



# GLA SCM V.2021.4

## USER MANUAL

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This documentation is a user manual. The documentation describes the structure and explains the functions as well as the operation of the CargoSoft Supply Chain Management (SCM) solution CargoSoft GLA (Global Logistics Access). The focus of this documentation is on the general part of GLA SCM.

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1.1		AJU	07.11.18	Corrections and formatting
1.2		HSC	12.11.18	Adaptation Event Type Groups
1.3		SBI	06.11.19	Corrections and formatting
1.4		SBI	16.11.21	Various updates

## 1. Introduction

This document serves as documentation and training material for setting up the CargoSoft **Standard GLA SCM** from version 2021.4. It explains the basic assumptions and interrelationships, as well as the concrete setup of various functions in the GLA SCM. The screenshots shown are examples from various systems, which only serve as illustrations and therefore do not represent every business case\*).

The focus should be on the general structure and master data and not on specific use cases.

\*)Some illustrations and facilities represent special functions that are only displayed and work after a separate activation by CargoSoft.

## 2. General and administration

This chapter first explains the basic structures and some basic steps of the GLA SCM.

### 2.1. Browser

The CargoSoft GLA SCM is web-based. This means that no application is stored on the computer, but the system is accessible via the internet. All common **browsers** are supported. These include, for example, Microsoft Edge (© 2021 Microsoft Corporation), Google Chrome (© 2021 Google) OR Mozilla Firefox (© Mozilla Foundation).

### 2.2. Login

The **login to** the system is done with the help of username and password. There is the possibility of personal access (user per person) or company-wide user (see chapter 5.4.1).

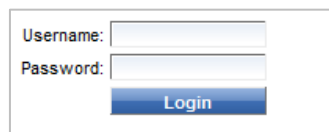


Illustration 1 Login mask GLA SCM

### 2.3. Logout

The **logout** takes place either automatically after a certain period of inactivity, or via the logout in the title bar.

This ends the current session and a new one must be started by logging in. Data that was not saved before the logout is lost.



Figure 2: Logout

The time until the **automatic** logout can be configured. On the System Settings tab in the System menu, you can search for the following function: MAX\_INACTIVE\_SESSION\_TIME. The desired time in minutes can then be entered there. The default setting is 30 minutes.

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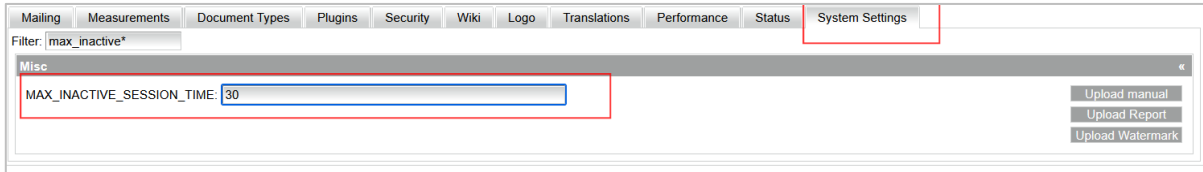


Figure 3 Setting the automatic logout

## 2.4. Rights concept

Users have **roles** (User Roles), roles have **function groups** (Function Groups), function groups have **rights** (Access Rights). The GLA SCM is structured in such a way that **each function has a right**. The aim is that not every user can see everything, but that he or she gets a customised view. In addition, the user cannot use all functions, but only those that have been assigned to him.

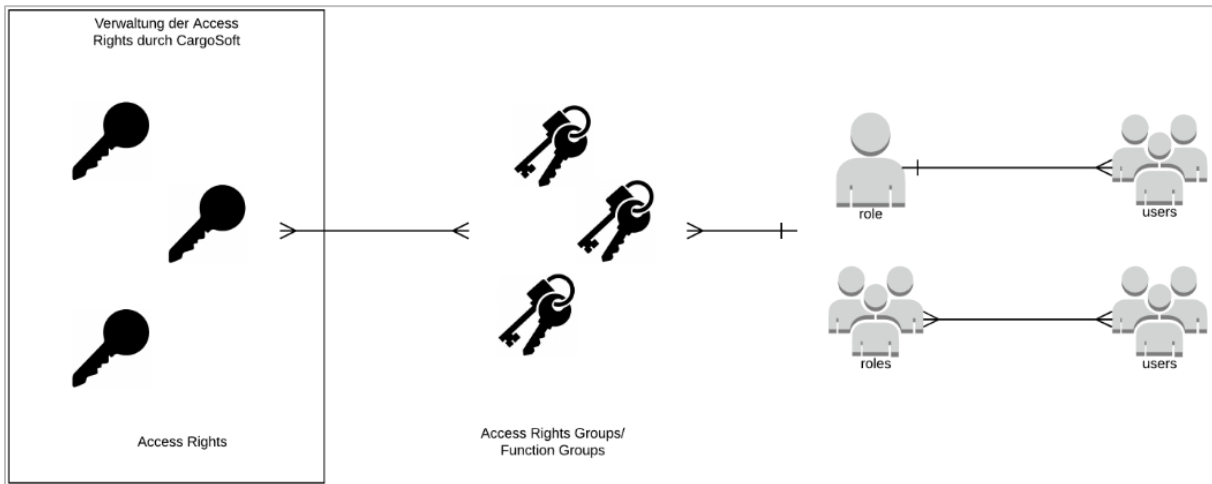


Figure 4 Rights concept

For example, there is the right to see a button. However, this button has several rights, such as clicking this button. The **rights** cannot be seen by the customer and are managed by CargoSoft. These rights are combined into **function groups**. These function groups are assigned to **roles**. The assignment is made individually by the customer. Roles are therefore groups of authorisations for different functions in the GLA SCM. These roles are assigned to the **users** when the users are created. The users can only use the rights that have been assigned to their role or roles via the function groups contained in the respective role.

### Example:

In the eShipment module there is a button called "New". This button is only there if the user has been assigned the role that holds the function group with permission to see the eShipment module and this button.



Figure 5 Example Access Rights

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The more precise structure and the resulting conditions are explained in more detail in chapter 5.3 in more detail.

## 2.5. Structure of the screen

The structure of the screen depends on the rights assigned. A user therefore only sees what he or she has the right (or rights) for via the function group(s).

On the **left side of** the screen is the **main menu where** the user can navigate through the system. Depending on the rights and roles (see chapter 5.3) the user can see more or less menu items (**SCM** = GLA Module; **Masterdata** = Master Data; **Administration** = System Settings). This bar can also be hidden by clicking on "**Hide Menu**" and shown again by clicking on "**Show Menu**".

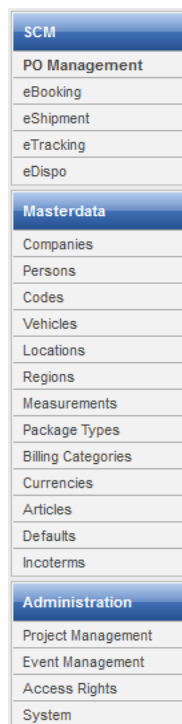


Illustration 6 Structure of the main menu

The **right-hand side** contains **tasks, information** (chat notifications) for the user and information about the **system**. This includes, for example, the CargoSoft version number or when the last update of the system took place. The information that can be seen there is again controlled by rights. By clicking on "**Hide Sidebar**", this bar can also be hidden (or shown again).

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Search Hide sidebar

Tasks (0) »

Infos (0) »

System «

Version: 2021.4

Build: 1269-DEV

Date: 16/11/21 12:55:56

Richfaces: 3.3.4.Final

WildFly Full: 19.1.0.Final

Java: 11.0.7

OS: Linux version 2.6.3

Memory used: 40.6%

4 Users Online

[Check Response Time](#)

[Show JSPs](#)

Illustration 7: Sidebar

The **middle** section of the page contains the **contents of the system**. This includes searches, their results and detail pages. Depending on the module, the contents look different, but they follow a general logic. The **search fields** can always be found on the **left-hand side** (see red box) of the screen. Figure 8 red box) of the screen, **search results are always** found on the **bottom** side (see Figure 8 green box), the **action buttons** are on the **right side** (see Figure 8).

Creation date	Export forwarder	Import forwarder	Customer	Incoterms	Incoterms location	Number of items	PO No.	Order date	POD	POC	Status	Supplier
21/06/2018 11:45			Cometall Meister GmbH	FOB	...	1	0744950	07/07/2017 00:00:00.000	ROTTERDAM	Ningbo-Zhoushan	...	METALWELL MACHINERY&TOOLSCOLD
21/06/2018 11:45			Cometall Meister GmbH	FOB	...	1	0768892	11/05/2018 00:00:00.000	Hamburg	Ningbo-Zhoushan	...	BESTLUCK ENTERPRISE LIMITED
21/06/2018 11:45			Cometall Meister GmbH	FOB	...	1	0763842	29/01/2018 00:00:00.000	ROTTERDAM	PARANAGUA	...	MADHOUSE-PAZA
13/09/2017 14:27			HJS_DUS	FOB	...	2	Fgendline_PO1	13/09/2017			...	Schryver TransportesLogistica SA de CV
21/06/2018 11:45			Cometall Meister GmbH	FOB	...	1	0743307	20/06/2017 00:00:00.000		Ningbo-Zhoushan	...	METALWELL MACHINERY&TOOLSCOLD
23/11/2017 09:31	Schryver Luftfracht GmbH		Autoldier Ecuador S.A. RUC 1792421772001	FCA	...	28	9998291	16/08/2017 00:00:00.000			...	Daimler AG
21/06/2018 11:45			Cometall Meister GmbH	FOB	...	1	0744948	07/07/2017 00:00:00.000	ROTTERDAM	Ningbo-Zhoushan	...	METALWELL MACHINERY&TOOLSCOLD
19/01/2018 14:41	Schryver Luftfracht GmbH		Autoldier Ecuador S.A. RUC 1792421772001	FCA	...	11	2149531	30/05/2017 00:00:00.000	Quito, Ecuador	Frankfurt am Main	...	Daimler AG
21/06/2018 11:45			Cometall Meister GmbH	FOB	...	1	0747126	31/07/2017 00:00:00.000	ROTTERDAM		...	ZHEJIANG APEX TOOLS CO. LTD.
21/06/2018 11:45			Cometall Meister GmbH	FOB	...	1	0768168	23/03/2018 00:00:00.000	ROTTERDAM		...	XUANCHENG LONGHUA ELECTRON CO.
24/04/2018 08:41	Schryver Luftfracht GmbH		Autoldier Ecuador S.A. RUC 1792421772001	FCA	...	3	4524641	17/04/2018 00:00:00.000	Quito, Ecuador	Frankfurt am Main	...	Daimler AG
24/04/2018 08:41	Schryver Luftfracht GmbH		Autoldier Ecuador S.A. RUC 1792421772001	FCA	...	2	4527321	18/04/2018 00:00:00.000	Quito, Ecuador	Frankfurt am Main	...	Daimler AG
21/06/2018 11:45			Cometall Meister GmbH	FOB	...	1	0743304	20/06/2017 00:00:00.000	Hamburg		...	METALWELL MACHINERY&TOOLSCOLD
21/06/2018 11:45			Cometall Meister GmbH	FOB	...	1	0760059	27/02/2018 00:00:00.000	ROTTERDAM	PARANAGUA	...	MADHOUSE-PAZA
24/09/2018 08:20			Hydac Accessories GmbH	FOB	...	1	123456	24/09/2018			...	Ningdong Mite Industrial Limited
21/06/2018 11:45			Cometall Meister GmbH	FOB	...	1	0747134	31/07/2017 00:00:00.000	ROTTERDAM		...	ASIA SMILE LTD
21/06/2018 11:45			Cometall Meister GmbH	FOB	...	1	0768891	11/05/2018 00:00:00.000	Hamburg	Ningbo-Zhoushan	...	BESTLUCK ENTERPRISE LIMITED
20/11/2017 11:17	Schryver Luftfracht GmbH		Autoldier Ecuador S.A. RUC 1792421772001	FCA	...	7	9941721	10/05/2017 00:00:00.000	Quito, Ecuador	Frankfurt am Main	...	Daimler AG

Figure 8 Example: Structure of the search results

Header

Suchmaske

Suchergebnisse

Sidebar

Menu

Illustration 9: Web view complete

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## 2.6. Entries, searches and search masks

This chapter describes the possible **input and search fields** and the **search templates** used in the GLA SCM.

### 2.6.1. Input and search fields

In the GLA SCM, entries and searches can be made in different ways. There are five different types of input fields:

1. *Dropdown*
2. *Date fields*
3. *Suggestboxes*
4. *Checkboxes*
5. *Text fields*

Possible inputs are suggested in a **dropdown**. This method is particularly suitable if there are only a few fixed input options, such as the possible status.

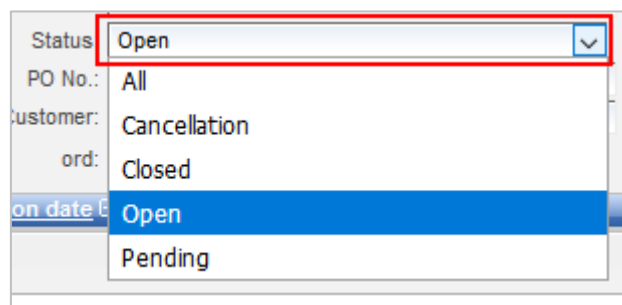


Figure 10: Dropdown

In **date fields**, a specific day can be selected within a calendar view. Either use the calendar or enter the date format in the field. In addition, a time can be added, but this is not mandatory. For the current date, "Today" (today's date 12:00) can be selected. Either only the date or the date and time can be entered. The format of the information depends on the set translation.

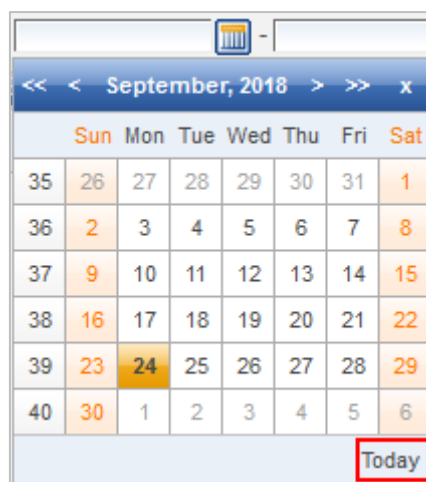


Figure 11: Date field

In **Suggest boxes**, only certain entries are displayed. You can either select the desired value from the list of suggestions (see Figure 12) or narrow down the selection by entering a text in

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the box. These **suggest boxes** are used to narrow down a large set of possible answers. The search for entries can be narrowed down after entering at least two characters.

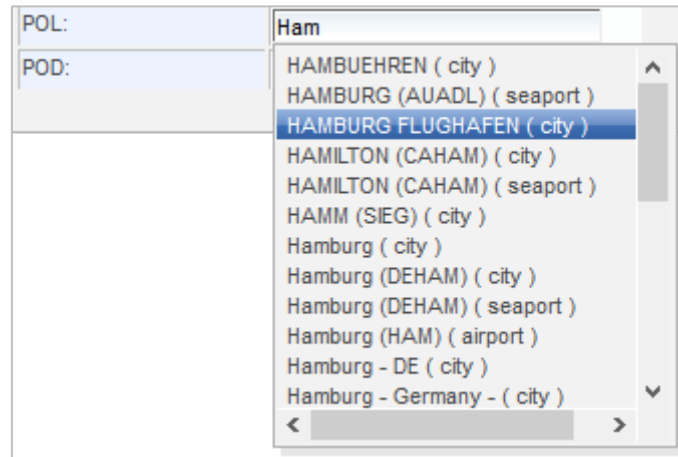


Figure 12: Suggest boxes

If there are only the answers **Yes or No** for a question, **checkboxes** are used. If a checkbox is set, the question behind it is answered with Yes.

If a checkbox is in the search and the checkmark is not set, only the results that do not have a checkmark are automatically filtered.



Figure 13: Checkbox

**Text fields** allow you to enter and search for non-specified values. These are, for example, PO numbers, item numbers, containers or B/L numbers (see Figure 14).

**Input:**

Any value can be entered in these text fields. A disadvantage of these **free text fields** is that spelling errors can quickly appear there.



Figure 14: Text field

**Search**

You can either search for **exact** results or for **similar** results.

The search for exact results is done by entering the exact desired search result. The system then searches for exactly this entry. However, the correct spelling must be used for this, so also with all spaces, for example.

However, if you do not know the exact spelling, you can use an asterisk (\*) to start a search for similar entries. The exact spelling does not necessarily have to be known.

**Attention: An asterisk** search can be more extensive and time-consuming, depending on the database. An asterisk search with only one asterisk is not possible for security reasons.

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One or more asterisks can be placed. The important thing is that the asterisk must also be placed at the beginning if there could be something before it.

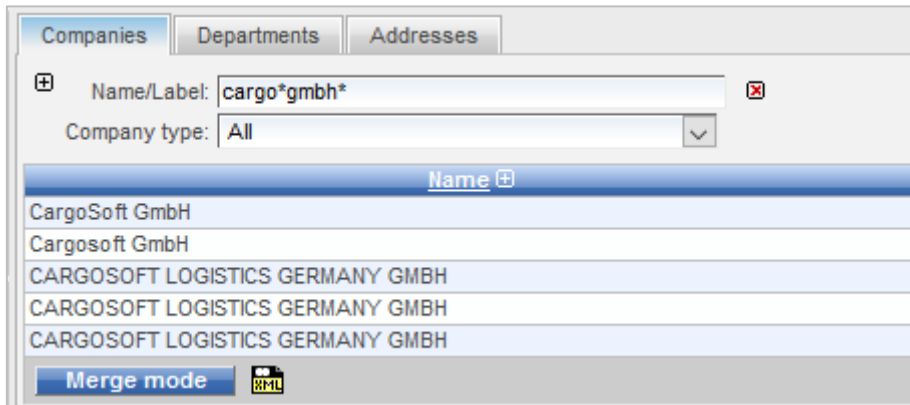



Figure 15 Example search with asterisk (\*)

### 2.6.2. Search

There are various ways to initiate a search in the GLA SCM: On the one hand, Return (Enter) can be used after entering the search criteria. The search is then started. On the other hand, searches are triggered by the "Search" button (see Illustration 16).

After a result has been selected, the other results are hidden. To show them again, this button  can be clicked. The results are then shown again.

### 2.6.3. Search templates

Searches can be individually compiled for the user using the "Customize" button. The customise function is assigned a right and cannot be viewed by every user.



Illustration 16 "Customize" button

Through **customising**, **search fields** can be **changed, added or preset**. **Templates** are created that pre-programme a search. The template is then always displayed in the same form for certain roles or projects. Thus, one or more individual template(s) can be created for each role or project.

Furthermore, it is possible to set search templates to **inactive**. If the user has the access right to do so, he can set a check mark and **deactivate** the template.

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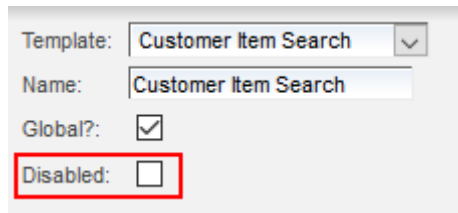


Figure 17 Disable Search Templates

Another right controls that these deactivated search templates can be viewed and reactivated. By removing the tick, the templates are reactivated.

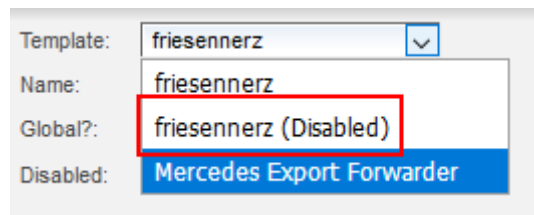


Figure 18: Deactivated Search Template

### 2.6.4. Create search templates

To create a new search template, first create a new template by pressing the "New" button (see Illustration 16) and then assign a name. Either a completely new template can be created or an existing one can be **copied**. To **copy** a template, select the template to be copied in the "Template" dropdown and copy it by pressing "Copy".

The template is divided between the available search columns (see red box) and the columns to be displayed (see red box). Figure 19 red box) and the columns to be displayed (see green box). Figure 19 green box) that are generated. For example, a user can search only for the MOT but have more information displayed in the columns.

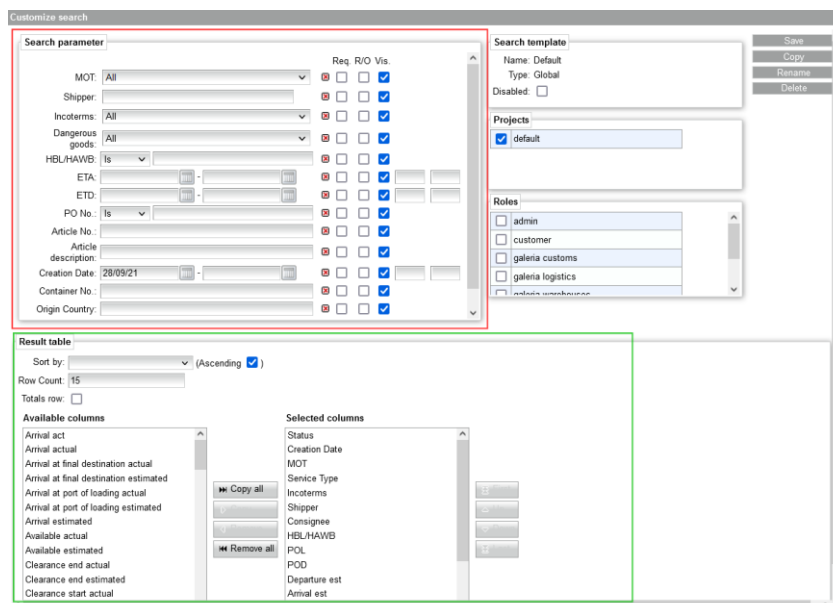


Figure 19 Division of the Customize function

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The checkbox **"Required"** (Req.) determines whether it is a mandatory search field. The checkbox **"Read Only"** (R/O) sets values. If it is determined that only the MOT "Air" may be searched for and the matching results shown, the filter for this is set permanently (see Figure 20). The checkbox **"Visible"** (Vis.) determines whether the search parameter should be visible or only work actively in the background. Further search parameters can be added via the search field below the fields by entering them or using the drop-down arrow.

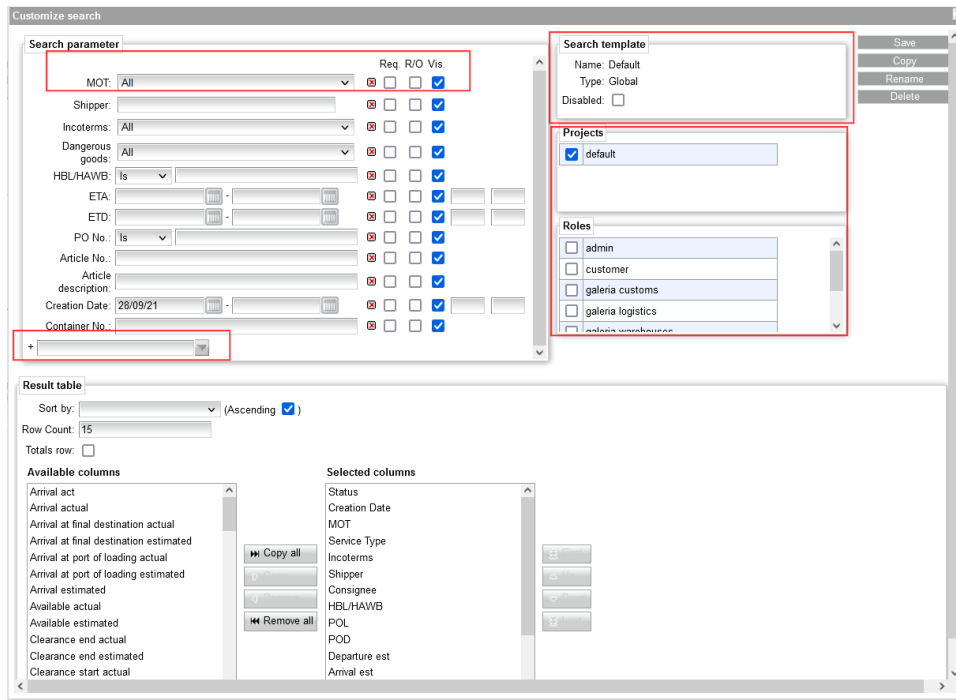


Figure 20: Creating new search templates

Checking the **"Global"** checkbox opens the Projects and Role menus. The settings can thus be saved for several projects and roles at the same time. If the checkbox is set to **"User"**, the search mask is only available for the user who created it.

**Several search templates** can be activated for **each role or user and** can then be selected from the drop-down menu on the search screen. This changes the view of the search and result fields depending on the search template.

**Search criteria** that have not been activated in the template in customising can additionally be added temporarily by clicking on the plus sign next to the search criteria on the left-hand side. Click on the red X to remove the search fields again (temporarily).

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The screenshot shows a software interface with three tabs: 'Purchase Orders', 'Purchase Order Items', and 'PO Item Goods'. Below the tabs, there is a 'Select:' dropdown menu with 'CS' selected. To the left of the search filters is a red-bordered box containing a plus sign icon. The search filters include: MOT: All (dropdown), Supplier ref: (text input), Supplier: (text input), Sales agent: (text input), Import forwarder: (text input), Export forwarder: (text input), Status: Open (dropdown), Ord. num.: (text input), and Customer: (text input). Each filter has a red 'X' icon to its right, indicating it can be removed.

Figure 21 Customizing the search function

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## 2.7. Search results

The search results are displayed in tables below the search mask.

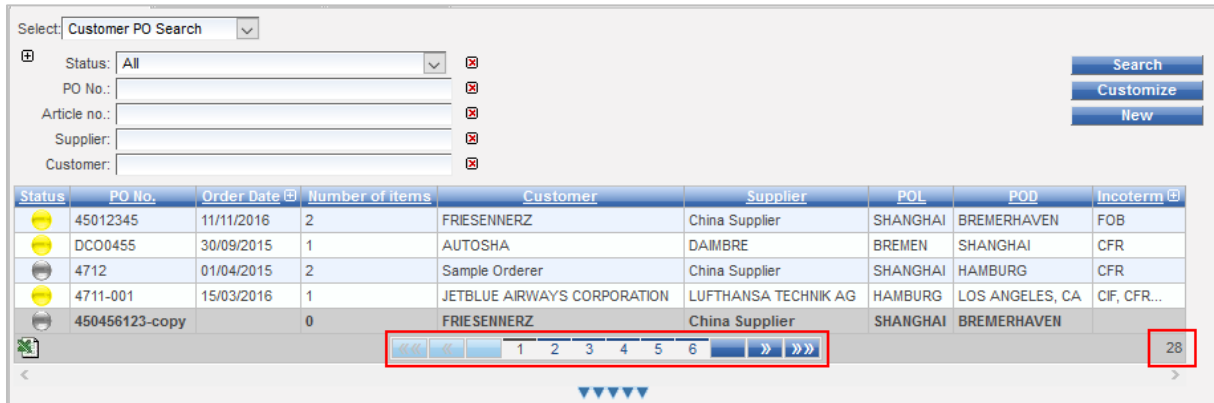


Image 22: Search results

The **number of results** found is displayed at the **bottom right** (see Image 22). These results are displayed on one or more pages (if many result columns are selected, scroll to the right). If there are several table rows, the **pages are displayed below the table**. You can switch either via the numbers or via the arrows.

### 2.7.1. Table rows

Each **row in the table** reflects a **programme**. If you click on a row, the details of the corresponding programme or booking will open and the list of search results will be hidden (see chapter 2.6.2).

If you want to display **more rows on a page** than the default 5, you can right-click anywhere within the table. A dropdown opens and you can select whether **5, 15 or 100 rows are** to be displayed (see Figure 23).

The "**Default Row Count**" can also be preset via the **system settings** (e.g. to **30 rows**). This default number of rows is then automatically preselected for each search, depending on the number of results.

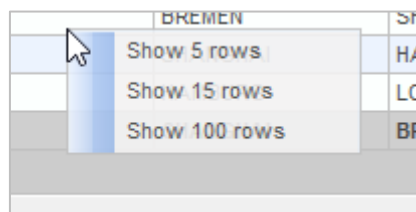


Figure 23 Displaying rows within a search results table

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### 2.7.2. Table columns

The information of the programmes is displayed in the **table columns**. Which columns are displayed is determined by the **Customize function** (see Chapter 2.6.4).

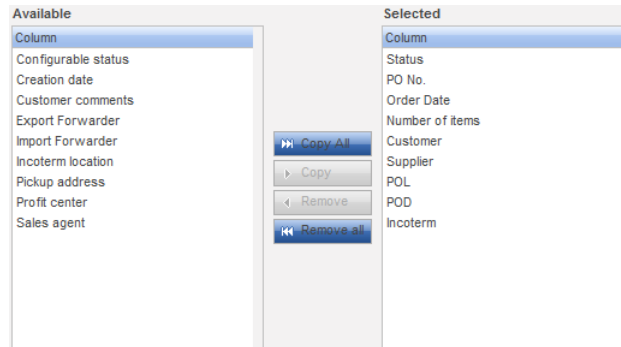


Figure 24: Columns of the results table

All **headings** (columns) that can be displayed are listed under "**Available**". The headings in the "**Selected**" box are then displayed to the user. The order is also determined here. This is done via the buttons "**Up**" and "**Down**" or "**First**" (display on the far left) or "**Last**" (display on the far right) next to the box. The higher a heading is in the list, the further to the LEFT it is displayed in the search results table and vice versa.



Figure 25: Arranging the columns of the search results table

Saving leads to the settings being applied to the search results.

By **clicking on a column heading, the sorting** within the list can be changed. For example, the oldest results can be displayed at the top and then the other way round when clicked again.


If a column heading is not in the search, a small plus sign appears. By clicking, this search field is taken over into the search mask (temporarily).



Illustration 26 Take over column heading in search mask

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## 2.8. Excel and CSV imports and exports

Data is generated in the GLA SCM. To simplify an **evaluation**, it is possible to **export** the data in an **Excel file** (.XLS or .XLSX depending on the system setup). Then the workbook icon () appears.

In addition, data can be **exported** through a **CSV download**. The following icon appears: .

**Excel imports**, on the other hand, are only possible at certain points, for example when larger amounts of data need to be brought into the **system**. For example, **translations** (see chapter 5.11) can be imported in this way.

## 3. Modules

The CargoSoft Standard GLA SCM is divided into different modules. The modules correspond to the individual chapters in this document. Depending on the system, the available modules may differ.



Figure 27: Modules of the standard GLA SCM

**PO Management** is used to manage and create **order data**. The **eBooking** module is used to record a **transport requirement of** a party involved in the supply chain and to coordinate the transport. The data entered there is then forwarded to the **eShipment** module or to the respective **transport management system**. There, the data records are completed and forwarded back to GLA SCM, where they are then automatically available in **eTracking** for **shipment tracking**.

The modules can be arranged along any supply chain.

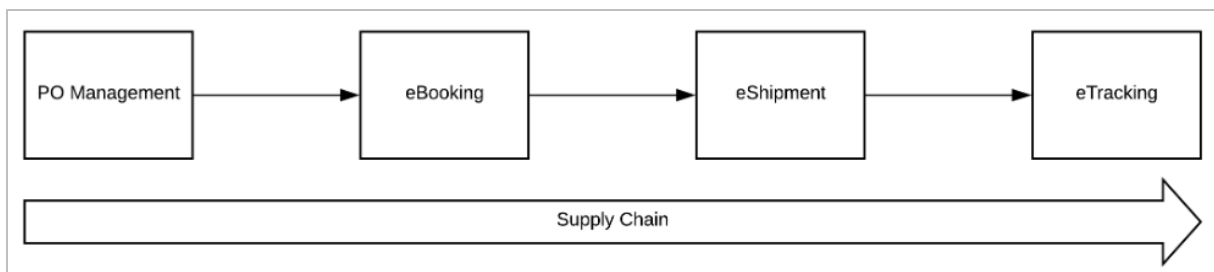


Figure 28Arrangement of the modules along the supply chain

As the **modules** in each GLA SCM are structured differently, the focus of this manual is on the basic structure of the GLA SCM and therefore **describes the modules only in principle**.

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### 3.1. Overarching functions

There are functions between the modules that apply across the board.

#### 3.1.1. Tabs within the modules

Within each module there are tabs in which information is displayed. These can be repeated within the modules. These include, for example, "Logs" or "Documents". At this point, the functions of some of the tabs will be described.

##### 1. Logs

In order to be able to track changes to the booking, there is a tab called "Logs". There, it is documented which user changed which entries at which time.

Logs are only enabled for the **Admin** role via rights.

Time	Responsible	Description
06/10/2015 17:12:25	cargosupport	sco was changed update
06/10/2015 17:12:14	cargosupport	tourNumber was changed from LH123 to LH400 in leg 1 transport 1
06/10/2015 17:11:56	cargosupport	sco was changed update
06/10/2015 17:11:15	cargosupport	confirmation was changed Accepted
06/10/2015 17:11:07	cargosupport	sco was changed update
06/10/2015 16:39:04	cargosupport	sco was changed update
06/10/2015 16:38:53	cargosupport	sco was changed update
06/10/2015 16:38:26	cargosupport	volume was changed from 0.0105 to 0.02208 in position 1
06/10/2015 16:38:26	cargosupport	length was changed from 0.7 to 0.48 in position 1
06/10/2015 16:38:26	cargosupport	height was changed from 0.5 to 0.23 in position 1
06/10/2015 16:38:26	cargosupport	chargeableWeight was changed from 1.75 to 3.68 in position 1
06/10/2015 16:38:26	cargosupport	width was changed from 0.34 to 0.2 in position 1
06/10/2015 16:38:26	cargosupport	articleDescription was changed from
06/10/2015 16:38:26	cargosupport	weight was changed from 26.0 to 4.5 in position 1
06/10/2015 16:38:26	cargosupport	consigneeStreet was changed from
06/10/2015 16:38:26	cargosupport	consigneeCity was changed from NEW YORK JAMAICA to NORTH HILLS
06/10/2015 16:38:26	cargosupport	consignee was changed from
06/10/2015 16:38:26	cargosupport	consigneeZip was changed from 11430 to CA 91343
06/10/2015 16:36:51	cargosupport	sco was changed create

Figure 29 Example of a log

##### 2. Addresses

In the "Addresses" tab, the addresses and contact details of the consignment are listed. While only the company is displayed in the header data, the details can be viewed here.

The screenshot displays a multi-pane interface for address management. It includes sections for Shipper (DYNASTY TEXTILES LTD., China), Loading address (DYNASTY TEXTILES LTD., China), Delivery Address (FRIESENERZ GMBH, Germany), Consignee (FRIESENERZ, Germany), Notify (Sample Orderer, Germany), and Orderer (FRIESENERZ, Germany). Each section shows fields for Name, Street, ZIP/City, State, Country, Contact name, E-mail, Telephone, and Compliance info.

Illustration 30 "Addresses" tab with sample data

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### 3. Milestones

The events of a programme (= programme status) are displayed in the milestones. In contrast to the "Events" tab, future events are also displayed here.

Event	Comments	Location	Scheduled	Estimated code	Estimated	Actual code	Actual
Departure		BREMEN		ETD	05/10/2015 00:00	ATD	06/10/2015 00:00
Arrival		SHANGHAI		ETA	09/11/2015 00:00	ATA	
Customs Clearance						Customs Clearance	
Delivery						Delivery	
Requested Delivery Date				RDL	01/10/2018 08:17		
xtransportorder_readyForRelease						RRL	

Figure 31: Milestones

### 4. EDI

The "EDI" tab shows when which data was processed in the form of files.

This tab is enabled via rights for the Admin role only.

Stat.	Filename	Type	Size	Sender id	Issued	Sent	Received	Processed	
	2018-10-01_16.41.48_5263418.xml	cargosoftFile	10 kB		01/10/2018 16:41:52	↑ 01/10/2018 16:41:53			
	2018-10-01_10.51.02_5263418.xml	cargosoftFile	10 kB		01/10/2018 10:51:04	↑ 01/10/2018 10:51:18			
	2018-09-24_07.38.03_5263418.xml	cargosoftFile	10 kB		24/09/2018 07:38:05	↑ 24/09/2018 07:38:05			
	2018-09-23_11.28.11_5263418.xml	cargosoftFile	10 kB	SCMDemo	23/09/2018 14:46:04	23/09/2018 14:46:04	↓ 23/09/2018 14:46:04	23/09/2018 14:46:05	

Figure 32 Example EDI

### 5. Dynamic Properties

The Dynamic Properties tab shows additional fields that are assigned to a project. You can create as many dynamic properties as you like, but they can only fulfil certain functions. For example, additional text fields, checkboxes or date fields can be created. The administration is done within projects (see chapter 5.6).

### 6. Documents

In this tab, documents concerning the consignment can be uploaded or downloaded. These documents are linked to the respective booking and thus transferred from one module to the next. In order to optimise the search, documents are not always loaded automatically, but the search for them must also be initiated manually by clicking on the "Search" button. These documents are also stored in the eFile of the TMS to enable an exchange with the TMS. Documents from the TMS can also be transferred from the eFile to the GLA SCM eFile.

### 7. Purchase Orders

The Purchase Orders tab gives an overview of the linked POs on a consignment or booking.

### 8. Positions

The "Positions" tab is used to record and display all consignment information of the container or general cargo consignment. Depending on the module, you are at a different level. For example, in eShipment or eBooking the containers and, if applicable, collis or general cargo consignments are recorded.

The "Positions" tab corresponds to the goods description tab of the TMS.

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### 9. Comments

In the "Comments" tab, comments can be left on the programmes. In the case of a comment, it can be selected which of the parties involved may view this comment.

Furthermore, templates can be created. To do this, the text is written and a subject is assigned. By clicking on the green plus sign to the right of the Subject line, this comment template is added and can then be selected via the drop-down menu.

Clicking the "OK" button **adds the comment to** the programme (incl. user, date and time) and closes the window.

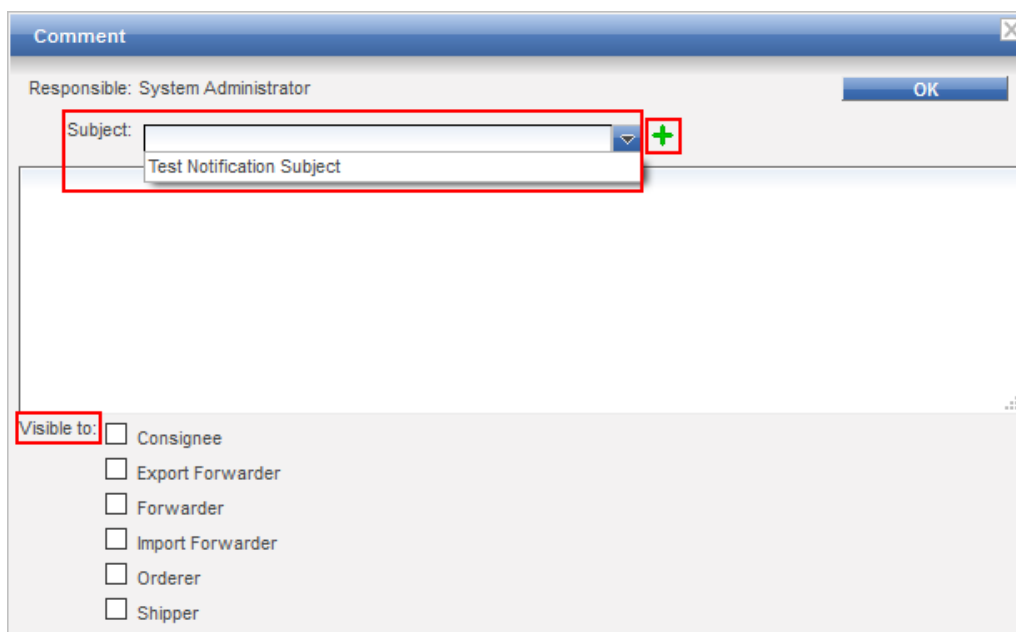


Figure 33Comments

If the **template** is no longer to be retained, it can be **deleted** again via the small dustbin to the right of the green plus sign (see Illustration 34).

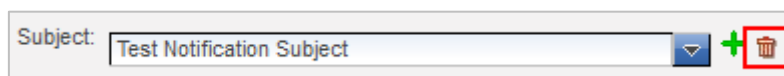


Illustration 34: Delete comment template

The comments are then displayed as follows:

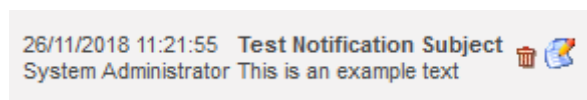


Figure 35: Display of comments

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### 3.1.2. References

**References** can be **created** within the "**Addresses**" tab. References can be created as desired. To create references, the consignment must be in "**Edit**" mode. References can be added to the addresses Shipper, Consignee, Loading Address and Delivery Address. First there is a grey bubble in the field that can be clicked on. This opens a window in which the desired references can be entered (see Figure 36).

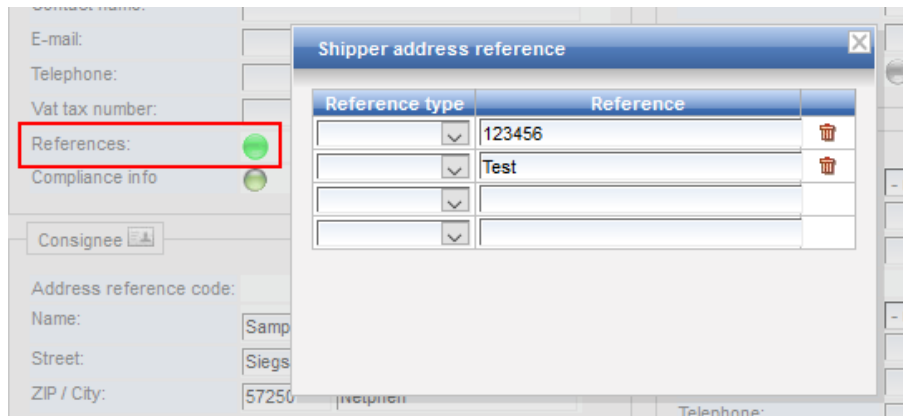


Figure 36References

The information is **automatically saved** and can only be deleted by clicking on the small bins on the right-hand side. After entering the data, the bubble turns green. **Double-click** on the green bubble or **mouse-over** to display the references.

### 3.2. eTracking

There are predefined **eTracking** roles for eTracking. These eTracking roles can be assigned to the end customer so that he can track his consignments (see chapter 5.3.2).

The eTracking shows the respective **status of** a consignment. Within the module, consignments and their **milestones** can be tracked. This means that you can see at which point of the transport the consignment you are looking for is and whether it is on time.

In eTracking, the data of the consignment is displayed. This includes general information such as the header data, positions and the parties involved, but also information on transports, milestones and the attached documents.

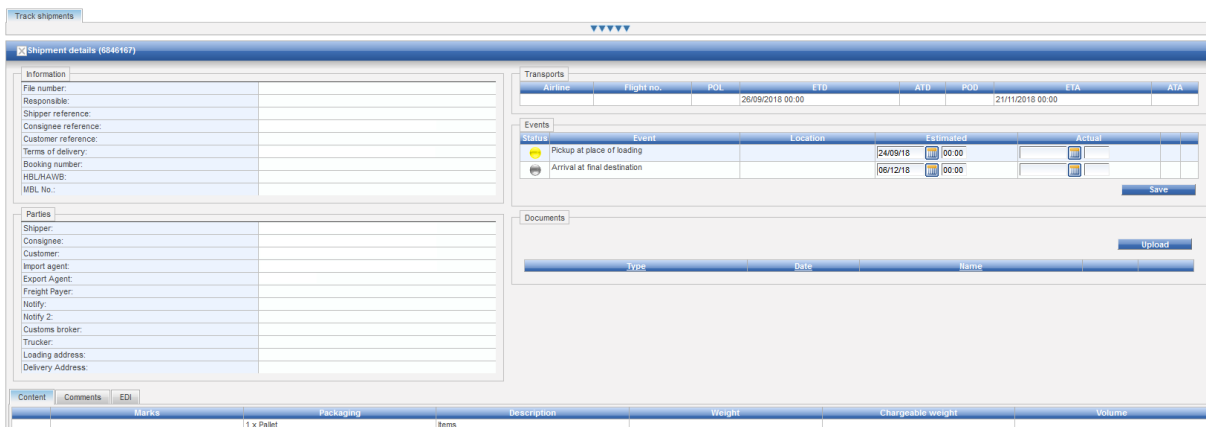


Figure 37: Exemplary contents of an eTracking

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In **eTracking**, a **status display** is generated for all events. For example, the "Estimated" and "Actual Time of Arrival" statuses can be used to indicate whether a shipment arrived on time or late. In order to track events, they must first be entered into GLA SCM.

Status	Event	Location	Estimated	Actual
	Pickup at place of loading		24/09/18 00:00	23/09/18 11:00
	Arrival at final destination		06/12/18 00:00	05/12/18

[Save](#)

Figure 38 Tracking events

### 3.3. eShipment

The "eShipment" module is used to **record "house" and "master" shipments** and transports.

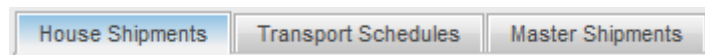


Figure 39 Module eShipment - possible tabs

#### 3.3.1. House Shipments

These are created in the "House Shipments" tab.

The **mandatory fields** are marked in **red**, as can be seen in the example (see Figure 40).

Mandatory fields can be configured and defined separately by the system administrator.

The screenshot shows a form for creating a House Shipment. Fields include Booking Type (Shipment), Direction (Export), Project, Orderer (red), Forwarder (red), Export Forwarder, Export Shipment Number, Import Forwarder, Import Shipment Number, Shipment Book Ref., Customer Book Ref., Shipper (red), and Consignee (red). There are also fields for MOT, Service Type, Service level, Incoterm, Carrier, POL, POD, Pickup date, Departure Date, Arrival Date, Delivery Date, MBL No., HBL/HAWB, HBL/HAWB Date, FCR, FCR Date, LC No., LC Date, LC Valid to, and MRN Number. A 'Create' button is visible on the right.

Status	Pieces	Package type	Nature of goods	Marks	GWT (kg)	Volume (cbm)	CWT (kg)	Dimensions	DGR
Total quantity:					Weight total:	Volume total:			

[New](#)

Figure 40 Example House Shipment

In addition, the **eTracking** entries are displayed in this tab.

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Event	Comments	Location	Scheduled	Estimated code	Estimated	Actual code	Actual
Departure		CHICAGO		ETD	14/11/2018 18:00	ATD	
Arrival		BREMEN		ETA	24/12/2018 10:00	ATA	
Customs Clearance						Customs Clearance	
Delivery						Delivery	
Requested Delivery Date				RDL			
xtransportorder_readyForRelease						RRL	

Figure 41 Milestones

"House" shipments can be **attached** directly to "Master" shipments or subsequently via the "Master Shipments" tab. The button "Create Master" **creates** a "Master" shipment after the creation of the "House" shipment.

### 3.3.2. Transport Schedules

In the "Transport Schedules" tab, **transports** are created which can then be assigned to the consignments. These transports include **ship routes** (voyages), **flights** (flights), **truck routes**, etc.

Status:	All	
MOT:	All	
Shipment SCO ID:		
Carrier:		
Vehicle:		
Flight / voyage:		
ETD:	22/09/2018	
ATD:		
Route from:		
Route to:		
ETA:		
ATA:		
Closing Date:		
Issuing office:		

Figure 42: Exemplary data for a transport

The transports created can be linked to bookings and consignments.

### 3.3.3. Master Shipments

"Master" shipments can be created directly after the "House" shipments have been created **or they can be entered individually**.

MOT	Shipper	Consignee	HBL/HAWB	Forwarder Ref	Shipper Reference	Consignee ref	POL	Por. of des.	Quantity	Weight	Volume	Dangerous Good
	Spacemagnets Europe GmbH	Witfur Electric Drives GmbH	ZHWWB18051SLHX23				Zhengzhou	HAMBURG		2,475.00	3.550	
	M+R Forwarding (China) Ltd.	Vandervorst Air & Sea Logistics	ZHWWB18051SLHX31				Zhengzhou	HAMBURG		897.70	5.410	
	Suzhou Nanda Metal Technology Co.Ltd		ZHWWB180511LHX59-0515				Zhengzhou	HAMBURG		2,564.00	2.700	
	Luoyang Hongyuan Bearing Technology Co., Ltd	Cytec Zylindertechnik GmbH	ZHWWB18051SLHX14				Zhengzhou	HAMBURG		440.00	0.410	
	Changzhou Foreign Trade Corp.	Melchers Techimport GmbH	ZHWWB18051SLHX42				Zhengzhou	HAMBURG		12,346.00	22.710	
	Hellmann Worldwide Logistics (China) Ltd	Hellmann Worldwide Logistics Road & rail GmbH & Co. KG	ZHWWB18051SLHX19				Zhengzhou	HAMBURG		253.00	1.450	
	Shanghai BestU International Freight Co. LTD, Room 809, 8/F Shanghai Huijin Bldg	MBS Logistics GmbH	ZHWWB18051SLHX61				Zhengzhou	HAMBURG		282.00	1.140	
	Shanghai Power Oriental Intern. Trade Co	Röhlig SUUS Logistics SA	ZHWWB18051SLHX52				Zhengzhou	HAMBURG		3,520.48	23.330	
									326	22,778.18	60.700	

Figure 43 Shipments on a master

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### 3.4. eBooking

In the "eBooking" module, consignments and positions are pre-entered.

To do this, all booking information is first entered in the GLA SCM. However, the booking can only be made by clicking on the "Book" or "Save" button when all mandatory fields have been filled in. **Mandatory fields** can be configured and defined separately by the system administrator.

If the mouse pointer then hovers over the inactive (grey) button, the missing fields are displayed (see Illustration 44). The addresses for the forwarder, shipper and consignee are still missing here.

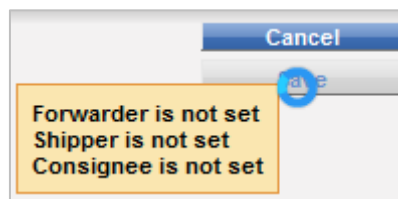


Illustration 44 "Book" button

The **booking in** GLA SCM turns the **Shipment Booking** into a **Shipment**, unless otherwise specified. This shipment is then transferred to the CargoSoft TMS or another system via an interface. In the process, both the data and all attached documents are transferred.

Up to the "book" of the shipment booking, the **GLA SCM is the leading system**. From the "book" of the shipment booking, the **TMS becomes the leading system**. From then on, the order is only changed in the TMS (exception: events in tracking). Once orders have been transferred to the TMS, they can no longer be processed in the GLA SCM. By **cancelling** a TMS item, the shipment is automatically cancelled as well. If the associated **PO** is also to be cancelled, this must also be done **manually**.

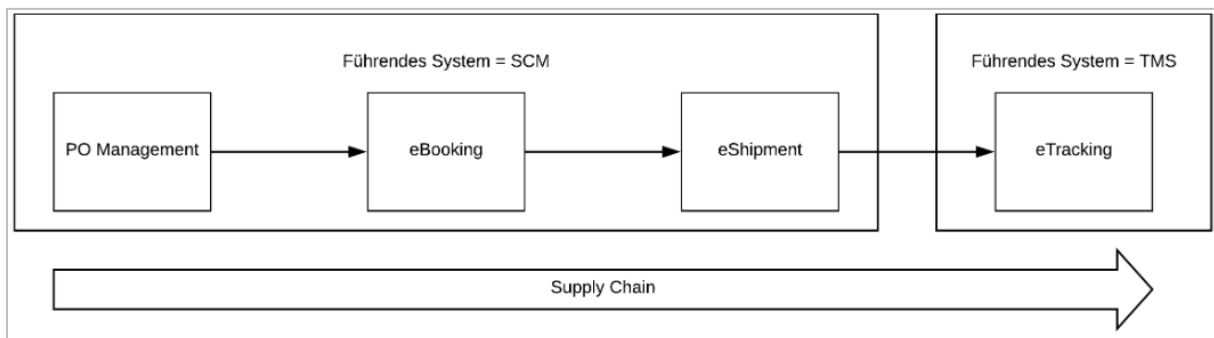


Figure 45: Transmission from the GLA SCM to the TMS

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### 3.4.1. Accepting transport proposals

By clicking on the "Book" button, a shipment booking becomes a shipment. However, if there is a **transport proposal** (Proposed Transport) in the booking, it is first necessary to accept it. To avoid this active acceptance, there is the function group "Standard Booking - Ignore Proposed Transport".

### 3.4.2. Unformatted addresses

As it can happen that not all addresses have already been created in the master data, it is possible to create **addresses unformatted** (manually). This is explained in more detail in the **chapter 4.3.1.2** chapter.

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### 3.4.3. Available Items

**POs** can be **added to** bookings in the **Positions tab**. To view the **open quantity of POs**, there is a button "**Available Items**" on the **Positions tab**.

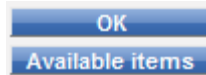


Illustration 46 Button "Available Items"

Clicking the button opens a search window in which the open POs are displayed. Within these open POs, search criteria can be created to filter according to certain criteria.

To add open POs to an entry, the quantity of the item is entered in the "**Confirmed Quantity**" column. After all entries have been made, confirm the quantities by pressing OK and the window will close automatically.

PO Number	Item number	Consignee	Shipper	Article number	Ordered quantity	Booked quantity	Released open saldo	Open Saldo	Confirmed quantity
<input type="checkbox"/> Test_hs_20170419	00001	FRIESENNERZ	China Supplier	001	100	0	0	0	
<input type="checkbox"/> 450456456	00001	FRIESENNERZ	DYNASTY TEXTILES LTD.	74185-01	1,500	0	0	0	
<input type="checkbox"/> 450456456	00003	FRIESENNERZ	DYNASTY TEXTILES LTD.	74185-03	1,700	0	0	0	

Figure 47: Available Items

The selected items then appear under "Ordered Items".

Ordered Items			
Article number	Ordered quantity	Booked quantity	Po number
0815	200	200	20170116002
74185-02	1,600	100	450456456

Figure 48 Ordered Items

### 3.5. PO Management

**PO Management** is used to create, manage, edit and retrieve order information.

**Purchase Orders (POs)** can either be created by the user or through an interface. In order to create a new PO, a new window is first opened by clicking on the "New" button (see Figure 49). The PO's header data is now entered there.

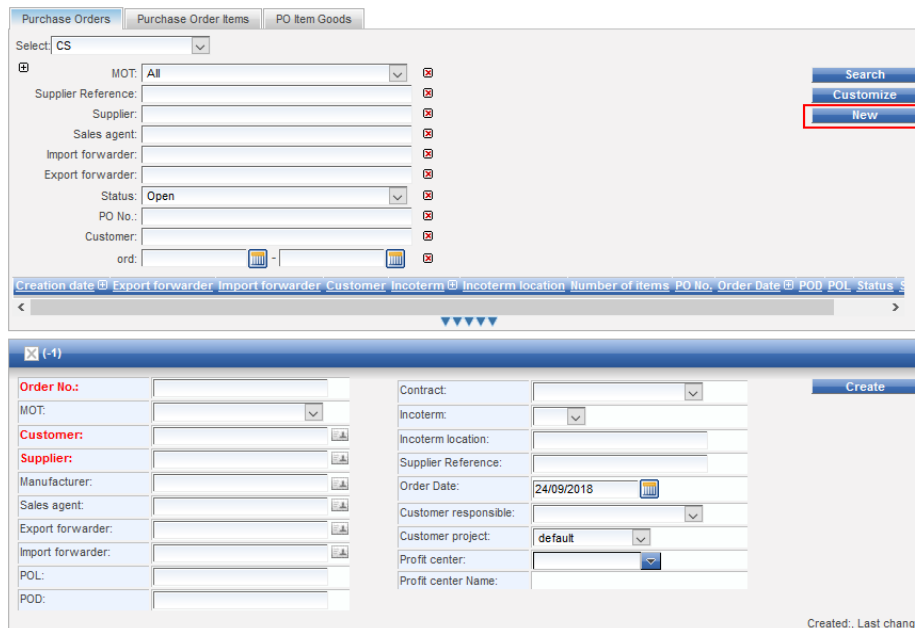


Figure 49: Create new PO

The individual positions of the order are only added after they have been created by pressing the "Create" button. To do this, you must first switch to edit mode (Edit button). Then the individual items (order items) that are on the PO can be entered. These include, for example:

1. Item Info
2. Expected Transport
3. Documents
4. Milestones
5. Customs Info
6. Comments
7. Articles

## 4. Master data general

**Master data** is the basic framework of any system, as it contains the basic information about process-relevant objects. Such objects may include employees, customers, suppliers, locations or others.

They either stand alone or have a relationship to other master data (e.g. address to company). This chapter deals with the part of the master data that is entered into the system via **master data synchronisation**.

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## 4.1. Editing master data

**Editing** entries within the master data can be done in two different ways: Some master data can be edited, others have an **"Edit" button**.

The **edit mode** is triggered by the "Edit" button. Not every user can see this button. For some master data, such as **"Companies"**, this edit mode does **not** exist. If an entry is clicked on, it can also be changed. This means that users who can see the master data can automatically edit it. On the other hand, users cannot view the master data if they do not have the authorisation to make changes.

## 4.2. Status within the master data

The **status of a record** indicates whether it is in use or not. Unlike in the operational process, there are two statuses; one is **grey for inactive**, i.e. not in use, and the other is **green for active**. As soon as a status is set to green, the corresponding data record cannot be deleted. **Exceptions to this** are, for example, **event resources** or **dynamic properties**.

Status	Role	Default page	Description
	tracktrace_shpcnee	tracktrace	Track and Trace for Shipper/Consignee (combined)
	tracktrace_expimpagent	tracktrace trackShipments	Track an Trace for Export/Import Agent
	admin	system	
	tracktrace_expagent	tracktrace	Track and Trace for Export Agent
	tracktrace	tracktrace	Track and Trace view all shipments (only system owner)
	admin_tracking	tracktrace	Track and Trace Administrator
	SCMCUS	ordermanagement standardPurchaseOrders	SCM Kunde
	PO Customer	ordermanagement standardOrderItemGoods	Test für Autolider
	tracktrace_shipper	tracktrace	Track and Trace for Shipper
	tracktrace_impagent	tracktrace	Track and Trace for Import Agent
	tracktrace_nl	tracktrace trackShipments	Track and Trace - Niederlassungen
	SCM	ordermanagement standardPurchaseOrders	SCM Kunde
	tracktrace_any	tracktrace	Track and Trace view all shipments involved as any partie
	tracktrace_customer	tracktrace	Track and Trace for Customer
	tracktrace_shpcneecus	tracktrace trackShipments	Track and Trace Shipper/Consignee/Customer
	sysadmin	system	
	tracktrace_consignee	tracktrace	Track and Trace for Consignee

Figure 50 Status display in the master data

This status display is available in the following master data:

1. Vehicles
2. Incoterms
3. Event Management
  - a. Event Resources
  - b. Dynamic Property Type
4. Access Rights
  - a. Roles
  - b. Function Groups

This status is not shown in the other master data, as they are not deleted so often, but mainly extended. If a record is nevertheless to be removed, it must either be ensured that it is no longer in use, or merged with another record via the Merge Mode (see **chapter 6.2**) with another data record.

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### 4.3. Automatic synchronisation of master data (interface synchronisation)

The following master data can be transferred **from the TMS to the GLA SCM** via an interface.

#### 4.3.1. Locations

The master data under the **Locations** tab in the GLA SCM are divided into the following categories, among others:

1. Countries
2. States
3. Cities
4. Seaports
5. Airports
6. Railstations
7. Terminals

Figure 51: Master data locations

#### 4.3.1.1. Manually create and change locations

If a **new location** is to be created, use the **"New"** button. Afterwards all information can be inserted and by clicking on the **"Create"** button the location is created (see **Figure 52**). "Enable Map" causes the entered location to be displayed on a Google Maps map (optional).

To change the information of a location, the user can search for this location. By selecting the location, a new window opens below the search results. By clicking the **"Edit"** button, the information can be changed there and then saved. Only the information of the current tab can be changed. For example, in the **"Countries"** tab, only the information of the country can be changed and not that of the linked cities.

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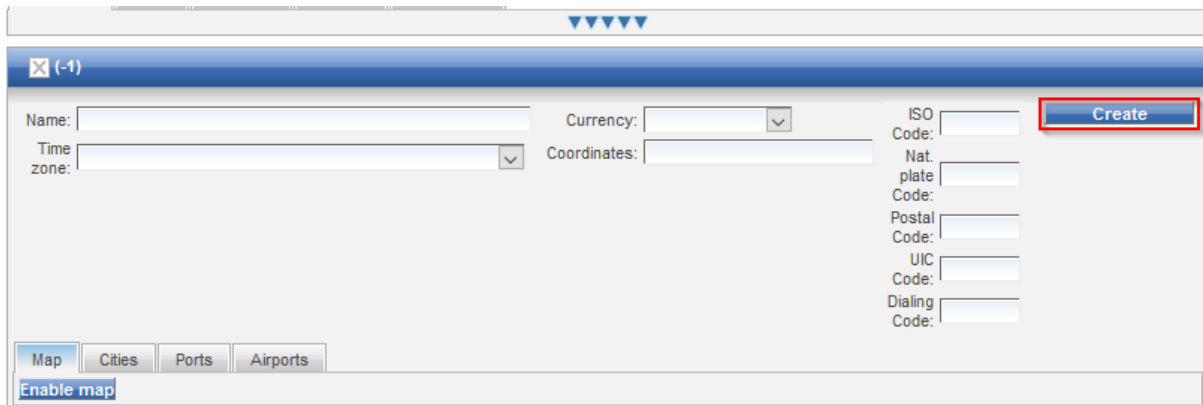


Figure 52 Creating new locations

### 4.3.1.2. Unformatted addresses

**Unformatted addresses** are not master data, but they are included here to cover the **exceptional cases**.

Unformatted addresses occur in consignments where companies are involved for which the **address is not stored**. This means that unknown companies can also be used in orders. This comes into play when customers book their orders themselves. To prevent these companies from being saved directly in the master data, these addresses are transferred to the TMS as text and then it can be decided there whether the address should be included in the master data.

The master data synchronisation then brings these into the GLA SCM.

### 4.3.2. Package Types

The **package types** of the GLA SCM correspond to the **packaging type** in CargoSoft TMS. They are used here for the structure in the description of the goods. This is structured as follows:

Container → Pallet → Carton

So you can map a box on a pallet in a container.

UN and ISO codes can be used for the exact assignment, if they exist.

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Name	Type	Un	ISO
01	Carton		
09	Carton		
12	Carton		
17	Carton		
18	Carton		
20	Carton		
20	Carton		
20' DV	Container		20G1
20' HC	Container		22G1
20P0	Container		20P0
20R0	Container		20R0
20U0	Container		20U0
22G0	Container		22G0
24	Carton		
25GP	Container		25GP

Figure 53 Master data Package Types

### 4.3.2.1. Create new package types

To **create a new type of packaging** (or new load carrier), the user clicks the "New" button. A new window opens below the search results. There you can insert the information of the load carrier and create it by clicking on the "Create" button. The "Type" is important here. This **categorises the load carrier** and can only be selected depending on the context (MOT, level). The type cannot be changed afterwards.

Figure 54 Creating a new package type

### 4.3.3. Incoterms

**Incoterms** (frankings) can be created as desired in the master data. It should be noted that they must be unique. They can be transferred from the TMS or created manually. The **locations** for Incoterms can then be filled automatically in the further process on the masks on the basis of the consignment data, so they do not have to be created explicitly here.



Status	Code	Order	Name	Type
<input type="radio"/>	EXW		Ex-Work	PICKUP
<input checked="" type="radio"/>	FCA		Free Carrier	PICKUP
<input type="radio"/>	CPT		Carriage Paid To	POD
<input type="radio"/>	CIP		Carriage and Insurance	POD
<input type="radio"/>	DAF		Delivered At Frontier	POD
<input type="radio"/>	DDU		Delivered Duty Unpaid	DELIVERY
<input type="radio"/>	DDP		Delivered Duty Paid	DELIVERY
<input type="radio"/>	FAS		Free Alongside Ship	POL
<input checked="" type="radio"/>	FOB		Free On Board	POL
<input type="radio"/>	CIF		Cost	POD
<input type="radio"/>	CFR		Cost and Freight	POD
<input type="radio"/>	DES		Delivered Ex Ship	POD
<input type="radio"/>	DEQ		Delivered Ex Quai	POD

Figure 55: Master data Incoterms

## 5. Master data / customer master data

Customer master data are always individual details of the customer. The system is built on this data.

### 5.1. Companies

The **companies** in GLA SCM correspond to the company master data in CargoSoft TMS. Companies are a basic type of master data, as they are used for display and address entry in orders and for user administration. They are used in all modules. Companies receive certain **functions in** the GLA SCM to establish relations.

For example, companies can adopt the following of the 54x **Functions** (see **chapter 0**):

1. Airline
2. Carrier
3. Customer
4. EDI Partner (for interfaces)
5. Forwarder
6. Export forwarder
7. Import forwarder
8. Manufacturer
9. Orderer (client)
10. Supplier
11. Trucker
12. Pickup Address
13. Delivery Address
- Etc.

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### 5.1.1. Create a new Company

To create a **new** company, click on the button "**New Company**". Then fill in the required information in the fields and save the data with the "Create" button.

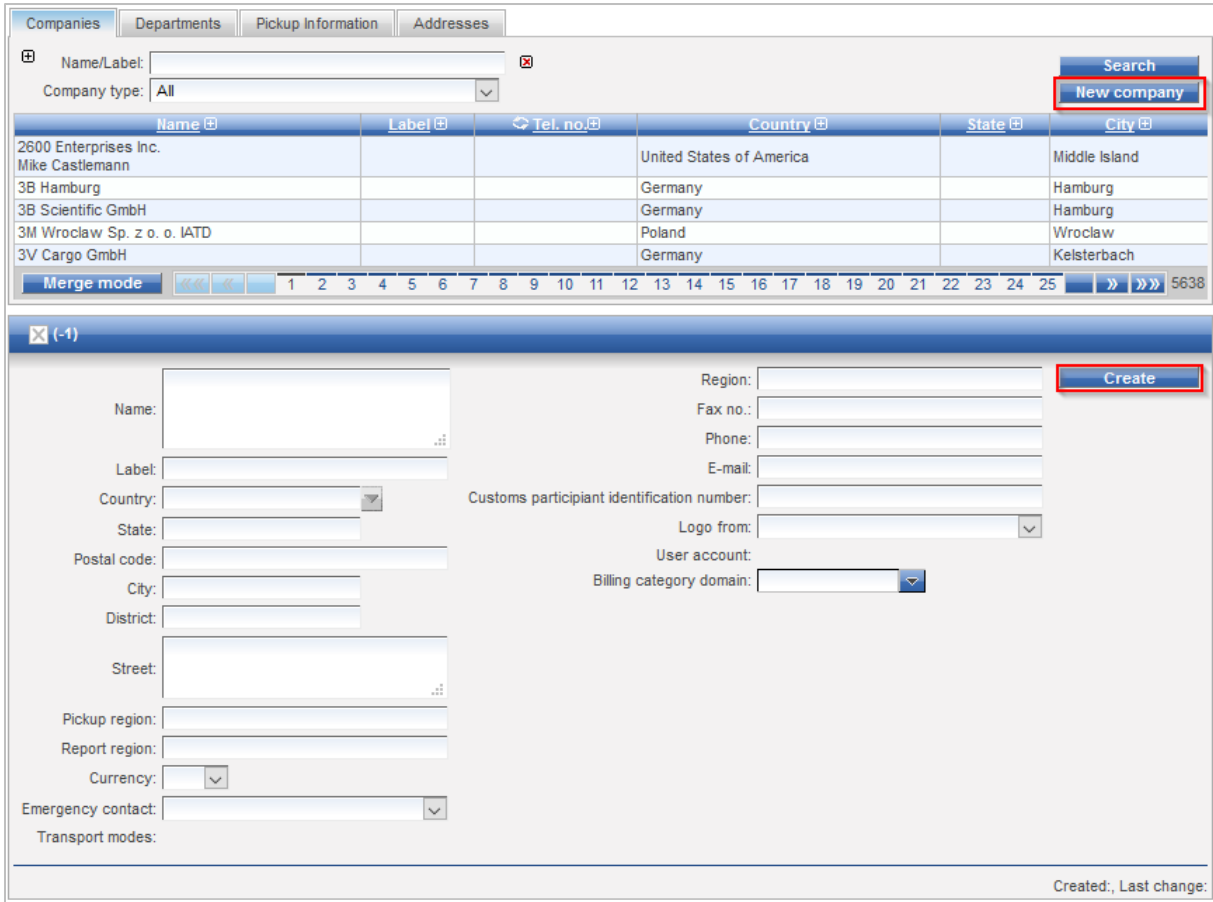


Figure 56 Creating a new company

Unlike the name, the label of the company must always be **unique**. The label has a comparable function to a matchcode in CargoSoft TMS.

After a company has been created, further information can be added to this company. This includes, for example, **Users** (see Chapter 5.4.2) or **Functions** ( see Chapter 0).

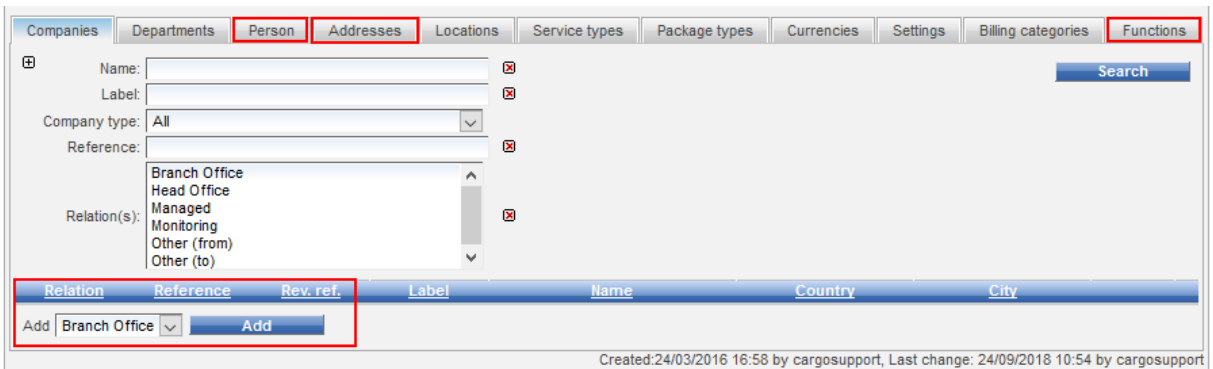


Figure 57 Linking new companies

In the standard GLA SCM, only the tabs "Addresses", "Persons" and "Functions" are used.

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### 5.1.2. Relations

In the GLA SCM standard, **relations between companies** are used to represent the real (business) **relations**.

These relations control, among other things, which company is subordinate or superior to which other company or is otherwise connected to it.

The relations also control for which company which other company is available on the input screens. In addition, the relations can also have an **influence** on which search results are displayed to a user (see "**Managed**" relations).

Within the system, a company can maintain different relationships with the other acting parties, i.e. persons, other companies, etc.. These **relationships** are shown in **Figure 58** depicted.

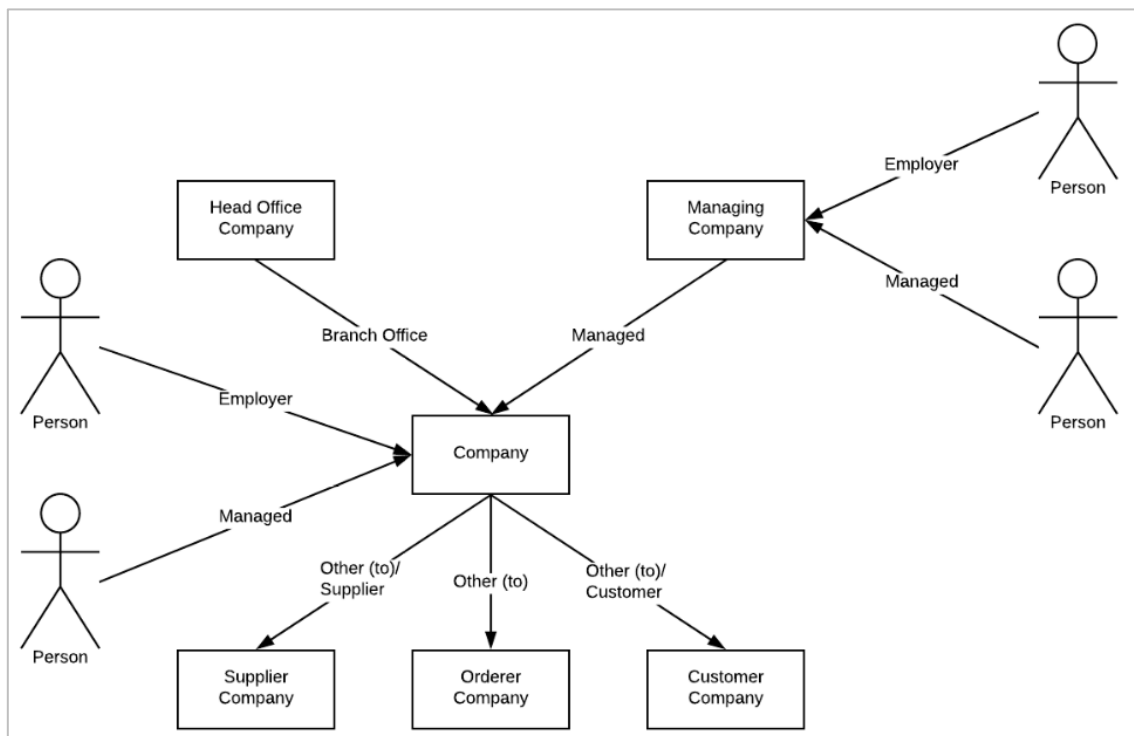


Figure 58: Relations in the system

Every relationship automatically generates a counter-relationship.

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The following table presents some of the most important **relationships**:

<b>Relationship/counter-relationship</b>	<b>Meaning</b>
<b>Head Office/Branch Office</b>	<p>The headquarters of the Company is the Head Office. The Head Office can see all the activities of the Branch Offices.</p> <p>The Branch Office is therefore subordinate to the Head Office.</p> <p>This relation is often used in interfaces to map company hierarchies.</p> <p>Company HQ → Branch Office → Company Office Company Office → Head Office → Company HQ</p>
<b>Managed/Managing</b>	<p>Similar to the Head Office/Branch Office. However, this relation only means that one company can see the data of another company.</p> <p>Company A → Managed → Company B Company B → Managing → Company A</p>
<b>Customer/Supplier</b>	<p>A supplier has a "customer" relationship with his customer. With the customer, the supplier is created as a "Supplier".</p> <p>The company can only be selected in the respective fields, i.e. if a supplier is also a trucker, for example, it can still only be used as a supplier if no other relationship has been set up.</p> <p>Supplier Company → Customer → Consignee Company Consignee Company → Supplier Supplier Company →</p>
<b>Other (to)/Other (from)</b>	<p>The "Other" relationships are used as a generic link between companies without restriction to a specific function.</p> <p>A company A may then use another company B for all cases where company B can be used on the basis of its master data (usually functions).</p> <p>Company A → Other (to) → Company B Company B → Other (from) → Company A</p>

Table 1 Overview of the GLA SCM Company relations

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### 5.1.3. Functions

The **functions** correspond to the CargoSoft TMS classifications.

Functions represent the relationship that one company can have to another. This influences the fields in which this company can be selected within the modules.

For example, only companies with the function "**Supplier**" can be selected as such in the order.

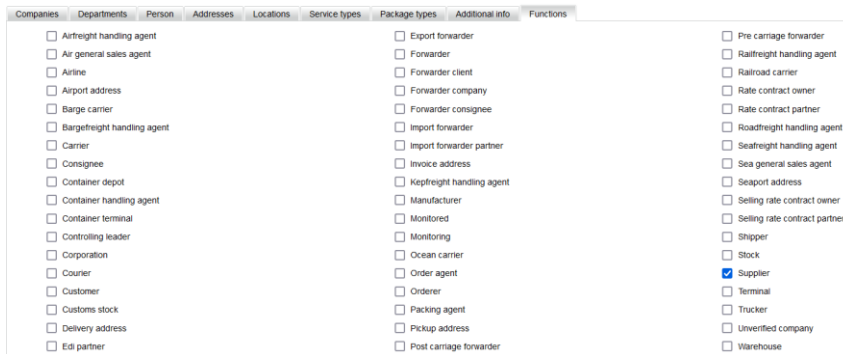


Figure 59 Functions of Companies

## 5.2. Persons

Persons (e.g. **employees of companies**) are managed in the master data area "**Persons**".

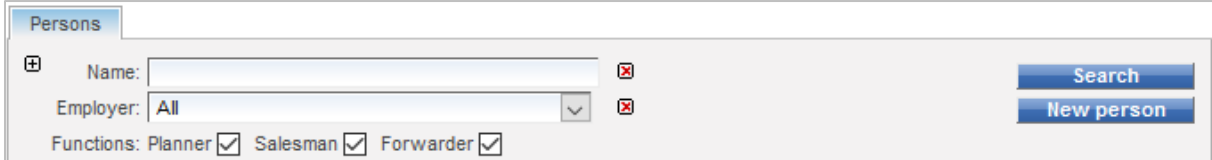


Figure 60 Persons - Search in the master data

These created persons are not necessarily users at the same time, but they can be. Persons can assume the functions "**Planner**", "**Salesman**" and "**Forwarder**". However, these functions have no meaning in the standard GLA SCM.

### 5.2.1. Create Persons - via "Persons"

**A new person is created by** clicking on the button "**New Person**". In the window that now opens, all known information about the person can be stored.

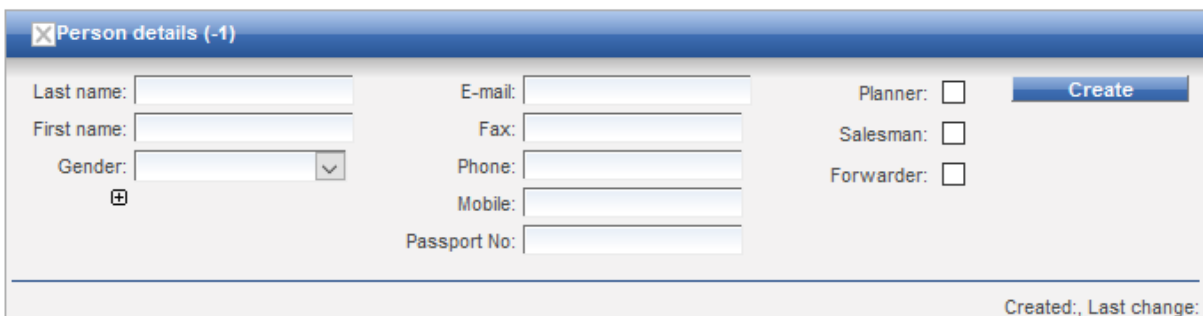


Figure 61: Creating new persons

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After creation by pressing the "Create" button, another **input field** opens. The **relations** to companies can be entered in this field.

The screenshot shows a web form titled "Person details (6845423)". It contains fields for personal information: Last name (Mustermann), First name (Max), Gender (Male), User account, E-mail, Fax, Phone, Mobile, and Passport No. There are also checkboxes for Planner, Salesman, and Forwarder, along with "Save" and "Delete" buttons. Below this is a "Companies" section with a search bar containing "cargo\*", a "Search" button, and a table of relations. The table has columns: Relation, Reference, Rev. ref., Name, Country, City, and Go To. One relation is listed: Employer, Reference, Rev. ref., CargoSoft GmbH, Germany, Bremen, Go To. Below the table is an "Add" button with a dropdown menu set to "Employer".

Figure 62: Relationships of persons

**Relationships** are linked below the search results. This means that the person first selects the relationship to be established with a company (such as "Employer") and then clicks on the "Add" button.

Then search for the company to which the person is to be connected. Either search for the exact name of the company, or, as shown in **Figure 63**, as shown in the figure, by using the search with asterisks for similar titles (see **Chapter 2.6.1** Text fields).

The screenshot shows a web form titled "Person details (312192)". It contains fields for personal information: Last name (Mustermann), First name (Max), Gender (Male), User account, E-mail, Fax, Phone, Mobile, and Passport No. There are also checkboxes for Planner and Salesman, along with "Save" and "Delete" buttons. A "Select company" dialog box is open over the form. The dialog has a search bar containing "cargosoft\*", a "Search" button, and a table of results. The table has columns: Label, Name, Country, and City. One result is listed: CargoSoft GmbH, CargoSoft GmbH, Germany, Bremen. Below the dialog is a table of relations with columns: Relation, Reference, Rev. ref., Name, Country, City, and Go To. One relation is listed: Employer, Reference, Rev. ref., CargoSoft GmbH, Germany, Bremen, Go To. Below the table is an "Add" button with a dropdown menu set to "Employer".

Figure 63 Establishing relations between people and companies

The **company is selected** by clicking on the search result. The relation is then selected via a dropdown (in the example "Employer") and added via the "Add" button.


If a **relation is to be removed**, click on the **red X** in the last column. However, this function only appears if at least two relations have already been created.

At this point, a so-called "**Managed**" relationship can also be created. People who have a managed relationship can see **all the** information concerning **this company**.

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### 5.2.2. Create Persons - Companies

Persons can also be created directly when a new company is created within the Relations (see chapter 5.1). To do this, select the "Person" tab and create a new person by clicking on the "Add New" button.

Relation	Reference	Name	First name	E-mail	Phone	Username
Employee		System Administrator				cargosupport
Employee		Mustermann	Max			

**Add new**

Figure 64 Creating persons within a company

This opens a new window in which the information about the person is entered, as can be seen in Figure 65 can be seen.

**Person** X

First name: <input type="text"/>	Planner: <input type="checkbox"/>	<b>Save</b>
Name: <input type="text"/>	Salesman: <input type="checkbox"/>	
E-mail: <input type="text"/>	Forwarder: <input checked="" type="checkbox"/>	
Phone: <input type="text"/>		
Fax: <input type="text"/>		
Gender: <input type="text" value="v"/>		
Mobile: <input type="text"/>		
Passport No: <input type="text"/>		

Figure 65: Create details of a person

A person who is created **within the companies** always receives the relation "Employee" to the edited company.

In order to assign a username to this person, the small plus in the column "Username" must be clicked on (see Figure 64). This will open the same window as when creating users (see chapter 5.4.2).

### 5.3. Access Rights

The entire **rights management takes** place in the **Access Rights**. This means the creation and administration of **users, roles** and **function groups**. The users and roles are managed by the system admin, the function groups and the corresponding access rights are defined by CargoSoft Sysadmin (see **chapter 2.4**).

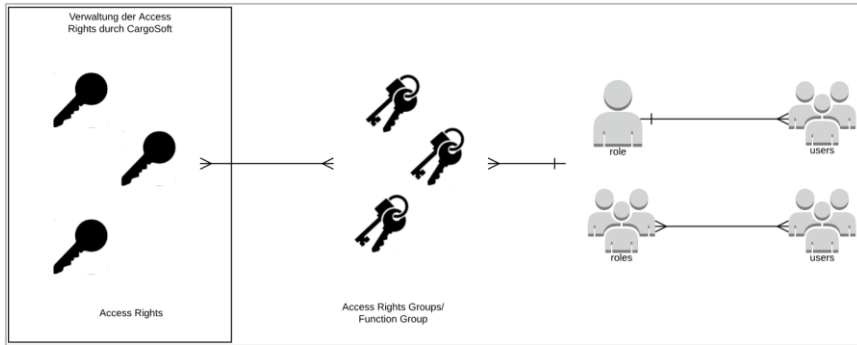


Figure 66Rights concept

It is important to know that new access rights are created by the system as soon as new functions are added as a result of new versions. These must therefore be added subsequently. Therefore, it is especially important when naming dynamic properties, for example, that these have a uniqueness within the GLA SCM.

#### 5.3.1. Function Groups

**Functions groups**, or **access rights groups**, are formed from access rights. These are groups formed from rights that a user can have. For example, the function group "Administrare Incoterms" consists of various rights, so that the Incoterms can be seen as a menu item and as a page, and they can also be edited (see Illustration 67).

This is defined by CargoSoft and cannot be done by the admin. The access rights as such cannot be viewed. The example is only intended to provide an understanding. Exactly how the rights concept is structured is explained in **chapter 2.4** already explained.

The example shown here shows the function group "Administrare Incoterms". If a user is assigned this function group, he has the right to see and edit the menu item Incoterms.

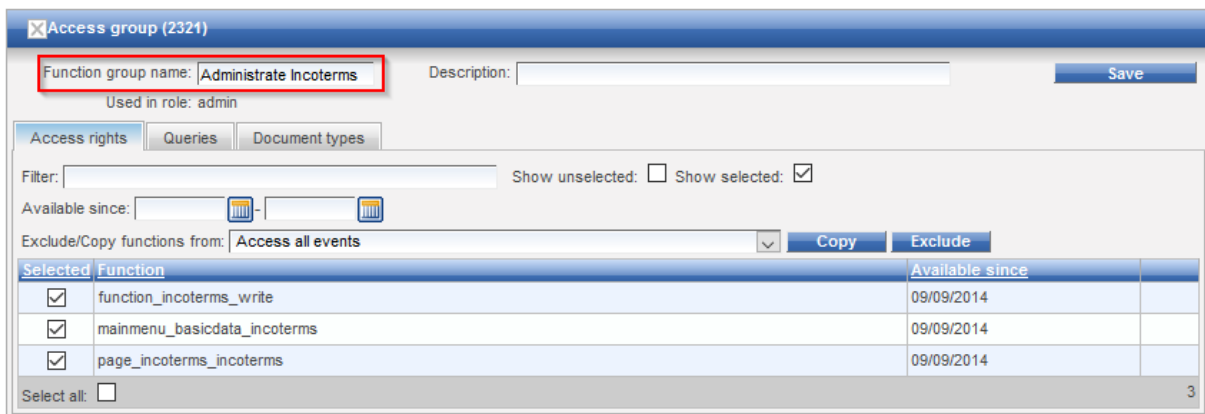


Illustration 67Forming function groups

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For clarity, Function Groups are named schematically. The most important are the following:

Name	Description
Standard Purchase Order	PO Management → Purchase Orders
Standard PO Items	PO Management → Purchase Order Items
Standard PO Good Info	PO Management → PO Item Goods
Standard Booking	eBooking
Standard Shipment	eShipment
Standard Tracking	eTracking

**Table 2** Overview of the Function Groups

The second part of the function group designation consists of a function description that specifies the point at which the function group applies. The following function descriptions are used in the GLA SCM, for example:

Name	Description
Page	Page/Module
Search by	Search field
Column	Results column in the search
Tab	Tab in the details
Field	Field in the details

**Table 3** Overview of the function descriptions

It follows that, for example, the function group "Standard Shipment - Field Carrier Edit" controls the authorisation of a role to edit the field "Carrier" in the header of the eShipment. The Function Group "Standard Booking - Search by Customer" controls the availability of the search field "Customer" in the search in eBooking.

### 5.3.2. Importance of roles

User Roles define the rights and views of the user. They are a grouping of one or more function groups.

In this way, separate roles can be built for different sub-areas in the GLA SCM. Users can then be assigned these roles, which are required for the respective workflow.

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### 5.3.3. Create and manage roles

As already described in **chapter 5.3.2** roles are a collection of different function groups. To create a new user role, use the **"New Role"** button.

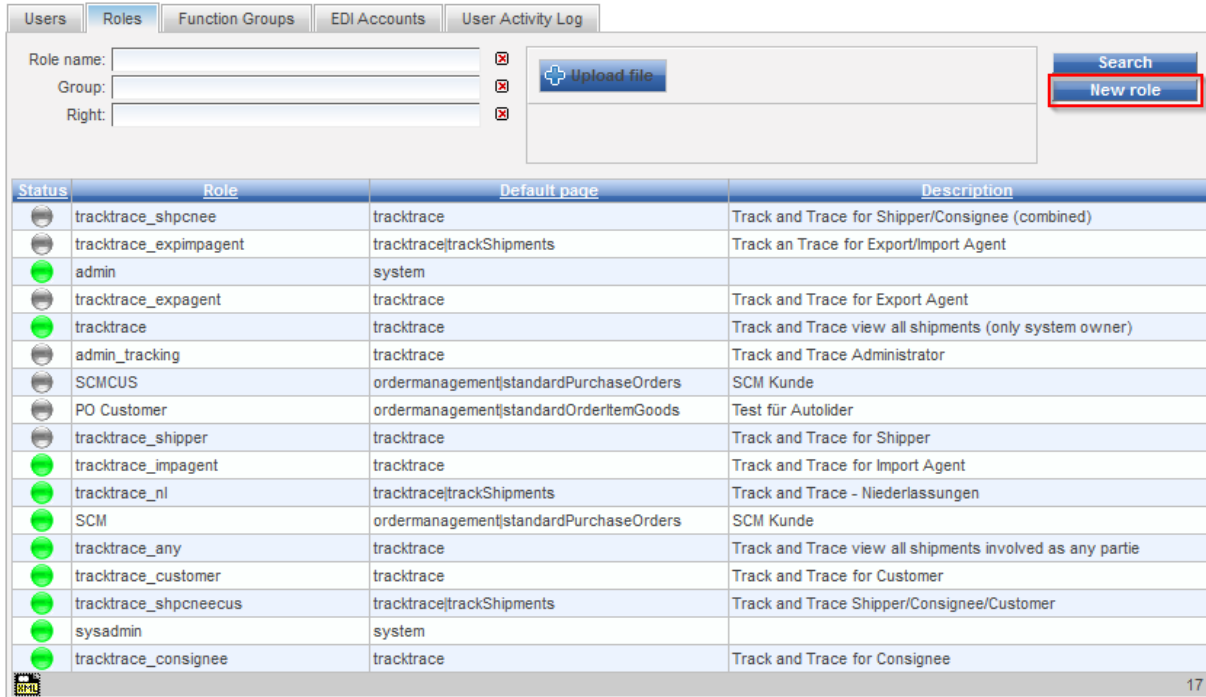


Figure 68 Overview of the roles

This **new role** is then **named**. Furthermore, it is possible to enter a **description** in the "Description" field in order to make it more comprehensible for future configurations (see Figure 68). The **"Default Page"** (in the example of the role Admin "System" (see Figure 70)) is the page in the system that should be displayed first after login. The role is created by clicking on the **"Create" button**.



Figure 69: Creating new roles

After **a role** has been **created**, the function **groups** must be assigned to it, otherwise an empty system will be found. This can be done manually by adding all function groups to the role individually or by copying already created groups.

In order to **manually assign a function group to a role**, one must first search for the desired function group. The desired function group is then added to the role by setting a check mark in the column "Selected" (see Figure 70) is added to the role.

**Groups** are **copied** via the "Exclude/Copy function groups from" function. By selecting the group in the dropdown and then clicking the "Copy" button, the rights of the group are copied. You can also exclude the rights of a group. This is done via the same dropdown. After all function groups have been added, they are **saved** by clicking on the **"Save"** button.

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When **searching for** function groups, you must consider whether you are searching for function groups that have already been added ("Show selected") or those that are still free ("Show unselected"). Figure 70).

Access role (admin)

Role name: admin      Default page: System      **Save**

Description: \_\_\_\_\_      Layout: Default

Function groups    Access rights

Filter: \_\_\_\_\_      Show unselected:     Show selected:

Exclude/Copy function groups from: \_\_\_\_\_    Copy    Exclude

Selected	Function group	Description
<input checked="" type="checkbox"/>	Access all events	
<input checked="" type="checkbox"/>	Access Default Project	
<input checked="" type="checkbox"/>	Access interfaces	
<input checked="" type="checkbox"/>	Access related companies and persons	
<input checked="" type="checkbox"/>	Access related projects	
<input checked="" type="checkbox"/>	Access related projects of employer	
<input checked="" type="checkbox"/>	Administrate Codes	
<input checked="" type="checkbox"/>	Administrate Companies	
<input checked="" type="checkbox"/>	Administrate Configuration	
<input checked="" type="checkbox"/>	Administrate Configuration - Document Types	
<input checked="" type="checkbox"/>	Administrate Defaults	
<input checked="" type="checkbox"/>	Administrate Defaults - Type Events	Mapping from Events to Milestones
<input checked="" type="checkbox"/>	Administrate Defaults - Type Event Status	Definition of Milestone Status
<input checked="" type="checkbox"/>	Administrate Defaults - Type Forwarder	Auto-Fill for Forwarder Fields in eBooking
<input checked="" type="checkbox"/>	Administrate Defaults - Type Transit Times	Transit Times for Milestones

Select all:     1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25    1409

Figure 70 Definition of a role

To add all function groups that appear in the search to a role, a tick can be set at "Select All".

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## 5.4. User

In contrast to persons, **users** have access to the system, which consists of the **login data**. Users can be persons at the same time, but persons do not necessarily have to be users. Users are the persons who have access to the system. Depending on the assigned "Function Groups" (with the "Access Rights" contained therein), they can see or edit more or less fields / functions.

### 5.4.1. Create user - via "Access Rights"

Among other things, users are created in the menu item "Access Rights". This can only be done via a user with the role "Admin".

A personal account can be created or one that is valid for the entire company. Personal accounts are useful when traceability is required. Company accounts are suitable if it is not relevant which user made the entries.

Figure 71 Create user

Clicking on the button "**New Account**" opens a new window. There you first search for the company under which the user is to be created. The company is selected by clicking on the pencil/paper icon (see Figure 72).

Figure 72 Assignment of the new user to the company

Now the **new account** can be **created**. First, the **role of the user is** defined. Then the **name and password** are set. If the user is to change his or her password freely the next time he or she logs in, then a tick must be placed in the box (see yellow box Figure 73) must be set. Furthermore, a user can be set to inactive in this mask. This is done by pressing the "Disable" button. Deactivated user accounts can be reactivated by clicking on the "enable" button. Both buttons are controlled via rights.

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Figure 73 Creating the new user account

### 5.4.2. Create User - Companies

A user can also be created within the companies. This means that the user is directly linked to the company.

Figure 74 Users within the companies

To do this, open the "Companies" master data and click on the plus sign next to User Account (see red box). Figure 75 red box) opens a window for creating a new user. The user name and password are defined. If the user is to be able to set his own password, the checkbox "Change password on next login" must be ticked. The role can also be assigned in this window.

A "multi session" authorisation can also be granted (optional). This means that the user can log on to the system several times and simultaneously, although this is not recommended.

Click on the "Save" button to finish the process.

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### 5.4.3. User information

Within the "Users" tab, you can **search** for specific users. If you select the user you are looking for, information appears below the search window. This includes general information such as the **user name**, but also **information** about the **current session**, the assigned **access rights** and the **activity history**, i.e. when this user logged in and logged out again (optional).

The screenshot shows the 'Users' tab in the CargoSoft interface. A search for 'cargosupport' has been performed, displaying a table with one user entry:

Type	Username	Name	Company	Role	Online
Person	cargosupport	System Administrator	CargoSoft GmbH	sysadmin	online <a href="#">Click</a>

Below the table, the 'User account details (2)' for 'cargosupport' are shown. The 'Session info' tab is selected and highlighted with a red box, displaying the following session information table:

Login time	IP	hostname	Browser	Cluster node
19/09/2018 07:32:46				

Figure 75 User information

Information about the logins of the users can also be found in the tab "User Activity Log". The login information of all users is displayed there (optional).

## 5.5. Events

**Events** are milestones in an **order process that begins** with **order entry** and ends with the **completion of the transport**.

Events are used in almost all modules of the GLA SCM. The exception is eBooking, which is still being implemented.

Events are managed in the "**Event Management**" area and assigned to groups, the "Event Type" groups. These groups are then assigned to so-called "Projects".

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### 5.5.1. Setting up events

New events are created by pressing the "Create" button in the "Event Resource" tab.

Figure 76: Setting up events

#### Type

The event **type indicates the** level at which the event is displayed. The selection is made via a dropdown. The most important event types are as follows:

Type	Level
Order	PO Header Level (Order Header)
OrderItem	Item level of the TOE (Order Position/Item)
XTransportOrder	Shipment/booking level
XTransportOrderPosition	Container / LCL / Colli Level

Table 4 Overview of important event object types

#### Key

The event "**Key**" together with the event "Type" is a unique key, which enables later identification in the system. "Type" and "Key" cannot be edited later!

#### Unique Level

The so-called "**Unique Level**" indicates whether an event must be unique or can occur more than once.

Level	Meaning
NON_UNIQUE	Multiple event
UNIQUE_PER_NAME	Unique name
UNIQUE_PER_NAME_AND_REFERENCE	Unique with the name and reference

Table 5 Overview of the Event Unique Levels

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**History**

If an event is unique, a **history** can be created for changed values. This history can be created either for estimated ("Est historie"), actual ("Act historie"), or for both values.

**Label**

The **label** is the name of the event. There are both the label itself and the **label resources**. Labels can be formulated in any way. Label resources, on the other hand, have a notation that must be adhered to: To create a code for translations, resources begin with "global\_". This is followed by the name of the event. In the case of several words as descriptions, the first letters of the respective words are capitalised.

Example:

"global\_inProcess" appears in the system as "In Process".

**5.5.2. Event Type Groups**

**Events** are **grouped together in groups that are** managed via the "**Event Type Groups**" tab. These groups determine which events are available in which order in a project.

Depending on the intended use of a group (depending on the module/page and MOT), the group names follow a specific scheme for the module, followed by the MOT. In the standard GLA SCM, the following names are used:

Name	Description
ORDER_ITEM_STATUS_SEA	Order Item Level
SHIPMENT_BOOKING_GROUP_SEA	eBooking level
SHIPMENT_GROUP_SEA	eShipment House level or eTracking level
MASTER_SHIPMENT_GROUP_SEA	eShipment Master Level

Table 6 Overview Event Type Groups

Within the event groups, the events are defined according to the desired **order**. This is done either alphabetically, or as in the example (see Figure 77).

The **sorting of** the events is done dynamically by means of text fields. Larger spacing between numbers is recommended to maintain flexibility in renaming.

Example:

An event is to be inserted at the third position; if the distances were smaller, each position would have to be changed in order to be able to insert the event at the third position.

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	Status	Type	Unique level	Description	
10	☉	xtransportorder_pickup	UNIQUE_PER_NAME	Pickup	✗
15	☉	xtransportorder_warehouse	UNIQUE_PER_NAME	Warehouse	✗
20	☉	xtransportorder_arrivalPol	UNIQUE_PER_NAME	Arrival Pol	✗
25	☉	xtransportorder_loadingStart	UNIQUE_PER_NAME	Loading Start	✗
30	☉	xtransportorder_loadingEnd	UNIQUE_PER_NAME	Loading End	✗
35	☉	xtransportorder_departure	UNIQUE_PER_NAME	Departure	✗
40	☉	xtransportorder_transshipment	UNIQUE_PER_NAME	Transshipment	✗
45	☉	xtransportorder_arrival	UNIQUE_PER_NAME	Arrival	✗
50	☉	xtransportorder_dispatch	UNIQUE_PER_NAME	Dispatch	✗
55	☉	xtransportorder_available	UNIQUE_PER_NAME	Available	✗
60	☉	xtransportorder_clearanceStart	UNIQUE_PER_NAME	Clearance Start	✗
65	☉	xtransportorder_clearanceEnd	UNIQUE_PER_NAME	Clearance End	✗
70	☉	xtransportorder_customsClearance	UNIQUE_PER_NAME	Customs Clearance	✗
75	☉	xtransportorder_acceptance	UNIQUE_PER_NAME	Acceptance	✗
80	☉	xtransportorder_finalDestination	UNIQUE_PER_NAME	Final Destination	✗

delivery\_customerChecked [v]  15

Figure 77 Sorting events within event type groups

Automatically generated "Event" groups for PO Management, eShipment and eTracking are created. In doing so, the previously created groups TRANSPORT\_ORDER\_STATUS are renamed to SHIPMENT\_GROUP (Affects only systems prior to version 7.7.5.).

## 5.6. Dynamic Properties

**Dynamic properties** are additional fields that are needed within different projects. They are managed within the respective project. You can create as many dynamic properties as you like, but they can only fulfil certain functions. For example, additional text fields, checkboxes or date fields can be created.

Dynamic properties are created in the menu item "Event Management".

### 5.6.1. Create new Dynamic Property Types

To create a new Dynamic Property Type, click the "New" button.

Dynamic property type (-1)

Object: [dropdown] Property label: [text]

Property name: [text] Property label: [text]

Property type: [dropdown] resource: [text]

Description: [text]

Figure 78 Create Dynamic Properties

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## Objects

The **object** designates the level on which the additional field is to appear. Dynamic properties can be created on the following levels:

Object	SCM level
Order	PO level
OrderItem	Article level
xTransportOrder	Shipping level
xTransportOrderPosition	Position level

Table 7 Overview of the Dynamic Property Levels

## Property Name

The name of the additional field is stored in the Property Name field. It should be noted that the name must be unique in the GLA SCM, as this name controls the permissions (see **chapter 5.3**) are controlled via this name.

**Property Type**

The **property type** indicates the type of the additional field.

Property Type	Description
Boolean	Checkbox - To answer yes/no questions
Date	Date field (with calendar selection)
Decimal	Number field with decimal separation
Integer	Number field for integers
Text	Free text field (up to 255 characters)

Table 8 Overview of the Dynamic Property Types

The first three fields (Object, Property Name, Property Type) cannot be edited afterwards.

**Description**

This field is optional. You can create a description of the dynamic property to ensure later traceability.

The **label** is the **name of the dynamic property field**. There are both the **property label** itself and the **label resources**.

**Property Label**

The property label specifies a fixed designation of the dynamic property that cannot be controlled via the languages (cf. Label Resource). Labels can be formulated as desired.

**Label Resource**

The Label Resource is used to ensure that a translation can be carried out unambiguously. Labels can be formulated as desired (see above), but the label resources have a notation that must be adhered to. To create a code for translations, resources begin with "global\_". This is followed by the name of the field. In the case of several words as description, the first letters of the respective words are capitalised.

Example: "global\_referenceDate" appears in the system as "Reference Date".

The data is saved by clicking on the "Create" button.

The additional field can then be assigned to a project (see **chapter 5.8**).

## 5.7. Rules and Rules 2

The rules can be used to automate **notifications** and **calculations of events** in the GLA SCM. Rules can be triggered by a trigger event (e.g. the creation of a consignment or the entry of a time stamp) and thus calculate/fill a follow-up event or send an email. The GLA SCM provides different rule types for different use cases.

The most important rules are the following:

Rule Type	Description
TrackingEventRule	A general and very versatile rule for notifications.
BookingEventRule	A rule with special filters/text replacements for use cases in eBooking.
ShipmentEventRule	A rule with special filters/text substitutions for use cases in eShipment.
CompareEventRule	A rule to compare events and send notifications in case of deviation.
MissingEventRule	Rule for notification of missing events.
EventStatusRule	Rule for calculating events and milestones

Table 9 Overview of the Rule Types

## 5.8. Projects

Projects in GLA SCM are not the same as in TMS: in GLA SCM, projects represent **business cases**, whereas in TMS they reflect loads. So, for example, you can create your own projects for different customers in GLA SCM. In addition, there is a so-called "default" project, which always applies.

Projects are given names and assigned unique numbers (Project No.) to identify them.

Project no.	Name
003	VERTRIEB DEMO
002	
001	TEST

Figure 79 Representation of projects

Each project has an owner, who is usually also the system owner. However, the owner must have been assigned the function "Export Forwarder".

Dynamic properties can be created per project (see **chapter 5.5.2**). The additional fields are then only visible for certain projects and can be created flexibly accordingly.

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**5.8.1. Create new projects**

Projects are created via the "New" button. New fields open below the search. The project number, name and owner are entered there. The project is saved via the "Create" button.

Figure 80 Creating a new project

Once created, the project is set up.

Figure 81: Setting up new projects

In the "Companies" tab, the companies involved in the project are added. This can either be done manually for each individual company or via the functions that the companies have. In this way, as shown in **Figure 82** all companies can be selected with the same function. It is also possible to add only certain companies using the function by using the checkbox.

Label	Name	Country	City
<input checked="" type="checkbox"/>	China Supplier	CHINA	QINGDAO
<input type="checkbox"/>	ODENWALD TYRES GMBH	Germany	Darmstadt
<input type="checkbox"/>	ENTREPRISE UN LILLE	FRANCE	LILLE
<input type="checkbox"/>	AB Enzymes GmbH	Germany	D-64293 Darmstadt/Germany
<input type="checkbox"/>	Suzhou Nanda Metal Technology Co.Ltd	CHINA	Qidu, Wujiang City / Jiangsu

Figure 82: Add Companies Projects

In the tab "Event Type Groups" the created event groups (see **chapter 5.5**) are now assigned to the project.

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Companies				
Event Groups				
Service Levels				
Settings				
Documents				
Dynamic Property Types				
Status groups: <input type="text"/> <input type="button" value="Add"/>				
Event				
Name	Type	Description	Unique level	
✗ SHIPMENT_GROUP_SEA [Sea]				
xtransportorder_arrival		Arrival	1	
xtransportorder_readyForRelease			1	
xtransportorder_customsClearance		Customs Clearance	1	
xtransportorder_departure		Departure	1	
xtransportorder_delivery			1	
xtransportorder_requestedDeliveryDate			1	
✗ ORDER_STATUS				
✗ ORDER_STATUS_SEA [Sea]				
transportorderposition_arrival			1	
transportorderposition_customerBooked			1	
transportorderposition_departure			1	
transportorderposition_customsClearance			1	
transportorderposition_orderFollowUp			1	
transportorderposition_deliveryTime			1	
✗ ORDER_ITEM_STATUS_SEA [Sea]				
orderitem_delivery			1	
orderitem_departure			1	
orderitem_booked			1	
orderitem_customsClearance			1	
orderitem_arrival			1	
orderitem_ArrivalPostCarriage			1	
orderitem_exWorks			1	
orderitem_poFollowUp			1	
orderitem_departurePostCarriage			1	
✗ ORDER_STATUS_AIR [Air]				
transportorderposition_arrival			1	
transportorderposition_departure			1	
transportorderposition_orderFollowUp			1	
transportorderposition_deliveryTime			1	

Figure 83Event Type Groups within Projects

Furthermore, the dynamic properties can be maintained in the projects.

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## 5.9. Defaults

Defaults are tabular data that return exactly one value. This can be used, for example, to define default values or travel times.

The following defaults, among others, are used in the standard GLA SCM:

Default Type	Description
Events	Default for mapping and transferring events from consignment level to PO item level
Address Preallocation	Default for presetting address data
Forwarder	Presetting of forwarder, import forwarder and export forwarder
Time Difference Limit	Default for defining PO item status at the milestones
Comments Visibility	Default for presetting the visibility checkboxes when creating comments

Table 10 Overview of the default types

## 5.10. Codes

**Codes** are used for the unique mapping of data. These include address numbers, but also document types or package codes.

Important points:

1. Referenced Address → Address number
2. Document Types → Mapping of form categories
3. Package → Mapping of packaging types

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## System master data

Each system draws on master data that is less related to the business itself and more to the set-up.

### 5.11. Translations

The system is **multilingual**. **English** is delivered as the default language. All languages are managed and activated by CargoSoft. This is done either via Excel upload or can be done manually. The GLA SCM is **unicode capable**, i.e. it can display all UTF8 character sets.

**Resource keys** are translated. These represent a unique relationship to commands in the system. Each resource key has its own translation.

The language currently being used is shown in the top left-hand corner below the logo and can be set individually for each user. Several languages can also be assigned to a user for selection. These can then be selected via the drop-down menu.

#### 5.11.1. Translation within the system

Under the menu item System → Configuration you will find the tab "**Translations**". There you can **search for the resource key** and then enter the desired translation in the column next to it. Click on the "**Save**" button to save the translation and apply it to the system.

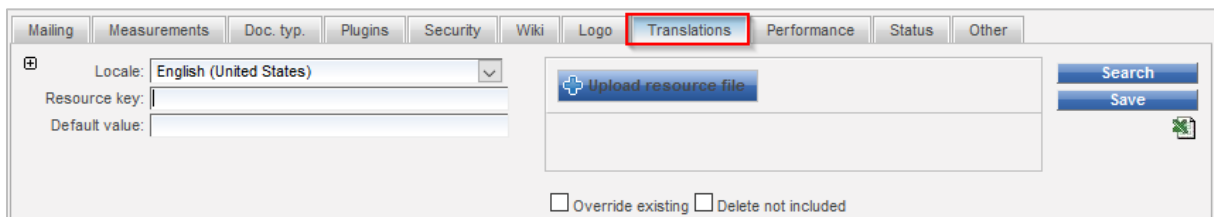


Figure 84: Translations

#### 5.11.2. Upload translations via Excel

To view all translations of the system, the user can download a list in the form of an **MS Excel spreadsheet**. The **download** is done either via the Excel icon on the right or below the search results. The download then starts automatically. In this Excel, the column "en US", which is used as standard by CargoSoft, can be edited.

If another language is to be added or edited, the language must first be filtered in the system under "Locale" (see Figure 85) must be filtered to the desired language. In order to translate the commands in the system, the file must be uploaded. The button "+ Upload resource file" is used for this. After the file has been selected, the question "Really upload resource file" must be confirmed with OK. The upload then starts.

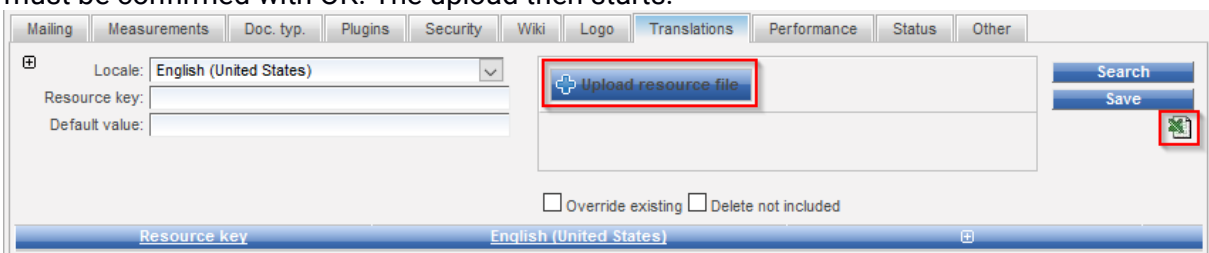


Figure 85 Upload translations via Excel

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## 5.12. Interfaces

"Interface" means **interface**. Interfaces are the components of software that are responsible for communication with other systems. The task of interfaces is therefore to import and export files and to process them, i.e. to exchange information.

Some interfaces are integrated as standard in order to communicate with the various CargoSoft modules.

The most important interfaces include:

Name	Description
XCSInterface	General interface for the exchange of shipment data between GLA SCM and TMS (eShipment, eTracking)
CargoSoft Address Interface	Synchronisation of address master data
CargoSoft Basic Data Interface	Synchronisation of master data
PO Upload	Upload of Purchase Orders via Excel

Table 11 Overview of the interfaces

The names can be set up differently in the individual system.

The administration of the interfaces takes place in the menu item "**System**". There, the interfaces can be viewed, edited and new ones added.

## 5.13. Scanner

"Scanners" search sources for data in order to forward them to an interface. Each source has its own scanner type (extract):

Scanner Type	Description
CargoSoftMSScanner	Scanner for CargoSoft Message Queue
FTP scanner	Scanner for FTP/SFTP Server
MailScanner	Scanner for retrieving data via POP3
DirectoryScanner	Scanner for retrieving data from a local directory

Table 12 Overview of the scanner types

## 5.14. Mailing

The GLA SCM makes it possible to send **notifications by e-mail** to stored addresses. The mailing rules, i.e. at which times who is to be notified, are stored in the **events**.

In order for the GLA SCM to be able to send mails, the function must be activated. Under the menu item "System", the tab "Mailing" can be found under the tab "Configuration". A tick must be placed in the checkbox "Mailing enabled". If the checkbox is empty, as shown in Figure 86 no e-mails can be sent.

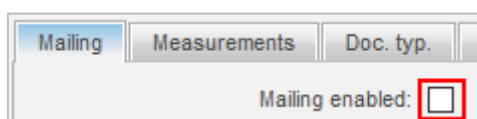


Figure 86: Activate mailing

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The e-mail is always sent from the same e-mail address. What this looks like depends on where the system is hosted; whether the CargoSoft parent company Dakosy or on a server chosen by the customer.

If the Dakosy outgoing mail server is used, the following applies:

**\*customer\*@cargosoft.com**

If another server

is used, the e-mail address must **not** end with @cargosoft.com.

### 5.15. Document Types

"Document Types" correspond to the form categories of the TMS. They are managed in the menu item "System" under "Doc. Typ. / "Document Types".

Document Types are needed to ensure the exchange with the TMS. In addition, it is possible to define who receives the authorisations for uploads and downloads for each document type.

If a new document type is created, the role "Admin" automatically receives the Function Group created by the system.

By clicking on the "Add" button, a new column is added to the table and the new document type can be created.

System ID	Name	EDI Doc.	EDI Conf.	Shp. doc.
CargoSoftDepartureInformation	CargoSoftDepartureInformation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SCM	SCM	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Auftragsbestätigung	auftragsbestätigung	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Logo	Logo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manual	Manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure 87 Document Types

They are managed under Menu System → Document Types.

For use in broadcasts, the "Shp. doc." checkbox must be set.

If the document type is to be used in combination with the eFile, the type must be mapped in the master data under Codes → Document Type per branch with the code of the form category from the TMS. The CargoSoft Service Desk can help here.

### 5.16. Document System

The document system is responsible for storing documents. This is where the e-file, or several if necessary, are stored. It is important that the document types are used correctly and that the mappings in the codes are correct, otherwise the documents will not be saved or will be assigned incorrectly. In this case, the documents may not be visible at all.

Each branch receives its own e-file. Thus, codes are created for each branch that must match the document types.

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## 6. Tips and tricks

The purpose of this chapter is to point out some minor tips and tricks of the GLA SCM to facilitate the use of the software.

### 6.1. Structure of the page

The appearance of the system can be changed in various places. This includes logos, colours and skins.

#### 6.1.1. Design

The design of the software can be partly determined by the customer. For example, the **background of** the system (see Figure 88 orange) can be changed by "Background Color". The background of the **header** can be changed by "Header Background Color" (see Figure 88 blue). The Foreground colours describe the colours of the **labels** in the system as well as in the header. You can either choose from the colour palette or enter the colour code of the desired colour.

"Company logo maximum height" describes the size of the selected **logo**.

The design of the **menu items** can be controlled via "Skin". There are more than 10 different designs from which you can choose (see example Figure 89).

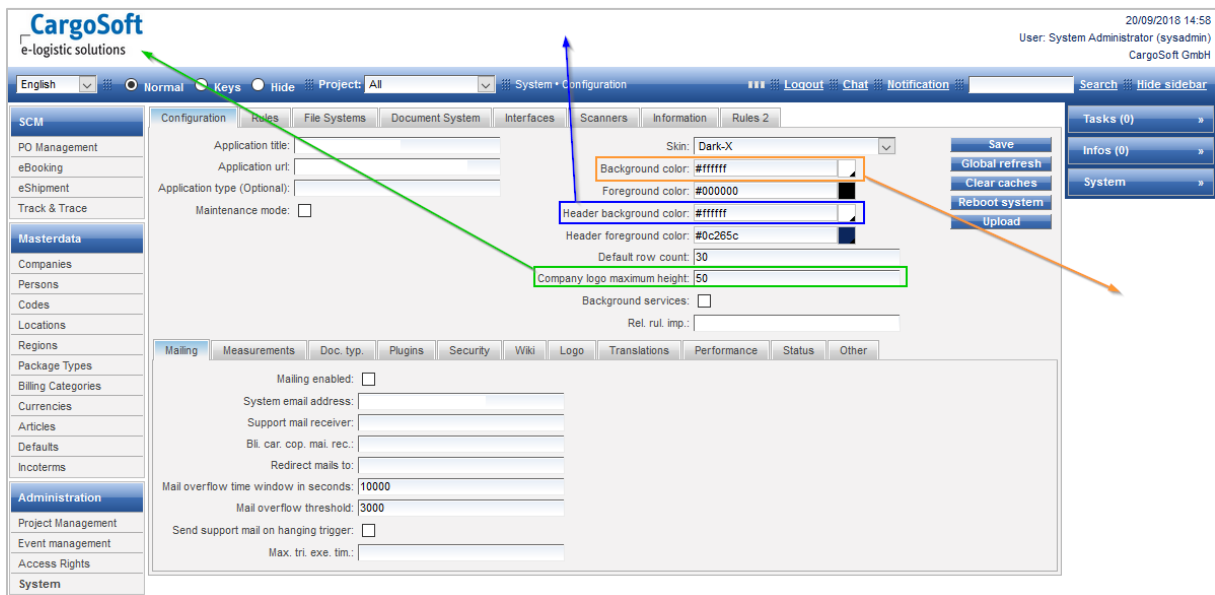


Figure 88: Design of the system

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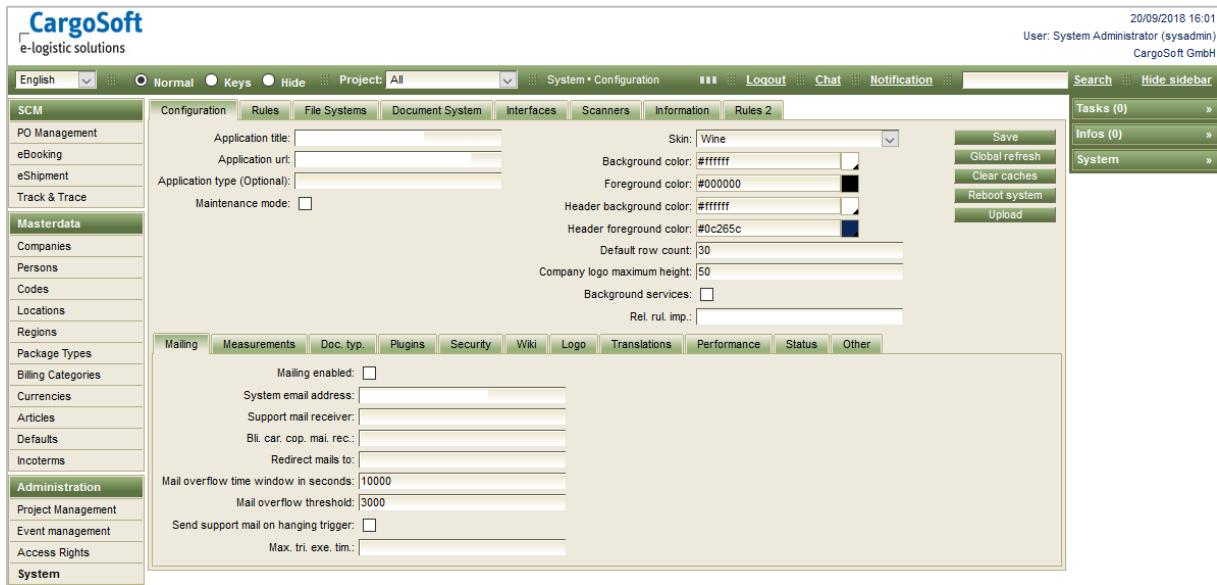


Figure 89: Example of another design

The colours of the background and the header are also reflected on the login page.

### 6.1.2. Logos

**Logos** can be displayed in **two** different places in the system: first on the login page and in the top left corner.

The **logo of the login page** depends on the **system**. It can therefore be changed under the menu item System. Under the tab "Logo" you will find the button "Upload Logo". After selecting the desired image file and a subsequent saving process, the logo is displayed on the login page.

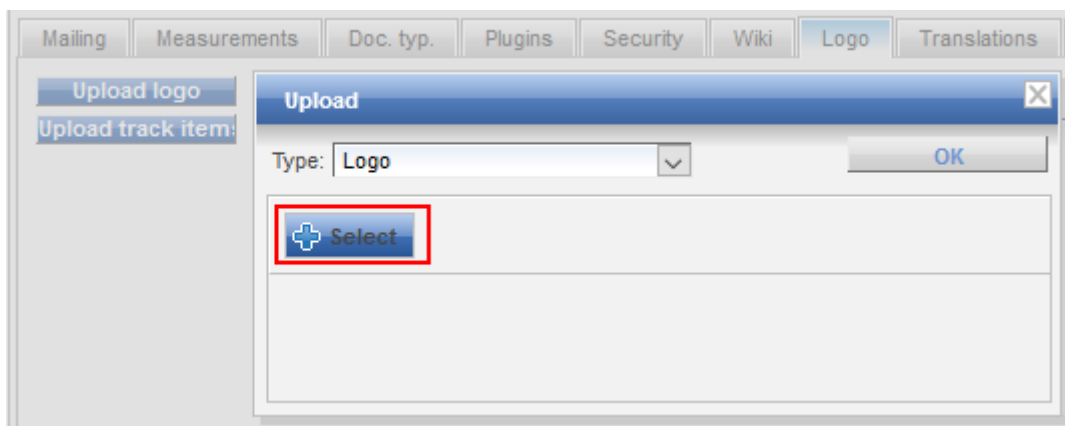


Figure 90: Change of the logo

The **logo after login** is linked to the user's **company** and is also maintained in the master data of the company. You can choose whether each company should see its own logo, which is done via an individual upload, or the logo of another company.

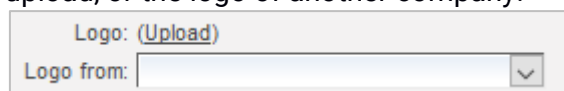


Figure 91 Logo of the Company

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### 6.1.3. Login page

The login page can be designed individually. This includes text fields, but also individual logos. The design and upload of the logo is explained in **chapter 6.1.2** already explained.

If not only the logo and the login screen should appear on the login page, but also a text, such as a link to your own homepage, you can create this text here.

There is one field that allows up to 255 characters (**Login page text**) and one that goes beyond that (Login page data protection).

It is important that the formatting is done in HTML.

```

Login page data protection
<p style="text-align: center;">&nbsp;&nbsp;&nbsp;</p>
<p style="text-align: center;">&nbsp;&nbsp;&nbsp;</p>
<p style="text-align: center;">&nbsp;&nbsp;&nbsp;</p>
<p style="text-align: center;"><span style="font-family:Arial,Helvetica,sans-serif">Der Esel, als der gr&ouml;mszigte, n&auml;mherte sich dem Fenster und schaute hinein. &quot;Was siehst du, Grauschimmel?&quot; fragte der Hahn. &quot;Was ich sehe?&quot; antwortete der Esel. &quot;Einen gedeckten Tisch mit sch&ouml;nem Essen und Trinken, und R&auml;uber sitzen daran und lassen&acute;s sich wohl sein.&quot; &quot;Das w&auml;re was f&uuml;r uns&quot;, sprach der Hahn. &quot;Ja, ja, ach, w&auml;ren wir da!&quot; sagte der Esel. Da ratschlugen die Tiere, wie sie es anfangen m&auml;szigten, um die R&auml;uber hinauszujagen, und fanden endlich ein Mittel. Der Esel mu&szligte sich mit den Vorderf&uuml;szligen auf das Fenster stellen, der Hund auf des Esels R&uuml;cken springen, die Katze auf den Hund klettern, und endlich flog der Hahn hinauf und setzte sich der Katze auf den Kopf.</span></p>
<p style="text-align: center;"><span style="font-family:Arial,Helvetica,sans-serif">Wie das geschehen war, fingen sie auf ein Zeichen insgesamt an, ihre Musik zu machen: der Esel schrie, der Hund bellte, die Katze miaute, und der Hahn kr&auml;hte; dann st&uuml;rzten sie durch das Fenster in die Stube hinein, da&szlig; die Scheiben klirrten. Die R&auml;uber fuhren bei dem entsetzlichen Geschrei in die H&ouml;he, meinten nicht anders, als ein Gespenst k&auml;me herein, und flohen in gr&ouml;mszigter Furcht in den Wald hinaus.</span></p>
<p style="text-align: center;"><span style="font-family:Arial,Helvetica,sans-serif">Nun setzten sich die vier Gesellen an den Tisch, nahmen mit dem vorlieb, was &uuml;briggeblieben war, und a&szlig;en, als wenn sie vier Wochen hungern sollten. Wie die vier Spielleute fertig waren, l&ouml;schten sie das Licht aus und suchten sich eine neue Schlafst&auml;tte, jeder nach seiner Natur und Bequemlichkeit. Der Esel legte sich auf den Mist, der Hund hinter die T&uuml;r, die Katze auf den Herd bei die warme Asche, und der Hahn setzte sich auf den Hahnenbalken; und weil sie m&auml;ude waren von ihrem langen Weg, schliefen sie auch bald ein.</span></p>
<p style="text-align: center;">&nbsp;&nbsp;&nbsp;</p>

```

Figure 92HTML text of the login page

You can either format the text yourself or use an editor:

<https://wiki.selfhtml.org/wiki/HTML/Textstrukturierung/p>

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Figure 93Example: Text login page

CargoSoft Support can also help with this.

### 6.1.4. Page title

In every browser, the **title** (<title>) of the **opened page is** displayed in **the tab**. In the GLA SCM you can edit this title individually. This is done in the menu item System under the tab "Configuration". In the field "Application Title". In the example, the title is CargoSoft GLA SCM (see Figure 94: Title of the software).

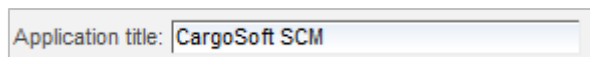


Figure 94: Title of the software

After the name has been changed, it will be displayed in the browser tab after a global refresh or at the next login.



Figure 95: View in the browser tab

## 6.2. Descriptions

Each object created can be given a description in a free text field. This description can help ensure long-term traceability. This can be especially useful when names are not particularly crucial. However, these descriptions are not mandatory fields, but can be filled in as needed.

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### 6.3. Display numbers

Since the system language is usually English, the numbers are displayed in English format. As a result, the decimal separator is a point and the thousands separator is a comma. The number format is linked to the language. If you change the language, the **number format** also changes.

### 6.4. Merge Mode

Sometimes it can happen that different master data have been entered twice in the system. This means that emails are sent to the wrong address, shipments cannot be found or similar. However, since it is not possible to delete data records that are currently in use and the effort to find out all affected shipments would be too great, there is the function of merging. Merging means something like merging. In this process, two data records are merged so that only one record can be found in the master data, but all other items that were booked on the wrong record can still be found.

In the Figure 97 example, the city of Bremen has been created twice in the master data. To merge the two, switch to Merge Mode. The table is now extended by two columns and tick boxes appear.

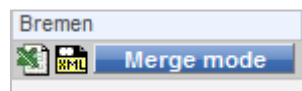


Figure 96 Merge Mode

The user then selects which positions he wants to merge via tick boxes. The position that is to be kept is given an additional tick in the Keep field. The "Merge" button ends this process. Afterwards, the merged positions disappear and only one remains. If no "Keep" is set, the item that was used more often is kept.

It is important to keep the correct position.

**Merging cannot be undone, not even by CargoSoft Support.**

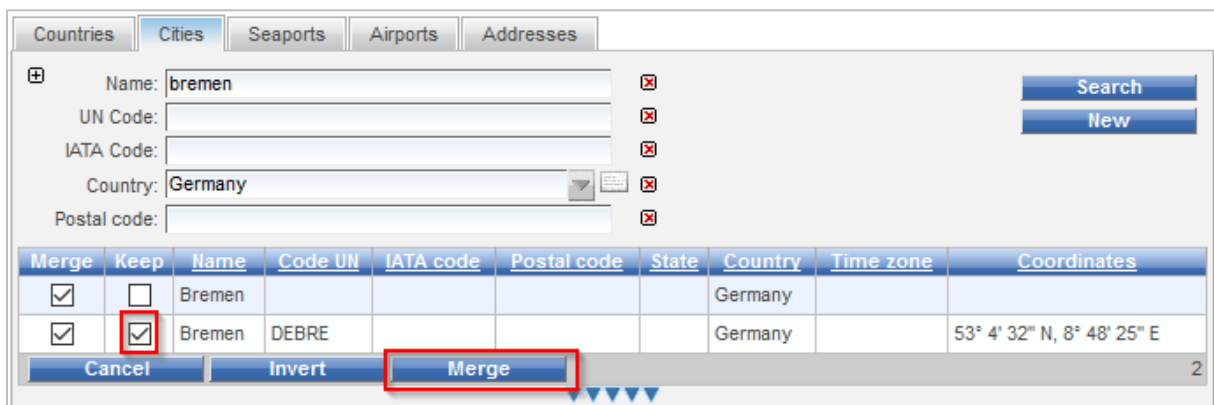


Figure 97 Merge Mode - Merging Master Data

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