MAINCHAIN

Mainchain Advanced Search

Navigate to "Searches" Menu

Select Search Type

Select the Search type you would like to carry out from the list that appears under the [**searches**] menu. Examples are: Consignment Note, Logistics Order and House Bill.

Find

The search type you have selected will be visible in the Find section.
- For an 'Advanced Search' (default) enter a date range and other applicable fields
- For 'Specific Search' click (Use Specific Search) and enter the note number

Tip – For an individual reference search you can also enter your reference number in the quick track box (track and trace → Enter your tracking reference here... GO).

Individual

Use Advanced Search

Use Advanced Search enables the options: (WITH/WHEN and WHERE).
- Based upon the search type selected, different advanced search option will be displayed
- Enter the search filters you want to apply. *(All searches require a date range)*

Once you have your search criteria, select **Save Search** or **Search**

Tip – If you cannot see a search that you think you should have, contact your local rep to get it set up.

Saved search

If you have a search that you use often, then you can save the search criteria for quick access next time
- Enter your Advanced Search criteria
- Select Save Search
- Enter a name to remember your search by. Example – "Last week's logistics Orders"
- Select Save

Search

Once you have entered in your search criteria or selected a Saved Search, select Search to start your search.

Results

Search results are retuned in a Grid.
- The columns in the grid will vary based upon the kind of search that has been requested

Tip – To edit your search or start a new search change the Find/with/ when or where fields and select search.
Tip – To export you search results select the Excel or CSV icon at the top right of the search results grid

Details

To see the Details of a particular shipment select the line in the results grid
- A new tab will appear with the detailed results including
  o Status
  o Milestones
  o Proof of Delivery

For further information see pages 7 - 16 in the Mainchain User Manual