

## PTM002:

## How do I track a shipment?

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

### Activity One

Track your package by using the Shipment Status.

#### Open the View App

1. Go to **My Apps > View App**
2. Locate a shipment using the filters.
  - a. **Date From:** Leave blank
  - b. **Date To:** Leave blank
  - c. **Shipment Status:** **All**
  - d. **Search for Package:** Leave blank
3. Click on the **SEARCH** button to display results
4. Click on a line to open the shipment details.
5. From the Shipment Details window, within the **Package Details tab**, click on the **TRACK PACKAGE** button.
6. Review Tracking history:
  - a. **Date:** of action
  - b. **Time:** of action
  - c. **Description:** of action
  - d. **Location:** of action
  - e. **Signed:** person who received the goods

#### 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.