

Event Capture Instruction Services (ECIS)



USER TRAINING - WEB

MENA Business IT – Excellence. Simply delivered.

- Version 1: base line version by ECIS development team
- Version 2: version 1 improved by adding animation and description updates by MENA Business IT

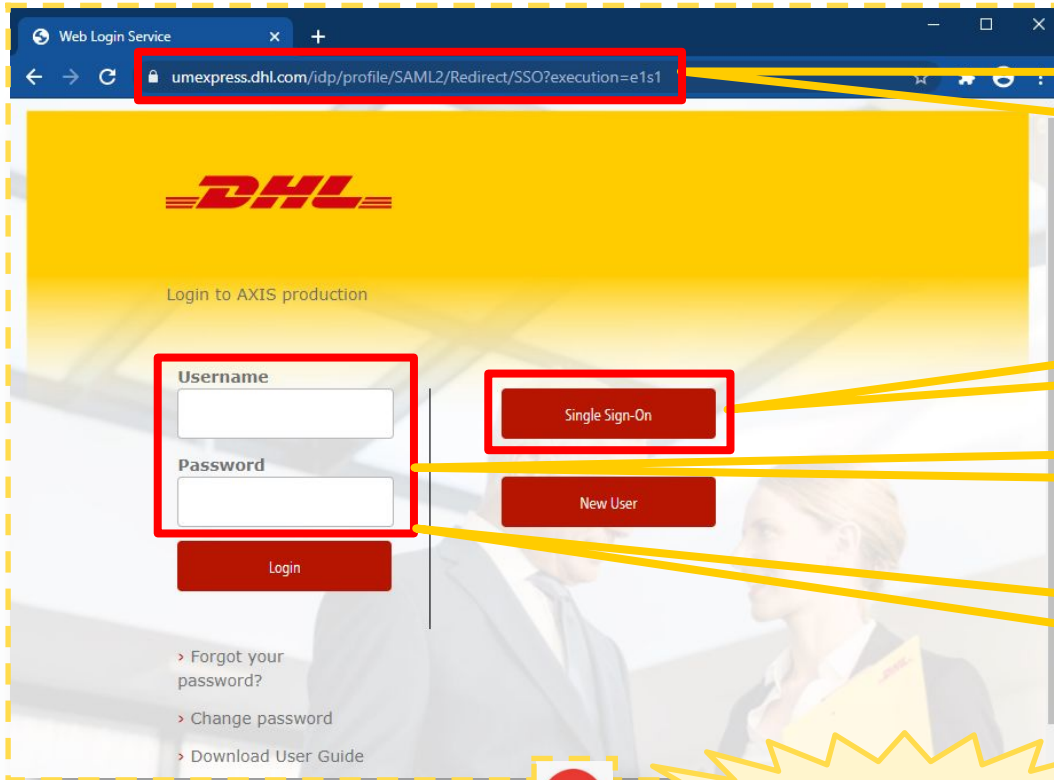
ECIS has improved operational efficiency in...

- Converging ECS and AXIS as a single service, now called ECIS
- AXIS and ECS are still two separate modules but bundle together in ECIS

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

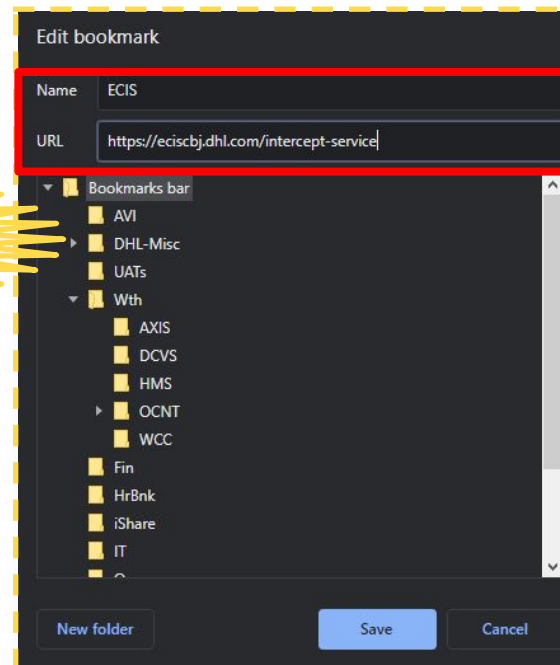
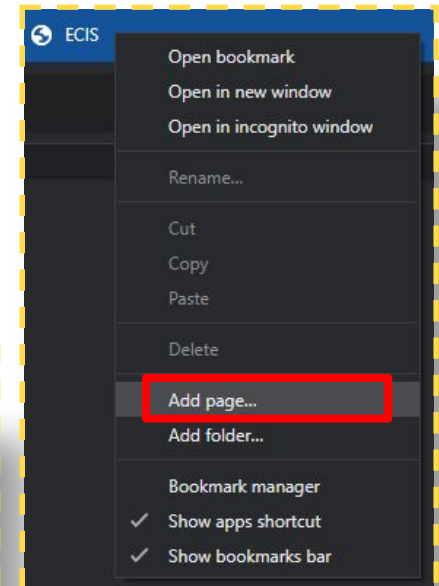


Chrome is the [Recommended] browser. Fire Fox can also be used

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

ECIS

SELECT ROLE
Country Admin

SELECT FACILITY
BAHBCO

ENTER

Logout

General Information – ECIS Header



Bars to view
Side Panel

Query & Release (QRY001)

PID/HWB/HUID

SEARCH

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

The screenshot shows the ECIS header menu with the following components and callouts:

- AXIS Autonomous Intercept Service**
 - Handling Instruction
 - Query & Release
 - Query By Facility
 - Query By Inbound Movement

AXIS functions
- ECS Event Capture Service**
 - Event
 - Event Batch Upload
 - Event Report

ECS functions
Note: Batch upload not available in scanner
- AXIS 1.4.0 | ECS 2.0.0**

Versions of AXIS and ECS
- Configuration** (gear icon)
 - Country Configuration
 - ECS Event Capture Service
 - Route Courier Cycle

List of configuration for AXIS and ECS
- AKASHIF COUNTRY ADMIN** (user icon)
 - LOGOUT
 - SELECT ROLE: Country Admin
 - SELECT FACILITY: BAHBCO
 - SAVE YOUR PROFILE

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.

The screenshot displays the DHL ECOS user interface. At the top, the navigation bar includes the DHL logo, the text 'ECOS', a clock showing '28 DEC 2020 13:45:30', a location pin for 'BAHBCU', a gear icon for 'Configuration', and a user profile dropdown for 'AKASHIF COUNTRY ADMIN'. Below the navigation bar, there are tabs for 'EVENT', 'HANDLING INSTRUCTION', and 'QUERY & RELEASE'. The main content area shows a 'Query & Release (QRY001)' section with a text input field labeled 'PID/HWB/HUID'. A callout box titled 'Switch Role and Facility' points to the user profile dropdown in the top right. Another callout box titled 'Click save' points to the 'SAVE YOUR PROFILE' button at the bottom of the dropdown menu. The dropdown menu itself shows a 'LOGOUT' button, a 'SELECT ROLE' dropdown currently set to 'Country Admin', and a 'SELECT FACILITY' dropdown currently set to 'BAHBCU'.

Click to logout from ECIS

Click to access edit user profile

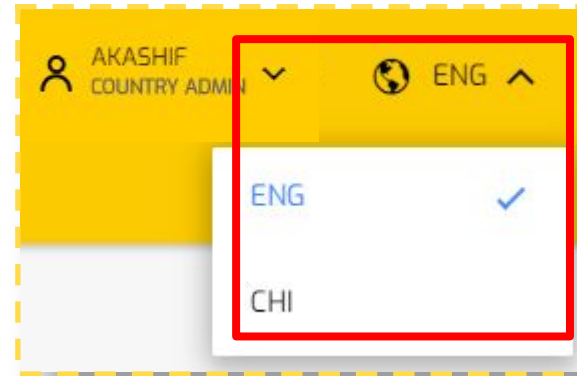
Switch Role and Facility

Click save

SAVE YOUR PROFILE

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

The screenshot shows the ECOS Event Generation interface. The top navigation bar includes the ECOS logo, a clock showing 28 DEC 2020 15:14:41, a location pin for BAHBCO, a gear icon for Configuration, a user profile for AKASHIF COUNTRY ADMIN, and a language selector for ENG. Below the navigation bar, there are three main menu items: EVENT (highlighted with a red box), HANDLING INSTRUCTION, and QUERY & RELEASE.

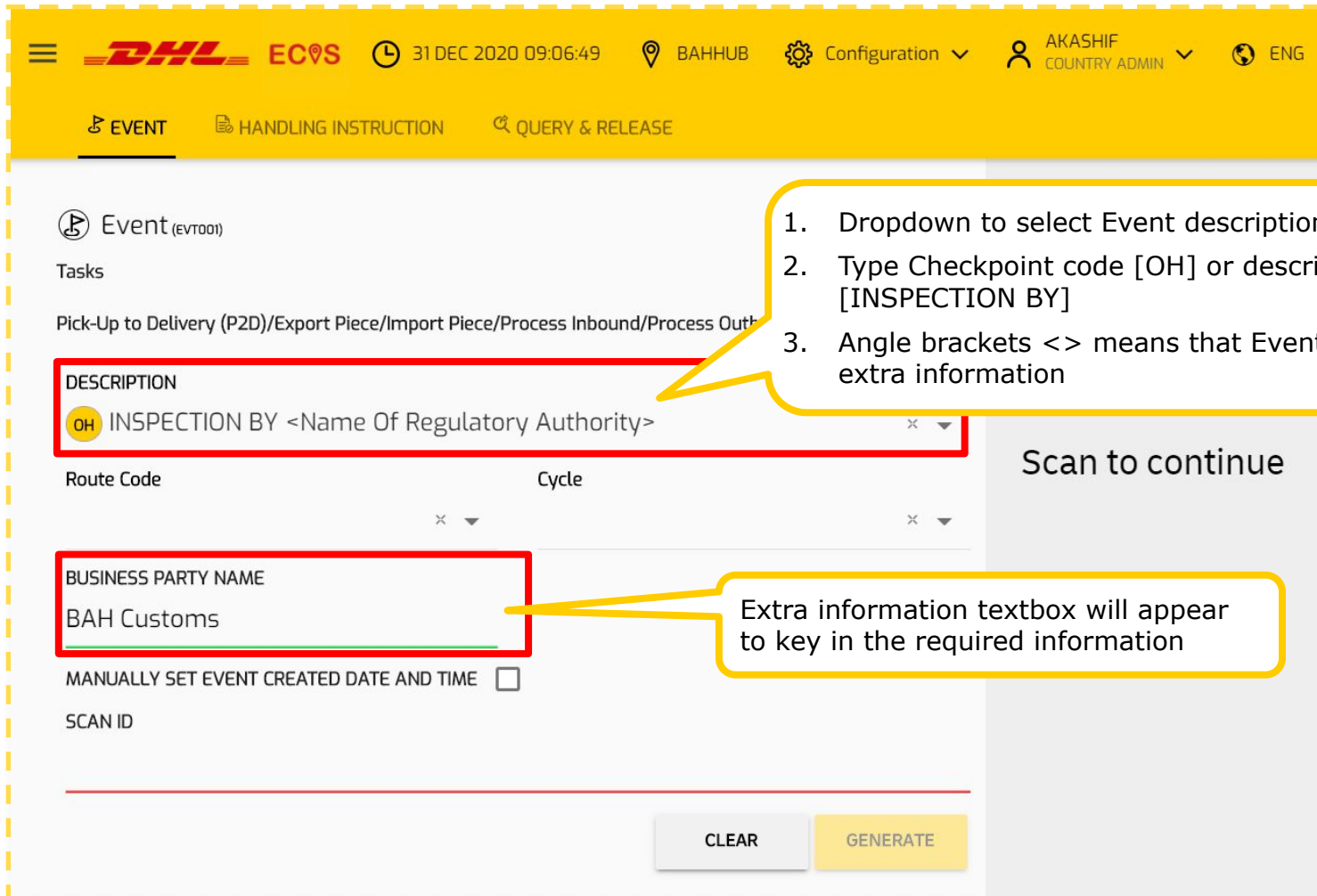
The main content area is divided into several sections:

- Tasks:** A dropdown menu with options: Pick-Up to Delivery (P2D)/Export Piece/Import Piece/Transfer Piece. A callout points to this dropdown with the text: "Read-only field, displayed after Event is selected".
- DESCRIPTION:** A dropdown menu with the selected option: UD BROKER TO CLEAR. A callout points to this dropdown with the text: "1. Dropdown to select Event description, or 2. Type Checkpoint code [UD] or description [Broker to Clear]".
- Route Code:** A dropdown menu with the selected option: BHD1.
- Cycle:** A dropdown menu with the selected option: D.
- MANUALLY SET EVENT CREATED DATE AND TIME:** A checkbox that is currently unchecked.
- SCAN ID and PIECE(S):** A table with two columns: SCAN ID and PIECE(S). The SCAN ID field contains the value 999999999999, and the PIECE(S) field contains the value 1. A callout points to this table with the text: "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".

At the bottom of the form, there are two buttons: CLEAR and GENERATE.

A Notification Panel is visible on the right side of the form, showing a message: "11 Jun 2020 09:49:26 Service operation execution finished successfully for 6424045110 <FDEXC/FD617>". A callout points to this panel with the text: "Notification panel will show status of successfully scanned event code and reason."

Events/Checkpoints Generation with Parameter Input



☰ **DHL** ECOS 31 DEC 2020 09:06:49 BAHHUB Configuration AKASHIF COUNTRY ADMIN ENG

EVENT HANDLING INSTRUCTION QUERY & RELEASE

Event (evr001)

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

Scan to continue

CLEAR GENERATE

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

Extra information textbox will appear to key in the required information

Event Generation – No Extra Information



Events/Checkpoints Generation without Parameter Input

Navigation: **EVENT** | HANDLING INSTRUCTION | QUERY & RELEASE

Header: **DHL ECOS** | 31 DEC 2020 09:06:49 | BAHHUB | Configuration | AKASHIF COUNTRY ADMIN | ENG

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**

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

Extra information textbox will not appear

□ HI is detected during Events/Checkpoints generation

The screenshot shows the DHL ECIS interface. At the top, there is a navigation bar with the DHL logo, 'ECIS', a clock showing '31 DEC 2020 09:06:49', a location pin for 'BAHHUB', a gear icon for 'Configuration', a user profile for 'AKASHIF COUNTRY ADMIN', and a globe for 'ENG'. Below the navigation bar, there is a search bar with the text 'QUERY & RELEASE'. A yellow starburst callout points to the error message, stating: 'By default: No detection until country asks ECIS support to configure for SVA-FAC!'. The error message itself is a white box with a red border, containing the text: 'ERROR Active handling instruction found for 6424045110 at facility BAHHUB'. Below the error message, there is a table with columns for 'DESCRIPTION', 'Route Code', and 'MANUALLY SET EVENT CREATED'. The first row in the table has the value 'ARRIVED TOO LATE' in the 'DESCRIPTION' column. At the bottom of the interface, there are two buttons: 'CLEAR' and 'GENERATE'.

By default: No detection until country asks ECIS support to configure for SVA-FAC!

ERROR

Active handling instruction found for 6424045110 at facility BAHHUB

DESCRIPTION
OH ARRIVED TOO LATE

Route Code

MANUALLY SET EVENT CREATED

SCAN ID

CLEAR GENERATE

1. In order to detect HI for Event/Checkpoint, ECIS support is required to configure it per location at ECIS backend.
2. Particular HI detection can be configured on SVA, FAC, Event Type and Reason code combination.

Note: Country need to raise ticket to get it enabled.

Alert when scanning ID twice for an Event/Checkpoint

The screenshot shows the DHL ECOS interface. At the top, there is a navigation bar with the DHL logo, ECOS, a clock showing 31 DEC 2020 09:06:49, a location pin for BAHHUB, a gear icon for Configuration, a user profile for AKASHIF COUNTRY ADMIN, and a globe icon for ENG. Below the navigation bar, there are three tabs: EVENT, HANDLING INSTRUCTION, and QUERY & RELEASE. The main content area is titled "Notification Panel" and contains a table with columns "Date / Time" and "Status". A row in the table shows "11 Jun 2020 15:50:49" and "successfully fo 5220325810 FDEXC/FD618>". The ID "5220325810" is highlighted with a red box. A yellow starburst callout points to the ID with the text "Default behavior as already exists in WCC. Not configurable." Below the table, a modal alert box is displayed with the text "5220325810 has been scanned" and an "OK" button.

1. The alert will pop-up when same ID is scanned twice under same Event/Checkpoint without leaving the screen.

2. Alert is not configurable (same behavior already exists in WCC).

Note: User can go to any other page and come back to Event Generation page to scan same Event for the same ID.

Default behavior as already exists in WCC. Not configurable.

5220325810 has been scanned

OK

Batch Upload

Batch Upload – How to...



The screenshot shows the ECIS interface for batch uploads. At the top, there's a navigation bar with 'HHUB', a gear icon, 'Co', and user information 'AKASHIF COUNTRY ADMIN' with a dropdown arrow and 'ENG' with a globe icon. The main content area has an 'Upload' button and a text prompt 'Upload the file for batch creation'. Below this is a table with columns 'Upload Date' and 'Status'. The table contains two rows: one with '2020-06-09 2:31 PM' and 'Failed' (marked with a red X), and another with '2020-06-05 3:16 PM' and 'Completed' (marked with a green checkmark). A '0 total' is shown at the bottom of the table. To the right, there's a 'Download' button and a 'Checkpoint Code' field with buttons for 'AF', 'OK', and 'AD'. Below that is a 'STEP 3' callout box and a 'DOWNLOAD' button.

STEP 1

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 2

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.

Batch Upload – Error Checking...



The screenshot shows an Excel spreadsheet with a CSV upload template. The error message is highlighted in a red box in cell M3:

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N |
|---|----------------------|--------------|-------------------|---------------|-------|------------|----------------------------------|------------------|------------|-------------------------|-------------------------|----------------------|-------|---|
| 1 | TyCd* | PcsIdShipId* | SrvaCd* | FcCd* | CycCd | RouteCd | DateTime* | LegalEntitNoPcs* | ReqNSchDlv | Dt | RCd* | | | |
| 2 | Checkpoint Type Code | SID/PID/HUID | Service Area Code | Facility Code | Cycle | Route Code | Checkpoint Created Date and Time | Legal Entity | Pieces | Scheduled Delivery Date | Expected Date of Return | Standard Remark Code | | |
| 3 | AD | 6424045110 | SIN | HUB | | | 2017-07-14T12:19:26 | DHL | 1 | 16-May-20 | 20-May-20 | AD011 | 40000 | |

Message is invalid for 6424045110
<AD/AD011>

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.