# NIGHT FREIGHT MANAGER

Updated Tuesday 09th March 2010

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When installing the program, the first screen to appear is the program password screen, if you have purchased this software then you will have been issued the password.

	Entering the password
	The setup of NightfreightManager is password-protected.
Powered by WINDEV	Enter the password to continue the setup: OK Cancel

#### • Installation and Updates

Double-click on the NightfreightManager.EXE

#### *First Time Installers – follow these screens:*

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

		NightfreightManager	- Setun w	izard	
		Welcome to the setup wizard of			
		This program will install NightfreightM	lanager on	your computer.	
		We recommend that you close all the c			setup program.
		The application will be installed in dire	ectory:		
		C:\Program Files\NightfreightManager			
		The "Advanced" buttons allows you to	access the	advanced options of the	
	Powered by	automatic modification of the files.			Advanced
	WINDEV	Version: 1.00Bq	<	Previous Next >	Cancel
	NightfreightManager - Setu	p Wizard			
	C:\Program Files\NightfreightMi	anager\ directory not found.			
	Do you want to create it?				
			lfa	sked to create	e the directory
				k "Yes".	
00					
		Yes No			
WINDLY					
	NightfreightManager - Set	up Wizard			
	Summary of setup				
$\frown$	(7)				
	Setup will start now. Selected Options:				
	The setup will be performed in the followin C:\Program Files\NightfreightManager\	ig directory:			
	Selected Setup Type: full setup				
	Run the automatic data modification.				
				Setun summ	nary will then b
				displayed, c	lick next.
				a.ep.a.jea, e	
	4		*		
	Click 'Previous' to modify some options. Click 'Next' to continue.				
Powered by		< Previous Next > Can	ncel		
VINDEV					

This will then install the Nightfreight Manager server and inform you that setup is complete

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

	NightfreightManager - 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? Yes No Store the files in the directory:
	C:\Program Files\NightfreightManager\Backup
Deward	
Powered by WINDEV	< <u>Previous</u> <u>N</u> ext > Cancel

#### If the Nightfreight Manager has been installed before:

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

	NightfreightManager - 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 Nightfreight Manager for the First Time

Double-click the NightfreightManager icon on the desktop.

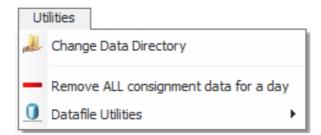


To run the program across a network, install the program on all workstations and then select a shared folder on a mapped driver for the data. All workstations must point to the same place although it is possible that they are mapped differently. Go to page 9 for instructions on how to set the data path.

#### • 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 Change Data Directory



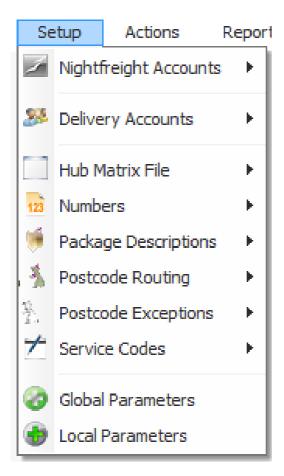
The window below will appear for changing the location of the data. The program will then remember this for future user.

Change Data Directory	×
Data Directory C:\ProgramData\ZiPZAP Computers Limited\NightfreightManager\	Close 🔀

Click on the Magnifying glass, choose a new directory and click on the change

X Choose new directory 🎍 Cheat Engine \* X **Change Data Directory** CUSTORD Downloads Data Directory C:\ProgramData\ZiPZ Change HF Server images Close 23 Е D 📗 Intel 💧 Logs MSOCache OpenCandy PerfLogs Program Files NightfreightManager NightfreightManager Folder: Make New Folder OK Cancel

button.



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

• Setup, Service Codes, Browse Service Codes

Service Q Sur 1	Sur 2	Sur 3	Sur 4	Economy	Description		3 C D D
DN					OVERNIGHT DELIVERY	*	New D
							Modify
							Delete
							Print 🖶
							Close 🔀
							-

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

Create/Amend Service (	Codes
Delivery Service Code Delivery Surcharge Code 1 Delivery Surcharge Code 2 Delivery Surcharge Code 3 Delivery Surcharge Code 4	
Service Description PT Service	OVERNIGHT DELIVERY
PT Surcharge	16

Enter the **Service Code** Details and click on the **OK O** button to finish.

• Setup, Package Descriptions, Browse Package Descriptions

Unit Codeq	Description	•	<u> </u>
CA CA	RTON	-	New [
			Modify
		(	Delete 🗕
		[	Print 🚆
			Close 🔀

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

ок 🕑
Cancel 🚫

OK 🔮 button to finish. Enter the **Package Details** and click on the **OK** 

#### Setup, Global Parameters •

Enter your company details on the screen as below:

Our account	90000505 OK 🔮	
Our Name	5 Cancel 🚫	
Local Depot	26	
Default Service	ON 🔀	
Default Surcharge 1		
Default Surcharge 2		
Default Surcharge 3		
Default Surcharge 4		
Default unit code	CA 🔛	
Package Description	CARTON	
Start Consignment Number	0000000	
End Consignment Number	0000000	
Default Account		
Label Message		
PT Depot		
PT Account		
	<b>rvice</b> by clicking on the following button. mation that is assigned to the Service Co	
	<b>it Code</b> by clicking on the following button mation that is assigned to the Unit Code.	
ect the <b>Default Ac</b>	<b>count</b> by clicking on the following button	. The rest of the boxes

Click on the **OK** 

OK 🔮 button to finish.

boxes will be

### • Setup, Local Parameters

Local Parameters	X
Manifest Printer Dell L	aser Printer 1720dn  Cancel  Cancel
Local export directory	C:\temp\
Local import directory	C:\temp\Mothercare\
FTP Server	www.zipzap.co.uk
FTP Username	zipzap.co.uk
FTP Password	savqgd3nug
FTP Port	21
FTP Remote Directory	/public/test/
	FTP Transfer Type     Passive     Binary
	O ASCII
FTP Communication Tim	eout 30

These settings are specific to your own local computer.

Select your default printers.

Select the export and Import directory by clicking on the following button.

Enter your FTP details.

Click on the **OK** OK OK button to finish.

• Setup, Nightfreight Customer Accounts, Browse Nightfreight Accounts

Account Number 🔍	Account Name	Override NF account	• <b>(3) (3) (3)</b>
ото50 мотн	ERCARE		New Modify Delete

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

Our Account Number	MOT050	ок 🥑
Account Name	MOTHERCARE	Cancel 🚫
Account address 1	ADD1	]
Account address 2	ADD2	]
Account phone	PHONE	
Override NF account		
Override depot code		
Override service code		
Override Surcharge 1		
Override Surcharge 2		
Override Surcharge 3		
Override Surcharge 4		
Override unit code		
Override package description		
Add Prefix	26	

Select the **Override Service code** by clicking on the following button.

Click on the OK

🕑 button to finish.

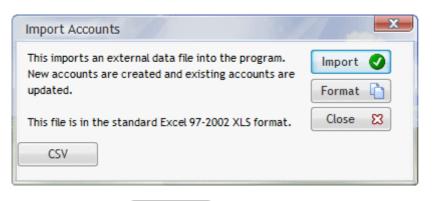
### • Setup, Delivery Accounts, Browse Delivery Accounts

Ac	count	٩	Delivery Name	Town	Postcode	•	3322
						^	New
							Modify
							Delete 🗕
							Print .
							Close 🛚

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

Create/Amend Delivery	Accounts	×
Account		ок 🥑
Delivery Name		Cancel 🚫
Delivery Address 1		
Delivery Address 2		
Delivery Address 3		
Town		
County		
Delivery postcode	*	
Phone Number		
Contact Name		
Special Instructions Line 1		
Special Instructions Line 2		
Special Instructions Line 3		

• Setup, Delivery Accounts, Import Accounts



Click on the Import solution to select the file you wish to import.

#### This import option is a standard Excel 97-2002 XLS format.

To find out the format of the file, click on the **Format** button. The following screen will be displayed.



If you wish to import by a CSV file, click on the **CSV** button.

#### • Setup, Hub Matrix File, Browse Hub Matrix File

Originating Depot	٩	Delivery Depot Code	Hub ON Character	Hub 48	e Matrixcode Q		<u>(()</u> )	8
01	0	1	н	н	0101H H		New	
01	0	2	A	A	0102A A	Ξ	Modify	T.
01	0	3	R	R	0103R R			-
01	0	14	A	A	0104A A		Delete	-
01	0	5	с	с	0105C C			-
01	0	6	с	с	0106C C		Print	÷
01	0	7	A	A	0107A A		Close	83
01	0	8	В	В	01088 B			-
01	1	0	В	В	0110B B			
01	1	1	с	с	0111CC			

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

Create/Amend Hu	ıbMatrix	
Originating Depot	ок 🥑	
Delivery Depot Cod	e 01 Cancel 🚫	
Hub ON Character	Н	
Hub 48	н	
Matrixcode	0101H H	
Enter the hub matrix	details and click on the <b>OK</b>	🗿 button to finish.

#### • Setup, Hub Matrix File, Import Hub Matrix File

Import Hub Matrix File	x
File to import	💽 Import 🥑
	Close 🔀
Select the file you wish to import by clicking on the following button	. Locate the file and click on
the Import 🕑 button.	

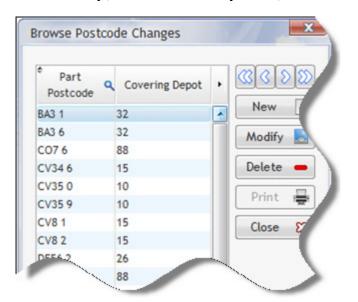
### • Setup, Postcode Routing, Browse Postcode Routing

Postcode	Post Town	Depot Number	Countycode		3322
÷					New D
AB10	ABERDEEN	01	GRAM	Ξ	New
AB11	ABERDEEN	01	GRAM		Modify
AB12	ABERDEEN	01	GRAM		
AB13	ABERDEEN	01	GRAM		Delete 🗕
AB14	ABERDEEN	01	GRAM		
AB15	ABERDEEN	01	GRAM		Print 🖶
AB16	ABERDEEN	01	GRAM		Close 🔀
AB21	ABERDEEN	01	GRAM		
AB22	ABERDEEN	01	GRAM		1

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

Create/Ame	nd Postcode Routing
Postcode	AB10 OK
Post Town	ABERDEEN Cancel 🚫
Depot Numbe	r 01
One	3
Topservice	6
Hub	C
Countycode	GRAM
Enter the post	code details and click on the <b>OK OK I</b> button to finish.
	p, Postcode Routing, Import Postcode Routing
Import Gazette	
import Gazette	
File to import	Import 🥑
	Close 🔀
	_
Select the file	you wish to import by clicking on the following button 🔽. Locate the file and click on
the Import	

• Setup, Postcode Exceptions, Browse Postcode Exceptions



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

Create/Amend Postc	ode Ch
Part Postcode BA3 1	ок 🥑
Covering Depot 32	Cancel 🚫

Enter the postcode exceptions and click on the **OK** 

#### • Setup, Postcode Exceptions, Import Postcode Exceptions

Import Gazetteer Exceptions	
File to import	💽 Import 🥑
	Close 🔀
Delect the file year wich to impose her eligibles on the fe	lleuring button

outton to finish.

Select the file you wish to import by clicking on the following button Locate the file and click on the **Import** subtron.

#### • Setup, Numbers, Next Number

Here you can set the number of the next consignment.

## Chapter 3 – Actions Menu

The Actions menu relates to tasks performed within the program.

Ac	tions	Reports	Utilities		
4	Consig	Consignments			
<b>5</b> 2	Import Consignment Data				
R	Export	Consignment	Data 🕨		

### Chapter 3 – Actions Menu

#### • Actions, Consignments, Browse Consignments

÷	Date	<b>Q</b> From	AccNo	* NF Number 🔍	Del Account	Delivery Name	Postcode	•	3320
05/1	1/2009	26	90000505	26795327	мото50	MRS JANE GIBB	AB43 8QJ	-	New D
05/1	1/2009	26	90000505	26795326	мотобо	MRS NICOLE CUBBIN	NW3 7ES	=	New
05/1	1/2009	26	90000505	26795325	MOT050	MRS MHAIRI HALBERT	KA9 1LJ		Modify
05/1	1/2009	26	90000505	26795324	MOT050	V AKBARI	TW5 9TG		
05/1	1/2009	26	90000505	26795323	MOT050	MR ASA SAVILLE	CM2 OBA		Delete 💻
05/1	1/2009	26	90000505	26795322	MOT050	MR DAVID HUCKERBY	WR14 1QE		
05/1	1/2009	26	90000505	26795321	MOT050	DR SARAH HAY	M21 9NF		Label 🛓
05/1	1/2009	26	90000505	26795320	MOT050	MISS LISA WELFORD	HG1 4TB		Close 🐹
05/1	1/2009	26	90000505	26795319	MOT050	MRS MUBEEN ALIKHAN	SM2 5TP		
05/1	1/2009	26	90000505	26795318	MOT050	5 BAILEY	PO30 5N5		
05/1	1/2009	26	90000505	26795317	MOT050	MICHAEL BENJAMIN	MK2 3PX		
05/1	1/2009	26	90000505	26795316	MOT050	M PETKOVA	B32 2LR		
05/1	4.100		90000505	26795316 26795315 	MOT050	PAUL WITH	ME5 OEW		
				-26795314	MOT050		AL9.JA		-

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

Despatch date	05/11/2009		SAVE 🕢	lf you re
Nightfreight Consignment Number	26795327		PRINT 🖶	consigr
Collection Account Code	MOT050 OBO TRANSLIN	К	Cancel 🚫	instead
Delivery Account				
Delivery Name	MRS JANE GIBB			
Delivery Address 1	ANNOCHIE	Surcharge 1		
Delivery Address 2	CRIMOND	Surcharge 2		
Delivery Address 3	FRASERBURGH	Surcharge 3		
Town	ABERDEEN (RURAL)	Surcharge 4		
County				
Delivery Postcode	AB43 8QJ			
Contact Name				
Phone Number				
Customer Ref forCons	05247528			
Service Code	ON 🔀			The test
Unit Code	CA Package Description C	ARTON		The tick
Number of Items	1			incorre
Consignment Weight	3			consigr
Special Instructions Line 1	01779 482377			This op
Special Instructions Line 2				consigr
Special Instructions Line 3			Problem	mark a is a pro
				is a pro

If you require a print out of this consignment, click on the **Print** button instead of the Save button.

The tick box called **Problem** shows a tick when there is either missing or incorrect information within the consignment details.

This option is used when consignments are imported. It will mark a consignment **Red** when there is a problem **(Example above)** 

Use this button in to select Accounts and other Codes.

Enter the consignment details and click on the Save

🥑 button to finish.

SAVE

### Chapter 3 – Actions Menu

Actions, Import Consignment Data, Single File Import •

Date	09/03/2010 Close 🔀
Date	
File to import	Import 🔮
	File without quotes
	This option allocates a consignment number on importation.
Excel file	- Import 🗙
Default Items	
Account	
	The below will be added as Special Instruction lines 2 & 3 if the imported file is the CSV version OR added as Special Instruction lines 2 & 3 if these lines are blank on the Excel version.
Extra 1	GOODS NOT TO BE LEFT
	WITHOUT A SIGNATURE

Enter the date and choose whether you want to import by a CSV file or an Excel file.

Click on the following button to locate the file and click on the **Import** button to finish.

If there are no quote marks in the file then tick the tick box File without quotes before clicking on the **import** button.

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

#### Actions, Export Consignment Data, Export to Nightfreight •

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



NF Disk III Click on the NF Disk button to export data to a disk/drive in Nightfreight format.

NF FTP

Click on the NF FTP button to export data to a FTP Server.

PT DISK

Click on the PT Disk button to export data to a disk/drive in Parceltrak format.

Ехро	rt Data	x
Date	20/01/2010	NF Disk
		NF FTP
	PT DISK	Close 🔀

### Chapter 4 – Reports Menu

#### • Reports, Manifest

This option is for printing your manifest. .

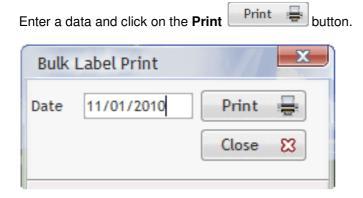
Manifes	t	x
Date	05/11/2009	Print 🚔
		Close 🔀

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

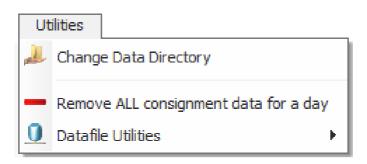
		Nightfreigh	nt		
05/11/20	09				
Con No	Name	Town	Postcode	Items	Weight
26794366	MRS DAWN TRUST AM	SWANLEY	BR8 7YG	2	
26794367	GILLIAN BEATY	INVERURIE	AB51 7JG	1	
26794368	MRS SANDRA BARBOUR	PETERHEAD	AB42 2WT	1	
26794369	ZOE SIMONDS	DARLINGTON	DL3 9BD	1	
26794370	JUDITH GRIFFITHS	GORSEINON	SA4 4FJ	1	
26794371	5 MIRZA	BIRMINGHAM	B11 3L5	1	
26794372	MRS LAUREN DEMELLW	PLYMOUTH	PL9 8NW	1	
26794373	V MONEY	ABINGDON	OX14 3XH	1	
26794374	R BENZING	SHREWSBURY RURALS	SY4 4HP	1	

#### • Reports, Bulk Labels

This option is for printing a bulk load of labels.



### Chapter 5 – Utilities Menu



#### • Utilities, Data directory

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

Change Data Directory	×
Data Directory C:\ProgramData\ZiPZAP Computers Limited\NightfreightManager\	Change $ ho$ Close $ m \state{Barrow}$

• Utilities, Remove ALL consignment data for a day



Enter the date of consignments you wish to delete.

Tick the tick box **Confirm delete** and click on the **Delete** 



# Chapter 5 – Utilities Menu

### • Utilities, Datafile Utilities, 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 Data		×
<u>Files to backup:</u>		
C:\ProgramData\ZiPZAP Computers Limited\NightfreightManager\Consignments.FIC		×
C:\ProgramData\ZiPZAP Computers Limited\NightfreightManager\Consignments.NDX		
C:\ProgramData\ZiPZAP Computers Limited\NightfreightManager\Customers.FIC		
C:\ProgramData\ZiPZAP Computers Limited\NightfreightManager\Customers.NDX		=
C:\ProgramData\ZiPZAP Computers Limited\NightfreightManager\HubMatrix.FIC		
C:\ProgramData\ZiPZAP Computers Limited\NightfreightManager\HubMatrix.NDX		
C:\ProgramData\ZiPZAP Computers Limited\NightfreightManager\Local_Parameters.FIC		
C:\ProgramData\ZiPZAP Computers Limited\NightfreightManager\Local_Parameters.NDX		
C:\ProgramData\ZiPZAP Computers Limited\NightfreightManager\PackageDescriptions.FIC		
C:\ProgramData\ZiPZAP Computers Limited\NightfreightManager\PackageDescriptions.NDX		
C:\ProgramData\ZiPZAP Computers Limited\NightfreightManager\Parameters.FIC		-
Bytes 2146283 Files 20		
Backup to	- Backup	
	Close	23
	Close	ω

#### • Utilities, Data File Utilities, Restore

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

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