

How do I log into Web Tracker?

In this learning unit, we demonstrate the different ways you can access Web Tracker.

Activity One - Without using Login credentials

Steps:

1. Go to www.bgiworldwide.com
2. Select the link at the top right of the page:
 - a. GLOBAL FREIGHT MANAGEMENT
 - b. Or directly at:
<http://bg1prd.webtracker.wisegrid.net/>
3. Enter your BGI Shipment number, House Bill, Or Direct Master Number
4. Click **FIND** to search for this record
5. Next; the Web Tracker page will open
6. You will be instantly directed to the Shipment page, with access to the Shipment details
7. Click on your web browser's back arrow to return to the Login page

You can contact BGI for help at 800-987-4244



Helpful Hints

Recommended Learning Units

- [1WEB003](#) shows you how to view Shipments in Web Tracker

If you are searching for either Shipment/House Bill/Direct Master Numbers and Container Number, the Shipment/House Bill/Direct Master Bill numbers will take precedence. If a Shipment/House Bill/Direct Master Number can't be found, Container details will be shown such as Container Type, Mode, Delivery/ Pickup details, Load/Discharge Ports, Vessel and Voyage information and any linked Milestones.

Activity Two - Login with Credentials

To complete this activity, you'll need to obtain a user name and password for your Login Company

Steps:

1. Open the [Web Tracker](#) page
2. Your Login credentials should be added to the window at the top left hand corner of the screen:
 - a. E-mail: Enter your [Email Address](#)
 - b. Password: Enter your [Password](#)
 - c. Remember me: [Tick](#) to automatically Login each time
 - d. Click on the Login button

Remember Me:

When ticked will remember the users credentials on the browser they are using as long as they don't Log Off during the session. The cookie has an expiration of one (1) month, which means the user will need to log in again after a months' time.

3. Click on the **Find** button
4. Click on the Shipment number link to access your Shipment
5. Review your Shipment data
6. When ready to log out click on [User > Log Off](#)
7. You will be logged out and returned to the Web Tracker Login page

Helpful Hints



Forgotten your Password?

Click on the [Forgot Your Password?](#) Link, to request a Password reminder

You can access Web Tracker through a Web Browser on a Mobile Device such as your mobile phone.

Note: There is no Mobile or APP versions of Web Tracker.

How do I view Shipments?

How to view Shipment information within Web Tracker.



You will need access to your Web Tracker to complete this Activity - refer to Activity 2

1. Log into your **Web Tracker** system
2. Web Tracker will be opened on the Shipments Search screen
3. Use the Filters of your choice and click on the **Find** button to locate the record of your choice
4. Click on the link in the **Shipment Number** column to open the Shipment window
5. The top section of this window will show relevant information related the shipment:
 - a. Bill Number
 - b. Origin and Destination Ports
 - c. Any References
 - d. Shipper Pickup Point
 - e. Consignee Deliver To information
6. Next you will find detailed information of the goods being transported:
 - a. Size
 - b. Weight and Quantity
 - c. Service level
 - d. Goods Description
 - e. INCO Term
7. The **Milestones** section will show the milestones established against the shipment
8. The **Transport** section will show information related to the vessel or flight, the goods being shipped, and any Containers details
9. Under the **Documents** grid, you will find all documents that were attached to the Shipment,
By clicking on **View** you will be able to Open or Save the document on a specific location or click on Cancel to cancel the action
10. To add additional documents click on the **Add File** button

How do I set up Filters and Grids?

How to set Filters and the Grid layout within Web Tracker.





Filters are available to refine your search results, which is necessary when your search results are too many to display in the grid.

Example One

Set up your search Filters to find all Export Orders for a defined ETD – Estimated Time of Departure date range.

To complete this activity, you'll need access to [Web Tracker](#).

Steps:

1. Log into your [Web Tracker](#) system
2. Web Tracker will open on the [Shipments](#) search screen
3. In the Filters section click on  and in the available drop-down menu that appears select the following:
 - a. then select [Date range](#) in the adjacent drop-down menu and use the adjacent calendar pop up option to select the required [Date](#) range
4. Click on  and use the drop-down menu to select the following Filter:
 - a. : Enter your [Home Port](#) UNLocation code for the [Origin](#), click  to look it up if not known
5. Click on  to display the results in the grid

Default Filter Layout:




If you wish to customize and publish the default filter layout, you must login to Web Tracker using the Organization Proxy code set against your company. Once you have saved the settings, the customized Filter names will be visible within the System Registry.

You can contact BGI for help at 800-987-4244


Example Two

Further refine the search Filters used in [Example One](#) to also look up orders specific to two different Clients.

Steps:

1. Remaining in the Shipment search screen, click on  and use the drop-down menu to select the following Filters:
 - a. :
 - i. Consignee: AU1IMPSYD
 - b. :
 - i. Consignee: GB1IMPABZ
2. Click on  and note that no results will populate in the grid
3. To define the Consignee Filters as OR, rather than AND, click on  adjacent to both Consignee Filters and select a color from the menu. Both Consignee Filters should be the same color:

<input type="text" value="Consignor / Consignee"/>	Consignor: <input type="text"/>	Consignee: <input type="text" value="AU1IMPSYD"/>	<input type="text" value="x"/>	<input type="text" value="v"/>
<input type="text" value="Consignor / Consignee"/>	Consignor: <input type="text"/>	Consignee: <input type="text" value="GB1IMPABZ"/>	<input type="text" value="x"/>	<input type="text" value="v"/>

4. Click on  and the grid results should now show all Filter defined Orders for both Consignees
5. Click on the **ETD** column header to order the grid results by ETD

Helpful Hints



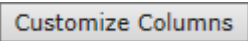

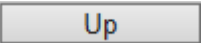
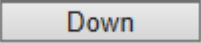

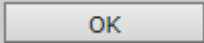
Order of Search Results:

Click on the column header to sort the search results alphabetically or numerically.

Example Three

Customize the search results grid columns to add the Packs column and remove the Last Milestone Desc. column.

Steps:

1. Click on 
2. In the customize columns window, start in the **Available Columns** window and highlight **Packs**
3. Click on 
4. In the **Selected Columns** section, Packs will now appear at the bottom of the list
5. Click  or  to move the column to your desired position
6. Remain in the **Selected Columns** section and highlight **Last Milestone Desc**
7. Click on  to remove this column.
8. Finalize your customized columns by clicking on 

Helpful Hints



Customizing Columns:

Another way to populate the Customize Columns option within a job is to hover over the top left hand corner of the grid, to populate the down arrow, and then select Customize Columns.

Removing Displayed Columns:

If a column name shows a bracket then it's mandatory and can't be removed, however it can be reordered along with any of the other columns, by using the Up and Down buttons to re-arrange them.



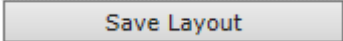
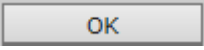
If you want to revert your customized selection to the system defined column order, then click on

Reset

Example Four

Save your newly created Filters and column order for future use.

Steps:


1. Go to the Filter menu and click on 
2. In the **Save Layout** window, enter the description for the layout: **Shipments**
3. If you have the security rights, tick **Publish this layout for all users**
4. Click  to finalize




The saved layout is now available in the Find drop-down menu.



Helpful Hints

To reset your Filters and start again click on 

Deleting or Renaming your saved Filters:

Click on , then select your saved Filter and choose to either **Delete Layout** or **Rename Layout**.

You can contact BGI for help at 800-987-4244

