



INTERSOFT

Intelligent Shipper

Shipment Search User Guide

Version 2.0

PUBLIC

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3. Shipment Search

The shipment search screen is accessed via the Shipment Search option on the left-hand menu.

The Shipment Search functionality provides two levels of search. A Basic Search and Advanced Search.

The Basic Search allows the user to search for a shipment using

- Tracking number
- Shipment reference
- Unique ID.

Shipment Search

Dashboard / Shipment Search [Back](#)

Basic Search

When you view or download the file you are responsible for the security of any personal information

Tracking Number, Reference, UID

Advanced Search Options [>](#)

Tracking Number	Shipment Date	Agent	Reference	Service	Recipient	Destination	Export Status	Tracking Status POD	Last Modified
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Figure 1 - Shipment Search - Basic Search

Clicking the search icon will provide search results below. The search results for both basic and advanced searches provide the following shipment details:

- Tracking Number
- Shipment Date
- Agent
- Reference
- Service
- Recipient
- Destination
- Export Status
- Tracking Status / POD (Proof of Delivery)
- Last Modified

Shipment Search

Dashboard / Shipment Search

Advanced Search

When you view or download the file you are responsible for the security of any personal information

From Date * 06/08/2019

To Date * 06/08/2019

Output * Screen

Recipient

Country - Select -

Postcode

Town

Service - Select -

Agent - All -

Exclude already delivered shipments ☐

Only include late shipments ☐

View Cancelled Shipments Only ☐

Search

Switch to Basic

Tracking Number	Shipment Date	Agent	Reference	Service	Recipient	Destination	Export Status	Tracking Status POD	Last Modified
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Figure 2 - Shipment Search - Advanced Search

The Advanced Search options can be accessed by clicking the Advanced Search button and this provides further options to search by.

Mandatory fields in the Advanced Search include:

- From Date:
- To Date:
- Output: Screen/CSV

Other search options available include:

- Recipient
- Country
- Postcode
- Town
- Service
- Agent
- Customer (Admin User Only)
- Manifest (Admin User Only)

Also available are filter options for:

- Exclude already delivered shipments
- Only include late shipments
- View Cancelled Shipments Only

When clicking search

- If Screen is selected the results are displayed on screen.
- If CSV Is selected a full list of the shipment search results are downloaded.