

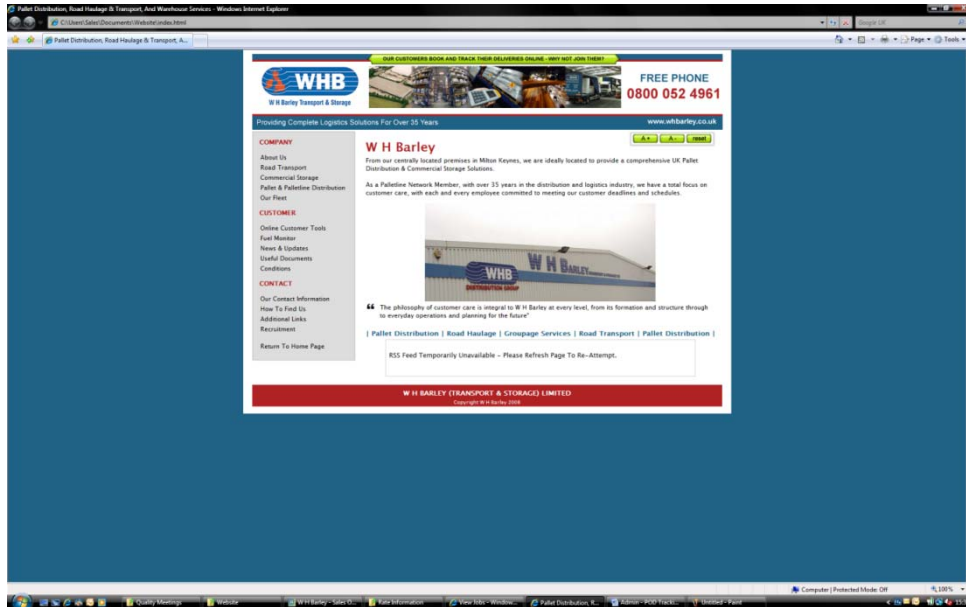
Client Support : Online Portal – Job Tracking & POD Retrieval



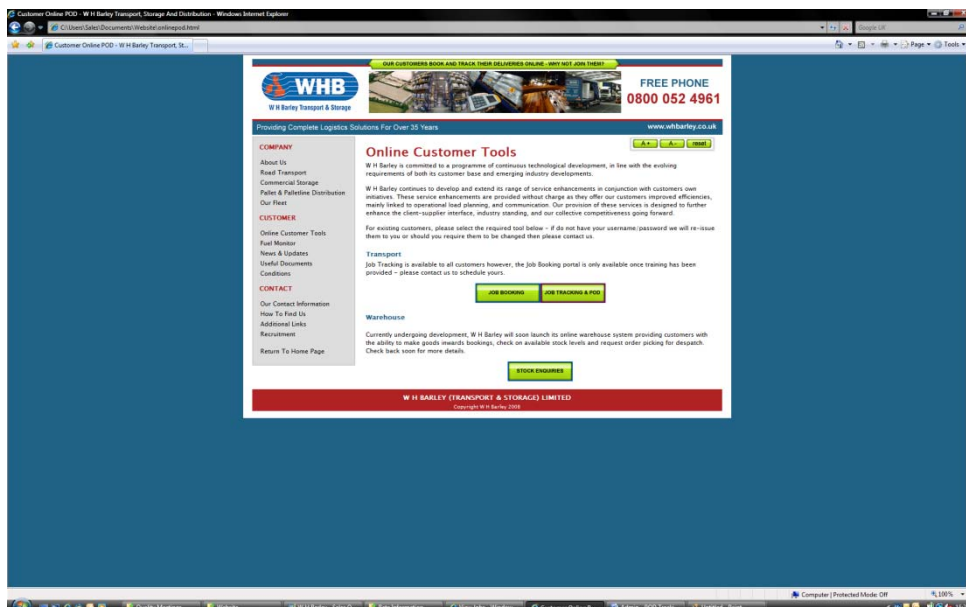
Technical Notes

Portal requires an up to date web browser - Internet Explorer 6.0 or higher, Mozilla Firefox 3.0 or higher, Opera 9.0 or higher, Google Chrome. It also requires Adobe Reader 7.0 or higher to facilitate the printing of pallet labels, manifest and other optional reports.

Instructions For Use

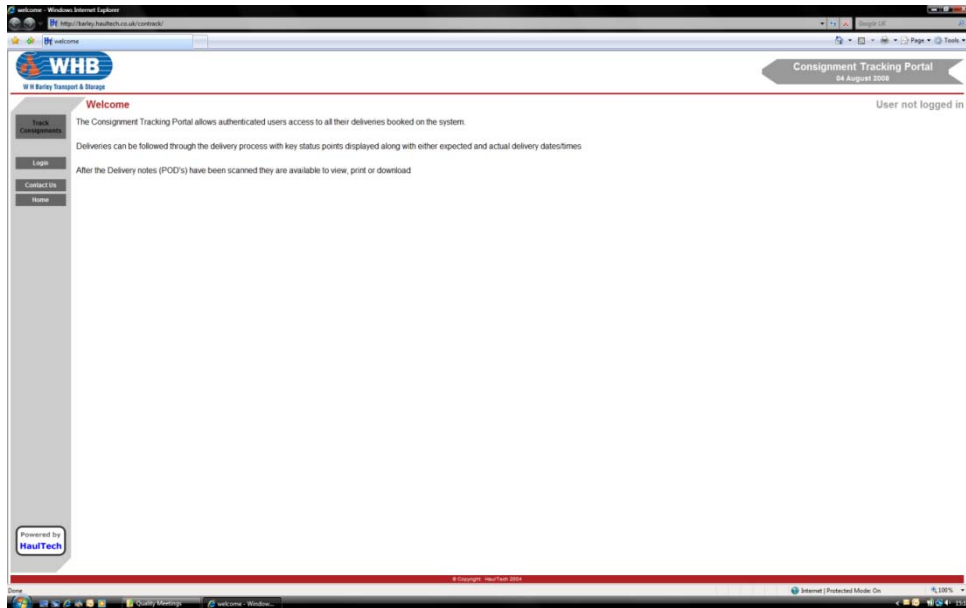


From the W H Barley website – www.whbarley.co.uk – you should select Online Customer Tools shown on the left menu. From here the Job Tracking & POD button should be pressed.

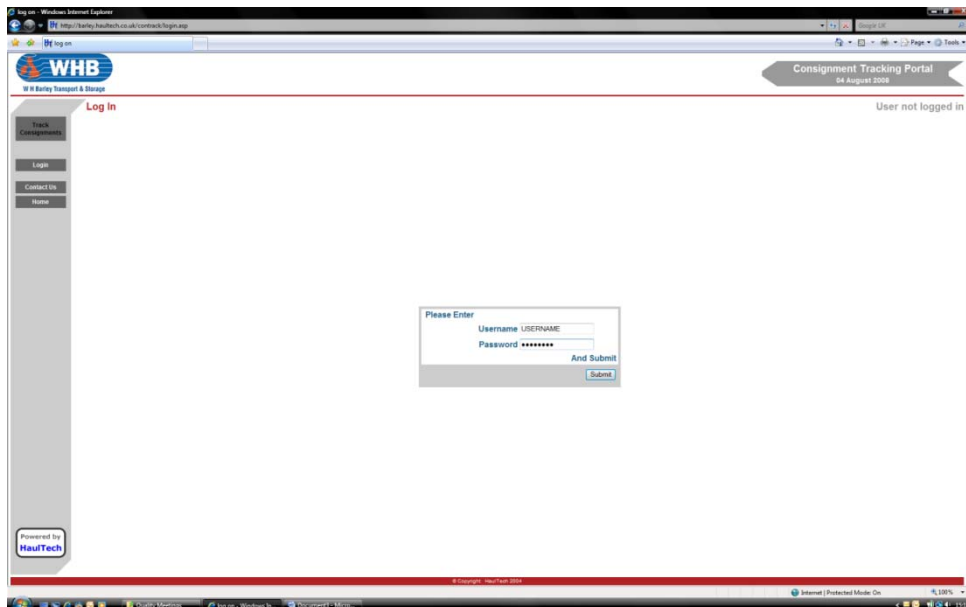


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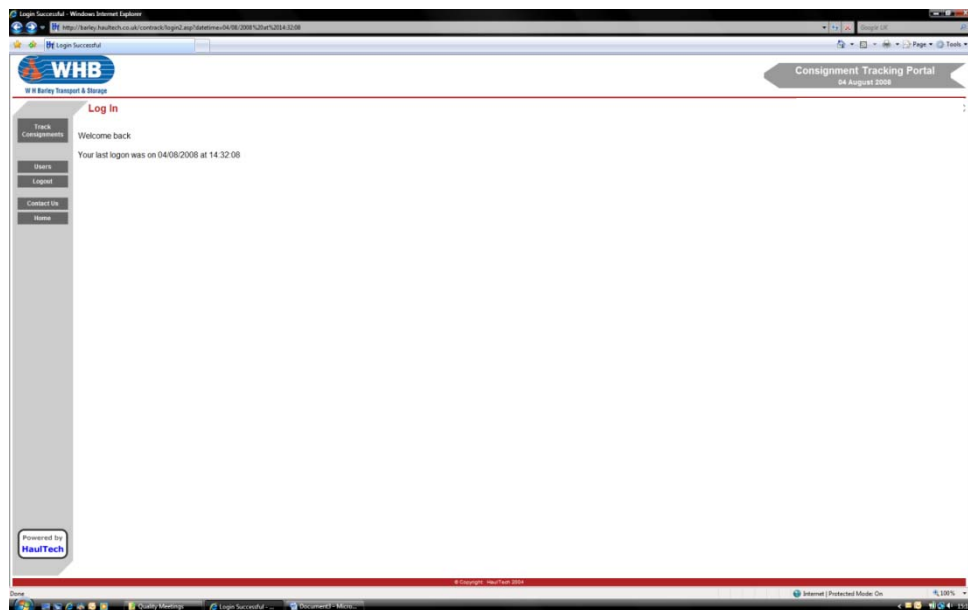
This leads to the presentation of the following screen;



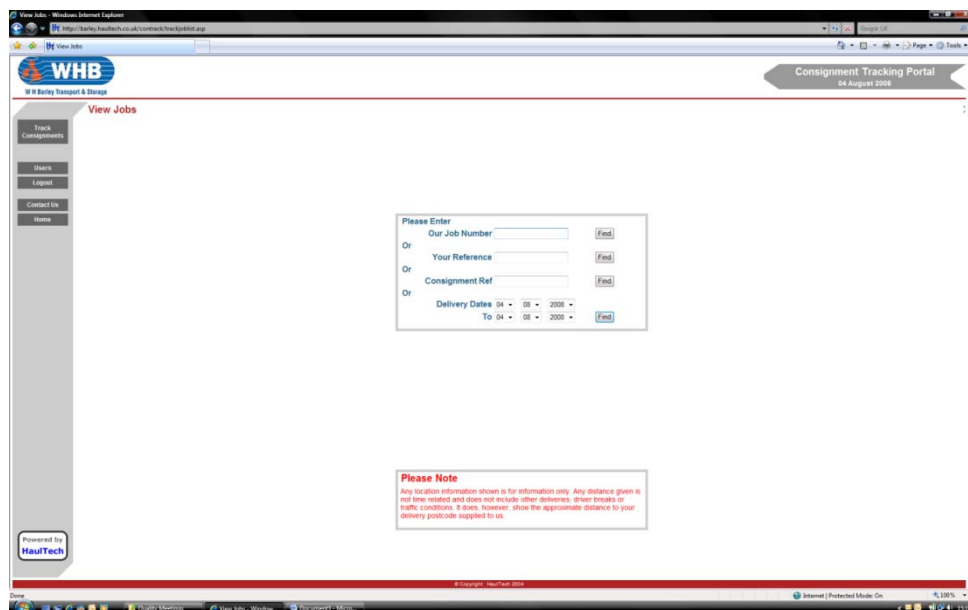
Click the Login button, enter your supplied Username & Password and press Submit.
Please note that user credentials are case-sensitive and must be in UPPERCASE.



Once logged in, the Track Consignments button on the left-hand side of the screen should be pressed.



There are several methods of tracking deliveries/PODs as shown below



- Our Job Number - Enter the W H Barley Job number provided when booking was made.
- Your Reference - The unique reference number you gave us when booking was made.
- Consignment Ref - Not currently used
- Delivery Dates - The range of delivery dates which all POD's should be shown.

Please note that whichever you select you must click the FIND button immediate to the right of it. Failure to do so will produce erroneous results.

