

Self Service Reporting

To run and view reports click the Reports tab and My Schedule Reports.

To complete these processes, you will need to Login.

The screenshot shows the STG Logistics web application interface. At the top, there is a navigation menu with tabs: Home, Containers, ITs, Exports, Air Imports, Air Exports, PWS, CES, **Reports**, Alerts, Balance Due, My Account, and STG Transportation. The 'Reports' tab is highlighted with a red box. Below the navigation menu, the 'My Scheduled Reports' link is highlighted with a red box. The page content includes a sidebar with a list of report categories (Reports Home, Ocean Exports CFS, Ocean Imports CFS, Air Exports CFS, Air Imports CFS, IPI, General Order (GO), PWS, CES, Other) and a main content area with the following links and descriptions:

- My Scheduled Reports**: Schedule and manage your reports
- Current Inventory**: Run inventory reports for each STG facility
- Historical Inventory**: Run historical inventory reports by time period for each STG facility
- Warehouse Performance**: Run warehouse performance reports to track your cargo from arrival date to strip date
- Harbor Status**: Search and view your container's harbor status for each STG facility
- Container Status**: View your CFS container status for each STG facility
- Container Outturn**: View your CFS outturn reports for each STG facility
- Inland Status**: Run inland reports for each STG facility

From drop down menu select **Location or All Locations, Report or All Report, Frequency or All** and click **Search**.

The screenshot shows the 'My Scheduled Reports' search interface. At the top, there is a navigation menu with tabs: Home, Containers, ITs, Exports, Air Imports, Air Exports, PWS, CES, **Reports**, Alerts, Balance Due, My Account, and STG Transportation. Below the navigation menu, the 'My Scheduled Reports' title is displayed. The search form includes the following fields:

- Location:
- Report:
- Frequency:
- Search:

Select Location you wish to Schedule Report.

Home Containers ITs Exports Air Imports Air Exports PWS CES Reports Alerts Balance Due My Account STG Transportation

My Scheduled Reports

Location: Report: Frequency: Search

Location	Report	Frequency	Report Time	Output Type	Email
Atlanta - Corp Pkwy		Monday	06:00	PDF	
Atlanta - Tradeport Drive		Daily	06:00	Excel	
Atlanta - Bensenville - Supreme Dr		Daily	06:00	Excel	
Atlanta - Bensenville - Thorndale Ave		Daily	06:00	Excel	
Atlanta - Carson	CFS REPORT NOTIFICATION BY EMAIL	Monday	06:00	PDF	
Los Angeles - Charleston - Ashley Phos Dr	CREATED DURING THE PREVIOUS DAY	Daily	06:00	Excel	
Los Angeles - Charleston - Technology Dr	INVENTORY WITH EACH PIECE DTL	Daily	06:00	Excel	
Los Angeles - Chicago - Wood Dale	INVENTORY WITH EACH PIECE DTL	Daily	07:30	Excel	
Los Angeles - Chicago - Elk Grove	ETC EXPIRE IN 1 DAY	Daily	06:00	Excel	
Los Angeles - City of Industry		Daily	06:00	Excel	
Los Angeles - Dallas	LEADS NOTIFICATION BY EMAIL	Daily	06:00	PDF	
Los Angeles - Houston	ON HAND REPORT	Daily	06:00	Excel	
Los Angeles - Houston - Distribution	ON HAND REPORT	Daily	06:00	Excel	
Los Angeles - Fairburn	ON HAND REPORT	Daily	06:00	Excel	
Los Angeles - Jamaica	ON HAND REPORT	Daily	06:00	Excel	
Los Angeles - Los Angeles	ON HAND REPORT	Monday	06:00	PDF	
Los Angeles - Long Beach	CFS REPORT NOTIFICATION BY EMAIL	Daily	19:00	Excel	
Los Angeles - Miami	CFS REPORT NOTIFICATION BY EMAIL	Daily	06:00	Excel	
Los Angeles - New Jersey - Kearny	CFS REPORT NOTIFICATION BY EMAIL	Daily	06:00	Excel	
Los Angeles - ON HOLD	CFS REPORT NOTIFICATION BY EMAIL	Daily	06:00	Excel	

Select Report you wish to Schedule.

Home Containers ITs Exports Air Imports Air Exports PWS CES Reports Alerts Balance Due My Account STG Transportation

My Scheduled Reports

Location: Report: Frequency: Search

Location	Report	Frequency	Report Time	Output Type	Email
Atlanta - Corp Pkwy			06:00	PDF	
Atlanta - Corp Pkwy	ON HOLD CFS REPORT		6:00	PDF	
Los Angeles	IN-BONDS CREATED		6:00	Excel	
Los Angeles	ON HAND INVENTORY		6:00	Excel	
Los Angeles	ON HAND INVENTORY		7:30	Excel	
Los Angeles	FREE TIME TO EXPIRE		6:00	Excel	
Los Angeles	GO ELIGIBLE LOTS		6:00	PDF	
Los Angeles	EXPANDED ONHAND		6:00	Excel	
Los Angeles	EXPANDED ONHAND		6:00	Excel	
Los Angeles	EXPANDED ONHAND		6:00	Excel	

Select Frequency and time you wish to receive report.

Home Containers ITs Exports Air Imports Air Exports PWS CES Reports Alerts Balance Due My Account STG Transportation

My Scheduled Reports

Location Report Frequency Search

Location	Report	Frequency	Report Time	Output Type	Email
<input type="text" value="Atlanta - Corp Pkwy"/>	<input type="text"/>	<input type="text" value="Monday"/>	<input type="text" value="06:00"/>	<input type="text" value="PDF"/>	
Atlanta - Corp Pkwy	ON HOLD CFS REPORT NOTIFICATION BY EMAIL	Monday	06:00	PDF	
Los Angeles	IN-BONDS CREATED DURING THE PREVIOUS DAY	Tuesday	06:00	Excel	
Los Angeles	ON HAND INVENTORY WITH EACH PIECE DTL	Wednesday	06:00	Excel	
Los Angeles	ON HAND INVENTORY WITH EACH PIECE DTL	Thursday	06:00	Excel	
Los Angeles	ON HAND INVENTORY WITH EACH PIECE DTL	Friday	07:30	Excel	
Los Angeles	FREE TIME TO EXPIRE IN 1 DAY	Daily	06:00	Excel	
Los Angeles	GO ELIGIBLE LOTS NOTIFICATION BY EMAIL	Monthly	06:00	Excel	
Los Angeles	GO ELIGIBLE LOTS NOTIFICATION BY EMAIL	Daily	06:00	PDF	

Select format you wish to receive report (PDF, EXCEL, CSV) under the **Output Type** column. Enter **email** address(es) and under the **Action** column click the plus sign button to Save.

Home Containers ITs Exports Air Imports Air Exports PWS CES Reports Alerts Balance Due My Account STG Transportation

My Scheduled Reports

Location Report Frequency Search

Location	Report	Frequency	Report Time	Output Type	Email	Action
<input type="text" value="Atlanta - Corp Pkwy"/>	<input type="text"/>	<input type="text" value="Monday"/>	<input type="text" value="06:00"/>	<input type="text" value="PDF"/>		<input type="text" value="⊕"/>
Atlanta - Corp Pkwy	ON HOLD CFS REPORT NOTIFICATION BY EMAIL	Monday	06:00	PDF		⊖
Los Angeles	IN-BONDS CREATED DURING THE PREVIOUS DAY	Daily	06:00	Excel		⊖
Los Angeles	ON HAND INVENTORY WITH EACH PIECE DTL	Daily	06:00	Excel		⊖
Los Angeles	ON HAND INVENTORY WITH EACH PIECE DTL	Daily	07:30	Excel		⊖
Los Angeles	FREE TIME TO EXPIRE IN 1 DAY	Daily	06:00	Excel		⊖
Los Angeles	GO ELIGIBLE LOTS NOTIFICATION BY EMAIL	Daily	06:00	Excel		⊖