

TPN Lite – Setup Guide

This setup guide for TPN Lite will explain how to setup it up after you have installed it, I've written the instructions in the order that they should be performed.

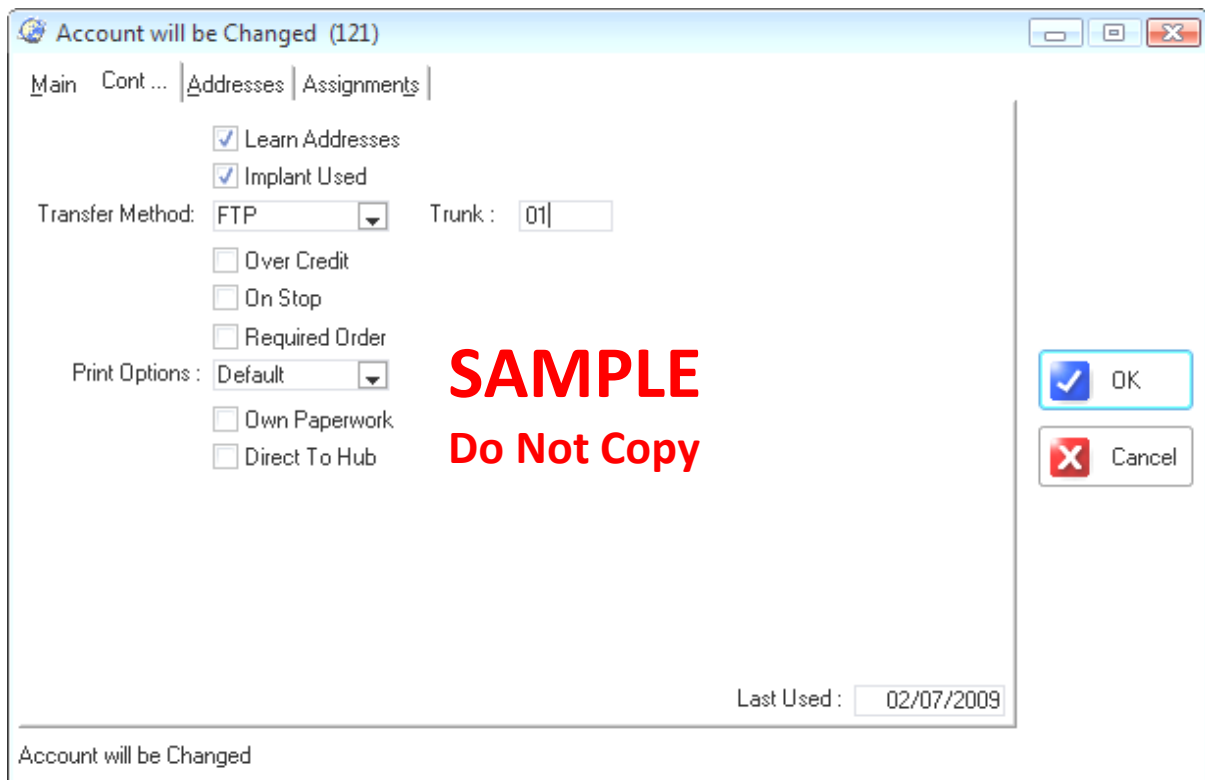
Before we outline the parts of the TPN Lite system, we need to perform some configuration settings etc on the depot system, which I will detail first.

TPN Depot System

Please note all the screenshots within this setup guide are samples and are not instructional, the instructions are in the text that comes with the pictures.

Firstly you must let the depot system know that you are using a TPN Lite system (Implant) for a specific customer. First of all from the SETUP menu, choose ACCOUNTS. You will then be shown a list of the accounts, now you can either amend an account you highlight or insert a new account, in my example I'm amending an account.

Highlight the required account and press the  button and from the following window, go-to to the **Cont** tab. The window will look as below.



Account will be Changed (121)

Main Cont... Addresses | Assignments

Learn Addresses
 Implant Used

Transfer Method: FTP Trunk : 01

Over Credit
 On Stop
 Required Order


Print Options : Default

Own Paperwork
 Direct To Hub

OK Cancel

Last Used : 02/07/2009

Account will be Changed

Put a tick in the **Implant** checkbox, choose **FTP** as the **Transfer Method** and type **01** in the **Trunk** entry field. Now save that record by pressing the  button.

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Now from the **SETUP** menu, choose **PARAMETERS** then **GLOBAL** and the **DEFAULTS**, select the **LOCAL FTP** tab from the list of tabs. The screen will look something like below.

Global Defaults

Main | Cont ... | Hub FTP | Local FTP | Proxy

Server:

Port: (0 is Default)

Username:

Password:

Outgoing Dir:

Incoming Dir:

Passive

No Auto-Resolve

Timeout:

SAMPLE
Do Not Copy


I will explain each of the fields in turn.

Server	The ftp server address in this case ftp.tpnmail.co.uk
Port	Leave this as 0.
Username	The username we have given you.
Password	The password we have given you.
Outgoing Dir	The outgoing dir will be the username with a / at the start and end of the username.
Incoming Dir	The incoming dir will be the username with a / at the start and end of the username.
Passive	Tick if the ftp file transfers need to be passive. I tend to tick this box.

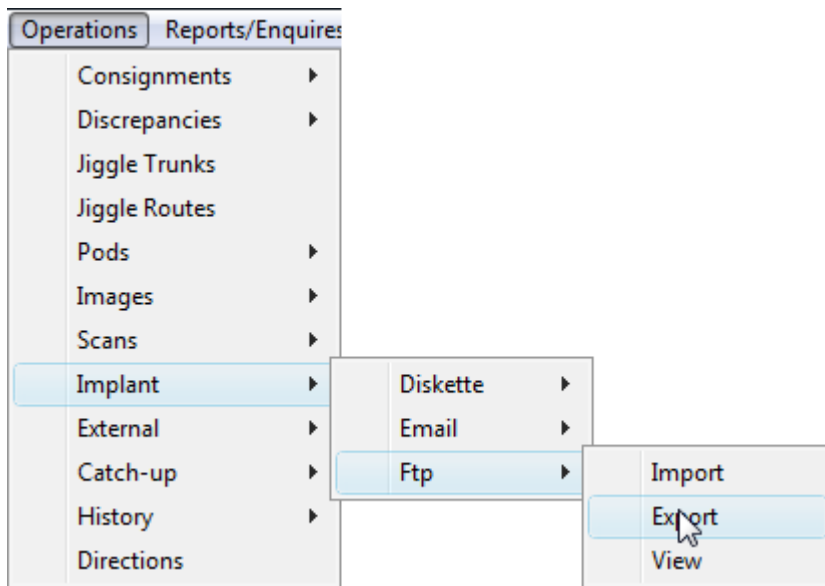
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No Auto-Resolve Tick if you wish the system to not auto-resolve the server address, I tend to leave this box un-ticked.

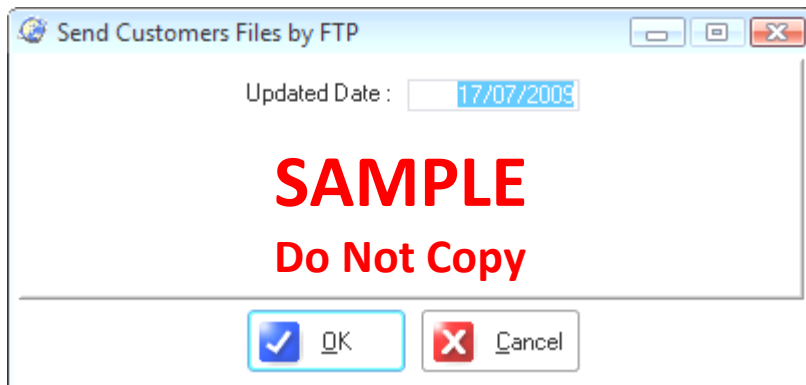
Timeout The value in seconds the system will timeout in waiting for an FTP command to respond, leave this at 60.


Once these settings have been done, press the  button.

Now from the **OPERATIONS** menu, choose **IMPLANT**, and then choose **FTP** followed by **EXTERNAL** (as shown below).



A window will be opened like the one shown below.

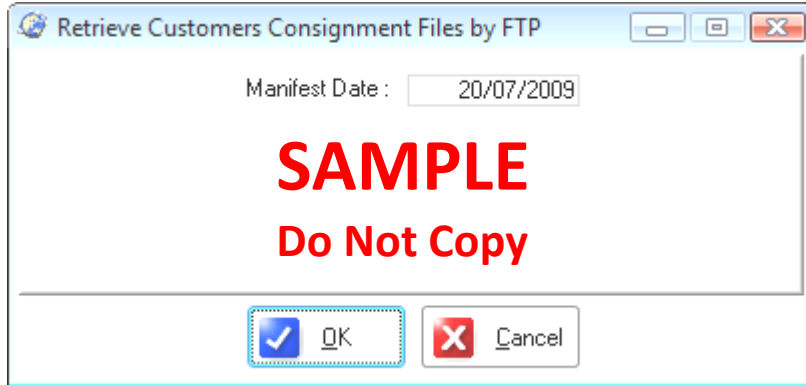



Simply press the  key and the latest **Gazetteer, Town-list, Services, Invalid Services** and **Pods** (for every customer who uses an implant) will be placed on the FTP site for them to download.

Now when you perform a day-start every morning on the Depot system if you have any accounts using TPN Lite you will be asked after the day-start has run, if you wish to create the customer files. Always answer **Yes** to this.

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Every afternoon you will wish to import all the consignment files your TPN Lite systems have done to do this, select the **OPERATIONS** menu, followed by **IMPLANT**, followed by **FTP** and then followed by **IMPORT**, a screen like the one below will be shown.



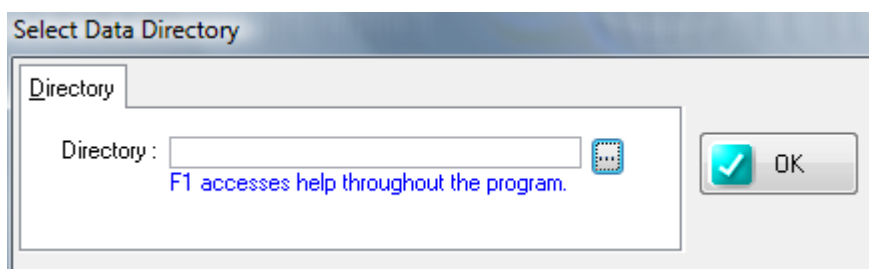
Now enter the current date and by pressing the  key all consignment files from implants that have performed their day-end so far will be imported and renamed out of the way. You can perform this routine many times a day, duplicates will not be imported so there is nothing to worry about.



TPN Lite System

Data Directory

If the system is going to be networked, your IT Manager needs to create two separate directories on the universal network drive, one for the **TPN Lite Data** and the other for the **TPN Lite Images**, if the system is only a standalone system then you can ignore this step.

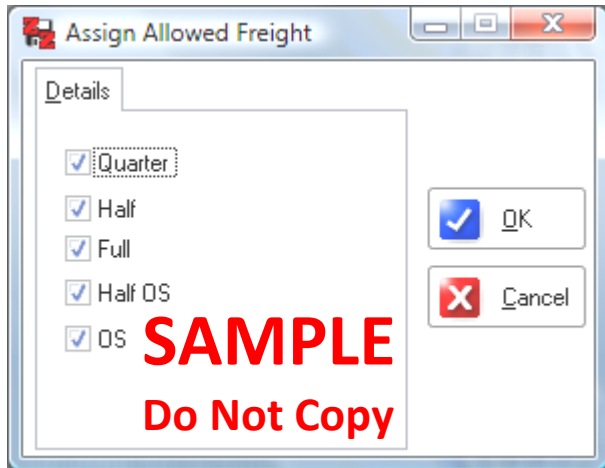
When you first enter the system for the very first time, you will be presented with the screen below.



If it's a single user installation, simply press the  button, otherwise press the  button and you be able to select a directory either on this PC or any network drive this computer can access to be used as the data directory.

If this is the very first time you have used the program at your company, you will now be presented with the following window, where you will set the type of pallets that you may despatch.

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Simply tick/un-tick the types of pallets that can be dispatched or not and then press the

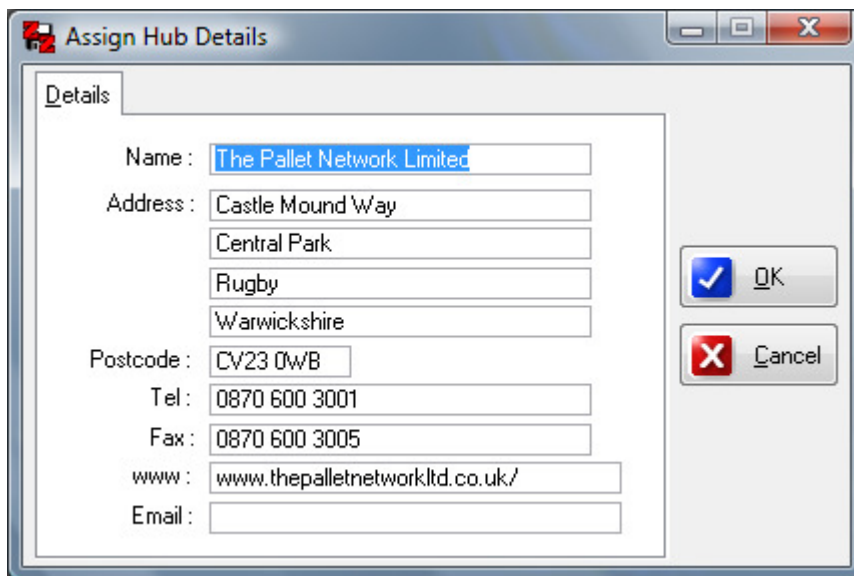


button.

You will now be presented with the following screen, simply press the



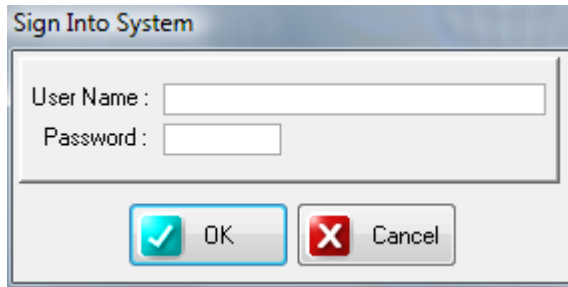
button.



User Names

When you run TPNLite for the very first time, you will be asked for a username and password and these will need to be setup.

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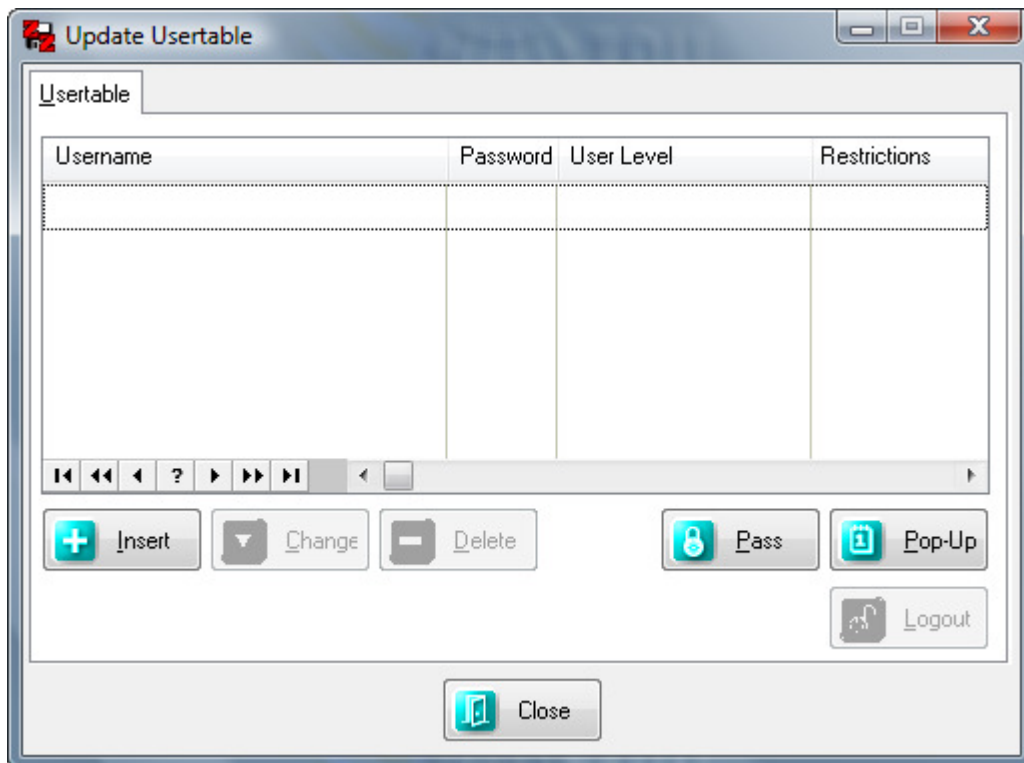


Sign Into System

User Name :

Password :

Sign in with a username of **MANAGER**, with a password of **BORG** and the following screen will be displayed.

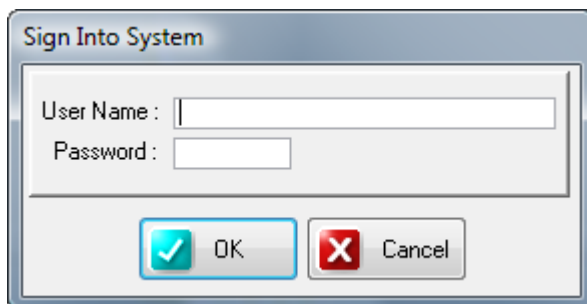


Update Usertable

Usertable

Username	Password	User Level	Restrictions

Now simply use the **Insert** button to create new users, you will need to enter a **Username**, **Password**, **User Level** and tab through the **Restrictions** field. When you come to the end, the system will inset that data for you. When you have created the one test user press the **Close** button and you be returned to the login screen as below.



Sign Into System

User Name :

Password :

Sign in as the test user you created and then you will be able to start using the system properly

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Parameters

Now from the **SETUP** menu, choose **PARAMETERS** and a window will be displayed looking like the screen below.

The screenshot shows a window titled "Parameters" with several tabs: "Details", "Defaults", "FTP", "Proxy", "E-mail", "Directories", "Images", and "Ext PODs". The "Details" tab is selected. The form contains the following fields:

- Account: [text box] Use Sub Accounts
- Name: [text box]
- Address: [text box]
- [text box]
- [text box]
- [text box]
- Postcode: [text box]
- Tel: [text box]
- Fax: [text box]
- My Depot: [text box] Collection Depot: [text box] Trunk: [01] [dropdown]
- Depot Email: [text box]
- Transfer Method: [FTP] [dropdown]
- Also Email To...

On the right side, there are "OK" and "Cancel" buttons.

I will explain each of the fields in turn.

Details

- | | |
|-------------------------|---|
| Account | This is the account number you have allocated this customer on your depot system. |
| Use Sub Accounts | Leave this box un-ticked. |
| Name | Enter the name of the customer who is going to use this system. |
| Address | Enter the address of the customer who is going to use this system. |
| Postcode | Enter the postcode of the customer who is going to use this system. |
| Tel | Enter the Tel number of the customer who is going to use this system. |
| Fax | Enter the Fax number of the customer who is going to use this system. |

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- My Depot** Enter your depot code pre-ceded with a 0 if its number is less than 100.
- Collection Depot** Enter your depot code pre-ceded with a 0 if its number is less than 100.
- Trunk** Enter the trunk code that you will use, simply select 01 from the droplist.
- Depot Email** Enter your email address that your depot uses.
- Transfer Method** 99% of the time, we will use FTP.
- Also Email To** If you wish to email the end of day files to an email address as well as put them on the FTP site for example, tick this box and then fill in the now displayed email entry field,

Defaults

Parameters

Details Defaults FTP Proxy E-mail Directories Images Ext PODs

Print Options : Neither Apply Options On Change

L.P.I. : 02 Own Paperwork Signature Block

Def Service : ND

Start Number : 49003079

Remarks 1 :

Remarks 2 :

P.C Lookup : PCA Alt www.tpn1.tzo.com

Adhoc : ADHOC

Add : 0 working days to manifest date. Also Send Held Consignments Just Today's

OK Cancel

The defaults tab allows you to setup some of the default properties that are set when you key in a consignment.

I will explain each of the fields in turn.

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Print Options	When you enter a consignment manually, do you print Labels , Notes , Both or Neither after you have saved it.
Apply Options on Change	Tick this box, if you wish to apply the same print options when you save an amended consignment.
L.P.I.	This stands for Labels per Item, whenever you print labels for a consignment the system will print this many labels for every pallet in the consignment.
Own Paperwork	Does the own paperwork checkbox on a new consignment needs to be ticked by default, own paperwork consignments are those that do not travel through the TPN system with a TPN consignment note, but travel with their own paperwork that gets signed.
Signature Block	IGNORE
Def Service	Select the most common service used, you will not be able to select anything until after you have done your first day-start.
Start Number	Enter the start number that will be used as the first consignment number by the system this will be incremented by 1 automatically every time you enter a new consignment.
Remarks 1	If you enter a value in this field then it will appear automatically in the remarks 1 field of a new consignment you are entering.
Remarks 2	If you enter a value in this field then it will appear automatically in the remarks 2 field of a new consignment you are entering.
PC Lookup	Always set this to PCA , which is the Postcode Anywhere Engine that TPN make use of for finding address details based on the postcode.
Alt	LEAVE AS TICKED ALONG WITH THE FIELD TO ITS IMMEDIATE RIGHT.
Adhoc	Once you have entered an Account, you will not be able to enter a value, but once you have you can. An adhoc account is one that you can despatch to but change the destination address and postcode for it at the time of consignment entry. Other accounts are fixed to the address and postcode they already have.
Add	LEAVE AS IS AT 0.
Also Send Held Consignments	Un-tick this check-box and held consignments will not be sent with live consignments when you run the day-end process.
Just Today's	If you tick this box then when browsing consignments by default you will be offered to view the consignments just for the current system date, you can change this to view them all.

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FTP

Parameters

Details Defaults **FTP** Proxy E-mail Directories Images Ext PODs

Server Address :

Logon Name :

Logon Password :

Local Directories :-

Outgoing : ...

Incoming : ...

Remote Directories :-

Outgoing :

Incoming :

Passive Mode ?

Use Network

No Auto Resolve

Port : (0 is default)

Download Images ?

Download Scans

OK

Cancel

SAMPLE
Do Not Copy

This tab configures the details of the ftp site that you and your TPN depot use to pass consignments and pods back and forth.

Server Address The ftp server address in this case **ftp.tpnmail.co.uk**

Logon Name The ftp logon name we have let you know.

Logon Password The ftp logon password we have let you know.

Local Directories

Outgoing Simply press the  button next to this field and then press the OK button on the dialog box that opens.

Incoming Simply press the  button next to this field and then press the OK button on the dialog box that opens.

Remote Directories

Outgoing The outgoing dir will be the Logon Name with a / at the start and end of the Logon Name.

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Incoming	The incoming dir will be the Logon Name with a / at the start and end of the Logon Name.
Passive Mode?	Tick if the ftp file transfers need to be passive. I tend to tick this box.
Use Network	Tick this tick-box.
No Auto-Resolve	Tick if you wish the system to not auto-resolve the server address, I tend to leave this box un-ticked.
Port	Leave this as 0.
Download Images	Tick this tick-box.
Download Scans	Leave this tick-box un-ticked.

Proxy

This tab is not covered in this quick setup guide.

Email

This tab is not covered in this quick setup guide.

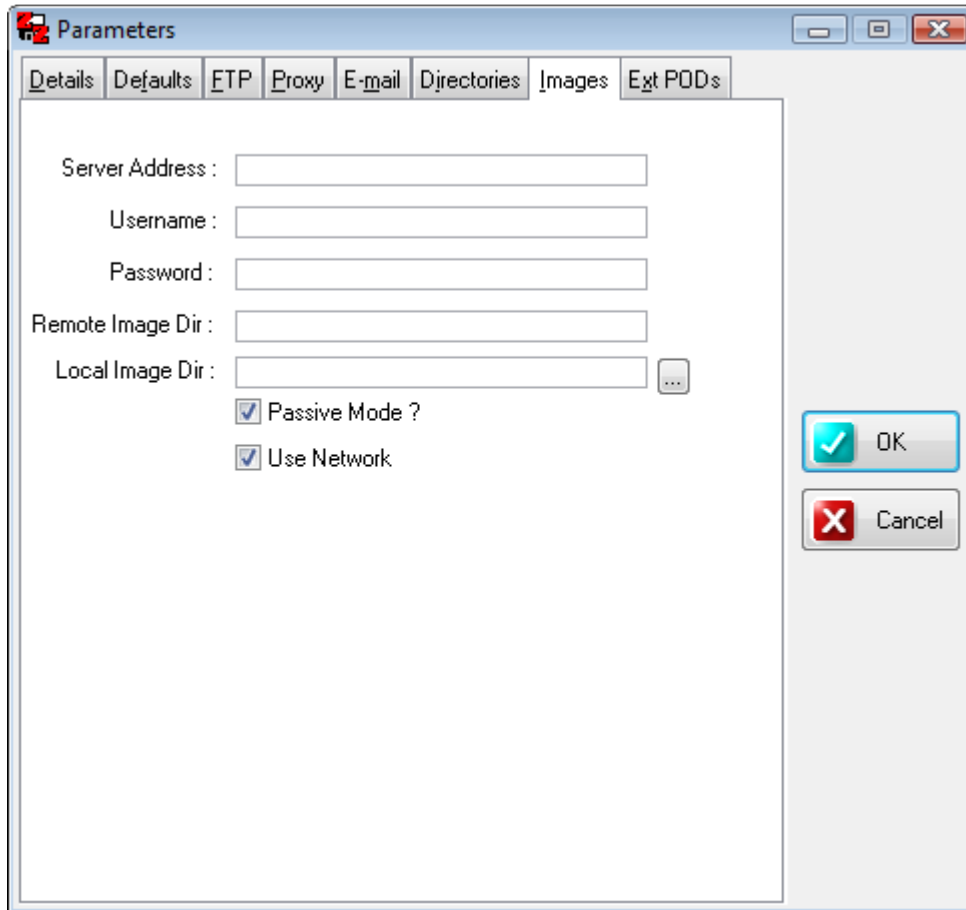
Directories


This tab is not covered in this quick setup guide.

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Images

This tab configures the details of the ftp site that you use to download your pod images from.




- | | |
|-------------------------|--|
| Server Address | The ftp server address in this case ftp.tpnmail.co.uk |
| Username | The ftp logon name we have let you know. |
| Password | The ftp logon password we have let you know. |
| Remote Image Dir | The directory on the ftp site where the images are, its /images/ |
| Local Image Dir | The directory where the pod images are stored on your system, if you are using this program single user, simply press the  button and then press the OK button that is shown on the new dialog box that is displayed. |
| Passive Mode? | Tick if the ftp file transfers need to be passive. I tend to tick this box |
| Use Network | Always tick this box. |

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Ext Pods

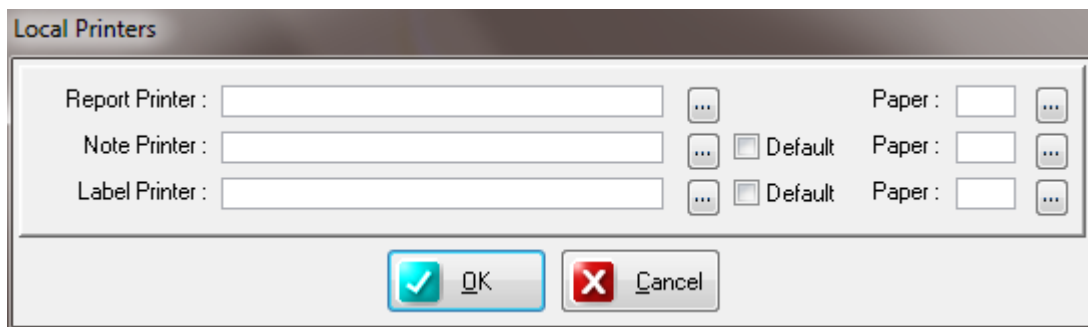
This tab is not covered in this quick setup guide.





Now press the  button which saves all the settings you have just entered.

Printers

Every computer that runs the TPN Lite system needs this section of the program setting up. This section informs the system what printers to use for the various report types within the system. The screen will look as below.



By clicking on the  button next to any of the types of printer, you can select the printer used for any of the types of reports from that computer. Also for any of printers specified you should click on the  button next to the paper prompt horizontal to the specified printer. You can then set the paper-size to use for that printer. If you do not have a paper-size that matches the stationary you wish to print on then you will need to create one from the **Devices and Printers** control panel within the windows operating system.

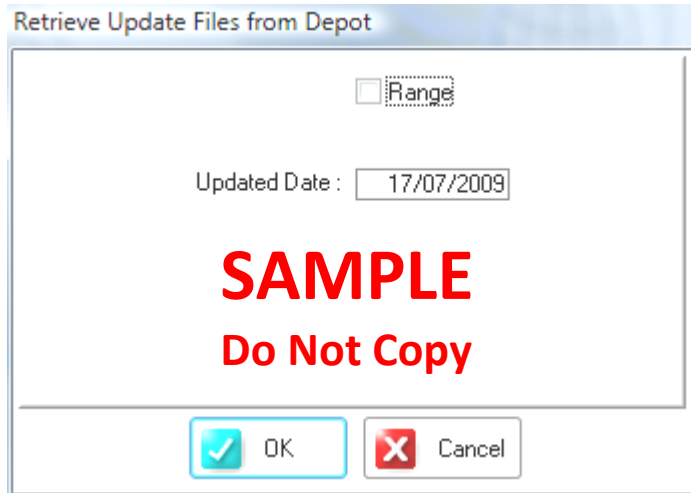
One thing to mention is the paper-size of the **standard TPN Label is 101.6mm wide and 203.2mm long.**


To Setup the Label Printer go to page 17 - Appendix A

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Daystart

In order for the TPN Lite system to be fully setup with the TPN Gazetteer etc, you need to perform a day-start, before you can start to use the system. So from the **OPERATIONS** menu, choose **DAYSTART** and the screen will look as below.



The **Updated Date** will already be filling in for you. Simply press the  button and the day-start routine will take place. The **Gazetteer, Services, Invalid Services** and **Town-list** databases will be built/up-dated.

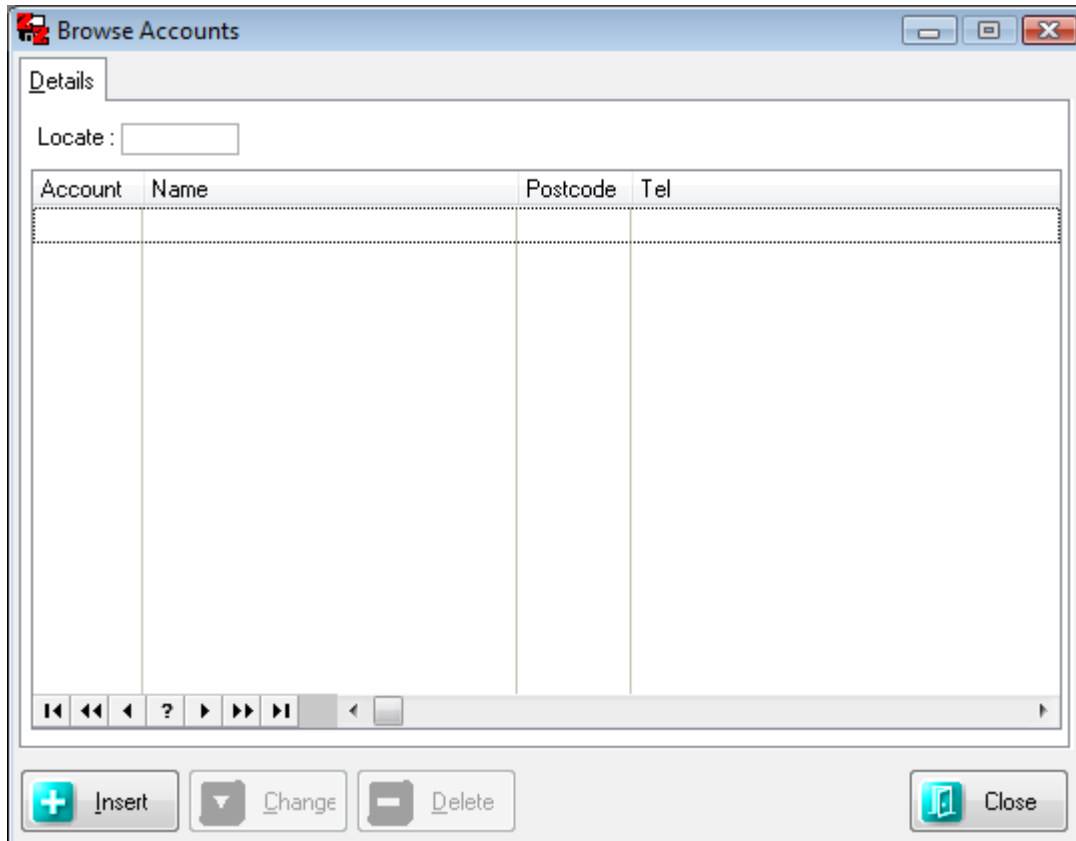
Accounts


You now have to sit down and make a decision on how you wish to use the system. If you despatch to a lot of one off customers making use of a single Adhoc Account might be a good idea otherwise you would need to setup all your accounts. I will explain the **Adhoc Account** setup below.

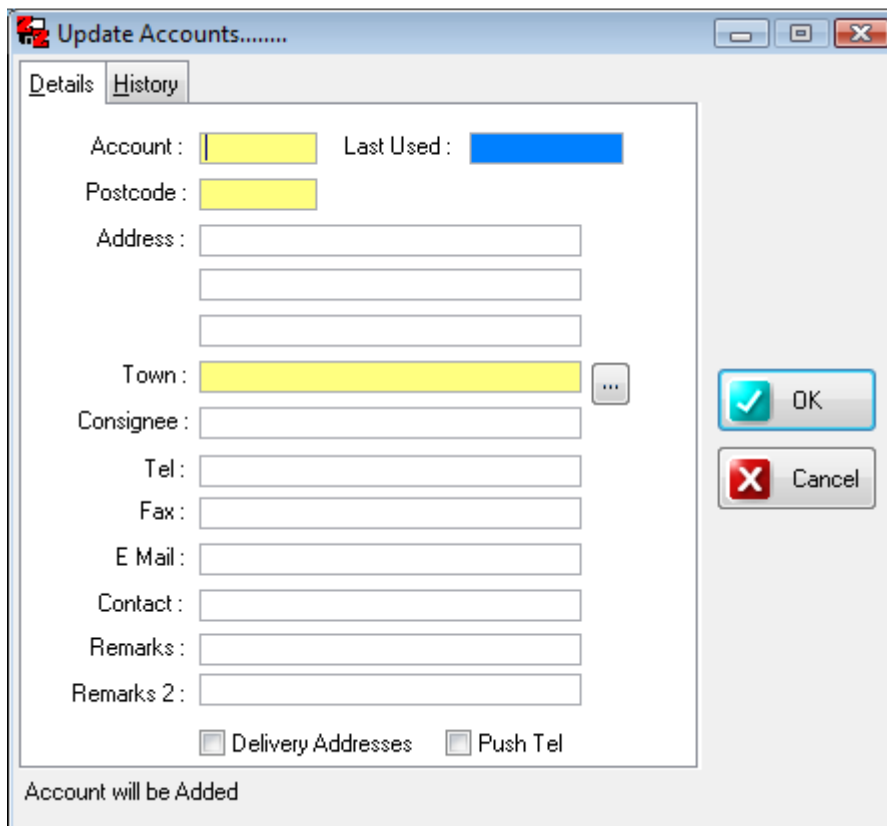
Adhoc Account

An **Adhoc Account** is a single account that is setup on the system and when you enter a consignment for this account, you will be able to amend the address where the consignment is going. From the **SETUP** menu, choose **ACCOUNTS** and a screen like the one below will be displayed.

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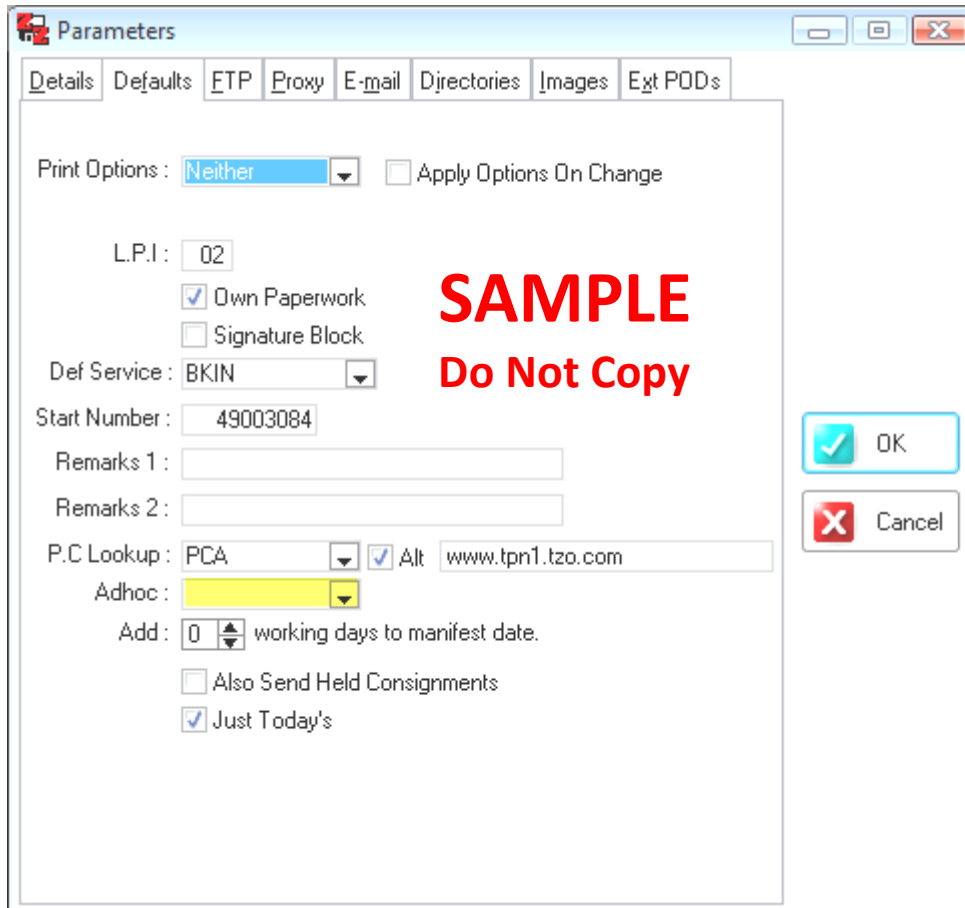
Simply press the  button and the following window will be opened up for you.



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For an adhoc account use something that is easy to remember as the Account like **ADHOC**, I would use your postcode as the postcode, make sure something is entered into the Town field as this is a

required field. Then press the  button. Now from the **SETUP** menu, choose **PARAMETERS** and from the next window.



Parameters

Details Defaults FTP Proxy E-mail Directories Images Ext PODs

Print Options: **Neither** Apply Options On Change

L.P.I.:

Own Paperwork

Signature Block

Def Service: **BKIN**

Start Number:

Remarks 1:

Remarks 2:

P.C Lookup: **PCA** Alt

Adhoc:

Add: working days to manifest date.

Also Send Held Consignments

Just Today's

OK

Cancel

SAMPLE Do Not Copy

Simply enter in the **Adhoc** field the adhoc account you just created.

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APPENDIX A - LABEL Printer

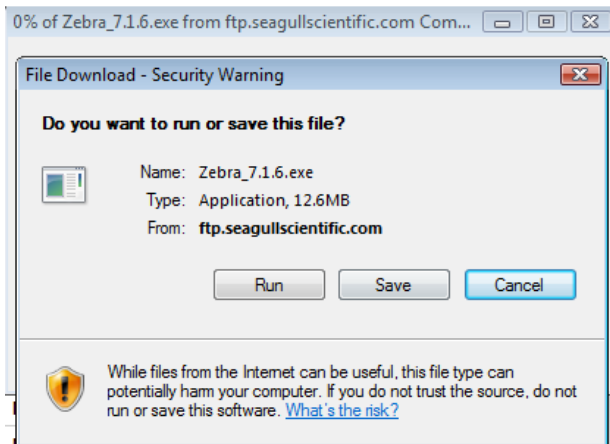
Setup Printer Driver

First you need to download the driver from the following website - http://www.seagullscientific.com/asp/thermal_95.aspx

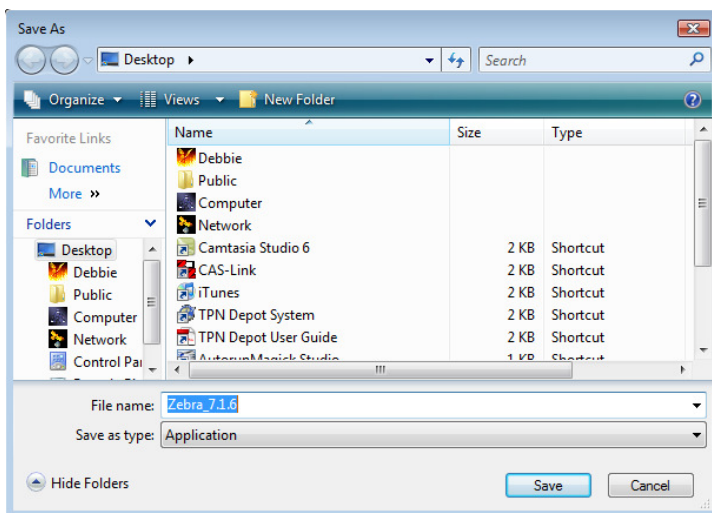
Scroll down the page and you will come to a list of printer names

Click on the printer you want, in my case it is the Zebra.

Upon clicking on the printer's name the following window will appear.



Click on the save button and it will ask you to save the file to a location. Choose a location you can find later.

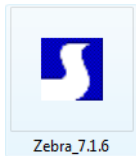


Click the save button.

The file will now download and write itself to the location you chose to save too.

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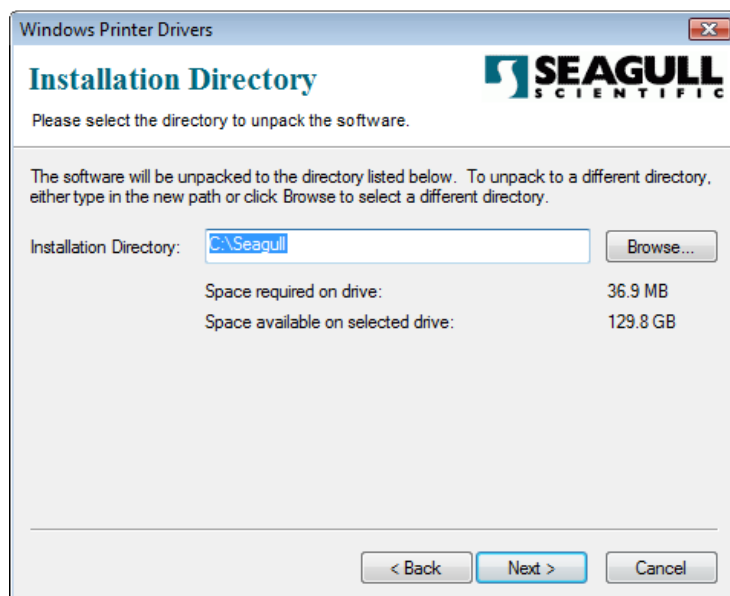
Once the download has finished downloading, go to where you saved the file and double click on the icon.



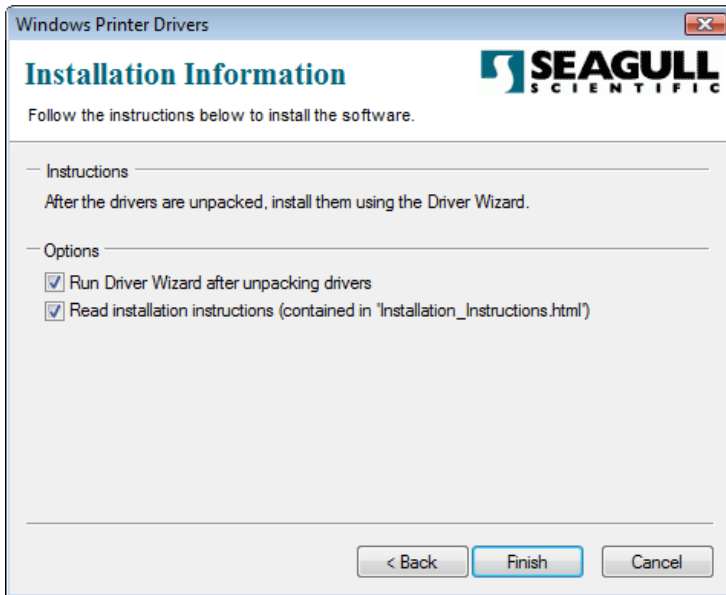
The following screen will emerge. You will need to accept the terms by clicking on the radio button and followed by clicking on the next button.



The next screen will appear where you select the directory to unpack the software too. Once you have chosen, click on the next button to go to the next screen.



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Click on the finish button and the software will be unpacked and will install using the Driver Wizard. The following screens will help you through the Driver Wizard.



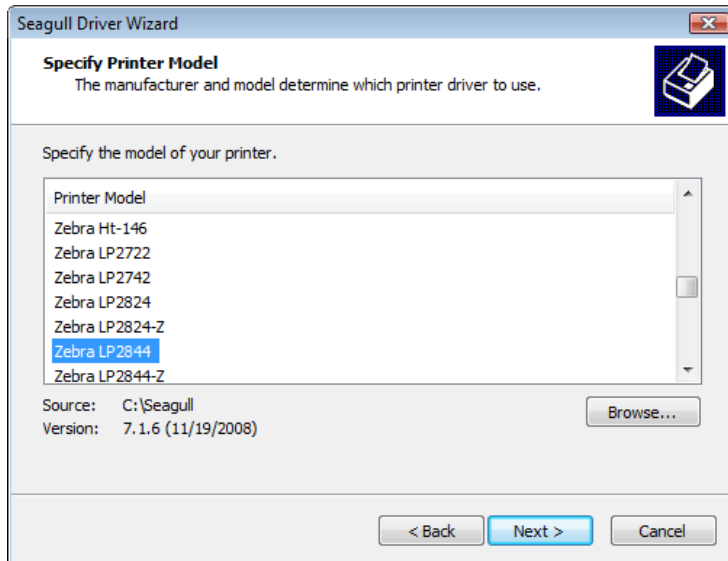
On the first screen you will be asked what you would like to do. If this is your first time installing just click next as the option you want will already be selected.

If you are upgrading, you will need to click on the radio button next to Upgrade printer drivers and then click next.

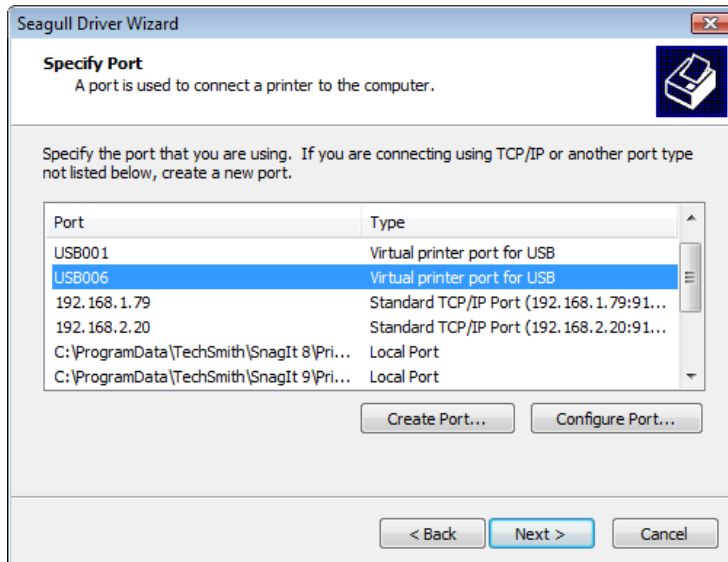
On the next screen you need to select the printer model you are using. In my case I am using the Zebra LP 2844.

IMPORTANT NOTE – If you are using a Zebra GK420D, Select from the list Zebra GK420d - ZPL.

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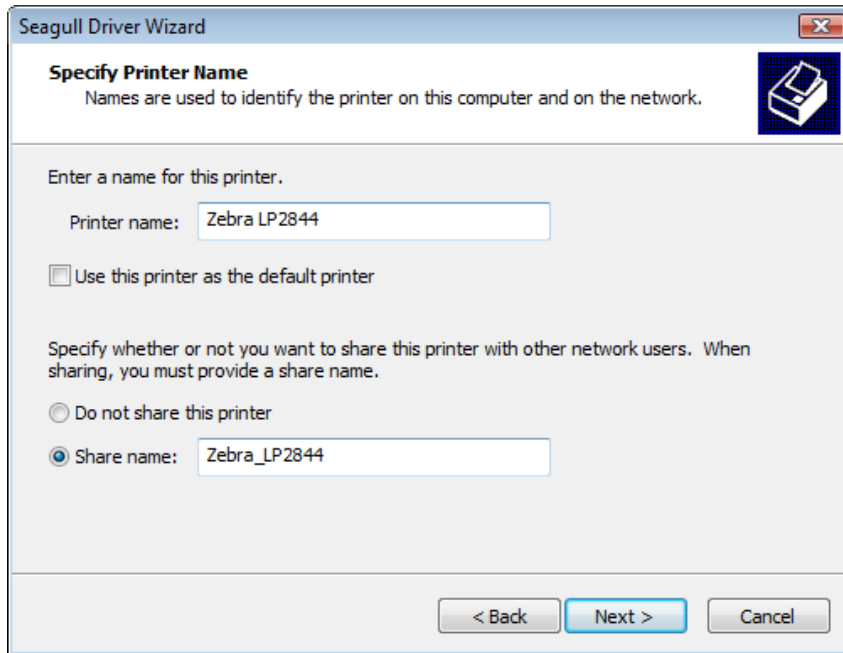
Once you have selected the printer, click on the next button to go to the next screen.



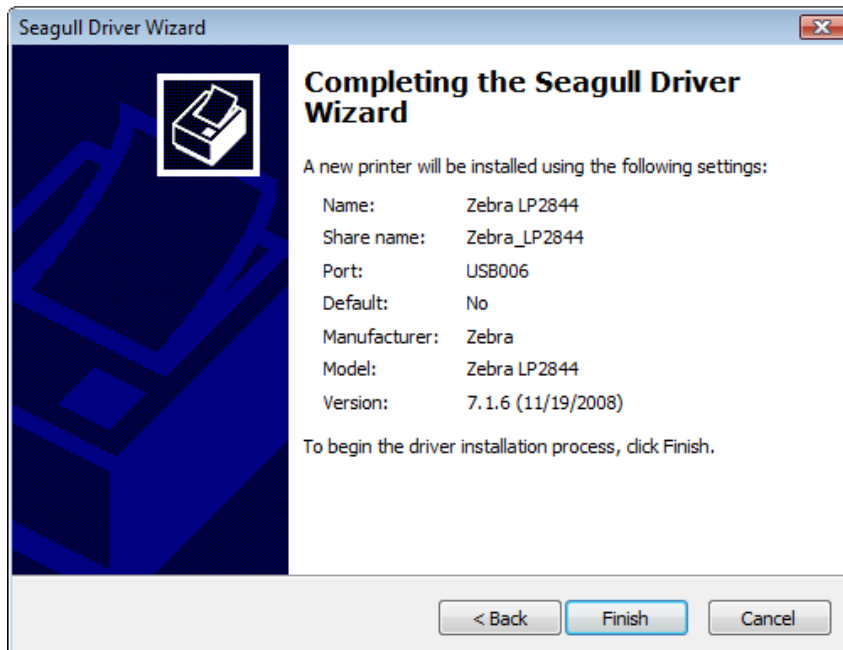
On this screen you need to select the port your printer is connected too and then click on the next button.

On the next screen you will be asked to enter a name for the printer and specify if you want to share this printer or not.

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When you are done, click on the next button and you will come to the last screen which is a summary of all the details.



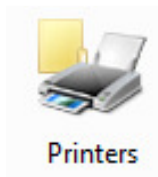
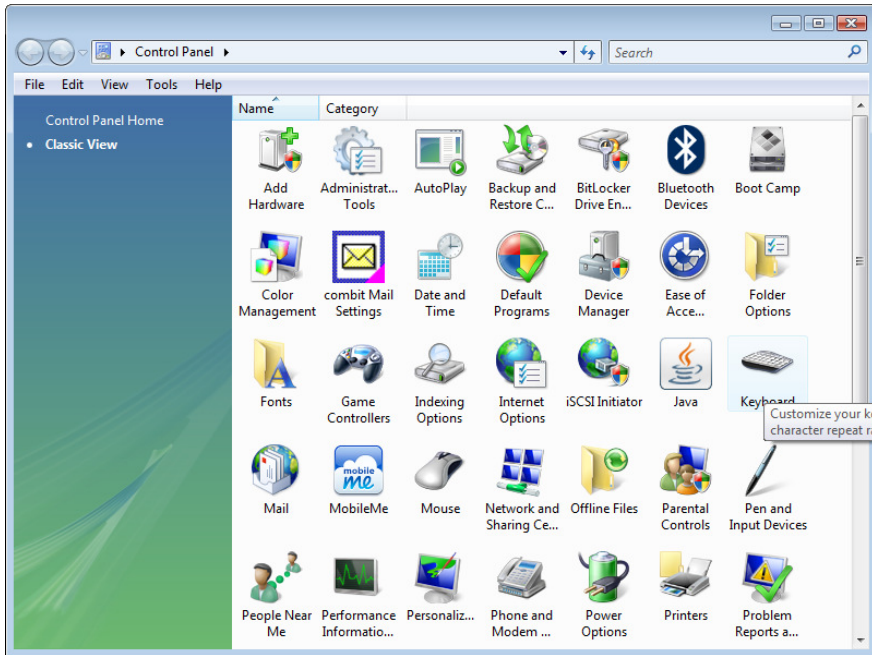
Click on the finish button and everything will install, you may be prompted to restart your machine.

We're now ready to go and setup the label sizes for this printer.

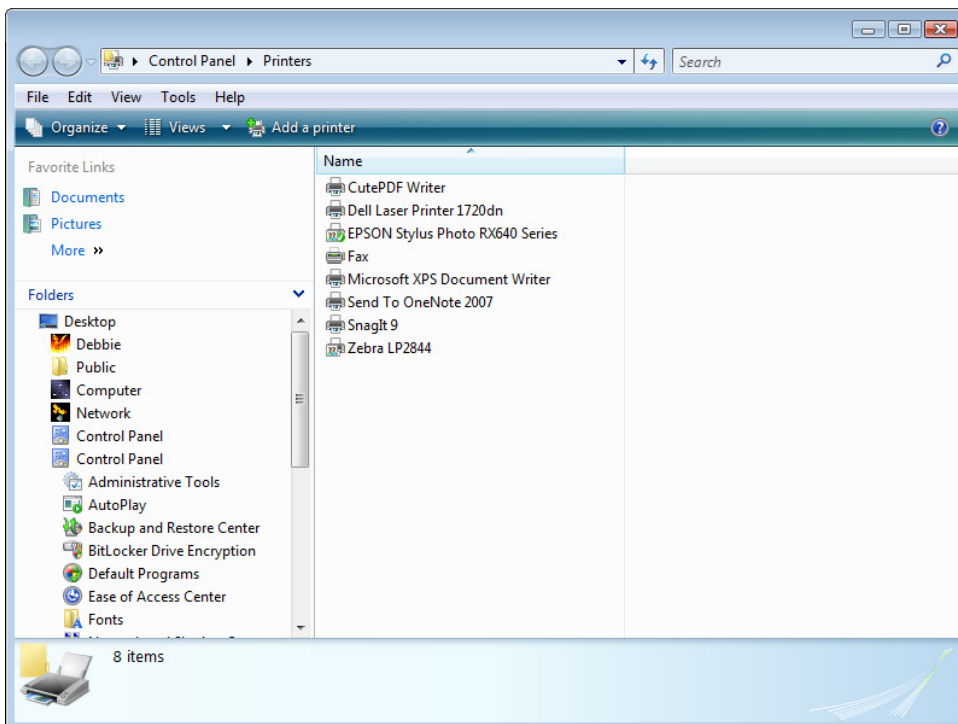
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Setup Label Settings

Open up the Control Panel.



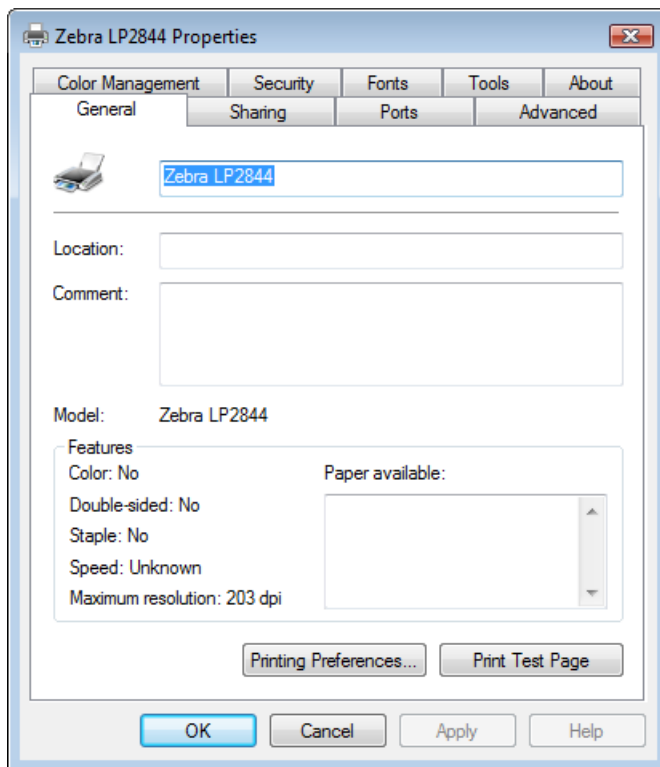
Double click on Printers.



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Right click on your Label printer (Zebra) and click on properties.

The properties screen will appear and you will need to click on the General tab.

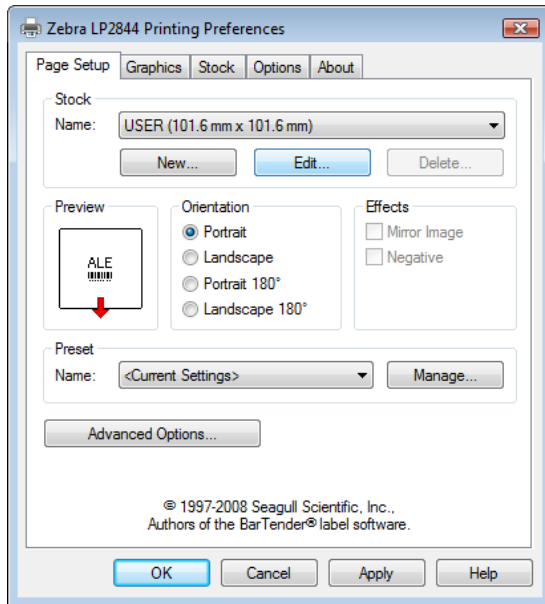


Click on the **Printing Preferences** button and the following screen will appear.

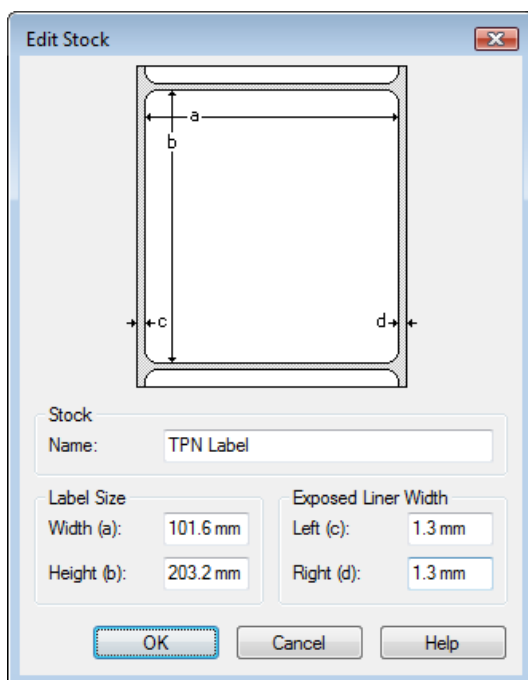


You now need to select the **Page Setup** tab on this screen.

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Click on the **New** button to set up a new paper size. The following screen will emerge:



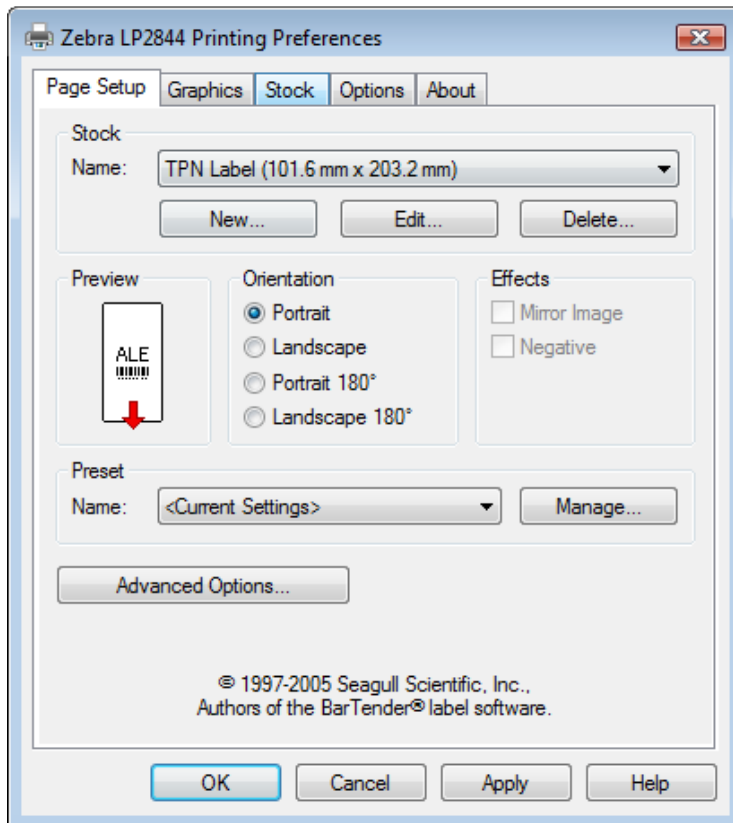
On this screen you need to enter the following details:

Name	TPN Label
Label Size Width	101.6
Label Size Height	203.2

Once you have filled in these details, click on the OK button and you will return to the Printing Preferences screen.

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You now need to select **Portrait** under the Orientation section.



All the settings which need to be setup are now complete. You will need to click on the **Apply** button and then the **OK** button to finish.

You will now return to the Printing Properties screen where you can print a test page if you wish. If you do not need to print a test page, click on the **OK** button and the window will close.