

Document Type:  
Procedure  
Department:  
Information Technology

Date of Effectivity:  
2018-03-26  
Version:  
1.1

**Track and Trace Usage**

*Procedure*

Information Technology  
**Track and Trace Usage**

Prepared By

Date:

Signature | ID:

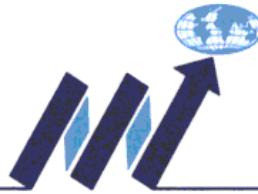
Sr. Technical  
Support Engineer

Reviewed and Approved By

Date:

Signature | ID:

Head of Department



**Track and Trace Usage**

**CONTENTS**

AMENDMENT SHEET..... 4

1. PURPOSE..... 5

2. SCOPE..... 5

3. DEFINITIONS ..... 5

4. REFERENCES ..... 5

    4.1 Documents ..... 5

    4.2 Links ..... 5

    4.3 Prerequisites ..... 5

5. RESPONSIBILITY FOR APPLICATION..... 5

    5.1 Authorized Users with Credentials ..... 5

    5.2 I.T. Administration ..... 6

    5.3 I.T. Management ..... 6

6. PROCEDURE ..... 6

    6.1 Track and Trace Prerequisites ..... 6

        6.1.1 Obtaining Credentials..... 6

        6.1.2 Add Track and Trace Website to Java’s Security Exception List..... 6

    6.2 Track and Trace Website Usage ..... 8

        6.2.1 Login and User Interface..... 8

        6.2.2 Statement ..... 9

        6.2.3 Invoice ..... 10

        6.2.4 Job Status ..... 11

        6.2.5 Stock ..... 12

        6.2.6 Change Password ..... 13

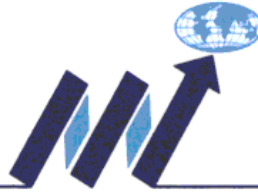
        6.2.7 Logout ..... 13

7. MONITORING..... 13

8. CORRECTIVE ACTION ..... 13

    8.1 Incorrect Credentials ..... 13

**COPYRIGHT**



Document Type:  
Procedure  
Department:  
Information Technology

Date of Effectivity:  
2018-03-26  
Version:  
1.1

---

**Track and Trace Usage**

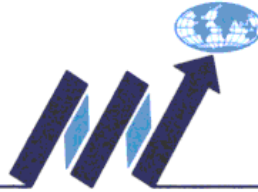
---

8.2 Java Application Blocked by Java Security..... 14

9. RECORDS ..... 14

**COPYRIGHT**

This document is the property of MICCO. No part of this document may be reproduced, store in retrieval system in any form, or transmitted by any means, without the prior written permission of the Management Representative.



Document Type:  
 Procedure  
 Department:  
 Information Technology

Date of Effectivity:  
 2018-03-26  
 Version:  
 1.1

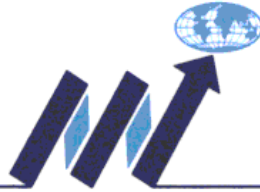
**Track and Trace Usage**

AMENDMENT SHEET

Version	Page Number / Section	Subject	Author   Date	Verified by   Date
1.0	All	Document creation	J. Johnson, 09397 2018-03-26	K. Gutierrez, 09013 2018-03-26
1.1	All	Document amendment	K. Gutierrez, 09013 2018-03-26	

**COPYRIGHT**

This document is the property of MICCO. No part of this document may be reproduced, store in retrieval system in any form, or transmitted by any means, without the prior written permission of the Management Representative.



## Track and Trace Usage

### 1. PURPOSE

This document provides the procedure on the usage of the MICCO's Track and Trace mini-site.

### 2. SCOPE

The document contains the usage as well as the requisites necessary to adequately utilise the mini-site.

### 3. DEFINITIONS

- N/A

### 4. REFERENCES

#### 4.1 DOCUMENTS

- N/A

#### 4.2 LINKS

- MICCO Track and Trace  
[http://trackntrace.miccologistics.com:9669/forms/frmservlet?config=Flotilla\\_Enq](http://trackntrace.miccologistics.com:9669/forms/frmservlet?config=Flotilla_Enq)

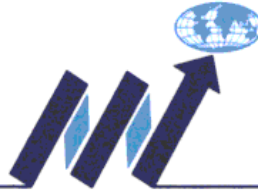
#### 4.3 PREREQUISITES

- Browser: Microsoft Internet Explorer 11
- Java Runtime: At Least Version 8
  - Download from: <https://www.java.com/en/download/>
- Valid credentials as provided by MICCO I.T. Department
- For other prerequisites, see: 6.1

### 5. RESPONSIBILITY FOR APPLICATION

#### 5.1 AUTHORIZED USERS WITH CREDENTIALS

- To execute the procedures as applicable.
- To ensure that this procedural document is available to all the relevant personnel.



## Track and Trace Usage

### 5.2 I.T. ADMINISTRATION

- To update the procedures as applicable.
- To ensure that this procedural document is available to all the relevant personnel.
- To facilitate the provisioning and deprovisioning of credentials.
- To keep and maintain all the records of the procedure.

### 5.3 I.T. MANAGEMENT

- Recommend for appropriate control measures.

## 6. PROCEDURE

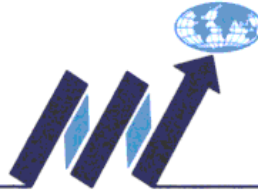
### 6.1 TRACK AND TRACE PREREQUISITES

#### 6.1.1 Obtaining Credentials

- For credentials, contact your MICCO Account Manager
- For support, contact the I.T. team by eMail: [ITD.Support@MICCOLogistics.com](mailto:ITD.Support@MICCOLogistics.com)

#### 6.1.2 Add Track and Trace Website to Java's Security Exception List

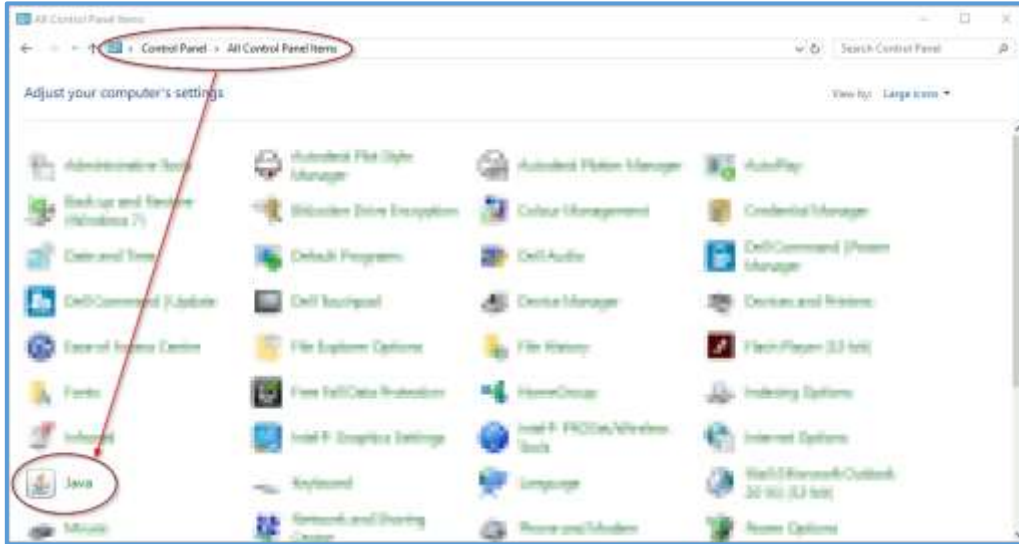
1. Go to the *Java Control Panel* applet from the Control Panel in Windows



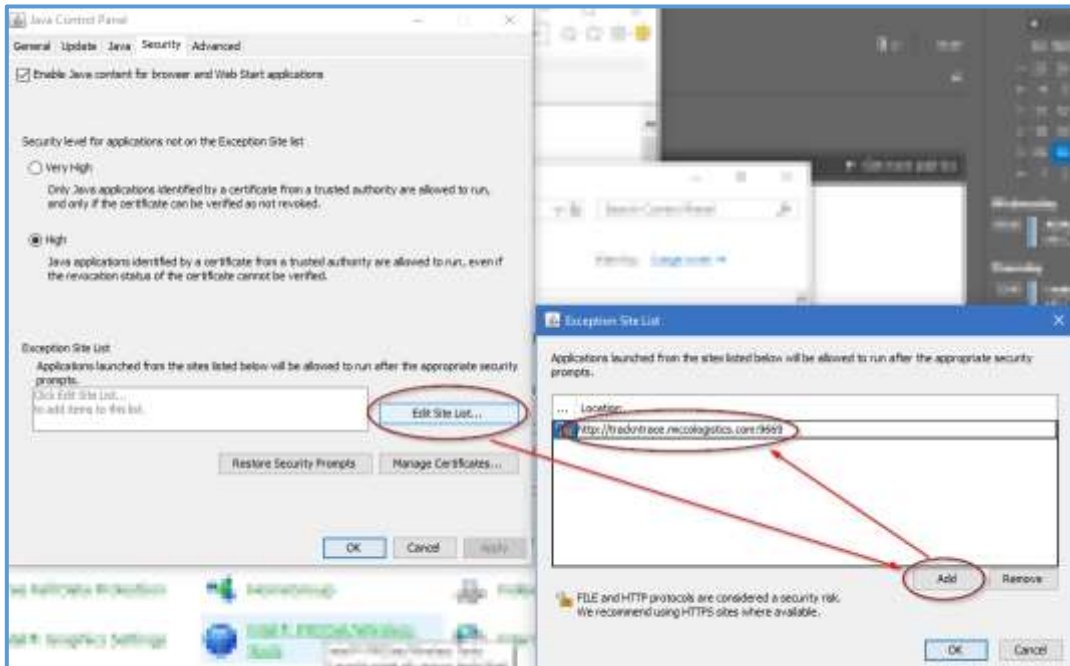
Document Type:  
Procedure  
Department:  
Information Technology

Date of Effectivity:  
2018-03-26  
Version:  
1.1

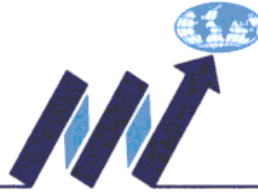
### Track and Trace Usage



2. Open the *Security* tab
3. Click on *Edit Site List...* and the *Exception Site List* window will open
4. Click on *Add* and enter the website's base link into the address line:  
<http://trackntrace.miccologistics.com:9669>



**COPYRIGHT**



**Track and Trace Usage**

5. Click on *OK* when done
6. A *Security Warning – HTTP Location* window will open; click *Continue* on this.

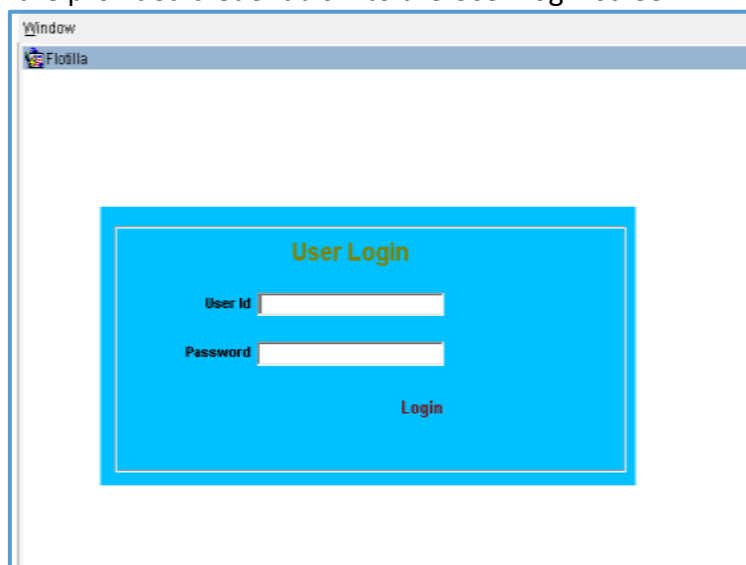


7. On the Java Control Panel, click on *OK* to close.
8. Close and re-launch any Internet Explorer windows to continue.

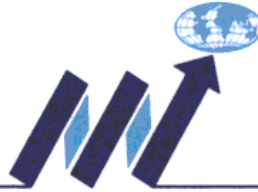
**6.2 TRACK AND TRACE WEBSITE USAGE**

**6.2.1 Login and User Interface**

1. Enter the link into the address bar:  
[http://trackntrace.miccologistics.com:9669/forms/frmservlet?config=Flotilla\\_Enq](http://trackntrace.miccologistics.com:9669/forms/frmservlet?config=Flotilla_Enq)
2. Enter the provided credentials into the User Login screen



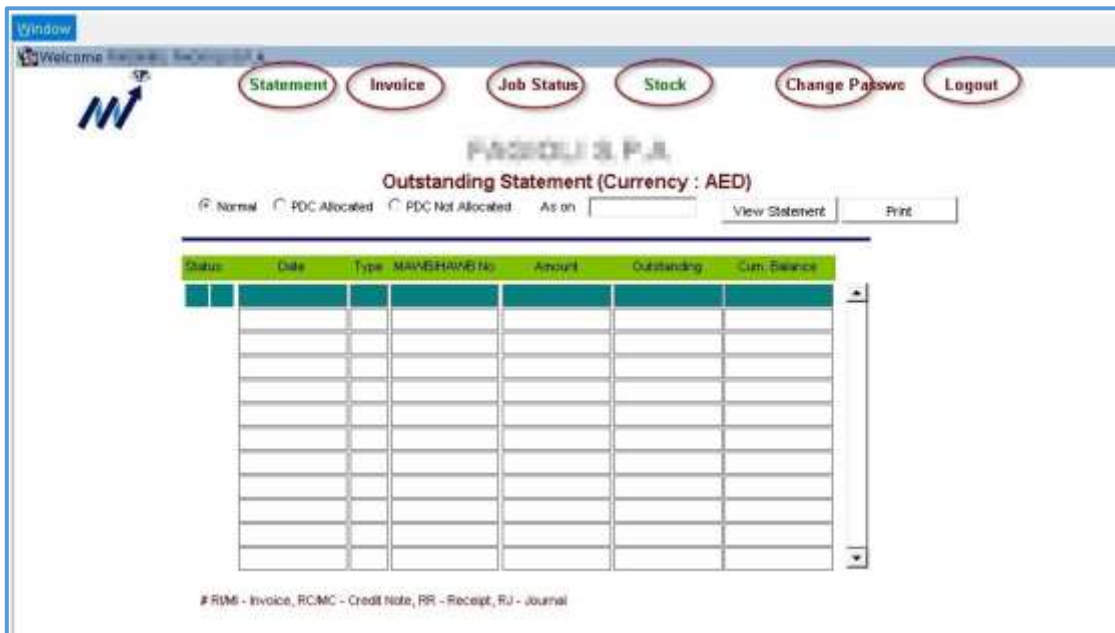




**Track and Trace Usage**

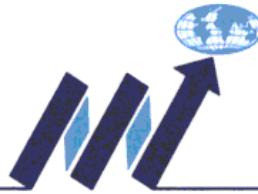
3. The activity window for track and trace will open with the available options as:

- Statement
- Invoice
- Job Status
- Stock
- Change password
- Logout



**6.2.2 Statement**

1. Under statement, the following options are available:
  - Normal Statement
  - PDC Allocated statement
  - PDC Not Allocated
2. Select the desired option and enter the required date
  - Click on “View Statement” to view the results



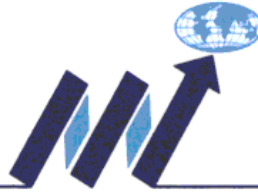
**Track and Trace Usage**

- Click on “Print” to export the available results



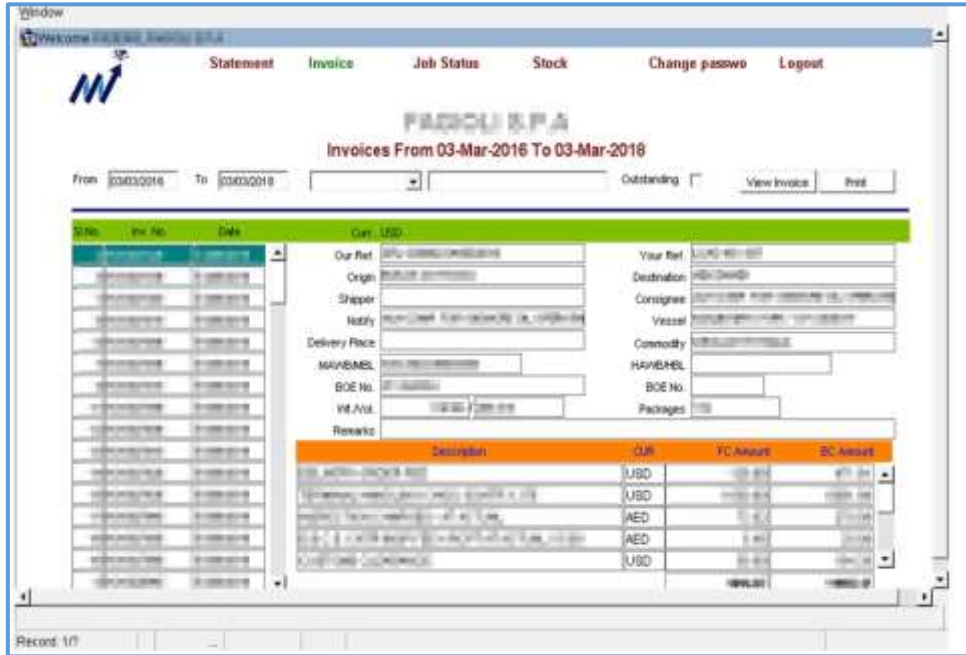
6.2.3 Invoice

1. For Invoice details, enter the From and To Dates
2. Select the desired option
  - Select “Outstanding” if only the remaining unpaid balances are to be viewed.
  - Click on “View Invoice” to view the results



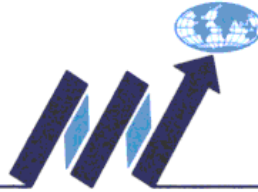
**Track and Trace Usage**

- Click on “Print” to export the available results



**6.2.4 Job Status**

1. To view the status of running jobs, select a Status indicator:
  - ALL
  - Open – Jobs that are currently work-in-progress
  - Closed – Jobs that are completed and closed
  - Held – Jobs that are on-hold
  - Locked – Jobs that are locked
2. Select the desired option and enter the required date
  - Click on “View Invoice” to view the results



**Track and Trace Usage**

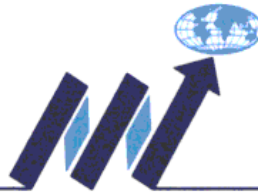
- Click on “Print” to export the available results



6.2.5 Stock

The stock screen is usable if warehousing is done with MICCO

1. To view the current stocks, enter the date required



**Track and Trace Usage**

2. Click on *View Stock*



6.2.6 Change Password

1. Enter the *Old/Current* Password
2. Enter the *New Password*
3. Enter the *New Password* to confirm

6.2.7 Logout

1. Click on *Logout* to end the session.

7. MONITORING

- N/A

8. CORRECTIVE ACTION

8.1 INCORRECT CREDENTIALS

- The credentials are case-sensitive
- See Section 6.1.1

## Track and Trace Usage

### 8.2 JAVA APPLICATION BLOCKED BY JAVA SECURITY

Scenario: Java is installed however a window appears and states that the Java Application is Blocked



- This happens when the “*Track and Trace*” site is not added to the list of sites exempted from security checks.
- Solution: See Section 6.1.2

## 9. RECORDS

- N/A