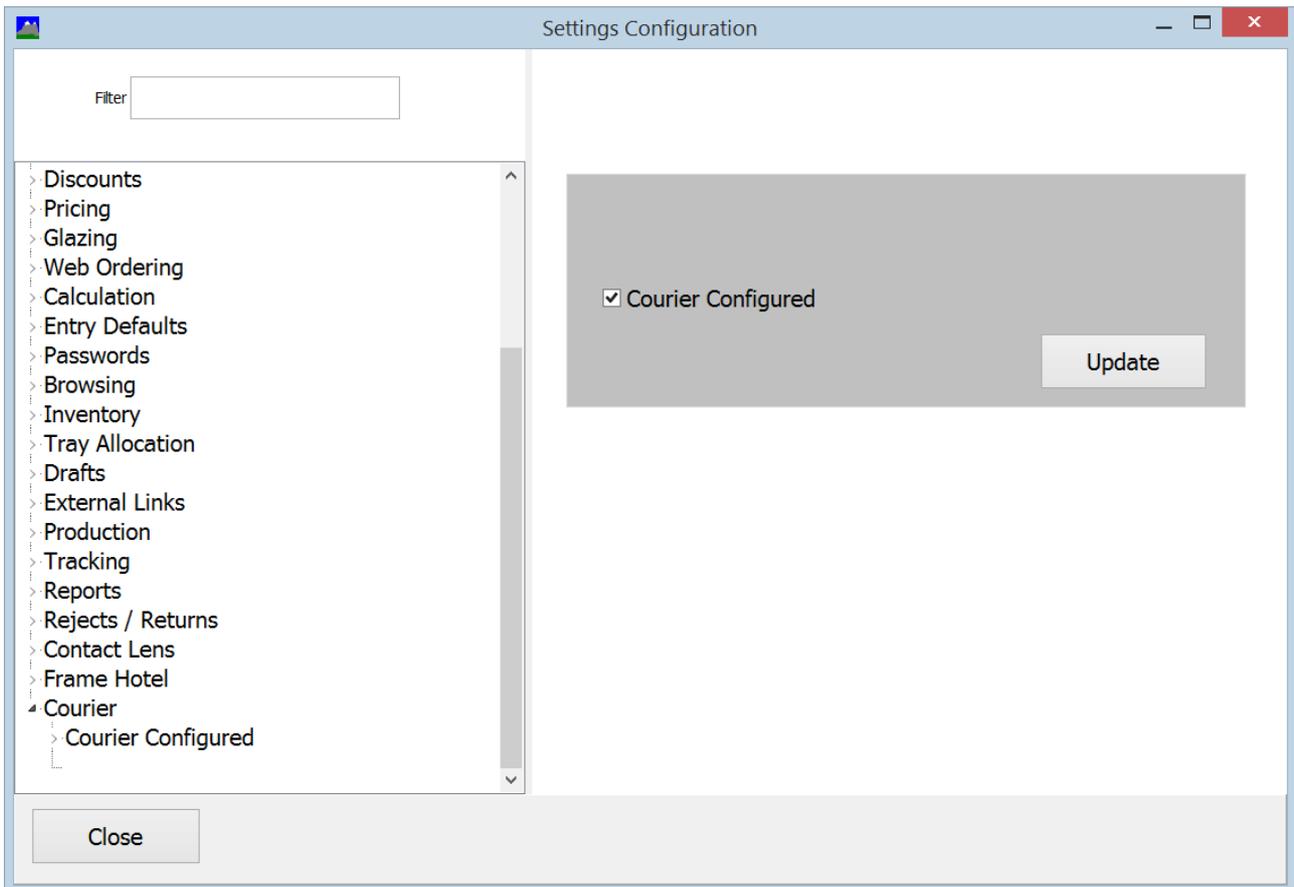


Courier Labels and Manifests.

Introduction.

Annapurna 2.68 has updates to create labels for Couriers and Manifests. As the formats are specific to each Courier, Annapurna needs to be adapted for the specific requirements for the courier.

Turning On.



On the Reports Menu there is now an option for Courier. Select this and the Courier screen will open.

The screenshot shows a window titled "Courier View" with a dropdown menu for "Couriers" set to "DX". Below this is a "Settings" tab with several input fields: "Shipping Group Code", "Lab ID to Courier", "Lab Sender Code", "FTP Host", "FTP User", "FTP Password", "FTP Folder", "Next Number", and "Default Service Code". There are also checkboxes for "Passive" and "Layout". On the right side, there are links for "Download Barcode Code 128" and "Download DX Service Centres". A "Services" table is visible with columns for "Code" and "Name". At the bottom, there are "Update" and "Remove" buttons. A "Close" button is located at the bottom left of the window.

There are two defined Couriers. Select DX. (Metapack is a courier company that has links to Royal Mail, further couriers can be added in the future). If you are an Admin user then the Settings tab will appear. There is certain information that needs to be gathered and entered before you can use the software properly.

For Dx, you need to do the following.

You need to indicate which Annapurna Shipping Group code is linked to DX. You can find this out from the customer record. If one does not exist then you need to create one and link the customers to this shipping group.

DX need to provide you two pieces of information that are used in the Manifest.
The contact is Terry Deadman - terry.deadman@thedx.co.uk

Lab ID to Courier - this is used to uniquely identify the manifest files uploaded.

Lab Sender Code – this is how DX identify the sender.

In Addition you need to obtain the following from DX.

FTP details – will be provided by DX.

Passive – this is a setting to enable FTP access past a firewall. However FTP is often blocked by firewalls but DX only accept uploads by FTP. If there is a problem in uploading then tick this and try again.

Next Number – this is the next tracking number allocated to the lab – DX will provide this.

Layout – this is where the layout of the label is defined using Annapurna standard layout manager. You can download a sample layout from here:

http://www.hawkstonedesign.co.uk/documentation/courier_dx.layoutdefs

Save into the “Annapurna\files\layout files” folder.

In order to vary the design in the layout manager then you need to start the layout manager and then select download latest.

Download Barcode 128. In order to print barcodes in this font this needs to be downloaded, saved. Click on the saved file to install on the PC. You can then select the barcode font as Code128 in the layout manager.

Download DX Services Centre. This will store the service centres on the server.

Services.

Each courier can offer a range of services. Here these are defined. DX offer the following,

Service Description	Code
SIGNATURE – NEXT DAY (Replaces Consigned)	0013
SIGNATURE - PRE 12.00 (Replaces Consigned)	0012
SIGNATURE – PRE 09.00 (Replaces Consigned)	0011
SIGNATURE - SATURDAY (replaces Consigned)	0014
TRACK ONLY (replaces Silver)	0020
(GOLD) SIGNATURE – NEXT DAY (Replaces Gold)	0033
(GOLD) SIGNATURE – PRE 12.00 (Replaces Gold)	0032

Please enter the Codes and Names of the services that you wish to offer.

Please also enter the default code as this will be used as the general service unless a different setting is made in the customer record.

Operation.

When a job is completed then the Shipping code for the customer is checked. If that shipping code is connected to a courier code then the relevant courier information is gathered.

If it is the first job on that day for the courier then a tracking number is allocated. The courier service code is gathered according to the customer record and if not set then according to the default service code.

This information is then recorded in a courier table and it is this information that is shown in the Courier screen.

Printing Labels

The customer screen shows the Customers where there is a delivery and the button at the bottom will print a label for the ticked customers according to the layout defined.

There is a setting in Annapurna to indicate if labels are to be printed at despatch.

A label is only printed on the first order sent to a customer on that day. If a reprint is necessary then this is done by selecting the customer in the customer tab.

Making and Uploading the Manifest.

The Jobs screen shows the Jobs that have been sent on the specified day via the courier. There is a button at the bottom to make the manifest file.

When a manifest has been made, the tickbox to indicate that it is made is ticked. To upload the manifest then you click on the manifest made.