

An aerial photograph of a vast, flat, snow-covered landscape under a clear blue sky. A road or path winds through the snow, leading towards a distant horizon. A semi-transparent white rectangular box is centered over the road, containing the text "Expeditor Test Cases".

Expeditor Test Cases



GARNER

1. On the Material List screen, if the Search does not appear automatically, open the 'Filters' Search by clicking the magnifying glass icon on the bottom right-hand corner of the screen



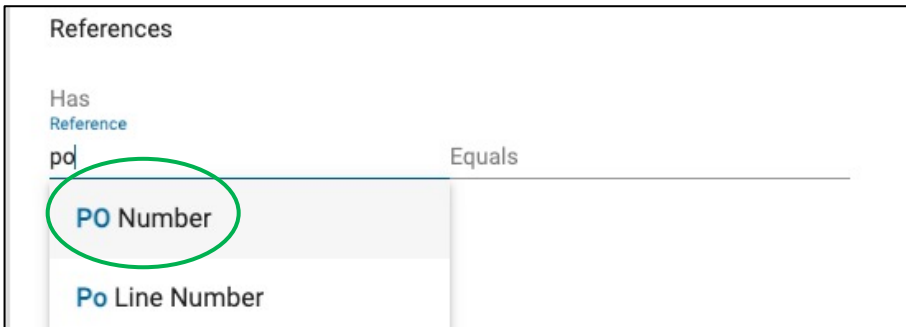
2. Click on the 'Exact Match' box to increase the speed of the search



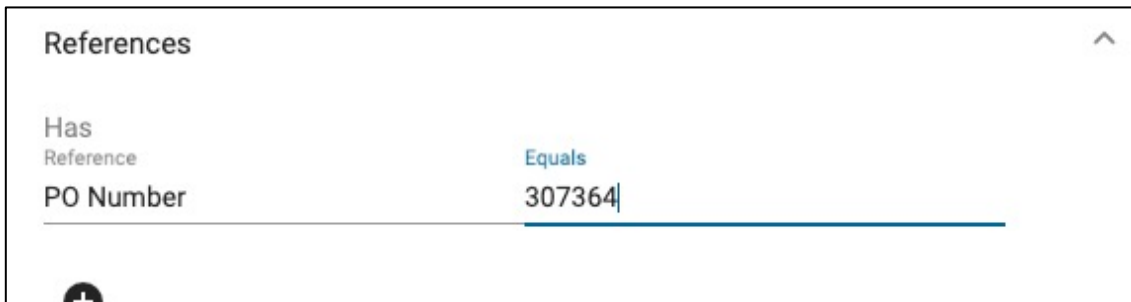
3. Open the 'References' section of the Search



4. Search for the 'PO Number' reference from the drop down



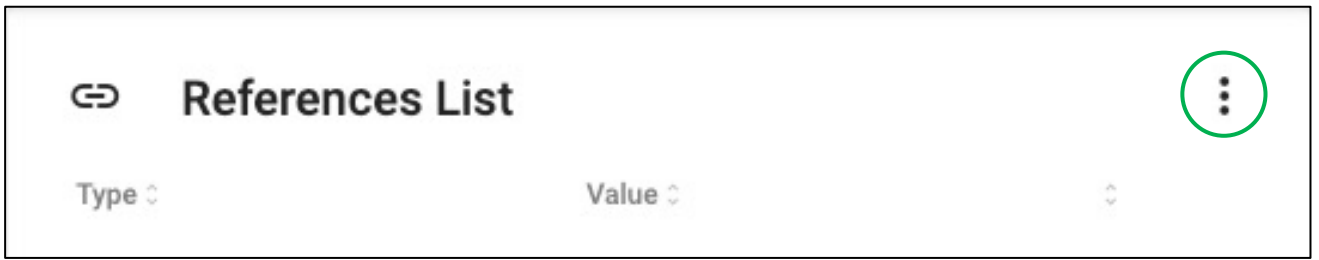
5. Fill in the value section with the Purchase Order number you would like to find



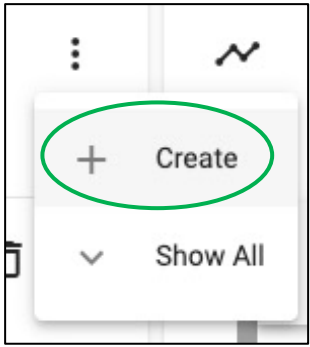
6. Click 'Filter' to show the search results



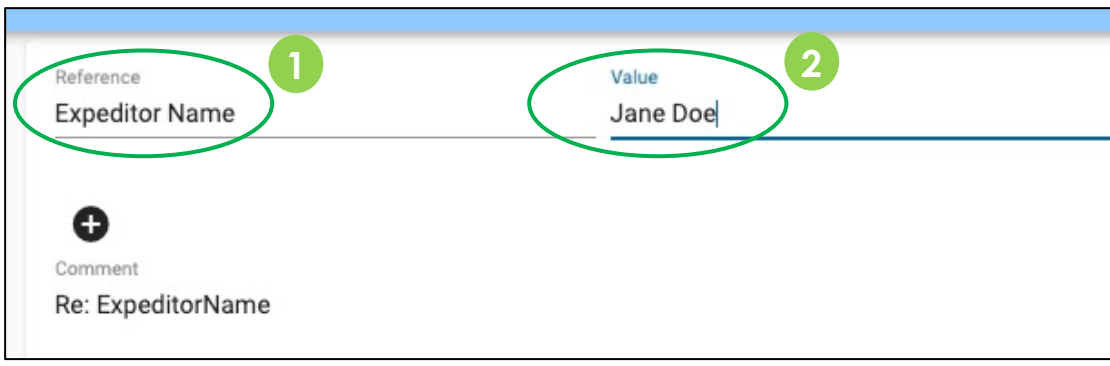
1. On the Material Detail screen, click the three vertical dots beside the 'References List'



2. Select 'Create'



3. You will be brought to a new screen. Select 'Expeditor Name' from the drop down and type in the appropriate name in the 'Value' section



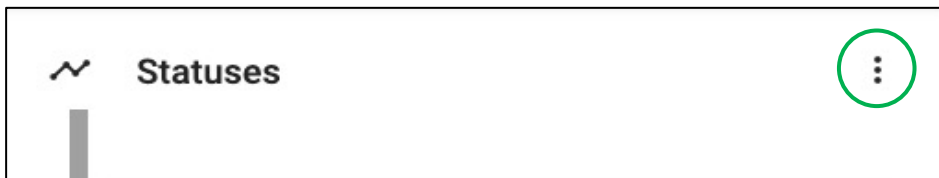
4. Select the check mark in the upper right-hand corner of the screen



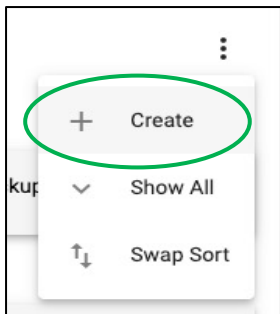
5. The new Reference will appear under the 'References List' section of the Details screen



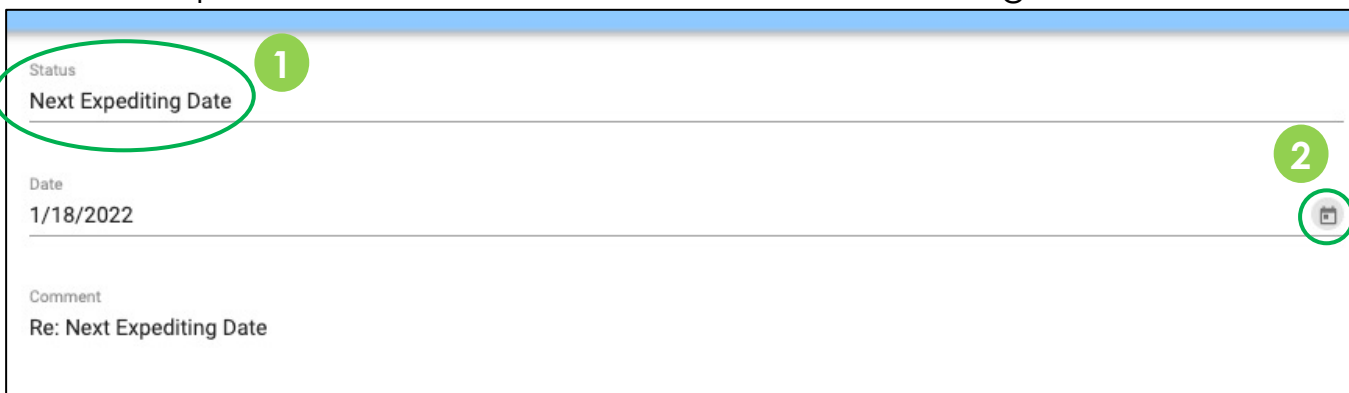
1. On the Material Detail screen, click the three vertical dots beside 'Statuses'



2. Select 'Create'



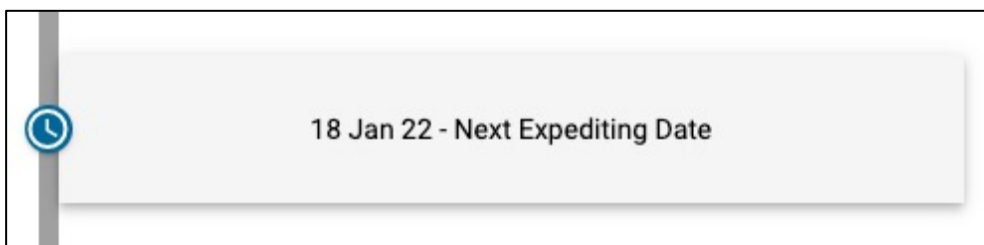
3. You will be brought to a new screen. Select 'Next Expediting Date' from the drop down. Choose the desired future date using the calendar.



4. Select the check mark in the upper right-hand corner of the screen



5. The new Status will appear under the 'Statuses' section of the Details screen



Search Cards in Lighthouse will guide users on actions that need to be taken. The cards can include a list of items that need to be reviewed or managed by the user. New search cards can be created by users and existing cards from other profiles can be copied by users. This document will guide users on how to create new cards or copy them from other profiles.

1. Log in to the Garner system
2. Navigate to the Materials or Transfers screen
3. Locate search icon in bottom right corner and click



4. Detailed search will open on the right side of screen

A screenshot of a 'Material Filters' dialog box. It features a search bar at the top with the placeholder text 'Search on ID, Description or Reference Value'. Below the search bar is a 'Pagination Limit' field. There are two checkboxes: 'Starred Materials Only' and 'Exact Match (Improves Speed)'. A list of filter categories follows, each with a dropdown arrow: 'Details', 'Locations', 'Parties', 'Statuses', 'Status Comparison', 'References', 'Comments', and 'Active In'. At the bottom, there are two buttons: a blue 'Filter' button and a white 'Clear' button.

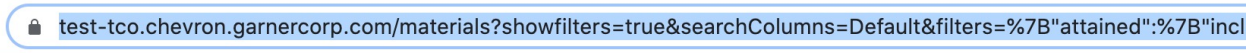
5. Add needed criteria to create a card (Below example is searching for all materials that have begun the customs process and are awaiting clearance)

A screenshot showing the configuration of filter criteria. Under the 'Statuses' section, the 'Attained' status is selected, and a tag labeled 'Customs Clearance Begun' with a close button is applied. Below this, there are 'From' and 'To' date pickers. Under the 'Not Attained After' section, the 'Never Attained' status is selected, and a tag labeled 'Customs Cleared' with a close button is applied.

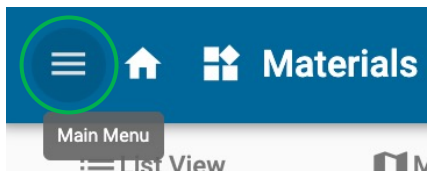
6. Click "Filter" button



7. Copy URL from web browser



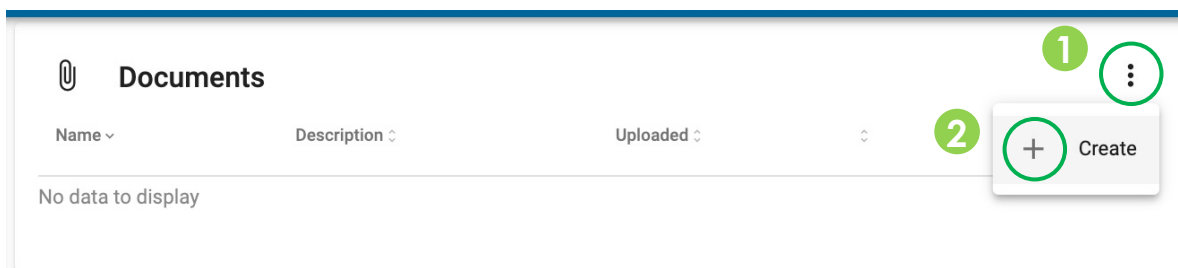
8. Click on the “Main Menu” on the top left-hand corner of the screen



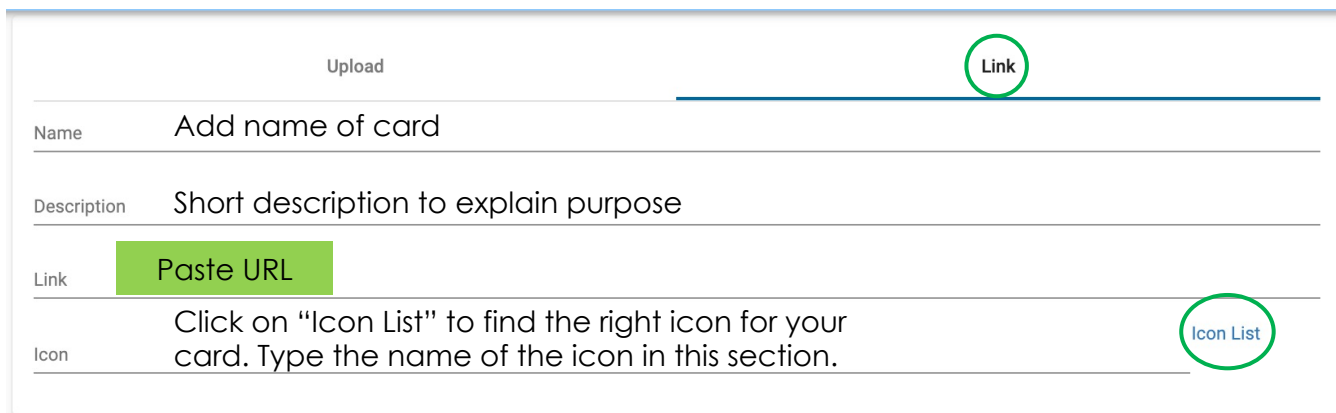
9. Select the “Users” page on the menu

10. Locate your User name by the Search function

11. Under ‘Documents’, click the three dots - “Context Menu” - and then select “Create”



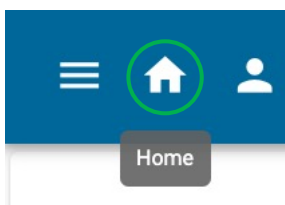
12. Click on “Link” text to paste the URL that was copied from web browser



13. Once all details have been added, click on the check icon on the top right section of screen to save card



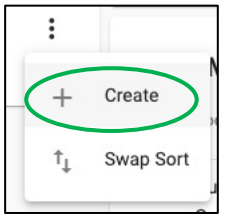
14. Search card will now be available under the user card documents. When user goes back to the “Home” screen, card will be visible.



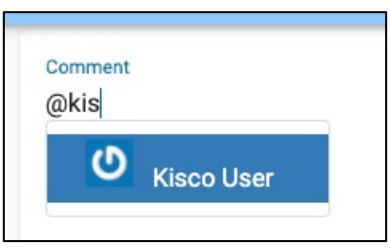
1. On the Material Detail screen, click the three vertical dots beside 'Comments'



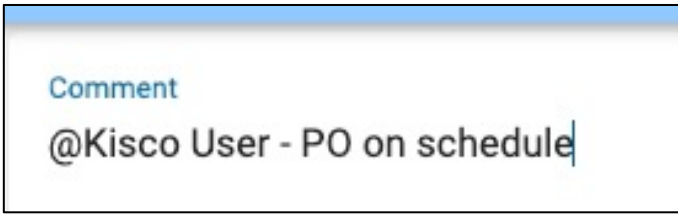
2. Select 'Create'



3. You will be brought to a new screen. Tag a Supplier user by typing "@" and selecting the user from the drop down menu. Tagging a User will draw their attention to the Material by showing the comment directly on their Home Page



4. Fill in your Comment



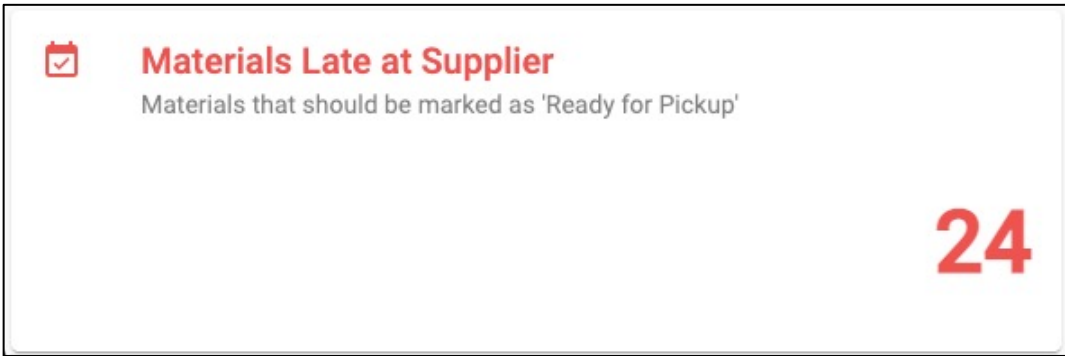
5. Select the check mark in the upper right-hand corner of the screen



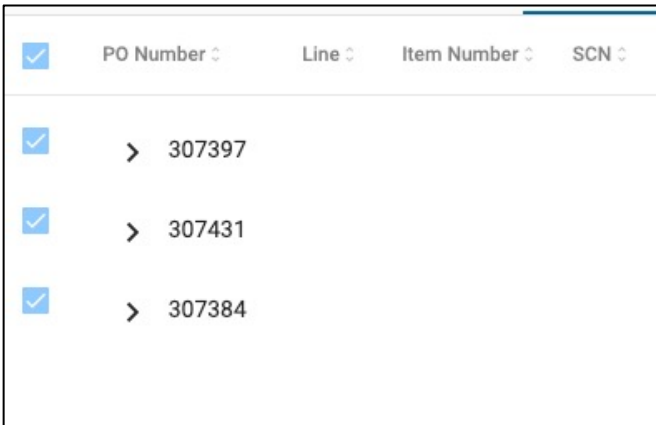
6. The new Comment will appear under the 'Comment' section



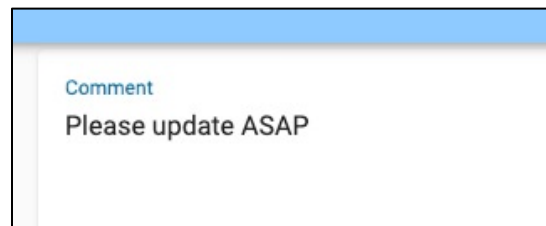
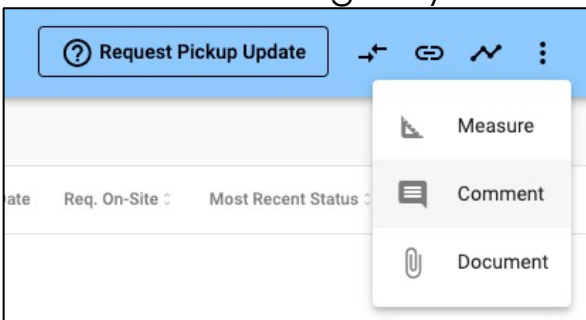
1. Click on 'Material Late at Supplier' search card to view the POs that should be ready to be picked up by the Freight Forwarder



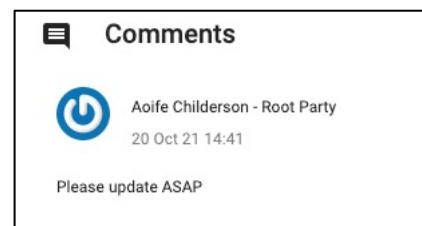
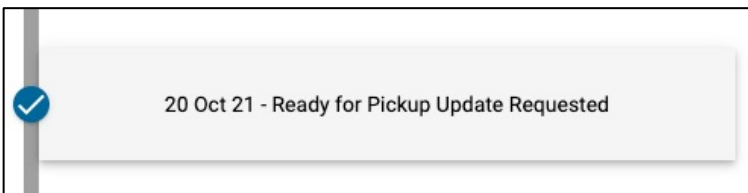
2. Check the box on each of the PO rows, this will automatically select each of the PO Line Items and click the button on the top right corner of the screen to add a 'Ready for Pickup Update Requested' status to the materials



3. From this page, comments can also be added to all of the materials to increase the urgency



4. Opening one of the selected Material Detail screens will show the added status and comment



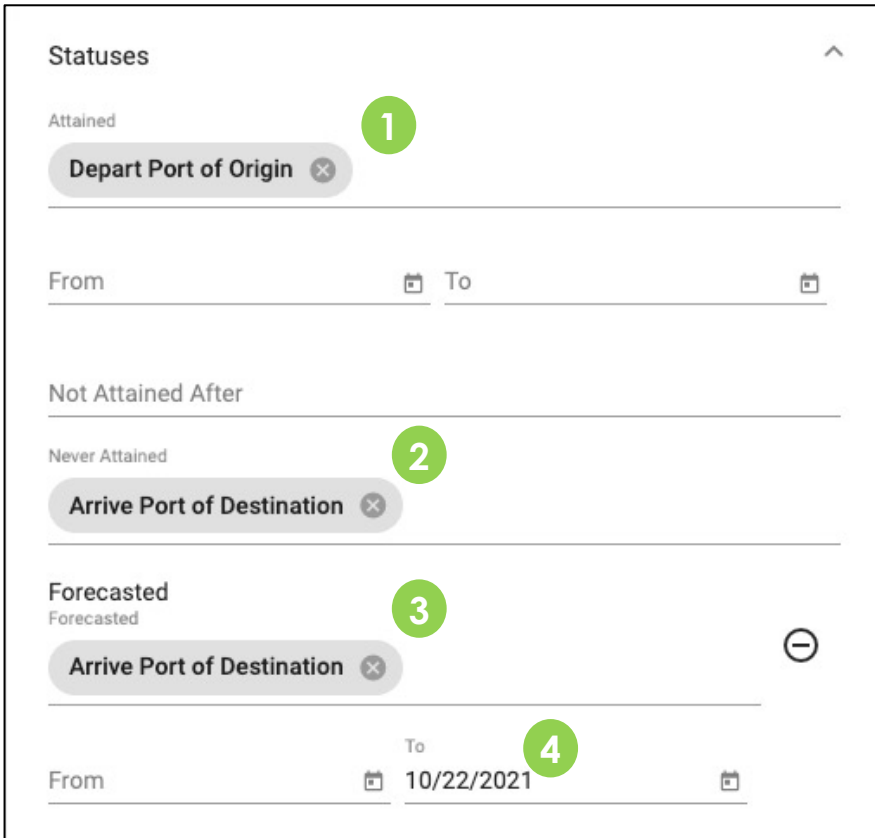
1. On the Material List screen, if the Search does not appear automatically, open the 'Filters' Search by clicking the magnifying glass icon on the bottom right-hand corner of the screen



2. Open the 'Statuses' section of the Search



3. Choose the Status(es) from the drop down and include and specific 'From' and 'To' dates. For this example, the search is looking for Materials 'in transit – on the water' that will arriving in the delivery port within the next two days. The search filters include **1** an Attained 'Depart Port of Origin', **2** a Never Attained 'Arrive Port of Destination' and **3** a Forecasted 'Arrive Port of Origin' with **4** a date range of the next two days (today is Oct. 20)



4. Click 'Filter' to show the search results

