Easy Shipper
User Guide

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Contents

General guidance

Easy Shipper - is an appendix, that is set on the personal computer, and gives an opportunity to fill invoices and other accompanying documents quickly and easily. In basis of the program, rich experience of the use and introduction of software is inlaid in the field of transport logistic.

With Easy Shipper you will be able:
- independently to create and print invoices and the manifests;
- to use templates for rapid creation of new invoices;
- to save pin data of business-partners in an address book.

System requirements:
- Operating system: Windows XP / 7 / 8 / 8.1
- Pre-installed: Microsoft .NET Framework 4.5 or Microsoft .NET Framework 4.0 (with the package of updating of KB2468871)
- Laser printer.

You can download the Easy Shipper program on the site www.tmm-express.com in section «Our services» point «Software Program API» (**Ошибка! Источник ссылки не найден.**).
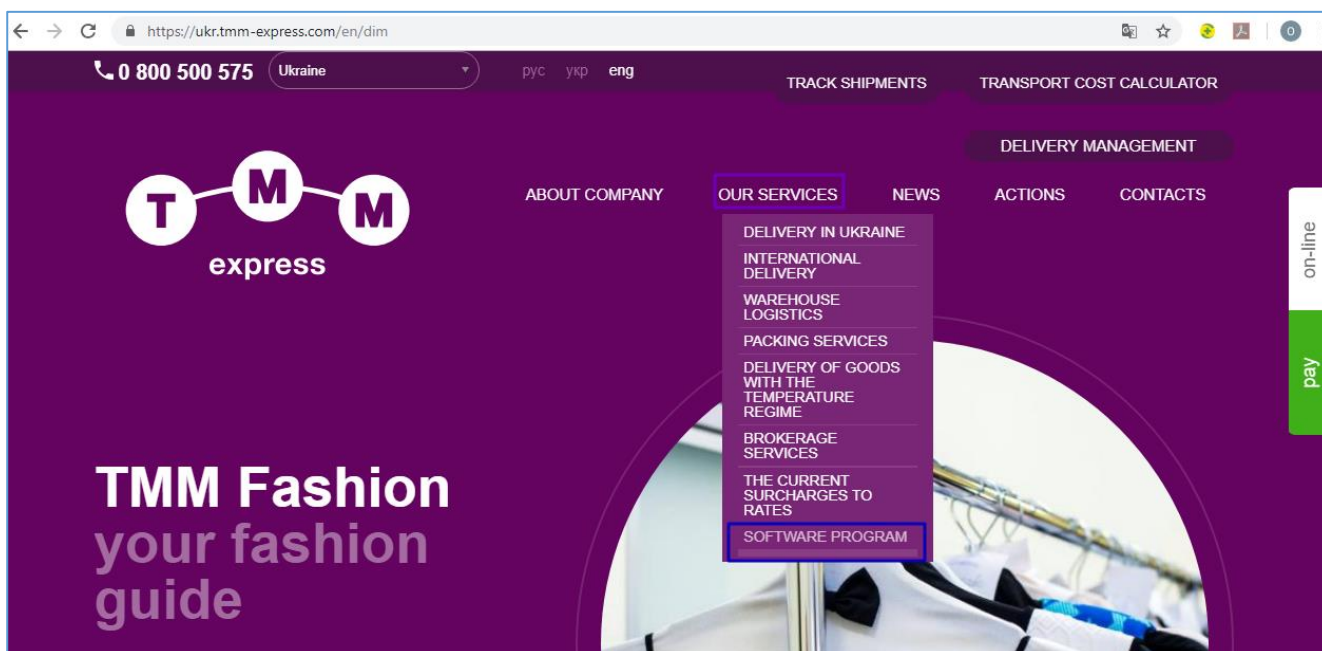

Figure 1. Our services

Installation

In order to download the program, you have to choose "Software Program API" in the menu «Our services» and then click on «Download Easy Shipper here» in the end of page (**Ошибка! Источник ссылки не найден.**).
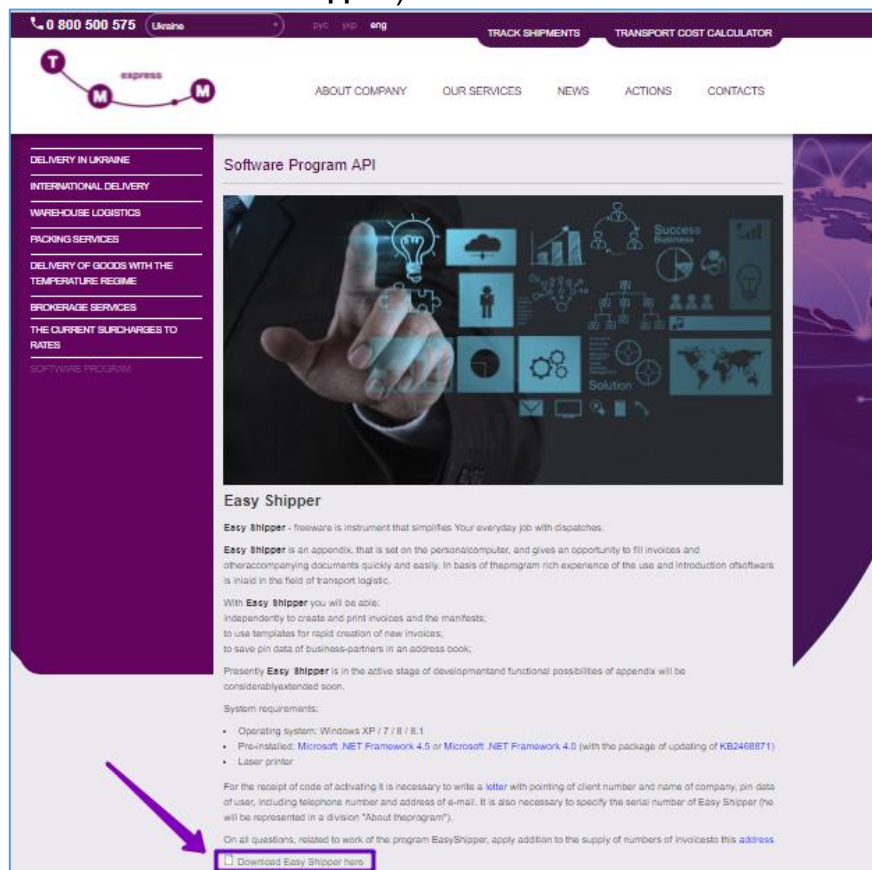

Figure 2. Selecting functions - Download Easy Shipper

In the next window, you have to choose a place to save the downloaded archive file with the program and press "Save" (Figure 3).
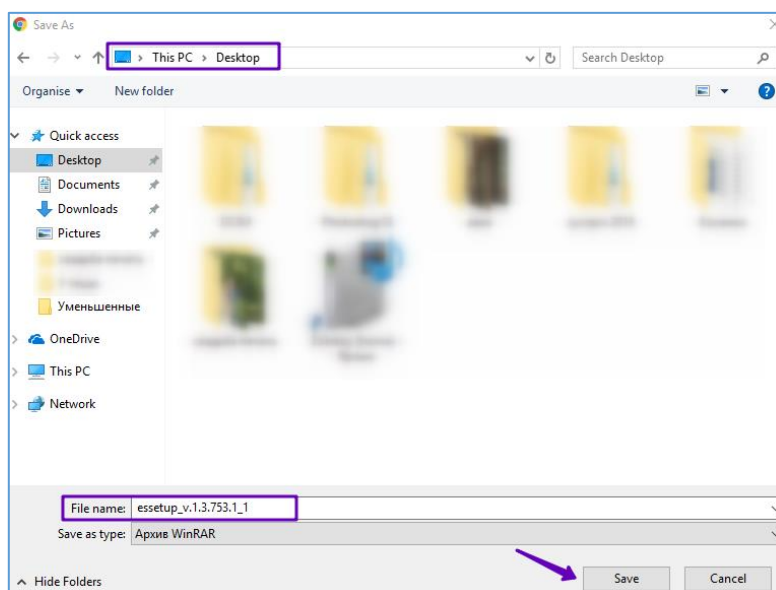

Figure 3. Saving the downloaded archive file with the program

After that, you have to open the downloaded file on your PC and double-click ESSetup_v.1.3.753.1.exe (Figure 4) to install the program.
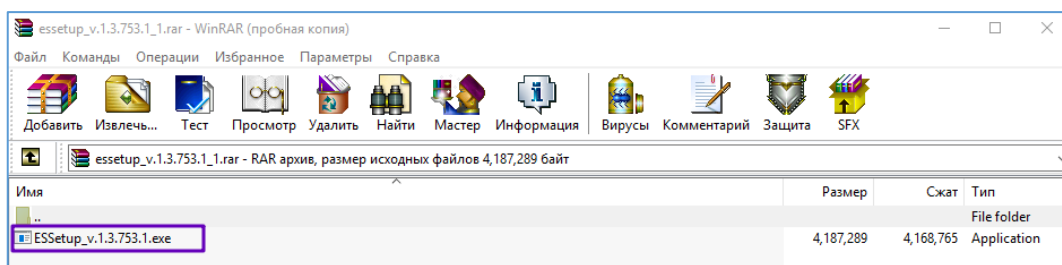

Figure 4. Open a file to install Easy Shipper

In the next window you have choose a folder or a place on your PC where you would like to save Easy Shipper (Figure 5), and press NEXT.
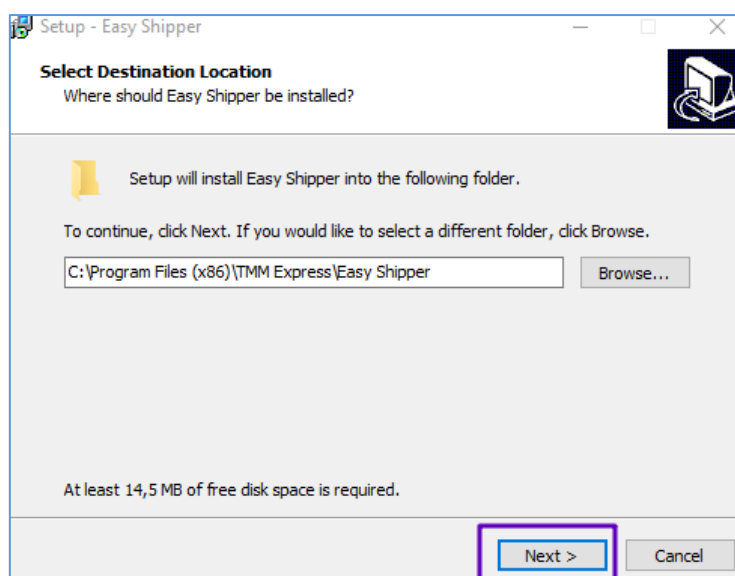

Figure 5. Choose a folder or a place for program Easy Shipper

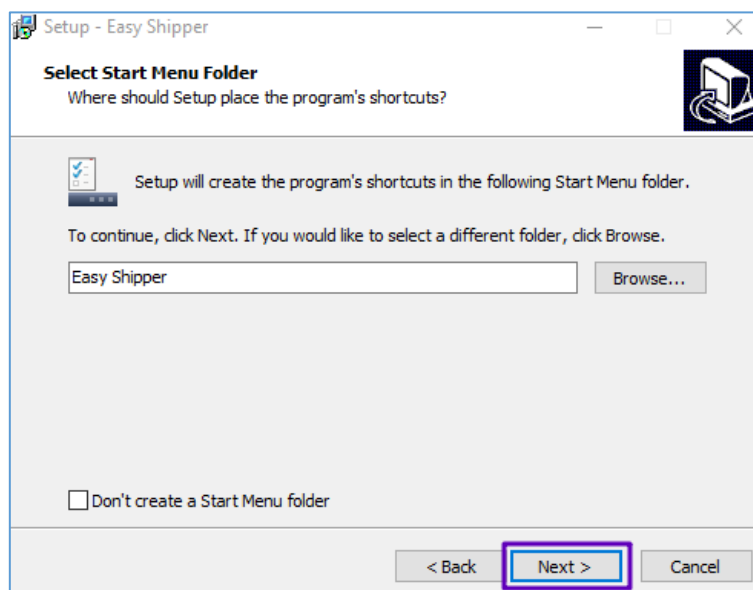Then you have to specify name of folder for program Easy Shipper (Figure 6), and press NEXT.

Figure 6. Specifying the name of folder for program Easy Shipper

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In the next window, you have to choose «create a desktop shortcut» (Figure 7), and press NEXT.
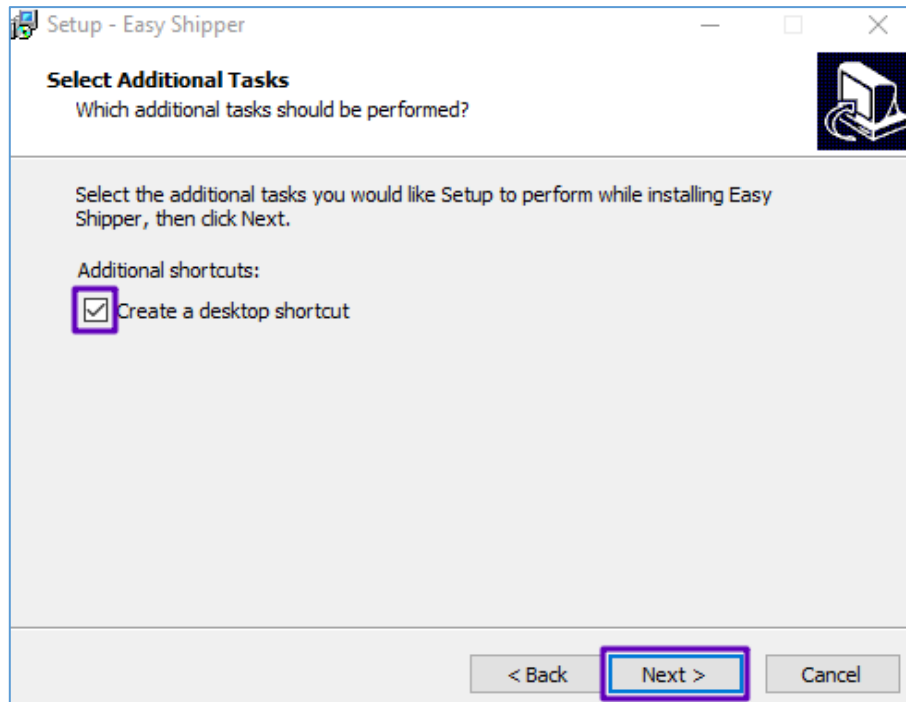
Figure 7. Create a desktop shortcut for Easy Shipper

After that, you have to check if everything specified correctly and press INSTAL (Figure 8). Then will start an installs Easy shipper on your PC (Figure 9). When install is finish, you will have to press FINISH (Figure 10).
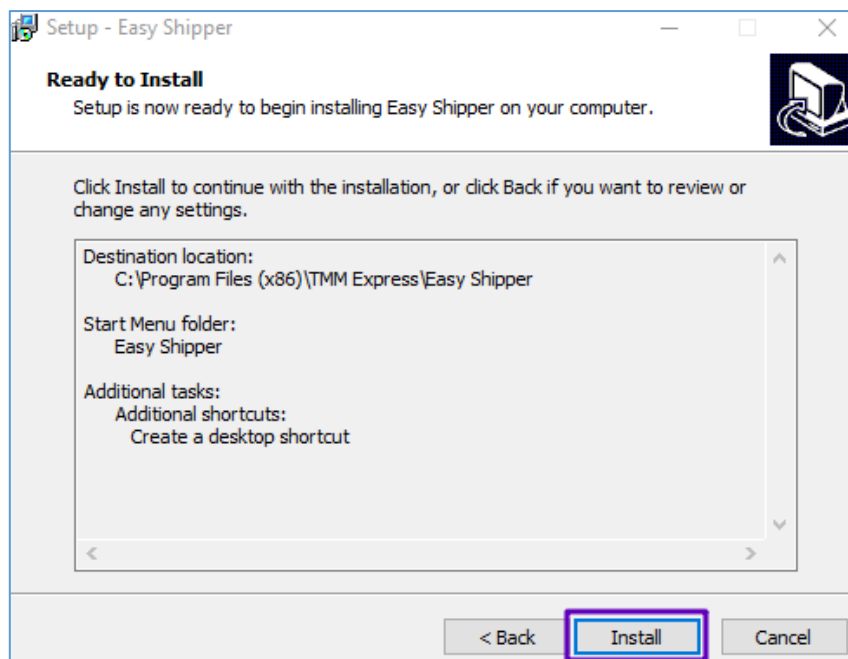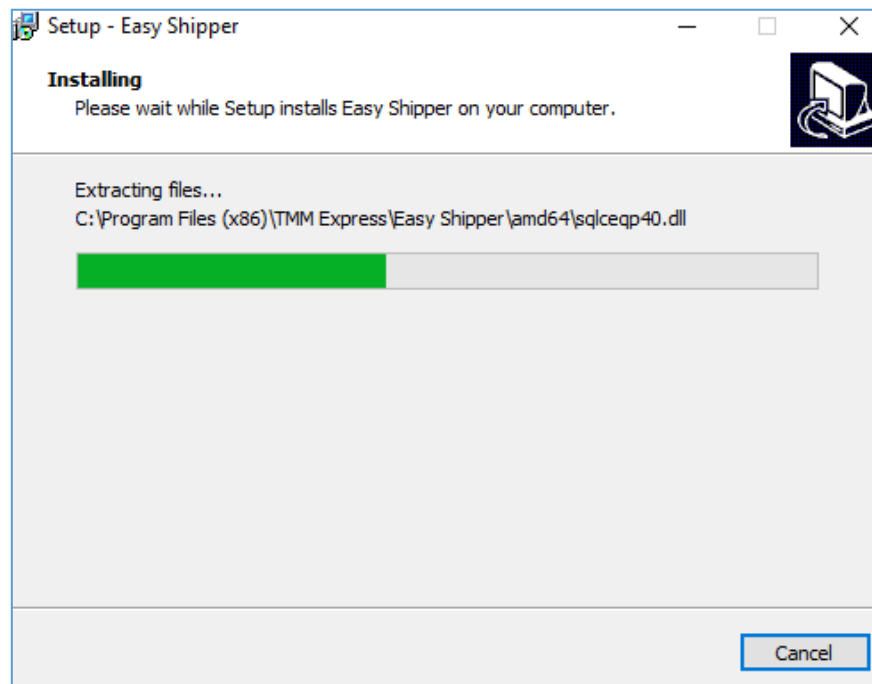

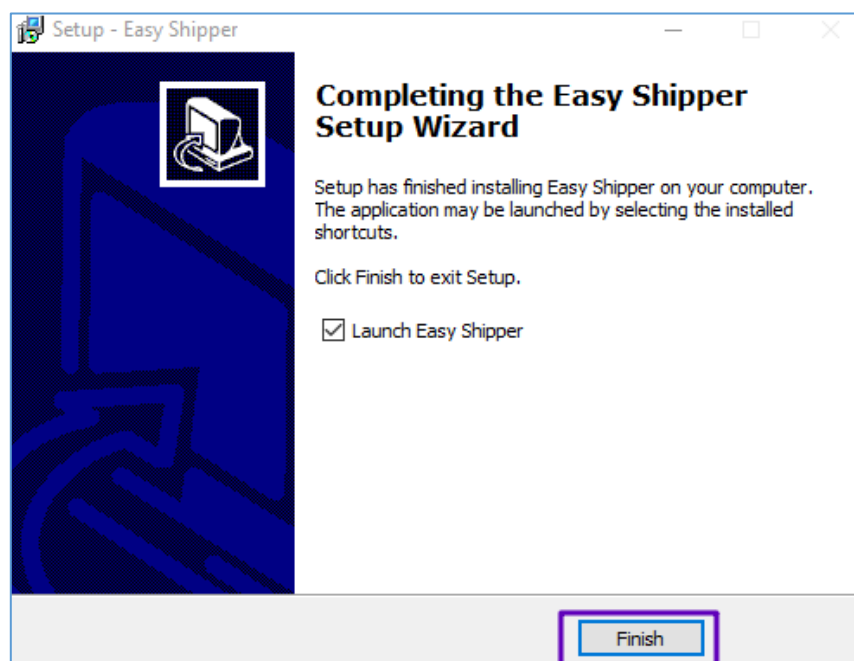***Figure 8. Confirmation and install of the Easy Shipper***

Figure 9. Installing Easy Shipper

Figure 10. Installing finished

After that, you will see the main window of Easy Shipper (Figure 11).
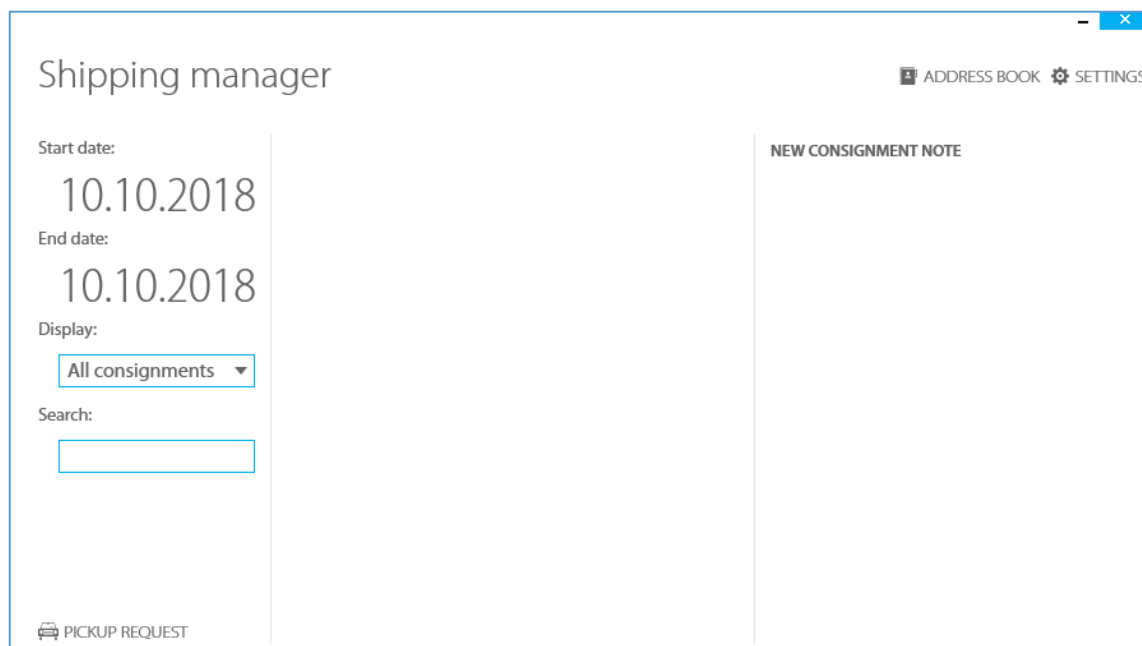
Figure 11. Main window of Easy Shipper

Activation of Easy Shipper and getting stock of consignment (AWB) numbers

To receive the code of activating Easy Shipper it is necessary to send email to cit@tmm-express.com, with pointing of:
- client number;
- name of company;
- users contact details, including telephone number and e-mail address;
- Serial number of Easy Shipper (it will be represented in a division "Settings", point "About", Figure 11).
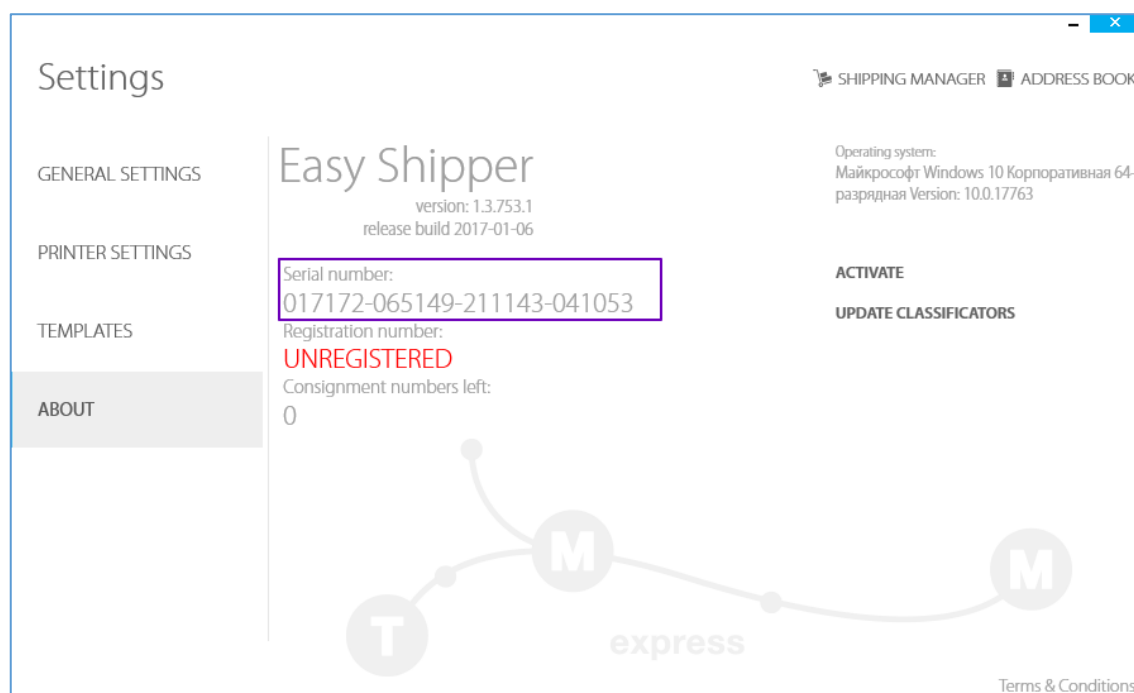
Figure 12. Serial number of Easy Shipper

To copy a serial number, you have to right-click on it and in the menu that appears select "Copy serial number" (Figure 13). On the figure 14 you can find the example of a letter for activation Easy Shipper (Figure 14).

You can also send a request for activation of the program using www.tmm-express.com. In section "Our services" choose the point "Software Program API" and click on the special link in the text (15). After that will open an email window for writing a letter to cit@tmm-express.com.
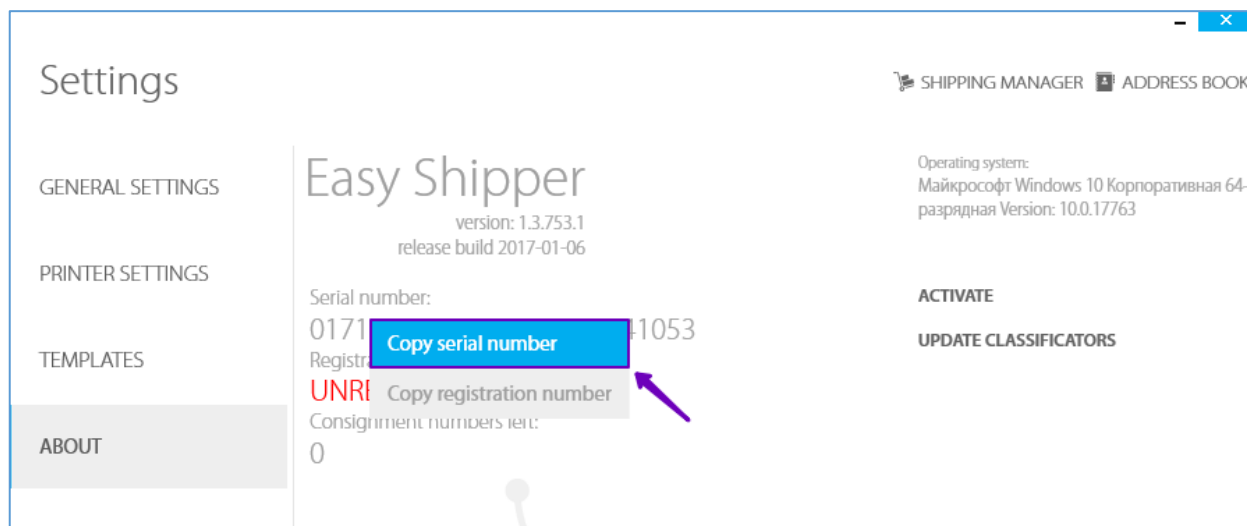
Figure 13. Coping of a serial number
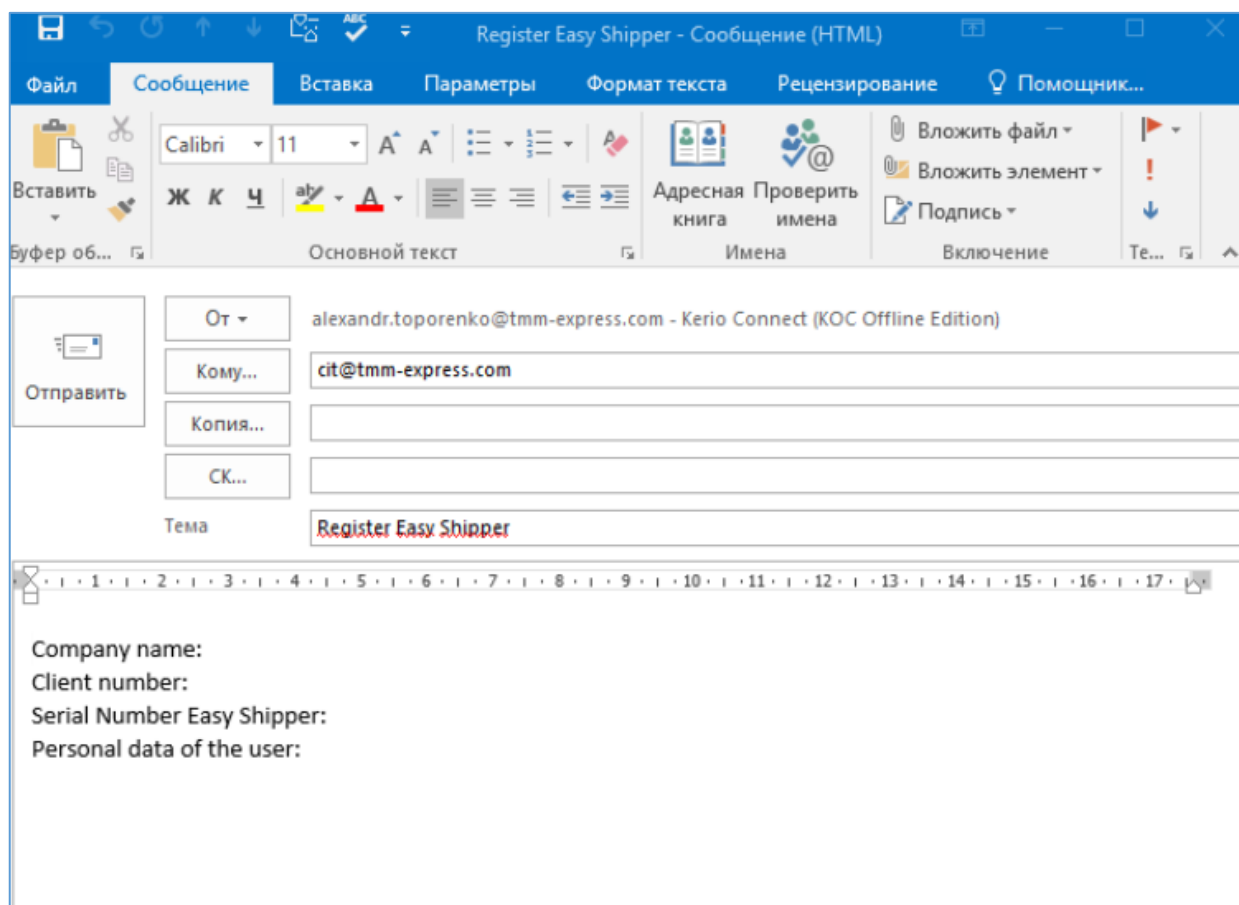
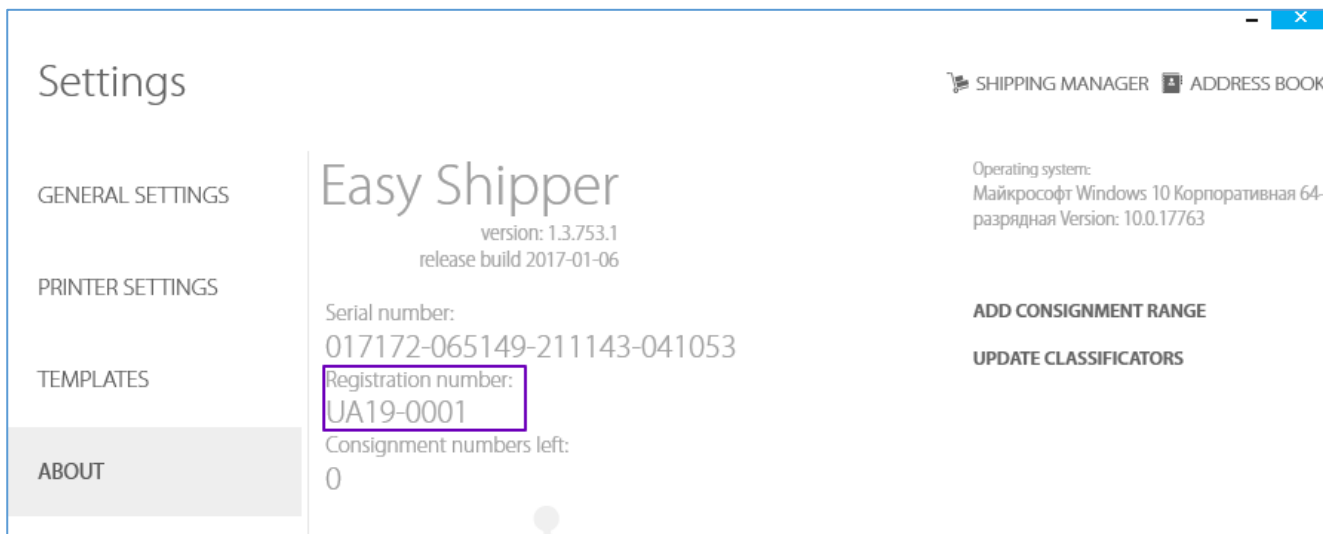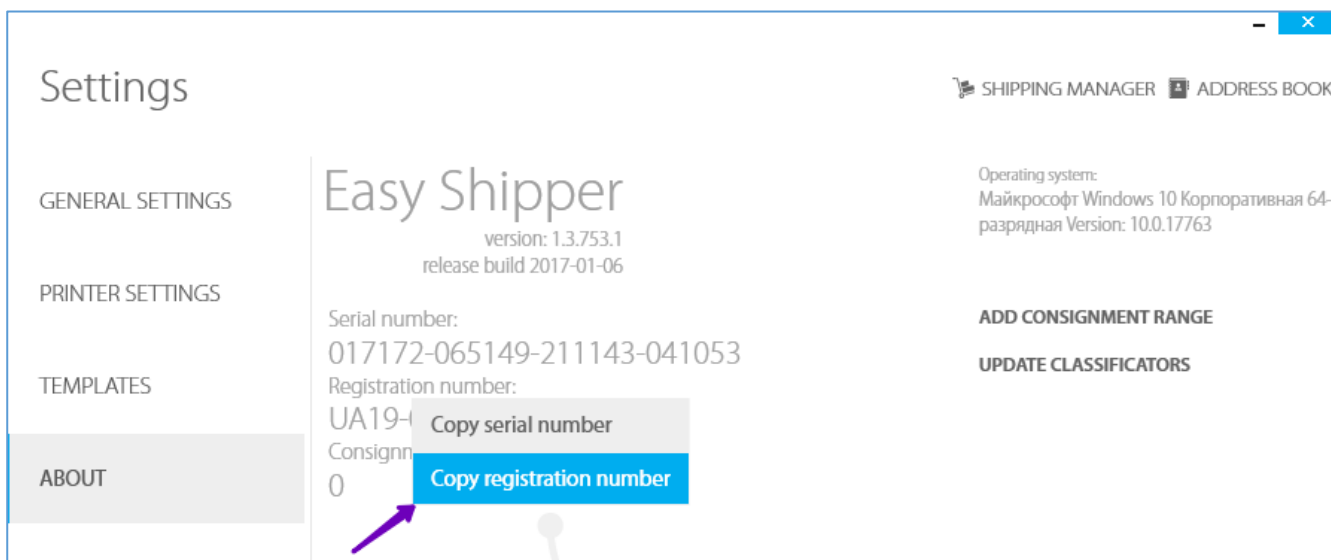*Figure 14. Example of letter for activation Easy Shipper*

Easy Shipper

Easy Shipper - freeware is instrument that simplifies Your everyday job with dispatches.

Easy Shipper is an appendix, that is set on the personalcomputer, and gives an opportunity to fill invoices and otheraccompanying documents quickly and easily. In basis of theprogram rich experience of the use and introduction ofsoftware is inlaid in the field of transport logistic.

With Easy Shipper you will be able:
independently to create and print invoices and the manifests;
to use templates for rapid creation of new invoices;
to save pin data of business-partners in an address book;

Presently Easy Shipper is in the active stage of developmentand functional possibilities of appendix will be considerablyextended soon.

System requirements:

- Operating system: Windows XP / 7 / 8 / 8.1
- Pre-installed: Microsoft .NET Framework 4.5 or Microsoft .NET Framework 4.0 (with the package of updating of KB2468871)
- Laser printer

For the receipt of code of activating it is necessary to write a letter with pointing of client number and name of company, pin data of user, including telephone number and address of e-mail. It is also necessary to specify the serial number of Easy Shipper (he will be represented in a division "About theprogram").

On all questions, related to work of the program EasyShipper, apply addition to the supply of numbers of invoicesto this address

☐ Download Easy Shipper here

Figure 15. Use special link to send request for activation Easy Shipper

In response to the request, you will receive the activation code of the program. Next, you need to go to the section "About" click on the button "Activate" (Figure 16) and in the window that will appear you have to indicate the activation code and click on the button "Activate" (Figure 17).

Figure 16. Go to window "Activate program"
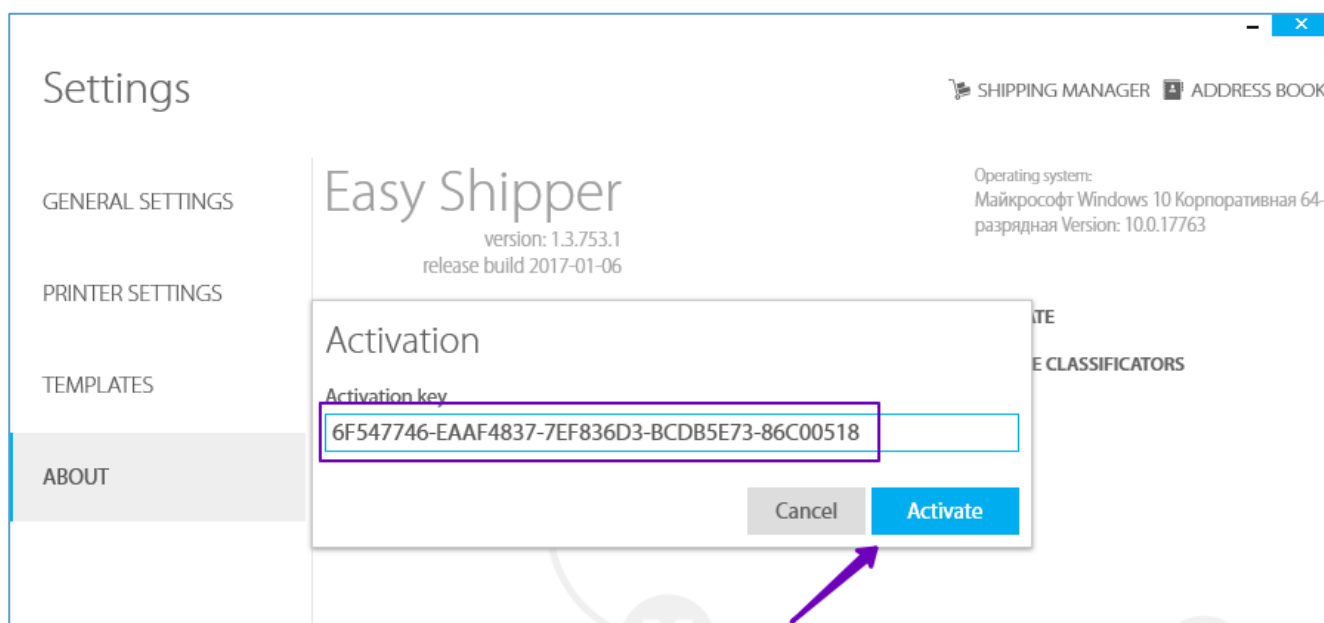
Figure 17. Enter activation key for Easy Shipper

If everything done correctly will appear a message that the program has been successfully activated (Figure 18). To continue working with the program, click "OK".
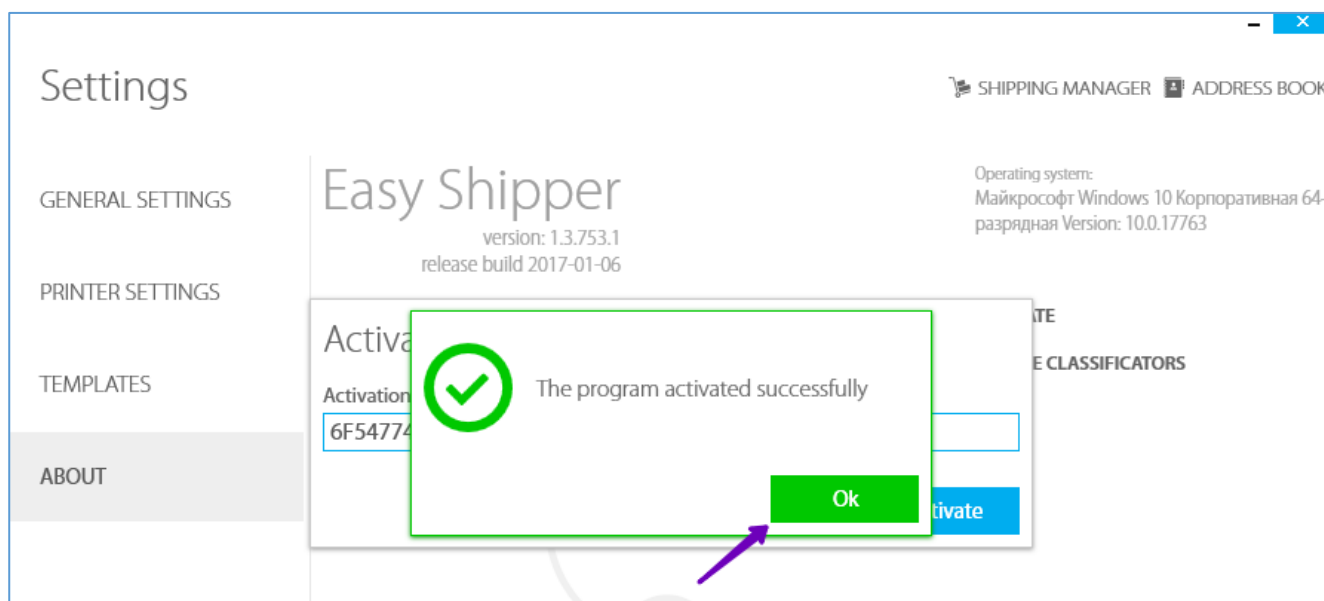
*Figure 18. Program activated*

After activating the program, you have to get stock of AWB numbers, that you will use for creating AWB's. Amount of AWB numbers you have to determine based on number of your shipments per 3 months.

To order or add the AWB numbers, you have to send email to the cit@tmm-express.com with following data:

• registration number (it will be represented in a division "Settings", point "About", Figure 19Figure 11);

• the required amount of AWB numbers.

To copy a registration number, you have to right-click on it and in the menu that appears select "Copy registration number" (Figure 20).

You can also send a request for getting stock of AWB numbers using www.tmm-express.com. In section "Our services" choose the point "Software Program API" and click on the special link in the text (Figure 21). After that will open an email window for writing a letter to cit@tmm-express.com.

Figure 19. Registration number

Figure 20. Copy registration number

Figure 21. Use special link to send request for getting stock of AWB numbers

In response to the request, you will receive the code. Next, you need to go to the section "About" click on the button "Add consignment range" (Figure 22) and in the window that will appear you have to indicate the code and click on the button "Add range" (Figure 23**Figure 17**).
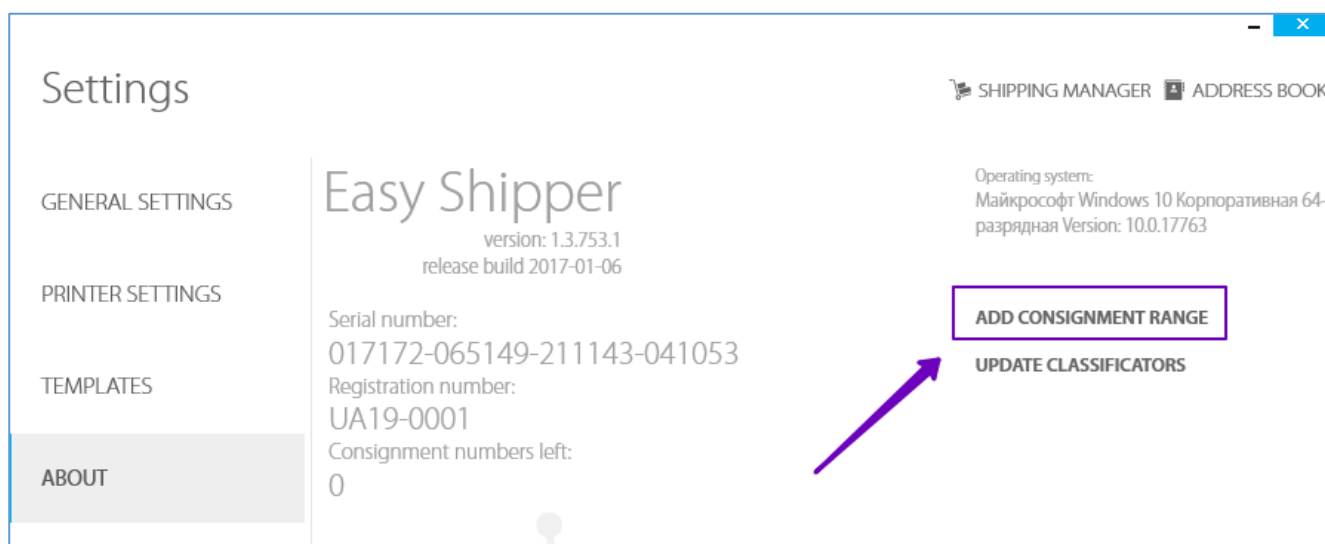
Figure 22. Add consignment range
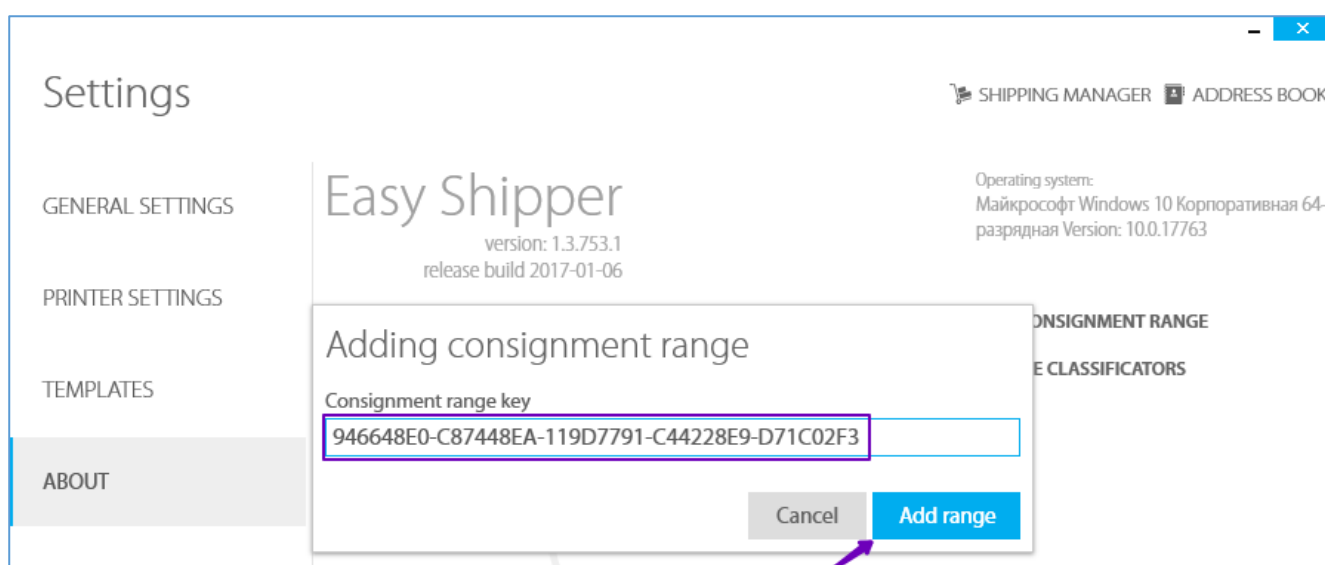
Figure 23. Enter consignment range key

If everything done correctly will appear a message that new consignment range has been added successfully (Figure 24). To continue working with the program, click "OK".
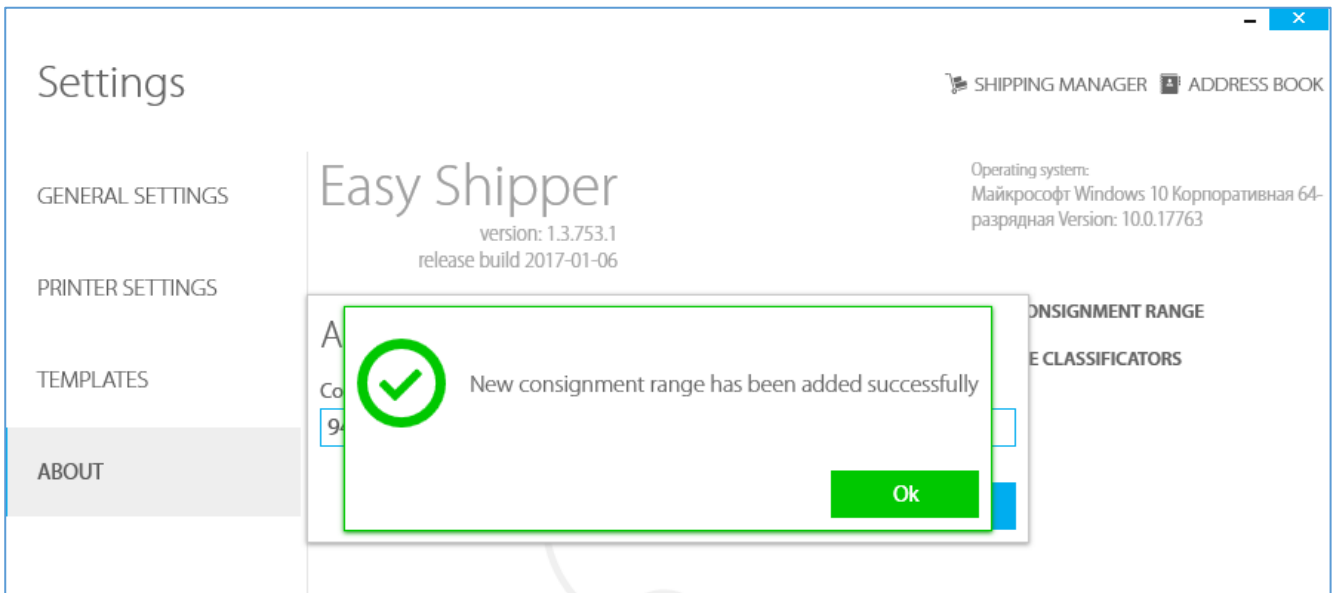
Figure 24. New consignment range has been added successfully

Shipping manager

Interface

In menu "Shipping manager" you can:
- create AWB;
- print AWB and labels for the shipment;
- print collection manifest;
- track shipment;
- sort shipments;
- make pick up requests.

In order to get into the Shipping manager, you need to click on the button in the upper right corner of the main Easy Shipper window (Figure 25 - Figure 26).
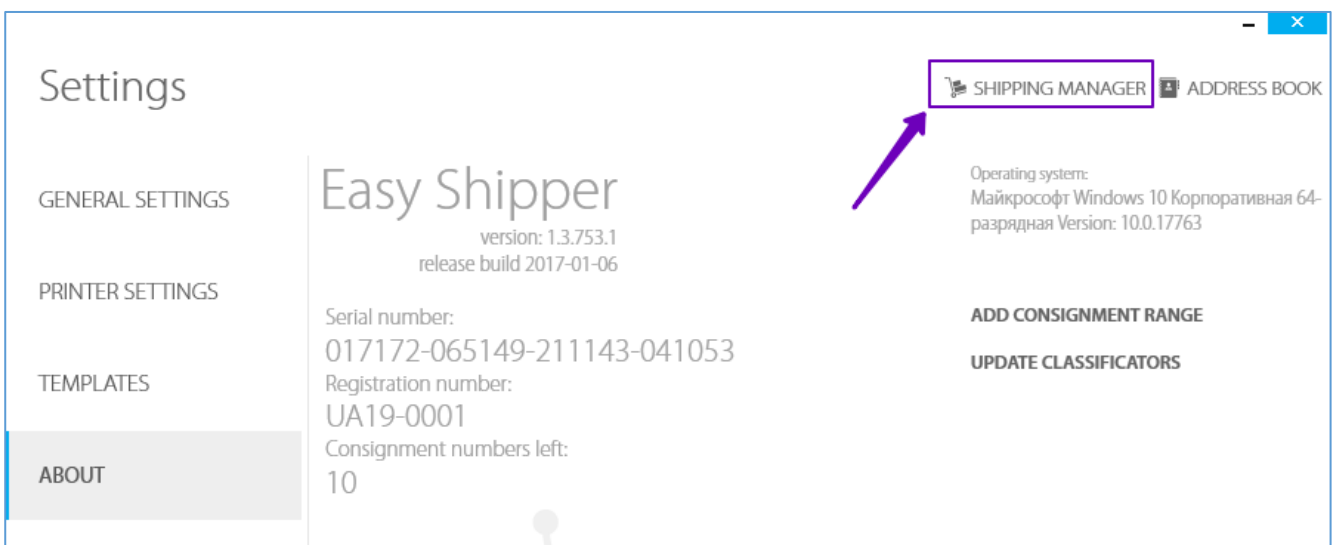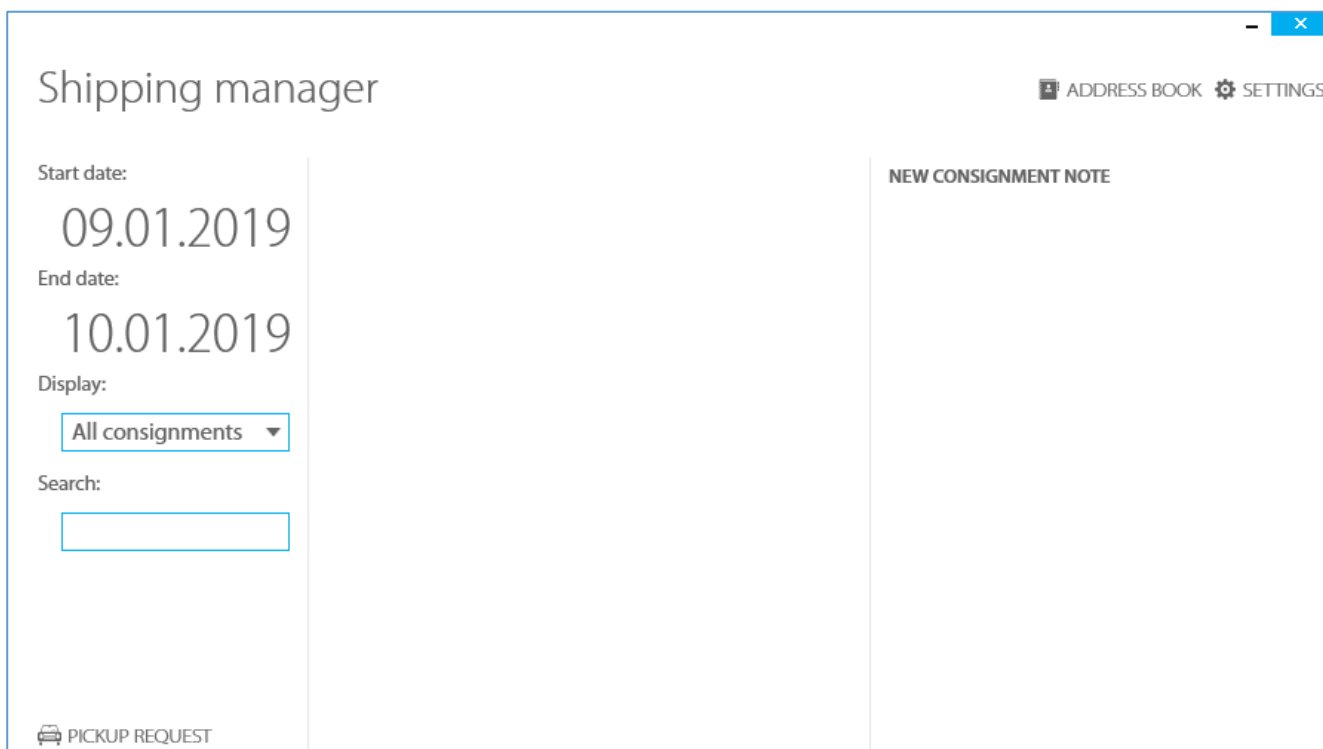
Figure 25. Go to the Shipping manager
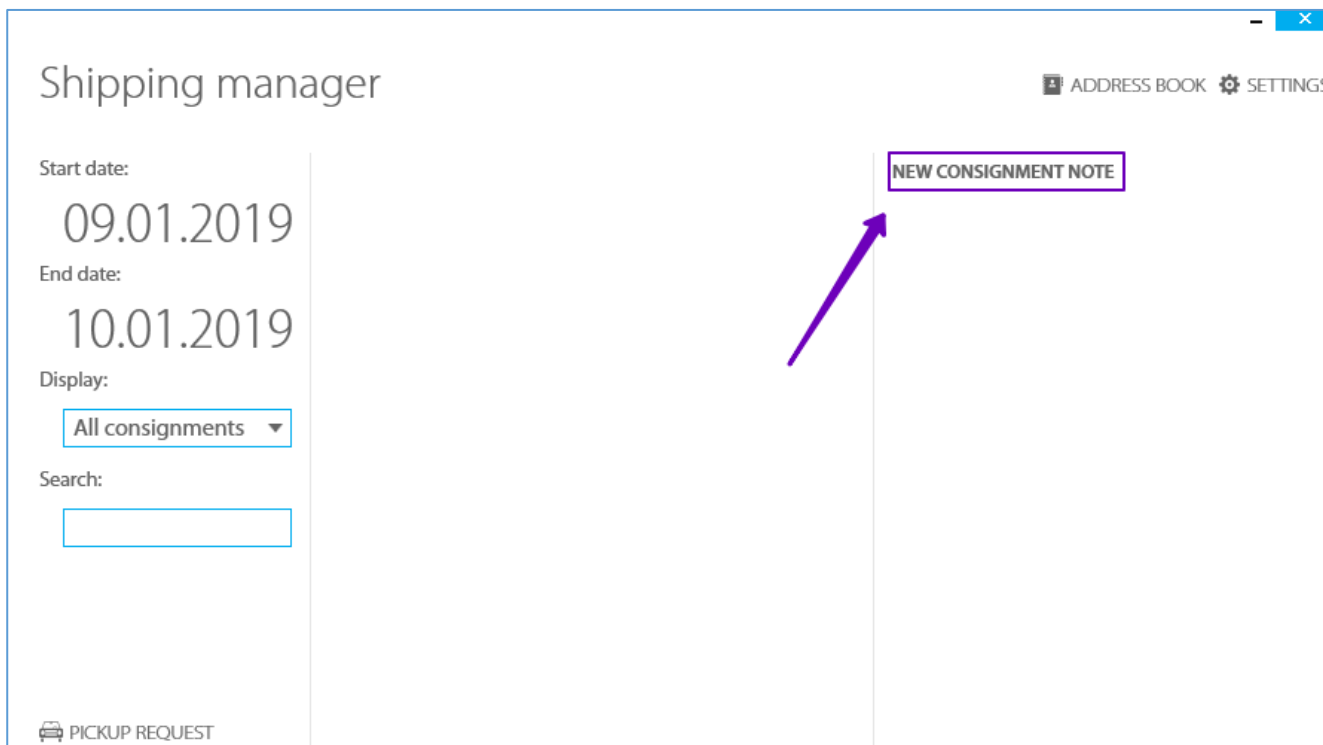
Figure 26. Shipping manager

Create new AWB

In order to create a new AWB, you need to click on the button "New consignment note" in the window Shipping Manager (Figure 27).
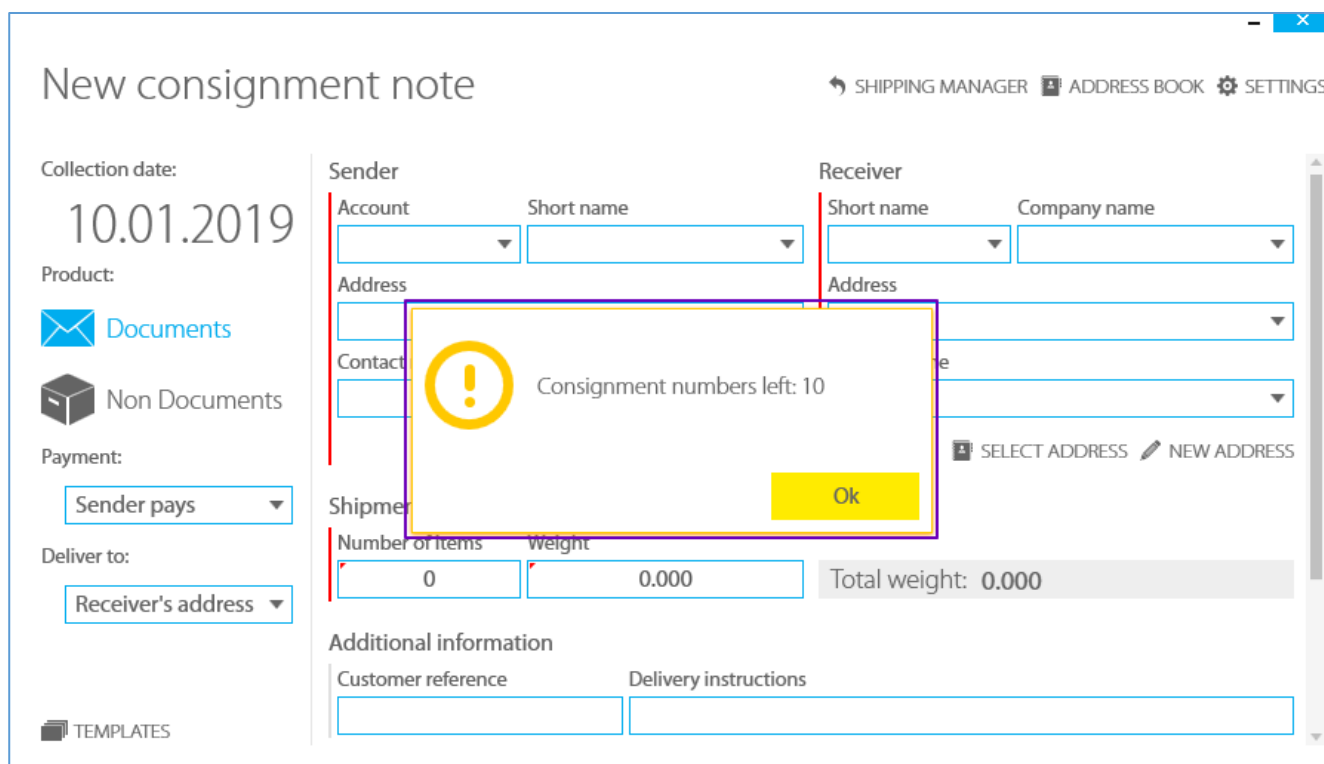
Figure 27. New consignment note

If left 10 or less AWB numbers you will see message with available amount of numbers (Figure 28). It means that nearest time you will need to refill a range of consignment numbers. To continue work click "OK".

Figure 28. Message with available amount of AWB numbers

Now you have to fill Sender and Receiver details. You can click on button "Select address" and choose Sender and Receiver addresses form Address book. Or you can click on button "New address" enter data manually (Figure 29).
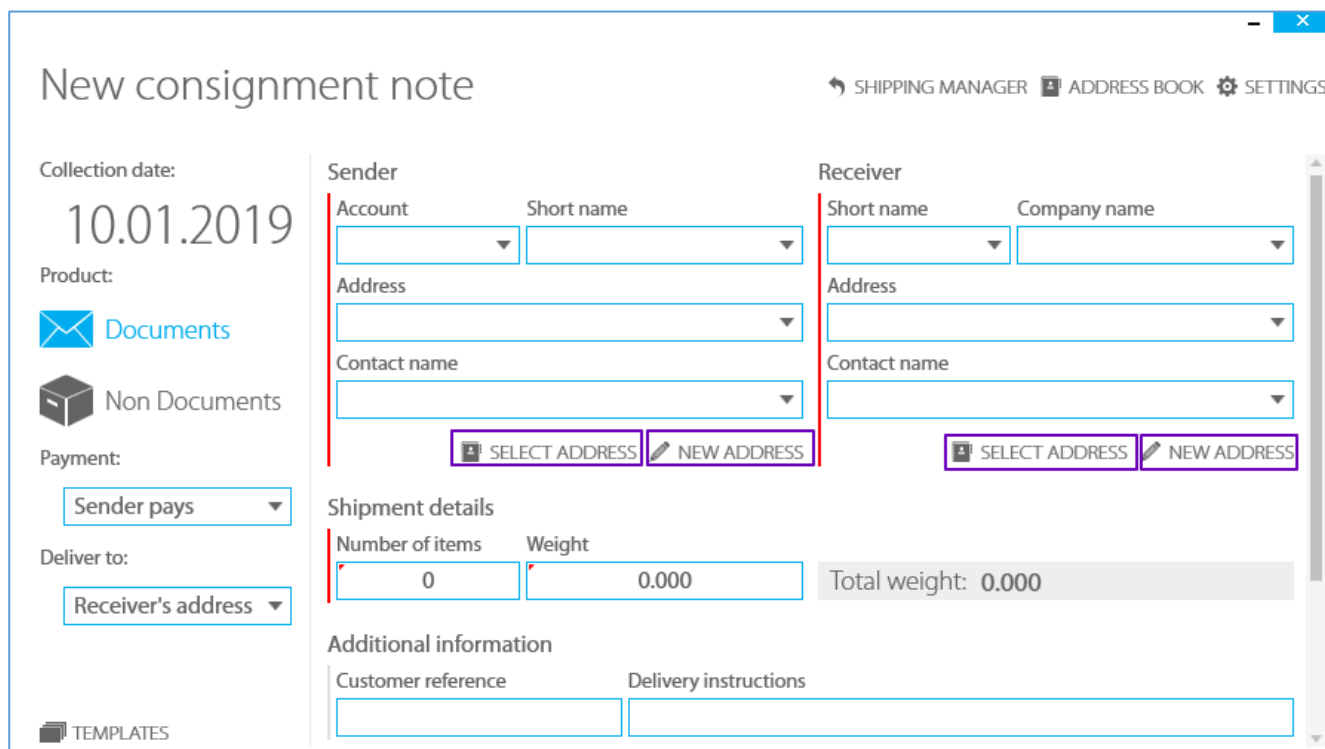
Figure 29. New consignment note - choose or enter Sender and Receiver details

To enter Sender or Receiver address fill in the form that will appear (required items are indicated with red) and press "Save" (). Pay attention that new address will be used for this AWB but won't be save in address book.
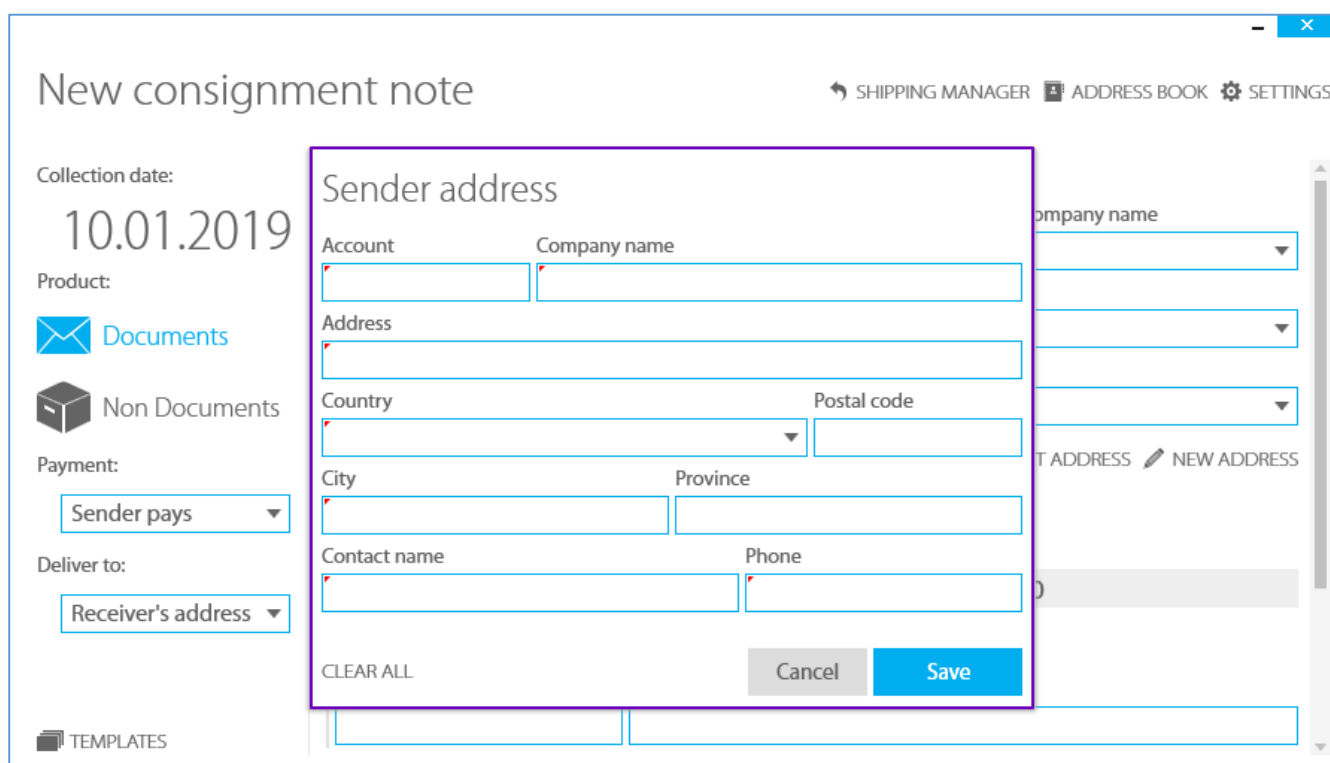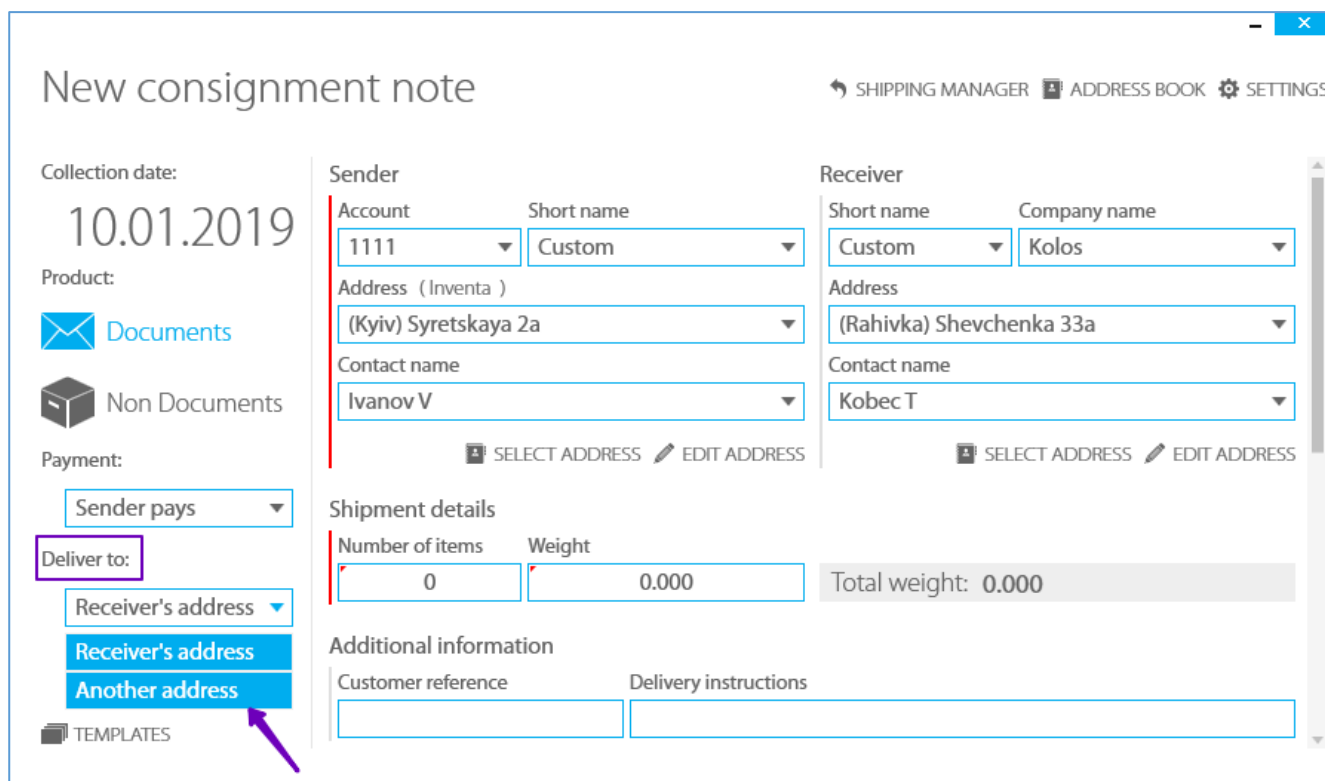
Figure 30. Fill in the form with Sender address

If shipment must be delivered not to the Receiver address click on the button "Deliver to" and choose point "Another address" (Figure 31).

Figure 31. Choose deliver to another address

After that will appear a form for filling the Delivery address (Figure 32).
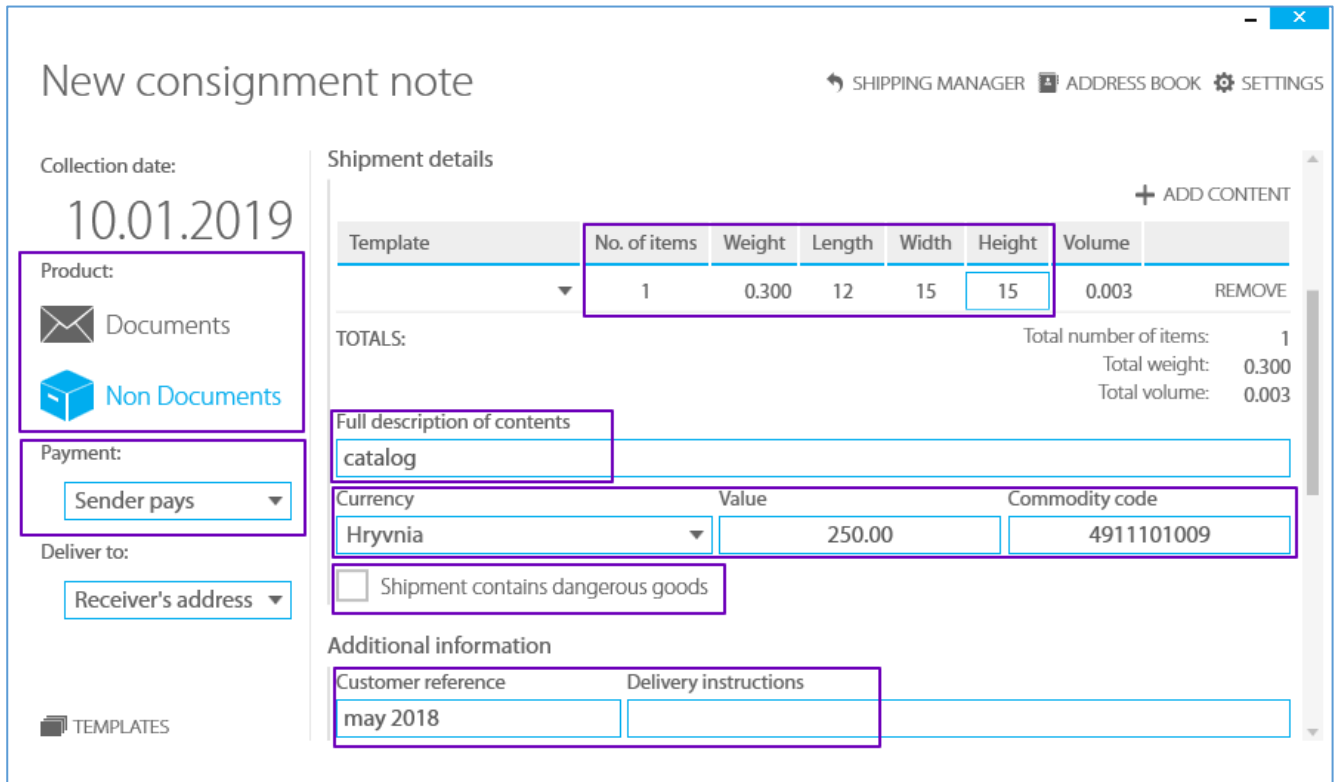
Figure 32. Delivery address

Then you have to fill in following points (Figure 33):

- Product (Documents / Non-documents);
- Payments – who will pay for the transportation (Sender/ Receiver / Third party);
- Specify number of items and weight;
- For non-documents shipments required to specify: dimensions (length, width, height), full description of contents, shipment value and currency, commodity code, specify if shipment contains dangerous goods;
- Customer reference (you will be able to track shipment due to the customer reference)
- Delivery instruction (if you need).

Figure 33. Fill in product, payment, shipment details and additional information

After that you have to choose Service for delivery of your shipment (Figure 34). Current information about services TMM Express you can get in contact center by phone number 0 – 800 / 500 – 575. Also, you can click on the button "Cost" and enquire the price for delivery and delivery terms (Figure 35). But pay attention that price for the international delivery can be different due to the rate of exchange (Figure 36).

Figure 34. Choose service for delivery

Figure 35. Enquire the price for delivery

Figure 36. Estimated delivery cost and delivery terms

At the end you can to print AWB or press "Save" and print AWB later (Figure 37).

Figure 37. Save AWB

The saved AWB will be displayed in the Shipping Manager (Figure 38). If we click on the AWB we will see short information about shipment and also will open the menu with help of which we can edit, delete or print this AWB.

Figure 38. List of saved AWB's

Print consignment note

In order to print consignment, note you have to choose AWB from the list in Shipping manager and click on "Print consignment note" (Figure 39). AWB will be print on a printer according to settings.

Figure 39. Print consignment note

Will be printed 4 copies of AWB (Figure 40).

Figure 40. Copy of AWB

Also, you can print few AWB at the same time. To do this press CTRL and choose AWB that you want to print, then click on "Print selected consignment notes" (Figure 41).

Figure 41. Print few AWB at the same time

Print labels

Labels are required to mark your shipments. To print a label, you need to select a consignment note to which you want to print a label and click on the button "Print labels" (Figure 42). The label will be printed to the printer according to the settings (Figure 43).

Figure 42. Print labels

Figure 43. Example of printed label

Also, you can print few labels at the same time. To do this press CTRL and choose AWB that you want to print labels, then click on "Print labels" (Figure 44).
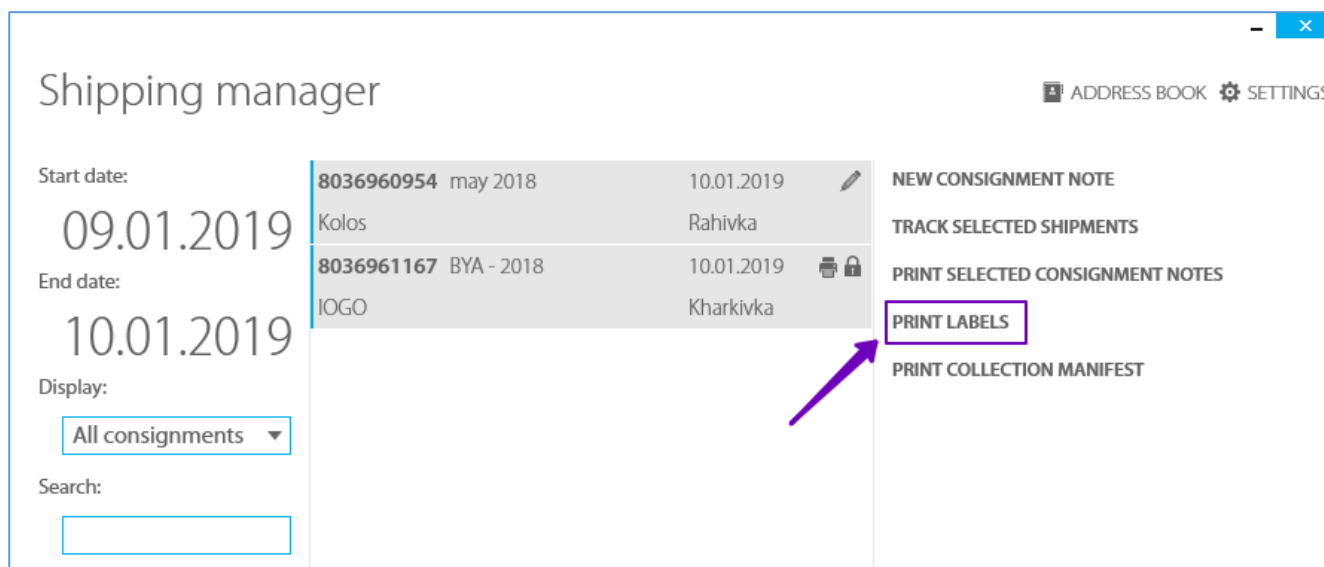
Figure 44. Print few labels at the same time

Also, in the Print Settings, you can set the label to be automatically printed when printing AWB.

Print collection manifest

Collection manifest is a list of shipments prepared for pick up by courier. To print a collection manifest, click on button "Print collection manifest" in the menu (Figure 45).

Pay attention that to collection manifest will be included all AWB that were printed after last collection manifest. So, if some shipment doesn't have to be passed to courier and included to current collection manifest, you will have to mark this consignment note as canceled before print collection manifest. Later you will be able to recover AWB marked as canceled.
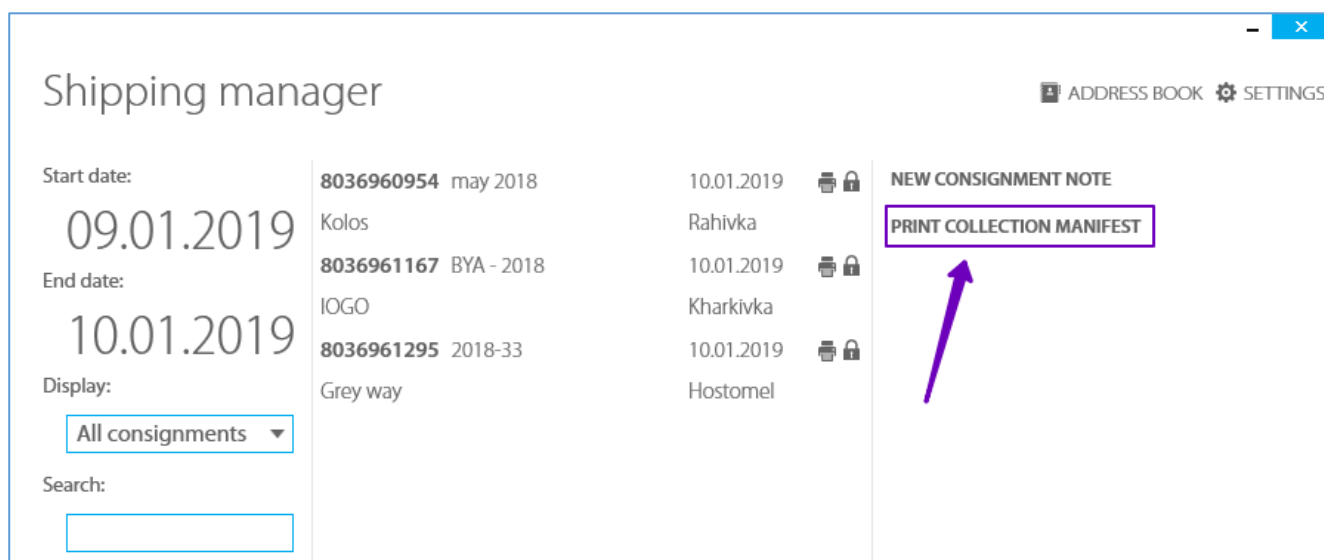
Figure 45. Print collection manifest

As a result, we will get a manifest with a list of Shipments that must be passed to courier (Figure 46).

Figure 46. Collection manifest

Track shipment

In order to track shipment, you need to select it from the list of AWB or make search used by AWB number and click on the button "Track shipment" (Figure 47).
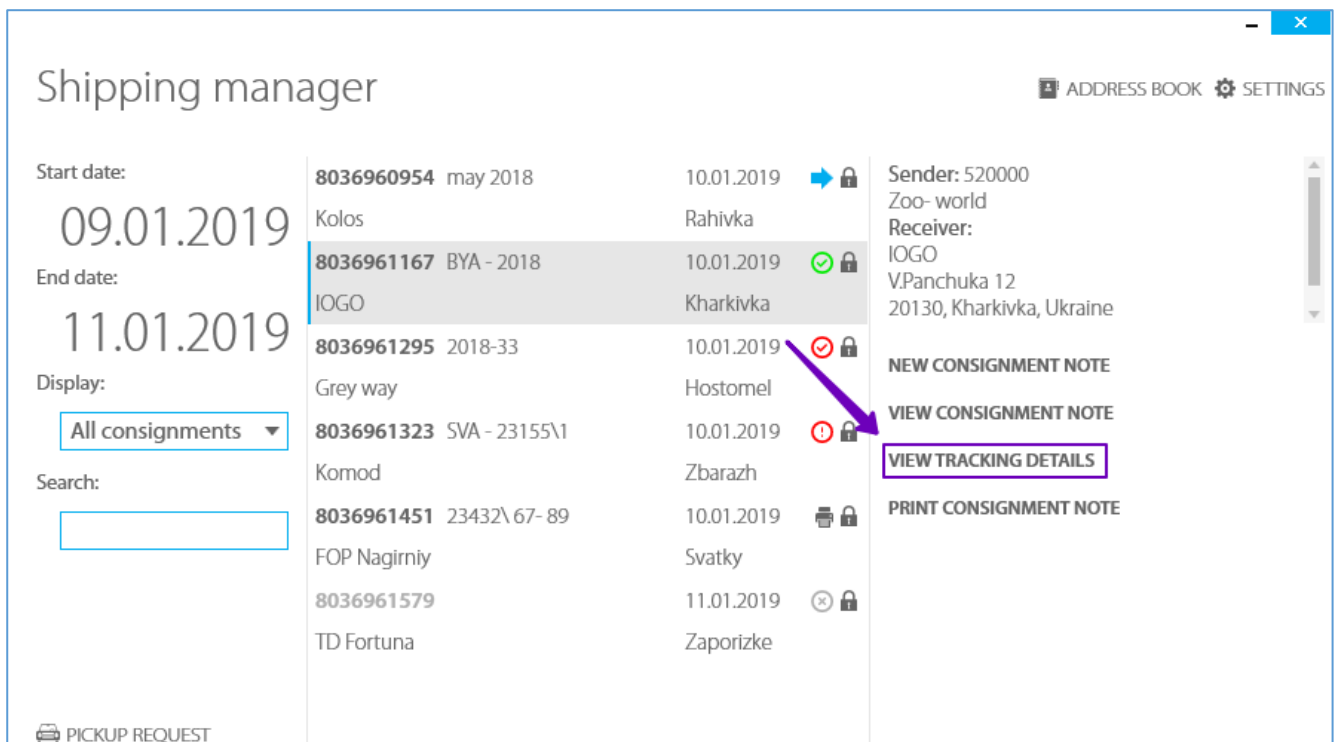

Figure 47. Track shipment

Also, using General Settings, you can set the system automatically track all shipments for the last 3 months.

After track every shipment will have a special mark which will show a stage of transportation. For example:

⊘ - transportation finished, delivery unsuccessful;

➡ - shipment in delivery process;

⊘ - transportation finished, shipment delivered;

⓵ - shipment can't be delivered due to some difficulties;

⊗ - consignment note cancelled;

🖶 - consignment note printed but doesn't passed to courier yet.

To check track details, choose AWB and click on "View track details" (Figure 48).

Figure 48. View track details

In appeared window you will see full tracking history. If shipment has been already delivered you will see delivery date & time and name of person who received shipment (Figure 49).

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Figure 49. Full tracking history

Cancel and recover consignment note

If consignment note was made by mistake or you created AWB but shipment will be send later, in order that this shipment won't be included to collection manifest it must be marked as cancelled. This applies only to AWB that were printed but weren't included to former collection manifests.

To cancel consignment, you have to choose AWB and click on button "Mark as canceled consignment note" (Figure 50).

Figure 50. Mark as canceled consignment note

In the next window press "Yes" if you really want to cancel selected shipment (Figure 51).
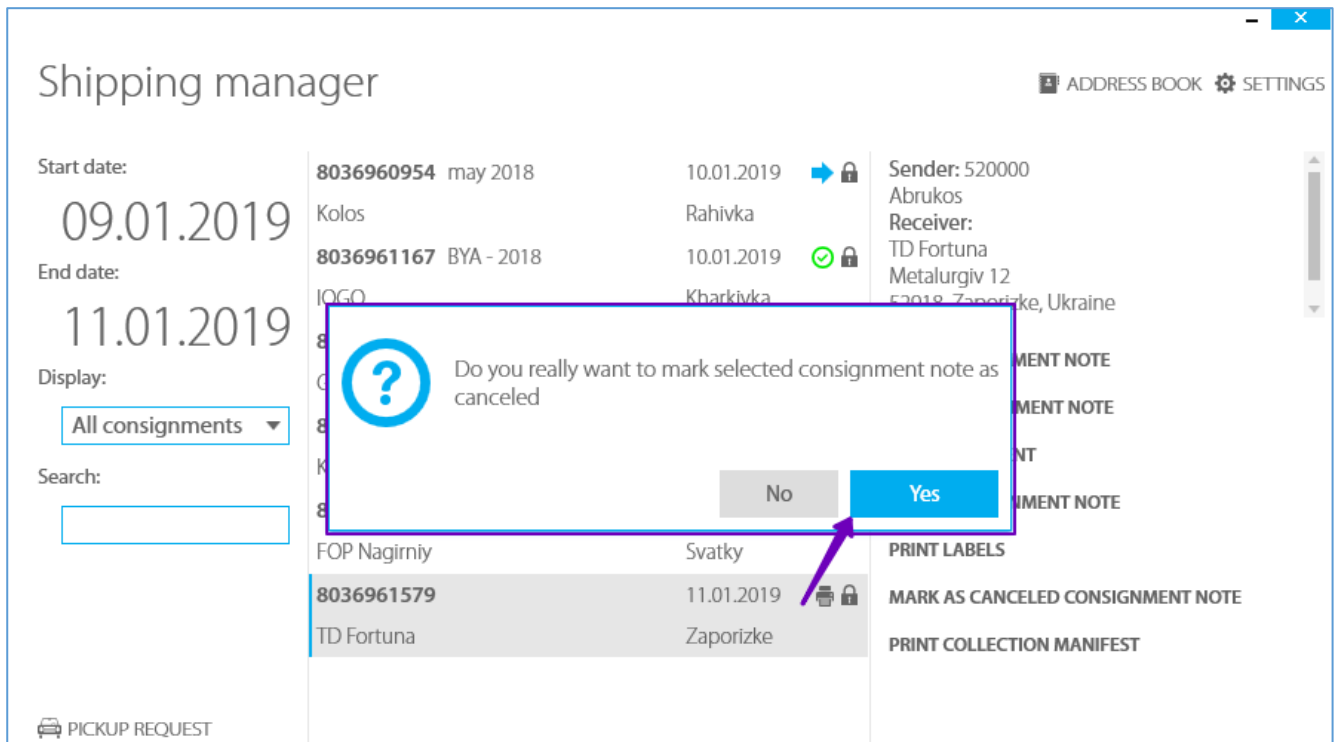

Figure 51. Confirm if consignment number must be cancelled

Cancelled consignment note will have grey color and special mark (Figure 52).
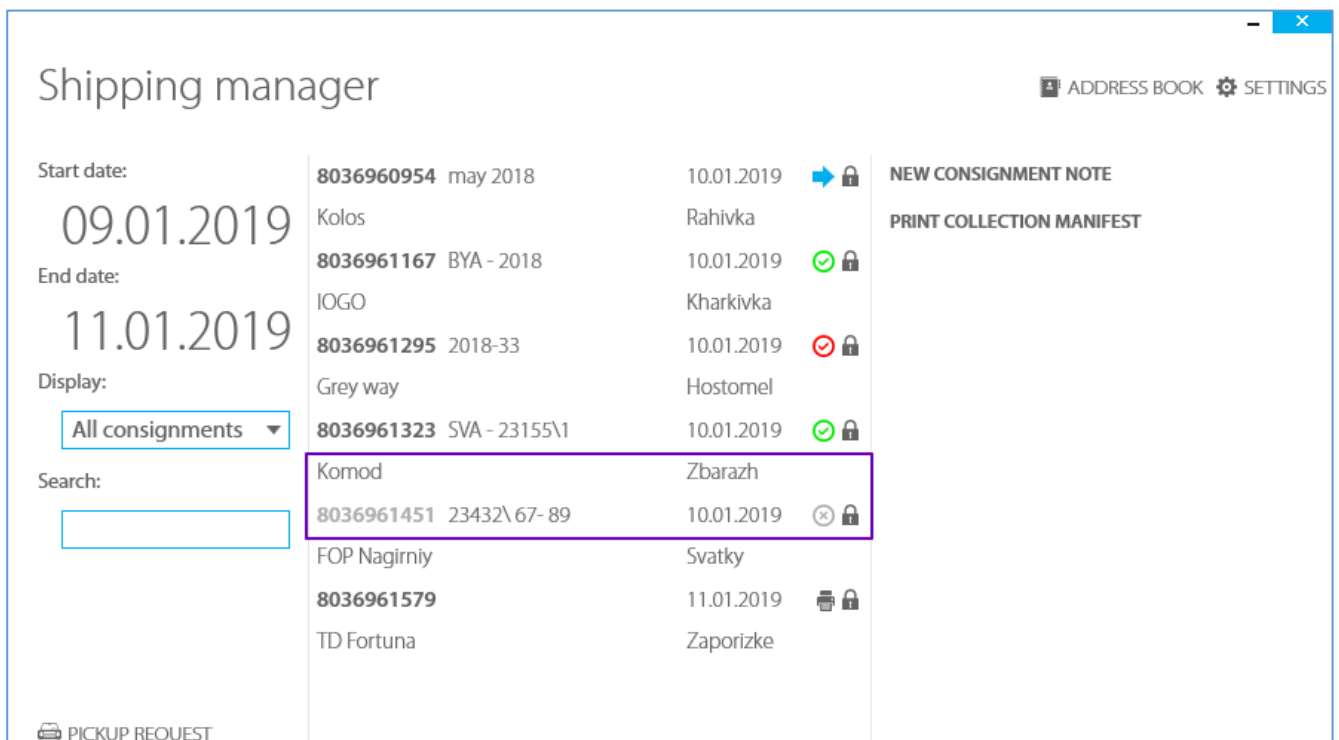

Figure 52. Consignment note marked as canceled

When you are ready to pass this consignment note to courier you will need to recover it. Choose cancelled AWB in the list and click on the button "Unmark as canceled consignment note" (Figure 53).

Figure 53. Unmark as canceled consignment note

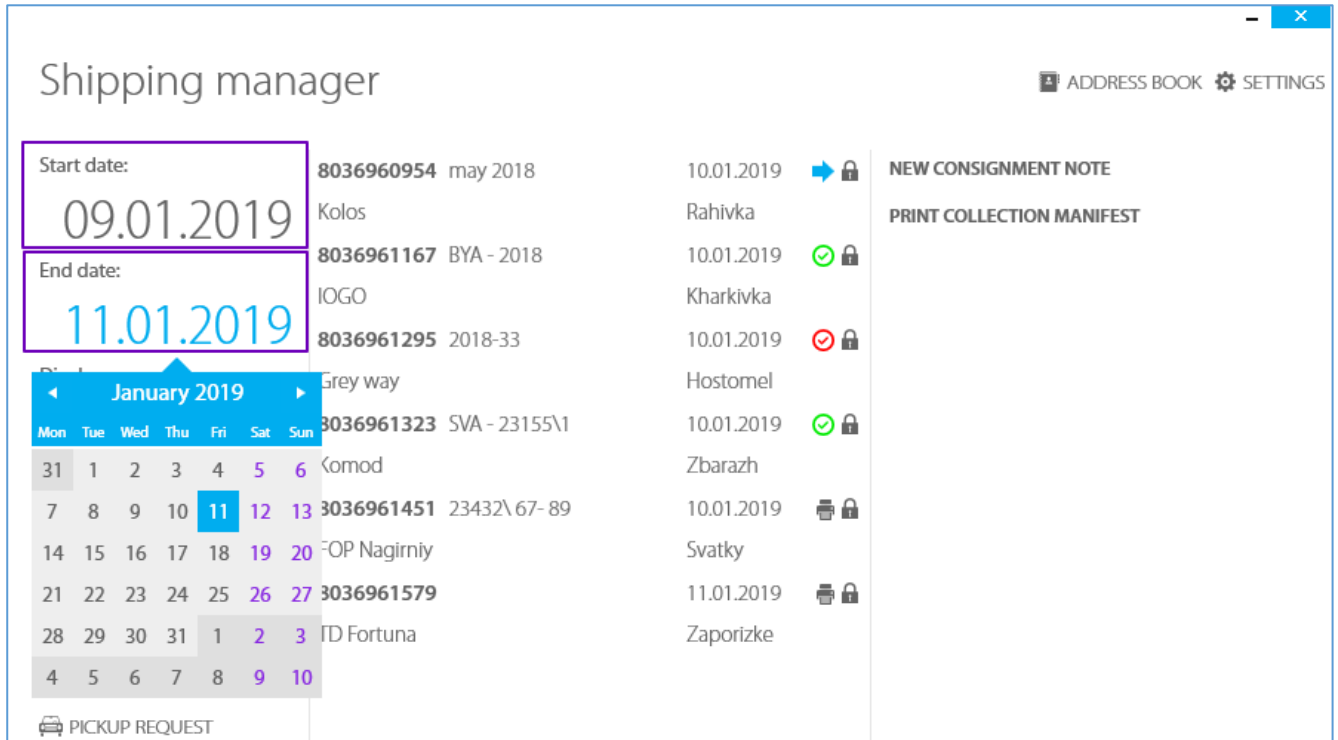In the next window press "Yes" if you really want to recover selected consignment number (Figure 54).

Figure 54. Confirm if consignment number must be recovered

Sort consignment note

In Shipping manager you can sort shipments due to the following parameters:

- Period – sort by date of creation of consignment note. Click on the date and choose start and end dates of period (Figure 55).
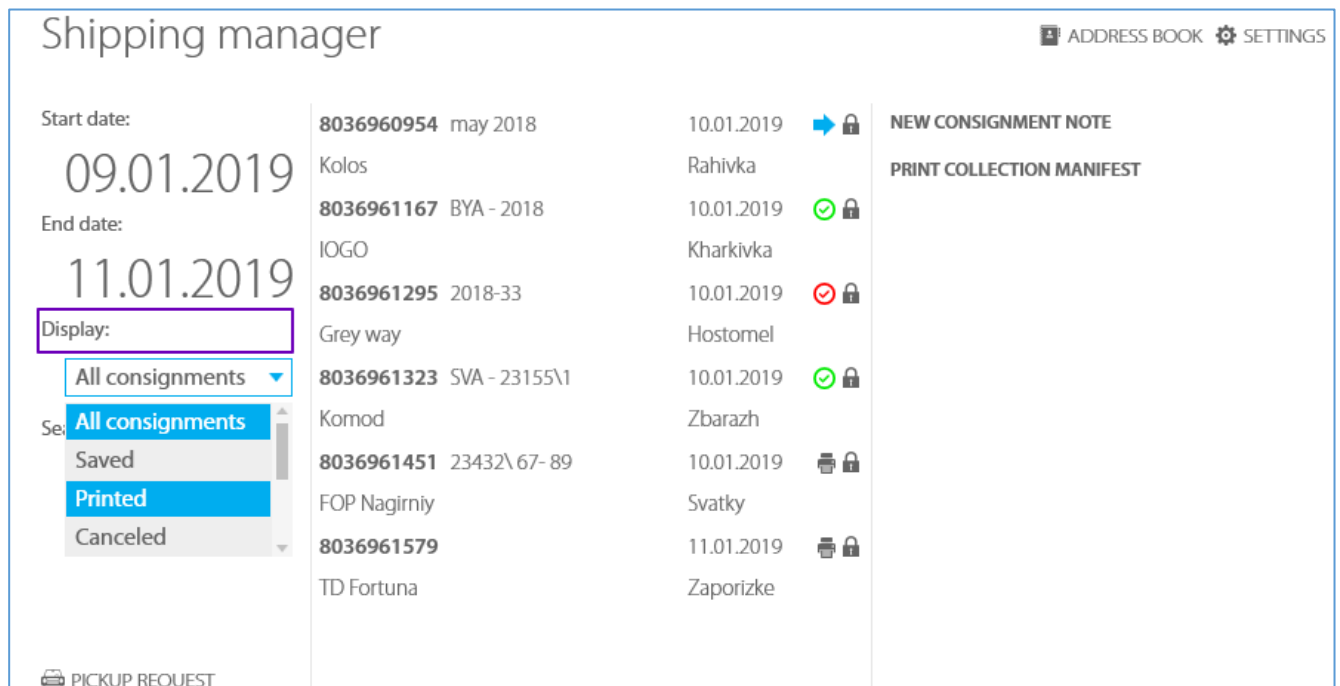

Figure 55. Sort by date of creation of consignment note

- Condition of consignment note: saved, printed, canceled, all consignments. Choose necessary condition in point "Display" (Figure 56).
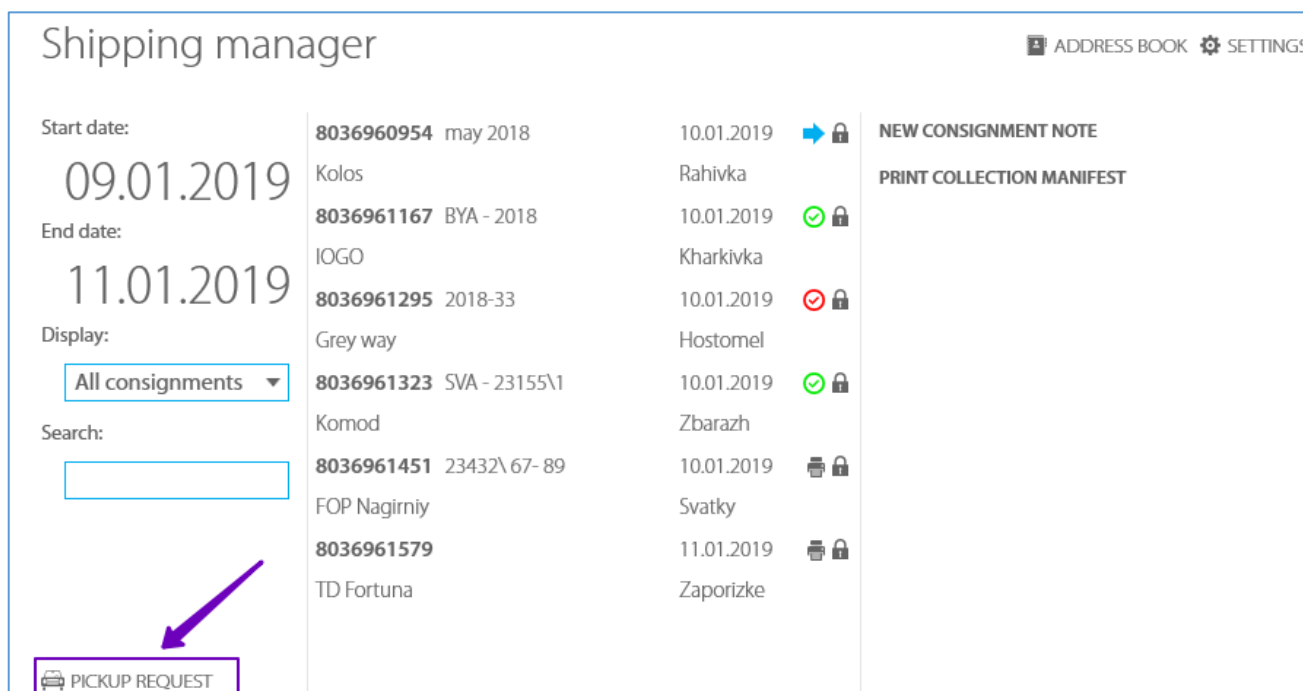

Figure 56. Sort by condition of consignment note

Pick up request

In order to make an order for collection shipments by courier click on button "Pickup request" in Shipping manager (Figure 57).
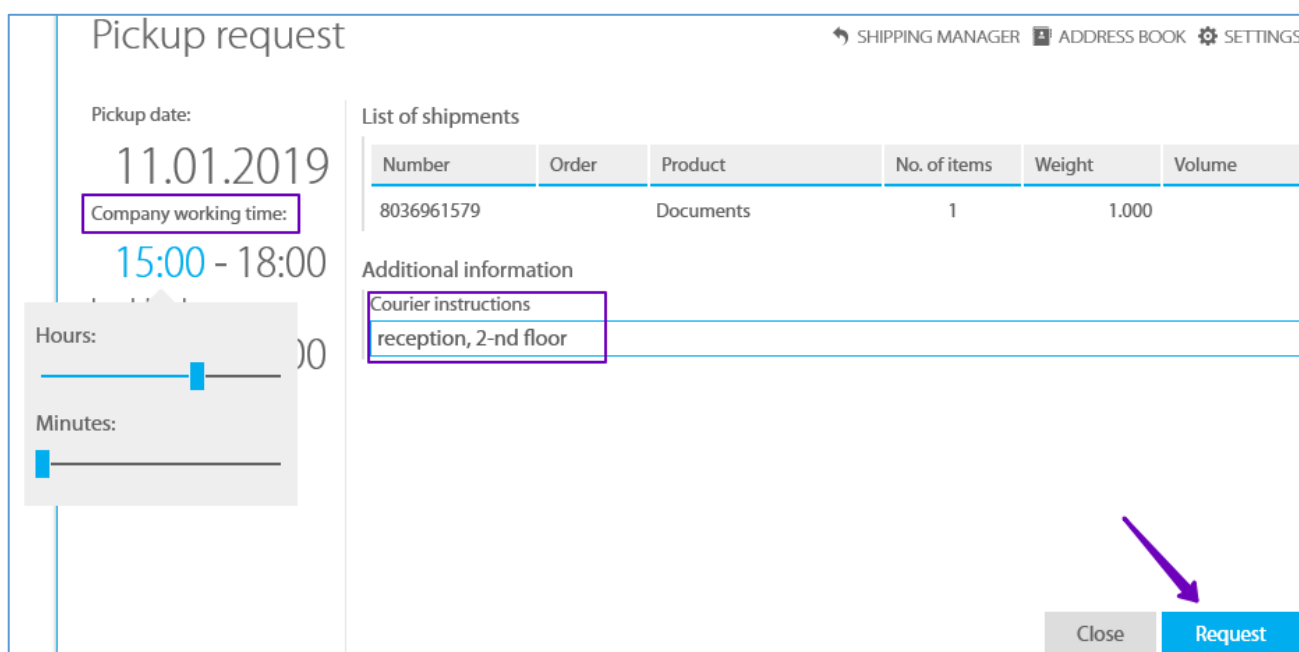
Figure 57. Go to window "Pickup request"

In the next window will show list of shipments that should be passed to courier. You can make order only to a current date. Order will include all consignment notes that were printed but haven't been passed to courier yet. In the point "Company working time" you can choose time for collection and specify "Lunch break". Also, you can add special instructions for courier: take package, number of office and contact details... After you have entered all the data you need to click on the button "Request" (Figure 58).

Figure 58. Fill in the pick up request

If everything done correct you will get an order number. To continue work press "Close" (Figure 59).

Figure 59. Order number

Address book
Interface

To get into the Address Book, you need to click the button in the upper right corner of the main menu of Easy Shipper (Figure 60).

Figure 60. Go to Address Book

All addresses in Address book sorted by type: sender addresses, receiver addresses, delivery addresses and third party addresses (Figure 61).
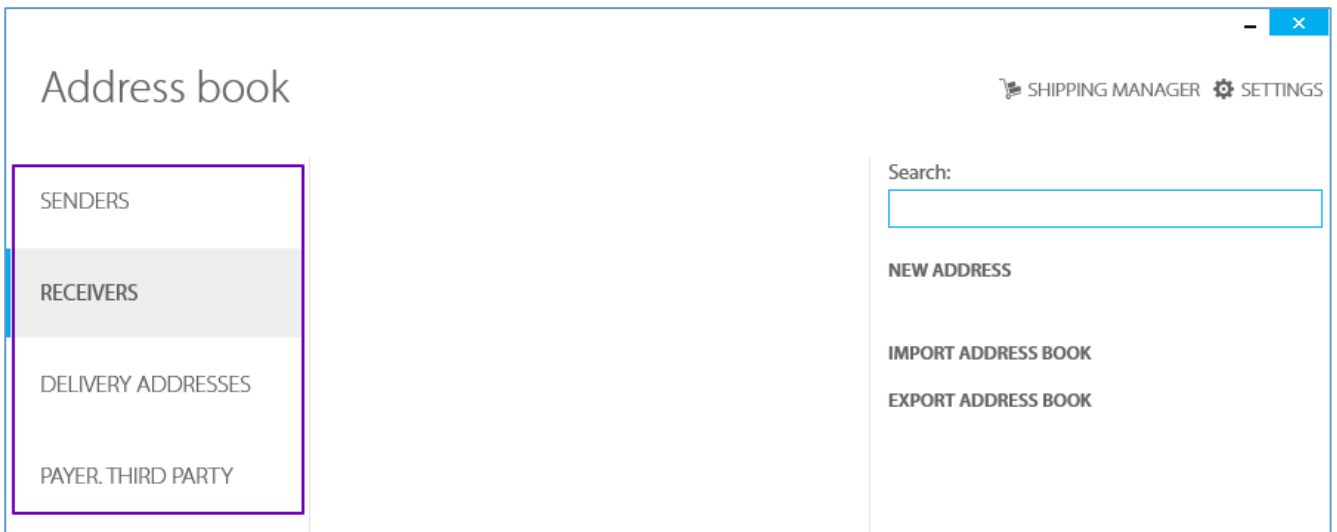

Figure 61. Address book - main window

Program allow make a search of address by key words. To do it you need to choose address type that you want to find (sender, receiver, delivery addresses, third party), enter any keys words (company name, city, post code, country code…) to the field Search (Figure 62).
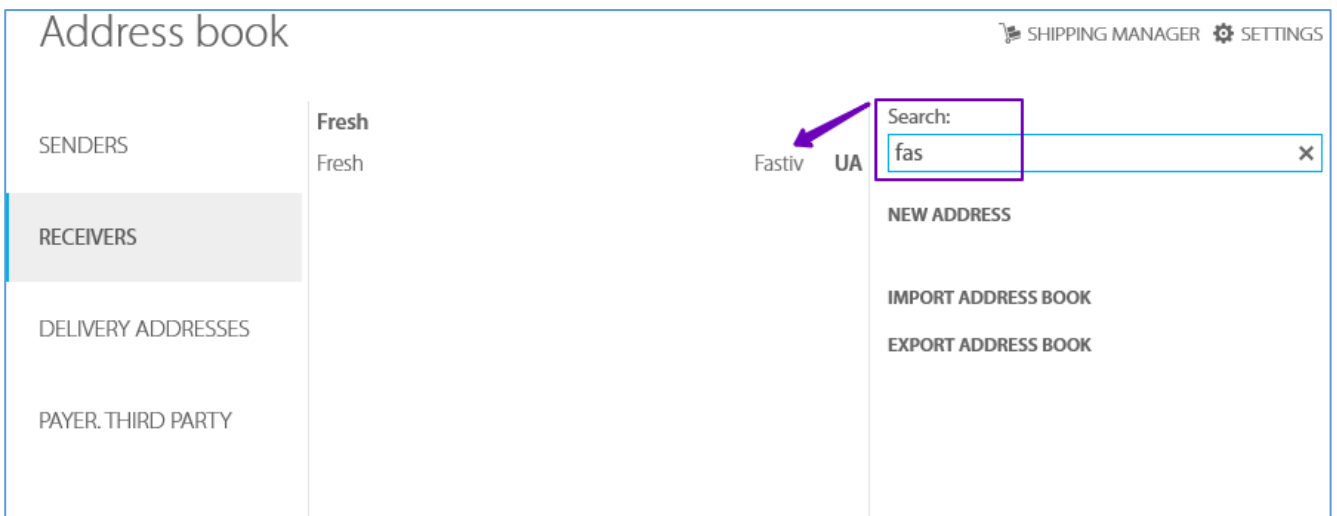

Figure 62. Search address in address book

Create new address

Choose type of address that you need to create (sender, receiver, delivery addresses, third party) and click on the button "New address" (Figure 63).
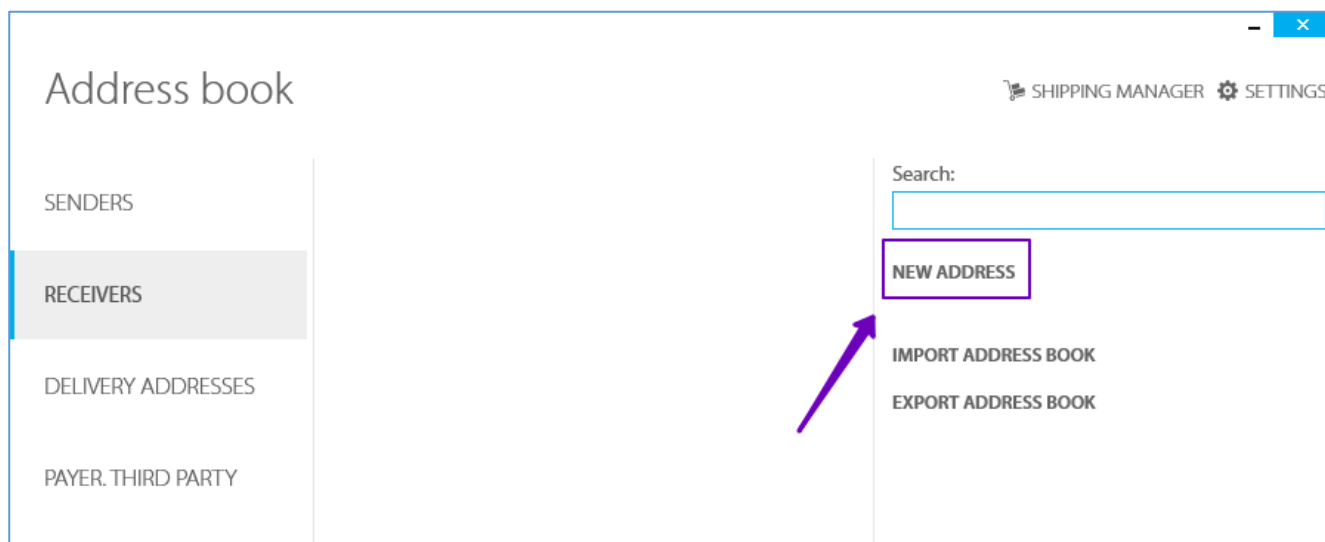
Figure 63. Go to window for creation new address of receiver

Fill in the form that will appear (required items are indicated with red) and press "Save" (Figure 64). Pay attention, after you specify country code you will see number of figures for post code (the number of letters N corresponds to the number of figures in post code).
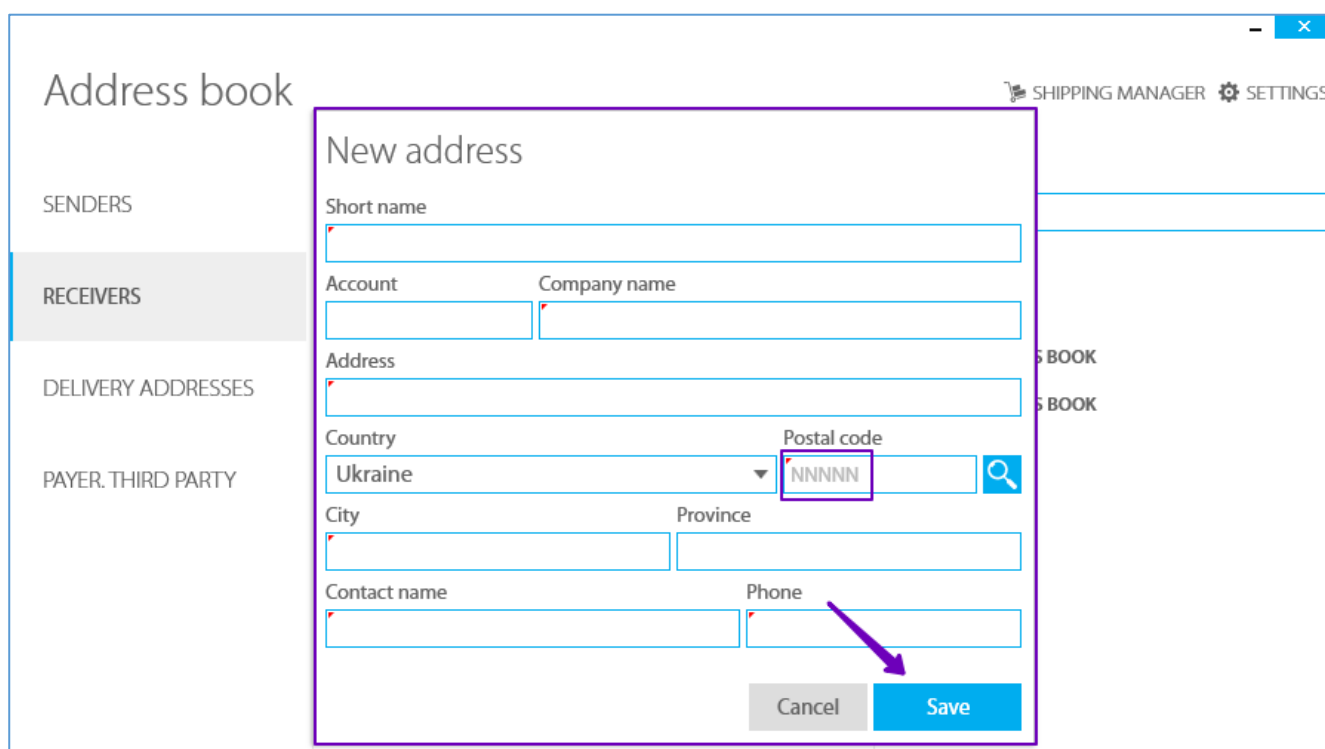

Figure 64. New address form

Also, you can find post code or city name used search. Click on the search icon and in the appear form specify post code or city name and press "Search" (**Ошибка! Источник ссылки не найден.** - Figure 66). In result of search find necessary city and press "Select" (Figure 67).

Figure 65. Searching city name by a post code

Figure 66. Searching city name by a city name

Figure 67. Result of postal codes searching

After filling in all fields click on the button "Save". Pay attention, if you don't fill some required field you will see a message that "Not all fields are filled in correctly". In this case press "Ok" and fix mistakes (Figure 68).
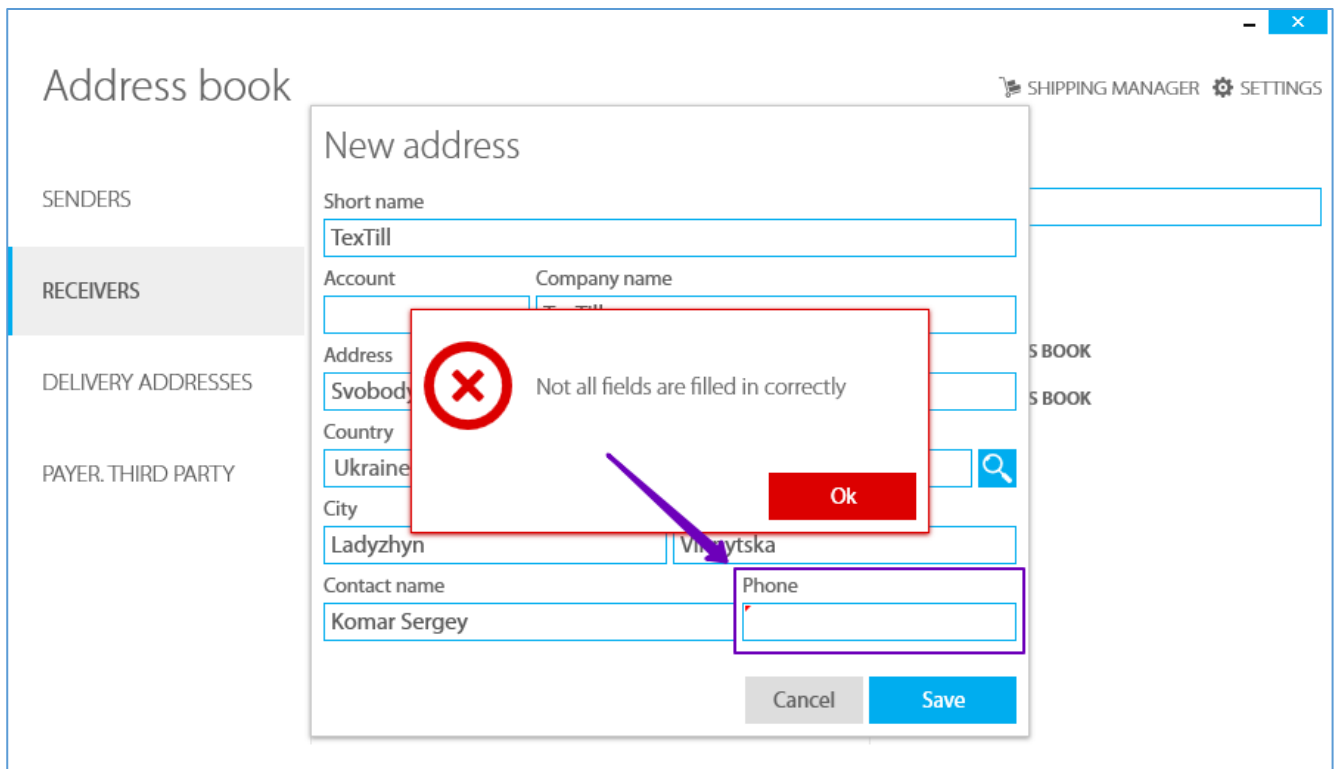

Figure 68. Message about mistake

If everything done correctly new address will appear in Address book (Figure 69).
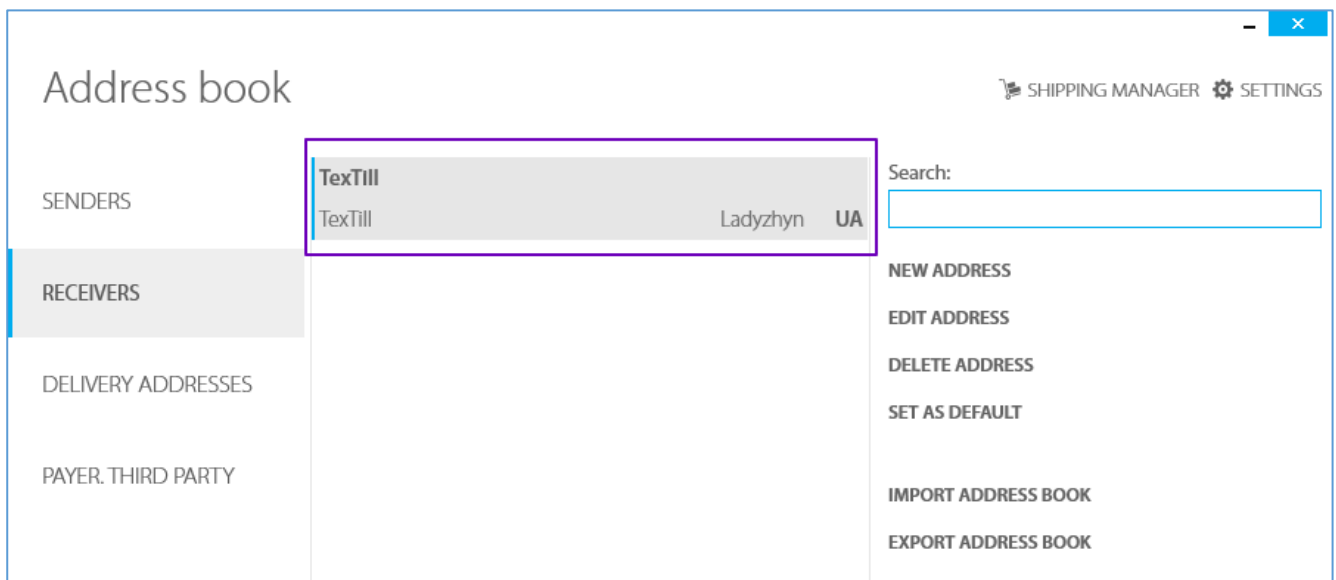

Figure 69. New receiver address in Address book

For each client you can specify one or more contact persons or addresses.

To add one more contact person to address you have to choose this address and click on button "Edit address" (Figure 70).
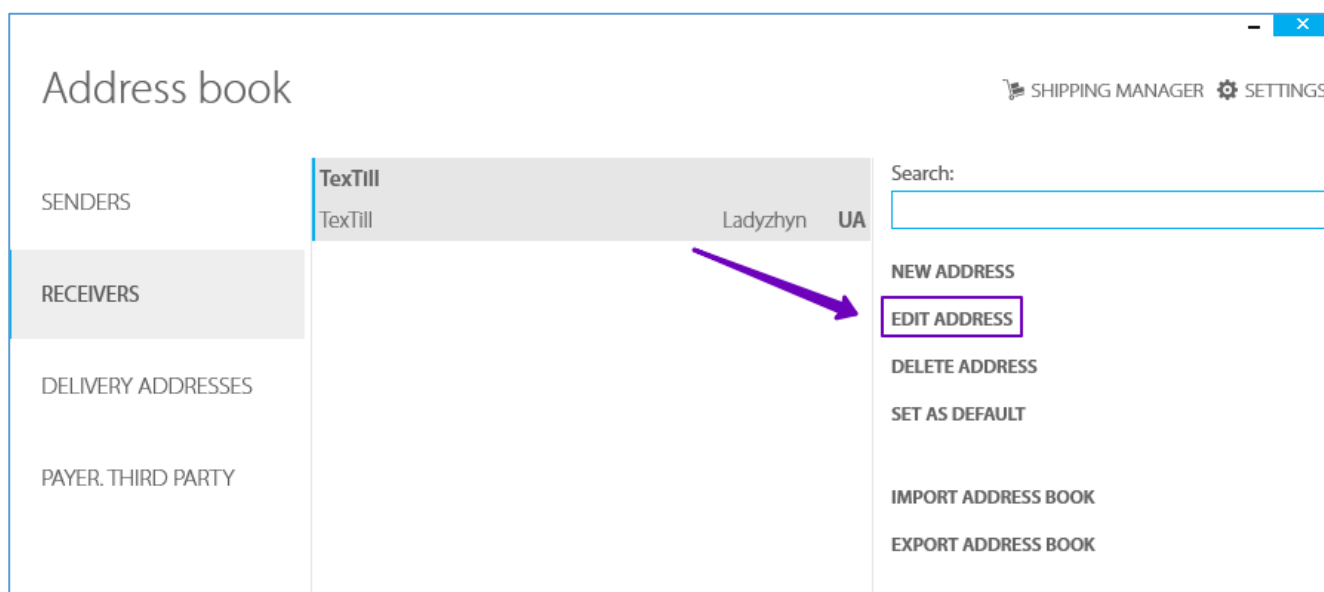
Figure 70. Go to window "Edit address"

You got to the window of this address, choose necessary address and click on button "Edit address" again (Figure 71).
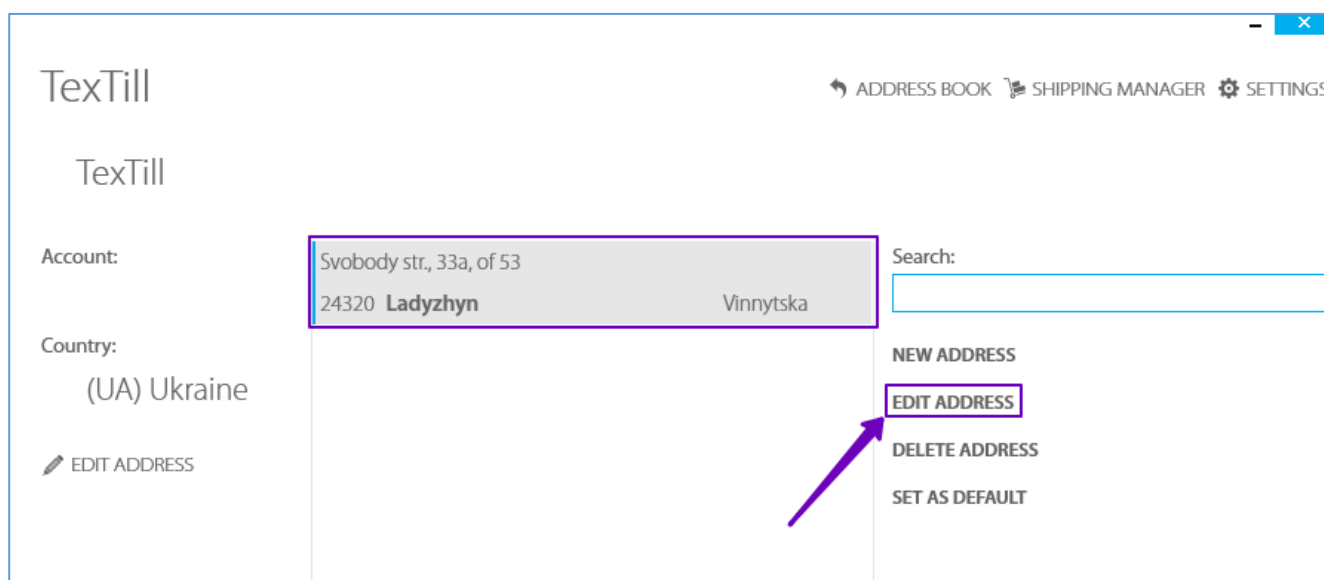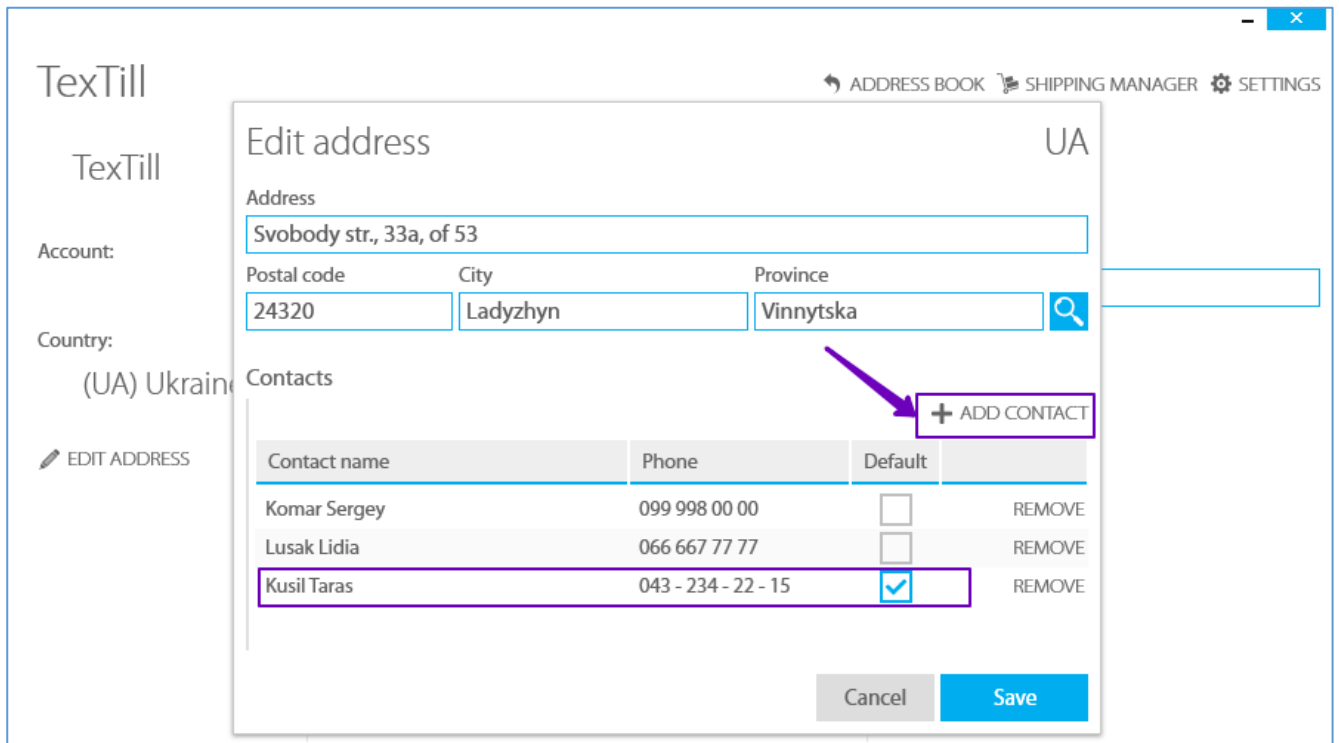

Figure 71. Address window

In appeared window press button "Add contact" and fill in new contact details. You can add so many contacts as you need. Also, you can choose the main contact, putting a mark in field "default". Press button "Save" to save changes (Figure 72).
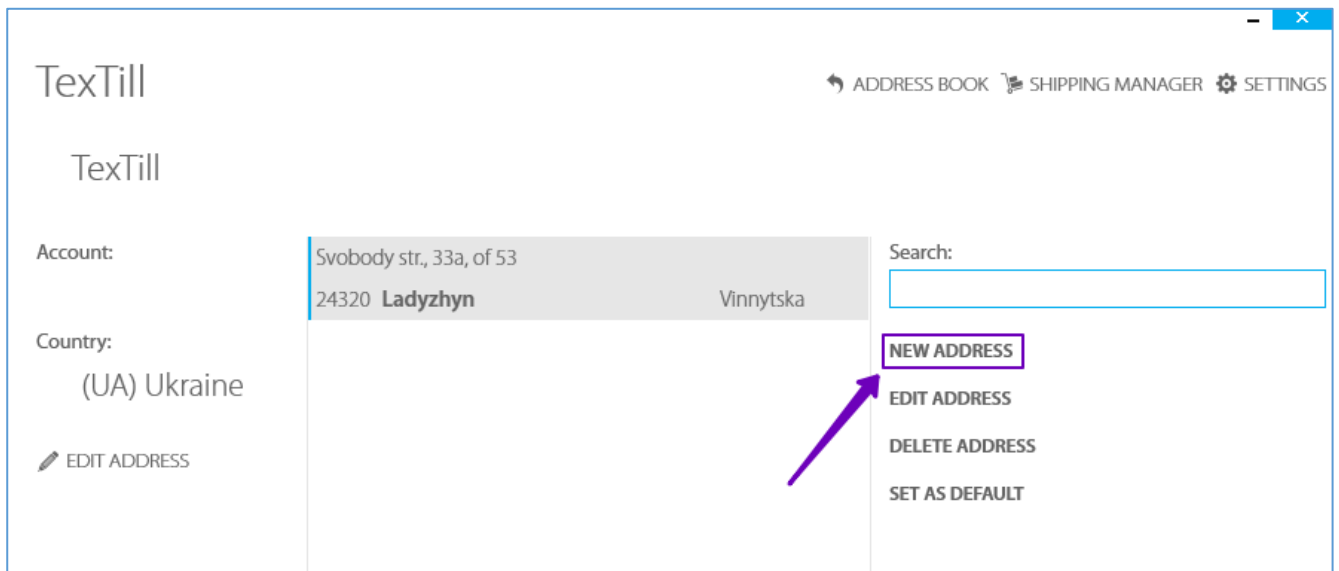
Figure 72. Add contacts to address

Also, for each company \ client you can specify few addresses. To do it go to address window (Figure 70 - Figure 71) click on address and in the menu press on the button "New address" (Figure 73).
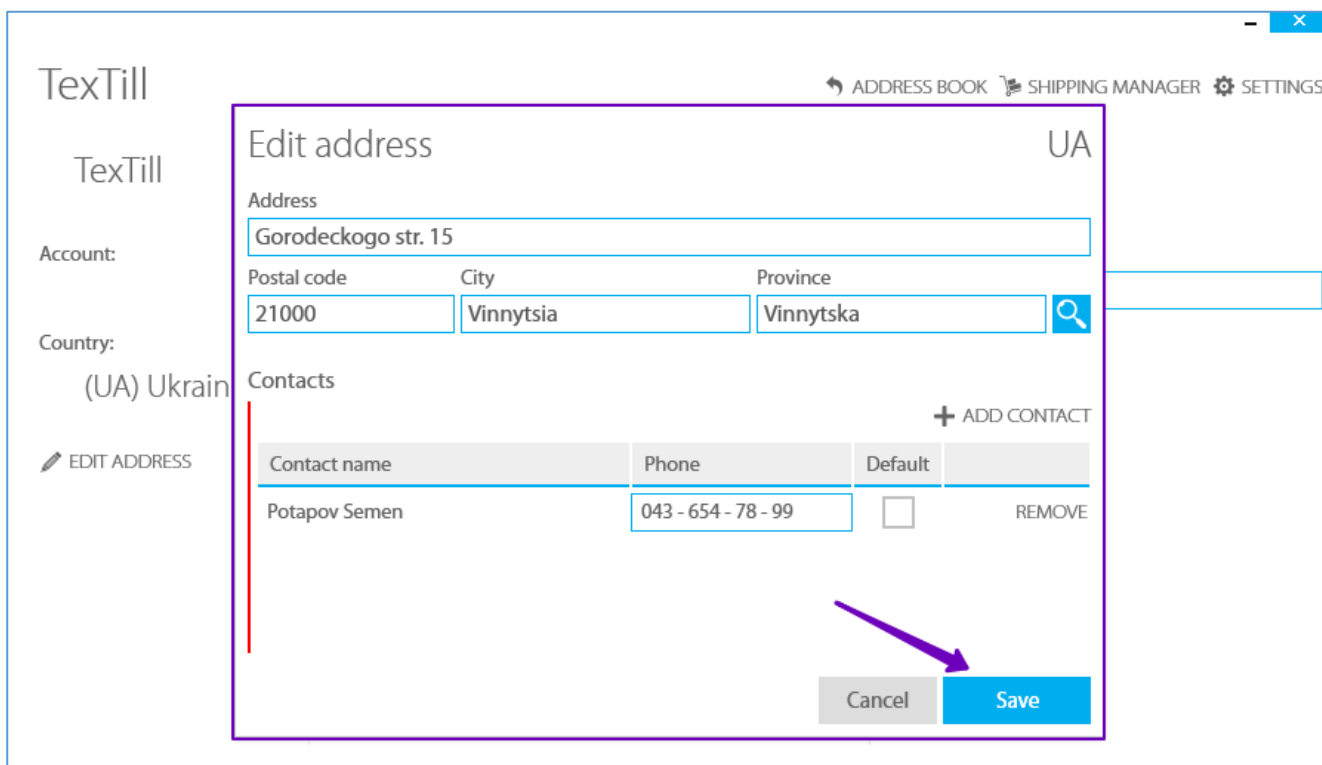

Figure 73. Add one more company address

In appeared window specify new address and contact details and press button "Save" (Figure 74).
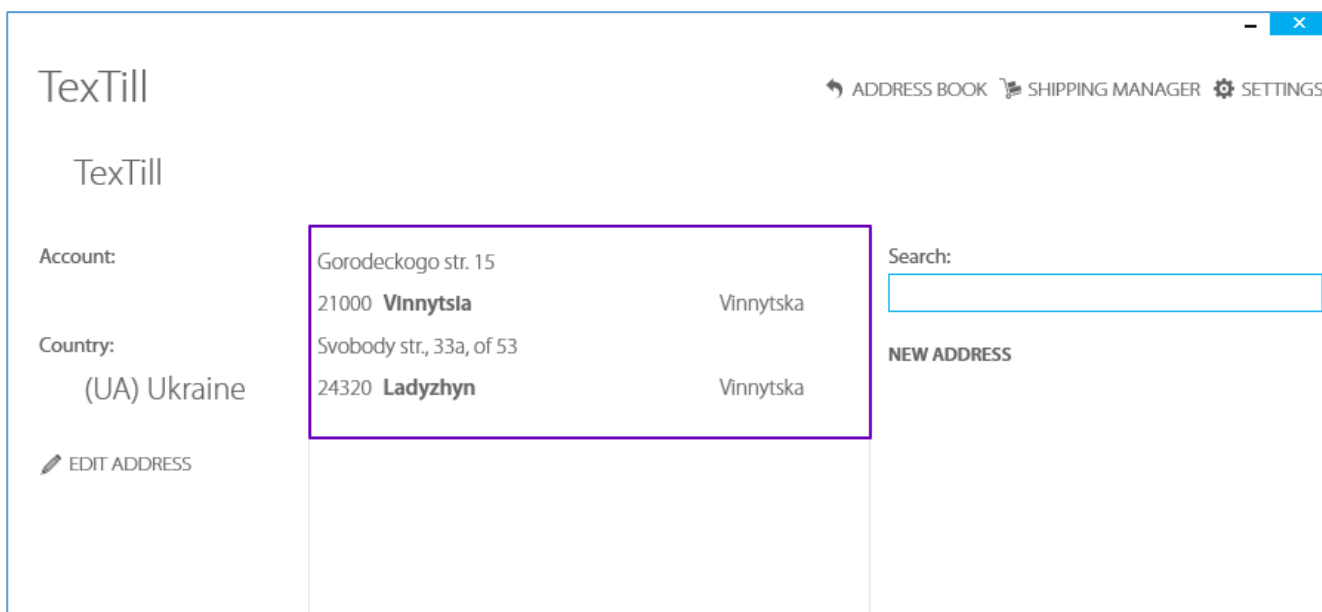
Figure 74. Fill in new company address

After that one more company address will appear in address window (Figure 75).

Figure 75. Few addresses for one company

Also you can choose main address which will be set as default. Click on the necessary address and press on the button "Set as default" (Figure 76). Main address will have a special mark. If you want choose another address as default, click on the current main address and press on the button "Unset as default" (Figure 77). After that you will be able set a new address as default.

Figure 76. Set address as default

Figure 77. Unset address as default

Program allow to make a search of address by key words. To do it you need to enter any keys words (city name, post code, contact person, phone number, street name…) to field Search (Figure 78).

Figure 78. Search address in address window

Import -Export address book

This function is used when you want to copy data from the Easy Shipper address book from one computer to another. For example, if you were working on one computer, you created an address book there and used the Easy Shipper program, and then installed the program on another PC. In this case, you don't have to re-enter all the addresses and contacts, you can export the address book from one Easy Shipper and import it to another computer.

To do this, go to the window Address Book and click the button "Export address book" (Figure 79).
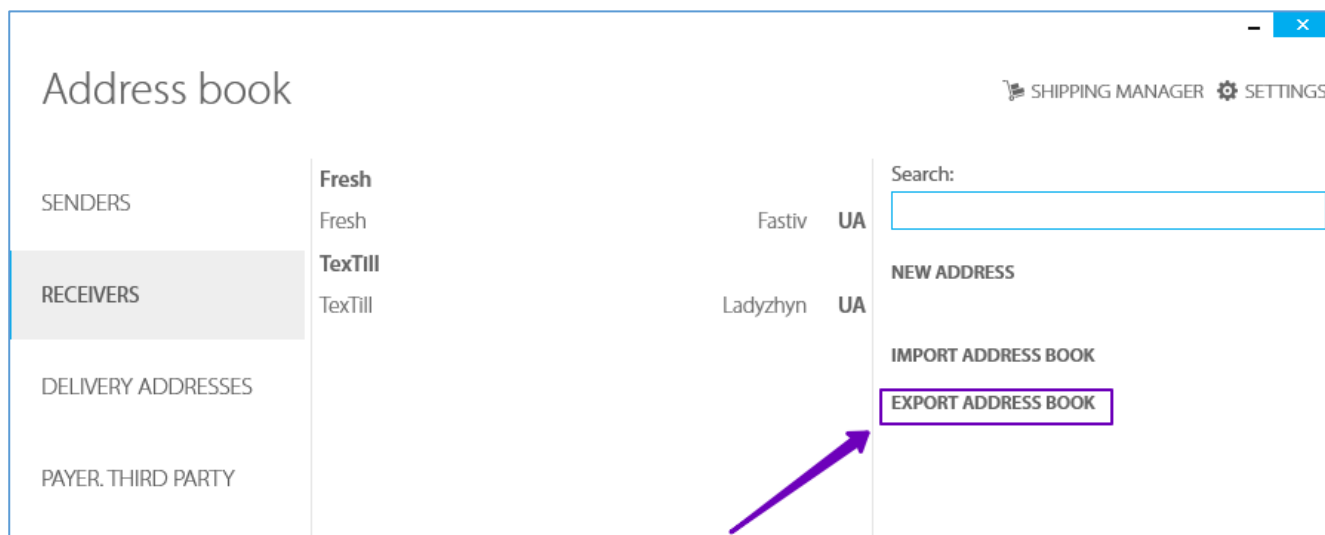

Figure 79. Export address book

In the appeared window choose type of addresses that must be exported (sender's, receiver's, delivery addresses or third party) and press "Export" (Figure 80).
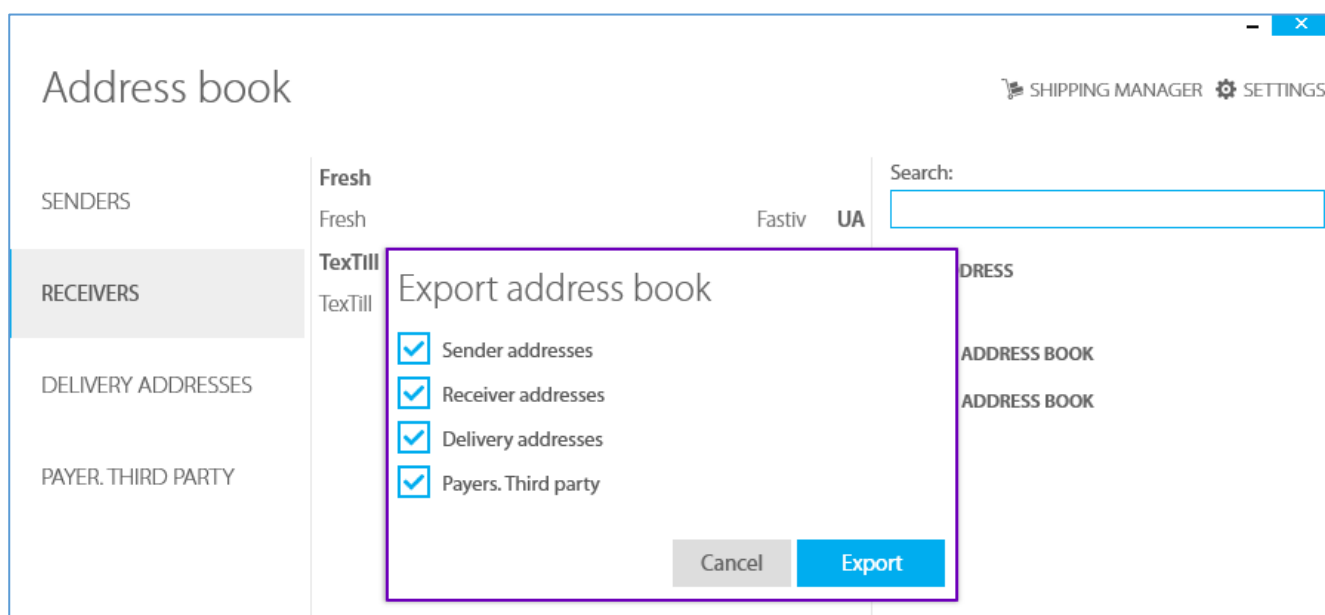

Figure 80. Choose type of addresses that must be exported

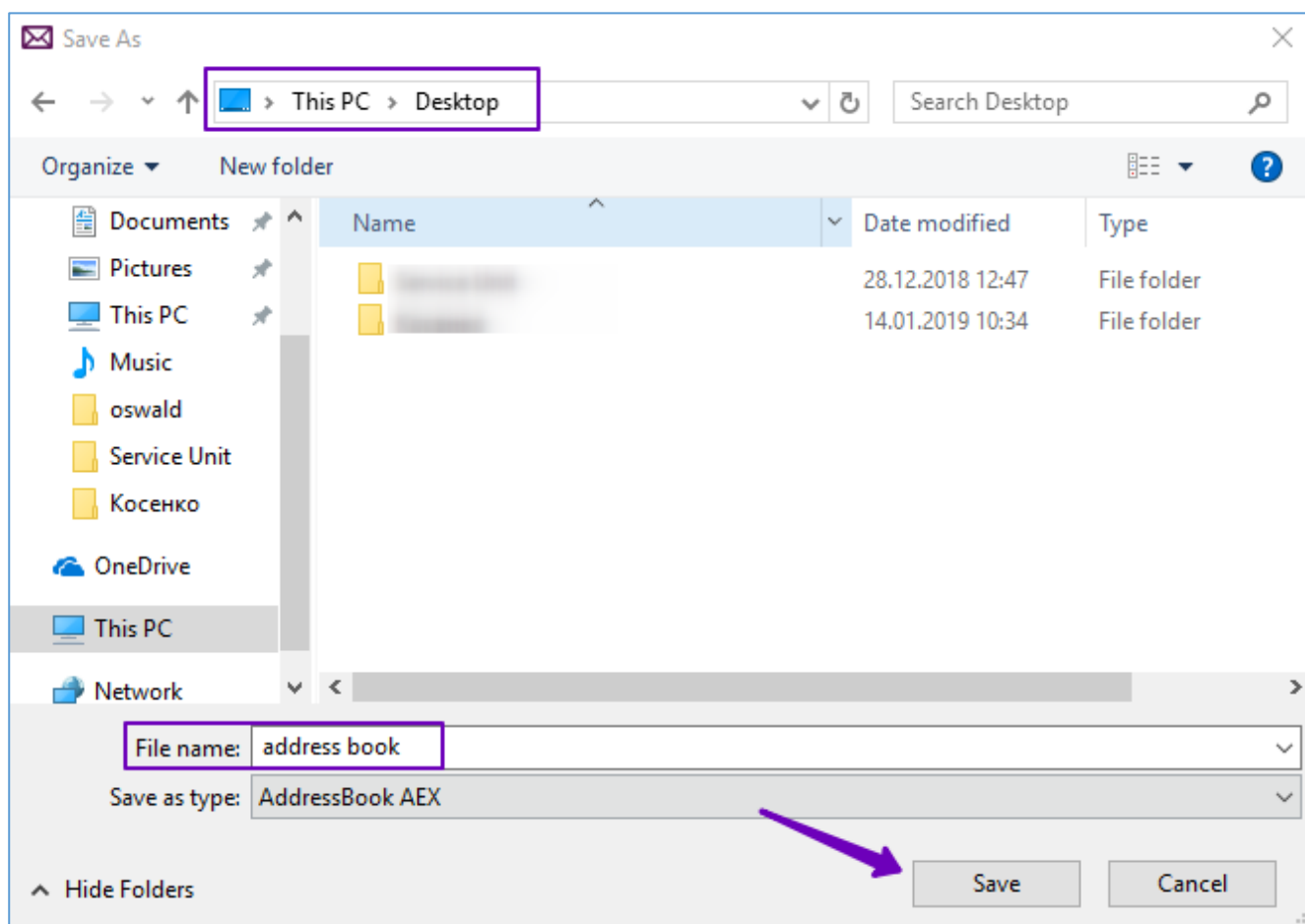After that you have to save exported file on your PC (Figure 81).

Figure 81. Save exported file on your PC

If everything done correctly you will see a message that address book exported successfully (Figure 82). To continue work press "Ok".
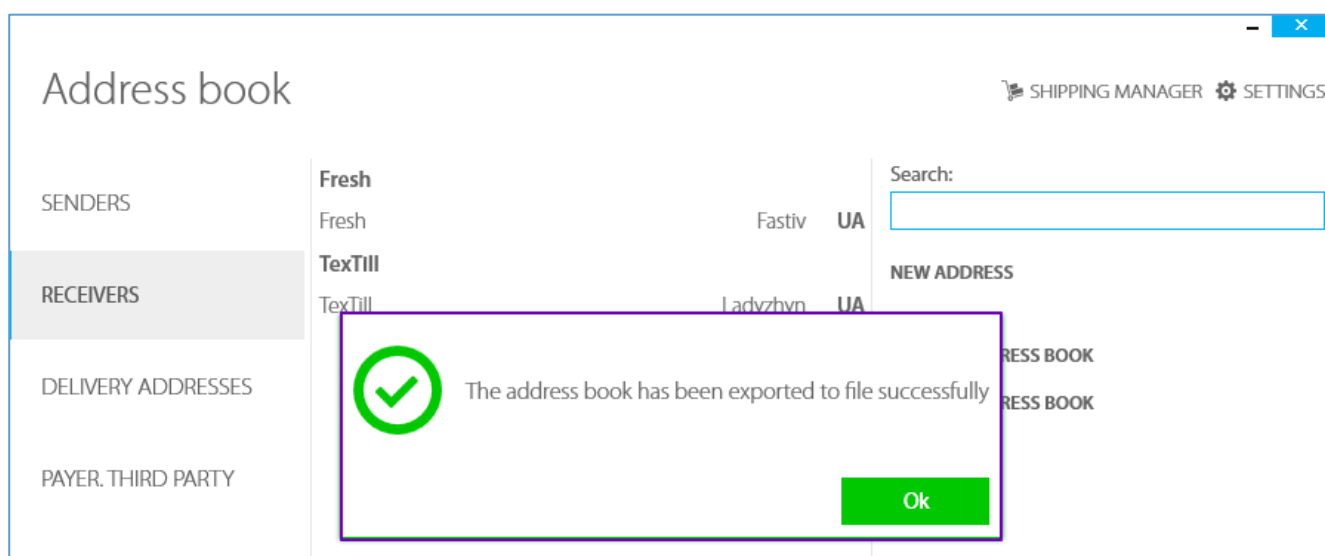

Figure 82. Address book exported successfully

In order to import data into the Easy Shipper program on another PC, you need to copy the file with the address book to another PC. Then open the Easy Shipper at another PC, go to the Address Book window and click on the button " Import address book " (Figure 83).
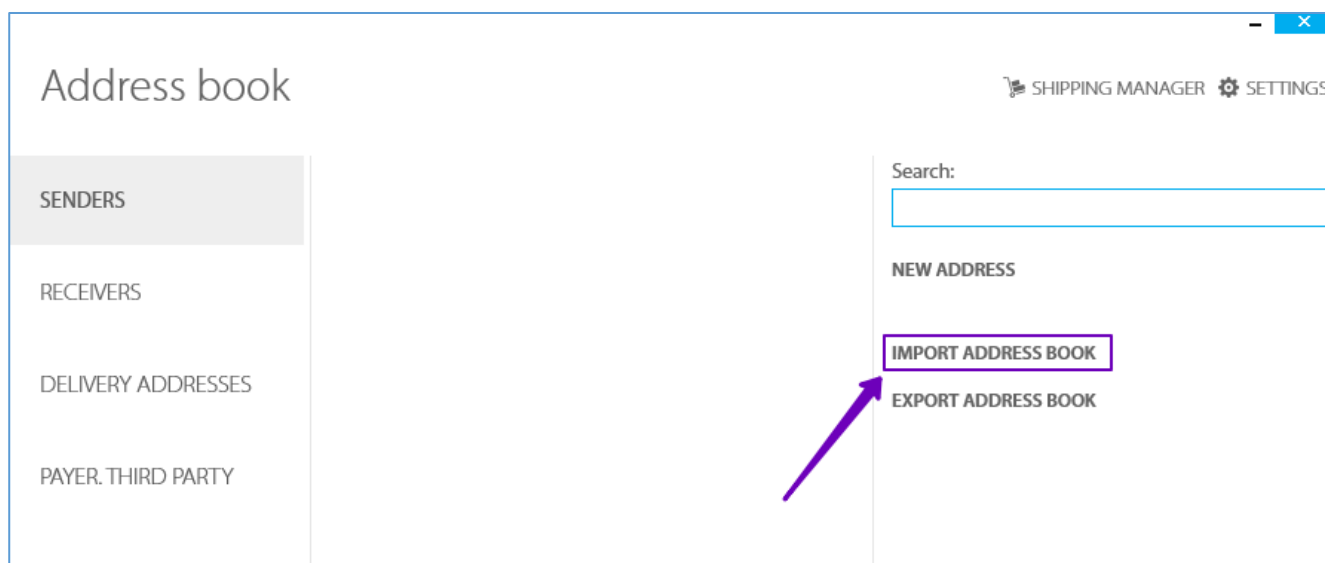
Figure 83. Import address book

Next, you need to select a file with the address book that we previously exported from another Easy Shipper program and click the button "Open" button (Figure 84).
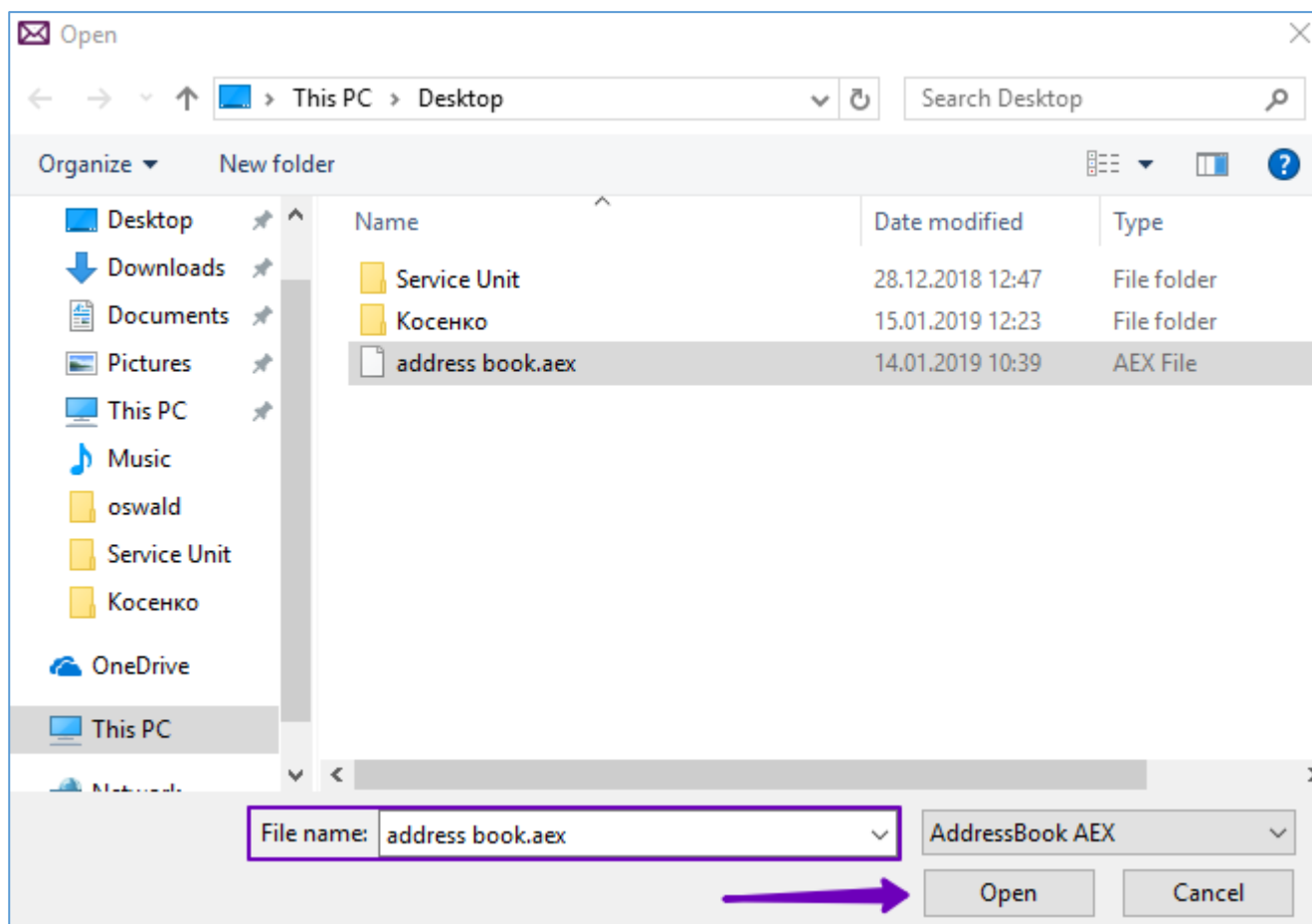
Figure 84. Open file with address book

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If everything done correctly will appear a message that address book has been imported successfully (Figure 85). Pay attention, system will copy only new addresses and wont duplicate addresses. In a message will be specify how many addresses were imported and skipped. To continue work press "Ok".
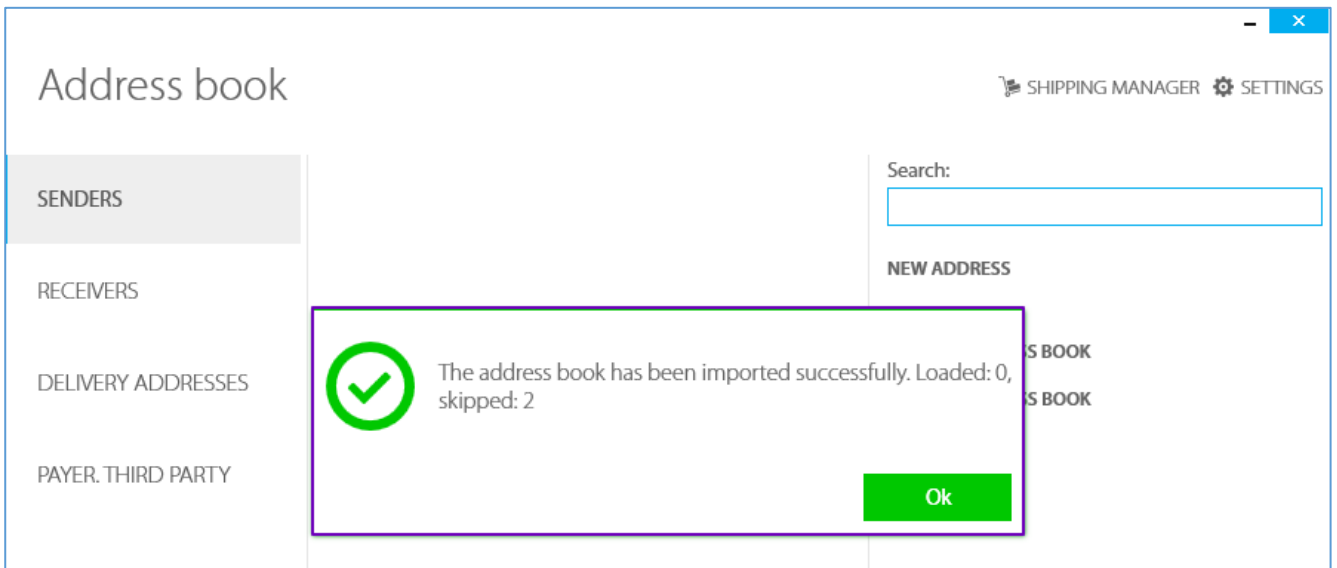
Figure 85. address book has been imported successfully

In the same way you can export \ import contents templates and notes templates. In order to do it go to window "Settings" and choose point "Templates" (Figure 86). After that export and import necessary templates from one Easy Shipper to another.
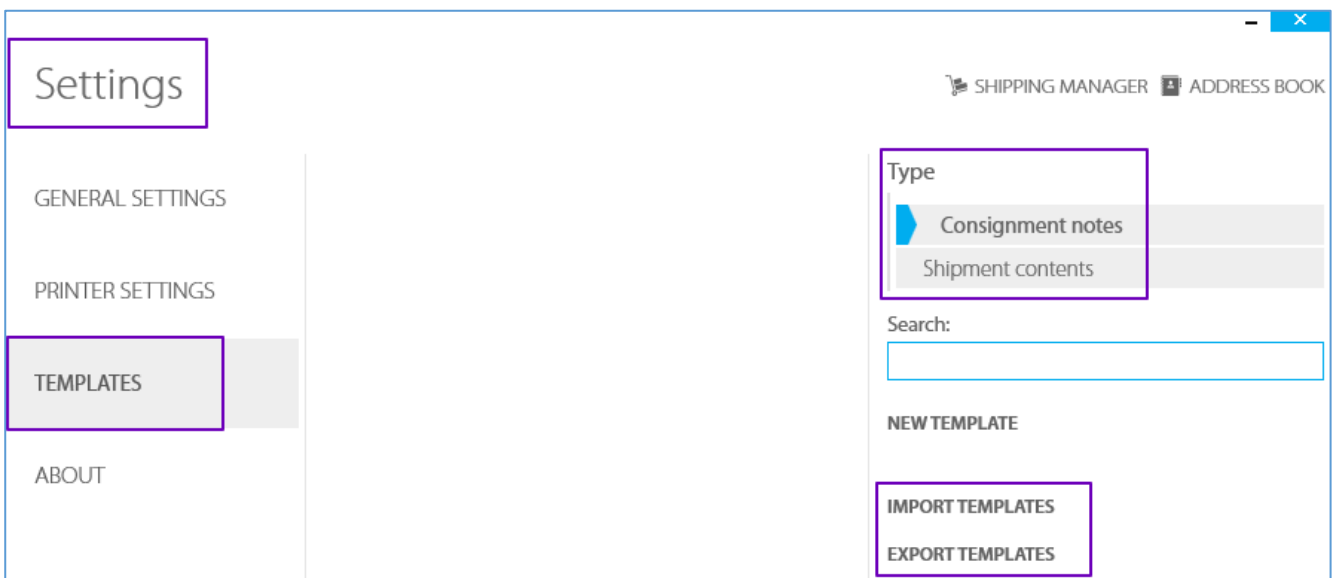
Figure 86. Export \ import contents templates and notes templates

Settings

General settings

In this point you can set the settings that will be more convenient to use the program. Such as:

• languages: user interface language and domestic blanks language (Figure 87);
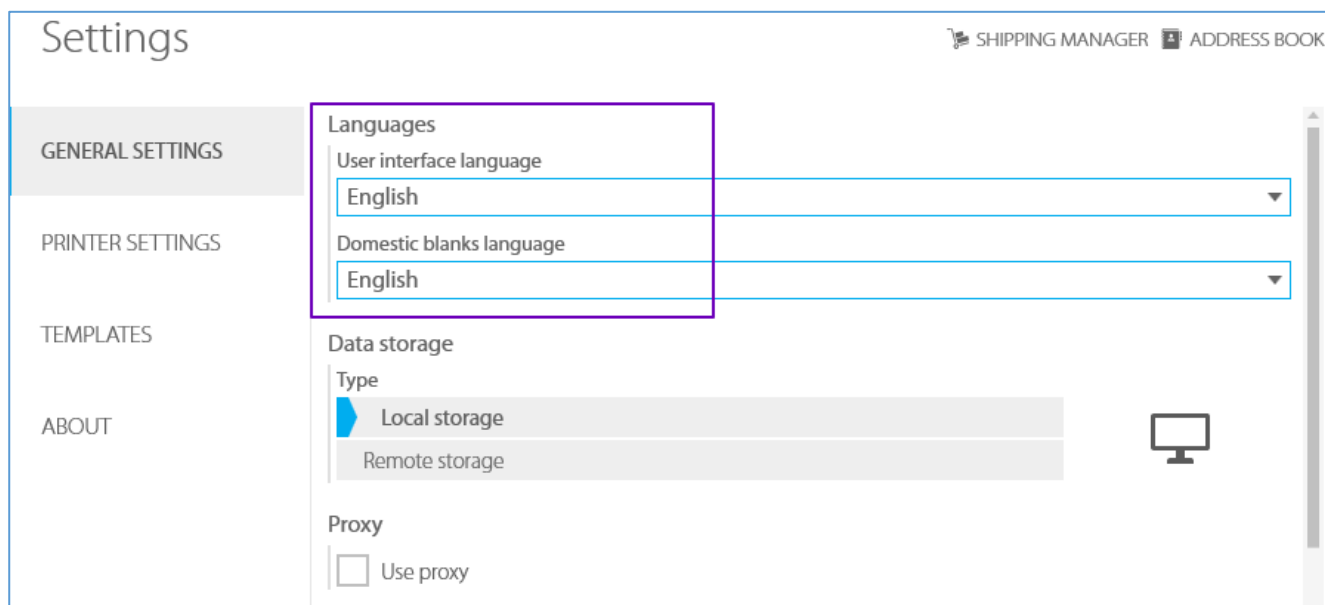
Figure 87. Choose languages

- Web services (Figure 88);
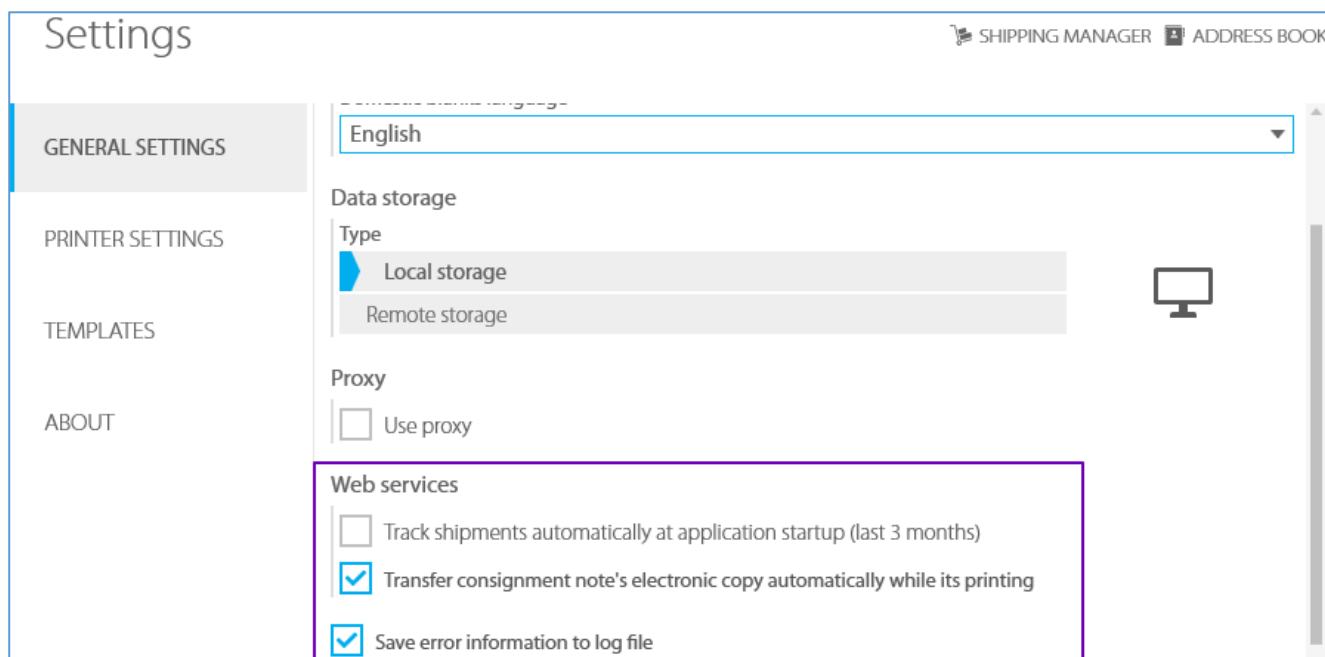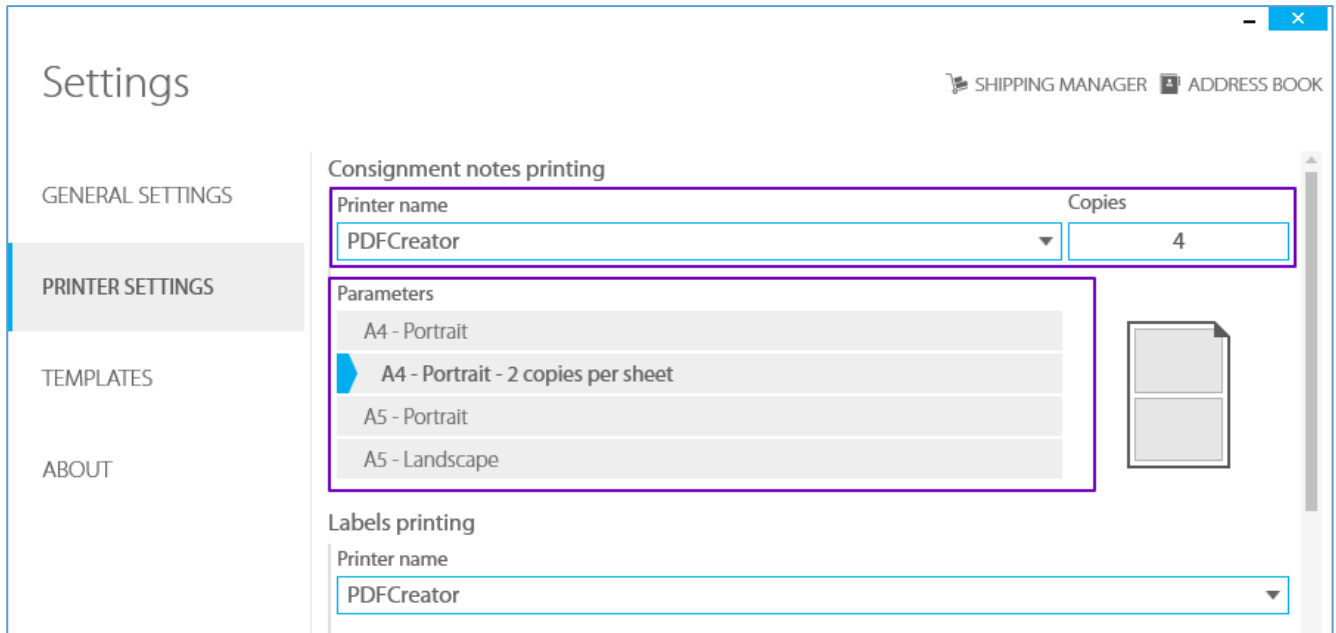
Figure 88. Choose web services

Printer settings

This point allows:
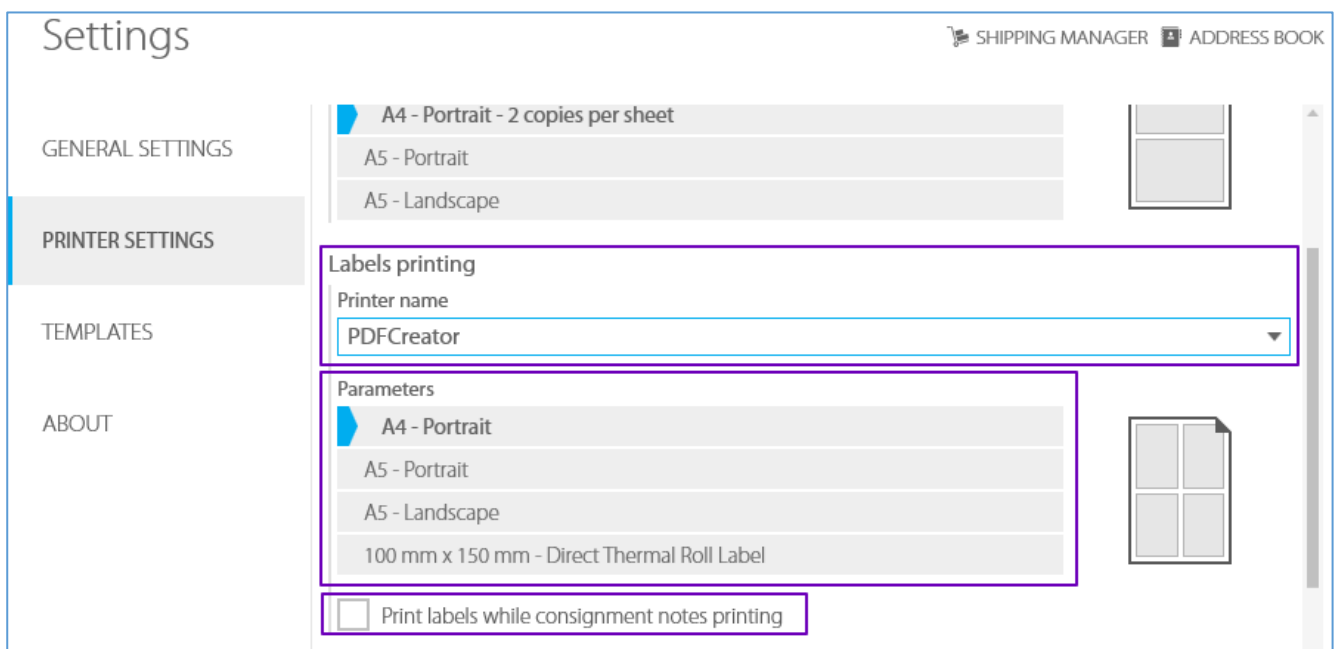
- Set printer for print AWB, number of copies of consignment notes and print parameters (). Встановити принтер, для друку накладних та необхідну кількість накладних, а також параметри друку документів (Figure 89);

Figure 89. Printer settings for consignment notes
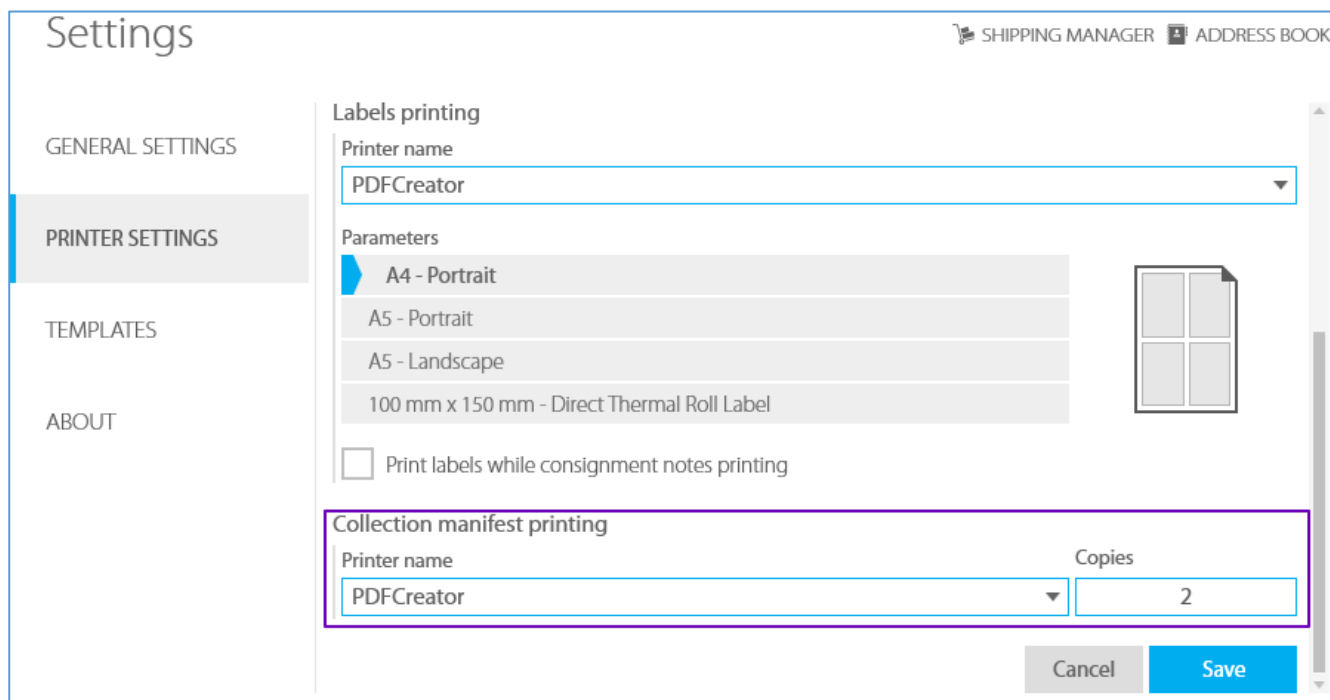
- Set printer for print labels, parameters for print and print labels while a consignment note printing (Figure 90);

Figure 90. Printer settings for labels printing

- Set printer for collection manifest printing and number of copies (Figure 91).

Figure 91. Printer settings for collection manifest printing

At the end press "Save" to save settings.

Templates

To get to the window "Templates", you need to click on the button "Templates" in the window "Settings" (Figure 92).
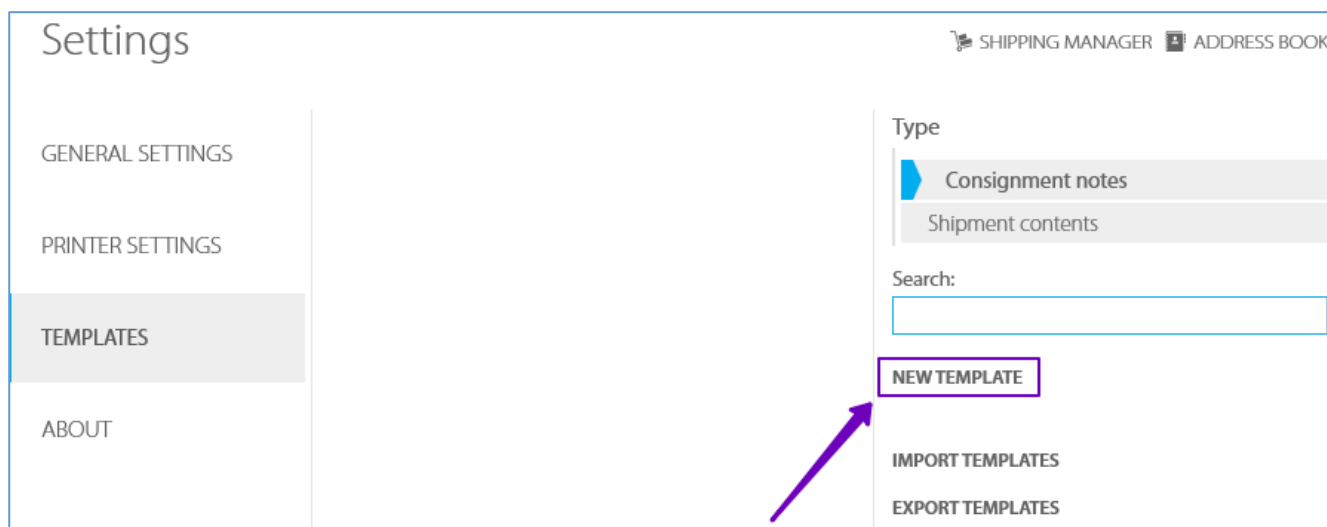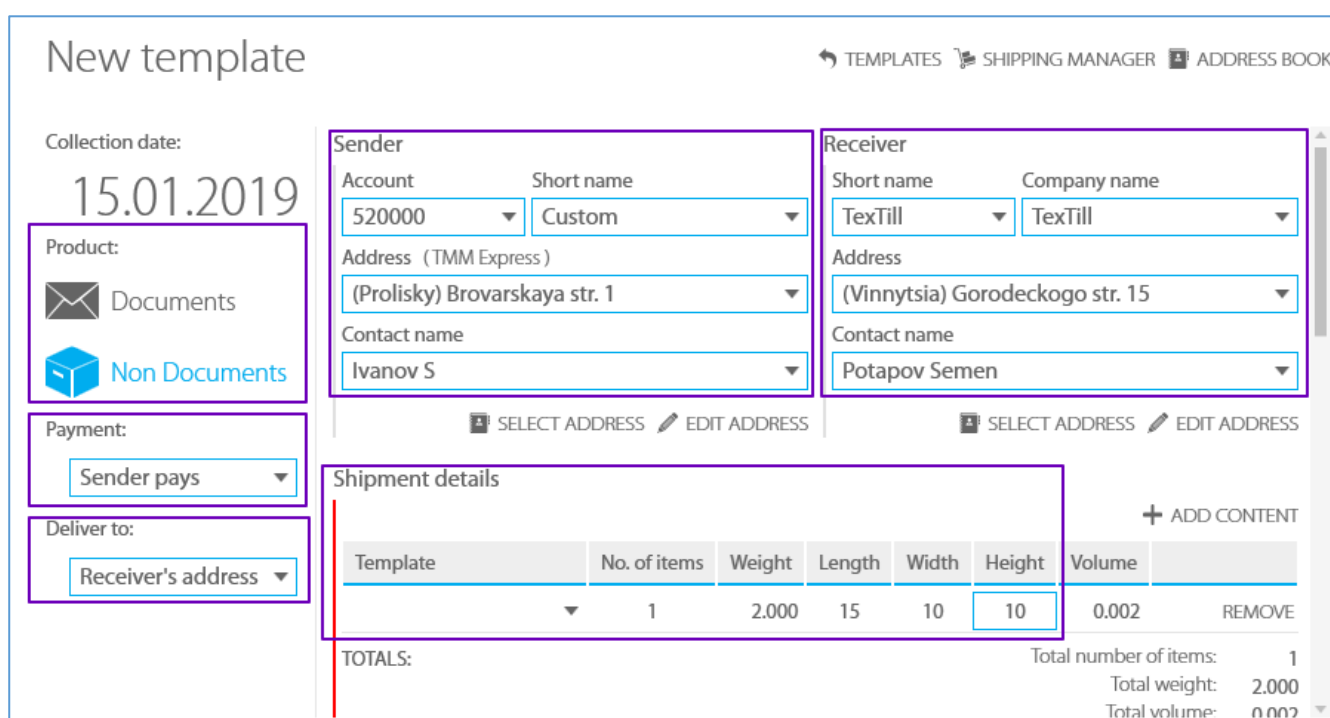

Figure 92. Window "Templates"

You can create two types of templates: consignment note and shipment contents. To create new template, choose the templates type and press button "New template" (Figure 93).

Figure 93. Go to window "New template"

Then fill in the template form (Figure 94 - Figure 95), assign a short name to the template with which you can find it. At the end press "Save" to save the template (Figure 96).

Figure 94. Fill in template form - 1

Figure 95. Fill in template form - 2

Figure 96. Fill in template form - 3

To create shipment contents template choose necessary template type and press "New template" (Figure 97).
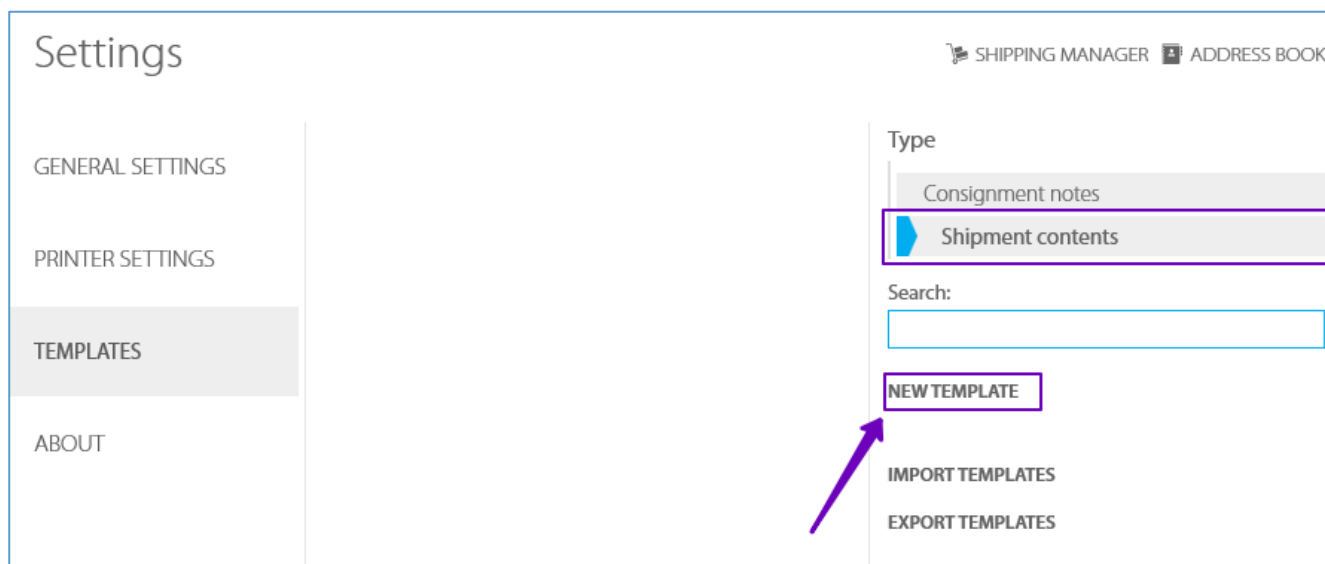
Figure 97. New shipment content template

In the appeared window specify template name, weight and dimension and press "Save" (Figure 98).
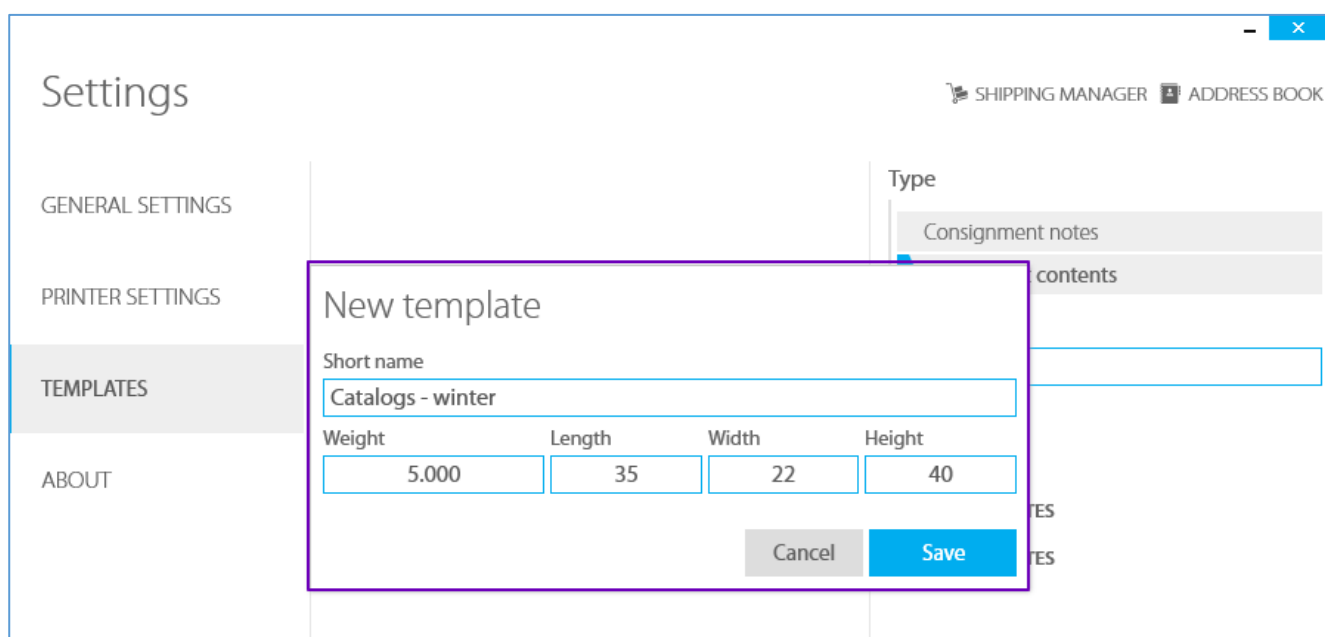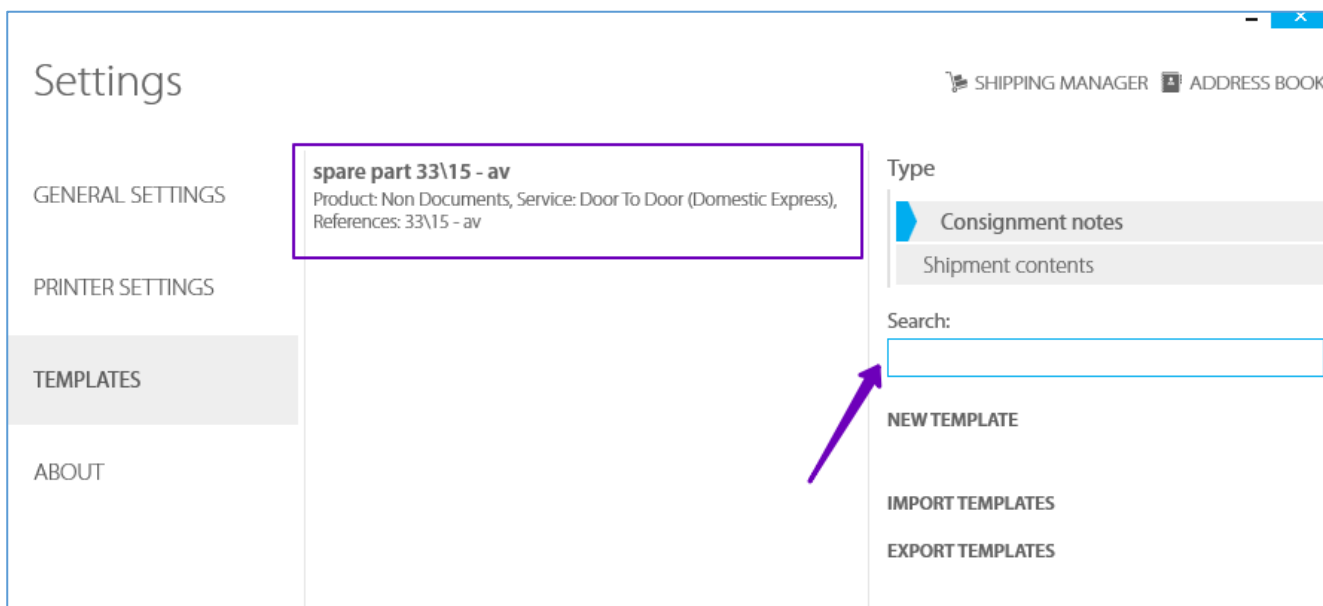

Figure 98. Fill in the shipment content template

New templates will appear in the templates list. You can search templates using point "Search" (Figure 99).
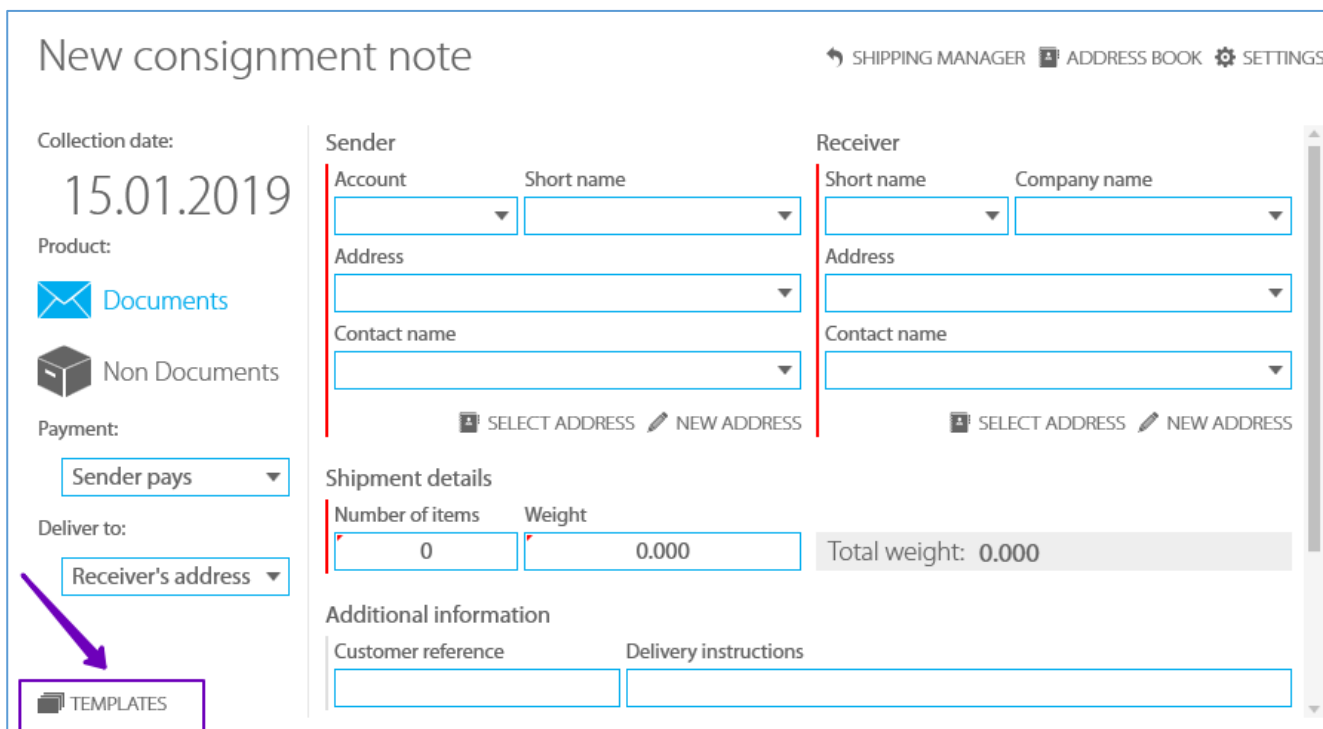
Figure 99. List of templates

In order to use a template when you create AWB you have to click on button "Templates" (Figure 100).

Figure 100. Use a consignment note template

Then find necessary template from the list and press "Select" (Figure 101).
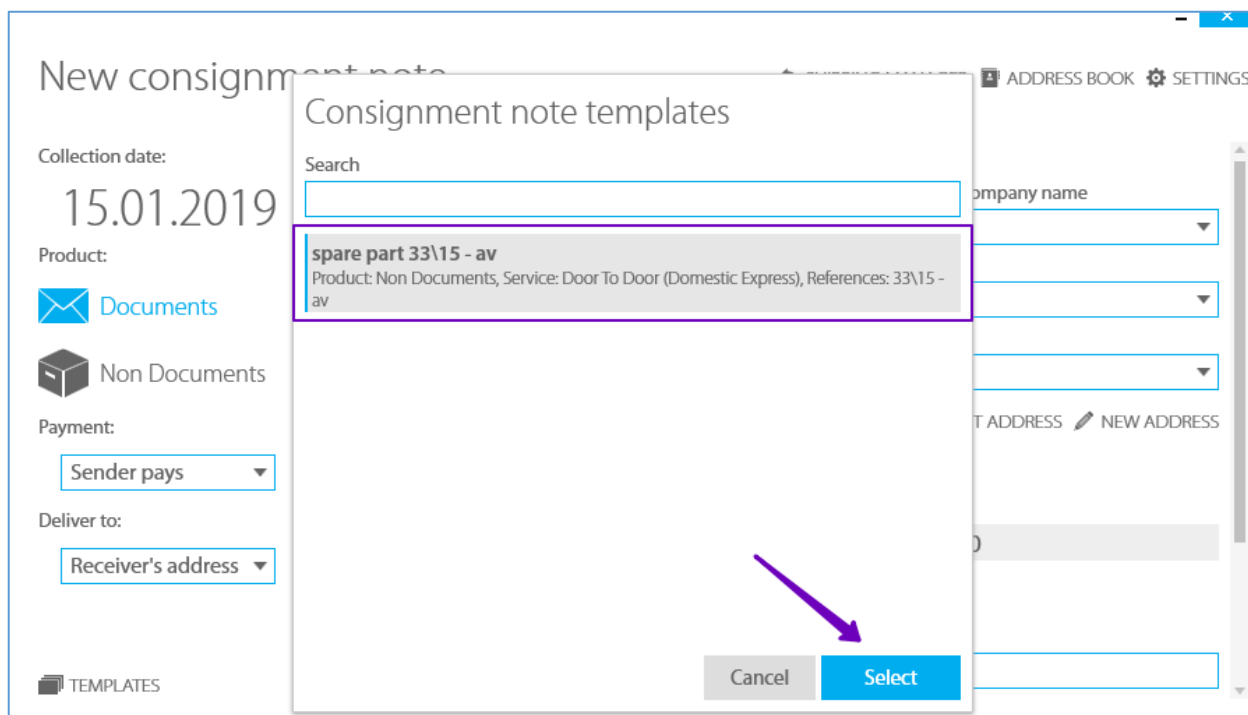
Figure 101. Select necessary template

All data from the template will be automatically displayed in the consignment note. You can edit the data manually or, if everything is correct, save the consignment note.

About program

In this point you can see the General terms & conditions and find information about the Serial and Registration Numbers required, check the balance of consignments numbers and add consignment range (Figure 102).
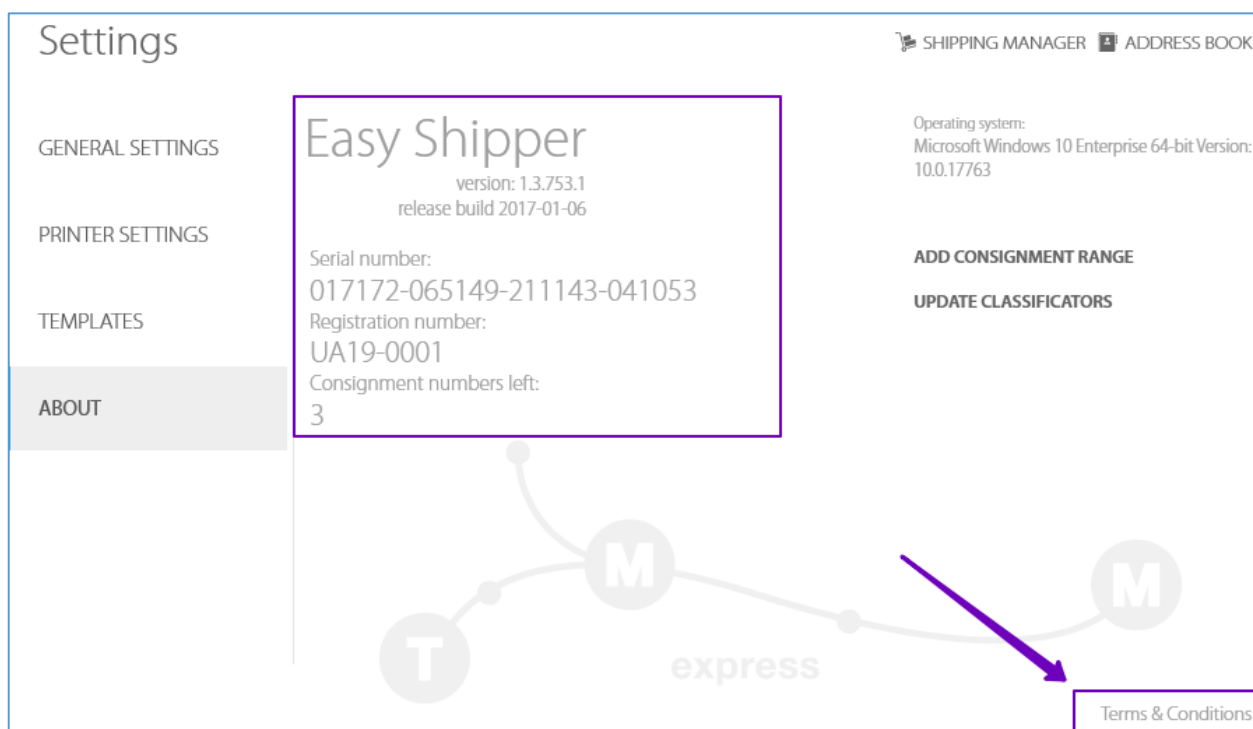

Figure 102. About program