

Same Day Express

Updated Tuesday, 09th March 2010

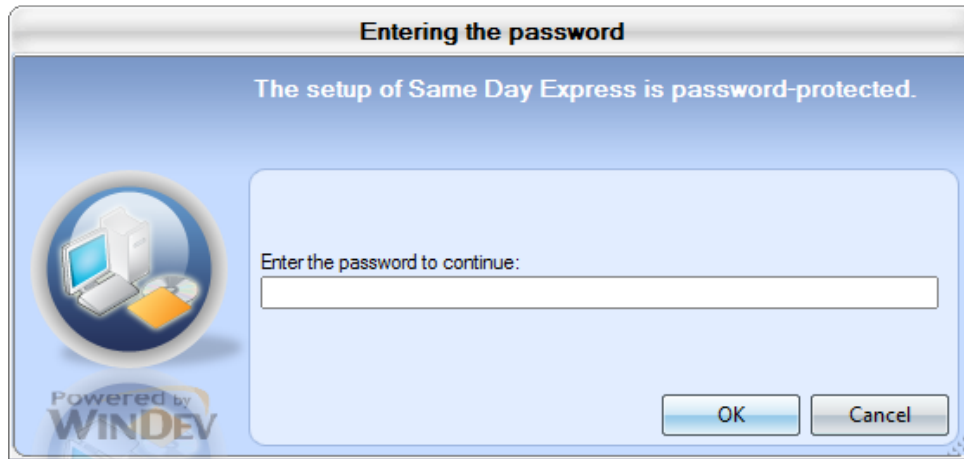
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Chapter 1 - Installation

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



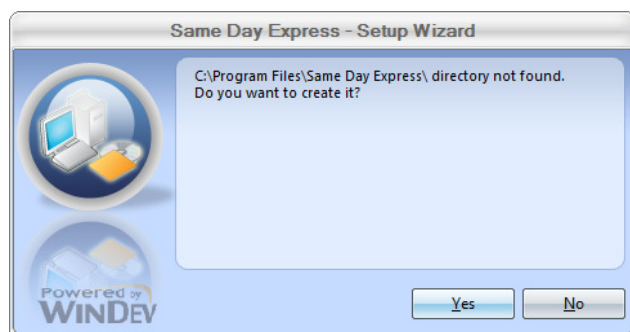
Chapter 1 - Installation

- **Installation and Updates**

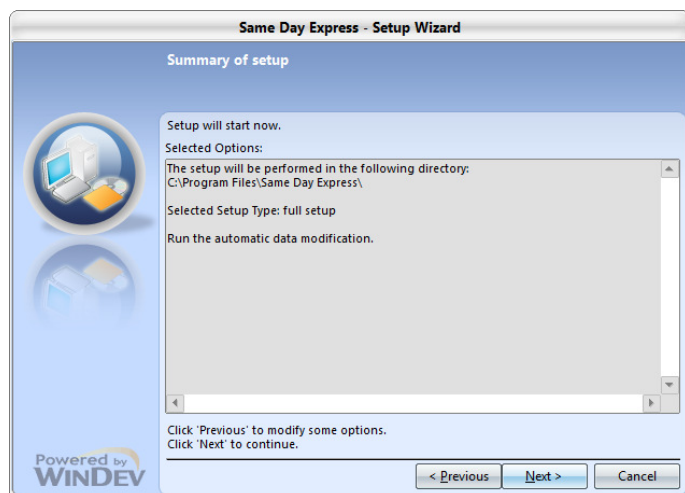
Double-click on the SameDayExpress.EXE

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".

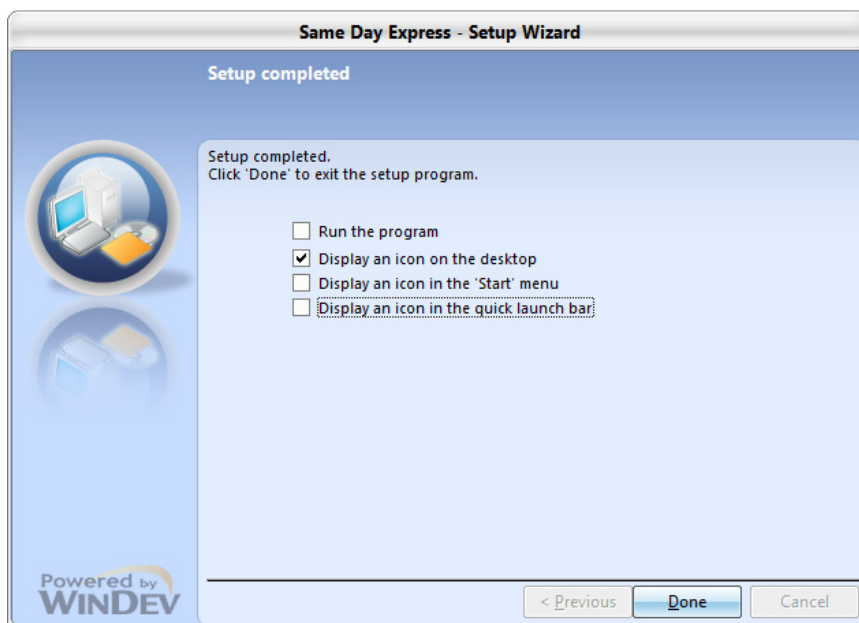


Setup summary will then be displayed, click next.

This will then install the Same Day Express server and inform you that setup is complete

Chapter 1 - Installation

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



If Same Day Express 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**

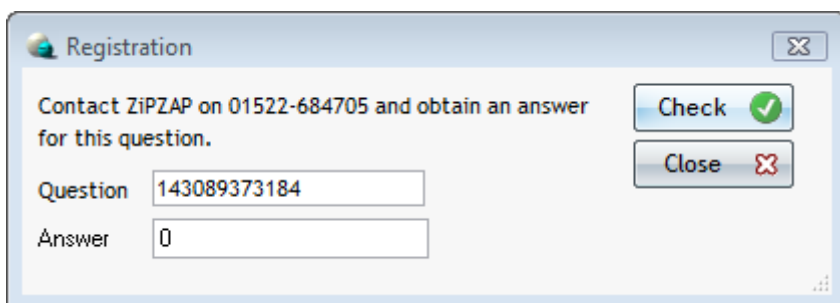
Running Same Day Express for the First Time

Double-click the Same Day Express icon on the desktop.

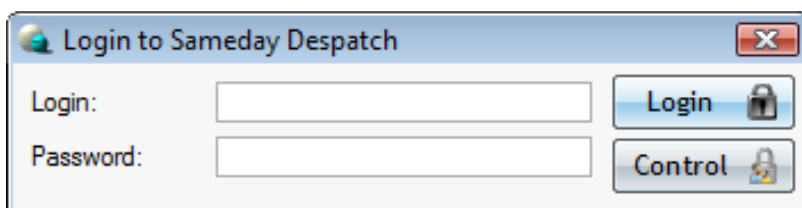


To run the program across a network, install the program on all workstations and then select a shared folder on a mapped driver for the data. All workstations must point to the same place although it is possible that they are mapped differently.

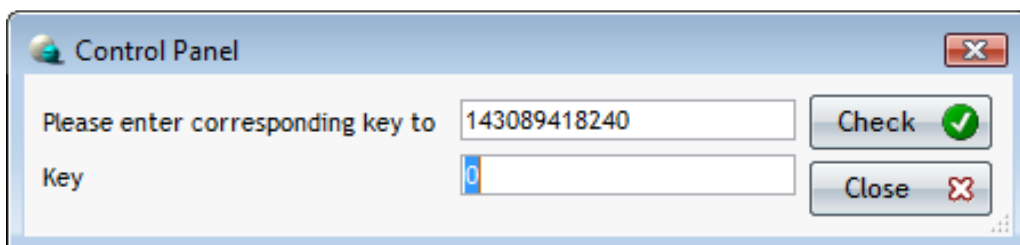
Initially when you open the program you will be asked to register your program. Contact ZipZap to obtain an answer for this question.



After you will then see a Login Screen.



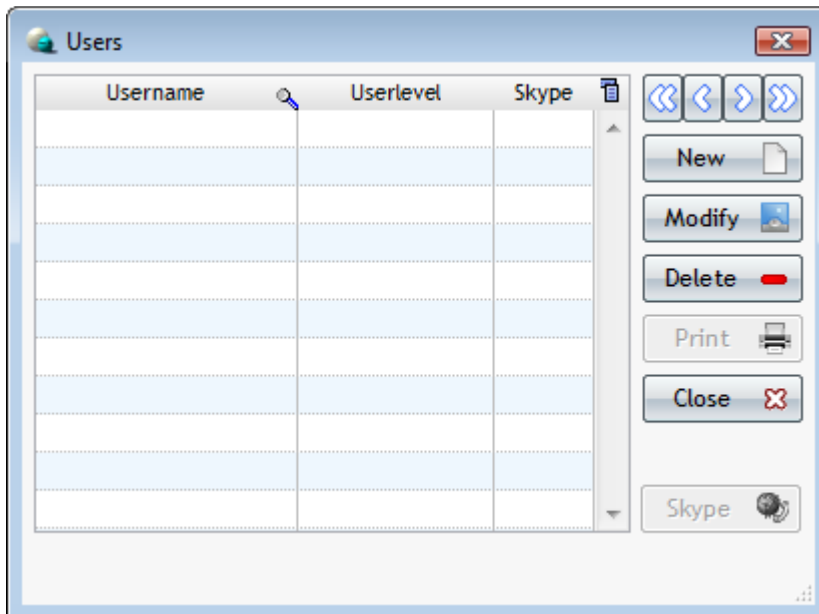
System Administrators should contact ZipZap Direct for entry to the Control screen so users can be setup.



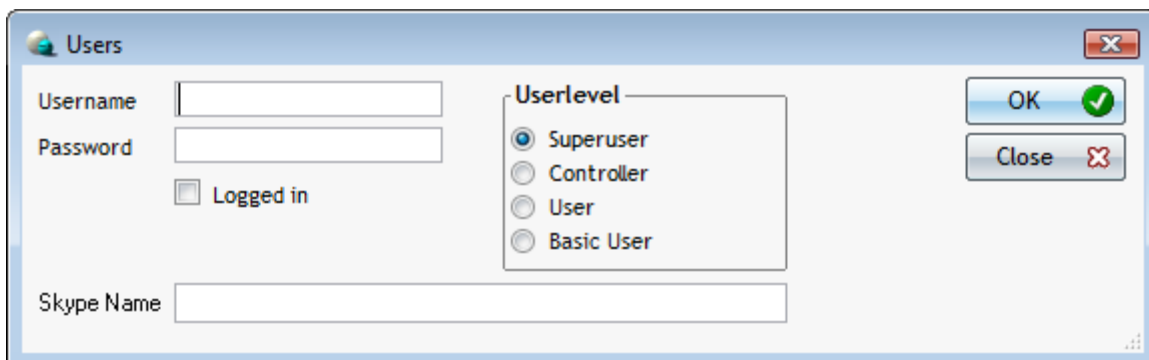
Once access to the control screen has been gained users can be setup as follows:

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

Chapter 1 - Installation



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



Enter a username and password and select the User Level.

- The Super User can do anything.
- The Controller cannot change/create users.
- The Basic Users cannot invoice or change/create other users.

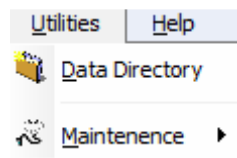
Once this user has been set up choose OK, close Users window and Login as the created user.

Chapter 1 - Installation

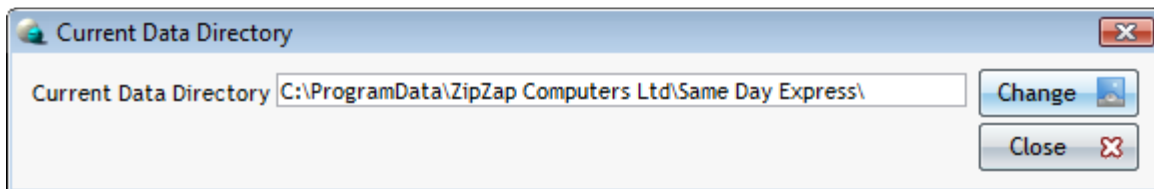
- **Data Path**

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

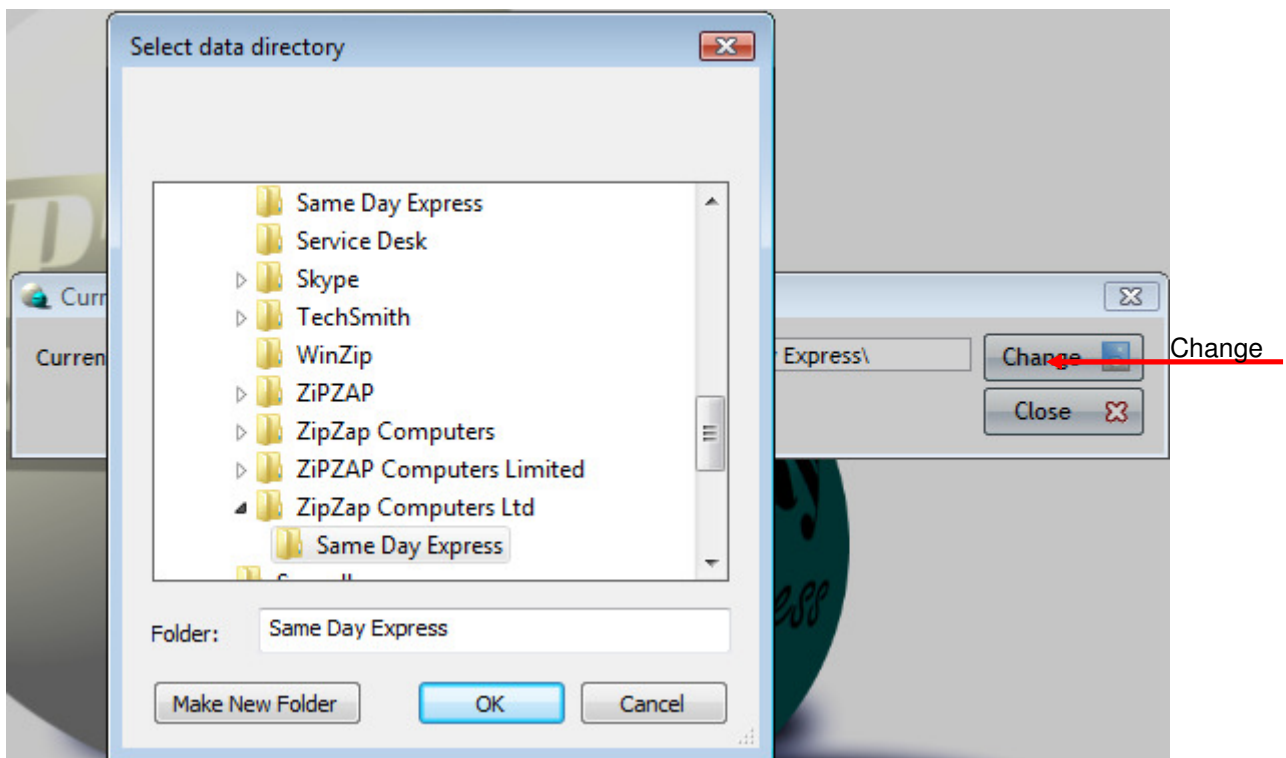
On the Utilities Menu you should select **Data Directory**



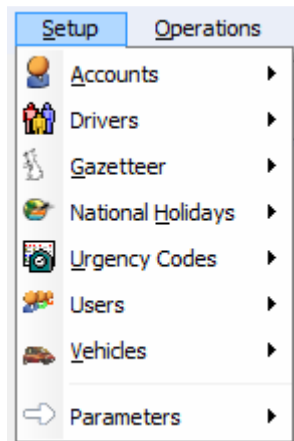
This window will appear for changing the location of the data. The program will then remember this for future user.



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



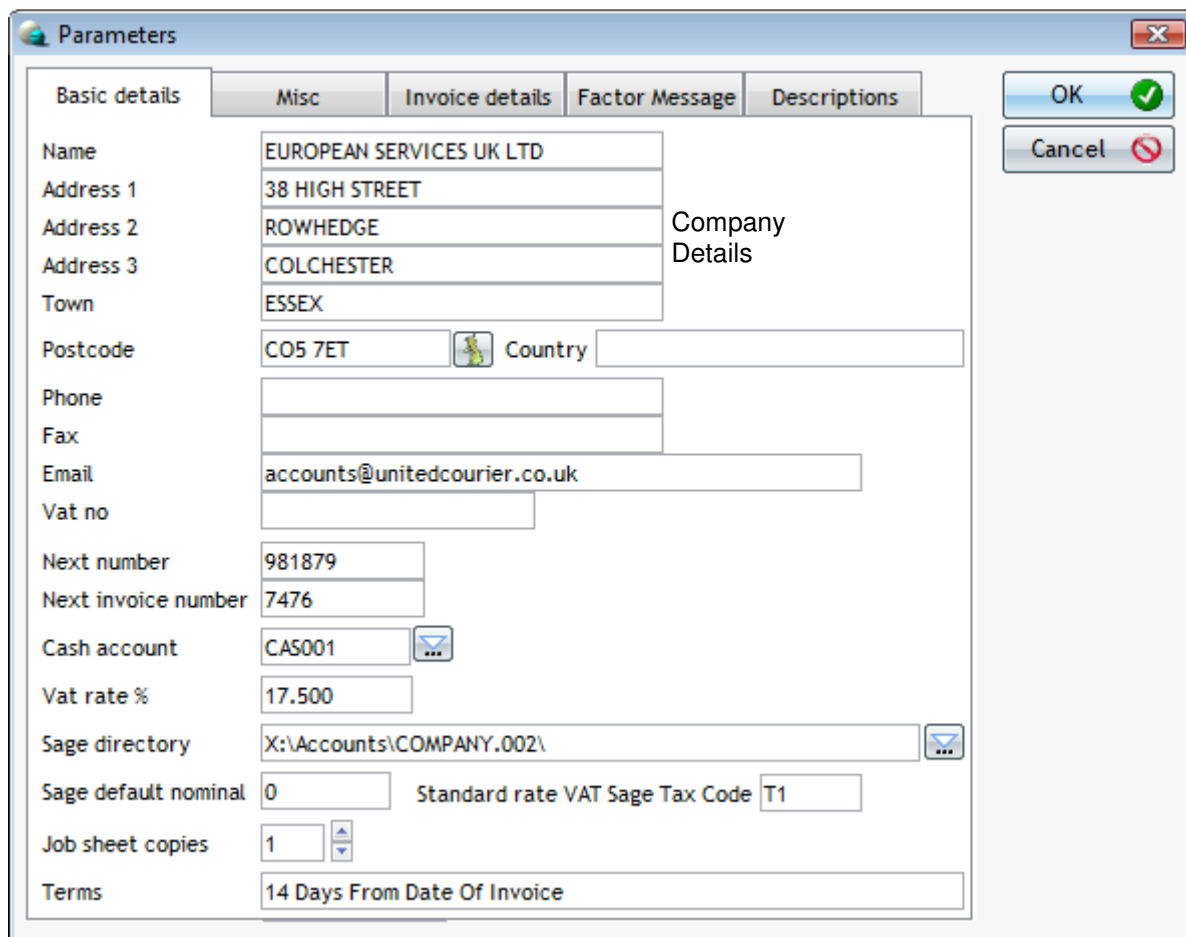
Chapter 2 – Initial Setup



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

- **Setup, Parameters, Global Parameters**

Enter your details on the screen as below:



Basic details	Misc	Invoice details	Factor Message	Descriptions
Name	EUROPEAN SERVICES UK LTD			
Address 1	38 HIGH STREET			
Address 2	ROWHEDGE			
Address 3	COLCHESTER			
Town	ESSEX			
Postcode	CO5 7ET	Country		
Phone				
Fax				
Email	accounts@unitedcourier.co.uk			
Vat no				
Next number	981879			
Next invoice number	7476			
Cash account	CAS001			
Vat rate %	17.500			
Sage directory	X:\Accounts\COMPANY.002\			
Sage default nominal	0	Standard rate VAT Sage Tax Code	T1	
Job sheet copies	1			
Terms	14 Days From Date Of Invoice			

Name and address details shown here will appear on paperwork that you produce so it is important that it is accurate.

Next Number relates to the job number to use. This will be incremented each time a job is entered.

Chapter 2 – Initial Setup

Next Invoice Number is the number of the next invoice. This will also increment automatically.

Cash account is the account to use for 'one off' jobs that are being paid for straight away.

VAT Rate is the default rate to charge.

Sage directory is where to put the transaction file for import into Sage.

Sage default nominal is the default nominal code to use when invoicing.

Standard rate VAT Sage Tax Code is the 'T' code to use in passing to the transaction file.

Job Sheet Copies is the number of copies of the job sheets to print.

Terms relate to payment and will appear on the bottom of invoices.

The screenshot shows the 'Parameters' dialog box with the 'Misc' tab selected. The 'Invoice style' section includes a checked checkbox for 'Sage preprinted'. Below it, 'Omit my details from the invoice' has a checked checkbox for 'Tick to omit'. The 'Mode' section has a checked checkbox for 'Full'. A note indicates to see www.postcodeanywhere.com for PAF. There is an unchecked checkbox for 'Use Postcode Anywhere'. Input fields are provided for 'PCA Username', 'PCA Password', and 'PCA SITE'. The 'Mobile Directory' field contains 'K:\'. The 'Default urgency' dropdown is set to 'SAME DAY'. On the right side, there are 'OK' and 'Cancel' buttons.

Sage Preprinted relates to the type of format you will be printing your invoices in.

Omit my details may indicate that your own details are already pre printed on the invoice forms.

Mode should normally be set to full. It restricts the ability to Unlock Jobs if set off.

PAF – user name etc for postcode addressing if you wish to automate this.

Mobile Directory is where it stores the files prior to them loading onto mobile devices.

Chapter 2 – Initial Setup

Parameters

Basic details Misc Invoice details Factor Message Descriptions

Net message These alter the field names at the bottom of the invoice

Surcharge message

Vat message

Total message

Invoice item format

Format options:

- 0: Job Number/Senders Ref/Deliver To
- 1: as 0 but Job Description over-rides
- 2: Job/Sender/From Town/Postcode/To/Town/Postcode
- 3: as 2 but Job Description over-rides
- 4: From Town/Postcode/To Town/Postcode
- 5: as 4 but Job Description over-rides
- 6: Vehicle/Sender/Postcode/Deliver To/Postcode/Order
- 7: Job No/Senders Ref/Job Description

OK Cancel

These messages will print on the invoices. Choose the Invoice item format and type the number in the box.

Parameters

Basic details Misc Invoice details Factor Message Descriptions

Factor message

Up to 450 characters

OK Cancel

Factoring details will only appear on the invoice if the factor box is checked on the account screen.

Chapter 2 – Initial Setup

Parameters

Basic details Misc Invoice details Factor Message Descriptions

Rate 1 description These are names of the different types of rates eg BIKE, VAN, CYCLE

Rate 2 description

Rate 3 description

Rate 4 description

Don't ask urgency

Don't ask driver

Don't ask Pickup From

Don't ask Deliver To

OK

Cancel

Rate Descriptions are for the types of vehicles to be used for the delivery and thus the corresponding charge.

Click **OK** to finish.

Chapter 2 – Initial Setup

- **Setup, Parameters, Local Parameters**

Default settings should be entered here as shown in the example below:

Local Parameters

Manifest Printer: EPSON Stylus Photo RX685 Series

Label Printer: Zebra LP2844

SMTP Server: smtp.btconnect.com See Internet Explorer for these

Email username: pop.btconnect.com

Email password: ●●●●●●●●

My Email: debbie@zipzap.co.uk

Comms timeout: 30

I use Skype

Save Cancel

- **Setup, Gazetteer, Browse**

Allocate costs against gazetteer entries here. These could be general prices setup for different types of vehicles. These will show on the Job screen if they exist for the postcode entered.

Browse Gazetteer

Postcode	Town	Car	Small Van	LWB Van	Luton
AB11	ABERDEEN	0.00	0.00	0.00	0.00
AB12	ABERDEEN	0.00	0.00	0.00	0.00
AB13	ABERDEEN	0.00	0.00	0.00	0.00
AB14	ABERDEEN	0.00	0.00	0.00	0.00
AB15	ABERDEEN	0.00	0.00	0.00	0.00
AB16	ABERDEEN	0.00	0.00	0.00	0.00
AB21	ABERDEEN	0.00	0.00	0.00	0.00
AB22	ABERDEEN	0.00	0.00	0.00	0.00
AB23	ABERDEEN	0.00	0.00	0.00	0.00
AB24	ABERDEEN	0.00	0.00	0.00	0.00
AB25	ABERDEEN	0.00	0.00	0.00	0.00
AB30	LAURENCEKIRK	0.00	0.00	0.00	0.00
AB31	BANCHORY	0.00	0.00	0.00	0.00
AB32	WESTHILL	0.00	0.00	0.00	0.00
AB33	ALFORD	0.00	0.00	0.00	0.00
AB34	ABOYNE	0.00	0.00	0.00	0.00
AB35	BALLATER	0.00	0.00	0.00	0.00
AB36	STRATHDON	0.00	0.00	0.00	0.00
AB37	BALLINDALLOCH	0.00	0.00	0.00	0.00
AB38	ABERLOUR	0.00	0.00	0.00	0.00
AB39	STONEHAVEN	0.00	0.00	0.00	0.00

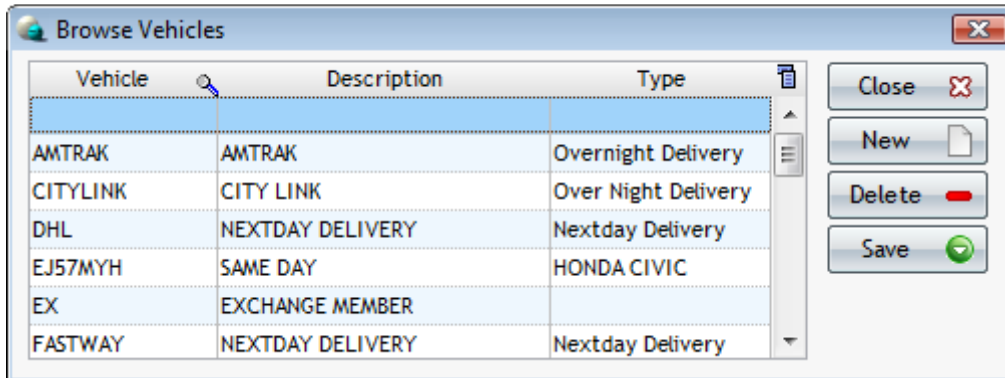
Close New Modify Delete Print

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

Chapter 2 – Initial Setup

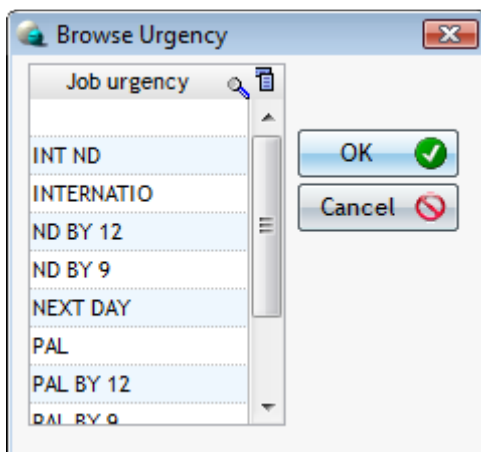
- **Setup, Vehicles, Browse**

These are the types of vehicles that you have available for courier work. Select new to add a vehicle or change to alter an existing one using 'in line edit'.



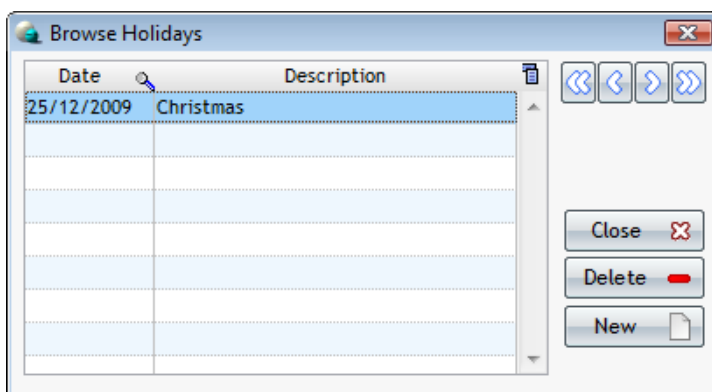
- **Setup, Urgency Codes, Browse**

These are priority levels for deliveries. They are just like service codes.



- **Setup, National Holidays, Browse**

Enter dates here where no deliveries can be made.

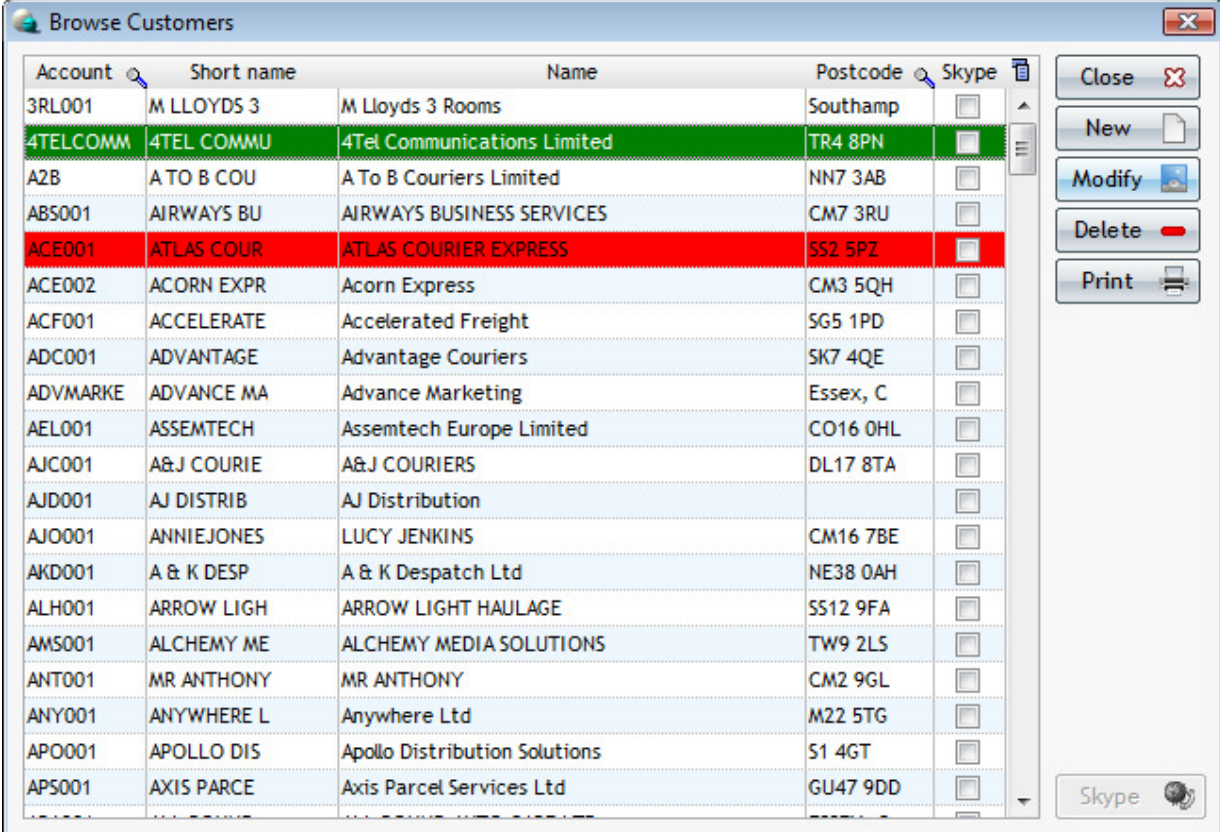


Chapter 2 – Initial Setup

- **Setup, Accounts**

There are 3 ways of setting up your accounts.

1) Browse



Account	Short name	Name	Postcode	Skype
3RL001	M LLOYDS 3	M Lloyds 3 Rooms	Southamp	<input type="checkbox"/>
4TELCOMM	4TEL COMMU	4Tel Communications Limited	TR4 8PN	<input type="checkbox"/>
A2B	A TO B COU	A To B Couriers Limited	NN7 3AB	<input type="checkbox"/>
ABS001	AIRWAYS BU	AIRWAYS BUSINESS SERVICES	CM7 3RU	<input type="checkbox"/>
ACE001	ATLAS COUR	ATLAS COURIER EXPRESS	SS2 5PZ	<input type="checkbox"/>
ACE002	ACORN EXPR	Acorn Express	CM3 5QH	<input type="checkbox"/>
ACF001	ACCELERATE	Accelerated Freight	SG5 1PD	<input type="checkbox"/>
ADC001	ADVANTAGE	Advantage Couriers	SK7 4QE	<input type="checkbox"/>
ADVMARKE	ADVANCE MA	Advance Marketing	Essex, C	<input type="checkbox"/>
AEL001	ASSEMTECH	Assemtech Europe Limited	CO16 0HL	<input type="checkbox"/>
AJC001	A&J COURIE	A&J COURIERS	DL17 8TA	<input type="checkbox"/>
AJD001	AJ DISTRIB	AJ Distribution		<input type="checkbox"/>
AJO001	ANNIEJONES	LUCY JENKINS	CM16 7BE	<input type="checkbox"/>
AKD001	A & K DESP	A & K Despatch Ltd	NE38 0AH	<input type="checkbox"/>
ALH001	ARROW LIGH	ARROW LIGHT HAULAGE	SS12 9FA	<input type="checkbox"/>
AMS001	ALCHEMY ME	ALCHEMY MEDIA SOLUTIONS	TW9 2LS	<input type="checkbox"/>
ANT001	MR ANTHONY	MR ANTHONY	CM2 9GL	<input type="checkbox"/>
ANY001	ANYWHERE L	Anywhere Ltd	M22 5TG	<input type="checkbox"/>
APO001	APOLLO DIS	Apollo Distribution Solutions	S1 4GT	<input type="checkbox"/>
APS001	AXIS PARCE	Axis Parcel Services Ltd	GU47 9DD	<input type="checkbox"/>

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


On the screen above you will notice that one of the records is in red, this means the account is on stop. This option can be selected in the following screen.

Chapter 2 – Initial Setup

The screenshot shows the 'Customer Form' window with the following data:

Field	Value
Accref:	3RL001
Short name:	M LLOYDS 3
Name:	M LLOYDS 3 ROOMS
Address 1:	C/O RUSCRETE LTD
Address 2:	RUSHINGTON BUSINESS PARK
Address 3:	RUSHINGTON LANE
Town:	TOTTON
Postcode:	SOUTHAMP
Country:	
Phone:	02380 865046
Fax:	
Email:	
Skype Name:	
Contact:	M LLOYDS
Payment type:	Account
Surcharge %:	0.00
Account on stop:	<input type="checkbox"/>
Purchase Order Always:	<input type="checkbox"/>
Accounts Address 1:	C/o Ruscrete Ltd
Accounts Address 2:	Rushington Business Park
Accounts Address 3:	Rushington Lane
Accounts Address 4:	Totton
Accounts Postcode:	Southamp
Accounts country:	
Factored:	<input type="checkbox"/>
Factor no.:	

Enter a unique account reference and the collection address main address details for this customer.

The address details on the right of the screen will appear on invoices. Click this button  to push the address on the left over to the right to save re-entry.

Select the Payment Type, the example above is an account.

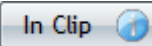
You can use the following buttons to copy and paste addresses



Copy Address



Paste Address

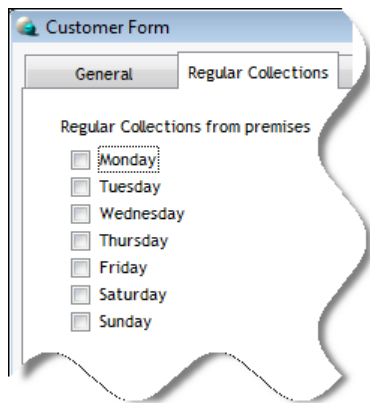
If you click on the In Clip  button a screen will appear showing the address which is currently copied in the clipboard.

The 'In Clip' dialog box displays the following information:

Hold -
M LLOYDS 3 ROOMS
C/O RUSCRETE LTD
RUSHINGTON BUSINESS PARK
RUSHINGTON LANE
TOTTON
SOUTHAMP

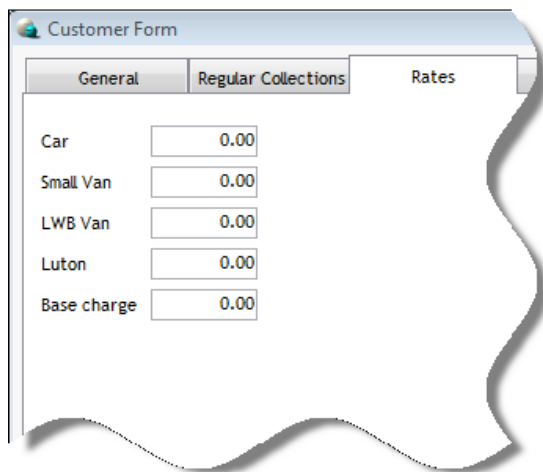
OK

Chapter 2 – Initial Setup

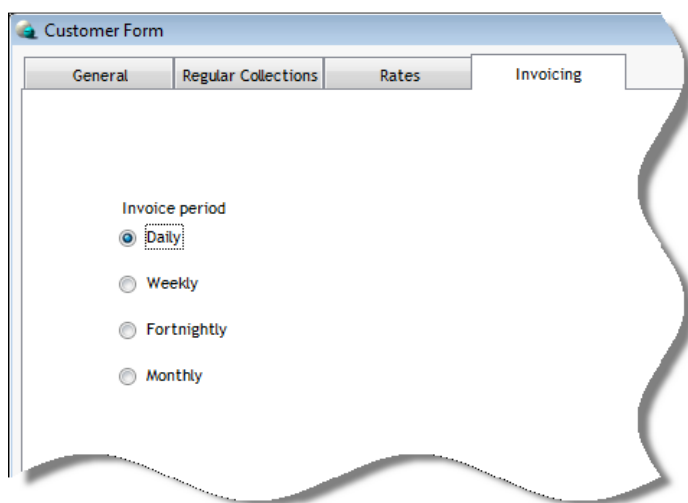


It is also possible to set up regular collections for each customer.

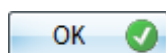
Mileage rates can be setup here for individual customers.



Here you can select the period for invoicing a customer. The example below shows that this customer is invoiced daily.



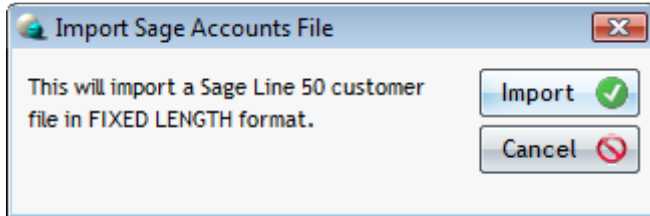
Click **OK** to finish.



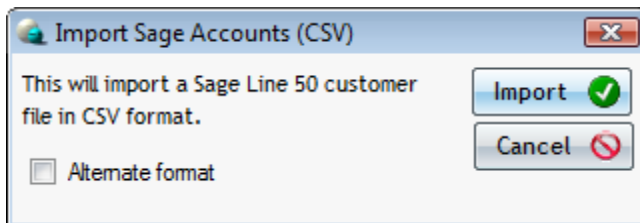
Chapter 2 – Initial Setup

- **Setup, Accounts**

2) Import from Sage (Fixed length)



3) Import from Sage (CSV)

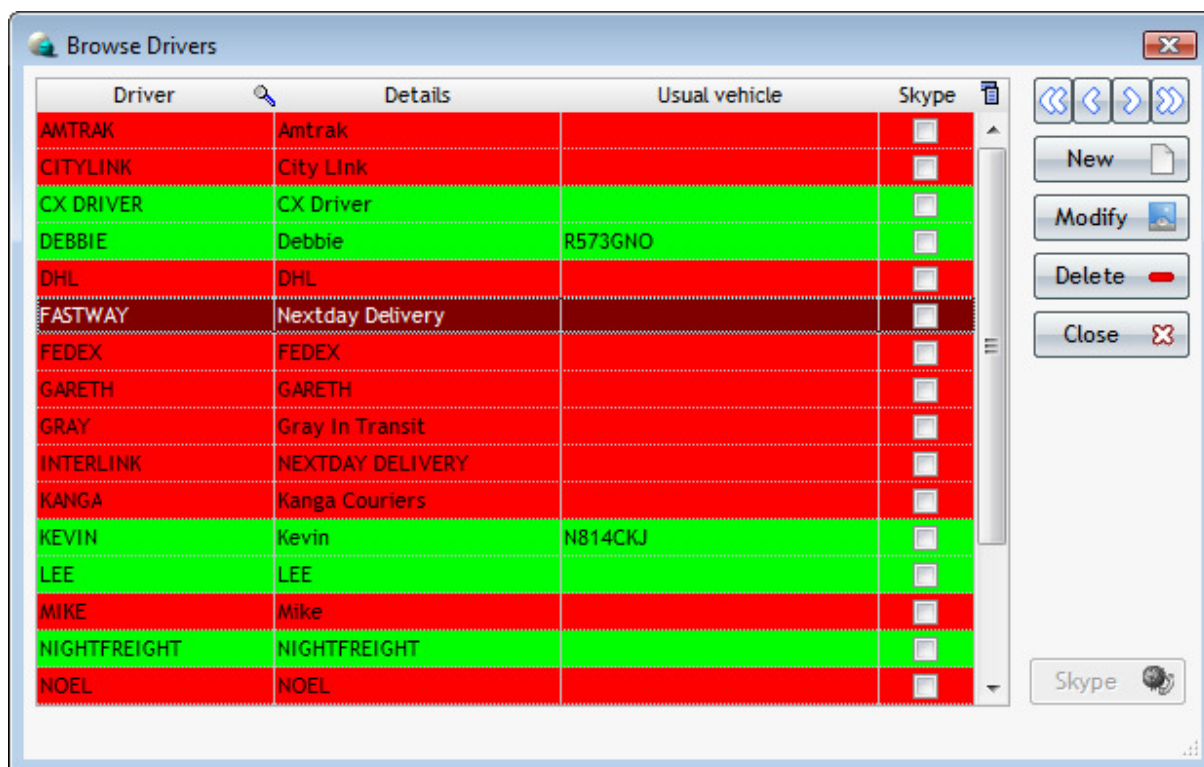


Chapter 2 – Initial Setup

- **Setup, Drivers**

Setup a list of drivers and their details.

Select New to add a record or Modify to alter the highlighted one.



Enter details for drivers as shown below:

Driver: AMTRAK

Details: Amtrak

Usual vehicle: AMTRAK

Split percentage: 0.00

Handheld Unit ID: 0

Skype Name:

Mobile phone no.:

The phone number should be in International format eg 0044522684705

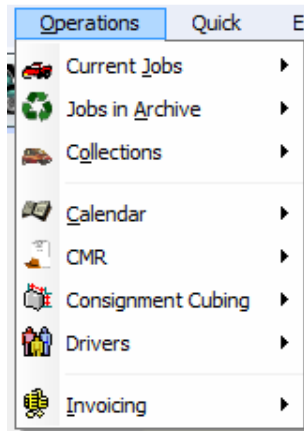
The split percentage is an indication of how much of the total the driver gets paid.

The Handheld unit ID is for POD capture.

The driver's screen is colour coded. Red is for drivers who are not on duty and green is for drivers on duty. For instructions on how to change a driver to red or green, go to page 34 (Operations/Drivers/Drivers On/Off)

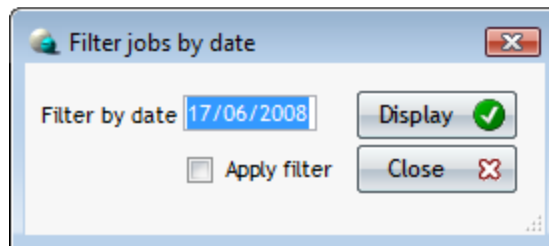
Chapter 3 – Operations

The Operations menu relates to tasks performed within the program.



- **Operations, Current Jobs, Browse Jobs**

Select if you wish to filter the browse for a date.



You will then see a browse list:

Job	Alt Job	Date	Time	Accref	APO	From	Deliver to	Driver	Pod signatu	Charge	Dest PC
981878	500440	16/08/08	14:30	CAS001	<input type="checkbox"/>	LONDON	NETHERLANDS	LEE		300.00	1861
981877	500445	14/08/08	20:00	CAS001	<input type="checkbox"/>	BOREHAMWOOD	POOLE DORSET	INTERLINK		19.99	BH12 3PQ
981876		14/08/08	18:56	CRA001	<input type="checkbox"/>	COLCHESTER	HAREFIELD	KEVIN		75.00	UB9 6NZ
981875	500444	14/08/08	17:36	RSL001	<input type="checkbox"/>	WIVENHOE	NEWPORT	NIGHTFREIGHT		12.99	NP20 2JL
981874	500443	14/08/08	17:24	TCU001	<input type="checkbox"/>	COLCHESTER	ST NEOTS	NIGHTFREIGHT		9.99	PE19 1XF
981873	500442	14/08/08	17:21	TCU001	<input type="checkbox"/>	COLCHESTER	EDINBURGH	NIGHTFREIGHT		12.99	EH6 7YD
981872	500441	14/08/08	17:16	TCU001	<input type="checkbox"/>	COLCHESTER	BURY ST EDMUNDS	NIGHTFREIGHT		9.99	IP33 3SB
981871		14/08/08	16:28	SCP002	<input type="checkbox"/>	COLCHESTER	BIRMINGHAM	NIGHTFREIGHT		12.99	B9 4NH
981868		14/08/08	20:10	TFS001	<input type="checkbox"/>	WEERT	COLNBROOK	KEVIN		150.00	SL3 0AX
981867		14/08/08	20:10	TFS001	<input type="checkbox"/>	WEERT	SOUTHALL	KEVIN		150.00	UB2 5FD
981870		13/08/08	21:14	BEW001	<input type="checkbox"/>	COLCHESTER	OLD BUCKENHAM	NIGHTFREIGHT		20.99	NR17 1PU
981869		13/08/08	20:42	CAS001	<input type="checkbox"/>	WALTON-ON-THE-NAZE	LONDON	DEBBIE		93.00	W1G 6AJ
981866	500446	12/08/08	20:15	CAS001	<input type="checkbox"/>	BRISTOL	ELY	INTERLINK		21.99	CB7 5PU
981865	500447	12/08/08	19:36	CAS001	<input type="checkbox"/>	MERSEA ISLAND	GLASGOW	SYSTEMATIC LO		82.50	G4 9AH
981864		12/08/08	19:34	DMD001	<input type="checkbox"/>	LONDON	WEELEY	DEBBIE		40.00	CO16 9EG
981863		12/08/08	19:30	DMD001	<input type="checkbox"/>	WEELEY	LONDON	DEBBIE		85.00	LONDON
981862	500448	12/08/08	15:26	CAS001	<input type="checkbox"/>	KEMPSTON	NEWCASTLE-UNDER-LYM	NIGHTFREIGHT		35.00	ST5 2EP
981861	500449	12/08/08	13:33	ULT001	<input type="checkbox"/>	WIVENHOE	MATLOCK	NIGHTFREIGHT		9.99	DE4 4FN
981860	500450	12/08/08	13:32	ULT001	<input type="checkbox"/>	WIVENHOE	AYLESBURY	NIGHTFREIGHT		9.99	HP19 8NQ
981859	500451	11/08/08	20:26	CAS001	<input type="checkbox"/>	LIVERPOOL	NEWCASTLE UPON TYNE	SYSTEMATIC LO		82.50	NE26 1SH

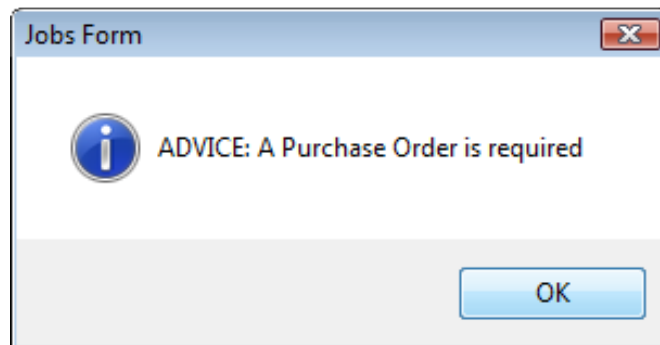
Chapter 3 – Operations

Select New to add a record or Modify to alter the highlighted one.

The screenshot shows the 'Jobs Form' application window with the following sections:

- Header:** Job number (981879), My number, Notify date (19/10/2009), Replicate date, Notify time (11:18), OK, Cancel.
- Form Fields:**
 - Accref: DFL001, DIAMONDFOR
 - Contact: THERESA BIRD
 - Purch Order
 - In Clip
 - Info
- BILLING ADDRESS:** Bill to (THERESA BIRD), Address 1 (DIAMOND FORWARDING LTD), Address 2 (THE MILL, HORTON ROAD), Address 3 (STANWELL MOOR), Town (MIDDLESEX), Postcode (TW19 6BJ), Country.
- PICKUP POINT:** Pickup from (THERESA BIRD), Address 1 (JOHNSON & JOHNSON VISION CA), Address 2 (A DIVN OF JOHNSON & JOHNSON), Address 3 (8 HANWORTH ROAD), Pickup town (SUNBURY ON THAMES), Postcode (TW16 5LN), Country.
- DELIVERY POINT:** Delivery name (CIBLEX), Address 1 (HOGE WEI 3), Address 2, Address 3, Town or area (1930 ZAVENTEM / NOSSEGEM), Postcode (BELGIUM), Country.
- Urgency:** NOT SET
- Vehicle:** SMALLVAN
- Col Driver:** GARETH
- Del Driver:** GARETH
- Ready:** 19/10/2009, Time 11:18
- Collector inf:** / / /
- Collected:** / / /
- Deliver on:** / / /
- Col Cost:** 0.00
- Del Cost:** 0.00
- Waiting time:**
- Base Price:** 310.00
- Gazetteer:** Car (0.00), Small Van (0.00), LWB Van (0.00), Luton (0.00)
- Distance:** 0.00, 0.00, 0.00, 0.00
- Calculate:** 0 @ 0.00, 0.00
- Job desc:** DEDICATED VAN FROM SUNBURY ON THAMES TO ZAVENTEM, BELGIUM
- Remarks:** Remarks 1-5
- Payment type:** Account
- Instant Invoice:** Invoice Status (Invoiced), Inv number 0
- Pod signature:**
- Pod date:** / / /
- Pod time:** : :
- Final quoted:** 310.00
- Job Status:** Complete, Awaiting Purchase Order, Yes
- Email:**

Enter the account ref that the job belongs to and any appropriate warnings will appear.....



This will not stop you entering the job but you should take note.

Also several of the fields that are default for this customer will be completed for you. Work your way through the rest of the fields to create the job.

Chapter 3 – Operations

There are three address blocks to consider when entering a job. Bill to and pickup point will be completed by default according to the account ref you have entered. These can be altered if required. The delivery point also needs to be entered.

Once the address has been entered you will be prompted to enter the amount quoted to the customer. This can be a fixed amount or you can use the fields on the screen to calculate the cost for you. Select the Calculate button to work out the straight line distance between the collection and delivery postcodes. Then select the rate to use for the specific vehicle type and calculate the cost. Select the plus symbol to add this cost to the quote.

You can choose which to add to the final total. Selecting the Del Cost button will indicate how much the driver is to get paid so you can incorporate this into your costing.

Once the job has been completed you can create an instant invoice to send to the customer.

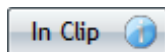
You can use the following buttons to copy and paste addresses



Copy Address



Paste Address



If you click on the In Clip button a screen will appear showing the address which is currently copied in the clipboard.

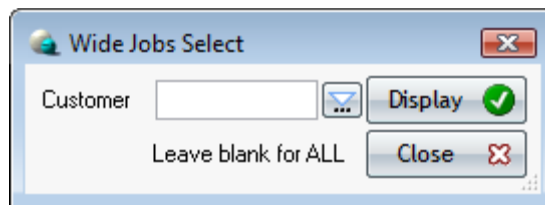


Chapter 3 – Operations

- **Operations, Current Jobs, Wide Browse Jobs**

Select this option to view a full screen of all jobs. The buttons at the top perform the following actions.

- New** reveals the job entry screen.
- Modify** allows you to modify the highlighted job.
- Delete** allows you to delete the highlighted job.
- Quick** prints a list of jobs that are shown here.
- Job** prints details of the highlighted job.



Job	Notified	Time	Ready	Time	Acc	From	PCode	To	PCode	Pod signature	Time	APO	Driver	Urgency	Veh	
981878	16/08/08	14:30	19/08/08	14:30	CAS001	LONDON	E5 8HT	NETHERLANDS	1861				LEE	INTERNATI	NJ55NKE	
981877	14/08/08	20:00	14/08/08	20:00	CAS001	BOREHAMWOOD	WD6 1JG	POOLE DORSET	BH12 3					INTERLINK	NEXT DAY	INTERLINK
981876	14/08/08	18:56	13/08/08	18:56	CRA001	COLCHESTER	CO1 1BX	HAREFIELD	UB9 6N				KEVIN	SAME DAY	NJ55NKE	
981875	14/08/08	17:36	14/08/08	17:36	RSL001	WIVENHOE	CO7 9DP	NEWPORT	NP20 2					NIGHTFREIG	NEXT DAY	NIGHTFREIG
981874	14/08/08	17:24	14/08/08	17:24	TCU001	COLCHESTER	CO1 1TG	ST NEOTS	PE19 1					NIGHTFREIG	NEXT DAY	NIGHTFREIG
981873	14/08/08	17:21	14/08/08	17:21	TCU001	COLCHESTER	CO1 1TG	EDINBURGH	EH6 7Y					NIGHTFREIG	NEXT DAY	NIGHTFREIG
981872	14/08/08	17:16	14/08/08	17:16	TCU001	COLCHESTER	CO1 1TG	BURY ST EDMUNDS	IP33 3S					NIGHTFREIG	NEXT DAY	NIGHTFREIG
981871	14/08/08	16:28	14/08/08	16:28	SCP002	COLCHESTER	CO5 7ET	BIRMINGHAM	B9 4NH					NIGHTFREIG	NEXT DAY	NIGHTFREIG
981870	13/08/08	21:14	13/08/08	21:14	BEW001	COLCHESTER	CO2 9DW	OLD BUCKENHAM	NR17 1					NIGHTFREIG	NEXT DAY	NIGHTFREIG
981869	13/08/08	20:42	15/08/08	20:42	CAS001	WALTON-ON-THE-NA	CO14 8PA	LONDON	W16 6A				DEBBIE	SAME DAY	ND54SCV	
981868	14/08/08	20:10	15/08/08	20:10	TFS001	WEERT	NL6001	COLNBROOK	SL3 0AA				KEVIN	INT ND	SMALLVAN	
981867	14/08/08	20:10	15/08/08	20:10	TFS001	WEERT	NL6001	SOUTHALL	UB2 5F				KEVIN	INT ND	SMALLVAN	
981866	12/08/08	20:15	13/08/08	20:15	CAS001	BRISTOL	B520 6LN	ELY	CB7 5P					INTERLINK	NEXT DAY	INTERLINK
981865	12/08/08	19:36	13/08/08	19:36	CAS001	MERSEA ISLAND	CO5 8SS	GLASGOW	G4 9AH					SYSTEMATIC	PAL	SYSTEMATIC
981864	12/08/08	19:34	13/08/08	19:34	DMD001	LONDON	NW3 5DA	WEELEY	CO16 9				DEBBIE	SAME DAY	ND54SCV	
981863	12/08/08	19:30	13/08/08	19:30	DMD001	WEELEY	CO16 9EG	LONDON	LONDO				DEBBIE	SAME DAY	ND54SCV	
981862	12/08/08	15:26	13/08/08	15:26	CAS001	KEMPSTON	MK43 9BB	NEWCASTLE-UNDER-L	ST5 2EF					NIGHTFREIG	NEXT DAY	NIGHTFREIG
981861	12/08/08	13:33	12/08/08	13:33	ULT001	WIVENHOE	CO7 9YX	MATLOCK	DE4 4F					NIGHTFREIG	NEXT DAY	NIGHTFREIG
981860	12/08/08	13:32	12/08/08	13:32	ULT001	WIVENHOE	CO7 9YX	AYLESBURY	HP19 8					NIGHTFREIG	NEXT DAY	NIGHTFREIG
981859	11/08/08	20:26	14/08/08	20:26	CAS001	LIVERPOOL	L21 5HS	NEWCASTLE UPON TY	NE26 1					SYSTEMATIC	PAL	SYSTEMATIC
981858	11/08/08	18:41	12/08/08	18:41	CAS001	CLACTON-ON-SEA	CO15 6JS	HEMEL HEMPSTEAD	HP1 1LL					NIGHTFREIG	NEXT DAY	ND54SCV
981857	11/08/08	18:36	12/08/08	18:36	CAS001	CLACTON-ON-SEA	CO15 6JS	HAYLE CORNWALL	TR27 4I					NIGHTFREIG	NEXT DAY	ND54SCV
981856	11/08/08	18:09	12/08/08	18:09	CAS001	BOXTED	CO4 5SR	LEICESTER	LE3 0G					NIGHTFREIG	NEXT DAY	ND54SCV
981855	11/08/08	18:03	12/08/08	18:03	CAS001	WALTON-ON-THE-NA	CO14 8PA	GT HORKESLEY	CO6 4A				DEBBIE	SAME DAY	ND54SCV	
981854	11/08/08	17:17	12/08/08	17:17	SSL001	HARWICH	CO12 3NB	FOLKESTONE	CT19 4				LEE	SAME DAY	NJ55NKE	
981853	11/08/08	16:33	11/08/08	16:33	CAS001	THORRINGTON	CO7 8JG	LONDON	SW7 1J					NIGHTFREIG	NEXT DAY	NIGHTFREIG
981852	11/08/08	16:28	08/08/08	16:28	TCU001	COLCHESTER	CO1 1TG	AMERSHAM	HP6 5B					NIGHTFREIG	NEXT DAY	NIGHTFREIG
981851	11/08/08	16:26	08/08/08	16:26	TCU001	COLCHESTER	CO1 1TG	TAUNTON	TA1 2P					NIGHTFREIG	NEXT DAY	NIGHTFREIG
981850	10/08/08	18:53	11/08/08	18:53	CAS001	STRATFORD UPON AV	CV37 0HT	PLYMOUTH	PL7 2DI					INTERLINK	ND BY 12	INTERLINK
981849	08/08/08	21:17	12/08/08	21:17	CAS001	STOKE-ON-TRENT	ST7 4QS	TYNE & WEAR	NE26 1					INTERLINK	NEXT DAY	INTERLINK
981848	08/08/08	20:43	11/08/08	20:43	PAC0011	DONCASTER	DN4 9LZ	BECCLES	NR34 0					INTERLINK	NEXT DAY	INTERLINK

Chapter 3 – Operations

- **Operations, Current Jobs, Add Quick Job**

This option takes you straight to a quick and basic job entry screen.

The screenshot shows a software window titled "Create/Amend Job" with a "Job" tab. The form contains the following fields and controls:

- Job number:** 981882
- Notify date:** 09/03/2010
- Notify time:** 11:47
- Account:** [Empty] with a dropdown arrow and a file icon.
- Senders name:** [Empty]
- Delivery name:** [Empty]
- Pickup address 1:** [Empty]
- Delivery address 1:** [Empty]
- Pickup address 2:** [Empty]
- Delivery address 2:** [Empty]
- Pickup address 3:** [Empty]
- Delivery address 3:** [Empty]
- Pickup Town*:** [Empty]
- Delivery Town:** [Empty]
- Pickup postcode:** [Empty]
- Delivery postcode:** [Empty]
- Country:** [Empty]
- Country:** [Empty]
- Senders ref:** [Empty] with a file icon.
- Remarks 1:** [Empty]
- Urgency:** SAME DAY
- Remarks 2:** [Empty]
- Remarks 3:** [Empty]
- Date ready:** 09/03/2010
- Remarks 4:** [Empty]
- Time ready:** 11:47
- Remarks 5:** [Empty]

On the right side of the window, there are three buttons: "OK" with a green checkmark, "Cancel" with a red X, and "In Clip" with a blue circular arrow icon.

Chapter 3 – Operations

- Operations, Jobs in Archive, Browse Archive

View completed and archived jobs here.

Job number	Date	Accref	Short name	Pickup postcode	Delivery postcode	Inv Number
22136	19/06/2008	ZIP001	ZIPZAP	LN6 3QN		110190
22135	17/06/2008	ZIP001	ZIPZAP	LN6 3QN	CV23	110189
22131	17/06/2008	ZIP001	ZIPZAP	LINCOLN	AB37	110188
22130	17/06/2008	ZIP001	ZIPZAP	LINCOLN	CV23	110187
22129	17/06/2008	ZIP001	ZIPZAP	LN6 3QN	CV23 OWB	110186

Double click the record to see further details in view only mode.

Archived Job

Job number: 22136 Accref: ZIP001 Short name: ZIPZAP Exit

Notify date: 19/06/2008 Notify time: 10:06 Senders ref:

Date ready: 19/06/2008 Time ready: 10:06 Job description:

Senders name: ZIPZAP COMPUTERS LIMITED Delivery name: Billing name: ZIPZAP COMPUTERS LIMITED

Pickup address 1: UNIT C2 THE POINT Delivery address 1: Billing address 1: UNIT C2 THE POINT

Pickup address 2: WEAVER ROAD Delivery address 2: Billing address 2: WEAVER ROAD

Pickup address 3: LINCOLN Delivery address 3: Billing address 3: LINCOLN

Pickup Town: LINCOLN Deliver Town: LEICESTER Billing address 4: LINCOLN

Pickup postcode: LN6 3QN Delivery postcode: Billing postcode: LN6 3QN

Vehicle: DHL Delivery Date: 18/06/2008 Delivery time:

Urgency: NOT SET Delivery Driver: BERY JON Date driver informed: 18/06/2008 Time driver informed:

Collection date: 18/06/2008 Collection time:

Remarks 1: Pod signature: Col Cost: 0.00

Remarks 2: Pod date: Pod time: Delivery cost: 0.00

Remarks 3:

Remarks 4:

Remarks 5:

Invoice number: 110190 Payment type: Account

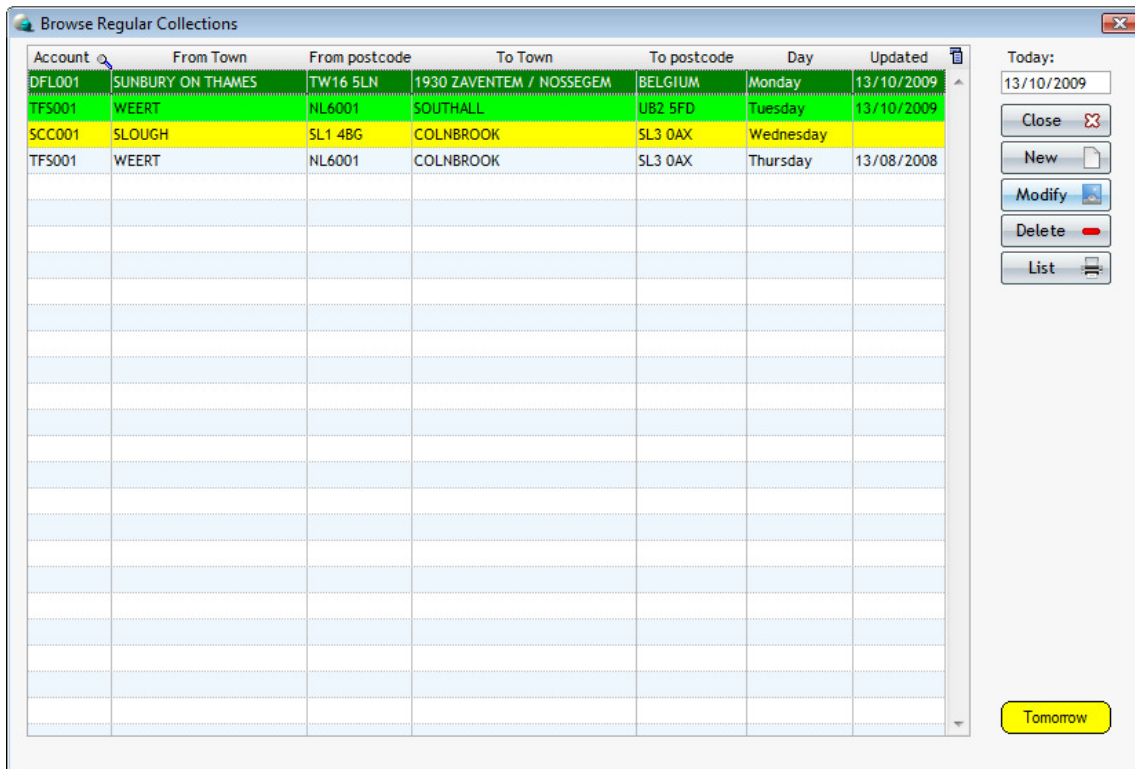
Charge: 58.00

Payment type: 1

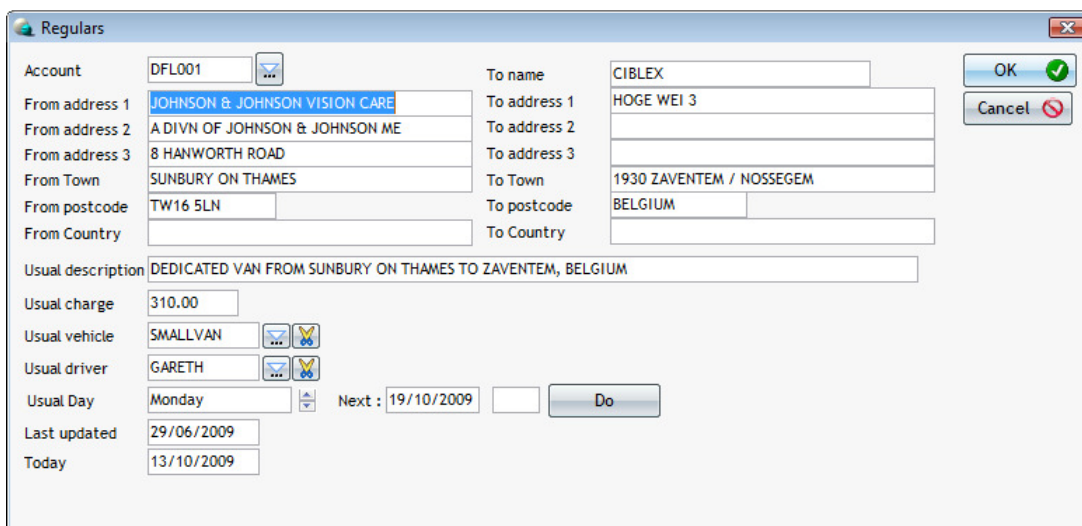
Chapter 3 – Operations

- **Operations, Collections, Regular**

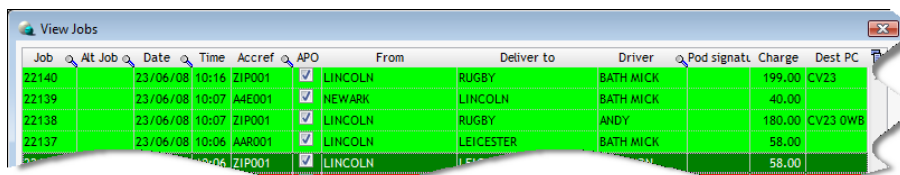
This section allows you to setup and price regular jobs.



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



When you want to process this job select the 'DO' button and this job will then be created.



The jobs at the top of the list are the processed collections.

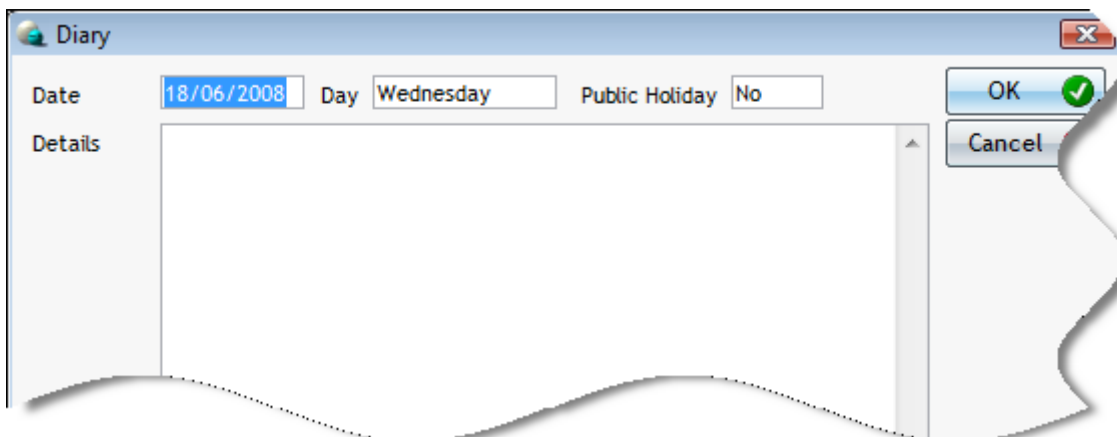
Chapter 3 – Operations

- **Operations, Calendar, Check Calendar**

You can make notes in this section and declare public holidays.



Click on View or double click a day to enter or see information.

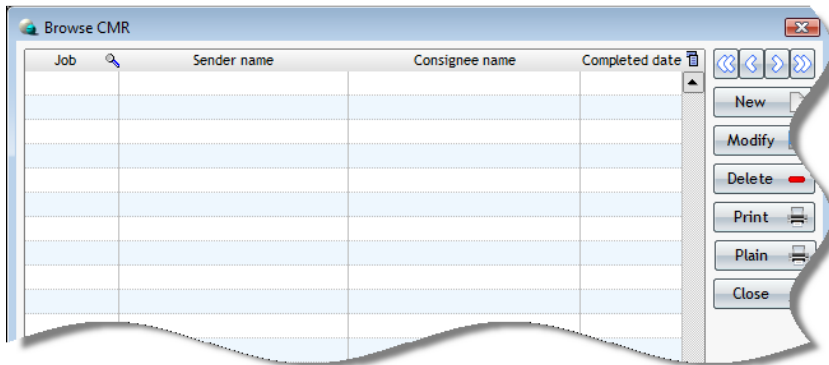


Chapter 3 – Operations

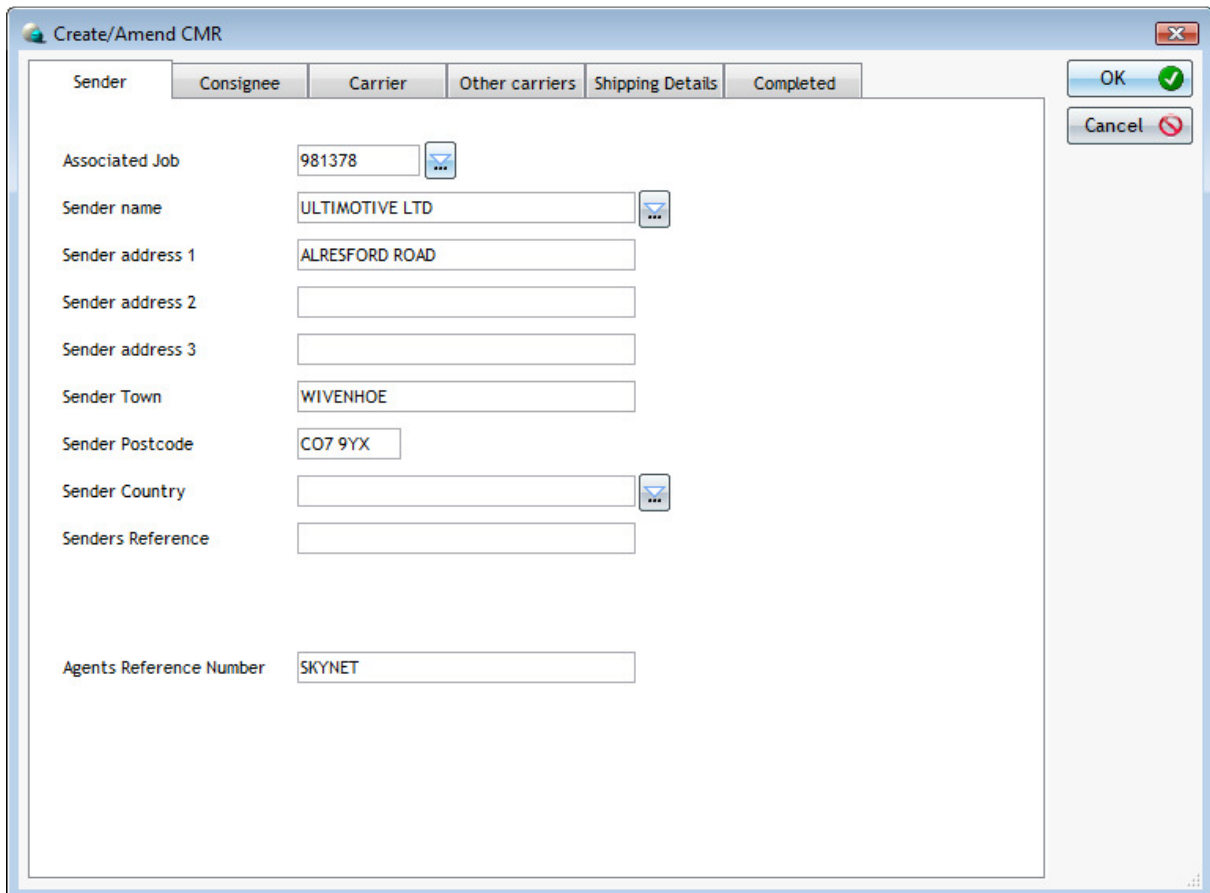
- **Operations, CMR, Browse CMR**


CMR stands for Convention on the Contract for the International Carriage of Goods by Road.

The CMR note is a consignment note that confirms that the carrier (i.e. the road haulage company) has received the goods and that a contract of carriage exists between the trader and the carrier. Unlike a bill of lading, a CMR is not a document of title or a declaration, although some states regard it as such. It does not necessarily give its holder and/or the carrier rights of ownership or possession of the goods.



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



Click on the  button next to associated job and select the job you want. Most of the details for this job will be filled in automatically.

Chapter 3 – Operations

Any details which are not filled in must be entered manually. Work through the tabs – sender, consignee, carrier, other carriers, shipping details and completed.

Sender | Consignee | Carrier | Other carriers | Shipping Details | Completed

Consignee name: PAUL VINCENT
Consignee address 1: 7627 ORCHARD AVENUE SE
Consignee address 2: SNOQUALIE
Consignee address 3: WA
Consignee Town: USA
Consignee Postcode: 98065
Consignee Country:

Sender | Consignee | Carrier | Other carriers | Shipping Details | Completed

Carrier name: EUROPEAN SERVICES UK LTD
Carrier address 1: 38 HIGH STREET
Carrier address 2: ROWHEDGE
Carrier address 3: COLCHESTER
Carrier Town: ESSEX
Carrier Postcode: CO5 7ET
Carrier Country:
Carrier Phone:
Place takeover goods: WIVENHOE
Country takeover goods:
Date takeover goods: 31/03/2008
Designated delivery place: USA
Designated delivery Country:

Sender | Consignee | Carrier | Other carriers | Shipping Details | Completed

Successive carrier 1:
Successive carrier 2:
Successive carrier 3:
Successive carrier 4:

Sender | Consignee | Carrier | Other carriers | Shipping Details | Completed

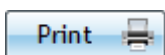
Shipping remarks:
Gross weight: 0
Volume: 0
Customs note 1:
Custom note 2:
Carriage charges: 0.00
Special agreements:
Goods received note 1:
Goods received note 2:

Sender | Consignee | Carrier | Other carriers | Shipping Details | Completed

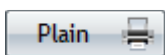
Company completing: EUROPEAN SERVICES UK LTD
Completed place: ESSEX
Completed date: 31/03/2008

Once you have filled in all the details you can, click on the OK button to finish.

To print a CMR note, highlight the record on the browse screen and click on one of the print options.



- This options prints the details on a proper CMR Form.



- This option prints the details on a plain sheet of paper.

Chapter 3 – Operations

- **Operations, Consignment Cubing, Calculate Cubing**

Work out a cube volume for bulk items.

Where an item is very light or bulky then it occupies a volume much greater than normally expected. A formula called 'cubing' is then used to calculate an equivalent weight.

Length: 0.00
Width: 0.00
Height: 0.00

Units:
 Inches
 Centimetres

Standard cubing calculated in Kgs as: 0.00
International cubing in cubic metres: 0.00
Air tonnes: 0.00
Sea tonnes: 0.00
Road tonnes: 0.00

Buttons: Calculate, Close

Enter the dimensions and the cube will be calculated according to the various methods indicated.

- **Operations, Drivers, On or Off Call**

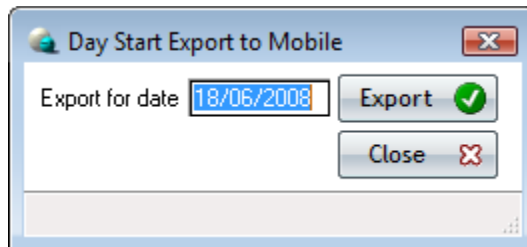
Select drivers here that are on call.

Driver	Details	On	Skype
AMTRAK	Amtrak	<input type="checkbox"/>	<input type="checkbox"/>
CITYLINK	City Link	<input type="checkbox"/>	<input type="checkbox"/>
CX DRIVER	CX Driver	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DEBBIE	Debbie	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DHL	DHL	<input checked="" type="checkbox"/>	<input type="checkbox"/>
FASTWAY	Nextday Delivery	<input type="checkbox"/>	<input type="checkbox"/>
FEDEX	FEDEX	<input type="checkbox"/>	<input type="checkbox"/>
GARETH	GARETH	<input type="checkbox"/>	<input type="checkbox"/>
GRAY	Gray In Transit	<input type="checkbox"/>	<input type="checkbox"/>
INTERLINK	NEXTDAY DELIVERY	<input type="checkbox"/>	<input type="checkbox"/>
KANGA	Kanga Couriers	<input type="checkbox"/>	<input type="checkbox"/>
KEVIN	Kevin	<input checked="" type="checkbox"/>	<input type="checkbox"/>
LEE	LEE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MIKE	Mike	<input type="checkbox"/>	<input type="checkbox"/>
NIGHTFREIGHT	NIGHTFREIGHT	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NOEL	NOEL	<input type="checkbox"/>	<input type="checkbox"/>
ROBERT	Parcel Force	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Chapter 3 – Operations

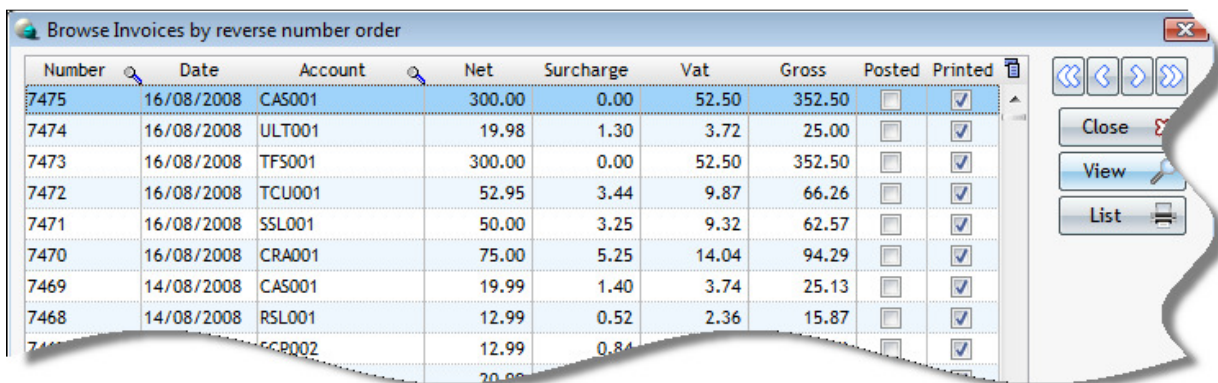
- **Operations, Drivers, Export Jobs**

Export jobs for a day to a driver's mobile device.

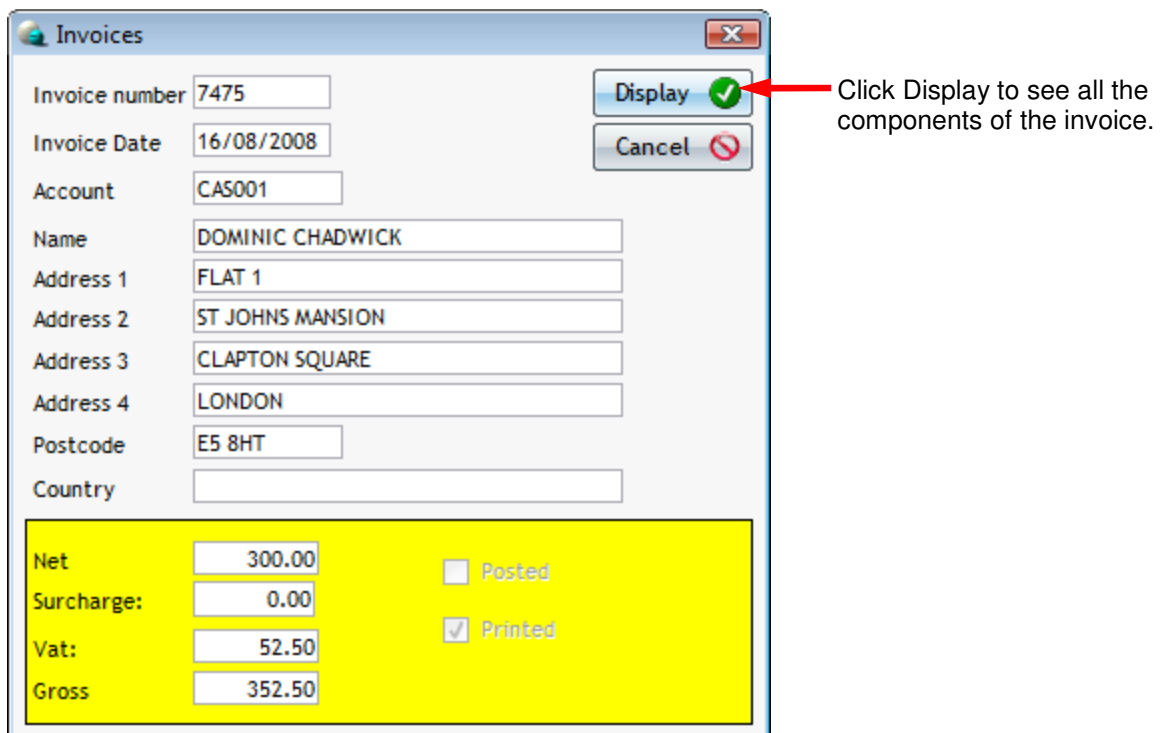


- **Operations, Invoicing, Browse Invoices**

Browsing invoices that have been raised on the system.



Select view to see a specific invoices detail.



Chapter 3 – Operations

- **Operations, Invoicing, Create Invoices**

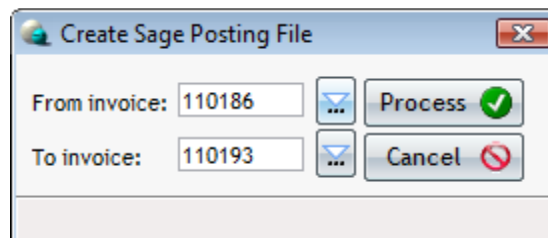
This section will produce the actual invoices for the jobs within the selected account range to the selected date to the selected invoice period.



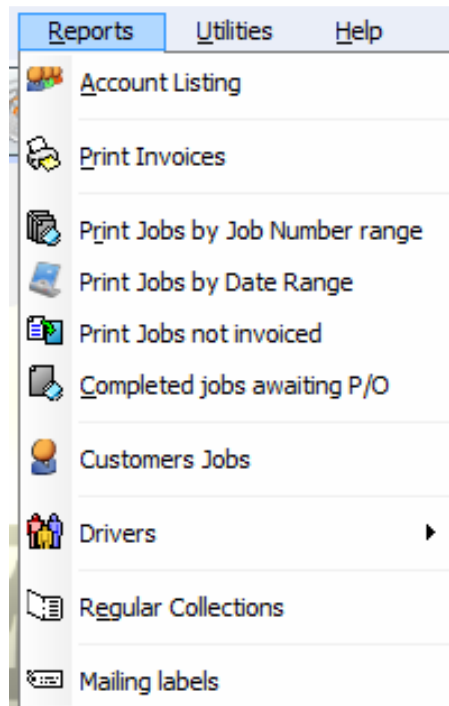
You then need to print the invoices from the reports menu.

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

This will create a CSV file of all invoices selected within the range to be imported into Sage™.

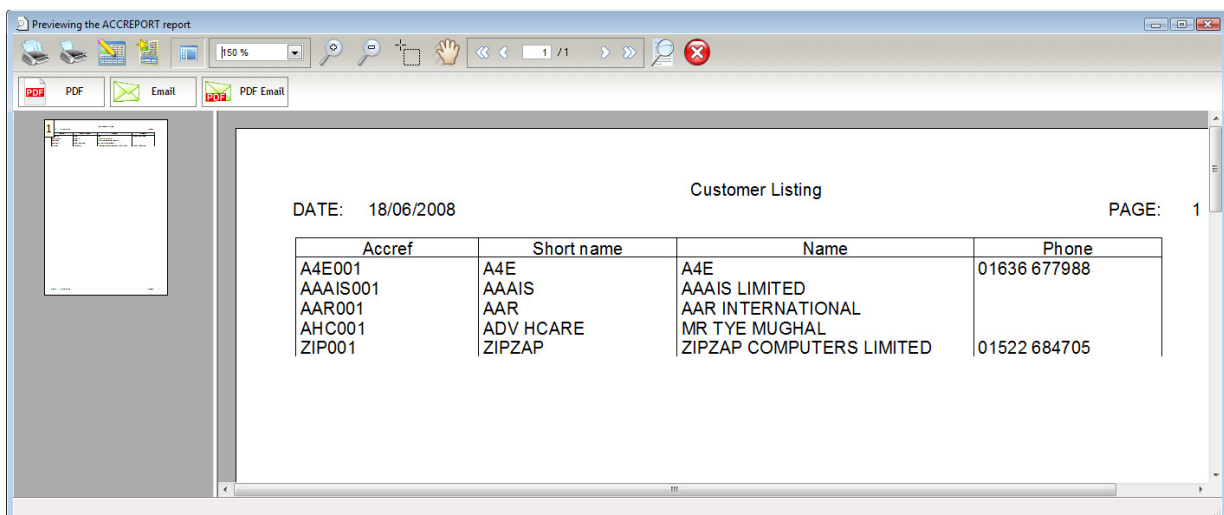


Chapter 4 – Reports Menu



- **Reports, Account Listing**

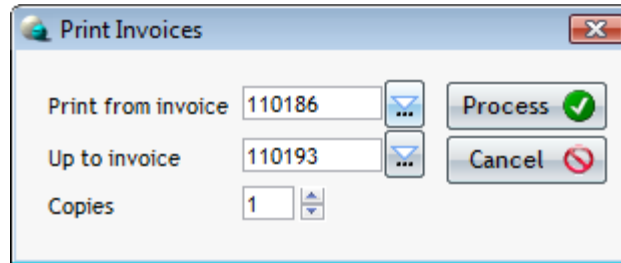
Select this option to print all accounts.



Chapter 4 – Reports Menu

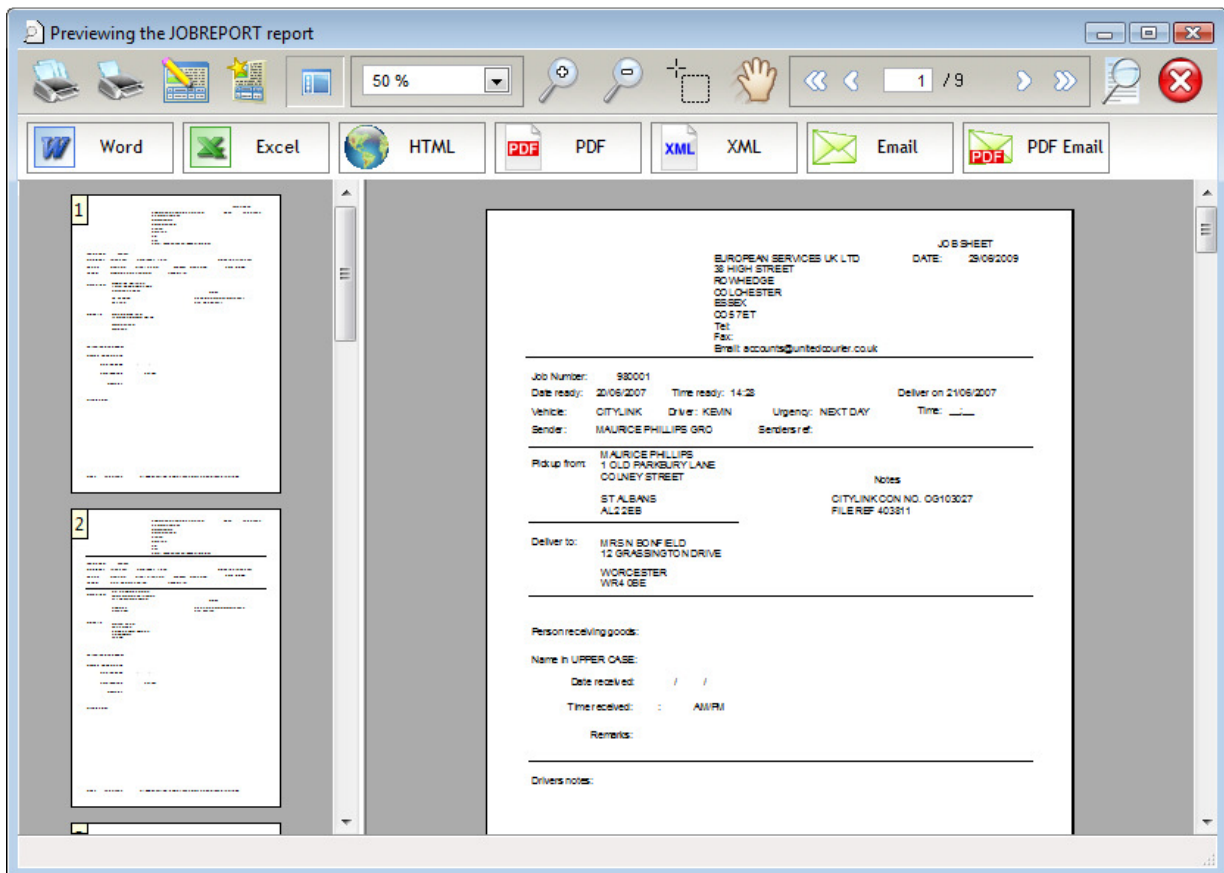
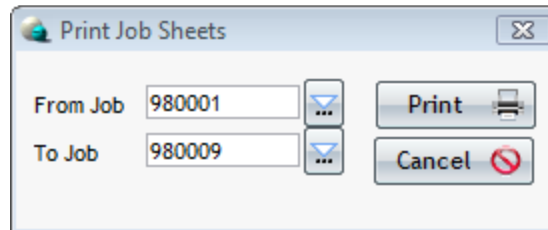
- **Reports, Print Invoices**

Select a range of invoices to print.



- **Reports, Print Jobs by Job Number Range**

Select a number range of jobs to print.



Chapter 4 – Reports Menu

- **Reports, Print Jobs by Date Range**

Select a data range of jobs to print.

Jobs by Date

Start Date: 23/06/2007

End Date: 23/06/2009

Buttons: Print, Close

Jobs by Date

Job number	Date ready	Aoref	Senders ref	Pickup from	Deliver to	Driver	Charge	Invoice number	Col Driver	Col Cost
981860	12/08/2008	ULT001		WIVENHIDE	AYLESBURY	NIGHTFREIGHT	9.99	7474	DEBBIE	0.00
981861	12/08/2008	ULT001		WIVENHIDE	MATLOCK	NIGHTFREIGHT	9.99	7474	DEBBIE	0.00
981867	15/08/2008	TF5001	CK REF 636221	WEERT	SOUTHALL	KEVIN	150.00	7473	KEVIN	0.00
981868	15/08/2008	TF5001	CK REF 636221	WEERT	COLBERDOK	KEVIN	150.00	7473	KEVIN	0.00
981878	19/08/2008	CAS001		LONDON	NETHERLANDS	LEE	300.00	7475	LEE	0.00
							619.98	37389		0.00

Items : 5

- **Reports, Print Jobs not invoiced**

Select an account or leave blank for all accounts to print jobs which haven't been invoiced.

Non-invoiced Jobs

Account: ZIP001

Buttons: Print, Cancel

Text: Leave blank for ALL

Previewing the OUTSTANDINGJOB report

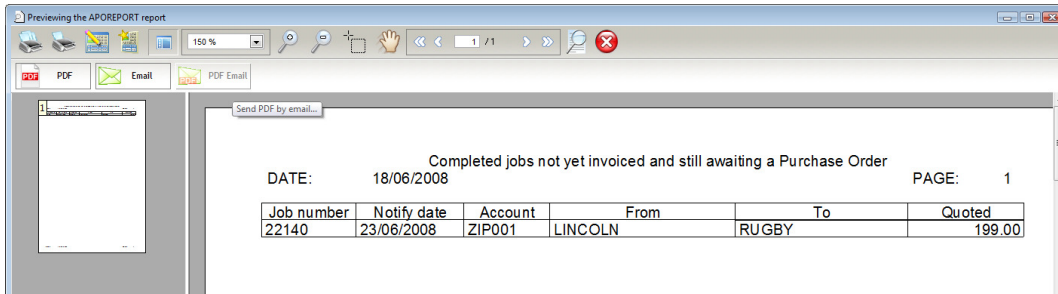
DATE: 18/06/2008 ALL OUTSTANDING JOBS PAGE: 1

Date ready	Account	Job number	Pickup from	Deliver To
23/06/2008	ZIP001	22138	LINCOLN	RUGBY
23/06/2008	ZIP001	22140	LINCOLN	RUGBY

Chapter 4 – Reports Menu

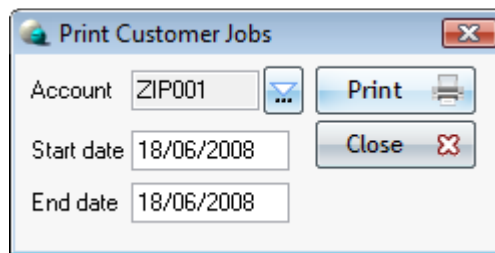
- **Reports, Complete Jobs awaiting P/O**

Select this option to print complete jobs awaiting a purchase order.



- **Reports, Customers Jobs**

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



- **Reports, Drivers, Jobs**

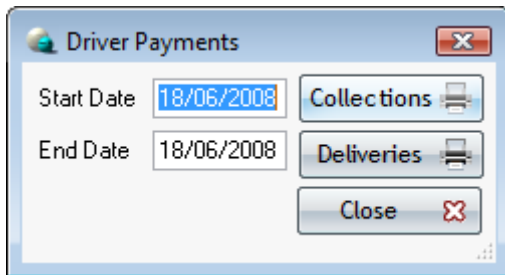
Select a driver and date range to produce a driver jobs report.



Chapter 4 – Reports Menu

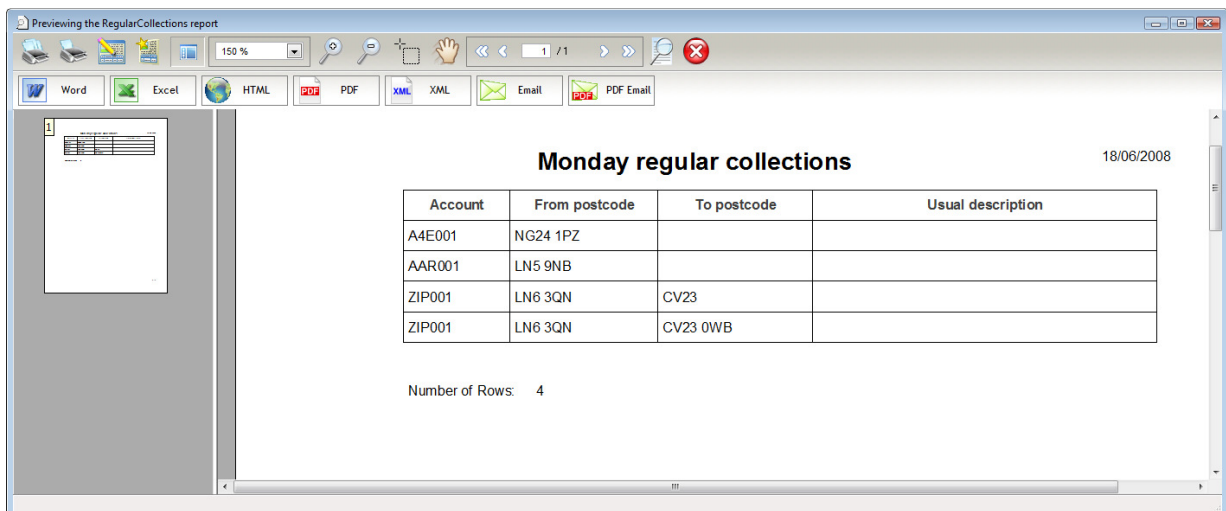
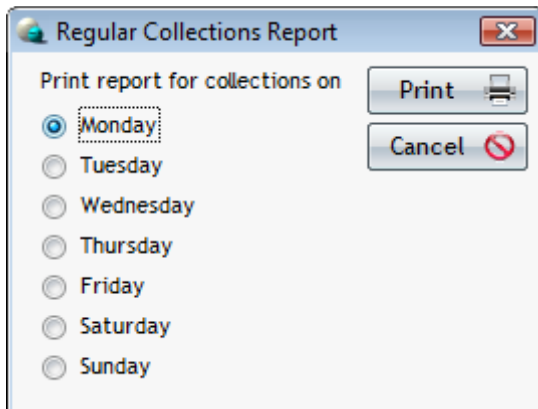
- **Reports, Drivers, Driver Payments**

Select a date range to produce a collections or deliveries report for driver payments.



- **Reports, Regular Collections**

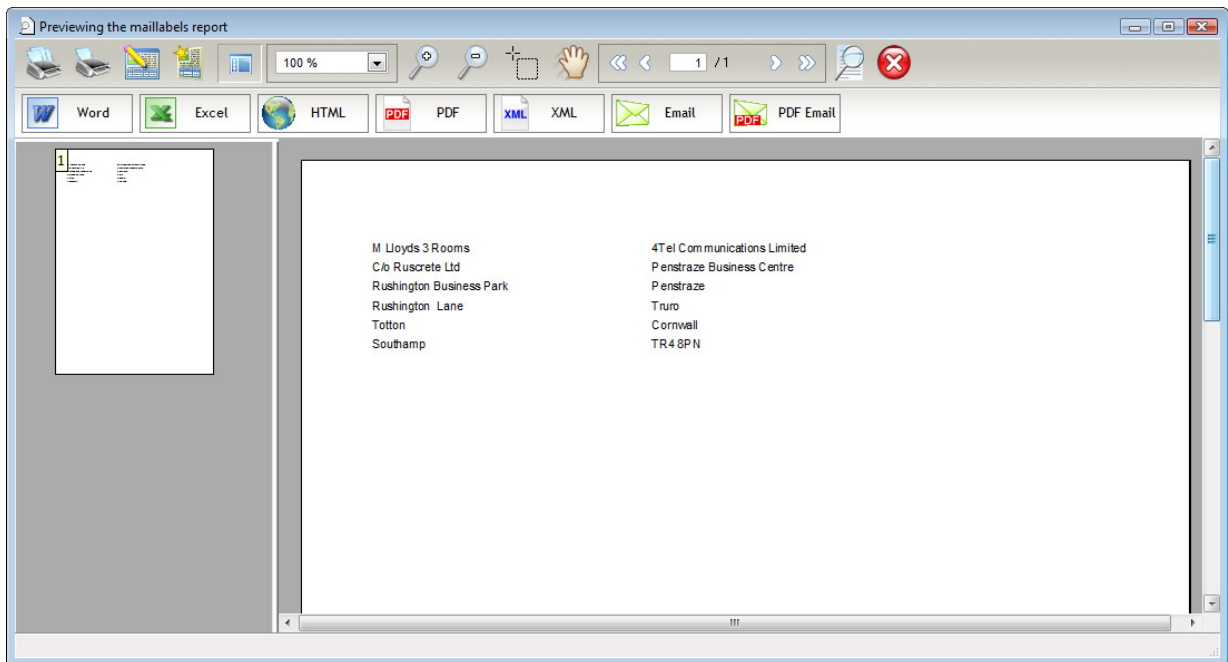
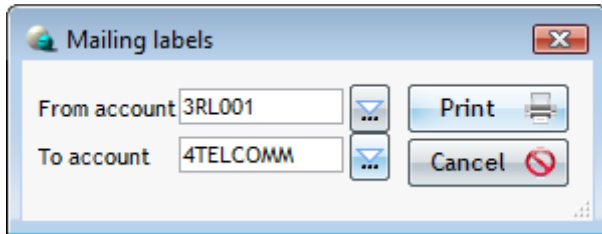
Select a day to print a regular collections report.



Chapter 4 – Reports Menu

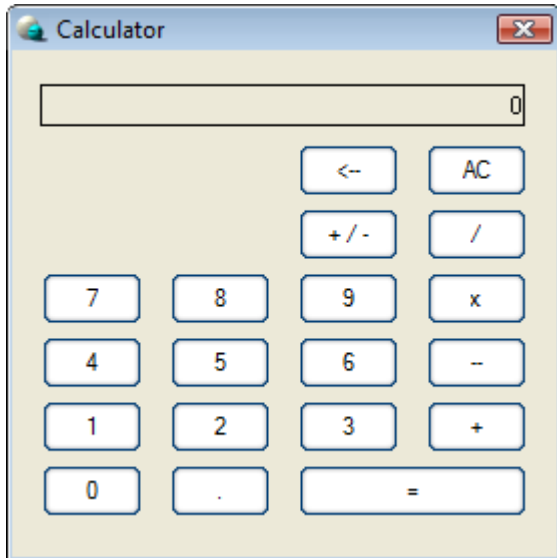
- **Reports, Mailing labels**

Select a customer range to print a mailing labels report.

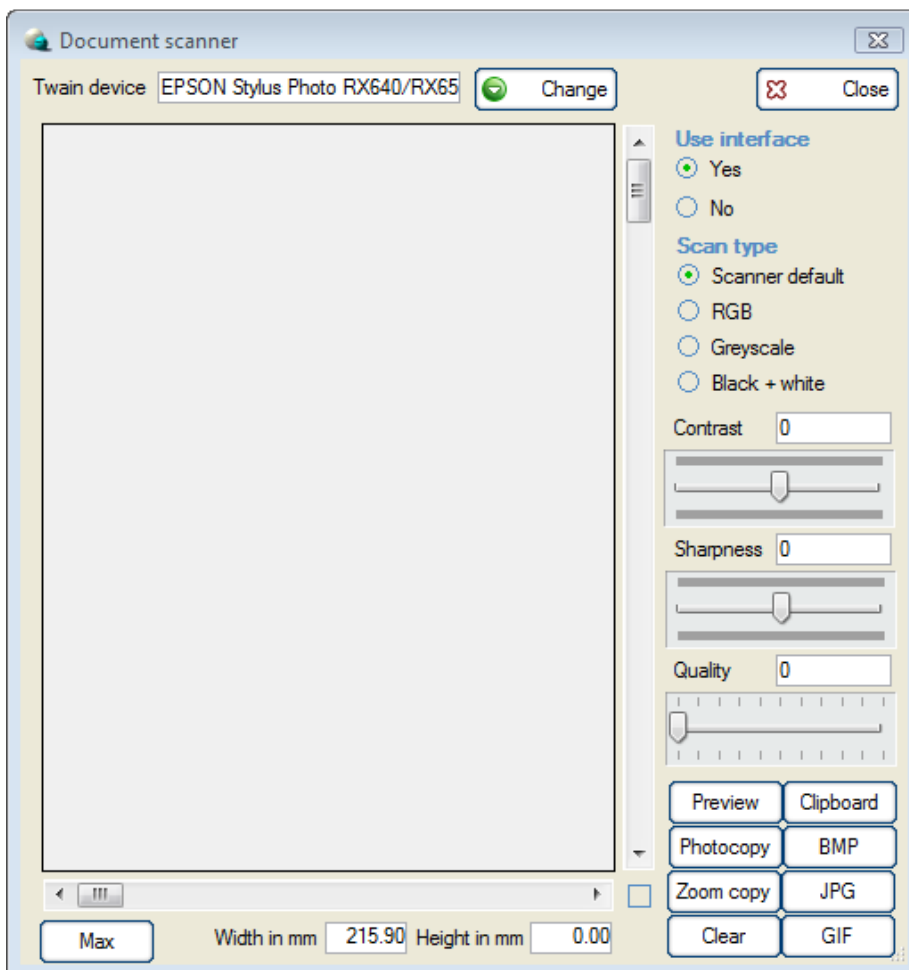


Chapter 5 – Extras Menu

- **Calculator**

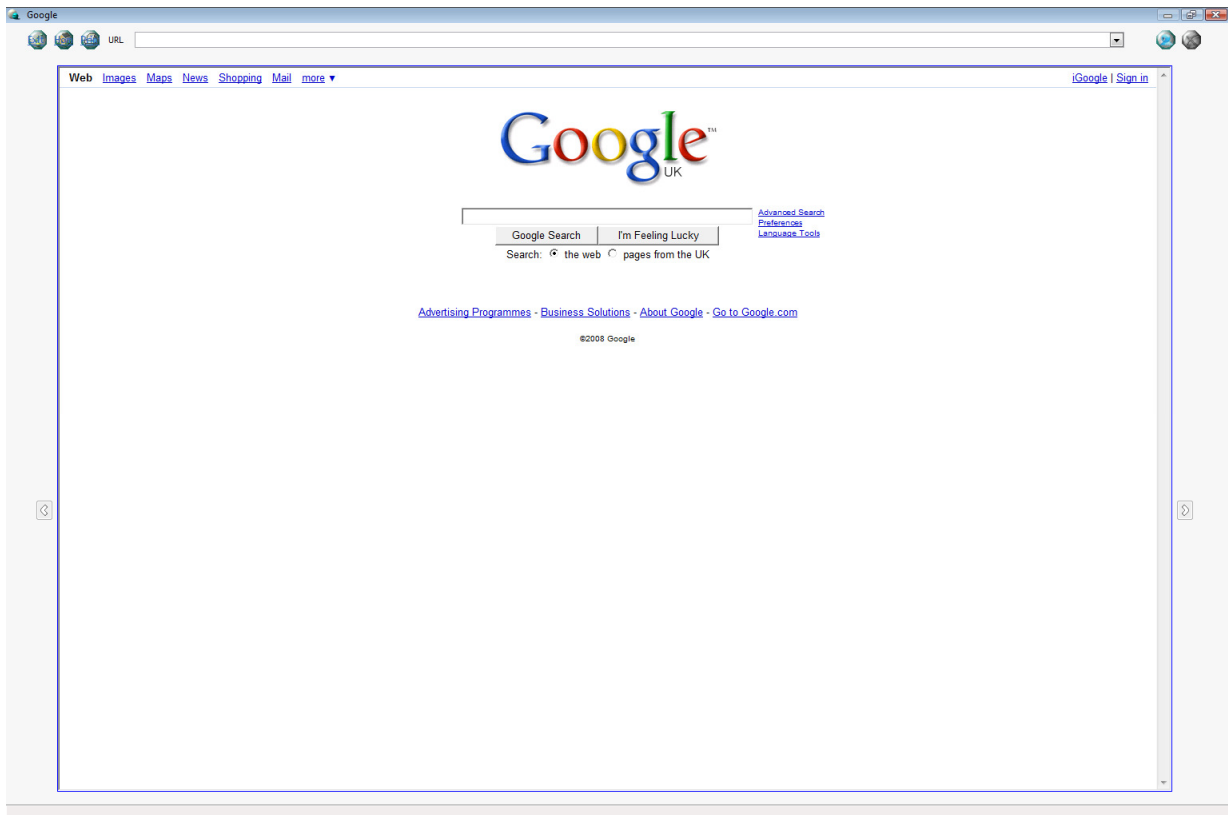


- **Document Scanner**

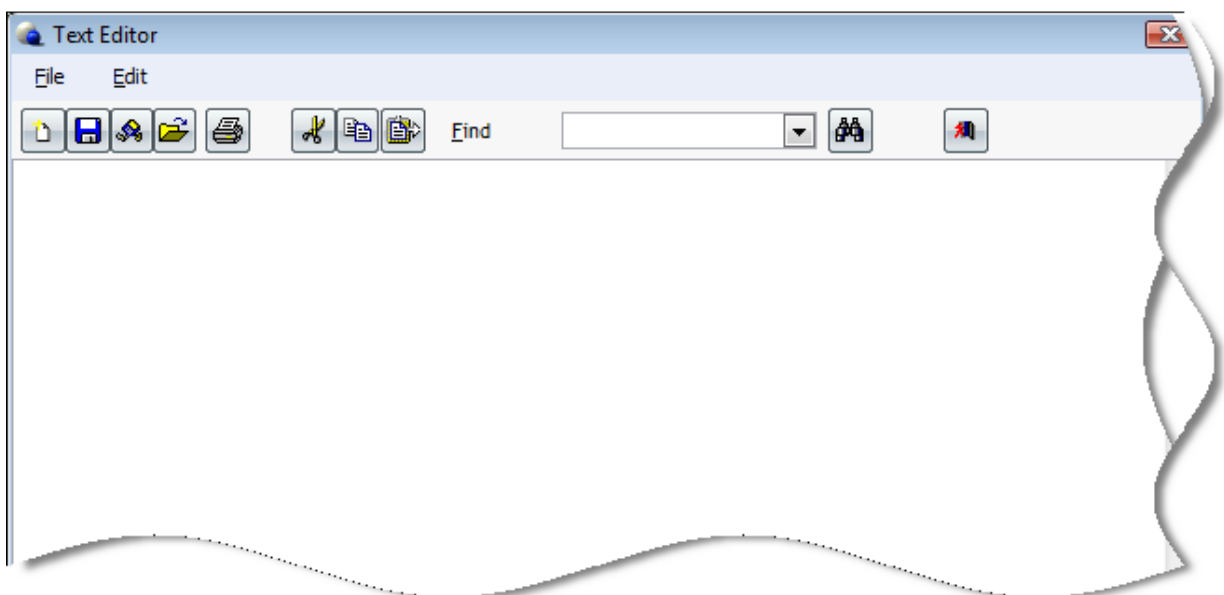


Chapter 5 – Extras Menu

- **Internet Browser**

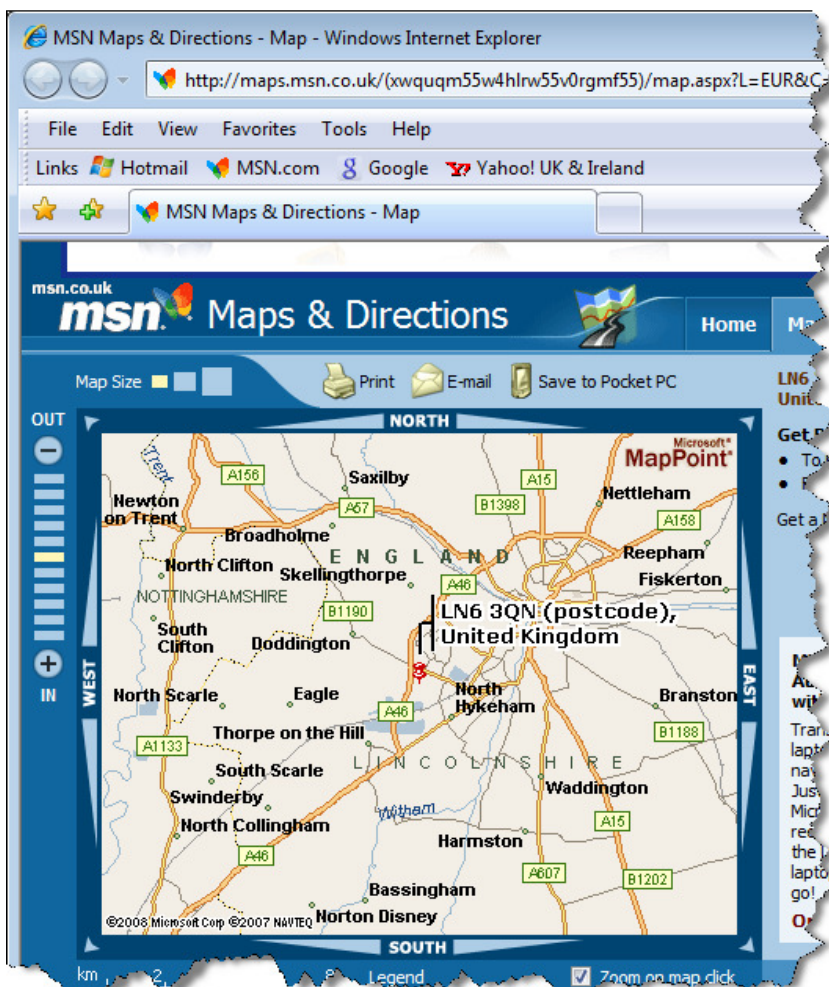
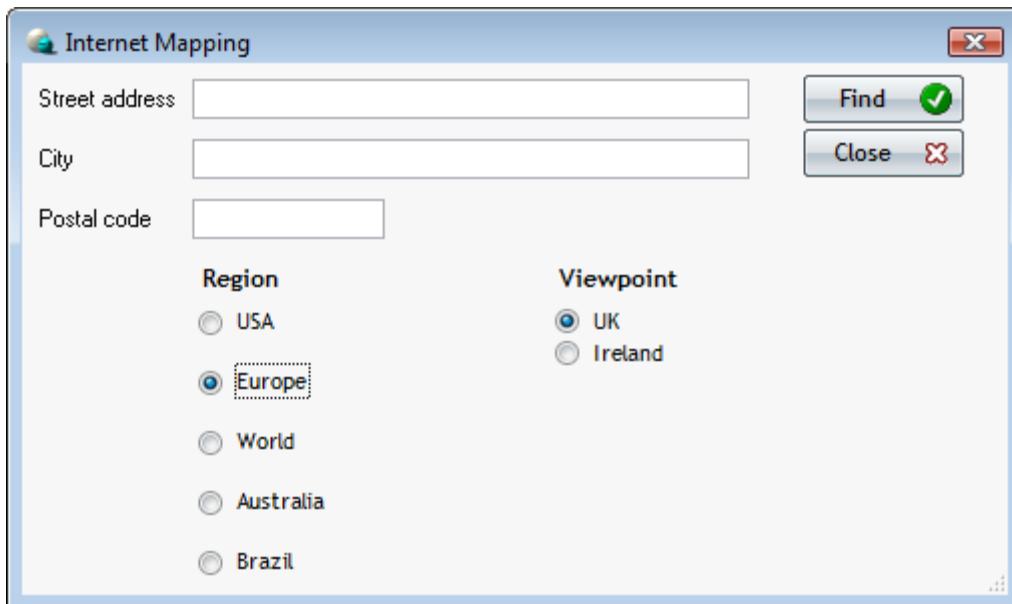


- **Text Editor**



Chapter 5 – Extras Menu

- Internet Placefinder



Chapter 5 – Extras Menu

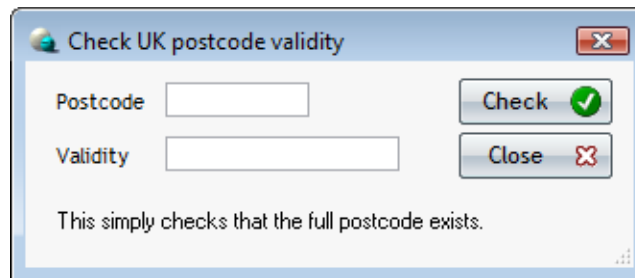
- Internet Routefinder

The screenshot shows a window titled "Internet Routefinder" with a standard Windows XP-style title bar. The window contains several input fields and buttons. On the left, there are three fields for "From" information: "From address" (empty), "From city" (containing "LINCOLN"), and "From postcode" (containing "LN5 9SN"). On the right, there are two buttons: "Find" with a green checkmark icon and "Close" with a red 'X' icon. Below these, there are three more fields for "To" information: "To address" (empty), "To city" (containing "ALTRINCHAM"), and "To postcode" (containing "WA14 5NL"). To the right of these fields is a section titled "Area" with five radio button options: "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."

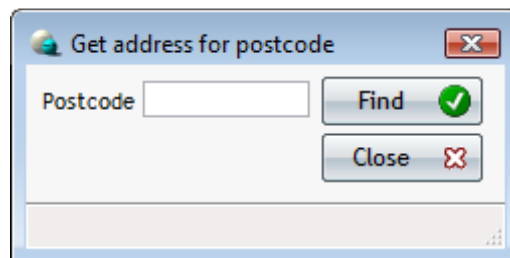


Chapter 5 – Extras Menu

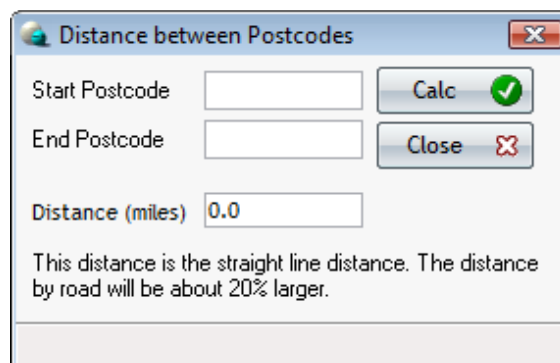
- **Check UK Postcode Validity**



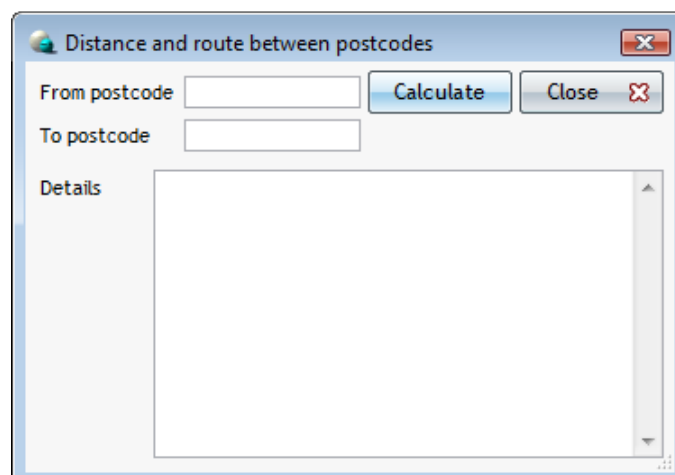
- **Get address from UK postcode using PCA**



- **Straight line distance between Postcodes**



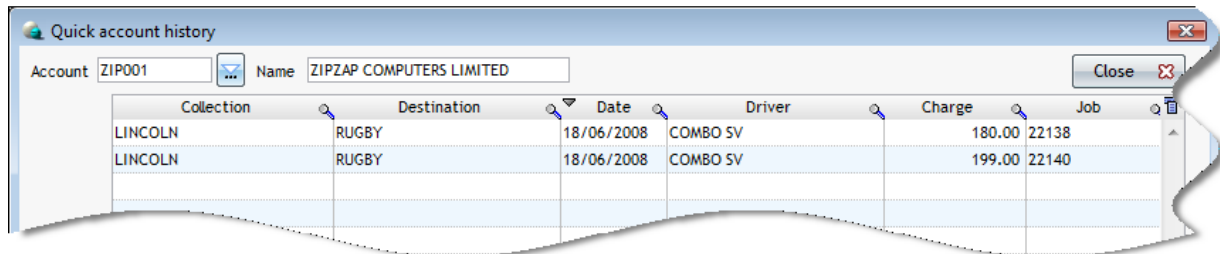
- **Postcode Anywhere Routefinder**



Chapter 6 – Quick Menu

- **Customer History**

Select an account to view the account history.

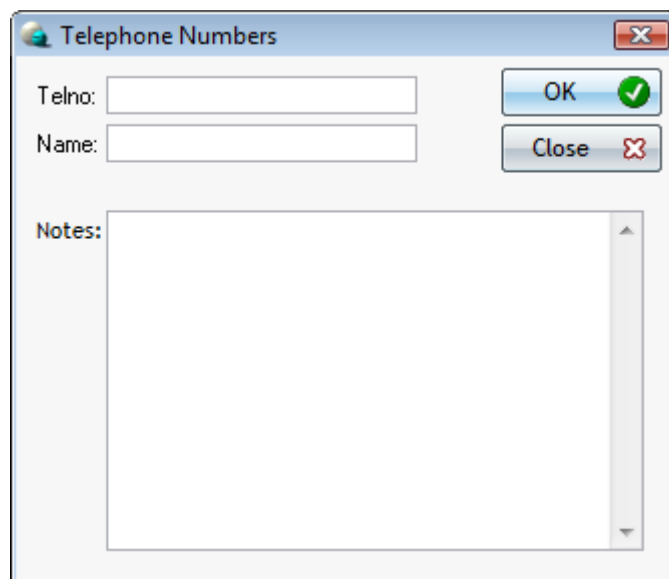
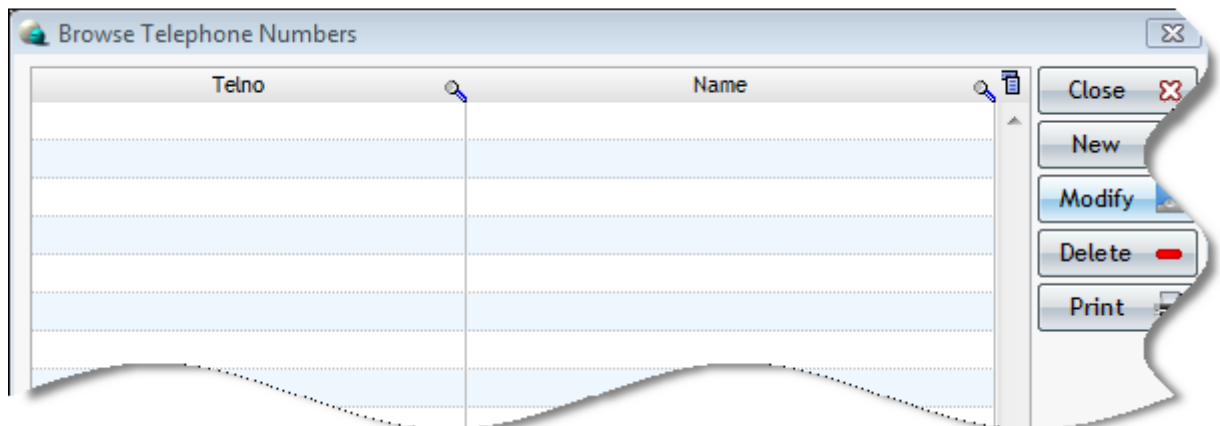


- **Test Driver Mobile, One or Multiple Drivers**

This option will test the mobiles of the drivers by using skype.

- **Useful Phone Numbers**

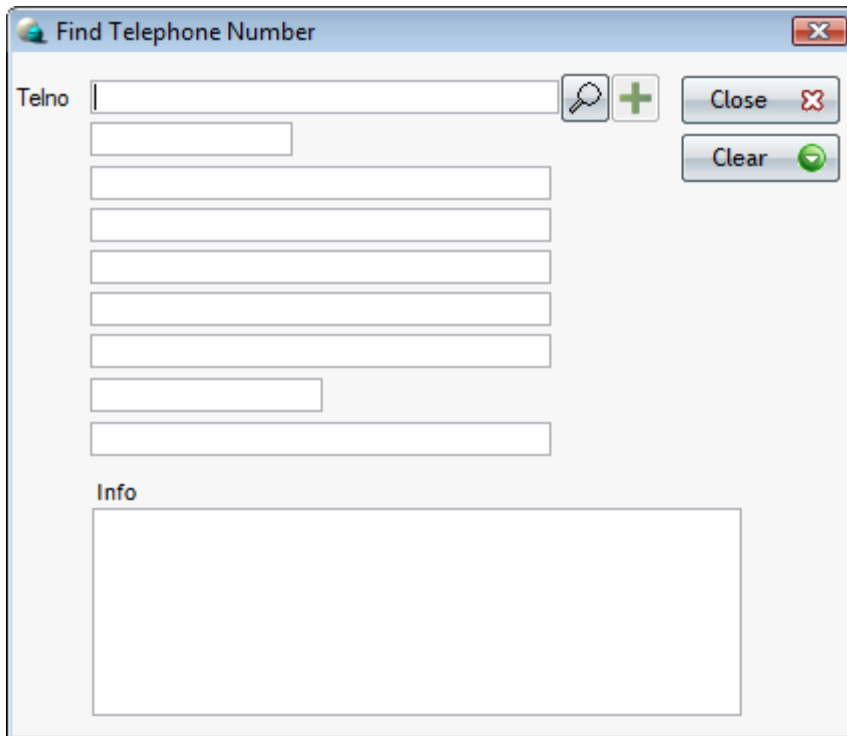
Click on New to add a new record or Modify to alter the highlighted record.



Chapter 6 – Quick Menu

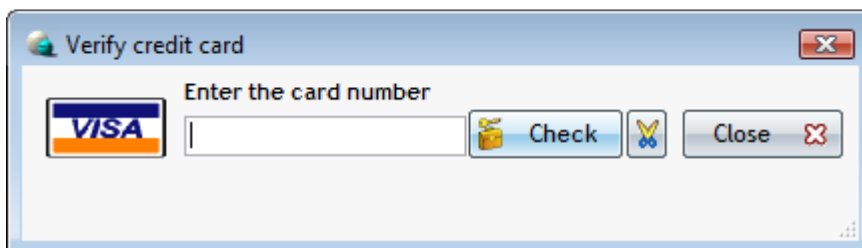
- **Who has Phone Number**

This Option matches the telephone number to the account holder by entering the number and clicking on the magnifying glass.



- **Verify Credit Card**

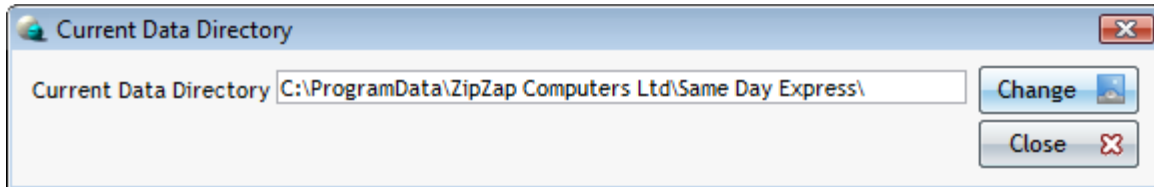
This procedure just checks the number configuration is correct enough to be valid.



Chapter 7 – Utilities Menu

- **Utilities, Set Data Directory**

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

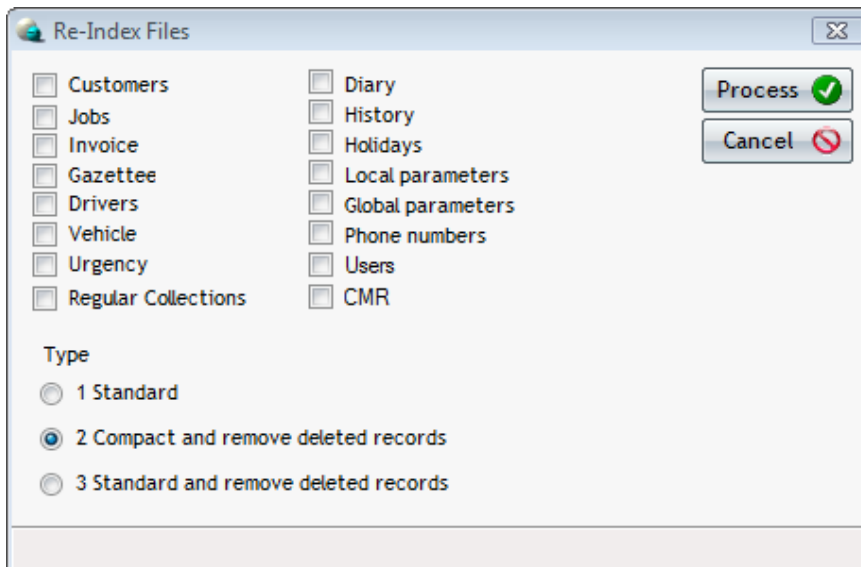


- **Utilities, Maintenance, File Re-Index**

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

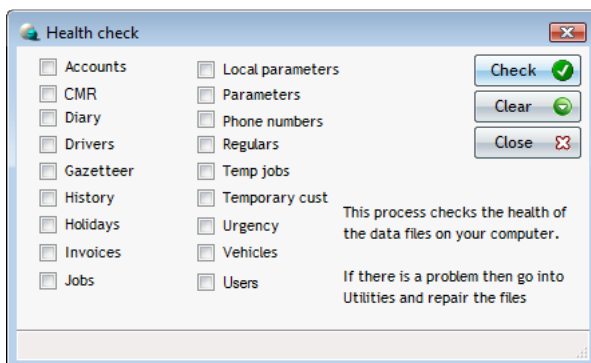
If you find yourself fixing files regularly you should look into the cause of the problem.

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



- **Utilities, Maintenance, Healthcheck**

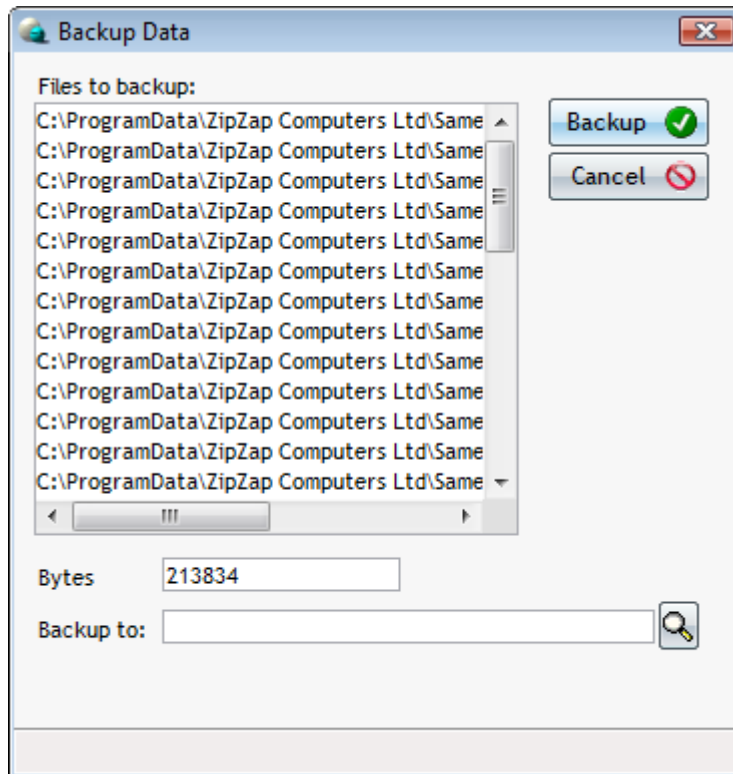
This option checks the health of the files on your computer, if there are any errors, use the utility file fix to repair them.



Chapter 7 – Utilities Menu

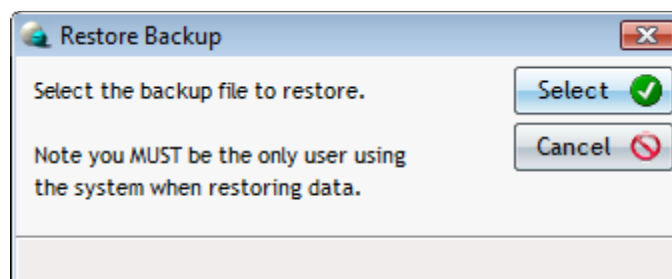
- **Utilities, Maintenance, Backup Data Files**

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



- **Utilities, Maintenance, Restore Data Files**

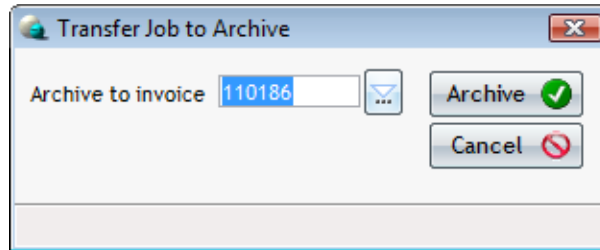
When doing a restore you will need to locate the backup file.



Chapter 7 – Utilities Menu

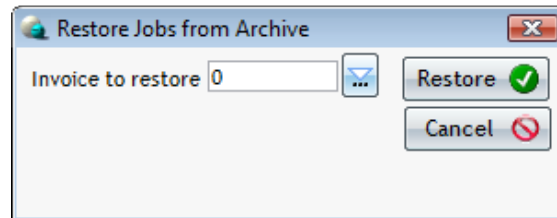
- **Utilities, Maintenance, Archive Jobs**

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



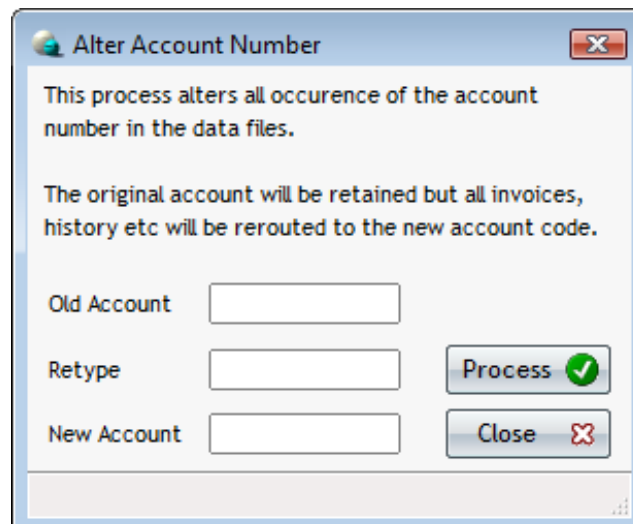
- **Utilities, Maintenance, Restore from Archive**

This option restores jobs from the job archives.

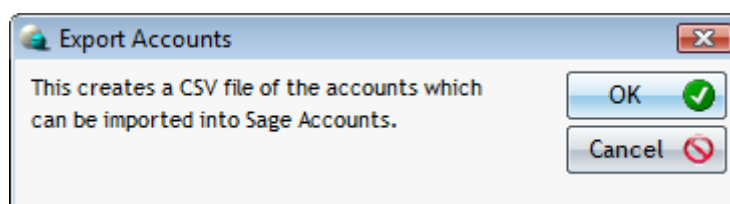


- **Utilities, Maintenance, Change Account**

This option is for altering account numbers.



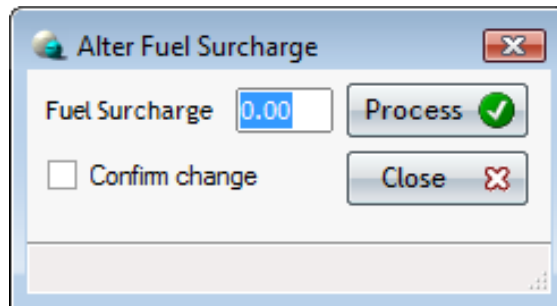
- **Utilities, Maintenance, Export Accounts**



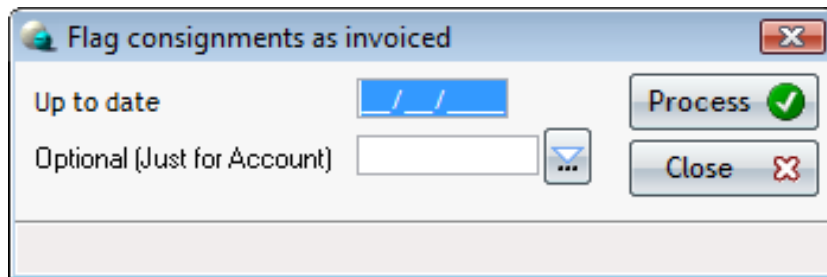
Chapter 7 – Utilities Menu

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

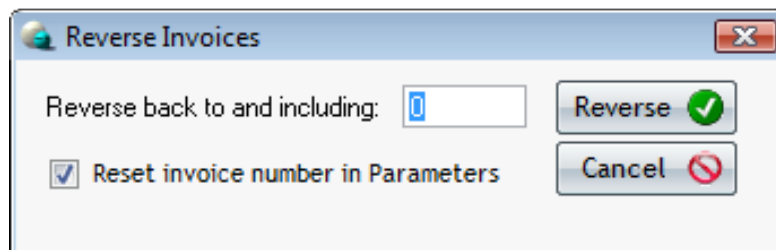
This option is for altering the fuel surcharge.



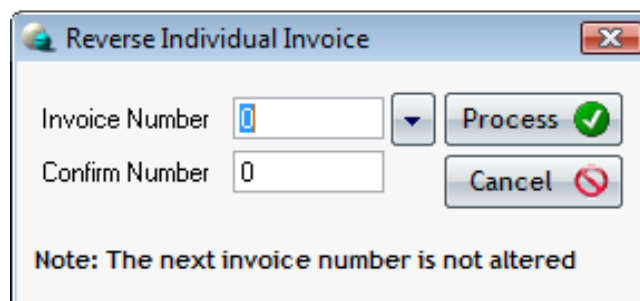
- **Utilities, Maintenance, Set cons invoice flag**



- **Utilities, Maintenance, Reverse back invoices in block**

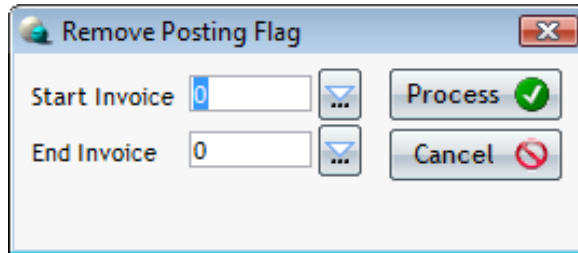


- **Utilities, Maintenance, Reverse one invoice**



Chapter 7 – Utilities Menu

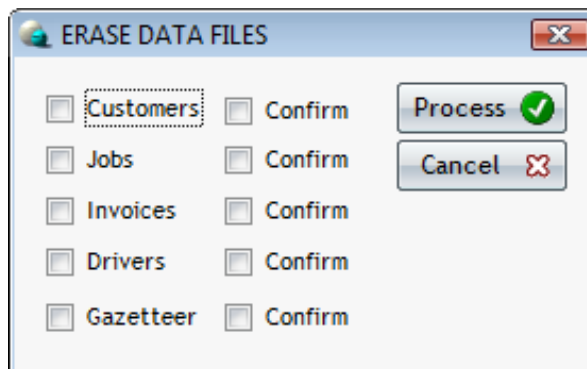
- **Utilities, Maintenance, Remove Posted Invoice Flag**



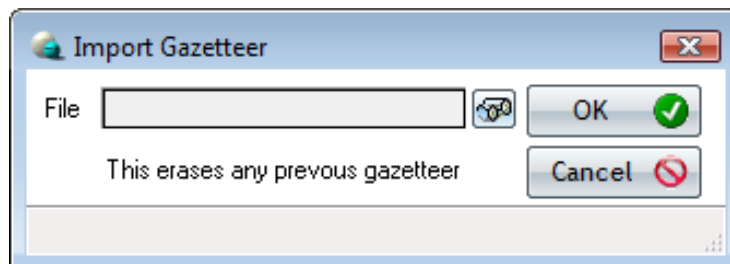
- **Utilities, Maintenance, Recover Invoices**

This option attempts to recover deleted invoices.

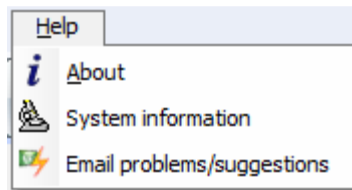
- **Utilities, Maintenance, Erase Data Files**



- **Utilities, Maintenance, Import Gazetteer**



Chapter 8 – Help Menu

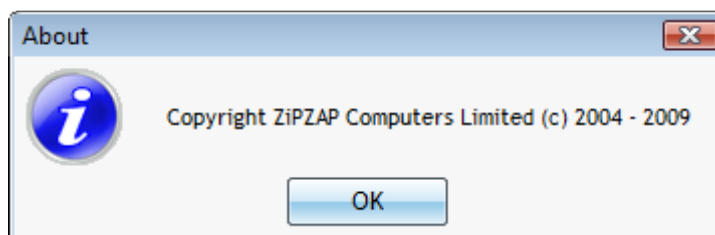


- **About**

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



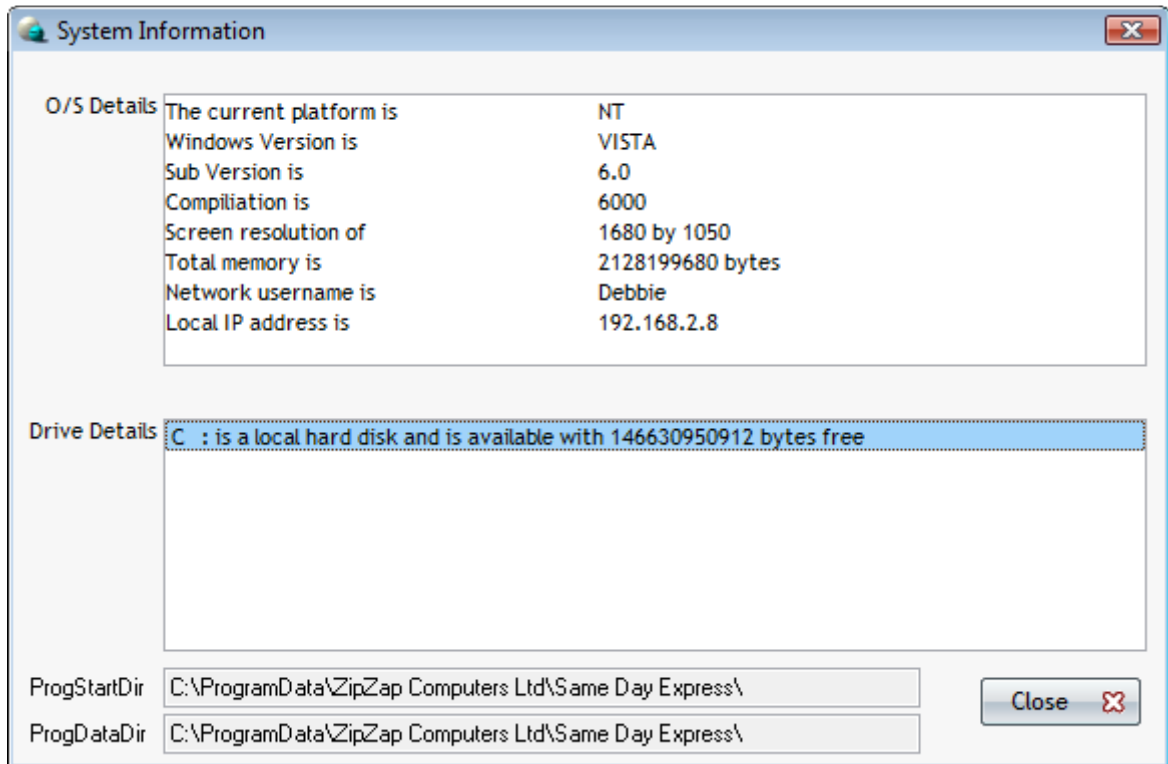
Click On License Button – This will show your license serial.



Chapter 8 – Help Menu

- **System Information**

This option tells you what your computer details are and where the programs data is installed.



- **Email Problems/Suggestions**

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

