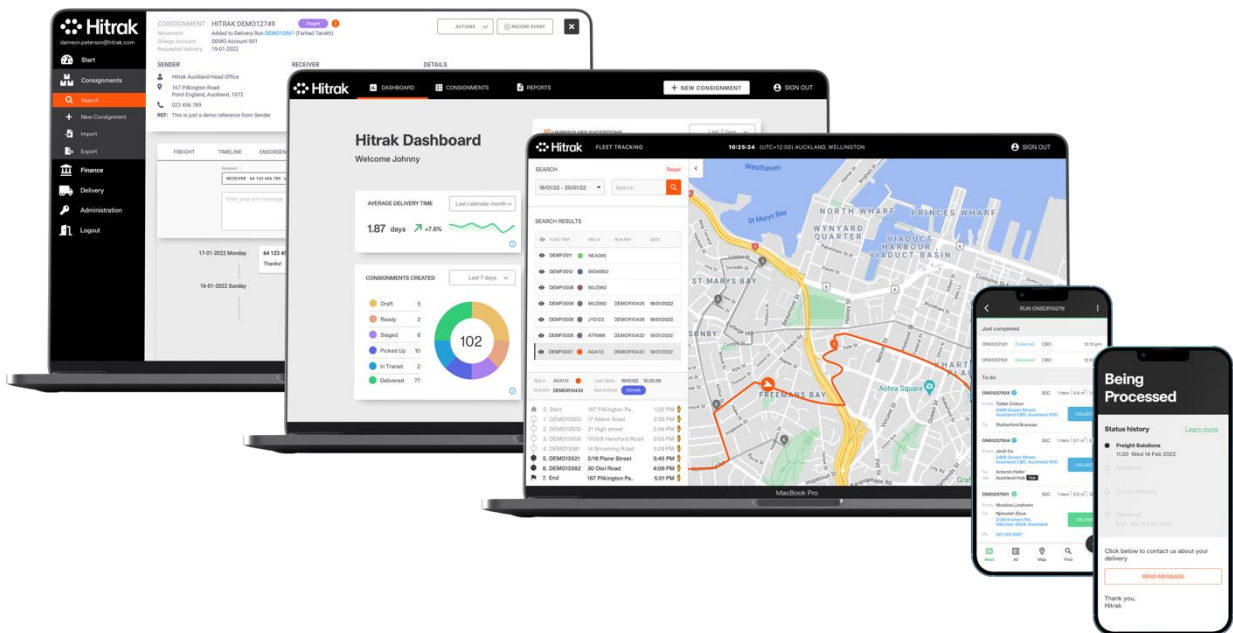




Hitrak

Transport Management System

Freightmaster User Guide



The Hitrak Freightmaster app enables freight service providers' customers to manage their freight requests, download printable freight labels and notes, generate quotes, and view reporting data for their consignments.

This document details the functions of the app and can be used as training material for customers using the application, and as a reference for freight service providers.

To get started with the basics of Freightmaster's key functions, see the [Quick Start Guide](#) at the beginning of this document.

Further information is provided in the [Detailed User Guide](#).

Contents

Quick Start Guide	4
Consignments	4
Quotes	7
Detailed User Guide	8
System Setup	8
<i>User Access</i>	8
<i>Charge Accounts</i>	8
<i>Sites</i>	9
<i>Products</i>	9
<i>Extras</i>	9
<i>Freight Item Types</i>	10
<i>Service Types</i>	10
Overview	11
Understanding Consignments	12
Dashboard	14
Dashboard Metrics	14
Creating a Consignment	15
Viewing & Editing Consignments	22
Consignments Page	22
Making Changes	23
<i>Copying a Consignment</i>	24
<i>Returns</i>	25
<i>Cancellations</i>	25
<i>Bulk Actions</i>	26
Quotes	27
Reports	28
Further Information and Change Log	29

Quick Start Guide

Consignments

A consignment defines all the information required to price and schedule a freight request.

Users with permission to create consignments can access the **New Consignment** button from any page in the application, and can view existing ones in the **Consignments** page.



To create a consignment:

- Click **New Consignment**
- In the **Sender details** section, select a site or use the address search/manual entry function.
- Click **Next** to save and proceed to **Receiver details**.
- Select or add the receiver details (as per Sender details).
- Click **Next** to proceed to freight details.

Sender details

Site
Auckland Storage - BELLS-AKLD

OR

Address search

<small>Street Number</small> 150	<small>Street Name</small> Pilkington Road	<small>Suburb</small> Point England
<small>City</small> Auckland	<small>Postcode</small> 1072	
<small>Name</small> Auckland Storage	<small>Email</small> craig.wilson@onsend.com	<small>Phone</small> 021 488 944

Sender Reference

NEXT

Receiver details

EDIT

<small>ADDRESS</small>	<small>EMAIL</small>
<small>REFERENCE</small>	<small>PHONE</small>

- Enter the description, pieces, package type, weight, and volume for each line of freight. Click **Add** to continue, and repeat until all the consignment items have been entered.

Add item

SKU or Item Description	Pieces	Package Type	Length, m	Width, m	Height, m	Volume, m ³	Weight, kg
Starter pack	4	Item	0	0	0	0.2	3

- Complete the Consignment details section. Service type, Requested Delivery Date and Charge Account are required fields.

Consignment details

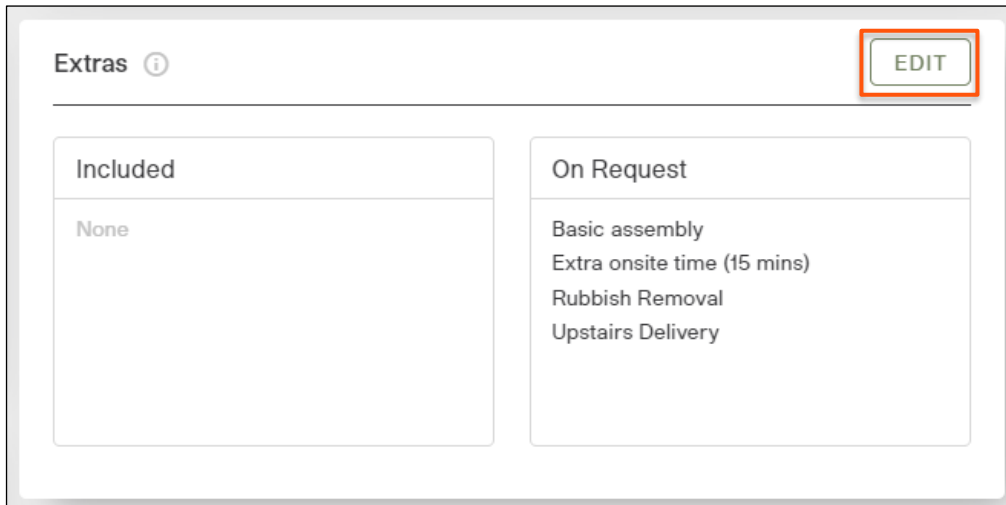
Service Type	Requested Delivery	Charge Account
B2C	26/11/2023	HOME
		Home Deliveries

Sender Notes

Receiver Notes

Sales Reference

- In the **Extras** section, click **Edit** to add any additional services applicable to the consignment.



Included	On Request
None	Basic assembly Extra onsite time (15 mins) Rubbish Removal Upstairs Delivery

- Use the buttons to the top right of the page to save, and update the consignment status.



SAVE MARK AS READY REQUEST PICKUP

- Click **Save** to save as **Draft**.
 - Click **Mark as Ready**->**Save** to change the status to **Ready**.
 - Click **Request Pickup**->**Save** to change the status to **Staged**. This will notify the freight service provider that it's ready to be collected.
- When the consignment status is **Ready** or later, a **Download** button will be available to access and print pdfs of the consignment note and/or freight labels.

For more information on consignments, including the optional fields available, see [Understanding Consignments](#) and [Creating a Consignment](#).

To find a consignment:

Users can search for an existing consignment in the **Consignments** tab.

To view all consignments meeting certain criteria, or search for a specific one:

- Use the fields at the top of the page to search by keyword, phone number or other information, and click **Search**.
- Results can be sorted as required, by date type and ascending/descending order.

<input type="checkbox"/>	CREATION DATE	CONSIGNMENT	DELIVERY DATE	# ITEMS	KG	M ³	RECEIVER NAME	RECEIVER REF	SENDER REF	SALES REF	STATUS	STATUS DATE
<input type="checkbox"/>	07/11/2023	BELL12751	09/11/2023	0	0	0	Bells Canterbury DC				Draft	07/11/2023
<input type="checkbox"/>	07/11/2023	BELL12752	09/11/2023	0	0	0					Draft	07/11/2023
<input type="checkbox"/>	09/11/2023	BELL12753	11/11/2023	0	0	0	Bells Canterbury DC				Draft	09/11/2023
<input type="checkbox"/>	13/11/2023	BELL12754	15/11/2023	5	5	1	Bells Nelson Storage				Staged	13/11/2023
<input type="checkbox"/>	13/11/2023	BELL12755	15/11/2023	7	5	2.2	Countdown Takapuna				Ready	13/11/2023
<input type="checkbox"/>	13/11/2023	BELL12756	15/11/2023	7	5	2.2	Countdown Takapuna				Draft	13/11/2023
<input type="checkbox"/>	13/11/2023	BELL12757	15/11/2023	0	0	0					Draft	13/11/2023

To view full details or edit an individual consignment, simply click its line in the list.

For more information on viewing and editing consignments, see [Understanding Consignments](#) and [Viewing & Editing Consignments](#).

Quotes

Users with quote access can request an estimate for a consignment before creating it, as follows:

- Click **Quote**
- Enter the **Sender details**.
- Enter the **Receiver details**.
- Enter the **Freight details**.
- In **Consignment Details**, select the service type.
- Click **Get Quote** to view.
- To convert a quote to a consignment, click **Create Consignment** in the Delivery Quotation box. This will open the consignment edit page, where the remaining details can be added.

Detailed User Guide

System Setup

To get the most out of Freightmaster, it is essential that customers spend time discussing their needs and setup options with their freight service provider. This will enable the system to be optimised for their business, and ensure a smooth transition for new users.

User Access

Freightmaster users are configured in the Hitrak Admin portal by the freight service provider, where the features and [Sites](#) to which they have access is determined.

By default, all users can perform the following actions for their assigned sites:

- View consignment creation & delivery data.
- Search and view individual consignments.
- Download consignment notes, labels and POD documents.
- Download consignment data extracts.

Additional user access will depend on the agreement between the customer and their freight service provider, and the different roles in the customer's organisation. For example, some users may only need access to create and edit consignments, while others may require the ability to see consignment costs and/or create quotes.

Invoice Accounts

An **Invoice account** is the account responsible for paying a consignment invoice. Each Invoice account will be invoiced for its consignments separately. Customers must set up their Invoice accounts with their freight service provider before Freightmaster can be used.

Sites

Sites are any locations associated with a customer's business. Sites include the address, contact details and default Invoice account for each location, and are typically used to set up:

- Locations regularly **sending** or **receiving** freight, such as retail stores or distribution centres.
- Locations responsible for **requesting** freight (known as **Requesting Sites**) which may or may not be a sender or receiver location, such as a Head Office address.

This allows for faster consignment creation, as users can select a site from a dropdown list when populating the Sender and/or Receiver details, instead of entering the address and contact details manually each time.

Customers should work with their freight provider to configure the sites for their business.

Products

For ease of use, a product list can be added to Hitrak which contains customer SKU information. This enables users creating consignments in Freightmaster to search and select their products from a list of pre-defined items.

Customers can contact their freight service provider for a template to complete their product list and return as a csv file, which can then be uploaded to Hitrak.

Extras

Extras are additional services which may incur extra time and/or cost to deliver an item, and can be added to a consignment as needed, e.g., rubbish removal, furniture assembly. Extras can be included or on request, and can differ by service type.

Extras must be configured by the freight service provider before they will be available to add to consignments in Freightmaster.

Freight Item Types

A customised list of freight item types is configured by customer, to ensure only the relevant item types for their business - e.g., carton, pallet, crate – are available to select in Freightmaster when creating a consignment. Freight types can also have default weights and volumes set, saving time for users creating consignments in Freightmaster.

Customers can contact their freight service provider to create or update their freight item types.

Service Types

Customers can choose the service types available for their consignments, e.g., B2B, B2C, Wholesale. Pricing, delivery extras and other settings may be configured differently for each service type.

Service types should be determined during the onboarding process with the freight service provider.

Overview

A horizontal menu is available at the top of every page in Freightmaster. By default, users will be on the Dashboard page after logging in to the app.



- The [Dashboard](#) provides an overview of consignment key metrics for a defined period.
- On the [Consignments](#) page, users can view a list of their created consignments, and search for consignments with certain criteria.
- The [New Consignment](#) button is accessible from any page to users with permission to create consignments.
- [Reports](#) enables data extracts of full details of consignments for a period, based on delivery status and timeframes defined by the user.
- [Quote](#) allows users with Quote access to request estimates for a consignment before submitting it. A quote can be converted to a consignment.
- To the far right of the home page, the [Sites](#) list shows the [Requesting Site\(s\)](#) available to the logged in user. If the user is associated with multiple sites, this button will be a dropdown menu which can be used to select one or more sites to view at a time.

Understanding Consignments

A consignment includes all the data relevant to the freight request, including:

- Sender and Receiver details
- Freight items descriptions, item type, number of items and their weight and volume.
- Service type (e.g., B2B, B2C), Delivery date and Invoice Account
- Status & reference number
- Additional relevant information, such as attachments, notes, extra services available, and any related consignments

The screenshot displays a consignment management interface with the following sections and annotations:

- Consignment reference no & status:** Points to the header area showing 'REF BELL12771' and a 'Staged' status button.
- Sender & Receiver Details:** Points to the 'Sender details' and 'Receiver details' sections, which include contact information and addresses for both parties.
- Freight information & attachments:** Points to the 'Freight details' table and the 'Attachments' section, which includes a 'Proof of Delivery' (POD) image.
- Account responsible for invoice:** Points to the 'Charge Account' field in the 'Consignment details' section, which is set to 'HOME Home Deliveries'.
- Consignments at Ready or later include an estimated price:** Points to the 'Service Type' (B2C), 'Requested Delivery' (25/11/2023), and 'Estimated Price' (NZD 44.23) fields.
- Optional additional notes & references:** Points to the 'Sender Notes' and 'Receiver Notes' sections.
- Optional additional services:** Points to the 'Extras' section, which lists 'Included' and 'On Request' services like 'Basic assembly' and 'Rubbish Removal'.
- Timeline of the consignment's statuses:** Points to the 'Status history' section, which shows a sequence of statuses: Draft, Ready, Staged, Picked Up, In Transit, Delivering, and Delivered, with corresponding timestamps.
- Related consignments if applicable (due to copy/return):** Points to the 'Linked consignments' section at the bottom, which shows a related consignment 'BL 9/0568046 Original (Copy)'.

Consignment Statuses

Consignments have a status which corresponds to each stage of their journey.

A consignment's current status can be viewed in the individual consignment, and in the list view on the [Consignments](#) page.

Draft	The consignment is a work-in-progress and may still require more details.
Ready	The consignment is validated and ready to be staged, but the pickup has not yet been requested.
Staged	The consignment is awaiting pickup, and Hitrak Demo has been notified.
Picked Up	The consignment has been picked up by a Hitrak Demo driver.
In Transit	The consignment is in transit to your end customer.
Delivering	The consignment is out for delivery to your end customer.
Delivered	The consignment has been delivered.
Cancelled	The consignment has been cancelled.
Error	The consignment has an error.

The above definitions reference can be accessed from an info dialog in the [Status History](#) section of any consignment.

Dashboard

The Freightmaster Dashboard gives users real-time visibility on their consignment data from a selected timeframe. This page is the default view when a user logs in to Freightmaster.

Timeframes can be selected from a dropdown menu to the right of the page; with some preset options and the ability to select a custom date range from the calendar.

Dashboard Metrics

Depending on their level of access, Freightmaster users will see the following data for their selected date range in the Dashboard:

DIFOT

Consignments Delivered In Full & On Time, filterable by service type.

Staged to Delivered Time

The average time between when a consignment was Staged (the **Request Pickup** action was performed) to when it was delivered, compared with the previous period.

Consignments Created

The number of consignments created, and their current status.

Exceptions

The number of consignments with a collection or delivery task which could not be completed for some reason.

Costs

The confirmed price of consignments delivered, filterable by service type and compared with the previous period.

Consignments Delivered

All consignments delivered during that date range, filterable by service type and compared with the previous period.

Creating a Consignment

Users with permission to create consignments can click **New Consignment** from any page in the application, and complete the following steps:

1. Enter Sender & Receiver details

Sender and Receiver names and locations must be set before any freight details can be added.

- Select the **Sender Site** from the **Site** dropdown. If the sender is not in the pre-defined site list, use the **Address Search** or manual entry, to add the sender address and contact details.
- Enter the **Sender Reference** (optional). This is typically used for a unique reference number from a POS or other internal customer system. This reference will be included on invoice schedules, so they can be cross referenced with customer internal records.
- Click **Next** to proceed. The consignment will automatically be saved with **Draft** status. Clicking **Next** at any time from the **Sender** or **Receiver details** section edit mode automatically saves the consignment.

Sender details

Site
Auckland Storage - BELLS-AKLD

OR

Address search

Street Number 150	Street Name Pilkington Road	Suburb Point England
City Auckland	Postcode 1072	
Name Auckland Storage	Email craig.wilson@onsend.com	Phone 021 488 944

Sender Reference
PO13459

NEXT

- Complete the **Receiver details** section, as per the above steps for Sender. When this is complete, click **Next** to proceed to freight details.

2. Add Freight Items

Freight item details are entered in the **Add Item** section, below **Receiver details**.

As mentioned in [System Setup](#), a SKU list can be uploaded to facilitate quick and easy consignment creation for regularly dispatched products. This would prepopulate the description, item type, and weight and volume. If the item is **not** in a SKU list, it can be added to the consignment manually.

To add Freight details to the consignment:

- Search or enter the item description.
- Enter the quantity and package type.
- Enter the combined volume OR the dimensions for the line of freight. If the dimensions are added, volume will calculate automatically.
- Enter the combined weight for the line of freight.
- Click **Add**. The line will be automatically saved.
- Repeat to add the remaining freight, until all the consignment items have been entered.

Add item

SKU or Item Description	Pieces	Package Type	Length, m	Width, m	Height, m	Volume, m ³	Weight, kg
Starter pack	4	Item	0	0	0	0.2	3

CANCEL
ADD

3. Enter Consignment Details

This section defines further information on the consignment.

- Select the **Service Type**, e.g., B2C, B2B.
- Update the **Requested Delivery date**.
- Update the **Invoice account** for the consignment, if needed.
- Add any **Sender notes** (optional).
- In the **Sales Reference** field, enter any other reference related to the consignment as required, such as Salesperson details (optional). As noted in step 1 above, the **Sender Reference** field should be used for internal order numbers.

Consignment details

Service Type B2C	Requested Delivery 18/11/2023	Charge Account HOME Home Deliveries
---------------------	----------------------------------	---

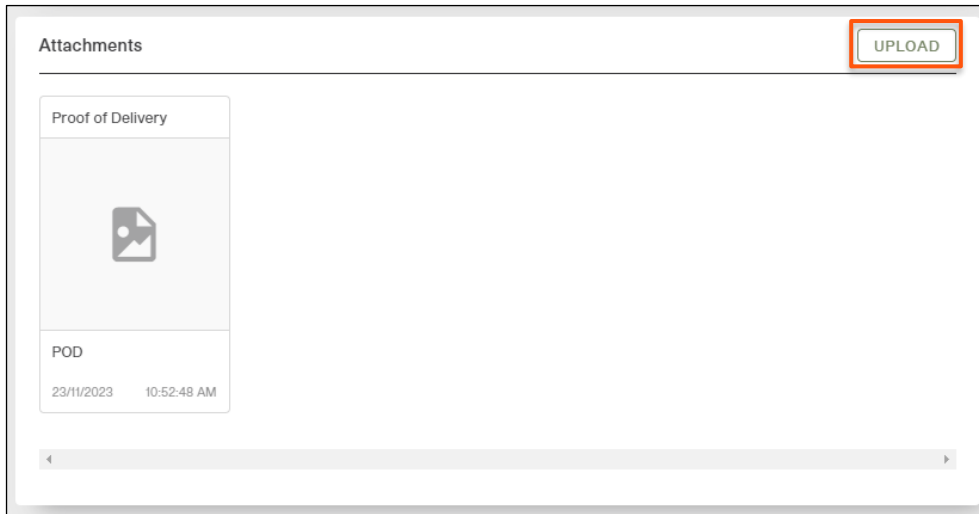
Sender Notes
Collect from rear entrance

Receiver Notes

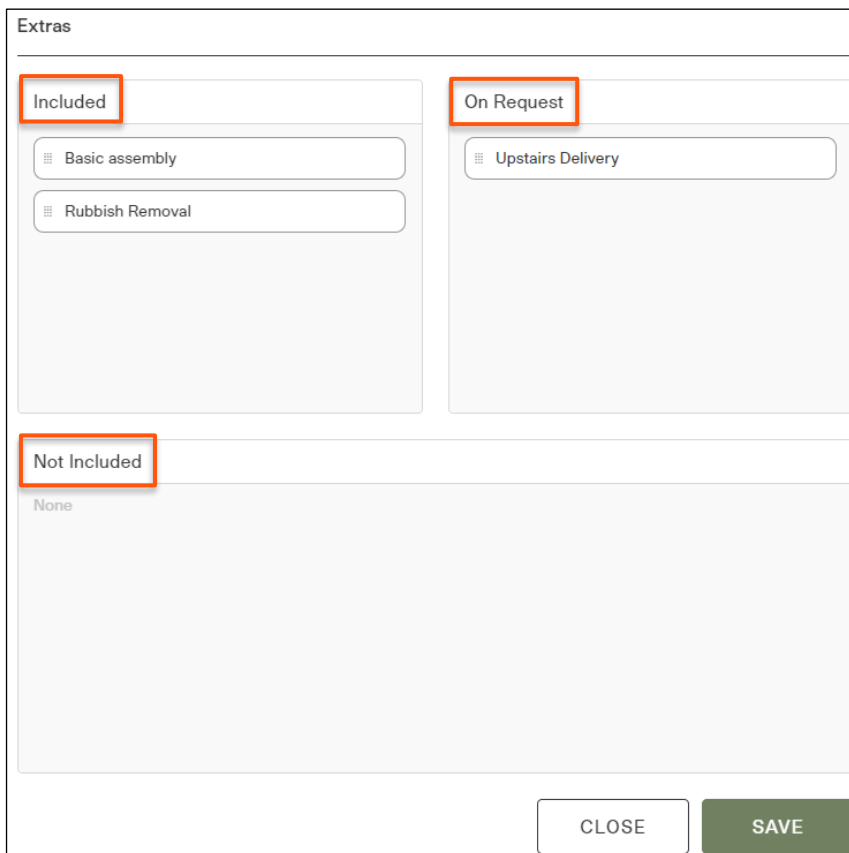
Sales Reference
J Smith

4. Enter Additional Details (optional)

- The **Attachments** section allows users to upload any relevant attachments, e.g., POD.



- In the **Extras** dialog, users can drag any applicable Extras, to specify whether they are:
 - **Included** (to be completed upon delivery)
 - **On Request** (can be completed on delivery, at the receiver's request)
 - **Not Included** (specifically excluded, not to be offered by drivers)



5. Save

When all the available consignment details have been entered, the consignment should be saved with the appropriate status.

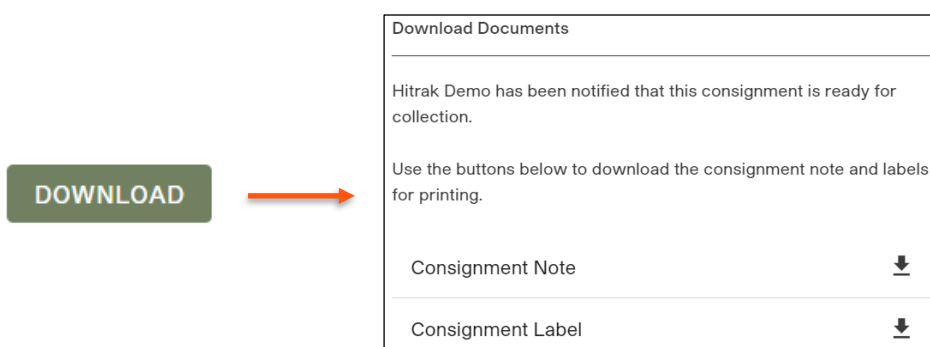


- Click **Save** to save the consignment with its current status (**Draft**). Use this if further edits may be required.
- Click **Mark as Ready>Save** to change the consignment status to **Ready**. This means all the consignment details have been confirmed, but a pickup has not yet been requested.
- Click **Request Pickup>Save** if the consignment is ready for collection. This will change the status to **Staged** and the freight service provider will receive a request for pickup.

6. Download Documents

When a consignment has a status of **Ready** or later, the **Download** button will be available. Here, users can download and print a Note and/or Label(s) for their consignment.

- **Consignment Notes** are useful for customers who usually send packing slips with their consignments, or may require a pdf version for another internal department.
- **Consignment Labels** are designed to be printed on standard thermal printers. Labels allow freight service provider drivers and warehouse team members to easily identify and scan customer consignments, so that they can be accurately tracked in real time.



For each consignment, there will be a single Note, and one Label for each piece. E.g., if there are 3 bundles and 4 cartons in a consignment, 7 labels will be generated.

To download a Consignment Note or Label:

- Select a document to view as a pdf and print.
- Include the Consignment Note with the consignment (if required).

Sender		Receiver					
Auckland Storage		Bells Nelson Storage					
Address: 150 Pilkington Road Point England Auckland 1072		Address: 64 Beatty Street Annesbrook Nelson 7011					
Phone: 021 488 944		Phone: 021 488 944					
Reference:		Reference:					
Qty	Type	Description	L (m)	W (m)	H (m)	Volume (m ³)	Weight (kg)
5	Carton	Things	0.00	0.00	0.00	1.0000	5.00
Total:						1.0000	5.00
Sender Notes				Receiver Signature			
Note changes				Name:			
				Date:			
				Signature:			
Legal Declaration							
All goods carried at LIMITED CARRIER'S RISK pursuant to the Carriage of Goods Act 1979. This contract is subject to the conditions available online at: https://www.hitrak.com/terms-of-use							
DANGEROUS GOODS DECLARATION: No Dangerous Goods							

- Attach the Consignment Label(s) to the freight item(s).

Hitrak		1 of 7
BELL12755 (B2C)		
To:		
Countdown Takapuna 123 Barrys Point Road Takapuna Auckland, 0622		
Phone: 094891234		
Receiver reference:		
Sender reference:		
<hr/> (Item) Box <hr/>		
<hr/>		
D4TZ5PZX9EKYDE		

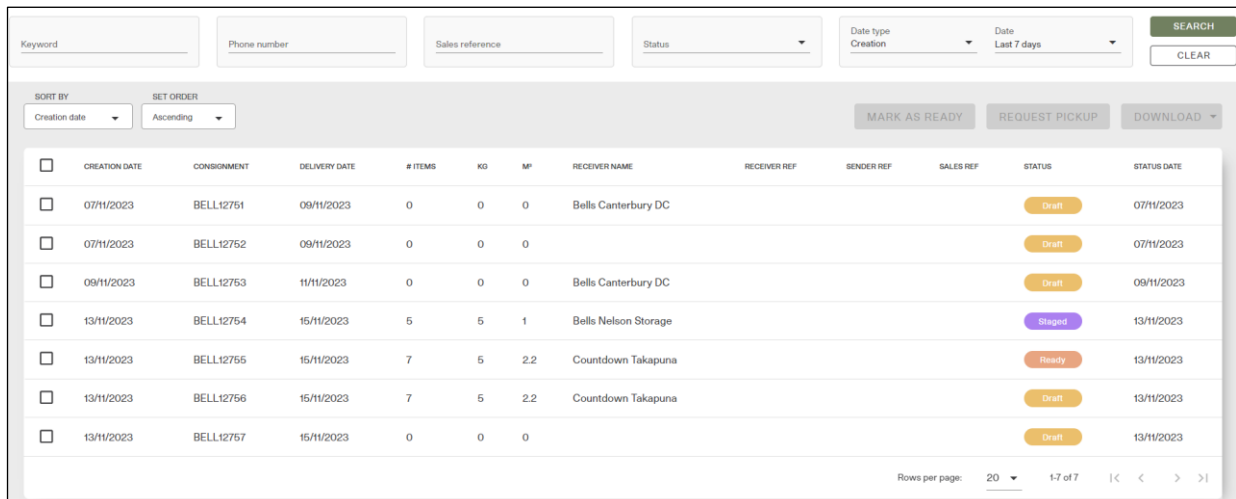
Viewing & Editing Consignments

Consignments Page

The Consignments page provides a list of consignments within a selected date range.

This page can be filtered by one or more of the following:

- Sender/Receiver/Reference keywords
- A relevant phone number
- Sales reference
- Consignment status
- Date Type (Created/Requested Delivery/Confirmed Delivery)



The screenshot shows the Consignments page interface. At the top, there are search filters for Keyword, Phone number, Sales reference, Status, Date type (Creation), and Date (Last 7 days). Below the filters are sorting options (Creation date, Ascending) and action buttons (MARK AS READY, REQUEST PICKUP, DOWNLOAD). The main table lists consignments with columns for Creation Date, Consignment ID, Delivery Date, # Items, KG, MP, Receiver Name, Receiver Ref, Sender Ref, Sales Ref, Status, and Status Date. The status column contains buttons for Draft, Staged, and Ready. At the bottom right, there is a pagination control showing 'Rows per page: 20' and '1-7 of 7'.

CREATION DATE	CONSIGNMENT	DELIVERY DATE	# ITEMS	KG	MP	RECEIVER NAME	RECEIVER REF	SENDER REF	SALES REF	STATUS	STATUS DATE
07/11/2023	BELL12751	09/11/2023	0	0	0	Bells Canterbury DC				Draft	07/11/2023
07/11/2023	BELL12752	09/11/2023	0	0	0					Draft	07/11/2023
09/11/2023	BELL12753	11/11/2023	0	0	0	Bells Canterbury DC				Draft	09/11/2023
13/11/2023	BELL12754	15/11/2023	5	5	1	Bells Nelson Storage				Staged	13/11/2023
13/11/2023	BELL12755	15/11/2023	7	5	2.2	Countdown Takapuna				Ready	13/11/2023
13/11/2023	BELL12756	15/11/2023	7	5	2.2	Countdown Takapuna				Draft	13/11/2023
13/11/2023	BELL12757	15/11/2023	0	0	0					Draft	13/11/2023

To view all consignments meeting certain criteria, or search for a specific consignment:

- Search and/or select the preferred filters.
- Sort the results as required, by date type (Creation date, Requested Delivery date or Status date) and in the preferred order (Ascending/Descending).
- To view full details or edit an individual consignment, simply click its line in the list.

Making Changes

A consignment's editability depends on its status. At any stage of a consignment's journey (including after it has been delivered), the following actions are available:

- Upload attachments.
- Create a [Copy](#).
- Create a [Return](#).

Draft/Ready

Full editing can be performed on consignments with either of these statuses, as a pickup has not yet been requested with the freight service provider.

Staged

Staged consignments have limited editability, as a pickup request has already been sent to the freight service provider. At this point, in addition to upload attachments and create a [Copy](#) or [Return](#), customers have access to:

- Change the **Requested Delivery** date.
- Edit the **Sender Notes** and **Sales Reference** fields.

If further changes are required after a pickup has been requested, customers will need to contact their freight service provider.

Picked Up/In Transit/Delivering

The consignment is in transit to the dispatch site, or out for delivery to the receiver. **Requested Delivery date** cannot be changed once the consignment has been picked up. At this stage, customers can only:

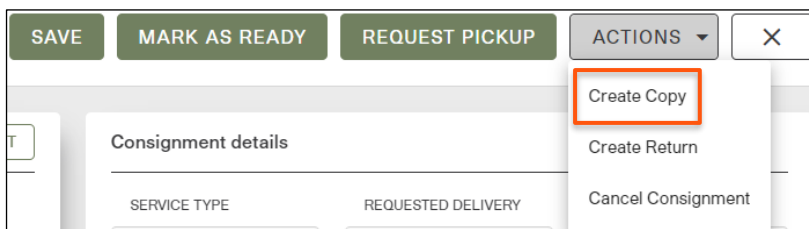
- Edit the **Sender Notes** and **Sales Reference** fields.

COPYING A CONSIGNMENT

For ease of use in creating multiple consignments with the same sender/receiver details, a copy function is available. This can be done when creating the original consignment, or at a later stage.

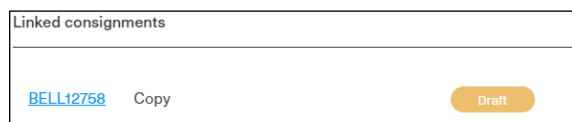
To copy a new or existing consignment:

- Click **Actions** → **Create Copy**

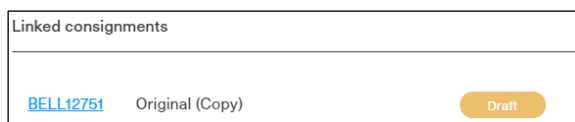


- A new consignment will be created with the same sender, receiver, freight, and consignment details as the original. If there were Extras on the original consignment, these will **not** be copied over.
- When a copy is created, a reference between the consignments is available in the **Linked Consignments** section of both the original and the copy.

Original Consignment



Copied Consignment



RETURNS

In the case that a consignment needs to be returned, e.g., the receiver has requested a refund or exchange, a return can be generated. This works similarly to the **Copy** function, in that a new consignment will be created for the return.

- Click **Actions** → **Create Return**
- A new consignment will be created with the same sender, receiver, freight, and consignment details as the original. If there were Extras on the original consignment, these will **not** be on the Return consignment.

CANCELLATIONS

If a consignment is no longer required **before** it reaches the **Staged** status, it can be cancelled.

- Click **Actions** → **Cancel Consignment**
- A warning dialog will pop up, to confirm the user wants to cancel.



- Click **Continue** to complete the cancellation.

BULK ACTIONS

Bulk actions can be performed on the **Consignments** page. The available action buttons will depend on the status of the selected consignments and whether they match. E.g.:

- If all the selected consignments are in **Draft**, the **Mark as Ready** and **Request Pickup** buttons are accessible.
- If the selected consignments have a mixture of **Draft** and **Ready** statuses, the **Request Pickup** button is accessible, but not **Mark as Ready**.
- If some of the selected consignments are already at **Staged**, only the **Download** button is accessible. This produces a csv file extract with full details of the consignments.

SORT BY		SET ORDER											
Creation date	▼	Ascending	▼										
				MARK AS READY REQUEST PICKUP DOWNLOAD ▼									
<input checked="" type="checkbox"/>	CREATION DATE	CONSIGNMENT	DELIVERY DATE	# ITEMS	KG	M ³	RECEIVER NAME	RECEIVER REF	SENDER REF	SALES REF	STATUS	STATUS DATE	
<input checked="" type="checkbox"/>	07/11/2023	BELL12751	09/11/2023	0	0	0	Bells Canterbury DC				Draft	07/11/2023	
<input checked="" type="checkbox"/>	07/11/2023	BELL12752	09/11/2023	0	0	0					Draft	07/11/2023	
<input checked="" type="checkbox"/>	09/11/2023	BELL12753	11/11/2023	0	0	0	Bells Canterbury DC				Draft	09/11/2023	
											Rows per page: 20	1-3 of 3	< < > >

SORT BY		SET ORDER											
Creation date	▼	Ascending	▼										
				MARK AS READY REQUEST PICKUP DOWNLOAD ▼									
<input checked="" type="checkbox"/>	CREATION DATE	CONSIGNMENT	DELIVERY DATE	# ITEMS	KG	M ³	RECEIVER NAME	RECEIVER REF	SENDER REF	SALES REF	STATUS	STATUS DATE	
<input checked="" type="checkbox"/>	07/11/2023	BELL12751	09/11/2023	0	0	0	Bells Canterbury DC				Draft	07/11/2023	
<input checked="" type="checkbox"/>	07/11/2023	BELL12752	09/11/2023	0	0	0					Draft	07/11/2023	
<input checked="" type="checkbox"/>	09/11/2023	BELL12753	11/11/2023	0	0	0	Bells Canterbury DC				Draft	09/11/2023	
<input type="checkbox"/>	13/11/2023	BELL12754	15/11/2023	5	5	1	Bells Nelson Storage				Staged	13/11/2023	
<input checked="" type="checkbox"/>	13/11/2023	BELL12755	15/11/2023	7	5	2.2	Countdown Takapuna				Ready	13/11/2023	
<input checked="" type="checkbox"/>	13/11/2023	BELL12756	15/11/2023	7	5	2.2	Countdown Takapuna				Draft	13/11/2023	
<input checked="" type="checkbox"/>	13/11/2023	BELL12757	15/11/2023	0	0	0					Draft	13/11/2023	
											Rows per page: 20	1-7 of 7	< < > >

SORT BY		SET ORDER											
Creation date	▼	Ascending	▼										
				MARK AS READY REQUEST PICKUP DOWNLOAD ▼									
<input checked="" type="checkbox"/>	CREATION DATE	CONSIGNMENT	DELIVERY DATE	# ITEMS	KG	M ³	RECEIVER NAME	RECEIVER REF	SENDER REF	SALES REF	STATUS	STATUS DATE	
<input checked="" type="checkbox"/>	06/11/2023	BELL12749	08/11/2023	2	0.01	0.0001	Countdown Takapuna				Staged	06/11/2023	
<input checked="" type="checkbox"/>	06/11/2023	BELL12750	08/11/2023	2	5	1	Countdown Takapuna				Staged	06/11/2023	
<input checked="" type="checkbox"/>	07/11/2023	BELL12751	09/11/2023	0	0	0	Bells Canterbury DC				Draft	07/11/2023	
<input checked="" type="checkbox"/>	07/11/2023	BELL12752	09/11/2023	0	0	0					Draft	07/11/2023	
<input checked="" type="checkbox"/>	09/11/2023	BELL12753	11/11/2023	0	0	0	Bells Canterbury DC				Draft	09/11/2023	
											Rows per page: 20	1-5 of 5	< < > >

Note: If all selected consignments have a status of **Ready** or later, the **Download** button also provides the option to download Consignment notes or labels as a combined pdf.

Quotes

Freightmaster's **Quotes** feature allows for estimate of freight costs before creating a consignment. Users should note that quotes are based on a basic door to door service only, and that all prices are exclusive of GST, FAF, and any [Extras](#) required to complete the delivery.

To get a quote:

- Click **Quote**
- Enter the **Sender details**.
- Enter the **Receiver details**.
- Enter the **Freight details**.
- In **Consignment Details**, select the service type.
- Click **Get Quote** to view the Delivery Quotation.

To convert the quote to a consignment:

- Click **Create Consignment** in the Delivery Quotation box.
- Complete the remaining details to [create the consignment](#).

RESET GET QUOTE

Consignment details

Requested Delivery
24/11/2023

Service Type
B2C ▼

Delivery quotation ⓘ

Delivery Date	24/11/2023	Service Type	B2C
Sender	150 Pilkington Road Point England, Auckland 1072		
Receiver	123 Barrys Point Road Takapuna, Auckland 0622		
Freight	5 x Carton	2 m ³	5 kg
Freight Total	5 Pieces	2 m ³	5 kg
<hr/>			
Total	NZD 121.80		

CREATE CONSIGNMENT

Reports

The **Reports** page enables csv file data extracts of all consignments meeting user-specified Status, Date Type and Timeframe criteria. Data extracts can also be downloaded from the **Consignments** page.

Further Information

Customers should contact their freight service provider for any consignment or Freightmaster configuration queries.

Freight service providers requiring any further information on Freightmaster, or this guide, can contact Hitrak Customer Success, at elaine.victory@hitrak.com.

Change Log

Version	Release Date	Changes	Description
1.1	24/11/23		
1.2	08/02/24	Terminology Added functionality	Charge Account > Invoice Account Freight Item Type default weights & volumes capability