

# **How To Add Shipment**

#### 1. Data of the sender's company

- Choose a company
- Choose the branch of the company in case there is more than one branch
- choose a department

#### 2. Data of the receiver

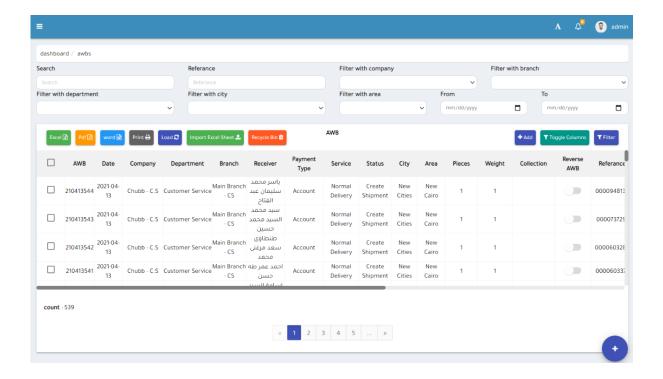
- The receiver data is searched by name or company
- When the sender is selected, all his data is automatically fetched
- If the recipient's name is not present, it can be added from the same screen

## 3. Shipment data

- The city is determined automatically when choosing the branch. The specific city is the city of the sending branch and determining the neighborhood, and all of them can be changed as needed
- The payment method for the shipping process is selected automatically(Account)

- The type of service for the shipping process is selected automatically (Normal Delivery)
- The amount to be charged is also specified
- Determine the type of shipment (parcel ,document ,.....etc)
- When choosing the type of parcel shipment and determining the number of pieces, rows are deduced according to the number of pieces that have been identified. Each row contains (length - width height)
- Upon completion of determining the dimensions of the pieces to be delivered, the shipment weight will be calculated automatically
- After completing the preparation and adding the policy, the shipping value of the policy is calculated automatically based on the city of the sender and the city of the recipient
- Also, upon completion and adding the policy, it will be printed directly in the event that printing is approved



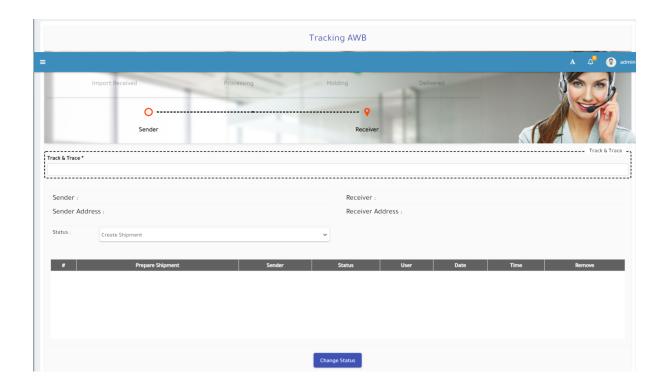


### **View Shipments**

- 1. The Shipment display screen contains a lot of features
  - Filter by (policy number company branch of a specific company - a section for a specific company - a specific city or region - search in a specific period from date to date)
  - You can also hide and show (Toggle Columns) for the table to display important data and hide others, which helps in the process of exporting data to Excel, where only the columns you want to export are chosen
  - You can also download a demo excel file and fill in the data and upload it back to the database
  - In the case of importing an excel file, the data that does not have problems will be accepted and the other data that contain problems will be displayed and export them as an excel file and the data is modified and uploaded again to complete the process



- Printing one or more Shipments can be done in a number of ways
  - ❖ A Shipment can be printed on an A4 sheet
  - 3 Shipment can be printed on an A4 sheet
  - ❖ Labels can be printed in different numbers in line with the labels papers in the market where 3 \* 7, 3 \* 8, 3 \* 9 or 3 \* 10 can be printed on a single sheet.



# Follow up on shipment delivery

- 1. The Shipment number is written
- 2. When writing the Shipment number, the sender and the addressee data are fetched
- Shipment cases are displayed with the possibility of changing the status
- 4. In the event that (delivered) status is given, two entries shall be made to write the name of the recipient and his description
- 5. A specific case or Shipment history can be deleted