

# LOAD MASTER

**ENTERPRISE, EXPRESS and EXTREME versions**



Updated Friday, 16<sup>th</sup> April 2016

Please note

LOADMASTER is a continual development project.

Some of the screens may have changed and not be reflected here in an identical manner.

This is deliberate. The new version will be better and faster.

The program is intended to be intuitive so that what seems to be logical is logical.

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# Chapter 1 - Installation

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



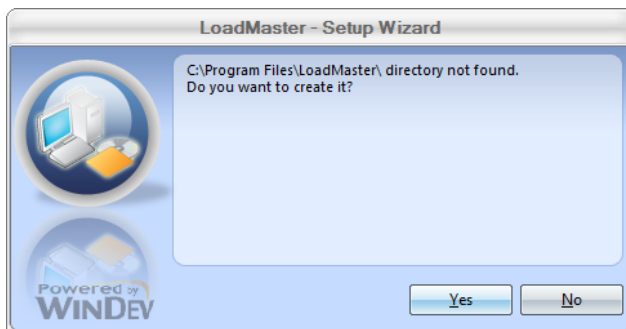
# Chapter 1 - Installation

- **Installing Loadmaster**

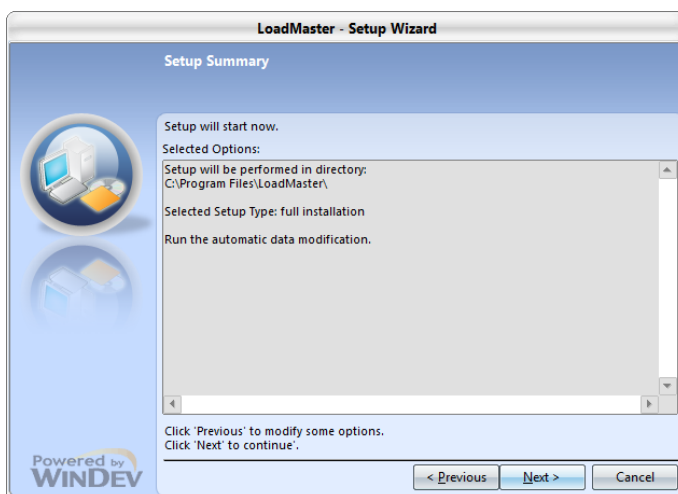
Double-click LoadMaster.EXE

*First Time Installers – follow these screens:*

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



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



Setup summary will then be displayed, click next.

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

# Chapter 1 - Installation

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



*If Load Master has been installed before:*

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



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

- **Networking the Program**

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

# Chapter 1 - Installation

- **Loading the Program**

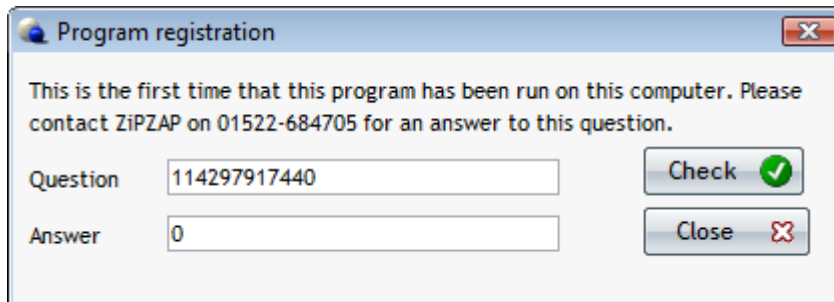
## Running Load Master for the First Time

Double-click the LoadMaster icon on the desktop.

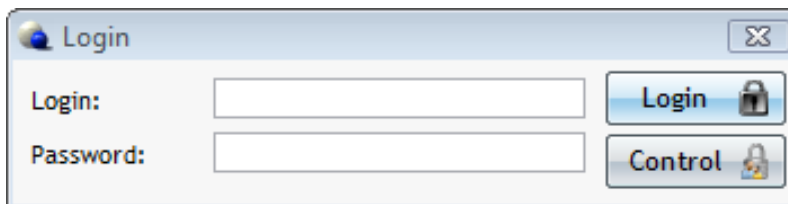


To run the program across a network, install the program on all workstations and then select a shared folder on a mapped driver for the data. All workstations must point to the same place although it is possible that they are mapped differently.

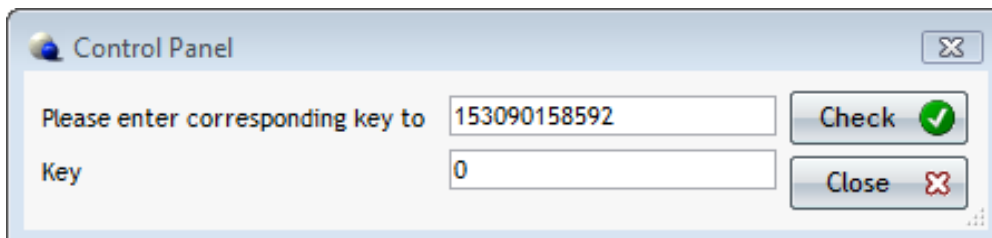
Initially when you open the program you will be asked to register your program. Contact ZipZap to obtain an answer for this question.



After you will then see a Login Screen.



System Administrators should contact ZIPZAP Computers Ltd (1158 882830) for entry to the Control screen so users can be setup. (Or use master user and password)

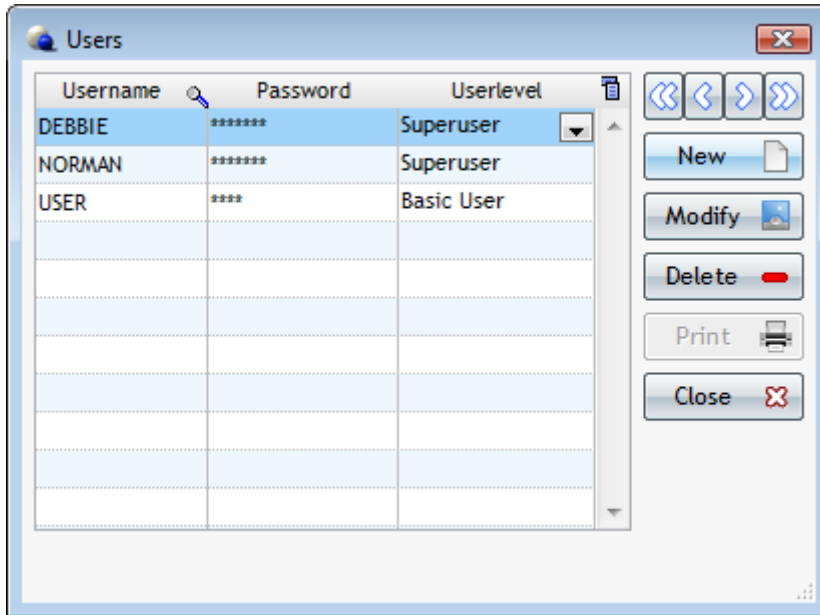


Once access to the control screen has been gained users can be setup as follows:

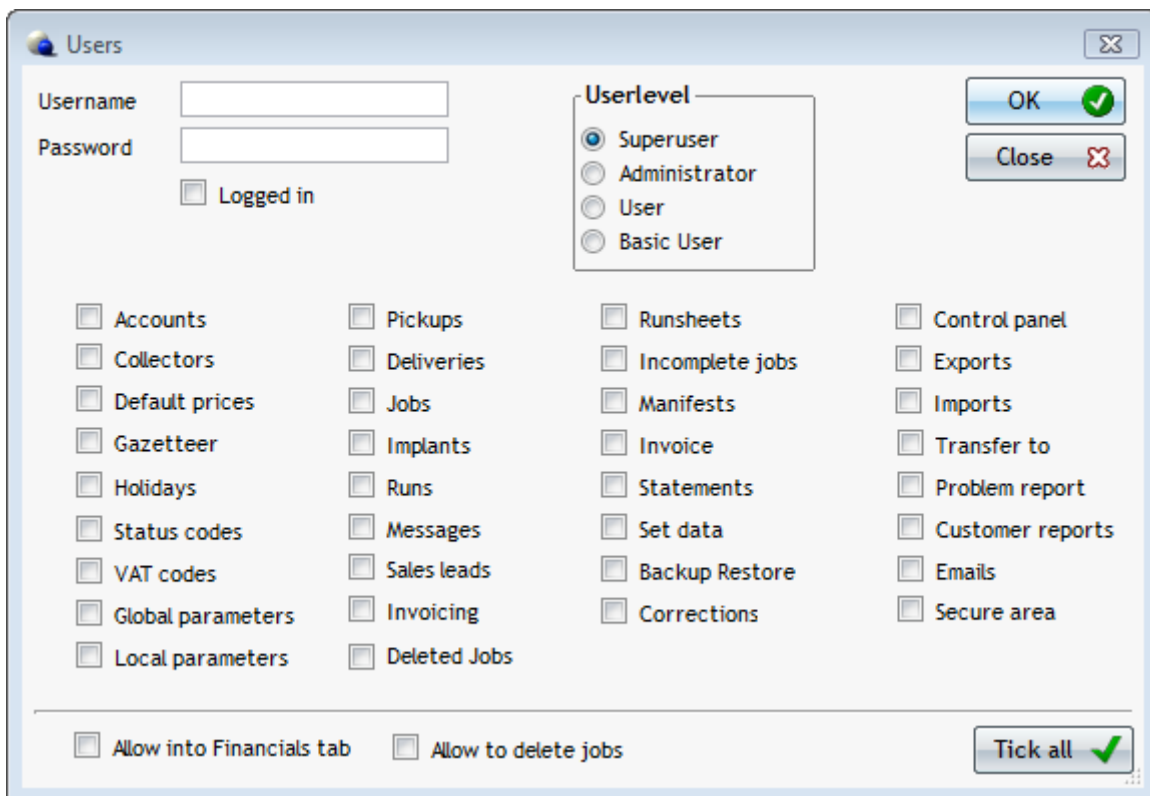
If you are using this program across a network you need only set one user until the data path has been set



# Chapter 1 - Installation



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



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

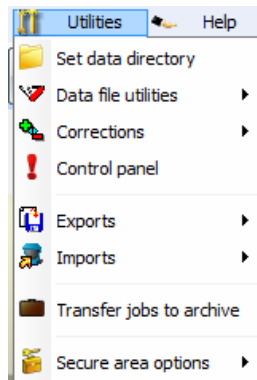
Once this user has been set up choose OK, close Users window and Login as the created user.

# Chapter 1 - Installation

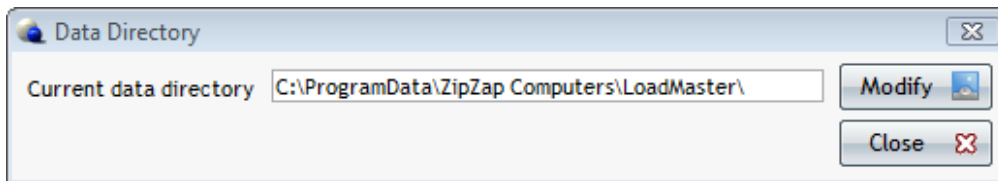
- **Data Path**

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

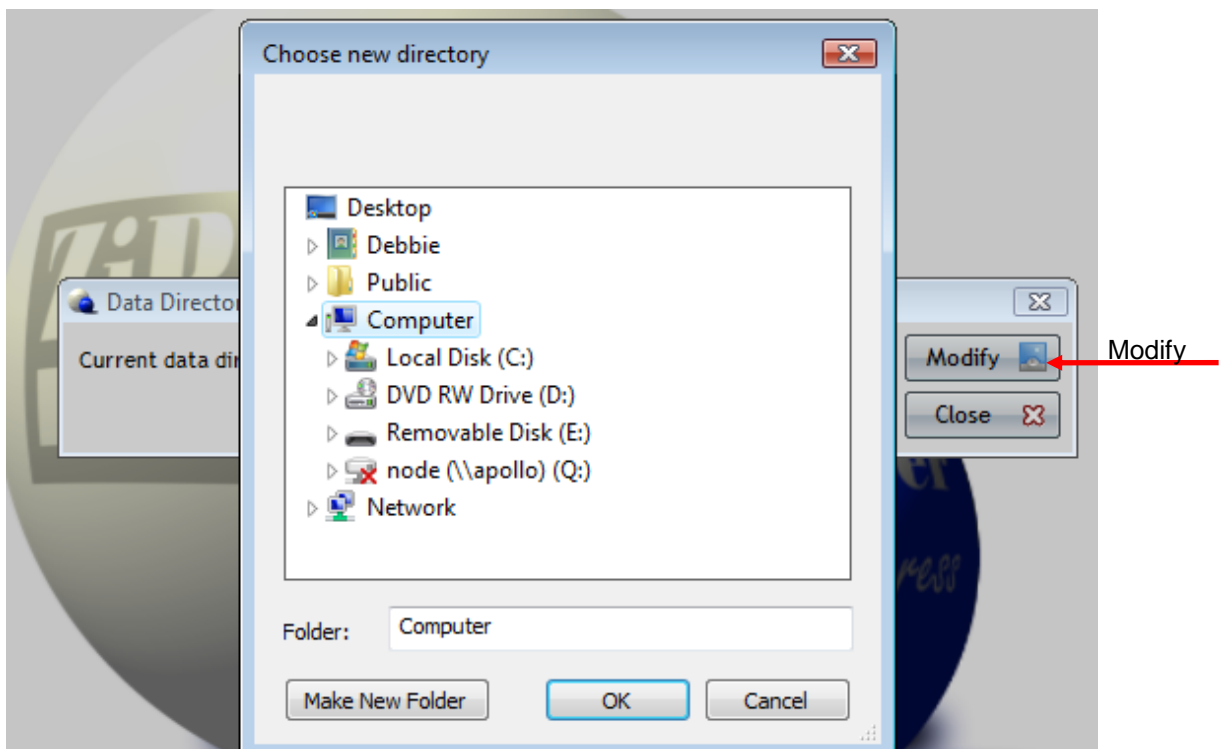
On the Utilities Menu you should select **Set Data Directory**



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



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



# Chapter 1 - Installation

- **Updating Loadmaster on a Network**

Double-click on the LoadMaster.EXE

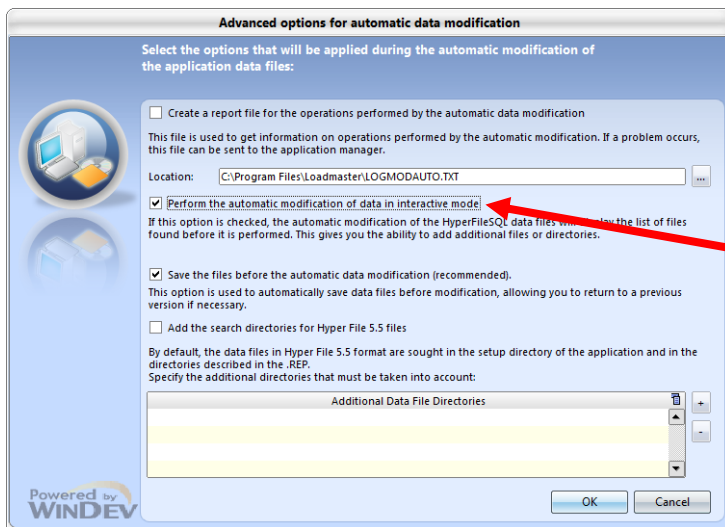
Follow the same screens on pages 6 and 7 except



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

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

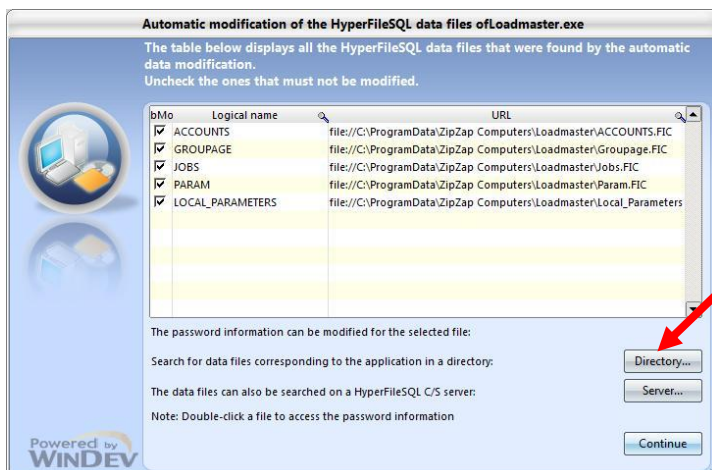
**MAKE SURE EVERYONE IS OUT OF THE SYSTEM BEFORE DOING THIS.**



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

Click OK

Follow the same screens on pages 6 and 7



Click the Directory button.

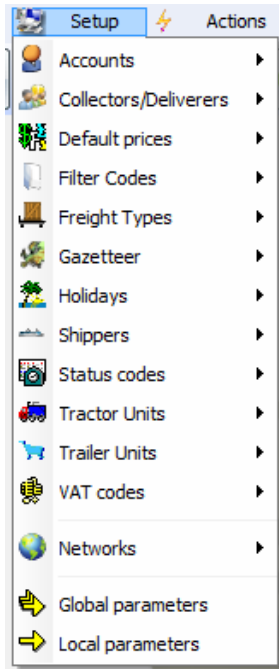
Select the folder you share on your network drive.

Click OK

Click Continue

# Chapter 2 – Initial Setup

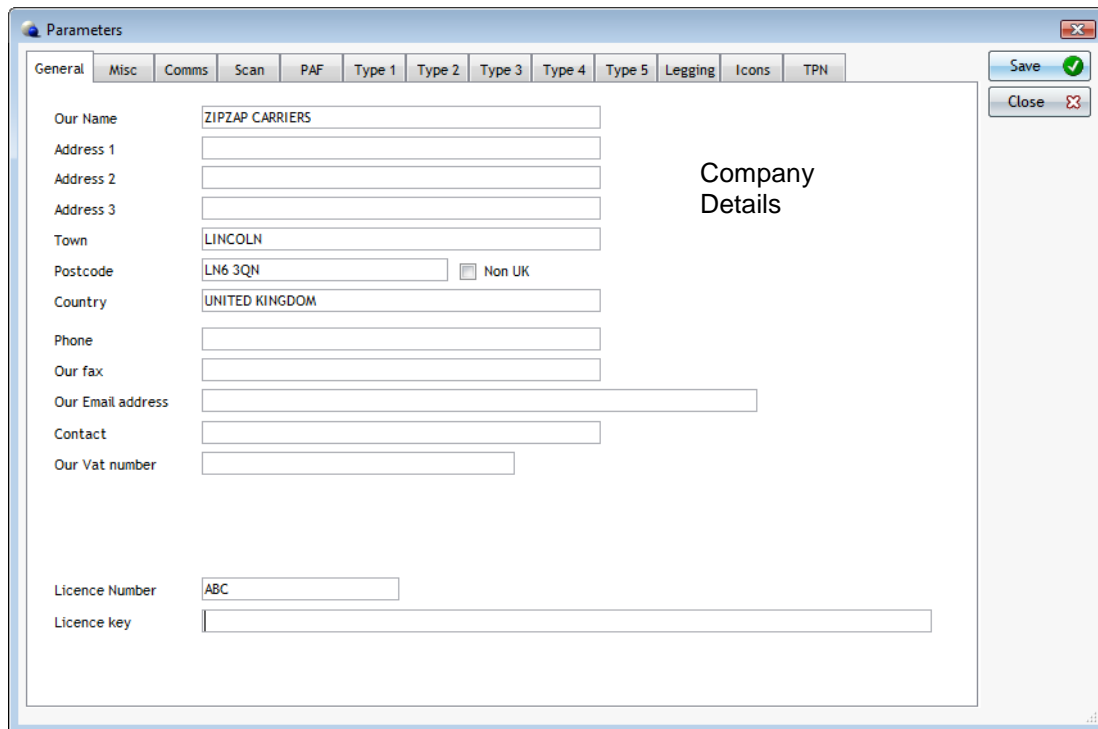
**Quick Note:** If you drop a file called logo.jpg into the program directory then it will display on the screen and on the invoices. If you drop in a file called info.txt into the same directory then when you click the image on the screen it displays the message written in the text file.



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

- **Setup, Global Parameters**

Enter your details on the screen as below:



Parameters

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

Our Name ZIPZAP CARRIERS

Address 1

Address 2

Address 3

Town LINCOLN

Postcode LN6 3QN  Non UK

Country UNITED KINGDOM

Phone

Our fax

Our Email address

Contact

Our Vat number

Licence Number ABC

Licence key

Company Details

Save

Close

After entering your company details, select the Comms tab.

# Chapter 2 – Initial Setup

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

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

Buttons for 'Save' (with a green checkmark) and 'Close' (with a red X) are located in the top right corner.

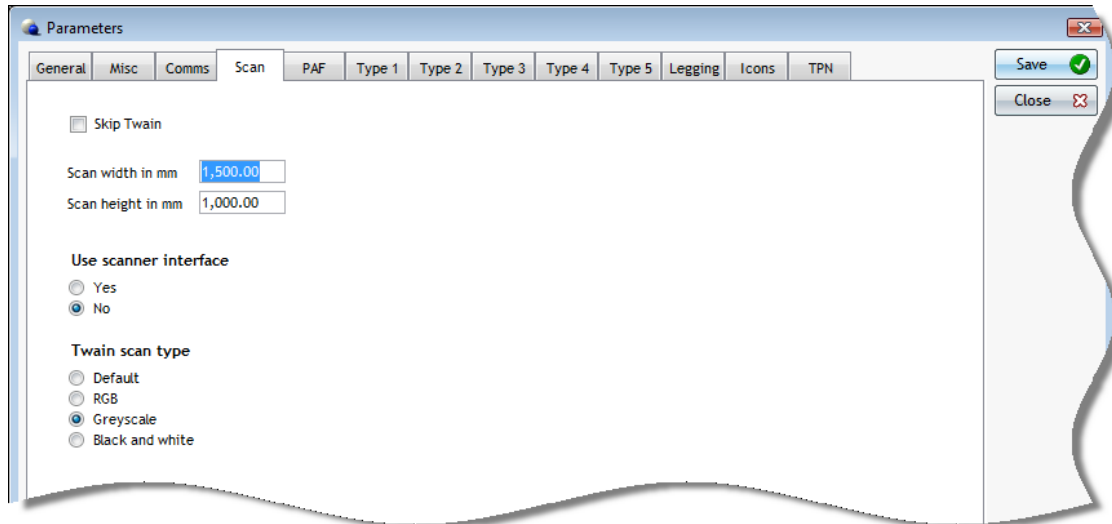
If required enter details of the FTP server you are communicating with and also the SMTP server if you are using e-mail. E-mail settings can be found in your e-mail client such as Outlook.

The directories mentioned here are remote.

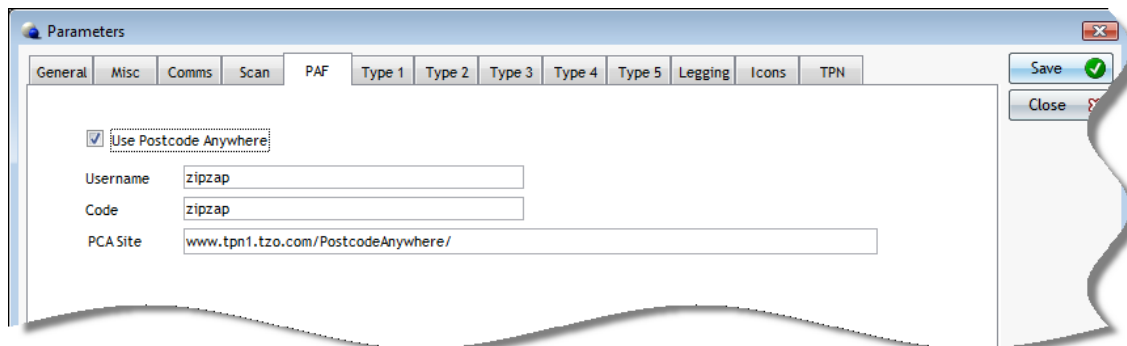
# Chapter 2 – Initial Setup

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

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



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



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

# Chapter 2 – Initial Setup

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

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

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

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

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

For 5 Parcels there will be a charge of £60

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

Follow a similar pattern for the remaining types.

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

Click **Save** to finish. 

**The last three tab options are:**

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

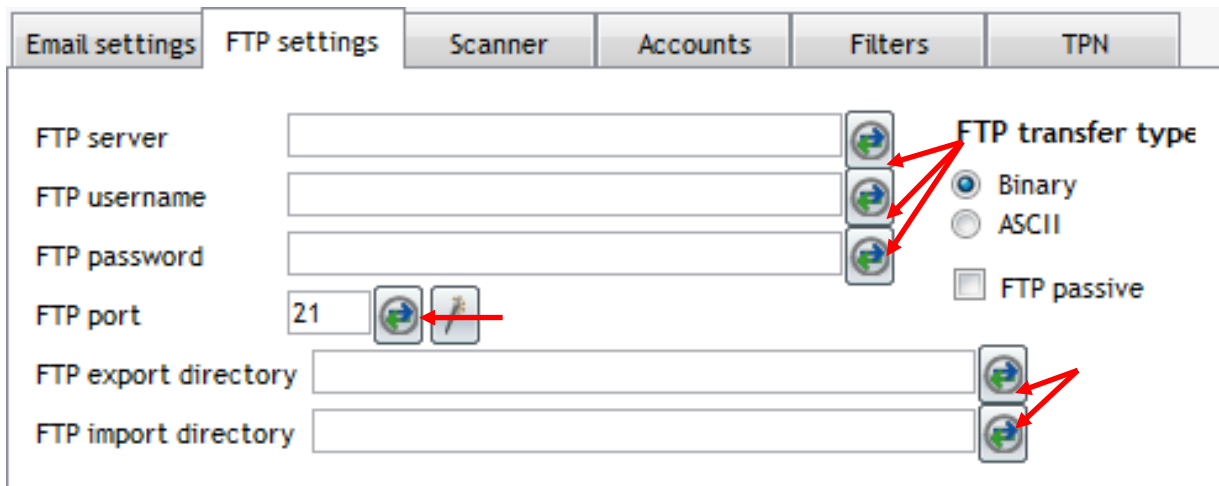
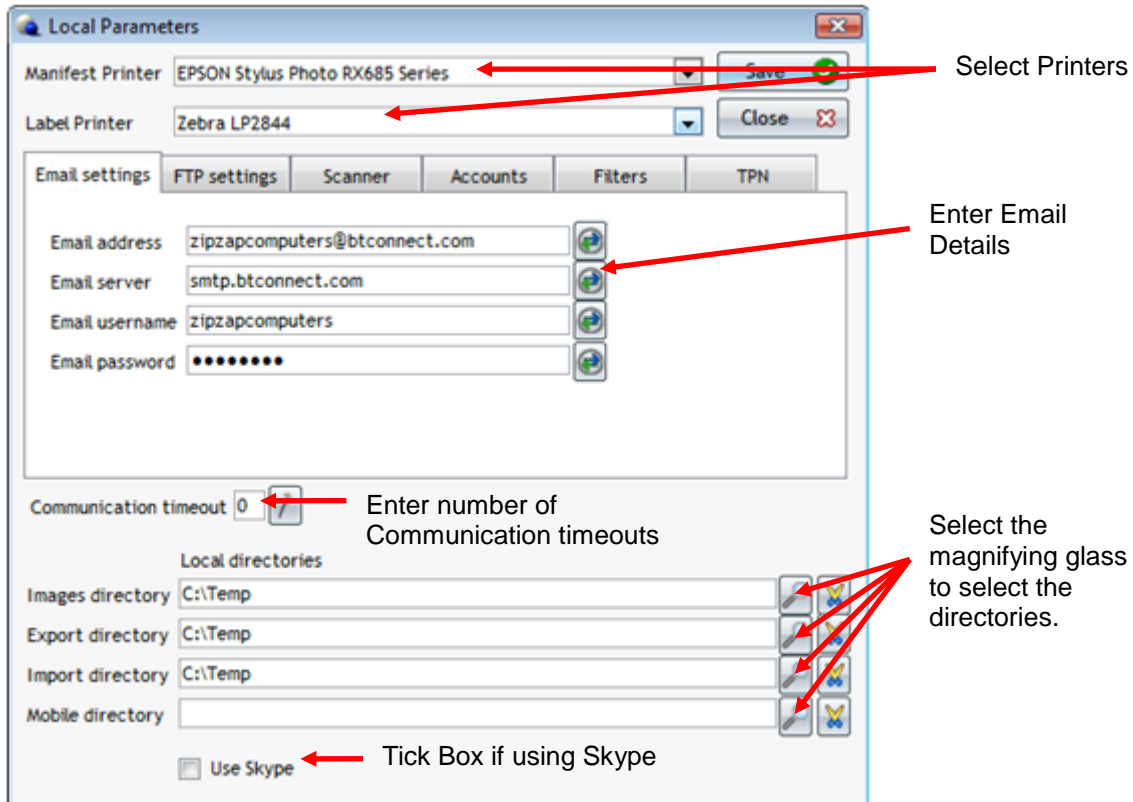
**Icons tab** – you can turn on & off icons on the main screen toolbar.

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

# Chapter 2 – Initial Setup

- **Setup, Local Parameters**

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



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



# Chapter 2 – Initial Setup

The screenshot shows the 'Scanner' tab selected in a navigation bar. Below the navigation bar, there are two sections: 'Twain interface' and 'Twain scan type'. In the 'Twain interface' section, the 'No' radio button is selected, and the 'Skip Twain' checkbox is checked. In the 'Twain scan type' section, the 'Greyscale' radio button is selected. A red arrow points to a circular button with a double-headed arrow icon, located to the right of the 'Twain scan type' section.

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

The screenshot shows the 'Accounts' tab selected in the navigation bar. Below the navigation bar, there is a text input field labeled 'Sage directory' with a magnifying glass icon to its right.

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

The screenshot shows the 'Filters' tab selected in the navigation bar. Below the navigation bar, there is a blue button labeled 'Reset'.

This option is for resetting filters.

The screenshot shows the 'TPN' tab selected in the navigation bar. Below the navigation bar, there are two text input fields: 'TPN Live Username' and 'TPN Live Password'.

Here you enter your TPN Live username and password.

Click **Save** to finish. 



# Chapter 2 – Initial Setup

Select the Costs tab to enter the following information:

The screenshot shows a software window titled "Vehicle/Contractor" with a "Costs" tab selected. The window contains the following fields and options:

- ID: FRED
- Not in house
- Apply VAT Number: [ ]
- Generic charges:
  - Collection chg: 0.00
  - Delivery chg: 0.00
  - Daily cost: 0.00
  - Use daily costs
- Recosting values:

Value	Type	Rate	Unit	Count	Item	Value
0.00	First type 1	0.00	per item upto	0	items then	0.00
0.00	First type 2	0.00	per item upto	0	items then	0.00
0.00	First type 3	0.00	per item upto	0	items then	0.00
0.00	First type 4	0.00	per item upto	0	items then	0.00
- Min charge: 0.00
- Omit from reprice

Buttons: OK (with green checkmark), Close (with red X).

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

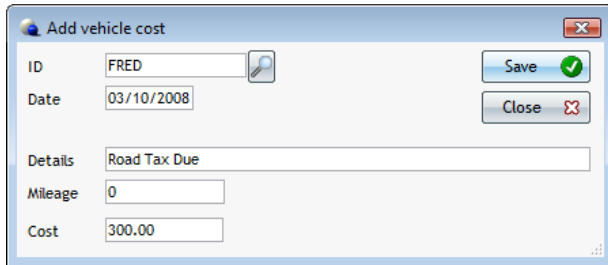
When a driver is not in house you need to set up payment rates for them. There are Generic charges for delivery and collection or a fixed daily cost. Alternatively agents can be paid according to items and weight of the goods they are delivering or collecting



# Chapter 2 – Initial Setup

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

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



Save

Close

Details: Road Tax Due

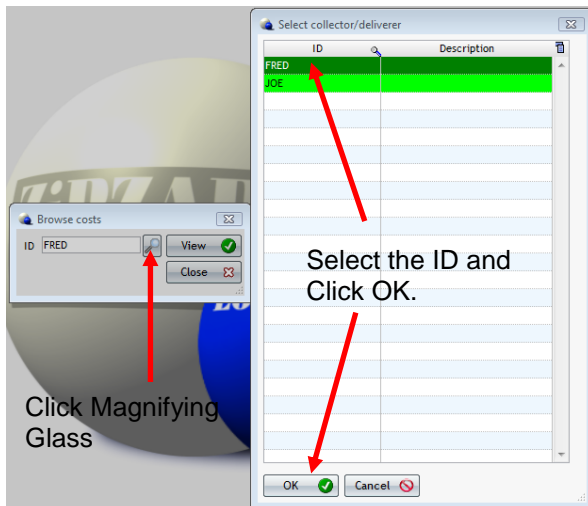
Mileage: 0

Cost: 300.00

Click **Save** to finish.

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

Locate the vehicle ID and enter the information required.



Click Magnifying Glass

Select the ID and Click OK.

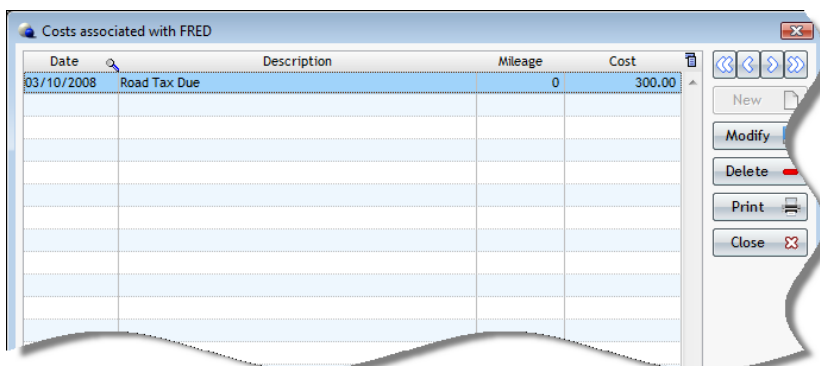
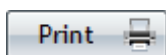
OK

Cancel

Click **View**



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



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

New

Modify

Delete

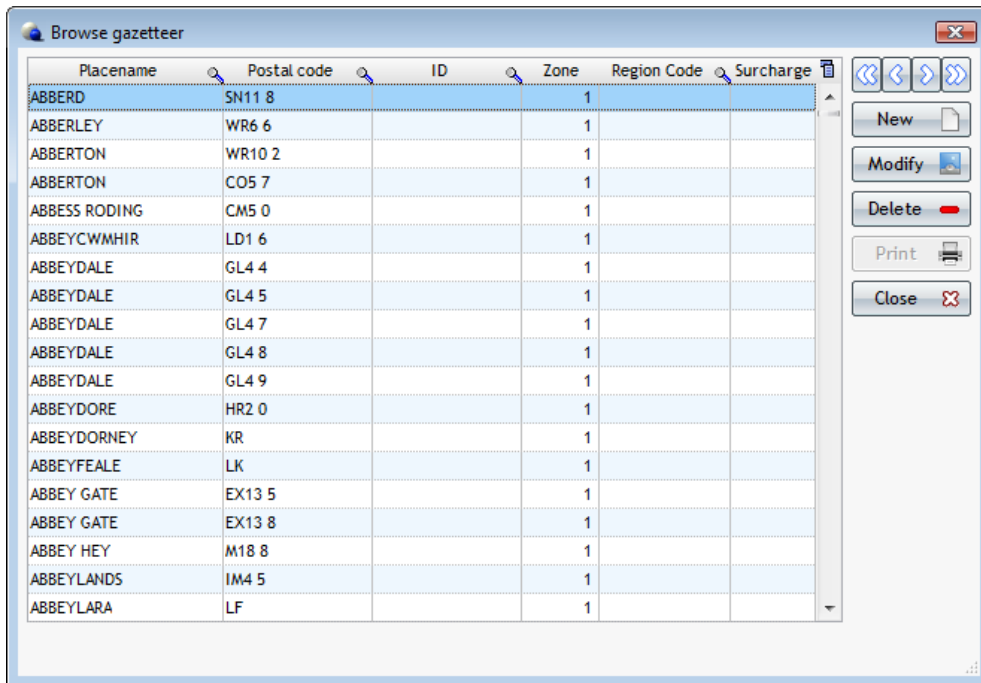
Print

Close

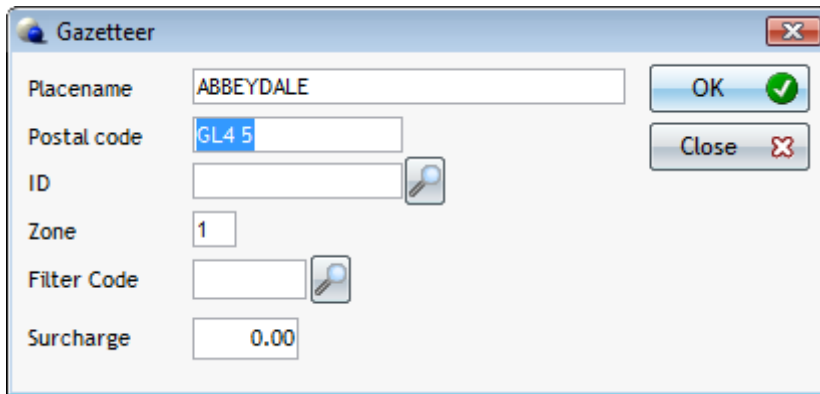
# Chapter 2 – Initial Setup

- **Setup, Gazetteer**

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



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



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

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

Click **OK**

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

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

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

# Chapter 2 – Initial Setup

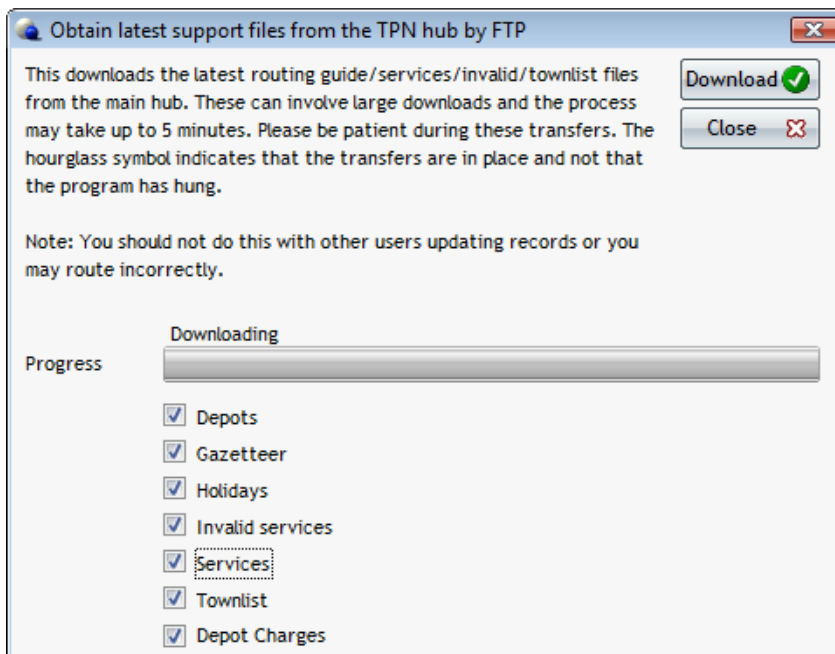
- **Setup, Networks**

There are eight networks:

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

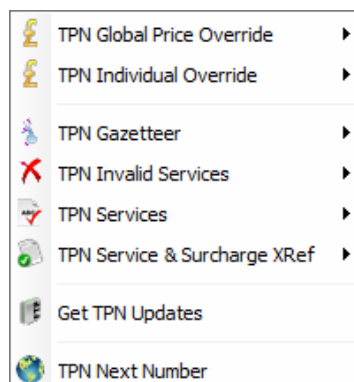
Currently only TPN is functioning, the rest are being worked on.

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



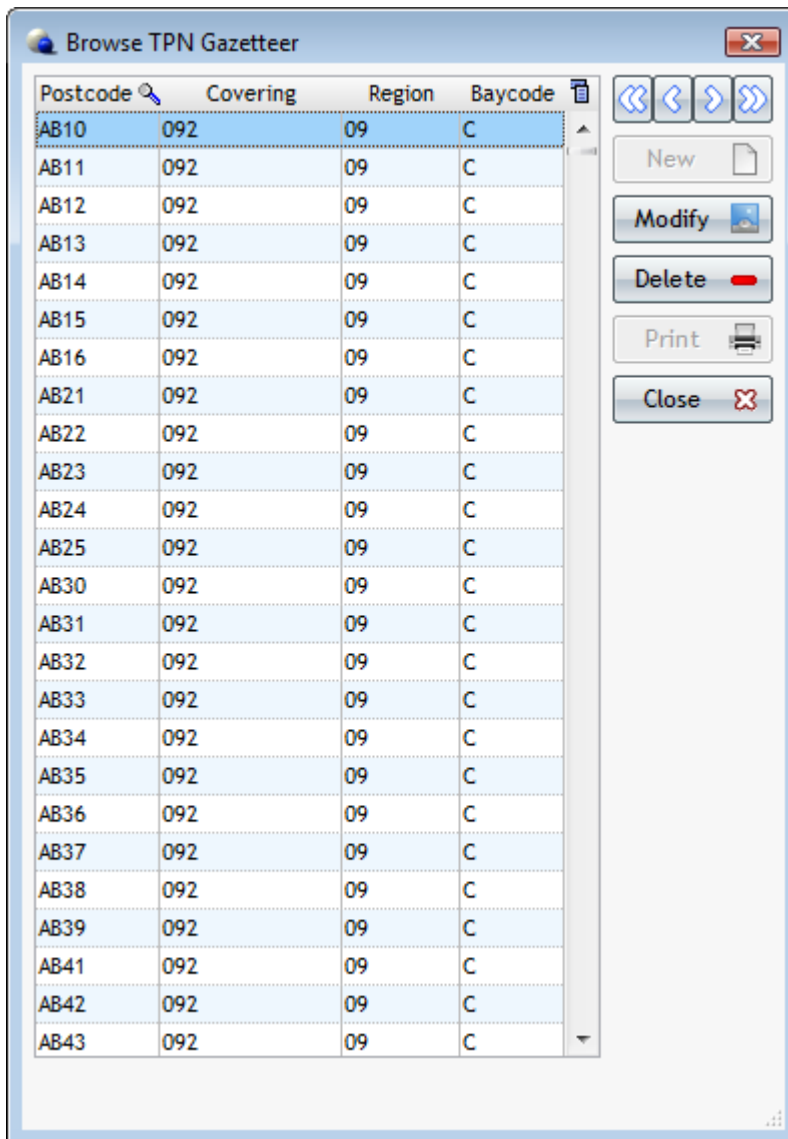
The above screen should appear, all you have to do is click on download but you must make sure other users are not updating at the same time or you may route incorrectly.

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

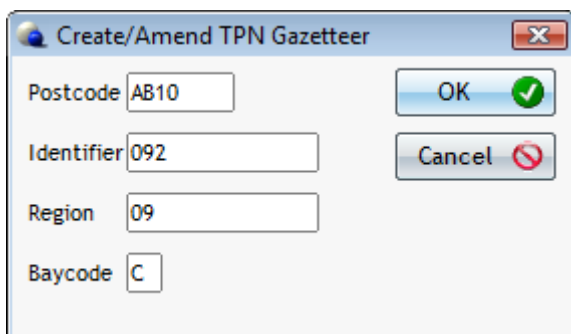


# Chapter 2 – Initial Setup

- Setup, Networks, TPN Gazetteer, Browse



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

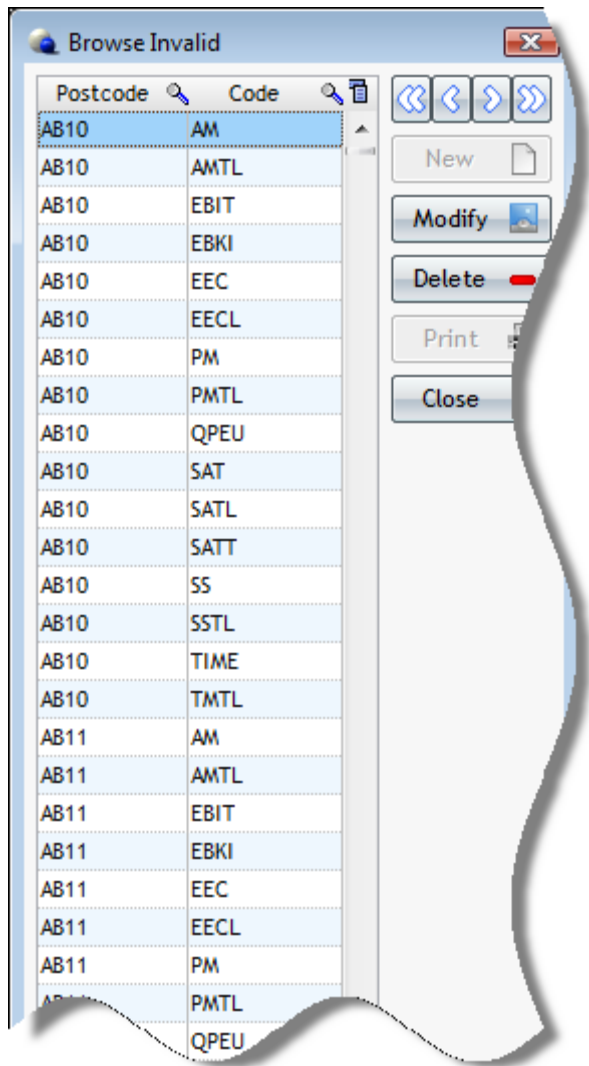


Click **OK** to finish.

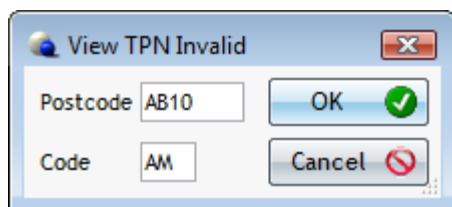


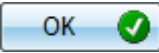
# Chapter 2 – Initial Setup

- Setup, Networks, TPN Invalid Services, Browse



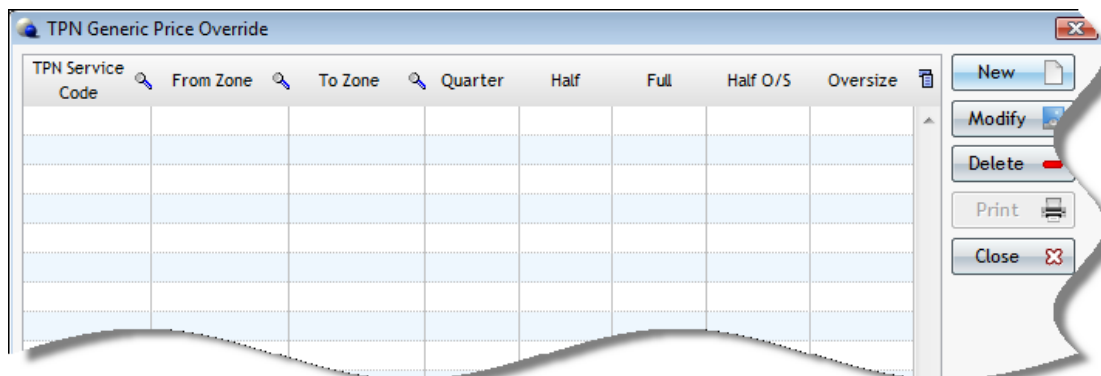
Click **Modify** to alter the highlighted record.



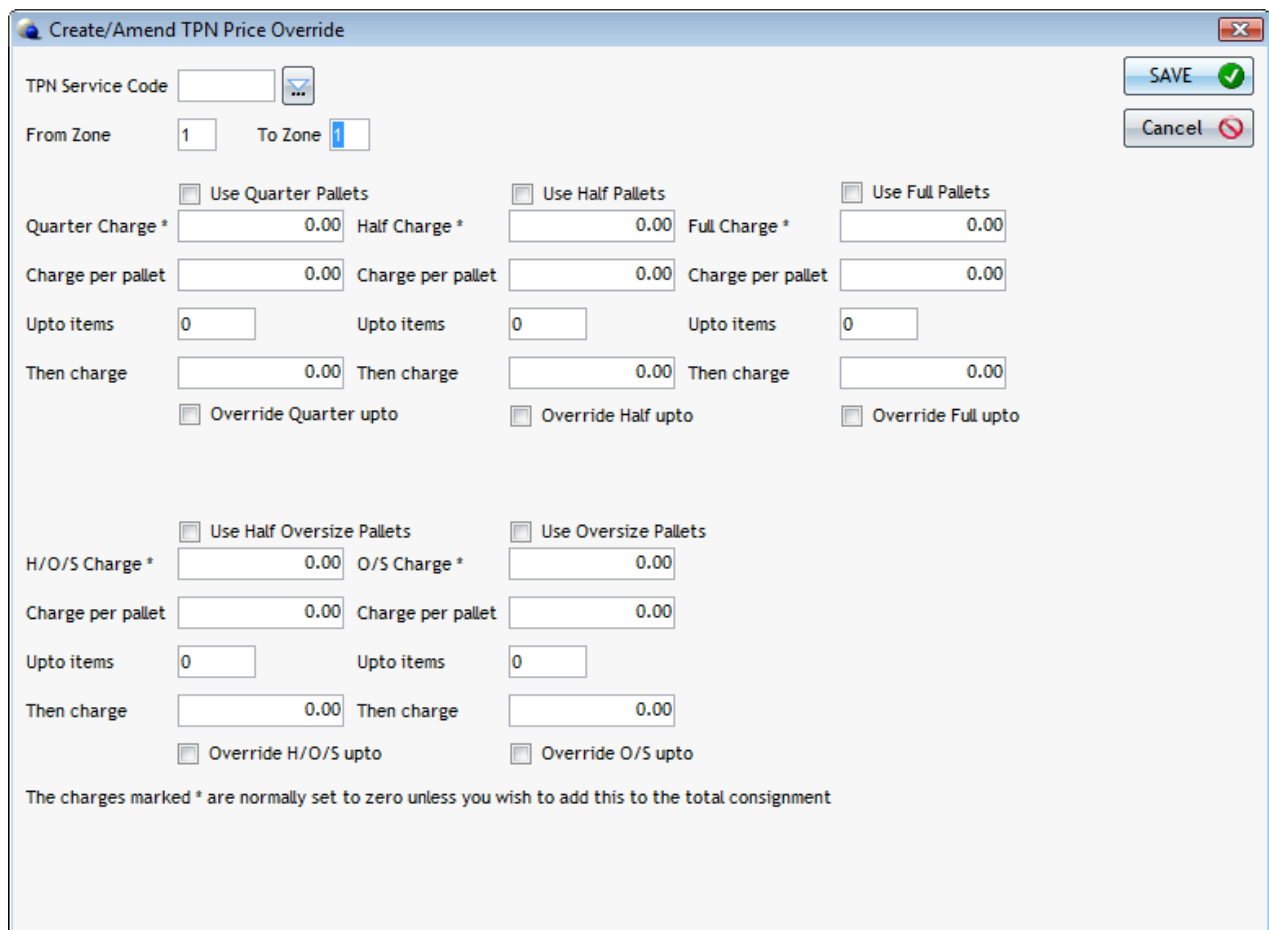
Click **OK**  to finish.

# Chapter 2 – Initial Setup

- Setup, Networks, TPN Global Price Override, Browse



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



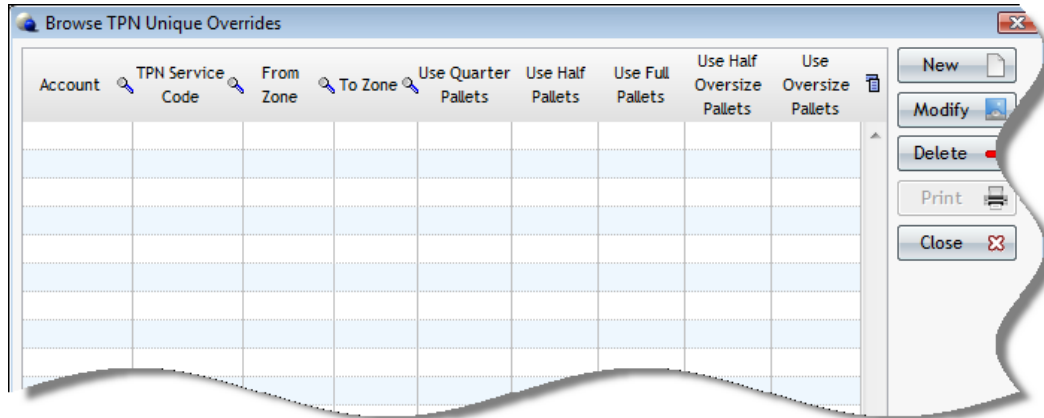
Select a **TPN Service Code**, click on the following button. 

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

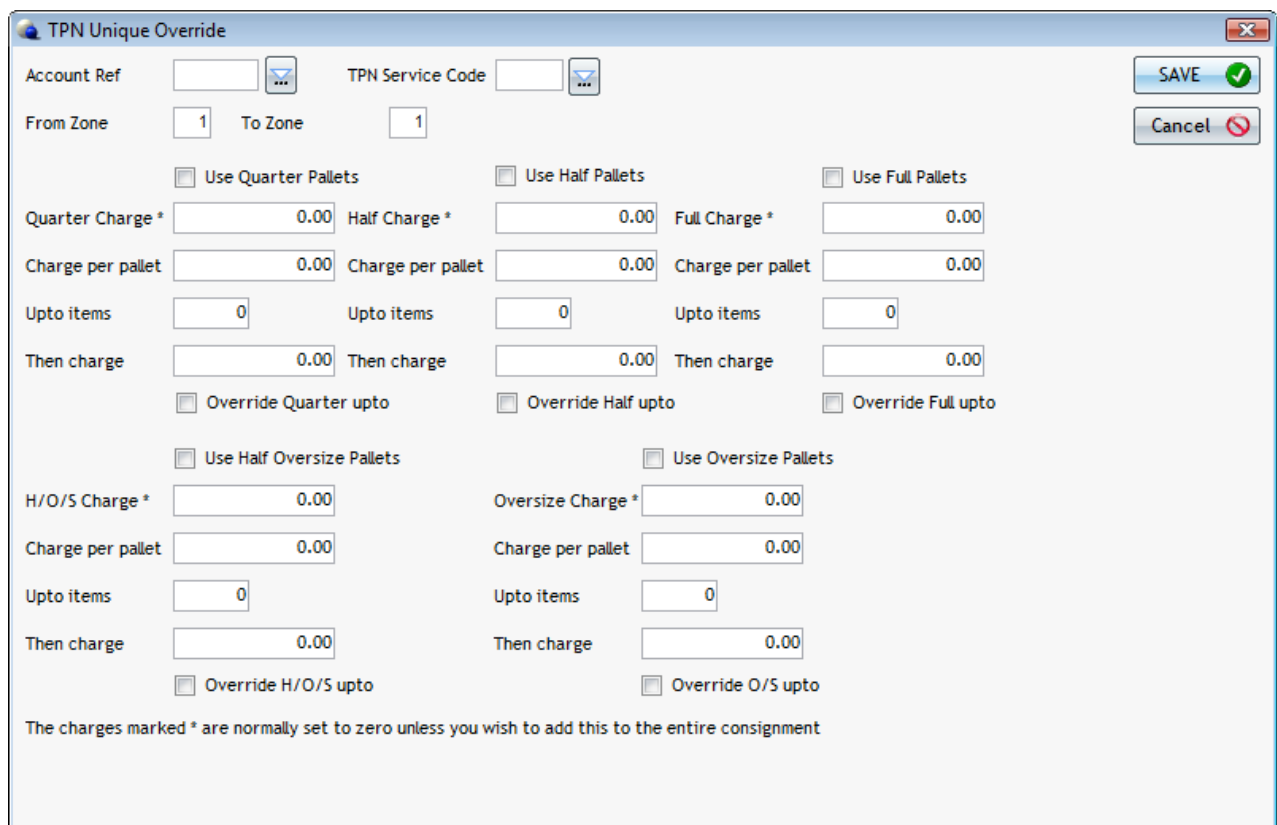
Enter the **Price Override** Details and click **Save**  to finish.

# Chapter 2 – Initial Setup


- Setup, Networks, TPN Individual Override, Browse




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



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

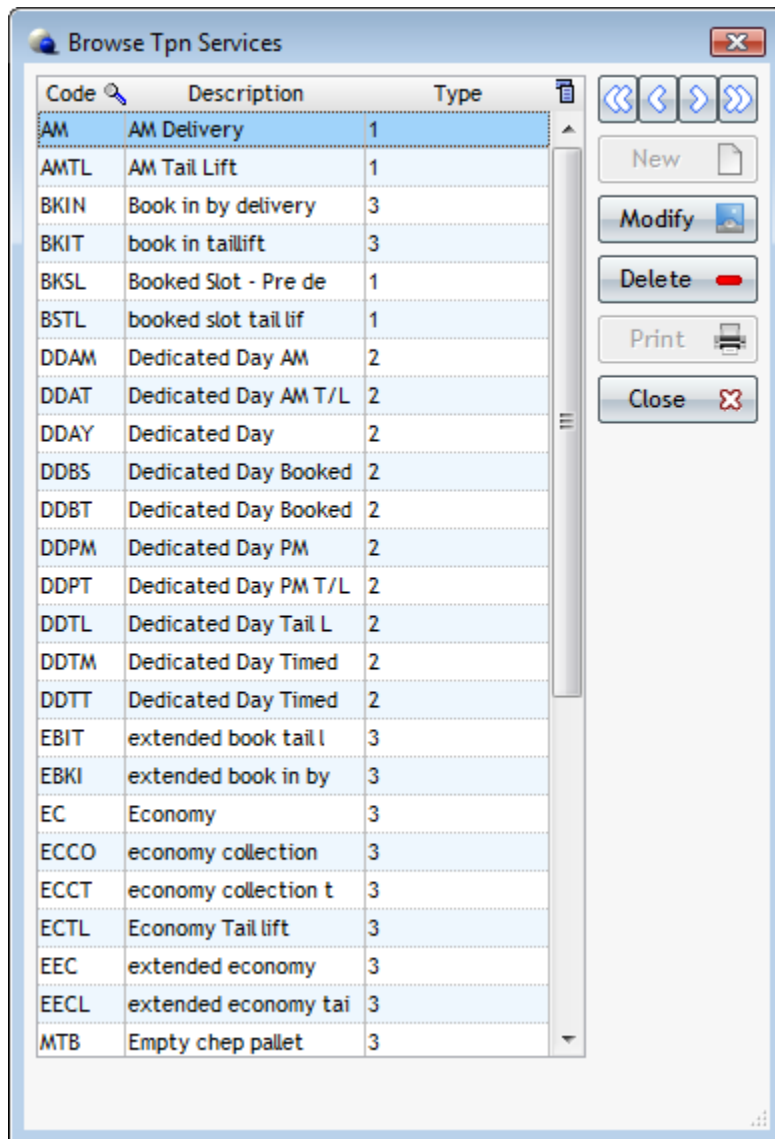
Select a **TPN Service Code**, click on the following button. 

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

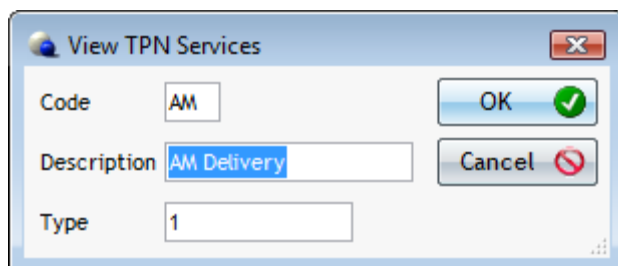
Enter the **Unique Override** Details and click **Save**  to finish.

# Chapter 2 – Initial Setup

- Setup, Networks, TPN Services, Browse



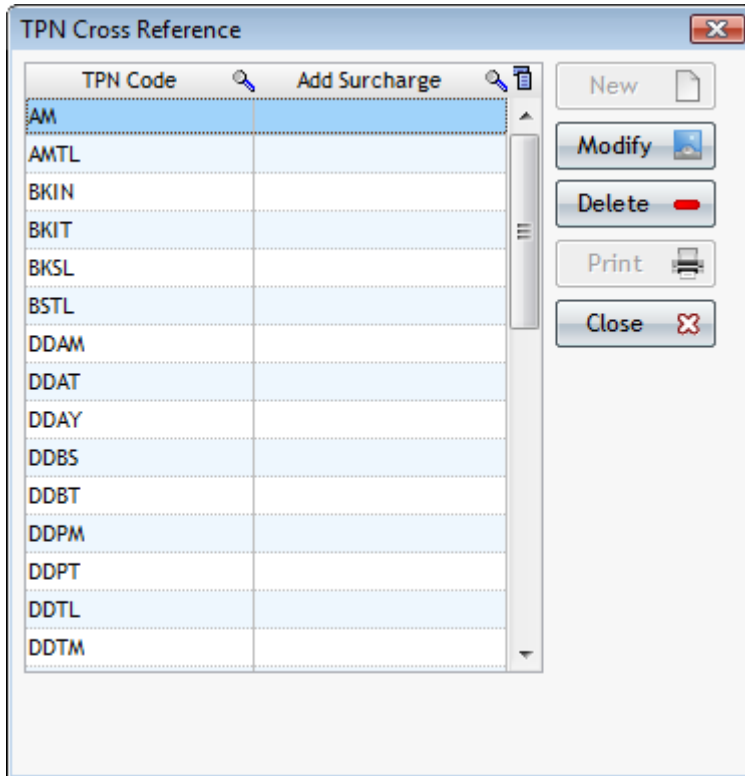
Click **Modify** to alter the highlighted record.



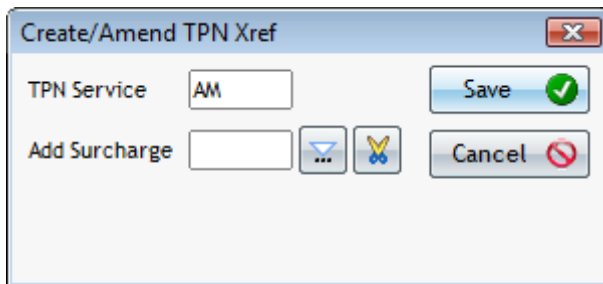
Click **OK** to finish.

# Chapter 2 – Initial Setup

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



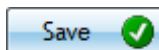
Click **Modify** to alter the highlighted record.



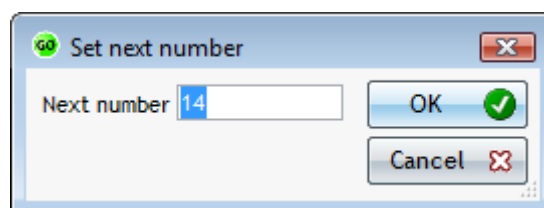
Add a Surcharge to a TPN Service by clicking on the following button.



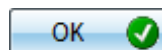
Click **Save** to finish.



- Setup, Networks, TPN Next Number



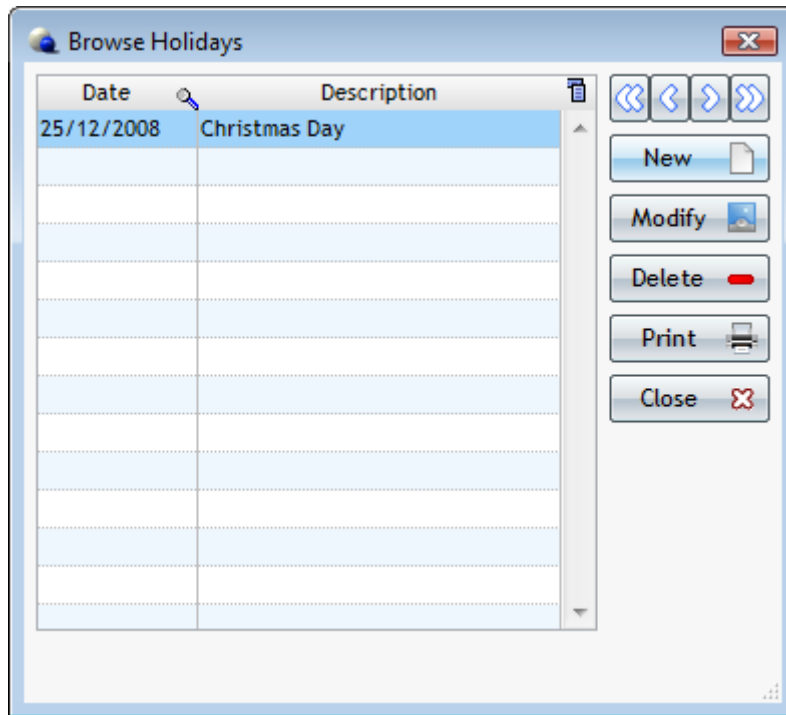
Enter the next number and Click **OK** to finish.



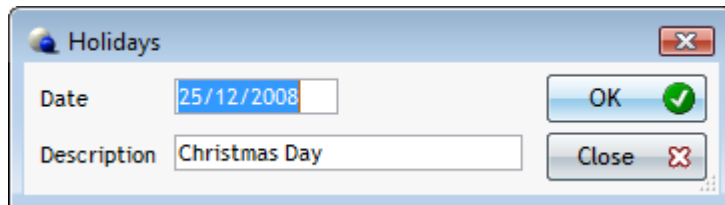
# Chapter 2 – Initial Setup

- **Setup, Holidays**

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

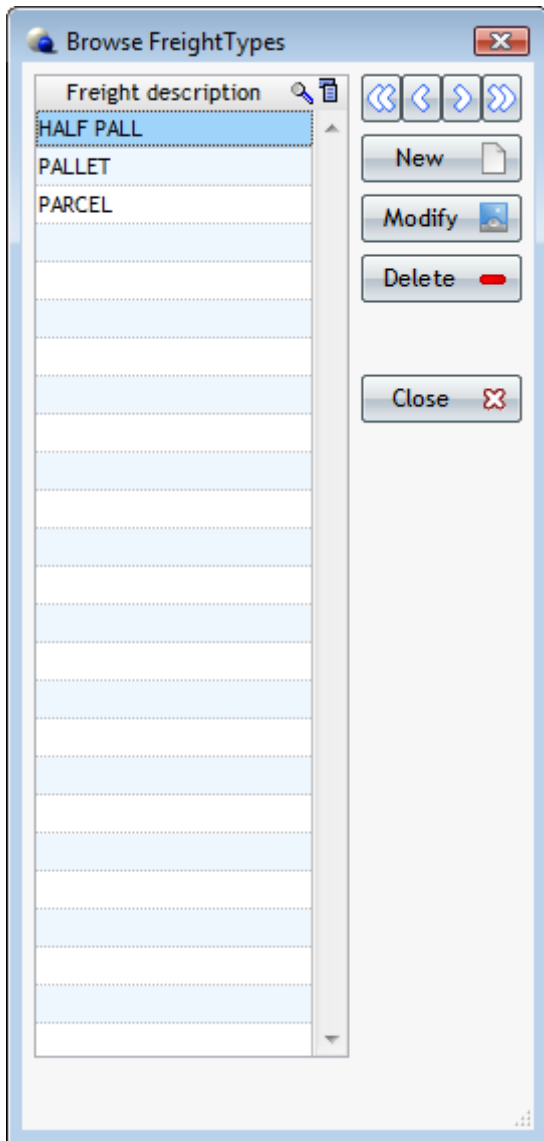


Click on New to add a new record or Modify to alter the highlighted record, and then click OK.

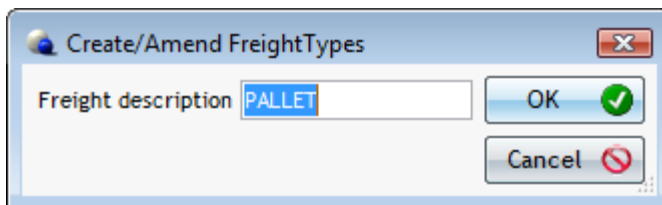


# Chapter 2 – Initial Setup

- Setup, Freight Types, Browse

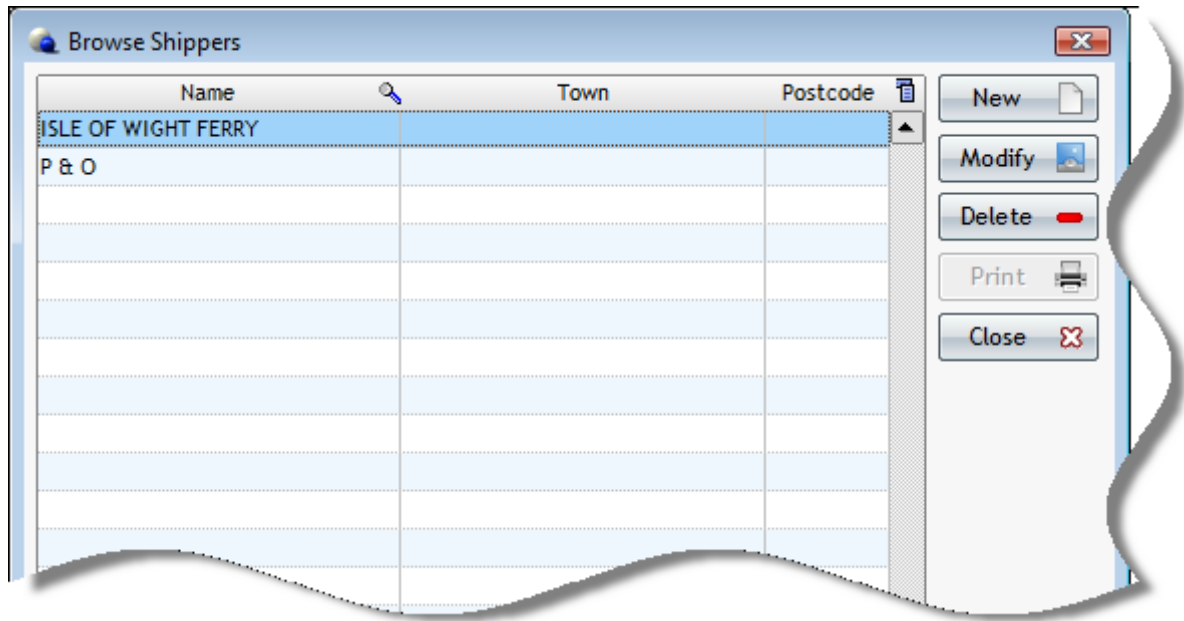


Click on New to add a new record or Modify to alter the highlighted record, and then click OK.



# Chapter 2 – Initial Setup

- Setup, Shippers, Browse



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

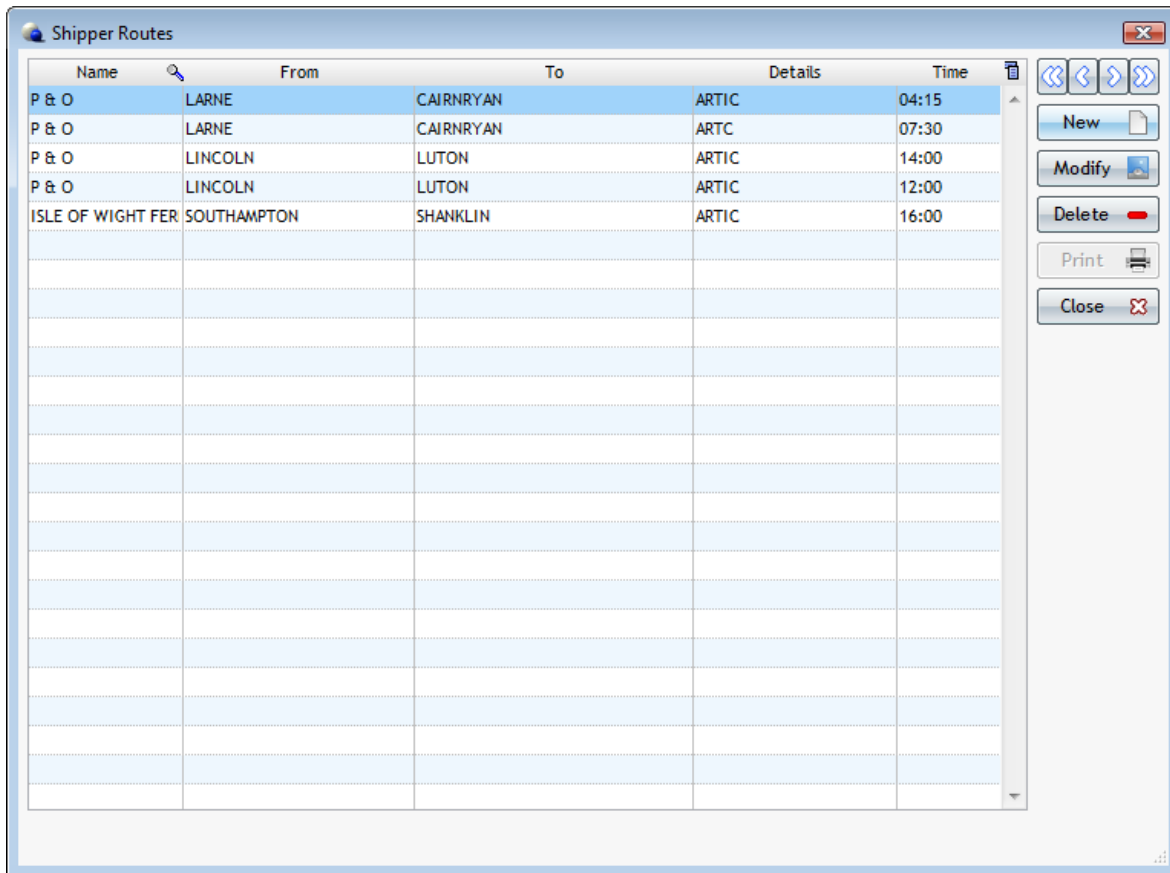
The screenshot shows a window titled "Create/Amend Shipper" with a form. The "Name" field contains "ISLE OF WIGHT FERRY". There are "Validate" and "Cancel" buttons. The form has the following fields:

Name	ISLE OF WIGHT FERRY	Validate <input checked="" type="checkbox"/>
Address 1		Cancel <input type="checkbox"/>
Address 2		
Address 3		
Address 4		
Postcode		
Phone		
Fax		
Email		
Contact		



# Chapter 2 – Initial Setup

- **Setup, Shippers, Shipping Routes**

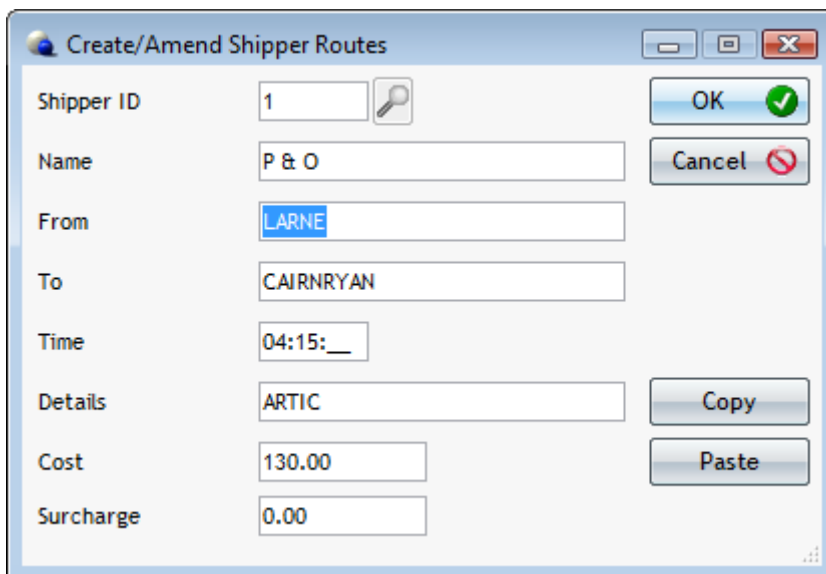


The screenshot shows the 'Shipper Routes' application window. It contains a table with the following data:

Name	From	To	Details	Time
P & O	LARNE	CAIRNRYAN	ARTIC	04:15
P & O	LARNE	CAIRNRYAN	ARTC	07:30
P & O	LINCOLN	LUTON	ARTIC	14:00
P & O	LINCOLN	LUTON	ARTIC	12:00
ISLE OF WIGHT FER	SOUTHAMPTON	SHANKLIN	ARTIC	16:00

On the right side of the window, there is a sidebar with the following buttons: New, Modify, Delete, Print, and Close. There are also navigation arrows at the top of the sidebar.

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



The screenshot shows the 'Create/Amend Shipper Routes' dialog box. It contains the following fields and buttons:

- Shipper ID: 1
- Name: P & O
- From: LARNE
- To: CAIRNRYAN
- Time: 04:15:\_\_
- Details: ARTIC
- Cost: 130.00
- Surcharge: 0.00

Buttons: OK, Cancel, Copy, Paste.

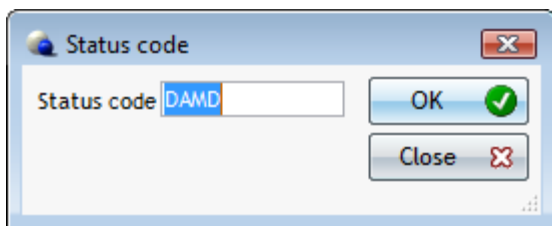
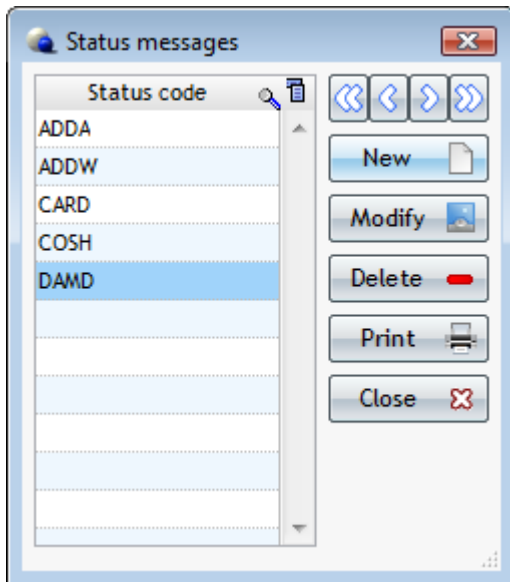
- **Setup, Shippers, Booked Shipping**

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

# Chapter 2 – Initial Setup

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

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



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

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

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

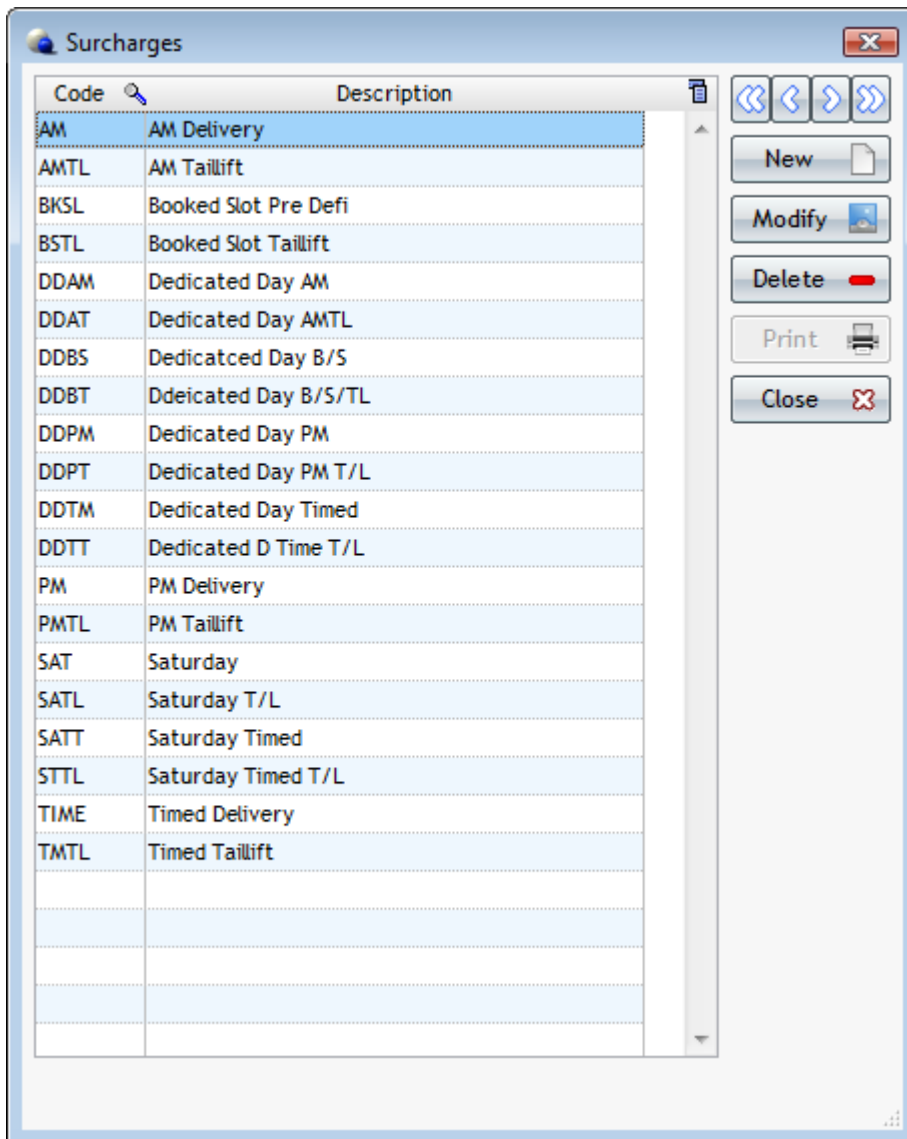




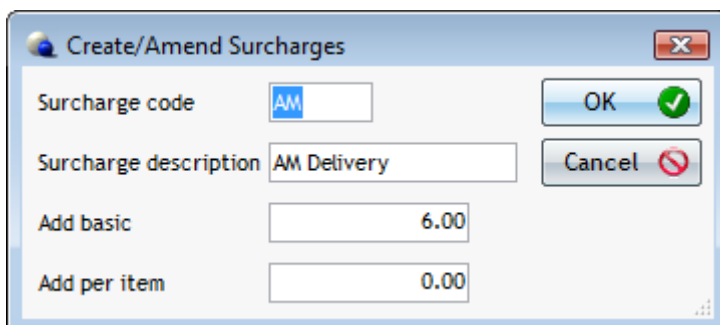


# Chapter 2 – Initial Setup

- Setup, Default Prices, Surcharges



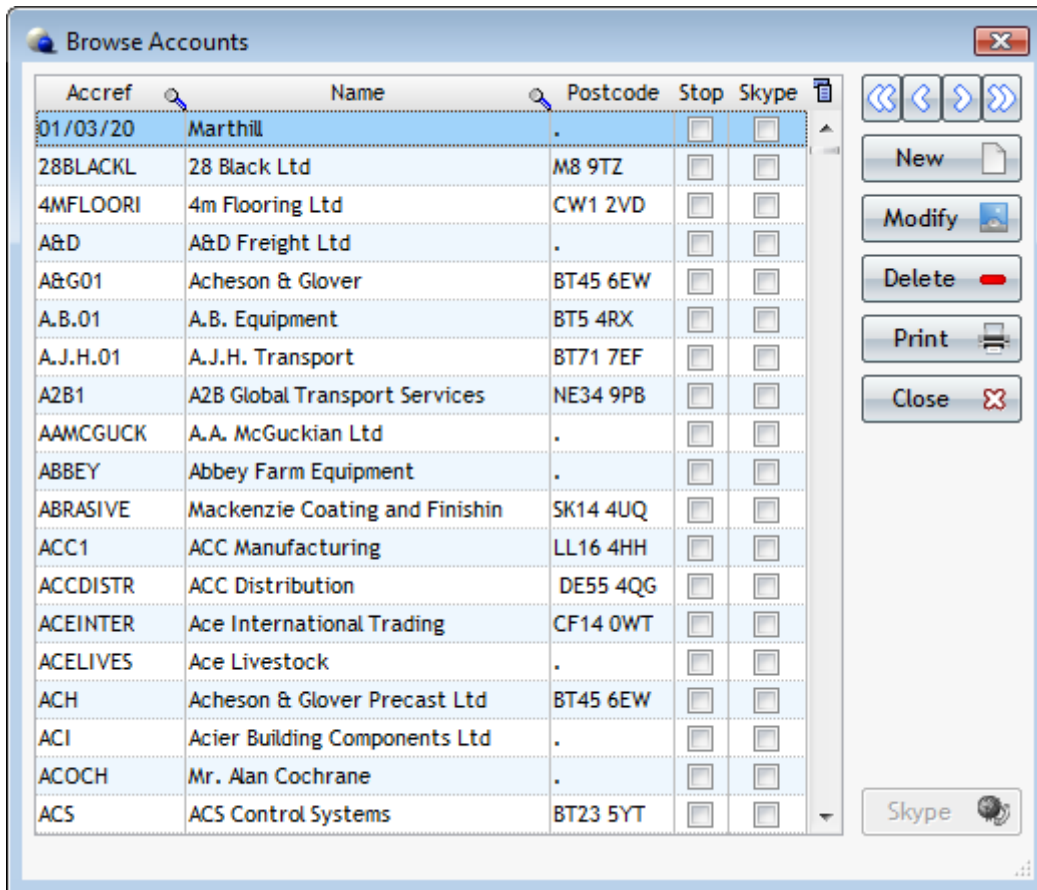
Click on New to add a new record or Modify to alter the highlighted record, and then click OK.



# Chapter 2 – Initial Setup

- **Setup, Accounts, Browse**

Customer accounts are held within this section.



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

# Chapter 2 – Initial Setup

Accounts

General Billing Charges Notes Custom

Account Ref A&G01

Account name Acheson & Glover

Address 1 58 Ballyronan Road

Address 2 .

Address 3 Magherafelt

CITY Co. Londonderry

County

Postcode BT45 6EW Check PAF

Country

Phone 028 85568441

Fax

Out of hours

Email

Contact 0870 165 5511

Skype name

Usual collector

Learn addresses

Skip on runsheet

Own paperwork

Save

Close

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

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

Select collector/deliverer

ID	Description
FRED	
JOE	

OK

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



# Chapter 2 – Initial Setup

- **Setup, Accounts, Browse**

## Billing

This section holds accounting details such as the billing address.

Accounts

General Billing Charges Notes Custom

Save Close

Account Ref   On stop NAD Account   No export

Billing name  EBO Sales Ref

Billing address 1

Billing address 2

Billing address 3

Town

Billing County

Billing Postcode

Billing Country

Billing phone

Billing fax

Billing email

Billing contact   Work in Secondary Currency

Nominal code   Display both Currencies

VAT code   Do not invoice

Vat number   Invoice without POD

Fuel surcharge %   No VAT on surcharges Credit limit

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.

Select Vat code

Code	Description	Rate
T0	Zero rated	0.00
T1	Standard Rate	17.50

OK

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

Type in the rest of the details you need.

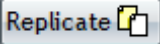
Now you need to type in the Charges Details by selecting the Charges tab.

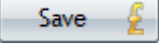
# Chapter 2 – Initial Setup

- **Setup, Accounts, Browse**

## Charges

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

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

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

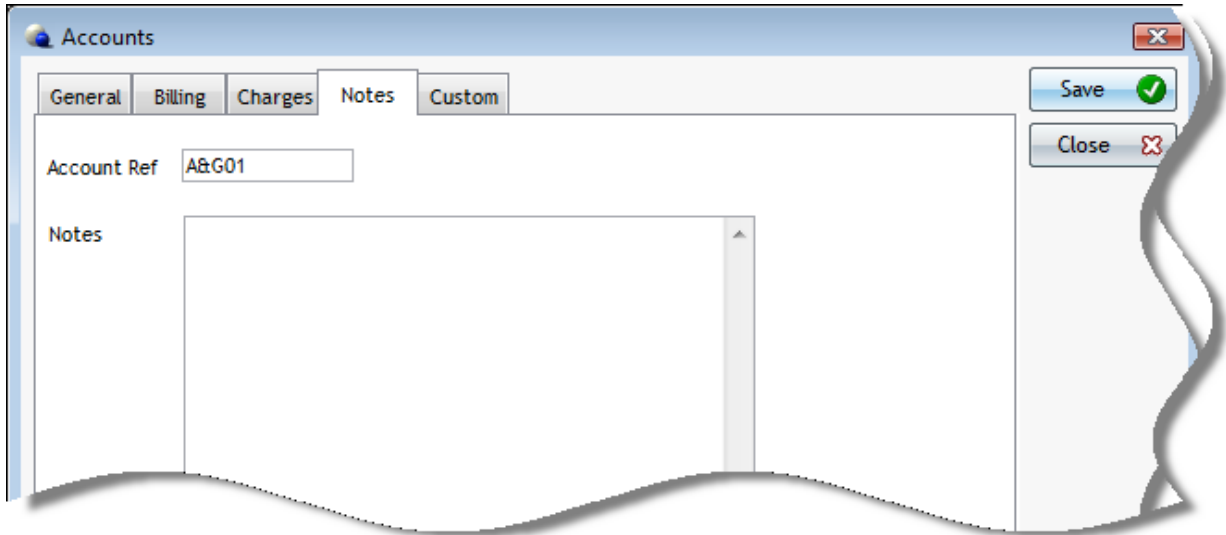
Now you need to type in the Notes Details by selecting the Notes tab.

# Chapter 2 – Initial Setup

- **Setup, Accounts, Browse**

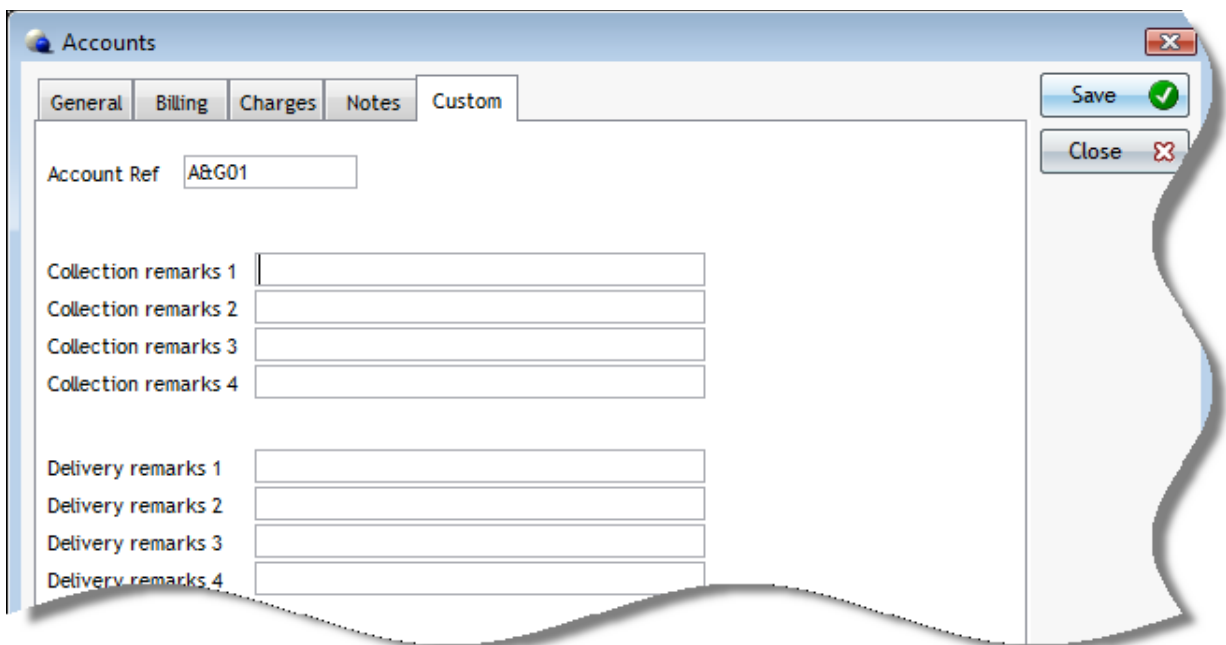
## Notes

Enter any specific notes for this customer.

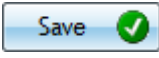


The screenshot shows a software window titled "Accounts" with a tabbed interface. The "Notes" tab is selected. The "Account Ref" field contains "A&G01". Below it is a large, empty text area for notes. On the right side, there are "Save" and "Close" buttons.

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



The screenshot shows the same "Accounts" window, but the "Custom" tab is selected. The "Account Ref" field still contains "A&G01". Below it are two groups of text input fields: "Collection remarks 1" through "Collection remarks 4" and "Delivery remarks 1" through "Delivery remarks 4". The "Save" and "Close" buttons are still visible on the right.

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

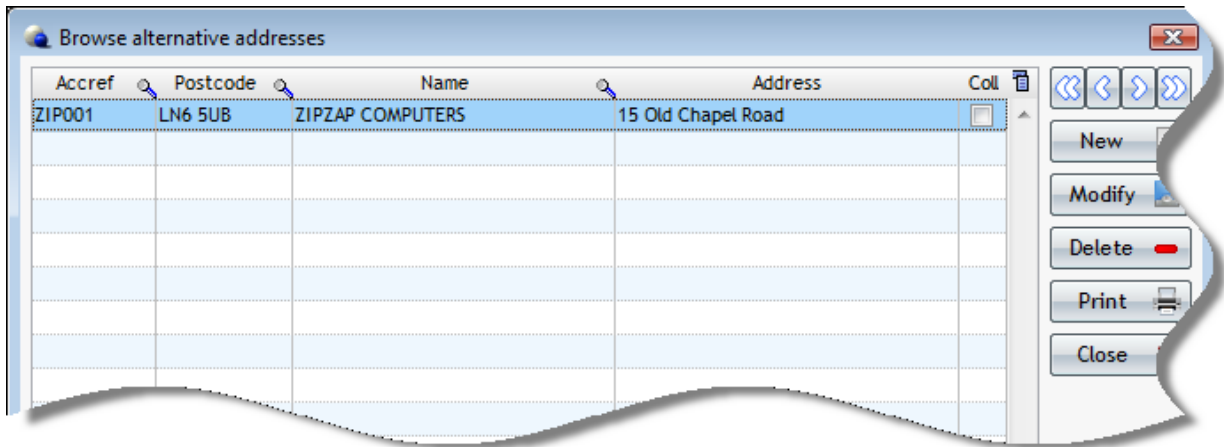
# Chapter 2 – Initial Setup

- **Setup, Accounts, Alternative Addresses**

There are two options in this section which are:

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

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



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

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

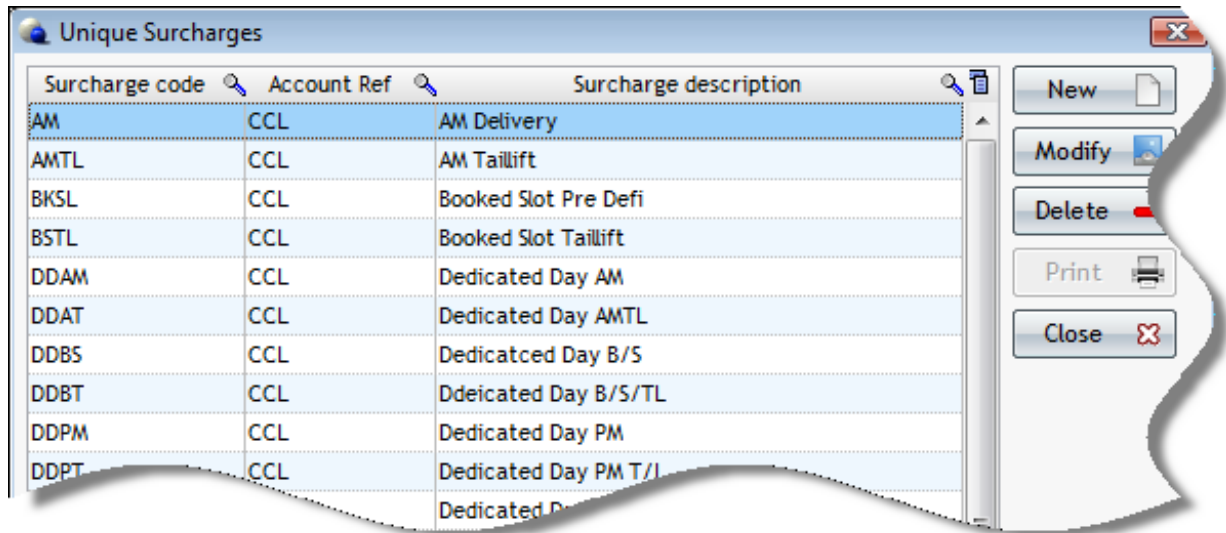
Type in all the details of the account and click **OK** to finish.

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

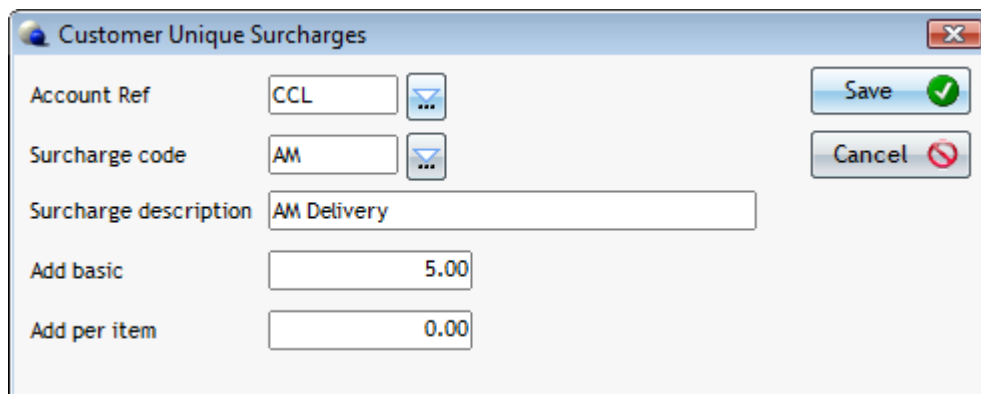
# Chapter 2 – Initial Setup

- **Setup, Accounts, Unique Surcharges**

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



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

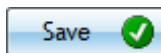


Select the account ref and surcharge code by using the following button.



Enter the basic and per item amount.

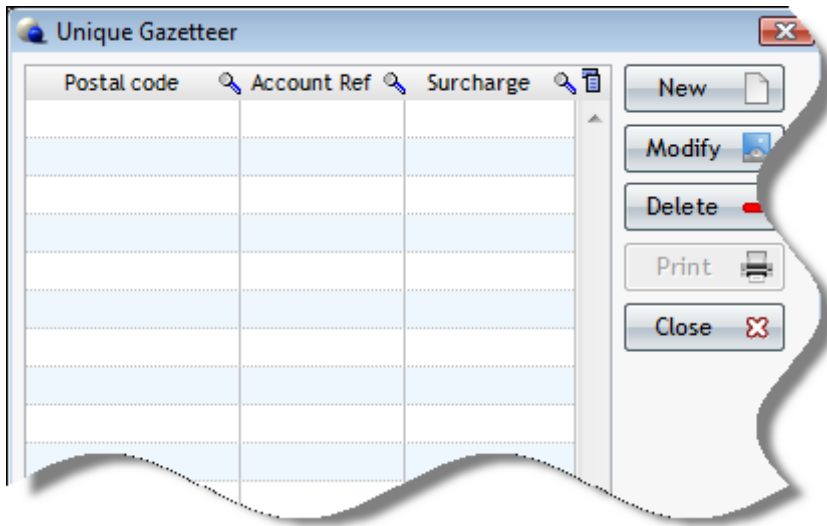
Click **Save** to finish.



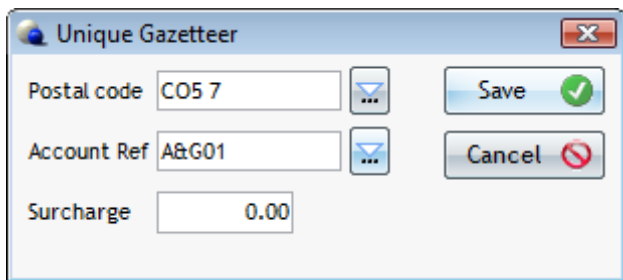
# Chapter 2 – Initial Setup

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

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




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



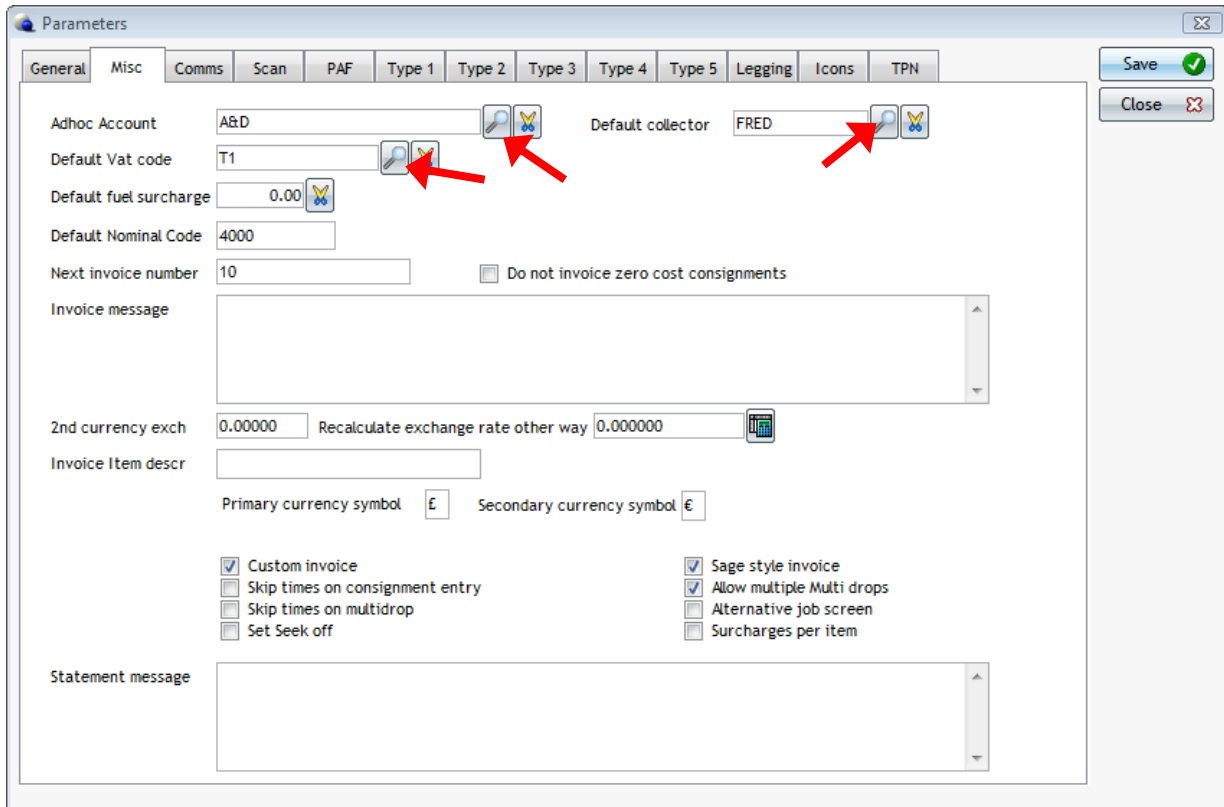
Select the post code and the account ref by using the following button.



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

# Chapter 2 – Initial Setup

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



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

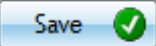
The invoice and statement messages will appear on the bottom of the respective reports as required.

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

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

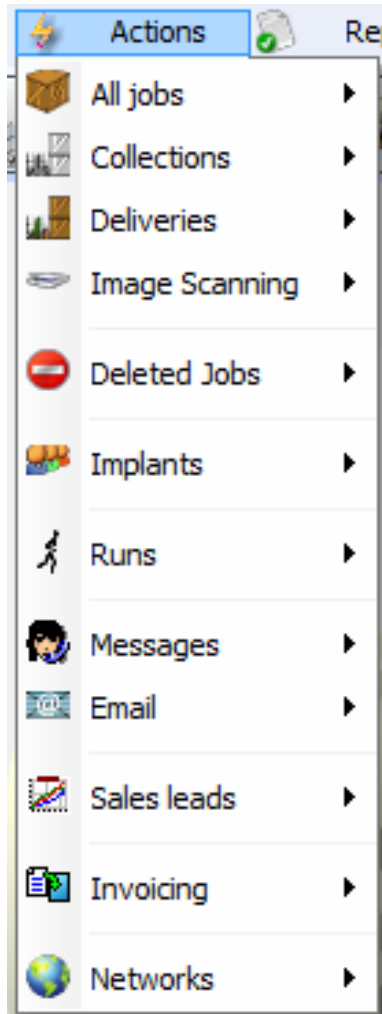
## The Options are:

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

Click **Save**  to finish.

# Chapter 3 – Actions Menu

The Actions menu relates to tasks performed within the program.

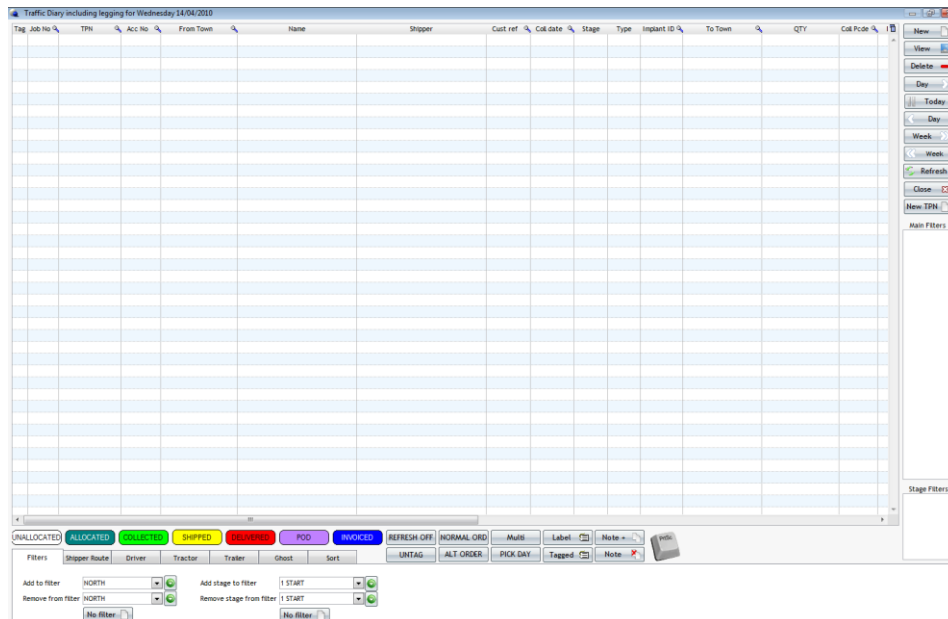


The last option networks will be greyed out if you are not a TPN user.



# Chapter 3 – Actions Menu

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

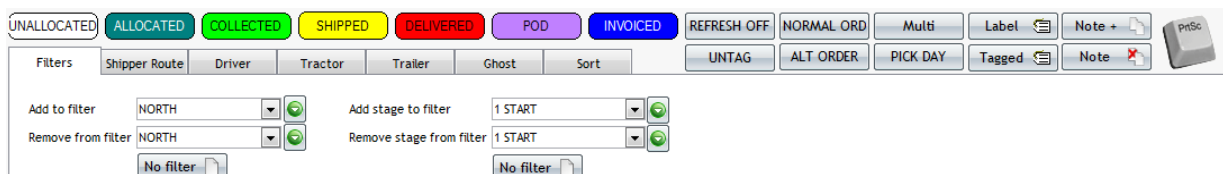


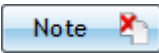
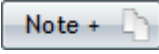
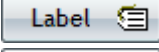
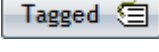
This option is for viewing, filtering, amending all traffic.


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

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

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



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

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

# Chapter 3 – Actions Menu

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

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

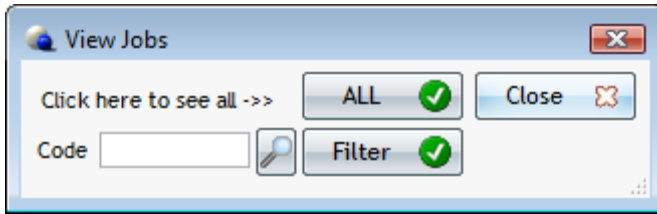


If you have applied any filters they will appear in either the main or the stage filter box.

# Chapter 3 – Actions Menu

- Actions, All Jobs, Browse All Jobs

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



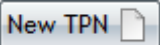
Job No	TPN	Collect	Accref	Cust ref	Implant	Collector	Collection Town	From	Deliver	Delivery Town	To	Legs	Col	Tractor 1	Trailer 1	Leg 1 date	Driver 2	Trailer 2
91	20/01/2010	INTERR				370266	WULLIE	MOTHERWELL	ML1 4UY	22/01/2010	THAME	DX9 2JB	✓	SF05 BSK		20/01/2010		
92	21/01/2010	MGFT				370267	DREW	STEVENSON	KAT2	22/01/2010	GATWICK	RH6 0PJ	✓	SF54 CKN		22/01/2010		
93	22/01/2010	AFTS				370268	ROGER	BIGGAR	ML12 6SD	22/01/2010	EAST KILBRIDE	G74 1	✓	TRUNK		22/01/2010		
94	22/01/2010	WITT				370269	MARK GIVEN	BIGGAR	ML12 6SD	22/01/2010	RUTHERGLEN	G32 8BF	✓	SF54 CIL		22/01/2010		
97	20/01/2010	OPALIO	craig			370262	MARK GIVEN	BALDOCK	HERTFORDS	21/01/2010	COATBRIDGE	ML5 4RF	✓	SF54 CIL		20/01/2010		
98	20/01/2010	COULT	Q23231			370265	WULLIE	GLASGOW	G65 9AX	21/01/2010	SITTINGBOURNE	ME10 2TD	✓	SF05 BSK		20/01/2010		
99	18/01/2010	INTERR				370260	DREW	GLASGOW	DX9 2JB	20/01/2010	HOSSEND	ML4	✓	SF54 CKN		18/01/2010		
98	19/01/2010	AFRM	MLT1029			370263	DREW	SITTINGBOURNE		20/01/2010	DYCHURCH		✓	SF54 CKN		19/01/2010		
99	19/01/2010	AFRM	985535			370264	DREW	SITTINGBOURNE	ME10 3HW	20/01/2010	NORTHAMPTON	NH5 5JR	✓	SF54 CKN		19/01/2010		
93	18/01/2010	COULT	01/10/312			370258	MARK GIVEN	DUMFRIES	DG2 0EF	19/01/2010	SITTINGBOURNE	ME10 2TD	✓	SF54 CIL		18/01/2010		
94	18/01/2010	COULT	01/10/312			370259	MARK GIVEN	DUMFRIES	DG2 0EF	19/01/2010	SITTINGBOURNE	ME10 2	✓	SF54 CIL		18/01/2010		
90	15/01/2010	MGFT	1265			370256	MARK GIVEN	NORTHAMPTON	NN4 7PL	18/01/2010	NEWMILNS	KA16 9	✓	SF54 CIL		15/01/2010		
82	15/01/2010	COULT	126512.01			370257	WULLIE	ANNAN	DG12 5QP	18/01/2010	ROMSEY	S051 6RG	✓	SF05 BSK		15/01/2010		
86	18/01/2010	MURRA	rumenco			370261	WULLIE	BURTON-ON-TRENT	DE13 0DW	18/01/2010	DUMFRIES	DG2 0HT	✓	SF05 BSK		18/01/2010		
75	13/01/2010	WATER	pod21487			370251	WULLIE	GLASGOW	G72 0BP	15/01/2010	GLASGOW		✓	SF05 BSK		13/01/2010		
74	11/01/2010	COULT	k15602			370248	DREW	GLASGOW	G65 9AX	15/01/2010	SITTINGBOURNE	ME10 1	✓	SF54 CKN		11/01/2010		
77	13/01/2010	WITT				370253	WULLIE	LANCS	PR7 5LF	15/01/2010	EDINBURGH	EH6 5NA	✓	SF05 BSK		13/01/2010		
78	14/01/2010	COULT	459656			370254	MARK GIVEN	AUCHTERARDER	PH4 1QA	15/01/2010	WELLINGBOROUGH	NN8 2DH	✓	SF54 CIL		14/01/2010		
79	14/01/2010	POLL	00079584			370255	DREW	MAIDSTONE	ME17 2LH	18/01/2010	EAST KILBRIDE		✓	SF54 CKN		14/01/2010		
72	12/01/2010	POLL				370250	DREW	CHATHAM	NE4 4SW	14/01/2010	GLASGOW	G1 1	✓	SF54 CKN		12/01/2010		
76	13/01/2010	COULT	126338.01			370252	DREW	ANNAN	DG12 6SL	14/01/2010	CROWBOROUGH	TN6 1	✓	SF54 CKN		13/01/2010		
71	12/01/2010	ARWS				370249	WULLIE	GRETNA	CA6 5LY	13/01/2010	GRELTENHAW	GL50 1	✓	SF05 BSK		12/01/2010		
62	07/01/2010	OPALIO	ib			370245	MARK GIVEN	LEIGHTON BUZZARD	LUT 49Q	08/01/2010	COATBRIDGE	ML5 3	✓	SF54 CIL		07/01/2010		
60	06/01/2010	COULT	459326			370243	DREW	AUCHTERARDER	PH4 1QA	07/01/2010	HATFIELD	AL10 9TB	✓	SF54 CKN		06/01/2010		
61	06/01/2010	COULT	g32156			370244	WULLIE	KILSYTH	G65 9AX	07/01/2010	SITTINGBOURNE	ME10 2TD	✓	SF05 BSK		06/01/2010		
54	06/01/2010	OPALIO	stock			370247	VARIOUS	BIGGAR	ML12 6SD	07/01/2010	COATBRIDGE	ML5 4	✓	SF05 BSK		06/01/2010		
55	07/01/2010	AFTS				370248	VARIOUS	BIGGAR	ML12 6SD	07/01/2010	EAST KILBRIDE	G74 1	✓	GN53 LXR		07/01/2010		
56	06/01/2010	COULT	TRK 49138			370242	DREW	GLASGOW	G75 0Z2	06/01/2010	BLACKFORD	PH4 1QA	✓	SF54 CKN		06/01/2010		
63	05/01/2010	AFTS	ek			370246	VARIOUS	GLASGOW	ML12 6SD	05/01/2010	EAST KILBRIDE	G74 1	✓	GN53 LXR		05/01/2010		
58	24/12/2009	NUTTAL	wham/			370241	DREW	ROCHDALE	OL11 3DT	29/12/2009	BELLSHILL	ML4 3QD	✓	SF54 CKN		24/12/2009		
57	23/12/2009	WISECC	telecom/04			370239	MARK GIVEN		PE13 1 PL	27/12/2009	BELLSHILL	ML4 1	✓	SF54 CIL		23/12/2009		
53	22/12/2009	COULT	k15609			370236	WULLIE	GLASGOW	G65 9AX	23/12/2009	KING LYNN	PE34 3AL	✓	SF05 BSK		22/12/2009		
54	22/12/2009	COULT	k15608			370237	MARK GIVEN	GLASGOW	G65 9AX	23/12/2009	KING S LYNN	PE30 1	✓	SF54 CIL		22/12/2009		
55	22/12/2009	COULT	g31979			370238	DREW	GLASGOW	G65 9AX	23/12/2009	SITTINGBOURNE	ME10 2	✓	SF54 CKN		22/12/2009		
56	23/12/2009	TWE	dopp/039/			370240	VARIOUS	BIGGAR	ML12 6SD	23/12/2009	HAMILTON	ML3 9BZ	✓	GN53 LXR		23/12/2009		
52	21/12/2009	NUTTAL				370235	MARK GIVEN	ROCHDALE	OL11 3DT	22/12/2009	BONESS	EH51 95J	✓	SF54 CIL		21/12/2009		
48	18/12/2009	COULT	458485			370231	DREW	AUCHTERARDER	PH4 1QA	21/12/2009	PRESTON	PR2 3PY	✓	SF54 CKN		18/12/2009		
49	18/12/2009	COULT	458854			370232	MARK GIVEN	AUCHTERARDER	PH4 1QA	21/12/2009	HALESOWEN	B62 8AZ	✓	SF54 CIL		18/12/2009		
50	19/12/2009	CCL	860945			370233	WULLIE	SITTINGBOURNE	ME10 2TD	21/12/2009	GRANGEAMOUTH	FK3 0	✓	SF05 BSK		19/12/2009		
51	19/12/2009	NUTTAL	JMT 63			370234	WULLIE	ROCHDALE	OL11 3DT	20/12/2009	BELLSHILL	ML4 3QD	✓	SF05 BSK		19/12/2009		
47	18/12/2009	COULT	ext/92			370230	DREW	NEWBRIDGE	EH28 8PJ	19/12/2009	SHEFFIELD	S11 8	✓	SF54 CIL		18/12/2009		
46	17/12/2009	OPALIO				370228	MARK GIVEN	BALDOCK	HERTFORDS	18/12/2009	COATBRIDGE	ML5 4	✓	SF54 CIL		17/12/2009		
45	18/12/2009	CCL	859844			370229	MARK GIVEN	AFR	K48 8AE	18/12/2009	SUNBURY-ON-THAMES	TW16 5 4	✓	SF54 CIL		18/12/2009		
43	15/12/2009	COULT	458341			370226	DREW	AUCHTERARDER	PH4 1QA	16/12/2009	HUNTINGDON	CS10 7TG	✓	SF54 CIL		15/12/2009		
44	15/12/2009	COULT	458349			370227	DREW	AUCHTERARDER	PH4 1QA	16/12/2009	HUNTINGDON	PE18 0QB	✓	SF54 CKN		15/12/2009		
38	14/12/2009	BARRON	221142			370222	MARK GIVEN	SOUTHAMPTON	S015 185	15/12/2009	NEWBRIDGE	EH28 8	✓	SF54 CIL		14/12/2009		
40	14/12/2009	MGFT	52677			370223	DREW	NORTHAMPTON	NN4 7PL	15/12/2009	GIRVAN	KA26 9PT	✓	SF54 CKN		14/12/2009		
41	14/12/2009	MGFT	52677			370224	MARK GIVEN	NORTHAMPTON	NN4 7PL	15/12/2009	GIRVAN	KA26 9PT	✓	SF54 CIL		14/12/2009		
42	15/12/2009	MGFT				370225	WULLIE	SHEWALTON	KA11 5PL	15/12/2009	KILWINNING	KA13 6LD	✓	SF05 BSK		15/12/2009		
44	14/12/2009	MGFT				370217	WULLIE	CARLEISLE	CA4 6EV	14/12/2009	REDFUTE	RD20 2	✓	SF05 BSK		14/12/2009		

Here you can turn Legs on or off

The Multi button

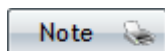
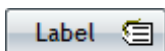
If you wish to search for a specific filter code, Type in the filter code or use the magnifying glass and then click filter. The jobs which will be displayed are the ones with that filter code. Filter Codes can be set up by going to **Setup, Filter Codes, and Browse Codes**.

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

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

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

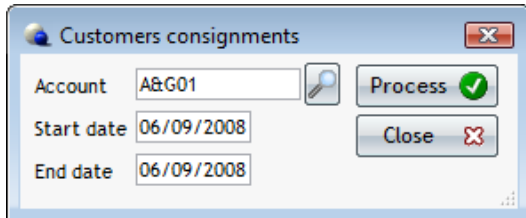
Print a consignment Label or Note by clicking on one of the following buttons.



# Chapter 3 – Actions Menu

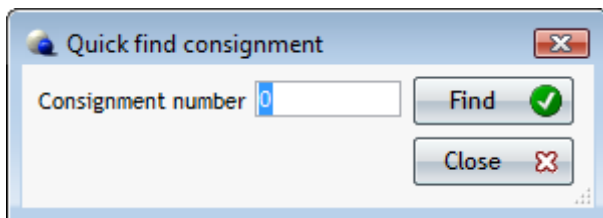
- **Actions, All Jobs, All jobs for a Customer**

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



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

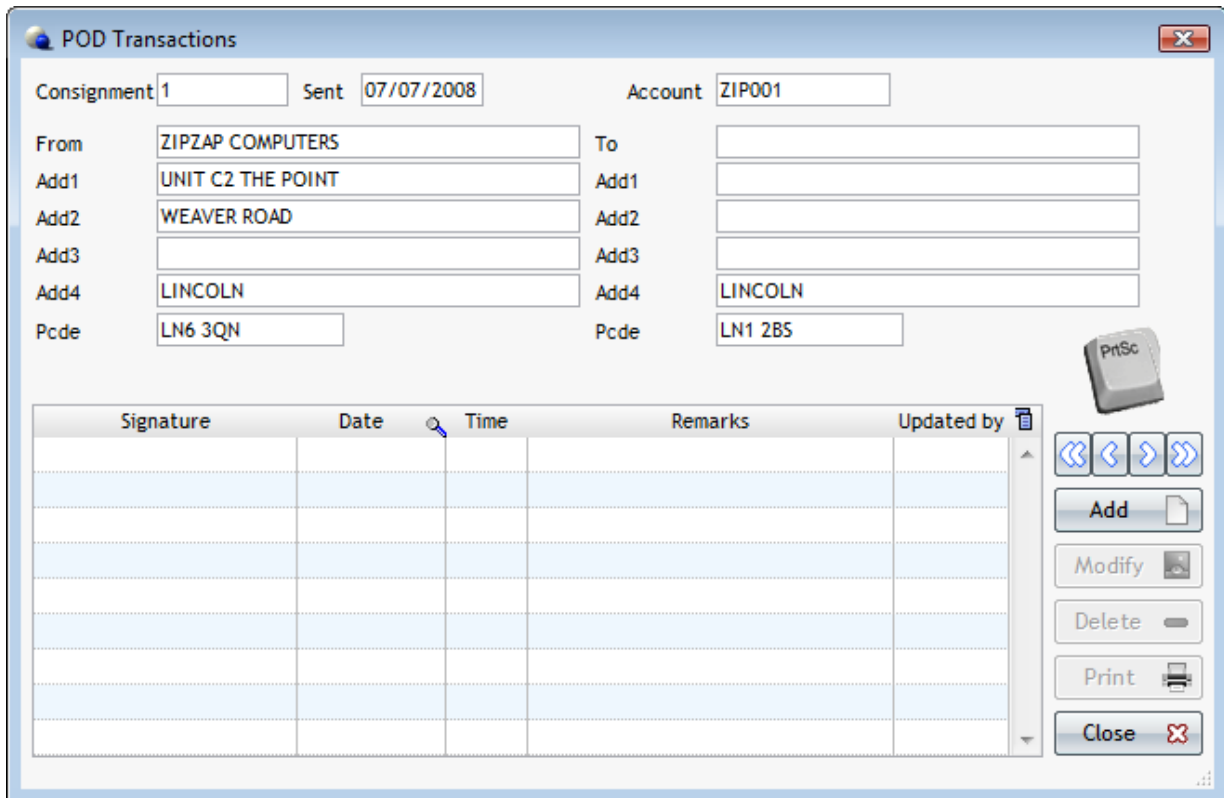
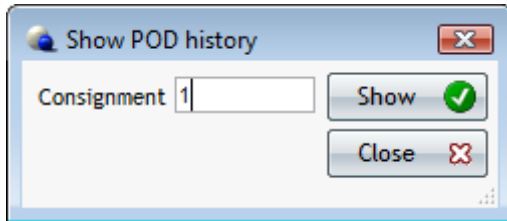
Search for a specific consignment number.



# Chapter 3 – Actions Menu

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

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





# Chapter 3 – Actions Menu

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

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

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

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

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

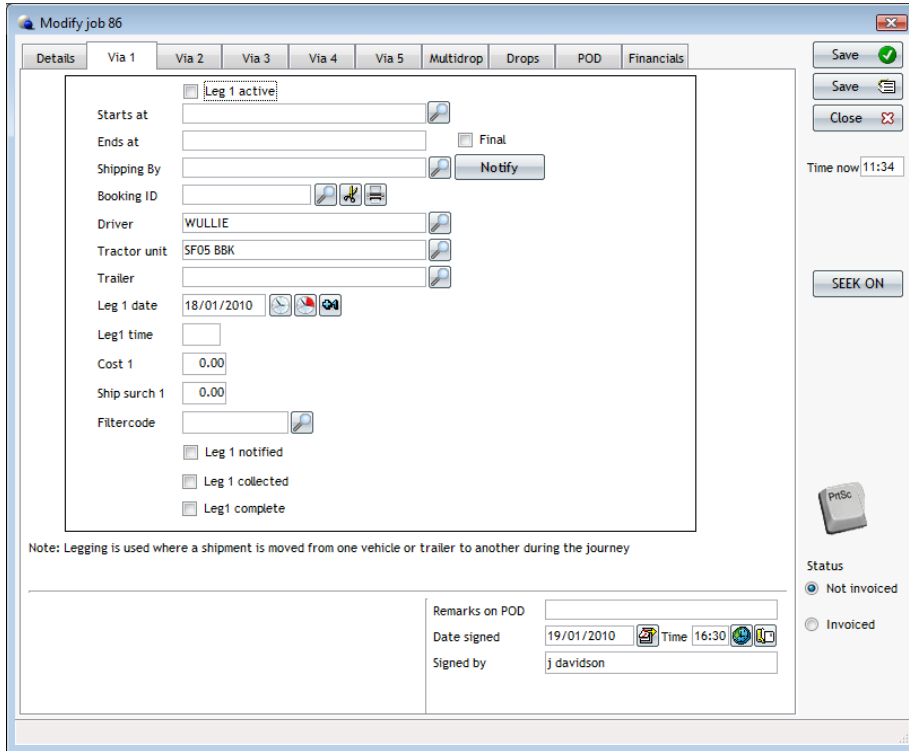
If you have ticked the Alternative Job Screen box in the Global Parameters then this screen will look a little different. Instead of the multi drop option being a separate tab it is added on to the screen like shown in the example below (Multi drop is explained on page 57):

This screenshot shows the 'Modify job' window with an additional 'Drop order' tab. The 'Drop order' tab contains the following details:

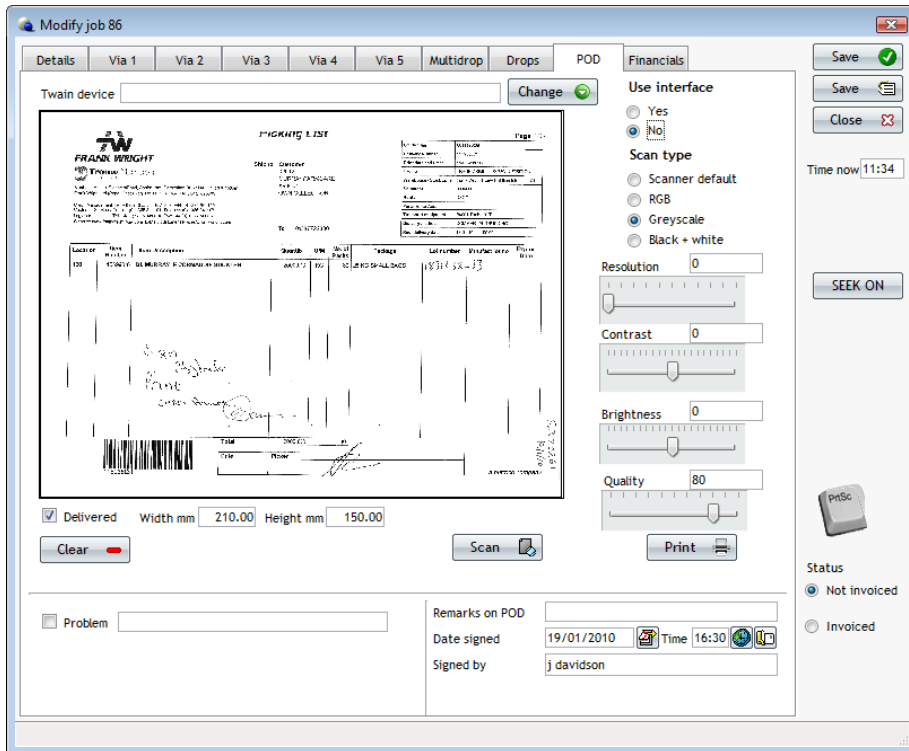
- Drop order:** 1
- Starting from:** BURTON
- Delivery name:** MURRAY FARMCARE
- Delivery address 1:** IRONGRAY ROAD
- Delivery address 2:** (empty)
- Delivery address 3:** (empty)
- Delivery Town:** DUMFRIES
- Delivery postcode:** DG2 0HT
- Delivery country:** UNITED KINGDOM
- Delivery phone:** (empty)
- Optional delivery time:** (empty)
- Delivery date:** 25/01/2010
- Delivery remarks 1:** (empty)
- Delivery remarks 2:** (empty)
- Delivery remarks 3:** (empty)
- Delivery remarks 4:** (empty)
- Items (if required):** 2 Type TYRES
- Reference:** 172638
- Weighting Booking ID:** (empty)
- Driver:** WULLIE
- Tractor:** SF05 BBK
- Trailer:** (empty)
- Final Trailer:** (empty)
- Cost:** 0.00
- Surcharge:** 0.00
- Filtercode:** (empty)
- Buttons:**  Short,  Collected,  Notified,  STAGE COMPLETE / DELIVERED

# Chapter 3 – Actions Menu

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



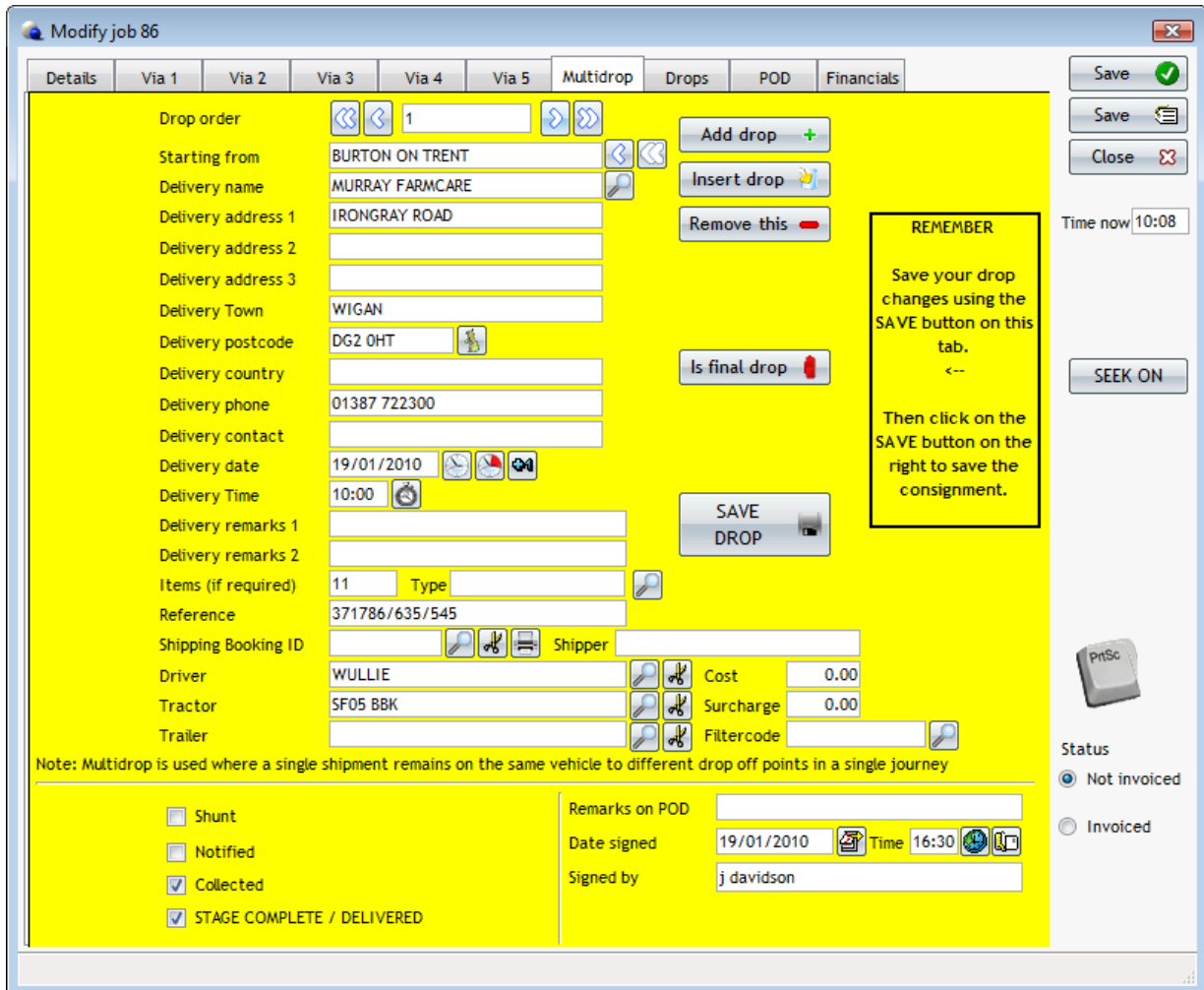
And a POD image can be scanned.

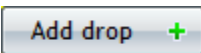
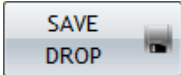
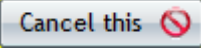




# Chapter 3 – Actions Menu

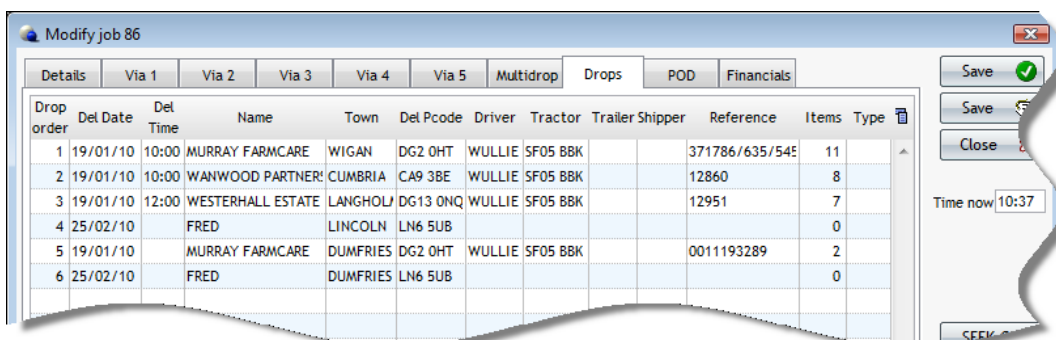
The Multidrop tab is for single shipments that remain on the same vehicle to different drop off points in a single journey.



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

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

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



# Chapter 3 – Actions Menu

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

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

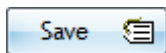
- Pallets:** Base 0.00, then charge 0.00, per item up to 0 items then 0.00 per item.
- Type 2:** Base 0.00, then charge 0.00, per item up to 0 items then 0.00 per item.
- Type 3:** Base 0.00, then charge 0.00, per item up to 0 items then 0.00 per item.
- Type 4:** Base 0.00, then charge 0.00, per item up to 0 items then 0.00 per item.
- Weight:** Base 0.00, then charge 0.00, per kilo up to 0 kilo then 0.00 per kilo.
- Minimum charge:** 0.00, Current Zone 1, Originally entered by TAM, on date 15/01/2010.
- Calculated:** 0.00, Alter 1, Redo button.
- Price quoted:** 650.00, Vat code T1, Last updated by NORMAN, Pod updated by.
- Invoice details:** Job description: Collected DE13 ODW and delivered DG13 ONQ, Invoice notes, Associated invoice 0, Release button, Date paid, Today button, Paid checkbox.
- Remarks on POD:** Alter to TPN. You must close/reopen/update the consignment. Date signed 19/01/2010, Time 16:30, Signed by j davidson.

On the right side, there are buttons for 'Save' (with a green checkmark), 'Save' (with a printer icon), and 'Close' (with a red X). Below these is a 'Time now' field showing 11:34 and a 'SEEK ON' button. At the bottom right, there is a 'PrintSc' icon and a 'Status' section with radio buttons for 'Not invoiced' (selected) and 'Invoiced'.

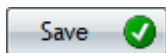
Overall POD information can also be entered here if there had been no via points.

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

Click on one of the save options to finish:



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



This button will only save the job.

# Chapter 3 – Actions Menu

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

Enter/Amend the details of the consignment.

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

TPN screen defaults collector to local depot unless overridden

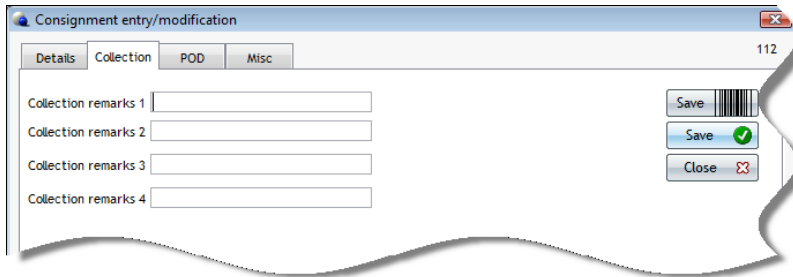
Click  to override the collection depot to the covering depot.

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

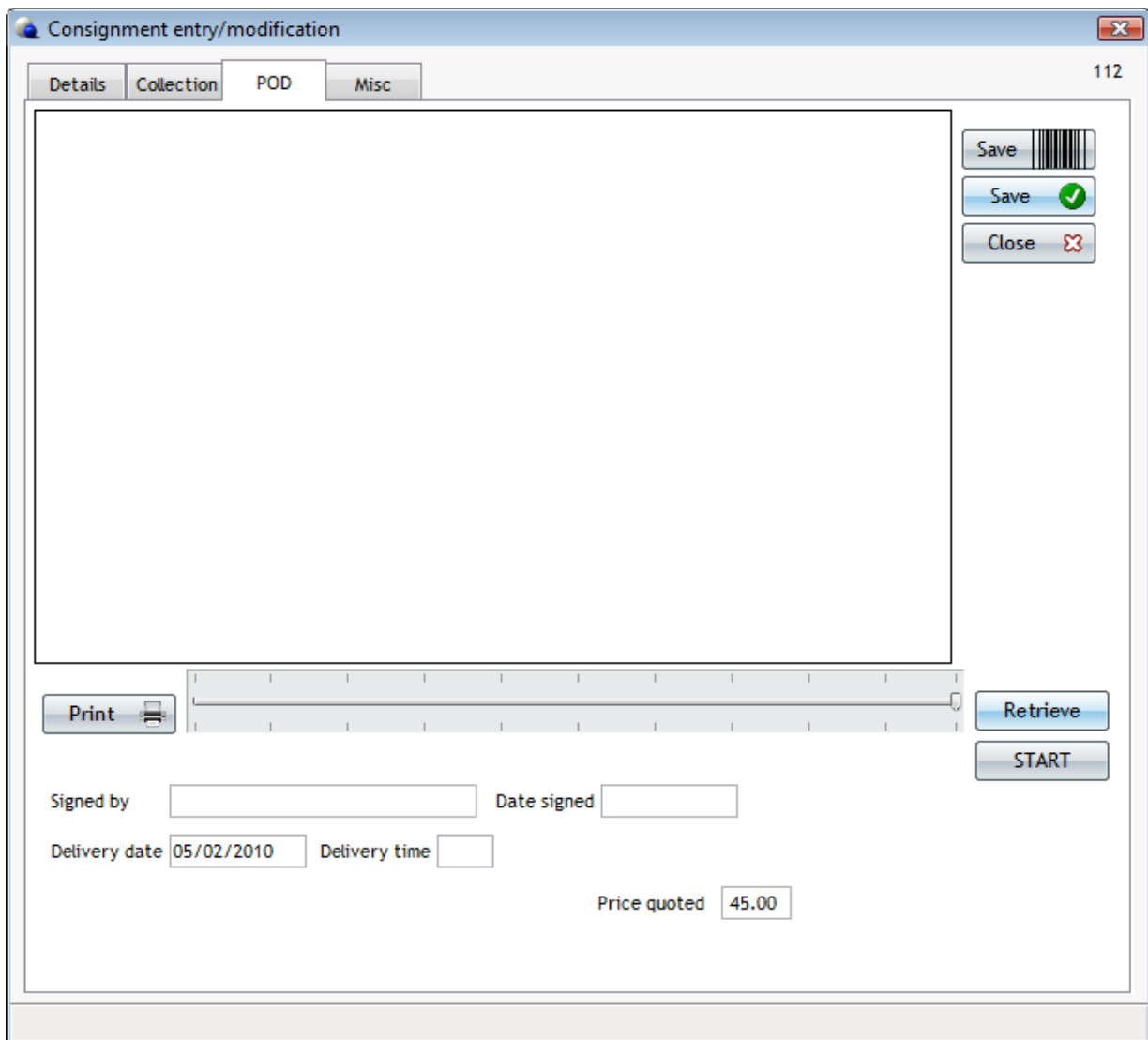
# Chapter 3 – Actions Menu

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

On this screen you can enter the collection remarks.



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



Here you can retrieve your POD details.

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

# Chapter 3 – Actions Menu

Consignment entry/modification 112

Details Collection POD Misc

Via TPN. Altering will remove this from TPN

Save Save Close

Type 1  
Base  then charge  per item up to  items then  per item

Type 2  
Base  then charge  per item up to  items then  per item

Type 3  
Base  then charge  per item up to  items then  per item

Type 4  
Base  then charge  per item up to  items then  per item

Weight  
Base  then charge  per kilo up to  kilo then  per kilo

Minimum charge  Current Zone   
Calculated

Collection charge   
Delivery charge   
Tpn Hub Charge

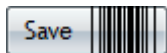
Associated invoice  Price quoted   Lock this price to avoid changes

Invoice notes

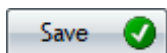
Enter/Amend the invoice details of the consignment

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

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



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



This button will only save the job.





# Chapter 3 – Actions Menu

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

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

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

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

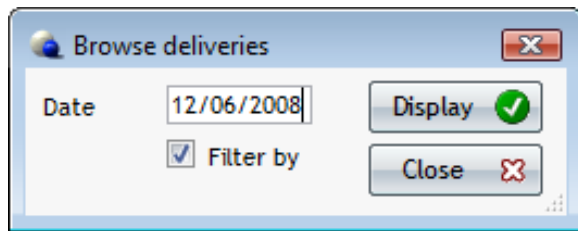
Show all collections that have not yet been collected.

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



# Chapter 3 – Actions Menu

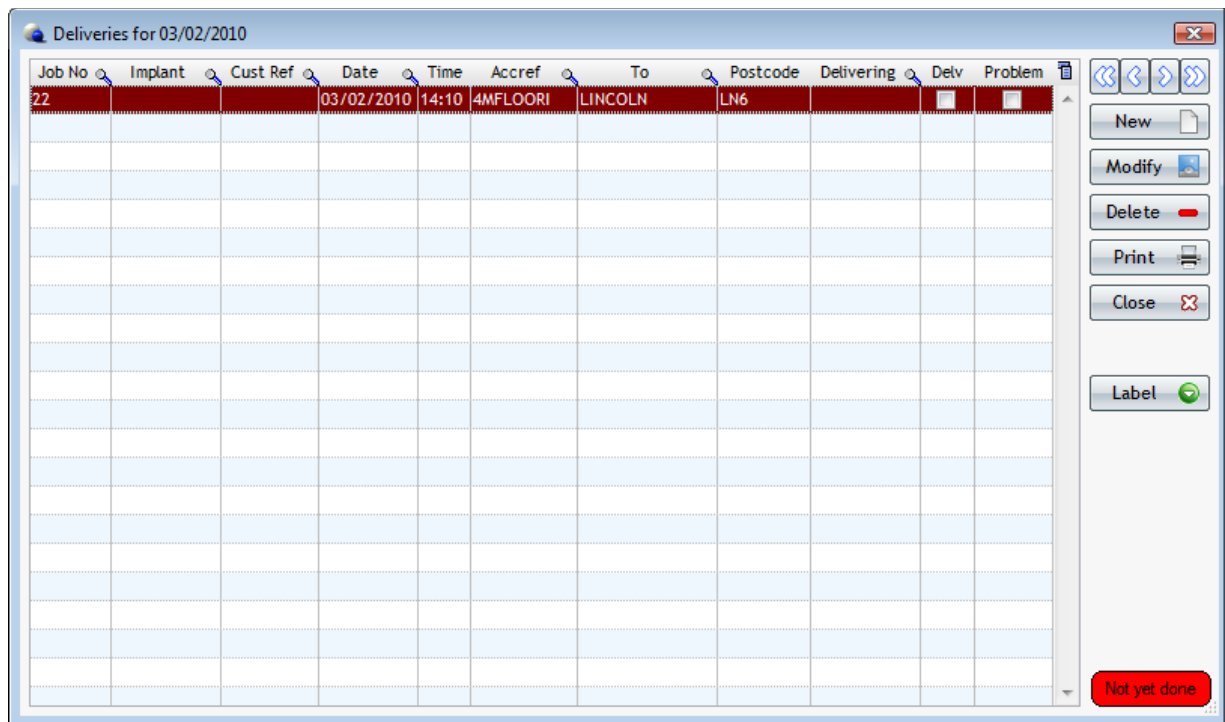
- **Actions, Deliveries, Browse all Deliveries**



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

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

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



# Chapter 3 – Actions Menu

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

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

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

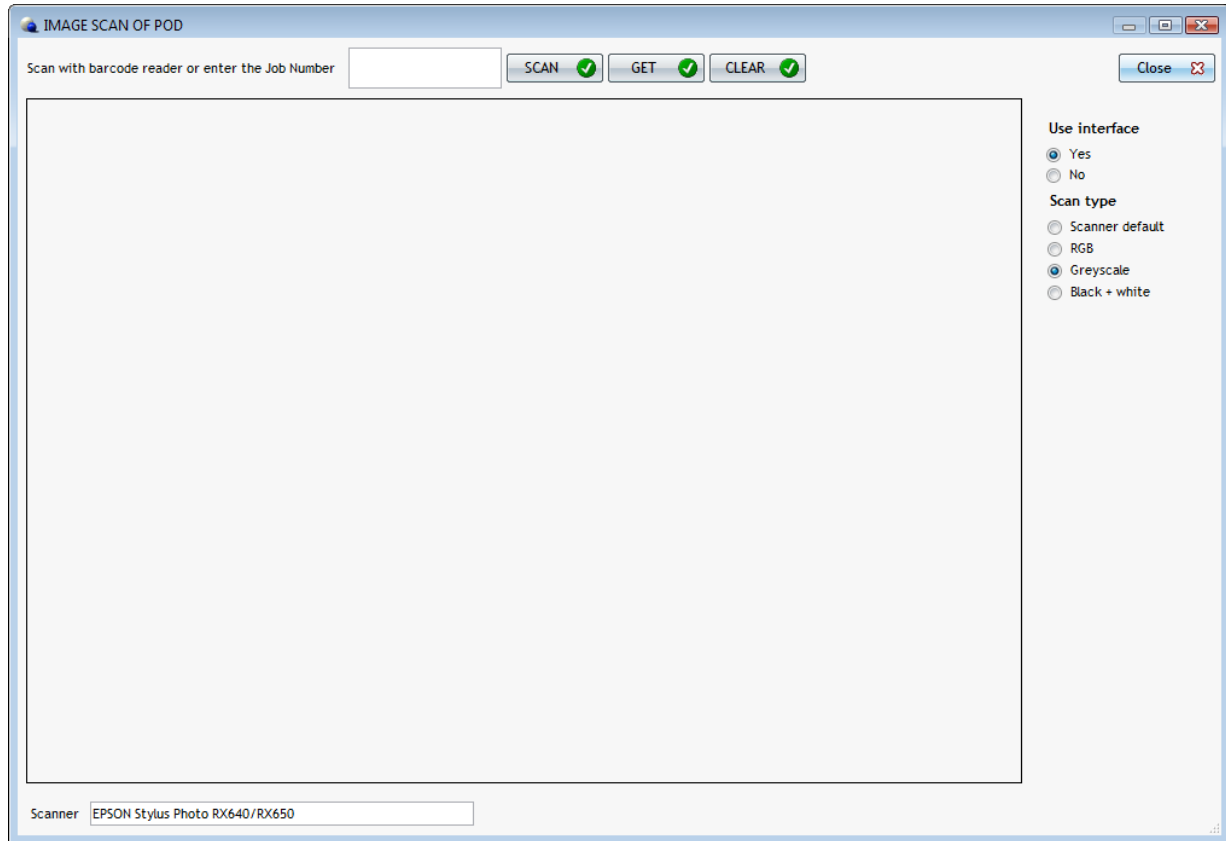
- **Actions, Deliveries, Browse all those not yet Delivered**

Show all jobs awaiting delivery information.

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

# Chapter 3 – Actions Menu

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



Scan with your barcode reader or enter the job number.

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

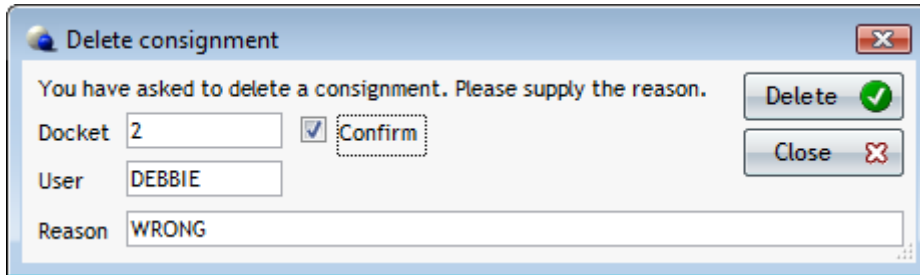
Click the **Get**  Button to retrieve an existing POD

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

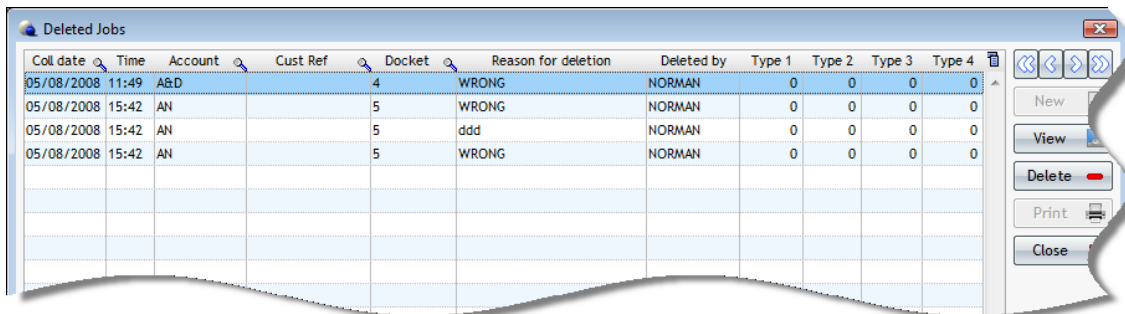
# Chapter 3 – Actions Menu

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

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



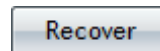
A dialog box titled "Delete consignment" with a close button (X) in the top right. The text inside says "You have asked to delete a consignment. Please supply the reason." Below this are several input fields: "Docket" with the value "2", a checked "Confirm" checkbox, "User" with the value "DEBBIE", and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



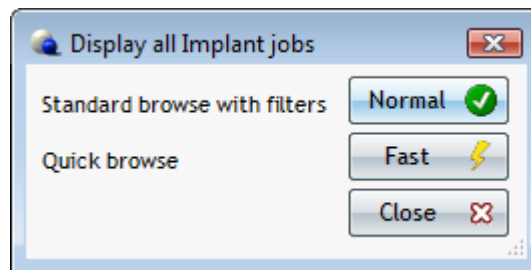
A table titled "Deleted Jobs" with a toolbar on the right containing buttons for "New", "View", "Delete", "Print", and "Close". The table has the following columns: "Coll date", "Time", "Account", "Cust Ref", "Docket", "Reason for deletion", "Deleted by", "Type 1", "Type 2", "Type 3", and "Type 4".

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

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

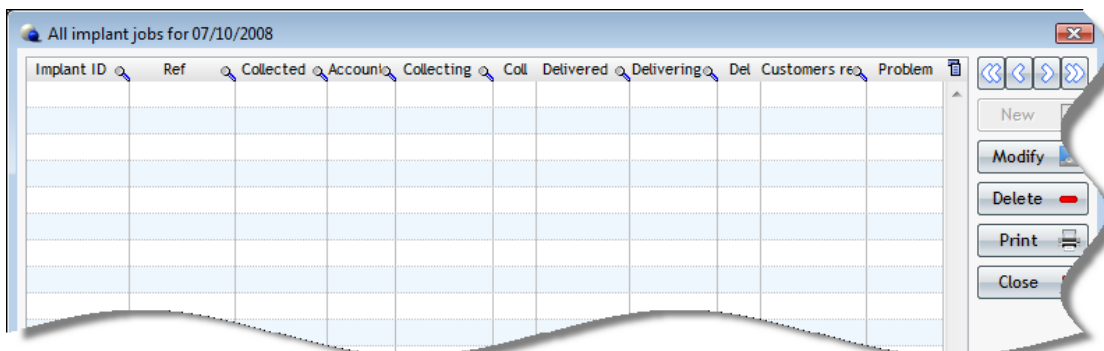


- **Actions, Implants, Browse Implant jobs**



A dialog box titled "Display all Implant jobs" with a close button (X) in the top right. It offers two options: "Standard browse with filters" with a "Normal" button (green checkmark) and "Quick browse" with a "Fast" button (lightning bolt icon). A "Close" button (red X) is also present on the right.

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



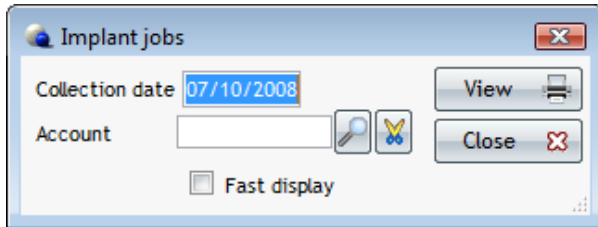
A table titled "All implant jobs for 07/10/2008" with a toolbar on the right containing buttons for "New", "Modify", "Delete", "Print", and "Close". The table has the following columns: "Implant ID", "Ref", "Collected", "Account", "Collecting", "Coll", "Delivered", "Delivering", "Del", "Customers res", and "Problem".

Implant ID	Ref	Collected	Account	Collecting	Coll	Delivered	Delivering	Del	Customers res	Problem

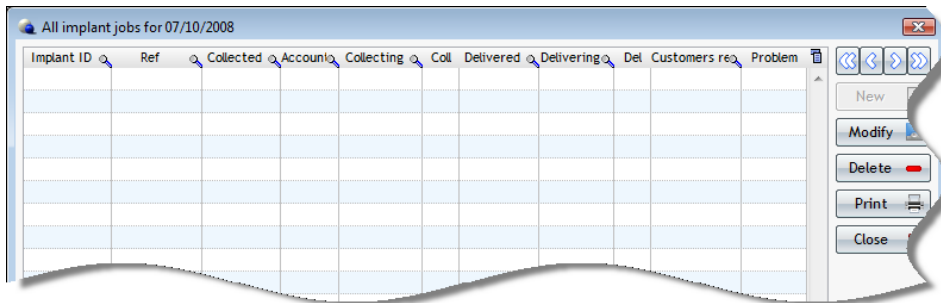
# Chapter 3 – Actions Menu

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

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

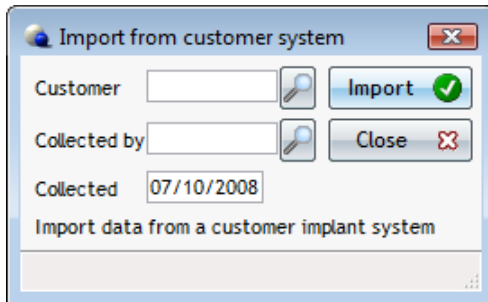


Again you have the option to view the browse “Fast” which reduces the filter options but increases loading speed.

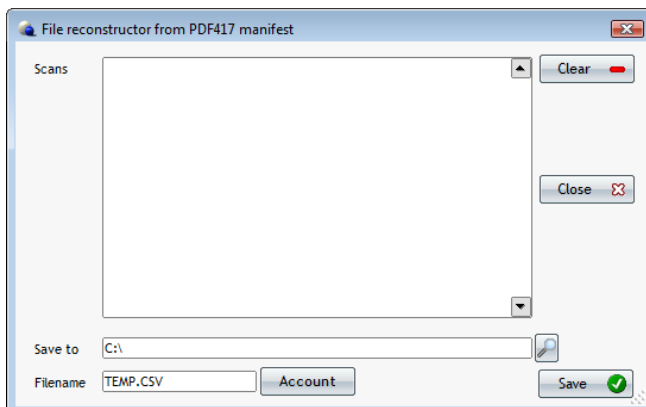


- **Actions, Implants, Import implant data**

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



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

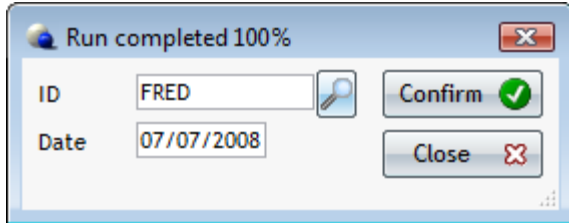




# Chapter 3 – Actions Menu

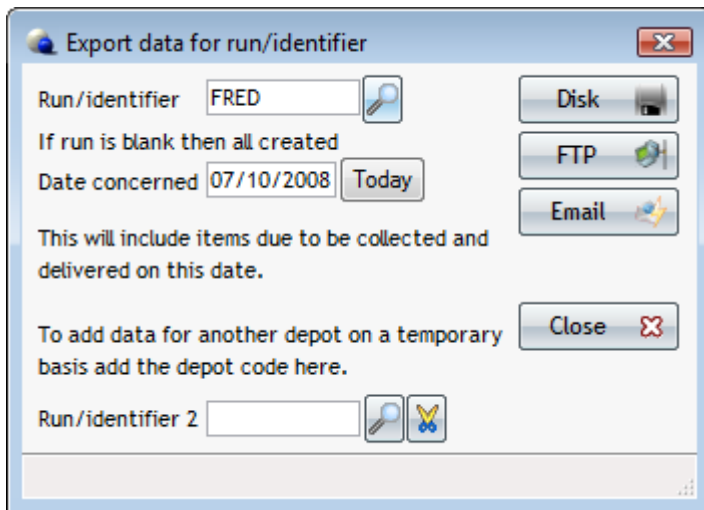
- **Actions, Run, Run completed 100%**

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



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

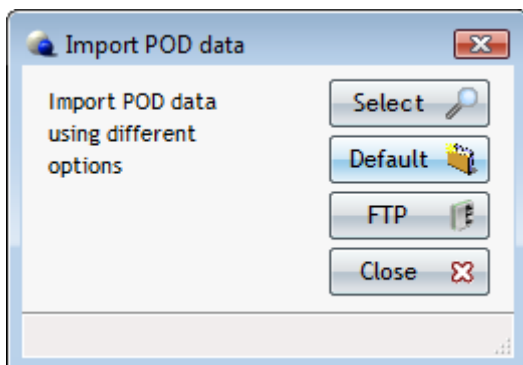
Select this option to create a XLS file of job details for the selected driver on the chosen date.



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

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

Select this option to import data back from the PDA.







# Chapter 3 – Actions Menu

Message

Enquiry no. 1

Account Ref ZIP001

Account name ZIPZAP COMPUTERS

Date received 07/10/2008

Time received 09:58

Contact DEBBIE

Phone 01522 684705

Email enquiries@zipzap.co.uk

Details

Result of message

FAO of DEBBIE

Status ADDA

Taken by DEBBIE

Docket 2

Complete

OK

Close

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

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

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

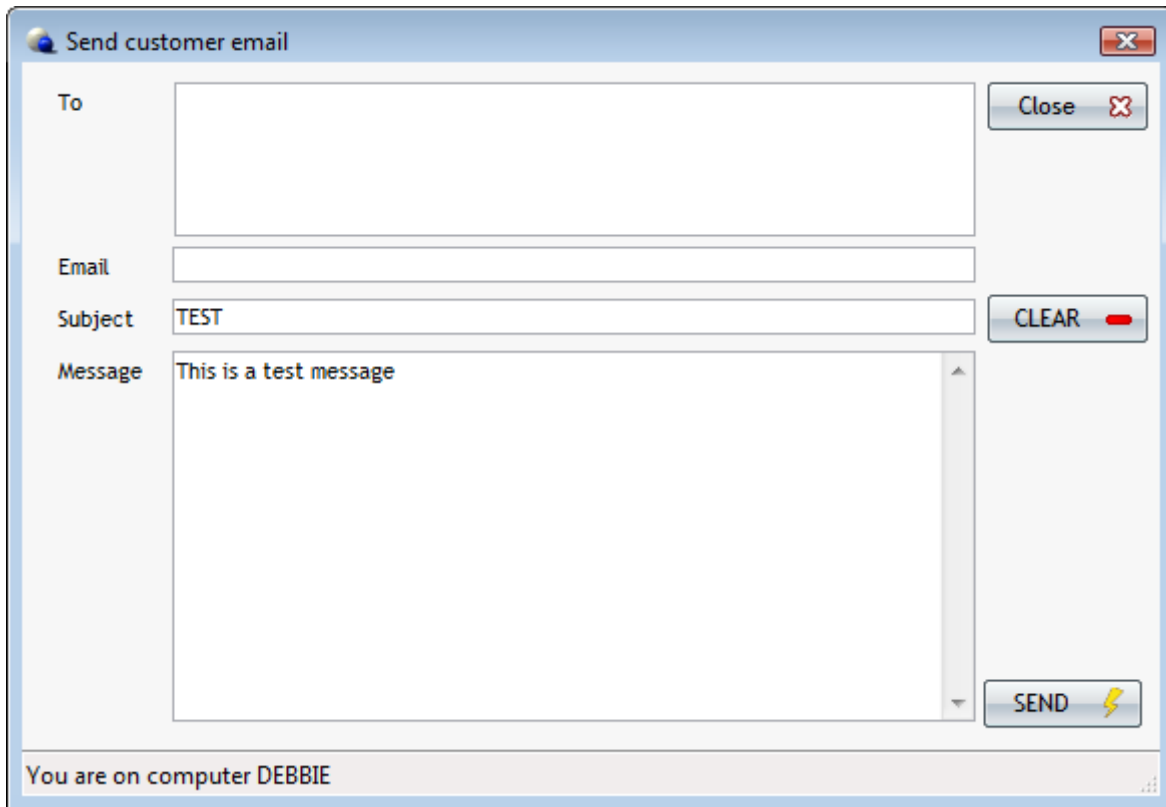
- **Actions, Messages, Outstanding messages**

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

# Chapter 3 – Actions Menu

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

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

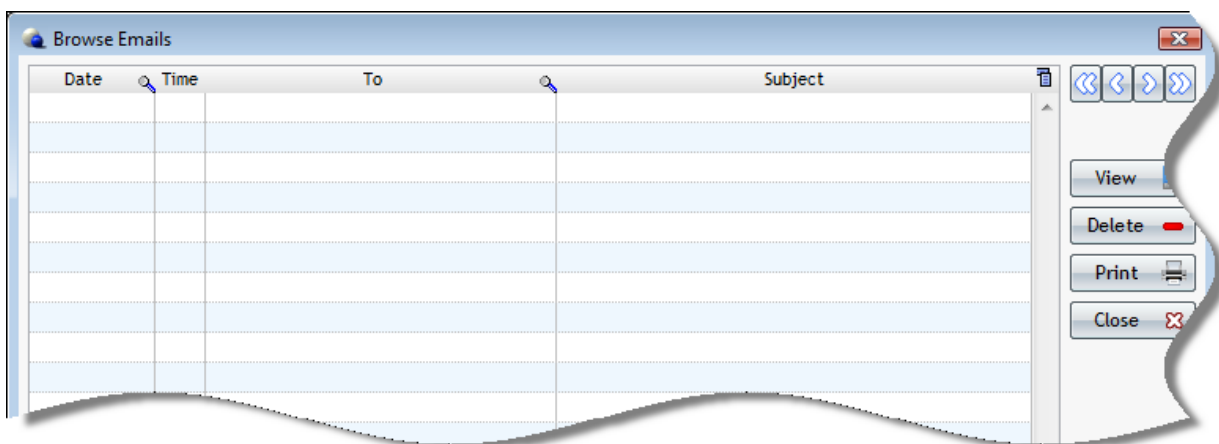


Select the customer you wish to e-mail, enter the details and Send.

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

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

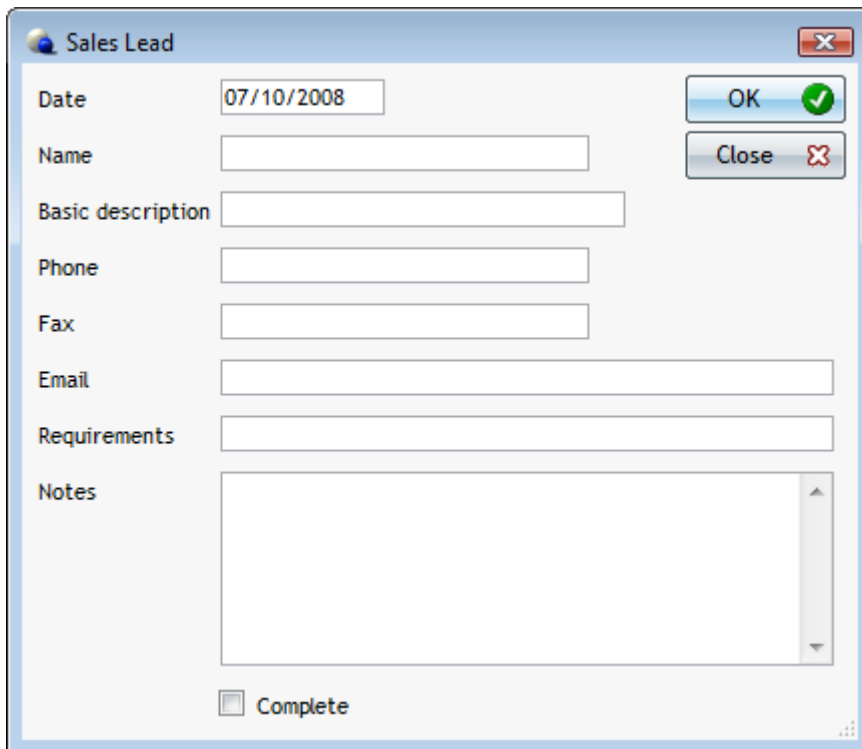
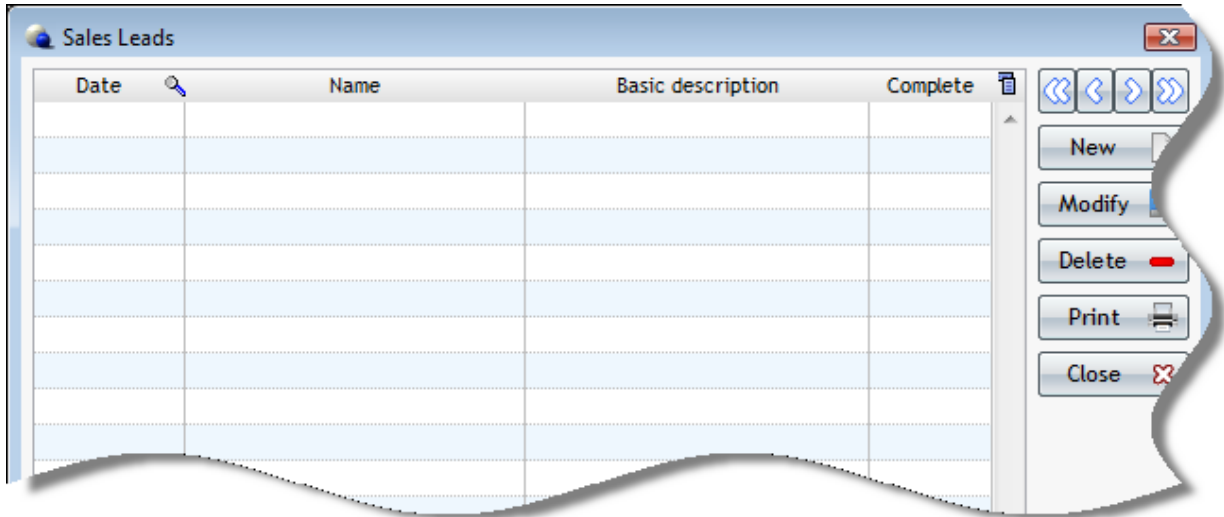
- **Actions, Email, Browse Emails** - to see all messages you have sent



# Chapter 3 – Actions Menu

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

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



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

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

# Chapter 3 – Actions Menu

- **Actions, Invoicing, Create Invoices**

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

**Create Invoices**

From Account: ABERD

To Account: ZIPZAP

From Date: 01/01/2000

Upto Date: 16/04/2010

Invoice date: 16/04/2010

Even if not shown as delivered

**SPECIALIST OPTIONS**

Do not invoice zero value invoices

One Job only: [ ]

Only applies if using ONE account

Just TPN

Process [✓] Close [✗]

- **Actions, Invoicing, Browse Invoices**

Browse a list of the invoices you have created.

**Browse invoices**

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

View [ ] Print [ ] Close [✗]

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

**View invoice**

Name: A.B. Equipment Invoice: 0

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

Date: 29/09/2008

Print [ ] Ext. inc. [ ] Extended [ ] Close [✗]

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

Fuel surcharge: 0.00  
Total Net: 0.00  
Total VAT: 0.00  
Total Gross: 0.00

2nd currency exchange: 1.00

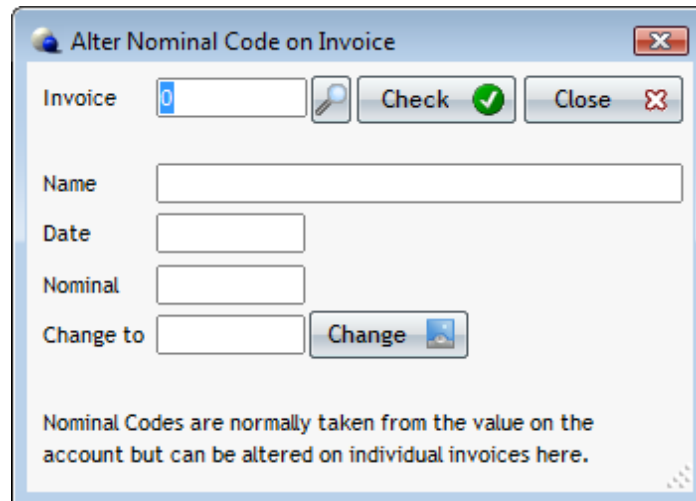
# Chapter 3 – Actions Menu

- **Actions, Invoicing, Email Invoices**

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

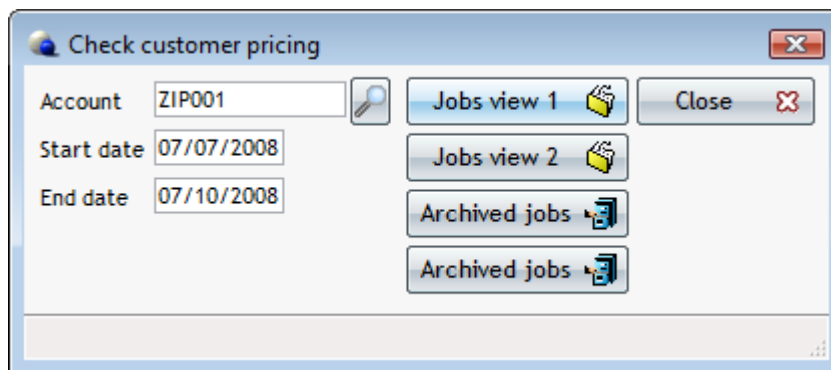
- **Actions, Invoicing, Alter Nominal Code on Invoice**

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



- **Actions, Invoicing, Check Consignments**

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

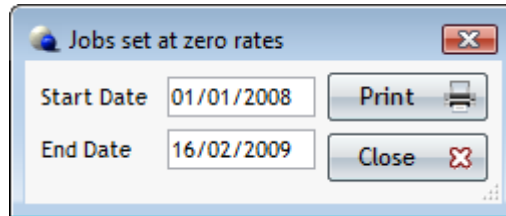


Job No	Date	Account	Cust ref	Name	Town/Place	Area	Type 1	Type 2	Type 3	Type 4	Price	Vat	
2	07/07/2008	ZIP001	rttrtrtret	Fred	BIRCHWOOD	LN6 0	0	0	0	0	0.00		
1	07/07/2008	ZIP001			LINCOLN	LN1 2B5	0	0	0	0	0.00		
10	06/10/2008	ZIP001			LINCOLN	LN1 2	0	0	0	0	0.00		

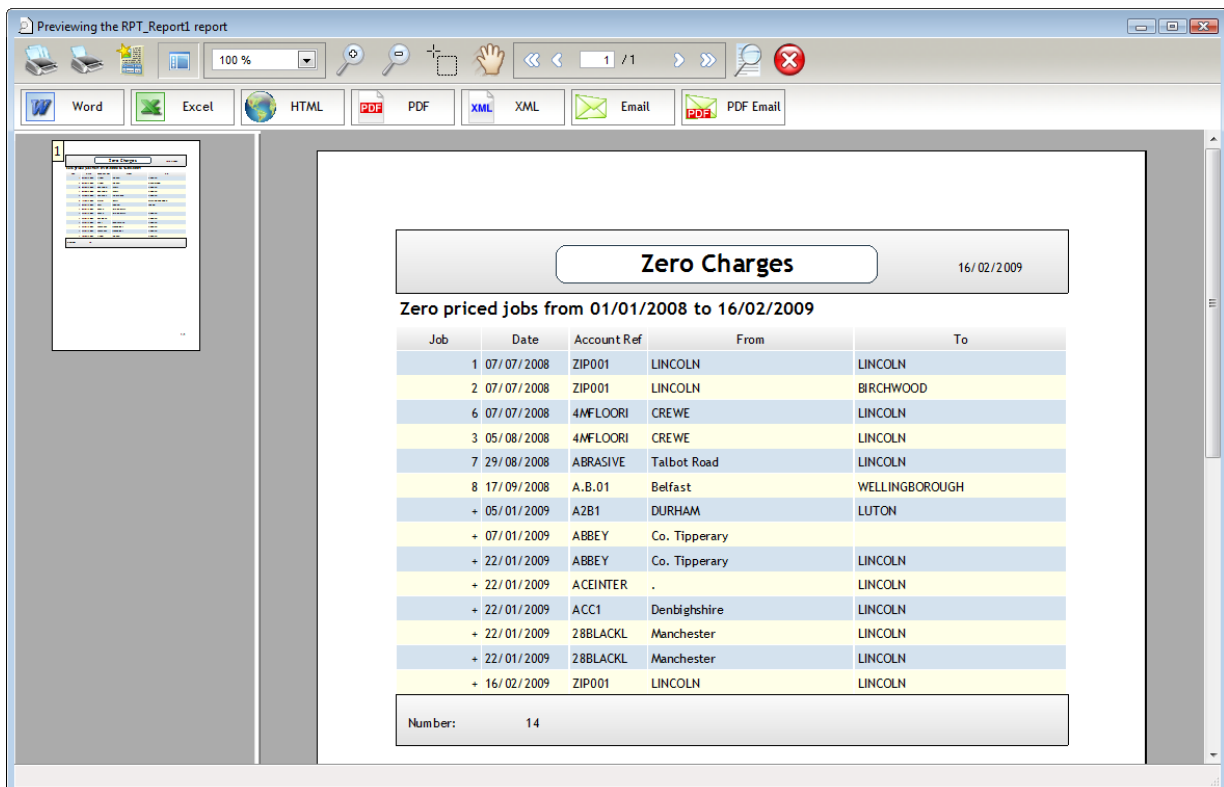
# Chapter 3 – Actions Menu

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

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



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



Previewing the RPT\_Report1 report. The report title is "Zero Charges" with a date of 16/02/2009. The subtitle is "Zero priced jobs from 01/01/2008 to 16/02/2009". The report contains a table with 5 columns: Job, Date, Account Ref, From, and To. The table lists 14 jobs. At the bottom, it shows "Number: 14".

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

Number: 14

# Chapter 3 – Actions Menu

- **Actions, Invoicing, Receive Payment**

Allocate payments against invoices in this section.

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

- Invoice: 0
- Account: [Empty]
- Date: [Empty]
- 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

Buttons: Close, Get, Pay

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

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

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

- From invoice: 0
- To invoice: 0

Buttons: Process, Close

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

Create and browse credit notes from here.

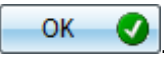
The 'Browse Credit Notes' dialog box displays a table with the following columns:

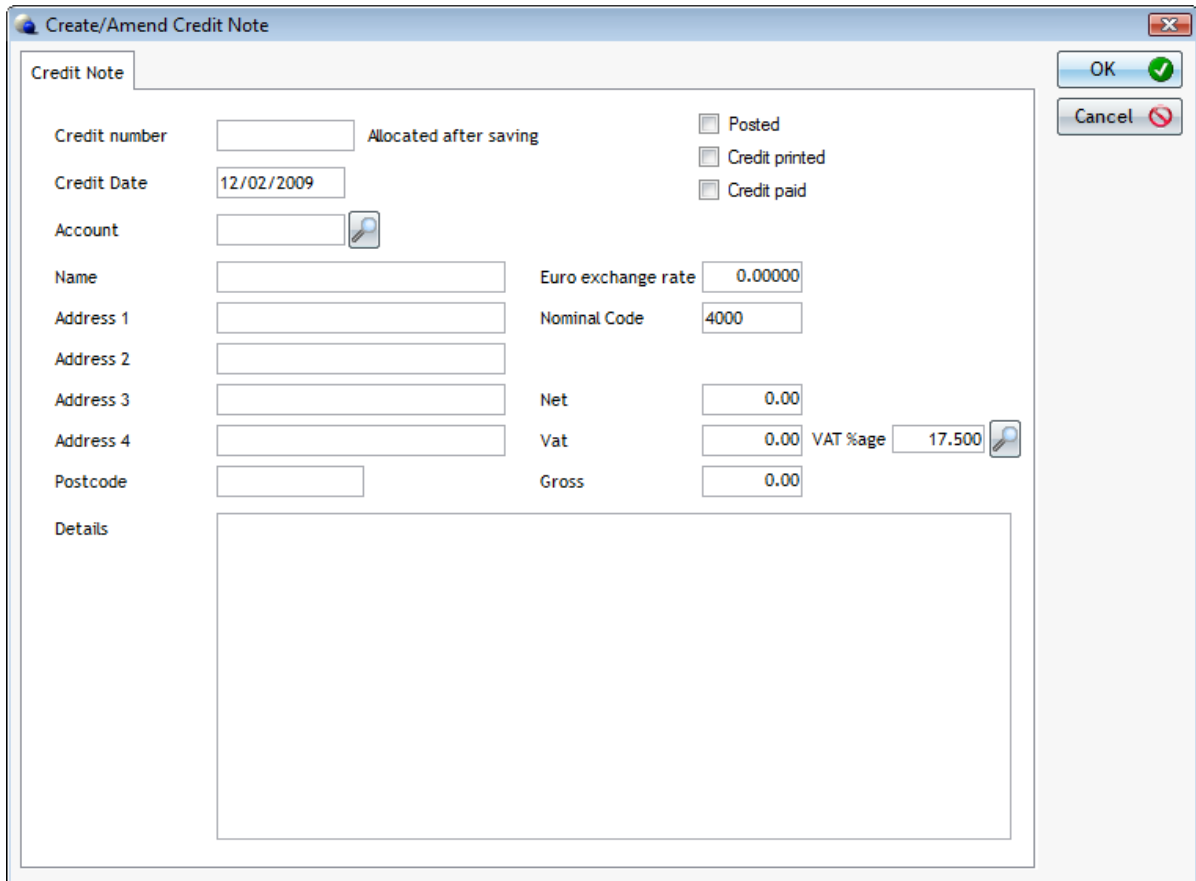
Number	Date	Accref	Name	Net	Vat	Gross	Nominal

Buttons: New, Modify, Delete, Print, Close

Click New to enter a Credit Note

# Chapter 3 – Actions Menu

Enter the details required and click .



- **Actions, Networks, TPN, TPN Live, TPN Live Online**

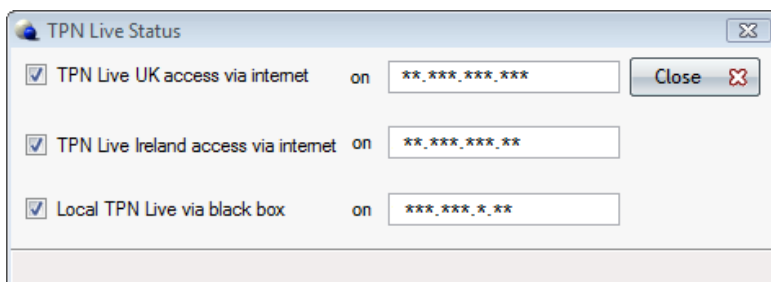
This option opens up the TPN Live website into your browser, this website requires Internet explorer 7 or above.

- **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**

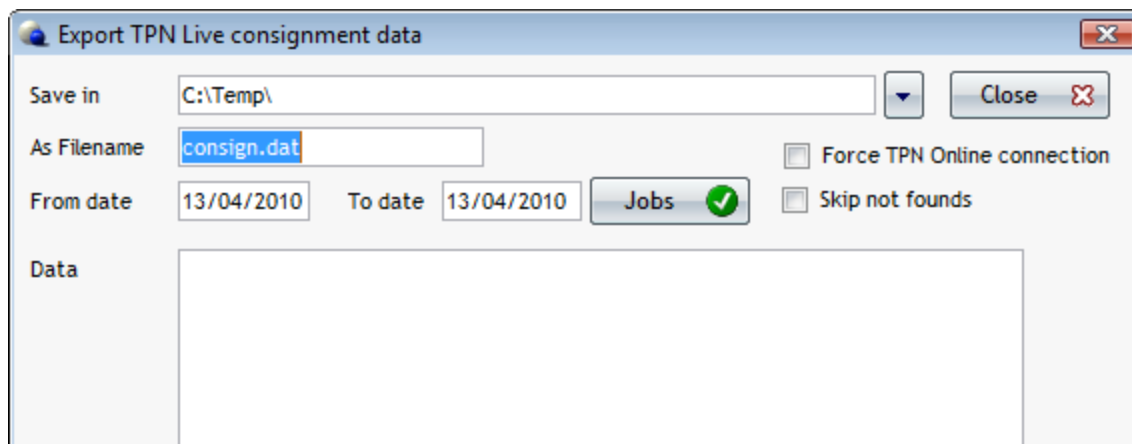
This option shows the access IP numbers.





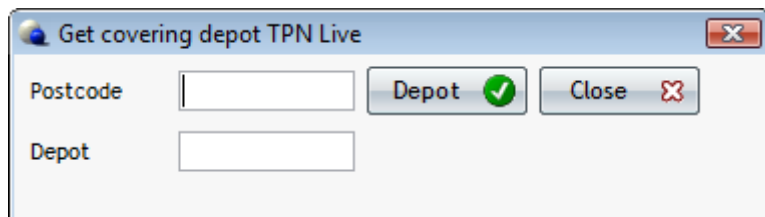
# Chapter 3 – Actions Menu

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

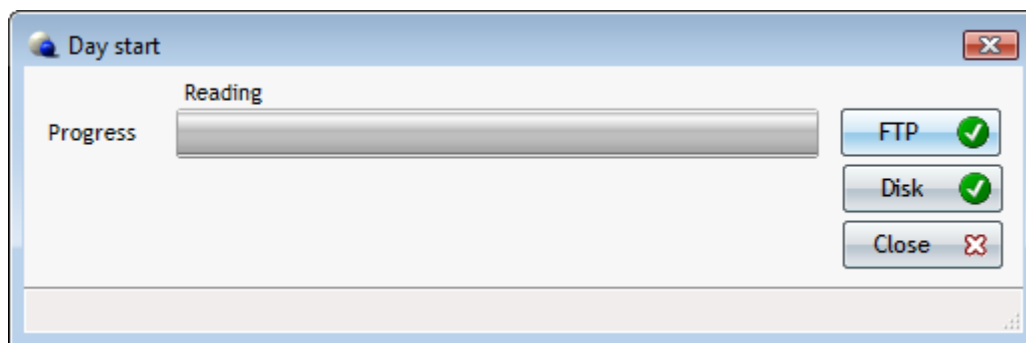


- **Actions, Networks, TPN, TPN Live, Get covering depot from Postcode**

Enter a postcode to find out the covering depot.



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

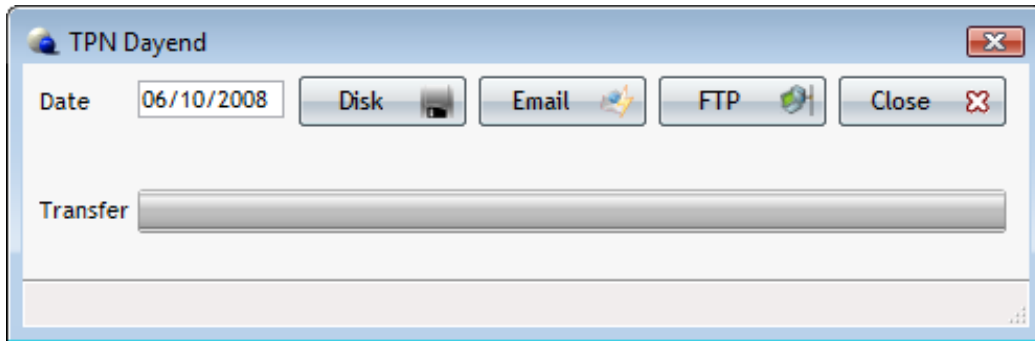


The Day Start option allows you to retrieve POD information and Gazetteer Updates from the local depot. Providing the correct details are set in Parameters there should be no problems. There are two options which are FTP or Disk.

# Chapter 3 – Actions Menu

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

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

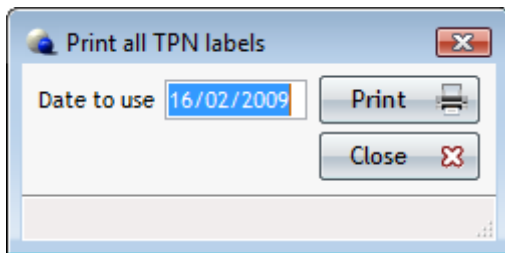


There are three options to where the data can be exported:

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

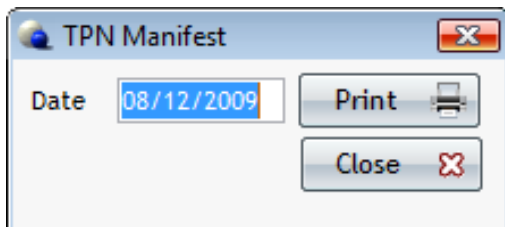
- **Actions, Networks, TPN, TPN Legacy System, Print all labels for date**

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



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

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



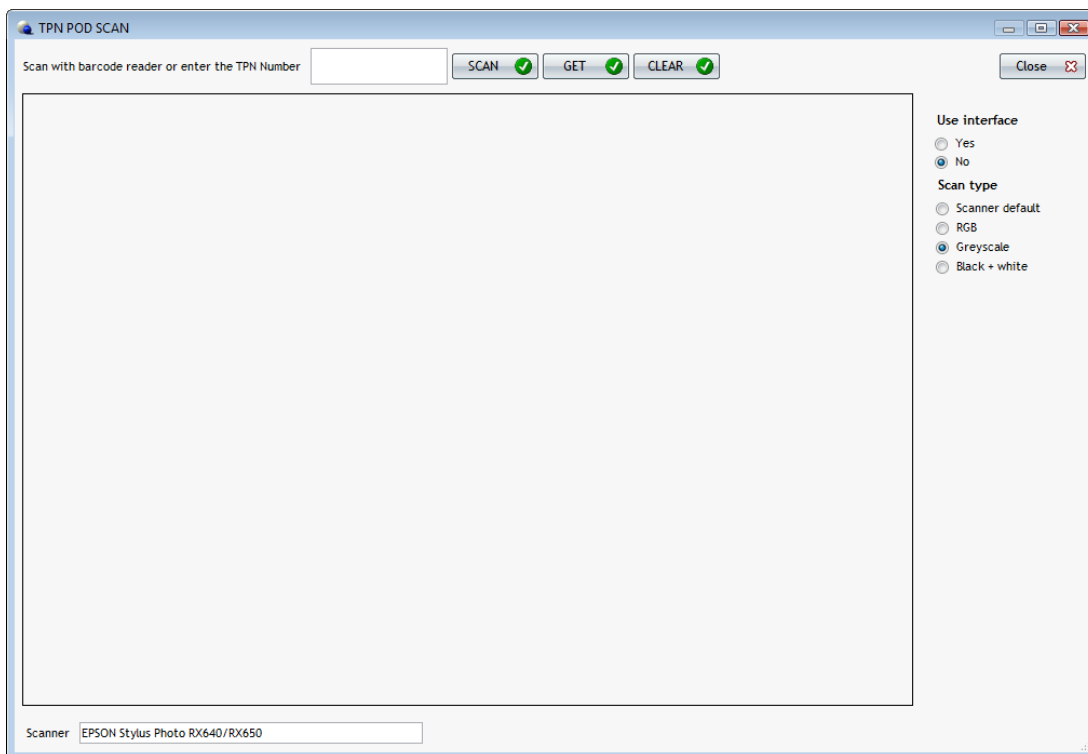
# Chapter 3 – Actions Menu

Example TPN Manifest below:

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

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

Scan with your barcode reader or enter the TPN number.



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

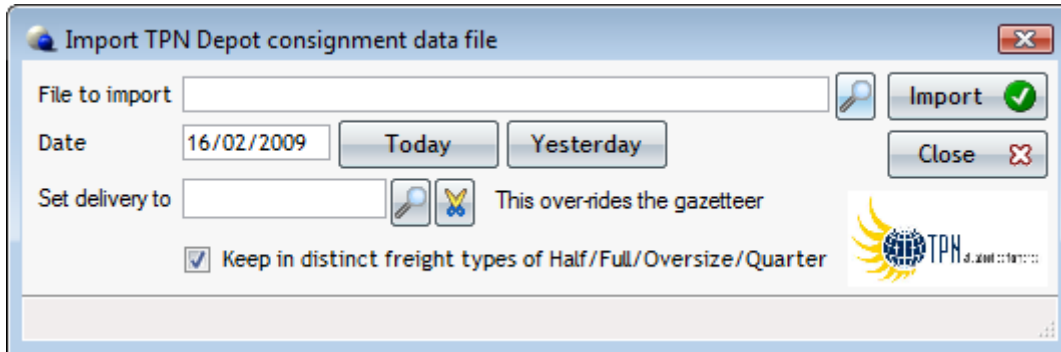
Click the **Get**  Button to retrieve an existing POD

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

# Chapter 3 – Actions Menu

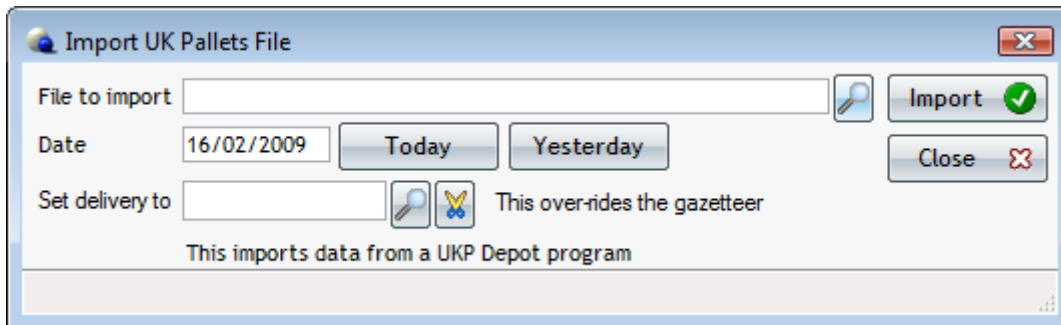
- **Actions, Networks, TPN, TPN Legacy System, Import Deliveries**

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

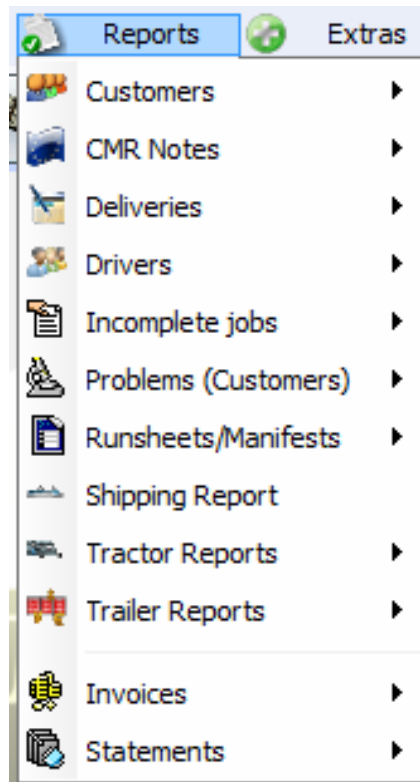


- **Actions, Networks, UK Pallets, Import Data File**

This will over-ride the gazetteer.

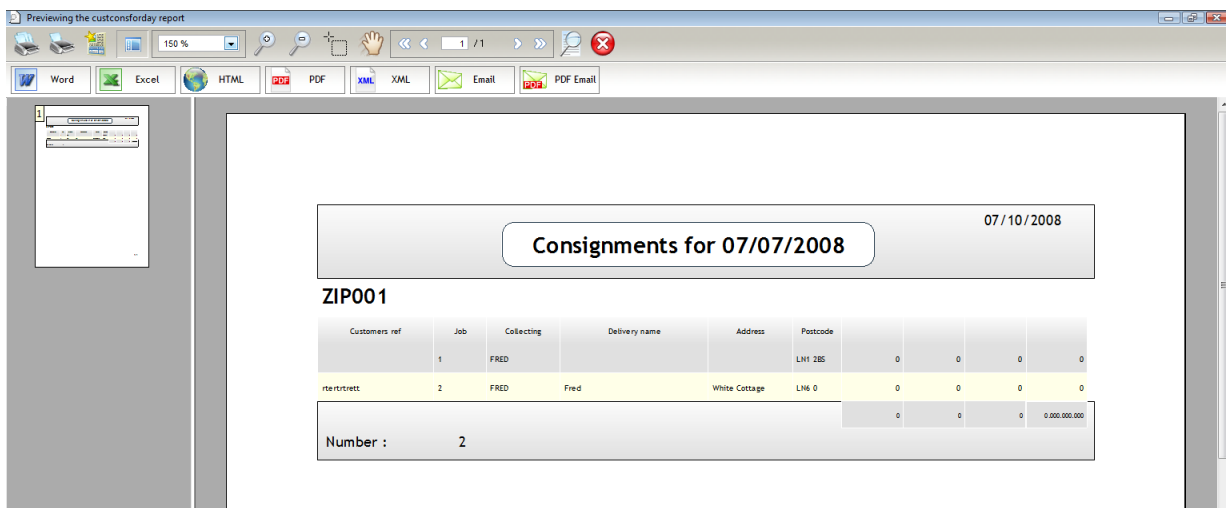
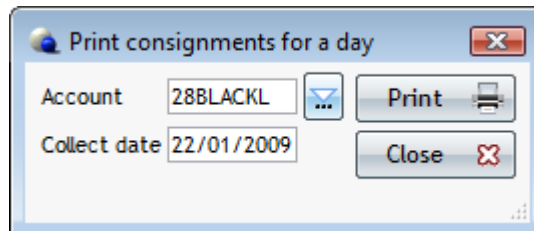


# Chapter 4 – Reports Menu



- **Reports, Customers, Print Consignments**

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



# Chapter 4 – Reports Menu

- **Reports, Customers, POD Report**

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

POD report by delivery date

Account: ZIP001

Start date: 07/10/2007

End date: 07/10/2008

No information only

Buttons: Print, Close

POD report for account ZIP001 between 07/10/2007 to 07/10/2008

Col Date	Docket	Cust ref	Implant ID	Delivery name	Townplace	Area/PC	Signed by	Del Date	Date signed	Time
06/10/2008	10				LINCOLN	LN1 2		07/10/2008	:/ /	: : -
07/07/2008	1				LINCOLN	LN1 2B5		07/07/2008	:/ /	: : -
07/07/2008	2	rbtbrtt		Fred	BIRCHWOOD	LN6 0		06/10/2008	:/ /	: : -

Number: 3

- **Reports, CMR Notes, Browse**

The CMR note is an international consignment note.

Browse CMR

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

Buttons: New, Modify, Delete, Print, Close

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

# Chapter 4 – Reports Menu

Create/Amend CMR

Sender    Consignee    Carrier    Other carriers    Shipping Details    Completed

Associated Job    8

Sender name    A.B. EQUIPMENT

Sender address 1    UNIT 13A

Sender address 2    OWEN O'CORK MILL

Sender address 3    288 BEERSBRIDGE ROAD

Sender Town    BELFAST

Sender Postcode    BT5 4RX

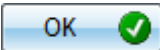
Sender Country    UNITED KINGDOM

Senders Reference

Agents Reference Number    8

OK    Cancel

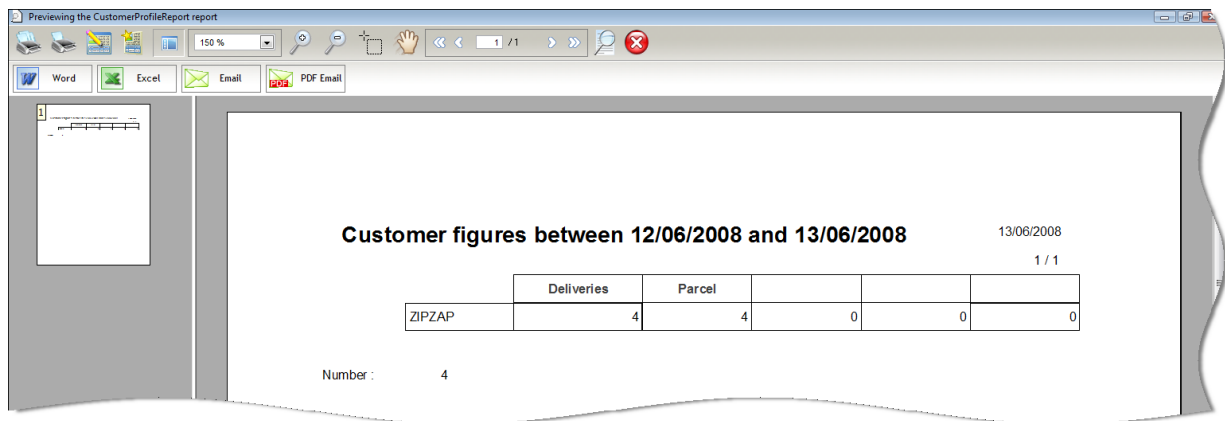
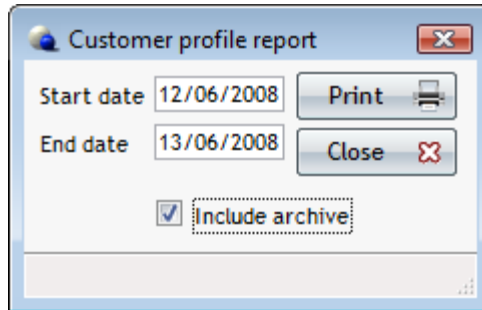
Click on the arrow button by the side of associate job and select the job you want. This will automatically fill most of the boxes. Enter the rest of the information manually and work through the rest of the tabs such as Consignee, Carrier and so forth.

When complete click on the  Button.

# Chapter 4 – Reports Menu

- Reports, Deliveries, Customer Deliveries

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

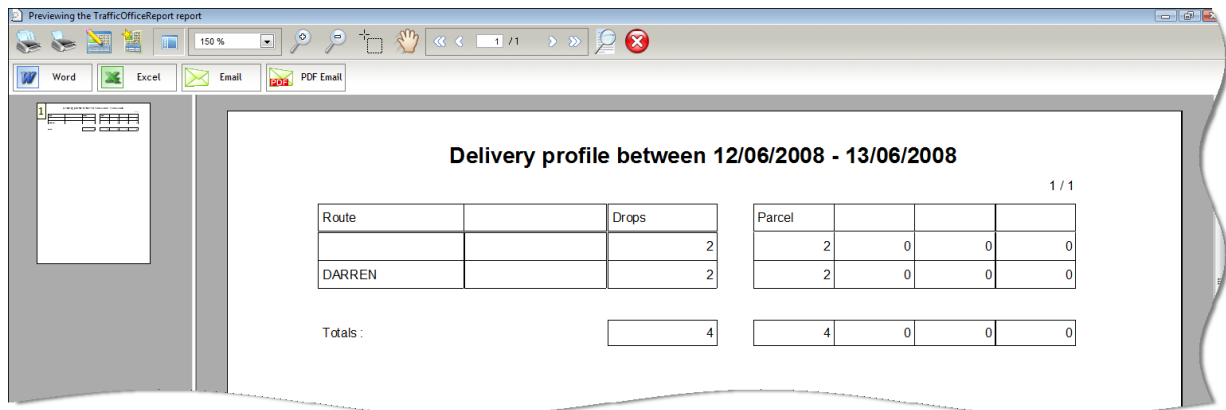
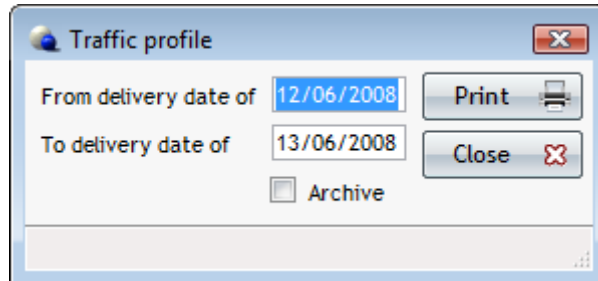




# Chapter 4 – Reports Menu

- Reports, Deliveries, Traffic Office Figures

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



# Chapter 4 – Reports Menu

- Reports, Deliveries, Traffic Profile with Revenue

A report showing costs per depot\driver.

Previewing the TrafficProfileReport report

150 %

Word Excel Email PDF Email

### Traffic Office Figure Sheet between 12/06/2008 and 13/06/2008

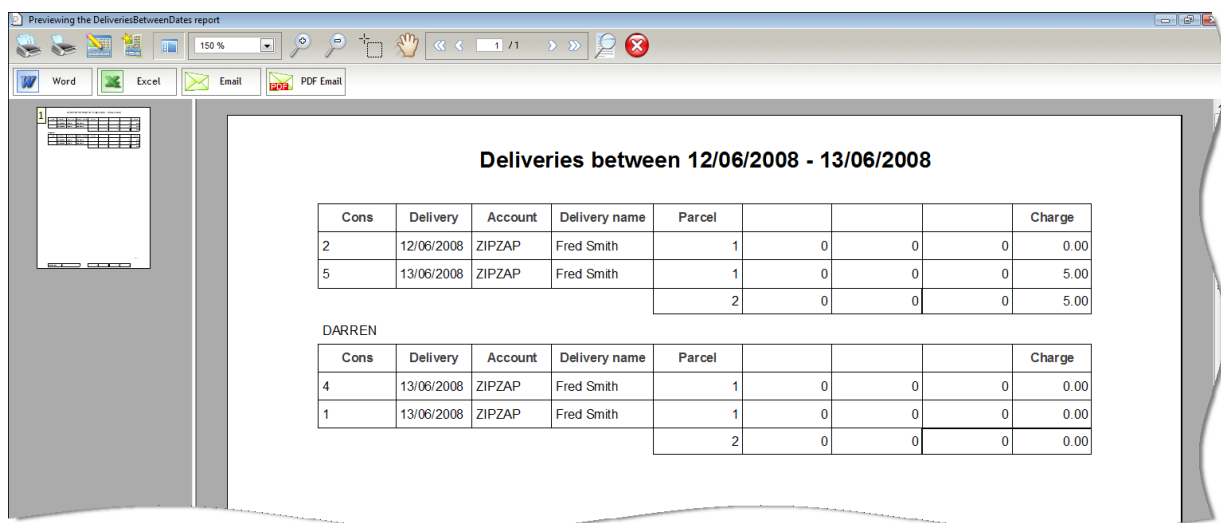
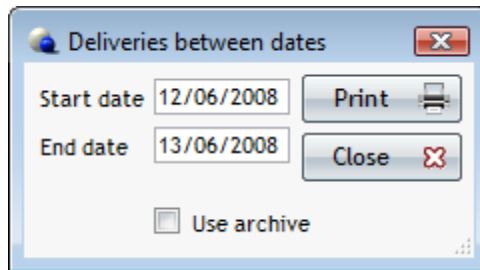
1 / 1

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

# Chapter 4 – Reports Menu

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

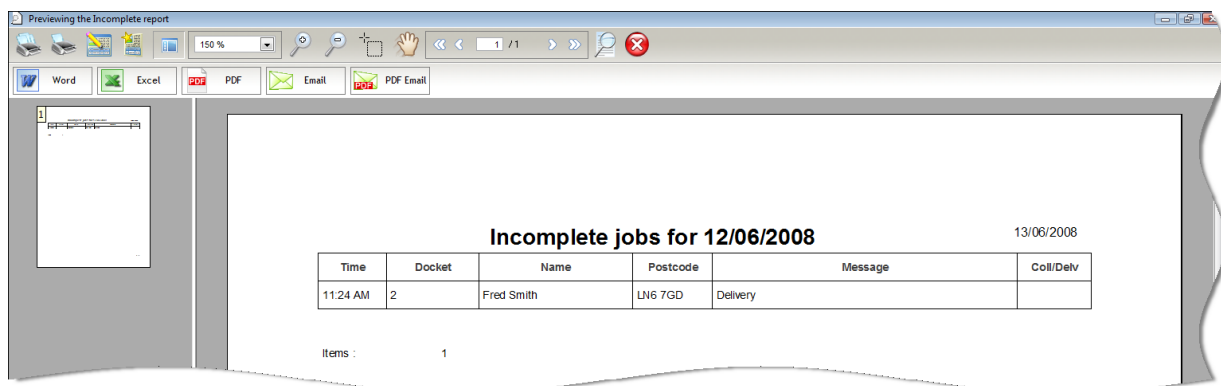
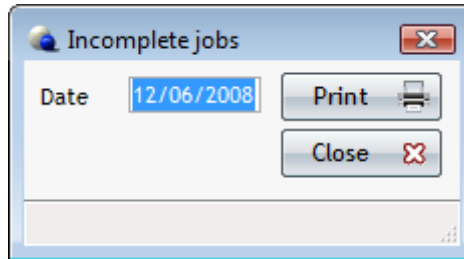
A report showing drops and types for each depot\driver between a date range.



# Chapter 4 – Reports Menu

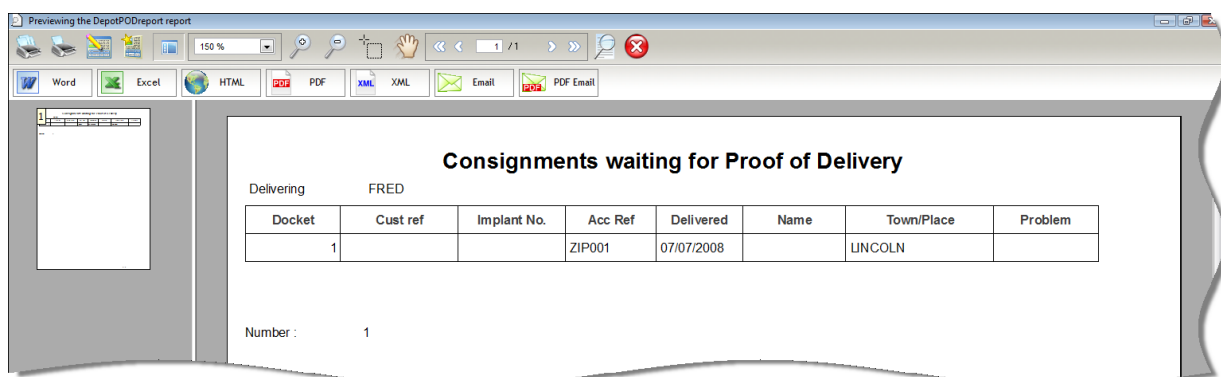
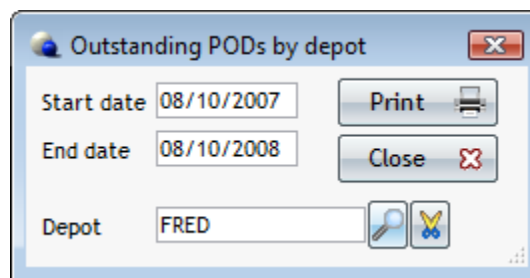
- **Reports, Incomplete Jobs, For One day**

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



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

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

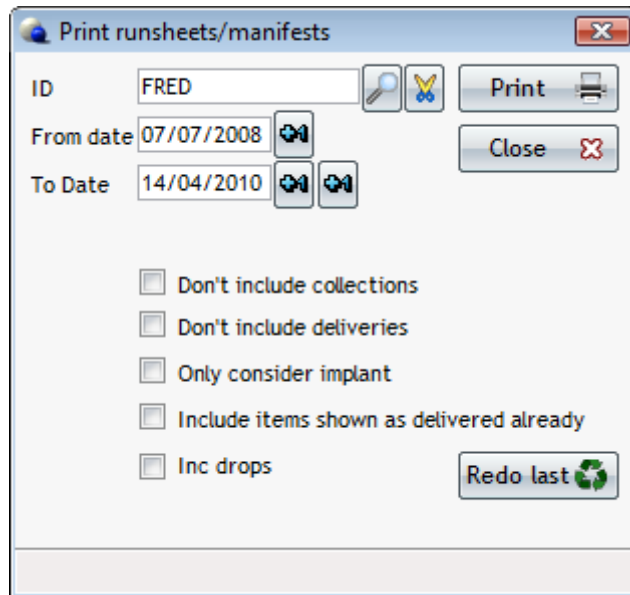


# Chapter 4 – Reports Menu

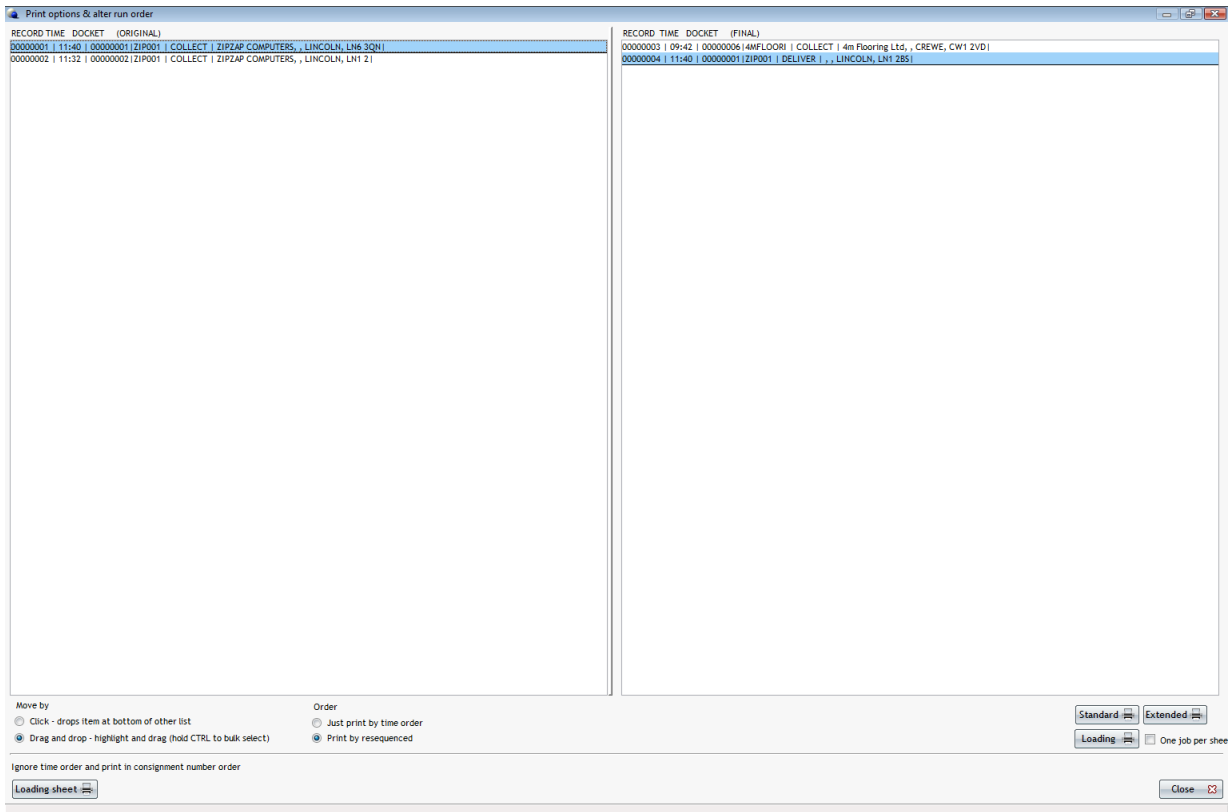
- **Reports, Runsheets/Manifests, Print Runsheet/Manifest**

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

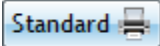
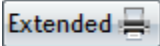
Select the tick box options if required.



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



# Chapter 4 – Reports Menu

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

**Runsheet for FRED - 07/07/2008**

---

Time: 11:32 AM      Docket no: **2**

Sender A/C: **ZIP001**  
 From Name: **ZIPZAP COMPUTERS**      Ref: **rttrtrtret**

Address 1: **UNIT C2 THE POINT**


Address 2: **WE AVER ROAD**      Sent: 07/07/2008

Address 3:

Address 4: **LINCOLN**      **LN1 2**      Collection

Type 1: 0      Type 2: 0      Type 3: 0      Type 4: 0

Remarks: Done [ ]



Collection

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Time: 11:40 AM      Docket no: **1**

Sender A/C: **ZIP001**  
 From Name: **ZIPZAP COMPUTERS**      Ref:

Address 1: **UNIT C2 THE POINT**


Address 2: **WE AVER ROAD**      Sent: 07/07/2008

Address 3:

Address 4: **LINCOLN**      **LN6 3QN**      Collection

Type 1: 0      Type 2: 0      Type 3: 0      Type 4: 0

Remarks: Done [ ]



Collection

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Time: 09:42 AM      Docket no: **6**

Sender A/C: **4MFLOORI**  
 From Name: **4m Flooring Ltd**      Ref:

Address 1: **Thomas Street**


Address 2:      Sent: 07/07/2008

Address 3:

Address 4: **CREWE**      **CW1 2VD**      Collection

Type 1: 0      Type 2: 0      Type 3: 0      Type 4: 0

Remarks: Done [ ]



Collection

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Time: 11:40 AM      Docket no: **1**

Sender A/C: **ZIP001**  
 To Name:      Ref:

Address 1:


Address 2:      Sent: 07/07/2008

Address 3:

Address 4: **LINCOLN**      **LN1 2BS**      Delivery

Type 1: 0      Type 2: 0      Type 3: 0      Type 4: 0

Remarks: Done [ ]



00000001 received in good condition

Signature :

---

Print name :

---

Time :

---

- **Reports, Runsheets/Manifests, Resequence reprints**

This menu has three options:

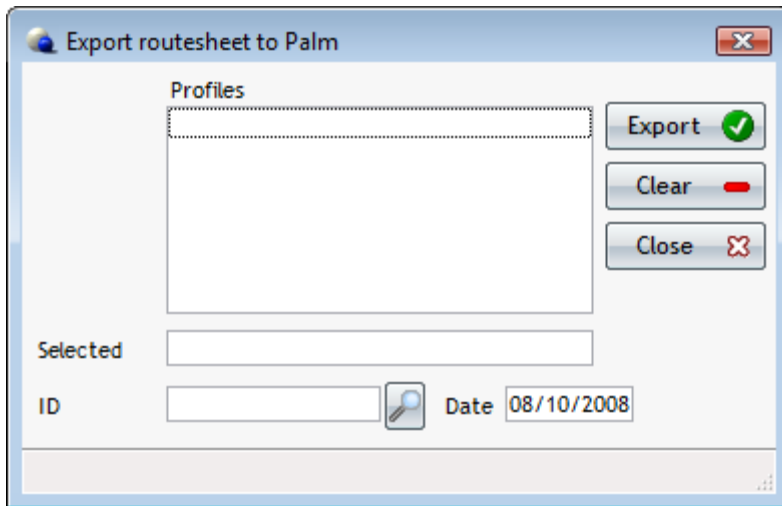
- Last resequenced runsheet
- Last resequenced extended runsheet
- Last resequenced loadsheet

These options are for reprinting the last runsheet/loadsheet.

# Chapter 4 – Reports Menu

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

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



- Reports, Shipping Report

Shipping 10/12/2009

## Shipping Report

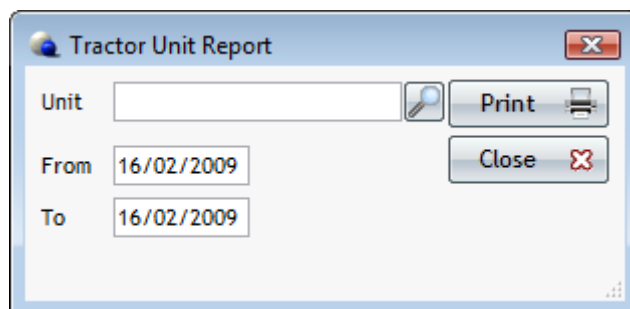
Name	From	To	Time	Cost	Surcharge
P B O	LARNE	CAIRNRYAN	04:15 AM	130.00	0.00
P B O	LARNE	CAIRNRYAN	07:30 AM	130.00	0.00
P B O	LINCOLN	LUTON	12:00 PM	120.00	30.00
P B O	LINCOLN	LUTON	02:00 PM	125.00	40.00
ISLE OF WIGHT FERRY	SOUTHAMPTON	SHANKLIN	04:00 PM	0.00	0.00

Number : 5

1/1

# Chapter 4 – Reports Menu

- Reports, Tractor Reports, Tractor Unit Jobs Report



Select the Unit by clicking on the Magnifying glass.

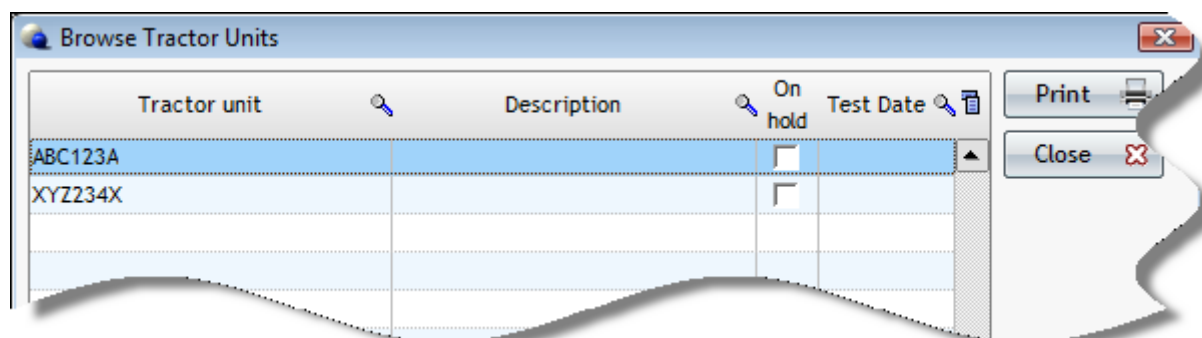
Enter the From and To dates you wish to view between.

Click on the **Print** Button

**Example Below:**



- Reports, Tractor Reports, Tractor Unit Inspection Report

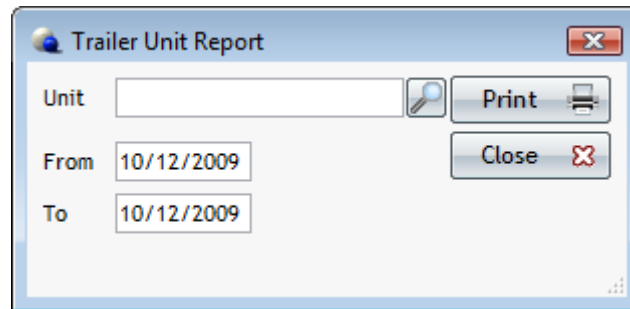


Highlight the Tractor unit and click on the Print Button. An Inspection report form will be sent to your printer.



# Chapter 4 – Reports Menu

- Reports, Trailer Reports, Trailer Listing



Select the Unit by clicking on the Magnifying glass.

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

Click on the **Print** Button

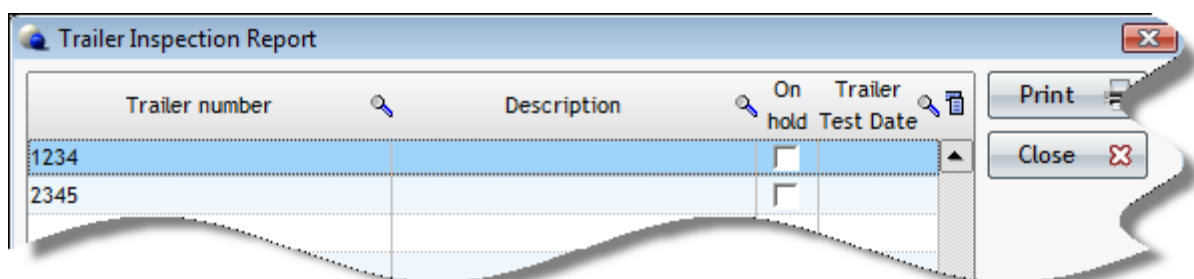
**Example Below:**

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

- Reports, Trailer Reports, Trailer Locations

Currently being worked on

- Reports, Trailer Reports, Trailer Inspection Report

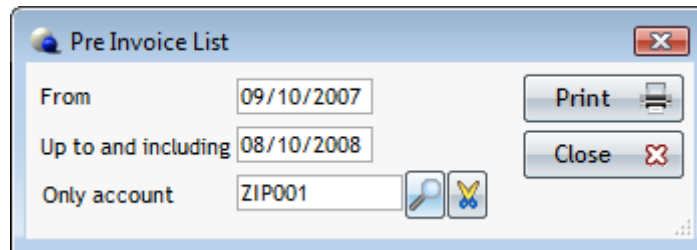


Highlight the **Tractor** unit and click on the **Print** Button. An **Inspection** report form will be sent to your printer.

# Chapter 4 – Reports Menu

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

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



Pre Invoice List

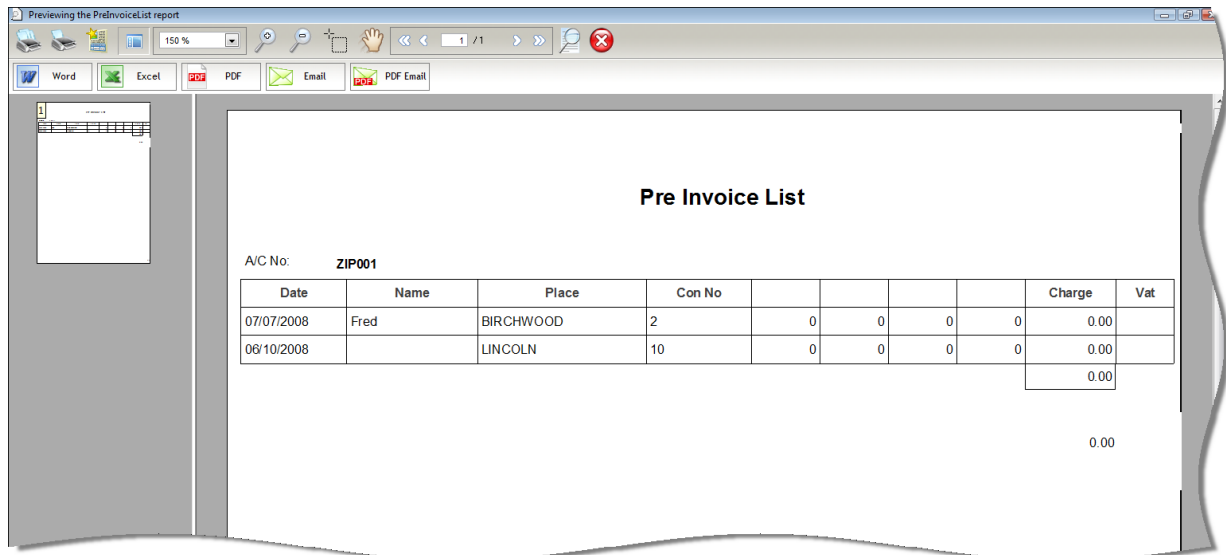
From: 09/10/2007

Up to and including: 08/10/2008

Only account: ZIP001

Print

Close



Previewing the PreInvoiceList report

150 %

Word Excel PDF Email PDF Email

**Pre Invoice List**

A/C No: ZIP001

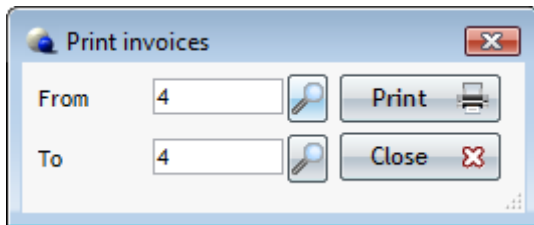
Date	Name	Place	Con No					Charge	Vat
07/07/2008	Fred	BIRCHWOOD	2	0	0	0	0	0.00	
06/10/2008		LINCOLN	10	0	0	0	0	0.00	
								0.00	

0.00

# Chapter 4 – Reports Menu

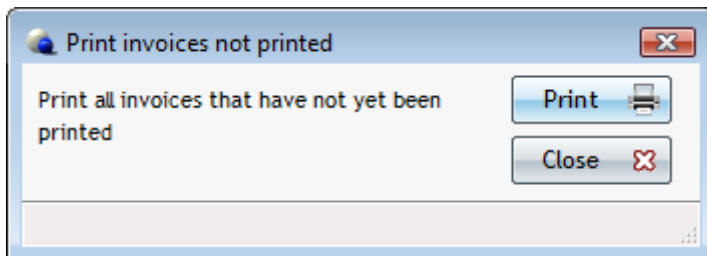
- **Reports, Invoices, Print Invoices in Range**

Select a range of invoices to print.



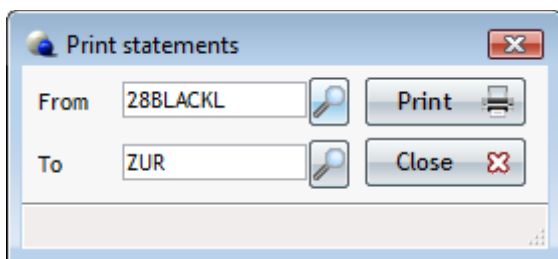
- **Reports, Invoices, Unprinted Invoices**

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



- **Reports, Statements, Print Statements**

Print statements of account for customers with an outstanding balance.

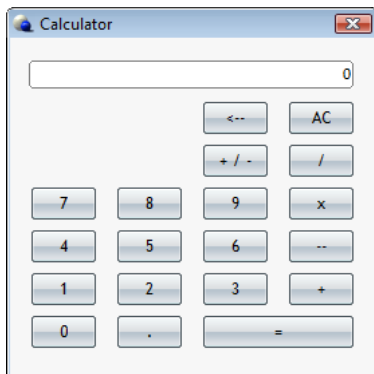


- **Reports, Problems (Customers), Print Current Problems**

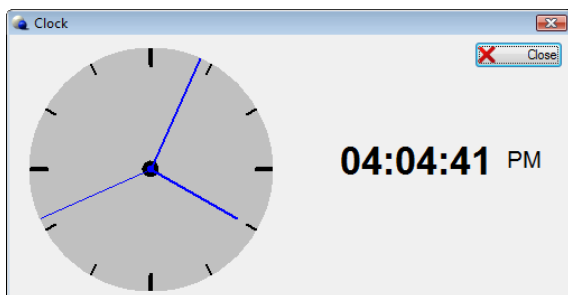
Print a report of outstanding customer problems.

# Chapter 5 – .Extras Menu

- **Calculator**

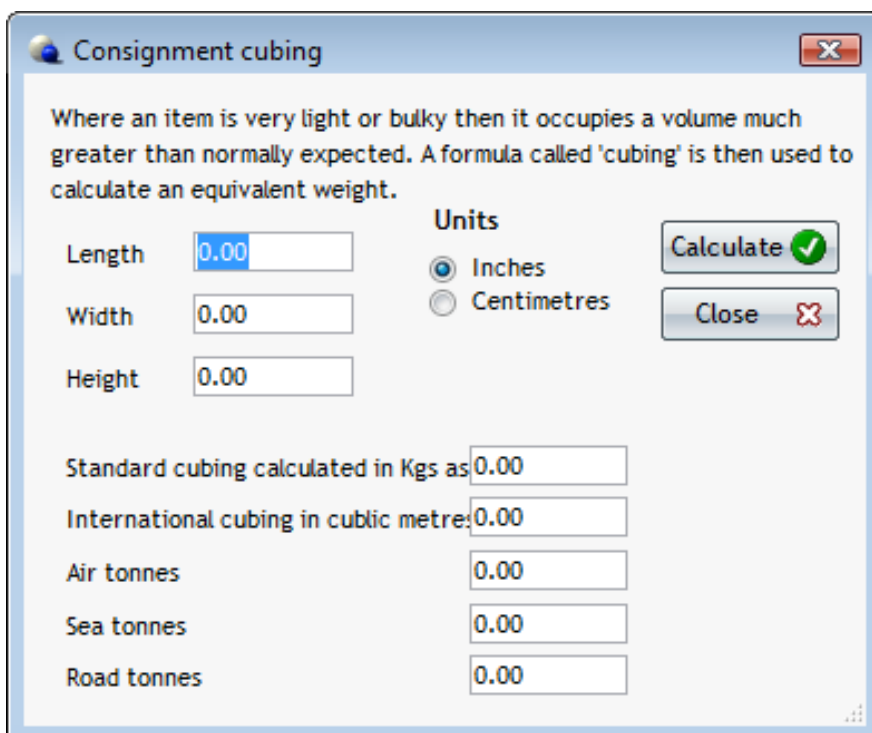


- **Clock**



- **Cubing**

Work out a cube volume for bulk items.

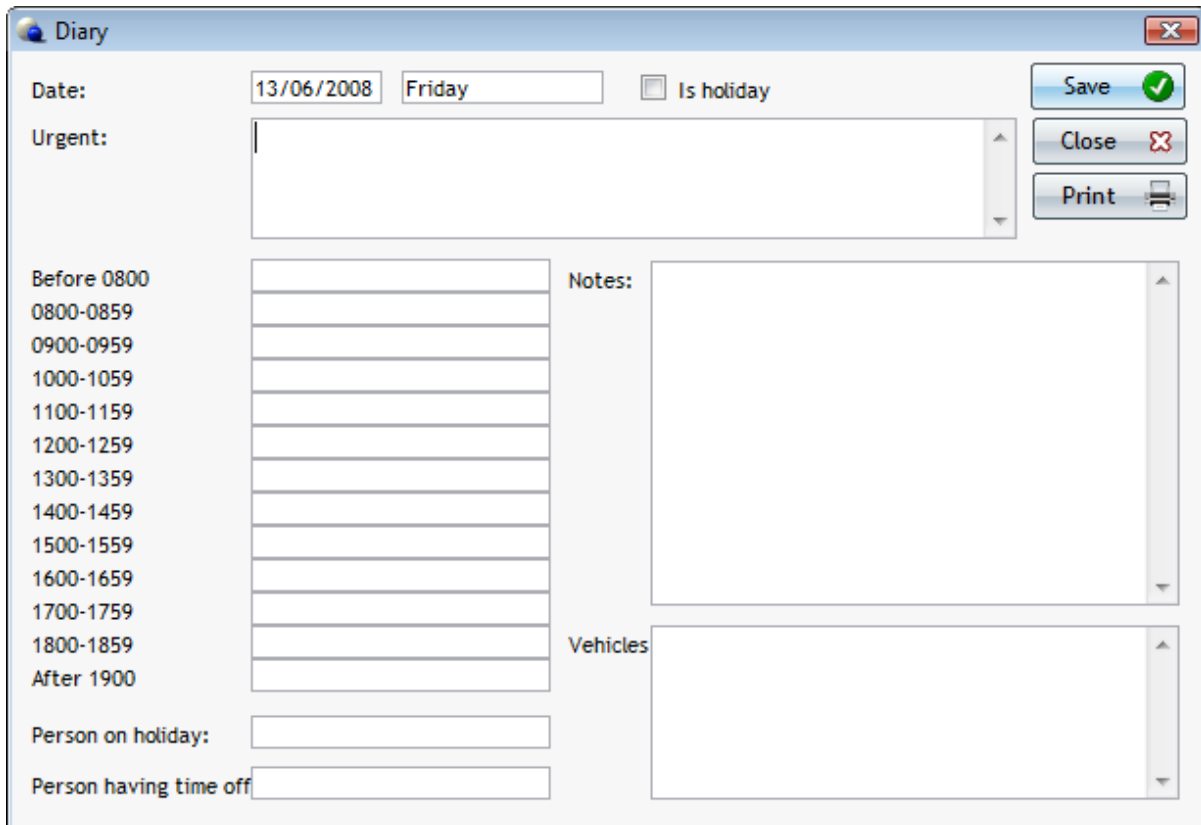


# Chapter 5 – Extras Menu

- **Diary**

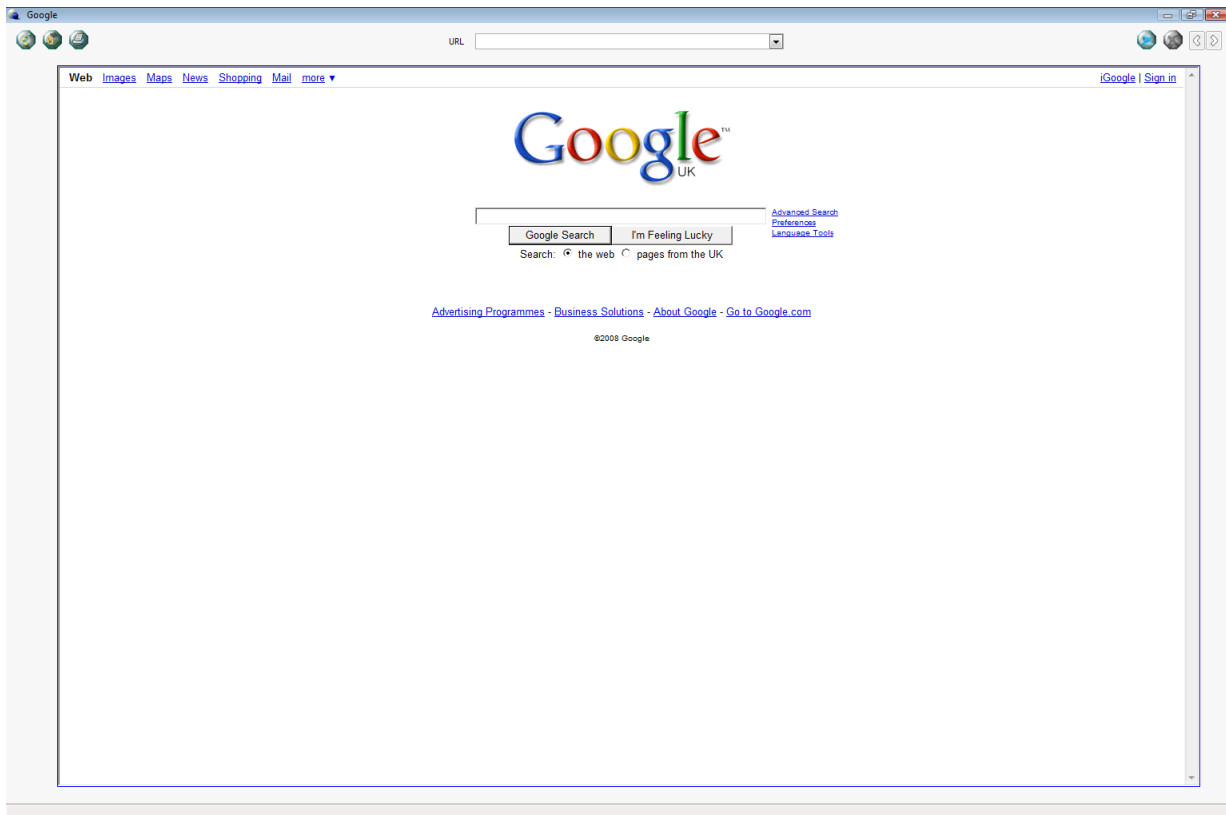


Double click on a Date to enter or view data.



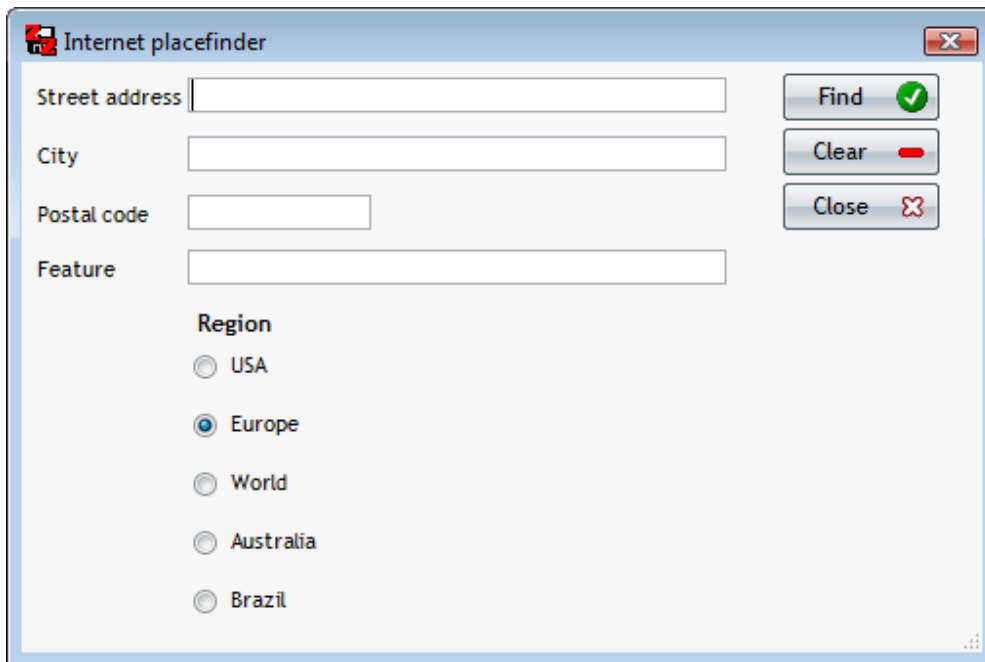
# Chapter 5 – Extras Menu

- Internet browser



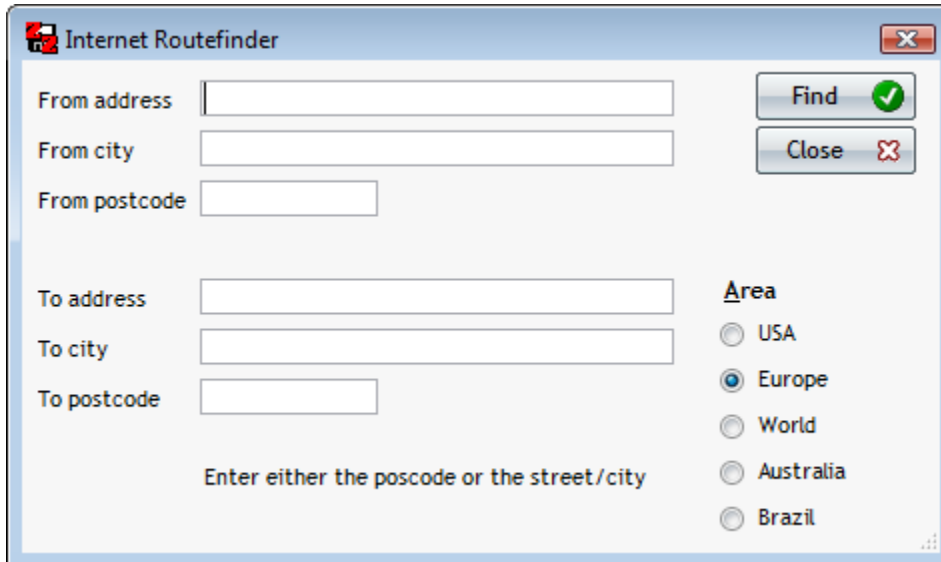
# Chapter 5 – Extras Menu

- Internet Mapping



# Chapter 5 – Extras Menu

- Internet Routing



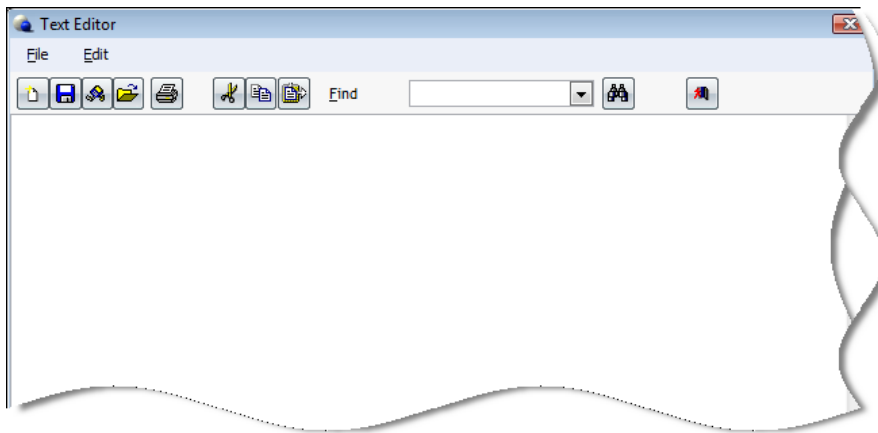
The screenshot shows a window titled "Internet Routefinder" with a standard Windows XP-style title bar. The window contains two sets of input fields for "From" and "To" addresses, cities, and postcodes. To the right of these fields are "Find" and "Close" buttons. Below the input fields is a section labeled "Area" with radio buttons for "USA", "Europe" (which is selected), "World", "Australia", and "Brazil". At the bottom of the window, there is a text prompt: "Enter either the postcode or the street/city".



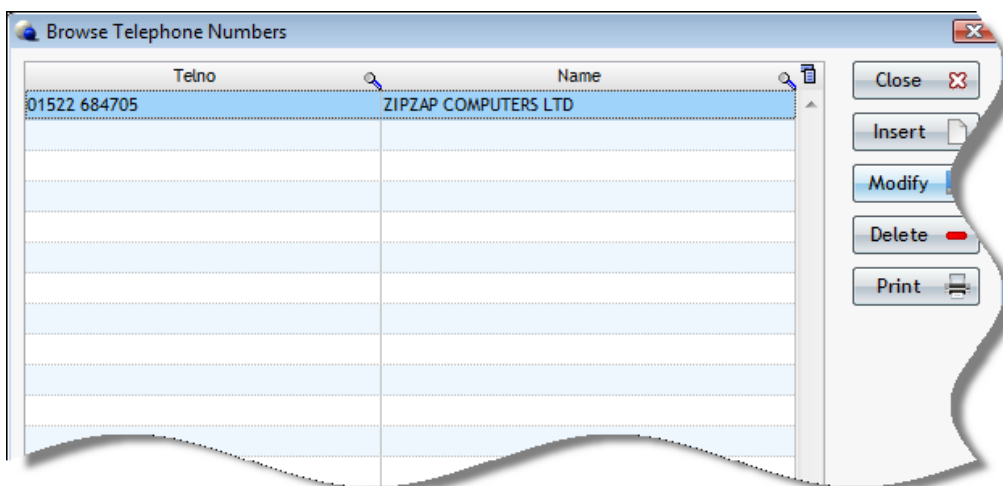


# Chapter 5 – Extras Menu

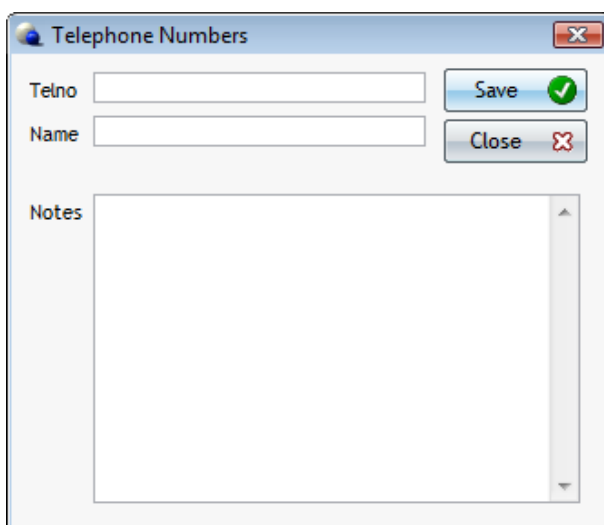
- **Notebook**



- **Phonebook**

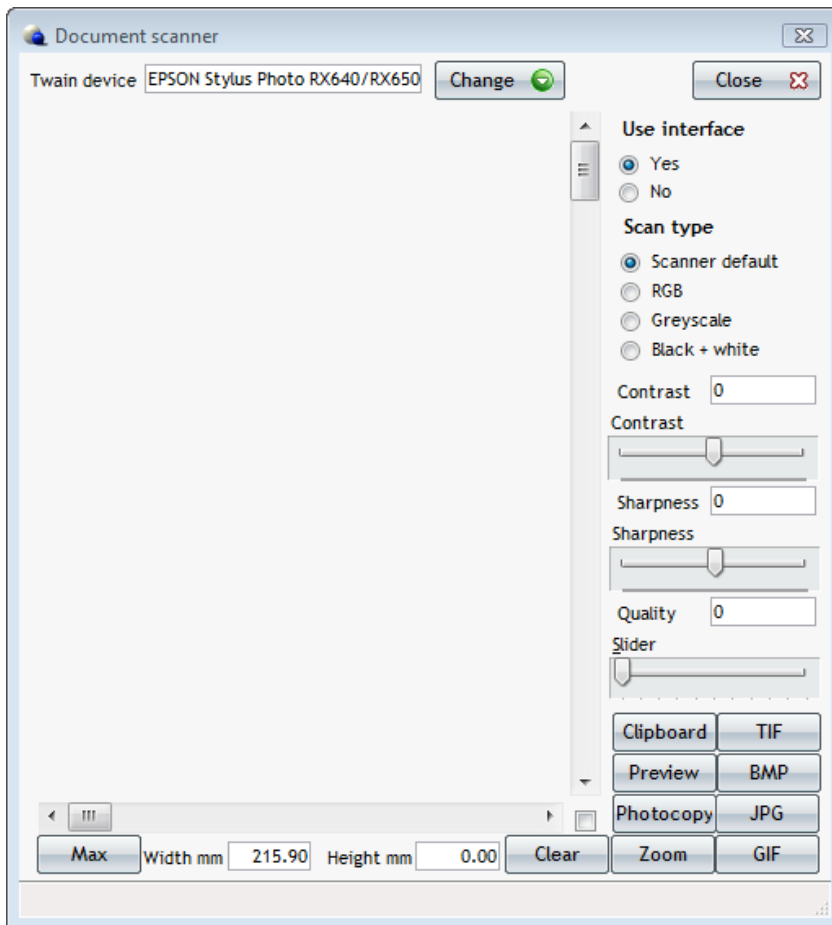


Click on Insert to add a new record or Modify to alter the highlighted record.

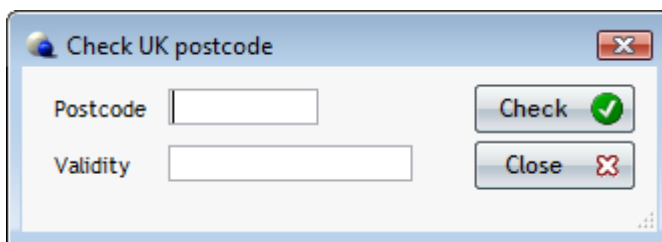


# Chapter 5 – Extras Menu

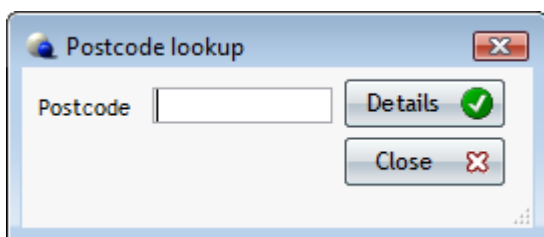
- **Scanner**



- **UK Postcode Verify**



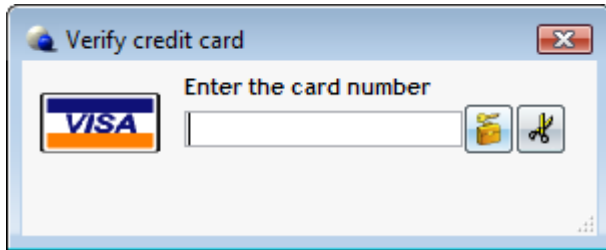
- **UK Postcode Lookup**



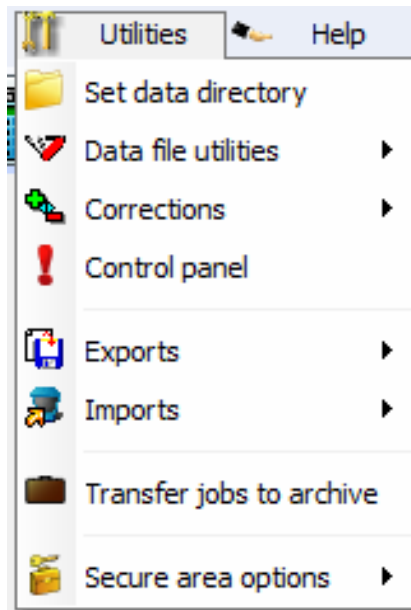
# Chapter 5 – Extras Menu

- **Verify Credit Card**

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

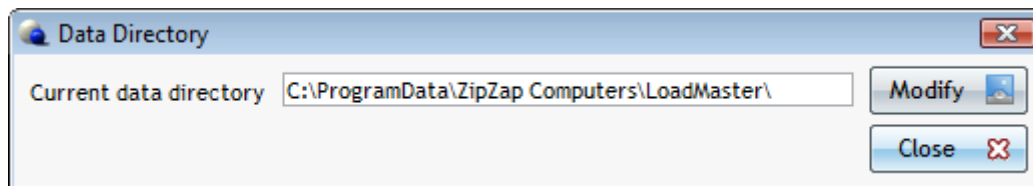


# Chapter 6 – Utilities Menu



- **Utilities, Set Data Directory**

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

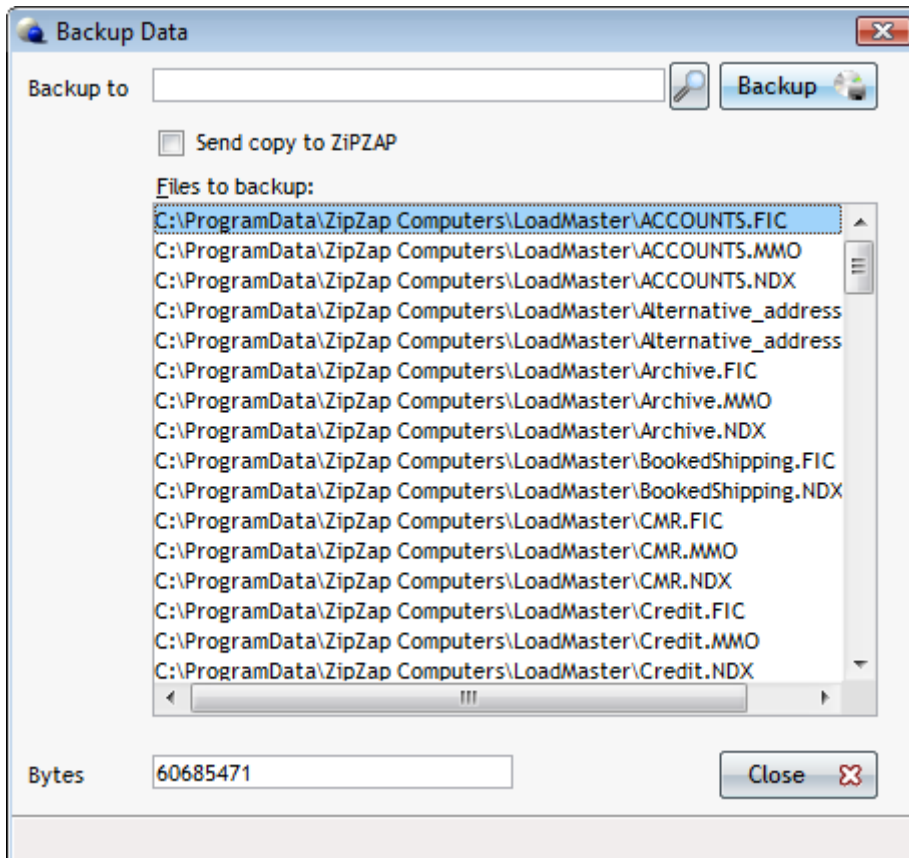


# Chapter 6 – Utilities Menu

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

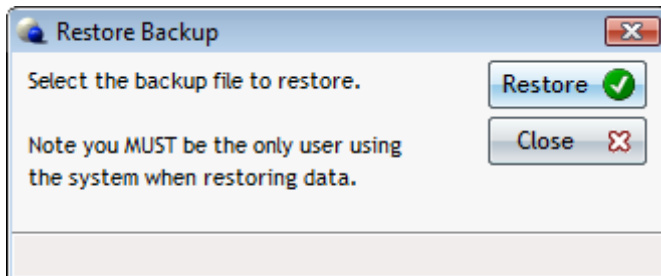
The system will automatically select the data files to backup. You just need to select the location to save the backup file to.

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



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

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

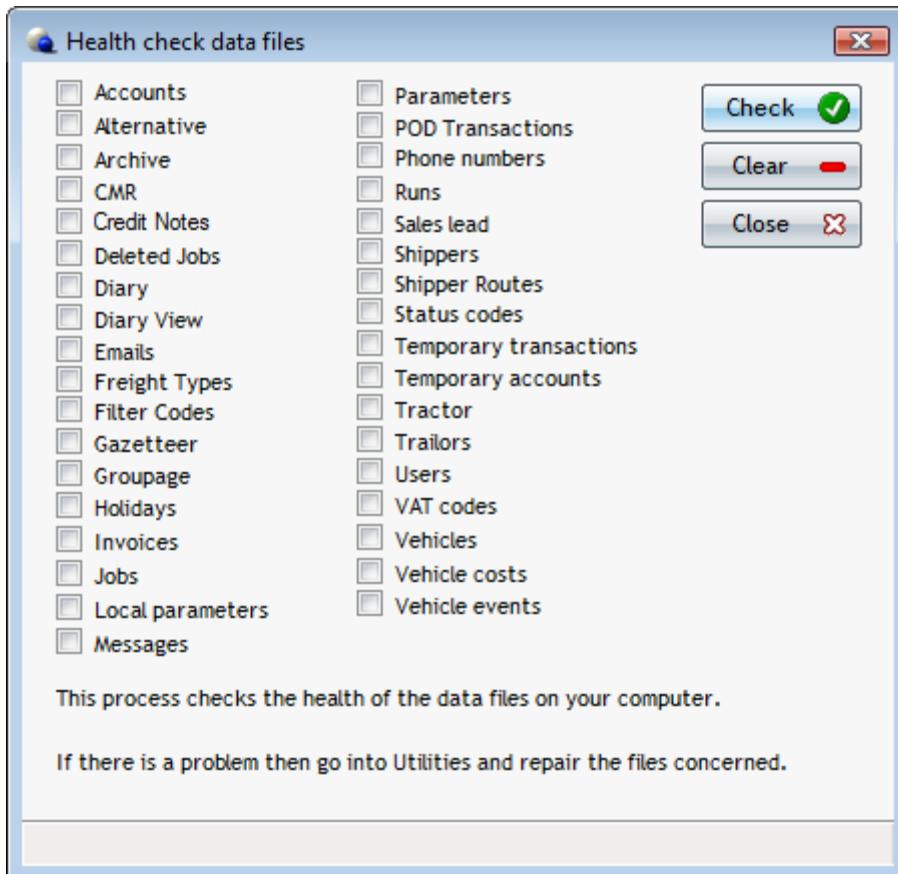


# Chapter 6 – Utilities Menu

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

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

This checks the health of the files on your computer



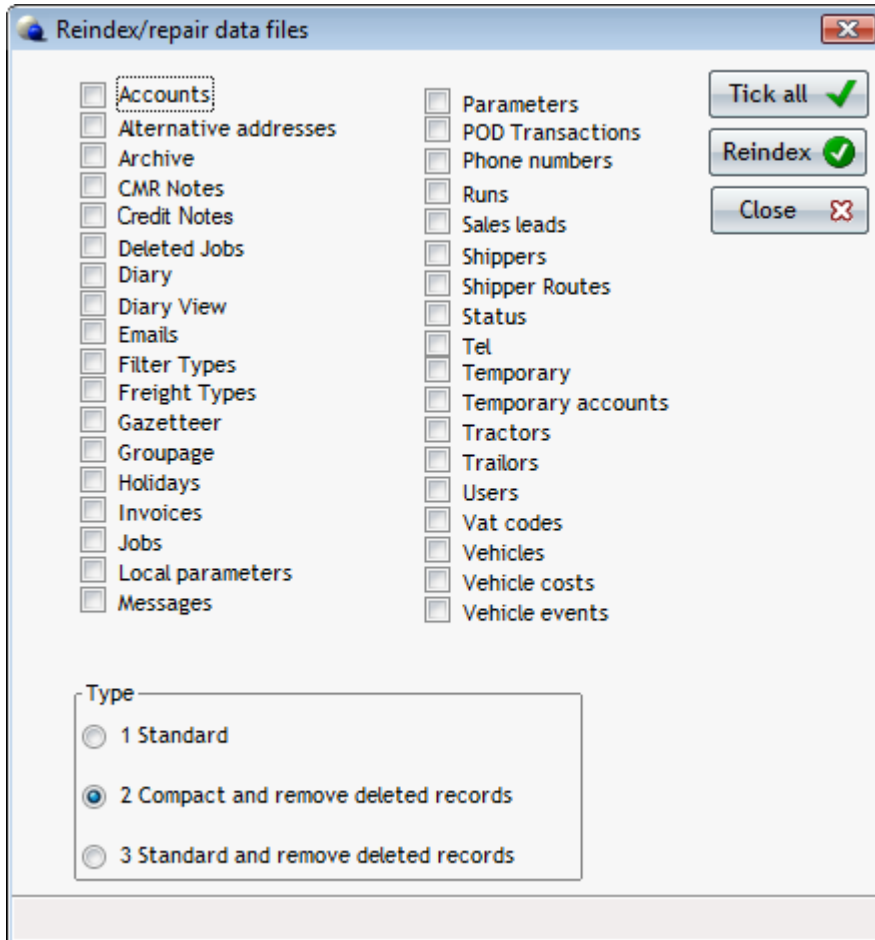
# Chapter 6 – Utilities Menu

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

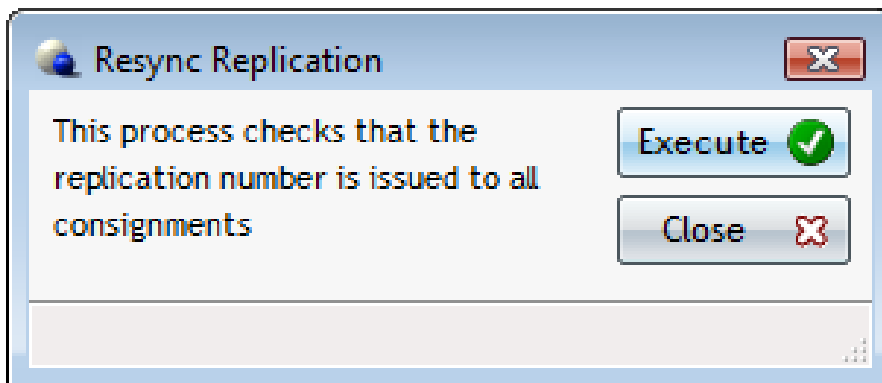
If you encounter problems with data files it is usually possible to repair them using this utility.

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

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



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



# Chapter 6 – Utilities Menu

- **Utilities, Corrections, Reverse Invoices**

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

Reverse invoices

Reverse back to and including 4

Confirm

---

Reverse one single invoice 0

Confirm

---

Remove Locked Price tick box on every consignment concerned

---

Special Reverse of Invoice - use under instruction only

Reverse back to and including 4

Date of these invoices 08/10/2008

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

Confirm

---

Set consignments to invoiced state

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

---

Set consignments to non-invoiced state

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

Confirm

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

Reverse payment of invoice

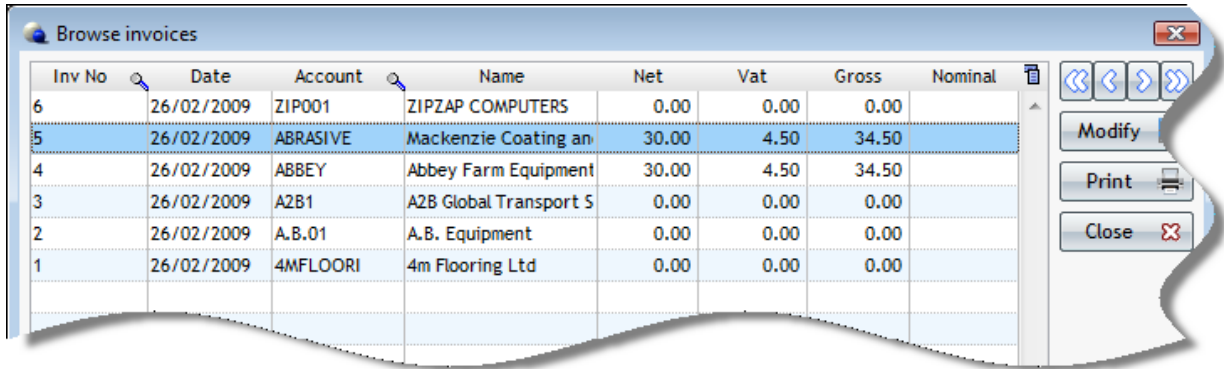
Select invoice 0



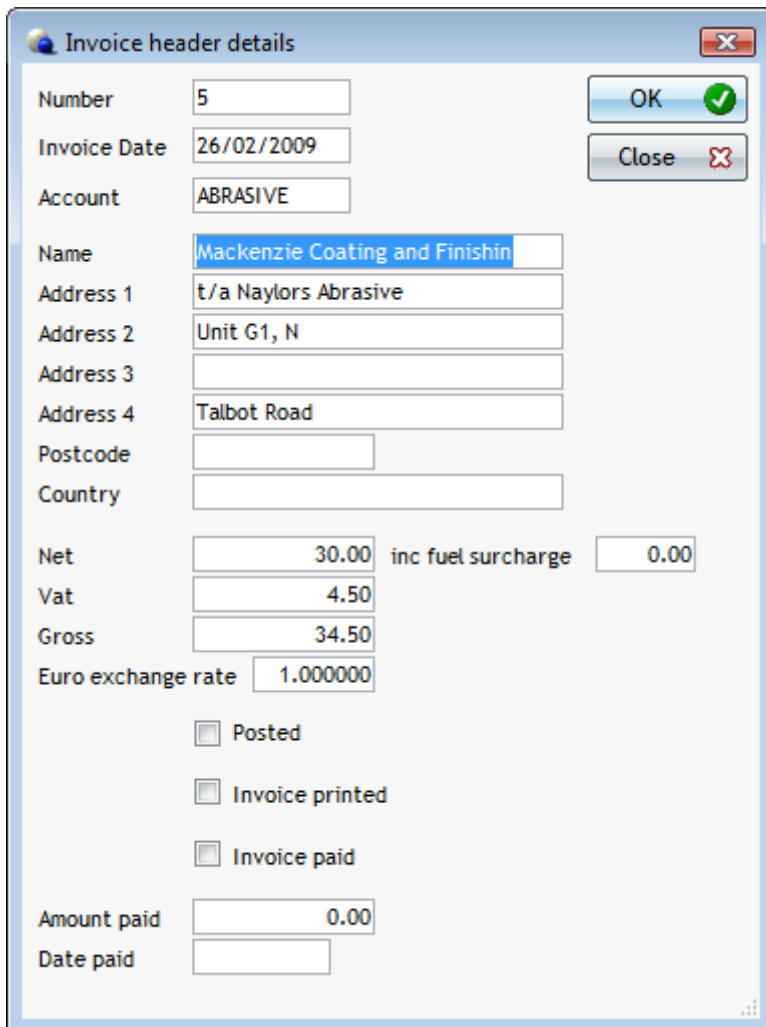
# Chapter 6 – Utilities Menu

- **Utilities, Corrections, Invoice Details**

Select this option to modify any invoices that need corrections.

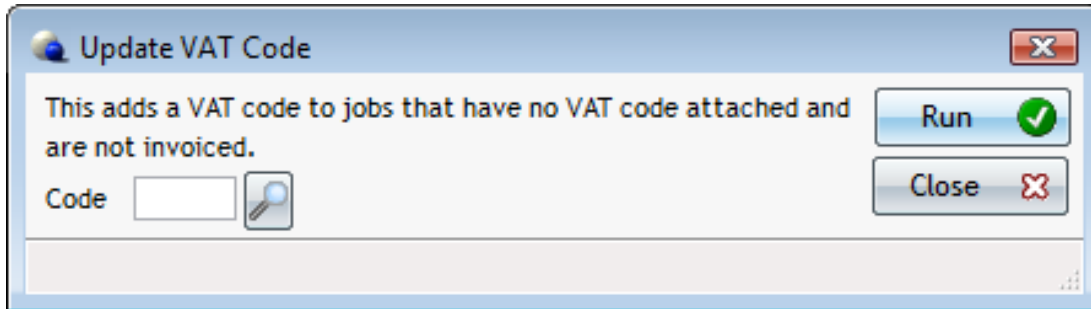


Click on Modify to alter the highlighted record.

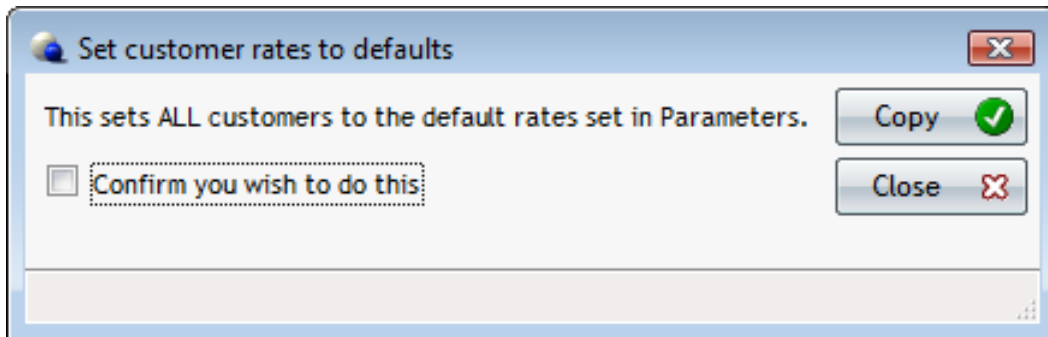


# Chapter 6 – Utilities Menu

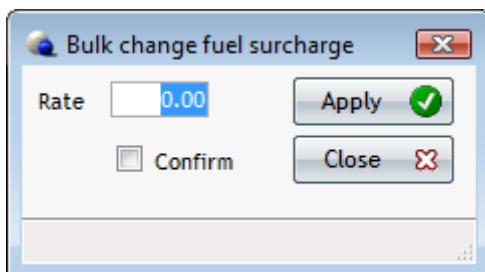
- Utilities, Corrections, Update VAT Code



- Utilities, Corrections, Set Customers to Default Rates

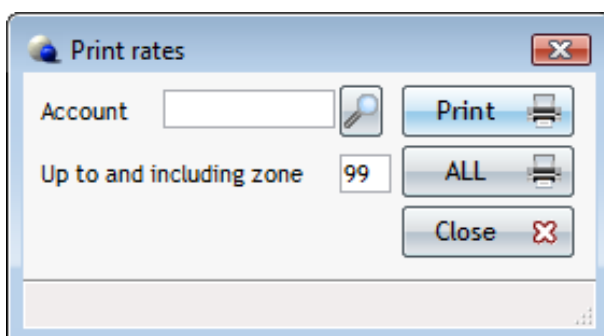


- Utilities, Corrections, Bulk Change Fuel Surcharge



- Utilities, Corrections, Print Customer Rates

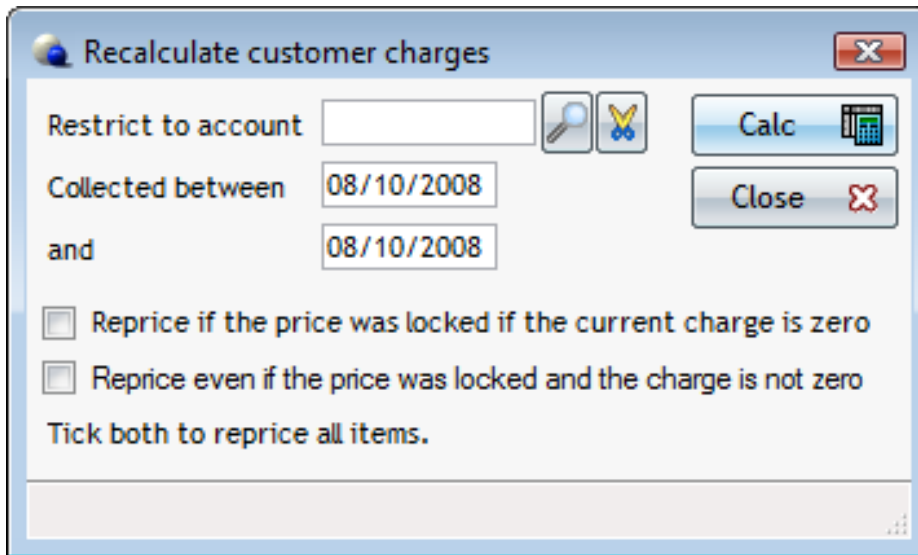
Select this option to print rates for a specific account or all rates.



# Chapter 6 – Utilities Menu

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

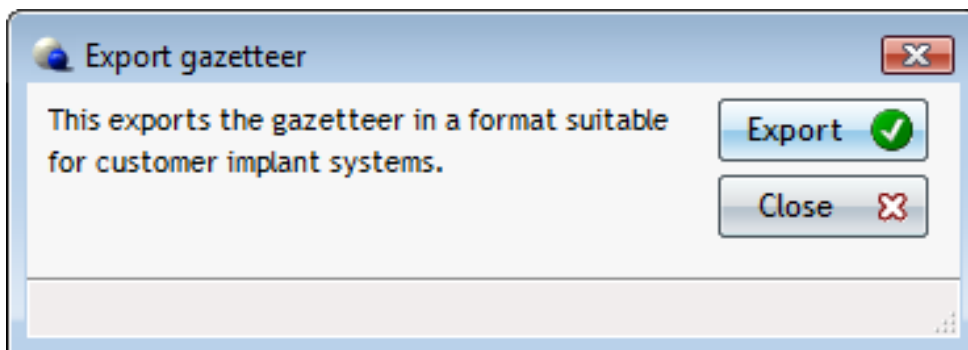
Select this option to recalculate customer charges for a specific account or data range.



- **Utilities, Exports, Accounts**

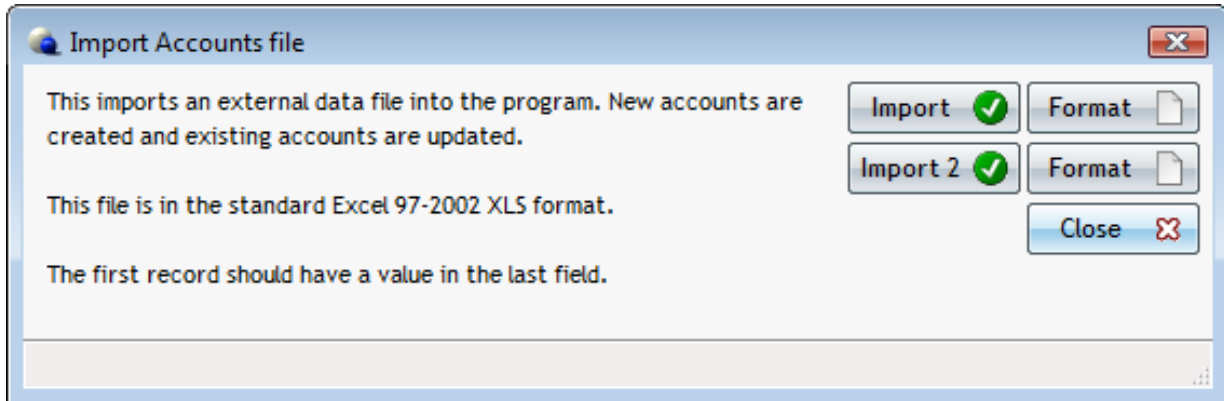
Click on the symbol to the top right of the frame and you will get a menu.

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



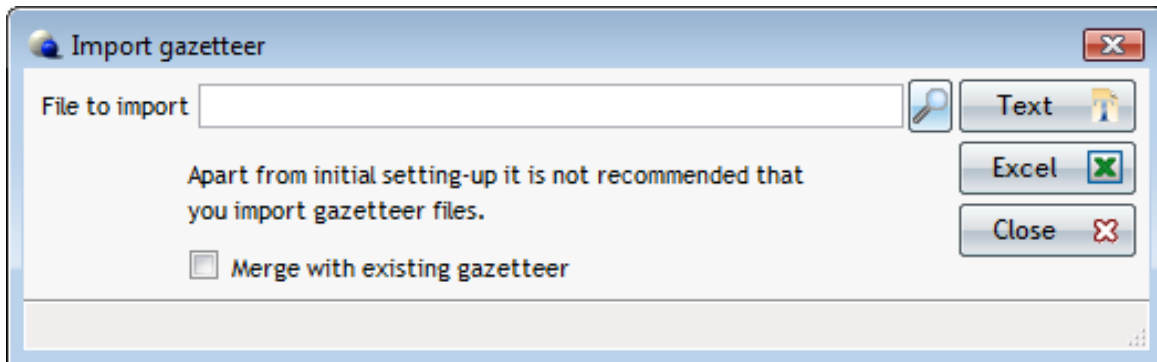
# Chapter 6 – Utilities Menu

- **Utilities, Imports, Accounts**

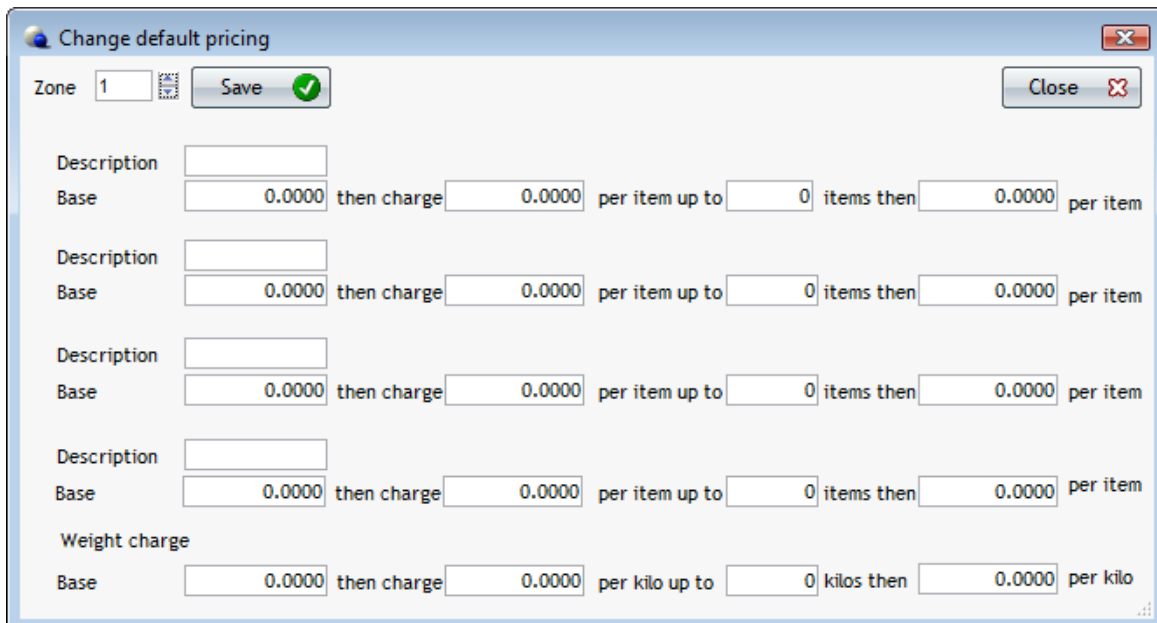


There are two import options, by clicking on the format button next to the import option; a window will appear with the details of the file layout.

- **Utilities, Imports, Gazetteer**

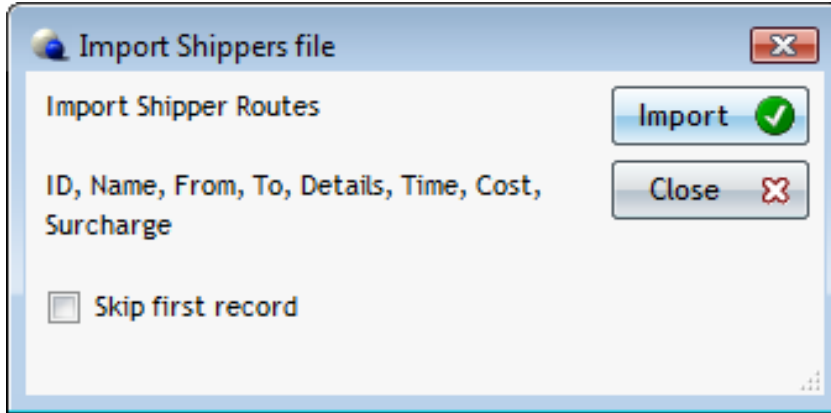


- **Utilities, Imports, POD Images from default directory**



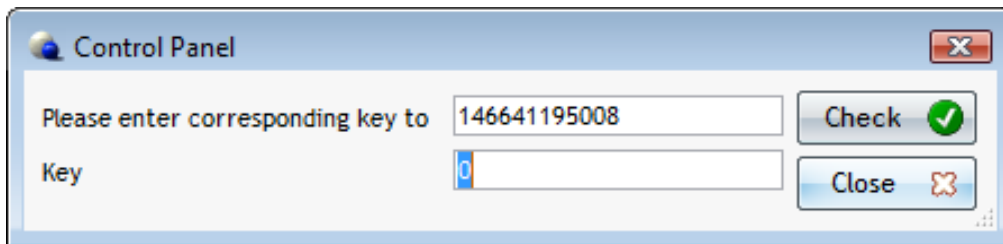
# Chapter 6 – Utilities Menu

- **Utilities, Imports, Shipping Routes**



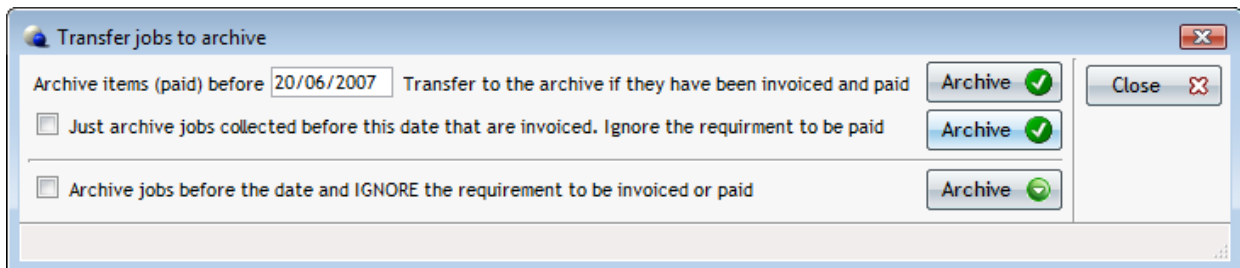
- **Utilities, Control Panel**

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

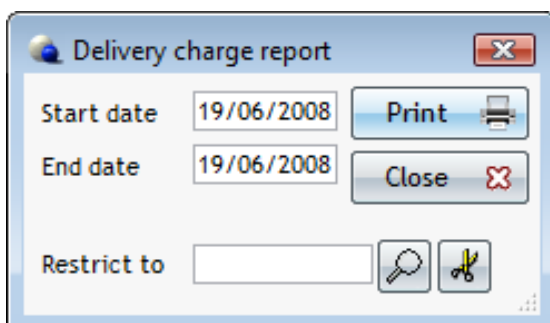


- **Utilities, Transfer Jobs to Archive**

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

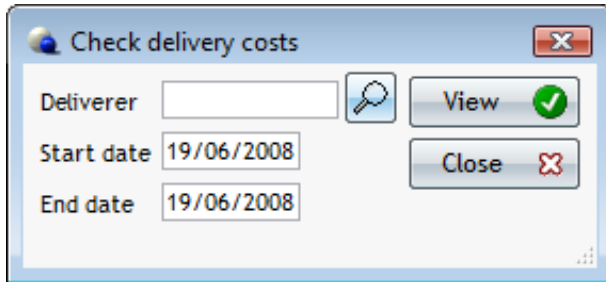


- **Utilities, Secure Area Options, Delivery Charges Report**

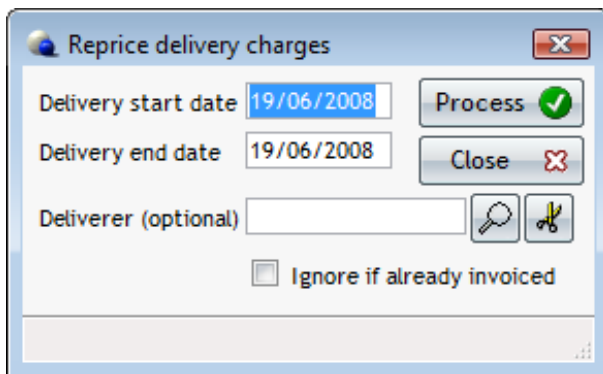


# Chapter 6 – Utilities Menu

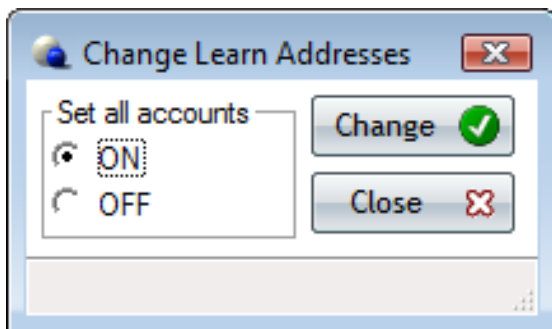
- Utilities, Secure Area Options, Check Delivery Charges



- Utilities, Secure Area Options, Reprice Delivery Charges



- Utilities, Secure Area Options, Global change learn addresses



# Chapter 6 – Utilities Menu

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

Remove data

Collection date 19/06/2008

Process ✓

Account

Close ✕

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

Tick below to confirm that you wish to do this.

I agree to delete the data

- Utilities, Secure Area Options, Reset Invoice on Consignment

Reset invoice number on Job

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

Close ✕

Consignment number 0 Please check carefully

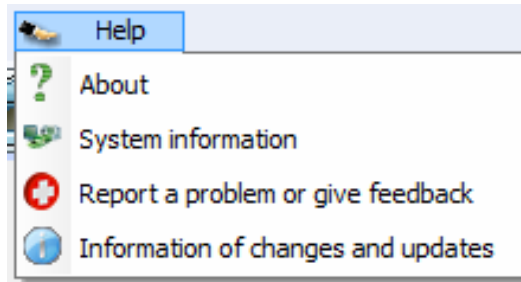
Repeat the number 0

Set to invoice 0 Please check carefully

Repeat the invoice 0

Process ✓

# Chapter 7 – Help Menu

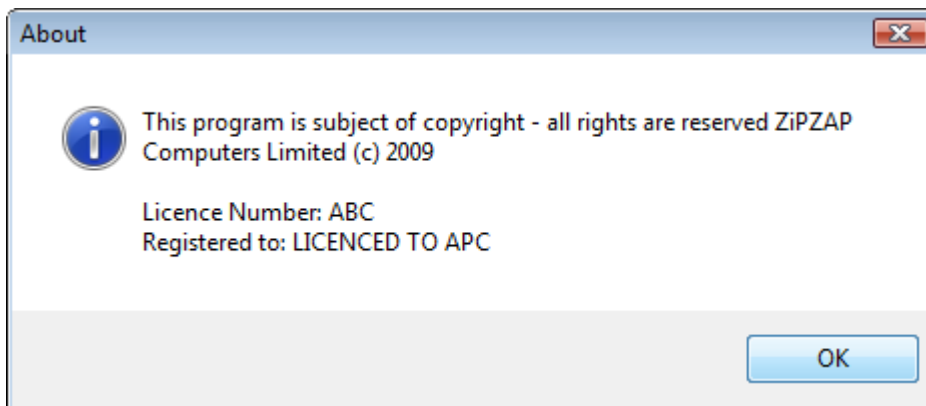


- **About**

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



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

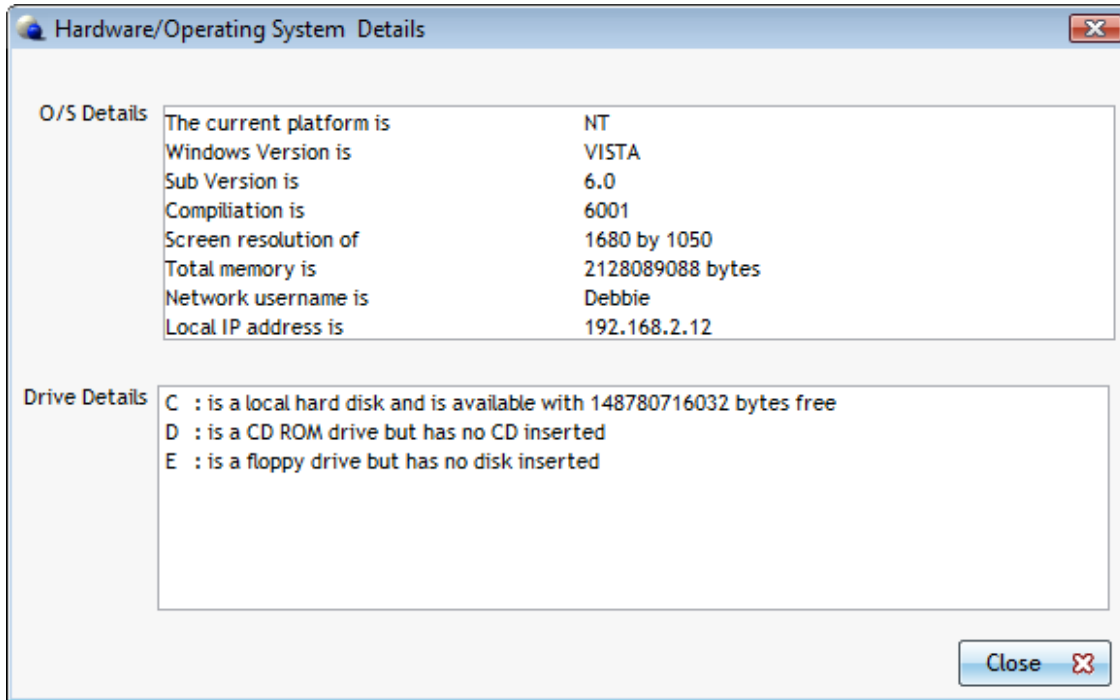




# Chapter 7 – Help Menu

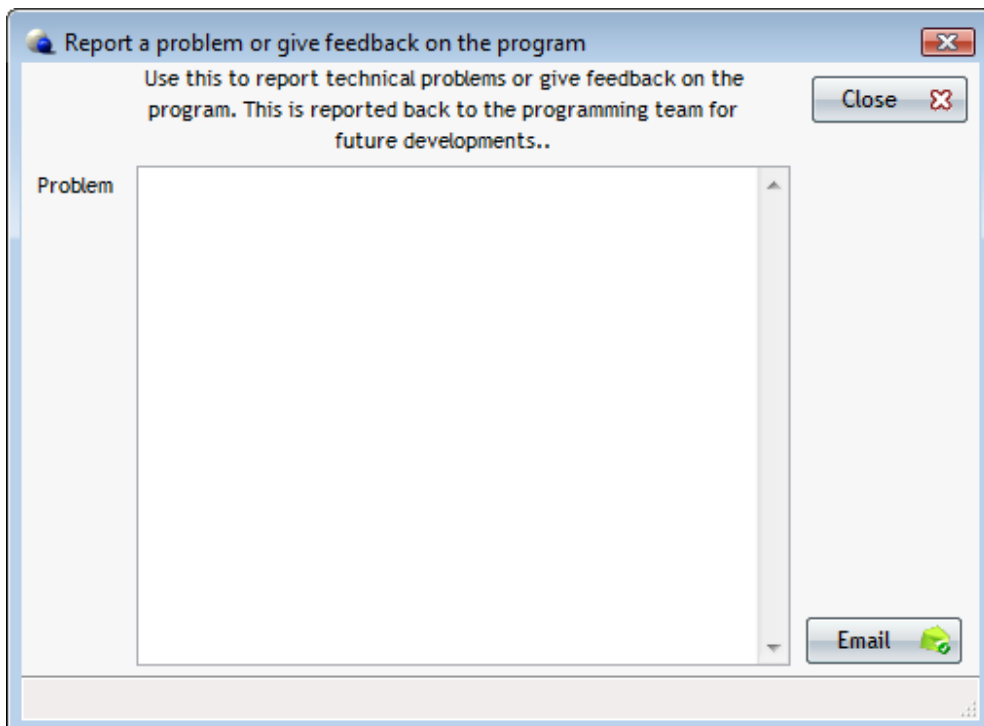
- **System Information**

This option tells you what your computer details are.



- **Report a Problem or Give Feedback**

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



# Chapter 7 – Help Menu

- **Information of changes and updates**

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

