





[www.booktrackdeliver.com](http://www.booktrackdeliver.com)



WELCOME

 E-mail

 Password



I'm not a robot



reCAPTCHA  
[Privacy](#) - [Terms](#)

LOGIN

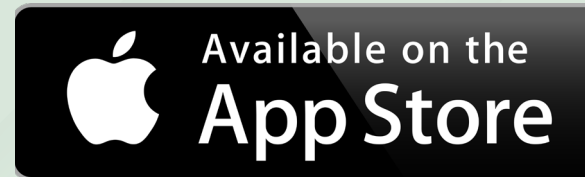
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# A Simple Freight Forwarders Management Software

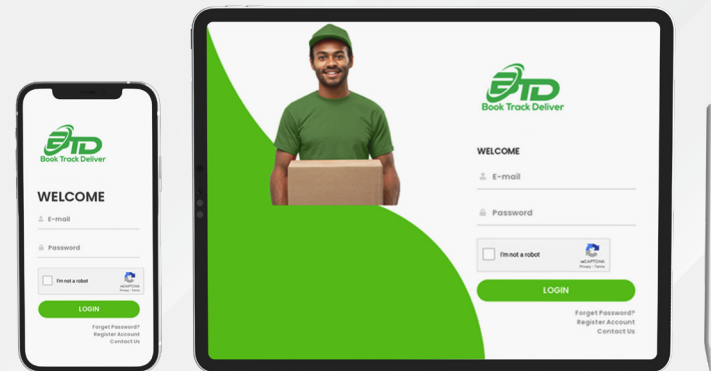
# Version 1.0



Download our apps from the Play Store and App Store



Desktop View



Mobile and Tablet View

# DOCUMENTATION

**Book Track Deliver (BTD)** is designed for freight forwarders by an active freight forwarding team with years of experience in the industry. A forwarder starting out in the industry needs a software like BTD along with an established forwarder who also needs BTD. BTD is owned and developed by Master Digital Services Ltd UK.

BTD is basically a backend business management software for freight forwarders and their sub agents where freight forwarders are able to create accounts for their customers (also known as business accounts), maintain customer business profiles and databases, create invoices from already developed database of market rate prices of freight or create a custom invoice altogether with their own prices (custom invoice is popular with freight agents).

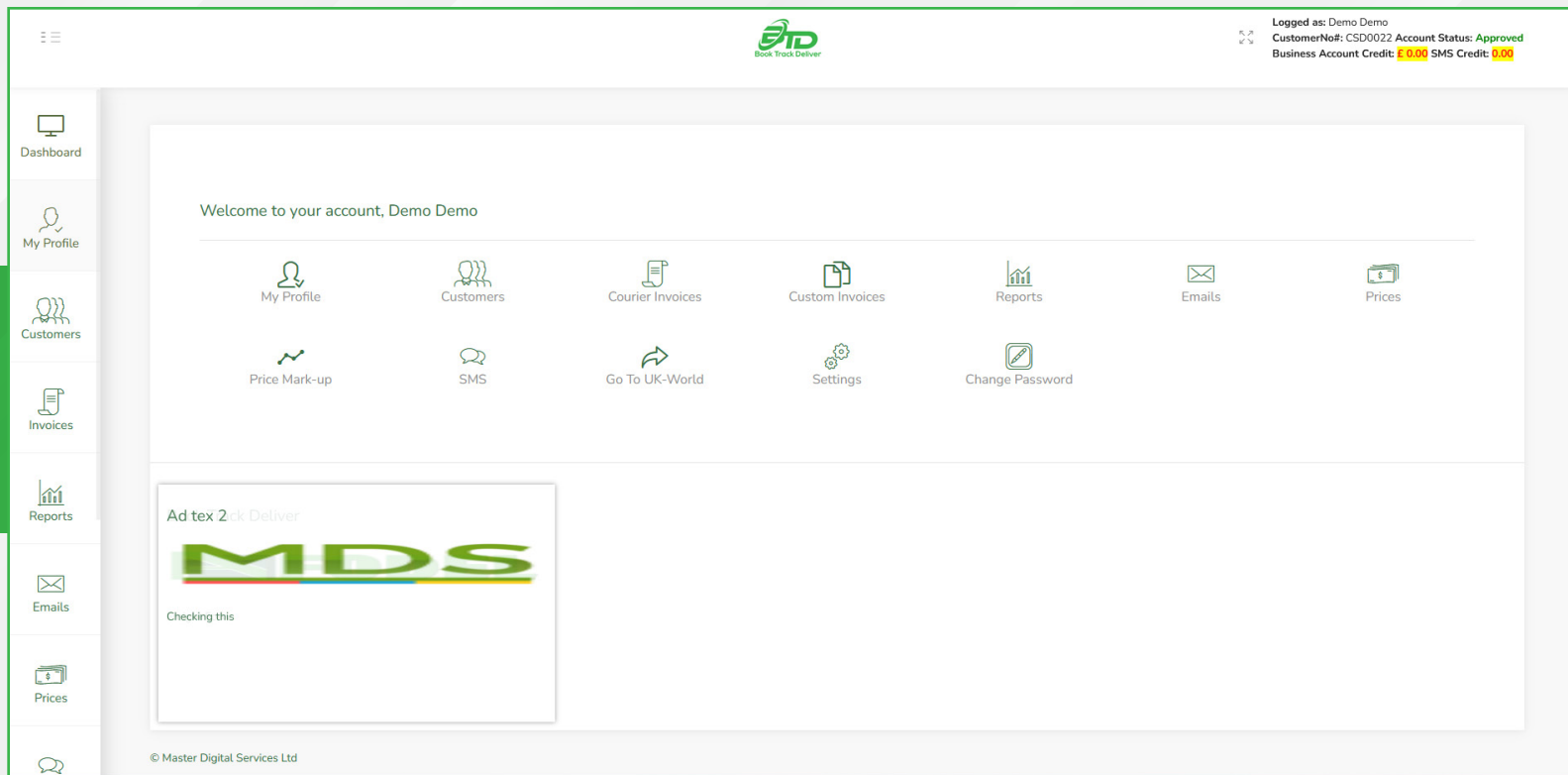
BTD helps growing businesses maintain a sophisticated image and frankly professional outlook from the outset takes business to a whole new level very quickly. Match your freight operations with a good customer management system and the sky is the limit. BTD is packed full of basic features needed to set a freight agent on the road. Any type of business can use BTD and even those not in the freight forwarding sector. BTD software gives a freight agent a complete picture of what their mark-up profit is and how much they generate per day, per month and per year. Agents are able to do a bulk export of their accounts easily for their accountants.

This software is a lighter version of MY CARGO AGENT which is a commercial version of BTD packed with a full administrative stand-alone software. In this case a freight company can register their business customers and have a separate admin to manage and maintain all the features a business customer would need.

We will start by guiding you step by step on the features offered by BTD.

# DASHBOARD:

The dashboard shows all the features offered in the software provided by BTD, but we recommend using the menus on the left side of the page for better control of the features. On the top right of the dashboard is the customer number, approval status, business account credits for freight agents who pay in advance or whom credit is due (credit is deducted on invoice amount), SMS credit for those that purchased SMS credits (cost is £0.07/SMS). Mark up prices for air and sea freight is the wholesale price offered to sub agents by the major forwarding agent. These features mentioned above are optional and do not affect the use of the software. They are just added features for those who may need them.



Pic 1. Dashboard

# MY PROFILE:

Once registered, my profile lets you update your profile any time, please always make sure your phone number starts with the country code with no + sign or 00 before country code. The best practice is 4478 for the UK and 23480 for Nigeria. Please follow that format when registering your customers. After registration, a freight agent would be verified and approved by the BTD admin to be able to use any feature on BTD.

My Profile

1 2 3

Account Details

Title  
Mr

First Name  
Demo

Last Name  
Demo

Email Address  
support@booktrackdeliver.com

Phone Number  
447984935042


Account Name  
Demo1

Next

Pic 2. Profile layout

# CUSTOMERS:

A customer's profile will need to be created in the system before an invoice or any other features in the system can be used for the customer. The customer section will show a list of all your customers which also gives you an opportunity to update their records. Once their profile is created, it remains in the system unless deleted by the freight agent. The total number of customers is also displayed on the invoice dashboard. Customer management is the major focus of the BTD software.



Logged as: Demo Demo

CustomerNo#: CSD0022 Account Status: **Approved**

Business Account Credit: £ 2,880.00 SMS Credit: 29.85

Manage Clients



Show 

25

 entries

Search:

+ New Entry

Date Created	Name	Email Address	Phone Number	
2022-02-27 21:33:00	demo demo	support@booktrackdeliver.com	447984935042	 

Showing 1 to 1 of 1 entries

Previous

1

Next

Pic 3. Customer management layout

# Customer Details Layout

Add / Edit Client

Full Name  
demo demo

Email Address  
support@booktrackdeliver.com

Phone Number  
447984935042

Billing Address

Title  
Mr

Forename  
demo

Surname  
demo

Company / Trade Name  
Master Digital Services Ltd

Address Line 1  
Unit 1 Carnival Close

Address Line 2

Ss14 3WN


Basildon


*Pic 4. Edit customer details layout*


# INVOICES:

Most of the work done on BTD was actually centred around invoices and invoice management for the freight forwarder or agent. We know that generating money and managing payments are very important for the freight agent so more attention to detail is shown in this area. There are two types of options when creating invoices, they do the same work with little differences. We will explain in detail below;




### Custom Business Invoices

 1  
Total Customer(s)

 £120.00  
Total Invoice Amount

 £120.00  
Total Paid Amount


[Export to Excel](#) [Export to PDF](#) [New Invoice](#)

Order Date	INV_#	Customer	Notes	Payable Amount	Paid Amount	Pending Amount			
2022-02-27 15:41:17	BTD0016	demo demo	Please pay to our UK account HSBC Sort Code; Account :	120.00	0.00	120.00	 view	 payment updates	 tracking details

*Pic 5. Custom invoice*



# Finished Custom Invoice Layout



Export as PDF

status: payment pending

Print / Save as PDF

from

**Demo1**  
Basildon, SS14 3WN  
UK(London), UK(London)  
Mobile: 447984935042

to

**demo demo**  
Basildon , Ss14 3WN  
UK(London), UK(London)  
Mobile: 447984935042

Invoice

February 27,2022  
#0000016

Summary of Package(s)

Item Code	Item Name	Qauntity	Unit Price	Net Price
Demo-Freight	Door to door service to Lagos Nigeria	20.00	5.00	100.00
Handling Charge	Handling Charge	20.00	1.00	20.00

charge  
£ 120.00

+

VAT (%)  
£ 0.00

TOTAL  
£ 120.00

\* If you have any questions concerning this invoice, contact us within 7

Book Travel Deliver is a trading name of Book Travel Deliver Ltd. LCS - 5 Lamson Road - Rainham Essex. RM13 9YY. UK | +447984935042. PAYMENTS: HSBC; Sort Code: 400917, Acc - : 02175606 | VAT No.326606409 | Company Reg: 07828367

Pic 6. Example of a finished custom invoice as seen by customer

**Cargo Invoices** – **Cargo** invoices are invoices that are created by pulling from our already set retail prices based on the market rate, so if some or all of an agent's prices are the same as the market rate, then it is better to use this invoice option, the benefits of using this option is that it is able to do automatic calculations of freight charge. It shows you the sea and air freight prices for the dimensions entered and it is also able to calculate what mark up (profit) made on the transaction based on the wholesale price offered to you from the major forwarder and displays this for an agent to see.

This is really good for business growth planning. The cargo invoice also allows you to update tracking and payment details on the spot from the invoice page. An agent is also able to use the search function to search for a particular invoice. The only downside to using the cargo invoice option is the lack of flexibility with prices an agent would like to offer a customer. Since prices are pulled from the database, it is not adjustable but as many items can be added to the invoice to be factored into the cost using the **add row** button.

If an agent is awarded a business credit for an advance payment made or based on credit worthiness, upon conducting the transaction on the cargo the deduction will reflect in the invoice for the business credit based on the wholesale price offered to the agent. Assume an agent's offered price is £4/kg and the agent sends an invoice to a customer for £4.25/kg, the system will deduct the credit based on £4/kg.

# Cargo Invoice Layout-1

**Create Invoice**

1

2

3

4

5

Enter Customer Contact Details:

demo demo

demo demo

support@booktrackdeliver.com

447984935042

Ss14 3WN

Basildon

UK(London)

UK(London)

Next

*Pic 7. Create cargo invoice layout-1*

# Cargo Invoice Layout-2

**Create Invoice**

1

2

3

4

5

Enter Collection Information:

UK

Ss14 3WN

Collection Required ? ☒

Previous

Next

*Pic 8. Create cargo invoice layout-2*

# Cargo Invoice Layout-3

**Create Invoice**

1

2

3

4

5

Enter Destination Information:

Air

Nigeria

Lagos(Nig)

Clothes, shoes, bags

Delivery Required ? ☒

Previous

Next

*Pic 9. Create cargo invoice layout-3*

# Cargo Invoice Layout-4

**Create Invoice**

1

2

3

4

5

Type	Length	Width	Height	Quantity	Weight	Air Cost	Sea Cost	+/-
Boxes ▾	50 ▾	50 ▾	50 ▾	1 ▾	20 ▾	105.00	63.75	

add row

Price for Air: £105.00 Duration: 5-10 days from Fridays

Price for Sea: £63.75 Duration: 4-6 Weeks from Sailing


Previous


Submit


Pic 10. Create cargo invoice layout-4

# Cargo Invoice Layout




## Cargo Invoices

 1  
Total Customer(s)

 £105.00  
Total Invoice Amount

 £105.00  
Total Mark-up Gain

[Export to Excel](#) [Export to PDF](#) [New Invoice](#)

Order Date	INV_#	Customer	From	Destination	Service	Mark-up Gain	Payable Amount	Paid Amount	Pending Amount			
2022-03-02 10:08:00	BTD0018	demo demo	UK	Nigeria Lagos(Nig)	Air	105.00	105.00	0.00	105.00	 view	 tracking details	 payment updates

Pic 11. Cargo invoice layout

**Custom Invoices** - **Custom** invoices are similar to cargo invoices but gives the agent flexibility to create an invoice from scratch, input any value, create payment reference, and add as many items as possible to be included on the invoice, describe the product in their own terms and make notes on the invoice before it is created. The custom invoice once created can also deduct the credits assigned but not based on mark-up price assigned. Custom invoice automatically calculates the invoice amount based on the price per unit imputed. Once saved, the invoice is created and becomes available in the custom invoice history table and provides the ability to update payment and tracking information. It sends an automatic email to the customer with a copy to the agent.

Custom invoices are popular with agents due to its flexibility, before a custom invoice is created, the customer receiving the invoice must have been in the system as an account holder, that means that it works the same way as the cargo invoice. Without creating a customer account the invoice cannot be created and issued to a customer. One downside to custom invoices is it does not calculate mark-up profit like the cargo invoice.

**Note:** Please read the settings description to understand how to customize your invoice to your company details.



# Custom Invoices Layout

Hi demo demo,

Thank you for your interest in our services and booking a parcel delivery through Demo1, please download your invoice from the link below.

**Phone:** 447984935042

**Email:** support@booktrackdeliver.com

**Get Your Cargo / Freight Invoice:**

[click here to get invoice](#)



Track your parcel here [https://booktrackdeliver.com/custom\\_package\\_tracking.php?zRB6NhmsNvU4jxRKst3XFM=c023e5a6-c707-4888-9324-bf11dd83f8da](https://booktrackdeliver.com/custom_package_tracking.php?zRB6NhmsNvU4jxRKst3XFM=c023e5a6-c707-4888-9324-bf11dd83f8da)

Tracking Number: **TC202216**

Regards,  
Demo1

*Pic 12. Email with invoice and tracking details as seen by customer*

# Custom Invoices Layout



Logged as: Demo Demo  
CustomerNo#: CSD0022 Account Status: **Approved**  
Business Account Credit: £ 3,000.00 SMS Credit: 30.00

From,  
Demo1

To,  
demo demo

	Ref_ID	Service Description	Quantity	Price	Total
<input type="checkbox"/>	Demo-Freight	Door to door service to Lagos Nigeria	20	5	100
<input type="checkbox"/>	Handling Charge	Handling Charge	20	1	20

- Delete

+ Add More

Notes:  

Please pay to our UK account  
HSBC  
Sort Code:  
Account :

Save Invoice

Subtotal: £ 120

Tax Rate: Tax Rate %

Tax Amount: £ 0

Total: £ 120

Amount Paid: £ Amount Paid

Amount Due: £ 120

Pic 13. Custom invoice layout for generating an invoice

**Bulk Update of Tracking** - From the bulk tracking information you can select either to update tracking for all custom invoices created or just a select few. The same procedure goes for the cargo and custom invoices, please note the process described in the tracking update field page describing the process of doing a bulk update if the information is similar for all the customers and for those not similar. The fields at the top are used for similar information updates while the fields on the right side of the invoice provides individual tracking updates for the customers. Once submitted, an email with a tracking link is then sent to all selected customers or customer.

### Enter Tracking Update

If Either Or Both Location Of Package(s) Or More Information Field Info Is Similar On All The Below Package(s), Enter The Values In The Below Two Fields.  
 If Either Location Of Package(s) Or More Information Field For The Below Package(s) Vary,  
 Enter the Values In Their Respective Fields In Each Row

Show  entries
 

Search:

	INV_Date/time	Name	Email Address	Phone Number	Payable Amount	Paid Amount	Pending Amount	Package Location	More Information
BTDO016	2022-02-27 15:41:17	demo demo	support@booktrackdeliver.com	447984935042	120.00	0.00	120.00	<input type="text" value="Enter Package Locatio"/>	<input type="text" value="Enter More Package Information"/>

Showing 1 to 1 of 1 entries
 

Previous
 
 Next

*Pic 14. Bulk or single tracking update layout*

# Bulk Update of Tracking Layout

### Bulk Tracking Info Update (Select Invoices To Update)

[Proceed To Enter Tracking Details >>](#)

Show  entries

Search:

<input type="checkbox"/>	INV#	INV_Date/time	Name	Email Address	Phone Number	Payable Amount	Paid Amount	Pending Amount
<input type="checkbox"/>	BTD0016	2022-02-27 15:41:17	demo demo	support@booktrackdeliver.com	447984935042	120.00	0.00	120.00

Showing 1 to 1 of 1 entries

Previous  Next

Pic 15. Bulk or single tracking update for customers - this layout leads to pic 14.

# Bulk Update of Tracking Layout

Hi demo demo,

Thank you for your interest in our services and booking a parcel delivery through Demo1, please download your invoice from the link below.

**Phone:** 447984935042

**Email:** support@booktrackdeliver.com

**Get Your Cargo / Freight Invoice:**

[click here to get invoice](#)

Track your parcel here [https://booktrackdeliver.com/custom\\_package\\_tracking.php?zRB6NhmsNvU4jxRKst3XFM=c023e5a6-c707-4888-9324-bf11dd83f8da](https://booktrackdeliver.com/custom_package_tracking.php?zRB6NhmsNvU4jxRKst3XFM=c023e5a6-c707-4888-9324-bf11dd83f8da)

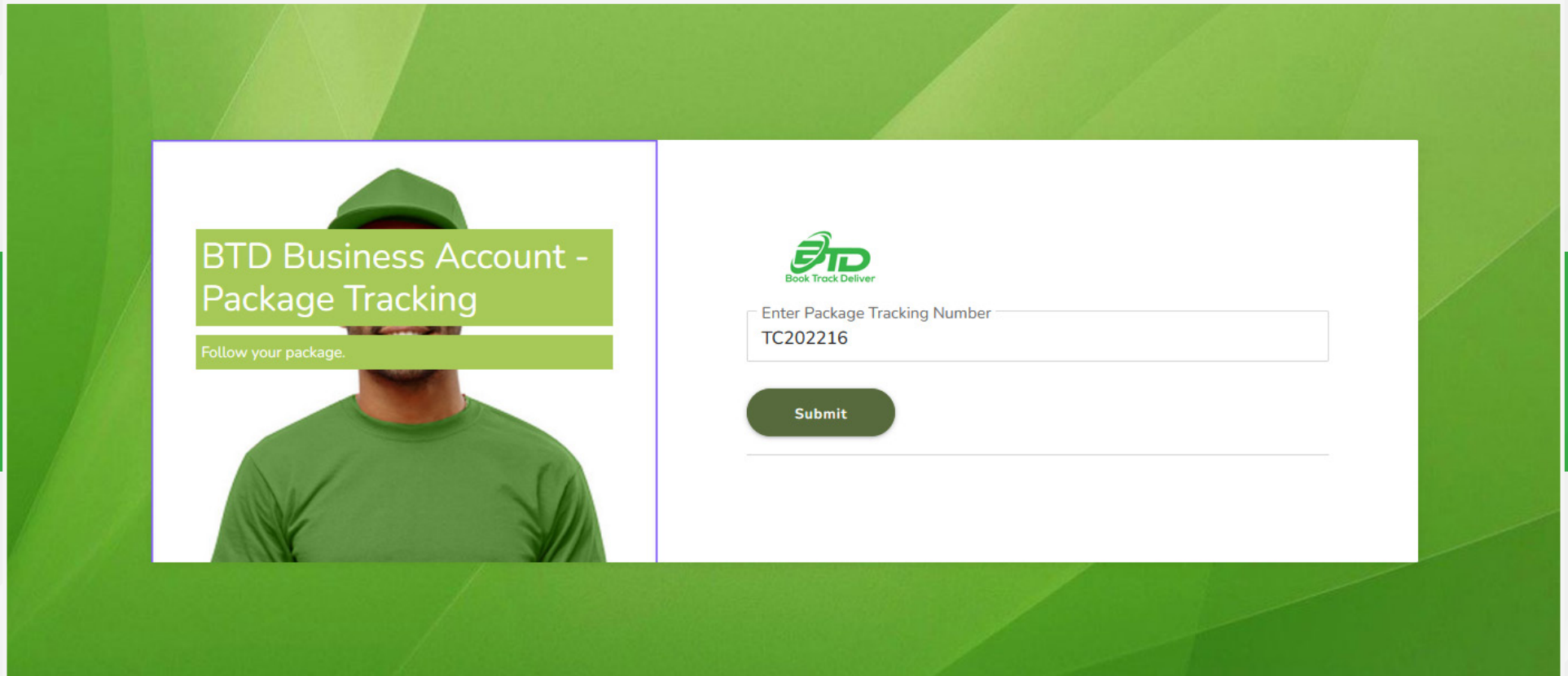
Tracking Number: **TC202216**

Regards,

Demo1

*Pic 16. Email with tracking number and tracking link*

# Bulk Update of Tracking Layout



BTD Business Account -  
Package Tracking

Follow your package.

**BTD**  
Book Track Deliver

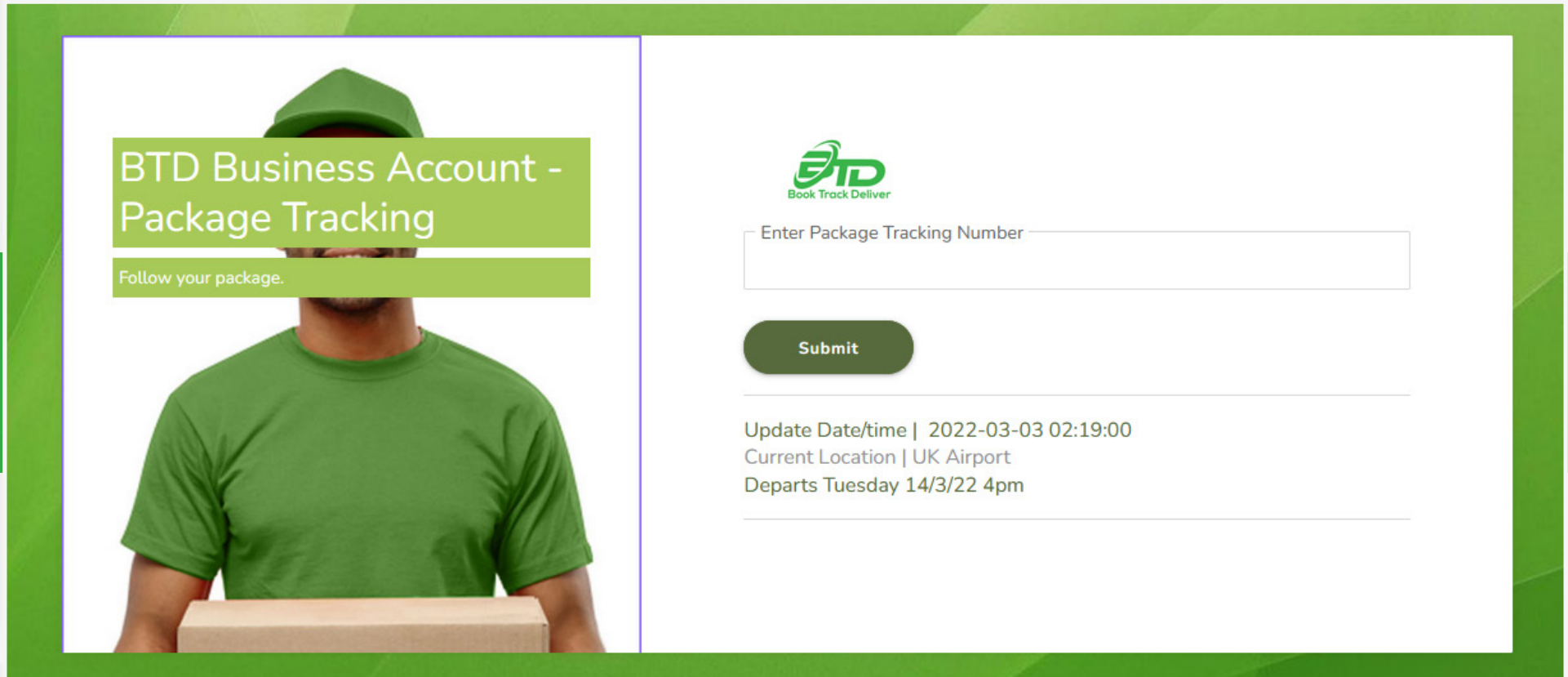
Enter Package Tracking Number

TC202216

Submit

Pic 17. Tracking page

# Bulk Update of Tracking Layout



BTD Business Account -  
Package Tracking

Follow your package.

BT  
Book Track Deliver

Enter Package Tracking Number

Submit

Update Date/time | 2022-03-03 02:19:00  
Current Location | UK Airport  
Departs Tuesday 14/3/22 4pm

Pic 18. Tracking page with tracked shipment

**Bulk Payment Update-** The same process for tracking updates applies here, an agent either updates it as bulk if the information applies to all or select individual basis.

### Enter Bulk Payment Details

If Either Or Both Payment Received Or Payment Method For The Below Invoice(s) Is Similar, Enter The Values In The Below Two Fields.  
If Either Or Both Payment Received And Payment Method Used For The Below Invoice(s) Is Different,  
Enter the Values In Their Respective Fields In Each Row

Show  entries

Search:

	INV_Date/time	Name	Email Address	Phone Number	Payable Amount	Paid Amount	Pending Amount	Received Amount	Payment Method
BTD0016	2022-02-27 15:41:17	demo demo	support@booktrackdeliver.com	447984935042	120.00	0.00	120.00	Enter Amount Received From	Enter Payment Method Used

Showing 1 to 1 of 1 entries

Previous

1

Next


*Pic 19. Bulk payment update layout - same procedure as tracking*





# REPORTS:

**Sales Invoice Summary** – Runs a query and publishes a summary of all invoice sales

### Custom Business Invoices

 1  
Total Customer(s)

 £120.00  
Total Invoice Amount

 £120.00  
Total Paid Amount

Export to Excel


Export to PDF


Order Date	INV_#	Customer	Notes	Payable Amount	Paid Amount	Pending Amount
2022-02-27 15:41:17	BTD0016	demo demo	Please pay to our UK account HSBC Sort Code: Account :	120.00	0.00	120.00


*Pic 20. All invoice sales per customer layout for custom invoice*

# Sales Invoice

### Cargo Invoices

 1  
Total Customer(s)

 £105.00  
Total Invoice Amount

 £105.00  
Total Mark-up Gain


[Export to Excel](#) [Export to PDF](#)


Order Date	INV_#	Customer	From	Destination	Service	Mark-up Gain	Payable Amount	Paid Amount	Pending Amount
2022-03-02 10:08:00	BTD0018	demo demo	UK	Nigeria Lagos(Nig)	Air	105.00	105.00	0.00	105.00


Pic 21. All invoice sales per customer layout - for cargo invoice

**Daily sales summary** – Runs a query and publishes a summary of all daily sales

### Custom Business Invoices

 1  
Total Customer(s)

 £120.00  
Total Invoice Amount

 £120.00  
Total Paid Amount

[Export to Excel](#) [Export to PDF](#)

Order Date	Total Orders	Payable Amount	Paid Amount	Pending Amount
2022-02-27	1	120.00	0.00	120.00

*Pic 22. All daily invoice sales layout - for custom invoice*

## Cargo Invoices

 1  
Total Customer(s)

 £105.00  
Total Invoice Amount

 £105.00  
Total Mark-up Gain

[Export to Excel](#) [Export to PDF](#)

Order Date	Mark-up Gain	Payable Amount	Paid Amount	Pending Amount
2022-03-02	105.00	105.00	0.00	105.00

*Pic 23. All daily invoice sales layout - for cargo invoice*

# EMAIL:

Just like any customer relations management system, BTD lets you send an email on an individual customer basis or as a bulk email to customers with an improved text editor and ability to attach a document to your email. BTD provided a mass information system through email and SMS (see the SMS section).

Select Email Recipients

☒ Compose Email

Show  entries Search:

<input type="checkbox"/>	Name	Email Address	Phone Number
<input type="checkbox"/>	demo demo	support@booktrackdeliver.com	447984935042

Showing 1 to 1 of 1 entries Previous  Next

*Pic 24. Send bulk or individual email to customers – sends only to registered customers*

# Compose Email Layout

Send Bulk Emails

Enter Email Subject

Email Details

**B** **I** | ?

Browse...

No file selected.

Send Email

Pic 25. Compose email layout

# PRICES:

These are quoted prices based on air and sea freight services to some destinations based on market rate prices. These prices are updated by the super admin who is the major freight forwarder and is only available for those using the cargo invoice option. It also serves as a guide for an agent using the custom or cargo invoice options if the intended invoice value matches the destinations and service type on the price list. The commercial version called MY CARGO AGENT features many world destinations if needed.

BTD does not give the sub agent the control of prices on the cargo invoice option but the commercial version MY CARGO AGENT comes with a full package including the Super admin backend.



Quotation Costs

Show 25 entries Search:

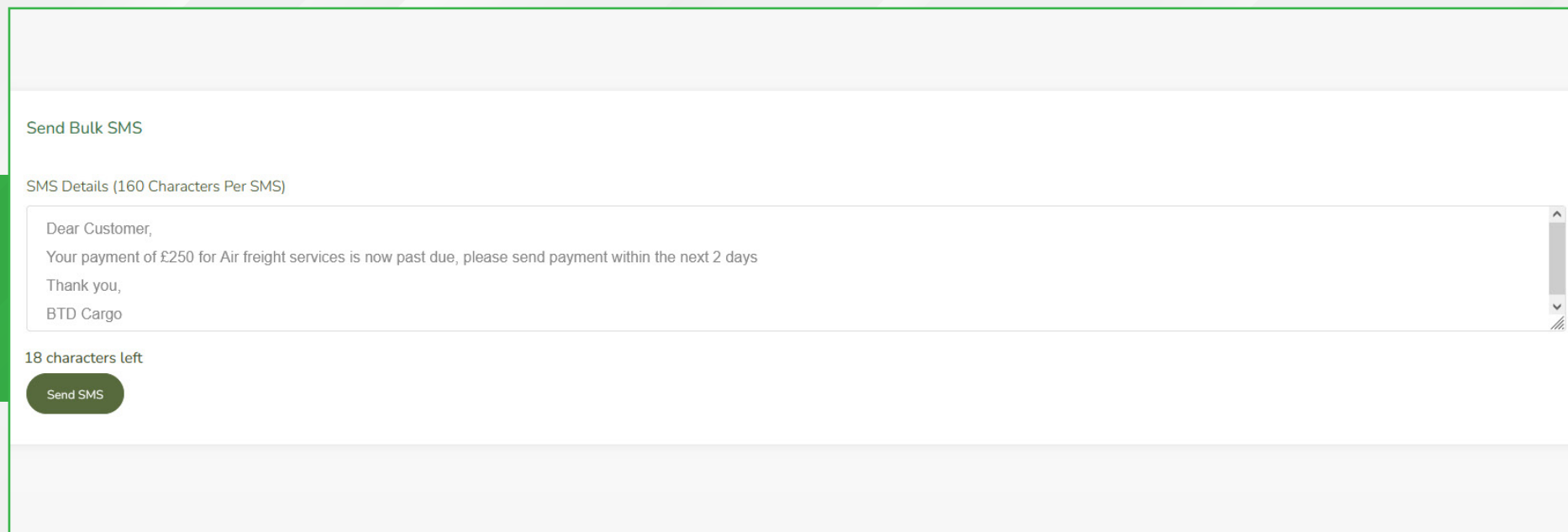
From (Country)	Destination (City)	Air Unit Charge	Air Handling Charge	Sea Unit Charge	Sea Handling Charge	Delivery
UK	Abuja(Nig)	4.90	20.00	350.00	20.00	Yes
UK	Port Harcourt(Nig)	4.90	20.00	350.00	20.00	Yes
UK	Owerri(Nig)	4.90	20.00	350.00	20.00	Yes
UK	Enugu(Nig)	4.90	20.00	350.00	20.00	Yes
UK	Onitsha(Nig)	4.90	20.00	350.00	20.00	Yes
UK	Aba(Nig)	4.90	20.00	350.00	20.00	Yes
UK	Calabar(Nig)	4.90	20.00	350.00	20.00	Yes
UK	Uyo(Nig)	4.90	20.00	350.00	20.00	Yes
UK	Kaduna(Nig)	5.10	20.00	350.00	20.00	Yes
UK	Kano(Nig)	5.10	20.00	350.00	20.00	Yes
UK	Accra(Ghana)	8.50	20.00	300.00	20.00	Yes
UK	Kumasi(Ghana)	8.50	20.00	300.00	20.00	Yes
UK	Lagos(Nig)	4.50	20.00	350.00	20.00	Yes
Nigeria(Lagos)	UK(London)	3.70	0.00	0.00	0.00	No
Nigeria(Lagos)	UK(others)	3.70	30.00	0.00	0.00	Yes
Netherlands	Lagos(Nig)	9.50		450.00	20.00	Yes

Pic 26. Example of price list page – it can be edited by the Super admin only

# SMS:

BTD has an SMS capacity that enables agents to send bulk or individual SMS to customers, SMS can only be sent to registered customers with defined correct mobile numbers. For the SMS to go through, the agent or business account holder has to have an SMS credit on their account which can be purchased by contacting the admin. The rate is at £0.07/SMS sent (subject to market rate changes). The customer needs to be registered with the right mobile number format and country code, for example 4478912345- for UK, 2348055- for Nigeria, 324524- for Belgium (country code without the + sign or 00 code) is the recommended format. Agents can always update it to the correct format by editing the customer's profile.

Any seasoned agent knows what sending a quick SMS full of information or a payment reminder would bring to a business.



Send Bulk SMS

SMS Details (160 Characters Per SMS)

Dear Customer,  
Your payment of £250 for Air freight services is now past due, please send payment within the next 2 days  
Thank you,  
BTD Cargo

18 characters left

Send SMS

*Pic 27. Bulk or individual SMS layout – purchase by using the contact form or email [sales@mds.business](mailto:sales@mds.business)*



# Bulk or individual SMS layout

Select SMS Recipients

✓ Compose SMS

Show 25 entries

Search:

	Name	Email Address	Phone Number
<input type="checkbox"/>	demo demo	support@booktrackdeliver.com	447984935042

Showing 1 to 1 of 1 entries

Pic 28. Bulk or individual SMS layout – this page leads to Pic.27

## Bulk or individual SMS layout

### All Sent SMS

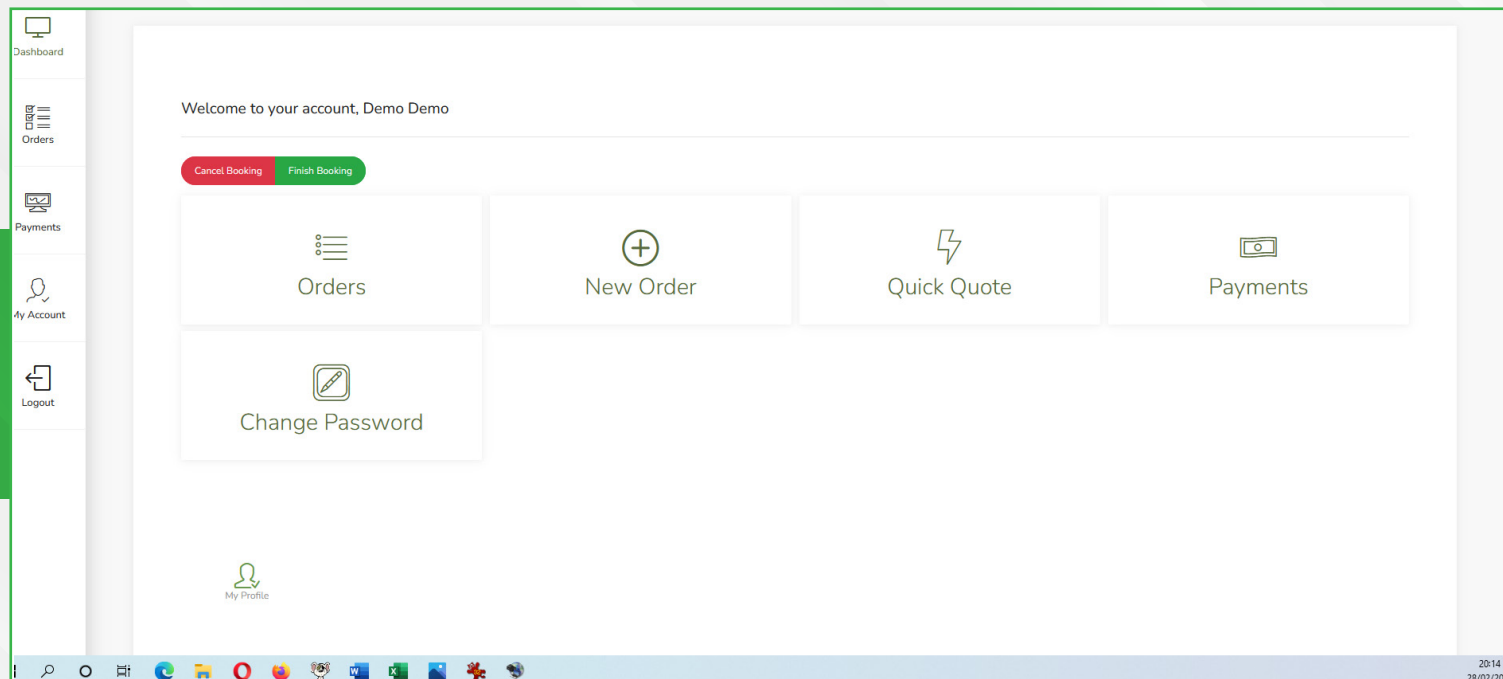
Date/time Sent	Sent To	SMS	+ New Entry
2022-03-07 16:54:00	+447984935042	Dear Customer, Your payment of £250 for Air freight services is now past due, please send payment within the next 2 days Thank you, BTD Cargo	
2022-02-28 20:06:00	+447984935042	Dear Customer,	

*Pic 29. Sent SMS messages layout*

# GO TO COURIER BOOKING PAGE:

Agents do not need to use this courier option, but we have integrated our local and international courier system to BTD and MY CARGO AGENT. This section simply logs an agent into the courier booking site automatically and enables the agent to book local couriers in the UK for collection or delivery of their customers' goods within UK and international destinations.

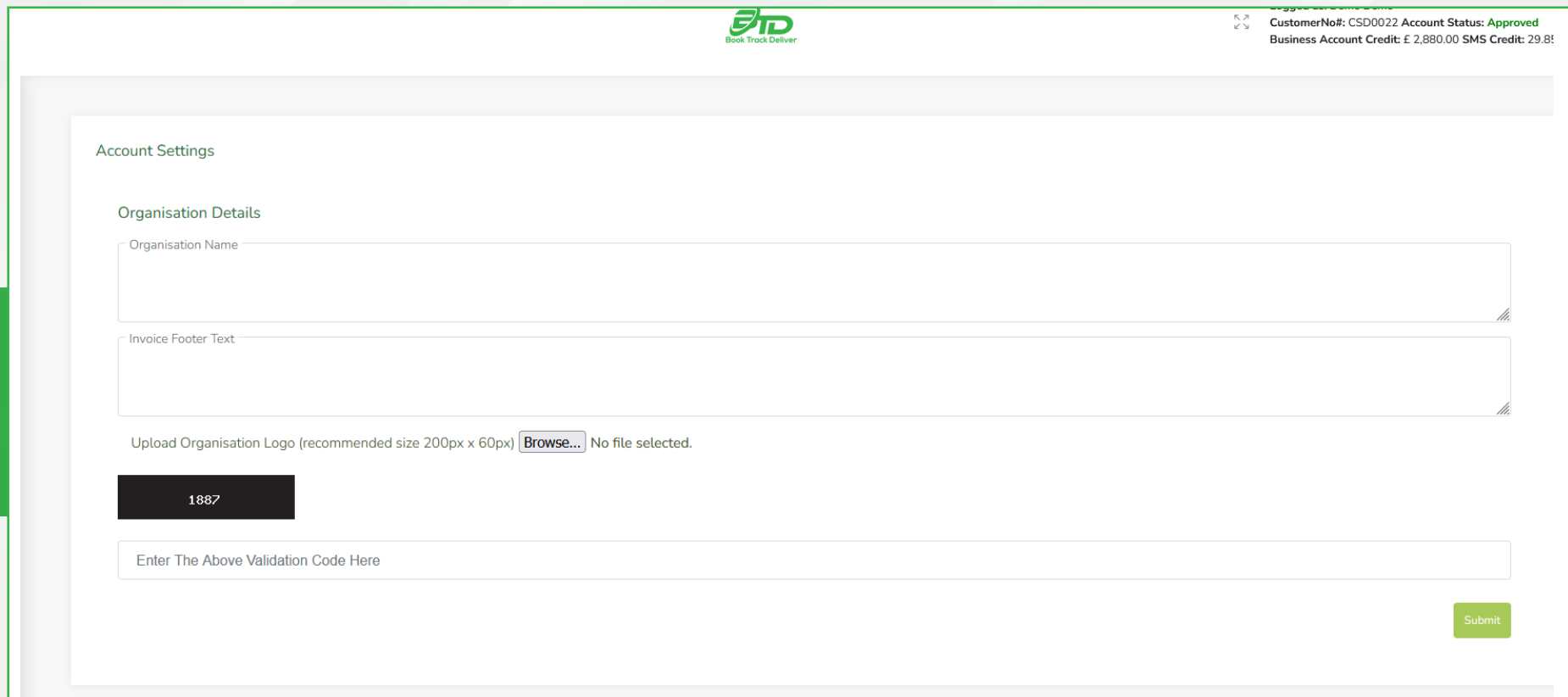
This courier website is simple and provides a price comparison for local and international courier delivery companies like DHL, DPD, TNT, UPS and many more. Just use the new order button, enter your package details, select your preferred courier and prices they offer, checkout and print your labels for your postage or send labels to your customer to affix to the package.



*Pic 30. Courier booking page automatically logs you in with the same details from BTD*

# SETTINGS:

The settings section is very important in the branding of your business in BTD. The aim of BTD is to give freight agents as much flexibility as possible in handling their admin area. Uploading your logo, writing a good footer text (texts you want to show on your invoice in the bottom area) and writing your organization's name (business name) will completely replace all presence of BTD on the invoice with yours. Please stick to the recommended logo size of 200px X 60px to be able to fit your logo on the invoice. After setting up, we recommend sending an invoice to yourself to check if everything appears how you'd like it to.



The screenshot shows the 'Account Settings' page in the BTD (Book Track Deliver) system. At the top, there is a header bar with the BTD logo on the left and user information on the right: 'CustomerNo#: CSD0022 Account Status: Approved' and 'Business Account Credit: £ 2,880.00 SMS Credit: 29.8!'. The main content area is titled 'Account Settings' and contains a section for 'Organisation Details'. This section includes three input fields: 'Organisation Name', 'Invoice Footer Text', and 'Upload Organisation Logo (recommended size 200px x 60px)'. The 'Organisation Name' field is empty. The 'Invoice Footer Text' field is empty. The 'Upload Organisation Logo' field shows a 'Browse...' button and the text 'No file selected.'. Below these fields, there is a black box with the number '1887' and a text input field labeled 'Enter The Above Validation Code Here'. A green 'Submit' button is located at the bottom right of the form.

BTD  
Book Track Deliver

CustomerNo#: CSD0022 Account Status: Approved  
Business Account Credit: £ 2,880.00 SMS Credit: 29.8!

Account Settings

Organisation Details

Organisation Name

Invoice Footer Text

Upload Organisation Logo (recommended size 200px x 60px)  No file selected.

1887

Enter The Above Validation Code Here



## CHANGE PASSWORD:

This will bring you to a layout where your password can be updated.

## LOGOUT:

Use this link to log out of the account.

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