

Shipments

OVERVIEW

CHOOSING VIEWS

First of all, we'd like to point out that you decide **what** you see and **how** you see it on the **Shipments** page. You can select which view you'd like to use by clicking on the button shown below:

[image-1618925361185.png](#)

You can then choose between three views based on your needs:

1. Standard View

This is the recommended, standard view for users who would like to see only what's essential to keep efficient track of their shipments.

[image-1618925446007.png](#)

2. Advanced View

The advanced view is recommended for developers who need the request and response details of shipments.

[image-1618925481055.png](#)

3. Custom View

[image-1618925968482.png](#)

In the "Standard View" of the "**Shipments**" page, you can see what's going on with each of your shipments in terms of:

- The courier service it was shipped with,
- The date of the shipment,
- Who it was sent to,

◦ Reference ID,

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[image-1618920773507.png](#) [image-1618920796721.png](#) [image-1618920848704.png](#)

And the options to **Cancel** (Image not found or type unknown), **Download Label** (Image not found or type unknown) or **View Parcel Info** (Image not found or type unknown).

GETTING THE TRACKING CODE

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When you click on **View Parcel Info** (Image not found or type unknown), you can see the details of the parcel as well as the **tracking code**.

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SEARCH

You can search among your shipments based on DC_REQUEST_ID, REFERENCE and TRACKING_CODE by choosing one of our search parameters:

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And you can also specify the dates between which you'd like to search (or pick one of the Fast Date Picker options):

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If you do not know any of these details, you can narrow down the results on this page by filtering by:

Courier

[image-1618921714907.png](#)

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Friendly Service Name (the name of the service you sent the parcel with)

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Name (name of the customer the parcel was sent to)

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DOWNLOAD CSV

You can download a report of your shipments by picking a date range (or picking among the Fast Date Picker options) and clicking "Download CSV" like shown below:

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