

Instructions for Dispatch Manager

To create an order

1. Open Ship ABC Software and follow the prompts.
2. Go to order entry page tab
3. Press **F4** to create new order
4. Enter customer account name and choose customer
5. Fill all entries
6. Press **F8** to save the order or **F9** to print a label and to save order.
7. Once orders are completed Go to Print Manifest button (top right toolbar)
8. Upload orders to our server by clicking on "print manifest" or "close" button (if you try to close the program by using the X, it will not upload).

To add and/or edit customers

Click on the Add/Edit Ship to Record Tab. To enter a new customer in the data base, click on the + sign and fill out the fields required. Please note that every customer MUST have a unique account code. Once the form is completed, click on the check mark, then click on the rounded refresh arrow, which are on the top toolbar. Once the customer is entered, you can now return to the Order Entry tab and proceed to create the shipment.

Maintenance

Once a month or so please go to your View Shipments Tab and click on the **Delete Blanks** icon.

Go to the Ship To Address Table tab and click on the **Format Postal Codes** icon and follow the prompts.

Go to F10 upload page and follow prompt and click on the Update Routing and Zones icon. This will update all the postal codes with our routes. This will take about 20-30 min. Update and the end of the day, or before leaving is suggested.