FlashTrak Shipper Instructions

These Instructions will provide the steps necessary to provide the best results. Shipments will need to be created <u>before</u> depressing the button on the logger.

Website URL: https://flashtrakrtl.com/#/login

User Name and Password will be provided through email

Shipment Creation:

Step 1 - Log in to Flashtrakrtl.com using provided credentials

Step 2 - Click the "New Shipment" Button

Step 3 - Select Device ID from the drop down list that matches serial number for the logger you would like to setup

Step 4 - Select Shipper from Shipper drop down menu

Step 5 – Select Carrier from Carrier drop down menu

Step 6 - Select the Final Destination from Receiver drop down menu.

Step 7 – Select your Product from the Products list.

Step 8 – Enter the **Receivers** Purchase Order Number into the Purchase Order field

Step 9 – Click the Save Button

The logger is now ready to use. Depress the green "Start" button and follow instructions on shipping card to verify activation.

New Shipment ✕

Device ID * ③

Shipment

Shipper * ④ ✕

New Shipper

Carrier * ⑤ ✕

New Carrier

Receiver * ⑥ ✕

New Receiver

Product * ⑦

Purchase Order * ⑧

Departure Airport ▾

Flight Hours ▾

Arrival Airport ▾

Airline

Expected Departure Time
mm/dd/yyyy --:-- -- 🗓

Expected Arrival Time
mm/dd/yyyy --:-- -- 🗓

Location Alerts   Attachments   Share List   Additional Information   Maritime

☐ Cross Dock 001
☐ Destination Co.

⑨

Cancel   **Save**