

USER GUIDE CEMTRACK®

CEMENT
AUSTRALIA



The laptop screen shows the CEMTRACK web interface. At the top, there are tabs for 'Ordered', 'In Transit', 'Delivered', and 'Cancelled'. Below this is a table of orders. A 'Truck Location' popup window is open, showing details for a truck at 11:08.

Order	Product	Date
KA208936	CEMENT	29/05 10:50
KA208855	GP BUL	29/05 10:34
KA208932	GOL GP	29/05 10:30
DI200614	PKM GP	29/05 10:30
KA208935	GOL GP	29/05 10:39
DI200613	PKM GP	29/05 09:23
DI200620	ERAR ASH	29/05 11:00

Truck Location (at 11:08)

Customer Code	00001
Customer Name	Customer - Artamon
Delivery Address	123 Street Road ARTAMON NSW
Order Number	AB000001
Product	Cement
Requested delivery	29/05 16:00
Target	29/05 15:30
Driver Instructions	
Docket Number	MC00461489

The smartphone screen shows the CEMTRACK mobile app. It displays a map of Australia with a location pin and a 'View order by:' button with 'List' and 'Map' options.

cementaustralia.com.au

Customer Interface Team: 1300 CEMENT (1300 236 368)
or email 1300CEMENT@cemaust.com.au

MADE
Right Here

CEMENT
AUSTRALIA®

Welcome to CemTrack®

CemTrack is an easy to use program designed for Cement Australia's Bulk Cementitious Product Customers. It allows customers to monitor the status of their current orders through the delivery cycle:

- **Check the status:** Current orders, in transit, delivered, cancelled
- **Stay informed:** Update your own contact info
- **Set up notifications:** Popups when delivery is near
- **Responsive platform:** Available on desktop & mobile devices

Note: Only suitable for Cement Australia managed deliveries

Login

To login, please visit:

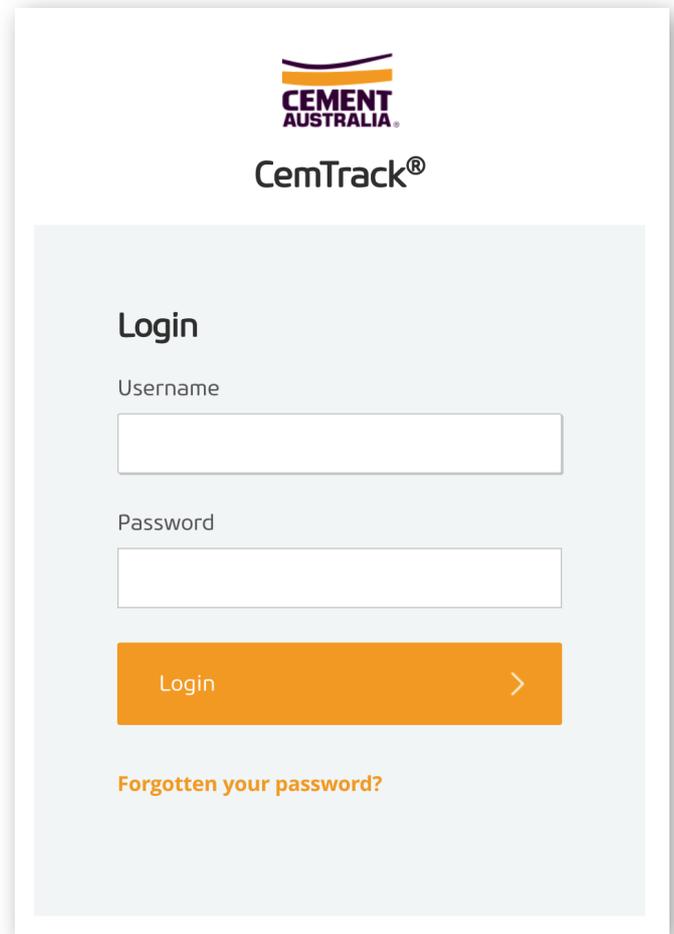
<https://www.cementaustralia.com.au/cemtrack>

User will be presented with the login screen to enter their Username and Password.

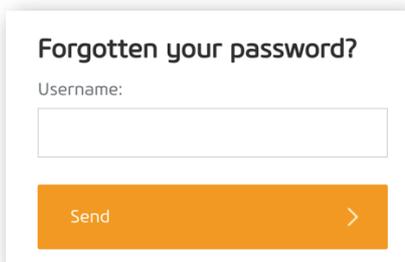
Forgotten your password

If a user has forgotten their password, they can click the **Forgotten Your Password** link at the bottom of the login screen.

The user will be requested to enter their username and an email will be sent with a link to reset their password.



The screenshot shows the main login interface. At the top, the Cement Australia logo and 'CemTrack®' are displayed. Below this, the word 'Login' is centered. There are two input fields: 'Username' and 'Password'. Below the password field is an orange 'Login' button with a right-pointing chevron. At the bottom of the form area, there is a link that says 'Forgotten your password?'.



This is a smaller form titled 'Forgotten your password?'. It has a label 'Username:' followed by a text input field. Below the input field is an orange button with the text 'Send' and a right-pointing chevron.



New User Account

Welcome Email

When the user is first set up in CemTrack, they will receive an email with their username and a link to choose their password.

Requesting a User Account

If you require an account please email your request to casales@cemaust.com.au

New account requests take approximately 2 business days to process.

Password set up

When the user clicks on the link in the email, they will be sent to the following page to select their password:



Hi John,

A user account has been created for you in CemTrack.

Your username is **JSmith**

[Click here](#) to set your password and then you'll be able to log in.

Thanks.



Thank you for accepting the invitation to CemTrack. Please choose a password for your account:

Login

New Password:*

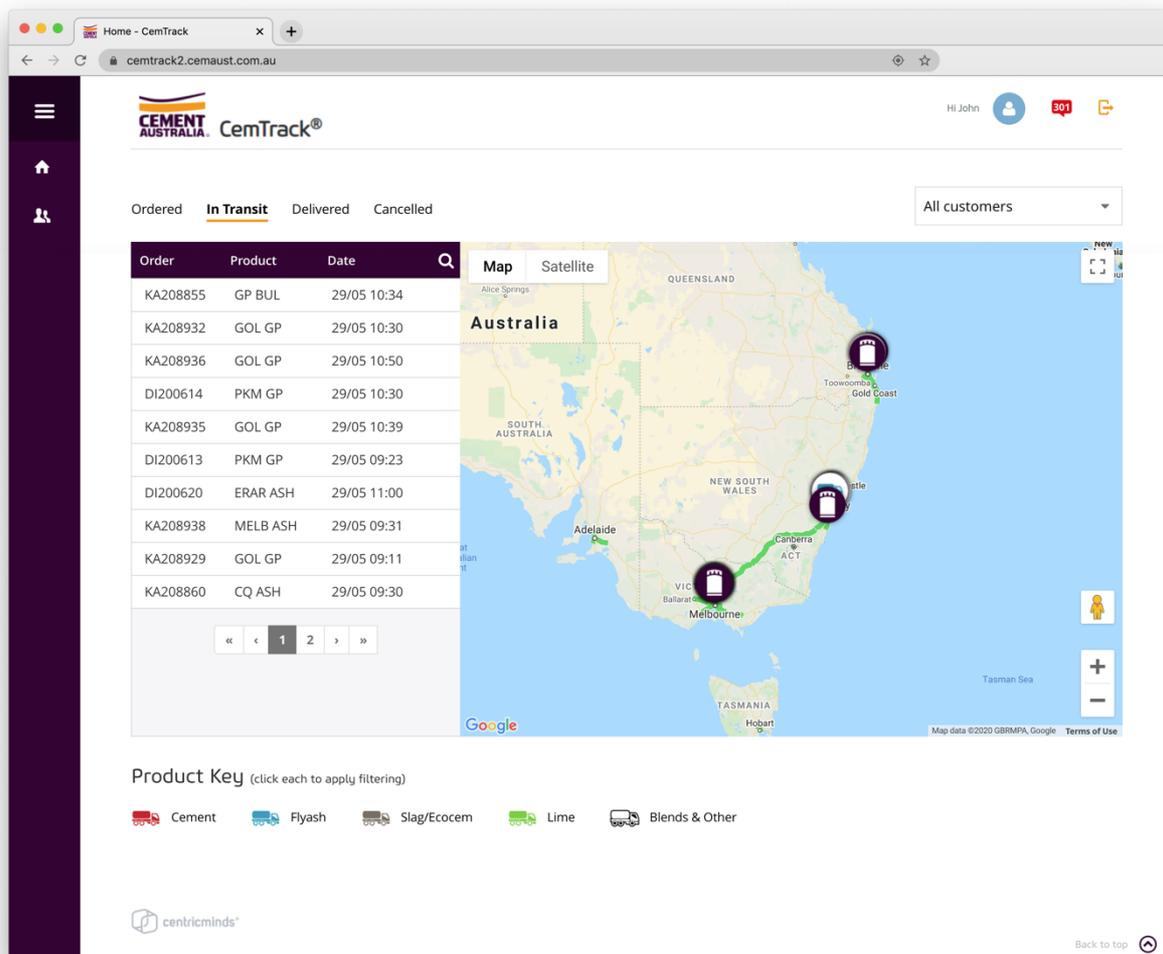
Confirm New Password:*

Login



Main Screen

Once logged in, the user is presented with the main screen:



Order List

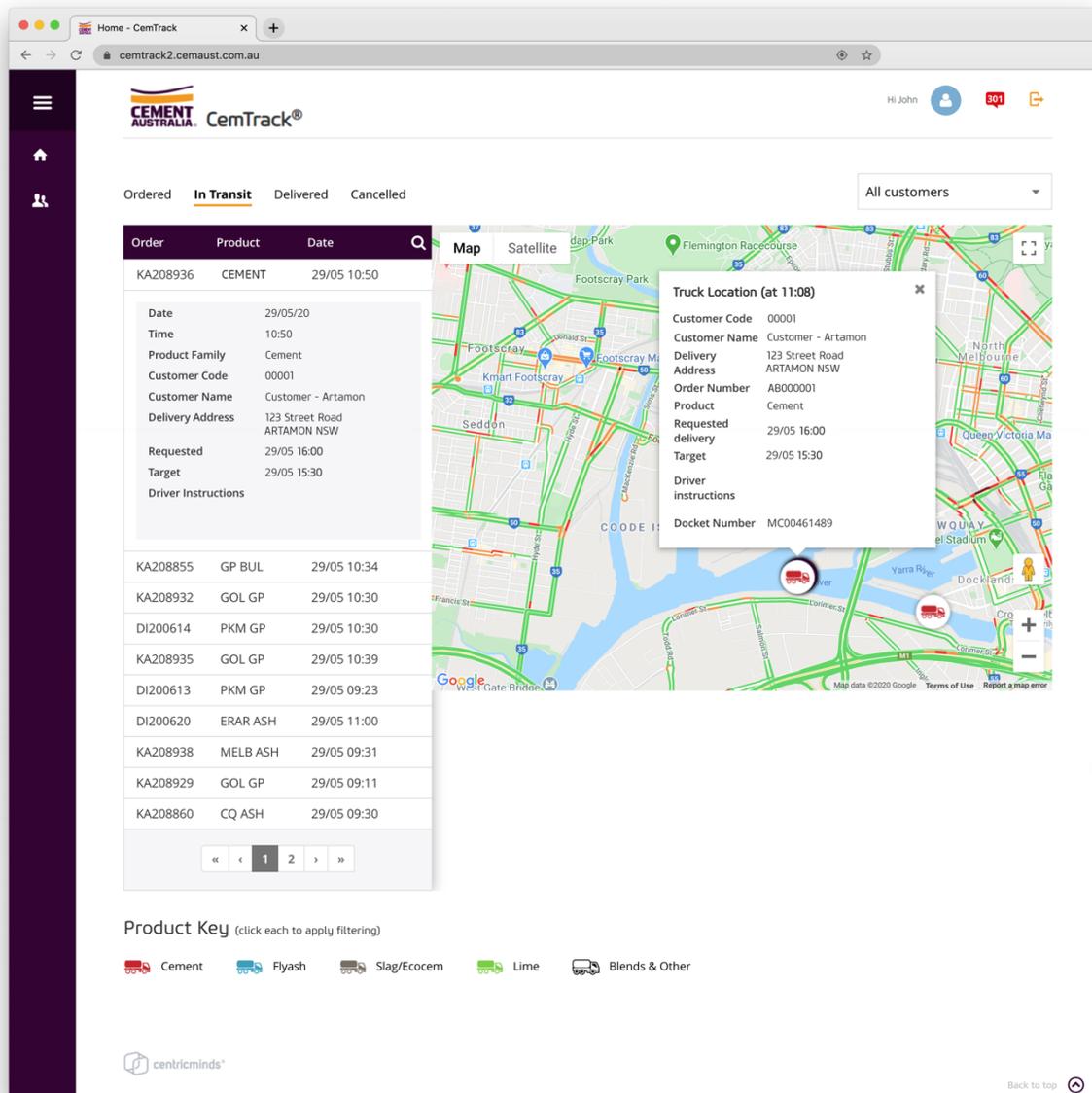
On the left hand side, the user is presented with a list of orders separated by their statuses:

- Ordered
- In Transit
- Delivered (only data from the past 72 hours is stored in CemTrack)
- Cancelled (only data from the past 72 hours is stored in CemTrack)



By default, users will see orders that are **In Transit** status, and only orders in this status will display on the map.

When you select an order from the list, the order expands to show its details and on the map to the right, an information bubble also displays on the truck to show where it is currently located.



The map also displays the depot and where the receiving customer is located.

- Headers can be clicked on to assist with 'sort' function.
- Truck location time value is the last time the truck's GPS data was updated (approximately every 5 minutes).

Delivery Timings

The delivery information window gives the user details about the delivery timings for that particular order.

Order	Product	Date	
KA208936	CEMENT	29/05 10:50	

Date	29/05/20	
Time	10:50	Start of the Order Window
Product Family	Cement	
Customer Code	00001	
Customer Name	Customer - Artamon	
Delivery Address	123 Street Road ARTAMON NSW	
Requested	29/05 16:00	End of the requested Order Window
Target	29/05 15:30	Cement Australia allocated delivery time
Driver Instructions		

Sorting

Clicking on the heading allows the user to sort the orders Order number, Product or Date.



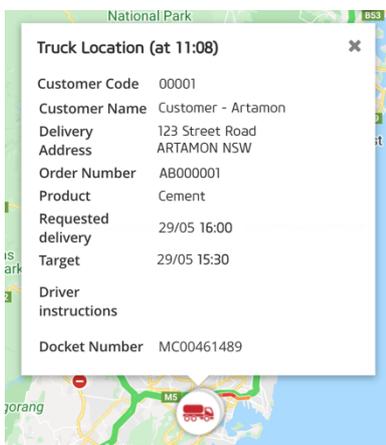
Search

The search icon helps the user find/filter the order list based typing in some key words.

Map Icons

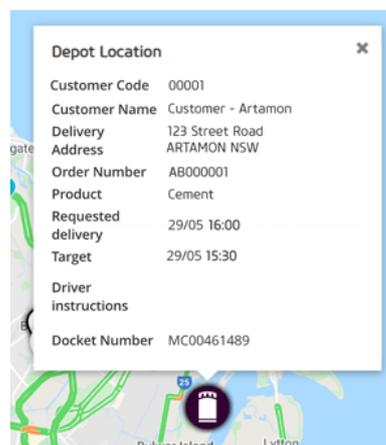
Truck

The truck icon, along with showing the order details (when order or truck is selected), the colour of the truck icon also represents the Product Key.



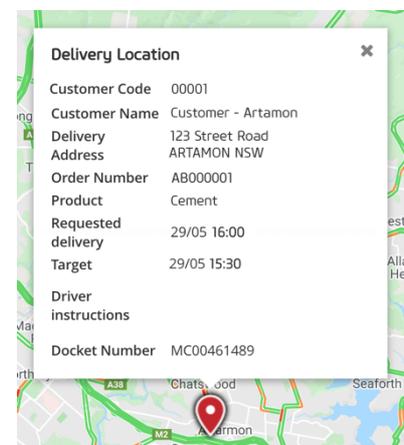
Depot

The depot icon shows where the depot is located in relation to the order. The order details will pop up when selecting the depot.



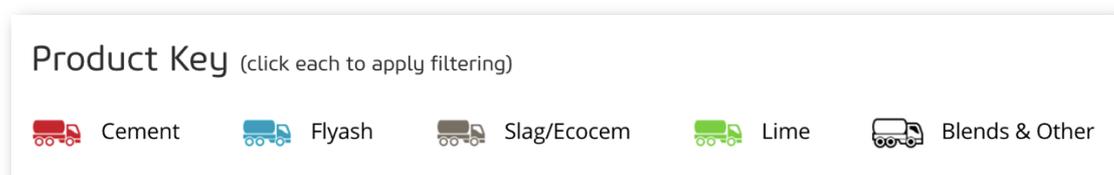
Customer site

The customer site icon will show on the map and when selected, will also show the order details.



Product Key

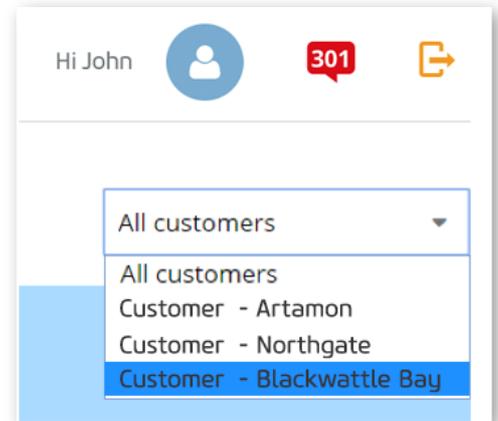
Towards the bottom of the screen under the list of orders is the product key; which shows the colour representation of the trucks and their product family assigned for the order. By selecting a Product Key, the list of orders will also be filtered to only that product family.



Customer List

The customer list is shown on the right hand side, just above the map.

It is a drop down list allowing to filter the order by a selected customer, or to show all customers.



Menu

The left hand menu gives users access to other areas of CemTrack.

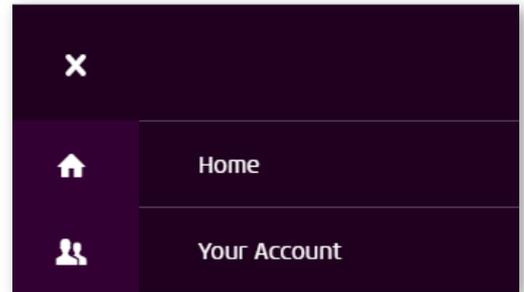
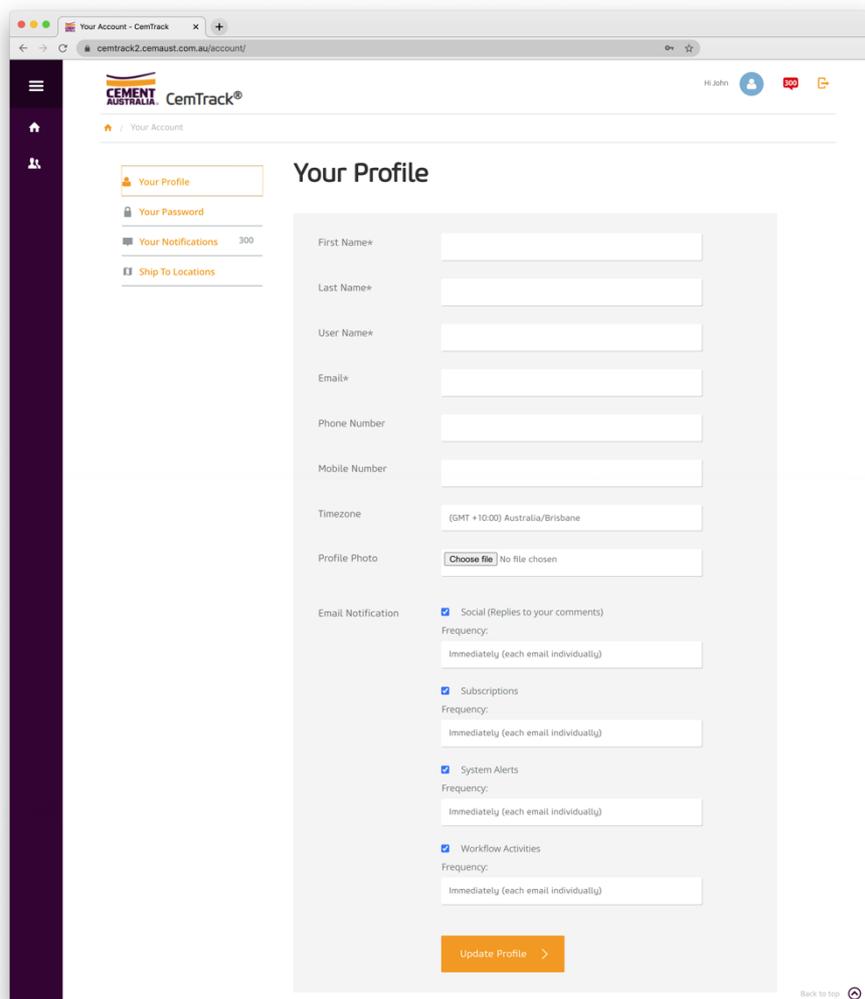
Home

Home will take you back to the Main Screen.

Your Account

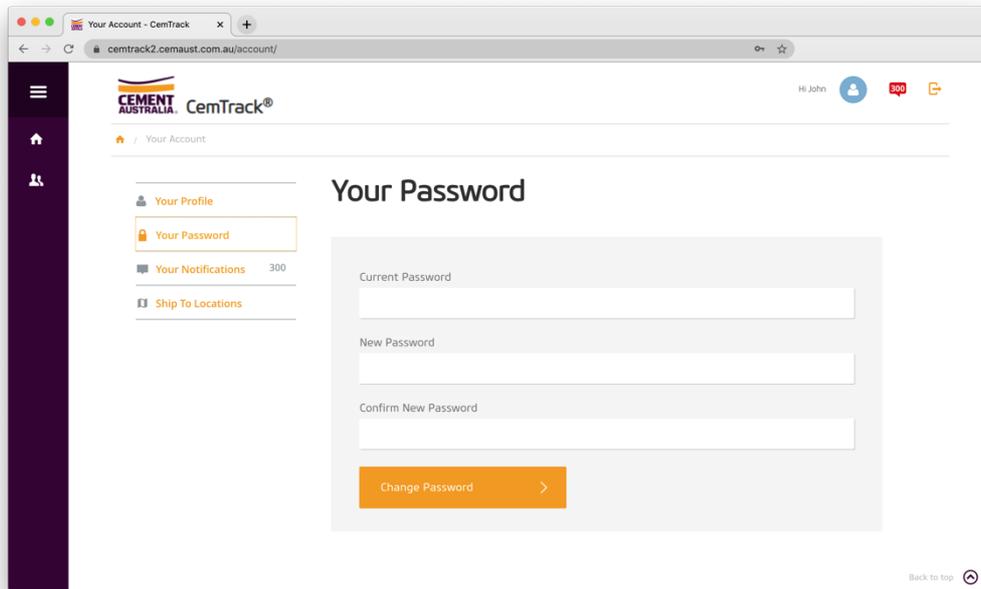
Your Profile

From the profile screen, the user can update their personal details and email notifications from this screen.

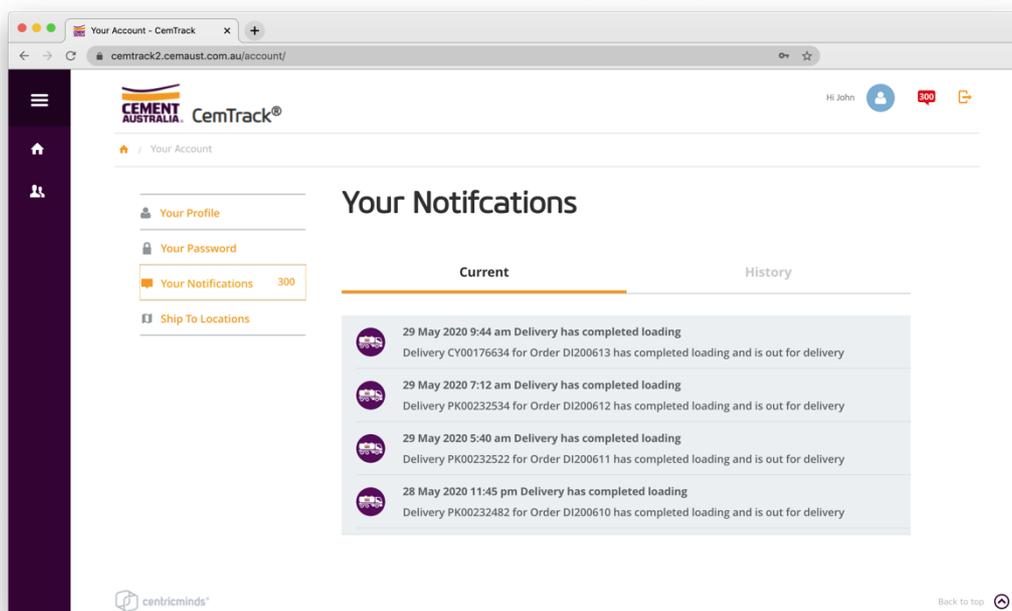
Your Password

From this screen, the user can update their password.



Your Notifications

If a ship-to has notification configured for them, the user will receive notifications for loading completed and delivery near the site. The user can also view the history of notifications.



Live Notifications

Live 'in-browser' notifications can be set up to allow for current notifications to be displayed when away from the CemTrack webpage. Currently both Windows and Mac OS will support in-browser notifications across all browsers.

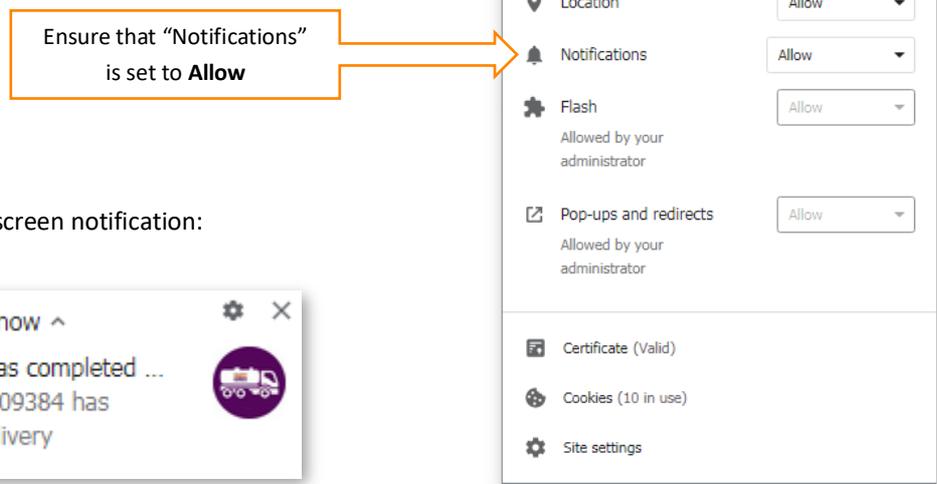
Users must "Allow" their browser to send through notifications, and will usually be prompted when they first access CemTrack.

To activate/deactivate live notifications at a later time, the user will need to locate the notification preferences within their browser software.

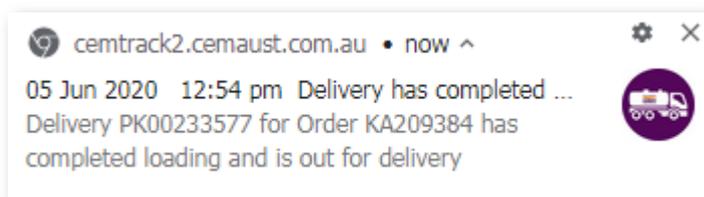
On smart devices, live notifications are only supported in Safari and Chrome on iOS, however we're looking to extend this feature to Android and other smart device browsers in future.

Notification set up

To set up notifications in your browser, click on the lock icon in the URL web address bar:

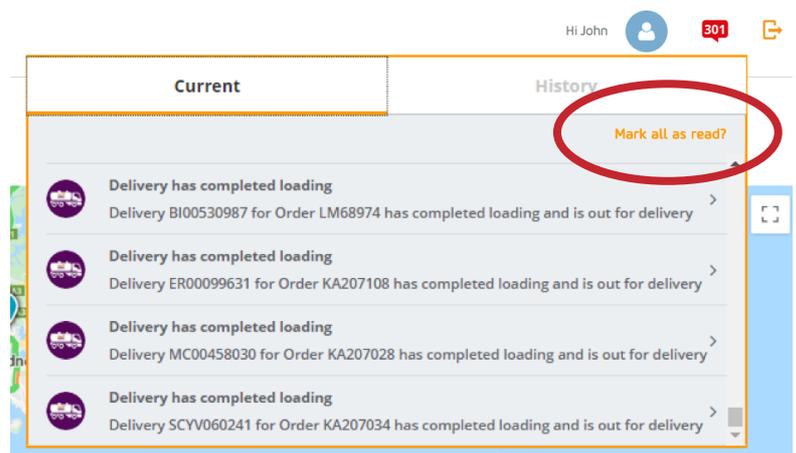


Below is an example pop up of an on-screen notification:



Clear Notifications

To **clear all notifications** on desktop – click the orange 'mark all as read' in the top right hand corner of the Notifications window



Email Notifications

Email notifications are specifically for CemTrack system updates only, and can be set up in the **Your Profile** section.

Email Notification

Social (Replies to your comments)

Frequency:

Immediately (each email individually)

Subscriptions

Frequency:

Immediately (each email individually)

System Alerts

Frequency:

Immediately (each email individually)

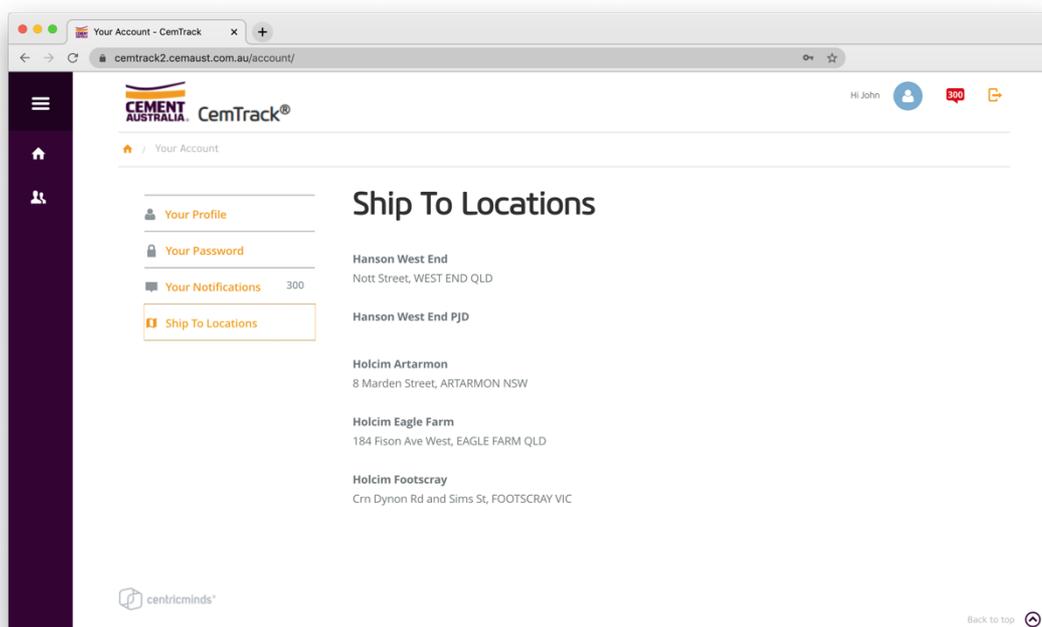
Workflow Activities

Frequency:

Immediately (each email individually)

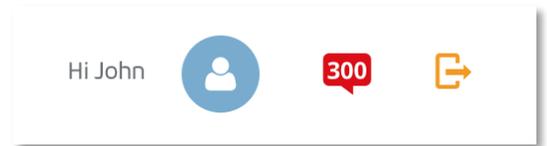
Ship to Locations

This screen list all the customer sites the user can view orders for.



Top Right Menu

The top right menu gives users quick access to the following features:



Your Profile



 Your Profile

 Your Password

 Your Notifications 300

 Ship To Locations

Your Profile

First Name*

Last Name*

User Name*

Email*

Notifications



Current	History
<p> 29 May 2020 9:44 am Delivery has completed loading Delivery CY00176634 for Order DI200613 has completed loading and is out for delivery</p>	
<p> 29 May 2020 7:12 am Delivery has completed loading Delivery PK00232534 for Order DI200612 has completed loading and is out for delivery</p>	
<p> 29 May 2020 5:40 am Delivery has completed loading Delivery PK00232522 for Order DI200611 has completed loading and is out for delivery</p>	
<p> 28 May 2020 11:45 pm Delivery has completed loading Delivery PK00232482 for Order DI200610 has completed loading and is out for delivery</p>	

Log Out



When you've finished using CemTrack, please remember to logout by clicking the Log Out icon on the top right hand side of the CemTrack window.

Once logged out, you'll see the CemTrack log in screen.