

Creating and Scheduling Custom Reports on Dohrn Website – Active Shipments

1. Go to www.dohrn.com
2. Login to the website on the far-right hand side by clicking **LOGIN**, and then entering your specific login/password combination.
3. From the **Manage** menu on the left side of the page, click the link labeled **Custom Shipping Reports**.

4. You will be taken to the **Detailed Shipment Report** page. Here you can tailor your shipment report to show the specific information that you need, such as shipper/consignee name, pieces, weight, etc.

Detailed Shipment Report

Select a Saved Report: -- Choose a Saved Report --

Date Range: Last 7 Days : 07/11/17 - 07/17/17

Dohrn Transfer Company Account Codes: DECOOM

Include shipments matching the: Debtor Shipper Consignee

PO Number: (Supersedes any date range)

Shipper Name:

Shipper City:

Shipper State: -- Any State --

Consignee Name:

Consignee City:

Consignee State: -- Any State --

Service Level: -- All --

Include Master Shipments

Include Delivered Shipments

Include all delivered shipments

Exclude shipments delivered more than 1 days before the end date (useful if you only want to see recently delivered shipments)

Include Undelivered Shipments

Available Fields

- Trn
- PO
- Customer Reference
- Service Code
- Service Level
- Pickup Arr Time
- Pickup Dep Time
- Transit Days
- Current Status
- Appt Date

Selected Fields

- Shipment Number
- Waybill / BOL
- PU Date
- Del Date

- a. When setting the parameters for your report, click on a field that you need from the Available Fields box, click the Add button, and they will be listed in the Selected Fields box.
- b. Each field in the Selected Field box is a column in the report spreadsheet. The order of the fields dictates the order of the columns in the spreadsheet, from left to right.
- c. In order to have all of the information included from our Active Shipment Report, you would select these fields:

- i. PO, Pieces, Billed Weight, Billing Terms, Total Charges, Shipper Name, Shipper City, Shipper Zip, Consignee Name, Consignee City, Consignee Zip, Current Status

5. Once you have all the fields you need in the Selected Fields box, click the button labeled **Save as New Report**. A box will come up for you to add a name to the report to save it.
 - a. If you want to run the report just once, you can click the button **Run Report**, to run the report without saving it for future use.
6. Once the report has been saved, close the confirmation tab, then click on the **Schedule Custom Shipping Reports** link from the menu on the left side of the page.

7. You will be taken to the **Maintain Scheduled Reports** page. Here is where you can schedule your customized report to be run at a certain time and sent to certain people. Each web account is allowed up to three of these scheduled reports at one time.
- a. To add a new report, click the Add button. In the window provided, select your custom report from the drop-down menu, and designate the date and time you would like the report to be run. You can also designate up to three email addresses to send the report to. Once the information has been entered, click the button to **Add Scheduled Report**.

Add Scheduled Report

*Report Name:

*Schedule Type: Weekly Monthly

*Week Days: Sunday
 Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday

*Run Time:

*Email Address 1:

Email Address 2:

Email Address 3:

*Expires: [Calendar](#)

Please Note: Automated reports are set to expire **every three months** unless action is taken to renew them. Once a report gets closer to its expiration date, a notification will be noted in the body of the email you receive that says "This report is set to expire after X days. Please click here to renew." Once the renew link is clicked, the report is renewed for another three months.