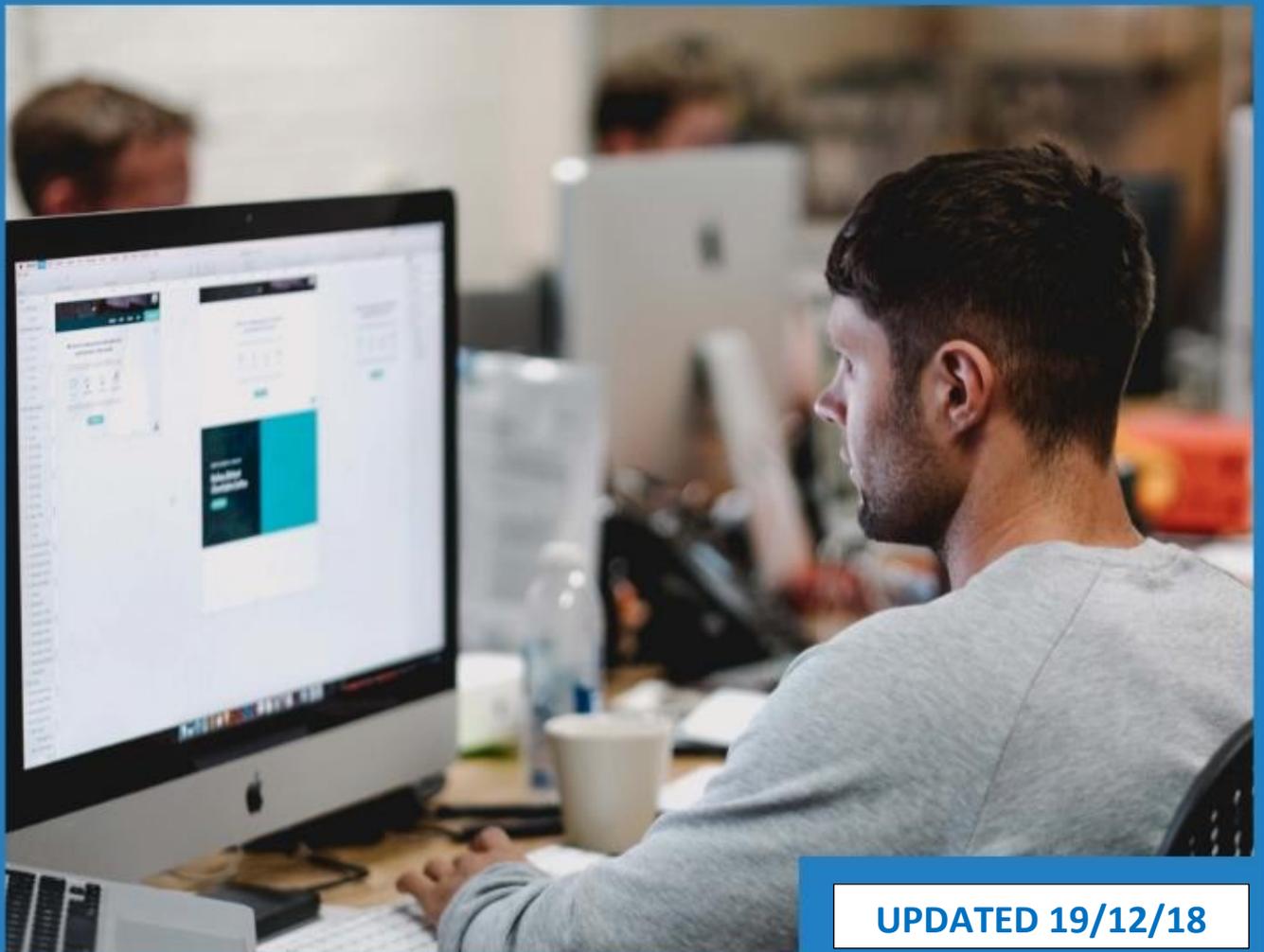




New **My Flight** USER GUIDE



UPDATED 19/12/18

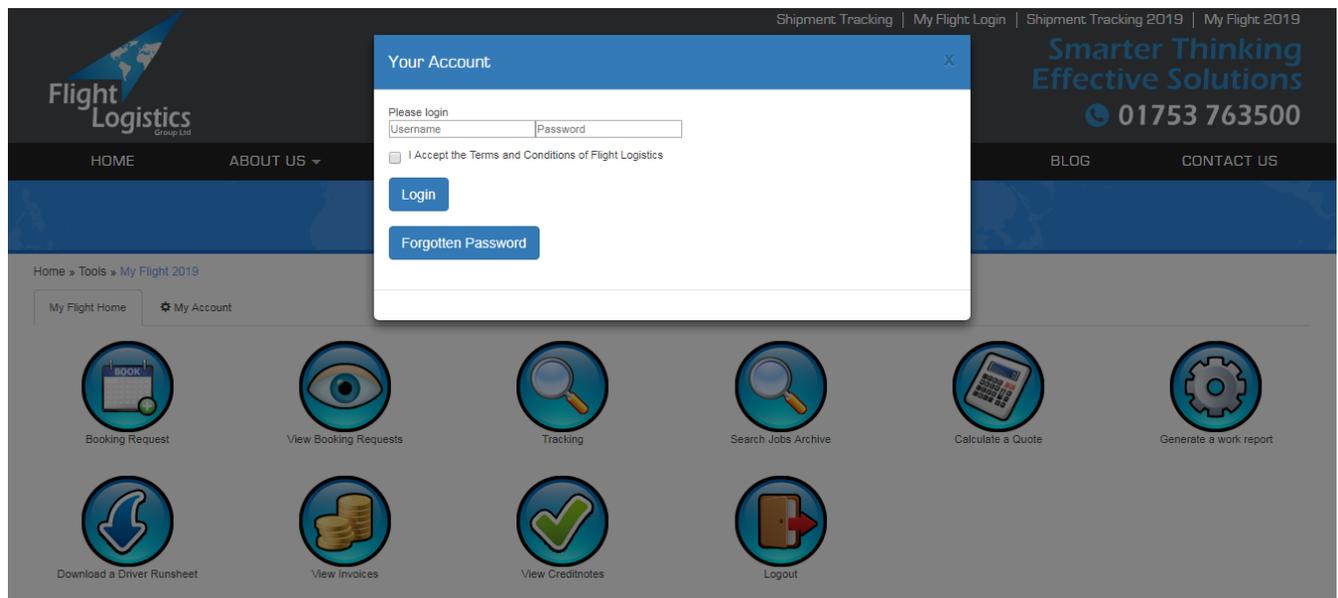
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*NOTE: Anything in **Red Bold** in this guide is a required field!*

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Login

When you login to the My Flight 2019 at www.flightlg.com you will now see this screen:



Please enter your Username and Password, then tick to accept the Terms and Conditions before selecting 'Login':

A close-up view of the 'Your Account' login form. It features a blue header with the title 'Your Account' and a close button (X). Below the header, the text 'Please login' is followed by two input fields: 'Username' and 'Password'. A checkbox is present with the text 'I Accept the Terms and Conditions of Flight Logistics'. At the bottom of the form, there are two blue buttons: 'Login' and 'Forgotten Password'.

If you have forgotten your password, then selecting this option will send a reset link immediately to your email address.

If you don't have a Username, please contact crm@flightlg.com.

Booking Request



Booking Request

1 - Enter Destination Country

2 - Your Account address will default as collection address on left hand side of page.
If you want to book collection from a different address please check with us first!

3 - Complete Delivery address

You can select from your address book:

Advanced Address Book X

Company	<input type="text"/>	Street	<input type="text"/>
Postcode / Zip	<input type="text"/>	Country	<input type="text" value="Please select"/>

Or if the address is a new one for you, please enter the complete delivery address and contact details in the relevant fields.

4 - Pieces and weight summary

Detailed breakdown of pieces weight and dimensions

Pieces and Weight

Number of pieces

Total Weight (all pieces)

Pieces	Weight	Length (cm)	Width (cm)	Height (cm)	Volume on Row
<input type="text"/>					
<input type="text"/>					

5 - Select the required service (for example Overnight/ Express / Economy)

This defaults to the standard service set for your account.

For **International** destinations you will have additional fields as follows:

International Details

Service

National Service ▼
18:00 ▼

Product

Express ▼

Terms of Export

DAP (Duty Unpaid Delivered At Place) ▼

Reason for Export

Terms of export Duty/Tax payment: DAP (standard – receiver pays) / **DDP** (charged back to you)

The “Reason for Export” would be: Sale / Exhibition goods / Inter-company material / Samples etc.

6 – Collection Details

Collection point such as: reception / loading bay

Date and Time when the goods are/will be ready

Collection Details

Collection Point

Ready Now

Date / Time

7 - Commodity

Description of what you are sending

Value of what you are sending for goods being exported outside the EU

Is insurance required? **If ticked as required, enter insurance value**

8 – Extra Options

Consignment number: this will be the HAWB number. Please leave blank and it will auto-generate at the end of the booking.

Purchase order: Customer reference for tracking / invoicing

Ref 2: Secondary Customer reference for invoicing

Invoice note: Any special comments required to appear on invoicing

Third Party Email: will send all tracking emails to the email entered

Notification email: will send a booking confirmation email only with no further tracking emails or correspondence.

9 – Continue

Continue

Please select **Continue** to complete your booking.

Your booking is now live in our system.

You will then get a popup screen enabling you to go back and Edit Request, or to print your docket, consignment note or invoice as required.

Once that is done you will return to a summary list of your bookings – which is also accessed here:

View Booking Requests



View Booking
Requests

This will show you summary overview information for all recent bookings made on your account.

Search jobs archive



Search Jobs
Archive

This is a search facility for all jobs on your account. You can perform a Quick Search by the consignment number if you know it.

Consignment Number

Quick Search

Advanced Search

Alternatively you can select [Advanced Search](#) where you can use a date range, consignee name, post code, purchase order, invoice number or country. Enter the details you have and select

Advanced Search

to bring up the results.

Calculate a quote



Calculate
a Quote

The Online quoting facility works on the same basis as the Booking screen. However you can generate a quote without entering all the details you need for a Booking.

1 - You must enter **Destination Country, Delivery Postcode, Pieces and Weight.**

Destination Country

GB UNITED KINGDOM

Pickup Address Isis Computers Limited, Abingdon OX13 6DP

Show Address

Delivery Address

Address Book

Consignee

Postcode

Pieces and Weight

Number of pieces

1

Total Weight (all pieces)

0.5

2 - Then select **service required**, commodity, **pieces and weight** to obtain a quotation. This will also offer comparison quotations for alternative services which may be available. This is the view for a UK quote:

Domestic Details

Domestic Service

Overnight: -Next Day 18:00

Commodity

Goods Description

Goods Value

Insurance

Add Commodity Detail

Calculate Quote

Continue

Generate a work report



Generate a
work report

My Flight Home / Reports

Shipped From

Shipped Up To

POD Date / Time Chargeable Weight Purchase Order Agent Current Status Quote

Agent Ref Pieces Ref 2 POD Name Delivery Address

Report Title: Select the file format: Save straight to file

Allows the user to run reports on their work for all things from PODs to job prices by selecting which columns they wish to see.

Download a driver run sheet



Download a
Driver Runsheet

This will print a PDF of all your bookings for the day that the driver can sign on collection to confirm that all have been collected.

View Invoices



View
Invoices

View all invoices against your account.

View Credit Notes

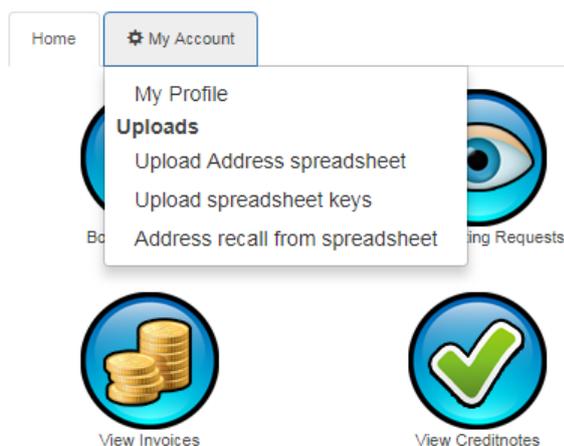


View
Creditnotes

View all Credit Notes against your account.

Admin

From the home screen (once you are logged in) you can select the **My Account** tab to access a variety of additional functions, including updating your profile.



For information on any of the other options, or if you have any problems at all with the system, please email crm@flightlg.com or phone us on 01753 763500.