# PARCEL CUSTOMER IMPLANT

Updated Wednesday 2<sup>nd</sup> December 2009

Parcel Customer Implant © ZIPZAP Computers Ltd

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### • Installation and Updates

Double-click on the Implant.EXE

*First Time Installers – follow these screens:* 

On the first screen keep the application directory as standard, click next.

		Customer_Implant - S	etup Wizard		
		Welcome to the setup wizard of	Customer_Imp	plant	
		This program will install Customer_Imp	lant on your com	nputer.	
		We recommend that you close all the o	urent application	is before running the setup program.	
		The application will be installed in dire [C:\Program Files\Customer_Implant\	ctory:		
	Powered by WINDEV	Version: 1.01O	< <u>P</u> revio	ous <u>N</u> ext > Cancel	
	Customer_Implant - Setup	Wizard			
	C:\Program Files\Customer_Imp Do you want to create it?		lf askor	d to create the director	·\/
			click "Y	'es".	у,
Powered » WINDEV		<u>Y</u> es <u>N</u> o			
	Customer_Implant - Setu	p Wizard			
	Summary of setup				
	Setup will start now.				
	Selected Options: The setup will be performed in the followi	ng directory:			
	C:\Program Files\Customer_Implant\ Selected Setup Type: full setup				
	Run the automatic data modification.		Se dis	etup summary will then splayed, click next.	be
	٩		w b		
	Click 'Previous' to modify some options. Click 'Next' to continue.				
Powered by WINDEV		< <u>Previous</u> <u>N</u> ext > Can	el		

This will then install the Customer Implant server and inform you that setup is complete

The Customer Implant will then be installed and on the final screen tick only "desktop shortcut" and complete the setup by clicking done.

	Customer_Implant - Setup Wizard
	Backup of Replaced Files
	Files replaced during setup can be copied by the setup program. This backup copy will be used to uninstall files or to return to previous status in case of failure.
	Do you want to create a backup copy? Ves No Store the files in the directory:
	C:\Program Files\Customer_Implant\Backup
Powered by	< Previous Next > Cancel

### If the Customer Implant has been installed before:

Follow the same screens as above. Except where you get create directory you might get the following screen:

	Customer_Implant - Setup Wizard	
	Setup completed	
	Setup completed. Click 'Done' to exit the setup program. Run the program Display an icon on the desktop Display an icon in the 'Start' menu Display an icon in the quick launch bar	If asked to create a backup directory, select "No"
Powered by WINDEV	< <u>Previous</u> <u>Done</u> Cancel	

### • Networking the Program

If you wish to run the program across a Local Area Network you should install the program on all PC's that are to access the program. You should then look at loading the program on the next page.

• Loading the Program

### Running Customer\_Implant for the First Time

Double-click the Customer\_Implant icon on the desktop.



To run the program across a network, install the program on all workstations and then select a shared folder on a mapped driver for the data. All workstations must point to the same place although it is possible that they are mapped differently. Go to page 8 for instructions on how to set the data path.

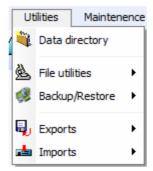
Initially when you open the program you will be asked to register your program. Contact ZipZap to obtain an answer for this question.

🍓 Registra	ition		<b>X</b>
Contact Z for this qu Question	iPZAP on 01522-684705 and estion. 112910389248	d obtain an answer	Check 🕑
Answer	0	Press F1 for help	

### • Data Path

To set the data path you should have a mapped folder on the network that everyone has read/write access to.

On the Utilities Menu you should select Data Directory

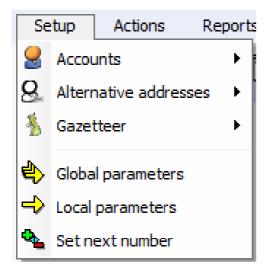


The window below will appear for changing the location of the data. The program will then remember this for future user.

🍓 Data Directory			×
Current data directory	C:\ProgramData\ZiPZAP Computers Limited\Customer_Im	Modify Close	8

Click Modify and choose a new directory, click OK and Close the Data Directory Window.

	Choose new directory	
Data Director     Current data dir	Choose new directory	Modify Modify Close
	Make New Folder OK Cancel	



The setup menu - It is important to work through it in the order indicated in this manual.

### • Setup, Global Parameters

Enter your company details on the screen as below:

Basic details	Communications Defaults	Save
Account	JHR001	
Our Name	ECLIPSE DISTRIBUTION SOLUTIONS	]
Address 1	WYMESWORLD IND EST	DPD Account
Address 2	WYMESWORLD RD	
Address 3		]
Town	LOUGHBOROUGH	
County	LEICESTERSHIRE	]
Postcode/Zip	LE12	
Contact	David Ash	]
Phone	07973 6060000	]
Licence key		
Label height	0.00 Label width 0.00	

You will need a Licence Key from Zipzap Computers to change the software from evaluation version to a licensed version

#### Go to page 40 for instructions on how to request a Licence Key.

After entering your details, select the **Communications** tab.

Parameters		
Basic details	Communications Defaults	Save 🗸
Our Email addres	snorman@zipzap.co.uk	
SMTP Server	smtp.btconnect.com	E-mail Details
SMTP Username	zipzapcomputers	
SMTP Password	•••••	
	Use Exchange Server Connection name	
		_
FTP Server		FTP Transfer type
FTP Username		Binary
FTP Password		O ASCII FTP Details
FTP Port	25	FTP Passive
FTP Remote Dir		
Timeout	30	

If required enter details of the FTP server you are communicating with and also the SMTP server if you are using e-mail. E-mail settings can be found in your e-mail client such as Outlook.

Select the last tab called **Defaults**.

Parameters					E
Basic details	Communications	Defaults			Save 🗸
Defectly theme	4				
Default items	<u>'</u>				
Default weight	20.0				
Default service	12				
Local depot	1 Depot Ema	il norman@zi	pzap.co.uk		
Adhoc Account	ECLIPSE001	2 <mark>%</mark>	Aternative	Label type 210mm x 14	40mm
	Use postcode any	where	Alternative	deliverer	
Username					
Code			PCA Web Site		
	Twain interface	Twain scan	type E	xport type	
	Yes	Default	۲	Extended	
	No	RGB	C	) ParcelTrak Standard	
		Greyscale	e		
		Black and	l white		

Fill in your default settings.

To select a service, click on the magnifying glass.

Fill in the local depot number and the depot email.

If you have a default adhoc account, select the account by using the magnifying glass.



Tick the tick box if you want alternative label type and if you have an alternative deliverer, fill in the box.

If you use postcode anywhere, tick the use postcode anywhere tick box and fill in the username, code and PCA website.

Select you scanner (Twain) Settings.

Select your export type.

Save 🕜 Click Save to finish

#### • Setup, Local Parameters

🍬 Local Parameter:	s 💽
Manifest Printer EP	SON Stylus Photo RX685 Series 💽 Save 🥑
Label Printer Ze	bra LP2844
EMail FTP	Scanner
Our Email address	snorman@zipzap.co.uk
SMTP Server	smtp.btconnect.com
SMTP Username	zipzapcomputers
SMTP Password	••••••
Send Email to	norman@zipzap.co.uk
Communication t	imeout 30

These settings are specific to your own local computer.

Select your default printers.

Next work through the tabs and enter the information.

If your local settings are the same as your global settings, then you can use this button 12 to copy the details from the global parameters.

EMail FTP Scanner				
FTP Server FTP Username FTP Password FTP Password FTP Port 25 FTP Remote Dir			FTP Transfer ty Binary ASCII FTP Passive	
EMail FTP Scanner Twain interface Yes No	Twain scan type <ul> <li>Default</li> <li>RGB</li> <li>Greyscale</li> <li>Black and white</li> </ul>	<b>X</b>		Olich Cours Save View #

### • Setup, Accounts, Browse Accounts

Account o Name		Town	Postcode/Zip	3 2 2 2
200	HEMPNALL PRIMARY SCHOOL	NORWICH	NR15 2AD	
201	MIDDLETON V.C PRIMARY SCHOOL	KINGS LYNN, NORFOLK	PE32 15A	New
202	LITTLE ELMS PRE-SCHOOL	ESSEX	CM8 2LZ	Modify
203	HAXEY PRE SCHOOL	HAXEY, DONCASTER	DN9 2HH	mouny
204	SMILER'S NURSERY	KENT	ME2 4JY	Delete
205	PERCY MAIN PRIMARY SCHOOL			Dutat
206	WHITEWAYS JUNIOR SCHOOL	S YORKSHIRE	54 8EX	Print
207	HEATHBROOK PRIMARY SCHOOL	SW8 3EH		Close
208	ST PATRICK'S PS LOUP	BT45 7TS		
209	LOLLIPOP NURSERY SCHOOL & CRE	SHROPSHIRE	HR4 9LJ	
210	THE TUDOR HOUSE MONTESSORI NU	WEST SUSSEX	RH15 8QD	
211	ST ANNES CE PRIMARY SCHOOL	STOKE ON TRENT	ST6 8TA	
212	BEDWAS JUNIOR SCHOOL	CAERPHILLY	CF82 8EB	
213	BEDWAS JUNIOR SCHOOL	CAERPHILLY	CF82 8EB	
214	BEDWAS JUNIOR SCHOOL: OTHER			
215	ST CATHERINES PRIMARY SCHOOL			
216	ST BOTOLPHS CE PRIMARY SCHOOL	LOUGHBOROUGH, LEICS.	LE12 9DN	
217	ST MARY'S RC JUNIOR SCHOOL	N15 5RE		
219	GLANTAFF INFANTS SCHOOL	PONTYPRIDD	CF37 5PG	
220	MADDERTY PRIMARY SCHOOL	PH7 3PA		
221	ST MARYS CHURCH OF ENGLAND PRI	BRISTOL	BS35 1HJ	
222	MILLFIELD NURSERY SCHOOL	NG12 3AJ		
223	VORDA PRE-SCHOOL			
224	CATHERINE CHILDS	KT17 3LX		
າາະ	LONG CLAWSON DDE SCHOOL	LEICECTENCHINE	LE4.4 AMC	

Click on New to add a new record or Modify to alter the highlighted record.

Account		<b>—</b> ×
Details	Despatch remarks	ок 🗸
Accref	200	Close 🔀
Name	HEMPNALL PRIMARY SCHOOL	
Address 1	HEMPNALL PRIMARY SCHOOL	
Address 2	THE STREET	
Address 3	HEMPNALL	
Town/Place	NORWICH	
County	LEICESTERSHIRE	
Postcode/Zip	NR15 2AD 🐁 ൽ	
Phone		
Fax		
Email	trafficoffice@gmx.co.uk	
Contact	Dave Ash	
Last used		
	Warning flag	

Enter the account details and click on the Despatch remarks tab.



View Internet Map of this postcode

Check Full Postcode using PAF

Count	
Details Despatch remarks	ок 📀
	Close
Remarks 1 Please Leave With Neighbour	
Remarks 2	
Remarks 3	
Remarks 4	
Barnalin 5	
Enter any Remarks here.	
Click OK OK to finish.	

### • Setup, Alternative addresses, Browse Alternative addresses

AVE ASH AVE ASH AVE ASH AVE ASH AVE ASH AVE ASH AVE ASH AVE ASH	LOUGHBOROUGH LOUGHBOROUGH LOUGHBOROUGH LOUGHBOROUGH LOUGHBOROUGH LOUGHBOROUGH	LE12 5AA LE12 5AA LE12 5AA LE12 5AA LE12 5AA LE12 5AA LE12 5AA	New Modify
AVE ASH AVE ASH AVE ASH AVE ASH AVE ASH	LOUGHBOROUGH LOUGHBOROUGH LOUGHBOROUGH LOUGHBOROUGH	LE12 5AA LE12 5AA LE12 5AA	Modify
AVE ASH AVE ASH AVE ASH	LOUGHBOROUGH LOUGHBOROUGH LOUGHBOROUGH	LE12 5AA LE12 5AA	
AVE ASH AVE ASH	LOUGHBOROUGH LOUGHBOROUGH	LE12 5AA	
AVE ASH	LOUGHBOROUGH		Delete
		LE12 5AA	
AVE ASH			Print
	LOUGHBOROUGH	LE12 5AA	Print
AVE ASH	LOUGHBOROUGH	LE12 5AA	Close 8
AVE ASH	LOUGHBOROUGH	LE12 5AA	
AVE ASH	LOUGHBOROUGH	LE12 5AA	
AVE ASH	LOUGHBOROUGH	LE12 5AA	
AVE ASH	LOUGHBOROUGH	LE12 5AA	
AVE ASH	LOUGHBOROUGH	LE12 5AA	
			1
	AVE ASH AVE ASH AVE ASH	AVE ASH LOUGHBOROUGH AVE ASH LOUGHBOROUGH AVE ASH LOUGHBOROUGH AVE ASH LOUGHBOROUGH	AVE ASH LOUGHBOROUGH LE12 5AA AVE ASH LOUGHBOROUGH LE12 5AA AVE ASH LOUGHBOROUGH LE12 5AA AVE ASH LOUGHBOROUGH LE12 5AA AVE ASH LOUGHBOROUGH LE12 5AA

Click on **New** to add a new record or **Modify** to alter the highlighted record.

🍓 Alternativ	ve delivery addresses	<b>X</b>
Accref	ECLIPSE001	ок 🥑
Name	DAVE ASH	Close 🔀
Address 1	WYMESWORLD IND	
Address 2	WYMESWORLD ROAD	
Address 3	WYMESWORLD	
Town/Place	LOUGHBOROUGH	
County	LEICESTERSHIRE	
Postcode	LE12 5AA 🚯 🐼	
Contact	Dave Ash	
Phone	07973 606000	



View Internet Map of this postcode

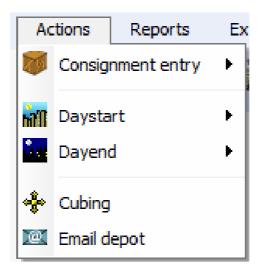
Check Postcode using PAF

• Setup, Gazetteer, Browse Gazetteer

Postcode/Zip 🔍	🛯 🔇 S S S
AB10	
AB11	New
AB12	Modify
AB13	
AB14	Delete 🕳
AB15	Print 📕
AB16	Print 🚍
AB21	Close 🔀
AB22	
AB23	
AB24	
AB25	
AB30	
AB31	
AB32	-

For viewing purposes only,

The Actions menu relates to tasks performed within the program.



### • Actions, Consignment entry,

Select if you wish to filter the browse for a date.

🍓 Vie	w consignments		×
Date	30/11/2009	View	0
	Filter on date	Close	8

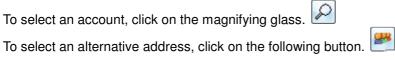
You will then see a browse list:

ket	o Date o	Order number	a Account a	Name	Town	Postcode 1	1000
	09/06/2009	6969696969	ECLIPSE001	DAVE ASH	LOUGHBOROUGH	LE12 5AA	
							New
							Modify
							Delete
							Print a
							Frinta
							Close
							Label
							Label
							~

Click on **New** to add a new record or **Modify** to alter the highlighted record.

🍓 Consignme	ent entry/modification				×
Docket	1				No Email
Date	09/06/2009				Label 📼
Account	ECLIPSE001				Save 🕑
Order number	6969696969				Close 🔀
Name	DAVE ASH	<b>*</b>	Remarks 1	Please Leave With Ne	ighbour
Address 1	WYMESWORLD IND EST		Remarks 2		
Address 2	WYMESWORLD ROAD		Remarks 3		
Address 3	WYMESWORLD		Remarks 4		
Town/place	LOUGHBOROUGH		Remarks 5		
County	LEICESTERSHIRE				
Postcode/Zip	LE12 5AA 🔎 🐁 🗲	+	Identifier		
Telephone	07973 606000				
Contact	Dave Ash				
Items	1				
Weight	20				
Service	12 NEXT DAY PARCEL	•			
					.H.

Enter the consignment details:



÷
1
4

Learn Address

Check Postcode using PAF

Check Full Postcode using PAF

Label Elick this button if you want to print the label and save the consignment.

Save Olick this button if you want to save the consignment.

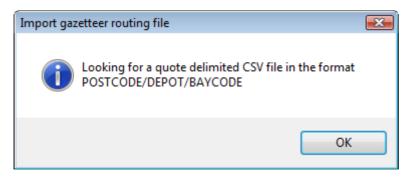
### • Actions, Daystart, Import Gazetteer

Select the gazetteer file you wish to import by clicking on the magnifying glass.

Click the **Disk** button to implant the file.

🍓 Import	gazetteer routing file	<b></b>
Import file	Do not import while other users are updating as it may lead to misrouting	Disk Format Close &
		t

To find out the format of the file beforehand, click on the format button. The following screen will appear with the details.



### • Actions, Dayend, Export Data

There are two options to where the data can be exported:

- 1. Dayend which is the Disk option
- 2. Email

🔌 Dayend	<b>X</b>
Date 30/11/2009	Dayend 🥑
	Email 扄
	Close 🔀
Progress	
	.H.

• Actions, Cubing

Work out a cube volume for bulk items.

🔹 Consignment cubing 🛛 💽					
Where an item is very light or bulky then it occupies a volume much greater than normally expected. A formula called 'cubing' is then used to calculate an equivalent weight.					
You should notify the depot if you are light.	sending items that are large but				
Uni	ts				
Length 0.00 (0) I	nches Calculate 🗸				
Width 0.00	Close 🔀				
Height 0.00					
Standard cubing calculated in Kgs as	0.00				
International cubing in cublic metres	0.00				
Air tonnes	0.00				
Sea tonnes	0.00				
Road tonnes	0.00				

### • Actions, Email depot

Select this option to send a message to a depot from within the program.

🔌 Email r	nessage to local depot			×
Message		*	Close	ន
		ľ		
		ſ	Send	
		▼	Send	<b>v</b>
				н

## Chapter 4 – Reports Menu

### • Reports, Manifest

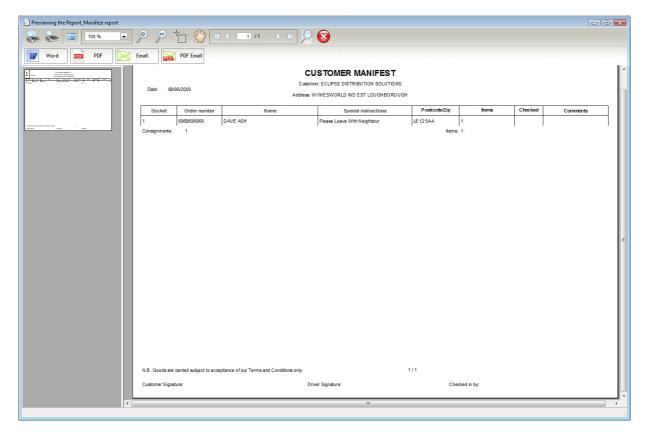
This option is for printing your manifest. You have the choice between a standard manifest or if you tick the tick box, you will get a detailed manifest.

Enter the date and click on the **Print** button.

🔌 Print manifest	
Manifest date 09/06/2009	Print 🚍
Detailed	Close 🔀
	.#

#### **Examples Below:**

#### **Standard Manifest**

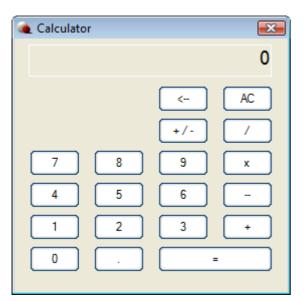


## Chapter 4 – Reports Menu

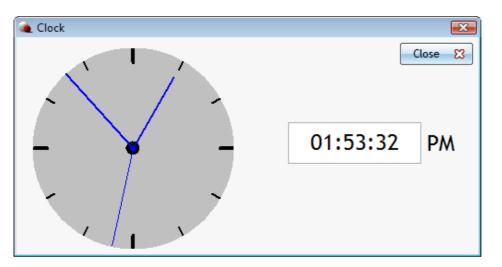
#### **Detailed Manifest**

Previewing the ReportManifestExt report	
📚 🐜 🔳 100 % 💽 🔎 🔑 🖑 «	
Word PDF Email PDF Email	
	Customer Manifest
	Docket : 1
	Name: DAVE ASH Address 1 : WYMESWORLD IND EST
	Address 2 : WYMESWORLD ROAD Address 3 : WYMESWORLD
	Town: LOUGHBOROUGH Postcode/Zip: LE12 5AA
	County: LEICESTERSHIRE Items: 1 Weight: 20 Code: 12
	Remarks 1 : Please Leave With Neighbour Remarks 2 :
	Remarks 3 :
	Remarks 4 : Remarks 5 :
	Consignments: 1 Items: 1 Weight: 20

### • Calculator



### Clock



• Notebook

🗨 Text Editor	E Contractor a con
<u>F</u> ile <u>E</u> dit	
🗅 🕞 🙈 🗲 🎒 🔧 🖹 🎒 📴 Eind	- A A

### • Diary

🛓 Calendar 🛛 💽							
Novem	ber	4	Þ	2009			
Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Sun.	_
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30							
Today is : Monday 30 November 2009							
View 🔮 Close 🔀							

Double click on a Date to enter or view data.

🍓 Diary				X
Date:	30/11/2009 Monday			ок 🕑
Urgent:			*	Print 🚍
Before 0800		Notes:		*
0800-0859				
0900-0959				
1000-1059				
1100-1159				
1200-1259				
1300-1359				
1400-1459				
1500-1559				
1600-1659				
1700-1759 1800-1859				
After 1900				
Person on holiday:				
Person on time off:				~

Click on the **OK** button to save any changes, you can also print the diary entry.

### • Document Scanner

🔌 Document scanner		E
Twain device	Change 🛃	Close 🔀
	<u>^</u>	Use interface
	E	Yes
		Scan type
		Scanner default
		RGB
		Greyscale
		Black + white
		Contrast 0
		Contrast
		Sharpness 0
		Sharpness
		Quality 0
		Slider
		J
		Preview Clipboard
	+	Photocopy BMP
•	•	Zoom JPG
Max Width in mm 0.00 Height	in mm 0.00	Clear GIF

#### • Internet

🍓 Googl		- 0 💌
0	🍘 🍘 URL	
-		
	Web Images Mage News Video Mail more *	1
	8	
	Get a Google enhanced search box	
	Google a Google enhanced search box Cocogle I de	
	UK Download Google Toolbar	
	Google Search Tm Feeling Lucky	
	Search: @ the web C pages from the UK	
	Advertaine Programme - Reviewes Solution - About Google - Go la Google com	
	2000 - 1536C	
		100
3		D
		1000
		<u> </u>

#### • Media Player

🗨 Multimedia player		<b>X</b>
Multimedia file:		
<select a="" file="" multimedia=""></select>		Choose 🔜
	Play the multimedia:	Play 🛃
	Pause	Pause 🛃
	Stop multimedia:	Stop 🛃
	Set the volume:	Ŭ.
	Close this window:	Close 🔀

Click on the choose button and select the file you want to play

The video location with display in the top white box under media file.

The video selected will play in the empty box under the file path.

Use the buttons on the right to play, pause and stop the video.

There is a volume controller, use your mouse to turn the wheel.

Click close when you have finished.

• UK Postcode Checker

🍓 Check UK postcode	×
Postcode	Check 🥑
Validity	Close 🔀
	.tt.

#### **Internet Mapping** •

🍓 Internet pla	cefinder	×
Street address		Find 🥑
City		Clear 🕳
Postal code		Close 🔀
Feature		
reacure	Paria	
	Region	
	Europe	
	World	
	🔘 Australia	
	🔘 Brazil	
	Maps & Directions - Map	
Map Size	Maps & Directions Home M	
	NORTH NORTH Saxilby Als Broadholme fton B1190 Cat Als Broadholme E N G A N D Reephan <sup>o</sup> Fiskerton Biskerton	

Metheringham

A15 B1202

and net/defaulteds/ar

Dunston

Waddington

na Ji Mi rei the

famltads

A46

₩0tham

Bassingham

Harmston

A607

Swinderby

nina) Doy

(2 Menor Je

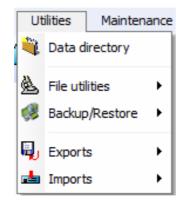
North Collingham

Norton Disney

### • Internet Routing

🍓 Internet Rou	utefinder	<b></b>
From address From city From postcode	LINCOLN LN5 95N	Find 🕑 Close 🔀
To address To city To postcode	ALTRINCHAM WA14 5NL Enter either the poscode or the street/city	Area ○ USA ③ Europe ○ World ○ Australia ○ Brazil

msn.	Maps & Directions	Мар
	Map Size     Print     E-mail     Save to Pocket PC       VMitte/naven     UNRTH     NORTH     MapPoint       VMitte/naven     UNRED     Darlington     MapPoint       Vage     HINED     Darlington     MapPoint       Vage     HINED     Darlington     MapPoint       Volugias     Lancaster     ENGLANO     Bridlington     North See       Blackpool     Bradford     Leeds     Buil     North See       Map See     Preston     End     Barneley     Grimsby       Liverpool     Warrington     Chester meld     Atop     Boston       Map See     Nortingham     King's Lynn       Values     Coventry     March     Atop       Values     Entringham     King's Lynn       Values     Northampton     Coventry     March       Values     Korthampton     Coventry     March       Values     Korthampton     Coventry     March     Atop       Voncester     Northampton     Cochester     Cochester       Voncester     Northampton     Cochester     Cochester       Voncester     Northampton     Cochester     Cochester       Voncester     Cothester     Cochester	Route • Tur Di • r • • • • • • • • • • • • • • • • • •
	120 map dick	



#### • Utilities, Data directory

For a multi user environment you would select your shared data folder here.

Data Directory		×
Current data directory C:\ProgramData\ZiPZAP Computers Limited\WHouse\	Modify	0
	Close	8

### • Utilities, File Utilities, Filefix

If you encounter problems with data files it is usually possible to repair them using this utility.

If you find yourself fixing files regularly you should look into the cause of the problem.

When using a multi user system ensure everyone else is logged out of the system.

🍓 Filefix/Repair	<b>—</b>
you run this routine.	

### • Utilities, File Utilities, Healthcheck

This option checks the health of the files on your computer, if there are any errors, use the utility file fix to repair them.

<ul> <li>Accounts</li> <li>At Delivery Address</li> <li>Bulk Despatch</li> <li>Diary</li> <li>Gazetteer</li> <li>Local Parameters</li> <li>Global Parameters</li> <li>Services</li> <li>Transactions</li> </ul>	🍓 Health check		<b>—</b>
XLS	<ul> <li>Alt Delivery Address</li> <li>Bulk Despatch</li> <li>Diary</li> <li>Gazetteer</li> <li>Local Parameters</li> <li>Global Parameters</li> <li>Numbers</li> <li>Services</li> <li>Transactions</li> </ul>	the data files on your computer. If there is a problem then go into Utilities and repair the files	Clear -

### • Utilities, Backup/Restore, Backup

The system will automatically select the data files to backup. You just need to select the location to save the backup file to.

🍓 Backup Dat	ta						X
<u>F</u> iles to back	kup:						
C:\ProgramD	Data\ZiPZAP Comput	ers Limited\V	VHouse\Accou	nts.FIC	 		
C:\ProgramD	Data\ZiPZAP Comput	ers Limited\V	VHouse\Accou	nts.NDX			
C:\ProgramD	Data\ZiPZAP Comput	ers Limited\V	VHouse\Bays.	FIC			=
C:\ProgramD	Data\ZiPZAP Comput	ers Limited\V	VHouse\Bays.	NDX			
C:\ProgramD	Data\ZiPZAP Comput	ers Limited\V	VHouse\Bins.F	IC			
C:\ProgramD	Data\ZiPZAP Comput	ers Limited\V	VHouse\Bins.N	IDX			
C:\ProgramD	Data\ZiPZAP Comput	ers Limited\V	VHouse\Comp	osite.FIC			
C:\ProgramD	Data\ZiPZAP Comput	ers Limited\V	VHouse\Comp	osite.NDX			
C:\ProgramD	Data\ZiPZAP Comput	ers Limited\V	VHouse\Count	ries.FIC			
C:\ProgramD	Data\ZiPZAP Comput	ers Limited\V	VHouse\Count	ries.NDX			
C:\ProgramD	Data\ZiPZAP Comput	ers Limited\W	VHouse\DIARY	FIC			-
Bytes 4	178833	Files	35				
Backup to					 $\bigcirc$	Backup	
						Close 8	3

### • Utilities, Backup/Restore, Restore

When doing a restore you will need to locate the backup file.

🍓 Restore Backup	×
Select the backup file to restore.	Restore 🥑
Note you MUST be the only user using the system when restoring data.	Close 🔀

### • Utilities, Export, Accounts

This option creates a CSV file of your accounts which can be imported into Sage accounts.

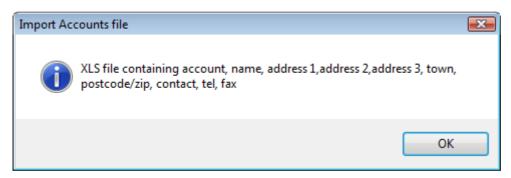
Export accounts as CSV file	<b>X</b>
Export to	🔎 Save 🥑
	Close 🔀
	H.

#### • Utilities, Import, Accounts

Click on Import to locate the accounts file you wish to import.

Import Accounts file	<b>X</b>
This imports an external data file into the program. New accounts are created and existing accounts are updated.	Import 🕑 Format 🗋
This file is in the standard Excel 97-2002 XLS format.	Close &

To find out the format of the file beforehand, click on the **format** button.



### • Utilities, Import, Transactions

This option is for importing your transactions.

Enter the date.

To select an account and a service, click on this button.

$\overline{\nabla}$

🍓 Import transactions	
This will import the transactions. Will be dated 30/11/2009 Account	Excel  Format Close  S

To find out the format of the file beforehand, click on the format button. The following screen will appear with the details.

Import trai	nsactions	×
i	This import uses an Excel XLS style file with the following fields - Weight,short name,long name,add1,add2,add3,add4,add5,add6,add7,add8,telephone,mobile,co ntact	
	ОК	

Click on the **Excel Solution** button to import the data.

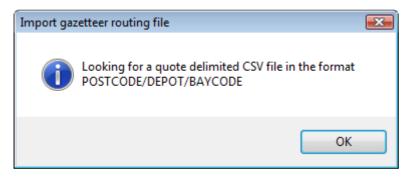
#### • Utilities, Import, Gazetteer

Select the gazetteer file you wish to import by clicking on the magnifying glass.

Click the **Disk** button to import the file.

🍓 Import	gazetteer routing file	<b>.</b>
Import file	Do not import while other users are updating as it may lead to misrouting	Disk Format Close &
		.4

To find out the format of the file beforehand, click on the format button. The following screen will appear with the details.



# Chapter 8 – Maintenance Menu

### Control Panel

System Administrators should contact ZiPZAP Computers Ltd (01522 684705) for entry to the Control screen.

🍓 Control Panel		<b>X</b>
Please enter corresponding key to	151191797760	Check 🕑
Кеу	0	Close 🔀

Once access to the control screen has been gained you can create or modify entries in the Services tables and Gazetteer table.

The Control Screen looks like the following screen:

🍓 Updates			×
Gazetteer 🜍	Services 😡	Close	8

### Gazetteer

Click on the Gazetteer button and the following screen will appear:

Postcode/Zip 🔍	Identifier	1	<b>(()</b> () () () () () () () () () () () () ()
AB10	999	-	
AB11	999	(	New
AB12	999		Modify 📘
AB13	999		
AB14	999		Delete 🕳
AB15	999		Print 📕
AB16	999		Print
AB21	999		Close 🐹
AB22	999		
AB23	999		
AB24	999		
AB25	999		
AB30	999		
AB31	999		
AB32	999		
AB33	999		
AB34	999		
AB35	999		
AB36	999		
AB37	999		
AB38	999		
AB39	999		
AB41	999		
AB42	999		
AB43	999	-	

Click on New to add a new record or Modify to alter the highlighted record.

### Chapter 7 – Maintenance Menu

🍓 Gazetteer		×
Postcode/Zip Identifier Baycode	AB10 999	OK 🕑 Close 🔀
Click on the <b>OK</b>	OK Ø button to finish.	

### Services

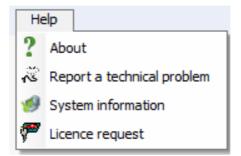
Click on the Services button and the following screen will appear:

wse ser	vices			×
٩	Description	Day		<u>((())</u> )
TWO	DAY PARCEL	2	*	
NEX	T DAY PARCEL	1		New
				Modify 🛃
				Delete 🕳
				Print 🖶
				Close 🔀
	् TWC	wse services	Description Day     TWO DAY PARCEL 2	Description     Days       TWO DAY PARCEL     2       NEXT DAY PARCEL     1

Click on New to add a new record or Modify to alter the highlighted record.

Services		<b>—</b>	
Code	11	ок 📀	
Description	TWO DAY PARCEL	Close 🔀	
Days	2		
Click on the <b>Ok</b>	COK O button to finish.		
Click on the Clo	ose Close 🔀 button on the Cor	ntrol Screen when yo	u have finished updating.

### Chapter 8 – Help Menu

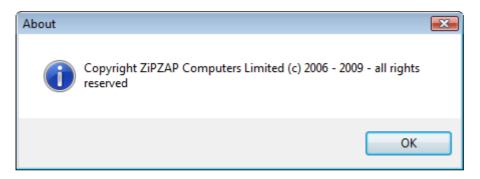


#### • About

This option tells you all about the program you have installed, e.g. program version.



Click On License Button - This will show your licence details.



## Chapter 8 – Help Menu

### • Report a Technical Problem

This option is where you can send us an email about any technical problems you have on the program.

🍓 Report	a technical problem with the ZiPZAP Implant			×
	Use this to report technical problems with the program only. Service related issues should be directed immediately to your local depot.		Close	8
Problem		*		
		Ŧ	Send	

### • System Information

This option tells you what your computer details are and where the programs data is installed.

🍓 Hardware,	Operating System Details		<b></b>		
O/S Details	The current platform is	NT			
	Windows Version is	VISTA			
	Sub Version is	6.0			
	Compiliation is	6002			
	Screen resolution of	1680 by 1050			
	Total memory is	2128089088 bytes			
	Network username is	Debbie			
	Local IP address is	192.168.1.30			
Drive Details	C : is a local hard disk and is ava	ilable with 151224246272 bytes free			
	D : is a CD ROM drive but has no CD inserted				
	E : is a floppy drive but has no di	isk inserted			
	Q : is a network drive and is available	ilable with 577099714560 bytes free			
			Close 🔀		

# Chapter 8 – Help Menu

### • Licence Request

This option is for requesting a licence key to register this program.

Click on the **Request** button.

Cicence	×
If your program says EVALUATION VERSION on the status bar then that is what it is. It means that you are using the product prior to running it in a live situation. To use this program as a registered version then you need a licence key. Once this key is provided the program will display YOUR NAME at the bottom instead of EVALUATION VERSION.	Request 📀 Close 😫