**Package & Freight Receiving Management Application**

User Manual

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Introduction

This application is specifically designed to allow Ozarks Technical Community College’s Shipping and Receiving Management Office to accurately and efficiently receive, track, and distribute freight throughout the college and its campuses. Using a remote database this application stores packages and their status as well as other common and important information. Creating reports, delivery sheets, and list print out are made easily through the various menus and interfaces offered by the application.

Getting Started

Installing the application:

Insert the disc provided into the computers disk drive.

When prompted click install and run. This make take a couple minutes.

Once installed, double click on the icon on the desktop to start the application.

When the application starts you will be prompted to log in.

For first time setup use the Username: Admin and the Password: Admin.

Logging in for the First Time

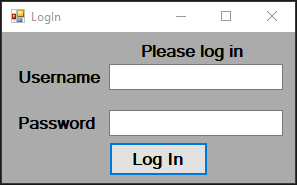
Once the application starts, you will be prompted to login. For first-time setup use the **USERNAME: admin** and the **PASSWORD: admin**. (Once initial setup is complete, and an administrative User created this username and password will no longer allow you to login).

Fig 1.1

After successfully logging in, the Main Menu will load. You will be presented with four buttons Receiving, History, Manage, and Settings. To complete initial setup, click Settings.

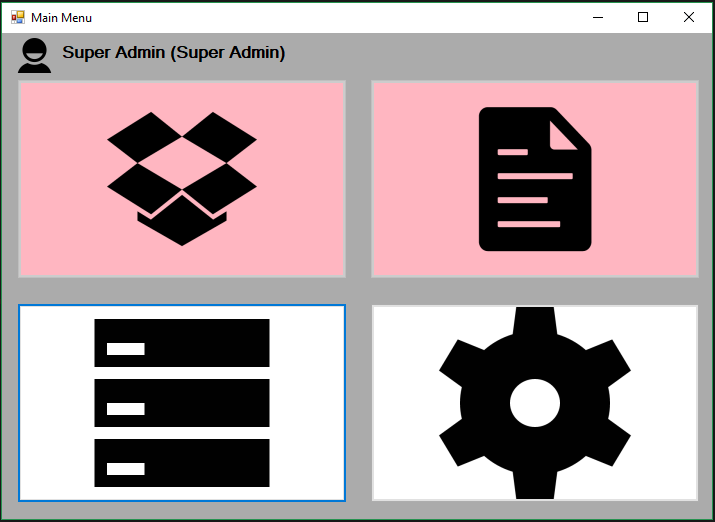


Fig 1.2

Manage

Settings

In the Settings menu, you will need to enter the database connection information. To get this information contact your database administrator. Once you have entered the connection information, test the connection by pressing the test connection button. If the connection is successful, a pop-up with “Connection Successful” will display. If the connection fails, contact the database administrator. After the connection success message displays, use the “Save Connection” button to save the connection information. When you click the “Save Connection” button the application will restart so that the connection can be active through-out the application.

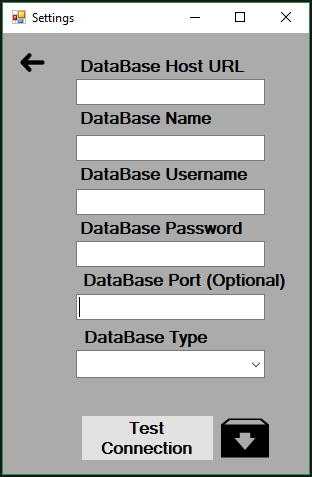


Fig 1.3

Save Connections

After the application restarts, you will need to add a User with administrative privileges. To start this process login with the **Username: admin** and the **Password: admin**. In the Main Menu, click Manage (See figure 1.2). Once in the Manage menu click the User button to select the User Data Table.

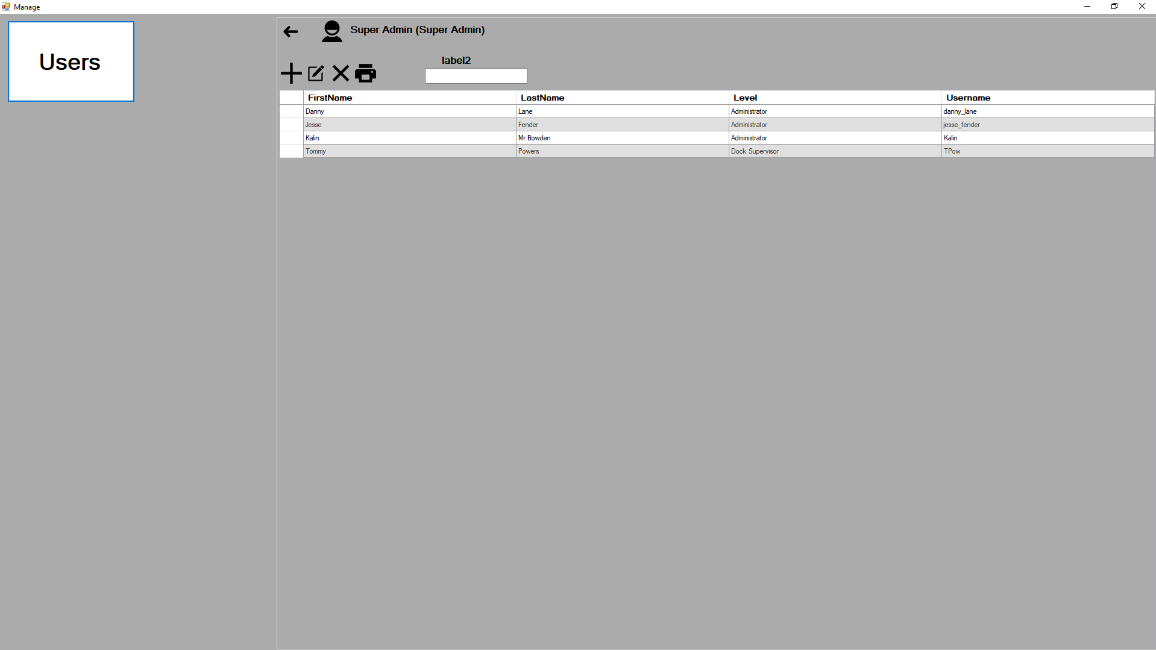


Fig 1.4

User Button

User Button

Back to Main Menu

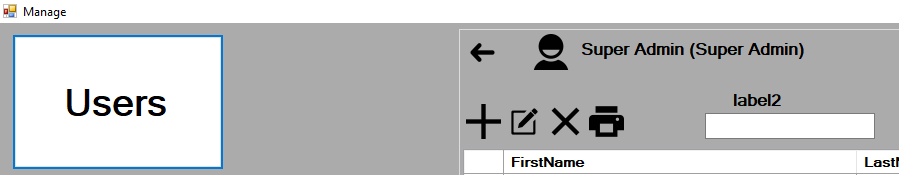


Fig 1.5

Add

After selecting the User button click Add to add a user (see fig. 1.5). The window to add a User will display (see fig. 1.6).

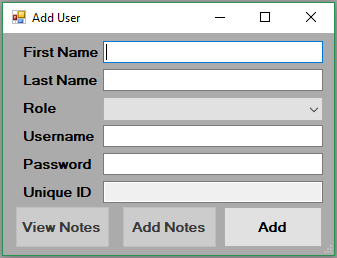


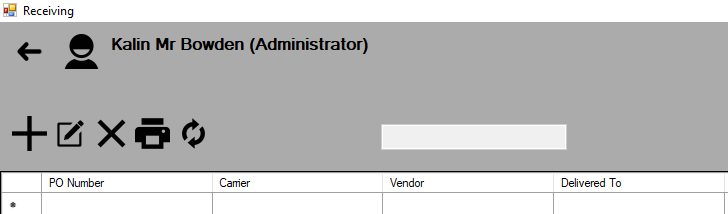
Fig 1.6

Fill each field with the requested information. Its important, that when adding a User for the first time, the “Administrator” role be selected so that the user will be able to access all functions. Once all fields have been filled, click the Add Button to create the User.

Click the Back button to return to the Main Menu (see fig. 1.5). In the Main Menu, click the User icon (see fig. 1.2) to bring up the Login form (see fig. 1.1). Log in as the User you created to complete the First Time Setup.

**Receiving**

**Getting to Know the Receiving Form**



Search

Refresh

Edit

Back

Print

Delete

Add



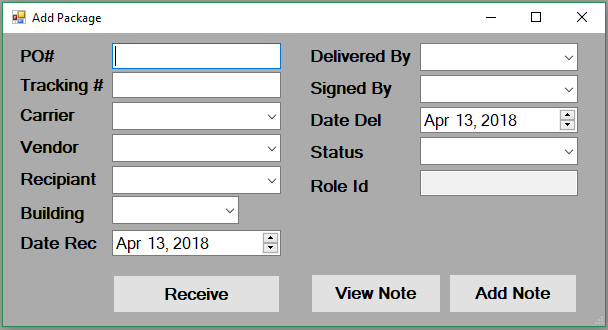
Select All

Data Columns

Cells

Data Rows

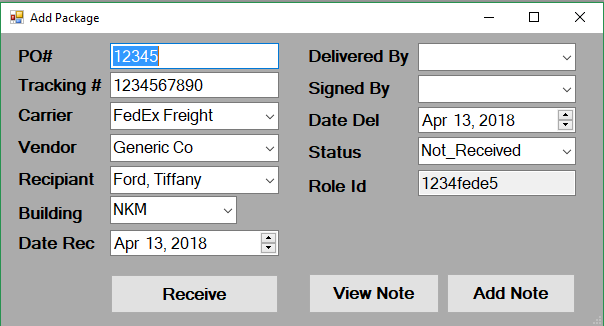
**How to Receive a Package**

To add a package to the daily receiving list, click the Add button (see fig 2.2) to display the Add Package Form.

Fill all the required fields with the necessary data. At a minimum a Package needs a Tracking Number, Carrier, Vendor, Recipient, Building, and a Date Received. Click Receive to receive the Packages (see fig. 2.2).

**Editing an Existing Packages**

To edit an existing Package, Click the row to highlight the selected package (see fig. 2.3). In the menu click the Edit button (see fig. 2.2) to display the Edit Package Form.



Change the fields as needed and click Edit (See fig 3.1). The package will be updated with the new information.

**Deleting an Existing Packages**

To delete a package, select the row you wish to delete. Click the delete button to remove it from the database (See fig 2.2). It should be noted that packages that were created before the current day will not be able to be deleted.

**Printing a Delivery Log**

To print the daily log list, select the row(‘s) you wish to add to the log. Click the Print button (See fig 2.2). The Print Preview will display with the selected rows. Select a clerk from the list and push print. Follow the on-screen directions for printing on your specific computer

Once you have successfully printed the log, the selected rows will update with the clerk name, delivery status to “Out for Delivery”, and delivery date.

**Searching Daily Receiving List**

To find packages more quickly you can search for packages. To do this, first double click the column you wish to filter by. A label will appear to indicate the selected column you are searching by. In the search text box, type in the value you are looking for. The list should narrow as you type.

**History**

**Getting to Know the History Form**

The History Form is where you can view previously received packages as well as add them to the daily receiving list

**Adding a Package to the Daily Receiving List**

To add a package(s) to the Daily Receiving List select the row(s) you wish to add and push (see fig.) the Add to Daily button.

**Printing History**

To print all or some of your package history, select the row(s) you wish to print. Click the print button (see fig.). The Print Preview form will load. Review the selected packages and click print. Follow the onscreen print dialog for your computer.

**Refreshing the Gird**

Should you experience a delay in the list updating or need to refresh the list, click the refresh button (see fig.) to reload the list.

**Searching History**

To find packages more quickly you can search for packages. To do this, first double click the column you wish to filter by (see fig.). A label will appear to indicate the selected column you are searching by(see fig.). In the search text box, type in the value you are looking for. The list will narrow as it attempts to match the text you type in.

**Manage Tables**

**Getting to Know the Manage Screen**

The Manage Screen is where you manage all the various data tables you use to track packages and create logs. It is also where you go to create and control Users and their access levels. What you are allowed to do is determined by the role your user has been given.

**Creating a User**

To create a user, first select the user table. Click the add button. The Add User Form will display. Fill out the form as indicated by the table. Click Add to create the user. The level you select for the user will determine what a user can and cannot do.

**Adding an Item to a List**

To add an Item to a list, Click the table you wish to add to. Once the grid has loaded click the Add button. An Add Form will display. Fill in the necessary fields. Click Add to add the item to the list

**Editing an Item in a List**

To edit an Item in the list, Click the table you wish to edit. Once the grid has loaded click the Edit button. An Edit Form will display. Fill in the necessary fields. Click Edit button to update the item in the list

**Deleting an Item in a List**

To Delete an Item in a list, Click the table you wish to delete from. Once the grid has loaded click the Add button. An Add Form will display. Fill in the necessary fields. Click Add to add the item to the list

**Printing a Table**

To print items in a tables list, select the items you wish to print by highlighting the row(s) and press the print button (see fig.). The print preview screen will appear (see fig.). Check the data in the table and press the print button (see fig.) and then follow your systems printing prompt instructions to print the list.

**Sorting a Table**

Sometimes it will be necessary to group like items by categories. You can do this easily in Manage by selecting the column you wish to sort by and clicking the column header. Columns are sorted alphanumerically from top to bottom. You can switch to bottom to top by clicking the Colum header once more.

**Searching a Table**

**Settings**