

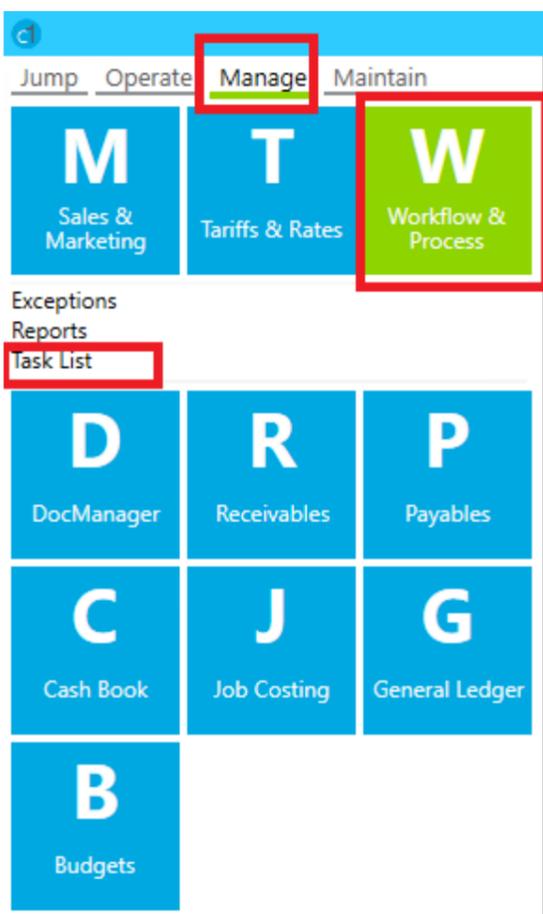
Workflow TASK – Visibility

Visibility of All Uncompleted Task across

- Shipments
- CONSOL'S
- Orders

Staff Current to DO List
 Shipment Current to DO List
 Staff Members Personal to DO List
 Management Visibility

TASK Visibility across ALL Shipments in CargoWise One



Grey TASKS are complete and should not show on the Task List. They will show on the Job Task List as Completed

My Normal Grid Colour Setup for Workflow

Recommended TASK Colour Setting

Grey	- Task has been Completed
Red	- LATE this Task should have been completed
Green	- TASK is due Today
Blue	- Future TASK (completion Estimate still in future)

Expected - Start of the Day - User TASK List visibility

- Task GREEN Indicating Expected to be completed Today
- NO Late (Overdue) Tasks

CargoWise One - Branch: OOL Branch - Company: One

Task List View New Edit Delete Actions Hide/Show Filters

Startable Task Only Startable Task Only
 Overdue Overdue Only
 Status NCM Not Complete
 Staff exact WC Carlo P
 Workflow Type exact

Help Manage Save Reset Group Find Clear Found 19 records

Parent Code	Description	Scheduled Start	Assigned To (Full Name)	Status	Type	Completion Event
C00019078	Check Transhipment Details	17-MAR-22 00:00	Carlo P	ASN	BP 1	
B00007090	Job Awaiting Tranship	17-MAR-22 00:00	Carlo P	ASN	JAT	
C00019066	Check Transhipment Details	17-MAR-22 00:00	Carlo P	ASN	BP 1	
C00019074	Check Transhipment Details	17-MAR-22 00:00	Carlo P	ASN	BP 1	
C00019021	Check Transhipment Details	17-MAR-22 00:00	Carlo P	ASN	BP 1	
S00022477	Telex Release / Original H...	17-MAR-22 00:00	Carlo P	ASN	BP 1	
C00018989	Check Transhipment Details	17-MAR-22 00:00	Carlo P	ASN	BP 1	
C00019068	Check Transhipment Details	17-MAR-22 00:00	Carlo P	ASN	BP 1	
B00007113	Job Awaiting Tranship	17-MAR-22 00:00	Carlo P	ASN	JAT	
C00019061	Check Transhipment Details	17-MAR-22 00:00	Carlo P	ASN	BP 1	
B00007159	Job Awaiting Tranship	17-MAR-22 00:00	Carlo P	ASN	JAT	
S00022227	Send Arrival Notice	17-MAR-22 00:00	Carlo P	ASN	JRE	
C00019072	Check Transhipment Details	17-MAR-22 00:00	Carlo P	ASN	BP 1	
C00019063	Check Transhipment Details	17-MAR-22 00:00	Carlo P	ASN	BP 1	
S00022528	Upload Documents	17-MAR-22 02:00	Carlo P	ASN	BP 1	
S00022528	Send Pre-Alert	17-MAR-22 02:00	Carlo P	ASN	BP 1	

Normal Workflow – Shipment Level

- Grey TASKS are Complete and will NO Longer Appear on a Login User's TASK List
- All Task for a Shipment are visible on the Shipment.

Edit Shipment S00022342 - Branch:

File Edit View Actions Electronic Messaging Sea Cargo Brokerage Job Invoicing Documents Port Transport PRA Messaging Help

Basic Registration Additional Detail Routing Related Shipments Packing Pickup Delivery Workflow & Tracking Electronic Messages Sea Cargo Billing Addresses Brokerage

Tasks Milestones Exceptions Triggers Events

Filter Type Status Staff Group {None Selected}

Description	Seq.	Type	Reminde	Status	Staff	Staff Name	Estimated Date	Completed Time(Local)
Upload Documents	10	BP1	<input type="checkbox"/>	CLS	WC	Carlo P	18-FEB-22 00:00	08-FEB-22 14:29
Send Pre-Alert	15	BP1	<input type="checkbox"/>	CLS	WC	Carlo P	18-FEB-22 00:00	03-FEB-22 09:14
Jobs Ready for Compile ETA-28-Feb-22	85	JRC	<input type="checkbox"/>	ASN	CBR	Camille Barrazona	18-FEB-22 00:00	
Shipment Lodged	90	JRE	<input type="checkbox"/>	ASN	NL	Nick Lebon	19-FEB-22 20:00	
Send Arrival Notice	20	JRE	<input type="checkbox"/>	ASN	WC	Carlo P	21-FEB-22 00:00	
Post Carrier Invoice	30	JRE	<input type="checkbox"/>	ASN	CB	Christine Bogador	23-FEB-22 00:00	
Post Agent Invoice	40	BP2	<input type="checkbox"/>	CLS	WCC	One Global Logistics ...	23-FEB-22 00:00	08-FEB-22 16:43
Telex Release / Original HBL Received	70	BP1	<input type="checkbox"/>	ASN	WC	Carlo P	23-FEB-22 00:00	
Chase Delivery Order from Carrier	75	CAR	<input type="checkbox"/>	ASN	CB	Christine Bogador	25-FEB-22 00:00	
Raise Disbursement Invoice	50	CUS	<input type="checkbox"/>	ASN	PR	Peita Reincastle	26-FEB-22 00:00	
Raise Tax Invoice	60	CUS	<input type="checkbox"/>	ASN	PR	Peita Reincastle	26-FEB-22 00:00	
Arrived at Destination Port	80	JRE	<input type="checkbox"/>	ASN	CB	Christine Bogador	28-FEB-22 00:00	
Pay Customs Entry	150	CAR	<input type="checkbox"/>	ASN	JJ	Jessica James	28-FEB-22 00:00	
Delivery Order Sent to Transport (SEA)	170	CAR	<input type="checkbox"/>	ASN	JJ	Jessica James	28-FEB-22 00:00	
Book Delivery with Transport (LCL)	140	CAR	<input type="checkbox"/>	ASN	JJ	Jessica James	04-MAR-22 00:00	
Consignee Notified of Delivery (LCL)	160	CAR	<input type="checkbox"/>	ASN	JJ	Jessica James	04-MAR-22 00:00	
Delivery POD Received (LCL)	180	JRE	<input type="checkbox"/>	ASN	CB	Christine Bogador	07-MAR-22 00:00	
Post Transport Carrier Invoice	260	CUS	<input type="checkbox"/>	ASN	SM	Toni Hussain	07-MAR-22 00:00	

All User TASK (Not yet completed) including Future Tasks

CargoWise One - Branch: OOL Branch - Company: One

Task List

View New Edit Delete Actions Hide/Show Filters

Startable Task Only Startable Task Only

Overdue Overdue Only

Status NCM Not Complete

Staff exact WC Carlo P

Workflow Type exact CON Consol

Found 211 records

Parent Code	Description	Scheduled Start	Assigned To (Full Name)	Status	Type	Completion Event
B00007148	Telex Release / Original H...	16-MAR-22 03:25	Carlo P	ASN	BP1	
C00019064	Check Transhipment Details	16-MAR-22 23:00	Carlo P	ASN	BP1	
S00022519	Telex Release / Original H...	16-MAR-22 23:00	Carlo P	ASN	BP1	
B00007136	Upload Documents	16-MAR-22 23:00	Carlo P	ASN	BP1	
C00019078	Check Transhipment Details	17-MAR-22 00:00	Carlo P	ASN	BP1	
B00007090	Job Awaiting Tranship	17-MAR-22 00:00	Carlo P	ASN	JAT	
C00019066	Check Transhipment Details	17-MAR-22 00:00	Carlo P	ASN	BP1	
C00019074	Check Transhipment Details	17-MAR-22 00:00	Carlo P	ASN	BP1	
C00019021	Check Transhipment Details	17-MAR-22 00:00	Carlo P	ASN	BP1	
S00022477	Telex Release / Original H...	17-MAR-22 00:00	Carlo P	ASN	BP1	
C00018989	Check Transhipment Details	17-MAR-22 00:00	Carlo P	ASN	BP1	
C00019068	Check Transhipment Details	17-MAR-22 00:00	Carlo P	ASN	BP1	
B00007113	Job Awaiting Tranship	17-MAR-22 00:00	Carlo P	ASN	JAT	
C00019061	Check Transhipment Details	17-MAR-22 00:00	Carlo P	ASN	BP1	
B00007159	Job Awaiting Tranship	17-MAR-22 00:00	Carlo P	ASN	JAT	
S00022227	Send Arrival Notice	17-MAR-22 00:00	Carlo P	ASN	JRE	
C00019072	Check Transhipment Details	17-MAR-22 00:00	Carlo P	ASN	BP1	
C00019063	Check Transhipment Details	17-MAR-22 00:00	Carlo P	ASN	BP1	
S00022528	Upload Documents	17-MAR-22 02:00	Carlo P	ASN	BP1	
S00022528	Send Pre-Alert	17-MAR-22 02:00	Carlo P	ASN	BP1	
B00007101	Post Transport Carrier Inv...	17-MAR-22 23:00	Carlo P	ASN	CAR	
B00007158	Upload Documents	17-MAR-22 23:30	Carlo P	ASN	BP1	
S00022537	Upload Documents	18-MAR-22 00:00	Carlo P	ASN	BP1	
B00007164	Upload Documents	18-MAR-22 00:00	Carlo P	ASN	BP1	
C00019001	Check Transhipment Details	18-MAR-22 00:00	Carlo P	ASN	BP1	
S00022530	Upload Documents	18-MAR-22 00:00	Carlo P	ASN	BP1	
S00022529	Upload Documents	18-MAR-22 00:00	Carlo P	ASN	BP1	
S00022513	Telex Release / Original H...	18-MAR-22 00:00	Carlo P	ASN	BP1	
S00022462	Upload Documents	18-MAR-22 00:00	Carlo P	ASN	BP1	
S00022471	Upload Documents	18-MAR-22 00:00	Carlo P	ASN	BP1	
S00022473	Telex Release / Original H...	18-MAR-22 23:00	Carlo P	ASN	BP1	
S00022522	Telex Release / Original H...	18-MAR-22 23:00	Carlo P	ASN	BP1	
C00019023	Debit Note Received from ...	18-MAR-22 23:00	Carlo P	ASN	BP2	
S00022450	Telex Release / Original H...	18-MAR-22 23:00	Carlo P	ASN	BP1	
S00022473	Send Arrival Notice	19-MAR-22 00:00	Carlo P	ASN	JRE	
S00022269	Send Arrival Notice	19-MAR-22 00:00	Carlo P	ASN	JRE	
S00022435	Send Arrival Notice	19-MAR-22 00:00	Carlo P	ASN	JRE	
C00019067	Check Transhipment Details	19-MAR-22 00:00	Carlo P	ASN	BP1	
S00022458	Telex Release / Original H...	19-MAR-22 00:00	Carlo P	ASN	BP1	
B00007143	Telex Release / Original H...	19-MAR-22 00:00	Carlo P	ASN	BP1	
B00007142	Telex Release / Original H...	19-MAR-22 06:00	Carlo P	ASN	BP1	
S00022497	Telex Release / Original H...	19-MAR-22 18:15	Carlo P	ASN	BP1	
B00006950	Telex Release / Original H...	19-MAR-22 23:00	Carlo P	ASN	BP1	
B00007163	Telex Release / Original H...	19-MAR-22 23:00	Carlo P	ASN	BP1	

Indicating this User **Carlo P**

Has **211** Tasks currently Allocated across all Jobs in CargoWise One

4	Tasks Overdue
18	Tasks Due Today
189	Tasks Due in the future

Carlo P has **22** Tasks Management should expect he will complete today.

Blue TASKS are due in the future not expected to be completed by today. Future Tasks can be visible or toggled on or off. Depending on tick box in the Task List filter

TASKS can also be Filter by Module (Shipment / CONSOL / Orders)

- Leave this field Blank to see across all Job Module - Types

Task List

View New Edit Delete Actions Hide/Show Filters

Startable Task Only Startable Task Only

Overdue Overdue Only

Scheduled Start Date range From 08-JUL-21 To

Status NCM Not Complete

Staff exact WC Carlo P

Workflow Type exact CON Consol

Found 103 records

Parent Code	Description	Scheduled Start	Assigned To (Full Name)	Status	Type	Completion Event
C00019055	Check Transhipment Details	16-MAR-22 02:00	Carlo P	ASN	BP1	
C00019049	Check Transhipment Details	16-MAR-22 02:00	Carlo P	ASN	BP1	
C00019079	Check Transhipment Details	16-MAR-22 02:00	Carlo P	ASN	BP1	
C00019064	Check Transhipment Details	16-MAR-22 23:00	Carlo P	ASN	BP1	
C00019078	Check Transhipment Details	17-MAR-22 00:00	Carlo P	ASN	BP1	
C00019066	Check Transhipment Details	17-MAR-22 00:00	Carlo P	ASN	BP1	
C00019074	Check Transhipment Details	17-MAR-22 00:00	Carlo P	ASN	BP1	
C00019021	Check Transhipment Details	17-MAR-22 00:00	Carlo P	ASN	BP1	
C00018989	Check Transhipment Details	17-MAR-22 00:00	Carlo P	ASN	BP1	
C00019068	Check Transhipment Details	17-MAR-22 00:00	Carlo P	ASN	BP1	
C00019061	Check Transhipment Details	17-MAR-22 00:00	Carlo P	ASN	BP1	
C00019072	Check Transhipment Details	17-MAR-22 00:00	Carlo P	ASN	BP1	
C00019063	Check Transhipment Details	17-MAR-22 00:00	Carlo P	ASN	BP1	
C00019001	Check Transhipment Details	18-MAR-22 00:00	Carlo P	ASN	BP1	
C00019023	Debit Note Received from ...	18-MAR-22 23:00	Carlo P	ASN	BP2	
C00019067	Check Transhipment Details	19-MAR-22 00:00	Carlo P	ASN	BP1	
C00019072	Debit Note Received from ...	19-MAR-22 23:00	Carlo P	ASN	BP2	
C00019057	Check Transhipment Details	21-MAR-22 00:00	Carlo P	ASN	BP1	
C00019062	Check Transhipment Details	22-MAR-22 00:00	Carlo P	ASN	BP1	
C00019021	Debit Note Received from ...	23-MAR-22 00:00	Carlo P	ASN	BP2	
C00019015	Debit Note Received from ...	29-MAR-22 00:00	Carlo P	ASN	BP2	
C00019015	Send LCL Manifest to Dep...	29-MAR-22 00:00	Carlo P	ASN	BP2	
C00019080	Check Transhipment Details	29-MAR-22 03:00	Carlo P	ASN	BP1	