

LOAD MASTER

Updated Friday, 16th April 2010

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Chapter 1 - Installation

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



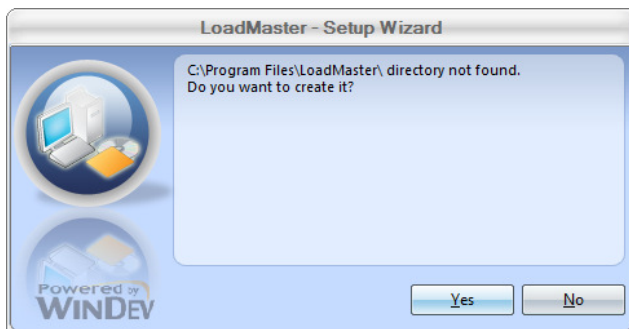
Chapter 1 - Installation

- **Installing Loadmaster**

Double-click on the LoadMaster.EXE

First Time Installers – follow these screens:

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



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



Setup summary will then be displayed, click next.

This will then install the Load Master server and inform you that setup is complete

Chapter 1 - Installation

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



If Load Master has been installed before:

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



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

- **Networking the Program**

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

Chapter 1 - Installation

- **Loading the Program**

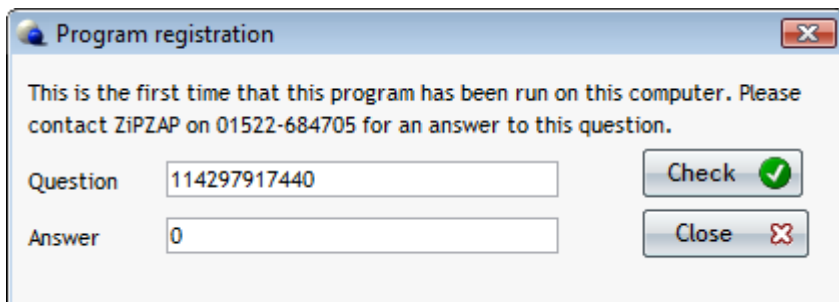
Running Load Master for the First Time

Double-click the LoadMaster icon on the desktop.

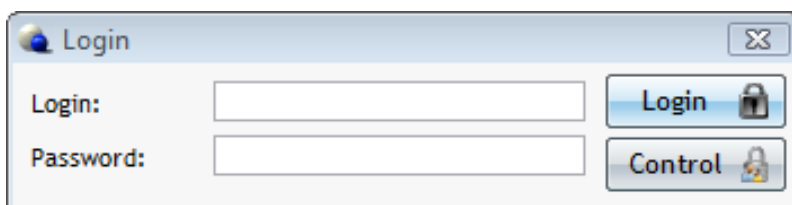


To run the program across a network, install the program on all workstations and then select a shared folder on a mapped driver for the data. All workstations must point to the same place although it is possible that they are mapped differently.

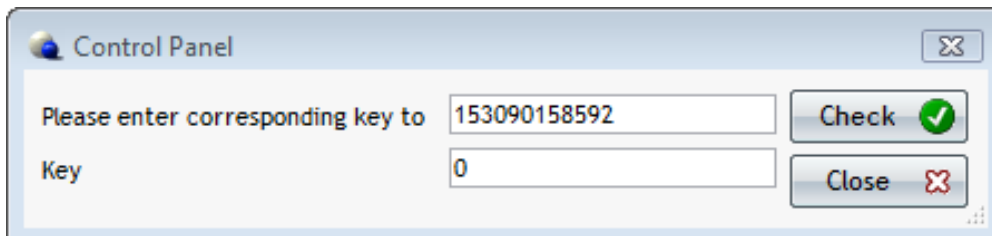
Initially when you open the program you will be asked to register your program. Contact ZipZap to obtain an answer for this question.



After you will then see a Login Screen.



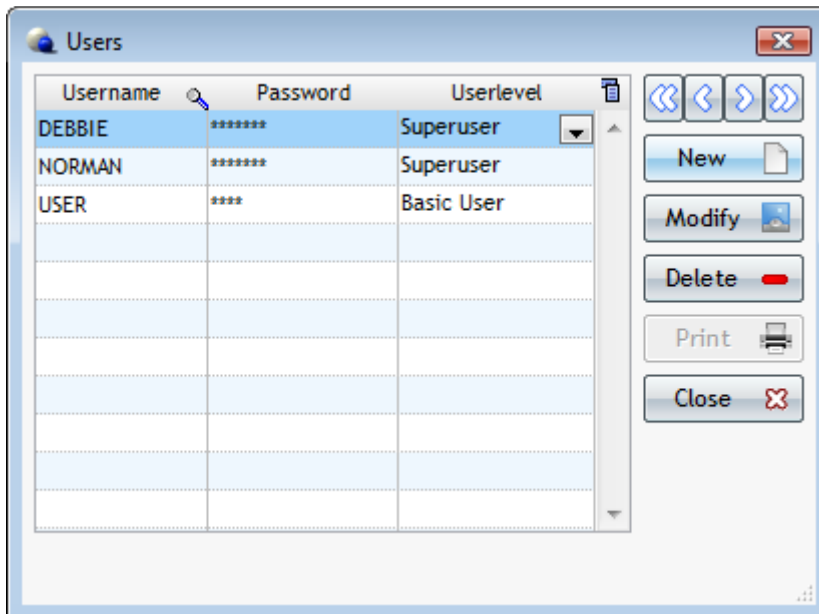
System Administrators should contact ZIPZAP Computers Ltd (01522 684705) for entry to the Control screen so users can be setup.



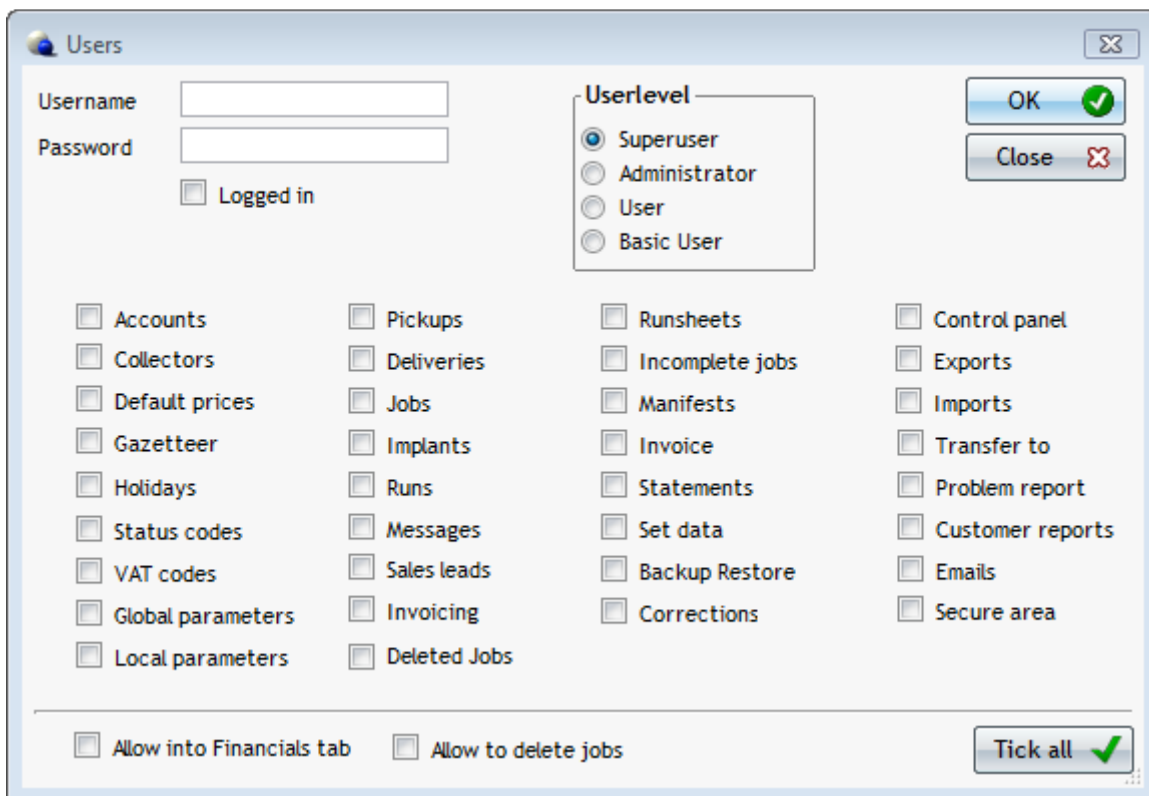
Once access to the control screen has been gained users can be setup as follows:

If you are using this program across a network you need only set one user until the data path has been set

Chapter 1 - Installation



Select New to enter a new user and the following window will appear:



Enter a username and password and select the options that this user is allowed to access or click the tick all button. If you are going to alter the data path to the network then be sure to check the **Set Data** box.

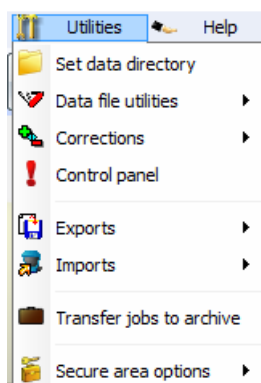
Once this user has been set up choose OK, close Users window and Login as the created user.

Chapter 1 - Installation

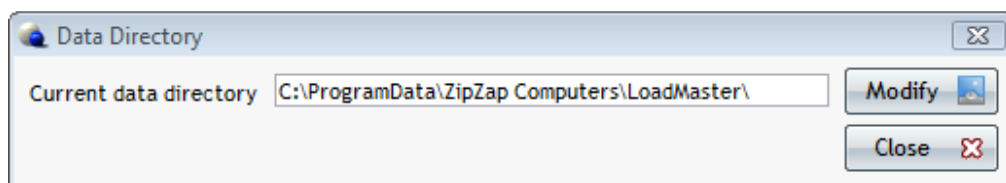
- **Data Path**

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

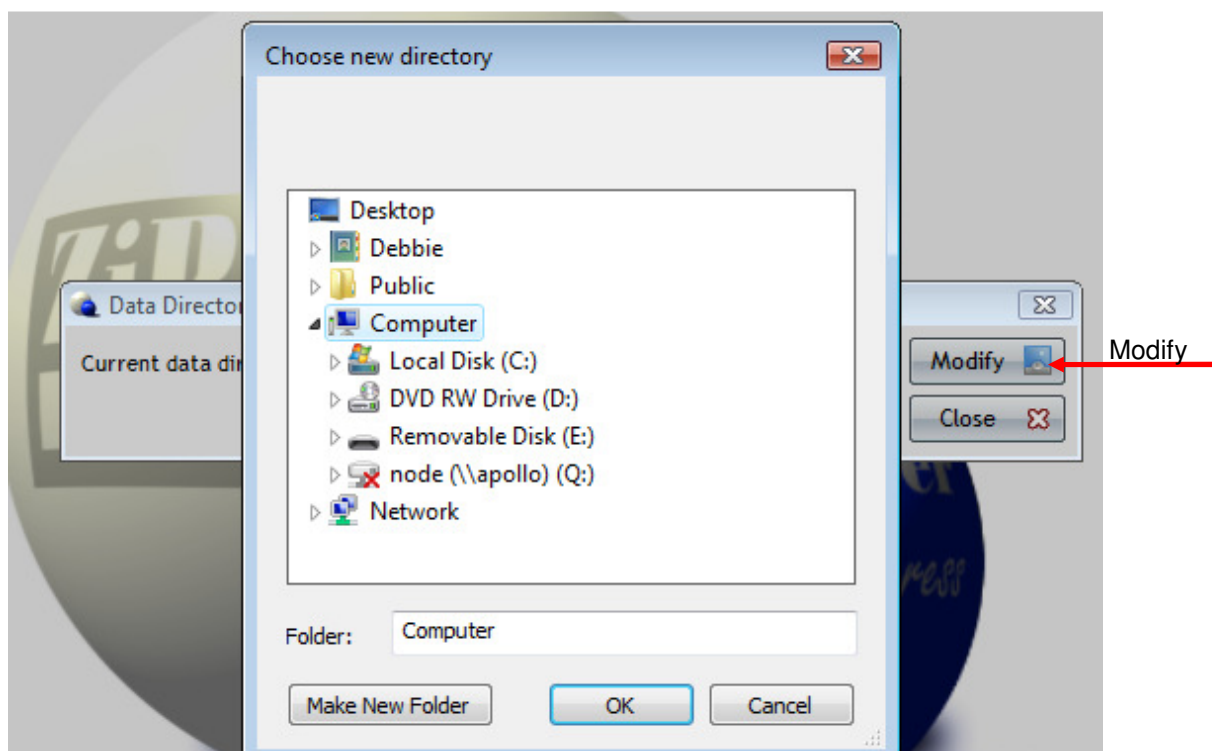
On the Utilities Menu you should select **Set Data Directory**



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



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



Chapter 1 - Installation

- **Updating Loadmaster on a Network**

Double-click on the LoadMaster.EXE

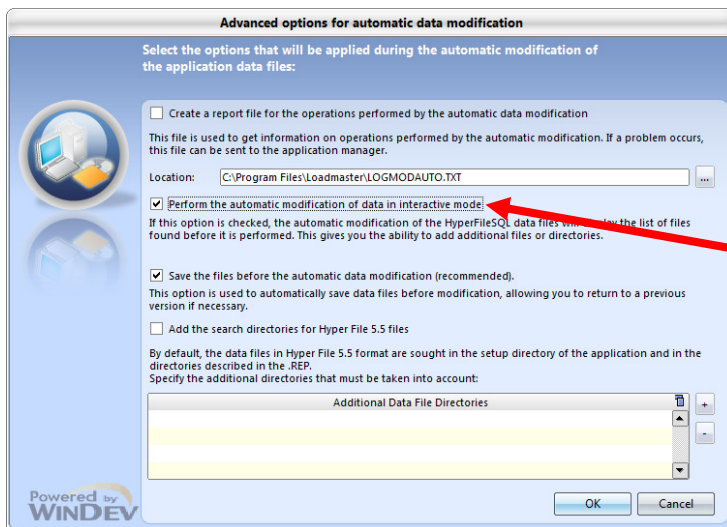
Follow the same screens on pages 6 and 7 except



If you store your data on a **network** drive then you should click the Advanced button during installation.

This simply asks you to choose the directory that contains the data files to be updated.

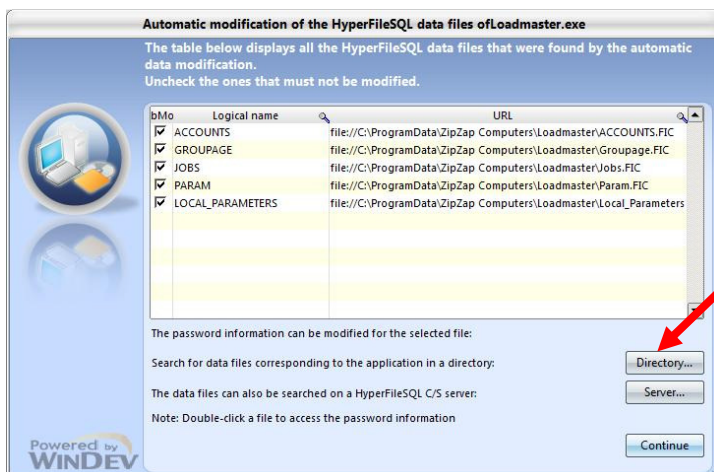
MAKE SURE EVERYONE IS OUT OF THE SYSTEM BEFORE DOING THIS.



Tick the Perform the automatic modification of data in interactive mode tick box.

Click OK

Follow the same screens on pages 6 and 7



Click the Directory button.

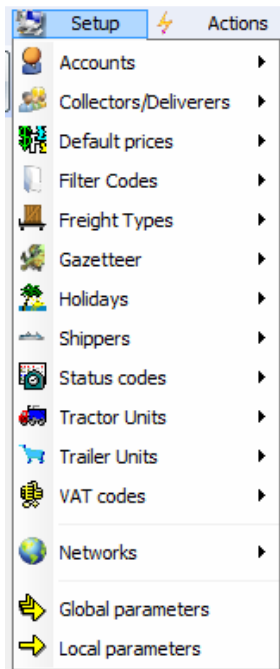
Select the folder you share on your network drive.

Click OK

Click Continue

Chapter 2 – Initial Setup

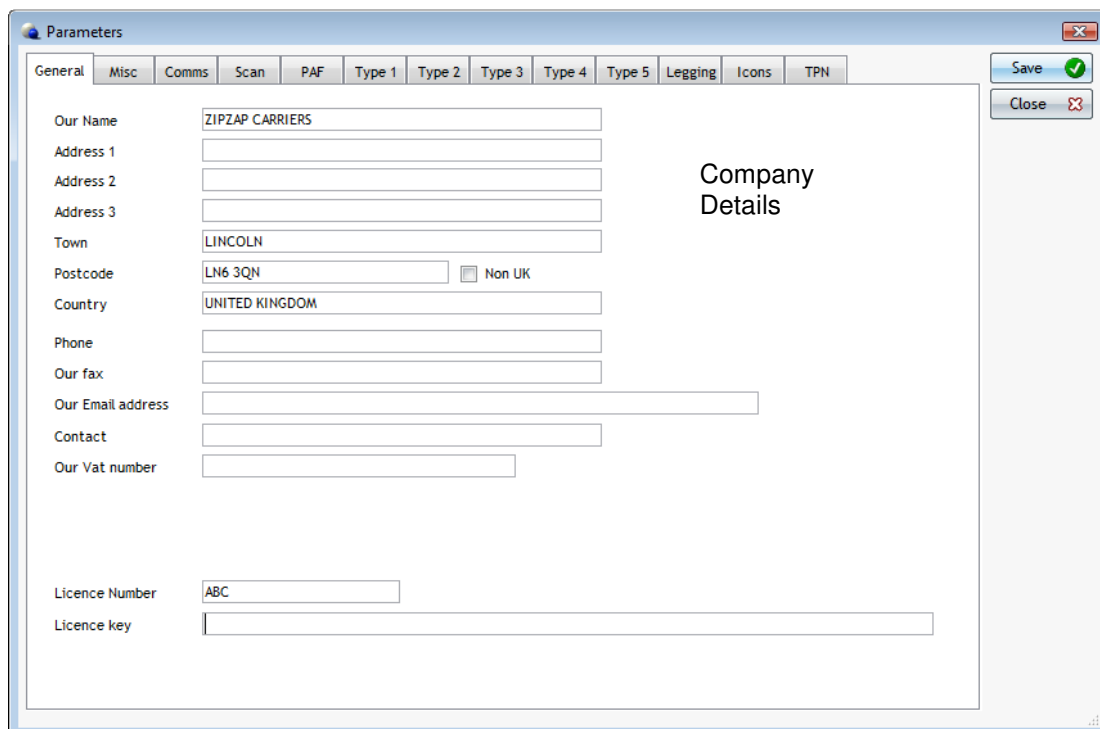
Quick Note: If you drop a file called logo.jpg into the program directory then it will display on the screen and on the invoices. If you drop in a file called info.txt into the same directory then when you click the image on the screen it displays the message written in the text file.



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

- **Setup, Global Parameters**

Enter your details on the screen as below:



Parameters

General Misc Comms Scan PAF Type 1 Type 2 Type 3 Type 4 Type 5 Legging Icons TPN

Our Name ZIPZAP CARRIERS

Address 1

Address 2

Address 3

Town LINCOLN

Postcode LN6 3QN Non UK

Country UNITED KINGDOM

Phone

Our fax

Our Email address

Contact

Our Vat number

Licence Number ABC

Licence key

Company Details

Save

Close

After entering your company details, select the Comms tab.

Chapter 2 – Initial Setup

The screenshot shows a 'Parameters' dialog box with several tabs: General, Misc, Comms, Scan, PAF, Type 1, Type 2, Type 3, Type 4, Type 5, Logging, Icons, and TPN. The 'Comms' tab is selected. The dialog contains the following fields and options:

- FTP Server: [Text box]
- FTP Username: [Text box]
- FTP Password: [Text box]
- FTP Port: [Spin box, value: 21]
- FTP export directory: [Text box]
- FTP import directory: [Text box]
- FTP Transfer type:
 - Binary
 - ASCII
- FTP Passive
- Comms timeout: [Spin box, value: 30]
- SMTP Server: [Text box]
- SMTP Username: [Text box]
- SMTP Password: [Text box]

Red arrows point to the FTP Username, Password, and Port fields, labeled 'FTP Details', and to the SMTP Username and Password fields, labeled 'E-mail Details'. The dialog also has 'Save' and 'Close' buttons in the top right corner.

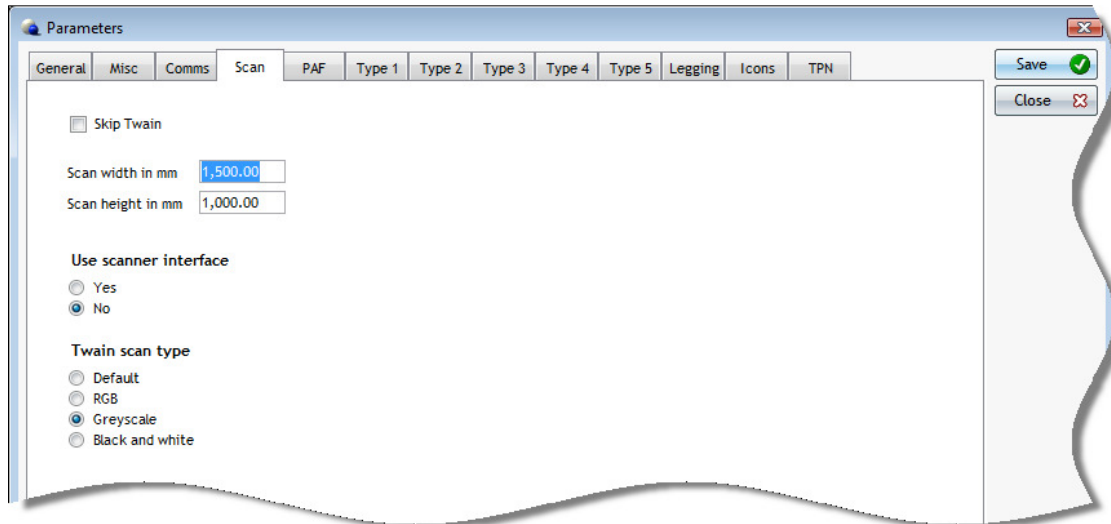
If required enter details of the FTP server you are communicating with and also the SMTP server if you are using e-mail. E-mail settings can be found in your e-mail client such as Outlook.

The directories mentioned here are remote.

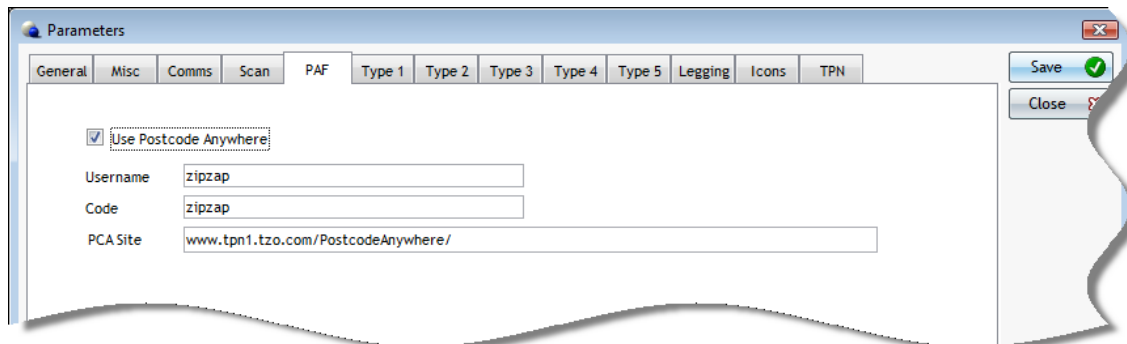
Chapter 2 – Initial Setup

The **Misc Tab** should be left until the end of this section as some of the details required haven't been set up yet.

If you are Scanning PODs then the details should be entered in the Scanning Tab.



PAF is for looking up a postcode address file during consignment entry.



This program allows access to Postcode Anywhere. Details can be obtained from <http://postcodeanywhere.co.uk>

Chapter 2 – Initial Setup

There are 5 freight types available within this program. These are user definable as Type 1, Type 2, Type 3, Type 4 or you can change by weight in Type 5.

The first type in this example is setup as a Parcel.

The screenshot shows a software window titled "Parameters" with a tabbed interface. The "Type 1" tab is selected. The window contains a form for configuring freight parameters. The "Description" field is set to "Parcel" and "Default items" is set to "0". Below this, there are ten rows for "Zone 1 base" through "Zone 10 base". Each row has a "base" field (0.0000), a "then charge" field (12.0000), a "per item up to" field (5), and an "items then" field (10.0000), followed by the text "per item". At the bottom of the form, it says "Corresponds to TPN Quarter Pallets". On the right side of the window, there are "Save" and "Close" buttons.

| Zone | base | then charge | per item up to | items then | per item |
|--------------|--------|-------------|----------------|------------|----------|
| Zone 1 base | 0.0000 | 12.0000 | 5 | 10.0000 | per item |
| Zone 2 base | 0.0000 | 12.0000 | 5 | 10.0000 | per item |
| Zone 3 base | 0.0000 | 12.0000 | 5 | 10.0000 | per item |
| Zone 4 base | 0.0000 | 12.0000 | 5 | 10.0000 | per item |
| Zone 5 base | 0.0000 | 12.0000 | 5 | 10.0000 | per item |
| Zone 6 base | 0.0000 | 12.0000 | 5 | 10.0000 | per item |
| Zone 7 base | 0.0000 | 12.0000 | 5 | 10.0000 | per item |
| Zone 8 base | 0.0000 | 12.0000 | 5 | 10.0000 | per item |
| Zone 9 base | 0.0000 | 12.0000 | 5 | 10.0000 | per item |
| Zone 10 base | 0.0000 | 12.0000 | 5 | 10.0000 | per item |

The screen above indicates that for Zones 1 - 10 (country areas assigned to postcodes within the gazetteer) the following price structure is available.

For 1 Parcel there will be a charge of £12.

For 5 Parcels there will be a charge of £60

For 6 Parcels there will be a charge of £70 – this is made of % @ £12 and 1 @ £10.

Follow a similar pattern for the remaining types.

These are default “Full Tariff” rates and can also be maintained in **Setup, Default Prices** where you will have access to up to 100 pricing zones.

Click **Save** to finish. 

The last three tab options are:

Legging tab - you can turn on & off certain options.

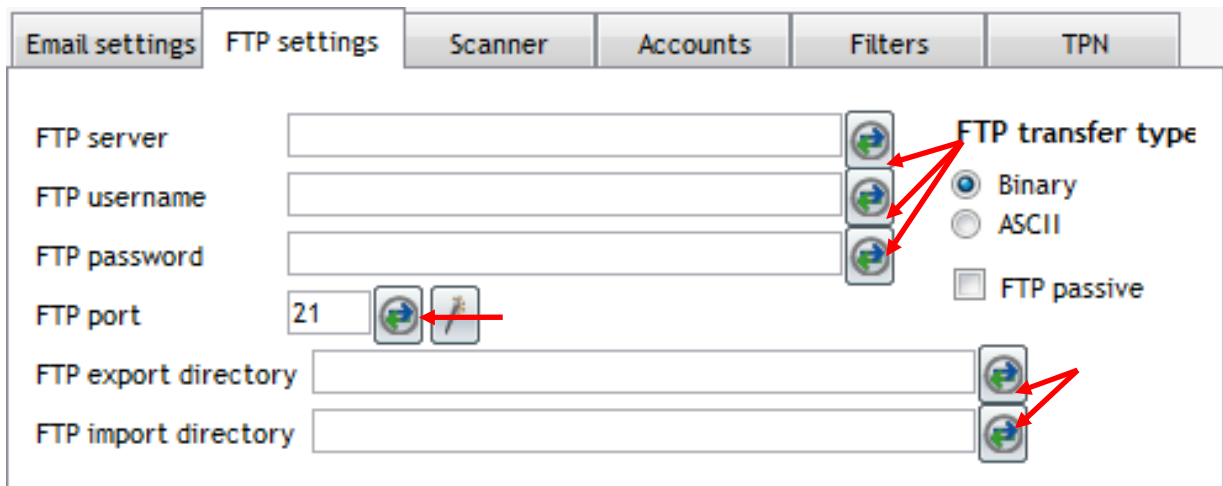
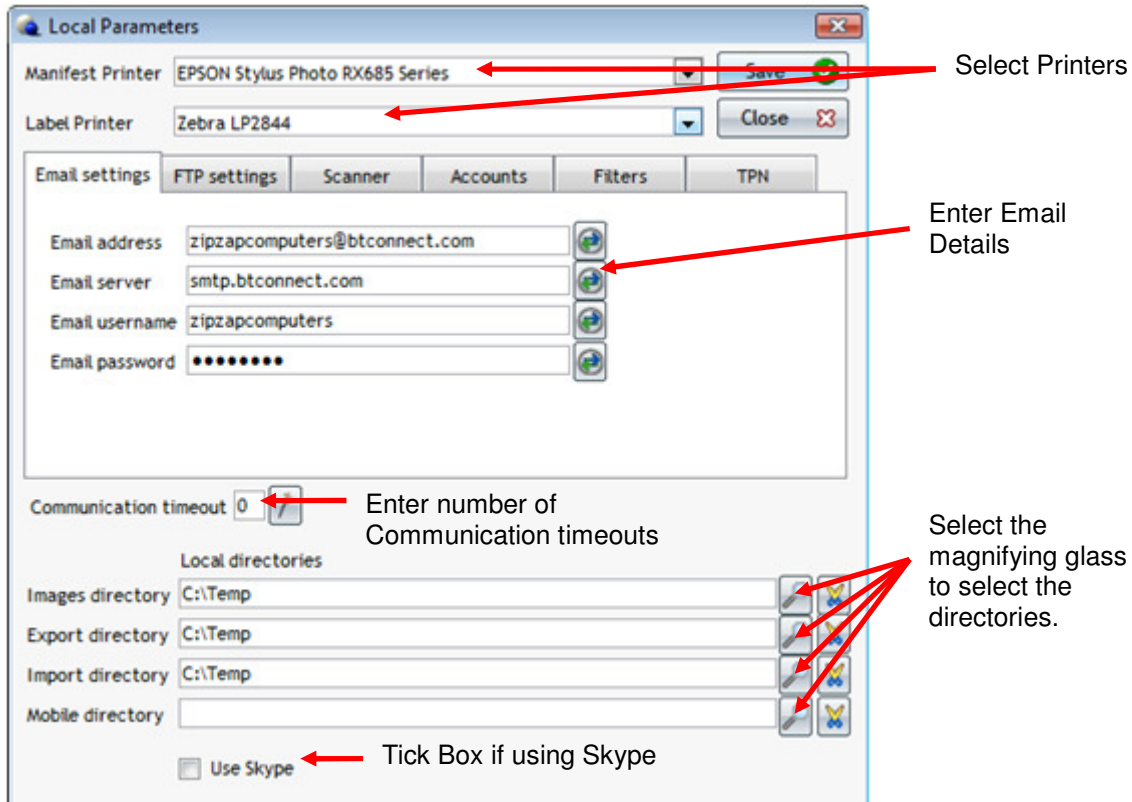
Icons tab – you can turn on & off icons on the main screen toolbar.

TPN tab – is for TPN users only, if this option is needed check the tick box - **Use TPN**.

Chapter 2 – Initial Setup

- **Setup, Local Parameters**


These settings are specific to your own local computer. Work through the tabs and enter the information as illustrated below:



Click the buttons next to the red arrows to pull information through that has already been entered in Global Parameters.

Chapter 2 – Initial Setup

| | | | | | |
|----------------|--------------|---------|----------|---------|-----|
| Email settings | FTP settings | Scanner | Accounts | Filters | TPN |
|----------------|--------------|---------|----------|---------|-----|

| | | |
|--|---|---|
| Twain interface <input type="radio"/> Yes <input checked="" type="radio"/> No <input checked="" type="checkbox"/> Skip Twain | Twain scan type <input type="radio"/> Default <input type="radio"/> RGB <input checked="" type="radio"/> Greyscale <input type="radio"/> Black and white |  |
|--|---|---|

Scanner settings can again be pulled through from Global Parameters by clicking the button next to the red arrow.

| | | | | | |
|----------------|--------------|---------|----------|---------|-----|
| Email settings | FTP settings | Scanner | Accounts | Filters | TPN |
|----------------|--------------|---------|----------|---------|-----|

Sage directory

This is the directory to store the transaction file for Sage when the invoice summary is performed.

| | | | | | |
|----------------|--------------|---------|----------|---------|-----|
| Email settings | FTP settings | Scanner | Accounts | Filters | TPN |
|----------------|--------------|---------|----------|---------|-----|

This option is for resetting filters.

| | | | | | |
|----------------|--------------|---------|----------|---------|-----|
| Email settings | FTP settings | Scanner | Accounts | Filters | TPN |
|----------------|--------------|---------|----------|---------|-----|

TPN Live Username

TPN Live Password

Here you enter your TPN Live username and password.

Click **Save** to finish.

Chapter 2 – Initial Setup

Select the Costs tab to enter the following information:

Vehicle/Contractor

Basic Costs

ID: FRED Not in house

Apply VAT Number:

Generic charges

Collection chg: 0.00

Delivery chg: 0.00

Daily cost: 0.00 Use daily costs

Recosting values

| | | | | | | |
|------|--------------|------|---------------|---|------------|------|
| 0.00 | First type 1 | 0.00 | per item upto | 0 | items then | 0.00 |
| 0.00 | First type 2 | 0.00 | per item upto | 0 | items then | 0.00 |
| 0.00 | First type 3 | 0.00 | per item upto | 0 | items then | 0.00 |
| 0.00 | First type 4 | 0.00 | per item upto | 0 | items then | 0.00 |

Min charge: 0.00

Omit from reprice

OK

Close

Not In House – indicates whether this agent belongs to the main depot or they are working for someone else.

When a driver is not in house you need to set up payment rates for them. There are Generic charges for delivery and collection or a fixed daily cost. Alternatively agents can be paid according to items and weight of the goods they are delivering or collecting

Chapter 2 – Initial Setup

- **Setup, Collectors\Deliverers, Add costs for our vehicles.**

This section is for storing information regarding costs to our vehicles such as MOT, Tax, and Insurance.

The 'Add vehicle cost' dialog box contains the following fields and values:

| | |
|---------|--------------|
| ID | FRED |
| Date | 03/10/2008 |
| Details | Road Tax Due |
| Mileage | 0 |
| Cost | 300.00 |

Click **Save** to finish.

- **Setup, Collectors\Deliverers, Browse Our Vehicle Costs.**

Locate the vehicle ID and enter the information required.

The 'Select collector/deliverer' dialog box shows a table with the following data:

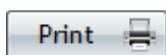
| ID | Description |
|------|-------------|
| FRED | |
| JOE | |

Select the ID and
Click OK.

Click Magnifying
Glass

Click **View**

You can browse costs and print a report by clicking the Print button



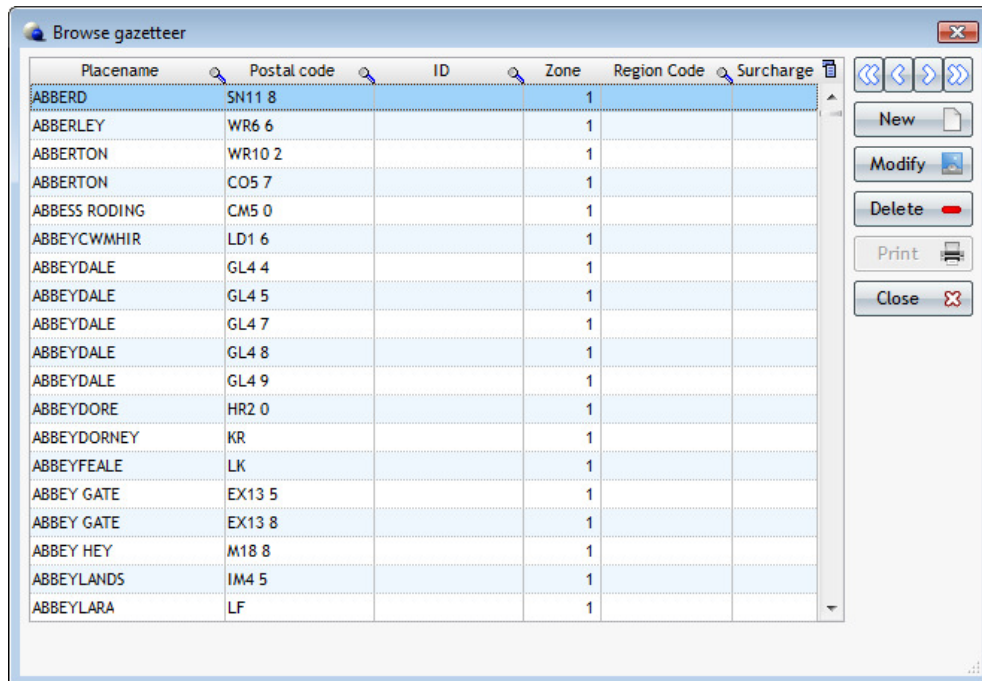
The 'Costs associated with FRED' window displays the following table:

| Date | Description | Mileage | Cost |
|------------|--------------|---------|--------|
| 03/10/2008 | Road Tax Due | 0 | 300.00 |

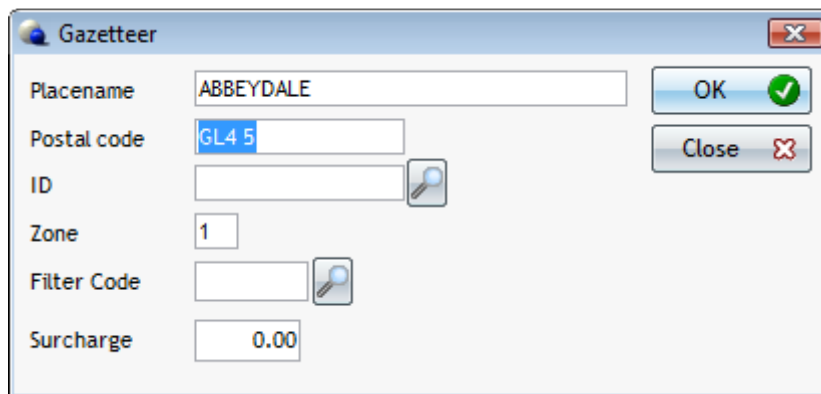
Chapter 2 – Initial Setup

- **Setup, Gazetteer**

Once all of the information has been set up you can update the gazetteer.



Click on modify to update gazetteer entries. This will utilise information that you have already entered relating to regions etc.



Filter Codes can be set up by going to **Setup, Filter Codes, and Browse Codes**.

If required, you can allocate a **Surcharge** to a postcode.

Click **OK**

Click **Close** on Browse gazetteer window to finish

Also in the Gazetteer menu is the option **Export Implant Gazetteer**.

This exports the gazetteer in a format suitable for customer implant systems.

Chapter 2 – Initial Setup

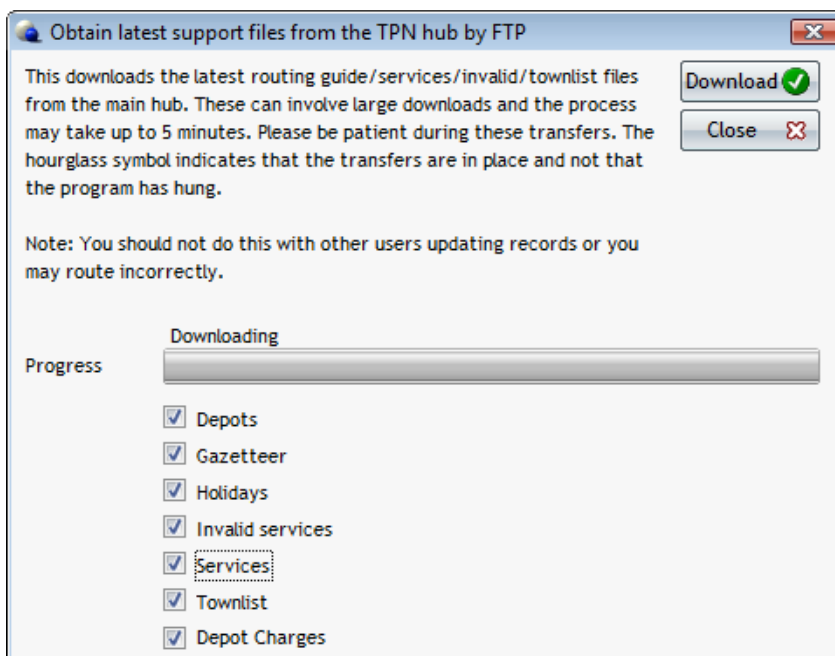
- **Setup, Networks**

There are eight networks:

- APC
- Business Post
- City Link
- Hazchem
- Pallex
- TPN
- UK Pallets
- UPS

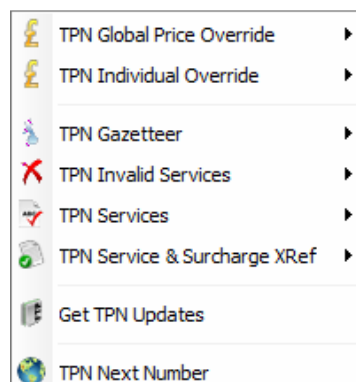
Currently only TPN is functioning, the rest are being worked on.

To import all the information, select TPN and click on **Get Updates**.



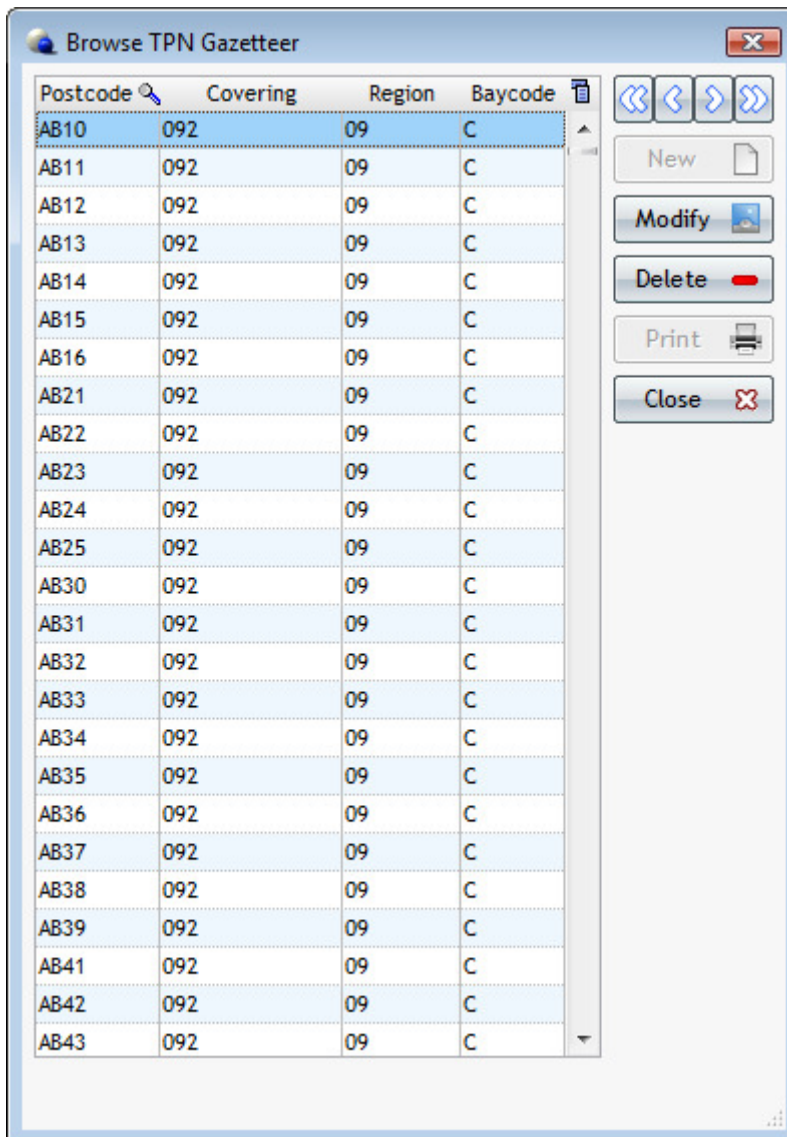
The above screen should appear, all you have to do is click on download but you must make sure other users are not updating at the same time or you may route incorrectly.

When that is complete you will be able to browse all the options in the **TPN Network**.

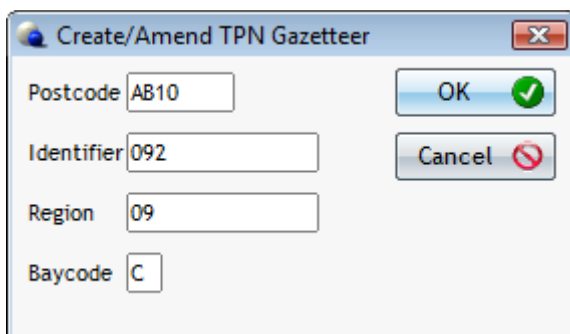


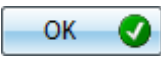
Chapter 2 – Initial Setup

- Setup, Networks, TPN Gazetteer, Browse



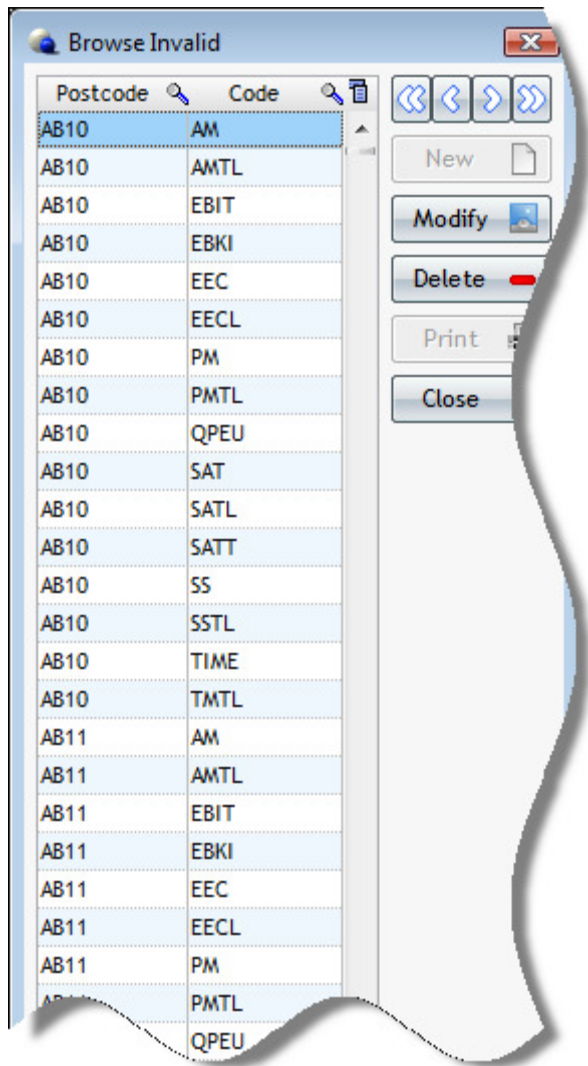
Click **Modify** to alter the highlighted record.



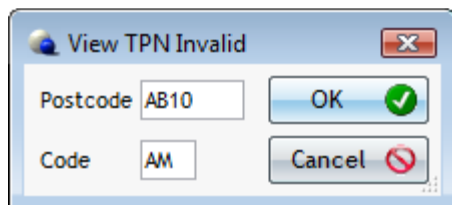
Click **OK**  to finish.


Chapter 2 – Initial Setup

- Setup, Networks, TPN Invalid Services, Browse



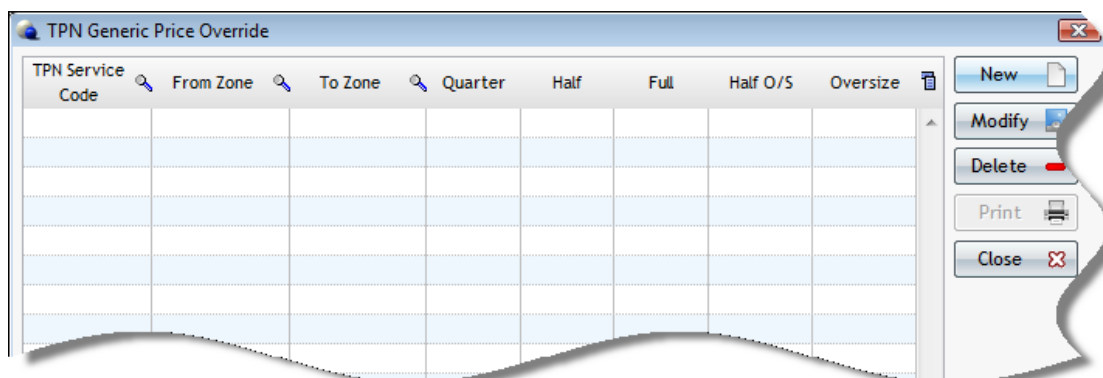
Click **Modify** to alter the highlighted record.



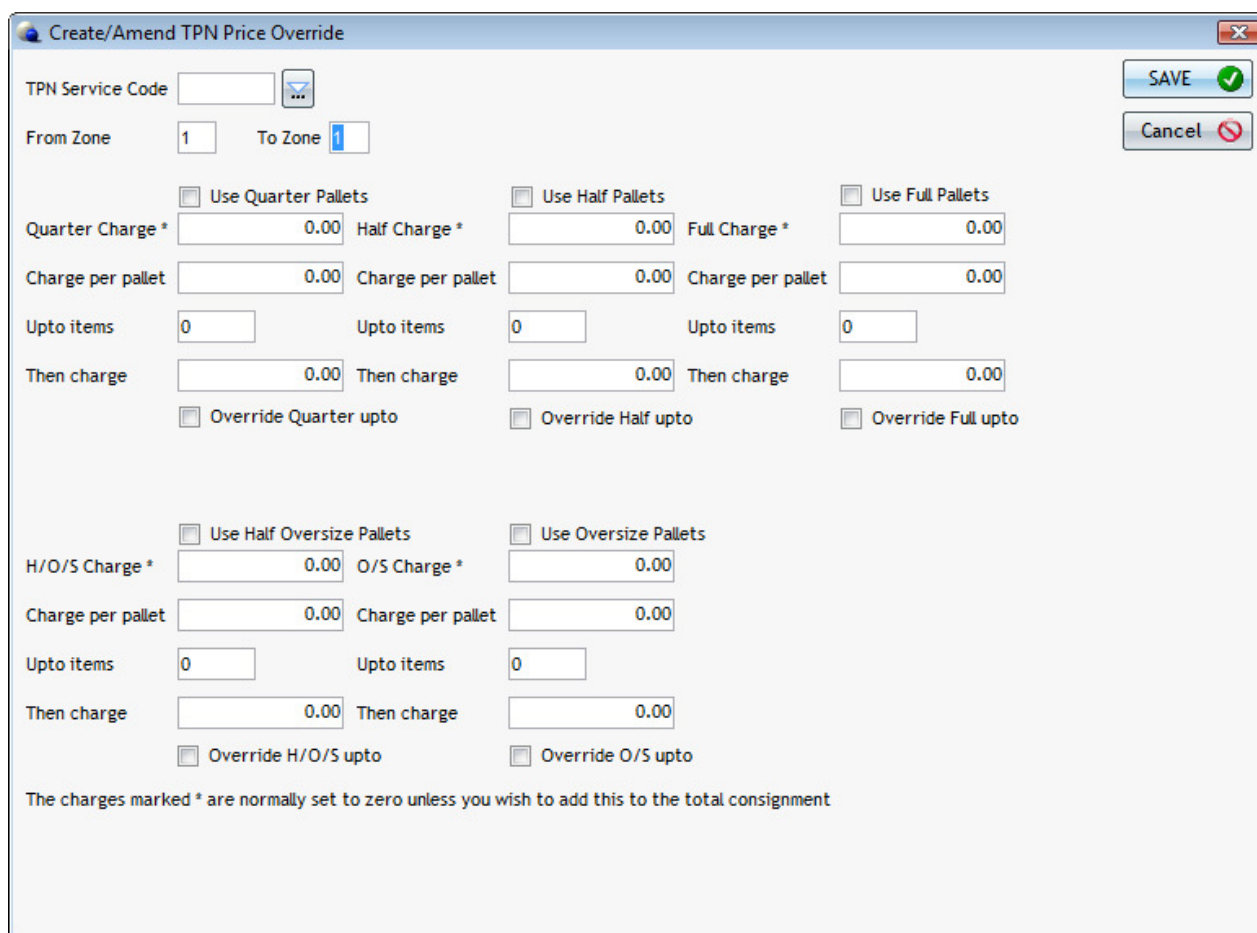
Click **OK**  to finish.

Chapter 2 – Initial Setup

- Setup, Networks, TPN Global Price Override, Browse



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



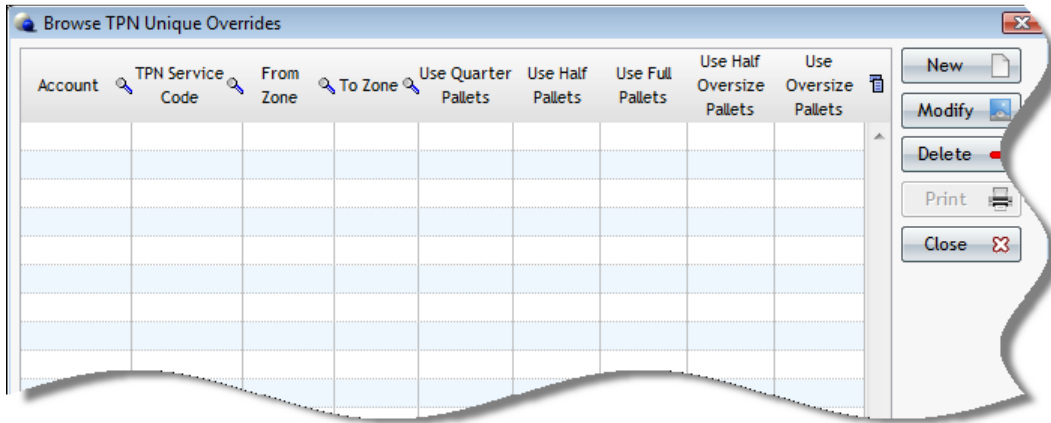
Select a **TPN Service Code**, click on the following button. 

If you tick the Override Upto tick boxes, all pallets will be charged the amount in the Then Charge box when the number of items exceed the amount in the Upto Items box.

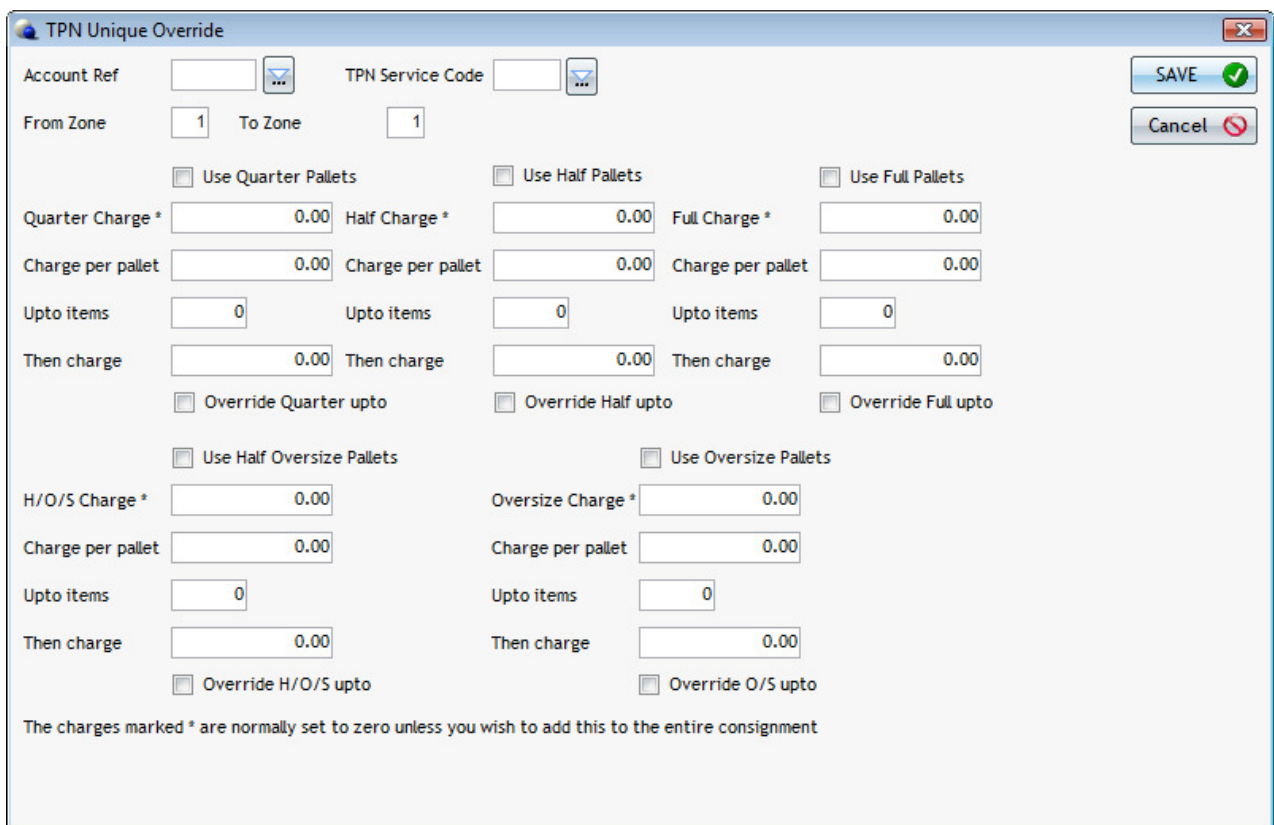
Enter the **Price Override** Details and click **Save**  to finish.


Chapter 2 – Initial Setup


- Setup, Networks, TPN Individual Override, Browse



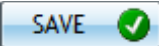
Click on **New** to add a new record or **Modify** to alter the highlighted record.



Select an **Account Ref**, click on the following button. 

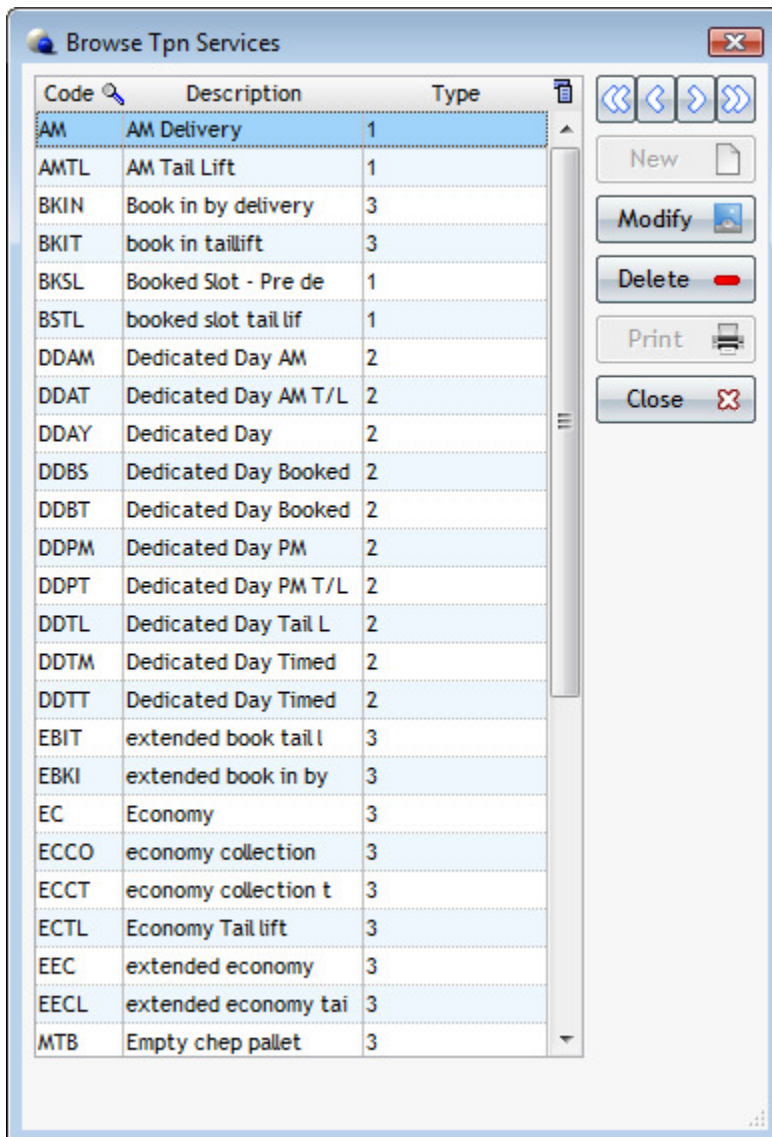
Select a **TPN Service Code**, click on the following button. 

If you tick the Override Upto tick boxes, all pallets will be charged the amount in the Then Charge box when the number of items exceed the amount in the Upto Items box.

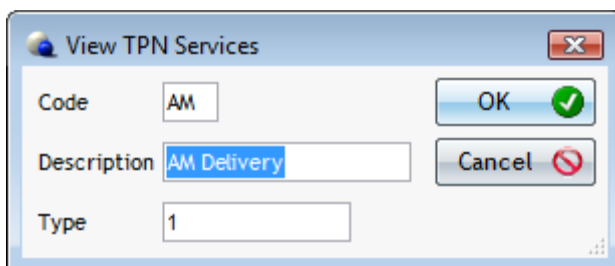
Enter the **Unique Override** Details and click **Save**  to finish.

Chapter 2 – Initial Setup

- Setup, Networks, TPN Services, Browse



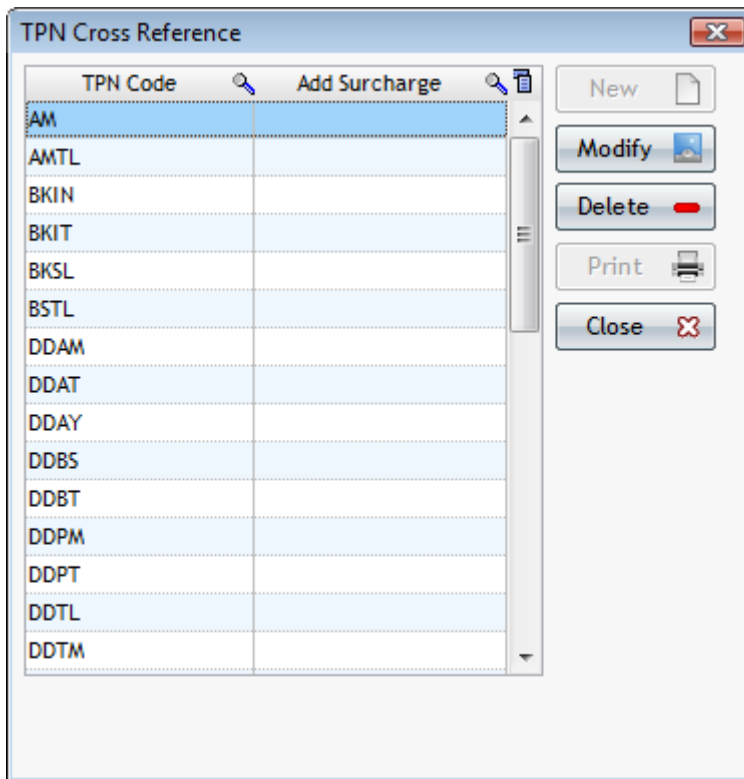
Click **Modify** to alter the highlighted record.



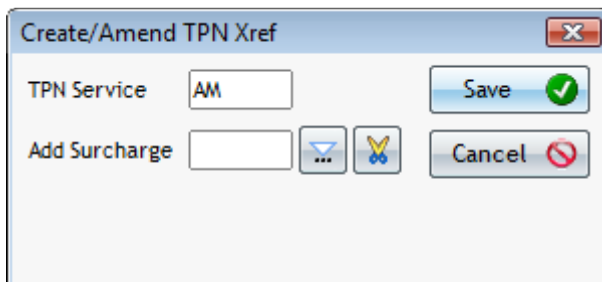
Click **OK** to finish.


Chapter 2 – Initial Setup

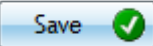
- **Setup, Networks, TPN Service & Surcharge XRef, Browse**



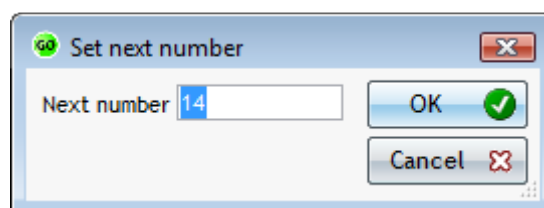
Click **Modify** to alter the highlighted record.



Add a Surcharge to a TPN Service by clicking on the following button. 

Click **Save**  to finish.

- **Setup, Networks, TPN Next Number**

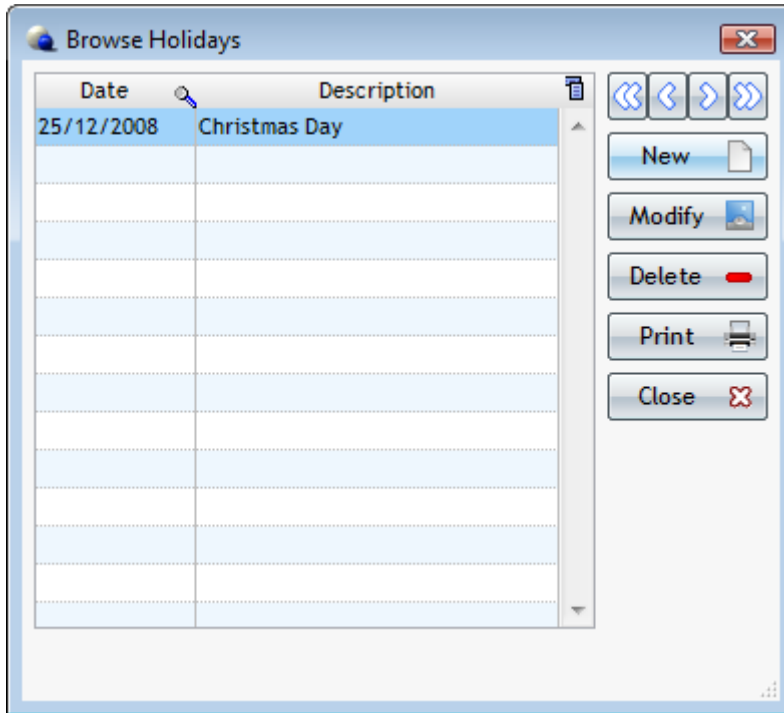


Enter the next number and Click **OK**  to finish.

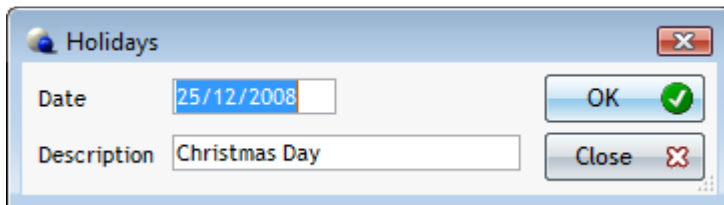
Chapter 2 – Initial Setup

- **Setup, Holidays**

Enter here holiday dates and then you will be warned if a job is attempted on this day.

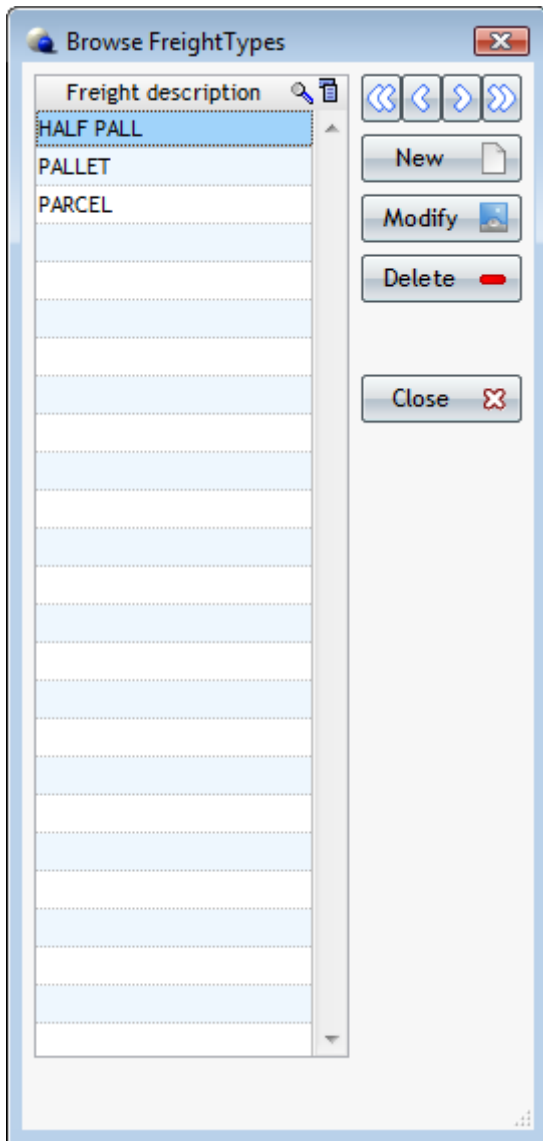


Click on New to add a new record or Modify to alter the highlighted record, and then click OK.

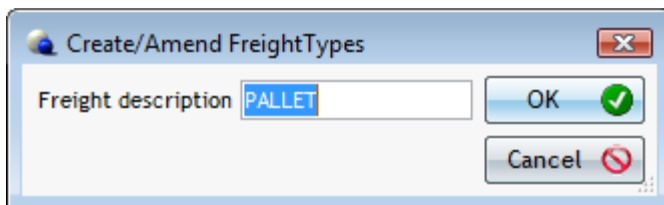


Chapter 2 – Initial Setup

- Setup, Freight Types, Browse

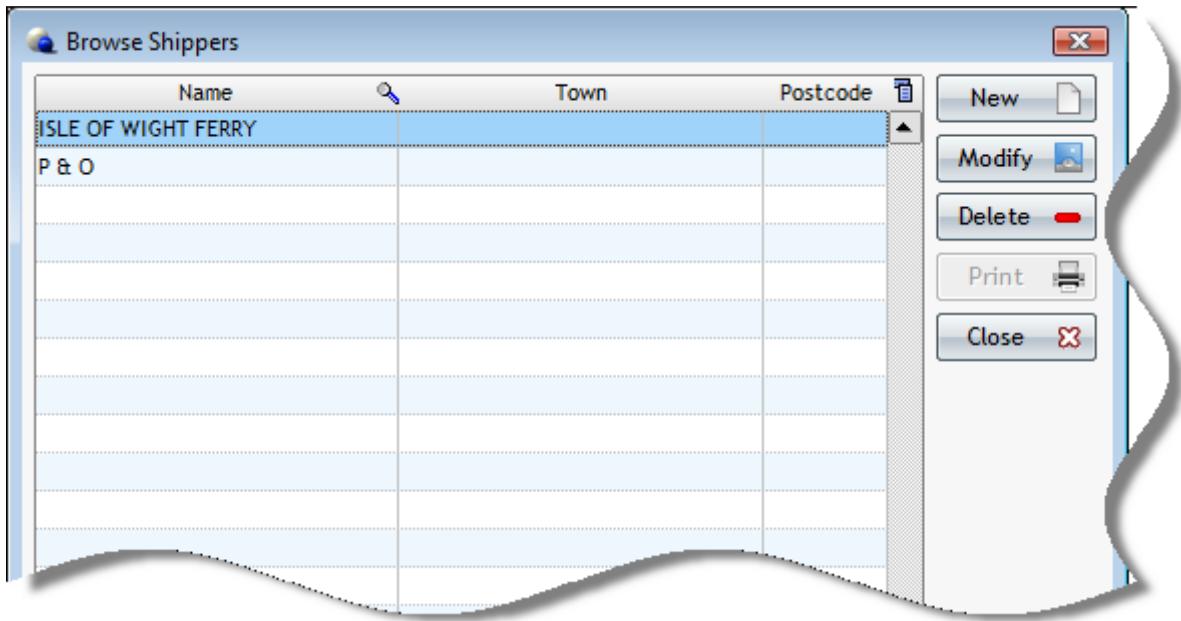


Click on New to add a new record or Modify to alter the highlighted record, and then click OK.



Chapter 2 – Initial Setup

- Setup, Shippers, Browse



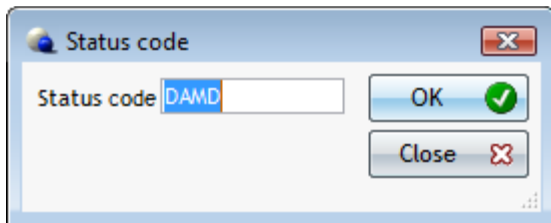
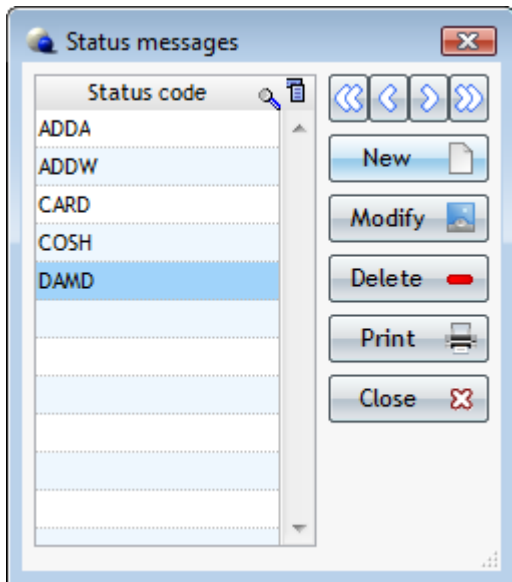
Click on New to add a new record or Modify to alter the highlighted record, and then click Validate.

The screenshot shows a window titled "Create/Amend Shipper" with a form. The "Name" field contains "ISLE OF WIGHT FERRY". There are two buttons: "Validate" with a green checkmark and "Cancel" with a red X. The form has the following fields: "Name" (text box), "Address 1" (text box), "Address 2" (text box), "Address 3" (text box), "Address 4" (text box), "Postcode" (text box), "Phone" (text box), "Fax" (text box), "Email" (text box), and "Contact" (text box).

Chapter 2 – Initial Setup

- **Setup, Status Codes, Browse Codes**

Status codes are used during track and trace of consignments. They indicate what happened to the freight at a particular time.



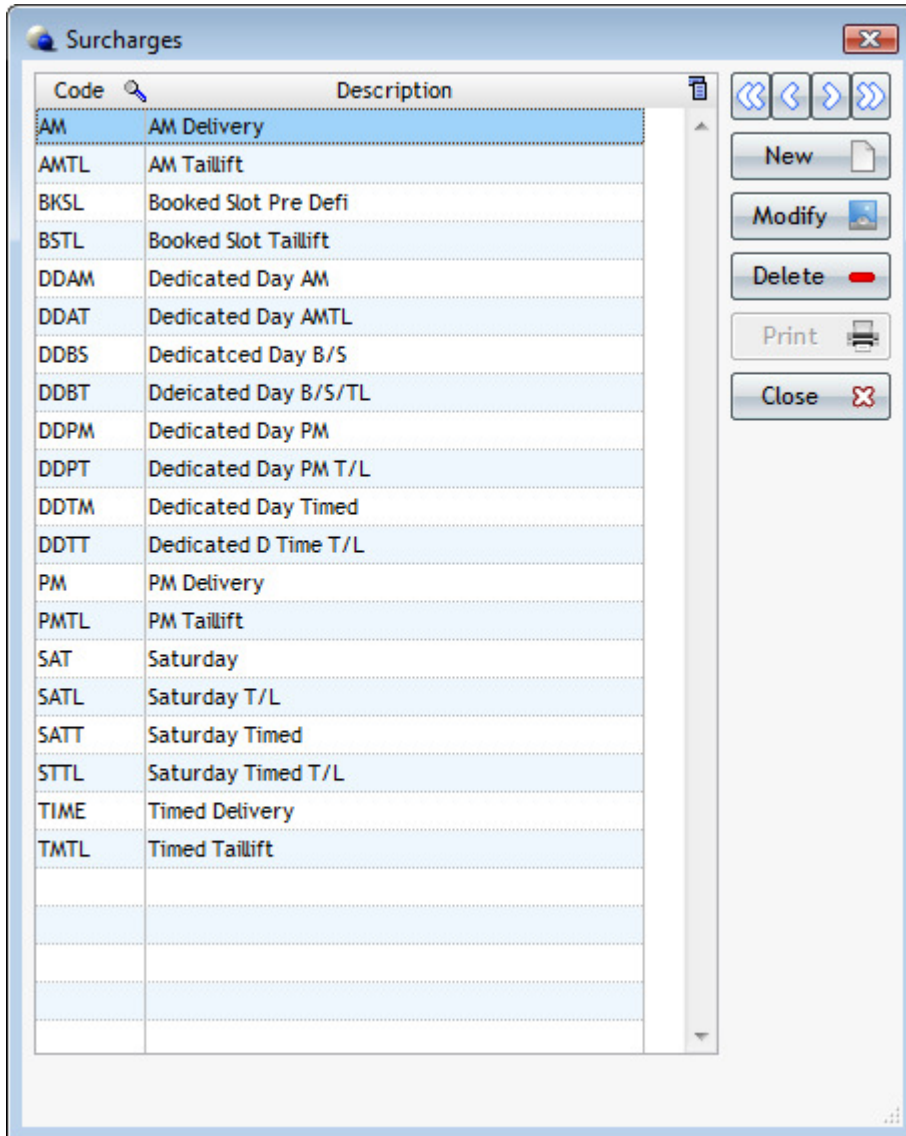
Click on New to add a code or Modify to alter the highlighted record, and then click OK.

There are a few examples in the first screen, they stand for:

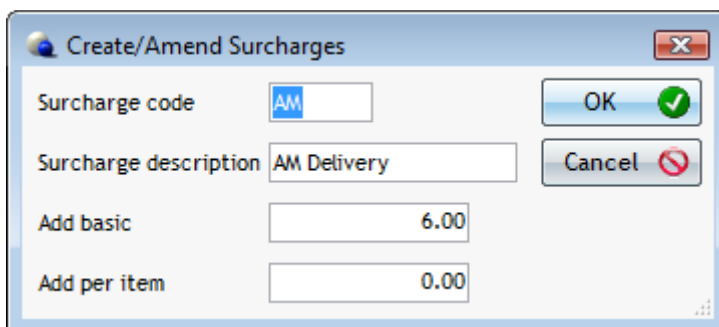
- ADDA - Attempted but wrong
- ADDW - Address wrong
- CARD - No one in /closed
- COSH - Confirmation of ship
- DAMD - Damaged at del depot

Chapter 2 – Initial Setup

- Setup, Default Prices, Surcharges



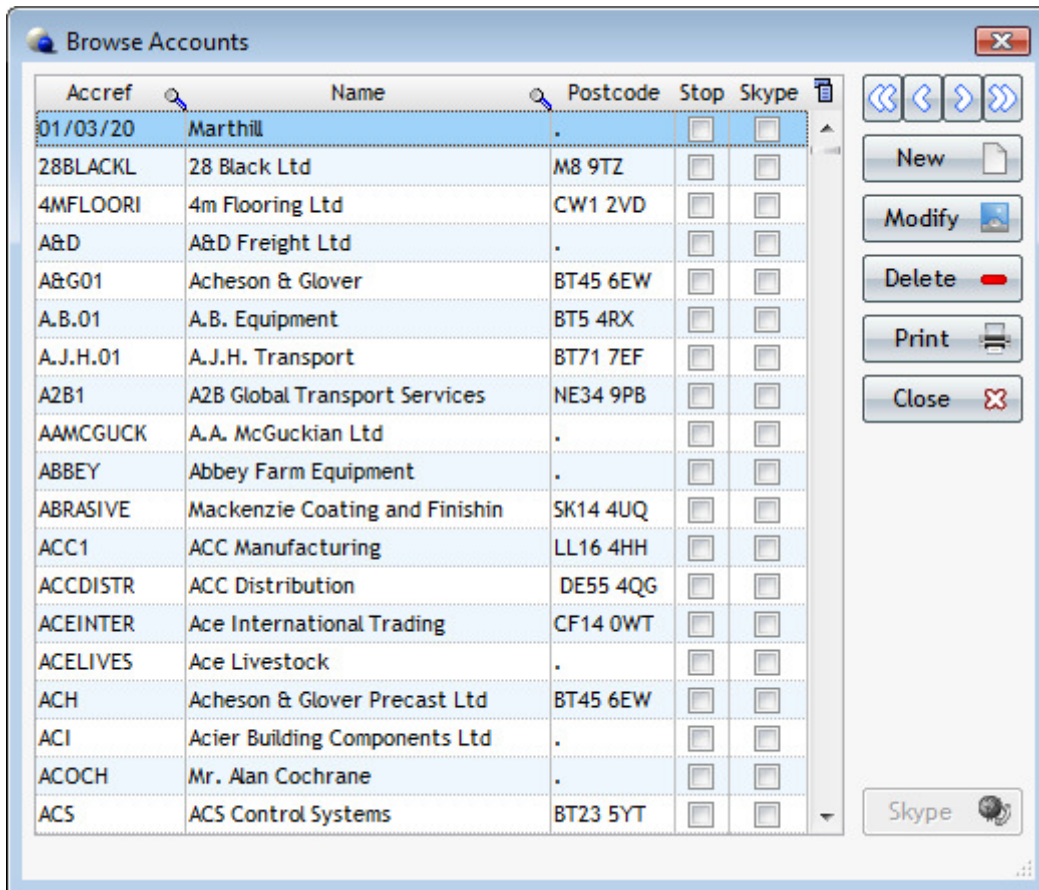
Click on New to add a new record or Modify to alter the highlighted record, and then click OK.



Chapter 2 – Initial Setup

- **Setup, Accounts, Browse**

Customer accounts are held within this section.



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

Chapter 2 – Initial Setup

Accounts

General Billing Charges Notes Custom

Account Ref A&G01

Account name Acheson & Glover

Address 1 58 Ballyronan Road

Address 2 .

Address 3 Magherafelt

CITY Co. Londonderry

County

Postcode BT45 6EW

Country

Phone 028 85568441

Fax

Out of hours

Email

Contact 0870 165 5511

Skype name

Usual collector

Learn addresses

Skip on runsheet

Own paperwork

Check PAF

Save Close

Enter the account details you have and select the tick box options you require.

For the Usual collector, click the magnifying glass to browse the Collector/deliverer details, Select the ID you want and Click OK.

Select collector/deliverer

| ID | Description |
|------|-------------|
| FRED | |
| JOE | |

Now you need to type in the Billing Details by selecting the Billing tab.

Chapter 2 – Initial Setup

- **Setup, Accounts, Browse**

Billing

This section holds accounting details such as the billing address.

The screenshot shows the 'Accounts' window with the 'Billing' tab selected. The form contains the following fields and options:

- Account Ref: A&G01
- On stop:
- NAD Account:
- No export:
- Billing name: Acheson & Glover
- EBO Sales Ref:
- Billing address 1: Ballyronan Road
- Billing address 2:
- Billing address 3:
- Town:
- Billing County:
- Billing Postcode: (with a 'Verify' button)
- Replicate:
- Billing Country:
- Billing phone: 0870 165 5512
- Billing fax:
- Billing email:
- Billing contact: 0807 165 5512
- Work in Secondary Currency:
- Display both Currencies:
- VAT code: (with search and refresh icons)
- Do not invoice:
- Vat number:
- Invoice without POD:
- Fuel surcharge %: 0.00 (with search and refresh icons)
- No VAT on surcharges:
- Credit limit: 0.00

Click Replicate to pull the same address details from the main screen.

Enter the rest of the details and select the tick box options you require.

| Code | Description | Rate |
|------|---------------|-------|
| T0 | Zero rated | 0.00 |
| T1 | Standard Rate | 17.50 |

For the VAT Code, click the magnifying glass to browse the Collector/deliverer details, Select the Code you want and Click OK.

Type in the rest of the details you need.

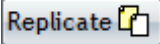
Now you need to type in the Charges Details by selecting the Charges tab.

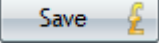
Chapter 2 – Initial Setup

- **Setup, Accounts, Browse**

Charges

Enter here any price overrides specific to this customer. Remember it must be done for each individual zone that this customer is likely to send to.

Click **Replicate**  to use the default tariff rates for the Zones.

Click **Save**  next to **Replicate** before leaving this page or all changes will be discarded.

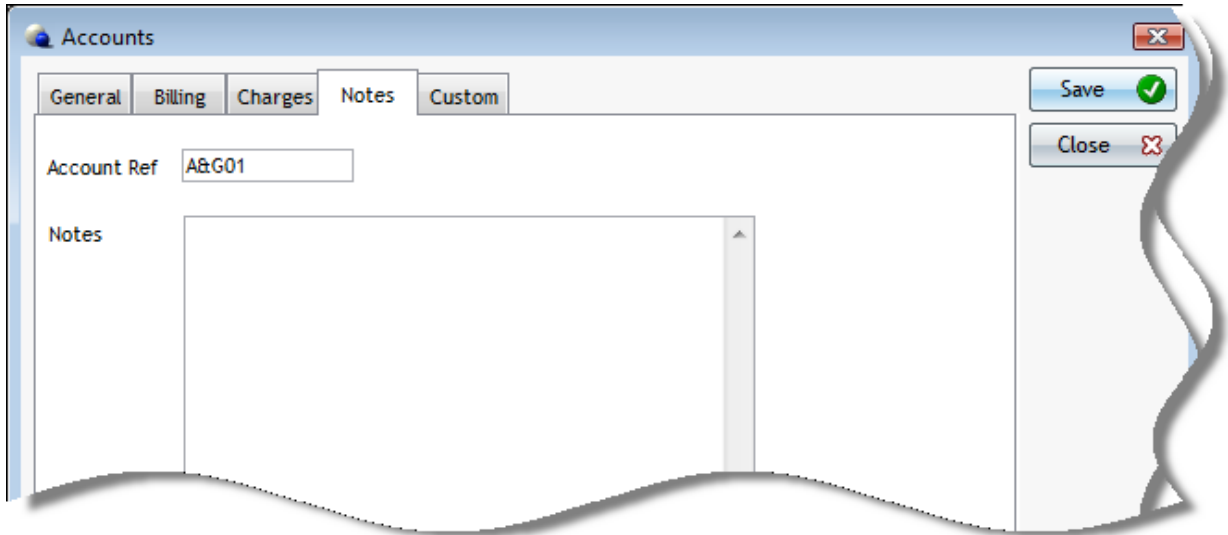
Now you need to type in the Notes Details by selecting the Notes tab.

Chapter 2 – Initial Setup

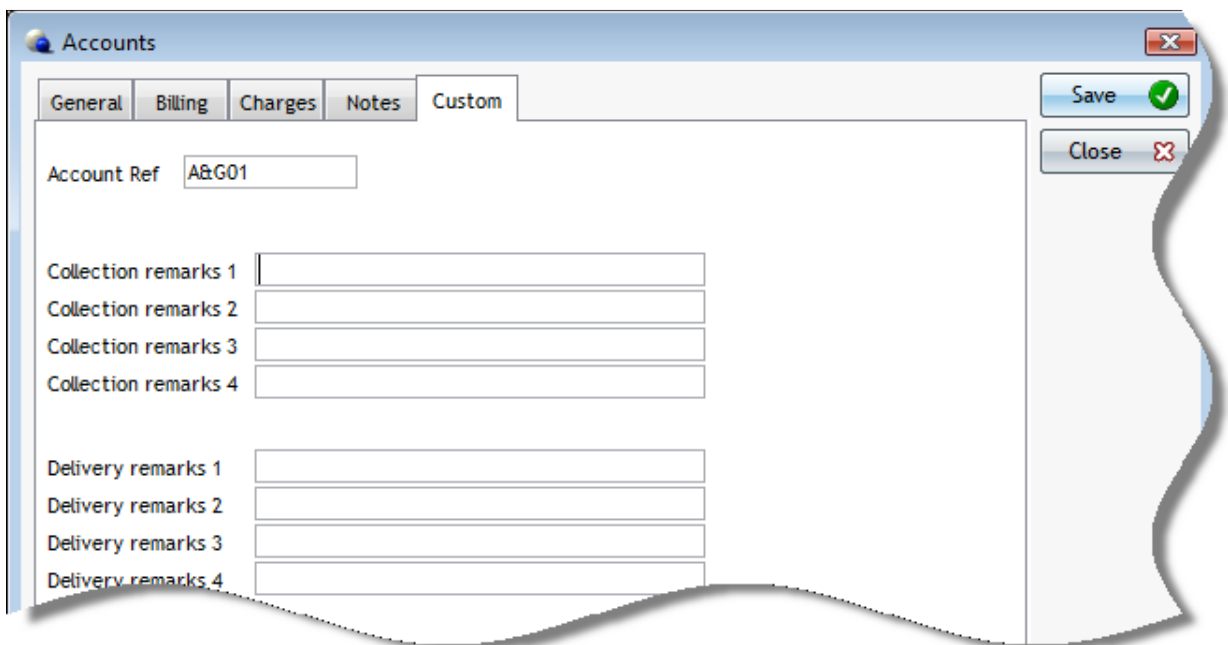
- **Setup, Accounts, Browse**

Notes

Enter any specific notes for this customer.



Select the **Custom** tab to enter remarks for this account, which are automatically used during consignment entry.



Click Save  to store the information you have entered for this customer,

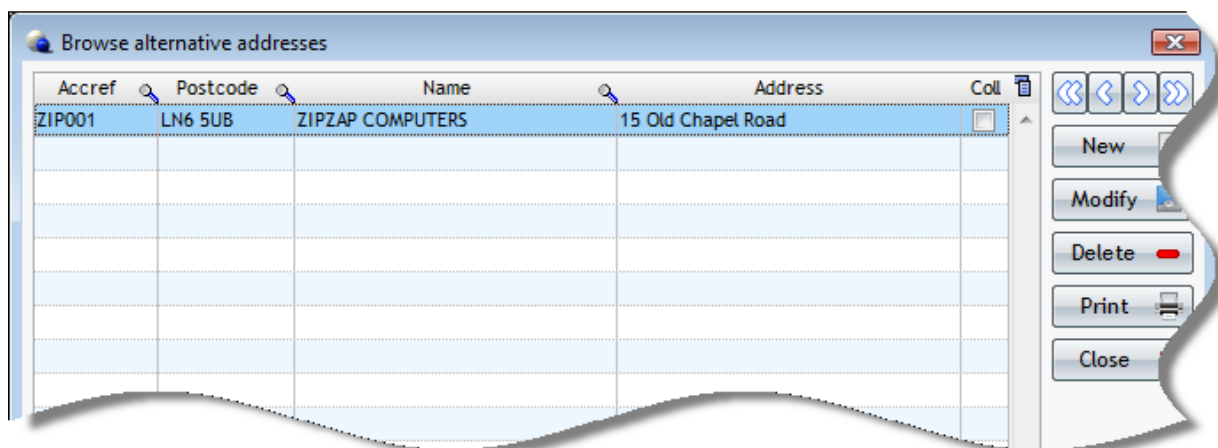
Chapter 2 – Initial Setup

- **Setup, Accounts, Alternative Addresses**

There are two options in this section which are:

- All – This brings up the full browse list of addresses
- Filtered – This filters the browse list for a specific account you choose.

Some customers may have regular deliveries to certain addresses. You can set these addresses up here so they can be called upon during consignment entry.



Select **New** to add a new address or **Modify** to alter the highlighted one. You must link this to an account by account ref.

Click the magnifying glass, select the account you wish to link too on the window below and click OK.

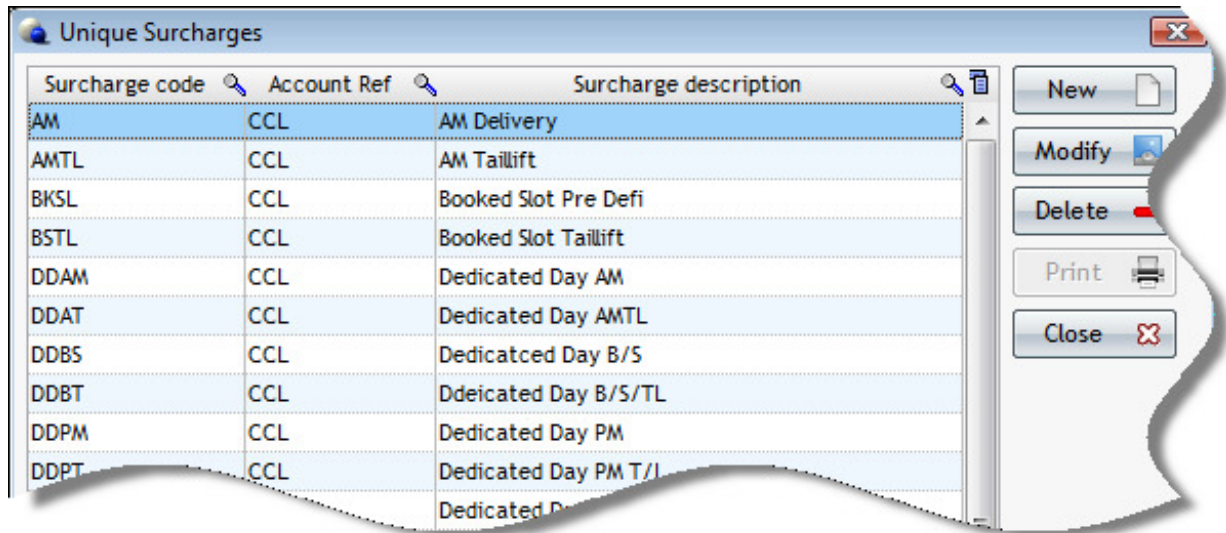
Type in all the details of the account and click **OK** to finish.

There is one more option in the Accounts Menu which is to **Export to Palm**. This is for exporting the addresses to the palm.

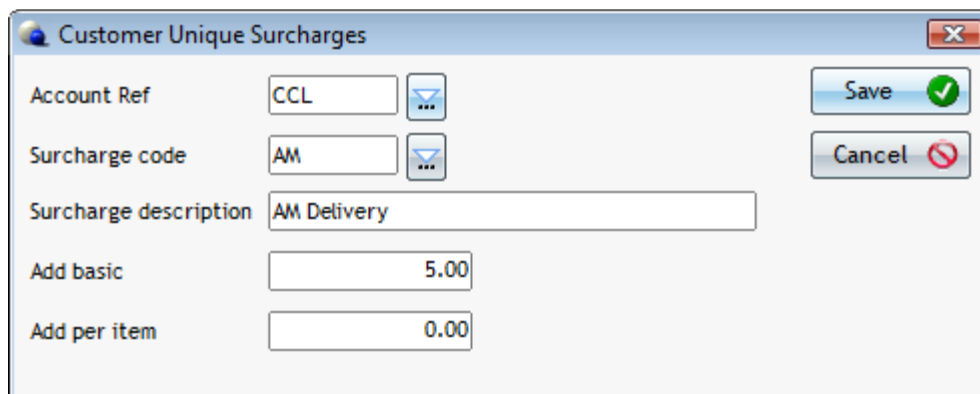
Chapter 2 – Initial Setup

- **Setup, Accounts, Unique Surcharges**

This option is for allocating certain surcharges to one particular account.

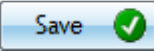


Click on **New** to add a new record or **Modify** to alter the highlighted record.



Select the account ref and surcharge code by using the following button. 

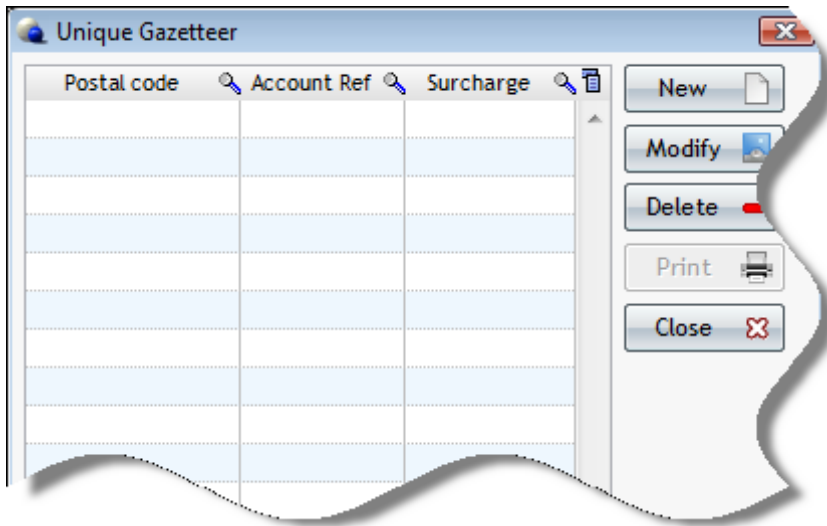
Enter the basic and per item amount.

Click **Save**  to finish.

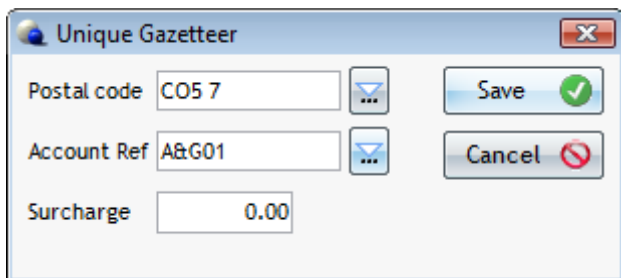
Chapter 2 – Initial Setup


- **Setup, Accounts, Unique Postcode Charges**

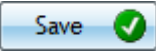
This option is for allocating certain surcharges to one particular postcode.



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



Select the post code and the account ref by using the following button. 

Enter the surcharge amount and click **Save**  to finish.

Chapter 2 – Initial Setup

Once all these sections are complete you can go back to the Global parameters and select the **Misc** tab. You will now be able to set some defaults to make consignment entry easier and quicker.

The screenshot shows the 'Parameters' window with the 'Misc' tab selected. The 'Adhoc Account' is set to 'A&D', 'Default Vat code' is 'T1', and 'Default collector' is 'FRED'. Red arrows point to the magnifying glass icons next to these fields. Other settings include 'Default fuel surcharge' (0.00), 'Default Nominal Code' (4000), 'Next invoice number' (10), 'Invoice message', '2nd currency exch' (0.00000), 'Recalculate exchange rate other way' (0.000000), 'Invoice Item descr', 'Primary currency symbol' (£), 'Secondary currency symbol' (€), and several checkboxes for invoice and consignment options.

For Adhoc Account, Default Vat Code and Default collector you need to click on each magnifying glass one by one to select the data that is needed, like in the example above.

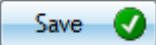
The invoice and statement messages will appear on the bottom of the respective reports as required.

You have the option to use the custom invoice or a sage style invoice by ticking the appropriate box.

The options located on the bottom of this screen if required can be ticked as well.

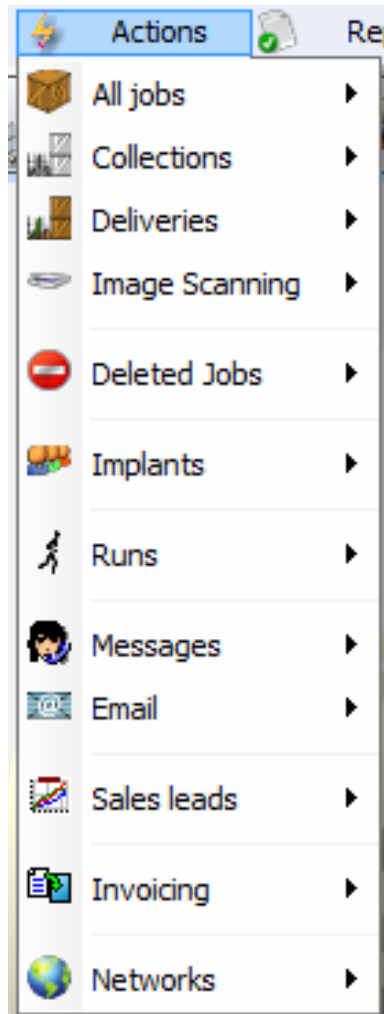
The Options are:

- Skip times of consignment entry
- Skip times of multi drop
- Set Seek off (Switches off the postcode warning)
- Allow Multiple Multi drops
- Alternative job screen
- Surcharges per item

Click **Save**  to finish.

Chapter 3 – Actions Menu

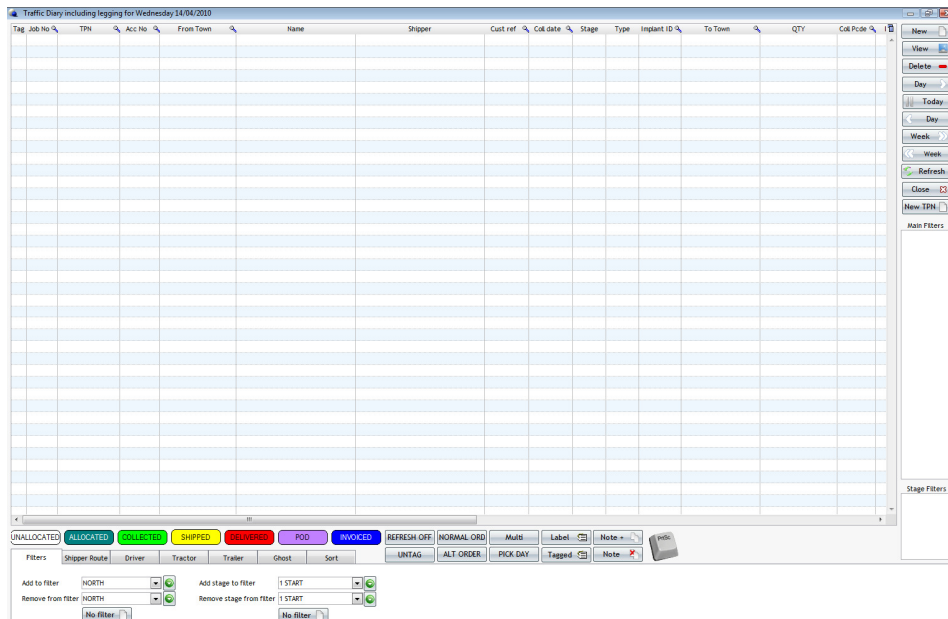
The Actions menu relates to tasks performed within the program.



The last option networks will be greyed out if you are not a TPN user.

Chapter 3 – Actions Menu

- **Actions, All Jobs, Traffic Diary**

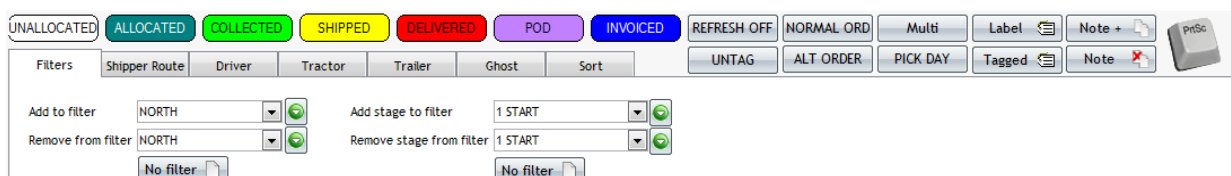


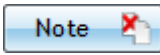
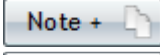
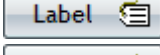
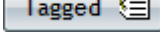
This option is for viewing, filtering, amending all traffic.


The columns on the screen can be moved by clicking on the column title and dragged to where you want the column positioned.

The screen below which is located on the bottom of the traffic diary is where you can:

- Add/Remove filters via filter codes
- Add/Remove filters via stage of traffic
- Set Shipping Routes/Drivers/Trailers
- Turn On/Off Ghost mode
- Sort Sequence
- Turn On/Off Auto Refresh
- Select a Date to view (Pick Day Button)
- Print a consignment label or multiple labels
- Print a consignment note with or without drops
- The Multi button brings up the multi drop screen for easy entry of more drops.



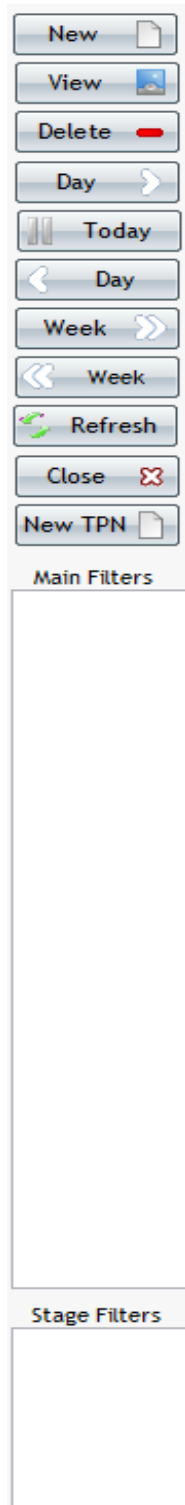
- Click  to print a consignment note or a drop
- Click  to print a consignment note with drops
- Click  to print a label for the highlighted consignment
- Click  to print labels for consignments tagged in the tag column

The green symbol buttons  are for applying the options you have chosen.

Chapter 3 – Actions Menu

The screen below which is located top right of the traffic diary is where you can:

- Create/Amend/Delete traffic
- Search through traffic by Day or Week

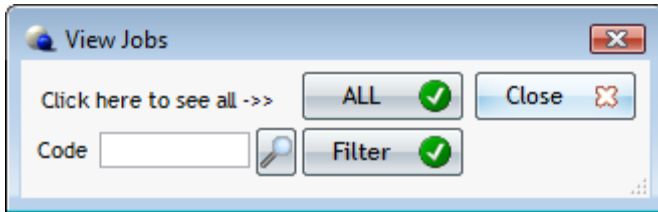


If you have applied any filters they will appear in either the main or the stage filter box.

Chapter 3 – Actions Menu

- **Actions, All Jobs, Browse All Jobs**

Type no code in and click See All. This will show all deliveries/collections and the stage they are at currently.



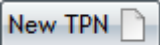
| Job No | TPN | Collect | Accref | Cust ref | Implant | Collector | Collection Town | From | Deliver | Delivery Town | To | Legs | Col | Tractor 1 | Trailer 1 | Leg 1 date | Driver 2 | Trailer 2 |
|--------|------------|---------|------------|----------|---------|------------|------------------|-----------|------------|-------------------|----------|-------------------------------------|----------|-----------|-----------|------------|----------|-----------|
| 91 | 20/01/2010 | INTERR | | | 370266 | WULLIE | MOTHERWELL | ML1 4UY | 22/01/2010 | THAME | OX9 2JB | <input checked="" type="checkbox"/> | SP05 B8K | | | 20/01/2010 | | |
| 92 | 21/01/2010 | MGFT | | | 370267 | DREW | STEVENSON | KAT2 | 22/01/2010 | GATWICK | RH6 0PJ | <input checked="" type="checkbox"/> | SP54 C9N | | | 22/01/2010 | | |
| 93 | 22/01/2010 | AFTS | | | 370268 | ROGER | BIGGAR | ML12 4SD | 22/01/2010 | EAST KILBRIDE | G74 1 | <input checked="" type="checkbox"/> | TRUNK | | | 22/01/2010 | | |
| 94 | 22/01/2010 | WITT | | | 370269 | MARK GIVEN | BIGGAR | ML12 4SD | 22/01/2010 | RUTHERGLEN | G32 8BF | <input checked="" type="checkbox"/> | SP54 C9L | | | 22/01/2010 | | |
| 97 | 20/01/2010 | OPALIO | craig | | 370262 | MARK GIVEN | BALDOCK | HERTFORDS | 21/01/2010 | COATBRIDGE | ML5 4RY | <input checked="" type="checkbox"/> | SP54 C9L | | | 20/01/2010 | | |
| 98 | 18/01/2010 | INTERR | | | 370265 | WULLIE | GLASGOW | G65 9AX | 21/01/2010 | SITTINGBOURNE | ME10 2TD | <input checked="" type="checkbox"/> | SP05 B8K | | | 18/01/2010 | | |
| 99 | 19/01/2010 | AFIRM | MLT1029 | | 370263 | DREW | SITTINGBOURNE | | 20/01/2010 | DYMECHURCH | ML4 | <input checked="" type="checkbox"/> | SP54 C9N | | | 19/01/2010 | | |
| 98 | 19/01/2010 | AFIRM | 985535 | | 370264 | DREW | SITTINGBOURNE | ME10 3HW | 20/01/2010 | NORTHAMPTON | NHS 5JR | <input checked="" type="checkbox"/> | SP54 C9N | | | 19/01/2010 | | |
| 93 | 18/01/2010 | COULT | 01/10/312 | | 370258 | MARK GIVEN | DUMFRIES | DG2 0EF | 19/01/2010 | SITTINGBOURNE | ME10 2TD | <input checked="" type="checkbox"/> | SP54 C9L | | | 18/01/2010 | | |
| 94 | 18/01/2010 | COULT | 01/10/312 | | 370259 | MARK GIVEN | DUMFRIES | DG2 0EF | 19/01/2010 | SITTINGBOURNE | ME10 2 | <input checked="" type="checkbox"/> | SP54 C9L | | | 18/01/2010 | | |
| 90 | 15/01/2010 | MGFT | 1265 | | 370256 | MARK GIVEN | NORTHAMPTON | NN4 7PL | 18/01/2010 | NEWMILNS | KA16 9 | <input checked="" type="checkbox"/> | SP54 C9L | | | 15/01/2010 | | |
| 82 | 15/01/2010 | COULT | 126512.01 | | 370257 | WULLIE | ANNAN | DG12 5QP | 18/01/2010 | ROMSEY | S051 6BG | <input checked="" type="checkbox"/> | SP05 B8K | | | 15/01/2010 | | |
| 86 | 18/01/2010 | MURRA | runenco | | 370261 | WULLIE | BURTON-ON-TRENT | DE13 0DW | 18/01/2010 | DUMFRIES | DG2 0HT | <input checked="" type="checkbox"/> | SP05 B8K | | | 18/01/2010 | | |
| 76 | 13/01/2010 | WATER | po021487 | | 370251 | WULLIE | GLASGOW | G72 0BP | 15/01/2010 | GLASGOW | | <input checked="" type="checkbox"/> | SP05 B8K | | | 13/01/2010 | | |
| 74 | 11/01/2010 | COULT | k15602 | | 370248 | DREW | GLASGOW | G65 9AX | 15/01/2010 | SITTINGBOURNE | ME10 1 | <input checked="" type="checkbox"/> | SP54 C9N | | | 11/01/2010 | | |
| 77 | 13/01/2010 | WITT | | | 370253 | WULLIE | LANCS | PR7 5LF | 15/01/2010 | EDINBURGH | EH6 5NA | <input checked="" type="checkbox"/> | SP05 B8K | | | 13/01/2010 | | |
| 78 | 14/01/2010 | COULT | 459656 | | 370254 | MARK GIVEN | AUCHTERARDER | PH4 1QA | 15/01/2010 | WELLINGBOROUGH | NN8 2DH | <input checked="" type="checkbox"/> | SP54 C9L | | | 14/01/2010 | | |
| 79 | 14/01/2010 | POLL | 00079584 | | 370255 | DREW | MAIDSTONE | ME17 2LH | 15/01/2010 | EAST KILBRIDE | G1 1 | <input checked="" type="checkbox"/> | SP54 C9N | | | 14/01/2010 | | |
| 72 | 12/01/2010 | POLL | | | 370250 | DREW | CHATHAM | ME4 4SW | 14/01/2010 | GLASGOW | G1 1 | <input checked="" type="checkbox"/> | SP54 C9N | | | 12/01/2010 | | |
| 76 | 13/01/2010 | COULT | 126338.01 | | 370252 | DREW | ANNAN | DG12 4SL | 14/01/2010 | CROWBOROUGH | TM6 1 | <input checked="" type="checkbox"/> | SP54 C9N | | | 13/01/2010 | | |
| 71 | 12/01/2010 | ARWS | | | 370249 | WULLIE | GRETNAN | CA6 5LY | 13/01/2010 | GHELTENHAM | GL50 1 | <input checked="" type="checkbox"/> | SP05 B8K | | | 12/01/2010 | | |
| 62 | 07/01/2010 | OPALIO | id | | 370245 | MARK GIVEN | LEIGHTON BUZZARD | LUT 49Q | 08/01/2010 | COATBRIDGE | ML5 3 | <input checked="" type="checkbox"/> | SP54 C9L | | | 07/01/2010 | | |
| 60 | 06/01/2010 | COULT | 499526 | | 370243 | DREW | AUCHTERARDER | PH4 1QA | 07/01/2010 | HATFIELD | AL10 9TR | <input checked="" type="checkbox"/> | SP54 C9N | | | 06/01/2010 | | |
| 61 | 06/01/2010 | COULT | 493156 | | 370244 | WULLIE | RILSYTH | S45 9AX | 07/01/2010 | SITTINGBOURNE | ME10 2TD | <input checked="" type="checkbox"/> | SP05 B8K | | | 06/01/2010 | | |
| 54 | 06/01/2010 | OPALIO | stock | | 370247 | VARIOUS | BIGGAR | ML12 4SD | 07/01/2010 | COATBRIDGE | ML5 4 | <input checked="" type="checkbox"/> | SP05 B8K | | | 06/01/2010 | | |
| 55 | 07/01/2010 | AFTS | | | 370248 | VARIOUS | BIGGAR | ML12 4SD | 07/01/2010 | EAST KILBRIDE | G74 1 | <input checked="" type="checkbox"/> | GN53 LXR | | | 07/01/2010 | | |
| 59 | 06/01/2010 | COULT | TRK 49138L | | 370242 | DREW | GLASGOW | G75 02Z | 06/01/2010 | BLACKFORD | PH4 1QA | <input checked="" type="checkbox"/> | SP54 C9N | | | 06/01/2010 | | |
| 63 | 05/01/2010 | AFTS | ek | | 370246 | VARIOUS | BIGGAR | ML12 4SD | 05/01/2010 | EAST KILBRIDE | G74 1 | <input checked="" type="checkbox"/> | GN53 LXR | | | 05/01/2010 | | |
| 58 | 24/12/2009 | NUTTAL | wham/ | | 370241 | DREW | ROCHDALE | DL11 3DT | 29/12/2009 | BELLSHILL | ML4 3QD | <input checked="" type="checkbox"/> | SP54 C9N | | | 24/12/2009 | | |
| 57 | 23/12/2009 | WISECC | telecom/04 | | 370239 | MARK GIVEN | | PE13 1 PL | 27/12/2009 | BELLSHILL | ML4 1 | <input checked="" type="checkbox"/> | SP54 C9L | | | 23/12/2009 | | |
| 53 | 22/12/2009 | COULT | k15609 | | 370236 | WULLIE | GLASGOW | G65 9AX | 23/12/2009 | KING LYNN | PE34 3AL | <input checked="" type="checkbox"/> | SP05 B8K | | | 22/12/2009 | | |
| 54 | 22/12/2009 | COULT | k15608 | | 370237 | MARK GIVEN | GLASGOW | G65 9AX | 23/12/2009 | KING S LYNN | PE30 1 | <input checked="" type="checkbox"/> | SP54 C9L | | | 22/12/2009 | | |
| 55 | 22/12/2009 | COULT | q31979 | | 370238 | DREW | GLASGOW | G65 9AX | 23/12/2009 | SITTINGBOURNE | ME10 2 | <input checked="" type="checkbox"/> | SP54 C9N | | | 22/12/2009 | | |
| 56 | 23/12/2009 | TWE | dpp01 039/ | | 370240 | VARIOUS | BIGGAR | ML12 4SD | 23/12/2009 | HAMILTON | ML3 98Z | <input checked="" type="checkbox"/> | GN53 LXR | | | 23/12/2009 | | |
| 52 | 21/12/2009 | NUTTAL | | | 370235 | MARK GIVEN | ROCHDALE | DL11 3DT | 22/12/2009 | BONESS | EH51 95J | <input checked="" type="checkbox"/> | SP54 C9L | | | 21/12/2009 | | |
| 48 | 18/12/2009 | COULT | 458455 | | 370231 | DREW | AUCHTERARDER | PH4 1QA | 21/12/2009 | PRESTON | PR2 3PY | <input checked="" type="checkbox"/> | SP54 C9N | | | 18/12/2009 | | |
| 49 | 18/12/2009 | COULT | 458854 | | 370232 | MARK GIVEN | AUCHTERARDER | PH4 1QA | 21/12/2009 | HALESOWEN | B62 8AZ | <input checked="" type="checkbox"/> | SP54 C9L | | | 18/12/2009 | | |
| 50 | 19/12/2009 | CCL | 860945 | | 370233 | WULLIE | SITTINGBOURNE | ME10 2TD | 21/12/2009 | GRANGEAOUTH | FK3 0 | <input checked="" type="checkbox"/> | SP05 B8K | | | 19/12/2009 | | |
| 51 | 19/12/2009 | NUTTAL | JMT 63 | | 370234 | WULLIE | ROCHDALE | DL11 3DT | 20/12/2009 | BELLSHILL | ML4 3QD | <input checked="" type="checkbox"/> | SP05 B8K | | | 19/12/2009 | | |
| 47 | 18/12/2009 | COULT | ext1/92 | | 370230 | DREW | NEWBRIDGE | EH28 8PJ | 19/12/2009 | SHEFFIELD | S11 8 | <input checked="" type="checkbox"/> | SP54 C9N | | | 18/12/2009 | | |
| 46 | 17/12/2009 | OPALIO | | | 370228 | MARK GIVEN | BALDOCK | HERTFORDS | 18/12/2009 | COATBRIDGE | ML5 4 | <input checked="" type="checkbox"/> | SP54 C9L | | | 17/12/2009 | | |
| 45 | 15/12/2009 | CCL | 859844 | | 370229 | MARK GIVEN | AVR | K46 8AE | 15/12/2009 | SUNBURY-ON-THAMES | TW16 5 4 | <input checked="" type="checkbox"/> | SP54 C9L | | | 15/12/2009 | | |
| 43 | 15/12/2009 | COULT | 458341 | | 370226 | DREW | AUCHTERARDER | PH4 1QA | 16/12/2009 | HUNTINGDON | CB10 7RG | <input checked="" type="checkbox"/> | SP54 C9L | | | 15/12/2009 | | |
| 44 | 15/12/2009 | COULT | 458349 | | 370227 | DREW | AUCHTERARDER | PH4 1QA | 16/12/2009 | HUNTINGDON | PE10 0QB | <input checked="" type="checkbox"/> | SP54 C9N | | | 15/12/2009 | | |
| 38 | 14/12/2009 | BARRON | 221142 | | 370222 | MARK GIVEN | SOUTHAMPTON | S015 185 | 15/12/2009 | NEWBRIDGE | EH28 8 | <input checked="" type="checkbox"/> | SP54 C9L | | | 14/12/2009 | | |
| 40 | 14/12/2009 | MGFT | 52677 | | 370223 | DREW | NORTHAMPTON | NN4 7PL | 15/12/2009 | GIRVAN | K426 9PT | <input checked="" type="checkbox"/> | SP54 C9N | | | 14/12/2009 | | |
| 41 | 14/12/2009 | MGFT | 52677 | | 370224 | MARK GIVEN | NORTHAMPTON | NN4 7PL | 15/12/2009 | GIRVAN | K426 9PT | <input checked="" type="checkbox"/> | SP54 C9L | | | 14/12/2009 | | |
| 42 | 15/12/2009 | MGFT | | | 370225 | WULLIE | SHEWALTON | KA11 5PL | 15/12/2009 | KILWINNING | KA13 6LD | <input checked="" type="checkbox"/> | SP05 B8K | | | 15/12/2009 | | |
| 44 | 14/12/2009 | MGFT | | | 370217 | WULLIE | CARLUKE | S4 6EV | 14/12/2009 | REDFUTE | EH20 2 | <input checked="" type="checkbox"/> | SP05 B8K | | | 14/12/2009 | | |

Here you can turn Legs on or off

The Multi button

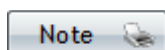
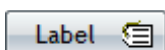
If you wish to search for a specific filter code, Type in the filter code or use the magnifying glass and then click filter. The jobs which will be displayed are the ones with that filter code. Filter Codes can be set up by going to **Setup, Filter Codes, and Browse Codes**.

The columns on this screen can be moved by clicking on the column title and dragged to where you want the column positioned.

Click on New to add a new record or Modify to alter the highlighted record. There is a separate button for New TPN. 

The **Multi** button brings up the multi drop screen for easy entry of more drops.

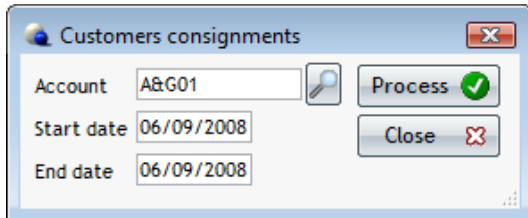
Print a consignment Label or Note by clicking on one of the following buttons.



Chapter 3 – Actions Menu

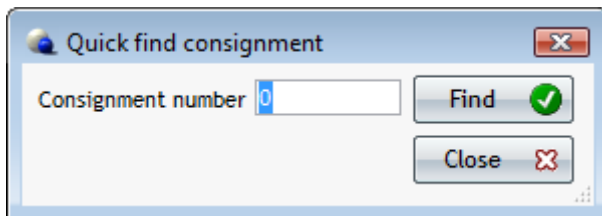
- **Actions, All Jobs, All jobs for a Customer**

Select the customer account you wish to view. Enter the date range to view specific consignments.



- **Actions, All Jobs, Quick Find Consignment**

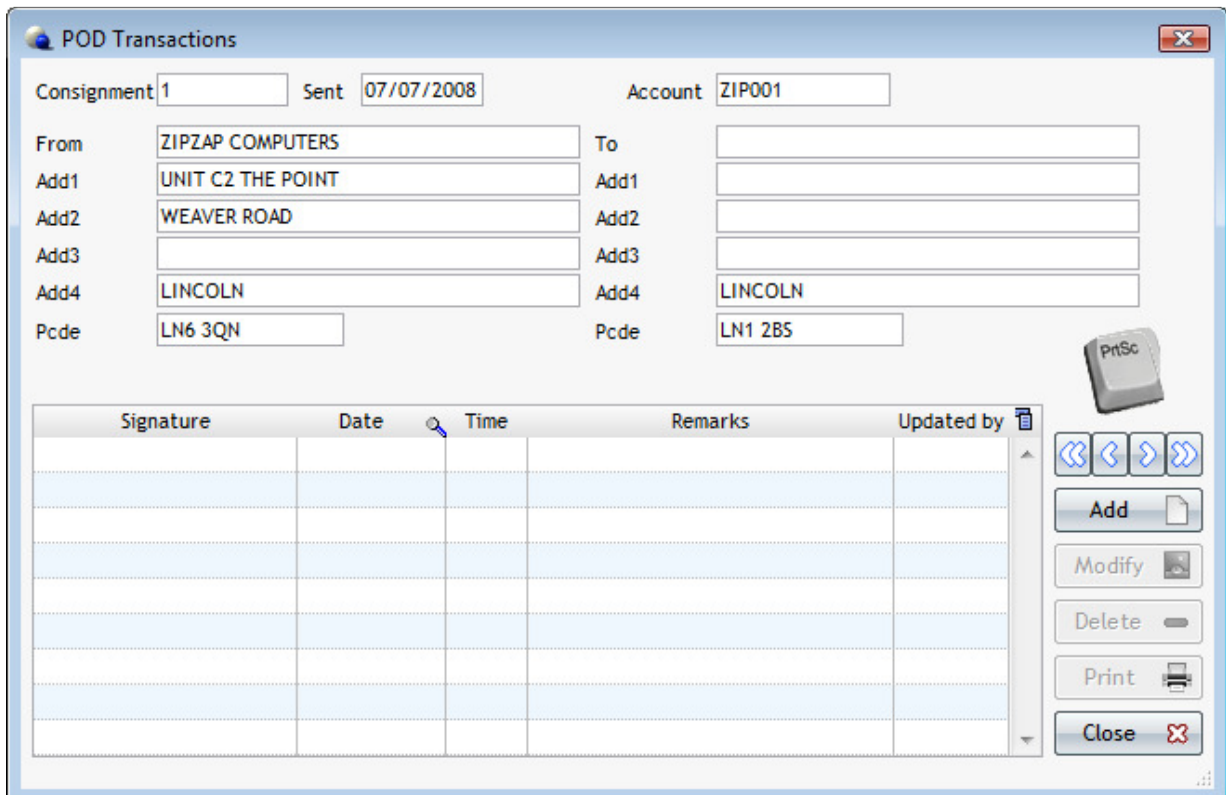
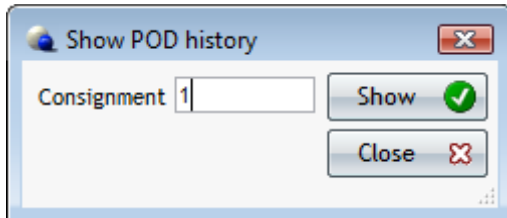
Search for a specific consignment number.



Chapter 3 – Actions Menu

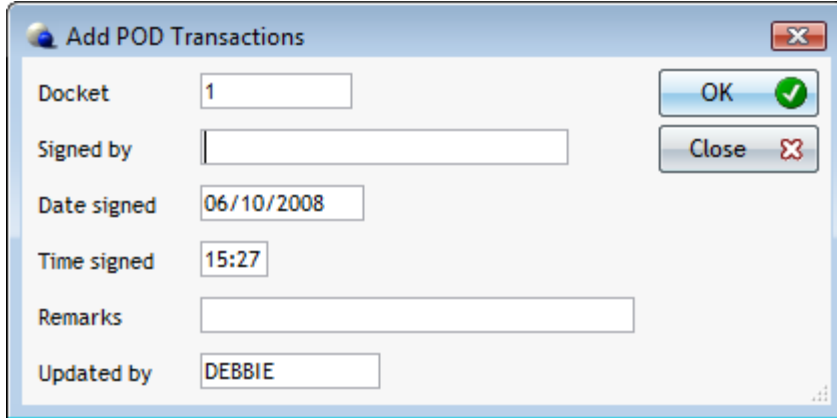
- **Actions, All Jobs, Trace Consignment History**

View POD details of a specific consignment and add multiple POD entries.



Chapter 3 – Actions Menu

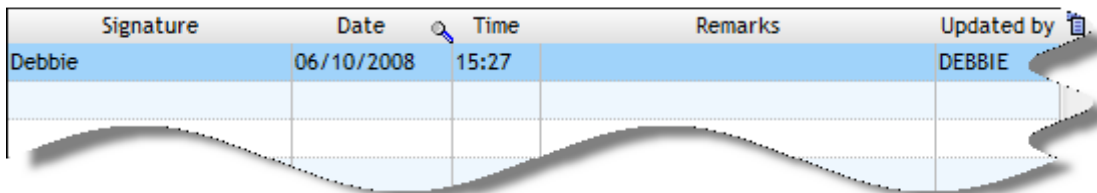
To add POD entries, click on the **ADD**  on the previous screen.



The dialog box titled "Add POD Transactions" contains the following fields and controls:

- Docket:
- Signed by:
- Date signed:
- Time signed:
- Remarks:
- Updated by:
- Buttons: OK (with a green checkmark icon) and Close (with a red X icon).

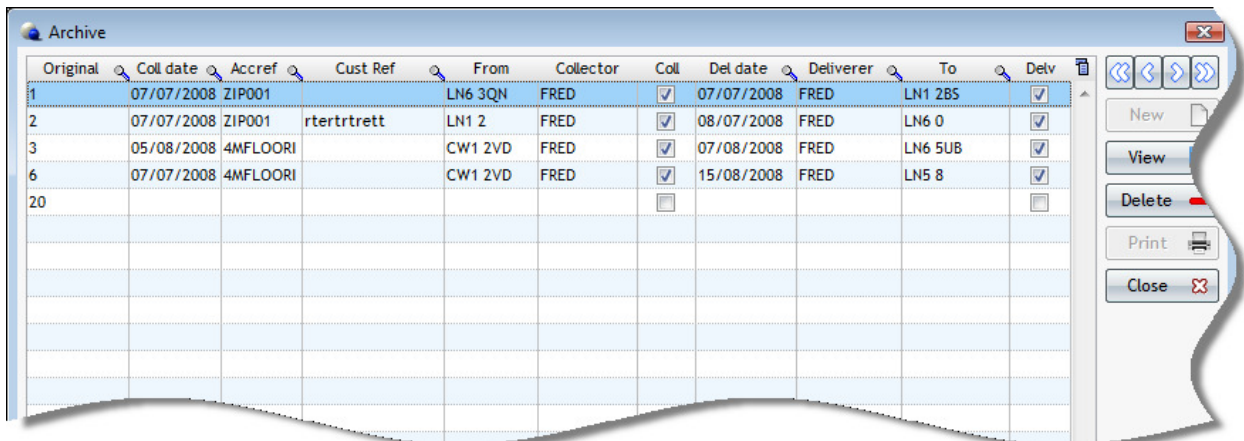
Type in the details and click **OK**.



| Signature | Date | Time | Remarks | Updated by |
|-----------|------------|-------|---------|------------|
| Debbie | 06/10/2008 | 15:27 | | DEBBIE |
| | | | | |
| | | | | |
| | | | | |

- **Actions, All Jobs, Archived jobs**

Show jobs held in the program archives.



The "Archive" window displays a table of job records with the following columns: Original, Coll date, Accref, Cust Ref, From, Collector, Coll, Del date, Deliverer, To, and Delv. The table contains several rows of data, with the first row highlighted.

| Original | Coll date | Accref | Cust Ref | From | Collector | Coll | Del date | Deliverer | To | Delv |
|----------|------------|----------|--------------|---------|-----------|-------------------------------------|------------|-----------|---------|-------------------------------------|
| 1 | 07/07/2008 | ZIP001 | | LN6 3QN | FRED | <input checked="" type="checkbox"/> | 07/07/2008 | FRED | LN1 2B5 | <input checked="" type="checkbox"/> |
| 2 | 07/07/2008 | ZIP001 | rtertrtrrett | LN1 2 | FRED | <input checked="" type="checkbox"/> | 08/07/2008 | FRED | LN6 0 | <input checked="" type="checkbox"/> |
| 3 | 05/08/2008 | 4MFLOORI | | CW1 2VD | FRED | <input checked="" type="checkbox"/> | 07/08/2008 | FRED | LN6 5UB | <input checked="" type="checkbox"/> |
| 6 | 07/07/2008 | 4MFLOORI | | CW1 2VD | FRED | <input checked="" type="checkbox"/> | 15/08/2008 | FRED | LN5 8 | <input checked="" type="checkbox"/> |
| 20 | | | | | | <input type="checkbox"/> | | | | <input type="checkbox"/> |

On the right side of the window, there is a vertical toolbar with the following buttons: New, View, Delete, Print, and Close.

Chapter 3 – Actions Menu

- **Actions, Collections, Create New Collection.**

Enter here collections from your customers and where you need to deliver them.

The screenshot shows the 'Modify job' window with the following details:

- Account Ref:** MURRA, **Cust Ref:** rumenco, **No:** 86
- Collected date:** Mon 18/01/2010, **Delivery date:** Mon 18/01/2010
- Collection time:** 12:00, **Delivery time:** 18:12
- Implant ID:** 370261
- Collect from:** Rumenco Ltd, Derby Road, Stretton, BURTON-ON-TRENT, DE13 0DW
- End delivery to:** MURRAY FARMCARE, IRONGRAY ROAD, DUMFRIES, DG2 0HT
- Country:** UNITED KINGDOM
- Collection phone:** 01387 722300, **Delivery phone:** 01387 370266
- Driver:** WULLIE, **Delivering:** WULLIE
- Tractor unit:** SF05 BBK, **Final Tractor:** SF05 BBK
- Pallets:** 26, **Weight:** 0
- Remarks on POD:** Signed by j davidson, Date signed 19/01/2010

You can also set via points if the goods are being delivered in stages by different agents.

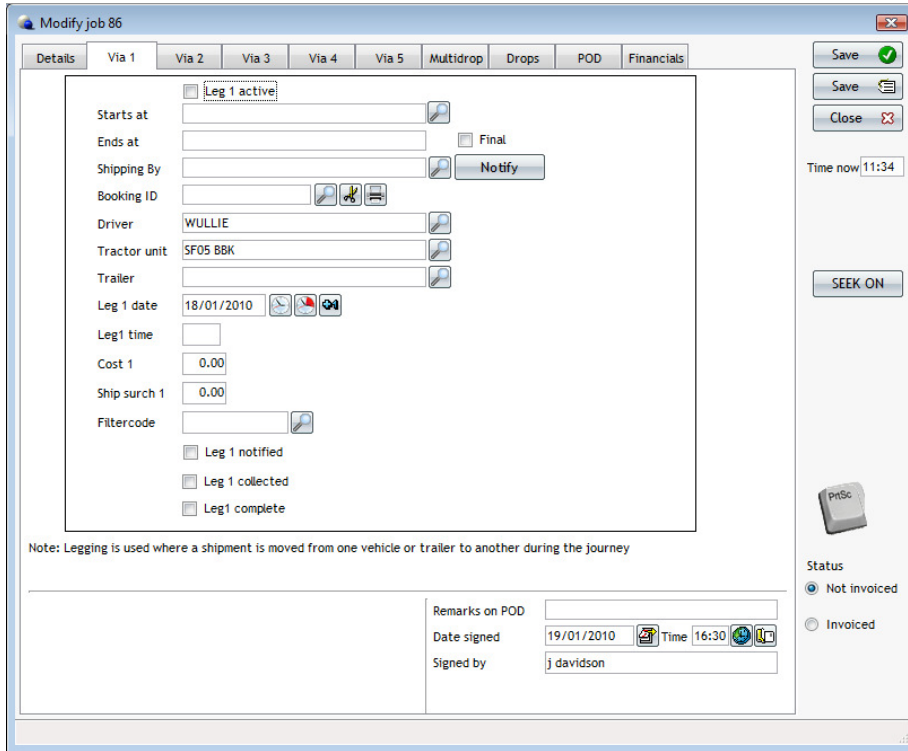
If you have ticked the Alternative Job Screen box in the Global Parameters then this screen will look a little different. Instead of the multi drop option being a separate tab it is added on to the screen like shown in the example below (Multi drop is explained on page 57):

This screenshot shows the 'Modify job' window with an additional 'Drop order' tab. The 'Drop order' section includes:

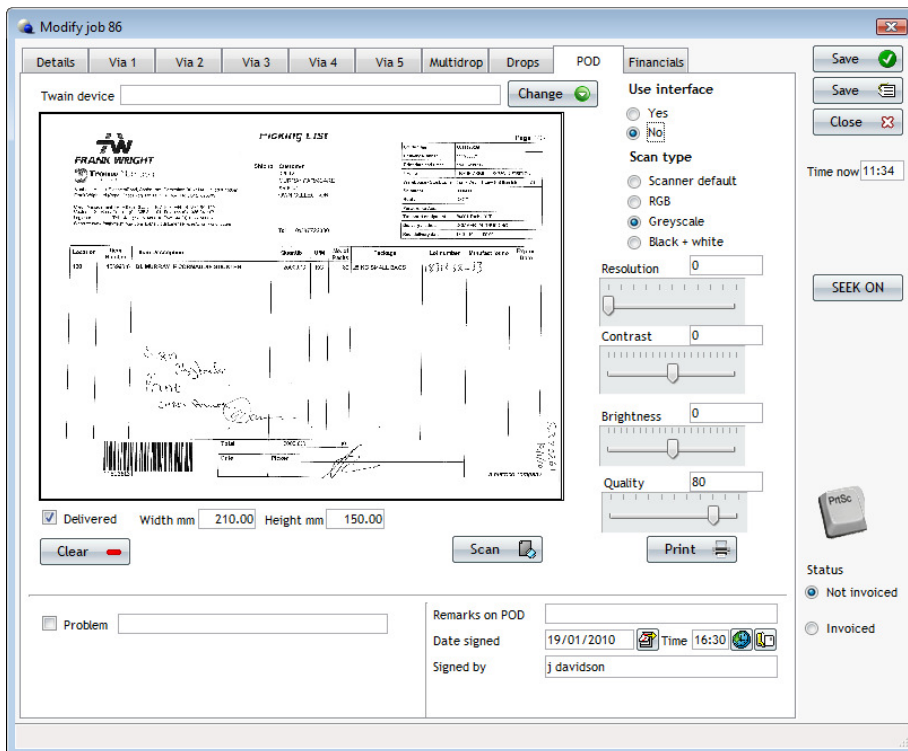
- Drop order:** Starting from BURTON, Delivery name MURRAY FARMCARE, Delivery address 1 IRONGRAY ROAD, Delivery address 2, Delivery Town DUMFRIES, Delivery postcode DG2 0HT, Delivery country UNITED KINGDOM, Delivery date 25/01/2010, Delivery remarks 1, Delivery remarks 2, Items (if required) 2 Type TYRES, Reference 372628, Delivery booking ID, Driver WULLIE, Tractor SF05 BBK, Trailer, Strapper, Cost 0.00, Surchage 0.00, Filtercode, Short, Collected, Invoiced, STAGE COMPLETE / DELIVERED
- Remarks on POD:** Signed by P MCCONNELL, Date signed 25/01/2010

Chapter 3 – Actions Menu

Information regarding the start and end points and the delivery agent can be set for each via point. You can also collect POD information for each stage.

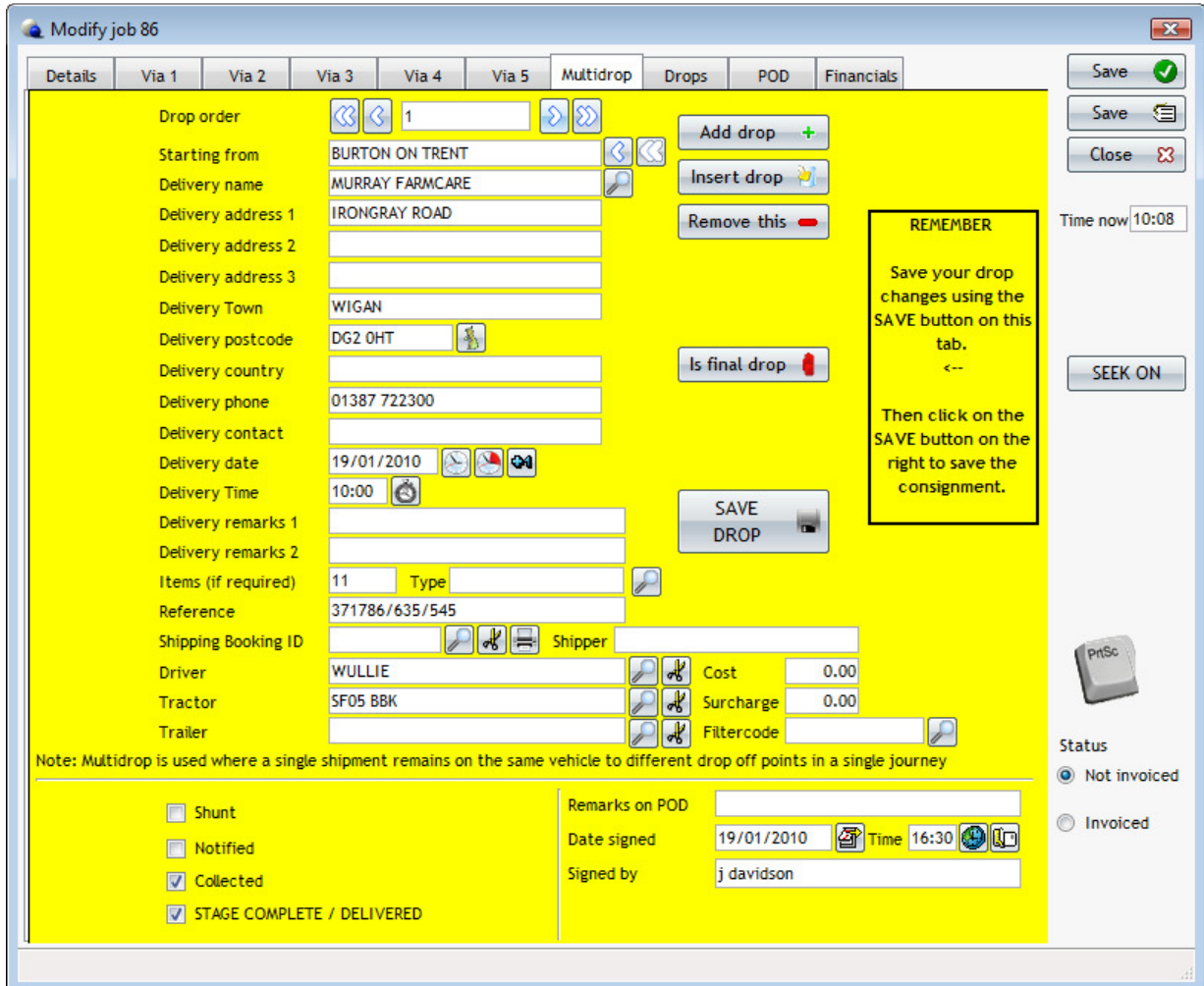


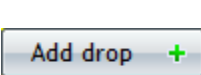
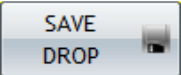
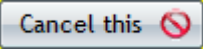
And a POD image can be scanned.



Chapter 3 – Actions Menu

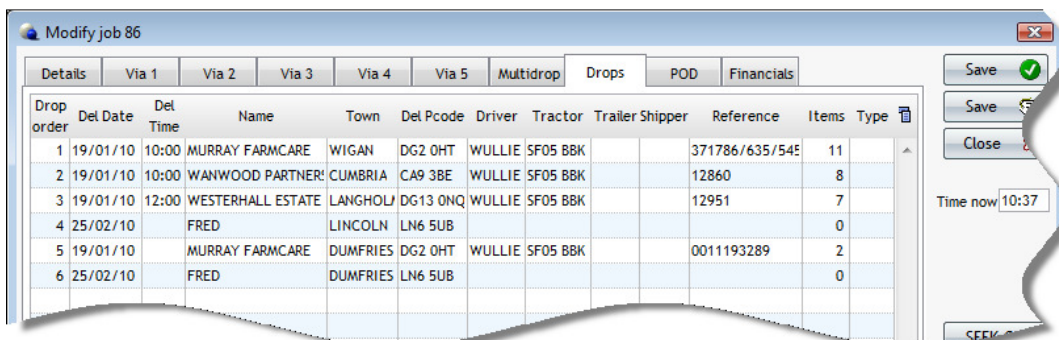
The Multidrop tab is for single shipments that remain on the same vehicle to different drop off points in a single journey.



Once you have clicked on the add drop  the save drop  and the cancel this  will appear.

After you have filled in the details press the save drop button.

To see all the drops that have been entered, click on the tab called Drops next to the Multidrop tab.



Chapter 3 – Actions Menu

Financial and invoicing information can be viewed and entered on the last tab.

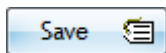
The screenshot shows the 'Modify job 86' window with the 'Financials' tab active. The interface includes several sections for data entry:

- Pallets:** Base 0.00, then charge 0.00, per item up to 0 items then 0.00 per item.
- Type 2:** Base 0.00, then charge 0.00, per item up to 0 items then 0.00 per item.
- Type 3:** Base 0.00, then charge 0.00, per item up to 0 items then 0.00 per item.
- Type 4:** Base 0.00, then charge 0.00, per item up to 0 items then 0.00 per item.
- Weight:** Base 0.00, then charge 0.00, per kilo up to 0 kilo then 0.00 per kilo.
- Minimum charge:** 0.00, Current Zone 1, Originally entered by TAM, on date 15/01/2010.
- Calculated:** 0.00, Alter 1, Redo button.
- Price quoted:** 650.00 (highlighted in yellow), Vat code T1, Last updated by NORMAN, Pod updated by.
- Invoice details:** Job description: Collected DE13 ODW and delivered DG13 ONQ, Invoice notes, Associated invoice 0, Release button, Date paid, Today button, Paid checkbox.
- Remarks on POD:** Date signed 19/01/2010, Time 16:30, Signed by j davidson.
- Status:** Not invoiced (selected), Invoiced.

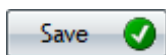
Overall POD information can also be entered here if there had been no via points.

You can change the job to a TPN job by check the tick box – **Alter to TPN**

Click on one of the save options to finish:



This button will save the job and print the label at the same time.



This button will only save the job.

Chapter 3 – Actions Menu

If you have checked the **Alter to TPN**, you will need to go back in to the job but you will notice a difference in the screens.

The screenshot shows a software window titled "Consignment entry/modification" with a window number of 112. It features four tabs: "Details", "Collection", "POD", and "Misc". The "Details" tab is selected. The form is divided into several sections:

- Top Left:** TPN Docket (1014), Desp Date (04/02/2010), Account (COULT), Order number.
- Top Right:** Save (with barcode icon), Save (with green checkmark), Close (with red X).
- Middle Left:** Postcode/Zip (DG6 4NX), Collect Name (HAYTON COULTHARD), Address 1 (ROAD TRANSPORT CONTRACTORS), Address 2 (THE GARAGE), Address 3 (TWHYNHOLM), Town/Place (KIRKCUDBRIGHT), Country, Telephone (01557 860661), Contact, Request Depot (20), Coll Depot (20), Get, Us.
- Middle Right:** Postcode/Zip (TA20 4LL), Delivery Name (DAIRY CREST LTD), Address 1 (CHARD JUNCTION), Address 2, Address 3, Town/Place (CHARD), Country, Telephone, Contact, Delivery (071), Trunk (01).
- Bottom Left:** Quarter pallets (1), Quarter pallets weight (22), Half pallets (0), Half pallets weight (0), Full pallets (0), Full pallets weight (0), Half oversize (0), Half oversize weight (0), Oversize (0), Oversize weight (0), Total items (1), Total weight (22).
- Bottom Right:** Remarks 1-5, TPN Customers Own Paperwork, Day Freight, Del Service (ND NEXT DAY), Price quoted (45.00), Vat code (T1), Paid, Our Surcharge, Delivered, Tpn Depot Charge (0.00), RECALC.

Enter/Amend the details of the consignment.

Click on the next tab called **Collection**.

TPN screen defaults collector to local depot unless overridden

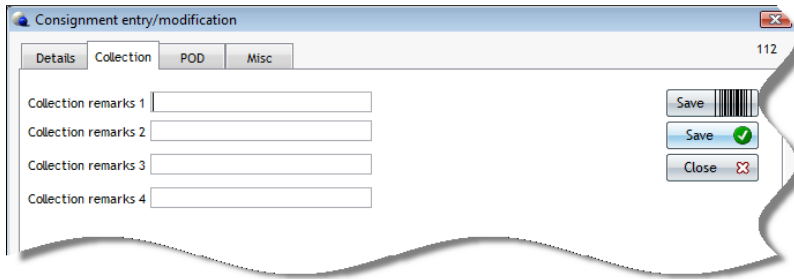
Click **Get** to override the collection depot to the covering depot.

Click **Us** to default the collection depot back to the local depot.

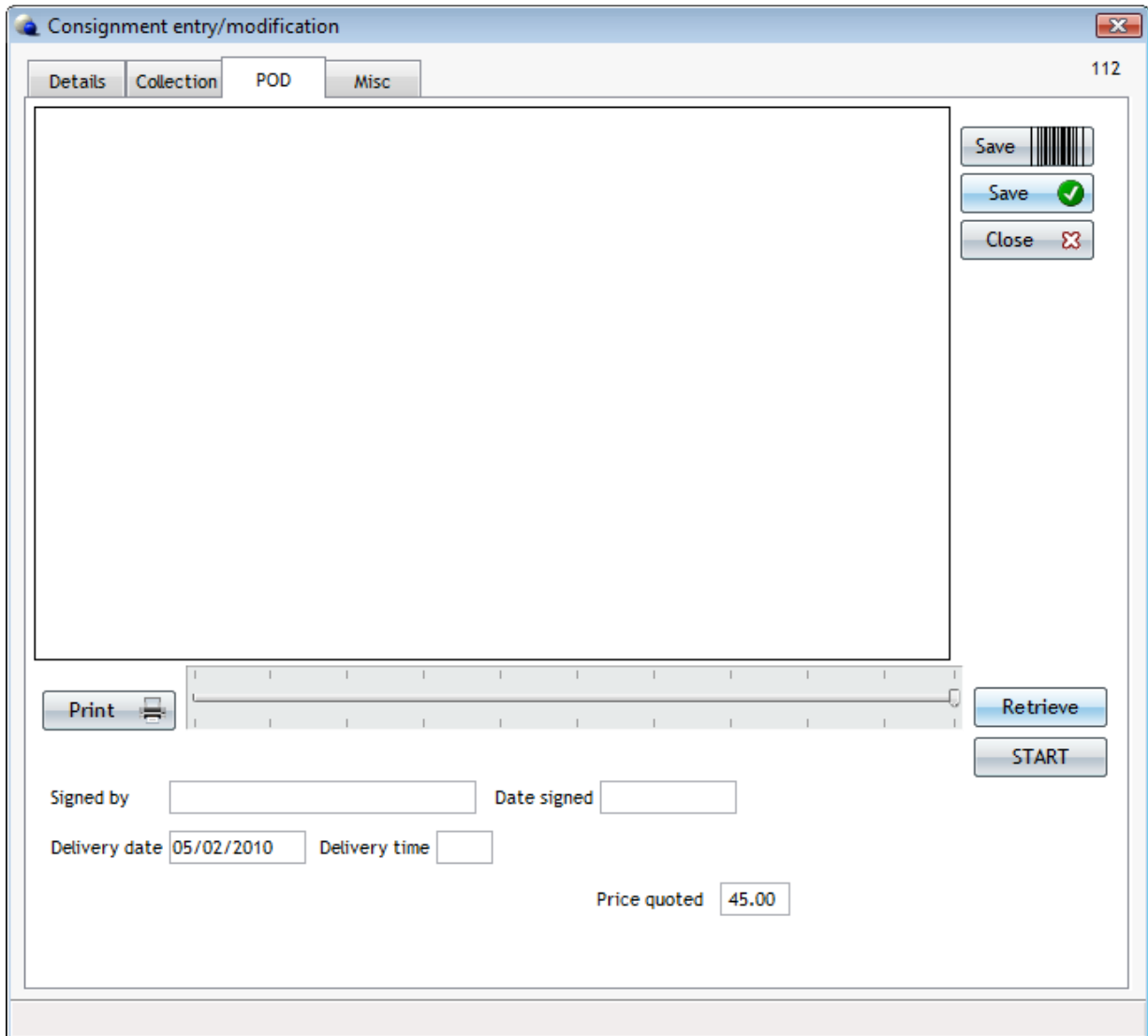
Chapter 3 – Actions Menu

Click on the next tab called **Collection**.

On this screen you can enter the collection remarks.



Click on the next tab called **POD**.



Here you can retrieve your POD details.

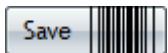
Click on the next tab called **Misc**.

Chapter 3 – Actions Menu

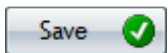
Enter/Amend the invoice details of the consignment

You can change the job to a non TPN job by checking the tick box – **Via TPN**

Click on one of the **Save** options to finish:



This button will save the job and print the label at the same time.



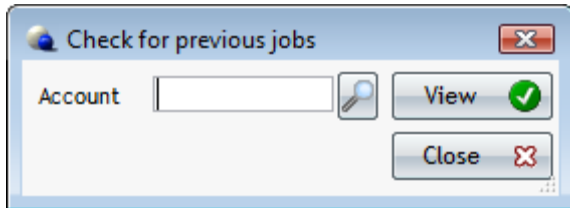
This button will only save the job.

Chapter 3 – Actions Menu

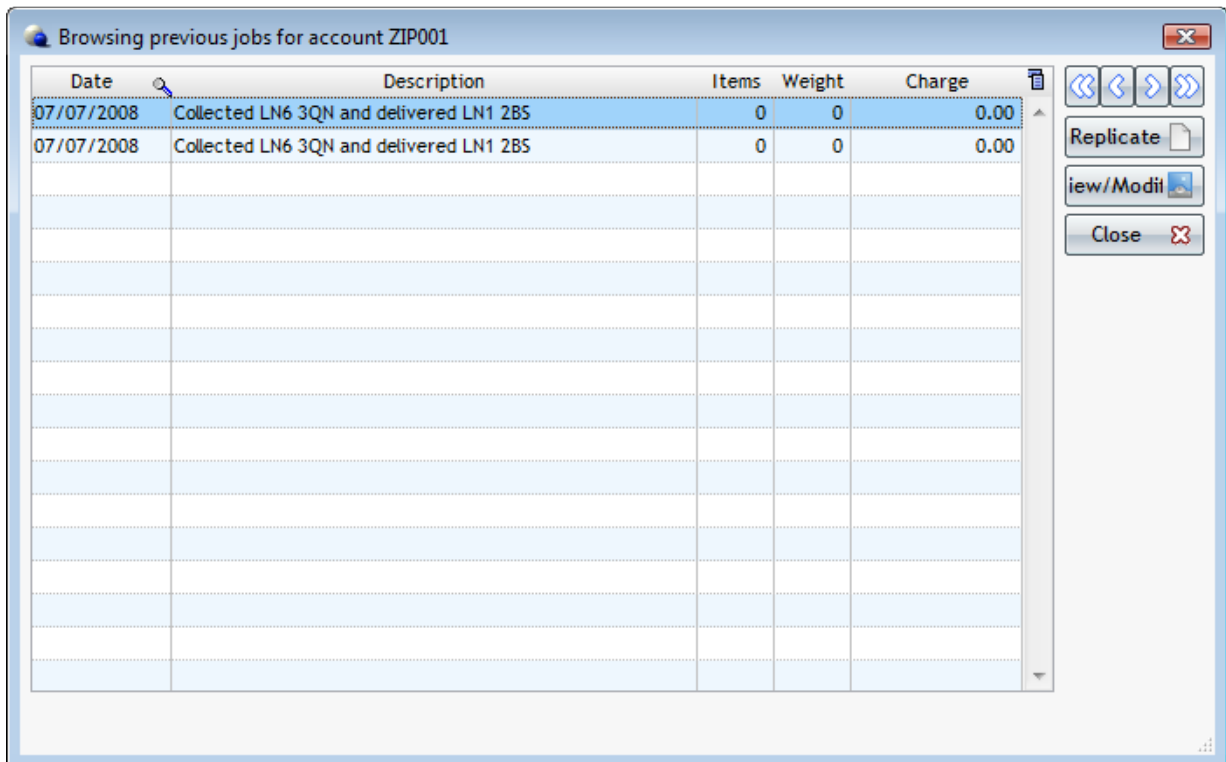
- **Actions, Collections, Check/Replicate Previous Collections**

This section allows you to look at previous collections for an account and replicate it. If you have quoted someone a special rate for a job and you want to do the same again this is the section of the program to refresh your memory.

Select the Account you wish to view the jobs for by clicking the magnifying glass:



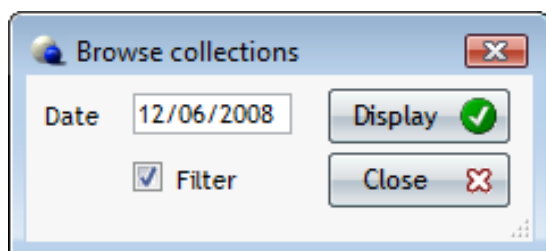
You will then see a list of jobs applicable to that account.



You can view the job or replicate it from here as necessary.

Chapter 3 – Actions Menu

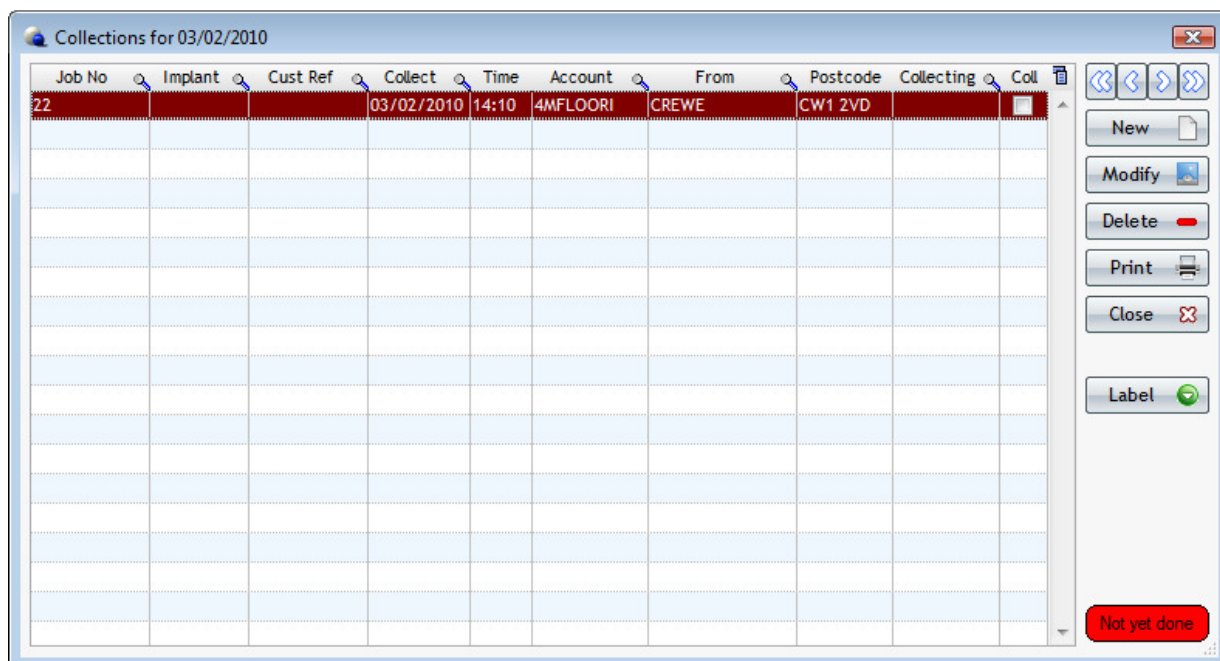
- **Actions, Collections, Browse all Collections**



Enter a date and tick the filter box to view jobs for that specific date. To view all jobs remove the tick from the filter box.

- **Actions, Collections, Browse all Collections for Today**

Applies a date filter to view the collections file for the current date.



Chapter 3 – Actions Menu

- **Actions, Collections, Browse all Unallocated Collections**

Show all collections for today that have not been allocated to a driver.

| Job No | Implant | Cust Ref | Collect | Time | Account | From | Postcode | Collecting | Coll |
|--------|---------|----------|------------|-------|----------|---------------|----------|------------|--------------------------|
| 22 | | | 03/02/2010 | 14:10 | 4MFLOORI | CREWE | CW1 2VD | | <input type="checkbox"/> |
| 21 | | | 08/12/2009 | 11:46 | 4MFLOORI | CREWE | CW1 2VD | | <input type="checkbox"/> |
| 20 | | | 28/09/2009 | 11:46 | 4MFLOORI | CREWE | CW1 2VD | | <input type="checkbox"/> |
| 15 | | | 22/01/2009 | | ABBEY | Co. Tipperary | . | | <input type="checkbox"/> |
| 16 | | | 22/01/2009 | | ACEINTER | . | CF14 0WT | | <input type="checkbox"/> |
| 17 | | | 22/01/2009 | | ACC1 | Denbighshire | LL16 4HH | | <input type="checkbox"/> |
| 18 | | | 22/01/2009 | | 28BLACKL | Manchester | M8 9TZ | | <input type="checkbox"/> |
| 14 | | | 09/01/2009 | | ABRASIVE | test | SK14 4UQ | | <input type="checkbox"/> |
| 13 | | | 07/01/2009 | | ABBEY | Co. Tipperary | | | <input type="checkbox"/> |
| 12 | | | 06/01/2009 | | ABRASIVE | Cheshire | SK14 4UQ | | <input type="checkbox"/> |
| 9 | | | 23/12/2008 | | ABBEY | Co. Tipperary | | | <input type="checkbox"/> |
| 7 | | | 29/08/2008 | | ABRASIVE | Talbot Road | | | <input type="checkbox"/> |

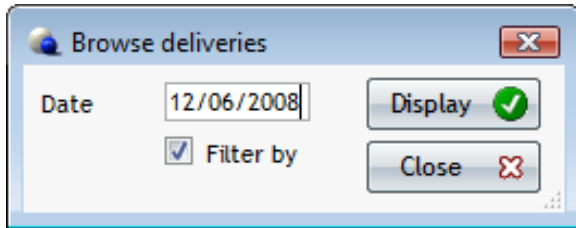
- **Actions, Collections, Browse all those not yet Collected**

Show all collections that have not yet been collected.

| Job No | Implant | Cust Ref | Collect | Time | Account | From | Postcode | Collecting | Coll |
|--------|---------|----------|------------|-------|----------|---------------|----------|------------|--------------------------|
| 22 | | | 03/02/2010 | 14:10 | 4MFLOORI | CREWE | CW1 2VD | | <input type="checkbox"/> |
| 21 | | | 08/12/2009 | 11:46 | 4MFLOORI | CREWE | CW1 2VD | | <input type="checkbox"/> |
| 20 | | | 28/09/2009 | 11:46 | 4MFLOORI | CREWE | CW1 2VD | | <input type="checkbox"/> |
| 15 | | | 22/01/2009 | | ABBEY | Co. Tipperary | . | | <input type="checkbox"/> |
| 16 | | | 22/01/2009 | | ACEINTER | . | CF14 0WT | | <input type="checkbox"/> |
| 17 | | | 22/01/2009 | | ACC1 | Denbighshire | LL16 4HH | | <input type="checkbox"/> |
| 18 | | | 22/01/2009 | | 28BLACKL | Manchester | M8 9TZ | | <input type="checkbox"/> |
| 19 | | | 22/01/2009 | | 28BLACKL | MANCHESTER | M8 9TZ | 013 | <input type="checkbox"/> |
| 14 | | | 09/01/2009 | | ABRASIVE | test | SK14 4UQ | | <input type="checkbox"/> |
| 13 | | | 07/01/2009 | | ABBEY | Co. Tipperary | | | <input type="checkbox"/> |
| 12 | | | 06/01/2009 | | ABRASIVE | Cheshire | SK14 4UQ | | <input type="checkbox"/> |
| 9 | | | 23/12/2008 | | ABBEY | Co. Tipperary | | | <input type="checkbox"/> |
| 7 | | | 29/08/2008 | | ABRASIVE | Talbot Road | | | <input type="checkbox"/> |

Chapter 3 – Actions Menu

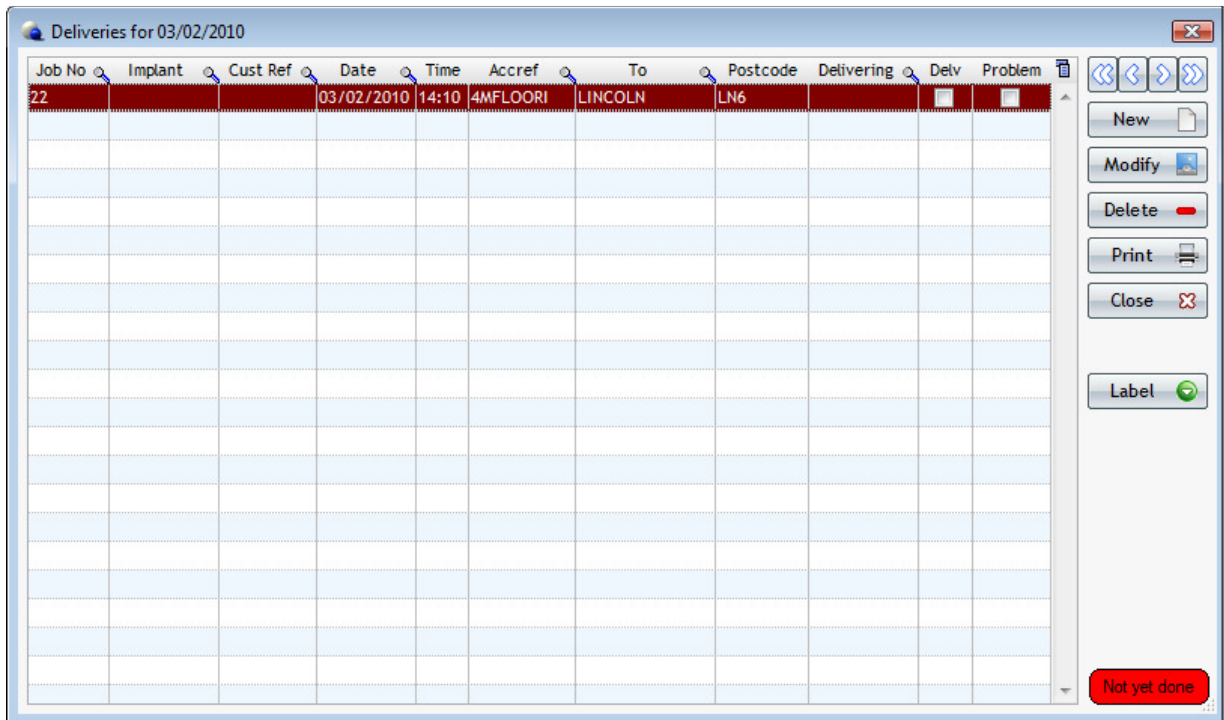
- **Actions, Deliveries, Browse all Deliveries**



Enter a date and tick the filter box to view jobs for that specific date. To view all jobs remove the tick from the filter box.

- **Actions, Deliveries, Browse all Deliveries for Today**

Applies a date filter to view the Deliveries file for the current date.



Chapter 3 – Actions Menu

- **Actions, Deliveries, Browse all Unallocated Deliveries**

Show all Deliveries for today that have not been allocated to a driver.

| Job No | Implant | Cust Ref | Date | Time | Accref | To | Postcode | Delivering | Delv | Problem |
|--------|---------|----------|------------|-------|----------|---------|----------|------------|--------------------------|--------------------------|
| 22 | | | 03/02/2010 | 14:10 | 4MFLOORI | LINCOLN | LN6 | | <input type="checkbox"/> | <input type="checkbox"/> |
| 21 | | | 08/12/2009 | 11:46 | 4MFLOORI | LINCOLN | LN6 5UB | | <input type="checkbox"/> | <input type="checkbox"/> |
| 20 | | | 28/09/2009 | 11:46 | 4MFLOORI | LINCOLN | LN6 5UB | | <input type="checkbox"/> | <input type="checkbox"/> |

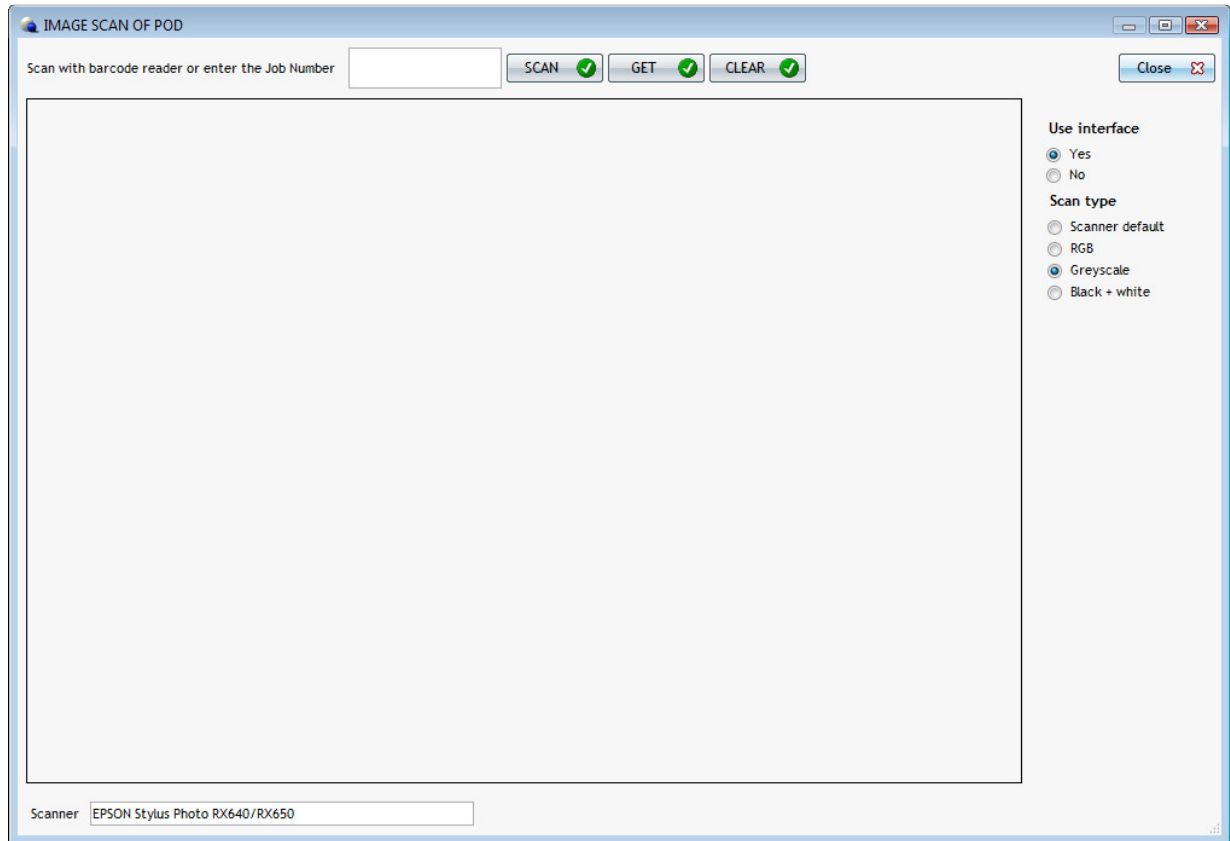
- **Actions, Deliveries, Browse all those not yet Delivered**

Show all jobs awaiting delivery information.

| Job No | Implant | Cust Ref | Date | Time | Accref | To | Postcode | Delivering | Delv | Problem |
|--------|---------|----------|------------|-------|----------|---------|----------|------------|--------------------------|--------------------------|
| 22 | | | 03/02/2010 | 14:10 | 4MFLOORI | LINCOLN | LN6 | | <input type="checkbox"/> | <input type="checkbox"/> |
| 21 | | | 08/12/2009 | 11:46 | 4MFLOORI | LINCOLN | LN6 5UB | | <input type="checkbox"/> | <input type="checkbox"/> |
| 20 | | | 28/09/2009 | 11:46 | 4MFLOORI | LINCOLN | LN6 5UB | | <input type="checkbox"/> | <input type="checkbox"/> |
| 15 | | | 23/01/2009 | | ABBEY | LINCOLN | LN6 5UB | TPN | <input type="checkbox"/> | <input type="checkbox"/> |
| 16 | | | 23/01/2009 | | ACEINTER | LINCOLN | LN6 5UB | TPN | <input type="checkbox"/> | <input type="checkbox"/> |
| 17 | | | 23/01/2009 | | ACC1 | LINCOLN | LN6 5UB | TPN | <input type="checkbox"/> | <input type="checkbox"/> |
| 18 | | | 23/01/2009 | | 28BLACKL | LINCOLN | LN6 5UB | TPN | <input type="checkbox"/> | <input type="checkbox"/> |
| 19 | | | 23/01/2009 | | 28BLACKL | LINCOLN | LN6 0L5 | TPN | <input type="checkbox"/> | <input type="checkbox"/> |
| 14 | | | 10/01/2009 | | ABRASIVE | TEST | LN6 | TPN | <input type="checkbox"/> | <input type="checkbox"/> |
| 13 | | | 08/01/2009 | | ABBEY | | LN6 | TPN | <input type="checkbox"/> | <input type="checkbox"/> |
| 9 | | | 24/12/2008 | | ABBEY | 3A | LN4 | TPN | <input type="checkbox"/> | <input type="checkbox"/> |
| 7 | | | 30/08/2008 | | ABRASIVE | LINCOLN | LN6 5UB | TPN | <input type="checkbox"/> | <input type="checkbox"/> |

Chapter 3 – Actions Menu

- **Actions, Image Scanning, Scan POD**



Scan with your barcode reader or enter the job number.

Click the **Scan**  button to scan a POD.

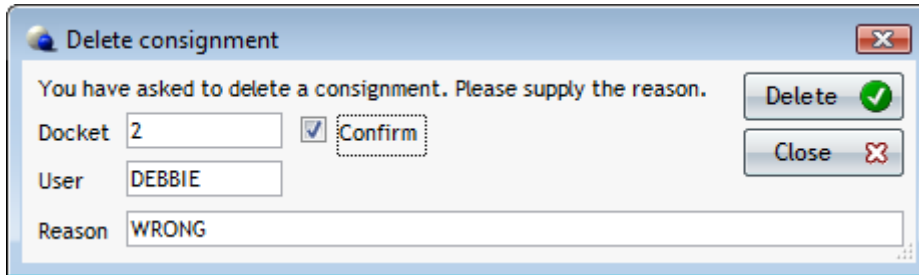
Click the **Get**  Button to retrieve an existing POD

Click the **Clear**  button to clear the screen.

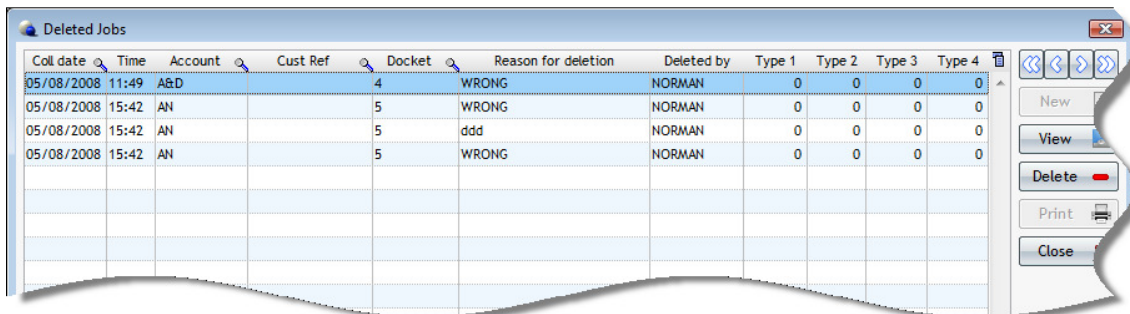
Chapter 3 – Actions Menu

- **Actions, Deleted Jobs, Browse Deleted Jobs**

If you delete a consignment this screen will come up, fill in the details, click Delete and that will be stored into the Deleted Jobs section.



A dialog box titled "Delete consignment" with a close button (X) in the top right. The text inside says "You have asked to delete a consignment. Please supply the reason." Below this are several input fields: "Docket" with the value "2", a checked "Confirm" checkbox, "User" with the value "DEBBIE", and "Reason" with the value "WRONG". On the right side, there are two buttons: "Delete" with a green checkmark icon and "Close" with a red X icon.

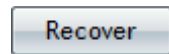


A screenshot of a "Deleted Jobs" window showing a table with the following columns: Coll date, Time, Account, Cust Ref, Docket, Reason for deletion, Deleted by, Type 1, Type 2, Type 3, and Type 4. The table contains four rows of data:

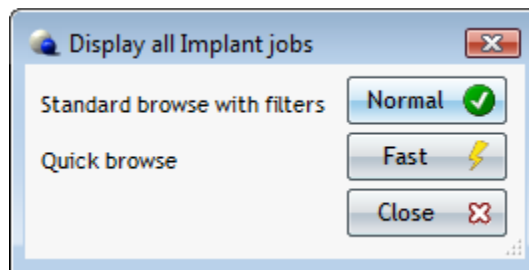
| Coll date | Time | Account | Cust Ref | Docket | Reason for deletion | Deleted by | Type 1 | Type 2 | Type 3 | Type 4 |
|------------|-------|---------|----------|--------|---------------------|------------|--------|--------|--------|--------|
| 05/08/2008 | 11:49 | A&D | | 4 | WRONG | NORMAN | 0 | 0 | 0 | 0 |
| 05/08/2008 | 15:42 | AN | | 5 | WRONG | NORMAN | 0 | 0 | 0 | 0 |
| 05/08/2008 | 15:42 | AN | | 5 | ddd | NORMAN | 0 | 0 | 0 | 0 |
| 05/08/2008 | 15:42 | AN | | 5 | WRONG | NORMAN | 0 | 0 | 0 | 0 |

On the right side of the table, there is a vertical toolbar with buttons for "New", "View", "Delete" (with a red minus icon), "Print" (with a printer icon), and "Close".

The jobs can be re-instated by selecting the job and clicking on **Recover**.

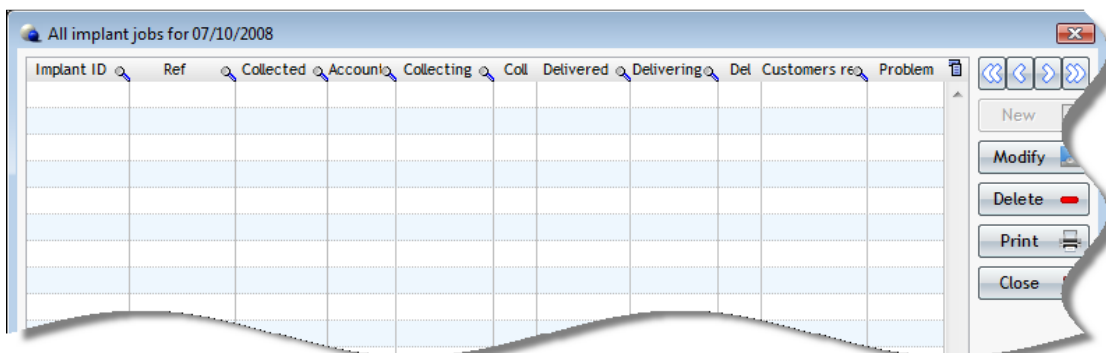


- **Actions, Implants, Browse Implant jobs**



A dialog box titled "Display all Implant jobs" with a close button (X) in the top right. It offers two options: "Standard browse with filters" and "Quick browse". The "Standard browse with filters" option is selected, indicated by a green checkmark icon. Below these options are buttons for "Normal" (with a green checkmark), "Fast" (with a yellow lightning bolt icon), and "Close" (with a red X icon).

Here you can select two different types of view. Both appear to hold the same information. The standard browse however allows you to apply filters and searches.

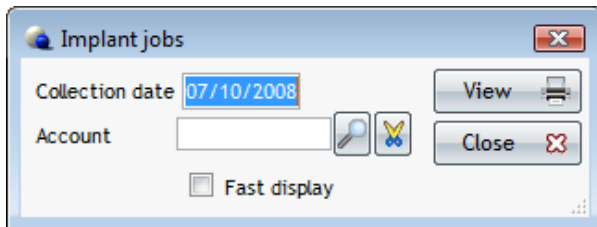


A screenshot of a window titled "All implant jobs for 07/10/2008" showing a table with the following columns: Implant ID, Ref, Collected, Account, Collecting, Coll, Delivered, Delivering, Del, Customers req, and Problem. The table is currently empty. On the right side, there is a vertical toolbar with buttons for "New", "Modify", "Delete" (with a red minus icon), "Print" (with a printer icon), and "Close".

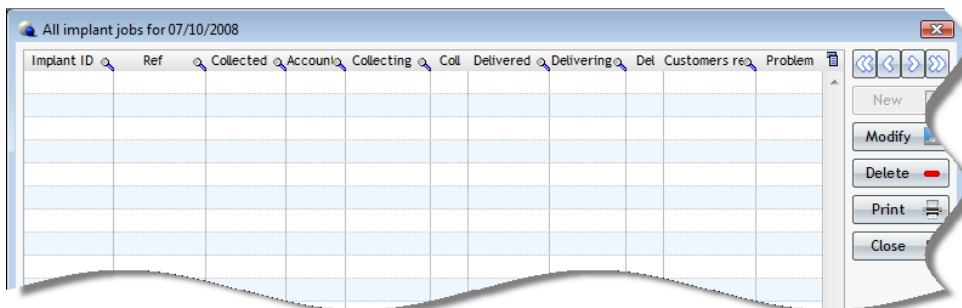
Chapter 3 – Actions Menu

- **Actions, Implants, Browse implant jobs by collection date**

This option allows you to be specific about the date and customer you wish to view the information for.

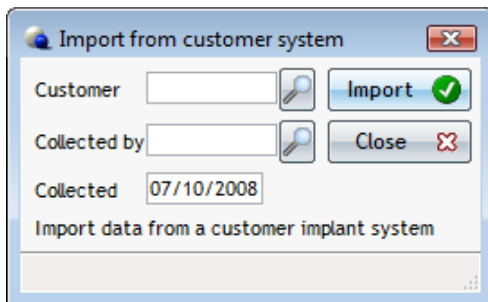


Again you have the option to view the browse "Fast" which reduces the filter options but increases loading speed.

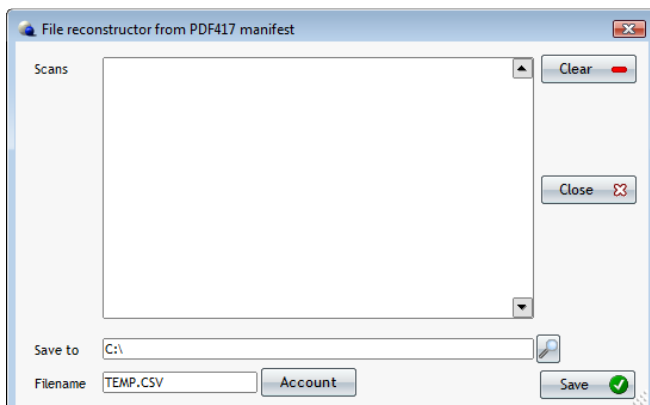


- **Actions, Implants, Import implant data**

Select a customer to import data from by click the magnifying glass.



The last option in the implant menu is **Reconstruct data from PDF417 manifest**.

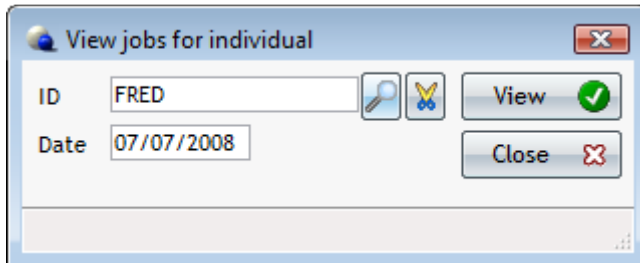


Chapter 3 – Actions Menu

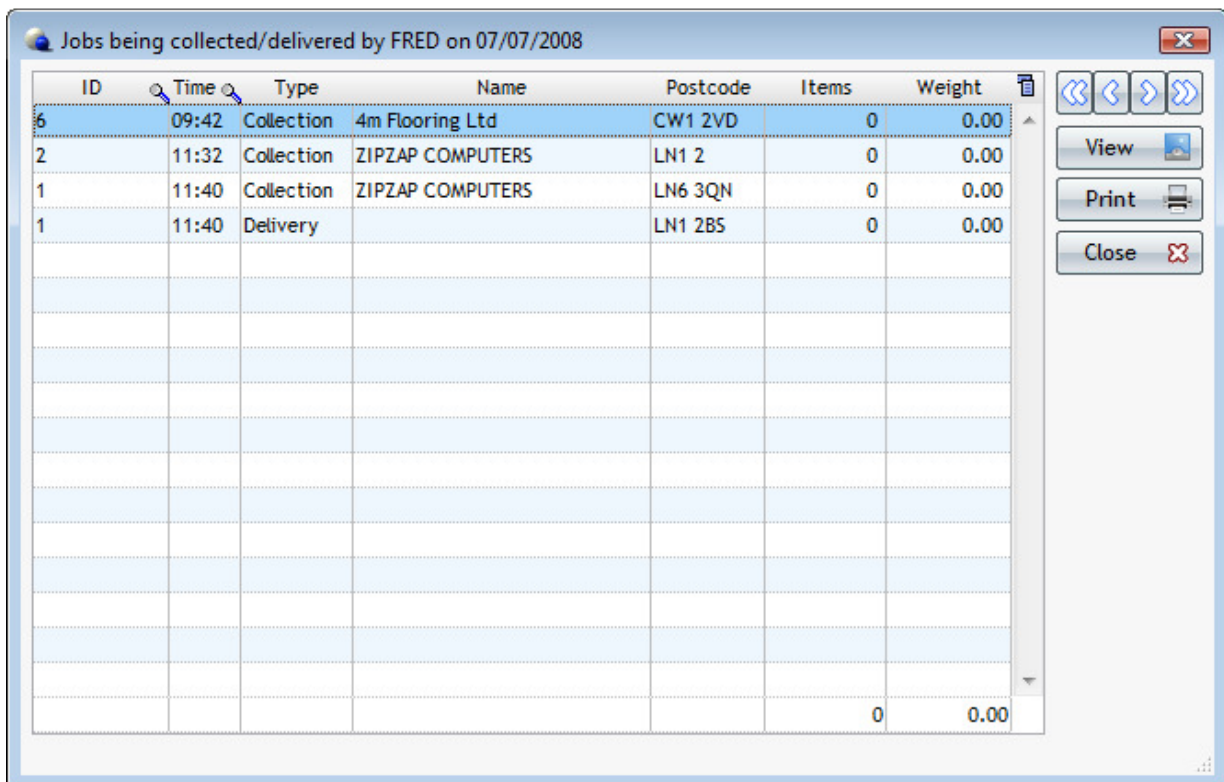
- **Actions, Run, Browse job on run**

Look up deliveries for a specific driver on a specific date.

Enter a date and driver.



A dialog box titled "View jobs for individual" with a close button (X) in the top right corner. It contains two input fields: "ID" with the text "FRED" and "Date" with the text "07/07/2008". To the right of the "ID" field are two small icons: a magnifying glass and a pair of scissors. Below the input fields are two buttons: "View" with a green checkmark icon and "Close" with a red X icon.



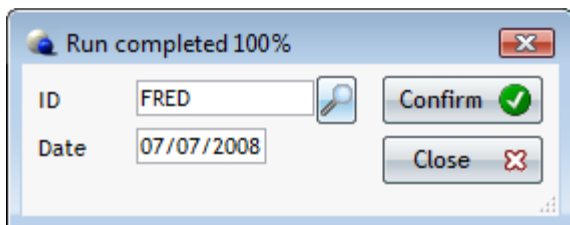
A window titled "Jobs being collected/delivered by FRED on 07/07/2008" with a close button (X) in the top right corner. It displays a table with the following columns: ID, Time, Type, Name, Postcode, Items, and Weight. The table contains four rows of data. To the right of the table are navigation arrows (back, forward, first, last) and three buttons: "View" with a magnifying glass icon, "Print" with a printer icon, and "Close" with a red X icon.

| ID | Time | Type | Name | Postcode | Items | Weight |
|----|-------|------------|------------------|----------|-------|--------|
| 6 | 09:42 | Collection | 4m Flooring Ltd | CW1 2VD | 0 | 0.00 |
| 2 | 11:32 | Collection | ZIPZAP COMPUTERS | LN1 2 | 0 | 0.00 |
| 1 | 11:40 | Collection | ZIPZAP COMPUTERS | LN6 3QN | 0 | 0.00 |
| 1 | 11:40 | Delivery | | LN1 2BS | 0 | 0.00 |
| | | | | | 0 | 0.00 |

Chapter 3 – Actions Menu

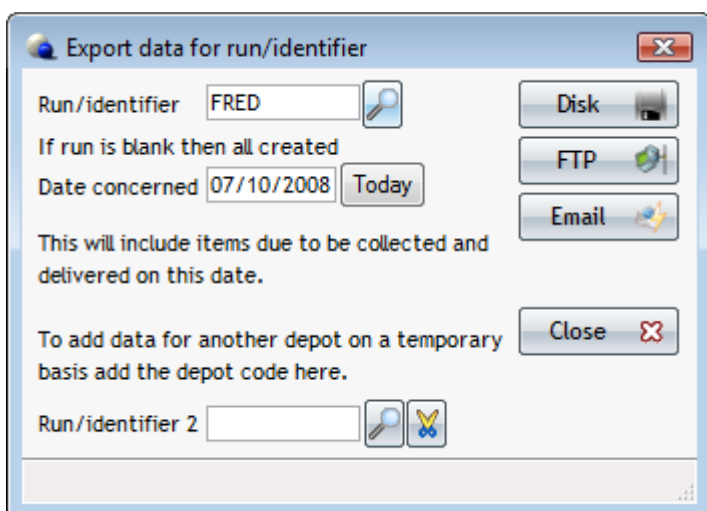
- **Actions, Run, Run completed 100%**

To mark all jobs on a particular run as complete and ready for invoicing select this option.



- **Actions, Run, Export data to run/contractor**

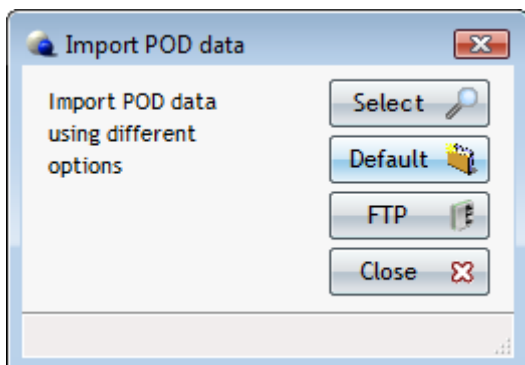
Select this option to create a XLS file of job details for the selected driver on the chosen date.



You can choose various methods in which to send the data according to individual requirements. This information can then be imported to a PDA device.

- **Actions, Run, Import data to run/contractor**

Select this option to import data back from the PDA.



Chapter 3 – Actions Menu

The screenshot shows a 'Message' dialog box with the following fields and values:

| | | |
|-------------------|------------------------|-----------------------------------|
| Enquiry no. | 1 | OK |
| Account Ref | ZIP001 | Close |
| Account name | ZIPZAP COMPUTERS | |
| Date received | 07/10/2008 | |
| Time received | 09:58 | |
| Contact | DEBBIE | |
| Phone | 01522 684705 | |
| Email | enquiries@zipzap.co.uk | |
| Details | | |
| Result of message | | |
| FAO of | DEBBIE | |
| Status | ADDA | |
| Taken by | DEBBIE | |
| Docket | 2 | <input type="checkbox"/> Complete |

Enter the details of the message and who it is for.

- **Actions, Messages, Browse my messages**

Select this option to view messages that 'I' am to dealing with.

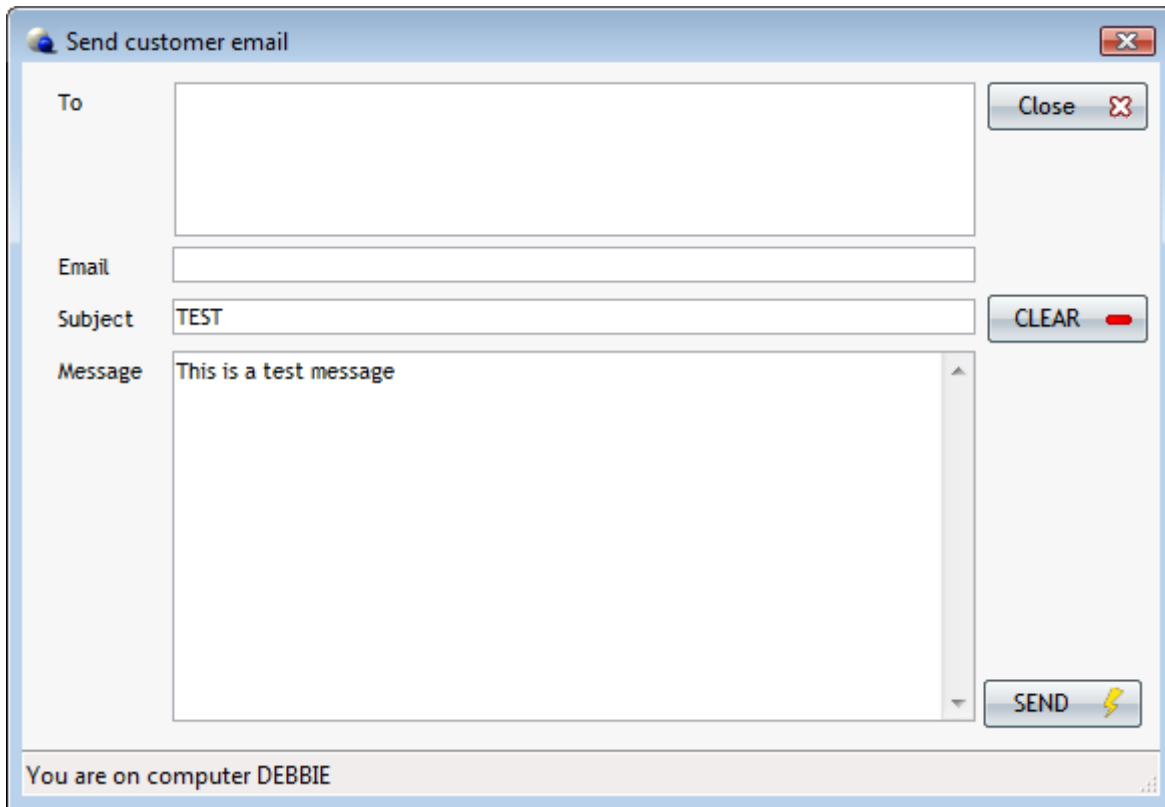
- **Actions, Messages, Outstanding messages**

Select this option to view messages that are yet to be completed.

Chapter 3 – Actions Menu

- **Actions, Email, Send Customer Email**

Select this option to send a message to one of your customers from within the program.

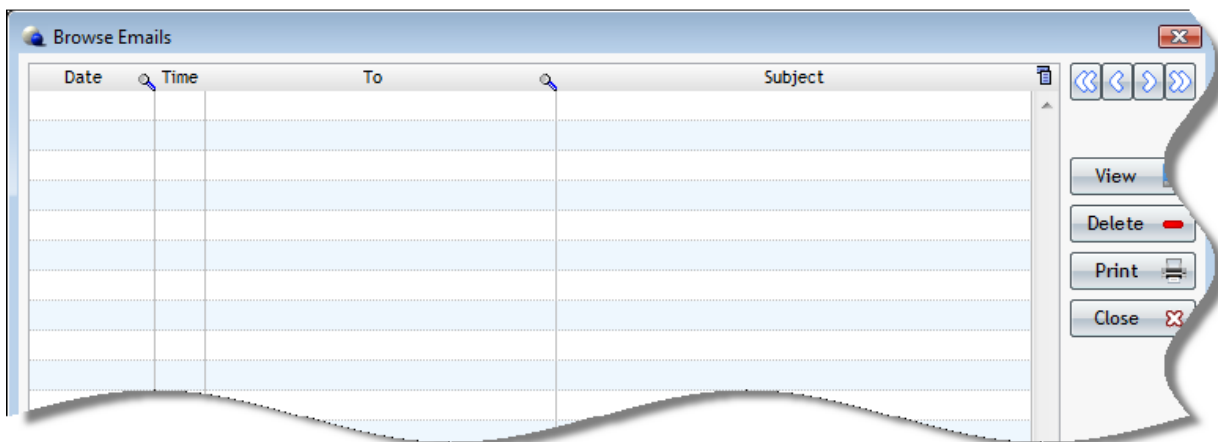


Select the customer you wish to e-mail, enter the details and Send.

- **Actions, Email, Send Depot Email**

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

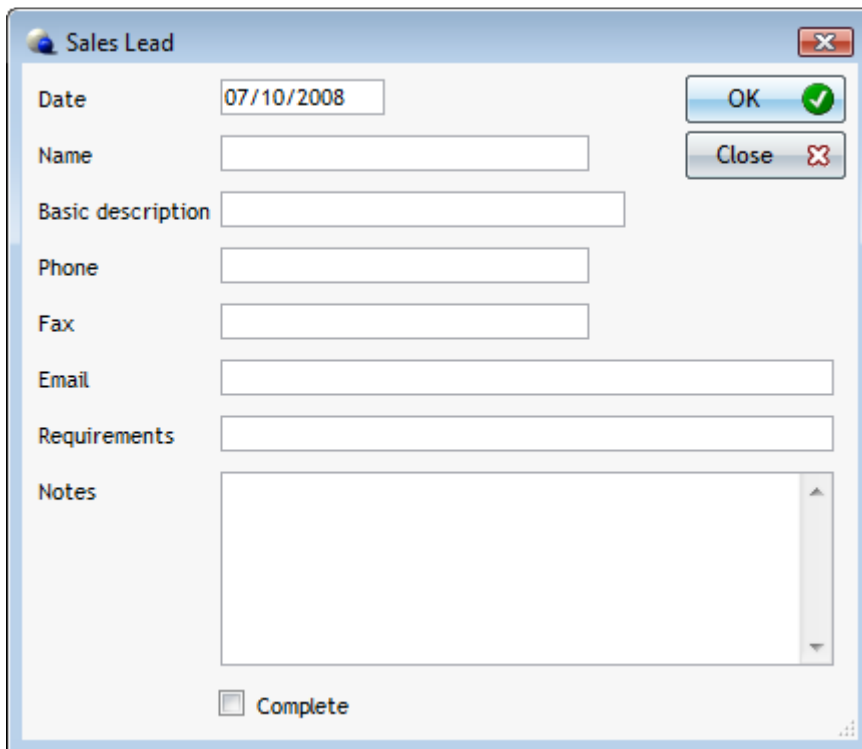
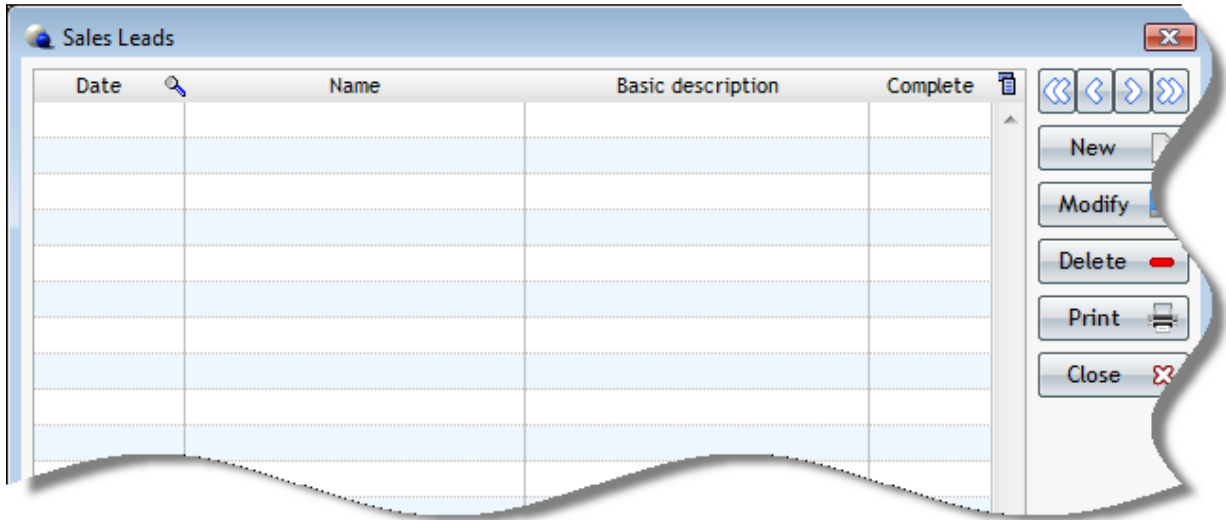
- **Actions, Email, Browse Emails** - to see all messages you have sent



Chapter 3 – Actions Menu

- **Actions, Sales Leads, Browse Sales Leads**

Click new to enter the details of the potential customers in this section.



- **Actions, Sales Leads, Outstanding Sales Leads**

This section shows sales leads that are still to be followed up.

Chapter 3 – Actions Menu

- **Actions, Invoicing, Create Invoices**

Select this option to create invoices for a date and customer range.

Create Invoices

From Account: ABERD

To Account: ZIPZAP

From Date: 01/01/2000

Upto Date: 16/04/2010

Invoice date: 16/04/2010

Even if not shown as delivered

SPECIALIST OPTIONS

Do not invoice zero value invoices

One Job only: []

Only applies if using ONE account

Just TPN

- **Actions, Invoicing, Browse Invoices**

Browse a list of the invoices you have created.

Browse invoices

| Inv No | Date | Account | Name | Net | Vat | Gross | Nominal | Paid |
|--------|------------|---------|----------------|------|------|-------|---------|------|
| 0 | 29/09/2008 | A.B.01 | A.B. Equipment | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

Select View to see the details of the invoice or Print to obtain a hard copy. If you place a copy of your logo in the program directory and rename it to LOGO.GIF this will print on the report layout.

View invoice

Name: A.B. Equipment, Invoice: 0

Address: Unit 13A, 288 Beersbridge Road, Belfast, Postcode: BT5 4RX

Date: 29/09/2008

| Job No | Collection | Coll PC | Delivery | Description | Charge | VAT |
|--------|------------|----------|------------|---|--------|-----|
| 1 | 07/07/2008 | LN6 3QN | 07/07/2008 | Collected LN6 3QN and delivered LN1 2B5 | 0.00 | |
| 2 | 07/07/2008 | LN1 2 | 06/10/2008 | Collected LN6 3QN and delivered LN1 2B5 | 0.00 | |
| 3 | 05/08/2008 | CW1 2VD | 07/08/2008 | Collected CW1 2VD and delivered LN6 5UB | 0.00 | |
| 6 | 07/07/2008 | CW1 2VD | 15/08/2008 | Collected CW1 2VD and delivered LN5 8 | 0.00 | |
| 7 | 29/08/2008 | | 30/08/2008 | | 0.00 | |
| 8 | 17/09/2008 | BT5 4RX | 18/09/2008 | | 0.00 | |
| 9 | 06/10/2008 | BT45 6EW | 07/10/2008 | Collected BT45 6EW and delivered BT45 | 0.00 | |
| 10 | 06/10/2008 | LN6 3QN | 07/10/2008 | Collected LN6 3QN and delivered LN1 2 | 0.00 | |

Fuel surcharge: 0.00

Total Net: 0.00

Total VAT: 0.00

Total Gross: 0.00

2nd currency exchange: 1.00

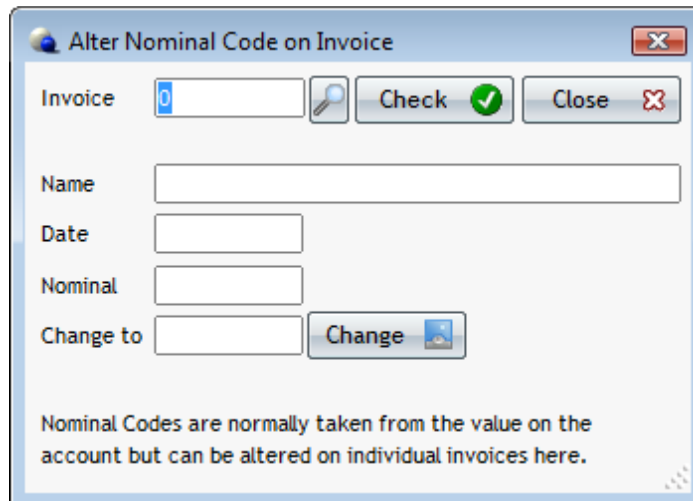
Chapter 3 – Actions Menu

- **Actions, Invoicing, Email Invoices**

Use this option to email you invoice(s). Select the required invoice and click the email button. To select more than one invoice, hold down the Ctrl key and click on each invoice you want to email.

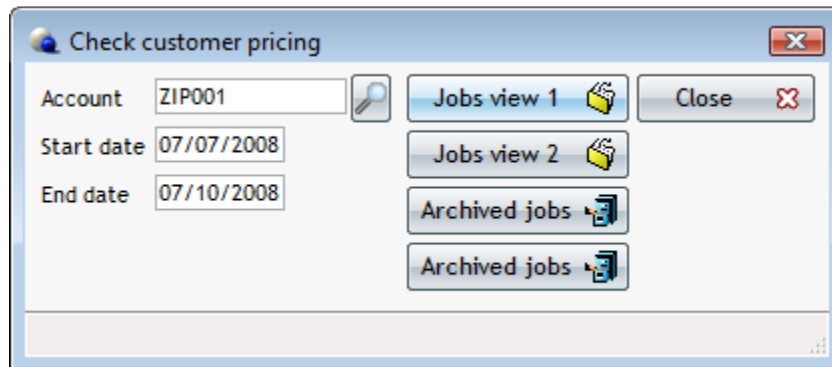
- **Actions, Invoicing, Alter Nominal Code on Invoice**

You can alter the code on the invoice here prior to posting to Sage.



- **Actions, Invoicing, Check Consignments**

Use this option to see at a glance if consignments have been priced correctly.



The "Check jobs" window displays a table with the following columns: Job No, Date, Account, Cust ref, Name, Town/Place, Area, Type 1, Type 2, Type 3, Type 4, Price, and Vat. The table contains three rows of data:

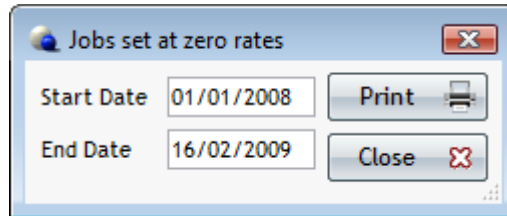
| Job No | Date | Account | Cust ref | Name | Town/Place | Area | Type 1 | Type 2 | Type 3 | Type 4 | Price | Vat |
|--------|------------|---------|--------------|------|------------|---------|--------|--------|--------|--------|-------|-----|
| 2 | 07/07/2008 | ZIP001 | rttrtrtrrett | Fred | BIRCHWOOD | LN6 0 | 0 | 0 | 0 | 0 | 0.00 | |
| 1 | 07/07/2008 | ZIP001 | | | LINCOLN | LN1 2B5 | 0 | 0 | 0 | 0 | 0.00 | |
| 10 | 06/10/2008 | ZIP001 | | | LINCOLN | LN1 2 | 0 | 0 | 0 | 0 | 0.00 | |

On the right side of the window, there is a vertical toolbar with buttons for New, Modify, Delete, Print, and Close.

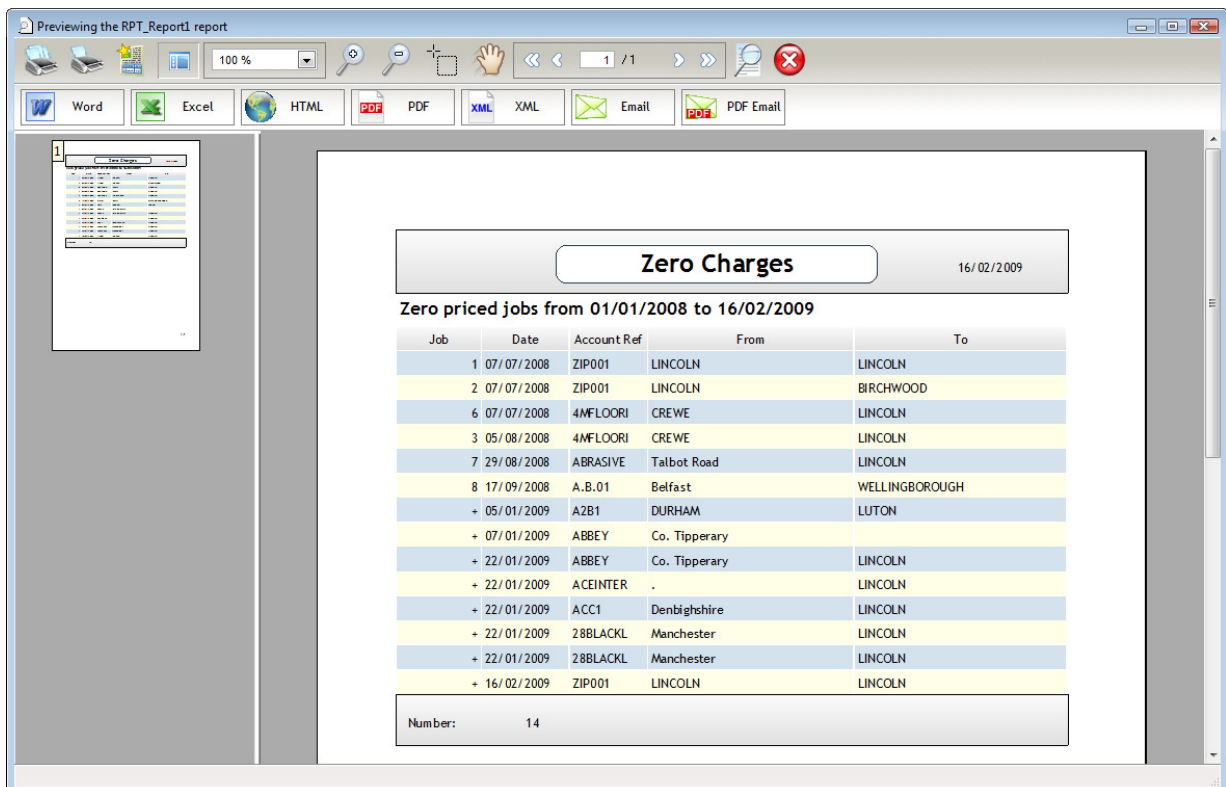
Chapter 3 – Actions Menu

- **Actions, Invoicing, Report Consignments with Zero Charge**

This option prints jobs set at zero rates, fill in the start & end date and press print.



A dialog box titled "Jobs set at zero rates" with a close button (X) in the top right corner. It contains two input fields: "Start Date" with the value "01/01/2008" and "End Date" with the value "16/02/2009". To the right of the "Start Date" field is a "Print" button with a printer icon, and to the right of the "End Date" field is a "Close" button with a close icon (X).



Previewing the RPT_Report1 report. The report displays a table of zero priced jobs from 01/01/2008 to 16/02/2009. The table has columns for Job, Date, Account Ref, From, and To. The report also includes a "Zero Charges" header and a "Number: 14" footer.

| Job | Date | Account Ref | From | To |
|-----|------------|-------------|---------------|----------------|
| 1 | 07/07/2008 | ZIP001 | LINCOLN | LINCOLN |
| 2 | 07/07/2008 | ZIP001 | LINCOLN | BIRCHWOOD |
| 6 | 07/07/2008 | 4MFLOORI | CREWE | LINCOLN |
| 3 | 05/08/2008 | 4MFLOORI | CREWE | LINCOLN |
| 7 | 29/08/2008 | ABRASIVE | Talbot Road | LINCOLN |
| 8 | 17/09/2008 | A.B.01 | Belfast | WELLINGBOROUGH |
| + | 05/01/2009 | A2B1 | DURHAM | LUTON |
| + | 07/01/2009 | ABBEY | Co. Tipperary | |
| + | 22/01/2009 | ABBEY | Co. Tipperary | LINCOLN |
| + | 22/01/2009 | ACEINTER | . | LINCOLN |
| + | 22/01/2009 | ACC1 | Denbighshire | LINCOLN |
| + | 22/01/2009 | 28BLACKL | Manchester | LINCOLN |
| + | 22/01/2009 | 28BLACKL | Manchester | LINCOLN |
| + | 16/02/2009 | ZIP001 | LINCOLN | LINCOLN |

Number: 14

Chapter 3 – Actions Menu

- **Actions, Invoicing, Receive Payment**

Allocate payments against invoices in this section.

The 'Receive payment' dialog box features the following fields and controls:

- Invoice: Input field with value '0' and a search icon.
- Account: Empty input field.
- Date: Empty input field.
- Net: Input field with value '0.00'.
- Prepaid: Input field with value '0.00' and the text 'w/o VAT'.
- Outstanding: Input field with value '0.00'.
- Invoice total: Input field with value '0.00'.
- Date received: Input field with value '07/10/2008'.
- Payment received: Input field with value '0.00' and a 'Pay' button with a currency symbol.
- Buttons: 'Close' (with a red X icon), 'Get' (with a green checkmark icon), and 'Pay'.

- **Actions, Invoicing, Create Sage Posting File**

Select this option to create a CSV file in the format ready to import into Sage.

The 'Create Sage Posting File' dialog box features the following fields and controls:

- From invoice: Input field with value '0' and a search icon.
- To invoice: Input field with value '0' and a search icon.
- Buttons: 'Process' (with a green checkmark icon) and 'Close' (with a red X icon).

- **Actions, Invoicing, Browse Credit Notes**

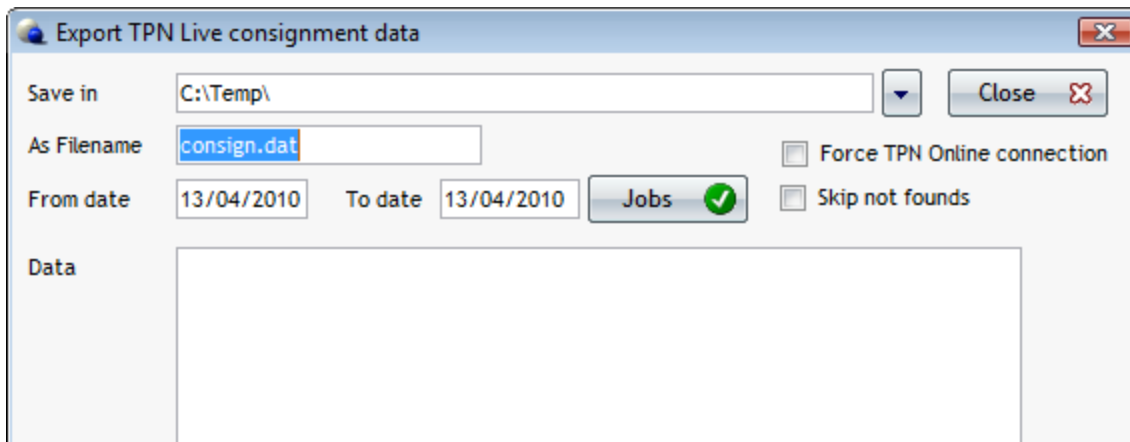
Create and browse credit notes from here.

The 'Browse Credit Notes' window displays a table with the following columns: Number, Date, Accref, Name, Net, Vat, Gross, and Nominal. The table is currently empty. On the right side of the window, there is a vertical toolbar with the following buttons: New, Modify, Delete, Print, and Close.

Click New to enter a Credit Note

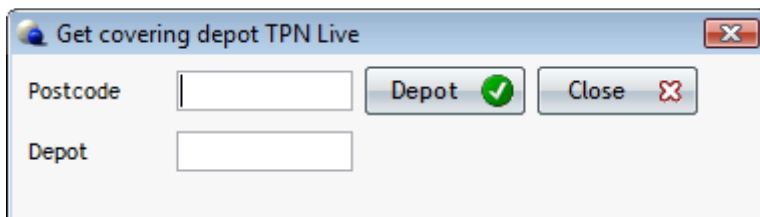
Chapter 3 – Actions Menu

- **Actions, Networks, TPN, TPN Live, Export Consignments to file**

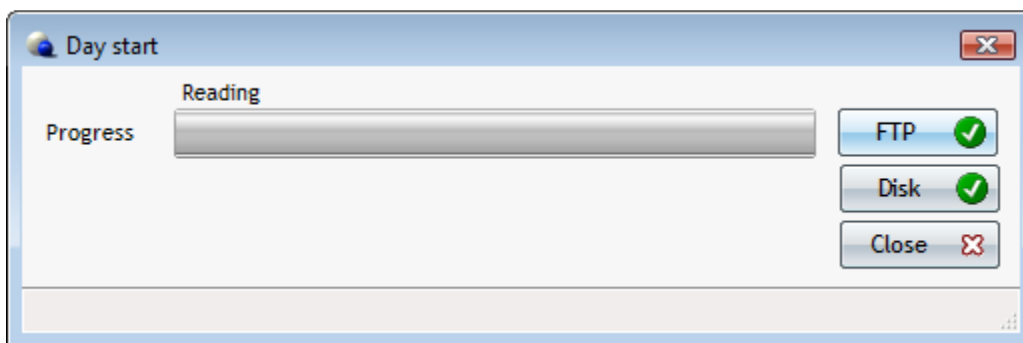


- **Actions, Networks, TPN, TPN Live, Get covering depot from Postcode**

Enter a postcode to find out the covering depot.



- **Actions, Networks, TPN, TPN Legacy System, Day Start**

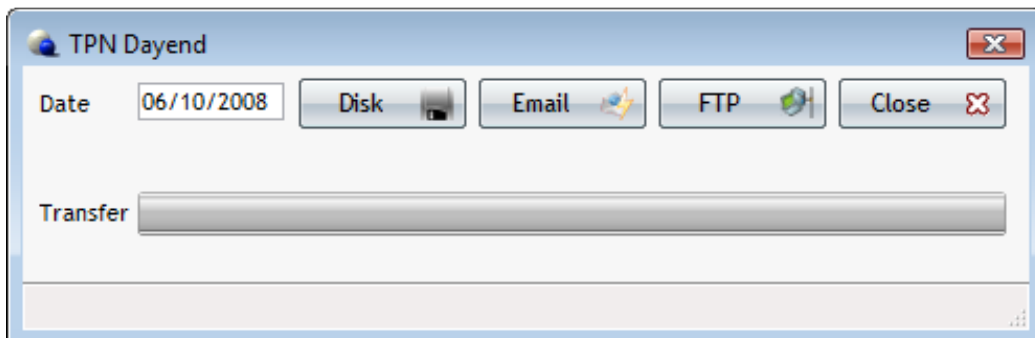


The Day Start option allows you to retrieve POD information and Gazetteer Updates from the local depot. Providing the correct details are set in Parameters there should be no problems. There are two options which are FTP or Disk.

Chapter 3 – Actions Menu

- **Actions, Networks, TPN, TPN Legacy System, Day End**

Select this section to export your consignments to a file for your collecting depot.

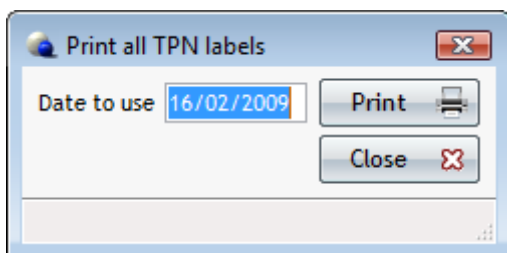


There are three options to where the data can be exported:

1. Hard or Floppy Disk
2. FTP Transfers
3. Email

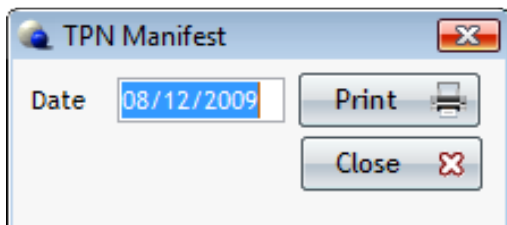
- **Actions, Networks, TPN, TPN Legacy System, Print all labels for date**

Type in the date you wish to use and click on print.



- **Actions, Networks, TPN, TPN Legacy System, Manifest**

Type in the date you wish to use and click on print.



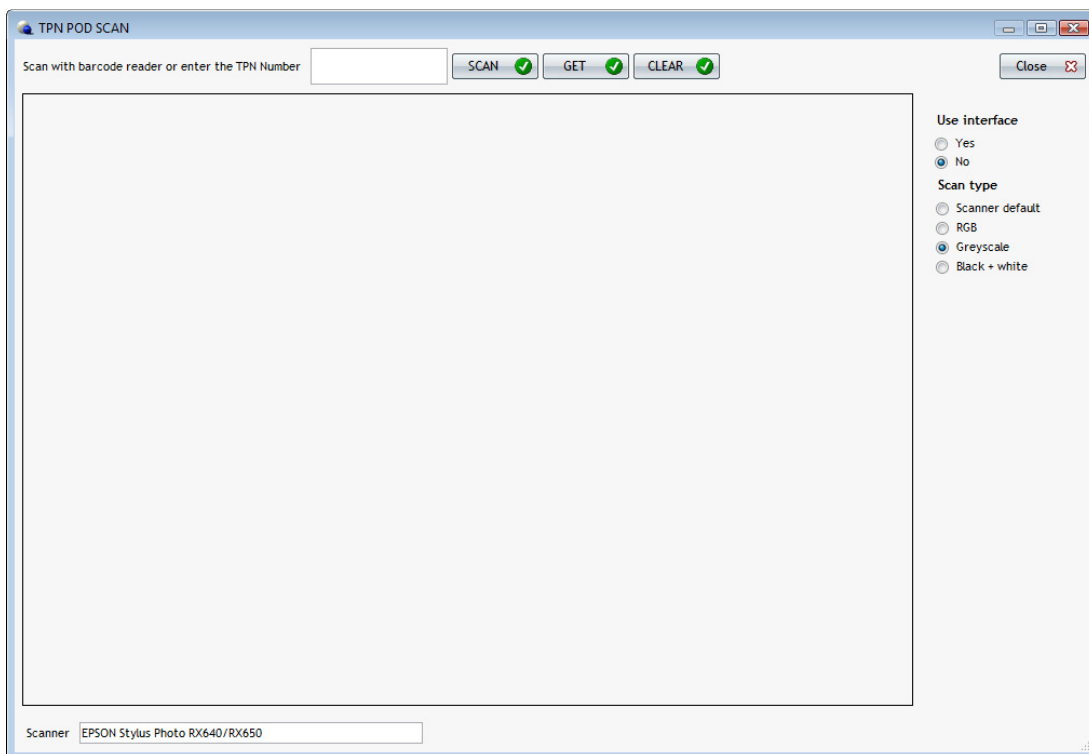
Chapter 3 – Actions Menu

Example TPN Manifest below:

| TPN Manifest | | | | | | | | | | |
|-----------------------------|-------------|---------|----------|--------------------|---------|------|------|------|----------|-----|
| TPN Manifest for 22/01/2009 | | | | | | | | | | |
| Docket | Account Ref | Town | Delivery | TPN delivery depot | Quarter | Half | Full | Half | Oversize | TPN |
| 9 | ABBEY | LINCOLN | LN6 SUB | 086 | 1 | 0 | 0 | 0 | 0 | ND |
| 10 | ACB NTER | LINCOLN | LN6 SUB | 086 | 0 | 1 | 0 | 0 | 0 | AM |
| 11 | ACC1 | LINCOLN | LN6 SUB | 086 | 1 | 0 | 0 | 0 | 0 | ND |
| 12 | 28BLACKL | LINCOLN | LN6 SUB | 086 | 1 | 0 | 0 | 0 | 0 | ND |
| 13 | 28BLACKL | LINCOLN | LN6 OLS | 086 | 1 | 0 | 0 | 0 | 0 | ND |
| Consignments: 5 | | | | | 4 | 1 | 0 | 0 | 0 | 0 |

- **Actions, Networks, TPN, TPN Legacy System, Scan TPN Notes**

Scan with your barcode reader or enter the TPN number.



Click the **Scan**  button to scan a POD.

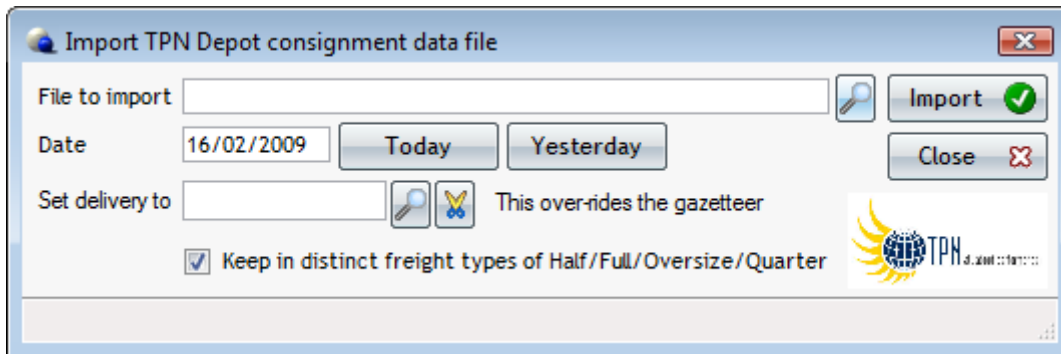
Click the **Get**  Button to retrieve an existing POD

Click the **Clear**  button to clear the screen.

Chapter 3 – Actions Menu

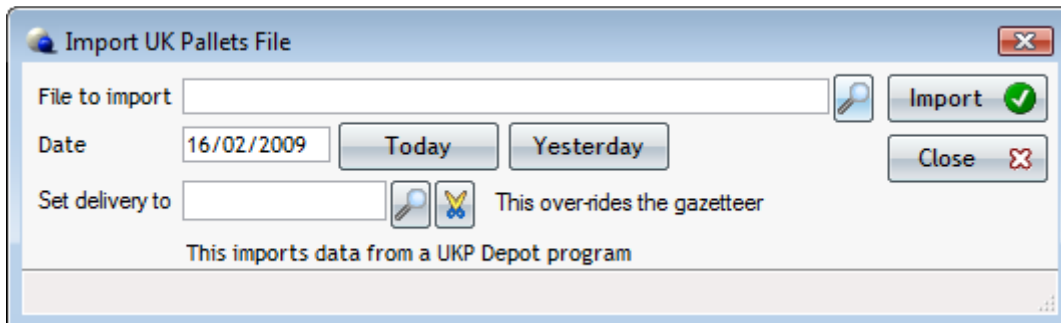
- **Actions, Networks, TPN, TPN Legacy System, Import Deliveries**

Importing TPN depot consignment data file will over-ride the gazetteer. Check the tick box if you want to keep in distinct freight types.

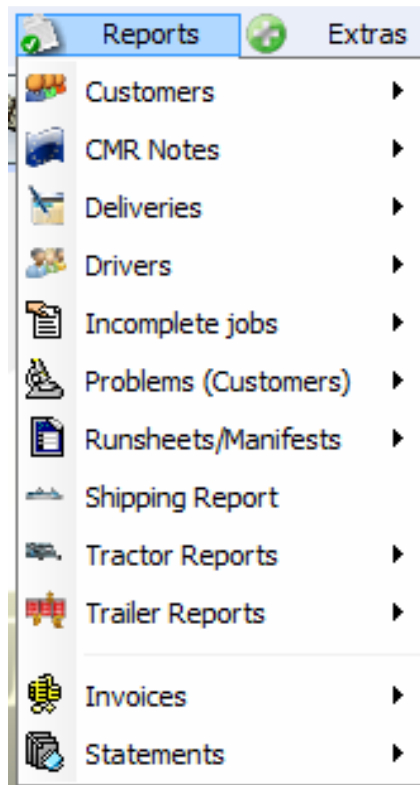


- **Actions, Networks, UK Pallets, Import Data File**

This will over-ride the gazetteer.

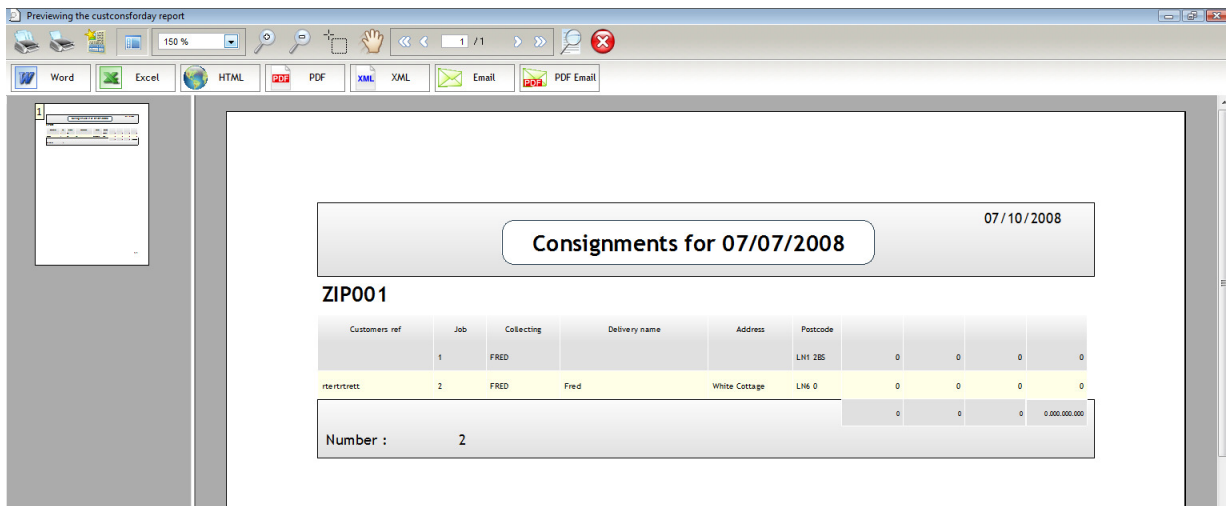
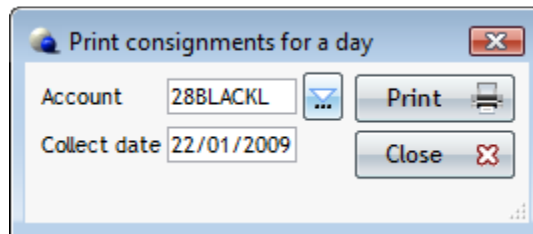


Chapter 4 – Reports Menu



- **Reports, Customers, Print Consignments**

Select this option to print consignments for a customer for a selected date.



Chapter 4 – Reports Menu

- **Reports, Customers, POD Report**

Select a customer and date range to produce a POD report.

| Col Date | Docket | Cust ref | Implant ID | Delivery name | Town/Place | Area/PC | Signed by | Del Date | Date signed | Time |
|------------|--------|-----------|------------|---------------|------------|---------|-----------|------------|-------------|------|
| 06/10/2008 | 10 | | | | LINCOLN | LN1 2 | | 07/10/2008 | / / | - :- |
| 07/07/2008 | 1 | | | | LINCOLN | LN1 2BS | | 07/07/2008 | / / | - :- |
| 07/07/2008 | 2 | 1/bentley | | Fred | BIRCHWOOD | LN6 0 | | 06/10/2008 | / / | - :- |

Number: 3

- **Reports, CMR Notes, Browse**

The CMR note is an international consignment note.

| Job | Sender name | Consignee name | Completed date |
|-----|----------------|----------------|----------------|
| 8 | A.B. EQUIPMENT | MRS READ | 17/09/2008 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

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

Chapter 4 – Reports Menu

Sender

Consignee

Carrier

Other carriers

Shipping Details

Completed

OK

Cancel

Associated Job 8

Sender name A.B. EQUIPMENT

Sender address 1 UNIT 13A

Sender address 2 OWEN O'CORK MILL

Sender address 3 288 BEERSBRIDGE ROAD

Sender Town BELFAST

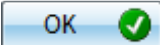
Sender Postcode BT5 4RX

Sender Country UNITED KINGDOM

Senders Reference

Agents Reference Number 8

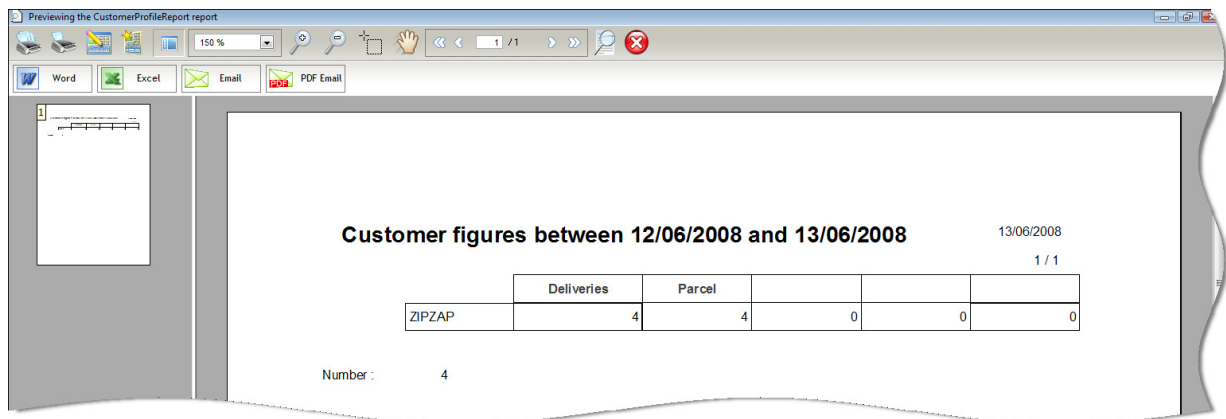
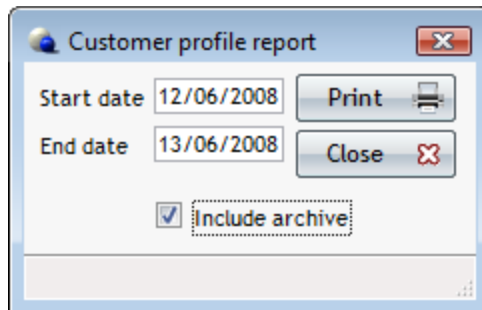
Click on the arrow button by the side of associate job and select the job you want. This will automatically fill most of the boxes. Enter the rest of the information manually and work through the rest of the tabs such as Consignee, Carrier and so forth.

When complete click on the  Button.

Chapter 4 – Reports Menu

- **Reports, Deliveries, Customer Deliveries**

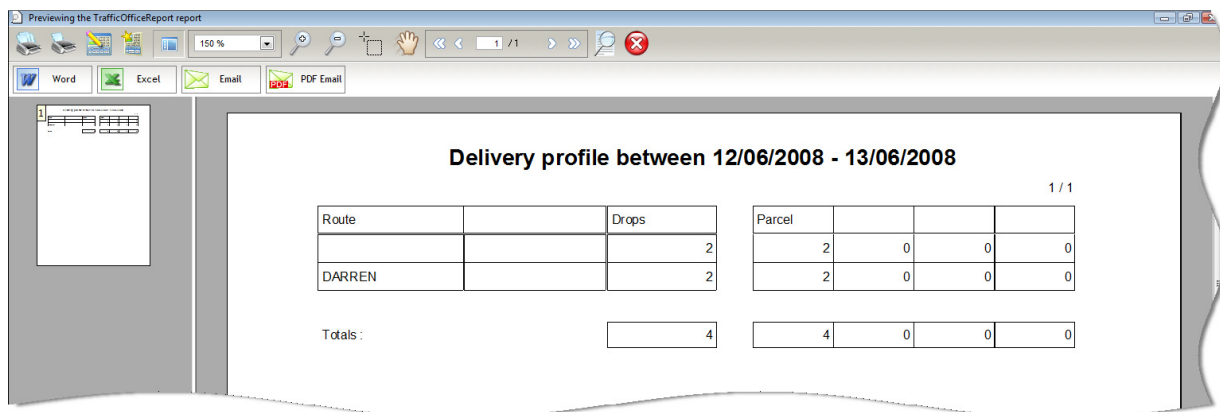
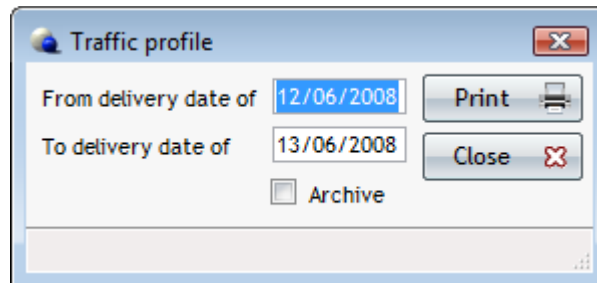
View total figures of deliveries for customers for a date range.



Chapter 4 – Reports Menu

- **Reports, Deliveries, Traffic Office Figures**

A report showing a breakdown of drops and freight types per driver.



Chapter 4 – Reports Menu

- Reports, Deliveries, Traffic Profile with Revenue

A report showing costs per depot\driver.

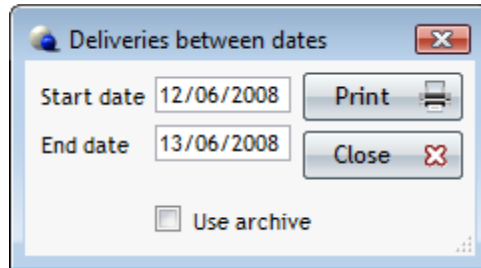
1 / 1

| Name | Docket | Drops | Parcel | | | | |
|--------------|--------|-------|--------|---|---|---|---|
| Alloc req | | | | | | | |
| 12/06/2008 | 2 | 1 | 1 | 0 | 0 | 0 | 0 |
| 13/06/2008 | 5 | 1 | 1 | 0 | 0 | 0 | 0 |
| Consignments | 2 | 2 | 2 | 0 | 0 | 0 | 0 |
| DARREN | | | | | | | |
| 13/06/2008 | 4 | 1 | 1 | 0 | 0 | 0 | 0 |
| 13/06/2008 | 1 | 1 | 1 | 0 | 0 | 0 | 0 |
| Consignments | 2 | 2 | 2 | 0 | 0 | 0 | 0 |

Chapter 4 – Reports Menu

- **Reports, Deliveries, Deliveries between Dates**

A report showing drops and types for each depot\driver between a date range.



Previewing the DeliveriesBetweenDates report

150 %

Word Excel Email PDF Email

Deliveries between 12/06/2008 - 13/06/2008

| Cons | Delivery | Account | Delivery name | Parcel | | | | Charge |
|------|------------|---------|---------------|--------|---|---|---|--------|
| 2 | 12/06/2008 | ZIPZAP | Fred Smith | 1 | 0 | 0 | 0 | 0.00 |
| 5 | 13/06/2008 | ZIPZAP | Fred Smith | 1 | 0 | 0 | 0 | 5.00 |
| | | | | 2 | 0 | 0 | 0 | 5.00 |

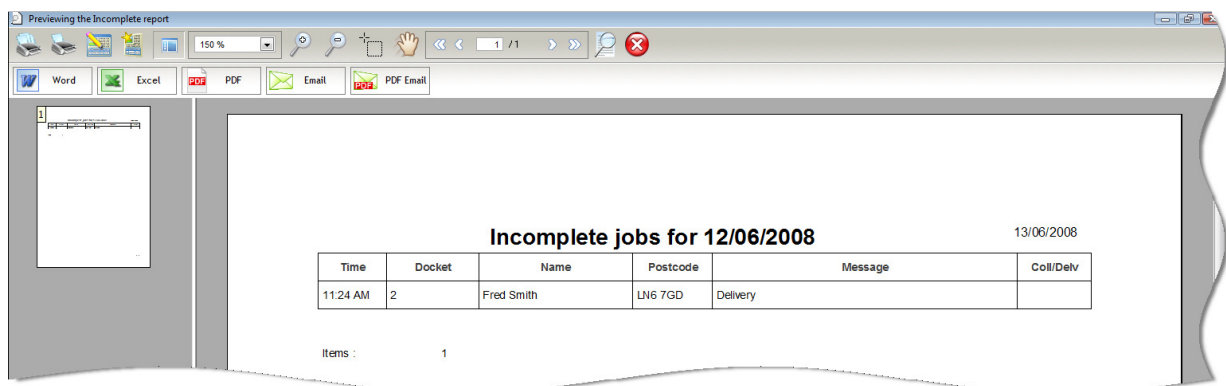
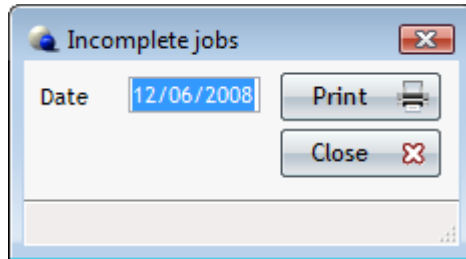
DARREN

| Cons | Delivery | Account | Delivery name | Parcel | | | | Charge |
|------|------------|---------|---------------|--------|---|---|---|--------|
| 4 | 13/06/2008 | ZIPZAP | Fred Smith | 1 | 0 | 0 | 0 | 0.00 |
| 1 | 13/06/2008 | ZIPZAP | Fred Smith | 1 | 0 | 0 | 0 | 0.00 |
| | | | | 2 | 0 | 0 | 0 | 0.00 |

Chapter 4 – Reports Menu

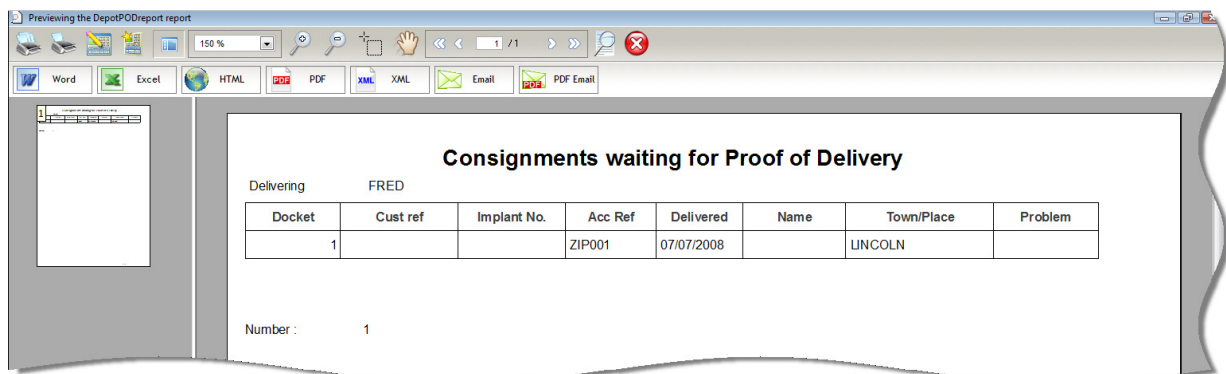
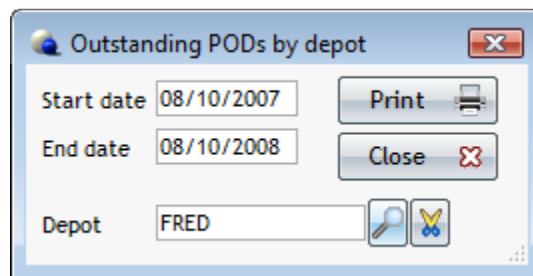
- **Reports, Incomplete Jobs, For One day**

Enter a date to show all outstanding jobs for that day.



- **Reports, Incomplete Jobs, Outstanding PODs from depots**

Select this option to see what PODs are still due from a selected Depot/Driver.



Chapter 4 – Reports Menu

- **Reports, Runsheets/Manifests, Print Runsheet/Manifest**

Enter the date and vehicle you wish to print the run sheet for and then you will be able to arrange a sort order.

Select the tick box options if required.

Print runsheets/manifests

ID: FRED

From date: 07/07/2008

To Date: 14/04/2010

Don't include collections

Don't include deliveries

Only consider implant

Include items shown as delivered already

Inc drops

Print

Close

Redo last

Drag and drop the jobs into the order you want them to appear on the report.

Print options & alter run order

RECORD TIME DOCKET (ORIGINAL)

00000001 | 11:40 | 00000001 | ZIP001 | COLLECT | ZIPZAP COMPUTERS, LINCOLN, LN6 3QN |

00000002 | 11:32 | 00000002 | ZIP001 | COLLECT | ZIPZAP COMPUTERS, LINCOLN, LN1 2I |

RECORD TIME DOCKET (FINAL)

00000003 | 09:42 | 00000004 | 4NFLOOR | COLLECT | 4m Flooring Ltd., CREWE, CW1 2VD |

00000004 | 11:40 | 00000001 | ZIP001 | DELIVER | , LINCOLN, LN1 2BS |

Move by

Click - drops item at bottom of other list

Drag and drop - highlight and drag (hold CTRL to bulk select)

Order

Just print by time order

Print by resequenced

Standard

Extended

Loading

One job per sheet

Ignore time order and print in consignment number order

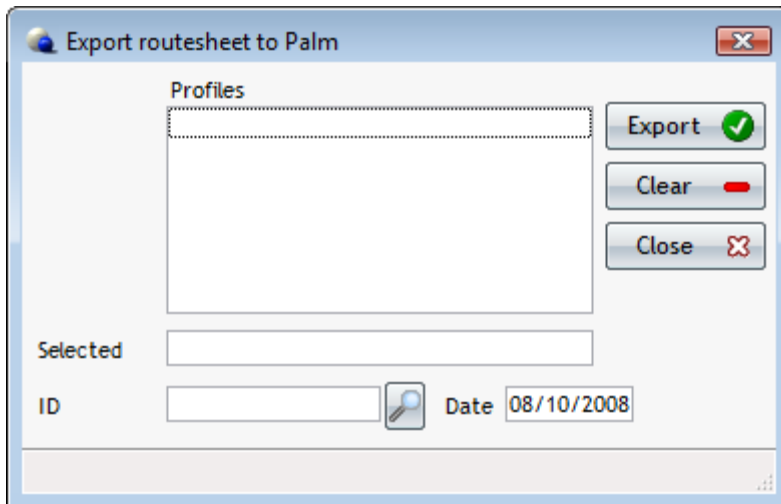
Loading sheet

Close

Chapter 4 – Reports Menu

- Reports, Runsheets/Manifests, Send Run to a Palm Device

Use this option to Hot Sync to a palm device if you have one.



- Reports, Shipping Report

Shipping
10/12/2009

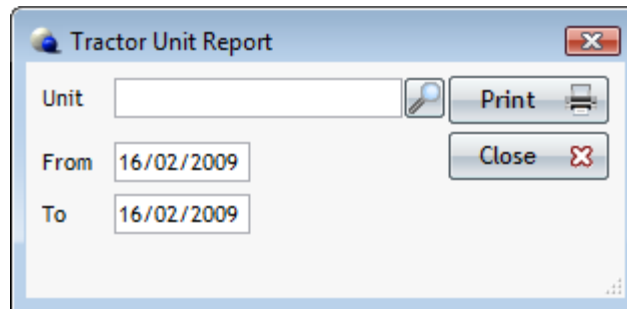
Shipping Report

| Name | From | To | Time | Cost | Surcharge |
|---------------------|-------------|-----------|----------|--------|-----------|
| P B O | LARNE | CAIRNRYAN | 04:15 AM | 130.00 | 0.00 |
| P B O | LARNE | CAIRNRYAN | 07:30 AM | 130.00 | 0.00 |
| P B O | LINCOLN | LUTON | 12:00 PM | 120.00 | 30.00 |
| P B O | LINCOLN | LUTON | 02:00 PM | 125.00 | 40.00 |
| ISLE OF WIGHT FERRY | SOUTHAMPTON | SHANKLIN | 04:00 PM | 0.00 | 0.00 |

Number : 5

Chapter 4 – Reports Menu

- Reports, Tractor Reports, Tractor Unit Jobs Report

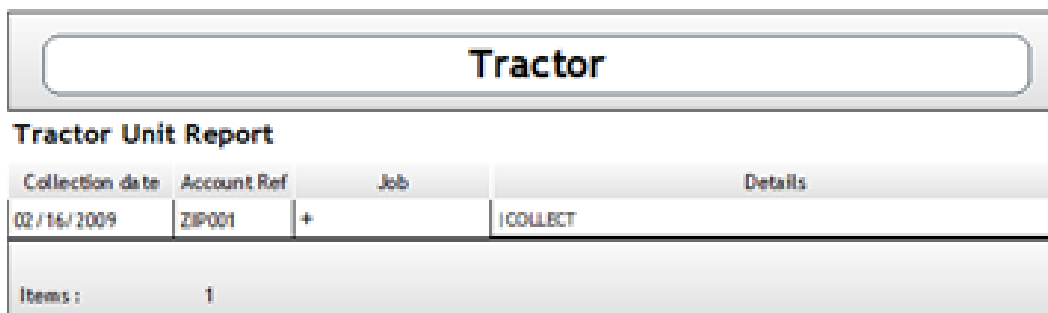


Select the Unit by clicking on the Magnifying glass.

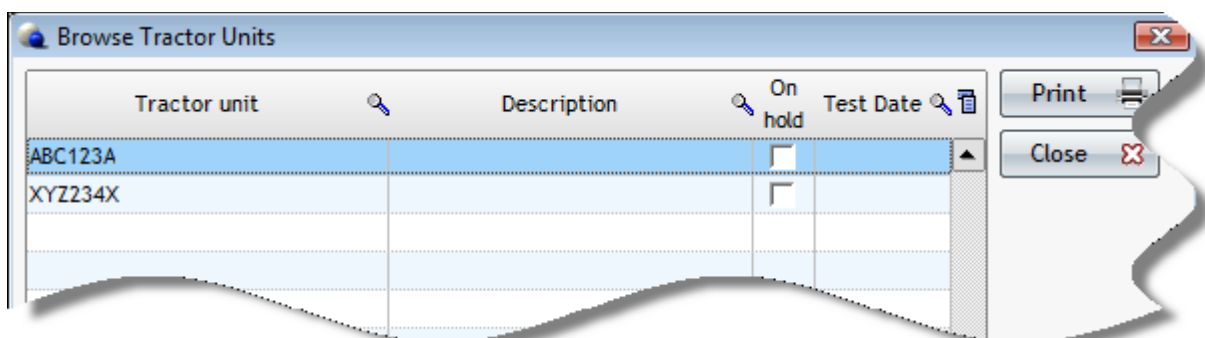
Enter the From and To dates you wish to view between.

Click on the **Print** Button

Example Below:



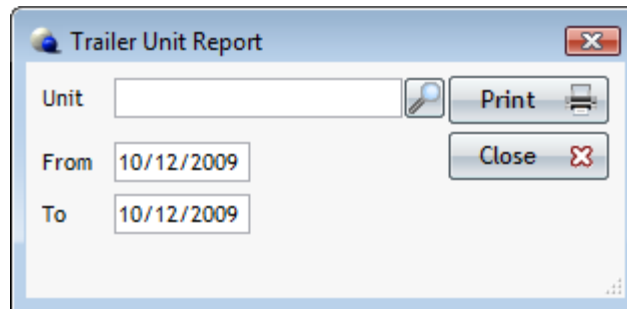
- Reports, Tractor Reports, Tractor Unit Inspection Report



Highlight the Tractor unit and click on the Print Button. An Inspection report form will be sent to your printer.

Chapter 4 – Reports Menu

- Reports, Trailer Reports, Trailer Listing



Trailer Unit Report

Unit

From

To

Select the Unit by clicking on the Magnifying glass.

Enter the From and To dates you wish to view between.

Click on the **Print** Button

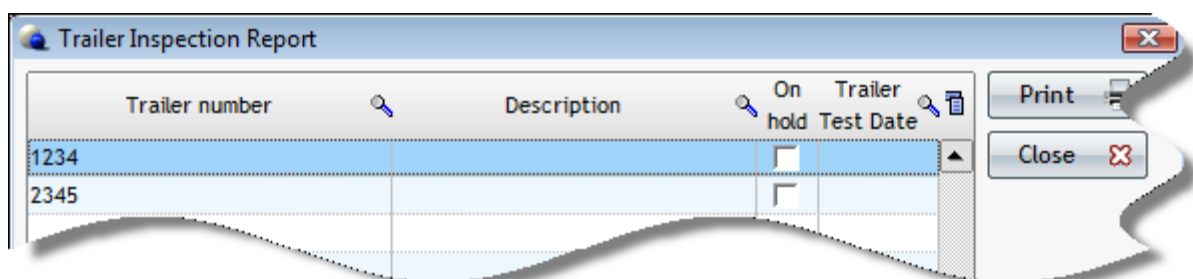
Example Below:

| Trailer Report | | | |
|----------------|------------|-------------|---------|
| Job No. | Coll Date | Account Ref | Details |
| 2 | 07/07/2008 | ZIP001 | 1LEG2 |

- Reports, Trailer Reports, Trailer Locations

Currently being worked on

- Reports, Trailer Reports, Trailer Inspection Report



Trailer Inspection Report

| Trailer number | Description | On hold | Trailer Test Date |
|----------------|-------------|--------------------------|-------------------|
| 1234 | | <input type="checkbox"/> | |
| 2345 | | <input type="checkbox"/> | |

Highlight the **Tractor** unit and click on the **Print** Button. An **Inspection** report form will be sent to your printer.

Chapter 4 – Reports Menu

- **Reports. Invoices, Pre Invoice List**

A list showing all jobs that are to be invoiced for a customer and date range. Basically a dummy run of an invoice. Leave the account number blank to produce the report for all accounts.

Pre Invoice List

From: 09/10/2007

Up to and including: 08/10/2008

Only account: ZIP001

Print

Close

Previewing the PreInvoiceList report

150 %

Word Excel PDF Email PDF Email

Pre Invoice List

A/C No: ZIP001

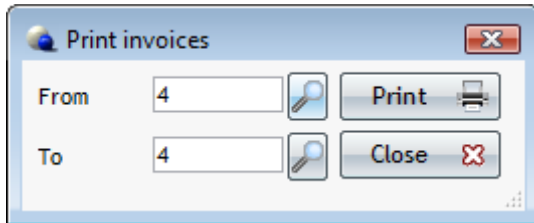
| Date | Name | Place | Con No | | | | | Charge | Vat |
|------------|------|-----------|--------|---|---|---|---|--------|-----|
| 07/07/2008 | Fred | BIRCHWOOD | 2 | 0 | 0 | 0 | 0 | 0.00 | |
| 06/10/2008 | | LINCOLN | 10 | 0 | 0 | 0 | 0 | 0.00 | |
| | | | | | | | | 0.00 | |

0.00

Chapter 4 – Reports Menu

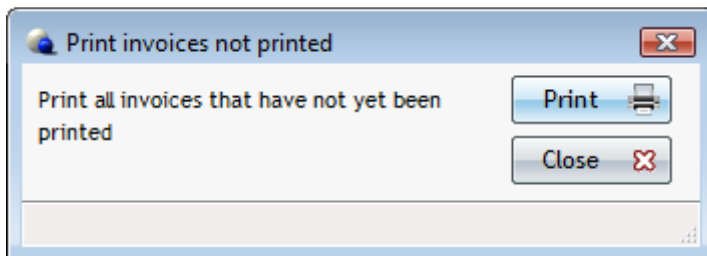
- **Reports, Invoices, Print Invoices in Range**

Select a range of invoices to print.



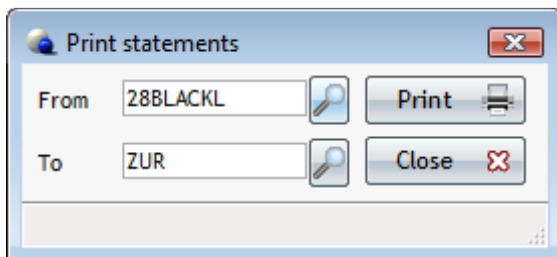
- **Reports, Invoices, Unprinted Invoices**

Select this option to print any invoices that haven't already been printed.



- **Reports, Statements, Print Statements**

Print statements of account for customers with an outstanding balance.

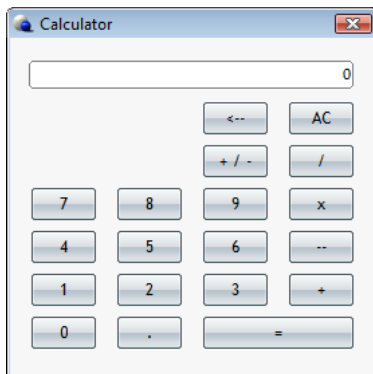


- **Reports, Problems (Customers), Print Current Problems**

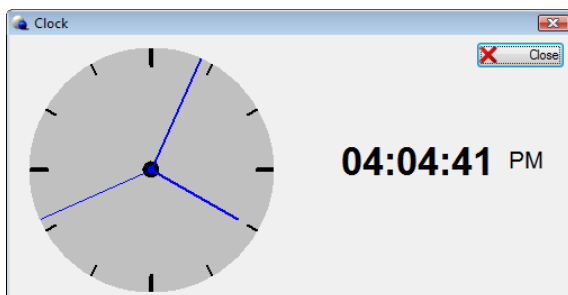
Print a report of outstanding customer problems.

Chapter 5 – .Extras Menu

- **Calculator**

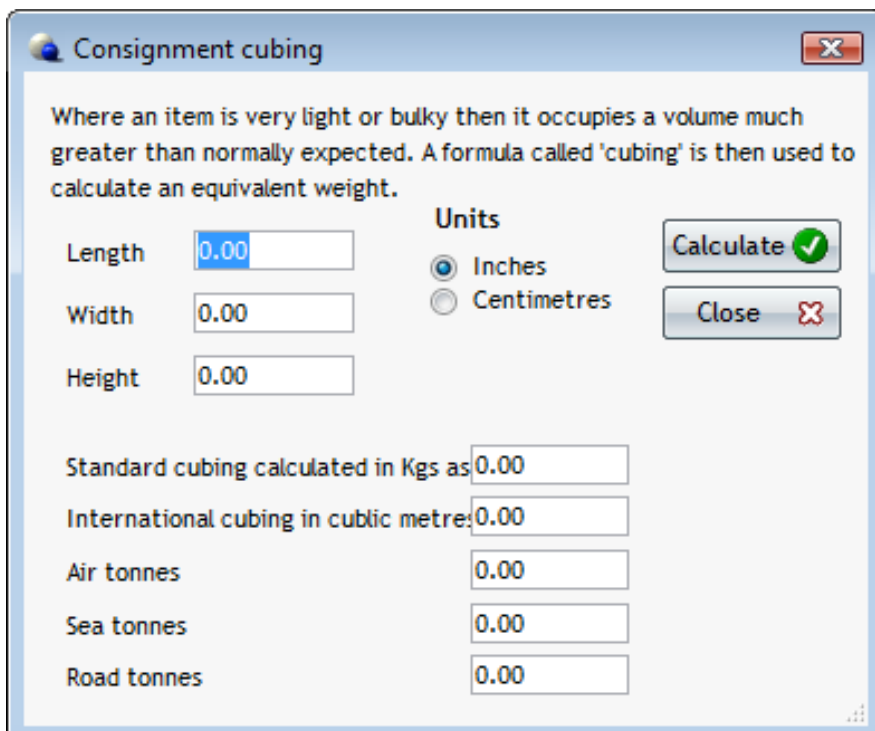


- **Clock**



- **Cubing**

Work out a cube volume for bulk items.

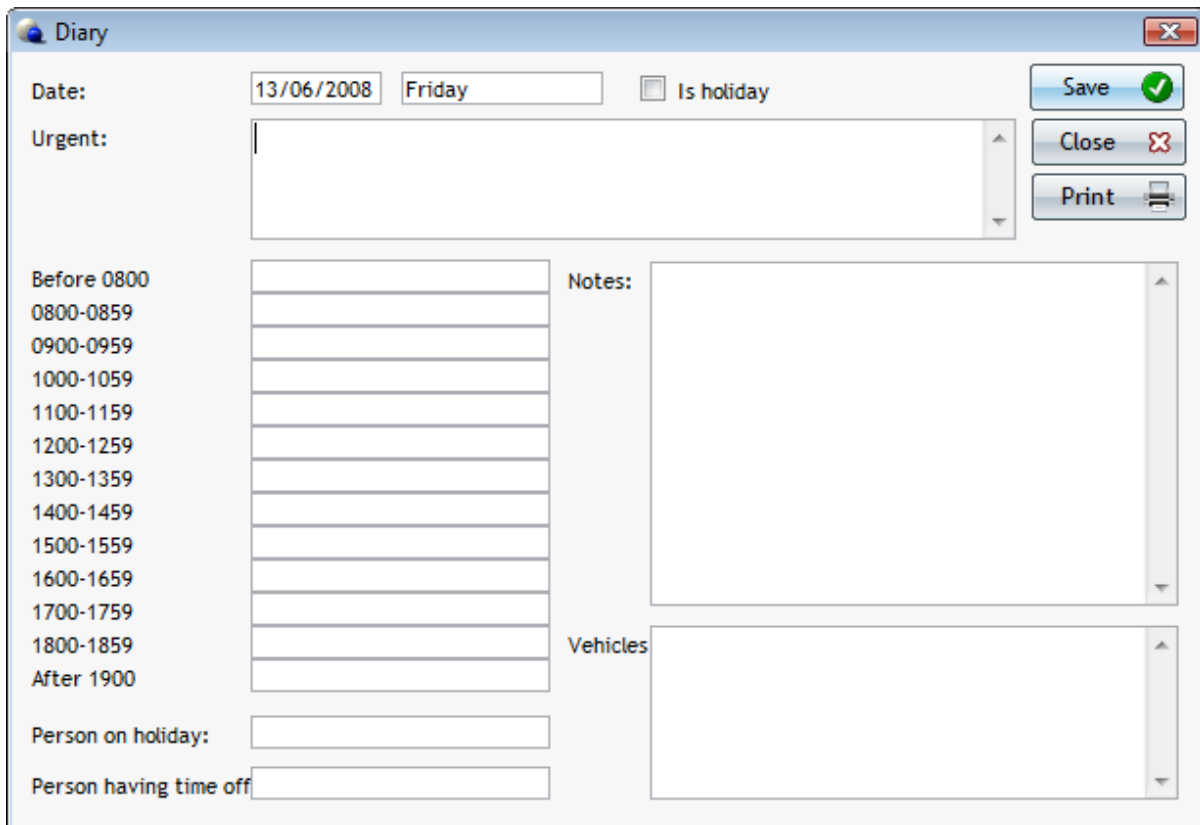


Chapter 5 – Extras Menu

- **Diary**

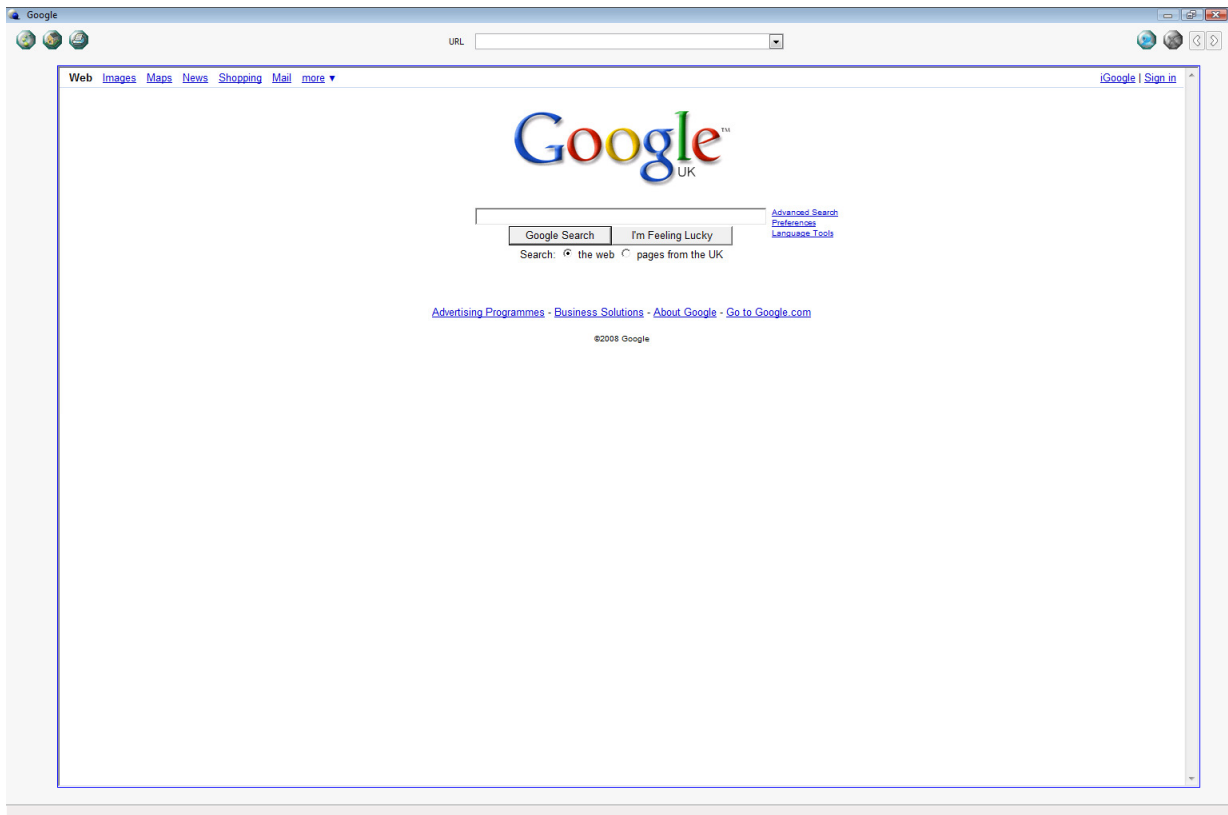


Double click on a Date to enter or view data.



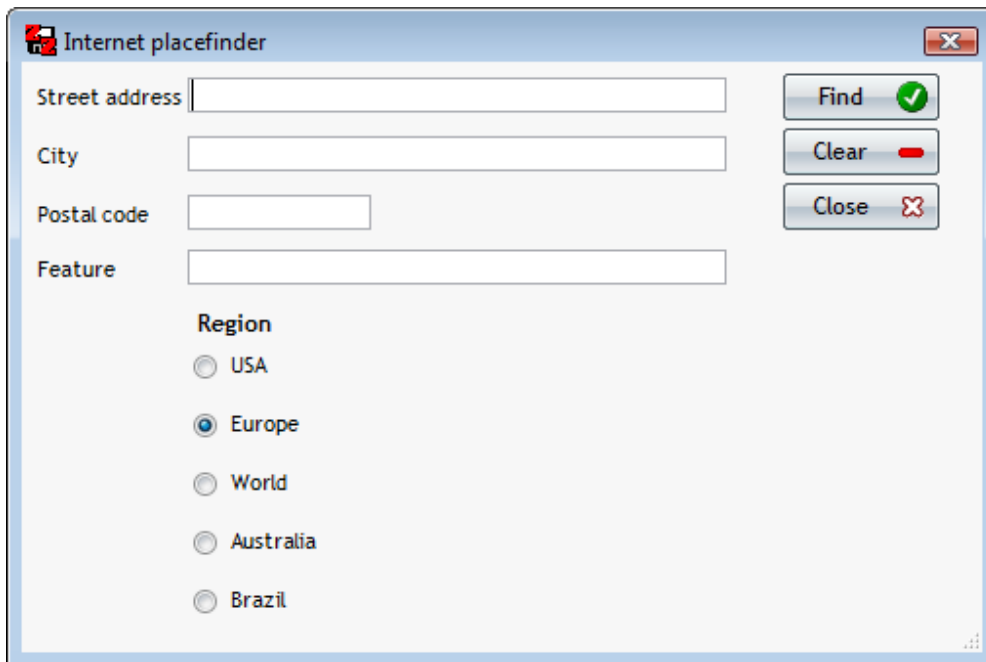
Chapter 5 – Extras Menu

- Internet browser



Chapter 5 – Extras Menu

- Internet Mapping



Chapter 5 – Extras Menu

- Internet Routing

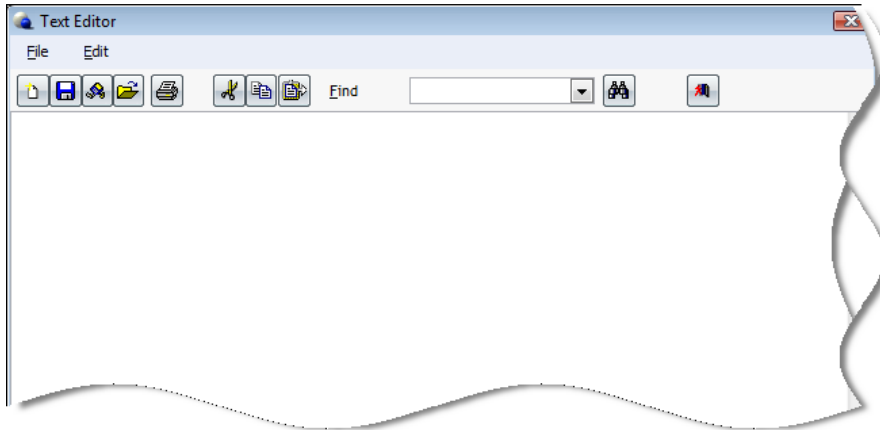
The screenshot shows a window titled "Internet Routefinder" with a standard Windows XP-style title bar. The window contains several input fields and controls:

- From address:** A text input field.
- From city:** A text input field.
- From postcode:** A text input field.
- To address:** A text input field.
- To city:** A text input field.
- To postcode:** A text input field.
- Find:** A button with a green checkmark icon.
- Close:** A button with a red 'X' icon.
- Area:** A section with radio buttons for selecting a region: USA, Europe (selected), World, Australia, and Brazil.
- Instructions:** The text "Enter either the postcode or the street/city" is displayed at the bottom.

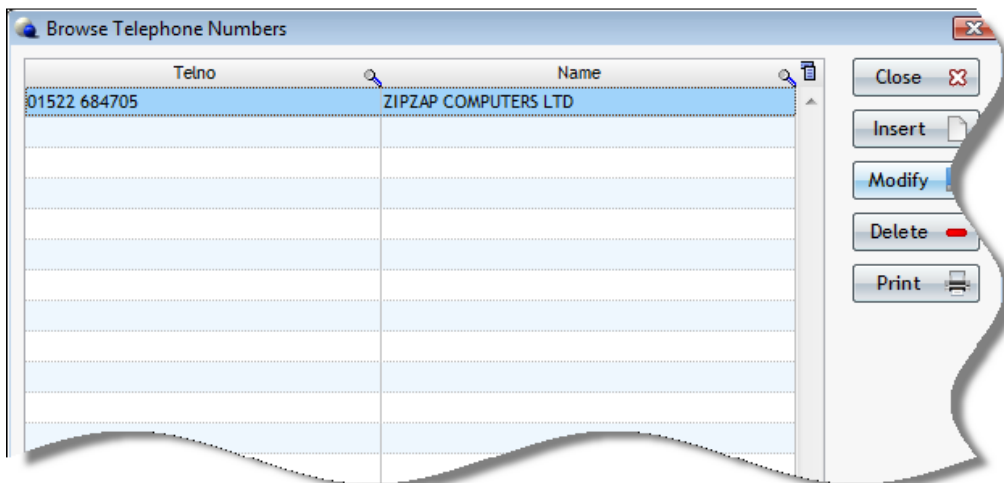


Chapter 5 – Extras Menu

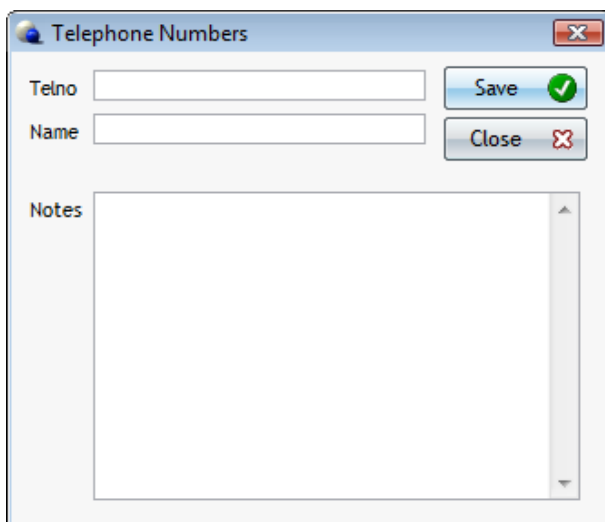
- **Notebook**



- **Phonebook**

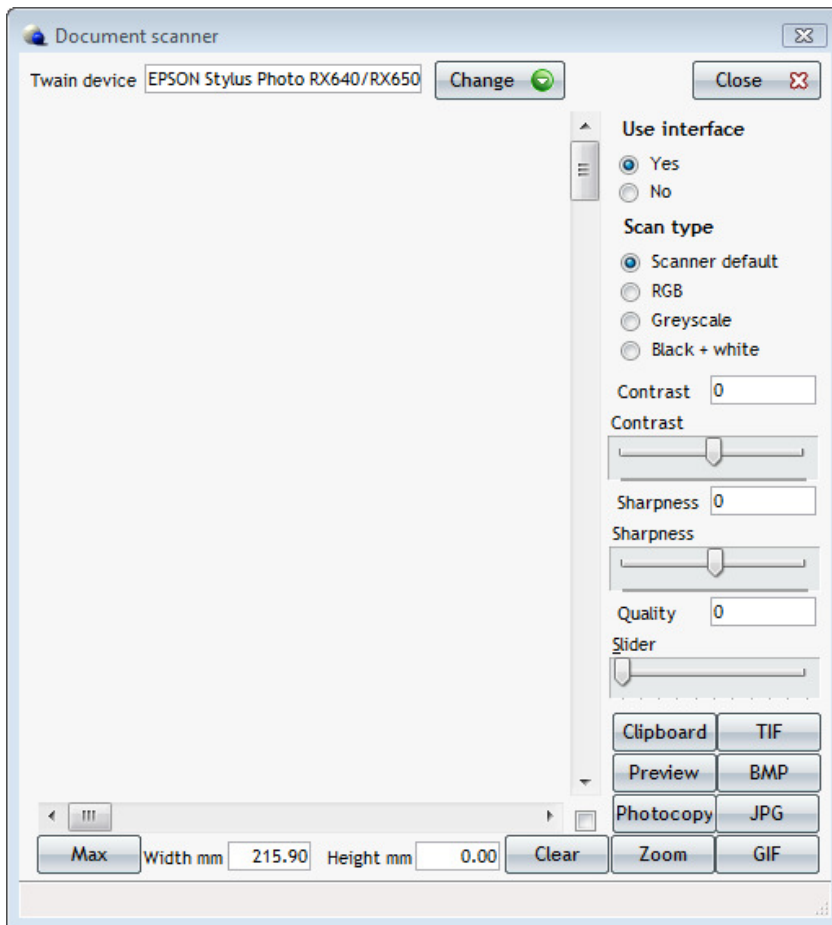


Click on Insert to add a new record or Modify to alter the highlighted record.

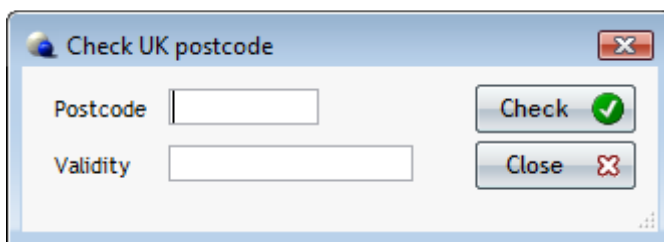


Chapter 5 – Extras Menu

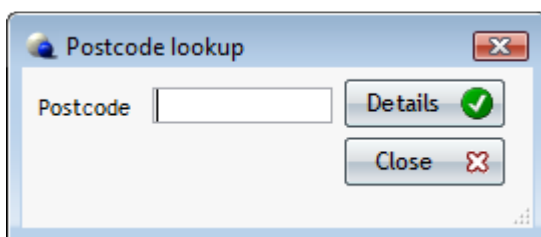
- **Scanner**



- **UK Postcode Verify**



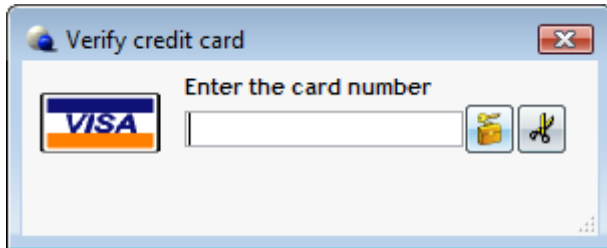
- **UK Postcode Lookup**



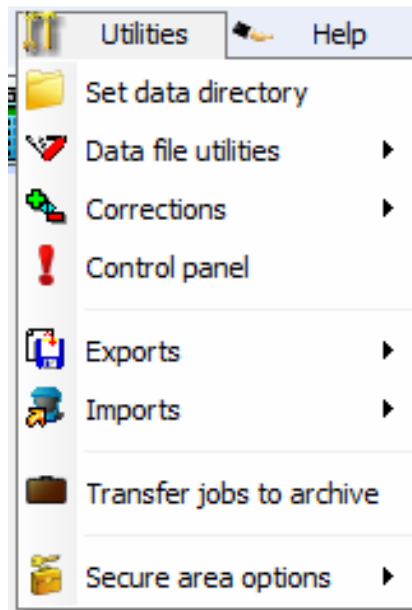
Chapter 5 – Extras Menu

- **Verify Credit Card**

This procedure just checks the number configuration is correct enough to be valid.

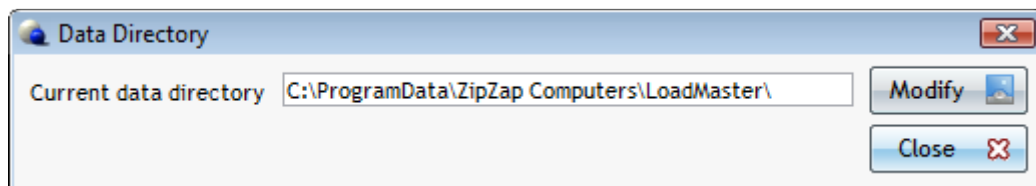


Chapter 6 – Utilities Menu



- **Utilities, Set Data Directory**

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

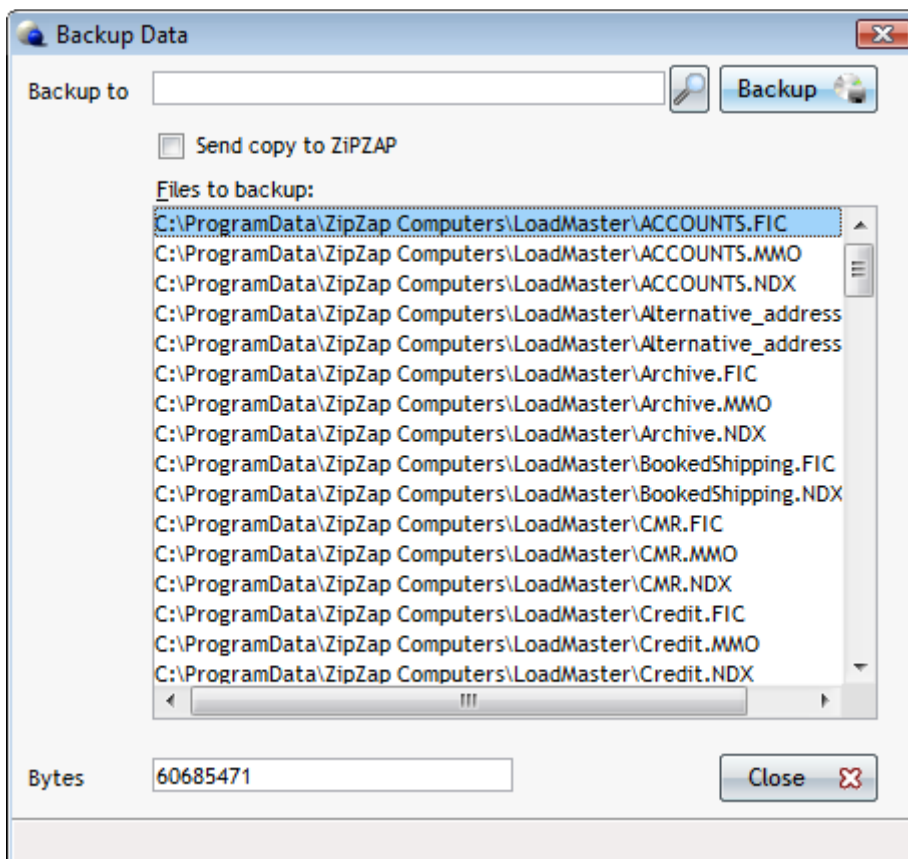


Chapter 6 – Utilities Menu

- **Utilities, Data File Utilities, Backup**

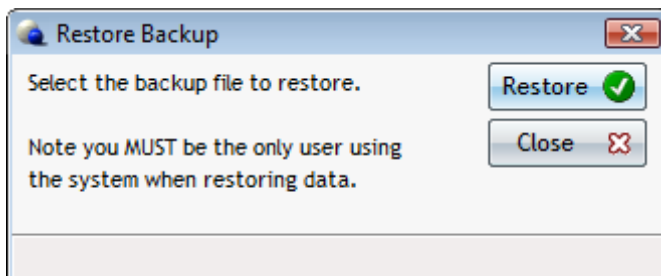
The system will automatically select the data files to backup. You just need to select the location to save the backup file to.

To send a backup to **ZiPZAP**, check the tick box called **Send copy to ZiPZAP**.



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

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

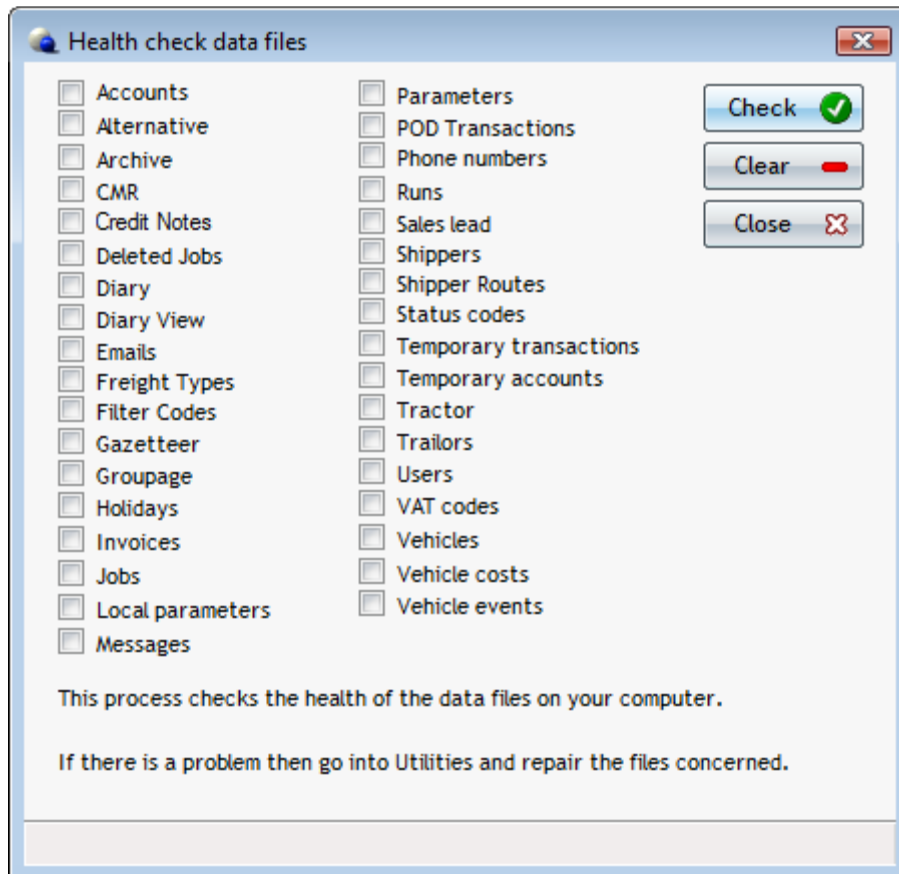


Chapter 6 – Utilities Menu

- **Utilities, Data File Utilities, Healthcheck**

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

This checks the health of the files on your computer



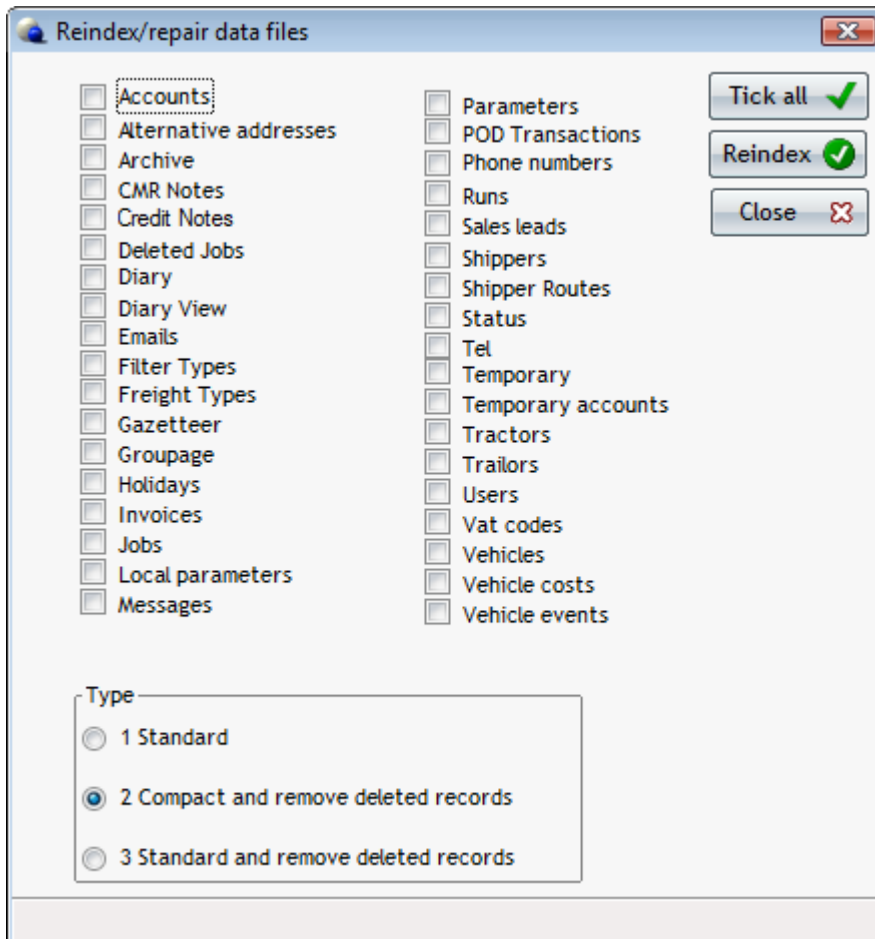
Chapter 6 – Utilities Menu

- **Utilities, Data File Utilities, File Fix**

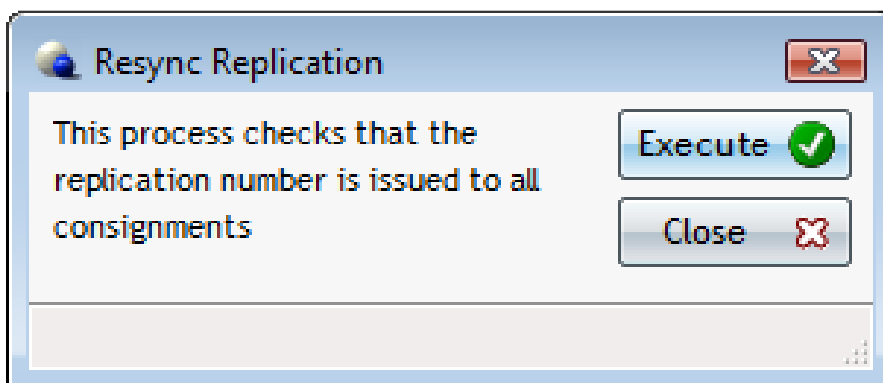
If you encounter problems with data files it is usually possible to repair them using this utility.

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

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



- **Utilities, Data File Utilities, Resync Replication**



Chapter 6 – Utilities Menu

- **Utilities, Corrections, Reverse Invoices**

If you have made a mistake when posting invoices you can reverse them here.

Reverse invoices

Reverse back to and including 4

Confirm

Reverse one single invoice 0

Confirm

Remove Locked Price tick box on every consignment concerned

Special Reverse of Invoice - use under instruction only

Reverse back to and including 4

Date of these invoices 08/10/2008

Affecting consignments between 08/10/2008 and 08/10/2008

Confirm

Set consignments to invoiced state

Mark items prior to this date as invoiced 09/10/2007 Confirm

Set consignments to non-invoiced state

Mark items after and including 08/10/2008 to non invoiced state

Confirm

- **Utilities, Corrections, Reverse Payment on Invoice**

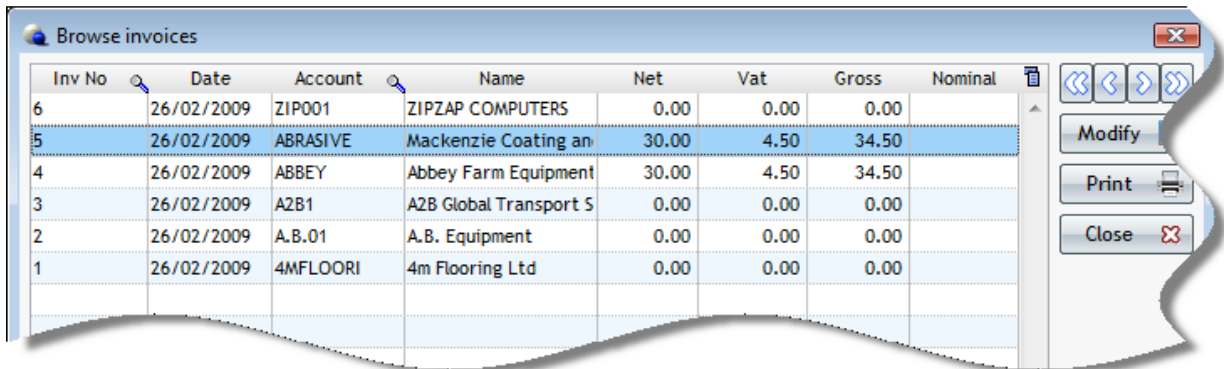
Reverse payment of invoice

Select invoice 0

Chapter 6 – Utilities Menu

- **Utilities, Corrections, Invoice Details**

Select this option to modify any invoices that need corrections.



Click on Modify to alter the highlighted record.

Number: 5

Invoice Date: 26/02/2009

Account: ABRASIVE

Name: Mackenzie Coating and Finishin

Address 1: t/a Naylors Abrasive

Address 2: Unit G1, N

Address 3:

Address 4: Talbot Road

Postcode:

Country:

Net: 30.00 inc fuel surcharge 0.00

Vat: 4.50

Gross: 34.50

Euro exchange rate: 1.000000

Posted

Invoice printed

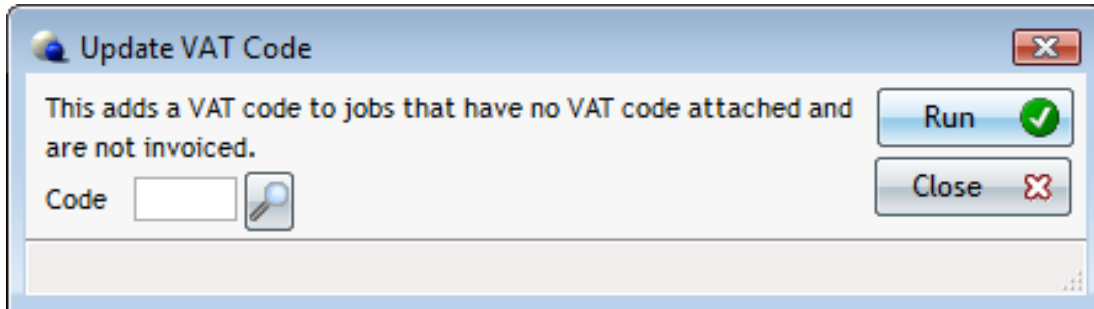
Invoice paid

Amount paid: 0.00

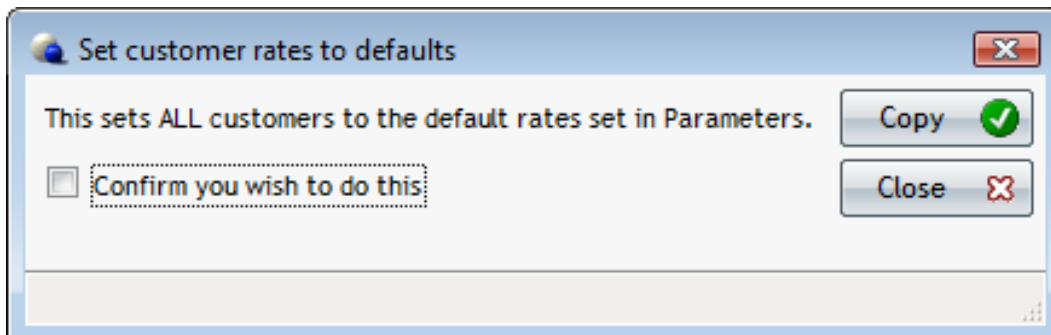
Date paid:

Chapter 6 – Utilities Menu

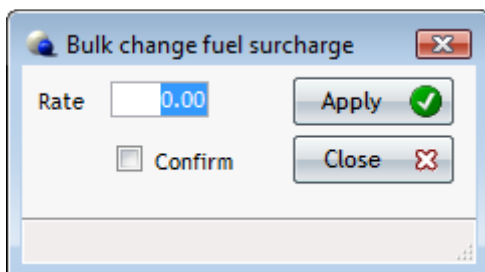
- **Utilities, Corrections, Update VAT Code**



- **Utilities, Corrections, Set Customers to Default Rates**

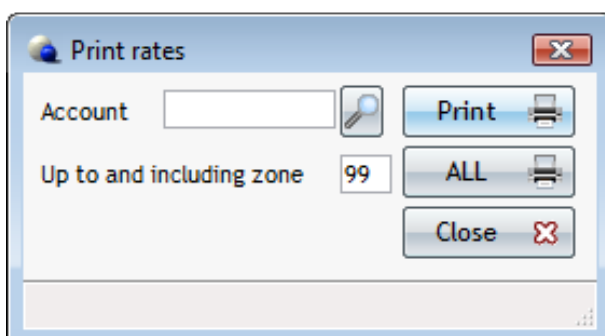


- **Utilities, Corrections, Bulk Change Fuel Surcharge**



- **Utilities, Corrections, Print Customer Rates**

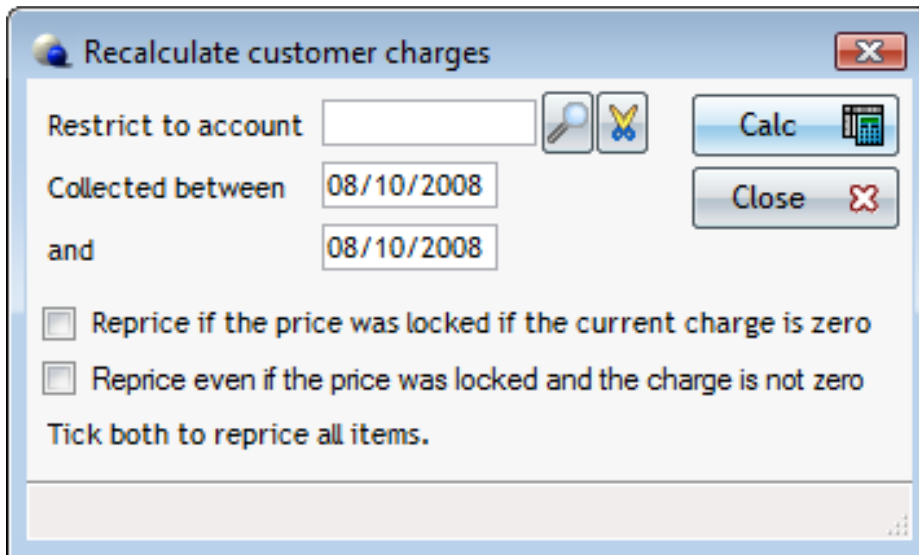
Select this option to print rates for a specific account or all rates.



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- **Utilities, Corrections, Reprise Charges to Customers**

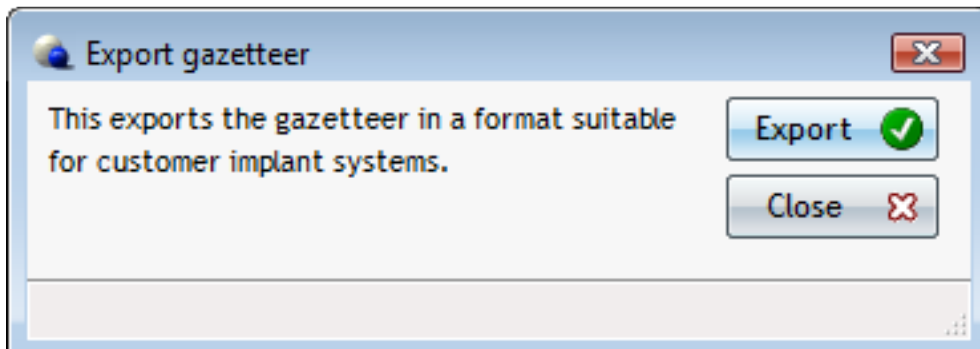
Select this option to recalculate customer charges for a specific account or data range.



- **Utilities, Exports, Accounts**

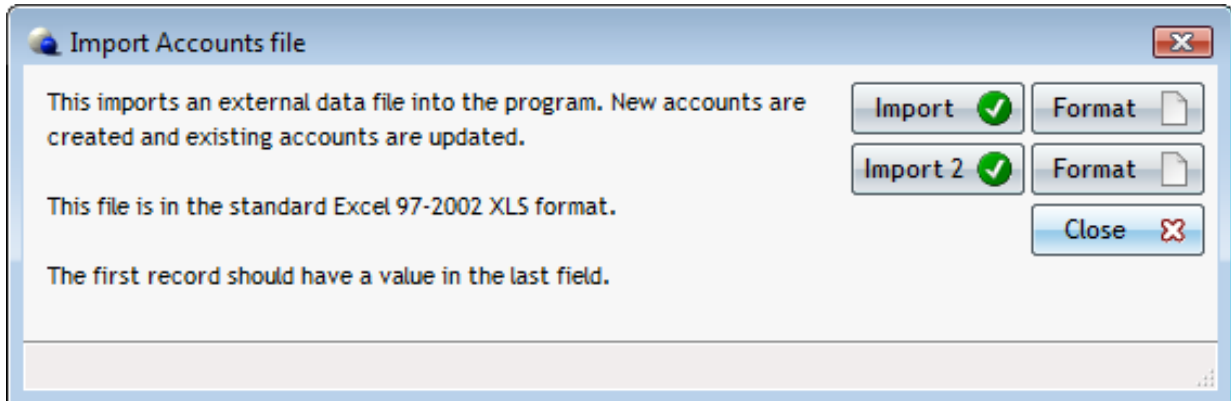
Click on the symbol to the top right of the frame and you will get a menu.

- **Utilities, Exports, Gazetteer for Implant**



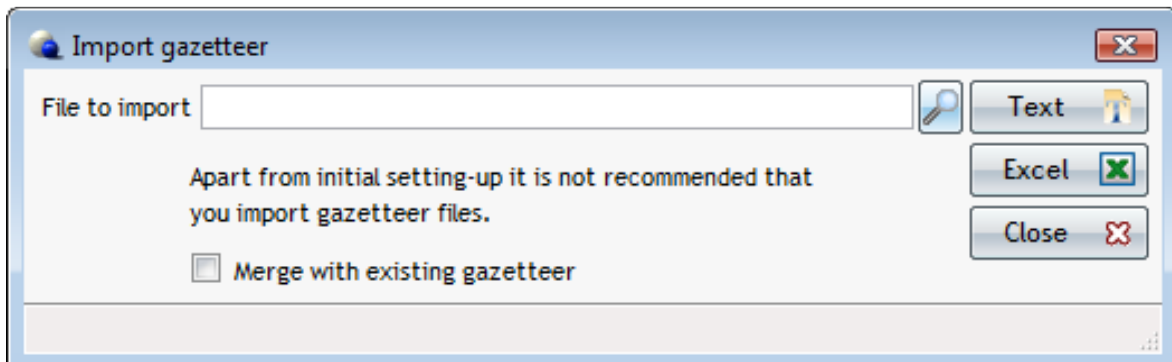
Chapter 6 – Utilities Menu

- **Utilities, Imports, Accounts**

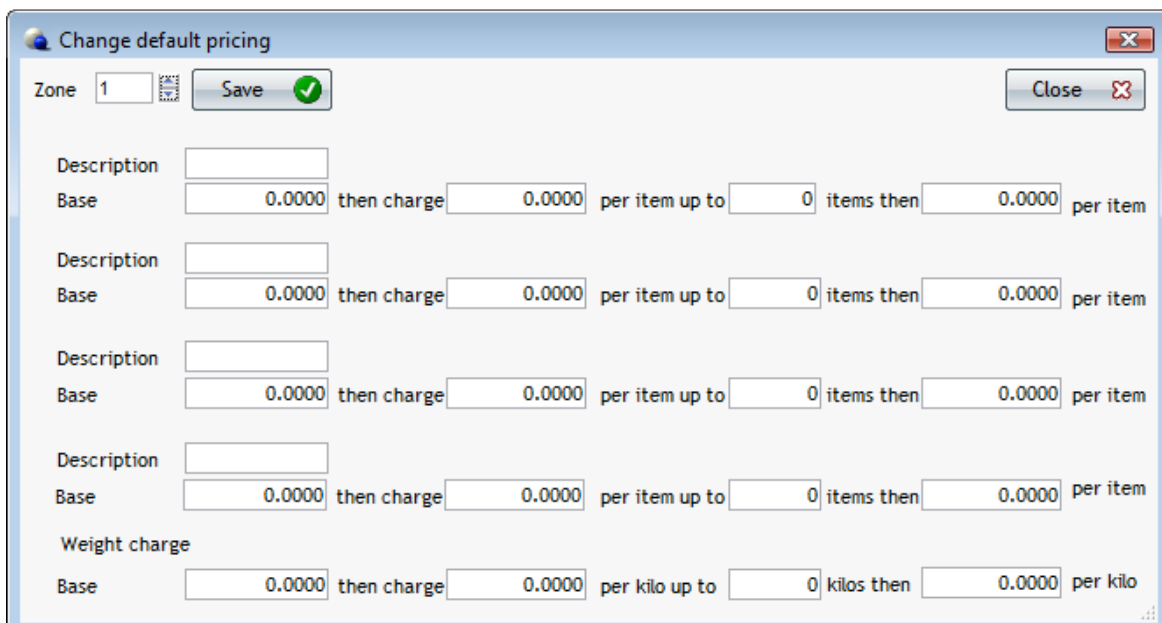


There are two import options, by clicking on the format button next to the import option; a window will appear with the details of the file layout.

- **Utilities, Imports, Gazetteer**

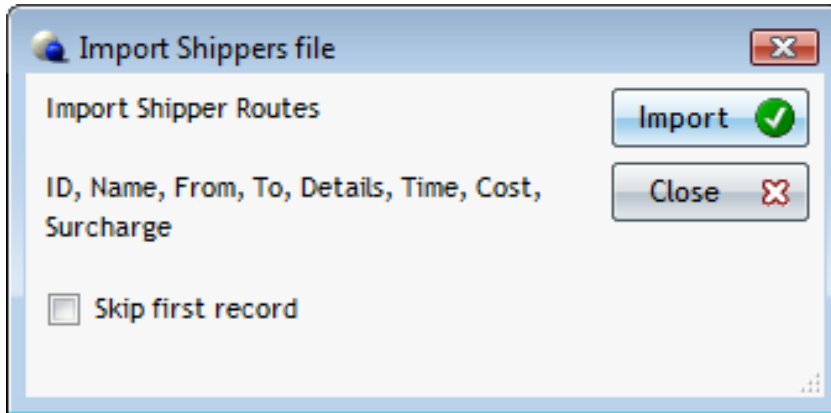


- **Utilities, Imports, POD Images from default directory**



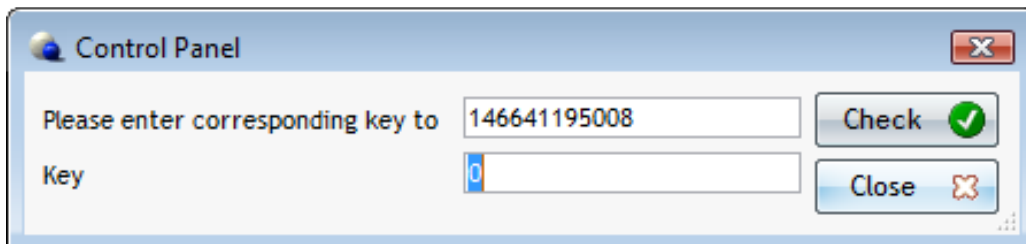
Chapter 6 – Utilities Menu

- **Utilities, Imports, Shipping Routes**



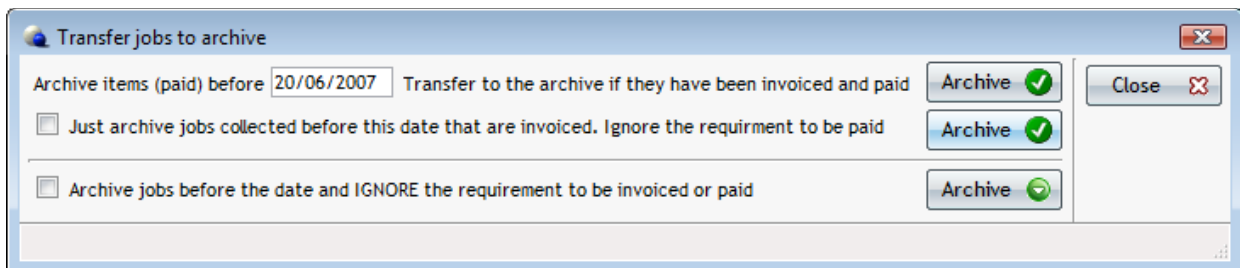
- **Utilities, Control Panel**

This option is the same as on the user login window, where you setup the users.

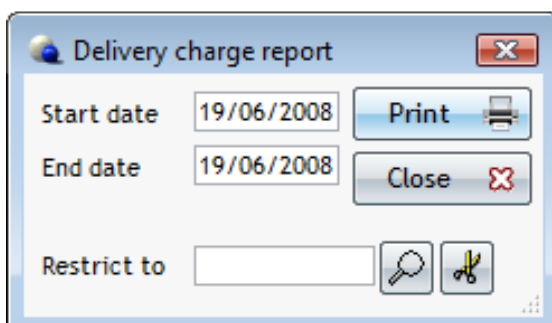


- **Utilities, Transfer Jobs to Archive**

This option archives jobs and puts them into the job archive history.

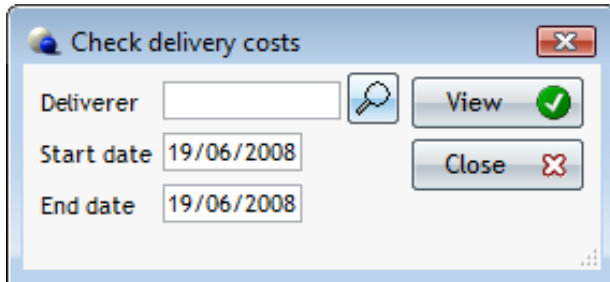


- **Utilities, Secure Area Options, Delivery Charges Report**

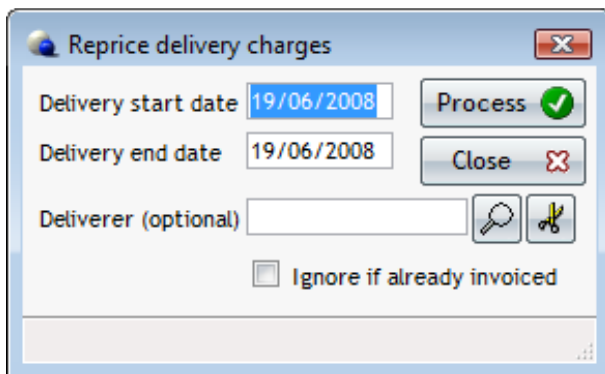


Chapter 6 – Utilities Menu

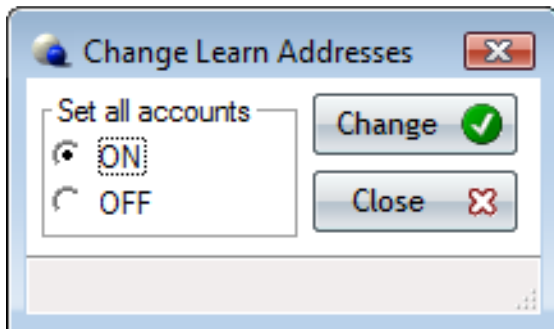
- Utilities, Secure Area Options, Check Delivery Charges



- Utilities, Secure Area Options, Reprice Delivery Charges



- Utilities, Secure Area Options, Global change learn addresses



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- Utilities, Secure Area Options, Remove Data for a Customer

Remove data

Collection date 19/06/2008

Account

Process

Close

This process REMOVES all consignments for the customer on the specified collection date.

Tick below to confirm that you wish to do this.

I agree to delete the data

- Utilities, Secure Area Options, Reset Invoice on Consignment

Reset invoice number on Job

This process tags an individual job with an invoice number and should only be done when instructed.

Close

Consignment number 0 Please check carefully

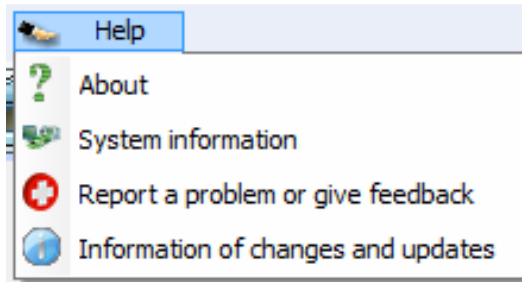
Repeat the number 0

Set to invoice 0 Please check carefully

Repeat the invoice 0

Process

Chapter 7 – Help Menu

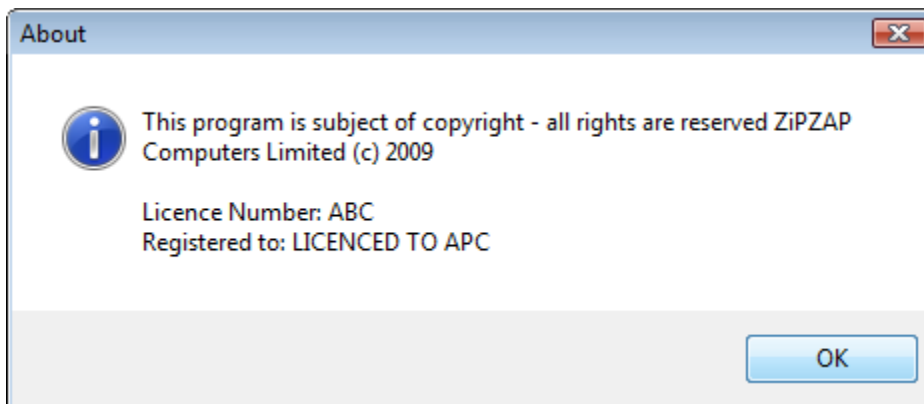


- **About**

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



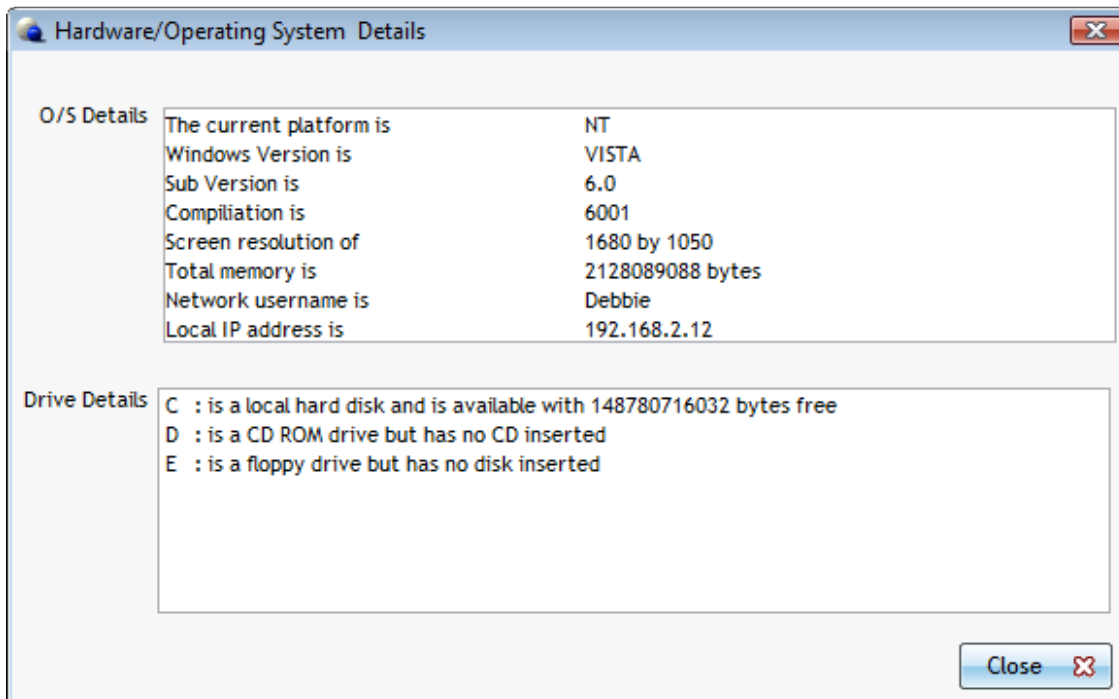
Click On License Button – This will show your licence details.



Chapter 7 – Help Menu

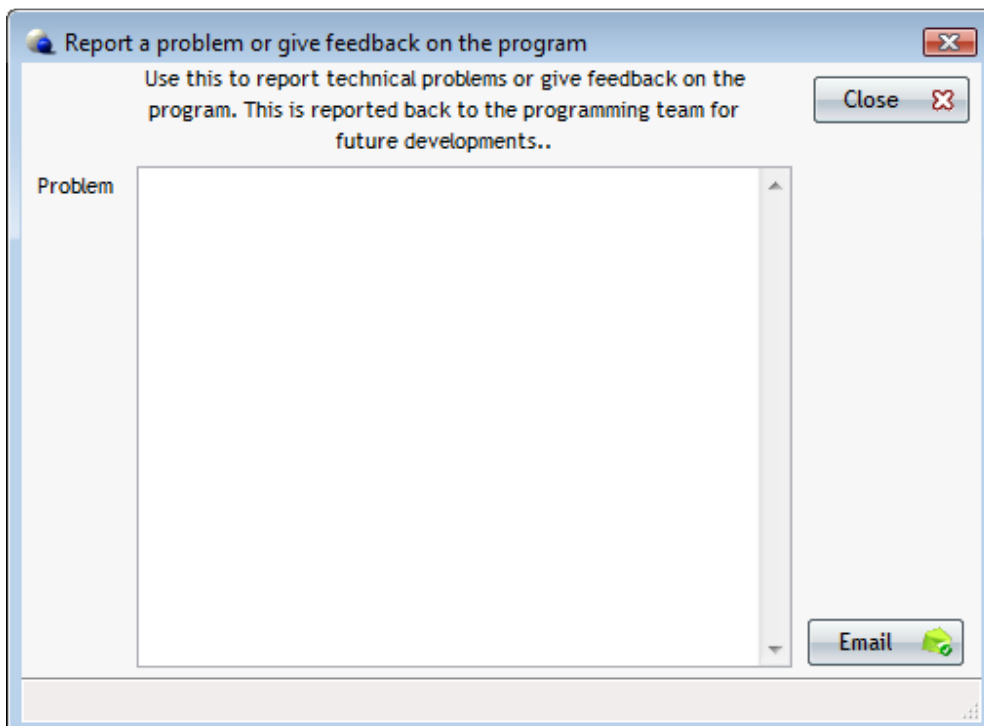
- **System Information**

This option tells you what your computer details are.



- **Report a Problem or Give Feedback**

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



Chapter 7 – Help Menu

- **Information of changes and updates**

This option tells you what changes have been made to the program version you have.

