

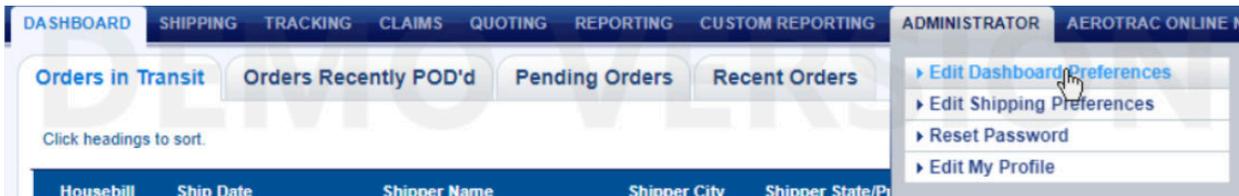


Dashboard Customization

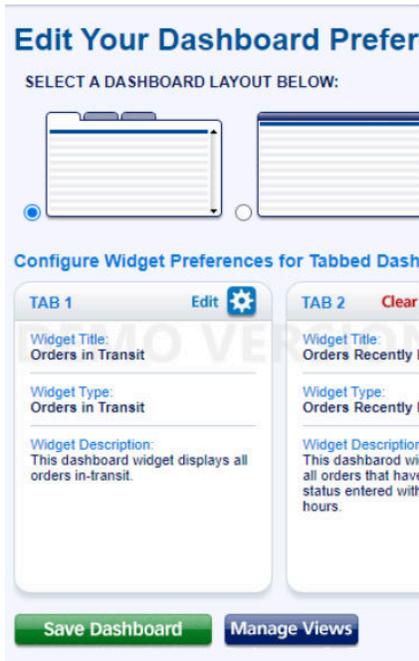
Aerotrac Connect allows users to customize the fields that display within certain dashboards. There is a dropdown list that identifies the “view” that is selected when records are displayed in the database.

Housebill	Ship Date	Shipper Name	Shipper City	Shipper State/Prov	Consignee Name	Consignee City	Consignee State/Prov	Pieces	Weight	Charge Weight	WOM	Service Level Desc	Due Date	Current Status	Current Status Date	Current Status Type
321262888	11/15/2022	Square Distro LLC	Beverly Hills	CA	Georgia Pacific	Dubuque	IA	1	455	455	LBS	LTL Service	11/16/2022	Order Created	11/20/2022	13 14
321262823	1/27/2023	Square Distro LLC	Beverly Hills	CA	Georgia Pacific	Dubuque	IA	1	490	490	LBS	LTL Service	2/2/2023	Booked with Carrier	3/24/2023	12 21
321262826	2/16/2023	Freecycle Semiconductor	Ormond Beach	FL	NetLogix	Salt Lake City	UT	1	111	111	LBS	3 Day - Economy Ground	2/23/2023	Booked with Carrier	4/18/2023	15 42
321262827	2/16/2023	Freecycle Semiconductor	Ormond Beach	FL	NetLogix	Salt Lake City	UT	1	1	1	LBS	3 Day - Economy Ground	2/23/2023	Order Created	2/16/2023	10 40
321262836	3/14/2023	ABC Roofing	Dubuque	IA	Test Genera S. Client	Geneseo	IL	2	2332	2332	LBS	3 Day - Economy Ground	3/21/2023	Order Created	3/14/2023	86 15
321262837	3/14/2023	ABC Roofing	Dubuque	IA	Adna	HARTFORD	CT	3	223	223	LBS	3 Day Service	3/17/2023	Order Created	3/14/2023	86 23

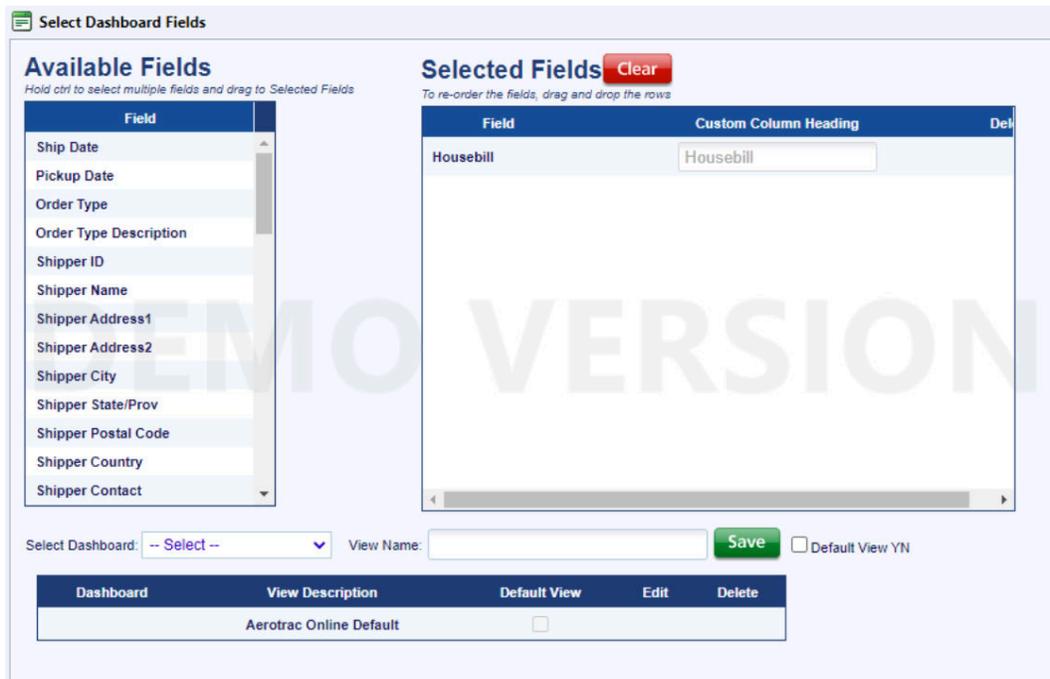
To manage the views for each dashboard, go to Administrator > Edit Dashboard Preferences.



Click 'Manage Views.'



A pop-up window will display, allowing the user to drag and drop your desired fields from the 'Available Fields' list into the 'Selected Fields' list.



Once your desired fields are selected, the following needs to be specified:

- **Select Dashboard** – This is the dashboard in which the desired fields will appear.
- **View Name** – Provide a name for this view.
- **Default View YN** – Determine whether this will be the default view for this particular dashboard.

Once saved, this new view will display in the list of views available to you.

Select Dashboard Fields

Available Fields
Hold ctrl to select multiple fields and drag to Selected Fields

Field
Special Instructions
Due Time
Current Status Time
Current Status Notes
Current Status Location
POD Date
PODTime
Signature
Dimensions
Reference
Commercial Invoice
Charge Amount
Container Info

Selected Fields Clear
To re-order the fields, drag and drop the rows

Field	Custom Column Heading	Delete
Housebill	Housebill	
Ship Date	Ship Date	Delete
Order Type Description	Order Type Description	Delete
Shipper Name	Shipper Name	Delete
Shipper City	Shipper City	Delete
Shipper State/Prov	Shipper State/Prov	Delete
Consignee Name	Consignee Name	Delete
Consignee City	Consignee City	Delete
Consignee State/Prov	Consignee State/Prov	Delete

Select Dashboard: View Name: Default View YN

Dashboard	View Description	Default View	Edit	Delete
Aerotrac Online Default		<input type="checkbox"/>		

Select Dashboard Fields

Available Fields

Hold ctrl to select multiple fields and drag to Selected Fields

- Station
- Pieces
- Weight
- Dim Weight
- Charge Weight
- UOM
- Service Level
- Service Level Desc
- Origin Port
- Destination Port
- Insurance Value
- Commodity
- Special Instructions

Selected Fields Clear

To re-order the fields, drag and drop the rows

Field	Custom Column Heading	Del
Housebill	Housebill	

Select Dashboard: -- Select -- View Name: Save Default View Y/N View Saved Successful

Dashboard	View Description	Default View	Edit	Delete
Orders in Transit	My In-transit Orders	<input checked="" type="checkbox"/>	Edit	Delete
	Aerotrac Online Default	<input type="checkbox"/>		

Return to the Dashboard page, and you will see all of the views you have set up.

DASHBOARD | SHIPING | TRACKING | CLAIMS | BOOKING | REPORTING | CUSTOM REPORTING | ADMINISTRATION | AEROTRAC ONLINE NEWS (0)

Orders in Transit | Orders Recently POD'd | Pending Orders | Recent Orders

Click headings to sort

Housebill	Ship Date	Order Type/Description	Shipper Name	Shipper City	Shipper State/Prov	Consignee Name	Consignee City	Consignee State/Prov	Pieces	Weight	UOM	Service Level Desc	Est Date	Current Status	Current Status Date	R/O
157002928	2/16/2023	Domestic	Freescalc Semiconductor	Ormond Beach	FL	Netlps	Salt Lake City	UT	1	111	LBS	5 Day - Economy Ground	2/23/2023	Booked with Carrier	4/18/2023	
1423122212	11/2/2022	Domestic	Freescalc Semiconductor	Ormond Beach	FL	Netlps	Salt Lake City	UT	1	333	LBS	5 Day - Economy Ground	11/9/2022	Order Created	11/2/2022	
157002988	11/11/2022	Domestic	Square Dinkit LLC	Beverly Hills	CA	Georgia Pacific	Dubuque	IA	1	455	LBS	LTL Service	11/18/2022	Order Created	11/3/2022	
157002939	4/19/2023	Domestic	Freescalc Semiconductor	Ormond Beach	FL	Braxington	Braxington	OH	3	223	LBS	5 Day - Economy Ground	4/17/2023	Booked with Carrier	4/19/2023	
157002936	3/14/2023	Domestic	ABC Roofing	Dubuque	IA	Test Genes & Client	Genesee	IL	2	2332	LBS	5 Day - Economy Ground	3/21/2023	Order Created	3/14/2023	
157002937	3/14/2023	Domestic	ABC Roofing	Dubuque	IA	Aetna	HARTFORD	CT	3	223	LBS	3 Day Service	3/17/2023	Order Created	3/14/2023	
157002938	3/14/2023	Domestic	Best Buy	Cedar Rapids	IA	Test Tyson Foods	New Holland	PA	3	444	LBS	3 Day Service	3/17/2023	Order Created	3/14/2023	
907002905	12/15/2022	Ocean Import	BROADCAST MEDIA VISION PTE LTD	SINGAPORE		Freescalc Semiconductor	Ormond Beach	FL	19	11348	KGS	Int'l Ocean Canal		Booked with Carrier	12/16/2022	
157002923	1/27/2023	Domestic	Square Dinkit LLC	Beverly Hills	CA	Georgia Pacific	Dubuque	IA	1	490	LBS	LTL Service	2/2/2023	Booked with Carrier	3/24/2023	
157002927	2/16/2023	Domestic	Freescalc Semiconductor	Ormond Beach	FL	Netlps	Salt Lake City	UT	1	1	LBS	5 Day - Economy Ground	2/23/2023	Order Created	2/16/2023	