

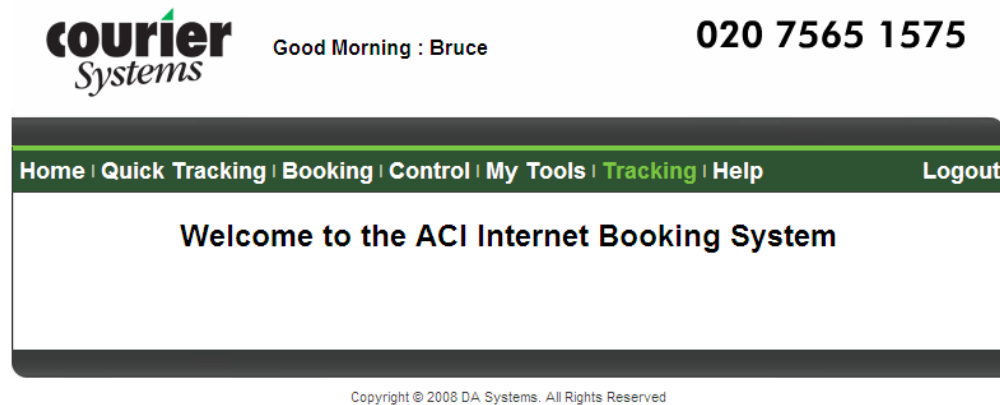
ONLINE TRACKING GUIDE

Web address: www.courier-systems.co.uk

To access the booking screen click on:

- Login
- Enter user name and password

Once successfully logged in, a menu will appear, select 'Tracking'.



To search for a single job please enter the docket number. To search for multiple jobs please enter the date range and click on search. Today's date is always the default date.

To carryout an advanced search please click on "More Options". This will show options and sort devices to aid you further. The sort options allow you to order the consignments via the different columns shown in the table.

If you have multiple pages of consignments within your search the page number will be shown above the table.

To see the original booking details please click on the line of the consignment. This will take you back to the booking page. You cannot make any amendments from here. Please contact Courier Systems if you require to do this.



324 Kensal Road
London W10 5BZ

e: sales@couriersys.co.uk
Central London bookings t: 020 7565 1575
Nationwide booking t: 0870 850 7500
Administration t: 020 7565 1559
IT & website support t: 020 7565 1526

Example Tracking Screen



Good Afternoon : Bruce

020 7565 1575

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DocketNumber Ready at start Ready at end

[More Options](#)

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Booking No	Customer	Tariff	Pickup Town	Drop Town	Ready At	POB	POD	Signatures	Map
3339559		SVan	Reading	WC2	11:06	12:30	14:53	View	Track
3339619		Bike	BRENTFORD	Croydon	11:24	11:30	12:27	View	Track
3339638		SVan	WC2	LOUGHBOROUGH	11:31	11:38	14:15	View	Track
3339645		Bike	WC2	EPSOM	11:34	11:54	13:03	View	Track
3339666		Push Bike	EC4	WC1	10:58	12:01	12:20	View	Track
3339673		SVan	WC2	N6	11:41	11:56	13:18	View	Track
3339675		Bike	EC4	EC2	11:42	12:01	12:44	View	Track
3339741		Bike	WC2	Uxbridge	11:59	12:15	13:33	View	Track

Signature

Received by
Mary Kidmill

Comments
(1 Parcel)

Time
14/02/2008 13:33

3339815		Bike	BRENTFORD	E3	12:18	12:21	13:10	View	Track
3339835		Bike	WC2	W1	12:23	12:49	13:07	View	Track
3339943		Bike	BRENTFORD	Banbury	13:02	13:13	14:55	View	Track
3340063		Bike	BRENTFORD	W4	13:39	13:51	14:03	View	Track
3340098		Push Bike	EC4	SE1	13:50	14:11	14:41	View	Track



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The web site is updated in real time via mobile data units that the couriers use.

Booking No: This number is generated by the system after a booking has been made online or by phone.

Account: Displays the account name.

Reference: Displays one of your company's references.

Vehicle: The chosen Tariff.

Pickup Town: Shows pickup postcode or town.

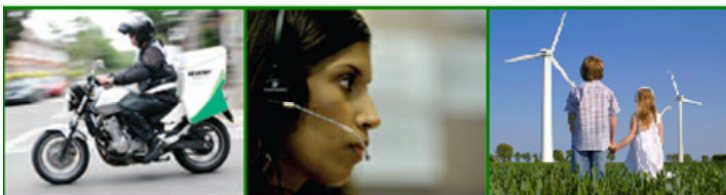
Drop Town: Shows delivery postcode or town.

Ready At: This is the date and time of booking – (or time the package is ready to be collected if pre-booked)

POB: (Package on Board) Shows what time the driver collected the consignment.

POD: (Proof of Delivery) Shows the time the consignment was delivered.

To view the proof of delivery of a consignment simply click on "View" underneath the Signatures column and the signature box will appear.



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Quick Tracking

If you require your client or colleague to view the progress of a consignment simply give them the account number and consignment number. By clicking on quick track on the front page they will only be able to view the one consignment maintaining the security on your web user.



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Account: Docket:

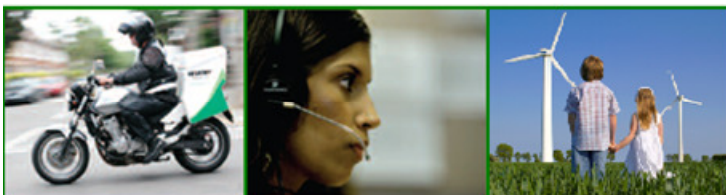
Booking No	Pickup Town	Drop Town	Ready At	POB	POD	Signatures	Map
3339741	WC2	Uxbridge	11:59	12:15	13:33	View	Track

Signature

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Vehicle Tracking

Click on Track to see the Couriers whereabouts. You should be able to see a vehicle icon with an arrow showing the direction of travel like in the map image below. If you do not see an icon on the map then the vehicle is not currently transmitting its position.

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Docket Number Ready at start 14/02/2008 Ready at end 14/02/2008

[More Options](#)

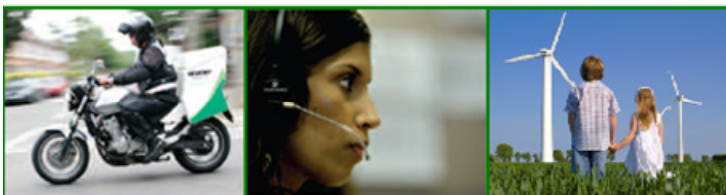
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3340204 (14:18)
From: BRENTFORD
To: E3
Status: Package On Board
[Zoom In](#) | [Zoom Out](#) | [Auto Zoom](#) | [Refresh](#)

Booking No	Customer	Tariff	Pickup Town	Drop Town	Ready At	POB	POD	Signatures	Map
3339943		Bike	BRENTFORD	Banbury	13:02	13:13	14:55	View	Track
3340063		Bike	BRENTFORD	W4	13:39	13:51	14:03	View	Track
3340115		Bike	BRENTFORD	E18	13:58	14:17			Track
3340204		Bike	BRENTFORD	E3	14:18	14:28			Track
3340322		SVan	BRENTFORD	Rochester	14:53				Track
3340325		Bike	BRENTFORD	Hertford	14:55	15:19			Track

Having seen the vehicle on the map you will be able to zoom in and out to view the vehicles' progress in the most appropriate way for you. If you leave the mapping window open you will see the change in the vehicles position as he moves towards his destination

Use the menu on the left hand side of the screen to go back to the booking screen or to log out.



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