

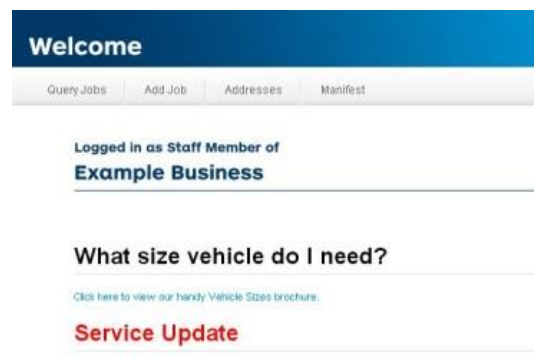
Booking online with StarTrack Courier is fast and easy. You'll find instructions below to take you through the simple procedure to book your next courier on-line and track its progress



The screenshot shows the 'Make a Booking' page with a 'Customer Log In' section. It includes a dropdown menu for 'State' (set to VIC), a text input for 'Client Code' (set to ACORP), and a password field. A 'Login' button is located at the bottom right of the login section.

Launch your web browser and type [startrackcourier.com.au](http://startrackcourier.com.au) into your browser URL address line. This link will land you on the 'Make a booking' tab.

Select the state where you are located from the dropdown box, type in your client code and your password. Click [Login](#).



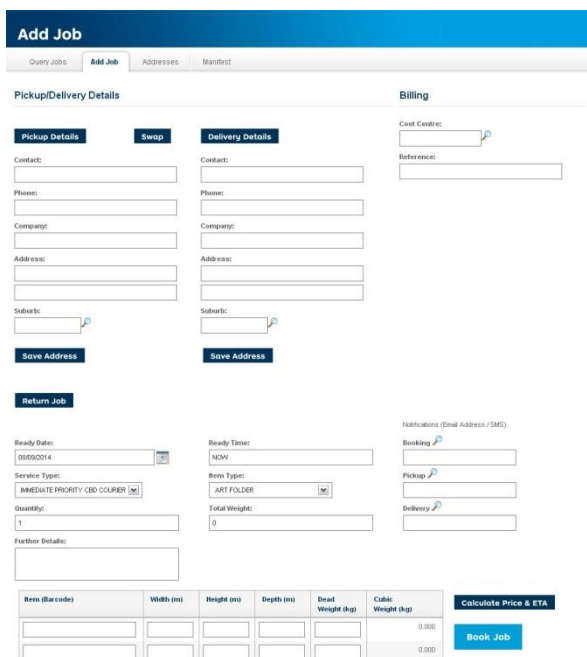
The screenshot shows the 'Welcome' page. It features a navigation bar with 'Query Jobs', 'Add Job', 'Addresses', and 'Manifest'. Below the navigation bar, it says 'Logged in as Staff Member of Example Business'. There is a section titled 'What size vehicle do I need?' with a link to view a brochure, and a 'Service Update' section.

You are now logged in.

On the Welcome page, you are presented with the following options:

- **Query Job:** provides you with job tracking & comprehensive POD information.
- **Add Job:** allows you to book a delivery, with all major fields pre-populated.
- **Addresses:** saves time by storing your most used pick-up and delivery addresses.
- **Manifest:** enables you to book in a number of items for delivery at the one time.

To book a courier, select [Add Job](#).



The screenshot shows the 'Add Job' form. It is divided into several sections: 'Pickup/Delivery Details', 'Billing', 'Return Job', and a table for 'Items'. The 'Pickup/Delivery Details' section has 'Pickup Details' and 'Delivery Details' tabs, each with fields for Contact, Phone, Company, Address, and Suburb. The 'Billing' section has fields for Cost Centre and Reference. The 'Return Job' section has fields for Ready Date, Ready Time, Service Type, Item Type, Total Weight, and Quantity. The 'Items' table has columns for Item Barcode, Width (m), Height (m), Depth (m), Dead Weight (kg), and Cubic Weight (kg). A 'Calculate Price & ETA' button is located at the bottom right of the form.

The [Add Job](#) page will load. Fill in all the fields – they contain the necessary information we need to process your job.

Once the details are entered, press [Calculate Price & ETA](#) to work out the estimated time of arrival (ETA). You can select a slower or faster service if the ETA does not fit your requirements; simply press the [Calculate Price & ETA](#) button again after selecting a different service to obtain an updated ETA.

If your item is not ready now, you can set a future time in [Ready Time](#) for you booking. You can also receive delivery notification by email or SMS. Just check the box and enter your email address/mobile phone number in the space provided and we will notify you when your item has been delivered.

### Query Job

Query Jobs | Add Job | Addresses | Manifest

The appearance of pick up and delivery times on this query screen may be delayed by factors outside StarTrack Courier's control. Call 13 13 20 for more information. Enter dates using format dd/mm/yyyy. You do not have to fill everything.

Show courier jobs  Show taxi truck jobs  Show set run jobs

From (date):  To (date):

Job No:  Item Barcode:

Cost Centre:  Reference:

Pickup Suburb:  Delivery Suburb:

[Query Jobs](#) [Clear](#)

Job No.	Job Date	Cost Centre	Reference	From	To	Pickup	Delivery (failed attempts)	Status	Price \$
Prices shown are GST exclusive									

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## Query (Job List View)

Check on jobs through the [Query Jobs](#) tab to see all your pending, completed and work in progress bookings.

Pending jobs can be modified (if not yet allocated or in progress) by contacting StarTrack Courier customer service on 13 13 20.

### Job Details

Query Jobs | Add Job | Addresses | Manifest

Job 405582 on 06/06/2014 11:21am

[Job List](#) [Book another job](#) [Book similar job](#) [Labels](#)

**Pickup**

Company: COMPANY ADDRESS  
 Address: 123 EXAMPLE ST  
 Suburb: MELBOURNE  
 Instructions:

**Delivery**

Company: NEW CLIENT  
 Address: 1 NEW ST  
 Suburb: DOCKLANDS  
 Instructions:

**Tracking information**

Service Type: IMMEDIATE PRIORITY COURIER  
 Status: Delivered  
 Receiver:  
 Cost Centre:  
 Reference:  
 Booked by: smj  
 Delivery ETA: 6:05, 12:16  
 Item Type: BOX UP TO A4  
 Further Details:  
 Quantity: 1  
 Total Weight: 0  
 Price \$: 15.71 (Inc GST)  
 Legs: 1

## Query (Job Detail View)

When you query an individual job from the list screen, all details for that job can be checked on one screen.

The [Query Job](#) page is also displayed after clicking the Book Job button which confirms the booking and displays the booking number and job price.

Clicking the [Labels](#) button downloads a consignment label in PDF format to your computer for printing and affixing to your item.

### Your Frequent Addresses

Query Jobs | Add Job | **Addresses** | Manifest

**Find**

Company:

Contact:

Address:

Suburb:

Key:

Click on the Select button to use the address

[Add New Address](#)

Key	Company Contact Name	Address	Suburb Location Barcode
	EXAMPLE CO A STAFF 8328685241	123 EX ST	MELBOURNE

[Select](#) [Edit](#)

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## Address Book

Under the [Addresses](#) tab, you'll find stored address details. There's a [Save Address](#) shortcut on the [Enter Job Details](#) page to store addresses directly to the Address book so there's no need to enter addresses manually in the [Address Book](#) listing.

You can maintain addresses and update details here by clicking on the [Edit](#) button and changing details as required.

This helps to makes your booking with StarTrack Courier fast, easy and accurate.