WebTrack Reporting

User Documentation

September 2021
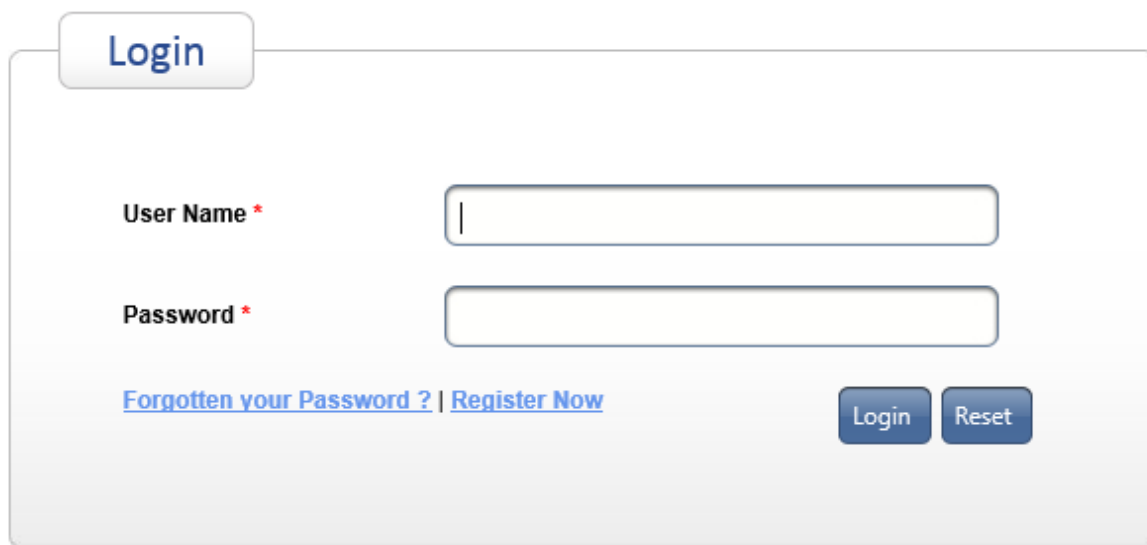
Version 1.0

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
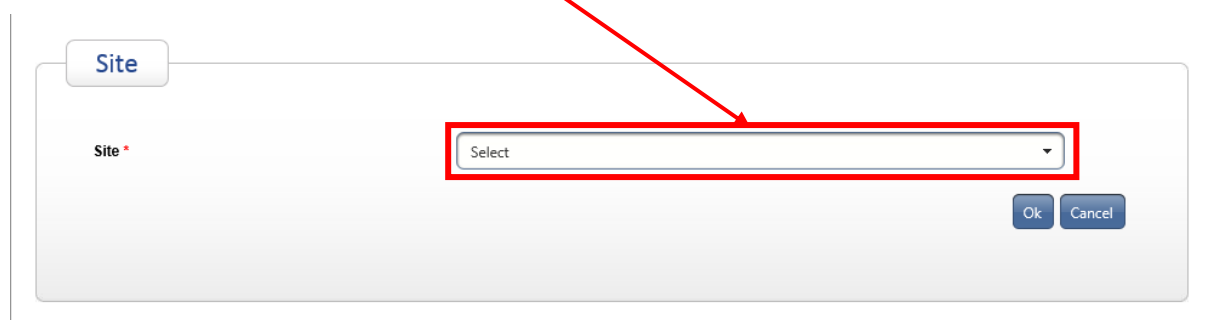https://webtrack.aaterminals.com.au

Logging onto WebTrack
Clicking the "Webtrack" link from the AAT web site will take you to the WebTrack login page as
shown below.

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
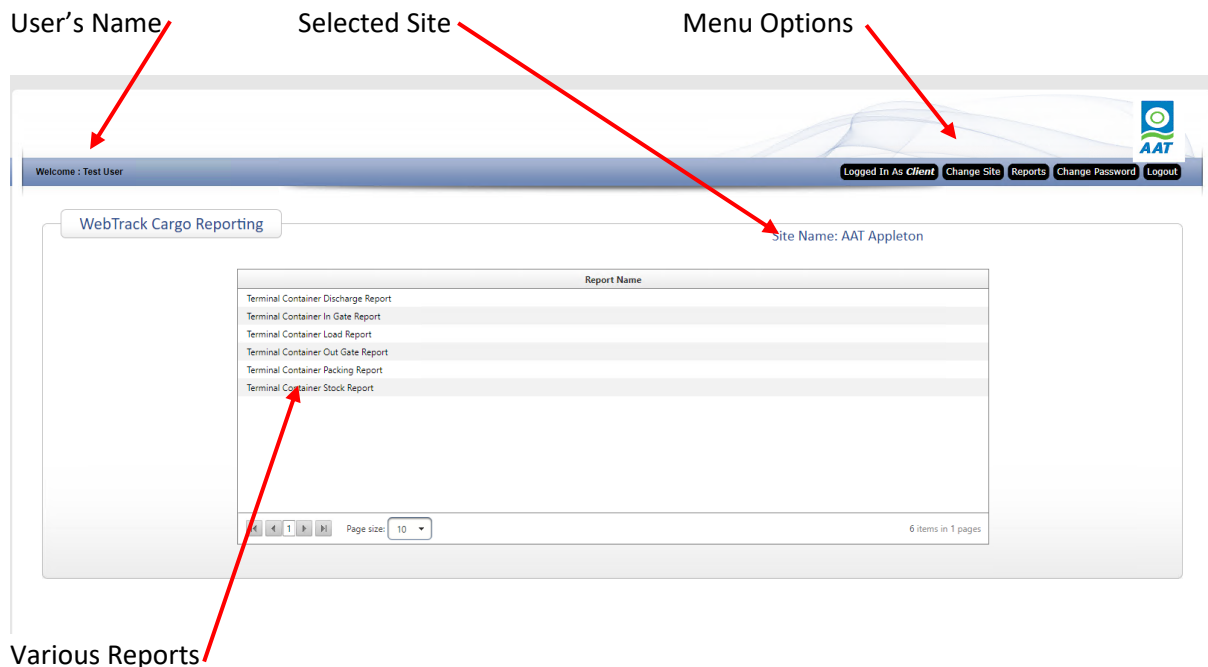the drop down icon to see the list of sites

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   Selected Site   Menu Options

Various Reports

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.

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.

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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