# LOAD MASTER

Updated Friday, 16<sup>th</sup> April 2010

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

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

#### **Installing Loadmaster** •

Double-click on the LoadMaster.EXE

Powered w

*First Time Installers – follow these screens:* 

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

	Loadmaster - Setup wizard			
		Welcome to the setup wizard o	of Loadmaster	
		This program will install Loadmaster We recommend that you close all the	on your computer. • curent applications before running the setup program.	
		The application will be installed in di	rectory:	
		C:\Program Files\Loadmaster\		
		The "Advanced" buttons allows you t automatic modification of the files.	o access the advanced options of the Advanced	
	Powered by WINDEV	Version: 18.8	< Previous Next > Cancel	
LoadM	aster - Setup Wiz	ard		
	Files\LoadMaster\ dire nt to create it?	ctory not found.		
			If asked to create the director click "Yes".	



<u>Y</u>es

No

Setup summary will then be displayed, click next.

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

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:

	LoadMaster - Setup Wizard	
	Backup of Replaced Files	
	Files replaced during setup can be copied by the setup program. This backup copy will be used to uninstall files or to return to previous status in case of failure.	
	Do you want to create a backup copy?  • Yes  No  Store the files in the directory:	If asked to create a backup directory, select "No"
	C:\Program Files\LoadMaster\Backup	
	< <u>Previous</u> <u>N</u> ext > Cancel	

#### • Networking the Program

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

• Loading the Program

### Running 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.

🍓 Program	n registration	X
	first time that this program has been run ZAP on 01522-684705 for an answer to t	
Question	114297917440	Check 🥑
Answer	0	Close 🔀

After you will then see a Login Screen.

🍓 Login	X
Login:	Login 🔒
Password:	Control 🔒

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

de Control Panel		X
Please enter corresponding key to	153090158592	Check 🕑
Кеу	0	Close 🔀
		it.

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

Username	Q Password	d Userleve	I 🗋	<u>(()</u> () () () () () () () () () () () () ()
DEBBIE	******	Superuser		
NORMAN	******	Superuser		New 📄
USER	****	Basic User		Modify 🛃
				Delete 🕳
				Print 🖶
				Close 🔀
			+	

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

de Users			23
Username Password		● Superuser ● Administrator ● User ● Basic User	OK 🕑 Close 🔀
<ul> <li>Accounts</li> <li>Collectors</li> <li>Default prices</li> <li>Gazetteer</li> <li>Holidays</li> <li>Status codes</li> <li>VAT codes</li> <li>Global parameters</li> <li>Local parameters</li> </ul>	<ul> <li>Pickups</li> <li>Deliveries</li> <li>Jobs</li> <li>Implants</li> <li>Runs</li> <li>Messages</li> <li>Sales leads</li> <li>Invoicing</li> <li>Deleted Jobs</li> </ul>	<ul> <li>Runsheets</li> <li>Incomplete jobs</li> <li>Manifests</li> <li>Invoice</li> <li>Statements</li> <li>Set data</li> <li>Backup Restore</li> <li>Corrections</li> </ul>	<ul> <li>Control panel</li> <li>Exports</li> <li>Imports</li> <li>Transfer to</li> <li>Problem report</li> <li>Customer reports</li> <li>Emails</li> <li>Secure area</li> </ul>
Allow into Financials t	ab 🔲 Allow to del	ete jobs	Tick all 🗸

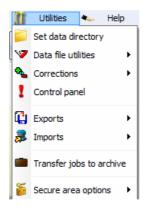
Enter a username and password and select the options that this user is allowed to access or click the tick all button. If you are going to alter the data path to the network then be sure to check the **Set Data** box.

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

#### • Data Path

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

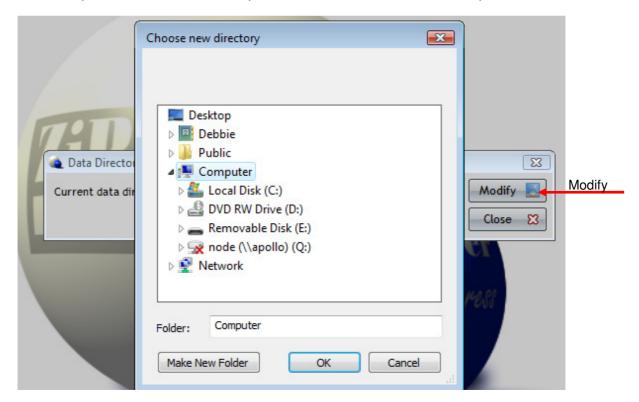
On the Utilities Menu you should select Set Data Directory



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

🍓 Data Directory		8
Current data directory	C:\ProgramData\ZipZap Computers\LoadMaster\	Modify 🛃
		Close 🔀

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



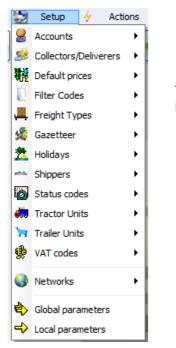
### • Updating Loadmaster on a Network

Double-click on the LoadMaster.EXE

Follow the same screens on pages 6 and 7 except

	Loadmaster - Setup wizard	)	
	Welcome to the setup wizard of Loadmaster		
	This program will install Loadmaster on your computer. We recommend that you close all the curent applications before running the setup program. The application will be installed in directory: [C:\Program Files\Loadmaster\		If you store your data on a <b>network</b> 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.
	The "Advanced" buttons allows you to access the advanced options of the advanced       Advanced         Advanced       Version: 18.8       < Previous       Next >       Cancel		MAKE SURE EVERYONE IS OUT OF THE SYSTEM BEFORE DOING THIS.
	Advanced options for automatic data modification		
	select the options that will be applied during the automatic modification of he application data files:		
	Create a report file for the operations performed by the automatic data modification This file is used to get information on operations performed by the automatic modification. If a problem or	curs.	
	this file can be sent to the application manager.		
	Location: C:\Program Files\Loadmaster\LOGMODAUTO.TXT  Perform the automatic modification of data in interactive mode		
	If this option is checked, the automatic modification of the HyperFileSQL data files when the list of fil found before it is performed. This gives you the ability to add additional files or directories.	es	Tick the Perform the automatic
No a			modification of data in interactive
	Save the files before the automatic data modification (recommended). This option is used to automatically save data files before modification, allowing you to return to a previou version if necessary.	s	mode tick box.
	Add the search directories for Hyper File 5.5 files		
	By default, the data files in Hyper File 5.5 format are sought in the setup directory of the application and in directories described in the .REP.	the	Click OK
	Specify the additional directories that must be taken into account: Additional Data File Directories	1 +	Follow the same screens on pages
			6 and 7
Powered by	OK Can	cel	
WINDEV			N.
[	Automatic modification of the HyperFileSQL data files ofLoadmaster.exe		
	The table below displays all the HyperFileSQL data files that were found by the automat data modification.	tic	
	Uncheck the ones that must not be modified.		
	bMo Logical name Q URL ⟨ I ACCOUNTS file://C:\ProgramData\ZipZap Computers\Loadmaster\ACCOUNTS.FIC	2	
	GROUPAGE         file://C\ProgramData\ZipZap Computers\Loadmaster\Groupage.FIC           JOBS         file://C\ProgramData\ZipZap Computers\Loadmaster\Jobs.FIC		
	PARAM         file://C\ProgramDataZipZap Computers\Loadmaster\Param.FIC           V         LOCAL_PARAMETERS         file://C\ProgramDataZipZap Computers\Loadmaster\Local_Parameter		
	W LOCAL_PARAMETERS THE//C:/ProgramData/zipzap Computers/Loadmaster/Local_Parameter	5	Click the Directory button.
			Salaat the folder you share on your
			Select the folder you share on your network drive.
	The password information can be modified for the selected file:		
	Search for data files corresponding to the application in a directory:	/	Click OK
	The data files can also be searched on a HyperFileSQL C/S server. Server.		
	Note: Double-click a file to access the password information		Click Continue
Powered by	Continu	le	

**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 Sca	n PAF	Type 1	Type 2	Type 3	Type 4	Type 5	Legging	Icons	TPN		Save	Ø
Our Name	ZIPZAP	CARRIERS					]					Close	X
Address 1							]						
Address 2							]	Cc	mpa	iny			
Address 3							]	De	etails				
Town	LINCOL	4					]						
Postcode	LN6 3QI	I			Non UK								
Country	UNITED	KINGDOM					]						
Phone							]						
Our fax							]						
Our Email addre	55												
Contact							]						
Our Vat number													
Licence Number	ABC												
Licence key													

After entering your company details, select the Comms tab.

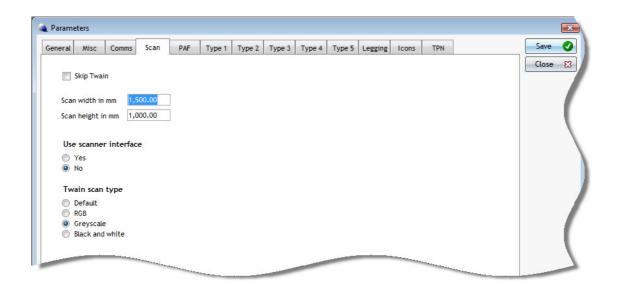
eneral	Misc	Comms	Scan	PAF	Type 1	Type 2	Type 3	Type 4	Type 5	Legging	Icons	TPN		Save
FTP Ser		Γ							]	TP De	etails			Close
FTP Pas	ssword								]					
FTP Por	rt	21	1			1								
FTP exp	port dire	ctory												
FTP imp	port dire	ctory												
		0	TP Transf Binary ASCII FTP Pa											
Comms	timeout	30	)			1								
SMTP Se	erver										otoilo			
SMTP U	Isername								<b>↓□</b> -	nail D	etails			
SMTP P	assword													

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.

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.

Vise Postcode Anywhere     Close       Username     zipzap       Code     zipzap		
Username zipzap		Close
Code zipzap	ername zipzap	
	de zipzap	
PCA Site www.tpn1.tzo.com/PostcodeAnywhere/	A Site www.tpn1.tzo.com/PostcodeAnywhere/	

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

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.

General M	isc	Comms S	ican	PAF	Type 1	Type 2	Type 3	Type 4	Type 5	Legging	Icons	TPN		Save	•
Description	Parc	cel				Det	fault items	0						Close	3
Zone 1 base		0.0000	then	charge	12.000	0 per	item up to	5	items the	en	10.0000	per item			
Zone 2 base		0.0000	then	charge	12.000		item up to		items the	en	10.0000	per item			
Zone 3 base			1	charge	12.000	- •	item up to		items the			per item			
Zone 4 base			1	charge	12.000		item up to		items the		10.0000				
			1		12.000	-					10.0000		×		
Zone 5 base	-		1	charge			item up to		items the				×		
Zone 6 base	-		1	charge	12.000	_	item up to		items the		10.0000				
Zone 7 base			1	charge	12.000		item up to	5	items the	n	10.0000	per item			
Zone 8 base		0.0000	then	charge	12.000	0 per	item up to	5	items the	n	10.0000	per item			
Zone 9 base		0.0000	then	charge	12.000	0 per	item up to	5	items the	n	10.0000	per item			
Zone 10 bas	e	0.0000	then	charge	12.000	0 per	item up to	5	items the	n	10.0000	per item	8		
Corresponds	s to TP	N Quarter P	allets												

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.

Save 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**.

#### • Setup, Local Parameters

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

Local Paramet	ers							
Manifest Printer	EPSON Stylus P	hoto RX685 Se	ries		Save	•	Se	lect Printers
Label Printer	Zebra LP2844	-			Close	8		
Email settings	FTP settings	Scanner	Accounts	Filters	TPN		_	
Email address	zipzapcompu	iters@btconne	ct.com	0		_	Enter Detai	r Email ils
Email server	smtp.btconn	ect.com		1				
Email username	zipzapcompu	iters		1				
Email password	•••••							
Images directory Export directory Import directory Mobile directory	C:\Temp	<b>←</b> Tic	k Box if usir	ng Skype				lect the tories.
Email setting	gs FTP se	ettings	Scanner	Acco	ounts	Filter	s	TPN
FTP server FTP usernar FTP passwo FTP port FTP export	rd [	21	<u>*</u>				• • •	P transfer type Binary ASCII FTP passive
FTP import	directory						(	2

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

Email settings FTP settings	Scanner	Accounts	Filters	TPN
Twain interface <ul> <li>Yes</li> <li>No</li> </ul> Skip Twain	Twain sca Default RGB Greysc. Black a			

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 directo	ory					

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	
Reset						

This option is for resetting filters.

Email settings	FTP settings	Scanner	Accounts	Filters	TPN	
	I					
TPN Live User	name					
TPN Live Pass	sword					

Here you enter your TPN Live username and password.

 $\sqrt{}$ 

Click **Save** to finish.

### • Setup, Collectors\Deliverers, Browse Collectors\Deliverers

Delivery and collection agents are linked to the gazetteer.

ID	9	Description	Wt Limit	Road tax	Test	Insurance	Skype	1	ala si
RED			0					*	
OE			0						New
								1	Modify
									mouny p
									Delete •
								1	Print #
									Close §
								1	
								Ŧ	Skype 🖣

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

🍓 Vehicle/Contr	actor		×
Basic Costs		ОК	0
ID	FRED Not in house	Close	83
Description			
Name			
Address 1			
Address 2			
Address 3			
Address 4			
Postcode/zip			
Weight limit	0		
Road tax due	Tacho Calibration		
MOT test due	Tacho Inspection		
Insurance due			
Email			
Skype name			
Mobile number			
Unit ID			
Tractor unit	XCDF 📃 🖉 Taillift facility		
Trailer number	1222353 Pallet capacity		

Select the Costs tab to enter the following information:

🍓 Vehicle/Cont	ractor						<b>X</b>
Basic Costs							ок 🥑
ID	FRED		Not in house				Close 🔀
Apply VAT			]				
Collection chg	Generic charges 0.00						
Delivery chg	0.00		Daily cost	0.00	🔲 Use daily co	sts	
Recosting value	is						
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 re	price					

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

#### • Setup, Collectors\Deliverers, Collectors\Deliverers Diary Events

Enter a vehicle ID to view specific events for them or leave blank to view all events.

No filter applied Vehicle 🔍 Date 🔍 Event UnAv 🛅							
Vehicle	م Date	٩	Event			New	
RED	25/12/2008	Christmas			*	Modify 📐	
						Delete 🕳	
						Print 🚍	
						Close 🔀	
					-		

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

🔌 Vehicle	events	×
ID	FRED	ок 🔮
Date	25/12/2008	Close 🔀
Event	Christmas	
	🔽 makes vehicle unavailable	
		.#

• Setup, Collectors\Deliverers, Add costs for our vehicles.

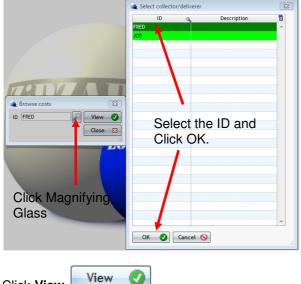
This section is for storing information regarding costs to our vehicles such as MOT, Tax, and Insurance.

🔌 Add ve	ehicle cost	<b></b>	
ID	FRED	Save 📀	
Date	03/10/2008	Close 🔀	
			Clic
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.



Click View

Print 💻

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

Date 🔍	Description	Mileage	Cost 📋	
03/10/2008 Road Tax D		0	300.00 🔺	
				New
				Modify
				Delete
				Delete
				Print
				Close

#### • Setup, Gazetteer

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

Placename	🔍 Postal code 🔍	ID Q	Zone	Region Code 🔍 Surcharge	1	((()))) (()))
ABBERD	SN11 8		1		*	
ABBERLEY	WR6 6		1			New
ABBERTON	WR10 2		1			Modify 🔜
ABBERTON	CO5 7		1			(
ABBESS RODING	CM5 0		1			Delete 🕳
ABBEYCWMHIR	LD1 6		1			Print 📕
ABBEYDALE	GL4 4		1			rinit 🖶
ABBEYDALE	GL4 5		1			Close 🔀
ABBEYDALE	GL4 7		1			
ABBEYDALE	GL4 8		1			
ABBEYDALE	GL4 9		1			
ABBEYDORE	HR2 0		1			
ABBEYDORNEY	KR		1			
ABBEYFEALE	LK		1			
ABBEY GATE	EX13 5		1			
ABBEY GATE	EX13 8		1			
ABBEY HEY	M18 8		1			
ABBEYLANDS	IM4 5		1			
ABBEYLARA	LF		1		÷	

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

dazetteer		<b></b>
Placename	ABBEYDALE	ок 📀
Postal code	GL4 5	Close 🔀
ID		
Zone	1	
Filter Code		
Surcharge	0.00	

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.

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#### Setup, Networks •

There are eight networks:

- o APC
- o Business Post
- o City Link
- o Hazchem
- PallexTPN
- o UK Pallets
- UPS

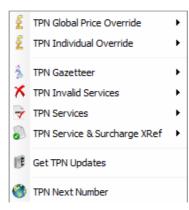
Currently only TPN is functioning, the rest are being worked on.

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

🍓 Obtain late	est support files from the TPN hub by FTP	<b>X</b>
from the main may take up t	Is the latest routing guide/services/invalid/townlist files hub. These can involve large downloads and the process to 5 minutes. Please be patient during these transfers. The abol indicates that the transfers are in place and not that has hung.	Download 🕑 Close 🔀
Note: You sho may route inc	ould not do this with other users updating records or you correctly.	
Progress	Downloading	
	Depots	
	Gazetteer	
	✓ Holidays	
	Invalid services	
	Services	
	V Townlist	
	Depot Charges	

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.



### • Setup, Networks, TPN Gazetteer, Browse

Postcode Q	Covering	Region	Baycode	Ъ	322	S
AB10	092	09	С	*		<u> </u>
AB11	092	09	С	1	New	
AB12	092	09	С		Modify	
AB13	092	09	C		mouny	
AB14	092	09	С		Delete	-
AB15	092	09	C		Print	
AB16	092	09	C		Print	1
AB21	092	09	С		Close	83
AB22	092	09	С			
AB23	092	09	С			
AB24	092	09	С			
AB25	092	09	C			
AB30	092	09	С			
AB31	092	09	С			
AB32	092	09	С			
AB33	092	09	С			
AB34	092	09	С			
AB35	092	09	С			
AB36	092	09	С			
AB37	092	09	C			
AB38	092	09	С			
AB39	092	09	С			
AB41	092	09	С			
AB42	092	09	С			
AB43	092	09	C	Ŧ		

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

Create/Amend TPN Gazetteer	×
Postcode AB10	ок 🥑
Identifier 092	Cancel 🚫
Region 09	
Baycode C	
Click OK	

• Setup, Networks, TPN Invalid Services, Browse

Postcode	🔍 Code	۹ 🖬	((())))
AB10	AM	*	
AB10	AMTL		New 🗋
AB10	EBIT		Modify 🛃
AB10	EBKI		mouny E
AB10	EEC		Delete 🗕
AB10	EECL		Print #
AB10	PM		Print
AB10	PMTL		Close
AB10	QPEU		
AB10	SAT		
AB10	SATL		
AB10	SATT		
AB10	SS		
AB10	SSTL		
AB10	TIME		
AB10	TMTL		1
AB11	AM		
AB11	AMTL		
AB11	EBIT		
AB11	EBKI		
AB11	EEC		
AB11	EECL		
AB11	PM		1
A	PMTL		

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

🔌 View TPN Invalid	
Postcode AB10	ок 🥑
Code AM	Cancel 🚫
	to finish.

#### • Setup, Networks, TPN Global Price Override, Browse

Code	From Zone	٩	To Zone	٩	Quarter	Half	Full	Half O/S	Oversize	1	New
										<b>.</b>	Modify 🛃
											Delete 📥
											Print 🖷
											Close 🔀

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

	🧟 Create/Amend	d TPN Price Override					×
Use Quarter Pallets       Use Half Pallets       Use Full Pallets         Quarter Charge *       0.00       Half Charge *       0.00         Charge per pallet       0.00       Charge per pallet       0.00         Charge per pallet       0.00       Charge per pallet       0.00         Upto items       0       Upto items       0       0         Then charge       0.00       Then charge       0.00       Then charge       0.00         Override Quarter upto       Override Half upto       Override Full upto         H/O/S Charge *       0.00       O/S Charge *       0.00         Charge per pallet       0.00       O/S Charge *       0.00         Upto items       0       Use Oversize Pallets       Override Full upto         H/O/S Charge *       0.00       O/S Charge *       0.00         Charge per pallet       0.00       Charge per pallet       0.00         Upto items       0       Upto items       0         Upto items       0       O       Override O/S upto	TPN Service Code						SAVE 🕑
Quarter Charge *       0.00       Half Charge *       0.00       Full Charge *       0.00         Charge per pallet       0.00       Charge per pallet       0.00       Charge per pallet       0.00         Upto items       0       Upto items       0       Upto items       0       0         Then charge       0.00       Then charge       0.00       Then charge       0.00       0         Override Quarter upto       Override Half upto       Override Full upto       Override Full upto         H/O/S Charge *       0.00       O/S Charge *       0.00         Charge per pallet       0.00       O/S Charge *       0.00         Upto items       0       Use Oversize Pallets       Override Full upto         H/O/S Charge *       0.00       O/S Charge *       0.00         Charge per pallet       0.00       Charge per pallet       0.00         Upto items       0       Upto items       0       Upto items         0       Upto items       0       Upto items       0         Then charge       0.00       Then charge       0.00       Override O/S upto	From Zone	1 To Zone 1					Cancel 🚫
Use Half Oversize Pallets       Use Oversize Pallets         H/O/S Charge *       0.00         Charge per pallet       0.00         Charge per pallet       0.00         Upto items       0         Upto items       0         Override H/O/S upto       Override O/S upto	Charge per pallet Upto items	0.00	Half Charge * Charge per pallet Upto items	0.00	Charge per pallet Upto items	0.00	
H/O/S Charge *       0.00       O/S Charge *       0.00         Charge per pallet       0.00       Charge per pallet       0.00         Upto items       0       Upto items       0         Then charge       0.00       Then charge       0.00         Override H/O/S upto       Override O/S upto       Override O/S upto		Override Quarte	r upto	Override Half up	to	Override Full upto	
Then charge 0.00 Then charge 0.00 Override H/O/S upto Override O/S upto	-	0.00	O/S Charge *	0.00	lets		
Override H/O/S upto Override O/S upto	Upto items	0	Upto items	0			
	Then charge	0.00	Then charge	0.00			
The charges marked * are normally set to zero unless you wish to add this to the total consignment		Override H/O/S	upto	Override O/S up	to		
	The charges mark	ed * are normally set t	o zero unless you v	vish to add this to the	total consignment		

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** 

SAVE 🕜 to finish.

#### • Setup, Networks, TPN Individual Override, Browse

Browse TPN	l Unique Overr	ides								(
Account 🔍	TPN Service Code	From Zone	🔍 To Zone 🔍	Jse Quarter Pallets	Use Half Pallets	Use Full Pallets	Use Half Oversize Pallets	Oversize	1	New Modify
									^	Delete ┥
										Print 🛓
										Close 🕅
										(

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

🔌 TPN Unique O	verride					<b></b>
Account Ref		TPN Service Code				SAVE 🕑
From Zone	1 To Zone	1				Cancel 🚫
	🔲 Use Quarter Palle	ets	Use Half Pallets		Use Full Pallets	
Quarter Charge *	0.00	Half Charge *	0.00	Full Charge *	0.00	
Charge per pallet	0.00	Charge per pallet	0.00	Charge per pallet	0.00	
Upto items	0	Upto items	0	Upto items	0	
Then charge	0.00	Then charge	0.00	Then charge	0.00	
	Override Quarte	er upto	Override Half up	to	Override Full upto	
	Use Half Oversize	e Pallets		Use Oversize Palle	ets	
H/O/S Charge *	0.00		Oversize Charge *	0.00		
Charge per pallet	0.00		Charge per pallet	0.00		
Upto items	0		Upto items	0		
Then charge	0.00		Then charge	0.00		
	Override H/O/S	upto		Override O/S upto	0	
The charges mark	ed * are normally set f	to zero unless you	wish to add this to the	e entire consignmen	t	

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

SAVE 🔮 to finish.

 $\mathbf{\Sigma}$ 

### • Setup, Networks, TPN Services, Browse

Code	Description	Туре	1	66222
AM	AM Delivery	1	-	
AMTL	AM Tail Lift	1		New 🗋
BKIN	Book in by delivery	3		Modify 🔜
вкіт	book in taillift	3		mouny 🔛
BKSL	Booked Slot - Pre de	1		Delete 🛑
BSTL	booked slot tail lif	1		Print 📕
DDAM	Dedicated Day AM	2		Print 🖶
DDAT	Dedicated Day AM T/L	2		Close 🔀
DDAY	Dedicated Day	2	Ε	
DDBS	Dedicated Day Booked	2		
DDBT	Dedicated Day Booked	2		
DDPM	Dedicated Day PM	2		
DDPT	Dedicated Day PM T/L	2		
DDTL	Dedicated Day Tail L	2		
DDTM	Dedicated Day Timed	2		
DDTT	Dedicated Day Timed	2		
EBIT	extended book tail l	3		
EBKI	extended book in by	3		
EC	Economy	3		
ECCO	economy collection	3		
ECCT	economy collection t	3		
ECTL	Economy Tail lift	3		
EEC	extended economy	3		
EECL	extended economy tai	3		
мтв	Empty chep pallet	3	-	

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

🔌 View TP	N Services	<b></b>
Code	AM	ОК 🔮
Description	AM Delivery	Cancel 🚫
Туре	1	
Click <b>OK</b>	OK 🛛 🕑 to finish.	

• Setup, Networks, TPN Service & Surcharge XRef, Browse

TPN Code	٩.	Add Surcharge	٦ 🍳	New 🗋
AM			<u>^</u>	
AMTL				Modify 🛃
BKIN				Delete 🕳
вкіт			Ξ	
BKSL				Print 🚔
BSTL				Close 🔀
DDAM				ciose 😞
DDAT				
DDAY				
DDBS				
DDBT				
DDPM				
DDPT				
DDTL				
DDTM			+	

Click Modify to alter the highlighted record.

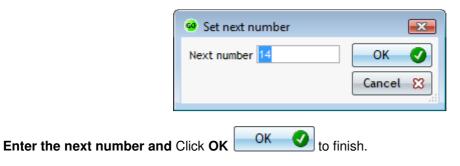
Create/Amend TPN Xref	×	Ì
TPN Service AM	Save 🕑	
Add Surcharge	Cancel 🚫	

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

Click Save

Save 🔇 to finish.

### • Setup, Networks, TPN Next Number



#### • Setup, Holidays

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

Date 🖉	4	1	3332
25/12/2008	Christmas Day	* 	New Delete
			Print 🚆

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

🍓 Holidays		X
Date	25/12/2008	ок 🥑
Description	Christmas Day	Close 🔀

• Setup, Freight Types, Browse

PARCEL	< > >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
PALLET PARCEL M	
PARCEL	
	odify 🛃
De	elete 🗕
	lose 🔀

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



#### • Setup, Shippers, Browse

Name	٩,	Town	Postcode 📋	New	
SLE OF WIGHT FERRY			▲		
9 & O				Modify	
				Delete	-(
				Print	8
				Close	83
					- 6

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

Create/Amend Shipper	<b>X</b>
Name ISLE OF WIGHT FERRY	Validate 🕑
Address 1	Cancel 🚫
Address 2	
Address 3	
Address 4	
Postcode	
Phone	
Fax	
Email	
Contact	

### • Setup, Shippers, Shipping Routes

Name Q	From	То	Details	Time 📋	3332
P& 0	LARNE	CAIRNRYAN	ARTIC	04:15 🔺	
P & O	LARNE	CAIRNRYAN	ARTC	07:30	New
9 & O	LINCOLN	LUTON	ARTIC	14:00	Modify 🛃
9 & O	LINCOLN	LUTON	ARTIC	12:00	
SLE OF WIGHT FER	SOUTHAMPTON	SHANKLIN	ARTIC	16:00	Delete 🗕
					Print 🖶
					Close 🔀

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

🍓 Create/Am	end Shipper Routes	- • •
Shipper ID	1	ок 📀
Name	Ρ&Ο	Cancel 🚫
From	LARNE	
То	CAIRNRYAN	
Time	04:15:	
Details	ARTIC	Сору
Cost	130.00	Paste
Surcharge	0.00	

### • Setup, Shippers, Booked Shipping

The last option is where you can browse all the booked shipping's.

### 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.

🍓 Status messages		<b>X</b>
Status code	۵ 🖬	<u>((()))</u>
ADDA	*	
ADDW		New
CARD		Modify 🔜
COSH		
DAMD		Delete 🛑
		Print 🚍
		Close 🔀
	*	
		411
(		
🔹 Status code		
Status code DAMD		OK ✔ Close 🔀

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

• Setup, Tractor Units, Browse Tractor Units

	Tractor unit	٩	Description	On hold •	3322
				A 1	
XYZ234X					New
					Modify 📩
					Delete 🕳
					Print 📕
					Close 🔀
				-	

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

🍓 Create/Am	nend Tractor Unit	×
Tractor unit	ABC123A	📀 ок
Description		🚫 Cancel
	On hold	

### • Setup, Trailer Units, Browse Trailer Units

	Trailer number	0	Description	On hold 📋	<u>((</u> ()))
1234				A 100 A	
2345					New
					Modify 🔜
					Delete 🕳
					Print 📕
					Close 🔀

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

🔌 Create/Amend Trailer	X
Trailer number 1234	ОК 🔮
Description	Cancel 🚫
Pallet capacity 0	
Weight limit Kg 0	
Test Date	
🔲 On hold	I

### • Setup, VAT Codes, Browse VAT Codes

Multiple VAT Codes can be used within the program. These should be setup here.

Code	٩	Description	Rate	1	3332
то	Zero rated		0.000000	*	
T1	Standard		17.500000		New
					Modify 🛃
					Delete 🗕
					Print 🚍
					Close 🔀
				-	

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

🔌 VAT code	s	×
Code	ТО	ОК 🔮
Description	ZERO RATE	Close 🔀
Rate	0.000000	

Setup, Default Prices, Browse Default Prices

Here you can change the default pricing.

#### • Setup, Default Prices, Surcharges

Code	Description	(C ( ) ) 🖬
AM	AM Delivery	
AMTL	AM Taillift	New
BKSL	Booked Slot Pre Defi	Modify 🔜
BSTL	Booked Slot Taillift	
DDAM	Dedicated Day AM	Delete 👄
DDAT	Dedicated Day AMTL	
DDBS	Dedicatced Day B/S	Print 🖶
DDBT	Ddeicated Day B/S/TL	Close 🔀
DDPM	Dedicated Day PM	
DDPT	Dedicated Day PM T/L	
DDTM	Dedicated Day Timed	
DDTT	Dedicated D Time T/L	
PM	PM Delivery	
PMTL	PM Taillift	
SAT	Saturday	
SATL	Saturday T/L	
SATT	Saturday Timed	
STTL	Saturday Timed T/L	
TIME	Timed Delivery	
TMTL	Timed Taillift	
		*

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

🍓 Create/Amend Sur	charges	<b>X</b>
Surcharge code	AM	ОК 🔮
Surcharge description	AM Delivery	Cancel 🚫
Add basic	6.00	
Add per item	0.00	

#### • Setup, Accounts, Browse

Customer accounts are held within this section.

Accref	o Name	o Postcode	Stop	Skype	1	3322
01/03/20	Marthill				*	
28BLACKL	28 Black Ltd	M8 9TZ				New
4MFLOORI	4m Flooring Ltd	CW1 2VD				Modify
A&D	A&D Freight Ltd					modily 🖻
A&G01	Acheson & Glover	BT45 6EW				Delete 🕳
A.B.01	A.B. Equipment	BT5 4RX				Print =
A.J.H.01	A.J.H. Transport	BT71 7EF				Print
A2B1	A2B Global Transport Services	NE34 9PB				Close 🐹
AAMCGUCK	A.A. McGuckian Ltd					
ABBEY	Abbey Farm Equipment	•				
ABRASIVE	Mackenzie Coating and Finishin	SK14 4UQ				
ACC1	ACC Manufacturing	LL16 4HH				
ACCDISTR	ACC Distribution	DE55 4QG				
ACEINTER	Ace International Trading	CF14 0WT				
ACELIVES	Ace Livestock	•				
ACH	Acheson & Glover Precast Ltd	BT45 6EW				
ACI	Acier Building Components Ltd					
ACOCH	Mr. Alan Cochrane	•				
ACS	ACS Control Systems	BT23 5YT			-	Skype 🍳

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

General Billin	ng Charges Notes Custom	Save 🔇
Account Ref	A&G01	Close 🔀
Account name	Acheson & Glover	
Address 1	58 Ballyronan Road	
Address 2	. Skip on runsheet	
Address 3	Magherafelt Own paperwork	
CITY	Co. Londonderry	
County		
Postcode	BT45 6EW Check 😥 PAF 🐁	
Country		
Phone	028 85568441	
Fax		
Out of hours		
Email		
Contact	0870 165 5511	
Skype name		
Usual collector		

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.

EDED	
rked	×
JOE	

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

#### • Setup, Accounts, Browse

#### Billing

This section holds accounting details such as the billing address.

Accounts			
General Billing Charges Notes Custom		Save	Ø
Account Ref A&G01 On stop Billing name Acheson & Glover Billing address 1 Ballyronan Road Billing address 2 Billing address 3 Town Billing County	NAD Account No export	Close	8
Billing Postcode Verify 3/2 Billing Country Billing phone 0870 165 5512	Replicate 🗗		
Billing fax Billing email Billing contact 0807 165 5512	Work in Secondary Currency		
Nominal code	<ul> <li>Display both Currencies</li> <li>Do not invoice</li> </ul>		
Vat number Fuel surcharge % 0.00	Invoice without POD urcharges 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 ©	<b>X</b>	Description	Rate	1
то	Zero rated		0.00	4
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.

#### • 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.

L Account	ts	
General	Billing Charges Notes Custom	Save 🗸
Account R	ef A&GO1 Zone 1 😓 Replicate 🖓 Save	Close 🔀
Type 1 or	TPN Quarter Pallets	
Base	0.00 then charge 0.00 per item up to 0 items then 0.00 per it	em
Type 2 or	TPN Half Pallets	
Base	0.00 then charge 0.00 per item up to 0 items then 0.00 per it	em
Type 3 or	TPN Full Pallets	
Base	0.00 then charge 0.00 per item up to 0 items then 0.00 per it	em
Type 4 or	r TPN Half OS Pallets	
Base	0.00 then charge 0.00 per item up to 0 items then 0.00 per it	tem
Weight or	TPN Full OS Pallets	
Base	0.00 then charge 0.00 per item up to 0 items then 0.00 per	
Minimum c	harge (if applicable) 0.00	
Rememb	per to SAVE your changes before leaving this page or they will be discard	ded
Example:		
	then charge 5 per item up to 3 items then 4 per item.	
1 item =	15 2 items = 20 3 items = 25 4 items = 29	

Click Replicate 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.

#### • Setup, Accounts, Browse

#### Notes

Enter any specific notes for this customer.

Accounts General Bil	ling Charges Note:	Custom		Save 🕑
Account Ref	A&G01			Close 🔀
Notes			*	

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

General Billing Charges Notes Custom	Save 🗸
Account Ref A&G01	Close 🔀
Collection remarks 1	
Collection remarks 2	
Collection remarks 3	
Collection remarks 4	
Delivery remarks 1	
Delivery remarks 2	
Delivery remarks 3	
Delivery remarks 3 Delivery remarks 4	

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

#### • 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.

Accref @	Postcode	Name	م Address	Coll 🛅	3332
(IP001	LN6 5UB	ZIPZAP COMPUTERS	15 Old Chapel Road		
					New
					Modify
					Delete 🛑
					Print 🚍
					Close

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

Account Ref	ZIPO01	select the account you wish to link too on the window below and click OK.				
		Close 🔀		ок 🕜		
Address 1	15 Old Chapel Road		🔹 Select acc	count		
Address 2	Skellingthorpe					
			Account 01/03/20	Account name Marthil	Q Postcode	
Address 3			28BLACKL	28 Black Ltd	• M8 9TZ	
TTY	LINCOLN		4MFLOORI	4m Flooring Ltd	CW1 2VD	
			A&D	A&D Freight Ltd		
ounty			A&G01	Acheson & Glover	BT45 6EW	
		P.15 6	A.B.01	A.B. Equipment	BT5 4RX	
ostcode	LN6 5UB	PAF 🐁	A.J.H.01	A.J.H. Transport	BT71 7EF	
			A2B1	A2B Global Transport Services	NE34 9PB	
ountry			AAMCGUCK	A.A. McGuckian Ltd	•	
			ABBEY	Abbey Farm Equipment	•	
hone			ABRASIVE	Mackenzie Coating and Finishin	SK14 4UQ	
			ACC1	ACC Manufacturing	LL16 4HH	
ontact			ACCDISTR	ACC Distribution	DE55 4QG	
	Specific collection address		ACEINTER	Ace International Trading	CF14 0WT	
		łł.	ОК	Cancel 🚫		

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

#### • Setup, Accounts, Unique Surcharges

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

Surcharge c	ode 🔍 Account Re	f 💊 Surcharge description	New New
AM	CCL	AM Delivery	A
AMTL	CCL	AM Taillift	Modify
BKSL	CCL	Booked Slot Pre Defi	Delete
BSTL	CCL	Booked Slot Taillift	
DDAM	CCL	Dedicated Day AM	Print
DDAT	CCL	Dedicated Day AMTL	Close
DDBS	CCL	Dedicatced Day B/S	Ciose
DDBT	CCL	Ddeicated Day B/S/TL	
DDPM	CCL	Dedicated Day PM	
DDPT	CCL	Dedicated Day PM T/L	
		Dedicated Providence	

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

d Customer Unique S	urcharges	<b>×</b>
Account Ref	CCL	Save 🔮
Surcharge code	AM	Cancel 🚫
Surcharge description	AM Delivery	
Add basic	5.00	
Add per item	0.00	
		_

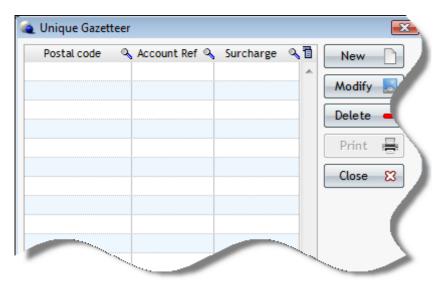
Select the account ref and surcharge code by using the following button.

Enter the basic and per item amount.

Click Save Save V to finish.

#### • 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.

🍓 Unique Gazetteer	<b>X</b>
Postal code CO5 7	Save 📀
Account Ref A&G01	Cancel 🚫
Surcharge 0.00	

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

Enter the surcharge amount and click Save

Save 📀 to finish.

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.

Parameters		
eneral Misc (	omms Scan PAF Type 1 Type 2 Type 3 Type 4 Type 5 Legging Icons TPN	Save
Adhoc Account	A&D Default collector FRED	Close {
Default Vat code		
Default fuel surcha	rge 0.00 💥	
Default Nominal Co	de 4000	
Next invoice numb	er 10 Do not invoice zero cost consignments	
Invoice message	*	
	-	
2nd currency excl	0.00000 Recalculate exchange rate other way 0.000000	
Invoice Item desc		
	Primary currency symbol $f$ Secondary currency symbol $f$	
	Custom invoice	
	Skip times on consignment entry       Image: Consignment entry         Skip times on multidrop       Image: Consignment entry	
	Set Seek off Surcharges per item	
Statement messag	e 🔺	

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.

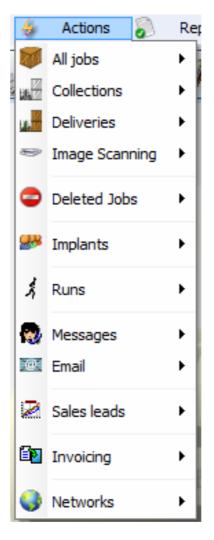
The options located on the bottom of this screen if required can be ticked as well.

#### 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

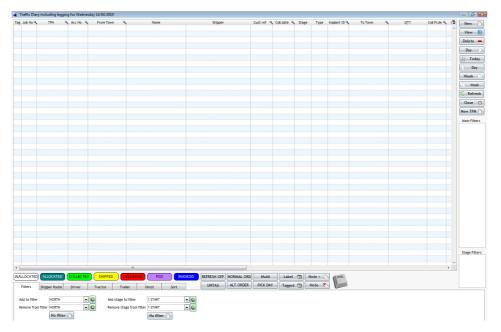


The Actions menu relates to tasks performed within the program.



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

#### • 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:

- o Add/Remove filters via filter codes
- Add/Remove filters via stage of traffic
- Set Shipping Routes/Drivers/Trailers
- o Turn On/Off Ghost mode
- o 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.

UNALLOCATED			D POD	INVOICED	REFRESH OFF	NORMAL ORD	Multi	Label 🗐	Note +	PrtSc
Filters	Shipper Route Driver	Tractor Trailer	Ghost	Sort	UNTAG	ALT ORDER	PICK DAY	Tagged 🗐	Note 🏝	
Add to filter Remove from		Add stage to filter	1 START ilter 1 START No filter							
	Click Note to print a consignment note or a drop									
Click	Note + 🕒 to p	print a consignm	ent note v	with drops	S					
Click	Label 🗐 to p	print a label for th	ne highlig	hted cons	signmen	t				
Click	ragged 🗐 to p	print labels for co	onsignme	nts tagge	d in the	tag colur	mn			
<b>T</b> he surger		<b>(</b> )			<b>.</b>					

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

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

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

New
View 🔜
Delete 🕳
Day
Today
C Day
Week 🔊
Week
S Refresh
Close 🔀
New TPN
Main Filters
Stage Filters

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

#### • 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.

🔌 View Jobs				×
Click here to see all ->>	ALL	0	Close	8
Code	Filter	0		

lob No 🔍 🛛 TPN	🔍 Collect 🔍 Accref	Q Cust ref Q		Collection Town ©					A ? Le		Trailer 1	Leg 1 date	C Driver 2	Trai	5 (N) [
	20/01/2010 INTERR		370266 WULLIE	MOTHERWELL	ML1 4UY	22/01/2010		OX9 2JB		SF05 BBK		20/01/2010		***************************************	Nev
	21/01/2010 MGFT		370267 DREW	STEVENSON	KA12	22/01/2010		RH6 OPJ		SF54 CKN					INCO
	22/01/2010 AFTS		370268 ROGER	BIGGAR	ML12 6SD		EAST KILBRIDE	G74 1		TRUNK		22/01/2010			Modi
	22/01/2010 WITT		370269 MARK GIVEN		ML12 6SD		RUTHERGLEN	G32 8RF		SF54 CKL		22/01/2010			
	20/01/2010 OPALIO	craig	370262 MARK GIVEN			5 21/01/2010		ML5 4RY		SF54 CKL					Dele
	20/01/2010 COULT	Q32331	370265 WULLIE	GLASGOW	G65 9JX		SITTINGBOURNE	ME10 2TD		SF05 BBK		20/01/2010			Prin
	18/01/2010 INTERR		370260 DREW		OX9 2JB	20/01/2010		ML4		SF54 CKN		18/01/2010			
	19/01/2010 AFIRM	MLT1029	370263 DREW	SITTINGBOURNE			DYMCHURCH		-	SF54 CKN     SF54 CKN	lere v	ou car	turn		Clos
	19/01/2010 AFIRM	985535	370264 DREW 370258 MARK GIVEN	SITTINGBOURNE	ME10 3HW		NORTHAMPTON	NN5 5JR ME10 2TD				19/01/2010			Lab
	18/01/2010 COULT 18/01/2010 COULT	01/10/312	370259 MARK GIVEN		DG2 0EF DG2 0EF		SITTINGBOURNE	ME10 210		✓ SF54 CKL ✓ SF54 CKL	Leas	on or	OTT	······	
	15/01/2010 MGFT	1265	370256 MARK GIVEN		NN4 7PL	19/01/2010		KA16 9		SF54 CKL		15/01/2010			Not
	15/01/2010 COULT	126512.01	370256 MARK GIVEN	ANNAN	DG12 5OP			5051 68G		SF05 BBK		15/01/2010			New 1
	18/01/2010 MURRA	rumenco	370257 WULLIE	BURTON-ON-TRENT	· · ·			DG2 OHT		SF05 BBK		18/01/2010			
	13/01/2010 WATER	po021487	370251 WULLIE	BURTON-UN-TRENT	G72 OBP	15/01/2010		DG2 UHI		SF05 BBK		13/01/2010			
	13/01/2010 WATER	p0021487 k15602	370251 WULLIE 370248 DREW	GLASGOW	G72 OBP		SITTINGBOURNE	ME10 1		SF05 BBK		13/01/2010			Dis
	13/01/2010 WITT	K19602	370248 DREW 370253 WULLIE	LANCS	955 9JX		EDINBURGH	EH6 5NA	-	 SF05 BBK		13/01/2010			V 10
	14/01/2010 COULT	459656	370253 WULLIE 370254 MARK GIVEN		PH4 10A		WELLINGBOROUGH			SF54 CKL		13/01/2010			VL
	14/01/2010 COULT	00075584	370255 DREW	MAIDSTONE	ME17 2LH		EAST KILBRIDE	NING ZUT		SF54 CKL		14/01/2010			V L
	12/01/2010 POLL	00075564	370255 DREW 370250 DREW	CHATHAM	ME17 ZLH ME4 4SW	14/01/2010		G1 1		SF54 CKN		12/01/2010			V L
	13/01/2010 COULT	126338.01	370250 DREW	ANNAN	DG12 6SL		CROWBOROUGH	TN6 1		✓ SF54 CKN		13/01/2010			V L
	12/01/2010 COULT	126338.01	370252 DREW 370249 WULLIE	GRETNA	CA6 5LY		CHELTENHAM	GL50 1		SF05 BBK		12/01/2010			Unal
	07/01/2010 OPALIO	b	370249 WOLLIE 370245 MARK GIVEN				COATBRIDGE	ML5 3		SF54 CKL		07/01/2010			
	06/01/2010 COULT	459326	370245 MARK GIVEN 370243 DREW	AUCHTERARDER	PH4 10A	08/01/2010		AL10 9TR		SF54 CKL SF54 CKN		07/01/2010			Col
	06/01/2010 COULT	459526 q32156	370243 DREW 370244 WULLIE	RUSYTH	C65 9JX		SITTINGBOURNE	ME10 2TD	-	SF04 CKN		06/01/2010			Sh
	06/01/2010 OPALIO	stock	370247 VARIOUS	BIGGAR	ML12 65D		COATBRIDGE	ML5 4		GN53 UXR		06/01/2010			Del
	07/01/2010 AFTS	SLOCK	370248 VARIOUS	BIGGAR	ML12 65D		EAST KILBRIDE	G74 1		 GN53 UXR		07/01/2010			
	06/01/2010 COULT	TRK 491380	370242 DREW	GLASGOW	G75 0ZZ		BLACKFORD	PH4 10A		SF54 CKN	ie Mul	tisbutto	h		( P
	05/01/2010 AFTS	ek	370246 VARIOUS	000001	ML12 65D		EAST KILBRIDE	G74 1		 GN53 UXR		05/01/2010	<b>,</b>	x	Invi
	24/12/2009 NUTTAL	wham/	370241 DREW	ROCHDALE	OL11 3DT	29/12/2009		ML4 3QD		SF54 CKN		24/12/2009			
	23/12/2009 WISBEC	telecon/04	370239 MARK GIVEN	ROCHDALE	PE13 1 PL	27/12/2009		ML4 3QD		SF54 CKL		23/12/2009			- M
	22/12/2009 COULT	k15609	370236 WULLIE	GLASGOW	G65 9JX		KING LYNN	PE34 3AL		SF05 BBK		22/12/2009			
	22/12/2009 COULT	k15608	370237 MARK GIVEN		G65 9JX		KING S LYNN	PE30 1		SF54 CKL		22/12/2009			
	22/12/2009 COULT	031979	370238 DREW	GLASGOW	G65 9JX		SITTINGBOURNE	ME10 2		 SF54 CKN		22/12/2009			
	23/12/2009 TWE	dopot 039/	370240 VARIOUS	BIGGAR	ML12 65D	23/12/2009		ML3 9BZ		GN53 UXR		23/12/2009			
	21/12/2009 NUTTAL	00000 0377	370235 MARK GIVEN		OL11 3DT	22/12/2009		EH51 95J	-	SF54 CKL		21/12/2009			
	18/12/2009 COULT	458455	370235 MARK GIVEN	AUCHTERARDER	PH4 10A	21/12/2009		PR2 5PY		SF54 CKL		18/12/2009			
	18/12/2009 COULT	458654	370231 DREW 370232 MARK GIVEN		PH4 TQA PH4 TQA		HALESOWEN	B62 8AZ	-	 SF54 CKL		18/12/2009			
	19/12/2009 CCL	860945	370232 WULLIE	SITTINGBOURNE	ME10 2TD		GRANGEMOUTH	FK3 0		SF05 BBK		19/12/2009			
	19/12/2009 CCL 19/12/2009 NUTTAL	JNT 63	370234 WULLIE	ROCHDALE	OL11 3DT	20/12/2009		ML4 3QD		SF05 BBK		19/12/2009			
	18/12/2009 COULT	ext/92	370230 DREW	NEWBRIDGE	EH28 8PJ	19/12/2009		511.8		SF54 CKN		18/12/2009			
	17/12/2009 OPALIO		370228 MARK GIVEN		HERTFORD		COATBRIDGE	ML5.4		SF54 CKL		17/12/2009			
	18/12/2009 CCL	859844	370228 MARK GIVEN		KAS SAE		SUNBURY-ON-THAN			 SF54 CKL		18/12/2009			
	15/12/2009 COULT	458341	370226 DREW	AUCHTERARDER	PH4 10A	16/12/2009		CB10 7RG		SF54 CKN		15/12/2009			
	15/12/2009 COULT	458369	370227 DREW	AUCHTERARDER	PH4 1QA		HUNTINGDON	PE18 0QB		SF54 CKN		15/12/2009			
	14/12/2009 BARRON	221162	370222 MARK GIVEN		SO15 185		NEWBRIDGE	EH28 8		SF54 CKL		14/12/2009			
	14/12/2009 MGFT	\$2677	370222 MARK OVER	NORTHAMPTON	NN4 7PL	15/12/2009		KA26 9PT		SF54 CKL		14/12/2009			
	14/12/2009 MGFT	52677	370223 DREW 370224 MARK GIVEN		NN4 7PL	15/12/2009		KA26 9PT		SF54 CKL		14/12/2009			
	15/12/2009 MGFT		370225 WULLIE	SHEWALTON	KA11 5PL		KILWINNING	KA13 6LD		SF05 BBK		15/12/2009			
			270247 WULLE	0.00.000	CHARTER C	14/42/2009	DELC LTT	00000				44,442,42000			-

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.

Label 🗐

Note 😪

#### • Actions, All Jobs, All jobs for a Customer

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

d Custom	ers consignments	×
Account	A&G01	Process 🥑
Start date	06/09/2008	Close 🔀
End date	06/09/2008	

#### • Actions, All Jobs, Quick Find Consignment

Search for a specific consignment number.

🍓 Quick find consignment		×
Consignment number	Find	0
	Close	8
		.41

### Actions, All Jobs, Trace Consignment History

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

🔌 Show POD history	<b></b>
Consignment 1	Show 🕑
	Close 🔀
	÷t.

onsignm	ent 1	Sent 07/0	7/2008	Account	ZIP001			
rom	ZIPZAP COMP	UTERS		То				
Add1	UNIT C2 THE	POINT		Add1				
Add2	WEAVER ROA	D		Add2				
Add3				Add3				
Add4	LINCOLN			Add4	LINCOLN			
Pcde	LN6 3QN			Pcde	LN1 2B5			PriSc
	Signature	Date	○ Time	Dem	arks	Undated by	73	
	Signature	Date	م Time	Rem	arks	Updated by	1	<u>(()</u>
	Signature	Date	C Time	Rem	arks	Updated by	1.5	
	Signature	Date	C Time	Rem	iarks	Updated by	1.5	Add Modify
	Signature	Date	C Time	Rem	arks	Updated by	1.5	
	Signature	Date	C Time	Rem	arks	Updated by	1.5	Modify

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

🔌 Add POD 1	Transactions	<b>—</b>
Docket	1	ок 🕑
Signed by		Close 🔀
Date signed	06/10/2008	
Time signed	15:27	
Remarks		]
Updated by	DEBBIE	

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.

Origina	al 🔍 Coll date 🔍	Accref Q	Cust Ref	From	Collector	Coll	Del date 💿	Deliverer	⊂oTo	Q Delv		3 8 8
1	07/07/2008	ZIP001		LN6 3QN	FRED	<b>V</b>	07/07/2008	FRED	LN1 2BS			
2	07/07/2008	ZIP001	rtertrtrett	LN1 2	FRED	1	08/07/2008	FRED	LN6 0	<b>V</b>	N	ew 🗋
3	05/08/2008	4MFLOORI		CW1 2VD	FRED	V	07/08/2008	FRED	LN6 5UB	<b>V</b>	Vi	ew
6	07/07/2008	4MFLOORI		CW1 2VD	FRED		15/08/2008	FRED	LN5 8	<b>V</b>		
20											Del	ete 📥
											Pr	int 🖷
											Cl	ose 🐹

#### • Actions, Collections, Create New Collection.

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

🋕 Modify job			X
Details Via 1	Via 2 Via 3 Via 4 Via 5	Multidrop Drops POD Financials	Save 🔮
Account Ref	MURRA Cust Ref rumenco	No: 86 Replica	Save 🗐
Collected date	Mon 18/01/2010 Today 🗿 💜	Delivery date Mon 18/01/2010 Today 🗿 🐼	Close 🔀
Collection time	12:00 Now 🛞	Delivery time 18:12 Now 🚱	Time now 15:34
Collect from	Rumenco Ltd	End delivery to MURRAY FARMCARE	
Address 1	Derby Road	Address 1 IRONGRAY ROAD	
Address 2	Stretton	Address 2	
Address 3		Address 3	
Town	BURTON-ON-TRENT	Town DUMFRIES	SEEK ON
Postcode/Zip	DE13 0DW Check 🐁 PAF 🏂	Postcode/Zip DG2 0HT Check 🔬 PAF 🀁	
Country	UNITED KINGDOM	Country UNITED KINGDOM	
Collection phone	01387 722300	Delivery phone 01387 370266	
Collection contact		Delivery contact	
Remarks 1		Delivery remarks 1	
Remarks 2		Delivery remarks 2	
Remarks 3		Delivery remarks 3	
Remarks 4		Delivery remarks 4	
Driver	WULLIE	Delivering WULLIE	Prisc
Tractor unit	SF05 BBK	Final Tractor SF05 BBK	
Trailer	P	Final Trailer	
	Direct	Omit from runsheet	Status
·			Not invoiced
Pallets	26 Weight 0	Remarks on POD	
Unused	0 Filter Code	Date signed 19/01/2010 Time 16:30	Invoiced
Unused	0 Surcharge	Signed by j davidson	
Unused			
Total items	26 Other type		

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):

Details Via 1	Via 2 Via 3 Via 4 Via 5	POD Financials					Save
Account Ref	MURR Customers ref 372638	No : 97	Replica	Drop order	CC G 1 D D	Show drops	Save
Collected date	Fri 22/01/2010 Today 2 94	Delivery date Mon 25/01/2	2010 Today 🖉 👀	Starting from	BURTON	Add drop +	Close
Collection time	15:00 Now 🔇	Delivery time 15:25 Now	( ())	Delivery name	MURRAY FARMCARE	Insert 🦂	
Implant ID		3		Delivery address 1	IRONGRAY ROAD		Time now 1
Collect from		End delivery to MR CAW	anti i	Delivery address 2		Remove 🕳	
	Rumenco Ltd 🖉 🌌 Derby Road	Address 1 KERRICH		Delivery address 3			
Address 2	Stretton	Address 2		Delivery Town	DUMFRIES	Is final	
Address 3		Address 3		Delivery postcode	DG2 OHT		
Town	BURTON-ON-TRENT	Town KIRKMAR	ное	Delivery country		REMEMBER	SEEK (
Postcode/Z/p	DE13 0DW Check PAF	Postcode/Zip DG1 1TE	Check A PAF	Delivery phone		Save your drop changes using the	
Country	UNITED KINGDOM		KINGDOM	Delivery contact		SAVE button on this	
Collection phone		Delivery phone		Delivery date	25/01/2010 🔊 🌺 ঝ	tab. Then click on	
Collection contact		Delivery prote		Optional delivery time	0	the SAVE button on the right to save the	
Remarks 1		Delivery remarks 1	-	Delivery remarks 1		consignment.	
Remarks 2		Delivery remarks 2		Delivery remarks 2			
Remarks 3		Delivery remarks 3		Items (if required)	2 Type TYRES	SAVE	
Remarks 4		Delivery remarks 4		Reference	372638	DROP *	
Driver	WULLIE Volected		Delv	Shipping Booking ID	WULUE		Parise
Tractor unit	SF05 88K	Final Tractor	2	Driver Tractor	SF05 BBK	1 <b>1</b>	
Traier	2	Final Trailer	P	Traler	SPUS DON	1 4	-
	Direct	Omit from runsheet	0.00 🔛 📃 No reprice	Shipper		1.4	Status
		Delivery charge	0.00 Mai No reprice	Cost	0.00		Not invited
Pallets	10 Weight 0	Remarks on POD		Surcharge	0.00		
Unused	n Inter code	Date signed 25/01/2	1010 🔐 Time 🔕 🕼	Filtercode			U alvoice
Unused	0 Surcharge	Signed by P MCCOI	NNELL		Shunt Z Colected		
Total items	10 Other type				Notified V STAGE COMPLET		

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.

Details	Via 1	Via 2	Via 3	Via 4	Via 5	Multidrop	Drops	POD	Financials		Save
	Starts at Ends at Shipping By Booking ID Driver Tractor unit Trailer Leg 1 date Leg1 time	WULLIE SF05 BE	IK				nal o tify	]			Save Close Time now 11
ote: Leg	Cost 1 Ship surch 1 Filtercode ging is used what	E Leg	1 notified 1 collected 1 complete		e vehicle or	trailer to an	other dur	ing the journa	ey		PnSc
						Remarks o Date signe Signed by		19/01/2010 j davidson	Time 1	6:30 🚱 🚺	Status Not invoi Invoiced

And a POD image can be scanned.

L Modify job 86 Details Via 1 Via 2 Via 3 Via 4 Via 5	Multidrop Drops	POD Financials	Save 🔇
Twain device	Chan		Save 🧐
PIGKHIG LIST		Yes     No	Close 🛿
Tronue United III State Concernent Territer States Concernent Territer States Concernent States Concerne States Concerne States Concernent	and an in the last danks of	Scan type <ul> <li>Scanner default</li> </ul>	Time now 11:3
No. Analysis of the Same Andreas and Analysis of the Same Andreas	SCA Nacional Nacional Nacionale VI Scala Statisticas Nacional Statisticas	<ul> <li>RGB</li> <li>Greyscale</li> </ul>	
Ladier         No. Acception         Description         Description         Description         Table           133         1736/17         DLMLRRWY F 2019600149 MILLET HILL         0x(1/2)         DLMLRRWY ALL DALES	Latrumber Virutes are Digon (V)({\$x=j}]	Black + white Resolution 0	
			SEEK ON
i strater		Contrast 0	
Part Street		Brightness 0	
	- Pauloo		
	A PARTON CORPANY	Quality 80	PriSc
Delivered Width mm 210.00 Height mm 150.00     Clear	Scan 🛃	Print 🔤	
			Status Not invoic
Problem	Remarks on POD Date signed	19/01/2010 🖉 Time 16:30 🚱 🚺	Invoiced
		j davidson	

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

etails	Via 1	Via 2	Via 3	Via 4	Via 5	Multidro	op C	rops	POD	Fina	ncials		Save	•
	Drop or	der	) ()	3 1		<u>ວ</u> 🔊							Save	9
	Starting	from	BURTO	ON ON TREN			3	Ad	d drop	+			Close	3
	Delivery			AY FARMCAR				Inse	ert drop	2				
		address 1	IRONO	RAY ROAD			_	Rom	ove this	_			Time now	10:0
	Delivery	address 2						Kem	iove uns		REP	EMBER	Thine now	
	Delivery	address 3									Save y	our drop		
	Delivery	Town	WIGA	4								es using the		
	Delivery	postcode	DG2 0	нт 🚺	5			8 <u></u>				utton on this tab.		
	Delivery	country						Is fi	nal drop			<	SEEK	ON
	Delivery	phone	01387	722300				_			_			
	Delivery	contact										lick on the utton on the		
	Delivery	date	19/01	/2010 🚫	0							o save the		
	Delivery	Time	10:00	Ø					- 41/15		cons	ignment.		
	Delivery	remarks 1						_	SAVE DROP					
	Delivery	remarks 2							NOF					
	Items (i	f required)	11	Туре			P							
	Referen	ce	37178	6/635/545										
	Shipping	Booking II	<b></b>	I	<mark>∙⊀</mark> ≣	Shipper		-					Prisc	1
	Driver		WULL	IE				<mark>∦ C</mark> o	ost	0.00				
	Tractor		SF05 E	BK					rcharge	0.00		_		-
	Trailer								tercode		6	P	Status	
te: Multio	rop is used v	vhere a sin	gle shipmer	nt remains o	on the same	e vehicle to	differe	ent dro	p off poin	ts in a sir	ngle journe	y .	Not in	voic
	Shu	int				Remark	ks on PC	DO						
		tified				Date s	igned	1	19/01/20	10 🚰	Time 16:	30 🛞 🕼	Invoic	ed
						Signed	by	ł	i davidsor					
	Col			VENED										
	V SIA	GE COMPL	ETE / DELI	VERED										
						drop	-				SAVE			

this 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.

Deta	ails Vi	a 1	Via 2 Via 3	Via 4	Via 5	Mult	tidrop	Drops	PO	D Financials				Save 🗸
rop	Del Date	Del Time	Name	Town	Del Pcode	Driver	Tractor	Trailer	Shipper	Reference	Items	Туре	1	Save 😴
1	19/01/10	10:00	MURRAY FARMCARE	WIGAN	DG2 OHT	WULLIE	SF05 BBK			371786/635/545	11		~	Close 8
2	19/01/10	10:00	WANWOOD PARTNER	CUMBRIA	CA9 3BE	WULLIE	SF05 BBK			12860	8			
3	19/01/10	12:00	WESTERHALL ESTATE	LANGHOL	DG13 ONQ	WULLIE	SF05 BBK			12951	7		1	Time now 10:37
4	25/02/10		FRED	LINCOLN	LN6 5UB						0			
5	19/01/10		MURRAY FARMCARE	DUMFRIES	DG2 OHT	WULLIE	SF05 BBK			0011193289	2			
6	25/02/10		FRED	DUMFRIES	LN6 5UB						0			

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

) at all a	Via 4	Via 2	Via 2	Min 4	Via E	Multiduan	Duene	POD	Financials		Save
Details	Via 1	Via 2	Via 3	Via 4	Via 5	Multidrop	Drops	POD			
Pallets											Save 🤇
В	ase	0.00 t	hen charge	0.00 p	er item up to	0	items th	en (	0.00 per item		Close
Type 2			Long State								
B	ase	0.00 t	hen charge	0.00 p	er item up to	0	items th	en (	).00 peritem		Time now 11:
Туре 3			Long State								
B	ase	0.00 t	hen charge	0.00 p	er item up to	0	items th	en (	).00 per item		
Type 4											
B	ase	0.00 t	hen charge	0.00 p	er item up to	0	items th	en (	0.00 per item		SEEK ON
Weight											
B	ase	0.00 t	hen charge	0.00 p	er kilo up to	0	kilo ther	n (	0.00 per kilo		
Minimum Calculat	1000 100 100 T		0.00 Curr	ent Zone 1 Alter 1		Origin on dat		ed by TAM	1/2010		
Price qu	2015/3			Vat code T		1	Last upda	ted by	NORMAN		
Price qu	oted	V Lock	this price to a	_		J	Pod updat	ted by			
Invoice	details										
Job desc	ription	Collected	d DE13 ODW a	nd delivered	DG13 ONQ				Build		PrtSc
Invoice	notes										
Associat	ed invoice	0	Release		Date pai	d	Тос	lay 🗿 🛛	Paid		
											Status
						[					Not invoic
Albert	TON V-		e/reopen/up	taba tha sa		Remarks on		9/01/2010	Time 16:30		Invoiced
Atter	U 19N. 10U	r must clos	e/reopen/up	late the CO	nsignment.	Date signed			E 11me 16:30	w w	
						Signed by	J	davidson			

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.

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.

Details Colle	ection POD Misc	11
TPN Docket Desp Date Account Order number	1014 04/02/2010 Manf Date	Save Save Close 🔀
Address 1 Address 2	DG6 4NX HAYTON COULTHARD ROAD TRANSPORT CONTRACTORS THE GARAGE TWYNHOLM KIRKCUDBRIGHT 01557 860661 20 Coll Depot 20 Get Us	Postcode/Zip       TA20 4LL       Image: Constraint of the second
Quarter pallet Half pallets Full pallets Half oversize Oversize Total items Del Service	Image: State of the state	Remarks 1    Remarks 2    Remarks 3    Remarks 4    Remarks 5    TPN Customers Own Paperwork    Day Freight   Price quoted 45.00  Vat code T1  Price Paid
Coll Service		Our Surcharge

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.

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

On this screen you can enter the collection remarks.

Details Collection POD Misc	112
Collection remarks 1	Save
Collection remarks 2	Save 🥑
Collection remarks 3	Close 🔀
Collection remarks 4	

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

🍓 Consignment entry/modification	on	<b>X</b>
Details Collection POD	Misc	112
		Save Save Close S
Print 📮		Retrieve
Signed by Delivery date 05/02/2010	Date signed Delivery time Price quoted 45.00	START

Here you can retrieve your POD details.

Click on the next tab called Misc.

Consignment en	try/mod	dification					<b>.</b>
Details Collect	ion f	POD Misc					112
	ering wil	I remove this fi	rom TPN				Save Save Close Save
Type 1 Base	0.00	then charge	45.00	per item up to 1	items then	0.00	per item
Туре 2							
Base	0.00	then charge	45.00	per item up to 1	items then	0.00	per item
Туре 3				L			
Base	0.00	then charge	45.00	per item up to 1	items then	0.00	per item
Type 4 Base	0.00	then charge	90.00	per item up to 1	items then	0.00	per item
Weight							
Base	0.00	then charge	90.00	per kilo up to 1	kilo then	0.00	per kilo
Minimum charge		0.00 Cur	rent Zone	0	Collection	n charge	0.00
Calculated		0.00 📴			Delivery	charge	0.00
					Tpn Hub (	Charge	0.00
Associated invoice Invoice notes	0			Price quoted	45.00	Lock this p	price to avoid changes

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.

#### • 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:

de Check	for previous jobs	<b>X</b>
Account		View 🥑
		Close 🔀

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

Date 🤇	Description	Items	Weight	Charge 🛅	3332
07/07/2008	Collected LN6 3QN and delivered LN1 2BS	0	0	0.00 🔺	
07/07/2008	Collected LN6 3QN and delivered LN1 2BS	0	0	0.00	Replicate 📄
					iew/Modil
					Close 🔀
					ciose a
				*	

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

• Actions, Collections, Browse all Collections

🍓 Bro	wse collections	<b>EX</b>
Date	12/06/2008	Display 🗸
	V Filter	Close 🔀

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.

Job No	9	Implant	9	Cust Ref	0	Collect	0	Time	Account	0	From	Q	Postcode	Collecting Q	Coll 🛅	333
						03/02/20			4MFLOORI	CI	REWE		CW1 2VD			
																New
																Modify
																Delete
																Print
																Close
																Label
																Luber
																38

#### Actions, Collections, Browse all Unallocated Collections

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

Job No	o Implant o	Cust Ref 😋	Collect 🔍	Time	Account	From	Q Postcode	Collecting a	Coll 🛅	6 2 2 2
1			03/02/2010	14:10	4MFLOORI	CREWE	CW1 2VD		<b>—</b>	
			08/12/2009	11:46	4MFLOORI	CREWE	CW1 2VD			New
)			28/09/2009	11:46	4MFLOORI	CREWE	CW1 2VD			Modify
			22/01/2009		ABBEY	Co. Tipperary	•			modify
			22/01/2009	_	ACEINTER		CF14 0WT			Delete •
			22/01/2009		ACC1	Denbighshire	LL16 4HH			Dia
5			22/01/2009		28BLACKL	Manchester	M8 9TZ			Print
			09/01/2009		ABRASIVE	test	SK14 4UQ			Close
			07/01/2009		ABBEY	Co. Tipperary				
			06/01/2009		ABRASIVE	Cheshire	5K14 4UQ			
			23/12/2008		ABBEY	Co. Tipperary				Label (
			29/08/2008		ABRASIVE	Talbot Road				
										20

#### • Actions, Collections, Browse all those not yet Collected

Show all collections that have not yet been collected.

	mplant 🔍 Cust	Ref & Collect &	Time		From (		Collecting Q		3 2 2
		03/02/2010 1	4:10 4	MFLOORI	CREWE	CW1 2VD		<b>-</b>	
		08/12/2009 1	1:46 4	MFLOORI	CREWE	CW1 2VD			New
		28/09/2009 1	1:46 4	MFLOORI	CREWE	CW1 2VD			Modify
		22/01/2009	A	BBEY	Co. Tipperary				
		22/01/2009	A	CEINTER	•	CF14 OWT			Delete •
		22/01/2009	P	CC1	Denbighshire	LL16 4HH			Print
6		22/01/2009	2	8BLACKL	Manchester	M8 9TZ			Print
		22/01/2009	2	8BLACKL	MANCHESTER	M8 9TZ	013		Close
		09/01/2009	4	BRASIVE	test	SK14 4UQ			· · · · · · · · · · · · · · · · · · ·
		07/01/2009	A	8BEY	Co. Tipperary				
		06/01/2009	A	BRASIVE	Cheshire	SK14 4UQ			Label
		23/12/2008	A	8BEY	Co. Tipperary				
		29/08/2008	A	BRASIVE	Talbot Road				
									12

• Actions, Deliveries, Browse all Deliveries

🍓 Brow	se deliveries	<b></b>
Date	12/06/2008	Display 🗸
	Filter by	Close 🔀

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.

b No 🔍	Implant	9	Cust Ref 🔍	Date	9	Time	Accref	٩	To Q	Postcode	Delivering 🔍	Delv	Problem	1	300
				03/02/20	10 1	4:10	4MFLOORI	LINCO	DLN	LN6				-	
															New
														1	Modify
														l	Modify
														1	Delete
															Print
														l	Class
														1	Close
															Label

#### • Actions, Deliveries, Browse all Unallocated Deliveries

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

ob no or impan	t of Cust Ref	a Date a	Time	Accref Q	To a	Postcode Delive	ring 🔍 Delv	Problem 🛅	S S D S
2		03/02/2010	14:10	4MFLOORI	LINCOLN	LN6		<b>_</b>	
		08/12/2009	11:46	4MFLOORI	LINCOLN	LN6 5UB			New
		28/09/2009	11:46	4MFLOORI	LINCOLN	LN6 5UB			Modify
									Delete 🖷
									Print
									Close 8
									Label 🤇

#### • Actions, Deliveries, Browse all those not yet Delivered

Show all jobs awaiting delivery information.

0         28/09/2009         11:46         4MFLOORI         LINCOLN         LN6 5UB           5         23/01/2009         ABBEY         LINCOLN         LN6 5UB         TPN           6         23/01/2009         ACEINTER         LINCOLN         LN6 5UB         TPN           7         23/01/2009         ACC1         LINCOLN         LN6 5UB         TPN           8         23/01/2009         28BLACKL         LINCOLN         LN6 5UB         TPN           9         23/01/2009         28BLACKL         LINCOLN         LN6 5UB         TPN		New Modify Delete
00         28/09/2009         11:46         4MFLOORI         LINCOLN         LN6 5UB         FM           5         23/01/2009         ABBEY         LINCOLN         LN6 5UB         TPN           6         23/01/2009         ABEY         LINCOLN         LN6 5UB         TPN           7         23/01/2009         ACEINTER         LINCOLN         LN6 5UB         TPN           7         23/01/2009         ACC1         LINCOLN         LN6 5UB         TPN           8         23/01/2009         ACC1         LINCOLN         LN6 5UB         TPN           9         23/01/2009         28BLACKL         LINCOLN         LN6 5UB         TPN           9         23/01/2009         28BLACKL         LINCOLN         LN6 5UB         TPN           9         10/01/2009         ABRASIVE         TEST         LN6 0LS         TPN           3         08/01/2009         ABBEY         IA         N6         TPN           9         24/12/2008         ABBEY         JA         N6         TPN		Modify Delete
5         23/01/2009         ABBEY         LINCOLN         LN6 5UB         TPN           6         23/01/2009         ACEINTER         LINCOLN         LN6 5UB         TPN           7         23/01/2009         ACCI         LINCOLN         LN6 5UB         TPN           8         23/01/2009         ACCI         LINCOLN         LN6 5UB         TPN           9         23/01/2009         28BLACKL         LINCOLN         LN6 5UB         TPN           4         23/01/2009         28BLACKL         LINCOLN         LN6 5UB         TPN           3         08/01/2009         ABRASIVE         TEST         LN6         TPN           3         08/01/2009         ABBEY         JA         LN6         TPN           4         24/12/2008         ABBEY         JA         LN6         TPN		Delete -
6         23/01/2009         ACEINTER         LINCOLN         LN6 5UB         TPN           7         23/01/2009         ACC1         LINCOLN         LN6 5UB         TPN           8         23/01/2009         ACC1         LINCOLN         LN6 5UB         TPN           9         23/01/2009         28BLACKL         LINCOLN         LN6 5UB         TPN           4         023/01/2009         28BLACKL         LINCOLN         LN6 0LS         TPN           3         08/01/2009         ABRASIVE         TEST         LN6         TPN           3         08/01/2009         ABBEY         SA         LN6         TPN		Delete
7         23/01/2009         ACC1         LINCOLN         LN6 5UB         TPN           8         23/01/2009         28BLACKL         LINCOLN         LN6 5UB         TPN           9         23/01/2009         28BLACKL         LINCOLN         LN6 5UB         TPN           4         10/01/2009         ABRASIVE         TEST         LN6         TPN           3         08/01/2009         ABBEY         LN6         TPN		Print
ACC1         Encoded         Encoded <thencoded< th=""> <thencoded< th=""> <thenco< td=""><td></td><td></td></thenco<></thencoded<></thencoded<>		
9         23/01/2009         28BLACKL         LINCOLN         LN6 OLS         TPN           4         10/01/2009         ABRASIVE         TEST         LN6         TPN           3         08/01/2009         ABBEY         LN6         TPN           24/12/2008         ABBEY         3A         LN4         TPN		
4         10/01/2009         ABRASIVE         TEST         LN6         TPN           3         08/01/2009         ABBEY         LN6         TPN           24/12/2008         ABBEY         3A         LN4         TPN		Close 🐹
3         08/01/2009         ABBEY         LN6         TPN           24/12/2008         ABBEY         3A         LN4         TPN		
24/12/2008 ABBEY 3A LN4 TPN		
30/08/2008 ABRASIVE LINCOLN LN6 5UB TPN		Label C

### • Actions, Image Scanning, Scan POD

🔌 IMAGE SCAN OF POD	
Scan with barcode reader or enter the Job Number SCAN SCAN GET CLEAR	Close 🛚
	Use interface Yes No Scan type Scanner default RGB Greyscale Black + white
Scanner EPSON Stylus Photo RX640/RX650	

Scan with your barcode reader or enter the job number.

Click the Scan SCAN Solution to scan a POD.
Click the <b>Get</b> Sutton to retrieve an existing POD
Click the Clear CLEAR O button to clear the screen.

#### • 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.

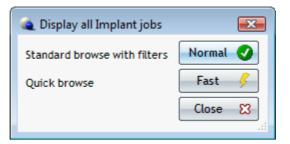
a Delete consignment	<b>E</b>
You have asked to delete a consignment. Please supply the reaso Docket 2 Confirm User DEBBIE	n. Delete 🕑 Close 🔀
Reason WRONG	

Coll date 🔍	Time	Account o	Cust Ref	Docket @	Reason for deletion	Deleted by	Type 1	Type 2	Type 3	Type 4 1		3 3 5 5 5
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		New
05/08/2008	15:42	AN		5	ddd	NORMAN	0	0	0	0		View
05/08/2008	15:42	AN		5	WRONG	NORMAN	0	0	0	0		
												Delete 💻
												Print
												Close (

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

Recover

#### • Actions, Implants, Browse Implant jobs



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.

mplant ID	Q F	ଧef ୁ	Collected	a Accounta	Collecting 🔍	Coll	Delivered Q	Delivering	Del	Customers req	Problem	đ	3320
												~	
													New
													Modify
													Delete 🕳
													Print 🗧
													Close

#### · 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.

🍓 Implant jobs	X
Collection date 07/10/2008	View 📮
Account	Close 🔀
Fast display	

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

Implant ID 🔍	Ref Q	Collected Q	Accounto	Collecting 🔍	Coll	Delivered Q	Delivering	Del	Customers req	Problem	1	3322
											*	
												New
												Modify
												Modily 🔤
												Delete 🕳
												Print 🚔
												Close
												Close

#### • Actions, Implants, Import implant data

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

🔌 Import from customer system 🛛 🕰
Customer Import
Collected by Close 🔀
Collected 07/10/2008
Import data from a customer implant system
the second se

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

🍓 File reco	nstructor from PDF417 manifest
Scans	Clear —
	Close 🕱
Save to	C:\
Filename	TEMP.CSV Account Save 🥥

#### • Actions, Run, Browse job on run

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

Enter a date and driver.

🔌 Vie	w jobs for individual		×
ID Date	FRED 07/07/2008	View Close	<b>S</b>
			.#

ID	Q Time Q	Туре	Name	Postcode	Items	Weight	1	332	S
5	09:42	Collection	4m Flooring Ltd	CW1 2VD	0	0.00	^		
	11:32		ZIPZAP COMPUTERS	LN1 2	0	0.00		View	.0.
	11:40	Collection	ZIPZAP COMPUTERS	LN6 3QN	0	0.00		Print	-
	11:40	Delivery		LN1 2BS	0	0.00			
								Close	ß
							*		
					0	0.00			

#### • Actions, Run, Run completed 100%

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

🔌 Run completed 100%						
ID Date	FRED 07/07/2008	Confirm 🕑				
		H.				

#### • 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.

🍓 Export data for run/identifier	×
Run/identifier FRED	Disk 📷 FTP 🔗 Email 炎
To add data for another depot on a temporary basis add the depot code here. Run/identifier 2	Close 🔀

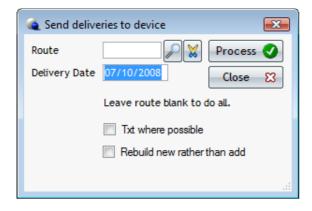
You can choose various methods in which to send the data according to individual requirements. This information can then be imported to a PDA device.

#### • Actions, Run, Import data to run/contractor

Select this option to import data back from the PDA.

🍓 Import POD data	<b></b>
Import POD data	Select 🔎
using different options	Default 鞼
	FTP 📑
	Close 🔀

#### Actions, Send Deliveries to Mobile Device



### Actions, Get Data from Mobile Device

🍓 Import data fro	m Mobile Units	
Import from route		Import 🥑
	Leave blank for all	Close 🔀

#### • Actions, Messages, Browse all messages

Use this section to record messages from customers to be dealt with 'in-house'

lessages							<b>X</b>
Q Date Q 1	Fime Accref o 9:58 ZIP001	Taken by Q DEBBIE				Done	<u>(())</u>
							New Modify
							Delete -
							Print 🚆
							Close 🔀
	Date         1           07/10/2008         04           07/10/2008	a Date a Time Accref a	୍ଦୁ Date ୍ଦୁ Time Accref ୍ଦୁ Taken by ୍ଦୁ	୍କୁ Date ୍କୁ Time Accref ୍କୁ Taken by ୍କୁ For ୍କୁ	ရ Date ရ Time Accref ရ Taken by ရ For ရ Docket ရ	୍କୁ Date ୍ଦୁ Time Accref ୍ଦୁ Taken by ୍ଦୁ For ୍ଦୁ Docket ୍ଦୁ Status	Date       Time       Accref       Taken by       For       Docket       Status       Done       Image: Control of the status         07/10/2008       09:58       ZIP001       DEBBIE       DEBBIE       2       ADDA       Image: Control of the status       Image

Click New to enter a message.

🔌 Message		<b>X</b>
Enquiry no.	1	ок 🕑
Account Ref	ZIP001	lose 🔀
Account name	ZIPZAP COMPUTERS	iose 🔊
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	
	ADDA	
Status		
Taken by	DEBBIE	
Docket	2 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.

### • Actions, Email, Send Customer Email

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

🍓 Send cus	tomer email	×
То		Close 🛛
Email		
Subject	TEST	CLEAR 🗕
Message	This is a test message	
		SEND 🗲
You are on c	omputer DEBBIE	

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

Date 🤇	Time	То	0	Subject	
					View
					Delete •
					Print
					Close {

### • Actions, Sales Leads, Browse Sales Leads

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

Date 🔍	Name	Basic description	Complete 📋	3332
			A	
				New
				Modify
				Modily
				Delete 🕳
				Print 🚔
				Close 2

🍓 Sales Lead		×
Date	07/10/2008 OK	
Name	Clos	e 🔀
Basic description		
Phone		
Fax		
Email		
Requirements		
Notes		*
		*
	Complete	

### Actions, Sales Leads, Outstanding Sales Leads

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

### • Actions, Invoicing, Create Invoices

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

🍓 Create Invo	ices	<b>X</b>
From Account	ABERD	Process 🔇
To Account	ZIPZAP	Close 🔀
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 ze	ro value invoices
One Job only		
	Only applies if using O	NE account
	Just TPN	

### • Actions, Invoicing, Browse Invoices

Browse a list of the invoices you have created.

Inv No 🝳	Date	Account o	Name	Net	Vat	Gross	Nominal	Paid	3 8 8 8	S
	29/09/2008	A.B.01	A.B. Equipment	0.00	0.00	0.00		0.00		7
				Î					View	1
										_
									Print	=
									Close	23
										1

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.

Name	A.B. Equipmen	ıt		Invoice	0		<b>(</b> )	8 8	8
Address	Unit 13A			Date	29/09/2008				
	288 Beersbrid	lge Road					Pri	nt	-
	Belfast					Ext inc	Exter	nded	
Postcode	BT5 4RX						Clo	se	23
Job No	Collection	Coll PC	Delivery		Description		Charge	VAT	1
1	07/07/2008	LN6 3QN	07/07/2008	Collected LN6 3QI	and delivered LN1 2B5		0.00		-
2	07/07/2008	LN1 2	06/10/2008	Collected LN6 3QI	and delivered LN1 2B5		0.00		
3	05/08/2008	CW1 2VD	07/08/2008	Collected CW1 2V	D and delivered LN6 5UB		0.00		
6	07/07/2008	CW1 2VD	15/08/2008	Collected CW1 2V	D 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 6E	W and delivered BT45		0.00		1
10	06/10/2008	LN6 3QN	07/10/2008	Collected LN6 3QI	N and delivered LN1 2		0.00		
									-
					Fuel surchar	ge	0.00		
					Total Net		0.00		
2nd currer	ncy exchange	1	.00		Total VAT		0.00		
and address	and a second second				Total Gross		0.00		

### • 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.

🔌 Alter Nominal Code on Invoice	x
Invoice 🛛 🖉 Check ✔ Close	ឌ
Name	
Date	
Nominal	
Change to Change	
Nominal Codes are normally taken from the value on the	
account but can be altered on individual invoices here.	di.

#### • Actions, Invoicing, Check Consignments

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

de Check customer pricing		×
Account ZIP001 Start date 07/07/2008 End date 07/10/2008	Jobs view 1 🌍 Close Jobs view 2 🌍 Archived jobs 🚽 Archived jobs 🚽	8
		зđ

Job No	a Date a Account	Q Cust ref	Name	Town/Place	Area	Type 1	Type 2	Type 3	Type 4	Price	Vat ? 📋	<b>(()</b> () () () () () () () () () () () () ()
2	07/07/2008 ZIP001	rtertrtrett	Fred	BIRCHWOOD	LN6 0	0	0	0	0	0.00	× 🗐	
1	07/07/2008 ZIP001			LINCOLN	LN1 2BS	0	0	0	0	0.00		New
10	06/10/2008 ZIP001			LINCOLN	LN1 2	0	0	0	0	0.00		Modify
												Delete 🕳
												Print 🖶
												Close 😵
												- (

### • Actions, Invoicing, Report Consignments with Zero Charge

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

🍓 Jobs set at zero rates							
Start Date	01/01/2008	Print					
End Date	16/02/2009	Close	ß				
			.::				

x 🔆 🕌 💷 100 % 💌 🔎 Word 🔀 Excel 🏹 HTML 1					
			Zero Charges	16/ 02/2 009	
			zero enarges	16/ 02/ 2009	
	Zero priced job	s from 01/01	/2008 to 16/02/2009		
	Job Da	te Account Ref	From	То	
	1 07/07/		LINCOLN	LINCOLN	
	2 07/07/		LINCOLN	BIRCHWOOD	
	6 07/07/		CREWE	LINCOLN	
	3 05/08/		CREWE Talbot Road		
	7 29/08/		Belfast	WELLINGBOROUGH	
	+ 05/01/2		DURHAM	LUTON	
	+ 07/01/		Co. Tipperary	Loron	
	+ 22/01/		Co. Tipperary	LINCOLN	
	+ 22/01/			LINCOLN	
	+ 22/01/		Denbighshire	LINCOLN	
	+ 22/01/	009 28BLACKL	Manchester	LINCOLN	
	+ 22/01/	009 28BLACKL	Manchester	LINCOLN	
	+ 16/02/	2009 ZIP001	LINCOLN	LINCOLN	

### • Actions, Invoicing, Receive Payment

Allocate payments against invoices in this section.

🍓 Receive paymer	nt	×
Invoice	0	Close 🔀
Account		Get 🥑
Date		
Net	0.00	
Prepaid	0.00	w/o VAT
Outstanding	0.00	
Invoice total	0.00	
Date received	07/10/2008	
Payment received	0.00	Pay 👔
		.4

#### • Actions, Invoicing, Create Sage Posting File

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

🍓 Create Sage Posting File	<b>—</b>
From invoice: 0	Process 🕑 Close 🔀

• Actions, Invoicing, Browse Credit Notes

Create and browse credit notes from here.

Number o	Date	Accref o	Name	Net	Vat	Gross	Nominal	1	6 8 20
									New
								1	Modify
								ļ	
									Delete •
									Print
								1	Close

Click New to enter a Credit Note

OK

Ø

Create/Amend Cr	edit Note			
redit Note				ОК
Credit number Credit Date	Allocated after sav	ing	Posted     Credit printed     Credit paid	Cancel
Account				
Name		Euro exchange rate	e 0.00000	
Address 1		Nominal Code	4000	
Address 2				
Address 3		Net	0.00	
Address 4		Vat	0.00 VAT %age 17.50	0 🔎
Postcode		Gross	0.00	
Details				

#### Actions, Networks, TPN, TPN Live, TPN Live Online ٠

This option opens up the TPN Live website into your browser, this website requires Internet explorer 7 or above.

#### Actions, Networks, TPN, TPN Live, TPN Live Offline •

This option opens up the TPN Live offline website (Local Depot Box) into your browser, this website requires Internet explorer 7 or above.

#### Actions, Networks, TPN, TPN Live, TPN Live Status •

This option shows the access IP numbers.

🎍 TPN Live Status				8
TPN Live UK access via internet	on	**.***.***	Close	8
TPN Live Ireland access via internet	on	**.***.**		
Local TPN Live via black box	on	***.***.*.*		

• Actions, Networks, TPN, TPN Live, Export Consignments to file

🍓 Export TPI	N Live consignment data	
Save in	C:\Temp\	Close 🔀
As Filename	consign.dat	Force TPN Online connection
From date	13/04/2010 To date 13/04/2010 Jobs 🥑	Skip not founds
Data		

• Actions, Networks, TPN, TPN Live, Get covering depot from Postcode

Enter a postcode to find out the covering depot.

det cove	ring depot TPN Live	×
Postcode	Depot 🕥 Close 🔀	
Depot		

• Actions, Networks, TPN, TPN Legacy System, Day Start

🍓 Day start		×
Progress	Reading	FTP 🕢
110gross		Disk 🕑
		Close 🔀
		н

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.

### • Actions, Networks, TPN, TPN Legacy System, Day End

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

🍓 TPN D	Dayend	x
Date	06/10/2008 Disk 📷 Email 🤣 FTP 🔗 Close 🖇	3
Transfer		
		.H

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.

🍓 Print all TPN labels	<b>×</b>
Date to use 16/02/2009	Print 🚔
	Close 🔀
	đ

### • Actions, Networks, TPN, TPN Legacy System, Manifest

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

🍓 TPI	N Manifest		
Date	08/12/2009	Print	Ĵ.
		Close	8

#### Example TPN Manifest below:

Full Half	Oversize TPN
0 0 0	0 10
1 0 0	0 AM
0 0	O ND
0 0	0 10
0 0 0	0 10

### • Actions, Networks, TPN, TPN Legacy System, Scan TPN Notes

🔌 TPN POD SCAN - • • SCAN 🥑 GET 🥥 CLEAR 🥑 Close 🔀 Scan with barcode reader or enter the TPN Number Use interface YesNo Scan type Scanner default RGB Greyscale Black + white Scanner EPSON Stylus Photo RX640/RX650 scan Scan a POD. Click the Scan GET Button to retrieve an existing POD Click the Get CLEAR Ø button to clear the screen. Click the Clear

Scan with your barcode reader or enter the TPN number.

### • Actions, Networks, TPN, TPN Legacy System, Import Deliveries

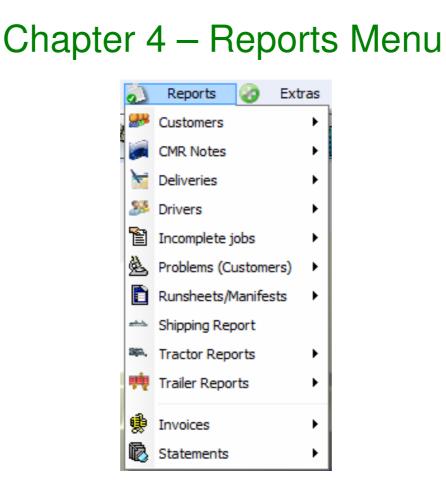
Importing TPN depot consignment data file will over-ride the gazetteer. Check the tick box if you want to keep in distinct freight types.

🔌 Import TPN Depot consignment data file	<b>×</b>
File to import	Mart 🗸
Date 16/02/2009 Today Yesterday	Close 🔀
Set delivery to	
Keep in distinct freight types of Half/Full/Oversize/Quarter	r Mitter

• Actions, Networks, UK Pallets, Import Data File

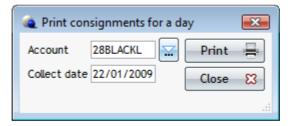
This will over-ride the gazetteer.

🍓 Import UK	Pallets File	
File to import	🥟 Import 🥑	
Date	16/02/2009 Today Yesterday Close 🔀	
Set delivery to	This over-rides the gazetteer	
	This imports data from a UKP Depot program	



• Reports, Customers, Print Consignments

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

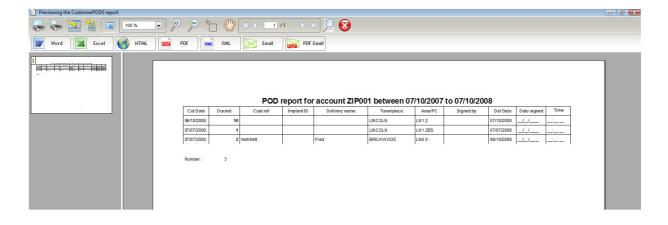




### • Reports, Customers, POD Report

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

🍓 POD report by delivery date	<b>X</b>
Account ZIP001	Print A
No information only	.4



### • Reports, CMR Notes, Browse

The CMR note is an international consignment note.

Job	🔍 Sender name	Consignee name	Completed date 🖥 🛛 📿	3 8 8
	A.B. EQUIPMENT	MRS READ	17/09/2008 🔺 🛁	
				lew
			M	odify
			De	elete 🗕
			P	rint 🚆
				lose 🏾 🕅

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

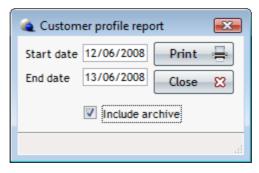
Create/Amer	nd CMR					(
Sender	Consignee	Carrier	Other carriers	Shipping Details	Completed	ОК
Associated J		8	2			Cancel
Sender name		A.B. EQUIPMENT				
Sender addre	ess 1	UNIT 13A				
Sender addre	ess 2	OWEN O'CORK MIL	L			
Sender addre	ess 3	288 BEERSBRIDGE	ROAD			
Sender Town		BELFAST				
Sender Posto	ode	BT5 4RX				
Sender Coun	try	UNITED KINGDOM				
Senders Refe	rence					
Agents Refer	ence 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.

### • Reports, Deliveries, Customer Deliveries

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



Previewing the CustomerProfileReport report						
📚 📚 🕌 🕌 🔳 💷	) 🔊 🏸 📩 🖉 🔍 🗆	1 /1 🔉 » 🎾 😣				
Word Excel Email	PDF Email					
	Customer figu	res between 12	2/06/2008 and	13/06/2008	13/06/2008	
		Deliveries	Parcel			1
	ZIPZAP	4	4	0	0	D
	Number : 4					

### • Reports, Deliveries, Traffic Office Figures

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

🍓 Traffic profile			×
From delivery date of To delivery date of	12/06/2008 13/06/2008 Archive	Print Close	8

P → ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓	1/1 >>> 🔎 🔞					
Deli	very profile between 12/	06/2008 - 13	3/06/200	B	1/1	
Route	Drops	Parcel				
	2	2	0	0	0	
DARREN	2	2	0	0	0	
Totals :	4	4	0	0	0	

### • Reports, Deliveries, Traffic Profile with Revenue

A report showing costs per depot\driver.

Traffic Office Profile with/without revenue	<b>X</b>
Start date 12/06/2008	Process
End date 13/06/2008	Close 🔀
Working Days 1	Help 🕜
Exclude Saturdays from working days	
Exclude Sundays from working days	
Do not include collections in report	
Do not include deliveries in report	
Concise report with revenue and costs	
Do not consolidate the data for multi-drops	Help 🕐

≽ 🗽 🕌 💼 150 % 💌	) 👂 🖻 📩 🖑 🤇		‴ ⊭ 🔮						
Vord 🔀 Excel 🔀 Email 📔	PDF Email								
	Traffic	Office Figu	re Sheet bet	ween 12/0	06/200	8 and <i>'</i>	13/06/20		
								1/1	
	Name		Docket	Drops	Parcel				
	Name Alloc req		Docket	Drops	Parcel				
			Docket	Drops 1	Parcel	0	0	0	
	Alloc req			Drops 1 1	Parcel 1	0	0	0	
	Alloc req 12/06/2008	Consignments	2	Drops 1 1 2	Parcel 1 2	-	-		
	Alloc req 12/06/2008	Consignments	2 5	1	1	0	0	0	
	Alloc req 12/06/2008 13/06/2008	Consignments	2 5	1	1	0	0	0	
	Alloc req 12/06/2008 13/06/2008	Consignments	2 5 2	1	1	0	0	0	

### • Reports, Deliveries, Deliveries between Dates

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

🍓 Deliverie	×						
Start date	12/06/2008	Print	-				
End date	13/06/2008	Close	B				
Use archive							

Vord 🔀 Excel 🔀 Email	PDF Email								
			Delive	ries betwe	en 12/06	/2008 - 1	3/06/2008	B	
	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

#### • Reports, Incomplete Jobs, For One day

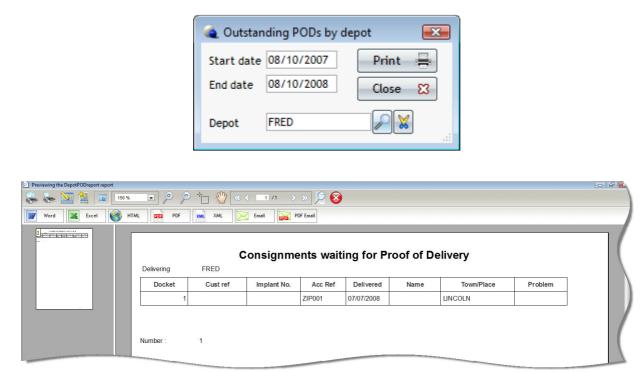
Enter a date to show all outstanding jobs for that day.

🔌 Inco	omplete jobs		x
Date	12/06/2008	Print Close	8

							- 8 🖻
읋 🍉 🔛 🕌 🔳 💶 🗩	₽ +	👋 < <	1 /1 >>> 🞾	8			
Word Excel PDF Email	il 🔛 I	PDF Email					/
			Incomplete jo	bs for 1	2/06/2008	13/06/2008	
	Time	Docket	Incomplete jo	Postcode	2/06/2008 Message	13/06/2008 Coll/Delv	
	Time 11:24 AM	Docket			2/06/2008		

### • Reports, Incomplete Jobs, Outstanding PODs from depots

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



### • 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 Print From date 07/07/2008 A Close X To Date 14/04/2010 A A
<ul> <li>Don't include collections</li> <li>Don't include deliveries</li> <li>Only consider implant</li> <li>Include items shown as delivered already</li> </ul>
Inc drops 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)		RECORD TIME DOCKET (FINAL)	
00000001   11:40   00000001   ZIP001   COLLECT   ZIPZAP COMPUTERS, 00000002   11:32   00000002   ZIP001   COLLECT   ZIPZAP COMPUTERS,	, LINCOLN, LN6 3QN	00000003   09:42   00000006   4MFLOORI   COLLECT   4m Flooring Ltd, , CREWE, CW1 2VD	
UUUUUUU2   11:32   UUUUUUU2   21PUO1   COLLECT   ZIPZAP COMPUTERS,	, LINCOLN, LN1 Z]	00000004   11:40   00000001   ZIPO01   DELIVER   , , LINCOLN, LN1 285	
Move by	Order	Standard 🖶 Extende	od 🕀
Click - drops item at bottom of other list	Just print by time order		
Orag and drop - highlight and drag (hold CTRL to bulk select)	Print by resequenced	Loading 🚔 🗇 One	job per shee
Ignore time order and print in consignment number order			
Loading sheet 🚍			lose 🔀

To print the run sheet, click on one of the options

		locket no: 2		
Sender A/C: From Name :	ZIP001 ZIPZAP COMPUTERS	Ref: rtert	rtrett	Collection
Address 1 :	UNIT C2 THE POINT			
Address 2 :	WEAVER ROAD		Sent 07/07/2008	
Address 3 :			Collection	
	LINCOLN	LN1 2		L
Type1: Remarks:	0 Type 2 : 0	Туре3: 0	Туре 4 : 0	D
Time :	11:40 AM D	Docket no : 1		
Sender A/C:				
	ZIPZAP COMPUTERS	Ref:		Collection
	UNIT C2 THE POINT			
	WEAVER ROAD		Sent 07/07/2008	
Address 3 : Address 4 :		LN6 3QN	Collection	
Type 1 :		Type3:0	Type 4 : 0	(
Remarks :	0 .,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	1,000.0	1,942 1 . 0	De
Time :	09:42 AM D	locket no : 6		
	4MFLOORI	5-6		
	4m Flooring Ltd	Ref:		Collection
Address 1 : Address 2 :	Thomas Street		C 07/07/0000	
Address 2 :			Sent 07/07/2008	
Address 4 :	CREWE	CW1 2VD	Collection	
Type 1:		Type3:0	Type 4 : 0	(
Remarks :		.,, 0	- <b>J</b> F= <b>U</b>	De
		locket no : 1		
Sender A/C: To Name :	ZIP001	Def		
Address 1 :		Ref:		00000001 received in good condit
Address 2 :			Sent 07/07/2008	Signature :
Address 3 :				Print name :
Address 4 :	LINCOLN	LN12BS	Delivery	Time :
Type 1:	0 Type 2 : 0	Type3: 0	Type 4 : 0	<u></u>

#### Reports, Runsheets/Manifests, Resequenced reprints •

This menu has three options:

- Last resequenced runsheet
- Last resequenced extended runsheet
- Last resequenced loadsheet

These options are for reprinting the last runsheet/loadsheet.

### • Reports, Runsheets/Manifests, Send Run to a Palm Device

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

🍓 Export r	outesheet to Palm
	Profiles Export  Clear Close  S
Selected	Date 08/10/2008

### • Reports, Shipping Report

**Shipping Report** 

Shipping	10/12/2009
Simpping	10/12/2007

Name	From	То	Time	Cost	Surcharge
P & 0	LARNE	CAIRNRYAN	04:15 AM	130.00	0.00
P & 0	LARNE	CAIRNRYAN	07:30 AM	130.00	0.00
P & 0	LINCOLN	LUTON	12:00 PM	120.00	30.00
P & 0	LINCOLN	LUTON	02:00 PM	125.00	40.00
ISLE OF WIGHT FERRY	SOUTHAMPTON	SHANKLIN	04:00 PM	0.00	0.00

Number:	5	
		1/1

### • Reports, Tractor Reports, Tractor Unit Jobs Report

🔌 Tra	ctor Unit Report	
Unit		Print 🚍
From	16/02/2009	Close 🔀
То	16/02/2009	
		h.

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:

Tractor						
Tractor Unit	Report					
Collection date	Account Ref	dol		Details		
02/16/2009	ZIP001	+	I COLLECT			
Items :	1	-				

### • Reports, Tractor Reports, Tractor Unit Inspection Report

Tractor u	nit 🔍	Description	N hold	Test Date 🔍 🖥	Print 🚔
BC123A				<b>▲</b>	Close 🔀
YZ234X					

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

### • Reports, Trailer Reports, Trailer Listing

🍓 Tra	iler Unit Report	<b>X</b>
Unit		Print 🚍
From	10/12/2009	Close 🔀
То	10/12/2009	
		.4

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					
Trailer Report						
Job No.	Coll Date	Account Ref		Details		
2	07/07/2008	ZIP001	11262			

• Reports, Trailer Reports, Trailer Locations

Currently being worked on

• Reports, Trailer Reports, Trailer Inspection Report

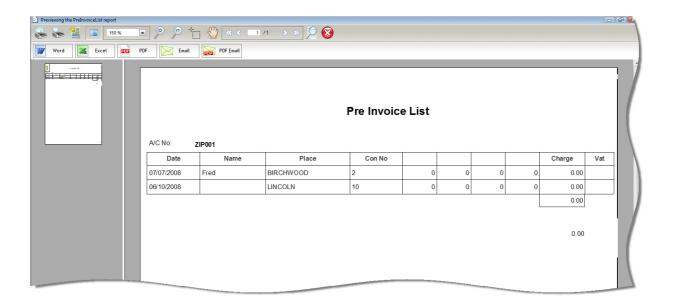
🄌 Trailer Insp	ection Report	:			E E
Traile	er number	٩	Description	<ul> <li>On Trailer hold Test Date</li> </ul>	Print 🗧
1234					Close 🔀
2345				<b>Г</b>	

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

#### • 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	Print 🚔
Up to and including	08/10/2008	 Close 🔀
Only account	ZIP001	



### • Reports, Invoices, Print Invoices in Range

Select a range of invoices to print.

🍓 Print	invoices		×
From	4	Print	
То	4	Close	8

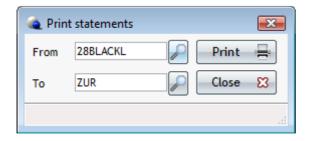
### • Reports, Invoices, Unprinted Invoices

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

🍓 Print invoices not printed	<b>—</b>
Print all invoices that have not yet been printed	Print 📑

### • Reports, Statements, Print Statements

Print statements of account for customers with an outstanding balance.



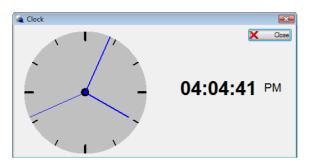
• Reports, Problems (Customers), Print Current Problems

Print a report of outstanding customer problems.

#### • Calculator

Calculator	×
	0
	< AC
	+/-
7 8	9 x
4 5	6
1 2	3 +
0.	=

### Clock

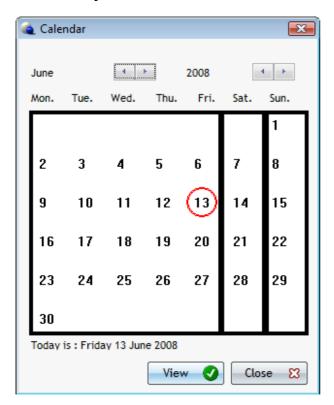


### • Cubing

Work out a cube volume for bulk items.

🍓 Consignment cubing	<b></b>
calculate an equivalent weight.	y then it occupies a volume much formula called 'cubing' is then used to Jnits Inches Centimetres Close
Standard cubing calculated in Kgs	as 0.00
International cubing in cublic met	re:0.00
Air tonnes	0.00
Sea tonnes	0.00
Road tonnes	<b>0.00</b>

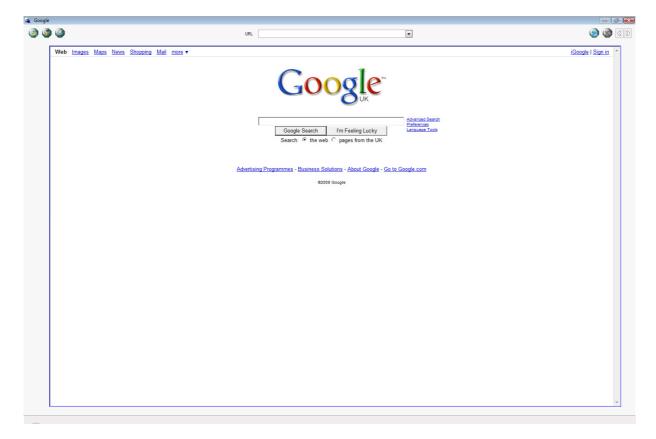
### • Diary



Double click on a Date to enter or view data.

🍓 Diary		×
Date:	13/06/2008 Friday Is holiday	
Urgent:	Close	
	- Print	-
Before 0800	Notes:	*
0800-0859		
0900-0959		
1000-1059		
1100-1159		
1200-1259		
1300-1359		
1400-1459		
1500-1559		
1600-1659		-
1700-1759		
1800-1859	Vehicles	^
After 1900		
Person on holiday:		
Person having time of		Ŧ

#### • Internet browser



### • Internet Mapping

🔂 Internet pla	cefinder	×
Street address		Find 🕑
City		Clear 🕳
Postal code		Close 🔀
Feature		
	Region	
	© USA	
	Europe	
	O World	
	Australia	
	🔿 Brazil	
	- Didik	4
File Edit View Links A Hotmail	ant Broadholme E N G A N D Reepham Fiskerton MSHIRE Birchwood LN6 33Z (postcode), Doddington S Bouttham Branston Fagle Routh And Potter Hanworth with Scarle Add N C A Rephane Rep	

### • Internet Routing

🔂 Internet Routefinder	<b>—</b>
From address       From city       From postcode	Find 🕑 Close 🔀
To address To city To postcode Enter either the poscode or the street/city	<u>A</u> rea ○ USA ○ Europe ○ World ○ Australia ○ Brazil

msn.co.uk	<b>sn<sup>i, e</sup></b> Maps	& Direc	tions	1	Home	Мар
	AG95 Douglas Lancaster Blackpool Vrish Sea Preston Liverpool Chester Newcastle under Ly A470 Shrevvsbury WALES Birmi A487 CYMRU Vorce Heretord	Warrington Chesterfield roe Derby ford A38 Walsal Malsal ster Northan Chelteni	TH arlington ATTO Scar Source Startsley Sheffield AT ATS Nottingham Leicester Soventry Rushde pton AT	MapP ridlington North Sea Grimsby art Boston King's Ly ch Cambridge Ipswich Colchester		Route • Tur D' • S • C • C • C • C • C • C • C • C
		20			an click	

#### Notebook

Text Editor				
1 2 4 2 5	Find	- #	<b>/</b>	/
				2
				$\sim$
				5

#### • Phonebook

Telno	0	Name	a 🖬	Close 🔀
01522 684705	ZIPZAP CO	MPUTERS LTD	*	
				Insert
				Modify
				Delete 🕳
				Print 🚆

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

🍓 Tele	phone Numbers		×
Telno		Save	
Name		Close	8
Notes			*
			Ŧ

#### • Scanner

🔌 Document scanner	23
Twain device EPSON Stylus Photo RX640/RX650 Change 😜	Close 🔀
	<ul> <li>Use interface</li> </ul>
	E O Yes
	Scan type
	Scanner default
	RGB
	Greyscale
	Black + white
	Contrast 0
	Contrast
	Sharpness 0
	Sharpness
	Quality 0
	Slider
	Clipboard TIF
	+ Preview BMP
4 III >	Photocopy JPG
Max Width mm 215.90 Height mm 0.00 Cle	ar Zoom GIF

• UK Postcode Verify

🍓 Check UK postcode	<b></b>
Postcode	Check ✔
valuey	

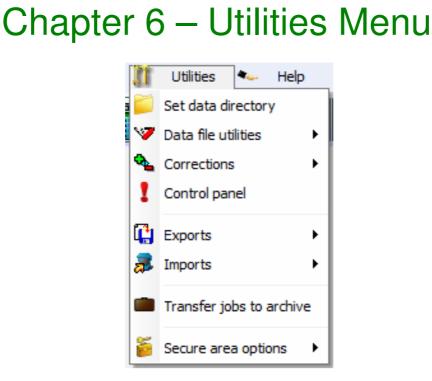
### • UK Postcode Lookup

🍓 Postcode lookup	<b></b>
Postcode	Details 🥑
	Close 🔀

### • Verify Credit Card

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

🍓 Verify credit card		X
VISA	Enter the card number	<b>6 *</b>
		.tt.



### • Utilities, Set Data Directory

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

ĺ	🍓 Data Directory			x
	Current data directory	C:\ProgramData\ZipZap Computers\LoadMaster\	Modify	
			Close	8

#### • 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.

Backup		
Backup to	Backup	Û,
	Send copy to ZiPZAP	
	Files to backup:	
	C:\ProgramData\ZipZap Computers\LoadMaster\ACCOUNTS.FIC	
	C:\ProgramData\ZipZap Computers\LoadMaster\ACCOUNTS.MMO	
	C:\ProgramData\ZipZap Computers\LoadMaster\ACCOUNTS.NDX	
	C:\ProgramData\ZipZap Computers\LoadMaster\Alternative_address	
	C:\ProgramData\ZipZap Computers\LoadMaster\Aternative_address	
	C:\ProgramData\ZipZap Computers\LoadMaster\Archive.FIC	
	C:\ProgramData\ZipZap Computers\LoadMaster\Archive.MMO	
	C:\ProgramData\ZipZap Computers\LoadMaster\Archive.NDX	
	C:\ProgramData\ZipZap Computers\LoadMaster\BookedShipping.FIC	
	C:\ProgramData\ZipZap Computers\LoadMaster\BookedShipping.NDX	
	C:\ProgramData\ZipZap Computers\LoadMaster\CMR.FIC	
	C:\ProgramData\ZipZap Computers\LoadMaster\CMR.MMO	
	C:\ProgramData\ZipZap Computers\LoadMaster\CMR.NDX	
	C:\ProgramData\ZipZap Computers\LoadMaster\Credit.FIC	
	C:\ProgramData\ZipZap Computers\LoadMaster\Credit.MMO	
	C:\ProgramData\ZipZap Computers\LoadMaster\Credit.NDX	Ť
		_
Bytes	60685471 Close 🔀	3

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

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

🔌 Restore Backup	<b>—</b>
Select the backup file to restore.	Restore 🕑
Note you MUST be the only user using the system when restoring data.	Close 🔀

#### • 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 heath of the files on your computer



#### • Utilities, Data File Utilities, File Fix

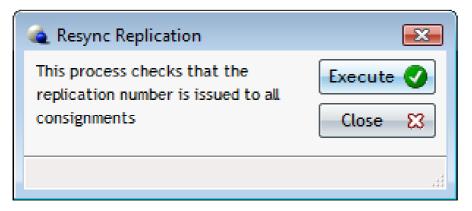
If you encounter problems with data files it is usually possible to repair them using this utility.

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.

Reindex/repair data files  Accounts  Atternative addresses Archive CMR Notes Credit Notes Deleted Jobs Diary Diary View Emails Filter Types Freight Types Gazetteer Groupage Holidays Invoices Jobs Local parameters Messages	<ul> <li>Parameters</li> <li>POD Transactions</li> <li>Phone numbers</li> <li>Runs</li> <li>Sales leads</li> <li>Shippers</li> <li>Shipper Routes</li> <li>Status</li> <li>Tel</li> <li>Temporary</li> <li>Temporary accounts</li> <li>Tractors</li> <li>Trailors</li> <li>Users</li> <li>Vat codes</li> <li>Vehicles</li> <li>Vehicle costs</li> <li>Vehicle events</li> </ul>	Tick all ✓ Reindex ♥ Close 🕸
Type 1 Standard 2 Compact and remove delete 3 Standard and remove delete		

• Utilities, Data File Utilities, Resync Replication



#### • 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 🥑 Close 🔀					
Confirm					
Reverse one single invoice 0 Confirm					
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					
Explain 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	<b>—</b>
Select invoice 0	Reverse 🥑
	Close 🔀

### • Utilities, Corrections, Invoice Details

Select this option to modify any invoices that need corrections.

Inv No	a Date	Account	Name	Net	Vat	Gross	Nominal	1	3352
6	26/02/2009	ZIP001	ZIPZAP COMPUTERS	0.00	0.00	0.00			
5	26/02/2009	ABRASIVE	Mackenzie Coating an	30.00	4.50	34.50			Modify
4	26/02/2009	ABBEY	Abbey Farm Equipment	30.00	4.50	34.50			Print =
3	26/02/2009	A2B1	A2B Global Transport S	0.00	0.00	0.00			
2	26/02/2009	A.B.01	A.B. Equipment	0.00	0.00	0.00			Close 🔀
1	26/02/2009	4MFLOORI	4m Flooring Ltd	0.00	0.00	0.00			

Click on Modify to alter the highlighted record.

🍓 Invoice hea	der details	
Number	5 ОК 🏈	
Invoice Date	26/02/2009 Close 🔀	
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	
Loro oxenango	Posted	
	Posted	
	Invoice printed	
	Invoice paid	
Amount paid Date paid	0.00	
	ii.	1

• Utilities, Corrections, Update VAT Code

🔌 Update VAT Code	<b>X</b>
This adds a VAT code to jobs that have no VAT code attached and are not invoiced. Code	Run 🕑 Close 🔀
	÷.

• Utilities, Corrections, Set Customers to Default Rates

Set customer rates to defaults	<b>—</b>
This sets ALL customers to the default rates set in Parameters.	Сору 🔮
Confirm you wish to do this	Close 🔀

• Utilities, Corrections, Bulk Change Fuel Surcharge

🍓 Bulk change fuel surcharge 🛛 📧					
Rate	0.00	Apply 🕑			
	Confirm	Close 🔀			
		щ			

• Utilities, Corrections, Print Customer Rates

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

🍓 Print rates	<b></b>
Account	Print 🚍
Up to and including zone	99 ALL 🚍
	Close 🔀
	.#

### • Utilities, Corrections, Reprise Charges to Customers

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

🍓 Recalculate custo	omer charges		×
Restrict to account			Calc 🔳
Collected between	08/10/2008		Close 🔀
and	08/10/2008		
📃 Reprice if the pri	ce was locked	if the current	charge is zero
Reprice even if the	e price was lock	ed and the ch	arge is not zero
Tick both to reprice	all items.		

### • 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

🔌 Export gazetteer	<b>X</b>
This exports the gazetteer in a format suitable for customer implant systems.	Export 🕑 Close 🔀

#### • Utilities, Imports, Accounts

🍓 Import Accounts file	<b>X</b>
This imports an external data file into the program. New accounts are created and existing accounts are updated.	Import 🔮 Format 🗋
This file is in the standard Excel 97-2002 XLS format.	Close 🛛
The first record should have a value in the last field.	

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.

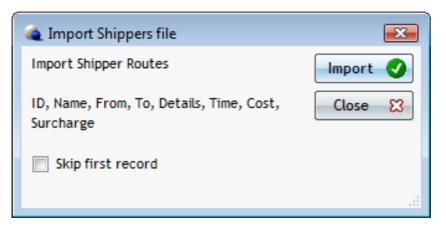
#### • Utilities, Imports, Gazetteer

🍓 Import ga	zetteer	×
	Apart from initial setting-up it is not recommended that you import gazetteer files.	Excel X Close X
		łł.

• Utilities, Imports, POD Images from default directory

🍓 Change defa	ult pricing					×
Zone 1	Save 🗸					Close 🔀
Description	[]					
Base	0.0000	then charge	0.0000	per item up to	0 items then	0.0000 per item
Description						
Base	0.0000	then charge	0.0000	per item up to	0 items then	0.0000 per item
Description						
Base	0.0000	then charge	0.0000	per item up to	0 items then	0.0000 per item
Description						
Base	0.0000	then charge	0.0000	per item up to	0 items then	0.0000 per item
Weight charg	e					
Base	0.0000	then charge	0.0000	per kilo up to	0 kilos then	0.0000 per kilo

• Utilities, Imports, Shipping Routes



### • Utilities, Control Panel

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

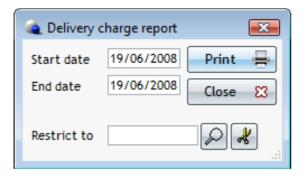
🍓 Control Panel		<b>—</b>
Please enter corresponding key to	146641195008	Check 🥑
Кеу	0	Close 🔀

#### • Utilities, Transfer Jobs to Archive

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

Transfer jobs to archive			×
Archive items (paid) before 20/06/2007 Transfer to the archive if they have been invoiced and paid Just archive jobs collected before this date that are invoiced. Ignore the requirment to be paid	Archive 🔮	Close	ឌ
Archive jobs before the date and IGNORE the requirement to be invoiced or paid	Archive 🕥		

### • Utilities, Secure Area Options, Delivery Charges Report



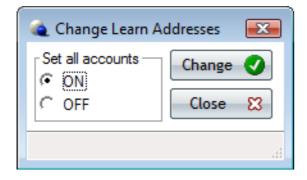
• Utilities, Secure Area Options, Check Delivery Charges

🍓 Check delivery costs	<b>.</b>
Deliverer	View 🕑
Start date 19/06/2008	Close 🔀
End date 19/06/2008	
	.4

• Utilities, Secure Area Options, Reprice Delivery Charges

🍓 Reprice delivery charges	×
Delivery start date 19/06/2008	Process 🗸
Delivery end date 19/06/2008	Close 🔀
Deliverer (optional)	
🔲 Ignore if alr	eady invoiced
	.#

• Utilities, Secure Area Options, Global change learn addresses



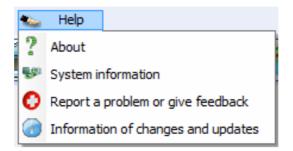
• Utilities, Secure Area Options, Remove Data for a Customer

🔌 Remove data 🛛 💌
Collection date     19/06/2008     Process       Account     Image: Close to the second se
This process REMOVES all consignments for the customer on the specified collection date.
Tick below to confirm that you wish to do this.
H.

• Utilities, Secure Area Options, Reset Invoice on Consignment

🍓 Reset invoice num	nber on Job	<b>—</b>	
This process tags an individual job with an invoice Close 🔀 number and should only be done when instructed.			
Consignment number	0	Please check	
Repeat the number	0	carefully	
Set to invoice Repeat the invoice	0	Please check carefully	
		Process 💽	

## Chapter 7 – Help Menu

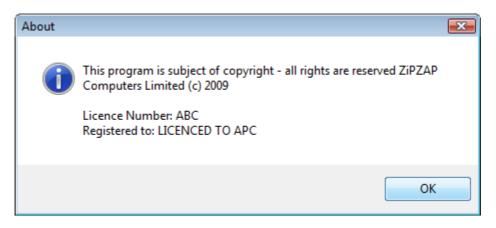


### • About

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

🔌 About		×	
REPERTED FounDMinster	Module Name: Module Version: Copyright: Company: Description: RAM: <u>support@zipzap.eu</u> www.zipzap.eu	Loadmaster.exe 18.8 Copyright © ZipZap ZipZap Computers Loadmaster Express 2031 Mb	
Caution: this software is protected by international copyright.By installing and using this product, you have agreed to the terms of licence agreement.			

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.

🍓 Hardware/	/Operating System Details		<b></b>
O/S Details	The current platform is	NT	
	Windows Version is	VISTA	
	Sub Version is	6.0	
	Compiliation is	6001	
	Screen resolution of	1680 by 1050	
	Total memory is	2128089088 bytes	
	Network username is	Debbie	
	Local IP address is	192.168.2.12	
Drive Details	C : is a local bard disk and is ava	ailable with 148780716032 bytes free	
	D : is a CD ROM drive but has no		
	E : is a floppy drive but has no d		
	- · · · · · · · · · · · · · · · · · · ·		
			Close 🔀

### • 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.

🍓 Report	a problem or give feedback on the program		×
	Use this to report technical problems or give feedback on the program. This is reported back to the programming team for future developments		Close 🔀
Problem		*	
		Ŧ	Email 歳

## Chapter 7 – Help Menu

### • Information of changes and updates

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

🍓 Chang	es in this version		×
Details	08/04/2010	-	Close 🔀
	Major rework.		
	POD's available for every drop.		
	All Jobs Screen now fully alterable.	=	
	Alternate invoice now includes drops.		
	12/04/2010		
	TPN screen now includes depot costs		
	TPN screen defaults collector to local depot unless		
	overridden	-	