

## Logistics Manager – setup

The initial setup is identical whether you are the client or the end user.

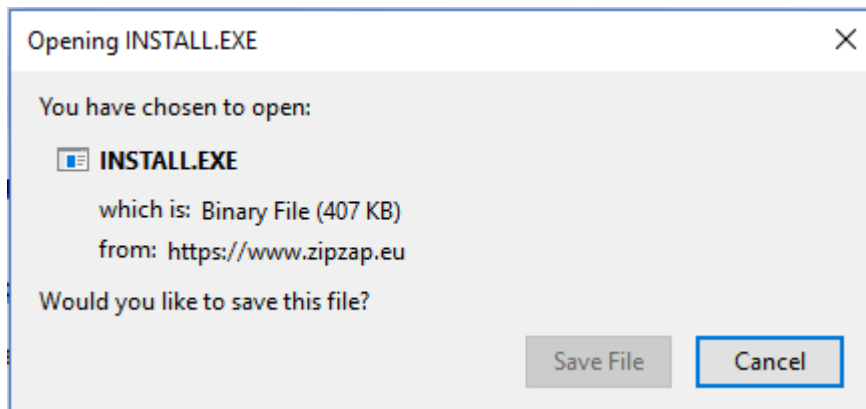
Go to [www.zipzap.eu](http://www.zipzap.eu) and click on All Downloads.

Go into Shop and then LogisticsManager

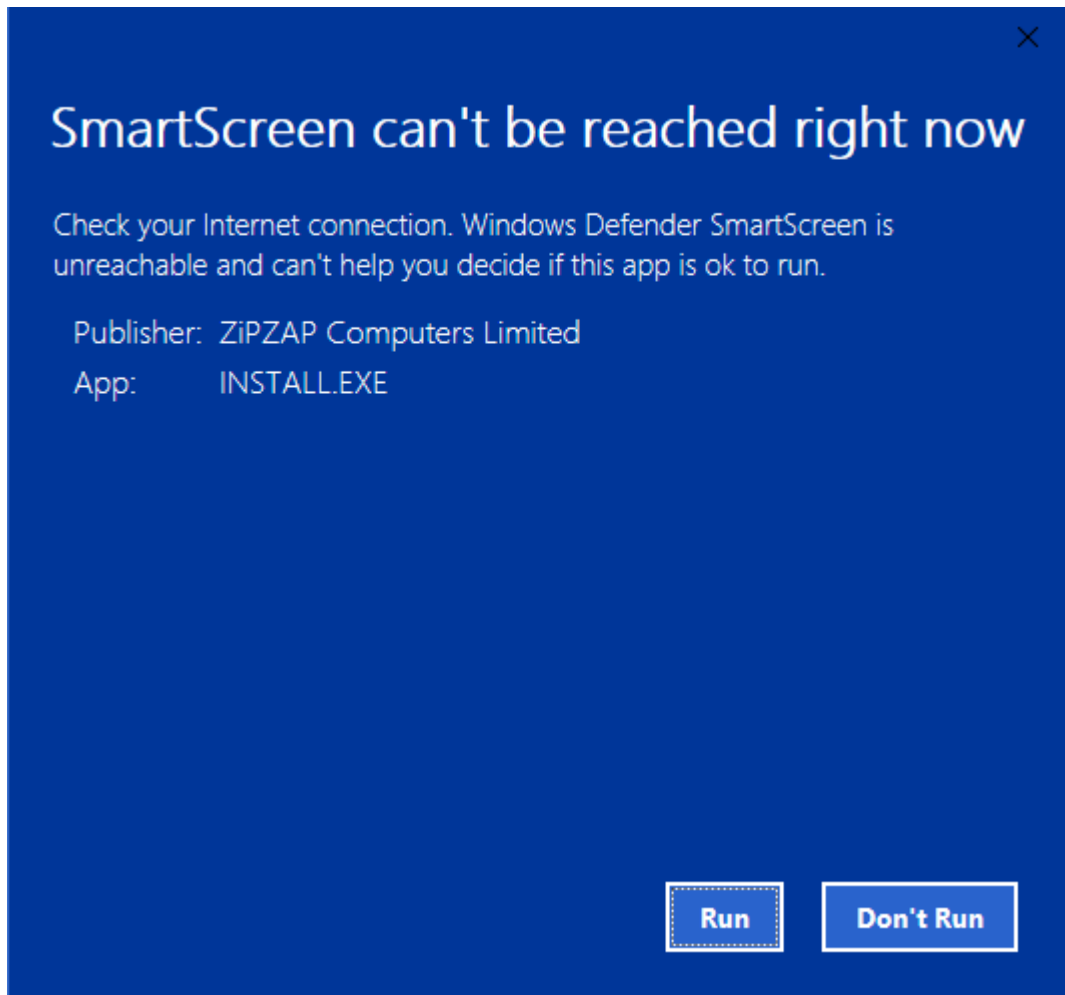
Go into LogMan and this screen will appear :-



Click on Download. It will download a file called INSTALL.EXE which you should Save and then Run.



You may get a Windows Defender Smartscreen option. Choose Run



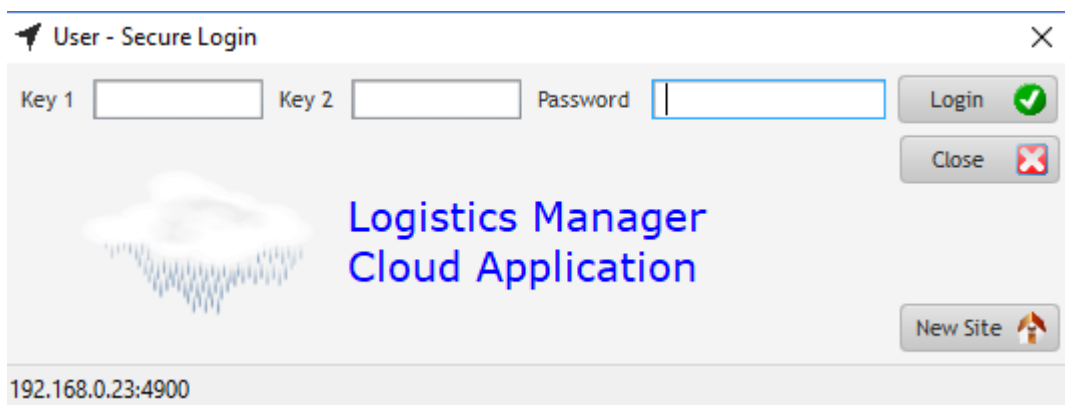
You will see the files downloading.

If you are asked what type of Setup you want choose QUICK SETUP.

At the end you will get a Logistics Manager shortcut on the screen.

During installation it may ask if you wish to download the Windev runtime DLLs from PC Soft. Say Yes to this.

You should now be able to run the program.



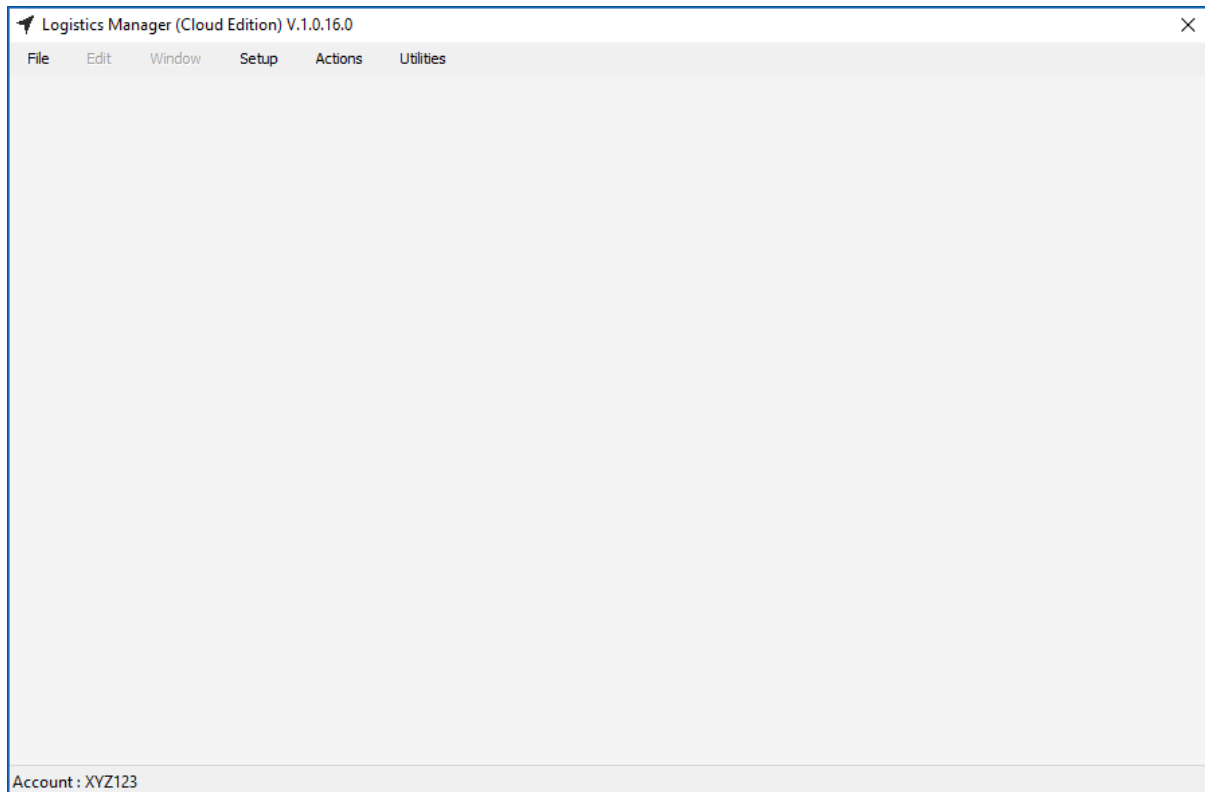
If you are the Client then you will be issued with Key 1 and a password.

If you are an end user then you will be given Key 1, Key 2 and a password.

If you are told to use a particular website then you should click on New Site and type in the site name you have been given. The program will restart to invoke this.

The details in the lower left of the screen will change as a result.

You will get a screen like this :-



Depending on your access you may be blocked from entering certain areas of the system.

For End Users to enter a job they go into Actions and Browse All Jobs.



Create/Amend Jobs

From/To Service POD Image

Tick acceptable service

Sameday  Courier  Overnight  Budget

No. Envelopes  Weight Envelope Kg

No. Cartons  Weight Cartons Kg

No. Parcels  Weight Parcels Kg

No. Quarter Pallets  Weight Quarter Pallets Kg

No. Half Pallets  Weight Half Pallets Kg

No. Full Pallets  Weight Full Pallets Kg

No. Half OS Pallets  Weight Half OS Pallets Kg

No. Full OS Pallets  Weight Full OS Pallets Kg

Specific Delivery Date (if required)

Specific Delivery Time (if required)

Your ID number (if req)

Save Label Cancel

Only allowable services will be displayed.

There is a further tab of POD Image. Depending upon the Client, this may be populated with a delivery signature once the job is complete.

Create/Amend Jobs

From/To Service POD Image

Save Label Cancel

Some fields will be updated later by the Client, so you can see when the item is collected and delivered.

There are options to export the data in a variety of formats for your own use.

The system is designed to be as intuitive as possible.