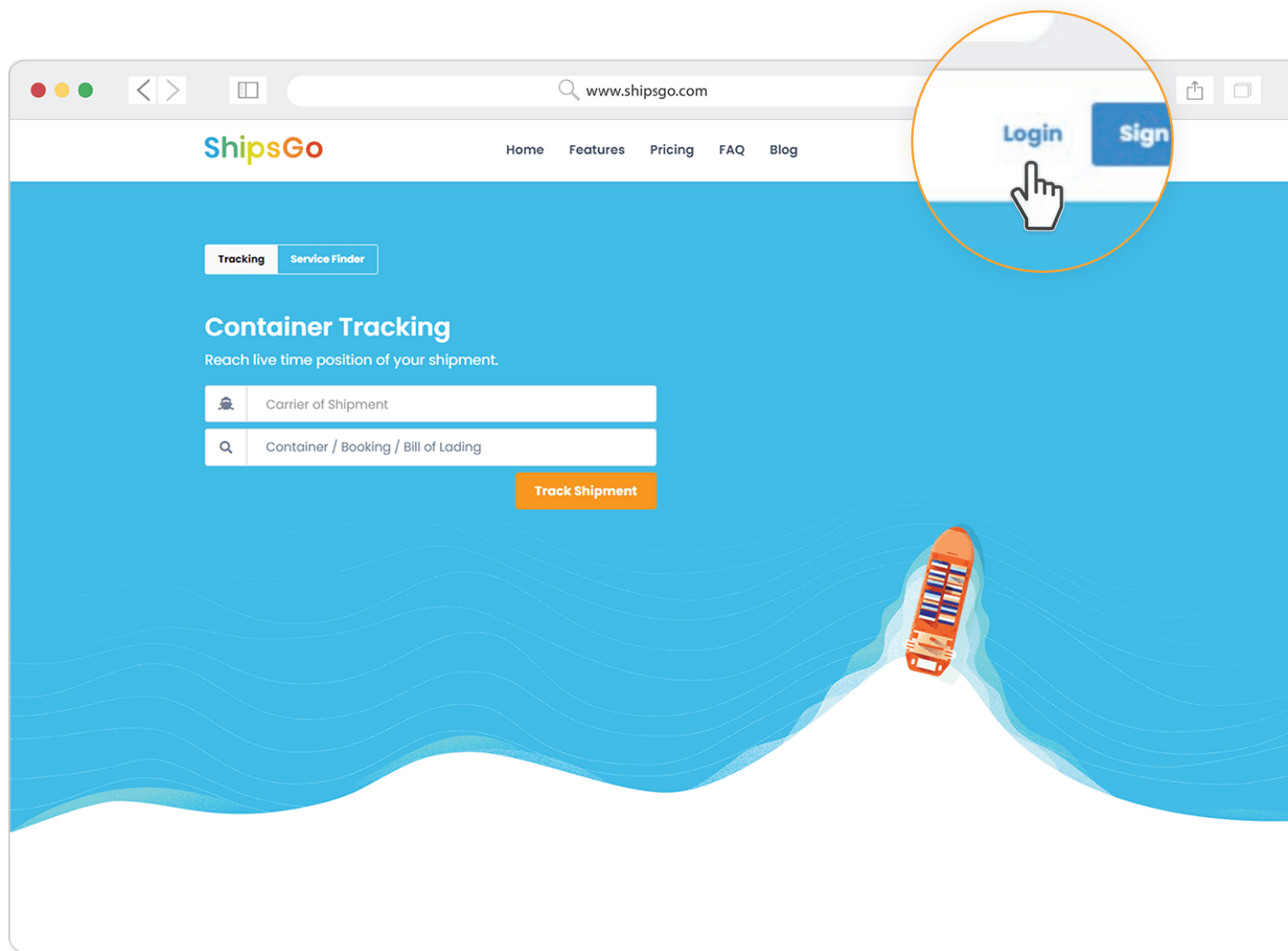


# Shipment Tracking

ShipsGo

# Member Login



Click "**Member Login**" and enter your account with your username and password.

If you have any trouble logging in, please contact us by sending an e-mail to [support@shipsgo.com](mailto:support@shipsgo.com)

# Track New Shipment

The screenshot shows the ShipsGo website interface. The left sidebar contains a menu with categories: MAIN, TRACK & TRACE, INTL, EMAIL SETTINGS, and MANAGEMENT. The 'TRACK & TRACE' section is highlighted, and the 'Track New Shipment' option is circled in red with a hand cursor pointing to it. The main content area is titled 'TRACK NEW SHIPMENT' and contains two sections: 'Single Shipment' and 'Excel Upload'. The 'Single Shipment' section has input fields for Reference Number, Carrier, Container Number, Shipment's Tags, and Shipment's Followers, along with a 'Create' button. The 'Excel Upload' section shows sample Excel files and a drag-and-drop area for uploading files.

Click the “Track New Shipment” option.

# Shipment Tracking Method

SHIPSGO

1000 Credits

TRACK NEW SHIPMENT

Dashboard > Track & Trace > Track New Shipment

**Single Shipment**  
You can track shipment by Container Number or MBL / Booking Number.

Reference Number  
Your reference number

Carrier  
Select a carrier

Track with  
Container Number  
Container Number  
MBL / Booking Number

Container Number  
Container number

Shipment's Tags  
Select a tags

Shipment's Followers  
Select a followers

Create

**Excel Upload**  
You can track multiple shipments by using sample Excel files on below.

TrackingExcelSample.xlsx  
14.10.2019 - 12 kB

TrackingExcelSampleNew.xlsx  
30.10.2021 - 13 kB

Drag and drop a file here or click

Only .xlsx extension ( Excel File ) allowed.

Analyse Excel

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There are three different methods for tracking your shipments:

**1. Container Tracking:** Please use this method only when you need to track single container. It consumes your one credit.

**2. MBL/Booking Number Tracking:** When you'd like to track your shipments with a MBL or Booking number, you can use this method. It consumes your one credit only, regardless of the number of containers under the same MBL/Booking.

**3. Tracking with Excel Upload:** When you'd like to track more than one shipment by the MBL/Booking and container number, you can use this method.

# Container Tracking Method

SHIPSGO

1000 Credits

Dashboard > Track & Trace > Track New Shipment

### TRACK NEW SHIPMENT

#### Single Shipment

You can track shipment by Container Number or MBL / Booking Number.

Reference Number

Your reference number

It helps you in terms of reminding and classifying your shipments. Shipment Reference is also the default title of your notification mails.

Carrier

Select a carrier

Track with

Container Number

Container Number

MBL / Booking Number

Container number

#### Shipment's Tags

Select a tags

#### Shipment's Followers

Select a followers

name1@shipsgo.com

name2@shipsgo.com

name3@shipsgo.com

name5@shipsgo.com

name6@shipsgo.com

name9@shipsgo.com

#### Excel Upload

You can track multiple shipments by using sample Excel files on below.

TrackingExcelSample.xlsx 14.10.2019 - 12 kB

TrackingExcelSampleNew.xlsx 30.10.2021 - 13 kB

Drag and drop a file here or click

Only .xlsx extension ( Excel File ) allowed.

Analyse Excel

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You can reach the container tracking method through the "Track New Shipment" section.

**1. Reference Number:** Your reference to remember or classify your shipments. You can enter any numbers/letters. Shipment Reference also will be the default title of your notification e-mails.

**2. Shipment's Tags:** You can create new tags to further classify your shipments. After creation of your tags, you will be able to choose from the list as you wish. This way, you will be able to filter your shipments on your My Shipments page based on Tags as well.

**3. Shipment's Followers:** You can enter e-mail addresses that you want notification e-mails to be sent, in addition to yours. You can enter as many addresses as you wish, no limit!

# MBL Tracking Method

The screenshot shows the SHIPSGO web interface for tracking a new shipment. The page is titled 'TRACK NEW SHIPMENT' and includes a sidebar with navigation options like Dashboard, Tracking Statistics, Documentation, and My Shipments. The main content area is divided into two sections: 'Single Shipment' and 'Excel Upload'.

**Single Shipment Section:**

- Reference Number:** A text input field with a callout '1' pointing to it. Below the field is the placeholder text 'Your reference number'.
- Carrier:** A dropdown menu with the placeholder text 'Select a carrier'.
- Track with:** A dropdown menu with options 'MBL / Booking Number', 'Container Number', and 'MBL / Booking Number' (highlighted in blue).
- Container Number - Not Necessary:** A text input field with the placeholder text 'Container number'.
- MBL / Booking Number \*:** A text input field with the placeholder text 'Your master BL / Booking number'.
- Gate Out Tracing:** A dropdown menu with the option 'I want for single container'.
- Shipment's Tags:** A dropdown menu with the placeholder text 'Select a tags'.
- Shipment's Followers:** A dropdown menu with the placeholder text 'Select a followers'.
- Create:** A blue button with a plus icon and the text 'Create'.

**Excel Upload Section:**

- Excel Upload:** A section titled 'Excel Upload' with the text 'You can track multiple shipments by using sample Excel files on below.'
- TrackingExcelSample.xlsx:** A file icon with the text '14.10.2019 - 12 kB' and a 'Old' label.
- TrackingExcelSampleNew.xlsx:** A file icon with the text '30.10.2021 - 13 kB' and a 'New' label.
- Drag and drop area:** A dashed box with the text 'Drag and drop a file here or click' and a cloud icon.
- Analyse Excel:** A blue button with the text 'Analyse Excel'.

**Footer:**

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We highly recommend you to use the MBL/Booking number tracking method as much as possible. This way, you can track all your containers under the same MBL or Booking simultaneously with only one credit.

**1. Reference Number:** Your reference to remember or classify your shipments. You can enter any numbers and letters. Reference number also will be the default title of your notification e-mails.

**2. Please enter one container number** that is registered under your MBL or Booking. This will help us track your shipment way faster.

**3. And finally, enter your MBL or Booking number.**

# Tracking with Excel Upload

SHIPSGO

TRACK NEW SHIPMENT

Single Shipment

You can track shipment by Container Number or MBL / Booking Number.

Reference Number

Your reference number

Carrier

Select a carrier

Track with

MBL / Booking Number

Container Number - Not Necessary

Container number

MBL / Booking Number \*

Your master BL / Booking number

Gate Out Tracing

I want for single container

Shipment's Tags

Select a tags

Shipment's Followers

Select a followers

Create

Excel Upload

You can track multiple shipments by using sample Excel files on below.

TrackingExcelSample.xlsx 14.10.2019 - 12 kB

TrackingExcelSampleNew.xlsx 30.10.2021 - 13 kB

Drag and drop a file here or click

Only .xlsx extension ( Excel File ) allowed.

Analyse Excel

This is a method for tracking many shipments at once by uploading an **Excel file**. For using this method you need to download the pre-prepared excel file and fill it accordingly.

1. **Upload the excel file** by simply clicking the upload area or drag the file to the area.

2. **Click Analyze Excel** to see if there is any inaccuracy in your file.

# Tracking with Excel Upload

|    | A                  | B                                 | C                | D       | E                               | F               |
|----|--------------------|-----------------------------------|------------------|---------|---------------------------------|-----------------|
| 1  | Reference Number   | Shipment's Followers              | Container Number | Carrier | MBL / Booking Number            | Shipment's Tags |
| 2  | Any Text, accepted | <a href="#">name1@shipsgo.com</a> | TEST1234567      | ACL     |                                 |                 |
| 3  | Any Text, accepted | <a href="#">name2@shipsgo.com</a> | TEST1234568      | ACL     |                                 |                 |
| 4  | Any Text, accepted | <a href="#">name3@shipsgo.com</a> | TEST1234569      |         | Only Master B/L Number Accepted |                 |
| 5  | Any Text, accepted | <a href="#">name4@shipsgo.com</a> | TEST1234570      |         |                                 |                 |
| 6  | Any Text, accepted | <a href="#">name5@shipsgo.com</a> | TEST1234571      |         | Only Master B/L Number Accepted |                 |
| 7  |                    |                                   |                  |         |                                 |                 |
| 8  |                    |                                   |                  |         |                                 |                 |
| 9  |                    |                                   |                  |         |                                 |                 |
| 10 |                    |                                   |                  |         |                                 |                 |
| 11 |                    |                                   |                  |         |                                 |                 |
| 12 |                    |                                   |                  |         |                                 |                 |
| 13 |                    |                                   |                  |         |                                 |                 |
| 14 |                    |                                   |                  |         |                                 |                 |
| 15 |                    |                                   |                  |         |                                 |                 |
| 16 |                    |                                   |                  |         |                                 |                 |
| 17 |                    |                                   |                  |         |                                 |                 |
| 18 |                    |                                   |                  |         |                                 |                 |
| 19 |                    |                                   |                  |         |                                 |                 |
| 20 |                    |                                   |                  |         |                                 |                 |
| 21 |                    |                                   |                  |         |                                 |                 |
| 22 |                    |                                   |                  |         |                                 |                 |
| 23 |                    |                                   |                  |         |                                 |                 |
| 24 |                    |                                   |                  |         |                                 |                 |
| 25 |                    |                                   |                  |         |                                 |                 |
| 26 |                    |                                   |                  |         |                                 |                 |
| 27 |                    |                                   |                  |         |                                 |                 |
| 28 |                    |                                   |                  |         |                                 |                 |
| 29 |                    |                                   |                  |         |                                 |                 |
| 30 |                    |                                   |                  |         |                                 |                 |
| 31 |                    |                                   |                  |         |                                 |                 |

Please follow the same steps of the Container Tracking Method.

1. If you want to track with Container Number, the MBL / Booking Number field can be empty.

2. If you want to track with the MBL / Booking Number, the Container Number field can be empty. But we recommend you enter one Container Number that is registered under your MBL or Booking.

3. The carrier name field is always mandatory; however, if you don't know the carrier name, you can choose **OTHERS** from the list in the Carriers column.

4. If you want any other person to receive tracking notifications for your shipment, you need to enter their e-mail address in the **Shipment's Followers** field.

When you want to enter more than one email address, please use a comma (,) in between the e-mail addresses.



# Tracking with Excel Upload

www.shipsgo.com

SHIPSGO

MAIN

- Dashboard
- Tracking Statistics

TRACK & TRACE

- Track New Shipment
- My Shipments
- Gate Out Tracing

INTEGRATIONS

- ShipsGo API
- Live Map <iframe>

EMAIL SETTINGS

- Notification Settings
- Email Customization

MANAGEMENT

- Sub Accounts
- Report Subscriptions
- Billing & Payments

Excel Analyse Result

76 shipment number will be added.

2 invalid shipment number found.

| # | Number      | Container Number | MBL / Booking Number | Shipment's Followers | Carrier     | Shipment's Tags |
|---|-------------|------------------|----------------------|----------------------|-------------|-----------------|
| 1 | 313         | -                | SGN1387494           | name1@shipsgo.com    | No Data     |                 |
| 2 | 2518        | OOCL89075367     | HLCUBSC211247817     | name1@shipsgo.com    | HAPAG LLOYD |                 |
| 3 | 41564       | TEMU1234567      | HLCUBOI2111CQM16     | name1@shipsgo.com    | HAPAG LLOYD |                 |
| 4 | MSP0042447  | MRKU4789474      | HLCUBSC2111BSLA2     | name1@shipsgo.com    | HAPAG LLOYD |                 |
| 5 | SJKT0108899 | -                | MEDUI0213690         | name1@shipsgo.com    | MSC         |                 |
| 6 | SBIE0036974 | -                | BIE0036974           | name1@shipsgo.com    | SEALAND     |                 |
| 7 | SGOT0076648 | -                | OOLU2128352670       | name1@shipsgo.com    | OOCL        |                 |
| 8 | SSZH7040496 | -                | YMLUM236386329       | name1@shipsgo.com    | YANG MING   |                 |
| 9 | SANR0205392 | -                | MEDUTT325783         | name1@shipsgo.com    | MSC         |                 |

Upload Start

Analyse Excel

Create

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You can delete the shipments that give an error by clicking the delete icon and continue by clicking **Upload Start**.

Or return to your excel file, check the information and correct the mistake. Upload the file again, and if all is good, continue by clicking **Upload Start**.

# Tracking with Excel Upload

The screenshot shows the ShipsGo web application interface. A modal window titled "Excel Analyse Result" is displayed, showing the progress of an Excel upload. The progress bar indicates 21% completion. A green checkmark icon and the text "76/15 shipment no have been added." are visible at the top of the modal. Below this, a table lists the shipment details. At the bottom of the modal, there is a "Create" button and an "Upload Pause" button, which is highlighted by a hand cursor icon. A green arrow points from the text "You can pause uploading before completion." to the "Upload Pause" button.

| # | Reference Number | Container Number | MBL / Booking Number | Shipment's Followers | Carrier     | Shipment's Tags |
|---|------------------|------------------|----------------------|----------------------|-------------|-----------------|
| ✓ | SAMD8041564      | -                | HLCUBOI2111CQM16     | name1@shipsgo.com    | HAPAG LLOYD |                 |
| ✓ | SMSP0042447      | -                | HLCUBSC2111BSLA2     | name1@shipsgo.com    | HAPAG LLOYD |                 |
| ✓ | SMSP0042518      | -                | HLCUBSC211247817     | name1@shipsgo.com    | HAPAG LLOYD |                 |
| ✓ | SJKT0108899      | -                | MEDUI0213690         | name1@shipsgo.com    | MSC         |                 |
| ✓ | SBIE0036974      | -                | BIE0036974           | name1@shipsgo.com    | SEALAND     |                 |
| ✓ | SGOT0076648      | -                | OOLU2128352670       | name1@shipsgo.com    | OOCL        |                 |
| ✓ | SSZH7040496      | -                | YMLUM236386329       | name1@shipsgo.com    | YANG MING   |                 |
| ✓ | SIST0212613      | -                | SGN1387494           | name1@shipsgo.com    | CMA CGM     |                 |
| ✓ | SANR0205392      | -                | MEDUTT325783         | name1@shipsgo.com    | MSC         |                 |

You can pause uploading before completion.

# My Shipments / Live Map

The screenshot shows the ShipsGo dashboard with the 'My Shipments' section selected. A 'Request Preview' modal is open, displaying details for a shipment with Request ID 1627753. The modal includes a map showing the ship's location in the North Atlantic, with a 'Live Position' button. A hand icon with the number 1 points to the 'My Shipments' link in the sidebar, and a hand icon with the number 2 points to the 'Live Position' button on the map.

**Request Preview**

Request ID : 1627753  
Status : **Sailing**  
Container No : HLB08072613  
Creator : Test User

Carrier Name : HAPAG LLOYD  
Booking : TEMU123456789  
Reference : END-21/41000699/EP/014 - BOUYGUES KAMERUN  
Created : 10/02/2022 14:26:43

**Map**

**Table: Moves**

| Location  | Moves                       | Date       | Vessel          |    |
|-----------|-----------------------------|------------|-----------------|----|
| DUBLIN    | Loaded on Board             | 04/03/2022 | EINSTEIN        | ✓  |
| DUBLIN    | Departured                  | 04/03/2022 | EINSTEIN        | ✓  |
| LIVERPOOL | Discharged in Transshipment | 05/03/2022 | EINSTEIN        | ✓  |
| LIVERPOOL | Load on Transshipment       | 14/03/2022 | MSC MARIA CLARA | ⚙️ |

After a short period of time you and the other e-mail addresses that you have entered as “shipment’s followers” are going to receive notification e-mails containing all of the voyage data related to the shipments.

1. You can reach and manage all your shipments from “My Shipments” section of your dashboard.

2. You can see all sailing shipments on a live map and access this map from **Live Map** button on the notification e-mail or from the Live Map section in your Dashboard.

# My Shipments / Add Filters

The screenshot shows the 'My Shipments' page on the ShipmentGo website. A 'Filters' pop-up window is open, allowing users to filter shipments. The pop-up has a search bar with 'Follower' entered and a 'Change Filter' button. Below the search bar, there are three filter categories: 'Carrier' (with 'MSC' selected), 'POL Country' (with 'Turkey', 'United States (USA)', and 'Spain' selected), and 'Follower' (with 'name1@shipsgo.com' and 'name2@shipsgo.com' selected). The background shows a table of shipments with columns for Preview, Status, Carrier, TD, POD, Tags, and Date. A yellow arrow points from the 'Show Filters' button in the top right of the shipment table to the 'Filters' pop-up window. Three numbered callouts (1, 2, 3) are present: 1 points to the 'Show Filters' button, 2 points to the 'Change Filter' button, and 3 points to the 'Export to Excel' button.

SHIPMENTS

List of Shipments

You can view, edit, delete or export all shipments from the table below.

Create Delete

Export to Excel (250) Show Filters

Preview Status Carrier TD POD Tags Date

|            |             |  |                         |                   |                             |
|------------|-------------|--|-------------------------|-------------------|-----------------------------|
| Discharged | COSCO       | NEW YORK                                     | 07/10/2021              | -                 | 22/02/2022 11:49:17         |
| Discharged | MSC         | NAGOYA                                       | 18/02/2022              | -                 | 21/02/2022 12:47:36         |
| Sailing    | MSC         | DOUALA                                       | 08/03/2022              | -                 | 21/02/2022 12:45:49         |
| InProgress | CMA CGM     | -  | -                       | -                 | 11/02/2022 13:43:35         |
| Sailing    | HAPAG LLOYD | END- 21/410000699/EP/ 014 - BOUYGUES KAMERUN | TEMU5679543 HLB08072613 | DUBLIN 04/03/2022 | TORONTO 26/03/2022 14:26:43 |
| Untracked  | CMA CGM     | -  | NAM5056052 AP2U3906277  | -                 | 09/02/2022 14:18:53         |

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1. You can filter your shipments by using the **Show Filters** button.

2. There are **18 different filters** you can choose for filtering. You can add more than one filter or multiple parameters for each filter at once.

Then click on the outer (gray) space of the pop-up window, and the results will be listed automatically.

3. You can export your shipments in an excel format by using the **Export to Excel** button with or without filtering.

# My Shipments / Edit Reference & Delete Shipment

SHIPSGO

1000 Credits

MAIN

- Dashboard
- Tracking Statistics
- Documentation

TRACK & TRACE

- Track New Shipment
- My Shipments
- Gate Out Tracing

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- Live Map <iframe>

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- Notification Settings
- Email Customization

MANAGEMENT

- Sub Accounts
- Report Subscriptions
- Billing & Payments

SHIPMENTS

List of Shipments

You can view, edit, delete or export all shipments

Create Delete

Preview Status Carrier

Shipment #1610692

Reference: YOUR SHIPMENT REFERENCE

Carrier: MSC Status: Discharged

Booking / MBL: TEST Container: QBXU7005617

Creator: 01/02/2022 13:23:12

Test Account <test@shipsgo.com>

Live Position

Edit Reference

Delete Shipment

| Location | Moves           | Date       | Vessel         |   |
|----------|-----------------|------------|----------------|---|
| SHANGHAI | Loaded on Board | 14/11/2021 | CMA CGM RIVOLI | ✓ |
| SHANGHAI | Departured      | 14/11/2021 | CMA CGM RIVOLI | ✓ |
| HAMBURG  | Vessel Arrived  | 28/12/2021 | CMA CGM RIVOLI | ✓ |
| HAMBURG  | Discharged      | 28/12/2021 | CMA CGM RIVOLI | ✓ |

YOUR REFERENCE PART

Test FANU610365

HAMBURG 09/11/2021

ENSENADA 28/12/2021

24/01/2022 11:52:53

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Click **eye** icon of the shipment.

1. Click **menu bar** at the right side of the pop-up window.

-To change your shipment reference use **Edit Reference**.

-To delete your shipment click **Delete Shipment** button.

# My Shipments / Add Followers & Tags

SHIPSGO

1000 Credits

MAIN

- Dashboard
- Tracking Statistics
- Documentation

TRACK & TRACE

- Track New Shipment
- My Shipments
- Gate Out Tracing

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EMAIL SETTINGS

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MANAGEMENT

- Sub Accounts
- Report Subscriptions
- Billing & Payments

SHIPMENTS

List of Shipments

You can view, edit, delete or export all shipments

Create Delete

Preview Status Carrier

Discharged COSCO

Discharged COSCO

Discharged MSC

Discharged MSC

Discharged HAPAG LLOYD

Selling HAPAG LLOYD

Discharged HAPAG LLOYD

Shipment #1610692

Reference: YOUR SHIPMENT REFERENCE

Carrier: MSC Status: Discharged

Booking / MBL: TEST Container: Q8XU7005617

Creator: 01/02/2022 13:23:12

Test Account <test@shipsgo.com>

Live Position

MOVEMENTS CONTAINERS EXTRAS

test1@shipsgo.com

test2@gmail.com

test3@hotmail.com

Add a follower

Add a tag

1

2

3

4

Excel 250 Show Filters

Tags Created At

10/03/2022 14:42:03

22/02/2022 11:49:17

21/02/2022 12:47:36

21/02/2022 12:45:49

24/01/2022 11:52:53

10/02/2022 14:26:43

24/01/2022 11:52:53

YOUR REFERENCE PART

Test FANU610365

HAMBURG 09/11/2021

ENSENADA 28/12/2021

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Click **eye** icon of the shipment.

1. Click **EXTRAS** section on the opening pop-up window.

2. To delete follower use **bin** icon.

3. To add follower:

Use scroll-down button and choose from one of your followers or create a new one by writing it down on the search bar. Click "+" icon.

4. To add tags:

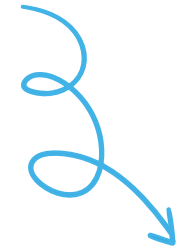
Use scroll-down button and choose from one of your tags or create a new one by writing it down on the search bar. Click "+" icon.

# Notification Settings

The screenshot displays the 'Edit Notifications Settings' page in the SHIPSGO interface. The page is titled 'NOTIFICATIONS' and includes a breadcrumb trail: 'Dashboard > Email Settings > Notifications'. The main content area is a table with four columns: 'Main', 'Creator', and 'Follower', each with a hand icon and a number (1, 2, 3) indicating the selection process. The table rows represent different notification types: 'InProgress', 'Tracking', 'Gate Out', and 'Release'. Each row has checkboxes for the three roles. The 'Main' column has empty checkboxes, while 'Creator' and 'Follower' have checked boxes. At the bottom right of the table are 'Update' and 'Reset' buttons. The left sidebar contains navigation links for 'MAIN', 'TRACK & TRACE', 'INTEGRATIONS', 'EMAIL SETTINGS', and 'MANAGEMENT'. The 'EMAIL SETTINGS' section is expanded, showing 'Notification Settings' and 'Email Customization'. The top header shows the SHIPSGO logo, a menu icon, and user information (555 Credits, S).

|  | Main                     | Creator                             | Follower                            |
|--|--------------------------|-------------------------------------|-------------------------------------|
| <b>InProgress</b><br>These emails report about the shipments that the voyage data is not available yet.                  | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <b>Tracking</b><br>These emails report about the shipments which have the status of booked, sailed, and discharged.      | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <b>Gate Out</b><br>These emails report about the shipments that were gated out from the port of discharge.               | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <b>Release</b><br>These emails report about the shipments that have been waiting port of discharge between 5 to 80 days. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Update Reset



You can choose who will receive the voyage notifications and alerts. Simply by checking empty boxes, you can enable notifications for each role.

**1. If you choose Main:** The main account will receive the notifications. It is the e-mail address that is registered as the main account user.

**2. If you choose Creator:** If you check the creator boxes the creator of the request will receive the notifications. A tracking request's creator can be different from the main account owner.

**3. If you choose Followers:** All the e-mail addresses that were added when creating the Tracking Requests will receive the notifications.

---



**Email Customization** section.



# Sub Accounts

**SHIPSGO** 555 Credits S

Dashboard > Sub Accounts

### SUB ACCOUNTS

**Authorisation**  
Sub accounts' features are restricted with your permission. If the sub account users have the permission they can view and manage all features of the main account.

| Role Type      | Description  |
|----------------|--|
| Full Access    | The full access account can use all features of the account, view all shipments of the company, and manage all company settings. |
| Co-Worker      | The Co-Worker account can track shipments, view only their own shipments, and has no access to company settings.                 |
| Co-Worker Plus | The Co-Worker Plus account can track shipments, view all shipments of the company, and has no access to company settings.        |

#### Invite New Account

The sub accounts must verify the it's email adress. Please also be careful when selecting the account type.

Email Address

Role  
Select a role  

Co-Worker  
Co-Worker Plus  
Full Access

Send Invitation

There is no invitation. You can invite new people by the above form.

#### Sub Accounts

You can change sub account's authority or you can inactivate this sub account.

**Warning !** Main account can't be editable. If you have a problem about it, please contact with us.

- S SHIPSGO - DEMO Full Access name@shipsgo.com
- H SHIPSGO - DEMO 1 Full Access name1@shipsgo.com
- A SHIPSGO - DEMO 2 Full Access name2@shipsgo.com

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1. To create a new Sub Account, you need to send an invitation to the person you want to create sub account for. Enter e-mail address and choose Role for new sub-account. **Click Send Invitation.** When the person accepts the invitation, they can enter their personal information on the opening page and finalize the sub account creation.

2. You can see all your sub accounts on the **Sub Accounts list**.

3. The main account is able to see and manage all shipments of all sub accounts. The sub accounts are restricted with your **permission**. You can choose their **Role** based on the permissions you want to give them.

# Report Subscriptions

The screenshot shows the SHIPSGO web interface. The left sidebar contains a menu with categories: MAIN (Dashboard, Tracking Statistics, Documentation), TRACK & TRACE (Track New Shipment, My Shipments, Gate Out Tracing), INTEGRATIONS (ShipsGo API, Live Map <iframe>), EMAIL SETTINGS (Notification Settings, Email Customization), and MANAGEMENT (Sub Accounts, Report Subscriptions, Billing & Payments). The 'Report Subscriptions' item is highlighted with a hand icon and the number 1. The main content area is titled 'REPORTS' and 'List of Reports'. It includes a 'Create' button (highlighted with a hand icon and the number 1), an 'Export to Excel' button, and a 'Show Filters' button. Below these is a table with columns: Edit, Id, Report, Period, Emails, Subscription, and Subscription At. The table contains one row with the following data: Edit (pencil icon), Id (216), Report (Sailing Shipments), Period (daily), Emails (demo@shipsgo.com), Subscription (Subscribed), and Subscription At (20/03/2022 20:57:22). The table is paginated, showing 1-3 / 3. An orange arrow points from the instructions to the 'Create' button and the 'Report Subscriptions' menu item.

SHIPSGO

479 Credits

Dashboard > Reports

List of Reports

You can view, edit, delete or export all reports from the table below.

Create

Export to Excel

Show Filters

| Edit | Id  | Report            | Period | Emails           | Subscription | Subscription At     |
|------|-----|-------------------|--------|------------------|--------------|---------------------|
|      | 216 | Sailing Shipments | daily  | demo@shipsgo.com | Subscribed   | 20/03/2022 20:57:22 |

1 - 3 / 3

Prev 1 Next

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1. If you like to get automated excel reports for your shipments with different statuses, you can create these reports by clicking the **Create** button on **Report Subscriptions** page.

2. After creating customized reports, you can come back to this page to view and **edit** them.

# Report Subscriptions / Create Report

SHIPSGO

479 Credits

Dashboard > Reports > Create Report Subscription

### Create Report Subscription

If you would like to design a special report, we can create it for you. Please contact us through [product@shipsgo.com](mailto:product@shipsgo.com), share with us what kind of report you'd like and we will get back to you as soon as possible.

Report:

Select a report

Report Period

Daily

Email Addresses

Attention: Subscribe multiple e-mails by adding them one under the other.

Email Addresses

Creator Account Filter

Select an Account

Follower Filter

Select a Follower

Create

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1. On the Create page, you can choose **Report Type** and **Period**, and enter the **E-mail Addresses** that you wish to receive the reports.

2. Also, you can put filters based on the **Creator Account** or **Followers**. This way, you can get a report of shipments created by a specific Creator Account or a report of shipments that a specific Follower was added to.

# Report Subscriptions / Edit Report

The screenshot shows the 'Edit Report Subscription' page on the shipsgo.com website. The page has a blue header with the shipsgo logo and a user profile icon showing '479 Credits'. A sidebar on the left contains navigation links under categories: MAIN (Dashboard, Tracking Statistics, Documentation), TRACK & TRACE (Track New Shipment, My Shipments, Gate Out Tracing), INTEGRATIONS (ShipsGo API, Live Map), EMAIL SETTINGS (Notification Settings, Email Customization), and MANAGEMENT (Sub Accounts, Report Subscriptions, Billing & Payments). The main content area is titled 'EDIT REPORT SUBSCRIPTION' and includes a breadcrumb trail: Dashboard > Reports > Edit Report Subscription. The form contains several sections: 'Edit Report Subscription' with a description and 'Send Report'/'Unsubscribe' buttons; 'Report:' with a dropdown menu set to 'Sailing Shipments'; 'Sailing Shipments' with a description; 'Report Period' with a dropdown menu set to 'Daily'; 'Email Addresses' with a text area containing 'demo@shipsgo.com' and an attention note; 'Creator Account Filter' with a dropdown menu set to 'Select an Account'; and 'Follower Filter' with a dropdown menu set to 'Select a Follower'. At the bottom right of the form is an 'Update' button. Hand icons with numbers 1, 2, and 3 point to the 'Update' button, the 'Unsubscribe' button, and the 'Send Report' button respectively.

www.shipsgo.com

SHIPSGO

479 Credits

Dashboard > Reports > Edit Report Subscription

**Edit Report Subscription**

If you would like to design a special report, we can create it for you. Please contact us through [product@shipsgo.com](mailto:product@shipsgo.com), share with us what kind of report you'd like and we will get back to you as soon as possible.

[Send Report](#) [Unsubscribe](#)

**Report:**

Sailing Shipments

**Sailing Shipments**  
The report provides the voyage information of the sailing status shipments.

**Report Period**

Daily

**Email Addresses**

**Attention:** Subscribe multiple e-mails by adding them one under the other.

demo@shipsgo.com

**Creator Account Filter**

Select an Account

**Follower Filter**

Select a Follower

[Update](#)

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1. On the Edit page, you can edit all details and **Update** the report.
2. You can **Unsubscribe** from the report, so automation of these reports will be disabled.
3. You can manually **Send Report** to the selected e-mail addresses anytime you wish. Even after you unsubscribe from a report, you can still manually send it by clicking this button.

# Buy Credits

**SHIPSGO** 555 Credits

**MAIN**

- Dashboard
- Tracking Statistics
- Documentation

**TRACK & TRACE**

- Track New Shipment
- My Shipments
- Gate Out Tracing

**INTEGRATIONS**

- ShipsGo API
- Live Map <iframe>

**EMAIL SETTINGS**

- Notification Settings
- Email Customization

**MANAGEMENT**

- Sub Accounts
- Report Subscriptions
- Billing & Payments

**Credit Amount**

You can track your **each shipment by a single credit**, includes all features & unlimited notifications.

Amount: 500

Bonus: +50

Total Credit: 550

10.00% BONUS

\$1000

\$1.82 Per Shipment

For your purchases over 500 credits, you will receive **bonus** credits as a gift. Since there is **no expiration date for the credits**, users mostly prefer to **purchase in bulk according to their annual volume**.

**Example Pricing**

| Amount | Bonus Credits | Bonus Ratio | Total Credit | Price Per Shipment | Total Price |
|--------|---------------|-------------|--------------|--------------------|-------------|
| 100    | -             | -           | 100          | \$ 2.00            | \$ 200      |
| 500    | 50            | 10.00 %     | 550          | \$ 1.82            | \$ 1000     |
| 5000   | 855           | 17.10 %     | 5855         | \$ 1.71            | \$ 10000    |
| 10000  | 2500          | 25.00 %     | 12500        | \$ 1.60            | \$ 20000    |

\* Example Pricing By Credit Amount

**Billing Information**

Please check your Billing information before purchase.

**Payment Details**

CARD HOLDER

CARD NUMBER

MM/YY

CVC

Your card information is **never stored** on the ShipsGo database.

**Purchase**

1. Click the credits section at the right top of your dashboard and choose **Buy Credits**.

TIP: You can check your credit consumption statistics from the **Credits Usage** page.

2. Choose the amount of credits that you want to purchase.

3. The total cost, the amount of bonus credits, the cost per credit, and how much you're going to save are calculated automatically.

4. Enter your credit card details and click on **Purchase**.

Make people **happy** with the **information**.

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