

## PTM001:

## How do I track a package?

This video shows you how to track a package using Transtream's View App. Complete the activities in this workbook to develop fluency in this topic.

### Activity One

Track your package by using the date range (Date From and Date To), Shipment Status, and Order number.

#### **Open the View App**

1. To open the View App go to [My Apps > View App](#)

#### **Track a Package**

2. Locate a package using the filters:
  - a. **Date From:** 5/1/2019
  - b. **Date To:** 5/3/2019
  - c. **Shipment Status:** Processed
  - d. **Search for Package:** leave blank to display all matching results using other filters, or enter an order#, tracking#, or keyword.
3. Click on the **Search** button to display matching results.
4. Select the shipment to track by clicking on the appropriate line.
5. From the Shipment Details window, within the [Package Details tab](#), click on the **Track the Package** button.

#### Helpful Hints

In order to access the View App you'll need to have been granted access permissions.

If for any reason you're unable to access the View App check with your system administrator.