

AAT COSYS+ Cargo Portal User Guide – User Management AAT COSYS+ 貨物管理系統用戶指南 – 用戶管理



<u>Content 目錄</u>

1.	Company Profile 公司資訊
	1. Updating company address (correspondence, billing, and administrative)
	更新公司地址(通信、帳單和行政)
	2. Enabling/disabling e-invoice
	3. Managing contact details (adding, editing, deleting) 管理聯絡詳細資料(新增、編輯、刪除)
	4. Notification settings & types
	通知設定和類別
	i. eCargo Shipment Arrival Notice (eCAN) Notification eCargo到貨通知書(eCAN)
	ii. mRCL Notification (Acceptance, Cancellation, Rejection) mRCL通知(接收、取消、拒絕)
	iii. EIR Notification 載具提取通知
	iv. Schedule Collection Notification 提貨預約通知
	v. House Manifest Notification 代理人空運倉單通知
	vi. Demurrage Notification 逾期通知
	vii. AWB Amendment Notification 空運提單修改通知
	viii. eAWB Notification 電子空運提單通知
	5. Notification management (adding, editing, deleting) 通知管理(新增、編輯、刪除)
	6. Managing trucker company details (adding, editing, deleting) 管理運輸公司資料(新增、編輯、刪除)
	7. Updating admin user details (login ID, mobile number, password notification) 更新管理員用戶資料(登錄ID、手機號碼、密碼通知)
	8. Reset functionality
	重設功能
2.	Sub User Profile 子用戶資料
	1. Viewing sub-user details and access rights 檢視子用戶資料和權限
	2. Creating new sub-user 建立子用戶
	3. Checking login ID availability 檢查登入帳號名稱是否已被其他用戶使用
	4. Assigning access rights to function groups and individual screens 功能組別和個別頁面用戶權限
	5. Selecting OTP notification method (email or SMS) 選擇OTP通知方式(電郵或短訊)
	6. Editing sub-user profile and access rights 編輯子用戶簡介和權限

- 7. Suspending/unsuspending sub-users 暫停/恢復子用戶
- 8. Deleting sub-users 删除子用户



1. Company Profile 公司資訊

a. Updating Company Address 更新公司地址

1. The function can be accessed from User Management -> Company Profile 此功能可從「User Management」 -> 「Company Profile」中進入

≡ *	은 TRAINING AGENT ADMIN
Equipment Request Value Added Services	•
e-Freight e-Pouch Shipper	Sub User Profile Company Profile
AWB Tracking mRCL Predeclaration AWB Management	*
AIMS Enquiry Airlines Hub	dministrative Details
Truck Control System	•

Existing address saved will be shown and can be updated.
 可經「公司資訊」頁面查閱或更新已保存的地址

Company Profile ★	A 6 ⁰				⊕ F2 E F8 ØF F9 € F10 Print Save Clear Cancel
COMPANY INFORMATION					
Company Code 12345720	Company Name AAT TRAINING		BR Number 99999991	IATA Agent Code	Customer Type Agent
Formally Known As	Login Id TRAININGADMIN	Haffa Member	AISRS Member	Airside Acceptance Select 👽	E-Invoice
ADDRESS and CONTACT DETAILS Correspondence Billing	Administrative Details				
Address					
City Heng Kong	Postal Code	e City Code Co HKG ≣ F	Country Code HONG KONG(SAR)	Stote I	

Billing Address and Administrative Details Address are optional fields.
 可選擇輸入帳單地址和行政地址



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4. Address will be copied from the Correspondence address if the 'Same as Correspondence' checkbox is checked

如勾選「與通訊地址相同」的選項,地址將自動複製自通訊地址欄位

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Same as Corresp Address	iondence								
City		Postal Code	City Code	Country Code HONG KONG(SAR)	~	State III			

- b. Enabling/disabling e-invoice 申請/取消 接收電子發票
 - 1. E-invoice checkbox can be selected or unselected to enable or disable e-invoice. 可勾選或取消勾選電子發票選框以申請或取消接收電子發票



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C. Managing contact details (adding, editing, deleting) 管理聯絡資料(新增、編輯、刪除)

2. New Contact can be added by clicking "Add Row" button. The contact Type can be chosen from the dropdown list.

按下「新增行」按鈕即可新增聯絡人。聯絡人類別可從下拉式清單中選

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3. Contact can be deleted by clicking "Delete" button.

按下「刪除」按鈕即可刪除聯絡人



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4. New Contact Details of existing Type can be added by clicking "add" button.

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按下「新增」按鈕即可新增現有類別的聯絡人的資料

5. New Contact Details of existing Type can be deleted by clicking "delete" button. 按下「刪除」按鈕即可刪除現有聯絡人的資料

Company Profile : * A 5 Correspondence Billing (2010)	alfabre Details					A F7 Pros	Era drin tro Save Coor Canol
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c. Notification settings & types 通知設定和類別

1. User can access notification details under the "Company Profile" section 用戶可以在「公司資訊」頁面存取通知選項資料

Company Profile • g		A henryho	0 28JUN2024 08:54	e MT	Search Function (F3)	Q favourt	q , tes Change Passward				
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2. Roll down to view the detail of "Notification Details" 向下捲動以檢視「通知資料」的詳情

OTIFICATION DETAILS			Add Row
Туре		Add/View Email Ids	Delete
EIR II	EIR Notification	☑ Add/View Email Ids	🗊 Delete
HMA II	House Manifest Notification	Add/View Email Ids	Delete
ECA II	ECargo Arrival Notification	Add/View Email Ids	🖻 Delete
sco 🖽	Scheduled Collection Notification	☑ Add/View Email Ids	1 Delete
HAN I	FHL Amendment Notification	Add/View Email Ids	1 Delete
DWT I	Demurrage Notification	Add/View Email Ids	Delete
EAW II	eAWB Notification	☑ Add/View Email Ids	Delete
MRC I	mRCL Notification (for alert upon cargo acceptance)	Add/View Email Ids	1 Delete



3. Notification Type 通知類別

(i) eCargo Shipment Arrival Notice (eCAN) Notification eCargo 到貨通告書(eCAN)

An eCAN Notification will be sent to the client when the cargo is ready for collection, example of the corresponding notification is shown below:

當貨物可供提取時,系統將會發出eCAN通知予客戶。以下是相關通知的示例:

CARGO SHIPMENT ARRIVAL NOTICE(E-CAN)					
UAT Ops 01 Cosys		S Reply	≪ Reply All	\rightarrow Forward	
To To				Wed 20/12/2023 1	1:40 am
Translate message to: English Never translate from: Chinese Traditional					
ATTASIA AUFFREIGHT					
Το(ΞΛ):					
	CARGO SHIPMENT ARRIVAL NOTICE [提貨通知書)*				
Air Waybill No (提單號碼): 79300292					
Flight No (航班編號): 887	Date of Arrival (抵港日期): 20DEC23				
Consignee (收貨人):	Shipper (寄貨人)				
Number of Packages (件數): 2	Total Weight (總重量): 751.0 KGs				
Description (貨物內容): MIX PRODUCE	Total Charges in HKD (港幣總收費): HK\$ 1274.700				
(Terminal Charge and Documentation Charge are included /费用已包括貨運站收费及文件處理書					
Cargo Clearance Status(貨物清關狀態): CUSTOMS CLEARANCE NOT COMPLETED					
(For reference only - it is subject to final decision by C&ED / 只供参考 - 以海關最终決定為準)					
Free storage period for this shipment will end at 23:59 hour on 20DEC23					
免費儲倉日期至 20DEC23 晚上十一時五十九分止。					
* The above shipment details are provided by the relevant airlines, actual shipment details will b	e subject to tally check. Please confirm using Shipment Tracking function in http://www.aat.com.hk or AAT mobile app - AAT Mobile Plus or in airlines website.				
Storage of Dangerous Goods is restricted to 24 hours in Air Cargo Terminal. No storage facility is a	vailable for Explosives. Dangerous Goods storage exceeding 24 hours would be relocated to an off-airport warehouse, and all related charges for relocation are	payable by the	consignee or th	e responsible p	arty.
 以上貨物資料詳情屬有關航空公司所提供,實際貨物資料以貨物拆卸後為準,閣下可以至 	体公司翻址				
閣下可以到本公司網址 <u>http://www.aat.com.hk</u> 或手機應用程式AAT Mobile Plus 內之貨物追訴 移及其附帶费用需由收貨人或有關責任人仕缴付。	功能或於有關航空公司線與內確認有關資料。空運貨攻儲存危險品的時限為24小時,並且沒有提供儲存炸藥類的設施。如危險品儲存超過24小時將被通	醫移至機場以外	之危險品倉庫	存放・所有危険	品遷



AAT COSYS+ Cargo Portal User Guide - User Management

This serves to inform you that the above shipment consigned to you has arrived. Please note, cargo will be allowed 48 hours free storage (Sunday and Public Holiday free) commencing at 00:00 hours on the day following the day of arrival. For each subsequent 24 hours or part thereof a charge will be levied at HK2.4 per kilo, the minimum charge being HK\$40.00 (Except Valuable Cargo) To avoid congestion and unnecessary delay, please arrive our Customer Services Counter before 23:00 hour on 18MAY24 to collect your shipment. (Customer Services Counter is located at 1/F.12 of Asia Airfreight Terminal)

AAT are only licensed to store dangerous goods except explosives and restricted articles for 24 hours. Please prepare the necessary documents and collect your shipment at your earliest convenience.

Note: Our service hour is 24 hours

上述寄予 台端/貴公司之貨物已運抵香港。 倉租:貨物空運到港後由翌日零晨零時零分起48小時內免費(星期日及公眾假期免倉租),以後每天每公斤收費HK\$2.4。而每批貨物最少收費HK\$40.00(貴貨除外)。為避免擠迫及不必要延 誤 請於 18MAY24 晚上十一時之前到達本公 司之顧客服務櫃檯辦理 提貨手續。 (顧客服務櫃檯位於亞洲空運中心二 號空運貨站一樓)

危險品不包括爆炸品及受管制貨品只能於本公司儲存不多於24小時,請盡早完備所需文件及到本公司提取有關貨物。

注意:本公司之服務時間為二十四小時。

Door-to-door delivery service for import cargo is available upon request. Please contact our hotline for local delivery service at 2949 7789 during office hour for further details (0900-1800 hrs, Mon-Fri; 0900-1300 hrs, Sat).

如需要本地送貨服務,請致電本公司(29497789)預約服務/查詢詳情。辦公時間:星期一至五早上9時至下午6時;星期六上午9時至下午1時。

Please be informed that with effect from 1 October 2018, cargo terminal handling charges will be adjusted. New charges shall apply for export/import cargo effective 1 October 2018 at 0000hrs based on the issue time of the Reception Check List (RCL) / Shipment Release Form (SRF). Please contact respective airline for details.

亞洲空運中心的空運站收費將由2018年10月1日00時00分起調整。以收貨單Reception Check List (RCL) / 提貨單Shipment Release Form (SRF)發出時間為準,於2018年9月30日23時59分之前發出將維持現行收費,由2018年10月1日 00時 00分或以後發出將收取調整後之費用。詳情請聯絡相關航空公司 查詢。

ASIA AIRFREIGHT TERMINAL CO LTD

10 Chun Ping Road, Hong Kong International Airport, Lantau Hong Kong Tel : 852-31876288 Fax : 852-22150060

亞洲空運中心有限公司

香港大嶼山香港國際機場駿坪路10號 電話: 852-31876288 傳真: 852-22150060

Please download brand new AAT mobile app - AAT Mobile Plus with new features and design. 請即下載全新設計 及加入新功能之最新 AAT手機應用程式 - AAT Mobile Plus.





(ii) mRCL Notification 電子收貨提單通知

1. <u>Acceptance Notification 收貨通知</u>

A Notification of Cargo Acceptance will be sent to the client when cargo is being accepted. In which, cargo details, such as acceptance date, AWB/ULD number, RCL number, piece, and weight, will also be listed on the notification.

當貨物被接收時, 系統將會發送一個收貨通知給客戶。通知中會列出貨物詳細資料, 例如收貨日期、空運提單/載具號碼、收貨單號碼、件數和重量

Acknowledgement of Cargo Acceptance(Issue RCL)												
UAT Ops 01	Cosys			← Reply	≪ Reply All	→ Forward						
To Mon 8/1/2024 4:03 pr												
출확 Translate message to: English Never translate from: Chinese Traditional												
Acknowledgement of Cargo Acceptance (Issue RCL)												
Dear 教 :												
Ref.: Acknowledgement of	Cargo Acceptance (내	(肖確認通知書)										
Please be kindly informed t	hat your cargo has b	een accepted. Detail i	nformation is as fo	ollows: -								
就費公司交來之貨物,本	公司已妥為收取。以	∑貨記錄如下:-										
AWB/ULD No.	RCL No.	Piece/Weight(kgs)	Acceptance Dat	te / Time								
(空運提單 / 載貝號碼)	(收貨單號碼)	(件數 / 重量)	(收貨日期/時	間)								
-50255774	080124-000107m	23/230	08Jan24 16:02									
Should you have any enq	uiry, please feel fr	ee to contact our Cu	istomer Services	Department	at 2949 7620 (24	hours) for						
assistance.												
如有任何查詢,歡迎致	電2949 7620 (24	小時)與本公司客戶	「服務部聯絡。									
Thank you for using our s	services.											
多謝 貴公司使用本公司	目服務。											
Please be reminded that	cut-off time of phy	sical AWB or FWB i	ncluding all nece	ssary shippin	g documents sho	uld be submitte	d at					
least 2 hours before sche failure of FWB submissio	rease to remine unactured inter our prasma area or reastinualing all necessary snipping documents studied at least 2 hours before scheduled departure time of booked flight. In addition, for all influes which implement 100% FWB submission, failure of FWB submission before cut-off time will result in a "FWB Creation Fee" according to the requirement of individual airline.											
請謹記有關提單/電子排 已推行使用全電子提單 提單創建費用」。	是單及所有必需文 ,如關下未能於葡	件,必須於已預定 å止時間或以前遽s	航班起飛時間兩 2電子提單等文(小時前遞送 件,本公司#	至本公司。另外 躬根據個別航空2	,當有關航空2 公司要求收取「	3词 電子					

2. Cancellation Notification 取消通知

A Notification of Cancellation of Cargo Acceptance (Void RCL) will be sent to client when cargo acceptance record has been cancelled by AAT. Client may find the cargo details, such as AWB or ULD number, void RCL number, Piece and Weight, Acceptance Date, and the void RCL Date or Time in the notification.

當AAT取消貨物收貨記錄時,系統將發出取消收貨(取消收據)通知給客戶。客戶可以在通知中找到貨物詳細資料,例如空運提單/載具號碼、取消收據編號、件數和重量、收貨日期,以及取消收據日期或時間



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Ronald Wor	NG.					C) Reply	(%) Reply All	-> Forward	11
To								Tue 14/5/2024	623 p
To: Subject: Cancellation of	Cargo Acceptance (Void RCL) - [DO NO	T REPLY]						
56 	8 8 8	0.5							
Dear訳: [TRAINING AG	JENT].								
Ref. Cancellation of Car	to Accentance Reo	ord (取消收管辖级	通知案)						
Please be informed that v	we have cancelled t	he acceptance recor	d of your cargo. Detailed i	information are as follo	www	本公司已取	消下列之收着备	2峰:-	
					1				
AWB/ULD No. (空速理單 / 載导弦碼)	RCL No. (收貨單號碼)	Piece/Weight(kgs) (件数/東扉)	Acceptance Date / Time (收賞日期 / 時間)	Void RCL Date/Time (昭和日期/約開)					
AWB/ULD No. (空運環單 / 截貫装碼) 42917685	RCL No. (牧訂單號碼) 140524-000085m	Piece/Weight(kgs) (件数 / 東單) 30/400	Acceptance Date / Time (牧眞日期 / 時間) 14 May 24 14:47	Void RCL Date/Time (昭內日期/時間) 14 May 24 15:02					
AWB/ULD No. (空運證單 / 截目號碼) 42917685	RCL No. (牧訂單號碼) 140524-000085m	Piece/Weight(kgs) (件数 / 東扇) 30/400	Acceptance Date / Time (牧政政日期 / 時間) 14 May 24 14:47	Void RCL Date/Time (眼功日3相/時間) 14 May 24 15:02					
AWB/ULD No. (空運運單/ 載詞強碼) 42917685	RCL No. (牧賞單號碼) 140524-000085m	Piece/Weight[kgs] (件数 / 重量) 30/400	Acceptance Date / Time (牧武日期 / 助間) 14 May 24 14:47	Void RCL Date/Time (取為日期/時間) 14 May 24 15:02					
AWR/ULD No. (公理证單/統同試碼) 42917685 Should you have any eng 以上公司法律目前希望	RCL No. (牧政軍法略) 140524-000085m 山口y, please feel for 台湾(1917, p) -	Piece/Weight(kgs) (件数/重量) 30/400 te to contact our Cu	Acceptance Date / Time (牧道日期 / 時間) 14 May 24 14:47 atomer Services Departme	Void RCL Date/Time (B20)E340/8540) 14 May 24 15:02 ent at 2949 7620 (24 bc	nurs) for assistance. 30	有任何查論	•數理於電2945	9 7620 (24小時)	bours
AWB/ULD No. (空運運軍/截回號碼) 42917685 Should you have any eng 以本公司古戶語的問題	RCL No. (牧政軍軍法略) 140524-000085m juiry, please feel for 法罪罪:():() () ()	Piece/Weight(kgs) (件数 / 重量) 30/400 ee to contact our Cu	Acceptance Date / Time (收益日期 / 柏間) 14 May 24 14:47 stomer Services Departme	Void RCL Date/Time (BCHE1HF/H5/R) 14 May 24 15:02 xnt at 2949 7620 (24 bc	Nurs) for assistance. M	有任何重調	• 數理物電2946	7620 (24小時)	bours
AWB/ULD No. (空運運軍/截回號碼) 42917685 Should you have any eng 以本公司古戶運行的問題	RCL No. (农政学校场) 140524-000085m gairy, please feel for 结理"注意 助 +	Piece/Weight(kgs) (件数 / 重量) 30/400 ee to contact our Cu	Acceptance Date / Time (922(218) / 84(8)) 14 May 24 14:47 stomer Services Departme	Void RCL Date/Time (RCHE1HF/H5/R1) 14 May 24 15:02 nt at 2949 7620 (24 bc	ours) for assistance. 30	有任何查詢	• 數3回於電2949	7620 (24小) 4時 1	bours
AWB/ULD No. (52夏建軍軍 / 後日社会話) 42917685 Should you have any enc 의 초소(可古戶) 羅行的問題 Thank you for using our	RCL No. (秋夏華慧紙) 140524-000085m pairy, please fiel fir 曲尊求語 助。 services. 多谢 貴公	Piece/Weight(kgs) (件数/ 重量) 30/400 re to contact our Cu 河使用本公司語書	Acceptance Date / Time (92(2)(198) / 84(8)) 14 May 24 14:47 stomer Services Departme 8 +	Void RCI. Date/Time (IE20)5E38(/45/RB) 14 May 24 15:02 ent at 2949 7620 (24 bc	vurs) for assistance. \$0	有任何查詢	· 1039171122949	7620 (24小子4等)	bours
AWR/ULD No. (空運程單/ 他目355 42917685 Should you have any en 유キ公司內部部部的情報	RCL No. (夜寶筆號碼) 140524-000085m 與iry, please feel fir 結釋求協助。 services. 參謝 費公	Piece/Weight(kgs) (件数/重量) 30/400 te to contact our Cu to contact our Cu	Acceptance Date / Time (%(2)(1997 / 6000) 14 May 24 14:47 stenser Services Departme 8) +	Void RCL Date/Time (BC/RE1HR/MS/BD) 14 May 24 15:52	vues) for assistance. St	有任何查询	• 數道的電2946	9 7620 (24小師)	bours
AWR/ULD No. (空運程單 / 和目35個) 42917685 ihould you have any en # 本公司書户單形的問題 Chank you for using our Cours sincerely. Asis Airfreight Terminal	RCL No. (代]其單語編, 140524-000085m pairy, please feel for 指罪:片區 約。 services. 多谢 费之 (Co. Ltd.	Piece/Weight(Rgs) (件整/ 建篇) 30/400 te to contact our Cu 可使用本公司課刊	Acceptance Date / Time (%(2)(2)(3)(3) / 65(3)) 14 May 24 14:47 stomer Services Departme 0 +	Void RCL Date/Time (IRC/hE180/85/RB) 14 May 24 15:02 est at 2949 7620 (24 he	vars) for assistance. St	有任何重调	• 數道的電2949	9 7620 (24/)45 I	bourn

3. <u>Rejection Notification 貨物拒收通知</u>

A Notification of Rejection of Cargo Acceptance (Reject RCL) will be sent to client when cargo has been rejected by AAT for certain reason. Client may find the reason of rejection, as well as the cargo details, such as AWB or ULD number, rejected RCL number, and rejected date and time in the notification.

當AAT因某些原因拒絕接收貨物時,系統將發出貨物拒收(拒收收據)通知。客戶可以在通知中找到拒絕接收的原因,以及貨物詳細資料,例如空運提單/載具號碼、被拒絕接收的收據編號,以及被拒絕接收的日期和時間

Rejection of Car	go Acceptanc	e email (Reject I	CL)						
UAT Ops 01	Cosys					5 Reply	(5) Reply All	-> Forward	
Te								Mon 29/1/2024	3:15 pm
Translate message to	English Never tra	inslate from: Chinese Trac	ional						
Dear 致:									
Ref. Rejection of Cargo Ac	ceptance Record (担)	2(資物確認通知書)							
We are sorry to inform you	a that your cargo(mR	CL No. 290124-000037m	was rejected <mark>due to Hidden C</mark>	G_Detailed informatio	on are as follows - 🗃	通知責公司,	本公司已拒收下	列之黛物~	
AWB/ULD No. (空蓮提單 / 載貝號碼)	RCL No. (收宜單號碼)	Reject Date/Time (拒收日期 / 時間)							
54338211	290124-000037m	29 Jan 24 15:14							
Should you have any en 如有任何查論,數证数	quiry, please feel fr 電 2949 7620 (247)	ee to contact our Serv (時 hours)與本公司建	e Control Center at 2949 7 申服防部取給毒率求協助。	7620 (24 hours) for a	ssistance.				
Thank you for using our	services. 多謝貴公	司使用本公司服務。							
Thank you for using our Yours sincerely,	services. 多谢貴公	可使用本公司服務。							
Thank you for using our Yours sincerely, Asia Airfreight Terminal	services. 多謝貴公 Co.Ltd	司使用本公司服務。							



(iii) EIR Notification 載具提取通知

An EIR Notification will be sent to the client when ULD is available for pick-up. Information such as EIR number, ULD type, quantity, and reference number will be stated in the notification. 當載具可供提取時,系統將發出載具提取通知。通知中會列出載具提取編號、航空載具組別

/類型、數量和參考編號等資訊

mUL	D pick-up no	otification		
UO	UAT Ops 01 To	Cosys		
Tran	nslate message to:	English Never translat	e from: Chir	nese Traditional
mULD p	ick-up notificati	ion		
Dear 致:				
Ref.: mU	LD pick-up notifi	cation(提取航空載具通	知書)	
The follo 下列載員	wing ULD(s) are .是代表 TURKISI	assigned to your comp H AIRLINES(TK)分配予	oany on be 貴公司,讀	half of TURKISH 青貴公司獲 同以 ^一
SN (序號) (EIR No. (載具提取編碼)	ULD Group/Type (航空載具組別/類形)	Quantity (數重)	Reference No. (參考編號)
1	08012400012	AMP	2	08012400012
2		ALP	2	
3		AKE	2	<u> </u>
5		PMC	2	
0			-	
Should y	ou have any end	juiry, please feel free to	contact o	ur Customer Ser
如有任何	·查詢,歡迎致電	29497620 (24 小時) 興:	本公司客戶	服務部聯絡。
Thank yo 冬謝 書//	ou for using our s 》司使用本公司服	ervices. 廃。		
Yours cir	acoroly			
Asia Airfi	reight Terminal (Co. Ltd.		
亞깨空運	甲心有限公司			

(iv) <u>Schedule Collection Notification</u> 提貨預約通知

A Schedule Collection Notification will be sent to the client when their application for the scheduled collection is being approved. Details such as AWB number, flight number, number of pieces and weight, and content information will be included in the notification. 當客戶的預約收貨申請獲批准時,系統將發出提貨預約通知予客戶。通知中包括空運提單編號、航班號、件數和重量,以及內容資訊等詳細資料

Cargo S	Scheduled Collection Ap UAT Ops 01 Cosys To	pproval Notice				€ ∑ Raphy ④ RaphyAll → Forward Wed 3/1/2024/763 pm
Cargo Sche	duled Collection Approval Not	lice				
Dear 数:						
R ef.: AAT	Cargo Scheduled Collection App	proval Notice(定期提貨預約通知)				
We are plea Details of th	aed to inform you that your applies the scheduled collection are as follows and a scheduled collection are as follows and a scheduled collection are as follows are as follows are applied as a scheduled collection are as follows are	ication for the scheduled collection with the following Ref lows: 译词我立下: - FLT No/Date	erence Number was approve	d. 貴公司有關下列參考編號的之貨等 Inv Pc/WT(kgs)	远定期提供预约中语已渐统的。 Content	Collection Date/Time
1	73652902	B77/03Jan24	NC	8/354.5	AIRCRAFT PARTS	null
*Part-shipm Please visit Should you	ent(分開設設置) out website (<u>http://www.mvaat.c</u> have any enquiry, please feel fre	um) and select "Enquire Schedule Collection" to view the e to contact us at: 2949 7620. 如身任何查論,可效覆294	details. 歡迎登覽本公司誘 197620 (24) 等 hours) 與本	質(http://www.myaat.com) · 福澤「E 公司書 J ^{aa}	nquire Schedule Collection」 查看有關詳情。	



(v) House Manifest Notification 代理人空運倉單通知

A House Manifest Notification will be sent to the client if house airway bills are being rejected. Details regarding the rejected bills will be stated.

如代理人空運倉單被拒收,系統將發出代理人空運倉單通知予客戶。通知中將列明被拒收倉

單的詳細資料

Rejected List of House Manifest						
UO UAT Ops 01 Cosys To						
Rejected House Airway Bill Total: 1						
Operation : Transmit House Manifest						
FHL Error Message : String Index Out of Range: 187						

(vi)_Demurrage Notification 逾期通知

A Demurrage Notification will be sent to the client if ULD has not been returned for a long period. Details such as ULD number, date of ULD release, number of days held, and EIR number could be access via the notification.

空運載具在一段長時間內未被交還,系統將發出逾期通知。客戶可於通知中查閱航空載具編號、航空載具發放日期、持有日數和載具提取編號等詳細資料

Notificati	on of non-retur	n empty ULD)					
UO UA To	T Ops 01 Cosys							
Dear Customer (TRAINING AGENT),							
Kindly be remine within 7 days fro	ded that the following U	nit Load Devices (U ever, according to c	LD) need to be ro	eturned to bllowing ULD(s)	I have not bee	LTD n returned.		
ULD Number	Date of ULD Release	No. of days held	EIR No.					
AKE123459D	2024-05-09	8	09052400009					
PMC10469DS	2024-05-09	8	09052400008					
According to o To avoid unnea	ur customer airlines re	egulations or IATA turn above ULD(s	TACT, the den) to us as soon	nurrage charg as possible.	e for the late	e return of ULD(s) applies.		
Should you hav	ve any queries, please	feel free to conta	ict AAT ULD see	tion at (852):	29497616 or	email to uco@aat.com.hk		
Thank you for '	Thank you for your kind attention.							
Yours sincerely	6							
Asia Airfreight	Terminal Co., Ltd.							
(On behalf of		LTD)						



AAT system alert - FWB of 23475686 is accepted
UO UAT Ops 01 Cosys
Dear Sir/Madam,
The FWB Message you submitted has been acknowledged receipt by the airline.
Accepted FWB Information:
Company Name & ID : IT TESTING COMPANY (#{})
AWBNumber : 23475686
SHC Code : SPX
FMA updated Date/Time : 08/01/2024 21:59
Best Regards,
Asia AirFreight Terminal Co. Ltd.

(vii)_AWB Amendment Notification 空運提單修改通知

An AWB Amendment Notification will be sent to the client if AAT conducted any amendment that pertaining the AWB data. Information regarding the MAWB number, HAWB number, flight number, and the updated time or date will be stated in the notification.

如果AAT對空運提單數據進行任何修改,系統將發出空運提單資料修改通知予客戶。通知中 會列明主運單號、分運單號、航班編號,以及修改的時間及日期

	on of Hous	e AWB data ai	mendment (副提	單資料修改通知書))	
UO UA	T Ops 01 Cosy	/5				
St Translate	nessage to: Engli	sh Never translate	rom: Chinese Traditional			
Dear Customer(ALPS LOGISTICS)					
致奋戶						
Notification of I	iouse AWB data	amendment (副提單	<u>袁科修改通知書</u>)			
Please be inform 以下副提單資#	ied that your HA 4已被修改,詳想	WB data (FHL) has be 目資料如下:	en amended, details are a	s follows:		
MAWB No. (主提單號碼)	HAWB No. (副提單號碼)	Flt No. / Date (航班編號及日期)	Updated Time/Date (修改時間及日期)			
83839492	4781234123	LX001/06JAN24	06JAN24 01:37			
Should you ha (852)2949761	ye any enquiry, 7 or via email ([實物管理系统	please feel free to pPU@aat.com.hk). (www.myaat.com)	entact our Customer S	ervices Supervisor at 任何查詢 , 歡迎		
請進人本公司 致電(852)294:	7617 或電影到	DPU@aat.com.hk	與客戶服務主任聯絡	•2		
請進入本公司 致電(852)294: Thank you for	07617 或電影到 using our servic	한 DPU@aat.com.hk xes.	與客戶服務主任聯絡	• :		
請進人本公司 致電(852)2949 Thank you for 多謝書公司使	17617 或電影到 using our servic 用本公司服務	ℓ DPU@aat.com.hk	與客戶服務主任聯絡	•		
請進人本公司 致電(852)294 Thank you for 多謝貴公司使 Yours sincerely	97617 或電影到 using our servic 用本公司服務 ,	ℓ DPU@aat.com.hk	與客戶服務主任聯絡			
請進入本公司 政電(852)2949 Thank you for 多謝貴公司使 Yours sincerely 謹敏	97617 或電影到 using our servid 用本公司服務 y,	ℓ DPU@aat.com.hk	與審戶服務主任聯絡	,		

(viii) eAWB Notification 電子空運提單通知

An eAWB Notification will be sent when the system has accepted the FWB Message submitted by the client. Company Name and ID, AWB number, as well as the SHC Code will be stated in the notification.

當系統接受到客戶提交的FWB訊息時,將發出電子空運提單通知。通知中會列明公司名稱

和ID、空運提單,及特殊處理代碼



d. Notification management (adding, editing, deleting)

通知管理(新增、編輯、刪除)

<u>Add Row Button新增</u>列

User may follow the steps below for easier access to different notification by using the "Add Row" button.

Note: Email address entered for notification purpose cannot be duplicated. Please click the Add Row button to add new type.

用戶可以按照以下步驟,使用"新增列"按鈕查閱不同通知。

注意:接收通知的電郵地址不能重複。請點擊"新增列"按鈕來新增新通知類別。

1. Click the "Add Row" button 點擊"新增列"按鈕

		Print Save	Clear Cancel
NOTIFICATION DETAILS			Add Row
Туре		Add/View Email Ids	Delete
ECA	≡ eCAN Notification (for cargo arrival notice)	C	🗎 Delete

 A new row will be inserted to the "Notification Details" 新增列將被新增到"通知詳情"中

		Add/View Email Ids	
		☑ Add/View Email Ids	🖻 Delete

3. Click the corresponding area as shown below.

點擊下圖標示





Choose the notification type by clicking the notification code on the list.
 點擊列表中的通知代碼來選擇通知類別

List of Values - Notifica	tion	a×
Notification Cod	Filter Q 🗶 Starts With 🗸	
Notification Code	Notification Description	
DBN	Truck Dock Booking	
DWT	Demurrage Notification	
EAW	eAWB Notification	
ECA	eCAN Notification (for cargo arrival notice)	
EIR	Equipment Issue Request (EIR) Notification (for empty release)	ULD
HAN	FHL Amendment Notification	
НМА	House Manifest Notification	
MRC	mRCL Notification (for alert upon cargo acceptance)	
G Go	To 1 of 1 Rows 10 🗸 1 - 8 of 8 🛇	

5. The selected notification type will be shown on the "Notification Details." 所選的通知類別將顯示在"通知詳情"中

	EMI	E Arrival Email Notification	Add/View Email Ids	m Delete
	MRC	mRCL Notification (for alert upon cargo acceptance)	☑ Add/View Email Ids	🖻 Delete
L				

Delete Button 刪除按鈕

Record can be deleted by clicking "Delete" button 可以通過點擊"刪除"按鈕刪除記錄

Company Profile 🔹 🛦 🧬				10.17 B2/8 d*70 Prot Stree Cour Cancel
COMPANY INFORMATION				
Company Code Company Nome 12543720 AAT TRAINING		BR Number Received	UKTA Agent Code	Customer Type Agent
Formaky Known Au Login M TRAININGADHIN	metta Mantaer	ASHS Hentler	Arode Acceptorce Defect w	Cervita Cent
ADDAESS and CONTRCT DETAILS				
Correspondence Billing Administrative Details				
Some as Correspondence				
ADDWS				
Oty HONG KONG	Postal Code City Code Country HHG III HONG	Cole NONG(SAP) V	5144 10	
CONTINCT DETAILS		Add Bow NOTIFICATION DETINGS		
Tare Details	Action	(winter Type		Add/Mew Ernel Ma
TELEPHONE V		BDelvie (delv	Truck Dock Booking	Of B Delete
12345678	•			Add/Wew Emol Ids
				Contraction of the contraction o
TELEFAX 👻		BDelvise		
1000	•			
Trucker Company				Activate Windows Go to Settings to activate Windows.



Add/View Email IDs 新增/查看電郵ID

User may revise the email list via the "Add/View Email Ids" column 用戶可以通過"新增/查看電郵ID"欄目修改電郵列表

 Click "Add/View Email Ids" 點擊"新增/查看電郵ID"

NOTIFICATION DETAILS			Add Row
Туре		Add/View Email Ids	Delete
EIR	EIR Notification	♂ Add/View Email Ids	🖻 Delete
DCA	= Departed Cargo Notification	Ø	面 Delete

Input email address in the corresponding area.
 在相應的欄位輸入電郵地址



Click "Ok" to proceed.
 點擊"確定"以繼續



 Existing email can be viewed or deleted and new email can be added. 檢視或刪除現有的電郵,或添加新電



Company Profile * 5						Hand Sever Concel
COMMANY REFORMATION Company Code 12345720 Formaly Known da	Company Name AAT TRAINING Logis ID TRAININGACHIN	Hatta Meridar	RE Humber 9999991 AGSE Humber	NTA Agent Code Airode Acceptonce Select w	Customer Type Agent 5-Involce	Finant
ADDRESS and CONTACT DETAILS Correspondence Bling Administrative Details	84					
Address AAT		LIST OF EMAL		×		
HONS KONG	Postal Code	н Алідаатсомінк ж		500%		
CONTACT DETAILS			Ok Concel			Add Row
Type	Detois				Add/View Emol Ide	Delete
TELEPHONE	12345678				(# Add/View Email Ids	1 Delete
N 40 CE 144 S						
RCAR tecnus	RCAR Humber	Ettective				
COMPANY ADMINISTRATOR						

5. All edited information will be saved when press "Save" button, and an "Operation Completed Successfully" message will pop up.

當按下"保存"按鈕時,所有編輯的信息將被保存,並彈出"操作成功完成"的訊息

≡ .	8 TRAINING AGENT ADMIN	2294AY20	0 124 13:47	MT	Search Function (F3)	۹	ी Favourites	Chang	e, » Password	le Logout	0 op	rotion Completed
Company Profile 🔺	r dP										SUCC	save Clear Concel
COMPANY INFORMATION												
Company Code 12345720		Company Name AAT TRAINING					BR Number 99999991		IATA Agent Code		Customer Type Agent	
Formally Known As		Login Id TRAININGADMIN		Haffa Member			AISRS Member		Airside Acceptonce Select		E-Invoice	Reset
ADDRESS and CONTACT DETAILS												
Correspondence Billing	Administrative Details											
Address												
City		Po	istal Code	City Code	Country Code				Stote			
HONG KONG				HKG I	HONG KONG	(SAR)	~		=			
CONTACT DETAILS						Add Row	NOTIFICATION DETAILS					Add Row
Type		Detoils			Action D	alate	Туре				Add/View Erroil Ids	Delete
TELEPHONE	*	12545678			+8	⊜Delete	DBN	Truck Dock Booking Notifico	tion		Add/View Email Ida	12 Delete
RCAR DETAILS												
RCAR stotus		RCAR Number	Effect	ive Date	End Do	ata						
COMPANY ADMINISTRATOR												

- e. Managing trucker company details (adding, editing, deleting) 管理運輸公司資料(新增、編輯、刪除)
 - Trucker Company can be modified by clicking 'Trucker Company' button 可以通過點擊"運輸公司"按鈕來修改運輸公司資訊

	E HR TR/) AINING	Ø 22JUN2024	16:39 AAT	Search Function (F3)	٩	습 Favourites	ع Change Password	C Logout	~AT	- 1
Company P	rofile	* dP				SARN	:=	eSRF Approval/Rejection Notifi	cation	Add/View Email Ids	
						RHN Notification	1=	Rejected List of HouseManifest		Add/View Email Ids	1 Delete
						DRN	1	Document Rejection Notificatio	n	Add/View Email Ids	Delete
RCAR DETAILS	atus	RCAR Num	ber	Effective Date	End Date						
RA		RA79797	14	FEB2024							
COMPANY ADMINIST Administrator Name	TRATOR			Designation TRAINING DEP	ARTMENT	Email 1	for Login ID, Passiv	word, & One-Time Password notificatio	n	OTP v	a Email
Mobile Number for Notification(Hong K	One-Time Po long No. Only	assword (OTP)		a SMS							
InviewCompanyProfile	e Took 1.077s							UAT V2.5.0	ASIA AIRFRE	IGHT TERMINAL	



Trucker company can be added by clicking 'Add' button.
 可以通過點擊"添加"按鈕來添加運輸公司

	8 RAINING	© 22.JUN2024 16:39	O AAT	Search Function (F3)	٩	☆ Favourites Chan	a, ige Password	C. Logout		AT	
Company Profile	* 🗗				EADN	III SRE Anno	ol/Rejection Notife	ation	Add A	Sove Class	€ F10 Cancel
	Trucker Comp	any List							*	lew Email Ids	
	Company Code	33091849							dd	iew Email Ids	Delete
	SERIAL NO	Trucker Comp	any	Import/	Export	Effective Date	End Date	Defoult	Del		P. Doloto
	1	0300002	2	Export	~	22FEB2024 00:00	31MAY2024 🗂		8	lew Email Ids	E Delete
	2	0300002	2	ULD Handling	~	01MAY2024 00:00	29AUG2035 💾				
	3	0300002	2	Import	~	01MAY2024 00:00	21NOV2034				
RCAR DETAILS	4		II	Select	~	0	—		-		
RA RA								Se	ive		
COMPANY ADMINISTRATOR											
Administrator Name Mobile Number for One-Time F										OTP VI	a Email
+852 V											
n viewCompanyProfile Took 1.077	5						v2.5.0	ASIA AIRFRE	GHT TER	MINAL	

3. The Administrator can enter Trucker Company, Import/Export, Effective Dates, End Date and tick the "Default" checkbox, then save by pressing "Save" button.

管理員可以輸入運輸公司、進/出口、生效日期、結束日期,並勾選"默認"選框,然後按下" 保存"按鈕進行保存

	8 RAINING	Ø 22.JUN2024 16:39	AAT	Search Function (F3)	Q	☆ Favourites Char	a _e nge Password	Degou	t.	AT	
Company Profile	* 69					ter eSBE Annun			Add/	Save Circ	Concel
	Trucker Comp	xany List							*	iew Email Ids	
	Company Code	33091849						(Add	iew Email Ids	1 Delete
	SERIAL NO	Trucker Comp	any	Impor	t/Export	Effective Date	End Date	Default	Del		10 Delete
	1	0300002	2	Export	*	22FEB2024 00:00	31MAY2024 🗂		B	lew Email Ids	a belete
	2	0300002	2	ULD Handling	~	01MAY2024 00:00	29AUG2035 🗂		8	_	
	3	0300002	2	Import	~	01MAY2024 00:00	21NOV2034 🗂		8		
RCAR DETAILS	4	12345703	:=	Export	~	22JUN2024 🗂	23JUN2024 🗂	~	B		
RCAR status RA								s	iave		
									_		
COMPANY ADMINISTRATOR											
Administrator Name										OTP vi	a Email
Notification(Hong Kong No. Or	1										
+852 🗸											
7. Trucker Company											



4. Trucker Company Record can be deleted by pressing "Delete" button. Changes will be saved after pressing 'Save' button.

按下"刪除"按鈕刪除運輸公司記錄。在按下"保存"按鈕後,變更將被保存

Trucker Company				SADD III ISBE					
	List						×	iew Email Ids	
Company 3. Code	3091849					(Add	iew Email Ids	1 Delete
SERIAL NO	Trucker Company	Impo	rt/Export	Effective Date	End Date	Default	Del		C D L L L L
1	03000022	Export	~	22FEB2024 00:00	31MAY2024 🗂		8	iew Email Ids	m Delete
2	03000022	ULD Handling	~	01MAY2024 00:00	29AUG2035 🛗		8		
3	03000022	Import	~	01MAY2024 00:00	21NOV2034 🗂		8		
4	12345703	Export		22JUN2024-00:00			····		
							Save	OTP V	ia Email
	Company 3: SERIAL NO 1 2 3 	Stepson 33091849 SERIAL NO Trucker Compony 1 03000022 2 03000022 3 03000022 4 12345703	Company Code 33091849 SERIAL NO Trucker Company Impo 1 03000022 Export 2 03000022 ULD Handling 3 05000022 Import 4 12345703 Export	Company Code 33091849 SERIAL NO Trucker Company Import/Export 1 03000022 Export • 2 03000022 ULD Handling • 3 03000022 Import • 4 12345703 Export •	Company Code 33091849 SERIAL NO Trucker Company Import/Export Effective Date 1 03000022 Export ✓ 22FEB2024 00.00 2 03000022 ULD Handling ✓ 01MAY2024 00.00 3 05000022 Import ✓ 01MAY2024 00.00 4 12345703 Export ✓ 22JUN2024 00.00	SERIAL NO Trucker Company Import/Export Effective Date End Date 1 03000022 Export 22FEB2024 00.00 31MAY2024 1 2 03000022 ULD Handling 01MAY2024 00.00 29AUG2035 1 3 05000022 Import 01MAY2024 00.00 21N0V2034 1 4 12345703 Export 22JUN2024 00.00 23JUN2024	Company Code 33091849 SERIAL NO Trucker Company Import/Export Effective Date End Date Default 1 03000022 Export 227EB2024 00:00 31MAY2024 1 I 2 03000022 ULD Handling 01MAY2024 00:00 29AUG2035 1 I 3 03000022 Import 01MAY2024 00:00 21NOV2034 1 I 4 12345703 Export 22JUN2024:00:00 23JUN2024 I	Company Code 33091849 Add SERIAL NO Trucker Company Import//Export Effective Date End Date Defoult Def 1 03000022 Export 22FEB2024 00:00 SIMAY2024 m Import/2000 Import/2000 Import/2000 Import/2000 Import/2000 Import/2000 Import/2000 Import/2000 Import Impor	Company Code 33091849 Add SERIAL NO Trucker Company Import/Export Effective Date End Date Default Def 1 03000022 Export 22FEB2024 00:00 31MAY2024 Import/Export Import/Export Import/Export Import/Export Import/Export Import Import

- f. Updating administrator user details (login ID, mobile number, password notification) 更新管理員用戶資料(登錄ID、手機號碼、密碼通知)
- The Administrator's Name, Designation, and Email Address (used for receiving Login ID, Password & One-Time Password Notification), Hong Kong Mobile Number (used for receiving One-Time Password (OTP) Notification, and checkbox to select receiving the OTP via Email or SMS, can be edited and saved.

管理員的姓名、職稱和電郵地址(用於接收登錄ID、密碼和一次性密碼通知)、香港手機號碼 (用於接收一次性密碼(OTP)通知)以及選擇通過電子郵件或短信接收OTP的選框都可以進行編 輯和保

Administrator Name	Designation	Email for Login ID, Password, & One-Time Password notification	OTP via Email
ADMIN	TRAINING DEPARTMENT	TRNING_DEPARTMENT@AAT.COM.HK	
Abile Number for One-Time Password (OTP) ↓otification(Hong Kong No. Only)	OTP via SMS		
+852 👽 98765432			



g. Reset functionality 重設功能

There is a "Reset" button to clear all information.
 "重設"按鈕可以清除所有已儲存信息

Company Profile						0 0 9	
(Dimoni McDanaho) Gargang Gala (Sel42) Ramah _a diman da	Company Norma And Thanshop Large H Thankin Larger H			Bi Suntier 9000000 ASBI Penter	interspectual media longerena faciant w	Gamme Type Agent Binness M	
Consequences Bring Americans Details							\sim
out Chy MOME KONE	Rest Cole	0404 (H) 0	NONG RONG(SAR)	*			
COVINCY DETAILS				NORPORT IN CONTRACT			
	Inne	l k	tana Datata	ч-		10,000,000,000	Canada Canad
mileos +	UNIX	10		Data and Transform Ressary Sectors	non.	Addy View Docal Ma	1 Cases
No. Status							
Kolinsta	Reflector	(Partie line	brites				

A Confirmation box will pop up before the reset is executed.
 在執行重設之前,系統會彈出一個確認框以確認相關操作

MAY2024-17:04	TAA	Confirmation	×	Change Passward	Lóg
		Are you sure, you want clear all the information and continue entering new information?	with		
		(x No)	Yes)	MTA Agent Code	
	Hatta Hemper			Arreide Acceptance	

3. After Reset, all information will be cleared. Press "Cancel" will take user back to the previous page and undo the reset operation.

重設後,所有	「信息將被清除	。按下"取消	"將撤消重置操作	·恢復頁面的原有資訊
--------	---------	--------	----------	------------

Company Profile \star 🗗					⊕ F7 № F8 Ø F9 € F10 Print Sove Clear Cancel
COMPANY INFORMATION Company Code 33071649 Formally Known As	Compony Nome TRAINING AGENT Login Id TRAININGAGENT	Haffa Member	BR Number 1154977 JRS Member	IATA Agent Code Arcside Acceptonce BULK/MDCFw	Customer Type Agent Consignee, Trucker Company E-Innoice Reset
ADDRESS and CONTACT DETAILS Correspondence Billing Administrative Details	alis				
Address Cty	Postal Code	City Code Country Code HING III HONG KONG(SAR)	~	State III	
CONTACT DETAILS		Add Row	NOTIFICATION DETAILS		Add Row
Type Details	Action	Delete	Type Add/View Email ids		Delete
RCAR DETAILS RCAR status RA RA79797	RCAR Number Effe 14FEB2024	ctive Dote End Date			
COMPANY ADMINISTRATOR Administrator Name Hobite functions for One-Time Forsiverd (0179) Notification/Hom (1852 v)	Designation Kang No. Chiy) 07P via 3HS		Ernell for Logen D., Peterword, & One-Time Pat	sword notification	019 va Enal



Sub User Profile 子用戶資料

 The function can be accessed from User Management -> Sub User Profile 此功能可以從「User Management」->「Sub User Profile」中進入

	පි TRAINING AGENT ADMIN
Equipment Request	•
Value Added Services	•
User Management	User Management
e-Freight e-Pouch	Sub User Profile
Shipper	Company Profile
AWB Tracking	•
mRCL Predeclaration	•
AWB Management	•
AIMS Enquiry	•
Airlines Hub	•
Truck Control System	•
Import	•

 Sub User Profile list screen is used to view the user details and access right 透過子用戶資料頁面,可查看用戶詳細資料和權限

Sub User Profi						AF7 BB #B	∉ F10
Sob Oser From					l	Print Save Clear	Cancel
Company Code 33091849	Company Name TRAINING AGENT						
	Login Id	User Name	Suspend Indicator	Suspend Reason	Password Created/Changed On	Edit	Delete
>	TRAINING2	ADMIN	v	Suspend	24FEB2024	Ø	8
>	TRAININGAGENT3	TRAININGAGENT3			08MAY2024	a	8
			O Go To 1 of 1 Rows 10 ✓	1 - 2 of 2 🔘			
+Create Sub User							



Press "Create Sub User" button will navigate user to Create Sub User screen.
 按下「建立子用戶」按鈕進入建立子用戶的頁面

Sub User Profi	e * 5					₽ 57 Print Save Clear C	€ F10 Concel
Company Code 33091849	Company Name TRAINING AGENT						
	Login Id	User Name	Suspend Indicator	Suspend Reason	Password Created/Changed On	Edit	Delete
>	TRAINING2	ADMIN	×	Suspend	24FEB2024	C2	8
>	TRAININGAGENT3	TRAININGAGENT3			08MAY2024	Cir .	8
			G Go To 1 of 1 Rows 10	✓ 1 - 2 of 2 ^O			
	-						
+ Create Sub User							

4. After the Administrator enters the Login ID, press "Check Availability" button to check whether the login ID is available or not. 'ID already exists' message will be shown if the ID name is already existing. A green tick will be shown next to the Login ID if the Login ID name is available.

管理員輸入登入ID後,按下「檢查是否可用」按鈕來檢查登入ID是否已被其他系統用戶使用。 如果ID名稱已經存在,將會顯示「ID已存在」的訊息。如果登入ID名稱可用,則會在登入ID旁 邊顯示一個綠色的劃勾

ser Information		Function Group	Read	Write
eferred Login (D Note	>	MRCL PREDECLARATION		
Preferred Login ID should be of minimum length 6 and maximum 20	>	USER MANAGEMENT		
Preferred Login ID should contain only English characters and numbers	>	TRUCK CONTROL SYSTEM		
pin Id Name	>	AWB MANAGEMENT		
EST123 Check Availability	>	VALUE ADDED SERVICES		
	>	IMPORT		
for Login ID, Password, & JFA notification	>	SHIPPER		
OTP vio Email	>	AWB TRACKING		
ble Number for One-Time Pasaward (OTP) Notification/Hong Kong No. Onlu)	>	EQUIPMENT REQUEST		
152 V	>	AIRLINES HUB		
	>	E-FREIGHT E-POUCH		
	>	AIMS ENQUIRY		

5. Name and Email Address are mandatory fields. Access rights to "Function Group" and individual screens can be set for each Sub User.

姓名和電郵地址是必填欄位。管理員可以為每個子用戶設定對「功能群組」和個別頁面的訪問 權限





Jser Information		Function Group	Read	write
referred Login ID Note:	>	MRCL PREDECLARATION	2	*
Preferred Login ID should be of minimum length 6 and maximum 20	>	USER MANAGEMENT	~	~
Preferred Login ID should contain only English characters and numbers	>	TRUCK CONTROL SYSTEM	~	~
Containing special characters is not allowed agin Id Nome	>	AWB MANAGEMENT		
TEST123 DEMO USER	>	VALUE ADDED SERVICES		
	>	IMPORT	~	~
mail for Login ID, Passward, & 2FA notification	*	SHIPPER	~	~
EST125@AAT.COM.HK		Functions	read	write
sbile Number for One-Time Password (OTP) Notification(Hong Kong No. Onlg)	Shippe	Shippers Instruction for Dispatch (SID)		~
4852 V OTP via SMS	~	AWB TRACKING	~	~
		Functions	read	write
		AWB Tracking	~	~
	>	EQUIPMENT REQUEST	~	~
	>	AIRLINES HUB	~	~
	>	E-FREIGHT E-POUCH	~	~
	>	AIMS ENQUIRY	~	×

6. Select "OTP via Email" or "OTP via SMS" before Saving.

保存之前,選擇「通過電郵收取一次性密碼」或「通過短信收取一次性密碼」

Create Sub User 🔹 🛦 🗗				Print Sove Clear Ca
Please select either OTP via Email or OTP via SMS checkbax				
Jser Information		Function Group	Read	Write
referred Login ID Note:	>	MRCL PREDECLARATION	~	~
Preferred Login ID should be of minimum length 6 and maximum 20	>	USER MANAGEMENT	~	
Preferred Login ID should contain only English characters and numbers	>	TRUCK CONTROL SYSTEM	~	~
uontaning special characters is not allowed	>	AWB MANAGEMENT		
rEST123 Check Availability DEMO USER	>	VALUE ADDED SERVICES		
	>	IMPORT	~	
noil for Login ID. Password, & 2FA notification	~	SHIPPER	~	¥
EST 23 GAALCOM HK		Functions	read	write
abile Number for One-Time Password (OTP) Notification(Hong Kong Na. Only)	Shippe	rs Instruction for Dispatch (SID)	×	
1852 🗸 98765543 OTP Vio SMS	~	AWB TRACKING	~	~
		Functions	read	write
		AWB Tracking	~	*
	>	EQUIPMENT REQUEST	~	~
	>	AIRLINES HUB	~	
	>	E-FREIGHT E-POUCH	~	~
	>	AIMS ENQUIRY	~	~

 Sub User Profile and assigned access right can be edited or viewed by clicking "edit" button 點擊「編輯」按鈕編輯或查看子用戶資料和權限

Suspend Reason Passward Created/Changed On <u>Edit</u> Delete
22JUN2024 🔐 👘
Suspend 24FEB2024 @ 😭
08MAY2024 @ 8
1 - 3 of 3 👁
51

8. Sub User Profile and assigned access right can be edited or viewed in Update Sub User screen. 在「更新子用戶」頁面中,可以編輯或查看子用戶資料和權限

pdate Sub User \star 🗗				⊖ 17 Print Sove Ceor €
User Information		Function Group	Read	Write
login Id Nome	>	Airlines Hub	~	~
TEST123 DEMO USER	>	AWB Tracking	~	
mail for Login ID, Password, & 2FA notification	>	Shipper	~	~
restrizt@AAT.COM.HK	>	AIMS Enquiny	v	~
able Number for One-Time Password (OTP) Notification(Hong Kang No. Only)	>	AWB MANAGEMENT		
1012 V 70/00043	>	Truck Control System	~	~
SUSPEND	>	Equipment Request	~	~
Jote From Date To	>	Import		~
	>	VALUE ADDED SERVICES		
eaton to Supend	>	mRCL Predeclaration	~	~
and the second se	>	User Management	v	~
	>	e-Freight e-Pouch	~	2



9. The Administrator can suspend Sub User by selecting "Suspend" checkbox and enter the date range and reason to suspend and then press "Save".

管理員可勾選「暫停」選框並輸入暫停的日期間距和原因來暫停子用戶,然後按「保存」

User Information			Function Group	Read	Write
Login Id	Name	>	Airlines Hub		~
TEST125	DEMO USER	>	AWB Tracking		
mail for Login ID, Password, & 2FA notification		>	Shipper	v	2
rest123@AAT.COM.HK	OTP via Email	>	AIMS Enquiry	~	~
labile Number for One-Time Password (OTP) Notification(Hong Kong N	lo. Only)	>	AWB MANAGEMENT		
4827 - 38/62242		>	Truck Control System		~
SUSPEND		>	Equipment Request	~	~
ate From	Dote To.	>	Import	~	~
2JUN2024	23JUN2024	>	VALUE ADDED SERVICES		
edson to suspend	~	>	mRCL Predeclaration		~
		>	User Management	~	~
		>	e-Freight e-Pouch	~	,

10. The status of Suspend indicator and suspend reason will be shown.

子用戶資料頁面將顯示暫停的狀態標示和暫停原因

Sub User Profi	ile ★♂						₽ F7 Print Save	₫ F9 Cleor C	F10 Jancel
Company Code 33091849	Company Name TRAINING AGENT								
	Login Id	User Name		Suspend Indicator	Suspend Reason	Password Created/Changed On	Edit		Delete
>	TEST123	DEMO USER		~	Suspend	22JUN2024	Ø		8
>	TRAINING2	ADMIN		¥	Suspend	24FEB2024	C2		8
>	TRAININGAGENT3	TRAININGAGENT3				08MAY2024	ß		8
			G Go To	1 of 1 Rows 10 🗸	1 - 3 of 3 🔘				

11. When a suspended Sub User tries to login, the login will not be successful and the following message will be displayed.

被暫停的子用戶嘗試登錄時,登錄時系統將顯示以下未能登入的訊息

A	×
For enquires, please email to CS Admin at opsodm@aat.com.hk. For technical support, please email to IT Support at itsupport@aat.com.hk	A AIRFREIGH
User ID TESTI23	
Password	
Login Clear Forgot ID / Password Register Now	

12. Unsuspend Sub User can be done in Update Sub User screen.

在「更新子用戶」頁面中可以重啟已暫停的子用戶帳戶

ipdate Sub Uter 🔹 🌮					1011 (Ante Ante Ante
User Information			helinikes		1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1
Login 18	NAME	2	Aird Enging		*
dana dana dana dana dana dana dana dana	20HD VAR	5	Thick Control System	4	4
and he loge Q Resource X Discontinence			WALK ADDED SERVICES		
featuring-with convine	N. CTT-In Deal	>	Lise Henspirsen		~
aan mareer for fan Tale Manager (1771) ferst fan eerste program fan fers 100 - en je 1400 654	- 14	>	Aprilant Park	*	+
	in h	2	And Procking	-	-
		2	AND INVALUENCE.		
and the second		3	mRL Predictantion	~	-
troube E	STANDAR D	>	theory	+	-
Lowell Control of Cont			Bip-priett Repet	-	÷
		>	910001	+	-
			a Fragit a Frach	-	



13. Untick "Suspend" checkbox and press "Save" button. 取消勾選「暫停」選項,然後按下「保存」按鈕

Jpdate Sub User \star 🕫				Print Save Clear Cance
User Information		Function Group	Read	Write
Login Id Nome	>	AIMS Enquiry	~	✓
TEST123 DEMO USER	>	Truck Control System	✓	✓
Email for Login ID, Password, & 2FA notification	>	VALUE ADDED SERVICES		
TEST123@AAT.COM.HK	>	User Management	✓	✓
Mobile Number for One-Time Password (OTP) Notification(Hong Kong No. Only)	>	Airlines Hub	~	~
+632 V 76/03343	>	AWB Tracking	v	 Image: A start of the start of
SUSPEND	>	AWB MANAGEMENT		
Date From Date To	>	mRCL Predeclaration	~	~
	>	Shipper	~	✓
Reason to Suspend	>	Equipment Request	✓	
Jetteri V	>	Import	~	~
	>	e-Freight e-Pouch	✓	

14. In Sub User Profile, the suspend indicator and reason of unsuspended user will be cleared, and the Sub User can login to the portal.

在子用戶資料中,已取消暫停用戶的暫停標示和原因將被清除,該子用戶可以重新登入網站

Sub User Profi	e \star 🗗					→ F7 Print Save Clear	F10 Cancel
Company Code 33091849	Company Name TRAINING AGENT						
	Login Id	User Name	Suspend Indicator	Suspend Reason	Password Created/Changed On	Edit	Delete
>	TEST123	DEMO USER			22JUN2024	8	8
>	TRAINING2	ADMIN	~	Suspend	24FEB2024	8	
>	TRAININGAGENT3	TRAININGAGENT3			08MAY2024	a	8
			G Go To 1 of 1 Rows 10 ✓	1-3 of 3 Q			

15. Delete Sub User can be done in Sub User Profile screen.

在子用戶資料頁面上可以刪除子用戶

Sub User Profil	e * 5					Print F8 Z# F9 Clear	€ F10 Cancel
Company Code 33091849	Company Name TRAINING AGENT						
	Login Id	User Nome	Suspend Indicator	Suspend Reason	Password Created/Changed On	Edit	Delete
>	TEST123	DEMO USER			22JUN2024	Ø	8
>	TRAINING2	ADMIN	~	Suspend	24FEB2024	62	8
>	TRAININGAGENT3	TRAININGAGENT3			08MAY2024	C.	
			O Go To 1 of 1 Rows 10 ✓	1 - 3 of 3 💿			

16. A Confirmation window will pop up to confirm the deletion operation.

刪除用戶時,會彈出確認窗口以確認此刪除操作

≡ #	쓰 HR TRAINING	0 22JUN2024 16:39	Q AAT	Canada Function (FT)	Ŷ	a _e Change Password	B∳ Logout	AA T _{araa} assacios	i
Sub User Profi	ile \star 🗗			Confirmation	×			🖨 F7 🖺 F8 🍠	F9 € F10
				Do you want to delete the Subuser DEMO USEF	1?			Print Save Cle	ar Cancel
Company Code 53091849	Company Name TRAINING AGENT				X No Yes				
				Suspend Indicator					Delete
>	TEST123	DEMO USER.					22JUN2024	C	8
>	TRAINING2	ADMIN		✓		Suspend	24FEB2024	C C	8
>	TRAININGAGENT3	TRAININGAGEN	IT3				08MAY2024	8	8
				Go To 1 of 1 Rows 10	🗸 1 - 3 of 3 🖸				

17. After delete, the record will be removed from Sub User Profile.

刪除後,該記錄將從子用戶資料中移除

Sub User Profil	e \star 🗗					Print Save Clear	€ F10 Cancel
Company Code 33091849	Company Name TRAINING AGENT						
	Login Id	User Name	Suspend Indicator	Suspend Reason	Password Created/Changed On	Edit	Delete
>	TRAINING2	ADMIN	~	Suspend	24FEB2024	ß	
>	TRAININGAGENT3	TRAININGAGENT3			08MAY2024	68	8
			₲ Go To 1 of 1 Rows 10 🗸	1 - 2 of 2 🛇			