Mainchain Reports – International

Navigate to the "Reports"

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Select International Reports →

International reports are available to all Air and Ocean customers.

Tip – If you can't see the reporting area please contact your local rep to get the reports enabled

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Find →

Select the report you would like to run from the drop down box.

Select the format you would like the report to be in. Options include PDF, Excel or CSV. We recommend Excel or CSV.

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With →

This allows you to select the desired account code and mode of transport: Air/Sea/Domestic. Only 1 Customer Code per report is possible.

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When →

A date range is required for the report. Activities within the date range will be returned in the report.

Tip - The drop down can be used for popular date ranges.

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Where →

Depending on the report, you may be able to select specific destinations or regions. Start typing the name or code of the Origin/Destination and select the option you want from the drop down box.

Tip – When using Excel format it is then possible to filter results which may save time.

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View or Schedule Report →

You can view your report now or schedule a report to be run regularly.
To view now select View report.
To Schedule the report to be sent to you by email later or on a regular basis compete the schedule fields:

- Report By – Select the frequency for the report to be run
- Note: For weekly or monthly reporting you will need to specify which days the report is run on.
- Email To – Enter recipient(s) for the email in this field. More than one recipient can be added by using (;) between email addresses.
- First Run/Last Run – Creates a time frame for this reporting to happen inside.

Tech tip - Please turn off your pop up blocker and add Mainchain to your trusted sites. If the report doesn't display please hold down the CTRL key while the report is run.

For further information see pages 23-24 in the Mainchain User Manual