Event Capture Instruction Services (ECIS)

USER TRAINING - WEB

MENA Business IT – Excellence. Simply delivered.

Jan 2021

- Version 1: base line version by ECIS development team

- Version 2: version 1 improved by adding animation and description updates by MENA Business IT

What ECIS Does?

ECIS has improved operational efficiency in…

- Converging ECS and AXIS as a single service, now called ECIS

- AXIS and ECS are still two separate modules but bundle together in ECIS

What You Will Learn?

By the end of this session, you will be able to…

- Generate Events and Checkpoints

- Generate Handling Instruction (HI)

- Query & Release Handling Instruction (HI)

How to Login in ECIS?

User will be redirected to UMEX page once opens the ECIS URL.

Note: DONOT add this UMEX URL in favorite

Single Sign-On with LDAP ID that user is already logged-in windows

LDAP Username & password are required to login

Other users not logged-in windows currently can also login ECIS with their LDAP/Password
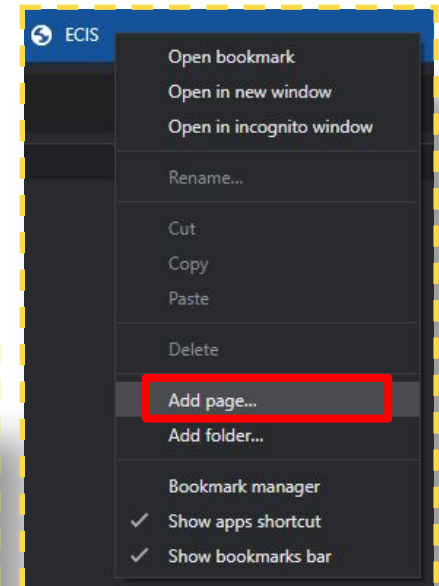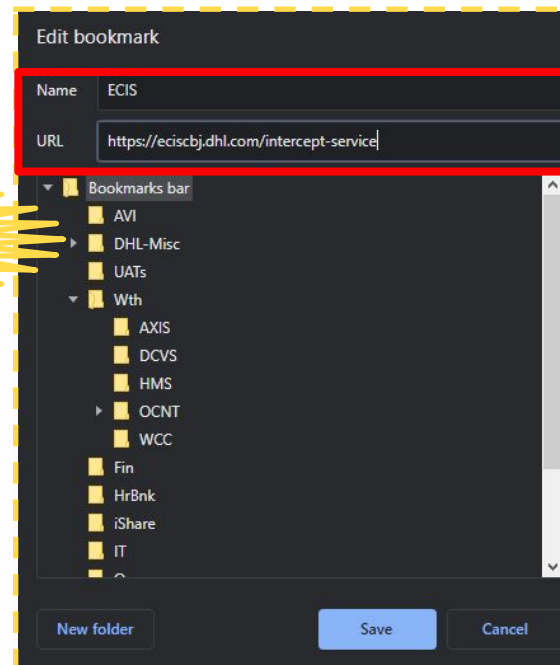
Chrome is the [Recommended] browser. Fire Fox can also be used

Save Your Link – Before you start!

- [Right Click] on bookmarks bar in Chrome and then select [Add page…]

- Give a name and copy and paste URL into URL box

- Select your desired location to save the bookmark

Remember: Chrome is the [Recommended] browser

Role and Facility Selection Screen

- After successful login, user will be re-directed to Role and Facility selection page

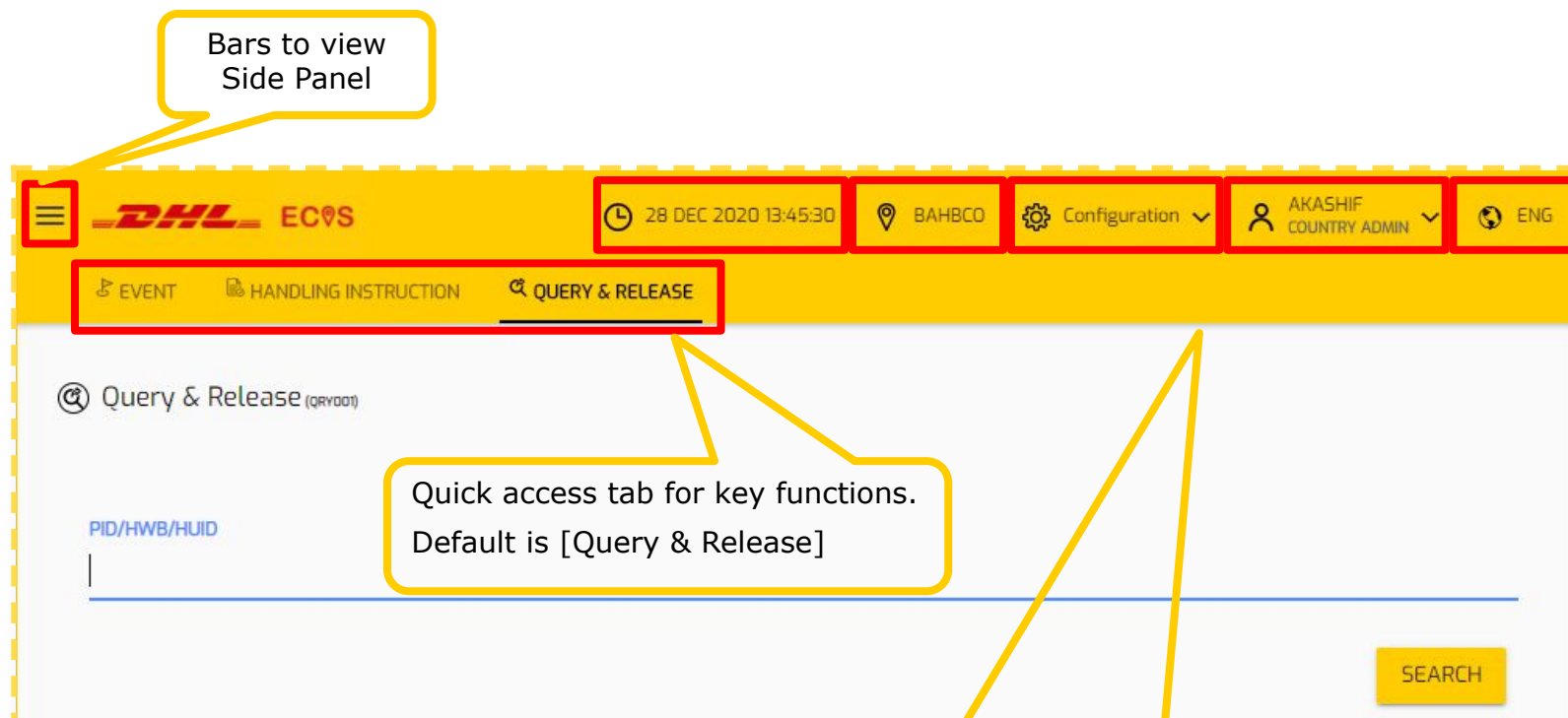- User will not be asked Role/Facility section if has only one role & facility access

General Information – ECIS Header

Bars to view Side Panel

Quick access tab for key functions.
Default is [Query & Release]

1) Local date & time
2) Login Location
3) Configuration (Global and Country admin)
4) User name and role (user can switch role if user has more than one role assigned)
5) Default language (can be changed if available)

General Information – ECIS Header Menu

AXIS and ECS functions can be enabled and disabled based on user role

AXIS Autonomous Intercept Service

- Handling Instruction
- Query & Release
- Query By Facility
- Query By Inbound Movement

ECS Event Capture Service

- Event
- Event Batch Upload
- Event Report

AXIS 1.4.0 | ECS 2.0.0

Country Configuration

ECS Event Capture Service

Route Courier Cycle

Hi, AKASHIF

LOGOUT

SELECT ROLE
Country Admin

SELECT FACILITY
BAHBCO

SAVE YOUR PROFILE

AXIS functions

List of configuration for AXIS and ECS

ECS functions
Note: Batch upload not available in scanner

Versions of AXIS and ECS

User Role and Facility selection/switch and user Sign-out

Updating Role & Facility

Switch Role & Facility

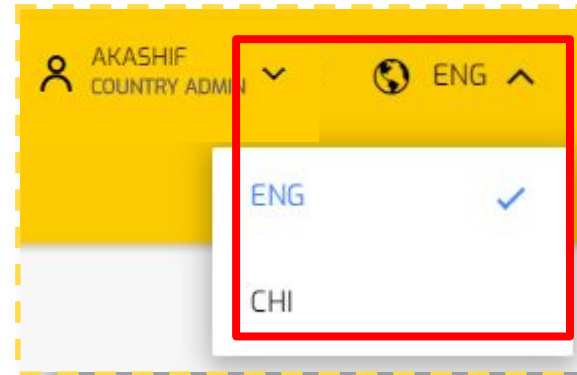- **User can switch Role & Facility by accessing dropdown menu under LDAP ID.**

Click to access edit user profile

Click to logout from ECIS

Switch Role and Facility

Click save

Language Selection

Language Selection

☐ Users can switch between Preferred Language available in ECIS,

☐ Default language is English

1. Preferred Language can only be selected if country translation is available in ECIS
2. Only two languages are available
   a. Default language (EN)
   b. Preferred language (Local translated)

Note: Contact your regional representative for local language availability

Event Generation

Event Generation – Overview

☐ User can access Create Event by selecting "Event" in side panel or Quick Access

Read-only field, displayed after Event is selected

1. Dropdown to select Event description, or
2. Type Checkpoint code [UD] or description [Broker to Clear]

Notification panel will show status of successfully scanned event code and reason.

1. if user scans HWB or ACS MAWB, number of pieces is required
2. If user scans PID or HUID, number of pieces is not required

DHL

☐ Events/Checkpoints Generation with Parameter Input

DHL ECVS 🕐 31 DEC 2020 09:06:49 📍 BAHHUB ⚙ Configuration ⌄ 👤 AKASHIF COUNTRY ADMIN ⌄ 🌐 ENG

⛵ EVENT   📄 HANDLING INSTRUCTION   🔍 QUERY & RELEASE

ⓟ Event (EVT001)

Tasks

Pick-Up to Delivery (P2D)/Export Piece/Import Piece/Process Inbound/Process Out

DESCRIPTION

OH INSPECTION BY <Name Of Regulatory Authority>   ✕ ⌄

Route Code   **Cycle**

✕ ⌄   ✕ ⌄

BUSINESS PARTY NAME

BAH Customs

☐ MANUALLY SET EVENT CREATED DATE AND TIME

SCAN ID

CLEAR   GENERATE

Scan to continue

Callout (right):
1. Dropdown to select Event description, or
2. Type Checkpoint code [OH] or description [INSPECTION BY]
3. Angle brackets <> means that Event requires extra information

Callout (lower):
Extra information textbox will appear to key in the required information

Event Generation – No Extra Information

Events/Checkpoints Generation without Parameter Input

The annotations on the screenshot read:

1. dropdown to select Event description, or
2. Type Checkpoint code [OH] or description [ARRIVED TOO LATE……]

Extra information textbox will not appear

Screen content:

- Header bar: ☰ DHL ECIS | 🕐 31 DEC 2020 09:06:49 | 📍 BAHHUB | ⚙ Configuration ⌄ | 👤 AKASHIF COUNTRY ADMIN ⌄ | 🌐 ENG
- Tabs: EVENT | HANDLING INSTRUCTION | QUERY & RELEASE

Event (EVT001)

Tasks

Pick-Up to Delivery (P2D)/Export Piece/Import Piece/Process Inbound/Process Outbound...

DESCRIPTION
OH ARRIVED TOO LATE TO MAKE CONNECTION

Route Code   Cycle

☐ MANUALLY SET EVENT CREATED DATE AND TIME

SCAN ID

Scan to continue

CLEAR   GENERATE

Event Generation – HI Detection

HI is detected during Events/Checkpoints generation

Event Generation – Duplication Detection

☐ **Alert when scanning ID twice for an Event/Checkpoint**

Batch Upload

Batch Upload – How to…

STEP 2

1. User is able to upload maximum 5 CSV files at one time.
2. ECIS is only allowing user to upload next CSV file after the file in progress is completed (if not allowed to upload more while first file is in progress).
3. ECIS will show error if CSV file exceeds more than 1000 rows limit.

STEP 1

1. User is allowed to download the Checkpoints CSV template based on User Role assigned.
2. Multiple CSV templates download is possible in a Zip format.
3. Checkpoint templates are still in same format as in WCC.

STEP 3

1. Error checking: User is able to save checkpoint upload result file for after processing is completed.
2. User is NOT able to download checkpoint upload result file if successfully processed.

Note: User is NOT able to save checkpoint upload result while processing is in progress.

Upload

Upload the file for batch creation

UPLOAD

Download

Checkpoint Code

× AF   × OK   × AD

DOWNLOAD

Upload Date	Status		
2020-06-09 2:31 PM	✕ Failed		
2020-06-05 3:16 PM	✓ Completed	1	0
0 total			

Batch Upload – Error Checking…

1. ECIS batch upload will validate each row in upload template (CSV file)
2. User can download the failed upload file.
3. User is required to upload those record after fixing the error.