

3813 Broadway  
Buffalo, NY 14227  
Phone: 716-651-0977  
Fax: 716-651-0978

## Crown Data Systems

Enclosed are the setup sheets for the Crown Freight Manager. Please fill these out and fax them back to me at your earliest convenience.

I will also need:

- A copy of your tariffs and accessorial charges. Include any contracted rates (customer specific) as well.
- A copy of your points list (preferably in Excel or Word) detailing zip codes / counties that you service.
- Your customer list exported out of QuickBooks (if applicable). To do this:
  1. In QuickBooks goto **File**→**Utilities**→**Export** or **File** →**Export**
  2. Check the box that says **Customers**
  3. In the Save As dialog, name the file CROWN.IIF
  4. E-mail the CROWN.IIF file to [smitchell@crowndatasystems.com](mailto:smitchell@crowndatasystems.com)

If you have any questions, please call me at 716-651-0977.

Thank You,

Seth Mitchell

Director of Operations  
[smitchell@crowndatasystems.com](mailto:smitchell@crowndatasystems.com)

# **Crown Data Systems**

## **Freight Management System**

### **Data Setup**

The attached data sheets will be used to pre load your software with data so that we can prepare your new Crown system for use.

In addition to the data sheets, we will also need a list of the counties served by each of your locations. From those county lists, we will be able to prepare a Zip Code Points list, which we will send back to you. We will then need you to fill in the area code (A – Z) for each Zip code, as well as which Route the zip code belongs to. ***We need this as soon as possible!***

The attached sheets are:

- **Company Location Setup** – We need this information for each of your locations.
- **Customer Setup** – Customer names addresses etc. If you have your customer information in a file (i.e. QuickBooks or Peachtree) or a spreadsheet, let us know – maybe we can import it! (See notes on the included sheet!)
- **Driver File** – Names and driver Information with split percentages for owner operators.
- **List Setups** – Hold reasons, OSD reasons and Adjustment Credit reasons. (See notes on the included sheet!)
- **Routing File** – Inbound and outbound routing methods. (See notes on the included sheet!)
- **User Names** – List of the users of the program and what their responsibilities will be.
- **Special Requirements** - Any information that is unique to your business that will have to be considered in order to rate shipments and/or bill customers correctly.

Also, we will need a copy of all your current rates. This includes **FAK Tables, Special Tables, Line Haul Tables and Surcharges** – You can have as many as you want. Note that if a rate table and a special table have the same name, they will automatically work together. Often just providing Crown with a printout of your rates and surcharges is sufficient.

**As always, if you have any questions, call us at 716-651-0977**

## Crown Freight Management System Company Location Setup

<b>Location Name</b>	
Airport Code	
Address	
City State Zip	
Phone	
Fax	
ACI Contract # (s)	
Alex20 Data Path	
Use Pivot Points	Y / N

<b>Location Name</b>	
Airport Code	
Address	
City State Zip	
Phone	
Fax	
ACI Contract #	
Alex20 Data Path	
Use Pivot Points	Y / N

<b>Location Name</b>	
Airport Code	
Address	
City State Zip	
Phone	
Fax	
ACI Contract #	
Alex20 Data Path	
Use Pivot Points	Y / N

**Questions? Call Crown – 716-651-0977**

## Crown Freight Management System Driver File Setup

Name			
Location		Default Route	
Owner Operator	Y / N		
Percentage - P/U		Percentage - Line Haul	
Percentage - Del		Percentage -Specials	

Name			
Location		Default Route	
Owner Operator	Y / N		
Percentage - P/U		Percentage - Line Haul	
Percentage - Del		Percentage -Specials	

Name			
Location		Default Route	
Owner Operator	Y / N		
Percentage - P/U		Percentage - Line Haul	
Percentage - Del		Percentage -Specials	

Name			
Location		Default Route	
Owner Operator	Y / N		
Percentage - P/U		Percentage - Line Haul	
Percentage - Del		Percentage -Specials	

Name			
Location		Default Route	
Owner Operator	Y / N		
Percentage - P/U		Percentage - Line Haul	
Percentage - Del		Percentage -Specials	

Name			
Location		Default Route	
Owner Operator	Y / N		
Percentage - P/U		Percentage - Line Haul	
Percentage - Del		Percentage -Specials	

Name			
Location		Default Route	
Owner Operator	Y / N		
Percentage - P/U		Percentage - Line Haul	
Percentage - Del		Percentage -Specials	

**Questions? Call Crown – 716-651-0977**

## Crown Freight Management System List Setups

Hold Reasons

Others

<b>None</b>	
COD	
Hold for Appointment	
Hold for Pickup	
Hold for Routing	
Lift Gate	
Private Residence	
Two Man	

OSD Reasons

Others

<b>None</b>	
Over	
Shorted	
Damaged	
Wet	
No Show	

Adjustment / Credits

Others

<b>None</b>	
Rate Adjustment	

Notes:

Add or cross off as needed!

**Questions? Call Crown – 716-651-0977**

## Crown Freight Management System Inbound/Outbound Routing Setup

Allfreight	
American Air	
American PPS	
Continental Air	
Continental Quick Pack	
Delta Air	
Delta Air Dash	
DHL	
Emery Worldwide	
FedEx	
Forwarder Truck	
Line Haul	
Mobil Air Trans	
Northwest Air	
NW Air VIP	
TWA Air	
United Air	
United Air SPD	
UPS	
US Air	
US Air PDQ	

Notes:

Add/Edit or cross off as needed!

**Questions? Call Crown – 716-651-0977**

## Crown Freight Management System User File Setup

Name:		Password (8 char):	
Dispatch		Billing	
Management		Data Maintenance	

Name:		Password (8 char):	
Dispatch		Billing	
Management		Data Maintenance	

Name:		Password (8 char):	
Dispatch		Billing	
Management		Data Maintenance	

Name:		Password (8 char):	
Dispatch		Billing	
Management		Data Maintenance	

Name:		Password (8 char):	
Dispatch		Billing	
Management		Data Maintenance	

Name:		Password (8 char):	
Dispatch		Billing	
Management		Data Maintenance	

Name:		Password (8 char):	
Dispatch		Billing	
Management		Data Maintenance	

Name:		Password (8 char):	
Dispatch		Billing	
Management		Data Maintenance	

Name:		Password (8 char):	
Dispatch		Billing	
Management		Data Maintenance	

Name:		Password (8 char):	
Dispatch		Billing	
Management		Data Maintenance	

**Questions? Call Crown – 716-651-0977**

## **Crown Freight Management System Special Instructions**

Special Rating Considerations: (i.e. All BAX customers get 5% discount off of std rate table...)

Special Customer Considerations: (i.e. All customers are NET 30...)

Miscellaneous:

**Questions? Call Crown – 716-651-0977**