

## User Guide for AAT COSYS+ Cargo Portal – mRCL & EIR Batch Download

To improve the efficiency of using AAT COSYS+ Cargo Portal, a new feature is introduced in the ‘mRCL Summary’ and ‘Maintain mULD Assignment’ functions for assisting users to download mRCL and EIR by batch which saves time and resources through multiple record downloading. Below is the quick guide to provide guidance in using this function:

### 1) mRCL Summary Function – Batch Download

**3. Download Completed**

**1. Select Items**

**2. Click the ‘Batch-download-mRCL’ button to download**

Only mRCL with Status as **‘CONFIRMED’** can be downloaded

Select	Type	mRCL Number	RCL No	mRCL total pcs/Net Wt(kg)	RCL Pcs/Wgt	AWB Number	ULD Number	Agent Name	Carrier	Date and Time for Submission	Status	Product	Reason
<input checked="" type="checkbox"/>	Mix	300824-00273	300824-001004m	46/1680.0	1/1680.0	61815506481,61815506492	PMC10281SQ /A2	AE CARGO SERVICES LTD.	SQ	30AUG2024 18:13	Confirmed		
<input checked="" type="checkbox"/>	Mix	160824-00171	160824-000604m	81/2635.0	1/2635.0	82815506400,82815506422	PMC2874HX /H2	AE CARGO SERVICES LTD.	RH	16AUG2024 17:15	Confirmed		
<input checked="" type="checkbox"/>	Mix	160824-00165	160824-000598m	71/1443.0	1/1443.0	82815506400		AE CARGO SERVICES LTD.	RH	16AUG2024 10:42	Confirmed	RACSF	Boxed Truck
<input type="checkbox"/>	Prepack	160824-00173	160824-000606m	2/3250.0	2/4252.0			AE CARGO SERVICES LTD.	RH	16AUG2024 10:40	Confirmed	RACSF	EasyPack Cargo
<input type="checkbox"/>	Bulk	160824-00169	160824-000602m	14/900.0	14/140.0	82815506400		AE CARGO SERVICES LTD.	RH	16AUG2024 10:42	Confirmed	Screening Exemption	
<input type="checkbox"/>	Bulk	160824-00167	160824-000600m	12/650.0	12/150.0	82815506400		AE CARGO SERVICES LTD.	RH	16AUG2024 10:40	Confirmed	RACSF	Boxed Truck
<input type="checkbox"/>	Prepack	3006240633	30062400825m	1/1.0	1/1845.0	20306962620	PMC701035J /H3	AE CARGO SERVICES LTD.	SJ	30JUN2024 16:56	Confirmed	RACSF	Boxed Truck

### 2) Maintain mULD Assignment Function – Batch Download

**3. Download Completed**

**1. Select items**

**2. Click Batch-download-EIR button to download**

Only EIR with Status as **‘COLLECTED’** can be downloaded

Select	S.No	Carrier	ULD Type/Group/Qty	Accessory Type/Qty	Agent Name	EIR No/Parent EIR No	Schedule Date/Time	Reference Number	Flight Info	Creation Date	Remark	Status
<input checked="" type="checkbox"/>	1	RH	PMC/1		AE CARGO SERVICES LTD.	12092400050		12092400052		12SEP2024 10:41		COLLECTED
<input checked="" type="checkbox"/>	2	SQ	PMC/1		AE CARGO SERVICES LTD.	30082400039		30082400041		30AUG2024 17:46		COLLECTED
<input checked="" type="checkbox"/>	3	SJ	N1/1	Full Size PVC Sheet/5	AE CARGO SERVICES LTD.	31052400235		31052400264		31MAY2024 15:28		COLLECTED
<input checked="" type="checkbox"/>	4	SJ	N1/1	Full Size PVC Sheet/5	AE CARGO SERVICES LTD.	29062400218		29062400218		27JUN2024 03:38		COLLECTED
<input checked="" type="checkbox"/>	5	SQ	N6/1	Full Size PVC Sheet/3	AE CARGO SERVICES LTD.	28062400419		28062400419		25JUN2024 17:05		COLLECTED
<input checked="" type="checkbox"/>	6	SJ	N6/3	Full Size PVC Sheet/15	AE CARGO SERVICES LTD.	28062400247		28062400247		25JUN2024 16:15		COLLECTED
<input type="checkbox"/>	7	SJ	L3/2,N6/5	Full Size PVC Sheet/25,Half Size PVC Sheet/2	AE CARGO SERVICES LTD.	27062400251		27062400262		27JUN2024 17:05		COLLECTED
<input type="checkbox"/>	8	SJ	N6/2	Full Size PVC Sheet/10	AE CARGO SERVICES LTD.	27062400003		27062400005		27JUN2024 03:38	REPLACE #158	COLLECTED
<input type="checkbox"/>	9	SJ	L3/2	Half Size PVC Sheet/2	AE CARGO SERVICES LTD.	25062400312		25062400313		25JUN2024 17:05		COLLECTED
<input type="checkbox"/>	10	SQ	N6/1	Full Size PVC Sheet/3	AE CARGO SERVICES LTD.	25062400270		25062400272		25JUN2024 16:15	899/26	COLLECTED