

The Commercial Traffic Co.

WORK INSTRUCTION NAME

Data Grabber

PURPOSE / SCOPE

To explain how to use Data Grabber on the website.

ACTIVITY

1. Go to <http://rto.ctlogistics.com/>
2. The Login screen will appear .



"...We Deliver Product, or We Deliver Information..."

RTO
CLS North America
Regional Transportation Organization
Johnson & Johnson

l o g i n

Username:

Password:

Login

[Forgot your password? Click here.](#)

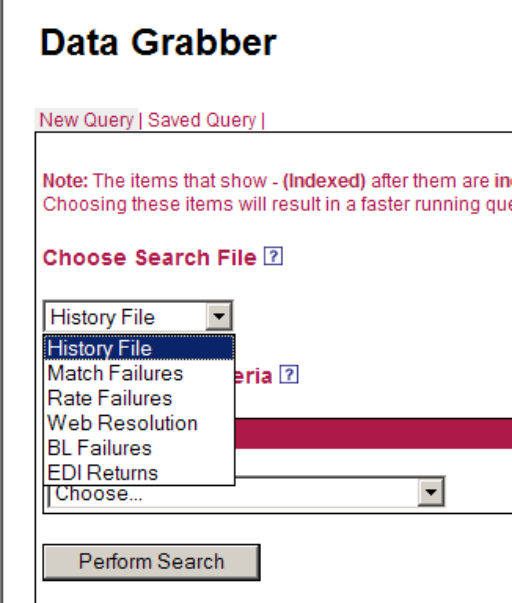
3. Enter Username and password, click on login.
4. Select the Data Grabber Option

Applications

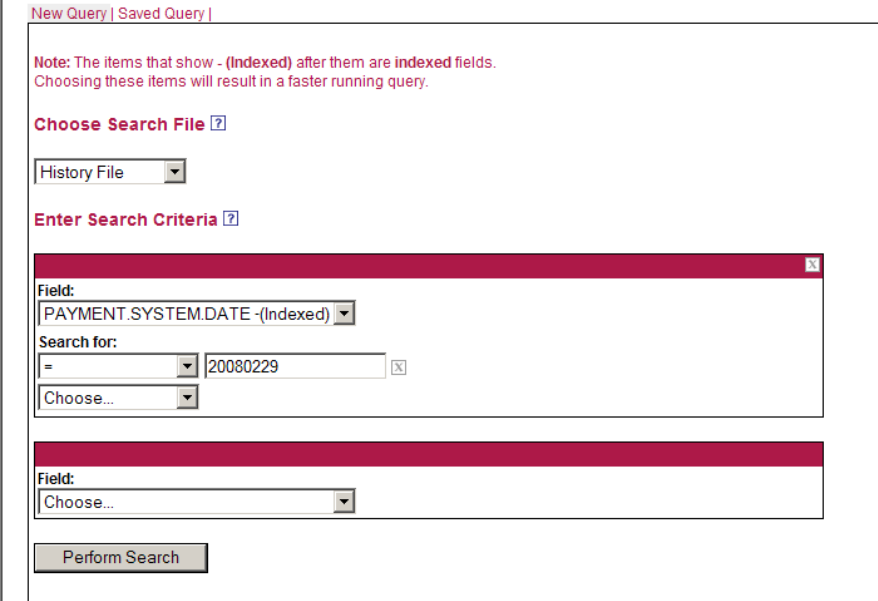
- [Data Grabber](#)
- [Image Archive](#)
- [Web Resolution](#)

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- 5. 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)



- 6. Enter the search Criteria to be used. Use the drop-down list to select the filed you want to search on. In the Serarch For box, select on Operator from the drop-down list In the box next to the Operator, ente rhte data for the field. NOTE: You may select for multiple data in each field, and you may select for multiple fields.

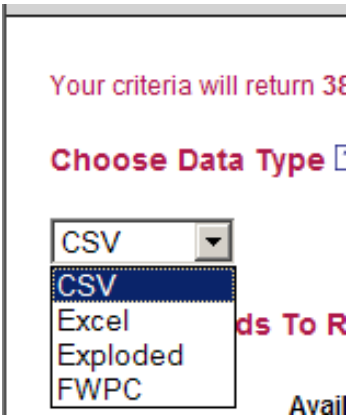


Click the left mouse button on the **Perform Search** button to select your records. Do not hit [Enter]

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7. 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



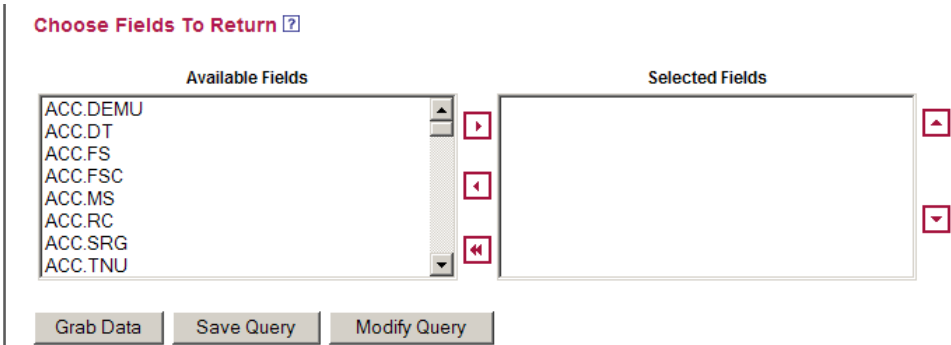
The difference between Exploded Excel and the excel choice has to do with Level 2 and Level 3 fields. When you choose to return an Level 2 or Level 3 in a regular Excel document, you get the multiple values returned on one line. For example, you might see something like this:

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

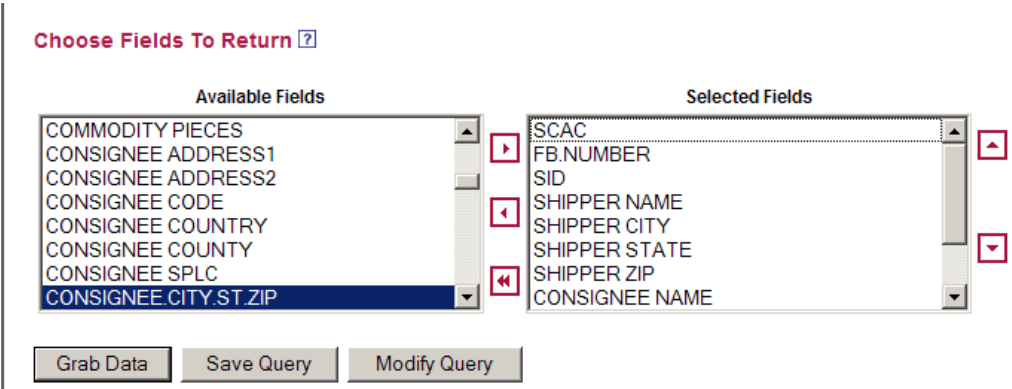
If you choose exploded Excel, you get a separate line for each level 2 and level 3 field that you return, so the above example would look like this;

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

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



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Use the up and down arrows to move the fields into the order you want them to appear in the spreadsheet.

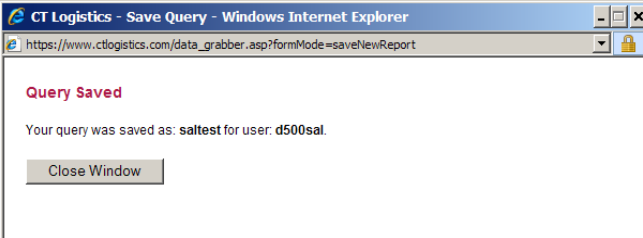
- 8. Once all fields have been chosen and in the order you want them to appear, click on Grab Data.
 - If you want to save the query so you can use it again, click on Save Query BEFORE clicking on Grab Data. If saving the query, the box below will appear.

Save Query

Save Query As: ?

Share Query with Other HOCKNG Users. ?

Enter a name that will let you know what the query is for. If you want to share the query with others, click on the box next to "Share Query with Other..." and click on Save. If you do not want to share the query, just click on Save Query.



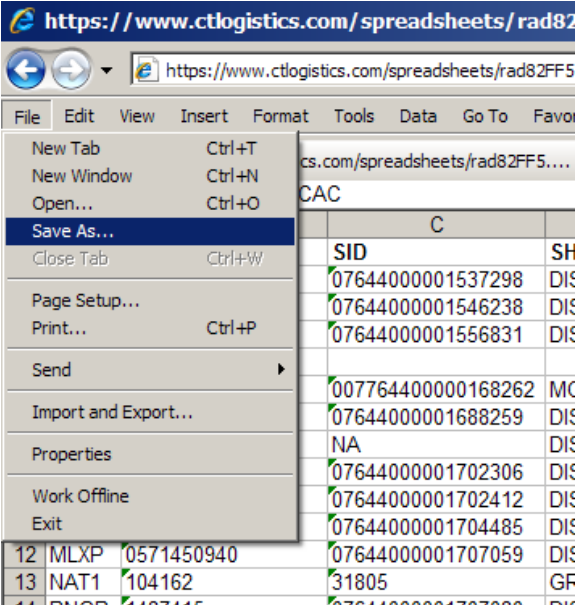
Click on Close Window.

- 9. Once the report has been created, save the report to your local drive as an Excel spreadsheet so that you can manipulate the data.

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A1	SCAC								
	A	B	C	D	E	F	G	H	I
	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 your 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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