

USER MANUAL

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Stop Logistics

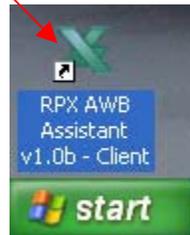
PREFACE:

Preprinted AWB is RPX custom program for our best customer. It is part of our service to accommodate our precious customer to maintain their business with us.

With **[NEED RPI MARKETING TO FILL THIS IN]**

LOGIN TO PREPRINTED AWB ASSISTANCE

This assumes that you have switched on and logged into Windows. From the workstation desktop, **DOUBLE CLICK** the **PREPRINTED AWB ASSISTANCE** icon



PREPRINTED AWB ASSISTANT MAIN MENU

After you double click on the short cut icon, the custom configuration will appear. This Custom configuration is intended for the user to enter their constant values once, such as the user wanted to use the same service type for all their shipment or instruct special handling choice, and so on and so forth. It is strongly recommended that the user use this configuration menu, once so the user do not have to reenter/click the same value for every AWB they want to print.

FIGURE 1.1 MAIN MENU



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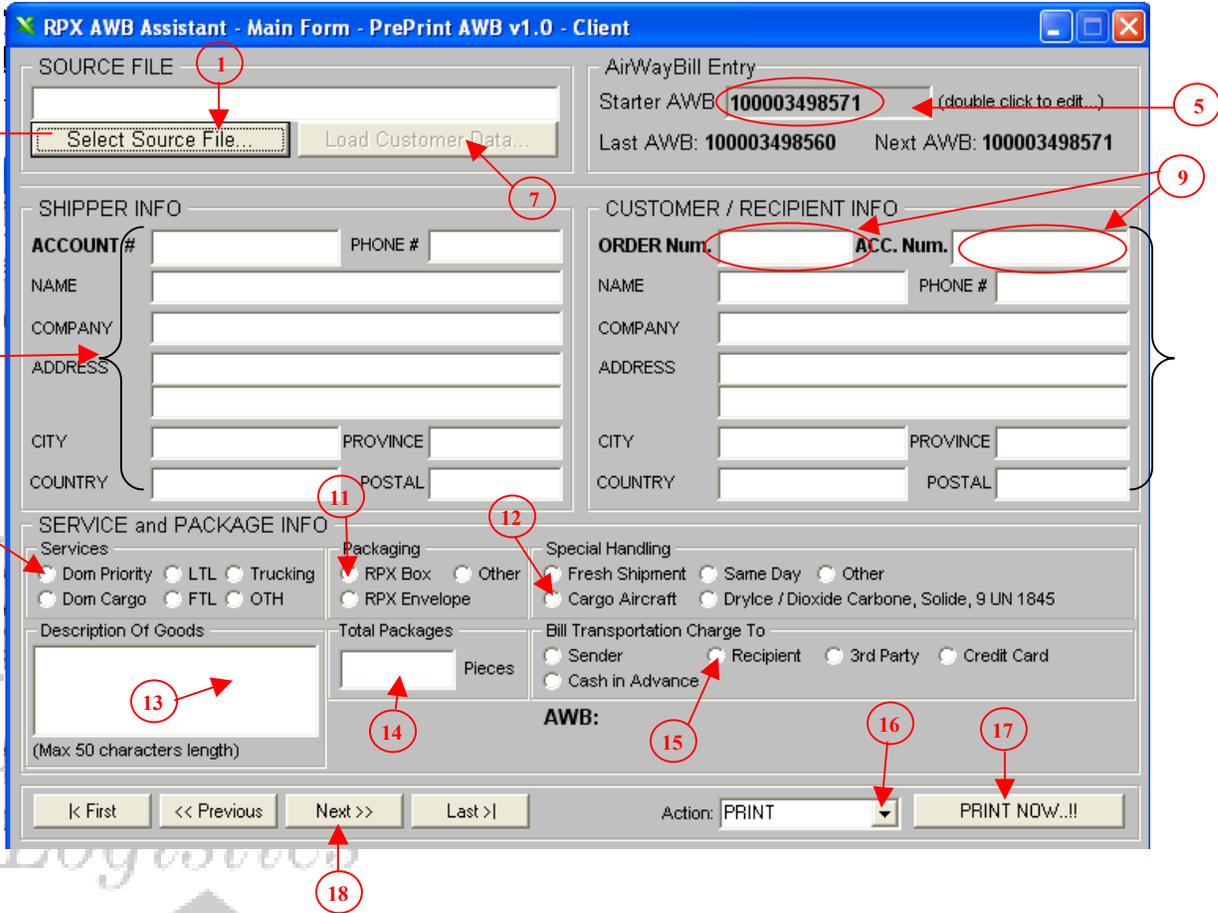
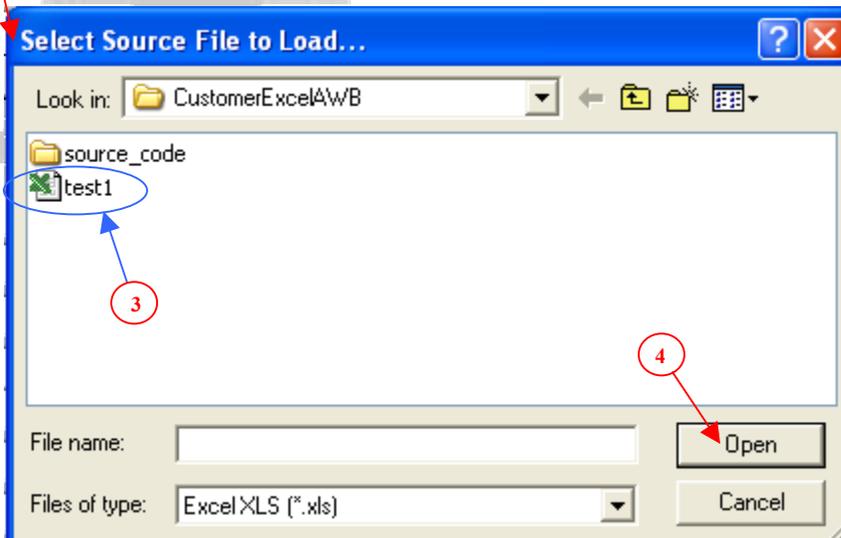


FIGURE 1.2 Select Source File to Load menu screen shot



The step by step of using the PREPRINTED AWB are as follow:

1. **CLICK** Select Source File button
2. Select source file pop-up window will come up (**FIGURE 1.2**)
3. **CHOOSE** the file you need in **excel format only!**
4. **CLICK** Open Button
5. **DOUBLE CLICK** the Starter AWB field
6. **TYPE IN** the starter AWB.
7. **CLICK** Load Customer Data... Button
8. **CHECK** the shipper information and consignee information
9. **FILL** in the Order Number and Account Number in CUSTOMER/RECIPIENT INFO.
10. **SELECT** THE SERVICES, located right under shipper info, if you haven't already selected it in the custom default menu. **DEFAULT is Dom Priority.**
11. **SELECT** THE PACKAGING, located on the next of Services box, if you haven't already selected it in the custom default menu. **DEFAULT is RPX Box.**
12. **SELECT** THE SPECIAL HANDLING, located on the next of Packaging box, if you haven't already selected it in the custom default menu. **DEFAULT is Same Day.**
13. **TYPE IN** the Description of Goods
14. **TYPE IN** Total Packages
15. **SELECT** the Bill Transportation Charge to, located next to Total Packages box. **DEFAULT is Recipient.**
16. **SELECT** Action from the pull down menu. **DEFAULT is Print.**
17. **CLICK** the PRINT NOW..!! button.
18. **CLICK** Next button to go to the next consignee.
19. **REPEAT** step 1-15 until you finish creating AWB for all your customers.

Once you have finished your Main menu should look like the screen shot below.

FIGURE 1.3 Main menu filled in screen shot

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RPX AWB Assistant - Main Form - PrePrint AWB v1.0 - Client

SOURCE FILE
C:\Documents and Settings\All Users\Documents\Customer
Select Source File... Load Customer Data...

AirWayBill Entry
Starter AWB: **100003498416** (double click to edit...)
Last AWB: **100003498560** Next AWB: **100003498571**

SHIPPER INFO
ACCOUNT # 304811463 **PHONE #** 021-458-4803 7
NAME SARANA CITRA ADICARYA,PT
COMPANY SARANA CITRA ADICARYA,PT
ADDRESS KOMP.BGR JL.PERINTIS KEMERDEKAAN
JL. BOULEVARD #1
CITY JAKARTA **PROVINCE** DKI JAKARTA
COUNTRY INDONESIA **POSTAL** 14240

CUSTOMER / RECIPIENT INFO
ORDER Num. **ACC. Num.**
NAME BENNY **PHONE #**
COMPANY METRASCO/15-0 5354 4
ADDRESS JL. KOL. SUGIONO NO. 9
MEDAN
CITY MES **PROVINCE** 021-4206611
COUNTRY **POSTAL** 20151

SERVICE and PACKAGE INFO

Services
 Dom Priority LTL Trucking
 Dom Cargo FTL OTH

Packaging
 RPX Box Other
 RPX Envelope

Special Handling
 Fresh Shipment Same Day Other
 Cargo Aircraft DryIce / Dioxide Carbone, Solide, 9 UN 1845

Description Of Goods
(Max 50 characters length)

Total Packages 2 Pieces

Bill Transportation Charge To
 Sender Recipient 3rd Party Credit Card
 Cash in Advance

AWB:
1012-3456-7901

Navigation:

Action: PRINT

RPX - AWB ASSISTANT

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FIGURE 1.3 *Screen Shot of Printed AWB result*



SOFTWARE CONSTRAINT:

The limitations of the software are as follow:

1. Not intended to be use on single package delivery
2. Consignee Account number has to Alphanumeric (123-456 7). Numeric (1234567) will cause the system to err or even crash.
- 3.

BUSINESS CONSTRAINT: [TO BE FILLED BY RPI]

This software is build exclusively for Prime RPX Customer only. Redistribution of the software is strictly prohibited and will be pursuit to the full extend of the law.



Q&A:

1. Q: *How do I bring up the “Initial set up screen” again?*
A:
2. Q: *How do I know the starter AWB number?*
A: **Your AWB paper should be in continuous paper, therefore check the first AWB paper in your printer and that would be your starter AWB number. Type the number in starter AWB field**
3. Q: *How do I fix the number if I have a paper jam?*
A: **Double click on the starter AWB field and type in the AWB number of the first AWB paper stacked in your printer. The system will automatically reset and the physical AWB number on the AWB paper and the system should be synchronized.**
4. Q: *Why the program only see an excel file?*
A: **Since most databases can convert their file to Excel and 90% of PC in the world uses WINDOWS as their platform, therefore Microsoft Excel should be widely available to them.**
5. Q: *If I want to track the packages I sent to my customer. How do I do that?*
A: **Since Preprinted AWB Assistant does not have that feature yet. We will, however, include this feature in our next release. In the mean time, there are several ways of doing this:**
 - **Track your packages up to 10 AWBs from our website: www.rpxholding.com. Not only you can track your packages, you can also find general rates of our domestic services.**
 - **Call us Toll Free at: 0-800-1-888-900**
 - **Email us @ customer_service@rpxholding.com****We are more than happy to assist you with your tracking inquiry and give you a full report within 24 hours, at the most.**
6. Q: *Why the current AWB number is not showing in my screen?*
A: **Your current AWB number will be shown after you print the AWB. This is done to make sure that the number on the screen is correct with the actual AWB**

CREDITS

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Manual Book.....Rizal Az

Created on December 1st, 2004

