



**PUBLIC**

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# Guide for Shipping Specialists

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# 1 Introduction

## About This Document

This documentation describes how to use the Monitor Outbound Deliveries (MOD) app.

### → Recommendation

Before you start working your way through this document, ensure you have the most recent version of this document that is available from:

<http://help.sap.com/gtt>

## Target Audience

The target audience for this document are shipping specialists.

The Shipping Specialist role was originally defined by SAP S/4HANA and is reused by SAP Business Network for Logistics.

## Prerequisite

You are able to log on to SAP Business Network Global Track and Trace as a shipping specialist.

## 2 About the Monitor Outbound Deliveries App

The Monitor Outbound Deliveries (MOD) app allows you to monitor the fulfillment status of outbound deliveries. The app:

- displays key and user-defined information tracked for an outbound delivery process
- displays the tracking timeline to reflect the latest status of the events of an outbound delivery process
- displays the real-time transportation route of the outbound delivery in a map view
- displays the relationships between outbound delivery and shipment. If you use SAP Transportation Management (SAP TM) to manage the outbound fulfillment, it displays the relationships between outbound delivery items and freight unit items.
- supports navigation to the Track Shipments (TS) app to check the shipment and freight unit details

MOD app is for version 2 of SAP Business Network Global Track and Trace.

### 2.1 In-app Help

When you launch the app, you can turn on in-app help that provides on-screen explanations of key fields and areas on the screen.

To turn on in-app help:

- On the top right on the screen, click the [?](#) button
- the [Help Topics](#) Panel appears on the right

Once in-app help is turned on, you can:

- search the displayed Help topics for text you type
- click hot spots or bubbles to see help text on that topic
- hide the [Help Topics](#) Panel by clicking the Hide ( [>>](#) ) button on the bottom right
- toggle Help off

### 2.2 Filters

You can apply one or more filters to reduce the number of outbound deliveries displayed. By default, the following filters are shown:

- [Outbound Delivery No.](#): an identifier for the outbound delivery. Click in the field to display the [Define Conditions](#) popup where you can set the operators to specify a fuzzy search and/or multiple conditions.

- **Shipping Point:** the location from which the delivery is shipped. Click in the field to display a popup where you can filter the location by [External ID](#), [Location Description](#), [Logical System](#), [Object Type](#) and archived status. To filter the location by archived status, select one of the following values in the dropdown lists of the [Archived](#) filter:

- **Yes:** only the archived locations are displayed in the result.
- **No:** the default value. All locations, except the archived ones, are displayed in the result.
- **Blank:** all locations, either archived or not, are displayed in the result.

In the [Define Conditions](#) tab, you can search for outbound deliveries using the external ID. You can set the operators to specify a fuzzy search and/or multiple conditions.

- **Ship-to Party:** the location to which the delivery is shipped. Click in the field to display a popup where you can filter the location by [External ID](#), [Location Description](#), [Logical System](#), [Object Type](#) and archived status. To filter the location by archived status, select one of the following values in the dropdown lists of the [Archived](#) filter:

- **Yes:** only the archived locations are displayed in the result.
- **No:** the default value. All locations, except the archived ones, are displayed in the result.
- **Blank:** all locations, either archived or not, are displayed in the result.

In the [Define Conditions](#) tab, you can search for outbound deliveries using the external ID. You can set the operators to specify a fuzzy search and/or multiple conditions.

- **Material ID:** an identifier for the materials — click in the field to display the [Define Conditions](#) popup where you can set the operators to specify a fuzzy search and/or multiple conditions.  
Please note that you cannot apply the “Exclude” logic and the “empty” condition in the “Include” logic because they are not supported for item level search.
- **Material Description:** the description of materials — click in the field to display the [Define Conditions](#) popup where you can set the operators to specify a fuzzy search and/or multiple conditions.  
Please note that you cannot apply the “Exclude” logic and the “empty” condition in the “Include” logic because they are not supported for item level search.
- **Delay Status:** shows if the outbound delivery is delayed. In the drop-down list, select “Yes” to filter out the outbound deliveries that are delayed, and “No” to filter out the outbound deliveries that are not delayed. outbound deliveries with [Delayed](#) status are highlighted with a color-coded bar on the left for the entry in the [Outbound Deliveries](#) worklist.
- **Shipment No.:** an identifier for a shipment or a freight order related to the outbound delivery — click in the field to display the [Define Conditions](#) popup where you can set the operators to specify a fuzzy search and/or multiple conditions.  
Please note that you cannot apply the “Exclude” logic and the “empty” condition in the “Include” logic because they are not supported for item level search.
- **Planned Delivery At:** Click in the field to display the [Define Conditions](#) popup where you can specify the date range that you want to filter.
- **Execution Status:** the execution progress of an outbound delivery. Select in the drop-down list one or more of:
  - **Completed:** For a stock transport order's outbound delivery, the execution status changes to [Completed](#) if all planned Goods Receipt events for its outbound delivery items are reported, or the planned Goods Receipt event for the outbound delivery is reported. For a sales order's outbound delivery, the execution status changes to [Completed](#) if one of the following requirements is met:
    - All planned Proof of Delivery events for its outbound delivery items are reported, or all the subsequent freight units of outbound delivery items are completed.

- The destination's planned Proof of Delivery events for the outbound delivery are reported. If the Proof of Delivery event is not planned, but a destination's unplanned Proof of Delivery event is reported.
- The destination's planned Delivered event is reported. If the Delivered event is not planned, but a destination's unplanned Delivered event is reported.
- If neither the Proof of Delivery event nor the Delivered event is reported, but the destination's planned Arrival event is reported.
- *In Execution*: if a planned event of the outbound delivery is reported, it changes to *In-Execution*
- *Not Started*: the initial status.

### i Note

In the *Define Conditions* popup of filters, the case insensitive search is supported for the following conditions:

- "contains"
- "starts with"
- "ends with".

You can change the default filters with the *Adapt Filters* button to display a popup. Here you can filter core, standard and user-defined fields in the tracked process *OutboundDelivery* of the GTT standard model.

## 2.3 Views


You can select a view, also called a variant. The view determines the filter and column settings. There are two types of view, either:

- Standard: unfiltered so displays all available outbound deliveries
- one of the customized variants, if any have been created. These include some filters that may reduce the number of outbound deliveries displayed.

After you select your view, its name is displayed on-screen. Click *Go* to display the corresponding outbound deliveries.

An asterisk (\*) is displayed after the view name whenever any additional filter selection(s) is made. You can save your selection at this time to create your own view.

To create your own view:

- Click *Adapt Filters* and the Settings icon  to personalize your filter and table settings respectively. You can also adjust the column width by dragging the column border.
- Click the arrow to the right of the view
- Click *Save As* in the view selector
- Enter a name for your view (case sensitive)
- You can also choose:
  - *Set as Default*: Activate this if you want your view to be displayed by default when you enter the app
  - *Public*: Activate this if you want your view to appear in other users' view selector


- Save your view

You can click [Manage](#) in the view selector to delete views and set the default view.

## 2.4 Save a Tile

You can save your personal settings on the worklist page as a tile on the home page of SAP Fiori Launchpad. When you click the tile, it brings you back to the same worklist you have filtered out when the tile was created, so you don't need to apply filters again.

To save your personal settings as a tile:

- Apply some filters to display the corresponding documents in the worklist. You can also click [Adapt Filters](#) to add or remove some filters and change the columns in the worklist with the Settings icon.
- Click the  icon on the upper right corner and choose [Save as Tile](#).
- In the popup, enter a title. Optionally, you can provide a subtitle and description and choose a group on which the tile is displayed on your launchpad.
- Click [Save](#)

To delete a saved tile, click the user icon in the upper-right corner of the home page and choose [Edit Home Page](#).

## 2.5 Outbound Delivery Details Page

On the header of the [Outbound Delivery Details](#) page, the outbound delivery number is displayed. The execution status and delay status of the outbound delivery are highlighted in color-coded boxes beside the number. You can add the following tags with the [flexible UI function](#):

- User-defined execution status
- User-defined tracking status: to know how to define your tracking status, see [Define Your Tracking Status](#).

### i Note

To navigate to this page successfully, you must add the role template "AppStandardTrackOutboundDeliveriesDisplayTemplate" to your role collection.

For delay status, in the LE-TRA shipment scenario, the outbound delivery is displayed as [Delayed](#) when a shipment is delayed. In the TM scenario, the outbound delivery is displayed as [Delayed](#) when a freight unit is delayed.

Below the number are details of :

- [Source Location](#)
- [Destination Location](#)
- [Planned Delivery Time Versus ETA](#)



- [Planned Versus Actual Delivery Time](#)
- [Actual Delivery At](#)
- [Remaining Time.](#)


A Refresh icon is displayed on the top right with the last refreshed time next to it. Click the icon to update the data shown.

## 2.5.1 LE-TRA Shipment Scenario

On the header of the [Outbound Delivery Details](#) page, there is also an aggregated status of the planned events in a donut chart.



In the LE-TRA shipment scenario, the following tabs can be displayed:

1. [Information](#): divided into the following selectable sections:
  - [Standard](#): standard and core model fields information that is predefined in the “OutboundDelivery” tracked process of the GTT standard model. The fields are grouped into four categories: Warehouse Information, Cargo information, Incoterms and Administrative Information.
  - [User Defined](#): information you defined in the “OutboundDelivery” tracked process of the GTT standard model. If you add a URL to these fields, you can click the corresponding field values to navigate to the linked external systems.
  - [User-Defined Composition Fields](#): table-type fields that you defined in the in the “OutboundDelivery” tracked process of the GTT standard model. You can change the default columns and sorting with the Settings icon. You can drill down further for more information. If you add a URL to the fields in the table, you can click the corresponding field values to navigate to the linked external systems.
  - [User Defined Association-to-Many Fields](#): table-type fields that you defined in the “OutboundDelivery” tracked process of the GTT standard model. You can change the default columns and sorting with the Settings icon. You can drill down further for more information. If you add a URL to the user-defined fields in the associated tracked process, you can click the corresponding field values to navigate to the linked external systems.
2. [Shipments](#): the key information of all the shipments related to the outbound delivery. You can click the link to a shipment number in a row to navigate to the Track Shipments app. You can also click the link to a carrier or sender to see the details. You can change the default columns and sorting with the Settings icon.
3. [Delivery Items](#): the delivery items of the outbound delivery. You can click the link to [Ship-to Party](#) to see the location details. You can change the default columns and sorting with the Settings icon.
4. [Events](#): displays the events of the outbound delivery and event information in a table. By default, it is not shown, so you must display it with the [flexible UI function](#). All the other event types can be displayed in the table except the following ones:
  - event types marked “For Internal Use Only”
  - “Delay” and “On Time” event types with reference to a planned event

You can personalize the table settings by changing the default columns and sorting of the table, filtering, and grouping events with the  icon. Here you can also take the following actions:

- **Manage views**: After you personalize the table settings, you can save the customized view as a variant of the table for later selection and set the view as default. But this only applies to the current log-on user. You cannot set the view as public to make it appear in other users' view selector. For more information on how to create views, see [Views \[page 6\]](#).



- Report events: If you add the role "AppStandardTrackShipmentsProcessTemplate" to your role collection, then a [Report](#) button is displayed on the upper right for you to report planned and unplanned events.
- View attachments: You can view attachments of the events by clicking the  icon in the [Actions](#) column. The following attachment file types are supported for preview: jpeg, jpg, gif, png, pdf. For files of other types, they will be downloaded directly upon clicking.
- View reporting history / event details: You can view reporting history or event details of the events by clicking the  icon in the [Actions](#) column.

### → Recommendation

When filtering events by event type in the table, it is recommended to apply the "contains" condition and enter the name (not the description) of the event type that you can find in the standard model.

This is because the backend system stores the combination of model namespace, tracked process, and event type (separated by full stops ".") as the value for event types in this table. For example, "com.lbngttapps.gtt.app.gttft1.Shipment.CheckIn" is the value for "Check In" event type in the "Shipment" process of the "gttft1" model. If you apply the "equal to" condition, you must enter the complete combination of these three elements to get the desired results, which can be time-consuming. To simplify the process, we recommend applying the "contains" condition.

If you still need to apply the "equal to" condition, you can find the necessary information in the standard model "gttft1" of the Manage Models app:

- Model Namespace: you can find the namespace (example: com.lbngttapps.gtt.app.gttft1) on the model card.
- Tracked Process: you can find the name of each tracked process (example: Shipment) in the Tracked Process tab.
- Event Type: you can find the name of each event type (example: CheckIn) under the corresponding tracked process in the Event Type Pool tab.

### i Note

The explanation for the following fields are provided for your understanding:

- Event Nature: the nature of an event is either "Planned" or "Unplanned".
- Actual/Planned Time (Used for Sorting): actual or planned business timestamp of events. For any event, the actual business timestamp is used as the value. If it doesn't have the actual business timestamp, then its planed business timestamp is used instead. The field is provided for sorting purpose.

5. [Tracking Timeline](#): displays all the planned and unplanned events related to the shipment of the outbound delivery with a map view to show the real-time transportation route. The default sorting logic of events is as follows:
  - Planned events are sorted by planned sequence in descending order. The sequence is calculated by the system and decided by the configuration of the [Sort Planned Events By](#) setting of the [OutboundDelivery](#) tracked process in the GTT standard model.
  - Unplanned events are sorted by the actual business timestamp in descending order.
  - Planned events are displayed above the unplanned events.

## i Note

Beside the following event types, all the other admissible event types of the “OutboundDelivery” tracked process in the standard model “gttft1” can be displayed in the timeline:

- "Location Update" event type
- "Technical Use" event type
- "Estimated Time Update" event type
- event types marked "For Internal Use Only"
- "Delay" and "On Time" event types with reference to a planned event
- GTT Tracking Request Error Event

For the meaning of each event type, you can refer to section 4.10 in *Guide for Model Administrators*.

Here you can view the following information relevant to an event:

- **Reporting History:** If a planned event is reported early, reported on time, reported late or delayed, a [Reporting History](#) button appears for you to check the details.
- **Event Details:** For planned events, you can click the event in the [Reporting History](#) dialog to navigate to the [Event Details](#) page. If an unplanned event is reported, a [Show Details](#) button appears for you to navigate to the [Event Details](#) page.
- **Attachments:** If an attachment is uploaded when reporting an event, an [Attachments](#) button appears for you to view the attachment. The following attachment file types are supported for preview: jpeg, jpg, gif, png, pdf. For files of other types, they will be downloaded directly upon clicking.
- **Estimated Status:** You can view the following estimated status for the unreported planned events with both planned and estimated business timestamps:
  - [Running Early](#): the estimated time is earlier than the earliest planned business time
  - [Running On Time](#): the estimated time is between the earliest and the latest planned business time
  - [Running Late](#): the estimated time is later than the latest planned business time
- **Tracking No.:** You can view the [Tracking No.](#) for the events that are correlated from other tracked processes in the timeline, [Reporting History](#) dialog, and the dropdown lists of the following fields:
  - [Planned Event](#) and [Estimated Event](#) in the [Reporting Planned Event](#) dialog
  - [Referenced Planned Event](#) and [Estimated Event](#) in the [Reporting Unplanned Event](#) dialog.

Here you can take the following actions:

### Filter Events

In the [View Settings](#) popup, you can filter the events by [Event Status](#) and [Planned/Actual Event](#):

- For [Event Status](#), you can select one of the following statuses, and the filtered results are sorted according to the default logic:
  - [As Planned](#)
  - [Delayed](#)
  - [Overdue](#)
  - [Reported](#)
  - [Reported Early](#)
  - [Reported On Time](#)
  - [Reported Late](#).
- For [Planned/Actual Event](#), you can select:
  - [Planned Event](#): if you filter the events by planned event, the planned events are displayed and sorted by planned sequence in descending order.

- **Actual Event:** if you filter the events by actual event, the actual events are displayed and sorted by the actual business timestamp in descending order.
- If you select both, the filtered results are sorted according to the default logic.

### Sort Events

In the **View Settings** popup, you can sort events by the following fields in ascending or descending order: After you specify filters, you can save the customized view as a variant for later selection and set the view as default. But this only applies to the current log-on user. You cannot set the view as public to make it appear in other users' view selector.

- **Planned Sequence:** It is the default setting.
- **Planned Time:** the planned business timestamp of events. Events with an empty value are displayed in the front if sorted in ascending order or displayed at last if sorted in descending order.
- **Actual Time:** the actual business timestamp of events. Events with an empty value are displayed in the front if sorted in ascending order or displayed at last if sorted in descending order.
- **Actual/Planned Time (Using Actual Time First):** actual or planned business timestamp of events. For any event, the actual business timestamp is used as the value. If it doesn't have the actual business timestamp, then its planned business timestamp is used instead. Events with an empty value are displayed in the front if sorted in ascending order or displayed at last if sorted in descending order.

### Manage Views

After you specify filters, you can save the customized view as a variant for later selection and set the view as default. But this only applies to the current log-on user. You cannot set the view as public to make it appear in other users' view selector.

### Report Events

If you add the role "AppStandardTrackOutboundDeliveriesProcessTemplate" to your role collection, then a **Report** button is displayed above the timeline for you to report the planned and unplanned events.


## 2.5.2 TM Scenario



In the TM scenario, the following tabs can be displayed:

1. **Information:** divided into the following selectable sections:
  - **Standard:** standard and core model fields information that is predefined in the "OutboundDelivery" tracked process of the GTT standard model. The fields are grouped into four categories: Warehouse Information, Cargo information, Incoterms and Administrative Information.
  - **User Defined:** information you defined in the "OutboundDelivery" tracked process of the GTT standard model. If you add a URL to these fields, you can click the corresponding field values to navigate to the linked external systems.
  - **User-Defined Composition Fields:** table-type fields that you defined in the in the "OutboundDelivery" tracked process of the GTT standard model. You can change the default columns and sorting with the Settings icon. You can drill down further for more information. If you add a URL to the fields in the table, you can click the corresponding field values to navigate to the linked external systems.
  - **User Defined Association-to-Many Fields:** table-type fields that you defined in the "OutboundDelivery" tracked process of the GTT standard model. You can change the default columns and sorting with the Settings icon. You can drill down further for more information. If you add a URL to the user-defined fields in the associated tracked process, you can click the corresponding field values to navigate to the linked external systems.

2. **Delivery Items**: the delivery items of the outbound delivery. The subsequent freight unit items related to the outbound delivery items are displayed in the relationship tree table. You can click the freight unit number to navigate to the [Freight Unit Details](#) page of the Track Shipments app.
3. **Events**: displays the events of the outbound delivery and event information in a table. By default, it is not shown, so you must display it with the [flexible UI function](#). All the other event types can be displayed in the table except the following ones:

- event types marked “For Internal Use Only”
- “Delay” and “On Time” event types with reference to a planned event

You can personalize the table settings by changing the default columns and sorting of the table, filtering, and grouping events with the  icon. Here you can also take the following actions:

- **Manage views**: After you personalize the table settings, you can save the customized view as a variant of the table for later selection and set the view as default. But this only applies to the current log-on user. You cannot set the view as public to make it appear in other users' view selector. For more information on how to create views, see [Views \[page 6\]](#).
- **Report events**: If you add the role “AppStandardTrackOutboundDeliveriesProcessTemplate” to your role collection, then a [Report](#) button is displayed on the upper right for you to report planned and unplanned events.
- **View attachments**: You can view attachments of the events by clicking the  icon in the [Actions](#) column. The following attachment file types are supported for preview: jpeg, jpg, gif, png, pdf. For files of other types, they will be downloaded directly upon clicking.
- **View reporting history / event details**: You can view reporting history or event details of the events by clicking the  icon in the [Actions](#) column.

## → Recommendation

When filtering events by event type in the table, it is recommended to apply the “contains” condition and enter the name (not the description) of the event type that you can find in the standard model.

This is because the backend system stores the combination of model namespace, tracked process, and event type (separated by full stops ".") as the value for event types in this table. For example, "com.lbngttapps.gtt.app.gttft1.Shipment.CheckIn" is the value for "Check In" event type in the "Shipment" process of the "gttft1" model. If you apply the "equal to" condition, you must enter the complete combination of these three elements to get the desired results, which can be time-consuming. To simplify the process, we recommend applying the "contains" condition.

If you still need to apply the "equal to" condition, you can find the necessary information in the standard model “gttft1” of the Manage Models app:

- **Model Namespace**: you can find the namespace (example: com.lbngttapps.gtt.app.gttft1) on the model card.
- **Tracked Process**: you can find the name of each tracked process (example: Shipment) in the Tracked Process tab.
- **Event Type**: you can find the name of each event type (example: CheckIn) under the corresponding tracked process in the Event Type Pool tab.

## i Note

The explanation for the following fields are provided for your understanding:

- **Event Nature**: the nature of an event is either “Planned” or “Unplanned”.
- **Actual/Planned Time (Used for Sorting)**: actual or planned business timestamp of events. For any event, the actual business timestamp is used as the value. If it doesn't have the actual business

timestamp, then its planned business timestamp is used instead. The field is provided for sorting purpose.

4. **Tracking Timeline:** displays all the planned and unplanned events related to the shipment of the outbound delivery with a map view to show the real-time transportation route. The default sorting logic of events is as follows:
- Planned events are sorted by planned sequence in descending order. The sequence is calculated by the system and decided by the configuration of the [Sort Planned Events By](#) setting of the [OutboundDelivery](#) tracked process in the GTT standard model.
  - Unplanned events are sorted by the actual business timestamp in descending order.
  - Planned events are displayed above the unplanned events.

### Note

Beside the following event types, all the other admissible event types of the “OutboundDelivery” tracked process in the standard model “gttft1” can be displayed in the timeline:

- "Location Update" event type
- "Technical Use" event type
- "Estimated Time Update" event type
- event types marked "For Internal Use Only"
- "Delay" and "On Time" event types with reference to a planned event
- GTT Tracking Request Error Event

For the meaning of each event type, you can refer to section [4.10](#) in *Guide for Model Administrators*.

Here you can view the following information relevant to an event:

- **Reporting History:** If a planned event is reported early, reported on time, reported late or delayed, a [Reporting History](#) button appears for you to check the details.
- **Event Details:** For planned events, you can click the event in the [Reporting History](#) dialog to navigate to the [Event Details](#) page. If an unplanned event is reported, a [Show Details](#) button appears for you to navigate to the [Event Details](#) page.
- **Attachments:** If an attachment is uploaded when reporting an event, an [Attachments](#) button appears for you to view the attachment. The following attachment file types are supported for preview: jpeg, jpg, gif, png, pdf. For files of other types, they will be downloaded directly upon clicking.
- **Estimated Status:** You can view the following estimated status for the unreported planned events with both planned and estimated business timestamps:
  - [Running Early](#): the estimated time is earlier than the earliest planned business time
  - [Running On Time](#): the estimated time is between the earliest and the latest planned business time
  - [Running Late](#): the estimated time is later than the latest planned business time
- **Tracking No.:** You can view the [Tracking No.](#) for the events that are correlated from other tracked processes in the timeline, [Reporting History](#) dialog, and the dropdown lists of the following fields:
  - [Planned Event](#) and [Estimated Event](#) in the [Reporting Planned Event](#) dialog
  - [Referenced Planned Event](#) and [Estimated Event](#) in the [Reporting Unplanned Event](#) dialog.

Here you can take the following actions:

### Filter Events

In the [View Settings](#) popup, you can filter the events by [Event Status](#) and [Planned/Actual Event](#):

- For [Event Status](#), you can select one of the following statuses, and the filtered results are sorted according to the default logic:

- [As Planned](#)
- [Delayed](#)
- [Overdue](#)
- [Reported](#)
- [Reported Early](#)
- [Reported On Time](#)
- [Reported Late](#).
- For [Planned/Actual Event](#), you can select:
  - [Planned Event](#): if you filter the events by planned event, the planned events are displayed and sorted by planned sequence in descending order.
  - [Actual Event](#): if you filter the events by actual event, the actual events are displayed and sorted by the actual business timestamp in descending order.
  - If you select both, the filtered results are sorted according to the default logic.

### Sort Events

In the [View Settings](#) popup, you can sort events by the following fields in ascending or descending order: After you specify filters, you can save the customized view as a variant for later selection and set the view as default. But this only applies to the current log-on user. You cannot set the view as public to make it appear in other users' view selector.

- [Planned Sequence](#): It is the default setting.
- [Planned Time](#): the planned business timestamp of events. Events with an empty value are displayed in the front if sorted in ascending order or displayed at last if sorted in descending order.
- [Actual Time](#): the actual business timestamp of events. Events with an empty value are displayed in the front if sorted in ascending order or displayed at last if sorted in descending order.
- [Actual/Planned Time \(Using Actual Time First\)](#): actual or planned business timestamp of events. For any event, the actual business timestamp is used as the value. If it doesn't have the actual business timestamp, then its planned business timestamp is used instead. Events with an empty value are displayed in the front if sorted in ascending order or displayed at last if sorted in descending order.

### Manage Views

After you specify filters, you can save the customized view as a variant for later selection and set the view as default. But this only applies to the current log-on user. You cannot set the view as public to make it appear in other users' view selector.

### Report Events

If you add the role "AppStandardTrackOutboundDeliveriesProcessTemplate" to your role collection, then a [Report](#) button is displayed above the timeline for you to report the planned and unplanned events.

## 2.6 Event Details Page

On the header of the [Event Details](#) page, the event type of this actual event is displayed. Below it are details of the tracked process, the tracking ID, [Actual Business Time](#) and [Location](#).

The following tabs are displayed:

1. [Information](#): divided into the following sections:
  - [Standard](#): core and standard model fields information that is predefined in the GTT standard model. It is divided further into the following groups: [Locations](#), [Transportation](#), and [Administration](#).

- *User Defined*: information you defined in the GTT standard model. If you add a URL to these fields, you can click the corresponding field values to navigate to the linked external systems.
  - *User-defined Composition Names*: table-type fields you defined in the GTT standard model. You can change the default columns and sorting with the Settings icon. You can drill down further for composition details. If you add a URL to the fields in the table, you can click the corresponding field values to navigate to the linked external systems.
2. *Estimated Time*: displays the estimated timestamps of other planned events.
  3. *Tracked Objects*: the tracked resource of the event such as flight number, license plate, container ID.
  4. *Attachments*: displays the files of the current actual event you uploaded when reporting the event. You can click the file names to have a preview of them. The following attachment file types are supported for preview: jpeg, jpg, gif, png, pdf. For files of other types, they will be downloaded directly upon clicking.



## 3 View Outbound Deliveries Worklist

### Context

To view the outbound deliveries worklist, do the following:

### Procedure

1. Launch the MOD app.
2. The worklist page displays a table of outbound deliveries with high-level information about each. The list contains up to 20 deliveries per page. The delivery count is displayed at the bottom. For example: (20/64) indicates that 20 deliveries are displayed of a total of 64.
3. If there are more than 20 deliveries, click [More](#) to see the next 20.
4. As previously explained, you can set one or more filters to reduce the number of outbound deliveries displayed.

### Results

#### Columns

By default, the following columns are shown:

- [Outbound Delivery No.](#)
- [Shipping Point](#)
- [Ship-to Party](#)
- [Planned Delivery At](#)
- [Execution Status](#)
- [Delay Status](#)
- [Estimated Arrival At](#)

If you add the location information in the Manage Locations app, you can click the fields of [Shipping Point](#) and [Ship-to Party](#) to see the location details.

If you add user-defined fields in the standard tracked process “OutboundDelivery” of the GTT standard model, the fields are displayed as columns here except the composition, Association to Many and attachment field types. If you add a URL to these fields, you can click the corresponding field values to navigate to the linked external systems.

You can change the default columns with the Settings icon to display the [View Settings](#) popup.

### *Sort Order*

The worklist is sorted by the date and time when outbound deliveries are last changed in descending order, with the latest outbound delivery shown first.

## 4 Tasks for the LE-TRA Shipment Scenario

### 4.1 View Outbound Delivery Details

#### Context

To view the details of an outbound delivery, do the following:

#### Procedure

1. Launch the MOD app.
2. From the worklist page, click one of the outbound deliveries displayed to drill down for more information.  
The *Outbound Delivery Details* page appears.

#### Results

There are four tabs on the *Outbound Delivery Details* for the [LE-TRA Shipment Scenario \[page 8\]](#): *Information*, *Shipments*, *Delivery Items*, and *Tracking Timeline*.

## 4.2 View Tracking Timeline of an Outbound Delivery

### Context

To view the tracking timeline of an outbound delivery, do the following:

### Procedure

1. Launch the MOD app.
2. From the worklist page, click one of the outbound deliveries displayed to drill down for more information. The *Outbound Delivery Details* page appears.
3. Click the *Tracking Timeline* tab. On the left, there is a timeline of all the planned and unplanned events related to the shipments of the outbound delivery.

### Related Information

[LE-TRA Shipment Scenario \[page 8\]](#)

## 4.3 View Actual Event Details of an Outbound Delivery

### Context

To view actual event details of an outbound delivery, do the following:

### Procedure

1. Launch the MOD app.
2. From the worklist page, click one of the outbound deliveries displayed to drill down for more information. The *Outbound Delivery Details* page appears.

3. Click the [Tracking Timeline](#) tab. On the left, there is a timeline of all the planned and unplanned events related to the shipments of the outbound delivery. You can click the [Reporting History](#) button or the [Show Details](#) button to navigate to the [Event Details](#) page to view the actual event details:
  - For planned events, click the [Reporting History](#) button. In the [Reporting History](#) table of the dialog, click one of the actual events.
  - For unplanned events, click the [Show Details](#) button.

On the [Event Details](#) page, you can click the items in the table under the user defined composition sections to drill down for more details.

## Related Information

[Event Details Page \[page 14\]](#)

## 4.4 View the Real-time Transportation Route of an Outbound Delivery

### Context

To view the real-time transportation route of an outbound delivery, do the following:

### Procedure

1. Launch the MOD app.
2. From the worklist page, click one of the outbound deliveries displayed to drill down for more information. The [Outbound Delivery Details](#) page appears.
3. Click the [Tracking Timeline](#) tab. On the right, there is a map with default and actual route views to show the real-time transportation route. You can click the icons on the top right to switch between the following two views:
  - Default View: shows both planned and actual routes of the shipment related to the outbound delivery
    - Each route indicates one shipment. The planned route of a shipment is shown by a dashed line, and the actual route is shown by a solid line.
    - Each spot indicates one stop of the shipment that has planned events.
    - The source and destination locations on the header are displayed.
    - The [Current Location](#) is the last position where the last actual event is reported.
  - Actual Route View: shows only the actual route of the shipment related to the outbound delivery

- Each route indicates one shipment. The actual route is shown by a solid line.
- Each spot indicates one stop of the shipment that has planned events.
- The source and destination locations on the header are displayed.
- The [Current Location](#) is the last position where the last actual event is reported.

#### i Note

Known issues: If the number of actual events exceeds the maximum processing limit of the map, the transportation routes are not displayed on the map. You can refer to the Events table or the tracking timeline for information of these actual events.

## 4.5 Report Planned or Unplanned Events

### Context

To report planned or unplanned events for an outbound delivery, do the following:

### Procedure

1. Launch the MOD app.
2. From the worklist page, click one of the outbound deliveries displayed to drill down for more information. The [Outbound Delivery Details](#) page appears.
3. In the [Events](#) tab or [Tracking Timeline](#) tab, click the [Report](#) button. Then choose [Report Planned Event](#) or [Report Unplanned Event](#) to display their popups where you can select a planned or an unplanned event respectively in the list:
  - Corresponding user-defined fields are shown based on your selected event type.
  - You can also add [Estimated Time](#) information for certain planned or unplanned event.
  - When you report a standard admissible planned or unplanned event, you can upload attachments in the [Attachments](#) tab.
  - When you report a planned or an unplanned event, if you created a user model field with its type as [Attachments](#) for this event type in the GTT standard model, you can have a user-defined attachment tab to upload attachments.

#### i Note

- Supported attachment file types are: jpeg, jpg, gif, png, pdf, doc, docx, xls, andxlsx.
- The total size of attachments cannot exceed 10MB.

## 4.6 Navigate to the Track Shipments App

### Context

To navigate to the Track Shipments app, do the following:

### Procedure

1. Launch the MOD app.
2. From the worklist page, click one of the outbound deliveries displayed to drill down for more information.  
The *Outbound Delivery Details* page appears.
3. In the *Shipments* tab of the *Outbound Delivery Details* page, you can click the shipment number to navigate to the Track Shipments app.



## 5 Tasks for the TM Scenario

### 5.1 View Outbound Delivery Details

#### Context

To view the details of an outbound delivery, do the following:

#### Procedure

1. Launch the MOD app.
2. From the worklist page, click one of the outbound deliveries displayed to drill down for more information.  
The *Outbound Delivery Details* page appears.

#### Results

There are three tabs on the *Outbound Delivery Details* page for the [TM Scenario \[page 11\]](#): *Information*, *Delivery Items* and *Tracking Timeline*.

## 5.2 View Freight Units of an Outbound Delivery

### Context

To view the the brief information about the freight units of an outbound delivery, do the following:

### Procedure

1. Launch the MOD app.
2. From the worklist page, click one of the outbound deliveries displayed to drill down for more information. The *Outbound Delivery Details* page appears.
3. In the *Delivery Items* tab, the subsequent freight unit items related to the outbound delivery items are displayed in the relationship tree table. If you want to check the freight unit details, click the freight unit number to navigate to the Track Shipments app.

## 5.3 View Tracking Timeline of an Outbound Delivery

### Context

To view the tracking timeline of an outbound delivery, do the following:

### Procedure

1. Launch the MOD app.
2. From the worklist page, click one of the outbound deliveries displayed to drill down for more information. The *Outbound Delivery Details* page appears.
3. Click the *Tracking Timeline* tab. You can see a timeline of planned and unplanned events of the shipment related to the outbound delivery.

## Related Information

[TM Scenario \[page 11\]](#)

# 5.4 View the Real-time Transportation Route of an Outbound Delivery

## Context

To view the real-time transportation route of an outbound delivery, do the following:

## Procedure

1. Launch the MOD app.
2. From the worklist page, click one of the outbound deliveries displayed to drill down for more information. The [Outbound Delivery Details](#) page appears.
3. Click the [Tracking Timeline](#) tab. On the right, there is a map with default and actual route views to show the real-time transportation route. You can click the icons on the top right to switch between the following two views:
  - Default View: shows both planned and actual routes of the shipment related to the outbound delivery
    - Each route indicates one shipment. The planned route of a shipment is shown by a dashed line, and the actual route is shown by a solid line.
    - Each spot indicates one stop of the shipment that has planned events.
    - The source and destination locations on the header are displayed.
    - The [Current Location](#) is the last position where the last actual event is reported.
  - Actual Route View: shows only the actual route of the shipment related to the outbound delivery
    - Each route indicates one shipment. The actual route is shown by a solid line.
    - Each spot indicates one stop of the shipment that has planned events.
    - The source and destination locations on the header are displayed.
    - The [Current Location](#) is the last position where the last actual event is reported.

### i Note

Known issues: If the number of actual events exceeds the maximum processing limit of the map, the transportation routes are not displayed on the map. You can refer to the Events table or the tracking timeline for information of these actual events.

## 5.5 View Actual Event Details of an Outbound Delivery

### Context

To view actual event details of an outbound delivery, do the following:

### Procedure

1. Launch the MOD app.
2. From the worklist page, click one of the outbound deliveries displayed to drill down for more information. The [Outbound Delivery Details](#) page appears.
3. Click the [Tracking Timeline](#) tab. On the left, there is a timeline of all the planned and unplanned events related to the shipments of the outbound delivery. You can click the [Reporting History](#) button or the [Show Details](#) button to navigate to the [Event Details](#) page to view the actual event details:
  - For planned events, click the [Reporting History](#) button. In the [Reporting History](#) table of the dialog, click one of the actual events.
  - For unplanned events, click the [Show Details](#) button.

On the [Event Details](#) page, you can click the items in the table under the user defined composition sections to drill down for more details.

### Related Information

[Event Details Page \[page 14\]](#)

## 5.6 Report Planned or Unplanned Events

### Context

To report planned or unplanned events for an outbound delivery, do the following:

## Procedure

1. Launch the MOD app.
2. From the worklist page, click one of the outbound deliveries displayed to drill down for more information. The [Outbound Delivery Details](#) page appears.
3. In the [Events](#) tab or [Tracking Timeline](#) tab, click the [Report](#) button. Then choose [Report Planned Event](#) or [Report Unplanned Event](#) to display their popups where you can select a planned or an unplanned event respectively in the list:
  - Corresponding user-defined fields are shown based on your selected event type.
  - You can also add [Estimated Time](#) information for certain planned or unplanned event.
  - When you report a standard admissible planned or unplanned event, you can upload attachments in the [Attachments](#) tab.
  - When you report a planned or an unplanned event, if you created a user model field with its type as [Attachments](#) for this event type in the GTT standard model, you can have a user-defined attachment tab to upload attachments.

### i Note

- Supported attachment file types are: jpeg, jpg, gif, png, pdf, doc, docx, xls, and xlsx.
- The total size of attachments cannot exceed 10MB.

## 5.7 Navigate to the Track Shipments App

### Context

To navigate to the Track Shipments app, do the following:

## Procedure



1. Launch the MOD app.
2. From the worklist page, click one of the outbound deliveries displayed to drill down for more information. The [Outbound Delivery Details](#) page appears.
3. Click the freight unit number in the [Delivery Items](#) tab to navigate to the Track Shipments app to check the relevant freight unit details.

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