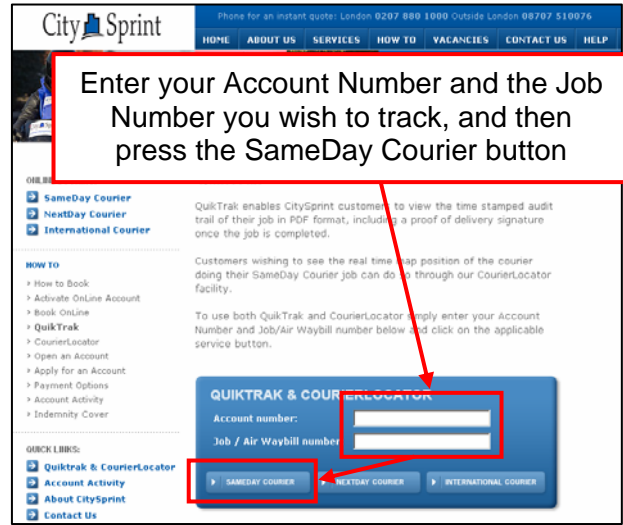


CourierLocator

Accessing CourierLocator

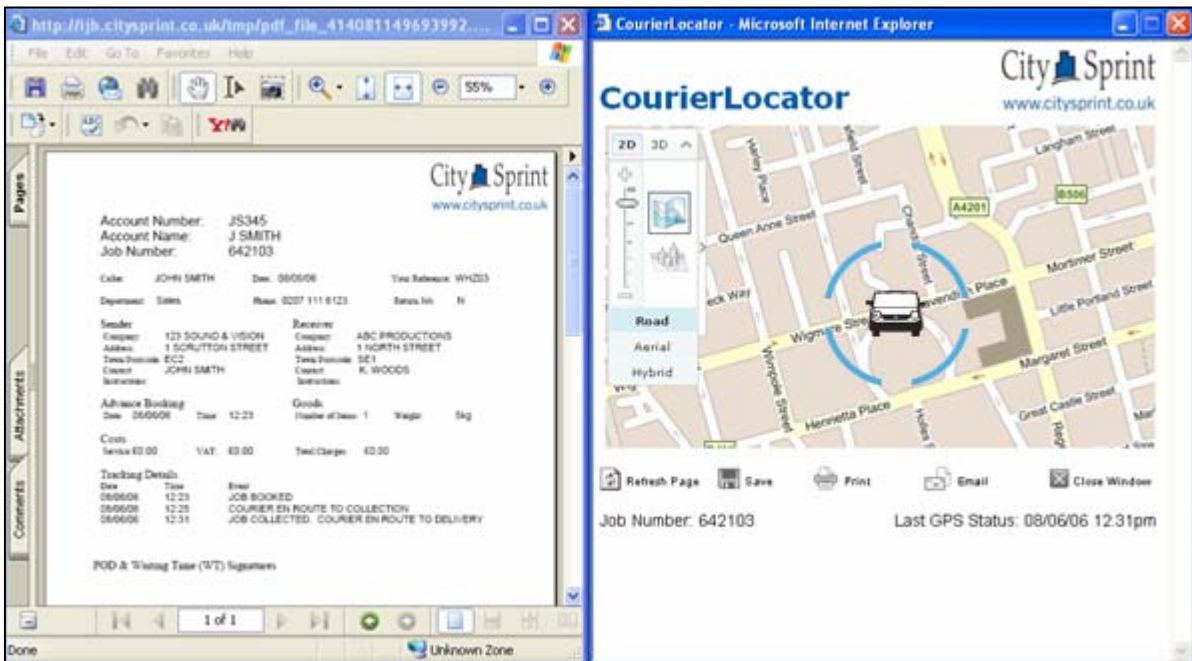
You can access CourierLocator directly from our homepage – by selecting the **QUIKTRAK & COURIERLOCATOR** button, or from within the SameDay Courier OnLine booking system, by selecting the Job Reports & Tracking tab.

How you access CourierLocator will depend on where you are on the CitySprint website. CourierLocator can always be reached from the top navigation menus, by selecting **HOW TO** then **CourierLocator**.



A PDF will open automatically, showing you a time stamped audit trail of the progress of your job, QuikTrak, and a window showing you the real time map, CourierLocator.

Please note: The mapping function is available once a courier has been assigned to your job



Toolbar and Buttons

Within the CourierLocator window there are several functions you can utilise.

Navigation



You can use the toolbar on the top left hand side of the map to navigate around the map using the compass, zoom in and out using the horizontal slide bar, and switch views between map (Road) and Satellite (Aerial).

You can also move around the map using your mouse, by holding down your left mouse button and dragging the map in any direction.

To zoom in and out with your mouse use your scroll wheel, or double click a point in the map to zoom in.

Page Functions



Refresh Page

To refresh the map to display the latest GPS status of your courier.

Please note: The GPS status is updated approximately every 60 seconds



Save

Save the CourierLocator map as a PDF on your computer



Print

Print the CourierLocator map



Email

Email the CourierLocator map as a PDF attachment to any email address



Close Window

Close the CourierLocator window

OnLine Booking System

If you are already logged in to the CitySprint SameDay Courier OnLine booking system via Book OnLine or Account Activity, simply select the **Job Reports & Tracking** tab and enter the **Job Number** you wish to track. If you do not know the job number, use the date selection function to find the job you wish to track.

1. Select Job Reports & Tracking

2(a). Enter the Job Number you wish to track

2(b). Or use the date selection to find the job you wish to track

3. Click on the job you wish to track

DATE	JOB NO	TIME	FROM	TO	SV	REFERENCE	PRICE
08/06/06	642103	12:23	EC2	SE1	V	WHZ03	0.00

Full details of your job, including a real time audit trail appears. Click on the **Map** button to access CourierLocator.

Click on 'Map' to access CourierLocator

Details for Job No: 642103
The job detailed below cost in total £0.00
Job Cost - £0.00 VAT - £0.00

Your Name: JOHN SMITH Phone: 0207 111 812 Your Ref: WHZ03 Dept: SALES

Service Type: SMALL VAN

Pickup Company: 123 SOUND & VISION Address: 1 SCRUTTON STREET Town/Postcode: EC2 Contact: JOHN SMITH

Delivery Company: ABC PRODUCTIONS Address: 1 NORTH STREET Town/Postcode: SE1 Contact: K. WOODS

No of Items: 1 Weight: 5

Advance: Ready At: 12:23 On: 08/06/06 Return Job: Excl: 0.00 VAT: 0.00 Incl: 0.00

08/06/06 12:23 JOB BOOKED
08/06/06 12:25 COURIER EN ROUTE TO COLLECTION
08/06/06 12:31 JOB COLLECTED. COURIER EN ROUTE TO DELIVERY

Print
Labels
Map

A window will pop up with the CourierLocator mapping service displayed.

CitySprint CourierLocator
www.citysprint.co.uk

2D 3D
Road
Aerial
Hybrid

Refresh Page Save Print Email Close Window

Job number: 642103 Last GPS status: 08/06/06 12.31pm