

Manual de usuario

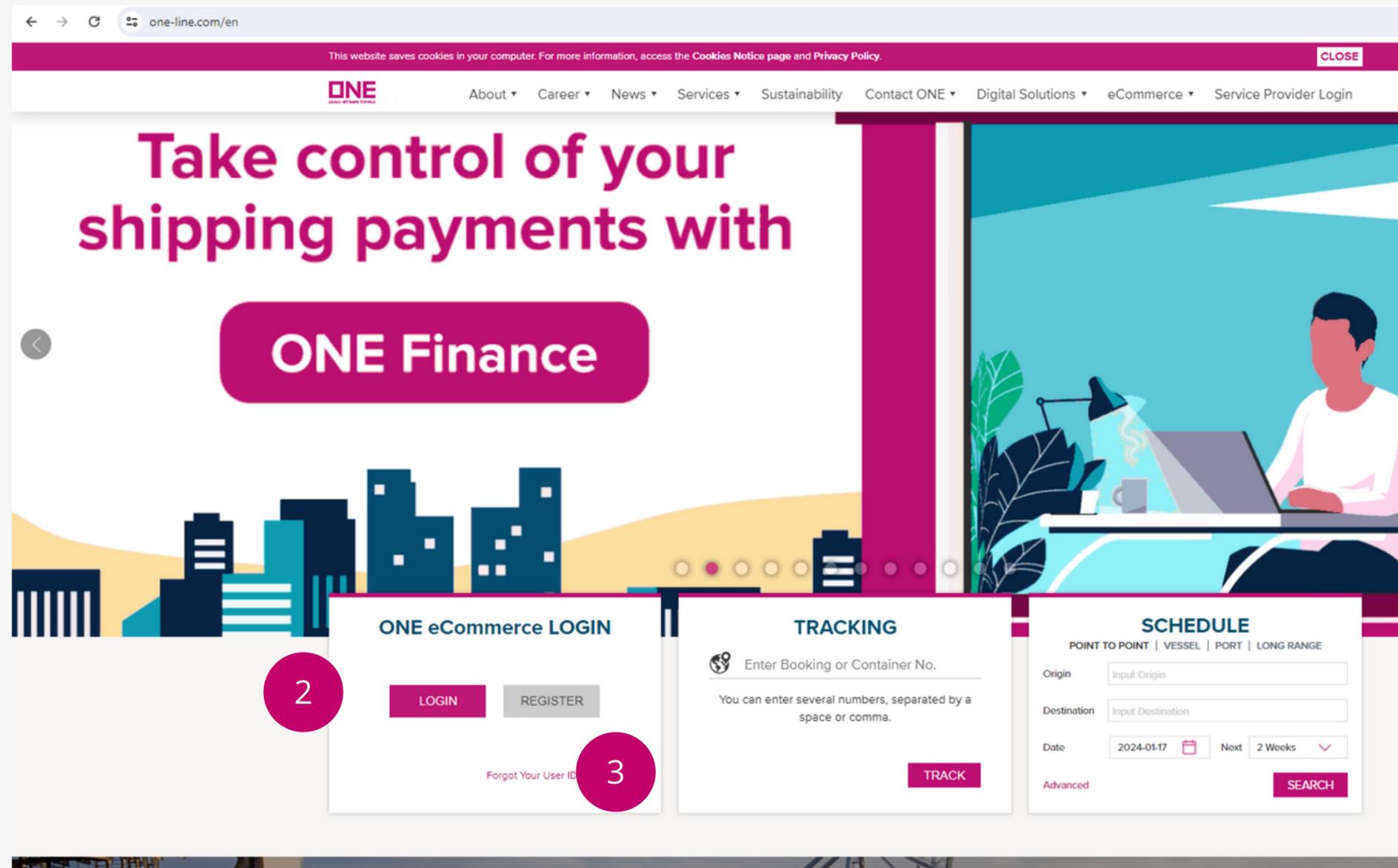
ECOMMERCE REPORTERÍA

CCA



ACCEDER - REGISTRAR NUEVA CUENTA

1. Ingresar a [ONE LINE](https://www.one-line.com) - www.one-line.com
2. Hacer clic en la opción **Login** para ingresar con una cuenta ya existente
3. Hacer clic en **Register** para registrarse



ACCEDER - REGISTRAR NUEVA CUENTA

4. Llenar los datos del **nuevo usuario**
5. La confirmación de credenciales toma un lapso de **2 días hábiles**

The screenshot shows a registration form with a progress indicator at the top. The progress bar has four steps: 1. User & Account Information (highlighted with a red circle and the number 4), 2. Company Information, 3. Additional Information, and 4. Review Registration. The form is divided into two columns: User Information and Account Information.

User Information

- First Name:
- Last Name:
- Phone Number: Phone Prefix Phone Number

Account Information

- Business Email:
- User ID:
- Password:
- Confirm Password:

I hereby give my consent for the collection, use, or disclosure of my personal data for data analytics and agree to be contacted [via email] regarding information about our services. I have also read and understand the [ONE's Privacy Policy](#), [Terms of Service](#) & [Indemnity Agreement](#).

Next

GENERACIÓN DE MI REPORTE

1. Ingresar a **Manage Shipment > Report > Manage Report**
2. Le aparecerá la siguiente ventana con opciones para diseñar su reporte

The screenshot displays the ONE Ocean Network Express web application interface. The top navigation bar includes the ONE logo, 'ONE Solutions', 'Support', and a language selector set to 'English'. The left sidebar menu is expanded to show 'Report' selected, with a sub-menu containing 'Manage Report' (highlighted with a red circle and the number '1') and 'My Report'. The main content area, titled 'MANAGE SHIPMENT > Report > Manage Report', features a 'Report' section (highlighted with a red circle and the number '2') with a 'User Guide' link. Below the title is a descriptive text: 'This service provides customers with customized report without entering specific shipment number. Shipment Status Criteria is required for your report based on planned, active, and/or delivered shipments.' The form includes a 'Report Type' dropdown set to 'Basic Report' and a 'Manage My Report' button. The 'Period(Departure)' section shows a date range from 2024-01-23 to 2024-02-21 with a calendar icon and a list of duration options: 15days, 30days, 45days, 60days, 75days, 90days, and 180days. The 'Inquiry Option' section has radio buttons for 'By Customer' (selected) and 'By Contract No', and checkboxes for 'By Shipper', 'By Consignee', 'By Notify', 'By Forwarder', and 'By Also Notify'. A 'Customer code' field contains 'PE500044' and a 'Search' button. A note about 'Shipment Status Criteria' states: 'The report will include all shipments unless a filter is deselected.' Below this are three checked checkboxes: 'Planned Shipments - Includes all shipments which do not have cargo movement.', 'Active Shipments - Includes all shipments which have cargo movement.', and 'Delivered Shipments - includes all shipments which have been delivered.' The 'Route' section has 'Port Of Loading' and 'Port Of Discharging' fields, each with a '+' icon. A 'Search' button is located at the bottom right of the form.

GENERACIÓN DE MI REPORTE

3. En el campo **Report Type** le aparecerá una lista desplegable en caso tenga reportes hechos. En caso no tenga, el sistema mostrará la opción de reporte básico (Basic Report).
4. En el campo **Period** le aparecerá una lista desplegable con opciones a seleccionar según **Departure, Arrival** y **Vessel**. Asimismo, puede seleccionar el rango de fechas hasta un máximo de 180 días.

MANAGE SHIPMENT > Report > Manage Report

Report User Guide

This service provides customers with customized report without entering specific shipment number. Shipment Status Criteria is required for your report based on planned, active, and/or delivered shipments.

Report Type Basic Report Manage My Report **3**

Period(Departure) 2024-01-23 ~ 2024-02-21 15days 30days 45days 60days 75days 90days 180days **4**

By Customer By Contract No

By Shipper
 By Consignee
 By Notify
 By Forwarder
 By Also Notify

Inquiry Option

Customer code PE500044 Search

*** Shipment Status Criteria** The report will include all shipments unless a filter is deselected.

Planned Shipments – Includes all shipments which do not have cargo movement.
 Active Shipments – Includes all shipments which have cargo movement.
 Delivered Shipments – includes all shipments which have been delivered.

Route Port Of Loading + Port Of Discharging +

Search

GENERACIÓN DE MI REPORTE

5. En el campo **Inquiry Option**, puede filtrar la información bajo la opción **By Customer** o **By Contract No.** En caso seleccione **By Customer** le aparecerá las opciones en el recuadro (*). En caso de seleccionar **By Contract No. (**)** le aparecerá el listado de contratos.

MANAGE SHIPMENT > Report > Manage Report

Report User Guide

This service provides customers with customized report without entering specific shipment number. Shipment Status Criteria is required for your report based on planned, active, and/or delivered shipments.

Report Type	Basic Report <input type="button" value="Manage My Report"/>
Period(Departure)	2024-01-23 ~ 2024-02-21 <input type="button" value="15days"/> <input type="button" value="30days"/> <input type="button" value="45days"/> <input type="button" value="60days"/> <input type="button" value="75days"/> <input type="button" value="90days"/> <input type="button" value="180days"/>
Inquiry Option	* <input checked="" type="radio"/> By Customer <input type="radio"/> By Contract No **
	<input type="checkbox"/> By Shipper <input type="checkbox"/> By Consignee <input type="checkbox"/> By Notify <input type="checkbox"/> By Forwarder <input type="checkbox"/> By Also Notify
	<input type="radio"/> By Customer <input checked="" type="radio"/> By Contract No Contract No. <input type="text"/>
	Customer code <input type="text" value="PE500044"/> <input type="button" value="Search"/>
	* Shipment Status Criteria The report will include all shipments unless a filter is deselected. <input checked="" type="checkbox"/> Planned Shipments – Includes all shipments which do not have cargo movement. <input checked="" type="checkbox"/> Active Shipments – Includes all shipments which have cargo movement. <input checked="" type="checkbox"/> Delivered Shipments – includes all shipments which have been delivered.
Route	Port Of Loading <input type="text"/> <input type="button" value="+"/> Port Of Discharging <input type="text"/> <input type="button" value="+"/>

GENERACIÓN DE MI REPORTE

6. En el campo **Shipment Status Criteria** puede seleccionar las opciones:
- Planned Shipments – Incluye todos los embarques que aún no tienen movimiento de contenedor.
 - Active Shipments – Incluye todos los embarques que tengan movimiento de contenedor.
 - Delivered Shipments – Incluye todos los embarques que se han descargado en destino.

MANAGE SHIPMENT > Report > Manage Report

Report User Guide

This service provides customers with customized report without entering specific shipment number. Shipment Status Criteria is required for your report based on planned, active, and/or delivered shipments.

Report Type	Basic Report <input type="button" value="Manage My Report"/>
Period(Departure)	2024-01-23 ~ 2024-02-21 <input type="button" value="15days"/> <input type="button" value="30days"/> <input type="button" value="45days"/> <input type="button" value="60days"/> <input type="button" value="75days"/> <input type="button" value="90days"/> <input type="button" value="180days"/>
Inquiry Option	* <input checked="" type="radio"/> By Customer <input type="radio"/> By Contract No
	<input type="checkbox"/> By Shipper <input type="checkbox"/> By Consignee <input type="checkbox"/> By Notify <input type="checkbox"/> By Forwarder <input type="checkbox"/> By Also Notify
Customer code	PE500044 <input type="button" value="Search"/>
	* Shipment Status Criteria The report will include all shipments unless a filter is deselected.
	<input checked="" type="checkbox"/> Planned Shipments – Includes all shipments which do not have cargo movement.
	<input checked="" type="checkbox"/> Active Shipments – Includes all shipments which have cargo movement.
	<input checked="" type="checkbox"/> Delivered Shipments – includes all shipments which have been delivered.
Route	Port Of Loading <input type="text"/> <input type="button" value="+"/> Port Of Discharging <input type="text"/> <input type="button" value="+"/>

GENERACIÓN DE MI REPORTE

7. En el campo **Route** puede filtrar su reporte para rutas específicas agregando los puertos a los campos **Port of Loading** y **Port of Discharging**. Se pueden agregar puertos adicionales a ambos campos haciendo clic en el botón **(+)** y eliminándolos nuevamente usando el botón **(-)**. **Se puede agregar un máximo de 10 POL y 10 POD.** En caso de no seleccionar POL y POD, el sistema por default le mostrará toda la información de sus embarques.

MANAGE SHIPMENT > Report > Manage Report

Report User Guide

This service provides customers with customized report without entering specific shipment number. Shipment Status Criteria is required for your report based on planned, active, and/or delivered shipments.

Report Type	Basic Report <input type="button" value="Manage My Report"/>
Period(Departure)	2024-01-23 ~ 2024-02-21 <input type="button" value="15days"/> <input type="button" value="30days"/> <input type="button" value="45days"/> <input type="button" value="60days"/> <input type="button" value="75days"/> <input type="button" value="90days"/> <input type="button" value="180days"/>
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	<input type="checkbox"/> By Shipper <input type="checkbox"/> By Consignee <input type="checkbox"/> By Notify <input type="checkbox"/> By Forwarder <input type="checkbox"/> By Also Notify
Customer code	PE500044 <input type="button" value="Search"/>
* Shipment Status Criteria The report will include all shipments unless a filter is deselected.	
<input checked="" type="checkbox"/> Planned Shipments – Includes all shipments which do not have cargo movement.	
<input checked="" type="checkbox"/> Active Shipments – Includes all shipments which have cargo movement.	
<input checked="" type="checkbox"/> Delivered Shipments – includes all shipments which have been delivered.	
Route	Port Of Loading <input type="text"/> <input type="button" value="+"/> Port Of Discharging <input type="text"/> <input type="button" value="+"/>

GENERACIÓN DE MI REPORTE

8. Hacer clic en **Search**, y le mostrará una vista previa de su reporte.
9. Clic en **Download** para generar reporte en formato excel.

8 Search

Total : 27

Bill of Lading Issue Date	Bill of Lading Status	Bill of Lading Type	Booking Number	Booking Status	Consignee Name	Booking Reference Number	Forwarder Name	Notify Party Name	Sales Office
		B	JKTBH4835400	F	MITSUI & CO. (ASIA	JKTBH4835400	ASIAN ISUZU CAST	TEST	PT Ocean
		B	JKTBH4836500	F	MITSUI & CO. (ASIA	JKTBH4836500	ASIAN ISUZU CAST	TEST	PT Ocean
		B	JKTBH4854500	F	MITSUI & CO. (ASIA	JKTBH4854500	ASIAN ISUZU CAST	TEST	PT Ocean
		B	JKTC00002700	W		JKTC00002700			PT Ocean
		B	JKTC00004900	W		JKTC00004900			PT Ocean
		B	JKTC00009700	F		JKTC00009700			OCEAN N

1 | Per Page : 50

9 Download Download All

CONFIGURAR MI REPORTE

En esta opción el sistema le permite personalizar su reporte, en base a los campos que usted considere necesario

1. Ingresar a **Manage Shipment** > **Report** > **My Report**
2. Le aparecerá la siguiente ventana con opciones para crear un nuevo reporte **"Create new report"**
3. En caso ya tenga reportes generados y necesite editarlo, puede seleccionar el recuadro del reporte y darle clic **Edit** para configurarlo

ONE Solutions Support | RY English

MANAGE SHIPMENT > Report > My Report

My Report

Create New Report e-Subscription

	Owner ID	Name	Email Service	Search Period(Day)		Sending Cycle	Recipients List	Share
				Past	Future			
<input type="checkbox"/>	ROXANAYNQUILLA	Prueba	✓	0 Day	0 Day	Daily		N

Edit Delete

1

2

3

CONFIGURAR MI REPORTE

4. Al seleccionar **Create New Report** o **Edit** le aparecerá la pantalla indicada en el **slide 5** con la diferencia de las siguientes opciones.
5. En el **recuadro izquierdo** puede seleccionar los items que desee incluir en su reporte, una vez seleccionado cada item debe hacer clic en **Add** para que aparezca en el **recuadro derecho**.
6. En caso necesite eliminar algún campo deberá seleccionar los items del **recuadro derecho**, hacer clic en cada item y clic en **Delete**.
7. Puede ordenar los items en el recuadro derecho utilizando las flechas según lo requiera.

5

[Booking Information]

- Also Notify Name
- Bill of Lading Issue Date
- Bill of Lading ITN No.
- Bill of Lading Number
- Bill of Lading On-board Date
- Bill of Lading Status
- Bill of Lading Surrender Date

If you would like to add all items within a category please select the category in Magenta.

Add >

< Delete

6

7

▲ ▼

E-Mail Service Past Days | Future Days | Sending Cycle ▼ Hour ▼ (SGT)

Share this report Share ▼

Save

CONFIGURAR MI REPORTE

8. Se mostrará el siguiente recuadro que le permitirá programar el envío del reporte via email. Puede seleccionar el número de días antes y después de la fecha de **Arrival** o **Departure** previamente seleccionada en el [slide 5](#).
9. Elija el ciclo de envío entre **Daily**, **Weekly** o **Monthly** y la **hora** que desee que le llegue el reporte.
10. En la opción **Share this report**, seleccionar **Y (Yes)** o **N (No)** en caso desee quiera compartir el reporte con los demás usuarios de su empresa.
11. Clic en **Save** para guardar lo seleccionado.

8

<input checked="" type="checkbox"/> E-Mail Service	Past <input type="text" value="0"/> Days	Future <input type="text" value="0"/> Days	Sending Cycle <input type="text" value="Daily"/>	Hour <input type="text" value="05"/> (SGT)	9
Share this report	Share <input type="text" value="N"/>	10			
					11 <input type="button" value="Save"/>

CONFIGURAR MI REPORTE

12. Para agregar/eliminar los correos que necesiten recibir el reporte, dirijase a **Manage Shipment > e-Subscription**

13. Haga clic en la opción **Report**

14. Clic en **Subscribe**

15. Deslice la barra hacia la derecha y en la sección **Recipients List** le aparecerá la ventana indicada donde podrá agregar y eliminar correos con los signos **(+)** y **(-)**. Finalmente hacer clic en **Save** y **Save** nuevamente.

MANAGE SHIPMENT > e-Subscription

e-Subscription 13 User Guide

Documentation Vessel **Report** Schedule Visibility Bill VGM Arrival Notice

This service allows customers to set the period, sending cycle and recipient list for the auto-send of the created report.

Report Subscribe Unsubscribe

Archiving Period(Day) Sending Cycle Sending Hour(SGT) Date Share Recipients List Last Sent Date Total : 1

12

14

Add Recipient + -

e-Mail Address Recipient Name 15

15 **Save** **Close**

15 **Save**