



WebTrack Reporting

User Documentation

September 2021

Version 1.0

Introduction

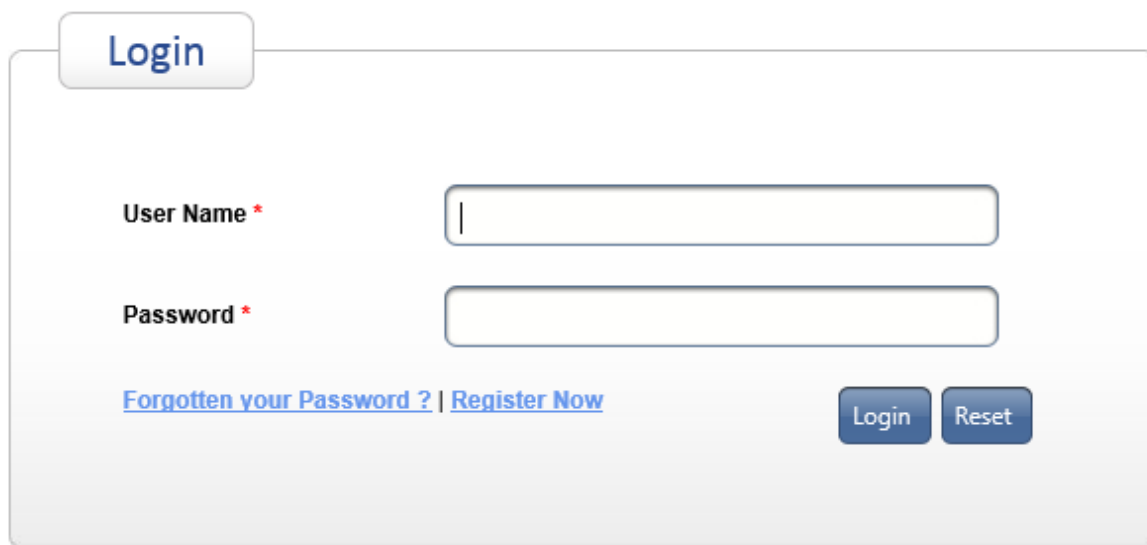
WebTrack is a web portal which allows remote access to various reports at AAT Appleton.

How to Access WebTrack

WebTrack is accessed from the AAT web site (www.aaterminals.com.au) or the following URL <https://webtrack.aaterminals.com.au>

Logging onto WebTrack

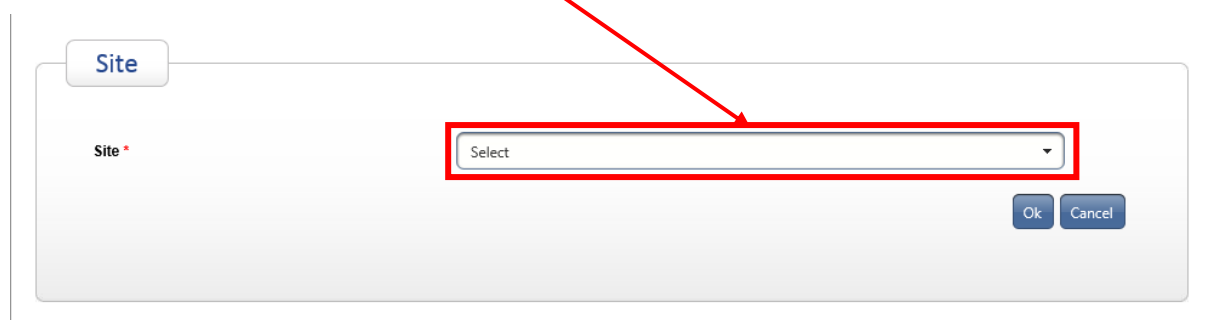
Clicking the “Webtrack” link from the AAT web site will take you to the WebTrack login page as shown below.



The image shows a login form with a title 'Login' in a rounded rectangle at the top left. Below the title, there are two input fields: 'User Name *' and 'Password *'. To the right of the 'User Name' field is a text input box with a vertical cursor. To the right of the 'Password' field is a password input box. Below the input fields, there is a link 'Forgotten your Password ? | Register Now' and two buttons: 'Login' and 'Reset'.

Here you should enter the User Name and Password that you have been provided by AAT then click the Login button. Please note that both User Name and Password are case sensitive.

This will bring up the Site Selection page where you select the site that you want to connect to, click the drop down icon to see the list of sites

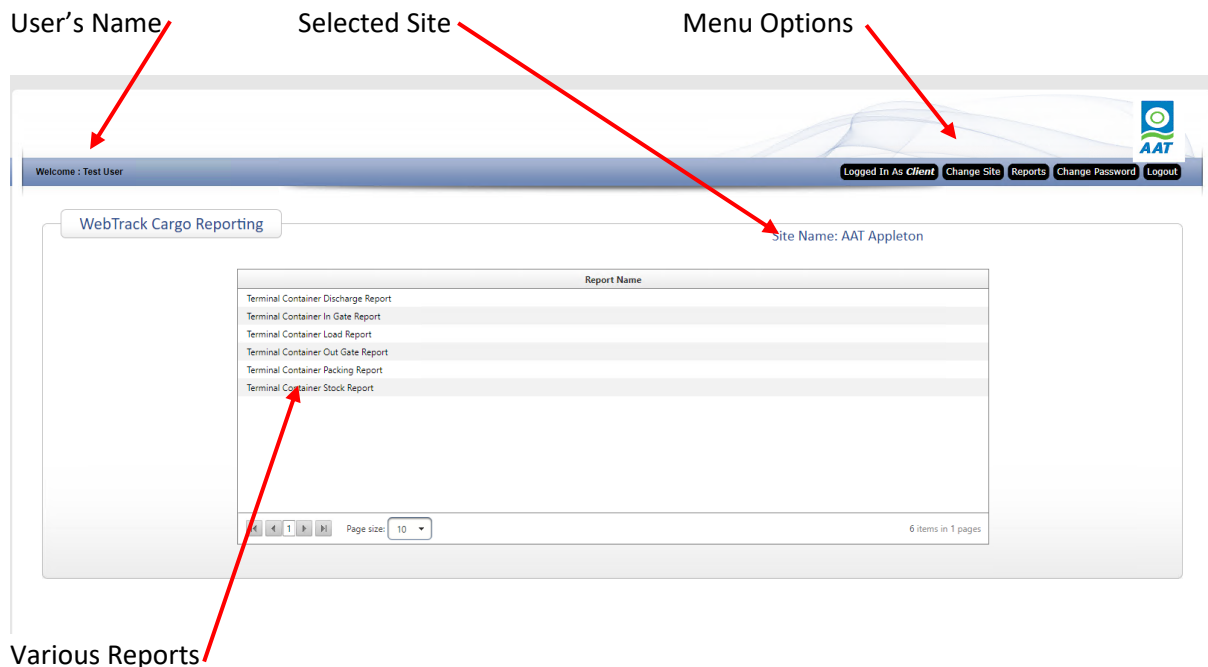


The image shows a site selection form with a title 'Site' in a rounded rectangle at the top left. Below the title, there is a label 'Site *' and a dropdown menu with the text 'Select' and a downward arrow. A red box highlights the dropdown menu, and a red arrow points from the text 'click the drop down icon to see the list of sites' to the dropdown menu. To the right of the dropdown menu are two buttons: 'Ok' and 'Cancel'.

Select the required site and click the “OK” button.

1. WebTrack Reports

You will see a list of those reports in a page similar to that below.



User's Name – this displays the name of the logged in user.

Selected Site – this displays the name of the Site that you selected when you logged in

Menu Options – there are several options as described below

Logged in As – this is simply a display showing the logged in user's security group, this will normally be "Client"

Change Site – this allows the user to swap to a different Site, if this button is clicked you will be returned to the Site Selection screen shown earlier.

Reports – this will take you to the list of reports that your user is configured to be able to run.

Change Password – this function allows the logged in user to change their password.

Running a Report

To run a report you simply click on the report name in the list of reports.

Report Name
Terminal Container Discharge Report
Terminal Container In Gate Report
Terminal Container Load Report
Terminal Container Out Gate Report
Terminal Container Stock Report

Report Selection

Some reports require “Selection Criteria” to be entered, if this is the case you will see another window similar to that shown below.

Terminal Container In Gate Report

Vessel Code

Voyage Code

In Date From: 

In Date To: 

If the field is a “Combo Box” like the “Vessel Code” and “Voyage Code” then click on the field to see a drop down list of available options.

If the field is for a date then there will be a calendar icon on the right hand side that may be used to select a date.

Please note that your user will have been configured to only show containers belonging to a specific list of operators, often just a single operator.

Report Layout

Once the report displays the user has the option of exporting the report to CSV using the “Export to CSV” button at the bottom of the report.

The screenshot displays the 'WebTrack Cargo Reporting' interface for 'AAT Appleton - Terminal Container Stock Report'. It features a search bar with the placeholder 'Enter String to Search' and 'Search' and 'Reset' buttons. Below is a table with columns: Vessel, ETA Date, ETA Time, Inbound, Outbound, Container, ISN, Operator, Commodity, F/E, I/E, Weight, Temperature, In Date, In Time, CAN, Booking Ref, POD, POF, Status, and Hazard. The table contains 11 rows of data. At the bottom, there is a pagination control showing 'Page size: 10' and '114 items in 12 pages'. A red box highlights the 'Export To CSV' button in the bottom right corner. Red arrows point from the text above to the search bar and the 'Export To CSV' button.

Vessel	ETA Date	ETA Time	Inbound	Outbound	Container	ISN	Operator	Commodity	F/E	I/E	Weight	Temperature	In Date	In Time	CAN	Booking Ref	POD	POF	Status	Hazard
JDG	25/08/2021	06:00	183N	3845	2449382	22P4	POL	MT	E	I	3.020		25/08/2021	11:18			MEL		OK TO LOAD	
AHK	25/04/2020	06:00	2002	20002	AFU4000261	53HC	MT	MT	E	I	21.500		27/04/2020	04:29			MEL		CMR DEFAULT	
CHM	04/01/2019	05:00	1237	1237	AUNU4016954	42U1	GAC	CONT	F	I	6.555		11/01/2019	12:49			MEL	MEL	OK TO LOAD	
CHM	04/01/2019	05:00	1237	1237	AUNU4419414	42U1	GAC	CONT	F	I	10.594		11/01/2019	12:49			MEL	MEL	OK TO LOAD	
ISC	14/04/2018	05:00	1808S	1808E	BHCU3173744	2210	SSL		E	R	2.300		18/04/2018	11:28			HBA		CMR DEFAULT	
DYX	04/04/2021	06:00	72	72	CBHU8260789	45G1	WSS	GENL	F	E	5.735		06/04/2021	08:03			AEKPHNJWX		OK TO LOAD	
BAZ	17/03/2014	12:00	1	2	CBHU0000201	2210	CBH	GENL	F	E	12.000		16/01/2018	14:06	EXDC		SIN	SIN	HOLD FOR INSP	
JDG	17/06/2020	09:00	244N	2455	CLA6633	25G1	POL	HAZD	F	I	5.180		03/07/2020	06:58			MEL		OK TO LOAD	
JAS	16/04/2021	06:00	2103W	3104E	CMALU4705565	45G1	SWI	CONT	F	I	25.870		19/04/2021	09:57			MEL		OK TO LOAD	
JAS	29/06/2021	18:00	2105W	2106E	CRTU7003486	22U1	SWI	GEARBIN	F	I	18.000		26/07/2021	10:46			MEL	MEL	CMR DEFAULT	

There is also a search function which can be used to search the report for a specific string of characters, just enter the string that you want to find and click the “Search” button.

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