

Easy Shipper User Guide

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Contents	
General guidance.....	2
Installation.....	3
Activation of Easy Shipper and getting stock of consignment (AWB) numbers.....	7
Shipping manager	13
Interface	13
Create new AWB.....	14
Print consignment note	21
Print labels	23
Print collection manifest	24
Track shipment	25
Cancel and recover consignment note	27
Sort consignment note	30
Pick up request	31
Address book	32
Interface	32
Create new address	33
Import -Export address book.....	41
Settings	45
General settings.....	45
Printer settings	46
Templates	47
About program	52



General guidance

Easy Shipper - is an appendix, that is set on the personal computer, and gives an opportunity to fill invoices and other accompanying documents quickly and easily. In basis of the program, rich experience of the use and introduction of software is inlaid in the field of transport logistic.

With Easy Shipper you will be able:

- independently to create and print invoices and the manifests;
- to use templates for rapid creation of new invoices;
- to save pin data of business-partners in an address book.

System requirements:

- Operating system: Windows XP / 7 / 8 / 8.1
- Pre-installed: Microsoft .NET Framework 4.5 or Microsoft .NET Framework 4.0 (with the package of updating of KB2468871)
- Laser printer.

You can download the Easy Shipper program on the site www.tmm-express.com in section «Our services» point «[Software Program API](#)» (Ошибка! Источник ссылки не найден.).

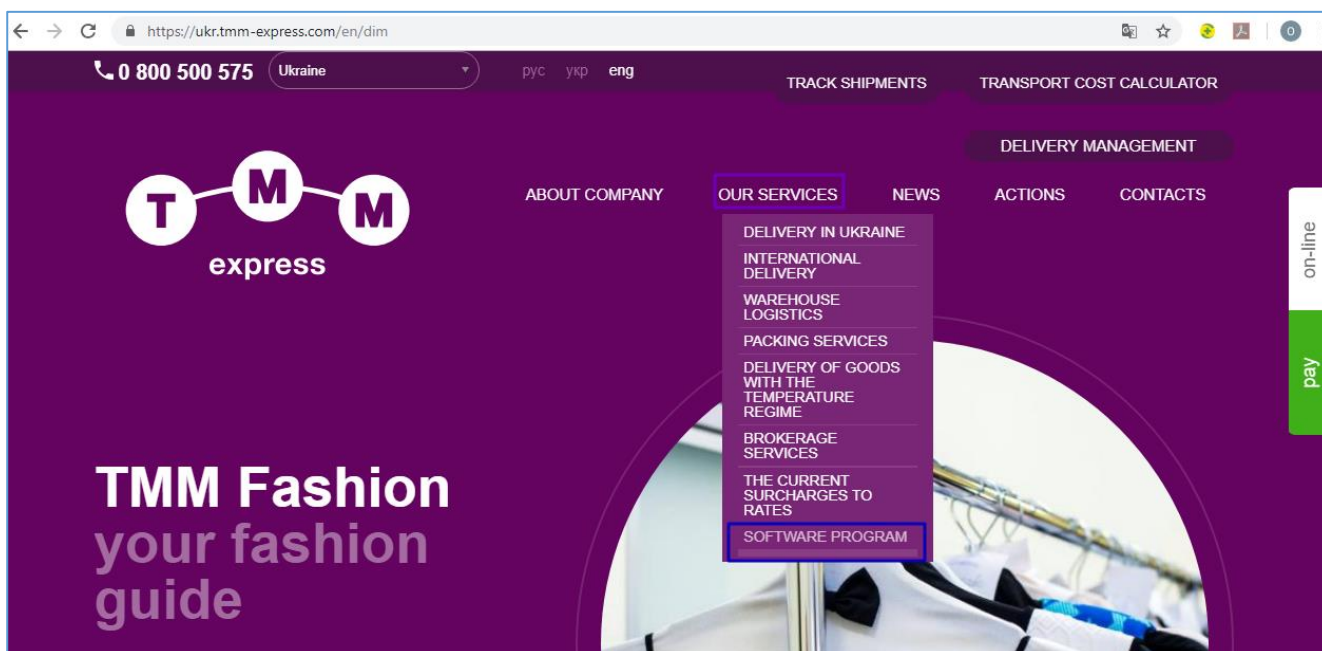


Figure 1. Our services

Installation

In order to download the program, you have to choose "[Software Program API](#)" in the menu «Our services» and then click on «Download Easy Shipper here» in the end of page (Ошибка! Источник ссылки не найден.).

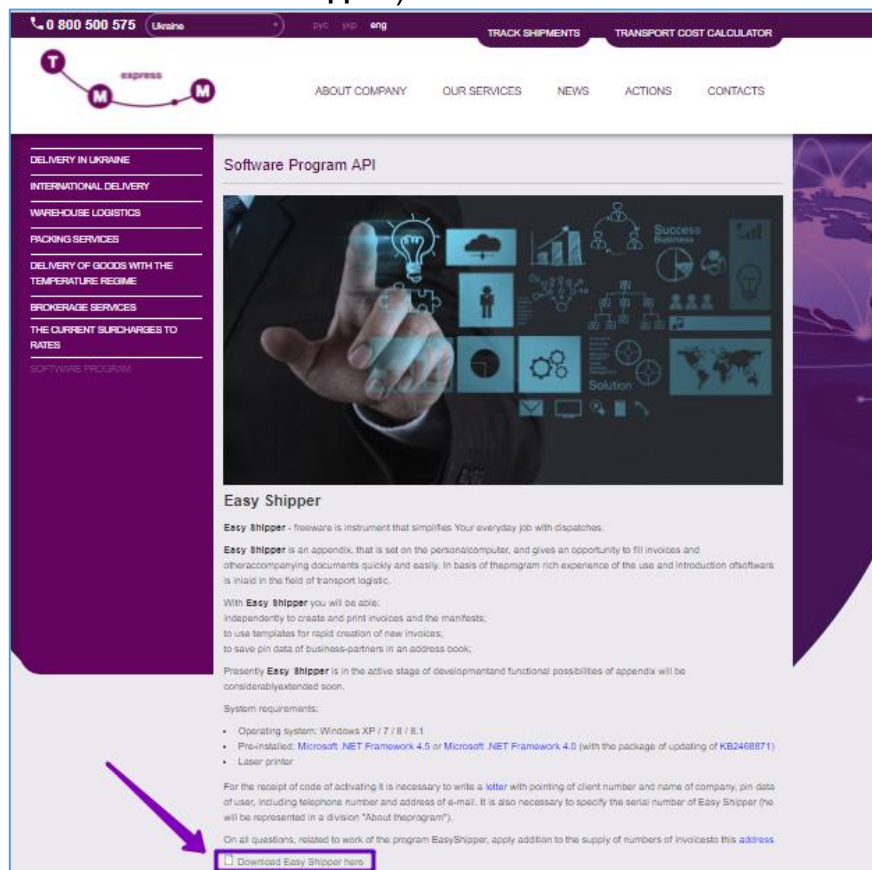


Figure 2. Selecting functions - Download Easy Shipper

In the next window, you have to choose a place to save the downloaded archive file with the program and press "Save" (Figure 3).

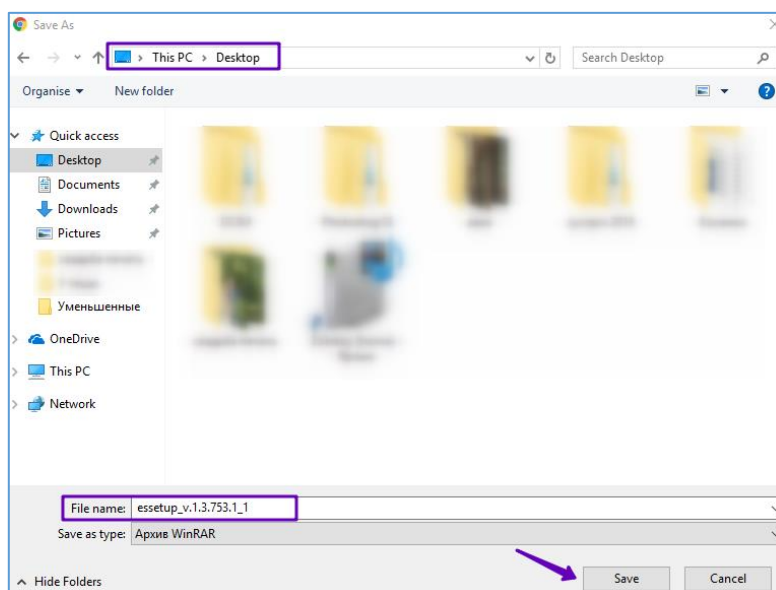


Figure 3. Saving the downloaded archive file with the program



After that, you have to open the downloaded file on your PC and double-click ESSetup_v.1.3.753.1.exe (Figure 4) to install the program.

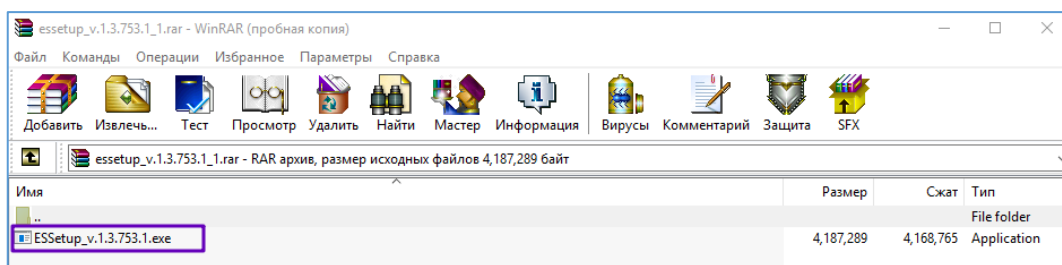


Figure 4. Open a file to install Easy Shipper

In the next window you have choose a folder or a place on your PC where you would like to save Easy Shipper (Figure 5), and press NEXT.

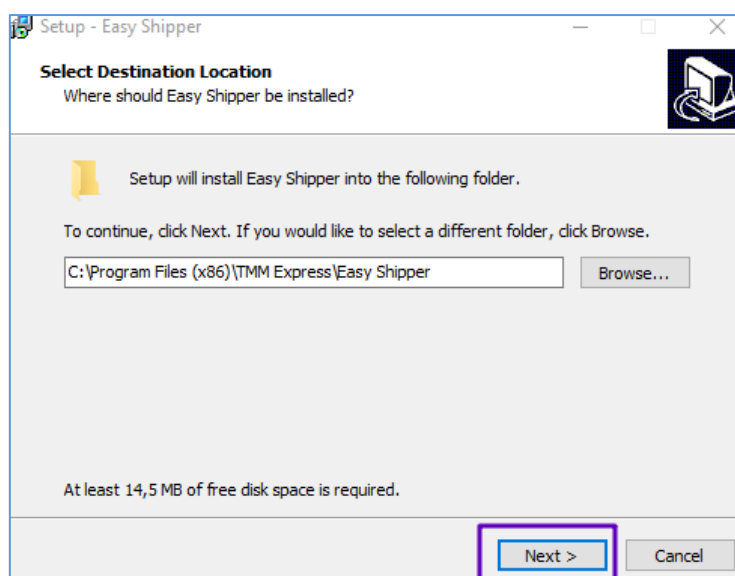


Figure 5. Choose a folder or a place for program Easy Shipper

Then you have to specify name of folder for program Easy Shipper (Figure 6), and press NEXT.

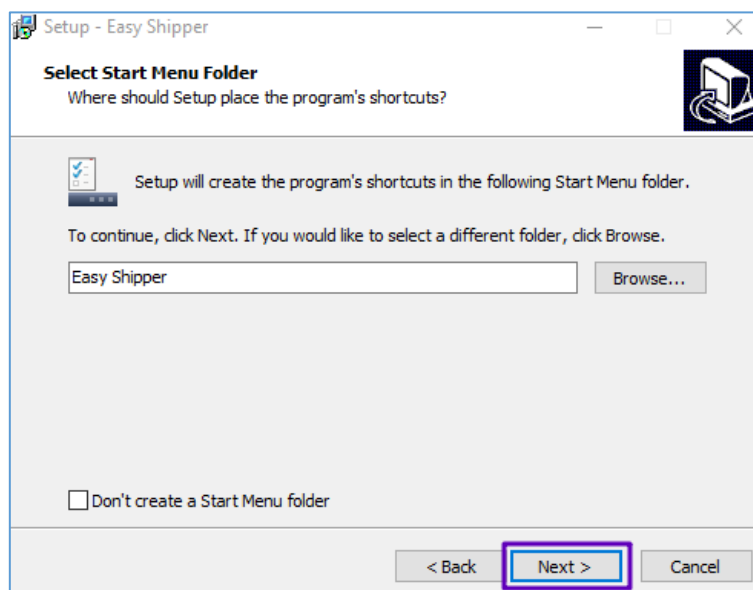


Figure 6. Specifying the name of folder for program Easy Shipper

In the next window, you have to choose «create a desktop shortcut» (Figure 7), and press NEXT.

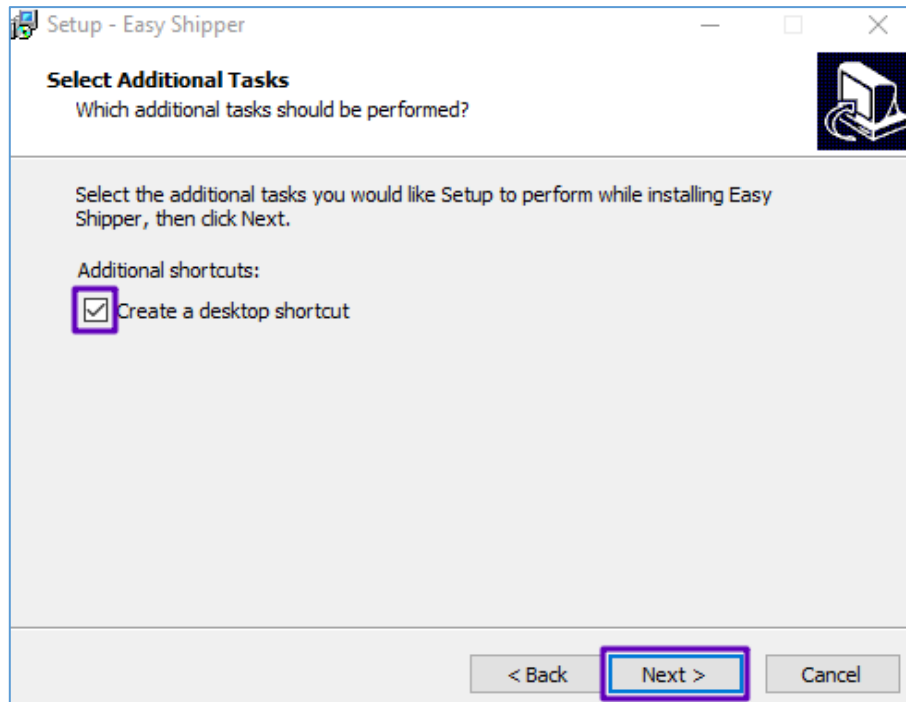


Figure 7. Create a desktop shortcut for Easy Shipper

After that, you have to check if everything specified correctly and press INSTAL (Figure 8). Then will start an installs Easy shipper on your PC (Figure 9). When install is finish, you will have to press FINISH (Figure 10).

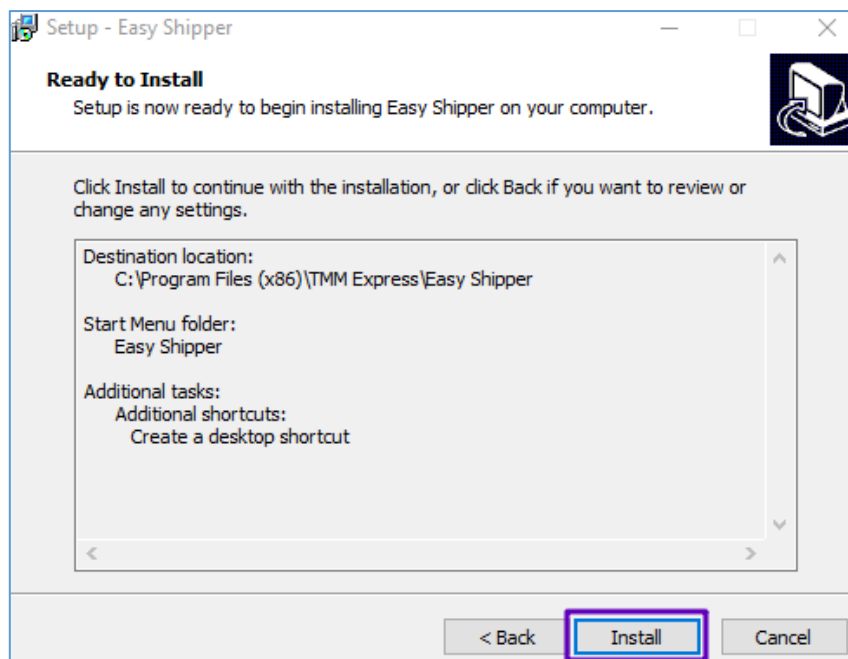


Figure 8. Confirmation and install of the Easy Shipper

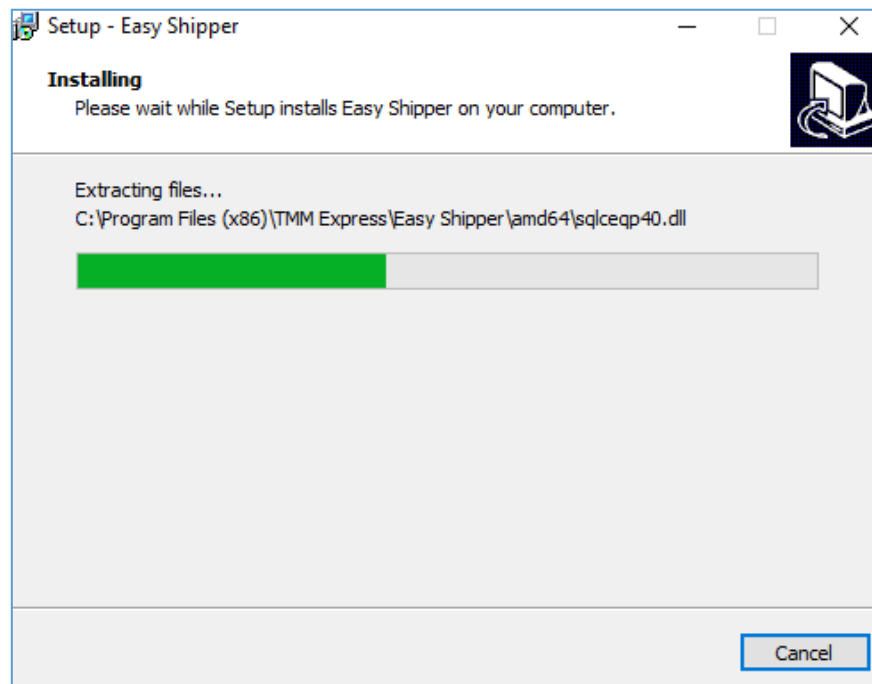


Figure 9. Installing Easy Shipper

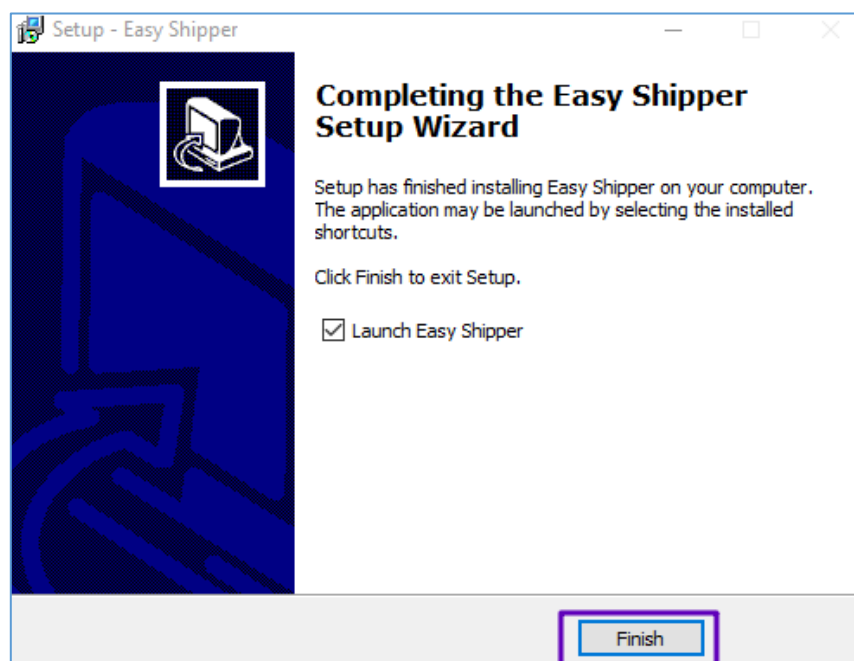


Figure 10. Installing finished

After that, you will see the main window of Easy Shipper (Figure 11).

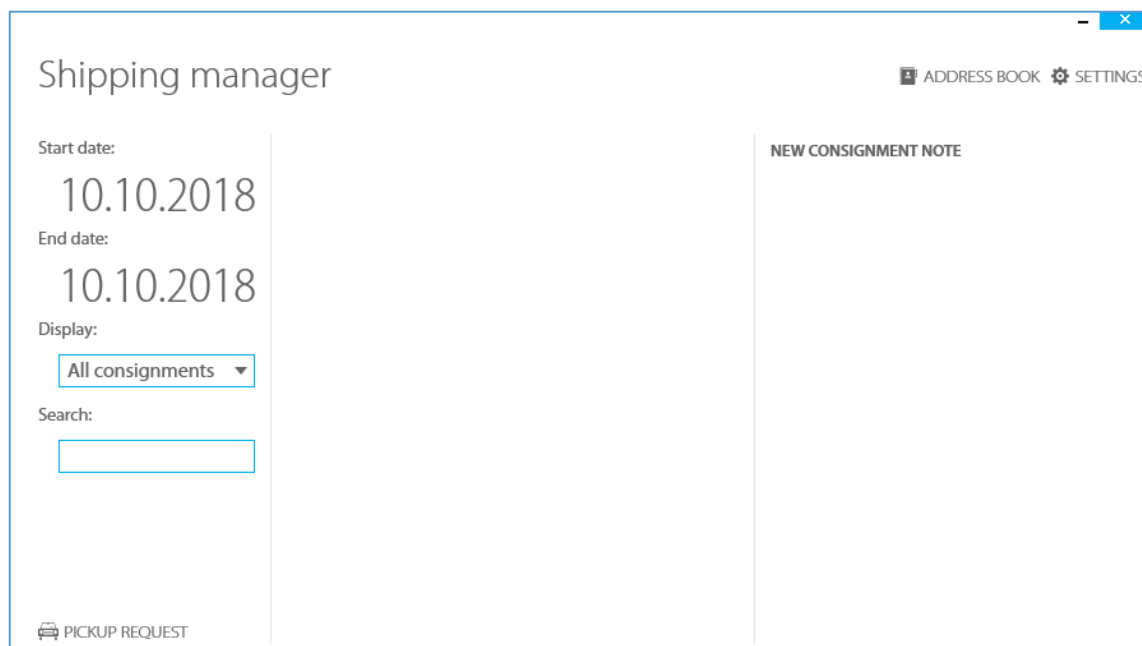


Figure 11. Main window of Easy Shipper

Activation of Easy Shipper and getting stock of consignment (AWB) numbers

To receive the code of activating Easy Shipper it is necessary to send email to cit@tmm-express.com, with pointing of:

- client number;
- name of company;
- users contact details, including telephone number and e-mail address;
- Serial number of Easy Shipper (it will be represented in a division "Settings", point "About", Figure 11).

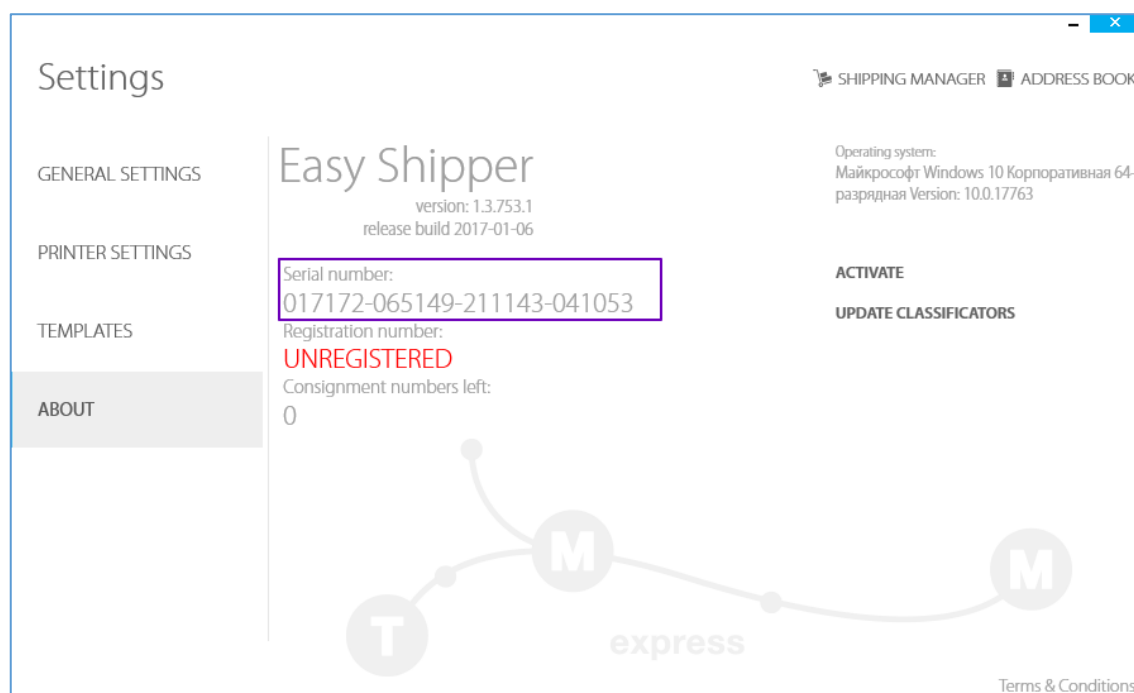


Figure 12. Serial number of Easy Shipper

To copy a serial number, you have to right-click on it and in the menu that appears select "Copy serial number" (Figure 13). On the figure 14 you can find the example of a letter for activation Easy Shipper (Figure 14).

You can also send a request for activation of the program using www.tmm-express.com. In section "Our services" choose the point "Software Program API" and click on the special link in the text (15). After that will open an email window for writing a letter to cit@tmm-express.com.

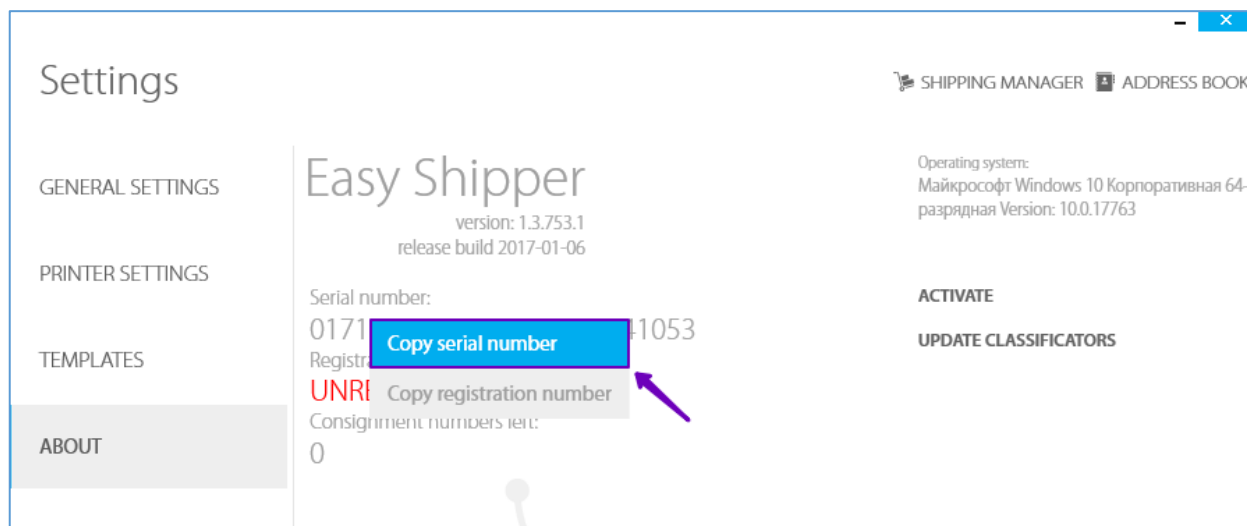


Figure 13. Coping of a serial number

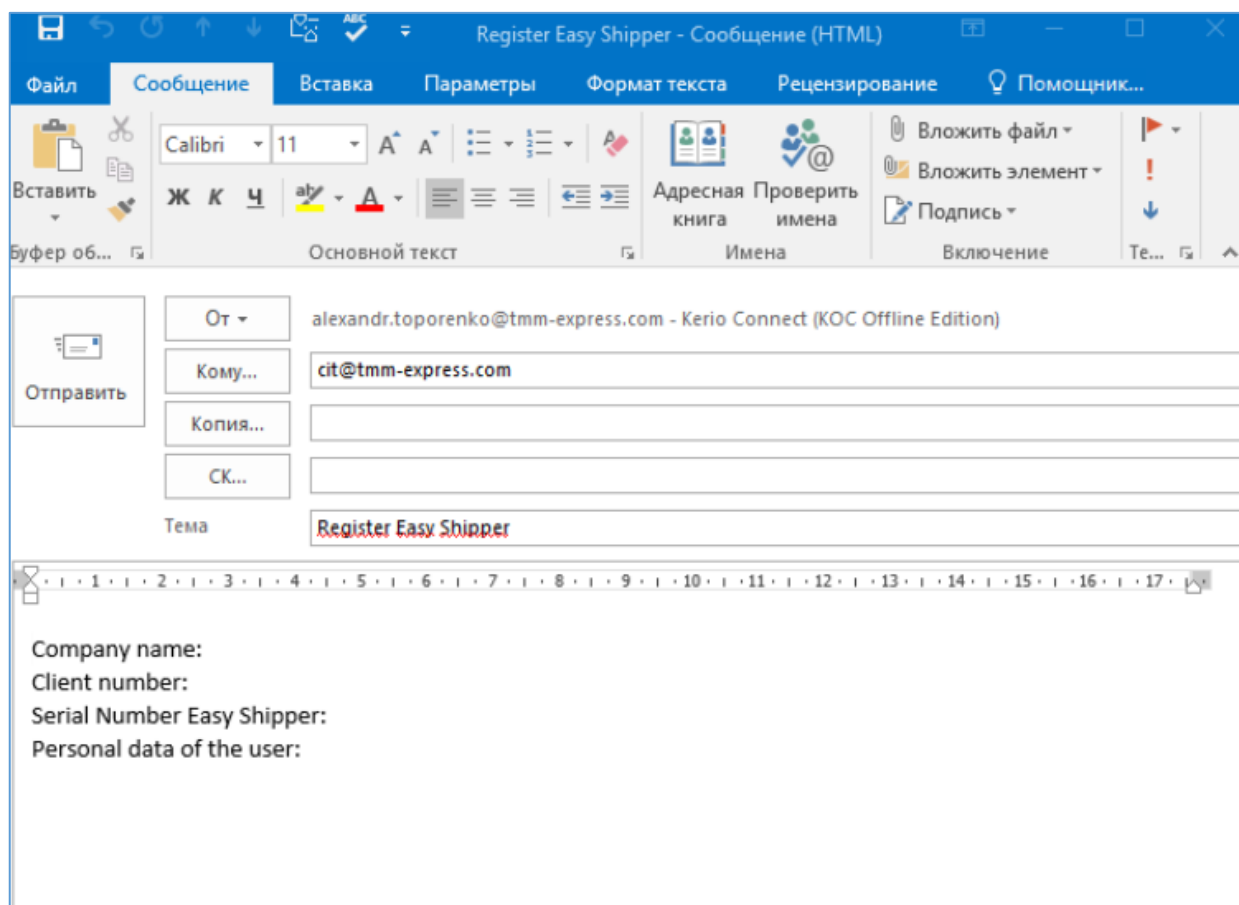


Figure 14. Example of letter for activation Easy Shipper

WAREHOUSE LOGISTICS


PACKING SERVICES

DELIVERY OF GOODS WITH THE TEMPERATURE REGIME

BROKERAGE SERVICES

THE CURRENT SURCHARGES TO RATES

SOFTWARE PROGRAM



Easy Shipper

Easy Shipper - freeware is instrument that simplifies Your everyday job with dispatches.

Easy Shipper is an appendix, that is set on the personal computer, and gives an opportunity to fill invoices and other accompanying documents quickly and easily. In basis of the program rich experience of the use and introduction of software is inlaid in the field of transport logistic.

With Easy Shipper you will be able:

- independently to create and print invoices and the manifests;
- to use templates for rapid creation of new invoices;
- to save pin data of business-partners in an address book;

Presently Easy Shipper is in the active stage of development and functional possibilities of appendix will be considerably extended soon.

System requirements:

- Operating system: Windows XP / 7 / 8 / 8.1
- Pre-installed: [Microsoft .NET Framework 4.5](#) or [Microsoft .NET Framework 4.0](#) (with the package of updating of KB2468871)
- Laser printer

For the receipt of code of activating it is necessary to write a [letter](#) with pointing of client number and name of company, pin data of user, including telephone number and address of e-mail. It is also necessary to specify the serial number of Easy Shipper (he will be represented in a division "About the program").

On all questions, related to work of the program EasyShipper, apply addition to the supply of numbers of invoices to this [address](#)

[Download Easy Shipper here](#)

Figure 15. Use special link to send request for activation Easy Shipper

In response to the request, you will receive the activation code of the program. Next, you need to go to the section "About" click on the button "Activate" (Figure 16) and in the window that will appear you have to indicate the activation code and click on the button "Activate" (Figure 17).

Settings

GENERAL SETTINGS

PRINTER SETTINGS

TEMPLATES

ABOUT

Easy Shipper

version: 1.3.753.1
release build 2017-01-06

Serial number:
017172-065149-211143-041053

Registration number:
UNREGISTERED

Consignment numbers left:
0

Operating system:
Майкрософт Windows 10 Корпоративная 64-разрядная Version: 10.0.17763

ACTIVATE

UPDATE CLASSIFIERS

Figure 16. Go to window "Activate program"

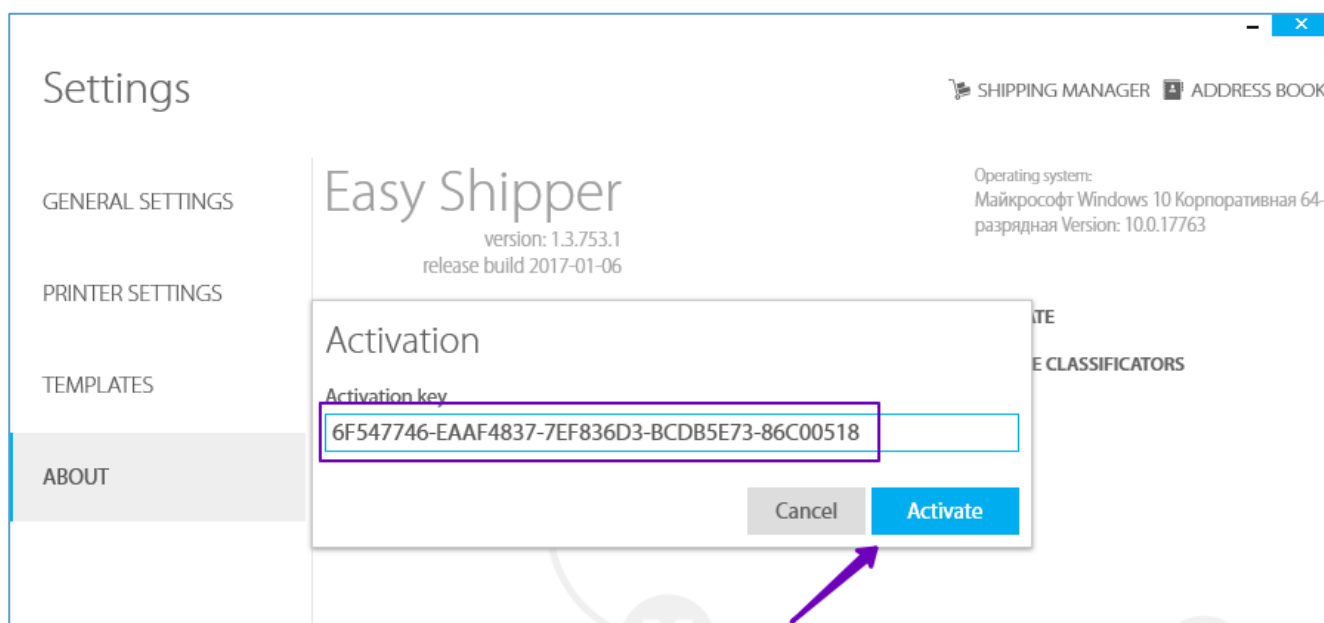


Figure 17. Enter activation key for Easy Shipper

If everything done correctly will appear a message that the program has been successfully activated (Figure 18). To continue working with the program, click "OK".

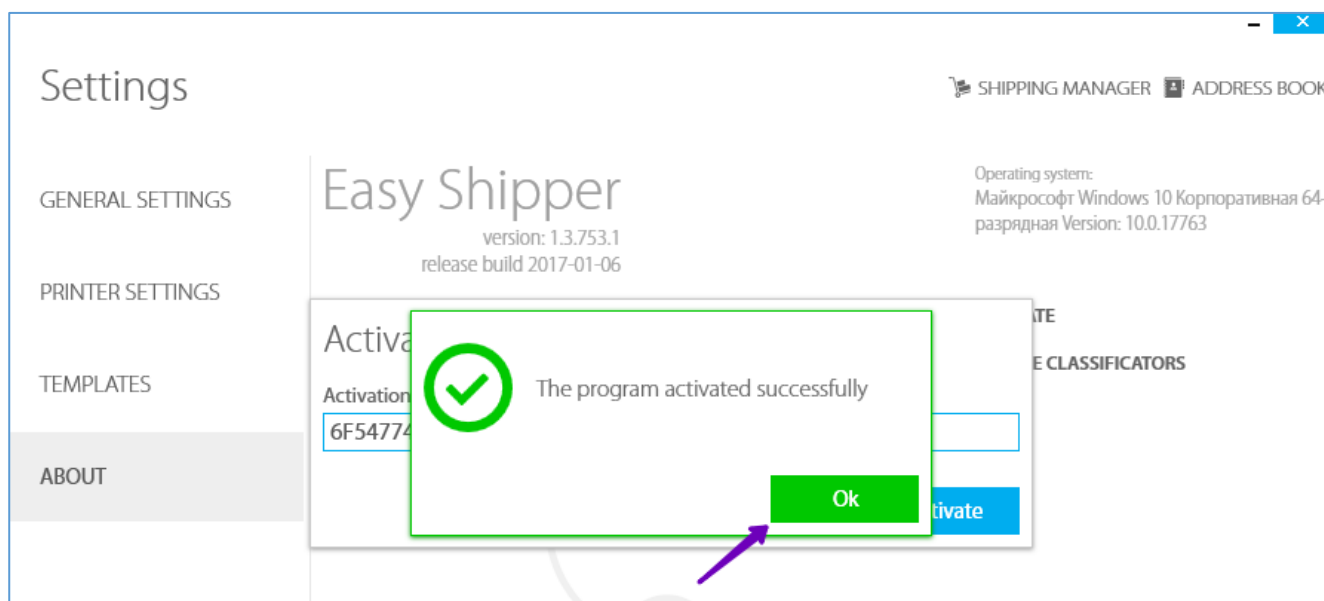


Figure 18. Program activated

After activating the program, you have to get stock of AWB numbers, that you will use for creating AWB's. Amount of AWB numbers you have to determine based on number of your shipments per 3 months.

To order or add the AWB numbers, you have to send email to the cit@tmm-express.com with following data:

- registration number (it will be represented in a division "Settings", point "About", Figure 19Figure 11);
- the required amount of AWB numbers.

To copy a registration number, you have to right-click on it and in the menu that appears select "Copy registration number" (Figure 20).



You can also send a request for getting stock of AWB numbers using www.tmm-express.com. In section "Our services" choose the point "Software Program API" and click on the special link in the text (Figure 21). After that will open an email window for writing a letter to cit@tmm-express.com.

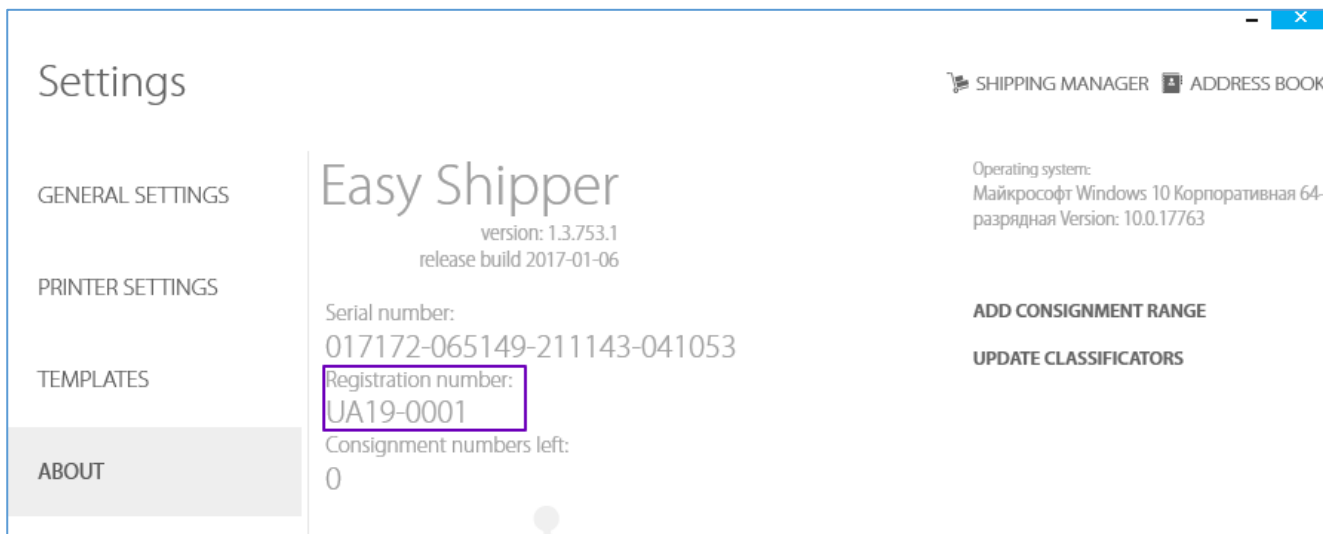


Figure 19. Registration number

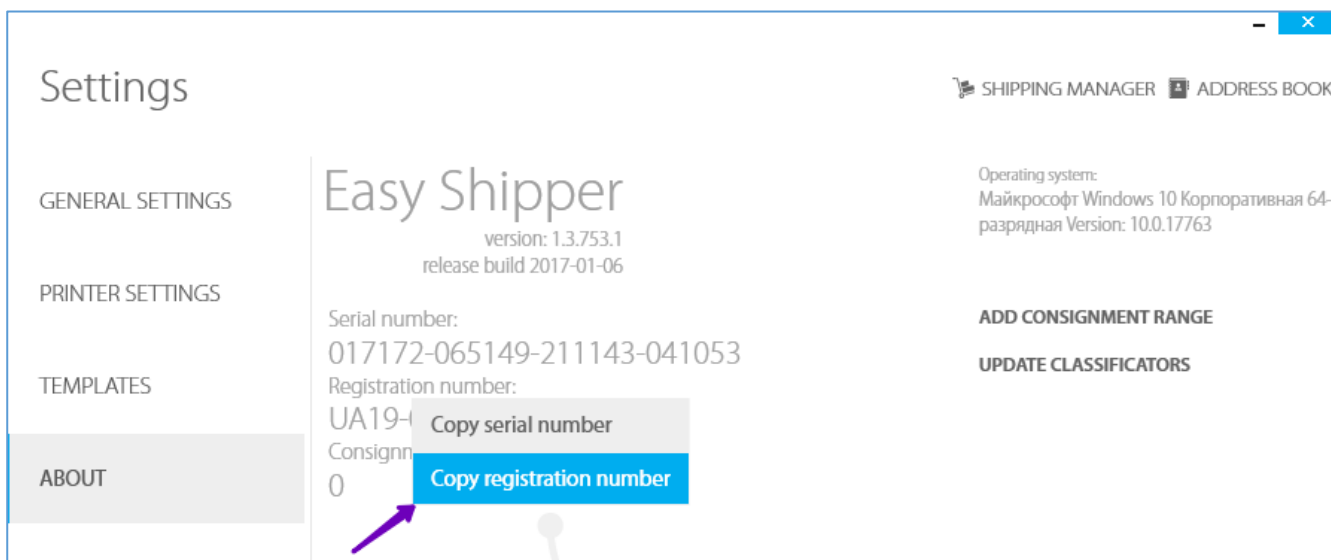


Figure 20. Copy registration number


PACKING SERVICES

DELIVERY OF GOODS WITH THE TEMPERATURE REGIME

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For the receipt of code of activating it is necessary to write a [letter](#) with pointing of client number and name of company, pin data of user, including telephone number and address of e-mail. It is also necessary to specify the serial number of Easy Shipper (he will be represented in a division "About theprogram").

On all questions, related to work of the program EasyShipper, apply addition to the supply of numbers of invoice to this [address](#)

[Download Easy Shipper here](#)

Figure 21. Use special link to send request for getting stock of AWB numbers

In response to the request, you will receive the code. Next, you need to go to the section "About" click on the button "Add consignment range" (Figure 22) and in the window that will appear you have to indicate the code and click on the button "Add range" (Figure 23Figure 17).

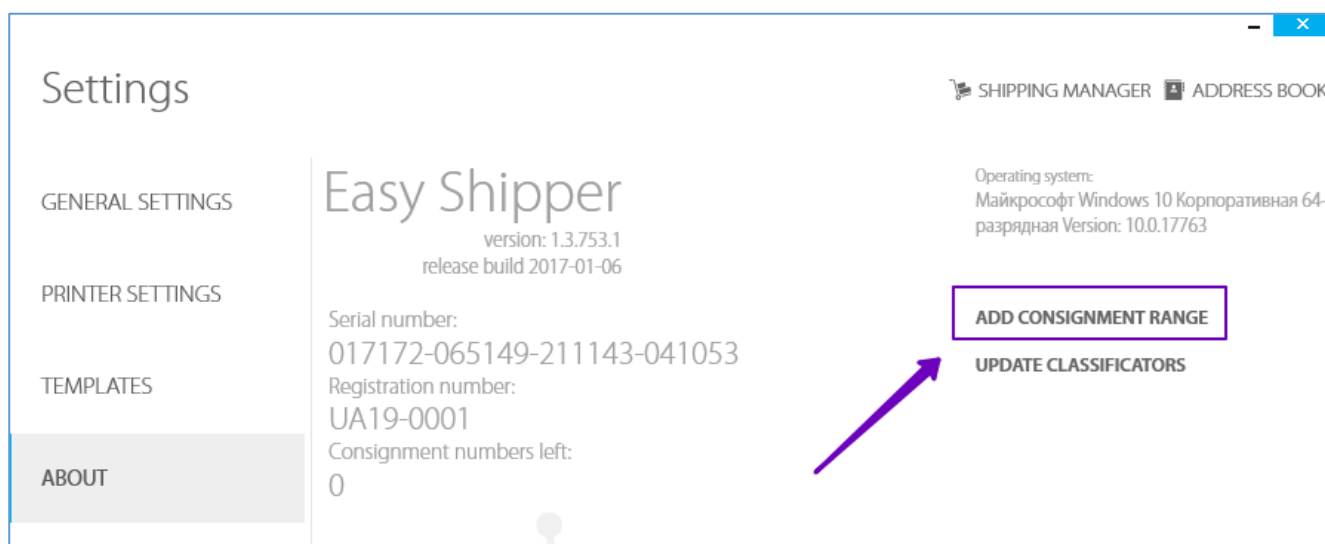


Figure 22. Add consignment range

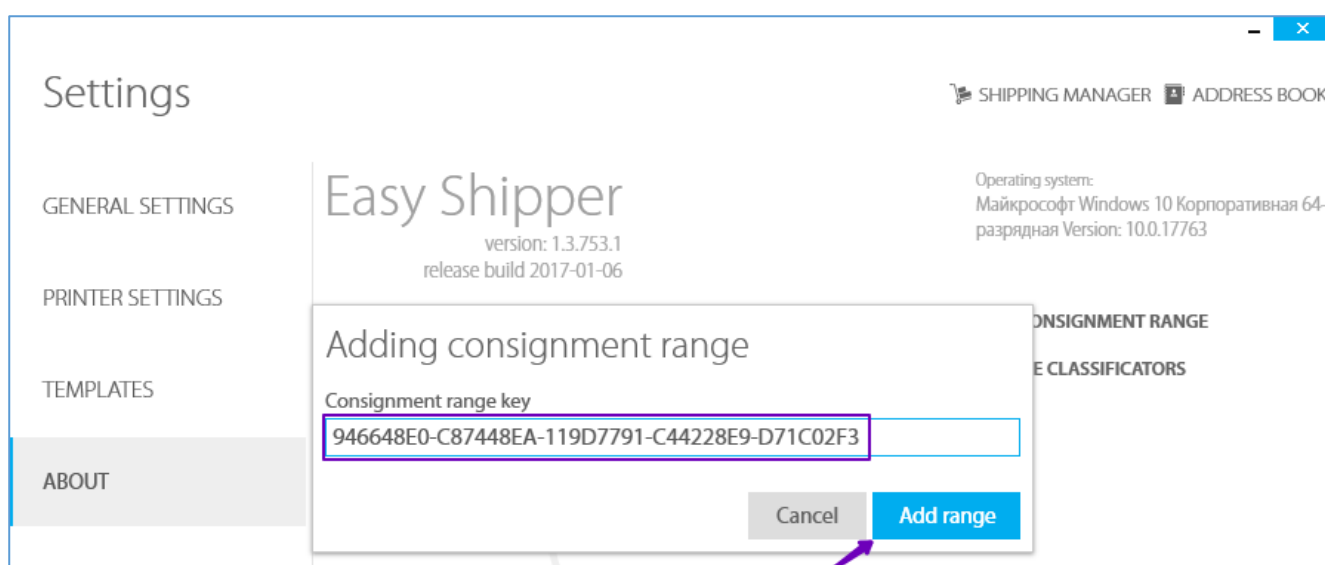


Figure 23. Enter consignment range key

If everything done correctly will appear a message that new consignment range has been added successfully (Figure 24). To continue working with the program, click "OK".

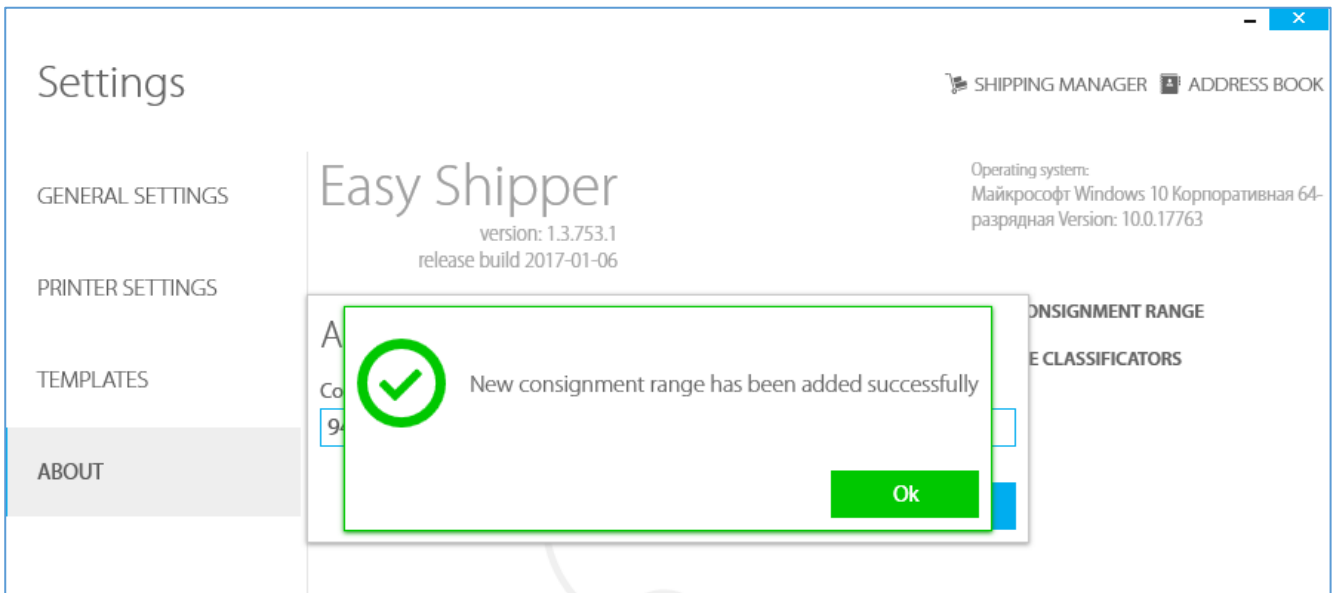


Figure 24. New consignment range has been added successfully

Shipping manager

Interface

In menu "Shipping manager" you can:

- create AWB;
- print AWB and labels for the shipment;
- print collection manifest;
- track shipment;
- sort shipments;
- make pick up requests.

In order to get into the Shipping manager, you need to click on the button in the upper right corner of the main Easy Shipper window (Figure 25 - Figure 26).

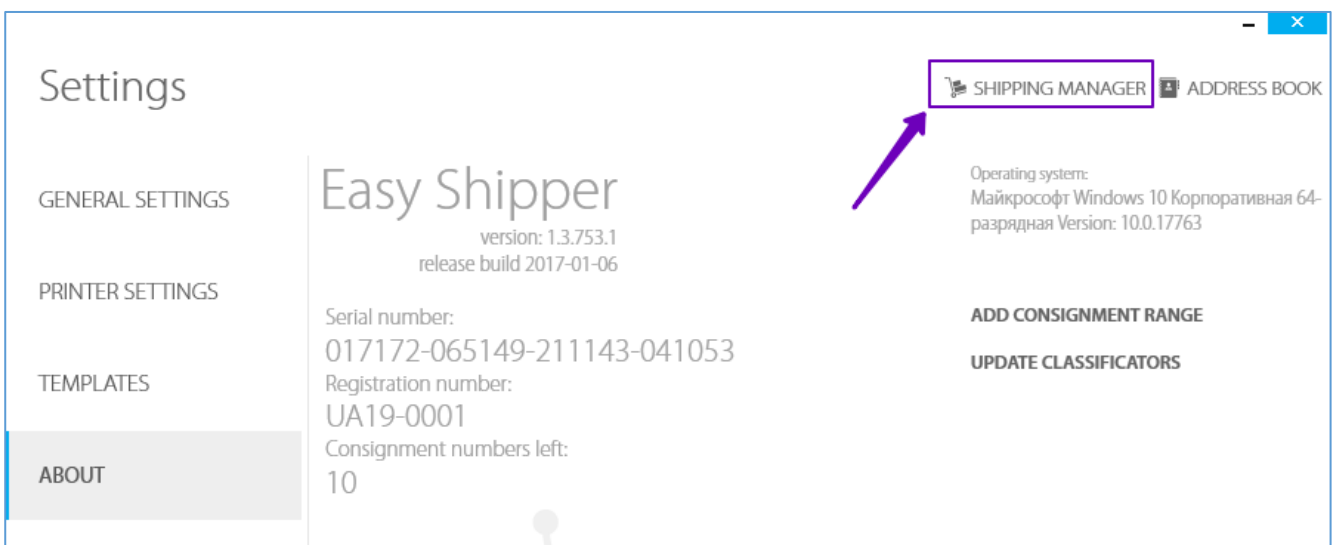
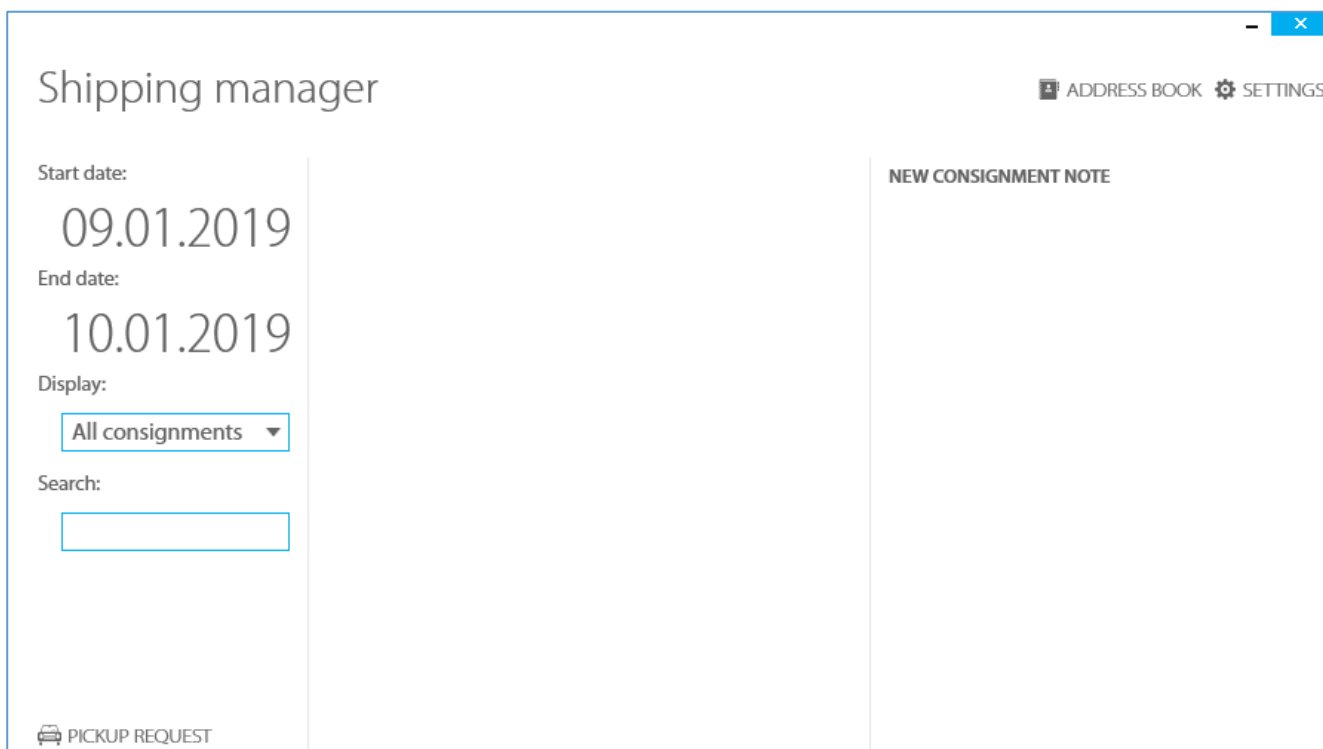


Figure 25. Go to the Shipping manager



Shipping manager

ADDRESS BOOK SETTINGS

Start date:
09.01.2019

End date:
10.01.2019

Display:
All consignments ▼

Search:

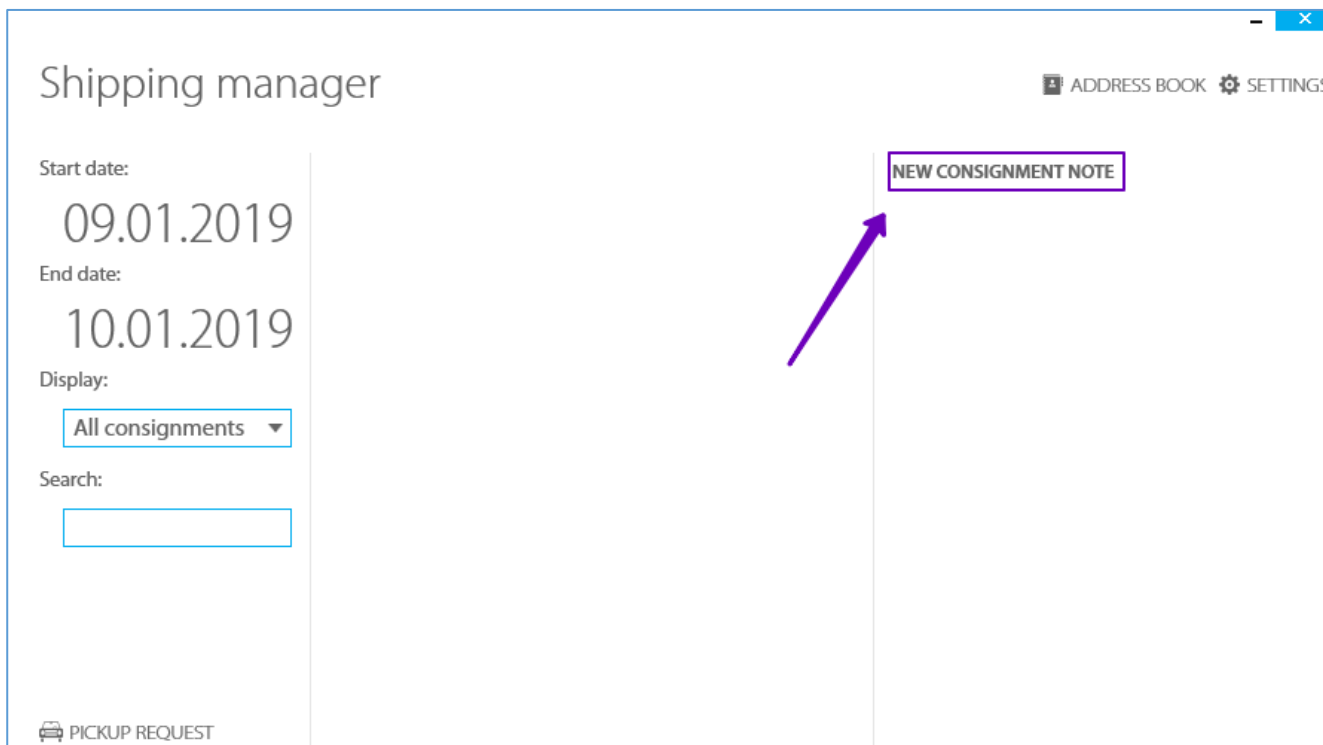
PICKUP REQUEST

NEW CONSIGNMENT NOTE

Figure 26. Shipping manager

Create new AWB

In order to create a new AWB, you need to click on the button "New consignment note" in the window Shipping Manager (Figure 27).



Shipping manager

ADDRESS BOOK SETTINGS

Start date:
09.01.2019

End date:
10.01.2019

Display:
All consignments ▼

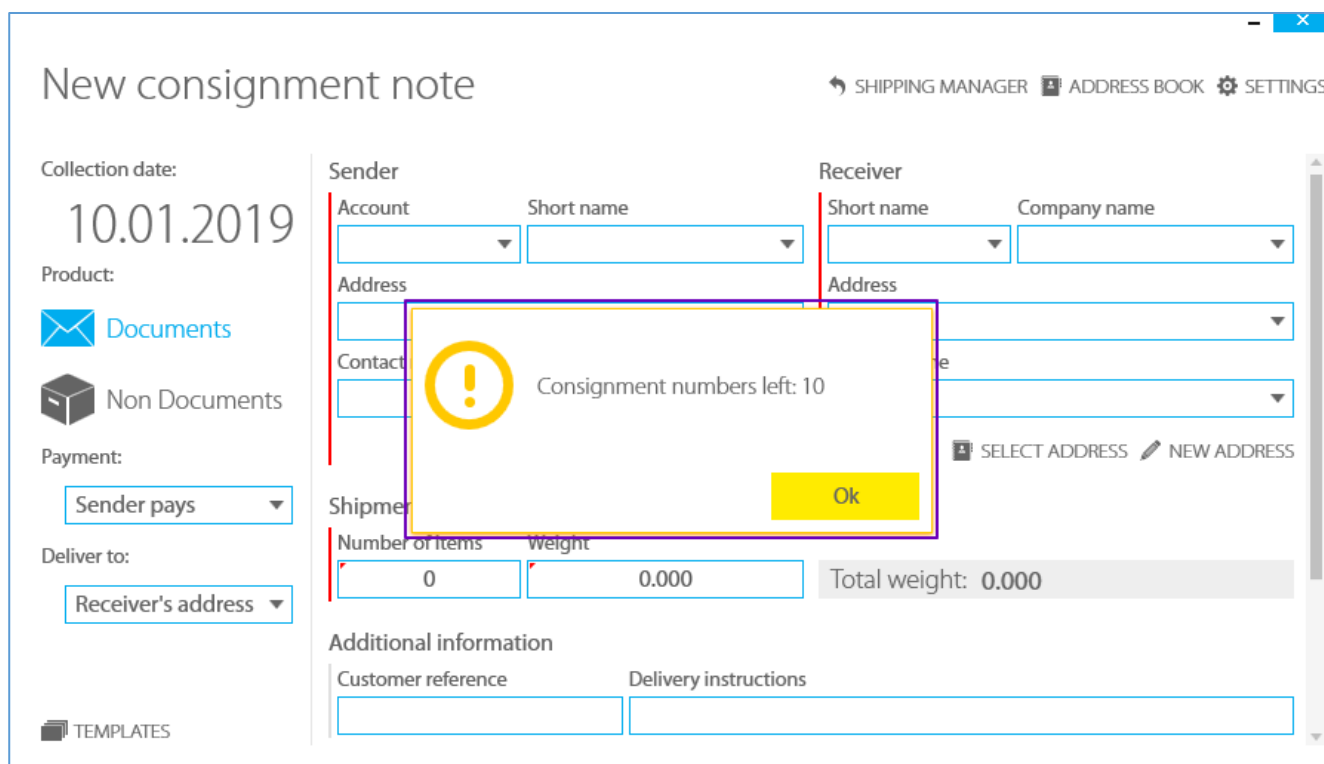
Search:

PICKUP REQUEST

NEW CONSIGNMENT NOTE

Figure 27. New consignment note

If left 10 or less AWB numbers you will see message with available amount of numbers (Figure 28). It means that nearest time you will need to refill a range of consignment numbers. To continue work click "OK".



The screenshot shows the 'New consignment note' form. A yellow warning message box is overlaid in the center, stating 'Consignment numbers left: 10' with an 'Ok' button. The form includes fields for Collection date (10.01.2019), Product (Documents/Non Documents), Payment (Sender pays), Deliver to (Receiver's address), Sender details (Account, Short name, Address, Contact), Receiver details (Short name, Company name, Address), Shipments (Number of Items: 0, Weight: 0.000), and Additional information (Customer reference, Delivery instructions). Navigation links for SHIPPING MANAGER, ADDRESS BOOK, and SETTINGS are at the top right.

Figure 28. Message with available amount of AWB numbers

Now you have to fill Sender and Receiver details. You can click on button "Select address" and choose Sender and Receiver addresses from Address book. Or you can click on button "New address" enter data manually (Figure 29).

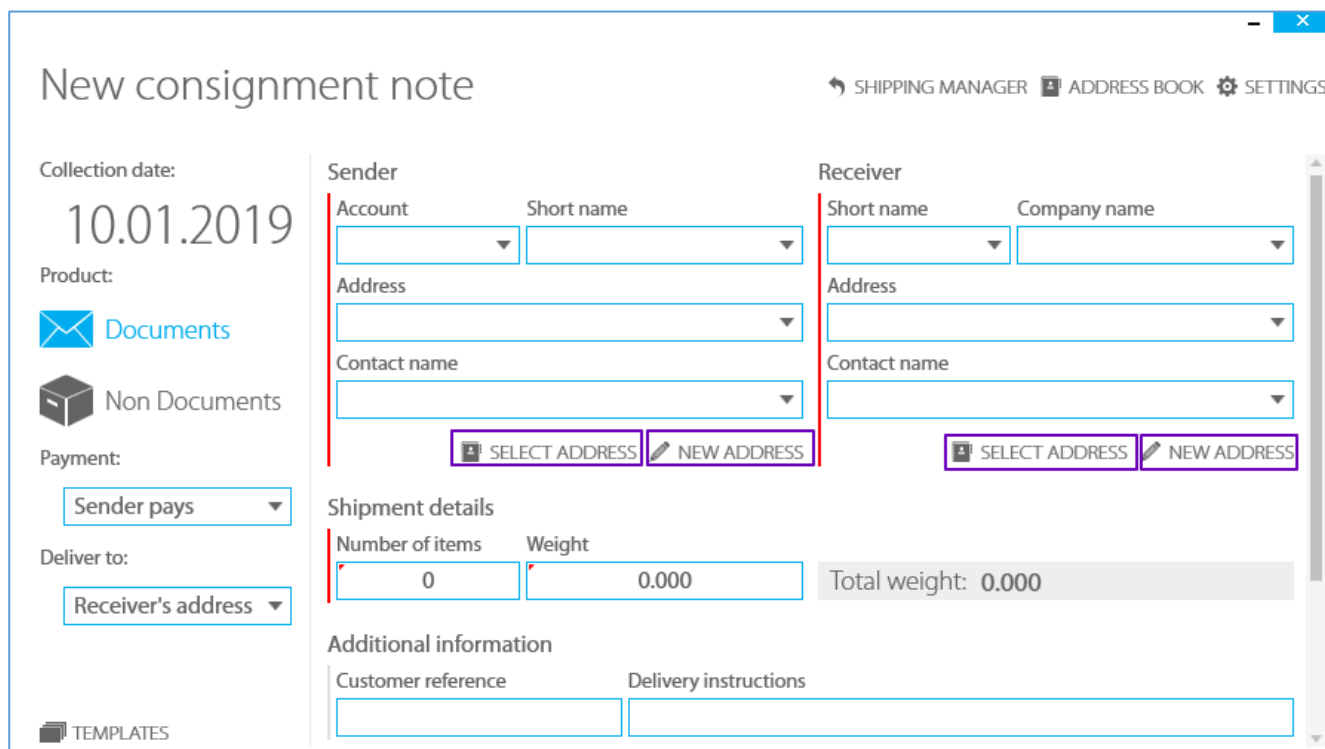


Figure 29. New consignment note - choose or enter Sender and Receiver details

To enter Sender or Receiver address fill in the form that will appear (required items are indicated with red) and press "Save" (). Pay attention that new address will be used for this AWB but won't be save in address book.

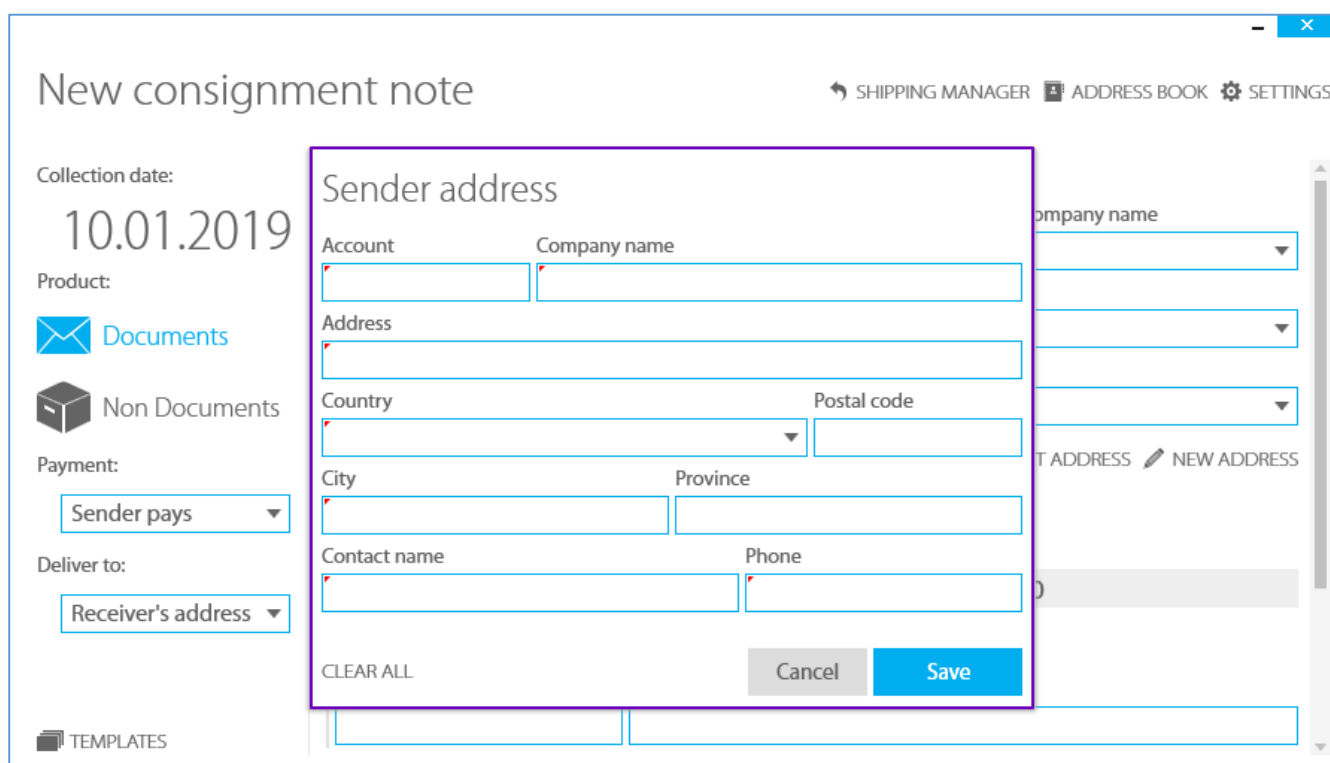
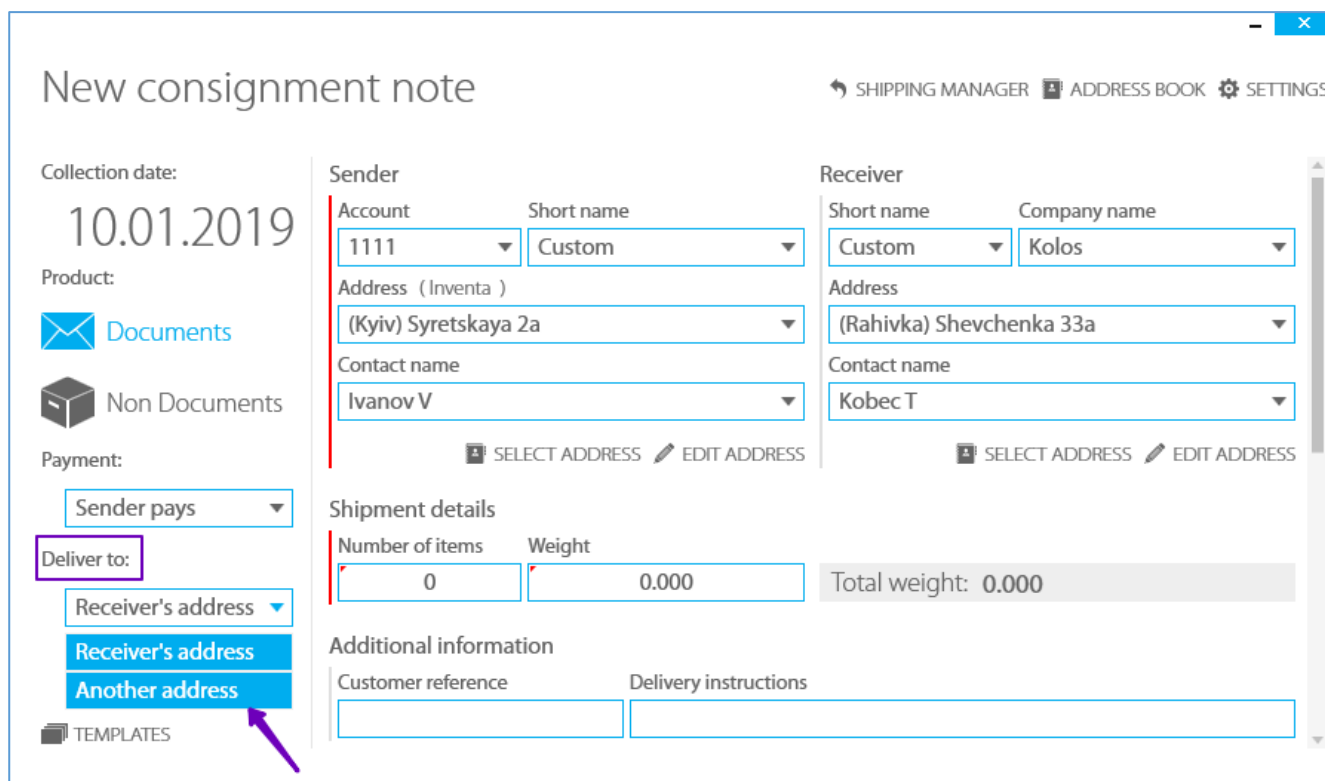


Figure 30. Fill in the form with Sender address

If shipment must be delivered not to the Receiver address click on the button "Deliver to" and choose point "Another address" (Figure 31).



New consignment note

SHIPPING MANAGER ADDRESS BOOK SETTINGS

Collection date: 10.01.2019

Product: Documents

Payment: Sender pays

Deliver to: **Another address**

Sender

Account: 1111 Short name: Custom

Address (Inventa): (Kyiv) Syretskaya 2a

Contact name: Ivanov V

Receiver

Short name: Custom Company name: Kolos

Address: (Rahivka) Shevchenka 33a

Contact name: Kobec T

Shipment details

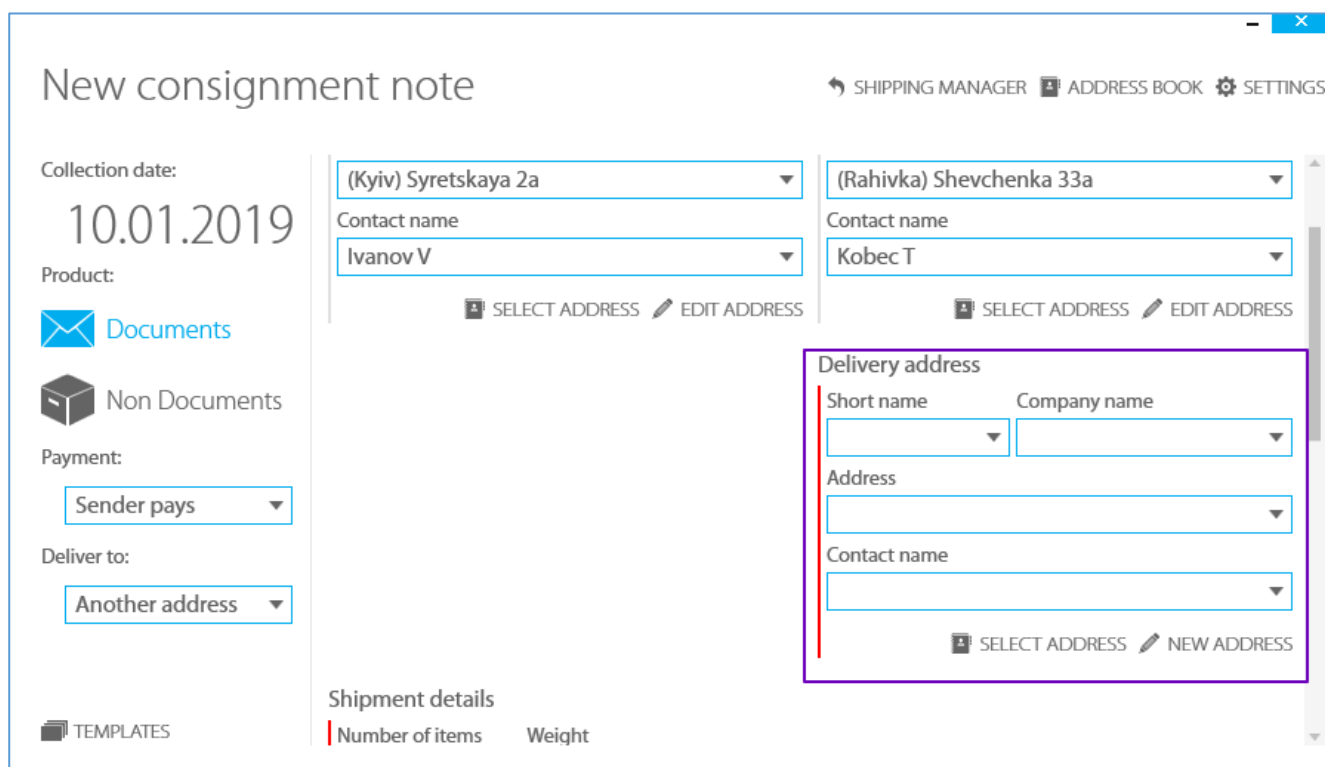
Number of items: 0 Weight: 0.000 Total weight: 0.000

Additional information

Customer reference: Delivery instructions:

Figure 31. Choose deliver to another address

After that will appear a form for filling the Delivery address (Figure 32).



New consignment note

SHIPPING MANAGER ADDRESS BOOK SETTINGS

Collection date: 10.01.2019

Product: Documents

Payment: Sender pays

Deliver to: Another address

Sender

Address (Inventa): (Kyiv) Syretskaya 2a

Contact name: Ivanov V

Receiver

Address: (Rahivka) Shevchenka 33a

Contact name: Kobec T

Delivery address

Short name: Company name:

Address:

Contact name:

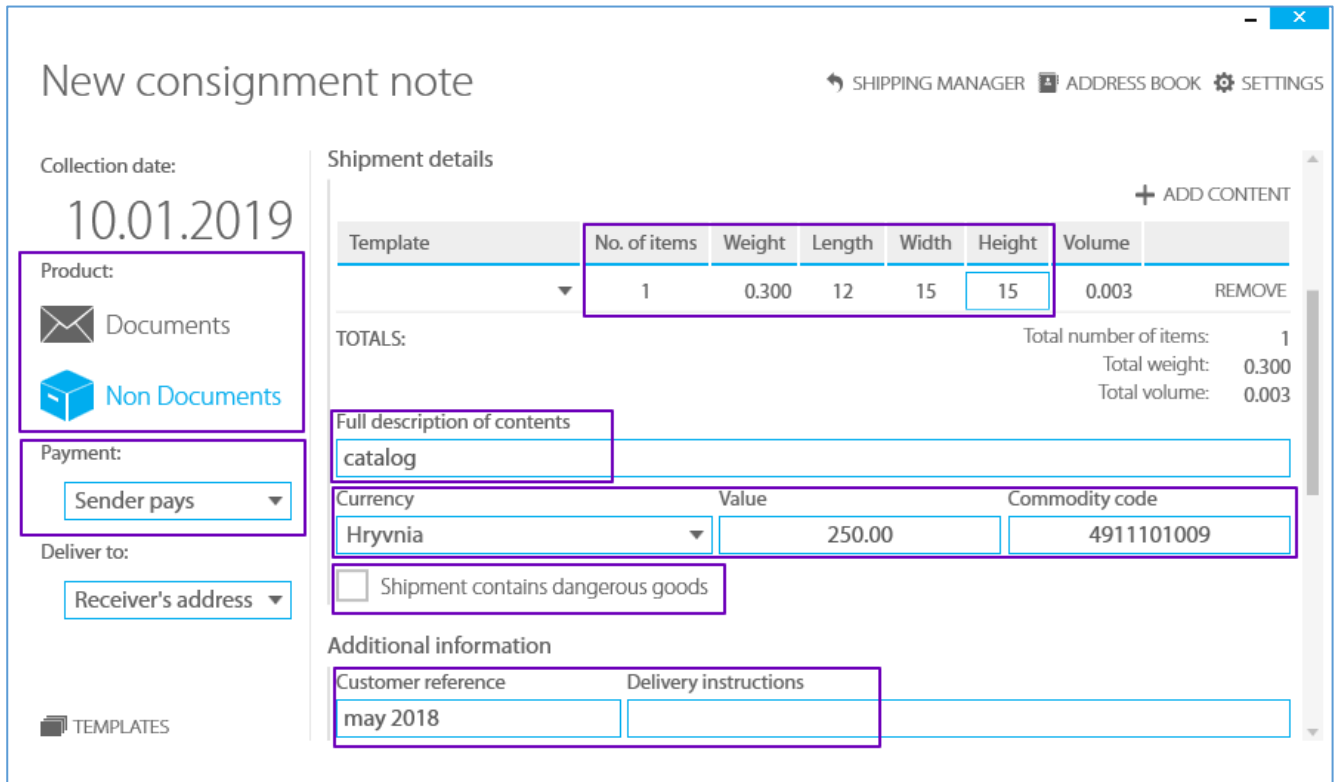
Shipment details

Number of items: Weight:

Figure 32. Delivery address

Then you have to fill in following points (Figure 33):

- Product (Documents / Non-documents);
- Payments – who will pay for the transportation (Sender/ Receiver / Third party);
- Specify number of items and weight;
- For non-documents shipments required to specify: dimensions (length, width, height), full description of contents, shipment value and currency, commodity code, specify if shipment contains dangerous goods;
- Customer reference (you will be able to track shipment due to the customer reference)
- Delivery instruction (if you need).



New consignment note

Collection date: 10.01.2019

Product:

Documents

Non Documents

Payment:

Sender pays

Deliver to:

Receiver's address

TEMPLATES

Shipment details

Template	No. of items	Weight	Length	Width	Height	Volume	
	1	0.300	12	15	15	0.003	REMOVE

TOTALS:

Total number of items: 1

Total weight: 0.300

Total volume: 0.003

Full description of contents

catalog

Currency: Hryvnia

Value: 250.00

Commodity code: 4911101009

☐ Shipment contains dangerous goods

Additional information

Customer reference: may 2018

Delivery instructions:

Figure 33. Fill in product, payment, shipment details and additional information

After that you have to choose Service for delivery of your shipment (Figure 34). Current information about services TMM Express you can get in contact center by phone number 0 – 800 / 500 – 575. Also, you can click on the button "Cost" and enquire the price for delivery and delivery terms (Figure 35). But pay attention that price for the international delivery can be different due to the rate of exchange (Figure 36).

New consignment note

SHIPPING MANAGER ADDRESS BOOK SETTINGS

Collection date: 10.01.2019

Product: Documents Non Documents

Payment: Sender pays

Deliver to: Receiver's address

Customer reference: may 2018

Delivery instructions:

Service

General services

Door To Door (Domestic Express)

Premium services

9:00 Express

10:00 Express

12:00 Express

18:00 Express

Saturday Delivery

Special services

Special Service

COST

TEMPLATES

Figure 34. Choose service for delivery

New consignment note

SHIPPING MANAGER ADDRESS BOOK SETTINGS

Collection date: 10.01.2019

Product: Documents Non Documents

Payment: Sender pays

Deliver to: Receiver's address

Customer reference: may 2018

Delivery instructions:

Service

General services

Door To Door (Domestic Express) COST

Parcel locker

Inventory investment

Personal delivery

Premium services

9:00 Express

10:00 Express

12:00 Express

18:00 Express

TEMPLATES

Figure 35. Enquire the price for delivery

New consignment note

SHIPPING MANAGER ADDRESS BOOK SETTINGS

Collection date: 10.01.2019

Product: Documents

Payment: Sender pays

Deliver to: Receiver's address

Customer reference: may 2018

Delivery instructions:

Service: Door To Door (Domestic Express)

General services

SERVICE COST:

COST	
Delivery terms:	1-5 days
Delivery cost:	316.40 UAH
INS:	0.00 UAH

ADDITIONAL OPTIONS:

☐ Parcel locker

☐ Inventory investment

☐ Personal delivery

Premium services

9:00 Express

TEMPLATES

Figure 36. Estimated delivery cost and delivery terms

At the end you can to print AWB or press "Save" and print AWB later (Figure 37).

New consignment note

SHIPPING MANAGER ADDRESS BOOK SETTINGS

Collection date: 10.01.2019

Product: Documents

Payment: Sender pays

Deliver to: Receiver's address

☐ Parcel locker

☐ Inventory investment

☐ Personal delivery

Premium services

9:00 Express

10:00 Express

12:00 Express

18:00 Express

Saturday Delivery

Special services

Special Service

Cancel Save Print

TEMPLATES

Figure 37. Save AWB

The saved AWB will be displayed in the Shipping Manager (Figure 38). If we click on the AWB we will see short information about shipment and also will open the menu with help of which we can edit, delete or print this AWB.

Shipping manager

ADDRESS BOOK

SETTINGS

Start date:

09.01.2019

End date:

10.01.2019

Display:

All consignments ▼

Search:

PICKUP REQUEST

8036960954	may 2018	10.01.2019		<div>Sender: 520000</div> <div>Inventa</div> <div>Receiver:</div> <div>Kolos</div> <div>Shevchenka 33a</div> <div>07033, Rahivka, Ukraine</div> <div>NEW CONSIGNMENT NOTE</div> <div>EDIT CONSIGNMENT NOTE</div> <div>DELETE CONSIGNMENT NOTE</div> <div>PRINT CONSIGNMENT NOTE</div>
Kolos		Rahivka		

Figure 38. List of saved AWB's

Print consignment note

In order to print consignment, note you have to choose AWB from the list in Shipping manager and click on "Print consignment note" (Figure 39). AWB will be print on a printer according to settings.

Shipping manager

ADDRESS BOOK

SETTINGS

Start date:

09.01.2019

End date:

10.01.2019

Display:

All consignments ▼

Search:

PICKUP REQUEST

8036960954	may 2018	10.01.2019		<div>Sender: 520000</div> <div>Zoo- world</div> <div>Receiver:</div> <div>IOGO</div> <div>V.Panchuka 12</div> <div>20130, Kharkivka, Ukraine</div> <div>NEW CONSIGNMENT NOTE</div> <div>EDIT CONSIGNMENT NOTE</div> <div>DELETE CONSIGNMENT NOTE</div> <div>PRINT CONSIGNMENT NOTE</div>
Kolos		Rahivka		
8036961039	2018-33	10.01.2019		
Best Gift		Voronizh		
8036961167	BYA - 2018	10.01.2019		
IOGO		Kharkivka		

Figure 39. Print consignment note



Will be printed 4 copies of AWB (Figure 40).

803 696 1167

1 of 4

Sender

Account Number: 520000
Customer Reference: BYA - 2018
Company Name: Zoo- world
Address: Sobornosti 22, of 345
City: Kolomie
Province: Khmelnytska
Contact Name: Muhailov T
Phone: 066 987 87 89
Postal/Zip Code: 30066
Country: Ukraine

Receiver

Account Number:
Company Name: IOGO
Address: V.Panchuka 12
City: Kharkivka
Province: Cherkaska
Contact Name: Vladimirov A.
Phone: 098 67 67 678
Postal/Zip Code: 20130
Country: Ukraine

Delivery Address

Account Number:
Company Name:
Address:
City:
Province:
Contact Name:
Phone:
Postal/Zip Code:
Country:

Payer

Payment of Charges: Sender
Account Number:
Company Name:

Shipment Details

Number of Items: 1
Total Volume:
Full Description of Contents: Documents
Total Weight: 0,250 kgs
Volume Weight:

Products & Services

Product: Documents
Service: Door To Door (Domestic Express)
Additional Options:
Insurance Value:

Delivery Instructions

Receiver's Signature

Date & Time: _____ Signature: _____

Sender's Signature

Date: 10.01.2019
Signature: _____

Received by TMM Express

Date & Time: _____
Signature: _____

Easy Shipper 1.3.2/53.1

Figure 40. Copy of AWB

Also, you can print few AWB at the same time. To do this press CTRL and choose AWB that you want to print, then click on "Print selected consignment notes" (Figure 41).

Shipping manager

ADDRESS BOOK SETTINGS

Start date: 09.01.2019
End date: 10.01.2019
Display: All consignments
Search:

8036960954	may 2018	10.01.2019	Kolos	Rahivka
8036961039	2018-33	10.01.2019	Best Gift	Voronizh
8036961167	BYA - 2018	10.01.2019	IOGO	Kharkivka

NEW CONSIGNMENT NOTE
TRACK SELECTED SHIPMENTS
PRINT SELECTED CONSIGNMENT NOTES
PRINT LABELS
PRINT COLLECTION MANIFEST

Figure 41. Print few AWB at the same time



Print labels

Labels are required to mark your shipments. To print a label, you need to select a consignment note to which you want to print a label and click on the button "Print labels" (Figure 42). The label will be printed to the printer according to the settings (Figure 43).

The screenshot shows the 'Shipping manager' web application. On the left, there are filters for 'Start date' (09.01.2019), 'End date' (10.01.2019), 'Display' (All consignments), and a 'Search' field. The main table lists consignments with columns for ID, date, and location. The third row is selected, showing ID 8036961167, date 10.01.2019, and location Kharkivka. On the right, a sidebar contains several buttons: 'NEW CONSIGNMENT NOTE', 'VIEW CONSIGNMENT NOTE', 'TRACK SHIPMENT', 'PRINT CONSIGNMENT NOTE', 'PRINT LABELS' (highlighted with a red arrow), 'MARK AS CANCELED CONSIGNMENT NOTE', and 'PRINT COLLECTION MANIFEST'. At the top right, there are links for 'ADDRESS BOOK' and 'SETTINGS'.

Figure 42. Print labels

The printed label is for a 'DOMESTIC' shipment. It includes the TMM express logo at the top right. The label is divided into several sections: 'Con No.' (803 696 1167), 'Service' (DD), 'Product' (Documents), 'Pickup Date' (10.01.2019), 'Origin' (UA Kolomie), 'Sender' (Zoo-world), 'Delivery Address' (IOGO, V.Panchuka 12, Vladimirov A., 096 67 67 678), and a large barcode at the bottom. A red box highlights the '20130' code next to the address.

Figure 43. Example of printed label

Also, you can print few labels at the same time. To do this press CTRL and choose AWB that you want to print labels, then click on "Print labels" (Figure 44).

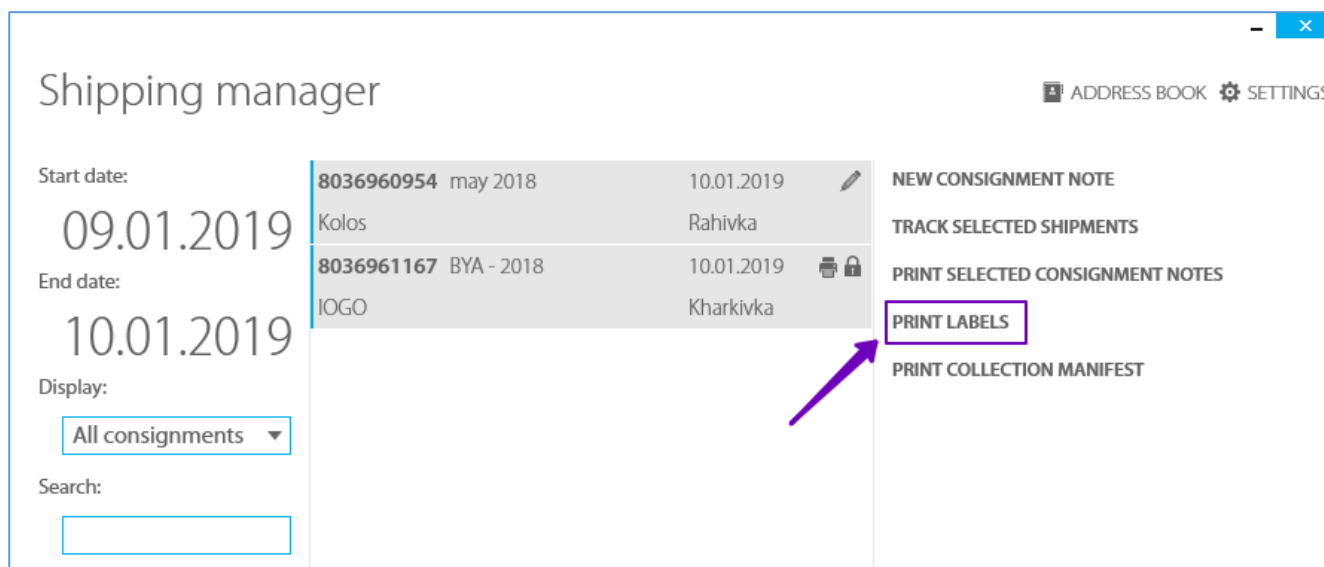


Figure 44. Print few labels at the same time

Also, in the Print Settings, you can set the label to be automatically printed when printing AWB.

Print collection manifest

Collection manifest is a list of shipments prepared for pick up by courier. To print a collection manifest, click on button "Print collection manifest" in the menu (Figure 45).

Pay attention that to collection manifest will be included all AWB that were printed after last collection manifest. So, if some shipment doesn't have to be passed to courier and included to current collection manifest, you will have to mark this consignment note as canceled before print collection manifest. Later you will be able to recover AWB marked as canceled.

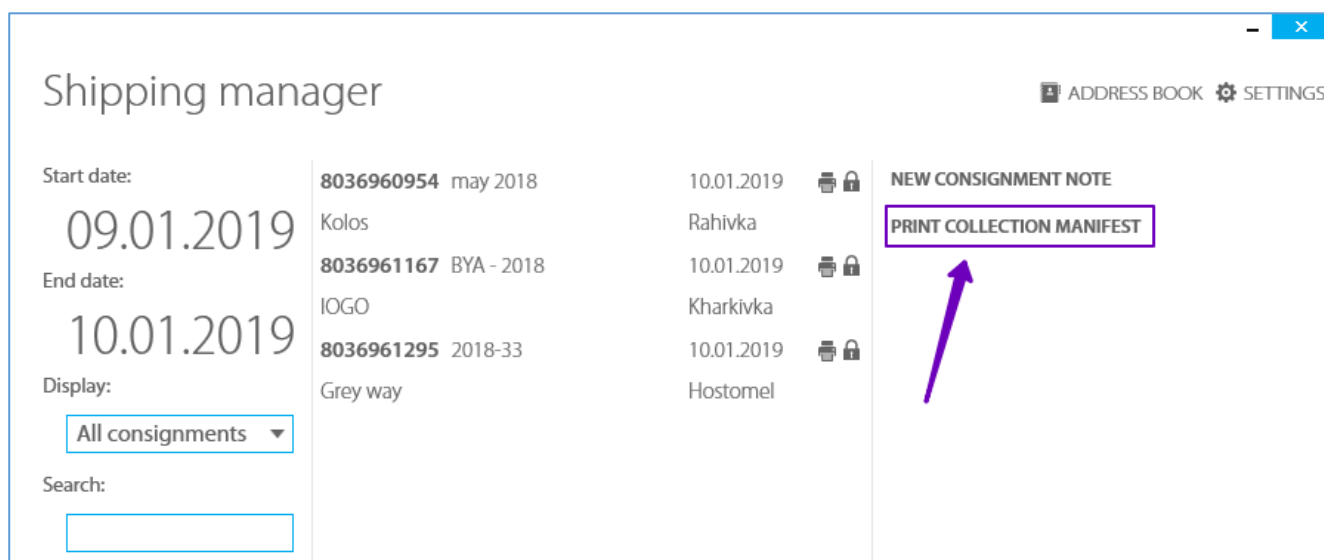


Figure 45. Print collection manifest



As a result, we will get a manifest with a list of Shipments that must be passed to courier (Figure 46).

Collection Manifest

Date: 10.01.2019 Page: 1 of 1

Sender
Account Number: 520000
Company Name: Inventa
Address: Syretskaya 2a , Kyiv, Kyiv, 01001, Ukraine

List of Items

Connote Number: 8036960954 Number of Items: 1 Total Weight: 0,300 kgs	Receiver: Kolos City: Rahivka Country: Ukraine	Product: Documents Service: Door To Door (Domestic Express)
Connote Number: 8036961167 Number of Items: 1 Total Weight: 0,250 kgs	Receiver: IOGO City: Kharkivka Country: Ukraine	Product: Documents Service: Door To Door (Domestic Express)
Connote Number: 8036961295 Number of Items: 1 Total Weight: 0,250 kgs	Receiver: Grey way City: Hostomel Country: Ukraine	Product: Documents Service: Door To Door (Domestic Express)

Totals
Total Number of Items: 3
Total Weight: 0,800 kgs

Sender's Signature
Date: _____ Signature: _____

Received by TMM Express
Date & Time: _____ Signature: _____

Figure 46. Collection manifest

Track shipment

In order to track shipment, you need to select it from the list of AWB or make search used by AWB number and click on the button "Track shipment" (Figure 47).

Shipping manager

ADDRESS BOOK SETTINGS

Start date:
09.01.2019

End date:
11.01.2019

Display:
All consignments

Search:

8036960954	may 2018	10.01.2019	→	Sender: 520000 Smart
Kolos		Rahivka		Receiver: FOP Nagirniy Promyslova 15 37312, Svatky, Ukraine
8036961167	BYA - 2018	10.01.2019	✓	
IOGO		Kharkivka		
8036961295	2018-33	10.01.2019	⊗	
Grey way		Hostomel		
8036961323	SVA - 23155\1	10.01.2019	⊗	
Komod		Zbarazh		
8036961451	23432\67- 89	10.01.2019	🖨	
FOP Nagirniy		Svatky		
8036961579		11.01.2019	⊗	
TD Fortuna		Zaporizke		

NEW CONSIGNMENT NOTE

VIEW CONSIGNMENT NOTE

TRACK SHIPMENT

PRINT CONSIGNMENT NOTE

PRINT LABELS







MARK AS CANCELED CONSIGNMENT NOTE

PICKUP REQUEST

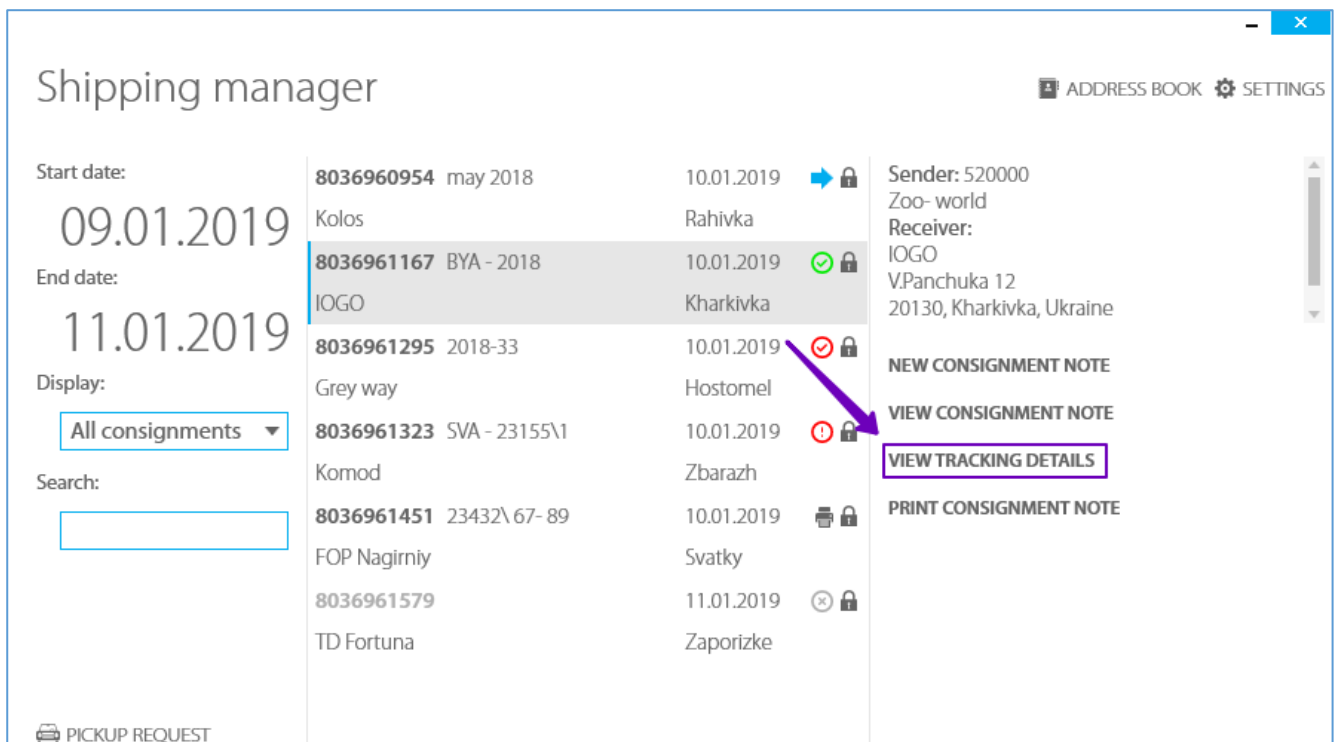
Figure 47. Track shipment

Also, using General Settings, you can set the system automatically track all shipments for the last 3 months.

After track every shipment will have a special mark which will show a stage of transportation. For example:

-  - transportation finished, delivery unsuccessful;
-  - shipment in delivery process;
-  - transportation finished, shipment delivered;
-  - shipment can't be delivered due to some difficulties;
-  - consignment note cancelled;
-  - consignment note printed but doesn't passed to courier yet.

To check track details, choose AWB and click on "View track details" (Figure 48).



The screenshot shows the 'Shipping manager' window. On the left, there are filters for 'Start date' (09.01.2019), 'End date' (11.01.2019), 'Display' (All consignments), and a 'Search' field. The main area displays a table of shipments with columns for AWB number, description, date, and status. A purple arrow points from the 'VIEW TRACKING DETAILS' button in the right-hand menu to the status icon of a shipment.

AWB	Description	Date	Status
8036960954	may 2018	10.01.2019	Blue arrow
Kolos	Rahivka		
8036961167	BYA - 2018	10.01.2019	Green checkmark
IOGO	Kharkivka		
8036961295	2018-33	10.01.2019	Red exclamation mark
Grey way	Hostomel		
8036961323	SVA - 23155\1	10.01.2019	Red exclamation mark
Komod	Zbarazh		
8036961451	23432\ 67- 89	10.01.2019	Printer icon
FOP Nagirniy	Svatky		
8036961579		11.01.2019	Grey X
TD Fortuna	Zaporizke		

Sender: 520000
Zoo- world
Receiver:
IOGO
V.Panchuka 12
20130, Kharkivka, Ukraine

NEW CONSIGNMENT NOTE
VIEW CONSIGNMENT NOTE
VIEW TRACKING DETAILS
PRINT CONSIGNMENT NOTE

PICKUP REQUEST

Figure 48. View track details

In appeared window you will see full tracking history. If shipment has been already delivered you will see delivery date & time and name of person who received shipment (Figure 49).

Viewing tracking details

AWB number:
803 696 1323

Collection date:
10.01.2019

Delivery date & time:
04.01.2019 16:34

Signatory:
KOMAR SERGEY

Tracking history

Date	Time	Location	Status
04.01.2019	16:34	TERNOPIL	Consignment delivered in good condition
04.01.2019	13:24	TERNOPIL	Out for Delivery
03.01.2019	17:45	TERNOPIL	The consignment cannot be delivered because the contact details are incorrect
03.01.2019	14:50	TERNOPIL	Out for Delivery
03.01.2019	11:34	TERNOPIL	Consignment in Warehouse
03.01.2019	10:43	TERNOPIL	Import received at destination depot
02.01.2019	19:00	VINNYTSIA	Consignment data transhipped
02.01.2019	14:56	VINNYTSIA	Entered to warehouse

Close

Figure 49. Full tracking history

Cancel and recover consignment note

If consignment note was made by mistake or you created AWB but shipment will be send later, in order that this shipment won't be included to collection manifest it must be marked as canceled. This applies only to AWB that were printed but weren't included to former collection manifests.

To cancel consignment, you have to choose AWB and click on button "Mark as canceled consignment note" (Figure 50).

Shipping manager

Start date:
09.01.2019

End date:
11.01.2019

Display:
All consignments

Search:

8036960954	may 2018	10.01.2019	→	Sender: 520000 Abrukos
Kolos		Rahivka		Receiver: TD Fortuna
8036961167	BYA - 2018	10.01.2019	✓	Metalurgiv 12
IOGO		Kharkivka		52918, Zaporizke, Ukraine
8036961295	2018-33	10.01.2019	✓	
Grey way		Hostomel		
8036961323	SVA - 23155\1	10.01.2019	✓	
Komod		Zbarazh		
8036961451	23432\ 67- 89	10.01.2019	✓	
FOP Nagirniy		Svatky		
8036961579		11.01.2019	✓	
TD Fortuna		Zaporizke		

NEW CONSIGNMENT NOTE

VIEW CONSIGNMENT NOTE

TRACK SHIPMENT

PRINT CONSIGNMENT NOTE

PRINT LABELS

MARK AS CANCELED CONSIGNMENT NOTE

PRINT COLLECTION MANIFEST

Figure 50. Mark as canceled consignment note

In the next window press "Yes" if you really want to cancel selected shipment (Figure 51).

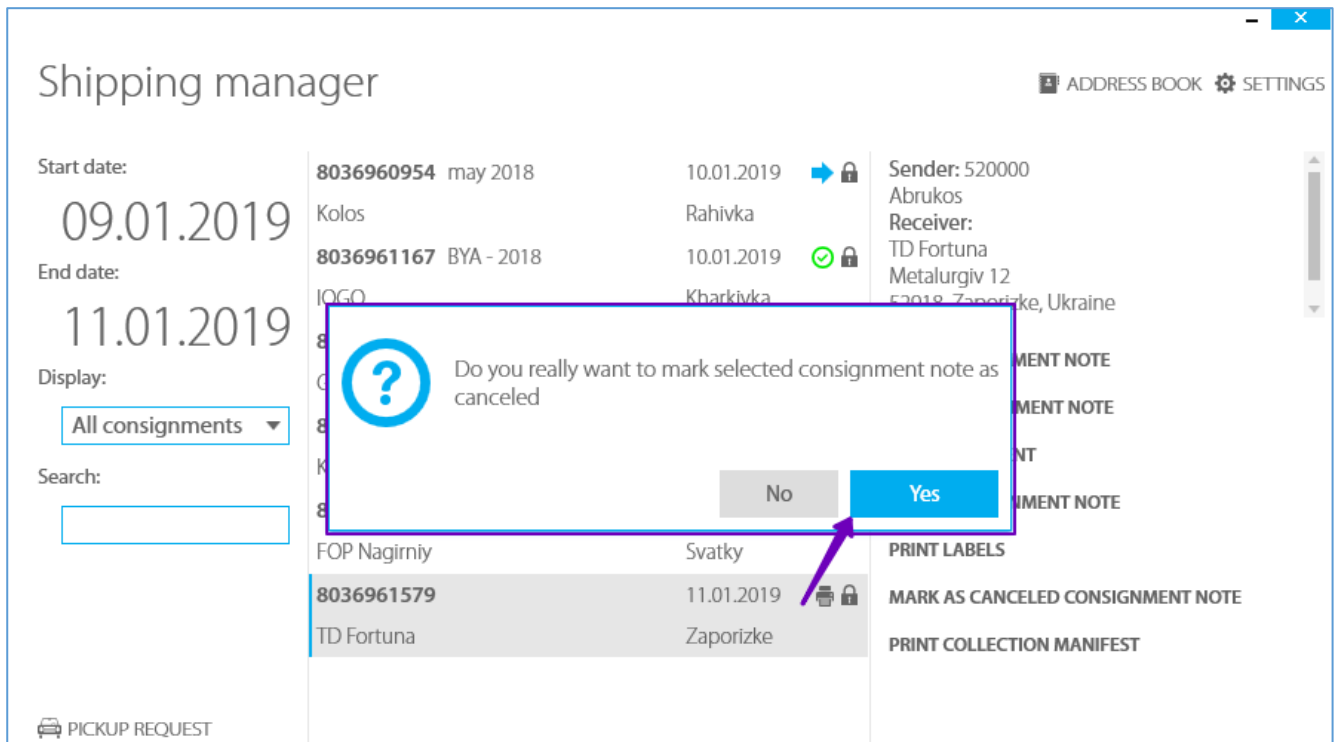


Figure 51. Confirm if consignment number must be cancelled

Cancelled consignment note will have grey color and special mark (Figure 52).

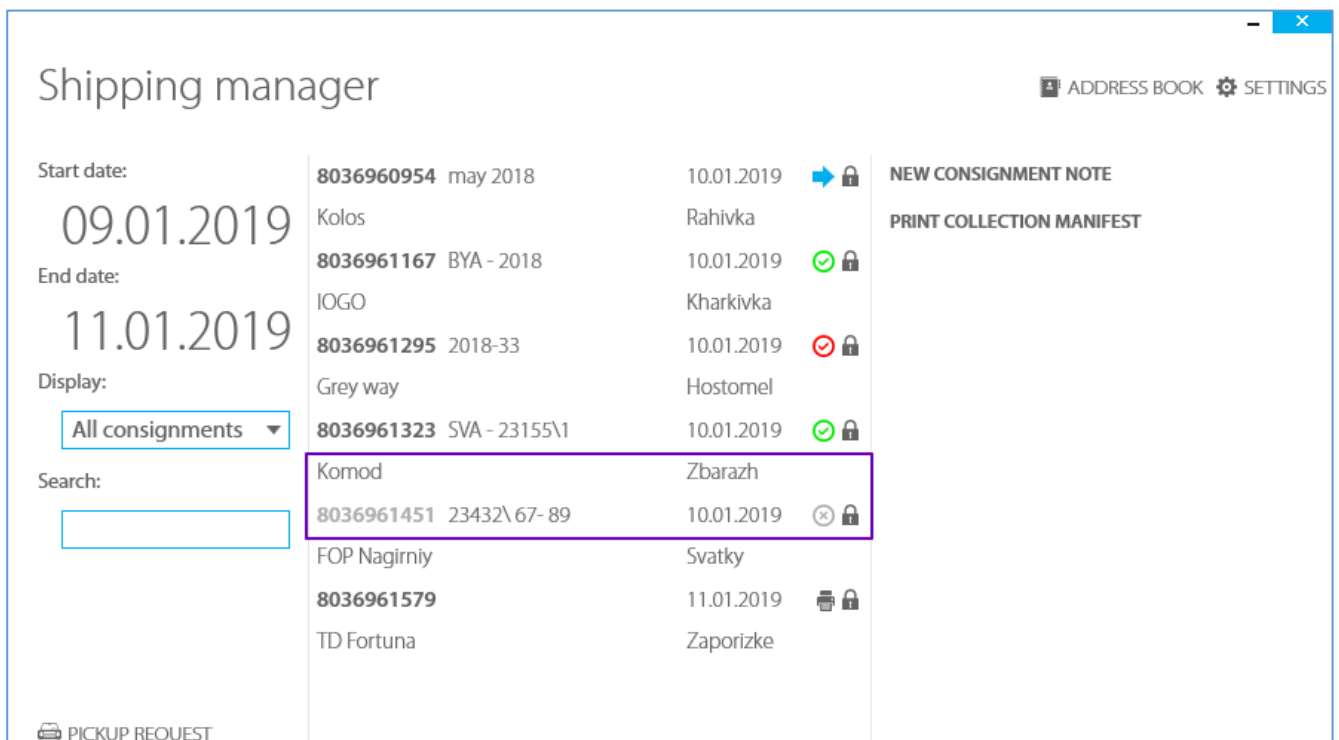


Figure 52. Consignment note marked as canceled



When you are ready to pass this consignment note to courier you will need to recover it. Choose cancelled AWB in the list and click on the button "Unmark as canceled consignment note" (Figure 53).

Shipping manager

Start date: 09.01.2019
End date: 11.01.2019
Display: All consignments
Search:

AWB	Sender	Receiver	Date	Status
8036960954	may 2018		10.01.2019	→
	Kolos	Rahivka		
8036961167	BYA - 2018		10.01.2019	✓
	IOGO	Kharkivka		
8036961295	2018-33		10.01.2019	✗
	Grey way	Hostomel		
8036961323	SVA - 23155\1		10.01.2019	✓
	Komod	Zbarazh		
8036961451	23432\67- 89		10.01.2019	✗
	FOP Nagirniy	Svatky		
8036961579			11.01.2019	✗
	TD Fortuna	Zaporizke		

Sender: 520000 Smart
Receiver: FOP Nagirniy Promyslova 15 37312, Svatky, Ukraine

NEW CONSIGNMENT NOTE
VIEW CONSIGNMENT NOTE
UNMARK AS CANCELED CONSIGNMENT NOTE
PRINT COLLECTION MANIFEST

Figure 53. Unmark as canceled consignment note

In the next window press "Yes" if you really want to recover selected consignment number (Figure 54).

Shipping manager

Start date: 09.01.2019
End date: 11.01.2019
Display: All consignments
Search:

AWB	Sender	Receiver	Date	Status
8036960954	may 2018		10.01.2019	→
	Kolos	Rahivka		
8036961167	BYA - 2018		10.01.2019	✓
	IOGO	Kharkivka		
8036961295	2018-33		10.01.2019	✗
	Grey way	Hostomel		
8036961323	SVA - 23155\1		10.01.2019	✓
	Komod	Zbarazh		
8036961451	23432\67- 89		10.01.2019	✗
	FOP Nagirniy	Svatky		
8036961579			11.01.2019	✗
	TD Fortuna	Zaporizke		

Sender: 520000 Smart
Receiver: FOP Nagirniy Promyslova 15 37312, Svatky, Ukraine

Do you really want to unmark selected consignment note as canceled

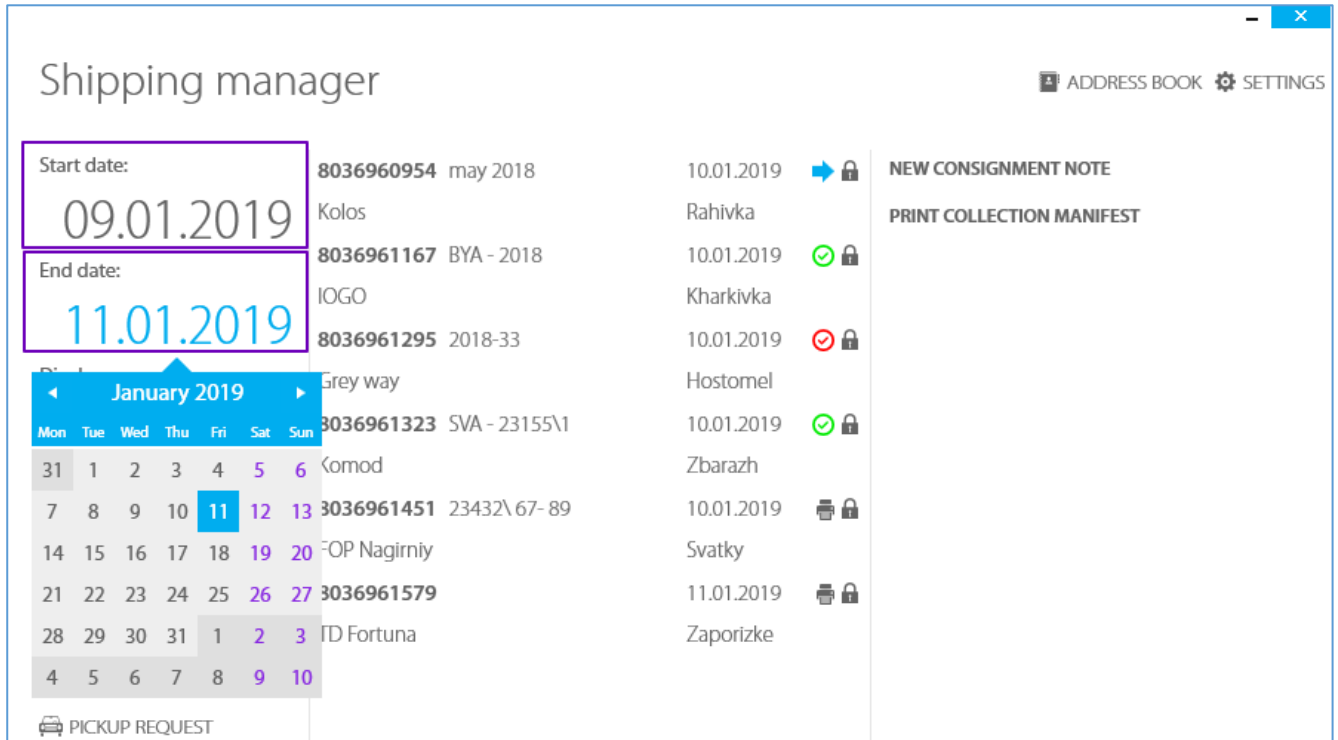
No Yes

Figure 54. Confirm if consignment number must be recovered

Sort consignment note

In Shipping manager you can sort shipments due to the following parameters:

- Period – sort by date of creation of consignment note. Click on the date and choose start and end dates of period (Figure 55).

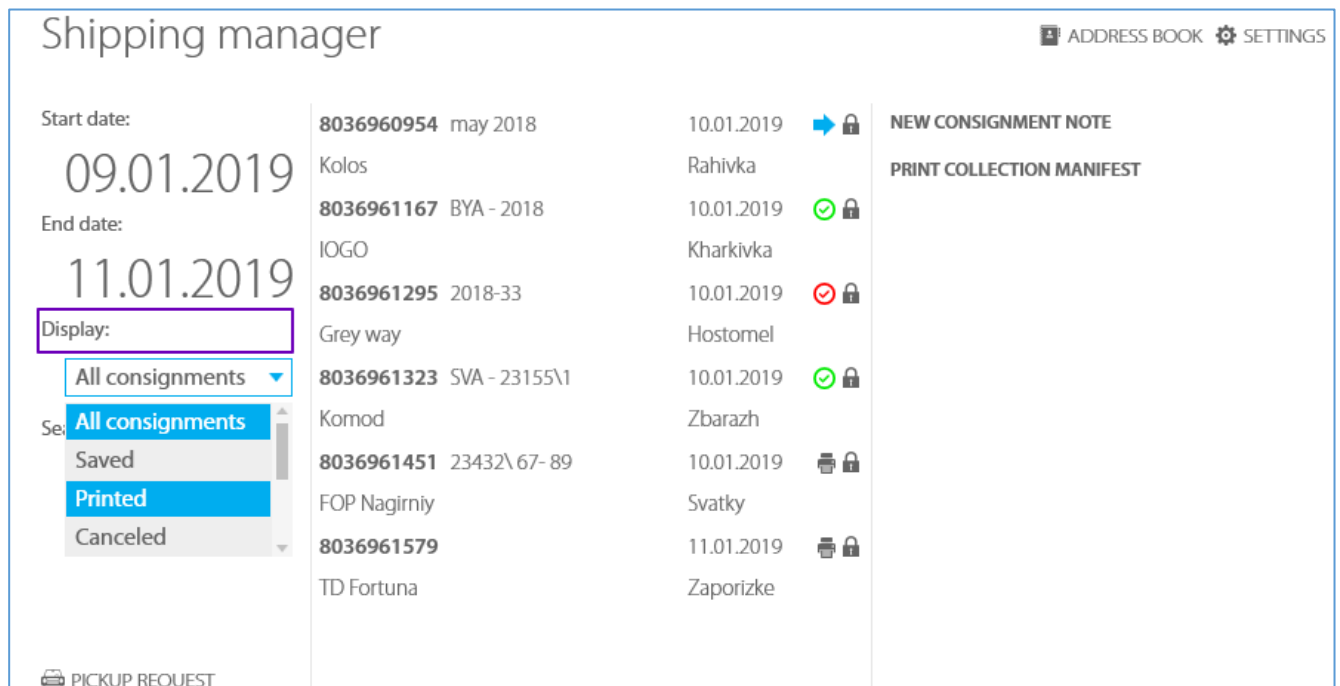


The screenshot shows the 'Shipping manager' window. On the left, there are input fields for 'Start date:' and 'End date:'. The 'Start date' is set to '09.01.2019' and the 'End date' is set to '11.01.2019'. Below these fields, a calendar for January 2019 is displayed, with the date '11' highlighted. The main table lists shipments with columns for ID, description, date, and status. The right sidebar contains links for 'NEW CONSIGNMENT NOTE' and 'PRINT COLLECTION MANIFEST'.

ID	Description	Date	Status
8036960954	may 2018	10.01.2019	→
	Kolos	Rahivka	
8036961167	BYA - 2018	10.01.2019	✓
	IOGO	Kharkivka	
8036961295	2018-33	10.01.2019	✗
	Grey way	Hostomel	
8036961323	SVA - 23155\1	10.01.2019	✓
	Komod	Zbarazh	
8036961451	23432\67-89	10.01.2019	🖨️
	FOP Nagirniy	Svatky	
8036961579		11.01.2019	🖨️
	TD Fortuna	Zaporizke	

Figure 55. Sort by date of creation of consignment note

- Condition of consignment note: saved, printed, canceled, all consignments. Choose necessary condition in point "Display" (Figure 56).



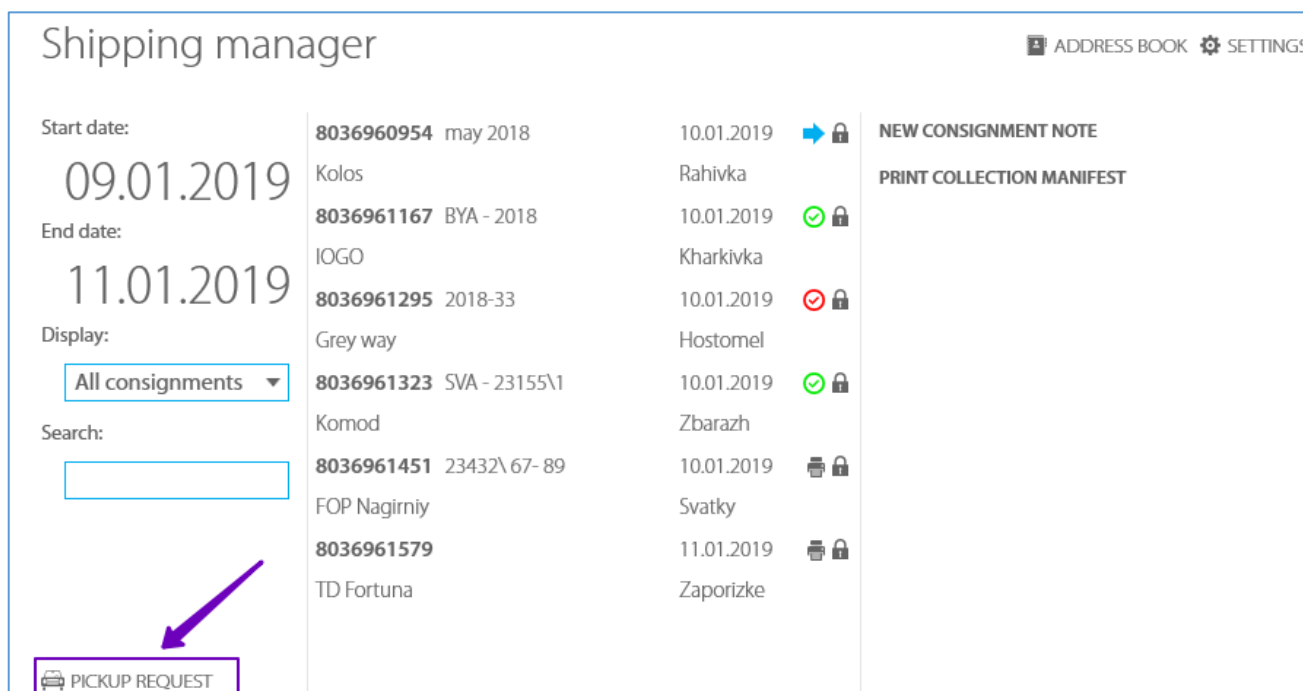
The screenshot shows the 'Shipping manager' window. On the left, there are input fields for 'Start date:' and 'End date:'. The 'Start date' is set to '09.01.2019' and the 'End date' is set to '11.01.2019'. Below these fields, there is a 'Display:' dropdown menu with the following options: 'All consignments', 'Saved', 'Printed', and 'Canceled'. The 'All consignments' option is selected. The main table lists shipments with columns for ID, description, date, and status. The right sidebar contains links for 'NEW CONSIGNMENT NOTE' and 'PRINT COLLECTION MANIFEST'.

ID	Description	Date	Status
8036960954	may 2018	10.01.2019	→
	Kolos	Rahivka	
8036961167	BYA - 2018	10.01.2019	✓
	IOGO	Kharkivka	
8036961295	2018-33	10.01.2019	✗
	Grey way	Hostomel	
8036961323	SVA - 23155\1	10.01.2019	✓
	Komod	Zbarazh	
8036961451	23432\67-89	10.01.2019	🖨️
	FOP Nagirniy	Svatky	
8036961579		11.01.2019	🖨️
	TD Fortuna	Zaporizke	

Figure 56. Sort by condition of consignment note

Pick up request

In order to make an order for collection shipments by courier click on button "Pickup request" in Shipping manager (Figure 57).



Shipping manager

Start date: 09.01.2019

End date: 11.01.2019

Display: All consignments

Search:

8036960954 may 2018 10.01.2019 ➔ 🔒

Kolos Rahivka

8036961167 BYA - 2018 10.01.2019 ✅ 🔒

IOGO Kharkivka

8036961295 2018-33 10.01.2019 ⚠️ 🔒

Grey way Hostomel

8036961323 SVA - 23155\1 10.01.2019 ✅ 🔒

Komod Zbarazh

8036961451 23432\67-89 10.01.2019 🖨️ 🔒

FOP Nagirniy Svatky

8036961579 11.01.2019 🖨️ 🔒

TD Fortuna Zaporizke

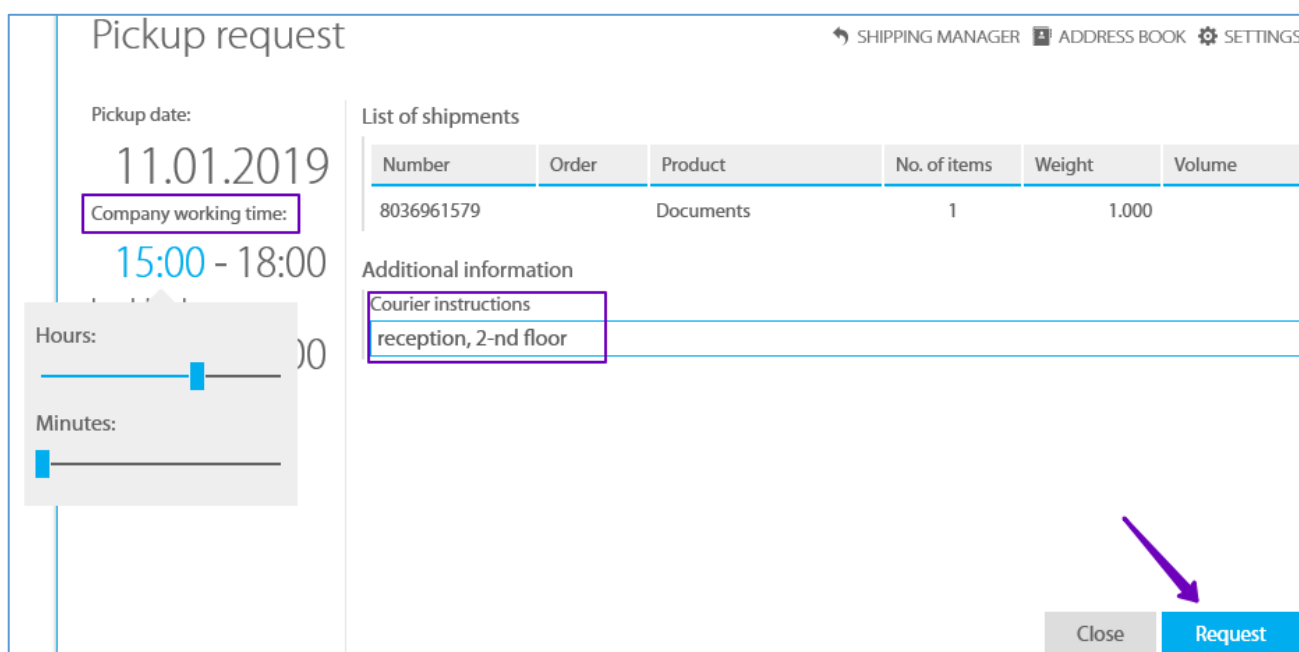
NEW CONSIGNMENT NOTE

PRINT COLLECTION MANIFEST

PICKUP REQUEST

Figure 57. Go to window "Pickup request"

In the next window will show list of shipments that should be passed to courier. You can make order only to a current date. Order will include all consignment notes that were printed but haven't been passed to courier yet. In the point "Company working time" you can choose time for collection and specify "Lunch break". Also, you can add special instructions for courier: take package, number of office and contact details... After you have entered all the data you need to click on the button "Request" (Figure 58).



Pickup request

Pickup date: 11.01.2019

Company working time: 15:00 - 18:00

Hours: 00

Minutes: 00

List of shipments

Number	Order	Product	No. of items	Weight	Volume
8036961579		Documents	1	1.000	

Additional information

Courier instructions

reception, 2-nd floor

Close Request

Figure 58. Fill in the pick up request



If everything done correct you will get an order number. To continue work press "Close" (Figure 59).

Pickup request

SHIPPING MANAGER ADDRESS BOOK SETTINGS

Pickup date: 11.01.2019
Company working time: 15:00 - 18:00
Lunch break: 13:00 - 14:00

List of shipments

Number	Order	Product	No. of items	Weight	Volume
8036961579	0000003150	Documents	1	1.000	

Additional information

Courier instructions
reception, 2-nd floor

Close Request

Figure 59. Order number

Address book Interface

To get into the Address Book, you need to click the button in the upper right corner of the main menu of Easy Shipper (Figure 60).

Shipping manager

Start date: 09.01.2019
End date: 11.01.2019
Display: All consignments
Search:

Number	Product	Date	Status
8036960954	may 2018	10.01.2019	🔒
Kolos		Rahivka	
8036961167	BYA - 2018	10.01.2019	✅🔒
IOGO		Kharkivka	
8036961295	2018-33	10.01.2019	❌🔒
Grey way		Hostomel	
8036961323	SVA - 23155\1	10.01.2019	✅🔒
Komod		Zbarazh	
8036961451	23432\ 67- 89	10.01.2019	🖨️🔒
FOP Nagirniy		Svatky	
8036961579		11.01.2019	🖨️🔒
TD Fortuna		Zaporizke	

ADDRESS BOOK SETTINGS

NEW CONSIGNMENT NOTE
PRINT COLLECTION MANIFEST

Figure 60. Go to Address Book

All addresses in Address book sorted by type: sender addresses, receiver addresses, delivery addresses and third party addresses (Figure 61).

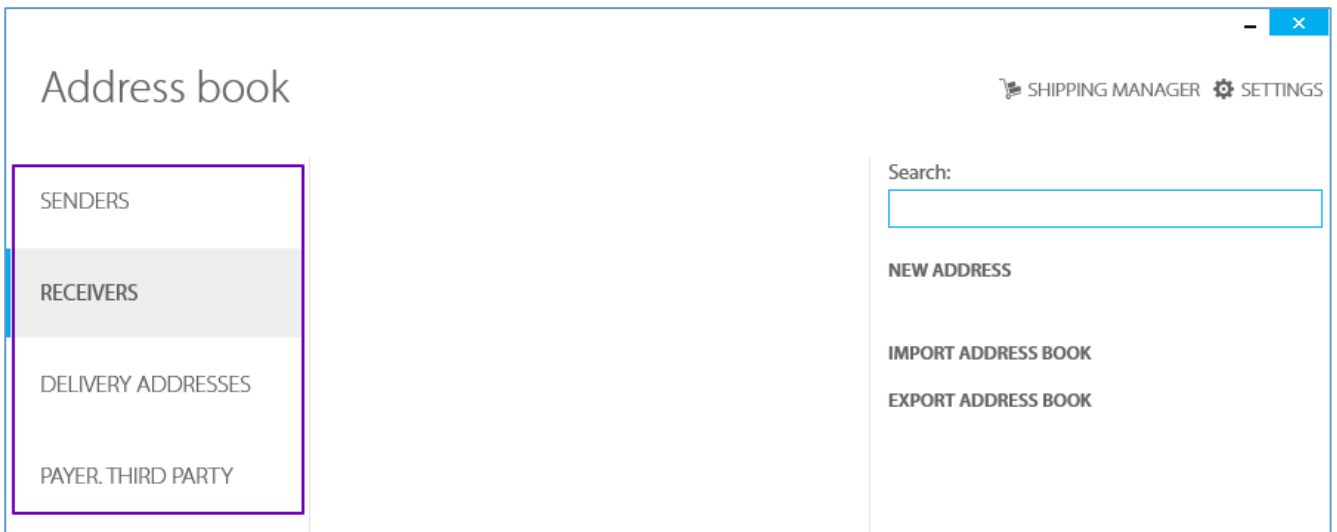


Figure 61. Address book - main window

Program allow make a search of address by key words. To do it you need to choose address type that you want to find (sender, receiver, delivery addresses, third party), enter any keys words (company name, city, post code, country code...) to the field Search (Figure 62).

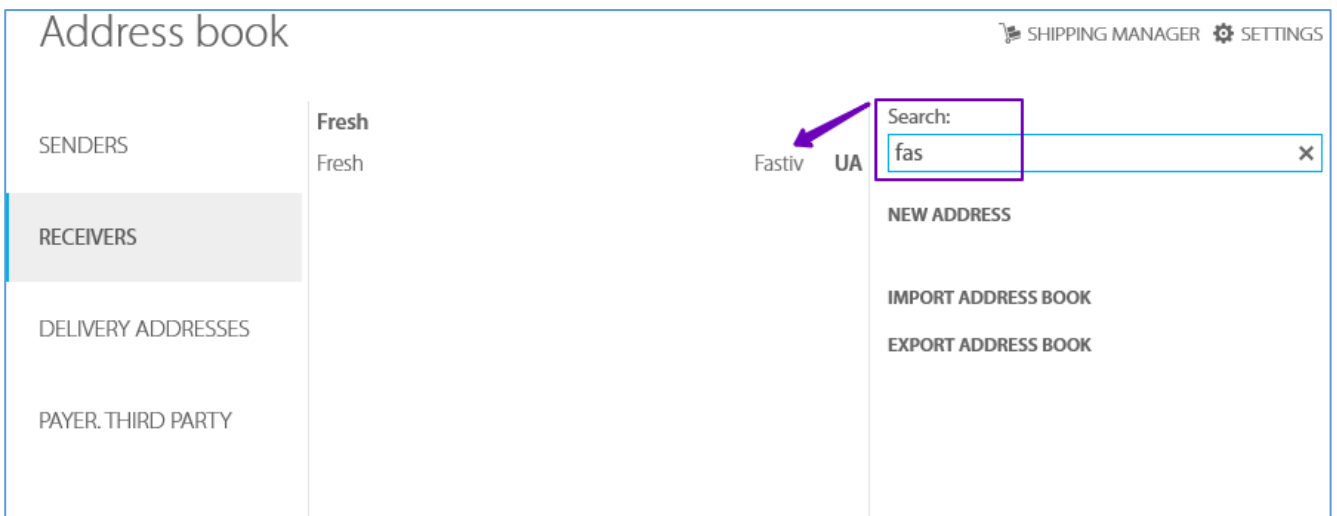


Figure 62. Search address in address book

Create new address

Choose type of address that you need to create (sender, receiver, delivery addresses, third party) and click on the button "New address" (Figure 63).

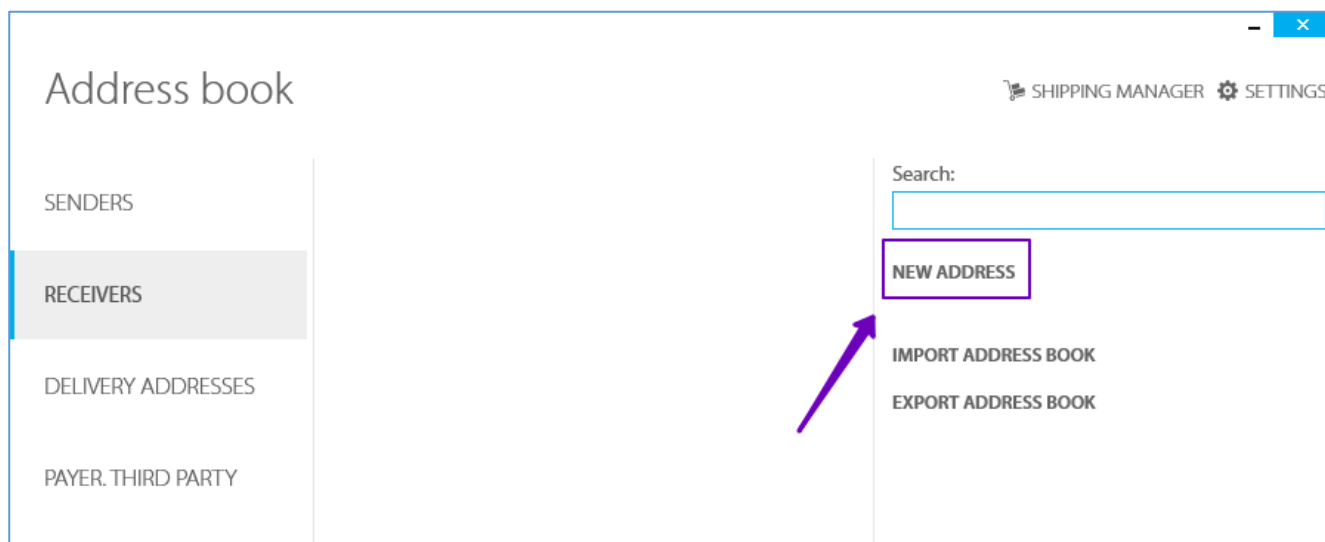


Figure 63. Go to window for creation new address of receiver

Fill in the form that will appear (required items are indicated with red) and press "Save" (Figure 64). Pay attention, after you specify country code you will see number of figures for post code (the number of letters N corresponds to the number of figures in post code).

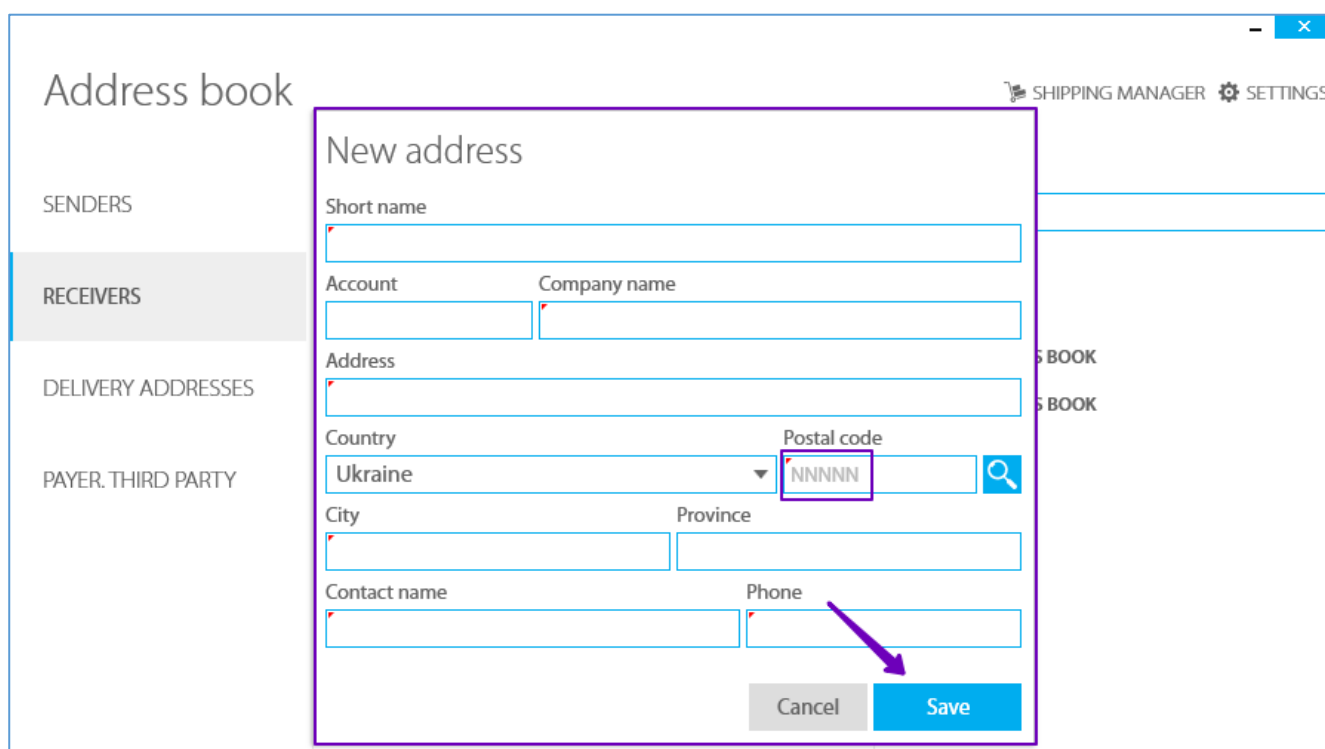


Figure 64. New address form

Also, you can find post code or city name used search. Click on the search icon and in the appear form specify post code or city name and press "Search" (**Ошибка! Источник ссылки не найден.** - Figure 66). In result of search find necessary city and press "Select" (Figure 67).

Address book SHIPPING MANAGER SETTINGS

SENDERS

RECEIVERS

DELIVERY ADDRESSES

PAYER, THIRD PARTY

Search:

NEW ADDRESS

Postal codes searching UA

Postal code City

24320

Cancel Search

Figure 65. Searching city name by a post code

Address book SHIPPING MANAGER SETTINGS

SENDERS

RECEIVERS

DELIVERY ADDRESSES

PAYER, THIRD PARTY

Search:

NEW ADDRESS

Postal codes searching UA

Postal code City

Ladyzhyn

Cancel Search

Figure 66. Searching city name by a city name

Address book SHIPPING MANAGER SETTINGS

SENDERS

RECEIVERS

DELIVERY ADDRESSES

PAYER, THIRD PARTY

Search:

Postal codes searching UA

Postal code City

ladyzhyn

Postal code	City	Province	
20382	Ladyzhynka	Cherkaska	SELECT
24320 - 24321	Ladyzhyn	Vinnytska	SELECT
24328	Ladyzhynske	Vinnytska	SELECT
23745	Ladyzhynski Khutory	Vinnytska	SELECT

Cancel Search

Figure 67. Result of postal codes searching

After filling in all fields click on the button "Save". Pay attention, if you don't fill some required field you will see a message that "Not all fields are filled in correctly". In this case press "Ok" and fix mistakes (Figure 68).

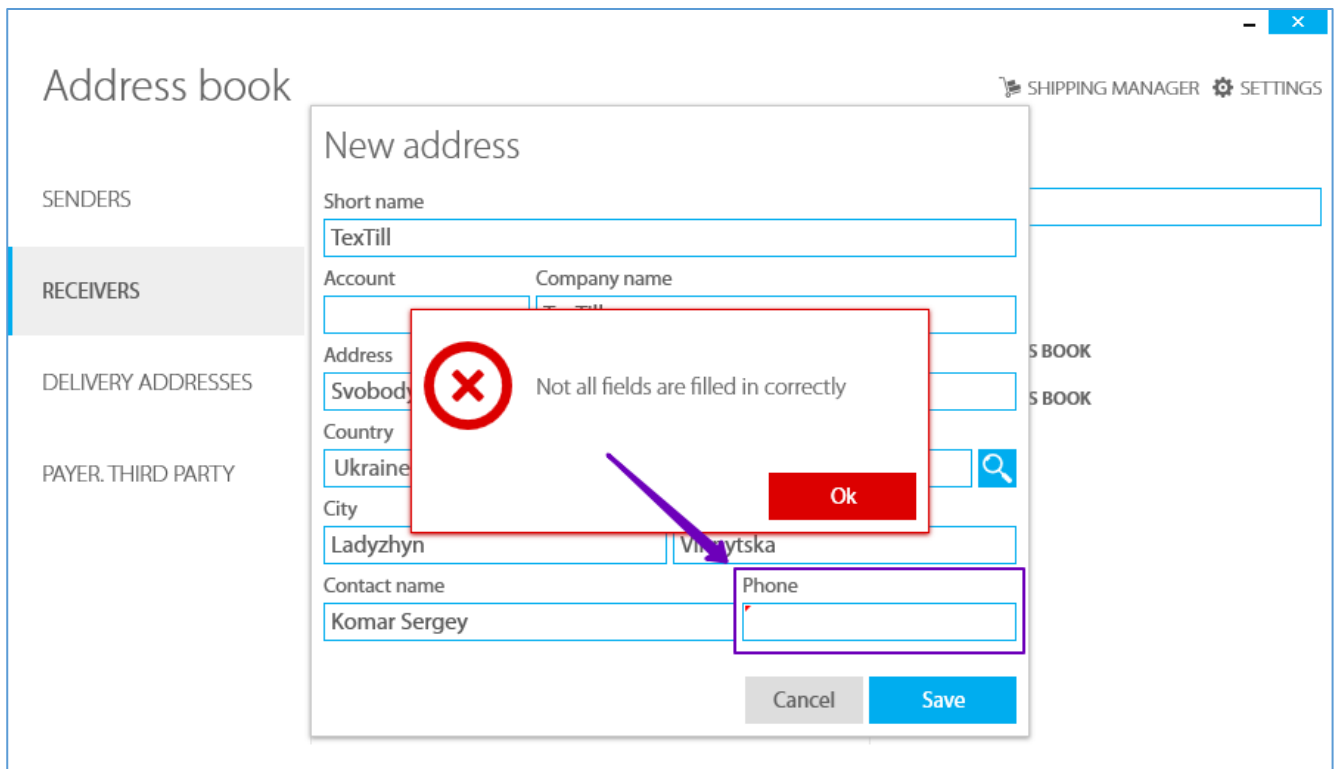


Figure 68. Message about mistake

If everything done correctly new address will appear in Address book (Figure 69).

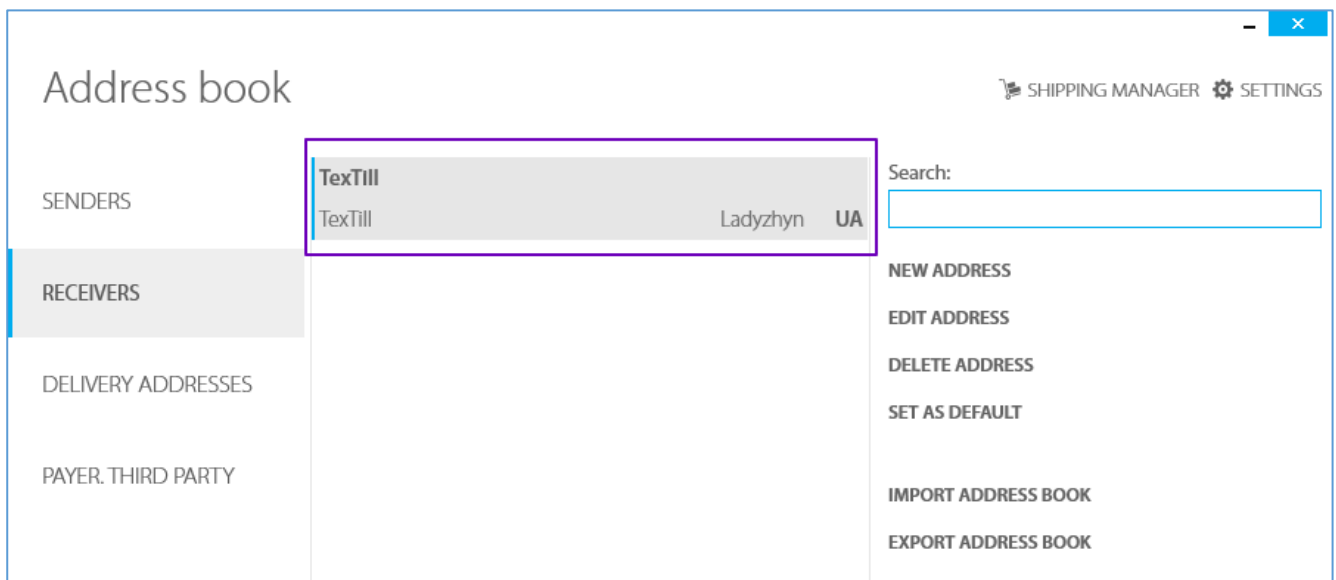


Figure 69. New receiver address in Address book

For each client you can specify one or more contact persons or addresses.

To add one more contact person to address you have to choose this address and click on button "Edit address" (Figure 70).

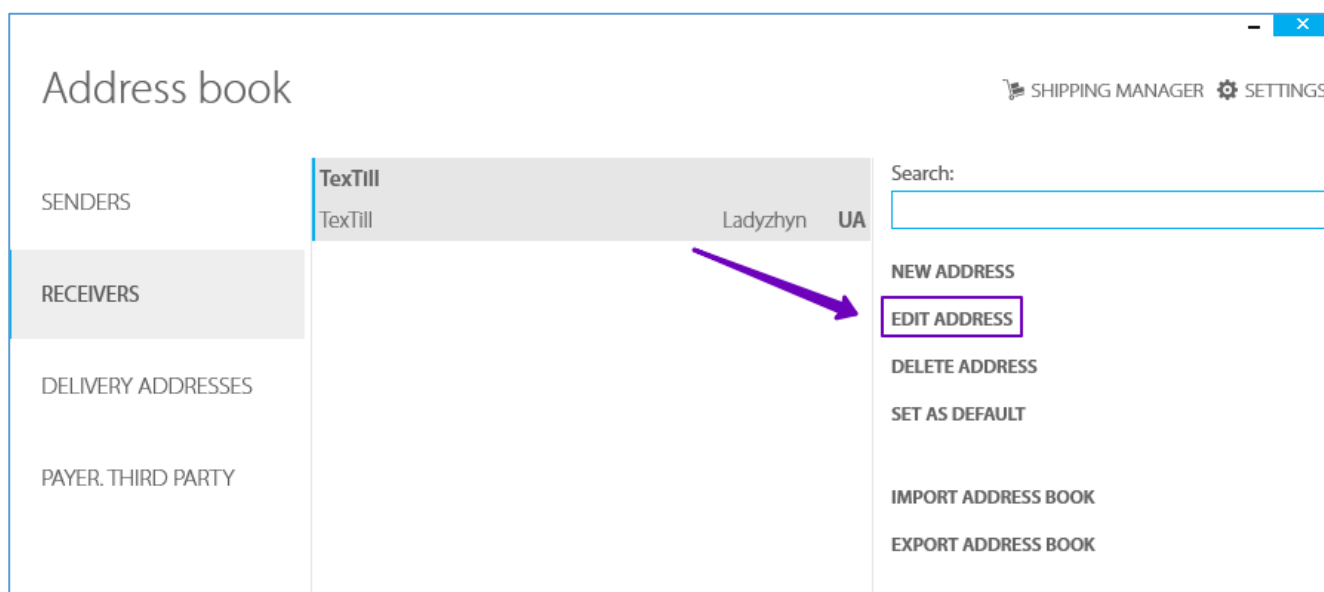


Figure 70. Go to window "Edit address"

You got to the window of this address, choose necessary address and click on button "Edit address" again (Figure 71).

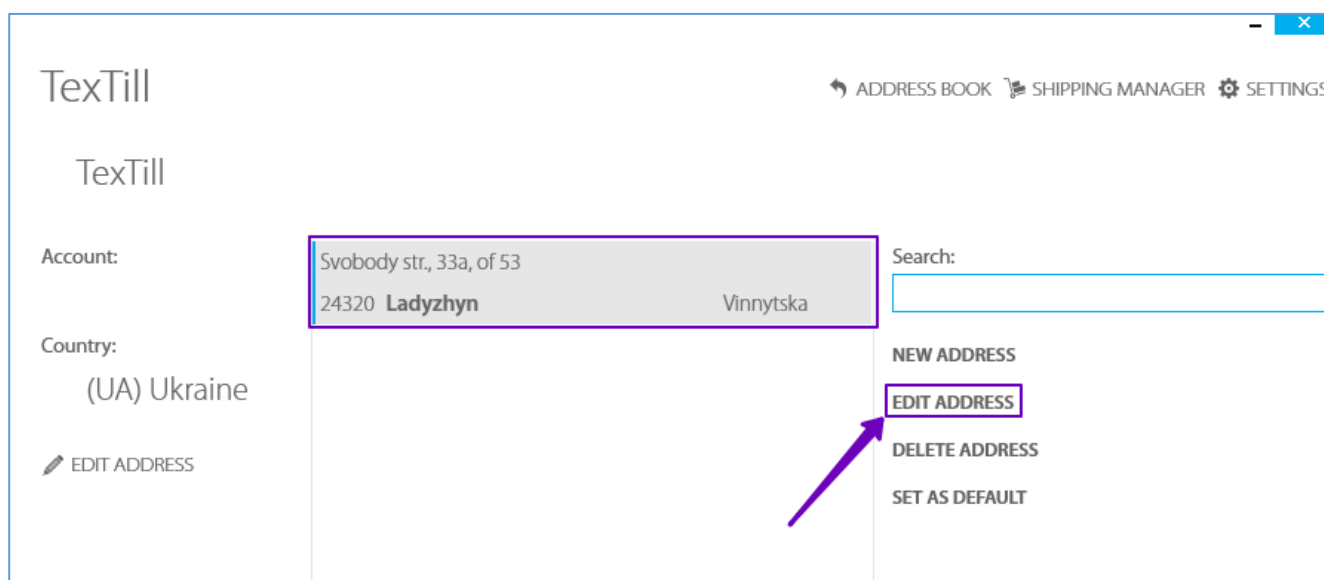
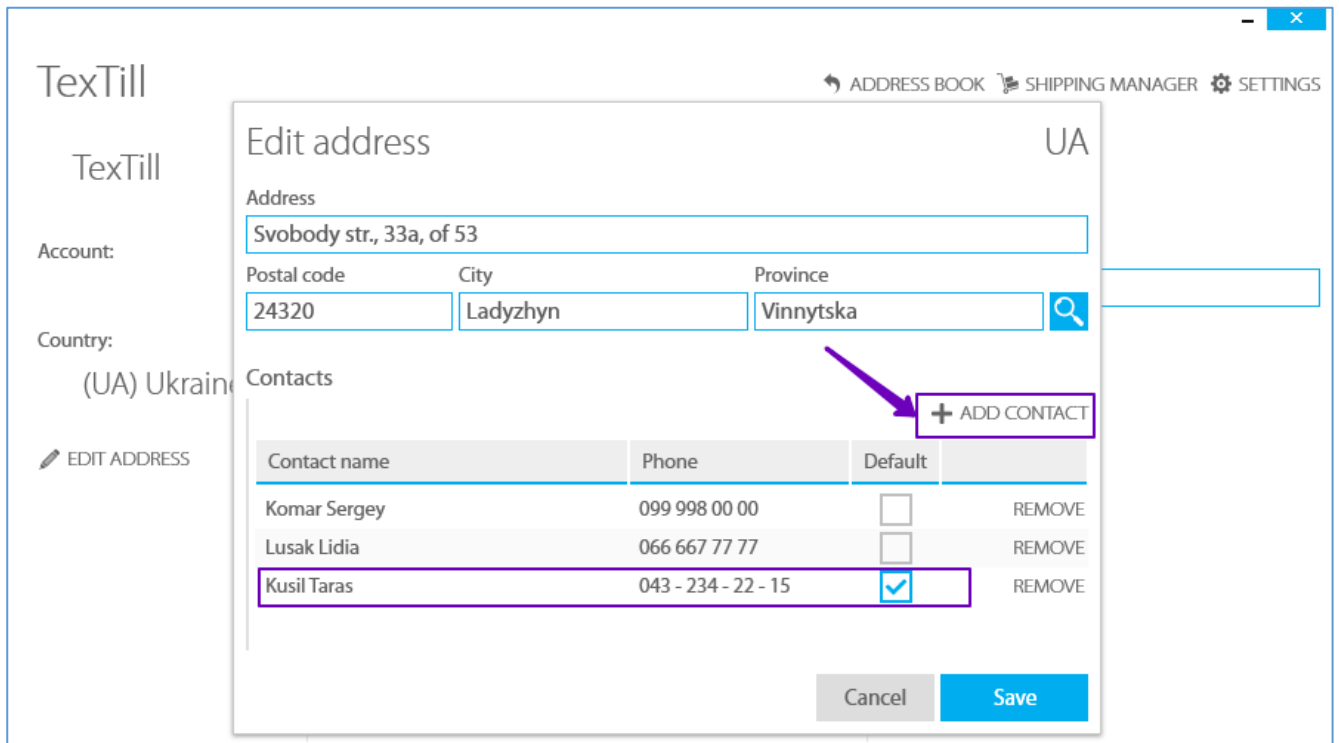


Figure 71. Address window

In appeared window press button "Add contact" and fill in new contact details. You can add so many contacts as you need. Also, you can choose the main contact, putting a mark in field "default". Press button "Save" to save changes (Figure 72).



TexTill

Account: Svobody str., 33a, of 53

Country: (UA) Ukraine

Postal code: 24320 City: Ladyzhyn Province: Vinnytska

Contacts

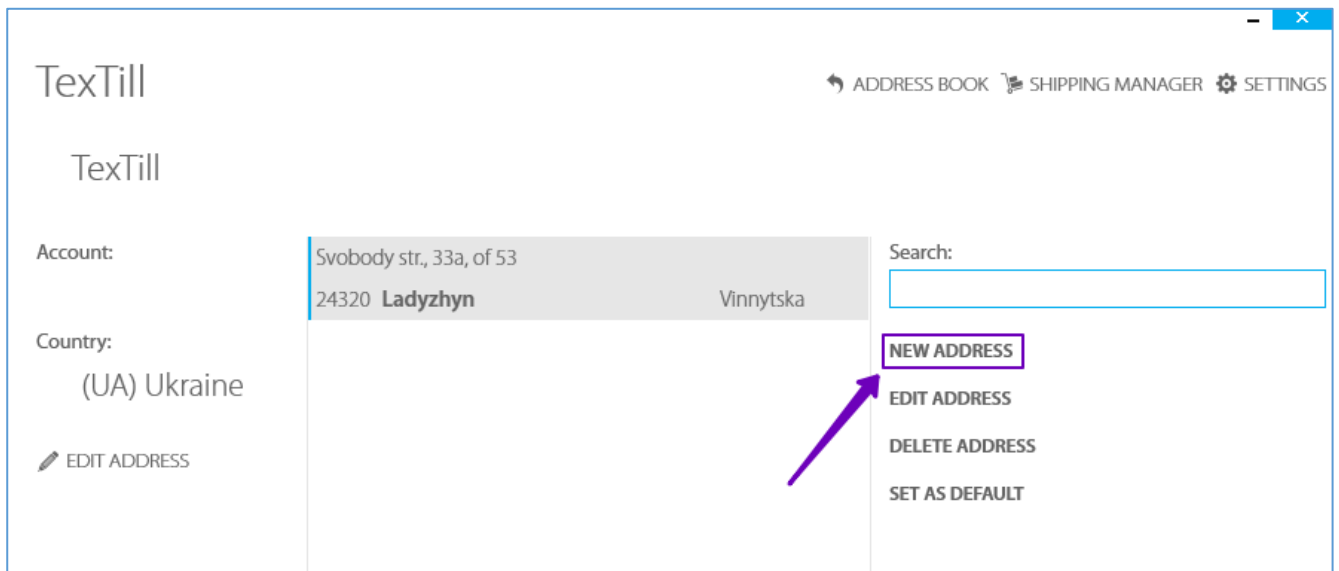
Contact name	Phone	Default	
Komar Sergey	099 998 00 00	<input type="checkbox"/>	REMOVE
Lusak Lidia	066 667 77 77	<input type="checkbox"/>	REMOVE
Kusil Taras	043 - 234 - 22 - 15	<input checked="" type="checkbox"/>	REMOVE

+ ADD CONTACT

Cancel Save

Figure 72. Add contacts to address

Also, for each company \ client you can specify few addresses. To do it go to address window (Figure 70 - Figure 71) click on address and in the menu press on the button "New address" (Figure 73).



TexTill

Account: Svobody str., 33a, of 53

Country: (UA) Ukraine

Postal code: 24320 City: Ladyzhyn Province: Vinnytska

Search:

NEW ADDRESS

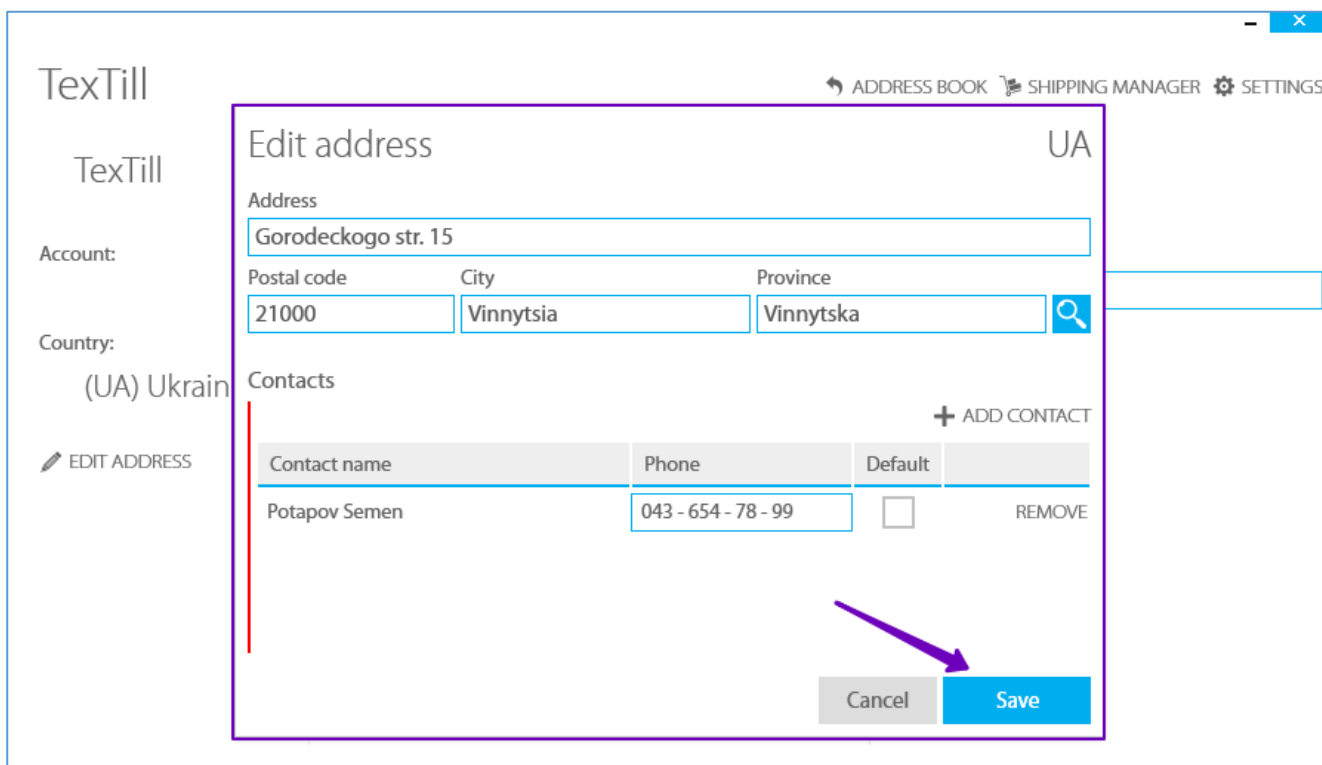
EDIT ADDRESS

DELETE ADDRESS

SET AS DEFAULT

Figure 73. Add one more company address

In appeared window specify new address and contact details and press button "Save" (Figure 74).



TexTill

TexTill

Account:

Country: (UA) Ukraine

EDIT ADDRESS

ADDRESS BOOK SHIPPING MANAGER SETTINGS

UA

Edit address

Address

Gorodeckogo str. 15

Postal code

21000

City

Vinnytsia

Province

Vinnytska

Contacts

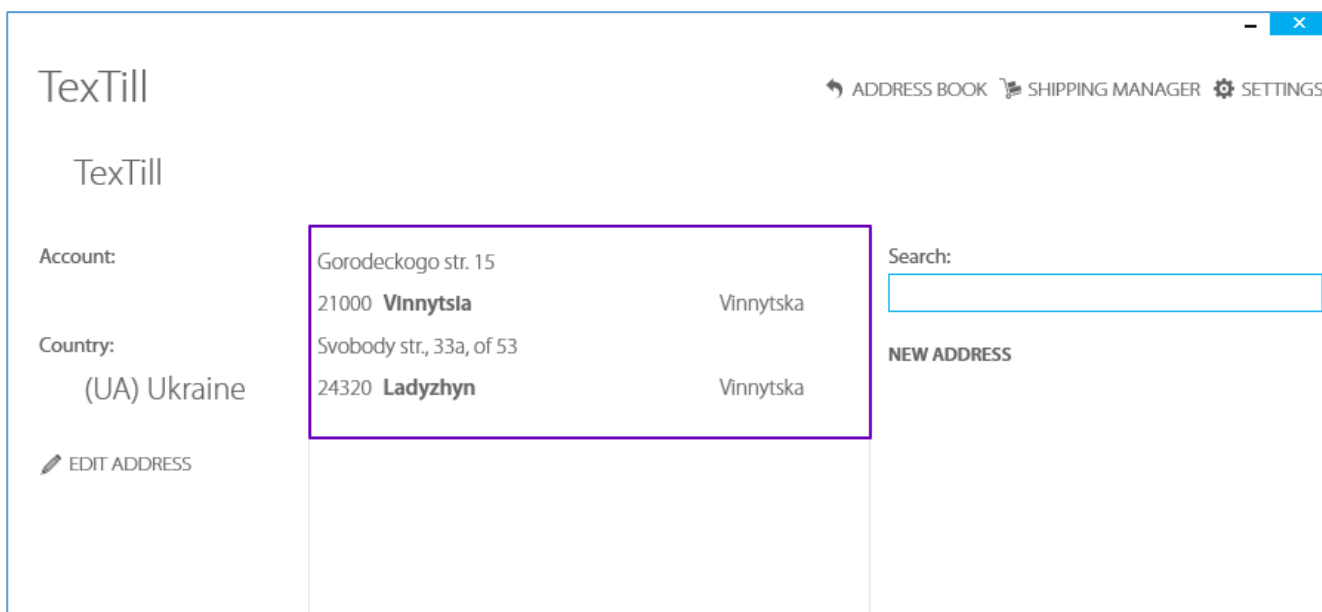
+ ADD CONTACT

Contact name	Phone	Default	
Potapov Semen	043 - 654 - 78 - 99	<input type="checkbox"/>	REMOVE

Cancel Save

Figure 74. Fill in new company address

After that one more company address will appear in address window (Figure 75).



TexTill

TexTill

Account:

Country: (UA) Ukraine

EDIT ADDRESS

ADDRESS BOOK SHIPPING MANAGER SETTINGS

Gorodeckogo str. 15

21000 Vinnytsia Vinnytska

Svobody str., 33a, of 53

24320 Ladyzhyn Vinnytska

Search:

NEW ADDRESS

Figure 75. Few addresses for one company

Also you can choose main address which will be set as default. Click on the necessary address and press on the button "Set as default" (Figure 76). Main address will have a special mark. If you want choose another address as default, click on the current main address and press on the button "Unset as default" (Figure 77). After that you will be able set a new address as default.

TexTill

TexTill

Account:

Country:

(UA) Ukraine

EDIT ADDRESS

Gorodeckogo str. 15

21000 Vinnytsia

Vinnytska

Svobody str., 33a, of 53

24320 Ladyzhyn

Vinnytska

Search:

NEW ADDRESS

EDIT ADDRESS

DELETE ADDRESS

SET AS DEFAULT

Figure 76. Set address as default

TexTill

TexTill

Account:

Country:

(UA) Ukraine

EDIT ADDRESS

Gorodeckogo str. 15

21000 Vinnytsia

Vinnytska

Svobody str., 33a, of 53

24320 Ladyzhyn

Vinnytska

Search:

NEW ADDRESS

EDIT ADDRESS

DELETE ADDRESS

UNSET AS DEFAULT

Figure 77. Unset address as default

Program allow to make a search of address by key words. To do it you need to enter any keys words (city name, post code, contact person, phone number, street name...) to field Search (Figure 78).

TexTill

TexTill

Account:

Country:

(UA) Ukraine

EDIT ADDRESS

Gorodeckogo str. 15

21000 Vinnytsia

Vinnytska

Search:

21000

NEW ADDRESS

Figure 78. Search address in address window

Import -Export address book

This function is used when you want to copy data from the Easy Shipper address book from one computer to another. For example, if you were working on one computer, you created an address book there and used the Easy Shipper program, and then installed the program on another PC. In this case, you don't have to re-enter all the addresses and contacts, you can export the address book from one Easy Shipper and import it to another computer.

To do this, go to the window Address Book and click the button "Export address book" (Figure 79).

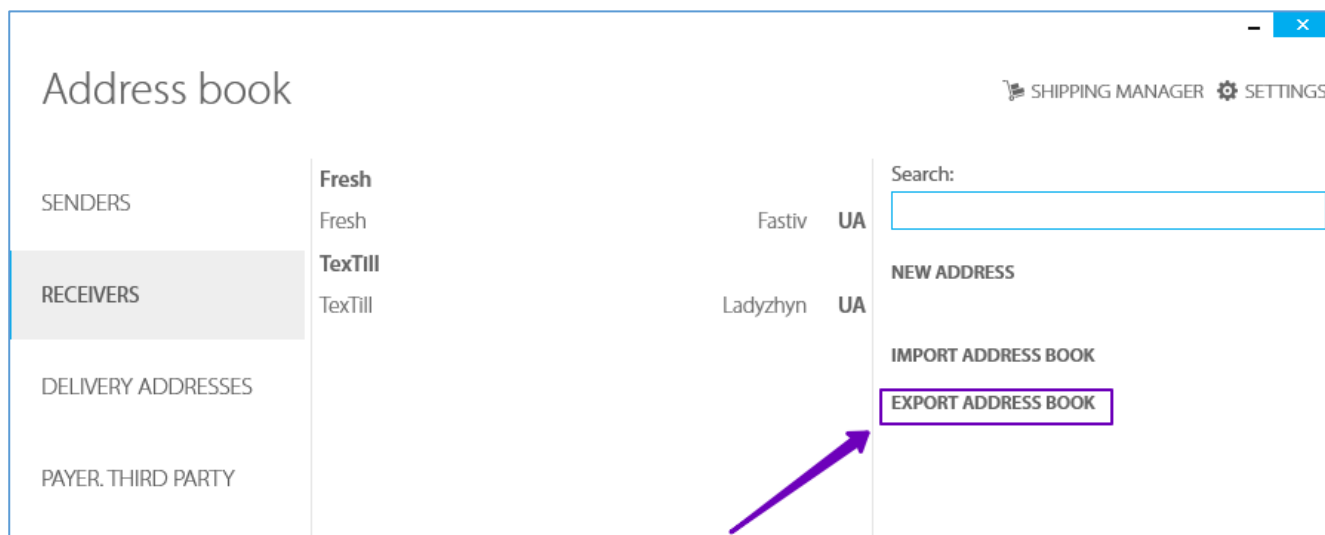


Figure 79. Export address book

In the appeared window choose type of addresses that must be exported (sender's, receiver's, delivery addresses or third party) and press "Export" (Figure 80).

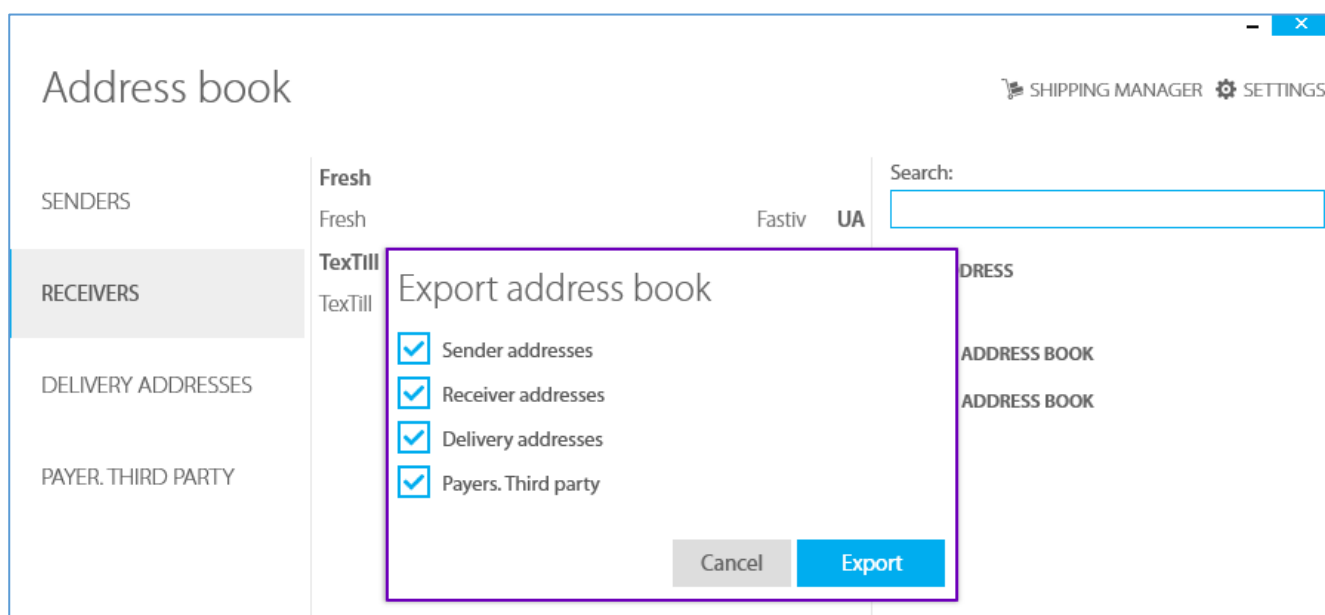


Figure 80. Choose type of addresses that must be exported

After that you have to save exported file on your PC (Figure 81).

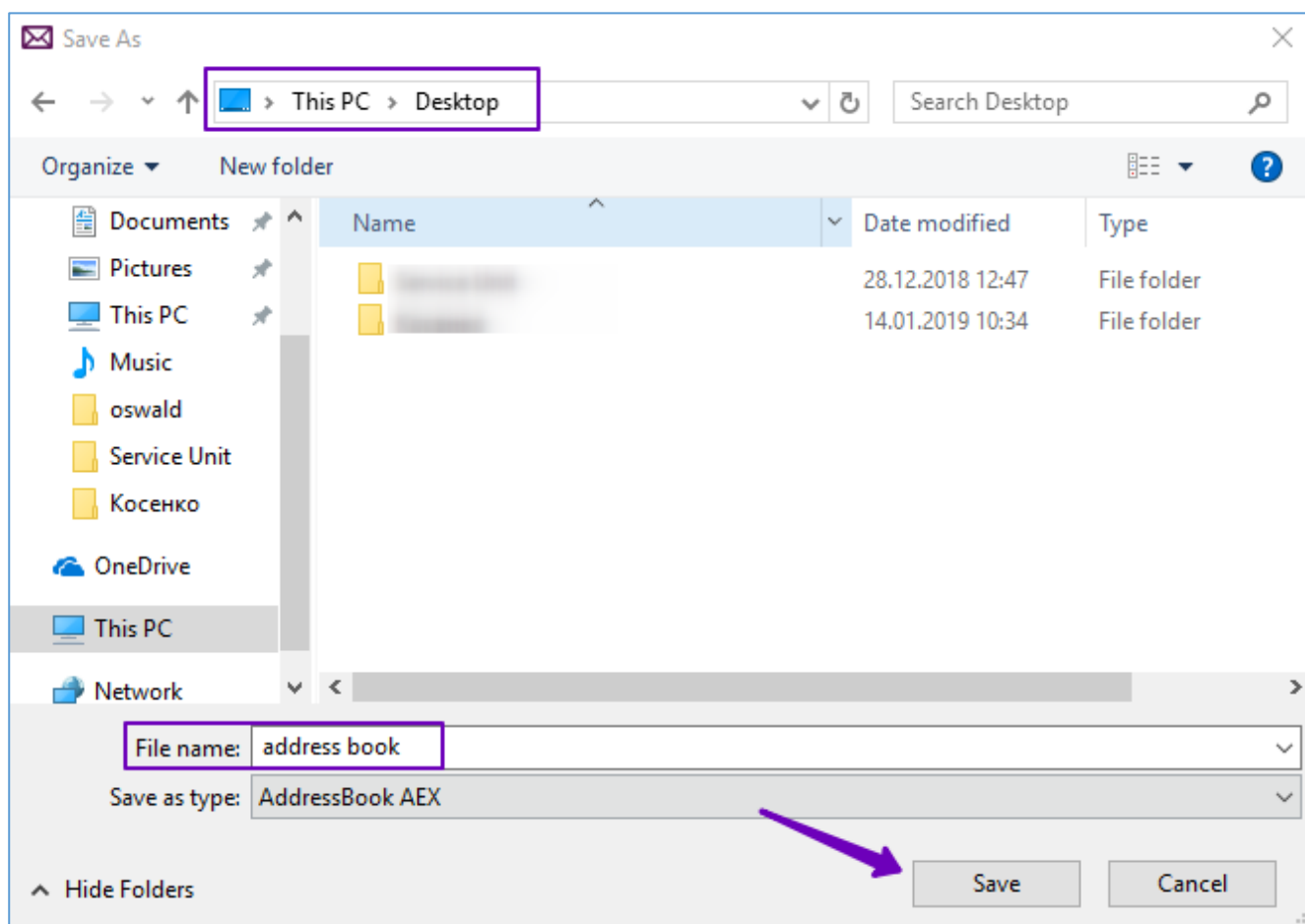


Figure 81. Save exported file on your PC

If everything done correctly you will see a message that address book exported successfully (Figure 82). To continue work press "Ok".

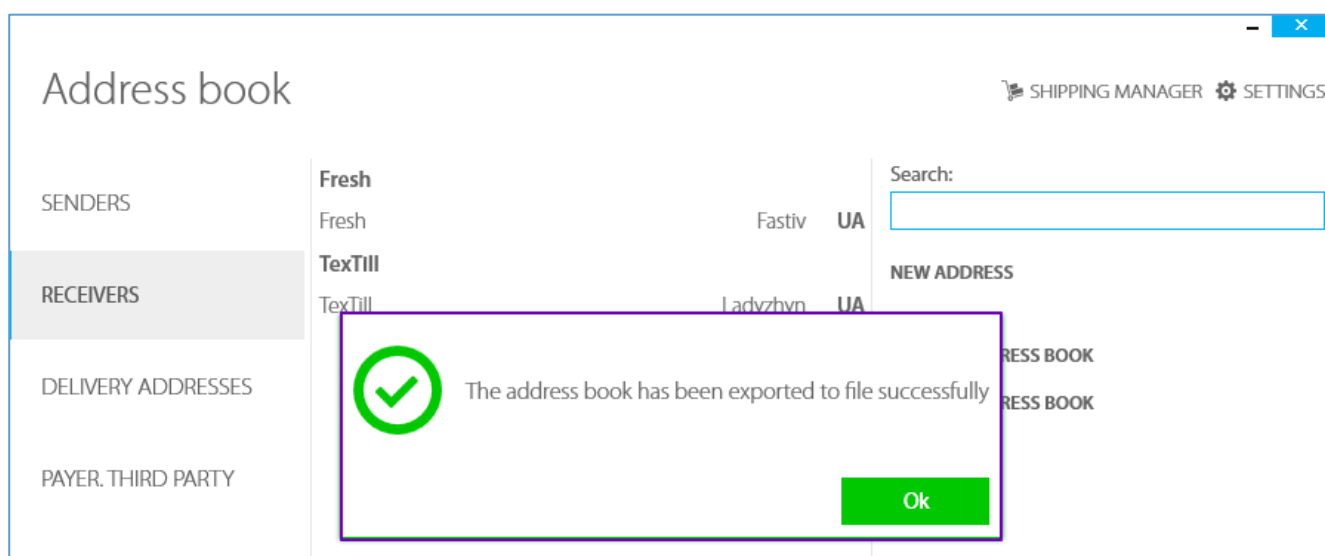


Figure 82. Address book exported successfully

In order to import data into the Easy Shipper program on another PC, you need to copy the file with the address book to another PC. Then open the Easy Shipper at another PC, go to the Address Book window and click on the button " Import address book " (Figure 83).

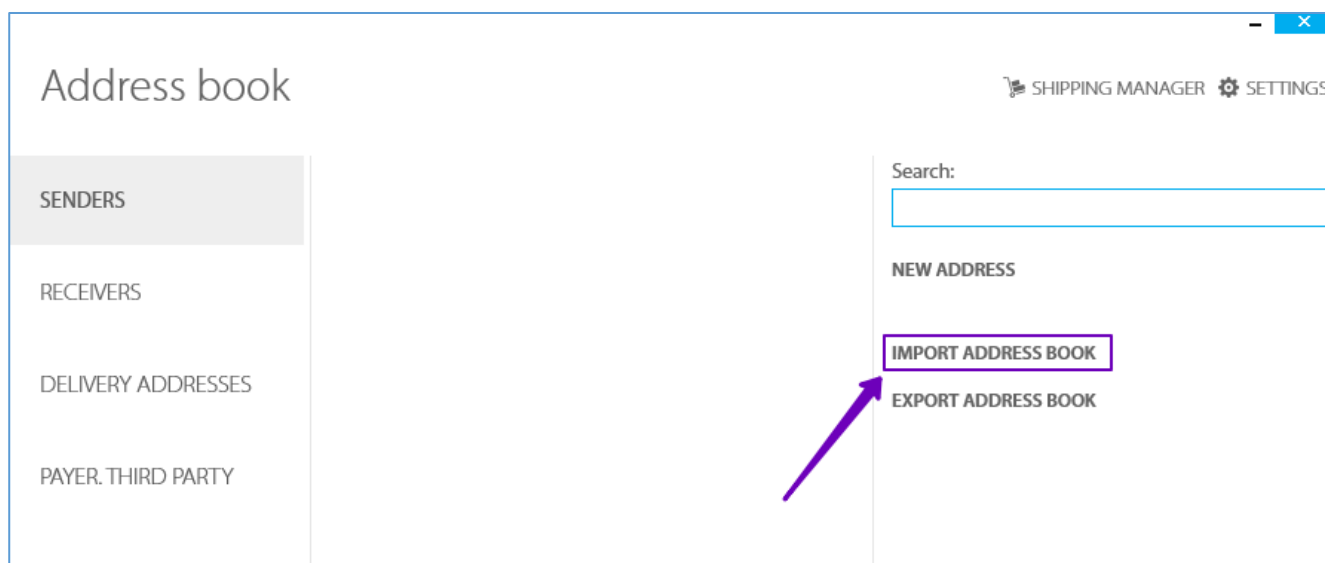


Figure 83. Import address book

Next, you need to select a file with the address book that we previously exported from another Easy Shipper program and click the button "Open" button (Figure 84).

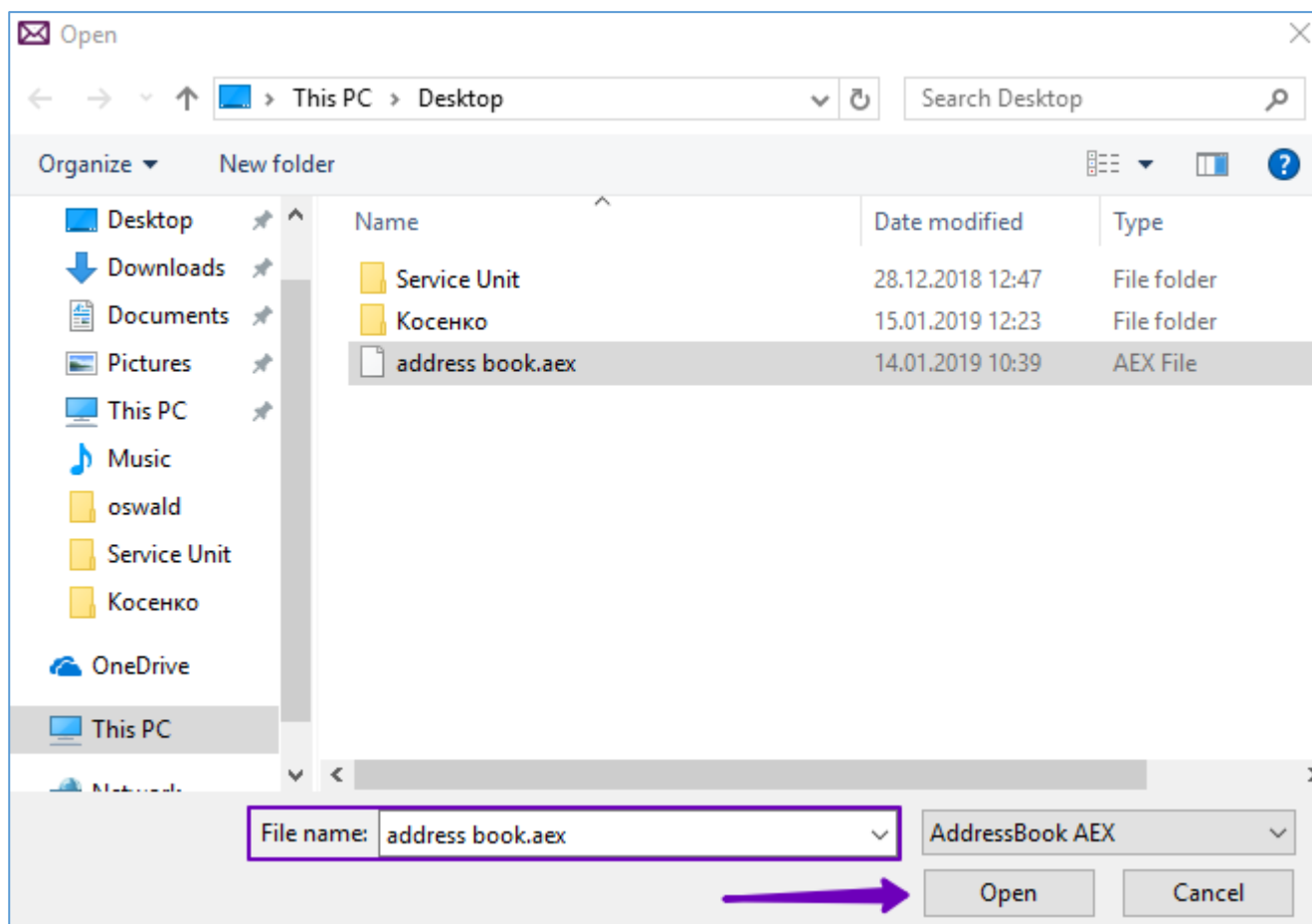


Figure 84. Open file with address book

If everything done correctly will appear a message that address book has been imported successfully (Figure 85). Pay attention, system will copy only new addresses and wont duplicate addresses. In a message will be specify how many addresses were imported and skipped. To continue work press "Ok".

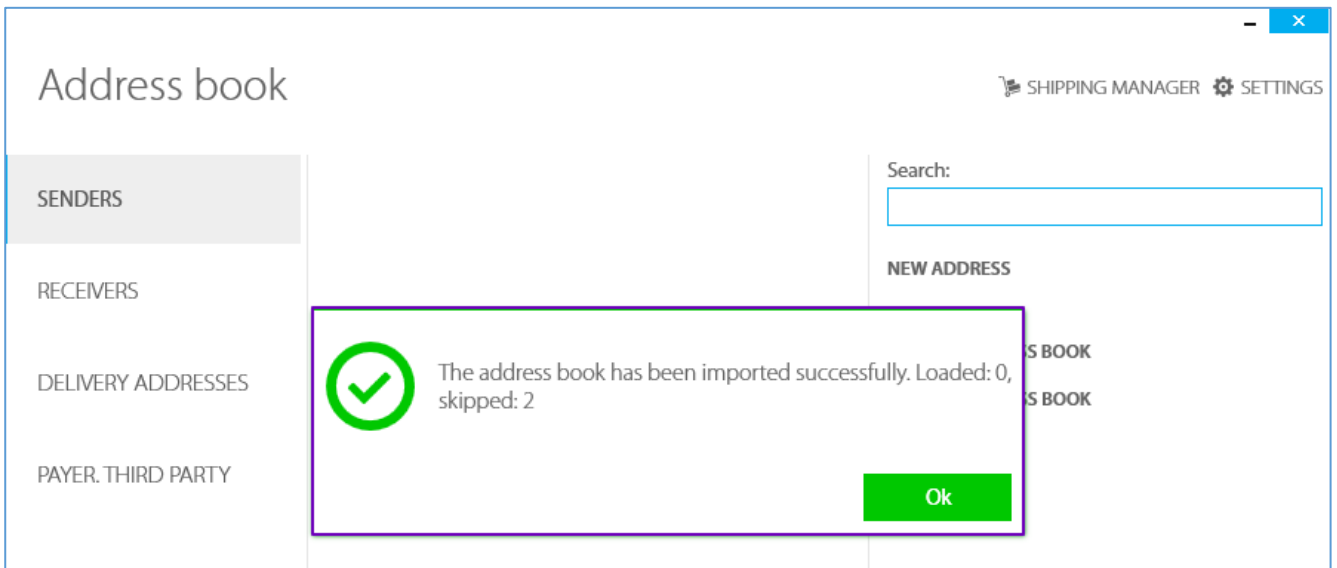


Figure 85. address book has been imported successfully

In the same way you can export \ import contents templates and notes templates. In order to do it go to window "Settings" and choose point "Templates" (Figure 86). After that export and import necessary templates from one Easy Shipper to another.

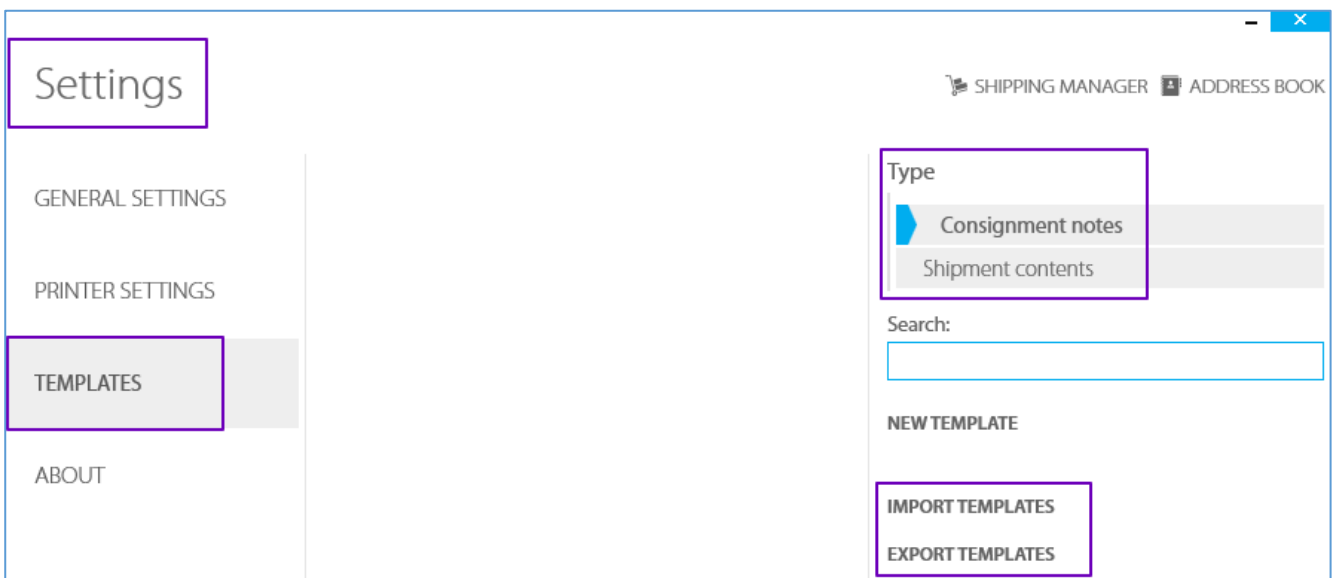


Figure 86. Export \ import contents templates and notes templates

Settings

General settings

In this point you can set the settings that will be more convenient to use the program.
Such as:

- languages: user interface language and domestic blanks language (Figure 87);

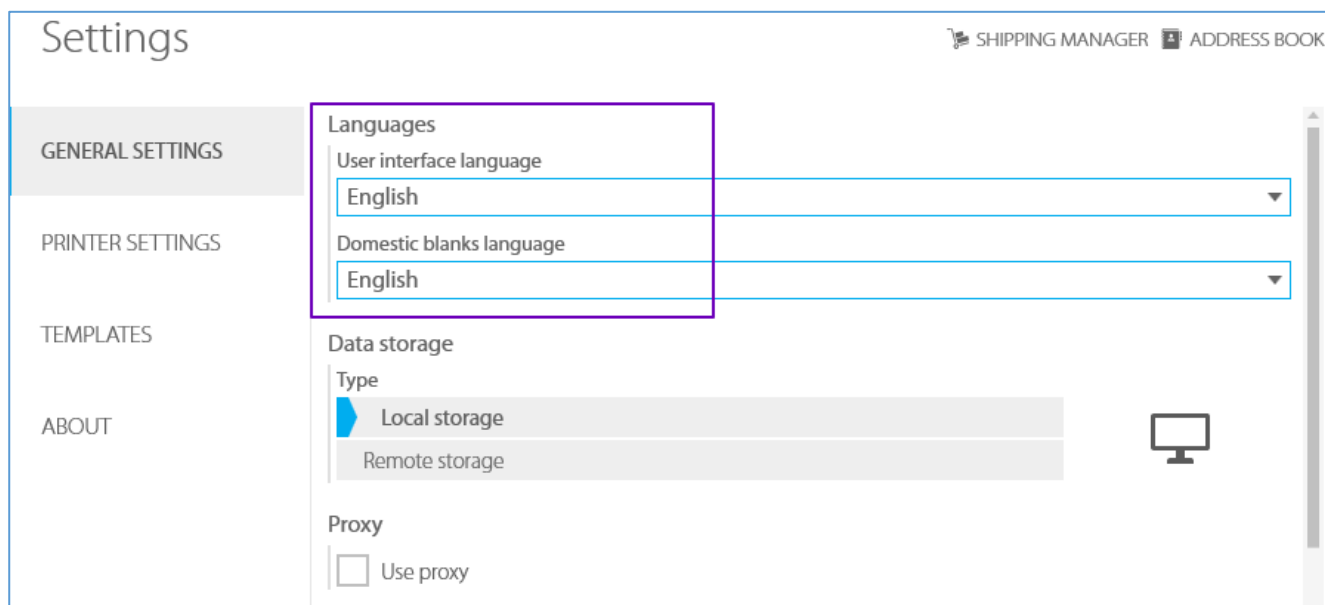


Figure 87. Choose languages

- Web services (Figure 88);

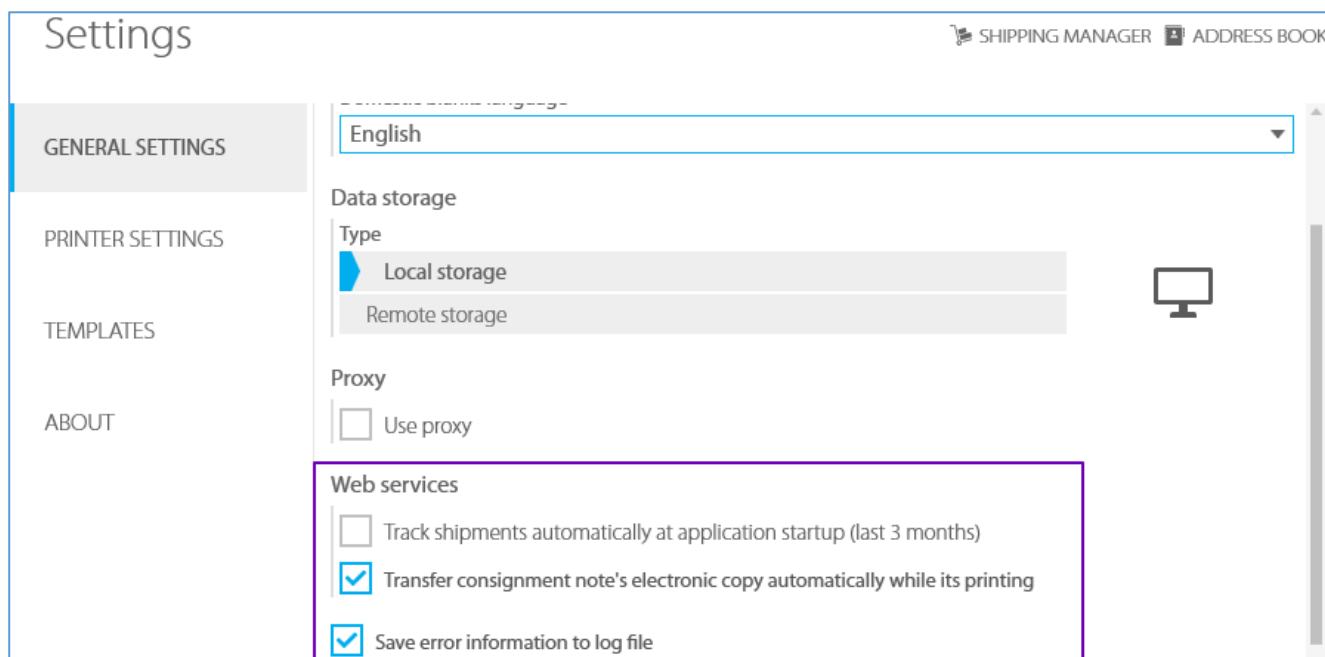
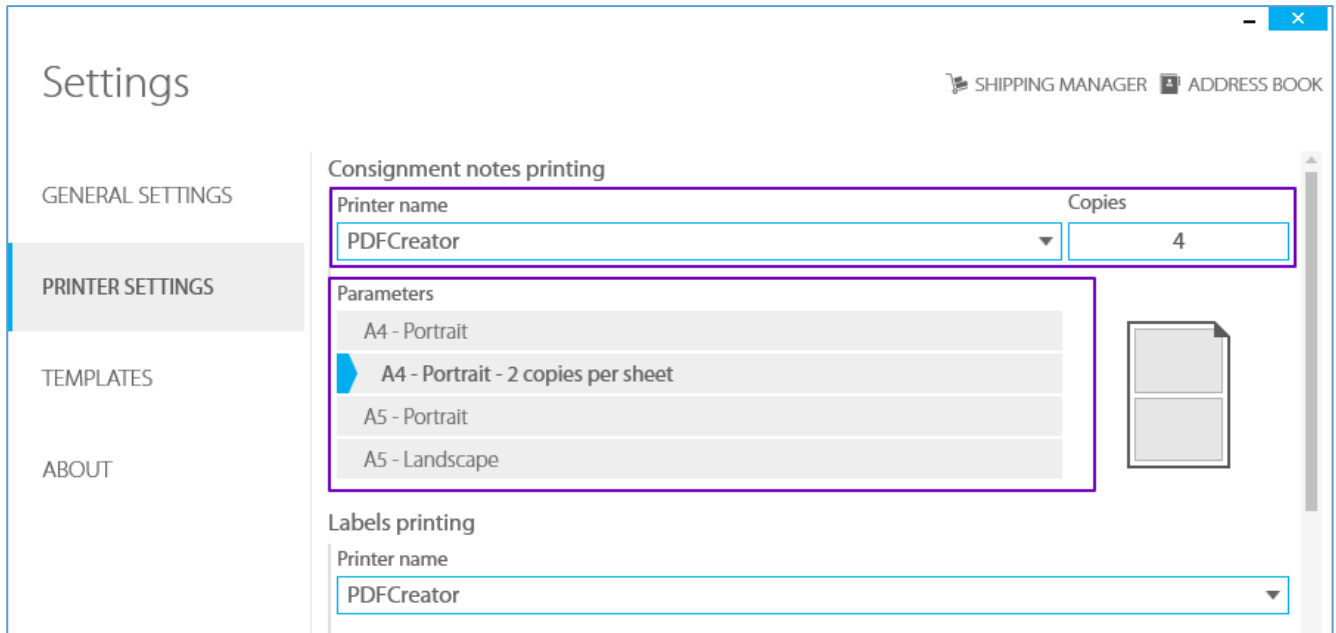


Figure 88. Choose web services

Printer settings

This point allows:

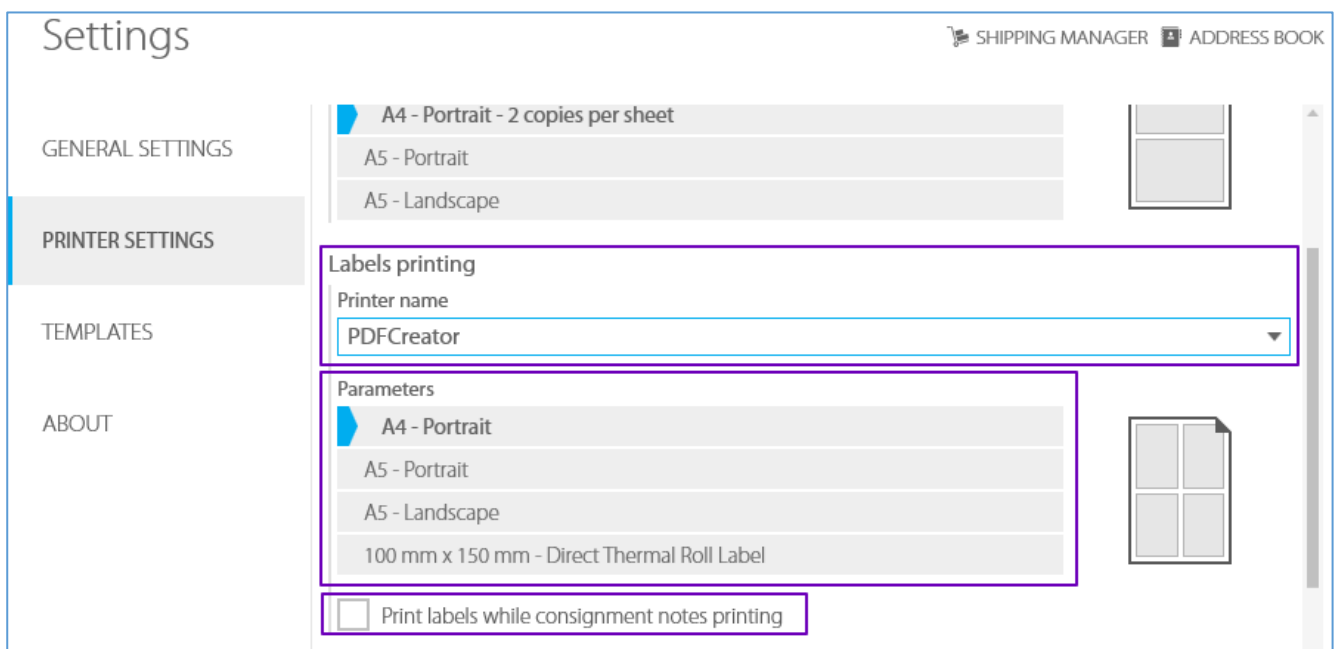
- Set printer for print AWB, number of copies of consignment notes and print parameters (). Встановити принтер, для друку накладних та необхідну кількість накладних, а також параметри друку документів (Figure 89);



The screenshot shows the 'Settings' window with the 'PRINTER SETTINGS' tab selected. The 'Consignment notes printing' section is highlighted with a purple box. It contains a 'Printer name' dropdown menu set to 'PDFCreator' and a 'Copies' input field set to '4'. Below this, the 'Parameters' section is also highlighted with a purple box, showing a list of options: 'A4 - Portrait', 'A4 - Portrait - 2 copies per sheet' (which is selected with a blue arrow), 'A5 - Portrait', and 'A5 - Landscape'. To the right of the parameters list is a preview icon of a document with two pages. The left sidebar shows 'GENERAL SETTINGS', 'PRINTER SETTINGS', 'TEMPLATES', and 'ABOUT'. The top right corner has links for 'SHIPPING MANAGER' and 'ADDRESS BOOK'.

Figure 89. Printer settings for consignment notes

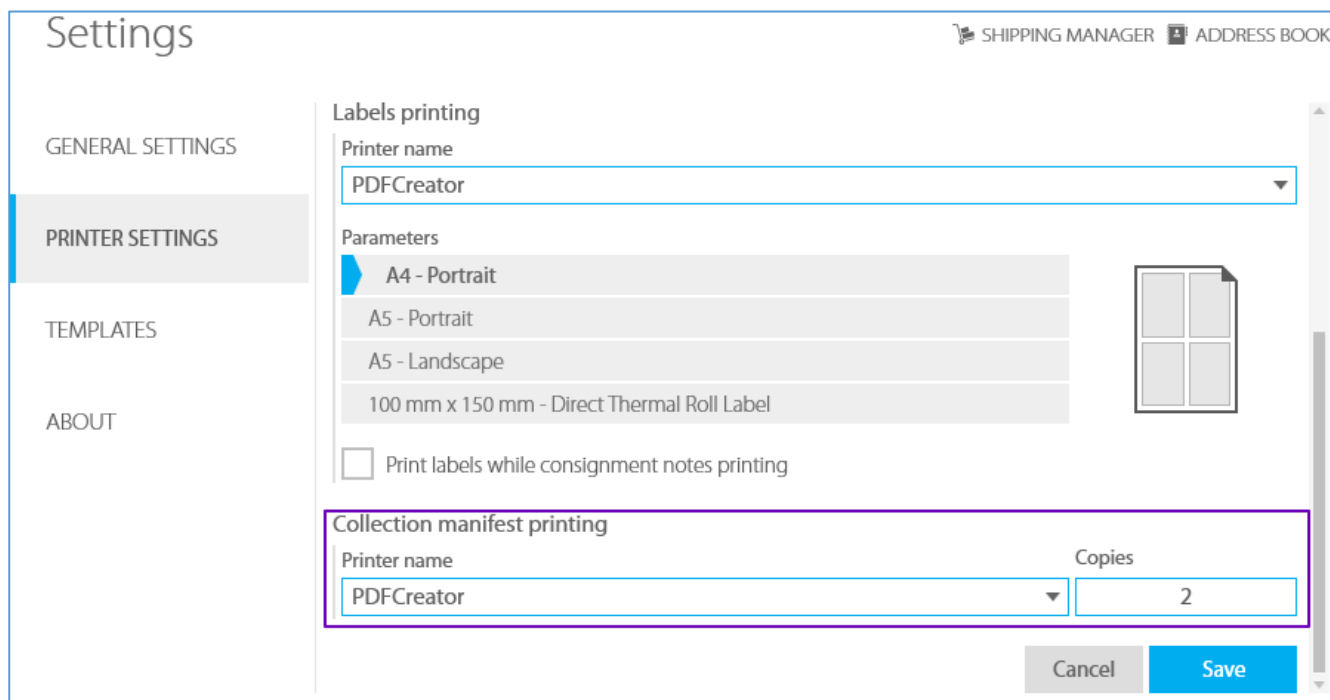
- Set printer for print labels, parameters for print and print labels while a consignment note printing (Figure 90);



The screenshot shows the 'Settings' window with the 'PRINTER SETTINGS' tab selected. The 'Labels printing' section is highlighted with a purple box. It contains a 'Printer name' dropdown menu set to 'PDFCreator'. Below this, the 'Parameters' section is also highlighted with a purple box, showing a list of options: 'A4 - Portrait - 2 copies per sheet' (which is selected with a blue arrow), 'A5 - Portrait', 'A5 - Landscape', and '100 mm x 150 mm - Direct Thermal Roll Label'. To the right of the parameters list is a preview icon of a document with four pages. At the bottom of the section, there is a checkbox labeled 'Print labels while consignment notes printing' which is currently unchecked. The left sidebar and top right corner are the same as in Figure 89.

Figure 90. Printer settings for labels printing

- Set printer for collection manifest printing and number of copies (Figure 91).



Settings SHIPPING MANAGER ADDRESS BOOK

GENERAL SETTINGS

PRINTER SETTINGS

TEMPLATES

ABOUT

Labels printing

Printer name
PDFCreator

Parameters

- A4 - Portrait
- A5 - Portrait
- A5 - Landscape
- 100 mm x 150 mm - Direct Thermal Roll Label

☐ Print labels while consignment notes printing

Collection manifest printing

Printer name
PDFCreator

Copies
2

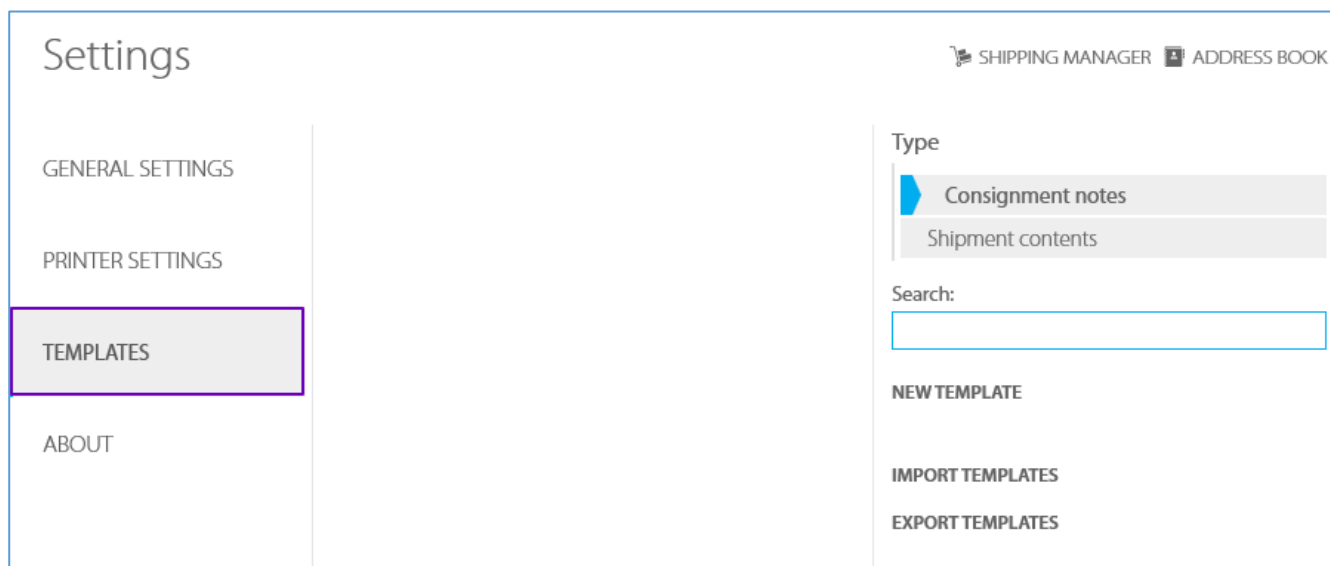
Cancel Save

Figure 91. Printer settings for collection manifest printing

At the end press "Save" to save settings.

Templates

To get to the window "Templates", you need to click on the button "Templates" in the window "Settings" (Figure 92).



Settings SHIPPING MANAGER ADDRESS BOOK

GENERAL SETTINGS

PRINTER SETTINGS

TEMPLATES

ABOUT

Type

- Consignment notes
- Shipment contents

Search:

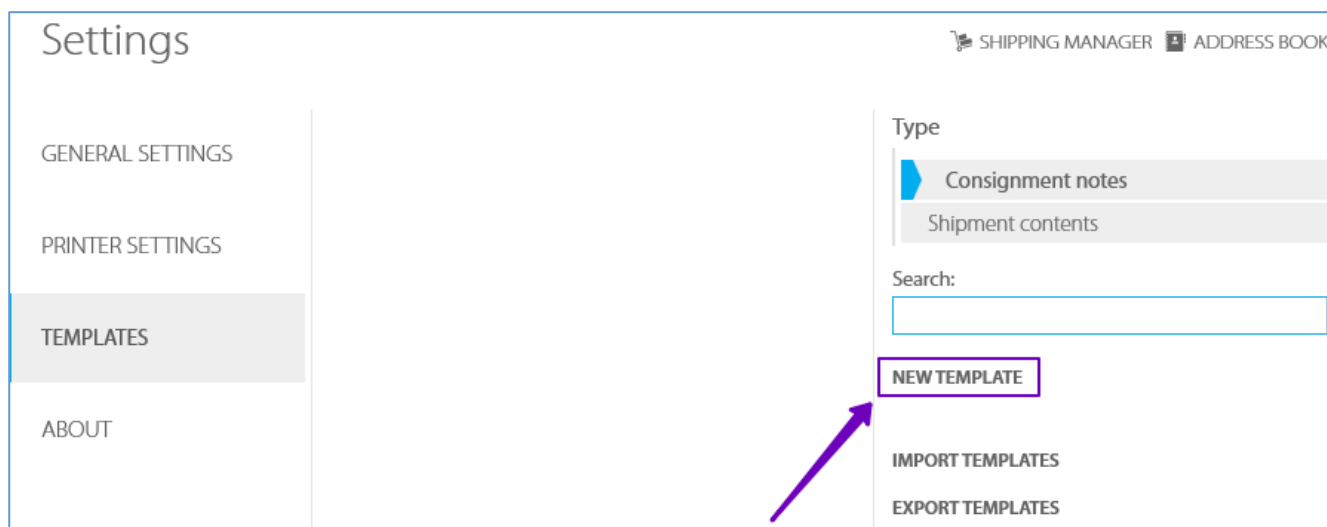
NEW TEMPLATE

IMPORT TEMPLATES

EXPORT TEMPLATES

Figure 92. Window "Templates"

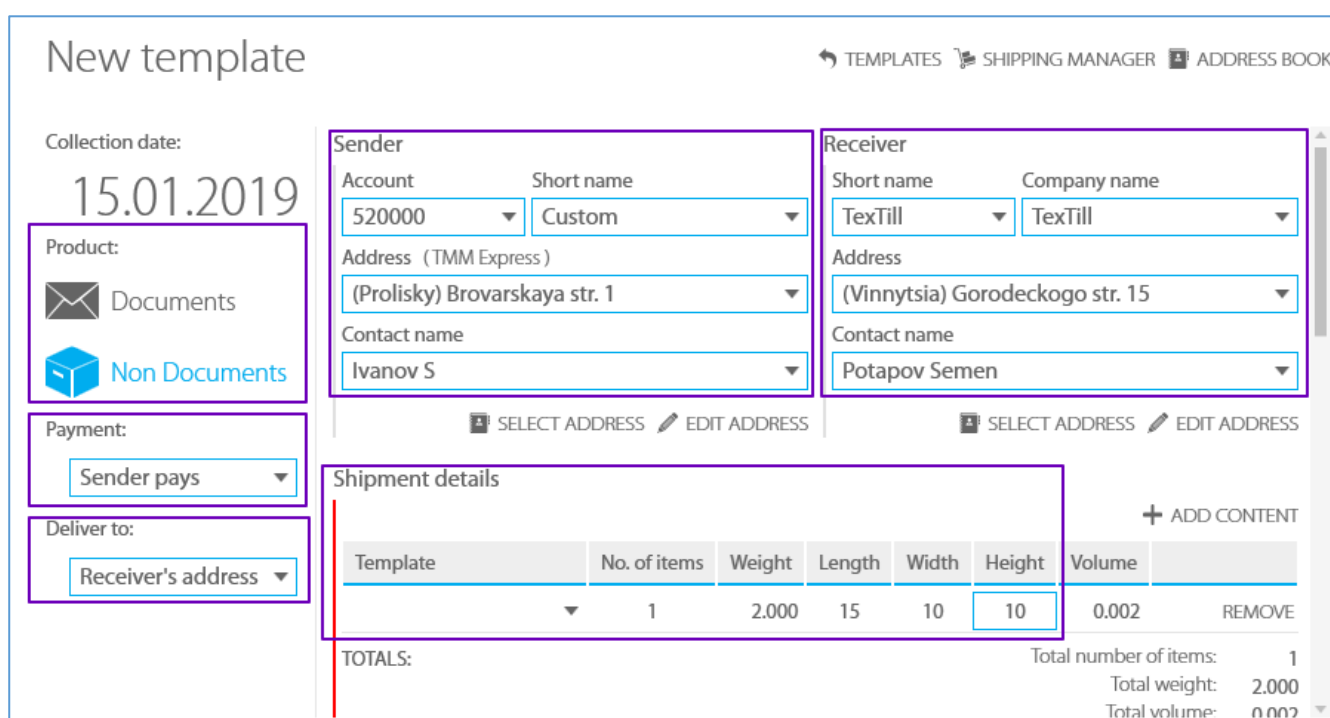
You can create two types of templates: consignment note and shipment contents. To create new template, choose the templates type and press button "New template" (Figure 93).



The screenshot shows the 'Settings' window with a sidebar on the left containing 'GENERAL SETTINGS', 'PRINTER SETTINGS', 'TEMPLATES' (highlighted), and 'ABOUT'. On the right, under the 'Type' section, there are two options: 'Consignment notes' (selected) and 'Shipment contents'. Below these is a 'Search:' field and a 'NEW TEMPLATE' button, which is highlighted with a red arrow. Other buttons visible are 'IMPORT TEMPLATES' and 'EXPORT TEMPLATES'.

Figure 93. Go to window "New template"

Then fill in the template form (Figure 94 - Figure 95), assign a short name to the template with which you can find it. At the end press "Save" to save the template (Figure 96).



The screenshot shows the 'New template' form. It is divided into several sections:

- Collection date:** 15.01.2019
- Product:** Documents (selected), Non Documents
- Payment:** Sender pays (selected)
- Deliver to:** Receiver's address (selected)
- Sender:**
 - Account: 520000
 - Short name: Custom
 - Address (TMM Express): (Prolisky) Brovarskaya str. 1
 - Contact name: Ivanov S
- Receiver:**
 - Short name: TexTill
 - Company name: TexTill
 - Address: (Vinnytsia) Gorodeckogo str. 15
 - Contact name: Potapov Semen
- Shipment details:**

Template	No. of items	Weight	Length	Width	Height	Volume	
	1	2.000	15	10	10	0.002	REMOVE
- TOTALS:**
 - Total number of items: 1
 - Total weight: 2.000
 - Total volume: 0.002

Figure 94. Fill in template form - 1

New template

TEMPLATES SHIPPING MANAGER ADDRESS BOOK

Collection date: 15.01.2019

Product: Documents Non Documents

Payment: Sender pays

Deliver to: Receiver's address

Full description of contents: spare parts

Currency: Hryvnia Value: 500.00 Commodity code:

☐ Shipment contains dangerous goods

Additional information

Customer reference: 33\15 - av Delivery instructions:

Service

General services

☒ Door To Door (Domestic Express)

☐ Pallet delivery

☐ Parcel locker

Figure 95. Fill in template form - 2

New template

TEMPLATES SHIPPING MANAGER ADDRESS BOOK

Collection date: 15.01.2019

Product: Documents Non Documents

Payment: Sender pays

Deliver to: Receiver's address

Premium services

9:00 Express

10:00 Express

12:00 Express

18:00 Express

Saturday Delivery

Special services

Special Service

Template

Short name: spare part 33\15 - av

Cancel Save

Figure 96. Fill in template form - 3

To create shipment contents template choose necessary template type and press "New template" (Figure 97).

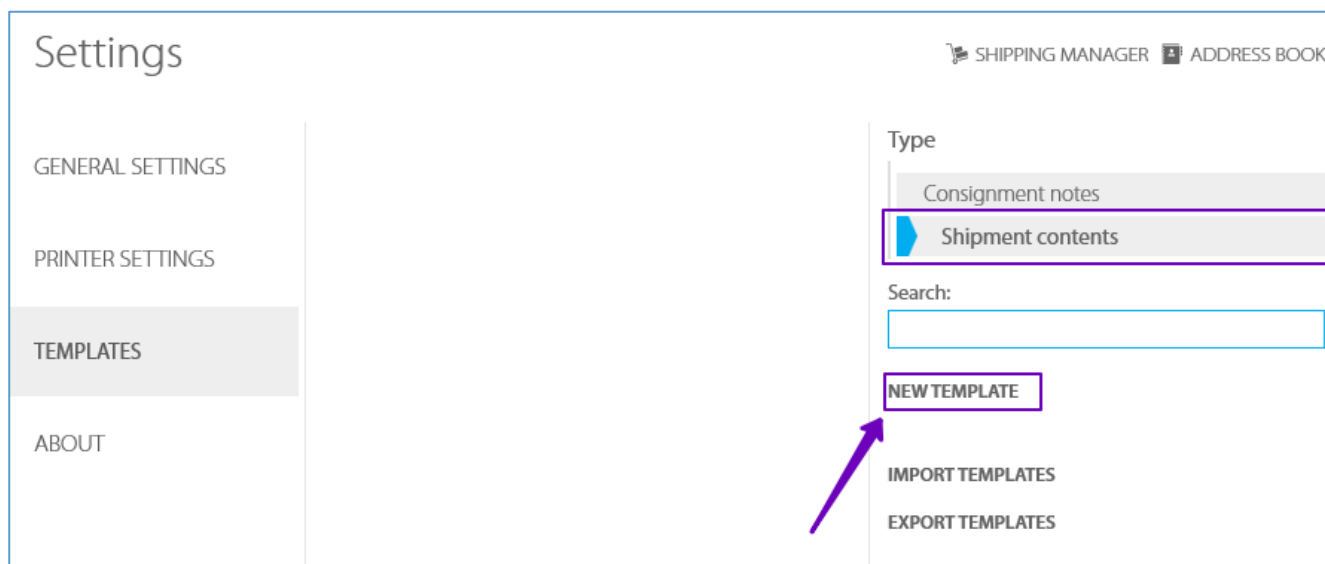


Figure 97. New shipment content template

In the appeared window specify template name, weight and dimension and press "Save" (Figure 98).

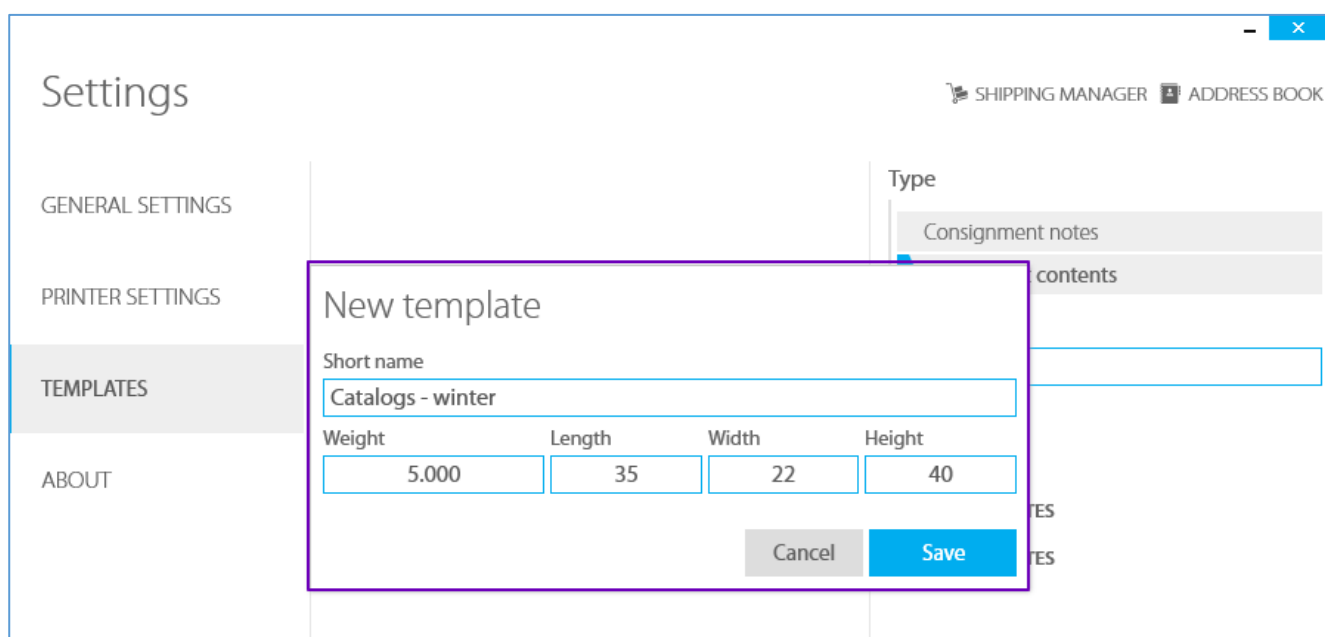
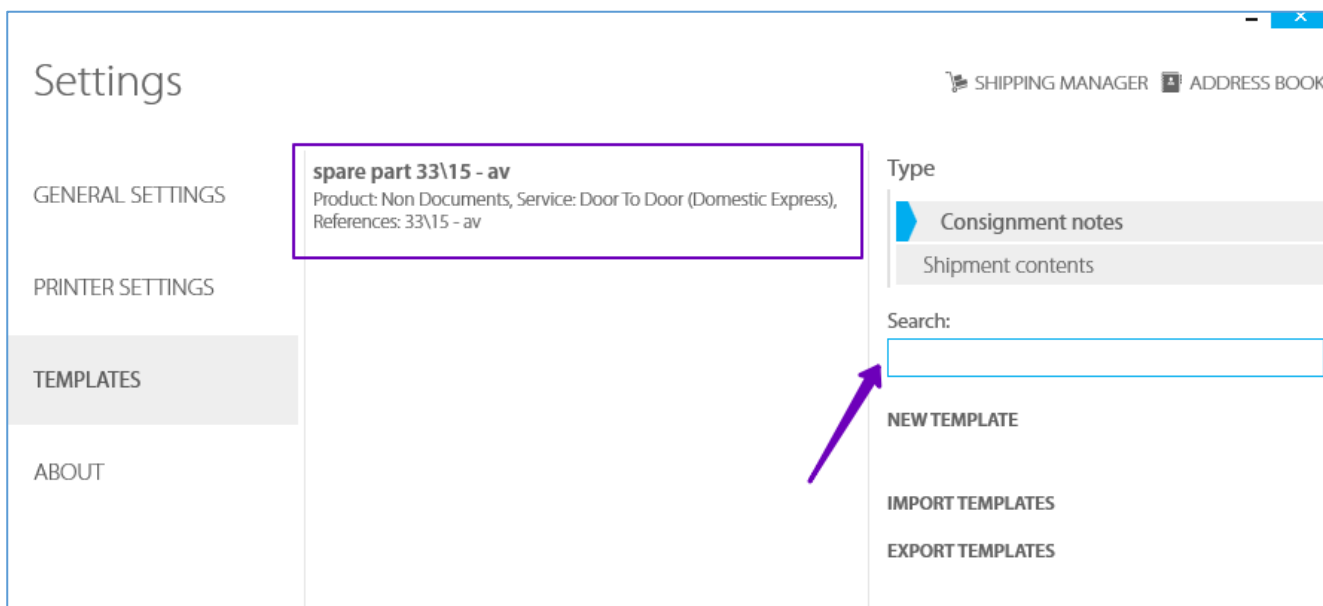


Figure 98. Fill in the shipment content template

New templates will appear in the templates list. You can search templates using point "Search" (Figure 99).



Settings

SHIPPING MANAGER ADDRESS BOOK

GENERAL SETTINGS

PRINTER SETTINGS

TEMPLATES

ABOUT

spare part 33\15 - av
Product: Non Documents, Service: Door To Door (Domestic Express),
References: 33\15 - av

Type

Consignment notes

Shipment contents

Search:

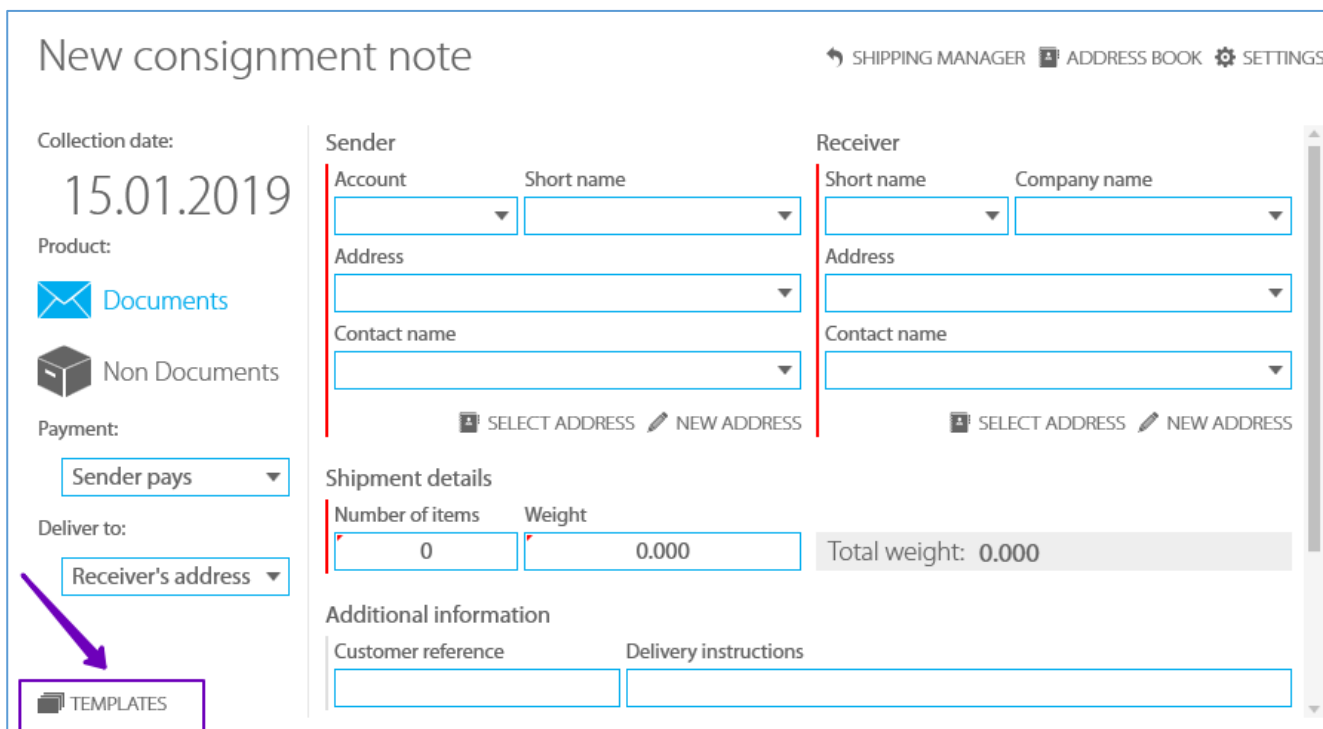
NEW TEMPLATE

IMPORT TEMPLATES

EXPORT TEMPLATES

Figure 99. List of templates

In order to use a template when you create AWB you have to click on button "Templates" (Figure 100).



New consignment note

SHIPPING MANAGER ADDRESS BOOK SETTINGS

Collection date:
15.01.2019

Product:
Documents
Non Documents

Payment:
Sender pays

Deliver to:
Receiver's address

TEMPLATES

Sender

Account Short name

Address

Contact name

SELECT ADDRESS NEW ADDRESS

Receiver

Short name Company name

Address

Contact name

SELECT ADDRESS NEW ADDRESS

Shipment details

Number of items Weight

0 0.000

Total weight: 0.000

Additional information

Customer reference Delivery instructions

Figure 100. Use a consignment note template

Then find necessary template from the list and press "Select" (Figure 101).

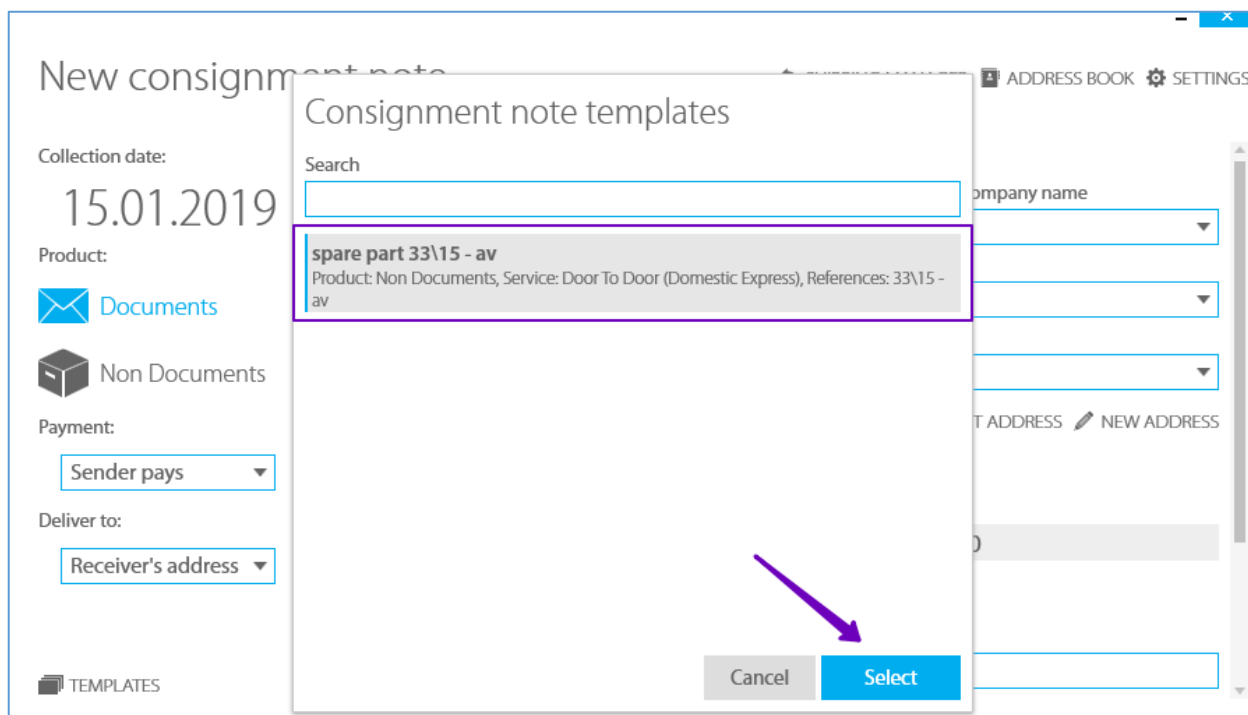


Figure 101. Select necessary template

All data from the template will be automatically displayed in the consignment note. You can edit the data manually or, if everything is correct, save the consignment note.

About program

In this point you can see the General terms & conditions and find information about the Serial and Registration Numbers required, check the balance of consignments numbers and add consignment range (Figure 102).

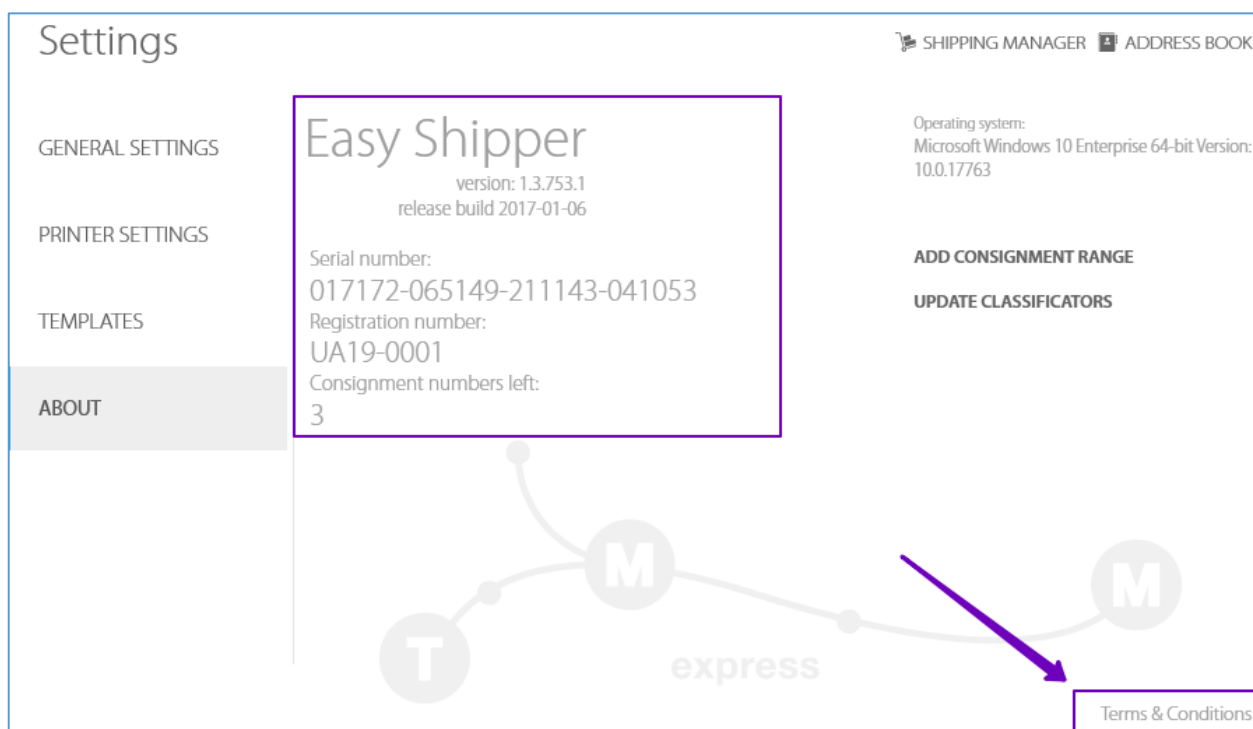


Figure 102. About program