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# ASolute Web Portal User Guide User guide to the Web Portal system

Date Created: June 2018 Version: 2.0



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#### 1. Introduction

ASolute Web Portal is a logistic web portal specially designed to support the logistics industry. This logistics portal allows respective business partners to place the booking and perform shipment tracking online 24/7 as visibility is now the key customer requirements.

With ASolute Web Portal, customers can monitor and track the movement status of their shipments real-time at any time. This will streamline the customer interaction and increase productivity of the entire operation. Besides the customer, the online portal allows various business partners to update the respective shipment status online.

The portal allows respective business partner to upload and download any documents pertaining to the shipment.



# 2. Logging into ASphere

The following login screen will be display once you started ASolute ASphere module.

ASolute Portal
Log In
User Name
Password
Forgot Password
Remember me?
Log On
2017 © Copyright by ASolute V609.40

#### Figure 1: Login Screen

Field	Description
User Name	Unique login ID given to each user.
Password	Password for the specific login ID. <b>Note:</b> By default, password is same as Login ID.
Forgot Password	To request a new password
Remember me?	Tick on the check box to remember the login ID and Password.
Log on	Click on the button to access into the system.



#### 2.1. User Login to the ASolute Web Portal

Login to ASolute Web Portal, User must have User ID created in System - Web User

#### 2.1.1. Login to the ASolute Web Portal

Log In
User Name
Password
Forgot Password
Remember me?
Figure 2: Web Portal User Screen

Warning	$\otimes$
Invalid login!	
I d Demonstern av 2	

Figure 3: Invalid Login

	Login Steps
1. 2. 3. 4.	Enter your User Name as shown in the Figure 2: Web Portal User Screen. Enter your Password. Click [ <b>Log On</b> ] button. If the login ID or password is wrong or invalid, a warning message will be pop up
5.	as show in Figure 5: Invalid Login If the Login ID and password is correct / valid, ASphere Home screen will be loaded.
	Note: By default, password is same as Login Id



#### 2.1.2. Forgot Password

#### To request for a new password

Please enter your email address to reset your password.							
Email Address				1			
		Submit	Cancel				
				-			

Figure 4: Forgot Password – Email Screen



3. Click [OK] button to proceed.

#### 2.1.3. Remember Me

Remember me?

Figure 5: Login - Remember me

# **Remember Me Steps** 1. Tick on the check box of Remember me? as shown in the Figure 5: Login -Remember me

2. User ID will auto show in the ASphere login screen in the next login.



#### 3. <u>Home</u>

The Home Screen shows a list of portal options for the user to select. Access rights for this screen are set by the administrator.

ASolute Portal											
Home New Order	My Orders	My Co	ontainers	My Truck	My Invoices	Track & Trace	Haulage Monitoring	Pending Events	Reports	Users	Logout
Order Summary	Qu	ick Search	1					1	1		
Order Status		Export	Import	Local	Total						
Pending Acceptance		1	1	<u>0</u>	2						
Open Orders		<u>19</u>	<u>13</u>	Z	<u>39</u>						
Closed in past 3 months		<u>0</u>	4	<u>3</u>	Z						
Container Summ	ary Container :	Status			Total						
Export Pending Delivery				28							
Export Pending Collection				<u>10</u>							
Import Pending Delivery				<u>10</u>							
Import Pending Collection			<u>6</u>								
Local	Pending Del	very			9						

Figure 6: Home

Menu	Description
Home	To show order summary and container summary of the login user.
New Order	To create new order.
My Order	To view / enquire on orders created
My Container	To view / enquire on container status and update RFC for containers that pending for collection.
My Truck	To show all trips that still pending for deliveries.
Trace & Track	Capture all the activities that users performed in the selected job.
Haulage Monitoring	For external haulier to update container no and movements (delivery and collection date)
Pending Events	For external forwarding agent / freight agent to update orders events / activity that they performed.
Users	Display user details based on system. File >> Administrator >> Web Users >> Details
Logout	To exit and logout portal



Information / Function	Description
Quick Search	To enter the exact of Order No., Container No., Customer Ref., Liner Booking/ OBL No., HBL No./ HAWB No. and system will link to the screen respectively.
	Summarized no. of orders for the login user base on the order status.
Order	<b>Pending Acceptance</b> – to show orders created by web user and still not accepted by the service provider.
Summary	<b>Open Orders</b> – to show orders created and still in progress (including orders created by web user and accepted)
	<b>Closed in Past 3 Months</b> – to show orders that have been completed and closed
Container Summary	Summarized no. of containers for the login user base on job type and container status.



# 4. New Order

This menu is used to create orders in the portal by the login users themselves.

1	ASolute Portal												
Home	Home New Order My Orders My Containers My Truck My Invoices Track & Trace Haulage Monitoring Pending Events Reports Users Logout												
New Or	New Order												
custering	0200	ALTIGON	ENTERNADE CON DIT										
Enter text	to search												
Job Type			Service Type		Desc	iption						Entity	
Export							TH HAULAGE					TOTAL-FWD	
Export			E-FWD-HLG-WHS		EXPO	T FORWARDING WI	TH HAULAGE AND WARE	HOUSE				TOTAL-FWD	
Export			EXP-HLG		EXPO	T HAULAGE						TOTAL-HLG	
Export			WMS-OUT-CONT		WARE	HOUSE OUTWARD -	CONTAINERIZED					TOTAL-WHS	
Import			I-AFRT		IMPO	T AIR FREIGHT ONL	Y					TOTAL-FWD	
Import			I-FRTFWD-HLG		IMPO	T FREIGHT FWD WI	TH HLG					TOTAL-FWD	
Import			I-FWD-HLG-WHS		IMPO	T FORWARDING WI	TH HALAGE AND WAREH	IOUSE				TOTAL-FWD	
Import			IL-FWD		MPOR	MPORT FORWARIDNG ONLY TOTAL-FWD							
Import			IMP-HLG		IMPO	IMPORT HAULAGE TOTAL-HLG							
Import			WHS-IN-CONT		WARE	AREHOUSE IN - CONTAINERISED TOTAL-WHS							
Local			WHS-IN-TRUCK		WARE	HOUSE IN - BREAKBU	JLK					TOTAL-WHS	
Local			WHS-OUT-TRUCK		WARE	HOUSE OUTWARD BY	Y TRANSPORT					TOTAL-WHS	

Figure 7: New Order

		Busin	iess Partner
Address	Partner Network Events *	Rates *	
Code	Partner Name	• Web Order On Behalf	Clear
COCOTAN	COCO JELLY SDN BHD		
50003	SING TAT LOGISTICS SDN BHD		
50005	SINCERE FORWARDING	$\checkmark$	

Figure 8: Partner Network Screen

Information / Function	Description
Customer	By default, always show the Company of login user. Login user also can create the order for their customer (as forwarding agent). Note: To allow other users to create web order on behalf, set in ASolute system >> Business Partner >> Partner Network, tick Web Order on Behalf
Service Type	List out all the service type that has been quoted in standard rate / contract in ASolute system.  Note: Service type must set in ASolute System >> Administration >> Service Type >> Selectable in Web Portal to show in portal



#### 4.1. Create New Order

lew Order - E-FW	/D-HLG	
Save New		
General Cor	ntainers	
Customer	GLOBAL FRESH ENTERPRISE SDN BHD	
Liner Booking / OBL No.		
Shipper	GLOBAL FRESH ENTERPRISE SDN BHD	-
Consignee		-
Forwarding Agent	SINCERE FORWARDING	
Liner / Agent		-
Loading Port	MYPKG - PORT KLANG	Lookup
Discharge Port		Lookup
Vessel Schedule		
** Terminal		~
** Vessel Name		
** Voyage No.		
** Closing Date&Time		
Depot		-
Commodity		-
Cargo Desc		
Demarks		
(Maximum 1000		
characters)		
(** Leave blank if not ap	oplicable. System will take adhoc schedule if spe	city)

Field Name	Description
Customer	Retrieve from New Order – Customer
Your Ref	Reference number of customer to communicate with service provider
Booking/ OBL No	Booking number or Ocean Bill of Landing number
Shipper	Shipper of this shipment.  Note: Setup in ASolute System >> Business Partner >> Partner Network of Customer
Consignee	Consignee of this shipment.  Note: Setup in ASolute System >> Business Partner >> Partner Network of Customer
Forwarding Agent	Forwarding agent of this shipment.  Note: Setup in ASolute System >> Business Partner >> Partner Network of Customer
Liner / Agent	Liner / agent of this shipment.
Loading Port	Defined at ASolute Area/Port where the area type is Sea port or Airport. It will be defaulted if the order type is 'Export'



Field Name	Description
Discharge Port	Defined over ASolute Area/Port where the area type is Sea port or Airport. It will be defaulted if the order type is 'Import'
Vessel Schedule	Show the active vessel schedule with vessel name, voyage no, terminal and SCN No together with ETA. Information is maintained in ASolute Vessel Schedule.
	Allow portal user to manually key in the vessel Schedule. Allow portal user to manually key in the vessel details if the vessel schedule not available. Adhoc schedule key in by web user will not auto updates with port system. Mote: To enable Adhoc schedule, go to ASolute System >> Configuration >> Advanced >> Web Portal >> Vessel Schedule - Adhoc: Only Adhoc Schedule will be show in Portal - Both: Show Vessel Schedule (load from ASolute System >> Vessel Schedule master) and Adhoc Schedule
Adhoc Schedule (**)	<ul> <li>Note:</li> <li>To enable Adhoc schedule, go to ASolute System &gt;&gt; Configuration &gt;&gt; Advanced &gt;&gt; Web Portal &gt;&gt; Vessel Schedule</li> <li>Adhoc: Only Adhoc Schedule will be show in Portal</li> <li>Both: Show Vessel Schedule (load from ASolute System &gt;&gt; Vessel Schedule master) and Adhoc Schedule</li> <li>If user insert to on all fields, web portal only captures vessel schedule from system.</li> </ul>
Depot	Empty Depot of this shipment.
Commodity	Commodity of the shipment.  Note: Setup in ASolute System >> Other Files >> Commodity
Cargo Description	To key in description of cargo
Remarks	To capture remarks/ instruction for this order to service provider

Enter text to se	arch										
Add # Cont	ainer No .	Size	Seal No.	Required Date	Delivery Place	Delivery Windo	w	Haulier/Transporter	Cont Opr	Remarks	Delivery Date
Type Size					~	No. of Unit	1				
Container No.											
Seal No.						Gross Weight (Ka)	0.0	0			
Container Ref						Special Handling					-
Trailer Type	NORMAL				~	Cargo Type	-				-
Required Date		_	Hour	Minutes	<b>•</b>	Dimension					
Delivery Place					-	Container Operator					
						IMO					-
Delivery Address											
Remarks											
										Up	date Cancel

Figure 10: New Order - Container Details



Field Name	Description
Type Size	Container type size.  Note: Setup in ASolute System >> Other Files >> Equipment Type/Size
Container No	Container number is mandatory for Import Shipment and is optional for Export Shipment
Seal No	Seal number of the container
Ref No	Reference number. related to the container
Required Date	Container required date of the customer.
	To define the place to deliver the container and send the truck to deliver the cargo.
Delivery Place	The delivery location of the Container or the cargo
	Note: Setup in ASolute System >> Business Partner > Partner Network
No. Of Unit	Allow to add multiple containers by defined the number of unit for Export Shipment
Special Handling	To select special instruction of the container to handle by the service provider Mote: Setup in ASolute >> Other Files >> Container Handling

#### Create New Order Steps

- 1. Select the billing customer for the new order (refer to Figure 7: New Order)
- 2. Select Job Type / Service Type
- 3. Update information in General Tab (refer to Figure 9: New Order General)
- 4. In Container tab, click Add hyperlink to add container details
- 5. Update Container details in Container tab (refer to Figure 10: New Order Container Details)
- 6. Click [Update] button to insert the container details into Container Grid
- 7. Click [Save] button to save the web order.



#### 5. My Orders

Display a list of orders created based on login partner name. User can view the list of orders created by selecting the order status.

#### 5.1. View Orders

ASolute	Portal				
Home New Order	My Orders	My Containers	My Truck	My Invoices	Track & Trace
My Orders	ptance	Refresh Export			
Pending Acceptance					
Di Closed in past 3 mont	hs up by	that column			
Cancelled in past 3 mo Drag a column nere	onths				

Figure 11: My Orders Screen

Order Entry IFW1	17080004				
New Print Ref	resh Clone Tracking				
Canaral	utainana Caraa				
General Co	intaillers Cargo				
Customer	GLOBAL FRESH ENTERPRISE SD	N BHD		Status	Progress
Customer Ref				Services	IMPORT FORWARDING WITH HAULAGE
Liner Booking / OBL No.	PKL0982122			Created By	ASOLUTE @ 10-08-2017 06:15 pm
Shipper			-	Modified By	ASOLUTE @ 10-08-2017 10:04 pm
Consignee	GLOBAL FRESH ENTERPRISE SDI	N BHD	~	Type Size	1 x 20GP
Forwarding Agent	SINCERE FORWARDING		-	Delivered	1
Liner / Agent	APL-NOL (MALAYSIA) SDN BHD		~	Collected	0
Loading Port	MYPKG - PORT KLANG		Lookup	Latest Delivery	10-08-2017 12:00 am
Discharge Port	MYPKG - PORT KLANG		Lookup	ETA	24-05-2017 12:00 pm
Vessel Schedule	WAN HAI 313 / VN160 / KMT / /	24-05-2017 12:00 PM	-		
** Terminal			~		
** Vessel Name					
** Voyage No.					
** ETA Date&Time			-		
Depot	ASIATIC CONTAINER SERVICES		-		
Commodity			~		
Cargo Desc	C/MBR R FR FLR (65131-TG-T00	0-50), C/MBR L FR FLR (	65181-TG1-		
Remarks (Maximum 1000 characters)					
(** Leave blank if not a	pplicable. System will take adhoc	schedule if specify)			

Figure 12: Order Entry Screen



Function	Description
New	To create a new order
Print	To print the booking confirmation
Refresh	To refresh the information in Order Entry
Clone	Create a new order with most of the basic information is same as current Order.
Tracking	To show all the events updated for the Order

#### Uiew Orders Steps

- 1. Select Order Status
- 2. List of orders will be loaded base on the order status criteria.
- 3. Click the Order No to view the Order details

#### 5.2. Group Orders

To group orders with the same criteria

5	ASolute	e Portal					
Home	New Order	My Orders	My Containers	My Truck	My Invoices	Track & Trace	Haulage Monitori
My Ord	<b>lers</b> Drders	F	Refresh Export	:			
Enter te	xt to search						
Drag a c	olumn header h	ere to group by	that column				
No. S	tatus 😬 Oro	der No. 🔺 😬	Order Date 🕍	Liner Booki	ng / OBL 💌	POL 💌 POD 🖷	Job Type 💌
Figure 13	: My Order						

Home	New Order	My Orders	My Containers	My Truck	My Invoices	Track & Tra	ce
4y Oi	ders						
Open	Orders	Re	fresh Export				
open	orders		arean Export				
Enter t	text to search						
	_						
Jop 1	ype 🔺 😬						
No	). Status 💌	Order No. 🔺	Order Date	🗷 Liner B	ooking / OBL 捶	POL 💌	POI
🖹 Job	Type: Export (C	ount=19)					
🗄 Job	Type: Import (C	ount=13)					
🖹 Job	Type: Local (Co	unt=7)					
4	Open	LWH17070001	19-07-2017			MYPKG	
5	Open	LWH17070002	19-07-2017			MYPKG	
6	Open	LWH17070005	19-07-2017			MYPKG	
7	Open	LWH17070007	19-07-2017			MYPKG	
		1417070004	19-07-2017				
8	<u>Open</u>	<u>W1/0/0001</u>	10-07-2017				
8	Open Open	<u>W17070001</u> <u>W17070003</u>	19-07-2017				

Figure 14: My Orders - Group Orders

#### Group Orders Steps

- 1. Drag the column that need to group to '**Drag a column header here to group by** that column'.
- 2. Orders listed will be group as shown in Figure 14: My Orders Group Orders

#### 5.3. Sort Orders

To sort orders in My Orders in ascending or descending order.

1	ASolute Portal											
Home	Home New Order My Orders My Containers My Truck My Invoices Track & Trace Haulage Monitoring Pending Events Reports											
My C	My Orders           Open Orders         Refresh         Export           Enter text to search         Export											
Drag	a column head	der here to group	by that column									
No.	Status 😬	Order No. 😬	Order Date 😬	Liner Booking / OBL 💌	POL 💌	POD 💌	Job Type 🔹 💌	Customer Ref 祵	Inco Term 😐			
1	<u>Open</u>	<u>W17070004</u>	19-07-2017				Local	AAA222				
2	<u>Open</u>	<u>W17070003</u>	19-07-2017				Local	AAA222				
3	<u>Open</u>	<u>W17070001</u>	18-07-2017				Local					
4	<u>Open</u>	LWH17070007	19-07-2017		MYPKG		Local					
5	<u>Open</u>	LWH17070005	19-07-2017		MYPKG		Local					
6	<u>Open</u>	LWH17070002	19-07-2017		MYPKG		Local					
7	<u>Open</u>	LWH17070001	19-07-2017		MYPKG		Local					
8	Open	W017050008	31-05-2017			MYPKG	Import	TV1234				

Figure 15: My Order – Sort Orders

#### Sort Orders Steps

- 1. Click the column's header to sort the order listed in the ascending or descending order.
- 2. Orders listed will be sorted as shown in Figure 15: My Order Sort Orders



#### 5.4. Filter Orders

1	ASol	ute Porta	I							
Home	e New Ord	ler My Orders	My Container	s My Truck My Invoid	ces Tra	ck & Trace	Haulage N	lonitoring	Pending Even	its R
My C	Orders en Orders		Refresh Exp	ort						
Enter	r text to seard	h								
Drag	a column head	der here to group	by that column							
No.	Status 💌	Order No. 祵	Order Date 祵	Liner Booking / OBL 祵	POL 💌	POD 💌	Job Type	💌 Cus	tomer Ref 坐	Inco T
1	<u>Open</u>	EFW17050009	29-05-2017		MYPKG		Export	(Hii) (Blanks) (Non blar	nks)	
2	<u>Open</u>	EFW17080004	03-08-2017		MYPKG		Export	Export Import		
3	Open	EFW17080005	08-08-2017		MYPKG	HKHKG	Export	Local		
4	<u>Open</u>	EFW17080014	16-08-2017	EFWEF	MYPKG	HKHKG	Export			
5	Open	EFW17080015	18-08-2017	ABB7889	MYPKG	CNSHA	Export			

Figure 16: My Orders - Filter Orders

#### Filter Orders Steps

- 1. To filter the data itself by click on the arrow down button for the selected column header.
- 2. Orders listed will be filtered as shown in Figure 16: My Orders Filter Orders



### 6. <u>My Containers</u>

This function is used for user to check and update request for collection (RFC) for containers that with delivered status.

#### 6.1. To inquire container

ASolute Portal										
Home	New Order	My Orders	My Containers	My Truck	My Invoices	Track & Trace				
My Cor	My Containers           Refresh         Export									
F Pendir	Pending Collection									
Drag a column header here to group by that column										
Drag a c	olumn here									

Figure 17: My Containers Screen





#### 6.2. Update Collection (RFC)

1	ASolute Portal										
Hon	ie I	New Order	My Orders	4y Containers My Tr	uck My	Invoices Track & Tr	ace Haulage M	onitoring Pending Events			
Му	Conta	ainers									
Pe	Pending Collection Refresh Export										
Ent	er text t	o search									
Drag	, a colu	mn header he	re to group by tha	t column							
	No.	Status 坐	Order No. 💌	Container No. 🔺 💌	Size 💌	RFC 💌	RFC Status 😬	Liner Booking / OBL 💌			
	1	Progress	W017080007	AZSX1234567	20RF	09-08-2017 05:00 pm	Confirmed				
	2	Progress	W017080006	BBBB1111111	20GP	08-08-2017 07:00 pm	Confirmed				
	3	Progress	W017050006	CAIU8831764	20RF	Edit					
	4	Progress	IFW17080009	GATU5273887	20GP	Edit		PKG20170811-1			
	5	Progress	W017080012	MSKU8138131	20GP	<u>11-08-2017 06:00 pm</u>	Confirmed	PKL0987654			
	6	Progress	W017080003	MSWU1029113	20GP	04-08-2017 10:00 pm					

Figure 18: Update Collection (RFC)





#### Update Collection (RFC) Steps

- 1. Select Pending Collection option from the drop-down box as shown in the Figure *18*: Update Collection (RFC)
- 2. Click Edit in column RFC, Figure 19: Collection Advice (RFC) will be show
- 3. Update Required Date
- 4. Update Required Time
- 5. Update Remarks (optional)
- 6. Click [OK] button to update collection advice (RFC)

#### 🕖 Note:

- Required Date is not allowed to backdate
- If RFC Status = "Confirmed", user is not allowed to amend the collection advice (RFC).



 To control RFC date/time updated via portal, go to ASolute System >> Administration >> Advanced >> Web Portal >> RFC Date/Time must be more than <n> Hours.

#### 6.3. Export My Container List

This function is used for user to export the list of containers listed in My Containers to Excel format.

<b>A</b>	Export My Container List Steps
1. 2. 3	Click [ <b>Container Status</b> ] drop down button as shown in the Figure <i>17</i> : My Containers Screen Select Container Status. Click [ <b>Export</b> ] button to export all the container data listed in My Containers to
4.	Excel Format. An excel file will be generated.



# 7. My Truck

This function is used for user to list of the trips for shipment with transport service with pending status.

#### 7.1. To View Pending Trips

[	ASolute Portal											
Home	New Ord	er My Orders	My Container	s My Ti	ruck My Invoices	Track & Trace	Haulage Monitoring					
My T Pen Enter	My Truck       Pending Delivery       Refresh       Export											
Drag	a column head	er here to group b	y that column	_								
No.	Status 💌	Order No. 💌	Job Type  😣	Size 💌	Required Date 🛛 🚇	Delivery Place						
1	Pending	IFW17070001	Import	1TON		GLOBAL FRESH E	NTERPRISE SDN BHD					
2	Progress	LWH17070001	Local	1TON		GLOBAL FRESH E	NTERPRISE SDN BHD					
3	Pending	LWH17070002	Local	1TON	19-07-2017	ISUZU MALAYSIA	SDN BHD					
4	Pending	LWH17070005	Local	3TON	19-07-2017	ISUZU MALAYSIA	SDN BHD					
5	Pending	LWH17070007	Local	3TON	20-07-2017	ENERGY LORRY V	VORKSHOP					
6	Pending	LWH17070007	Local	3TON	20-07-2017	GLOBAL FRESH E	NTERPRISE SDN BHD					
7	Progress	LWH17070007	Local	3TON	20-07-2017	GLOBAL FRESH E	NTERPRISE SDN BHD					
8	8 <u>Pending</u> <u>W17070001</u> Local 10TON TOTAL LOGISTICS - WAREHOUSE											
9	9         Progress         W17070003         Local         1TON         GLOBAL FRESH ENTERPRISE SDN BHD											
10	Progress	<u>W17070004</u>	Local	1TON		GLOBAL FRESH E	NTERPRISE SDN BHD					

Figure 20: My Truck

#### To View Pending Trips Steps

- 1. Click [Truck Status] drop down button as shown in the Figure 20: My Truck
- 2. Select Truck Status.
- 3. A list of trips will be listed



#### 8. My Invoices

Allow user to print invoices / debit note / credit note that already approved in Asolute system.

#### 8.1. To List and Print Invoices / Credit Note / Debit Note

	ASolu	te Portal									
Home	New Orde	r My Orders	My Containers	Му Т	ruck	My Invoices	Track	& Trace	Haulage Mo	nitori	ng Pending Events
My Invo	My Invoices Refresh Print										
Entity	[	TOTAL-FWD - TOT	AL LOGISTICS - FOR	RWARE	× IC	Date from		01-07-2017	7		<b>•</b>
Option	[	Invoice			-	Date to 31-08-2017			Ψ.		
Format	[	CUSTOMER TAX IN	IVOICE FWD		-	Job No.					
						Customer Ref					
Enter text	to search.										
Drag a colu	ımn heade	r here to group by	that column								
#	Docum	ent No.		*	Date		*	GST	4	Cu	irrency
	TINFW1	7080008			09-08-	2017			<ul> <li>Image: A start of the start of</li></ul>	MY	(R
	TINFW17080006 08-08-2017 VR										/R
	TINFW1	7080002			04-08-	2017			<ul> <li>Image: A start of the start of</li></ul>	MY	/R

#### Figure 21: My Invoices

Field Name	Description
Entity	Company that provides the service
Option	Billing document type: Invoice, Credit Note, Debit Note
Format	Billing documents format to be printed <b>Note:</b> Setup the billing documents format can be print via portal, set in <b>ASolute system &gt;&gt; Business Partner &gt;&gt; Portal &gt;&gt; Invoice Format</b>
Date From / Date To	The date range of the billing documents to be listed
Job No	Job No of the billing documents
Customer Ref	Customer ref of job



#### To List & Print Invoices / Credit Note / Debit Note Steps

- 1. Select Entity (Refer to Figure 21: My Invoices)
- 2. Select Option: Invoice, Credit Note or Debit Note
- 3. Select Format
- 4. Select Date from and Date To
- 5. Select Job No, (optional)
- 6. Key in Customer Ref (optional)
- 7. Click [Refresh] button to list out all the billing documents
- 8. Tick on the document no.
- 9. Click [Print] button
- 10. Once printed, system will show the status = "YES" in the printed column

#### 🥖 Note:

 Setup the invoice, credit note, or debit note format in Asolute System >> Business Partner >> Portal >> Invoice Format



#### 9. Track & Trace

This function is used to track the shipment status. Activities / events can be updated by service provider. Web login user also can update the activities / events and upload supporting documents

#### 9.1. To View Order Status

This function is used to list out all the events updated by service providers or web login users for the selected order.

4	Melcome GLERESH   GLOBAL FRESH ENTERPRISE SDN BHD											
Home	New Order	My Orders	My Containers	My Truck	My Invoices	Track & Trace	Haulage Monitoring	Pending Events	Reports	Users		
Logout												
Track 8	Search     Update Event       Image: Drag a column here											
					No da	ta to display						
Add		File Name	l	Jploaded By		Uploaded T	lime			File Siz	e (KB)	
					No da	ta to display						
Downloa	ad All											

Figure 22: Track & Trace

ASolute Portal	ASolute Portal										
Home New Order My Orders	My Containers My Truck My Ir	voices Track &	Trace Haulage Monitoring	Pendi	ng Events Reports	Users	Logout				
Track & Trace	ack & Trace N17080004 Search Update Event										
Date & Time 🖉	Description		Transaction No.		Container No.	*	Remarks	W	Attachment 📧	Ack By	×
	RECEIVED GATE PASS / CMO										
	SHIPPER INVOICE										
	COMPLETE DOCUMENTS RECEIVED										
10-08-2017 12:00 AM	IN TERMINAL				TTNU01928322						
10-08-2017 12:00 AM	OUT OF TERMINAL				TTNU01928322						
10-08-2017 12:00 AM	OUT OF CONSIGNEE'S PREMISES				TTNU01928322						
10-08-2017 12:00 AM	IN CONSIGNEE'S PREMISES				TTNU01928322						
10-08-2017 12:00 AM	MOVEMENT COMPLETED			1	TTNU01928322		Movement : PORT-CUST				
10-08-2017 12:00 AM	CHECK CONTAINER CONDITION				TTNU01928322						
10-08-2017 12:00 AM	GATE PASS / CMO			1	TTNU01928322						
10-08-2017 06:15 PM	JOB ACCEPTED										
Add Fi	le Name	Uploaded By			Uploaded Time					File Size	: (KB)
			No d	ita to di	splay						
Download All											

Figure 23: Track & Trace - Data



- 1. Key in the order no (the text box beside the Search Button) as shown in the Figure 22: Track & Trace.
- 2. Click [Search] button list events / activities updated for the order keyed in. List of events will be listed as shown in Figure 23: Track & Trace Data.



#### 9.2. To Update Order Events / Activities

This function is used to update events for the selected order.

Update Event		⊗
Event Code Container No.		
Event Date Remarks	19-08-2017	
	OK Canc	el

Figure 24: Update Event

# To Update Order Events / Activities Steps 1. Key in the order no (the text box beside the Search Button) and click on the [Search] button as shown in the Figure 22: Track & Trace. 2. Click on the [Update Event] button. A pop up screen will be loaded as show in Figure 24: Update Event] button. A pop up screen will be loaded as show in Figure 24: Update Event. 3. Select the Event Code 4. Click [OK] to update the event.



#### 9.3. To Upload Documents

This function is used to upload document via portal for the selected event.

Date & Time 🛛 💌	Description		Transaction No.	Container No.
	RECEIVED GATE PASS / CMO			
	SHIPPER INVOICE			
	COMPLETE DOCUMENTS RECEIVED			
10-08-2017 12:00 AM	IN TERMINAL			TTNU01928322
10-08-2017 12:00 AM	OUT OF TERMINAL			TTNU01928322
10-08-2017 12:00 AM	OUT OF CONSIGNEE'S PREMISES			TTNU01928322
10-08-2017 12:00 AM	IN CONSIGNEE'S PREMISES			TTNU01928322
10-08-2017 12:00 AM	MOVEMENT COMPLETED			TTNU01928322
10-08-2017 12:00 AM	CHECK CONTAINER CONDITION			TTNU01928322
10-08-2017 12:00 AM	GATE PASS / CMO			TTNU01928322
10-08-2017 06:15 PM	JOB ACCEPTED			
Add Fil	e Name	Uploaded By		Uploaded Time
			No data t	o display

Figure 25: Upload Documents - Add

Upload		$\otimes$		
Select multiple files	Browse			
Upload				
Gatepass.pdf	Remove			
Allowed file extensions: .jpg Maximum file size: 1024 KB.	a.gifa.pnga.doca.docka.dsa.adska.ppta.ppta.pdf.			

Figure 26: Upload Document – Browse

#### To Upload Documents Steps

- 1. Key in the order no & click on the [Search] button as shown in the Figure 22: Track & Trace
- 2. Highlight an event
- 3. Click on the [Add] hyperlink as shown in the Figure 25: Upload Documents Add.
- 4. Click on the [**Browse**] button to open the browser to search documents (as shown in Figure 26: Upload Document Browse)
- 5. Double click the selected document
- 6. Document to upload will be show in the Upload screen
- Click [Upload] hyperlink below the filename text box after selected document to upload the document or [Remove] hyperlink beside the document filename to remove it
- 8. will be showed in Attachment column to indicate there is a document uploaded / attached.
- 🕖 Note:
- To upload multiple documents, press [CTRL] + documents to upload



#### 9.4. To Download Documents

This function is used to download documents for the selected event.

10-08-2017 12:0	10-08-2017 12:00 AM CHECK CONTAINER CONDITION			TTNUC	01928322		
10-08-2017 12:0	00 AM	GATE PASS / CMO			TTNUC	01928322	
10-08-2017 06:1	.5 PM	JOB ACCEPTED					
Add			e U	Uploaded By		Jploaded Time	
	Delete		pdf Gi	FRESH 21-08-2017 01:01 PM		21-08-2017 01:01 PM	
Download All	Download All						

Figure 27: Download Document



2. Click [**Download All**] button to download the documents and save to local pc. (refer to Figure 27: Download Document)



#### 10. Haulage Monitoring

This function is used for external haulier to update the container movement delivery and collection. Containers will only be listed if the ROT is assigned to web login user's company

#### **10.1. To Update Container Movement**

This function is used to update container no, delivery date and collection date

Hau												
Ref	Refresh											
Ente	Enter text to search											
Drag	a column header he	ere to grou	p by that column									
No.	Status 🛛 🗷	Job 💌	ROT No . 🛛 🖷	Container No. 坐	Size 💌	Required Date 坐	Delivery Date 😬	Delivery Place 😬	Vessel Voyage 坐	ETA 💌	Closing Time 🛛 🚇	Terminal 💌
1	Pending Delivery	Export	EFW16070003C	Edit	20GP	18-07-2016		HEVEABOARD BERHAD	CMA CGM ELBE 9HA3731 / 552W / KCT /	25-05-2016	26-04-2016 12:00 PM	КСТ
2	Pending Delivery	Export	EFW16070003C	Edit	20GP	18-07-2016		HEVEABOARD BERHAD	CMA CGM ELBE 9HA3731 / 552W / KCT /	25-05-2016	26-04-2016 12:00 PM	кст
3	Pending Delivery	Import	WO17050003C	GATU2305004	20GP	24-05-2017		TOTAL LOGISTICS - WAREHOUSE	EVER POWER H9VE / 1234 / KMT /	09-03-2017	09-03-2017 12:00 PM	КМТ
4	Pending Delivery	Export	EFW17050001A	Edit	20GP	04-07-2017		HEVEABOARD BERHAD	CMA CGM ELBE 9HA3731 / 552W / KCT /	25-05-2016	26-04-2016 12:00 PM	кст
5	Pending Delivery	Export	EFW17060001A	Edit	20GP	11-07-2017		COCO JELLY SDN BHD	CMA CGM ELBE 9HA3731 / 552W / KCT /	25-05-2016	26-04-2016 12:00 PM	КСТ
6	Pending Delivery	Export	EFW17060001A	Edit	20GP	11-07-2017		COCO JELLY SDN BHD	CMA CGM ELBE 9HA3731 / 552W / KCT /	25-05-2016	26-04-2016 12:00 PM	кст

Figure 28: Haulage Monitoring

Container Details	8
Container No. Delivery Date Collection Date	OK Cancel

Figure 29: Haulage Monitoring - Update Container Details

#### To Update Container Movement Steps

- 1. Click the [Edit] link or [Container No] link in Container No column base on the ROT No (as shown in Figure 28: Haulage Monitoring).
- 2. Enter in Container No (as shown in Figure 29: Haulage Monitoring Update Container Details)
- Select / enter Delivery Date (date should be < = current date, not allowed to key in future date)
- 4. Select / enter Collection Date
- 5. Click [OK] button to update the container details.



### 11. Pending Events

This function is used for external forwarding agent / freight agent to update the events / activities performed. Orders will only be listed if the forwarding agent / freight agent of orders created is assigned to web login user's company and the events is set as preload in ASolute - Process Master.

#### **11.1. To Update Events**

This function is used to update event of the selected order.

5	ASolute Portal														
Home	New Order	My Orde	rs My Contain	iers Track & Trace	Pending Events Users	Logout									
Pendin	ending Events														
Refresh				PAPER PASS	Ψ.										I
Enter teo	d to search														
Drag a co	olumn header he	re to grou	p by that column												
Notes 🛛	🗟 Event 💌	Job 💌	Order No. 💌	Due Date & Time 😬	Shipper / Consignee 💌	Customer Ref 💌	String02 💌	Liner Booking / OBL 💌	Vessel Voyage 🚇	ETA 💌	ATA 💌	POL 💌	POD 💌	Event Code 💌	Entity
Add	Edit	Import	IFW17080007	12-05-2017 12:00 PM	INOUT ENTERPRISE (M) SDN BHD		Edit	PKG1029832	WAN HAI 315 / S144 / K0001 /	12-05-2017		CALAMA	PORT KLANG	PPASS	TOTAL-F
Add	Edit	Import	IFW17080008	12-07-2017 09:00 PM	ISUZU MALAYSIA SDN BHD		Edit		VICTORY TRADER / 435ED / KCT / DCFV	12-07-2017		HONG KONG	PORT KLANG	PPASS	TOTAL-F
Add	Edit	Import	IFW17080010	12-07-2017 09:00 PM	ISUZU MALAYSIA SDN BHD	REF00998	Edit	PKG9875	VICTORY TRADER / 435ED / KCT / DCFV	12-07-2017		PORT KLANG	PORT KLANG	PPASS	TOTAL-
Add	Edit	Import	IFW17080012	12-07-2017 09:00 PM	ISUZU MALAYSIA SDN BHD	REF 20017	Edit	PKG128401	VICTORY TRADER / 435ED / KCT / DCFV	12-07-2017		HONG KONG	PORT KLANG	PPASS	TOTAL-
Add	Edit	Import	IFW17080005	27-07-2017 12:00 PM	JELLY SDN BHD	REF1092882	Edit	PKL098655	TTT / VGY7812 / K0001 / SCN3456	27-07-2017		PORT KLANG	PORT KLANG	PPASS	TOTAL-

Figure 30: Pending Events

Event Update		۲
Order No. Event Date Remarks	IFW17080007 21-08-2017	
	OK Cancel	

Figure 31: Pending Events - Event Updates



4. Click [OK] button to update the event.



#### **11.2. To Update Vendor Remarks**

This function is used for service provider (vendor) to update their remarks / comments of the activities to the order's owner.

Add Notes		×
Order No. Remarks	IFW17080007	
Priority	OK Cance	I
21-08-2017 - PPAS DOCUMENTS	SS : CANNOT PASS PAPER - REQUIRED SUPPORTING	]

Figure 32: Pending Events - Add Notes

1	· .	To Update Vendor Remarks Steps
	1. 2. 3. 4.	Click the [Add] link in Notes column (as shown in Figure <i>30</i> : Pending Events). Update Remarks (as shown in Figure <i>32</i> : Pending Events - Add Notes) Tick Priority if the remark is priority. Click [OK] button to update the event.
	ø	<b>Note:</b> History – will list out all the vendor remarks / notes updated previously for the selected event in descending order.



#### 12. <u>Users</u>

This function is used for web user to create additional login user id for own company.

#### 12.1. To Create User

5	ASolute	Portal										
Home	New Order	My Orders	My Containers	My Truck	My Invoices	Track & Trace	Haulage Monitori	ng	Pending Events	Reports	Users	Logout
Users New	Refresh											
Enter te	xt to search											
User Id			User Name			Active	4		Access Rights			
GLFRESH	1		GLOBAL FRESH					5	Set			
1												

Figure 33: Users

Save User		8
User Id		
User Name		
Email		
Mobile No.		
Active	$\checkmark$	
Country	MALAYSIA	
Port Code	PORT KLANG	
Enterprise	TOTAL	
Entity	TOTAL-FWD;TOTAL-HLG	
PartnerId	GF001	
	Save Cancel	

Figure 34: User - Save User

Field Name	Description
User ID	New user id to access the portal for the same login company
User Name	Login Username
Email	User's email address
Mobile No.	User's mobile no
Active	Tick to allow user to access portal
Country	User's country
Port Code	To show default at Order Entry for POL (for export shipment) /POD (for import shipment)
Enterprise	Default to portal's owner company name



Field Name	Description
Entity	Default to portal's owner company name / business unit that provide the service.
Partner Id	Default to web user's login company name

#### To Create User Steps

- 1. Click [New] button (as shown in Figure 33: Users).
- 2. Enter User ID
- 3. Enter User Name
- 4. Enter Email
- 5. Enter Mobile No (optional)
- 6. Tick Active (by default is tick)
- 7. Select Country
- 8. Select Port Code
- 9. Tick Priority if the remark is priority.
- 10. Click [Save] button to create user.



#### 12.2. To Set Access Right

To set the access right for the user in portal.

ASolute Portal								
Home New Order My Orders My Containers	My Truck	My	Invoices	Track & Trace	Haulage Monitoring			
Access Rights of GLFRESH								
Save Copy from other user Copy to other user								
Enter text to search								
Function Name		*	Access L	evel				
Order Entry			Full	-				
My Orders			Read	-				
My Containers			Full					
My Truck			Read					
My Invoices			Read					
Track & Trace			Full					
Haulage Monitoring			Full					
Pending Events			Full	-				
Permit Monitoring			None					
Gate In			None					
Gate Out			None					
Inventory			None					
Reports			Read	-				
Reports - Job Listing			None	-				
Reports - Warehouse Stock Balance			None					
Reports - Warehouse Stock Ledger			None					
Reports - Haulage Completed Movement - Delivery			None					
Reports - Haulage Completed Movement - Collection			None					
Reports - Haulage Pending Collection			None					
Users			Full	-				

Figure 35: Users - Access Right

Access Right	Description
None	No allow to access
Read	Only able to access for this screen. Does not allow to make any changes
Write	Able to access and edit the information in the selected function
Delete	Able to access and edit the information in the selected function, and to cancel / delete the transaction



#### To Set Access Right Steps

- 1. Click [Set] hyperlink at the Access Rights column (as shown in Figure 33: Users).
- 2. Access right screen will be pop up (as shown in Figure 35: Users Access Right)
- 3. Update the access for the selected user.
- 4. Click [Save] button to grant the access to the selected user.

#### 12.3. To Copy Access Right

To copy access right from another user or to another user.

Сору		⊗
User Id	OK Cancel	

Figure 36: Users - Copy

#### To Copy Access Right Steps

- 1. Click [Copy from other user] or [Copy to other user] button (as shown in Figure 35: Users Access Right).
- 2. A pop up screen will be loaded (as shown in Figure 36: Users Copy)
- 3. Select the User ID
- 4. Click [OK] button to grant the access to the selected user.



#### 12.4. To Change Password

To change user's login password.

5	ASolute	Portal					Welcome	JACKY GLOBAL F	RESH ENTEI	RPRISE SI	ON BHD
Home	New Order	My Orders	My Containers	My Truck	My Invoices	Track & Trace	Haulage Monitoring	Pending Events	Reports	Users	Logout

Figure 37: Welcome - User

Field Name	Description
Login ID	Login ID (Information circle in orange). Click this to hyperlink to Change Password for the login user.
User Name	Company name of the login user (information circle in blue). Click to hyperlink to Users screen.

Change Password	8
New Password Confirm Password	OK Cancel

Figure 38: Users - Change Password

	ОК
- contains special character (~!@#\$%^&)	
- contains numeric (0-9)	
- contains alphabet (A-Z, a-z) in upper & lower case	
- minimum 4 characters	
Password must meet below requirement:	
203.223.142.181 says:	×



# To Change Password Steps 1. Click [Login ID] hyperlink (as shown in Figure 37: Welcome - User). 2. A pop up screen will be loaded (as shown in Figure 38: Users - Change Password) 3. Enter New Password 4. Enter Confirm Password (must be same as New Password) 5. Click [OK] button to change password. Mote: New password must meet the password requirement (as shown in Figure 39: Password Requirement)

