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TPN Depot System

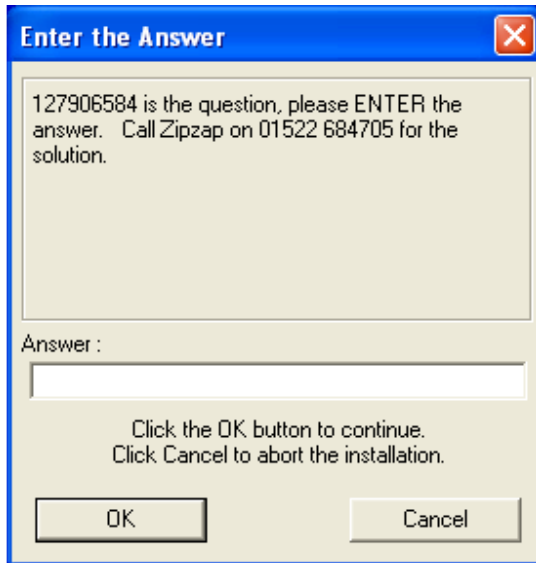
User Guide

This is a user guide for the new TPN Depot system, the guide is spilt into 7 chapters and these are **Installation, Running for the First Time, Setup Menu, Operations Menu, Reports/Enquiries Menu, Utilities Menu** and the **Appendix**.

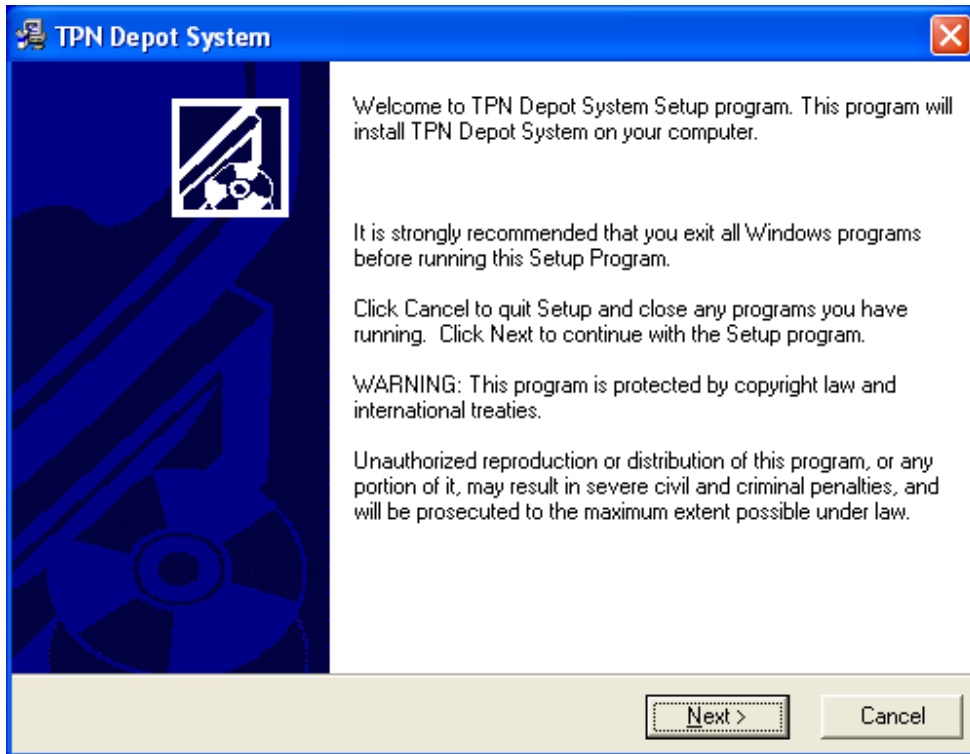
Chapter 1 – Installation

Firstly place the CD in the CDROM drive and the installation will start automatically start.

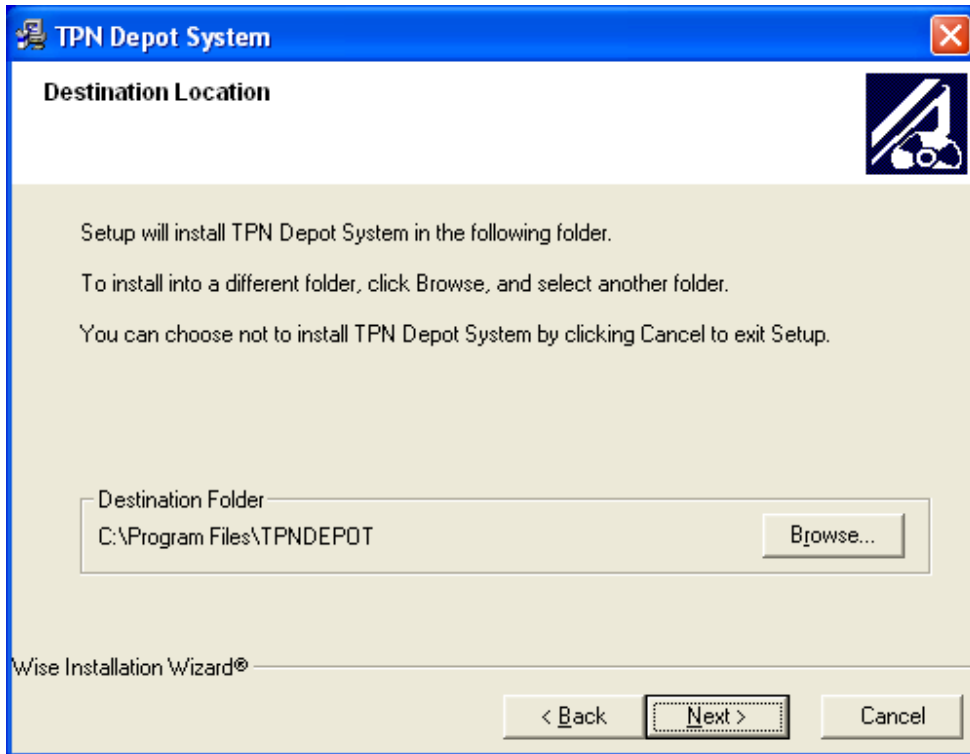
- The first window that comes up will ask you for a password, which you will need to contact us for at this time.



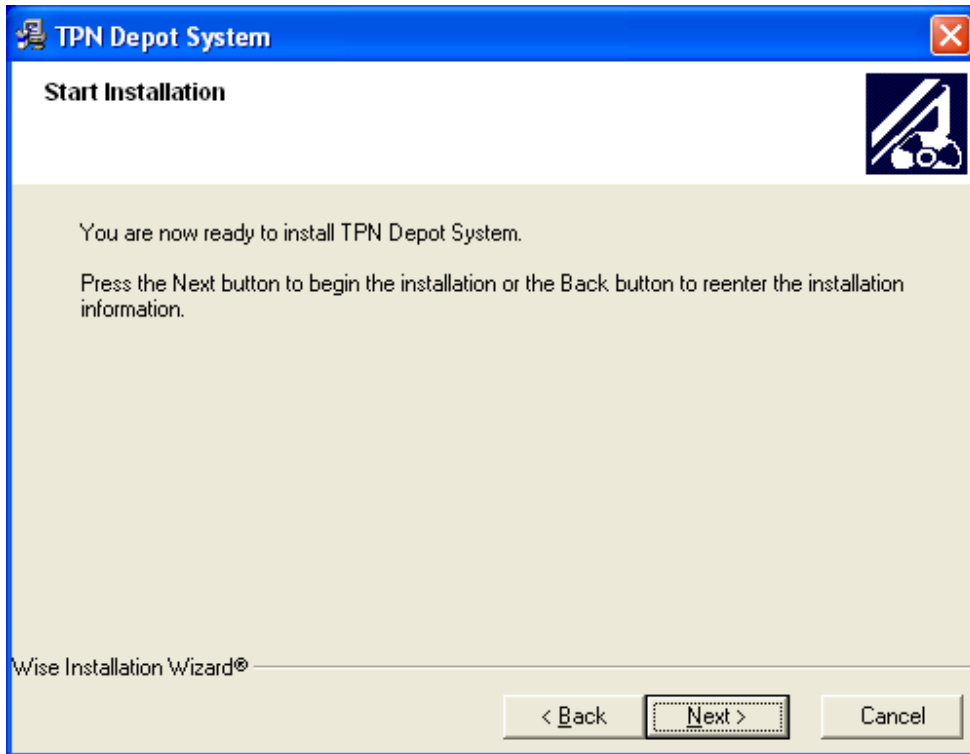
- After we have given you the password and the system is being installed for the first time.



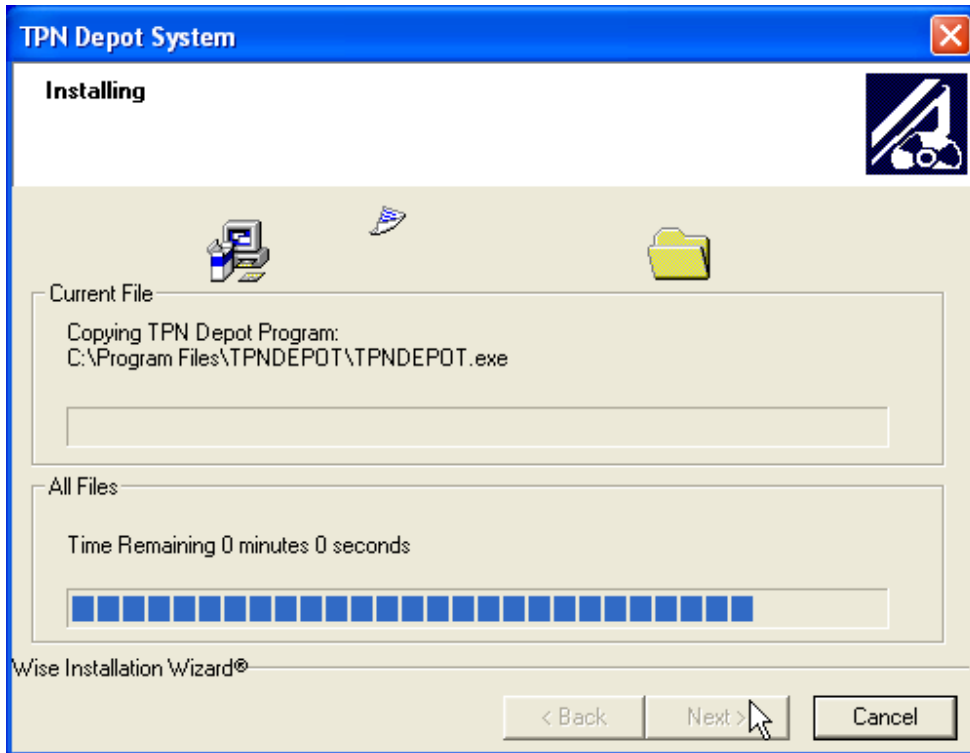
- By choosing **Next** you will be taken to the window below.



- This window asks you in which directory you wish to place the program, simply press the **Next** button and the next window will be displayed



- By pressing **Next** on this window, the system will start to be installed and a window like the one below will be displayed.



This window will show the progress of the installation and when this window is finished with the next window will be shown.

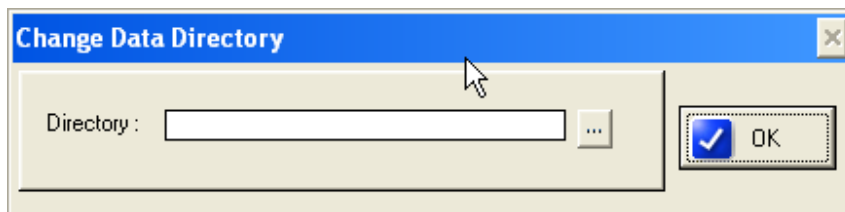
- This window informs you that the installation has finished a desktop shortcut has been created called TPN Depot System and a program group called TPN Depot System with several items.

Chapter 2 - Running the System for the First Time.

This chapter deals with running the system for the first time.

This system works using a principle where every computer that uses the system has the program installed on locally on each computers hard disk and a directory that every user can access is created for the shared data to be stored in.

- **So the first job would be to create a separate data directory for storing the data for the new depot system.**
- When you run the system on each PC for the first time you will be prompted to **Change the Data Directory** via the following window.



Press the  button and locate the directory that you created in the first point on this page.

- You would now sign into the new depot system using the **MANAGER** user and create all the users that are allowed into the system.
- Sign into the system as a valid user that you just created.
- If you are the very first user to log into the new system and it has not been fully setup so far, then you will be asked the question **Do you wish to install the Default Report Layouts?**
- Answer **Yes** to this question and the report layouts will be able to be used by the new depot system.
- You must now setup the Routes. **Page 21.**
- You must now setup the Trunks. **Page 22.**
- You must now setup the Local and Global Parameters. **Pages 24 – 36.**
- Now perform a Day-start procedure which will bring in all the relevant setup files and delivery files etc. **Page 58.**

- You must now setup the Local Gazetteer. *Page 23.*

Chapter 3 – Setup Menu

The **Setup Menu**, is a built on a selection of menu items that controls how the system works for you, along with the ability to maintain the system files the system will use when using the system.

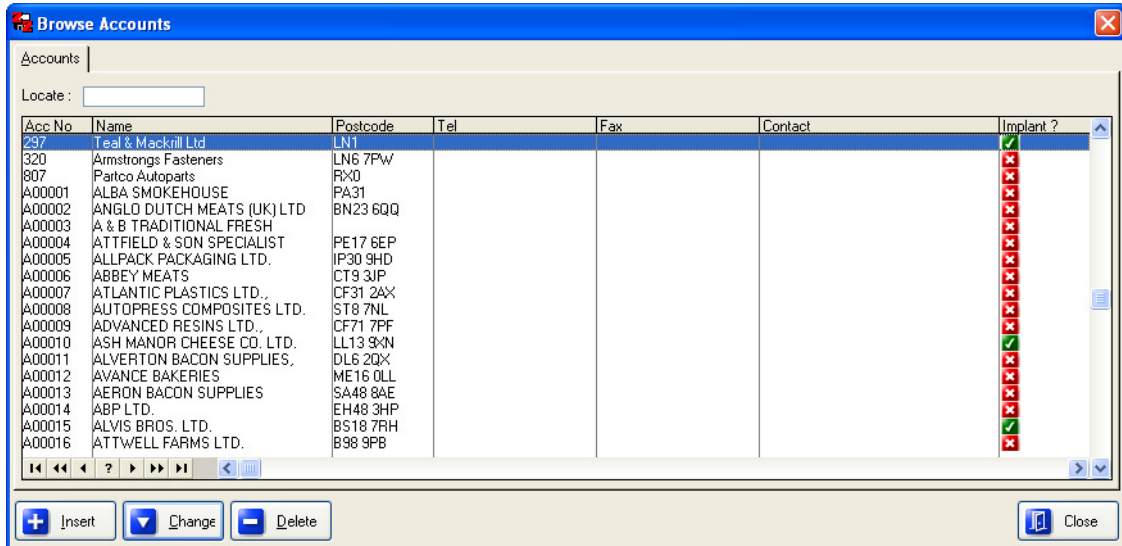
The menu structure looks like the one shown below.

Accounts		
Holidays		
Routes		
Trunks		
Local Gaz		
<u>Parameters</u>	<u>Local</u>	Defaults
		Printers
	<u>Global</u>	Defaults
		Message
		Docket
<u>View</u>	Services	
	Gazetteer	
	Townlist	
	Inv Services	
	Depots	
	Discreps	
	Col/Del Rates	
	Hub Charges	

I will now explain each of the menu items in turn.

Accounts

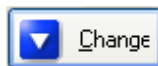
This menu item allows you to setup the accounts that you use within this system. The example browse window shown below has some data already setup.



The initial window is a browse list of all the accounts that you have setup. You may locate a specific account by entering its account number in the **Locate** field. The buttons shown below the list are explained below.



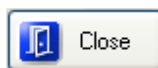
Pressing this button, allows you to create a new Account.



Pressing this button allows you to amend the currently highlighted Account.



Pressing this button allows you to delete the currently highlighted account.

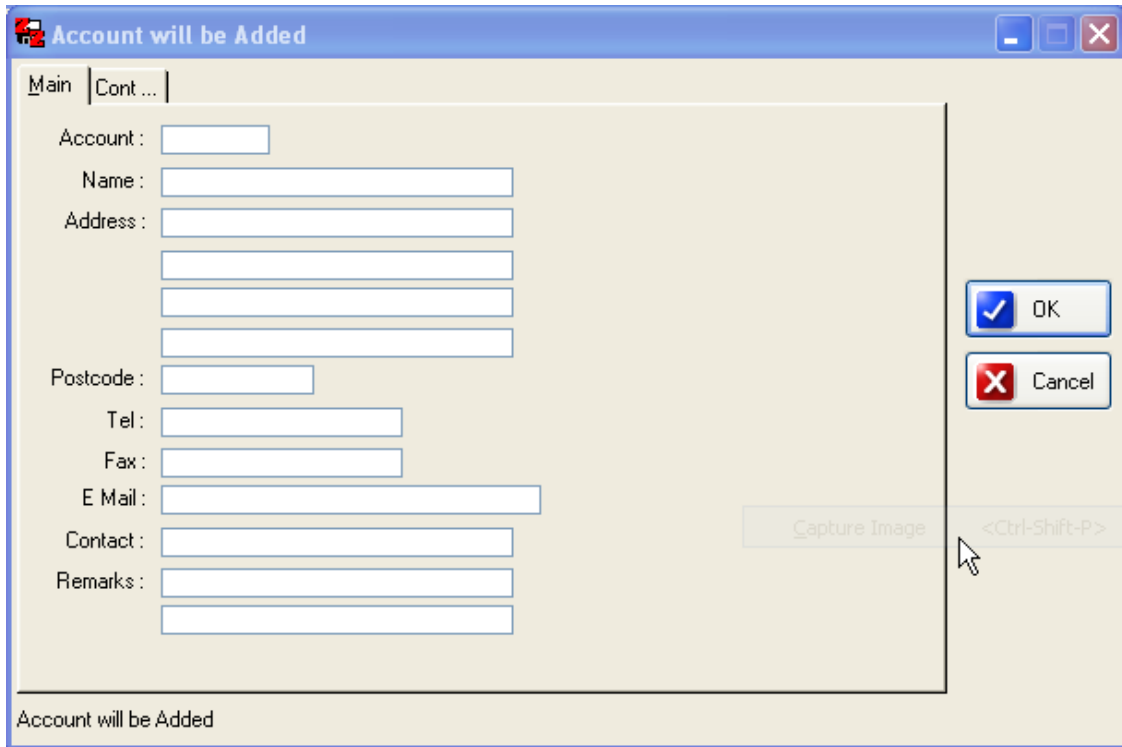


Pressing this button allows you to exit this screen.

In the example below, we will be creating a new account by pressing the button, the window shown will look something like below.



Main tab



The screenshot shows a Windows-style dialog box titled "Account will be Added". It has a blue title bar with standard minimize, maximize, and close buttons. The dialog contains two tabs: "Main" (selected) and "Cont...". The "Main" tab is active and contains several input fields for account information:

- Account : [text box]
- Name : [text box]
- Address : [text box]
- [text box]
- [text box]
- Postcode : [text box]
- Tel : [text box]
- Fax : [text box]
- E Mail : [text box]
- Contact : [text box]
- Remarks : [text box]
- [text box]

On the right side of the dialog, there are two buttons: "OK" (with a checkmark icon) and "Cancel" (with an 'X' icon). Below these buttons is a "Capture Image" button with the keyboard shortcut "<Ctrl-Shift-P>". A mouse cursor is pointing at the "Capture Image" button. At the bottom of the dialog, the text "Account will be Added" is displayed.

The fields on the **Main** tab are fairly self explanatory, but the **Remarks** fields need some explanation these fields are automatically populated into the remark fields of the consignment, when this account is used. By selecting the **Cont** tab, the window will now look as below.

Cont tab

Account will be Added

Main Cont ...

Learn Addresses

Implant Used

Over Credit

On Stop

Required Order

Print Options : Default

Own Paperwork

Last Used :

OK

Cancel

Account will be Added

I will explain the fields on this tab one at a time.

Learn Addresses

You may tick this box and a new tab called **Addresses** will be shown, from which you may maintain the Learnt Addresses for this Account.

Implant Used

If this Account links to a **TPN Lite** implant, then tick this box, which displays the following two fields.

Transfer Method : Trunk :

Transfer Method

The method that is used to link to the **TPN Lite** customer, you can select from either **FTP** or **Disk**.

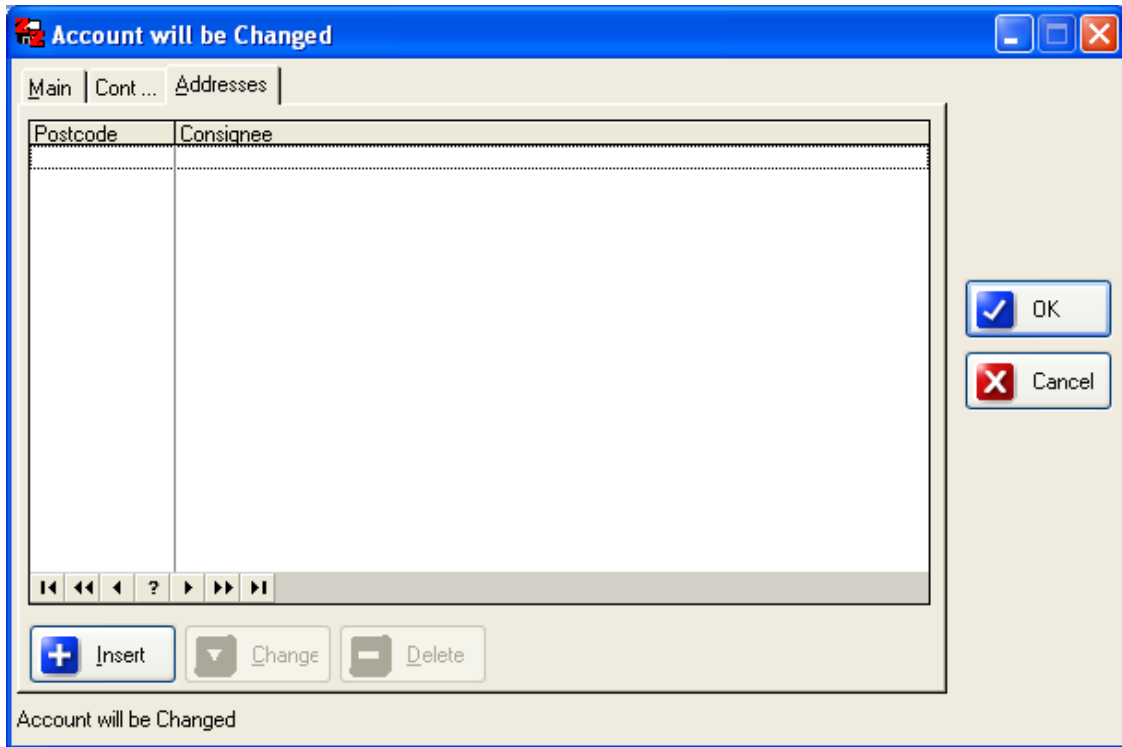
Trunk


You may enter a trunk code in here which will be the default trunk code uses for consignments picked up from this Account.

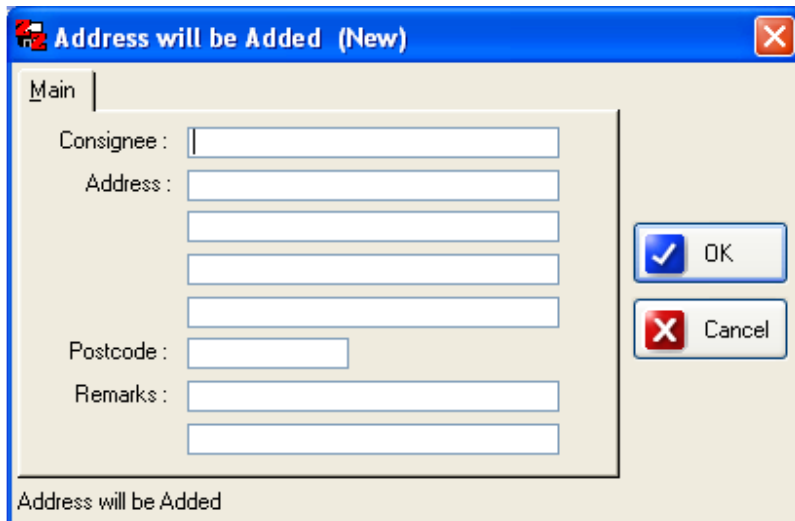
Over Credit	Is this account over their agreed credit limit? If so when you try to enter a manual consignment for this account, you will be warned that they are but you may still proceed.
On Stop	Is this account on stop? If so when you try an enter a manual consignment for this account, you will be informed and you will not be able to proceed with the consignment.
Required Order	When manual consignments are entered for this account, is the order number field a required field. By ticking this field it will make the order number a required field for this account.
Print Options	This field controls whether you use the default way to print Labels and Notes during consignment entry or an individual way for this account. The possible choices are Default Labels Notes Both Neither
Own Paperwork	Tick this box, if by default this customer wished to have their paperwork signed and not a TPN delivery note. Entering a consignment with the no-paperwork option ticked means no consignment note is printed.
Last Used	This is a display-only field and shows the date this account last despatched on.

Addresses tab

If you have ticked the field **Learn Addresses** on the **Cont** tab, then this tab is displayed from where you would maintain the addresses to use for this account. The initial window would look as below.



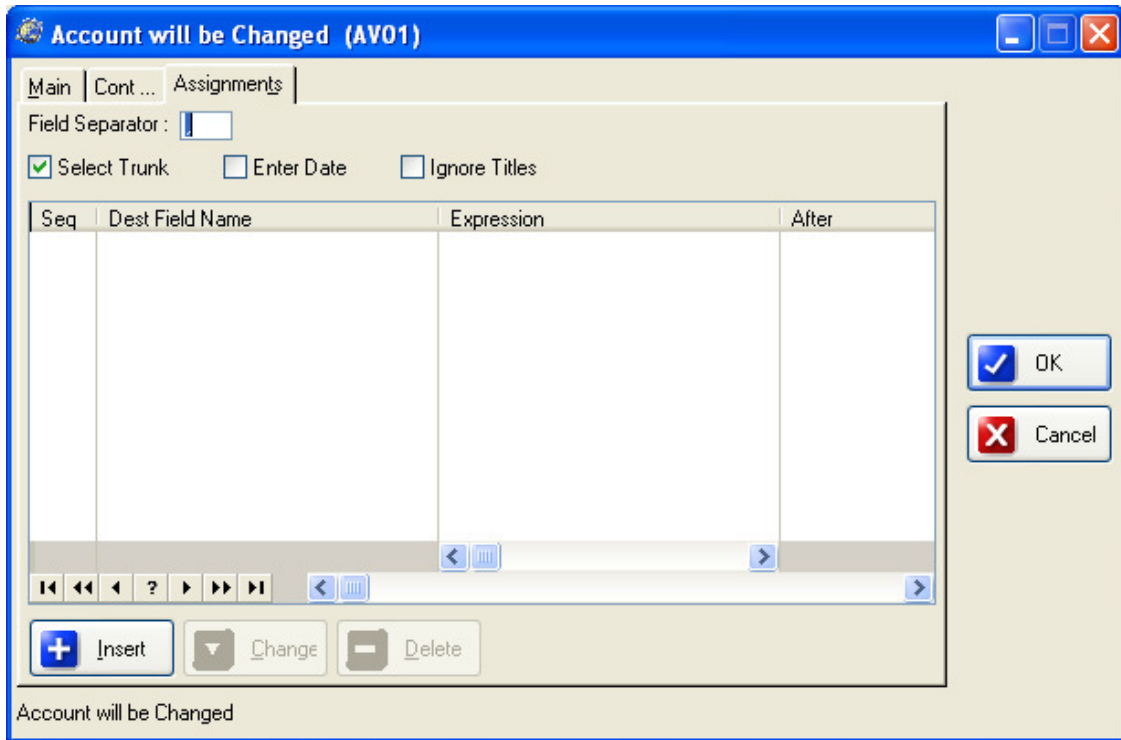
Here you can maintain the delivery addresses for the account, for instance if you press the  button, you can insert a new address. The window will then look as below.



Simply enter the consignee address details, the two remarks fields are automatically populated into the remark fields on the consignment entry screen, when this delivery address is used for this account.

Assignments tab

The assignments tab, allows you to setup the assignments to make when reading a csv sales order file for a customer. The initial window will look as below.



I will explain the fields you need to enter before I move onto the actual assignments.

Field Separator

What is the character that is used to separate the fields in the file, this defaults to a comma character.

Select Trunk

When you import the file for this customer, do you wish to be asked for the trunk code before the import takes place.

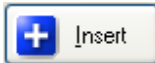
Enter Date

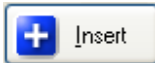
When you import the file for this customer, do you wish to be asked for the despatch date before the import takes place.

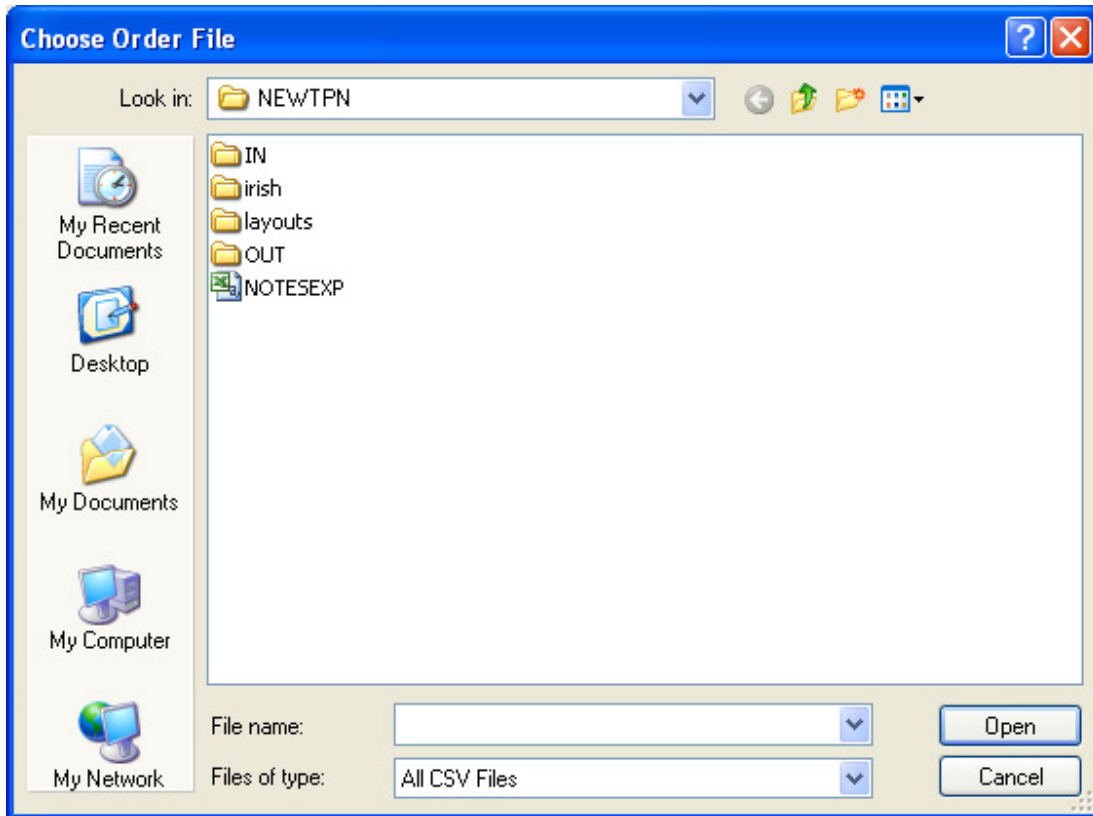
Ignore Titles

If the file the customer sends you, has field name titles on the first line of the file, then tick this box.

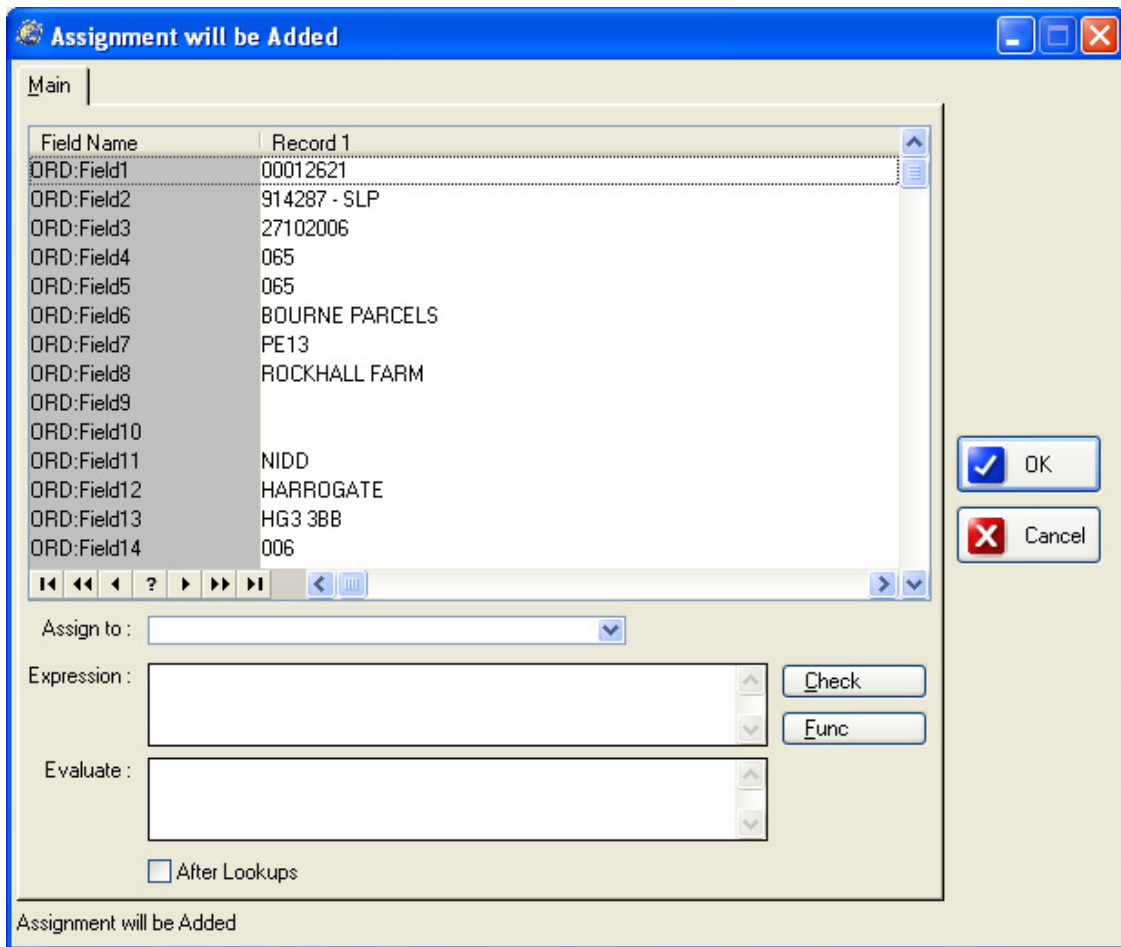
The file that the customer may send you, will generally have several pieces of information that you need to assign to fields in the consignment file, you will need to setup this.



Press the  button to insert one of the assignments and the following window will be displayed when you firstly setup the assignments.



You will now be asked for the file that will be like the file that this customer will send you, simply select one and by pressing the **open** button a window like the following will be displayed.



The top list-box, shows the names and values of the first line of the import file, for instance **ORD:Field13** has a value of **HG3 3BB** (the destination postcode).

You must firstly select the field in your consignment file that you will assign a value from the import file or static value against, simply press the down arrow of the **Assign To** field and a drop down list of all the internal fields within the consignment file as below.

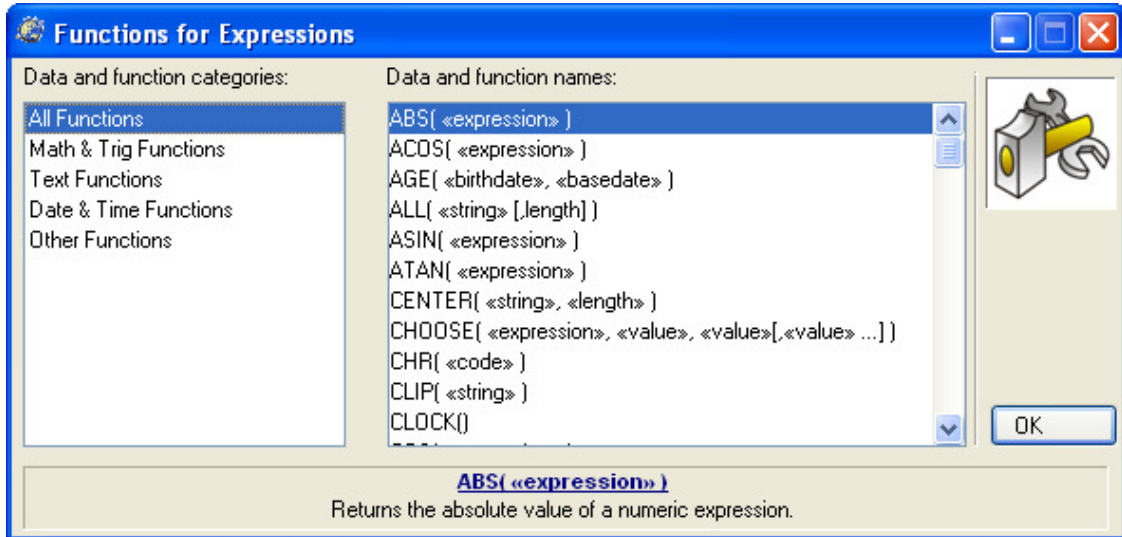
```

Fld Name
CON:DOCKET
CON:TRUNK
CON:ORDER
CON:DESP_DATE
CON:MANIFEST_DATE
CON:ROUTE_DATE
CON:REQUEST
CON:COLLECT
CON:CONSIGNOR_ACCOUNT
CON:CONSIGNOR

```

Simply select the required field.

Now the field **expression** should be filled in, you can either type in directly a field name from the import file like **ORD:Field13**, a static value like **1** or by clicking the button, the following window is shown for you to use a function to create the assignment.



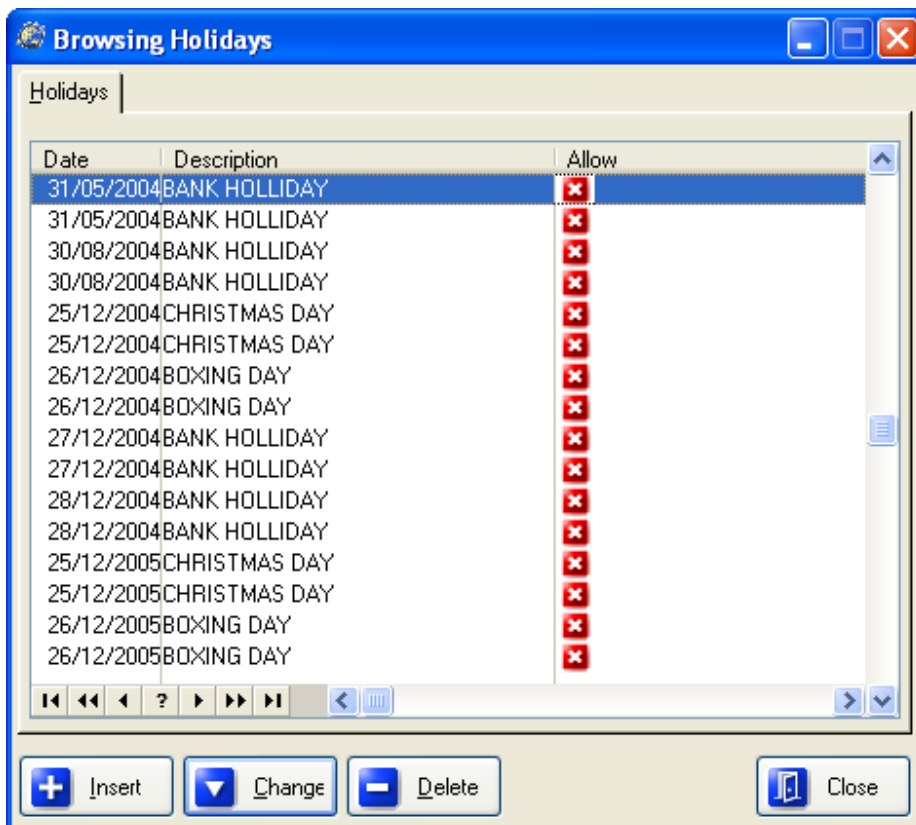
You can find a function to use, and by pressing the button you will be returned to the previous screen where you can type in the function into the **Expression** field.

Now you can type in an expression into the Evaluate field, that if it's evaluated as true then the assignment will be made, you can make use of the functions etc.

You now can select whether the assignment is completed before the lookups are performed in the importation procedure (Default) or after by ticking the **After Lookups** tick-box.

Holidays

This menu item allows you to setup the public holidays that your honour, these Holidays are maintained by the Hub, but you can modify these if required. A window like the one below is shown when this menu item is selected.



The only field that needs explanation is **Allow**, tick this and services that have the **Holiday** field ticked, can be delivered on this Holiday date.

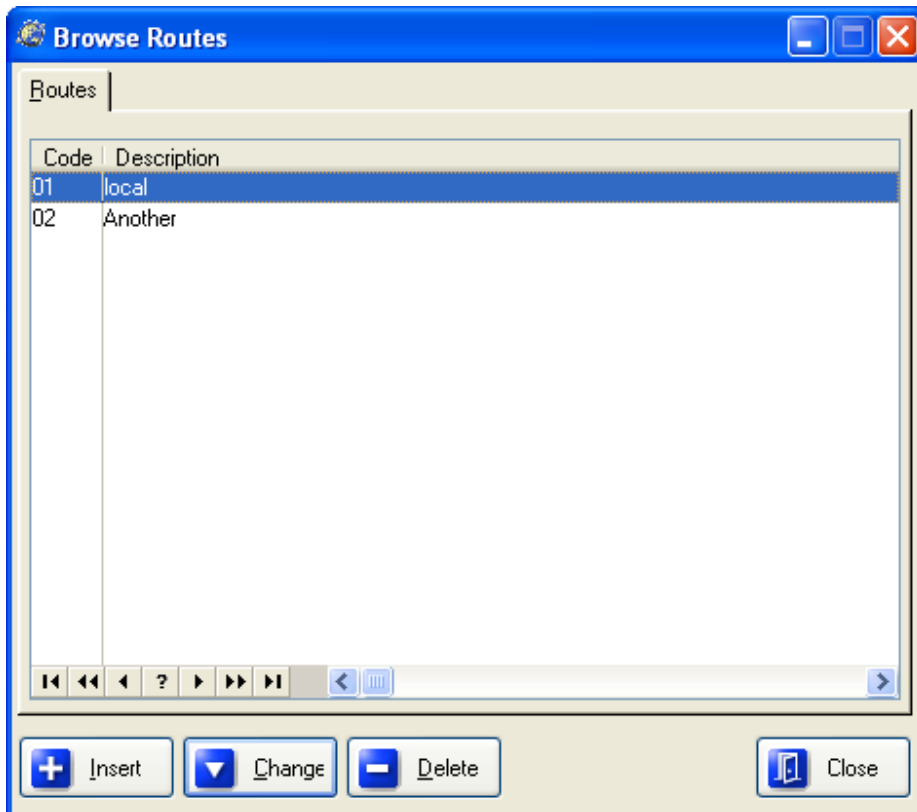
You may **Insert** , **Change**  or **Delete**  a Holiday, please note what the hub sends via the Day-start routine, may overwrite your changes.

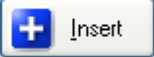


The primary use of the holiday dates is;

- Route dates are calculated on the next available working date, a Holiday without an Allow tick, is not considered a valid route date. So this system will look for a delivery date beyond the Holiday Date.

Routes

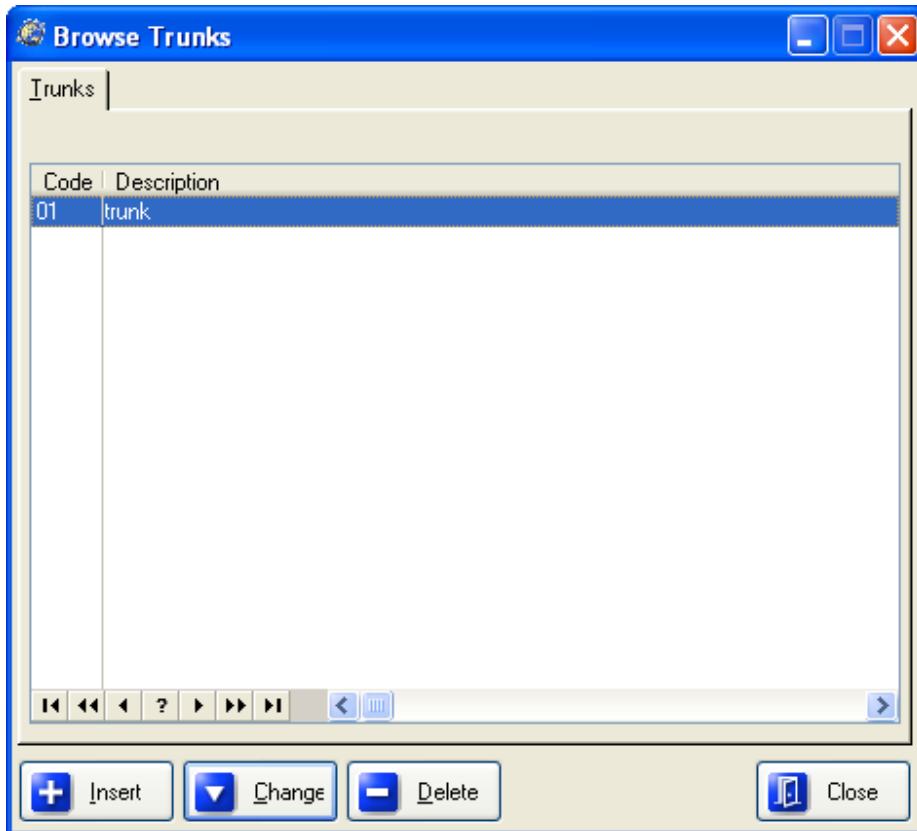
This menu item allows you to setup the delivery route codes that you use. These routes can then be allocated against your local gazetteer. The local gazetteer is used by the day-start routine to allocate delivery routes against consignments that you deliver. A window like the one below is shown when this menu item is selected.



You can **Insert** , **Change**  or **Delete**  a delivery route.

Trunks

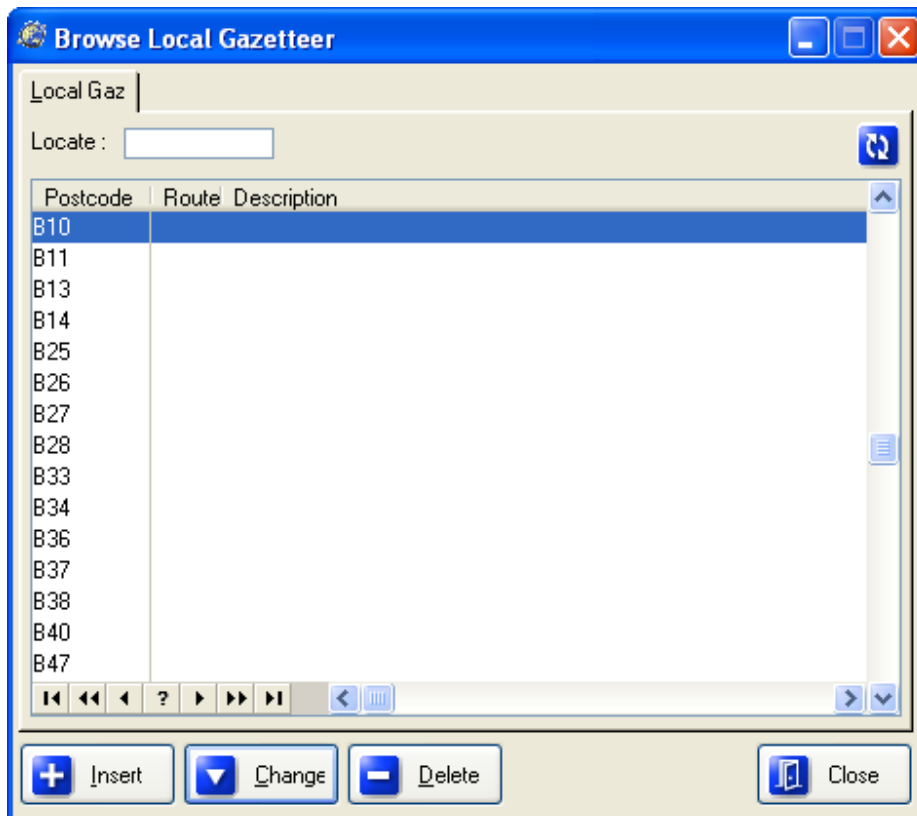
This menu item allows you to setup the trunk codes that you use. These trunks can then be allocated against every consignment. A window like the one below is shown when this menu item is selected.

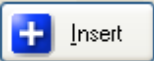





You can **Insert** , **Change**  or **Delete**  a Trunk..

Local Gaz

This menu item allows you to setup the gazetteer entries that you deliver to and allocate delivery routes against those entries. A window like the one below is shown when this menu item is selected, but when you first go into this window if you have not got one set up, then the system will ask you if you wish to create an un-allocated local gazetteer (this is a local gazetteer with no allocated routes assigned).



You can **Insert** , **Change**  or **Delete**  an entry, the **Route** column holds a delivery route, and when a consignment is manifested to a local gazetteer entry then the system will use the route for that local gazetteer entry.

The button  will insert into the Local Gazetteer any gazetteer entries from the TPN Gazetteer into the Local Gazetteer that do not exist.

Parameters

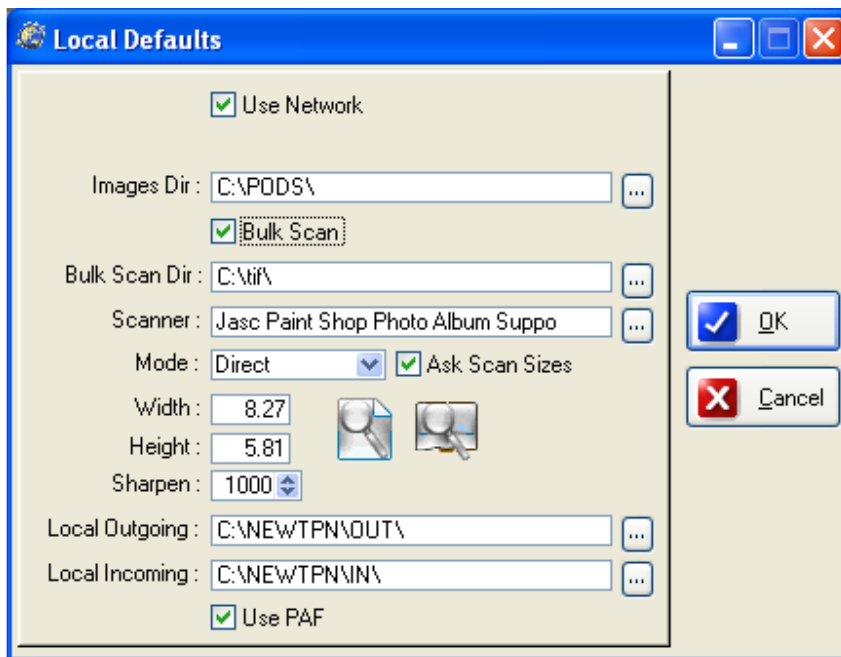
There are two types of parameters, ones that we call Local where they are specific to the local computer and Global ones that are not specific at all but apply to everyone. This menu item is split into two sub menus called **Local** and **Global**.

Local

There are two menu items for Local Parameters, these are **Defaults** and **Printers**.

Defaults

When you select this menu item, a window will be opening looking like below. This window stores the parameters that are specific to this computer.






I will now explain each field in turn.



Use Network

If you don't connect via a dial-up modem attached to your machine, then tick this box, having it un-ticked opens up the following prompts.

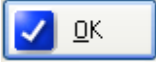
DUN Name : ...

Here you would press the button and a list of dial-up connections will be displayed for you to choose one.

- Images Dir** This is where the scanned pod images are stored, press the  button to choose a drive and directory.
- Bulk Scan** If you wish to scan in the POD images using a sheet fed scanner and allocate against POD records based on these images, then tick this box.
- Bulk Scan Dir** If you do the above, then where will the sheet fed scanner put the scanned images. Press the  button to choose a drive and directory.
- Scanner** Press the  button to choose the installed twain compliant scanner to use when scanning pods.
- Mode** There are two different ways to scan individual pods, **Direct** or **Use Interface**, if you choose **Use Interface**, then you have use the software that comes with the scanner to do the actual scan.
- Ask Scan Sizes** Tick this box, and when you before you scan in a single pod, you will be asked for the size to scan either **A4** or **A5**.
- Width** The width in inches of the pod to scan.
- Height** The height in inches of the pod to scan.

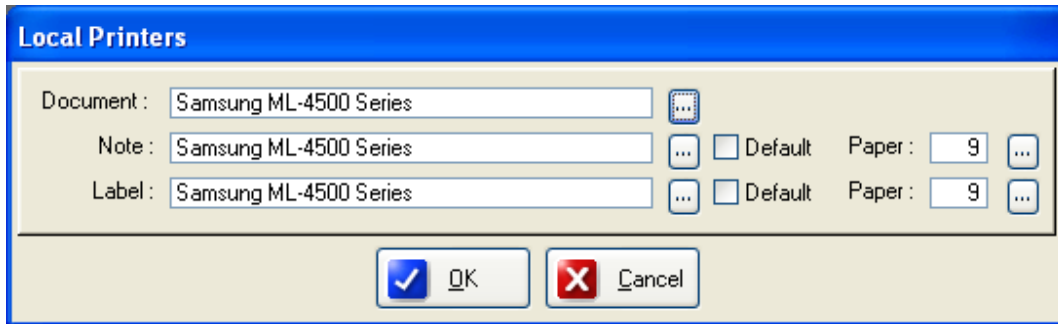
You will see two images next to the above fields, by clicking on the  then the measurements for A4 paper will be inserted in the **Width** and **Height** fields, pressing the  will insert the sizes for A5 paper.

- Sharpen** The amount you wish to sharpen the image after it's scanned, this can be a value between -1000 and 1000.
- Local Outgoing** The local directory where files are placed before they are transferred to the ftp site.
- Local Incoming** The local directory where files are downloaded to from the ftp site for reading into the depot system.
- Use PAF** Do you wish to link via your internet connection to the PAF (Postcode Address File) that the UK arm of the TPN Network stores on it's server.



By pressing the  button, the details you have just entered will be saved.



Printers



When you select this menu item, a window will be opening looking like below. This window stores the printers to use for various type of report that are specific to this computer.



I will explain each field in turn.

Document By pressing the first  button you can select the printer that is automatically used for manifests etc, the second  button, chooses the paper size to use for the document printer.

Note By pressing the first  button you can select the printer that is automatically used for notes, the second  button, chooses the paper size to use for the notes printer. Inserting a tick in the Default box next to the **Note** prompt, simply uses the default paper size for that printer.

Label By pressing the first  button you can select the printer that is automatically used for labels, the second  button, chooses the paper size to use for the label printer. Inserting a tick in the Default box next to the **Label** prompt, simply uses the default paper size for that printer.

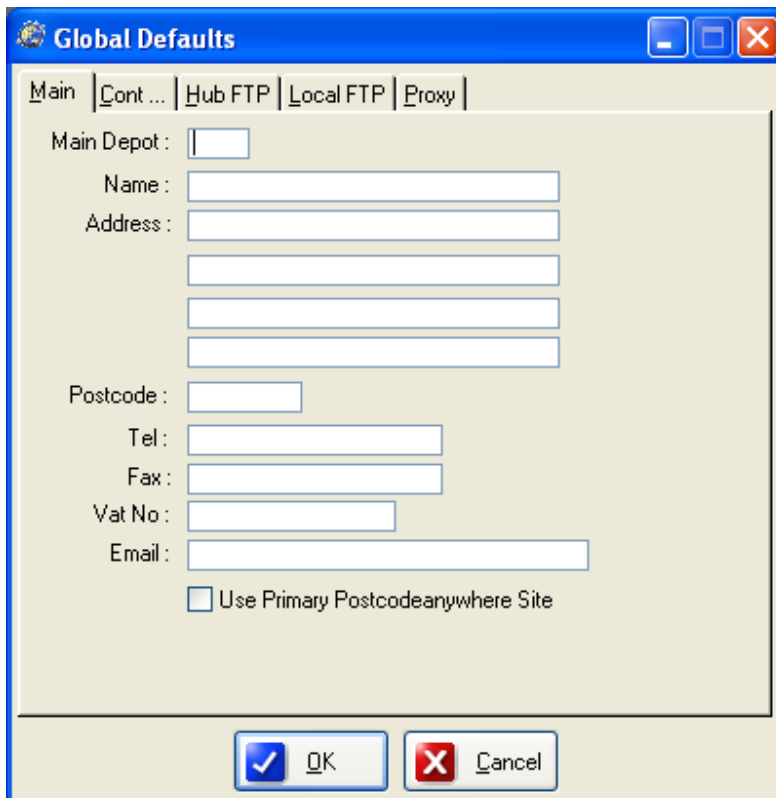
Global

There are three menu items for Global Parameters, these are **Defaults**, **Message** and **Docket**..

Defaults

When you select this menu item, a window will be opening looking like below. This window stores the parameters that are specific to every computer that uses this system. There are four tabs which hold different information and an explanation of each is detailed below.

Main



The screenshot shows a dialog box titled "Global Defaults" with a blue title bar and standard Windows window controls. The dialog has five tabs: "Main", "Cont ...", "Hub FTP", "Local FTP", and "Proxy". The "Main" tab is selected. The form contains the following fields and controls:

- Main Depot :
- Name :
- Address :
-
-
-
- Postcode :
- Tel :
- Fax :
- Vat No :
- Email :
- Use Primary Postcodeanywhere Site

At the bottom of the dialog are two buttons: "OK" (with a checkmark icon) and "Cancel" (with an X icon).

The **Main** tab contains self explanatory fields to enter information in, except the tick-box **Use Primary Postcodeanywhere Site**, this should be left un-ticked.

Cont

The screenshot shows the 'Global Defaults' dialog box with the 'Cont' tab selected. The dialog has a blue title bar and a menu bar with 'Main', 'Cont ...', 'Hub FTP', 'Local FTP', and 'Proxy'. The main area contains several fields and checkboxes:

- Del Acct:
- Service: (dropdown)
- Discrep: (dropdown)
- Print Options: (dropdown)
- Labels Per Pallet: (spin box)
- Manift Order: (dropdown)
- Signature Block
- Pre-Alert Pallet Count: (spin box)
- Retrieve Images with Daystart
- Send Images with Dayend Cancel Not Delete

Below these is a 'Sub Depots' section with a table:

Code	Manifest ?

Navigation buttons (back, forward, search) and 'Insert', 'Change', 'Delete' buttons are below the table. At the bottom are 'OK' and 'Cancel' buttons.

I will explain each of the fields on the **Cont** tab, as each of them needs explanation.

Del Acct The account number to issue deliveries that are downloaded using the **Day-start** routine against.

Service The default service level for manually entered consignments.

Discrep The default discrepancy code that is assigned to pods that you are entering. i.e. **DELV**

Print Options What paperwork gets printed when a new manual consignment is saved. The options are **Labels**, **Notes**, **Both** or **Neither**.

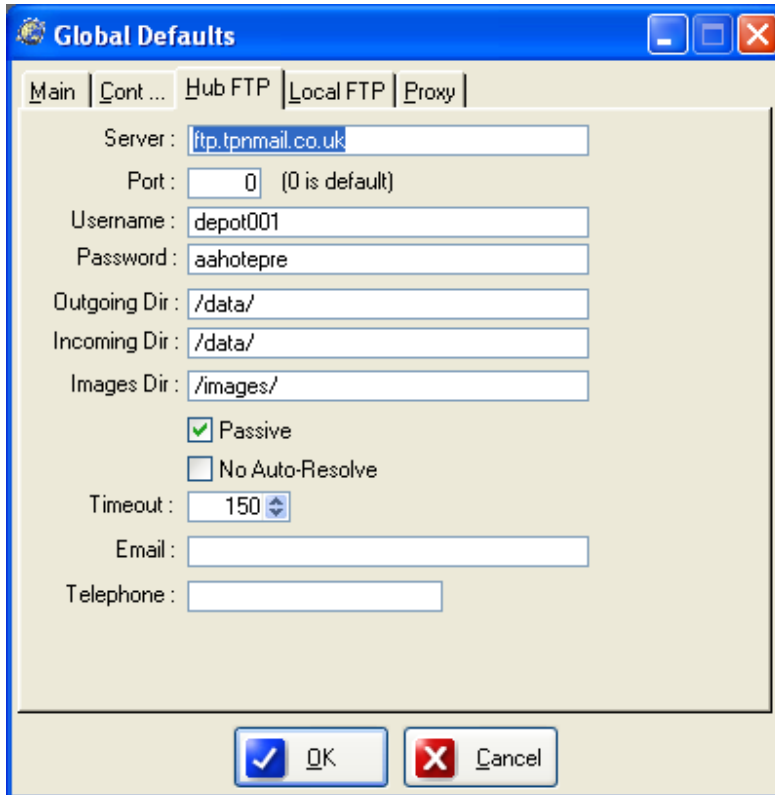
Labels per Pallet The number of labels that are to be printed per pallet in a consignment.

Manift Order The default order that the incoming manifests print in, choices are **Docket No** or **Collecting Depot**.

Signature Block	Do you print the signature block on your consignment notes, tick this box for Yes or leave blank for No .
Pre-Alert Pallet Count	Enter the number of pallets where if a consignment has this many pallets ore more than an pre-alert email is sent to the delivery depot.
Retrieve Images with Daystart	When you perform a Day-start in the morning, do you want the Day-start to download images for consignments that were delivered on your behalf by other depots.
Send Images with Dayend	When you perform a Day-end at night, do you wish to upload all the pod images you have scanned for the current manifest date obo of other depots.
Cancel not Delete	Here you can set to allow the operator to either physically delete a consignment from the consignment file, or leave it in the file but mark it as cancelled.
Sub Depots	Within this list box, you can create other depots that you cover within the TPN system, you can also state whether consignments you enter going to the sub depot are manifested to the hub.

Hub FTP

I will explain each of the fields on the **Hub FTP** tab, as each of them needs explanation. These settings are to do with the Hub's FTP Server and how you link to it.



The screenshot shows a dialog box titled "Global Defaults" with a blue title bar and standard Windows window controls. The "Hub FTP" tab is selected. The dialog contains the following fields and options:

- Server:
- Port: (0 is default)
- Username:
- Password:
- Outgoing Dir:
- Incoming Dir:
- Images Dir:
- Passive
- No Auto-Resolve
- Timeout:
- Email:
- Telephone:

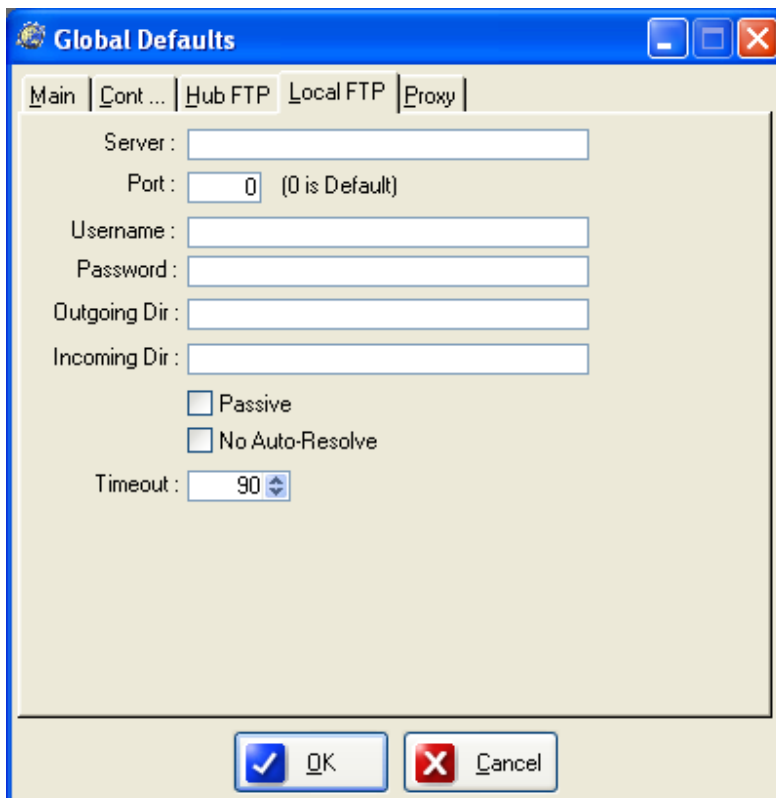
At the bottom, there are "OK" and "Cancel" buttons.

Server	The TPN hub's FTP server address.
Port	The port number that is used to establish a connection with the FTP server.
Username	The username you use to connect to the ftp site.
Password	The password you use to connect to the ftp site.
Outgoing Dir	The remote directory on the ftp server where your manifest files etc are written to.
Incoming Dir	The remote directory on the ftp server where you read your deliveries etc from.
Images Dir	The remote directory on the ftp server where you read and write your pod images from/to.

Passive	Tick to support passive file transfers.
No Auto-Resolve	Tick to not auto-resolve the FTP Server Address.
Timeout	How many seconds before a internal FTP command times out due to non-completion, i.e. trying to connect to the FTP server etc.
Email	Here enter the email address of the hub.
Telephone	Here enter the telephone number of the hub.

Local FTP

I will explain each of the fields on the **Local FTP** tab, as each of them needs explanation. These settings are to do with the FTP Server that you use to transfer data between you and your **TPN Lite** sites and how you link to it.



Server Your FTP server address.

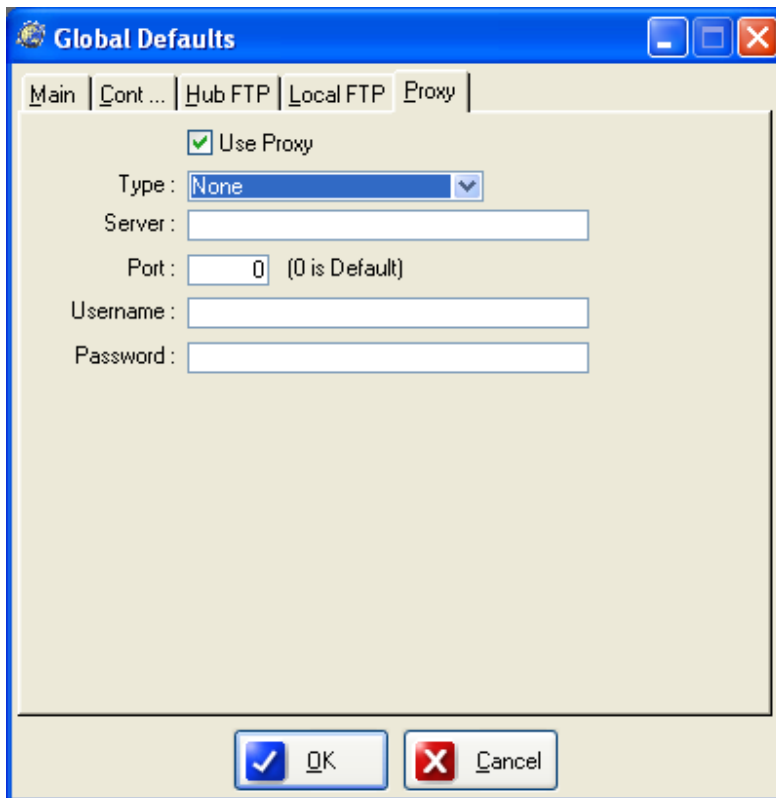
Port The port number that is used to establish a connection with the FTP server.

Username	The username you use to connect to the ftp site.
Password	The password you use to connect to the ftp site.
Outgoing Dir	The remote directory on the ftp server where the <u>TPN Lite</u> pod files etc are written to.
Incoming Dir	The remote directory on the ftp server where you read your TPN Lite consignment files from.
Passive	Tick to support passive file transfers.
No Auto-Resolve	Tick to not auto-resolve the FTP Server Address.
Timeout	How many seconds before a internal FTP command times out due to non-completion, i.e. trying to connect to the FTP server etc.

Proxy

This tab is for entering details of your proxy server that you connect to first before you connect to the TPN FTP site, very few depots connect to a proxy server so leave the **Use Proxy** tick-box unticked.

The initial window looks as below.



I will now explain the fields required for input when you tick the tick-box **Use Proxy**.

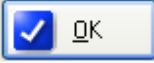
- | | |
|-----------------|--|
| Type | You have five options, these will be known by your IT manager who knows your proxy, None , ftpProxyTypeUser , ftpProxyTypeLogin , ftpProxyTypeOpen and ftpProxyTypeSite . |
| Server | Your proxy server address. |
| Port | The port number that is used to establish a connection with the proxy server. |
| Username | The username you use to connect to the proxy server. |
| Password | The password you use to connect to the proxy server. |

Message

This menu option allows you to setup the next email number to be used when a depot is emailed a pre-alert.

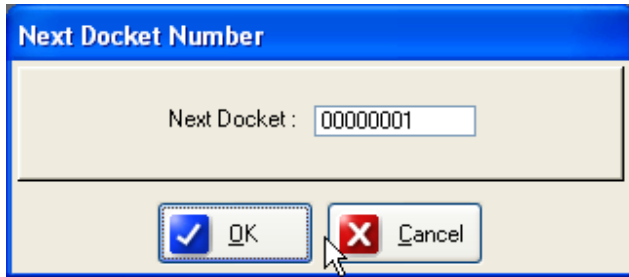


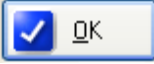
The image shows a dialog box titled "Next Message Number". It has a blue header bar. Below the header, there is a text input field labeled "Next Message :" containing the number "00000001". At the bottom of the dialog, there are two buttons: "OK" with a blue checkmark icon and "Cancel" with a red X icon.

Here you would simply type in a number and by pressing the  button that number will be saved.

Docket

This menu option allows you to setup the next docket number used when a new manual consignment is added to the system.



Here you would simply type in a number and by pressing the  button that number will be saved.

View

This sub menu, allows you to view setup files that the hub maintains on your behalf, the available options are **Services, Gazetteer, Town-List, Inv Services, Depots** and **Discreps**. These are setup files that the Hub maintains for the network.

Services

This menu item allows you to view the all the TPN services, these services are automatically updated during the day-start routine.

Code	Description	Sort	Economy	Timespan	Holiday	Day	Timed	Pre Alert	Quarter	Half	Half OS	Full	Full OS	Spec	Colle
AM	AM Delivery	1	✗	1	✗	0	✗	✗	✓	✓	✓	✓	✓	✗	ND
AMTL	AM Tail Lift	1	✗	1	✗	0	✗	✗	✓	✓	✓	✓	✓	✗	ND
BKIN	Book in by delivery depot	1	✓	2	✗	0	✗	✗	✗	✓	✓	✓	✓	✗	ND
BKIT	book in taillift	3	✓	2	✗	0	✗	✗	✗	✓	✓	✓	✓	✗	ND
BKSL	Booked Slot - Pre defined	1	✗	1	✗	0	✓	✓	✓	✓	✓	✓	✓	✗	ND
BSTL	booked slot tail lift	1	✗	1	✗	0	✓	✓	✓	✓	✓	✓	✓	✗	ND
DDAM	Dedicated Day AM	2	✓	3	✗	0	✗	✗	✓	✓	✓	✓	✓	✓	ND
DDAT	Dedicated Day AM T/L	2	✓	3	✗	0	✗	✗	✓	✓	✓	✓	✓	✓	ND
DDAY	Dedicated Day	2	✓	3	✗	0	✗	✗	✓	✓	✓	✓	✓	✓	ND
DDBS	Dedicated Day Booked Slot	2	✓	3	✗	0	✓	✗	✓	✓	✓	✓	✓	✓	ND
DDBT	Dedicated Day Booked Slot T/L	2	✓	3	✗	0	✓	✗	✓	✓	✓	✓	✓	✓	ND
DDPM	Dedicated Day PM	2	✓	3	✗	0	✗	✗	✓	✓	✓	✓	✓	✓	ND
DDPT	Dedicated Day PM T/L	2	✓	3	✗	0	✗	✗	✓	✓	✓	✓	✓	✓	ND
DDTL	Dedicated Day Tail Lift	2	✓	3	✗	0	✗	✗	✓	✓	✓	✓	✓	✓	ND
DDTM	Dedicated Day Timed	2	✓	3	✗	0	✓	✗	✓	✓	✓	✓	✓	✓	ND

I will explain the various columns that will be of interest to you.

Time Span The number of days from start to finish a consignment sent on this service takes to deliver.

Holiday Can this service be delivered on a public Holiday.

Day What Day does a consignment on this service get delivered on, for instance there would be Saturday deliveries, 0 = Anyway, 1 = Monday etc.

Timed Is this service a Timed Service that requires the user to input a delivery date and time as part of the consignment record details.

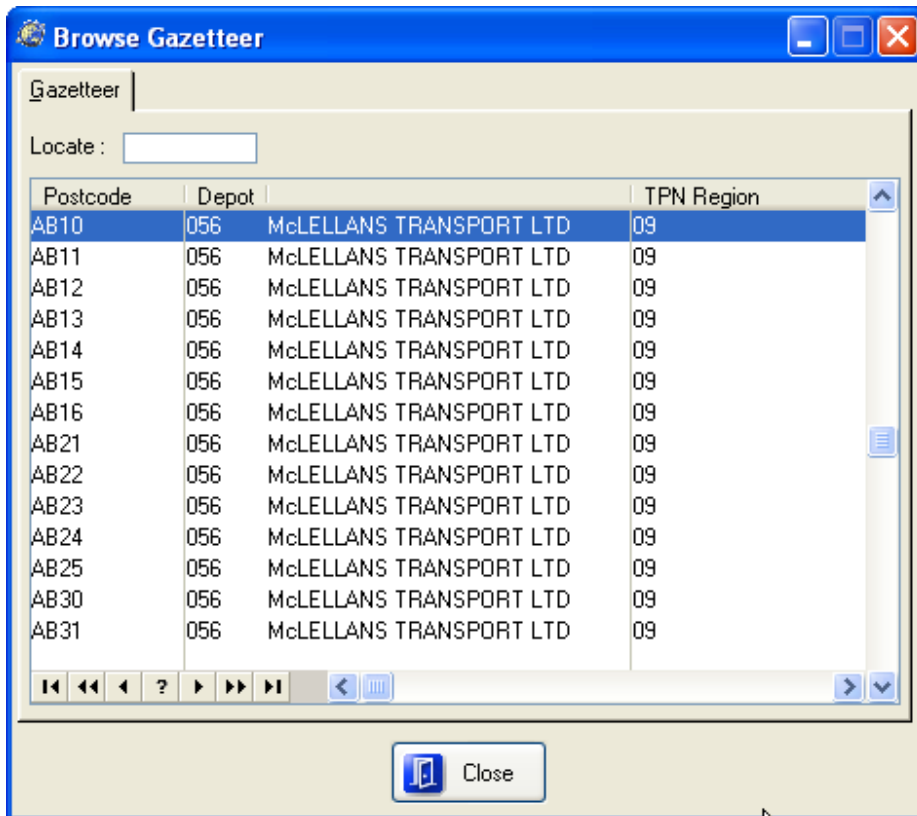
Pre-Alert Will the delivery depot for a consignment that you enter that uses this service get a pre-alert email.

Quarter Are Quarter Pallets valid for this service.

Half	Are Half Pallets valid for this service.
Half OS	Are Half Oversize Pallets valid for this service.
Full	Are Full Oversize Pallets valid for this service.
Full OS	Are Full Oversize Pallets valid for this service.
Spec	Does this service require you to enter a delivery date like the Dedicated Day services.
Collection	This field shows the service code that the service will automatically use as the collection service.

Gazetteer

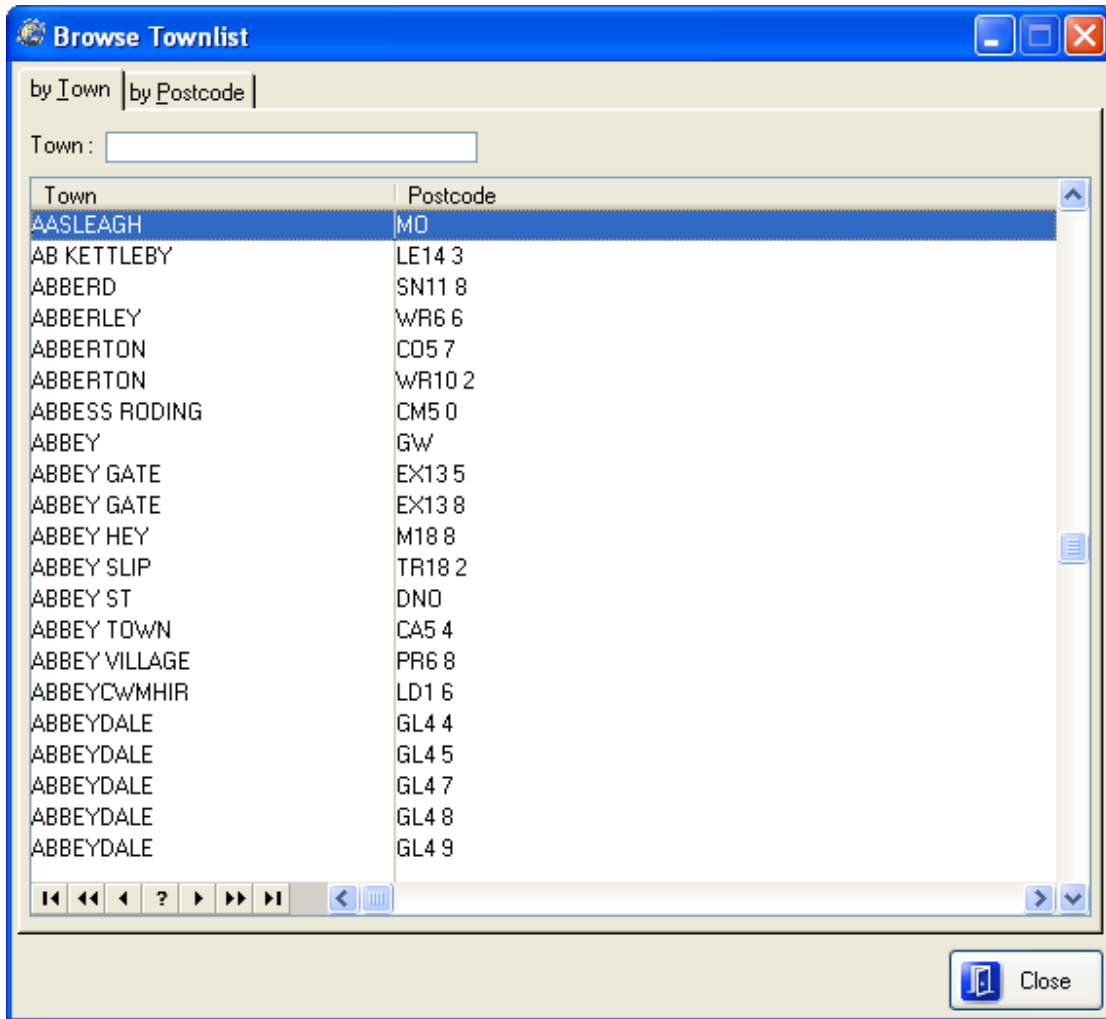
This menu item allows you to view the complete TPN gazetteer, this gazetteer is automatically updated during the day-start routine.



You will see next to each postcode is the TPN pricing region for that entry. You can search for a gazetteer entry by postcode.

TownList

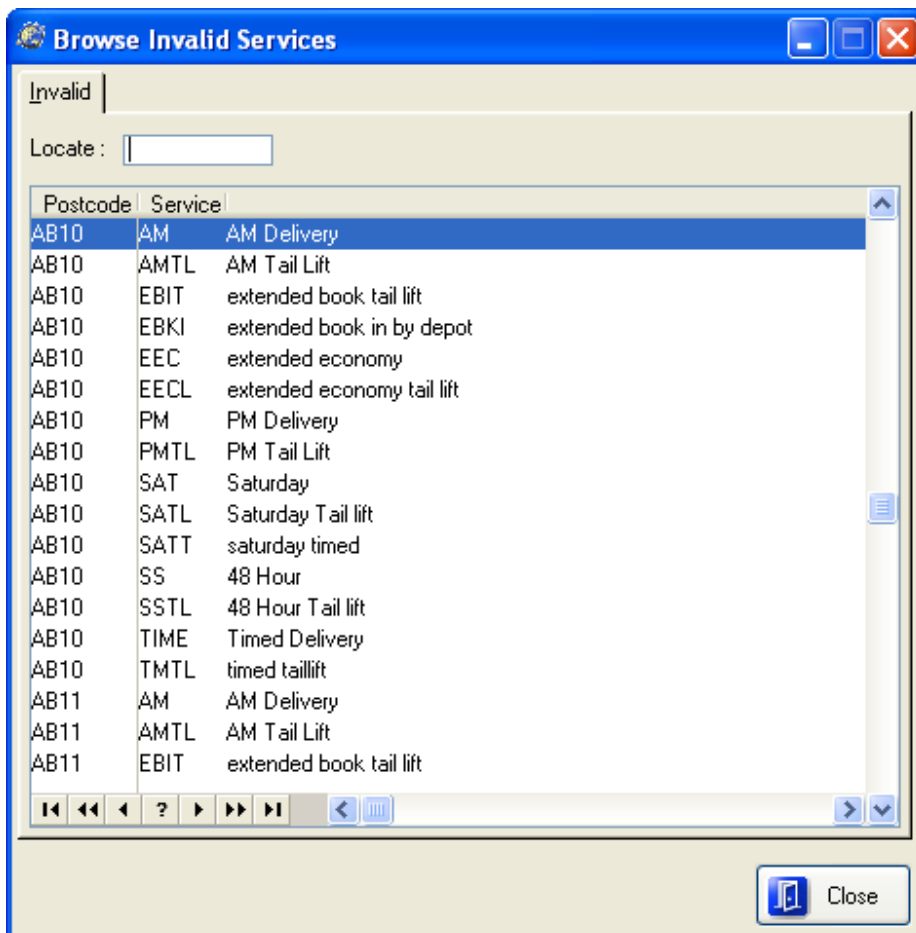
This menu item allows you to view the complete TPN Town-list. The Town-list is automatically updated during the day-start routine.



You can search the town-list by town name or postcode.

Inv Services

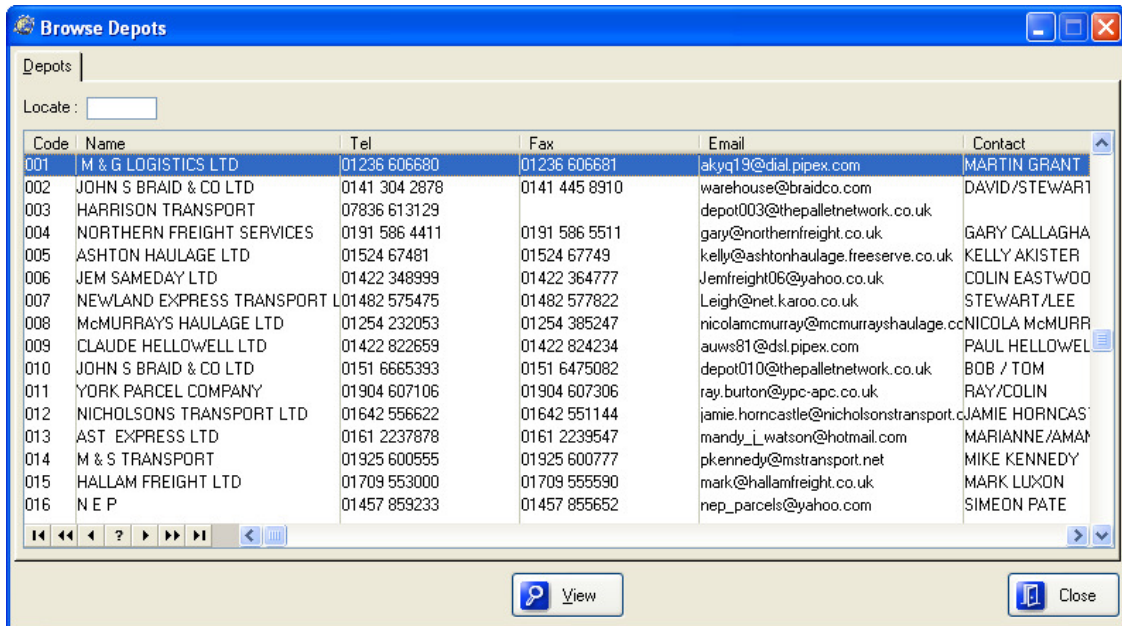
This menu item allows you to view the complete TPN invalid services file, this file is automatically updated during the day-start routine. Invalid services are services that are invalid for certain postcodes.



You can search the invalid services by postcode.


Depots

This menu item allows you to view the complete TPN depot file, this file is automatically updated during the day-start routine. In my example below, I've removed sensitive information from each depot record.



The screenshot shows a window titled "Browse Depots" with a search bar labeled "Locate:" and a table of depot records. The table has the following columns: Code, Name, Tel, Fax, Email, and Contact. The records are as follows:

Code	Name	Tel	Fax	Email	Contact
001	M & G LOGISTICS LTD	01236 606680	01236 606681	akyq19@dial.pipex.com	MARTIN GRANT
002	JOHN S BRAID & CO LTD	0141 304 2878	0141 445 8910	warehouse@braidco.com	DAVID/STEWART
003	HARRISON TRANSPORT	07836 613129		depot003@thepalletnetwork.co.uk	
004	NORTHERN FREIGHT SERVICES	0191 586 4411	0191 586 5511	gary@northernfreight.co.uk	GARY CALLAGHA
005	ASHTON HAULAGE LTD	01524 67481	01524 67749	kelly@ashtonhaulage.freemove.co.uk	KELLY AKISTER
006	JEM SAMEDAY LTD	01422 348999	01422 364777	Jemfreight06@yahoo.co.uk	COLIN EASTWOOD
007	NEWLAND EXPRESS TRANSPORT LTD	01482 575475	01482 577822	Leigh@net.karoo.co.uk	STEWART/LEE
008	McMURRAY'S HAULAGE LTD	01254 232053	01254 385247	nicolamcmurray@mcmurrayshaulage.co.uk	NICOLA McMURRAY
009	CLAUDE HELLOWELL LTD	01422 822659	01422 824234	auws81@dsl.pipex.com	PAUL HELLOWELL
010	JOHN S BRAID & CO LTD	0151 6665393	0151 6475082	depot010@thepalletnetwork.co.uk	BOB / TOM
011	YORK PARCEL COMPANY	01904 607106	01904 607306	ray.burton@ypc-apc.co.uk	RAY/COLIN
012	NICHOLSONS TRANSPORT LTD	01642 556622	01642 551144	jamie.horncastle@nicholsonstransport.co.uk	JAMIE HORNCAS
013	AST EXPRESS LTD	0161 2237878	0161 2239547	mandy_l_watson@hotmail.com	MARIANNE/AMAR
014	M & S TRANSPORT	01925 600555	01925 600777	pkennedy@mstransport.net	MIKE KENNEDY
015	HALLAM FREIGHT LTD	01709 553000	01709 555590	mark@hallamfreight.co.uk	MARK LUXON
016	N E P	01457 859233	01457 855652	nep_parcel@yahoo.com	SIMEON PATE

You can search for a depot by depot code and by pressing the  button, the following window will be displayed.

View Depot

Main

Code : 001

Name : M & G LOGISTICS LTD

Address : 3 SOUTH CALDEEN ROAD
CALDER PARK ESTATE

COATBRIDGE

Postcode : ML5 4EG


Tel : 01236 606680

Fax : 01236 606681

Email : akyq19@dial.pipex.com

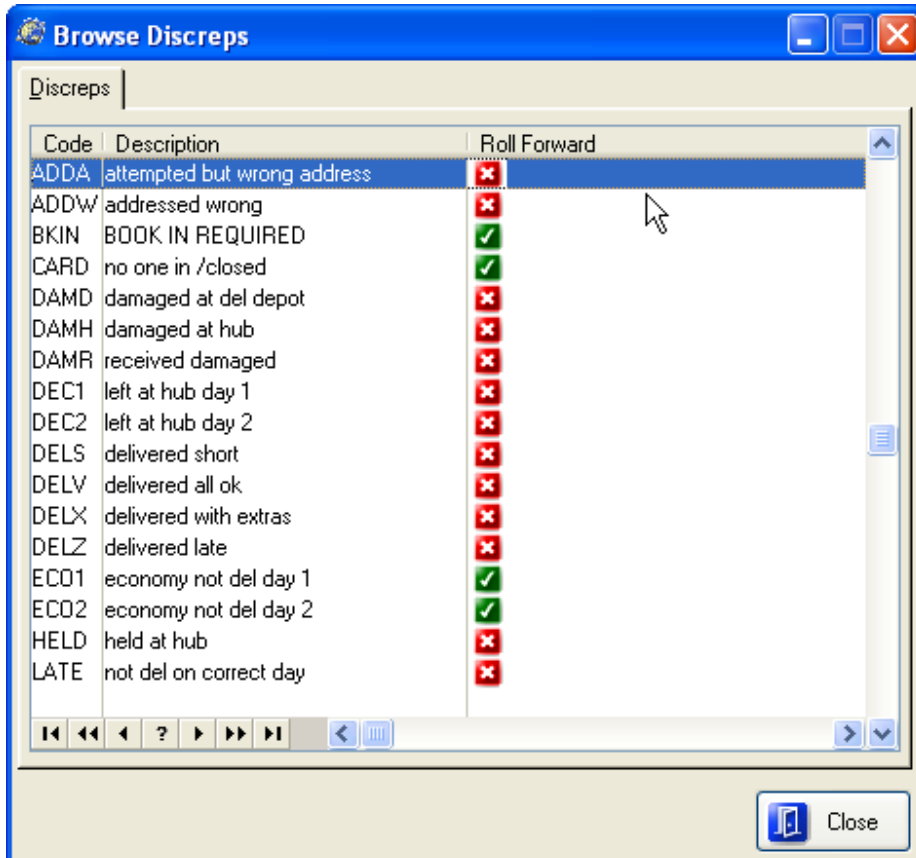
Contact : MARTIN GRANT

Warehouse : Use PAF

 Close

Discreps

This menu item allows you to view the complete TPN Discreps, this file is automatically updated during the day-start routine.



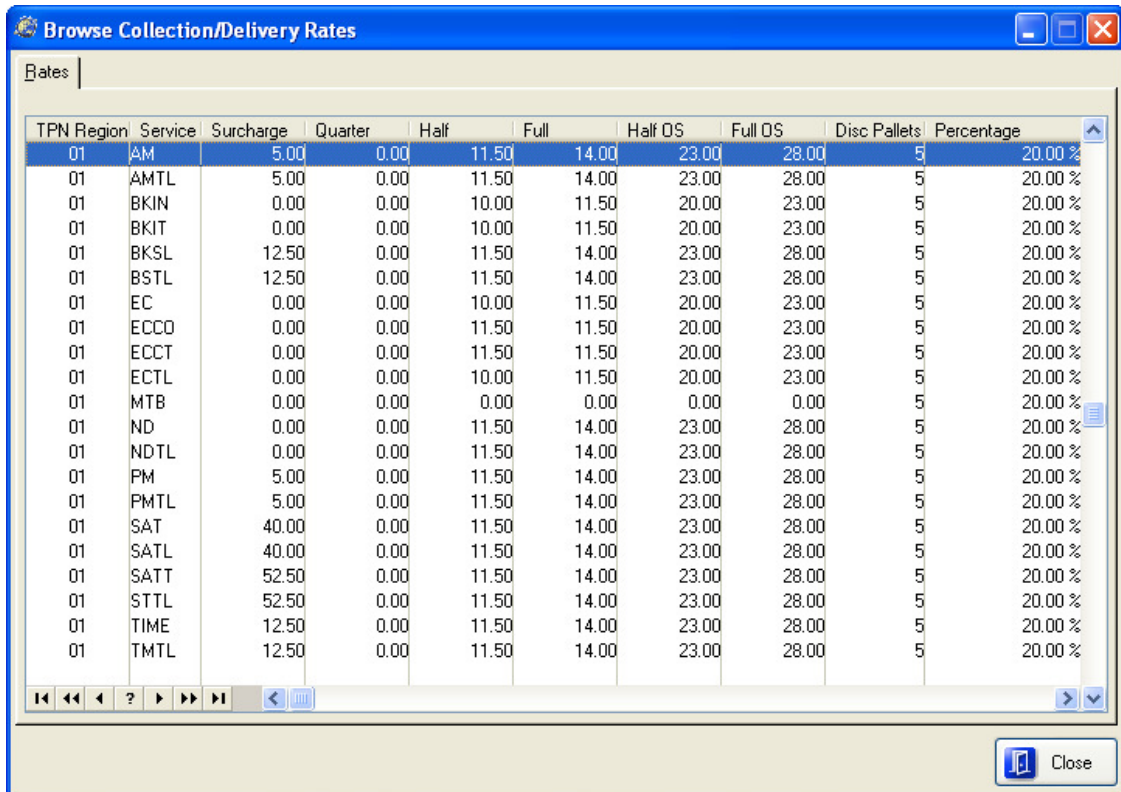
The screenshot shows a window titled "Browse Discreps" with a table of discrepancy codes. The table has three columns: "Code", "Description", and "Roll Forward". The "Roll Forward" column contains either a green checkmark or a red cross. A mouse cursor is pointing at the "Roll Forward" column for the "ADDW" row.

Code	Description	Roll Forward
ADDA	attempted but wrong address	✗
ADDW	addressed wrong	✗
BKIN	BOOK IN REQUIRED	✓
CARD	no one in /closed	✓
DAMD	damaged at del depot	✗
DAMH	damaged at hub	✗
DAMR	received damaged	✗
DEC1	left at hub day 1	✗
DEC2	left at hub day 2	✗
DELS	delivered short	✗
DELV	delivered all ok	✗
DELX	delivered with extras	✗
DELZ	delivered late	✗
ECD1	economy not del day 1	✓
ECD2	economy not del day 2	✓
HELD	held at hub	✗
LATE	not del on correct day	✗

One field needs explanation, is the tick or cross under in the **Roll Forward** column, if it's a tick then if that discrepancy code is used when entering a POD then the route date is incremented by one.

Col/Del Rates

This menu item allows you to view the complete charges per pallet for delivery/collection of pallets per service to the TPN regions. This information is updated by the day-start procedure. The initial window will look as below.



The screenshot shows a window titled "Browse Collection/Delivery Rates" with a "Rates" tab. The window contains a table with the following columns: TPN Region, Service, Surcharge, Quarter, Half, Full, Half OS, Full OS, Disc Pallets, and Percentage. The data is as follows:

TPN Region	Service	Surcharge	Quarter	Half	Full	Half OS	Full OS	Disc Pallets	Percentage
01	AM	5.00	0.00	11.50	14.00	23.00	28.00	5	20.00 %
01	AMTL	5.00	0.00	11.50	14.00	23.00	28.00	5	20.00 %
01	BKIN	0.00	0.00	10.00	11.50	20.00	23.00	5	20.00 %
01	BKIT	0.00	0.00	10.00	11.50	20.00	23.00	5	20.00 %
01	BKSL	12.50	0.00	11.50	14.00	23.00	28.00	5	20.00 %
01	BSTL	12.50	0.00	11.50	14.00	23.00	28.00	5	20.00 %
01	EC	0.00	0.00	10.00	11.50	20.00	23.00	5	20.00 %
01	ECCO	0.00	0.00	11.50	11.50	20.00	23.00	5	20.00 %
01	ECCT	0.00	0.00	11.50	11.50	20.00	23.00	5	20.00 %
01	ECTL	0.00	0.00	10.00	11.50	20.00	23.00	5	20.00 %
01	MTB	0.00	0.00	0.00	0.00	0.00	0.00	5	20.00 %
01	ND	0.00	0.00	11.50	14.00	23.00	28.00	5	20.00 %
01	NDTL	0.00	0.00	11.50	14.00	23.00	28.00	5	20.00 %
01	PM	5.00	0.00	11.50	14.00	23.00	28.00	5	20.00 %
01	PMTL	5.00	0.00	11.50	14.00	23.00	28.00	5	20.00 %
01	SAT	40.00	0.00	11.50	14.00	23.00	28.00	5	20.00 %
01	SATL	40.00	0.00	11.50	14.00	23.00	28.00	5	20.00 %
01	SATT	52.50	0.00	11.50	14.00	23.00	28.00	5	20.00 %
01	STTL	52.50	0.00	11.50	14.00	23.00	28.00	5	20.00 %
01	TIME	12.50	0.00	11.50	14.00	23.00	28.00	5	20.00 %
01	TMTL	12.50	0.00	11.50	14.00	23.00	28.00	5	20.00 %

For every service within a delivery/collection region the prices for pallet are held, which the system will use to work out the delivery/collection costs/revenue.

Hub Charges

This menu item allows you to view the complete charges that you and your sub depots are charged by the hub for inputting the freight into the network. This information is updated by the day-start procedure. The initial window will look as below.

The screenshot shows a window titled "Browse Hub Charges" with a search bar containing "Charges". Below the search bar is a table with the following columns: Depot, Service, Surchage, Normal Rate Pallets (Quarter, Half, Full, Half OS, Full OS), and Day Rate Pallets (Quarter, Half, Full, Half OS, Full OS). The table lists 20 depot services with their respective charges.

Depot	Service	Surchage	Normal Rate Pallets					Day Rate Pallets				
			Quarter	Half	Full	Half OS	Full OS	Quarter	Half	Full	Half OS	Full OS
074AM		0.00	4.00	4.00	4.00	8.00	8.00	3.00	3.00	3.00	6.00	6.00
074AMTL		0.00	4.00	4.00	4.00	8.00	8.00	3.00	3.00	3.00	6.00	6.00
074BKIN		0.00	4.00	4.00	4.00	8.00	8.00	3.00	3.00	3.00	6.00	6.00
074BKIT		0.00	4.00	4.00	4.00	8.00	8.00	3.00	3.00	3.00	6.00	6.00
074BKSL		0.00	4.00	4.00	4.00	8.00	8.00	3.00	3.00	3.00	6.00	6.00
074BSTL		0.00	4.00	4.00	4.00	8.00	8.00	3.00	3.00	3.00	6.00	6.00
074EBIT		0.00	4.00	4.00	4.00	8.00	8.00	3.00	3.00	3.00	6.00	6.00
074EBKI		0.00	4.00	4.00	4.00	8.00	8.00	3.00	3.00	3.00	6.00	6.00
074EC		0.00	4.00	4.00	4.00	8.00	8.00	3.00	3.00	3.00	6.00	6.00
074ECCO		0.00	4.00	4.00	4.00	8.00	8.00	3.00	3.00	3.00	6.00	6.00
074ECCT		0.00	4.00	4.00	4.00	8.00	8.00	3.00	3.00	3.00	6.00	6.00
074ECTL		0.00	4.00	4.00	4.00	8.00	8.00	3.00	3.00	3.00	6.00	6.00
074EEC		0.00	4.00	4.00	4.00	8.00	8.00	3.00	3.00	3.00	6.00	6.00
074EECL		0.00	4.00	4.00	4.00	8.00	8.00	3.00	3.00	3.00	6.00	6.00
074MTB		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
074ND		0.00	4.00	4.00	4.00	8.00	8.00	3.00	3.00	3.00	6.00	6.00
074NDTL		0.00	4.00	4.00	4.00	8.00	8.00	3.00	3.00	3.00	6.00	6.00
074PM		0.00	4.00	4.00	4.00	8.00	8.00	3.00	3.00	3.00	6.00	6.00
074PMTL		0.00	4.00	4.00	4.00	8.00	8.00	3.00	3.00	3.00	6.00	6.00
074SAT		0.00	4.00	4.00	4.00	8.00	8.00	3.00	3.00	3.00	6.00	6.00

One field needs explanation and this is Depot, this means that the charge is for that inputting depot, so if you have some sub depots then you will have a number of different entries in the depot column.

Chapter 4 – Operations Menu

The Operations Menu, is a built on a selection of menu items that runs the most frequently used processes within the system

The menu structure looks like the one shown below.

<u>Consignments</u>	Entry Day Start Day End	by FTP by Diskette by Email
<u>Discrepancies</u>	Entry	
Jiggle Trunks Jiggle Routes <u>Pods</u>	by Route By Docket	
<u>Images</u>	Retrieve Send	
<u>Implant</u>	Diskette	Import Export
	Email	Export
	FTP	Import Export
<u>External</u>	Export	Consignments
	Import	Consignments Pods Accounts Sales Orders
<u>Catchup</u>	Send Receive	
<u>History</u>	Transfer View	
Directions		

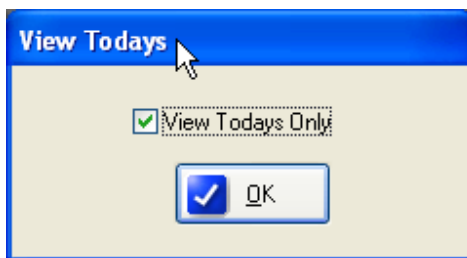
I will now explain each of the menu items in turn.

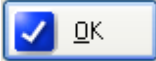
Consignments

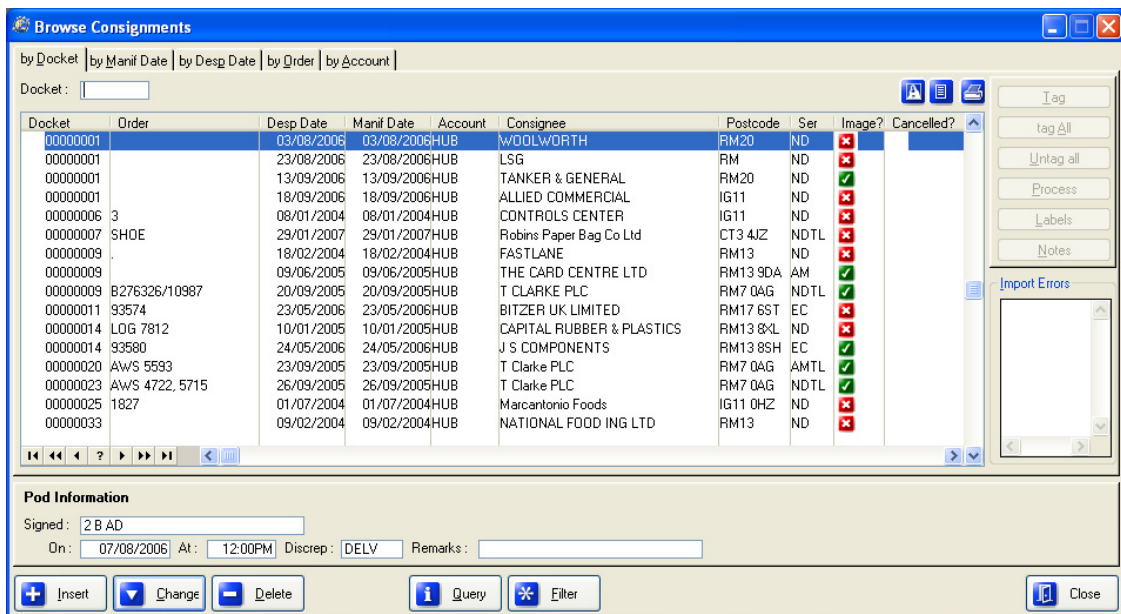
This is a sub menu that contains three menu items, these items are **Entry**, **Day Start** and **Day End**. I will explain each menu item below.

Entry

This menu item is for manually maintaining the consignments that the system holds. The initial screen is shown below.



Here you are asked whether you wish to view just the consignments that have a manifest date of the current system date or not. Once you press the  button, the consignment browse will be displayed (in my example all consignments will be shown).



You can view all the consignments, in **Docket**, **Manifest Date**, **Despatch Date** or **Order Number** order and you can search on these orders by selecting the relevant tab.

Two of the columns in the browse list need some explanation, these are **Image?** and **Cancelled?**. **Image?** contains a picture of a tick if that consignment has a POD image associated with it. **Cancelled?**, if you allow the cancellation of consignments rather than the deletion it will show a picture of a cross if the consignment has been cancelled.

Several buttons that have added to the window these are:



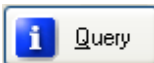
This button will print the pod image(s) off for the highlighted consignment. You will be able to email direct from the preview shown.



This button will print off a consignment notes for the highlighted consignment.



This button will print off the consignment label(s) for the highlighted consignment.



This button asks if you wish to **Reset** or **Perform**, if you choose perform then the following window is displayed.

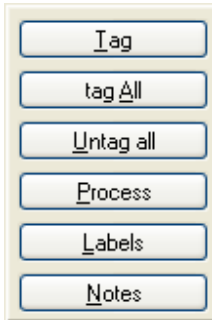
The image shows a 'Query Window' dialog box with the following fields and controls:

- From Depot : [text box] [dropdown]
- To Depot : [text box] [dropdown]
- Req Depot : [text box] [dropdown]
- Account : [text box] [button with three dots]
- Consignor : [text box] [text box]
- Consignee : [text box] [text box]
- Docket : [text box]
- Order : [text box]
- From Date : [text box]
- To Date : [text box]

At the bottom of the window are two buttons: 'OK' (with a checkmark icon) and 'Cancel' (with a red X icon).

Here you would enter the criteria of the query so that consignments matching the query are the only ones displayed, **Reset** simply removes the query.

If you have selected to just view today's consignments only then to the right side of the browse just the following part of the screen is enabled.



This part of the screen is for tagging a group of consignments, and when you press the **Process** button, you can type in a new manifest date and all the consignments that have been tagged will have their manifest date updated to the new date. **Labels** will print labels for all the tagged consignments, while **Notes** will print notes for all tagged consignments.

At the bottom of the window the most recent pod details will be shown for the highlighted consignment.



I will now guide you through amending a consignment, simply press the button and the following window will be displayed with the details of the consignment you are amending.

Consignment will be Changed (00000014)

Main | Pod Details | Notes

Trunk: 01 Desp Date: 24/05/2006 Delivery: 031 Tel: 01708 863323

Docket: 00000014 Manif Date: 24/05/2006 Route Date: 25/05/2006 Route:

Request: 040 Tel: 01793 836371 Service: EC Economy

Collect: 040 Tel: 01793 836371

Order: 98580

Consignor Details

Account: HUB Consignor: Shrinkfast Limited Postcode: SN2 1ED

Consignee Details

Postcode: RM13 8SH Consignee: J S COMPONENTS Address: 179 NEW ROAD (A13) Town: RAINHAM

Pallets

Half: 1 Items Weight: 52Kg

Full: 0 Items Weight: 0Kg

Half O/S: 0 Items Weight: 0Kg

Full O/S: 0 Items Weight: 0Kg

Remarks:


Daytime

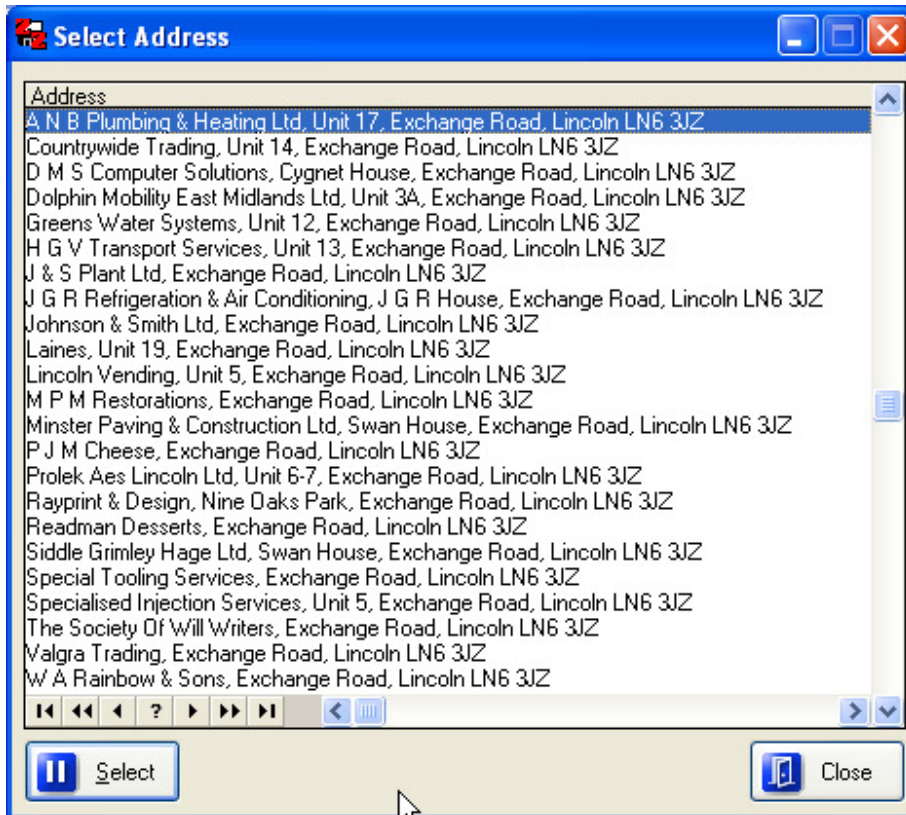
Own Paperwork (No TPN Notes are Produced)


Collection Ch/Rev: 0.00 Hub Charge: 0.00 Delivery Ch/Rev: 10.00

OK Cancel

I will explain each field one at a time:

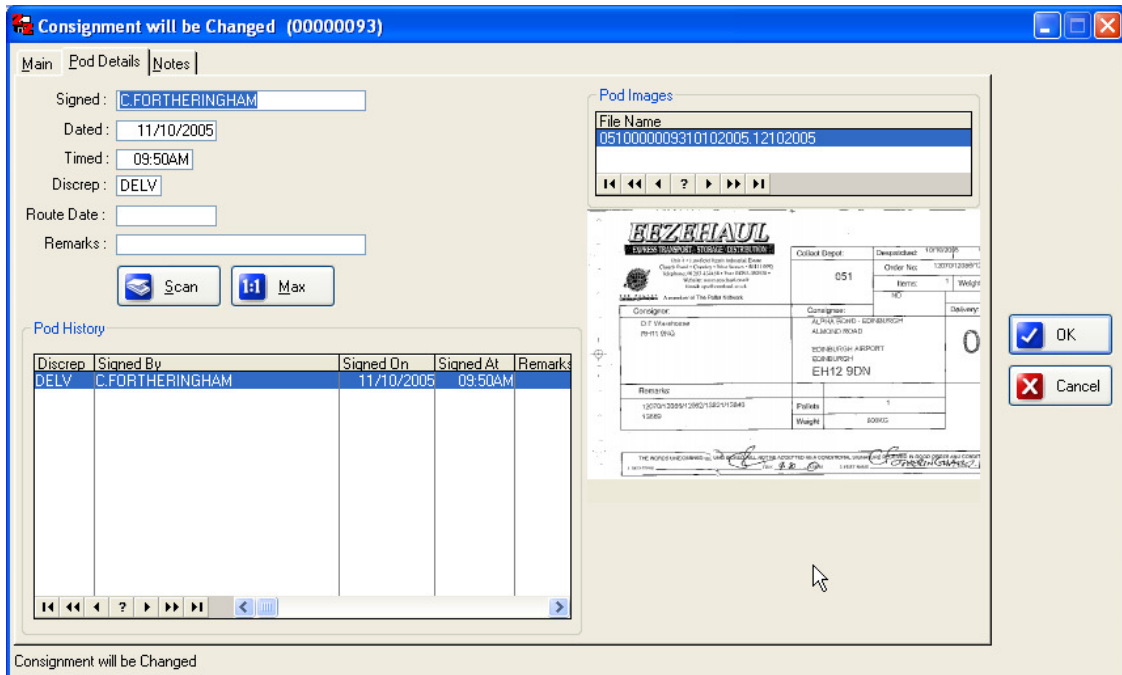
Trunk	Select the Trunk from the drop down list that this consignment is to be loaded into.
Desp Date	The Despatch Date that the customer has despatched the goods on, this can be different to the date that you manifest the consignment to the hub.
Docket	If you are inserting a consignment then a docket number is automatically generated for you.
Manif Date	The Manifest Date that you will manifest this consignment to the hub.
Request	The Requesting Depot for the consignment.
Collect	The Collecting Depot for the consignment.
Order	The Order Number of the consignment.
Account	The Account that has input this consignment.
Consignor	The Name of the Consignor, this defaults to the name that is stored in the account record of the account that input this consignment.
Postcode	The Postcode where the consignment was collected from, this defaults to the postcode that is stored in the account record of the account that input this consignment.
Postcode	The postcode where the consignment is being despatched to. If the PAF file is being used then all UK addresses for the full postcode you have entered will be displayed as below for one to be chosen and automatically inserted for you, otherwise you will have to enter these details yourself. Pressing the  button next to this entry field, will show you the graphically the journey directions between the Consignor Postcode and this Postcode if both of the postcodes are UK postcodes. If the Account is set to Learn Addresses then the system will either learn the address or bring up the nearest matches for you to choose one.



- Consignee** The Name of the Consignee.
- Address** The Address of the Consignee.
- Town** The Destination Town, pressing the  button will display a list of towns that match the name of the town you have inputted so you can choose the correct one with the correct destination postcode.
- Delivery** After the Destination Postcode has been entered, the system will match it with the delivery depot. Also next to this field the depot telephone number is shown for the depot that will deliver the consignment.
- Service** Select the required Service from the drop down list, this determines what type of pallets you can despatch and also if you have to enter a date and time for delivery for this consignment.
- Daytime** Tick this box, is the freight arrived at the hub in the daytime hours slot, this gives you a discount off the standard hub charge.

Quarter	The number of Quarter Pallets.
Weight	The weight of the Quarter Pallets.
Half	The number of Half Pallets.
Weight	The weight of the Half Pallets.
Full	The number of Full Pallets.
Weight	The weight of the Full Pallets.
Half O\S	The number of Half O\S Pallets.
Weight	The weight of the Half O\S Pallets.
Full O\S	The number of Full O\S Pallets.
Weight	The weight of the Full O\S Pallets.
Remarks	The remarks for the consignment.
Own Paperwork	Tick this box so that no consignment notes is generated, this field defaults to the value held in the record of the customer who is sending the consignment.
Collection Ch/Rev	How much collection revenue is payable to you or how much collection revenue is payable by you for this consignment.
Hub Charge	The amount of hub charge you will pay the hub for the input of this consignment.
Delivery Ch/Rev	How much delivery revenue is payable to you or how much delivery revenue is payable by you for this consignment.

We will now look at the **Pod Details** tab, which is shown below and I will explain each field and area of the below window.



Signed The last person who signed for the goods.

Dated The last date were the goods signed for.

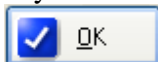
Timed The last time the goods were signed on.

Discrep The last discrepancy/status code used.

Route Date The last route date of the consignment.

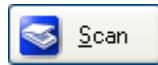
Remarks The last delivery remarks used.

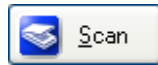
If you enter details for the above, then when you save the consignment by pressing the




button the pod details would also be added to the **Pod History** list in the bottom left of the window.

At the top right hand-side of the window is the **Pod Images** area, which is a scrollable list box with the filenames of all the associated scanned images for the consignment if they exist. By moving up and down this list the image below will change to show the actual image for the filename you are highlighted on.

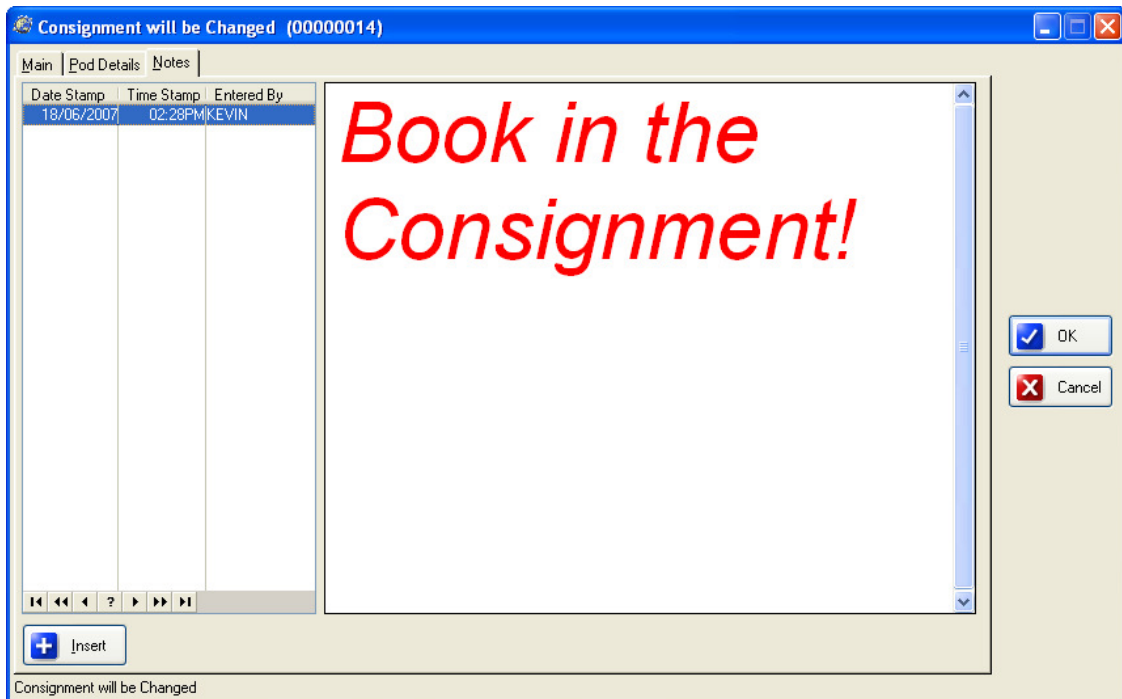


By pressing the  button the system will request that attached twain scanner scan in another pod image (please note from this screen it will do a single scan and not multiple scans using a sheet-fed scanner). Once the scan has been done the filename that it has been saved to will be shown at the top of the **Pod Images** list-box.

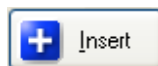



Pressing the  button shows the currently selected image in full screen mode, from where you can print it etc.

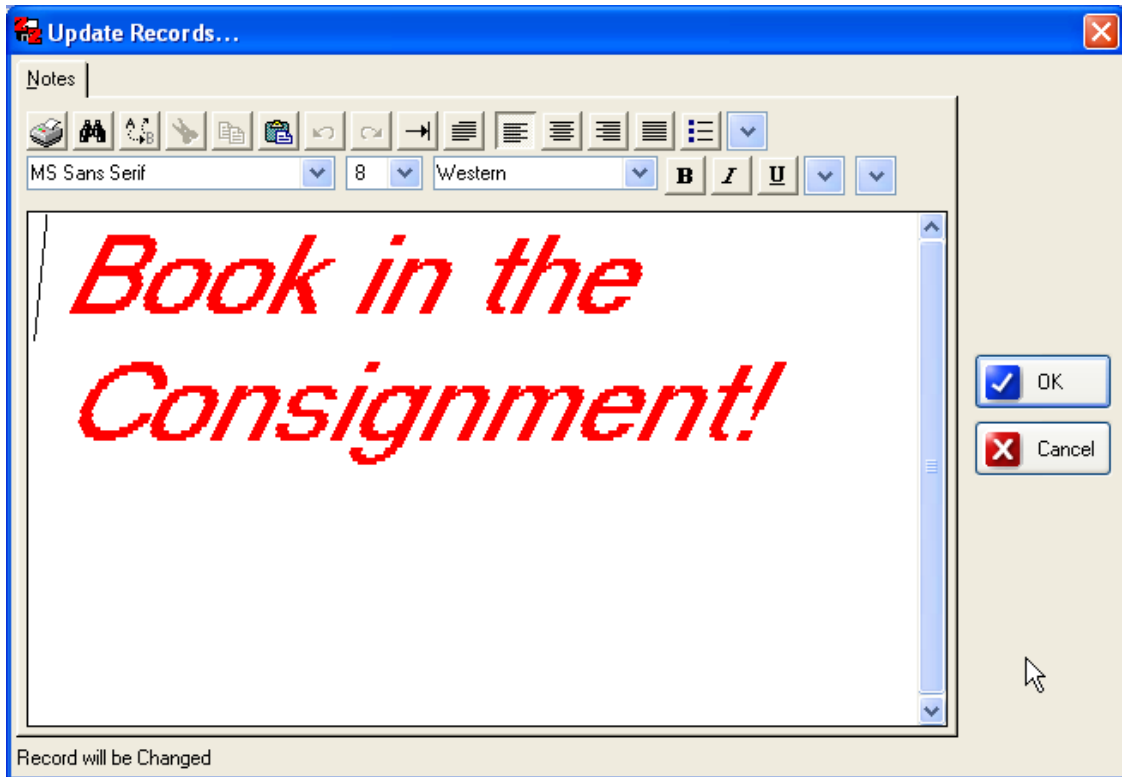
We will now look at the **Notes** tab, which is shown below and I will explain each field and area of the below window.

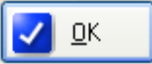


On the left hand-side of the window is a scrollable list showing at the top, the most recent date and time you entered free text notes for the consignment, the right hand-side of the window shows the actual notes.



You have a  button for creating new notes. In my example we are inserting a new note for a consignment.



Simply enter the free text you require and with the formatting you require and by pressing the  button, the notes will be saved.

Back on the consignment entry screen, if you are inserting a consignment then the following will happen:

Pre-Alert Emails.

A pre-alert email will be generated if:

- The consignment has a service code that is marked as a **pre-alert service**.
- The total number of pallets is equal of greater than the **pre-alert pallet count** in the parameters.

The system will use your default MAPI email software to send the pre-alert message, i.e. Outlook etc.

Printed Paperwork

The system can automatically print labels and/or notes when a new consignment has been added. The system will first look up the account that has sent the goods to see what they have set in the **Print Options** field. These options can be:

Default
Labels
Notes
Both
Neither

The only option that needs explaining is **Default**, this will use the option that are set in the **Print Options** choice in the parameters screen. The choices are **Labels**, **Notes**, **Both** or **Neither**. But if the **No Paperwork** option is ticked within the consignment, then a **Note** will not be produced at all.

Day Start

This menu item is for performing the Day-start that is usually performed in the morning time of every working day, the initial screen is shown below.



Here you would enter the last manifest date into the **Day Start Date** entry field, and if you wanted to perform, the day-start again after the successful day-start then tick the **Read Renamed** checkbox.

What does the Day Start actually do?

- Firstly the system connects to the Hub FTP server and changes into the incoming ftp directory.
- Downloads and then renames the incoming consignment file for the Day-start Date that is held on the FTP server for the main owner depot.
- Downloads and then renames the incoming pallet file for the Day-start Date that is held on the FTP server for the main owner depot.
- Downloads and then renames the incoming pod file for the Day-start Date that is held on the FTP server for the main owner depot.
- Downloads the hub charges file that is held on the FTP Server for the main owner depot.
- Downloads and then renames the incoming consignment file for the Day-start Date that is held on the FTP server for all the sub depots.
- Downloads and then renames the incoming pallet file for the Day-start Date that is held on the FTP server for all the sub depots.
- Downloads and then renames the incoming pod file for the Day-start Date that is held on the FTP server for all the sub depots.
- Downloads the hub charges file that is held on the FTP Server for all the sub depots.
- Downloads the depot file from the FTP server.
- Downloads the discrepancy file from the FTP server.
- Downloads the gazetteer file from the FTP server.
- Downloads the holidays file from the FTP server.

- Downloads the invalid services file from the FTP server.
- Downloads the services file from the FTP server.
- Downloads the townlist file from the FTP server.
- Downloads the depot charges file from the FTP server.
- Changes into the images ftp directory.
- Gets all the images scanned in on the Day-start Date for the main owner depot if in Parameters you have **Retrieve Images with Day-start** ticked.
- Gets all the images scanned in on the Day-start Date for all the sub depots if in Parameters you have **Retrieve Images with Day-start** ticked.
- Imports the consignment file for the main owner depot that was downloaded.
- Imports the pallets file for the main owner depot that was downloaded.
- Imports the pod file for the main owner depot that was downloaded.
- Imports the hub charges file for the main owner depot that as downloaded.
- Imports the depots file that was downloaded.
- Imports the discrepancy file that was downloaded.
- Imports the gazetteer file that was downloaded.
- Imports the holidays file that was downloaded.
- Imports the invalid services file that was downloaded.
- Imports the services file that was downloaded.
- Imports the town-list file that was downloaded.
- Imports the hub charges file that was downloaded.
- Imports the consignment file for all the sub depots that were downloaded.
- Imports the pallets file for all the sub depots that were downloaded.
- Imports the pod file for all the sub depots that were downloaded.
- Imports the hub charges file for all the sub depots that were downloaded.

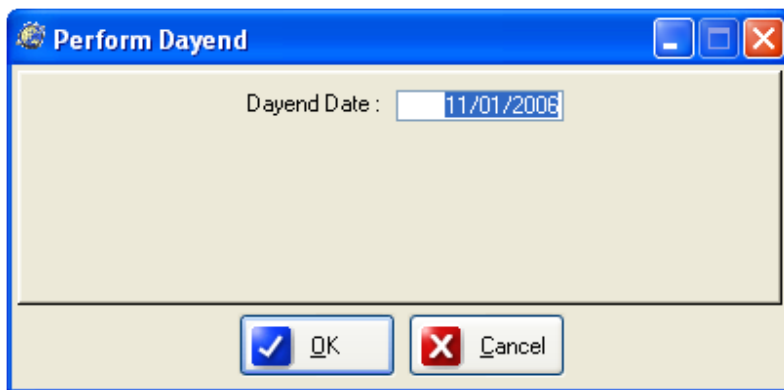
You will be told if any errors during the downloading etc and you should view the FTP Log to see if this process needs running again.


Day End

This sub menu item is for performing the Day-end either by FTP or Diskette and one of these menu items is usually performed in the evening every day, the initial screen is shown below.

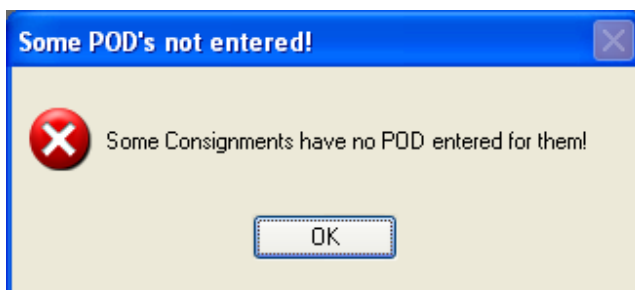
By FTP

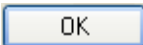
This menu item allows you to perform the dayend via FTP. The initial window looks as below.

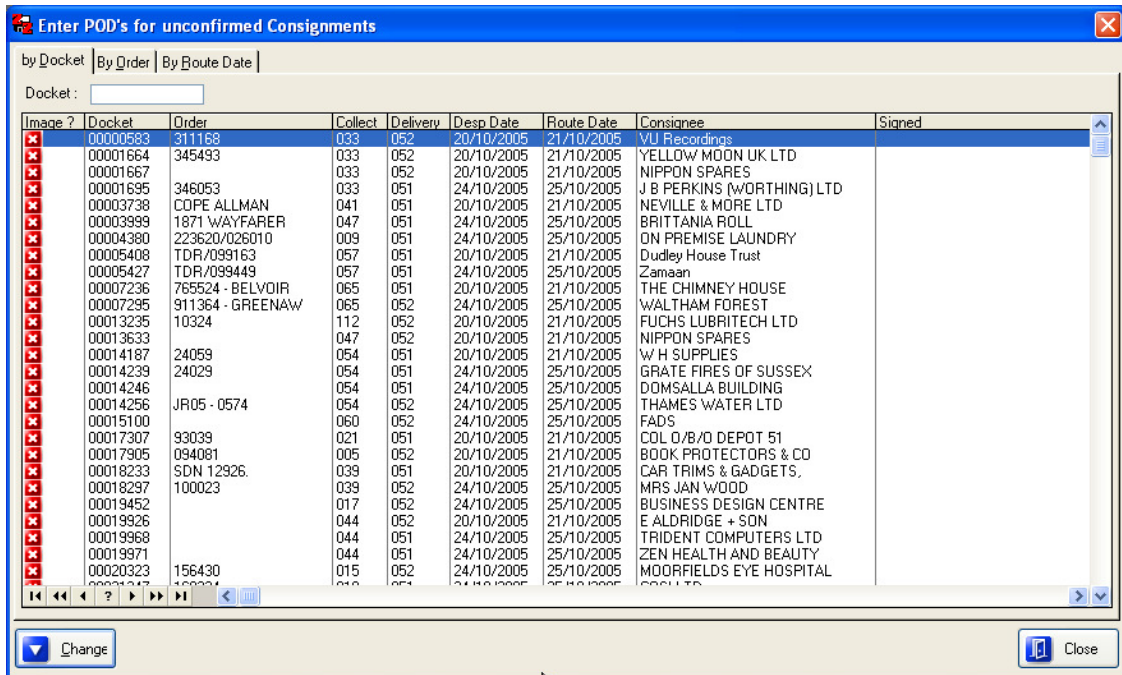


Here you would enter the current manifest date into the **Day End Date** entry field, when you press the  button, the following happens.

The system checks to see if you have entered all the pods that you are supposed to, if any have not been entered then the following error message is shown.



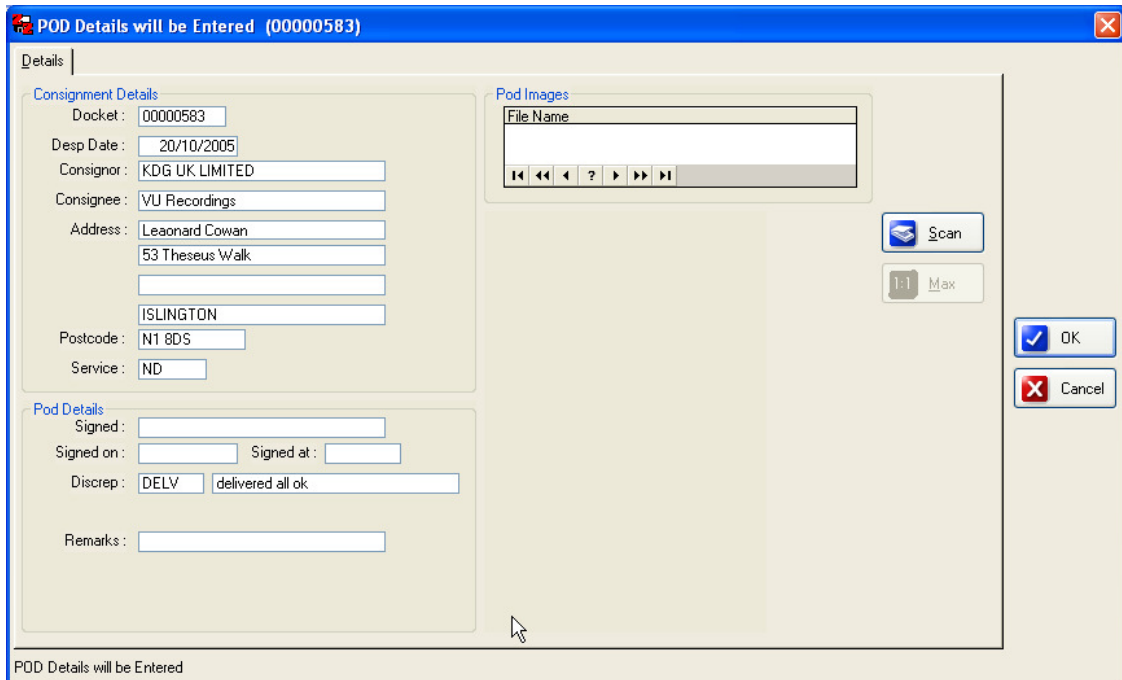
By pressing the  button, the system will then display all the consignments that you have not entered pods for today, see below.



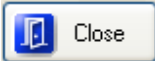
You can select either one of the three tabs to search by that order, pressing the

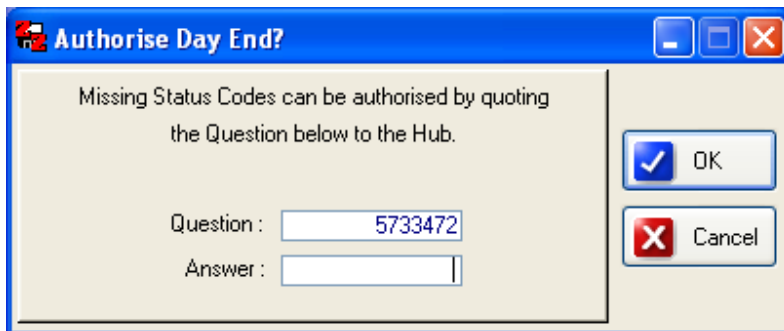


button the consignment is shown which prompts you to enter the pod data and the ability to scan in a pod image.



Simply enter the textual pod information in the **Pod Details** part of the window. You can also scan in a pod image which will be shown on the right hand-side of the window. By saving the details with pod information in you will be returned back to the previous window and the consignment you just entered pod information for will have been removed from the list. If you decide for some reason that not to enter the pod details for

all of the outstanding consignments by pressing the  button which some consignments left in the list you will be shown a window like the one below.



Here you would be asked a question and the hub will give you a answer if the reason you have not entered all the pods is a valid one.

What happens during the Dayend?

- Firstly the system connects to the Hub FTP server and changes into the outgoing ftp directory.
- Uploads all outgoing consignments where the manifest date of the consignments matches the day-end date. Consignments being sent to a sub depot, where that sub depot is allowed to be manifested to the hub in the parameters section are also uploaded. A file named CNXXX.FDYY is created on the FTP server where XXX is your main depot code and YY is the day number of the day-end date.
- Uploads all pods you have entered where the pod entry date is the same as the day-end date. A file named PDXXX.FDYY is created on the FTP server where XXX is your main depot code and YY is the day number of the day-end date.
- Changes into the images ftp directory.
- Uploads all the images that you have scanned on the day-end date providing you have **Send Images with Day-start** in parameters ticked.

After the day-end has been completed a statistics window is shown detailing what has been sent for your depot and any sub depots you cover.

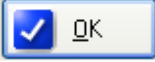
Depot	Name	Date	Cons	Pallets	Pods	Images
077	LEGGETT FREIGHTWAYS LTD	31/01/2006	1	5	0	0
078	NICHOLSONS TRANSPORT LTD	31/01/2006	0	0	0	0

Here in my example I'm covering two depots and it shows in consignments, pods and images the number each depot has returned for the day-end. This allows you to check easily with the hub to make sure they have received the same number that you sent.

By Diskette

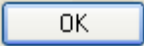
This menu item allows you to perform the dayend via Diskette. The initial window looks as below.

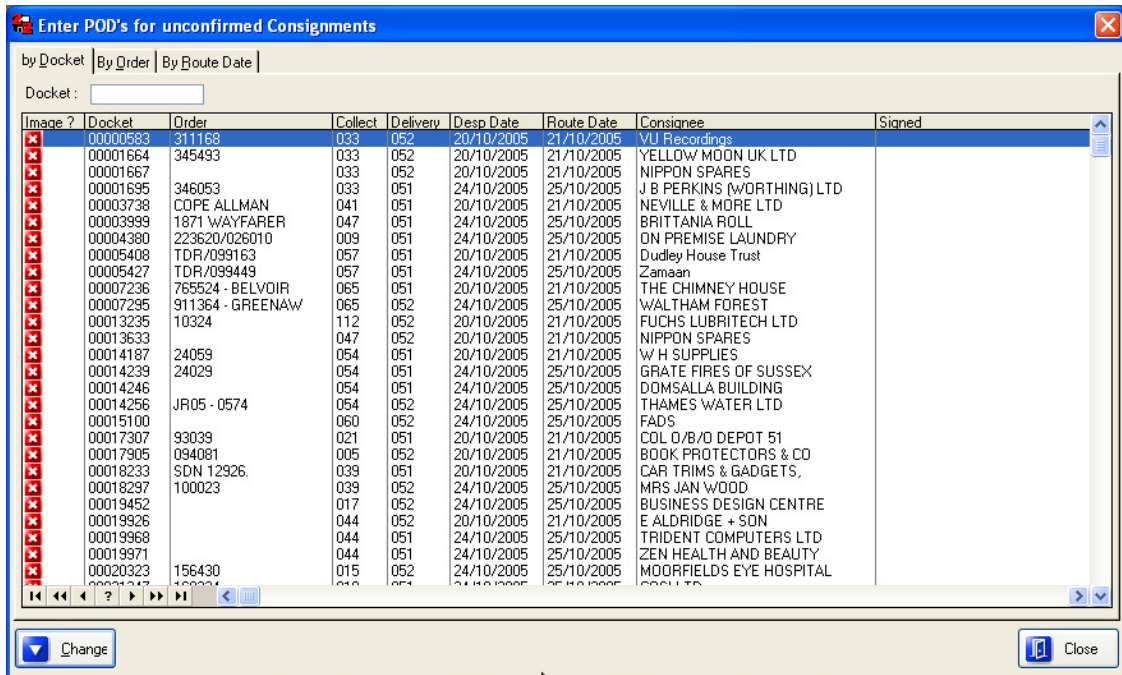


Here you would enter the current manifest date into the **Day End Date** entry field and select the location where the files will be created. When you press the  button, the following happens.

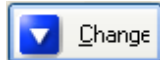
The system checks to see if you have entered all the pods that you are supposed to, if any have not been entered then the following error message is shown.



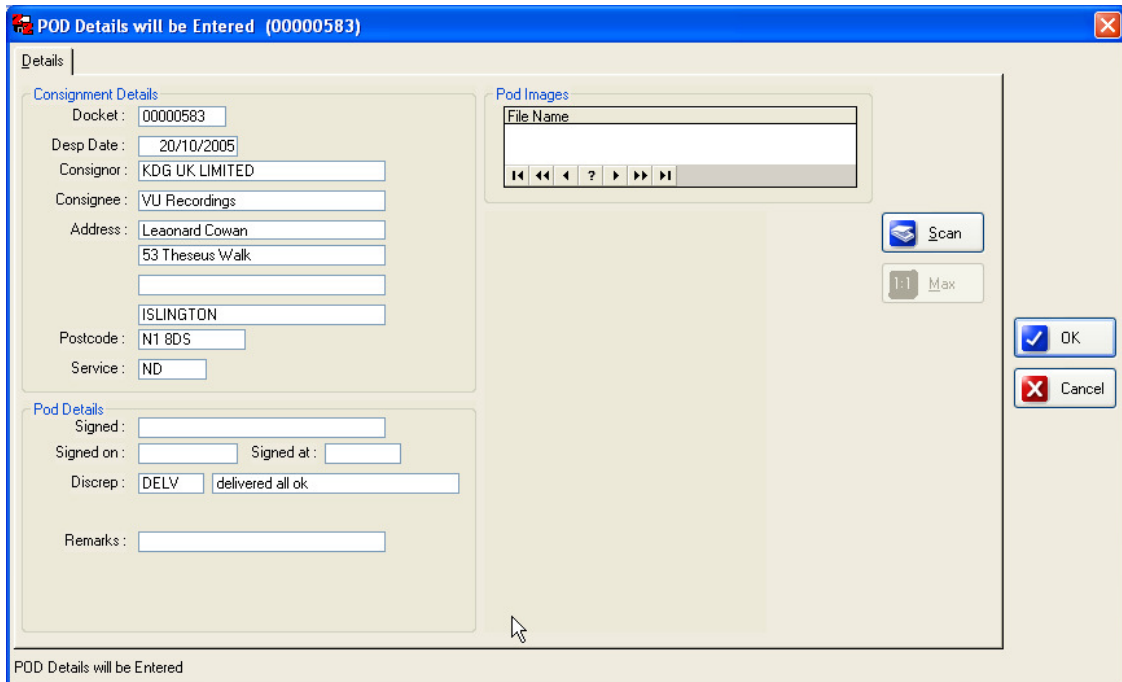
By pressing the  button, the system will then display all the consignments that you have not entered pods for today, see below.



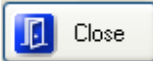
You can select either one of the three tabs to search by that order, pressing the

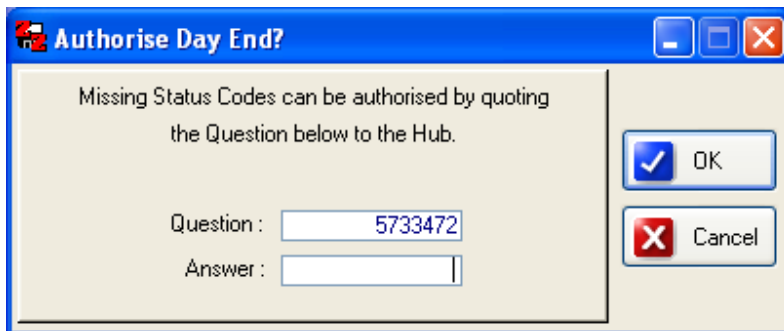


button the consignment is shown which prompts you to enter the pod data and the ability to scan in a pod image.



Simply enter the textual pod information in the **Pod Details** part of the window. You can also scan in a pod image which will be shown on the right hand-side of the window. By saving the details with pod information in you will be returned back to the previous window and the consignment you just entered pod information for will have been removed from the list. If you decide for some reason that not to enter the pod details for

all of the outstanding consignments by pressing the  button which some consignments left in the list you will be shown a window like the one below.



Here you would be asked a question and the hub will give you a answer if the reason you have not entered all the pods is a valid one.

What happens during the Dayend?

- Creates all outgoing consignments where the manifest date of the consignments matches the day-end date. Consignments being sent to a sub depot, where that sub depot is allowed to be manifested to the hub in the parameters section are also uploaded. A file named CNXXX.FDYY is created within the location where XXX is your main depot code and YY is the day number of the day-end date.
- Creates all pods you have entered where the pod entry date is the same as the day-end date. A file named PDXXX.FDYY is created within the location where XXX is your main depot code and YY is the day number of the day-end date.

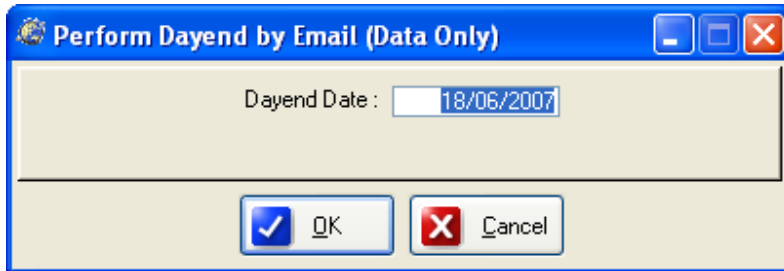
After the day-end has been completed a statistics window is shown detailing what has been sent for your depot and any sub depots you cover.

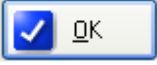
Depot	Name	Date	Cons	Pallets	Pods	Images
077	LEGGETT FREIGHTWAYS LTD	31/01/2006	1	5	0	0
078	NICHOLSONS TRANSPORT LTD	31/01/2006	0	0	0	0

Here in my example I'm covering two depots and it shows in consignments, pods and images the number each depot has returned for the day-end. This allows you to check easily with the hub to make sure they have received the same number that you sent.

By Email

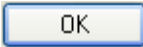
This menu item allows you to send the day-end details via email. The initial window looks as below.

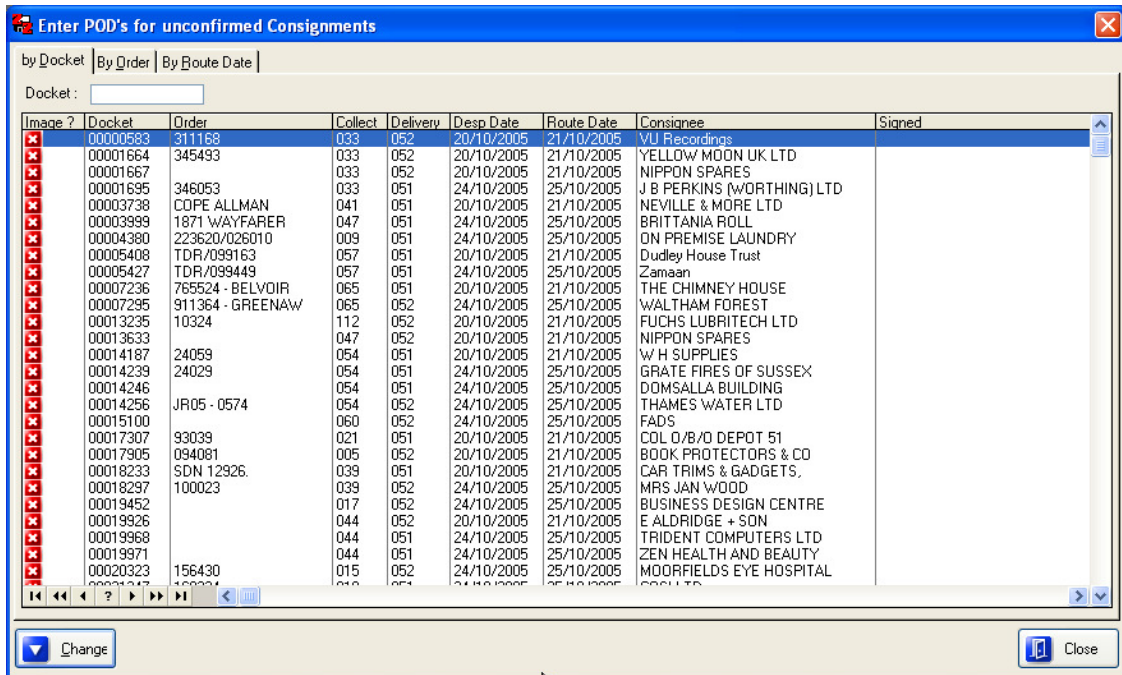


Here you would enter the current manifest date into the **Day End Date** entry field and select the location where the files will be created. When you press the  button, the following happens.

The system checks to see if you have entered all the pods that you are supposed to, if any have not been entered then the following error message is shown.



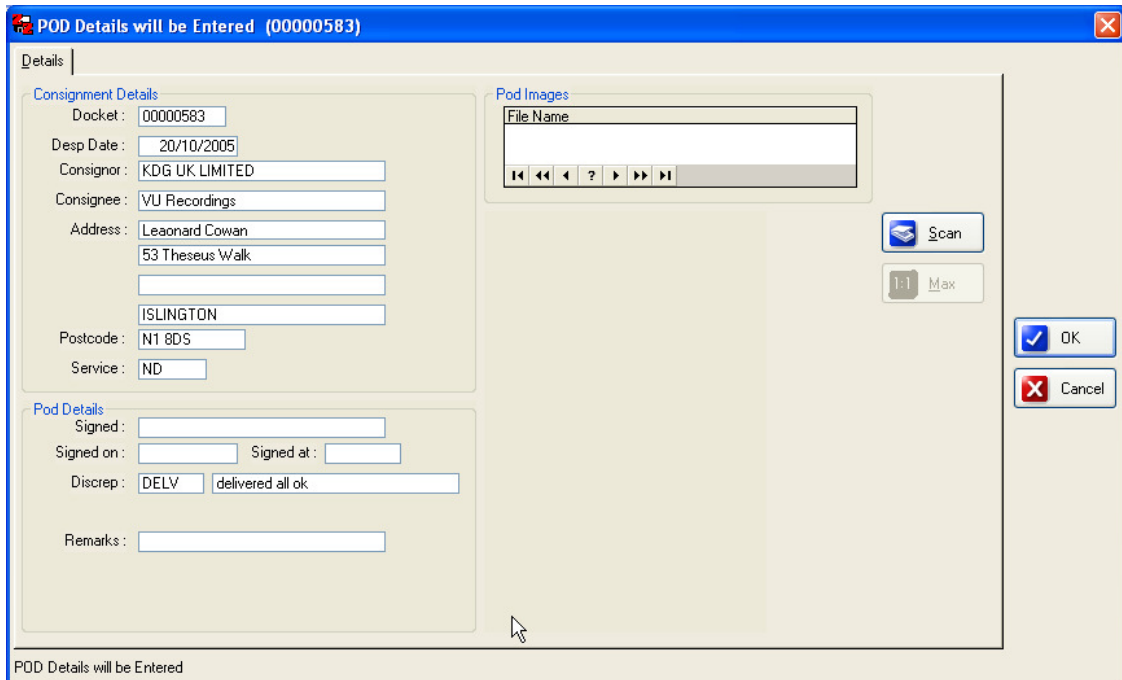
By pressing the  button, the system will then display all the consignments that you have not entered pods for today, see below.



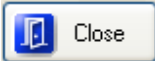
You can select either one of the three tabs to search by that order, pressing the

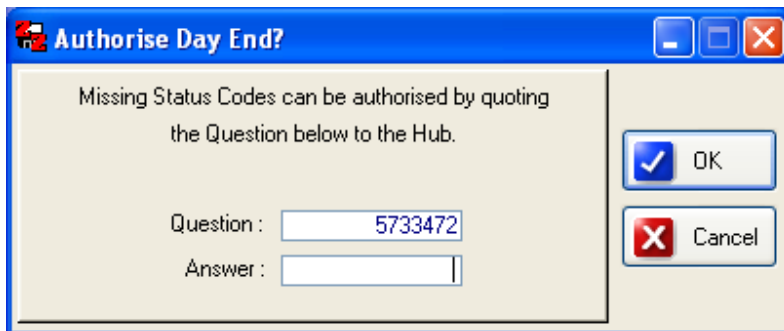


button the consignment is shown which prompts you to enter the pod data and the ability to scan in a pod image.



Simply enter the textual pod information in the **Pod Details** part of the window. You can also scan in a pod image which will be shown on the right hand-side of the window. By saving the details with pod information in you will be returned back to the previous window and the consignment you just entered pod information for will have been removed from the list. If you decide for some reason that not to enter the pod details for

all of the outstanding consignments by pressing the  button which some consignments left in the list you will be shown a window like the one below.



Here you would be asked a question and the hub will give you a answer if the reason you have not entered all the pods is a valid one.

What happens during the Dayend?

- Creates all outgoing consignments where the manifest date of the consignments matches the day-end date. Consignments being sent to a sub depot, where that sub depot is allowed to be manifested to the hub in the parameters section are also uploaded. A file named CNXXX.FDYY is created within the location where XXX is your main depot code and YY is the day number of the day-end date.
- Creates all pods you have entered where the pod entry date is the same as the day-end date. A file named PDXXX.FDYY is created within the location where XXX is your main depot code and YY is the day number of the day-end date.
- A email will be sent to the hub, with these two files attached to the email.

After the day-end has been completed a statistics window is shown detailing what has been sent for your depot and any sub depots you cover.

Depot	Name	Date	Cons	Pallets	Pods	Images
077	LEGGETT FREIGHTWAYS LTD	31/01/2006	1	5	0	0
078	NICHOLSONS TRANSPORT LTD	31/01/2006	0	0	0	0

Here in my example I'm covering two depots and it shows in consignments, pods and images the number each depot has returned for the day-end. This allows you to check easily with the hub to make sure they have received the same number that you sent.

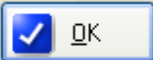
Discrepancy

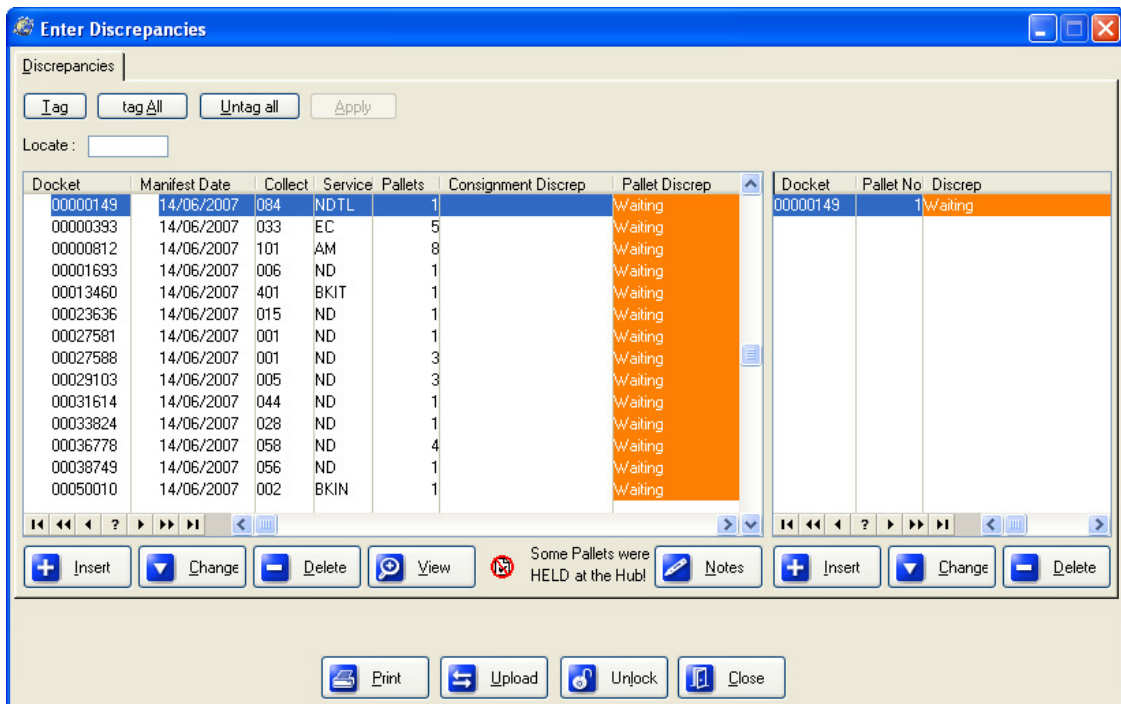
This sub menu, hold only one menu item which is called **Entry**, this menu item is explained below.

When you perform a **Day-start** (usually in the morning) , a file is retrieved from the FTP site which creates the consignments and associated Pallets that you are due to receive (that morning). You will be able to enter discrepancies against the whole consignment and/or the individual pallets that make up the consignments. These discrepancies can be printed as well as uploaded to the hub, who will then forward these discrepancies onto the collecting depots concerned by email.

Entry






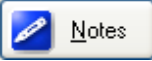



Here you enter the last manifest date, which is the last date that other depots manifested freight into the hub for delivery today, by pressing the  button; the following screen will be displayed.



On this screen, the important parts are the two lists, the one on the left is a list of consignments you are expecting and the one on the right is a list of pallets that are associated with the highlighted consignment on the left. You will also notice the columns **Pallet Discrep** (left) and **Discrep** (right) have the word “**Waiting**” coloured in orange for the data underneath those columns. The colours are a very important visual indicator to let you know how the entry of discrepancies is going. The colours mean;

- Orange** This means that the pallet or consignment has not been fully finished with.
- Green** This means that the pallet or consignment has been finished with and everything for that pallet or consignment is OK.
- Red** This means that this pallet or consignment has been finished with but it has either a discrepancy against it or a pallet or some pallets that belong to it have a discrepancy.

You may insert un-manifested consignments or pallets by using the  button underneath the corresponding list or you could also use the  button underneath the corresponding list to enter the discrepancy for the consignment or pallet.

The  **View** button allows you to see the associated consignment for the highlighted discrepancy, the  **Notes** button allows you to enter free text notes about the consignments/pallets for that day, the  **Print** button will print a list of just the consignments and/or pallets that have had a discrepancy entered against them for the day you are working on. The  **Upload** button will upload all the details for the day you are working on to the hub ftp site. NB. You will not be able to upload again unless you press the  **Unlock** button and enter the correct answer to the question you are asked (answers are given by the Hub Staff), once you have already and the system will only let you upload if everything has been finished with.


- *A quick way of entering the discrepancies, is to press the **Tag All** button and then press the button that appears called **Apply** and answer **Yes**, this makes all the consignments/pallets in the lists as **Received OK**. You can then just alter the ones that actually have a discrepancy against them.*

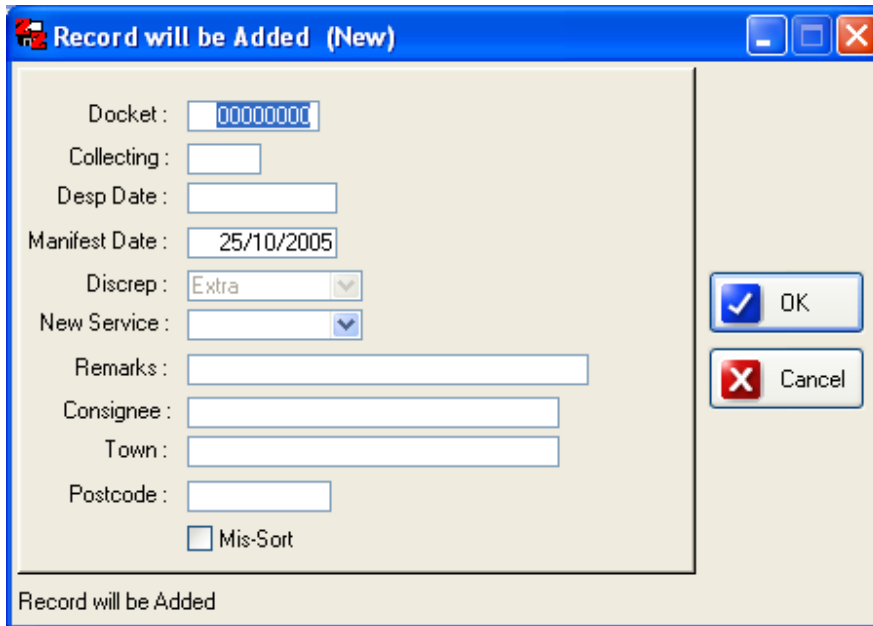
Consignment Discrepancies

A consignment discrepancy is a discrepancy that affects even the pallets that belong to it, these discrepancies are;

Extra	This discrepancy means that this pallet arrived un-manifested, this can only be used if you Insert the pallet.
Wrong Service	This discrepancy means that the service that it was manifested on, is incorrect, you will be asked for the correct service code.
No Paperwork	This discrepancy means that no paperwork came with the consignment.
No Pre-alert	This discrepancy means that this consignment was not pre-alerted when it should have been.
Mis-Route	This discrepancy means that this consignment should have been sent to another depot.

Inserting a Non-Manifested Consignment


From the **Enter Discrepancies** screen, press the  button on the left hand-side of the screen. A window will be opened like the one below, prompting for information.

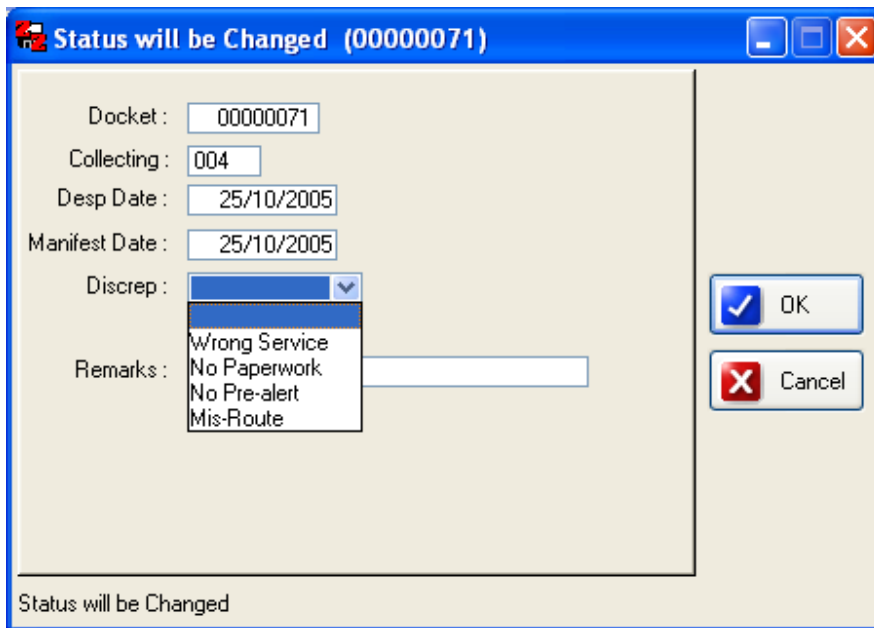


Here you would enter the **Docket Number**, **Collecting Depot**, **Despatch Date**, **Service Code** and **Consignee details** of the non-manifested consignment. You should tick the **Mis-Sort** tick-box, if the consignment was not for you and the system will then require you to enter the depot that should have had the consignment.

- *You should also insert the pallets that are part of this consignment into the right hand-side list.*

Entering a Wrong Service, No Paperwork, No Pre-alert or a Mis-Route

From the **Enter Discrepancies** screen, press the  button on the left hand-side of the screen when the consignment you require is highlighted. A window will be opened like the one below, prompting for information.



Straight away you must select the type of discrepancy you require, either **Wrong Service**, **No Paperwork**, **No Pre-alert** or **Mis-route**. If the discrepancy is a **Wrong Service** then you will be prompted for the correct service.

After you have entered a discrepancy against a consignment, regardless of whether it was manifested to you or not, the previous screen will show it as a discrepancy in red underneath the **Consignment Discrep** column.

Pallet Discrepancies

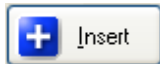
A pallet discrepancy is a discrepancy that affects just the pallet that it has been entered against;

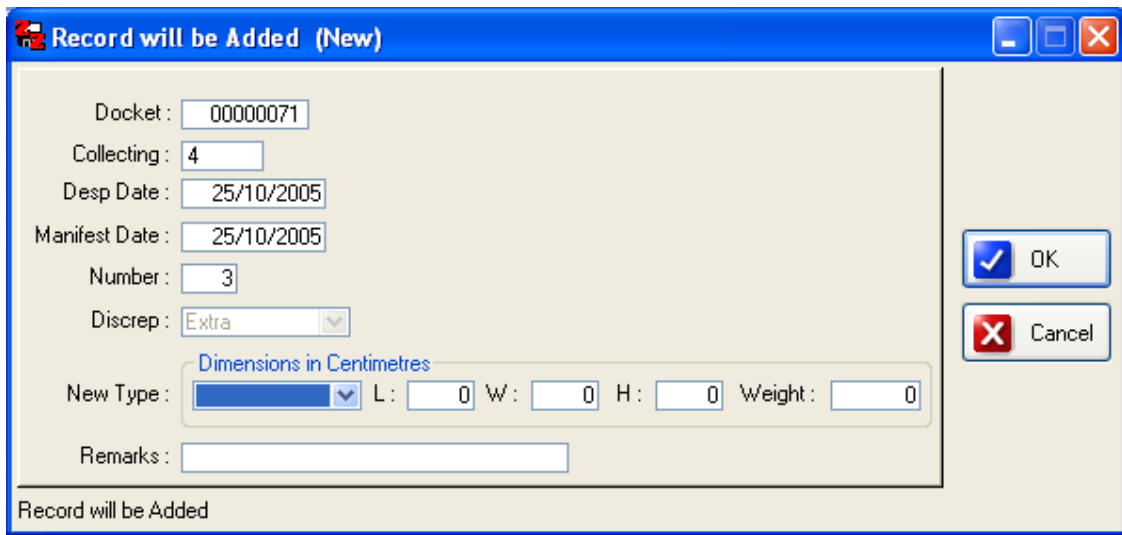
- | | |
|--------------------|---|
| Extra | This discrepancy means that this consignment arrived un-manifested, this can only be used if you Insert the consignment. |
| Waiting | This is not actually a discrepancy, but is means that this pallet is waiting for a Received OK or a discrepancy to be entered. |
| Received OK | This means that the pallet was Received OK |
| Damaged | This discrepancy means that the pallet was damaged. |

Not Received This discrepancy means that the pallet was not received. Please note that not received pallets are automatically placed onto the next delivery date in the discrepancy system if they have not been reported to the hub three times.

Wrong Size This discrepancy means that the type of pallet that it was manifested on, is incorrect, you will be asked for the correct type of pallet, along with the dimensions and weight.

Inserting a Non-Manifested Pallet

From the **Enter Discrepancies** screen, press the  button on the right hand-side of the screen. A window will be opened like the one below, prompting for information.



Record will be Added (New)

Docket : 00000071

Collecting : 4

Desp Date : 25/10/2005

Manifest Date : 25/10/2005

Number : 3

Discrep : Extra

Dimensions in Centimetres

New Type : L : 0 W : 0 H : 0 Weight : 0

Remarks :

OK

Cancel


Record will be Added

A lot of the information will be entered already for you which comes from the consignment that this new pallet belongs to, the pallet number it is given is the last pallet number used in the highlighted consignment plus one.

You will be asked for what type of Pallet it is, **Half** , **Half OS**, **Full**, **Full OS** or **Quarter**, then you will enter the dimensions and weight of the pallet, followed by any remarks. At this point the system will check that the dimensions and weight match the specifications for the pallet type.

Entering a Received OK, Damaged, Not Received or a Wrong Size



From the **Enter Discrepancies** screen, press the  button on the right hand-side of the screen when the pallet you require is highlighted. A window will be opened like the one below, prompting for information.

The dialog box has a blue title bar with the text 'Status will be Changed (0000071)' and standard window control buttons (minimize, maximize, close). The main area is light beige and contains the following fields:

- Docket:
- Collecting:
- Desp Date:
- Manifest Date:
- Number:
- Discrep: (dropdown menu is open showing: Waiting, Received OK, Damaged, Not Received, Wrong Size)
- Remarks:

On the right side, there are two buttons: 'OK' (with a blue checkmark icon) and 'Cancel' (with a red X icon). At the bottom left of the dialog box, the text 'Status will be Changed' is displayed.

Straight away you must select the type of discrepancy you require, either **Received OK**, **Damaged**, **Not Received** or **Wrong Size**. If the discrepancy is a **Wrong Size** then you will be prompted for the correct Pallet type and dimensions.

Notes

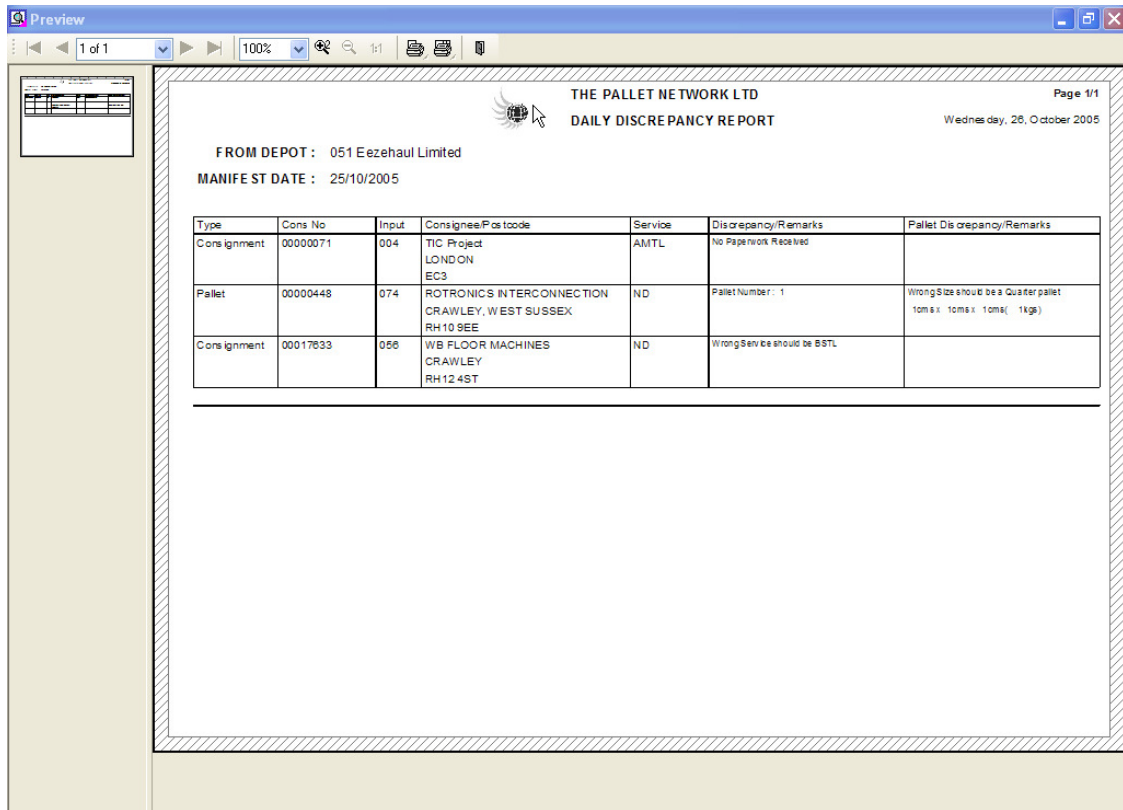
From the **Enter Discrepancies** screen, press the **Notes** button. A window will be opened like the one below, prompting for information.



Here you would enter information on the discrepancies that will help the hub handle complex discrepancies. For instance “**The Pallets that are reported as Damaged, were Damaged due to poor stacking!**”


Print

From the **Enter Discrepancies** screen, press the **Print** button. A window will be opened like the one below, from where you can print the contents of this preview.



Upload

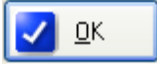


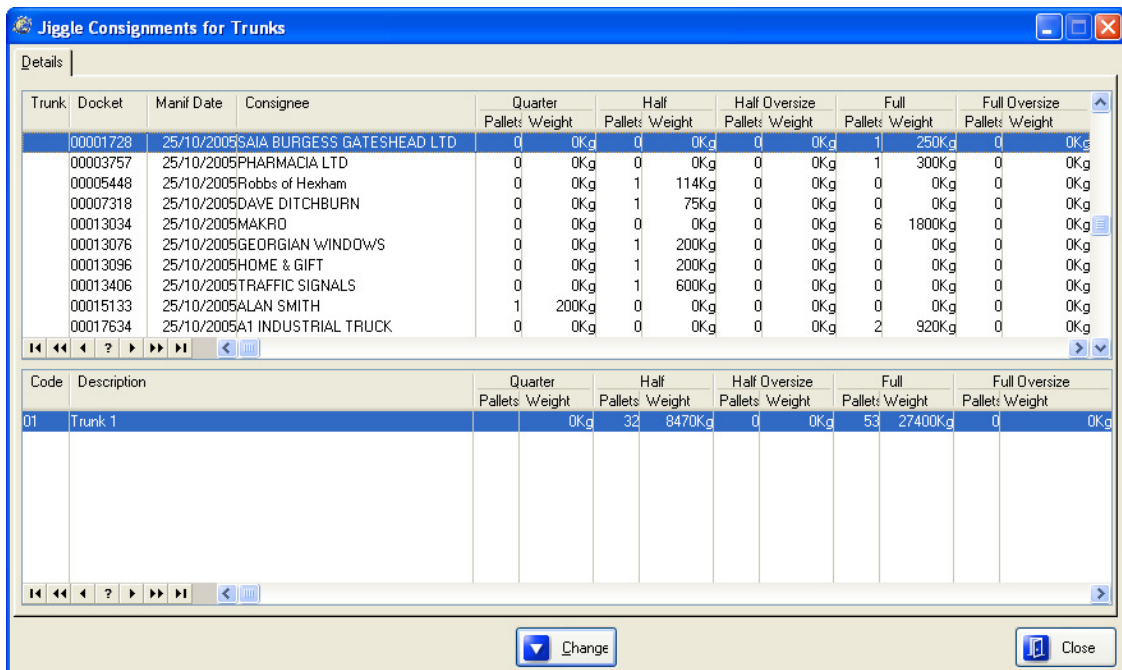
From the **Enter Discrepancies** screen, press the  button. The system will then upload the discrepancies to the FTP site. After the upload has completed with no errors, you will not be able to enter discrepancies for this date or upload again, although you will still be able to print or view the details.

Jiggle Trunks


This menu item, allows you to move consignments for a manifest date around the trunks that you have setup. The initial window will look something like below.



Simply enter the manifest date and by pressing the  button will display a window like below.

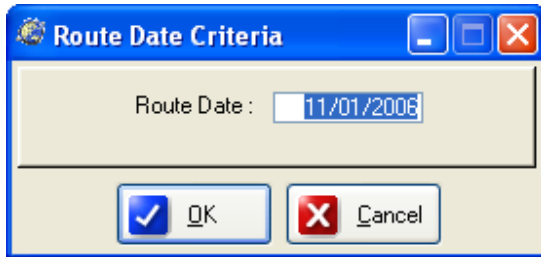


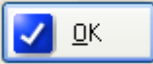
As you can see the top list box, shows all the consignments for the manifest date and the

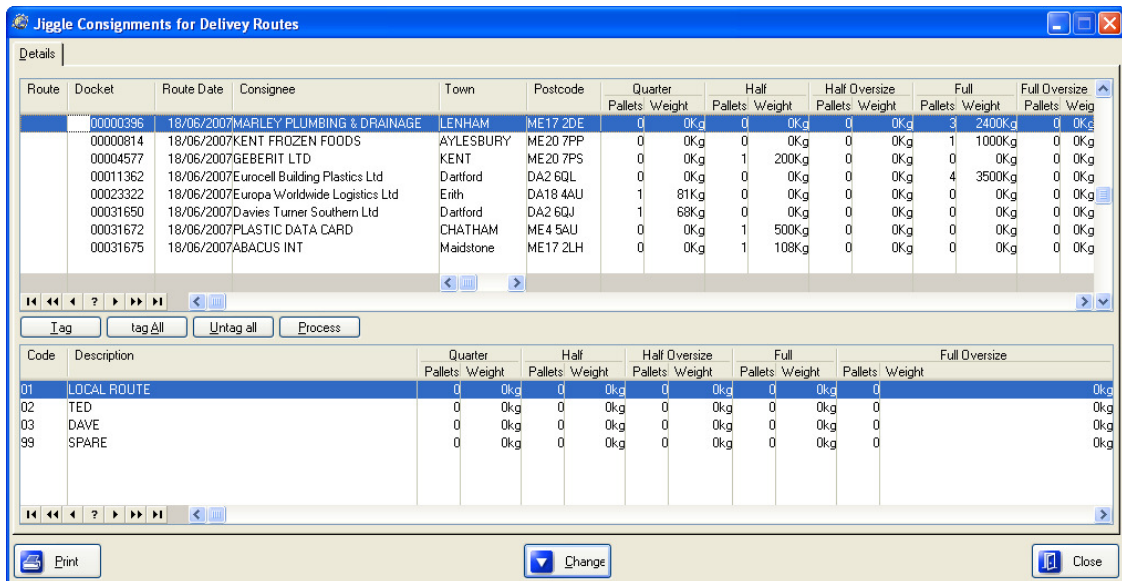
bottom shows the statistics per trunk. By pressing the  button you will be allowed to change the trunk code for the highlighted consignment.

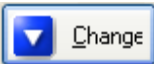
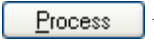
Jiggle Routes

This menu item, allows you to move consignments for a route date around the routes that you have setup. The initial window will look something like below.



Simply enter the route date and by pressing the  button will display a window like below.



As you can see the top list box, shows all the consignments for the route date and the bottom shows the statistics per route. By pressing the  button you will be allowed to change the route code for the highlighted consignment. Or you can change the route for several consignments at the same time, by **Tagging** the ones required in the top list and by pressing the  button, you will be asked which route to assign the tag consignments to.

You can also sort the consignments in the top list into delivery postcode order, by clicking on the header column marked Postcode, see screenshot below.

Jiggle Consignments for Delivery Routes


Details

Route	Docket	Route Date	Consignee	Town	Postcode	Quarter		Half		Half Oversize		Full		Full Oversize	
						Pallets	Weight	Pallets	Weight	Pallets	Weight	Pallets	Weight	Pallets	Weight
	00000396	18/06/2007	MARLEY PLUMBING & DRAINAGE	LENHAM	ME17 2LH	0	0Kg	0	0Kg	0	0Kg	3	2400Kg	0	0Kg
	00031675	18/06/2007	ABACUS INT	Maidstone	ME17 2LH	0	0Kg	1	108Kg	0	0Kg	0	0Kg	0	0Kg
	66010842	18/06/2007	ABACUS INT'L SHIPPING LTD	LENHAM	ME17 2LH	0	0Kg	1	96Kg	0	0Kg	0	0Kg	0	0Kg
	00050900	18/06/2007	TARKED MARLEY FLOORS	MAIDSTONE	ME17 2QK	0	0Kg	1	500Kg	0	0Kg	0	0Kg	0	0Kg
	21036651	18/06/2007	KENT COUNTY CDUNCIL	KENT	ME19 4QG	0	0Kg	1	70Kg	0	0Kg	0	0Kg	0	0Kg
	73023573	18/06/2007	WEST MALLIN CE JMM SCHOOL	KENT	ME19 6RL	0	0Kg	0	0Kg	0	0Kg	1	100Kg	0	0Kg
	11020001	18/06/2007	GRANT HANDLING	KENT	ME2 2AE	0	0Kg	1	250Kg	0	0Kg	0	0Kg	0	0Kg
	00064511	18/06/2007	MIRGIN ACTIVE	Rochester	ME2 2SS	1	100Kg	0	0Kg	0	0Kg	0	0Kg	0	0Kg

Code Description Quarter Pallets Weight Half Pallets Weight Half Oversize Pallets Weight Full Pallets Weight Full Oversize Pallets Weight

01	LOCAL ROUTE	0	0kg	0	0kg	0	0kg	0	0kg	0	0kg	0	0kg
02	TED	0	0kg	0	0kg	0	0kg	0	0kg	0	0kg	0	0kg
03	DAVE	0	0kg	0	0kg	0	0kg	0	0kg	0	0kg	0	0kg
99	SPARE	0	0kg	0	0kg	0	0kg	0	0kg	0	0kg	0	0kg

Print Change Close

In the bottom left corner of this window, you will see a  button, pressing this prints all the deliveries grouped together in main postcode order, so say for instance you deliver to ME and DA, the DA postcodes will print in order first, followed by the ME ones. An example is shown below.

Preview

1 of 4 200%

Daily Delivery List

Date : 18/06/2007 Postcode : DA

Docket Number	Consignee	Town	Postcode	Pallets		W
				Std	O/Size	
00050130	EXCO UK LIMITED PLEASE SIGN & RETURN CUST P/W	DARTFORD	DA1 1JS	1	0	
85004807	DUREY CASTINGS Please sign & return COP 01322 272424	DARTFORD	DA1 1PU	2	0	
84003767	United Refrigeration	Dartford	DA1 4BZ	2	0	
41978871	Chingford Fruit Ltd pls sign & rtn customer p/work 01782 510111	Kent	DA1 4QP	2	0	
51066595	GLAXO GROUP 01276 403 400	Dartford	DA1 5AH	1	0	
74060472	CAFE DU MONDE 01322 284804	DARTFORD	DA1 5BS	1	0	
73023581	THE CAKE BAKE CO SIGN&RETURN COPY OF CUST NOTE	SWANSCOMBE	DA10 0LL	1	0	
43121284	TILE MAGIC 14/06	NORTHFLEET	DA11 8HJ	1	0	
21036614	ACCURATE ROOFING SUPP Please RTN Cust P/Work.(67040)	KENT	DA12 2PS	0	1	
79028126	MACKAY BOWLEY INTERNA	KENT	DA12 2PT	1	0	
35081515	EA & H SANDFORD LIFTING	GRAVESEND	DA12 2RY	1	0	
00055443	ANGELLA JACKSON 01474 332 369	Gravesend	DA12 5JD	1	0	

The bottom list shows the totals for each route like below.

Code	Description	Quarter		Half		Half Oversize		Full		Full Oversize	
		Pallets	Weight	Pallets	Weight	Pallets	Weight	Pallets	Weight	Pallets	Weight
01	LOCAL ROUTE	0	0kg	5	1024kg	0	0kg	4	2500kg	0	0kg
02	TED	0	0kg	7	3015kg	0	0kg	7	5765kg	0	0kg
03	DAVE	0	0kg	0	0kg	0	0kg	0	0kg	0	0kg
99	SPARE	0	0kg	0	0kg	0	0kg	0	0kg	0	0kg

What you can do is highlight one of the routes and by double clicking on it, you will be shown a screen like the following.

Docket	Consignee	Postcode	Service	Pallets	Weight	Seq	Man Date	Docket	Consignee	Postcode
00031672	PLASTIC DATA CARD	ME4 5AU	NDTL	1	500					
00051543	PALMER HARVEY	ME6 5GP	AMTL	4	2000					
15005783	HOMEBASE LIMITED (051)	ME5 9SQ	EC	2	1664					
29071567	BRETT LANDSCAPING	ME3 7SZ	ND	2	2283					
29071568	Smurfit Townsend Hook Ltd	ME6 5AX	ND	1	225					
74060489	SOUTHERN FENCING	ME5 9UG	ND	1	290					
79028144	DHL GLOBAL MAIL AYLESFORD	ME20 7WZ	AMTL	2	1418					
81010202	DIY Trader	ME8 8GL	ND	1	400					

On the left hand side are the un-sorted deliveries and on the right are the sorted deliveries for that route and delivery date.

You can drag un-sorted deliveries from the left hand list to the right hand list, where you can manipulate the order they get delivered in by using the up and down icons underneath the right hand list.

Jiggle Order of Deliveries for route 02 for date 18/06/2007

Jiggle

Docket	Consignee	Postcode	Service	Pallets	Weight	Seq	Man Date	Docket	Consignee	Postcode
						001	15/06/2007	00031672	PLASTIC DATA CARD	ME4 5AU
						002	15/06/2007	00051543	PALMER HARVEY	ME6 5GP
						003	15/06/2007	15005783	HOMEBASE LIMITED (051)	ME5 9SQ
						004	15/06/2007	29071567	BRETT LANDSCAPING	ME3 7SZ
						005	15/06/2007	29071568	Smurfit Townsend Hook Ltd	ME6 5AX
						006	15/06/2007	74060489	SOUTHERN FENCING	ME5 9JG
						007	15/06/2007	79028144	DHL GLOBAL MAIL AYLESFORD	ME20 7WZ
						008	15/06/2007	81010202	DIY Trader	ME8 8GL

View

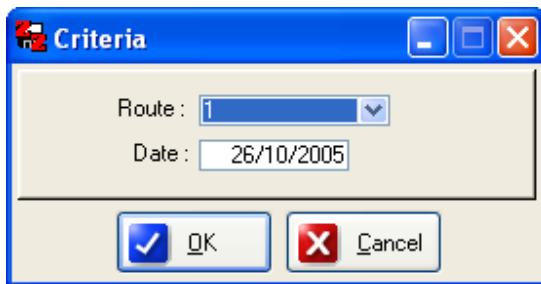
Close

Pods

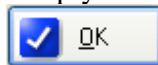
This sub menu contains two menu items and these are for inputting pods and scanning in pod images, these menu items are **by Route** and **by Docket**.

By Route

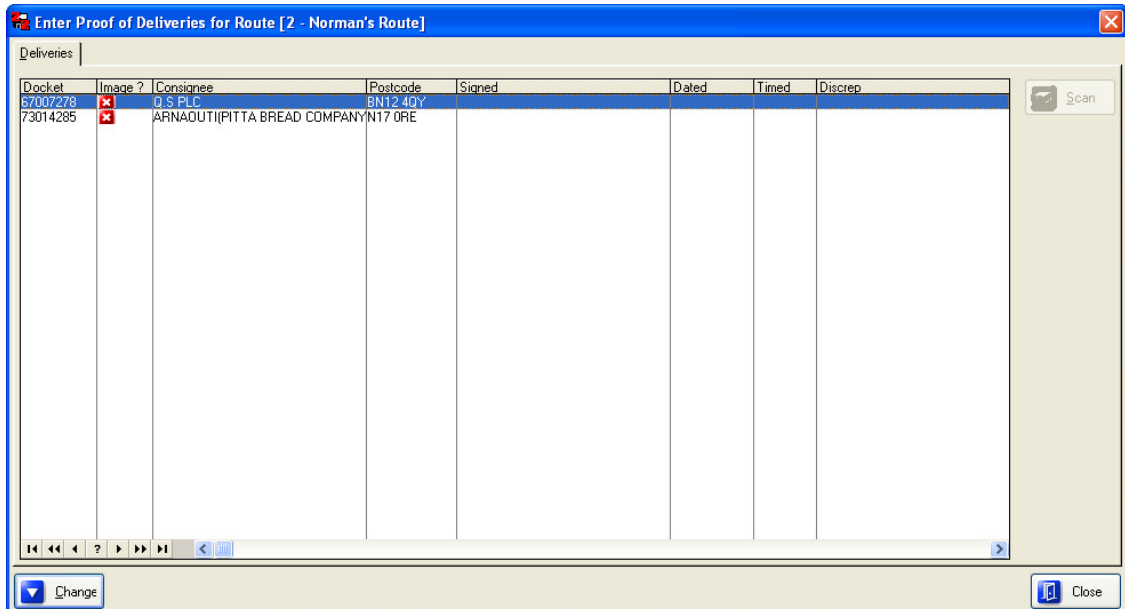
This is where you can enter pods for a complete route for a route date. If you have ticked **Bulk Scan** in the local parameters, then you may make use of a sheet-fed scanner to scan in pod images. The opening window will look something like below.



Simply select the route and the route date you wish to enter pods for, then by pressing the

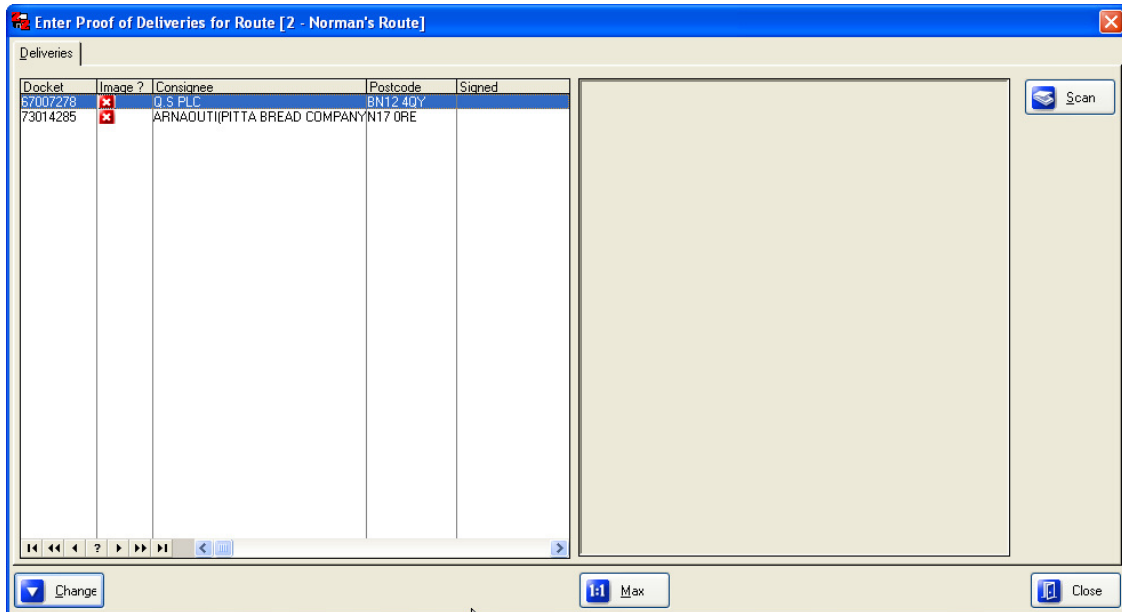


button, a window like the one below will be shown.




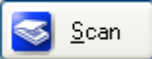
You can sort the deliveries in postcode order by clicking on the postcode header of the list.

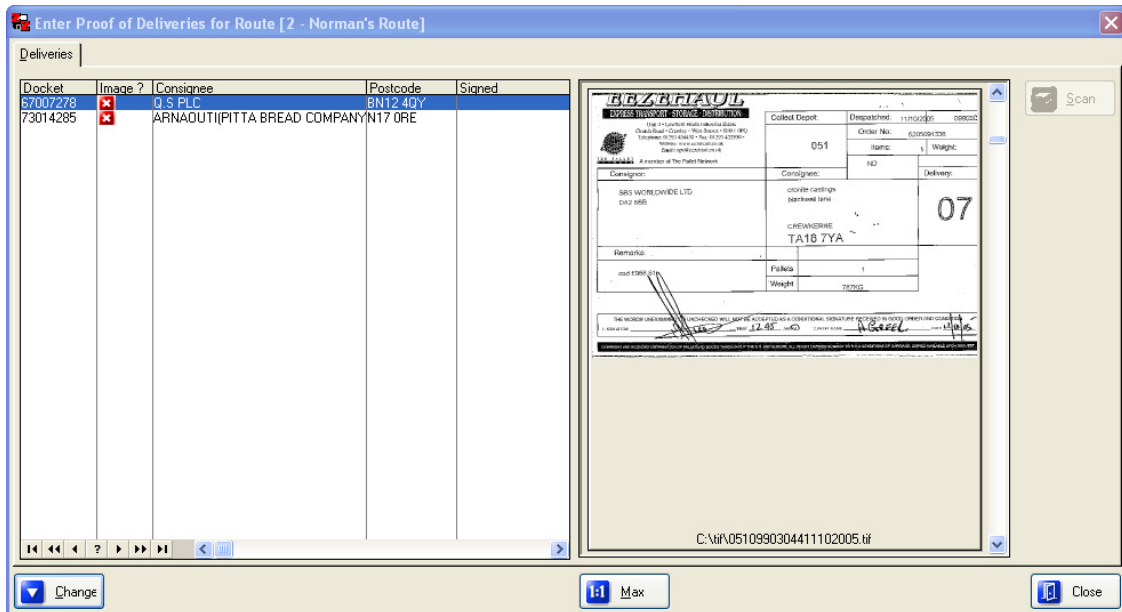
This window is shown if your computer has not got the **Bulk Scan** option ticked in the Local Parameters, if it has the below window will be shown.



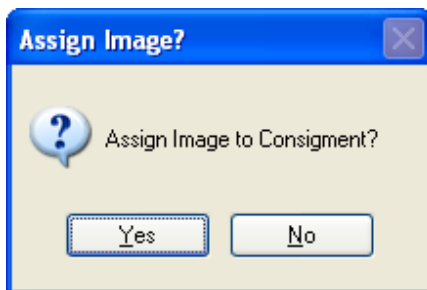
I will explain this window as it uses the same methods as the other window plus a few more.

On the left hand-side of the window, all the consignments that match the route and route date are shown in a scrollable list. The  button below this list, allows you to enter the pod details as well a scan in an image for the highlighted consignment.


The  button is for scanning in multiple pods using a sheet-fed scanner and then assigning the images to the corresponding consignments afterwards. I will now show the screen after some pods have been scanned in.

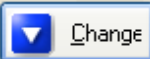


On the right hand-side of the window all of the pod images you have just scanned are shown in a scrollable list, simply highlight a consignment on the left hand-side and click on a pod image on the right hand-side. You will then be asked to assign the image to the consignment as below.



If you do, then the consignment on the left hand-side will have a tick placed in the **Image?** column and the current pod image will be removed from the list on the right hand-side.

The  **Max** button will show you the current image that is selecting in the right hand-side list in full screen mode.

The  **Change** button, allows you to enter the textual pod information for the highlighted consignment and as well as scan in a single pod image, the following window will be displayed.

POD Details will be Entered (67007278)

Details

Consignment Details

Docket : 67007278

Desp Date : 25/10/2005

Consignor : JASKO INDIA

Consignee : Q.S PLC

Address : WOODSWAY
GORING BUSINESS PARK
WORTHING

Postcode : BN12 4QY

Service : TIME

Pod Images

File Name

Scan

Max

OK

Cancel

POD Details will be Entered

Pod Details

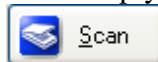
Signed : _____

Signed on : _____ Signed at : _____

Discrep : DELV delivered all ok

Remarks : _____

Here simply enter the textual pod details into the **Pod Details** area and by pressing the

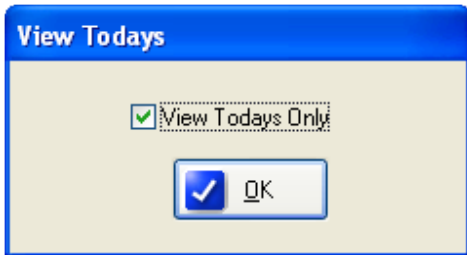


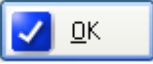
Scan

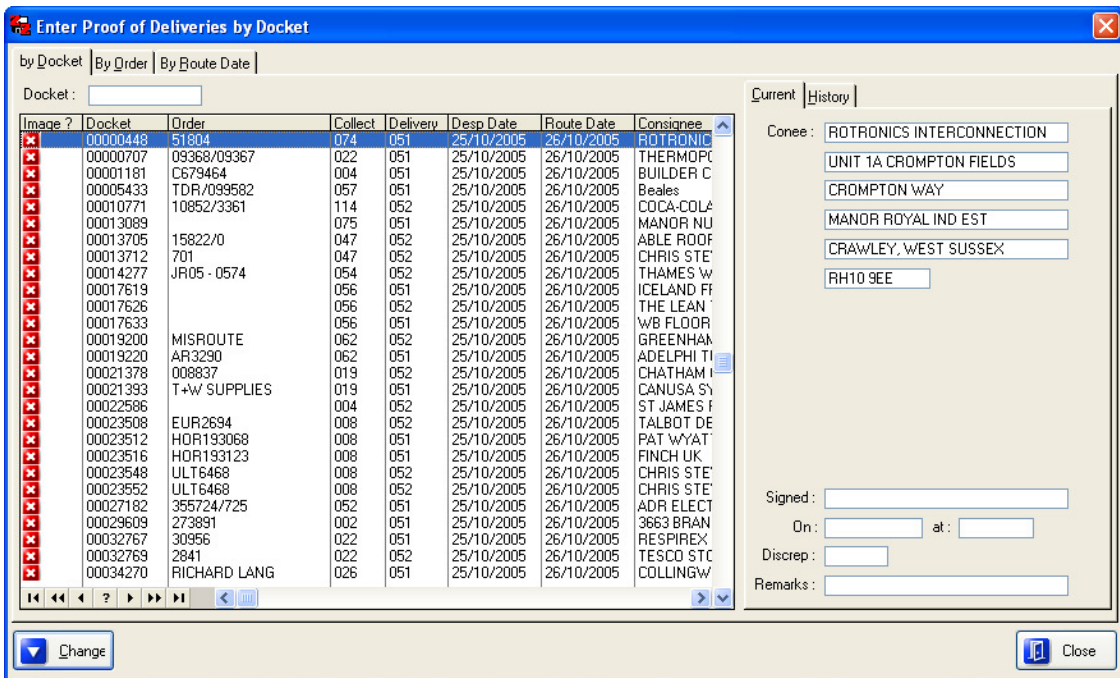
button, you can scan in a single pod image via the attached scanner.

By Docket

This is where you can enter pods for a consignment individually by viewing all consignments for today's route date or all consignments for any route date. The opening window will look something like below.




Simply decide whether to view just the consignments for today's route date for all consignments and by pressing the  button a window like the one shown below will be opened.



Here you can locate a consignment by Docket, Order Number or Route Date, by selecting the relevant tab. The right hand-side of the window shows the current pod details for the highlighted consignment as well as the pod history.



By pressing the  button you will be able to enter the pods details as well as scan in a pod image for the highlighted consignment. A window like the one below will be opened for you.

POD Details will be Entered (00000448)

Details

Consignment Details

Docket : 00000448

Desp Date : 25/10/2005

Consignor :

Consignee : ROTRONICS INTERCONNECTION

Address : UNIT 1A CROMPTON FIELDS
CROMPTON WAY
MANDR ROYAL IND EST
CRAWLEY, WEST SUSSEX

Postcode : RH10 9EE

Service : ND

Pod Images

File Name

Scan

Max

OK

Cancel

Pod Details

Signed :

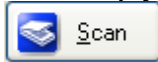
Signed on : Signed at :

Discrep : DELV delivered all ok

Remarks :

POD Details will be Entered

Here simply enter the textual pod details into the **Pod Details** area and by pressing the



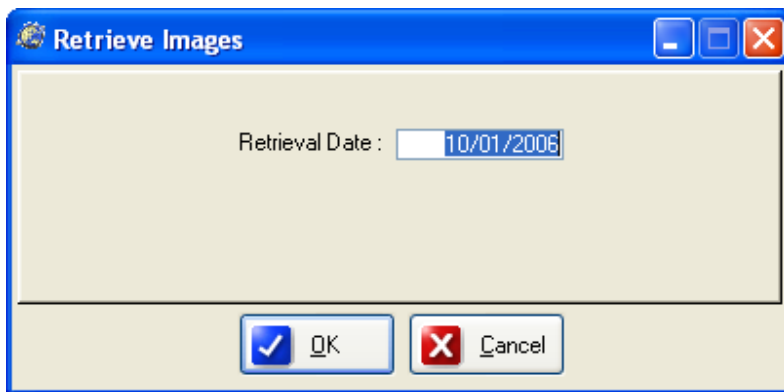
button, you can scan in a single pod image via the attached scanner.

Images

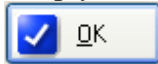
This sub menu contains three menu items and these are for sending/receiving just the pod images to the hub, these menu items are **Retrieve**, **Send** and **Email**.

Retrieve

This is where you can retrieve all the pod images scanned in for you by other depots from the hub FTP site. Images for your depot and sub depots will be retrieved for the date you specify. The initial window will look as below.



Simply enter the date you wish to retrieve the images for and by pressing the




button, all the pod images for your depot and sub depots that were scanned in on the date you entered will be retrieved.

Send

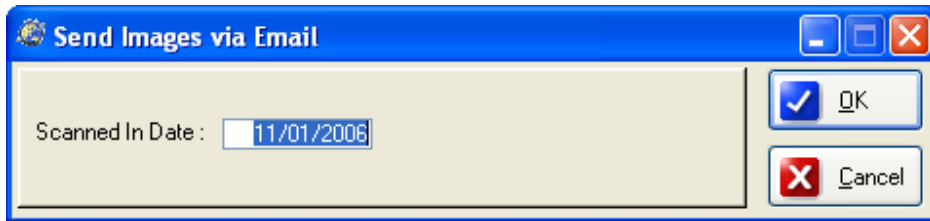
This is where you can send all the pod images that have been scanned in for the date you specify to the hub FTP site. Images will be sent for the date you specify. The initial window will look as below.

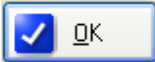


Simply enter the scanned date and by pressing the  button, those pod images will be uploaded to the hub's FTP site.

Email

This is where you can send all the pod images that have been scanned in for the date you specify to the hub's email address. Images will be sent for the date you specify. The initial window will look as below.



Simply enter the scanned date and by pressing the  button, those pod images will be emailed to the hub's email address in the form of a ZIP file.

Implant

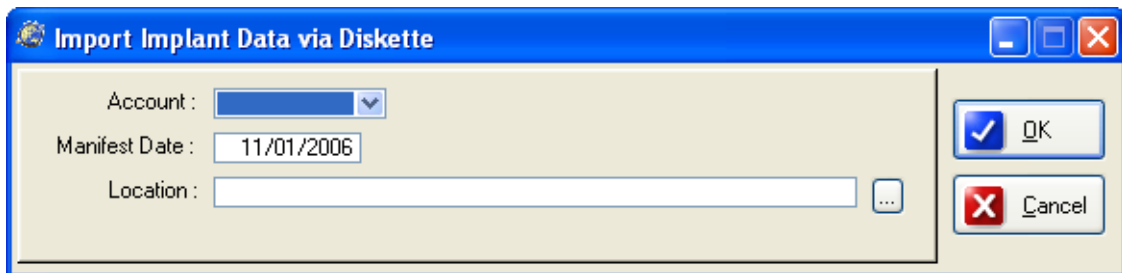
Within this sub menu there are two other sub menus called, **Diskette** and **FTP**. The **Diskette** sub menu contains the following menu items **Import** and **Export**. The **FTP** sub menu contains the following menu items **Import** and **Export**.


Diskette

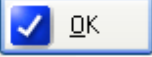
As mentioned this sub menu contains two menu options, these being **Import** and **Export**.

Import

This menu item allows you to import consignments from the **TPN Lite** system from a physical disk/diskette. The initial screen is shown below.



Firstly you would select from a drop list the account to import from (this list will contain all accounts that are setup to transfer via diskette only). Next you would enter the manifest date and select a drive/directory location the file is in by pressing the  button.

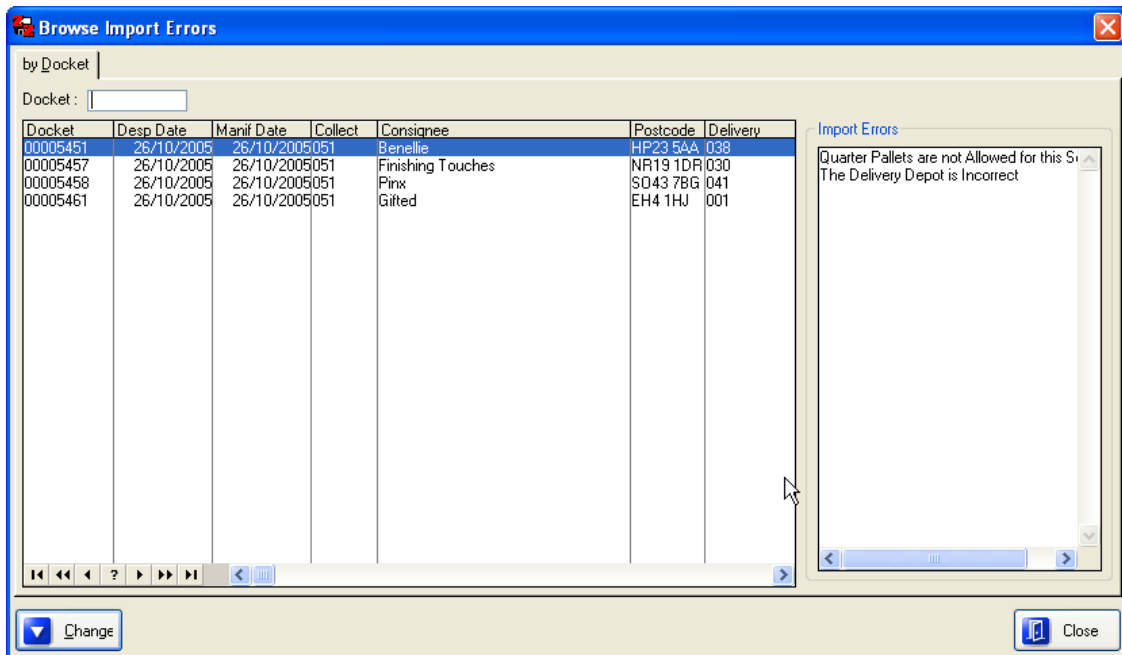
You would then press the  button which would then read in the TPN Lite file that matches the specifications you can entered.

If any of the consignments in the file match the below scenarios they will be brought up on screen as errors for you to amend them before they are allowed into the system.

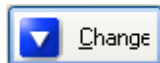
- The depot that the consignment is being sent to, does not match the depot it should do.
- The consignment is being sent via a service to a postcode that does not allow that service to be used.
- If a pallet size is being used on a service that does not allow it.
- If a pallet being sent is a zero weight or weighs more than it is allowed to.

- The Account for the consignment is not in your accounts file.

If any errors are logged then a window listing the consignments with errors is shown for you to amend those consignments and fix the errors. The window looks like the one below.



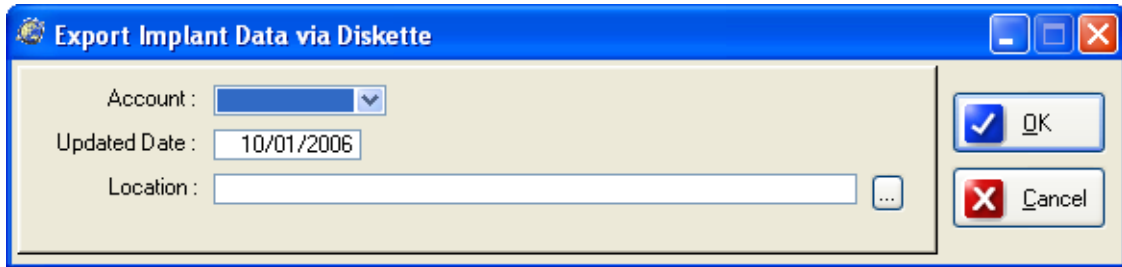
On the right hand-side of the window, the system shows you in text what has caused an error for the consignment highlighted on the left hand-side. Simply press the





button and you will be taken into the consignment entry screen and once you have fixed the errors then this consignment will be removed from the list.

Export

This menu item allows you to export pods and various setup files to the **TPN Lite** system to a physical disk/diskette. The initial screen is shown below.



Firstly you would select from a drop list the account to export to (this list will contain all accounts that are setup to transfer via diskette only). Next you would enter the updated date and select a drive/directory location the file is in by pressing the  button.

You would then press the  button which would then create a consignment file called **XXXXXXXX.TCYY** where **XXXXXXXX** is the account number that you selected and **YY** is the day number of the **Updated Date**. This file will contain all Pods for the customer, that were entered on the date that matches the **Updated Date**.

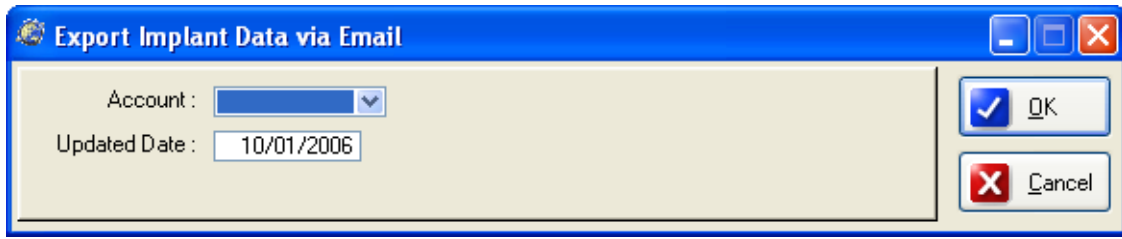
The other files that are created are:

- **INVALID.EXP** The invalid services file.
- **GAZ.EXP** The gazetteer file.
- **SERVICES.EXP** The services file.
- **DEPOTS.EXP** The depots file.

Email

Within this sub menu there is one sub menu called **Export**.

Export



Ftp

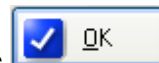
As mentioned this sub menu contains two menu options, these being **Import** and **Export**.

Import

This menu item allows you to import consignments from all the **TPN Lite** systems that you link to by Ftp. The initial screen is shown below.



Enter the **Manifest Date**, which is the current system date and press the



button which would perform the following.

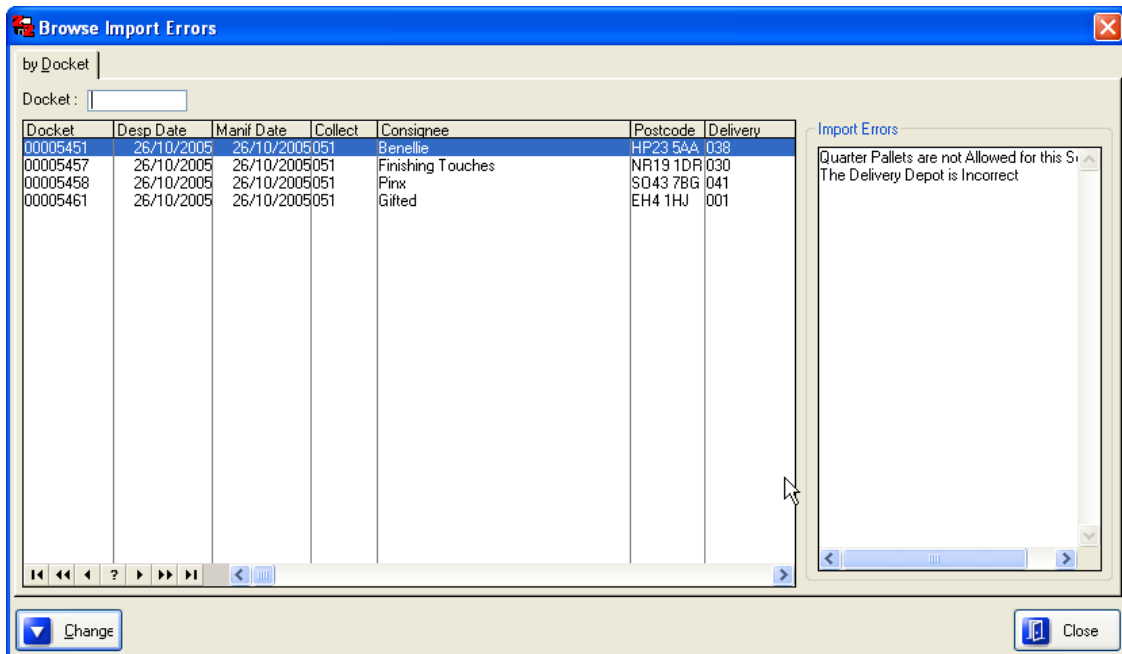
- Firstly the system connect to the local FTP server and changes into to the incoming directory.

- Loops through the customer file and the ones that are marked as **Implant Used** and the **Transfer Method** is set to **FTP** will have their consignment files downloaded and read in to the system.

If any of the consignments in the files match the below scenarios they will be brought up on screen as errors for you to amend them before they are allowed into the system.

- The depot that the consignment is being sent to, does not match the depot it should do.
- The consignment is being sent via a service to a postcode that does not allow that service to be used.
- If a pallet size is being used on a service that does not allow it.
- If a pallet being sent is a zero weight or weighs more than it is allowed to.
- The Account for the consignment is not in your accounts file.

If any errors are logged then a window listing the consignments with errors is shown for you to amend those consignments and fix the errors. The window looks like the one below.



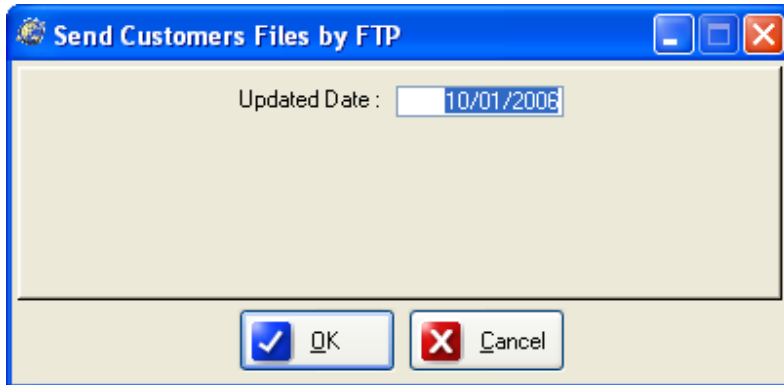
On the right hand-side of the window, the system shows you in text what has caused an error for the consignment highlighted on the left hand-side. Simply press the




button and you will be taken into the consignment entry screen and once you have fixed the errors then this consignment will be removed from the list.

Export

This menu item allows you to export pods to all the **TPN Lite** systems that you link to by Ftp. The initial screen is shown below.



Firstly you would enter the **Updated Date**, this is usually the last manifested date for example yesterdays date. Any by pressing the  button, the system perform the following.

- Firstly the system connect to the local FTP server and changes into to the outgoing directory.
- Loops through the customer file and the ones that are marked as **Implant Used** and the **Transfer Method** is set to **FTP** will have their consignment files uploaded.
- Invalid Services, Gazetteer, Services and Depot files are also uploaded for the clients using **TPN Lite** to download via their Day-start procedures.

External

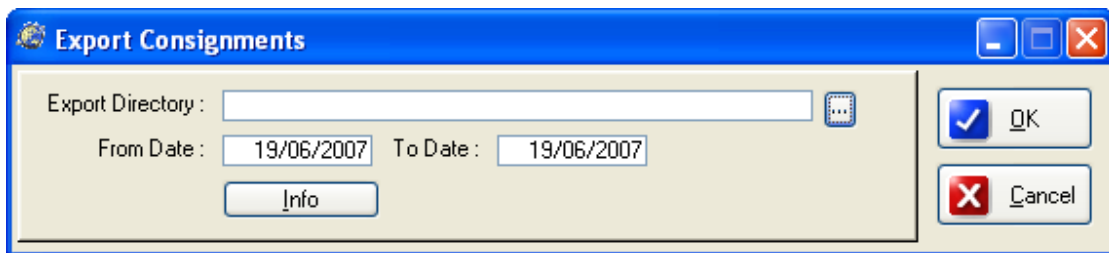
Within this sub menu there are two other sub menus called, and **Export** and **Import**. The **Export** sub menu contains the following menu item **Consignments**. The **Import** sub menu contains the following menu items **Consignments**, **Pods** and **Accounts**.

Export

This sub menu contains the files that can be exported to an external source.

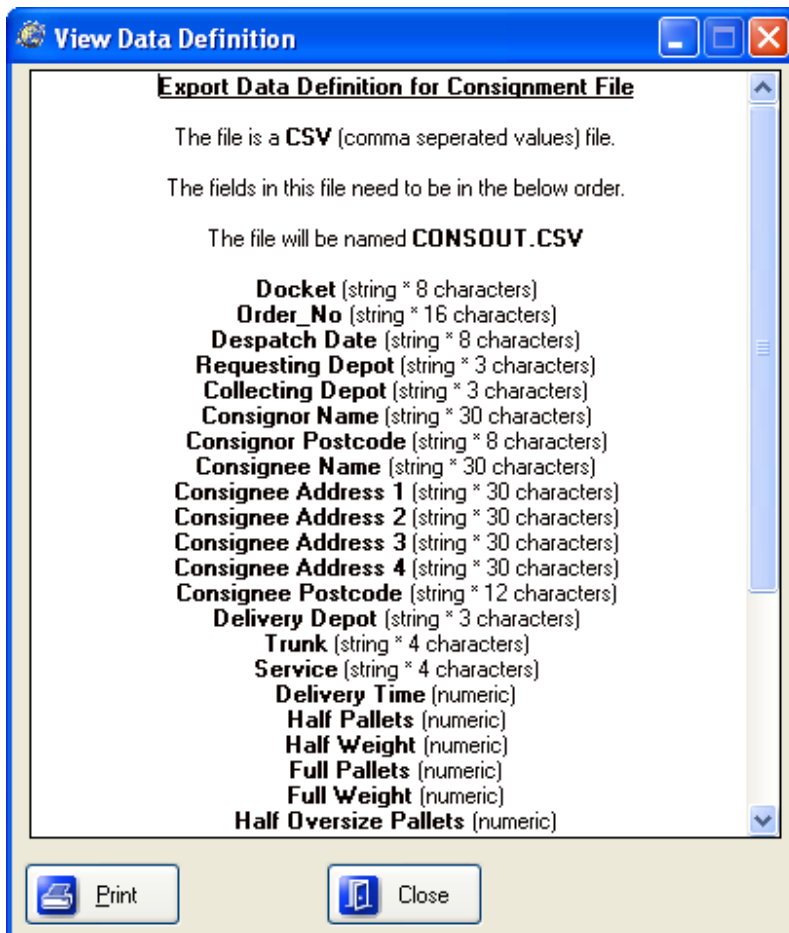
Consignments

This menu item, allows you to create a CSV export file of consignments for a manifest date, you could read this file into an external program to manipulate the data. The initial window will look as below.



You are prompted for a location to create the file, along with the start and end manifest dates of the consignments you wish to export. If you press the then the data format is shown in a window like the one below.

By pressing the then the export file will be created.

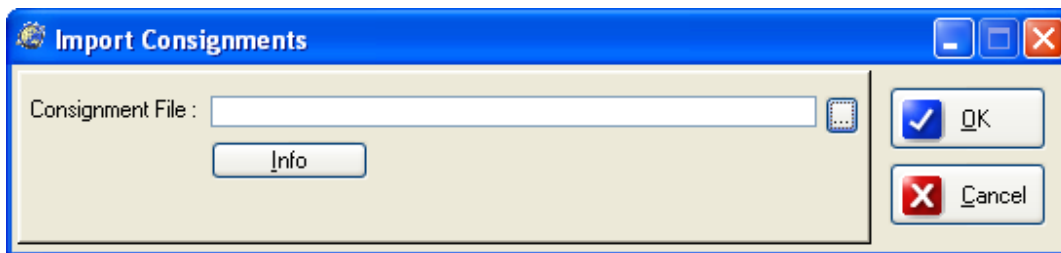




Import

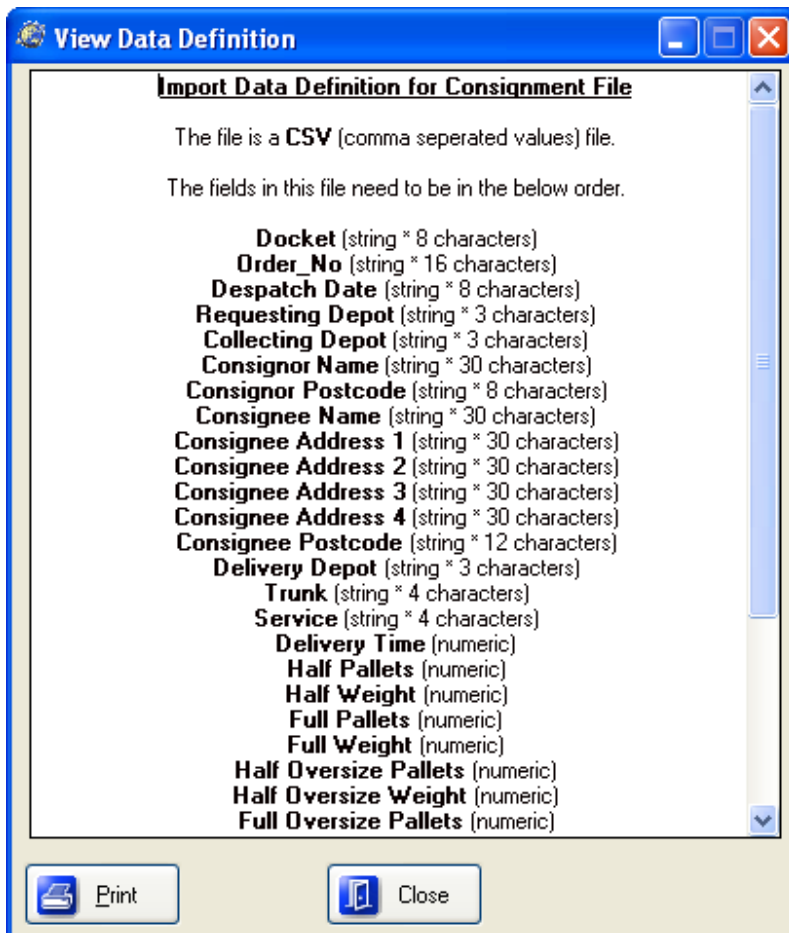
This sub menu contains menu items for importing files that can be imported from an external source.

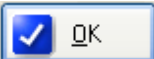
Consignments

This menu item will import a CSV file containing consignments, any errors will be shown allowing you to amend those consignments. The initial window looks as below.



Simply press the  button and select the file you wish to import, pressing the  button will display the window below detailing the fields that are required in the import file.



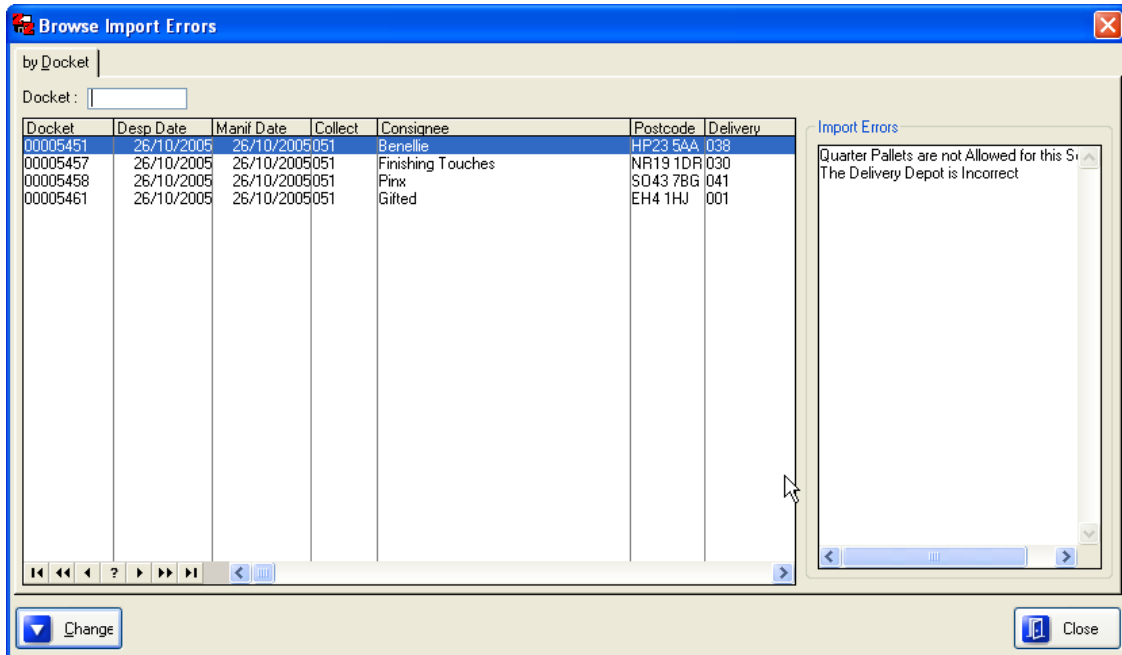
Pressing the  button from the previous window will import the file.

If any of the consignments in the files match the below scenarios they will be brought up on screen as errors for you to amend them before they are allowed into the system.

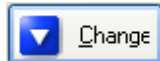
- The depot that the consignment is being sent to, does not match the depot it should do.
- The consignment is being sent via a service to a postcode that does not allow that service to be used.
- If a pallet size is being used on a service that does not allow it.
- If a pallet being sent is a zero weight or weighs more than it is allowed to.

- The Account for the consignment is not in your accounts file.

If any errors are logged then a window listing the consignments with errors is shown for you to amend those consignments and fix the errors. The window looks like the one below.



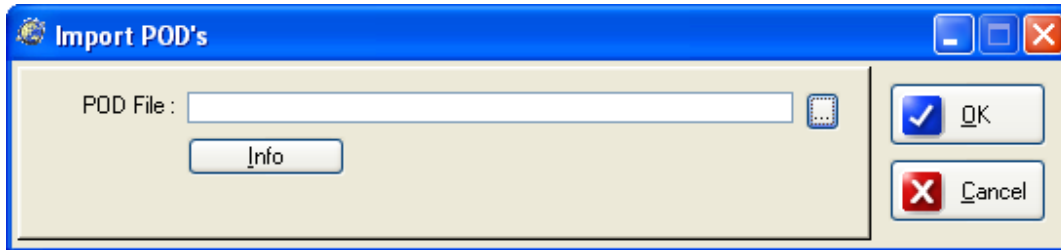
On the right hand-side of the window, the system shows you in text what has caused an error for the consignment highlighted on the left hand-side. Simply press the





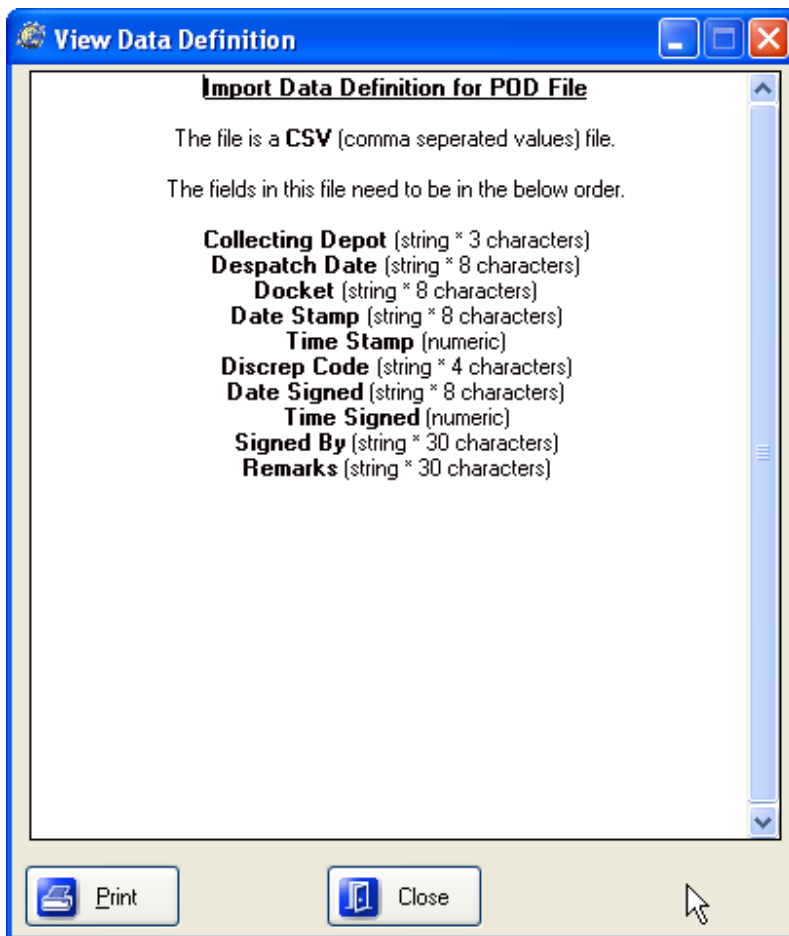
button and you will be taken into the consignment entry screen and once you have fixed the errors then this consignment will be removed from the list.

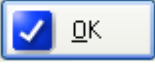
Pods

This menu item will import a CSV file containing pods. The initial window looks as below.



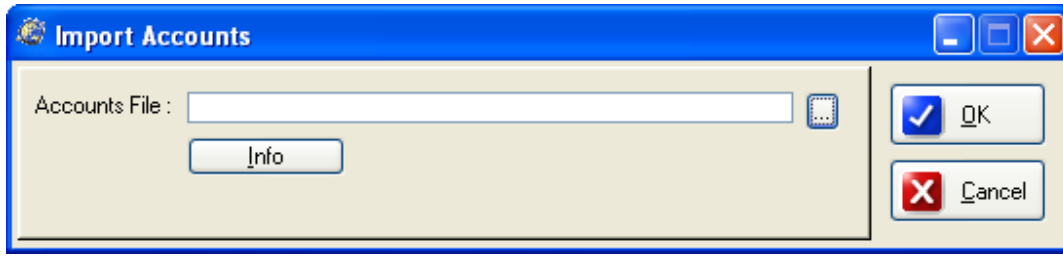
Simply press the  button and select the file you wish to import, pressing the  button will display the window below detailing the fields that are required in the import file.





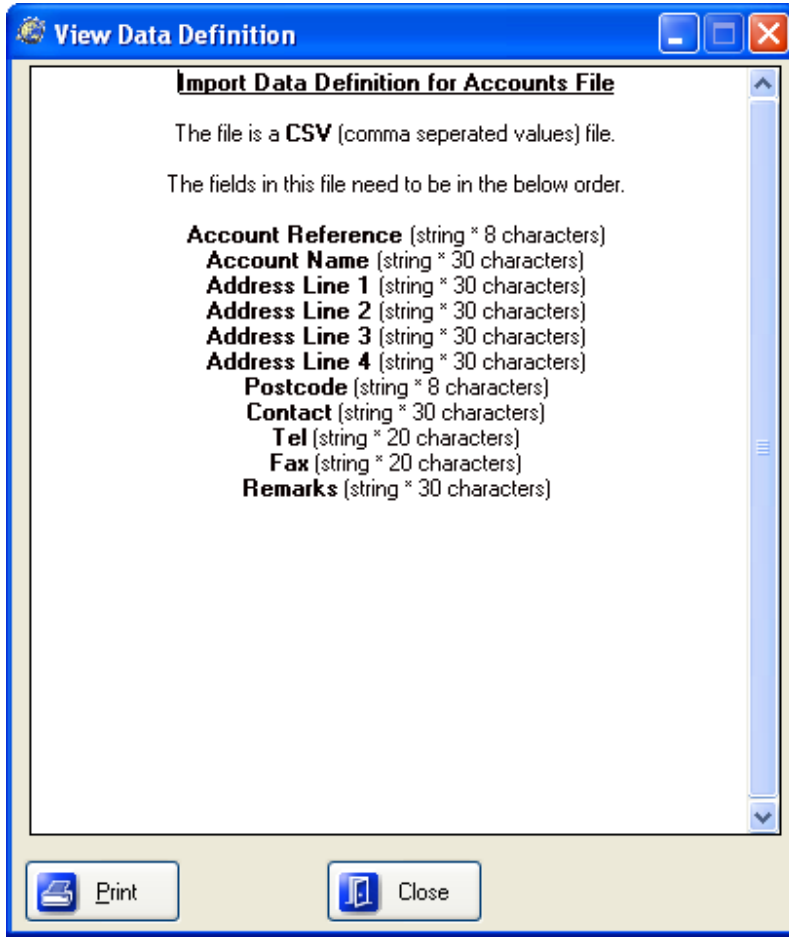
Pressing the  button from the previous window will import the file.

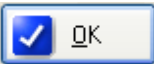
Accounts

This menu item will import a CSV file containing Accounts. The initial window looks as below.



Simply press the  button and select the file you wish to import, pressing the  button will display the window below detailing the fields that are required in the import file.




Pressing the  button from the previous window will import the file.

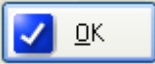
Sales Orders

This menu item will import a sales order file that one of your customers has sent you that you have setup in the assignments part of the customer window.



Firstly enter the account number of the customer, and if they have had assignments setup for them the system will let you proceed. Depending on whether you have set in the assignments this window will ask for trunk code and/or despatch date.

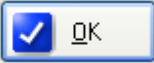
Now by pressing the  button, you may select the file that the customer has sent you. You may also specify whether to automatically print labels and/or notes for correctly imported orders.

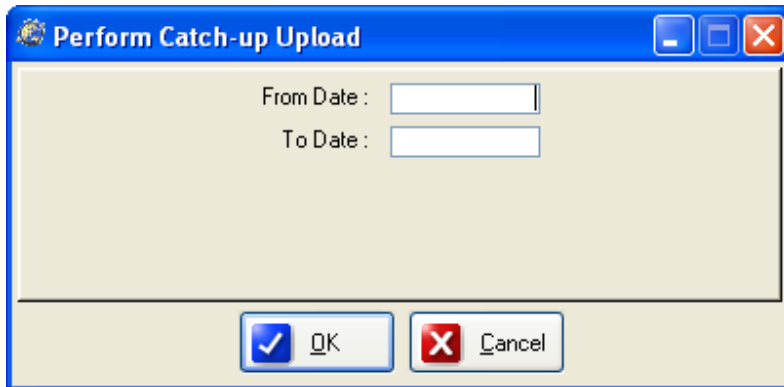
Pressing the  button will create new consignments based on the information in the file.

Catch-up

This submenu contains two menu items and these are **Send** and **Receive**, this menu items when used with the knowledge of the Hub staff, enable you to receive a block of day-start data from the hub, or send a block of day-end data to the hub.

Send

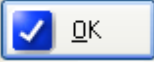
Here you would enter the from manifest date into the entry field **From Date** and the to manifest date into the entry field **To Date**, when you press the  button, the following happens.

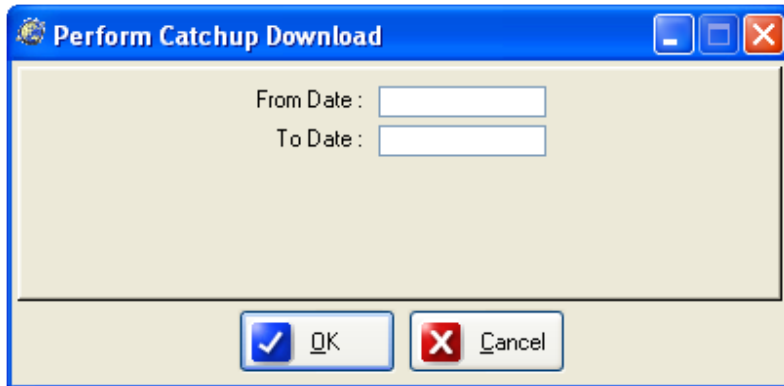


What happens during Send?

- Firstly the system connects to the Hub FTP server and changes into the outgoing ftp directory.
- Uploads all outgoing consignments where the manifest date of the consignments is in the range of dates you have entered. Consignments being sent to a sub depot, where that sub depot is allowed to be manifested to the hub in the parameters section are also uploaded. A file named **CNXXX.FD99** is created on the FTP server where **XXX** is your main depot code.
- Uploads all pods you have entered where the pod entry date is in the date range you have specified. A file named **PDXXX.FD99** is created on the FTP server where **XXX** is your main depot code.
- Changes into the images ftp directory.
- Uploads all the images that where the scanned date is in the range that you have specified.

Receive

Here you would enter the start manifest date into the entry field **From Date** and the end manifest date into the entry field **To Date**, when you press the  button, the following happens.



What happens during Receive?

- Firstly the system connects to the Hub FTP server and changes into the incoming ftp directory.
- Downloads a consignment file named **CNXXX.TD99** where **XXX** is your main depot number. This file contains all consignments where the manifest date of the consignments is in the range of dates you have entered.
- Downloads a consignment file named **CNXXX.TD99** where **XXX** is each sub depot number. This file contains all consignments where the manifest date of the consignments is in the range of dates you have entered.
- Downloads a pod file named **PDXXX.TD99** where **XXX** is your main depot number. This file contains all pods where the date entered of the pod is in the range of dates you have entered.
- Downloads a pod file named **PDXXX.TD99** where **XXX** is each sub depot number. This file contains all pods where the date entered of the pod is in the range of dates you have entered.
- Changes into the images ftp directory.
- Downloads all the images that where the scanned date is in the range that you have specified, for the main depot and sub depots you cover.

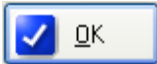
History

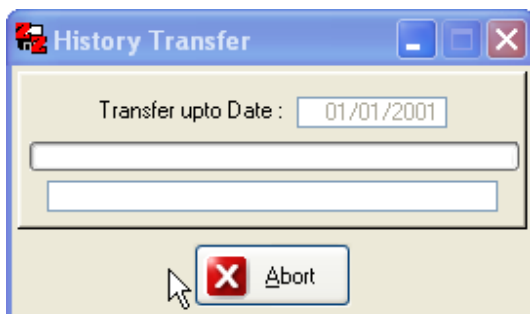
This sub menu has the following menu items, **Transfer** and **View**.

Transfer

This menu item is for the moving of records from the consignment file into the history file. The initial window is displayed below.

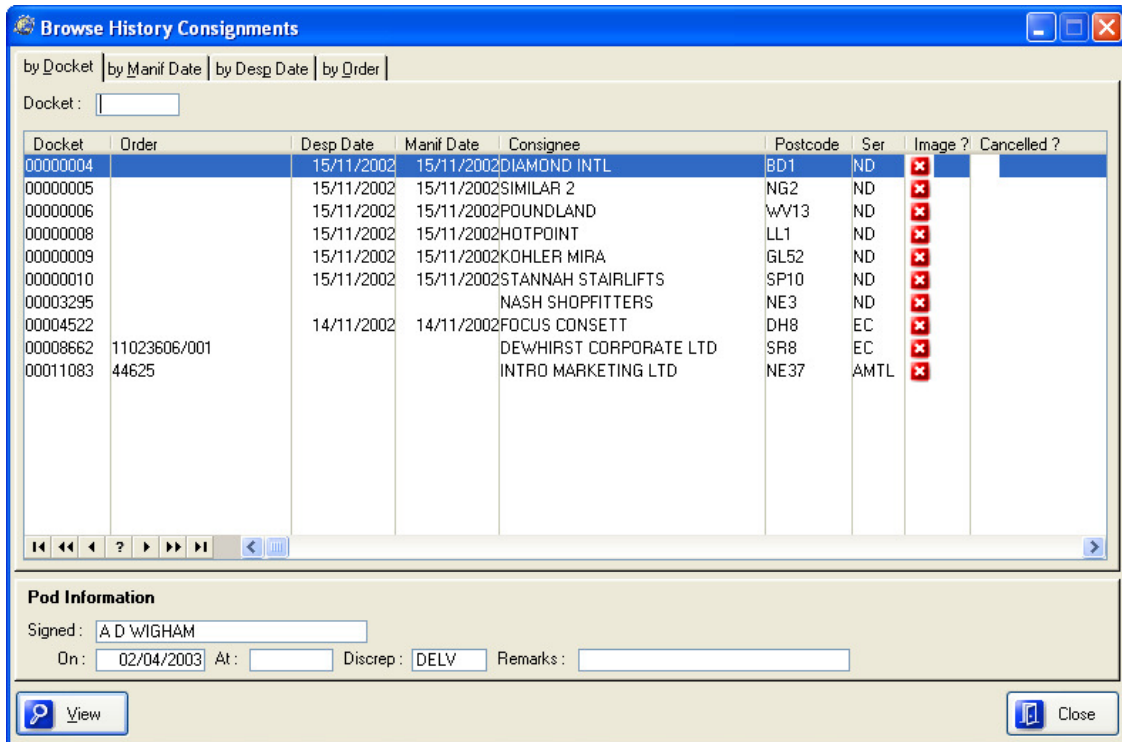


Simply enter the date you wish to transfer up-to and by pressing the  button, the window above changes into a progress window which is shown below, showing you the progress and giving you the ability to abort the process.



View


This menu item allows you to view the consignments that have been transferred into the history file, it's nearly a mirror image of maintaining the consignments, except you can only view the details not change them. The initial window looks like the one below.



You can view all the history consignments, in **Docket**, **Manifest Date**, **Despatch Date** or **Order Number** order and you can search on these orders by selecting the relevant tab.

As you can see below the list of history consignments, the system will show you the last pod entered for the currently highlighted history consignment.



Pressing the  button, allows you to view the complete record for the highlighted history consignment. (See below).

View History Consignment [00000004]

Main | Pod Details | Notes

Trunk: 01 Desp Date: 15/11/2002 Delivery: 006 Tel: 01422 348999

Docket: 00000004 Manif Date: 15/11/2002 Service: ND Next Day

Request: 006 Collect: 004

Order: _____

Deliver Date: _____ Time: _____

Daytime

Consignor Details

Account: _____

Consignor: TENCARTERPRESS

Postcode: SR5

Consignee Details

Postcode: BD1 <>

Consignee: DIAMOND INTL

Address: _____

Town: DEPOT 06

Pallets

Quarter:	0	Items	Weight:	0Kg
Half:	0	Items	Weight:	0Kg
Full:	2	Items	Weight:	2000Kg
Half O/S:	0	Items	Weight:	0Kg
Full O/S:	0	Items	Weight:	0Kg

Remarks: _____

Own Paperwork

Collection Ch/Rev: 0.00

Hub Charge: 0.00

Delivery Ch/Rev: 0.00

OK

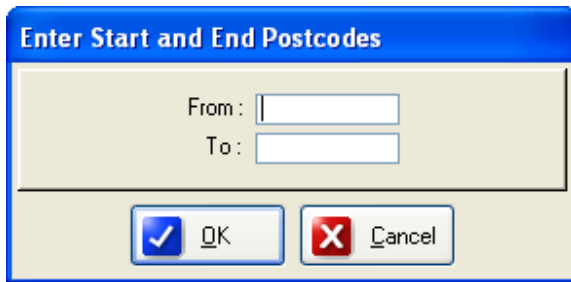
Cancel

View History Consignment

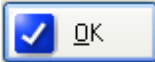
As I mentioned these screens are the same as when you enter a consignment, except on these screens you can not alter the information.

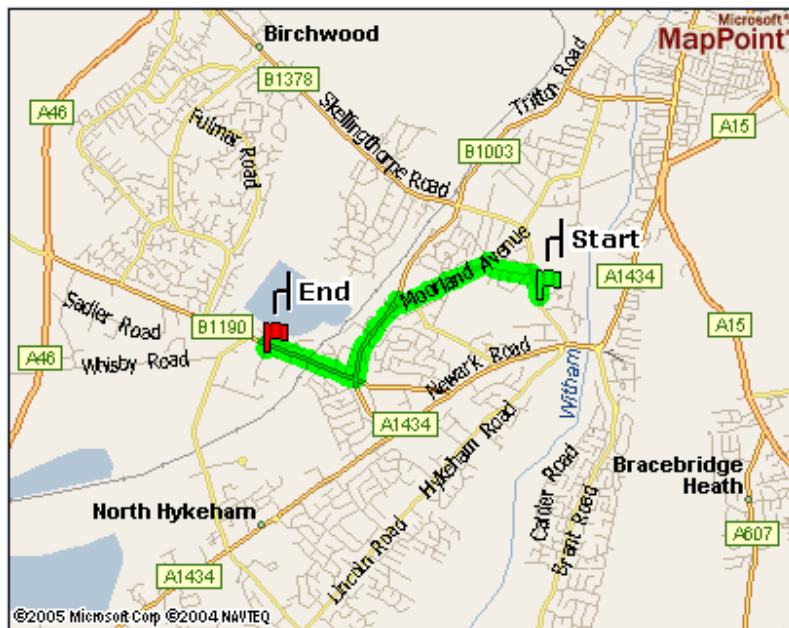
Directions

This menu item, allows you to enter a start and end postcode and the system will display an internet web page with the directions. The initial window looks like the one below.



The dialog box has a blue title bar with the text "Enter Start and End Postcodes". Below the title bar, there are two text input fields: "From:" and "To:". At the bottom of the dialog box, there are two buttons: "OK" with a blue checkmark icon and "Cancel" with a red X icon.

After you enter the start and end postcodes and then press the  button, the system will take you to a free mapping web site (hosted by Microsoft ©) and show you a map and directions for the postcodes you entered. An example map is shown below.



Chapter 5 – Reports/Enquiries Menu

The Reports/Enquires menu, is a built on a selection of menu items for Reports or Enquiries within the system.

The menu structure looks like the one shown below.

<u>Manifests</u>	Incoming Barcode Outgoing
<u>Notes</u>	Incoming Outgoing Customer
<u>Labels</u>	Outgoing Customer
Route Sheets <u>Customer</u>	Despatches Pods
Missing Not Delivered <u>Graphs</u>	Daily Monthly Yearly
Costs Revenue Pre-Alerts Outbound	

Manifests

This sub menu is for the various types of Manifest, the system can produce. There are three options on this sub menu and they are **Incoming**, **Barcode** and **Outgoing**.

Incoming

This menu item allows you the user to print out a manifest of incoming consignments. The initial window will look as below.



The screenshot shows a dialog box titled "Incoming Criteria". It has a blue title bar with standard window controls. The main area is light beige and contains the following fields and controls:

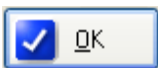
- "Manifest Date": A text box containing "18/06/2007".
- "Order": A dropdown menu currently showing "Docket No".
- "Include Decked Freight": A checkbox that is checked.
- "Local Only": A checkbox that is unchecked.
- At the bottom: Two buttons, "OK" (with a checkmark icon) and "Cancel" (with an X icon).

Simply enter the manifest date of the consignments manifested to your depot or sub depots and the order you wish the manifest to be printed in. Choices are **Docket No** and **Collecting Depot**, the default order is set in the **Parameters** section.

The following tick-boxes need some explanation;

Include Decked Freight Tick this box, if you wish to include any consignments that have been manifested to you where the despatch date is less than the manifest date, these consignments are brought over from the discrepancy system.

Local Only Tick this box, if you wish to only print the consignments you are delivering or one of your sub depots are delivering that you or one of your sub depots have collected.

Once you press the  button the following window is display from where you can print the manifest off etc.

Preview [Print] [Close]

1 of 11 100% 1:1

Incoming Manifest Page 1/11

Manifest Date : 27/10/2005 From Depot : 51 Ezecheul Limited

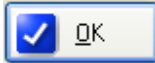
Docket	Consignor/Order	Consignee	Del. Dep	Service	Items	Weight
00029738	HUB	SEASPACE INT BRIGHTON ROAD	051	ND	Q H	
		BUTE FABRICS			F HQ	2 418
		HANDCROSS RH13			OS	
Remarks: Req Depot : 051 Coll Depot : 002						
00023613	SDL24774	IDTA	051	NDTL	Q	
	HUB	76 BENNETT RD			H	1 150
		SDL TROPHIES BRIGHTON			F HQ	
		E SUSSEX BN2			OS	
Remarks: Req Depot : 008 Coll Depot : 008						
00048610	FRIMCO	WEBB HIGHWAY SERVICES	051	TIME	Q	
	HUB	THE WOODLAND CTR		09:00 AM	H	
		F SWAIN & SCL		29/10/20	F	2 1000
		WHITEMITH BN8			HQ OS	
Remarks: TEL 07793 270387 Req Depot : 013 POD - PLS SIGN RNTCUST PPA, Coll Depot : 013						
00059122	25860	JMS JANITORIAL	051	EC	Q	
	HUB	UNIT 8			H	1 30
		MULTY ABRAS ASTRA BUS CENTRE			F	
		BONEHURST RD			HQ	
		SALFORD'S NR REDHILL RH1			OS	
Remarks: Req Depot : 014 Coll Depot : 014						
00059130	COLLECTION	DELUXE MEDIA SERVICES	051	ND	Q	
	HUB	C/O DEPOT 51 (DD HOME - BARRY)			H	1 600
		SOUTH WATER RH13			HQ OS	
Remarks: Req Depot : 051 Coll Depot : 014						

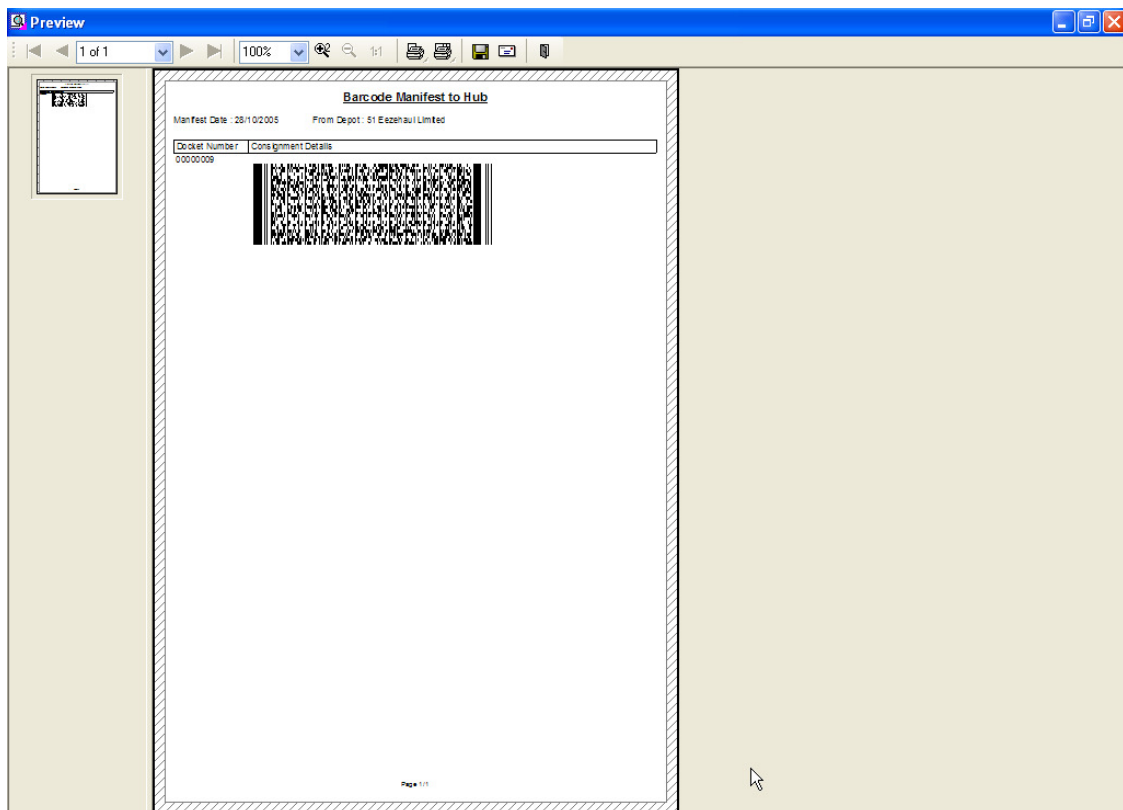
Barcode

This menu item allows you the user to print out a manifest of outgoing consignments but each consignment is printed as a PDF417 barcode. The initial window will look as below.



The screenshot shows a dialog box titled "Enter Manifest Date". It has a blue title bar with a close button (X) on the right. The main area contains a text input field labeled "Manifest Date:" with the date "28/10/2005" entered. Below the input field are two buttons: "OK" with a checkmark icon and "Cancel" with a red X icon.

Enter the outgoing manifest date and once you press the  button the following window is display from where you can print the manifest off etc.



The screenshot shows a "Preview" window displaying a "Barcode Manifest to Hub". The window has a blue title bar and a toolbar with various icons. The main content area shows the following information:

- Manifest Date : 28/10/2005
- From Depot: 51 Ezezehau Limited
- A table with two columns: "Docket Number" and "Consignment Details".
- Under "Docket Number", the value "0000009" is displayed.
- Under "Consignment Details", a large PDF417 barcode is shown.

At the bottom of the preview area, it says "Page 1/1".

This manifest is a solution for the future, where you can not upload the consignments to the hub due to ISP problems etc. You could fax the hub this manifest which in the future they will be able to use to manually enter your consignments.

Outgoing

This menu item allows you the user to print out a manifest of outgoing consignments from you or your sub depots. The initial window will look as below.

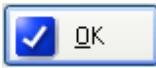


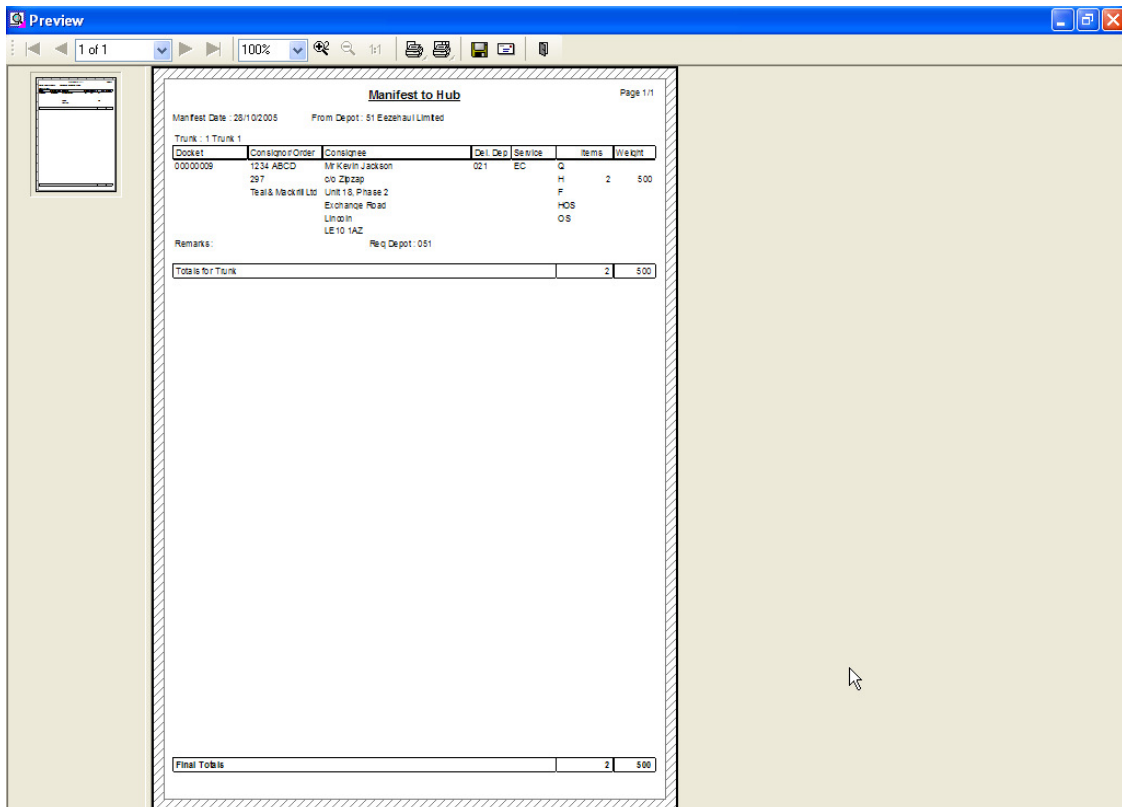
Enter Manifest Date

Manifest Date : 28/10/2005

OK Cancel

Simply enter the manifest date of the consignments manifested out to other depots.

Once you press the  button the following window is display from where you can print the manifest off etc.



Preview

Manifest to Hub Page 1/1

Manifest Date : 28/10/2005 From Depot : 51 Ezezehau Limited

Trunk : 1 Trunk 1

Docket	Consignor/Order	Consignee	Del. Dep	Service	Item	Weight
00000009	1234 ABCD	Mt Kevin Jackson	021	EC	Q	
	297	co Zibzap			H	2 500
	Teal & Mackinnon Ltd	Unit 10, Phase 2			F	
		Elmhurst Road			HOS	
		Lincoln			OS	
		LE10 1AZ				

Remarks: Req Depot: 051

Totals for Trunk					2	500
------------------	--	--	--	--	---	-----

Final Totals 2 500

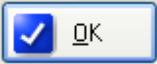
Notes

This sub menu is for printing TPN consignment notes, either **Incoming**, **Outgoing** or **Customer**.

Incoming

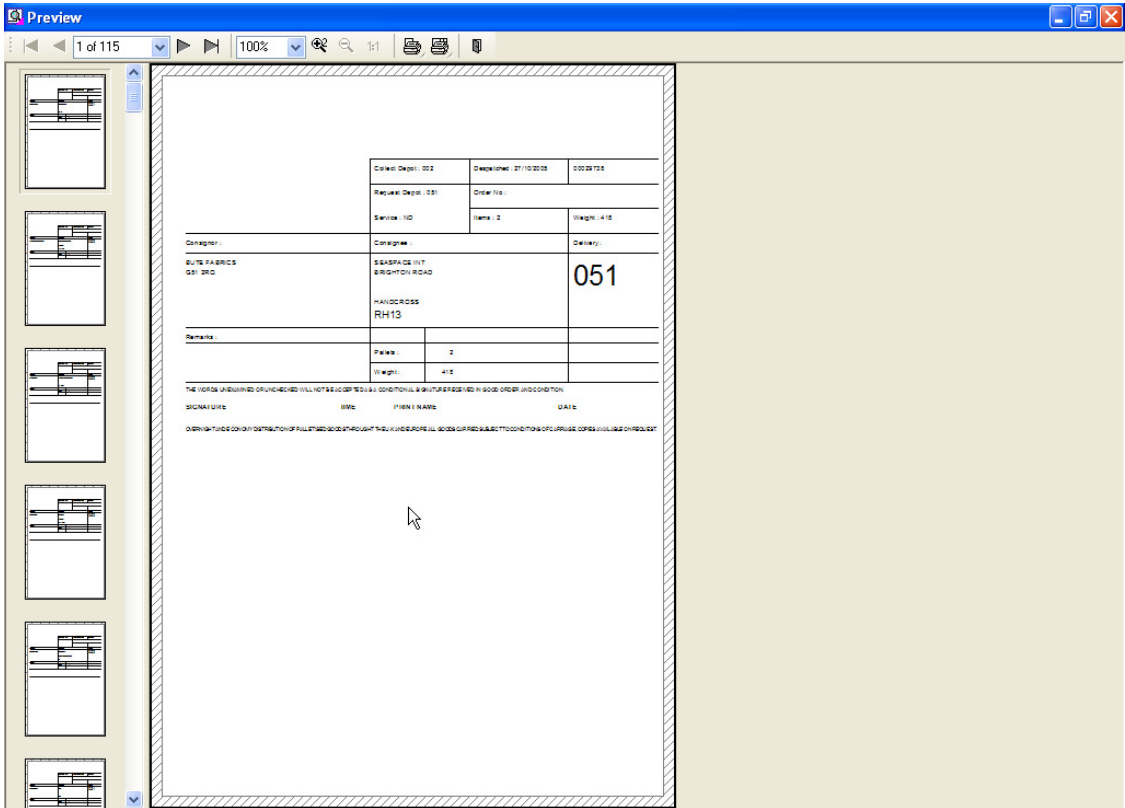
This menu item allows you the user to print out notes for all the incoming consignments for a specific manifest date. The initial window will look as below.



Simply enter the date the consignments were manifested to you or your sub depots by all of the other depots and by pressing the  button the notes will be previewed for you, from where you can print them off etc.

Local Only

Tick this box, if you wish to only print the consignments you are delivering or one of your sub depots are delivering that you or one of your sub depots have collected.



Outgoing

This menu item allows you the user to print out all the notes for outgoing consignments for a specific manifest date. The initial window will look as below.




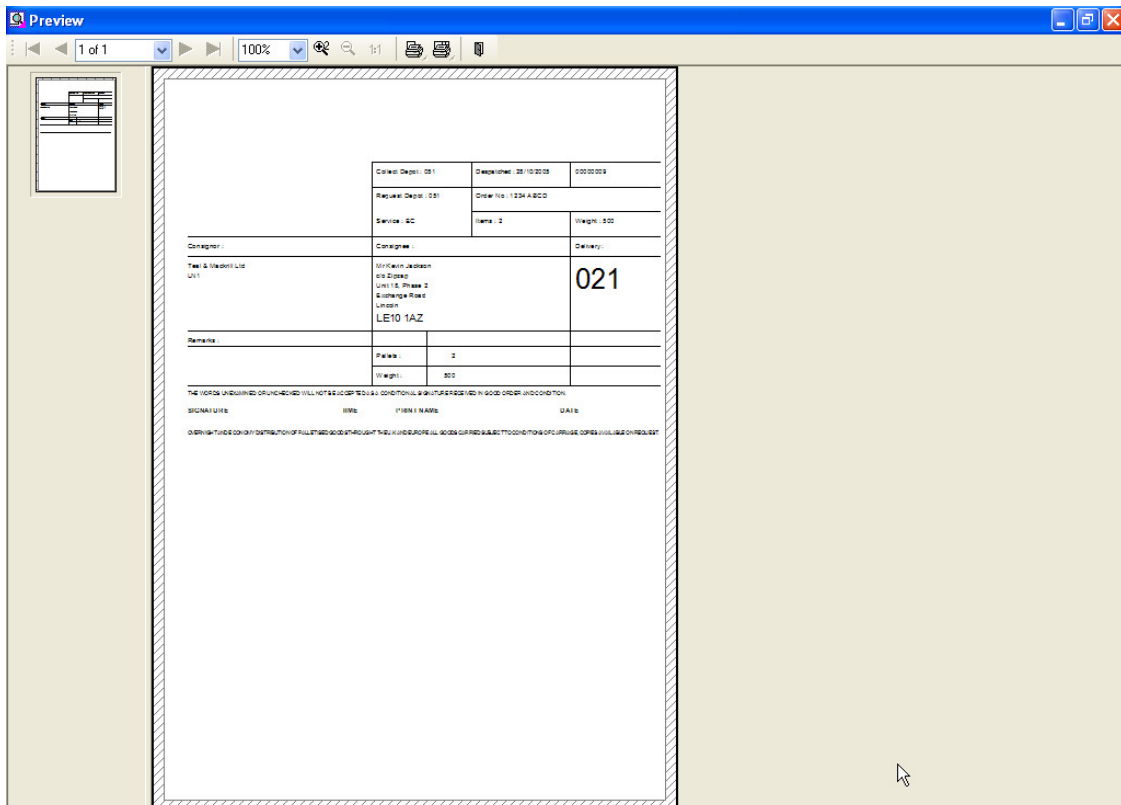
Print Outgoing Consignmen...

Manifest Date : 19/06/2007

Sort by Delivery Depot

OK Cancel

Simply enter the date the consignments were manifested and whether you wish to sort the notes in delivery depot order and by pressing the  button the notes will be previewed for you, from where you can print them off etc.



Preview

1 of 1 100%

Consigner:	Consignee:	Delivery:
Tea & Staples Ltd UK	Mr Colin Jackson c/o DORIS UNIT 16, PHASE 2 Exchange Road LONDON LE10 1AZ	021
Remarks:	Pallets: 2	
	Weight: 800	

THE FORM SHOWN IS UNCHECKED (ALL NOTES MUST BE CHECKED) & MUST BE PRESENTED IN GOOD ORDER AND CONDITION

SIGNATURE: _____ DATE: _____

PRINT NAME: _____

WEIGHT: _____

DATE: _____

Customer

This menu item allows you the user to print out all the notes for outgoing consignments for a specific manifest date and customer. The initial window will look as below.



Print Consignment Notes (Customer)

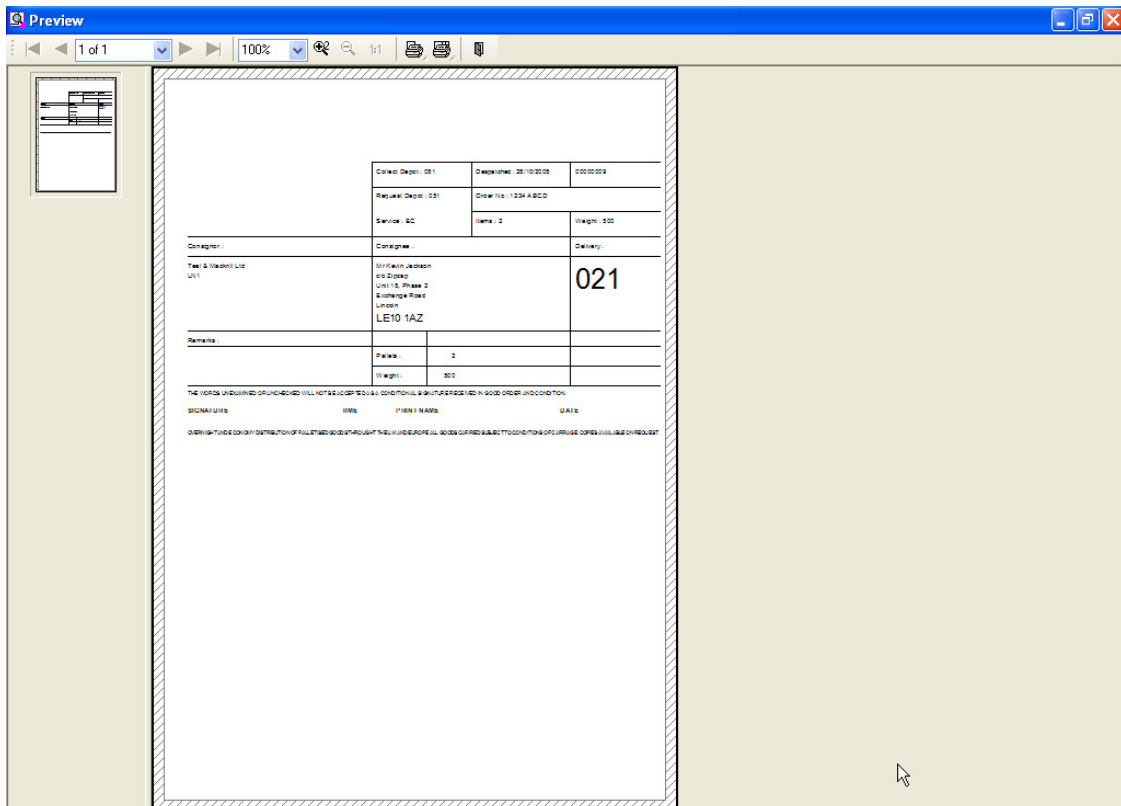
Account :

Manifest Date :

Sort by Delivery Depot

Firstly enter the account number of the account you wish to print notes for then enter the date the consignments were manifested and also if you wish the notes to be printed in

Delivery Depot order and by pressing the  button the notes will be previewed for you, from where you can print them off etc.



Preview

1 of 1 | 100% | [Icons]

Consigner:	Receiver:	Weight:
Service:	Items:	Weight:
Consigner:	Receiver:	Delivery:
021		
Remarks:	Items:	
	Weight:	

THE FORMS IN THIS WINDOW ARE UNCHANGED UNLESS NOTED OTHERWISE. ALL INFORMATION IS SUBJECT TO THE TERMS AND CONDITIONS OF THE SERVICE. PLEASE CONTACT US FOR MORE INFORMATION.

SIGNATURE: _____ DATE: _____

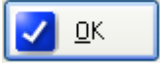
Labels

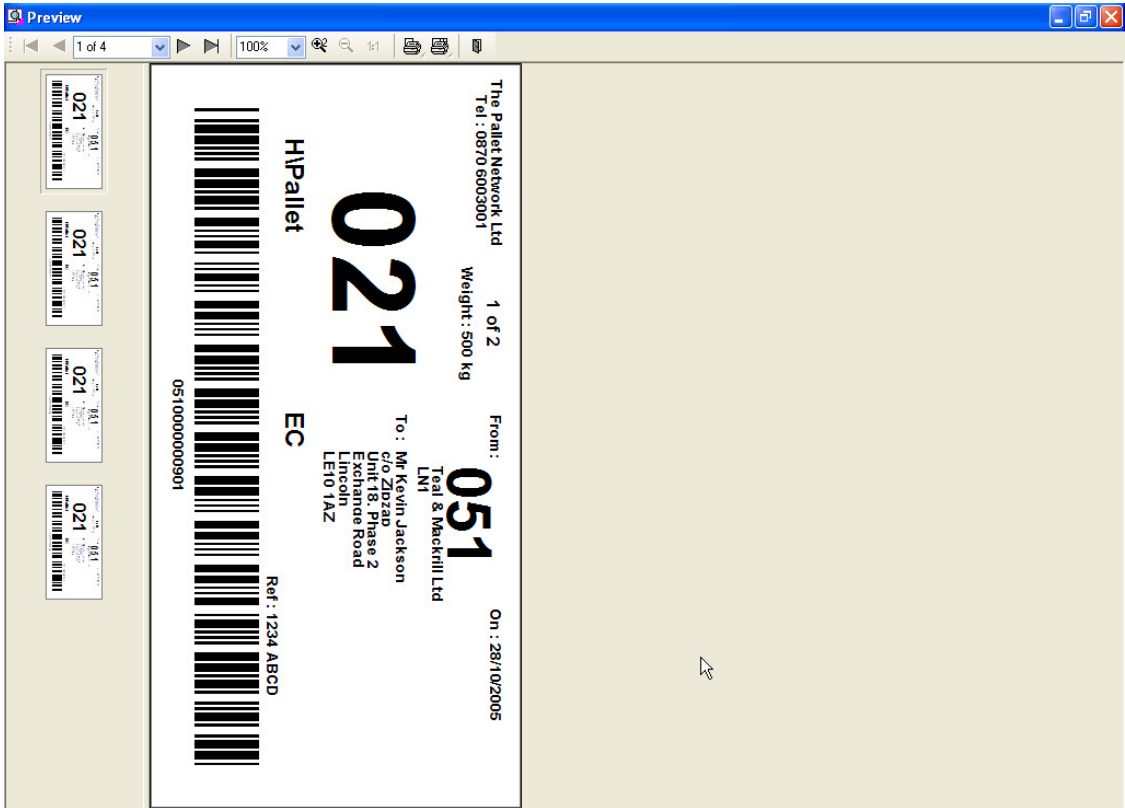
This sub menu is for printing TPN consignment labels, either **Outgoing** or **Customer**.

Outgoing

This menu item allows you the user to print out all the labels for outgoing consignments for a specific manifest date. The initial window will look as below.



Simply enter the date the consignments were manifested and by pressing the  button the labels will be previewed for you, from where you can print them off etc. The number of labels per pallet that are printed is set within the Parameters section.



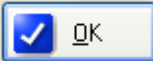
Customer

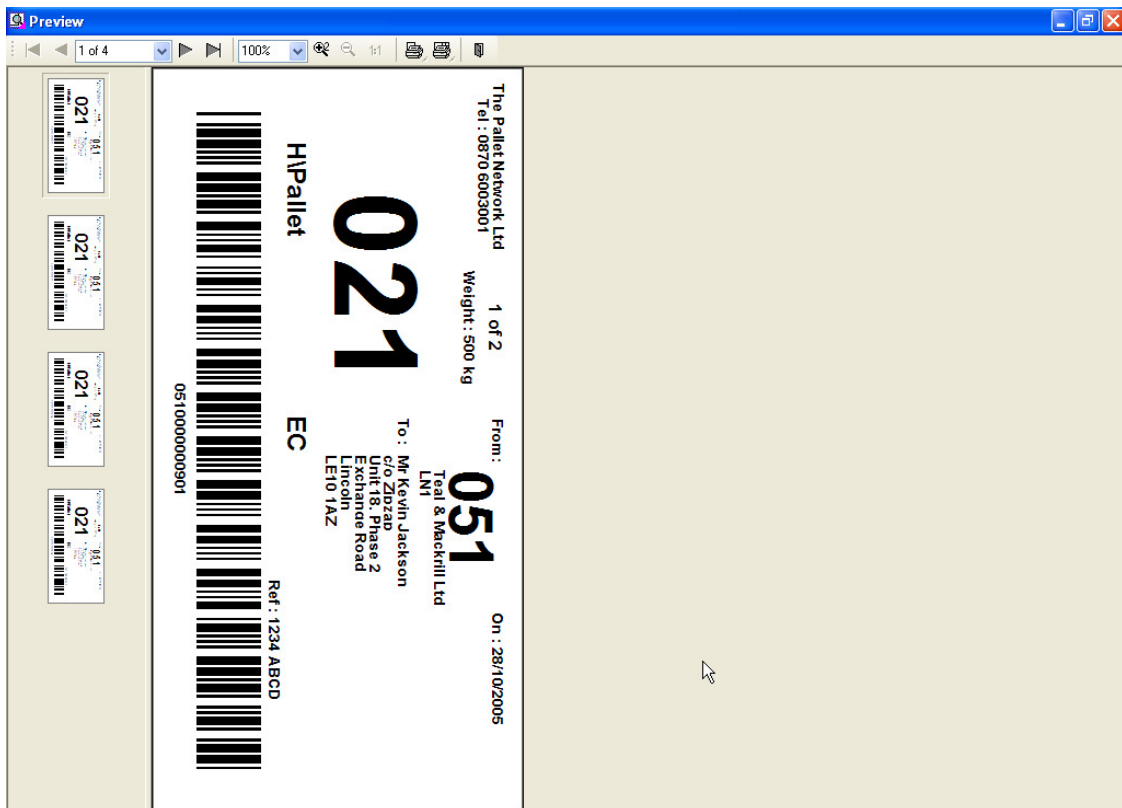
Outgoing

This menu item allows you the user to print out all the labels for outgoing consignments for a specific manifest date and for a specific customer. The initial window will look as below.



The dialog box has a blue title bar with the text "Print Outgoing Consignment Labels (Customer)". It contains two input fields: "Account:" followed by an empty text box, and "Manifest Date:" followed by a date field containing "17/01/2006". At the bottom, there are two buttons: "OK" with a checkmark icon and "Cancel" with a red X icon.

Firstly enter the account number of the account you wish to print labels for then enter the date the consignments were manifested and by pressing the  button the labels will be previewed for you, from where you can print them off etc.

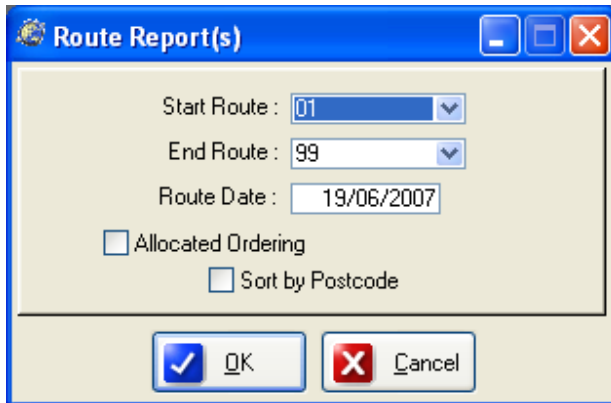


The preview window shows a pallet label with the following information:

- Top left: "1 of 4" and "100%"
- Top right: "The Pallet Network Ltd", "Tel : 0870 6003001", "1 of 2", "Weight : 500 kg", "From : 051", "On : 28/10/2005"
- Center: Large "021" with "HYPallet" above and "EC" below.
- Right side: "To : Mr Kevin Jackson", "c/o Zlozard", "Unit 18, Phase 2", "Exchange Road", "LE10 1AZ", "Total & Mackrill Ltd", "LNI", "Ref : 1234 ABCD"
- Bottom left: "051000000901" and a barcode.
- Left margin: Four small thumbnail images of the label.

Route Sheets

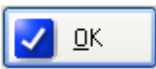
This menu item allows you the user to print out all the route sheets for incoming consignments for a specific route date. For this to work you would have completely setup the **Local Gazetteer** or used the **Jiggle Routes** routine. The initial window will look as below.

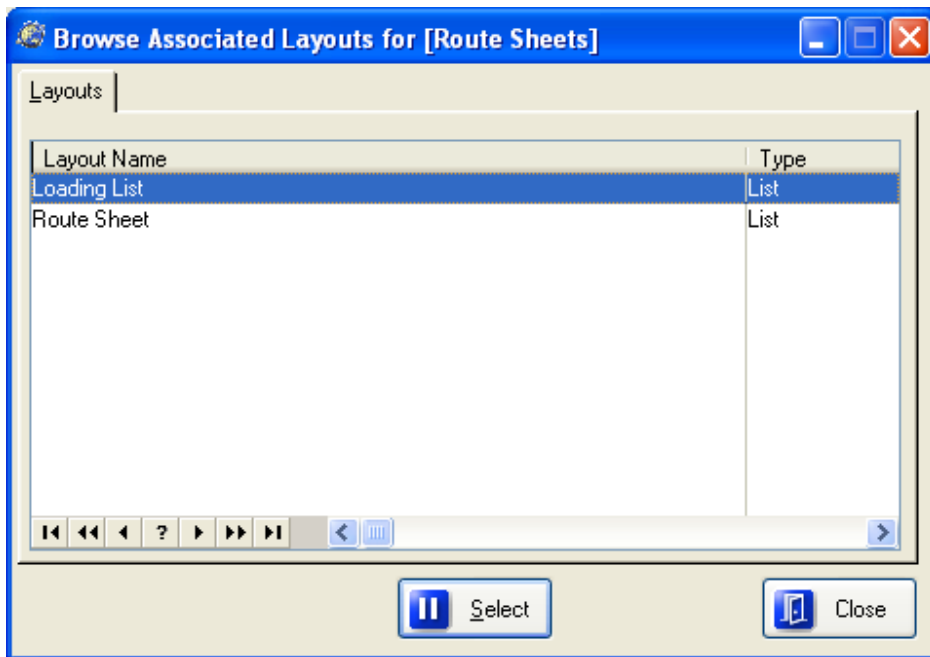


Select the start route code and the end route code with the required route date now I will explain the following tick boxes in detail.

Allocated Ordering If you have sorted your deliveries into order for the routes, you may tick this box, which hides the **Sort by Postcode** tick-box and un-hides a tick-box called **Reverse Order** (which if ticked prints the list in Reverse Sort Order).

Sort by Postcode If you tick this box, the Allocated Ordering tick-box will be hidden and the report will be sorted by delivery postcode.

By pressing the  button, the following window will be displayed.



You can now print either a loading list or route report, examples of both are shown.

Loading List

Loading List									Page 1/1
Route Date : 18/06/2007									For Route : 02 - TED
Drop	Docket	Coll	Consignee	Town	Postcode	Serv	Total Pallets	Loading Check Sig	
8	81010202	081	DIY Trader		ME8 8GL	ND	1		
7	79028144	079	DHL GLOBAL MAIL	Aylesford	ME20 7WZ	AMTL	2		
6	74060489	074	SOUTHERN FENCI	Chatham	ME5 9JG	ND	1		
5	29071568	029	Smurfit Townsend H	Snodland	ME6 5AX	ND	1		
4	29071567	029	BRETT LANDSCAP	ROCHESTER	ME3 7SZ	ND	2		
3	15005783	059	HOMEBASE LIMITE	ME 5 9SQ	ME5 9SQ	EC	2		
2	00051543	008	PALMER HARVEY	ROCHESTER	ME6 5GP	AMTL	4		
1	00031672	039	PLASTIC DATA CAI	CHATHAM	ME4 5AU	NDTL	1		

For this report, I ticked the **Allocated Ordering** and **Reverse Order** tick-boxes on the previous screen. So that the vehicle has the Pallets that will be delivered last loaded on first.

Route Sheet

Route Report					Page 1/1
Route Date : 18/06/2007		For Route : 02 - TED			
Drop	Docket/Ser	Consignor/Order	Consignee	Itms/Wgt	Signatory Details
1	00031672	PAYNE LTD.,	PLASTIC DATA CARD	1	
	NDTL/039	OX16 3JU	CHATHAM ME4 5AU	500	Signed _____ Print Name _____
		061134			Timed _____
2	00051543	TRANSPORT MAN	PALMER HARVEY	4	
	AMTL/008	BB11 1SD	ROCHESTER ME6 5GP	2000	Signed _____ Print Name _____
		NIELDS			Timed _____
3	15005783	Western Cork Ltd	HOMEBASE LIMITED (051)	2	
	EC /059	CF 11 8YN	ME5 9SQ ME5 9SQ	1664	Signed _____ Print Name _____
		7858			Timed _____
4	29071567	CENTERPAC	BRETT LANDSCAPING	2	
	ND /029	S25	ROCHESTER ME3 7SZ	2283	Signed _____ Print Name _____
		38985			Timed _____
5	29071568	CTW HARDFACINK	Smurfit Townsend Hook Ltd	1	
	ND /029	S3	Snodland ME6 5AX	225	Signed _____ Print Name _____
		2926397			Timed _____
6	74060489	BIRKDALEFENCII	SOUTHERN FENCING	1	
	ND /074	UB8 2RW	Chatham ME5 9JG	290	Signed _____ Print Name _____
		580			Timed _____
7	79028144	StivesLANGAGE	DHL GLOBAL MAILAYLESFORC	2	
	AMTL/079	PL7	Aylesford ME20 7WZ	1418	Signed _____ Print Name _____
		185827			Timed _____
8	81010202	TPN Collection Rec	DIY Trader	1	
	ND /081	WR2 6LD	ME8 8GL	400	Signed _____ Print Name _____
		Ev 7750070900			Timed _____

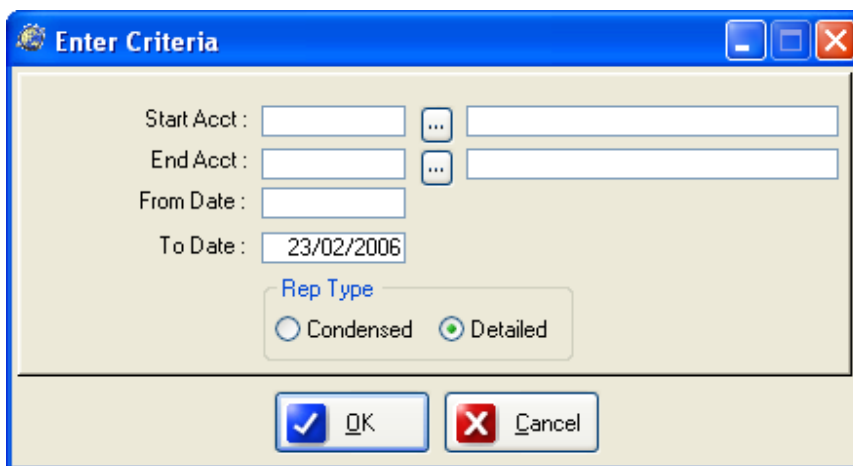
For this report, I ticked the **Allocated Ordering** tick-box, so the top item was the first pallet to deliver etc.


Customer


This sub menu contains two menu items that are customer specific reports, these menu items are **Despatches** and **Pods**.

Despatches

This menu item allows you the operator to print a report out for a range of customers of their despatches for a date range that you specify for a condensed or a detailed type of report. The initial window will look like the one shown below.



You simply enter the start and end account numbers in the fields provided the  buttons to the right of the account fields, allow you to select an account from a displayed list.

Now enter the date range and type of report and by pressing the  button the following report will be previewed which you can print off.

Preview

4 of 138 100% 1:1

Customer Despatches Page 3/3

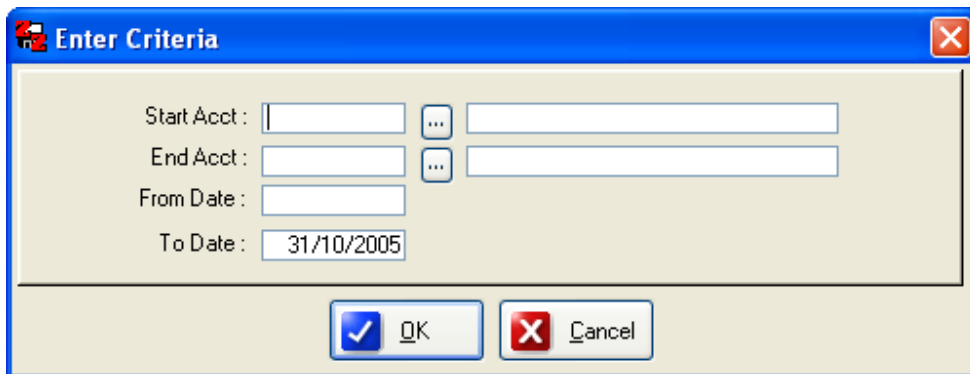
from date : 01/01/2005 to date : 28/10/2005

AS X002
Unit 15, Phase 2
Exchange Road
Lincoln
BN1


BooketDate	Consignor/Order	Consignee	Del Dep	Service	Items	Weight
0005487	Zipzap Computers Milemoure Nurser Centre		101	EC	Q	
26/10/2005	TDR/09982	BTS 77X			H	
					F	2
					HOS	1
					OS	1
0005488	Zipzap Computers Moon & Shipenoe		036	EC	Q	
26/10/2005	TDR/09982	SA61 2AD			H	1
					FOS	1
					OS	1
0005469	Zipzap Computers Pacanis		030	EC	Q	
26/10/2005	TDR/09981	CA139JS			H	1
					FOS	1
					OS	1
0005470	Zipzap Computers Pabayus		002	EC	Q	
26/10/2005	TDR/09981	G12 6AR			H	2
					FOS	1
					OS	1
0005471	Zipzap Computers La Codina		060	BKIN	Q	
26/10/2005	TDR/09981	DN35 8EU			H	1
					FOS	1
					OS	1
0005472	Zipzap Computers Northwood Cards		067	EC	Q	
26/10/2005	TDR/09981	HA6 2XS			H	1
					FOS	1
					OS	1
0005473	Zipzap Computers GAF		004	EC	Q	
26/10/2005	TDR/09981	NE30 4BP			H	1
					FOS	1
					OS	1
0005474	Zipzap Computers Jane Heath Home		011	BKIT	Q	
26/10/2005	TDR/09981	YO14 7A			H	1
					FOS	1
					OS	1
Final Totals						24 consignments
						32 5228


Pods

This menu item allows you the operator to print a report out for a range of customers of their returned pods for a date range that you specify. The initial window will look like the one shown below.



The screenshot shows a dialog box titled "Enter Criteria". It has a blue title bar with a red close button in the top right corner. The main area is light beige and contains four input fields: "Start Acct", "End Acct", "From Date", and "To Date". The "To Date" field is pre-filled with the date "31/10/2005". To the right of the "Start Acct" and "End Acct" fields are small buttons with three dots, indicating a list selection. At the bottom of the dialog are two buttons: "OK" (with a checkmark icon) and "Cancel" (with a red X icon).

You simply enter the start and end account numbers in the fields provided the  buttons to the right of the account fields, allow you to select an account from a displayed list.

Now enter the date range and by pressing the  button the following report will be previewed which you can print off.

Preview

1 of 9 | 100% | 1:1

Customer Pods Page 1/9

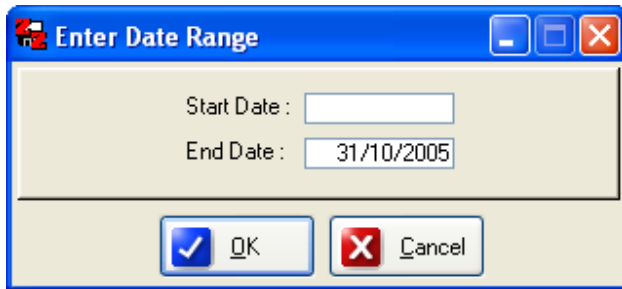
from date : 01/01/2005 to date : 31/10/2005

HUB
Unit 16
Phase 2
Eatonbridge Road
Lincoln
LN6 3JZ

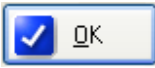
Docket	Date	Consignor/Order	Consignee	Service	Signature Details
0000093	10/10/2005	Zipzap Computer C	ALPHA BOND - EDINBURGH 12070/12066/1206 EHL2 9DN	ND	Signed by: J FORTHERINGHAM Dated: 11/10/2005 Timed: 09:50 AM Status: delivered all ok
0000094	10/10/2005	Zipzap Computer C	HEATHCARE 13773 HP12 SST	ND	Signed by: U Dated: 10/10/2005 Timed: 11:00 AM Status: delivered all ok
0000095	10/10/2005	Zipzap Computer C	LSG SKYCHEFS-MANCHESTER 13868/13894 M9 5XR	ND	Signed by: HAYNES Dated: 11/10/2005 Timed: 10:00 AM Status: delivered all ok
0000142	10/10/2005	Zipzap Computer C	CHILTERN COLD STORAGE 11951/11990 RE2 7LB	ND	Signed by: W ADAT Dated: 11/10/2005 Timed: 09:56 AM Status: delivered all ok
0000145	10/10/2005	Zipzap Computer C	INSTOCK (DUTY FREE) LTD 11975/12049/1209 AB2 0GL	ND	Signed by: D PATON Dated: 11/10/2005 Timed: 02:45 AM Status: delivered all ok
0000146	10/10/2005	Zipzap Computer C	PRESTWICK INTERNATIONAL 12021 KA9 2PL	ND	Signed by: J HENDRY Dated: 11/10/2005 Timed: 12:30 PM Status: delivered all ok
0000147	10/10/2005	Zipzap Computer C	GENESIS MARITIME LTD 11961 HU7 0YN	ND	Signed by: M SALAM Dated: 11/10/2005 Timed: 09:20 AM Status: delivered all ok
0000148	10/10/2005	Zipzap Computer C	A E MONSEN 12010 PL1 2JL	ND	Signed by: M BLOOD Dated: 11/10/2005 Timed: 05:00 PM Status: delivered all ok
0000149	10/10/2005	Zipzap Computer C	STENA LINE 12160 LL65 4RJ	ND	Signed by: Roger Taylor Dated: 11/10/2005 Timed: 10:00 AM Status: delivered all ok
0000725	10/10/2005	Zipzap Computer C	MAHISON & WAREHAM LTD 2011011265 NE6 1AB	ND	Signed by: J BOYD Dated: 11/10/2005 Timed: Status: delivered all ok

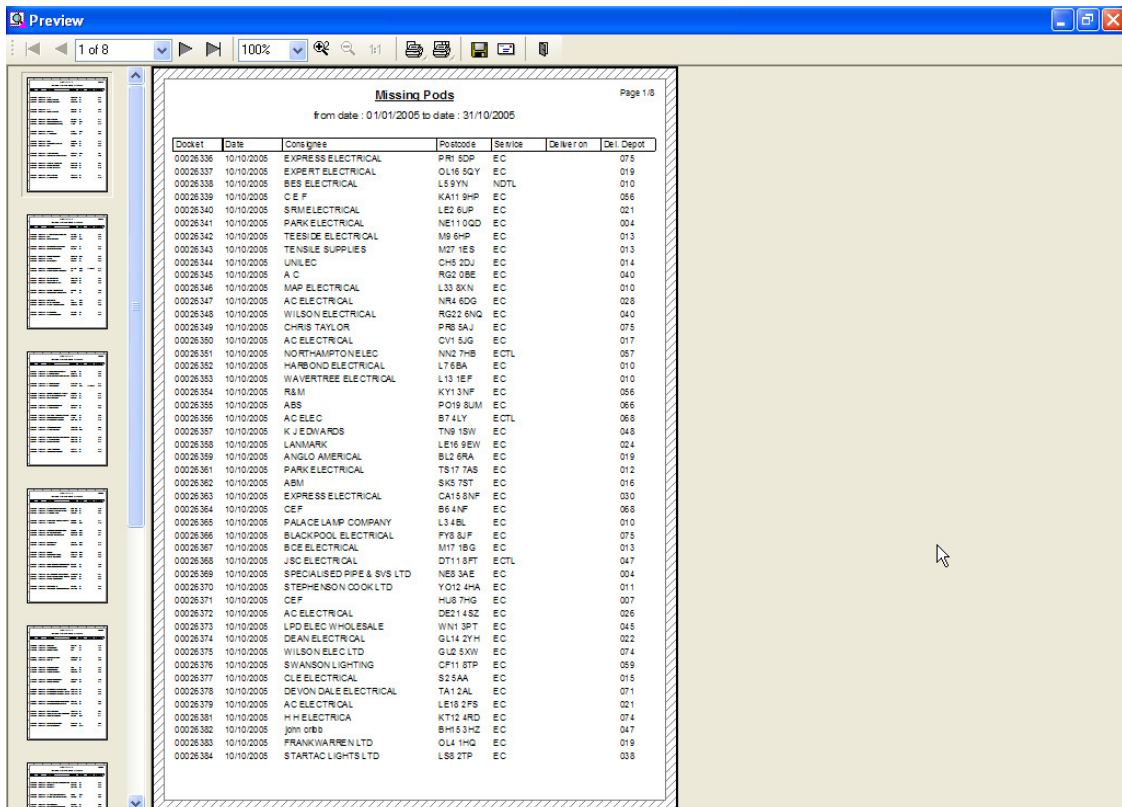
Missing

This menu item allows you the operator to print a report out for all outgoing consignments that have no pod status for a manifest date range. The initial window will look like the one shown below.



The 'Enter Date Range' dialog box has a blue title bar with a red 'X' icon. It contains two text input fields: 'Start Date' (empty) and 'End Date' (containing '31/10/2005'). At the bottom, there are two buttons: 'OK' with a blue checkmark icon and 'Cancel' with a red 'X' icon.

Simply enter the date range and by pressing the  button the following report will be previewed, from where you can print it off etc.

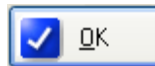



The 'Missing Pods' report is displayed in a preview window. The title bar says 'Preview' and the window title is 'Missing Pods'. Below the title, it says 'from date : 01/01/2005 to date : 31/10/2005'. The report is a table with the following columns: Docket, Date, Consignee, Postcode, Service, Delivery, and Del. Depot. The table contains 48 rows of data.

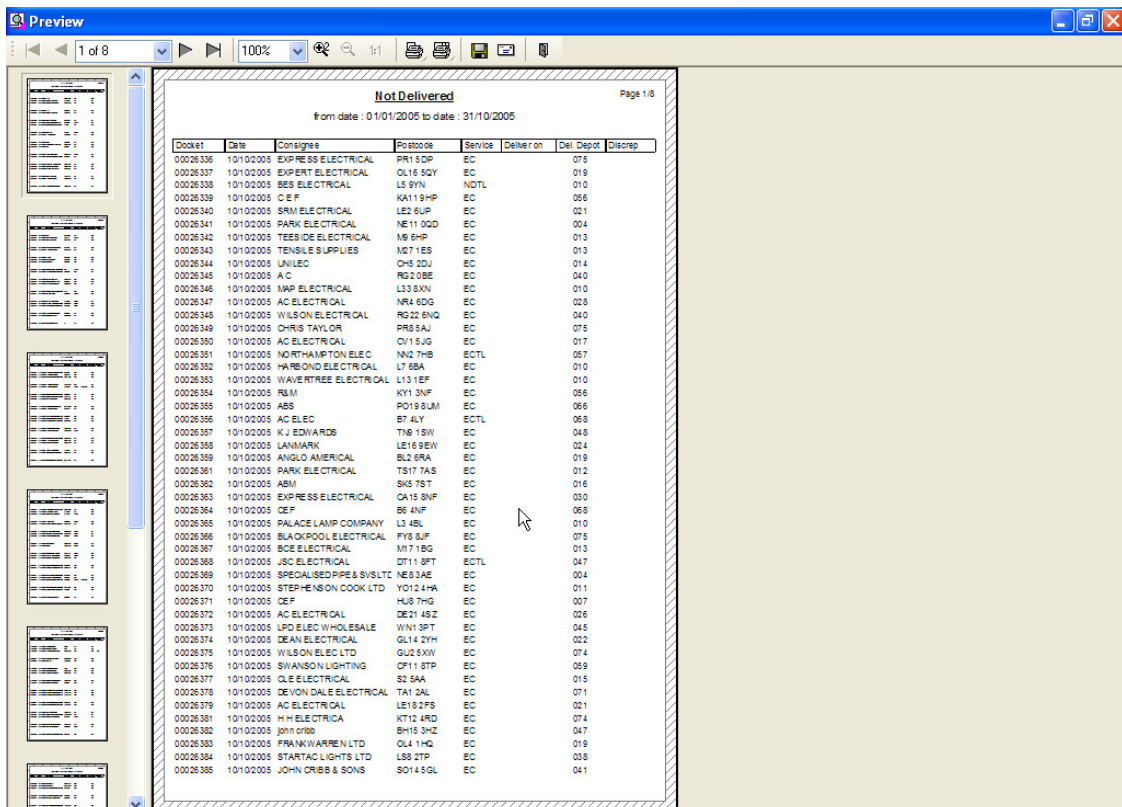
Docket	Date	Consignee	Postcode	Service	Delivery	Del. Depot
00026336	10/10/2005	EXPRESS ELECTRICAL	PR1 5DP	EC		075
00026337	10/10/2005	EXPERT ELECTRICAL	OL16 5QY	EC		019
00026338	10/10/2005	BES ELECTRICAL	LS9 9YN	NOTL		010
00026339	10/10/2005	C E F	KA11 9HP	EC		056
00026340	10/10/2005	S/RM ELECTRICAL	LE2 6UP	EC		021
00026341	10/10/2005	PARK ELECTRICAL	NE11 0GD	EC		004
00026342	10/10/2005	TEESIDE ELECTRICAL	M9 6HP	EC		013
00026343	10/10/2005	TENSILE SUPPLIES	M27 1ES	EC		013
00026344	10/10/2005	UNILEC	CH5 2DJ	EC		014
00026345	10/10/2005	A C	RQ2 0BE	EC		040
00026346	10/10/2005	MAP ELECTRICAL	L33 8XN	EC		010
00026347	10/10/2005	AC ELECTRICAL	NR4 6DG	EC		028
00026348	10/10/2005	WILSON ELECTRICAL	RQ2 2 6NQ	EC		040
00026349	10/10/2005	CHRIS TAYLOR	PR6 5AJ	EC		075
00026350	10/10/2005	AC ELECTRICAL	CV1 5JG	EC		017
00026351	10/10/2005	NORTHAMPTON ELEC	NN2 7HB	ECTL		057
00026352	10/10/2005	HARBOND ELECTRICAL	L7 6BA	EC		010
00026353	10/10/2005	WAVERTREE ELECTRICAL	L13 1EP	EC		010
00026354	10/10/2005	R&M	KY11 3NF	EC		056
00026355	10/10/2005	ABS	PO19 8UM	EC		056
00026356	10/10/2005	AC ELEC	B7 4LY	ECTL		068
00026357	10/10/2005	K J EDWARDS	TN9 1SW	EC		048
00026358	10/10/2005	LANMARK	LE16 9EW	EC		024
00026359	10/10/2005	ANGLO AMERICAL	BL2 6RA	EC		019
00026361	10/10/2005	PARK ELECTRICAL	TS17 7AS	EC		012
00026362	10/10/2005	ABM	SK5 7ST	EC		016
00026363	10/10/2005	EXPRESS ELECTRICAL	CA15 8NF	EC		030
00026364	10/10/2005	CEF	B6 4NF	EC		068
00026365	10/10/2005	PALACE LAMP COMPANY	L3 4BL	EC		010
00026366	10/10/2005	BLACKPOOL ELECTRICAL	PY6 6UP	EC		075
00026367	10/10/2005	BCE ELECTRICAL	M17 1BG	EC		013
00026368	10/10/2005	JSC ELECTRICAL	DT11 8PT	ECTL		047
00026369	10/10/2005	SPECIALISED PIPE & SVS LTD	NE8 3AE	EC		004
00026370	10/10/2005	STEPHENSON COOK LTD	Y012 4HA	EC		011
00026371	10/10/2005	CEF	HU8 7HG	EC		007
00026372	10/10/2005	AC ELECTRICAL	DE21 4SZ	EC		026
00026373	10/10/2005	LPO ELEC WHOLESALE	WN1 3PT	EC		045
00026374	10/10/2005	DEAN ELECTRICAL	GL14 2YH	EC		022
00026375	10/10/2005	WILSON ELEC LTD	GL2 8XW	EC		074
00026376	10/10/2005	SWANSON LIGHTING	CF11 1STP	EC		059
00026377	10/10/2005	CLE ELECTRICAL	S23 4AA	EC		015
00026378	10/10/2005	DEVON DALE ELECTRICAL	TA1 2AL	EC		071
00026379	10/10/2005	AC ELECTRICAL	LE15 2FS	EC		021
00026381	10/10/2005	H H ELECTRICAL	KT12 4RD	EC		074
00026382	10/10/2005	JOHN DIBB	BH15 3HZ	EC		047
00026383	10/10/2005	FRANK WARREN LTD	OL4 1HQ	EC		019
00026384	10/10/2005	STARTAC LIGHTS LTD	LS8 2TP	EC		038

Not Delivered

This menu item allows you the operator to print a report out for all outgoing consignments that have no delivered pod status for the manifest date range, this status code is held in the Parameters section. The initial window will look like the one shown below.



Simply enter the date range and by pressing the  button the following report will be previewed, from where you can print it off etc.



Docket	Date	Consignee	Postcode	Service	Deliver on	Del. Depot	Discrep
00026336	10/02/2005	EXPRESS ELECTRICAL	PR1 5DP	EC		075	
00026337	10/02/2005	EXPERT ELECTRICAL	OL16 5QY	EC		019	
00026338	10/02/2005	BES ELECTRICAL	L5 9YN	NOTL		010	
00026339	10/02/2005	C E F	KA11 9HP	EC		056	
00026340	10/02/2005	SRM ELECTRICAL	LE2 6UP	EC		021	
00026341	10/02/2005	PARK ELECTRICAL	NE11 0GD	EC		004	
00026342	10/02/2005	TEESIDE ELECTRICAL	M8 6HP	EC		013	
00026343	10/02/2005	TENSLE SUPPLIES	M7 1ES	EC		013	
00026344	10/02/2005	LANLEC	CH6 2DJ	EC		014	
00026345	10/02/2005	A C	RG2 0BE	EC		040	
00026346	10/02/2005	MAP ELECTRICAL	L33 8XN	EC		010	
00026347	10/02/2005	AC ELECTRICAL	NR4 6DG	EC		028	
00026348	10/02/2005	WILSON ELECTRICAL	RG22 6NQ	EC		040	
00026349	10/02/2005	CHRIS TAYLOR	PR8 5AJ	EC		075	
00026350	10/02/2005	AC ELECTRICAL	CV1 5JG	EC		017	
00026351	10/02/2005	NORTHAMPTON ELEC	NN2 7HB	ECTL		057	
00026352	10/02/2005	HARBOND ELECTRICAL	L7 6BA	EC		010	
00026353	10/02/2005	WAVERTREE ELECTRICAL	L13 1EP	EC		010	
00026354	10/02/2005	RELM	KY1 5NF	EC		056	
00026355	10/02/2005	ABS	RO19 8UM	EC		066	
00026356	10/02/2005	AC ELEC	BT 4LY	ECTL		068	
00026357	10/02/2005	K J EDWARDS	TN6 1SW	EC		048	
00026358	10/02/2005	LAINMARK	LE19 9EW	EC		024	
00026359	10/02/2005	ANGLO AMERICAL	BUL 6RA	EC		019	
00026361	10/02/2005	PARK ELECTRICAL	TS17 7AS	EC		012	
00026362	10/02/2005	ABM	SK5 7ST	EC		016	
00026363	10/02/2005	EXPRESS ELECTRICAL	CA15 8NF	EC		030	
00026364	10/02/2005	CEF	B6 4NF	EC		068	
00026365	10/02/2005	PALACE LAMP COMPANY	L3 4BL	EC		010	
00026366	10/02/2005	BLAQPPOOL ELECTRICAL	FY8 6JF	EC		075	
00026367	10/02/2005	BCE ELECTRICAL	M7 1BG	EC		013	
00026368	10/02/2005	JSC ELECTRICAL	DT11 8PT	ECTL		047	
00026369	10/02/2005	SPECIALISED PIPE & SVSLTC	NE6 3AE	EC		004	
00026370	10/02/2005	STEPHENS ON COOK LTD	NO12 4HA	EC		011	
00026371	10/02/2005	CEF	H49 7HG	EC		007	
00026372	10/02/2005	AC ELECTRICAL	DE21 4S2	EC		026	
00026373	10/02/2005	LPO ELEC WHOLESALE	WN1 3PT	EC		045	
00026374	10/02/2005	DEAN ELECTRICAL	GL14 2YH	EC		022	
00026375	10/02/2005	WILSON ELEC LTD	GL2 5XW	EC		074	
00026376	10/02/2005	SWANSON LIGHTING	CF11 8TP	EC		059	
00026377	10/02/2005	CLE ELECTRICAL	S2 5AA	EC		015	
00026378	10/02/2005	DEVON DALE ELECTRICAL	TA1 2AL	EC		071	
00026379	10/02/2005	AC ELECTRICAL	LE19 2FS	EC		021	
00026381	10/02/2005	H H ELECTRICAL	KT12 4RD	EC		074	
00026382	10/02/2005	SPH 0180	BH15 3PH	EC		047	
00026383	10/02/2005	FRANK WARREN LTD	OL4 1HQ	EC		019	
00026384	10/02/2005	STARTAC LIGHTS LTD	L89 2TP	EC		038	
00026385	10/02/2005	JOHN CRIBB & SONS	SO14 5GL	EC		041	

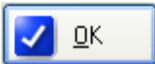
Graphs

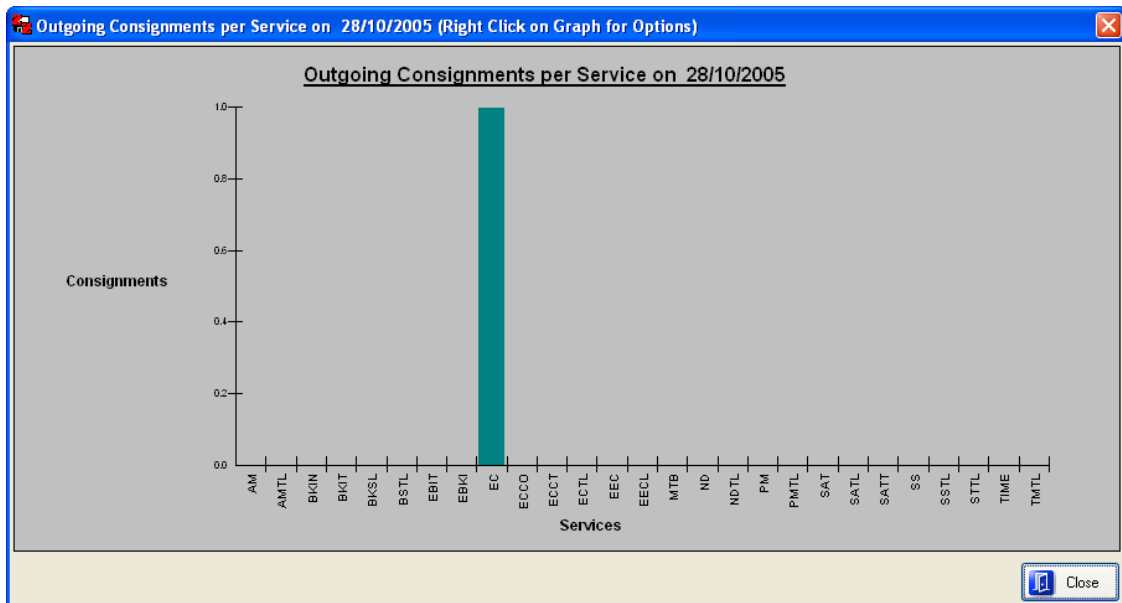
This sub menu contains three menu items and these are **Daily**, **Monthly** and **Yearly** and each of these produces an onscreen graph of outgoing consignment data for either a Day, Month or Year date range.

Daily

This menu item will ask you for a date and produce a graph of the outgoing consignments that were manifested on that date. The initial screen looks like that below.



Simply enter the manifest date you require and by pressing the  button a window displaying a graph will be displayed as below.



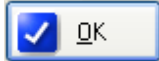
For the manifest date you entered, the system will graph the number of consignments manifested per service. By pressing the right mouse button over the graph will bring up a special window to perform various processes on this graph.

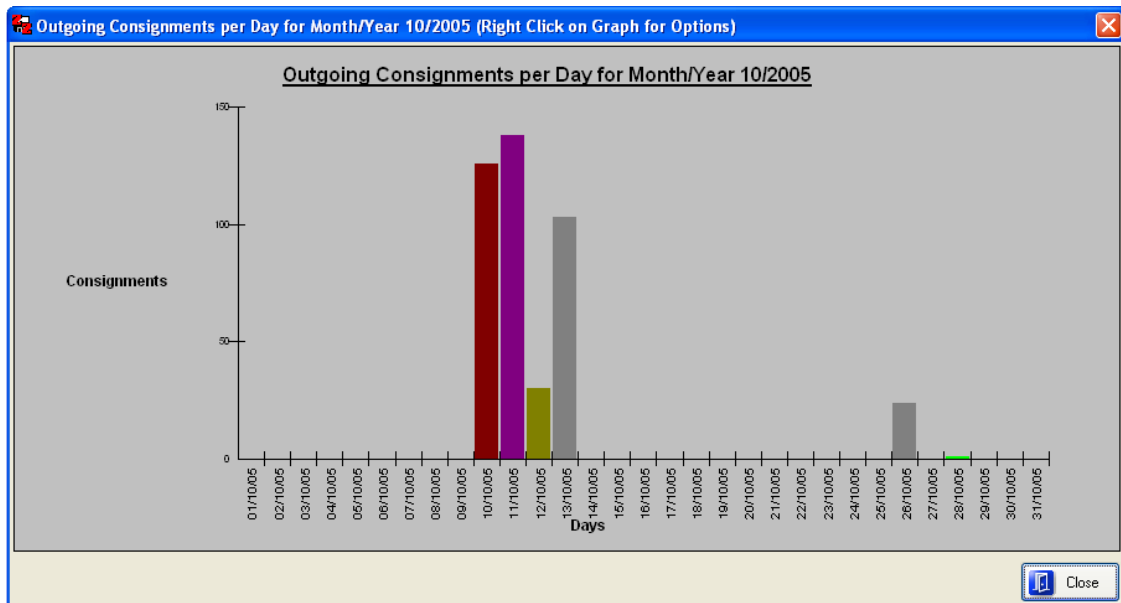
Monthly

This menu item will ask you for a month number and year number and produce a graph of the outgoing consignments that were manifested for that month/year. The initial screen looks like that below.



The dialog box titled "Enter Month Range" has a title bar with a blue gradient. Inside, there are two dropdown menus: "Month" set to "10" and "Year" set to "2005". At the bottom, there are two buttons: "OK" with a blue checkmark icon and "Cancel" with a red X icon.

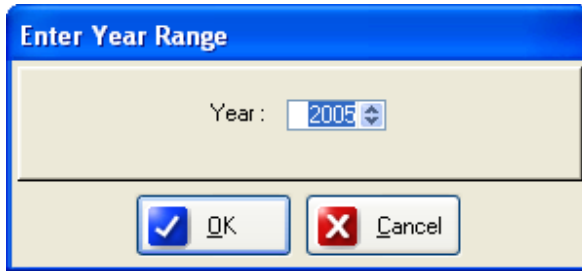
Simply enter the month and year you require and by pressing the  button a window displaying a graph will be displayed as below.




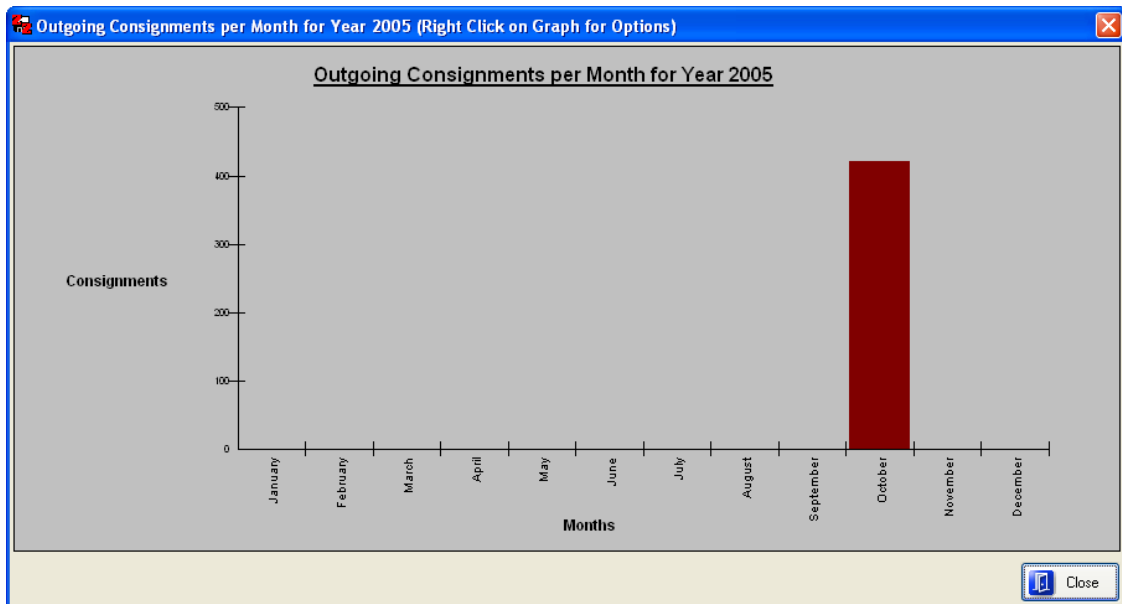
For the month and year you entered, the system will graph the number of consignments manifested per day of that month/year. By pressing the right mouse button over the graph will bring up a special window to perform various processes on this graph.

Yearly

This menu item will ask you for a year number and produce a graph of the outgoing consignments that were manifested for that year. The initial screen looks like that below.



Simply enter the year you require and by pressing the  button a window displaying a graph will be displayed as below.



For the year you entered, the system will graph the number of consignments manifested per month of that year. By pressing the right mouse button over the graph will bring up a special window to perform various processes on this graph.

Costs

This menu item allows you the operator to print a report out for all the consignments that are on behalf of your depot or sub depots and see the costs that have been allocated against those consignments. The initial window will look like the one shown below.



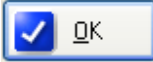
Costs Report

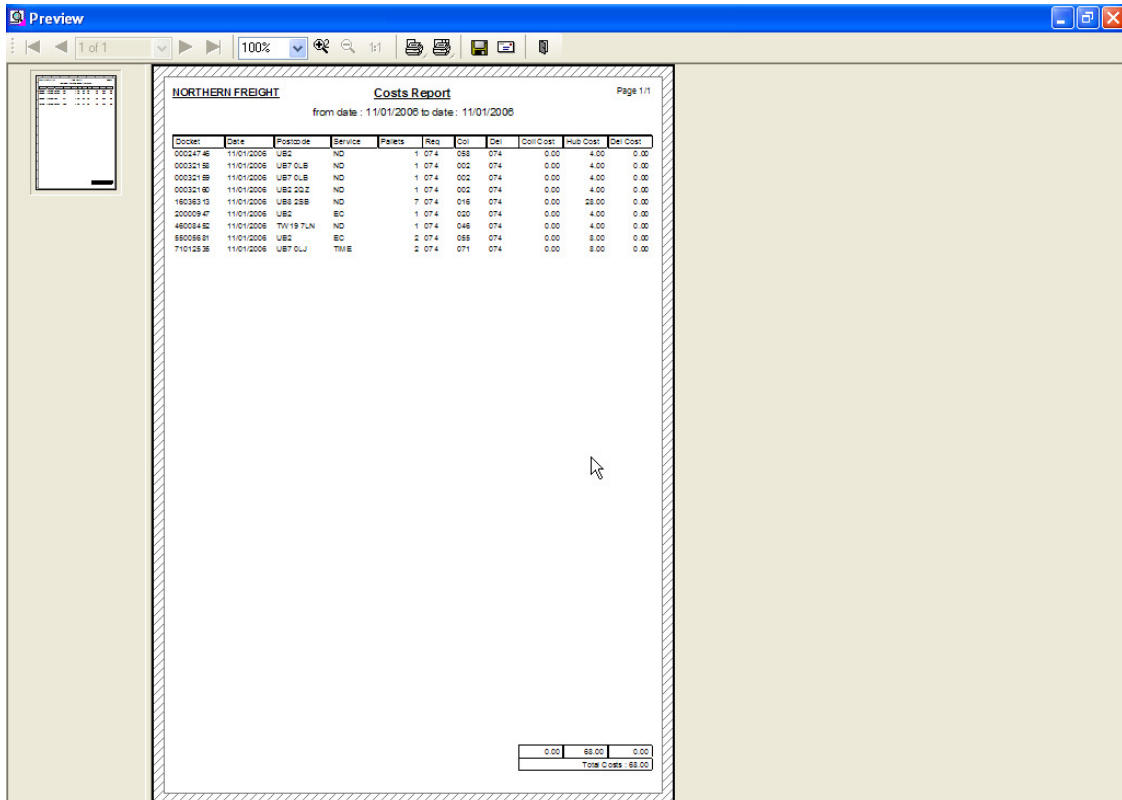
From Date :

To Date : 19/06/2007

Sort By

Despatch Manifest

Simply enter the date range and select whether you will sort the report by **Despatch Date** or **Manifest Date** and by pressing the  button the following report will be previewed, from where you can print it off etc.



Preview

NORTHERN FREIGHT

Costs Report

from date : 11/01/2006 to date: 11/01/2006

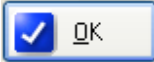
Page 1/1

Consign	Date	Postcode	Service	Pallets	Rec	Del	Del Cost	Hub Cost	Del Cost
00022746	11/01/2006	UB2	ND	1	074	068 074	0.00	4.00	0.00
00032156	11/01/2006	UB7 0LB	ND	1	074	002 074	0.00	4.00	0.00
00032159	11/01/2006	UB7 0LB	ND	1	074	002 074	0.00	4.00	0.00
00032160	11/01/2006	UB2 0J2	ND	1	074	002 074	0.00	4.00	0.00
16036313	11/01/2006	UB6 2BB	ND	7	074	016 074	0.00	28.00	0.00
20000947	11/01/2006	UB2	BC	1	074	020 074	0.00	4.00	0.00
46008462	11/01/2006	TW19 7LN	ND	1	074	046 074	0.00	4.00	0.00
56006631	11/01/2006	UB2	BC	2	074	068 074	0.00	8.00	0.00
71012536	11/01/2006	UB7 0LJ	TIME	2	074	071 074	0.00	8.00	0.00

0.00	55.00	0.00
Total Costs: 55.00		

Revenue

This menu item allows you the operator to print a report out for all the consignments that are not on behalf of your depot or sub depots and you have either collected or delivered the consignment. The initial window will look like the one shown below.

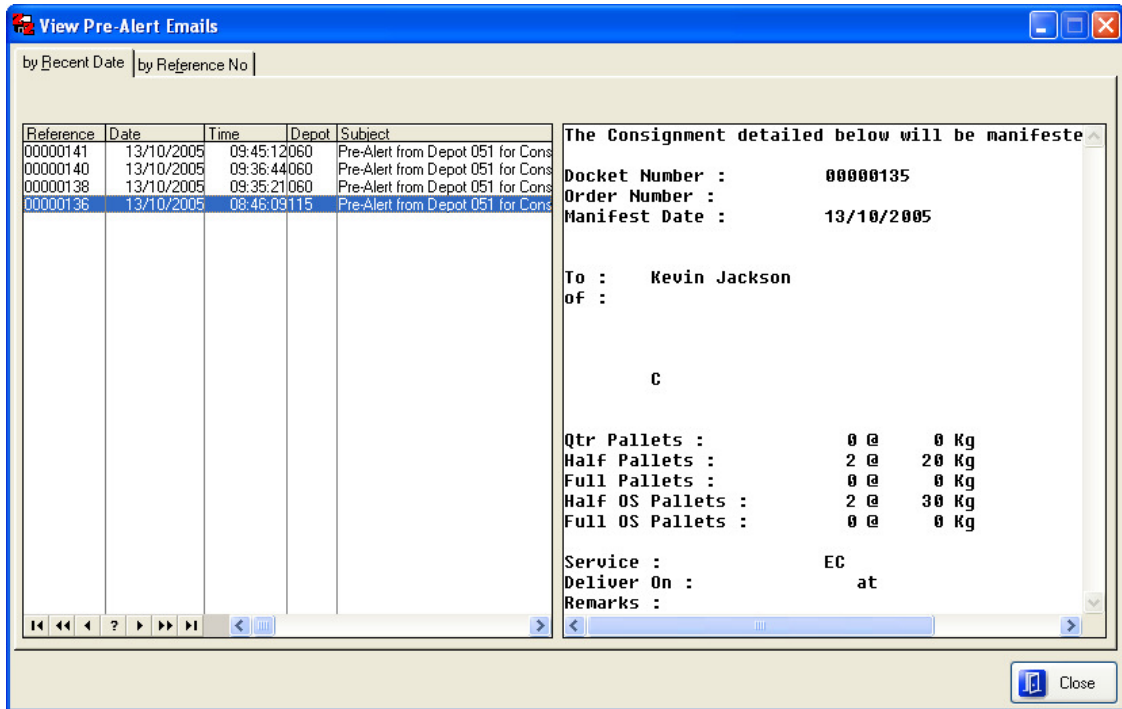
Simply enter the date range and by pressing the  button the following report will be previewed, from where you can print it off etc.

DocNo	Date	Conscode	Service	Rates	Rec	Col	Del	Con/Rev	Del/Rev	Total/Rev
00000300	02/12/2005	0941	ND	2 022	022	074	0.00	0.00	40.00	40.00
00000194	02/12/2005	TW4 BBN	ND	2 033	033	074	0.00	0.00	40.00	40.00
00000201	02/12/2005	RG12 BYA	TIME	2 033	033	074	0.00	0.00	44.80	44.80
00004807	02/12/2005	GU22 TEP	EC	1 009	009	074	0.00	0.00	18.00	18.00
00006042	02/12/2005	GU14 BPR	ND/TL	1 014	014	074	0.00	0.00	20.00	20.00
00006066	02/12/2005	KT13 BHQ	ND/TL	1 014	014	074	0.00	0.00	0.00	0.00
00006946	02/12/2005	TW18 4QH	ND	2 087	087	074	0.00	0.00	40.00	40.00
00006916	02/12/2005	UB7 SLL	TIME	1 042	042	074	0.00	0.00	24.80	24.80
00006417	02/12/2005	GU7 TAL	AM/TL	1 042	042	074	0.00	0.00	17.00	17.00
00016133	02/12/2005	UB6 7	ND	4 010	010	074	0.00	0.00	80.00	80.00
00016954	02/12/2005	KT4 7PB	EC	1 080	080	074	0.00	0.00	10.00	10.00
00016956	02/12/2005	GU9 SLA	ND/TL	1 080	080	074	0.00	0.00	12.00	12.00
00016938	02/12/2005	UB3 10Q	ND	1 086	086	074	0.00	0.00	12.00	12.00
00016941	02/12/2005	TW14 BNU	ND	1 086	086	074	0.00	0.00	12.00	12.00
00016946	02/12/2005	GU1	ND	7 008	008	074	0.00	0.00	140.00	140.00
00016947	02/12/2005	GU3	EC	1 006	006	074	0.00	0.00	10.00	10.00
00016930	02/12/2005	UB10 6LS	AM/TL	5 066	066	074	0.00	0.00	105.00	105.00
00016963	02/12/2005	TW16	EC	3 009	009	074	0.00	0.00	48.00	48.00
00019217	02/12/2005	TW16 1JH	ND	1 001	001	074	0.00	0.00	0.00	0.00
00019230	02/12/2005	TW16 6AC	ND	1 039	039	074	0.00	0.00	0.00	0.00
00019236	02/12/2005	TW16 6AC	ND	1 039	039	074	0.00	0.00	12.00	12.00
00020071	02/12/2005	UB6 7LQ	ND	1 062	062	074	0.00	0.00	12.00	12.00
00022976	02/12/2005	GU14	ECTL	1 019	019	074	0.00	0.00	15.00	15.00
00022978	02/12/2005	UB3	ND	2 019	019	074	0.00	0.00	40.00	40.00
00024206	02/12/2005	RG40 3QJ	ND	1 068	068	074	0.00	0.00	0.00	0.00
00024202	02/12/2005	RG41 2QJ	ND	1 068	068	074	0.00	0.00	20.00	20.00
00024822	02/12/2005	GU20	ND/TL	1 008	008	074	0.00	0.00	20.00	20.00
00029765	02/12/2005	GU14 TSS	ECTL	2 062	062	074	0.00	0.00	30.00	30.00
00029796	02/12/2005	UB2 6XA	BKEL	1 062	062	074	0.00	0.00	32.80	32.80
00030876	02/12/2005	UB2	AM	1 061	061	074	0.00	0.00	17.00	17.00
00031103	02/12/2005	RG12	ND	1 002	002	074	0.00	0.00	12.00	12.00
00031106	02/12/2005	UB2 6LB	ND/TL	1 002	002	074	0.00	0.00	20.00	20.00
00031113	02/12/2005	GU3 1LJ	TIME	1 002	002	074	0.00	0.00	32.80	32.80
00031494	02/12/2005	TW14 BQH	ND	1 069	069	074	0.00	0.00	12.00	12.00
00031920	02/12/2005	KT12	ND	1 069	069	074	0.00	0.00	20.00	20.00
00033767	02/12/2005	GU6 BND	EC	1 022	022	074	0.00	0.00	10.00	10.00
00033785	02/12/2005	TW14 0BL	EC	1 022	022	074	0.00	0.00	16.00	16.00
00034080	02/12/2005	TW17 6PU	ND	1 048	048	074	0.00	0.00	12.00	12.00
00036311	02/12/2005	RG4 6DK	AM	1 026	026	074	0.00	0.00	17.00	17.00
00036386	02/12/2005	KT12 3PU	EC	1 037	037	074	0.00	0.00	10.00	10.00
00044202	02/12/2005	TW1 10Q	ND	1 038	038	074	0.00	0.00	20.00	20.00
00044203	02/12/2005	TW13 6BH	ND	1 038	038	074	0.00	0.00	0.00	0.00
00044208	02/12/2005	GU24 9HH	ND	1 038	038	074	0.00	0.00	12.00	12.00
00043764	02/12/2005	UB7 6EB	EC	1 012	012	074	0.00	0.00	10.00	10.00
00043767	02/12/2005	GU10 6PK	ND	1 012	012	074	0.00	0.00	12.00	12.00
00048411	02/12/2005	TW14	ND	2 049	049	074	0.00	0.00	40.00	40.00
00048422	02/12/2005	TW16	ND	1 049	049	074	0.00	0.00	20.00	20.00
00060328	02/12/2005	UB2	ND	5 013	013	074	0.00	0.00	100.00	100.00
00060334	02/12/2005	GU10	ND	1 013	013	074	0.00	0.00	0.00	0.00
00060366	02/12/2005	KT13	ND	1 013	013	074	0.00	0.00	0.00	0.00
00076780	02/12/2005	UB6	ND	1 002	002	074	0.00	0.00	40.00	40.00
									0.00	1280.00
									1280.00	

Pre-Alerts

This menu item, allows you to view the pre-alert emails that have been sent via your MAPI Email Client Program.

The window will look something like below.



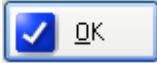
On the first tab which is named **by Recent Date** the newest emails are shown at the top of the list, the second tab **by Reference No** shows them in reference number order. The actual email message is shown on the right hand-side of the window.

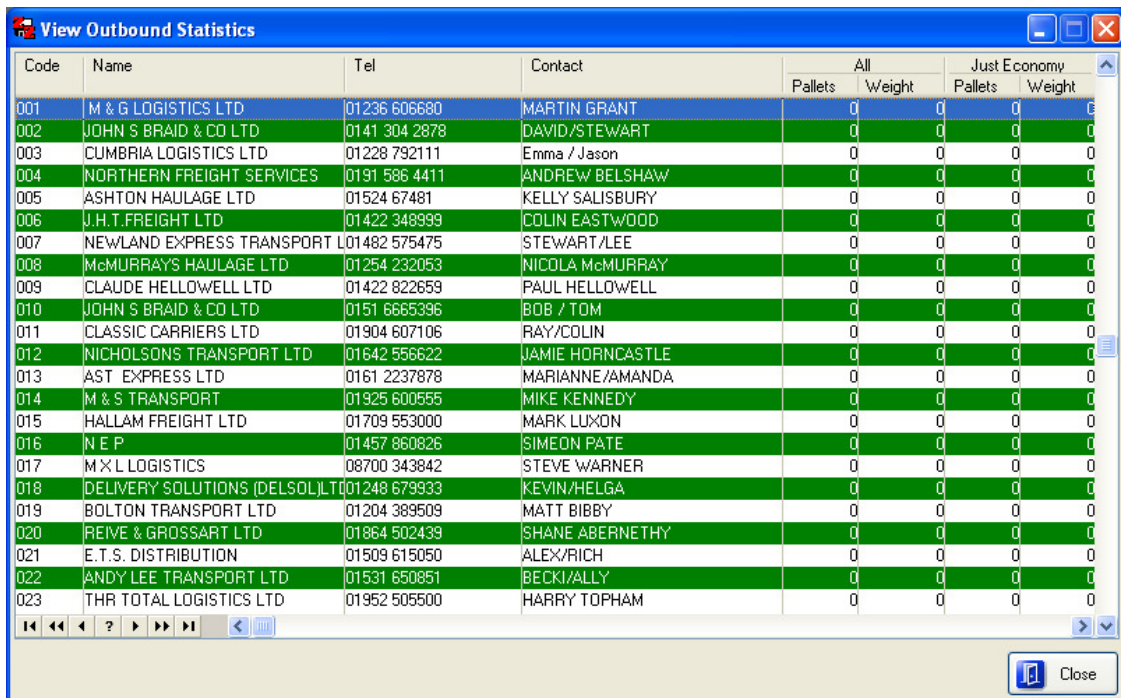
Outbound

This menu item, allows you to enter a manifest date, and be able to visually see a list of what you are sending to each depot. The initial window is shown below.



The dialog box titled "Enter Manifest Date" has a blue header bar with a close button (X) on the right. The main area is light beige and contains the text "Manifest Date : " followed by a text input field containing "19/06/2007". At the bottom, there are two buttons: "OK" with a blue checkmark icon and "Cancel" with a red X icon.

Simply enter the manifest date and by pressing the  button, a window like the one below will be displayed.



The window titled "View Outbound Statistics" displays a table of data. The table has columns for Code, Name, Tel, Contact, All Pallets, All Weight, Just Economy Pallets, and Just Economy Weight. The data is as follows:

Code	Name	Tel	Contact	All		Just Economy	
				Pallets	Weight	Pallets	Weight
001	M & G LOGISTICS LTD	01236 606680	MARTIN GRANT	0	0	0	0
002	JOHN S BRAID & CO LTD	0141 304 2878	DAVID/STEWART	0	0	0	0
003	CUMBRIA LOGISTICS LTD	01228 792111	Emma / Jason	0	0	0	0
004	NORTHERN FREIGHT SERVICES	0191 586 4411	ANDREW BELSHAW	0	0	0	0
005	ASHTON HAULAGE LTD	01524 67481	KELLY SALISBURY	0	0	0	0
006	J.H.T.FREIGHT LTD	01422 348999	COLIN EASTWOOD	0	0	0	0
007	NEWLAND EXPRESS TRANSPORT LTD	01482 575475	STEWART/LEE	0	0	0	0
008	McMURRAYS HAULAGE LTD	01254 232053	NICOLA McMURRAY	0	0	0	0
009	CLAUDE HELLOWELL LTD	01422 822659	PAUL HELLOWELL	0	0	0	0
010	JOHN S BRAID & CO LTD	0151 6665396	BOB / TOM	0	0	0	0
011	CLASSIC CARRIERS LTD	01904 607106	RAY/COLIN	0	0	0	0
012	NICHOLSONS TRANSPORT LTD	01642 556622	JAMIE HORNCASTLE	0	0	0	0
013	AST EXPRESS LTD	0161 2237878	MARIANNE/AMANDA	0	0	0	0
014	M & S TRANSPORT	01925 600555	MIKE KENNEDY	0	0	0	0
015	HALLAM FREIGHT LTD	01709 553000	MARK LUXON	0	0	0	0
016	N E P	01457 860826	SIMEON PATE	0	0	0	0
017	M X L LOGISTICS	08700 343842	STEVE WARNER	0	0	0	0
018	DELIVERY SOLUTIONS (DELSOL) LTD	01248 679933	KEVIN/HELGA	0	0	0	0
019	BOLTON TRANSPORT LTD	01204 389509	MATT BIBBY	0	0	0	0
020	REIVE & GROSSART LTD	01864 502439	SHANE ABERNETHY	0	0	0	0
021	E.T.S. DISTRIBUTION	01509 615050	ALEX/RICH	0	0	0	0
022	ANDY LEE TRANSPORT LTD	01531 650851	BECKI/ALLY	0	0	0	0
023	THR TOTAL LOGISTICS LTD	01952 505500	HARRY TOPHAM	0	0	0	0

The window includes a "Close" button at the bottom right and a navigation bar at the bottom left with various icons.

Chapter 6 – Utilities Menu

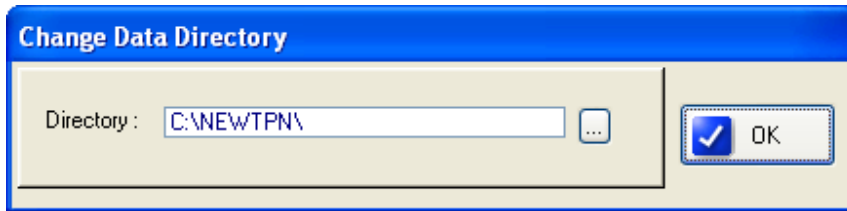
The Utilities Menu, is built on a selection of menu items that do not fit into the theme of any of the other menus.


The menu structure looks like the one shown below.

Data Path
Re-Login
Backup
Restore
Purge
Re-calculate
Re-create
Layouts
Logged In
Background
File Manager

Data Path

This menu item, allows you to change the directory, where the data for the system is held. The initial window will look like the one below.

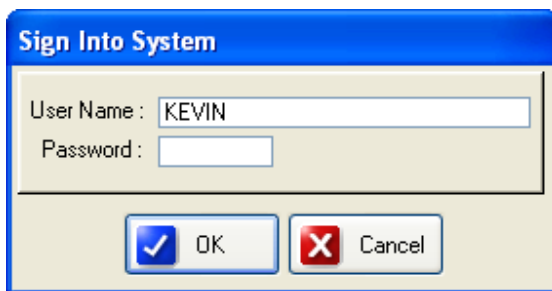


By pressing the  button will allow you to select the drive and directory via a standard dialog as shown below.

Re-Login

This menu item closes the main window and simply opens a login box which moves around the desktop window waiting for you to re-type in your password. At that point the system will fully run again.

The login box will look like the one shown below.

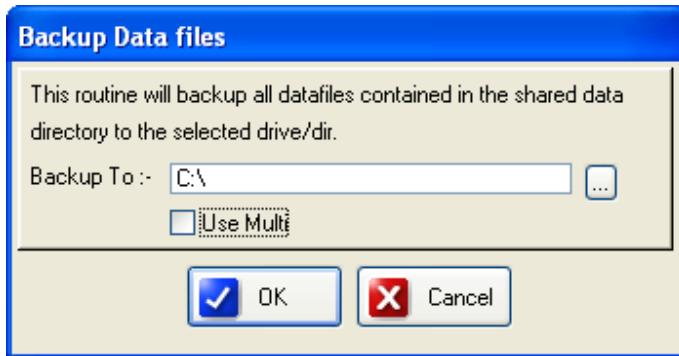



The image shows a standard Windows-style dialog box titled "Sign Into System". It features a blue title bar. The main area is light beige and contains two text input fields. The first field is labeled "User Name :" and has the text "KEVIN" entered. The second field is labeled "Password :" and is currently empty. At the bottom of the dialog, there are two buttons: "OK" with a blue checkmark icon and "Cancel" with a red X icon.

The system retains the username and waits for the password to be entered for that username.

Backup

This routine enables you to backup the data files that this system uses as well as the report layouts. The window will look as below.

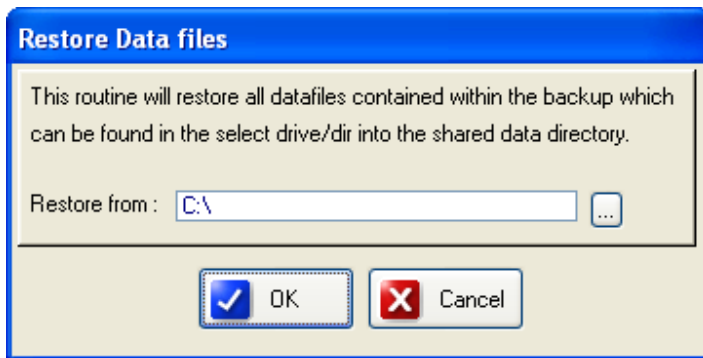



You specify where to wish to create the backup file to by pressing the  button this brings up a drive/directory selection box. If you are backing-up to removable media (not Hard disks or CD's) then place a tick in the **Use Multi** tick-box as this will backup to more than more disc if required.

The file that is created by backing-up is called **BACKUP.ZIP**.

Restore

This routine enables you to restore a backup file from a location. The window will look as below.



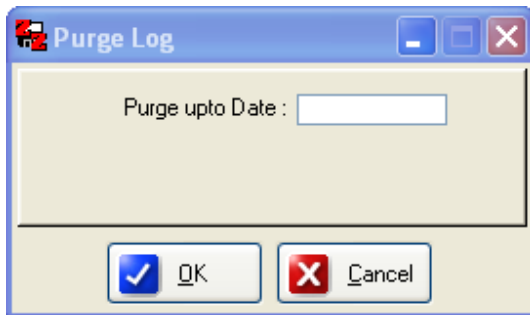
You specify where the backup file is located by pressing the  button, this brings up a drive/directory selection box..

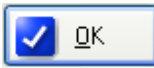
The file that is restored is called **BACKUP.ZIP**.

Purge

This menu item, allows you to purge the FTP Log of entries that have been written to it up-to the date you enter.

The initial window will look at below.

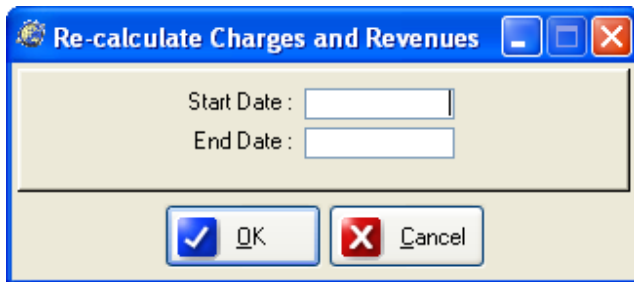


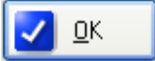
Simply enter the date to purge up-to and by pressing the  button, the system will purge the FTP log up-to the date you entered.

Re-calculate

This menu item, allows you to re-calculate the costs/revenues for all the consignments within the date range you specify.

The initial window will look at below.

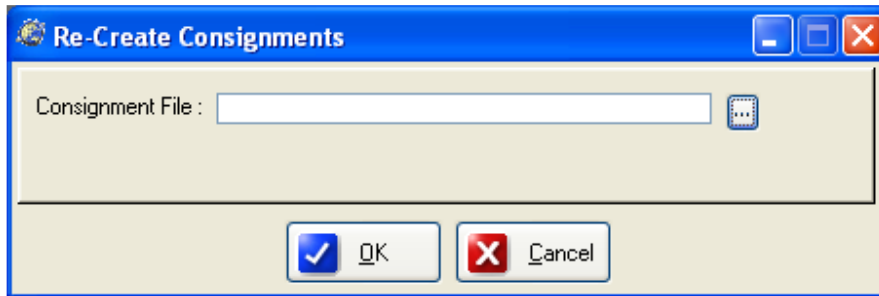
A screenshot of a Windows-style dialog box titled "Re-calculate Charges and Revenues". The dialog has a blue title bar with standard minimize, maximize, and close buttons. The main area is light beige and contains two text input fields: "Start Date :" and "End Date :". Below the input fields, there are two buttons: a blue "OK" button with a checkmark icon and a red "Cancel" button with an 'X' icon.


Simply enter the date range and by pressing the  button the revenue/costs for the consignments in the date range will be re-calculated..

Re-create

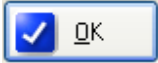
This menu item, allows you to re-create consignments from the outgoing consignment files you have sent to the hub.

The initial window will look at below.



Simply press the  button and select the relevant file, it will be one formatted like below,

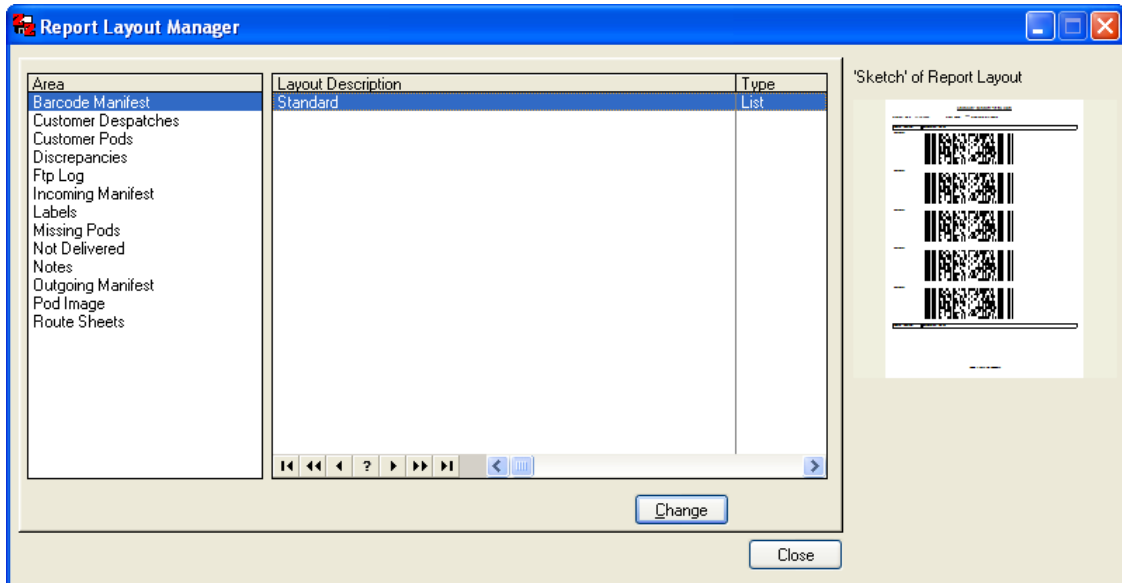
CN###.FD££ where ### is your depot number prefixed with a zero if it's less than 100, and ££ is the day number when it was manifested.

Simply press the  button and the system will re-create consignments based on the contents of the file you imported.

Layouts

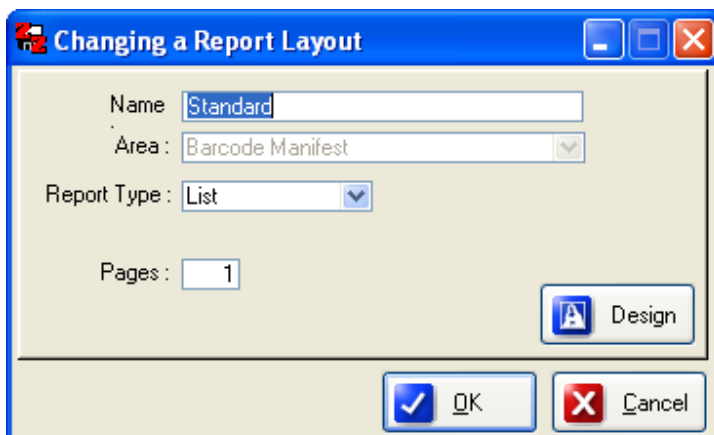
This menu item, although programming at the moment, not to let you modify the report layouts would be the way to enter the report designer.

The initial window is shown below.



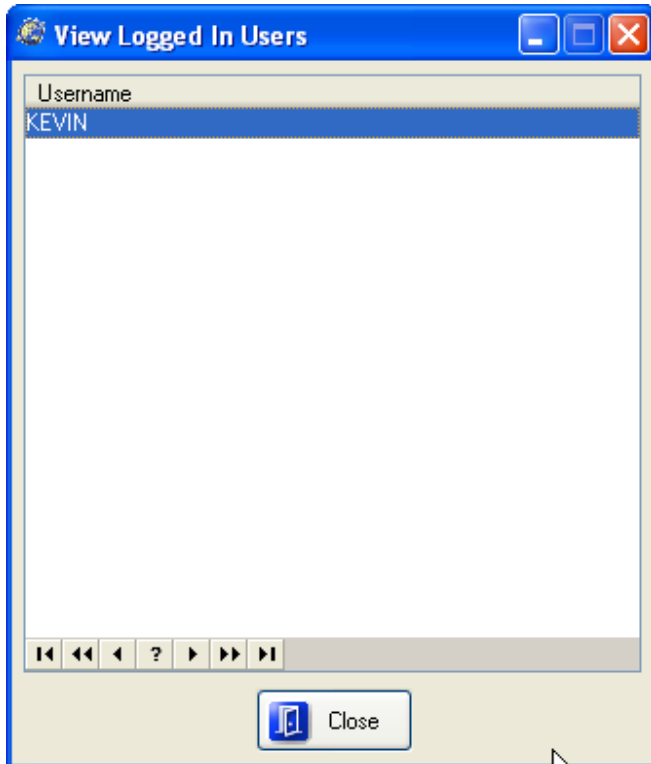
The list box on the left hand-side of the screen shows the report areas that exist within the program. The middle list shows the report layouts that exist for the highlighted area. And on the right hand-side a preview of what the actual report looks like.

At the moment you can amend the name of the report layout by pressing the **Change** button and that is about it, in the future it maybe requested that the report designer is opened up.



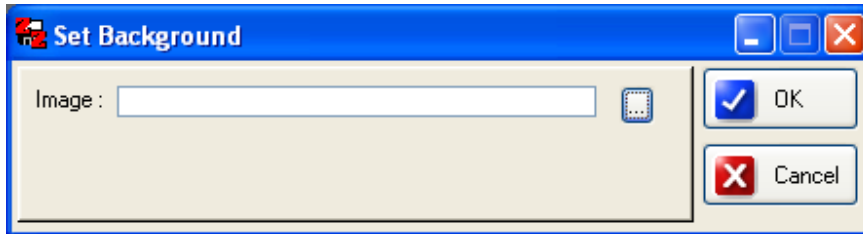
Logged In


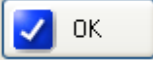
This menu item allows you to view all the users that are logged into the system. The window will look something like below.



Background

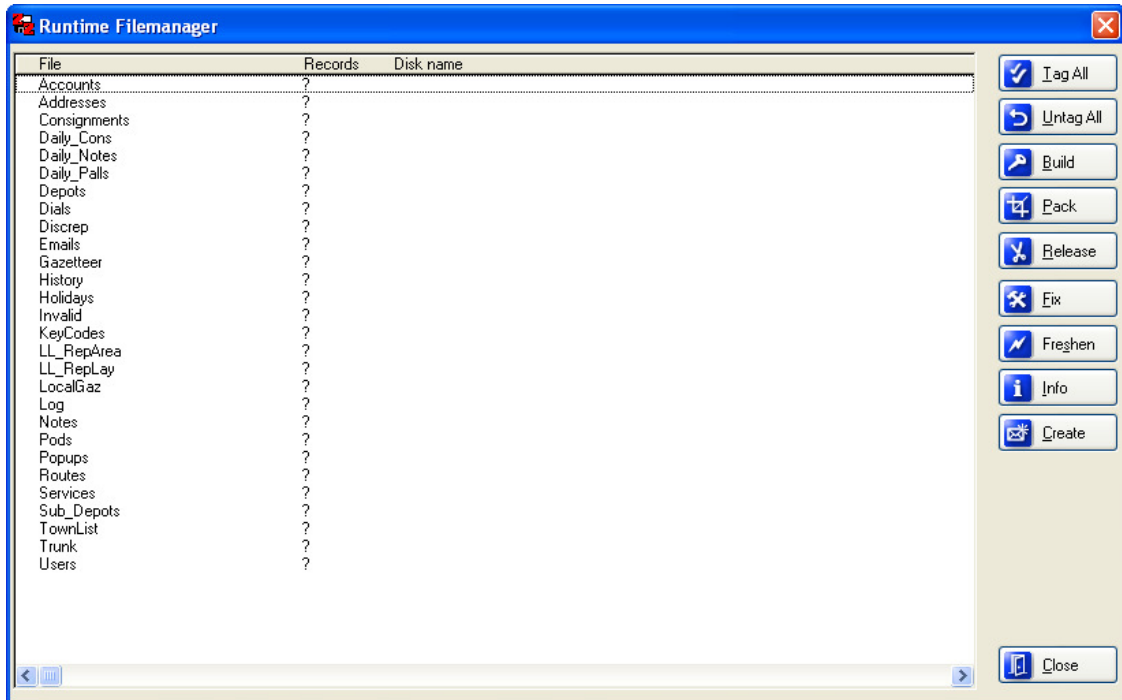
This menu item,, allows you to choose what graphic is used as the background graphic the program uses on the PC you are using. A window like the one below will be shown.



Here by simply pressing the  button you will be shown a file selection dialog for you to choose the required graphical image. By pressing the  button the background graphic image will be replaces with the new one.

File Manager

This menu item should be run under the guidance of Zipzap Computers Ltd, so I will show you what the screen looks like and give no explanation.



Chaper 7 – Appendix

Automatic Upgrades

The system will perform the below when it is run for the first time.

- After the data directory has been chosen, if the report layouts do not exist within this directory then the system will ask you if they need creating and if you answer **Yes** then the default report layouts will be copied into the data directory.

Toolbar

The main window for this system has a toolbar with icon buttons on it. The ones to the left are standard buttons which can be used to move around a browse etc. The buttons to the right of these buttons (shown below) need some explanation.



Pressing this button runs the consignment entry menu item.



Pressing this button runs the view gazetteer menu item.



Pressing this button runs the day-start menu item.



Pressing this button runs the day-end menu item.



Pressing this button takes you to our web site to download an update for this program.



Pressing this button views the FTP log.



Pressing this button allows you to use the TPN/PostcodeAnywhere interface to find a postcode or address.



Pressing this button runs the re-login menu item.