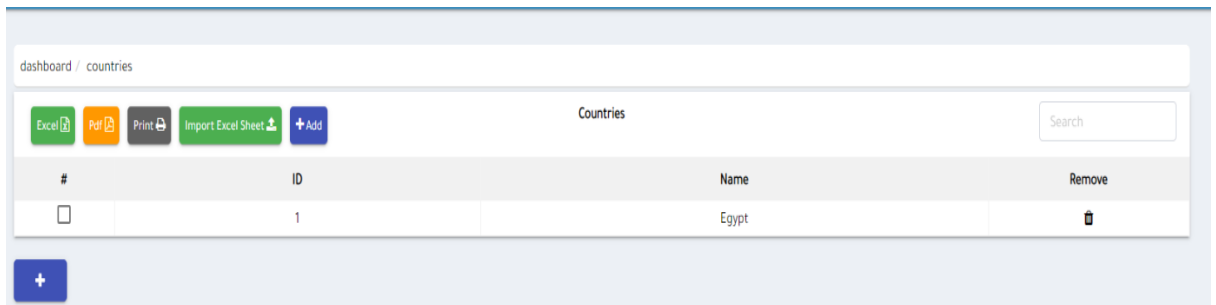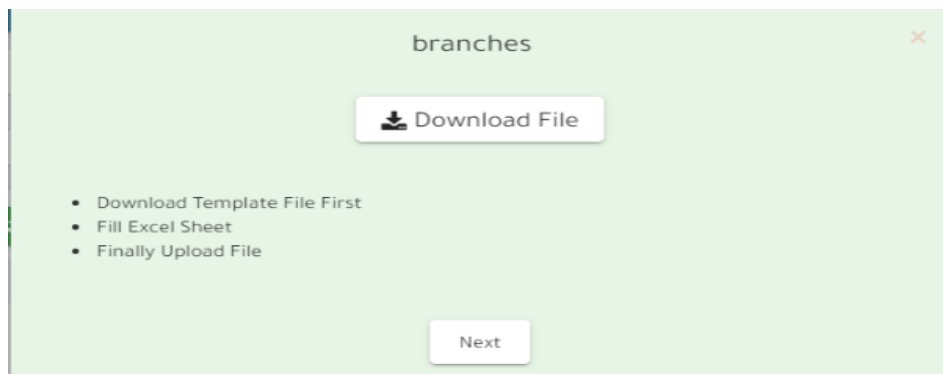# Settings

1.Countries

1. Adding, modifying and deleting states from one Excel-like screen can be used for quick and easy data entry
2. You can filter by country name
3. You can add an infinite number of countries
4. To add a country
   ❖ Specify the country name only
5. Certain country can be modified
6. One or more countries can be deleted
7. The ability to export data to excel, pdf
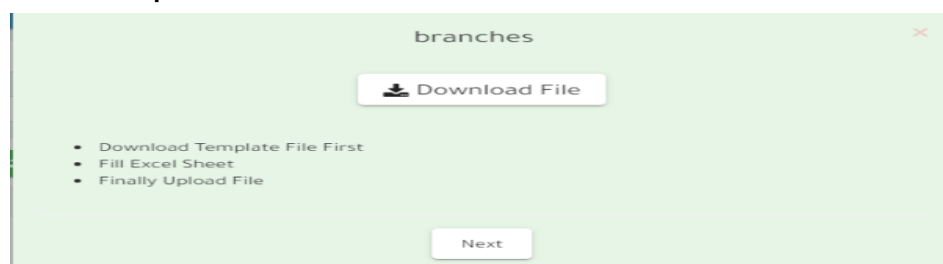8. Data can be imported from excel file

   ❖ Download a demo file
   ❖ Fill in the data
   ❖ Upload the file to the database
9. In the event that there are any errors in the imported data, a file is created with the data that contains problems to amend it and raise it again to complete the process.
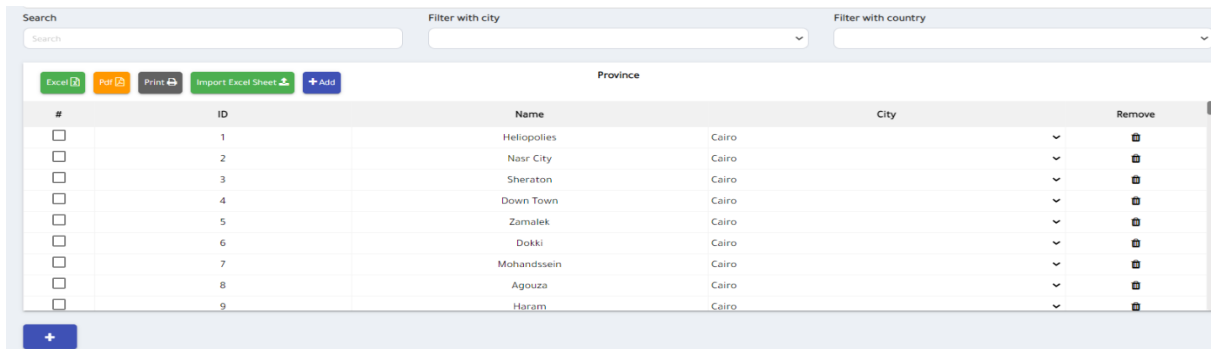
2.Cities

1. A city can be added, modified, and deleted from a single Excel-like screen for quick and easy data entry
2. It can be filtered by country name (to display all cities belonging to this country only) - you can search by city name
3. You can add an infinite number of cities
4. To add a city
   ❖ Determine the name of the city
   ❖ Choose the country to which the city will be registered
5. A specific city can be modified
6. One or more cities can be deleted
7. The ability to export data to excel, pdf
8. Data can be imported from excel file

   ❖ Download a demo file
   ❖ Fill in the data
   ❖ Upload the file to the database
9. In the event that there are any errors in the imported data, a file is created with the data that contains problems to amend it and raise it again to complete the process.

3.Provinces

1. You can add, edit and delete a live or area from a single Excel-like screen for fast and easy data entry
2. It can be filtered by the city name (to display all the neighborhoods belonging to this city only) - you can search by the name of the neighborhood
3. You can add an infinite number of cities
4. To add a neighborhood or district
   ❖ Determine the name of the region or neighborhood
   ❖ Choose the city to which the neighborhood or region will be registered
5. A specific neighborhood or district can be modified
6. You can delete one or more neighborhoods or regions
7. The ability to export data to excel, pdf
8. Data can be imported from excel file
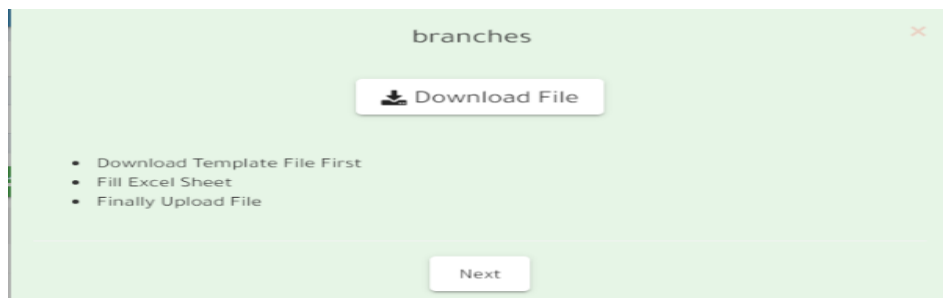

   ❖ Download a demo file
   ❖ Fill in the data
   ❖ Upload the file to the database
9. In the event that there are any errors in the imported data, a file is created with the data that contains problems to amend it and raise it again to complete the process.
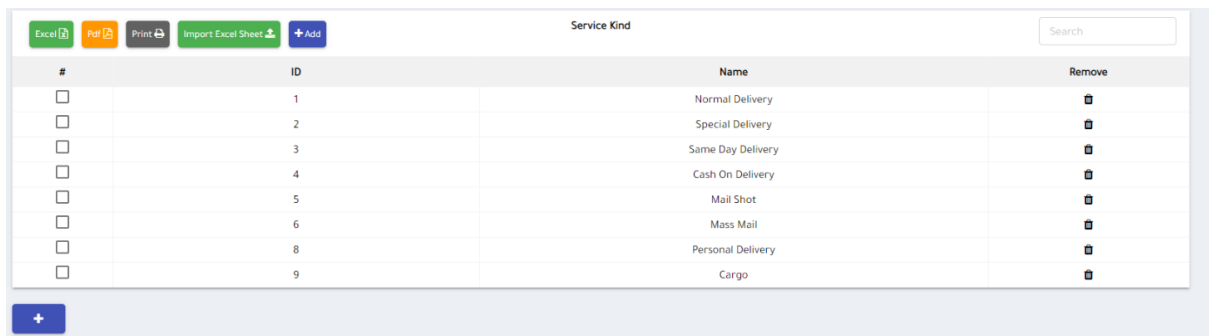
4.Service Kind

#	ID	Name	Remove
☐	1	Normal Delivery	🗑
☐	2	Special Delivery	🗑
☐	3	Same Day Delivery	🗑
☐	4	Cash On Delivery	🗑
☐	5	Mail Shot	🗑
☐	6	Mass Mail	🗑
☐	8	Personal Delivery	🗑
☐	9	Cargo	🗑

1. The services related to the bill of lading can be added, modified and deleted from a single Excel-like screen for quick and easy data entry
2. You can filter by service name
3. An unlimited number of services can be added
4. To add a service
   ❖ Determine the name of the service
5. A specific service can be modified
6. One or more services can be deleted
7. The ability to export data to excel, pdf
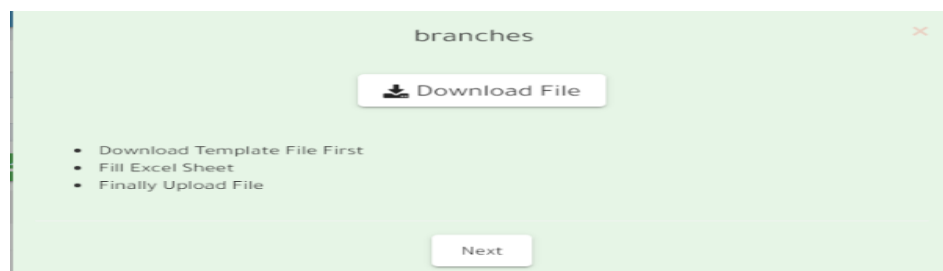8. Data can be imported from excel file

   ❖ Download a demo file
   ❖ Fill in the data
   ❖ Upload the file to the database
9. In the event that there are any errors in the imported data, a file is created with the data that contains problems to amend it and raise it again to complete the process.
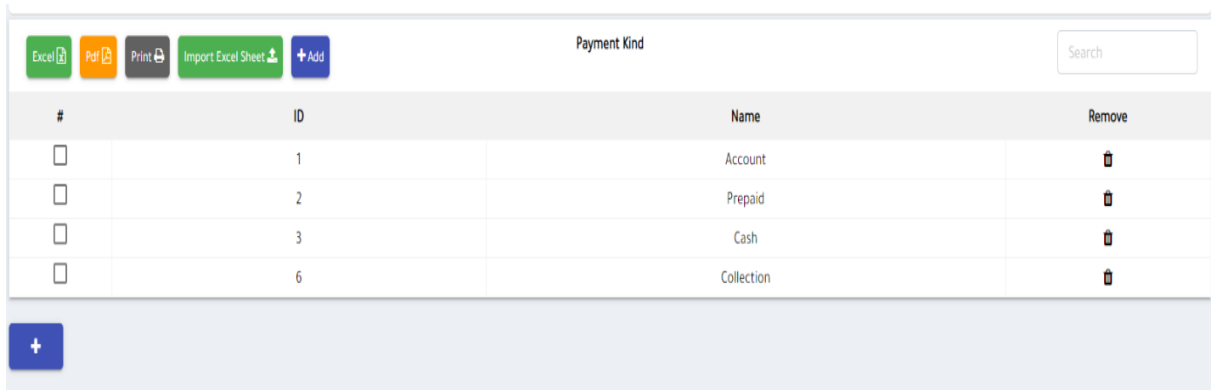
5.Payment Kind

1. Payment methods related to the bill of lading can be added, modified and deleted from a single Excel-like screen for quick and easy data entry
2. The name of the payment method can be filtered
3. An infinite number of payment methods can be added
4. To add a type or payment method
    ❖ Specify the name of the payment method
5. A specific payment method may be modified
6. One or more payment types can be deleted
7. The ability to export data to excel, pdf
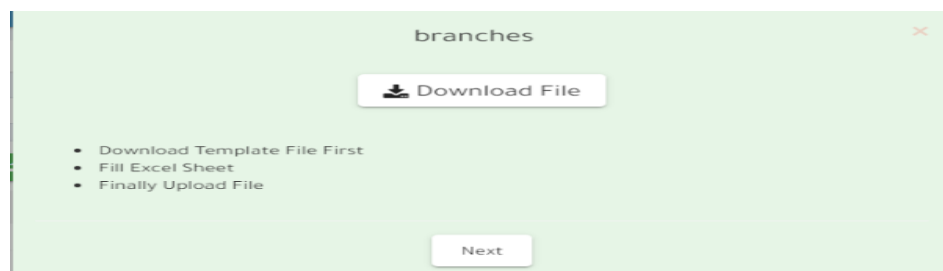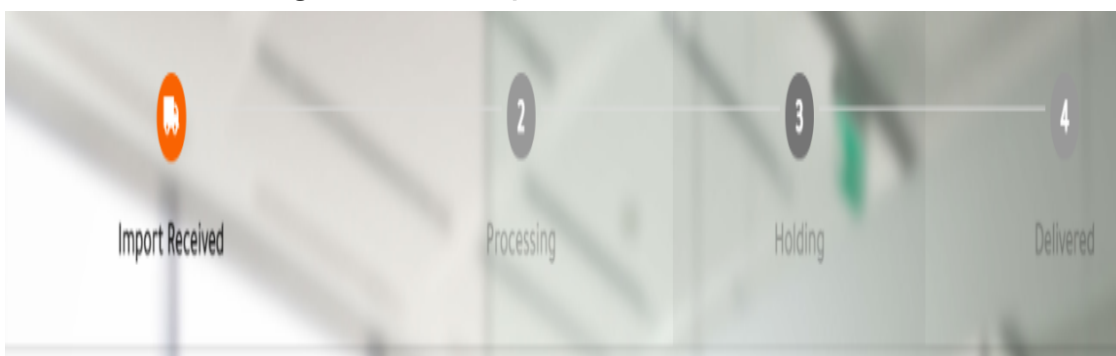8. Data can be imported from excel file

   ❖ Download a demo file
   ❖ Fill in the data
   ❖ Upload the file to the database
9. In the event that there are any errors in the imported data, a file is created with the data that contains problems to amend it and raise it again to complete the process.
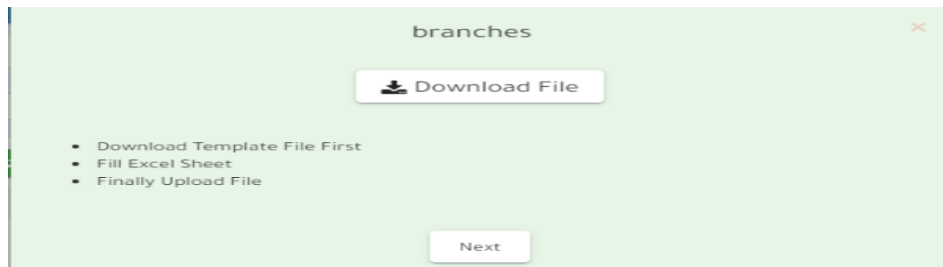
6. Shipment cases and pickups

Excel | Pdf | Print | Import Excel Sheet | More Options | Add   **Status**   Search

#	ID	Name	status_code	SMS	Collection	Type	Steper	Remove
☐	1	Create Shipment	1		☐	awb	in_company	🗑
☐	3	Holiday	100		☑	awb	hold	🗑
☐	4	Receiver Not Home	102		☑	awb	hold	🗑
☐	5	Wrong Address	103		☐	awb	hold	🗑
☐	8	Return To Origin	105		☐	awb	delivered	🗑
☐	12	Create shipment COD	106		☐	pickup	in_company	🗑
☐	17	Receiver not found at address	13		☐	awb	hold	🗑
☐	18	Refused receive shipment	14		☐	awb	hold	🗑
☐	19	Notify Courier	15		☐	pickup	processing	🗑
☐	20	Courier collect pickup	16		☐	pickup	hold	🗑
☐	21	OPS Received Pickup	17		☐	pickup	delivered	🗑
☐	22	Pickup not ready	18		☐	pickup	hold	🗑
☐	2	Delivered	2		☐	awb	delivered	🗑

1. You can add, edit and delete cases related to a bill of lading or pickup from a single Excel-like screen for quick and easy data entry
2. You can filter by case name
3. An infinite number of payment methods can be added
4. Add status
   - ❖ Determine the status name
   - ❖ Status code as each case has its own code that is not repeated
   - ❖ You can add text messages in the event that the policy is given this case in which a text message has been linked, the messages are automatically sent to the recipient.
   - ❖ The status type is also determined whether it is a policy case or a pickup
   - ❖ The state is identified or linked to an intended stepper is when a state is given which parts are illuminated

5. A specific case can be modified
6. One or more cases can be deleted
7. The ability to export data to excel, pdf
8. Data can be imported from excel file

   ❖ Download a demo file
   ❖ Fill in the data
   ❖ Upload the file to the database
9. In the event that there are any errors in the imported data, a file is created with the data that contains problems to amend it and raise it again to complete the process.

7.Trans Type

#	ID	Name	Remove
☐	1	Foot	🗑
☐	2	Motocycle	🗑
☐	3	Van	🗑

Excel | Pdf | Print | +Add | Trans Types | Search

1. A transport method related to pickup can be added, modified, and deleted from a single Excel-like screen for quick and easy data entry
2. The name of the means of transport can be filtered
3. An infinite number of transportation can be added
4. Add transportation
   ❖ Determine the name of the means of transport
5. A specific mode of transportation can be modified
6. One or more transport means can be deleted
7. The ability to export data to excel, pdf

8.Expense Type

☐	ID	Name	Remove
☐	1	مرتبات	🗑
☐	2	الايجار	🗑
☐	3	مصروفات التشغيل	🗑
☐	4	بوفيه	🗑
☐	5	فاتورة	🗑
☐	6	نقل	🗑

Expenses Details — Excel / Pdf / Print / Import Excel Sheet / +Add / Search

1. An expense name can be added, modified, and deleted from a single Excel-like screen for fast and easy data entry
2. You can filter by the name of the expense
3. An infinite number of charges can be added to be used in exchange vouchers
4. Add an expense type
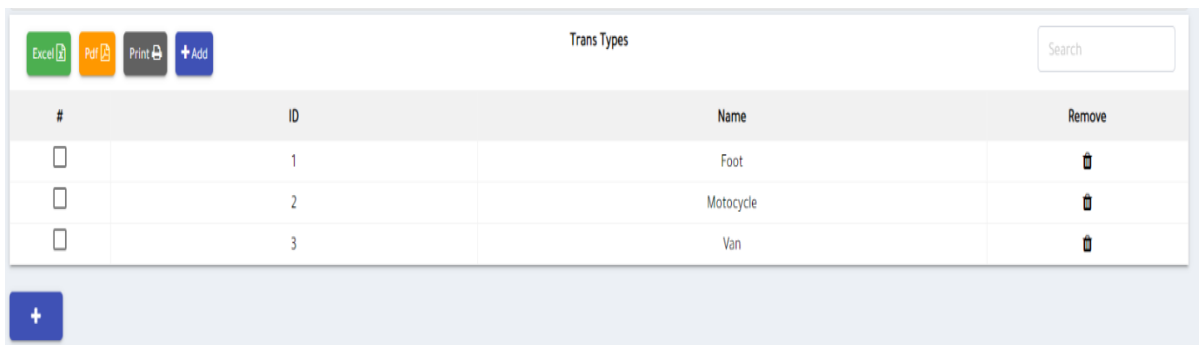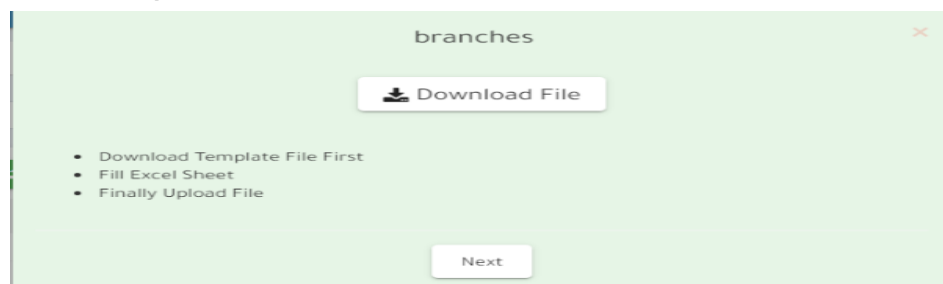   ❖ Determine the name of the expense
5. A specific type of expense can be adjusted
6. One or more expenses can be deleted
7. The ability to export data to excel, pdf
8. Data can be imported from excel file

branches

⬇ Download File

- Download Template File First
- Fill Excel Sheet
- Finally Upload File

Next

   ❖ Download a demo file
   ❖ Fill in the data
   ❖ Upload the file to the database
9. In the event that there are any errors in the imported data, a file is created with the data that contains problems to amend it and raise it again to complete the process.

9.Shipment Type

#	ID	Name	fixed_number	has_many_dimension	Remove
☐	1	Document		☐	🗑
☐	2	Parcel		☑	🗑
☐	3	Paper		☐	🗑
☐	4	Medical Form	0.5	☐	🗑
☐	5	Premium Late notice		☐	🗑
☐	6	Lapse notice		☐	🗑

1. The shipment type related to the bill of lading can be added, modified and deleted from a single Excel-like screen for fast and easy data entry
2. It can be filtered by the name of the type of shipment
3. An infinite number of shipments types can be added to appear in the Policies Addition screen
4. To add a shipment type
   ❖ Determine the name of the type of shipment
   ❖ Determine a fixed number that is determined according to each shipment that is multiplied by the weight equation to automatically deduce the value of the weight
   ❖ When adding the type of shipment, if (has many dimensions) is chosen. What is meant is that when choosing this type and writing the number of pieces, the number of rows containing (length - width - height) is extracted. Based on these dimensions, the weight is calculated automatically
5. A specific payment method may be modified
6. One or more payment types can be deleted
7. The ability to export data to excel, pdf

10. Treasury

#	ID	Name	init_value	Amount	Remove
☐					
☐	1	Main Store	1000	116758.5	🗑

Excel | Pdf | Print | +Add — Treasury — Search

+

1. The Treasury related to the bill of lading can be added, modified and deleted from a single Excel-like screen for fast and easy data entry

2. It can be filtered by the name of the Treasury

3. An infinite number of Treasury can be added.

4. To add a Treasury

   ❖ Determine the name of the Treasury
   ❖ Determine the init value of the treasury
   ❖ Determine the value of the current safe, on which financial transactions will be added and disbursed

5. A specific Treasury may be modified

6. One or more Treasury can be deleted

7. The ability to export data to excel, pdf

Translation

#	Key	Name English	Name Arabic
1	390	invoice_cover	invoice_cover
2	391	postal_invoices	postal_invoices
3	392	edit_awb	edit_awb
4	393	write_awb_code	write_awb_code
5	394	search_with_awb_code	search_with_awb_code
6	395	sheet_id	sheet_id
7	396	print_selected_awbs	print_selected_awbs
8	397	a4	a4
9	398	1x3	1x3
10	399	3x7	3x7
11	400	3x8	3x8
12	401	3x9	3x9
13	402	3x10	3x10
14	387	Price table by customer	قائمة أسعار العملاء
15	388	Other Fee	تكاليف إضافية
16	389	Print Table	طباعة الجدول

Save Changes | Translations | Search

« 1 »

1. Everything can be translated on the dashboard according to the names your business needs
2. The name of the Arabic or English translation can be filtered and modified