

## DELIVERY HOURS

This document describes how to set up delivery hours for a particular customer delivery location.

### READ THIS BEFORE YOU START

You can set up delivery hours for a particular customer delivery location. Delivery hours will be copied to delivery date time on shipment entry page.

Return Location: TRAPAC

On Hired: [ ]

PCS: 0 Weight: 0 LBS

SSL: CMA

ETA: 10/23/2020

Last Free: [ ]

Pickup Date: 11/02/2020 APPOINTMENT REQUIRED

Appointment: 11/02/2020 08 : 30 TO 09 : 30

Perdiem: 05/31/2021

Appointment #: [ ]

Delivery Order#: [ ]

Delivery Date: 11/02/2020 00 : 00 TO 00 : 00

Warehouse Appointment Required: NO Receiving Hours 00 : 00 TO 00 : 00

Customer: MainLink Shipping

Delivery Address: DEMO Delivery Location - 137

203 w artesia blvd

Delivery Address

DELIVERY ADDRESS FOR K & K Shipping inc

Delivery Location Name: DEMO Delivery Location - 251

Address Line 1: 19914 S VIA BARON

Address Line 2: [ ]

Address City: RANCHO DOMINGUEZ

State/ Zip: CA 90220

Phone: [ ]

Contact Person: [ ]

Contact Email: [ ]

Delivery Hours: 00 : 00 TO 00 : 00

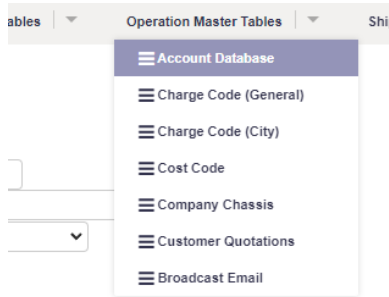
Open Hours: 22:00 to 23:00

Rate (\$): 300 (For Invoice)

save close

## A/ To set up delivery hours

From Menu -> select "Account Database" under "Operation Master Tables"



Locate the "Delivery Locations" tab, click your desired delivery location from the list.

Primary Email:

Additional Information:

Portal Control:

Account Type	Delivery Locations	Email List	Notes	Quotation
<input type="button" value="new"/> <input type="button" value="refresh"/>				
<b>Delivery Location</b>		<b>Location Address</b>		
BRIAN TESTING		ROAD ONE STREET		
DEMO Delivery Location - 149		1551 S LILAC AVE		
DEMO Delivery Location - 251		19914 S VIA BARON		

Input Delivery Hours and save.

**Delivery Address**

DELIVERY ADDRESS FOR K & K Shipping inc

Delivery Location Name:

Address Line 1:

Address Line 2:

Address City:

State/ Zip:

Phone:

Contact Person:

Contact Email:

Delivery Hours:  :  TO  :

Open Hours:

Rate (\$):  (For invoice)

## B/ Shipment Entry Page

When you select the delivery address on the shipment page, the shipment delivery date time will be updated according to the value you set in the delivery location profile.

Noted that if you have already input delivery date time, the system will ask you before the profile value overwrites the existing values.

The screenshot displays a form for entering shipment details. The fields are as follows:

- Delivery Order#: [Empty text box]
- Delivery Date: [Empty text box] 00 : 00 TO 00 : 00 (The time selection part is highlighted with a red box and an arrow pointing to the Remarks for Forwarder F field)
- Customer: K & K Shipping inc (Dropdown menu)
- Delivery Address: DEMO Delivery Location - 258 (Dropdown menu, highlighted with a red box and an arrow pointing to the Remarks for Customer R field)
- Address: 11500 LOS NIETOS RD (Text box)
- City: SANTA FE SPRINGS (Dropdown menu)
- State/Zip: CA 90670 (Text boxes)
- Contact: [Empty text box]
- Additional Client Info: [Empty text box]

Below the form is a navigation bar with tabs: Shipment Status (highlighted), Dispatch Schedule, Billing Invoice, Driver Commission, Other Cost, and Attached Files. Under Shipment Status, there is a 'new' button. Below the navigation bar is a table header with columns: Status, Event TimeStamp, Last Modified, and User ID.