



Logitude

A CHAMP community solution

e-AWB

Quick Tour

Take the quick tour to learn some of the basic concepts and features of the e-AWB module



1 Get Started

e-mail:
sharon@logitudeworld.com

Password:
.....

Login > [Forgot your password?](#)

Log in from anywhere, anytime

Click the link we sent you to connect to Logitude, and enter your e-mail address and password to securely log in to your account. Access your account from any computer with an internet connection.


⚠ Before login: If you don't have the Microsoft Silverlight plug-in installed, you will see a message telling you what you need to do. Click the Install button to proceed and follow the instructions.

Your first time?

When logging in for the first time, enter your e-mail address and the password you received from Logitude. Click the **Login** button. Read the Terms of Use and click **Accept** to complete the login.

Enter a new password, retype it and click **Save**.

⚠ During your first connection, Logitude will install some software components, and therefore it may take a little longer to log in than usual.

 **Enter new password.**

Type New Password:

Re-Type Password:

Strong passwords contain 8-16 characters, do not include common words or names, and combine uppercase letters, lowercase letters, numbers, and symbols.

Save >

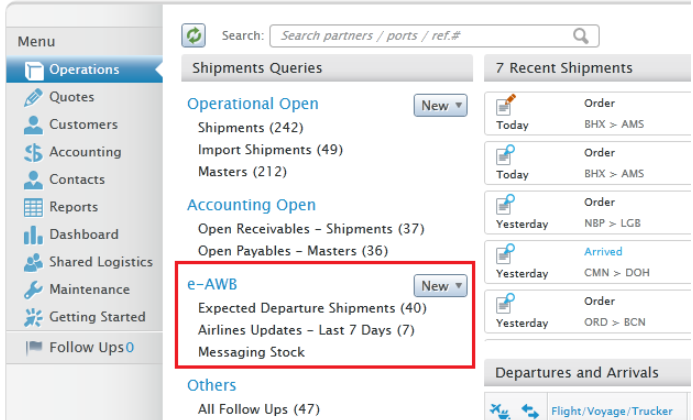
Where to start

This Quick Tour guide will walk you through the product basics, starting from the Operations Workspace. It will provide an overview of the key features and show you how to navigate through information.

Please take the tour using the examples supplied in this guide in order to avoid errors.

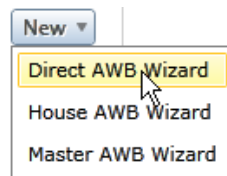
Select the **Operations** option from the menu. In the Operations Workspace, the e-AWB Module options are organized in the **e-AWB** area.

⚠ In the Demo environment, the Operations Workspace contains the full set of operational features. In a live environment, customers who have purchased only an e-AWB package will see just the e-AWB and FSR options, and the list of Recent Shipments. The other features can be purchased separately.

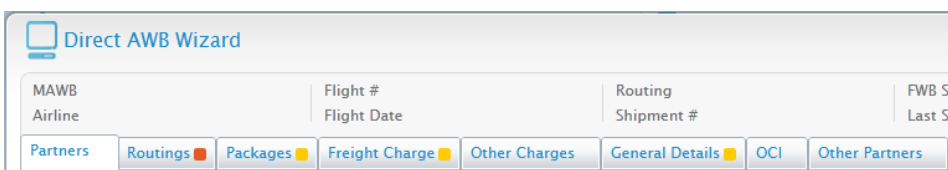


2 Create a new e-AWB shipment

- Open the e-AWB Wizard:** The e-AWB Wizard steps you through the process of building an air waybill for a direct, house or master shipment quickly, and handles all of the communication with the airlines. Click the **New** button. To open the wizard for creating a direct airway bill, select **Direct AWB Wizard**.

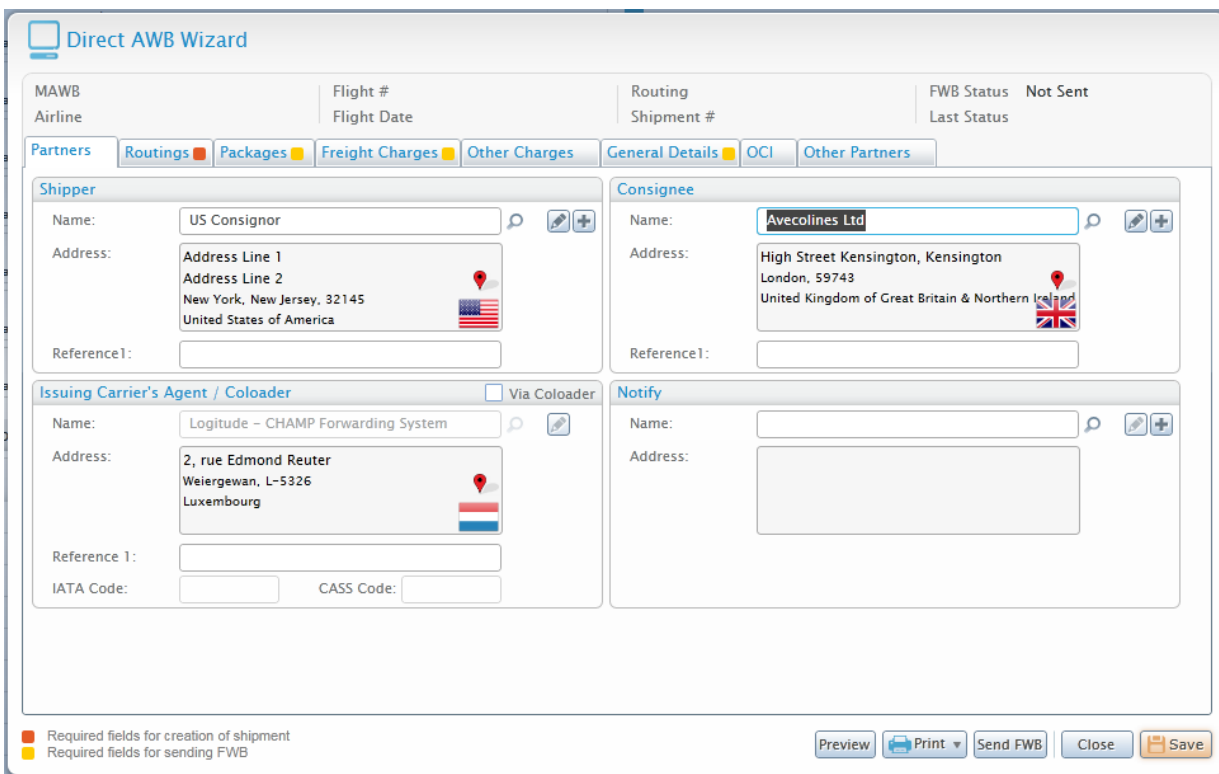


- Work through the tabs:** Data entry is performed quickly and accurately via the wizard tabs. Required fields are indicated with yellow and orange marks.



- Quick search partners:** The Partners tab lets you pick the Shipper and the Consignee using Quick Search or Logitude's advanced search tool. In **Shipper Name** start typing the name **US Consignor**. A panel will open with a dynamic stream of matching names. When the shipper appears, click to choose it. In the same way, enter the name **Avecolines** in **Consignee Name**.

The details of the **Issuing Carrier's Agent** display automatically from the company default settings.



Note that the required field indicator has now disappeared from the caption of the Partners tab.

Click the **Routings** tab: Enter the **Departure**, **Destination**, **Airline** and **Flight Number** as shown in the example below. Make sure the airline is **British Airways**, since the Demo contains a stock of air waybill numbers for this airline.

The air waybill number can be entered manually or retrieved from the airline's stock. Click the **Get from stock** button to select the number from the airline's stock.

Select a number and click **OK**.

The MAWB Date displays automatically, and it can be changed. In ETD, click to open the calendar and select a date.

Click the **Packages** tab: Enter package information: Number of **Pieces**, **Dimensions** (Length, Width and Height), and **Gross Weight** in kilograms. The Volume (CBM) and the Volumetric Weight are calculated automatically.

Pieces	Dimensions (L-W-H) (Cm)			Volume (CBM)	Volumetric Weight (KG)	Gross Weight (KG)	
11	60	40	40	1.056	176.000	100	

The Gross Weight and the Chargeable Weight for all the packages are calculated and displayed in the Details area. The Summary area shows the totals.

- Freight and Other Charges:** Entering charges is mostly an automated procedure. For Freight Charges, all you need to enter is the charge rate and Logitude calculates the amounts. Click the [Freight Charges](#) tab and type in the [Charge Rate](#).

Direct AWB Wizard

MAWB 125-30000165 Flight # 5464 Routing LGA > LHR FWB Status Not Sent
 Airline British Airways Flight Date 03/12/2015 Shipment # TSE2500 Last Status

Partners | **Routings** | Packages | **Freight Charges** | Other Charges | General Details | OCI | Other Partners

Currency: USD Charge Code: PP
 Rate Class Code: Quantity Rate Freight PC: Prepaid Collect
 Charge Rate: 2.4 Prepaid Charge: 422.4
 As Agreed Freight: Collect Charge: 0
 Chargeable Weight (KG): 176
 Charge Amount: 422.4

And, in the Other Charges tab you can simply activate the [Generate Auto Display](#) facility to retrieve the services to be charged and just supply the unit price.

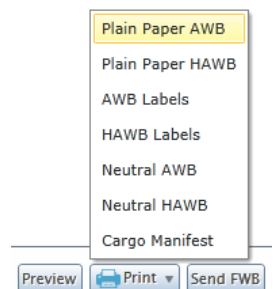
- General Details:** In addition to general details like the declared value and insurance value, the General Details tab serves to supply [Accounting Information](#), [Handling Information](#), [Comments](#) and [Special Handling Codes](#).

3 Preview and print the AWB document

- Preview the AWB:** The Preview option displays the air waybill as it will look when printed. Click the [Preview](#) button.

- Print and email the AWB:** The [Print](#) button exposes the available printing options - in addition to the AWB/HAWB document on plain paper or on preprinted (neutral) form, you can also print AWB/HAWB labels and the Cargo Manifest. All the generated documents (PDF) can be sent to partners using predesigned email templates.

Click and select [Plain Paper AWB](#). You get a list of the copies and sets you can print.



Print Plain Paper AWB

Template MAWB 2 [Manage Templates](#) [Edit Document](#)

Document Copies

Original 3 (For Shipper)

Electronic Copy

Full Set

[Print All Copies](#)

Click the button next to the relevant option. The document PDF opens in a separate browser page. To send the document by mail, use the button.

Click [Close](#) to close the Print window.

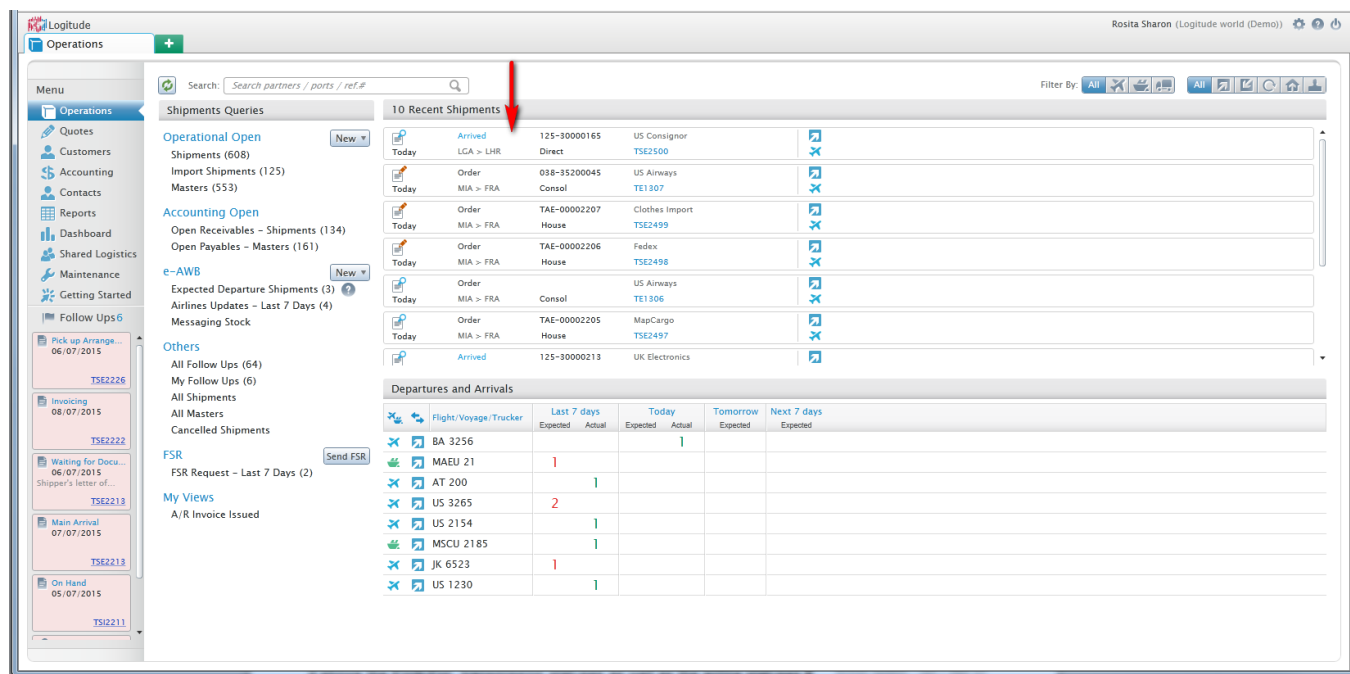
4 Send FWB status

Once the required information is completed, the FWB (for Direct AWB) or FHL (for House AWB) message is transmitted to the airline at the click of a button. Click **Send FWB** or **Send FHL**.

Note that the Demo environment simulates message communication, and the message is not actually sent to the airline. Click **Close** to close the message window.

5 View your recent shipment

Click **Close** to close the e-AWB Wizard window. Your shipment will now appear at the top of the Recent Shipments list.



Click on the shipment to drill into to the shipment. Then, click **Operations** to return to the Operations Workspace.

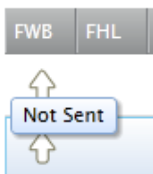
6 Use the Expected Departures management tool

The Expected Departures view lists all shipments in the past seven days that have an expected departure time (ETD) but no actual time (ATD). It shows the FWB/FHL transmission statuses as well as the airline statuses.

e-AWB Expected Departure Shipments (5) ? New ▾
 Airlines Updates - Last 7 Days (2)

FWB	FHL	AWB	#	Master	Routing	Type	ETD	Shipper	Consignee	FWB Status Date
↑	↑		MEA1089	020-10000233	LHR > AMS	Consol	18/03/2015	Champ Demo Environmnet	AGTT	14/04/2015
↑			SHP1268	020-10000174	RAK > SCL	Direct	19/02/2015	DAEWOO ENGINEERING...	ABB RRC -REFURBISHMENT...	12/02/2015
↑	↑		MEA1087		DXB > TLV	Consol	17/02/2015	Champ Demo Environmnet	AGTT	
↑		📄	SHP1260	950-55000050	AMS > FRA	Direct	20/01/2015	ABB	Safety Nerves Constructions	12/02/2015
↑	↑		MEA1085	950-11111111	AMS > FRA	Consol	18/01/2015	Champ Demo Environmnet	Schenker	10/12/2014
↑		📄	SHP1261	125-87623874	LHR > CMN	Direct	25/12/2014	Gareth Bale	Champ Cargosystems	04/03/2015
↑	↑		MEA1086	157-8515452	CMN > GOT	Consol	14/11/2014	SCHENKER MAROC	SCHENKER AB	13/11/2014
↑			SHP1250	147-42800004	LAX > FRA	Direct	29/10/2014	American eagle Ltd.	Gareth Bale	10/12/2014
↑			SHP1249	074-22222244	LAX > AMS	Direct	28/10/2014	American eagle Ltd.	Holland Flowers	26/10/2014
↑	↑	📄	MEA1082	147-42867090	CMN > ORY	Consol	27/10/2014	SCHENKER MAROC	SCHENKER SA Airfreight Dept	26/10/2014
↑	↑	📄	MEA1084	615-19658402	CMN > CVG	Consol	27/10/2014	SCHENKER MAROC	SCHENKER CVG	
↑	↑	📄	MEA1081	020-10000141	FRA > LHR	Consol	26/10/2014	Champ Demo Environmnet	Santiago Air Forwarding	24/10/2014
↑			SHP1245	950-55000094	FRA > LAX	Direct	23/10/2014	CHAMP CARGO SYSTEMS	TEST CHAMP LAX	23/10/2014
↑		📄	SHP1243	020-10000130	BCN > ZRH	Direct	10/10/2014	ABC Logistics	CHAMP CARGOSYSTEMS	09/10/2014
↑	↑		MEA1078	074-03408495	NBO > DXB	Consol	08/09/2014	KENTALYA LIMITED	H.J.M INTERNATIONAL CORP	

Note that in the Demo environment transmissions are simulated, and therefore, transmission statuses will appear in white, as "Not Sent".



7 Trace Airline Updates

The Airline Updates query displays updates from airlines in the last 7 days, including statuses, and FNA and FMA messages.

e-AWB New ▾
 Expected Departure Shipments (5) ?
Airlines Updates - Last 7 Days (2)

Operations **6 Airlines Updates Shipments** Filter By: All [✕] [✉] [✈] All [↗]

New Shipment View: Airlines Updates - Last ▾ Search partners

FWB	FHL	Last Status Date	ETD	#	Master	Status	Routing	Type	AWB	Last Status
↑		Today	31/05/2015	TSE2141	125-50000053	Arrived	LGA > LHR	Direct		Delivered
↑		Yesterday	Yesterday	TSE2140	235-41041000	Arrived	ANK > AAM	Direct		Delivered
↑		23/04/2015	24/04/2015	TSE2132	044-68754206	Arrived	EZE > MIA	Direct		
↑		23/04/2015	23/04/2015	TSE2137	044-68754254	Arrived	EZE > MIA	Direct		
↑		23/04/2015	23/04/2015	TSE2135	044-68754232	Arrived	EZE > MIA	Direct		
↑		21/04/2015	10/03/2015	TSE2130	125-50000042	Delivered	LGA > LDY	Direct		

That's the end of the quick tour!

Thanks for taking the time to read this and we hope you like the software.

Please contact us for a free trial environment: info@logitudeworld.com

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