



# Crown Data Systems

## *Quick Start Guide*

### Crown Freight Manager Completing a Shipment

The purpose of this document is to give a brief overview of completing a shipment using the shipment review screen.

Once all the paperwork for a shipment has been returned it is necessary to complete the shipment before it can be sent to Billing to be processed. The Shipment Review screen has been designed to facilitate the completion process and ensure that all required information has been entered before the shipment can be billed.

#### To complete a shipment:

1. Open the Shipment Review Screen
2. Select the shipment to be completed
3. Click the Edit button to enter the POD information



-OR-

4. Click the Status button to enter the POD information



-OR-

5. Enter the POD information on the desired line in the grid

ed Lines

Line has been modified  
Line is completed for invoicing

ite	PD	Pcs	Wt.	POD Date	POD	Signer	MAWE
15	P	1	1500				
15	D	1	200				
15	D	1	100	5/17/2005	10:24	JOE	
105	D	1	500				
105	D	1	500				
105	D	1	500				
105	D	1	500				

6. Click the Complete Lines button when the shipment has been completed



7. Ensure the desired shipment has turned pink

Complete Lines Cancel Changes Refresh

Sort Order: View Date: View Term:

Customer 05/17/2005 ALL Hide Co

PW	ShipID	Ter	HAWB	Customer
<input type="checkbox"/>	KINGS00005	BUF	STEST	1440 LOGISTIC:
<input type="checkbox"/>	KINGS00005	BUF	TEST ME	1440 LOGISTIC:
<input type="checkbox"/>	KINGS00005	BUF	1234	1440 LOGISTI
<input type="checkbox"/>	KINGS00005	BUF		4 SPEED DELIV
<input type="checkbox"/>	KINGS00005	BUF		4 SPEED DELIV
<input type="checkbox"/>	KINGS00005	BUF		4 SPEED DELIV

8. Click the Release to Billing button to send the shipment to billing

