

## Canadian LTL Online tracking for the Internet

# User's Manual



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## Introduction

Vitrac allows Vitran's customers to track their shipments anytime, anywhere. You can either type in www.vitran.com/vitrac or click on the Vitrac button on the left navigator bar and it will bring you to the following screen.

Currently, Vitrac consists of two components; online tracking and web reporting.

	Home   Careers   Anti-Spam Law   Français search
Vitran	ABOUT US ONLINE TOOLS FORMS SERVICE CENTRES FAQ NEWS CONTACT US
	VITRAC Home > Online Tools > Vitrac
Technology	To protect our valued customers, only <u>REGISTERED</u> customers will be allowed to report, view and print images or Proof of Delivery and Bill of Lading           Web Reporting           (For Registered Customer ONLY)
Pickup Request	On-Line Tracking On-Line Trac
Rate Calculator	Vitrac Registration
Vitrac	MARINE MARINE
Transit Time	To read Adobe Acrobat PDF files you will need the free Adobe Acrobat Reader from Adobe Systems Incorporated. <u>Click here</u> to download Adobe Acrobat
Density Calculation	Acobat"
Quick Claim	
Downloads	~
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#### **Online Tracking**

• Live shipment status and delivery verification with images of Proof of Delivery

#### Web Reporting

Web reporting allows you to create a customized management report to meet your specific needs

#### Vitrac Registration

• As a registered user, OnLine Tracking and Shipment Management Reporting are readily available at your fingertips



#### **Vitrac Registration**

In order to login to Vitrac, you will need to contact your local representative to set up account for you. Once account has been set up, you will receive a Web Account and Password from <u>Itl.cda.webmaster@vitran.com</u>.

1. You can click on **Vitrac** under **Online Tools** left navigator to go to Vitrac Registration page.

	Home   Careers   Anti-Spam Law   Français search
Vitran	ABOUT US ONLINE TOOLS FORMS SERVICE CENTRES FAQ NEWS CONTACT US
	VITRAC REGISTRATION Home > Online Tools > Vitrac > Vitrac Registration
Technology Pickup Request	VITRAC Canadian Li
Rate Calculator	VITRAC REGISTRATION New User To help you join our growing number of satisfied customers, please contact your account manager to register your company. As a registered customer, you will be able to track a shipment
Transit Time	by Pro Number, Pickup Date, Bill of Lading Number of Purchase Order Number. To protect our valued customers, only registered customers will be allowed to view and print images of Proof of Delivery or Bill of Lading.
Density Calculation	If you have received a web account and password from our sales representative, please <u>click here</u> to continue with registration.
Quick Claim	VITRAC HOME Web Reporting
Downloads	On-Line Tracking On-Line Trac



2. Click on 'Click here' link to continue with registration

Web Account		~
Password		
eMail Address	_	]
Language Preference	● English ○ French	
	Register	

Note: Various Vitrac functions require that you specify your e-mail address. For example, when requesting a shipment management report, the report will be e-mailed to that address. If you choose to leave the e-mail address blank, you can still use the tracking system, however, features that require an e-mail address will not function correctly.



In order to provide moderate security that is not cumbersome or difficult to use, Vitran has implemented a simple system employing 'cookies'. A cookie is simply a token (or customer ID) which is sent to your computer when you successfully log in to the form above using the account and password assigned to you in advance by our MIS department. On subsequent visits to our web site, your browser will send the cookie back in order to identify you so that you do not need to log in each and every time you visit our site.

Some notes about cookies:

1) Your browser will not send a cookie to any other web site other than the one that it came from.

2) The customer ID assigned is just a number. It has no significance to anyone other than Vitran's shipment tracking system.
3) Not all web browsers support cookies, although most popular browsers do. If your browser does not support cookies, or if you have disabled them, you must upgrade and/or enable cookies to use the shipment tracking facilities on this site.

4) If you will be accessing our tracking facilities from multiple computers, each computer needs a cookie, so you must register each computer separately.

5) You may find that changes you make to your system (for example installing a new web browser) will cause cookies to be deleted. If this occurs you will need to re-register.

6) Cookies will automatically expire 90 days after the last time you use our tracking facility. If you do not use the system for an extended length of time, you will need to re-register to acquire a valid cookie.

7) In order to prevent unauthorized access, three consecutive attempts to register with the incorrect password will disable your account. If you forget your password, or if you would like to have your password changed, please contact your account manager. Changing your password will invalidate all existing cookies.

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Online Tracking Registered users are able to track shipment by Pro Number, Pickup Date, Bill of Lading Number or Customer PO.

	Home   Careers   Anti-Spam Law   Français search
Vitran	ABOUT US ONLINE TOOLS FORMS SERVICE CENTRES FAQ NEWS CONTACT US
	VITRAC Home > Online Tools > Vitrac
Technology	Account Wheels International Pro Number Pickup Date YYYYMMDD
Pickup Request	Bill of Lading No. Customer PO
Rate Calculator	
<ul> <li>Vitrac</li> </ul>	Selection Criteria (Enter Only One)
Transit Time	Vitran employees can go <u>here</u> to choose an alternate web account to trace.
Density Calculation	ma page na ocen viace 23100 times ande 020001355.
Quick Claim	
Downloads	·
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If system has more than one record from your search, it will display the following screen below. Click on any of the Pickup Date, BOL Numbers or Customer PO to specify an ascending sort.

	Home   Careers   Anti-Spam Law   Français <mark>search 🔍 🔨</mark>
Vitran	ABOUT US ONLINE TOOLS FORMS SERVICE CENTRES FAQ NEWS CONTACT US
	VITRAC Home > Online Tools > Vitrac
Technology	Account : Forzani Group         Ordered by : Pickup Date + Consignee           Pro No.         Pickup Date Bill of Lading Customer PO Poslbs           78621383         20140601         4789862         5389569         1         0           78621384         20140601         4789848         5389586         87         897
Pickup Request	78621385         20140601         4789855         5389580         16         239           78621386         20140601         4789879         5389594         44         565           78621387         20140601         4789886         5389596         95         988
Rate Calculator	78621388         20140601         4789993         5389588         81         1073           78621389         20140601         4789909         5389584         43         416           78621390         20140601         4789916         5389575         14         135
<ul> <li>Vitrac</li> </ul>	Click on Pro Number to see shipment details. Click on Pickup Date, BOL Number or PO Number to change browse order.
Transit Time	BROWSE BACKWARDS BROWSE FORWARDS HELP
Density Calculation	
Quick Claim	
	~



When click on the Pro #, system will display shipment's details with images of Bill of Lading and Proof of Delivery.

		Home   Careers   Anti-Spam	Law   Français <mark>search</mark>	٩	^
Vitran	ABOUT US ON	ILINE TOOLS FORMS SERVI	CE CENTRES FAQ N	IEWS CONTACT US	
	VITRAC Home > Online Tools	> Vitrac			
	Pro Number	78621385	Weight / Pcs	239 lbs 16 Pcs	
	Customer PO No.	5389580	BOL Number	4789855	
Technology	Shipper	FGL SPORTS LTD. 10077 GRACE ROAD SURREY , BC			
Pickup Request	Consignee	SPORT CHEK #246 5771 Marine WAY UNIT # 60 BURNABY , BC	0		
	Pickup Date	Sun 01Jun2014			
Rate Calculator	Date Appt Made	Thu 29May2014 14:00	Appt Date Given	Wed 04Jun2014	
	Shipment Status	Delivered on Wed 04Jun2014		6.	
<ul> <li>Vitrac</li> </ul>	Document Images	POD (1 Pages / 43.5 Kb)	BOL (1 Pages / 92	.4 Kb)	
Transit Time	NEV	V SEARCH HELP	Adobe	leader	
Density Calculation					
Quick Claim					
Downloads					~
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For the user who do not have web account. They can still able to track shipment by pro number.





Information will still display to customer, however, they will not be able to view the images.

		Home   Careers   An	ti-Spam Law   Français searc	h Q
Vitran	ABOUT US ONLIN	NE TOOLS FORMS	SERVICE CENTRES FAQ	NEWS CONTACT US
	VITRAC Home > Online Tools >	Vitrac		
	Pro Number	76750839	Weight / Pcs	600 lbs 1 Pcs
	Customer PO No	n/a	BOL Number	n/a
Technology	Shipper	ABC CORK CO 653 WILTON ( LONDON , ON	GROVE RD, W.	1.00
Pickup Request	Consignee	POLAR BAY W 254 DUNDAS WATERDOWN	INES STREET , ON	
	Pickup Date	Thu 07Nov201	.3	
Rate Calculator	Shipment Status	Delivered on 1 Arrived 12:53 Signed By DA	Tue 12Nov2013 2PM Departed 01:13PM AVE	
Vitrac		is Pro does not appear	to be a Forzani Group shipr	nent.
Transit Time	NEW S	EARCH H	LP Adobe	Reader
Density Calculation				
Quick Claim				
Downloads				
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Web Reporting There are 3 options under Web Reporting, which are Info Mail, Shipment Management Report and Web Scheduler.

	Home   Careers   Anti-Spam Law   Français search
Vitran	ABOUT US ONLINE TOOLS FORMS SERVICE CENTRES FAQ NEWS CONTACT US
	WEB REPORTING Home > Online Tools > Vitrac > Web Reporting
Technology Pickup Request	Canadian LT
Rate Calculator	WEB REPORTING
Vitrac Transit Time	Info Mail is used to automatically email notifications of deliveries as they occur. Customers can optionally have proof of delivery document images emailed to them as well
Density Calculation	
Quick Claim	The <u>Shipment Management Report</u> lists the status of all or selected shipments that you have with Vitran. This report is highly customizable and can be tailored to suit a variety of customer requirements.
Downloads	
	Use Vitran's Web Scheduler to manage your scheduled reports. You can cancel reports, modify report parameters, run reports using saved parameters and view report history.
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### InfoMail

Email notification for pickup and delivery
Document Images checkbox allows you to choose which image you want along with the delivery notification

• The Reference number you enter can be a Bill of Lading Number, a Purchase Order Number, or a Vitran Pro Number.

		RAC > Online Tools > Vitrac		
Technology	Account Mail To	Forzani Group june.yuen@vitran.com		
recimology	each item that the item and	ection if you would like to be notified auto it you wish to receive. If you are currently click the submit button.	receiving an item, and no longe	r shipments change. Check r wish to receive it, uncheck
Pickup Request		Pickup notifications for all shipme     Delivery notifications for all shippe	ints	
Rate Calculator		<ul> <li>Proof of delivery document image</li> <li>Bill of lading document images for</li> </ul>	es for all shipments r all shipments	
✓ Vitrac		<ul> <li>Exception reports for</li> <li>all late shipments, or</li> <li>ank late shipments that have</li> </ul>	a requested delivery data	
Transit Time	NEW	<ul> <li>Vity face simplifients that have</li></ul>	ion report in XLS format (Default	is PDF
Density Calculation	Fill out this se the shipment anything app	ection if you only wish to receive notificati is delivered, and you will receive the Proc ears in this section, the previous section w	ons for specific shipments. You w of of Deliver document image as vill be ignored	vill be notified by email when soon as it is available. If
Quick Claim		Reference Type Vitran Pro Number Vitran Pro Number V	Reference Type	
Downloads		Vitran Pro Number Vitran Pro Number V		
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#### **Shipment Management Report**

Shipment Management Report list the status of All or selected shipments that you have with Vitran. The report is highly customizable and can be tailored to suit a variety of customer requirements.

During Dickup       Date         2014050 NULINE TOOLS FORMS SERVICE CENTRES FAD NEWS CONTACT US         VIERAC         Inding Date         201406001         YVYYMMDD         Ending Date         201400601         YVYYMMDD         Ending Date         201400601         YVYYMMDD         Ending Date         201400703         YVYYMMDD         Origin Province or State         All Points         Vitrac         File Format         Email Report To         June-yuen@vitran.com         Density Calculation         Ovick Claim         Quick Claim         Downloads         Downloads	Pickup Request       Virran Account       Forzani Group         Pickup Request       Virran Mccount       Porzani Group         Pickup Request       All Points       YvrYMMDD         Rate Calculator       Filter       None Vontains the Phrase       Image Pointe To Vontains the Phrase         Vitrac       Filter       None Vontains the Phrase       Image Pointe Pointe To Vontains the Phrase         Transit Time       Image Vontains the Intraction None City Vonte State Provide To Vitran Provide Vitran Com       Image Vontains the Phrase       Image Vontains the Phrase         Quick Claim       Vitrac       Email Report To Vitra Provide Vitran Com       Image Vontains the Phrase       Image Vontains the Phrase         Density Calculation       Induge       Inglish French       Image Vontains the Phrase       Image Vontains the Phrase         Quick Claim       Vitran Prov#       Shipper Information Name City Vonte City Street State/Prov       Image Vontains the Phrase         Downloads       State Schedule to schedule automated reports for daily, weekly or monthly delivers Please citk the Help Icon for help with selecting parameters.         Downloads       State Schedule to schedule automated reports for daily, weekly or monthly delivers Please citk the Help Icon for help with selecting parameters.			Home   Careers   Anti-Spam Law   Français <mark>search</mark>	Q
Technology       Vitra Account       Forzani Group         Pickup Request       Origin Province or State       20140701         Pickup Request       Destination Province or State       All Points         Rate Calculator       Filter       None       Contains the Phrase         Vitrac       File Format       Printed Report (PDF)       Vitran.com         Transit Time       When requesting spreadsheet data (XLS or CSV) use the options below to specify which items to include in the table. These options are ignored for PDF reports         Quick Claim       Vitran Pro#       Shipper Information       Name       City Street       State/Prov         Downloads       Select Schedule to schedule automated reports for daily, weekly or monthly delivery Please click the Help icon for help with selecting parameters.	DITREC         Technology       Vitran Account       Forcani Group         Starting Pickup Date       20140601       YVYYMMDD         Pickup Request       Dragin Province or State       All Points         Pickup Request       Destination Province or State       All Points         Rate Calculator       Filter       None       Contains the Phrase         Vitrac       File Format       Printed Report (PDF)       V         Vitrac       File Format       Printed Report (PDF)       V         Transit Time       When requesting spreadsheet data (XLS or CSV) use the options below to specify which items to include in the table. These options are ignored for PDF reports         Density Calculation       Vitran Pro#       Shipper Information Name _ City _ Street _ State/Prov _         Quick Claim       Outer PO#       Transit Information PU & Del Dates _ Appt Dates _ Weight/Pcs _ As Weight         Downloads       Select Schedule to schedule automated reports for daily, weekly or monthly delivery Please click the Help icon for help with selecting parameters.         This page has been visited 17601 This page has been visited 02Dec1999	Vitran	ABOUT US ONL	INE TOOLS FORMS SERVICE CENTRES FAQ NEWS	CONTACT US
Technology       Vitran Account       Forzanil Group         Starting [Pickup ] Date       20140703       YYYYMMDD         Ending Date       20140703       YYYYMMDD         Origin Province or State       All Points       Include         Destination Province or State       All Points       Include         Rate Calculator       Filter       None        Contains the Phrase         Vitrac       File Format       Printed Report (PDF)       Include         File Format       Printed Report (PDF)       Include       Include         Transit Time       Language       English       French         Optick Clainn       Vitran Pro#       Shipper Information Name       City       State/Prov         Quick Clainn       Vitran Pro#       Shipper Information Name       City       State/Prov       As Weight/Pcs       As Weight/Pcs         Downloads       Subpert I RESET       SCHEDULE       Subpert I formation Prof timediately.       Select Submit to run the report immediately.         Select Submit to run the report immediately.       Select Submit to run the report immediately.       Select Submit to run the report immediately.         Transit Time       Select Submit to run the report immediately.       Select Submit to run the report immediately.         Downloads       Select S	Technology       Vitran Account       Forzani Group         Starting Pickup Date       20140601       YYYMMDD         Ending Date       20140703       YYYMMDD         Pickup Request       Origin Province or State       All Points       Image: Constant Co		VITRAC Home > Online Tools >	- Vitrac	
Pickup Request       Origin Province or State       All Points         Pestination Province or State       All Points         Rate Calculator       Include       All Shipments         Filter       None       Contains the Phrase         Sort By       Origin City       Image: Contains the Phrase         Vitrac       File Format       Printed Report (PDF)       Image: Contains the Phrase         Transit Time       Language       English       French         Density Calculation       When requesting spreadsheet data (XLS or CSV) use the options below to specify which items to include in the table. These options are ignored for PDF reports         Quick Claim       Vitran Pro#       Shipper Information       Name       City       Street       As Weight/Prov         Downloads       Select Schedule to schedule automated reports for daily, weekly or monthly delivery Please click the Help icon for help with selecting parameters.	Pickup Request       Origin Province or State       All Points       Image: Containable Province or State         Rate Calculator       Include       All Shipments       Image: Containable Private Report (PDE)         Rate Calculator       Filter       None       Contains the Phrase         Vitrac       Filte Format       Printed Report (PDE)       Image: Printed Report (PDE)       Image: Printed Report (PDE)         Transit Time       Language       Image: Printed Report (PDE)       Image: Printed Report (PDE)       Image: Printed Report (PDE)         Density Calculation       Language       Image: Printed Report (PDE)       Image: Printed Report (PDE)       Image: Printed Report (PDE)         Quick Claim       When requesting spreadsheet data (XLS or CSV) use the options below to specify which items to include in the table. These options are ignored for PDE reports       Image: PDE         Quick Claim       Vitran Pro#       Shipper Information       Name       City    Street    State/Prov            Downloads       Select Submit To run the reports for daily, weekly or monthly delivery Please click the Help icon for help with selecting parameters.       Select Schedule to schedule automated reports for daily, weekly or monthly delivery Please click the Help icon for help with selecting parameters.	Technology	Vitran Account F Starting Pickup V Date Ending Date	YYYYMMDD           20140601         YYYYMMDD           20140703         YYYYMMDD	
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Vitrac       File Format       Printed Report (PDF)       V         Imail Report To       june.yuen@vitran.com       Vitran.com         Imail Report To       june.yuen@vitran.com       Vitran.com         Imail Report To       Emails Printed Report (PDF)       V         Imail Report To       june.yuen@vitran.com       Vitran.com         Imail Report To       Emails Printed Report (PDF)       Vitran.com         Imail Report To       Emails Printed Report (PDF)       Vitran.com         Imail Report To       Emails Printed Report (PDF)       Vitran.com         Imail Report To       Emails Report To       Emails Printed Report (PDF)       Vitran.com         Imail Report To       Emails Report To       Emails Printed Report (PDF)       Vitran.com         Imail Report To       Emails Report To       Emails Printed Report (PDF)       Vitran.com         Imail Calculation       Vitran Pro#       Shipper Information       Name City Street State/Prov       State/Prov         Quick Claim       Imail Cating#       Consignee Information       Name City Street State/Prov       As Weight/Pcs       As Weight/Pcs         Downloads       Select Submit to run the report immediately.       Select Submit to run the report immediately.       Select Schedule to schedule automated reports for daily, weekly or monthly delivery Please click	Vitrac       File Format       Printed Report (PDF)       V         Email Report To       june.yuen@vitran.com       FILE         Irransit Time       Language       © English   French         Density Calculation       When requesting spreadsheet data (XLS or CSV) use the options below to specify which items to include in the table. These options are ignored for PDF reports         Density Calculation       Vitran Pro#       Shipper Information       Name   City   Street   State/Prov           Quick Claim       Customer PO#       Transit Information       Name   City   Street   State/Prov           Downloads       Select Submit to run the report immediately.         Select Submit to run the report immediately.         Select Schedule to schedule automated reports for daily, weekly or monthly delivery Please click the Help icon for help with selecting parameters.         This page has been visited 17601 This page has been visited 02Dec1999	Rate Calculator	Filter Sort By	None Contains the Phrase	
Transit Time       Language <ul> <li>English</li> <li>French</li> </ul> Density Calculation       When requesting spreadsheet data (XLS or CSV) use the options below to specify which items to include in the table. These options are ignored for PDF reports         Quick Claim       Vitran Pro#       Shipper Information       Name       City       Street       State/Prov           Quick Claim       Bill of Lading#       Consignee Information       Name       City       Street       State/Prov           Downloads       Submit of run the report immediately.       Select Submit to run the report immediately.       Select Submit to run the report is of adaily, weekly or monthly delivery Please click the Help icon for help with selecting parameters.         This page has been visited 17601 This page has been visited 02Dec1999	Transit Time       Language          English         French          Density Calculation       When requesting spreadsheet data (XLS or CSV) use the options below to specify which items to include in the table. These options are ignored for PDF reports          Quick Claim       Vitran Pro#       Shipper Information       Name       City       Street       State/Prov         Quick Claim       Customer PO#       Transit Information       Name       City       Street       State/Prov       Street       As Weight/Pcs       As Weight/         Downloads       Submit       RESET       SCHEDULE       Select Submit to run the report immediately.       Select Submit to run the reports for daily, weekly or monthly delivery Please click the Help icon for help with selecting parameters.         This page has been visited 17601 This page has been visited 02Dec1999       This page has been visited 17601 This page has been visited 02Dec1999	Vitrac	File Format Email Report To	Printed Report (PDF)	
Density Calculation       Which items to include in the table. These options are ignored for DP reports         Which items to include in the table. These options are ignored for DP reports         Quick Claim       Vitran Pro#         Bill of Lading#       Consignee Information Name       City         Quick Claim       Customer PO#       Transit Information         Downloads       Submit to run the report immediately.         Select Submit to run the report is parameters.         This page has been visited 17601 This page has been visited 02Dec1999	Density Calculation       Which items to include in the table. These options are ignored for PDP reports         Which items to include in the table. These options are ignored for PDP reports         Quick Claim       Shipper Information         Quick Claim       Consignee Information         Downloads       SUBMIT         RESET       SCHEDULE         Select Submit to run the report immediately.         Select Schedule to schedule automated reports for daily, weekly or monthly delivery         Please click the Help icon for help with selecting parameters.         This page has been visited 17601 This page has been visited 02Dec1999	Transit Time	Language () When requesting	● English ○ French spreadsheet data (XLS or CSV) use the options bel/	ow to specify
Quick Claim       Bill of Lading#       Consignee Information Name Cuty Street State/Provid         Quick Claim       Customer PO#       Transit Information       P/U & Del Dates       Appt Dates       Weight/Pcs       As Weight [         Downloads       Select Submit to run the report immediately.       Select Schedule to schedule automated reports for daily, weekly or monthly delivery         Please click the Help icon for help with selecting parameters.         This page has been visited 17601 This page has been visited 02Dec1999	Quick Claim       Bill of Lading#       Consignee Information Name Cuty Street State/Prov C         Quick Claim       Customer PO#       Transit Information       P/U & Del Dates       Appt Dates       Weight/Pcs As Weight [         Downloads       Select Submit to run the report immediately.         Select Schedule automated reports for daily, weekly or monthly delivery         Please click the Help icon for help with selecting parameters.         This page has been visited 17601 This page has been visited 02Dec1999	Density Calculation	Vitran Pro# 5	Shipper Information Name City Street State/	
Substit         Reset         Schedule           Downloads         Select Submit to run the reports for daily, weekly or monthly delivery Select Schedule automated reports for daily, weekly or monthly delivery Please click the Help icon for help with selecting parameters.           This page has been visited 17601 This page has been visited 02Dec1999	SUBNIT         RESET         SCHEDULE           Downloads         Select Submit to run the report immediately.         Select Schedule automated reports for daily, weekly or monthly delivery Please click the Help icon for help with selecting parameters.           This page has been visited 17601 This page has been visited 02Dec1999	Quick Claim	Customer PO# T	insignee Information Name     City     Street     State/       iransit Information     P/U & Del Dates     Appt Dates	Weight/Pcs 🗌 As Weight 🗌
This page has been visited 17601 This page has been visited 02Dec1999	This page has been visited <b>17601</b> This page has been visited <b>02Dec1999</b>	Downloads	Select <b>Schedule</b> to Please of	SUBMIN RESEN SCHEDULE Select Submit to run the report immediately. schedule automated reports for daily, weekly or m lick the Help icon for help with selecting paramete	onthly delivery rs.
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- **Starting** and **Ending Dates** is the range of dates to be included in the report. You can select a range of Pickup, Delivery or Appointment dates by changing the Data Type.
- By Default, all Shipments are selected under Origin and Destination State or Province.
- The **Include** parameter is used to further restrict the report to only include shipments of interest.
- Use the 'Sort By' option to select the order in which the shipments will appear on the report.
- The Shipment Management Report can be generated in (1) PDF, (2)
   XLS/Microsoft Excel, or (3) CSV/Comma separated Variable format
- Once you click on the Submit button, the report will be created immediately. The 'Schedule' button gives you the option to schedule the report to run automatically daily, weekly or monthly intervals.

You can choose to have the report run **automatically** at predetermined intervals, or you can simply save your parameters in order to save time when **manually** running the report in the future.

	Home   Careers   Anti-Spam Law   Français <mark>search</mark>	
Vitran	ABOUT US ONLINE TOOLS FORMS SERVICE CENTRES FAQ NEWS CONTACT US	
	VITRAC Home > Online Tools > Vitrac	
Technology	Vitran Account         Forzani Group           Origin / Destination From Trom To All Points         Include           Include         All Shipments           Sort By         Origin City	
Pickup Request	Email Report To june-yuen@vitran.com Language English	
Rate Calculator	You have elected to schedule a report for automated delivery. It is nessessary to refine the range Delivery dates to be included in the report so that the report will generate the correct information time it is run. You can select from one of several predefined Delivery date ranges, or if you select	of at the a speci
Vitrac	generated Delivery Please note that any Delivery dates refered to below are relative to the Deliver which the report is created. Also, please be sure to assign an appropriate description to all reports description will appear at the top of each page when the report is printed and will be the subject li	y date The ine for
Transit Time	email messages.	
Density Calculation	Report Duration The Current Date  OR No. of Days	
Quick Claim	Scheduled Date Every Day (Mon to Fri) V Scheduled Time 06:00 AM V	

- The **Description** will appear as the subject line of the email message, and is used to identify the report in Vitrac's Web Scheduler
- You must specify a range of dates which is relative to the date on which the report is run. You can choose from one of the predefined date range or you can specify a specific number of days.
- The Scheduled Date parameter specifies on which days the report will be running. The choices are mostly self explanatory. One of the choices (Don't Schedule – Save only) does not schedule the job to run repeatedly. 15 But instead simply stores your selections in the Web Scheduler's database.
- This allows you to use the **Web Scheduler** to trigger the report manually at an arbitrary time without having to **reenter** all the report parameter.
- **Scheduled Time**' allow you to choose one of the specified times for the report to run
- Once you click on the **Schedule** button, your scheduled job should appear in the Web Scheduler.



#### **Web Scheduler**

Use Vitran's Web Scheduler to manage your scheduled reports. You can cancel reports, modify report parameters, and run reports using saved parameters and view report history

Vitrac Ma	nage Scheduled Reports
Account	A L Draft Tech
email Address	margareth.lley@ALD.com
Shipment N	Run Now Edit Job
S	how History Delete Job
Vitu	rac Home Vitran Home Page

- All the reports you have scheduled will appear on the drop down menu · You can cancel reports, modify report parameters, and run reports using saved parameters and view report history.
- We keep the history of your scheduled reports for **14 days** and you can click on the link to retrieves your reports in real time.