



**My** TRACK **A**SSISTANT

**My Track Assistant**  
User Guide

# User Guide

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# **Delivering First-Class Solutions**

# Deliver

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**Discover how  
My Track  
Assistant  
can simplify  
your logistics  
operations.**

**Introdu**

# Introduction

## Welcome

Welcome to My Track Assistant, the latest addition to our suite of logistics solutions. This platform provides you with a simple yet effective solution to manage your shipments and track them in real-time. With My Track Assistant, you can enjoy a range of features, including real-time shipment visibility, and in-depth data analytics.

My Track Assistant is designed to provide you with a seamless tracking solution. This platform connects to modern APIs, including vessel and flight tracking providers, to ensure that you can track your cargo in real-time. With access to detailed reporting and analytics capabilities of PowerBi, you can analyze your shipment data to gain insights and make informed business decisions.

The Shipment Search allows you to track your cargo's progress and view key shipment information, while the Container Tracking feature provides you with container-level tracking visibility. The Reports Module allows you to generate detailed reports on your shipment data and analyze it to gain insights and make informed business decisions. The Accounting Module enables you to conveniently access and review your invoices and statements, helping you manage your cash flow effectively.

In this user manual, you will find detailed instructions on how to use My Track Assistant's features, including the Shipment Search, Container Tracking, Reports Module, and Accounting Module.

With My Track Assistant, you can enjoy a range of benefits, including improved visibility into your shipments, reduced lead times, and increased efficiency. This platform is designed to provide you with a seamless and efficient tracking solution, making it easier for you to manage your shipments and streamline your logistics operations.

We hope this user manual will help you get the most out of My Track Assistant and provide you with the tools you need to succeed in the logistics industry.



Tom Lazzaro  
President  
Midwest Transatlantic Lines, Inc.

A handwritten signature in blue ink that reads 'Tom Lazzaro'.

# cti on

**Get started with  
ease using My  
Track Assistant  
- your ultimate  
Solution for  
seamless  
shipment tracking  
and accounting.**

**Get Sta**

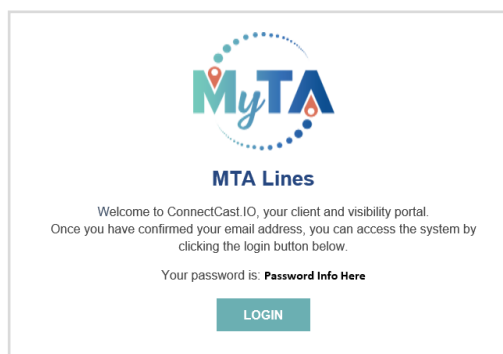
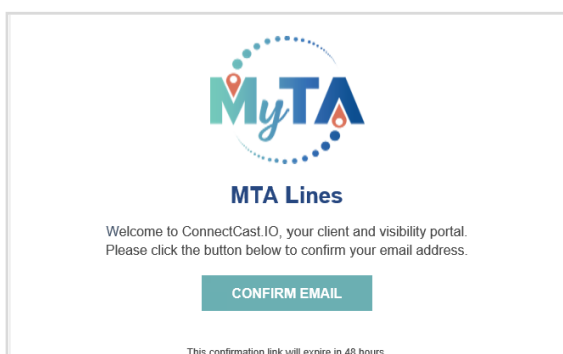
# Get Started

## Overview

This chapter will guide you through the initial steps of using My Track Assistant, including how to obtain login credentials, and a basic overview of the platform's features.

## Obtaining Login Credentials

Unlock the power of My Track Assistant with your personalized login credentials. To get started, you will receive an email from our team to confirm your email address. Once verified, you'll receive a second email with a temporary password to jumpstart your first log in.



## First Log In

Once you have your temporary password, you can complete your first log in by clicking the "LOGIN" button provided in the second email. You will be directed to the My Track Assistant login page, where you can enter your email address and temporary password to log in.

## Changing Password

After successfully logging in, go to the "Account" module from the Navigation Menu and select "Change Password" to change your password to one of your choosing.

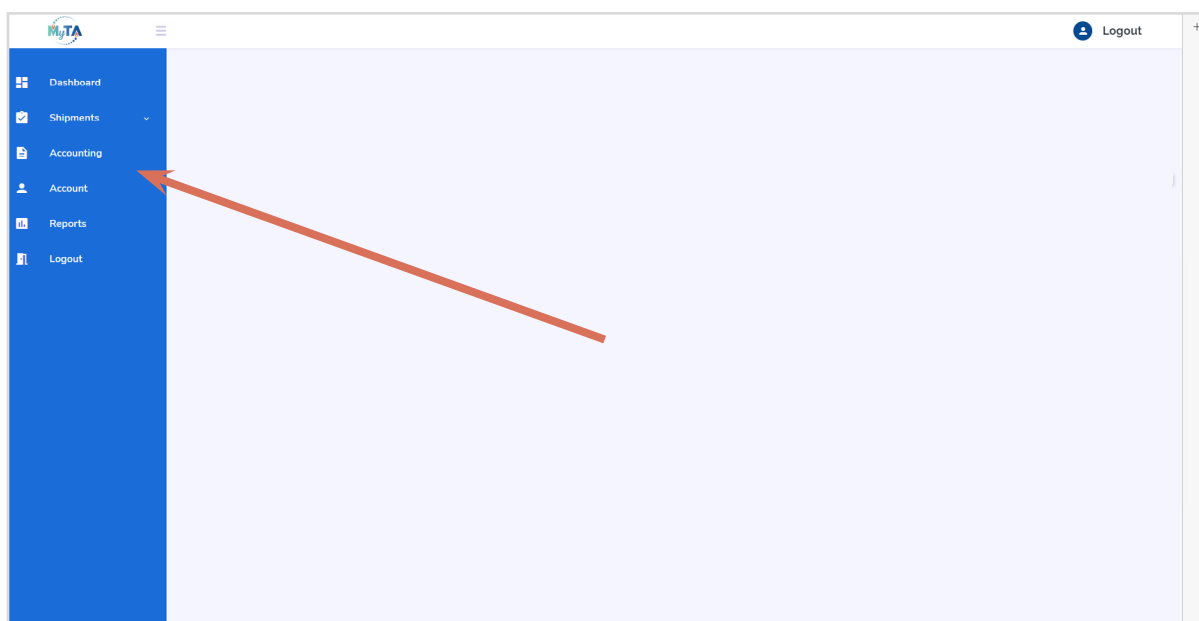
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**Effortlessly  
navigate through  
My Track  
Assistant's menu  
to manage your  
shipments and  
accounting details.**

**Menu**



# Navigation Menu



## Overview

The Navigation Menu provides quick access all of the application's features and functionality.

## Menu Items

- Dashboard
- Shipments
- Accounting
- Account
- Reports
- Logout

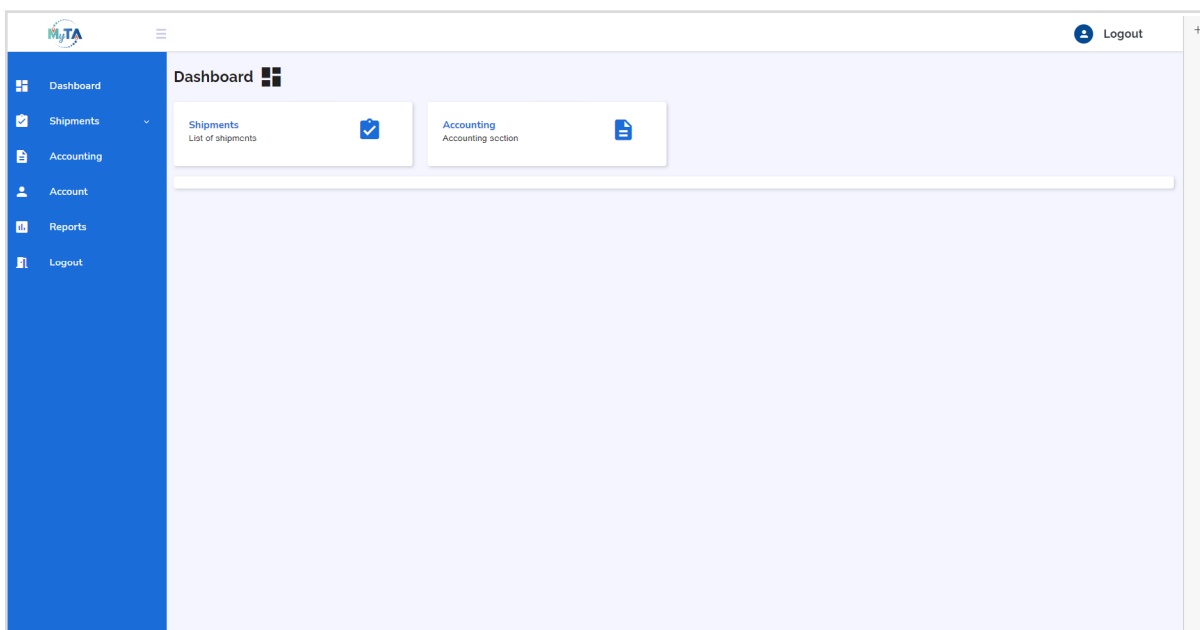
**Stay on top of your  
shipments with  
a glance at your  
dashboard.**

**Dashbo**

# Dashboard

## Overview

The Dashboard is a central hub for managing your shipment activity on My Track Assistant. Each icon on the dashboard corresponds to different functions, such as searching shipments or accessing your account information. The icons are labeled with tooltips, making it easy to identify what each one does. The dashboard is designed to be simple and easy to navigate, so you can focus on managing your shipments without any hassle. It provides a convenient way to access all of your My Track Assistant tools and features in one place.



oard

**See all your shipments  
at a glance and stay on  
top of your deliveries  
with ease.**

Shipments

# Shipments

## Overview

The Shipments module in My Track Assistant allows you to easily view and manage all of your shipments in one place. From tracking information to shipment status and more, this chapter will guide you through everything you need to know to effectively manage your shipments in My Track Assistant.

The Shipments module is where you can view all of your current and past shipments in My Track Assistant. You can use this module to keep track of where your shipments are and view their current status.

To view a list of all current and past shipments, simply navigate to the Shipments module from the main menu. You can search for a specific shipment by entering various criteria such as shipment number, origin, or destination in the search bar.

Once you find the shipment you're looking for, you can view its details by clicking on the shipment's row in the shipment grid. The shipment details screen will then open, displaying information about the shipment such as its tracking information, status, and associated documents or notes.

The chapter also covers how to export shipment data in various formats such as CSV or Excel, and how to access the Container Pop-Up to view more detailed information about specific containers, such as the container's origin and destination, milestones, and estimated delivery dates, as well as track its movements.

With the Shipments module in My Track Assistant, managing your shipments has never been easier.

# Shipments

**Find your shipments  
quickly and easily with  
our powerful search  
tool.**

Shipments

# Shipment Search

## Shipment Search

This screen allows you to search for specific shipments by entering search criteria in one or more of the available fields. You can search by shipment number, house bill, container number, date range, and more. You can also combine multiple search criteria to refine your search results even further.

For instance, to find a shipment with a particular order reference number, you can select the "Order Refs" option from the Search Type drop-down menu, enter your reference number in the "Reference #" field, and click the "QUICK SEARCH" button. You can also search for shipments by actual or estimated arrival dates by selecting "ETD," "ETA," or "All" in the "Date View" field. Additionally, you can combine search criteria, such as searching for all shipments with a certain status that were shipped within a specific date range.

By utilizing the various search fields and combinations, you can quickly and easily find the shipment information you need.

The screenshot displays the MTA Lines Shipment Search interface. On the left is a blue navigation sidebar with the following menu items: Dashboard, Shipments (with a dropdown arrow), Shipment Search, Accounting, Account, Reports, and Logout. The main content area is titled "Shipments Search" and contains a map of North America (USA, Canada, Mexico) on the left and search filters on the right. The filters include: Client (dropdown with "YOUR INFO HERE"), Mode (dropdown with "ALL"), Search Type (dropdown with "Shipment #"), Reference # (text input with "Reference # (3 chars min)"), Date View (dropdown with "ETA"), Date (dropdown with "This Month"), From Date (calendar input with "03/01/2023"), and To Date (calendar input with "03/31/2023"). Below the filters are two buttons: "QUICK SEARCH" and "RESET SEARCH". Underneath the filters are five empty search input fields. At the bottom, there is a search bar with a magnifying glass icon and a "Search" button. Below the search bar is a table with the following columns: Actions, Mode, Shipment #, Housebill #, Linked Order #, Shipper's Ref #, Order Ref #, Owner Ref #, Packing Mode, Shipper, Consignee, and Number of Containers. Each column has a dropdown arrow icon. The table body is currently empty.

## Overview

Once you hit the search button, a list of all matching shipments will appear. From there, you can click on a shipment to view its details or export the search results to a CSV or Excel file. This is a powerful tool that saves you time and effort when searching for specific shipments.

The Shipment Grid is the main screen in My Track Assistant that displays a list of your current and past shipments, similar to a spreadsheet. You can customize the grid by arranging them in your preferred order. Additionally, you can filter and order your shipment results by criteria such as date range or status. This makes it easy to quickly find shipments and stay up-to-date with your shipping activity.

The screenshot displays the MTA Lines Shipment Search interface. The top navigation bar includes the MTA Lines logo and a Logout button. The left sidebar contains menu items: Dashboard, Shipments, Shipment Search, Accounting, Account, Reports, and Logout. The main content area is titled "Shipments Search" and features a map of North America with shipping routes. To the right of the map are search filters for Client (YOUR INFO HERE), Mode (All), Search Type (Shipment #), Reference # (3 chars min), Date View (CTA), Date (This Year), From Date (01/01/2023), and To Date (12/31/2023). Below the filters are buttons for QUICK SEARCH and RESET SEARCH. A summary bar shows the following counts: Total Shipments (114), Booked (2), Departed (7), In Transit (20), and Arrived (85). Below the summary is a table with the following columns: Actions, Mode, Shipment #, Housebill #, Linked Order #, Shipper's Ref #, Order Ref #, Owner Ref #, Packing Mode, Shipper, Consignee, and Number of Containers. The table contains three rows of shipment data, each with a red plus icon in the Actions column and "YOUR SHIPPER INFO" and "YOUR CONSIGNEE INFO" in the Shipper and Consignee columns respectively.

Actions	Mode	Shipment #	Housebill #	Linked Order #	Shipper's Ref #	Order Ref #	Owner Ref #	Packing Mode	Shipper	Consignee	Number of Containers
+		S2200202XXXX	YOUR HBL						YOUR SHIPPER INFO	YOUR CONSIGNEE INFO	1
+		S2200202XXXX	YOUR HBL						YOUR SHIPPER INFO	YOUR CONSIGNEE INFO	1
+		S2200202XXXX	YOUR HBL						YOUR SHIPPER INFO	YOUR CONSIGNEE INFO	1

# Shipments



# Shipment Grid

## Available Fields

The Shipment Grid in My Track Assistant allows you to view a list of all your current and past shipments. You have the option to refine your search results based on various search filters. To help you better navigate and customize your view, we provide a list of available fields that you can use to sort and filter your shipments.

These fields include:

### Grid

- Mode
- Shipment
- HouseBill
- Linked Order # - Not Applicable
- Order Ref# - *Your Purchase Order Number, Sales Order Number, or Commercial Invoice Number*
- Shipper's Ref# - *Not Applicable*
- Owner Ref # - *Not Applicable*
- Packing Mode
- Shipper
- Consignee
- Number of Containers
- Origin Country
- Origin City
- Destination Country
- Destination City
- ETD
- ETA
- Weight
- Volume
- Status
- Container #
- Vessel Name
- Voyage #
- Load Port
- Discharge Port
- ATD
- ATA
- Delivered Date

## Shipment Grid Filters

The Shipment Grid Filters are a versatile set of options that allow you to refine your view of the shipment grid based on specific criteria. With these filters, you can easily search for shipments using keywords, transport mode, location, and date ranges. In addition, you can export the filtered results to an Excel file. This section will guide you through the available filters and how to use them effectively to find the shipments you need.

### Example

To search for shipments by date range, use the Date Search option. You can select the type of date you want to search, such as Estimated Time of Arrival (ETA) or Estimated Time of Departure (ETD). Then, select the date range you want to search for, such as "Today," "This Month," "Last Month," or "Custom," which allows you to add your own dates.

The screenshot shows a search filter interface with the following fields and options:

- Client:** Dropdown menu with "YOUR INFO HERE" selected.
- Mode:** Dropdown menu with "ALL" selected.
- Search Type:** Dropdown menu with "Shipment #" selected.
- Reference # (3 chars min):** Text input field.
- Date View:** Dropdown menu with "ETA" selected.
- Date:** Dropdown menu with "This Month" selected.
- From Date:** Date picker showing "03/01/2023".
- To Date:** Date picker showing "03/31/2023".
- Buttons:** "QUICK SEARCH" (blue) and "RESET SEARCH" (white with blue border).

### Available Filters

#### 1. Mode Search

- ALL = ALL (Default)
- Air = Airfreight
- Sea = Seafreight
- Road = Roadfreight
- COU = Courier

#### 2. Reference # Search

Select Search Type, then enter Ref #

*\*\*Recommended default use*

##### a. Search Type

- Shipment #
- House Bill
- Master Bill
- Order Refs
- Container #
- Vessel
- Supplier ID
- Carrier ID
- Delivery Warehouse ID
- All\*\*

##### b. Reference # (3 chars min)

Enter Ref # for the Search Type here

#### 3. Date Search

##### a. Date View

- ETD = Estimated Time of Departure
- ETA = Estimated Time of Arrival
- ALL = All Date

##### b. Date

- Today
- This Week
- This Month
- This Year
- Next Week
- Next Month
- Next Year
- Last Week
- Last Month
- Last Year
- Custom

# Shipment

## Shipment Grid: Filters + Results

### Shipment Grid Results


Once you've filtered the grid using the available filters, the results will display on the shipment grid. You can further refine the results by clicking on the column headers to sort by a specific field, such as Shipment Number, Destination, ETD, or ETA

You can also use the search box to find specific criteria within the filtered results. This makes it easy to quickly find the shipment you need and stay on top of your shipping activity.

ETD	ETA <span>↑</span>
02/17/2023	03/09/2023
02/17/2023	03/09/2023
02/24/2023	03/18/2023
02/24/2023	03/18/2023

Mode	Shipment #	Housebill #
SEA		HLCU

### Exporting to Excel

You can easily export all the grids in My Track Assistant to Excel or PDF by simply clicking on the "Export"  button and selecting your preferred format.

Load Port	Discharge Port	ATD	ATA	Delivered Date

Load Port	Discharge Port	ATD	ATA	Delivered Date

## Overview

The Shipment Detail section lets you view all the information about a specific shipment. We've organized this information into tiles that display Shipment Info, Pickup and Delivery Details, Shipment Details, Routing, Milestones, Reference Numbers, Notes, Documents, and Containers. By clicking on a specific shipment in the Shipment Grid, you can open its details page and view all relevant information in one place.

### Shipment Detail Tiles

- Shipment Info
- Shipment Details
- Pickup Info
- Delivery Info
- Routing
- Milestones & Notes
- Documents, Reference Numbers & Invoices
- Pack Lines
- Containers

## Shipment Info

This section displays general information about the shipment, such as the Shipment Number, Master and House Bill Numbers, Shipper, Consignee, Origin, Destination, ETD, ETA, ATD, ATA, Terms, and Service Level.

Shipment Info		
Shipment #	Inco Term	Service Level
<b>S2300206XXX</b>	<b>EXW - Ex Works</b>	<b>STD</b>
Masterbill #	Housebill #	
<b>YOUR MBL</b>	<b>YOUR HBL</b>	
Consignee	Shipper	
<b>YOUR CONSIGNEE</b>	<b>YOUR SHIPPER</b>	
ETD	ATD	
<b>02/17/2023</b>	<b>02/17/2023</b>	
ETA	ATA	
<b>03/09/2023</b>	-	
Origin	Destination	
<b>Antwerpen</b>	<b>Cleveland</b>	

# Shipment

## Shipment Details

### Shipment Details

In this section, you can find more specific details about the shipment, including its Weight, Volume, Quantity, and Description. You can also view any Order Reference Numbers you may have provided.

#### Grid

- Weight
- Volume
- Quantity
- Shipper's Ref # - *Not Applicable*
- Linked Order # - *Not Applicable*
- Owner Ref # - *Not Applicable*
- Order Ref # - *Your Purchase Order Number, Sales Order Number, or Commercial Invoice Number*
- Description

#### Shipment Details

Weight	Volume	Quantity
<b>37381.000 KG</b>	<b>0.000</b>	<b>29 Package</b>
Shipper's Ref #	Linked Order #	Owner's Ref#
-	-	-
Order's Ref#	Description	
<b>YOUR REF #</b>	<b>YOUR GOODS DESCRIPTION</b>	

### Pickup Info

This section provides information about the pickup of the shipment, including the Address, Estimated and Actual Pickup Dates, and Pickup Required by Date.

#### Grid

- Address
- Estimated Pickup
- Pickup Required By
- Actual Pickup

#### Pickup Info

Address	Estimated Pickup	Pickup Required By	Actual Pickup
<b>YOUR PICKUP ADDRESS INFO</b>	-	-	-

### Delivery Info

Here, you can find information about the delivery of the shipment, including the Delivery Address, Estimated and Actual Delivery Dates, and Delivery Required By Date.

#### Grid

- Address
- Estimated Delivery
- Delivery Required By
- Actual Delivery

#### Delivery Info

Address	Estimated Delivery	Delivery Required By	Actual Delivery
<b>YOUR DELIVERY ADDRESS INFO</b>	<b>03/13/2023</b>	-	-

### Routing

This section displays information about the shipment's routing, including the Transport Mode, Vessel Name, Leg Number and Type, Voyage and Flight Number, Load and Discharge Ports, and ETD, ETA, ATD, ATA.

#### Grid

- Vessel Name
- Master Bill
- Leg #
- Leg Type
- Transport Mode
- Consol Mode
- Load Port
- Discharge Port
- Voyage Flight
- IMO Number
- ETD
- ETA
- ATD
- ATA

Vessel Name	Master Bill	Leg #	Leg Type	Transport Mode	Consol Mode	Load Port	Discharge Port	Voyage Flight	IMO Number	ETD	ETA	ATD	ATA
CAPE CORFU	YOUR MBL	1	Main	Sea	FCL	(BEANR) Antwerpen	YOUR PORT	YOUR FLIGHT	YOUR IMO	02/17/2023	02/27/2023	02/17/2023	02/28/2023
RAIL	YOUR MBL	2	Other	Rail	FCL	YOUR PORT	YOUR PORT	YOUR FLIGHT	YOUR IMO	03/04/2023	03/09/2023	-	-

# Shipment

# Shipment Details

## Milestones & Notes

In this section, you can view any Milestones that have been reached during the shipment's journey and any Notes that have been added to the shipment.

Milestones			Notes		
Description	Estimate	Actual	Note Type	Date	Detail
✓ Shipment Commenced	-	01/27/2023	Marks & Numbers	-	YOUR DETAILS
✓ All Import Documents Received	03/06/2023	02/10/2023			
✓ Customs Commenced	03/06/2023	03/03/2023			
✓ Customs Cleared	03/09/2023	03/03/2023			
✓ Delivery Arranged	03/03/2023	03/03/2023			
Cargo Delivered	03/13/2023	-			

## Documents, Reference Numbers & Invoices

Here, you can access any documents related to the shipment, such as Packing Lists, Commercial Invoices, and Bills of Lading. You can also view Accounting Invoices and any Reference Numbers associated with the shipment.

Documents				Reference Numbers			Invoices	
Date	Type	Description	Link	Number	Type	Description	Invoice Number	Description
02/10/2023	PKL	Packing List	<a href="#">PKL.pdf</a>	OAG	YOUR INFO	Other Agent Reference		No records found.
02/10/2023	CCI	Classified Commercial Invoice	<a href="#">YOUR CIV INFO</a>					
02/22/2023	HBL	House Waybill/Bill of Lading	<a href="#">EXPRESS_RELEASE_BL_</a>					

### Pack Lines

This section displays detailed information about the contents of the shipment, including the Reference Number, Piece Count, Weight, Dimensions, and Goods Description. This information can be used to verify the contents of the shipment and ensure that everything is accounted for.

#### Grid

- Reference #
- Pce Count
- Pce Count UOM
- Weight
- Weight UOM
- Length
- Width
- Height
- Length UOM
- Commodity
- Goods Description

Reference #	Pce Count	Pce Count UOM	Weight	Weight UOM	Length	Width	Height	Length UOM	Commodity	Goods Description
-	13	-	18528.000	KG	0.000	0.000	0.000	IN	General	-
-	16	-	18853.000	KG	0.000	0.000	0.000	IN	General	-

# Shipment



# Shipment Details

## Containers

This section displays basic information about the containers associated with the shipment, including the Container Number, Packs Type, Weight, and Delivery Mode.

### Grid

- Container #
- Seal #
- Import Ref #
- Packs
- Packs Type
- Container Type
- Container Mode
- Tare Weight
- Weight
- Delivery Mode
- Export Gate In
- Wharf Gate Out
- Est. Delivery
- Act. Delivery
- Est. Return
- Act. Return

Container #	Seal #	Import Ref #	Packs	Packs Type	Container Type	Container Mode	Tare Weight	Weight	Delivery Mode	Export Gate In	Wharf Gate Out	Est. Delivery	Act. Delivery	Est. Return	Act. Return
<a href="#">YOUR CONTAINER</a>	023588	-	16	PKG	20GP	FCL	2280.000	21133.000	CY/CY	-	-	-	-	-	-
<a href="#">YOUR CONTAINER</a>	023587	-	13	PKG	20GP	FCL	2280.000	20808.000	CY/CY	-	-	-	-	-	-

If you want to view more detailed information about a specific container, simply click on the container number link to open the Container Pop-Up. From there, you can see additional information such as the container's origin and destination, weight, and estimated delivery date. You can also view milestones associated with the container and track its movements.

### Overview

When you click on the container number link, a pop-up window called 'Container Details' appears. This section provides a detailed view of the container's journey, helping you stay updated on your shipment's progress. The window displays essential tracking data for the container, such as Details, Milestones, and Packed Items. Additionally, the window contains a Vessel Tracking Map with visibility into the container's location.

The screenshot shows a 'Container Details' window with a map and a data table. The map displays a route starting from the United States (Chicago/Toronto area) and heading across the Atlantic Ocean to Europe (London area). Below the map is a table with tracking details and a milestones section.

Container #	Tracking	Container Type	Container Mode	Delivery Mode	Weight	Tare Weight	Origin Gate Out	Origin Gate In	Loaded On Vessel	Unloaded On Vessel	Available	Storage Starts	Destination Gate Out	Estimate Delivery	Actual Delivery	Empty Returned On	Estimate Return	Actual Return
YOUR CONTAINER		20GP	FCL	CY/CY	20584.000	2280.000	-	-	-	-	-	-	-	-	-	-	-	-

Description	Estimate	Actual
✓ Container Loaded on Vessel	-	03/04/2023

## Container Pop-Up

### Details

This section offers a complete overview of the container's progress and keeps you up-to-date on the status of your shipment.

#### Grid

- |                  |                    |                        |                     |
|------------------|--------------------|------------------------|---------------------|
| • Container #    | • Weight           | • Unloaded On Vessel   | • Actual Delivery   |
| • Tracking       | • Tare Weight      | • Available            | • Empty Returned On |
| • Container Type | • Origin Gate Out  | • Storage Starts       | • Estimate Return   |
| • Container Mode | • Origin Gate In   | • Destination Gate Out | • Actual Return     |
| • Delivery Mode  | • Loaded On Vessel | • Estimate Delivery    |                     |

### Milestones

The Milestones section in the Container Pop-Up window displays important events that have occurred during the container's journey, such as the Estimated and Actual Departure and Arrival Dates, as well as any customs-related Milestones.

### Vessel Tracking Map

The Vessel Tracking Map in the Container Details pop-up window displays the location of the container's vessel. It provides a visual representation of the container's journey, allowing you to track its progress and stay informed about any delays or changes in its route. The interactive map allows you to zoom in and out and view the vessel's route on a global or regional scale.

### Keyboard Shortcuts

←	Move left	-	Zoom out
→	Move right	Home	Jump left by 75%
↑	Move up	End	Jump right by 75%
↓	Move down	Page Up	Jump up by 75%
+	Zoom in	Page Down	Jump down by 75%

**Streamline your  
finances and keep  
your business running  
smoothly with our  
comprehensive  
accounting tools.**

**Accoun**

# Accounting

## Overview

The Accounting module offers a variety of tools to manage your invoices, track payments, and view account statements. The top of the page features a "Quick Search" section with various filters to help narrow down the results. Once the search criteria are entered, the results are displayed in a grid format with statement-like invoice totals shown in the upper right-hand corner. The grid format results allow for easy navigation and sorting. Invoices can be downloaded with just one click. With the ability to export to PDF or CSV Excel, managing your accounting has never been more effortless.

The screenshot displays the MTA Accounting module interface. On the left is a blue sidebar with navigation options: Dashboard, Shipments, Shipment Search, Accounting (selected), Account, Reports, and Logout. The main content area is titled "Accounting" and features a search filter section with fields for Client (set to "YOUR INFO HERE"), Labeled Invoice #, Date View (Due Date), Date (This Month), Due Date From (03/01/2023), Due Date To (03/31/2023), Paid Status (All), and Transaction Type (All). A "QUICK SEARCH" button is located below these filters. To the right of the filters are six summary cards: "Not Due" (\$27,017.76), "Current 0 - 30" (\$3,368.19), "31 - 45" (\$0.00), "46 - 60" (\$0.00), "61 - 90" (\$0.00), and "91+" (\$0.00). Below these are two larger cards: "Total Invoices Amount" (\$41,035.73) and "Total Outstanding Amount" (\$30,385.95). The bottom section is a table of invoices with columns: Download, Labeled Invoice #, Due Date, # Days vs Due Date, # Days vs Invoice Date, Fully Paid Date, Transaction Type, Currency, Invoice Amount, Outstanding Amount, and Post Date. The table contains 8 rows of invoice data.

Download	Labeled Invoice #	Due Date	# Days vs Due Date	# Days vs Invoice Date	Fully Paid Date	Transaction Type	Currency	Invoice Amount	Outstanding Amount	Post Date
	00210XXX S2200204XXXX	03/02/2023	-4	34	03/03/2023	INV	USD	\$8,208.00	\$0.00	01/31/2022
	00210XXX S2300205XXXX	03/02/2023	-4	34	03/03/2023	INV	USD	\$2,441.78	\$0.00	01/31/2022
	00210XXX S2200203XXXX	03/05/2023	-1	31		INV	USD	\$2,100.00	\$2,100.00	02/03/2022
	00210XXX S2200204XXXX	03/05/2023	-1	31		INV	USD	\$1,268.19	\$1,268.19	02/03/2022
	00210XXX S2300205XXXX	03/08/2023	2	28		INV	USD	\$275.00	\$275.00	02/06/2022
	00210XXX S2300206XXXX	03/09/2023	3	27		INV	USD	\$275.00	\$275.00	02/07/2022
	00211XXX S2300206XXXX	03/10/2023	4	26		INV	USD	\$25.00	\$25.00	02/08/2022
	00211XXX S2300207XXXX	03/19/2023	12	18		INV	USD	\$25.00	\$25.00	02/16/2022

Accounting

### Quick Search

This allows users to filter search results by various criteria, such as Client, Invoice Number, Date View, Due Date, Paid Status, and Transaction Type. Once the filters are applied, you can click the "QUICK SEARCH" button to display the results.

## Accounting

Client	Labeled Invoice #	Date View
<input type="text" value="YOUR INFO HERE"/>	<input type="text" value="Labeled Invoice #"/>	<input type="text" value="Due Date"/>
Date	Due Date From	Due Date To
<input type="text" value="Today"/>	<input type="text" value="03/06/2023"/>	<input type="text" value="03/06/2023"/>
Paid Status	Transaction Type	
<input type="text" value="All"/>	<input type="text" value="All"/>	

**QUICK SEARCH**

# Accounting

## Accounting Grid Results

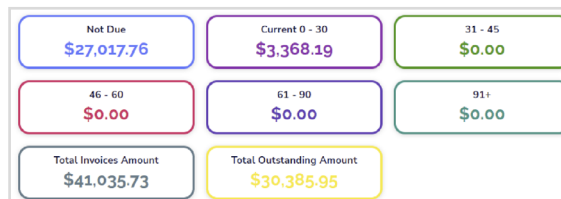
The search results in the grid act as a statement, with the default display in order of oldest invoice to newest invoice number. Columns can be sorted by selecting the headers to sort by a specific field, and the search box can be used to find specific criteria within the filtered results. Users can click on the Invoice number from the "Download" column or the Shipment hyperlink from the "Shipment #" column to download a copy of the invoice to view. At the bottom of the search results page, users can choose to display how many rows they'd like to view on a page and navigate between pages. All search results can be exported to PDF or CSV Excel by clicking the "Export" button near the top right of the search grid results.

### Grid

- Download
- Labeled Invoice #
- Due Date
- # Days vs. Due Date
- # Days vs. Invoice Date
- Fully Paid Date
- Transaction Type
- Currency
- Invoice Amount
- Outstanding Amount
- Post Date
- Debtor Name
- Shipment #
- MBL

Download	Labeled Invoice #	Due Date	# Days vs Due Date	# Days vs Invoice Date	Fully Paid Date	Transaction Type	Currency	Invoice Amount	Outstanding Amount	Post Date	Debtor Name	Shipment #	MBL
00210XXX	52200204XXXX	03/02/2023	-4	34	03/09/2023	INV	USD	\$8,208.00	\$0.00	01/31/2023	YOUR DEBTOR	52200204XXXX	YOUR MBL
00210XXX	52300205XXXX	03/02/2023	-4	34	03/03/2023	INV	USD	\$2,441.78	\$0.00	01/31/2023	YOUR DEBTOR	52300205XXXX	YOUR MBL
00210XXX	52200203XXXX	03/05/2023	-1	31		INV	USD	\$2,100.00	\$2,100.00	02/03/2023	YOUR DEBTOR	52200203XXXX	YOUR MBL
00210XXX	52200204XXXX	03/05/2023	-1	31		INV	USD	\$1,268.19	\$1,268.19	02/03/2023	YOUR DEBTOR	52200204XXXX	YOUR MBL
00210XXX	52300205XXXX	03/08/2023	2	28		INV	USD	\$275.00	\$275.00	02/06/2023	YOUR DEBTOR	52300205XXXX	
00210XXX	52300206XXXX	03/08/2023	3	27		INV	USD	\$275.00	\$275.00	02/07/2023	YOUR DEBTOR	52300206XXXX	
00211XXX	52300206XXXX	03/10/2023	4	26		INV	USD	\$25.00	\$25.00	02/08/2023	YOUR DEBTOR	52300206XXXX	
00211XXX	52300207XXXX	03/18/2023	12	18		INV	USD	\$25.00	\$25.00	02/16/2023	YOUR DEBTOR	52300207XXXX	
00211XXX	52300205XXXX	03/19/2023	13	17		INV	USD	\$275.00	\$275.00	02/17/2023	YOUR DEBTOR	52300205XXXX	
00211XXX	52300206XXXX	03/19/2023	13	17		INV	USD	\$275.00	\$275.00	02/17/2023	YOUR DEBTOR	52300206XXXX	
00211XXX	52300207XXXX	03/23/2023	17	13		INV	USD	\$25.00	\$25.00	02/21/2023	YOUR DEBTOR	52300207XXXX	
00211XXX	52300206XXXX	03/24/2023	18	12		INV	USD	\$275.00	\$275.00	02/22/2023	YOUR DEBTOR	52300206XXXX	
00211XXX	52300206XXXX	03/24/2023	18	12		INV	USD	\$275.00	\$275.00	02/22/2023	YOUR DEBTOR	52300206XXXX	
00211XXX	52300204XXXX	03/25/2023	19	11		INV	USD	\$275.00	\$275.00	02/23/2023	YOUR DEBTOR	52300204XXXX	
00211XXX	52300205XXXX	03/25/2023	19	11		INV	USD	\$275.00	\$275.00	02/23/2023	YOUR DEBTOR	52300205XXXX	

The upper right-hand menu shows invoice totals for various time periods and outstanding amounts.



**Manage your account settings and user roles with ease in the Account module.**

Account



# Account

## Overview

The Account module in My Track Assistant provides a convenient place to manage your account settings and preferences. It allows you to modify your personal information, including your first and last name, as well as your password. You can also view your User Name, User Role, and the different application modules you have access to within the platform. By keeping your Account settings up to date, you can maintain your account and ensure that your preferences are in order.

The screenshot displays the 'Account Settings' page within the MTA Lines application. The interface features a blue sidebar on the left with navigation options: Dashboard, Shipments, Shipment Search, Accounting, Account (highlighted), Reports, and Logout. The main content area is titled 'Account Settings' and includes a user profile icon. Under the 'ACCOUNT SETTINGS' heading, there are two options: 'My Account' (selected) and 'Change Password'. The 'My Account' section is expanded to show 'My Account Details', which includes input fields for 'User Name', 'First Name', and 'Last Name', and a 'Save' button. Below this, the 'User Role' is listed as 'Member'. The 'Module Access' section shows two checked checkboxes: 'Search Shipment' and 'Accounting'.

**Unleash the power  
of your data with My  
Track Assistant's  
comprehensive  
reporting tools.**

**Reports**

## Reports

Coming soon!

S

**End your session,  
secure your data.  
Logout for peace of  
mind.**

**Logout**

# Logout

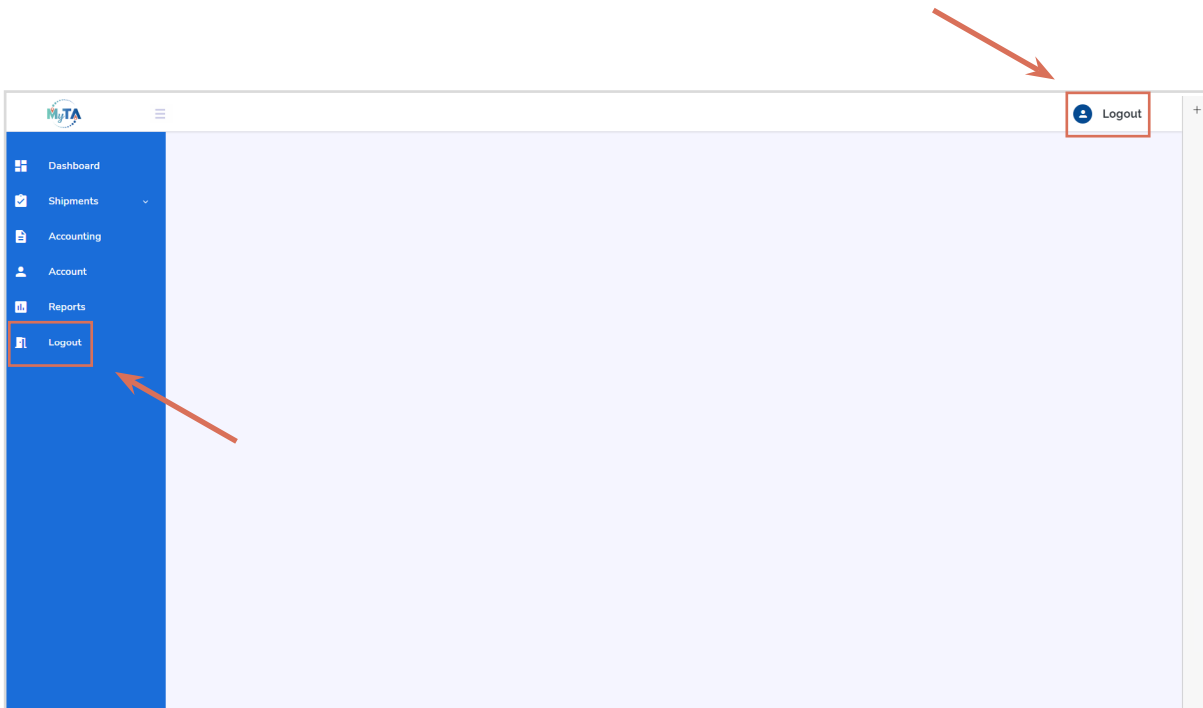
## Overview

This chapter explains how to log out of My Track Assistant for optimal security. There are two ways to log out of the application, both of which are simple and quick.

## Logging Out

When you're finished using My Track Assistant, remember to log out to keep your account and data secure. You can do this by clicking the "Logout" button in the Navigation Menu or selecting the "Logout" button in the top right corner of the application.

For added security, it is recommended that you not only log out of My Track Assistant but also close the browser window or tab after each use.



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# Summary

## Summary

Thank you for choosing My Track Assistant, the premier solution for streamlining and optimizing your logistics operations.

We at Midwest Transatlantic Lines, Inc. are committed to [Delivering First-Class Solutions](#) to our customers. Established in 1980 as an International Freight Forwarder, we offer a range of services including Air Freight, Ocean Freight, Multimodal Transport, Customs Brokerage, Hazardous Materials Handling, Crating & Packing, Cargo Screening, Container Freight Station, Warehousing, and more. We hold numerous licenses and certifications that demonstrate our unwavering commitment to safety, security, and compliance.

To access additional [Resources and Tools](#), please visit our website at [www.mtlines.com](http://www.mtlines.com). Stay up to date with the latest [News and Insights](#) by following us on [LinkedIn](#), [Facebook](#), [Instagram](#), and [Twitter](#). We sincerely appreciate your continued trust and partnership with Midwest Transatlantic Lines, Inc.

Please keep an eye out for future updates and new features as we continue to improve and enhance My Track Assistant. Thank you for taking the time to read through this user guide for My Track Assistant. We hope this guide has provided you with a comprehensive understanding of the application's features and functionality. By following the instructions provided in this guide, you should be able to effectively manage your shipments, invoices, and account settings. If you have any further questions or issues, please don't hesitate to reach out to our support team. We value your business and are committed to providing you with the best possible user experience

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# Summary

## Contact

# Contact

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