

LOG ON and *Sign in!*

QUALITY AIR
FORWARDING, INC.



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www.qafi.com

Welcome to Airtrak...

Quality Air Forwarding's new, comprehensive yet easy to use shipping software which will provide you with numerous options for managing your freight!

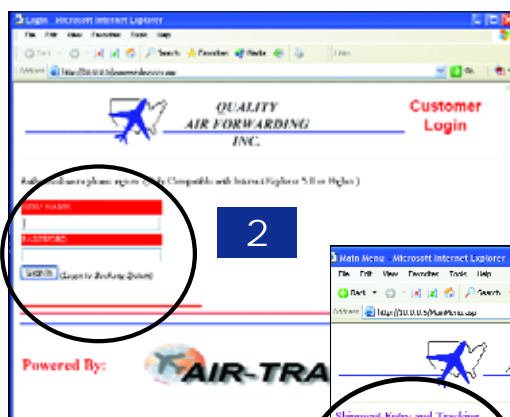
This tutorial is designed to walk you through the easy steps to use the Airtrak web link. You will see how to create a new shipments, create customized reports and best of all, see the status of your shipments any time, day or night.

Let's get started!



Step 1 - Go to www.qafi.com. On the main web screen, **CLICK ON LOGIN TO AIRTRAK** in the upper left of the screen. Or from any interior webpage, Click on **LOGIN TO AIRTRAK** in the top menu bar.

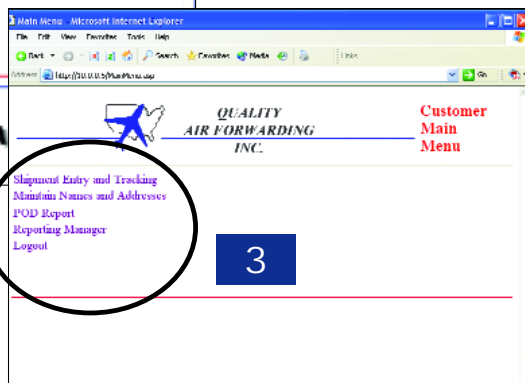
Step 2 - **SIGN IN SCREEN** In the **USER NAME** box, please type in the assigned company user name. In **PASSWORD BOX**, type in your password. Click the **SIGN IN** button.



Step 3 - **MAIN MENU!** This is the central page for all your options for viewing and managing your shipments. Below is a brief description of each option. Step by step instructions for each feature are on following pages.

➔ **Shipment Entry and Tracking** - View all shipments within the last 60 days and create new shipments.

➔ **Maintain Names and Addresses** - For your convenience, you can add Consignees or Shippers to for faster shipment entry later.



➔ **POD Reports** - Sort and View POD's by date and service level.

➔ **Reporting Manager** - Create customized reports to view or print for shipments.

➔ **Logout** - Logout and return to main website.

SHIPMENT ENTRY AND TRACKING



QUALITY AIR FORWARDING INC. Shipment Tracking

Note: Shipments viewed are

within	1	2-3	4	5	6	7	8		
days only									
Stat	Hawb	Sfx	Org	Det	Shipper Ref#	Consignee	ReadyDt	Svlv	Sts
QAF	<u>1001503</u>	00	PHX	MKE	JEFF DROTZUR	QUALITY AIR FORWARDING, INC	2004/05/04	DF	AP
QAF	<u>1000954</u>	00	LAS	MKE		QUALITY AIR FORWARDING, INC	2004/04/16	NA	AP
QAF	<u>1000765</u>	00	MKE	LAS	X	SUMMER BAY RESORT	2004/04/08	ND	AP
QAF	<u>1145706</u>	10	MKE	MKE	POOODP-400337-001	AVNET APPLIED COMPUTING-WI	2004/03/27	SD	AP
QAF	<u>1000114</u>	00	LAS	LAS		BILOGIO	2004/03/19	ST	AP
QAF	<u>1000102</u>	00	MKE			SR PROCESSORS	2004/03/19	DF	AP

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[Add New Shipment](#) [Return To Main Menu](#) Note: The empty boxes under the columns are for enhanced

MAIN SHIPMENT ENTRY AND TRACKING SCREEN

This main screen gives you an overview of your current shipments (within 60 days) listing them at 13 shipments per page.

The main screen shows:

1. QAF Bill number
- 2-3. Origin & Destination
4. Your Reference number
5. Consignee
6. Date of Shipment
7. Service Level
8. Status

For Service Level and Status Abbreviation Descriptions, See Next Page Bottom Right.

9. OPTION 1 - To search by ANY field, type in the information you would like to sort by and press the POSITION TO button.

Note: DATE field requires YYYY/MM/DD. (Ex: 2004/05/23)

10. OPTION 2 - To view the details of any shipment, simply click on the underlined HOUSE AIRWAY BILL NUMBER (HAWB) and this will take you to an itemized detail report listing all information regarding that shipment.

(See next page for detailed view)

11. OPTION 3 - DETAILED INFORMATION OF ANY SHIPMENT When you click on the HAWB NUMBER of any shipment, it will bring you to a comprehensive bill showing you all information regarding that shipment. SCROLL DOWN the window to view all info. **Our system can be customized, with your permission, to include charges. However, please note that charges will not be viewable on the web until 24-48 hours AFTER delivery.*

12. OPTION 4 - At the BOTTOM of the window, you will see the option to PRINT A HOUSE BILL... if you click this, it will create and print for you an 8 1/2 x 11 house bill containing all the information on the screen.

QUALITY AIR FORWARDING INC. Shipment Inquiry

Shipments in NOT in "WEB" status cannot be updated online.

Shipper Information		Consignee Information	
Name	AIR CARGO TRANSIT	Name	QUALITY AIR FORWARDING, INC
Address 1		Address 1	137 W SOREN STREET
Address 2		Address 2	
City	PHOENIX	City	MILWAUKEE
State	AZ	State	WI
Postal Code		Postal Code	53207
Country	US	Country	US
Phone		Phone	
Fax		Fax	
Contact		Contact	AL JANZEN

Reference# JEFF DROTZUR Please Select a Reference#
Reference# JEFF DROTZUR

Bill To# 000
Name JEFF DROTZUR
Address 1 137 W SOREN STREET
Address 2
City MILWAUKEE
State WI
Postal Code 53207
Country US
Phone
Fax
Contact

Housebill: QAF 1001503 Status: AP
Service Level: DF Insurance Value: 0000
Ready Date: 20040504 Ready Time: Close Time: 1700

Special PFI Instructions 1
Special PFI Instructions 2
Special Del Instructions 1
Special Del Instructions 2

Pieces	Type	Description	Weight	L	W	H
1	FLT	HOUSEHOLD GOODS	384	40	40	24

Total Pieces: 1 Chargeable Weight: 384

POD Name: AL POD Date: 20040507 POD Time: 9:00

Charge Description	Charge Amount
AIR CHARGES	97.10
TOTAL CHARGES	97.10

Shipments in NOT in "WEB" status cannot be updated online.

12 13 [Return to shipment screen](#)

ADDING A SHIPMENT



QUALITY AIR FORWARDING INC. Shipment Tracking

within the last sixty days only. Note: Shipments viewed are

Ship #	Ship Date	Ship To	Ship From	Ship Name	Ship Description	Ship Weight	Ship Status	Ship Type
QAF 100000	00	MKE	MKE	JEFF DROTZER	QUALITY AIR FORWARDING, INC	20040504	DF	AP
QAF 100004	00	LAS	MKE		QUALITY AIR FORWARDING, INC	20040416	NA	AP
QAF 100006	00	MKE	LAS	K	SUMMER BAY RESORT	20040408	ND	AP
QAF 014676	00	MKE	MKE	POOODP48337-001	AVNET APPLIED COMPUTING-AM	20040307	00	AP
QAF 020014	00	LAS	LAS		BLOGSO	20040319	BT	AP
QAF 100002	00	MKE			SR PROCESSORS	20040319	DF	AP

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Buttons: Add New Shipments, Return To Main Menu

14 **OPTION 5 - ADDING A SHIPMENT**
 When you add a shipment online, it is automatically uploaded to our operations software and viewable within minutes by us!

To create a new shipment: From the **MAIN SHIPMENT SCREEN** click on **ADD NEW SHIPMENT**. This will bring up a new shipment entry window (below left).

15-16 **FILL IN INFORMATION** In Shipment entry window, all information with a triangle next to it is **REQUIRED** for complete shipment entry. *Please remember to include your (shipper's) reference (16) number - this is the number you would use to later reference shipment.

17 **ADD CONSIGNEE** To add consignee for future shipments, change N to Y in **ADD CONSIGNEE**.

18 **FIND A CONSIGNEE** After being added, you will be able to access this consignee for future shipments by simply clicking on **FIND A CONSIGNEE**.

19 **MULTIPLE BILL TO'S:** If you have requested this controller option and you require a different Bill to added, please call us to add these to your options list.

20 **EMAIL NOTIFICATION** If you would like to notify Consignee or others to shipment information, click on **EMAIL NOTIFICATIONS**. This option will allow you to put in the email addresses and when you submit the order, the email address you entered will be notified.

21 **SUBMIT SHIPMENT** When you have completed filling in the information and you are ready to send, choose by clicking on the **SUBMIT, SUBMIT AND PRINT HOUSE BILL OR CANCEL** link.

15 Shipper Name: QUALITY AIR FORWARDING, INC

16 Reference/PO number: 12345678

17 Add Consignee: [Y]

18 Find Consignee: [X]

19 Multiple Bill To Option: [X]

20 Email Notifications: [X]

21 Submit Shipment

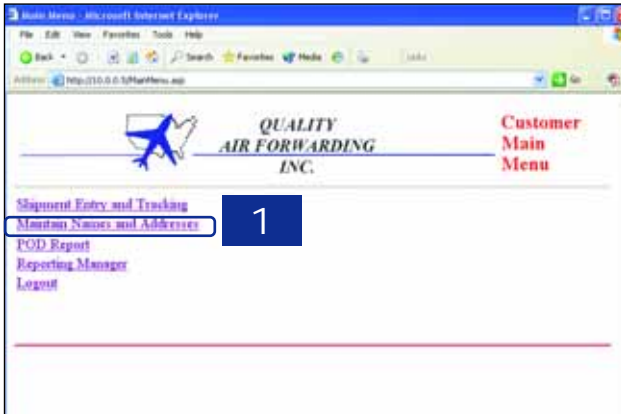
SERVICE LEVELS ABBREVIATIONS

CHCharter	3DThird Day
SDSame Day	DFDeferred
NANext Day A.M.	FMFriday to Monday
NDNext Day by 5:00 pm	HSHot Shot
STNext Day Saturday	RTRound Trip
SNNext Day Sunday	OCOcean Freight
2DSecond Day	SUSaturday to Tues.
SMSat. to Monday	WHWarehousing

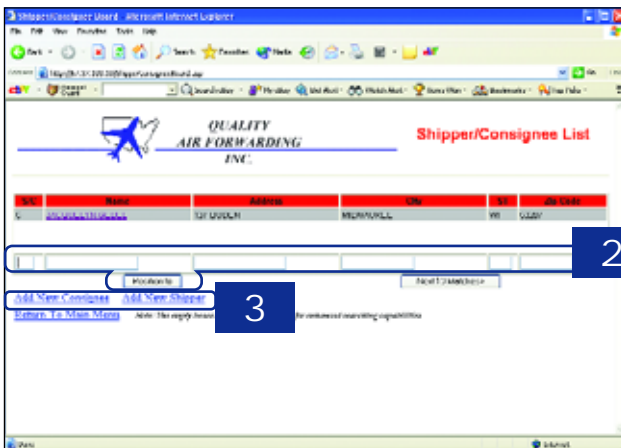
STATUS ABBREVIATIONS

WEBNew Web Shipment <i>(Still editable by shipper on website)</i>	COBConfirmed on Board
NEWAdded Shipment <i>NOT EDITABLE on Web, Please call if Changes are required.</i>	OFDOut for Delivery
DPUDispatched for Pickup	DELDelivered
DAPDropped at Airport	REFRefused
	APApproved for Invoicing
	CLMClaim Pending

MAINTAIN NAMES AND ADDRESSES

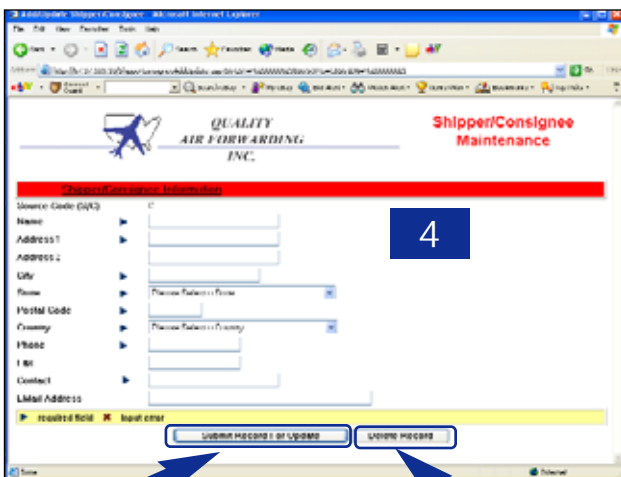


1 **OPTION 6 - MAINTAINING NAMES AND ADDRESSES.** From the customer main menu, click on **MAINTAIN NAMES AND ADDRESSES**.



2 The Shipper/Consignee window will pop up. From this window you can View, Search, Add, Delete and Edit any or all of your common Shipper and consignee addresses. To search for a particular contact, type information in white search boxes below the list click the **POSITION TO** button.

3 To add a New Shipper or Consignee click on the **ADD NEW SHIPPER** or **ADD NEW CONSIGNEE** link. This will bring up a new window.

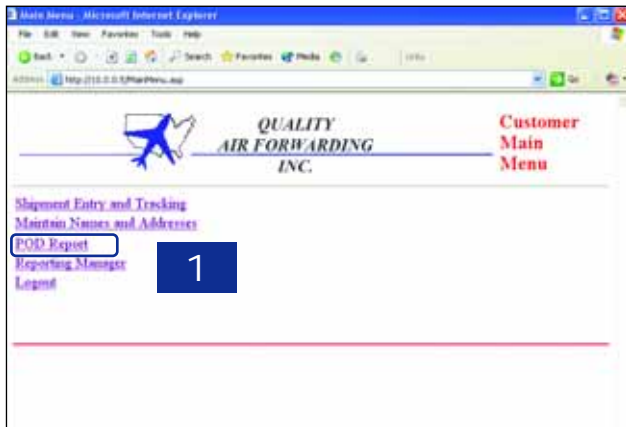


4 **ADDING A NEW SHIPPER or CONSIGNEE** have the same basic steps: After you click on the **ADD NEW SHIPPER** or **ADD NEW CONSIGNEE** link..in the new window, fill in all appropriate information. Boxes with **TRIANGLE ICONS** next to them are **REQUIRED** information. When you are finished, simply click **SUBMIT RECORD FOR UPDATE**. This will return you back out to your list and you will see the new contact you have added. These are a wonderful time saver for creating shipments fast. You can access these when creating a new shipment by simply clicking on the **FIND SHIPPER** or **FIND CONSIGNEE** button in the Create a shipment window.

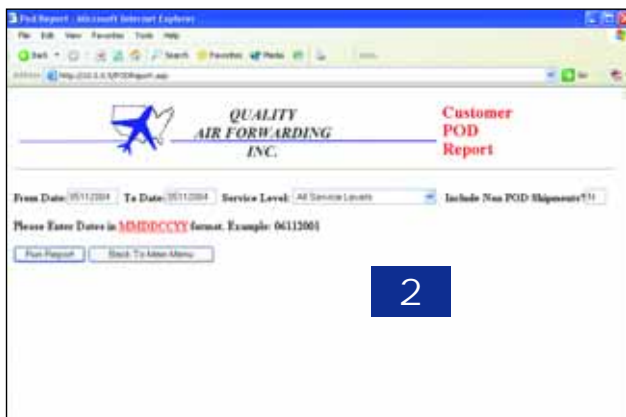
5 **TO UPDATE** already entered shippers or consignees: click on the underline that appears under the name of the shipper or consignee in the list menu. This will bring you to the editable window. Change the information you wish to then when complete, click on **SUBMIT RECORD FOR UPDATE**.

6 **TO DELETE** a shipper or consignee: click on the underline that appears under the name of the shipper or consignee in the list menu. This will bring you to the editable window. To delete the listing, simply click on **DELETE** at the bottom of the window.

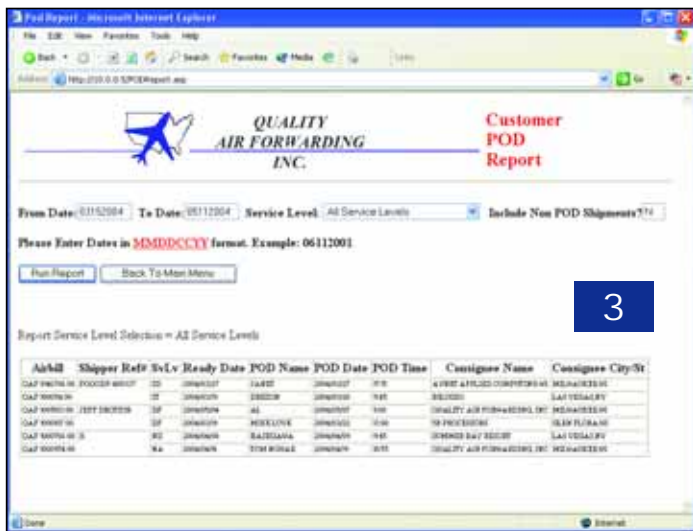
POD REPORT



1 OPTION 7 - POD REPORTS From the customer main menu, click on POD REPORT.

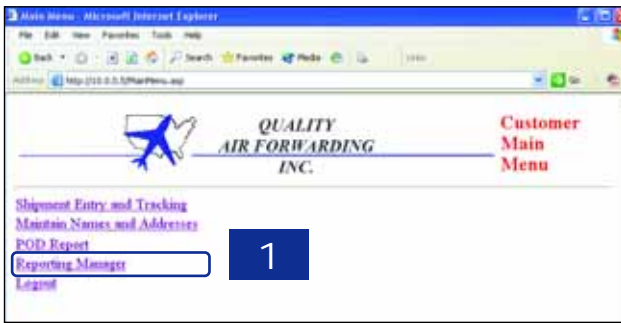


2 Change Range to desired dates of POD's you would like to see. (***Remember POD's are available from 3/15/04 to present.***) If you would like to INCLUDE shipments that do not yet have POD's entered, Change the N TO Y IN INCLUDE NON POD SHIPMENTS. When completed, click on RUN REPORT.



3 POD WINDOW: You will see the POD's from your chosen date range. You can print this page or even copy and paste the data into applications such as email, microsoft word or microsoft excel.

REPORTING MANAGER



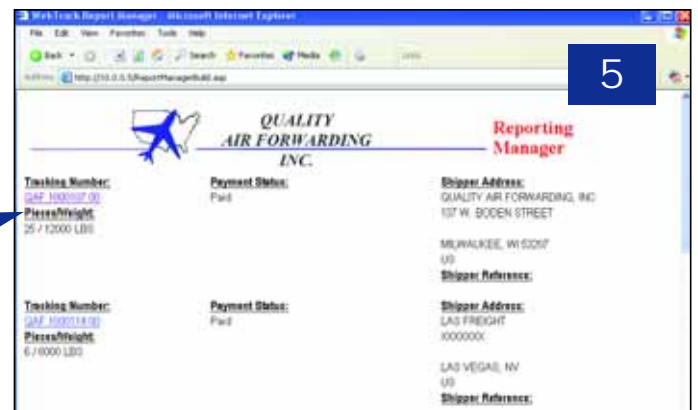
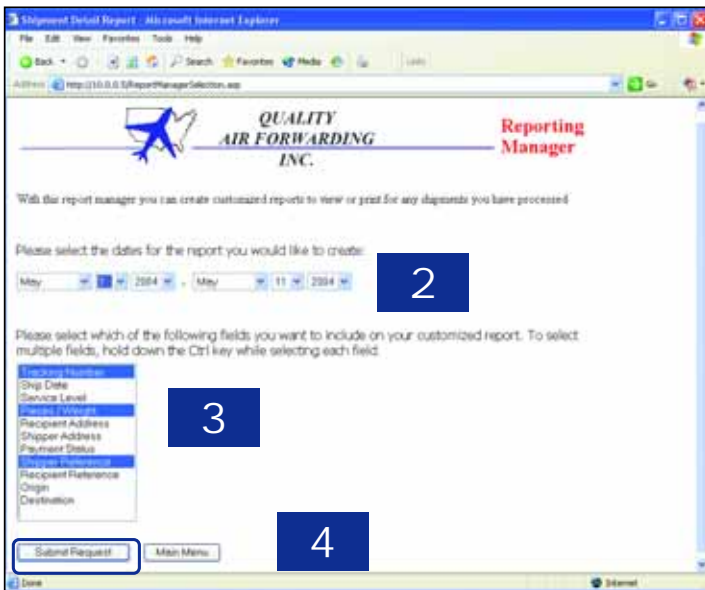
1 OPTION 8 - REPORTING MANAGER
From the customer main menu, click on REPORTING MANAGER.

2 Choose date range of report you would like to create. (*Valid 3/15/04 to present*).

3 Select which options you would like report to include. **HOLD THE CONTROL BUTTON DOWN AND CLICK** to select more than one option. You can select as many or as few as you would like.

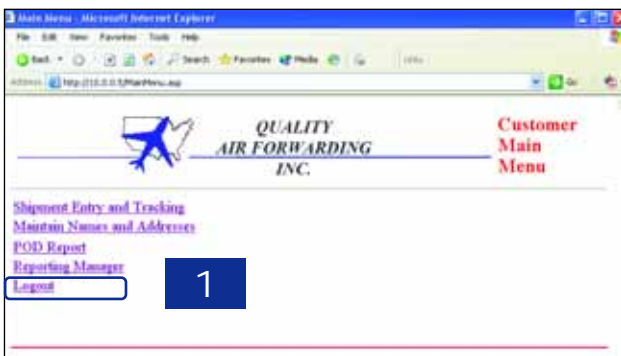
4 When complete, click on **SUBMIT REQUEST**.

5 This will bring up your customized report. You can print this page or even copy and paste the data into applications such as email, microsoft word or microsoft excel.



5 To see the full details of any shipment, simply click on the **UNDERLINED LINK** of the **QAF TRACKING NUMBER**.

LOG OUT



1 OPTION 9 - LOG OUT
To LOG OUT - on the customer main menu, click on LOG OUT to return the Sign in Page To return to the main website (www.qafi.com), click on the RETURN TO Link on the bottom of the Sign In page. (2)

Note: You can also navigate through the windows using the BACK button in internet explorer.