

# REMOTE IMPLANT

Updated Friday 11<sup>th</sup> December 2009



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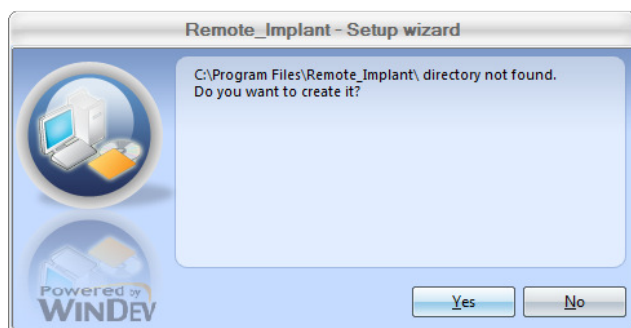
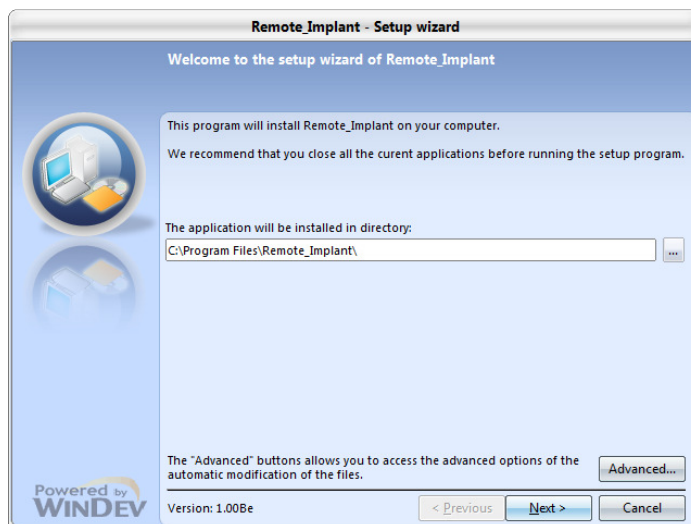
# Chapter 1 - Installation

- **Installation and Updates**

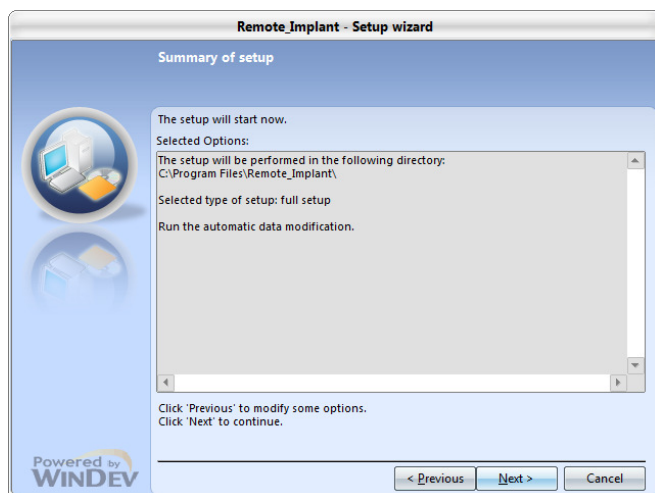
Double-click on the Remote\_Implant.EXE

*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".

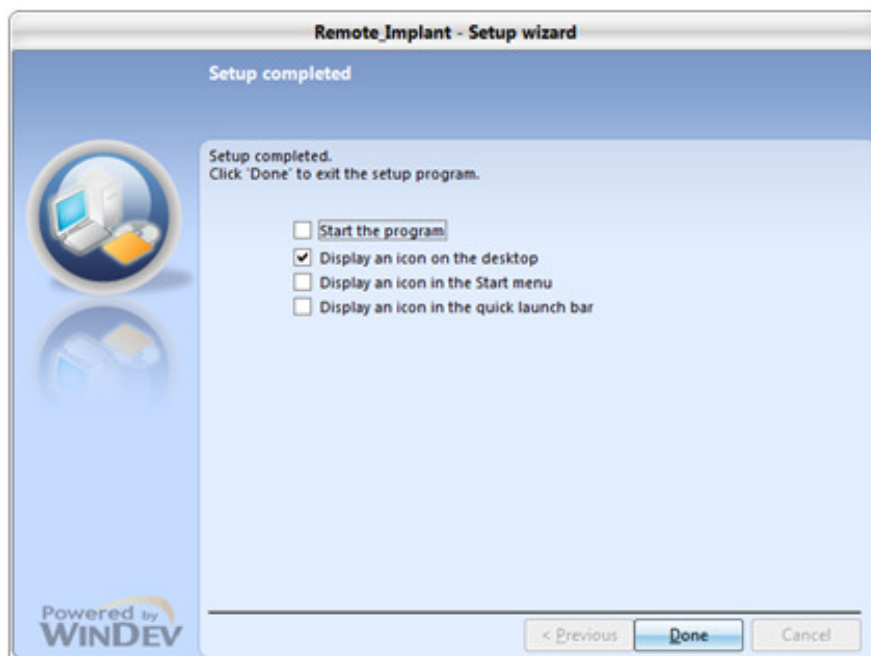


Setup summary will then be displayed, click next.

This will then install the Remote Implant and inform you that setup is complete

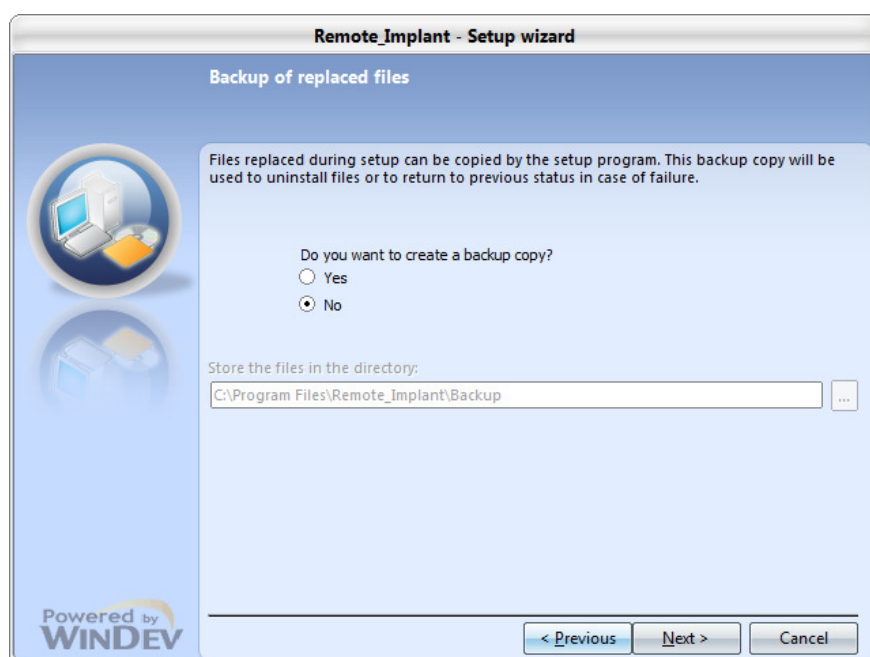
# Chapter 1 - Installation

On the final screen tick only “desktop shortcut” and complete the setup by clicking done.



*If Remote Implant has been installed before:*

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

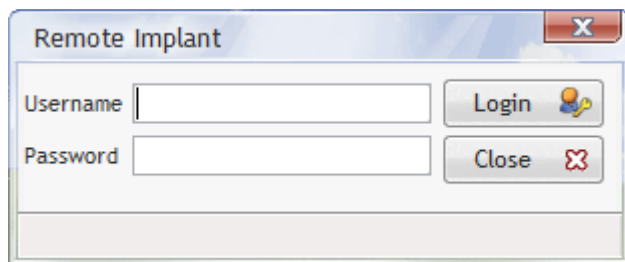
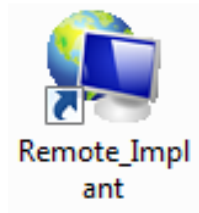


If asked to create a backup directory, select “No”

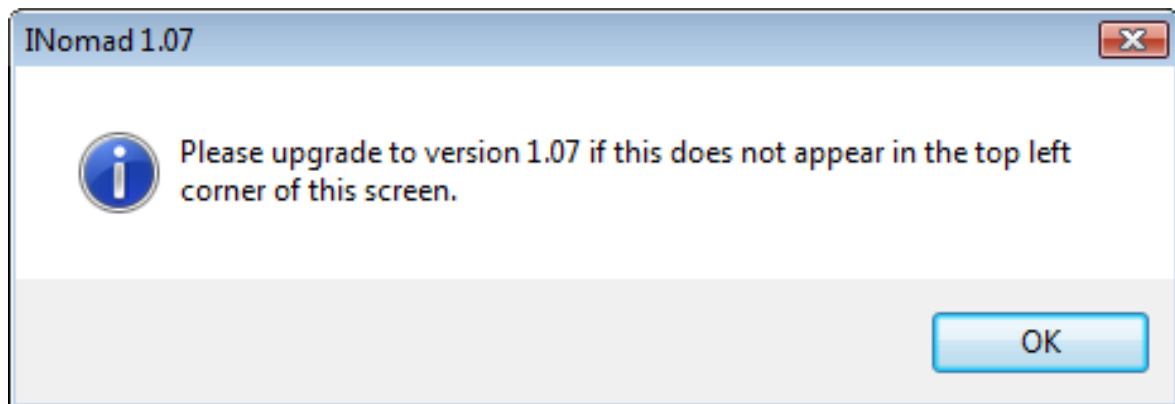
# Chapter 1 - Installation

- **Loading the Program**

Double-click the Remote\_Implant icon on the desktop.



When the program has loaded, you may get a Service Status window pop up. This will tell you important information about the program.



After reading the status message, click on the OK button to enter the program.

# Chapter 2 – Access (Permissions)

**Master Accounts** have **access** to:

Master Accounts

User Accounts – Viewable Only

Operations – Viewable Only

**Go to page 9 if you are a master account**

**User Accounts** have **access** to:

Parameters

Operations

Export Data

Print Manifest

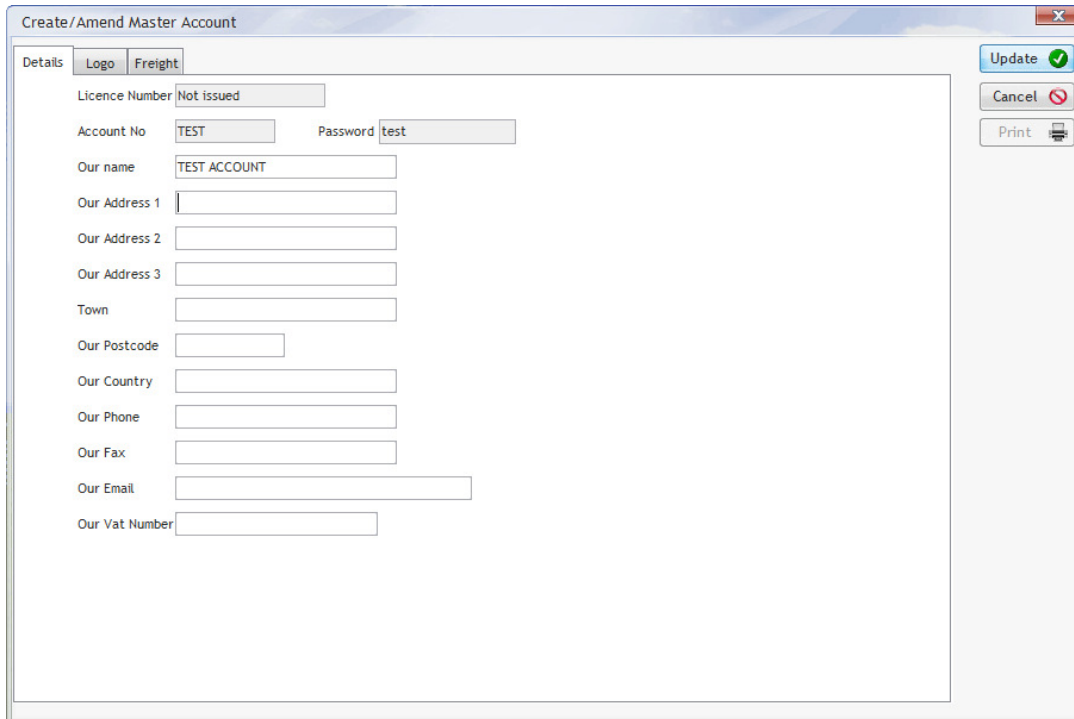
**Go to page 14 if you are a user account**



# Chapter 3 – Master Account

- **Master Accounts**

Click on the **Setup** menu and select **Master Accounts**. The screen below will appear.



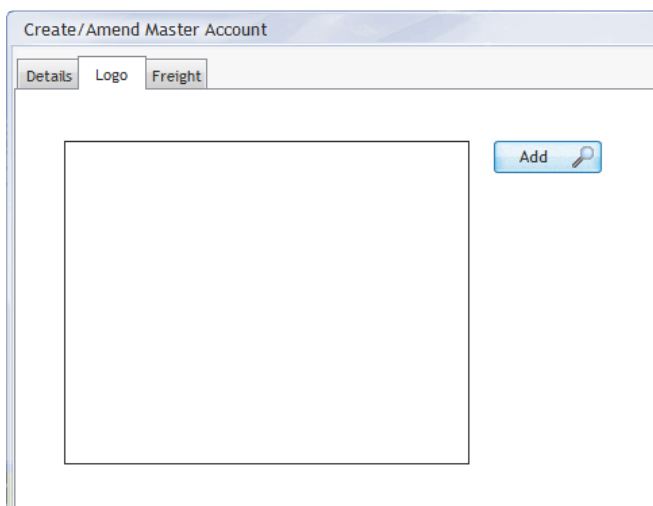
The screenshot shows a window titled "Create/Amend Master Account" with three tabs: "Details", "Logo", and "Freight". The "Details" tab is active, displaying a form with the following fields:

- Licence Number: Not issued
- Account No: TEST
- Password: test
- Our name: TEST ACCOUNT
- Our Address 1: [Empty]
- Our Address 2: [Empty]
- Our Address 3: [Empty]
- Town: [Empty]
- Our Postcode: [Empty]
- Our Country: [Empty]
- Our Phone: [Empty]
- Our Fax: [Empty]
- Our Email: [Empty]
- Our Vat Number: [Empty]


On the right side of the window, there are three buttons: "Update" (with a green checkmark), "Cancel" (with a red X), and "Print" (with a printer icon).

The first tab **Details** is for entering your company details.

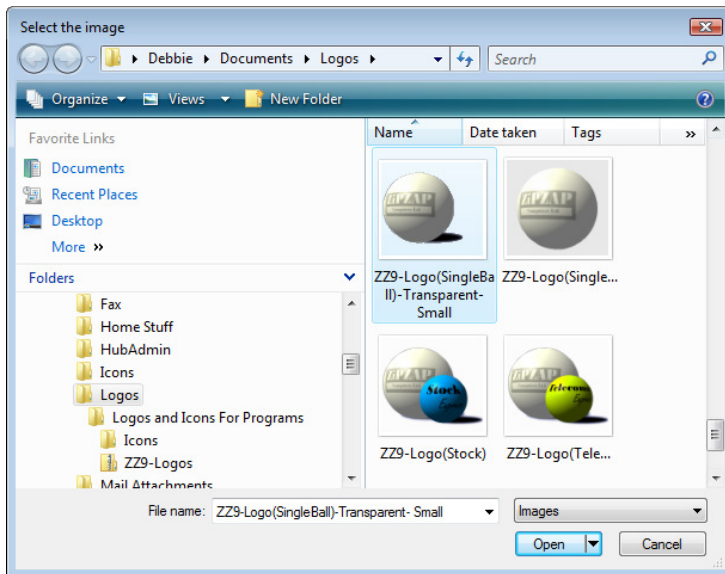
Click on the next tab called **Logo**.



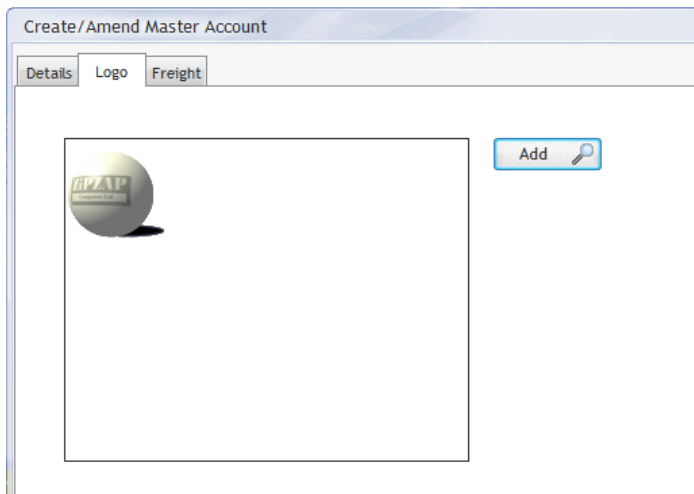
The screenshot shows the same window with the "Logo" tab selected. The main area is a large empty rectangle. To the right of this rectangle is a button labeled "Add" with a magnifying glass icon.

Here you can add your company logo. Click on the Add  button.

# Chapter 3 – Master Account



Locate the file and click on Open



Your logo will be displayed in the blank box like in the example above.

Click on the last tab called **Freight**.

# Chapter 3 – Master Account

The screenshot shows a software window titled "Create/Amend Master Account" with three tabs: "Details", "Logo", and "Freight". The "Freight" tab is active. It contains ten "Description" fields, with "Description 1" containing "PARCEL" and "Description 2" containing "PALLET". To the right of these fields are two input fields: "Item limit" with a value of "0" and "Weight limit" with a value of "1000". Below these fields is a grid of checkboxes for selecting days of the week for each of the ten descriptions. The first row of checkboxes (Monday through Sunday) is checked for Monday, Tuesday, Wednesday, Thursday, and Friday. The "Update" button is highlighted in blue with a green checkmark icon.


The last screen is for setting up the freight types.

For example

Description 1 – Parcel

Days selected – Monday, Tuesday, Wednesday, Thursday and Friday.

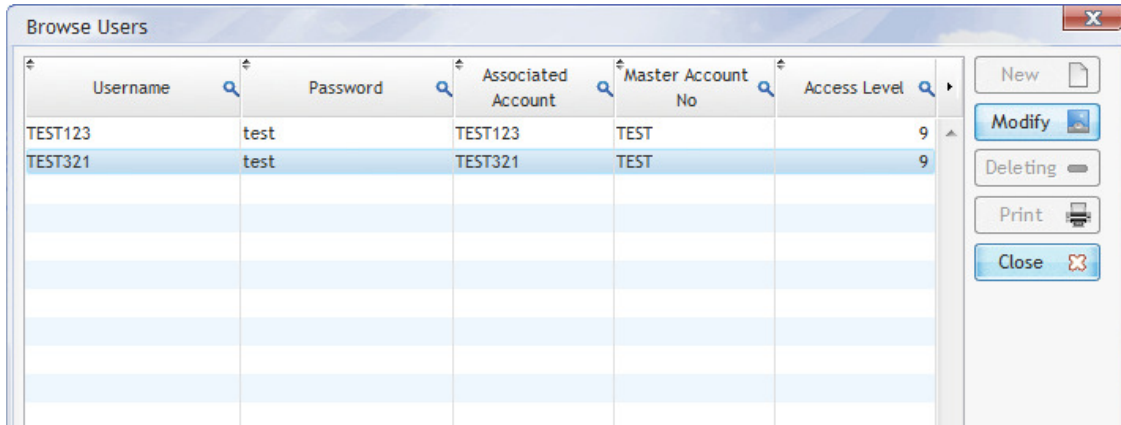
Enter your **Item Limit** and **Weight Limit**.

Click on the Update  button to finish.

# Chapter 3 – Master Account

- **User Accounts**

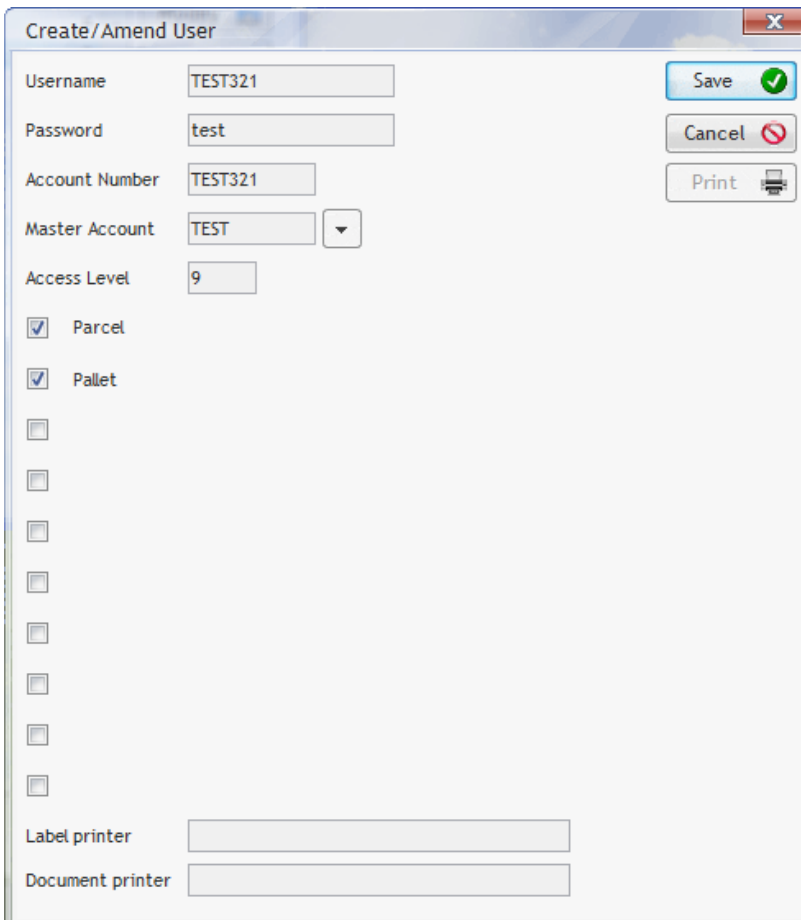
Click on the **Setup** menu and select **User Accounts**. The screen below will appear.



This screen is for viewing your user's details such as their login.

The only details you can modify on a user are what freight types the user can use, by ticking the boxes next to the freight name.

**Example below:**



# Chapter 3 – Master Account

- **Operations**

Click on the **Actions** menu and select **Operations**. The screen below will appear.

URN	Account	Despatch Date	To	Town	Postcode	Service	Cust Ref
15	TEST123	07/12/2009	HARRY	LINCOLN, LN6 3QN	LN6 3QN	NEXT DAY	

This screen is for **viewing purposes only**.

Here you can view your user's consignments.

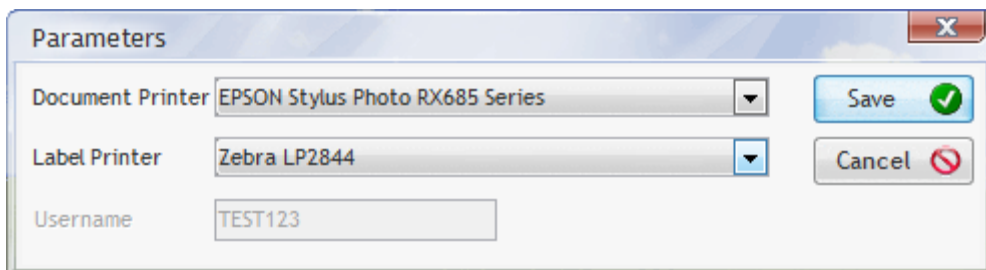
To export a user's consignments, you must first log into a user's account.

Go to **page 16** for instructions on exporting consignments.

# Chapter 4 – User Account

- **Parameters**

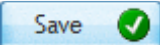
Click on the **Setup** menu and select **Parameters**. The screen below will appear.



The image shows a 'Parameters' dialog box with the following fields and buttons:

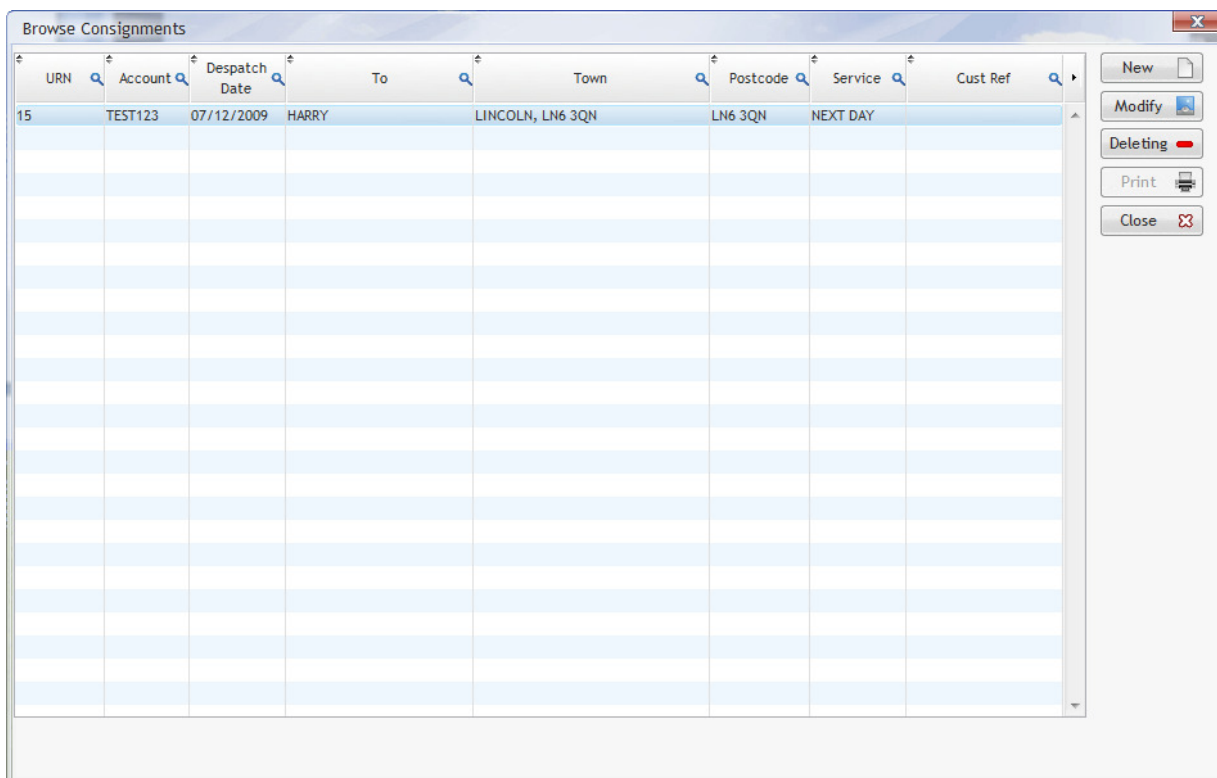
- Document Printer: EPSON Stylus Photo RX685 Series
- Label Printer: Zebra LP2844
- Username: TEST123
- Buttons: Save (with a green checkmark icon) and Cancel (with a red 'no' icon).

These settings are specific to your own local computer. Select the default settings for your printers.

Click **Save**  to finish.

- **Operations**

Click on the **Actions** menu and select **Operations**. The screen below will appear.



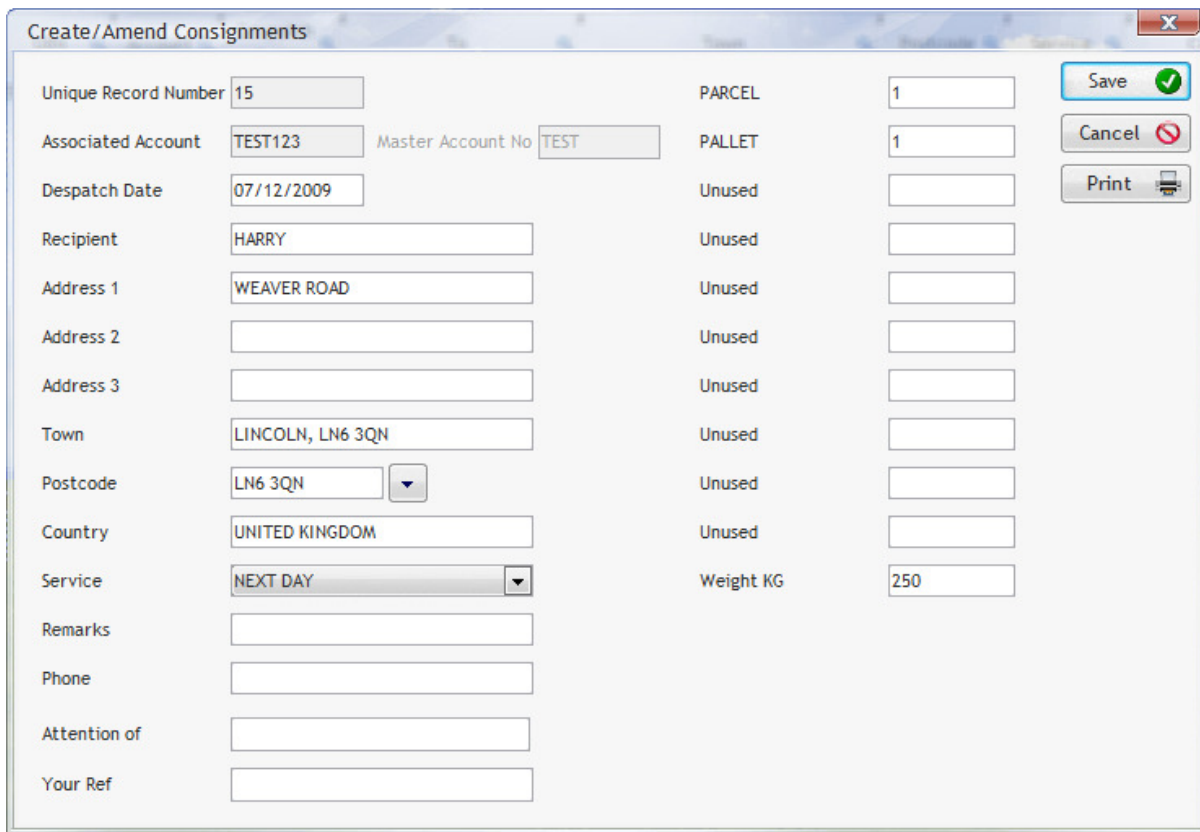
The image shows a 'Browse Consignments' table with the following data:

URN	Account	Despatch Date	To	Town	Postcode	Service	Cust Ref
15	TEST123	07/12/2009	HARRY	LINCOLN, LN6 3QN	LN6 3QN	NEXT DAY	

On the right side of the table, there are buttons for: New, Modify, Deleting, Print, and Close.

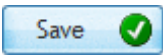
Click on **New** to add a new record or **Modify** to alter the highlighted record.

# Chapter 4 – User Account

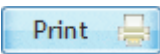


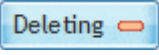
Unique Record Number	15	PARCEL	1	Save
Associated Account	TEST123	Master Account No	TEST	Cancel
Despatch Date	07/12/2009	PALLET	1	Print
Recipient	HARRY	Unused		
Address 1	WEAVER ROAD	Unused		
Address 2		Unused		
Address 3		Unused		
Town	LINCOLN, LN6 3QN	Unused		
Postcode	LN6 3QN	Unused		
Country	UNITED KINGDOM	Unused		
Service	NEXT DAY	Weight KG	250	
Remarks				
Phone				
Attention of				
Your Ref				

Enter the consignment details

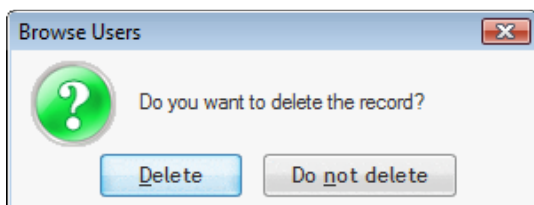
To finish you can either click on the **Save**  button to save the consignment without printing labels.

Or

You can click on the **Print**  button to print out the labels and save the consignment at the same time.

To **delete** a consignment, select the consignment you wish to delete and click on the **Deleting**  button.

You will get a message screen asking you “Do you want to delete this record?”



Browse Users

Do you want to delete the record?

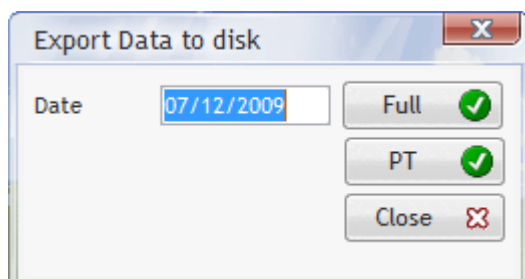
Delete Do not delete

Click on either **Delete** or **Do not Delete**.

# Chapter 4 – User Account

- **Export Data**

Click on the **Utilities** menu and select **Export Data**. The screen below will appear.

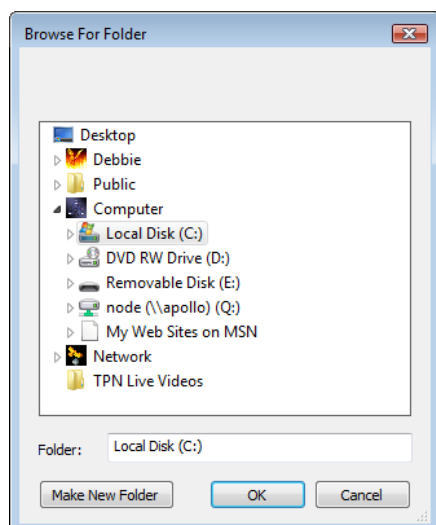


There are two options for Exporting Data

**Full = Full Format**

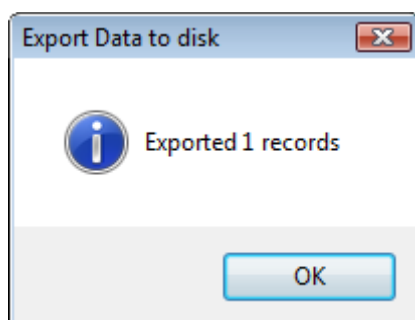
**PT = ParcelTrak Format**

Enter a Date and click on one of the options.



Select a location for the file to be saved too and click on the **OK** button.

A summary screen will appear when the export is complete; telling you how many records were exported. Click on the **OK** button to finish.

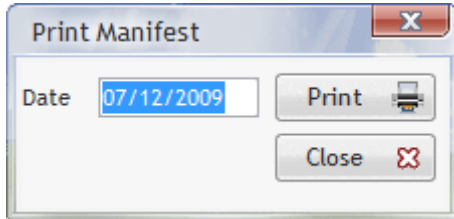




# Chapter 4 – User Account

- **Print Manifest**

Click on the **Reports** menu and select **Manifest**. The screen below will appear.



Enter a Date and click on the Print Button. The screen below will appear.

