

1. Login



2. Select Image Archive

- [Data Stream](#)
- [Image Archive](#)

3. Search File – History  
File

## Image Archive

[New Query](#) | [Saved Query](#) |

**Note:** The items that show - **(Indexed)** after them are **indexed** fields.  
Choosing these items will result in a faster running query.

**Choose Search File** [?](#)

History File

**Enter Search Criteria** [?](#)

**Field:**  
Choose...

[User Menu](#) | [Logout](#) | [Change Client/Carrier](#) | [Lookup Carrier Code](#)

4. Enter Search Criteria – You can search by

**Field:**  
 FB.NUMBER -(Indexed) ▼

**Search for:**  
 = ▼ 123456 [X]

Choose... ▼

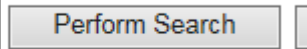
or

**Field:**  
 SID -(Indexed) ▼

**Search for:**  
 = ▼ 654321 [X]

Choose... ▼

5. Then click on



6. Results will look like

**Results**

Your search returned 1 records.

Sort results by: Choose... ▼

|  |                                    |                            |
|--|------------------------------------|----------------------------|
| <b>Client:</b> JNJGTO  | <b>Div:</b> PHAR                   | <b>Loc:</b> 0JOM           |
| <b>Pro:</b> VSSL000184528  | <b>SID:</b> VSSL000184528          | <b>Ship Date:</b> 20150406 |
| <b>Rec Date:</b> 20150415  | <b>Freight Bill Date:</b> 20150410 | <b>BD:</b>                 |
| <b>Billed:</b> 612800  | <b>Paid:</b> 612800                | <b>Carrier:</b> SBG1       |
| <b>Reject Code:</b>  | <b>Description:</b>                |                            |
| <b>Comments:</b> Question from d500jxr NEED G / L # Response from JNJRTO-CFIGUEROA GL 174M-741000-65023001; LOC: |                                    |                            |

[View Data](#) | [View Image](#)

[Logout](#) | [Change Client/Carrier](#)

7. Click on

[View Image](#)