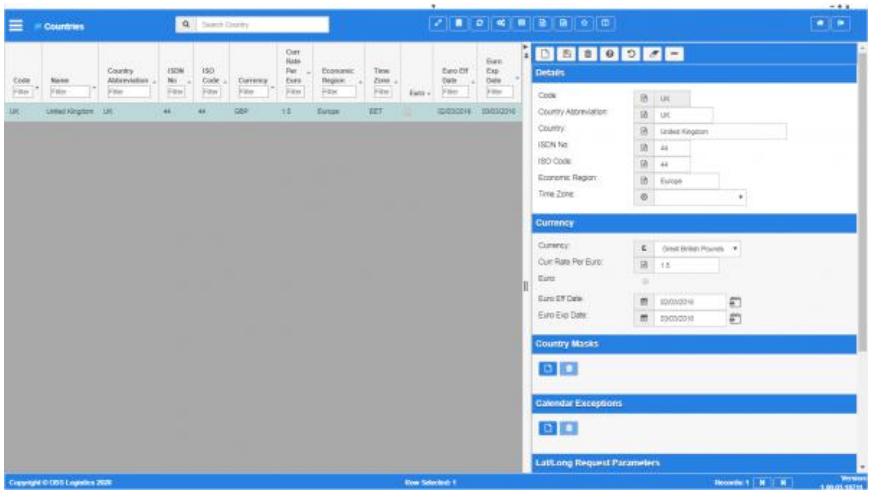
This screen allows you to maintain the the countries in the system. You can select the country when entering addresses in many parts of the system, but predominantly the Locations screen.



Countries maintenance

You can query data by and/or choose to display data as follows:

- *Code* - the country code.
- *Name* - the country name.
- *Country Abbreviation* - the abbreviation.
- *ISDN No*.
- *ISO Code*.
- *Currency* - the currency.
- *Curr Rate Per Euro*.
- *Economic Region*.
- *Time Zone*.
- *Euro*.
- *Euro Eff Date*.
- *Euro Exp Date*.
- *Created By*.
- *Created Date*.
- *Last Updated By*.
- *Last Updated Date*.
- *Last Active Change By*.
- *Last Active Change Date*.
- *Last Process Id*.
- *Update Counter*.

The following actions are available on the Details panel:

- **New** - create a new record.
- **Save** - save a new record or changes to an existing record.
- **Delete** - delete an existing record.
- **Help** - help on this screen.
- **Undo** - undo change made since last save.
- **Clear** - clear all fields.
- **Toggle** - toggle display of all accordion headers.

You can change or add the following information:

Details section

- *Code* - the country code.
- *Name* - the country name.
- *Country Abbreviation* - the abbreviation.
- *ISDN No*.
- *ISO Code*.
- *Economic Region*.

- *Time Zone* - a drop-down list of all timezones that have been configured in the system. You can maintain timezones in the Timezones screen.

Currency section

- *Currency* - a drop-down list to select the currency. You can maintain the currencies available to the system in the Currencies screen.
- *Curr Rate Per Euro*.
- *Euro* - a check-box signifying that this country is in the Eurozone.
- *Euro Eff Date*.
- *Euro Exp Date*.

Area Code Formats section

You can use the Area Code Formats section to add a mask that helps identify the country from the postcode.

You can click the **New** button in this section to add a new mask. The screen will pop-up an entry window where you can enter the new area code format. You can save this mask with the provided **Save** button, or discard your changes with the **Close** button.

You can delete an existing mask by selecting it from the table and clicking the provided **Delete** button on the section header.

Calendar Exceptions section

You can add country non-working days using the Calendar Exceptions section.

You can click the **New** button in this section to add a new exception. The screen will pop-up an entry window where you can enter the date. You can save this with the provided **Save** button, or discard your changes with the **Close** button.

You can delete an existing exception by selecting it from the table and clicking the provided **Delete** button on the section header.

Lat/Long Request Parameters

You can control how this lat/long (geocode and reverse geocode) requests for addresses in this country are processed with the parameters in the Lat/Long Request Parameters section.

You can indicate through options whether a portion of the address is used (qualified or unqualified) or not for the following:

- Address Name.
- Address Lines.
- District (Address Line 3).
- Town.
- County.
- State (County).
- Postal Code.
- Country.

Notes section

You can add notes through the Notes section.

You can click the **New** button in the Notes section to create a new note. This will be tagged with your user name and date/time.

Any notes may be removed by clicking the **x** in the corner of the note.

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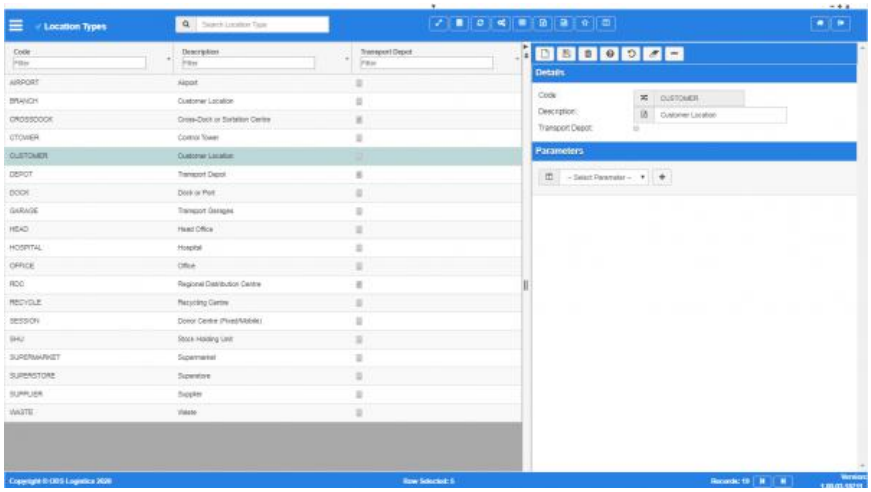
1 Location Types

This screen allows you to maintain the location types in the system. You can select the location type when creating locations in the Locations screen.



Location types

You can query data by and/or choose to display data as follows:

- *Code* - the location type code.
- *Description* - the location type description.
- *Transport Depot* - whether locations of this type are considered to be part of your transport network.
- *Active*.
- *Created By*.
- *Created Date*.
- *Last Updated By*.
- *Last Updated Date*.
- *Last Active Change By*.
- *Last Active Change Date*.
- *Last Process Id*.
- *Update Counter*.

The following actions are available on the Details panel:

- **New** - create a new record.
- **Save** - save a new record or changes to an existing record.
- **Delete** - delete an existing record.
- **Help** - help on this screen.
- **Undo** - undo change made since last save.
- **Clear** - clear all fields.
- **Toggle** - toggle display of all accordion headers.

You can change or add the following:

- *Code* - the location type code.
- *Description* - the location type description.
- *Transport Depot* - a check box controlling whether locations of this type are considered to be part of your transport network.

Ready for **What's Next, Now**™

1.1 Parameters section

You can set parameters here to control additional functionality.

You can select a parameter to add using the provided Select Parameter drop-down list and clicking the **Add** button.

Once you have selected the parameter, the screen will display it in this section. Parameters are displayed in the sequence which your system administrators have configured them to be displayed. Once the parameter is added, you can enter the value - in general, the screen will validate the value or will provide a list of values to select, depending on the parameter settings.

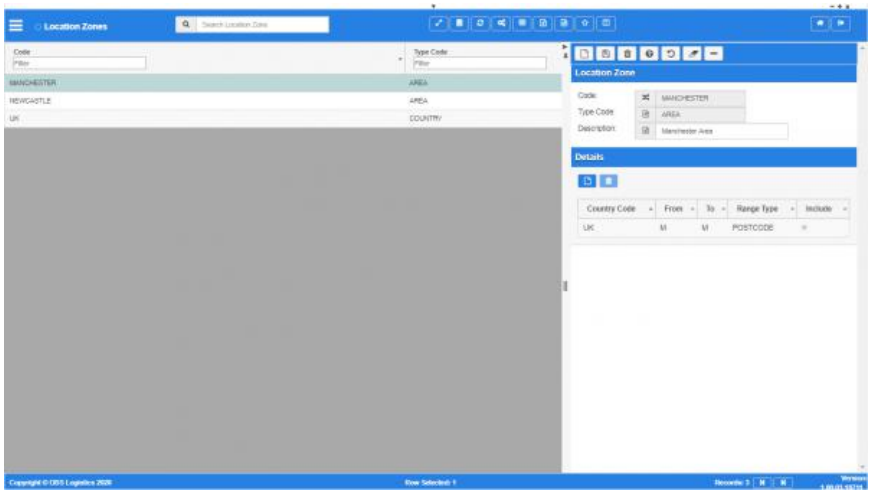
You can remove a parameter by clicking the **Cancel** button next to the parameter value.

The following parameters are currently available:

Label	Description	Long Description	Type	Values
Close Time	Close Time	Close Time	TextBox	Integer
Consol Job Load	Consol Job Load	Consol Job Load	DropDownList	Enabled, Disabled
Consol Job Unload	Consol Job Unload	Consol Job Unload	DropDownList	Enabled, Disabled
Job Group Load	Job Group Load	Job Group Load	TextBox	
Job Group Unload	Job Group Unload	Job Group Unload	TextBox	
Open Time	Open Time	Open Time	TextBox	Integer
Opening Pattern	Opening Pattern	A 7-character text string defining the open and closed days e.g. OOOOCC	TextBox	
Send Details Load	Send Details Load	Send Details Load	DropDownList	Enabled, Disabled
Send Details Unload	Send Details Unload	Send Details Unload	DropDownList	Enabled, Disabled
Send Job Load	Send Job Load	Send Job Load	DropDownList	Enabled, Disabled
Send Job Unload	Send Job Unload	Send Job Unload	DropDownList	Enabled, Disabled

2 Location Zones

This screen allows you to maintain the location zones in the system and the areas that this zone applies to. You can select the location zones when creating fixed route templates from the Routes screen, and also against the Locations screen, to identify which zone the location services.



Location zones

You can query data by and/or choose to display data as follows:

- *Code* - the location zone code.
- *Type Code* - the location zone type.
- *Description* - the description.
- *Created By*.
- *Created Date*.
- *Last Updated By*.
- *Last Updated Date*.
- *Last Active Change By*.
- *Last Active Change Date*.
- *Last Process Id*.
- *Update Counter*.

The following actions are available on the Details panel:

- **New** - create a new record.
- **Save** - save a new record or changes to an existing record.
- **Delete** - delete an existing record.
- **Help** - help on this screen.
- **Undo** - undo change made since last save.
- **Clear** - clear all fields.
- **Toggle** - toggle display of all accordion headers.

You can change or add the following:

- *Code* - the location zone code.
- *Type Code* - a drop-down list of all location zone types in the system. You can maintain location zone types in the Location Zone Types screen.
- *Description* - the description.

You can maintain the areas that this zone is made up of by using the Details section.

You use this section to identify ranges postcodes, postal zones or postal areas that are included or excluded from the zone.

A zone must have one included range.

A zone may also include or exclude other zones already created.

You can add new ranges by clicking the **New** button on the Details section. The screen will display a pop-up window to enter the new range. You will be prompted for:

- *Type* - the type. Values: Postcode; Zone.
- *From* - the postcode, postal area, postal zone or location zone that forms the start of the range.
- *To* - the postcode, postal area, postal zone or location zone that forms the end of the range.
- *Country* - the country code.
- *Include* - a check box indicating whether you are including or excluding the range from the zone.

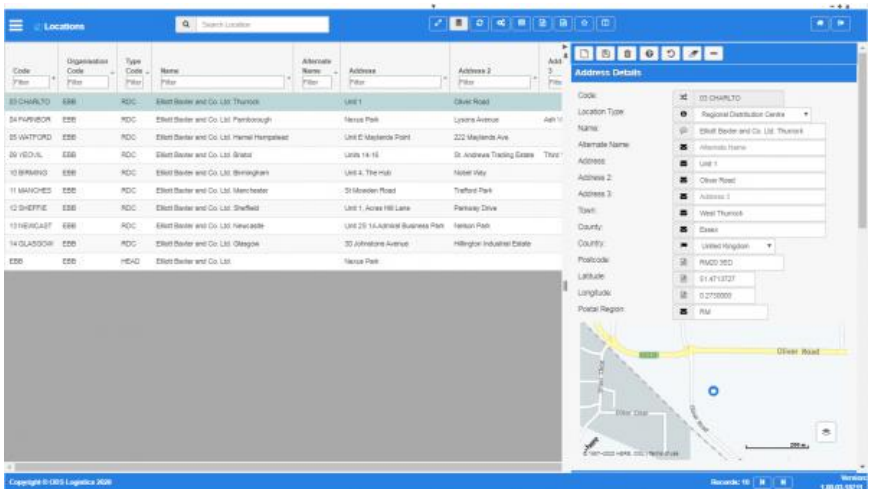
You can save you new range with the **Save** button, or discard your changes with the **Cancel** or **Close** button.

You can delete an existing range by selecting the range from the table and clicking the **Delete** button in the Details section.

3 Locations

This screen allows you to maintain the locations in the system. You can select the locations created here in many places in the system, including:

- Carriers
- Orders
- Trips
- Fixed Routes



Locations

You can query data by and/or choose to display data as follows:

- *Code* - the location code.
- *Organisation Code* - the organisation to which the location belongs.
- *Type Code* - the location type.
- *Name* - the name.
- *Alternate Name* - an alternate name.
- *Address*.
- *Address 2*.
- *Address 3*.
- *Town*.
- *County*.
- *Country Code*.
- *Postcode*.
- *Postal Region* - a postal region for the address.
- *Latitude* - the GPS position of the address.
- *Longitude* - the GPS position of the address.
- *Loading Rate Code* - the loading rate code.
- *Unloading Rate Code* - the unloading rate code.
- *Default Collection Depot* - the location that would commonly collect from this location.
- *Default Delivery Depot* - the location that would commonly deliver to this location.
- *Zone Code* - the location zone.
- *Time Zone Code* - the timezone.
- *Link Location* - any location considered to be in the same location as this location.
- *Active*.
- *Created By*.
- *Created Date*.
- *Last Updated By*.
- *Last Updated Date*.
- *Last Active Change By*.
- *Last Active Change Date*.
- *Last Process Id*.
- *Update Counter*.

The following actions are available on the Details panel:

- **New** - create a new record.
- **Save** - save a new record or changes to an existing record.
- **Delete** - delete an existing record.
- **Help** - help on this screen.
- **Undo** - undo change made since last save.
- **Clear** - clear all fields.
- **Toggle** - toggle display of all accordion headers.

You can change or add the following information:

3.1 Address Details section

- *Code* - the location code.
- *Type Code* - a drop-down list of all the location types in the system. You can configure location types in the Location Types screen.
- *Name* - the name.
- *Alternate Name* - an alternate name.
- *Address*.
- *Address 2*.
- *Address 3*.
- *Town*.
- *County*.
- *Country Code* - a drop-down list of all countries configured in the system. You can configure countries in the Countries screen.
- *Postcode*.
- *Latitude* - the GPS position of the address.
- *Longitude* - the GPS position of the address.
- *Postal Region* - a postal region for the address.

A map will be displayed showing the location.

3.2 Delivery section

- *Loading Rate Code* - a drop-down list of loading rates in the system. You can configure loading and unloading rates in the Load Rate screen.
- *Unloading Rate Code* - a drop-down list of unloading rates in the system. You can configure loading and unloading rates in the Load Rate screen.
- *Default Collection Depot* - the location that would commonly collect from this location.
- *Default Delivery Depot* - the location that would commonly deliver to this location.
- *Zone Code* - a drop-down list of all location zones in the system. You can configure location zones in the Location Zones screen. If you do not enter a zone, the system will determine the correct zone when the location is saved.
- *Time Zone Code* - a drop-down list of all the timezones in the system. You can configure timezones in the Timezones screen.
- *Link Location* - any location considered to be in the same location as this location.

3.3 Special Requirements section

Here you can indicate any special location requirements that have been configured for locations in the system. You can configure Location Requirements in the Requirements screen.

The following are currently available:

- Add Drop.
- Air Freight.

You can enabled a special requirement by clicking it, and disable it by un-clicking it.

3.4 Parameters section

You can set parameters here to control additional functionality.

You can select a parameter to add using the provided Select Parameter drop-down list and clicking the **Add** button.

Once you have selected the parameter, the screen will display it in this section. Parameters are displayed in the sequence which your system administrators have configured them to be displayed. Once the parameter is added, you can enter the value - in general, the screen will validate the value or will provide a list of values to select, depending on the parameter settings.

You can remove a parameter by clicking the **Cancel** button next to the parameter value.

The following parameters are currently available:

Label	Description	Long Description	Type	Values
Close Time	Close Time	Close Time	TextBox	Integer
Consol Job Load	Consol Job Load	Consol Job Load	DropDownList	Enabled, Disabled
Consol Job Unload	Consol Job Unload	Consol Job Unload	DropDownList	Enabled, Disabled
Job Group Load	Job Group Load	Job Group Load	TextBox	
Job Group Unload	Job Group Unload	Job Group Unload	TextBox	
Open Time	Open Time	Open Time	TextBox	Integer
Opening Pattern	Opening Pattern	A 7-character text string defining the open and closed days e.g. OOOOCC	TextBox	
Send Details Load	Send Details Load	Send Details Load	DropDownList	Enabled, Disabled
Send Details Unload	Send Details Unload	Send Details Unload	DropDownList	Enabled, Disabled
Send Job Load	Send Job Load	Send Job Load	DropDownList	Enabled, Disabled
Send Job Unload	Send Job Unload	Send Job Unload	DropDownList	Enabled, Disabled

3.5 Opening/Closing Times section

You can set opening and closing times at this location for each day of the week.

To edit or add new times, click the **Edit** button on the section header. The screen will display a pop-up window to enter opening and closing times for each day of the week.

You can save your changes with the **Save** button, or discard your changes with the **Close** button.

3.6 Vehicle Type section

You can set whether certain vehicle types are allowed or not allowed.

You can add whether vehicle types are allowed by clicking the **New** button in the section.

You can edit an existing vehicle type by selecting the vehicle type row in the table and then clicking the **Edit** button in the section header.

The screen will display a pop-up window to enter the following:

- *Vehicle Type* - the vehicle type. You can enter the vehicle type or select it from a list using the **Lookup** button to the right of the value entry. The screen will display a pop-up window showing all codes configured in the system. You can find codes by using the Filter box at the top of the pop-up and entering some characters of the code or name. You can enter a code by clicking the entry in the table or cancel by closing the window. You can configure vehicle types in the Vehicle Types screen.
- *Allowed* - a check box controlling whether the vehicle type is allowed or not.

You can save your changes with the **Save** button, or discard your changes with the **Close** button.

You can delete an existing vehicle type by selecting the vehicle type row in the table and then clicking the **Delete** button in the section header.

3.7 Vehicle section

You can set whether certain vehicles are allowed or not allowed at this location.

You can add whether vehicles are allowed by clicking the **New** button in the section. The screen will display a pop-up window to enter the following:

- *Vehicle* - a drop-down list of the vehicles configured in the system. You can configure vehicles in the Vehicles screen.
- *Allowed* - a check box controlling whether the vehicle is explicitly allowed at this location.
- *Not-Allowed* - a check box controlling whether the vehicle is explicitly not allowed at this location.
- *Warning* - a check box controlling whether the user is warned if this vehicle is selected to visit this location.

You can save your changes with the **Save** button, or discard your changes with the **Close** button.

3.8 Transport Unit section

You can set whether certain transport units are allowed or not allowed.

You can add whether transport units are allowed by clicking the **New** button in the section. The screen will display a pop-up window to enter the following:

- *Transport Unit* - the transport unit. You can enter the transport unit or select it from a list using the **Lookup** button to the right of the value entry. The screen will display a pop-up window showing all codes configured in the system. You can find codes by using the Filter box at the top of the pop-up and entering some characters of the code or name. You can enter a code by clicking the entry in the table or cancel by closing the window. You can configure transport units in the Transport Units screen.
- *Allowed* - a check box controlling whether the transport unit is allowed or not.

You can save your changes with the **Save** button, or discard your changes with the **Close** button.

You can delete an existing transport unit by selecting the transport unit row in the table and then clicking the **Delete** button in the section header.

3.9 Contacts section

You can add any number of contacts here.

You can add a contact by clicking the **New** button in the section.

You can edit an existing contact by selecting the contact row in the table and then clicking the **Edit** button in the section header.

The screen will display a pop-up window to enter the following:

- *Title*.
- *Forename*.
- *Surname*.
- *Job Title*.
    - *Contact Mediums* - a list of all contact media for the customer.
    - *Primary Phone*.
    - *Primary Email*.
    - *Primary Mobile*.

You can add additional contact media by selecting the media type from the drop-down list. The screen will add the medium to the Contact Mediums list above. Additional contact media:

- *Email*.
- *Fax*.
- *Mobile*.
- *Skype*.
- *Facebook*.
- *Twitter*.

You can delete an existing contact by selecting the contact row in the table and then clicking the **Delete** button in the section header.

3.10 Notes section

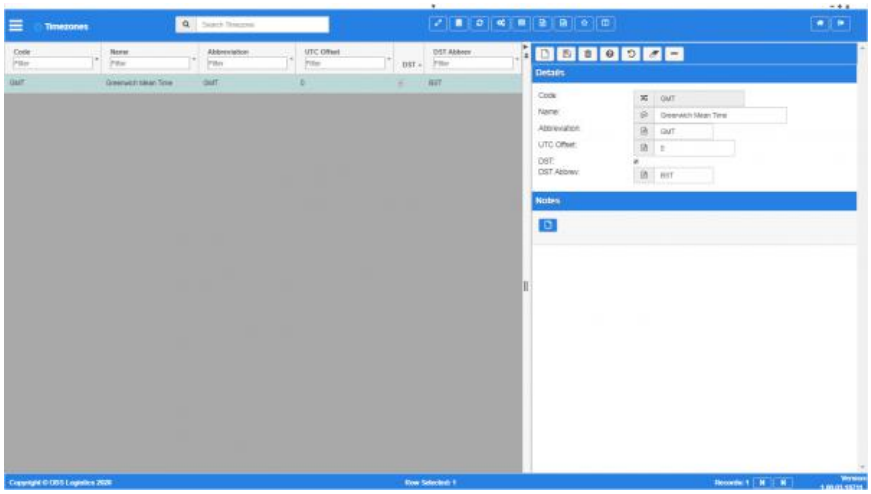
You can add notes through the Notes section.

You can click the **New** button in the Notes section to create a new note. This will be tagged with your user name and date/time.

Any notes may be removed by clicking the **x** in the corner of the note.

4 Timezones

This screen allows you to maintain the timezones in the system. You can select the timezone when creating countries in the Countries screen.



Timezones maintenance

You can query data by and/or choose to display data as follows:

- *Code* - the timezone code.
- *Name* - the timezone name.
- *Abbreviation* - the abbreviation.
- *UTC Offset* - the number of hours offset from universal time (UTC).
- *DST* - daylight saving time.
- *DST Abbrev* - abbreviation shown when DST.
- *Active*.
- *Created By*.
- *Created Date*.
- *Last Updated By*.
- *Last Updated Date*.
- *Last Active Change By*.
- *Last Active Change Date*.
- *Last Process Id*.
- *Update Counter*.

The following actions are available on the Details panel:

- **New** - create a new record.
- **Save** - save a new record or changes to an existing record.
- **Delete** - delete an existing record.
- **Help** - help on this screen.
- **Undo** - undo change made since last save.
- **Clear** - clear all fields.
- **Toggle** - toggle display of all accordion headers.

You can change or add the following:

- *Code* - the timezone code.
- *Name* - the timezone name.
- *Abbreviation* - the abbreviation.
- *UTC Offset* - the number of hours offset from universal time (UTC).
- *DST* - a checkbox indicating whether this timezone applies daylight saving time.
- *DST Abbrev* - the abbreviation shown when DST.

4.1 Notes section

You can add notes through the Notes section.

You can click the **New** button in the Notes section to create a new note. This will be tagged with your user name and date/time.

Any notes may be removed by clicking the **x** in the corner of the note.