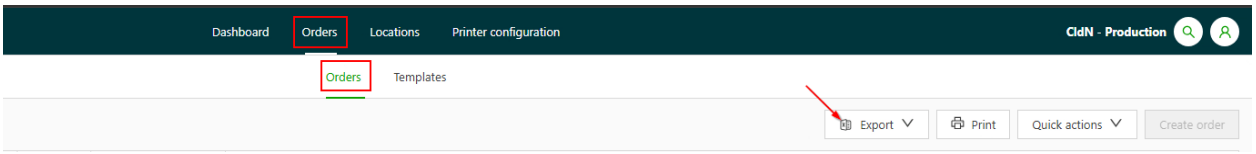
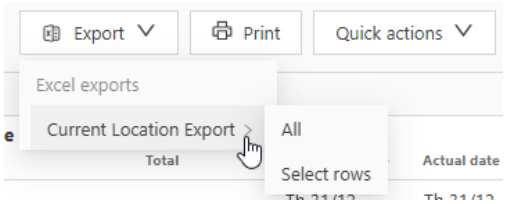
How to download the 'Current Location' from the customer portal

Manual

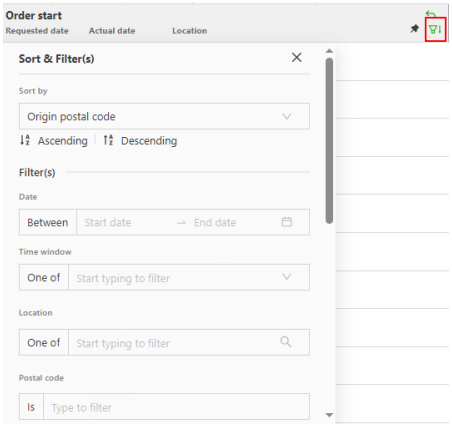
1. Open the customer portal and navigate to the 'Orders' tab.
2. Click the 'Export' button



3. Choose if you need to export all rows or select specific ones.



- *Tip: If you filter the orders beforehand based on what you need to export with the filters on the column you can select 'All' and don't need to click on each row*



Information on columns in the export:

- Current status (based on last completed status in order), might contain “not departed yet” if not started
- Last executed rail/ferry leg (if multiple rail/sail legs, it shows last completed leg)
- And next stop, if all stops completed, it will just mention “completed”