Paging MIS Department

2

1. See bottom of screen on Terminal Main menu
Press **F11** SndAdMsg (Send administrative message)

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LKVL TM1                    TERMINAL MAIN MENU              2/17/04 14:20:32
  1. Review Bill & Pro Lookup      20. Non-Delivery Exception Codes
  2. Customer Master Inquiry       21. Delivery Update by Pro
  3. Inquiry Menu                  22. Delivery Update by City Trlr
  4. Manifest Menu                 23. Correct Delivery Date by Pro
  5. Print Delivery/Handle Copy Bills  24. Unloading Exceptions History
  6. Home Depot Delivery Information  25. Sales Menu
  7. Daily Performance Worksheet   26. Customer Discount Inquiry
  8. Planning/Dispatch/Arrive      27. Fastrack
  9. Equipment Control Menu        28. 5-Star Service
 10. Enter Freight Billing         29. O/B Projection Entry
 11. Trailer Unloading Exceptions  30. O/B Projection Inquiry/Report
 12. Shortage Menu                 31. Xpress Gold Undelivered Pros
 13. Pros Not at Destination       32. Route Guide Inquiry
 14. Undelivered Pros by Terminal  33. Safety Menu
 15. Pros Delivered Late           34. Dock Automation Menu
 16. Appointment Inquiry/Maintenance  35. EDI Billing By Pro
 17. Hot Sheet Pro Entry           36. ExpressLINK Sign-on
 18. Hot Sheet Pro Inquiry         37. Pros w/o Imaged BLs,DRs
 19. Check Correction Status       38. City Delivery Manifest Update
     Option: █                         90. SIGNOFF
F4=Pkup   F5=DvMsg   F6=PrMsg   F7=PrQue   F8=PrCtl   F9=TmClk   F10=PhDir   F11=SndMsg
 System: DPI        Dev: QPADEV0160     User: LHJTS       Printer: SLSPRT
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2. See bottom of Admin. Message screen. Press **F9** – Send DPI pager msg

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SYM101 LHJTS           SEND ADMINISTRATIVE MESSAGE         2/17/04 14:50:01
 Enter: ALL - LME Terminals
        DPT - LME Departments
        SCT - Superior Cartage Terminals

   DESTINATIONS: █__   ___   ___   ___   ___   ___   ___   ___   ___   ___
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                           PAGE 1

 F3=Exit    F5=Show Dst    F7=Rvw Bill    F9=Send DPI Pager Msg    F10=Page 2
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3. Enter information in spaces provided and press **Enter** to send.

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SYM006 LHJTS            CONTACT DPI PAGERS           10/27/04 14:11:06
          Terminal: █__  (Terminal having the problem)

              Name: _____  (Name of person for DPI to call)

             Phone: _____  (Number for DPI to Call - If blank defaults
                                to terminal main phone)

     Desc of Problem: _____
                      _____

     Type of Problem: _  (H = Hardware, S = Software)


 Hardware: Printer, monitor, PC, phone lines, equipment or connection problems.


 Software: Any option taken from your menu not functioning as expected.



 F3=Exit   F12=Return        Press ENTER to send
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