

## Transport Management System Tutorial

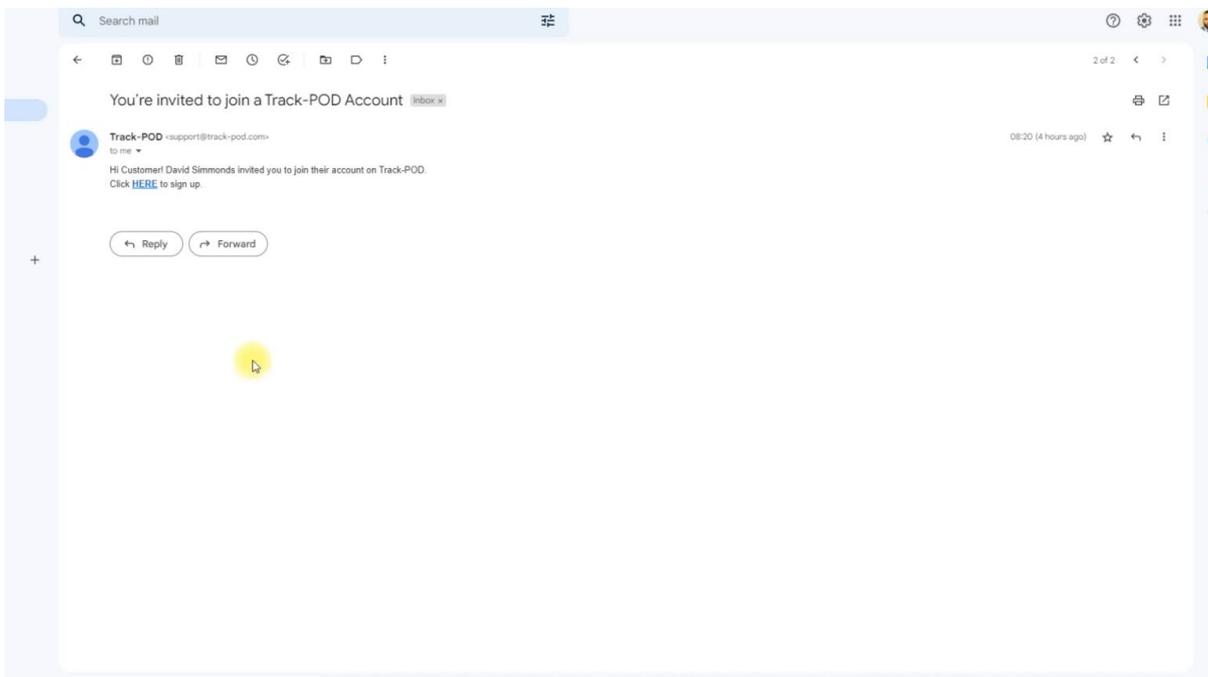
### How To Guide

#### How do I log in for the first time?

Go on to the Vinidex website and fill in the e-form to request access to the web portal. An email will be sent out to create a profile and assign your own password, if desired you can ring 13 11 69 and ask for this to be set up on your behalf or talk to your account manager or sales representative.

As per below screenshot once the email invite is sent you will need to click on the HERE hyperlink

It will come from [support@track-pod.com](mailto:support@track-pod.com) and is certainly legitimate. The sender's name will be one of our Vinidex Logistics admin personnel.



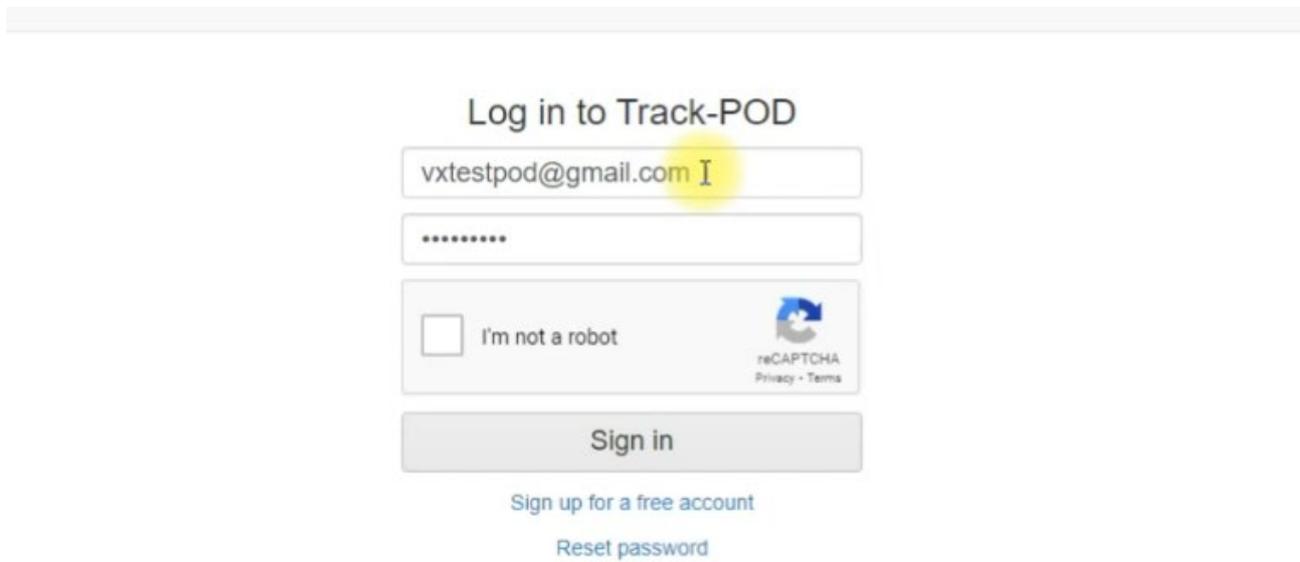
On clicking the link, you must enter a password of your choosing in both boxes then select "Set new password" as shown below.

A screenshot of a web form titled "Set new password". It contains two input fields for passwords, both filled with asterisks. Below the fields is a button labeled "Set new password" and a link labeled "Log in to Track-POD". A yellow circle highlights the "Set new password" button.

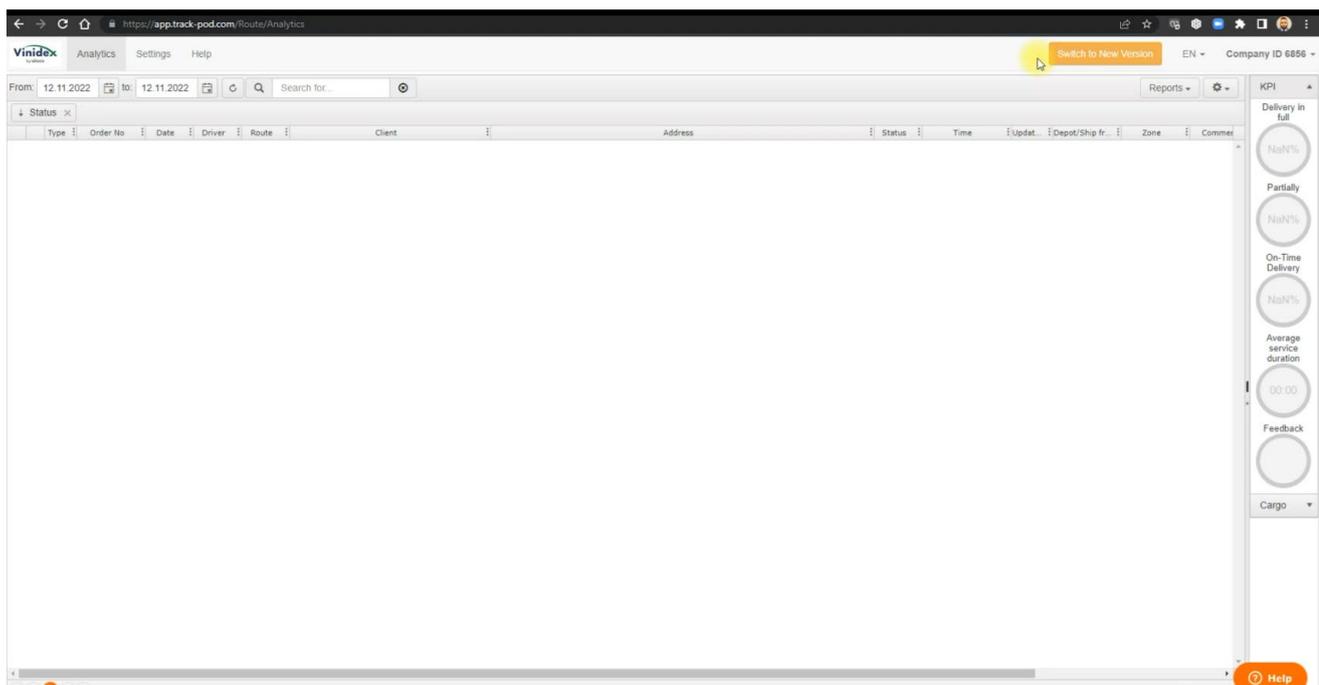
Once set you will be redirected to the log in page

Enter those same details again and hit the reCAPTCHA tick box

Click Sign In



Once signed in for the first time you will be directed to an Order Analytics page, we are required to select the Switch to New Version button displayed on the top right-hand corner of the page. This links your new username to our optimized environment and will remember to direct you there from the first time onwards.

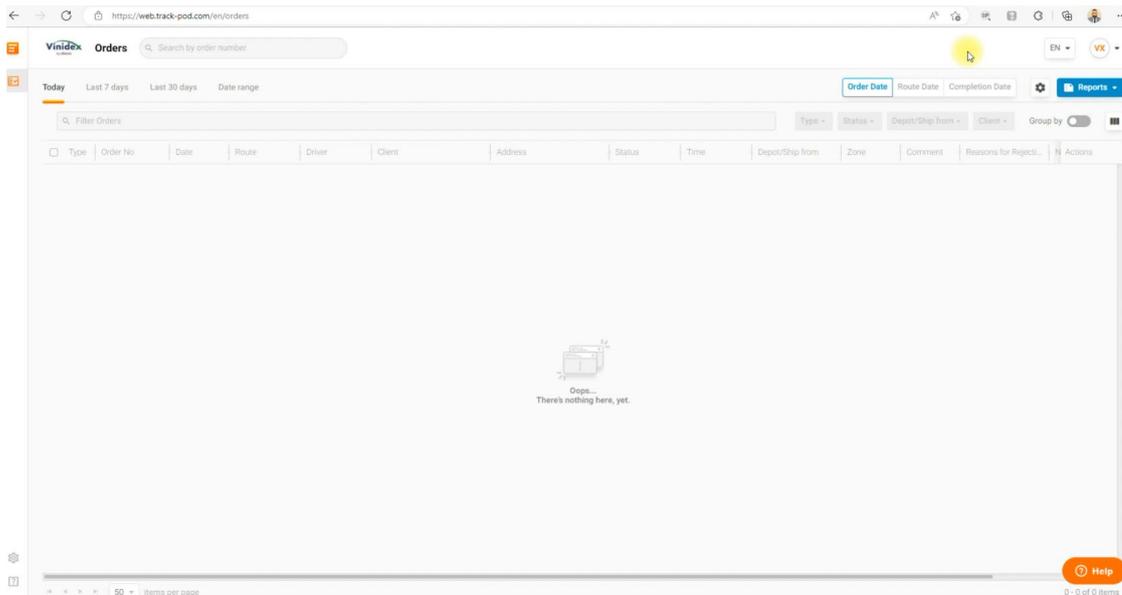


You may need to log in one more time, but this process will not need to be repeated on future log in events.

### Using the web analytics portal:

The web address to log in from now on will be <https://web.track-pod/en/orders>

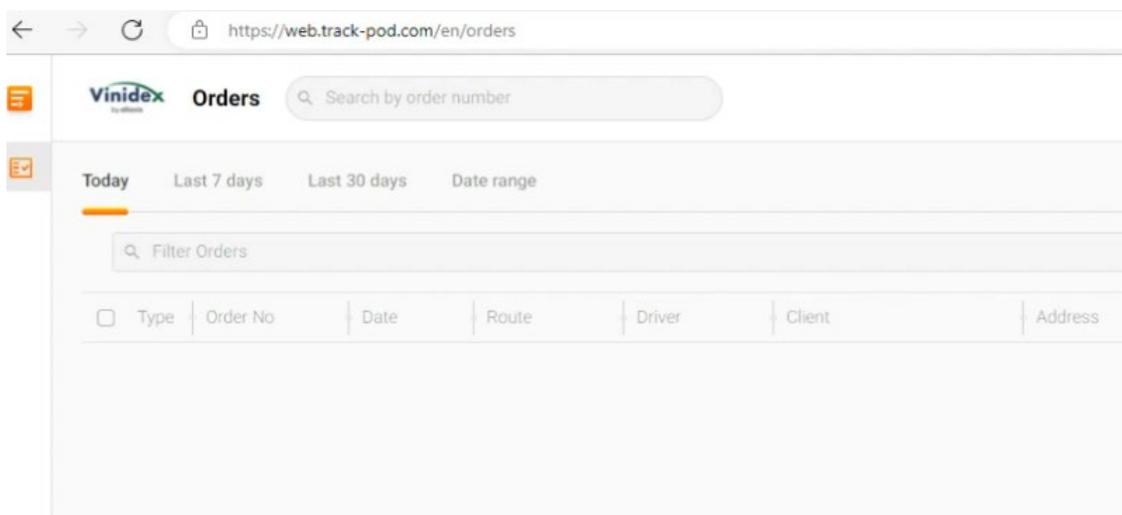
Use the email address and chosen password as created in prior steps from now on.



### The web portal has many features

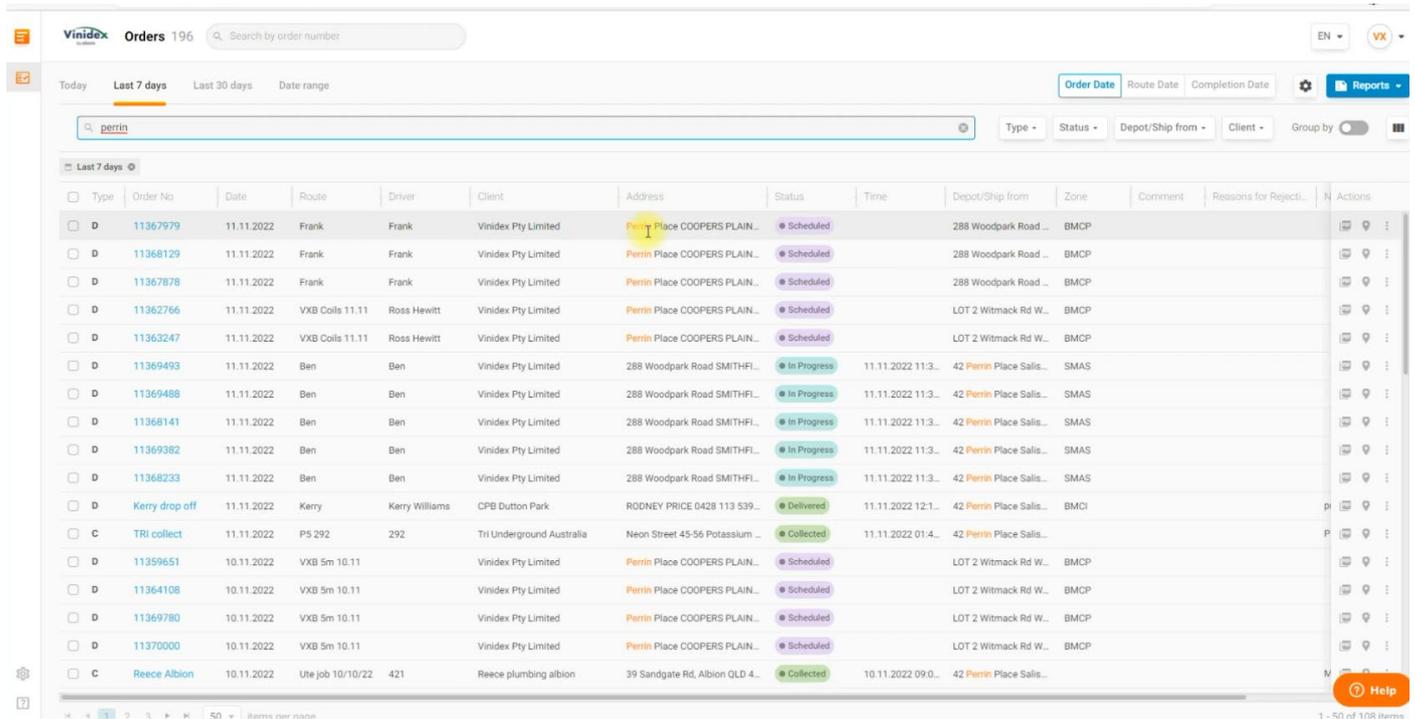
On the top left corner, we can:

- select date ranges to look at multiple records
- OR enter the Vinidex PPS/Invoice Number to select for a certain record.



Underneath the date filters is a dynamic filter bar, we can use this filter box to search for keywords across all columns within the data table in view.

The results from your query show in orange text across all columns, any rows that don't produce results are filtered out of the list.



The screenshot shows the Vinidex Orders interface with a search bar containing 'perrin'. The table below shows the results of the search, with columns for Type, Order No, Date, Route, Driver, Client, Address, Status, Time, Depot/Ship from, Zone, Comment, Reasons for Reject., and Actions.

Type	Order No	Date	Route	Driver	Client	Address	Status	Time	Depot/Ship from	Zone	Comment	Reasons for Reject.	Actions
D	11367979	11.11.2022	Frank	Frank	Vinidex Pty Limited	Perrin Place COOPERS PLAIN...	Scheduled		288 Woodpark Road ...	BMCP			
D	11368129	11.11.2022	Frank	Frank	Vinidex Pty Limited	Perrin Place COOPERS PLAIN...	Scheduled		288 Woodpark Road ...	BMCP			
D	11367878	11.11.2022	Frank	Frank	Vinidex Pty Limited	Perrin Place COOPERS PLAIN...	Scheduled		288 Woodpark Road ...	BMCP			
D	11362766	11.11.2022	VXB Coils 11.11	Ross Hewitt	Vinidex Pty Limited	Perrin Place COOPERS PLAIN...	Scheduled		LOT 2 Witmack Rd W...	BMCP			
D	11363247	11.11.2022	VXB Coils 11.11	Ross Hewitt	Vinidex Pty Limited	Perrin Place COOPERS PLAIN...	Scheduled		LOT 2 Witmack Rd W...	BMCP			
D	11369493	11.11.2022	Ben	Ben	Vinidex Pty Limited	288 Woodpark Road SMITHFL...	In Progress	11.11.2022 11:3...	42 Perrin Place Salis...	SMAS			
D	11369488	11.11.2022	Ben	Ben	Vinidex Pty Limited	288 Woodpark Road SMITHFL...	In Progress	11.11.2022 11:3...	42 Perrin Place Salis...	SMAS			
D	11368141	11.11.2022	Ben	Ben	Vinidex Pty Limited	288 Woodpark Road SMITHFL...	In Progress	11.11.2022 11:3...	42 Perrin Place Salis...	SMAS			
D	11369382	11.11.2022	Ben	Ben	Vinidex Pty Limited	288 Woodpark Road SMITHFL...	In Progress	11.11.2022 11:3...	42 Perrin Place Salis...	SMAS			
D	11368233	11.11.2022	Ben	Ben	Vinidex Pty Limited	288 Woodpark Road SMITHFL...	In Progress	11.11.2022 11:3...	42 Perrin Place Salis...	SMAS			
D	Kerry drop off	11.11.2022	Kerry	Kerry Williams	CPB Dutton Park	RODNEY PRICE 0428 113 539...	Delivered	11.11.2022 12:1...	42 Perrin Place Salis...	BMCI			
C	TRI collect	11.11.2022	P5 292	292	TRI Underground Australia	Neon Street 45-56 Potassium ...	Collected	11.11.2022 01:4...	42 Perrin Place Salis...				
D	11359651	10.11.2022	VXB 5m 10.11		Vinidex Pty Limited	Perrin Place COOPERS PLAIN...	Scheduled		LOT 2 Witmack Rd W...	BMCP			
D	11364108	10.11.2022	VXB 5m 10.11		Vinidex Pty Limited	Perrin Place COOPERS PLAIN...	Scheduled		LOT 2 Witmack Rd W...	BMCP			
D	11369780	10.11.2022	VXB 5m 10.11		Vinidex Pty Limited	Perrin Place COOPERS PLAIN...	Scheduled		LOT 2 Witmack Rd W...	BMCP			
D	11370000	10.11.2022	VXB 5m 10.11		Vinidex Pty Limited	Perrin Place COOPERS PLAIN...	Scheduled		LOT 2 Witmack Rd W...	BMCP			
C	Reece Albion	10.11.2022	Ute job 10/10/22	421	Reece plumbing albion	39 Sandgate Rd, Albion QLD 4...	Collected	10.11.2022 09:0...	42 Perrin Place Salis...				

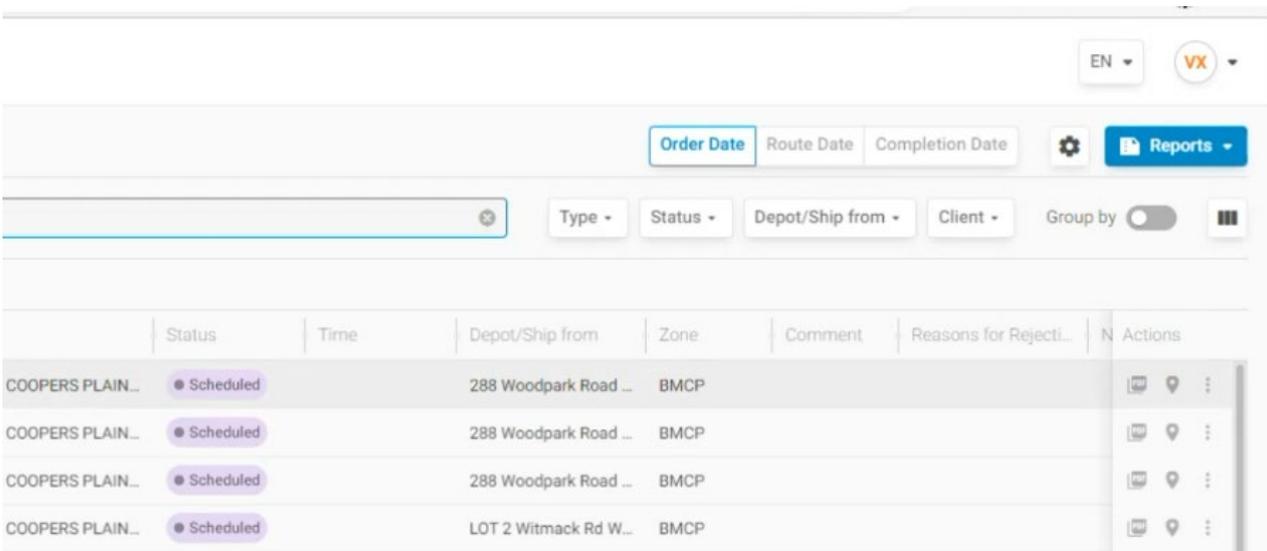
As you can see below there are two columns that the result is found and shows accordingly.

Vinidex Pty Limited	Perrin Place COOPERS PLAIN...	Scheduled	288 Woodpark Road ...	BMCP
Vinidex Pty Limited	Perrin Place COOPERS PLAIN...	Scheduled	LOT 2 Witmack Rd W...	BMCP
Vinidex Pty Limited	Perrin Place COOPERS PLAIN...	Scheduled	LOT 2 Witmack Rd W...	BMCP
Vinidex Pty Limited	288 Woodpark Road SMITHFL...	In Progress	11.11.2022 11:3...	42 Perrin Place Salis... SMAS
Vinidex Pty Limited	288 Woodpark Road SMITHFL...	In Progress	11.11.2022 11:3...	42 Perrin Place Salis... SMAS
Vinidex Pty Limited	288 Woodpark Road SMITHFL...	In Progress	11.11.2022 11:3...	42 Perrin Place Salis... SMAS
Vinidex Pty Limited	288 Woodpark Road SMITHFL...	In Progress	11.11.2022 11:3...	42 Perrin Place Salis... SMAS
Vinidex Pty Limited	288 Woodpark Road SMITHFL...	In Progress	11.11.2022 11:3...	42 Perrin Place Salis... SMAS
CPB Dutton Park	RODNEY PRICE 0428 113 539...	Delivered	11.11.2022 12:1...	42 Perrin Place Salis... BMCI
Tri Underground Australia	Neon Street 45-56 Potassium ...	Collected	11.11.2022 01:4...	42 Perrin Place Salis...

You can use date, dynamic filters and other filters all together to narrow your results.

The top right corner has a selection of field selection filters including

- Delivery type
- Status
- Depot/Ship From
- Client (Customer Name)

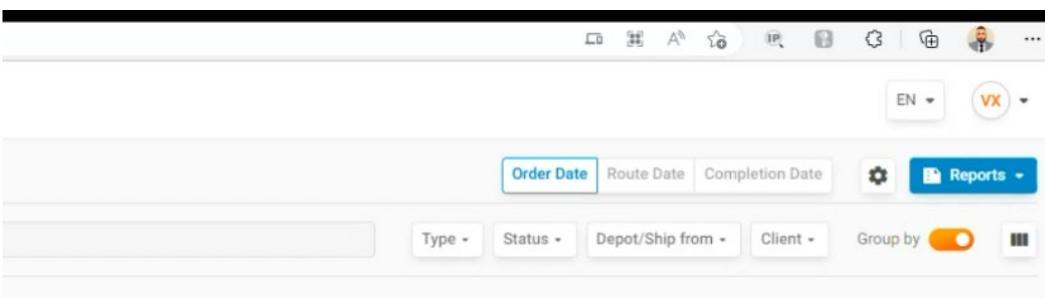


Use these in combination if desired.

### Using Grouping

It is possible to group data by columns including setting a group by sequence/ hierarchy

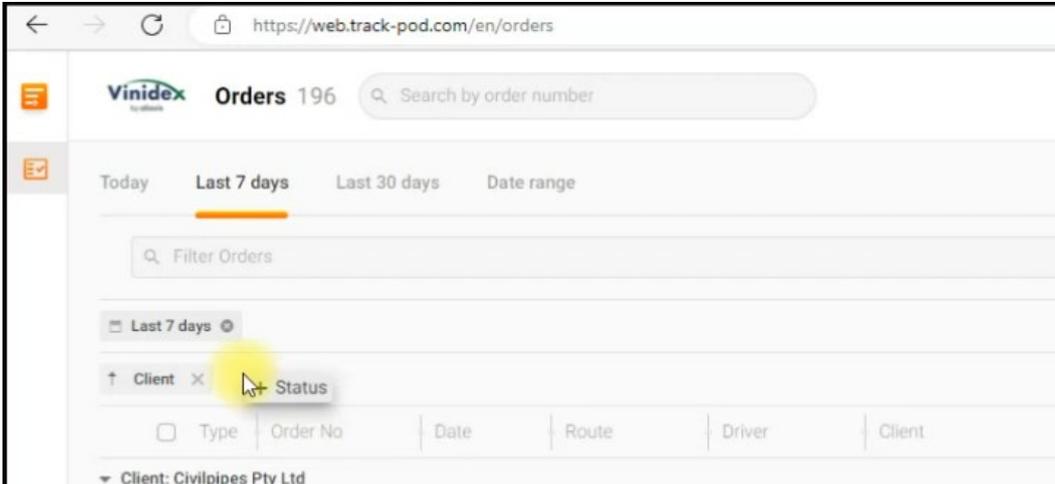
Toggle the Group By switch to the “On” position by sliding right and highlighted orange.



Then select columns in order of hierarchy to get the desired result

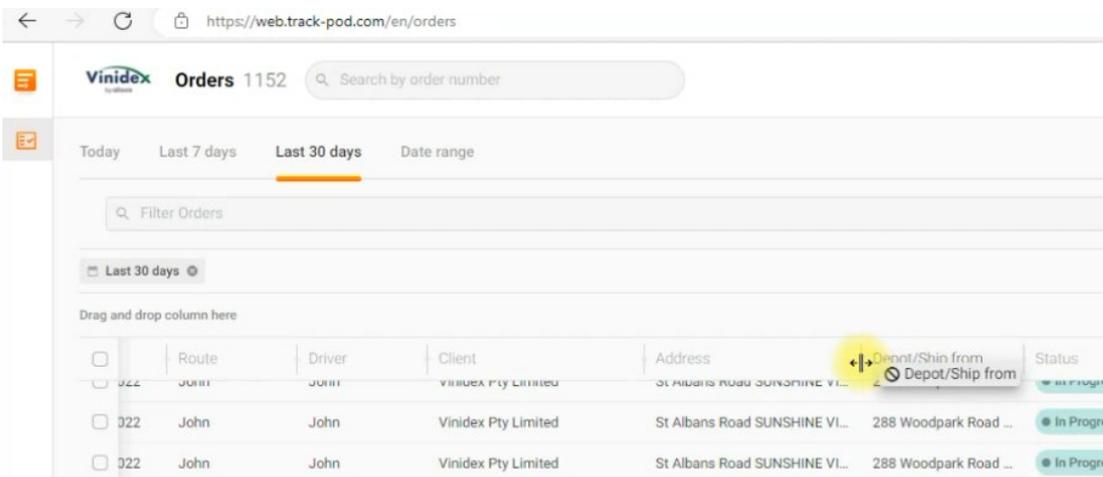
Each result can be collapsed or expanded as needed.

Make sure you grab the column by dragging and dropping the column to the group by sub bar under the dynamic filter box and hover until it shows the column name with a + symbol.

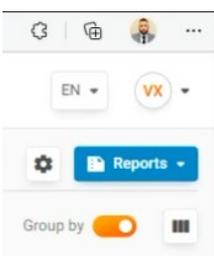


### Changing the view and adding and hiding fields

The analytics screen can be customized to your desire. You can expand column widths as well as reposition all columns displayed by dragging and dropping to the desired column positions. Next time you log in the position will stay the same as you previously set it.



To show and hide columns click on the column selection icon on the top right-hand side.



Shows as a black grid icon to the right of the group by toggle switch.

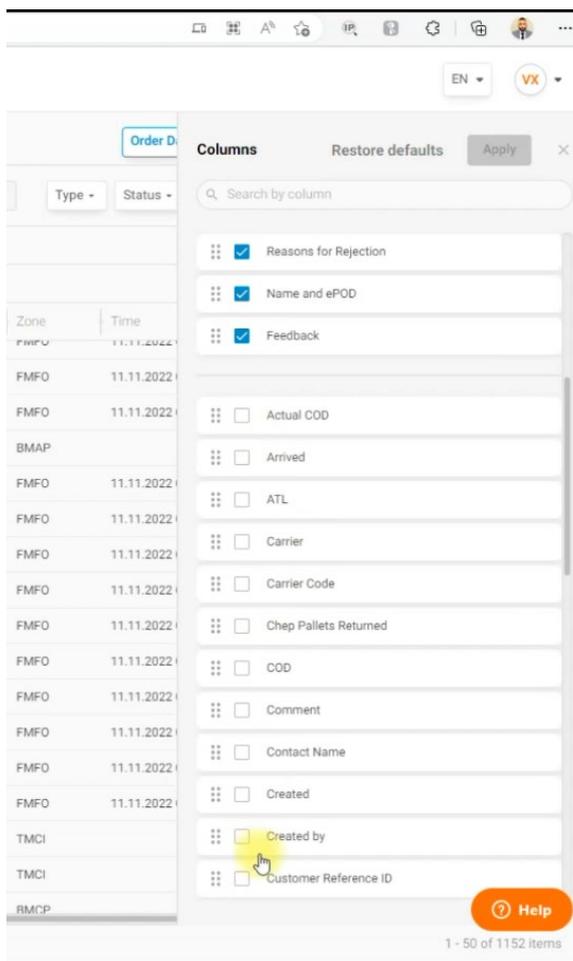
Once selected a list of fields will appear in a side banner.

The columns set to show will be on the top and have a blue tick box next to them

These can be reordered by dragging and dropping to a new order which can be reviewed and saved.

Under a break line is all the additional fields available to show if desired.

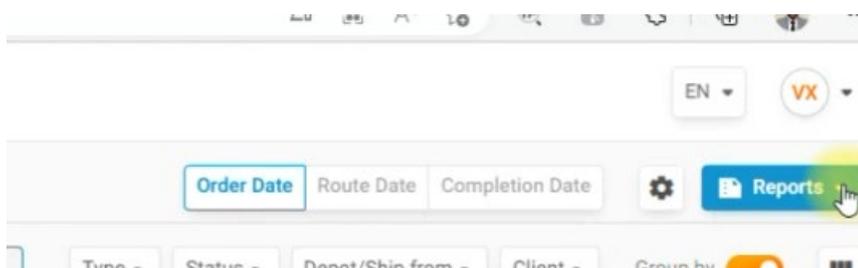
Vinidex recommends showing Customer Reference ID as this will be your purchase order number field.



Once fields are added remember to optimize their position on your screen to get the best out of your experience.

### Downloading data from the Analytics Page

Simply hit the reports icon and extract to excel.



## Actions

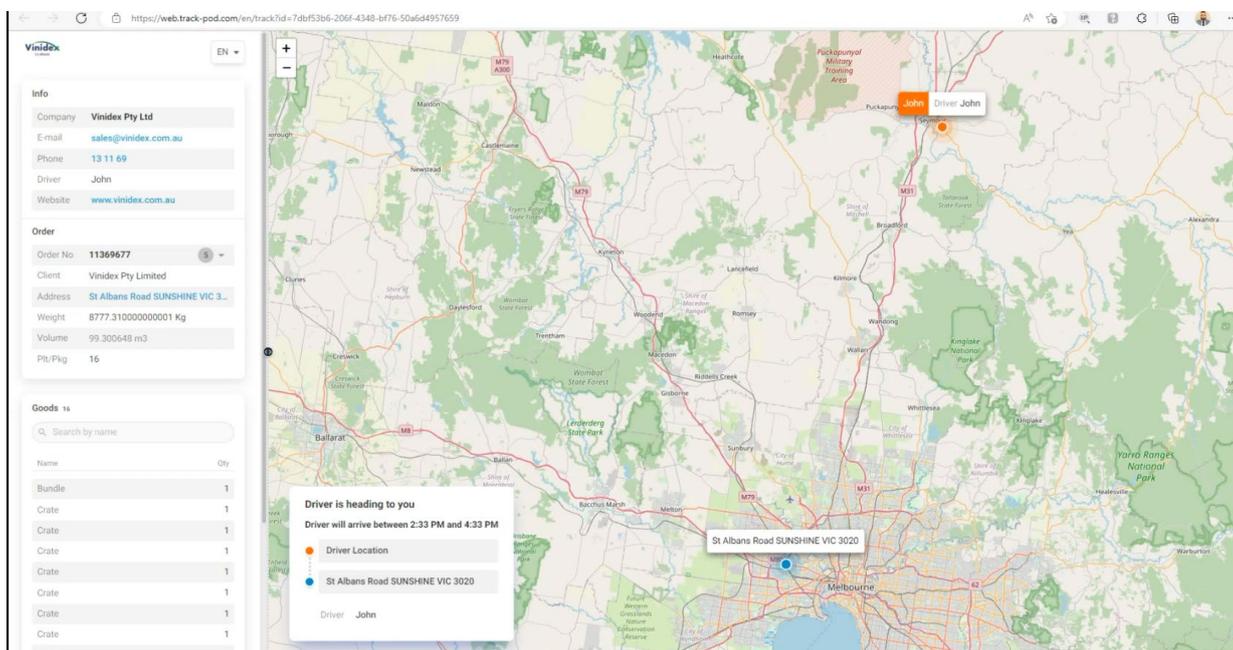
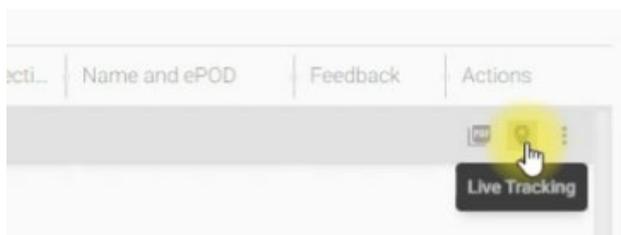
The point of finding the information you want is to either look at the current status, its history or download the POD document. We do this by scrolling right and looking in the actions area.

Actions have 3 icons

- ePOD to instantly download the POD document in pdf (For completed deliveries or collections)
- Live Tracking to see where the delivery vehicle is and attain ETA and position in delivery queue
- History to see all the details across 3 tabs on a right-hand side banner

Live tracking will bring up a delivery summary page where customers can leave feedback and review delivery details/photos and also download the POD accordingly.

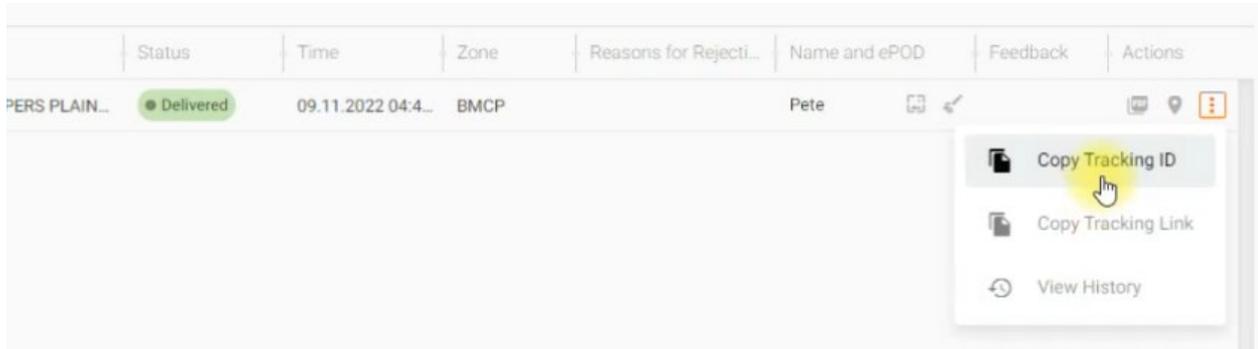
## Live Tracking



Shows the position of the vehicle in orange and the delivery destination in blue.

The white box in the map area shows position in the queue, driver name and ETA while the information on the left-hand side shows all order details and package details.

Clicking the 3-dot icon for more actions will show the following drop down

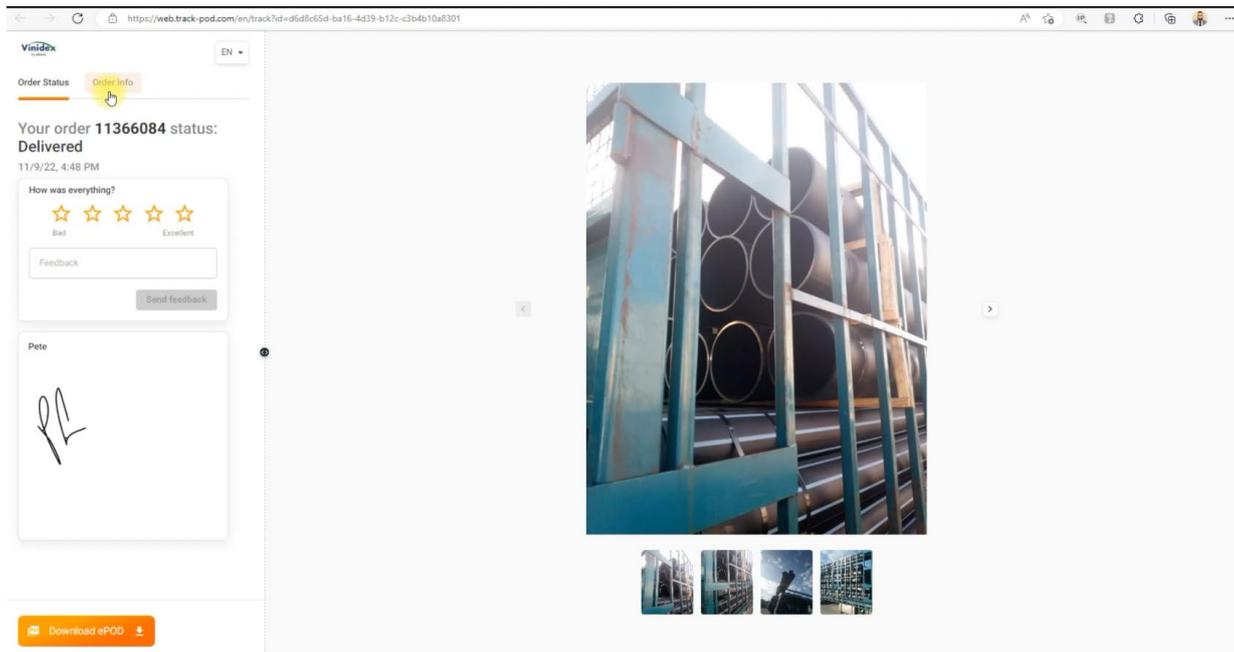


Copying the Tracking link or ID allows you to send that tracking link to anyone or as many people as you like to inform them of the progress and status of the delivery in question.

If you click live tracking on a completed delivery the web page view will change.

Give feedback by rating and leave comments

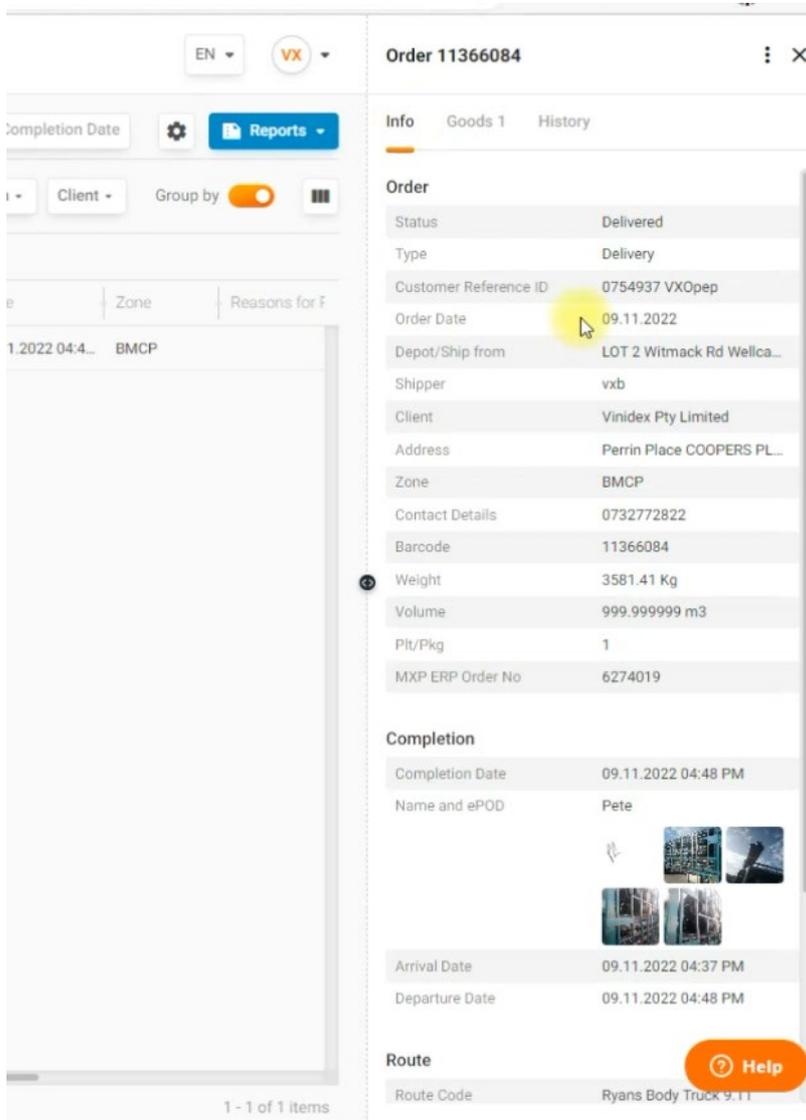
See sign on glass signature, receiver name, toggle through photos or download the POD



You can also review the order details on the Order Info Tab.

[Back on the Analytics Page](#)

Hitting View History under more actions shows all the order detail in a banner style for easy reference.



You can see order info, goods details meaning package info and history.

This is a very useful summary of the delivery record and often be the fastest way to retrieve the information you may have been looking for.

Get familiar with this particular feature as its most helpful.

### The POD Document

We capture a lot of information on our POD including all order information, terms and conditions and order acceptance, including any issues noted and specific delivery date and time stamp.

We capture the receivers name and signature as well as take photos and record the geolocation of where goods were delivered to. This means we have more than one validation method for assessing delivery events.



<https://www.vinidex.com.au>

### ePOD Delivery Notification

ph) 13 11 69  
e) sales@vinidex.com.au

Delivery Type: Delivery

**Customer Ship To:**  
Vinidex Pty Limited  
Perrin Place COOPERS PLAINS QLD 4108

**Shipped From:**  
Vinidex  
LOT 2 Witmack Rd Wellcamp QLD 4350

**Purchase Order No: 0754937 VXOpep**  
**Vinidex Delivery Reference (PPS): 11366084**  
**Vinidex Sales Order Reference (ERP): 6274019**

Delivery Comments:

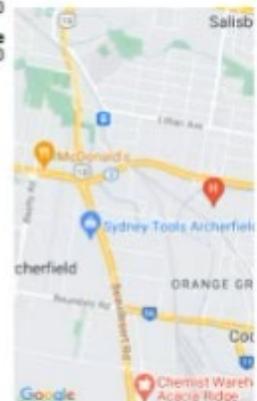
Delivery Date: 09.11.2022

Package Item #	Label Barcode	Package Type	Unit	Qty	Rejected	Reason for Rejection (Item)	Package Rejection Photo
1	00393237140064433791	Length	pcs.	1	0		

**Total Packages:** 1  
**Volume:** 999.999999  
**Weight:** 3581.41  
**Status:** Delivered

Authority to Leave (ATL): no  
Map location:

Latitude: -27.5606440  
Longitude : 153.0322400



**Delivery Time:** 09.11.2022 04:48 PM  
**Driver:** 284  
**Vehicle:** 284  
**Name:** Pete  
**Signature/Photo:**

PL



**Pallet Returns**  
Vinidex Pallets Returned  
Chep Pallets Returned  
Loscam Pallets Returned

**Reason for Order Level Rejection:**  
**Image evidencing Order Level Rejection:**

We practice social distancing and safe delivery practices, as such the term "ATL" (Authority to Leave) may be used with customer permission which allows the delivery to be made when no one is around or may at times on customer request sign on your behalf with the letters "CD" which stands for [Contactless Delivery]. Every attempt will be made to record the first and last name of the receiver.

**Vinidex Terms and Conditions**

Delivery of the Goods to the Customer or to such person (including a carrier) or destination nominated by the Customer and agreed by Vinidex, shall constitute both delivery to and receipt of the Goods by the Customer.

Returns will only be accepted if Vinidex is notified within 7 days and authorised by a Vinidex representative. A handling fee of 20% will be applied.

Please note non-stocked items, including made to order pipe and fittings, cannot be cancelled or returned.