

GLS Tracking

The GLS Tracking option is accessed via the VinNOW Maintenance menu as an option under 'GLS Tracking'. An internet connection is required to carry out this option.

The GLS Tracking screen allows the user to search for and view the status of a list of orders created in VinNOW and request the tracking information available.

Any of the fields in the Select Orders area are searchable, but typically searches are done on the Status of "Shipped". Click on "Find" to search using the default settings or change them to your preferences.

To retrieve the GLS tracking information for an order:

1. Click on the desired order to highlight it and put its Tracking Number in the Tracking Number field.
2. Click the 'Track Shipment' button which will retrieve the tracking information from GLS and display it.
3. Alternatively, if you know the tracking number you wish to track, you may type it in the Tracking Number field, and then click the 'Track Shipment' button.
4. You can also view the Order's Tracking Information by double clicking on its "Shipment ID" in the grid

Note: If no tracking information is available for the selected shipment, a message will be displayed.

Multiple Package Shipment tracking allows you to track by the "master" tracking number or by one of the associated sequential tracking numbers for "child" packages. Tracking by the master tracking number returns tracking data for all child tracking numbers associated with the master. Tracking by the child tracking number returns tracking on the specific package associated with that tracking number.