Milestone notifications myVS user guide

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virgin allantic cargo

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Virgin Atlantic Cargo V1.04.23

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Milestone notifications overview

Milestone notifications allows you to select which shipment milestones you want to receive email notifications for.

Key Features:

- Select the milestones that you would like to receive email notifications on for your myVS shipments
- Notification control turn milestone notifications on and off as and when you like
- Receive automatic email notifications when your shipments booked via myVS reach the selected milestones

Available to:

✓ Logged in users

 \bigotimes Non-logged in users



Available milestone notifications

 \oslash Logged in \bigotimes Non-logged in

- You can enable milestone notifications for the following milestones for bookings made through myVS:
 - ARR Arrival of shipment on a scheduled flight
 - BKD Shipment booking or booking changes
 - CCD Shipment cleared by customs authorities
 - DEP Departure of shipment on a flight
 - DIS Shipment discrepancy
 - DLV Physical delivery of shipment to consignee or consignee's agents
 - MAN Manifest
 - NFD Shipment arrival notified to consigned or consignee's agent
 - PRE Pre-manifest
 - RCF Received freight
 - RCS Physical receipt of shipment from shipper or shipper's agent
- ARR Arrival of shipment on a scheduled flight
 BKD Shipment booking or booking changes
 CCD Shipment Cleared by Customs Authorities
 DEP Departure of shipment on a flight
 DIS Shipment Discrepancy
 DLV Physical delivery of shipment to consignee or consignee's agent
 MAN Manifest
 NFD Shipment arrival notified to consignee or consignee agent
 PRE Pre manifest
 RCF Received freight
 RCS Physical receipt of shipment from shipper or shipper agent



Accessing milestone notification settings

⊘ Logged in \otimes Non-logged in

- 1. Login to myVS using your approved user account details
- 2. Click on your profile icon in the top right hand corner
- 3. Within the dropdown profile menu, select 'My Account Settings' (Fig. 1)
- 4. Then within the menu on the left hand side of the profile page, select 'Notifications' (Fig. 2), which will take you to the notifications control page

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							My Ac	count Settings		
						Schedules	My Ac	ldress Book	-	
				Search		Origin	Logou	t		
		_				Enter City or	Airport			Fig. 1
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	Personal Details	+	Salutation							
	Company Access Detai	Is +	•							
	Security Settings	+	First Name		Last Name					
	Notifications	+	myVS		Admin					
	Preferences	+	Email 🕖							
	Account Information	+	cargoonlines	upport@fly.virgin.con			_			Fig. 2
							-	cargo)	

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Turning notifications on / off

Logged in \otimes Non-logged in

Turning a notification on

- 1. To turn a notification on click in the box next to the notification you want to activate
- 2. A tick will display in the box of the active notifications (Fig. 3)
- 3. Enter the email address(es) that you want to receive the notification email
- 4. Click the 'Update' button for changes to take affect
- We recommend that you at least enable 'BKD – Shipment booking or booking changes'.

Turning a notification off

- 1. To turn a notification off click in the box next to the notification you want to deactivate
- 2. This will remove the tick and the box will display blank
- 3. Click the 'Update' button for changes to take affect

Personal Details	+	Milestone Notifications 🛆
Company Access Details	+	Select All
Security Settings	+	ARR - Arrival of shipment on a scheduled flight
Notifications		BKD - Shipment booking or booking changes
		CCD - Shipment Cleared by Customs Authorities
Preferences	+	DEP - Departure of shipment on a flight
Account Information	+	DIS - Shipment Discrepancy
		DLV - Physical delivery of shipment to consignee or consignee's agent
		Email Address(es) to be notified
		You can enter multiple emails separated by commas
		Please, enter at least 1 email.
		Cancel Update



Fig. 3



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