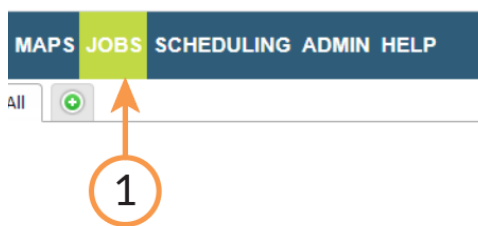


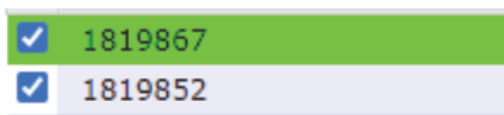
HOW TO

MERGE TWO JOBS IN TRACMAP ONLINE

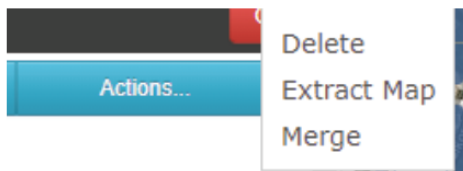
Merging jobs can only be done if the following are the same: Products must match, orders are completed, orders are the same type (e.g standard or variable rate), orders must be either flight or ground but not both.



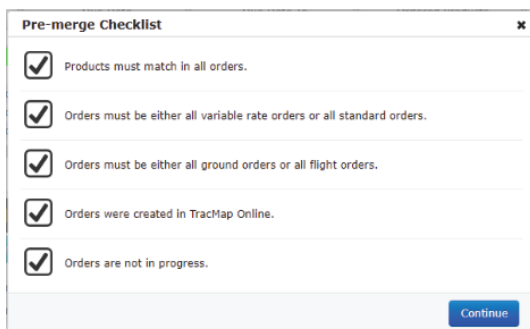
1. Open up TracMap Online and navigate to the **'JOBS'** tab.



2. Here in your jobs list select the two jobs you would like to merge.



3. Click on **'Actions'** and from the drop down select **'Merge'**.



4. A pop up will appear and if you have all ticks then you can click "Continue" in the bottom right hand corner.



5. In the next pop up check that all the details are correct. Then click **'Merge'** in the bottom right hand corner of the screen. You will then get a confirmation that the jobs have merged and a new job number.