



Crown Data Systems *Quick Start Guide*

Crown Freight Manager Shipment Entry Procedures

This document is intended to give a brief overview of the procedures for entering a shipment into Crown Freight Manager. The procedures described will vary with each customer's specific Entry Requirements. Entry requirements are all the data that must be entered for a shipment to be saved in the system.

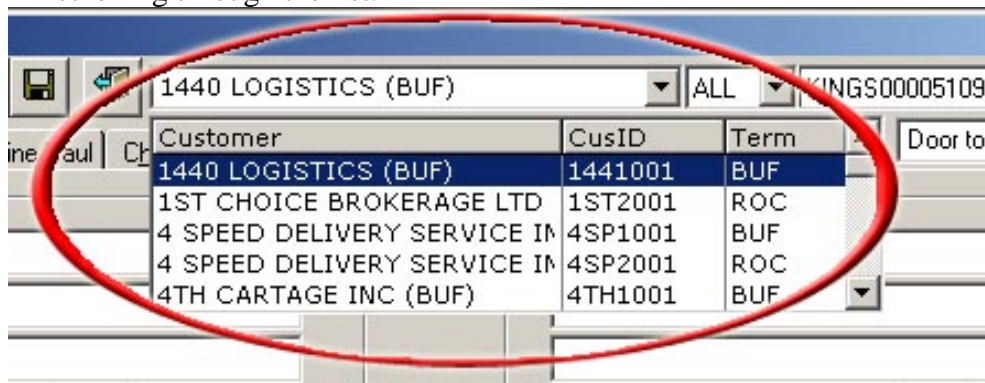
For this example, we will enter a shipment using the most common entry requirements.

To Enter a Shipment:

1. Click the NEW button on the Dispatch Screen:



2. Select a Customer from the Customer Field by clicking the Down Arrow and scrolling through the list:



3. Select or Enter the Shipper and/or Consignee Addresses:

a. Enter an address here:

1440 LOGISTICS (E)

General | Pickup | Delivery | Line Haul | Charges

Shipper Address

CROWN DATA SYSTEMS

3813 BROADWAY

BUFFALO NY 14227

Contact Phone

Notes

b. Or Search for an address here by entering the first few letters and Clicking hitting the ENTER key or clicking the SEARCH button:

1440 LOGISTICS (E)

General | Pickup | Delivery | Line Haul | Charges

Shipper Address

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Notes

4. For Pickups enter a Ready Date and Time:

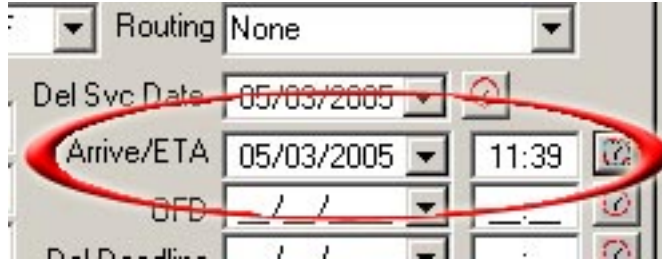
Dispatch From BUF Routing None

P/U Svc Date 05/03/2005

Ready 05/03/2005 11:39

Close

5. For Deliveries enter an Arrive/ETA Date and Time:



A screenshot of a software interface showing a form with several fields. The 'Routing' field is set to 'None'. Below it, the 'Del Svc Date' field is set to '05/03/2005'. The 'Arrive/ETA' field is set to '05/03/2005' and '11:39'. A red oval highlights the 'Arrive/ETA' date and time fields and the 'Time Stamp' button to their right.

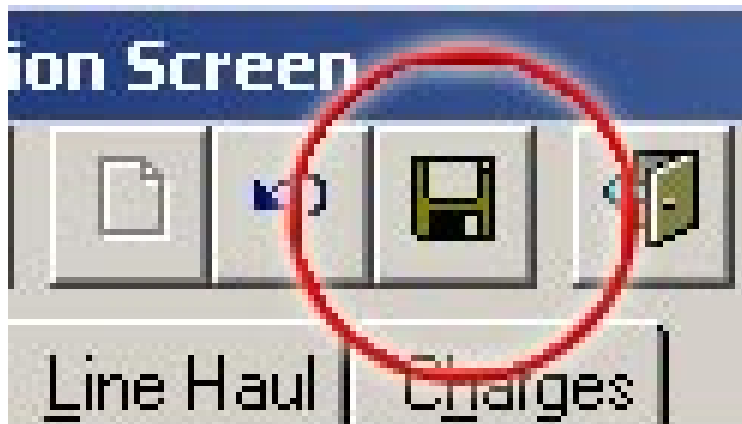
NOTE: Clicking the Time Stamp button to the right of the Date/Time field will enter the current date and time.

6. Enter the Pieces and Weight for the shipment:



A screenshot of a software interface showing a form with several fields. The 'Bill#' field is empty. The 'MAWB' field is empty. The 'Ref 1' field is empty. The 'Pcs' field is set to '1'. The 'Weight' field is set to '100'. The 'Kilos' field is set to '43'. A red box highlights the 'Pcs' and 'Weight' fields.

7. Click the SAVE button:



There are two basic options after clicking the SAVE button:

1. Click the EXIT button to exit the Shipment Information Screen
2. Enter a new shipment