



## Econ System Cheat Sheet – Copy Consignment

Copying consignments is an easy and useful Econ feature and is available for all Econ system users. To copy one of your existing consignments, follow these simple steps.

### Copy a Consignment in Econ

#### 1.1.1 Antarctic Applications Online

Open Econ using the external [Econ](#) link (or the internal link if accessible)

#### 1.1.2 Open Econ

On the Home Page, click Econ at the bottom of the menu (skip this step if using the internal Econ link)

#### 1.1.3 Econ Menu

Select 'My Consignments' on the left hand side of the Econ Menu

#### 1.1.4 My Consignments

Locate the consignment you wish to copy, and then click on the action 'Copy' as demonstrated below

Antarctic Applications Online														
ECON - Electronic Consignment System														
My Consignments														
		Action		Consignment	Type	Description	Transport							
							Destination	Voyage/Flight						
<a href="#">Home</a>	<a href="#">New Consignment</a>	<a href="#">My Consignments</a>	<a href="#">Group Consignments</a>	<a href="#">Consignment Template</a>	<a href="#">Cargo Operations</a>	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Copy</a>	<a href="#">Display</a>	E-128296F	General	Work Equipment	Mawson	V3 18/19 Mawson Resupply, Davis Summer Retrieval
						<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Copy</a>	<a href="#">Display</a>	E-128133T	General	Lithium Batteries for project equipment	Macquarie Island	V4 18/19 Macquarie Island Resupply
						<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Copy</a>	<a href="#">Display</a>	E-128131F	General	Two cartons of bolts	Cargo Biosecurity Centre	V4 18/19 Macquarie Island Resupply
						<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Copy</a>	<a href="#">Display</a>	E-126185J	Personal	UPE for Jane Citizen - Clothing and Footwear	Macquarie Island	V4 18/19 Macquarie Island Resupply
						<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Copy</a>	<a href="#">Display</a>	E-126177C	Personal	UPE for Jane Citizen - Haberdashery	Casey	V2 18/19 Casey Resupply
						<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Copy</a>	<a href="#">Display</a>	E-126099K	Samples	Soil and water samples for destructive analysis	Cargo Biosecurity Centre	V3 18/19 Mawson Resupply, Davis Summer Retrieval

**Note:** now a new number is generated. Other than the consignment number itself, the copied consignment is an exact replicate of the original consignment.

#### 1.1.5 Review Consignment – no changes

If no changes are required, simply select 'Submit for Packing'. You will be asked to Submit Consignment for processing? Select 'Yes' and your consignment is submitted.

#### 1.1.6 Review Consignment – make changes

If consignment details need to be changed e.g. transport, consignment description, delivery point, cargo requirements etc... Select 'Edit Consignment Details'. Make the required change/s and select 'Save & Next'. You will then be asked to Submit Consignment for processing. Select 'Yes' and your copied consignment is submitted for processing

If consignment contents (items) need to be changed, select 'Edit Packages/Items'. You now have the ability to add new packages to the consignment or add new items to an existing package. To add a new item to an existing package select the package you wish to add an item to (by clicking on the package number highlighted in blue). Then click on 'Add' for the Inner Package details.

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Complete the mandatory fields (as demonstrated below), untick the ‘Add More Items’ box when you are finished adding new items and select ‘Apply’

**Create Inner Package**

<b>* Description</b>	Spare needles		
<b>* Quantity</b>	5	UOM	Each
<b>* Value</b>	4	(\$ AUD per unit replacement value)	
<b>* Country</b>	Australia - Tasmania		
<b>Add More Items</b>	<input type="checkbox"/>		

**NOTE:**  
When Entering value for the item, ensure that you only enter the value per item, not the value of the entire consignment.  
The value should represent the replacement value of the item.

#### 1.1.7 Save Consignment

After adding the new packages and new items or new items to an existing package, select ‘Save & Next’ to save this information

**Edit Packages/Items**

Personal consignment E-128471F - UPE for Jane Citizen - Haberdashery

Outer Package/Box List			
No.	Package Description		Item Count
<input type="checkbox"/> 21457289	Large Carton Box		4
<input checked="" type="checkbox"/> 21457295	Small carton box		1

Inner Package List for 21457289	
No.	Item Description
<input type="checkbox"/> 21457290	Small boxes of Buttons
<input type="checkbox"/> 21457291	Long box of Birch Zipper Chain
<input type="checkbox"/> 21457292	Small box of threads
<input type="checkbox"/> new1	Spare needles

#### 1.1.8 Submit Consignment

You will be asked to Submit Consignment for processing. Select ‘Yes’ and your copied consignment is submitted for processing.

\*Remember all consignments must be “submitted” in Econ before cargo required by date for the nominated voyage or flight.