

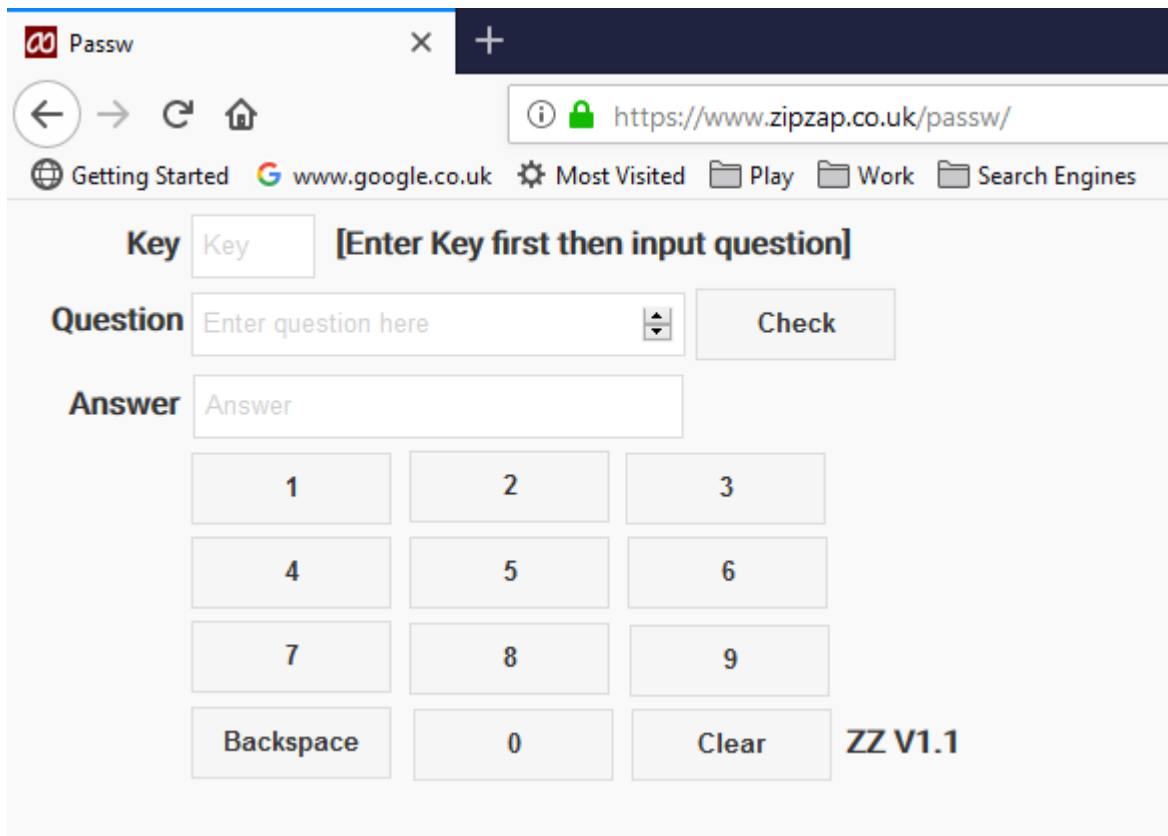
Basic installation Instructions – ZiPZAP Customer System.

1. Download the program from –

https://www.zipzap.co.uk/downloads/Shop/ParcelCustomerSystem/Customer_System.EXE

2. Run the install program.
3. The installation password is **proton**
4. You will be asked for a numeric answer to a numeric question. Go to –

<https://www.zipzap.co.uk/passw/>

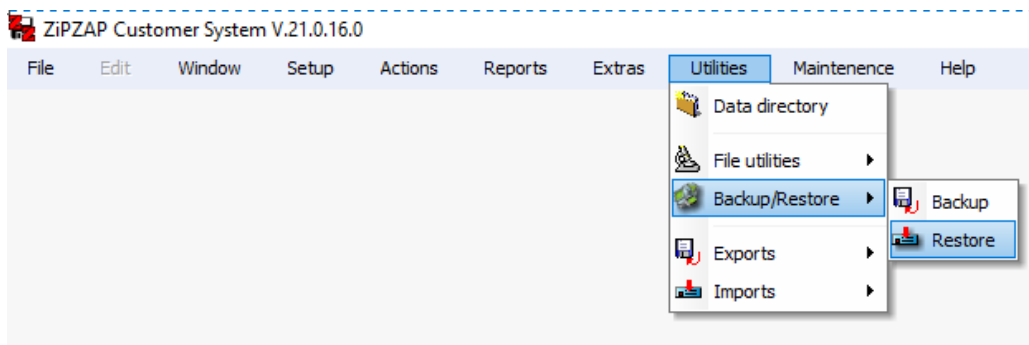


The screenshot shows a web browser window titled "Passw" with the URL "https://www.zipzap.co.uk/passw/". The interface includes a navigation bar with "Getting Started", "www.google.co.uk", "Most Visited", "Play", "Work", and "Search Engines". The main content area has a "Key" field with the value "Key" and a prompt "[Enter Key first then input question]". Below this is a "Question" field with the placeholder "Enter question here" and a "Check" button. An "Answer" field is positioned below the question field. A numeric keypad is displayed with buttons for digits 1-9, 0, "Backspace", and "Clear". The version number "ZZ V1.1" is shown in the bottom right corner of the application area.

You will be supplied with a Key number. Enter this on the Key field.

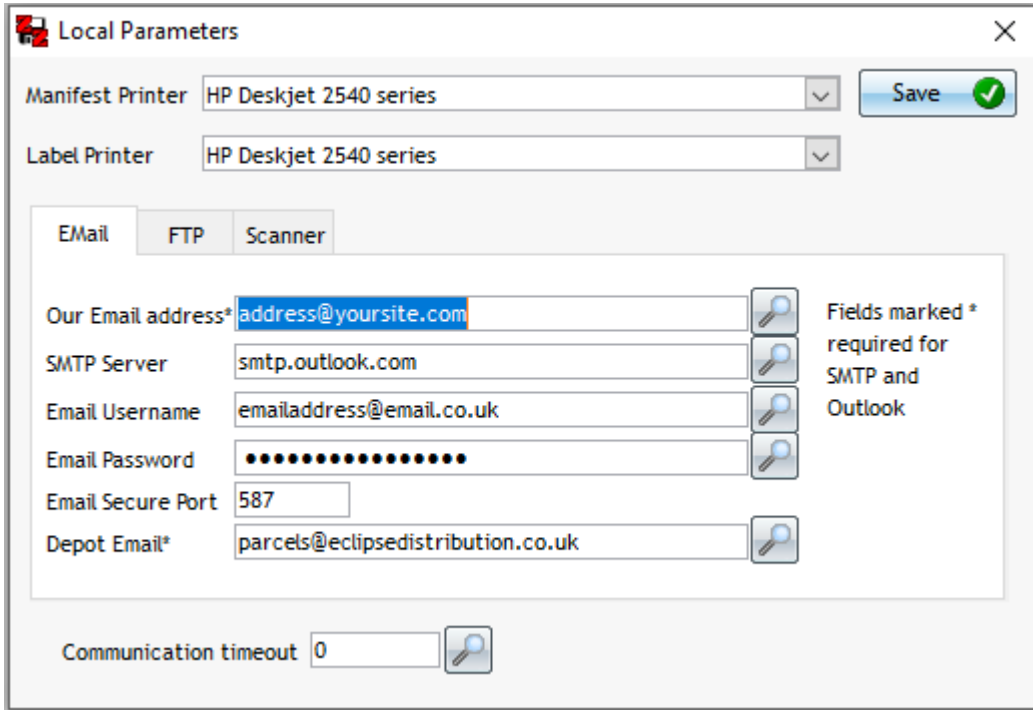
Enter the Question you were presented with on the Question field and click on Check. You will get the corresponding Answer which you should enter in the program.

5. Now run the program.
6. Go into Utilities then Backup/Restore and choose Restore



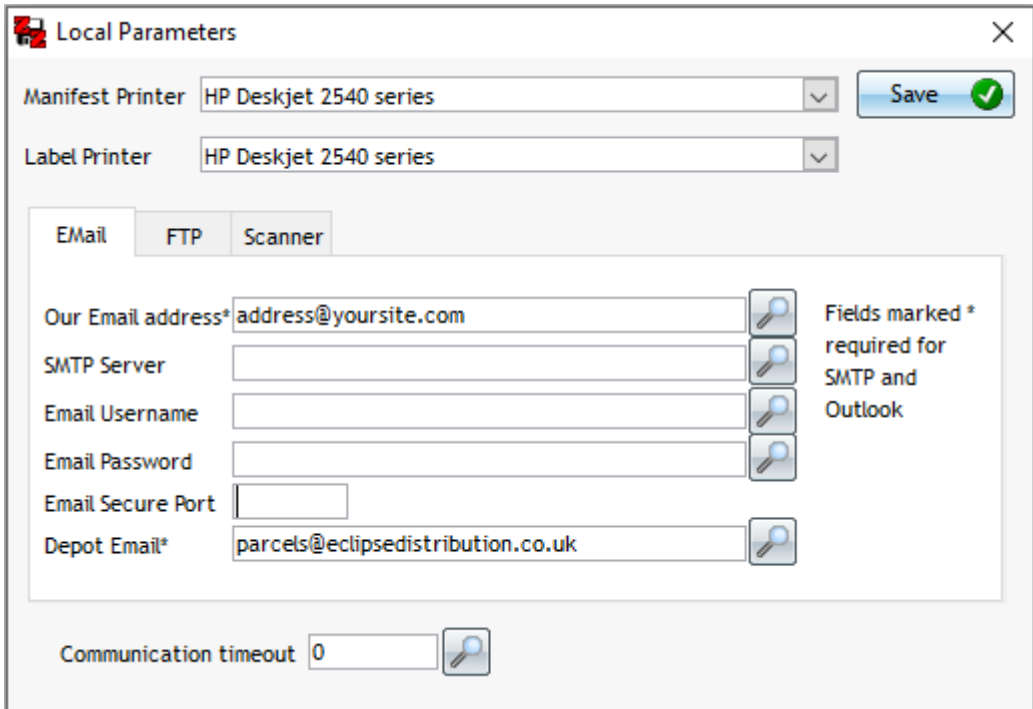
7. Browse for the backup WZ file that you have been supplied with and OK.
8. Go into Setup and Local Parameters. You need to setup your email settings.

This is a general guide if you use SMTP emails, like Thunderbird. These settings are identical to those in your email program



The screenshot shows the 'Local Parameters' dialog box with the 'Email' tab selected. The 'Manifest Printer' and 'Label Printer' are both set to 'HP Deskjet 2540 series'. The 'Email' section includes the following fields: 'Our Email address*' (address@yoursite.com), 'SMTP Server' (smtp.outlook.com), 'Email Username' (emailaddress@email.co.uk), 'Email Password' (masked with dots), 'Email Secure Port' (587), and 'Depot Email*' (parcels@eclipsedistribution.co.uk). A 'Save' button with a green checkmark is visible. A note on the right states 'Fields marked * required for SMTP and Outlook'. A 'Communication timeout' field is set to 0.

Outlook is a little different. The program uses the Default Outlook profile.

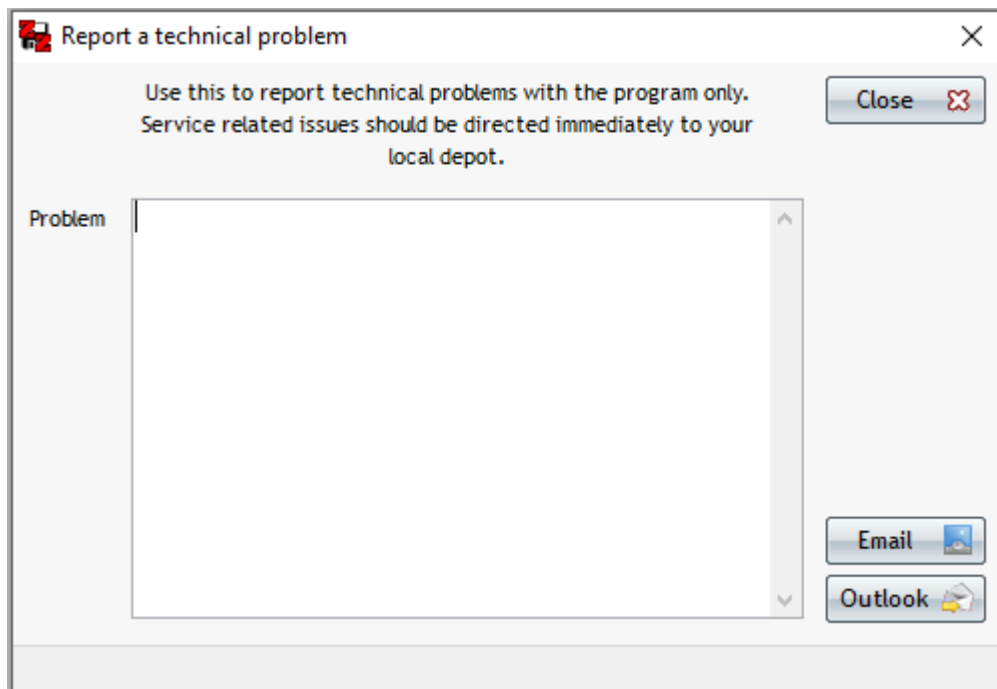


The screenshot shows the 'Local Parameters' dialog box with the 'Email' tab selected. The 'Manifest Printer' and 'Label Printer' are both set to 'HP Deskjet 2540 series'. The 'Email' section includes the following fields: 'Our Email address*' (address@yoursite.com), 'SMTP Server' (empty), 'Email Username' (empty), 'Email Password' (empty), 'Email Secure Port' (empty), and 'Depot Email*' (parcels@eclipsedistribution.co.uk). A 'Save' button with a green checkmark is visible. A note on the right states 'Fields marked * required for SMTP and Outlook'. A 'Communication timeout' field is set to 0.

Select your printers at this stage. The basic installation is complete.

Test your email settings by going into Help then Report a Technical Problem.

Enter a short test message and depending upon your email type click on the Email or Outlook button.

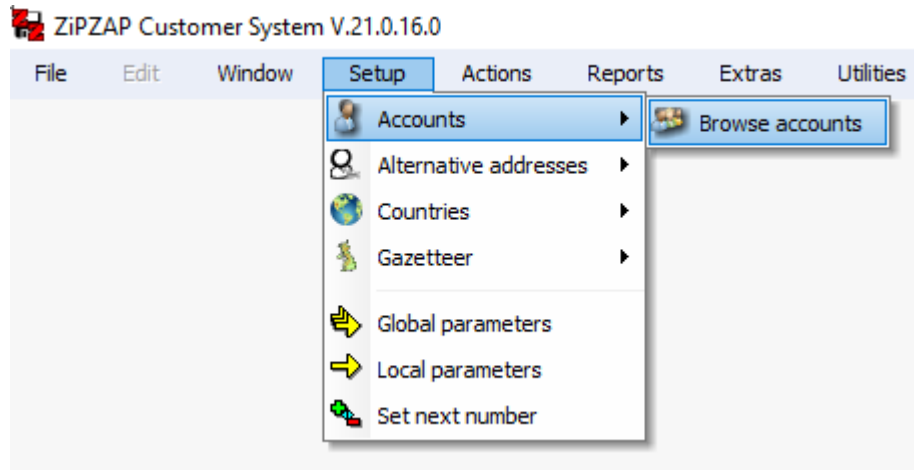


Any problems in sending will appear as an error message.

You can enter your delivery addresses manually or import them in a standard Sage format.

A single account has been set up already called ADHOC. This is meant for one-off entries as you can overwrite the delivery details.

Importing your customers means that jobs are linked to individual accounts. Also, if they include email addresses then you can notify the customer of the details using a single click.



The screenshot shows the 'Account' dialog box with the 'Details' tab selected. The fields are filled with the following information:

Field	Value
Accref	ZIPZAP
Name	ZIPZAP COMPUTERS LIMITED
Postcode/Zip	LN2 4WJ
Address 1	CARLTON BOULEVARD
Address 2	GLEBE PARK
Address 3	LINCOLN
Town/Place	LINCOLNSHIRE
County	
Phone	
Fax	
Email	support@zipzap.co.uk
Contact	
Last used	

There is also a checkbox for 'Warning flag' which is currently unchecked. The dialog box has 'OK' and 'Close' buttons on the right side.

Note: When manually inputting your data you can put the Postcode on the postcode field and click on the map symbol and it will attempt to address the screen itself.

Try to add an email address on each account.

Consignment Entry

Consignment entry is kept deliberately simple.

The screenshot shows a software window titled "Consignment entry/modification" with a close button (X) in the top right corner. The window contains several input fields and buttons:

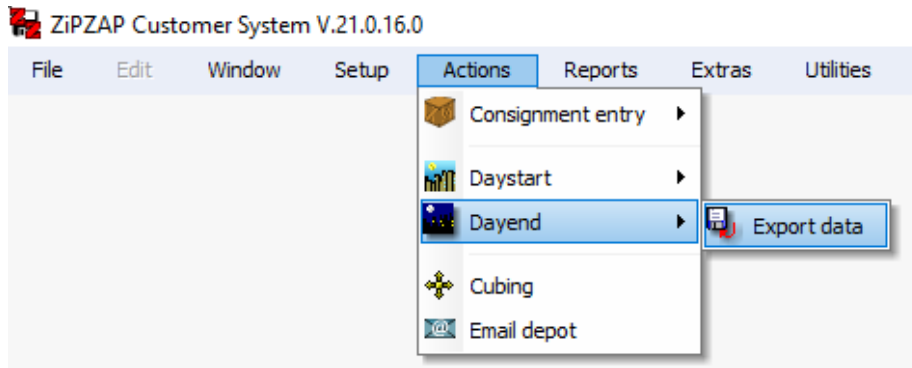
- Docket:** An empty text box with the text "Allocated when saved" to its right.
- Date:** A text box containing "16/09/2019", a calendar icon, and a globe icon.
- Account:** A text box with a magnifying glass icon to its right.
- Order number:** An empty text box.
- Deliver to:** A text box with a small icon to its right.
- Postcode/Zip:** A text box with icons for a dog, a magnifying glass, a pair of glasses, and a plus sign to its right.
- Address 1, Address 2, Address 3:** Three empty text boxes stacked vertically.
- Town/place, County, Telephone, Contact:** Four empty text boxes stacked vertically.
- Remarks 1* through Remarks 5:** Five empty text boxes stacked vertically.
- Items:** A text box containing "1".
- Weight:** A text box containing "5".
- Length cm, Width cm, Height cm:** Three empty text boxes.
- Service:** A dropdown menu with "ND" selected and "Next Day" visible below it.
- Delivering:** An empty text box.
- Buttons:** "Close" (with a red X icon), "Save" (with a green checkmark icon), and "Label" (with a printer icon) are located in the top right. Two "Advise Recipient" panels (one for Outlook, one for Email) each contain "Save" (with a green checkmark icon) and "Label" (with a printer icon) buttons.

Just select the account and it will complete the address.

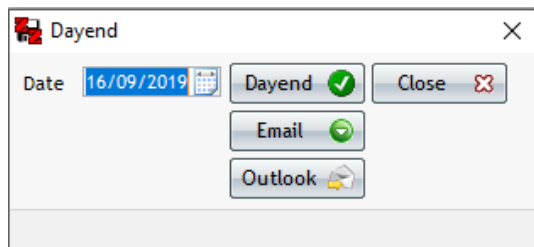
One-off deliveries can be entered using the ADHOC account. Just overtype the address fields.

End of day procedure

Choose –



Then –



Depending upon your email type click on Email or Outlook. This sends the data and a PDF manifest of the information.

You can also print a report of the outgoing data from the Reports menu.