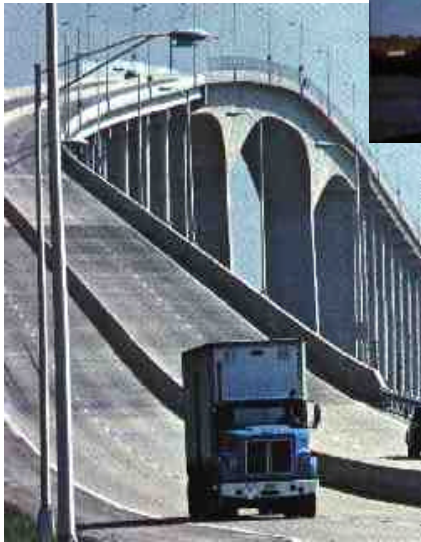


Rev. 04.04.2003



OASIS

Release 2003.04



Integrated Call & Sales Management - Break Bulk Ocean & Air documentation, Warehousing, Air Consolidation, Ocean Consolidation, Domestic Air Freight, Inbound De Consolidation, Electronic SED Reporting - AES 'Automated Exporting System', Internet Enabled Application Modules', Integrated Accounting.

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OASIS 'Ocean Air Shipping Information System'

© 1988-2003

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FOREWORD

Welcome! We believe that OASIS represents value! We also believe that over the years, OASIS has proven to be a powerful, versatile and functional Freight Forwarding system. It is an evolving program. One that benefits from user interaction. The best ideas, from a wide spectrum of end users are integrated on a consistent basis into OASIS and distributed to you, the user, insuring non obsolescence now and into the future.

OASIS HISTORY & EVOLUTION

OASIS, an acronym for ‘Ocean Air Shipping Information System’ was born out of two basic realities:

- ⇒ The invention and rapid deployment of the PC ‘Personal Computer’ in the late ‘70s and early ‘80’s.
- ⇒ A need to offer the International Freight Forwarding community a robust, stable and affordable software system as an alternative to expensive Main Frame systems and legacy applications, prevalent in that era.

	MAJOR MILESTONES
1988	<i>OASIS V1.0 released. Basic Documentation & Billing Functions</i>
1989	<i>Released Warehouse & Consolidation Modules</i>
1990	<i>OASIS V2.0 upgrade & released AccountEx ‘Integrated Accounting’ & Electronic SED Modules</i>
1991	<i>Released Inbound De Consolidation module.</i>
1992	<i>Released POTrakker ‘Export Purchasing & PO tracking’ module.</i>
1993	<i>OASIS V3.0 upgrade & EDI ‘Electronic Data Interchange’</i>
1994	<i>Released ‘LaserPro’ system generated Laser documentation module.</i>
1995	<i>Development commenced on ‘Windows’ development. Also released Sship V1.0 our Steamship Agent software package.</i>
1996	<i>MGI, Inc. went live on the Internet and commenced establishing ‘Web Enabled applications</i>
1997	<i>OASIS v5.0 ‘For Windows TM’ is released.</i>
1998	<i>Added EDI 304 X.12 capabilities to OASIS. Released OASIS Window upgrades</i>
1999	<i>Final conversion of OASIS v3.5 DOS systems (1988-1998) versions to OASIS v5.0 Windows client upgrades. This coincided with the Millenium Y2K equipment upgrades by client sites nationwide</i>
2000	<i>Introduced OASIS iTrack – “real-time” web based cargo tracking.</i> <i>Introduced for USA systems AES “Automated Export System” electronic SED submissions</i>
2001	<i>Introduced OasisEtrack – remote user password secured “real-time” cargo tracking module</i>
2002	<i>Introduced Active Updates to OASIS Software</i> <i>Introduced XML data exchange between OASIS to OASIS and OASIS and Trading Partners capabilities.</i>
2003	<i>Introduced Emessage module allowing manual & automated system event shipment notification and electronic pdf document attachment transmission</i>

	<i>notification and electronic pdf document attachment transmission.</i>
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OASIS v1.0 was released in 1988 as a DOS application after a preliminary two year programming effort. As a modularized system the development team at Melco Group International, Inc., in conjunction with countless clients developed industry applications to perform just about every conceivable task required by a busy freight forwarding operation.

In the mid 1980’s the initial primary goal and function of the system was to allow users to profile, prepare and produce export documentation in an efficient manner. Reporting capabilities although desirable, have over time become more robust as system capabilities were added.

In the mid 1990’s RAD ‘Rapid Application Development’ tools, Electronic Mail & the Internet have all made their presence known. The “Melco Team” harnessed it’s resources and commenced a systematic Bottom Up review of the synergistic forces driving the Shipping Industry in general and our clients needs in particular. Several unfulfilled needs became apparent:

- I. Clients required a robust means of capturing, organizing and tracking and reporting ‘Call Management’. Selling is as important as producing documentation efficiently.
- II. Due to high growth and in some instances employee turnover, an efficient and cost effective means of training and employee retraining had to be devised.
- III. A more effective and timely means of keeping client system sites updated by delivering and automating our ‘Quality Control Releases’ was required. This is often due to rapid changes in Government Laws, Customer & Corporate downsizing and various International market forces.

All these factors went into the ‘blue print’ and design considerations as we forged the new OASIS ‘Ocean Air Shipping Information System’. This ‘Reference’ guide attempts to describe the OASIS environment, concisely.

Favorite quotes of Erwin Melzer & the MGI, Inc. team

‘Ability, without opportunity is of no consequence...’

Napoleon Bonaparte

French General

‘To know, and not to act, is not to know...’

Wang Yang Ming

Chinese Philosopher

Acknowledgments

It is worthy of note that many of our clients and their staff members have contributed their ideas, suggestions and operational experience, guiding our development and programming efforts. We are very grateful for this ongoing and continued support.

We cannot possibly acknowledge all of the individuals that have helped and contributed their ideas to Melco Group International, Inc., in the development of the **O.A.S.I.S.** ‘Ocean Air Shipping Information System’. However, are going to try.

To my sweetheart & wife Gaynell; (daughters Ashley and Lauren too) - For always being there when I needed you; for always brightening my darkest hours; for letting me slide on my duties as a husband and father in my quest to build a better future for family & friends; for your understanding; for all the nights and weekends, over the years, that I did not spend with you...

Mr. Noel Lacassin, President, McCandless, Inc., New Orleans, LA - (Retired) For giving us our first shot! For guiding our early development and bringing to our attention what was nice but not practical; what we did not have but should; what we should concentrate on so as to not waste our development time.

For his invaluable help in developing the SED Electronic Transmittal module and being the very first client to successfully connect with The Bureau of Census. Thanks Noel. We will never forget the patience of your staff nor your kindness!

Mr. Guillermo Velez, President, Air-Oceanic Services, Inc., Miami, FL - For being our first Florida client. Today O.A.S.I.S. is #1 in Miami with more installations than any other vendor! For his help in debugging the Air Freight documentation back in 1988. For being a loyal friend and a gentleman, throughout the years.

Mr. Tyler Boulo, President, & Rob Constantine, Vice President, Paul A. Boulo, Inc., Mobile, AL - For being our first Alabama client and giving us a shot! For the patience and help in enhancing the Log reports, B/L alignment, B/L rating. Also **Mr. John Norton, Export Manager**, for always being a friend and ally!

Mr. Jose Estrada, President, Oceanaire Intl., Services, Inc., Miami, FL - For being a loyal friend. For his assistance in improving the Ocean Consolidation module.

Mr. Greg ‘Gregski’ Wisniewsky, President, ACS-American Cargo Services, Inc., Des Plaines/Chicago, IL - For being our first Des Plaines / Chicago client! For just being a terrific fellow. For his patience and dedication in improving on what we are doing. For being one of our very best salesmen not on the payroll! For believing in us. For not pulling our leg but saying what he means and meaning what he says! Thanks Greg!

Mr. Lorenzo Lopez, President, ExpressAir Cargo Services, Inc., Miami, FL - For his help and Ms. Madelaine Quintero’s help in automating AccountEx’s payable processing. For insisting that we program and build in transaction by transaction revenue & cost accounting. For realizing that delays are not intentional, but sometimes caused by events beyond our control. For being our friends!

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Aid & Lucy Clark, Principals, Aid Forwarding, Signal Hill, CA - Your help with Laser Documentation, guidance in the development of THE ‘Web Site’, Windows ‘Brain Storming’ sessions, speeding up network printing, keeping us abreast of all the ‘Harley Davidson’ tours, for being terrific, supportive, sweetheart of a client...

Mr. Sergio Garcia, Controller, Lilly & Associates, Miami, FL - Since 1990 for all your past and continued help in the Accounting modules. For being a true ‘amigo’ that is always there with the very best of advice. For his invaluable assistance and suggestions all this years...!

Mr. Richard Gareau, President, Midwest Transatlantic Lines, Berea, OH - For coming on down to the ‘Big Easy’ and meeting with us. Your suggestions. Your support. For being a gentleman and a ‘forwarding scholar?!?’. Thanks...

Mr. Jeff McIntire, President, Aries Freight Systems, Houston, TX - For allowing his Senior management team including **Mike Malloy, VP Domestic A/F** division and **Mr. Will Kimpe, Dir. MIS** to craft the Domestic Air Freight module in OASIS5. Your invaluable support and assistance in making staff and resources available, your guidance and above all... patience. *Remember it is a virtue...*

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Ms. Gail Millholland, Vice President, USGA, Inc. Houston, TX - For her tremendous patience and insights in debugging the Air Freight AWB...

Mr. Scott Case – V.P. The Camelot Company, Chicago, IL – For being such a good friend. For all his invaluable tips & tricks. For debugging pre-releases.

Mr. Dean Bramson, Nationwide Sales Manager, Melco Group International, Inc., - For smoothing rough feathers, being the ‘Diplomat’, all the engaging and meaningful discussions, quietly doing his ‘sales’ thing...

Mr. Kevin Jones, Vice President, Melco Group International, Inc., - For his dedication, friendship, loyalty, sixteen hour days shoulder to shoulder doing what now seems the impossible... possible! For being my partner and trusted friend!

Mr. Mark Jourdan, Programmer/Analyst, Melco Group International, Inc. – For all the “learning” you have done! For his tremendous attention to detail in our Laser documentation modules. For all the good work in the programming and transition from DOS to Windows. For his research & programming efforts, especially the OasisEtrack “real-time” modules. Way to go Mark!

Melco Group International is an Integrated Software Systems development company. We provide a complete product line of solution oriented software programs, to meet specific transportation business needs. Your O.A.S.I.S. program represents our commitment to this goal. We will continue to build on this commitment, and with your ongoing support, we cannot fail.

On behalf of all of us at Melco Group International, Inc., and until we speak again, I remain with kindest regards.

Always At Your Service,

Melco Group International, Inc.

Erwin B. Melzer
President & CEO

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MGI has proprietary rights in the computer programs, documentation, and information described as follows:

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- All copies of the Software made by you, including translations, compilations, works or adaptations made by you based on the Software and updated works are our property.
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- You may demonstrate the usage of the Software to customers or clients provided that such demonstrations are performed by your employees performing direct services for you.
- You will maintain the Software in secure premises to prevent its unauthorized disclosure or use.
- In the unlikely event that Melco Group International should cease to operate as an entity, and would not continue to operate or provide services as outlined in our ‘System Description & Proposal’ or ‘Licensing Agreement’ due to the following, which may include but are not limited to:
 1. Chapter 7 Filing
 2. Death of the principal(s)
 3. Act of God or any action beyond our reasonable control

All licensed sites will be notified via registered mail of the event causing an action on our part. This notification will be made by our Attorneys, or such party empowered by us (MGI), to cause such a notification to be made. The recourse available to you the client will be:

1. Elect to purchase the ‘Source Code’, as described under the SOFTWARE SECTION, for such modules as had been delivered to the original site for the original invoice amount, at the time of sale, or...
2. Elect to activate their system indefinitely into the future by paying, 50% of original invoice amount, at the time of sale.

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- This agreement is not assignable; neither the License granted under this Agreement nor any of the Software may be sub-licensed, and assigned or transferred by you without our prior written consent. Any attempt to sub-license, assign, or transfer any of the rights, duties or obligations under this Agreement is void.

Payment

- Payment for the License to use the Software at your site as designated is due upon delivery specified in proposal tendered by MGI and accepted by you, the client.
- In the case of custom programming or modifications requested by you, payment is to be according to our agreed upon terms.
- Quarterly Fee's for Licensing; MGI Technical Support; and 'Quality Control Releases'; will be billed to you and are due 'Upon Receipt'. Quarterly Fee schedule originally tendered and duly signed by both parties.

Warranty

- This is a standard “Shrink Wrap” agreement. MGI does not warrant that the functions in the Software will meet your requirements other than stated; that operation will be error free; or that all program defects will be corrected.
- We disclaim all obligations or liability on our part for damages, including but not limited to special, indirect, or consequential damages arising out of or in connection with the use or performance of the Software.

Protection

The Software contains mechanisms designed to protect it against unauthorized use by non-licensed user(s). You agree not to attempt defeat of those mechanisms.

Term And Termination

The license shall be effective upon delivery of the Software to your site and shall continue until termination as set forth in this paragraph. The license shall immediately terminate on the occurrence of any one of the following events:

1. Your written notice to us of election to terminate
2. Our written notice to you of our election to terminate on your failure to comply with any provision of this Agreement

This agreement shall be governed and construed in all respects in accordance with laws of the State of LOUISIANA as they apply to a contract entered into and performed in that State.

System requirements

All Melco Group International, Inc., Software systems may be operated by IBM or 100% compatible Personal Computer systems. Generally the following applies:

WORKSTATION Operating Systems

- 32 bit WIN98 – WIN2000
- NT TERMINAL SERVER for highest Reliability or combination thereof.

Computers

- MINIMUM Pentium Class – 64MB RAM / IBM or 100% compatible Computers

Multimedia

- At least one computer in your office \ network should be equipped with a soundboard and speakers to fully benefit from the Visual and Sound enabled Tutorials.
- At least one computer to have CD ROM installed as media and upgrades are delivered on this medium.

Ram - Memory

- WORKSTATIONS minimum of 64 megabytes ram under WIN98.
- FILE SERVER 256 megabytes ram MINIMUM.

Screens

OASIS V5.0 is optimized for 800 x 600 - 256 Colors - Small Fonts setting or above.

800x600 setting is required on workstations, otherwise screens will not have the correct appearance. This may be changed by accessing your Windows 'Control Panel' and changing your 'Screen Display' settings.

HDD - Disk storage

- Minimum 500 Megabyte Hard Disk for single user systems. Minimum 1 gigabyte hard disk for multi-user systems. RAID5 SCSI 'Small Computer Standard Interface' drive and controller highly recommended for highest reliability and commercial grade data throughput.

LAN 'Local Area Networks'

- All versions of Novell.
- NT, NTTS, Citrix Or Microsoft Back Office
- Artisoft - LANTASTIC (V6.0) OR Higher and or Peer-To-Peer Networks RECOMMENDED only if you have less than three printers on network and less than 3 - 5 stations.

Printers

- Printers should be Epson Compatible (Require 132 column) FOR AWB MULTIPART FOR SUCH AS FROM APPERSON BUSINESS FORMS OR HBL THAT ARE PRE PRINTED ON CONTINUOUS FORMS
- Hewlett Packard laser compatible printer FOR ALL OASIS GENERATED REPORTS & LASER DOCUMENTATION.
- See http://www.melcogroup.com/warehouse_labels.htm for IATA 601 & bar coding specifications.

Modems

- **At least 56.6K baud** or higher Baud Modem (Asynch Full Duplex) required for technical support. US Robotics & Hayes modems are excellent!
- We strongly recommend 28.8 baud or higher.

Modem Speed	Transfer of 1 megabyte of data in minutes
9600 KBPS	14.56 minutes
14.0 KBPS	9.70 minutes
28.8 KBPS	4.85 minutes
56.6 KBPS	2.47 minutes
ISDN Integrated System Digital Network line	1.09 minutes

Remote Communications Software

- **PCAnywhere** Program (for Remote Diagnostics And Communications) allow remote linking with your system for technical trouble shooting, training and program updates. (**Required**)

System Usage

- Average Complete Transactions Per Megabyte = 100 transactions.
- MAIN MODULES OCCUPIES APPROXIMATELY 5.5 MEGABYTES OF STORAGE SPACE.
- Accountex OCCUPIES APPROXIMATELY 2.7 MEGABYTES OF STORAGE SPACE.
- OTHER MODULES OCCUPY BETWEEN .5 TO 1.5 MEGABYTES OF STORAGE SPACE.
- MULTIMEDIA AUDIO \ VIDEO TUTORIALS \ AUTOMATED E-MAIL TRAINING ACCESSIBLE THROUGH OPT-IN OR OUR CORPORATE SERVERS.
- ON LINE HELP SYSTEM OCCUPIES 3 MEGABYTES

Client Assistance

Melco Group International and authorized distributors are computer dealers possessing a wide range of experience in systems installation and hardware setup. Equipment is configured In House with the finest components insuring efficient, trouble free operation. On site warranty are provided nationwide. We will be happy to assist and advise you on your Turn Key hardware & network requirements.

Software Installation

OASIS is delivered in on CD ROM for new installations. QCR 'Quality Control Releases' are usually handled via direct connection to client's OASIS system or when activated and notified, through Active Update. Some updates are also available through our Corporate Web Site on the Internet.

New installations require that **Setup.Exe** be invoked and then following the screen prompts.

On QCR 'Quality Control Releases, existing installations usually will receive an update with a file named **UP####.EXE**, where #### denotes the version year & version release month.

This chapter discusses the CD ROM installation process.

What's included on your CD ROM

Your OASIS CD ROM contains the following items:

1. **A full copy of the latest version release of OASIS.** This is usually named SETUP.EXE and is intended for "New Installations." The SETUP.EXE also contains a full version of the <HELP> system, which is organized almost exactly like the OASIS Reference Manual.
2. **A full copy of the latest available Adobe, Inc. Acrobat Reader system.** You should install this Electronic Reader as all MGI, Inc. documentation including Reference Manuals; Help Documentation, QCR Interim and other documentation is delivered in electronic format.

You may wish to install the Acrobat Reader setup program {**Acrd4Enu.Exe**} on your server, in order to install copies to individual workstations for which you wish to give access to MGI, Inc. electronic documentation.

You may get the latest copy @ <http://www.adobe.com/products/acrobat/readstep2.html>

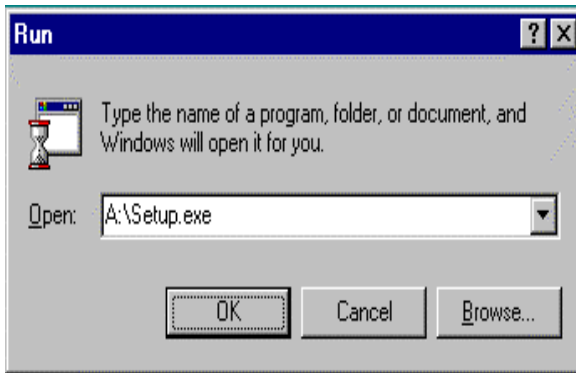
⇒ **A full copy of MGI, Inc. Reference Manuals in PDF Adobe Acrobat Reader format.** Only one copy of the OASIS reference manual {**OASIS.PDF**} is provided with each new installation. If you require additional manuals, please feel free to access OASIS.PDF and print one master and as many individual copies as are required. Remember that all documentation is available from the OASIS <HELP> menu!

New Installations

One 32 bit version will be installed at the \OASIS5\ directory level of your file server. A state-of-the-art installation procedure, which will guide you every step of the way. The installation program will automatically create the required directories, transfer system files, DLL 'Dynamic Link Libraries', Data files with new Schedule B. Nos, Schedules **A**ir freight carrier codes, **C**ountries of destination, **D**omestic ports of loading, **K**ports of discharge, Currency tables, 3 Digit World Airport Codes, 2 & 3 Digit Airline Codes and so on to the appropriate directories.

Server Installation

1. Insert the OASIS CDROM into your CD ROM drive on your computer. Your CD ROM drive is usually defaulted to Drive D.



2. In the Open Dialog box, either type d:\setup.exe or you may also use the Browse box to select your specific CD ROM drive letter and then select \ choose SETUP.EXE. Click O.K.
3. After a short pause, a screen will display 'System is Preparing the Installation Files' and then 'Setup is Initializing'.



- The screen similar to the following 'Welcome' screen will be displayed, confirming that you are about to install the OASIS system. Click on <Continue> to proceed.

The installation will prompt you for the drive letter to which you wish to install to. Keep the Directory name but you may change C: to F: and so on for the appropriate drive letter of **your network**.

Follow the screen prompts and insert the diskettes, in the order requested by the installation process.



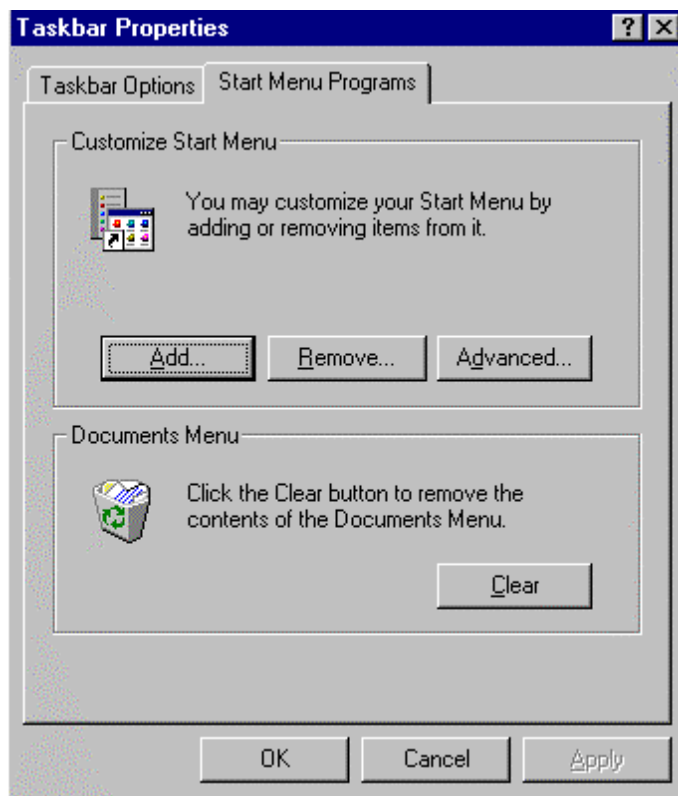
Workstation Installation

For each workstation requiring OASIS access from your network, you will simply add an icon at the program manager level to gain access to the system.

This process should take about 1 minute per workstation. Then you are done! Here we are demonstrating the workstation installation from WIN95. Procedures may vary slightly with Windows 95 or NT systems. Follow these steps!

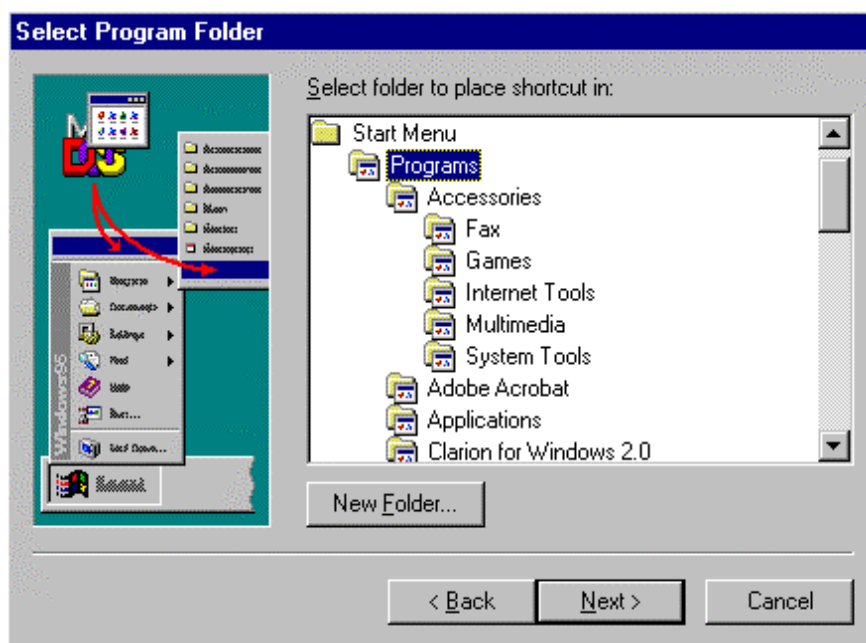
- From your Start Menu (bottom left of screen) select Settings then Taskbar
- Select 'Start Menu Programs' and click on 'Add' button.

- At the Command line: type `f:\oasis5` substituting the appropriate drive letter (C:, F:, G:, H: etc.)
- You may also use the Browse button and navigate through your drive and directories to accomplish this. Then select the <Next> button.



Finally, select where you want the icon to reside. Our suggestion is that you place the icon (which accesses the entire OASIS system at the 'Start Menu' or drag and drop the icon on the 'Desk Top'.

- Repeat the above steps for each workstation, requiring access to OASIS.



Note : Only one copy of OASIS should reside in your File Server. Icon access from each station will access the multi user features of the system.

Network setup

The following additional basic steps are required, in order to grant access to additional OASIS workstations on your network.

Novell Access Rights

In order to grant access to users, you or your "tech" should perform the following :

1. You must be logged in and have administrator rights.
2. Access SYSCON & then select Group Information
3. If OASIS v3.5 already installed, Select "OASIS" Group
4. Select Trustee Directory Assignments
5. <Insert> i.e.: SYS:OASIS5 or your appropriate Volume : Directory
6. Then press <Enter> and <Insert> all rights

NT Access Rights

1. On the server go to "My Computer"
2. Go to your drive i.e. C: or D: and double click on appropriate drive
3. Select OASIS5 directory and <Right Click>, then select "sharing"
4. Access "Security Tab" and select permissions button
5. Add all appropriate "Users" to the list with full control access
6. Make sure "Replace Permissions On Existing Files" is checked
7. Then Press <OK>

Workstation Icon Access

1. At each workstation requiring access to OASIS v5.0, select <Start>, then <Settings> and finally <Task Bar>
2. Select <Start Menu Programs Tab> and <Add> then <Browse> and find the network location and OASIS5 directory
3. Select the OASIS icon and select <Open> then <Next>
4. We suggest the location be specified as <Desk Top>
5. Rename OASIS as OASIS5 and press <Finish>

Setting Up Network Printers In WIN95 for Novell & NT Networks

1. On each workstation, select Network Neighborhood
2. Select File Server
3. Find the Print_Queue and <right click>, select <Install>
4. Then the Wizard will step you through printer definitions.
5. Make sure that you turn off, Banner & Form Feed.

Setting Up Local Printers in WIN98

1. At the station that has a local printer
2. Access "My Computer" and access Printers
3. Select <Add New Printer>
4. Then the Wizard will step you through printer definitions.

Existing OASIS V3.5 Systems Data (Systems 1988 – 1998)

If you are not converting from an existing OASIS v3.5 (DOS) system, you may skip this section. There are many new fields in V5.0. i.e.: Email, Web URL, Country codes and so on that need to be added \ edited by your staff to enhance your system. **We have a conversion routine that will automate this process.**

OASIS v3.5 systems should reside in your **VOASIS** directory and OASIS v5.0 should reside in **VOASIS5** directory, so both system will coexist. V3.5 will be the bread winner for you until you have kicked the tires of the new system and your staff has had a chance to familiarize themselves with the new access options and features such as Integrated Call Management, Transaction Profile, RFQ 'Request For Quotation', Booking Front end, and new access options.

The Import routing is a two step process. First you import "Contact Data"; Shippers, Consignee's, Carrier contacts and so on. Some clean up of the data will be necessary such as adding e-mail and other fields not previously available. Secondly, you may import "Transaction Data". This will consist of records as of a data you select and will bring in B/L, AWB & SED type data. No Invoicing data is imported. We suggest that you select an appropriate future date when the system is to go "live".

Client Assistance

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Dealer Information

Latest information is available from our Web Site <http://www.melcogroup.com/dealer.htm>.

Upgrades & QCR 'Quality Control Releases'

24 hours, 365 days per year	Requires Pre assigned password for 'Customer Support Area' via fax to 504-888-5599 or email to support@melcogroup.com	Internet www.melcogroup.com then select Customer Support
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Requesting Internet Customer Support Login & Password

The fastest, most efficient means of receiving program patches, bug fixes and upgrades coined QCR 'Quality Control Releases' is by accessing Melco Group Intl.'s Corporate Web Site at <http://www.melcogroup.com/customer.htm>

This resource is available to all registered clients sites and is password protected. Therefore a **Login Name** and **Password** is required. Contact us via **email** in order to receive your codes. Once we are in receipt of your request and our operations department authenticates it, a confirmation is delivered back to you acknowledging the completion of the request. Logins & Passwords are not case sensitive!

Www.melcogroup.com

Once you type the above URL into your browser, a Welcome screen is presented. Note that your browser must be frame enabled Netscape v2.0 or Microsoft Explorer v3.0 or above are. Once you enter our web site, many options are presented which you are encouraged to explore.

Accessing Customer Support

Clicking on Customer Support will present the authentication or login & password screen, into which you enter these two items in UPPER CASE.



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Melco Group International, Inc.

*"Serving the automation needs of
small and large International Freight
Forwarders, NVOCC's, Steamship
Agents & Exporting Departments
since 1988."*

Our Mission

Melco Group International, Inc. is an 'Integrated Software System' development company engaged in the design, programming & distribution of software systems and services exclusive to International Trade & Logistics companies. Our Products include the **O A S I S** 'Ocean Air Shipping

Once the Login Name & Password are entered correctly in UPPER CASE, the Customer Support page is presented.

Many different options are contained at this level including:

- **What's New** - Latest information relating to our development and software upgrades and general information on the status of our product line.
- **Download** - Directory area where latest multimedia lessons, updated electronic reference manuals, updated system schedules and various resources are available for upload by registered clients.

Program name, brief description, date of file and size are described in some detail.



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This is a restricted 'Customer Support' area, available only to Melco Group Intl., Inc. clients, authorized Distributors & MGI, Inc. 'Customer Support Representatives'.

[Access Customer Support](#)

[for Netscape press here](#)

LOGIN & PASSWORD are case sensitive and must be entered in UPPER CASE!

Access is available only by Authorized Access. If you require assistance you may reach us :

Phone 1-504-888-5598 (Monday - Friday 8:00am to 6:00pm)

Fax 1-504-88-5599 (24 hrs.)

Corporate e-mail melcogroup@comm.net

Technical Support e-mail support@melcogroup.com

Download Tips

1. To select an item for download click on the item.
2. On some browsers you may have to <right click> your mouse button.
3. A generic message stating that some files may contain viruses will be presented. It further states that you should be familiar with the company from which you are retrieving files or data. All MGI, Inc. software systems are free of any viruses so you may ignore these messages and proceed with your download.
4. Generally you will be asked the drive and directory you wish to save the file to.
5. We suggest a temporary directory such as C:\TEMP, F:\XFER or directory of your choice.
6. Once the transfer is complete, and depending on the type of file downloaded, you may either save the file to F:\OASIS\ (substituting the drive letter to where you actually are running OASIS from) or run the self-extraction routine, which will place the files in their appropriate directories.

What's New

Please review the chapter “Version Releases” for an in depth overview of new functions, additions and changes as of the latest OASIS version & release date!

Where to find it.

<http://www.melcogroup.com/prodtoc.htm> - *Links to latest OASIS Software systems & modules.*

<http://www.melcogroup.com/doc.htm> - *Document library with latest InProgress.Pdf, which describes status of current development status, other documents detailing specific functions, which have not been incorporated into our reference manuals or help systems, newsletters, pricing catalogue, OASIS & AccountEx reference manuals.*

<http://www.melcogroup.com/TRAINING/TRAINING.HTM> - *Automated “Training” database where you can have “your” employee’s opt-in to our automated email servers to receive a series of lessons, delivered to their e-mail address as Acrobat “AcroReader” PDF electronic documents. Perfect for new OASIS sites or new hires!*

OASIS General Overview

OASIS v5.0 is a robust business application designed for the busy International Freight Forwarder, NVOCC and in some instances, large international export departments. OASIS v5.0 is fully modularized and gives the user access to various program areas depending on the options chosen.

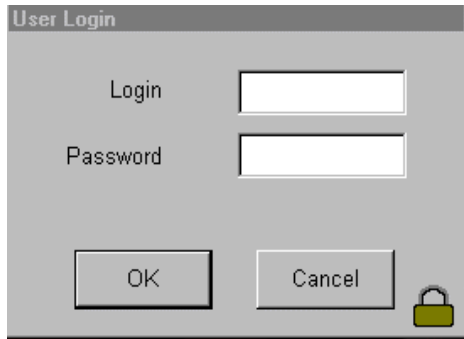
Passwords

When first accessing OASIS the user is prompted to enter a password. OASIS is shipped to accept the following initial Login and Password:

Login **OASIS**

Password **OASIS**

This Login and Password provide 'Supervisor' privileges which means the entire system is accessible to every single employee login in as such.



We suggest that this password be changed immediately. We suggest that now is the time to start assigning Login Names to your employees with appropriate Passwords and User or Group rights. Refer to **the Security chapter for detailed instructions.**

In OASIS passwords may be defined to restrict the user to specific program areas. For Example, a particular employee may be given access to the Rolodex, which contains your contact data such as shippers, carriers, consignee's and break Bulk Ocean but not to the accounting module. Once a password is entered, the user is presented with the OASIS Main Menu.

Pointing and clicking this option with your mouse displays a drop down menu, which allows access, depending on the modules purchased to the selected program.

If the user selects a module, which has not been purchased (activated in the system), a message will be displayed informing the operator that the module is not currently active but may be purchased by contacting Melco Group International.



The OASIS Logo screen (similar to above) is displayed upon system start up.

System Version

Please note that the system version is always noted on the upper, Top Left of the OASIS screen header.

Before You Begin

You should begin by becoming familiar with the major portions of this program and gathering specific information required by the system. This information is discussed below but is generally located at the OASIS Maintenance Drop Down Menu. *Several 'Work Sheets' are provided for your convenience at the end of the reference manual, which may be photo copied and utilized in gathering system information.*

Setting Up your Company Information

At the OASIS Main Menu:

1. Select the Maintenance drop down menu

Location ID	Country	Language	Name	City, State	Address
IAH	US	Eng	MELCO GROUP HOUSTON	Houston, TX	123 Galleria Towers
MIA	US	Eng	Melco Group International	Miami, FL	7370 NW 36th Street
MSY	US	Eng	OCEAN \ AIR FORWARD	METAIRIE, LA	4421 Conlin Street

Buttons: Insert, Change, Delete, Close

2. Choose the General Information option
3. Select or <Insert> your company.
4. Enter your Company name and information presented in each field

This information automatically populates the Laser Documentation headers located in the Upper Right Hand corner of such documentation.

General | Country / Language | Move / Shipment | Air | Ocean | Billing | Warehousing | Model

Location ID Code: []

Company Name: YOUR COMPANY NAME HERE

Address: 4421 CONLIN ST

Suite: SUITE 202

City state: METAIRIE, LA

Zip code: 70006

Phone: 504-888-5598

Fax: 504-888-5599

E-Mail: support@melcogroup.com

Web Address: www.melcogroup.com

Employer Id: 94-3262887

IATA: IATA442120/2002

FMC / OTI: []

CHB: []

FAA Security No: WP394-04-017

Next Batch No: 000001

Air Consolidation Name: AIR CONSOL COMPANY NAME HERE

Ocean Consolidation Name: NVOCC CO. NAME

Mailing Label Format:
☐ Dot Matrix
☒ Intermec
☐ Zebra

Buttons: OK, Cancel

For 'LaserPro' laser documents, your company Logo is automatically inserted in the 'Document Headers' taking approximately .500 of an inch of space.

Note: Please review <Maintenance> chapter for in depth setup options with explanations.

Invoice Charge Codes

Have your G/L chart of account handy & your codes and descriptions utilized when billing your clients. For more information refer to the Maintenance chapter.

Consolidation (Air \ Ocean) Company Rates

If you need your HBL and or HAWB's rated, gather your company tariff information \ rates and populate these fields prior to processing Consolidations.

C/O Location

For USA systems, enter the default locations to be automatically inserted in your Certificate Of Origins.

Automatic Numbering Sequences

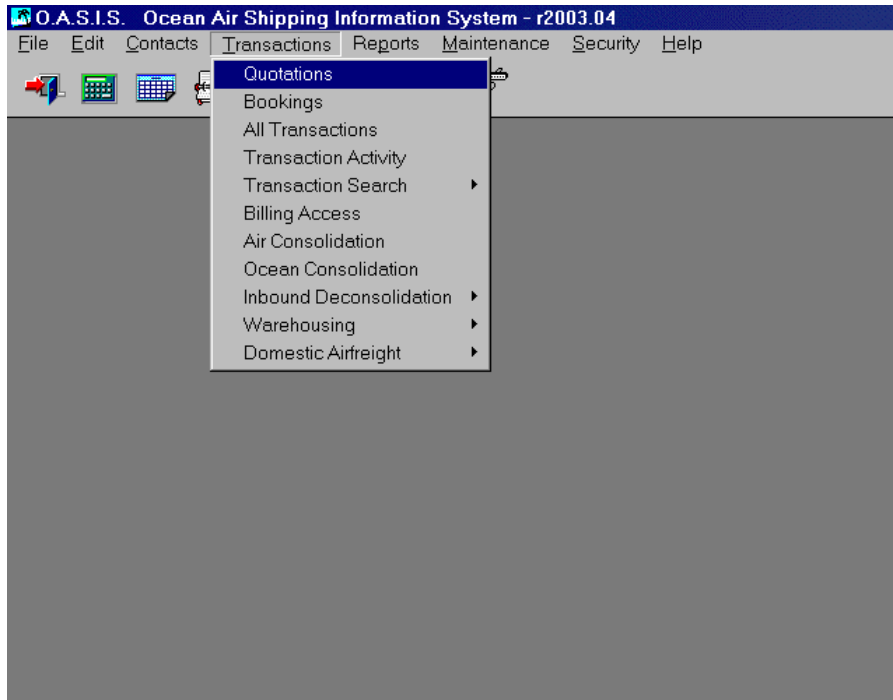
Carefully consider and then profile or define \ enter your numbering sequences for :

- File References
- Invoices
- Brokerage Invoices

prior to actual processing.

Access and Processing

OASISv5.0 may be operated from WIN98 OR NT applications, or a combination of several machines running under WIN98 or NT platforms simultaneously. Access is generally achieved with your mouse or alternatively a combination of the <Alt> key and the letter underscoring a particular function i.e.: <Alt>T that would access Transactions.



Drop Down Menus

Transactions may be accessed in several ways. By Menu or Icon access.

- ## Icon Access

O.A.S.I.S. Ocean Air Shipping Information System - r2003.04
 File Edit Contacts Transactions Reports Maintenance Security Help

The primary access is set to retrieve by **Company Name**. You may however also search or retrieve records based on the tab selected.

Search Tabs

O.A.S.I.S. - Ocean Air Shipping Information System - r2003.04

File Edit Contacts Transactions Reports Maintenance Security Help

YOUR COMPANY NAME HERE

Customer Selection Table

Company	Contact	Type	Status	Zip	Country	Sales ID	ID Number	AxS ID	Inactive
Company Name	Contact	Type	Status	Last Call	Zip Code	Country	Sales		
MELCO GROUP INT'L. INC.	Bob Marle	FWDOR		1 / 2/2001	70006	US	EG	1	
MELLANCO		SHIPPR	ACTIVE		02128	USA		3	
MELROE INGERSOLL		SHIPPR	ACTIVE					2	
MENDEZ		SHIPPR	ACTIVE					2	
MERCATOR AGRICOLA S.A.	LIC. GUY F	CONSIG	ACTIVE					1	
MERCEDES ELECTRIC SUP		SHIPPR	ACTIVE		33166	US		7	
MERCURY DISPLACEMENT		SHIPPR	ACTIVE		49112-0710			1	
MERCURY MARINE INTL		SHIPPR	ACTIVE		54936			1	
MERCURY SWITCHES INC.		SHIPPR	ACTIVE		46514	US		7	
MERIT MFG. CO.		SHIPPR	ACTIVE		23059	US		8	
METTLER TOLEDO, INC.		SHIPPR	ACTIVE		43085	US		1	
MEXICRAFT, INC.		SHIPPR	ACTIVE		33176	US		2	
MIAMI EXPORT SALES		SHIPPR	ACTIVE		33018			2	
MIAMI CENTERLINE WHEEL		SHIPPR	ACTIVE		33169			2	
MIAMI DIRECT, INC.		SHIPPR	ACTIVE		33122			1	
MIAMI MAIN WAREHOUSE		SHIPPR	ACTIVE					5	
MIAMI SILK SCREEN		SHIPPR	ACTIVE		33136			1	
MIAMI SILK SCREEN		SHIPPR	ACTIVE		33136	US		7	
MICHELIN AIRCRAFT TIRE		SHIPPR	ACTIVE					2	
MICHELLE GRIFFOUL STUD		SHIPPR	ACTIVE		93427			2	
MICRO DIGITAL		CONSIG	ACTIVE					5	
MICRO SYSTEMS		SHIPPR	ACTIVE					1	
MICRO WAREHOUSE		SHIPPR	ACTIVE					2	

mel
4421 CONLIN STREET
SUITE 202

METAIRIE, LA

Phone 504-888-5598 70006

Fax 504-888-5599

E-mail melcogroup@comm.net

Reference Number	Date	Type Of Move
AXF0000058	3/05/2003	Air
AIR0010008	3/05/2003	Air
BGG0721		Air
WHSE 000154	9/20/2002	
T281602	8/16/2002	Ocean
8162002	8/16/2002	Ocean
OXF0000058	8/16/2002	Ocean
EGCHT8502	8/05/2002	
	7/02/2002	
D-MGITEST	6/12/2002	Domestic
TEST602	6/12/2002	Domestic
EGT61102	6/11/2002	Domestic
0100854		Ocean
BBI-52302	5/23/2002	Domestic

Receivables Inquiry |
 Insert |
 Change |
 Delete |
 Clsce

33

Customer Selection Table									
Company	Contact	Type	Status	Zip	Country	Sales ID	ID Number	AX5 ID	Inactive

Or you may wish to retrieve clients having a particular **Status** such as 'Active' or all Carriers in a particular **Zip Code**. Search Tabs allow you to accomplish this very efficiently.

HINT In order for Tabs to work properly, you must first activate the tab by pointing & clicking on a particular tab and then placing your cursor within the body or display area.

Adding & Modifying Contact System Records

All the information entered at various screens within OASIS filters throughout the system. Here we will discuss 'Contact' information which is utilized in the various documentation screens all the way through the processing of labels. These include Shippers, Consignees, Carriers and other types of records utilized throughout the OASIS environment.

Changing COMPANY Record (MELCO GROUP INT'L., INC.)						
General	Addl. Phone/Other	Bill To	Contracts	Setup	XML/EDI	Notes

General

When a record is selected by 'double clicking' on it with the mouse or selecting the 'Change' button, the following screen is displayed.

O.A.S.I.S. Ocean Air Shipping Information System - r2003.04
File Edit Contracts Invoicing Reports Maintenance Security Help

YOUR COMPANY NAME HERE

Customer Selection Table

Changing COMPANY Record (MELCO GROUP INT'L., INC.)

General | Addl. Phone/Other | Bill To | Contracts | Setup | XML/EDI | Notes

ID Number: 1 Type of Company: FWDR Status: Sales ID: EG

Name: MELCO GROUP INT'L., INC.
Address: 4421 CONLIN STREET
SUITE 202
City, State: METAIRIE, LA
Zip Code: 70006
Country: US

Contact Name: Bob Marley

Additional Contacts: Telephone: 504-888-5598 Fax Number: 504-888-5599

Print Mailing Label(s)

Process Transactions Review Activity Print Contact Activity

Receivable Inquiry Special Info OK Cancel

melco
4421 CONLIN STREET
SUITE 202
METAIRIE, LA
Phone 504-888-5598 70006
Fax 504-888-5599
E-mail melcogroup@comm.net

Exports/Domestic Imports Cell Activity

Reference Number	Date	Type Of Move
AXP0000058	3/05/2003	Air
AIR0010008	3/05/2003	Air
BOG0721		Air
WHSE 000154	9/20/2002	
T281602	8/16/2002	Ocean
8162002	8/16/2002	Ocean
OXF0000058	8/16/2002	Ocean
EGCHT8502	8/05/2002	
	7/02/2002	
D-MGTEST	6/12/2002	Domestic
TEST602	6/12/2002	Domestic
EGT61102	6/11/2002	Domestic
0100854		Ocean
BBI-52302	5/23/2002	Domestic

At this level (tabs across the top of screen), different kinds of information may be added, edited or reviewed, depending on the tab selected.

These tabs generally control address & contact information, various record numbering sequences such as Shipper EIN numbers or Automated AWB and or B/L numbering sequences, assigned by a carrier to your company.

Additional Phone/Other

Selecting this tab allows you to review or edit email, Internet Web addresses and fields such as Phone, Fax and EIN numbers. These filter throughout the OASIS environment to appropriate forms, reports, etc.

The screenshot shows the 'Changing COMPANY Record (MELCO GROUP INT'L, INC.)' window with the 'Addl. Phone/Other' tab selected. The window has a title bar with standard Windows controls. Below the title bar is a tabbed interface with tabs: General, Addl. Phone/Other, Bill To, Contracts, Setup, XML/EDI, and Notes. The 'Addl. Phone/Other' tab is active, displaying several input fields: Mobile Phone, Other Phone, e Mail Address (pre-filled with 'melcogroup@comm.net'), and Web Address (pre-filled with 'www.melcogroup.com'). Below these are fields for Credit Limit, Date (with a calendar icon), Credit Terms, Dun Cycle (pre-filled with '12344'), and Tax Exempt Number. There are also two groups of radio buttons: 'Ordering Status' with options 'Ok', 'COD', and 'Cash'; and 'Finance Charges?' with options 'No' and 'Yes'. Below these are 'Retrieval Status' (Active/Inactive) and 'Billing Status' (Active/Inactive) radio buttons. At the bottom of the window are buttons for 'Process Transactions', 'Review Activity', 'Print Contact Activity', 'Receivable Inquiry', 'Special Info', 'OK', and 'Cancel'.

Bill To

If the “Customer Record” requires to have a different “**Bill To**” address other than the regular address contained in the customer record field, enter this information at this tab level. Note that the “Bill To” field is blank, the regular address field will be utilized when billing out of OASIS.

The screenshot shows the 'Changing COMPANY Record (MELCO GROUP INT'L, INC.)' window with the 'Bill To' tab selected. The window has the same title bar and tabbed interface as the previous screenshot. The 'Bill To' tab is active, displaying input fields for Name, Address (multiple lines), City/State, Zip Code, Country, and Contact. Below these fields is a note: 'NOTE! If above address is left blank the address on the 'General' tab will print on invoices.' Underneath the note is a section titled 'Late Charge Information' containing a checkbox 'Do not apply late charges for this client.' and two input fields: 'Late Charge Percent' (pre-filled with '0.00 %') and 'Days Before Late'. At the bottom of the window are buttons for 'Process Transactions', 'Review Activity', 'Print Contact Activity', 'Receivable Inquiry', 'Special Info', 'OK', and 'Cancel'.

Contracts

This tab allows for the setup of “**Contracts**” or “**Billing Schemes**” to be applied to specific customer records. You may enter a single “Contract” billing scheme or multiple ones, depending on your operational needs.

Changing COMPANY Record (MELCO GROUP INT'L, INC.)

General | Addl. Phone/Other | Bill To | **Contracts** | Setup | XML/EDI | Notes

Description	Effective Date	Expiration Date	Air/Ocean
TEST CONTRACT 1-1-02	1/1/2001	1/31/2002	A
TEST CONTRACT1	11/1/2000	11/30/2000	O
TEST CONTRACT2	12/1/2000	12/31/2000	A

Insert Change Delete

Invoice Charge Detail

ID Code	Charge Description	Currency	Amount
AF	AIR FREIGHT	USD	15.00

Insert Change Delete

Process Transactions Review Activity Print Contact Activity

Receivable Inquiry Special Info OK Cancel

For example, you may have one billing scheme for a "Contract" for the *Chile Mining Project*. You may at a later date add <Insert> an additional billing scheme i.e.: *UAE Desalination Project* with different billing schemes attached to said record.

Invoice Template Will Be Changed

General | **Comments**

Customer Number: 1

Description: TEST CONTRACT 1-1-02

Effective Date: 1/1/2001

Expiration Date: 1/31/2002

Ocean Air

☒ Air

☐ Ocean

OK Cancel

You may profile Effective & Expiration Dates and if the rates apply to default Air or Ocean rates, to each Contract rate.

When a transaction is processed in OASIS and the **"Billing"** button accessed in order to process an invoice, the operator may select the **CONTRACT** button in order to select and automatically populate the invoice with the appropriate "Billing Scheme"

Setup Options

Set Up Options for the Shipper, Carrier & Forwarder record are very important because the information profiled in these particular records are utilized in a variety of ways by the System.

These may include:

- Automating AWB and \ or B/L numbering sequences
- Filtering or passing to forms and reports such as Harbor Maintenance, Shipper EIN numbers
- Passing Forwarding FMC and other numbers to Shipper export Declarations, AERP 'Automated Export Reporting Program', AES 'Automated Export System'

and so on.

Shipper

For SHIPPER type records, enter the EIN 'Employee Identification Number' required on SED's & Reports here. You may designate this as either of the three choices:

- ⇒ EIN
- ⇒ SSN
- ⇒ Foreign Entity

Power Of Attorney On Hand for SED

If you have a Power Of Attorney on hand for this client, you may check this box. IATA regulations can impose some penalties & fines if an SED is produced and "you" as an entity do not possess this form. **If this field is not checked, the result is that when processing documentation, you will not be able to print an SED and a warning screen will remind you of this fact.**

Carrier

OASIS contains some specific B/L formats. Select the ellipsis box to display an available list of pre-formatted Ocean Carrier Bill Of Ladings.

Location

If you have the OASIS Enterprise multiple branching module and operate from different branches i.e.: Houston, San Francisco & London UK, you may select specific branch codes for air carrier records you have entered in OASIS. Otherwise, leave this field blank.

Carrier (SCAC, IATA, PREFIX, NEXT, LAST, SEQUENCE)

If this record is an **OCEAN CARRIER** type you SELECT from the SCAC lookup table.

If this record is an **AIR CARRIER** type you SELECT from the IATA lookup table.

Depending on the carrier type, OASIS accesses the appropriate table from the OASIS System Maintenance databases.

If you have requested and been assigned an AWB number sequence, enter the appropriate information in these fields.

Forwarder

If this record belongs to you as the FORWARDER record, then enter the appropriate information in the FORWARDER fields. This information is automatically inserted in various OASIS Laser Documents and at specific areas of OASIS produced documentation such as B/L and AWB's.

Accounting ID

OASIS does allow for the checking of A/r at the <Receivable Inquiry> prompt. However, the following setup maintenance procedure is required ONLY if the Ax5 code is different from the OASIS Id or customer number.

1. In OASIS, access the client in question.
2. Click on the <Setup> tab and make sure that the CUSTOMER NUMBER from AccountEx is entered in the box that says "Accounting ID".
3. This sets up a link to AccountEx.

This needs to be done only once for each CUSTOMER Record for which A/r inquiry is desired.

Firms Code

This inserts a line below the Address lines of the INBOUND DE-Consolidation module which prints this header and the corresponding information entered in this field.

XML

If you have purchased the OASISXML module, which allows for data transfer of shipment related information between systems then these fields are utilized in order to specify where the data is sent too.

Please review the APPENDIX titled "XML OASIS" to review in-depth information relating to this module. Latest published information is always available by accessing <http://www.melcogroup.com/XML/xml.htm>

Changing COMPANY Record (MELCO GROUP INT'L., INC.)

General | Addl. Phone/Other | Bill To | Contracts | Setup | XML/EDI | Notes

XML Receiver Information

XML RECEIVER URL

EDI Receiver Information

RECEIVER ID

FILE PATH

Process Transactions | Review Activity | Print Contact Activity

Receivable Inquiry | Special Info | OK | Cancel

EDI

If you have purchased the OASIS EDI module for X.12 Ocean 304 (BL's) then enter the information in these fields. Basically these fields tell OASIS where the X.12 translated information needs to be stored for later retrieval either through:

- ⇒ A VAN – Value Added Network such as GEISS, TDNI, ARINC or such other entity
- ⇒ FTP – "Internet" File Transfer Protocol
- ⇒ E-mail – file attachment to the carrier designated processing center

Notes

System notes, which are meant to capture other information not otherwise required by documentation modules, may be entered here. Examples can include Banking information such as wire transfer instructions, etc.

Changing COMPANY Record (MELCO GROUP INT'L., INC.)

General | Addl. Phone/Other | Bill To | Contracts | Setup | XML/EDI | **Notes**

NOTES

Developers of 'State Of The Art Transportation Systems'

OASISw V5.0 'For Windows'

===== MODULES: =====

- Warehousing
- Air Consolidation
- NVOCC - Ocean Consolidation
- Inbound De Consolidation
- Domestic Air Freight
- Enterprise Multiple Branch system operation
- AES - Automated Export System (paperless SED submissions)
- XML - Data Transfer modules
- EDI - Electronic x.12 Data Interface
- AccountEx - 'Integrated Accounting'

Process Transactions | Review Activity | Print Contact Activity

Receivable Inquiry | Special Info | OK | Cancel

Call Management

Lesson 1

Before beginning, you should have read the **WHAT 'S NEW** and **OASIS GENERAL OVERVIEW** chapters. You should already be familiar with the navigation and access controls which access the various parts of the system utilizing the 'Drop Down' menus and 'Icons'.

In this lesson, you will learn how to:

Retrieve, view, add & modify 'Contact Records' such as Shippers, Carriers & Consignees

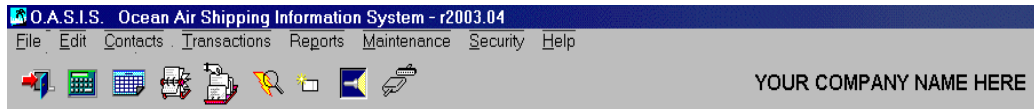
- Retrieve Call Records by Last Call & Follow Up dates
- Utilize OASIS controls to search & retrieve records by various user selected criteria.

Adding & Modifying Contact Records

1. To add Contact Records either select the **Rolodex** Icon or the **Contacts** drop down menu from OASIS.
2. Point & click your mouse on the **'Customer Selection'** screen and press the <Insert> button
3. Enter appropriate company, contact & address information.
4. Select 'tabs' to add additional record information.
5. Click on <Ok> to save record.
6. The record will be added and displayed on the Customer Selection screen.

Accessing Client and Contact Records

To access system contact records (Shippers, Carriers, Consignee's and so on) as opposed to system shipment records (transaction records such as bookings, RFQ's or individual documents contained within references) you select either:



1. **Contacts** then **Contact records** from the OASIS drop down menu
2. or pointing and clicking on the **Rolodex** icon

Either way the OASIS **'Customer Selection Table'** will be presented.

O.A.S.I.S. Ocean Air Shipping Information System - r2003.04

File Edit Contacts Transactions Reports Maintenance Security Help

YOUR COMPANY NAME HERE

Customer Selection Table

Company	Contact	Type	Status	Zip	Country	Sales ID	ID Number	AXS ID	Inactive
Company Name	Contact	Type	Status	Last Call	Zip Code	Country	Sales		
MELCO GROUP INT'L. INC.	Bob Marley	R.VDR	ACTIVE	11/2/2001	70006	US	EG	1	
MELLANCO		SHIPPR	ACTIVE		02128	USA		3	
MELROE INGERSOLL		SHIPPR	ACTIVE					2	
MENDEZ		SHIPPR	ACTIVE					2	
MERCATOR AGRICOLA S.A.	LIC. GUY F	CONSIG	ACTIVE					1	
MERCEDES ELECTRIC SUP		SHIPPR	ACTIVE		33166	US		7	
MERCURY DISPLACEMENT		SHIPPR	ACTIVE		49112-0710			1	
MERCURY MARINE INTL		SHIPPR	ACTIVE		54936			1	
MERCURY SWITCHES INC.		SHIPPR	ACTIVE		46514	US		7	
MERIT MFG. CO.		SHIPPR	ACTIVE		23059	US		8	
METTLER TOLEDO, INC.		SHIPPR	ACTIVE		43085	US		1	
MEXICRAFT, INC.		SHIPPR	ACTIVE		33176	US		2	
MIAMI EXPORT SALES		SHIPPR	ACTIVE		33018			2	
MIAMI CENTERLINE WHEEL		SHIPPR	ACTIVE		33169			2	
MIAMI DIRECT, INC.		SHIPPR	ACTIVE		33122			5	
MIAMI MAIN WAREHOUSE		SHIPPR	ACTIVE					1	
MIAMI SILK SCREEN		SHIPPR	ACTIVE		33136			5	
MIAMI SILK SCREEN		SHIPPR	ACTIVE		33136	US		7	
MICHELIN AIRCRAFT TIRE		SHIPPR	ACTIVE					2	
MICHELLE GRIFFOUL STUD		SHIPPR	ACTIVE					2	
MICRO DIGITAL		CONSIG	ACTIVE		93427			5	
MICRO SYSTEMS		SHIPPR	ACTIVE					1	
MICRO WAREHOUSE		SHIPPR	ACTIVE					2	

mel
4421 CONLIN STREET
SUITE 202
METAIRIELA
Phone 504-888-5598 70006
Fax 504-888-5599
E-mail melcogroup@comm.net

Exports/Domestic Imports Call Activity

Reference Number	Date	Type Of Move
AXP0000058	3/05/2003	Air
AIR0010008	3/05/2003	Air
BOG0721		Air
WHSE 000154	9/20/2002	
T281602	8/16/2002	Ocean
8162002	8/16/2002	Ocean
OXP0000058	8/16/2002	Ocean
EGCHT9502	8/05/2002	
D-MGITEST	7/02/2002	
TES7802	6/12/2002	Domestic
EGT61102	6/11/2002	Domestic
0100854		Ocean
BBH-52302	5/23/2002	Domestic

Receivables Inquiry Insert Change Delete Close

1. Select Rolodex Icon. This will display your contact records.
2. Select the tab by which you wish to retrieve such as Company Name, Type of Company or Zip Code.
3. Click / Place mouse cursor in body area and type couple of characters such as MEL would retrieve all names starting with those characters. Same for other tabs. For Zip Code type in numbers.

NOTE: That there are three 'headings' on the right hand box displayed above. Depending on which tab is selected, it will display Export/Domestic, Imports or Call Activity transactions.

Retrieval by Last Call & Follow Up Dates

Once call records exist in the system, you may retrieve them in several ways. Here we discuss several Call date retrievals. You begin by selecting the Contacts drop down menu and either selecting the Latest Call Activity or Follow Up Activity.

Depending on your choice and clicking on either option will display the following detail screen, displaying the 'Last Call' entered for the highlighted contact. If you would choose by Follow Up Date, then the Follow Up Dates would be displayed.

O.A.S.I.S. Ocean Air Shipping Information System - r2003.04

File Edit Contacts Transactions Reports Maintenance Security Help

Contact Selection
Latest Call Activity
Follow Up Activity

By utilizing the VCR controls you can quickly navigate record by record, page down, last record and so on. Calls usually default displaying the newest calls first but you may *reverse the display* order to 'Oldest Calls First' by selecting that button.

Review Activity

To view all of the call activity for a particular client, carrier, vendor and so on, choose the <Change> option button or double click the record and then choose <Review Activity> on the following screen.

O.A.S.I.S. Ocean Air Shipping Information System - r2003.04

File Edit Contacts Transactions Reports Maintenance Security Help

YOUR COMPANY NAME HERE

Contact Activity Review (All Activity by Date)

Customer Name	Type	Date	Sub-Type	Time	Followup	Comp
MELCO GROUP INT'L, INC.	MLOUT	4/2/2003		11:35AM		YES
A & J MCKING INTERNATIONAL	MLOUT	12/30/2002	PCARD	11:56AM		YES
1 ST. CHOICE TRANSPORT	MLOUT	1/9/2002	PCARD	8:25AM		NO
1 ST. CHOICE TRANSPORT	MLOUT	9/14/2001	PCARD	11:56AM		YES
1st CHOICE	MLOUT	9/14/2001	PCARD	11:56AM		YES
A & E PRODUCTS GROUP	MLOUT	9/14/2001	PCARD	11:56AM		YES
A D MAC ENTERPRISES	MLOUT	9/14/2001	PCARD	11:56AM		YES
A ECONOMY AUTO TRANSP	MLOUT	9/14/2001	PCARD	11:56AM		YES
AA TRANSPORT	MLOUT	9/14/2001	PCARD	11:56AM		YES
A GUSMER CO.	MLOUT	9/14/2001	PCARD	11:56AM		YES
A M TODD COMPANY	MLOUT	9/14/2001	PCARD	11:56AM		YES
A S A P TOWING	MLOUT	9/14/2001	PCARD	11:56AM		YES
A W PLUME LTD	MLOUT	9/14/2001	PCARD	11:56AM		YES
A1 ALARM SUPPLY	MLOUT	9/14/2001	PCARD	11:56AM		YES
AA ELECTRIC INC.	MLOUT	9/14/2001	PCARD	11:56AM		YES
AAA COOPER TRANS	MLOUT	9/14/2001	PCARD	11:56AM		YES
AAA BUSINESS MACHINES, I	MLOUT	9/14/2001	PCARD	11:56AM		YES
AAA COOPER TRANSPORT	MLOUT	9/14/2001	PCARD	11:56AM		YES
AAAA WORLD IMPORT-EXP	MLOUT	9/14/2001	PCARD	11:56AM		YES
AB DICK	MLOUT	9/14/2001	PCARD	11:56AM		YES
ABALOG DIGITAL TECHNOLO	MLOUT	9/14/2001	PCARD	11:56AM		YES
ABDEL FARHAT	MLOUT	9/14/2001	PCARD	11:56AM		YES
ABELLA GROUP Inc.	MLOUT	9/14/2001	PCARD	11:56AM		YES
ABF FREIGHT SYSTEM	MLOUT	9/14/2001	PCARD	11:56AM		YES
ABRAHAM CHEVROLET	MLOUT	9/14/2001	PCARD	11:56AM		YES

Activity Record Details

EM Mailed to OASIS Customer base latest Newsletter highlighting following areas:

- How to correctly process AES
- Attaching pictures in Warehouse Module
- Latest Development progress in XML Module
- How to properly process Invoices to AccountEx

Also updated on our website @ www.melcogroup.com

EM

☒ Completed

Print Call Record Review Activity Edit Call Record Close

Clicking on either option will display the 'Contact Activity' detail screen located on the right of the screen. Browsing the (left hand) box by moving the cursor up or down on particular records will display detailed call information of the highlighted record on the (right hand) box for a particular call date.

O.A.S.I.S. Ocean Air Shipping Information System - r2003.04

File Edit Contacts Transactions Reports Maintenance Security Help

YOUR COMPANY NAME HERE

Changing an Activity Record

CONTACT DETAILS

Name MELCO GROUP INT'L, INC.
Address 4421 CONLIN STREET
 SUITE 202
 METAIRIE, LA 70006
Contact Bob Marley
Telephone 504-888-5598
Fax 504-888-5599
E-Mail melcogroup@comm.net
Web www.melcogroup.com

Type MLOUT **Sub-Type** **Date** 4/02/2003 **Time** 11:35 **Sales Person** EM **Follow-Up Date**

Mailed to OASIS Customer base latest Newsletter highlighting following areas:

- How to correctly process AES
- Attaching pictures in Warehouse Module
- Latest Development progress in XML Module
- How to properly process Invoices to AccountEx

Also updated on our website @ www.melcogroup.com

EM

☒ Completed

Print Activity Record OK Cancel

Retrieving Calls

We previously discussed how you may access 'Contact Records' by utilizing the various tabs. If you know the name of the company you wish to enter a call for, type a few characters and OASIS will retrieve all companies, which start with the characters you typed. For Example typing **MEL** will bring up a list in alphabetical order of every company whose name commences with MEL.

If the company you were searching for was **MELCO GROUP INTERNATIONAL** and calls exist (were previously entered), then the last previously entered calls (sorted by date in descending order) would be displayed in the blue display box labeled 'Latest Contact Activity.'

Colorized Alerts

OASIS utilizes 'Traffic Light' colors to visually alert users, of potential trouble. The system logic is as follows:

Yellow = Caution. The follow up day equals today's date yet the call is not marked as completed.

Red = Trouble. The follow up date is past today's date and the call is not marked completed.

Exports/Domestic Imports Call Activity				
Date	Type	Sub-Type	Followup	Comp.
1/09/2002				NO
9/14/2001	MLOUT	PCARD	3/1/2003	NO
10/18/2000	OTHER			NO

Double clicking on a particular call would display the contents of that call. You could add information to the selected call, print the call or exit the call in order to access other system functions.

Completing A Call

Note that in order for the call to be completed you must check off or mark the Completed box. You may also jot down a brief comment, which will be displayed in subsequent reports.

VCR Style Access Bar

Note VCR controls at the bottom of the screen. Clicking on the buttons will move the Call table towards the desired direction.

Entering Calls

To enter a new call you would double click on the record (i.e.: MELCO GROUP) which would display this screen with advanced processing options. All processing options are clearly presented on each active screen.

O.A.S.I.S. Ocean Air Shipping Information System - r2003.04
File Edit Contracts Inquiries Reports Maintenance Security Help

YOUR COMPANY NAME HERE

Customer Selection Table

Changing COMPANY Record (MELCO GROUP INT'L, INC.)

General Addl. Phone/Other Bill To Contracts Setup XML/EDI Notes

ID Number 1 Type of Company FWDR Status Sales ID EG

Name MELCO GROUP INT'L, INC.
Address 4421 CONLIN STREET
SUITE 202
City, State METAIRIE, LA
Zip Code 70006
Country US

Contact Name Bob Marley

Additional Contacts Telephone 504-888-5598
Fax Number 504-888-5599

Print Mailing Label(s)

Process Transactions Review Activity Print Contact Activity
Receivable Inquiry Special Info OK Cancel

melco
4421 CONLIN STREET
SUITE 202
METAIRIE, LA
Phone 504-888-5598 70006
Fax 504-888-5599
E-mail melcogroup@comm.net

Exports/Domestic Imports Call Activity

Reference Number	Date	Type Of Move
AXP0000058	3/05/2003	Air
AIR0010008	3/05/2003	Air
BOG0721		Air
WHSE 000154	9/20/2002	
T281602	8/16/2002	Ocean
8162002	8/16/2002	Ocean
DXP0000058	8/16/2002	Ocean
EGCHT8502	8/05/2002	
	7/02/2002	
D-MGITEST	6/12/2002	Domestic
TEST602	6/12/2002	Domestic
EGT61102	6/11/2002	Domestic
0100854		Ocean
BBI-52302	5/23/2002	Domestic

Review Activity

Clicking on the <Review Activity> button will display the Contact Activity records for the selected company. Inserting a new call will present a new entry screen with several tabs.

Adding an Activity Record

CONTACT DETAILS

Name MELCO GROUP INT'L, INC.
Address 4421 CONLIN STREET
SUITE 202
METAIRIE, LA 70006
Contact Bob Marley
Telephone 504-888-5598
Fax 504-888-5599
E-Mail melcogroup@comm.net
Web www.melcogroup.com

Type Sub-Type Date Time Sales Person Follow-Up Date

4/02/2003 11:55 EG

Completed

Print Activity Record OK Cancel

Call Tabs

The call tabs allow you to select the Type of Call being entered. These are user defined and allow you to retrieve bulk information based on specific criteria such as all calls dealing with 'Inquires' or such other user defined information.

Type	Sub-Type	Date	Time	Sales Person	Follow-Up Date
<input type="text"/>	<input type="text"/>	4/02/2003	11:55	EG	

1. Select the Type of call being entered. Pressing the ‘Ellipsis’ box to the right displays your choices. If you wish to add a TYPE of activity to this list, “right click” on your mouse button and an entry box will be displayed where you may enter a “new” TYPE of call.
2. The date & time are defaulted in. Next select the Sales Person entering the call and follow-up date if required.
3. Enter appropriate notes into the record.
4. Click on the <OK> button to save the record or <Cancel> to not save and exit the record in question.

Once records are established in OASIS (either Transaction or Sales Call records) they will be displayed on the right hand side of the “Customer Selection Table.”

Transaction Processing

There are two very distinct options for the accessing of transactions in OASIS. The manner in which OASIS processes "Transactions", is dependent on the selection made at the OASIS <Maintenance> menu option and then selecting the <Automatic Numbering Sequences> sub menu selection option:

Reference Numbers	Type	Prefix	Next
	Air Freight	AXP	59
	Ocean Freight	OSP	59
	Domestic		
	Inbound FCL	FCL	1003
	Inbound LCL	LCL	103
	Inbound AIR	AIR	102
	Other		
	All Transaction Types		

Pre Defined

Selecting this option, utilizes the normal OASIS Transaction look up tables where all Transactions, regardless of Type of Shipment {Air, Ocean, Inbound \ Import, etc.} or processing month date range, are available to the operator. This type of Transaction processing is suitable to most small to medium size companies operating OASIS and is described in this section.

User Defined

Selecting this option changes the manner in which Transactions are accessed in OASIS. This type of Transaction processing is more restrictive yet offers a more secure way of displaying information restricted to a specific Type of Shipment or Traffic Lane {Air, Ocean, Inbound \ Import, etc.} and processing month date range which is "strictly defined" by the operating company. This type of Transaction processing is suitable only to the Larger size company operating OASIS and is described in the next Chapter titled: "Processing By Traffic Lane."

Lesson 2 – Creating Transactions

In this lesson you will learn how to create Shipping Transactions. You will learn how to:

- Create a Shipping Profile
- Review the various means of accessing documentation
- Enter an RFQ 'Request For Quotation'
- Process a Booking

Creating Shipment Profiles

Every time you process a RFQ 'Request for Information', 'Booking' or create a 'Shipping Transaction' \ document, you are basically profiling information. Profiling means that you are tagging, selecting or entering records into form fields that when taken together, constitute a shipment or the basis for an expected shipment. For example:

- ⇒ Client - the company making the request
- ⇒ Shipper - the company who is labeled as such in the documentation
- ⇒ POL - the port of loading

all are examples of profiling information related to a particular shipment.

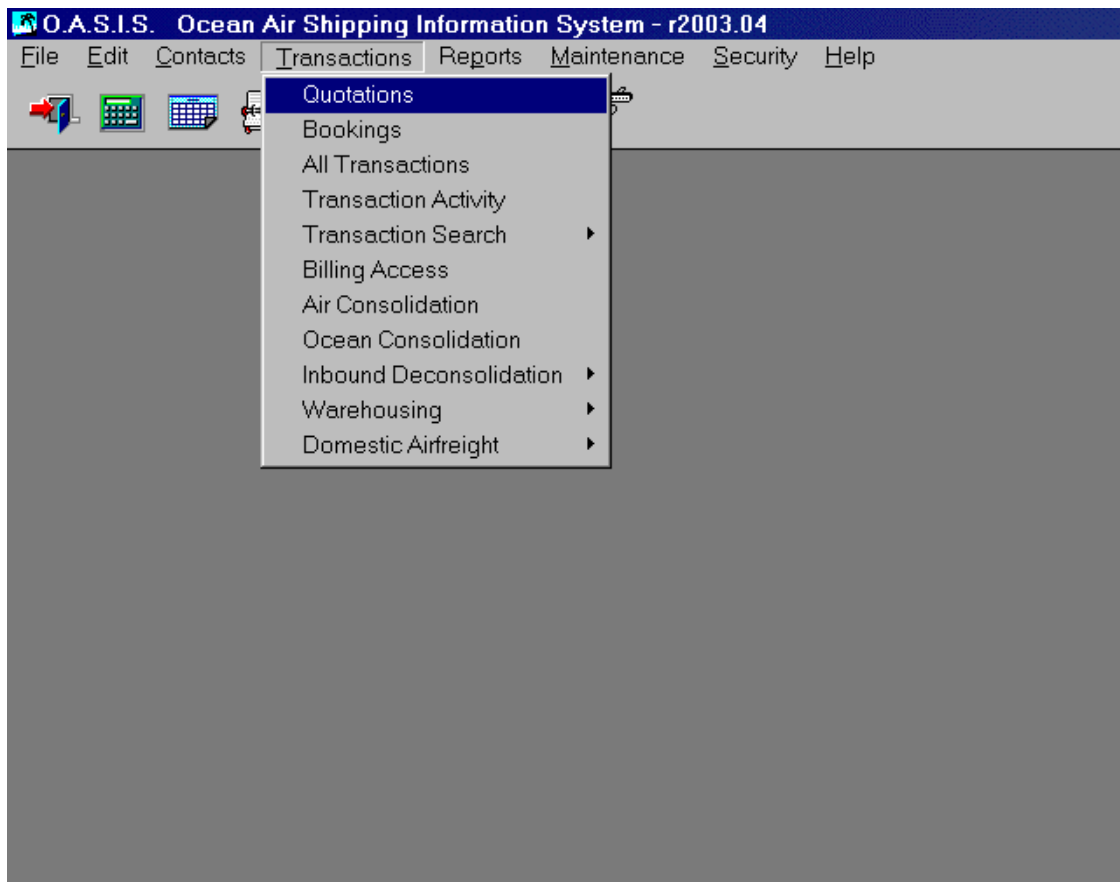
Most of these profile criteria is usually also information that by it's generic content is suitable to be disseminated throughout the environment. In this case, subsequent OASIS documents.

Profile criteria also are suitable as search or key indexes. That is why throughout the OASIS environment you are able to retrieve information based on who the Shipper is, the Load Port or Port of Unloading or Destination and so on.

Transactions - New vs. Existing

New Shipping transactions may be started through the:

- Transaction drop down menu and selecting the selecting the appropriate action such as Booking, Rfq, etc.
- You may also start new transactions by selecting a Client and then selecting the Process Transactions button.



Existing transactions may be also retrieved in bulk. Selecting Transactions and the specifying Quotes, will display all active 'Quotations' active in the system. If a 'Quote' is then 'Booked', it will no longer be displayed under 'Quotes' but rather through the 'Booking' option. All transactions may be viewed through the 'Transactions' option.

Processing A RFQ

1. From the OASIS Main Menu, select **Transactions**.
2. Then select **Quotations**.

OASIS - Ocean Air Shipping Information System - r2003.04
File Edit Contacts Transactions Reports Maintenance Security Help

YOUR COMPANY NAME HERE

Quotation Lookup

Client	Quotation ID Number	Date Entered	Carrier
Client Name	ID No.	Entered Date	Carrier
MELCO GROUP INT'L, INC.	82380	3/2/2003	AMERICAN A
1 ST. CHOICE TRANSPORT	82454	6/11/2001	
A & E PRODUCTS GROUP	82375	11/3/2000	T.C.B. TRA
MELCO GROUP INT'L, INC.	997	8/27/1998	
QUINTERO ERICK	82535	8/14/2002	
VALLE COMPANY			

--- TRANSACTION PROFILE ---

Client 1 ST. CHOICE TRANSPORTATION	Booking Nbr 12345	Reference Nbr 54321
Shipper/Exporter A & E PRODUCTS GROUP 170 CARLOZZI DR. FOREST CITY, NC 28043		Consignee ACUACRIA C.A. AVE. CEDENO C.C CARLOS SANDA LOCAL#4 VALENCIA VE
Place of Receipt CHARLESTON, SC	Load Port/Airport CHARLESTON, SC	Point of Origin NC - NORTH CAROLINA
Discharge Port/Airport LE HAVRE, FRANCE	Ultimate Destination FRANCE	Place of Delivery CHARLESTON, SC
Vessel	Voyage/Flight	Carrier/Airline AMERICAN AIRLINES CARGO
Marks & Nos. STEU-54321	Pcs 1	Description 20' CONTAINER S.L.C. (2,3,5,6-TET)
Lbs 35000	Kgs 15876	Cft 2000
Cbm 56.635		
MADE IN USA TEMP CONTROL 85 F NO HOOKS ALLOWED		
These commodities licensed by the for Ultimate Destination		
Type of Move Ocean	Current Status Quotation	Terms FOB
// CUTOFF //		E.T.D. 3/22/2003
		E.T.A. 3/29/2003

Add Change Delete Close

3. A Summary Screen similar to the following is displayed.

- Select how you will retrieve by pressing the appropriate tab order. Default is by Client.
- Move up and down with mouse or VCR controls. To retrieve <Select> or double click on highlighted record.
- Details of the highlighted record on Left portion of screen are displayed on the right

RFQ Detail Screen

- Once you select a record, the Details screen is displayed.
 - This process is almost identical for Bookings or Transactions.
1. Click on ellipsis to lookup & select Shippers, Consignees, POL, POD an so on. <Inser> to create a new quote or <Select> to modify or view an existing quote.
 2. Select type of Shipment. Later this will allow you to retrieve all Air vs. Ocean shipments etc.
 3. Quote number is automatically assigned by system when opened.
 4. Click on <Quotation> button and enter the information required to process your quote.

ID Code	Description	Qty	Basis	Amount	Total
015	COMMISSION	13.000		0.45	5.85
102	PIER DELIVERY	3.000		56.00	168.00
108	SERVICE FEES/DOCUMENTATION	72.000	GENERAL CARGO	5.00	360.00
119	MISCELLANEOUS CHARGES	1.000		200.00	200.00
CC	CUSTOMS CLEARANCE	1.000	20' CONTAINER	200.00	200.00

Navigation: <<<< 1 2 >>>>

Buttons: [Insert] [Change] [Delete] [TOTAL \$ 933.85] [Print Quotation] [Print Quotation Letter] [Close]

Print Quotation

When completed, you may click on <Print Quotation> button to pre-view and route your quote to either a printer, fax or email system contained in your Windows "Print Setup" box.

Print Quotation Letter

This tab allows for comments to be added before & below rating detail, thereby personalizing your quote to clients.

Client Contact: Acceptance Date:

Forwarder Contact:

Retrieve Comments [COMMENTS (Above Rating Detail)]

Retrieve Comments [COMMENTS (Below Rating Detail)]

Buttons: [Print Quotation] [Print Quotation Letter] [Close]

Processing A Booking

Obviously, the difference between a quote and a booking is that a quote is something that you expect (or hope) to happen and a booking is basically a done deal. You may also process a booking without first processing a quote.

To change a quote to a booking perform the following steps:

1. Access **Transactions**, then **Quotations** and select the Quote that will be booked.
2. Alternatively you may select <Booking> from the Transaction drop down list.
3. Enter or modify additional information as required
4. Go back to the **Details** screen (press the Details tab)
5. Select the **Booking Button**
6. The system will confirm that a Booking Number is required.
7. You may Print a laser Booking Confirmation or process \ access other Documentation functions by pressing either of those buttons.
8. Fill in required information, not previously entered and defaulted into the form fields.
9. Pressing the Print Booking Confirmation button will produce a Laser Booking Confirmation form. **NOTE THAT YOU MUST HAVE AT LEAST ON LINE IN THE RATING FILLED IN.**
10. Pressing Documentation / Billing button allows access to documentation forms.
11. When the <Ok> button is selected, the Booking will be visible from the Transactions / Bookings drop down menu and no longer visible from the Quotations drop down menu.

Changing a Transaction Profile Record

Details Confirmation

Client: 996
IT ST. CHOICE TRANSPORTATION
Shipper: 1569
A & E PRODUCTS GROUP
170 CARLOZZI DR.
FOREST CITY, NC 28043
Consignee: 1162
ACUACRIA C.A.
AVE. CEDENO C.C CARLOS SANDA
LOCAL#4
VALENCIA VE
Hazardous Cargo
Point Of Origin: INC - NORTH CAROLINA
Load Port: CHARLESTON, SC
Place Of Delivery: CHARLESTON, SC

Type Of Move
☐ Air ☐ Inbound FCL
☒ Ocean ☐ Inbound LCL
☐ Domestic A/F ☐ Inbound AIR
☐ Other
Status
☒ Quotation ☐ Completed
☐ Booking/Active ☐ Deleted
Charges / Value
☒ Pre-Paid Terms: FOB
☐ Collect Value:
ETD: 3/22/2003 ETA: 3/29/2003
Loading Date: Cutoff Date:
Place Of Receipt: CHARLESTON, SC
Port Of Discharge: ILE HAVRE, FRANCE
Ultimate Destination: FRANCE

Quote #: 82,380 Entered Date: 3/2/2003
Location: YOUR COMPANY NAME HERE
Booking Number: 12345
Reference Number: 54321 Assign
Project Number:
P.O. Number: Add'l
Consolidation No.:
Qty Type / Commodity Lbs/Kgs Cft/Cbm
1 20' CONTAINER 35000 2000.00
(2,3,5,6-TETRAFLUORO-) 15876 56.635
Units TOTALS 35000 2000.00
15876 56.635
Use Rider Insert Change Delete

Body Detail Documentation Quotation Booking Activity i-Tracking Model/XML OK Cancel

Equipment / Cargo Detail

OASIS allows you to profile either a simple shipment, or shipment containing multiple equipment types. Pressing the <Insert> button on the windows located in the right bottom corner of the screen will display the Equipment / Cargo Detail screens.

Qty	Type / Commodity	Lbs/Kgs	Cft/Cbm
1	20' CONTAINER (2,3,5,6-TETRAFLUORO-	35000 15876	2000.00 56.635

1 Units TOTALS 35000 2,000.00 15876 56.635

☐ Use Rider

Pressing the Insert button allows you to enter a new line item. You may:

1. Enter the Quantity in the QTY. field
2. Select the Equipment Type. Pressing the ellipsis button will display a list of previously defined types of equipment.
3. Select the Schedule B. Number or Harmonized Code number. Pressing the ellipsis button will display over 8900 such codes. You may search them by Sch. B number or Commodity Name by selecting the appropriate Tab. The Commodity Number & Name will automatically be displayed in the appropriate fields.

Changing an EQUIPMENT Record

Equipment Type: 20' CONTAINER Schedule B Number: 2916.20.1000 Commodity Description: (2,3,5,6-TETRAFLUORO-4-METHYLPHENYL

Qty	ID Number	Seal Number	Description	L	W	H	Dim Lbs	Wt Lbs	Kgs	Cft	Cbm
1	STEU-54321	GD-8765	40' CONTAINER CHEMICAL					35000	15876	2000	56.635

1 Units TOTALS 35000 15876 2000 56.635

Retrieve Warehouse Items Dimensions Type: ☒ Standard ☐ Metric

4. Entering the Pounds will automatically convert the Kilogram field. Entering the Cubic Feet will automatically convert the Cubic Meter field. Or vice versa.
5. If you require to display Equipment details such as Seal and or Container numbers in documents or even track this equipment, this information is entered in the EQUIPMENT DETAILS box.

Retrieve Warehouse Items

Selecting this option will access the Warehouse module (if you purchased this module) containing a list of available MR "Material Receipts." The selection process is straightforward. Please review Warehouse module under section MODULES for an in depth discussion of how MR's are selected and transferred into OASIS transactions.

Dimensions to Equipment (Unit) List

- ⇒ On the browse box containing unit information on the DETAILS tab of the Transaction Profile the specific dimensions of each piece can now be recorded. The total CFT/CBM will be calculated based on the dimensions.
- ⇒ This information will be transferred to the AWB as long as there are Five (5) or less separate dimensions (each dimension contains a QTY field so this means five DIFFERENT dimensions, each of which could have multiple pieces of that dimension.
- ⇒ The totals from these items are calculated and automatically placed onto the Equipment record, which in turn is displayed on the transaction profile screen.
- ⇒ The totals of all combined Equipment records will be transferred to the AWB rating line item. For containerized freight the Container number & Seal number have been retained and the dimensions should be left blank.
- ⇒ For break bulk freight the container & seal number can be used at your discretion.
- ⇒ For shipments with a large number of separately dimensioned pieces you can use this new function as a 'DIMENSION CALCULATOR' with the added advantage of storing all data entered for future reference/edits.

Confirmation Tab

Select the **Confirmation** tab. Change the Carrier if booked by another Line. Pressing the Ellipses box to search for the carrier record. Typing a few characters will quickly locate the desired one.

The screenshot shows a software window titled "Changing a Transaction Profile Record" with two tabs: "Details" and "Confirmation". The "Confirmation" tab is active. The window is divided into several sections:

- Carrier/Vessel Information:** Includes fields for Carrier (with an ellipsis button), Contract (0), Telephone, Vessel, Voyage, Cutoff Date, Container Release No, Location, Hazardous Cutoff, Pier/Terminal (with an ellipsis button), Temperature, Sailing Date (3/22/2003), Master BL/AWB Number, and AES XTN.
- Forwarder:** Includes a field for Forwarder (1) and a "Send XML" button.
- Shipment Label:** Contains the text: "MELCO GROUP INT'L. INC.", "4421 CONLIN STREET", "SUITE 202", "METAIRIE, LA 70006 US".
- Letter of Credit Number:** A text input field.
- Bank Advice Number:** A text input field.
- Contacts:** Includes fields for "To Attn", "Traffic", and "Documentation".
- Comments/Special Instructions:** A large text area with a "Retrieve Comments" button above it.

At the bottom of the window is a navigation bar with buttons: "Body Detail", "Documentation", "Quotation", "Booking" (with a small icon), "Activity", "i-Tracking" (with a small icon), "Model/XML", "OK", and "Cancel".

Retrieve Comments

Selecting this options allows the user to select / insert / change default comment blocks in order to eliminate retyping of verbose comments. You may for example create clauses in different languages such as Spanish or German and have these automatically populate booking record information.

OTHER TRANSACTION PROFILE TABS

These tabs located at the bottom of the OASIS <Transaction Profile> screen provide a high degree of system integration. For example:

- BODY DETAIL => information entered here or imported from the Equipment Detail list, automatically populates OASIS documentation, specifically Bills Of Lading.
- DOCUMENTATION => Access the main OASIS documentation control panel
- QUOTATION => Processes and prints RFQ quotations.
- BOOKING CONFIRMATION => Prints a Booking Confirmation.
- ITracking => Integrates OASIS information into our OASIS "real-time" cargo tracking systems (itrack for web based cargo tracking) and \ or (OasisEtrack remote user cargo tracking module.)
- MODEL/XML => Allows you to copy previously entered transactions into "new" transactions minimizing repetitive re-keying of previously entered data or the XML module if purchased.



These are discussed in some detail in the following sections.

Activity

We have devoted an entire section to this specific function under the heading [TRANSACTION ACTIVITY.] Please review that section for more details. The short of it however is that you may enter specific notes regarding the transaction much like the Sales Call records in OASIS. This Activity however, is tied to a specific transaction and may be used in a variety of ways i.e.: report to a client activity on particular transactions.

iTracking

Originally developed for the **OASIS Domestic Air Freight** module, **iTracking** is now fully integrated into two OASIS "real-time" Internet based cargo tracking systems; **iTrack** & **OasisEtrack**. You may view the latest information on both of these modules by accessing <http://www.melcogroup.com/prodtoc.htm> and reviewing extensive documentation on either system.

Internet Tracking

Tracking

REFERENCE NUMBER 54321

BL/AWB Number	Master BL/AWB	Origin	Destination	Pickup Date	COB Date	REC Date	OFD Date	POD Date
		CHARLES	LE HAVRE, FRA					

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When a transaction is created in OASIS and **either a Bill Of Lading or an Air Way Bill** is created, the information is automatically created in iTracking and available by accessing this function. Several things become possible immediately:

1. You are able to **<View / Edit>** the record by selecting this button.
2. You are able to **create, edit or modify** notes, which immediately become available in either the **iTrack** or **OasisEtrack** Internet “real-time” cargo tracking modules.

Origin & Destination Tracking

There are two tabs available at the upper left hand corner of the screen. One is designated for notations at Origin, the other, for notations suitable for the destination.

Origin Tracking

The following note fields or boxes are available:

- On Hand at Origin
- Verbal / Fax Alert
- On-Board Confirmation

You will notice that there are three boxes available, for each of the aforementioned criteria.

1. By default, all operators have “Security Access” to this area. OASIS system supervisors can turn rights on or off by the use of the **<Ctrl F8>** security option. {[Please review the OASIS Security Chapter](#)} if you do not know what we are talking about here!

Operator Name	Access	DATE EDIT	TIME EDIT	NOTE EDIT
ACCOUNTING (Group)	Yes	Yes	Yes	Yes
Entry (Group)	Yes	Yes	Yes	Yes
TEST (Group)	Yes	Yes	Yes	Yes
TESTEST MGI	No	No	No	No

OK

2. With the <Ctrl F8> options you are able to turn access on or off and allow users to edit or not to edit various fields.
3. Clicking on the [] Confirmed check box will automatically fill the Date, Time and the user name you are logged into OASIS as.
4. To create notes, you click on the [Create Notes] button under each individual box desired.
5. A pop-up window is displayed, where you are able to enter your notes regarding the shipment.
6. Once the notes are created, you can save your work by clicking on the <OK> button.

The information is then immediately available through iTrack or the OasisEtrack "real-time" systems.

Changing an Internet Tracking Record

Origin Tracking | Destination Tracking | **REFERENCE NUMBER 7887**

On-Hand at Origin

☒ Confirmed

Date: 13/17/2000 Time: 11:51:15

By: IERWIN MELZER

--- NOTES ---

CARGO RECEIVED IN GOOD ORDER.
MAKE SURE THAT PALLETS ON
ORDER No. B-2413 ARE DIVERTED TO
CONSIGNEE ASAP AS EMERGENCY
SPARES REQUIRED @ SITE.

Create Notes

Verbal / Fax Alert

☐ Confirmed

Date: Time:

By:

--- NOTES ---

Create Notes

On-Board Confirmation

☐ Confirmed

Date: Time:

By:

--- NOTES ---

Create Notes

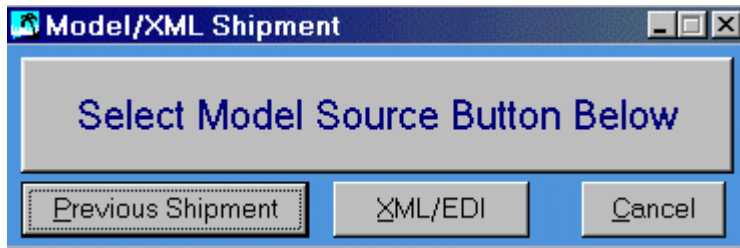
OK Cancel

Using models

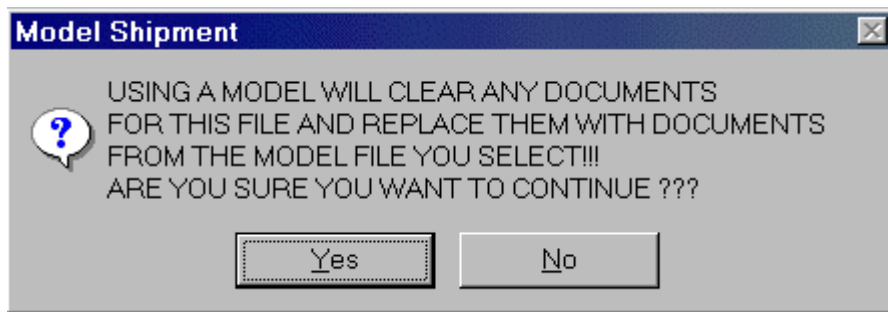
The 'Model' button allows you to copy a previously entered transaction, avoiding the tedium of repetitive rekeying of data, previously entered. This is most helpful when processing shipments for a client or clients, who ship the same type of cargo over and over but the transaction has slight differences. Obviously, one

difference may the consignee record (may not go to the same party all the time or weights, cargo descriptions and so on may differ, transaction by transaction) but all other things being equal it's the same.

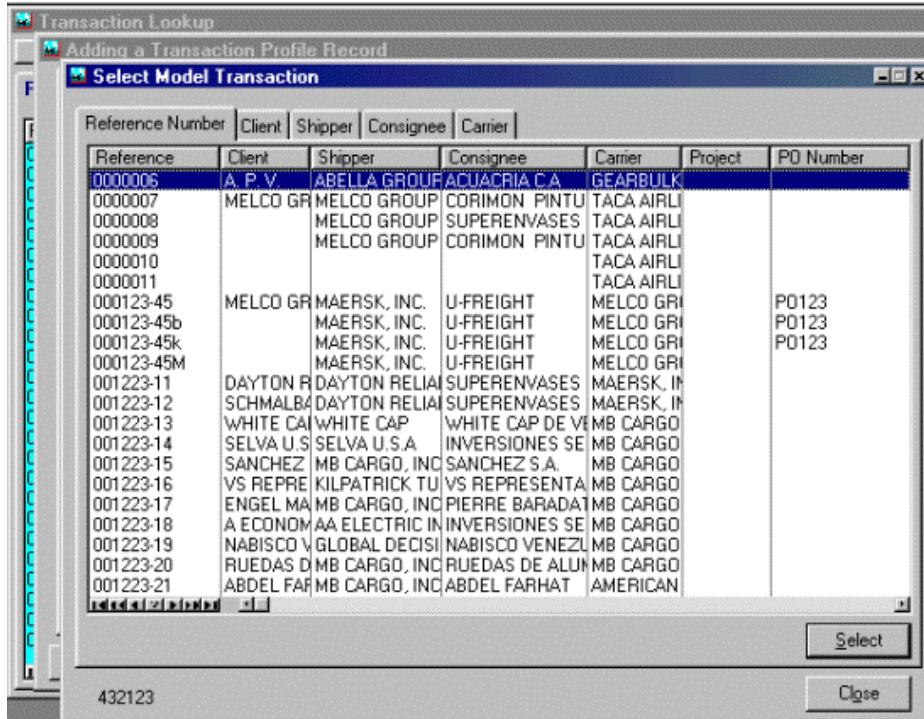
You can either select a Previous Shipment or if you have purchased the XML or EDI module from a previous XML/EDI Transaction.



A warning screen similar to the following will be displayed upon selection.



If accepted, finally another screen will be displayed from which you may select the appropriate "Model Shipment" that you wish re-defaulted into your new transaction.



When you point & click on the MODEL button, a screen will be presented where you may select the appropriate transaction to copy. Utilizing the Tab buttons, you may sort, search and retrieve based on the following fields:

- Reference Number
- Client
- Shipper
- Consignee
- Carrier

All transaction data with the exception of the Invoice data will be copied into the newly created transaction.
You must make sure that the transaction is edited, to reflect any shipping detail changes, under the newly created reference.

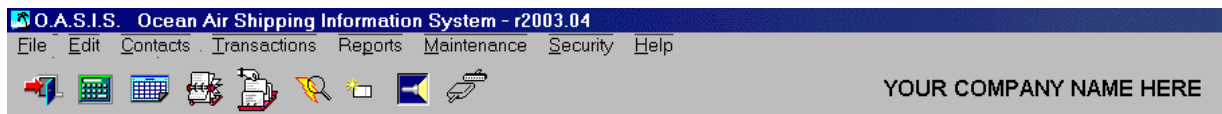
Documentation

In this section you will learn how to:

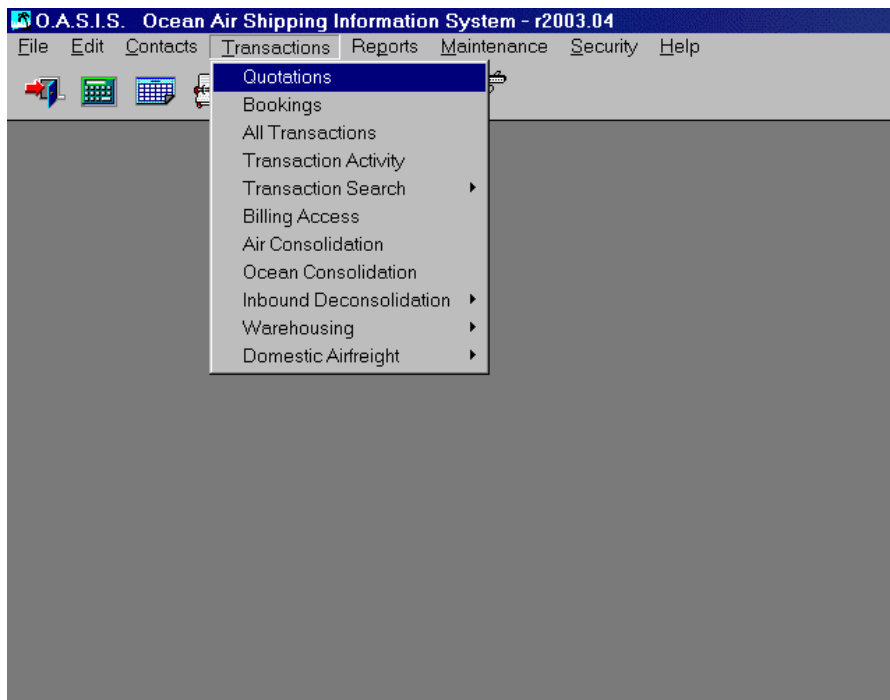
- Access, review, insert and process documentation utilizing various advanced Documentation capabilities of OASIS
- Print Transactions \ Documentation

Accessing Documentation

There are several methods of accessing transactions.



- Access Customer Selection Table through Rolodex Icon or Contact drop down Menu
- Select a Customer or Client
- Press the **Process Transactions** button



NOTE: OASIS has Multiple Document processing capability within one File Reference.

Processing Documentation

Commercial Invoices		Domestic AWB		Transmittal Letters		Cert. of Origin		7512		7513		Arrivals		AES		CF 214					
S.E.D.s		Bills of Lading		AWB		Sight Drafts		Del. Orders/Dock Recs		NAFTA		Caricom		Alt. BLs		Dang. Goods		Billing		Packing Lists	

Once you have selected the appropriate client and specific File Reference, individual tabs allow access to each individual document.

Since OASIS has the capability of maintaining multiple documents within one File Reference, it automatically assigns document sequence numbers in ascending order as these are added. One example is multiple Sight Drafts for collection under one file reference.

OASIS is very straight forward in it's processing steps. Much of the information processed at the Booking & RFQ module level is propagated to individual documents as these are activated or opened. Data field changes made at a specific document level are not filtered into subsequent documents but reside only where the change is made.

The following screen shots describe the most salient and not necessarily obvious information.

Export Declarations

SED 1

- Are contained in two processing screens Page1 & Page2
- Activating either tab, displays the appropriate entry screen
- Information edited in the form will not affect other forms.
- Auto propagates fields entered from the Booking & RFQ level
- To print the Laser formatted SED, select that Printing option.

Changing a SED Record

General Information | Commodity Details | Vehicle Details | **** NO POWER OF ATTORNEY ON HAND **** | Default from Profile

U.S. Principal Party of Interest: 753
AA ELECTRIC INC.
1 MADISON ST.
E RUTHERFORD, NJ 07073 US
Zip: 07073
USPPI EIN: [] Related: []
Ultimate Consignee: 1162
ACUACRIA C.A.
AVE. CEDENO C.C. CARLOS SANDA
LOCAL#4
VALENCIA VENEZUELA
Loading Pier/Terminal: []
Exporting Carrier: HAPAG VOYAGER
Foreign Port of Unloading: 54901
BANGKOK

Date of Exportation: 7/15/2001
Point (State) of Origin: []
FTZ No.: [] Mexican State: [] In Bond Code: []
Intermediate Consignee: []
Port Of Export: NEW ORLEANS, LA
Validated License / General License Symbol: NLR (All Others)

☐ Containerized
☐ Routed
Entry Number: []
Bill of Lading / Air Waybill No.: []
Ultimate Destination: UNITED KINGDOM
TypeMove:
☐ Air
☒ Ocean
☐ Mail
☐ Truck
☐ Rail
☐ Pipeline
☐ Other
Special ID: []
Eccn: []
Carrier SCAC: []

Dot Matrix SED | Laser SED | OK | Cancel

SED 2 Body Area

The screenshot shows a dialog box titled 'Adding a SED Line Item' with two tabs: 'Commodity Details' and 'Export License Information'. The 'Export License Information' tab is active. On the left, under 'Domestic or Foreign', there are three radio buttons: 'Domestic' (selected), 'Foreign', and 'Military'. To the right, there are fields for 'Sch. B Number' (with a lookup button), 'Primary' (Units, Type), 'Secondary' (Units, Type), 'Weight', and 'Value'. Below these is a 'Description' field. At the bottom right are 'OK' and 'Cancel' buttons.

- Selecting Schedule B Number look up and making a selection, automatically populates Primary Units and Description field.

SED Export License Information

This screenshot shows the same dialog box as above, but with more fields visible. A red text box on the left says 'Use this area to record "Additional" License Info for this Commodity ONLY!'. Fields include 'Export License Number', 'Qualifier' (License Number, OTDC/ITAR), 'USML Category', 'Eligible Party' (No, Yes), 'Registration #', 'License Code' (with a lookup button), 'Quantity', 'Unit of Measure', 'Significant Military Equipment Indicator' (No, Yes), and 'ECCN'. 'OK' and 'Cancel' buttons are at the bottom right.

Bills Of Lading

BL 1

- Are contained in three processing screens, Page 1, Body Area & B/L Instructions
- Contain three additional processing steps for EDI & XML if required (must purchase modules)
- Auto populates fields from the Booking & RFQ modules.
- Information edited in the form will not affect other forms.

Is capable of producing, without any further data entry the following Laser formatted documents:

- B/L
- Dock Receipt
- Confirmed On Board
- Cargo Receipt
- Negotiable Cargo Rcpt
- HBL

Changing a Bill of Lading Record

Page 1 | Body Area | B/L Instructions | Pre Shipping Advice | EDI 304 | B/L Rider | Default from Profile

Shipper A & E PRODUCTS GROUP 170 CARLOZZI DR. FOREST CITY, NC 28043	Booking Number 12345	BL Number BL-4132	Document Number 12345
Consignee ACUACRIA CA AVE. CEDENO C.C. CARLOS SANDA LOCAL#4 FRANCE	Export References Reference No. 54321 P.O. No.	Consolidation Number ...	Dest Agent ...
Notify Party ...	Routing/Export Instructions ...	Master BL No. ...	Currency ...
Place Of Receipt CHARLESTON, SC	Onward Inland Routing ...	Type of Move Ocean	Date 4/2/2003
Vessel Name DEEP BLUE	Voyage 56	Load Port CHARLESTON, SC	Tariff Item Number ...
Discharge Port LE HAVRE, FRANCE	Place of Delivery CHARLESTON, SC	Payable At ...	Declared Value 0.00

- B/L Instructions
- Pre-Shipping Advice
- Intercargo Insurance
- Ocean & Zebra Labels

See http://www.melcogroup.com/warehouse_labels.htm for label samples, ordering and latest information.

OBL Body Area

- Information previously entered in the RFQ \ Booking areas is defaulted into the BL Body Area.
- You may choose the appropriate button to either Insert, Change or Delete a particular line item.

Changing a Bill of Lading Record

Page 1 | Body Area | B/L Instructions | Pre Shipping Advice | EDI 304 | B/L Rider | Default Body Area

Marks & Numbers	Pcs	Description	Lbs	Kgs	Cft	Cbm
STEU-54321	1	20' CONTAINER S.L.C. (2,3,5,6-TETRAFLUORO-4-METHYL	35000	15876	2000	56.635
MADE IN USA TEMP CONTROL 85 F NO HOOKS ALLOWED						
These commodities licensed by the United States for Ultimate Destination and for distribution or resale in Diversion contrary to U.S. law prohibited.						
TOTALS		1				
		UNIT COUNT	20'	40'		
			1			

Placing the cursor within a specific body area and selecting <Retrieve Clause> will display a Statement selection window. Selecting the appropriate statement will insert the same within the BL Body area.

BL Instructions

Pressing the BL Instructions tab, will present an entry screen where specific and detailed instructions may be noted. These will automatically be inserted into the B/L Instructions form when printed.

Pre Shipping Advice

Accessing this option allows the operator to enter Pre Shipping Advice Information.

EDI 304 - Xml

Accessing this screen allows the operator to process "Advanced" functions in OASIS which deal primarily with the electronic processing of data. These modules must be purchased in order for them to be functional. The two processes which are available are EDI "Electronic Data Interchange" X.12 format suitable for transmissions with WAN's such as INTTRA <http://www.inttra.com> which allow for Bill Of Lading information to be electronically submitted to ocean carriers capable of accepting such information or XML, an advanced, cutting edge and emerging technology.

Changing a Bill of Lading Record

Page 1 | Body Area | B/L Instructions | Pre Shipping Advice | EDI 304 | B/L Rider

Office Code (SPLC) Send TO (Receiver) Receiver ID

Number Of Copies Name

Number Of Originals Path

Type Of Service EDI Comments

Payment Code

Packaging Code

Date	Time	User ID	Type	Comments
------	------	---------	------	----------

Create X12 304 Message Edit EDI Log Comments

B/L Dock Receipt Confirmed On Board Cargo Receipt Negotiable Cargo Recpt Zebra

House B/L B/L Instructions Pre Shipping Advice Intercargo Insurance Ocean Label OK Cancel

Please review the APPENDIX at the end of this reference guide titled XML OASIS or you may access latest and extensive information on our servers @ <http://www.melcogroup.com/XML/xml.htm> regarding capabilities.

B/L Rider

Accessing this option allows the operator to produce riders when information cannot fit within the body of a standard B/L.

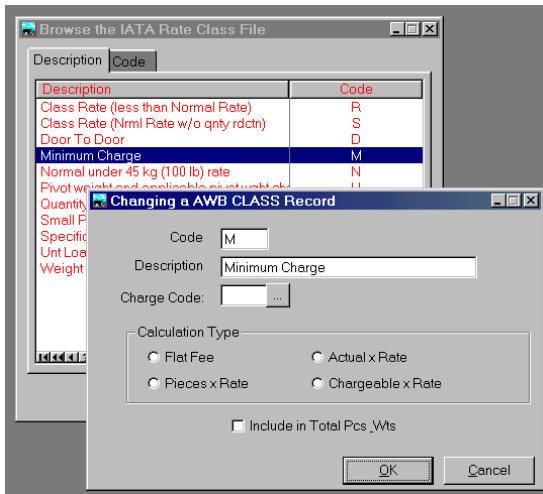
Air Way Bills

Prior to reviewing how AWB's are processed it is advisable to discuss the different options available in setting up "automatic" rating when processing AWB's in OASIS. Most of these options are initially accessed from the OASIS <Maintenance> menu then accessing <System Maintenance>.

AWB rating & setup

RATE CLASS SETUP

New fields have been added to the IATA 'RATE CLASS' file. This allows the user to determine several things about how the line item is handled.



First, an **INVOICE CHARGE CODE** is defined for each **RATE CLASS**. This is used when populating the forwarding invoice from the AWB. This will determine the description and ID used on the invoice line item when defaulting charges from the AWB to the INVOICE.

Next the type of rating is defined. This allows RATE CLASS items to be calculated differently. There are four type of rating calculations. The RATE/CHARGE field is always the basis for the calculation.

- 1) **Flat Fee** --> RATE/CHARGE = LINE TOTAL
- 2) **Pieces x Rate** --> RATE/CHARGE times PIECES = LINE TOTAL
- 3) **Actual Weight x Rate** --> RATE/CHARGE times GROSS WEIGHT = LINE TOTAL
- 4) **Chargeable Weight x Rate** --> RATE/CHARGE times CHARGEABLE WEIGHT = LINE TOTAL

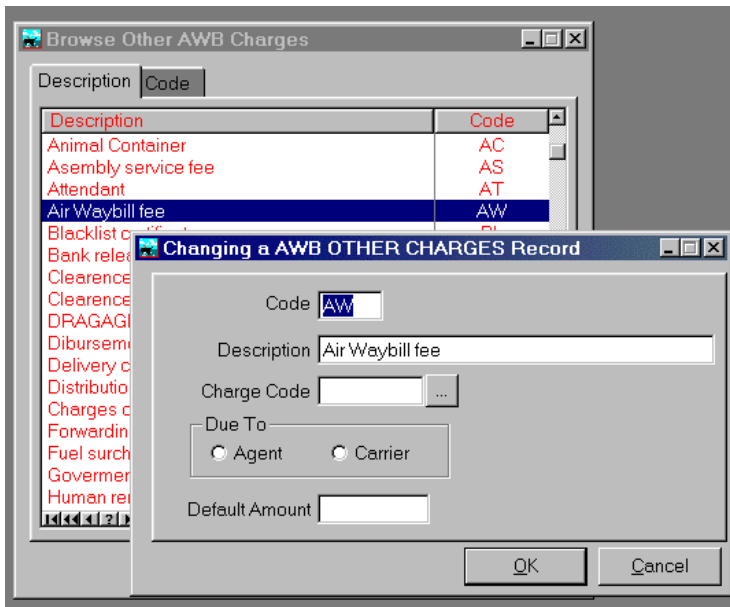
Finally Items can be excluded from the TOTAL PIECES & WEIGHT by removing the check mark on INCLUDE IN TOTAL PCS_WTS. This is useful for adding a surcharge that is applicable to only a portion of the cargo (HazMat Fees etc.).

OTHER CHARGE DESCRIPTIONS

New fields have been added to the IATA 'OTHER CHARGES' file. This allows the user to determine several things about how the line item is handled.

First, an **INVOICE CHARGE CODE** is defined for each OTHER CHARGE. This is used when populating the forwarding invoice from the AWB. This will determine the description and ID used on the invoice line item when defaulting charges from the AWB to the INVOICE.

Next the OTHER CHARGE item can be defaulted as **DUE AGENT** or **DUE CARRIER**.



Finally the default **CHARGE AMOUNT** can be set for each OTHER CHARGE item.

AS AGREED

Check box at the lower left corner of the AWB screen allows the AWB to print suppressing the rates and replacing them with the wording AS AGREED in all appropriate areas. This way the AWB can be rated and transfer to the billing but still print AS AGREED.

<input checked="" type="checkbox"/>	Double Form
<input checked="" type="checkbox"/>	Print AWB Nbr
<input type="checkbox"/>	Print 'As Agreed'

DEFAULT AWB CHARGES TO INVOICE

Once the RATE CLASS and OTHER CHARGES are 'linked' to Invoice CHARGE CODES, the invoice can be filled out automatically from the information entered onto the AWB. **This is done via a new button on the top center area of the invoice.** Once this is defaulted, additional charges may be entered if desired.

Invoice Processing						
Bill To:		House BL/AWB		Reference Number		
SELVA U.S.A.				001223-14		
1920 EAST HALLANDALE BEACH		Master BL/AWB		Consolidation No.		
SUITE 809				Invoice Number		
HALLANDALE, FL 33009 USA		Contracts		Date		
Attn:		Retrieve Quote		9/12/2001		
		Retrieve AWB/BL		Location		
				Sales ID		
Code	Description	Charges	Cost	Vendor	Invoice	Due Date

AGENT'S LIQUIDATION

After all House AWBs are entered for a consolidation, the amounts from the AWB will be brought forward to the Agent's Liquidation. This is a document showing the calculation of the agent's commission as well as distribution of the monies collected from the house transactions. The rating information from the Master may also be brought through to the liquidation by using the button labeled **<Get COSTS from MASTER>**. Then

the overall profit is calculated by subtracting all MASTER COSTS from the HOUSE CHARGES. Agent's commission is a percentage this overall profit. Next, the amounts collected and paid are summarized determining to whom monies are due.

Changing an OCEAN CONSOLIDATION Record

Details Agent Liquidation

Reference No.	BL Number	Consignee	Freight	Forwarding	Other	Total

Summary of Agent Commission

Ocean Freight Charges: 0.00

Plus: + 0.00

Ocean Freight Paid: - 0.00

Forwarder Brokerage: - 0.00

Courier Service: - 0.00

Other: - 0.00

Commission: 0.00% Based On = 0.00

Plus: 0.00

Total Commission Due Agent: \$0.00

Summary of Manifest

Total Manifest: 0.00

Less: Frt Paid By Agent: 0.00

Commission Due Agent: 0.00

Prepaids: 0.00

Due:

Plus: 0.00

Total Due:

Agent Liquidation

Master BL Cargo Manifest Profit Summary OK Cancel

Close-Out Button

A closeout button is being incorporated into the Agent's Liquidation module to allow to "Close" a particular consolidation. This will accomplish several things.

1. It will distribute "all costs" back to individual HAWBs, the end result being that cost's associated with a MASTER will equal ZERO when compared with individual House AWB's. In other words, the costs associated with a MASTER will equal the costs from the combined HAWB for that consolidation.
2. When running a "Billing Report" the profit per file calculation will be "very" accurate. Of course this is dependent on operators entering accurate data to begin with.
3. Once closed-out, it will not allow operators to make changes to a HAWB \ HBL, MASTER AWB \ BL or CONSOLIDATION \ LIQUIDATION.

This is comparable to an EOM "End Of Month" closeout in accounting systems.

IATA Page 1

- Are contained in four processing screens IATA Page1, RATING, IATA Page 2 and EXTENDED Description screens
- Auto populates fields from the Booking & RFQ modules.
- Information edited in the form will not affect other forms.

- Contains extensive IATA 3 digit codes, Air Carrier Codes, Currency Codes, IATA Charge Codes

Unknown Shipper

NOTE: That when a "Shipper" is selected that is NOT KNOWN because it was not tagged as such in the Contact Maintenance by accessing:

- OASIS Rolodex
- Accessing Shipper Record and selecting <Change>
- Accessing <Set Up> tab

The operator will receive such a message.

AWB Rating

- Rate Class lookup

Changing an AWB Record

IATA Page 1 | **RATING** | IATA Page 2 | Extended Description | Default From Profile

Handling Information

Pieces	Gross Weight	Rate Class	Commodity Item No.	Chargeable Weight	Rate Charge	Line Total	Nature of Goods
13	28.5	<input type="radio"/> Kg <input type="radio"/> Lb		28.5	1.40	39.90	MACHINE PARTS
		<input type="radio"/> Kg <input type="radio"/> Lb					
		<input type="radio"/> Kg <input type="radio"/> Lb					
		<input type="radio"/> Kg <input type="radio"/> Lb					
		<input type="radio"/> Kg <input type="radio"/> Lb					

Minimum Charge 39.90

☐ Std
☐ Metric
 DIM FACTOR

Quantity	x	Length	x	Width	x	Height	=	CFT
12								
1		40		27		17		10.63

Dimensioned Weight 94.68 10.63

Retrieve House AWB Rates

NOTE! The Dimensioned Weight is greater than the actual weight!

☒ Double Form ☒ Print AWB Nbr
☐ Print 'As Agreed'

IATA Label 11 Inch AWB Laser AWB Multi Copy Laser
 Zebra Freight 12 Inch AWB Freight Labels OK Cancel

- Automatically rates based on weight or Dimension calculation

Charter or Pallet rates

Have added capability to use charter or pallet rates. On these rates there is no 'rate charge' only a total. In v3.5 we used to be able to edit the total directly. This is now possible by utilizing in AWB RATING TAB the RATE CLASS button and specifically the U- "Pivot weight and applicable pivot weight charge" rate charge. This allows you to put in a charter or pallet weight and bypass the normal OASIS rating calculations

IATA Page 2

Information entered from the Rating screen automatically defaults to appropriate fields.

Changing an AWB Record

IATA Page 1 | **RATING** | IATA Page 2 | Extended Description | Default From Profile

Prepaid **Collect**

Weight Charge 39.90

Valuation Charge

Tax

Due Agent 85.00

Due Carrier 5.70

Total 130.60

Currency Conversion Rate

Currency Conversion Charge

Airline Sales Commission %

Code	Other Charge Descriptions	Ppd Col	Agent Carrier	Amount
	Forwarding Fee	P	A	50.00
	Fuel surcharge	P	C	5.70
	Air Waybill fee	P	A	35.00

Signature of Shipper or his Agent

Execution Date Execution Place

Signature of Issuing Carrier or its Agent

Dest Agent

☒ Double Form ☒ Print AWB Nbr
☐ Print 'As Agreed'

IATA Label 11 Inch AWB Laser AWB Multi Copy Laser
 Zebra Freight 12 Inch AWB Freight Labels OK Cancel

Extended Description

Selecting this button \ tab allows the user to enter extended descriptions which are printed at the bottom part, beneath the AWB Body Area. Pressing the {Retrieve Text \ Comments} button accesses the "Clause" file where previously defined comments may be inserted into the document.

The screenshot shows a Windows-style dialog box titled "Changing an AWB Record". It has four tabs: "IATA Page 1", "RATING", "IATA Page 2", and "Extended Description", with the last one selected. The main area is titled "EXTENDED DESCRIPTION" and contains a large text box with the placeholder "Comments go here.....". Below the text box is a button labeled "Retrieve Text/Comments". At the bottom, there are several options: checkboxes for "Double Form" and "Print AWB Nbr"; icons for "IATA Label", "11 Inch AWB", "12 Inch AWB", "Laser AWB", and "Freight Labels"; and "OK" and "Cancel" buttons.

IATA Label per UN Resolution 606

OASIS conforms to the IATA Resolution 606 Airline labeling format, which contains pertinent information from the AWB imprinted in Bar Code unto the label.

This label has been formatted to work specifically with the UBI 301 \ Intermic EasyCoder301 bar code label printer. Intermic has purchased the UBI corporation. You may access www.intermic.com in order to request purchasing information on this model printer.

The image shows a sample IATA Air Waybill label. At the top, it says "Airline" followed by "AIR FRANCE" in large bold letters. Below that is a barcode. Under the barcode is the number "0574899889100002". A horizontal line separates this from the "Air Waybill No." section, which displays "057-48998891". Another horizontal line follows. Below this line, there are two columns: "Destination" with the value "MEX" and "Total No. of Pieces" with the value "2". At the bottom, it says "Optional Information". A large red "SAMPLE" stamp is overlaid diagonally across the bottom half of the label.

The following label example is for visual purposes only and is not an exact proportional replica \ scale of the IATA 606 label.

NOTE: See http://www.melcogroup.com/warehouse_labels.htm for latest information related to suggested printers, label supplies and OASIS generated bar code label formats.

Sight Drafts

- Are contained in three processing screens Page 1, Page 2 and Page 3
- Since the information on a Sight Draft is so specific, no data is automatically defaulted into this form.

The screenshot shows a software window titled "Adding a SIGHT Record" with three tabs: "Page 1", "Page 2", and "Page 3". The "Page 1" tab is active. The form includes the following fields and controls:

- U.S. \$ [] Date []
- How paid [] of the 1st/2nd Exchange
- Pay to the Order of [] United States Dollars
- To (Bank) [] for Value received and charge the same for account of []
- [] Authorized Signature
- Gentlemen []
- ☐ For Collection
- ☐ For payment/negotiation under L/C
- We enclose DRAFT NUMBER [] and documents listed below:
- Document checkboxes: B/L, B/L Copy, Comm Inv., Ins. Cert., Cer. of Orig., Cons. Inv., L/C, Pkng List, Wght Cert., Other Documents
- Buttons: [Print Icon], OK, Cancel

- Prints a Laser formatted document.

Sight Draft 2 & pg 3

Allow you to enter other pertinent information not contained in regular input screens.

Combo Delivery Orders / Dock Receipts

- Are contained in three processing screens.
- Defaults information from the RFQ & Booking areas.
- Information edited in the form will not affect other forms.
- Allows additional profiling of a TO and PICK UP FROM and SUPPLIER fields
- Allows the operator to enter specific NOTES or instructions.

Certificates Of Origin

- Defaults information from the RFQ, Booking and B/L processing screens

Nafta Certificates

Nafta Page 1

- Are contained in two processing screens Page 1 and Body Area

Changing a NAFTA Record

Page 1 | Body Area |

Exporter: 1285
MELCO GROUP INTERNATIONAL, INC.
4421 CONLIN STREET
METAIRIE, LA
EIN:
Producer:
G.A.S. CARGO SERVICES LTD.
CRUISE SHIP COMPLEX
WRIGHTSON RD. PORT OF SPAIN
TRINIDAD, WEST INDIES 0 TT
EIN:
BLANKET PERIOD
From:
To:
This certificate consists of pages, including all attachments.
Name: Company: Title:
Date: Voice: Fax:
OK Cancel

- Defaults some information from the Booking & RFQ modules
- Information edited in the form will not affect other forms.
- Prints a Laser formatted document

Nafta Body Area

Changing a NAFTA Record

Page 1 | Body Area |

Description of Goods	TARIFF	CRI	Producer	NET	ORI
----------------------	--------	-----	----------	-----	-----

Insert Change Delete
OK Cancel

Document Transmittals

- Are contained in three processing screens.
- Default information from the RFQ & Booking screens.
- Information edited in the form will not affect other forms.

Document Distribution Tab

- Selecting the Distribution tab, presents a detailed screen where the parties which are to receive a document distribution set may be selected \ noted.

Record Will Be Added

General | Additional Parties | **Document Distribution**

Distribution

	BL		COM INV		INS CERT		CAO		FWD INV		BANK LTR									
	ORIG	DUP	ORIG	DUP	ORIG	DUP	ORIG	DUP	ORIG	DUP	ORIG	DUP	ORIG	DUP	ORIG	DUP	ORIG	DUP	ORIG	DUP
Shipper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consignee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notify Party	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bank	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Print Document Transmittal OK Cancel

Caricom Invoices

- Produces the Caribbean Common Market invoice in Laser Format.
- Defaults some information from the RFQ & Booking screen.

Alternate Straight B/L's

- Produces the Alternate Straight Bill of Lading (Short Form)
- Are contained in three processing screens.
- Information edited in the form will not affect other forms.
- Almost identical in function to the BL processing but with additional fields and a unique Laser Format.

IMO Dangerous Goods Certificates

IMO Page 1

- Are contained in two processing screens Page 1 and Body Area

Changing a DANGER Record

Page 1 Body Area

Shipper Number: [1] ... Add'l Ref.: [Additional Reference Number]
 Melco Group Intl., Inc.
 4421 Conlin Street
 Suite 202
 Metairie, LA 70006 US

Booking No.: [CSB5678]
 Ref. No.: [345]
 Project No.: []
 PO No.: [123]

Goods delivered as:
☒ Break Bulk
☒ Unitized
☒ Bulk Packages
 Type of unit (container, trailer, tank vehicle, etc.)
☒ Open
☒ Closed

Consignee: [9] ... Carrier Number: [154] ...
 M & R INTERNATIONAL, INC.
 PLAZA 55 - 55 RAILROAD AVENUE
 GREENWICH, CT 06830 US
 ADRA - AZERBAIJAN
 BAKU 370 000
 AMIROVA ST. 1, APT. 53
 ATTN: IAN RIDLEY, CO.

Vessel Name: [SL INTEGRITY]
 Load Port: [MOBILE, AL] ...
 Discharge Port: [ROTTERDAM] ...
 Voyage Number: [6578]

On Behalf Of Packer:
 Name / Status: [Name / Status - Packer]
 Place / Date: [Place / Date - Packer]

On Behalf Of Shipper:
 Name / Status: [Name / Status - Shipper]
 Place / Date: [Place / Date - Shipper]

IMO Dangerous Goods Declaration

OK Cancel

- Defaults some information from the Quote and RFQ modules
- Information edited in the form will not affect other forms.
- Produces a Laser formatted document

IMO Body Area

Changing a DANGER Record

Page 1 Body Area

Marks Numbers	Pcs	Description	Weight	Measurements
	2	40' Container (Closed Top) S.T.C.	45000	345
	3	KRAFT LINERBOARD		
		40' Container (Closed Top) S.T.C.	45000	
		OAK RED OAK WOOD KILN DRIED ROUGH 5		
CONTAINER NO.	SEAL NO.			
GSTU 567890	123	8 ROLLS	23545	
TOLU 345647	456	10 ROLLS	27855	
TOLU 456768	456	10 ROLLS	272175	
GSTU 409876-1	7565		45000	

Retrieve Clause

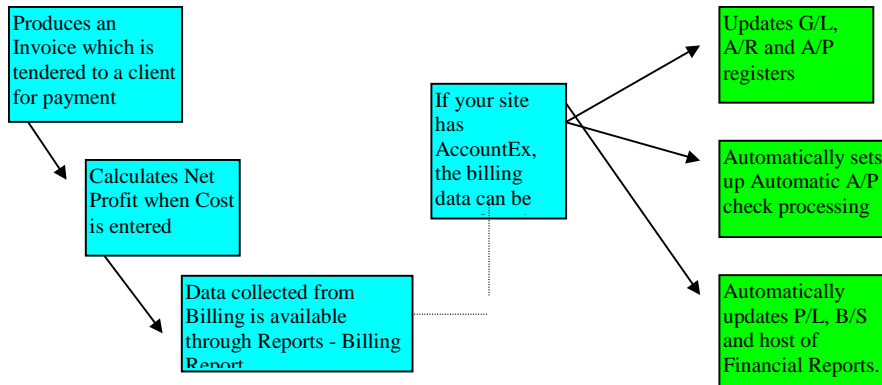
Insert Change Delete

IMO Dangerous Goods Declaration

OK Cancel

Invoicing - Billing

When processing an invoice, also referred to as Billing, the information entered affects the following processes within the OASIS environment:



The Billing \ Invoicing functions require some explanation. Basically it is contained within one processing screen but with several lookup options. Also note that you have several buttons named "Contracts", "Retrieve Quote" & "Retrieve BL/AWB". These allow for the following options.

Invoice Processing

Bill To: 996
1 ST. CHOICE TRANSPORTATION
MIAMI, FL US
Attn:

House BL/AWB
Master BL/AWB
Contracts
Retrieve Quote
Retrieve BL/AWB

Reference Number: 54321
Consolidation No.:
Invoice Number: 54321
Date: 11/5/2001
Location:
Sales ID: AM

Code	Description	Charges	Est. Cost	Actual Cost	Vendor	Invoice	Due Date
015	COMMISSION	5.85					
108	SERVICE FEES/DOCUMENTATIO	360.00					
119	MISCELLANEOUS CHARGES	200.00					
CC	CUSTOMS CLEARANCE	200.00					
STRP	STRIPPING OF CONT	168.00	125.00	120.00	218		
Total Invoice Amount \$		933.85		120.00		Net Profit	813.85

Comments

Forwarding Invoice Brokerage Invoice Insert Change Delete OK Cancel

Lines with a cost & no charge will not print & will be this color.

Contracts

Refer to the "OASIS GENERAL OVERVIEW" chapter and section **Adding & Modifying Contact System Records** for in depth information but in essence, if you have set up <Contract> rates, these are defaulted into the Invoice – Billing screen. These charges may then be modified as needed without having to re-key each invoice line item.

Retrieve Quote

If a quotation has been previously processed for this particular client, which then has been booked and activated as a shipment by assigning a reference, then you may default the original Quotation into the Invoice-Billing screen. You may further edit line items or <insert> additional line items as required.

Retrieve BL / AWB

Charges are retrieved from:

- From HBL when line items have been entered in the HBL screen
- From AWB when same has been rated RATING TAB and \ or IATA pg2. Please review AWB Rating & Setup for full description.

Charge Code Lookup

- Charge Codes are user defined
- If the Cost Amount is known and entered and Vendor tagged with appropriate Vendor Invoice and Due Date, it can automatically process A/P (when AccountEx) is installed.
- Information is passed to the Invoice \ Billing report and produces profit by file reporting.

Changing an INVOICE LINE ITEM

Charge Code	Description	Charge Amount	Est. Cost Amount
STRP	STRIPPING OF CONT.	168.00	125.00
		Sales ID AM	Clear

Vendor	218	Vendor Invoice	Date	Due Date
AAA COOPER TRANSPORTATION		A-32154	1/1/1981	
P.O BOX 6827				
DOTHAN, ALABAMA 36302				

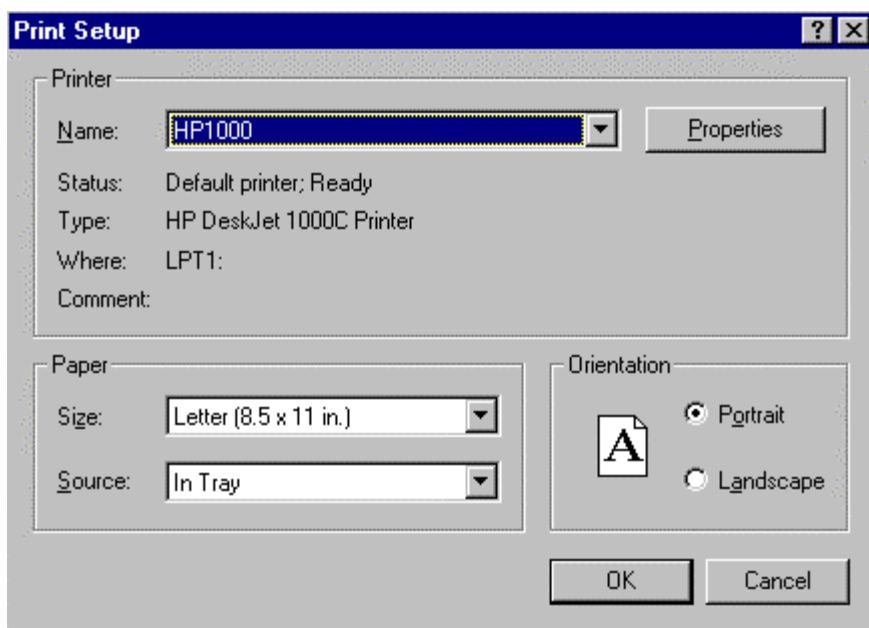
Actual Cost Amount: 120.00

OK Cancel

Printing Documents

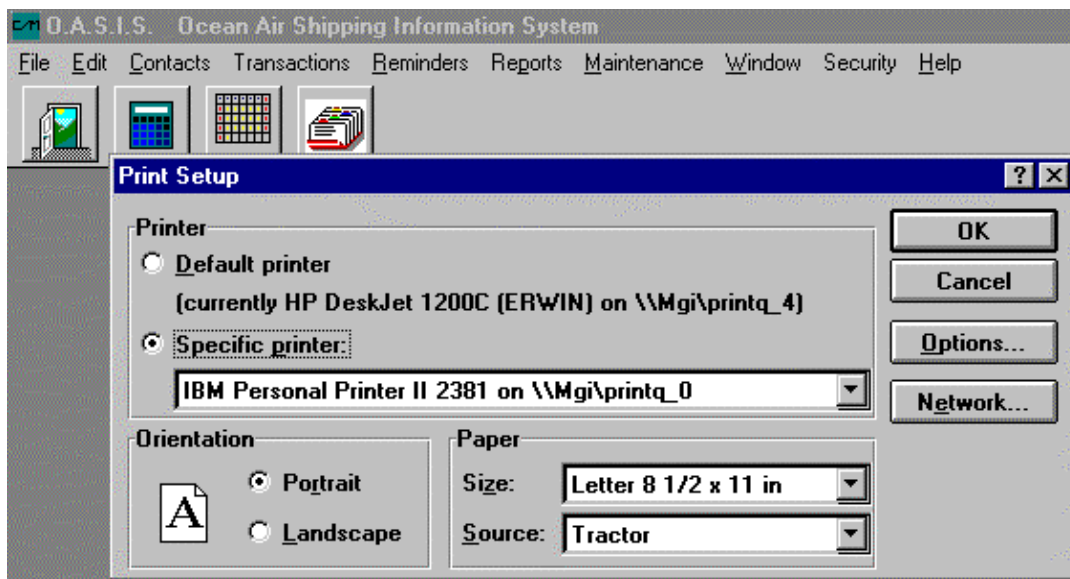
Printers & Routing

Please refer to the **MAINTENANCE** chapter to review the 'Printer Routing Definition' section. OASIS allows you to define and default various documents, reports and other printed material to specific printers located through your network. You may however, temporarily route a specific print job to another printer, fax board or other resource by making the appropriate selection on the screen which is presented.



The printer set up and network routing is accomplished through Windows. OASIS defaults to the printer 'set as your default' at your Windows Control Panel. In order to route to a particular printer within your network, follow the following steps:

1. At OASIS Prior to printing select the File drop down menu and select Print Setup. The 'Print Setup' screen is displayed.
2. Click on the 'down arrow' to display & select the appropriate printer you wish to route to.



Once the printer is selected, it will remain as the default printer, until you exit OASIS. If you process a different document or report that needs to be printed to another printer within your network, repeat the above procedure.

Print Preview

OASIS has a 'Print Preview' function allowing you to visualize and thus view documents & reports prior to execution.

Multiple ways of Searching for information

As you know, OASIS at its most basic level combines two very powerful features: Call Management & Documentation or Transaction Processing. We will go over the various ways that you can access Transaction (Shipment) information.

TRANSACTION LOOKUP - Searching All Transactions

This is probably the most frequent way that OASIS users retrieve their existing Shipment Transactions. This is usually accomplished by either selecting the "Card File" icon next to the "Rolodex" icon located beneath the OASIS Menu Item options or just clicking on <Transactions> at the OASIS Main Menu and then selecting the <All Transactions> submenu option. Either way, a screen similar to this one would be displayed.

Reference #	Booking #	P.O. #	Client	Shipper	Consignee	Entered
54321	12345		1 ST. CHOI	A & E PROD	DAYTON RE	
567	790-00238103					
80209			SUPERENVA/MB CARGO,			
80210			SUPERENVA/MB CARGO,			
80210-12			NABISCO VE MB CARGO,			
8024-11	00195895		SUPERENVA/MB CARGO,			
80436	00116083		MB CARGO, REPRESENT			
80436-11	00116083		INVERSIONE MB CARGO,			
80436-12			SUPERENVA/MB CARGO,			
80436-13			MANPA HIGI MB CARGO,			
80436-14			GOODYEAR LMB CARGO,			
80436-15			SUPERENVA/MB CARGO,			
80436-16			NABISCO VE MB CARGO,			
80436-17			PRAVAIR MB CARGO,			
80437	95216995		QUAKER C.A. ALEX FRIES			
80438			INDUSTRIAL SYLCO S.R.L.			
80439	023-95217010		INDUSTRIAL SYLCO S.R.L.			
80440	1450691		FAVEP FABR PAN-ATLAN			
80441			MB CARGO, SUPERENVA			
80441-01			SUPERENVA/MB CARGO,			
80441-11	790-00116024		SUPERENVA/MB CARGO,			
80441-12	790-00116024		INVERSIONE MB CARGO,			
80441-13	790-00116024		PAPELERIA MB CARGO,			
80441-14	790-00116024		TETRA PAK MB CARGO,			
80441-15	790-00116024		CORIMON P MB CARGO,			

--- TRANSACTION PROFILE ---

Client
1 ST. CHOICE TRANSPORTATION

Booking Nbr
12345

Reference Nbr
54321

Shipper/Exporter
A & E PRODUCTS GROUP
170 CARLOZZI DR.
FOREST CITY, NC 28043

Consignee
ACUACRIA C.A
AVE. CEDENO C.C CARLOS SANDA
LOCAL#4
VALENCIA VE

Place of Receipt
CHARLESTON, SC

Load Port/Airport
CHARLESTON, SC

Point of Origin
NC - NORTH CAROLINA

Discharge Port/Airport
LE HAVRE, FRANCE

Ultimate Destination
FRANCE

Place of Delivery
CHARLESTON, SC

Vessel

Voyage/Flight

Carrier/Airline

Marks & Nos.	Pcs	Description	Lbs	Kgs	Cft	Cbm
STEU-54321	1	20' CONTAINER S.L.C. (2,3,5,6-TET)	35000	15876	2000	56.635

MADE IN USA
TEMP CONTROL
85 F
NO HOOKS
ALLOWED

These commodities licensed by the
for Ultimate Destination

Type of Move
Ocean

Current Status
Booking/Active

Terms
FOB

All Cargo
Hazardous

E.T.D.
3/22/2003

E.T.A.
3/29/2003

Add

Change

Delete

Close

Pointing & clicking the cursor in the "blue" box (left side) allows you to then search for Transaction records utilizing either the VCR buttons located at the bottom most left portion of the screen. However this can be a tedious way of locating records. A better way is to use the "Tab Buttons" which are displayed above that screen, similar to this.

Reference #	Booking #	P.O. #	Client	Shipper
-------------	-----------	--------	--------	---------

Notice that as you click on the various tabs i.e.: Booking, Shipper and so on the screen information changes. This is because each tab represents a "Key" or specific "Sort Order." For example, say that you are trying to find transaction information on **Shipper: Exxon**. By typing a few characters i.e.: **Ex** the system would begin to display all shippers, whose name starts with Ex such as **Exacto**, **Exit**, and so on. Typing another **x** i.e.: **Exx** would further narrow the choices, because the system would be sorting for only those names that contain Exx. Once you are close to the name (Shipper) you where searching for, then it may be more advantageous to use the keyboard arrow keys or even the VCR buttons, to further narrow your search.

But what happens when you made a mistake or need to do another search. Say instead of **Exxon** you really meant to search for **Texaco**? **First you would clear the "Search Buffer" by selecting and pressing the down arrow key on your keyboard.** This in effect clears the buffer and readies OASIS for another "new" search. Then as you type **Tex**, OASIS would again search and sort your OASIS contact data files narrowing down the search to your chosen option.

Rolodex – Shipper Specific Transactions

Another powerful way to search for transactions is accomplished by clicking on the "Rolodex" icon. **If you want to segregate shipment transactions for only a specific shipper**, this is the way to accomplish it.



Once you have located and selected the shipper by either "double clicking" on their name or clicking on the [Change] button, you gain access to all of their transactions by selecting the [Process Transactions] button.

Reference Number	Date	Type Of Move
AXP0000058	3/05/2003	Air
	3/05/2003	Air
AIR0010008		Air
BOG0721		Air
WHSE 000154	9/20/2002	
T281602	8/16/2002	Ocean
8162002	8/16/2002	Ocean
	8/16/2002	
OXP0000058	8/16/2002	Ocean
EGCHT8502	8/05/2002	
	7/02/2002	
D-MGITEST	6/12/2002	Domestic
TEST602	6/12/2002	Domestic
EGT61102	6/11/2002	Domestic
0100854		Ocean
BBI-52302	5/23/2002	Domestic

You may then search the specific shippers transactions by way of the "lookup tabs" located at the top of the transaction screen.

Quote #	Entered	Booking #	Reference #	Shipper	Consign
15	8/15/2000			A & M INT'L	

The default is "All Transactions" but also include:

- ☐ Quotations
- ☐ Bookings/Active Shipments
- ☐ Completed Transactions
- ☐ Deleted Transactions

Lens Icon – Direct Access

If you know your File Reference number and you want to *by-pass all other OASIS search functions* and go directly to a specific shipment transaction document, this is the best means of accomplishing it.



You can by-pass up to three steps or screens by choosing this access method. The caveat is of course that you *'must know'* your File Reference Transaction number, prior to utilizing this method. Once you enter your reference, you may click on:

- ☐ Billing
- ☐ Export
- ☐ Inbound
- ☐ Air Master
- ☐ Ocean Master

And directly access the given document.

Flash Light Icon – Filtered Transactions

Another great way of searching for transactions in OASIS is by utilizing the Flashlight Icon located at the OASIS Main Menu bar.



With this method you may actually find "like transactions" i.e.:

- ☐ All transactions with POL "Houston"
- ☐ All transactions for client "Exxon"
- ☐ All transactions for a specific Container Number

And so on.

The screenshot shows the O.A.S.I.S. Ocean Air Shipping Information System - r2003.04 application window. The menu bar includes File, Edit, Contacts, Transactions, Reports, Maintenance, Security, and Help. Below the menu bar is a toolbar with icons for file operations, data entry, and search. The main window displays a 'Transaction Profile' dialog box with the title 'Enter Profiling Data to Retrieve a List of Matching Transactions'. The dialog box contains eight input fields for Client Name, Shipper Name, Consignee Name, Vessel Name, Port of Loading, Port of Discharge, Container Number, and P.O. Number. At the bottom of the dialog box are two buttons: 'Lookup Matching Transactions' and 'Cancel'.

O.A.S.I.S. Ocean Air Shipping Information System - r2003.04

File Edit Contacts Transactions Reports Maintenance Security Help

Transaction Profile

Enter Profiling Data to Retrieve a List of Matching Transactions

Client Name

Shipper Name

Consignee Name

Vessel Name

Port of Loading

Port of Discharge

Container Number

P.O. Number

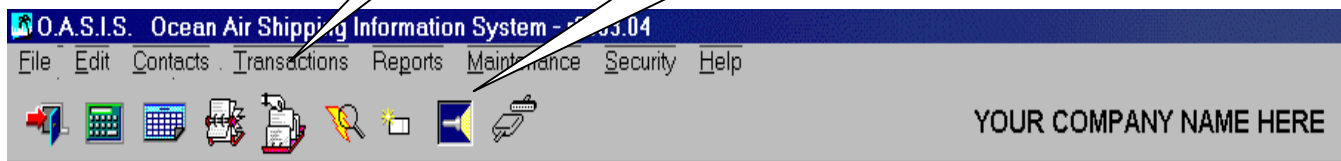
Lookup Matching Transactions Cancel

Once you have determined and entered your "profile" criteria in the individual entry fields, OASIS will display a screen matching your criteria. Selecting records from that list will allow you full access to the specific transaction allowing further transaction processing.

OASIS Transaction Search Options:

TRANSACTIONS Menu option – To display sub menu items and search Quotations, Bookings, All Transactions and access specific OASIS modules such as Warehousing or NVO Modules.

FLASH LIGHT Icon – Filtered transaction list. You may enter a client, port of loading or other displayed item and only retrieve matching records for further processing.



LENS Icon – If you know your Transaction number you may go directly to a shipment document.

CARD INDEX Icon – To select a listing of all transactions, which may be searched & sorted by:

- ☐ File Reference
- ☐ Booking Number
- ☐ P.O. Number
- ☐ Client
- ☐ Consignee
- ☐ Date Entered

ROLODEX ICON – To select Transactions, which belong to specific shippers. Once you have selected a shipper, click on the "Process Transaction" button located on the bottom left to view all of the shipper's Transactions.

Accessing “real-time” transactions through the Internet...

All right. We have covered most of the ways that you can access transactions from within OASIS. Other powerful means of access could also include the [Reports] menu options, but those options are geared towards the extraction of “bulk reports” which then can either be:

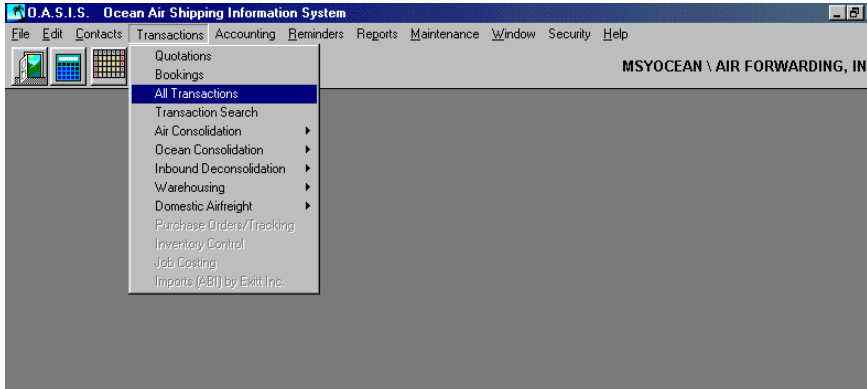
- ⇒ Previewed on screen
- ⇒ Routed to a printer
- ⇒ Faxed if your computer or network has fax software enabled
- ⇒ Emailed if you have the appropriate networking or workstation software
- ⇒ Exported to a file & directory you may choose in a csv, “comma delimited” ASCII format which may be read by spreadsheet programs such as LOTUS123, Excel, MS ACCESS database programs and other text editors.

However, two powerful modules are **OASIS iTrack** – Internet enabled “real time” shipment tracking module and **OasisEtrack** - remote user IP addressed “real-time” shipment tracking module. Pretty powerful stuff and we’ve made it affordable too! You may access <http://www.melcogroup.com/prodtoc.htm> to review specific information related to these, and other OASIS modules.

Transaction Processing - By Traffic Lane

Please review the OASIS <Maintenance> chapter, <Automatic Numbering Sequences> section for an in depth discussion of the Setup options made available, in order to activate Transaction Processing By Traffic Lane access!

This option changes the manner in which Transactions are accessed in OASIS. This type of Transaction processing is more restrictive yet offers a more secure way of displaying information restricted to a specific Type of Shipment or Traffic Lane {Air, Ocean, Inbound \ Import, etc.} and processing month date range which is "strictly defined" by the operating company.



This type of Transaction processing access is suitable only larger size companies operating OASIS and is described in this section.

If your OASIS system has not been setup accordingly, you may skip this entire Chapter.

Accessing Transactions

From the OASIS Main Menu, select <Transactions> then <All Transactions>. The following screen will be displayed.

TRANSACTION PROFILE

Client	Booking Nbr	Reference Nbr
ACCURATE COLOR AND COMPOUNDING		

Shipper/Exporter	Consignee
Melco Group Intl., Inc. 4421 Conlin Street Suite 202 Metairie, LA 70006 US	JEWON CORPORATION 78-1, 4-KA CHUNGANG-DONG CHUNG KU, PUSAN, KOREA

Place of Receipt	Load Port/Airport	Point of Origin
	AIRBORNE AIR PARK, VI	Point of Origin

Discharge Port/Airport	Ultimate Destination	Place of Delivery
AUSTRALIA		Pier 5

Vessel	Voyage/Flight	Carrier/Airline
		LYKES BROS. STEAMSHIP CO.,

Marks & Nos.	Pos	Description	Lbs	Kgs	Cft	Cbm
6		40' Container (Closed Top) S.T.C.	245000	111130		
		1,3-DIHYDROXYACETONE				

CONTAINER NO. SEAL NO.

CUTOFF

Type of Move	Current Status	Terms	All Cargo	Hazardous	E.T.D.	E.T.A.
Ocean	Booking/Active		///	///	2/10/1998	2/20/1998

Insert Change Delete Close

Selecting Traffic Lane & Operating Month

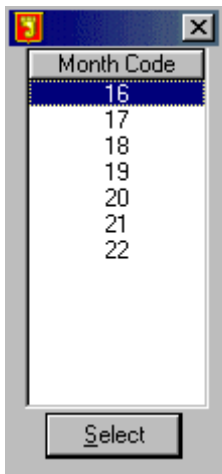
In order review transactions by "Traffic Lane", select the Traffic Code and Operating Month in the portion of the screen as follows:

Traffic Code ... Month Code ...

With your mouse, select the ellipsis button {...} which will display a Look Up Table presenting the available **Traffic codes** or Traffic Lanes previously defined by the systems supervisor. A screen similar to the following will be presented:



Once the operator has selected the appropriate Traffic Code, you will be returned to the original screen titled "Transactions By Client". Next you select the ellipsis button by the Month Code and this will display a Look Up Table of previously defined and allowed month codes as follows:



Naturally, the Month Codes will be displayed according to how they were originally defined in <Maintenance>. All available transactions for the specific Traffic Code and Operating Month will be displayed thus filtering out transactions that do not fall under this criteria.

Inserting a New Transaction

In order to <Insert> a new transaction, follow the following steps:

1. Access All Transactions from the OASIS Main Menu

2. Select the <Insert> key

3. This will display a blank screen, similar to this one
4. Identify for whom this transaction is being processed for by selecting the appropriate Client \ Shipper record.

Traffic Code	Description
62110	EXPORT EUROPE
62120	EXPORT SOUTH AMERICA
62130	EXPORT AUSTRALIA
62150	EXPORT FAR EAST
62200	IMPORT SEA
62590	PROJECT & EXIMBANK C
62610	EXPORT AIR
62620	IMPORT AIR

Code	Month	Year
16	06	1999
17	07	1999
18	08	1999
19	09	1999
20	10	1999
21	11	1999

5. When ready to assign a File Reference to the Transaction, click on the **Assign Reference** Ellipsis button and a screen similar to the following one will be displayed.
6. Make your appropriate choice by correctly selecting 1st your Traffic Code and 2nd the appropriate Month Code selection.
7. OASIS will automatically assign the appropriate sequence number to your newly created transaction.

Selecting Existing & Active Transactions

Selecting a specific transaction by either pointing and clicking on the <Change> button, will display a screen similar to the following:

Changing a Transaction Profile Record

Details | Confirmation

Client: ...
 ACCURATE COLOR AND COMPOUNDIN
 Shipper: ...
 Melco Group Intl., Inc.
 4421 Conlin Street
 Suite 202
 Metairie, LA 70006 USA
 Consignee: ...
 ADRA AZERBAIJAN
 GYANDZHA, NORTH WEST
 AZERBAIJAN
 ATTN: MR. IAN RIDLEY.
☐ Hazardous Cargo
 Point Of Origin: ...
 Load Port: ...
 Place Of Delivery: ...
 BFE Azerbaijan

Reference Number
 Assign

Status:
☐ Quotation ☐ Completed
☒ Booking/Active ☐ Deleted

Charges / Value
☐ Pre-Paid Terms: ...
☒ Collect Value:

ETD: ETA:
 Loading Date: Cutoff Date:

Place Of Receipt: ...
 Port Of Discharge: ...
 Ultimate Destination: ...

Entered Date:
 Booking Number:
 Project Number:
 P.O. Number:
 Consolidation No.:

Qty	Type / Commodity	Lbs/Kgs	Cft/Cbm
2	40' Container (Closed To	30000	350.00
	BABIES' GARMENTS A	13600	9.911
TOTALS		30.000	350.00
		13.600	9.911

Units: **Units** **TOTALS**

 Insert Change Delete

Body Detail Documentation / Billing Rating Booking Confirmation W/H Import Use Model OK Cancel

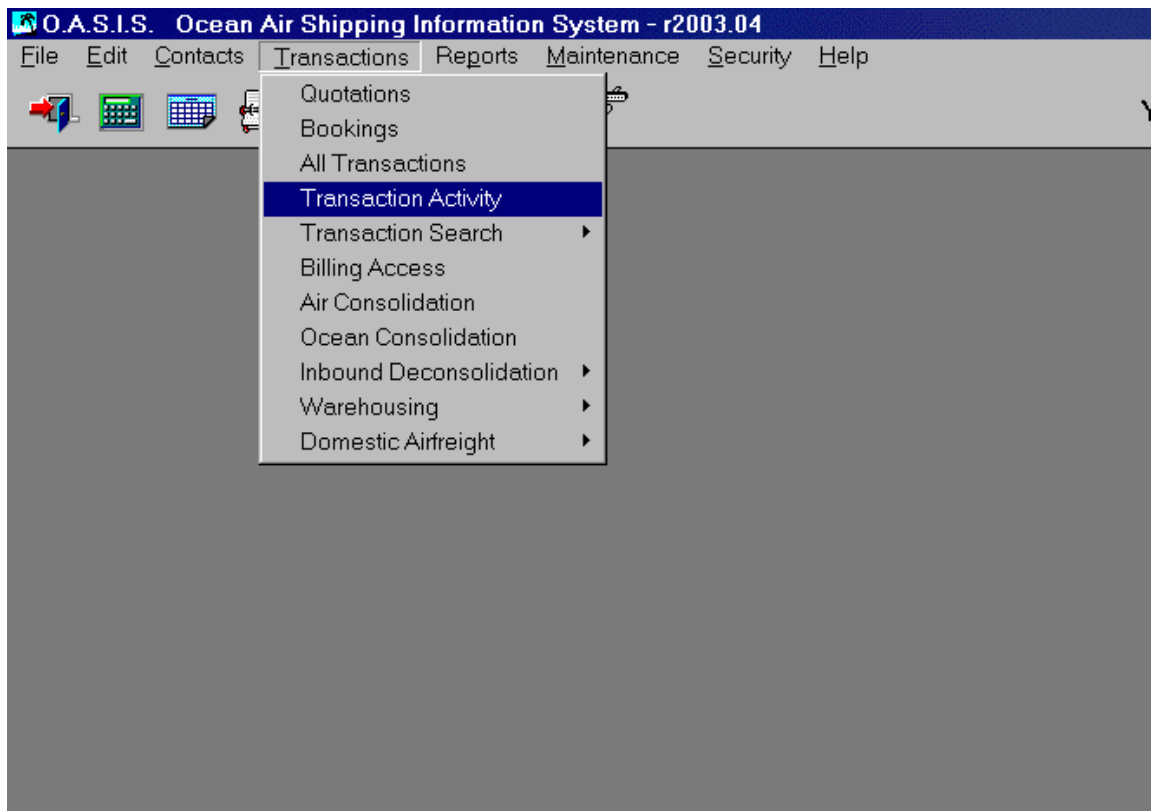
All processing steps from this point forward including **[Documentation / Billing]** and the manner in which the various OASIS documents are accessed, processed, edited, printed, faxed or e-mailed are identical as outlined in the previous **Transaction Processing** chapter.

TRANSACTION ACTIVITY

A new function has been added in OASIS, which falls “loosely” under the **SCM** or “Supply Chain Management” area. SCM attempts to automatically produce events by either “system” or “user” activated actions. Think of it as Action => Reaction. When we say “loosely” we mean that more attention is being devoted by our management team to this, important area. We are for example investigating how to automatically produce:

- E-mail alerts to related parties within a transaction. For example a Booking is made so the Shipper and consignee automatically receive a Booking Notice by OASIS via email.
- Automatically alert an Agent, when a consolidation is underway to their destination.

and so on. Actually, some of these functions have been already engineered into OASIS via the iTrack (Web based “real-time” cargo tracking system) and OasisEtrack (remote site “real-time” secure access cargo tracking) system modules.



The options contained at the OASIS <Transaction Activity> automatically log two distinct events. These are “User Events” and “System Events” which are outlined in the following sections.

User Events

As the name implies, “*User Events*” are controlled by “you”, the user or OASIS users system wide. For any given OASIS transaction, **users may now create a log of events** or “notes” related to a particular transaction, much like the OASIS Sales Call Management module allows sales personnel to create very detailed notes which may be recalled in a variety of ways at a future time.

User Event notes create a “log” of events, which are suitable for example as follows:

1. A clerk gets sick and another employee needs to pick up the shipment where they left off. *But where and what are they to do?* Well, access the **User Events** for a particular transaction or shipment and any previously entered notes relative to the transaction should detail what has been done and when. Of

course “garbage in = garbage out” so if junk was entered, that is exactly what the reviewer will get! Caveat: you sow what you reap. Insist that clean, meaningful notes are entered by your staff!

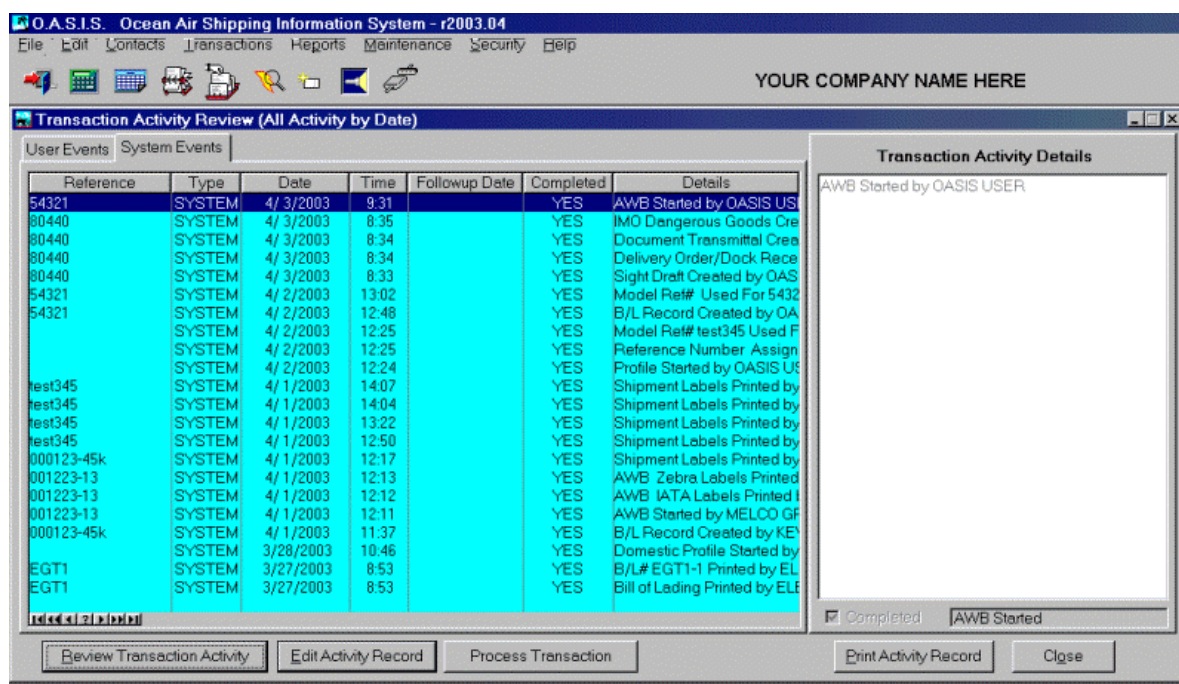
2. A client would like to have a detailed report of the progress of a particular shipment. Solution: print a “Print Activity Report” for the given transaction, which if done correctly, let’s the client know the what, where, why & when related to their transaction.

System Events

System Events on the other hand, are completely automatic. The following events are automatically logged by OASIS and available through the <Transaction Activity> menu. Every occurrence of:

- When you open a new shipment
- When you assign a reference
- When you open an invoice
- When billing is started
- When you assign an invoice number
- When a B/L or AWB is printed

We are sure that as we consult with clients and they provide feedback on these functions, more “automatic” events will be added to OASIS.



Print Activity Record

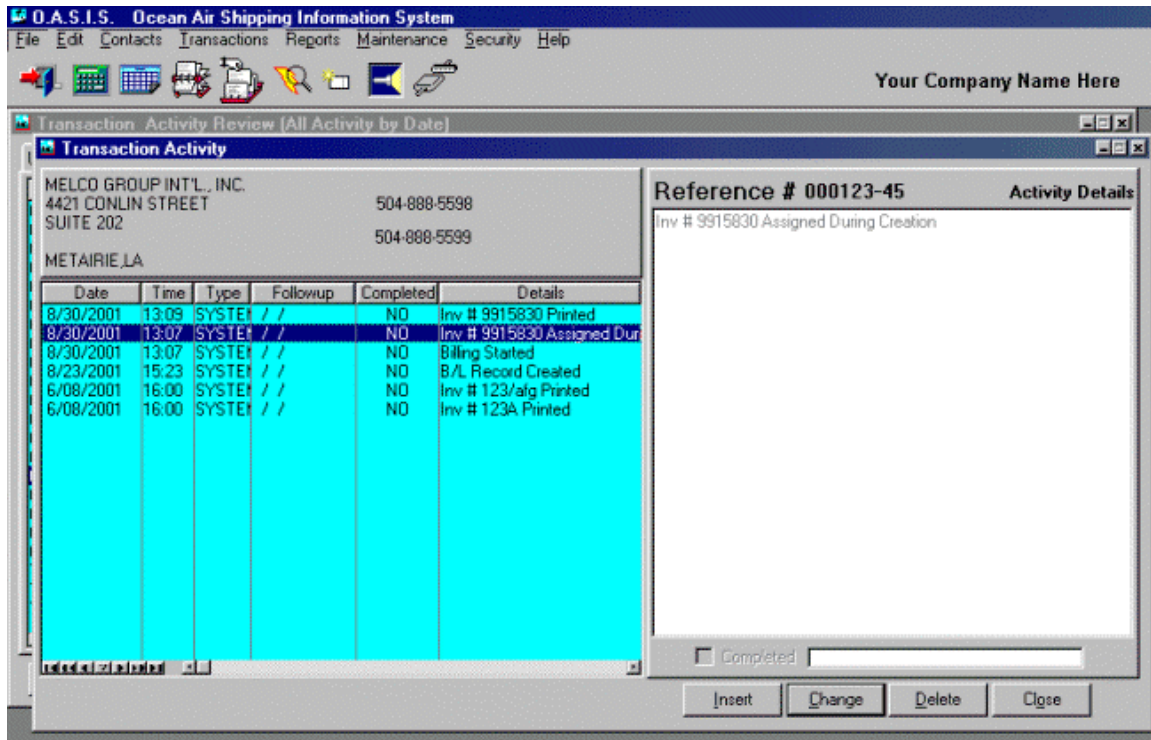
Selecting this button, will print the Activity details for a particular transaction. A preview will be presented and then the user may either cancel or route the report to a printer they select.

Review Activity

Selecting this button will display a detailed view of all system activity for this particular reference.

Edit Activity Record

Selecting this button when highlighting a particular “line item” will display a screen similar to the following, allowing editing or changes to made to the selected item.



All other system buttons such as <Insert>, <Change>, <Delete> and <Close> are self-explanatory.

Process Transaction

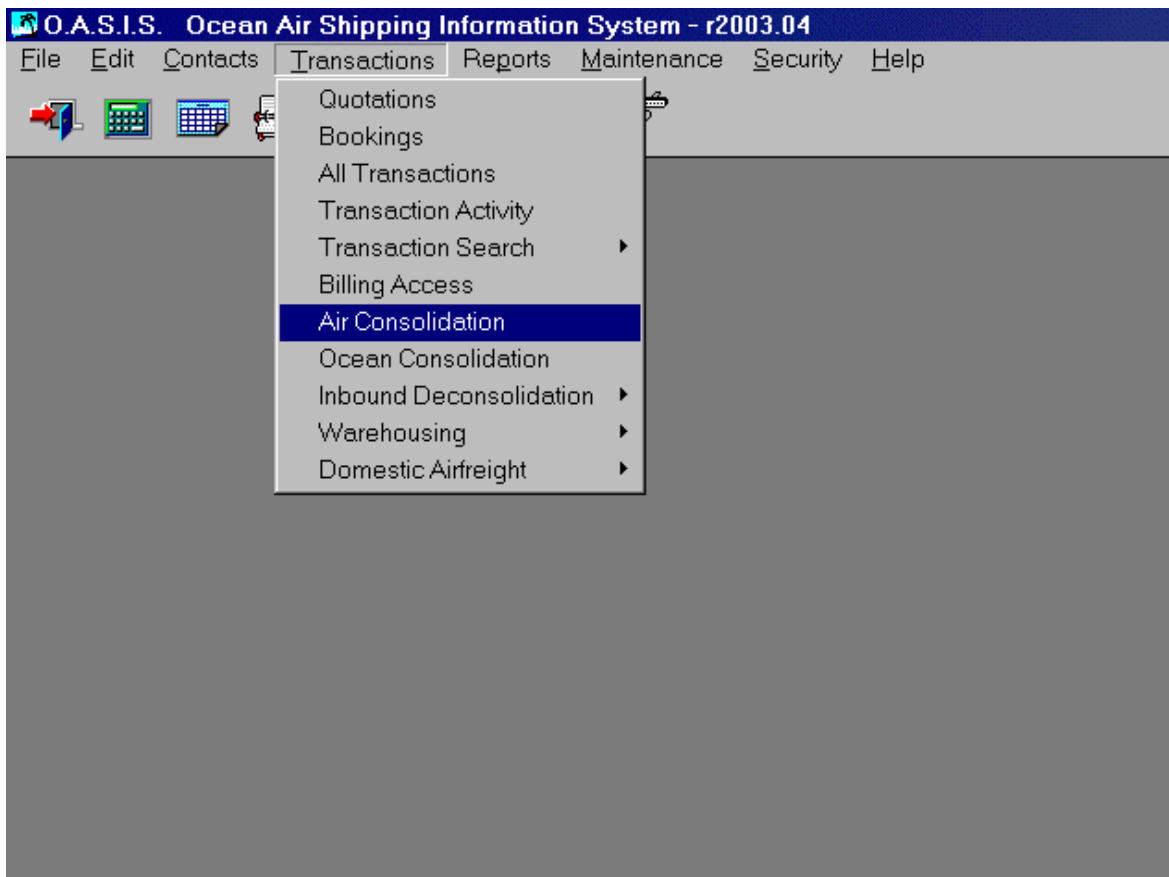
Selecting this button will automatically place the operator in the specific OASIS transaction, being reviewed.

OASIS Modules

The following modules are available at additional charge. The latest published information is available from our Corporate Web site at <http://www.melcogroup.com> or by calling our Sales Department AT 1-504-888-5598 OR e-mail <mailto:sales@melcogroup.com>.

Consolidations - Air & ocean

If you have either of the Consolidation modules, the access options will be visible from the Transaction drop down menu. Otherwise they will be 'grayed out' and not accessible. Placing the cursor on the <Air Consolidation> option allows the operator to retrieve information in multiple ways.



- Multiple search & retrieval options
- Produces either Master BL and \ or AWB depending on mode of shipment
- Produces either HBL and \ or HAWB
- Produces a 'Laser' Cargo Manifest

OASIS - Ocean Air Shipping Information System - r2003.04

File Edit Contacts Transactions Reports Maintenance Security Help

YOUR COMPANY NAME HERE

Air Freight Consolidations

Changing an AIR CONSOLIDATION Record

Details Agent Liquidation

Consolidation Reference Number
MELCO1 Assign

Date 9/17/2001 ETD 9/18/2001 ETA 9/18/2001 MAWB Assign MELCO123

Origin Airport To 1 Airport To 2 Second Carrier Airport To 3 Third Carrier Airport Of Departure
MSY SJO New Orleans, LA (New Or)

Flight/Date 1 9/18/01 Flight/Date 2 9/19/01 Ultimate Destination COSTA RICA

From Agent / Shipper 2274 Airline 1579 Destination Agent 2273
CHAVARRIA LTD TACA AIRLINES VALLE COMPANY
NEW ORLEANS, LA 70124 US 1751 NW 68AVE BLG3 706 SAN JOSE CR
MIAMI FLORIDA 33172 US

Reference	Shipper	Consignee	Pieces	LBS	KGS	CHG	WT	Total Ppd	Total Col
0000012	MELCO GROUP INT'L, INC.	BEAUMONT BROTHERS	3	3838	1740.0	18.0		415.20	
0000014	MELCO GROUP INT'L, INC.	PURA VIDA LTDA.	2	963	436.0	7.0		199.80	

Number of HAWBs 2

TOTALS 5 4801 2176.0 25.0

Insert Change Delete

Master AWB Cargo Manifest Agent's Liquidation Profit Summary Freight Summary OK Cancel

- Produces the Agents Liquidation detailing profit splits
- Allows for the individual processing of house documentation, reports and billing as required.

Master Air \ Ocean Waybills

Once you select a retrieval option, the Master Waybill screen is presented. The upper half of the screen will display all available consolidations whereas the bottom half of the screen displays the House Air or Ocean waybills attached to the consolidation.

Some of the information entered into the 'Master' waybill, will automatically be transferred into each attached house waybill becoming part of a consolidation. Some of these include:

- Port of Loading
- Port of Discharge
- Vessel Name, voyage, flight numbers

and so on. This information may be edited at each house waybill to conform to specific documentation intricacies.

OASIS - Ocean Air Shipping Information System - r2003.04

File Edit Contacts Transactions Reports Maintenance Security Help

YOUR COMPANY NAME HERE

Air Freight Consolidations

Changing an AIR CONSOLIDATION Record

Details Agent Liquidation

Consolidation Reference Number
MELCO1 Assign

Date 9/17/2001 ETD 9/18/2001 ETA 9/18/2001 MAWB Assign MELCO123

Origin Airport To 1 Airport To 2 Second Carrier Airport To 3 Third Carrier
MSY SJO

Flight/Date 1 9/18/01 Ultimate Destination COSTA RICA
Flight/Date 2 9/19/01

From Agent / Shipper 2274 Airline 1579 Destination Agent 2273
CHAVARRIA LTD ITACA AIRLINES VALLE COMPANY
NEW ORLEANS, LA 70124 US IT751 NW 68AVE BLG3 706 SAN JOSE CR
MIAMI FLORIDA 33172 US

Reference	Shipper	Consignee	Pieces	LBS	KGS	CHG	WT	Total Ppd	Total Col
0000012	MELCO GROUP INT'L, INC.	BEAUMONT BROTHERS	3	3838	1740.0	18.0		415.20	
0000014	MELCO GROUP INT'L, INC.	PURA VIDA LTDA.	2	963	436.0	7.0		199.80	

Number of HAWBs 2

TOTALS 5 4801 2176.0 25.0

Insert Change Delete

Master AWB Cargo Manifest Agent's Liquidation Profit Summary Freight Summary OK Cancel

Starting Consolidations

This is how to properly enter consolidations. Procedure is the same for either Air or Ocean:

- (1) Go to AIR CONSOLIDATION,
- Insert new record; fill in consolidation (Master File Reference #) number (must **not be the same** as a house reference number), dates, origin & destination agents, carrier, and Master AWB (optional at this stage) number. Then say OK to accept. The From Agent = Your Company as Shipper.

This is like 'BOOKING' the consolidation.

- (2) Process house transactions, when on the TRANSACTION PROFILE screen use the lookup and select the consolidation to which it will be attached.
- Complete all house transactions. Make sure Consolidation # shows up on HAWB or HBL.
- (3) Go to AIR CONSOLIDATION and retrieve consolidation number. All house transactions will already be attached and appear in list. Manifest can now be produced.
- (4) Select Master AWB from consolidation screen, Master will be opened and automatically filled in with all available information including pcs. and wts. from totals of house bills. Consolidation # on Master is not required

This will complete the consolidation process.

- Assigning a Consolidation number at the MASTER level by double clicking on a Consolidation.
- Selecting a Consolidation number at the Transaction level \ Booking screen and utilizing the ellipsis button to retrieve and select a consolidation.

Entered Date 9/13/2001
Booking Number
Project Number
P.O. Number Add'l
Consolidation No. MELCO1 ...
Master BL/AWB MELCO123

Either way, when reviewing a Master, the house AWB or BL will be displayed which when selected (bottom half of the screen) may be further processed. Once a house is attached to a consolidation, all processing options required such as individual production of specific documents, billing and so on are accomplished through the normal processing options available in OASIS.

NVOCC Ocean Freight Rates

The Ocean Freight Rates operate in a similar manner as the Air Freight Rate entry. However, note that some fields are different and you must select for specific 'Description' items, the basis.

Attach BL \ AWB Consolidation Button

Selecting the 'Attach' button will present a 'Pick' screen with shipments that are selected at the Master \ Destination level. If the Master Consolidation record has been selected i.e.: with Destination Cartagena, only House BL \ AWB with that destination are sorted and displayed.

To make a shipment part of the consolidation, place the highlight bar on a specific shipment and press the <Select> button. Continue in this fashion, until all HBL or HAWB needing to be part of the consolidation are selected. To finish selecting, press the <Close> button. You will be returned to the MASTER screen.

Master

Selecting this option button, allows you to process the Master AWB or BL. The same processing steps as described for regular documents are in force at this option.

Cargo Manifest

Selecting the Cargo Manifest button processes this document. If you wish to print the Cargo Manifest, select the File \ Print Setup button, in order to pick the appropriate printer first. In any event, the report is displayed as a screen preview first.

Air Manifest Options

<u>DO NOT PRINT</u>	
<input type="checkbox"/> Shipper Name	<input type="checkbox"/> Consignee Name
<input type="checkbox"/> Shipper Address	<input type="checkbox"/> Consignee Address

Air Manifest (11") Rated Air Manifest (14")

Agent's Manifest Cancel

Notice that you may suppress (not print) the Shipper Name, Shipper Address, Consignee Name and \ or Consignee address by selecting the appropriate check boxes.

Consolidation Air Freight Rates

If you have the Air and \ or Ocean Consolidation module(s), then the automatic rating of a House B/L or AWB is available, but not mandatory. This is accomplished by choosing <Maintenance> at the OASIS Main Menu and then Freight Rates.¹

Revenue \ Agents Commissions

Selecting this option from the Tab (upper left) of the processing screen on Master screen, displays a screen where the Revenue and Commission splits may be edited, added or changed for commissionable items. All items previously processed during the billing process (at the HBL \ HAWB) level are displayed.

Changing an OCEAN CONSOLIDATION Record

Details Agent Liquidation

Reference No	BL Number	Consignee	Freight	Forwarding	Other	Total

Summary of Agent Commission

Ocean Freight Charges: 0.00

Plus: + 0.00

Ocean Freight Paid: - 0.00

Forwarder Brokerage: - 0.00

Courier Service: - 0.00

Other: - 0.00

Commission: 0.00% Based On = 0.00

Plus: = 0.00

Total Commission Due Agent: \$0.00

Summary of Manifest

Total Manifest: 0.00

Less: Fit Paid By Agent: 0.00

Commission Due Agent: 0.00

Prepays: 0.00

Due:

Plus: 0.00

Total Due:

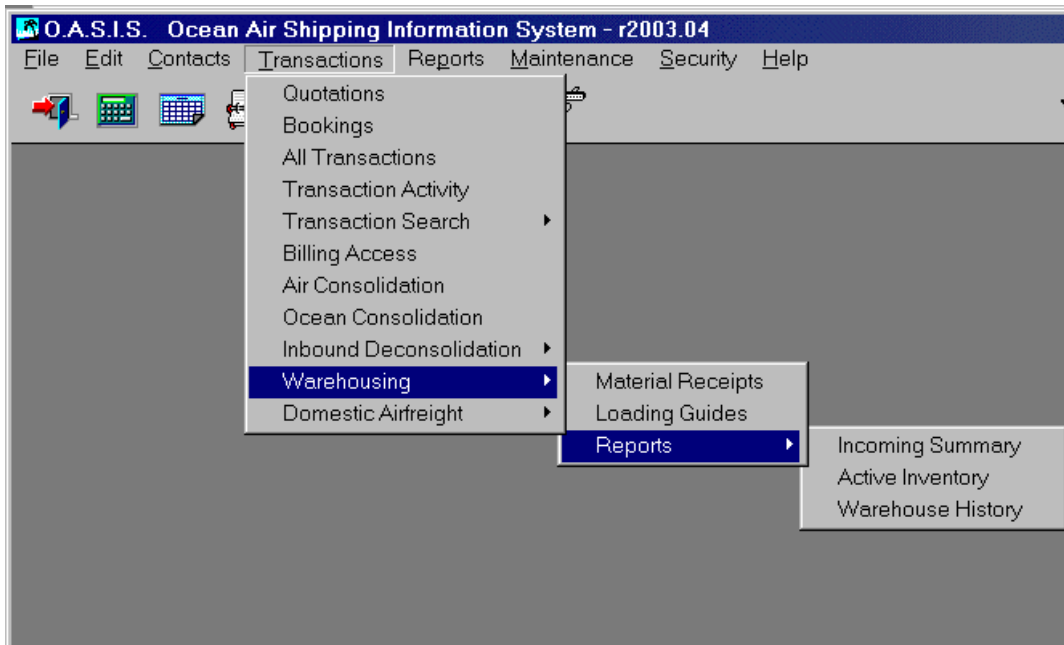
Agent Liquidation

Master BL Cargo Manifest Profit Summary OK Cancel

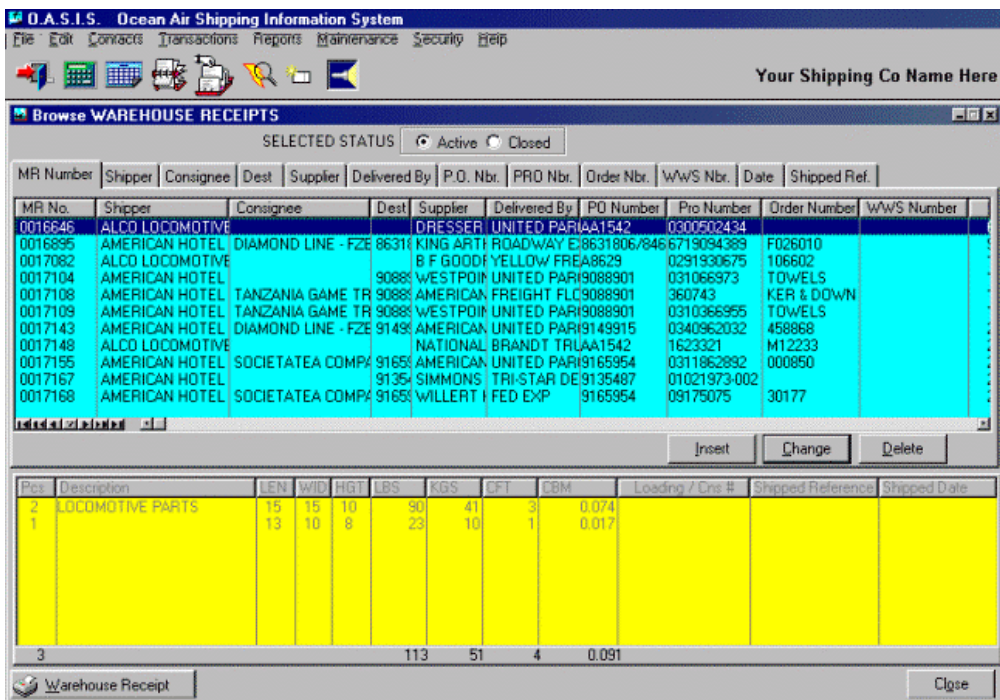
Warehousing Module

The Warehouse module is designed to allow the management of cargo into a warehouse through the profiling of Material Receipts, also referred as Warehouse Receipts.

¹ Refer to Maintenance Menu, Rating Section for in depth explanation



Selecting the <Material Receipts> option, will display another screen where you may quickly retrieve by multiple criteria i.e.: Shipper, MR number and so on. Depending on the TABS button selected, retrieval criteria will be presented displaying the information in that specific sort order. For example, selecting 'By Shipper' will display all material receipts by Shipper name. If you choose 'By MR Number', the sort order will be by material receipt number order, regardless of the shipper.



Selected Status

You may view "Active" MR's or view "Closed" MR's by selecting the appropriate button. Closed MR's are those which have already been shipped out of the Warehouse module and no longer available.

The bottom half of the screen allows the operator to preview the cargo details attached to a particular MR or WR, which is highlighted or selected above. Moving the cursor to another MR\WR, will naturally different cargo details.

Warehouse - General Information

Once you select a MR by either double clicking on the highlighted line item or clicking on the Change button, further processing fields are presented.

You may further process or edit, by utilizing the ellipsis buttons and other options:

- Client / Shipper records
- Consignee

- Delivered By (usually truck line)
- Supplier / Manufacturer
- Warehouse Location

that should be noted when printing a MR 'Material Receipt'.

Items Received - Processing MR Line Items

Clicking on the **Items Received** button, displays an entry screen where detailed MR line items may be entered.

Pieces	Description	L	W	H	Lbs	Kgs	Cft	Cbm	Loading #	Shipped Reference
1	BOX	12	12	12	500	227	1000	28.317		
10	SKIDS				5000	2268				
1	TEST INFORMATION									

Summary: L=12, W=12, H=12, Lbs=500, Kgs=227, Cft=1000, Cbm=28.317

All previously entered items for a given warehouse receipt are displayed on the base screen. Highlighting a given line item and <double clicking> or selecting the <Change> button, displays the details associated with the specific line item.

Selecting the appropriate & various fields, allows the operator to annotate pertinent piece, description, dimension in inches format (L x W x H), weight and appropriate Cft and or Cbm information. All the information entered is automatically converted i.e.: pounds into kilograms, cubic feet into cubic meters and vice versa.

Kgs	Cft	Cbm
320	98.00	2.775
267	88.00	2.492
249	86.00	2.436

Dialog Box Fields: Pcs=22, Description=CON DOCS, Length=61, Width=48, Height=58, LBS=705, KGS=320, CFT=98.00, CBM=2.775

Overages / Shortages / Damages / Comments

Selecting this button presents an entry screen where specific information relating to overages, damages or other comments may be noted. These are automatically included when printing a Warehouse Receipt.

Retrieve Clause

Pressing the **Retrieve Clause** button presents a 'look up' table where you may enter 'custom' messages or 'clauses' to be inserted into the body of a Warehouse Receipt. These messages may also be pre defined by selecting <Maintenance> then <Document Clauses> from the OASIS Main Menu.

Print Material Receipt

Selecting the **Print Material Receipt** button executes a MR which is displayed on the screen prior to faxing or routing to an appropriate printer. Printing a material receipt serves several functions including:

- Acknowledgment to the client of cargo receipt
- Hard copy for office file

Evaluation Summary

This is a new function, which has been added in conjunction with the graphic attachment capability described in the next section.

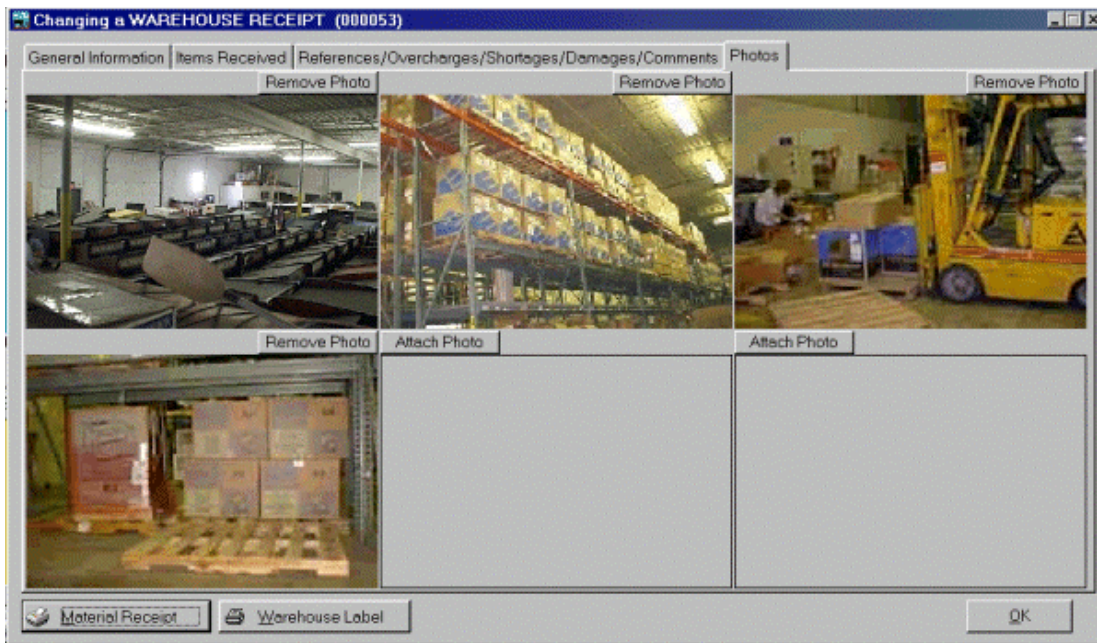
If you maintain large pieces of equipment such as Bulldozers, tractors or oil field equipment type machinery on your yard, you now have the ability of maintaining inventory on same. The following fields are almost self-explanatory.

The screenshot shows a software window titled "Equipment Evaluation Summary". At the top, there are three tabs: "Top", "Middle", and "Bottom", with "Top" currently selected. Below the tabs is a header section with fields for "Condition", "Price (in US \$)", and "Date" (set to 4/3/2003). Below this is a section for "Stock Number", "Manufacturer", "Serial Number" (set to 000154), "Model", "Arrival Date", and "Frame Hours". The main body of the form is divided into several sections, each with a title and a list of checkboxes: "MACHINE OPTIONS" (Machine: PM, TM&R, SOS, Rental / RPO Return, EC (European Certification)), "ROPS:" (EROPS, OROPS, Cab. Non-ROPS), "Track:" (Standard, Long XL, XR, LGP, Variable Gauge), "Misc:" (Air Cond, AWD, Diff Steer, Body Liner, Tailgate), "Boom / Front:" (Reach, GP, Mass, Mass X, Long Reach, 2 Piece Front, 3 Piece Front), "Stick:" (Std, Extend, Short, Medium, Long, Extra Long), and "Arrangement:" (Hi Lift, Forest, Waste, Demolition, Steel Mill, Water Wagon, Mat'l Hand, Front Shovel). At the bottom, there is an "Other Options:" field and a status bar with the text "Equipment Evaluation Summary", "OK", and "Cancel".

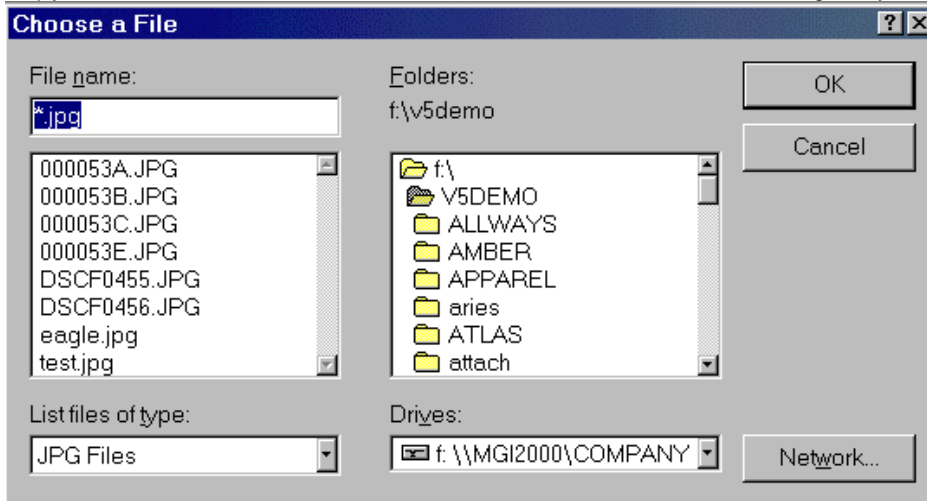
Attaching Graphics

An exciting new feature has been added to the O.A.S.I.S. Warehousing Module! You can now attach digital pictures to your Warehouse Receipts! Photos can only be of the JPEG format. These pictures are automatically linked to our optional OasisEtrack "real time" tracking module and available to your clients, agents, consignees or trading partners to whom you have provided OasisEtrack too.

A new tab named <Photos> has been added to the 'Changing a WAREHOUSE RECEIPT' screen. Up to 6 (six) photos can be attached to each receipt.



To attach a digital photo to a Warehouse Receipt you will need to already have the image downloaded from your digital camera. You then simply click the <Attach Photo> button above one of the available frames and select the image file you desire.



Please note that this will make a copy of that file that will be stored in your OASIS system. This will allow all OASIS users in your company to view these photos and these images will not be changed or deleted if you remove them from the original download directory.

Clicking your left mouse button on any image on the <Photos> tab will display the image in its original size. If this size is too large to fit on your screen scroll bars will appear on the right and bottom of your screen. Use these scroll bars to move the image to view the portions that are off of the screen.



Warehouse Load Guide

Selecting this option, presents a screen which displays previously entered Loading Guides and alternatively allows you to <insert> new loading guides.

A load guide allows you to select or tag Warehouse or Material receipts which are to be processed by warehouse personnel. Specific information such as:

- MR number
- warehouse location
- Pieces, size & weight
- Destination

and other information noted on the load guide, facilitate the processing of the shipment. Double clicking or pressing the <change> button on a highlighted line item, presents a screen similar to this one. Details such as the Date, Destination, Type of Equipment and other vital information is noted at this level, for the entire load guide. If specific packaging instructions are to be performed by the warehouse personnel, this may also be noted.

OASIS - Ocean Air Shipping Information System - r2003.04
File Edit Contacts Transactions Reports Maintenance Security Help

YOUR COMPANY NAME HERE

Browse LOADING GUIDES

Number Date Destination Container Number Status: ☒ Active ☐ Closed

Number	Date	Destination	Container Number	Equipment Type	PCS	LBS	KGS
00001	6/03/1999	PTO. CABELLO, VENEZUELA			15	5670	2570
00001	6/06/2001				7	143	63
0002	6/06/2001				7	1404	637
001223	1/06/2000	VALENCIA, VENEZUELA			113	19291	8742
001228	1/14/2000	VALENCIA, VENEZUELA			121	44462	20169
001229	1/14/2000				4	1187	538
001230	1/14/2000	VALENCIA, VENEZUELA			16	5717	2592
001232	1/21/2000	VALENCIA, VENEZUELA			12	302	138
001233	1/27/2000	CARACAS, VENEZUELA			7	12324	5590
001234	1/27/2000	VALENCIA, VENEZUELA			22	2195	996

Insert Change Delete

MR Number	Pcs	Description	LBS	KGS	CFT	CBM
004576	1	CRATE	428	194	22	0.623
004576	1	CRATE	74	34	3	0.085
002325	1	BOX	82	37	1	0.028
002326	1	PLT/11 BOXES	296	134	57	1.614
002377	1	DRUM	508	230	11	0.311
002377	1	DRUM	508	230	11	0.311
002378	1	BOX	150	68	46	1.303
002378	1	CRATE	436	198	69	1.954
002401	1	PLT	184	83	14	0.396
002801	1	PLT/ 6 TIRES	218	99	53	1.501

Close

The Destination field is very important, as OASIS utilizes this field in order to gather and sort MR or WR information based on where it is going to.

Browse the LOADING File

Changing a LOADING GUIDE

General Information | Item Selection

Date: 3/16/1998 Destination: PAN Equipment: 40' Container HC

Number: ACE/27 Container No.: SMLU 845239-1

Booking No.: KL-3154 Prepared By: NASSER ARAFAT Seal No.: 173447

Instructions / Remarks

Warehouse personnel please note:
=> Shrink Wrap and use 4x4 bracing due to harsh conditions at site !

Print Loading Guide CloseOut/Ship Loading Guide Loading Guide Label OK Cancel

Item Selection

Selecting the **Item Selection** button presents a screen that is divided in two sections. The upper half of the screen displays all MR or WR previously entered and available for the selected DESTINATION defined in the General information section of the system.

The bottom half displays which MR or WR have been selected to be included in the Load Guide.

Placing the cursor on a highlighted line item and then pressing the **<Select>** button, moves the record into the bottom portion of the screen, indicating that it has been tagged or selected for inclusion into the Load Guide. Pressing the **<Remove>** button deselects or removes the MR or WR item and returns the same into the active MR or WR inventory.

Split Item

Allows a specific MR to be partially shipped i.e.; 50 out of 125 boxes with 75 remaining in the original MR.

Once all items have been processed, you may print a load guide by selecting the <Print Load Guide> button. The system will display the load guide on a screen preview exactly as it will be printed.

MR Number	Pcs	Description	Len	Wid	Hgt	Lbs	Cft
002413	4	DRUMS	24	24	34	1948	45
002511	2	DRUMS	24	24	35	1100	24
002801	1	PLT/ 6 TIRES	48	40	48	218	53
002801	1	PLT/ 6 TIRES	48	40	48	210	53
002801	1	PLT. (6 TIRES)	48	40	48	218	53
002801	1	PLT. (6 TIRES)	48	40	48	210	53
004717	1	PLT. (47 CARTONS)	48	40	33	496	37
004717	1	PLT. (45 CARTONS)	46	46	44	1012	54

MR Number	Pcs	Description	Lbs	Kgs	Cft	Cbm	Shipped Ref #
002325	1	BOX	82	37	1	0.028	
002326	1	PLT/11 BOXES	296	134	57	1.614	
002377	1	DRUM	508	230	11	0.311	001232-11
002377	1	DRUM	508	230	11	0.311	001232-11
002378	1	BOX	150	68	46	1.303	
002378	1	CRATE	436	198	69	1.954	
002401	1	PLT	184	83	14	0.396	
002801	1	PLT/ 6 TIRES	218	99	53	1.501	
002801	1	PLT/ 6 TIRES	210	95	53	1.501	
002801	1	PLT. (6 TIRES)	218	99	53	1.501	

NOTE: Prior to printing you must define the printer to which you wish to route the load guide to. This is accomplished by selecting <File> then <Printer Setup> and making the appropriate printer choice.

Loading Guide breaks.

The loading guide will now break by consignee complete with subtotalling. This makes it easier to load a container with all of one Consignee's cargo together, simplifying the stripping process at the destination agent's location. There are also additional vertical lines to make the loading guide easier to read.

Warehouse Link To OASIS

Warehouse Linking from Loading Guide.

There are new buttons on the Loading Guide ITEM SELECTION tab that allow you to select how the item is to be linked to the shipping reference. CONSIGNEE LINK will group all items for the same consignee into a single shipping reference. SHIPPER LINK will do the same as consignee link except it will group by shipper. ITEM LINK will not attempt to group any other items and will link that single item to a shipping reference.

Warehouse Linking to Open References.

You may now attach items to shipping transactions that are already open by selecting the desired reference from the list box rather than using INSERT to create a new reference. Once selected you will have the option to IMPORT items from warehousing via the enabled button on the transaction profile screen. This button is only enabled when there is an active warehouse link in progress.

Dimensions from warehousing retained when linking.

Dimensions entered into the warehouse module will be automatically populated into the equipment(Unit) area as described above. This information in turn may flow to the AWB as both individual dimensions as well as the totals for the rating area.

Warehouse Link From OASIS

You may retrieve Warehouse Receipts from OASIS.

Qty	Type / Commodity	Lbs/Kgs	Cft/Cbm
1	20' CONTAINER (2.35.6-TETRAFLUORO-	35000	2000.00
		15876	56.635

Units	TOTALS
	35000 2000.00
	15876 56.635

Upon selecting a specific transaction into which you want to import a MR, select the yellow "Equipment Detail" box, by double clicking on it or selecting the <INsErT> button. This box is located in the bottom right hand corner of the "Transaction Profile" screen.

Once you have accessed the "Equipment Detail" box, it will look similar to the following screen. Notice that a new button named [Retrieve Warehouse Items] has been designed.

Qty	ID Number	Seal Number	Description	L	W	H	Dim Lbs	Wt Lbs	Kgs	Ctn	Cbn
1	TOLU 456768	456	10 ROLLS					39000	17690		
12				48	48	60	9993	12000	5443	960	27.185
5	ACS-9087		SKIDS					78407	35565		
1	R2T-6969		CRATES					4876	2212		
19	Units		TOTALS				9993	13428	6091	960	27.185

If you have the <Warehouse> module, upon selecting this button you will be connected to the <Warehouse Item Selection> module screen.

The process is fairly straightforward and simple. You select the appropriate MR from the AVAILABLE row {upper half of screen} by pressing the **[Select Item]** button. This will move the selected MR into the SELECTED row {bottom half of screen} and hold the MR until the OK button is selected.

Once you have finished making your MR selections, pressing OK will move the items into the OASIS <Transaction Processing> module.

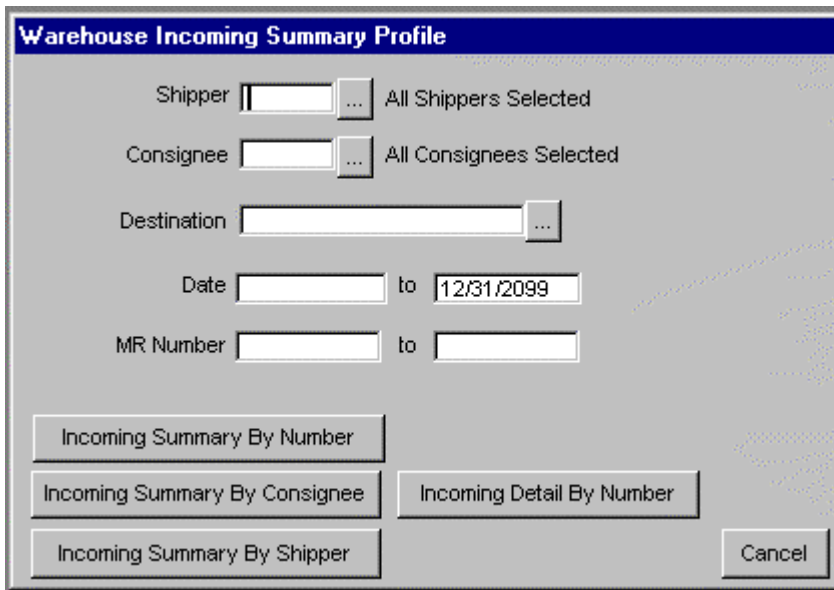
Pressing OK, will perform the same function as pressing **[SHIP/CLOSEOUT]** tab in the Loading Guide screen by removing selected items from Active Inventory. If for some reason you need to "unselect" an MR a "Remove" tab option is available.

You may produce a Loading Guide prior to linking WR items to a transaction file – **just remember** – do not click on **[SHIP/CLOSEOUT]** tab. This allows selected items on a L/G to be re-selected from the "Available" box, when you click on "Retrieve WH Items" at the Transaction Profile record inside the yellow equipment details box

Warehousing Reports

If you also have the Warehousing Module, three type of reports are available; Incoming Summary, Active Inventory and Warehouse History.

Selecting an ellipsis button displays 'Look Up' tables from which specific information may be searched and retrieved. The more information is selected, the narrower and accurate the report will be. The Active Detail and Incoming Summary report display the following information:



The dialog box titled "Warehouse Incoming Summary Profile" contains the following fields and buttons:

- Shipper: A text box with a dropdown arrow, followed by the text "All Shippers Selected".
- Consignee: A text box with a dropdown arrow, followed by the text "All Consignees Selected".
- Destination: A text box with a dropdown arrow.
- Date: Two text boxes separated by "to", with the second box containing "12/31/2099".
- MR Number: Two text boxes separated by "to".
- Buttons: "Incoming Summary By Number", "Incoming Summary By Consignee", "Incoming Detail By Number", "Incoming Summary By Shipper", and "Cancel".

- MR Number
- Shipper
- Consignee
- Date - Pieces
- Destination - Description
- Measurements displayed in (L x W x H)
- Cft - Cbm - Lbs - Kgs

and appropriate totals at bottom of report footer.

Domestic Air

If you have purchased the Domestic Airfreight module, access is allowed by selecting the option available at the OASIS v5.0 Main Menu.

Some entry steps will require the use of your **"mouse"**. When a mouse is not required, you can maneuver through the different fields using the **"tab"** key and in certain instances the **"arrow"** keys.

After logging into OASIS v5, position the mouse on the "Transactions" option and click the mouse once. Move the mouse down to "Domestic Airfreight". You will see the following options:

- Daily Processing / Tracking
- Lookup Transactions
- Pre-Print Customer AWBs
- Master AWB Search
- Reports

If unknown, tab once to choose the customer lookup command button and hit enter.

This takes you to the "Customer Lookup" window where you may type the name of the client you need. Use the arrows keys to move up or down to the client's name and left to right to view the client's address information. Press enter to make your selection. You will then be returned to the "Adding a Transaction Profile Record" window.

The cursor will move to the charges area where you may move back and forth using the "arrows" keys. Once you are on the correct charge code, press enter or tap the space bar to make your selection.

The cursor will now be in the shipper's account number area. If known, enter the account number. If unknown, tab once to highlight the shipper's name command button and press enter to make your selection.

You will now be in the "Customer Lookup" window. Type the name of the shipper and the system will highlight the correct shipper's name. If there are several with the same name, use the arrow keys to move up or down between names and right to view the shippers street address.

When you see the correct information, press enter to make your selection. The system will take you to the consignee account number area; proceed exactly the same as with finding the shipper.

After the consignee information is complete, the cursor will move to the "Ready Times/Dates" fields and you may tab through them or change/correct as necessary using the small arrows on the commands buttons.

The cursor will then default and you will need to enter the number of pieces, then weight, value, service type, place of receipt, our Airbill number and finally the destination airport city code in that order.

The service type, place of receipt and destination airports has command buttons to press if our specific codes were not entered correctly. After all the fields are complete, the cursor will move to the "House AWB" command button. Press enter and you will be taken to the "Adding a AWB Record" window provided you have entered the required fields of Value, Destination Airport and your Airbill number. If any of these fields are blank, the system will not let you create the House Airbill and will prompt you to the areas that need correcting.

If the shipper and/or consignee information is not already in the system, please see the section titled "Adding a Transaction Profile" for complete instructions to add new or change customer information.

Domestic Air Way Bill - Creating

You will see the most of the information you input on the previous screen has transferred to this window. The cursor will now be in the "description of packages" field. Complete this field and the cursor will move the number of pieces and dimensions area. Complete these fields and if the "Third Party" charges option was selected on the previous screen, you will be required to enter this information at this time. You may now type "Special Instructions" (if desired) in this field to finish the entry.

After all these fields are completed you have several options. The cursor will default to the "Print the AWB" command button. Press enter to choose this option or tab to the "Shipping Labels" command button. Press enter to choose this option or tab to the "OK" command button for the system to accept the house Air bill.

Adding a Domestic AWB Record

Domestic/House AWB | Origin Tracking | Destination Tracking | Billing / Costs

Shipper: MELCO GROUP INT'L, INC.
4421 CONLIN STREET
SUITE 202
METAIRIE, LA 70006 US

Consignee: _____

Contact: _____
Telephone: _____
Origin: _____
Destination: _____

Ref #: _____
HAWB #: _____
P.O. #: _____
Date: 4/9/2003
Service Type: _____
Service Level: NEXT DAY AIR
Agent: _____
Origin: _____
Destination: _____

No. Pcs.: _____
Description of Packages: _____
Actual Weight: 320.0 lbs
Chargeable Wt: 320.0 lbs
Factor: 194 Dim Wt: _____ lbs

Bill To: _____
Rate: _____ x 320.00 = \$ _____

SPECIAL INSTRUCTIONS: _____

CHARGES:
C.O.D. \$: _____
COD Fee: _____
Freight: _____
Pickup: _____
Delivery: _____
Insurance: _____
Other: _____
Total \$: _____

Master AWB Information:
Number: _____ Carrier: _____ Flight 1: _____
Agent: _____ Departure: _____ Flight 2: _____
Arrival: _____

Buttons: Domestic AWB, Domestic Alert, Shipping Labels, Zebra Labels, OK, Cancel

If you wish to attach the house Air bill directly to a master Air bill, do not press the "OK" command button but tab once more. The cursor will move to the MAWB command button and press enter to begin this function.

Print Shipping Labels

Prints a shipping Label with default information based on transaction information.

House AWB Tracking - Sample Screen

Airfreight Tracking Management

Pickup Tracking | House AWB Tracking | Master AWB Tracking

On Hand (O/H)

AWB Number	Agent	Origin	Destination
------------	-------	--------	-------------

Received (REC)

AWB Number	Date	Origin	Destination	Service
------------	------	--------	-------------	---------

Alert Processed (Master)

AWB Number	Pickup Date	Origin	Dest	MAWB Number
------------	-------------	--------	------	-------------

OFD Confirmed / Awaiting POD

AWB Number	Date	Origin	Destination	Service
AXP0000057	1/24/2003	Los Angeles	Tokyo (Nanta	

Confirmed On Board (Master)

AWB Number	Pickup Date	Origin	Dest	MAWB Number
------------	-------------	--------	------	-------------

POD Confirmed / Completed

AWB Number	Date	Origin	Destination	Service
------------	------	--------	-------------	---------

LOCATION YOUR COMPANY NAME HERE Close

Master AWB Tracking – Sample Screen

Airfreight Tracking Management

Pickup Tracking | House AWB Tracking | Master AWB Tracking

Prepared / Alerted MAWBs

Confirmed On-Board

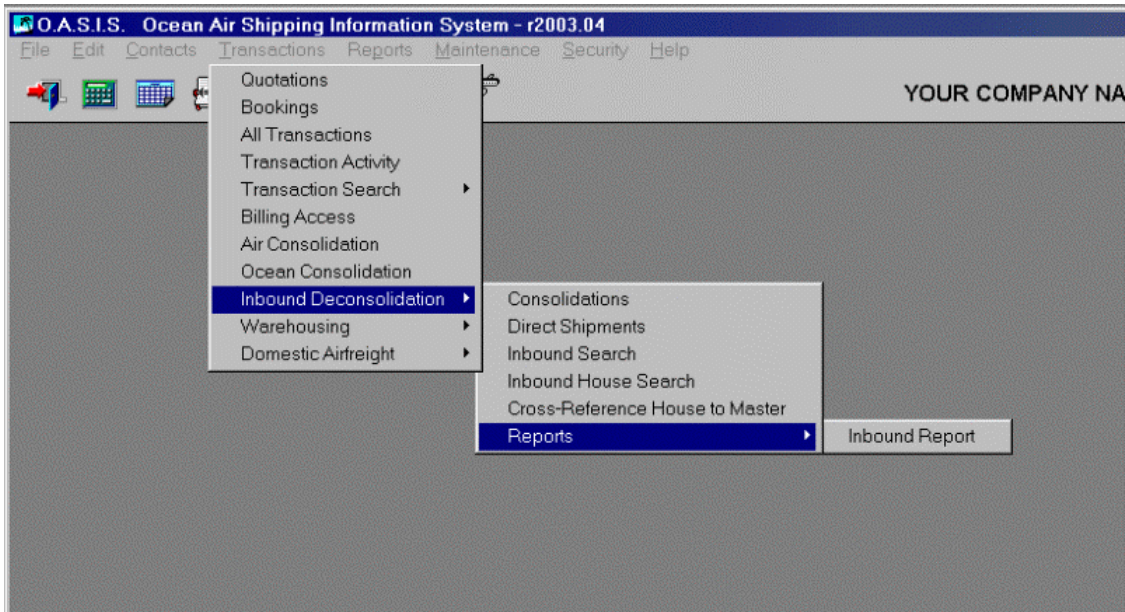
Confirmed Received

LOCATION YOUR COMPANY NAME HERE Close

Inbound De consolidation

The Inbound De Consolidation module allows for Consolidation data, both Air or Ocean to be either processed (entered into the system) or, if the data originated from another OASIS v5.0 system, to be imported without the need of re-keying any data. The system offers the following features:

- Allows for the searching or retrieval of data elements such as {Agent Reference; MASTER OBL; Consolidation date}, through Multiple retrieval & look up options.
- Provides access to Master Inbound De Consolidation records, which contain 'fixed information' and variable information i.e.: 'child records' commonly known as individual 'Arrival Notices'. The Master contains information from the 'Ships \ Vessel Manifest', whereas the Child Records contain HBL or HAWB detail information.
- De consolidates cargo manifest information and produces a 'Combined Arrival & Due Bill' laser form.



Main Menu

If your site is licensed to operate this module (purchased it) the access is provided by selecting Inbound De Consolidation from the OASIS Main Menu.

In order to access the main processing options of the system, you point & click on <Transactions>, then <Process Inbound Transactions>, from the OASIS v5.0 main menu bar.

Process Inbound Transactions

The following retrieval options are available to you. You may retrieve by:

- OBL Number - searches by and displays all existing Ocean B/L numbers.
- AWB Number - searches by and displays all existing Air Way Bill Numbers.

OASIS: Ocean Air Shipping Information System - r2003.04

File Edit Contacts Transactions Reports Maintenance Security Help

YOUR COMPANY NAME HERE

Inbound Deconsolidation

Reference	Booking No.	P.O. No.	Client Name	Carrier
912213	790-00236003	2247698	INTERNATIONAL LEADERJET	
AAD-234	143890		A.W. PLUME LTD AMERICAN	
AJR0102001				
AJR0102002				
AJR0102003	790-00238103		AA ELECTRIC IN MB CARGO	
COI9900001				
EGCH110502			MELCO GROUP I	
EGT1	EGT1	1-1	MELCO GROUP I GEARBUK	
FCL####				
FCL0000102				
FCL0000104			MELCO GROUP I	
FCL0000107			AA TRANSPORT	
FCL0000108			G.E. SUPPLY COMAERSK, IN	
FCL0100001				
FCL0100003				
FCL0100004				
FCL0100005			AA ELECTRIC IN	
FCL0100006				
FCL0101				
FCL1001			A.M. TODD COMF	
FCL1002			MELCO GROUP I	
INB-TEST01			MELCO GROUP I MAERSK, IN	
LAI00004			ANT TRADING C JAPAN AIR	

--- TRANSACTION PROFILE ---

Client
INTERNATIONAL INDUSTRIAL

Booking Nbr
790-00236003

Reference Nbr
912213

Shipper/Exporter
INTERNATIONAL INDUSTRIAL
1571 N.W. 93 AVE
MIAMI, FLORIDA 33172

Consignee
SANITARIO MARACAY
URB. INDUSTRIAL SAN MIGUEL
AVE. ARAGUA
MARACAY EDO. ARAGUA, VENEZUELA

Load Port/Airport
MIAMI INTERNATIONAL AIF

Discharge Port/Airport
VALENCIA

Place of Delivery
VALENCIA, VENEZUELA

Vessel
LEADERJET 750

Voyage/Flight
5

Carrier/Airline
LEADERJET

House Reference
LCL0101002

Shipper

Consignee
ACTION FORWARDING

PO Number

Add Change Delete Close

- Container ID Number - searches by and displays all existing Container Numbers.
- Consignee - searches database for Consignee records.
- Reference - searches database and displays all references in numerical ascending order.
- Date - searches database and displays previously entered arrivals by date.
- Agent - searches database and displays previously entered arrivals by Agents name.
- Consolidation Number - searches database and displays previously entered arrivals by Consolidation Number
- Origin - searches database and displays arrivals by origin.
- Vessel (name) - searches database and displays arrivals by vessel name.
- Destination - searches database and displays arrivals by destination.

You may locate a record by making sure that your cursor is within the body of the screen and typing a few characters. This will narrow your search and try to locate the nearest match. Once you have located the record you are searching for, pointing & clicking on the <Change> record or double clicking the highlighted record, will display the 'Master Record'.

Inbound De Consolidation Master Records

These records contain 'Fixed' information, usually contained in a Ships Manifest. This information usually encompasses the Port of Origin or (Port of Loading) ; Port of Discharge POD; departure and arrival dates; vessel name & voyage \ flight numbers and other data which is 'fixed' or pertains to each and every individual 'Arrival Notice'.

The ellipsis buttons { ... } within square boxes next to fields such as Shipped Through, port of origin and ultimate destination fields are look up buttons which provide the user 'error proof' access to system information. The system will perform 'error checking' automatically. It will not allow processing of non existing date, customer number and other non-existing fields and will therefore display 'pop up' or 'look up' windows, from which the operator may select existing or valid records.

OASIS: Ocean Air Shipping Information System - r2003.04

File Edit Contacts Transactions Reports Maintenance Security Help

YOUR COMPANY NAME HERE

Inbound Deconsolidation

Changing an Inbound Master Record

Details Confirmation Arrivals IE Forms (CF7512) Billing

Client: 1673
INTERNATIONAL INDUSTRIAL
Shipper: 1673
INTERNATIONAL INDUSTRIAL
11571 NW 93 AVE
MIAMI, FLORIDA 33172
Consignee: 1674
SANITARIO MARACAY
URB. INDUSTRIAL SAN MIGUEL
AVE. ARAGUA
MARACAY EDO. ARAGUA, VENEZUELA

Type Of Move:
☐ FCL
☐ LCL
☐ AIR
Status:
☐ Booking/Active
☐ Completed
☐ Deleted
Reference Number: **912213** Assign
Operator:
Freight Location:
ETD: 12/5/1999
ETA: 12/5/1999
Load Port: MIAMI INTERNATIONAL AIRP
Port Of Discharge: VALENCIA
Place Of Delivery: VALENCIA, VENEZUELA
Booking Number: 790-00236003

ID #: 91.923 Entered Date: 12/3/1999
Location: YOUR COMPANY NAME HERE
Master BL/AWB: 790-00236003
Project Number:
P.O. Number: Add'l

Qty	Type / Commodity	Lbs/Kgs	Ct/Cbm
2	COLOR PAINT	118	4.00
		53	0.114

2 Units TOTALS 118 4.00 53 0.114
Insert Change Delete

i-Tracking OK Cancel

Arrival Notices

Selecting the <Arrival Notices> tab, will display all previously entered arrival notices.

- The **SEQ**uence value is automatically assigned by the system. Each successive 'Arrival Notice' entered or imported into the system, will be assigned a new numerical sequence.
- The Date is the date of the arrival notice
- Agent Reference is the 'file' reference assigned by the agent from which the Consolidation originated.
- Shippers Name is self-evident. Company \ Person who shipped the consignment.
- Bill to Name is the party, who is responsible for the arrival charges.
- Consignee Name is the party, to whom the consignment of the 'arrival notice' belongs to.
- Amount is the total sum of funds, in the appropriate denominated currency, which is owed.

Changing an Inbound Master Record

Details | Confirmation | Arrivals | IE Forms (CF7512) | Billing

House Reference	Shipper	Consignee	Broker	IT Number	IT Date
FCL0000105	SELVA U.S.A	INVERSIONES SELVA			
FCL0000106	SELVA U.S.A	INVERSIONES SELVA			

Selected: 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |

Inbound Manifest

Insert Change Delete

i-Tracking OK Cancel

Arrival Notice Detail

Pointing & clicking on the <Change> button, will display the particular highlighted record detail.

Changing an Inbound/Arrival Record

Details | Container/Cargo List | Body Area | Letter of Instructions | Cargo Release | Pick Up Order | Delivery Orders | Billing

Client: SELVA U.S.A 636 Master BL No. 1790-00238103 House B/L No. FCL0000105 Reference Number Assign

Bill To: SELVA U.S.A 636 Comments / References Agent's Reference Container Number

1920 EAST HALLANDALE BEACH Reference No. 001223-14 P.O. Number Issue Date 5/20/2002

SUITE 809 P.O. No. I.T. Information

HALLANDALE, FL 33009 contact linda givens I.T. Number I.T. Date

Shipper: SELVA U.S.A 636 Freight Location I.T. Port

Consignee: INVERSIONES SELVA 51 Customs Broker

AVE ISAIAS MEDINA ANGARITA Original Bill of Lading/AWB Required

ZONA IND. CAMPO ALEGRE Check Required - All charges must be paid

ICAGUA, ARA VENEZUELA Date Available

Notify Party Free Time Expires Days

Discharge Port: VALENCIA ETA: 1/10/2000 Load Port: MIAMI INTERNATIONAL AIRP ETD: 1/10/2000 Vessel Name: LEADER JET 750 Voyage: 10

Place of Delivery: VALENCIA, VENEZUELA ETA

Arrival Notice / Invoice Arrival Notice

Authority to Make Entry Letter of Instructions

OK Cancel

Additional Tabs

Changing an Inbound/Arrival Record

Details | Container/Cargo List | Body Area | Letter of Instructions | Cargo Release | Pick Up Order | Delivery Orders | Billing

The tabs marked {Details, Container/Cargo List, Body Area, Letter of Instructions, Cargo Release, Delivery Order & Billing} allow you to enter additional information relating to the arrival notice. The printer icons at the bottom of the screen, allow for the processing of specific laser documents including:

Arrival Notice / Invoice	Arrival Notice
Authority to Make Entry	Letter of Instructions

AES - "Automated Export System."

NOTE: This module is designed for USA installations only!

AES has replaced the **AERP** "Automated Export Reporting Program", which was previously utilized to file SED's electronically via diskette or modem to the U.S. Department of Commerce, Census Bureau by the 10th of the following month after exportation.

In depth information regarding this process may be found through the government's web site at <http://www.aesdirect.gov> or our Internet servers at http://www.melcogroup.com/News_MGI.htm and then selecting "Latest AES information."

LOI

In order to utilize this program, a **LOI** or "Letter of Intent" must be filed with U.S. Census in order to be able to file your SED's. This section, describes how to use OASIS to file SED's through the Internet, in "batch mode."

EDI 601 & 824 X.12 messages

New options had to be developed in order to accommodate the processing of AES-SED's namely the conversion of data into a standardized EDI 601 {Export Declaration} message and the response from U.S. Customs to each EDI601 message via U.S. Census or a 804 EDI Message. These messages are widely published through UNEDIFACT & X.12 associations worldwide.

AES-SED's Processing

To process your SED's under the AES program, notice that a TAB named **AES** has been added to the OASIS Documentation Control panel.

If you do not need to file under AES, then select the S.E.D's document button, which is utilized to process non EDI SED's.

The AES document Tab has several additional entry fields not contained in the regular or Non-AES S.E.D.s Tab.

Commercial Invoices		Domestic AWB		Transmittal Letters		Cert. of Origin		7512		7513		Arrivals		AES		CF 214					
S.E.D.s		Bills of Lading		AWB		Sight Drafts		Del. Orders/Dock Recs		NAFTA		Caricom		Alt. BLs		Dang. Goods		Billing		Packing Lists	

Accessing AES Transactions

This section will show you how to process AES 'Automated Export System' Shipper Export Declarations via the Internet, through OASIS v5.0. OASIS utilizes the "Batch Processing Method." That is, that all transactions entered and processed through OASIS on the AES tab are appended to one specific file named "X12_601.EDI".

When accessing the Census \ U.S. Treasury's web site at <http://www.aesdirect.gov> and invoking the batch process, the operator merely selects the **X12_601.EDI** OASIS file from your system. This file MUST be located at the root of where OASIS5 is located on your computer \ network. Usually \OASIS5\ {data}...

As transactions are processed, OASIS appends or writes transactions sequentially to this file {X12_601.EDI}. When submissions are then made or processed, OASIS writes this file to the AES site. All reporting functions of the AES system are made in real-time and only through their site. OASIS does not provide nor duplicates reporting functions already made available through AESDirect.

Naturally you would have already processed your Transaction Profile screen where you selected your Shipper, Consignee, entered your raw data pertaining to your shipment and assigned your File Reference number. Once these steps have been completed, you would then press the [Document/Billing] button. A screen similar to the following one, will be displayed:

Documentation / Billing - USA

REFERENCE 54321

Shipper A & E PRODUCTS GROUP 170 CARLOZZI DR. FOREST CITY, NC 28043 Point of Origin NC - NORTH CAROLINA Place of Receipt CHARLESTON, SC Port of Loading CHARLESTON, SC	Consignee ACUACRIA C.A AVE. CEDEÑO C.C CARLOS SANDA LOCAL#4 VALENCIA VE Port of Discharge LE HAVRE, FRANCE Place of Delivery CHARLESTON, SC Ultimate Dest. FRANCE
---	---

1	(2,3,5,6-TETRAFLUORO-4-ME	35000 Lbs 15876 Kgs	2000 Cft 56.635 Cbm
---	---------------------------	------------------------	------------------------

S.E.D.s	Bills of Lading	AWB	Sight Drafts	Del. Orders/Dock Recs	NAFTA	Cericom	Alt. BLs	Dang. Goods	Billing	Packing Lists
Commercial Invoices	Domestic AWB	Transmittal Letters	Cert. of Origin	7512	7513	Arrivals	AES	CF 214		

Shipper A & E PRODUCTS GROUP	Consignee ACUACRIA C.A	Destination Country FRANCE
---------------------------------	---------------------------	-------------------------------

Date	Time	User ID	Comments
AES - LOG			

Note that there is a new tab called <AES>. This is the document tab, which needs to be selected in order to process AES Sed shipments. You can still process shipments through the <SED> tab which has been in existence, in one form or another since 1988 but is utilized by those companies that have chosen in the past not to process through the **AERP** "Automated Export Reporting Program" {discontinued 12/1999} or have chosen not to get on the AES program. You may also print, fax or e-mail your SED by selecting the appropriate OASIS button selection.

Changing an AES Record

General | Commodity Details | Vehicle Details | Export License | **AES** | **** NO POWER OF ATTORNEY ON HAND *** | Default from Profile

U.S. Principal Party of Interest 1569 ... A & E PRODUCTS GROUP 170 CARLOZZI DR. FOREST CITY, NC 28043 Contact Phone ID <input type="text"/> <input type="radio"/> EIN <input type="radio"/> SSN <input type="radio"/> Foreign Entity City FOREST CITY State NC Zip 28043 Country <input type="text"/> <input type="button" value="..."/> <input type="checkbox"/> Related	Date of Exportation 3/22/2003 Point (State) of Origin NC - NORTH CAROLI FTZ No. <input type="text"/> MX/CA <input type="text"/> State <input type="text"/> In Bond Code <input type="text"/> Intermediate Consignee <input type="text"/> <input type="button" value="..."/> City <input type="text"/> Loading Pier/Terminal <input type="text"/> Port Of Export 1601 Exporting Carrier <input type="text"/> Foreign Port of Unloading 42737 LE HAVRE, FRANCE	<input type="checkbox"/> Containerized <input type="checkbox"/> Routed Bill of Lading / Air Waybill No. Ultimate Dest. FR FRANCE License Code C33 NLR (All Others) Method of Transport <input type="text"/> Export Info Code OS All other exports <input type="checkbox"/> SCAC Code <input checked="" type="checkbox"/> Hazardous Reference Number 54321 Booking Number 12345
---	--	--

Note that there are several "new" look up buttons:

<input checked="" type="radio"/>	Mexican State
<input checked="" type="radio"/>	Method Of Transport
<input checked="" type="radio"/>	Export Information Codes
<input checked="" type="radio"/>	License Codes
<input checked="" type="radio"/>	SCAC - "3206 SCAC codes added"

These codes are provided for your convenience and you should ensure that you press the {ellipsis button} in order to invoke the tables, from which you may select the appropriate code for each particular 'look-up'.

Additionally, there are two system tabs at the top of the <Changing a SED Record> screen.

Commodity Details

This screen has not changed drastically from the "regular" SED screen provided in OASIS. Make sure that you utilize the Schedule B. Number look up tables to select appropriate Harmonized Code schedules and that you enter accurate and correct information.

The screenshot shows the 'Changing an AES Record' window with the 'Commodity Details' tab selected. The window has a title bar with standard Windows controls. Below the title bar is a tabbed interface with 'General', 'Commodity Details', 'Vehicle Details', 'Export License', and 'AES'. The 'AES' tab is active, and a red banner at the top of the tab area reads '** NO POWER OF ATTORNEY ON HAND *'. To the right of the tabs is a 'Default Commodity' button. The main area contains a table with columns: 'D or F', 'Schedule B Number', 'Primary Units', 'Type', 'Secondary Units', 'Type', 'Weight', and 'Value'. A red box on the right side of the table contains the text: 'Information with no Schedule B number will display in this color and will not export to AES.' The table has one row with the following data: 'D', '2916201000', 'TEFLUTHRIN', 'KG', and '15,876'. Below the table are buttons for 'Insert', 'Change', and 'Delete'. At the bottom of the window are fields for 'Authorized Officer Employee', 'Signature Title', 'Signature Date', 'Signature Telephone', and 'Signature Email'. At the very bottom are buttons for 'Dot Matrix SED', 'Laser SED', 'AESDirect' (in an orange button), 'OK', and 'Cancel'.

D or F	Schedule B Number	Primary Units	Type	Secondary Units	Type	Weight	Value
D	2916201000	TEFLUTHRIN	KG			15,876	

Another tab, which must be utilized when exporting vehicles, is the following screen:

Vehicle Details

If you are not exporting vehicles, by-pass this screen, otherwise make sure that all pertinent information is filled in accurately. The accuracy of the information provided the U.S. Government is solely the responsibility of your staff. The old adage "garbage in... garbage out" applies here. **AESDirect** and **OASIS** provide for very strict mechanisms whereby error checking of exporting codes, values etc., are compared and if anomalies are encountered, rejection is ensured.

The screenshot shows a software window titled "Changing an AES Record". It has a tabbed interface with tabs for "General", "Commodity Details", "Vehicle Details", "Export License", and "AES". The "AES" tab is selected, and a red warning message "** NO POWER OF ATTORNEY ON HAND **" is displayed at the top right. The main area contains a table with three columns: "Vehicle ID Number", "Title Number", and "State". A modal dialog box titled "Record Will Be Added" is centered over the table, containing input fields for "Vehicle ID Number", "Title Number", and "State", along with "OK" and "Cancel" buttons. At the bottom of the main window, there are buttons for "Dot Matrix SED", "Laser SED", and the "AESDirect" logo, followed by "OK" and "Cancel" buttons. A status bar at the very bottom shows navigation icons and "Insert", "Change", and "Delete" buttons.

Once all processing is complete, you press the <SED601> button provided for in the AES screen. This will write the data in an EDI 601 format and will make the file {named **X12_601.EDI** } ready for delivery.

When you are ready for your AES Direct submission, you will have to have access to and be connected to the Internet. The address is <http://www.aesdirect.gov>

AES Direct Submissions

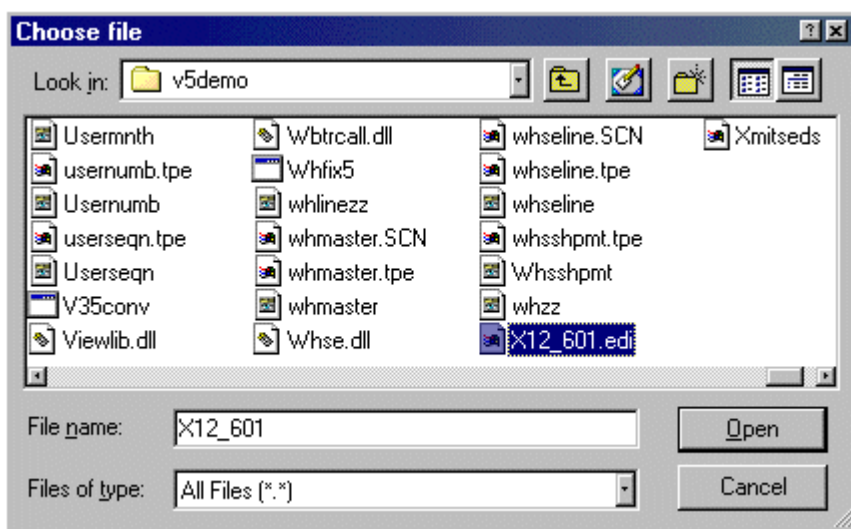
Once connected to the AESDirect site, select the **Login To AES Direct** menu selection, which will present a "Security Alert" screen. Just acknowledge this by pressing the "Yes" button. The next screen that will appear will be your Login & Password screen. AESDirect manages this and you should have been issued one prior to your tutorial and testing phase. Once entered this next screen will appear:

AESDirect: Main Menu	
Support: Census: 1-800-549-0595 AESDirect: 1-877-715-4433 AESDirect Home Documentation: Support Center Tutorial	Shipments <ul style="list-style-type: none">Create New ShipmentRetrieve Existing ShipmentShipment Status and ReportingDelete Shipment from AES
	Exporter and Consignee Maintenance <ul style="list-style-type: none">Exporter Profile SetupConsignee Profile Maintenance
	EDI <ul style="list-style-type: none">EDI File UploadShipment Reporting Service

Select the EDI File Upload hyper link. The following screen will be displayed.

AESDirect: EDI Upload	
Options Main Menu Shipments: Create Shipment Retrieve Shipment Status & Reporting Delete Shipment Exp and Cons Maint: Exp. Profile Setup Cons. Profile Maint. Links: AESDirect Privacy Policy	AESDirect Assistant <ul style="list-style-type: none">If you are certified for EDI Upload filing, you can use this form to upload files.Click the 'Browse...' button to select a file. Once you have selected a file click continue to upload it.Please note: by default your browser may only display files with an extension of .html, and you may need to select 'All Files' to see other files
	EDI Upload [Help] File to upload <input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Continue"/>

By pressing the {Browse Button} you will be presented with an "explorer" window, which will allow you to select the appropriate system drive and OASIS5 directory, containing the **X12_601.EDI** file for transmission.



Suggestions

- Determine who will be responsible for the AESDirect submissions.
- Pre-determine a specific time of the day when this will be accomplished.
- All responses will be directed to the specific e-mail address tendered when your company signed on the the AESDirect program. Make sure that this e-mail address is accessible to several individuals. If the individual in charge is sick, on vacation or has a "hang over", have back up personnel to deal with the AESDirect EDI824 responses coming back on individual submissions.
- Check your shipments through the AESDirect "Shipment Status & Reporting". Print reports. Paper is cheap! Mistakes are costly!!!

That's it! Good luck & if you have specific questions, direct them to:

U.S. Department of Commerce

Dorothy Lee Brown

Automated Export System

Tel: 301-457-2209

Fax 301-457-1159

Pager 1-888-710-2472

e-mail =>Dorothy.Lee.Brown@ccmail.census.gov

Clearing AES File

After submissions have been performed, you should "Clear the AES File".²

International Module

There are no extra charges for the OASIS International Module.³

OASIS Enterprise Module

There is a 30% cumulative surcharge added to the base price of OASIS, modules and number of users purchased when adding this option. This module enables "One" OASIS system to operate in a "Multiple – Branch" environment.⁴

² Please refer to the <Maintenance> chapter, section Setup \ Clear AES File for explanation.

³ Please refer to the <Maintenance> chapter, section *Country* \ *Language* for further information.

⁴ Please refer to the <Maintenance> chapter, section Multiple Site Control for further information.

XML

Call for information or check out <http://www.melcogroup.com/prodtoc.htm> for latest details.

EDI x.12

Call for information or check out <http://www.melcogroup.com/prodtoc.htm> for latest details.

Internet “real-time” Tracking Modules

Call for information or check out <http://www.melcogroup.com/prodtoc.htm> for latest details.

Accounting

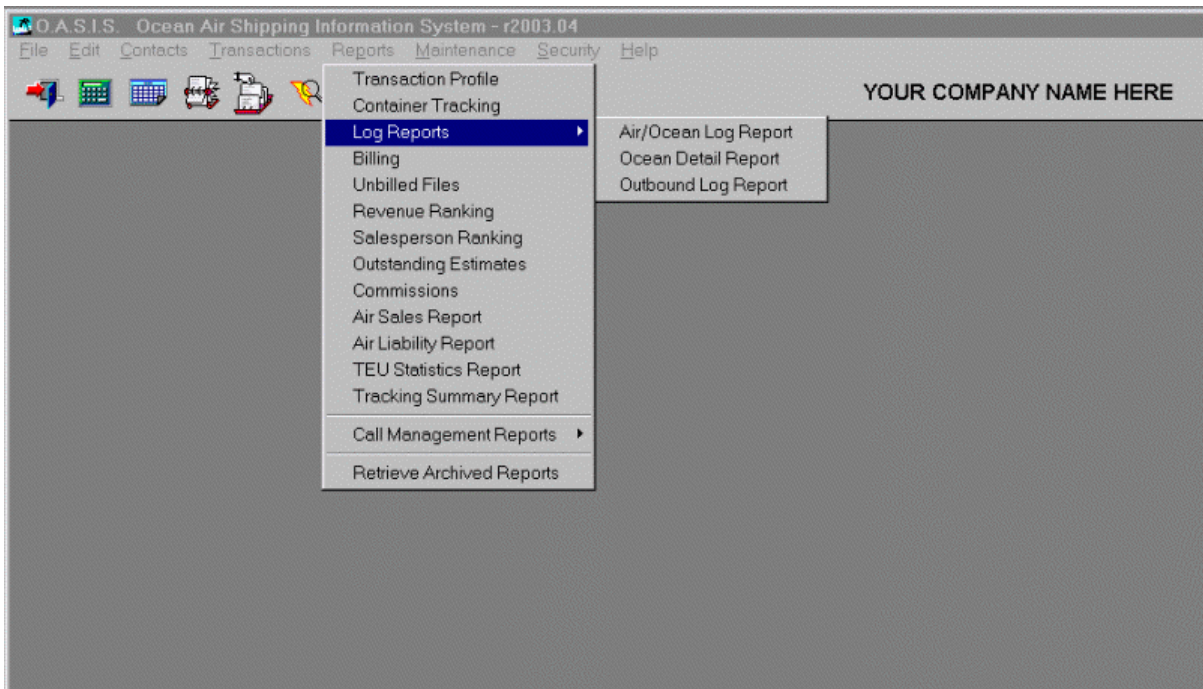
Call for information or check out <http://www.melcogroup.com/pdf/Ax5.PDF> for online documentation.

OASIS sites that purchase the AccountEx integrated Accounting system receive under separate cover an accounting manual.

Reports

A variety of reports are available in OASIS, which allow operators to search & retrieve a variety of information. These are accessible by selecting REPORTS, from the drop down menu. We have moved several reports and <Maintenance> utilities belonging to specific modules (Warehouse, Ocean & Air Consolidation, Domestic Air and Inbound De Consolidation) to their respective module menus.

Depending on the type of report chosen, appropriate fields are presented allowing the operator to narrow or retrieve specific information via definition entry boxes.



All OASIS reports as well as documentation are previewed, prior to being routed to a network printer.

Exporting Data

Several reports may be exported in the CSV, comma delimited format, which is suitable for importing into spreadsheet programs such as Windows Excel. This is accomplished by selecting the appropriate button displayed at the appropriate report options screen. OASIS will present a "window message" indicating the name of the file to be written and the directory, where the data will be written.

In order to access the appropriate data file in the future, the operator must utilize a program such as Lotus 123 or Excel and utilize the {File Open} command pointing to the appropriate directory and OASIS exported file name.

SAMPLE OASIS DATA LAYOUT

INVOICE EXPORT LAYOUT

```
OASISINV_EXPORT
FILE, DRIVER( 'BASIC' ), OEM, PRE( IEXP ), CREATE, BINDABLE, THREAD, EXTERNAL( ' ' ), DLL(
dll_mode)
Record                                RECORD, PRE( )
Reference_Number                      STRING( 15 )
Client_Number                        STRING( 10 )
Shipper_Number                       STRING( 10 )
```

```

Date                STRING(10)
ID_Sequence         LONG
Invoice_Number      STRING(10)
Consolidation_Number STRING(10)
Location            STRING(3)
Salesperson         STRING(3)
ID_Code             STRING(6)
Desc                STRING(30)
Desc2               STRING(30)
Currency            STRING(3)
Amount              DECIMAL(9,2)
Cost                DECIMAL(9,2)
Vendor              STRING(10)
Vinvoice            STRING(10)
Vdesc               STRING(15)
Due_Date            STRING(10)
Posted              STRING(1)
                    END
                    END

```

SOLOMON ACCOUNTING LAYOUT

```

IVEXPORT
FILE, DRIVER('ASCII'), PRE(IVE), CREATE, BINDABLE, THREAD, EXTERNAL(''), DLL(dll_m
ode)
Record              RECORD, PRE()
RECORD_FILL         STRING(161)
BLANK_SPACE         STRING(135)
Processed_Flag      STRING(1)
TYPE_1              GROUP, OVER(RECORD_FILL)
Customer_Name       STRING(40)
Address              STRING(30)
City                 STRING(20)
State                STRING(20)
Zip                  STRING(20)
Unused_1             STRING(1)
Company_Code         STRING(2)
Customer_Number     STRING(@P<<<<#PB)
Employee_Number     STRING(3)
Invoice_Date        STRING(@P<<<<<#PB)
Terminal_ID         STRING(2)
File_Number         STRING(@P<<<<<<<#PB)
Suffix_Number       STRING(2)
Record_Type         STRING(@P##PB)
                    END
TYPE_2              GROUP, OVER(RECORD_FILL)
Charge_Code         STRING(@P<#PB)
Invoice_Value       STRING(9)
Description         STRING(40)
Expense_GL         STRING(@P<<<<#P)
Sales_GL            STRING(@P<<<<#PB)
Free_Invoice_Code   STRING(1)
Charge_Type         STRING(1)
Special_Handling    STRING(2)
Vendor_Number       STRING(5)
Vendor_Ref          STRING(10)
Vendor_Amount       STRING(@P<<<<<<.##PB)

```



```

Revenue_GL_Code          STRING(5)
Vendor_Reference_Number   STRING(6)
Unused_3                 STRING(12)
Posted_Code              STRING(1)
Due_Agent                STRING(1)
Ppd_Col                  STRING(1)
Multi_Pay                STRING(1)
File_Number_2            STRING(@P<<<<<<<#PB)
Suffix_Number_2          STRING(2)
Record_Type_2            STRING(@P<#PB)
                          END
                        END
                      END

```

LOG REPORT LAYOUT

```

TEXPORT
FILE,DRIVER('BASIC'),PRE(TEX),CREATE,BINDABLE,THREAD,EXTERNAL(''),DLL(dll_m
ode)
Record          RECORD,PRE()
Client_Number    LONG
Quote_Number     LONG
Project_Number   STRING(10)
Reference_Number STRING(15)
PO_Number        STRING(20)
Client_Index     STRING(10)
Consolidation_Number STRING(10)
Shipper_Number   LONG
Shipper_Array    STRING(35),DIM(5)
Shipper_Index    STRING(10)
ExporterEIN      STRING(17)
Consignee_Number LONG
Consignee_Array  STRING(35),DIM(5)
Consignee_Index  STRING(10)
Quote_Date       LONG
Status           STRING(20)
Terms            STRING(8)
Ppd_Col          STRING(1)
Ready_Date       LONG
Value            DECIMAL(10,2)
Type_Of_Move     STRING(20)
Point_Of_Origin  STRING(24)
Place_Of_Receipt STRING(24)
Sch_D_No         STRING(4)
Load_Port        STRING(24)
Sch_K_No         STRING(5)
Discharge_Port   STRING(24)
Sch_C_No         STRING(4)
Ultimate_Destination STRING(24)
Carrier_Number   LONG
Carrier_Index    STRING(10)
Vessel_Name      STRING(28)
Voyage_Number    STRING(10)
Place_Of_Delivery STRING(24)
Pier_Terminal    STRING(24)
Forwarder_Number STRING(10)

```

Contract	BYTE
Commodity_1	STRING(25)
Commodity_2	STRING(25)
Sch_B_No	STRING(10)
QTY	DECIMAL(11,3)
LBS	LONG
KGS	LONG
CFT	DECIMAL(9,2)
CBM	DECIMAL(9,3)
Equipment_Description	STRING(35)
Temperature_Control	BYTE
Temperature	DECIMAL(3)
Temperature_Type	BYTE
Hazardous	BYTE
Hazardous_Comments	STRING(35)
Haz_Cutoff_Date	LONG
Cutoff_Date	LONG
Sailing_Date	LONG
ETA	LONG
ETD	LONG
Container_Location	STRING(10)
Container_Release_No	STRING(18)
Traffic_Contact	STRING(20)
Documentation_Contact	STRING(20)
LC_Number	STRING(24)
Booking_Number	STRING(20)
Container_1	STRING(20)
Container_2	STRING(20)
Container_3	STRING(20)
Container_4	STRING(20)
Container_5	STRING(20)
Container_6	STRING(20)
Container_7	STRING(20)
Container_8	STRING(20)
Container_9	STRING(20)
Container_10	STRING(20)
Operator	STRING(12)
Last_Change	LONG
Booking_Comments	STRING(255)
	END
	END

Transaction Profile

Allows multiple selections of filtered sort data fields. The greater the selections; the narrower the scope or retrieval of data but higher accuracy is achieved. Allows for data to be pre viewed on screen prior to routing to either fax boards or printers. Fairly extensive report listing primarily:

- Sequence ID transaction number
- File Opened Date
- Reference
- Type of Move
- Status
- Shipper
- Terms
- Booking Number
- Commodity
- Weight

Container Tracking

Allows the operator to search the OASIS database for Container by Serial Number.

Track Containers

By Container Serial Number

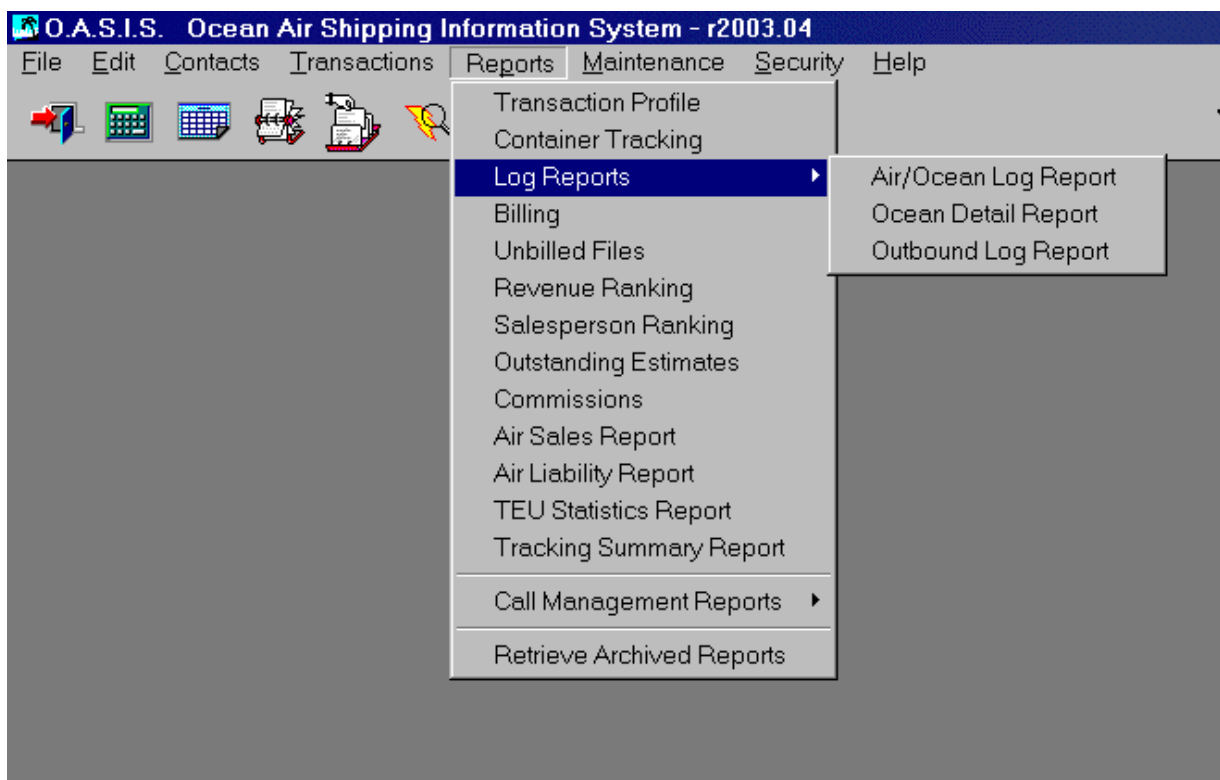
ID Number	Seal Number	Description	Lbs	Kgs	Reference	Shipper
GSTU 567890	123	8 ROLLS	23545	10680	EMR2050	Melco Group Intl., Inc.
GSTU 567890	123	8 ROLLS	23545	10680	EMR2050A	Melco Group Intl., Inc.
GSTU 567890	123	8 ROLLS	23545	10680	TEST XYZ1	Melco Group Intl., Inc.
GSTU 567890	123	8 ROLLS	23545	10680	TEST XYZ2	Melco Group Intl., Inc.
GSTU 567890	123	8 ROLLS	23545	10680		
GSTU 567890	123	8 ROLLS	23545	10680		
LKU-0230323	lakjd-aidi	whatever you want...			4287	ALPHA EXPORT SERVICES
RZT-6969		CRATES	4876	2212	345	Melco Group Intl., Inc.
SKDU-737483			26000	11793		
SKDU-832848	2348782	430 CASES	42400	19232		Melco Group Intl., Inc.
SKDU-8384765	87435	450 CASES	41350	18756		Melco Group Intl., Inc.
SKDU-882734	123	434 HOLLOW RODS	21000	9525	9800034	ACCURATE COLOR AND C
SKDU-883746	321	423 HOLLOW RODS	21000	9525	9800034	ACCURATE COLOR AND C
SKDU-883748	87324	PAINT	12	5		ADVENTIST DEV. & RELIEF
SKDU-838843	1234		41000	18597	9469	A D R A
STLU-1373452		1400 CASES			4303	PHILADELPHIA PLASTIC R

Insert Change Delete Close

Log / Traffic

Allows multiple selections of filtered sort data fields. The greater the selections; the narrower the scope or retrieval of data but higher accuracy is achieved. Allows for data to be pre viewed on screen prior to routing to either fax boards or printers. More extensive report listing in each column the following :

- Invoice # - Date - Type of Move (air \ Ocean etc)



- ETD -Cutoff Date - ETA
- Project - Reference - P.O.
- Shipper - Consignee - Description of Cargo
- Booking Nbr. - BL \ AWB Nbr. - Vessel / Voyage / Flag

- Port Of Loading - Port Of Discharge - Ultimate Destination
- Total - Pieces , Weight, Measurement

The Log / Traffic Report screen is almost identical to the Transaction Profile screen.

The Ocean Detail Report displays Ocean Freight charges if entered at the RFQ {RATING} Profile screen.

Billing

The billing option, Reports on Invoiced Items. Pressing on the Ellipsis buttons displays 'Look Up' windows where specific items may be searched.

O.A.S.I.S. Ocean Air Shipping Information System - r2003.04

File Edit Contacts Transactions Reports Maintenance Security Help

Invoice Report

☐ Include All Locations

Location ...

Client ... All Clients Selected

Shipper ... All Shippers Selected

Consignee ... All Consignees Selected

Bill To ... All Shippers Selected

Reference Number to

Consolidation Number

Charge Code ...

Invoice Number to

Invoice Date 4/9/2003 to 4/9/2003

Posted Date to

Sales ID ... ALL

Status ☒ All ☐ Unposted Only

Sort Order ☒ By Date ☐ By Invoice Number ☐ By Reference Number

Invoice Report Approved Payables Export Invoices

Profit or Loss Transfer Invoices Cancel

The following Items appear on the report:

- Invoice # - Reference #
- Date - Client

- Charge Code
- Invoice Charge Item description
- Charge Amount
- Cost Amount
- Vendor Number (if cost applied)
- Vendor Invoice
- Due Date
- Accrual Description

UNBILLED FILES

This report shows which files or transactions that are in progress, have not been billed yet. By entering data into the various "entry fields" the operator may narrow the scope of the report to a "single shipper" or if left blank, "all" shippers contained in OASIS. The same holds true for the additional entry fields. Thus the more criteria is selected within the entry fields, the narrower the scope of the report.

The screenshot displays the O.A.S.I.S. Ocean Air Shipping Information System main window. The menu bar includes File, Edit, Contacts, Transactions, Reports, Maintenance, Security, and Help. Below the menu bar is a toolbar with icons for file operations, data entry, and search. The 'Unbilled Report' dialog box is open, featuring the following fields and controls:

- ☐ Include All Locations
- Location: MSY (with a dropdown arrow)
- Shipper: (empty text box) with a dropdown arrow, labeled 'All Shippers Selected'
- Client: (empty text box) with a dropdown arrow, labeled 'All Clients Selected'
- Entered Date: (empty text box) to 12/31/2099 (with a dropdown arrow)
- Reference Number: (empty text box) to (empty text box)

At the bottom of the dialog box are two buttons: 'Unbilled Report' and 'Cancel'.

The report headings are as follows:

- BRANCH FILE
- DATE
- ORIGIN
- LOADED
- DESTINATION
- DISCHARGED
- CARRIER

- COMMODITY
- FREIGHT
- BOOKING NUMBER
- FCL \ LCL \ AIR
- SHIPPER
- CONSIGNEE

The report summarizes FILE COUNT & TOTALS (Weight \ Cube)

Revenue Ranking

Created **REVENUE RANKING** report & **SALESPERSON RANKING** reports. Lists clients (has several sort options) and ranks these clients by YTD Net Revenue and Month comparison to previous Month on Net Revenue. Report is in tabular form.⁵

Contains following sort options:

1. 12 month revenue
2. 12 month gross profit
3. 12 month gross profit %
4. 12 month Avg. Profit per File
5. Current Month Revenue
6. Current Month Gross Profit
7. Current Month Gross Profit %
8. Current Month File Count
9. Current Month Avg. Profit per File

Can be printed as Revenue Report with above sort options of as Report by Sales ID

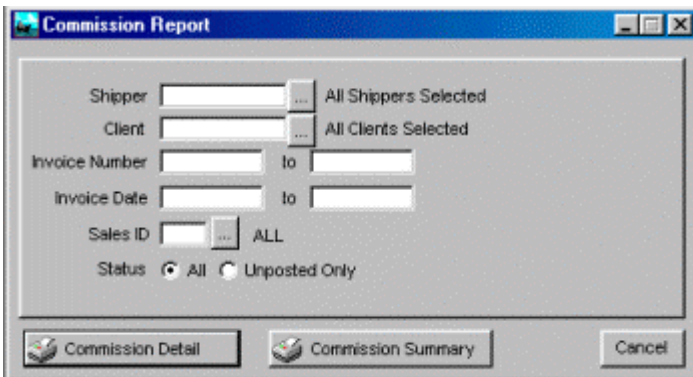
* all amounts in whole dollars

Outstanding Estimates

This report only works when the AP suspense option is activated in <Maintenance>. In essence it shows a report of estimated payables that have not been approved at the time the report is run.

Commissions Report

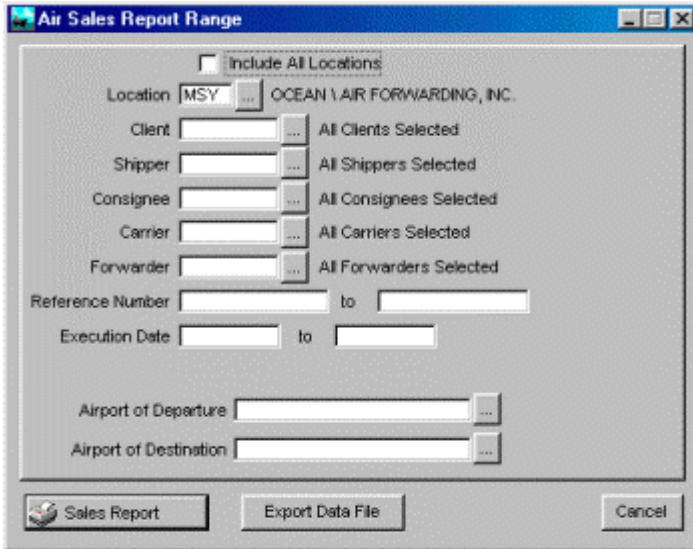
Commissions, which are tied to specific Sales ID through the Invoicing program, may be reported on. This report is useful when tracking sales agent or earnings by commissioned sales personnel.



⁵ See OASIS Transaction Sample Documents for layout

Air Sales Report

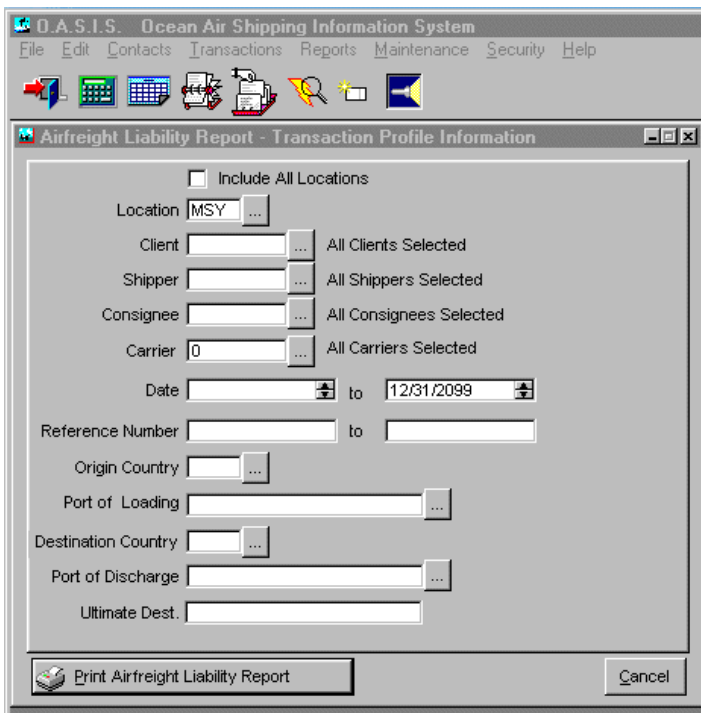
The Air Sales report produces a summary page listing total freight by Airline. Subsequent detail listings by individual Airline for the selected reporting period are then displayed and at the option of the operator, printed.



The 'Air Sales Report Range' dialog box is used to select criteria for the report. It includes a checkbox for 'Include All Locations' and a 'Location' dropdown menu currently set to 'MSY'. Below this are several fields with dropdown menus: 'Client' (All Clients Selected), 'Shipper' (All Shippers Selected), 'Consignee' (All Consignees Selected), 'Carrier' (All Carriers Selected), and 'Forwarder' (All Forwarders Selected). There are also fields for 'Reference Number' and 'Execution Date', both with 'to' fields for range selection. At the bottom, there are fields for 'Airport of Departure' and 'Airport of Destination'. The dialog box has three buttons at the bottom: 'Sales Report', 'Export Data File', and 'Cancel'.

Air Liability Report

This report totals Air KGS for use in calculating costs for Freight Insurance. Generally this is run for a single carrier for a given time period (usually quarterly).



The 'Airfreight Liability Report - Transaction Profile Information' dialog box is used to select criteria for the report. It includes a checkbox for 'Include All Locations' and a 'Location' dropdown menu currently set to 'MSY'. Below this are several fields with dropdown menus: 'Client' (All Clients Selected), 'Shipper' (All Shippers Selected), 'Consignee' (All Consignees Selected), and 'Carrier' (All Carriers Selected). There are also fields for 'Date' (with a calendar icon) and 'Reference Number' (with a 'to' field for range selection). At the bottom, there are fields for 'Origin Country', 'Port of Loading', 'Destination Country', 'Port of Discharge', and 'Ultimate Dest.'. The dialog box has two buttons at the bottom: 'Print Airfreight Liability Report' and 'Cancel'.

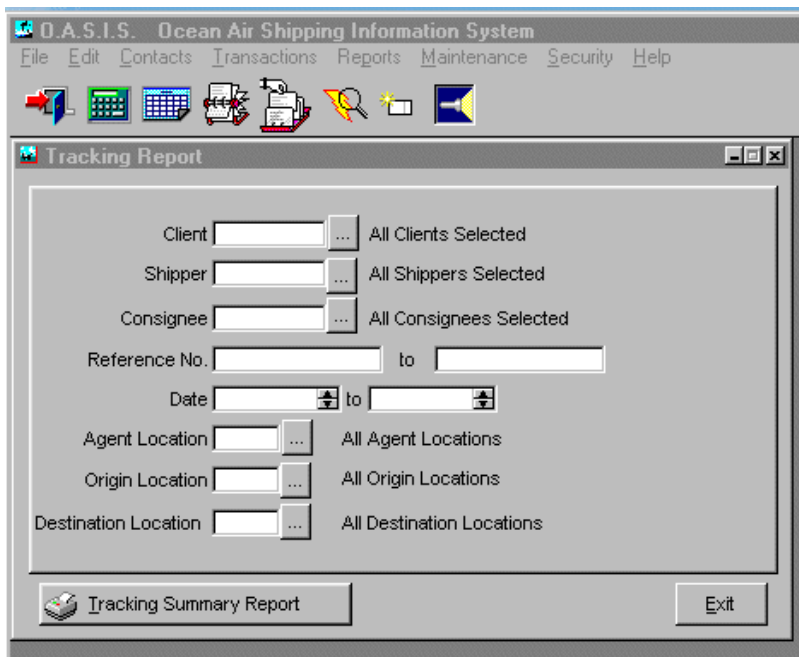
TEU Statistics Report

This report uses the '**TEU VALUE**' setup in the equipment list to calculate the total TEU volume according the criteria selected. You must define TEU value for each equipment type used; those types with no TEU are assumed to be break-bulk and are not included on this report.

The screenshot shows the O.A.S.I.S. Ocean Air Shipping Information System interface. The main window is titled "O.A.S.I.S. Ocean Air Shipping Information System" and has a menu bar with "File", "Edit", "Contacts", "Transactions", "Reports", "Maintenance", "Security", and "Help". Below the menu bar is a toolbar with various icons. The "Reports" menu is open, and the "TEU Statistics Report - Transaction Profile Information" dialog box is displayed. The dialog box has a title bar with the same text. Inside the dialog box, there is a section titled "Include All Locations:" with a checkbox. Below this, there are several fields with dropdown menus: "Location" (set to "MSY"), "Client" (set to "All Clients Selected"), "Shipper" (set to "All Shippers Selected"), "Consignee" (set to "All Consignees Selected"), and "Carrier" (set to "All Carriers Selected"). There is also a "Date" field with a dropdown menu set to "12/31/2099". Below the date field, there is a "Reference Number" field with a dropdown menu. Below the reference number field, there are fields for "Origin Country", "Port of Loading", "Destination Country", and "Port of Discharge". At the bottom of the dialog box, there is a section titled "Bill of Ladings Processed", "Equipment Records Processed", and "TEU Records Written". At the very bottom of the dialog box, there are two buttons: "Print TEU Statistics Report" and "Cancel".

Tracking Summary Report

This report shows ALL tracking information in a landscape format for shipment matching the selected criteria. This is the information found in the iTrack button from the transaction profile.



Call Management Reports

Two options are available, **Contact Report** and **Activity Report**. The Contact report is suitable to retrieve information based on TYPE of customers and their STATUS.

The Activity report is more suitable to retrieve information based on CALL Activity.

- Select TYPE of contact or company. Lookup windows allow for quick retrieval.
- Leave blank to select ALL TYPES.
- Select STATUS of company such as Active, WRKNG or others defined by your company.
- Leaving blank will report on all of them.

Press <Export File> to automatically generate a CALL RECORD and write the data to disk. Useful in bulk marketing or mailing campaigns. The data file will be saved to the \OASIS5 directory. These comma delimited files have an extension of *.CSV.

Contact Report

Salesperson
[Text Box] [Dropdown Arrow]

Type of Contact
FROM [Text Box] [Dropdown Arrow] TO [Text Box] [Dropdown Arrow]

Status
FROM [Text Box] [Dropdown Arrow] TO [Text Box] [Dropdown Arrow]

Zip Code
FROM [Text Box] [0] TO [Text Box] [999999999]

Country
FROM [Text Box] [Dropdown Arrow] TO [Text Box] [Dropdown Arrow]

Buttons: Setup Automatic Activity Info, Export File, Labels, Report, Cancel

- <Labels> option will allow you to print bulk labels based on previously profiled criteria. Single labels are best accessed from the customer record.
- <Report> option will produce a report based on the profiled criteria selected. The report will be displayed on the screen first and may be routed to a printer if desired. <Printer> option to route or print to specific printers defined in your system.

Retrieve Archived Reports

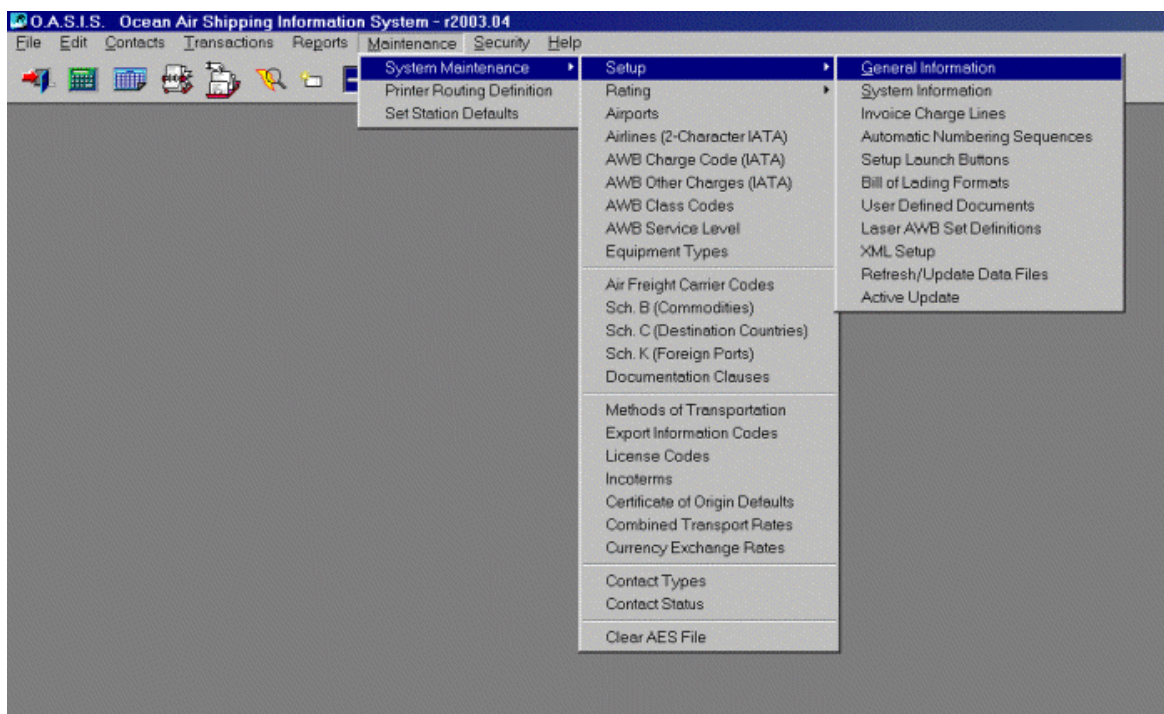
If you have 'saved' a report instead of printing same, this option allows you to retrieve or recall same.

Maintenance

The OASIS Maintenance menu contains numerous resources designed to streamline access to system codes such as Schedule B. Number Files or 'Harmonized Code'; automated numbering sequences such as Reference Numbering; Consolidation module rating matrixes and fixed information automatically imprinted on export documentation fields.

This section is ordered as follows:

1. System Maintenance => Setup => General Information {section}
2. System Maintenance => Setup => {section}
3. System Maintenance => {section}



Date Displays

This function is not accessible through the options available here, but may be configured as follows:

- I. In order to accommodate 'Internationalization' of country date displays, OASIS now utilizes the d17 time format. This format utilizes the Windows Registry Country, Time Zone and other options which automatically update the OASIS registry and gives the user, the option of selecting according to user preference the display of 'Date Fields' throughout it's environment.
 - A. In order to implement the date format, access <Settings>, then <Control Panel>, finally select <Regional Settings>.
 1. Make sure you select the 'Regional Settings' of the country from which you are operating from i.e. 'German' - 'French' - 'Portuguese' etc.
 2. Then select the <Date> button and choose your preferred date display. You may have to re-boot your system for changes to take effect and OASIS will display it's settings according to your chosen preference.

General Information

The information profiled or defined at this level is utilized by OASIS in a variety of ways. These include:

- Multiple Site Control {please review following \ this section heading for details}
- Maintenance Report Headers. Includes Your Company name at the Top of each page
- Call Management reports. At the bottom left of each call or report.
- OASIS Laser documentation. When you execute any of over 35+ OASIS system resident laser documents, your address information is automatically inserted at the Top Right corner of documents including Phone, Fax, and Email information.

If your company makes a physical move or changes e-mail, phone, or other particulars, which affect the documentation headers, make sure to make changes at this level. It affects documentation! To enter your basic company information such as Company Name, address, phone, e-mail, etc., information press the <INSERT> button. To change or edit information, select the <CHANGE> button. If you have multiple offices operating from within one OASIS system, define each company individually!

In the next sections, we are going to overview each TAB and the particular field functions, located within each of the TABS. If your site does not have multiple offices you do not need to review this section.

Multiple Site Control

NOTE: Multiple Site Control module is optional and is licensed as an **OASIS ENTERPRISE** system.

We are fortunate to have several client sites with multiple offices. Many of these clients have been operating their various offices with individual **OASIS** systems installed in multiple states and some even in different continents such as South America & Europe. Also several clients may have an agent or small "one person" office located elsewhere, and this concept is perfectly suited for those situations.

Billing and the transfer of financial data however has always been centralized @ the HQ or main office. This resulted in having to utilize communications software such as PCAnywhere to transfer the invoice information in order to be able to process their accounting.

A further complicating factor has always been that if information was being processed for one client but from different locations, it was next to impossible to provide a consolidated "traffic status report" or even being able to offer "tracking" on a system wide basis. Well no more! **OASIS** now has the ability of operating multiple branches from "one" centralized HQ office.

How It Works

Beginning with **OASIS r99.09** OASIS implemented access to <Maintenance>, then <System Information> and if this option has been purchased and the OASIS site licensed for it's implementation the definition by an HQ office (usually 001 or MIA) and the necessary branch offices (002, 003... etc.) required by \ for your organization. The address and contact information for each individual office or branch is then defined.

Location ID	Country	Language	Name	City, State	Address
001	US	Eng	YOUR COMPANY NAME H	METAIRIE, LA	4421 CONLIN ST

OASIS will stamp each logged in “Branch’s Data” with a unique identifier (001, 002, 003....etc) at the beginning of each transaction. As an example, location 002 Atlanta, GA will not be able to see or retrieve information for location 003 Los Angeles, CA, as each branch has a filter based on their unique three digit code. However personnel with an **OASIS** “Supervisor” clearance may view individual or consolidated branch information if desired.

Each individual branch’s address information is appropriately stamped and formatted for **OASIS generated Laser documentation** for their location.

Since the data is stored in one location (usually the HQ office) simplifying data management, data backups, security and system control are achieved with greater ease and confidence.⁶

Here you define your basic and current address information. This information is automatically defaulted with OASIS report headers & Laser Documentation headers.

⁶ Please Review NTTS \ Citrix Considerations At end of this guide.

Changing a GENERAL INFORMATION Record

General | Country / Language | Move / Shipment | Air | Ocean | Billing | Warehousing | Model

Location ID Code

Company Name: YOUR COMPANY NAME HERE

Address: 4421 CONLIN ST

Suite: SUITE 202

City state: METAIRIE, LA

Zip code: 70006

Phone: 504-888-5598

Fax: 504-888-5599

E-Mail: support@melcogroup.com

Web Address: www.melcogroup.com

Employer Id: 94-3262887

IATA: IATA442120/2002

FMC / OTI

CHB

FAA Security No: WP394-04-017

Next Batch No: 000001

Air Consolidation Name: AIR CONSOL COMPANY NAME HERE

Ocean Consolidation Name: NVOCC CO. NAME

Mailing Label Format

☐ Dot Matrix

☒ Intermec

☐ Zebra

OK Cancel

If your company moves, the phone or fax numbers change and so on, this information must be edited at this level. If you make a change here, when pressing the <OK> key, the changes are reflected system wide instantaneously.

Country \ Language

The options at this level allow you to customize from which Country you are operating from and the Language that you wish operators to view the OASIS screens in. OASIS defaults to Country: US and Language: English.

OASIS is being developed for the International Market. For example if OASIS is purchased for and operated from London, U.K., you would select Country: United Kingdom and Language: English. Pressing the <OK> key would present a message that you must <Exit> and re access OASIS, in order for the desired changes to take place. In any event, in order for the changes to take "hold", you should <Exit> and then restart OASIS which would then display and operate under the desired system options.

Move \ Shipment

At this level you can define how you wish OASIS to start up several services and specify, which system defaults you wish to be activated.

The screenshot shows a Windows-style dialog box titled "Changing a GENERAL INFORMATION Record". It has a tabbed interface with tabs for "General", "Country / Language", "Move / Shipment", "Air", "Ocean", "Billing", "Warehousing", and "Model". The "Move / Shipment" tab is currently selected. Inside the dialog, there are several sections for configuring defaults:

- Default Type of Move:** A group box containing six radio buttons: "Ocean" (selected), "Domestic Air", "Air", "Domestic Trucking", "Inbound", and "Other". Below these buttons is a "No Default" button.
- Default Shipment Status:** A group box containing four radio buttons: "Quotation", "Completed", "Booking/Active", and "Deleted". Below these buttons is a "No Default" button.
- Default Dimensions Value:** A group box containing two radio buttons: "Standard (Inches)" and "Metric (Centimeters)". Below these buttons is a "No Default" button.
- Enable Automatic Generation of AES Statement:** A checkbox that is currently unchecked.
- Default Forwarder:** A section with a label "ID Number" followed by a text input field and a small button with three dots.
- Activate Thread Management:** A checkbox that is checked, with a descriptive text: "Use this option in order to eliminate errors due to opening multiple windows at the same time."

At the bottom right of the dialog are "OK" and "Cancel" buttons.

- **Default Type of Move** - Accessing <TRANSACTIONS> : **RFQ** 'Request for Quotation' & **BOOKING** level if you wish to set your system to always default a specific 'Type Of Move' i.e. Air, Ocean, Domestic Air, Inbound, etc.
- **Default Shipment Status** - Also if you wish the default 'Shipment Status' to be either a Quotation, Booking, Completed, etc.

Air

- **Default Weight Breaks** - Accessing <MAINTENANCE> : **Air and \ or Ocean 'Default Rating Matrix'** you are able to pre-set default 'Weight Breaks' instead of typing these over and over for different trading or route lanes.

The screenshot shows a Windows-style dialog box titled "Changing a GENERAL INFORMATION Record". It has a tabbed interface with tabs for "General", "Country / Language", "Move / Shipment", "Air" (which is selected), "Ocean", "Billing", "Warehousing", and "Model". The "Air" tab contains several input fields and radio button groups. On the left, there is a "Default Weight Breaks" section with a vertical list of eight empty text boxes. Below that is a "DAWB Format" section with six radio button options: "1 Half Page", "2 Full Page", "3 Laser" (which is selected), "4 Aries", "5 KFX", and "6 WTCL". To the right of the weight breaks is a section for default values: "Default Airport of Departure:", "Default Currency:", "Default Declared Value Carriage:", "Default Declared Value Customs:", and "Default Amount of Insurance:", each followed by an empty text box. Below the DAWB Format section is an "IATA Label Printer Type" section with two radio button options: "Intermec" and "Zebra" (which is selected). A red note below this section reads: "NOTE! Use Generic-Text Only printer driver for Zebra Labels." At the bottom right of the dialog are "OK" and "Cancel" buttons.

Also defaults may be pre-set for Airport of Departure and other conditions that you wish your transactions to be defaulted with.

Please access http://www.melcogroup.com/warehouse_labels.htm in order to review the latest information regarding IATA601 & bar code printing within the OASIS environment.

Ocean

- **14 Short Form HBL formats** - NVOCC HBL default (14 choices) if you wish to have a Short (11") format as indicated by selecting appropriate choice. Choice Numbers {1, 2, 5, 6, 9 } are OASIS Laser Generated. Other format Numbers must be purchased from appropriate vendors.

Changing a GENERAL INFORMATION Record

General | Country / Language | Move / Shipment | Air | **Ocean** | Billing | Warehousing | Model

Short Form HBL

<input type="radio"/> 1 Standard Laser	<input type="radio"/> 6 USA Long Form	<input type="radio"/> B Oceanaire
<input type="radio"/> 2 International Laser	<input type="radio"/> 7 South American Lines	<input type="radio"/> C Caribe USA
<input checked="" type="radio"/> 3 Dot Matrix 11"	<input type="radio"/> 8 Preprinted Letterhead	<input type="radio"/> D Purple Star Line
<input type="radio"/> 4 Dot Matrix 12"	<input type="radio"/> 9 Duplex Laser (Multi Copy)	<input type="radio"/> E 7M Transport
<input type="radio"/> 5 USA Short Form	<input type="radio"/> A TTG Inc.	<input type="radio"/> F American Freight Line

Long Form HBL

<input checked="" type="radio"/> 1 Standard Laser	<input type="radio"/> 6 USA Long Form	<input type="radio"/> B Oceanaire
<input type="radio"/> 2 International Laser	<input type="radio"/> 7 South American Lines	<input type="radio"/> C Caribe USA
<input type="radio"/> 3 Dot Matrix 11"	<input type="radio"/> 8 Preprinted Letterhead	<input type="radio"/> D Purple Star Line
<input type="radio"/> 4 Dot Matrix 12"	<input type="radio"/> 9 Duplex Laser (Multi Copy)	<input type="radio"/> E Computrex/7M Transport
<input type="radio"/> 5 USA Short Form	<input type="radio"/> A TTG Inc.	<input type="radio"/> F American Freight Line

BL Document Text

THIS DOCUMENT IS FOR NOTIFICATION PURPOSES ONLY. IF CHARGES ARE OUTSTANDING YOU WILL RECEIVE AN INVOICE.

X12 304 Sender ID

OK Cancel

- **14 Long Form HBL** formats - NVOCC HBL default (14 choices) or Long form HBL (12") various OASIS system generated Laser {International, USA format}. Choice Numbers {1, 2, 5, 6, 9} are OASIS Laser Generated. Other format Numbers {preformatted for the Apperson Business Forms) are Dot Matrix format and must be purchased from appropriate vendors.

Billing

Remit To

Through the options at this level, you may set up the **Remit To**, which is to be printed on your laser invoices.

Changing a GENERAL INFORMATION Record

General | Country / Language | Move / Shipment | Air | Ocean | Billing | Warehousing | Model

Remit To
Name: MELCO GROUP INTL. INC.
Address: 4421 CONLIN STREET
SUITE 202
NEW ORLEANS, LA
Phone: 504-888-5598
Fax: 504-888-5599

INV Format
☐ 1 Standard Laser
☐ 2 Apperson Dot Matrix
☒ 3 Full Page Dot Matrix
☐ 4 Dot Matrix Alternate
☐ 5 Multi-Copy Laser
☐ 6 International Laser
☐ 7 Laser w/ no logo
☐ 8 Selectable Multi-Copy

Default Late Charge Information
Percent: 0.00 % Days Before Late: Account: Statement:
HINT! To include the 'Days Before Late' enter the # symbol in the position you want the number to appear in the statement. It will use the default value if a value was not created for the client.

Accounting System
☒ DOS AccountEx ☐ Windows AccountEx ☐ EDITrade ☐ FMI ☐ Solomon
AccountEx File Path: F:\V5DEMO\AX5\ ☒ Use AP Suspend

Banking Instructions
WIRE INSTRUCTIONS GO HERE...

Invoice Message Text
Upon request, we shall provide a detailed breakout of the components of all charges assessed and a true copy of each pertinent document relating to these charges. This company has a policy against payment solicitation or receipt of any rebate directly, or indirectly, which would be unlawful under the U.S. Shipping Act of 1984.

OK Cancel

Invoice Format

These options allow you to select which "Invoice format" OASIS will utilize as it's default when printing invoices. Formats {1, 5, 6 & 7} are OASIS Laser Generated. Format 5 prints multiple copies stamped:

- ORIGINAL
- ACCOUNTS RECEIVABLE
- ACCOUNTS PAYABLE
- SHIPPING FILE

Depending on your printer, these may be shaded or printed bold.

Other format numbers must be purchased from the appropriate vendors.

Accounting System

You may also designate to which 'Integrated' Accounting system data will be transferred to or optionally, the export billing data file which OASIS produces for use with other accounting system is to reside.

The **DOS Accountex** and **Windows AccountEx** are systems designed and produced specifically by our company Melco Group Intl., Inc. to seamlessly operate with our **OASIS** system and modules.

The **EDITrade** billing transfer has been designed to work specifically with **Micro Software Services, Inc.** of Miami, FL EDITrade ABI Import system. Information regarding their systems may directed to our sales department sales@melcogroup.com or :

Name	MICRO SOFTWARE SERVICES, INC.		
Address	9300 South Dadeland Blvd.		
	Suite 104		
City, State	MIAMI, FL		
Zip Code	33156		
Country	US	...	

Name	Toni Steeb		
Telephone	(800)695-5677		
Fax Number	(305) 670-9885		

Banking Instructions

These print on the "International Laser" format only!

Invoice Text Message

These print on the "International Laser" format only!

Warehousing

Please access http://www.melcogroup.com/warehouse_labels.htm in order to review the latest information regarding IATA601 & bar code printing within the OASIS environment.

Changing a GENERAL INFORMATION Record

General Country / Language Move / Shipment Air Ocean Billing Warehousing Model

Warehouse Receipt Format

☒ Single Copy ☐ 3 Copies

Warehouse Label Format

☐ Dot Matrix ☐ Intermec ☒ Zebra

NOTE! Use Generic-Text Only printer driver for Zebra labels.

OK Cancel

Model (Shipment)

These options allow you to pre-set what type of documents should be copied to a new transaction when this option is selected.

Changing a GENERAL INFORMATION Record

General | Country / Language | Move / Shipment | Air | Ocean | Billing | Warehousing | **Model**

Model Shipment Document Selection

Select which of the available documents you would like to have included when copying a previous shipment using the MODEL SHIPMENT button.

<input checked="" type="checkbox"/> Shipper's Export Declaration (SED)	<input checked="" type="checkbox"/> Packing List
<input checked="" type="checkbox"/> Bill of Lading	<input checked="" type="checkbox"/> Commercial Invoice
<input checked="" type="checkbox"/> Air Waybill	<input checked="" type="checkbox"/> Transmittal Letter
<input checked="" type="checkbox"/> Sight Draft	<input checked="" type="checkbox"/> Certificate of Origin
<input checked="" type="checkbox"/> Delivery Order / Dock Receipt	<input checked="" type="checkbox"/> 7512 IE Form
<input checked="" type="checkbox"/> NAFTA	<input checked="" type="checkbox"/> 7513 In-Transit SED
<input checked="" type="checkbox"/> Caricom	<input checked="" type="checkbox"/> Customs CF214
<input checked="" type="checkbox"/> Alternate Straight B/L	<input checked="" type="checkbox"/> Dangerous Goods Declaration

OK Cancel

System Information

Several fields are provided which allow you to define the type of information you wish to capture at the OASIS Call Management level {either pressing the Rolodex Icon or Contacts OASIS Main Menu level.}

Changing a USER DEFINED Record

User Defined Field Labels

Field 1 Label (Date): SALES PERSON

Field 2 Label (Date): NOTIFICATION

Field 3 Label (Date): PRICING

Field 4 Label (Date): BILLING

Field 5 Label (s16): BILLING ADDRESS

Field 6 Label (s16): CONTACTS

Field 7 Label (s16): COMMODITY

Field 8 Label (s16): DESTINATION

Field 9 Label (s30): FACILITIES

Field 10 Label (s30): SPECIAL NEEDS

Field 11 Label (s30):

Field 12 Label (s30):

Field 13 Label (Memo):

INFORMATION
ENTERED
HERE WILL
APPEAR AS
FIELD LABELS
ON THE
CUSTOMER
SPECIAL INFO.
SCREEN

OK Cancel

These fields are user defined and may include headings such as i.e.: 'Commodity', 'Birth dates' or such other information needed by your operations. To define your fields do the following:

1. At the OASIS Main Menu select **Maintenance**
2. Then select **System Information**
3. Provide the 'Headings' i.e. COMMODITY etc., by which you wish to track
4. Note the type of field recorded on the Left Margin. This gives you an indication of the type of information suitable for capture i.e.: String of 10 characters, Number for date field etc.
5. When done select the <Enter> key to save.
6. Upon entering records and selecting the 'Special Information' key the headings will be displayed ready to accept profile information.

Invoice Charge Lines

Whenever an invoice is processed in OASIS, automated look up tables may be accessed. The information contained in these tables are defined and entered through the options presented at this level.

Charge Codes

Are user defined and may be alpha numeric, i.e.: combination of letters and numbers or either one. As an example, consider the following:

Charge Code	Description
A100	Air Forwarding Charge
A105	Air Expediting Charge
A110	Other descriptions...
O100	Ocean Forwarding Charge
O105	Ocean Expediting Charge

O100 Other descriptions...
W100 Warehouse Receiving Charge
W105 Warehouse Pick Up & Delivery Charge

Other Codes **Other Descriptions**

Invoicing Charge Code Maintenance						
Code	Description	Type	INCOME		EXPENSE	
A099	OTHER		50100	000	51100	000
A100	AIR FREIGHT		50000	000	51000	000
A101	INSURANCE/VALUATION		50070	000	51070	000
A102	AIR FORWARDING FEE		50010	000		000
A103	PREPARATION OF COMMER		50020	000		000
A104	PREPARATION OF CONSUL		50020	000		000
A105	PREP. CERTIFICATE OF ORI		50020	000		000
A106	PREP. OF FOREIGN CUSTOM		50020	000		000
A107	PREP. OF U.S.VEHICLE CLE		50020	000		000
A108	BANKING: LETTER OF CRED		50020	000		000
A109	BANKING: SIGHT DRAFT		50020	000		000
A110	CHAMBER OF COMMERCE		50020	000		000
A111	INSPECTIONS: U.S.FISH AN		50020	000		000
A112	ISSUANCE REPORT OF FIND		50020	000		000
A113	PHYTO SANITARY CERTIFIC		50090	000	51090	000

Utilizing Alpha Numeric Charge Codes allow the operators to quickly and efficiently retrieve invoice items, based on a department code. Retrieving 'O' type codes would identify Ocean charges quickly as opposed to having tens or potentially hundreds of numeric codes, which would complicate the retrieval of correct invoice codes.

We suggest you strongly consider implementing an alpha numeric Charge Code scheme.

We have several "matched" sets of Invoice Charge codes which are matched with AccountEx G" (General Ledger) codes. We would be pleased to provide you with samples or provide you with these data files which can be modified by you, to suit your requirements. Contact our office during business hours or email us at <mailto:sales@melcogroup.com>.

Description

Enter here the description that you wish printed, when executing an invoice. This should reflect what the item is the client is being charged for.

Income & Expense Account

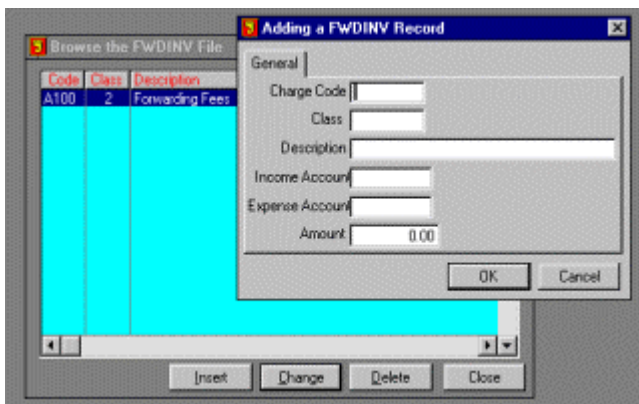
This information is of particular importance if you have the MGI, Inc. AccountEx 'Integrated Accounting' system and you are passing Invoice information to it. This information should be provided by your companies accounting department or in fact, should be defined and maintained by your accounting department.

If you have a multiple company or multiple site environment, care must be taken to ensure that all codes utilized by the various offices or branches match exactly.

The concept is as follows:

- I. Expense Codes at the OASIS invoice level, (should match) the General Ledger Expense Account Codes at the AccountEx level.
 - A. If they don't OASIS will not transfer the correct information to AccountEx and will not auto populate the G/L updating Vendor payable information or system registers

1. If they match, it will automatically post and update all pertinent financial transactions dealing with the specific and assigned Expense Charge Code.
- II. Income Codes at the OASIS invoice level, (should match) the General Ledger Income Account Codes at the AccountEx level.
 - A. If they don't OASIS will not transfer the correct information to AccountEx and will not auto populate the G/L updating Customer and receivable information or system registers
 1. If they match, it will automatically post and update all pertinent financial transactions dealing with the specific and assigned Income account Code.
- III. If you do not have AccountEx, you should enter any sequence of numbers into each Expense & Income account. You may utilize i.e.: 00001 for Expense and 00002 for income accounts.



- A. These numbers are required in order for the OASIS invoicing to function properly, but no financial transfers will be available.
- IV. All Invoiced items are available and reported on at **the OASIS Reports drop down** menu and **Billing** report option.

Automatic Numbering Sequences

In OASIS, you may assign and control the manner in which the system numbers specific sequences such as File Reference, Invoice Numbers and even house B/L and \ or AWB numbering sequences. OASIS Maintains "Multiple" sequences if your system is utilized in a Multiple Site environment. Depending on which location is chosen, the system will display a screen with the pertinent information entered. Either press the <INSERT> or <CHANGE> button to enter or edit your companies automated numbering sequences.

Location

Select the appropriate Location Code. This will set the numbering sequences, to the specific location chosen.

Use Automatic Reference Numbering

Not Checked - If you want to maintain your own MANUAL sequences, do not check this box. This allows staff members to enter their own numbering sequences when accessing various OASIS options. This means that your company should maintain manual log books or some other means of keeping track of the various system references.

By default all Reference Number options will be dimmed and therefore not accessible.

Checked - If you check this box then reference numbers will be generated by the OASIS system, and you should carefully consider the following options.

We suggest that you do not change sequences, in the middle of a processing or fiscal year!

Pre Defined

Selecting this option, utilizes the normal OASIS Transaction look up tables where all Transactions, regardless of Type of Shipment {Air, Ocean, Inbound \ Import, etc.} or processing month date range, are available to the operator. This type of Transaction processing is suitable to most small to medium size companies operating OASIS.



Reference Numbering

☒ Use Automatic Reference Numbering ☐ Pre-Defined ☐ User-Defined

User Defined

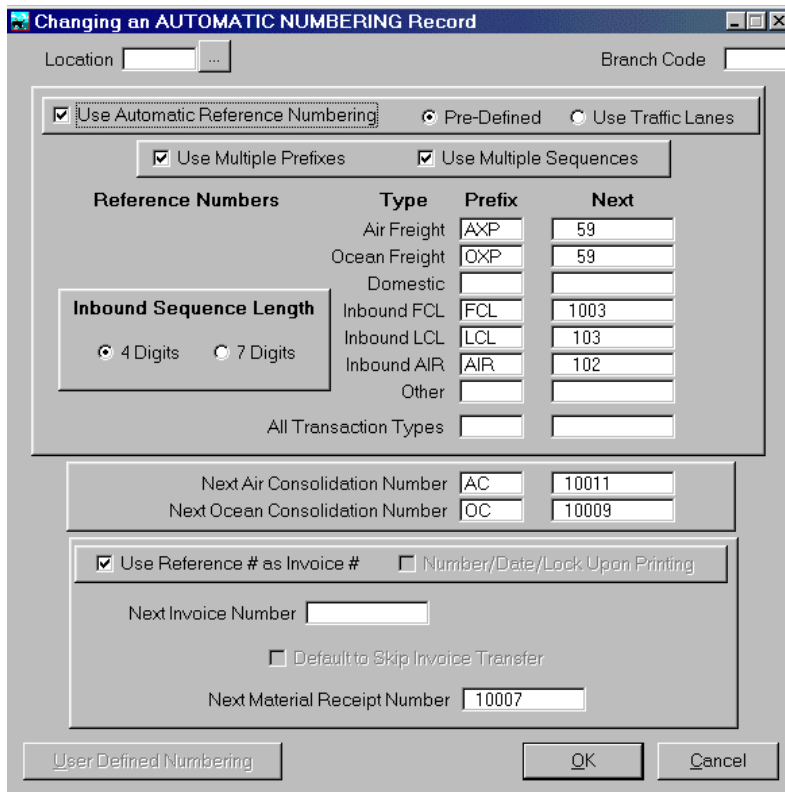
Selecting this option, changes the manner in which Transactions are accessed in OASIS. This type of Transaction processing is more restrictive yet offers a more secure way of displaying information restricted to a specific Type of Shipment or Traffic Lane {Air, Ocean, Inbound \ Import, etc.} and processing month date range which is "strictly defined" by the operating company. This type of Transaction processing is suitable only to the Larger size company operating OASIS and is described in the section titled : "Processing By Traffic Lane."

If this option is selected, make sure to also select and process "User Selected Numbering" in order to define and enter your companies Traffic Lanes & operating months!!

Use Multiple Prefixes

Check this box if you would like separate prefixes for the various type of transactions.

- You may use the same prefix for multiple types of transactions if desired.
- If it is not checked, the prefixes will appear dimmed and are not active.
- You may use a single prefix for all transactions if this box is not checked.



Changing an AUTOMATIC NUMBERING Record

Location Branch Code

☒ Use Automatic Reference Numbering ☐ Pre-Defined ☐ Use Traffic Lanes

☒ Use Multiple Prefixes ☒ Use Multiple Sequences

Reference Numbers	Type	Prefix	Next
	Air Freight	AXP	59
	Ocean Freight	OXF	59
	Domestic		
	Inbound FCL	FCL	1003
	Inbound LCL	LCL	103
	Inbound AIR	AIR	102
	Other		
	All Transaction Types		

Inbound Sequence Length
☒ 4 Digits ☐ 7 Digits

Next Air Consolidation Number AC 10011
Next Ocean Consolidation Number OC 10009

☒ Use Reference # as Invoice # ☐ Number/Date/Look Upon Printing

Next Invoice Number

☐ Default to Skip Invoice Transfer

Next Material Receipt Number 10007

User Defined Numbering OK Cancel

Use Multiple Sequences

Check this box if you need to assign separate numeric sequences for the various types of transactions i.e. AIR 100001, 100002... etc. OCEAN 300001, 300002...etc.

If not checked, then these will be dimmed at the Reference Number level and you must assign a single numbering sequence at the All Transaction Types box level.

Reference Numbers

Carefully consider your numbering scheme! Here you may insert the next sequence number to be used by the OASIS system, when activating the indicated transaction type.

All Transaction Types

Use these fields if you do not require or use multiple prefixes of sequences for the various types of transactions.

Next Air \ Ocean Consolidation fields

If you have the Consolidation module, you may enter the next available Ocean and \ or Air **CONSOLIDATION** number to be assigned by the system.

Use Reference Number As Invoice Number

Check this box if you want to automatically assign the Invoice Number for a transaction using the File Reference Number. If this box is not checked, then another display {Select HQ } is displayed.

Number / Date / Lock Upon Printing

This new feature allows you to and prevents Invoice numbers from being assigned and then kept open and not posted to Accounting. Checking the box at this level, will only assign an invoice number upon actually printing the invoice, when ready to be surrendered to the client or other party.

This is an excellent choice if you wish for the Billing \ Invoice report to keep all invoices in numerical sequence!

Next Invoice Number

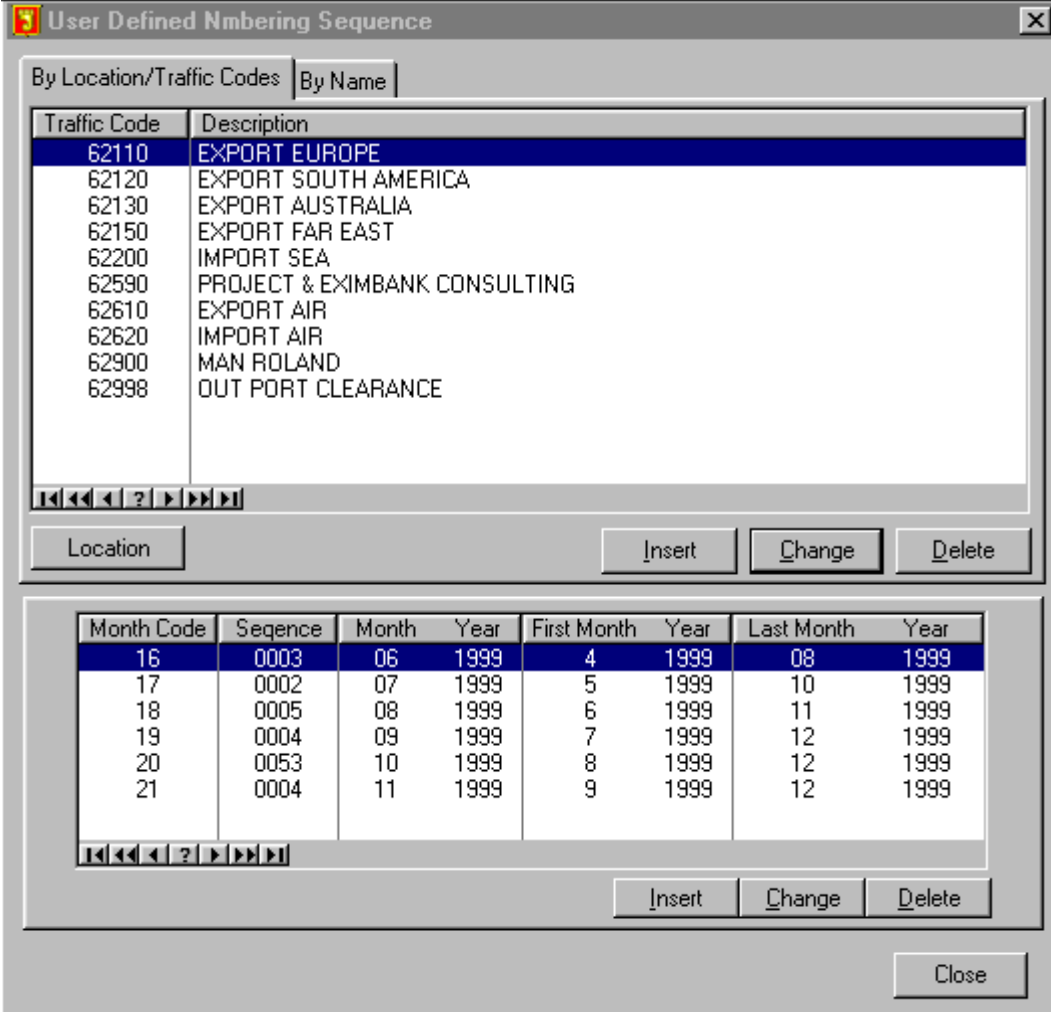
If you are not using Reference Numbers for Invoices then enter the next Invoice number to be assigned by the system. These increment by one.

Next Material Receipt Number

If you have the Warehouse module, you may automate the sequence by which OASIS assigns the MR \ WR number as these are processed or <Inserted>. Otherwise, leave this field blank.

User Defined Numbering

If you have selected the option "User-Defined" then you have the opportunity of defining your "Traffic Lanes" and the "Operating Months" you wish your operations personnel to have access to. Note that this screen is has an upper and bottom portion. The top portion of the screen allows you to define your Location \ Traffic Codes whereas the bottom portion defines your operating Month Ranges.



The dialog box is titled "User Defined Numbering Sequence". It has two tabs: "By Location/Traffic Codes" (selected) and "By Name".

Under the "By Location/Traffic Codes" tab, there is a table with two columns: "Traffic Code" and "Description".

Traffic Code	Description
62110	EXPORT EUROPE
62120	EXPORT SOUTH AMERICA
62130	EXPORT AUSTRALIA
62150	EXPORT FAR EAST
62200	IMPORT SEA
62590	PROJECT & EXIMBANK CONSULTING
62610	EXPORT AIR
62620	IMPORT AIR
62900	MAN ROLAND
62998	OUT PORT CLEARANCE

Below the table are navigation buttons: <<<< < ? > >>>>.

Below the navigation buttons are three buttons: "Location", "Insert", "Change", and "Delete".

Below these buttons is another table with columns: "Month Code", "Sequence", "Month", "Year", "First Month", "Year", "Last Month", and "Year".

Month Code	Sequence	Month	Year	First Month	Year	Last Month	Year
16	0003	06	1999	4	1999	08	1999
17	0002	07	1999	5	1999	10	1999
18	0005	08	1999	6	1999	11	1999
19	0004	09	1999	7	1999	12	1999
20	0053	10	1999	8	1999	12	1999
21	0004	11	1999	9	1999	12	1999

Below the table are navigation buttons: <<<< < ? > >>>>.

Below the navigation buttons are three buttons: "Insert", "Change", and "Delete".

At the bottom right of the dialog box is a "Close" button.

Location \ Traffic Codes

Here you are able to define your Traffic Codes, also referred to as Traffic Lanes. These may be one of the following:

- Air Exports
- Air Imports \ Inbound
- Ocean Exports
- Ocean Imports \ Inbound
- Ocean Consolidation
- Air Consolidation



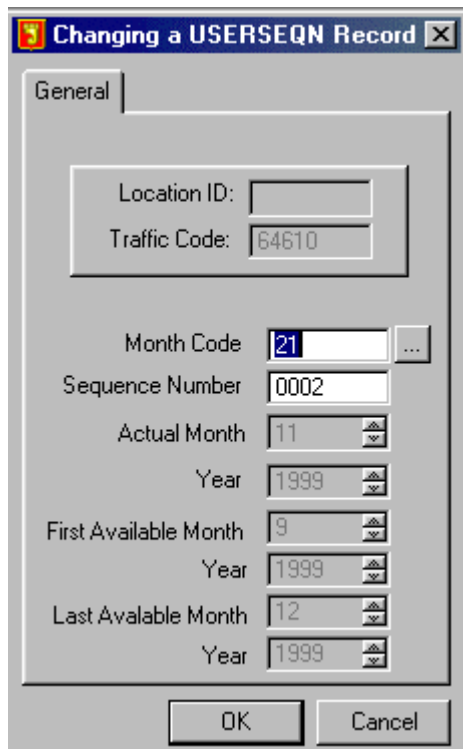
A dialog box titled "Record Will Be Changed" with a close button (X) in the top right corner. It has a "General" tab. Inside the tab, there are three input fields: "Branch Code:" (empty), "Traffic Code:" (containing "64610"), and "Description:" (containing "Air Export"). At the bottom, there are three buttons: "OK", "Cancel", and "Help".

You may assign any alphanumeric code of your choosing up to five digits. These will be tied to the Month codes.

Defining Operating Months

You may define, for each Location \ Traffic Code previously <Inserted>, the following:

- ◇ **Month Code** = Which can also be user defined. For example these could be defined strictly on the basis of a Fiscal Year i.e.: 01 = January, 02 = February.... 12 = December. Or some other methodology defined by the corporate headquarters such as 21 = January, 22 = February..... etc. As long as they are defined and your operations personnel are aware of the sequences, they are valid.



A dialog box titled "Changing a USERSEQN Record" with a close button (X) in the top right corner. It has a "General" tab. Inside the tab, there are two input fields at the top: "Location ID:" (empty) and "Traffic Code:" (containing "64610"). Below these are several fields with spinners: "Month Code" (containing "21" with a dropdown arrow), "Sequence Number" (containing "0002"), "Actual Month" (containing "11" with up/down arrows), "Year" (containing "1999" with up/down arrows), "First Available Month" (containing "9" with up/down arrows), "Year" (containing "1999" with up/down arrows), "Last Available Month" (containing "12" with up/down arrows), and "Year" (containing "1999" with up/down arrows). At the bottom, there are two buttons: "OK" and "Cancel".

- ◇ **Sequence Number** = This corresponds to the File Sequence in any given operating month. For example 001 \ first transaction, 002 \ second transaction, 131 \ one hundred thirty first transaction.... And so on.
- ◇ **Actual Month** = The actual month that the Month Code is tied to.
- ◇ **Year** = The actual year the month code is tied to.
- ◇ **First Available Month** = The first month that you wish operations personnel to have access to this transaction. For example, you may decide that transactions with MONTH CODE 02 which are defined as February may be accessed one prior month or 01 which would equal January...

- ◇ **Year** = the year for the Available month.
- ◇ **Last Available Month** = Same as First Available Month but obviously a processing month after which you do not want operations personnel to have access to particular transactions. This may be wholly dependent on your billing cycle. For example, the company policy may be that after a sixty (60) day period, all billing should have been completed and no further processing is allowed unless the Finance Department or Accounting Department is aware and allows this to happen.
- ◇ **Year** = Last Year for the Last Available Month.

Setup Launch Buttons

As of OASIS v5.0 r2001.06 we have added a new option, which allows you to setup external programs that can be called from the OASIS Main Menu bar.

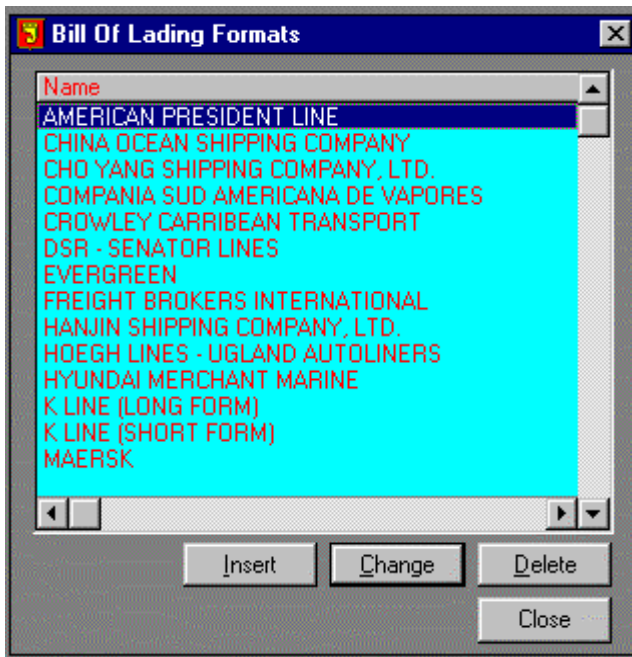
These may include for example the <http://www.AESdirect.gov> web based AES submission site. Or you may want to call an external program such as a "load planning application" purchased through another vendor. The choices are many and limited only by your needs or requirements.

The process is pretty straightforward. You click on the Icon button to select a system resident icon and then you click on the right hand ellipsis in order to select the path & program you wish to have access too.

The screenshot shows a dialog box titled "Program Launch Selection". It contains a table with two columns: "Icon" and "File Path". There are four rows, each with a "Change" button next to the "Icon" field and a "Clear" button next to the "File Path" field. At the bottom of the dialog, there is a red warning message: "You must EXIT OASIS and RESTART OASIS for Launch changes to take effect !!". Below the warning message are "OK" and "Cancel" buttons.

Bill Of Lading Formats

As unfortunate as it is, the Ocean Carriers have never standardized a Bill Of Lading format to be used throughout the shipping industry! Therefore, there are a multitude of formats which accomplish the same goal, namely move freight from point A to point B. OASIS tries to accommodate this deficiency by providing separate formats for most major ocean carriers. To date, we have compiled over 200 separate B/L formats. However, under the OASIS v5.0, approximately 30 formats have been enabled.



We provide the formats. However, when you add new carriers to your OASIS system, the format needs to be assigned. To accomplish this perform the following:

1. From the OASIS drop down menu select the Customer Selection Table and then choose the appropriate CARRIER.
2. Select the Carrier record by either <double clicking> on it with your mouse or selecting the <Change> button.
3. Click on the <Setup> tab located in the upper third of the screen.
4. Select the appropriate Carrier from the list.

This one particular aspect of the system is subject to repeated and frequent updating by MGI, Inc. depending on the frequency of changes requested.

User Defined Documents

This option allows the user to define the size (width x height) and other options contained in various OASIS forms. One good example is air freight lot labels.

The 'User Document Definition' dialog box displays a table with the following data:

Report Name	Width	Height	Page Font	Size	Left Margin	Top Margin
AIR LABELS	5,500	3,000	Times New Roman	48	500	750
LOADING LABELS	5,000	4,000	Times New Roman	10	50	50
OCEAN LABELS	5,500	2,500	Times New Roman	10	500	50
WAREHOUSE LABELS	6,000	3,000	Times New Roman	10	50	50

Buttons: Change, Close

Double clicking on the form line name or pressing the <CHANGE> button, displays the particular characteristics for pre set forms.

General Tab

This tab button displays the main characteristics of the form. Each entry field defines the purpose for a particular size, font option or Vertical & Horizontal coordinates.

The 'Changing a Document Definition Record (AIR LABELS)' dialog box, General tab, contains the following fields and sections:

- Report Name:** AIR LABELS
- Margins:** Defines the location of the top left edge of the printable area 1/1000s.
 - Left: 500
 - Top: 750
- Form Dimensions:** Defines the size of the printable area for this form 1/1000s.
 - Width: 5,500
 - Height: 3,000

Buttons: Report Info, OK, Cancel

- Report Name
- Margins
- Form Dimensions
- Default Font

Fields Defined

This button displays 20 {twenty} available OASIS defined fields which may be allocated or preset within the Airfreight Lot Label. Double clicking on a particular field, allows the user to remove or add fields which are to be printed on the selected form.

ID #	Description	In from Left	Down from Top	Length	Font	Font Size
1	Company Name	1,250	2,150	0	Times New Roman	12
2	Company Address 1	1,250	2,300	0	Times New Roman	12
3	Company Address 2	1,250	2,450	0	Times New Roman	12
4	Company City/State/Zip	1,250	2,450	0	Times New Roman	12
5	Company Telephone	1,250	2,600	0	Times New Roman	12
6	Company Fax	1,250	2,750	0	Times New Roman	12
7	AWB Number	375	875	2,000	Times New Roman	14
8	Airport of Destination	375	1,400	4,250	Times New Roman	20
9	Carrier	1,400	2,100	0	Times New Roman	14
10	Origin Airport	5,000	1,825	0	Times New Roman	18
11	Number of Pieces	2,125	875	1,000	Times New Roman	14
12	Gross Weight	3,125	875	1,250	Times New Roman	14
13	Kgs or Lbs	4,000	875	250	Times New Roman	14
14	Dimensioned Weight	250	1,750	0	Times New Roman	12
15	Master AWB Number	125	175	4,250	Times New Roman	20
16	Consignee Name	3,500	3,250	0	Times New Roman	18
17	Consignee Address #1	200	875	0	Times New Roman	12
18	Consignee Address #2	200	1,000	0	Times New Roman	12
19	Consignee Address #3	200	1,125	0	Times New Roman	12

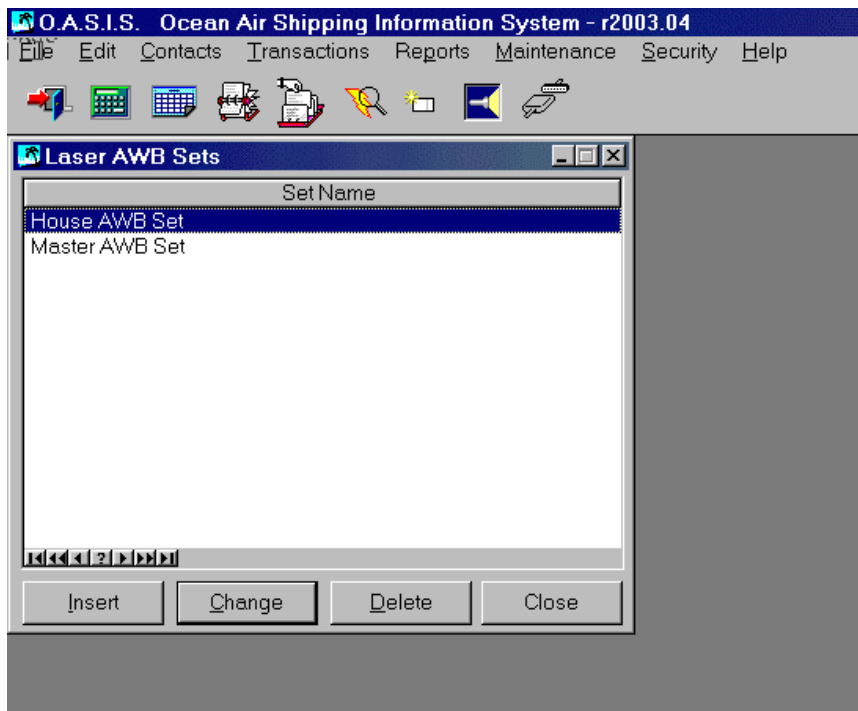
The following screen displays the ID#1, Company Name Field. Note that all available options are explicitly defined on the screen.

In order not to allocate a particular field (translation = if you wish to skip a field) for your OASIS Airfreight Labels, the Length is set to zero {0}. OASIS comes with the following settings already pre-defined, which you may customize to your needs.

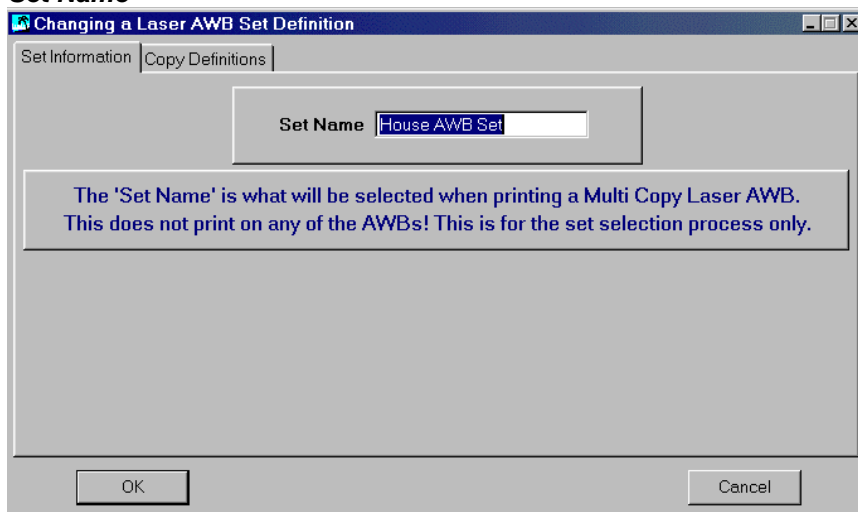
ID# 7 - AWB Number
ID# 8 - Airport of Destination
ID#11 - Number of Pieces
ID#12 - Gross Weight
ID#15 - Master AWB Number
ID#16 - Consignee Name
ID#17 - Consignee Address #1
ID#18 - Consignee Address #2
ID#19 - Consignee Address #3
ID#20 - Consignee Address #4

Laser AWB Definitions

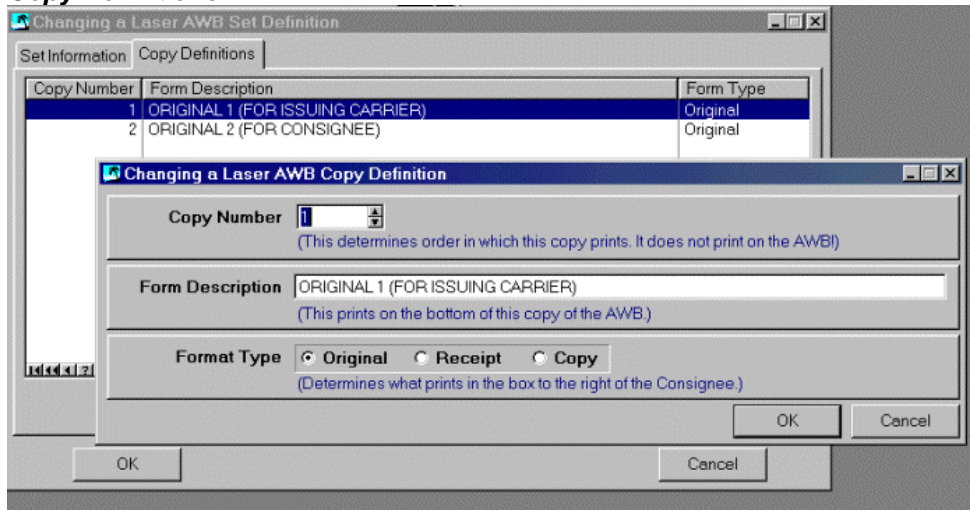
Options contained at this level allow you to set certain parameters when issuing Laser AWB or Laser BL such as number of copies to print, etc. The screens utilized in the setup are as follows.



Set Name



Copy Definitions

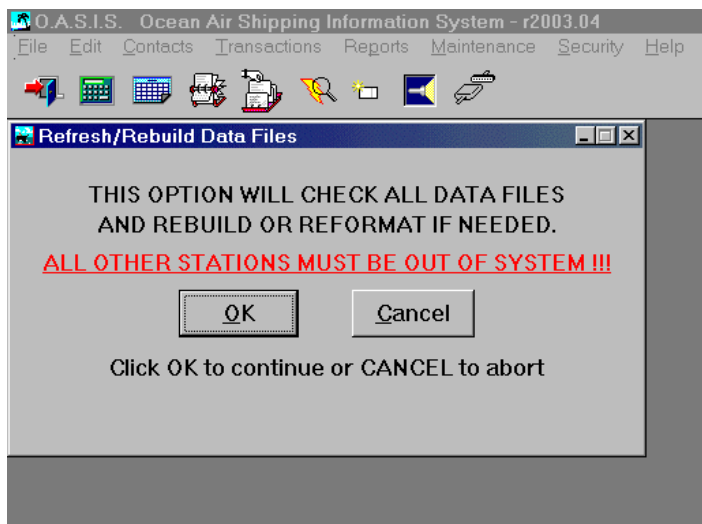


XML Setup

Please refer to the Appendix under this heading.⁷

Refresh / Update Data Files

Choosing this option will check all OASIS data files and "Rebuild" and automatically "Format" according to specific "Data Dictionary" rules all OASIS system files.



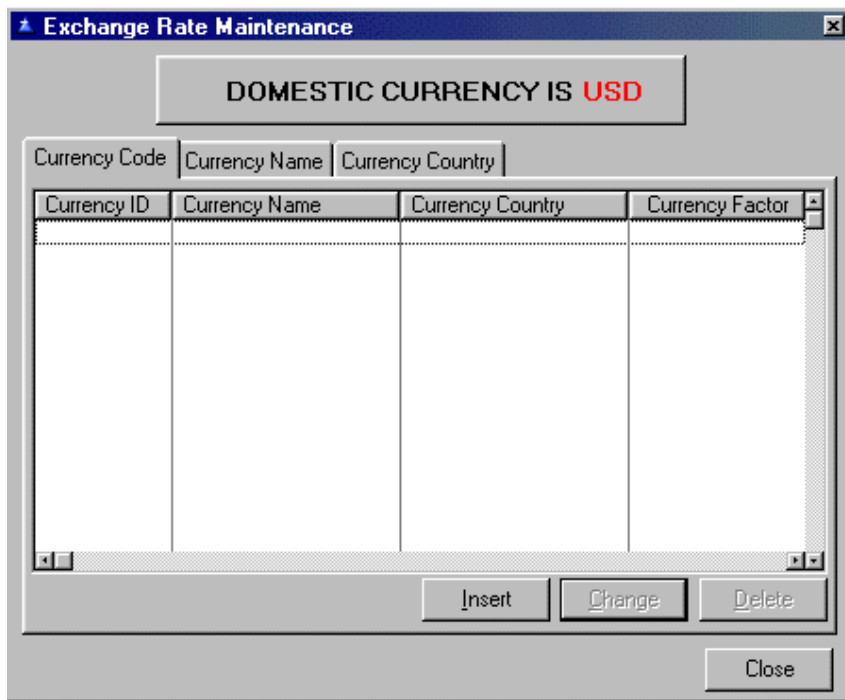
Caution #1: All users must be out of the system when choosing this option!!!

Caution #2: This option should be exercised only if you experience sudden, system wide shut downs due to office \ building electrical - computer shut down or advised to do so by MGI, Inc. personnel!!!!

⁷ Please refer to Appendix under XML Setup Heading for in-depth information.

Currency Exchange Rates

Please note that this option only works when OASIS is setup for the INTERNATIONAL format. Throughout the world, various currencies are utilized in international commerce. Even though the EEU (European Economic Union) will be converting to the EURO, much of the commerce is transacted where for example the freight rates are billed in British Pounds, but the landed container cost is billed in Italian Liras. Through the options presented here, you may fix the various exchange rates required, when billing or invoicing through OASIS.

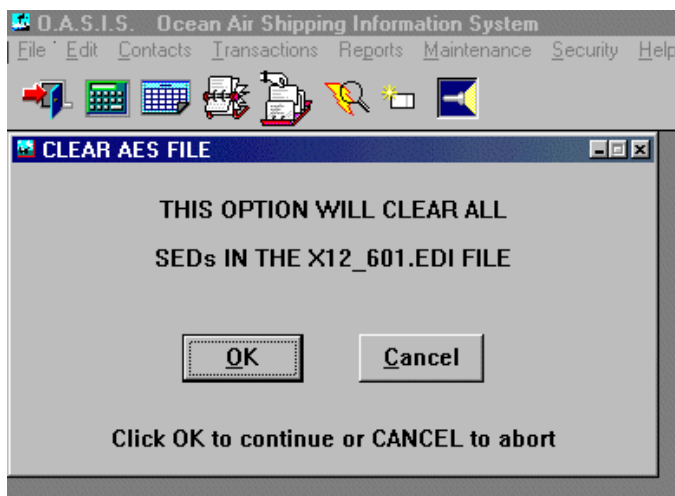


The 'Exchange Rate Maintenance' dialog box features a title bar with a star icon and the text 'Exchange Rate Maintenance'. Below the title bar is a label 'DOMESTIC CURRENCY IS USD' where 'USD' is in red. Underneath is a tabbed interface with three tabs: 'Currency Code', 'Currency Name', and 'Currency Country'. The 'Currency Code' tab is active, displaying a table with four columns: 'Currency ID', 'Currency Name', 'Currency Country', and 'Currency Factor'. The table is currently empty. At the bottom of the dialog are four buttons: 'Insert', 'Change', 'Delete', and 'Close'.

Currency ID	Currency Name	Currency Country	Currency Factor
-------------	---------------	------------------	-----------------

Clear AES File

AES SED's are processed and stored in the \OASIS5 directory. The resulting file named X12_601.EDI accumulates data in a batch format. That is, as employees process AES SED transactions and in OASIS elect to create the "file", these are added sequentially.



The screenshot shows the main application window of 'O.A.S.I.S. Ocean Air Shipping Information System' with a menu bar (File, Edit, Contacts, Transactions, Reports, Maintenance, Security, Help) and a toolbar. A 'CLEAR AES FILE' dialog box is open in the foreground. The dialog has a title bar with a star icon and the text 'CLEAR AES FILE'. The main text inside the dialog reads: 'THIS OPTION WILL CLEAR ALL SEDs IN THE X12_601.EDI FILE'. Below this text are two buttons: 'OK' and 'Cancel'. At the bottom of the dialog, it says 'Click OK to continue or CANCEL to abort'.

Most OASIS client sites process their AES SED once per day. Once the X12_601.EDI file has been submitted to US Census, you should access this option in order to clear this file. The result being that each submission to Census will contain only current data and not previously transmitted data.

NOTE: We suggest that "one" employee be assigned the task of clearing this file at a pre-determined time each day.

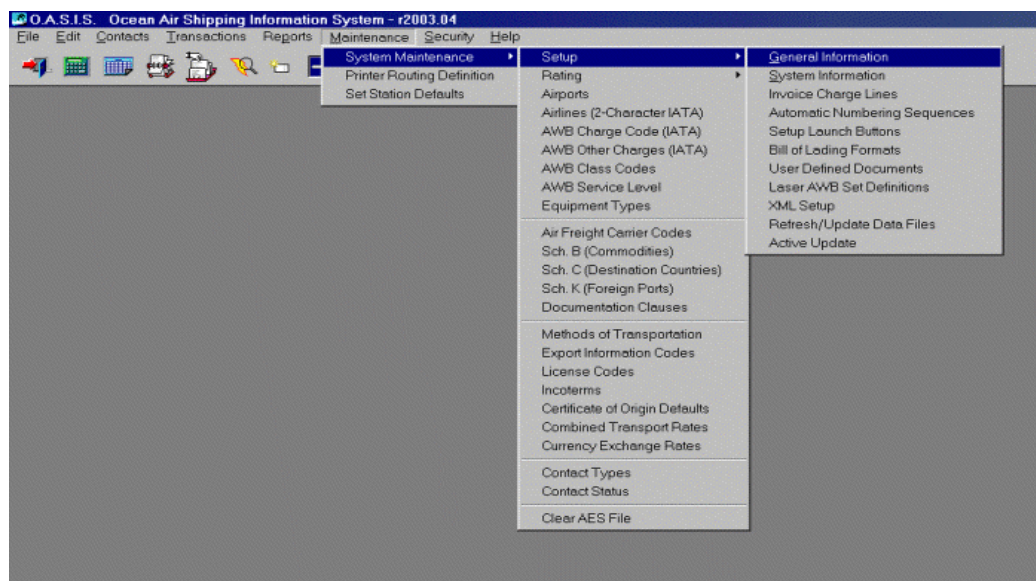
Active Update

The OASIS Active Update allows you to keep up to date with the latest version of OASIS with very little effort! We have created this addition to work at YOUR convenience. It can be done at any time, it's fast, and it's so user friendly you can use it with confidence.

The OASIS Active Update is split into two parts. During all of the steps of the first part users will NOT have to back out of OASIS and you will need to be connected to the Internet. This part will check for available updates and will download them if desired. During all of the steps of the second part of OASIS Active Update users WILL have to be out of OASIS. You will not need to be connected to the Internet. This part will backup your current system and install the update.

To access the OASIS Active Update you select

1. Maintenance Menu
2. then Setup submenu
3. finally the Active Update option



OASIS Active Update Part 1 - Download

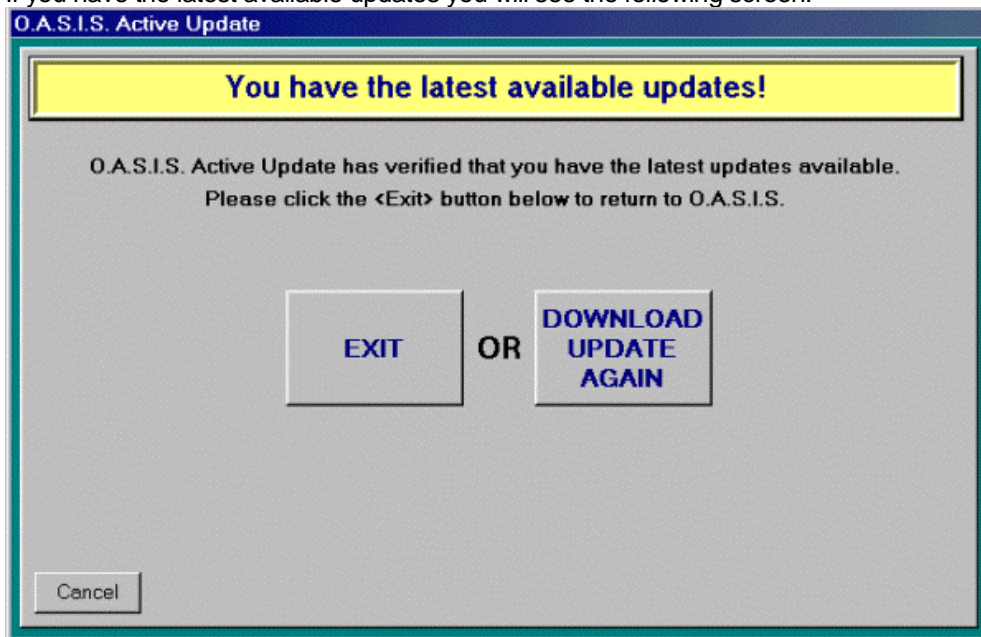
Once executed, a screen similar to the following will be presented. Please note that you will need to be connected to the Internet to run this first part. If you are not connected to the Internet minimize OASIS, connect to the Internet, then return to OASIS.



Check For Updates

Click the <CHECK FOR UPDATES> button to allow OASIS Active Update to check for any available updates for OASIS / AccountEx or Schedule B files.

If you have the latest available updates you will see the following screen:



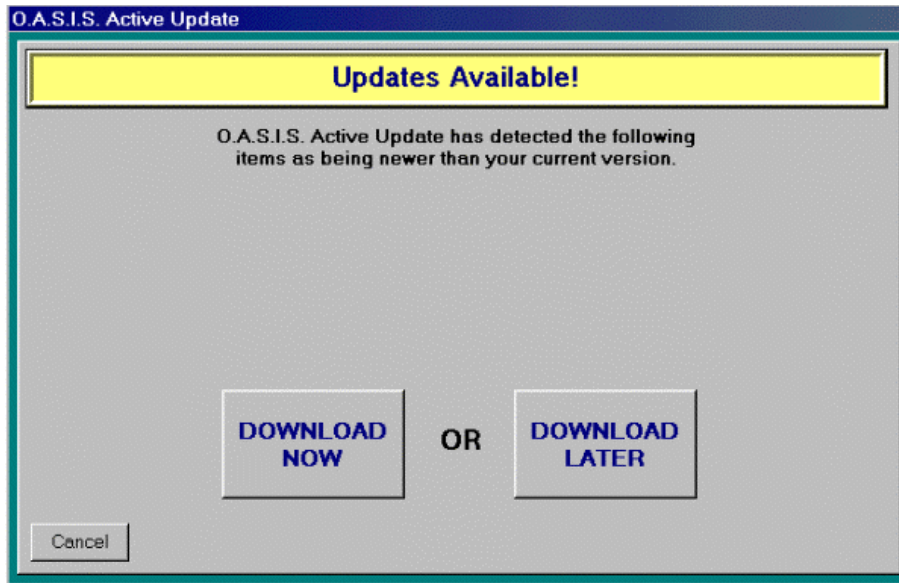
If an update is available you will be presented with subsequent screens.

Updates Available

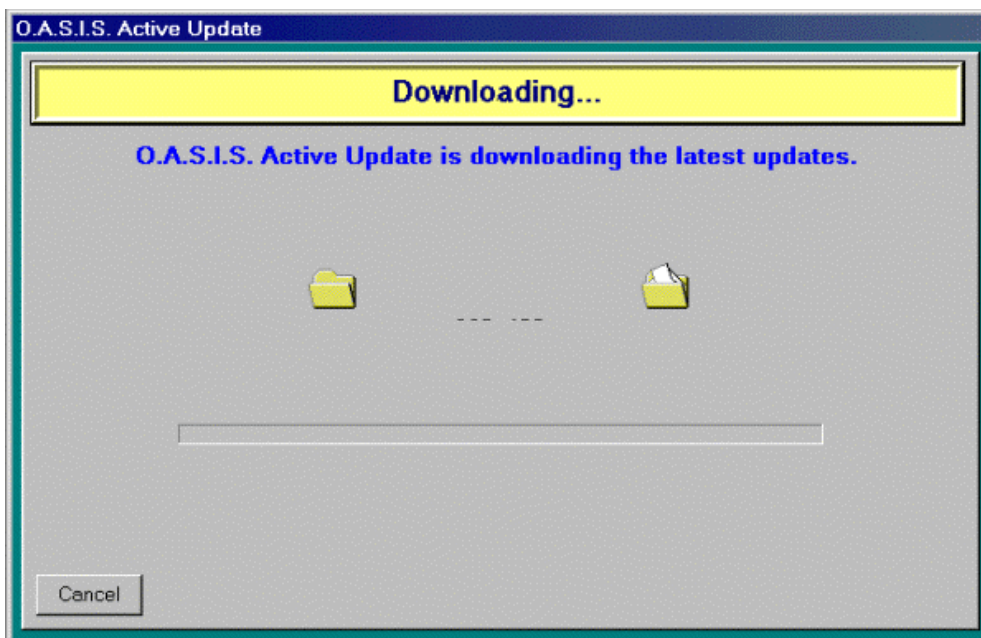
At this point OASIS Active Update allows you to do multiple things. You can select to download or at a later date.

Download Now

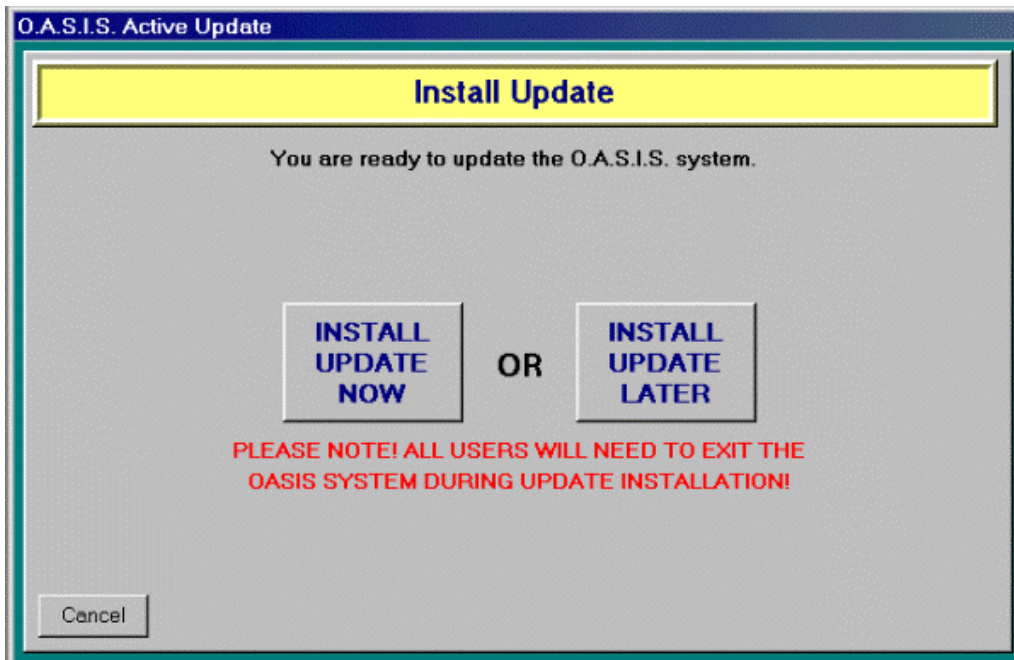
If you choose to <DOWNLOAD NOW> you will see the following screen:



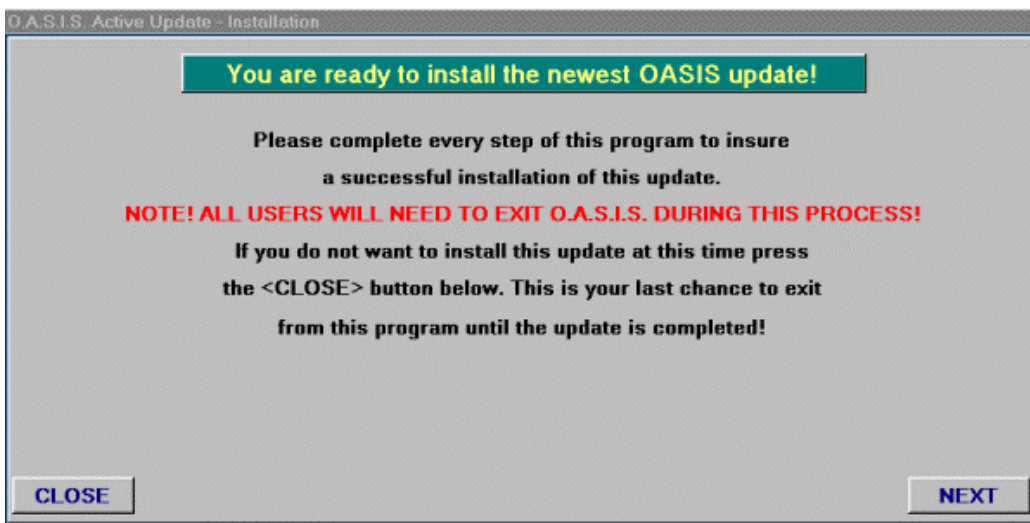
You will see this screen while the update is downloading. Please be patient! This may take a few minutes!



Once the update has been downloaded you will see the following screen:



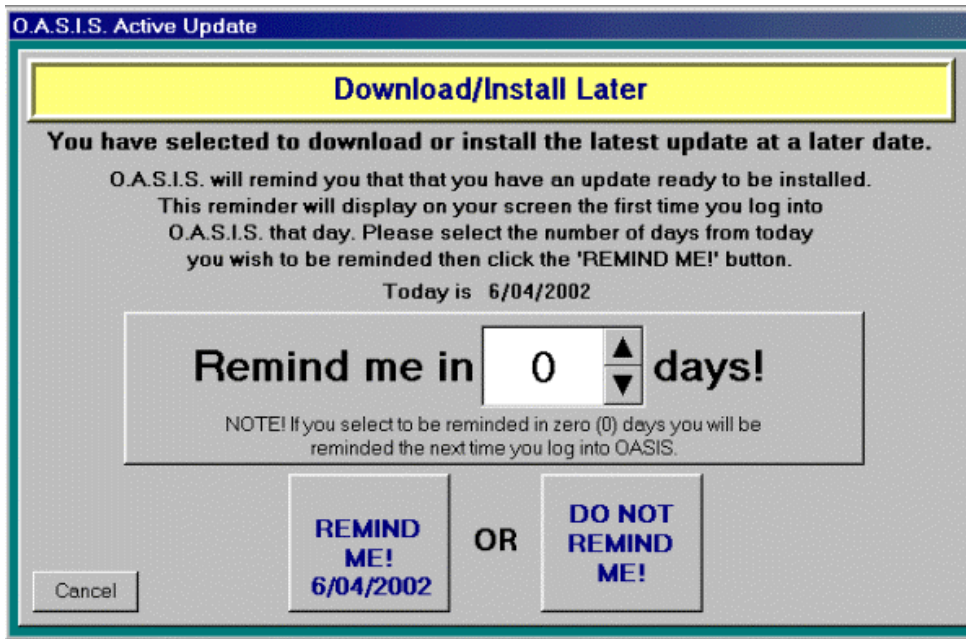
Notice that you have two options here. If you choose to <INSTALL UPDATE NOW> you will begin the second part of the OASIS Active Update.



If you choose to <INSTALL UPDATE LATER> you will be presented with an additional screen.

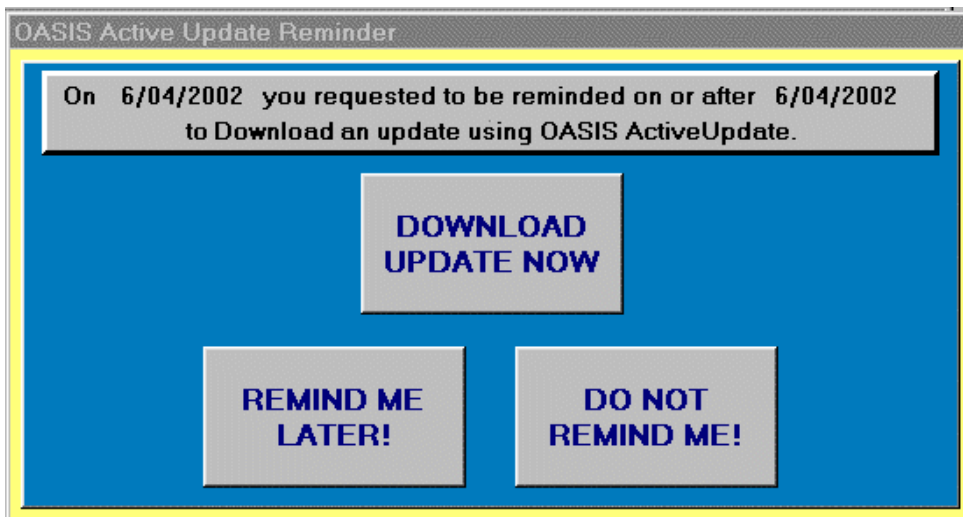
If you have chosen to download or install the update at a later date you will be presented with this screen. You may either:

- ⇒ select the number of days before you want to be reminded
- ⇒ or not to be reminded



If you chose to be reminded, you will be prompted (the first time you log into OASIS that day), that an update exists.

This screen will look like the following:



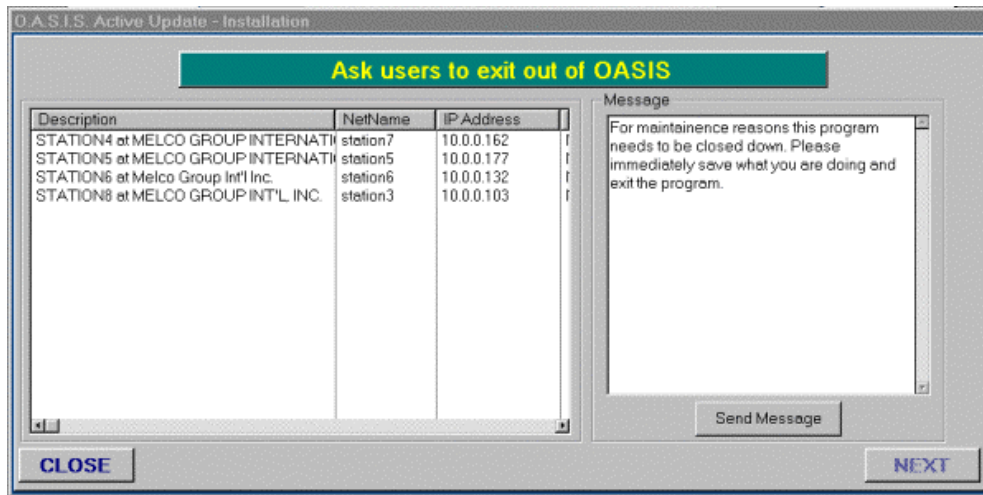
You will have four options at this point:

1. 'Install \ Download Update Now'
2. 'Remind me later!'
3. 'Do not remind me!'

OASIS Active Update Part 2 - Installation

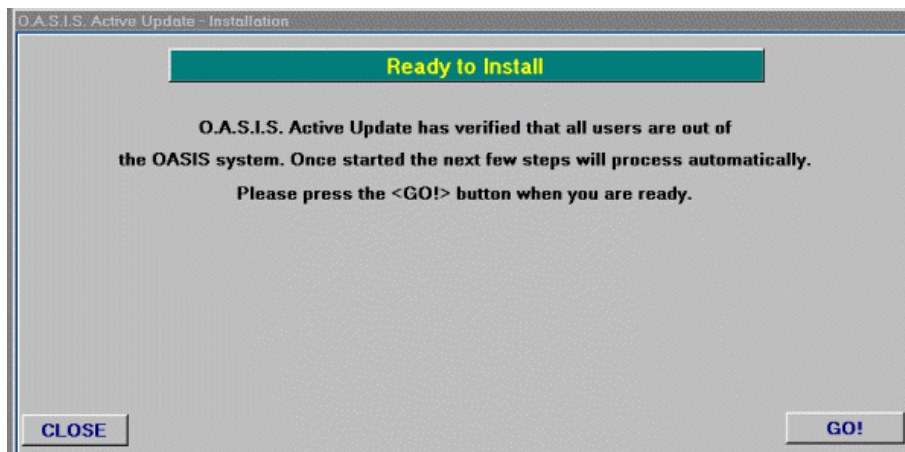
Please remember that during ALL steps of this part all users will need to be out of the OASIS system. This first screen of the OASIS Active Update Installation gives you a chance to exit the update process. Please note that this is the last chance you will have to exit until the update has been completed! Click the <Close>

button to exit the update. Click the <Next> button to continue. If you chose to continue you will see the following screen:



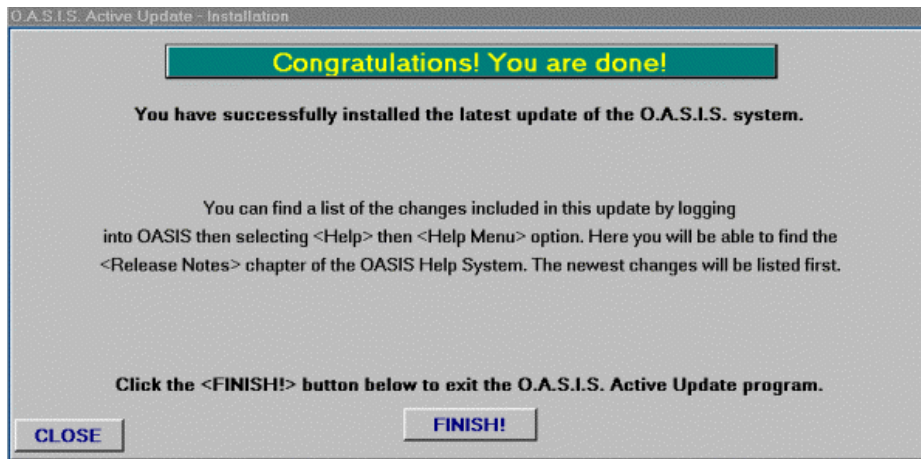
This screen shows a list of users still in the OASIS system. You can display a pop-up message on the users screen asking them to exit OASIS by clicking on the <Send Message> button. You also have the ability to change the message being sent. (Just incase you want to have some fun!)

Once all users have backed out of the OASIS system the <NEXT> button will appear on the bottom right. When you click this button you will see this screen:



Now you are ready to install the update! The next few screens will change automatically on each step of the installation. Press the <GO!> button on the bottom right.

Once the update is installed you will see the final screen. Click on the <FINISH!> button to exit the OASIS Active Update.



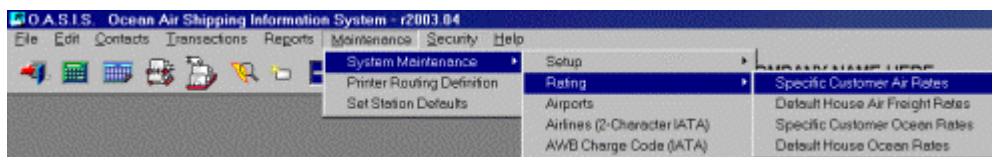
Conclusion

Remember that you can view a list of all of the changes in the 'Release Notes' section of the OASIS Help System.

Rating

The options at this level allow you to define rates within specific OASIS modules. These include:

- Specific Customer Air Rates
- Default House Air Freight Rates
- Specific Customer Ocean Rates
- Default House Ocean Rates



Selecting the appropriate Client record would then display a screen similar to the one shown here.

CUSTOMER SELECTION				
Name	City, State	Contact Name	Telephone	
AA ELECTRIC INC	E RUTHERFORD, NJ		800-237-5	
AAA COOPER TRANS				
AAA BUSINESS MACHIN				
AAA COOPER TRANSP	CDOTHAN, ALABAMA		334 793-2	
AAAA WORLD IMPORT	MIAMI, FL			
AB DICK	DES PLAINES, IL			
ABALOG DIGITAL TECHN				
ABDEL FARHAT				
ABELLA GROUP Inc.	Miami, Florida			
ABF FREIGHT SYSTEM			592-1950	
ABRAHAM CHEVROLET				
ACADEMY MANUFACTU	GARDENA, CA		310 217-7	
ACCARDI ELECTRIC CO.	LONG ISLAND CIT		718-937-0	
ACCON MARINE, INC.	CLEARWATER, FL			
ACD	SANTA ANA, CA		949-261-7	
ACE MILLER				
ACME AUTOMOTIVE		JOAN	1-800-476	
ACME EQUIPMENT	MADISON, WI	WILLIAM BOSER,	(608) 222	
ACME MERCHANDISE C	MIAMI, FL		305-599-1	
ACME-DANNEMAN CO.	NEW YORK, NY			
ACT				
ACTION FORWARDING	MIAMI, FLORIDA	MICHAEL ACRA	599-3729	
ACTION HYDRAULICS	MIAMI, FLORIDA			
ACTION WIRE & CABLE	ORLANDO, FL			
ACUACRIA C.A	VALENCIA			
ACUNA TOOL CORP				
AD COR				

From	To	Min	Up To	Rate	Up To	Rate	Up To	Rate
MIA	EZE	30.00	9999	1.50		0.00		0.00

- Rating Summary information is displayed for specific POL and POD criteria. These are automatically updated at AWB document level. Choose <Insert> to add additional routes & rates.

OASIS allows you to build a MASTER Rating Matrix, available system wide. You may also build specific rates, for individual clients based on variables such as POL and POD information.

From	To	Rate
	9999	\$ 1.50
1		\$
1		\$
1		\$
1		\$
1		\$
1		\$
1		\$
1		\$
1		\$

Description	Minimum	Rate Type	Amount
Air Waybill fee	30.00	Flat Charge	30.00

Client Specific Rating

Once you select a client record for which you wish to apply a 'special' rate, a summary screen displays all available routes and rates. Selecting a **rate (highlighted bar)** and <double clicking> with your mouse, would display an entry screen similar the one shown here. Selecting the <Insert> button would display a blank screen to which specific variable information related to POL, POD, Service Type and other information may be added to. The rating will be dependent on the individual fields, which are accessed at the House AWB level.

Code Maintenance

The options provided at this level are designed primarily to quickly research or find various OASIS resident 'Schedules'. These schedules are accessible whenever you encounter the corresponding field in various OASIS entry screens such as RFQ 'Request For Quotation', Booking and other documentation modules.

World Airports

209 codes with description and 3 digit codes are available. These are utilized primarily at the AWB processing level.

Airlines (2 character IATA codes)

988 codes with description and 2 digit codes are available. These are utilized primarily at the AWB processing level.

AWB IATA Charge codes

12 codes with description are available. These are utilized primarily at the AWB processing level, specifically the charges level.

AWB other IATA codes

37 codes with description are available. These are utilized primarily at the AWB processing level, specifically the charges level.

AWB Class Codes

12 IATA codes such as Minimum charge from IATA

AWB Service Level

Service levels such as 2nd Day, Premium and so on may be entered at this level.

Equipment Types

A few codes are included with OASIS. These codes and descriptions may be added and are 'user defined'. Utilized primarily at the RFQ and Booking level.

Air Freight Carrier Codes

570 codes with description and 4 digit codes are available. These are utilized primarily at the AWB processing level.

Schedule B. Numbers (commodities)

8598 codes with description and appropriate Quantifiers are included with the OASIS. These are primarily utilized in the Quotation, Booking and SED 'Shipper Export Declaration' entry screens.

Commodity Description	Schedule B No.	1st Qty	2nd Qty
2,3,5,6-TETRAFLUORO-4-METHYLPHENYL-METHYL-(1A-3A)-[2H-1,3,2-CHLORO-3,1,2-DIHYDRO-1,3-DIHYDROXYACETONE]	2916.20.1000	KG	
1,2,3,4,5,6-HEXACHLOROCYCLOHEXANE	2903.51.0000	KG	
1,2,3-INDANTRIONE MONOHYDRATE (NINHYDRIN)	2914.40.2000	KG	
1,2-DICHLOROETHANE (ETHYLENE DICHLORIDE)	2903.15.0000	KG	
1,2-DICHLOROPROPANE (PROPYLENE DICHLORIDE) AND DICHLOROBUTANES	2903.16.0000	KG	
1,3-DIHYDROXYACETONE	2914.40.6000	KG	
1,4-DIHYDROXYANTHRAQUINONE; & 2-ETHYLANTHRAQUINONE	2914.69.6000	KG	
1-(1,3-BENZODIOXOL-5-YL) PROPAN-2-ONE HETEROCYCLICCOMPOUNDS WITH OX	2932.92.0000	KG	
1-1-BIS-(1-METHYLETHOXY) CYCLOHEXANE	2911.00.1000	KG	
1-CHLORO-2,3-EPOXYPROPANE (EPICHLOROHYDRIN)	2910.30.0000	KG	
1-CYANO GUANIDINE (DICYANDIAMIDE)	2926.20.0000	KG	
1-NAPHTHYLAMINE (ALPHA-NAPHTHYLAMINE), 2-NAPHTHYLAMINE (BETA-NAPHTHYLAMINE)	2921.45.0000	KG	
12121212	1212.12.1212	121	
2,2-DIMETHYL-1,3-BENZODIOXOL-4-YL METHYLCARBAMATE (BENDIOCARB)	2932.99.0400	KG	

Tabs allow quick access by either Commodity Description or Numbering sequences. Note the Reverse Order Button. This allows you to view the information either in ascending or descending order.

All OASIS schedule screen controls are identical in function.

Schedule C (Destination Countries)

232 codes with description are available. These are utilized primarily at the RFQ, Booking, and most documentation screens.

Country	Sch. C Number
AFGHANISTAN	5310
ALBANIA	4810
ALGERIA	7210
ANDORRA	4271
ANGOLA	7620
ANGUILLA	2481
ANTIGUA & BARBUDA	2484
ARGENTINA	3570
ARMENIA	4631
ARUBA	2779
AUSTRALIA	6021
AUSTRIA	4330
AZERBAIJAN	4632
BAHAMAS	2360

Schedule D & K are combined

601 D Domestic codes with description are available. These are utilized primarily at the RFQ, Booking, and most documentation screens.

3586 K Foreign codes with description are available. These are utilized primarily at the RFQ, Booking, and most documentation screens.

Documentation Clauses

These clauses include:

- SED Clauses
- Diversion Clauses
- Chemical Statements
- UN Classification Information

and generally 'Custom Clauses' you may require to add to your system documentation.

Clause ID	Code
FRT-1	F1
FRT-2	F2
SED-1	1
SED-2	2
SED-3	3
SED-4	4

CLAUSE

FREIGHT PREPAID

Insert Change Delete Close

OASIS is provided with the 'Standard' Diversion Clauses. You may however add, change or amend these, thereby allowing you great operational flexibility.

Clause ID: FRT-2

Code: F2

Clause Detail: FREIGHT COLLECT

OK Cancel

Methods of Transportation

This file is required for AES filing.

Number	Description
ID CODE	DESCRIPTION
A	Air
AC	Air Containerized
AU	Auto
J	Motor
JC	Motor Containerized
M	Mail
P	Passenger
R	Rail
RC	Rail Containerized
S	Ocean
SB	Ocean Barge
SC	Ocean Containerized

Insert Change Delete Close

Export Information Codes

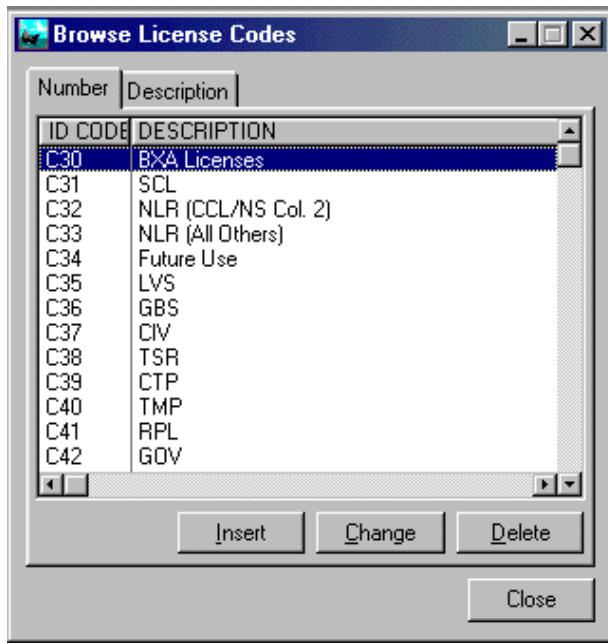
This file is required for AES filing.

Number	Description
ID CODE	DESCRIPTION
AE	Shipment information filed through AES
CH	Shipments of goods donated for charity
CR	Shipments moving under a carpet
DB	Drawback
DD	Other exemptions: Currency, Airline tickets, Bank notes, Internal revenue
DP	Diplomatic pouches
FS	Foreign Military Sales
GP	U.S. government shipments
GS	Shipments to U.S. government agencies for their use
HH	Household and personal effects
HR	Human remains
HV	Shipments of personally owned vehicles
IC	Interplant correspondence

Insert Change Delete Close

License Codes

This file is required for AES filing.



Incoterms

The IncoTerms clause is designed to be printed on the back of a HBL. In order for this to be executed automatically, it will need to be routed to a "Duplex" printer such as HPIIID, HP5Si and other duplex printers.

Certificate Of Origin Default

Enter the fixed information which is to be printed on your C/O's such as specific Chamber Of Commerce area.

Combined Transport Rates

Inserting Destinations

When inserting a destination(s), a screen similar to the one shown will be displayed. First you select a DESTINATION which may be accessed by pressing the {ellipsis} button located next to said field. You then define the basis on which the Volume/Weight Breaks fields are calculated, by inserting the appropriate information (break levels).

Origin	ABILENE TX	...	Minimum	137.0			
From	From	From	From	From	From	From	From
35	5	125	20	625	100		
CFT	CWT	CFT	CWT	CFT	CWT	CFT	CWT
4.32	18.40	3.89	15.27	3.42	12.47		

- From CFT
- From CWT

for each of the fields displayed.

Once all the fields and destinations are defined and stored by pressing the <OK> button, a screen similar to the following will be presented.

Combined Transport Rates

Destination: **PUERTO RICO**
TRINIDAD / TABAGO

Buttons: Insert, Change, Delete

Origin	Minimum	CFT	CWT	CFT	CWT	CFT	CWT	CFT	CWT
ABILENE TX	137.00	4.32	18.40	3.89	15.27	3.42	12.47		
ALBANY GA	137.00	3.74	17.00	3.20	13.20	2.89	11.53		
ALEXANDRIA LA	137.00	3.66	16.40	3.42	13.68	2.92	11.27		
AMARILLO TX	137.00	4.78	20.78	4.20	16.92	3.63	13.48		
ANNISTON AL	137.00	3.86	15.56	3.65	13.76	3.40	12.08		
ASHVILLE NC	137.00	4.42	21.92	3.69	15.86	3.36	13.69		
ATLANTA GA	137.00	3.35	13.58	3.07	11.38	2.90	10.54		
AUGUSTA GA	137.00	3.99	16.33	3.77	14.44	3.47	9.87		

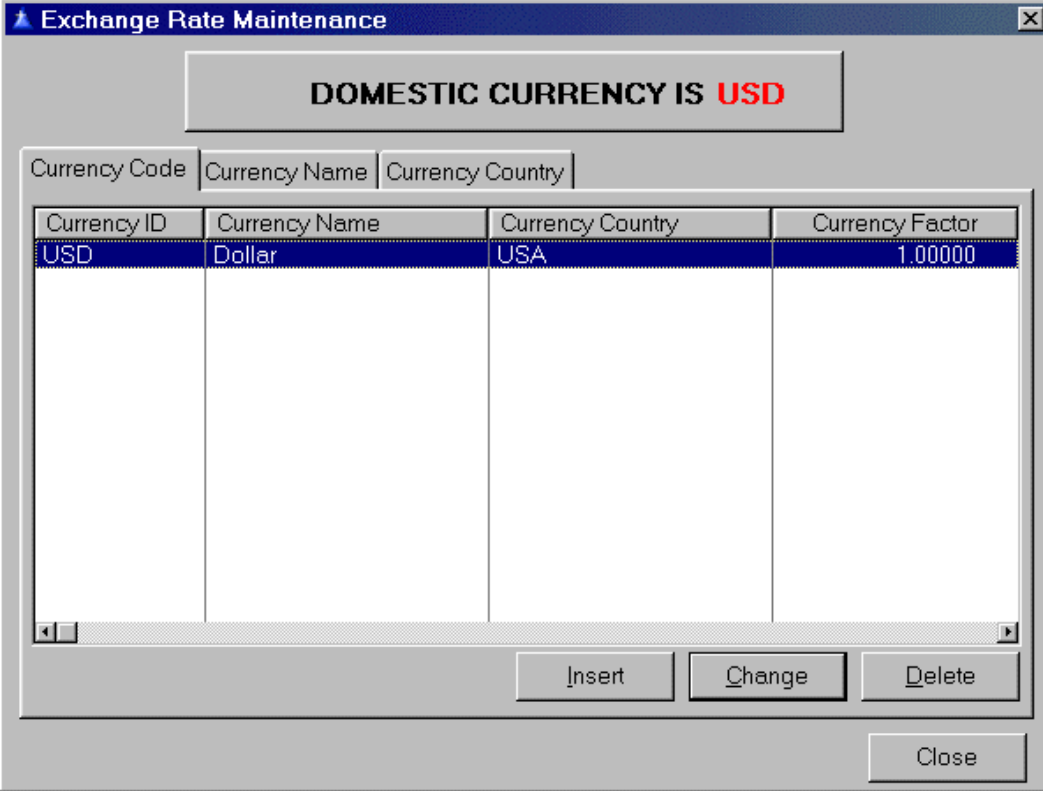
Buttons: Print Rate Sheet, Insert, Change, Delete, Close

Presently, this function does not automatically rate shipments but rather prints a formatted rating schedule.

Currency Exchange Rates

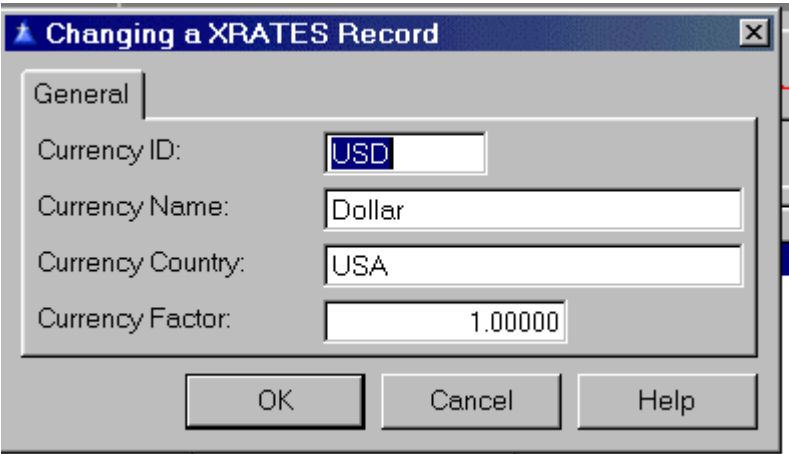
This option presently operates when OASIS is set to the United Kingdom option.

It allows you to enter your Domestic currency and converts same based on the different currencies and on the factor entered while in the billing invoice module.



The 'Exchange Rate Maintenance' window features a title bar with a blue background and a close button. Below the title bar, a message box states 'DOMESTIC CURRENCY IS USD' in bold black text, with 'USD' in red. The main area contains a table with columns for 'Currency Code', 'Currency Name', and 'Currency Country'. Below the table, there are buttons for 'Insert', 'Change', 'Delete', and 'Close'.

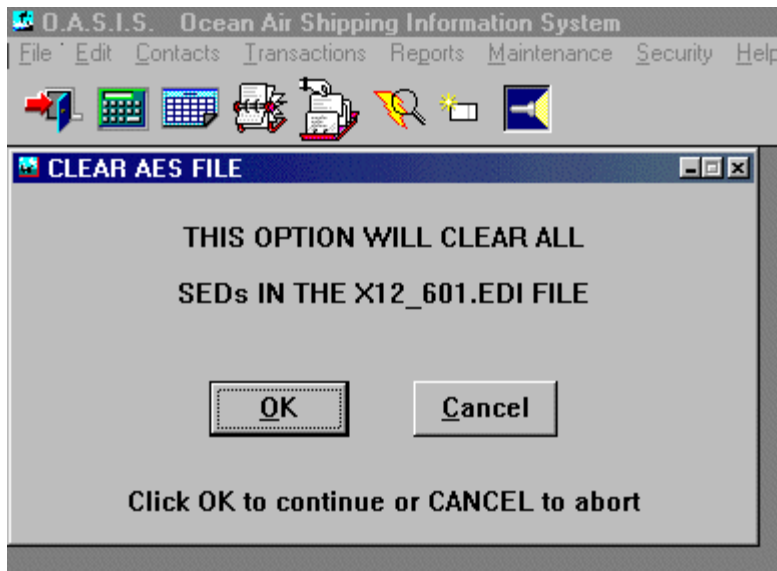
Currency Code	Currency Name	Currency Country
USD	Dollar	USA



The 'Changing a XRATES Record' window has a title bar with a blue background and a close button. It contains a 'General' tab with four input fields: 'Currency ID' (containing 'USD'), 'Currency Name' (containing 'Dollar'), 'Currency Country' (containing 'USA'), and 'Currency Factor' (containing '1.00000'). At the bottom, there are buttons for 'OK', 'Cancel', and 'Help'.

Clear AES File

AES SED's are processed and stored in the \OASIS5 directory. The resulting file named X12_601.EDI accumulates data in a batch format. That is, as employees process AES SED transactions and in OASIS elect to create the "file", these are added sequentially.

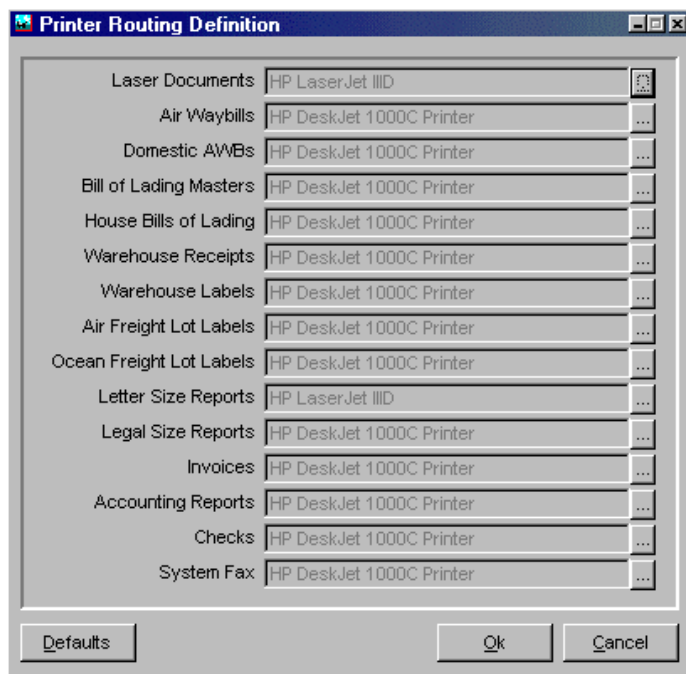


Most OASIS client sites process their AES SED once per day. Once the X12_601.EDI file has been submitted to US Census, you should access this option in order to clear this file. The result being that each submission to Census will contain only current data and not previously transmitted data.

NOTE: We suggest that “one” employee be assigned the task of clearing this file at a pre-determined time each day.

Printer Routing

This allows you to define which printers various documents will be routed to. Even though a default printer is selected for a document, you will be prompted to keep the defaulted printer selection or you may change the routing to another printer within your network.



As an example, you may wish to route or set up Laser Documentation to always be routed to a specific laser printer in the documentation department. Bill Of Lading masters on the other hand may be routed to the

Ocean Department; Air Way Bills to a dot matrix printer in another department and labels from the call management system to yet another printer. You may always change the default for an individual document being printed; say from the default printer previously defined through these options to be routed, as an example to a fax board or another printer on your network.

These options must be profiled on each workstation having access to OASIS as the information is stored in the users INI file.

Printer Naming Convention

All printers, which are routed through local stations, **MUST** have the same name, in order to use printer through your network. Also the specific station, on which a printer resides, must be shared in order for other users to access the local printer through the network.

Set Station Defaults

These options allow you to:

1. Setup the Default email that AES responses should be sent to at your company.
2. Default AWB place of Execution which will be printed on your AWB's
3. AWB default Signature which will be printed on your AWB's
4. For Warehouse module, the default file path for access by both iTrack & OasisEtrack "real-time" OASIS Internet shipment tracking modules for graphic files.

Setup Station Defaults

Default AES E-Mail

AWB Place of Execution

AWB Signature

Default Photo File Path ...

NOTE! These Settings will be used by this station ONLY!

Ok Cancel

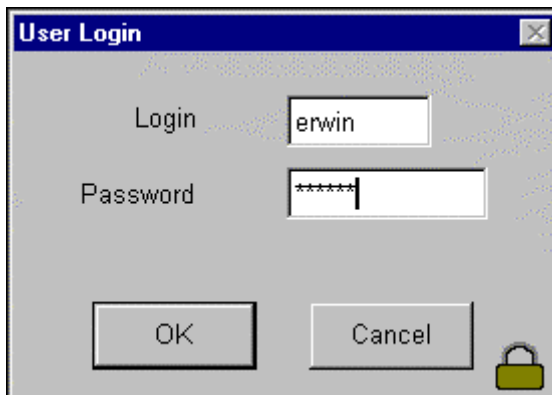
Security: PASSWORDS, Access & Controls

Security provides password protection for your OASIS application. It also allows you to restrict users, at runtime, from viewing all or part of certain screens and from accessing certain controls on the screen. These two methods of security options are referred to here as **Password Security** and **Screen Security**.



Password Security

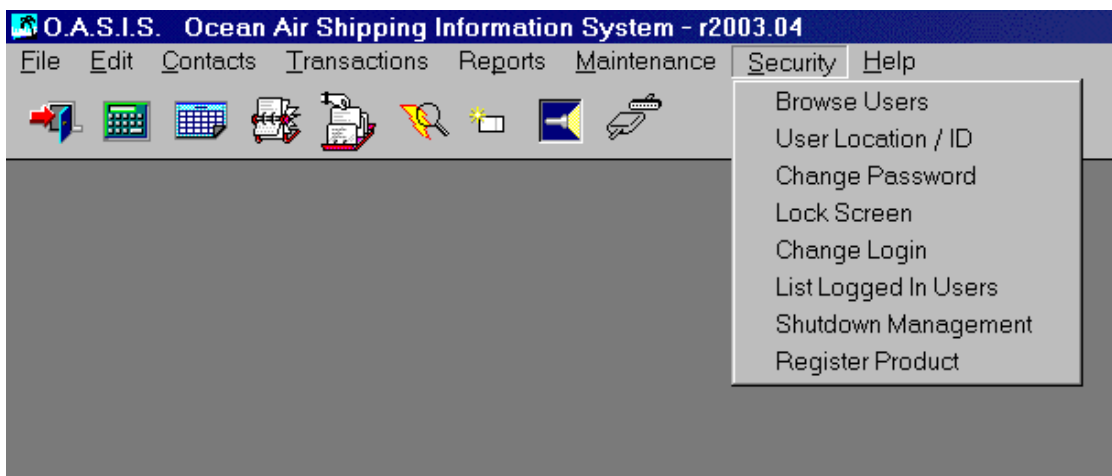
You can choose to password protect an entire program with one login and password, or divide the program into multiple areas, each area requiring its own login. In the case of multiple logins the user would use the same user code and password for all the areas. For the sake of clarity we will refer to **Security Areas** in the documentation that follows.

A screenshot of a 'User Login' dialog box. The dialog has a blue title bar with the text 'User Login' and a close button. Inside, there are two input fields: 'Login' with the text 'erwin' and 'Password' with masked characters '*****'. Below the fields are two buttons: 'OK' and 'Cancel'. A small padlock icon is located at the bottom right of the dialog.

OASIS has a main login point when first started. Here you must enter a Login Name followed by a Password. It is not case sensitive. The Password portion may be alpha numeric.

Screen Security

OASIS also has another form of security that is available to limit access to certain screens, and certain controls, on a user by user basis. This is called **Screen Security**. In order to add, change, modify or delete 'rights to users' & 'group of users', select the Security drop down menu from the OASIS Main Menu screen.

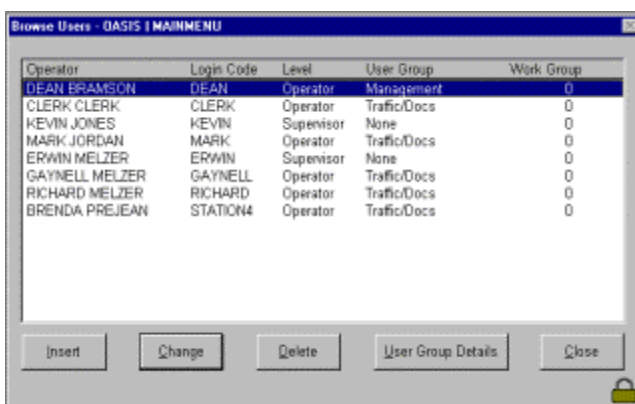


In order to use screen security, the user must have logged into a security area. In this way security knows who is using the program, and is therefore able to manage access restrictions.

Only Supervisors can impose or modify screen security, and only on operators. To modify the screen access rights of an operator a supervisor must go to the screen in question and press the security hot key (**Ctrl F8 by default**). The Set Access Screen will appear to allow the access right to be modified. OASIS is shipped with several Groups already predefined, which you may modify to suit your operational requirements (or paranoia level).

User Levels

Users have one of three levels for a specific security area. Note that being a supervisor in one area does not imply that the user is a supervisor in all areas. The user may be a supervisor in one area, and an operator in another, with no access to at all to a third area.



Supervisor

The user has access to the entire security area, but this access cannot be restricted to any part of the area. Only supervisors have access to the list of operators, and only supervisors are able to change the access rights of other users. There must be at least one supervisor defined for each security area.

Operator

The user has access to the security area, but this access can be limited by a supervisor. The access is limited on a screen by screen, and control by control, basis. An operator is not able to modify other user's access rights, or edit / view the list of users.

No Access

The user does not have access to this security area. In OASIS the particular option that has No Access is visible, but dimmed out or will have a light gray appearance.

WorkGroups

Work groups are a method of restricting data visible to your users, in a browse, on a group basis.

For example let's say your users are divided into departments. Clients which appear in your Client Browse screen should be limited to the same department as the user. i.e. CLERICAL users should only be visible to Clerical users, and SALES DEPARTMENT users should only be visible to the Sales Department users.

Update Users - SECURE | MENU

First Name:

Surname:

Login: This is also the first password.

Default Access:

User Group:

Workgroup:

Level:

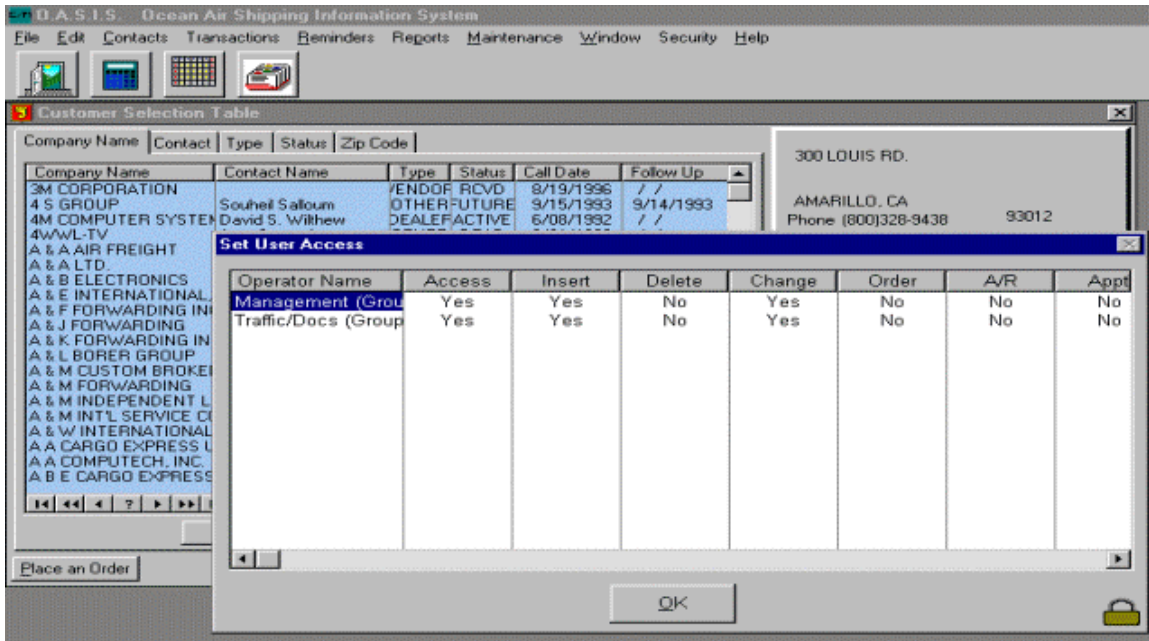
- ☐ Supervisor
- ☒ Operator
- ☐ No Access

Record will be Changed

Note: Although work groups apply equally to Supervisors as do they to Operators, Supervisors are able to change their own work group number, and therefore have indirect access to all the work groups.

User groups

Where Work Groups essentially define an individual users sphere of operations, User Groups are simply that, Groups of Users. Here we are displaying the screen that is presented upon a 'Supervisor' pressing the **Ctrl F8** key to preview the logged in users rights.



They allow the easier management of large numbers of users, when individual control is not required. By placing users into user groups, they will no longer appear on the **Set Access** screen (the one that pops up when you hit Ctrl-F8). However, the name of the group will appear. By adjusting the rights for the user group, the rights for all the members inside the group are also adjusted.

Selecting an Operator or Group and double clicking on the particular item(s) displayed, an Administrator may either grant or deny access to individual or particular portions of any given program area or screen. In the example below please note:

1. Operators belonging to the MANAGEMENT GROUP **have Access to the selected screen area (marked Yes)** where you pressed Ctrl F8
2. **Can Insert** records (marked Yes)
3. **Cannot Delete** records (marked No)
4. **May change records** on the given screen (marked Yes)
5. **Cannot place orders** (marked No)
6. **Cannot view A/R** detail information (marked No) etc...

Set User Access							
Operator Name	Access	Insert	Delete	Change	Order	A/R	
Management (Group)	Yes	Yes	No	Yes	No	No	
Traffic/Docs (Group)	Yes	Yes	No	Yes	No	No	

In order to grant access, say to the Delete function, you double click on **No** which in turn marks the Delete to a **Yes**. From that point on, in this example all Management Operators are granted the specific function allowed or denied.

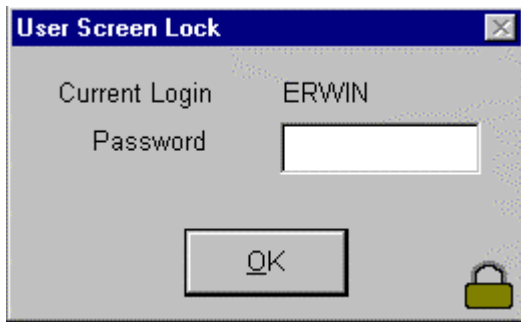
To put a user into a group is very simple. Go to the *Operator Browse* screen, click on a user, click on *Change* and then select the required group from the drop down list. To add more groups go to the *Operator Browse* screen and click *User Group Details*. A list of available groups is then available.

Change Password

Selecting this option allows a Supervisor to Change a Users previously assigned password. For security reasons, you must double enter the password information, for confirmation purposes.

Lock Screen

Allows any user to temporarily shut down the screen viewing to prevent unauthorized users from seeing or perusing potentially sensitive data. Upon re entering their password, the screen unlocks presenting the viewable area.



Change Login

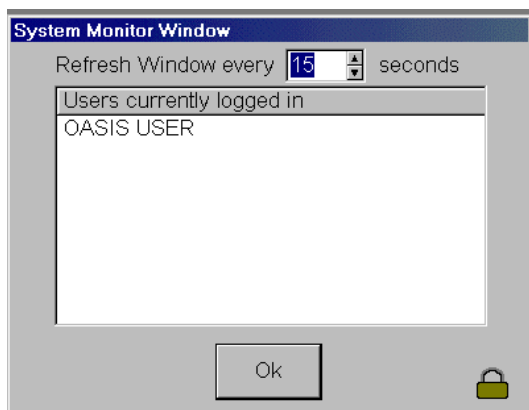
Allows a user to Login into the system as a different user, without first exiting OASIS. This is specially useful for Supervisors who may have to grant access to a particular program or screen area to a user.

1. Log in as a Supervisor and enter your supervisor password. OASIS now grants you all access rights.
2. Access the particular screen where rights need to be modified, granted, denied etc.
3. Press the Ctrl F8 keys simultaneously. The Set User Rights screen is presented.
4. Modify, grant, deny etc., the specific controls which are required and presented.
5. Accept your changes.
6. Go back to Security, login the user with their normal Login and Password.

The user now has the rights given or denied to him \ her.

List Logged In Users

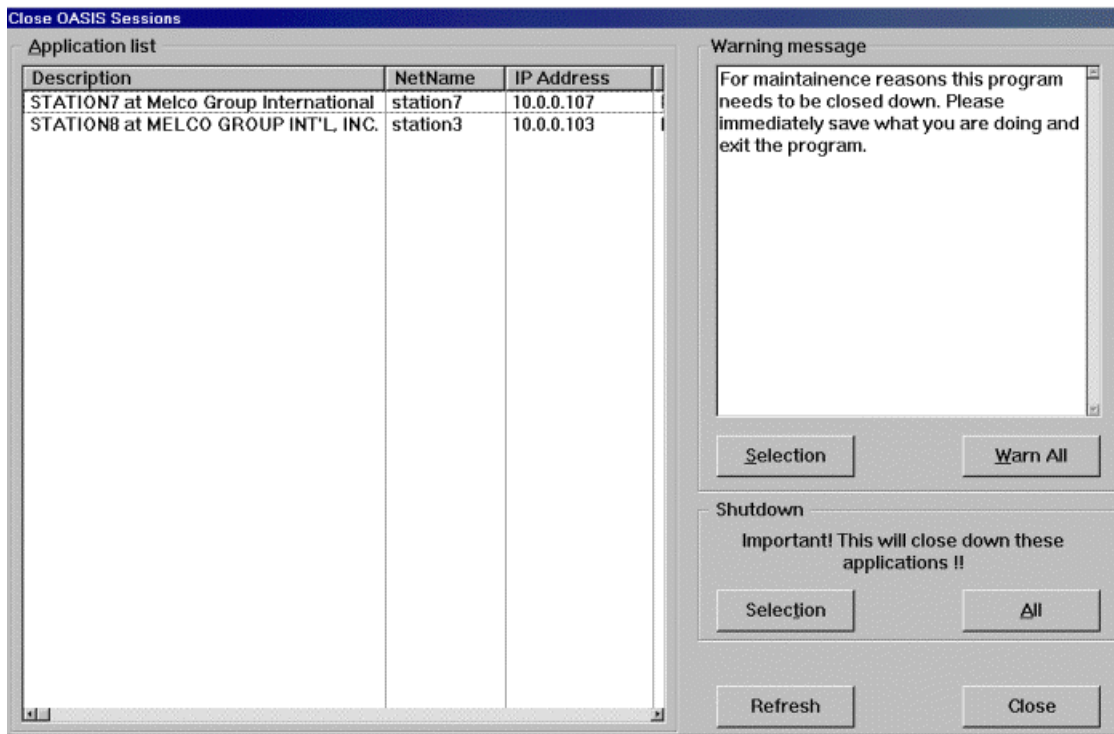
This option allows you to quickly view who is presently logged in the OASIS system.



Shut Down Management

This particular option allows a SuperUser or one with Supervisor Security rights (Maximum Setting in OASIS) to perform the following functions:

1. View who is logged in the OASIS system
2. Warn users that the OASIS system has to be shut down for Maintenance or other purposes.
3. Select a particular station which may have been locked through some network glitch or other reason.



Register Product

Demonstration Products

Melco Group International products which are under a demonstration mode (limited time out) may be registered through the options presented in these screens, after purchase. When a product time out has been achieved and not purchased, the functionality of the particular module will not be available, until purchase and subsequent registration.

Licensed Client \ Site Systems

OASIS software systems are operated under specific licensing conditions. A copy of a signed License Agreement(s) are filed by MGI, Inc. Upon payment of Licensing Fee's, the Licensing code is to be entered in this area, exactly as provided by our operations department.

Product Registration Window

Please enter the following information...

Product : OASIS

Company : Check : 137

Serial Number: Check : 242

Copies: Counter:

Level

☐ Demo ☐ Lite ☒ Standard ☐ Professional ☐ Enterprise

Optional Modules

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8

Activation Code: Check : 144
(available from your supplier)

Help

This entire reference manual is available on each users station by selecting the <Help> menu option.

Please note that in order for users to be able to access the help system, Adobe AcrobatReader MUST be installed in each workstation that is operating OASIS.

You may access <http://www.adobe.com/products/acrobat/readstep2.html> to download your freely distributable Adobe AcrobatReader and then install it, on each workstation.

NOTE: A copy of it is available on each OASIS Setup.Exe CD provided to each OASIS customer site upon purchase of the system.

Online Tutorials

Tutorials are in AVI format and latest versions are updated to Customer Support Web Site. This is currently under development but the following generally applies.

You must have at least one computer equipped with a soundboard & speakers.

Quick Overview

In order to benefit from these Multimedia Tutorials, your workstation must have at least the following:

- sound card
- computer speakers

The lessons are accessed through <http://www.melcogroup.com/customer.htm> which is secured through a Login & Password provided to OASIS client sites and changed periodically. They contain the following:

#1- OASIS V5.0 System Overview

This is a general overview of the OASIS 'Ocean Air Shipping Information System' basic Menu, file access and VCR style functions. Briefly explains some call management options; Basic 'Look Up' window searches, Security system and 'Help Access'..

#2- Booking & RFQ

How to properly process Bookings & Request For Quotations; Look Up of POL, POD, Harmonized Codes and other Schedules. How to 'Activate' these, when ready into Transactions.

#3- Transaction Processing

Overview of how data, from Booking and \ or RFQ transaction profiles auto populates system documentation screens. Overview of Multi-Documents per file reference capability. Good overview of several advanced functions such as in-line editing.

#4- Consolidation Modules (Air \ Ocean) Overview

Proper method of processing are discussed. How to prepare the Master and then attach House Bills.

#5- Warehouse Module Overview

MR entry and processing all the way through printing Material Receipts.

#6- Advanced Reporting Functions

Advanced Search, Data Export, On-Screen preview and other functions.

#7- System Setup Options

Overview of Code Maintenance, Proper System Setup, General Information, Invoice Charges, Consolidation options and more. Good Primer!

OASIS Worksheet

The following worksheet's can be utilized to gather 'Required' OASIS system information. It is suggested that 'photo copies' of these worksheet's be made in order to assist your management team and staff, in gathering the necessary information.

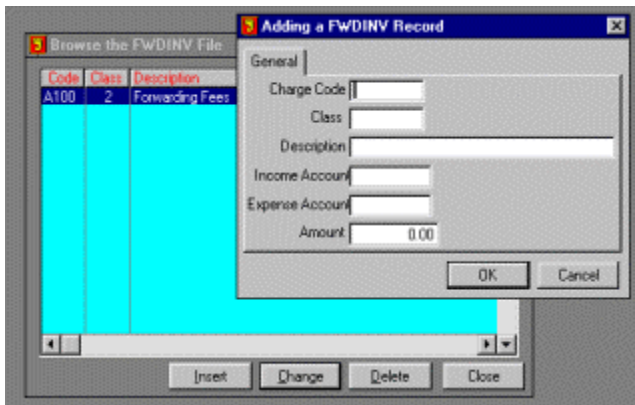
NOTE: Access <Maintenance> then <General Information> and ENTER your company information. This populates all of your Laser document headers!

Then proceed with the following 'Worksheets'.

Complete information regarding these required steps may be reviewed by accessing the <Maintenance> chapter.

Worksheet - Invoice Charge Codes

The information 'profiled' \ entered at this level, is accessible when processing 'billing' within OASIS.



Charge Code	Description	Income Account	Expense Account	Amount

Worksheet - Passwords & Security

Browse Users - OASIS | MAIN MENU

Operator	Login Code	Level	User Group	Work Group
DEAN BRAMSON	DEAN	Operator	Management	0
CLERK CLERK	CLERK	Operator	Traffic/Docs	0
KEVIN JONES	KEVIN	Supervisor	None	0
MARK JORDAN	MARK	Operator	Traffic/Docs	0
ERWIN MELZER	ERWIN	Supervisor	None	0
GAYNELL MELZER	GAYNELL	Operator	Traffic/Docs	0
RICHARD MELZER	RICHARD	Operator	Traffic/Docs	0
BRENDA PREJEAN	STATION4	Operator	Traffic/Docs	0

Insert Change Delete User Group Details Close

Update Users - SECURE | MENU

First Name:

Surname:

Login: This is also the first password.

Default Access:

User Group:

Workgroup:

Level:

☐ Supervisor

☒ Operator

☐ No Access

OK Cancel

Record will be Changed

First Name	Surname {Last Name}	Password {Defaults to First Name}	Default Access	User Group	Work Group	Level

Worksheet - System Numbering Sequences

Reference Numbering

☒ Use Automatic Reference Numbering ☐ Pre-Defined ☐ User-Defined

LOCATION: _____ Type	Prefix	Next {number}	NOTE!
Air Freight			
Ocean Freight			
Domestic A/F			
Inbound LTL			
Inbound FCL			
Other			
All Transaction Types			If you choose this option, all transactions regardless of the 'Type' will be assigned chosen Prefix & Number.
Next Air Consolidation #			
Next Ocean Consolidation #			
Next Invoice #			
Use HQ Site			
Lock Inv Number on Printing			

Worksheet - Consolidation Module Rates

Air Screen

Change Existing Airfreight Rates (MELCO GROUP INTERNATIONAL, I...

International Domestic

Origin Airport **MSY** ...
Destination Airport **IAH** ...
Minimum Charge \$ **25.**

Service Type **Door To Door service** ...
Service Level **Next Day Air** ...
Dimensional Weight Factor **166**

Weight Breaks		
From	To	Rate
	25	\$ 1.90
26	50	\$ 0.01
51	100	\$ 0.01
101	200	\$ 0.01
201	500	\$ 0.01
501	1000	\$ 0.00
1001	9999	\$ 0.00
		\$ 0.00
		\$ 0.00
		\$ 0.00

Based On:
☐ LBS ☒ KGS

Extras	
Description	Amount
Hazardous Surcharge	50.00
Saturday Delivery	10.00
Saturday Pickup	10.00
Special Attention	25.00

Insert Change Delete

OK Cancel

Ocean Screen

House NVOCC Rates

Change Existing Rates

International

Origin: NEW ORLEANS, LA

Destination: CARACAS

Service Type:

Code	Description
100	Ocean Freight
200	C.A.F.
300	Bunker Surcha
225	B/L Fee
100	Container Fee

Record Will Be Changed

General

Charge Code: 100

Description: Ocean Freight

☒ W/M ☐ 2240#
☐ 100# ☐ EACH
☐ 2000# ☐ FLAT
☐ 2204#

Amount: 115.00

OK Cancel

Insert Change Delete

OK Cancel

Air	Origin	Destination	Minimum	From-To Rate	Based on KG\ Lb

Version Releases

A description of enhancements and additional functions, which have been requested by OASIS client sites and added to OASIS, are described in this section. The release number is always displayed on the Upper Left hand of the OASIS header.

Current Development Schedule

Latest development projects and interim release notes are available 24/7 by accessing
<http://www.melcogroup.com/pdf/InProgress.PDF>

LEGEND : <#> √ = Completed.... (1,2,3...etc) = Priority <<< LIST SORTED # \ MOD \ N >>>

RELEASE 2003.04

OASIS V5

Release 2003.04

Preliminary Release: 4/11/2003

Via Internet Site / Modem / Active Update: < in progress >

N	#	MOD	CUST	DESCRIPTION - REQUEST	STATUS - NOTES
370	√	AccountEx	Aries	Added AccountEx 1099 Report to report Vendor Payments.	PROG 1/23/03
360	√	AWB	TWS	Added User Defined Multi-Copy Laser AWB. This option allows a system administrator to create "Sets" of laser AWBs that will automatically print the desired number of copies with user defined watermarks and Format Type selection. Please access your OASIS Help System for further information.	
361	√	AWB	ColTrans	AWB 'As Agreed' option has been changed. Now when you check the 'As Agreed' checkbox another checkbox will appear to the right... 'Print Other Charges'. This allows the printing of 'Other Charges' with main charges showing 'As Agreed'.	
371	√	AX5	Aries	System will now print Remit To: address information on the logo of the 'Statement of Account' provided the Remit To information is entered. Otherwise it will print the regular address information as before.	
367	√	BILLING	TriStar	Added profiling by posted date in the Billing Report.	
363	√	BILLING	Tri-Star	Add option to Invoice Report to transfer by Consolidation Number.	PROG-10/29/2002
358	√	CONSOL	ColTrans	"It would be extremely useful to be able to post a master reference, so that all house references shipped under this master reference would be posted automatically. This way, we would not have to post all invoices manually one	PROG 12/3/02 DONE

				by one, but just the master reference and automatically all house ref's would be posted."	
247	√	CONSOL	Camelot	ETD & ETA now pull into Master record.	
330	√	CONSOL		Added <Close Consolidation> button to the consolidation screen. The record is tagged with the date that it was closed.	
89	√	DOMAIR	Aries	When the operator knows and enters the correct vendor code, the system does pull the correct vendor, however the operator must still "tab" through all five lines to reach the vendor invoice number field. If the system pulls the vendor name and address, the system should automatically take the operator to the next available field.	
329	√	Etrack		Added Statistics report showing users, the total number of times that user has logged in and the last date the user logged in.	
364	√	REPORT	IFF-ATL Atlas	Added option to filter by 'Sales ID' to the 'Contact Report'. Also added the 'Sales ID' to the printout.	
369	√	REPORT	ARIES	<p>Created REVENUE RANKING report & SALESPERSON RANKING reports. Lists clients (has several sort options) and ranks these clients by YTD Net Revenue and Month comparison to previous Month on Net Revenue. Report is in tabular form.</p> <p>Contains following sort options:</p> <ol style="list-style-type: none"> 1. 12 month revenue 2. 12 month gross profit 3. 12 month gross profit % 4. 12 month Avg. Profit per File 5. Current Month Revenue 6. Current Month Gross Profit 7. Current Month Gross Profit % 8. Current Month File Count 9. Current Month Avg. Profit per File <p>Can be printed as Revenue Report with above sort options or as Report by Sales ID</p> <p>* all amounts in whole dollars</p>	Sample report verified by Aries Freight – Houston, Tx.
287	√	SYS	ChoiceOne	'Comments/Special Instructions' field on the Profile screen. System no longer overwrites any information already in the box when user uses the <Retrieve Comments> option. User can now retrieve more than one comment.	<p>BUG-4/16/2001</p> <p>Booking/Confirmation - DONE</p> <p>Quotation - DONE</p> <p>BL Instructions - DONE</p> <p>AWB - DONE</p> <p>Arrival - DONE</p>
359	√	SYSTEM	IFF	<p>Added option to restrict users to view only sales activity that has their Sales ID. This can be accessed through <Security>, <User Location/ID> from the main menu of OASIS.</p> <p>Note that there is also a checkbox "Allow this</p>	

				user to enter call records for other sales personnel." This allows the selected user to change the Sales ID when inserting new call records. (ex. Allows a receptionist to enter records for sales personnel, but the receptionist will not be able to view all confident records.)	
237	√	SYSTEM	Camelot, Brahm & Krenz	<p>Added ability to create note records for a shipment. This will allow users to enter specific notations for a transaction and allow others to see what has been done on this specific transaction. Very useful for someone assisting someone else with their work while they are out of the office.</p> <p>Additional function has been added to automatically create a log of OASIS "System" generated activity in real time i.e.: when booking was made, invoice number assigned, B/L printed and so on.</p> <p>These functions are accessible by selecting <Transactions> from the OASIS main menu, then selecting <Transaction Activity>. A new screen is displayed with two tabs, one for User entered activity; the other for OASIS automatically generated system activity.</p>	<p>MJ - Printouts completed.</p> <p>SYSTEM ACTIVITY LOGS Following items:</p> <p>=>Quotation =>Booking =>B/L =>AWB =>Submit AES =>BILLING</p>

RELEASE 2002.06

OASIS V5

Release 2002.06

Preliminary Release: 6/4/2002

Via Internet Site / Modem / Active Update: < in progress >

N	#	MOD	CUST	DESCRIPTION - REQUEST	STATUS - NOTES
200	√	AES	Berardino	Added ability to have a separate license ID for each SED line item. Previously only allowed one license ID for the entire SED.	
264	√	AES	Page & Jones	Added ability to override file reference number on AES screen. This allows multiple AES records per file.	
312	√	AES		AES responses can now be redirected to different e-mail addresses by entering e-mail address into the 'Signature e-mail' field on the 'Commodity' tab of the AES screen. If no e-mail address is entered into this field the responses will go to the default e-mail address set in OASIS for the current workstation. (This can be found by clicking on 'Maintenance' then 'Set Default AES E-mail Address.') If both of these fields are blank the responses will be sent to your AES Registered e-mail address.	
327	√	AWB		Added Transfer Airports to Air Freight Manifest.	SEE http://www.melcogroup.com/qcrs

					FOR DETAILS
308	√	AWB		Added Air Freight Label for Zebra printers.	
321	√	AWB	R&L	'As Agreed' option now works via a checkbox. When this option is selected the AWB will print 'AS AGREED' in Total column, Prepaid Weight Charge, and Total Prepaid. It will also NOT print any charges or rates entered.	
324	√	AWB	R&L	Added option to allow each station to have a default AWB Signature. This option can be found by clicking <Maintenance/Set Station Defaults>. Signature of issuing agent or carrier should be set to the branch office that issues the AWB and print in the appropriate spot on the AWB	
325	√	AWB	IFF-ATL, R&L	OASIS now complies to the IATA regulations which state that 0.1 to 0.4 kgs should be rounded up to the next half-kilo(0.5) and 0.51 to 0.99 kgs must be rounded to the next full kilo(1.0). Before OASIS would calculate the exact number only.	
326	√	AWB	Camelot	Now when user enters valid Airport Code for a destination airport the system will automatically place the airport name in the 'Airport Of Destination' field. Before it would only do this when using the lookup button.	
333	√	AWB		New AWB 'Rating' procedure has been implemented. This allows the user to define how various charge codes will calculate on the AWB.	
353	√	AWB	CAMELOT	Added ability to flag shippers as 'KNOWN' for IATA security regulations. If the shipper is not flagged as 'KNOWN' then a warning will appear on the AWB screen.	
348	√	AX5	IFF	Added option in A/P Aged reports to select aging on Invoice date or Due date.	
227	√	AX5	HORIZONS	Phone number field now 20 characters. Also, it no longer automatically formats the number to the American standard format. This allows entry of international phone numbers.	
262	√	AX5		Add Automatic Write-off of small remaining balances for A/R & A/P. When tagging invoices you can select the amount paid, and optionally select to 'write-off' the remaining amount.	

295	√	AX5	IFF-ATL	\$0.00 (zero balance) A/R customer statements no longer print.	
296	√	AX5	IFF-ATL	When entering line items for a check the A/P Account number will be defaulted. When entering line items for a receipt the A/R Account number will be defaulted.	
297	√	AX5	IFF-ATL	Added ability to input an A/R check number when entering receipts. This allows tracking by a customer's check number.	
311	√	AX5		Added ability to mark A/P and A/R accounts 'INACTIVE'. Inquiry and Data Entry only show 'ACTIVE' accounts.	
313	√	AX5		Added A/P Aged Detail report.	
269	√	BILLING		Added Invoice format "Selectable Multi-Copy." (Invoice Format #8) When printing this invoice format user is asked which copies they wish to print. Options are: Original, Accounts Receivable Copy, File Copy, Extra Copy and Fax Copy.	
299	√	BILLING	IFF-ATL	Added Default Late Charge option. This option allows user to print each invoice with a percentage added for "late payment charge" of a default percentage. The total due includes this late payment fee (which could be deducted if paid on time). The system default can be set in <Maintenance>, <General Information>, on the Billing tab. Variations/Exclusions of this option can be set in each Customer record on the Bill To tab. <u>NOTE! This option on available ONLY when using the 'Standard Laser' format!</u>	
300	√	BILLING	IFF-ATL	When creating an invoice, upon 1 st <Insert> of a line item the system will continue to automatically insert additional line items until the operator presses the <Cancel> button. Each line item will be written to file as it is completed.	
304	√	BILLING	IFF-ATL	If a user inserts a new invoice, adds line item(s), then Cancels the invoice it will now notify them that the line items will be cleared. Previously the line item(s) would appear when user inserted the next invoice.	
309	√	BL		Added Ocean Freight Label for Zebra printers.	
305	√	Call Mngmt		Added 'Sub-Type' to the call record screen. This allows for more accurate reports.	

178	√	CONSOL	Caribbean Ocean	Added Rated Ocean Freight Manifest and Rated Air Freight Manifest – These reports require legal sized paper.	
285	√	CONSOL	GLOBAL FREIGHT	Added extra description field so user may enter extra information that is then printed in CARGO MANIFEST.	
301	√	CONSOL	IFF-ATL	Added the container and seal number on the Ocean Freight Manifest.	
315	√	Consol	J.W. Allen	Added 'Print Un-rated' checkbox next to the <Print HBL> button. This allows user to print the HBL without the rating information.	
318	√	CONSOL	TWS	Zebra Air Label now prints the MAWB# with the title "Master Air Waybill No." only when printing from a Master record. When printing from a House record it prints the HAWB# with the title "House Air Waybill No." When printing from a direct shipment it prints the AWB# with the title "Air Waybill No."	
334	√	CONSOL		New Air Liquidation procedures have been implemented. See 'http://www.melcogroup.com/qcrs'	
336	√	CONSOL	Camelot	Added Transfer Airports to Master Air Consolidation screen.	
356	√	CONSOL	COLTRANS	Added 'PROFIT SUMMARY' reporting option to both AIR and OCEAN consolidations. This summarizes charges and costs from all HOUSE AWBs or HOUSE BLs within a consolidation.	
46	√	DOC	ACS	<p>Added a <Default> button to the screens listed to the right. This button re-defaults the information from the Profile screen just like when the document is first created. The items that have been changed will display with a yellow background.</p> <p>On documents that have a 'Body Area' it will ask you if you would like to also re-default this information. These screens also have a 'Default Body' button on the 'Body Area' tab. This will only default this information.</p> <p>This option is very useful when a shipment has missed the voyage/flight and some of the information has to be changed.</p> <p>⇒ * - The Cert. Of Origin pulls from the first BL if there is one entered. ⇒ ^ - Does not default any information from the Profile screen.</p>	<p>Added <Default> button to the following: AWB, BL, SED, *Cert. Of Origin, DO/DR, Packing List, Commercial Invoice, NAFTA, Caricom, Transmittal Letter, AES, Alt. BL, Dangerous Goods</p> <p>To do: Billing, 7512, CF 214</p> <p>^No Default Info ^Arrivals, ^Sight Draft, ^7513</p>
132	√	DOC	JW Allen	B/L Comments box will now populate when using a Model Shipment. <RETRIEVE CLAUSE> button added to the B/L Comment Box.	

135	√	DOC	JW Allen	CARICOM Signature block has been changed to three distinct blocks. Now have 'Agent', 'Date' and 'Place' fields.	
307	√	DOM	IFF-ATL	Added Domestic Air Label for Zebra printers.	
335	√	INBOUND	Camelot	Added FIRMS code – 1 letter, 3 numbers – to Customer record. This code will pull into the last available line of the Freight Location field in both the Inbound Master & House records. This number is found on the Setup tab of the Customer record.	
303	√	INBOUND	IFF-ATL	Added access to the I-Track screen for INBOUND-DECONSOLIDATION Module.	
319	√	INBOUND	IFF	Added Tagging option to allow quick selection of multiple containers.	
320	√	INBOUND	IFF	Created Inbound Log/Traffic Detail Report.	
338	√	Inbound		Moved IT information from the house record to the master.	
339	√	Inbound		Added Inbound HBL Search.	
350	√	OASIS	ARIES	Added credit approved date to Customer maintenance and Receivable Inquiry screens. Also applied security to this field.	
310	√	REPORT		Added a Report Previewer to all reports in OASIS. This gives the end user abilities such as: Print only selected pages Search report for word/number	
317	√	REPORT	IFF-ATL	Added the substitution of estimates for actual amounts for invoice charge lines where only the EPO is available at the time of the report. This is notated on the invoice report with an * next to the cost amount.	
246	√	SYS		Added system option to specify which documents to include when using the model shipment option. (AES – Some clients have requested that it should clone and others have demanded that it does not.) This option can be modified by selecting <Maintenance> then <General Information> select the location then go to the 'Model' tab.	
328	√	SYSTEM		Added Transaction Activity Log to system. This log shows information about the handling of data throughout the OASIS system.	
323	√	SYSTEM	R&L	Allow entry of dimensions in centimeters or inches in both warehouse receipts and equipment list.	
337	√	SYSTEM		Maintenance Menu re-arranged to allow	

				security to be added.	
349	√	SYSTEM	ALL	Separated System Maintenance menu into three levels, allowing security on each level.	
352	√	SYSTEM		Added ability to move line items up or down in 'Body Detail' of Profile screen.	
355	√	SYSTEM	MGI	Added 'ACTIVE UPDATE' capability to OASIS, this allows the user to check for updates, download updates and install updates without assistance from MGI.	SEE http://www.melcogroup.com/qcrs FOR DETAILS
355 a	√	SYSTEM	MGI	Added XML OASIS to OASIS and OASIS to Trading Partner Data exchange Capabilities	SEE http://www.melcogroup.com/qcrs FOR DETAILS
291	√	WHSE		Added message to notify user if the item they have attempted to select for a Loading Guide has already been selected for a Loading Guide by another user. The only time this would have caused a problem was when two people were attempting to select the same item at the same time.	
292	√	WHSE	AirOceanic	Added the Shipper Name and Address as available fields to the dot-matrix Warehouse Label.	
314	√	WHSE	Caribbean Ocean	Added <Retrieve Comments> button to the 'Comments' area of the Warehouse Receipt.	
316	√	WHSE	J.W. Allen	When entering a Warehouse Receipt the system now allows user to enter/edit the Cft & Cbm only if there is no Length, Width or Height entered. If there is a Length, Width or Height entered the system will calculate the Cft & Cbm.	BUG-6/6/01
354	√	WHSE	NEPTUNE	Added ability to attach up to six digital photographs (.JPG) to a warehouse receipt record.	SEE http://www.melcogroup.com/qcrs FOR DETAILS

RELEASE 2001.06

OASIS V5

Release 2001.06

Preliminary Release: 6/15/2001

Via Internet Site / Modem : < in progress >

N	#	MOD	CUST	DESCRIPTION - REQUEST	STATUS - NOTES
172	√	AES	WTCL & CAMELOT	Air Consolidation - House AWBs need to print with WTCL as the 'Carrier', but when filed (AES) it needs to use the actual 'Carrier' from the master. (Ocean Consol?)	
214	√	AES		Added message to verify that AES file is actually cleared when user tries to clear it. It will also notify them if they try and it does not clear.	

228	√	AES	AIR & OCEAN	Added an option in AES for a foreign entity.	
231	√	AES	ITG	AES does not require that a 'Foreign Port of Unloading' be included on air shipments except for shipments going to "Puerto Rico". System no longer gives message when creating an AES Log saying that it is required if the transaction is 'Air'. It always checks if the Ultimate Destination is Puerto Rico.	
244	√	AES	AES	Added vehicle ID qualifier to VEH segment of the X12.601	
234	√	AIR	Camelot, Singh, & R&L	Added Origin, Total Kgs, and Reference Number to the Zebra IATA Air Label.	
156	√	AWB		Added Zebra Air Label option to system.	
248	√	AX5		Redesigned Check Reconciliation. Now shows cleared as well as outstanding items.	
249	√	AX5		Report Archival option to allow users to save and retrieve reports for later viewing.	
250	√	AX5		Separated payments and adjustments column on data inquiry.	
260	√	AX5		Added Aging Detail Report to age invoices individually.	A/R Done
261	√	AX5		Added Invoice Tagging capability to Journal Entries.	
136	√	BILLING	JW Allen	<p>9. Customers may perform shipments for one Customer i.e.: SEARS, but may have multiple branches or shipping address. Problem is that BILLING MUST ONLY BE prepared & MAILED to ONLY ONE or specific address, for all shipments performed.</p> <p>When preparing BILLING in OASIS, now only accounts marked (Active) will be able to be retrieved through the BILLING LOOKUP.</p> <p>In order to make an account (Active or Inactive) access the customer \ client through the ROLODEX then click on the Addl. Phone/Other Tab and select BILLING STATUS and mark appropriately.</p>	
171	√	BILLING	Respond Cargo	<p>INVOICE - (1) 'Banking Instructions' in 'Maintenance' now prints on Laser invoice format.</p> <p>*No-(2) Have option to print title 'Bank Info' rather than 'Remit To:'?</p>	<p>Done #1</p> <p>Not adding #2</p>
232	√	BILLING	Merzario	Changed invoice numbering routine when using the "Number/Date/Lock Upon Printing" option to check all files to improve stability. System now saves invoice number and "next number" automatically prior to executing print routine.	
241	√	BILLING	J.W. Allen	Added 'Print Unrated' checkbox next to the 'Print HBL...' buttons on the bottom of the HBL screen. Checking this will stop the rating information from printing on the HBL.	
230	√	CONSOL	OCEANAIRE	Added logo & header information onto both the Air and Ocean Liquidation printouts.	
239	√	CONSOL	Solex & Oceanaire	The description field next to the Total Due at the bottom of the Agent Liquidation documents now prints.	

198	√	DOC	Fed. Mogul	Created 'Application for Foreign-Trade Zone Admission And/Or Status Designation' Customs Form 214.	
224	√	DOC	IMPEX	Added a lookup button next to the "Onward Inland Routing" box on the "Changing a Bill of Lading Record" screen.	
226	√	DOC	WESTFEL DT	Combo D/O, P/U, D/R documents – INCREASED & made BOLD the FONT size for BOOKING NUMBER	
240	√	DOC	R&L	Added 'Quotation Letter' document.	
245	√	DOC	Computrex	Added MBL/MAWB # to the Pre-Shipping Advice printout.	
174	√	INBOUND	Air & Ocn	Add a 'Delivery Order' for a Master.	Access through ALL TRANSACTIONS
215	√	ITRACK	Intercarga	Added dimensions to MR printout in the iTRACK system.	
216	√	ITRACK		Added Shipped Date and Shipped Reference to line items of MR printout in the iTRACK system.	
235	√	OBL	Camelot	Added "Purple Star Line" HBL format.	
243	√	OBL	Computrex	Added "Computrex/7M Transport" HBL format.	
265	√	OBL	Paul Boulo	Added 'Total Ocean' Bill of Lading format to system.	
266	√	OBL	Paul Boulo	Added 'Forest Lash' Bill of Lading format to system.	
210	√	REPORT		Added Tracking Summary report.	
217	√	SED	Brahm & Krenz	Added 'M'ilitary option to the current 'D'omestic or 'F'oreign field on SED Line Items	
218	√	SYSTEM	Singh	Added 'Shipment Label' button to the Confirmation tab of the Profile screen. Only works with Zebra label printers.	
219	√	SYSTEM	Camelot	Added ability to search by AWB number. This option can be found by clicking on 'Transactions', 'Transaction Search' then 'AWB Search'.	
220	√	SYSTEM	Camelot	Added ability to search by BL number. This option can be found by clicking on 'Transactions', 'Transaction Search' then 'BL Search'.	
221	√	SYSTEM	J.W. Allen	Added ability to search by Vendors Invoice Number. This option can be found by clicking on 'Transactions', 'Transaction Search' then 'Vendor Invoice Search'.	
236	√	SYSTEM		Documentation screen now colorizes tabs that have documents entered on them. This allows the user to quickly see which documents have been created for this transaction.	
169	√	WHSE		Added Zebra Warehouse Label format.	
222	√	WHSE	T.W.S.	Added 'Supplier/Manufacturer' as a filter option on all warehouse reports.	
223	√	WHSE		Added report range information to the top of all Incoming Warehouse reports. This already printed on Active reports.	

238	√	WHSE	I.T.N.	Added option to print Loading Guide with no breaks. This option prints much quicker than the standard Loading Guide because it does not subtotal by Consignee.	
242	√	WHSE	J.W. Allen	Material Receipt Line Item now allows user to enter/edit the Cbm & Cft ONLY if there is no length, width or height entered. If there is a length, width or height entered the system will calculate the Cbm and Cft.	

RELEASE 2001.01

OASIS V5
Release 2001.01
Preliminary Release: 12/13/2000
Via Internet Site: < completed >

N	#	MOD	CUST	DESCRIPTION - REQUEST	STATUS - NOTES
144	√	AES		On AES-SED screen added messages when clicking on the <AES 601> button that state that the following fields <u>must</u> be entered: Exporter EIN, Consignee City, Exporting Carrier, Date of Exportation, Point (State) of Origin, Port Of Export, Foreign Port of Unloading, Country of Ultimate Destination, License Code, Method of Transport, and Export Info Code New SED Format required on April 1, 2001	ALSO SEE #197
163	√	AES		Added AES Log Notes to allow users to make notes on filed/re-filed items. This also shows the user that this record has been filed.	
298	√	AES		Added License Number to screen for filings using export code other than C33.	
299	√	AES		Added Choice Box for EIN or SSN on USPPI ID Number to be used when exporting personal effects.	
164	√	AES		Added more AES error checking. Also will not file line items that have no Schedule B number. These lines appear red on the screen.	
201	√	AES		Now able to clear AES record without getting other users out of OASIS.	
141	√	AWB		Corrected filter for Origin Airport Code printing on upper left AWB Number.	
193	√	AWB	Camelot	AWB tab on 'Documentation' screen now shows the last airport selected as the destination. Was previously showing the 'First To' airport.	
133	√	BILLING	JW Allen	INVOICE - When user enters charge code (w/o LOOKUP) it pulls information into entry field.	
145	√	BILLING	R&L	INTERNATIONAL INVOICE - Added more lines to Marks & Nos, Pieces, Description, Lbs and Kgs. Now 12 lines.	
152	√	BILLING	Apparel	Added invoice format 'Laser w/ no logo'. This format is exactly the same as the Standard Laser format, but does not print the logo. Format # 7	
202	√	BILLING		Standard Laser Invoice format now prints the 'Banking Instructions' & 'Invoice Message Text'. These can be edited by going to 'Maintenance' -> 'General Information' -> Selecting the desired location to be changed -> Selecting the 'Billing' tab.	
146	√	CONSOL		Ocean Consolidation - Added message to notify user that they must have both a Consolidation Number and a Master BL Number	

				entered to click on the <Master BL> button.	
147	√	CONSOL		Air Consolidation - added message to notify user that they must have both a Consolidation Number and a Master AWB Number entered to click on the <Master AWB> button.	
149	√	CONSOL		Found & corrected cause of 'ERROR 801' on Consolidation lookups.	
150	√	CONSOL		Consolidation Number now pulls onto Invoice screen.	
180	√	CONSOL	Ocean Air	Added 'Commodities' to Ocean NVOCC Rating.	
134	√	DOC	JW Allen	Added CONGENBILL Bill of Lading format & INTERCARGA INSURANCE FORM to the 'Bill of Lading' screen.	
137	√	DOC	JW Allen	Brokerage Invoice now prints contents of the 'Special Comments' box.	
142	√	DOC	ExpressAir	Booking Confirmation - "BOOKING" above Carrier, "Container Release Number", and "Pickup Empty Containers At" changed font from Arial to T.N.R. (Letters 'B' and 'K' were not printing at ExpressAir.)	
167	√	DOC	Gilscot	Increased font size on description field on Commercial Invoice by one point size to make faxed forms easier to read.	
199	√	DOC		On the 'Quotation' now able to enter decimal places in the 'Qty' field. Now accepts up to three decimal places. ex 1.234	
197	√	DOC	Camelot	New SED Format required on April 1, 2001	
205	√	DOC		Document Transmittal Letter – Removed the last two of the 'Additional Parties' and expanded the Notes area. There is now 10 lines available and they print in the middle of the document.	
207	√	DOC		Commercial Invoice and Proforma Invoice – Created ability to enter a custom name for these documents.	
131	√	DOCS	JW Allen	When creating a Certificate of Origin, the system will copy from the Bill of Lading rather than the Transaction Profile if it exists.	
194	√	DOMAIR	Aries	Created 'Domestic Delivery Commitment' report. The Commitment Report shows all shipments with a commitment date that you choose. This report reflects the airway bill number, the master airway bill number, the service level, the shipper & consignee and the pieces and weight and the commitment date and time. If a specific shipment has already been delivered and the POD is in, it reflects the actual name.	
195	√	DOMAIR	Aries	Created 'Domestic Delivery Commitment Detail' report. The Commitment Detail report does not reflect the master airway bill number, pieces and weight or service level, however it does reflect the airway bill number, origin & destination, shipper & consignee, any comments entered and the current status of the shipment. This report shows at a glance where each shipment is according to the entries you have already made.	
83	√	DOMAIR	Aries	Added the following reports to Domestic Air: Pickups, Active File Status Reporting, Commitment Report,	Separated DOMAIR reports from <REPORT> menu into DomAir module.
86	√	DOMAIR	Aries only	Need to be able to print the domestic house bill after the information has been entered. Explanation: Currently prints Laser format. They want to be able to print dot-matrix format that they are currently only able to <Pre-Print>.	Aries only
188	√	HBL	Camelot	Added Ppd/Col for each rating item on the HBL. Defaults Ppd/Col if selected on Profile screen.	

153	√	OBL		Added 'Rider' to B/L. Checkbox on the Profile screen designates if a Rider is going to be used. If checked the 'Body Detail' will default message "SEE ATTACHED RIDER FOR DETAILS." When the BL is created it will pull detail information into the 'Rider' tab. The 'Rider' prints as a separate document on the B/L screen.	
154	√	OBL	H.A.Gogart	Added 'GEARBULK' B/L format.	
155	√	OBL	Air & Ocn	Added 'COMPASS MARINE' B/L format.	
158	√	OBL		Added Cutoff & Hazardous Cutoff dates to the Pre-Shipping Advice.	
165	√	OBL	Air & Ocn	Added 'PICK UP ORDER/D.O.' form to Inbound module.	
166	√	OBL		Added EDI 304 capability for sending ocean bills of lading to carriers who are able to accept this type of message. Also added EDI log to the Bill of Lading Screen which records each time a message is sent.	
179	√	OBL	Int'l Clients	Replaced the U.S. Standard statement that appears on the bottom of most B/L Laser documents with a user-defined statement. This will allow international companies to customize this statement. Can be edited through 'Maintenance' -> 'General Information' -> 'Ocean' tab.	
140	√	REPORTS		Corrected problem with company name not printing on the top of the following reports: Air Sales, Commission Detail, Commission Summary, Log Report, Ocean Report, Outbound Log Report, Unbilled Report	
157	√	REPORTS	R&L(only)	TEU Report now subtotals by equipment type.	
162	√	REPORTS	R&L(only)	Profit/Loss Report	
196	√	REPORTS		Added UNBILLED REPORT to reports menu. This report allows you to find files within a date range which have NOT been billed.	
148	√	SED		SED will not print the 'D' of 'F' if there is no Schedule B number selected. This allows lines entered with just notes to not print the 'D' or 'F'. System still defaults to 'D' when entering.	
181	√	SYSTEM	Consol. Freight	Changed designation of FMC to OTI. Also expanded this field from 6 to 12 characters.	
139	√	SYSTEM		System now prompts user to select a Location immediately after entering system if one had not been previously chosen.	
143	√	SYSTEM		Created 'Mailing Label Format' (ZEBRA (to be added), DOT MATRIX OR INTERMEC) format options on the 'General Information' screen.	
159	√	SYSTEM		User Defined Program Launch buttons. Allows system administrator to set desired programs to start via icons on the main screen of OASIS. There are four available buttons. (Very useful in Microsoft Terminal Server environments in which the end user should not be able to access the <Start> button of Windows, but needs the ability to start another program.)	
160	√	SYSTEM		Quick Entry button - Allows user to quickly start a new transaction.	
161	√	SYSTEM		Filtered Transaction List button - Allows a user to quickly produce a list of transactions filtered by profiled information.	
168	√	SYSTEM	Paul Boulo	Increased length of all LBS and KGS fields to 8 digits.	
177	√	SYSTEM	Int'l Clients	Reformatted the phone numbers that print below the logo on laser documents to accept international numbers. Will print exactly what is entered...no formatting.	
182	√	SYSTEM	R&L	Hazardous Information on Profile screen now pulls into body area.	

184	√	SYSTEM	R&L	When country other than 'United States' is chosen for the selected location the LBS & CFT fields will not appear on most screens. Also, measurement conversions will be metric.	
206	√	SYSTEM		Added the following abilities when exporting to a file from both an Activity Report and Customer Report: Change the destination file name. Append to or Clear the original file.	
208	√	SYSTEM		Added ability to view which users are currently logged into OASIS. Accessible through 'Security' -> 'List Logged In Users'.	
204	√	SYSTEM		Added separate button on Body Detail screen for use when importing items from the warehouse. This button will combine all line items for the same MR into a single line item containing total pieces and weights.	
138	√	WHSE	ALL	Streamlined Warehouse MR transfer. Eliminated attachment of MR from Warehouse Module to OASIS. Now MR selection is performed from OASIS Equipment List selecting from Active MR's in Warehouse module.	
151	√	WHSE	Oceanaire	Added individual piece count to MR Line Item. Ex. 1 Skid, <u>24</u> Boxes	
185	√	WHSE		Made it impossible to enter a duplicate MR Number.	
186	√	WHSE		Added ability to select entire MR when processing a Shipment.	
187	√	WHSE		Added ability to view line items of a single Loading Guide to pull information into a transaction.	
190	√	WHSE		Added ability to view Loading Guides by Active/Closed.	
191	√	WHSE		Added ability to select entire MR when processing Loading Guide.	

RELEASE 2000.02

OASIS V5.
Release 2000.02 - 06
Preliminary Release: 03/08/2000
Via Internet Site: < completed >

N	#	MOD	CUST	DESCRIPTION - REQUEST	STATUS - NOTES
102	√	SYS		Added SCAC Codes - 3206 records	SCAC codes are utilized with the AES module. See also 110
103	√	WH		Rebuilt WHSE Linking	
104	√	WH		Added WHSE History Report	
105	√	BILLING		Invoice will not print line item when the cost is not zero and the charge is zero. Line items that will not print appear on screen with red background and yellow text.	
106	√	DOMAIR		Preprinting of DAWB now is available for all formats.	
107	√	RPT		Added 'wildcard' (*) ability to <u>reference number</u> fields on report ranges. * will accept any value in that position. An * in the last position will accept any value on or after that position. This was added to the following reports: Invoice Report, Invoice Report by Reference Number, Log Report, Transaction Report, Ocean Report, On hand Report, Alerted Report, Onboard Report, Received Report, Out For Delivery Report, Delivered Report, Domestic Summary Report, Air Sales Report, Inbound Log Report, Outbound Log	

				Report.	
108	√	INB	Camelot	Removed the following fields from Inbound Deconsolidation: Ultimate Destination, Cutoff Date, Loading Date, Booking Number	
109	√	RPT	Page & Jones	Added export of data file from the Ocean Detail Report	
110	√	AES		Added AES to system. WWW.MELCOGROUP.COM/AESHOW.HTML	Detailed instructions may be viewed by ←===== accessing
111	√	RPT		Added report for unbilled files.	This reports on active files, which have NOT been billed.
112	√	SYS		3) Front Screen a) Need to add a field (max 5 char) to indicate who (person) is handling this record	
113	√			Air Consolidation lookup screen now filters by location properly.	
114	√	AFC		MAWB weights from HAWB to MASTER now comes though in Kg not Lbs	
115	√	NVO		Added ability to lookup by Consolidation Number on the 'Search Transactions' screen. Added 'Search Transactions' screen to allow the user to lookup existing transactions by Reference #, Booking #, Entered Date, Client, Shipper, Consignee, Carrier, Consolidation #, Cutoff, P.O. #, Master BL/AWB, Load Port, Discharge Port, or Vessel.	
116	√	AFC		Will not allow a user to access a MAWB record prior to assigning a MAWB Nbr on a Consolidation Record	
117	√	AFC		Removed Unique Key Attribute on the AWB Nbr key in an effort to alleviate the "Duplicate Key Error" on the AWB File.	
118	√	AFC		Enlarged the font on AWB's from 9pt to 10pt.	
119	√	AFC		Refined flow of information entered into consolidation record to House & Master AWB's	
120	√	AFC		IATA606 Bar coding resolution label formatted for UBI \ INTERMEC printer. WWW.INTERMEC.COM	Purchasing information may be located at ←=====
121	√	AF		On screen Adding a Transaction Profile Record, but add the ability to assign a master AWB number. Connect this to the "add air consolidation screen".	
122	√	BILLING		5-THE OASIS INVOICING MODULE NEEDS TO ALLOW FOR "FREE FLOW" DESCRIPTIVE TEXT. WE WOULD LIKE TO CONTINUE USING STANDARD CHARGE CODES(LIKE MASTER TABLE) BUT MUST ALLOW ADDITIONAL TEXT TO BE INSERTED/EDITED INTO THE "BODY" OF THE INVOICE(AS AN EXPLANATION FOR CHARGES I.E. AS PER CONTRACT, ETC.)	
123	√	SYS		Now suppress blank address lines when doing company selection lookup. Makes printed documents look much cleaner.	
124	√	NVO		6-THE HOUSE B/L RATING MODULE NEEDS TO ALLOW FOR FREE FLOW TEXT COUNTRIES LIKE BRAZIL(FOR EXAMPLE) HAVE A REQUIREMENT TO ALL AMOUNTS PRINTED ON THE B/L SPELLED OUT. FOR OBVIOUS REASONS WE CAN NOT HAVE A CHARGE CODE IN THE TABLE EACH TIME WE NEED TO TYPE THREE THOUSAND FIVE HUNDRED AND TWENTY FOUR.	
125	√	OCEAN EXPORT		Pre Shipping advice the "For delivery of goods..." box uses address of the Routing Export Instructions box.	
126	√	OCEAN IMPORT		Need capability of back-to-back shipments. The REFERENCE NUMBER assigned to MASTER should carry over to HOUSE	
127	√	OCEAN IMPORT		Eliminate \ Replace TYPE OF MOVE box & REPLACE with R&L REFERENCE Nbr. Also DELETE the ASSIGN Button	
128	√	BILLING		Added 'Charge Code' as a filter on the Billing/Invoice Report	
129	√	WH		Lookup of Material Receipt now displays item information of highlighted MR in box below.	

RELEASE 99.11

OASISw V5.
Release 99.11
Preliminary Release : 11/11/1999
Via Internet Site : < completed >

N	#	MOD	CUST	DESCRIPTION - REQUEST	STATUS - NOTES
88	√	AFC-NVO	ALL	Added option to suppress the shipper and/or consignee name and/or address info in the CARGO MANIFEST.	
98	√	AWB	ALL	Added IATA Resolution 606 Bar Code Air Freight Label . This specifically works with the UBI Model 301Thermal Label printer, now owned \ manufactured by INTERMEC. You may get further information by accessing www.intermec.com - Pricing is approx. \$700.- for this printer and also doubles up nicely for Warehouse Labeling.	
74	√	AWB		Combined RATING SCREEN as TAB on AWB Screen.	Please Report Any Problems with AWB processing asap!
64	√	AWB	MAG	Multiple minimums on one awb. If total rate charge can be entered manually then see #63	
63	√	AWB	MAG	Have added capability to use charter or pallet rates. on these rates there is no 'rate charge' only a total. In v3.5 we used to be able to edit the total directly. This is now possible by utilizing in AWB RATING TAB the RATE CLASS button and specifically the U- "Pivot weight and applicable pivot weight charge" rate charge. This allows you to put in a charter or pallet weight and bypass the normal OASIS rating calculations	
62	√	AWB	MAG	If there is no value entered on top line and a 'Minimum' is entered the top line now will print 'MINIMUM'. If there is no 'Minimum' entered and no value on top line it will print 'AS AGREED'	
54	√	AWB	SLX	Expanded space for both signature areas on the AWB to allow for LC verbiage.	
66	√	AX5		<OASIS> <Accounting> option has mapping problem. Must create separate Icon access. Not accessible from OASIS Main Menu.	Ax5 MUST be Located @ the root level i.e.: \OASIS\AX5 for security purposes!!
57	√	DOC	GAP	Expanded format on unit price on CARICOM to allow for five(5) decimal places.	
42	√	DOC	ACS	Commercial Invoice does not display weight of cargo	
28	√	DOC	ACS	Enhanced Model Shipment capabilities.	NOTE: Only documents NOT COPIED are CARICOM, 7512, 7513 & BILLING.
87	√	DOMAIR	ARIES	We need to have a mandatory field added to the domestic house bill reflecting a delivery time & date commitment.	
85	√	DOMAIR	ARIES	Whenever an operator accesses the "Process NEW Domestic Transaction" command button, the system automatically records it as a transaction, even if no entries are made. This results in a blank record in both the "Pick Up" and the "All Transactions" portions and we must go in and manually delete the transaction to remove it. Unless an entry is made, the system should not record it as a transaction.	
84	√	DOMAIR	ARIES	Added BILL TO fields into the Contact Record data area. If these fields are filled in then they will print in place of the name and address fields. This allows multiple contact records to be 'BILLED TO the same address. But tracked in accounting under separate A/R accounts.	BILL TO field added. If this field is empty, OASIS will use current contact in billing.
82	√	DOMAIR	ARIES	When you are selecting an airport origin or destination, it only pulls up the first letter of the airport code. If you type in the second letter, the fields change to whatever the second letter happens to be.	

				Example: If you wish to choose LAX and type in the "L" you have multiple choices and must use the "arrows" or mouse to get to LAX. If you type in "LA", the field changes to all the airports beginning with "A". The system should automatically move from L to airports beginning with LA and if you type in the "X", it should select LAX.	
81	√	DOMAIR	ARIES	When adding a new client, if you accidentally "Tap, space or hit any key" while you are in the ID Number field, the number disappears. The system will let you add the information but not assign a client number. The new client will be in the system, but the ID number will be blank. The system should not allow an operator in this field.	
80	√	DOMAIR	ARIES	The program allows other offices to change transactions. Locations should only be able to view, not change information unless they did the initial input.	
79	√	DOMAIR	ARIES	The status tracking reports do not filter correctly. As example if you just want to find shipments into or out of a specific location the report pulls other un-related shipments, regardless of the origin or destination chosen.	
78	√	DOMAIR	ARIES	Branch \ Location Filtering has now been corrected. Originally system was not filtering locations correctly. I.E.: Houston sees all of Dallas transactions that Dallas enters and Dallas sees all transactions that Houston enters with DFW as a destination.	
76	√	DOMAIR	ARIES	Made new key on BOOKING file to allow faster refresh of Tracking screen between commands. Speed in this area is also dependent on the number of transactions that are present in the system.	
88	√	DOMAIR	ARIES	Correct LOOKUP on charge codes to use INCREMENTAL LOCATOR. This allows continuous lookup based on user input.	
93	√	INTERNET TRACKING		Internet Enabled Module. Revamped - Improved Searching options, specifically Warehouse options. Now properly filters by selected Shipper or Consignee displaying only those records.	
67	√	OBL		Ocean Freight Label option added.	
69	√	REPORT		Moved Reports that belong to specific Modules i.e.: Warehousing, Inbound De Consolidation, Domestic Air Freight to their respective Menus in <TRANSACTION> menu. This facilitates Security Options Settings and consolidates functions within specific modules.	
65	√	REPORT	BM	Added Sort options to Billing Report to enable sorting by File Reference number.	
61	√	REPORT	MRZ	Added Inbound De-Consolidation Reports.	
59	√	REPORT	MRZ	Added new FILE COUNT to bottom of Log report.	
58	√	REPORT	MRZ	Allow profiling of reference number using only the number of characters supplied by user. This allows reports for all of any given prefix.	
43	√	REPORT	MB	As a suggestion, the possibility to export data from OASIS to a Work sheet on excel is a very important tool for reports that could be sent via e-mail to customers and they can work with them in their work sheets. .CSV export function is available on multiple reports in OASIS. This format allows the user to export data and load it using EXCEL, Lotus123 or other programs.	
104	√	SYS	ALL	Added in <CONTACT RECORD> new tab for "Contract" rates. This allows for "User Defined" billing schemes which may be defaulted when preparing Billing \ Invoicing. Users may define and select multiple billing schemes based on different contracts.	Also See N21
102	√	SYS	R&L	Added new option in <MAINTENANCE> AUTONUMBERING which is activated by selecting [USER DEFINED] option. This allows for the definition of numbering sequences based on Traffic Lanes. System concatenates sequence of numbers created by user based on active operating months. The access to transactions is changed somewhat with this new option. The user first selects the "Traffic Lane" i.e.: Ocean Consolidation or Inbound De Consolidation. Then the operating month which they wish to work on. Only those transactions will be displayed.	CAUTION: Do Not activate this option unless Using OASIS for first time!
60	√	SYS	ALL	Added new lookup tabs for ID Number & v3.5 ID Number to the main contact browse screen.	
56	√	SYS		Added Customer Number Search Tab on Customer Look up table	
50	√	SYS	TWS	Added REMIT TO \ BILL TO address to 'Changing COMPANY Record' screen on 'Bill To' tab.	Already In AccountEx. Same as \ please see N84.

101	√	SYS	R&L	In System Setup are adding various "User Defined" system defaults. CURRENCY:USD DECLARED VALUED FOR CARRIAGE: NVD DECLARED VALUE FOR CUSTOMS: NCV AMOUNT OF INSURANCE: NIL Operator will however be able to override these.	
97	√	WH	R&L	Warehouse module now has additional Material Receipt format. This format is in triplicate and automatically prints {FILE COPY, WAREHOUSE COPY & WR RELEASE Copy}.	In order to Select this format, access @ OASIS Main Menu <Maintenance> then <General Information> select Location & Standard Defaults.
96	√	WH	ALL	Added additional "Display Window" below WR Browsing table which displays { Pcs, Description, L x W x H, LBS, KGS, CFT, CBM and Loading ID} upon selecting any specific WR. Helpful in not having to select and press Details in order to see what is included in a specific WR.	
95	√	WH	R&L	Browsing WR, added Active & Closed {history} selection button. The Active is the default button. This allows for WR's that are Active and not shipped or Linked to a transaction or manually closed out to be displayed.	
94	√	WH	R&L	On Warehouse Receipt browsing added additional search TABS including {Delivered By, Supplier, MR Rcvd Date}	
91	√	WH		WR / MR in Load Guide now sort Numerically in Ascending order within the Selected (bottom half) of tag screen.	
73	√	WH		Expanded Comments Area on M/R - W/R	Expanded from 512 to 3000 characters
72	√	WH		Added LOADING GUIDE LABELS	
71	√	WH		Added field for MBL/MAWB on Loading Guide	
70	√	WH		Dimensions that are under 1CFT now round up to 1CFT.	
68	√	WH		Warehouse Label added.	
21	√	WH	ACS-R&L	Dos system allowed for input of standard charges for client - windows does not. Have added <Contract> tab for the creation of INVOICE TEMPLATES. This is accessible from the Customer Record screen [Rolodex Icon Access]. Allows for the definition of MULTIPLE DESCRIPTIONS of Contracts with EFFECTIVE DATE, EXPIRATION DATE and selector for Air or Ocean. Once defined, user may define or select which standard billing charges are to be defaulted when processing Invoices in OASIS. Charges may be edited at Invoicing level.	Have added <CONTRACT> tab on Customer Record.
75	1	AFC-NVO		ADD <Re-Default> button to automatically update HBL \ HAWB based on changes made on the MASTER	
103	1	AWB	R&L	There are cases where in preparing an Air Consolidation using the "Automated Numbering" option, you must change an Airline. Option is being added to be able to "reserve" or "re-use" these AWB's.	
99	1	AWB	R&L	On CASS REPORTING, Airlines request that different rates be shown as opposed to actual buy rates.	
100	1	DOC	R&L	On SED, and other documents such as AWB, the FF has to obtain a "Limited Power Of Attorney" which must be kept on file for 30 days after export from the Manufacturer of Supplier. Theoretically, without this LPP, a FF should not print an SED. The FAA fines FF \$1000.00 fine if the LPOA is not on file. Have added in Contact record a variable {LPOA on File?} (no) (yes) field. Default is to no. This will bring up a Message when processing SED or AWB notifying operator that this needs to be followed up on.	
46	1	DOC	ACS	Greg indicates a situation in which paperwork for original cargo shipment is forced to be changed because cargo did not load on vessel as anticipated & he had to go back & show a different vessel, voyage, departure & cutoff date.... but V5.0 does not pull that changed info through transaction even though he changes it on Confirmation screen - he has to go to each individual appropriate document such as SED, B/L & manually make changes on each document. Asking system to re-default is not a solution because remainder of information that populates the B/L etc. is still	See N75 - System should be able to re read file (update) or re default variable information based on subsequent edit \ or changes REDEFAULT BUTTON?

				appropriate. In DOS version, system accommodated such changes except for F9 documentation.....	
29	1	DOC	MB	Container Number are not automatically entered to the S.E.D.	
90	1	DOMAIR	ARIES	Suppress '0' amount charge lines on invoice printing.	
86	1	DOMAIR	ARIES	Need to be able to print the domestic house bill after the information has been entered.	
83	1	DOMAIR	ARIES	The log report is based on export / import / ocean information. If we do an entry in the domestic program, it should reflect domestic information.	Separating DOMAIR reports from <REPORT> menu into DomAir module.
105	1	INBOUND		Added Multiple Sort \ Retrieval Options. Now has ability of searching by MOBL, MAWB, HOBL, HAWB, Agent and Client P.O. keys in addition to existing search tabs \ keys. Modified Container Record. Added P.O.#, Invoice # (customer) & Deliver Date for Container. On Arrival Cargo Release Lookup for Trucker. Ability to lookup Container Number form available ones on that Transaction Also additional report for exports which contain POL \ POD, much like the one we formatted for Inbound.	
92	1	SYS		Implemented NEW FILE MANAGER program. Accessible from <MAINTENANCE> menu "refresh \ update data files". Enables FAST loading of Login Screen.	
22	1	SYS	ALL	Streamline \ Separate Air from Ocean @ Transaction Profile	
41	2	DOC	ACS	Ancillary documents such as P/L does not propagate off Commercial Invoice & these 2 documents display too much non required information	
37	2	DOC	ACS	Invoice screen should not automatically display date - this complicates file re-billing	Adding option<Maintenance> to Automatically date invoice Y/N upon opening
89	2	DOMAIR	ARIES	When the operator knows and enters the correct vendor code, the system does pull the correct vendor, however the operator must still "tab" through all five lines to reach the vendor invoice number field. If the system pulls the vendor name and address, the system should automatically take the operator to the next available field.	What about using "the mouse" to click on appropriate field?
30	2	NVO	TWS	We need automatic numbering for House Bill of Lading.	
51	3	DOC	TWS	We need NVO Co Name to be printed on house BL Dot Matrix, It only comes on the Laser.	Add prompt to <Maintenance> <Standard Default> HBL Dot Matrix y/n Print CO Name Header?
45	3	DOC	ACS	Windows version does not recognize Exception Code Billing items - adds it in instead of excluding \ subtracting it - this was programmed exclusively for Greg in DOS v3.5	
44	3	DOC	TWS	We need the ability to print more than one copy of each document. For example, SED we usually need 4 copies. We need this to work like the AWB shipping labels in which you can choose how many copies we would like.	
77	3	DOMAIR	ARIES	1. We need the ability to delete certain transactions locally. For example, if we enter a master airway bill and it is not used, rather than move it from the "Prepared/Alerted" to "Confirmed on Board" to "Confirmed Received", we should be able to delete it all together, rather than have it using up space in the program. We should have a prompt such as "Are you sure you want to delete this record?" after the delete option is chosen. 2. Another example of when we need to delete a file is in the instance when we enter a house bill incorrectly, such as D711482, not D-711482.	

Release 99.09

OASISw V5.
Release 99.09
start Date : 5/17/1999
Preliminary Release : 9/1/1999
Via Internet Site : < completed >

MODULE	DESCRIPTION - REQUEST
	The S.E.D. table, Harm. Numbers are not all on your list or are difficult to find
	Billing can be entered on invoice w/o charge codes
	Ports of Discharge are incomplete (i.e. - Lagos shows 3 times w/o indicating actual country). This makes it too easy to select incorrect item.
	State of Origin 2 digit codes should be programmed into system Same as #49.
AFC-NVO	Add option to suppress the shipper and/or consignee name and/or address info in the CARGO MANIFEST.
AWB	Expand space for both signature areas on the AWB to allow for LC verbiage.
AWB	If there is no value entered on top line and a 'Minimum' is entered the top line now will print 'MINIMUM'. If there is no 'Minimum' entered and no value on top line it will print 'AS AGREED'
AWB	Combined RATING SCREEN as TAB on AWB Screen. Many clients reported "Illegal Operation" errors and we believe that this may have been the source of the problem.
BUG	The program performance is sometimes inconsistent. Transactions disappears and the information included in that transaction appears in other transactions. This also happens with the warehousing module. This is combined with sporadic crashes of the system that makes the operators of the software to turn off the frozen PC.
DOC	We need that the shippers EIN number to automatically come to the SED.
DOC	One document that is not pulling the Customer P.O. # is Pre-Shipping Advise
DOC	clients P.O. # does not appear on combo P/U,D/O,D/R
DOC	On sight draft there needs to be a field to show date for transmitting documents
DOC	We need the consolidation number to appear on all documentation within a consolidation.
DOC	The invoice needs to show The House BL/AWB and the Master BL/AWB.
DOC	On Sight Draft - he needs what used to be available in DOS version under \$ Am't for L/C draft clause - 2 lines
DOC	Billing Invoice needs - ATTN TO: party
DOC	SED body detail screen should default to Domestic
DOC	SED does not provide for Method of Transport - Other, Rail, Truck etc.
DOC	Cancel function does not work in SED report
DOC	Brokerage Invoice still does not pull the B/L# - when they try to use the B/L # as the Invoice # - not enough characters allowed in field
DOC	Forwarders cargo receipt - no provision for Contact name. Also displays agent details twice
DOC	All documents automatically default to initiation date
DOC	Pre-shipping advise does not display clients P.O. # or allow for input of staff members name (believe 2nd point can be addressed by filling in either Traffic or Documentation line in transaction details confirmation screen)
DOC	Confirmation screen does not default ACS as Forwarder Added system setup option for default forwarder.
DOC	As of 3/29 - Greg reports that when he selects to do a Model from a previous OASIS V.5.0 transaction - it is bringing in unrelated info from another transaction from a different client from an old DOS transaction into Body Detail screen & also when he goes to the Combo P/U,D/O, D/R - the unique items for that document such as the Truck Co. & Supplier is not pulling from previous transaction forcing him to manually re-enter that information.....
DOC	Expand format on unit price on CARICOM to allow for five(5) decimal places.
DOMAIR	One area that is still a problem is the speed in certain areas of the program. Entering the Domestic portion takes approximately 15 to 20 seconds from the time you choose Domestic Daily Processing/Tracking. In the House AWB Tracking screen it takes 15 to 20 seconds in response between commands. In the Master AWB Tracking screen it takes 20 seconds to respond between commands. While staring at a computer screen, this seems like an eternity. Performing actual entry once in the program is moving fine.
DOMAIR	3. The system is not filtering the locations correctly. Houston sees all of Dallas transactions that Dallas enters and Dallas sees all transactions that Houston enters with DFW as a destination.
DOMAIR	4. The status tracking reports do not filter correctly. As example if you just want to find shipments into or

	out of a specific location the report pulls other un-related shipments, regardless of the origin or destination chosen.
DOMAIR	5. The program allows other offices to change transactions. Locations should only be able to view, not change information unless they did the initial input.
DOMAIR	6. When adding a new client, if you accidentally "Tap, space or hit any key" while you are in the ID Number field, the number disappears. The system will let you add the information but not assign a client number. The new client will be in the system, but the ID number will be blank. The system should not allow an operator in this field.
DOMAIR	7. When you are selecting an airport origin or destination, it only pulls up the first letter of the airport code. If you type in the second letter, the fields change to whatever the second letter happens to be. Example: If you wish to choose LAX and type in the "L" you have multiple choices and must use the "arrows" or mouse to get to LAX. If you type in "LA", the field changes to all the airports beginning with "A". The system should automatically move from L to airports beginning with LA and if you type in the "X", it should select LAX.
DOMAIR	9. We should have the ability to enter specific "bill to" information for specific clients and have the system automatically assign the correct bill to party based on the client chosen.
DOMAIR	10. Whenever an operator accesses the "Process NEW Domestic Transaction" command button, the system automatically records it as a transaction, even if no entries are made. This results in a blank record in both the "Pick Up" and the "All Transactions" portions and we must go in and manually delete the transaction to remove it. Unless an entry is made, the system should not record it as a transaction.
DOMAIR	12. We need to have a mandatory field added to the domestic house bill reflecting a delivery time & date commitment.
OBL	Ocean Freight Label option added.
REPORT	When running reports - system does not indicate when there are no records
REPORT	As a suggestion, the possibility to export data from OASIS to a Work sheet on excel is a very important tool for reports that could be sent via e-mail to customers and they can work with them in their work sheets.
REPORT	Allow profiling of reference number using only the number of characters supplied by user. This allows reports for all of any given prefix.
REPORT	Added new FILE COUNT to bottom of Log report.
REPORT	Added Inbound De-Consolidation Reports.
REPORT	Added Sort options to Billing Report to enable sorting by File Reference numbering.
REPORT	Moved Reports that belong to specific Modules i.e.: Warehousing, Inbound De Consolidation, Domestic Air Freight to their respective Menus in <TRANSACTION> menu. This facilitates Security Options Settings and consolidates functions within specific modules.
RPT	The Active report does not work properly. It shows all the MR's. <i>Referring to Filtering Active Inventory</i>
RPT	Air Sales report to report commissions \ freight etc.
RPT	Invoice Report prints details unreadable
RPT	Looking at the nature of our business the tracking of information is an essential job. We receive many calls from customers that with PRO numbers and P.O. number expect an answer on their cargo. So we need to track their status using the information they give us.
SED	Point of Origin, Place of receipt & Place of Delivery all default to same index data base - all should be different? Think that it refers to having separate data bases. Separated Point of Origin from other lookups, USA State names can be here for USA clients.
SYS	Equipment Details box - after inputting 3 containers - system then randomly inserts containers out of order & this potentially screws up letters of credit.....

SYS	In course of 1 day - he got No Bind Variable 801 error message no less than 4 times when selecting 'change' at Equipment Details box - making a change & exiting - then he got error message.....
SYS	System did not import SED data base from DOS V.3.5- Gov't SED book is too large & complicated - user should be able to edit
SYS	The OASIS Program continually freezes while working within the program. We have tried the following to remedy the problem. Copied OASIS to One single workstation and then having only this workstation work on OASIS. The purpose was to test the network. The program froze again. TWS will invest into a new Window NT server hoping to elevate this problem.
SYS	SED filing (AERP) Sch B. Number not coming in correctly and also weights are correct on report but are not all correct in the file created for transmission..
SYS	In the Address info. we need additional REMIT TO \ BILL TO address.
SYS	Added Customer Number Search Tab on Customer Look up table
SYS	Added new lookup tabs for ID Number & v3.5 ID Number to the main contact browse screen.
WH	We need that the Warehouse reports for shipper and consignee be able to filter out active entries - Only warehouse numbers work at this point in time.
WH	We need to link more than one loading guides to a transaction. About of our bookings have multiple Containers that require a separate loading guide, even though they are in the same booking.
WH	Transactions are always entered before the loading guide is made. Therefore, when we make the loading guide, the existing transaction needs to be erased and re-entered by the linking of the L/ Guide. We should be able to link L/guides to existing transaction.
WH	Also after a L/Guide is linked to a transaction we cannot add an MR. To the linked L/Guide. It is often that clients request changes in what they want sent.
WH	When a Load Guide is already linked to a transaction, cannot add additional MR to the linked L/Guide. Should be able to.
WH	Add \$ Value to TOTAL W/R Also Shown as column on reports or separate report showing this.
WH	There is not enough space in the PO insert box to enter more than two numbers. Some MR's have as much as 10 P.O. #.
WH	The same for the Pro number in the MR's. Some MR's have as many as 5 Pro # from UPS or other delivery company
WH	Warehouse Label added.
WH	Dimensions that are under 1CFT now round up to 1CFT.
WH	Added field for MBL/MAWB on Loading Guide
WH	Added LOADING GUIDE LABELS
WH	Expand Comments Area on M/R - W/R
WH	WR / MR in Load Guide now sort Numerically in Ascending order within the Selected (bottom half) of tag screen.

Release 99.01

OASISw V5.
Release 99.01
start Date : 10/02/
Preliminary Release : 1/15/1999
Via Internet Site : < completed >

The following enhancements are incorporated into the latest release of OASIS v5.0 r99.01. Information is noted for individual program section and \ or module.

1) Browse for Comments on Quotation/Booking Confirmation.

There is a new button on the confirmation page of the Transaction Profile that allows the user to elect/insert/change default comment blocks in order to eliminate retyping of verbose comments.

This is accessed by simply clicking on the button, and then SELECT the desired comment block. If the user needs to create a new comment block this can be done by using the INSERT button. Changes and deletions are handle in the same manner.

2) Dimensions added to the 'Equipment(Unit) List'

On the browse box containing unit information on the DETAILS tab of the Transaction Profile the specific dimensions of each piece can now be recorded. The total CFT/CBM will be calculated based on the

dimensions. This information will be transferred to the AWB as long as there are Five(5) or less separate dimensions (each dimension contains a QTY field so this means five DIFFERENT dimensions, each of which could have multiple pieces of that dimension. The totals from these items are calculated and automatically placed onto the Equipment record which in turn is displayed on the transaction profile screen. The totals of all combined Equipment records will be transferred to the AWB rating line item. For containerized freight the Container number & Seal number have been retained and the dimensions should be left blank. For break bulk freight the container & seal number can be used at your discretion. For shipments with a large number of separately dimensioned pieces you can use this new function as a 'DIMENSION CALCULATOR' with the added advantage of storing all data entered for future reference/edits.

3) Master BL/AWB number added to Transaction Profile/Bill of Lading/AWB screens.

This allows this important piece of information to be included on the associated documents. This number may be entered manually or will be defaulted from the Consolidation record when selected using the Consolidation Number browse button.

4) Loading Guide breaks.

The loading guide will now break by consignee complete with subtotalling. This makes it easier to load a container with all of one Consignee's cargo together, simplifying the stripping process at the destination agent's location. There are also additional vertical lines to make the loading guide easier to read.

5) Warehouse Linking from Loading Guide.

There are new buttons on the Loading Guide ITEM SELECTION tab that allow you to select how the item is to be linked to the shipping reference. CONSIGNEE LINK will group all items for the same consignee into a single shipping reference. SHIPPER LINK will do the same as consignee link except it will group by shipper. ITEM LINK will not attempt to group any other items and will link that single item to a shipping reference.

6) Warehouse Linking to Open References.

You may now attach items to shipping transactions that are already open by selecting the desired reference from the list box rather than using INSERT to create a new reference. Once selected you will have the option to IMPORT items from warehousing via the enabled button on the transaction profile screen. This button is only enabled when there is an active warehouse link in progress.

7) Dimensions from warehousing retained when linking.

Dimensions entered into the warehouse module will be automatically populated into the equipment(Unit) area as described above. This information in turn may flow to the AWB as both individual dimensions as well as the totals for the rating area.

8) Billing transfer to Exitt, Inc. ABI accounting.

There is a new setup option on the DEFAULTS tab of Maintenance/General Information that allows you to select which accounting system the invoice items will be transferred to. The procedure remains the same for each system however the file format and logic used is changed automatically depending on the accounting system selected.

9) Domestic Air.

Tracking of shipment progress is now possible through the use of the 'ORIGIN TRACKING' & 'DESTINATION' tabs on the Domestic AWB screen. The current status options are 'ALERT', 'PICKUP', 'ON BOARD', 'OUT FOR DELIVERY', and 'PROOF OF DELIVERY'. Each status level contains date & time along with name of person responsible for that step and a comment block for each status move.

10) Domestic Tracking Summary Screen

Status of all active shipments can be viewed simultaneously via the 'TRACKING/TRACING' option on the Domestic Air menu. This screen is automatically refreshed every 15 seconds so every user will get constant updates on status changes processed system wide. Transaction can be accessed and status updates completed directly from this screen eliminating the need to go through a separate option. This is still under development and is subject to substantial changes before final version.

AERP

Added \ put back "Electronic SED Filing" until in interim until AES is fully developed.

Release 98.09a

OASISw V5.0

Release 98.09a

start Date : 9/15/1998

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Via Internet Site : < completed >

SYSTEM - MAINTENANCE

Added Multiple Language Support, Through <Maintenance \ Location Code> users now may choose from VARIOUS language options which will populate OASIS Menu & screen Field descriptions.

Internationalized all OASIS date fields. System utilizes Windows settings to default date format, according to user preferences.

Have added 'Country' set up capability. OASIS is being readied for International distribution. Choosing a country code defaults and propagates 'Country Specific' required documentation, accessible through a transactions, document control panel.

DOCUMENTS

Selectively increased document print size to 10pts., from the previous 8 pt. Size.

Added International NVO 'Laser' HBL

Added Apperson Style 'Non-Laser Dot Matrix' HBL

INBOUND DE CONSOLIDATION

Incorporated and are releasing the In Bound De Consolidation module. If ;you are licensed for this module, access will not be 'dimmed' at <Transactions> level.

REPORTS

Added reporting option for <Log Report> for Air / Ocean Log Report & a Ocean Log report. Bases information on items entered on the Transaction Profile \ Booking \ Equipment List.

AWB

Added ability for users to select centimeter dimension entry.

NVO MODULE

Fixed rating calculation. Previously, we omitted the capability for the system to rate HBL's based on W/M.

Release 98.003

OASISw V5.0

Release 98.

Start Date : 1/27/1998

Preliminary Release : 3/20/1998

Full Release date : < completed >

Last Updated On 3/20/1998

* = ITEMS STILL IN PROGRESS - BEING COMPLETED

C A L L M A N A G E M E N T

*- Call management, multiple contacts added as child records to the Company Name. This allows you to search \ tag multiple correspondence with different individuals within same company.

*- In Call record details added 'look up' where you attach a contact, attaching a specific call to the \ any of the previously entered contacts.

*- Added report option where you can print report of calls to only the specified contact. If not specified, lists every call for the company.

- Account Receivable Inquiry now activated and accessible from 'Customer Selection' Table.

*- In 'Call Management Reports, added ability of selecting \ checking completed box. Now items that are either tagged as completed or not completed can be searched.

A L L S C R E E N S

*- MODEL SHIPMENTS!!! Ability to copy previous transaction.

- 'Edit Menu' now pulls up by clicking the right mouse button on any lookups that do not have buttons

B O O K I N G S Y S T E M

*- Added NOTE field attached to a Booking record but not printed in the booking confirmation. This allows for internal information to be attached to Bookings \ Shipments. Prints only on report.

*- Report of Bookings that give you internal \ attached notes.

*- If a booking is tagged 'Deleted' the system Reference Number cannot be reused. Should the transaction actually be deleted?

*- When selecting Air or Ocean on Profile screen appropriate tab only is highlighted. If Ocean is selected, then AWB tab is dimmed.

*- 'Transactions For Client' screen - The dates on the bottom all cut off the last two digits of the year. ex. 1/05/19

*- 'Trans For Client' - The Cbm only has room to display one number to the left of the decimal.

*- Once Reference is assigned the 'Status' cannot be changed to 'Quotation'.

- *- If the status is 'Quotation' do not allow access to 'Documentation/Billing'
- Fixed not able to create a REFERENCE unless BOOKING/ACTIVE button selected.
- LOOKUP CARRIERS in BOOKING now allows you to Cancel 'Entering a CARRIER' without it creating one and then not being able to delete same.
- 'Retrieve Clause' in Booking now pulls in to bottom.
- CBM conversion on Equipment List now corrected. NOTE! The two fields are different display types
- Long and Decimal!

A W B

- Processing AWB, previously no provision to enter Shipper \ Agent Signature on pg2
- Minimum weight charge now works correctly. Previously if charge was ie: \$42.00 and you forced say \$60.00 minimum it would not override.
- Following now defaults properly on AWB () Pieces, Gross Weight & Nature of Goods

R E P O R T S

Added Following Reports:

- *- Consolidation Report
- *- Quote Report
- Multiple Warehousing Report
- *- Invoice Report w/ profit by shipment - file and automatic transfer \ posting to AccountEx (MGI accounting system)

S Y S T E M D O C U M E N T S

- *- Ability to edit bottom text area of BL Instructions, COB Pre-Shipping Advice, Certificate of Origin, and Forwarder's Cargo Receipt.
- Sight Draft - The 'Extra' fields now are as long as the US Dollars field.
- *- Glitch on Printing SED Item 4(b) where Intermediate Consignee is shown on screen but not printed on document and Item #21 Designation NLR now appears correctly.
- *- - In Invoicing, Added Income Expense Accts on Charge items.
- *- NAFTA - Exporter EIN now pulls in properly. Also Producer & Consignee after lookup.
- IATA/FMC/CHB do not print if blank in System Maintenance general Information entry which displays information throughout Laser Documentation.
- Added lookups by Project & P.O. Number
- IMO now defaults Carrier. Previously PULLED IN NUMBER, BUT NOT NAME!
- IMO Print now prints all 50 characters of the description. Previously printed 46 characters.
- NUMBERING SEQUENCES now work properly when NOT selecting ALL Transaction Types
- Default Salesperson to Activity Record Will this have to be tied to the security file?

- BL now defaults Consignee properly.
- BL - Removed 'Print Dock Receipt' button. Has own lookup now.
- *- BL - Ability to <Insert> within Body area at at any insert point works properly.
- Default Forwarder now defaults to Sight Draft.
- *- Add 'Attn: ???' to the bottom of the 'TO:' field.

WAREHOUSING

- Entering dimensions now correctly calculates cft, cbm
- Added ability to retrieve Clauses to be inserted into the line items of the material receipt.
- Added option \ ability to tag MR 'material receipts' and move same to B/L and \ or AWB.
- Improved Laser MR increasing font size to make more readable. Also reorganized body format to improve readability.
- Perfected Load Guide processing of MR &/or WR
- Added Next MR# under Maintenance/Automatic Numbering
- Added Print Date & Print Time on Warehousing reports also page numbers on all reports

CUSTOMER IDEAS - SUGGESTIONS

- *- Entered SVC in 'Call Type' and hit <Enter>. It opened the lookup with SVCALL highlighted. Hit <Enter> to select it, but it did not do anything. Would be nice/fast.
- *- BL Format Default - Currently prints Maersk. It would be nice for the user to define it.
- *- Option to turn off Lbs>Kgs and Cft>Cbm conversions. Requested by Pat @ O.W. Lochner.
- Add ability to create and print a single label.
- *- Add lookup by phone number, fax....

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ALL SCREENS

- Corrected 'Tab Order' on all screens.
- Lbs field data automatically converts to Kgs and vice versa.
- BOOKING - Added Project & P.O. Numbers.
- In BOOKING 'Rating Section' Qty defaults to 1.
- Domestic AWB added screen and printout.
- Made Consignee print all 4 lines inside Ultimate Consignee box.

- IMO Dangerous - The Booking and Reference Numbers on the Booking screen now automatically pull over.
- Removed field 'Adate' from IMO Dangerous Goods was unused on document.
- Automatic Call Records - Now update 'Last Call' on Customer File
- Pier \ Terminal field added to BOOKING and now populates Confirmed On Board; Pre-shipping Advice; Forwarders Cargo Rcpt
- In BILLING 'Shipper' now defaults in Bill o field. Also fixed totaling on Charge Items & Net Profit field.
- In SED the following now default properly from Booking:
 - () ETD into 'Date Of Exportation'
 - () PIER into Loading Pier/Terminal
- In DODR the following now defaults properly from Bookings:
 - () Cargo Cutoff date into cutoff date
 - () ETD into Sailing Date
- Added Location Lookup for 'Originals Released At' on OBL
- BL Screen - Removed Ultimate Destination.

P R I N T I N G

- Sight Draft - SD Number now prints correct data
- Added Forwarder to the Sight Draft printout.
- Bill of Lading - Weights/Measures now only split on appropriate occasions
- Added the Reference Number to all Laser Documents.
- Added Country to the label printout.
- Alternate BL now prints the Car/Truck Number
- Carrier Details now prints on the Quote/Booking Confirmation printout.
- Log Report - The ETA now prints correctly.
- Created lookups for the following fields on all appropriate screens:
 - () Place of Receipt
 - () Place of Delivery
 - () Place of Ultimate Destination
 - () Pier/Terminal
- Added ability to include more than one of each of the following fields:
 - a) Container Number
 - b) Seal Number
 - c) Commodity and Schedule B number
 - d) Quantity
 - e) Equipment Description
 - f) Lbs & Kgs

g) Cft & Cbm

'Edit Menu' now pulls up by clicking the right mouse button on any lookups that do not have buttons
- 'Tips' - Began to add 'popup tips' to important Tabs, Buttons, List Boxes, etc. Began on OASIS.APP
in the CustomerSelTable browse.

BOOKING

- If a booking is tagged 'Deleted' the system the Reference Number cannot be reused. Should the transaction actually be deleted?
- When selecting Air or Ocean on Profile screen appropriate tab only is highlighted. If Ocean is selected, then AWB tab is dimmed.
- LOOKUP CARRIERS in BOOKING now allows you to Cancel Entering a CARRIER without it creating one and then not being able to delete same.
- Once Reference is assigned the 'Status' cannot be changed to 'Quotation'.
- If the status is 'Quotation' do not allow access to 'Documentation/Billing'
- Added ability to enter data in the 'Distribution of Documents' area on the bottom of the Document Transmittal Letter. Also added 'User Defined Labels' for the last row and the last two columns.
- Ability to edit bottom text area of BL instructions, COB Pre Shipping Advice, Certificate of Origin, and Forwarder's Cargo Receipt.
- Added lookups by Project & P.O. Number
- Added separate field to SED for Intermediate Consignee.
- Increased the length of the 'Pickup Empty Container At' field.
- Invoice and Rating - Quantity now accepts decimals to be able to enter CBM in this field.
- Alternate Straight B/L now pulls in all Consignee? information.
- DO/DR now pulls in all data possible.
- Added Commercial Invoice capability
- Added Packing List Capability
- FILE REFERENCE defaults to first line of Reference box on all document bodies
- Added ability to <Insert> @ TRANSACTIONS drop down menu menu Bookings, RFQ or transactions. Previously you could only Preview these transactions.
- In IMO Dangerous Goods B/L body now defaults information
- NUMBERING SEQUENCES now work properly when NOT selecting ALL Transaction Types
- Fixed not able to create a REFERENCE unless BOOKING/ACTIVE button selected.
- On AWB now defaults properly following:
() Pieces, Gross Weight & Nature of Goods
- Added Salesperson field to CUSTOMER file w/lookup
- Default Salesperson to Activity Record

REPORTS

- Billing/Invoice Report
- Quote Report
- Booking Report
- Log/Traffic Report
- Consolidation Report

Appendix

This appendix covers specific OASIS system additions, which due to their complexity have not been incorporated into the body of the OASIS Reference Manual but rather are being segregated into their own section.

NTTS / Citrix Considerations

Software Issues

- ◇ One **OASIS** system is installed at the main office but expanded for the modules and as many users as the company requires.
- ◇ An **NT4.0 Terminal Server** or **Cytrix WinFrame** system is installed with as many client (users) licenses as necessary. WinFrame is more expensive but NTTS is much cheaper and you loose only some peripheral functionality.

For a technical "white paper" on NTTS & Citrix WinFrame Log On TO:
www.melcogroup.com
Customer Support
Documentation Library

- ◇ You could conceivably also connect users via modem, but long distance charges could eat you alive if hooked up during business hours, daily.

Hardware Issues

- ◇ You will need to install at minimum an **ISDN** "Integrated System Digital Network"; DSL "Digital Subscriber Line" by your local phone company. Prices range from \$50.00 to \$150.00 monthly depending on your location nationwide. If you have more volume, you may need a **T1** or higher line but the costs increase incrementally!
- ◇ **HQ OFFICE CONTAINING DATA ->** You will also need an **ISP** or "Internet Service Provider" to provide you access to the World Wide Web. These costs depend on your location and type of services requested, but is coming down like everything else. **In any event, your network will require a "Static IP Address"** (one that is fixed and does not change) and the printers must be able to be shared.
- ◇ **FOR CLIENTS OR REMOTE OFFICE SYSTEMS ACCESSING DATA ->** For simple offices requiring just one connection, a computer with MSN, AOL or some other reliable Internet connection is required. Of course that computer needs WIN95 \ WIN98, and at least a 56k modem.



- ◇ More complex office situations or offices with multiple users require a small NT4.0 network; an ISDN line with a router (previously *we used an Ascend Pipeline 50 but now are on DSL 874kb In\Out lines*) giving all the stations on the small network simultaneous access through the Internet to the HQ office.

Once your hardware & communications software is in place, you are then ready to assign each branch office their unique three digit identifiers by completing the fields located at the OASIS Main Menu <Maintenance> <General Information> tabs.

To allow access to a particular branch, keeping in mind the above outline, you can mail or e-mail as an attachment a "client license" which is about 500k in size. This gets installed at the remote location and your specific User Name, Password; Domain and IP network address is entered, granting them access to your OASIS system.

Please consult with your Network Administrator and \ or your Computer consultant for the appropriate set up and maintenance on Citrix, NTTS Terminal Server or WINDOWS 2000 servers!

XML OASIS

We are pleased to present you the opportunity to exchange data with your shippers / consignees / carriers or other OASIS sites with our new XML capabilities.

NOTE: Latest technical information may be accessed @ <http://www.melcogroup.com/XML/xml.htm>

The basic functions are as follows:

Send data to a trading partner

This allows you to enter and process a shipment on your OASIS system and then send a complete set of that data to another party. This is accessed through the '**send XML**' button on the confirmation tab of the shipment profile screen. When this button is pressed,

1. The system will allow you to select who is receiving the message along with what documents to include.
2. Next the data from OASIS is converted into a 'flat(csv)' file which in turn is then picked up by the 'tomcat' java product.
3. Tomcat will then convert the message to XML format and deliver it to the receiving party.

Receive data from a trading partner

If your shipper / client is capable of creating an XML message according to the OASIS specifications then you can receive shipping data from them through 'import XML' button found on the model shipment window. This allows data to be brought into OASIS as if it were a 'model' shipment. Only the account numbers for shipper / consignee / and carrier would need to be added to the file along with any additional information needed to make a complete transaction.

Exchange data with another OASIS site

Lets say you and your agent both have an OASIS system. As an example you as the originating site could produce shipping documents for a transaction, then send that transaction to your receiving agent through XML. Then they could bring that information in to produce the inbound documents without having to re-key any of the information.

Another example would be if you consolidate cargo through an NVOCC who has OASIS, you could complete the house bill information as normal on your system, then send that via XML to the NVOCC, they could receive it and attach it to their consolidation/manifest without having to re-enter the data.

TECHNICAL INSTRUCTIONS TO INSTALL OASIS XML

- 1) PLACE XML DIRECTORY INTO OASIS5 DIRECTORY (FROM OUR F:\INSTALL\XML)

THIS INCLUDES THE FOLLOWING DIRECTORY STRUCTURE:

```
-OASIS5
|
|-XML
|   |
|   |-IN
|   |   |
|   |   |-CSV
|   |   |-ERROR
|   |   |-XML
|   |   |-PROCESSED
|   |
|   |-OUT
|   |   |
|   |   |-CSV
|   |   |-ERROR
|   |   |-XML
|   |   |-PROCESSED
|   |
|   |-CSVFORMAT
```

- 2) INSTALL JAVA VIRTUAL MACHINE ON SERVER
- 3) EXTRACT TOMCAT TO C:\TOMCAT ON SERVER
- 4) PLACE \OASIS DIRECTORY INTO C:\TOMCAT
- 5) EDIT PATHS IN C:\TOMCAT\OASIS\CONF\SERVER.XML

Do REPLACE ALL(5) on the following path set to TOMCAT\OASIS Dir

```
<!-- ** REPLACE ALL C:\TOMCAT\OASIS occurrences by something
reasonable ** -->
```

- 6) EDIT PATHS IN C:\TOMCAT\OASIS\OASISAPP\WEB_INF\WEB.XML

```
<!-- The full path of the OASIS base directory -->
<init-param>
    <param-name>baseDirectoryPath</param-name>
    <param-value>F:\OASIS5\XML</param-value>
</init-param> -----
```

7) EDIT PATHS IN C:\TOMCAT\OASIS\BIN\TOMCAT.BAT

Three paths need to verified here for TOMCAT runtime.

SET JAVA_HOME=C:\Program Files\JavaSoft\JRE\1.3.1_03 * JAVA
Installation Dir

SET TOMCAT_HOME=C:\tomcat\jakarta-tomcat-3.2.1 * TOMCAT Installation
Dir

SET TOMCAT_LOCAL=C:\TOMCAT\OASIS * OASIS TOMCAT Files

8) START 'TOMCAT.BAT start'

USER INSTRUCTIONS TO SETUP FOR XML TRANSACTIONS

- 1) SET XML INFORMATION IN <MAINTENANCE><SYSTEM MAINTENANCE><SETUP><XML SETUP>

The screenshot shows a software interface for adding XML information. A modal dialog box titled "Adding a XMLINFO Record" is open, featuring a "By Location" tab. Inside the dialog, there are five text input fields labeled "Location ID:", "Sender Name:", "Sender URL:", "XML Outbox:", and "XML Inbox:". At the bottom right of the dialog are "OK" and "Cancel" buttons. The background window, titled "Browse the XMLINFO File", contains a table with the same five column headers. Below the table are "Insert", "Change", "Delete", and "Close" buttons.

- ⇒ ENTER THE LOCATION BEING SETUP
- ⇒ ENTER THE SENDER NAME & URL
- ⇒ ENTER THE XML DATA PATHS

THESE PATHS SHOULD BE x:\OASIS5\XML\OUT\CSV FOR THE XML OUTBOX AND
x:\OASIS5\XML\IN\CSV FOR THE INBOX WHERE 'x' IS YOUR OASIS DRIVE LETTER

- 2) SET THE XML RECEIVER ID INFORMATION THROUGH THE CONTACT LIST
(ROLODEX) ON THE XML/EDI TAB.

Changing COMPANY Record (MELCO GROUP INTERNATIONAL, INC.)

General | Addl. Phone/Other | Bill To | Contracts | Setup | XML/EDI | Notes

XML Receiver Information

XML RECEIVER URL

EDI Receiver Information

RECEIVER ID

FILE PATH

Process Transactions | Review Activity | Print Contact Activity

Receivable Inquiry | Special Info | OK | Cancel

SENDING XML MESSAGES

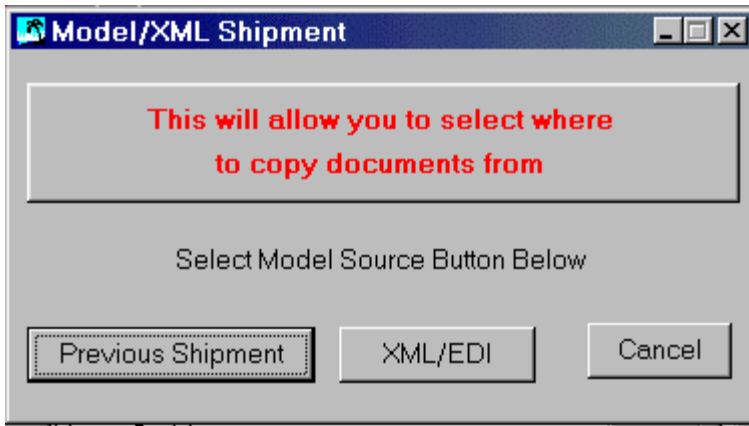
- 1) TO SEND AN XML MESSAGE, ACCESS THE <SEND XML> BUTTON ON THE CONFIRMATION TAB OF THE PROFILE

- 2) SELECT THE RECEIVER AND DOCUMENTS TO BE SENT AND PRESS THE <SEND> BUTTON.

THE TRANSACTION WILL BE SENT TO THE OUTBOX .CSV DIRECTORY TO BE PICKED UP/CONVERTED TO XML/AND SENT BY THE TOMCAT PROGRAM AT THE SERVER.

RECEIVING XML MESSAGES

- 1) START A NEW TRANSACTION AS USUAL, ASSIGN A REFERENCE NUMBER TO THE NEW TRANSACTION.
- 2) SELECT <MODEL/XML> BUTTON, THEN SELECT <XML>.



- 3) SELECT THE DESIRED TRANSACTION FROM THE LIST OF AVAILABLE XML TRANSACTIONS.

OASIS XML Inbox				Preview Information			
NAME	DATE	TIME	SIZE				
58-149*1.CSV	4/19/2002	12:48:34PM	5,550	XML Sender			
PACIFIC.csv	4/19/2002	11:37:52AM	5,520	Booking #	Reference #	ETD	ETA
TEST.CSV	4/17/2002	10:05:56AM	10,175	Shipper		Consignee	
TEST2.CSV	4/17/2002	1:59:40PM	5,546				
				Place of Receipt	Load Port/Airport	Point of Origin	
				Port of Discharge	Ultimate Destination	Place of Delivery	
				Vessel	Voyage/Flight	Carrier/Airline	
				Marks Numbers	Pcs	Description	
				PROGRESS WEI72		COLLAPSED STEEL CRATES BEING RETL	
				GERMANY		GERMAN VENDOR	
						EXPRESS B/L EXPRESS RELEASE!	
						NO S.E.D. REQUIRED (FTSR 30.55h)	
						ON BOARD: LYKES NAVIGATOR V.0140	
						LADEN ON BOARD: 11/04/01	
						DDU OBERKIRCH, GERMANY	
				Type Of Move			
				F:\IFF\XMLIN\58-149*1.CSV			
				Delete	Create Transaction	Close	

- 4) THE SYSTEM WILL IMPORT DATA FROM THE XML TRANSACTION VERY MUCH LIKE THE MODEL SHIPMENT OPERATES.
- 5) ONCE DEFAULTED, THE IMPORTED XML TRANSACTION CAN BE TREATED AS ANY OTHER TRANSACTION.

OASIS Sample Documents & Reports

<http://www.melcogroup.com/pdf/DocSamples/LaserLib.pdf> - Sample Documents & Reports are also available 24/7 by accessing above url.

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