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EZ-FREIGHT SOFTWARE

OPERATIONS MANUAL

Manual includes instructions for:

EZ-Warehouse
EZ-Freight Air module
&
EZ-Ocean Modules

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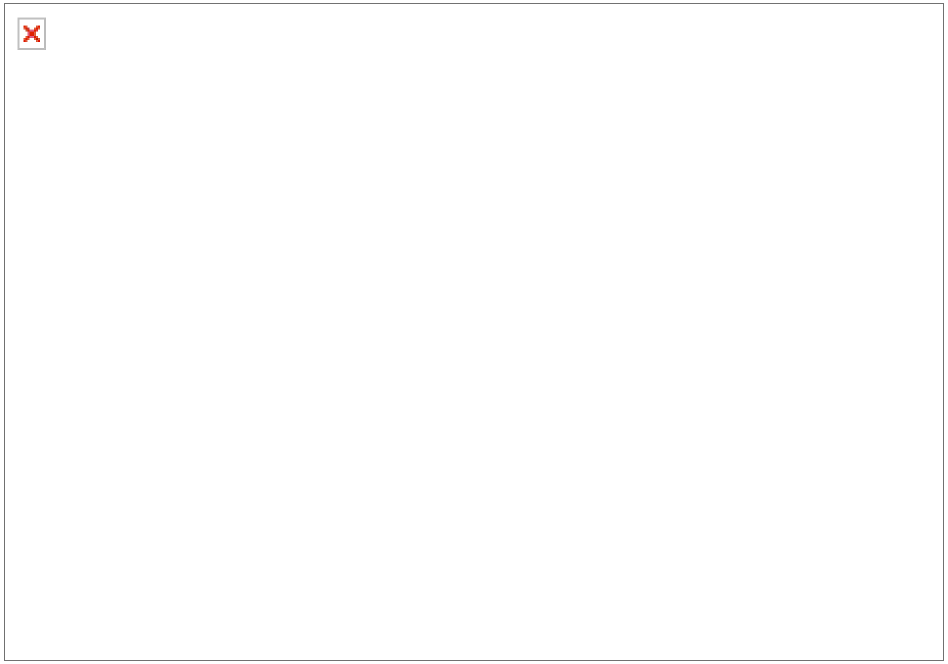

<u>GETTING STARTED WITH EZ-FREIGHT SOFTWARE</u>

SET-UP PROCEDURES, BEFORE YOU BEGIN:

Recommended:
Enter all information in EZ-Freight software, in Upper case. Click on Caps Lock in your keyboard. Documents will be clearer and easier to read.

Company setup:

Company Name:
Click on File menu option, click on, Company setup.
Enter your company name, as you want it to appear in the header of all EZ-Freight documents.

Enforce password protection:
Click on check box to activate password protection. If checked, EZ-Freight software will not open, unless a correct user name and password are entered.

Caution:
Before checking, make sure that a user name and password have been set-up. EZ-Freight software will not allow entry if user name and password are not entered.

Print label in laser format:
Click on check box only if label printing is to be done in laser format.

Allow double rate for weight and measure:
Click on check box if company rates are different for weight and measure. This option allows user in house bill of lading and master bill of lading, to enter a rate for weight and a separate rate for measure. System can then calculate the greater revenue of the two rates, based on weight and measure previously entered.
If is not selected, user can only enter one rate only for both weight and measure.

Enter label format number as per your label selection:
Discuss with Venex Systems for the correct label format number for your company.

COD markup percentage:
For percentage mark up of warehouse COD charges field. When COD charges are transferred to invoice, amount will include mark up percentage entered here.
When warehouse receipt is linked to a document, amount entered, will transfer to Freight invoice using billing code, COD charges.
For warehouse charges to transfer to freight invoice, the following steps must be done:
In warehouse receipt, enter amount in, Inland Freight amount field.
In warehouse receipt, enter amount in, C.O.D. amount, field.
Warehouse receipt is linked to a document, such as a HBL, MBL, MAWB, HAWB or Delivery Order.
User copies document that warehouse receipt is linked to, to the Freight Invoice form, using the Copy command at the Freight Invoice screen.

Inland freight markup percentage:
For percentage mark up of warehouse Inland Freight charges field. When Inland Freight charges are transferred to invoice, amount will include mark up percentage entered here.
When warehouse receipt is linked to a document, amount entered, will transfer to Freight invoice using billing code, Inland Freight charges.
For warehouse charges to transfer to freight invoice, the following steps must be done:
In warehouse receipt, enter amount in, Inland Freight amount, field.
In warehouse receipt, enter amount in, C.O.D. amount, field.
Warehouse receipt is linked to a document, such as a HBL, MBL, MAWB, HAWB or

Delivery Order.
User copies document that warehouse receipt is linked to, to the Freight Invoice form, using the Copy command at the Freight Invoice screen.

Invoice Form:

For Venex Systems use only. Do not change this field.

Transfer W/R on B/L when linking:

Option is selected to transfer Warehouse receipt number(s) to the Marks column in the House Bill of Lading and/or the Master Bill of lading forms, after linking process.
If not checked, warehouse numbers will not be shown in the Marks column in the House Bill of Lading and/or the Master Bill of lading forms, after linking process.

Do not print company name on B/L header:

For House Bill of Lading form only. Do not check if company name is to be printed on top of form, check only if you do not want the name to be printed on top of form.

Automatic Reference Number:

The reference number in both air waybill and ocean bill of lading can be set up to be generated automatically by the system.

To set up the automatic reference, follow the following steps:
Go to File in menu options,
Select Set- up,
Insert check mark in Automatic reference number, (same for Air as in Ocean)
In Reference number count, enter beginning reference number,
In Reference padding number, enter number of digits required for reference number,
In Reference number prefix, enter prefix for reference number.

Repeat same process for Air reference number set up.

After this set-up is saved, when you open either an Air waybill, an Ocean bill of lading or other forms, the next available number will display automatically on the reference number field in your screen as per the sequence created in Set-up.
The reference number, once given on forms, cannot be modified by user.

Path for support:

For Venex Systems use only. Do not change this field.

Company data default:

For Venex Systems use only. Do not change this field.

Account codes:

Click on this option to select.
Enter the detailed information such as name, address, telephone, fax, etc. on your company’s accounts. Account names such as: shippers, vendors, consignees, carriers, etc.

Name field:

On the account screen, enter the name of the account in the name field. Enter the name then press "Tab". The account code has automatically been assigned, using the first three letters of the first name of the account and the first three letters of the second name plus a number one, if it’s the first account with such account code. If it finds that there already is an account with the identical six letter code it will advice you " Warning - Name of

account- has already been assigned this code". Select "OK" to continue otherwise press "Escape" to cancel.
By selecting "OK", the system will create the code with the same three and three logic, but now the code will have a number two, at the end of it, to differentiate it from the first code. This process will continue as long as the code is the same.
Enter the information on the fields that follow, press "Tab" to go from field to field. Press the up arrow key to go back if a correction is needed, or to retype the information on a previous field. Press "Save" when finished to save account.

Important Note:

Airline account codes should always be the prefix number of the airline, not the three and three account codes given by the system. The airlines are the only exception to the alpha default code.

Type field:

Enter type of record. This is the category in which this record should be. Click on "Down Arrow" and categories such as shipper, consignee, vendor, carrier, trucking, messenger, etc. appear, for you to select one to classify your records in your database.
If the category is not listed, click on "New Record" icon, a window will appear to add the category to your listing. When finished, click on "Save", it will be saved on your Type database.
Filling the type field will give the option to print lists of accounts in a specific category.

Address:

Enter the address, as you would like it to appear on your documents. You can enter long addresses that need more than one line to fit. Enter city and state. Enter country, only if it’s outside of US.

Notes:

The Notes field, allows the entry of notes or profile for the account that is currently being entered. The purpose of this screen is so all operators can have the same set of instructions for a particular account.
Enter the information of your account, click on "Save" to save the information. The record will be added to the permanent company database.

The Notes screen can be displayed while working in any of the forms.
To see the Notes while in a form, select "Account Codes" from the menu or click on the "Account Info" icon, when the field company name is displayed enter or select an account record. When the record has been retrieved and is shown on the screen, the notes entered will be shown. Process can be repeated as outlined above in all documents, while

in consignee, carrier, forwarder, and vendor fields.

When finished with account record, press "Save" to save account record to permanent account database.
Enter a new account. Otherwise press "Escape" to exit this screen.

Billing codes:

Option allows the creation of your companies billing items for later use in air waybill, bill of lading, quotation, booking and forwarding invoice. This list of items will appear, when ready to quote or invoice clients for services rendered.
The items under this option normally are:
Airfreight charge, Ocean Freight charge, documentation preparation, letter of credit preparation, inland freight, messenger, pick-up, delivery, packing, etc.
If a billing code is not listed, click on "New Record" icon, a window will open for adding the billing code as a new code.
Describe the item, as it should appear on the invoice description, it is suggested to always enter the information as detailed and complete as possible.
Amount field allows to enter an amount associated with the billing item. If for instance, the charge for Documentation Fees is always $25.00, enter "25.00" in this field. Every time an operator selects this billing code, it will default the "25.00" to the amount column. The default charge amount, can be modified at the invoice, if the charge is different than the default charge amount.
When finished, click on "Save" icon it will be saved for you on your Billing Code database.
Process another billing item, or press "Escape" to exit this screen.

Destination codes:

The EZ-Freight Air module has included a database with most of the airport codes for your convenience. Destination codes, can be added, if not found.
After clicking on this option click "Down Arrow" to search for an airport code, if not found, click on "New Record" icon to insert a new airport code.

Type codes:

For use with account names. Click on "Down Arrow" and categories such as shipper, consignee, vendor, carrier, trucking, messenger, etc. appear. Select one to categorize your records in the database.
If category is not listed, click on "New Record" icon. A window will open, to add the category as a new code. When finished, click on "Save" icon, it will be saved on Type database.
Filling the type field will give the option to print lists of accounts in a specific category.

Air waybill inventory:

Select air waybill inventory from the Edit menu, then Air freight. Click on air waybill inventory.

Air waybill number entry screen.
Prefix is the prefix number of the airline. Enter number if known, otherwise click on down arrow and select from look-up window.
If airline is not in the database, add it with the "New Record" icon. Refer to "New Record" command.

Start field is for the first air waybill number given by the airline, do not enter prefix.
End field is the last air waybill number given by the airline, do not enter prefix.
Check digit field, needs to be checked if the carrier uses check digits on their air waybills, most airlines do.
When finished click on "Save" icon.

System will display the number of air waybills about to be created, make sure this number matches with the number of air waybills given to you by the airline. If it does match, click on "Yes" if it does not, click on "No" and repeat the process again.
If "yes" is selected, system will insert the air waybill numbers entered in the Air waybill inventory look-up window.
The air waybill inventory window can only be accessed in the Master Air waybill screen, in the master Air waybill number field, by clicking on the down arrow, then selecting inventory option. When Air waybill numbers are displayed, select the one to be used. By highlighting and clicking on a specific air waybill number, it will be taken out of inventory and pasted on the Air waybill number field.

If an air waybill number is selected by mistake and need to re-enter the number, follow the steps outlined for Air waybill Inventory.

If air waybill numbers are entered by mistake and need to delete them, when Air waybill numbers are displayed, select the one to be used. By highlighting and clicking on a specific air waybill number, it will be taken out of inventory and pasted on the Air waybill number field. Repeat process for as many air waybill numbers that need to be deleted. Do not save air waybill document when finished.

Caution:

Airline account codes should always be the prefix number of the airline, not the three and three account codes given by the system. The airlines are the only exception to the default code.

Repeat process when required.

Warehouse receipt automatic numbers setup:

If the EZ-Freight Warehouse module was purchased, decide if you want automatic or manual numbering in the warehouse receipt.
If you want to setup automatic numbering, follow these steps:
Open the Warehouse receipt screen, click on "Options" icon (the hand) in the command bar at bottom of screen. Insert a check on Automatic numbers box by clicking on box, press Tab. In Receipt Number Count field, enter beginning number for warehouse

receipt, press Tab, In Receipt number padding, enter number of digits you want the automatic number to have, press Tab. In receipt number prefix, enter warehouse number prefix.
Click on "OK" to save instructions.
Close Warehouse Receipt screen. Open the warehouse screen to see the automatic number appear on Warehouse Receipt number field.

Loading guide automatic numbers setup:

To setup automatic numbering, follow these steps:
Open the Loading Guide screen, click on "Options" icon (the hand) in the command bar at bottom of screen. In Loading Guide number count field, enter beginning number for loading guide, press Tab. In loading guide number padding, enter number of digits you want the automatic number to have, press Tab. In loading guide number prefix, enter loading guide number prefix.
Click on "OK" to save instructions.
Close Loading Guide screen, and then open the loading guide screen again, to see the new automatic number appear.

Invoice automatic numbers setup:

Decide if you want automatic or manual numbering on the invoice.
To setup automatic numbering, follow these steps:
Open the invoice screen, click on Options icon, (the hand) in the command bar at bottom of screen. Insert a check on Automatic numbers box by clicking on box, press Tab. In invoice number Count field, enter beginning number for the invoice, press Tab, In invoice number padding, enter number of digits the automatic number should have.
Click on "OK" to save instructions.
Close Invoice screen. Open the Invoice screen to see the new automatic number appear on Invoice number field.

Models:

All form screens have a Model form. This Model is for entering default information to be displayed in the form, every time you open the form.
The purpose is to eliminate data entry by inserting the standard information used in the form. If you enter your company’s name and address in the Model form, your company’s name and address will always appear automatically when you open the form, without having to re-enter every time you use said form.

The Model is available in all form screens.
Create Models before getting started with transactions, it will reduce your data entry time.
Information displayed on screens from Models can be modified at the Model or in the form screen as needed.

Example:
In the House air waybill you want your name to appear all the time as the forwarder or agent.

Open the Air waybill screen, click on the "Down Arrow" button. While the look-up window is open, type the word, Model. The look-up window will highlight the Model form. Double click or press Enter. The word Model appears in the House Air waybill number field. Now type in your company’s name and address in the field where you would like it to appear. When finished click on "Save" icon.

When the screen opens again, you will see your changes in the air waybill, every time you open this form. You can modify the information or insert more information by repeating this process.

DESCRIPTION OF COMMANDS

Command Icon Bar (Bottom left of screen**)**

New Record Command – New Record Icon

A popular command in the EZ-Freight software modules. This command allows the addition of records or accounts while in a document. The purpose is for the operator to be able to add records without having to exit the document. In an air waybill or bill of lading for example, if in the shipper field and you search for the shipper with the " down arrow" command and find it's not entered in the company's database. With the look-up window open, click on "New record " icon, the "Edit Account " window will appear.
If empty, enter the information of new account, click on "Save" to save the information when finished. The record will be added to the permanent company database and be pasted on the shipper field of current document. Process can be repeated in the same way as outlined above, in all documents, while in consignee, carrier, forwarder, and vendor fields.

Caution:

Airline account codes should always be the prefix number of the airline, not the three and three account codes given by the system. The airlines are the only exception to the default code.

For more information refer to "Account Codes".

Notes:

The Notes field allows you to enter a profile or notes on the account for the account that is currently being entered. The purpose of this screen is so all operators can have the same set of instructions for a particular account. The note screen can be displayed while working in any of the forms. This area can be very useful for documenting negotiated rates, procedures to follow, etc.
If empty, enter the information of account, click on "Save" to save the information. The record will be added to the permanent company database and be pasted on the account name field of current document. Process can be repeated in the same way as outlined above, in all documents, while in consignee, carrier, forwarder, and vendor fields.

For more information refer to "Account Codes".

Save Command – "Save" icon

The most important command in the EZ-Freight software modules. This command saves the document or record that is currently on screen, to the permanent database. This must be done in order for transaction to be recorded. Perform the "Save" command as a routine command when finishing a document or when is needed to leave a document unfinished to go to another task. The saved document can be retrieved at any time for review, modification or completion.

When clicking on the "Save" button, a dialog box is displayed, to print the document. By clicking on "Yes" the printer selection window, will display. Highlight the printer you wish to send the document to, use the "Up or down arrow" to view selections, click on "OK" when selection is made. The document will be sent to printer.

In the printing window a field for quantity of copies displays by default 1 copy. If more than one copy is needed, simply change the number 1 to as many copies as needed to be printed, then click "OK". If printing job is unsuccessful, error window will be displayed, if successful, screen clears and you are ready to process the next form.
The "Save" command also can be used just to print the form instead of using the "Print" command

We recommend saving before printing, always.

Delete Command – Delete Icon

Command will delete entire record or transaction. When using this command, make sure that you absolutely, positively want to delete. After executing this command you have completely erased the record or transaction that was on the screen at this time. Once done, document is deleted permanently. Procedure cannot be reversed. So please use caution.

Look-up Command – Look-up Icon

Serves the same purpose as the "Down Arrow". By pressing on this icon, the system brings up a search window. This window is for the purpose of finding a record or document. The search criteria for this window is the heading of the column on the top of this look-up window.

If the search criteria, needs to be changed, click on the name of the column you wish to select, with the left button of mouse.

The selected column will be automatically organized in numerical or alphabetical order. By typing a number or letter of choice, the highlighted bar will immediately go to the first number or letter that it finds that matches the request in the database. By typing more than one letter or number, the search will be faster and more accurate. Travel in this look-up window with the "Up" or "Down" arrow keys or the "Page Up" or "Page Down" keys.

When the selection is found, double click on it. Selection will display on screen.

Copy Command – Copy Icon

This command is used to copy a transaction done previously to a new transaction currently being created. The objective of this command is to reduce data entry work, by helping the operator to copy from an old transaction to the new transaction thus avoiding re-entering, of the same information on the new document. When executing this command it is suggested for your cursor to be on the first field of the document.

By clicking on the "Copy" icon, the document look-up window will open. Select the document to copy from, if you know the document number you can enter the number.

Upon selecting a document, click on it, this will bring forward all the information from the selected document, to the current document. Make sure to review all the information copied and change the data as it pertains to the new current transaction. Review and edit as needed, with care to avoid errors.

Info Icon

The information icon displays the information necessary for shipment tracking. It shows the history of the document.

Account name – Account Icon

Option allows the entry of detailed information such as name, address, telephone, fax, etc. on company’s accounts. Account names such as: shippers, vendors, consignees, carrier, etc.
Click on this command to execute.

Name field:

The account screen asks you first for the name of the account. Enter the name then press "Tab". The ID # has automatically been assigned, using the first three letters of the first name of the account and the first three letters of the second name plus a number one, if it’s the first account with such ID code. If it finds that there is an account with the identical six letter code it will advice you " Warning - Name of account - has already been assigned this code". Select "OK" to continue otherwise press "Escape" to cancel. Continue by selecting "OK" the system will create the code with the same three and three logic but now the code will have a number two at the end to differentiate it from the first code. This process will continue as long as the code is the same.

Enter the information on the fields that follow, press "Tab" to go from field to field. Press the up arrow key to go back if a mistake is made, or to retype the information on a previous field. Click on "Save" when finished to save your account.

Type field:

Enter type of record. This is the category in which this record should be. Click on "Down Arrow" and categories such as shipper, consignee, vendor, carrier, trucking, messenger, etc. appear, for you to select one to classify your records in your database.
If the category is not listed, click on "New Record" icon, a window will appear, to add the category as a new code. When finished, click on "Save" icon, it will be saved for you

on your Type database.
Filling the type field will give the option to print lists of accounts in a specific category.

Note field:

The Notes field, allows the entry of a profile or notes on the account for the account that is currently being entered. The purpose of this screen is so all operators can have the same set of instructions for a particular account.
Enter the information of your account, click on "Save" to save the information. The record will be added to the permanent company database.

The Notes screen can be displayed while working in any of the forms.
To see the Notes while in a form, select "Account Codes" from the "Edit" menu or click on the "Account Info" icon, when the company name field is displayed enter or select an account record. When the record has been retrieved and is shown on the screen, the notes entered will be shown. The same process can be repeated as outlined above in all documents, while in consignee, carrier, forwarder, and vendor fields.

When finished with account record, click on "Save" to save account record to the permanent database.
Another account can be entered. Otherwise press "Escape" to exit this screen.

This screen can be displayed while working in any form. This command can be very useful for looking up account telephone or fax numbers, negotiated rates, procedures to follow, etc.

Link Command – Link Icon

The "Link" command is used to transfer information from one document to another, and associate the documents together for future transaction tracking.

With the EZ-Warehouse, Air and Ocean Modules:
Warehouse receipts to a House Airway bill or to a direct Airway bill.
Warehouse receipts to a House Bill of Lading or to direct Bill of Lading.
Warehouse receipts to a Loading guide.
Warehouse receipts to a Delivery Order.

With the EZ-Freight Air Module only:
House Airway bill(s) to a Master Airway bill.

With the EZ-Freight Ocean Module only:
House Bill of Lading(s) to a Master Bill of Lading.

With the EZ-Freight Warehouse Module

Warehouse Receipt(s) to House Airway bill:
While in House Air waybill document, after entering the fields of Shipper, and Consignee, click on "Link" icon to execute the link command. This will bring up a look-up window "Link Warehouse Receipts" with search options such as: Consignee, Shipper, Destination, Warehouse Receipt and All Available.
Select the search option needed, to make the selection process easier for you.

Example:
If need is, to consolidate many warehouse receipts into one house airway bill for a specific consignee, you would select "consignee" search. Now, click on the "Select" window, so the consignee you wish to consolidate for, can be selected from the company database list. After selecting a consignee, only the warehouse receipts that have that specific consignee are shown on the linking window.

The linking window, will display the warehouse receipt(s) that it finds, that have not been shipped previously. The "Box" column on the left, is where you click to check or select your warehouse receipt(s). You have the option to, select or deselect, any warehouse receipt, by clicking on it.
Once a warehouse is selected, a check mark on the "Box Column" shows you the warehouse receipt(s) you have selected for linking.

Notice that on the bottom right of this screen, total Pieces, Weight, Volume and Cubic Feet are shown after warehouse receipts are selected. This total will change when you Select or deselect, any warehouse receipt. This total will inform how much cargo has been selected for shipment.
When finished selecting the warehouse receipt(s), click on "Save" icon, to save your work and linking process to be performed. This will bring you back to the document you were working on.

When at the detail part of document, you will see the total Pieces, Weight and Volume have been entered for you. The information was transferred from the "Link Warehouse Receipt Screen".
At this time, the warehouse receipts have been taken out of active inventory and closed, in order to maintain your active warehouse receipt inventory current.
Also at this time the warehouse receipt(s) selected have been associated to this document. Meaning that your airway bill now has the related information of what warehouse receipt(s) were shipped with this document. Also, if you look up, the individual warehouse receipt it will show you the air waybill or bill of lading it was shipped on.

Note: You cannot link warehouse receipts to a document without first entering a shipper and a consignee in the document.

Unlink command – Unlink Icon

The opposite command or the reversal option of the "Link Command". This command gives you the ability to reverse a linking, due to error or change of instructions on any given warehouse receipt.
Example: You selected five warehouse receipts for shipment, now you find out that the

fourth one cannot be shipped out at this time, for any reason. You select the document that the warehouse receipt(s) were linked to, once the selected document is on the screen, click on the "Unlink" Button.
The linking window displays the warehouse receipt(s) previously linked to this document. You can now deselect any previously selected warehouse receipt(s).

To deselect, simply click on the warehouse receipt you wish to deselect, you will notice the check mark in the "Box Column" clears.
Notice that on the bottom right of this screen, totals of Pieces, Weight, Volume and Cubic Feet totals are changed after any warehouse receipts are deselected. This total will inform you of how much cargo is now selected for shipment. When finished deselecting the warehouse receipt(s), click on "Save" to save your work and the re-linking process to be performed once again.
This will bring you back to the document, and when you get to the rating portion of the document, the total Pieces, Weight and Volume have been updated.
The deselected items are returned to the active inventory, available for future use.

Options Icon (Set up)

Option allows operator to set up the software for automatic sequential numbering or manual numbering. Click on "Automatic numbering" box, enter information as needed and click on "Save".
If automatic numbering is selected, when document is opened, next sequential number will be shown.

Print command – Print Icon

Print any document when selected. The Windows printing options window will display, follow procedures as shown on screen. Select the printer, orientation and number of copies. When finished click on ""OK"".

A/P command- Accounts Payable Icon

Available at Invoice screens only.
Accounts payable icon provides a screen for entering Accounts payable information for a specific transaction. Same as billing an invoice, accounts payable will control all the payables involved, on a per file basis.

The EZ-Freight Accounting module, will transfer both the Receivables and Payables of each transaction to Accounts Receivable and Accounts Payable respectively.
Report can generate profitability of any transaction on a file by file basis.

KEYBOARD AND BUTTON COMMANDS

Tab Key
Pressing the Tab key advances cursor from field to the next field on screen.

Enter Key
In multiple line fields, pressing the Enter key, advances the cursor to the next available line.

In the House or Master Air waybill, rating detail area, highlight the first line.
By pressing the enter key, data entry window will open. When finished, press Enter key to close window. Repeat process for second line and so on.

In the House or Master Ocean Bill of Lading, marks and description area, highlight the first line.
By pressing the enter key, data entry window will open. When finished, press Enter key to close window. Repeat process for second line and so on.

Left / Right Arrows
The "Left" and "Right" arrows will keep you in the same field but the cursor will move in the direction of the arrow pressed. This key is used mainly for correcting information within a field.

Escape
The "Escape" key or "Esc" will take you out of the option you have selected, close the window and take you back to the main menu. Be sure to save your work with the "Save" command before exiting any screen.

Search Command
The "Down Arrow" is one of the most popular keys in all EZ-Freight software program modules. Clicking on this button in selected fields, displays a search window. This window is for the purpose of finding a record or a previous document. The search criteria, for this window, is the heading of the column on the top of this window.

To change search criteria, click on the name of the column you wish to search by. Remember, only this column is the one being used for your search.

The selected column will be automatically organized in numerical or alphabetical order.

By typing a number or letter of your choice, the highlight bar will immediately go to the first number or letter that it finds that matches your request in the database. By typing more than one letter or number, your search will be faster and more accurate. You can also travel this look-up window with the "Up or Down" arrow keys or the "Page Up" or "Page Down" keys.

After finding your record or transaction, double click on it with the left button of mouse or press the Enter Key. The complete form or selection will be put on the screen for review or modification.

Date field:

Every EZ-Freight Software form has a date field. This field has a "Down arrow" command for look-up window. The look-up up window has the date circled in red. Click on this date and it will be pasted on date field. If need to back date or forward date, select date, by clicking on it. You can also change months by clicking on left or right arrows on top of date look-up window.

Help

Press "Help" when you need assistance from the On-Line Manual, this will bring up the help manual.

Exit

To exit EZ-Freight Software, click on "X" on top right of screen, you will exit the EZ-Freight Software program and be taken back to system menu.
File Menu has an exit command also.

MENU ITEMS

(Drop down menus)

Code menu

Click on Code menu option to select this option.
A drop down menu window will appear showing the following options:
Account Codes
Billing Codes
Destination Codes
Type Codes
Memo Codes
Passwords

Account codes

Option allows you to enter detailed information such as name, address, telephone, fax, etc. on your company's accounts. Account names such as: shippers, vendors, consignees, carriers, etc.
Click on this option to execute.

Name field:

The account screen asks for the name of the account. Enter the name then press "Tab". The account code has automatically been assigned, using the first three letters of the first name of the account and the first three letters of the second name plus a number one, if it's the first account with such account code. If it finds that there is an account with the identical six letter code it will advice " Warning - Name of account - has already been assigned this code". Select "OK" to continue otherwise press "Escape" to cancel. Continue with "OK", and the system will create the code with the same three and three logic but now the code will have a number two, at the end of it, to differentiate it from the first code. This process will continue as long as the code is the same.

Enter the information on the fields that follow, press "Tab" to go from field to field. Press the up arrow key to go back if a mistake is made or the need to retype the information on a previous field. Press "Save" when finished to save your account.

Type field:

Enter type of record. This is the category in which this record should be. Click on "Down Arrow" and categories such as shipper, consignee, vendor, carrier, trucking, messenger, etc. appear, for you to select one to classify records in your database.

If category is not listed, click on "New Record" icon, a window will appear, to add the category to your listing. When finished, click on "Save", it will be saved on your Type database.
Filling the type field will offer the option to print lists of accounts in a specific category.

Address:
Enter address as you would like it to appear on documents. Long addresses can be entered, that need more than one line to fit. Enter city and state. Enter country only if it's outside of US.

Notes:
The Notes field allows the entry of a profile or notes on the account for the account that is currently being entered. The purpose of this screen is so all operators can have the same set of instructions for a particular account.
Enter the information of your account, click on "Save" to save the information. The record will be added to the permanent company database.

The Notes screen can be displayed while working in any of the forms.
To see the Notes while in a form, select "Account Codes" from the menu or click on the "Account Info" icon, when the field company name is displayed enter or select an account record. When the record has been retrieved and is shown on the screen, the notes entered will be shown. The same process can be repeated as outlined above, in all documents, while in consignee, carrier, forwarder, and vendor fields.

When finished with account record, click on "Save", to save account record to permanent database.
Now to enter a new account. Otherwise press "Escape" to exit this screen.

Important Note:
Airline account codes should always be the prefix number of the airline, not the three and three account codes given by the system. The airlines are the only exception to the default code.

Billing codes
Option allows the creation of companies billing items for later use in air waybill, bill of lading, quotation, booking and forwarding invoice. This list of items will appear when you are ready to invoice your clients for services rendered. The items under this option normally are:
Airfreight charge, Ocean Freight charge, documentation preparation, letter of credit preparation, inland freight, messenger, pick-up, delivery, packing, etc.
If billing code is not listed, click on "New Record" icon, a window will appear to add the billing code as a new code. Describe the item, as you want it to appear on the invoice description, it is suggested to always enter the information as detailed and complete as possible.

Amount field, allows for the entry of an amount associated with the billing item. If for instance you always charge for Documentation Fees $25.00, enter "25.00" in this field. Every time an operator selects this billing code, it will default the "25.00" to the amount column. You can also over ride the default value at the invoice if your charge differs from the default charge.
When finished, click on "Save" icon" it will be saved for you on your Billing Code database.

Now process another billing item, or press "Escape" to exit this screen.

Destination codes

Database with most of the airport and destination codes. Add a destination code if not found. After clicking on this option click "Down Arrow" to search for a destination code, or click on "New Record" icon to insert a new destination code.

Type codes

For use with account names. Click on "Down Arrow" and categories such as shipper, consignee, vendor, carrier, trucking, messenger, etc. appear. Select one to categorize your records in the database.
If your category is not listed, click on "New Record" icon, a window will appear for you to add the category as a new code. When finished, click on "Save" icon it will be saved for you on your Type database.
Filling the type field will give you the option to print lists of accounts in a specific category.

Memo Codes

For House and Master Bill of Lading use only.

Memo codes can be used to record repetitive statements used in the description area of the House or Master Bill of Lading.

Memo Code:
Use sequential memo number or enter memo number manually.

Description:
Description can be entered to best describe the memo to be prepared.

Memo:
In memo field, enter information as needed to be shown in description area of Bill of Lading.

When finished, click on "Save" icon.

Passwords

Enforce password protection:
Click on File menu option, click on, Company setup.

Click on check box to activate password protection. If checked, EZ-Freight software will not open, unless a correct user name and password are entered.

Caution:

Before checking, make sure that you have set-up a user name and password. EZ-Freight software, will not allow entry if user name and password are not entered.

User ID
Enter user ID, related to user name.

User Name
Enter user name.

User Password
Enter user password.

Modules
Place a check mark on allowed modules for this user.
If module is not checked, user will not be allowed to open specific module.

Reports
Place a check mark on allowed reports for this user.
If report is not checked, user will not be allowed to select specific report.

Setup
Place a check mark on allowed options for this user.
If option is not checked, user will not be allowed to select specific option.

Edit menu

Click on "Edit" menu option to select.
Each of these options will give you sub-menus in each category
A drop down menu window will appear with the following options:
Airfreight
Ocean freight
Warehousing

These options, when selected, will display the document for data entry or search purposes, With the exception of air waybill inventory.

Airfreight **sub-menu will show:**

Master air waybill
House air waybill
Cargo Manifest
Air waybill Inventory
Booking
Quotation

Air waybill inventory:

Select air waybill inventory from the "Edit" menu, then Air Freight. Click on air waybill inventory.

Air waybill number entry screen.

Prefix is the prefix number of the airline. If known, enter it, otherwise click on "Down arrow" and select from look-up window.
If airline is not in the database, add it with the "New Record" icon.
Refer to "New Record" command.

Start field is for the first air waybill number given by the airline, do not enter prefix.
End field is the last air waybill number given by the airline, do not enter prefix.
Check digit field, needs to be checked if the carrier uses check digits on their air waybills, most airlines do.
When finished, click on "Save" icon.

System will display the number of air waybills about to be created, make sure this number matches with the number of air waybills given by the airline. If it does match, click on "Yes" if it does not, click on "No" and repeat the process again.
If "yes" is selected, system will insert the air waybill numbers entered, in the Air waybill inventory look-up window.
The air waybill inventory window can only be accessed in the Master Air waybill screen, at the master Air waybill number field, by clicking on the down arrow, then selecting inventory option. When Air waybill numbers are displayed, select the one to be used. By highlighting and clicking on a specific air waybill number, it will be taken out of inventory and pasted on the Air waybill number field.

If an air waybill number is selected by mistake, re-enter the number following the steps outlined for Air waybill Inventory.

If air waybill numbers are entered by mistake and need to delete them, when Air waybill numbers are displayed, select the one you wish to use. By highlighting and clicking on a specific air waybill number, it will be taken out of inventory and pasted on the Air waybill number field. Repeat process for as many air waybill numbers that need to be deleted. Do not save air waybill document when finished.

Note: Airline account codes should always be the prefix number of the airline, not the three and three account codes given by the system. The airlines are the only exception to the default code.

Repeat process when required.

Ocean Freight sub-menu.

These options, when selected, will display the document for data entry or search purposes.
Master Bill of Lading

House Bill of Lading
Cargo Manifest
Dock Receipt
Booking
Quotation

Warehousing sub-menu.

These options, when selected, will display the document for data entry or search purposes.
Warehouse Receipt
Loading guide
Cargo Labels

FORMS:

Click on Forms menu option to select this option.
A drop down menu window will appear showing the following options:
Each of these options will display the document for data entry or search purposes.
Shippers Export Declaration
Freight Invoice
Cargo Labels
Delivery Order
Shipping Advice
Sight Draft
Certificate of Origin
Custom Form 7512
Booking
Quotation

FORMS (In detail)

House air waybill:

Air waybill screen is to be used for consolidated house airfreight shipments only.

House Air waybill number:

This is a sequential computer generated number that is used to organize House air waybills in numerical order. On this field "Down Arrow" can be selected, to bring up the look-up window for House air waybill search.
Refer to "Search Command" heading for further explanation on the use of look-up window.

On this field you also have the option of using the "Copy" command to copy the information you entered in another document to this document. The purpose of course is to reduce work by not having to re-enter information again.
Refer to procedure described under "Copy" command.

Consolidation:

If you have a specific consolidation number for this House Air waybill to be assigned to, enter in this field, otherwise leave empty.
If you enter a consolidation number, when linking to Master Air waybill use the consolidation number search to bring up this House Air waybill and all the other House air waybills with the specific consolidation number that you wish to process.
If you leave this field empty, when linking to Master Air waybill use the destination search to bring up this House Air waybill and all the other House air waybills for the specific destination that you wish to process.

Booking Number:

Enter booking number if available, otherwise press "Tab" to continue.

Shipper:

Enter Shipper of Record for this Air waybill and press "Tab". If you do not know the code, click "Down arrow" for look-up window.
If you search for the shipper and find it’s not entered in your company’s database, with the look-up window open, click on "New record " icon, the "Edit Account " window will appear. Refer to "New Record Command" for more information.
Once your shipper in displayed, press "Tab" to advance from line to line. If you need to

make any changes to your shipper name or address, or you need to add more information, advance to the line that you wish to modify and enter the information as needed. Remember that the additional information or modifications entered will only affect this specific Air waybill document. The modifications to this shipper record will not affect your permanently stored account record.
Note: Required field, you will not be allowed to save unless you have entered a shipper.

Consignee:
Follow the same procedure as for Shipper entry.
Note: Required field, you will not be allowed to save unless you have entered a consignee.

Issuing Carrier's Name:
Follow the same procedure as for Shipper entry.

Issued By:
Follow the same procedure as for Shipper entry.

Unit:
By checking either kilos or pounds option, when linking House air waybills or warehouse receipts to your document, the system will convert the weights to pounds or kilos as you have selected.

To: (Airport of Destination)
Enter the destination for this Air waybill and press "Tab". If you do not know the airport code, click on the "Down arrow" for look-up window. If your airport of destination does not appear, click on "New record" icon and add it to the database.

Prepaid/Collect:
If the charges on your shipment are going on a Prepaid or Collect basis, click on Prepaid or Collect boxes, a check mark will appear indicating your choice.

Linking/ Unlinking:
You can link information from warehouse receipts at any time while in the document. The only requirements before linking are: a document number, a shipper and consignee name.

See "Link Command" for detailed linking procedures.

Rating detail:
If you have used the linking command, upon clicking on the first line of the rating area, the system will open a data entry window, with the totals of your linking selection, in their respective fields. Insert rate for this client, and system will calculate total charge.

If you have not used the linking command, enter the information manually as desired.

By double clicking or pressing the enter key, data entry window will open. When finished, click OK or press Enter key to close window and advance to next line. Repeat process for second line and so on. Click OK or press Enter key to open then click OK or press Enter key to close.

Convert:
"Convert" button, allows you to convert your entered weights from either pounds to kilos or kilos to pounds. Click on this button for conversion.

Print both button:
"Print both" button, will command system to insert the converted weight as a second line in the rating detail area. If you entered in kilos, the pound conversion will display as a second line. If you entered pounds, the kilos conversion will display on screen and on print out, as a second line.

When finished with this screen, click on "OK".

Comment:
In case you need to enter text instead of numbers, click on "Comment. Comment area will light up for you to enter text. When finished with this screen, click on "OK".

Continue entering information as it applies to the field and exactly as you would like it to print out on document.
Press "Tab" to continue until finished.

Other charges and Description: (Due agent or Carrier)
Double click on first line to bring up, Charges data entry screen. Select description, from look-up window and enter amount. Click on due Carrier if charges or for carrier, leave blank if charges are for agent. When finished with this screen, click on "OK".

Continue entering information as it applies to the field and exactly as you would like it to print out.
Press "Tab" to continue until finished.

As you enter the last item on your Air waybill, press "Save" to save.

You can process another Air waybill or you can exit the document by using the "Escape" key.

Master air waybill:
Upon selecting this option, an Air waybill will be displayed. This Air waybill screen is to be used for direct airfreight shipments or to be used as a Master Air waybill when preparing consolidated shipments.

Air waybill Number:

Type in the number for your Air waybill or click on the "Down arrow" to look up the available Air waybill numbers from your Air waybill inventory (See air waybill inventory for further explanation), or Search for a previously done Air waybill.

On this field you also have the option of using the "Copy" command to copy the information you entered in another document to this document. The purpose of course is to reduce work by not having to re-enter information again.
Refer to procedure described under "Copy" command.

Consolidation Number:
Consolidation number is required if this Air waybill is a Master consolidated Air waybill. To link house air waybills to this master, you must enter a consolidation number.

Booking Number:
Enter booking number if available, otherwise press "Tab" to continue.

Consolidated:
If Air waybill is a master air waybill with house air waybill(s) linked to it, then click on this box, a check mark will appear. This will cause the Linking command to display House air waybill information for you to link. If the box is not checked, the linking command will display warehouse receipts information for you to link.

Shipper:
Enter the Shipper of Record for this Air waybill and press "Tab". If you do not know the code, click on the down arrow for look-up window.
Once your shipper in displayed, press "Tab" to advance from line to line. If you need to make any changes to your shipper name or address, or need to add more information, advance to the line to modify and enter the information as needed. Remember that the additional information or modifications entered will only affect this specific Air waybill document. The modifications to this shipper record will not affect your permanently stored account record.
Note: Required field, you will not be allowed to save unless you have entered a shipper.

Consignee:
Follow the same procedure as for Shipper entry.
Note: Required field, you will not be allowed to save unless you have entered a consignee.

Issuing Carrier’s Name:
Follow the same procedure as for Shipper entry.

Issued By:
Follow the same procedure as for Shipper entry.

Unit:
By checking either kilos or pounds option, when linking House air waybills or warehouse receipts to your document, the system will convert the weights to pounds or kilos as you have selected.

To: (Airport of Destination)

Enter the destination for this Air waybill and press "Tab". If you do not know the code, click on the "Down arrow" for look-up window. If your airport of destination does not appear, click on "New record" icon and add it to the database.
Refer to "Destination Codes" section for further information.

Prepaid/Collect:

If the charges on your shipment are going on a Prepaid or Collect basis, click on Prepaid or Collect boxes, a check mark will appear indicating your choice.

Linking/ Unlinking:

You can link information from warehouse receipts or from house air waybills at any time while in the document. The only requirements before linking are: a document number, a shipper and consignee name.

See "Link command" section for detailed linking procedures.

Rating detail:

If you have used the linking command, upon clicking on the first line of the rating area, the system will open a data entry window, with the totals of your linking selection, in their respective fields. Insert rate for this carrier, and system will calculate the total charge.

If you have not used the linking command, enter the information manually as desired.

By double clicking or pressing the enter key, data entry window will open. When finished, click OK or press Enter key to close window and advance to next line. Repeat process for second line and so on. Click OK or press Enter key to open then click OK or press Enter key to close.

Convert button, allows you to convert your entered weights from either pounds to kilos or kilos to pounds. Click on this button for conversion.

Print both button, will command system to insert the converted weight as a second line in the rating detail area. If you entered in kilos, the pound conversion will display. If you entered pounds, the kilo conversion will display on screen and on print out.

When finished with this screen, click on "OK".

Comment:

In case you need to enter text instead of numbers, click on comment. Comment area will light up for you to enter text. When finished with this screen, click on "OK".

Continue entering information as it applies to the field and exactly as you would like it to print out.
Press "Tab" to continue until finished.

Other charges and Description: (Due agent or Carrier)
Double click on first line to bring up, Charges data entry screen. Enter description and amount. Click on due Carrier if charges or for carrier, leave blank if charges are for agent. When finished with this screen, click on "OK".

Continue entering information as it applies to the field and exactly as you would like it to print out.
Press "Tab" to continue until finished.

On the last field of the Air waybill (Date, Place/Signature), the date will appear automatically when you click on this field.

As you enter the last item on your Air waybill, press "Save" to save.

You can process another Air waybill or you can exit the document by using the "Escape" key.

Note: Reference Airline Sales Report
If rating information shown on Master Air waybill, is not to be transferred to Airline Sales report, use the Information Icon on command bar.
Click on the Information Icon, data entry window (Accounting Information) will open, enter or change, existing information as needed for Airline Sales Report.

If rating information shown on Master Air waybill, is to be transferred to Airline Sales report, user does not have to open Accounting Information window.
Information on Master Air waybill will be copied to the Accounting Information screen automatically, without opening Accounting Information window.

The Master air waybill data is not used by the airline sales report.

The accounting information screen data is used by the airline sales report.

Air cargo manifest:

Manifest Number:
Type in the number for your Manifest (Consolidation number) or click on the "Down arrow" for look up options. Master Air waybill and Air manifest options display.
Master Air waybill option is to look up for the Master Air waybill number processed.

Once master air waybill is selected from the look-up window, the linked house air waybill(s) information from your master air waybill, is transferred over to the air cargo manifest automatically.

Air manifest option is to search for a previously printed manifest.
Refer to "Search Command" heading for further explanation on the use of look-up window.

Unit:

By checking either kilos or pounds option, when transferring House air waybill information on the master air waybill, the system will convert the weights to pounds or kilos as you have selected.
If you need to convert again, click on either Kilos or Pounds and system will convert to selected weight measure.

Once information is displayed, you can "Save" and print.
When finished with the Manifest, click on "Save".

Note: Cargo Manifest prints in landscape format.

House bill of lading:

Transaction number:

This is a unique sequential computer generated number used to organize documents. This number gives the user the capability of saving a document that does not have a control number such as a House Bill of Lading number. It also gives the operator the ability to repeat House Bill of Lading numbers for another vessel or voyage, without changing the previous House Bill of Lading with the same number.
On this field the command "Down Arrow" can be executed to bring up the look-up window for document searching.

On this field you also have the option of using the "Copy" command to copy the information you entered in another document to this document. The purpose of course is to reduce work by not having to re-enter information again.
Refer to procedure described under "Copy" command.

House Bill of Lading Number:

Type in the number for your House Bill of Lading, you can enter the same number as the Transaction number if you want sequential numbering.

Consolidation Number:

Consolidation number is required if this Bill of Lading is a Master consolidated Bill of Lading
If you have a specific consolidation number for this Master Bill of Lading , enter in this field, otherwise, leave empty.
If you enter a consolidation number, when linking to Master Bill of Lading, use the consolidation number search to bring up this House Bill of Lading and all the other House Bills of Lading with the specific consolidation number that you wish to process.
If you leave this field empty, when linking to Master Bill of Lading, use the destination

search to bring up this House Bill of Lading and all the other House Bills of Lading, for the specific destination that you want to process.

Booking Number:
Enter booking number if available, otherwise press "Tab" to continue.

Carrier Name:
Select from Look-up window. Important for Bill of Lading format and generated reports.

Destination:
Enter the destination for this Bill of Lading and press "Tab". If you do not know the code, click on "Down arrow" for look-up window. If your destination does not appear, click on "New record" icon and add it to the database. Important for Bill of Lading generated reports

Unit:
By checking either Kilos or pounds option, when linking House Bill of Lading(s) or warehouse receipts to your document, the system will convert the weights to pounds or kilos as you have selected.
By checking either Cft or M3 option, when linking House Bill of Lading(s) or warehouse receipts to your document, the system will convert the cubic feet to cubic meters as selected.

Shipper:
Enter the Shipper of Record for this Bill of Lading and press "Tab". If you do not know the code, click on the down arrow for look-up window.
Once your shipper in displayed, press "Tab" to advance from line to line. If you need to make any changes to your shipper name or address, or you need to add more information, advance to the line that you wish to modify and enter the information as needed.
Remember that the additional information or modifications entered will only affect this specific Bill of Lading document. The modifications to this shipper record will not affect your permanently stored account record.

Note: Required field, you will not be allowed to save unless you have entered a shipper.

Consignee:
Follow the same procedure as for Shipper entry.
Note: Required field, you will not be allowed to save unless you have entered a consignee.

Notify Party:
Follow the same procedure as for Shipper entry.

Forwarding Agent:
Follow the same procedure as for Shipper entry.

FMC :

Enter the FMC number of the Freight Forwarder of record if available.

Voyage Number:
Enter voyage number if available, otherwise press "Tab" to continue.

Linking/ Unlinking:
You can link information from warehouse receipts at any time while in the document. The only requirements before linking are: a document number, a shipper and consignee name.

See "Link command" section for detailed linking procedures.

Marks and description detail:
If you have used the linking command, upon double clicking on the first line of the marks and description area, the system will open a data entry window, with the totals of your linking selection, in their respective fields.

If you have not used the linking command, enter the information manually as needed. By double clicking or pressing the enter key, data entry window will open. When finished, click OK or press Enter key to close window and advance to next line. Repeat process for second line and so on. Click OK or press Enter key to open then click OK or press Enter key to close and advance to next line.

Convert button,
Converts entered weights from either pounds to kilos or kilos to pounds. It will also convert Cubic feet to Cubic meters. Click on this button for conversion.

Print both button,
Commands system to insert the converted weight and volume measure as a second line in the rating detail area. If you entered in kilos, the pound conversion will display. If you entered pounds, the kilo conversion will display. It will also convert Cubic feet to Cubic meters, or vice a versa on screen and on print out.
When finished with this screen, click on "OK".

Comment:
To enter text instead of numbers, click on comment. Comment area will light up for you to enter text. When finished with this screen, click on "OK".

Continue entering information as it applies to the next lines exactly as you would like it to print out.

Press "Tab" to continue until finished.

Charges and Description:
Double click on first line to bring up, Bill of Lading Charges data entry screen. Select

description from look-up window.

Rate: (Column)
Enter the rate applicable to the description selected. Press "Tab" to continue.

Per : (Column)
This field is for the formula to be used in order for the system to calculate the rate. When you press "Tab" on this blank field, a look-up window will be displayed with all of the calculating options available. Highlight the appropriate formula and press "Tab", this formula will be placed in the "Per" field.
Rate entered in the rate column, will be calculated with formula entered in the "Per" column. Whether this shipment is prepaid or collect, system will make the calculations and place the resulting total in either the prepaid or collect columns.
Repeat the above described procedure if you need rating of more than one billing item. Press "Tab" to continue until finished.

Repeat above procedure on second and other lines if more charges are needed.

When finished with this screen, click on "OK".

When finished with the Bill of Lading screen, click on "Save".

You can process another bill of Lading form or you can exit the document by using the "Escape" key.

Master bill of lading:

Transaction number:
A sequential computer generated number that is used to organize documents in a numerical order. This number gives the user the capability of saving a document that does not have a control number such as a Master Bill of Lading.
On this field the command "Down Arrow" can be executed to bring up the look-up window for document searching.

On this field you also have the option of using the "Copy" command to copy the information you entered in another document to this document. The purpose of course is to reduce work by not having to re-enter information again.
Refer to procedure described under "Copy" command.

Master Bill of Lading Number:
Type in the number for your Master Bill of Lading.

Consolidation Number:
Consolidation number is required if this Bill of Lading is a Master consolidated bill of lading.

Booking Number:
Enter booking number if available, otherwise press "Tab" to continue.

Consolidated:
If Bill of Lading is a master Bill of Lading with house Bill of Lading(s) linked to it, then click on this box, a check mark will appear. This will cause the Linking command to

display House Bill of Lading information for you to link. If the box is not checked, the linking command will display warehouse receipt information for you to link.

Carrier Name:
Select from Look-up window. Important for Bill of Lading format and generated reports.

Destination:
Enter the destination for this Bill of Lading and press "Tab". If you do not know the code, click on the "Down arrow" for look-up window. If your destination does not appear, click on new record icon and add it to the database. Important for Bill of Lading generated reports

Unit:
Upon checking either Kilos or pounds option, when linking House Bill of Lading(s) or warehouse receipts to your document, the system will convert the weights to pounds or kilos as you have selected.
By checking either Cft or M3 option, when linking House Bill of Lading(s) or warehouse receipts to your document, the system will convert the cubic feet to cubic meters as selected.

Shipper:
Enter the Shipper of Record for this Bill of Lading and press "Tab". If you do not know the code, click on the "Down arrow" for look-up window.
Once your shipper in displayed, press "Tab" to advance from line to line. If you need to make any changes to your shipper name or address, or you need to add more information, advance to the line to modify and enter the information as needed. Remember that the additional information or modifications entered will only affect this specific Bill of Lading document. The modifications to this shipper record will not affect your permanently stored account record.
Required field, you will not be allowed to save unless you have entered a shipper.

Consignee:
Follow the same procedure as for Shipper entry.
Required field, you will not be allowed to save unless you have entered a consignee.

Notify Party:
Follow the same procedure as for Shipper entry.

Forwarding Agent:
Follow the same procedure as for Shipper entry.

FMC :

Enter the FMC number of the Freight Forwarder of record if available.

Voyage Number:

Enter voyage number if available, otherwise press "Tab" to continue.

Linking/ Unlinking:
You can link information from warehouse receipts or from House Bill of Ladings at any time while in the document. The only requirements before linking are: a document number, a shipper and consignee name.

See "Link command" for detailed linking procedures.

Marks and description detail:
If you have used the linking command, upon double clicking on the first line of the marks and description area, the system will open a data entry window, with the totals of your linking selection, in their respective fields. All is needed is to complete Marks and Description fields.

If you have not used the linking command, enter the information manually as needed.
By double clicking or pressing the enter key, data entry window will open. When finished, click OK or press Enter key to close window and advance to next line. Repeat process for second line and so on. Click OK or press Enter key to open then click OK or press Enter key to close and advance to next line.

Convert button, allows you to convert your entered weights from either pounds to kilos or kilos to pounds. It will aslo convert Cubic feet to Cubic meters. Click on this button for conversion.

Print both button, will command system to insert the converted weight and volume measure as a second line in the rating detail area. If you entered in kilos, the pound conversion will display. If you entered pounds, the kilos conversion will display on screen and on print out.
When finished with this screen, click on "OK".

Comment:
In case you need to enter text instead of numbers, click on comment. Comment area will light up for you to enter text. When finished with this screen, click on "OK".

Continue entering information as it applies to the next lines exactly as you would like it to print out.
Press "Tab" to continue until finished.

Charges and Description:
Double click on first line to bring up, Bill of Lading Charges data entry screen. Enter description, amount and prepaid or collect amount.

Repeat above procedure on second and other lines if more charges are needed.

When finished with this screen, click on "OK".

When finished with the Master Bill of Lading screen, click on Save.

You can process another Master Bill of Lading form or you can exit the document by using the "Escape" key.

Ocean cargo manifest:

Manifest Number:

Type in the number for your Manifest (Consolidation number)or click on the "Down arrow" for look-up up options. Master Ocean Bill of Lading and Ocean manifest options display.

Master Bill of Lading option,

Select to look-up for the Master Bill of Lading number processed. Once master Bill of Lading is selected from the look-up window, the linked house bill of lading(s) information on your master Bill of Lading is transferred over to the Ocean Cargo Manifest automatically.

Ocean manifest option,

Select to search for a previously printed manifest.
Refer to "Search Command" heading for further explanation on the use of look-up window.

Once information is displayed, you can save and print.
When finished with the Manifest, click on "Save".

Shippers export declaration : (S.E.D.)

Upon selecting this option, a Shippers Export Document form will be displayed.

Document number:

This is a sequential computer generated number that is used to organize documents in a numerical order. This number gives the user the capability of saving a document that does not have a control number such as the Shipper Export Declaration.
On this field the command "Down Arrow" can be executed to bring up the look-up window for document searching.

On this field you also have the option of using the "Copy" command to copy the information you entered in another document to this document. The purpose of course is to reduce work by not having to re-enter information again.
Refer to procedure described under "Copy" command.

Export References:

Enter the references of this transaction or file.

Air/ Ocean:

Click on Air if it's an airfreight shipment or Ocean if it's an Ocean shipment.

Exporter name:
Enter the Exporter of Record for this SED and press "Tab". If you do not know the code, click on the down arrow for look-up window.
Once your exporter is displayed, press "Tab" to advance from line to line. If you need to make any changes to your exporter’s name or address, or you need to add more information, advance to the line that you wish to modify and enter the information as needed. Remember that the additional information or modifications entered will only affect this specific document. The modifications to this exporter’s record will not affect your permanently stored account record.

Exporter IRS Number:
This number will default automatically if previously entered under "Account record"
If it was not entered in account record, you can enter it manually here.

Parties Related:
Check the field as applicable.

Consignee:
Follow the same procedure as for Exporter entry.

Forwarding agent:
Follow the same procedure as for Exporter entry.

Intermediate Consignee:
Enter information as it applies.

Forwarding Agent:
Enter the Freight Forwarder of record for this transaction.

Containerized :
Check the box that applies.

Schedule B Number look-up:
Click on the first line of the SED body area, the system will display a data entry window, enter D for domestic or F for Foreign, press Tab to proceed to Schedule-B number field.
If you know the number enter manually otherwise click on Schedule-B Number button above the field. A "Search for" field is displayed.
Enter commodity description to be searched. Suggest one word only, in singular form, for effective search.

After entering commodity description, click on "Search" button, a list of possible commodity descriptions is displayed, review the list with the "Up and down arrows", select the description that matches the commodity being shipped by clicking on it. When highlighted, click "Paste" button. The selected Schedule B number, Check Digit and the Unit of measure are automatically entered in the Schedule B number field.

Proceed to Value US Dollars, enter value in Dollars only no cents.

The second line of the Schedule B number, operator usually describes the commodity being shipped. For this, double click on second line, then select "Comment".

Comment:
In case you need to enter text instead of numbers, click on comment. Comment area will light up for you to enter text. When finished with this screen, click on "OK".

If more than one Schedule B number is required, repeat above procedure as needed, until all your items are included.

Continue entering information as it applies to the field(s) exactly as you would like it to print out.
Press "Tab" to continue until finished.

When finished with this screen, click on Save.

You can process another SED Form or you can exit the document by using the "Escape" key.

Freight Invoice:
Upon selecting this option, a Freight Invoice screen will be displayed.

Note:
To avoid duplication of data entry, use the Copy command to transfer information from another document. Refer to "Copy command" for more information.

Invoice Number:
This number should be a system generated consecutive number, the system will display the next number automatically. This number cannot be modified.

On this field you also have the option of using the "Copy" command to copy the information you entered in another document to this document. The purpose of course is to reduce work by not having to re-enter information again.
Refer to procedure described under "Copy" command.

Bill To:
Enter the "Bill to" customer for this transaction and press "Tab". If you do not know the

code, click on the "Down arrow" for look-up window.
Once your bill to customer is displayed, press "Tab" to advance from line to line. If you need to make any changes to your shipper name or address, or you need to add more information, advance to the line that you wish to modify and enter the information as needed.

Remember that the additional information or modifications entered will only affect this specific invoice document. The modifications to this customer record will not affect your permanently stored account record.

Required field:

You will not be allowed to "Save" unless a "Bill to" account is entered.
Most of the information related to the shipment should have been transferred automatically by using the copy command.
Review or enter the information as required and proceed with the "Tab" key.

Remarks:

Enter remarks or comments that you would like to be printed out on your Freight Invoice document. Enter as needed.

Billing Code:

Field gives you the option to select the billing code items according to services provided to clients.
The "Code" column on this screen is used for the code of the description of billing items.
To enter item, click on "Down arrow" for look-up window and select billing item from list.
The code and description are now on the first line on your invoice billing. You can edit the description of charges as it appears, by inserting new text over the existing text. This will only modify the description on this document, will not modify your permanent item billing description.
Enter the billing amount for this billing item description.
If you do not see a billing item description, you can add to this billing item list by clicking on "New record" icon, to permanently add item to item billing code database.
Click on "Billing code" and description will appear.
Press "Tab" to continue to the next field.

When warehouse receipt is linked to a document, amount entered at warehouse receipt Inland Freight amount field, will transfer to Freight invoice using billing code, Inland Freight.
Refer to Company set-up and Copy command, for more information.

When warehouse receipt is linked to a document, amount entered at warehouse receipt C.O.D charges amount field, will transfer to Freight invoice using billing code, C.O.D. charges.
Refer to Company set-up and Copy command, for more information.

Note:
For warehouse charges to transfer to freight invoice, the following steps must be done:
In warehouse receipt, enter amount in, Inland Freight amount, field.
In warehouse receipt, enter amount in, C.O.D. amount, field.
Warehouse receipt is linked to a document, such as a HBL, MBL, MAWB, HAWB or Delivery Order.

User copies document that warehouse receipt is linked to, to the Freight Invoice form, using the Copy command at the Freight Invoice screen.

Amount:

You can have amounts permanently stored under each billing code item.
Refer to "Billing Code" section of this manual for further explanation on this topic.
Repeat above described procedure, if you need to invoice for more than one billing item.
As amounts are entered in the amount column, the total will change in the total field.

Accounts payable icon provides a screen for entering Accounts payable information for a specific transaction. Same as billing an invoice, accounts payable will control all the payables involved on a per file basis.

The EZ-Freight Accounting module, will transfer both the Receivables and Payables of each transaction to Accounts Receivable or Accounts Payable respectively.
Report can show profitability of any transaction on a file by file basis.

When you enter the last item on your Freight Invoice, press "Save" to save invoice.

Process another Freight Invoice or you can exit the document by using the "Escape" key.

Warehouse Receipt:

Warehouse Receipt number:

If the automatic number option is selected, in the Options screen, a sequential computer generated number will be shown. This number is used to organize warehouse receipts in a numerical order.
If the automatic number option is not selected, you will be prompted to enter the number manually.
On this field the Down Arrow can be executed to bring up the look-up window for warehouse receipt search.
Refer to "Look-up Command" heading for further explanation on the use of look-up window.
Refer to Options Icon (Set up) for automatic number set up.

Shipper:

Enter the Shipper of Record for this Warehouse Receipt and press "Tab". If you do not know the code, click on the down arrow for look-up window.
Once your shipper in displayed, press "Tab" to advance from line to line. If you need to make any changes to your shipper name or address, or you need to add more information,

advance to the line that you wish to modify and enter the information as needed. Remember that the additional information or modifications entered will only affect this specific Air waybill document. The modifications to this shipper record will not affect your permanently stored account record.

Consignee:
Follow the same procedure as for Shipper entry.

Carrier's Name:
Delivering Carrier's name. Follow the same procedure as for Shipper entry.

Vendor's Name:
Follow the same procedures as for Shipper entry.

Destination:
Enter the destination for this Warehouse Receipt press "Tab". If you do not know the code, click on the down arrow for look-up window.
If your destination does not appear, click on new record icon and add it to the database.
Important for Warehouse Receipt generated reports.
Refer to Destination codes for more information.

Check Number:
If you advanced or paid any freight collect charges or COD charges, enter check number in this field. If you did not advance or pay any charges skip this field.

Check Date:
If you advanced or paid any freight collect charges or COD charges, enter check date in this field. If you did not advance or pay any charges skip this field.

Freight Amount:
If you advanced or paid any freight collect charges, enter check amount in this field. If you did not advance or pay any charges skip this field.
When warehouse receipt is linked to a document, amount entered, will transfer to Freight invoice using billing code, Inland Freight.
Refer to Company set-up for more information.

C.O.D. Amount:
If you advanced or paid any COD charges, enter check amount in this field. If you did not advance or pay any charges skip this field.
When warehouse receipt is linked to a document, amount entered, will transfer to Freight invoice using billing code, COD charges.
Refer to Company set-up for more information.

Pro Number:
Enter delivering Bill of Lading number from trucking company or delivering carrier if applicable.

Unit:

Select the unit of measure that you will be using to receive the cargo, pounds or kilos.

Warehouse Detail:

Enter the information manually as required.
Double click on the first line of the Warehouse Detail area, the system will display a data entry window.

The first field is Pieces, enter pieces received. Click on Each or Total to have system calculate properly.
Each button, is to be selected, if you received cargo and you weigh and measure each piece independently and want the system to calculate the total weigh and measure.
Example : If Each is selected.
10 Pieces, Each selected, weight 100 pounds for each carton, dimensions 12 x 12 x 12 will calculate 1000 pounds total weight (10 x 100) and 10 Cubic feet total volume. (10 x 1).

Total button, is to be selected, if you received cargo and you weigh and measure the total for all pieces. You do not need the system to calculate the total weigh and measure.
Example : If Total is selected.
10 Pieces, Total selected, weight 100 pounds for all cartons, dimensions 12 x 12 x 12 will calculate 100 pounds total weight and 1 Cubic feet total volume.

When finished with this screen, click on "OK".

Repeat above process in second and other lines if necessary.

Comment:
To enter text instead of numbers, click on comment. Comment area will light up, to enter text. When finished with this screen, click on "OK".
Continue entering information as it applies exactly as you want it to print out.
Press "Tab" to continue until finished.

Remarks:
Enter any type of remark or comment that applies for the complete warehouse receipt.

As you enter the last item on your Warehouse Receipt, click on "Save" to save.

You can process another Warehouse Receipt or you can exit the document by using the "Escape" key.

Loading Guide:
Loading Guide number:
On this field the Down Arrow can be executed to bring up the look-up window for loading guide search.
Refer to "Look-up Command" heading for further explanation on the use of look-up window.

Unit:
Upon checking either Kilos or pounds option before linking warehouse receipts to your document, the system when linking, will convert the weights to pounds or kilos as you have selected.
By checking either Cft or M3 option, when linking warehouse receipts to your document, the system will copy the cubic feet or convert to cubic meters if selected.

With the EZ-Freight Warehouse Module

Linking Warehouse Receipt(s) to Loading Guide:
While in the loading guide document, after entering the required fields, click on "Link" con to execute the link command. This will bring up a look-up window "Link Warehouse Receipts" with search options such as: Consignee, Shipper, Destination, Warehouse Receipt and All Available.
Select the search option needed, to make the selection process easier for you.
Example:
If need is, to select many warehouse receipts for a specific consignee, you would select "consignee" search. Now, click on the "Select" window, so the consignee you wish to consolidate for, can be selected from the company database list. After selecting a consignee, only the warehouse receipts that have that specific consignee are shown on the linking window.
If need is, to select many warehouse receipts for a specific destination, you would select "destination" search instead, and follow same procedures for "consignee" search.

The linking window, will display the warehouse receipt(s) that it finds, that have not been shipped previously. The check box column on the left, is where you click to check or select the warehouse receipt(s). You have the option to, select or deselect, any warehouse receipt, by clicking on it.
Once a warehouse is selected, a check mark on the check box column shows you the warehouse receipt(s) you have selected for linking.

Notice that on the bottom right of this screen, total Pieces, Weight, Volume and Cubic Feet are shown after warehouse receipts are selected. This total will change as you select or deselect, warehouse receipts. This total will show how much cargo has been selected for this loading guide.
When finished selecting the warehouse receipt(s), click on "Save" icon, to save your work and linking process to be performed. This will close the linking window and bring you back to the loading guide document.

In the detail part of the loading guide, the information on each warehouse receipt selected will be displayed. The information shown will be:
Warehouse Receipt number, date, shipper, consignee, destination, pieces, weight, volume, description and location.

When finished with this screen, click on Save.

You can process another Loading Guide Form or you can exit the document by using the "Escape" key.

Note:
Linking warehouse receipts to the loading guide does NOT take the warehouse receipts out of active inventory.

Partial Shipments:

Partial warehouse receipts can be shipped following the following procedures.
When the linking window is open for the selection of warehouse receipts, highlight the warehouse receipt to be partially shipped, by double clicking on the warehouse receipt line (not on the check box), "Link detail" window opens.
In the "Link detail" window, enter the information of the warehouse pieces, weight and cubic feet, of the items to be shipped, and click on OK.
In the linking window, the partial information entered of the warehouse receipt is displayed. Now, insert a check mark in the check box to accept this warehouse receipt.
The partial amounts entered in this warehouse receipt will be deducted, when shipped, from the original warehouse receipt amount entered.
The next time this same warehouse receipt is displayed for linking, only the balance amounts will be shown. This process can be repeated until the complete warehouse receipt is shipped.

Unlinking warehouse receipts:

Unlinking Warehouse Receipt(s) from a Loading Guide:
The opposite command or the reversal option of the "Link Command". This command gives you the ability to reverse a linking, due to error or change of instructions on any given warehouse receipt.
Example:
You selected five warehouse receipts for shipment, now you find out that the fourth one cannot be shipped out at this time, for any reason. You select the loading guide that the warehouse receipt(s) were linked to. In the loading guide detail body, highlight the warehouse receipt that needs to be taken out of the loading guide, by clicking on the warehouse receipt line.
Click on the Unlink icon, the system will display a window asking "Unlink this line?
If Yes, the highlighted warehouse receipt will be taken out of this loading guide, repeat process, if more than one receipt is to be taken out of the loading guide.

If No, Unlinking process will be canceled.

Loading Guide - User modifiable Fields

With the exception of the loading guide number and the date fields, all the remaining names of the eight fields on the header of the loading guide form, can be changed by user.

To change the names of these fields, follow the these steps:
Open Loading guide screen, click on Options icon, Insert or change names of fields by entering new name(s) on fields, click on OK when finished.

Leave name fields blank if not needed.

Cargo labels:

Select Cargo Labels from Forms menu or by clicking on Label icon.
The label screen has more fields than your company will probably use. This is to be able to address the different field request that are required by different companies.

The format number field is for operator to select the type of label needed.
Please consult with Venex Systems for information on formats available.

Shipper:
Enter the Shipper and press "Tab". If you do not know the code, click on the down arrow for look-up window.
Once your shipper in displayed, press "Tab" to advance from line to line. If you need to make any changes to your shipper name or address, or you need to add more information, advance to the line that you wish to modify and enter the information as needed.

Consignee:
Follow the same procedure as for Shipper entry.

Misc. Fields:
Enter information only on field applicable to your company label format.

Label Quantity:
Enter beginning range of quantity of labels to be printed in the "Begin in Piece Number"
Enter ending range of quantity of labels to be printed in the "End in Piece Number"

When finished with this screen, click on Save.

You can process another Cargo Label or you can exit the document by using the "Escape" key

REPORT MENU

Air waybill Log Report:
Customize the report to the criteria of your search by utilizing the available options.

Sort By:
Sort report by: Shipper, Consignee, Destination, Carrier, Consolidation, Airwaybill No.
Click on option that applies.

Shipper
If Shipper is selected, select specific shipper name, from lookup window, in Select field.

Consignee
If Consignee is selected, select specific consignee name, from lookup window, in Select field.

Destination
If destination is selected, select specific destination, from lookup window, in Select field.

Carrier
If Carrier is selected, select specific carrier name, from lookup window, in Select field.

Consolidation
If Consolidation is selected, enter exact consolidation number, in Select field.

Air waybill No.
If Air waybill Number is selected, enter exact Air waybill number, in Select field.

Charges:
Sort report by: Prepaid, Collect, All.

Prepaid
If Prepaid is selected, only Air waybills that charges are Prepaid will be reported.

Collect
If Collect is selected, only Air waybills that charges are Collect will be reported.

All

If All is selected, both Prepaid and Collect Air waybills, will be reported.

Allow Grouping:

If this option is checked, report will group transactions together and show sub-total for each group.
If option is not checked, report will run continuously.

Style:
Standard, Show Charges from Invoice, Show charges from Air waybill, Show W/R information.

Standard report
Shows standard information.

Show charges from invoice,
Shows standard information and the charges entered in the freight invoice for this shipment.

Show charges from Air waybill,
Shows standard information and the charges entered in the Air waybill for this shipment.

Show W/R information,
Shows standard information and the warehouse receipt information of the warehouse receipts that were shipped on this shipment.

Report:
Report type, select report for either House air waybills or for Master air waybills.

Unit:
Select whether in Pounds or Kilos.

Select:
Enter applicable searching criteria, as described above.

Dates From and To:
Enter dates for range of report. Report will show only transactions that fall within the entered date range.

Bill of Lading log report:
Customize the report to the criteria of your search by utilizing the available options.

Sort By:
Sort report by: Shipper, Consignee, Destination, Carrier, Consolidation, Transaction Number and Bill of Lading Number. Click on option that applies.

Shipper
If Shipper is selected, select specific shipper name, from lookup window, in Select field.

Consignee
If Consignee is selected, select specific consignee name, from lookup window, in Select field.

Destination
If destination is selected, select specific destination, from lookup window, in Select field.

Carrier
If Carrier is selected, select specific carrier name, from lookup window, in Select field.

Consolidation
If Consolidation is selected, enter exact consolidation number, in Select field.

Transaction Number
If Transaction Number is selected, enter exact Transaction number, in Select field.

Bill of Lading No.
If Bill of Lading Number is selected, enter exact Bill of Lading number, in Select field.

Charges:
Sort report by: Prepaid, Collect, All.

Prepaid
If Prepaid is selected, only Air waybills that charges are Prepaid will be reported.

Collect
If Collect is selected, only Air waybills that charges are Collect will be reported.

All
If All is selected, both Prepaid and Collect Air waybills, will be reported.

Allow Grouping:
If this option is checked, report will group transactions together and show sub-total for each group.
If option is not checked, report will run continuously.

Style:
Standard, Show Charges from Invoice, Show charges from Air waybill, Show W/R information.

Standard report
Shows standard information.

Show charges from invoice,

Shows standard information and the charges entered in the freight invoice for this shipment.

Show charges from Air waybill,
Shows standard information and the charges entered in the Air waybill for this shipment.

Show W/R information,
Shows standard information and the warehouse receipt information of the warehouse receipts that were shipped on this shipment.

Report:
Report type, select report for either House Bill of Lading or for Master Bill of Lading.

Volume:
Select whether in Cubic Feet or Cubic Meters.

Unit:
Select whether in Pounds or Kilos.

Select:
Enter applicable searching criteria, as described above.

Dates From and To:
Enter dates for range of report. Report will show only transactions that fall within the entered date range.

Invoice report:
Customize the report to the criteria of your search by utilizing the available options.

Sort By:
Sort report by: Customer, Invoice number and Consolidation. Click on option that applies.

Customer
If Customer is selected, select specific customer name, from lookup window, in Select field.

Invoice Number
If Invoice number is selected, enter exact Invoice number, in Select field.

Consolidation
If Consolidation is selected, enter exact consolidation number, in Select field.

Allow Grouping:
If this option is checked, report will group transactions together and show sub-total for each group.
If option is not checked, report will run continuously.

Style:
Standard and Show Profit and Loss.

Standard report
Shows standard information.

Show Profit and Loss
Shows freight invoice information for each transaction. Charges billed to the customer and the payables involved in each transaction.

Style:
Sort report by: Open, Closed and All.

Open
If Open is selected, only Freight Invoices that have not been transferred to EZ-Freight Accounting, will be reported.

Closed
If Closed is selected, only Freight Invoices that have been transferred to EZ-Freight Accounting, will be reported.

All
If All is selected, both Open and Closed Freight Invoices, will be reported.

Allow Grouping:
If this option is checked, report will group transactions together and show sub-total for each group.
If option is not checked, report will run continuously.

Select:
Enter applicable searching criteria, as described above.

Dates From and To:
Enter dates for range of report. Report will show only transactions that fall within the entered date range.

Warehouse receipt report:
Customize the report to the criteria of your search by utilizing the available options.

Sort By:
Sort report by: Shipper, Consignee, Destination, Warehouse Receipt number and Location. Click on option that applies.

Shipper
If Shipper is selected, select specific shipper name, from lookup window, in Select field.

Consignee
If Consignee is selected, select specific consignee name, from lookup window, in Select field.

Destination
If destination is selected, select specific destination, from lookup window, in Select field.

Warehouse Receipt Number
If Warehouse Receipt Number is selected, enter exact Warehouse Receipt number, in Select field.

Location
If Location is selected, enter specific location, in Select field.

Style:
Open Standard, Closed Standard, Closed History, Open/ Closed Standard, Open/Closed History, All Active Inventory, Totals Summary.

Open Standard report
Shows standard information of warehouse receipts which remain in warehouse, need to specify data range of report.

Closed Standard report
Shows standard information of warehouse receipts which have been shipped (Linked) and are no longer in warehouse.

All Active Inventory
Shows standard information of the entire warehouse receipts which remain in warehouse.

Unit:
Select whether in Pounds or Kilos.

Allow Grouping:
If this option is checked, report will group transactions together and show sub-total for each group.
If option is not checked, report will run continuously.

Select:
Enter applicable searching criteria, as described above.

Dates From and To:
Enter dates for range of report. Report will show only transactions that fall within the entered date range.

Sales report:

Carrier

Select specific carrier name, from lookup window, in Select Airline field.

Dates From and To:

Enter dates for range of report. Report will show only transactions that fall within the entered date range.

Sales report data comes from the Master Air waybill form. The carrier and date entered on form screen, will be the key to the search process.

If rating information shown on Master Air waybill, is not to be transferred to Airline Sales report, use the Information Icon on command bar.
Click on the Information Icon, data entry window (Accounting Information) will open, enter or change, existing information as needed for Airline Sales Report.

If rating information shown on Master Air waybill, is to be transferred to Airline Sales report, user does not have to open Accounting Information window.
Information on Master Air waybill will be copied to the Accounting Information screen automatically, without opening Accounting Information window.

The Master air waybill data is not used by the airline sales report.

The accounting information screen data is used by the airline sales report.

Customer List:

Sort By:
Sort report by: Account No. or Name. Click on option that applies.

Account Type:
If need to filter by account type, select and account type, if not, select All.

Billing Codes:

Sort By:
Sort report by: Account No. or Name. Click on option that applies.

GENERAL QUESTIONS

Runtime Error:

This Type of error occurs for data corruption,Virus or missing Files.
To correct this error go to Start,then Look for a file called **Eztools.exe** in
in the **f:/ezfrtwin** or **c:/ezfrtwin** directory.Run that file and enter **CUSTOMER** and **CUSTOMER** in
both ,the password and user name.Once in the program select from the menu **Database**
then select the option **Repair.**
Look in the file **f:/ezfrtwin** directory and select your database.This database name ends with **.mdb.**
select it and click **Open**.It will then be repaired.

Back Date Error:

This error occurs when the computer system date is out of order or somehow
the date has been changed or backed.
to correct this,please correct all the computer date to today's date.Please
check that the time zone is set to Easter Time (U.S and Canada).Reboot all
computers and start all over again.

Printer Does not Print Lines or Frames:

When Printing Please do not forget to check mark the option that says:
Print full form to Laser if you want to print the frame and lines.

Printer Does not Print Report:

When Printing Reports Please do not forget to check the Date Range,the Shipper or Consignee Account.
Please also check all the options in the Report.
Selecting wrong Date Range,Account or Options Frequently is the cause of a wrong Report.

Save button does not light up:

Save button does not light up for the following reasons:
One key field is empyt.Please Check key fields such as consignee,shipper and consolidation.
The form is already posted or linked.Unlink the form.
The model form has a consolidation number and is marked as consolidated.
Erase the consolidation number from the model and uncheck the consolidated field.
You copy from a linked form.Please press the Info Button and erase the Mbl or Mawb number.