

NIGHT FREIGHT MANAGER

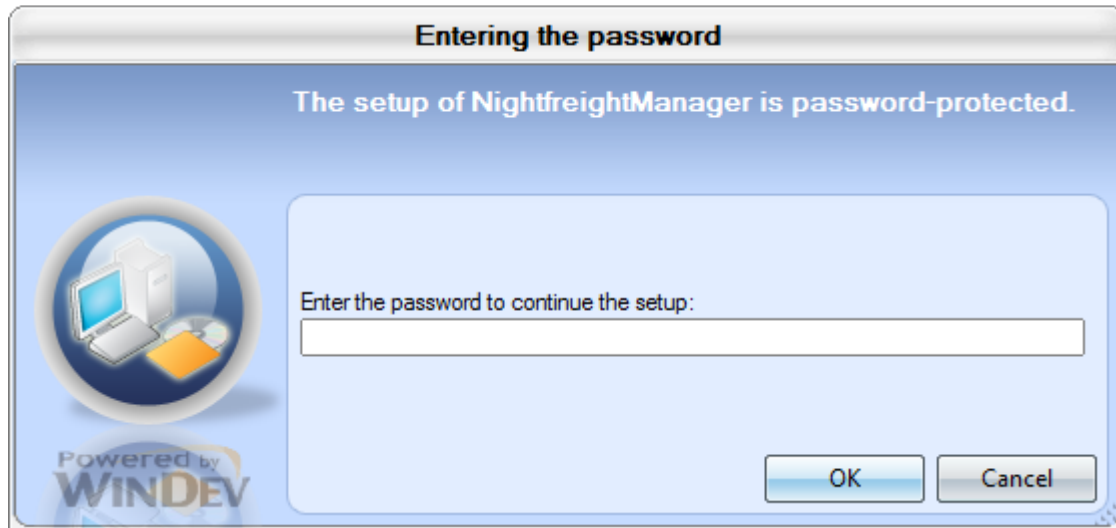
Updated Tuesday 09th March 2010

Contents

Chapter 1 – Installation	5
Program Password Screen	5
Installation and Updates	6
Networking the program	7
Loading the program	8
Data Paths	9
Chapter 2 – Initial Setup	10
Service Codes	10
Package Descriptions	11
Global Parameters	12
Local Parameters	13
Customer Accounts	14
Delivery Accounts	15
Hub Matrix File	17
Postcode Routing	18
Post Exemptions	19
Next Number	19
Chapter 3 – Actions Menu	20
Consignment Entry	21
Import Consignment Data	22
Export Consignment Data	22
Chapter 4 – Reports Menu	23
Manifest	23
Bulk Labels	23
Chapter 5 – Utilities Menu	24
Data Directory	24
Remove ALL consignment data for a day	24
Backup	25
Restore	25

Chapter 1 - Installation

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.



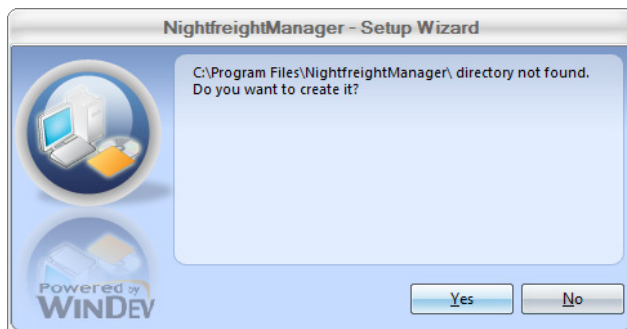
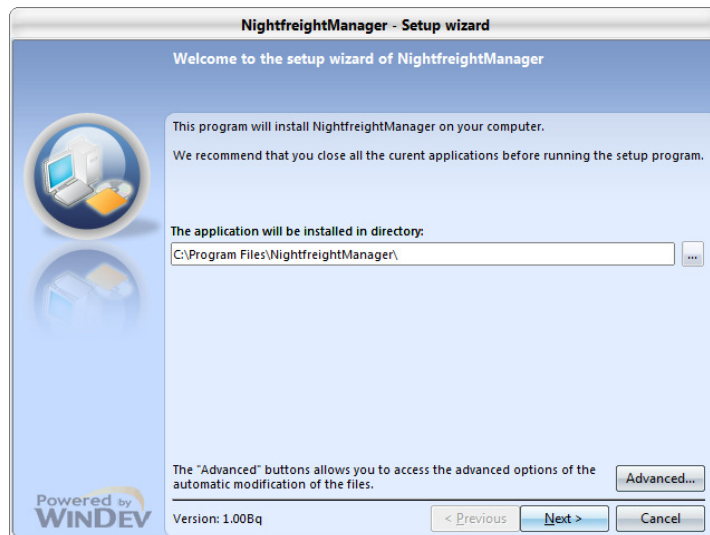
Chapter 1 - Installation

- **Installation and Updates**

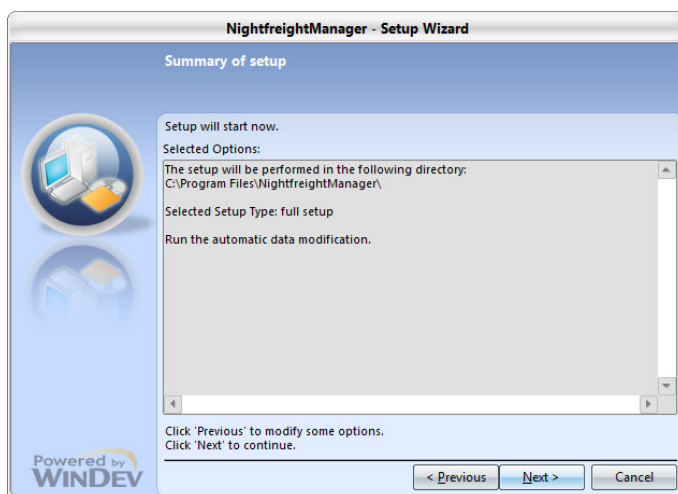
Double-click on the NightfreightManager.EXE

First Time Installers – follow these screens:

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



If asked to create the directory, click "Yes".

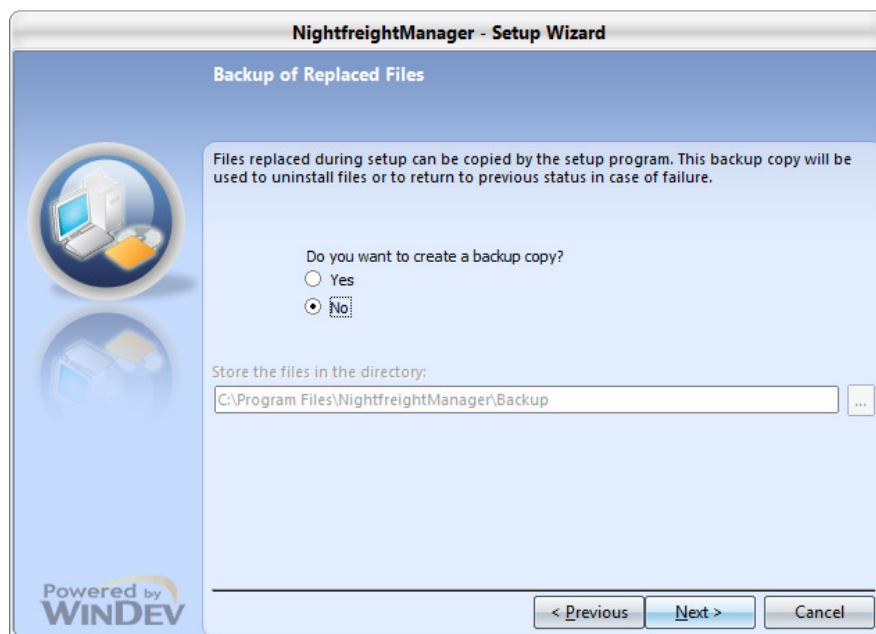


Setup summary will then be displayed, click next.

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

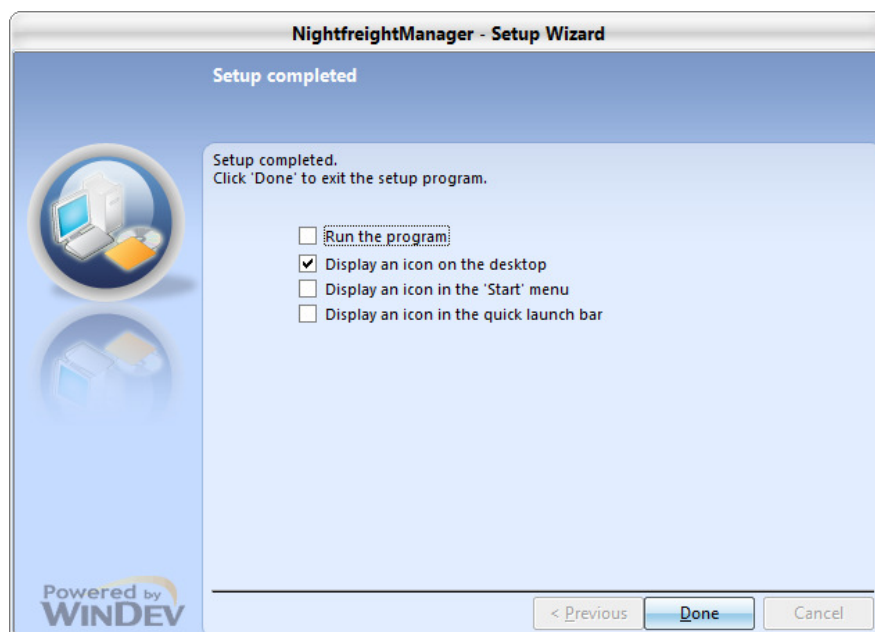
Chapter 1 - Installation

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



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:



If asked to create a backup directory, select “No”

- **Networking the Program**

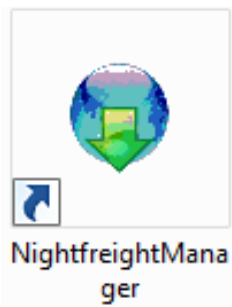
If you wish to run the program across a Local Area Network you should install the program on all PC's that are to access the program. You should then look at loading the program on the next page.

Chapter 1 - Installation

- **Loading the Program**

Running Nightfreight Manager for the First Time

Double-click the NightfreightManager icon on the desktop.



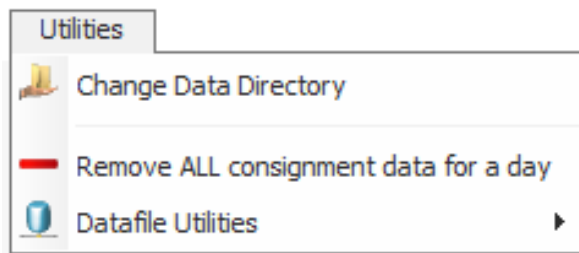
To run the program across a network, install the program on all workstations and then select a shared folder on a mapped driver for the data. All workstations must point to the same place although it is possible that they are mapped differently. Go to page 9 for instructions on how to set the data path.

Chapter 1 - Installation

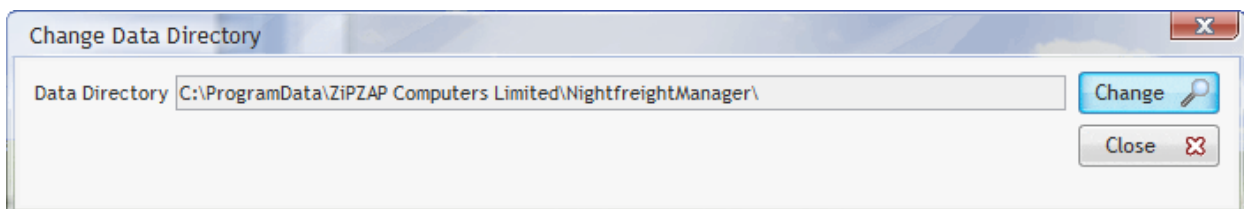
- **Data Path**

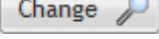
To set the data path you should have a mapped folder on the network that everyone has read/write access to.

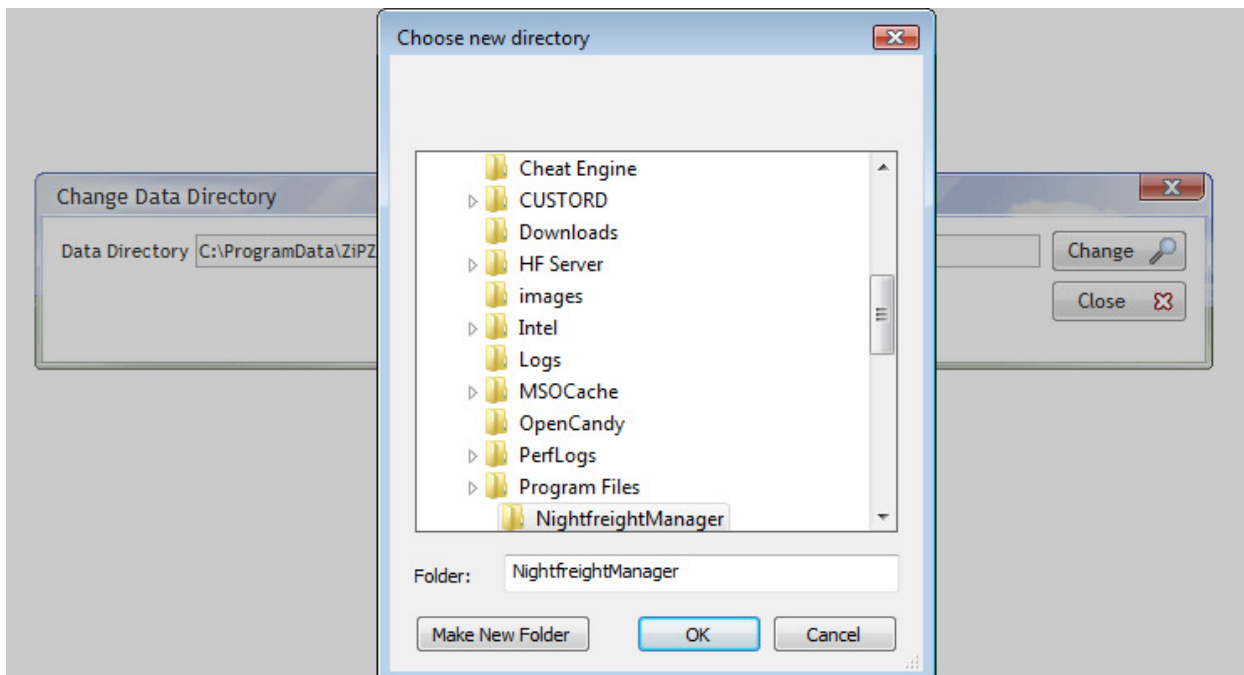
On the Utilities Menu you should select **Change Data Directory**



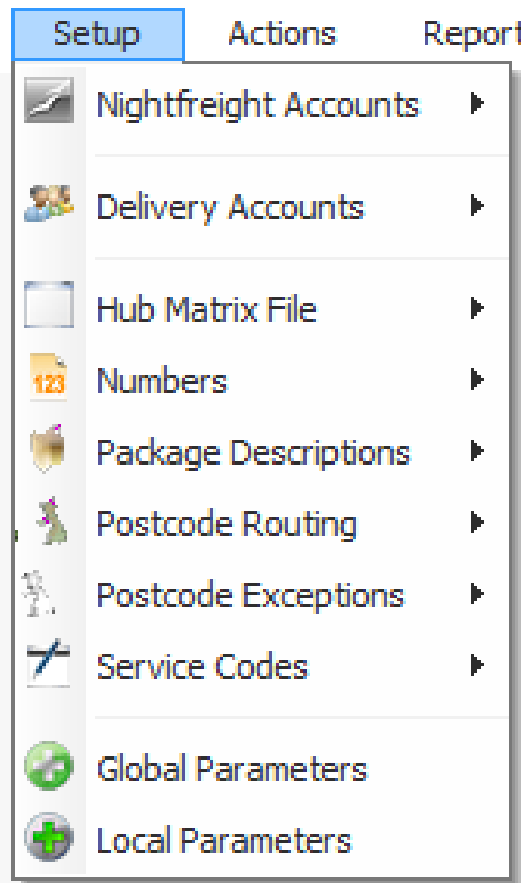
The window below will appear for changing the location of the data. The program will then remember this for future user.



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

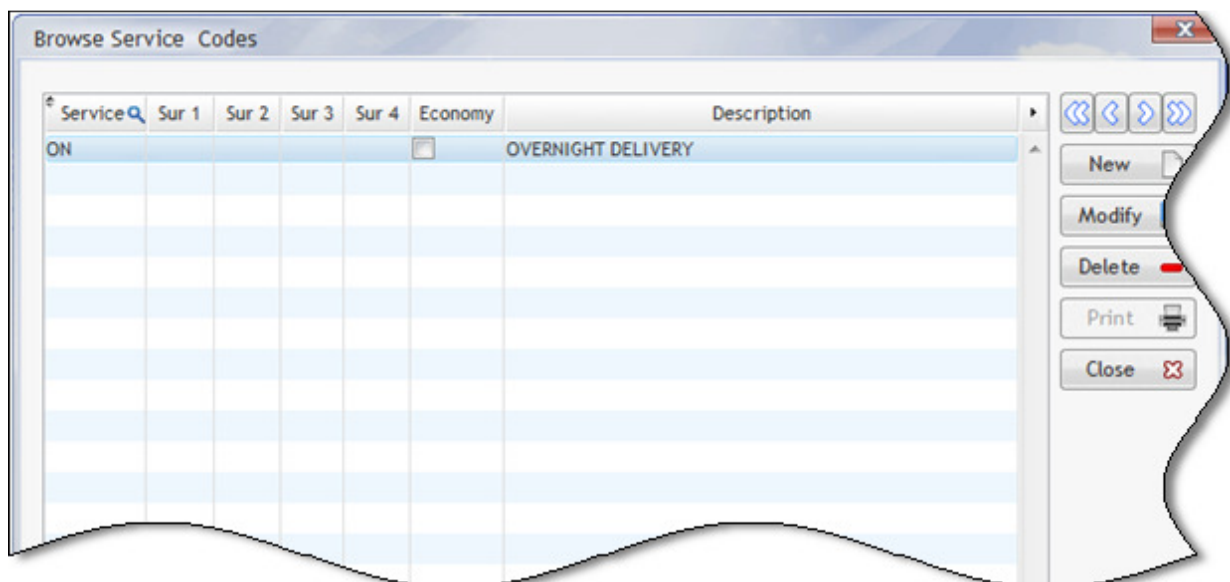


Chapter 2 – Initial Setup



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

- **Setup, Service Codes, Browse Service Codes**



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

Chapter 2 – Initial Setup

Delivery Service Code Economy

Delivery Surcharge Code 1

Delivery Surcharge Code 2

Delivery Surcharge Code 3

Delivery Surcharge Code 4

Service Description

PT Service Service

PT Surcharge

OK

Cancel

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

- **Setup, Package Descriptions, Browse Package Descriptions**

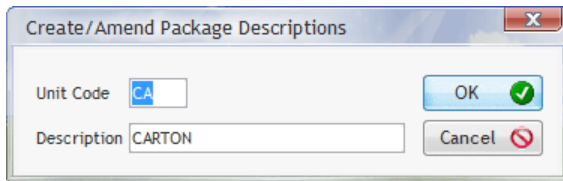
Unit Code	Description
CA	CARTON

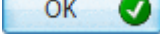
Navigation: << < > >>

Buttons: New, Modify, Delete, Print, Close

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

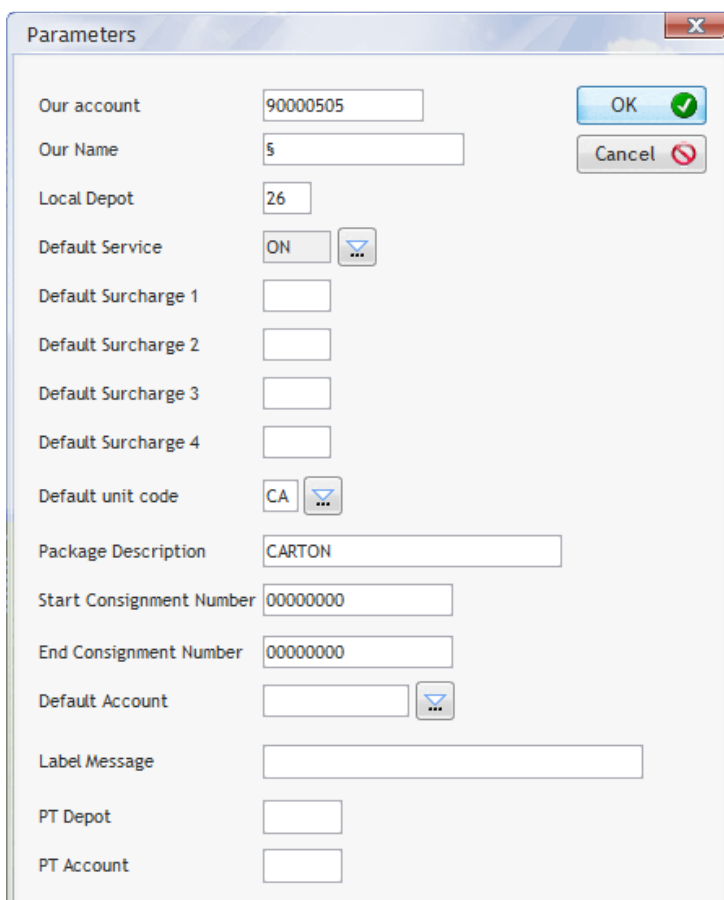
Chapter 2 – Initial Setup





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


- **Setup, Global Parameters**

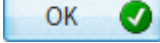
Enter your company details on the screen as below:



Select the **Default Service** by clicking on the following button.  The rest of the boxes will be prefilled with the information that is assigned to the Service Code.

Select the **Default Unit Code** by clicking on the following button.  The rest of the boxes will be prefilled with the information that is assigned to the Unit Code.

Select the **Default Account** by clicking on the following button.  The rest of the boxes will be prefilled with the information that is assigned to the Account.

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

Chapter 2 – Initial Setup


- **Setup, Local Parameters**

The screenshot shows a 'Local Parameters' dialog box with the following settings:

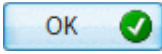
- Manifest Printer: Dell Laser Printer 1720dn
- Label Printer: \\Norman-mac\Eltron Orion 2443
- Local export directory: C:\temp\
- Local import directory: C:\temp\Mothercare\
- FTP Server: www.zipzap.co.uk
- FTP Username: zipzap.co.uk
- FTP Password: savqgd3nug
- FTP Port: 21
- FTP Remote Directory: /public/test/
- FTP Transfer Type: Binary (selected), Passive (checked)
- FTP Communication Timeout: 30

These settings are specific to your own local computer.

Select your default printers.

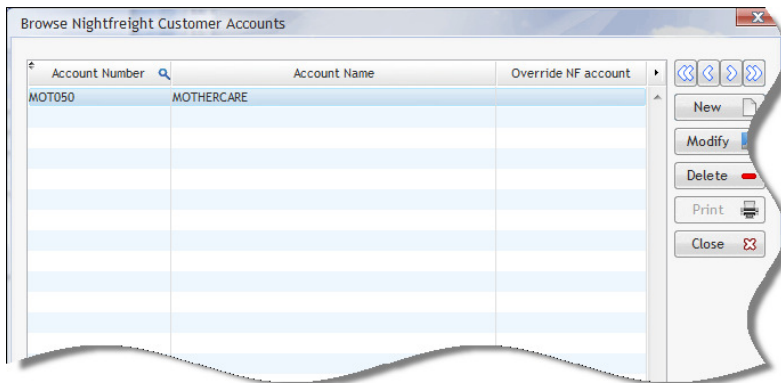
Select the export and Import directory by clicking on the following button. 

Enter your FTP details.

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


Chapter 2 – Initial Setup


- **Setup, Nightfreight Customer Accounts, Browse Nightfreight Accounts**

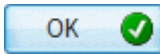


Click on **New** to add a new record or **Modify** to alter the highlighted record.

Enter the company detail.

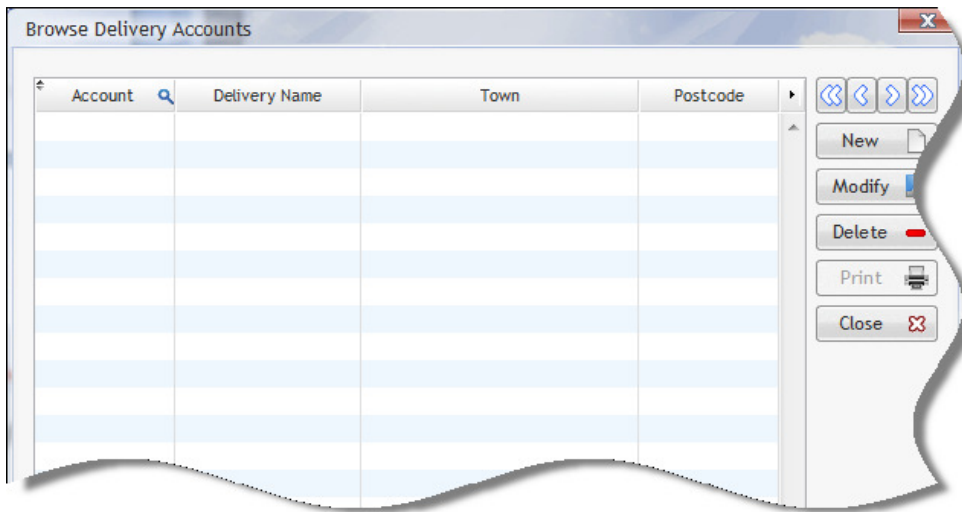
Select the **Override Service code** by clicking on the following button. 

Select the **Override Unit Code** by clicking on the following button. 

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

Chapter 2 – Initial Setup

- **Setup, Delivery Accounts, Browse Delivery Accounts**



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

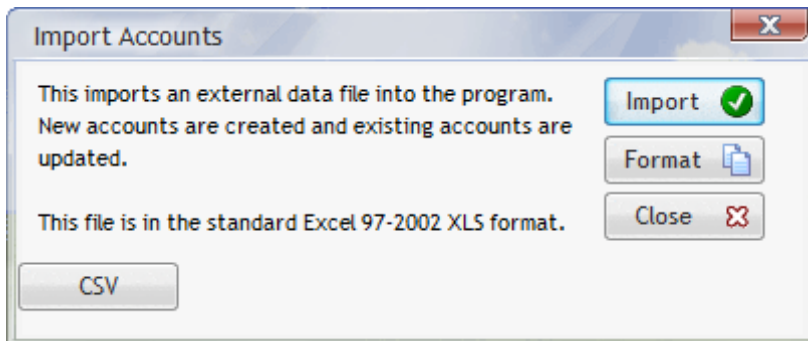


Check and Get Town

Enter the delivery account details and click on the **OK**  button to finish.

Chapter 2 – Initial Setup

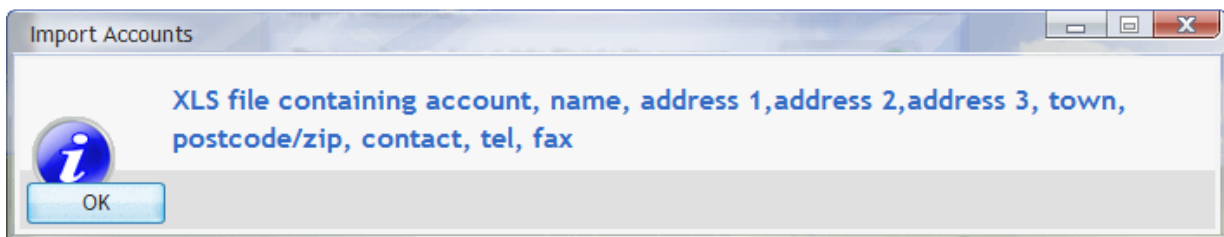
- **Setup, Delivery Accounts, Import Accounts**




Click on the **Import**  button to select the file you wish to import.

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

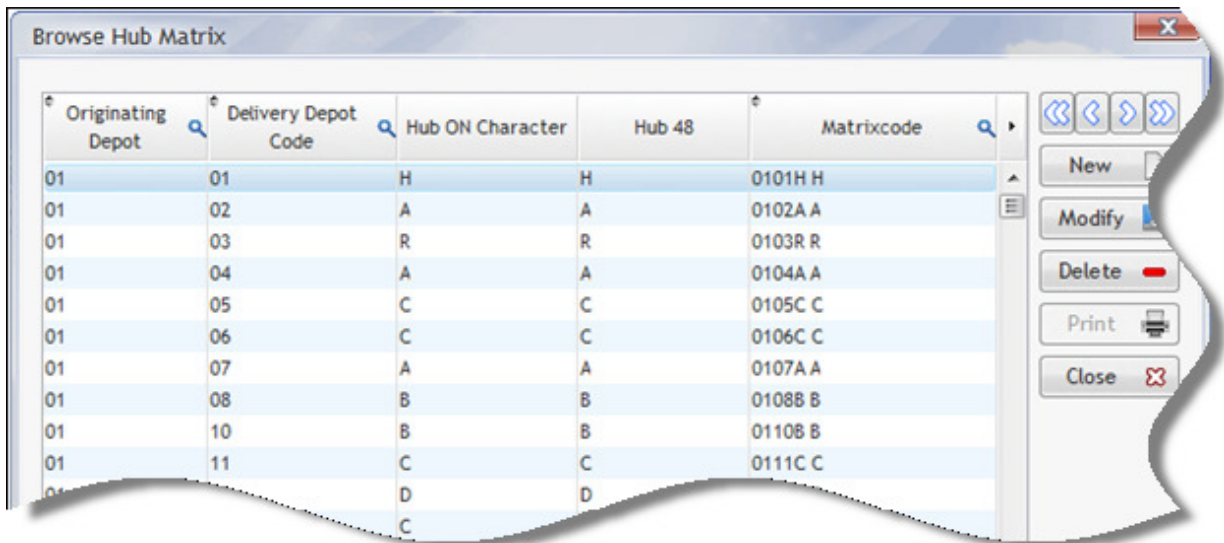
To find out the format of the file, click on the **Format**  button. The following screen will be displayed.



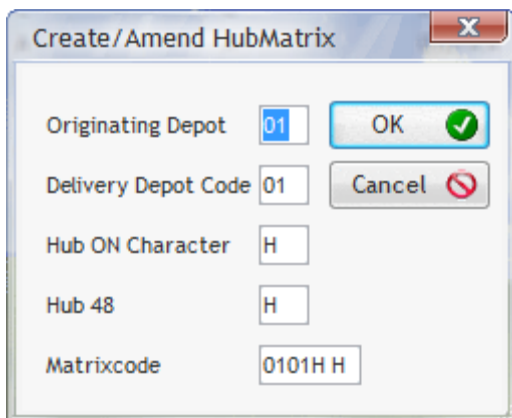
If you wish to import by a CSV file, click on the **CSV**  button.

Chapter 2 – Initial Setup

- **Setup, Hub Matrix File, Browse Hub Matrix File**

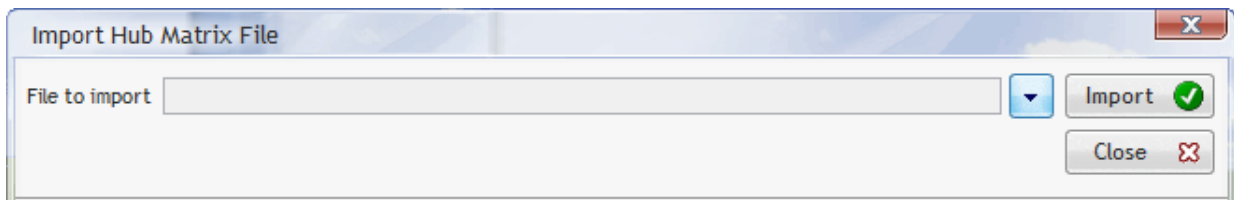


Click on **New** to add a new record or **Modify** to alter the highlighted record.



Enter the hub matrix details and click on the **OK** button to finish.

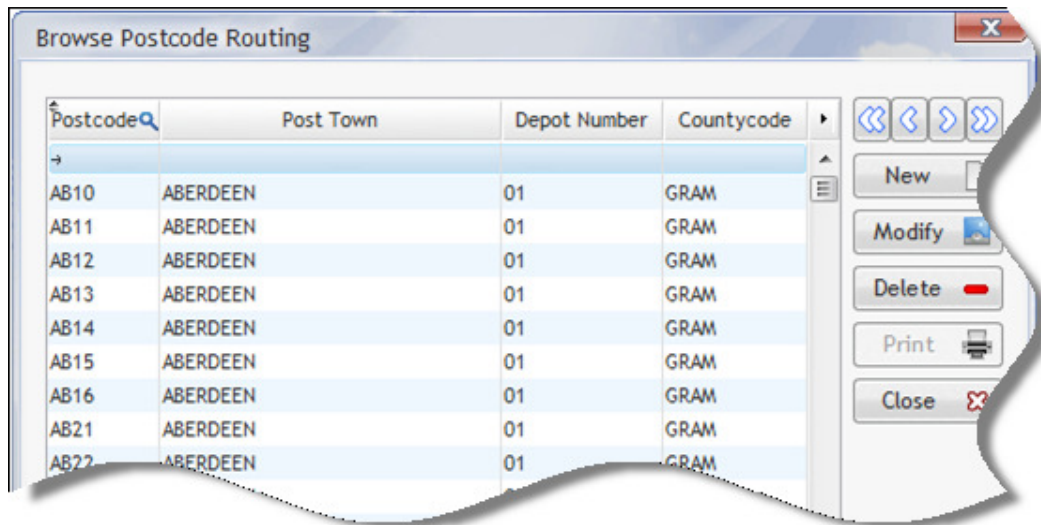
- **Setup, Hub Matrix File, Import Hub Matrix File**



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

Chapter 2 – Initial Setup


- **Setup, Postcode Routing, Browse Postcode Routing**



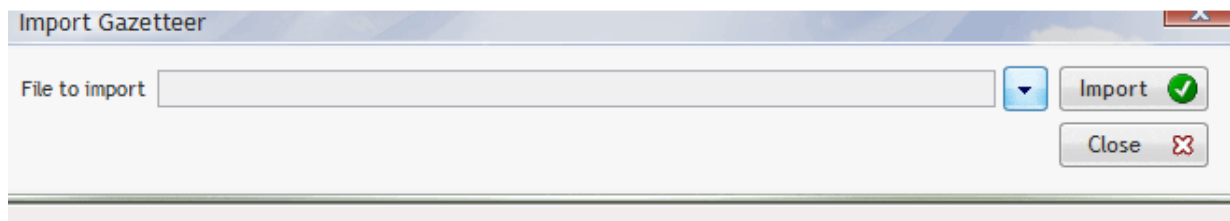
Click on **New** to add a new record or **Modify** to alter the highlighted record.


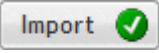
The screenshot shows a dialog box titled "Create/Amend Postcode Routing" with the following fields and buttons:

- Postcode: AB10
- Post Town: ABERDEEN
- Depot Number: 01
- One: 3
- Topservice: 6
- Hub: C
- Countycode: GRAM
- Buttons: OK (with a green checkmark), Cancel (with a red X)

Enter the postcode details and click on the **OK**  button to finish.

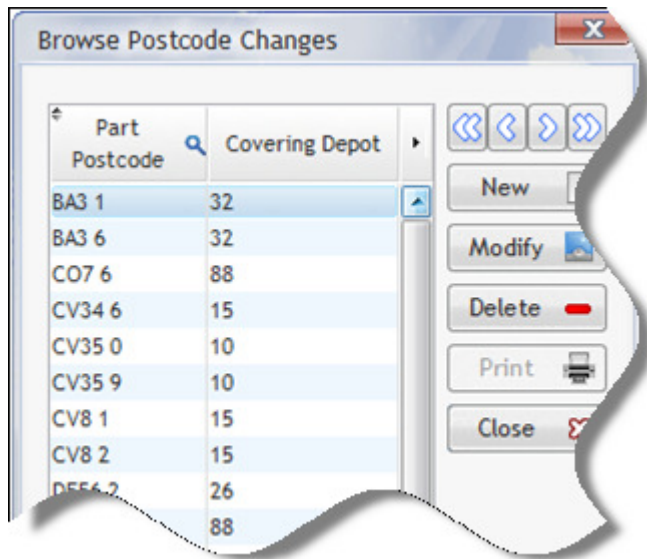
- **Setup, Postcode Routing, Import Postcode Routing**



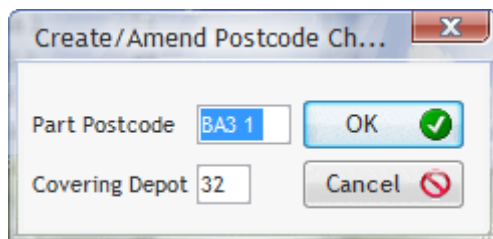
Select the file you wish to import by clicking on the following button . Locate the file and click on the **Import**  button.

Chapter 2 – Initial Setup

- **Setup, Postcode Exceptions, Browse Postcode Exceptions**

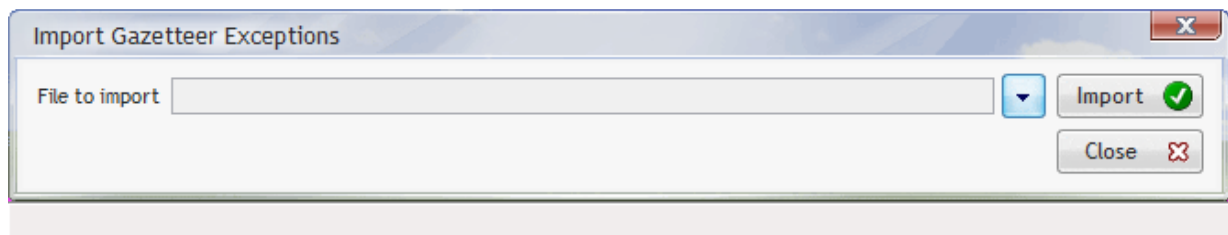



Click on **New** to add a new record or **Modify** to alter the highlighted record.



Enter the postcode exceptions and click on the **OK** button to finish.

- **Setup, Postcode Exceptions, Import Postcode Exceptions**



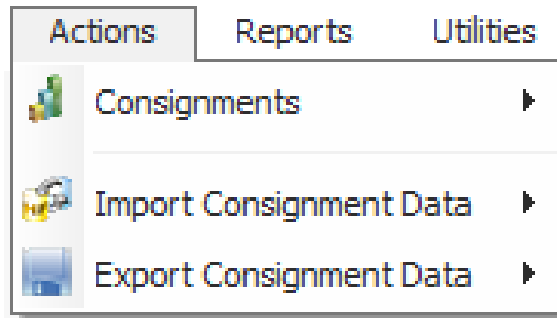
Select the file you wish to import by clicking on the following button . Locate the file and click on the **Import** button.

- **Setup, Numbers, Next Number**

Here you can set the number of the next consignment.

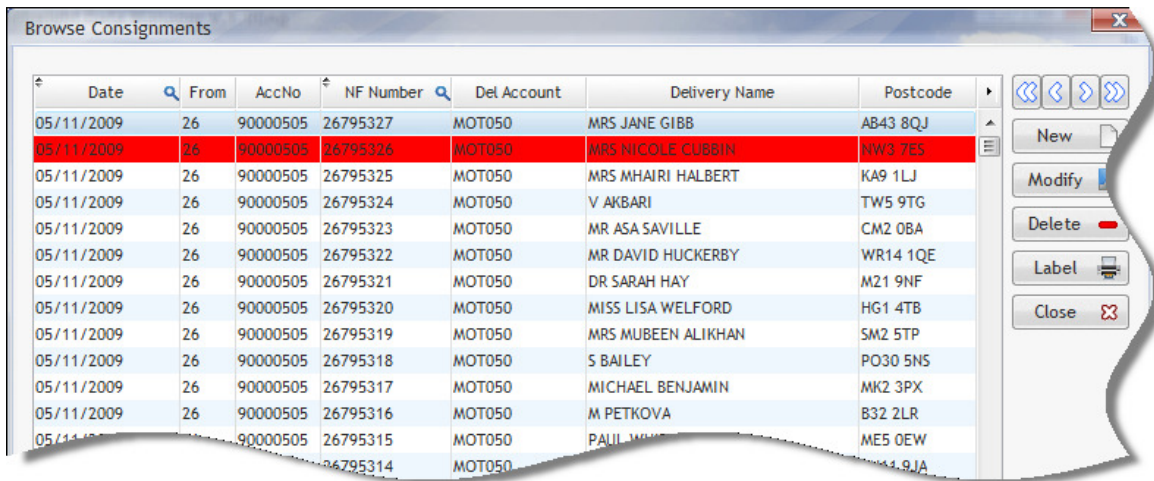
Chapter 3 – Actions Menu

The Actions menu relates to tasks performed within the program.



Chapter 3 – Actions Menu

- **Actions, Consignments, Browse Consignments**



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

Despatch date: 05/11/2009

Nightfreight Consignment Number: 26795327

Collection Account Code: MOT050

Delivery Account: [Dropdown]

Delivery Name: MRS JANE GIBB

Delivery Address 1: ANNOCHIE

Delivery Address 2: CRIMOND

Delivery Address 3: FRASERBURGH

Town: ABERDEEN (RURAL)

County: [Empty]

Delivery Postcode: AB43 8QJ

Contact Name: [Empty]

Phone Number: [Empty]

Customer Ref for Cons: 05247528

Service Code: ON

Unit Code: CA

Package Description: CARTON

Number of Items: 1

Consignment Weight: 3

Special Instructions Line 1: 01779 482377

Special Instructions Line 2: [Empty]

Special Instructions Line 3: [Empty]


Problem

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  to select Accounts and other Codes.

Enter the consignment details and click on the **Save**  button to finish.

Chapter 3 – Actions Menu

- **Actions, Import Consignment Data, Single File Import**

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.

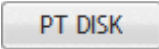
To find out the format of the excel file beforehand, click on the **format** button.

- **Actions, Export Consignment Data, Export to Nightfreight**

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

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

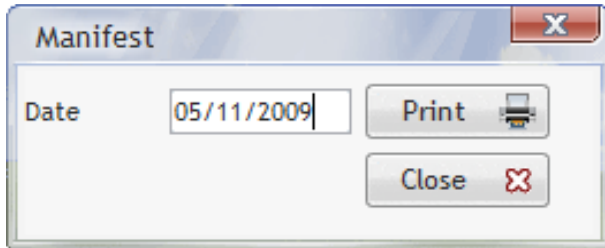
 Click on the NF FTP button to export data to a FTP Server.

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

Chapter 4 – Reports Menu

- **Reports, Manifest**

This option is for printing your manifest. .



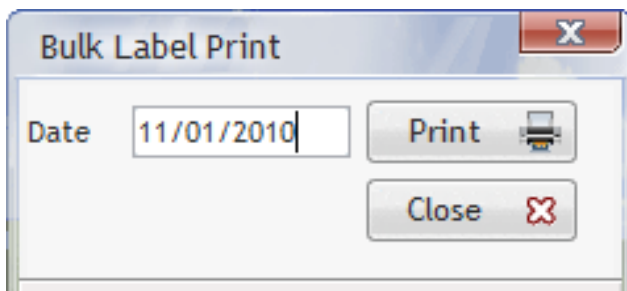
Enter a date and click on the **Print** button.

Nightfreight					
05/11/2009					
Con No	Name	Town	Postcode	Items	Weight
26794366	MRS DAWN TRUSTAM	SWANLEY	BR8 7YG	2	7
26794367	GILLIAN BEATY	INVERURIE	AB51 7JG	1	5
26794368	MRS SANDRA BARBOUR	PETERHEAD	AB42 2WT	1	5
26794369	ZOE SIMONDS	DARLINGTON	DL3 9BD	1	5
26794370	JUDITH GRIFFITHS	GORSEINON	SA4 4FJ	1	5
26794371	S MIRZA	BIRMINGHAM	B 11 3LS	1	5
26794372	MRS LAUREN DEMELLW	PLYMOUTH	PL9 8NW	1	5
26794373	V MONEY	ABINGDON	OX14 3XH	1	5
26794374	R BENZING	SHREWSBURY RURALS	SY4 4HP	1	5

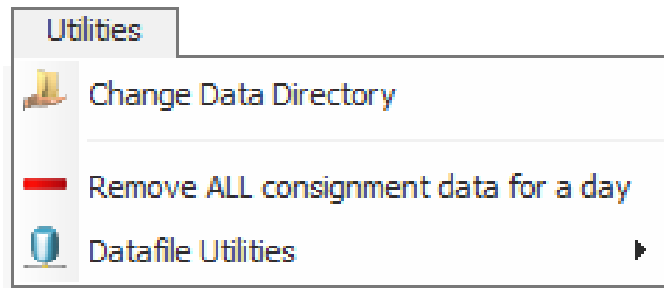
- **Reports, Bulk Labels**

This option is for printing a bulk load of labels.

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

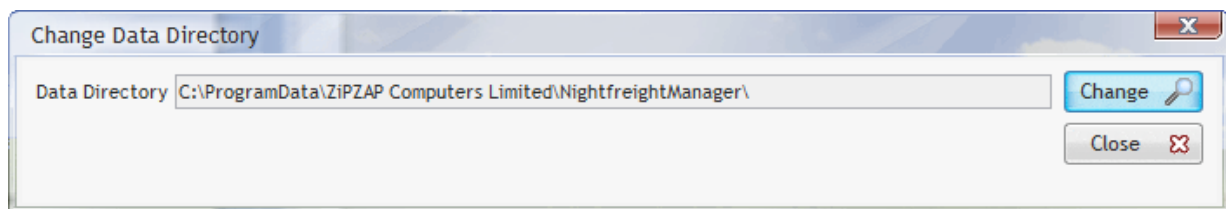


Chapter 5 – Utilities Menu

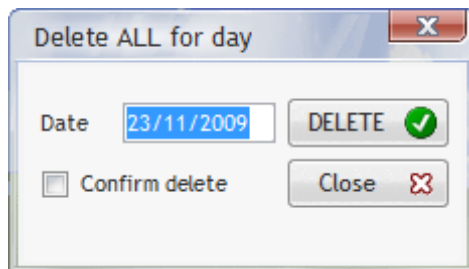


- **Utilities, Data directory**

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



- **Utilities, Remove ALL consignment data for a day**



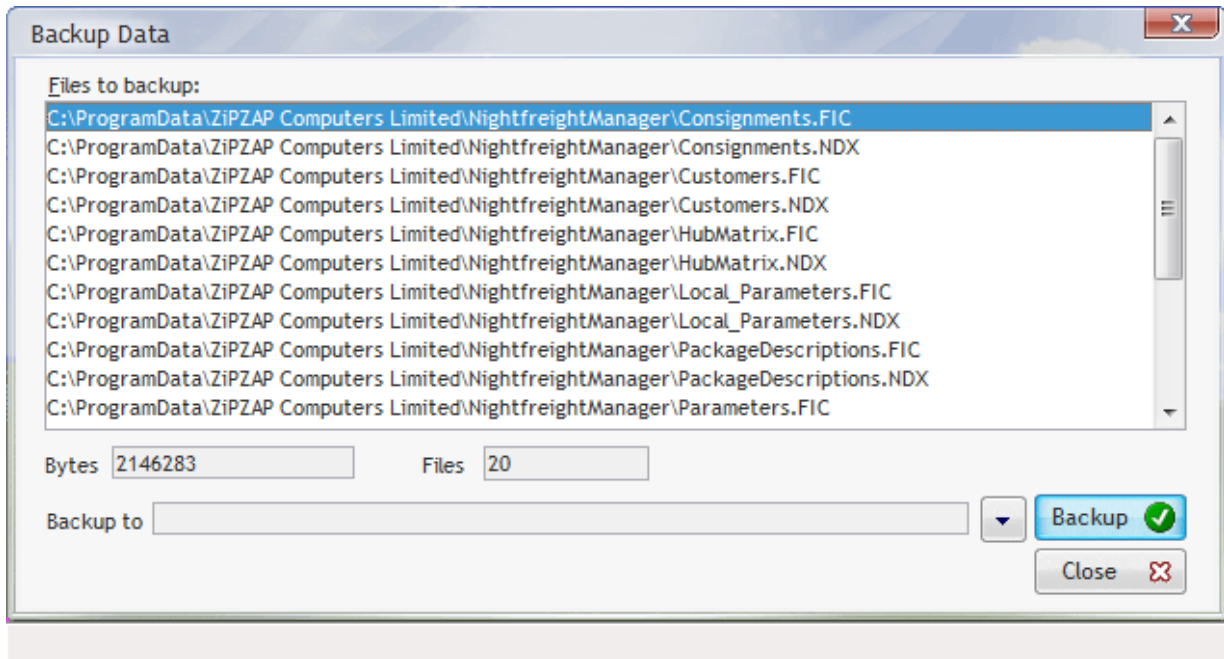
Enter the date of consignments you wish to delete.

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

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.



- **Utilities, Data File Utilities, Restore**

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

