



MINIMAX

ONLINE PORTAL REPORT GUIDE



**605 Education Road
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**PEACE OF MIND
TRANSPORTATION**

From our family to yours.



Reports Section – Detailed Shipment Report

The **Detailed Shipment Report** allows you to view and customize shipment history based on specific criteria.

Step 1: Select Filters

- Choose a **Saved Report** (if you've previously created one), or set a **Date Range**.
- Use filters to narrow down results:
 - **Debtor, Shipper, Consignee**
 - **PO Number, Shipper/Consignee Name, City, State/Province**
 - **Service Level**
 - Checkboxes to include:
 - Master Shipments
 - Delivered Shipments (all or recently delivered)
 - Undelivered Shipments

Step 2: Select Fields to Display

- On the left, you'll see **Available Fields** (e.g., PO, Service Code, Pickup Time, Status).
- Select the fields you want and click **Add >>** to move them to the **Selected Fields** box.
- Use the up/down arrows to arrange the order.

Step 3: Run or Save Report

- Click **Run Report** to generate the report immediately.
- Click **Save As New Report** to save your customized setup for future use.
- Saved reports can be quickly accessed from the **Saved Report** dropdown at the top.



Detailed Shipment Report

Select a Saved Report: -- Choose a Saved Report -- ▼

Date Range: Last 7 Days : 08/30/25 - 09/05/25 ▼

Minimax - PRELIVE Account Codes: 12345678

Include shipments matching the: ☒ Debtor ☐ Shipper ☐ Consignee

PO Number: (Supersedes any date range)

Shipper Name:

Shipper City:

Shipper State: -- Any Province -- ▼

Consignee Name:

Consignee City:

Consignee State: -- Any Province -- ▼

Service Level: -- All -- ▼

☒ Include Master Shipments

☒ Include Delivered Shipments

☒ Include all delivered shipments

☐ Exclude shipments delivered more than 14 days before the end date
(useful if you only want to see recently delivered shipments)

☒ Include Undelivered Shipments

Available Fields

Trn
PO
Customer Reference
Service Code
Service Level
Pickup Arr Time
Pickup Dep Time
Due Date
Transit Days
Current Status

Add >>

<< Remove

Selected Fields

Shipment Number
Waybill / BOL
PU Date
Del Date

↑
↓

Run Report

Save Report

Save As New Report

Delete Selected Report

Maintain Scheduled Reports

The **Maintain Scheduled Reports** page allows you to manage saved reports so they can run automatically on a set schedule.

Step 1: View Scheduled Reports

- Any saved reports you've scheduled will appear in the list, showing:
 - Report Name
 - Schedule Type (Weekly or Monthly)
 - Week Days / Day of Month
 - Run Time
 - Email Recipients
 - Expiration Date
- You can maintain up to **3 saved reports** at a time.



- Each report has a maximum date range of **30 days**.

Step 2: Add a Scheduled Report

- Click **Add** to create a new scheduled report.
- This will take you to the **Add Scheduled Report** page.

Maintain Scheduled Reports						
Add Update Delete						
Report List - Click a row to select a report, double-click to update a report						
Report Name	Sched Type	Week Days	Day of Month	Run Time	Email To	Expiration Date
Add Update Delete You are limited to 3 saved reports. Each report has a maximum date range of 30 days.						

Add Scheduled Report

This page allows you to configure how and when your saved report runs automatically.

Step 1: Select Report Details

- Choose a **Report Name** from the dropdown (reports you saved earlier in the Detailed Shipment Report section).
- Select a **Schedule Type**:
 - **Weekly** – pick the days of the week.
 - **Monthly** – pick the day of the month.
- Select the **Run Time** when you want the report generated.

Step 2: Add Recipients

- Enter up to **five email addresses** to receive the report automatically.

Step 3: Set Expiration

- Choose the **expiration date** using the calendar picker.
- Once the expiration date passes, the report will stop sending.

Step 4: Save

- Click **Add Scheduled Report** to finalize and activate your scheduled report.



Add Scheduled Report

*Report Name:

*Schedule Type: ☒ Weekly ☐ Monthly

*Week Days: ☐ Sunday
☐ Monday
☐ Tuesday
☐ Wednesday
☐ Thursday
☐ Friday
☐ Saturday

*Run Time:

*Email Address 1:

Email Address 2:

Email Address 3:

Email Address 4:

Email Address 5:

*Expires: 

Add Scheduled Report

Shipment Analysis by Consignee Province

The **Shipment Analysis by Consignee Province** report provides an overview of shipments broken down by consignee province.

Step 1: Select Date Range

- Choose a **Date Range** from the dropdown or set **Custom Dates** by using the calendar fields.

Step 2: Select Shipment Role

- Choose which shipments to include based on your role:
 - ☐ **Bill To**
 - ☐ **Shipper**
 - ☐ **Consignee**

Step 3: Select Service Type

- From the dropdown, select **All Service Types** or filter by a specific service level.

Step 4: Run the Report



- Click **Run Report** to generate the shipment analysis.

This report helps analyze where your shipments are being delivered across provinces, making it useful for tracking volumes and identifying distribution trends.

Once you click **Download Report**, the system will generate an excel sheet showing shipment volumes grouped by consignee province.

Report Results Include:

- **Province** – the destination province of your shipments.
- **Shipment Counts** – the number of shipments delivered to each province within the selected date range.
- **Additional Metrics** – depending on your setup, you may see totals such as pieces, weight, or charges.

How to Use This Report

- Identify which provinces receive the most shipments.
- Compare volumes across different time ranges.
- Use this data for planning distribution, sales, or customer support resources.

MINIMAX TEST
Shipment Analysis by Consignee Province
Date Range: Custom Dates
From Date: 09/08/2024
To Date: 09/08/2025
Include shipments where you are:
☒ Bill To
☐ Shipper
☐ Consignee
Service Type: All Service Types
Run Report

In addition to the table view, this report also provides a **map visualization** of your shipments.

Report Results

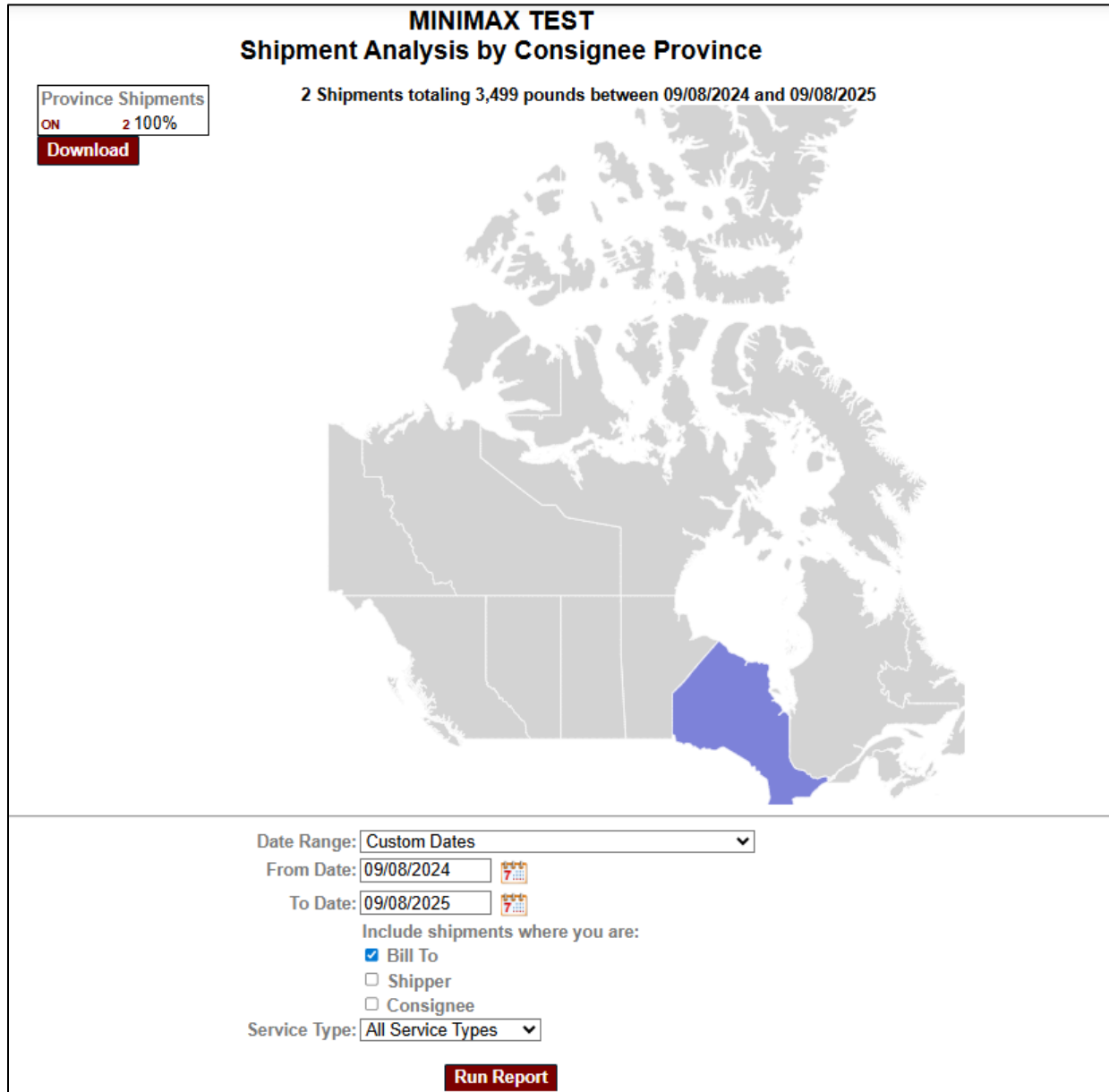
- **Highlighted Provinces** – provinces where shipments were delivered will be shaded on the map.
- **Shipment Totals** – above the map, you'll see the total number of shipments and total weight for the selected date range.



- **Province Shipments Toggle** – on the left, you can switch shipment counts on/off.
- **Download Option** – export the map for reporting or presentations by clicking **Download**.

How to Use This Report

- Quickly visualize shipment concentration across Canada.
- Identify high-volume delivery provinces.
- Compare geographic distribution to better understand your shipping patterns.





Shipment Analysis by Weight

This report allows you to analyze shipments based on **total weight** within a selected timeframe.

How to Run the Report:

1. **Select Date Range** – choose a preset (e.g., Last 30 Days, Year-to-Date) or enter custom dates.
2. **From/To Dates** – adjust the exact reporting period if using custom dates.
3. **Include Shipments Where You Are** – filter based on your role in the shipment:
 - **Bill To** (default)
 - **Shipper**
 - **Consignee**
4. **Service Type** – narrow down results by selecting specific service types or leave as **All Service Types**.
5. Click **Run Report** to generate shipment weight analysis.

MINIMAX TEST

Shipment Analysis by Weight

Date Range: Custom Dates ▼

From Date: 09/08/2024 📅

To Date: 09/08/2025 📅

Include shipments where you are:

☒ Bill To

☐ Shipper

☐ Consignee

Service Type: All Service Types ▼

Run Report

Report Results

After hitting **Run Report**, you'll see a weight distribution chart like the example below:

- Each weight range displays the **number of shipments** and the **percentage** of your total.
- The top summary includes **total shipments**, **total pounds**, and **average weight per shipment**.
- You can **download** the results for further use.



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Shipment Analysis by Weight

Weight (Lbs)	Shipments
500-999	2 18%
2000-4999	5 45%
5000-9999	2 18%
10000-19999	2 18%

Download

11 Shipments totaling 54,498 pounds between 09/08/2024 and 09/08/2025
Average Weight: 4,954.4 pounds per shipment

Date Range: Custom Dates

From Date: 09/08/2024

To Date: 09/08/2025

Include shipments where you are:
☒ Bill To
☐ Shipper
☐ Consignee

Service Type: All Service Types

Run Report

Shipment Analysis Over Time

1. Report Setup Screen

- Select your **Date Range**.
- Choose whether to include shipments where you are the **Bill To, Shipper, or Consignee**.
- Use the **Report Shipments By** dropdown to group shipments by:
 - **Day**
 - **Week**
 - **Month**
- Select your **Service Type**.
- Click **Run Report**.



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Shipment Analysis Over Time

Date Range: Custom Dates ▼

From Date: 06/11/2025 

To Date: 09/09/2025 

Include shipments where you are:

☒ Bill To

☐ Shipper

☐ Consignee

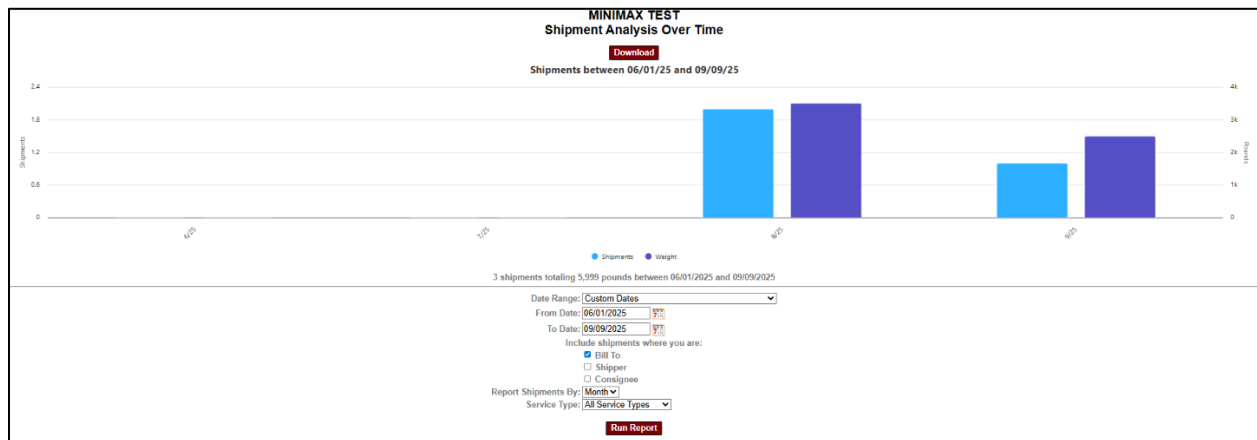
Report Shipments By: Month ▼

Service Type: All Service Types ▼

[Run Report](#)

Report Results

- The report displays shipments over time with a visual chart.
- Bars represent both **shipment count** (blue) and **weight** (purple).
- Totals are shown below the chart, including total pounds moved and the number of shipments.
- The data can be **downloaded** for further analysis.





Top Consignees Report

This report allows you to identify your **highest-volume consignees** based on either the **number of shipments** or the **total weight** shipped within a selected timeframe.

Steps to Run the Report

1. **Select Date Range** – Choose from predefined ranges or set custom dates using the calendar tool.
2. **Include Shipments** – Pick whether you are the **Bill To**, **Shipper**, or **Consignee**.
3. **Select Service Type** – Filter by service type or leave as *All Service Types*.
4. **Rank Consignees By** – Choose whether to rank by **Shipment Count** (number of shipments) or **Shipment Weight** (total weight shipped).
5. Click **Run Report** to generate the results.

MINIMAX TEST Top Consignees

Date Range: Custom Dates ▼

From Date: 06/12/2025 

To Date: 09/10/2025 

Include shipments where you are:

☒ Bill To

☐ Shipper

Service Type: All Service Types ▼

Rank Consignees By: ☒ Shipment Count ☐ Shipment Weight

Run Report

Report Results

Once you run the report, the system will display your **Top 50 Consignees** based on either **Shipment Count** or **Shipment Weight** (depending on your selection).

- Each consignee is listed by **name and location**.
- The report shows the **number of shipments** and the **total weight** shipped to that consignee within the chosen date range.
- A **bar graph** provides a quick visual comparison between consignees.
- You can also **download the report** for offline use.



MINIMAX TEST

Top 50 Consignees by Shipment Count

Download

4 shipments to 4 consignees totaling 6,999 pounds between 06/12/2025 and 09/10/2025.

abc comapny Thornhill, ON	1 Shipments. 2,500 Pounds.
Minimax London London, ON	1 Shipments. 2,500 Pounds.
MINIMAX TORONTO Etobicoke, ON	1 Shipments. 1,000 Pounds.
Minimax Express Etobicoke, ON	1 Shipments. 999 Pounds.

Date Range: Custom Dates

From Date: 06/12/2025

To Date: 09/10/2025

Include shipments where you are:
☒ Bill To
☐ Shipper

Service Type: All Service Types

Rank Consignees By: ☒ Shipment Count ☐ Shipment Weight

Run Report

Statement Report Setup

The **Statement Report** lets you generate a financial summary of your shipments, including balances, due dates, and invoice details.

1. **Available Fields** – On the left, you'll see a list of all fields you can include in your statement report (e.g., POD Date, Service Level, Shipper Info).
2. **Selected Fields** – On the right, you'll see the fields that will appear in your report. Use the **Add >>** button to move fields over, or **<< Remove** to take them out.
3. **Arrange Order** – Use the **up and down arrows** to change the order in which fields will display in your report.
4. **Save As New Report** – If you want to keep this setup for future use, click **Save As New Report**.
5. **Run Statement Report** – Once your fields are selected, click this to generate your report.

This report is most useful for **tracking invoices, balances, and shipment-level financial data**.



Statement Report Setup

Available Fields

Statement #
POD Date
PO
Customer Reference
Service Level
Origin Terminal Code
Shipper Name
Shipper Address
Shipper City
Shipper State

Add > >

< < Remove

Selected Fields

Shipment Number
Reference #
Ship Date
Transaction Date
Invoice Due Date
Original Amt
Balance Amt



Save As New Report

Run Statement Report