

Commport Monitor

New Processing Status



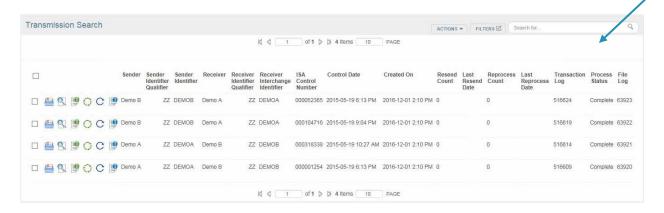


New Processing Status

New Processing Statuses of documents will now be accessible on your Commport Monitor tool. These statuses can be found in the Process status column of the Transmission Search page. As these statuses are updated in real time you will have a current view of your transmission status.

A new icon has been added in order to provide you with further information on the delivery status of your file. In order for this option to be accessible you must have the applicable permissions.

If this ICON [Show status] is not visible please contact support@commport.com or your account



The following Statuses will now be available:

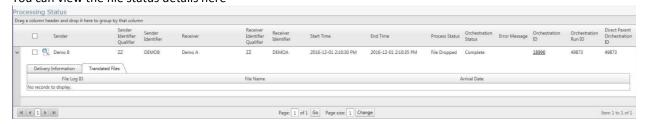
PROCESSING This Status indicates the transaction has been received at Commport is currently being processed.

<u>COMPLETE WITH ERRORS</u> This Status indicates that the full process is complete however there are errors noted with regard to at least one delivery. Some processes result in multiple outputs or are related to downstream functionality such as mailbags between Vans. The error message contained within the Process Status will provide further details.

COMPLETE This Status indicates that the full process is complete and no errors were detected.



Click on the Show Status Icon to view the Processing Status details Here you will find the documents details. You can view the file status details here



On the processing status screen, the column Process Status displays the current step that is being performed or the last status of a completed process run. Common statuses include:

FILE DROPPED File was successfully received by Commport.

PROCESSING File was successfully received by Commport and is being processed.

<u>TRANSLATING</u> File was successfully received by Commport and is being processed through translation.

EMAIL SENT File was successfully received by Commport, a notification has been sent to our Support team for transaction review.

<u>WAITING FOR ACKNOWLEGEMENT</u> File was successfully received by Commport_and has been delivered to the intended VAN. Transaction is waiting acknowledgement.

<u>PROCESSING MAILBAG</u> File was successfully received by Commport and has been delivered to the intended VAN. Transaction is waiting acknowledgement by Mailbag ID.

ARRIVAL BY FTP File was successfully received by Commport and is being processed.

For further assistance please contact Customer Support Help Desk via phone or email, Monday through Friday 6:30 am to 7:00 pm ET.Phone: 905-727-6782, Option 2 or Email: support@commport.com_