

# Statement of Facts Logging In

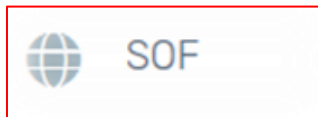
## Business Purpose

Use this job aid to:

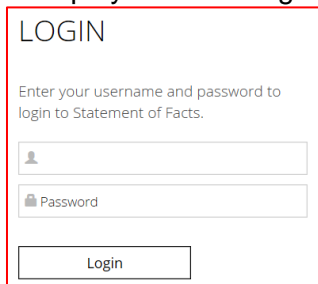
- Access Statement of Facts (SOF)
- Log in to SOF
- Access SOF Open
- Search for an SOF
- Order SOF

## 1. Access SOF

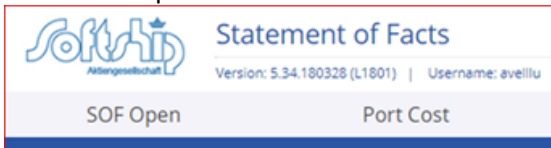
- a. Select SOF on the [Transformation Liner home page](#).



Enter your Crowley username and password the appropriate fields when LogIn page is displayed. Click Login.

A screenshot of the SOF LOGIN page. It features the word "LOGIN" at the top, followed by the instruction "Enter your username and password to login to Statement of Facts." Below this are two input fields: one for the username (with a person icon) and one for the password (with a lock icon). A "Login" button is positioned at the bottom of the form. The entire screenshot is enclosed in a red rectangular box.

- c. Select SOF Open tab.



- d. Search for an SOF using Agency, Port, Vessel and/or Date Range when Statement of Facts opens. Click Search.

A screenshot of the SOF Search interface. It shows a search bar with a "Search" button and "Open" and "Export to Excel" options. Below the search bar are several filters: "Agency" (dropdown menu with "Crowley HQ" selected), "Port" (input field), "Vessel" (dropdown menu with "Pegasus" selected), and "Date Range" (dropdown menu with "8/16/2017" and "11/8/2019" selected). The screenshot is enclosed in a red rectangular box.

- e. Click the ETA (GMT) column header for results to appear in ascending or descending order.

PDF Open

Search | Open | Export to Excel

Agency: [HQ] iCrawley HQ | Port: | Vessel: [E] Pegasus | Date Range: [1/1/2017] - [1/1/2019]

| Vessel | Voyage  | Port  | ETA (GMT)             | SOI Status |
|--------|---------|-------|-----------------------|------------|
| [E]    | NZV8033 | USPEF | 3/18/2018 6:00:00 PM  | Pending    |
| [E]    | NZV8033 | CUMAR | 3/24/2018 4:16:00 PM  |            |
| [E]    | NZV8033 | USPEF | 3/24/2018 9:42:00 PM  |            |
| [E]    | NZV8039 | USAK  | 3/29/2018 9:00:00 PM  | Pending    |
| [E]    | NZV8039 | USPEF | 3/31/2018 6:00:00 PM  |            |
| [E]    | NZV8039 | CUMAR | 4/1/2018 8:00:00 PM   |            |
| [E]    | NZV8039 | USPEF | 4/9/2018 10:00:00 AM  |            |
| [E]    | NZV8045 | USAK  | 4/12/2018 1:42:00 PM  |            |
| [E]    | NZV8045 | USPEF | 4/14/2018 12:12:00 PM |            |
| [E]    | NZV8045 | CUMAR | 4/15/2018 8:00:00 PM  |            |

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