

The Commercial Traffic Co.

WORK INSTRUCTION NAME

Data Grabber 2021

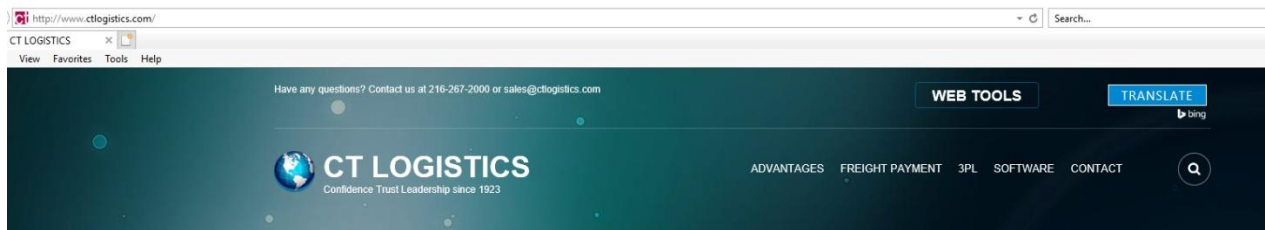
PURPOSE / SCOPE

To explain how to use Data Grabber 2021 on the website.

ACTIVITY

Go to www.ctlogistics.com

Click on Web Tools



Data Grabber 2021 is located in the "CLIENT REPORTING & ANALYTIC TOOLS" section.

WEBTOOLS

Rapid access to your account, business processes and reports.

[CONTACT US FOR SUPPORT](#)

CLIENT AUDIT & PAYMENT TOOLS

[Account Login](#)
[Bill Web-Resolution](#)
[Bill Payment Info](#)

CLIENT REPORTING & ANALYTICS

[Qlik Analytics](#)
[Data Grabber 2021](#)
[Rate Grabber 2021](#)
[Image Archive 2021](#)

CLIENT 3PL TOOLS

[FreitWeb LCR](#)
[L&D Claims \(OS&D\)](#)

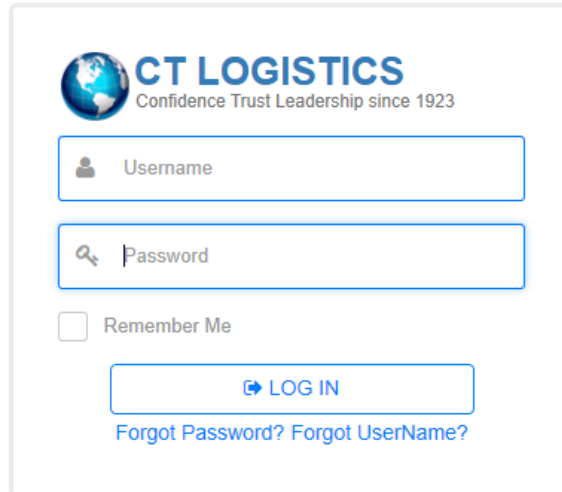
CARRIER AUDIT & PAYMENT TOOLS

[Bill Payment Info](#)
[Bill Web-Resolution](#)
[Freight Bill Entry](#)

Click on Data Grabber 2021

The Login screen will appear

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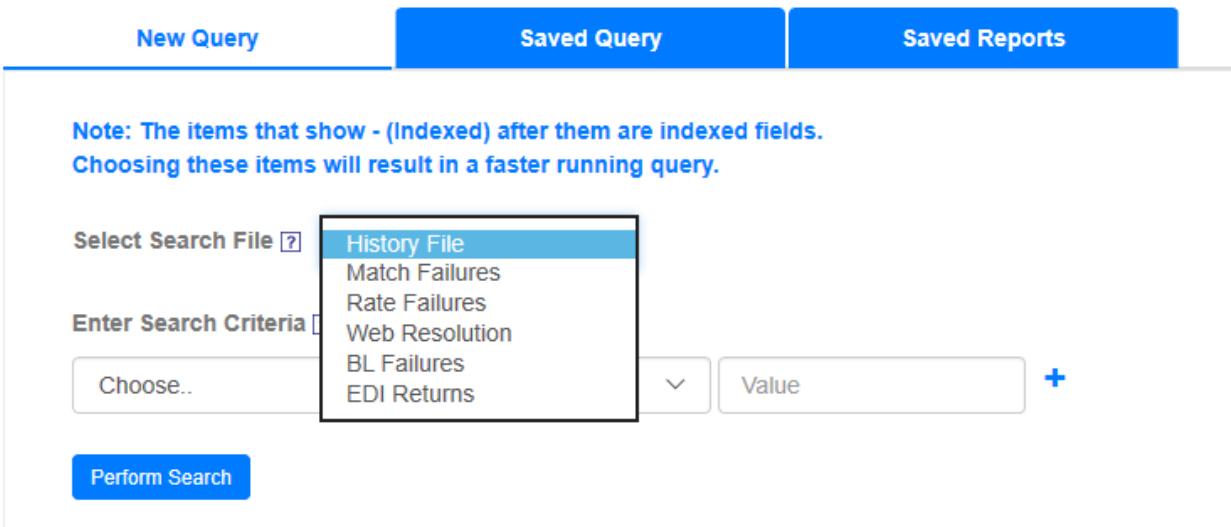
The login form for CT LOGISTICS features the company logo at the top left, which includes a globe icon and the text "CT LOGISTICS Confidence Trust Leadership since 1923". Below the logo are two input fields: "Username" with a person icon and "Password" with a magnifying glass icon. A "Remember Me" checkbox is located below the password field. At the bottom of the form is a blue "LOG IN" button with a right-pointing arrow, and two links: "Forgot Password?" and "Forgot UserName?".

Enter Username and password, click on login.

The data grabber screen will appear.

Choose the file you want to search. Options are:

- History File (FreitRater history)
- Match Failures (data issues)
- Rate Failures (rate issues)
- Web Resolution (bills that have ben sent to web resolution)
- BL Failures (bill of lading issues)
- EDI Returns (EDI invoices with errors or duplicates)



The search interface has three tabs: "New Query", "Saved Query", and "Saved Reports". A note states: "Note: The items that show - (Indexed) after them are indexed fields. Choosing these items will result in a faster running query." Below the note is a "Select Search File" dropdown menu with a help icon. The dropdown list is open, showing options: "History File", "Match Failures", "Rate Failures", "Web Resolution", "BL Failures", and "EDI Returns". Below the dropdown is an "Enter Search Criteria" section with a "Choose.." dropdown, a "Value" input field, and a "+" button. A blue "Perform Search" button is located at the bottom left of the search area.

Lookup Carrier Code

Enter the search Criteria to be used. Use the drop-down list to select the field to search on.

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In the Search For box, select on Operator from the drop-down list

In the box next to the Operator, enter the data for the field.

NOTE: You may select for multiple data in each field, as well as multiple fields.

Home About Us Freight Payment Software 3PL Online Services Contact Us

New Query **Saved Query** Saved Reports

Note: The items that show - (Indexed) after them are indexed fields.
Choosing these items will result in a faster running query.

Select Search File [?](#) History File

Enter Search Criteria [?](#)

PAYMENT.SYSTEM.DATE = 20200619

Perform Search

[Lookup Carrier Code](#)

Click the left mouse button on the **Perform Search** button to select the records. Do not hit [Enter]

System will inform you of the number of records that came back. Choose the output type (Data Type). Use the drop-down list to select the data type for the output.

Options are:

- CSV (comma delimited)
- Excel
- Exploded (allows level 2 and 3 data to be viewed)
- FWPC

Choose Data Type [?](#)

Choose Fields to Return [?](#)

Excel
CSV
Exploded
FWPC

The difference between Exploded Excel and the excel choice has to do with Level 2 and Level 3 fields. When Level 2 or Level 3 data is returned in a regular Excel document, the multiple values are returned on one line. For example:

SHIP DATE L3 ACCRUED WEIGHT
20020301 10992}8825}10204}2160}1353

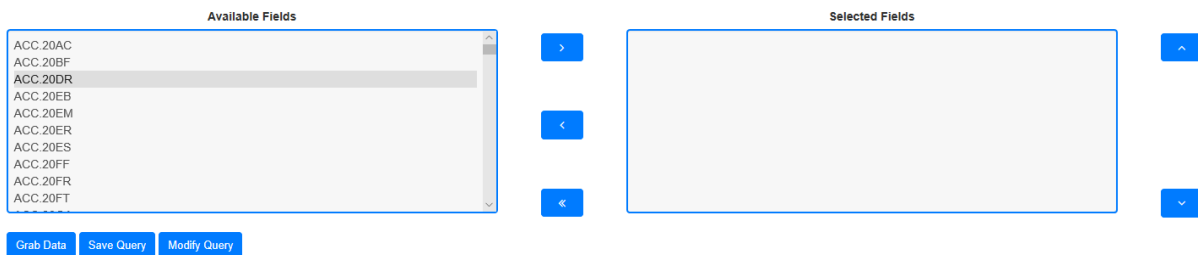
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If Exploded Excel is chosed, there is a separate line for each level 2 and level 3 field returend, so the above example would look like this;

SHIP DATE	L3 ACCRUED WEIGHT
20020301	10992
20020301	8825
20020301	10204
20020301	2160
20020301	1253

To choose fields to be returned, high light each field to appear in the report and click on the > button to move the name of the field in the selected fields box.

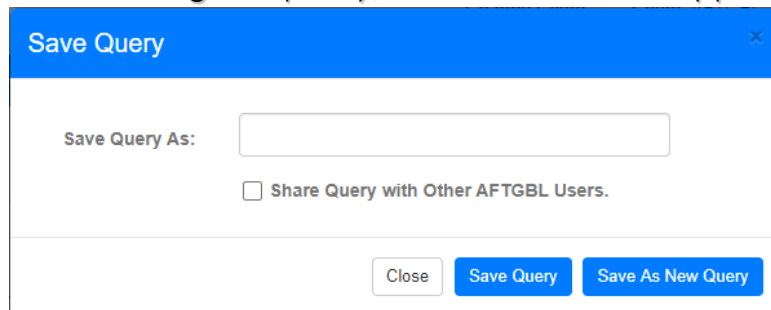
Choose Fields to Return [?](#)



Use the up and down arrors to move the fields into the order they should appear in the spreadsheet.

Once all fields have been choosen and in thedesired order, click on Grab Data.

- To save the query so it can be used again, click on Save Query BEFORE clicking on Grab Data. If saving the query, the box below with appear.



Enter a name that describes what the query is for. If the query is to be shared with others, click on the box next to "Share Query with Other..." and click on Save. If not sharing the query, click on Save Query.



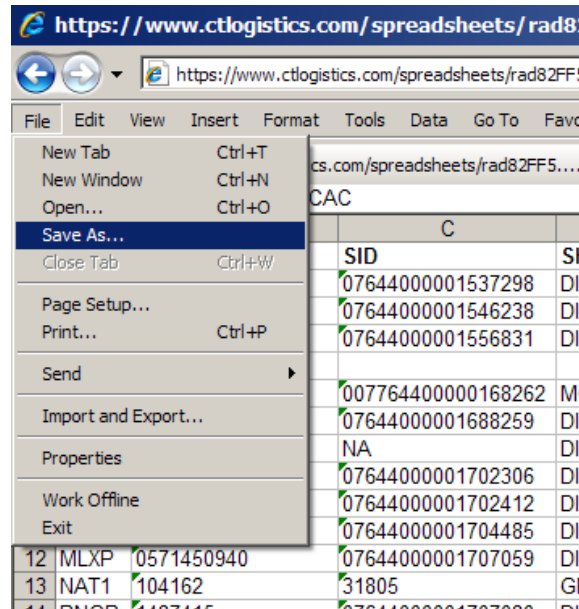
Click on Close Window.

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Once the report has been created, save the report to a local drive as an Excel spreadsheet so that the data can be manipulated.

1	SCAC	FB NUMBER	SID	SHIPPER NAME	SHIPPER CITY	SHIPPER STATE	SHIPPER ZIP	CONSIGNEE NAME	CONSIGNEE CITY
2	RDWY	242546569X	07644000001537298	DISTRIBUTION CENTER	LANCASTER	OH	43130	JOHNSON'S RESTAURANT SUPPLY	NEPTUNE
3	RBTW	1070201000	07644000001546238	DISTRIBUTION CENTER	LANCASTER	OH	43130	PAMPERED CHEF	ADDISON
4	RBTW	1070289194	07644000001556831	DISTRIBUTION CENTER	LANCASTER	OH	43130	VILLAGE CANDLE	TOPSHAM
5	CTCO	20080229							
6	RBTW	1080135600	007764400000168262	MONACA	MONACA	PA	15061	AIMET TECHNOLOGIES	ZEBULON
7	MIGO	84835	07644000001688259	DISTRIBUTION CENTER	LANCASTER	OH	43130	PUBLIX SUPERMARKETS INC	DACULA
8	MFSQ	88663A	NA	DISTRIBUTION CENTER	LANCASTER	OH	43130	DISTRIBUTION CENTER	LANCASTER
9	RBTW	1080262268	07644000001702306	DISTRIBUTION CENTER	LANCASTER	OH	43130	PAMPERED CHEF	ADDISON
10	RBTW	1080431972	07644000001702412	DISTRIBUTION CENTER	LANCASTER	OH	43130	OLD VIRGINIA CANDLE CO	FOREST
11	UPGF	792253022	07644000001704485	DISTRIBUTION CENTER	LANCASTER	OH	43130	WAL*MART DC 6011G-GENERAL	BROOKHAVEN
12	MLXP	0571450940	07644000001707059	DISTRIBUTION CENTER	LANCASTER	OH	43130	ZEPOLE RESTAURANT SUPPLY	BOLINGBROOK
13	NAT1	104162	31805	GRIMM INDUSTRIES	FAIRVIEW	PA	16415	PLANT 1	LANCASTER

Click on File
Save As

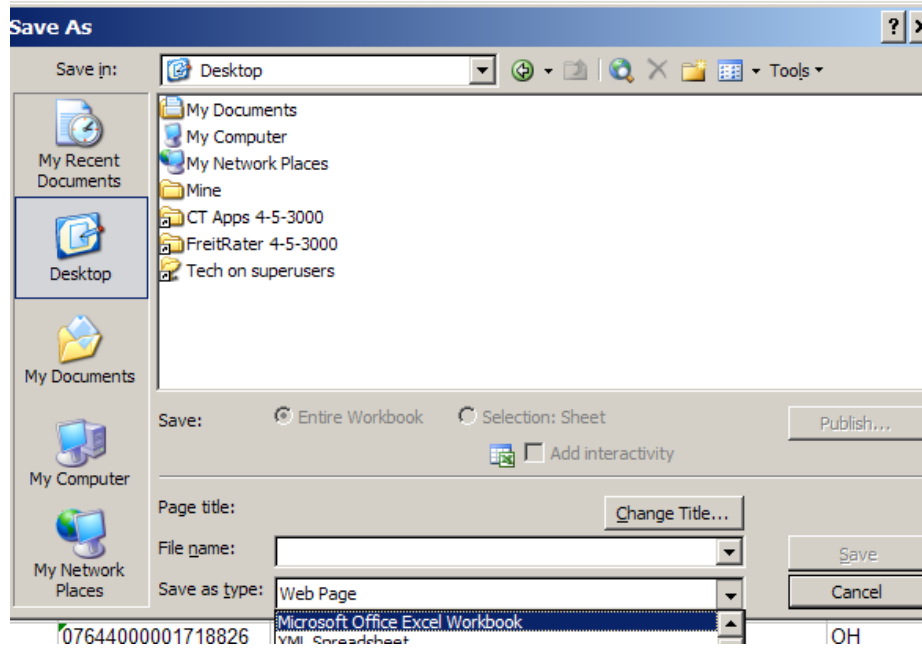


Choose the Local drive

In the File Name box, enter the name of the file

In the Save as Type box, click on the drop down arrow and choose
Microsoft Excel Workbook

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Responsibility of: Teams
Authored By: Christine Martin