

### **ReliaTrack Navigation Overview**

ReliaTrack

September 15<sup>th</sup>, 2023





New users will receive an email inviting them to the tool

External users should login via <a href="https://app.fourkites.com/">https://app.fourkites.com/</a>

Assistance or Questions for user setup, groups, or subgroup setup <u>ReliaTrack@atkore.com</u>



### **Commonly Asked Questions**



#### When does an order start to show up on ReliaTrack?

Once a shipment is routed to the warehouse it will show up on the ReliaTrack platform

#### When does an order stop showing information on ReliaTrack?

For a load that does not have tracking information from the carrier it will stay on ReliaTrack for 45 days. Otherwise (most common) loads that delivered show for 12 months.

### What kind of orders are shown on ReliaTrack?

All orders, including from our electrical manufacturing locations are on ReliaTrack.

#### What do I do if I cannot see an order?

Email ReliaTrack@atkore.com. Sometimes when the carriers are not compatible the orders do not show up. Fortunately, over 97% of Atkore's carriers are ReliaTrack-compatible.

#### How do I sign up?

Fill in the form here https://forms.office.com/r/5LCBibRyBF and one of our team members will sign you up. Please allow 2-3 business days.

#### What do I do if my account is locked out?

Email ReliaTrack@atkore.com



### **Welcome Page**



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Early     On Time     Late		6351976 ON-TIME by 1m FourKites ETA	Load Status	Order 1851128 Carrier	Pickup Location ATKORE RDC Scheduled Pickup	PICKED UP	OUT FOR DELIVERY	Transit Time	Delivery Location COLUMBIA ELECTRIC SUPPLY Scheduled Delivery	۵ D			
Very Late	Close	Sep 19, 12:00 MDT	Label Created	UPS UPSN		Label Created		2 Days		چ :			
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Shipment Modes		FourKites ETA Sep 18, 11:00 EDT	Load Status In Transit to Delivery	Carrier UPS UPSN	Scheduled Pickup	Latest Event Departed Terminal	Latest Location Indianapolis, IN	Transit Time 3 Days	Scheduled Delivery	% :			
Parcel		6312467 ③ ON-TIME by 1m		Order 1845396	Pickup Location ATKORE INTERNATIO NAL C/O HOBART	PICKED UP Sep 14, 19:07 CDT	OUT FOR DELIVERY	Ø     Delivered	Delivery Location SOUTHWESTERN ELE CTRICAL SALES INC	۵ ۵			
Air		FourKites ETA Sep 19, 12:00 CDT	Load Status At Terminal	Carrier UPS UPSN	Scheduled Pickup	Latest Event Label Created	Latest Location Hodgkins, IL	Transit Time 3 Days	Scheduled Delivery	& :			
Carrier Carrier Name Carrier	Clear SCAC	80718-211 ON-TIME by 1d 23h	₽ 42m	Order 1846264 + 2 more	Pickup Location Allied Tube & Conduit Corporation	O	- O	0O	Delivery Location CED GUNNISON	₫ 0			
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Confidential and Proprietary @	© 2023, FourKites, Inc	c. All Rights Reserved. FourKites, its logo, a	and its product names are the trade	and service marks of FourKites, Inc.					🔶 F0	DEBKIES.			

After login, users will be greeted with the **Shipments** screen within ReliaTrack. All loads from the RSC's are automatically populated and updated real-time from JD Edwards







Each shipment is identified by an individual shipment card as seen below. The shipment card details basic information about the load, including the load number, the first and final stop names, shipper name and/or carrier name, current load status, ETA and the load progress bar.





## **Share Shipment Status**



The Share Shipment Status option takes you to a new window, that has all details of the shipment, all in one page. This URL can be shared with between internal and external users without direct access to securely communicate individual shipment information.

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Under the shipment information, there are seven separate tabs focusing on;

- **Journey Time:** Individual stop detail and information on that particular shipment
- Location Details: Audit trail of a drivers progress on a particular shipment
- **Freight Details:** Basic and Tracking information, Tags, and Reference Numbers assigned to that shipment
- **Traffic and Weather:** Details about weather or traffic the driver will encounter during their journey
- **Documents:** Shows any attachments, such as Bill of Lading or Weight and Research pictures, assigned to that shipment
- **Temperature Tracking:** Currently not used for Atkore shipments
- **Comments:** Allows a user to leave comments about a particular shipment which all users to the platform can view





Within the Journey Timeline, users can select **Expand Map** to view real-time tracking information of the drivers current location and overall progress. Breadcrumbs are used to show a drivers history.







Additionally, in the Journey Timeline, the individual stop information is shown in delivery sequence order and allows users to see items on each particular stop through **More Details** 

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D →] Est. Arrival	Time	PICKUP (LIVE) Allied Tube & Conduit Corporation	Planned Pickup Time Sep 15, 00:00 - 23:59	ß	Stop Name CED ELECTRICAL W HOLESALERS	Stop Address 1955 Bridge Lane, Steamboat Spri ngs, CO - 80487, US	Reference # Shipment: 6330403, Customer P O: 8265-NR9366605, BOL:		
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1 1 1			Sep 15, 00:00 - 23:59 CDT Remaining Dictorse		1846264	101584	1-1/2 EMT	400 FT	464
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# **Filtering for Specific Shipments**



The Filters can be found on the left pane of the tracking page as shown.

Users can filter through shipments based on multiple criteria's within the pane such as;

- ETA Status

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- Mode of Transportation Rail, Air, and Ocean
- Shipment Activity
- Carrier Names
- Origin/Destination Locations
- Load Attributes
- Load Status
- Exception Filters

These are "one touch" filters, in the sense that, the load list refreshes dynamically with the filters applied as they are selected.

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Dashboard Shipments • Insights •	Tools ▼ Admin ▼	
▼ All Filters              ■ Saved Filters		
1 filters applied Clear All	Applied Filters:	
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Carrier <u>Clear</u>	FourKites ETA Load St Sep 16, 22:03 MDT Track	tatus + 1 more Con Carrier Sche Titanium Trucking Se TITA
Carrier Name Carrier SCAC	80714-211	Order Pick 1844963 Showing 20 out of 4



### **Searching for Loads and Shipments**



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Users can find orders in the platform using Atkore load numbers, shipment numbers, order numbers, customer purchase orders, bill of lading numbers, and tender numbers. The search bar for this feature is located at the top right corner of the shipments screen



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atkore.com

