracking # relates to cargo that is received within the IES Warehouse 2000 Module (cargo not from the Miami warehouse)

Search criteria  
Reference type:  
Tracking Number  
equals:

Tracking Number relates to cargo that is received within the IES WMS Module (cargo from the Miami warehouse)

### Generating Excel Reports:

When you have completed your search, the results can be exported into Microsoft Excel by clicking on the

**Generate Excel Report**

button.