



A division of Lochert Bros Pty Ltd
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New Sprint CargoOffice Users

Welcome!

Here is a brief introduction to Sprint Freight and Logistics CargoOffice.

You can access our CargoOffice at:

<http://sprintfreight.com.au> or

<http://sprint.cargooffice.com>

We have already created a new user account for you. **Your login details are:**

Login: 01SCUST@sprintfreight.com.au

Password: 123456789

Once logged in you can view all your existing shipments (up to 6 weeks in the past), do a quick search, create new shipments and update your user account details.

			Home Backoffice Help Logout Password lost? Login: <input type="text"/> Passw: <input type="text"/> OK		
<p>A division of Lochert Bros Pty Ltd A.B.N. 73 007 629 094</p>			Home Shipments Track&Trace Users		
<p>★★★★★</p> <p>Company Sprint Freight and Logistics Virgo Road, PO Box 358, Ramco via Waikerie SA 5322 T: 08 8541 0200 F: 08 8541 0205 E: Administrator</p>		<p>Orderentry ?</p> <p>Active shipments New Shipment</p>	<p>Info</p> <p>Welcome</p> <p>Contact Details</p> <p>Conditions of Cartage</p>	<p>Company Pictures</p>	
<p>Contacts MANAGER - James Lochert M. 0419 216 477 E. jamesl@locsweet.com.au</p> <p>ASSISTANT MANAGER - Graham Ebert M. 0417 897 018 lochert.transport@locsweet.co</p> <p>ADELAIDE DEPOT P. 08 8262 4044 or 08 8262 4046 F. 08 8262 4046 adelaide@sprintfreight.com.au</p> <p>MANAGER - Geoff Copeland M. 0458 410 200</p> <p>Full contact details available Info section or the website.</p>		<p>Track & Trace ?</p> <p>Track & Trace, General Form</p>			
<p>Homepage www.sprintfreight.com.au</p>		<p>User data ?</p> <p>Forgot password Change your password Change your user details</p>			

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combineIT

Active Shipments

Here you can see all your shipments. You can filter and sort them based on any of the columns shown. By clicking the shipment number a new window will open and display the connote details.

Note. Please ensure you allow pop-ups from 'cargooffice.com' in your browser

The screenshot displays the 'Active Shipments' interface. At the top, there's a navigation bar with 'Home', 'Frontoffice', 'Help', and 'Logout'. Below it, a secondary menu includes 'Home', 'Shipments: Active', 'New Shipment', 'History', 'Addresses', 'Pick-up list', 'Statuses', 'Orderinfo', and 'Configurator'. The main area features a search and filter section with 'Period', 'Month', 'Preset', 'Column search', 'Filter', 'Results p/page', and 'Sort' options. A table of active shipments is shown with columns: Shipment, Reference, Customer, Pick-up, Close Time, Ready Now, From, Address, Suburb, To, Suburb, Delivery, Danger, Tot., Qty. The first row shows shipment 1000085. A 'Page total: 1' and 'Grand total: 1' are shown at the bottom. A 'With selected:' dropdown is at the bottom left. Blue arrows point to various elements: 1 points to the 'Sort' dropdown, 2 points to the 'Home' link, 3 points to the 'CSV' button, 4 points to the 'today+' preset, 5 points to the shipment number '1000085', and 6 points to the search input field containing '1000085'.

1. Sort – Click the column heading (up to 3 different columns), select the sort order then click 'GO' to re-sort.
2. Menu – go home, **get help**, logout or retrieve your password.
3. CSV – Download a CSV file of the currently displayed data then open and edit in Microsoft Excel (or similar).
4. Date Range – Using 'Preset' (as shown above), the 'today-' shows all shipments from today and in the past and 'today+' shows today's and future shipments. 'Month' allows you to see a whole month and 'Period' lets you set a 'from' and 'to' date range.
5. Shipments – clicking the shipment numbers will open the connote in a new window.
6. Search – select the column in which you would like to search, the value you would like to search for and then click 'GO'. You can also use the '%' symbol to match any character

For Example:

Searching column 'To' for 'Port Pirie' would display all shipments matching that exactly.

Searching column 'To' for '%ale' would display all shipments with a 'To' value ending in 'ale'.

New Shipment

You can create a new Shipment by selecting 'New Shipment' from the main menu (see page 1) or clicking the 'New' button in 'Active Shipments (see page 2).

Fill in as many fields as possible, most will be required and you will be alerted to this when you submit the form.

TRANSPORT ORDER Customer ID <input type="text" value="1234"/> <input type="button" value="Q"/> Delivery Type <input type="text" value="EXPRESS"/> <input type="button" value="v"/> C.O.D. <input type="text"/> Customer Reference <input type="text"/>		CHARGE TO <input type="button" value="[select an address]"/> <input type="button" value="[clear address]"/> Name <input type="text"/> Address <input type="text"/> Suburb <input type="text"/> State <input type="text" value="v"/> Postcode <input type="text"/> Contact Notes <input type="text"/>			
SENDER <input type="button" value="[select an address]"/> <input type="button" value="[clear address]"/> Name <input type="text"/> Address <input type="text"/> Suburb <input type="text"/> State <input type="text" value="v"/> Postcode <input type="text"/> Pick-up Date <input type="text" value="09-08-16"/> <input type="button" value="calendar"/> Close time: <input type="text"/> Ready Now <input type="text" value="YES"/> <input type="button" value="v"/> Contact Notes <input type="text"/>		RECEIVER <input type="button" value="[select an address]"/> <input type="button" value="[clear address]"/> Name <input type="text"/> Address <input type="text"/> Suburb <input type="text"/> State <input type="text" value="v"/> Postcode <input type="text"/> Delivery Date <input type="text" value="10-08-16"/> <input type="button" value="calendar"/> time: <input type="text"/> - <input type="text"/> Contact Notes <input type="text"/>			
Sender Ref	Product	Goods	Quantity	Total Weight (kg)	Size (LxWxH mm)
<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="x"/> <input type="text" value="x"/> <input type="text" value="x"/>
<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="x"/> <input type="text" value="x"/> <input type="text" value="x"/>
<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="x"/> <input type="text" value="x"/> <input type="text" value="x"/>
<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="x"/> <input type="text" value="x"/> <input type="text" value="x"/>
<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="x"/> <input type="text" value="x"/> <input type="text" value="x"/>
INSURANCE IS THE RESPONSIBILITY OF THE SENDER, OR RECEIVER. GOODS ARE NOT INSURED FOR LOSS OR DAMAGE.					
Dangerous Goods <i>Dangerous goods shipping document must be completed.</i> <input type="text" value="NO"/> <input type="button" value="v"/> UN # <input type="text"/> Type <input type="text" value="-"/> <input type="button" value="v"/> Class <input type="text" value="-"/> <input type="button" value="v"/> Packing Group <input type="text" value="-"/> <input type="button" value="v"/>					
Special Instructions <input type="text"/>					
WE ARE NOT COMMON CARRIERS. PLEASE READ CONDITIONS OF CARTAGE AT www.sprintfreight.com.au					
<input type="button" value="Submit"/> <input type="button" value="Clear form"/> <input type="button" value="Save defaults"/>					

Each time you create a new shipment the 'PICK-UP' and 'DELIVERY' details will be remembered. You can then access these saved addresses by either clicking 'select an address' or starting to type the name in the 'Name' field.

SENDER	<input type="button" value="[select an address]"/> <input type="button" value="[clear address]"/>
Name	<input type="text" value="Pick"/>
Address	<input type="text" value="Pickup Address, Adelaide"/>
Suburb	<input type="text" value="Adelaide"/>

Submitting the form will make it available to Sprint Freight and Logistics for processing.

For more help please visit twiki.cargooffice.com or contact Sprint Freight and Logistics.

We hope this guide helps you get the most from Sprint Freight and Logistics and CargoOffice!