

# ACS Connect

Shipment management application



Version March 2021



# Installation Instructions & User Manual

## CONTENTS

INTRODUCTION .....	3
TECHNICAL SPECIFICATIONS .....	4
INSTALLATION .....	4
ACS REGISTRATION INFORMATION & LAUNCHING .....	6
ABILITY TO USE MULTIPLE ACSCONNECT .....	7
ON THE SAME COMPUTER.....	7
ACTIVATION OF APPLICATION .....	8
• <i>USE OF DEMO CODES</i> .....	8
• <i>ACTIVATION USING ONLINE CODES</i> .....	9
ACS NOTIFICATIONS .....	9
APPLICATION TAB .....	10
• <i>USER MANAGEMENT</i> .....	10
• <i>CHANGE PASSWORD</i> .....	12
• <i>UPDATE PRODUCT</i> .....	12
• <i>SYNCHRONIZE DATA</i> .....	12
• <i>DELETE COMPANY AND DATA</i> .....	13
• <i>SETTINGS</i> .....	13
• <i>HELP</i> .....	14
• <i>ACS COURIER WEB PAGE</i> .....	14
• <i>LIMITED ACCESSIBILITY REGIONS</i> .....	14
• <i>TERMS OF TRANSFER COMMITMENT</i> .....	14
• <i>VERSION</i> .....	14
TAB ACTIONS .....	15
• <i>COST CENTERS</i> .....	15
• <i>MANAGE ADDRESS BOOK</i> .....	15
• <i>ADDRESS VALIDATION</i> .....	16
• <i>IMPORTING ADDRESSES FROM EXCEL – ADDRESS VALIDATION</i> .....	18
• <i>SHIPMENT MANAGEMENT (IMPORT FROM EXCEL)</i> .....	21
• <i>CHECK SHIPMENTS DATA - ADDRESS VALIDATION</i> .....	23
• <i>MANAGE SHIPMENT (MANUAL IMPORT)</i> .....	26
• <i>KEY SHIPMENT DATA</i> .....	26
• <i>SPECIAL SERVICES</i> .....	29
• <i>LIMITED ACCESSIBILITY REGIONS NOTIFICATION</i> .....	29
• <i>SMART POINT DELIVERY</i> .....	30
• <i>PRINT LABELS CODES</i> .....	31
• <i>SEARCH SHIPMENT</i> .....	33
• <i>MANAGE LABELS</i> .....	34
• <i>PRINT AGAIN</i> .....	34
• <i>CANCEL SHIPMENT</i> .....	35
DELIVERY LIST .....	35
• <i>PRINT DELIVERY LIST</i> .....	36
• <i>EXPORT OF RECEIPT LIST IN EXCEL</i> .....	36
• <i>REPRINT</i> .....	36
• <i>FINALIZATION OF SHIPMENTS</i> .....	37
PICKUP ORDERS .....	37
• <i>MANUAL INPUT</i> .....	37
• <i>EXCEL UPLOAD</i> .....	41
• <i>PICKUP ORDERS SEARCH</i> .....	43
• <i>OTHER OPTIONS</i> .....	44

# INTRODUCTION

Dear Customers,

Through this application, ACS provides you with the ability to manage your mail, making the best use of new technologies applied systematically and the infrastructure implemented for your service throughout its network nationwide.

The application shall significantly support your daily work flow, given that using it, you shall be able to:

- a) Manage the data of recipients to whom you send mail through the ACS.*
- b) Contact ACS electronically and directly draw from its system a unique shipment tracking number for each assignment.*
- c) Print this information on adhesive labels, which are accompanying the shipment (affixed to the file to be shipped).*
- d) Send an electronic order to ACS for the reception of your shipments.*
- e) Print a list with the shipments data, signed by the courier, each time he receives them.*
- f) Perform electronic checks, over the web, of the progress of each shipment and receive information on its delivery details.*
- g) Check shipments performed, at any time and download from the internet an electronic list with complete data for each one of these.*

To use the application, it is not necessary to be constantly connected to the internet. You need to connect only when performing a shipment or to retrieve information about them.

**With this version of the application, you cannot send shipments destined abroad, except Cyprus, Albania and Bulgaria, as well as shipments with same day delivery.**

## TECHNICAL SPECIFICATIONS

In order for the application to run correctly, the computers to be installed on must meet the following minimum requirements: Windows operating system (windows7, windows 10 etc.), preinstalled net framework 4 and an internet connection.

Moreover, a printer must also be available (laser or thermal). Printouts can also be performed using an inkjet printer in no case, however, using a dot matrix printer.

## INSTALLATION

You may install the application following the [link](#).

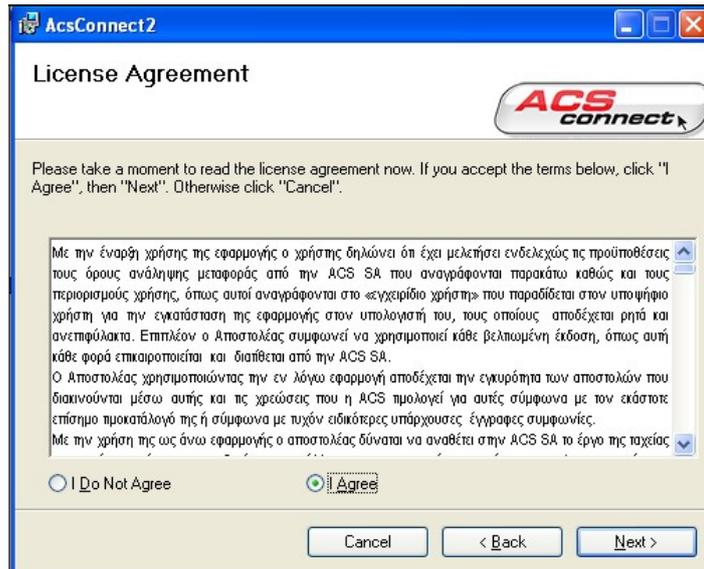
On the first screen that appears and informs you that the application shall be installed on your computer, select "run" to start the installation.



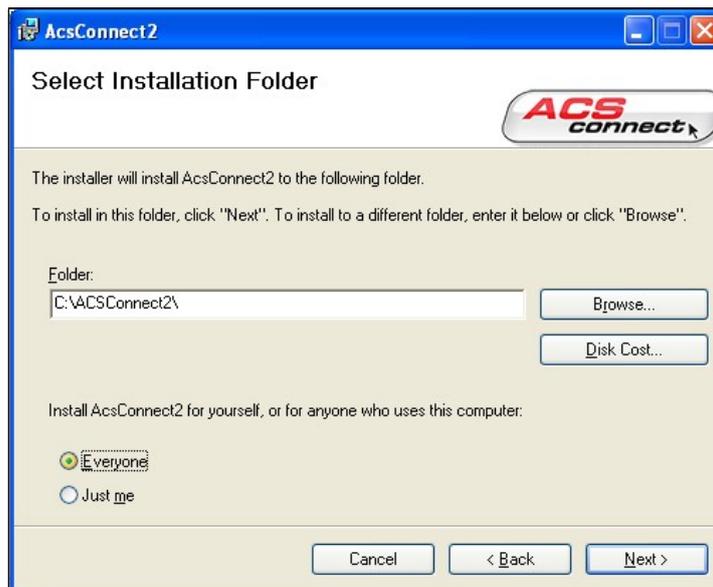
The wizard informs you that the program is protected by international copyright laws. Click «next» to continue.

You are requested to state that you accept the general terms for the assignment of transfer of ACS, as applicable.

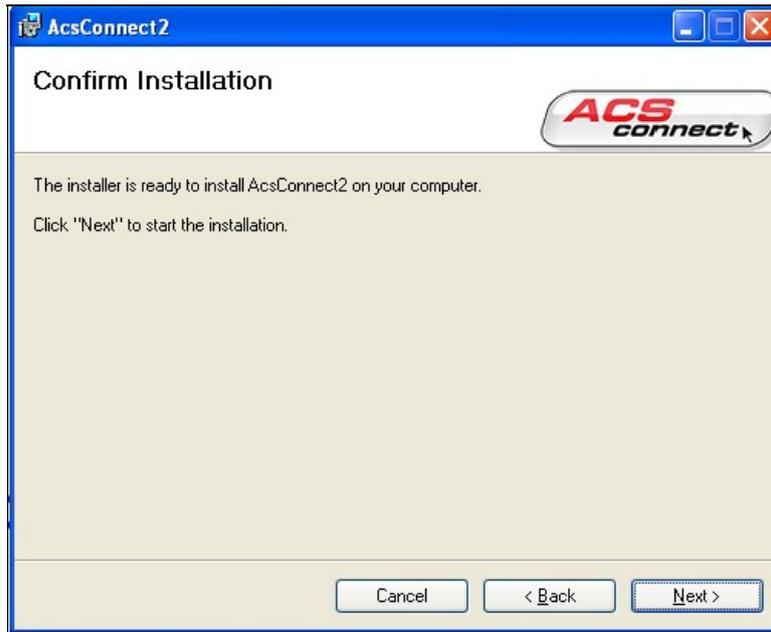
Once you accept the terms (option: I accept the terms in the license agreement), click next to continue:



Then you are asked to specify the installation folder. The application creates on hard disk "C" the folder **ACSCONNECT2** but you may create another folder on your hard disk. Once you agree click "next" to continue:



The wizard automatically performs all the installation and informs you that the program was successfully installed on your computer. Click "Finish" to close the wizard.



## ACS REGISTRATION INFORMATION & LAUNCHING

After the installation is finished you will find an icon on the desktop with the name **«ACS Connect»**. Selecting it (double click), the application opens and displays the following screen:

To run the application for the first time, you must be logged on to the Internet to download the appropriate ACS files with data related to your company (the data you sent in your application). Fill in the fields the codes as provided to you by the central services and click **Login**. After a few seconds once your registration is complete, the following screen will be displayed:

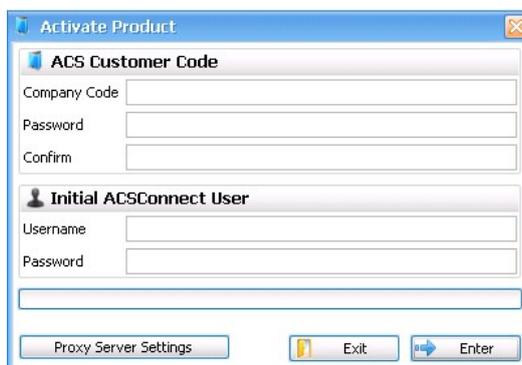
Select **I Accept** to enter the application.

## ABILITY TO USE MULTIPLE ACSCONNECT ON THE SAME COMPUTER

It is possible to use the application with multiple company codes on the same computer. In this way you can create and track tasks that are charged to a 2nd code, for example a credited code.

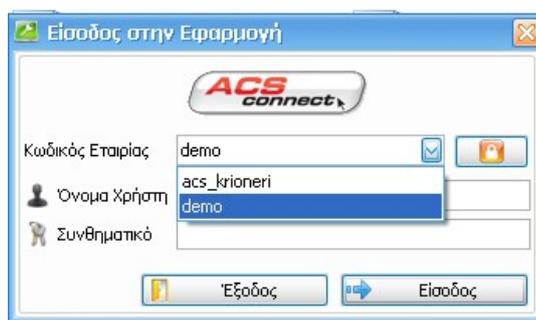
To do this

Select the orange icon that appears next to the **Company code** field and the screen will be displayed again



For the activation of the application. Enter the codes provided by ACS and select **Login**.

Depending each time on the company code to which you wish to charge your dispatches, perform your selections using the list



## ACTIVATION OF APPLICATION

### • *USE OF DEMO CODES*

If you wish to try the application and explore its functions, on **Activate application** screen (page 7) enter code **demo in all fields**:

Company Code: demo  
Password: demo  
Confirmation: demo  
User Code: demo  
Password: demo

After entering the above codes, you can now use the application. In each new login to the application, you are prompted to enter only **User code and password**.

**ATTENTION! THE NUMBER OF SHIPMENTS THAT CAN BE CREATED USING THE DEMO CODE IS 50 AND THEY ARE ALL VIRTUAL.** In order to create real shipments using the application, follow the following activation instructions.

• **ACTIVATION USING ONLINE CODES**

A prerequisite for the activation and use of the application is to agree with our Company the financial terms of cooperation and to send the signed acceptance form that accompanies each of our financial offers. Along with the acceptance of the offer you must also perform the following:

- Complete, sign and send by fax (210.8190259) the **"APPLICATION - LICENSE AGREEMENT FOR INSTALLATION, USE,"** completed in full, enclosing the documents requested.
- Wait the reception, in a sealed folder or through email of the billing code of ACS (if you're not already a customer on credit) and passwords for accessing the application
- Start the installation following the instructions below.
- Procure the stickers to print labels with the data of your recipients at the size required (four or eight labels per A4 page)
- Contact your local store or ACS at 210819000 for any problem.
- Send email to [info@acscourier.gr](mailto:info@acscourier.gr) for each proposed improvement that would facilitate your work with the application. We will take it into consideration, and you will find it incorporated in the next version of the application, if it is possible to develop it.

**If you have already activated DEMO codes:**

Open the **Application** tab and select **Activate Product**



The application will close and you'll see again the screen of page 7 where you will enter the normal code provided to you by ACS.

## ACS NOTIFICATIONS

Upon entering the application, several alerts from ACS will be displayed in a pop-up window (if any).

Notifications are intended to promptly inform you about operating issues, services, etc. These messages must be read.

At the bottom of the screen you will see the number of notifications to read and you can navigate to them with the PREVIOUS - NEXT options.

Whatever notification you have read, you select READ so that it does not appear again the next time you open the application. If there are many users, then the same alert screen will be displayed to everyone for everyone to receive the same info.

After all notifications are read, you continue the app's main screen.

You can use the APPLICATION - ACS NOTES to refer to all the notifications of the desired time and read them again.

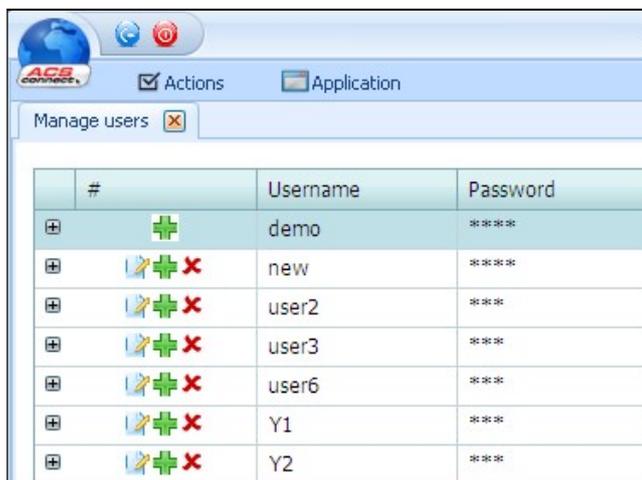
## APPLICATION TAB



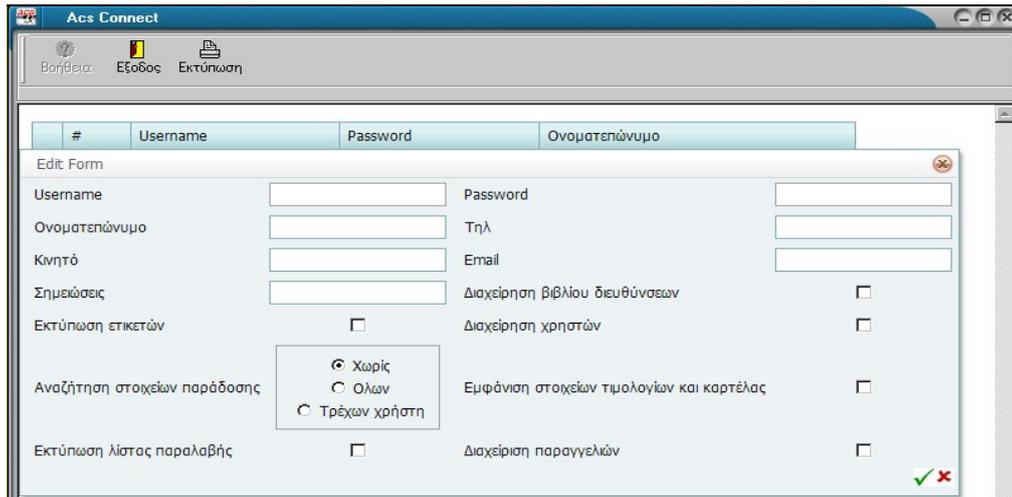
## • USER MANAGEMENT

In the initial installation ACS has designated a user who has increased administration rights on the application (administrator) and who has the ability to create or delete users, provide the desired rights per user, etc.

Selecting the **Application** tab - **Manage Users** screen is displayed:



To create a new user, select any of **the green crosses** and the next screen is:



In the **username** field enter the code to be used by the user and in password enter the password for accessing the application. This information should be known only to the user and the system administrator.

In the field's **name, telephone, mobile** and **email**, fill out the information you want to appear on the printed label as the details of the sender (the user, not the company).

Then select the rights you wish to give that user by clicking the check boxes of the options available.

In order of appearance, the options, if enabled, mean:

**Address book management:** The user can add or delete recipients / addresses.

**Print labels:** The user can print labels.

**User management:** The user can create new users of the application.

**Search delivery data:** The user may or may not search and manage the delivery data. Whether of all users or only his own.

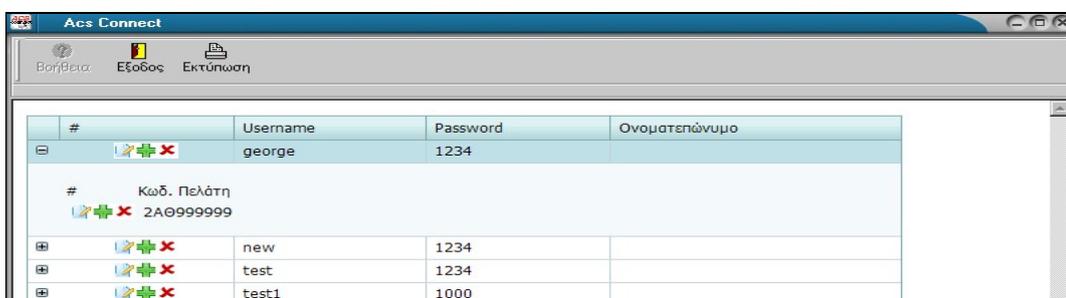
**View invoices and tab data:** The user can display and manage financial data.

**Print reception list:** The user can print the reception list and deliver shipments to the ACS courier.

**Orders management:** The user can send to the ACS electronic orders for *pickup*.

After entering the information select the green tick on the right edge to save.

Then you must set the billing code or codes (if more than one) to which the user will charge the shipments. Then, following creation of the users you will get a display like the following:



In which there is a list of all users. Selecting the small + on the left displays the customer code to which the user will charge his shipments. If you have a code for your transactions with ACS, this

information shall be automatically filled in, otherwise there will be a code selection menu. If you want to change some user information, click the Edit button, if you wish to cancel, press the red X.

**Caution:**

1. After completing the tasks of creating or changing user data there shall be automatic **Files synchronization** and the application shall connect to ACS server to transfer all of these changes.
2. Each new user PC must have the application installed, in accordance with the installation instructions provided in this manual and then the application must be activated with the user code assigned by the administrator.

• **CHANGE PASSWORD**

Each user can change the initial password that has been assigned to him. Selecting the **Application & Change Password** tab, displays the screen:



In the first field, enter the current password, then the new and finally confirm and select **Change**. Fields accept letters and numbers, as well as symbols and combinations thereof. Section user management, described earlier, shall always display the latest password of each user. This procedure can be performed as many times as you want.

• **UPDATE PRODUCT**

On the same tab, selecting **Update Product** provides a manual command to search for new version. In case there is one, you will be able to download it in order to perform the relevant update. If not, you will receive a relevant message on the lower left part of your screen.

In case there is a new version, which is required to be installed on your computer, you will receive an appropriate message upon launching the application.

• **SYNCHRONIZE DATA**

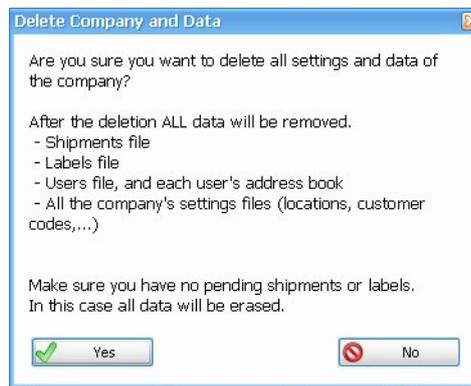
The synchronization of your local files containing various information such as the list of countries, authorized system users, cost centers, etc., is automatic, but can also be performed upon request. When the application starts, it checks for the necessary files and if they do not exist, it notifies you to connect to the Internet to download them.

There is also checking for a newer version of the application and you are informed to exit it and run "ACSDownload" to download the new version.

## • **DELETE COMPANY AND DATA**

This option appears only for users who have in their profile the ability to manage users and refers to the deletion of a company code created by the process of multiple acsconnect on the same computer (p. 8).

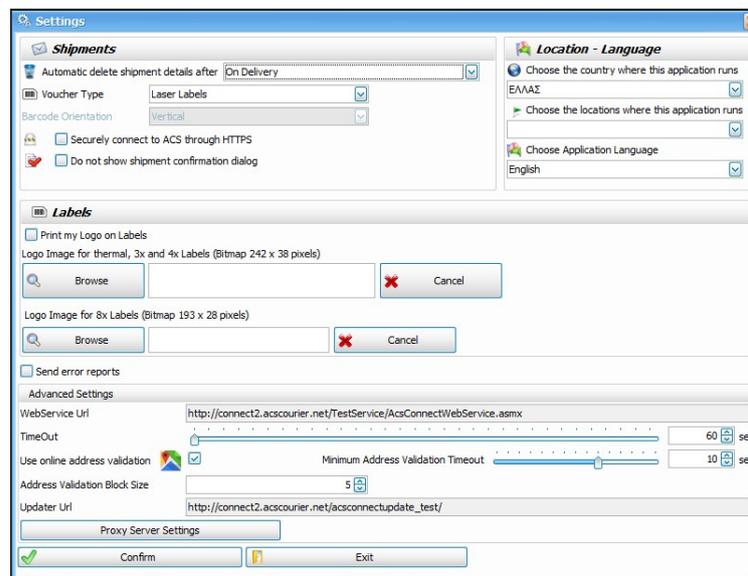
If the user selects this key, he will read the message



To which, if he selects **YES** there shall be automatic deletion from the application installation path **ACSConnect2 - App Data - Companies**, of the subfolder related to the company code through which the user accessed the application.

## • **SETTINGS**

Selecting **Application - Settings** displays screen



### • **"Shipments"**

You can specify when you want the automatic deletion of data labels you print from your computer.

This can be done by printing the list of receptions or after a selected time. If the reception list is not printed from your computer but from another, then the data will be deleted within 3 days.

It is not necessary to retain the labels data on the computer to print the reception list, because the data of this list are received from ACS, through Internet connection.

Moreover, at this point there is selection of the voucher type, i.e. whether it is laser or thermal labels (in this case a thermal printer is required). In case of thermal voucher, you can choose horizontal or vertical barcode layout.

Here you can also choose whether you want to display the shipment confirmation message, or not.

- ***"Labels"***

You can enter an image of your company logo to print on your labels. The image must be in .bmp format.

- ***Advanced Settings***

If it is checked the address validation online, you can disable it. It will be activated again after the restart of the application. It can be disabled permanently only by ACS.

- ***HELP***

With this option you can view in pdf format the user manual of the application. The document can be printed or saved.

- ***ACS COURIER WEB PAGE***

It links to our web page [www.acscourier.gr](http://www.acscourier.gr).

- ***LIMITED ACCESSIBILITY REGIONS***

This option will take you to our website and specifically in the search tool for limited accessibility areas per prefecture.

- ***TERMS OF TRANSFER COMMITMENT***

You can read the general conditions for accepting a transfer.

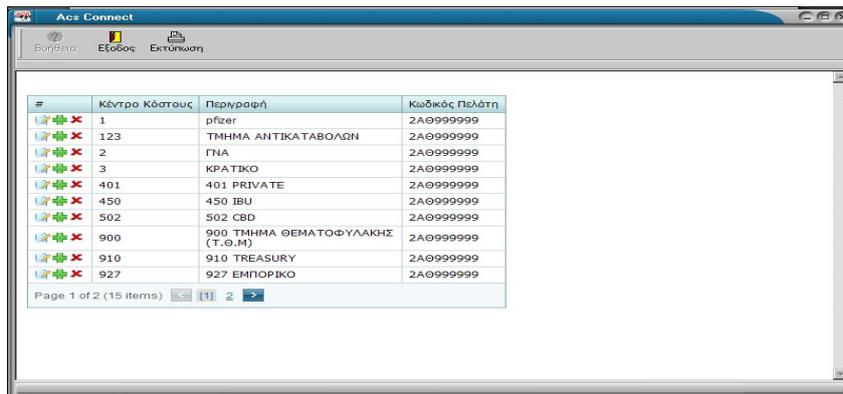
- ***VERSION***

The code of the version used is displayed.

# TAB ACTIONS

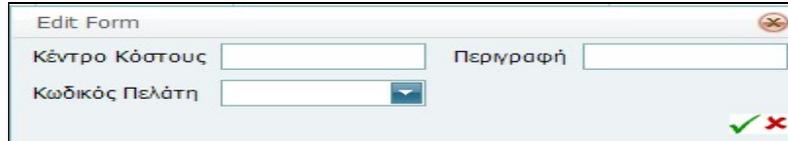
## • **COST CENTERS**

Every user who can display this option has the right to create cost centers and use them to group his dispatches in the most convenient way. Each cost center must refer to an ACS billing code. From here, you can display screen:



#	Κέντρο Κόστους	Περιγραφή	Κωδικός Πελάτη
	1	rflzer	2Α0999999
	123	ΤΜΗΜΑ ΑΝΤΙΚΑΤΑΒΟΛΩΝ	2Α0999999
	2	ΓΝΑ	2Α0999999
	3	ΚΡΑΤΙΚΟ	2Α0999999
	401	401 PRIVATE	2Α0999999
	450	450 IBU	2Α0999999
	502	502 CBD	2Α0999999
	900	900 ΤΜΗΜΑ ΘΕΜΑΤΟΦΥΛΑΚΗΣ (Τ.Θ.Μ)	2Α0999999
	910	910 TREASURY	2Α0999999
	927	927 ΕΜΠΟΡΙΚΟ	2Α0999999

Selecting the green cross you can add a new cost center using screen:



Edit Form

Κέντρο Κόστους  Περιγραφή

Κωδικός Πελάτη

The field **Cost Center** displays its code (max 10 characters), the **description** (max 50 characters) and finally the **Customer code**. Save using the green tick or cancel using X.

### **Caution:**

After completing the tasks of creating or changing cost center, there shall be performance of automatic **Files synchronization** and the application shall connect to ACS server in order to transfer all of these changes.

## • **MANAGE ADDRESS BOOK**

In the addresses you can store the details of prospect recipients as well as all your contacts. Thus, selecting **Manage Address Book** displays screen:

The information entered here can be use when you want to perform a shipment, so that you do not have to type the recipient information.

The only information required to be registered on this screen is the **Recipient Name**. In case of a shipment to a company, there must also be completion of the field **Company Name** for the company. However, you should fill in all the information available to be ready, when you want to perform a shipment to this recipient.

Field **Relevant1** is a free field that can be used any way you want (eg your customer code). This information is not printed on the label, but helps in the search process, which is analyzed in another chapter of the manual.

Upon completion of the entry you can click the **Save** button, **Cancel** if you do not want to save or **Save and Send Mail** to open the shipment display, complete with the details of the current record, where you can make a shipment to this recipient.

## • ADDRESS VALIDATION

When entering the data relating to the region, the street, the house number, and the zip code of the recipient the sw will automatically perform checks on the address data. If the information is correct, the check will be completed without further action. But if detected an error you should run the check of these data.

If you do not perform this check you will see an exclamation mark icon that warns you that you have not checked the address.

- The check can either be done manually by selecting the right icon from the field of the region:

You will see the screen:

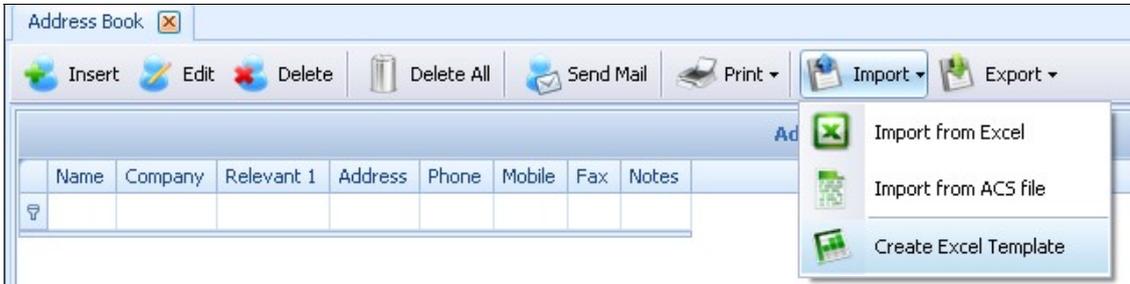
In which you select **Browse**. If the address is identified as such there will be no red indication. On the right edge of the record you can select the map icon in order to open the google maps page focused in that place.

If the validation detects differences in address, then they will appear in red. If you are sure that the address provided is correct (although not identified by the address validation) you will select the checkbox " **The address details I entered are correct** " so as to skip the suggestions of the application and proceed with your own data.

- The check may also be done automatically by simply selecting the **Save** of customer data screen

• **IMPORTING ADDRESSES FROM EXCEL – ADDRESS VALIDATION**

The application allows you to import recipient data stored in an excel file. In order to display the correct, excel layout, select **Manage Addresses Book** and in option **Import**, select **Create Excel Template**



Then you will be asked to define the save path and the file name. The only limitation is the name of the columns, which should **not be modified** for the application to identify and place the data in the correct fields.

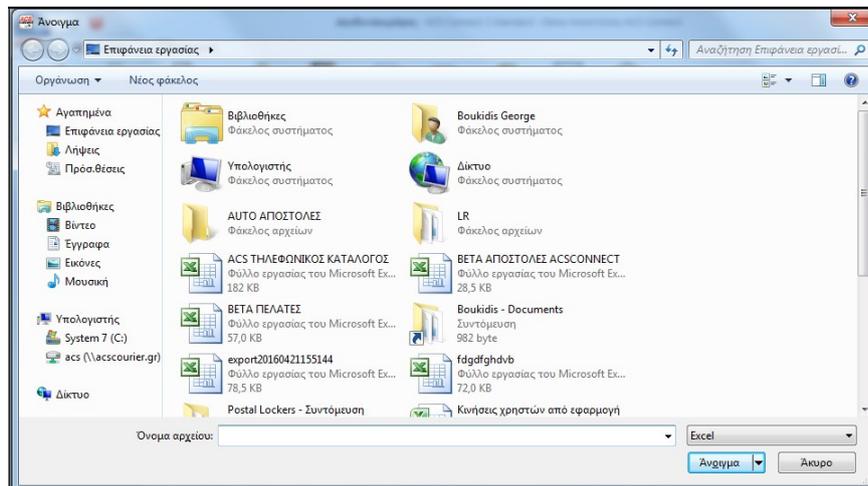
It is not necessary to have all fields completed to import them in the addresses. However, in order to create a shipment using these data, the required fields (red) must be completed. Yellow indicates optional fields.

<b>Recipient Name</b>
<b>Company Name</b>
<b>Relevant 1</b>
<b>Street</b>
<b>Number</b>
<b>Zip Code</b>
<b>Area</b>
<b>Floor</b>
<b>Phone</b>
<b>Mobile</b>
<b>Fax</b>
<b>Notes</b>
<b>Job</b>
<b>AFM</b>
<b>DOY</b>
<b>Email</b>
<b>Phone</b>
<b>Mobile</b>
<b>Fax</b>
<b>Email</b>

Once you enter customer data and save them, you can import addresses in the application. In **Addresses Management**, option **Import**, select **Import from Excel**



The following screen is displayed:

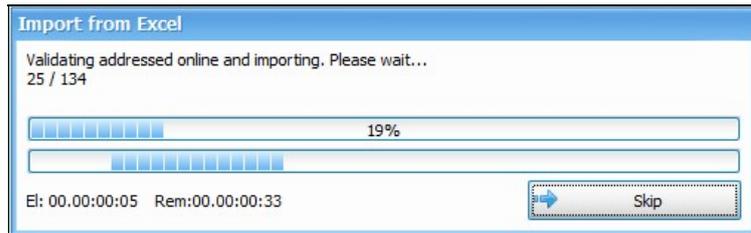


Select the relevant excel file it and click **Open**

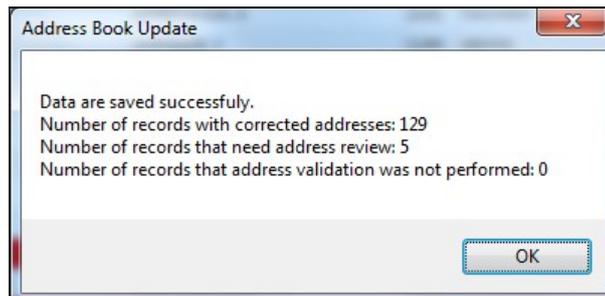


Then click **Import**.

Will automatically start the correctness check of the data you want to enter and you will see a progress bar:



Once the check process completes you will see an information message such as:



And you will know how many records were stored successfully, how many records were corrected, how many checks are needed and finally how many records were not tested.

The entries for which a check is required will appear in red:

Name	Company	Street/Number	Zip	Area	Country	AFM	DOY	Relevant 1	Job	Phone
ACS ΙΠΠΟΚΡΑΤΟΥΣ		ΙΠΠΟΚΡΑΤΟΥΣ 33	10680	ΑΘΗΝΑ	ΕΛΛΑΣ					
Christina Fon Kizeltsky		ΓΑΡΓΗΤΟΥ 86 & ΠΟΡΟΥ	15344	ΓΕΡΑΚΑΣ	ΕΛΛΑΣ					2103578942
NELLIE VOUGIOUKAS		ΔΕΡΒΕΝΑΚΙΩΝ 6	15351	ΠΑΛΛΗΝΗ	ΕΛΛΑΣ					
ΠΑΡΑΔΟΡΟΥΛΟΣ ΝΙΚΟΛΑΟΣ		ΔΑΦΝΙΔΟΣ 2	11364	ΑΘΗΝΑ	ΕΛΛΑΣ					
AZEK ATE		ΑΧΙΛΛΕΩΣ 49	10437	ΑΘΗΝΑ	ΕΛΛΑΣ					2105234805
Ακρίβος Μάνθος		Εθνικής Αντιστάσεως 57	15231	Χολόμβρι	ΕΛΛΑΣ					210-6799134
Αναλιτκής Δημήτριος		ΤΑΤΟΙΟΥ & ΟΔΥΣΣΕΩΣ 165	14452	ΜΕΤΑΜΟΡΦΩΣΗ	ΕΛΛΑΣ					210-2854209
ΑΝΕΤΗΣ ΦΙΛΙΠΠΟΥΛΟΣ		ΚΩΣΤΗ ΠΑΛΑΜΑ 28	15451	Ν. ΨΥΧΙΚΟ	ΕΛΛΑΣ					210-4446549
ΑΡΤΕΜΗΣ ΛΙΑΣ		Λ. ΜΑΡΑΘΩΝΙΟΣ 200	15351	ΠΑΛΛΗΝΗ	ΕΛΛΑΣ					
ΒΑΙΟΣ ΠΑΠΑΕΥΘΥΜΙΟΥ		ΣΙΡΟΥ 1	14452	ΜΕΤΑΜΟΡΦΩΣΗ	ΕΛΛΑΣ					
Βουτσάκης Μανία		Λ. ΚΗΦΙΣΙΑΣ 180-182	15451	Ν. ΨΥΧΙΚΟ	ΕΛΛΑΣ					
ΒΙΤΣΑΡΟΠΟΥΛΟΣ ΑΘΑΝΑΣΙΟΣ		ΛΕΩΦ ΜΕΣΟΓΕΙΩΝ 348	15341	ΑΓ. Ν. ΨΥΧΙΚΟ	ΕΛΛΑΣ					
ΒΛΑΧΟΠΑΝΝΗΣ ΣΠΥΡΟΣ		11ο ΧΑΜ Ε.Ο ΑΘΗΝΩΝ ΛΑΜΙΑΣ	14451	ΜΕ. ΨΥΧΙΚΟ	ΕΛΛΑΣ					
ΒΟΤΟΡΑΤΟΥ ΑΓΓΕΛΙΚΗ		5το ΧΑΜ Ε.Ο ΑΘ-ΛΑΜΙΑΣ -	32011	ΟΡΙΝΟΦΥΤΑ	ΕΛΛΑΣ					2262054570
Βουσσινής Θανάσης		ΑΚΑΔΗΜΙΑΣ 4	10671	ΑΘΗΝΑ	ΕΛΛΑΣ					2103679301
Γεωργιάδου Ελενα		ΜΙΛΟΥΛΗ 36	15344	ΓΕΡΑΚΑΣ	ΕΛΛΑΣ					2106616008
ΓΕΩΡΓΙΟΣ ΖΕΡΒΟΣ		ΠΕΝΤΕΛΗΣ 110	15126	ΜΑΡΟΥΣΙ	ΕΛΛΑΣ					2108108960
ΠΑΝΝΑΚΟΠΟΥΛΟΣ		Λ. ΤΑΤΟΙΟΥ 343	13671	ΑΧΑΡΝΑΙ	ΕΛΛΑΣ					2106253600
ΠΑΝΑΤΟΣ ΧΡΙΣΤΟΦΟΡΟΣ		ΕΜΜ. ΜΠΕΝΑΚΗ 10	10564	ΑΘΗΝΑ	ΕΛΛΑΣ					210322626
ΠΑΝΗΛΟΥ		ΤΖΙΡΑΙΩΝ 8	11742	ΑΚΡΟΠΟΛΗ	ΕΛΛΑΣ					2109200900
ΠΩΤΗ ΣΟΦΙΑ		ΜΑΜΑΛΗ 17	17563	Π. ΦΑΛΗΡΟ	ΕΛΛΑΣ					2109883448
ΚΑΒΑ ΜΑΤΟΥΛΑ		15ο ΧΑΜ ΑΘ-ΛΑΜΙΑΣ	14564	ΚΗΦΙΣΙΑ	ΕΛΛΑΣ					2106294888

To perform the check select one by one the red records and execute **Address Lookup**. You will be directed to the screen mentioned above:

Address Lookup  
Street: Λ. ΚΗΦΙΣΙΑΣ, Number: 180-182, Zip: 15451, Area: Ν. ΨΥΧΙΚΟ  
Browse  
 The address details I entered are correct

Street	Number	Zip	Area	Station	Branch	Station Description	DP/DX
ΠΡΟΣ ΛΕΩΦΟΡΟ ΚΗΦΙΣΙΑΣ (ΚΗΦΙΣΙΑ)	180-182 (Not found)	15451	ΝΕΟ ΨΥΧΙΚΟ	ΒΕ	1	ΓΑΛΑΤΣΙ (210-2110590)	
ΠΡΟΣ ΛΕΩΦΟΡΟ ΚΗΦΙΣΙΑΣ (ΑΘΗΝΑ)	180-182 (Not found)	15451	ΝΕΟ ΨΥΧΙΚΟ	ΒΕ	1	ΓΑΛΑΤΣΙ (210-2110590)	
ΠΡΟΣ ΛΕΩΦΟΡΟ ΚΗΦΙΣΙΑΣ	180-182 (Not found)	15451	ΝΕΟ ΨΥΧΙΚΟ	ΑΧ	1	ΧΑΛΑΝΔΡΙ (210-6892200)	
ΚΗΦΙΣΙΑΣ ΛΕΩΦΟΡΟΣ	180-182 (Not found)	15451	ΝΕΟ ΨΥΧΙΚΟ	ΒΙ	1	ΖΩΓΡΑΦΟΥ (210-7777290)	

The same check procedure as referred above.

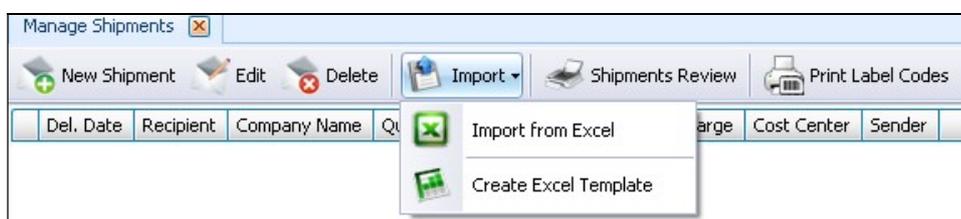
Those entries you had finally checked they will stop appearing in red in the inserted list of the most frequent recipients.

**Note:** you can skip the check of red entries at this stage and run it when you create a shipment for these recipients.

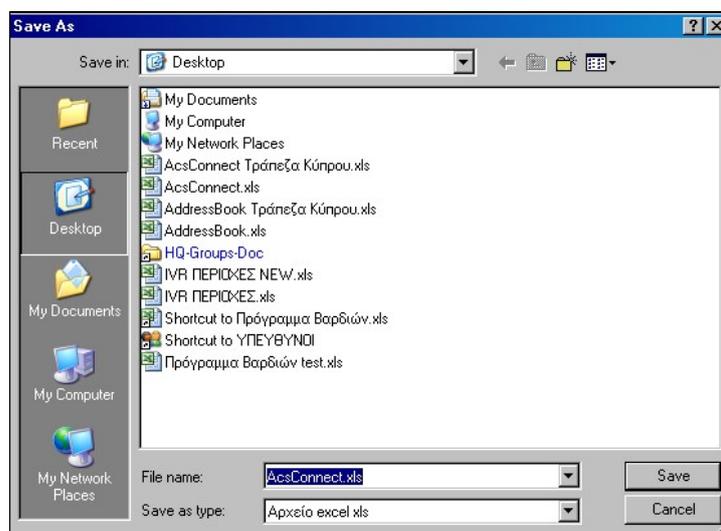
### • **SHIPMENT MANAGEMENT (IMPORT FROM EXCEL)**

The application allows importing an excel file containing the delivery receipt data. Completing and importing this file, you can print labels without any further processing.

A sample file to be imported can be acquired by selecting **Manage Shipments - Create Excel Template** as shown in the following screen:



The following screen will appear:



Here you are given the option to save and name the file. At this point there is creation of an empty excel file in which it is possible to fill in the shipment data.

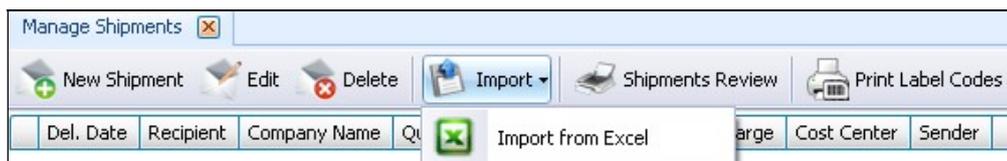
Recipient Name
Company Name
Area
Street
Number

Floor
Zip Code
Recipient Email
Phone
Mobile
Branch
Notes
Charge
Quantity
Weight
COD Amount
Payment Method
Ins Amount
Cost Center
Relevant 1
Relevant 2
Delivery Time
Special Services

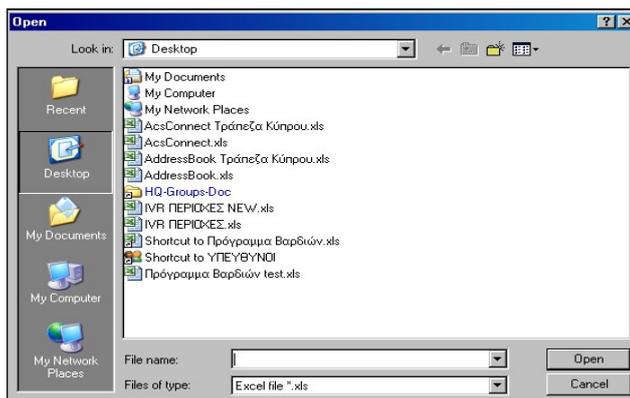
**NOTES FOR THE EXCEL:**

- Do not alter the column titles.
- Do not delete columns even if they are empty, or add new ones not belonging to the standard.
- Zip codes should be inserted as consecutive 5-digit numbers without spaces, dashes etc.
- In column PAYMENT METHOD the letter " M " is for cash and the letter " E " for check (no matter if the letters are capitalized, small, Greek or English).
- In column SPECIAL SERVICES if you want to choose one, you need to insert in the form of service codes. The codes are:
  - 5Σ = Saturday delivery
  - PΣ = Reception delivery
  - ΔΔ = Documents return
  - ΠΠ = Protocol
- In column **DELIVERY TIME** you simply enter the time in the format, i.e. 12:00. This means that the time will be 10:00-12:00.
- In column **CHARGE** enter code 2 for sender billing and code 4 for recipient billing (if the cells are blank application considers it desirable to charge the sender).

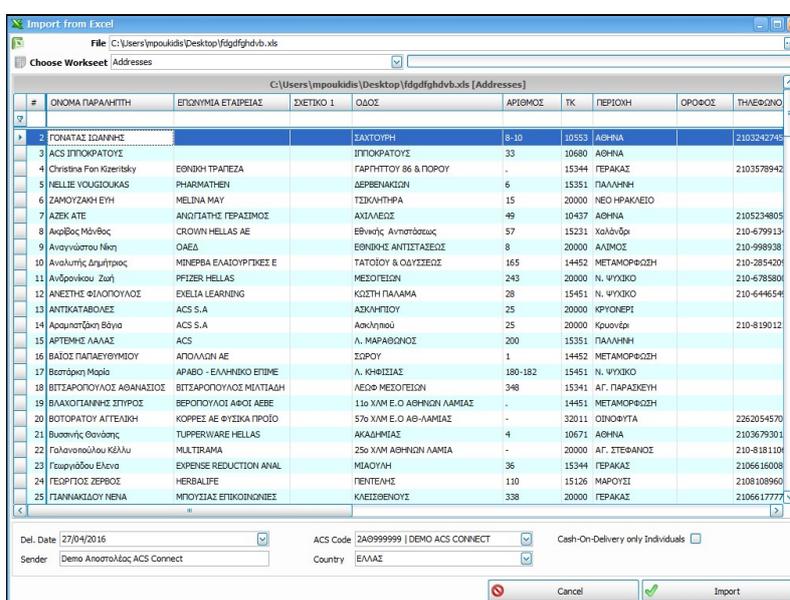
In this excel file there must be completion of the necessary shipment data (red colored fields, as yellow ones are optional) and once saved, they can be imported into ACS Connect through **Manage Shipments - Import from Excel** as shown on the screen:



Select it and click **Open**



The next screen will be



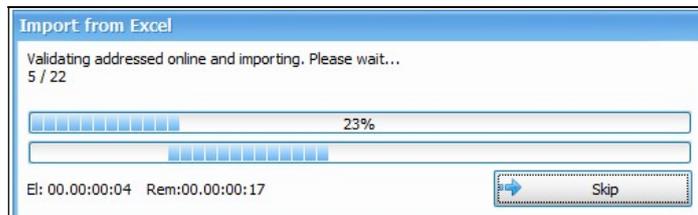
At the bottom you can see the date of the shipments (always the first option is the current date, but you can select different), the name of the sender, the billing code, the country and the choice if shipments are only related to individuals in order not to execute the control of COD amounts. Also, at the bottom right appears the **Import** option (for importing the file) and **Cancel** option (in order not to import).

**• CHECK SHIPMENTS DATA - ADDRESS VALIDATION**

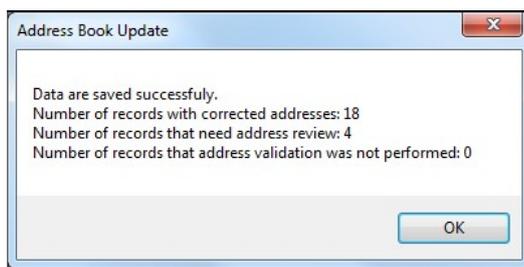
During the import process, there is performance of checks on the correct completion of the data in excel (e.g. if Post Codes are correct etc). In case of errors these should be corrected, otherwise excel file import cannot progress. If only warnings appear, file import can proceed. In any case, the application itself informs on which lines there was detection of errors or warnings.

Following correction and saving of the corrections, it is necessary to repeat the process of searching and loading of that file. Check will be performed again and, if everything is correct, then the process will be completed.

Also automatically will start the check of the correctness of the address data that you want to enter and you will see a progress bar:



Once the audit process will end an information message such as will be displayed:



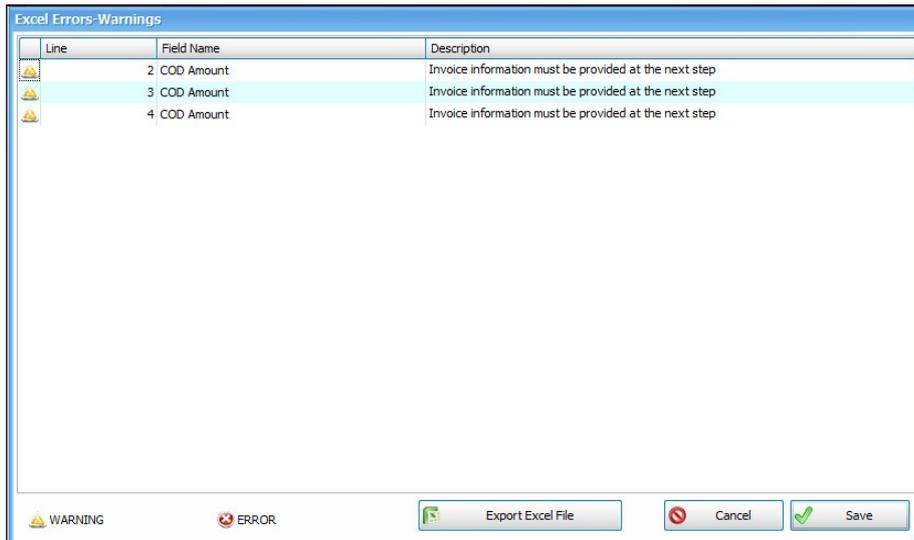
And you will know how many records were stored successfully, how many records were corrected, how many checks are necessary and finally how many no test was performed. By selecting **OK** you will see the list of inserted shipments:

Del. Date	Recipient	Company Name	Quantity	COD Amount	Address	Charge	Cost Center	S
27 Aug 2016	ΓΟΝΑΤΑΣ ΙΩΑΝΝΗΣ		1	0.00€	ΣΑΥΤΟΥΡΗ 8-10, ΑΘΗΝΑ, 10551, ΕΛΛΑΣ	Sender		D
27 Aug 2016	ACS ΣΠΥΡΟΚΑΤΟΥΡΙ		1	0.00€	ΣΠΥΡΟΚΑΤΟΥΡΙ 33, ΦΕΡΑΚΑΙ, 10880, ΕΛΛΑΣ	Sender		D
27 Aug 2016	Christina Fon Kizartsky	ΕΒΡΙΔΗ ΤΡΑΤΕΖΑ	1	0.00€	ΠΑΡΗΤΗΤΟΥ 86 & ΠΟΡΟΥ, ΠΑΛΛΗΝΗ, 15344, ΕΛΛΑΣ	Sender		D
27 Aug 2016	NELLIE VOUGIOUKAS	PHARMATHEN	1	0.00€	ΔΕΡΒΕΝΑΚΙΩΝ 6, ΑΘΗΝΑ, 15351, ΕΛΛΑΣ	Sender		D
27 Aug 2016	AZEK ATE	ΑΝΙΣΤΗΤΗ ΦΕΡΜΙΝΟΕ	1	0.00€	ΑΝΙΣΤΗΤΗ 49, Χαλκίδα, 20451, ΕΛΛΑΣ	Sender		D
27 Aug 2016	Angelika MadaRee	CROWN HELLAS AE	1	0.00€	ΕΒΡΟΥΣ, ΑΝΤΙΣΣΙΑΣ 57, ΜΕΤΑΜΟΡΦΩΣΗ, 15231, ΕΛΛΑΣ	Sender		D
27 Aug 2016	Ανδρηνός Δημήτριος	MINIPRA ΕΛΛΑΔΟΥΡΓΕΙΕ Ε	1	0.00€	ΤΑΤΣΟΥ & ΟΥΥΣΣΕΙΔΕ 145, Ν. ΨΥΧΙΚΟ, 14452, ΕΛΛΑΣ	Sender		D
27 Aug 2016	ANESTHIS ΦΙΛΟΠΟΥΛΟΣ	EXELIA LEARNING	1	0.00€	ΚΩΣΤΗ ΠΑΛΑΜΑ 28, ΠΑΛΛΗΝΗ, 15461, ΕΛΛΑΣ	Sender		D
27 Aug 2016	ΑΡΤΕΜΙΣ ΛΑΛΑΣ	ACS	1	0.00€	Α. ΜΑΡΑΘΟΝΟΣ 200, ΜΕΤΑΜΟΡΦΩΣΗ, 15351, ΕΛΛΑΣ	Sender		D
27 Aug 2016	BAIDE ΠΑΠΑΓΕΩΡΓΙΟΥ	ΑΠΟΛΩΝ ΑΕ	1	0.00€	ΣΙΔΡΟΥ 1, Ν. ΨΥΧΙΚΟ, 14452, ΕΛΛΑΣ	Sender		D
27 Aug 2016	Βασίλειος Μελις	ΑΡΑΒΟ - ΕΛΛΗΝΙΚΟ ΕΤΙΜΕ	1	0.00€	Α. ΚΗΡΕΣΙΑΣ 180-182, ΑΓ. ΠΑΡΑΣΚΕΥΗ, 15451, ΕΛΛΑΣ	Sender		D
27 Aug 2016	ΒΙΤΑΡΟΠΟΥΛΟΣ ΑΒΑΝΑΖΙΟΣ	ΒΙΤΑΡΟΠΟΥΛΟΣ ΜΕΤΑΛΩΝ	1	0.00€	ΛΕΩΣ ΜΕΣΟΓΕΙΩΝ 348, ΜΕΤΑΜΟΡΦΩΣΗ, 15341, ΕΛΛΑΣ	Sender		D
27 Aug 2016	ΕΛΑΧΟΓΙΑΝΝΗΣ ΣΤΥΦΟΣ	ΒΕΡΟΠΟΥΛΟΥ ΑΡΧΑ ΑΒΕ	1	0.00€	11c XAM E.O AΘΗΝΩΝ ΑΑΜΒΙΑΣ - ΟΙΝΟΠΥΤΑ, 14451, ΕΛΛΑΣ	Sender		D
27 Aug 2016	ΒΟΤΟΠΑΤΟΥ ΑΥΓΑΣΤΗ	ΚΟΡΡΕ ΑΕ ΦΥΣΙΚΑ ΤΙΜΟΡΑ	1	0.00€	57c XAM E.O AΘΗΝΩΝ ΑΑΜΒΙΑΣ - ΑΘΗΝΑ, 12011, ΕΛΛΑΣ	Sender		D
27 Aug 2016	Βασίλειος Γεωργίου	TUPPERWARE HELLAS	1	0.00€	ΑΚΑΔΗΜΙΑΣ 4, ΦΕΡΑΚΑΙ, 10874, ΕΛΛΑΣ	Sender		D
27 Aug 2016	Γαυριλάκου Ελευθ	EXPENSE REDUCTION ANAL	1	0.00€	ΜΑΘΟΥΣΑ 36, ΜΑΡΟΥΣΙ, 15144, ΕΛΛΑΣ	Sender		D
27 Aug 2016	ΓΕΩΡΓΙΟΣ ΖΕΡΠΟΣ	HERBALIFE	1	0.00€	ΠΕΝΤΑΧΕ 110, ΑΚΑΡΦΙΑ, 15126, ΕΛΛΑΣ	Sender		D
27 Aug 2016	ΓΙΑΝΝΑΚΟΠΟΥΛΟΣ	ΜΑΚΗΣ	1	0.00€	Α. ΤΑΤΣΟΥ 348, ΑΘΗΝΑ, 13871, ΕΛΛΑΣ	Sender		D
27 Aug 2016	ΓΙΑΝΝΑΤΟΣ ΧΡΗΣΤΟΦΟΡΟΣ	ΓΙΑΝΝΑΤΟΣ ΦΩΤΟΓΡΑΦΙΚΑ	1	0.00€	ΕΜΜ. ΜΕΤΕΧΝΩΝ 10, ΑΚΡΟΠΟΛΗ, 10564, ΕΛΛΑΣ	Sender		D
27 Aug 2016	ΓΙΑΝΝΙΟΥ	FRONT LINE	1	0.00€	ΤΣΙΡΑΙΩΝ 8, Π. ΦΑΛΗΡΟ, 11742, ΕΛΛΑΣ	Sender		D
27 Aug 2016	ΓΙΩΤΗ ΣΟΦΙΑ	MISTER PRINT	1	0.00€	ΜΑΜΑΙΑΣ 17, ΚΗΡΕΣΙΑ, 15363, ΕΛΛΑΣ	Sender		D
27 Aug 2016	ΕΚΑΒΑ ΜΑΤΟΥΣΑ	PHARMASERVE LILLY	1	0.00€	11c XAM AΘΗΝΩΝ ΑΑΜΒΙΑΣ - ΚΗΡΕΣΙΑ, 14564, ΕΛΛΑΣ	Sender		D

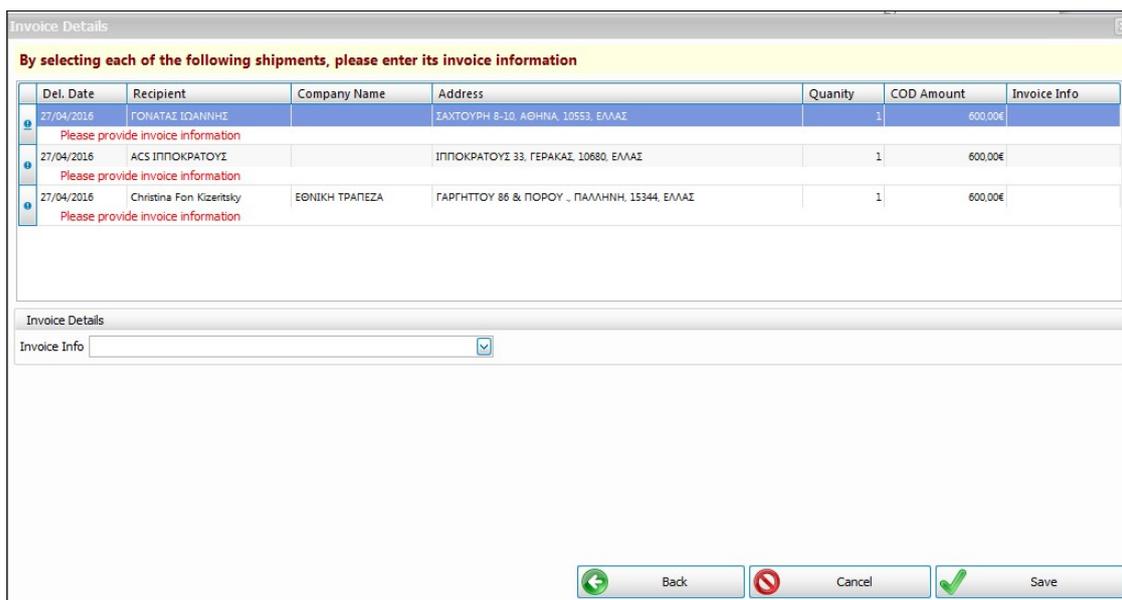
In red you will see how many entries should be checked. The procedure is the same as that reported in the capital of import and control of frequent recipient's data.

**Attention:**

If there are shipments with COD of more than €500 then in excel import process you will see a screen like the following:



Based on the Finance Ministry (POL 1079-1015) to shipments with COD > €500 and whose recipients are traders (excluding i.e. individuals) must be assigned the invoice details (number, date, and net value). Selecting Save the following screen will appear:



Through which you can fill in the necessary details per shipment. Select the record, choose if it relates to a company / trader, and through key addition enter the required information (this must be done in all shipments for which the parameters listed above) apply.

Once you make the necessary invoice data entries or the corrections of the mandatory fields you will have an image like:

Del. Date	Recipient	Company Name	Quantity	COD Amount	Address	Charge	Cost Center
27 Amp 2016	ΓΟΝΑΤΑΣ ΙΩΑΝΝΗΣ		1	0,00€	ΣΑΥΤΟΥΡΗ 8-10 ΑΘΗΝΑ 10563, ΕΛΛΑΣ	Sender	D
27 Amp 2016	ACS ΙΠΠΟΚΡΑΤΟΥΣ		1	0,00€	ΙΠΠΟΚΡΑΤΟΥΣ 33, ΓΕΡΑΚΑΣ, 10886, ΕΛΛΑΣ	Sender	D
27 Amp 2016	Christina Foni Kibeltzky	ΕΘΝΙΚΗ ΤΡΑΠΕΖΑ	1	0,00€	ΓΑΡΦΗΤΤΟΥ 86 & ΠΟΡΟΥ, ΠΑΛΛΗΝΗ, 15344, ΕΛΛΑΣ	Sender	D
27 Amp 2016	NELLIE VOUGIOUKAS	PHARMATHEN	1	0,00€	ΔΕΡΒΕΝΑΚΙΩΝ 6 ΑΘΗΝΑ 15351, ΕΛΛΑΣ	Sender	D
27 Amp 2016	AZEK ATE	ΑΝΟΙΓΜΑΤΗ ΓΕΡΑΙΜΟΕ	1	0,00€	ΑΧΥΛΑΕΩΣ 49, Χαλάνδρι, 10437, ΕΛΛΑΣ	Sender	D
27 Amp 2016	Axp@oc M@v@oc	CROWN HELLAS AE	1	0,00€	Εβυρικής Αντιστάσεως 57, ΜΕΤΑΜΟΡΦΩΣΗ, 15231, ΕΛΛΑΣ	Sender	D
27 Amp 2016	Αναλυτής Δημήτριος	MINERBA ΕΛΑΣΤΟΤΙΚΕΣ Ε	1	0,00€	ΤΑΤΟΓΟΥ & ΟΔΥΣΣΕΩΣ 145, Ν. ΨΥΧΙΚΟ, 14452, ΕΛΛΑΣ	Sender	D
27 Amp 2016	ΑΝΕΙΤΗΣ ΦΙΛΙΠΠΟΥ	EXELIA LEARNING	1	0,00€	ΚΚΣΕΠ ΠΑΛΑΜΑ 28, ΠΑΛΛΗΝΗ, 15461, ΕΛΛΑΣ	Sender	D
27 Amp 2016	ΑΡΤΕΜΗΣ ΛΑΛΑΣ	ACS	1	0,00€	Α. ΜΑΡΑΒΟΝΙΟΥ 200, ΜΕΤΑΜΟΡΦΩΣΗ, 15351, ΕΛΛΑΣ	Sender	D
27 Amp 2016	ΒΑΙΟΣ ΠΑΠΑΘΕΩΡΥΜΙΟΥ	ΑΠΟΛΜΩΝ ΑΕ	1	0,00€	ΣΙΔΟΥ 1, Ν. ΨΥΧΙΚΟ, 14452, ΕΛΛΑΣ	Sender	D
27 Amp 2016	Βιτταροπού Μίρια	ΑΡΑΒΟ - ΕΛΛΗΝΙΚΟ ΕΠΙΜΕ	1	0,00€	Α. ΚΗΦΙΣΙΑΣ 180-182, ΑΓ. ΠΑΡΑΣΚΕΥΗ, 15451, ΕΛΛΑΣ	Sender	D
27 Amp 2016	ΒΙΤΤΑΡΟΠΟΥΛΟΣ ΑΘΑΝΑΣΙΟΣ	ΒΙΤΤΑΡΟΠΟΥΛΟΣ ΜΙΤΙΛΑΗ	1	0,00€	ΛΕΩΦ. ΜΕΓΟΦΕΣΩΝ 348, ΜΕΤΑΜΟΡΦΩΣΗ, 15341, ΕΛΛΑΣ	Sender	D
27 Amp 2016	ΒΛΑΧΟΠΑΝΝΗΣ ΣΤΥΡΙΟΣ	ΒΕΡΟΠΟΥΛΟΥ ΑΒΟΙ ΑΒΕΕ	1	0,00€	11ο ΧΑΜ Ε.Ο ΑΘΗΝΩΝ ΛΑΜΙΑΣ - ΟΙΝΟΦΥΤΑ, 14451, ΕΛΛΑΣ	Sender	D
27 Amp 2016	ΒΙΤΤΟΡΑΤΟΥ ΑΓΓΕΛΙΚΗ	ΚΟΡΡΕΣ ΑΕ ΦΥΣΙΚΑ ΠΡΟΪΟΔ	1	0,00€	57ο ΧΑΜ Ε.Ο ΑΘ-ΛΑΜΙΑΣ - ΑΘΗΝΑ, 12011, ΕΛΛΑΣ	Sender	D
27 Amp 2016	Βυσσινής Θανάσης	TUPPERWARE HELLAS	1	0,00€	ΑΚΑΔΗΜΙΑΣ 4, ΓΕΡΑΚΑΣ, 10671, ΕΛΛΑΣ	Sender	D
27 Amp 2016	Γλυκερίδου Ελένη	EXPENSE REDUCTION ANAL	1	0,00€	ΜΙΛΟΥΝΗ 36, ΜΑΡΟΥΣΙ, 15344, ΕΛΛΑΣ	Sender	D
27 Amp 2016	ΓΕΩΡΓΙΟΣ ΖΕΡΒΟΣ	HERBALIFE	1	0,00€	ΠΕΝΤΕΛΗΣ 110 ΑΧΑΡΝΑΙ, 15126, ΕΛΛΑΣ	Sender	D
27 Amp 2016	ΓΙΑΝΝΑΚΟΠΟΥΛΟΣ	ΜΑΚΗΣ	1	0,00€	Α. ΤΑΤΟΓΟΥ 343, ΑΘΗΝΑ, 13671, ΕΛΛΑΣ	Sender	D
27 Amp 2016	ΓΙΑΝΝΑΤΟΣ ΧΡΙΣΤΟΦΟΡΟΣ	ΓΙΑΝΝΑΤΟΣ ΦΩΤΟΓΡΑΦΙΚΑ	1	0,00€	ΕΜΜ. ΜΠΕΝΑΚΗ 10, ΑΚΡΟΠΟΛΗ, 10564, ΕΛΛΑΣ	Sender	D
27 Amp 2016	ΓΙΑΝΝΙΝΟΥ	FRONT LINE	1	0,00€	ΤΖΙΖΑΙΩΝ 8 Π. ΦΑΛΗΡΟ, 11742, ΕΛΛΑΣ	Sender	D
27 Amp 2016	ΠΛΩΤΗ ΣΟΦΙΑ	MISTER PRINT	1	0,00€	ΜΑΜΑΡΗ 17, ΚΗΦΙΣΙΑ, 17563, ΕΛΛΑΣ	Sender	D
27 Amp 2016	ΚΕΑΡΑ ΜΑΤΟΥΛΑ	PHARMASERVE LILLY	1	0,00€	15ο ΧΑΜ ΑΘ-ΛΑΜΙΑΣ - ΚΗΡΕΣΙΑ, 14564, ΕΛΛΑΣ	Sender	D

• **MANAGE SHIPMENT (MANUAL IMPORT)**

Alternatively, you can manually create shipments through **Manage Shipment - New Shipment** and the relevant display:

Add/Edit Shipment x

<b>Recipient Name</b>	<b>ACS Code</b> 2AΘ999998   ACS SA	<b>Special Services</b> ACS
Company Name	<b>Charge</b> Sender	Delivery Time -
Country ΕΛΛΑΣ	Cost Center	Ins. Amount 0,00 €
<b>Area</b> [Required field]	<b>Pick up Date</b> 8/3/2018	<input type="checkbox"/> ΠΑΡΑΔΟΣΗ ΣΑΒΒΑΤ
<b>Street</b> [Required field]	COD Amount 0,00 €	<input type="checkbox"/> ΕΠΙΣΤΡ.ΔΙΚΑΙΟΛ.
<b>Number</b> Floor	Payment Method Cash	<input type="checkbox"/> ΠΑΡΑΔ.ΠΡΩΤΟΚΟΛΟ
<b>Zip Code</b> [Required field]	Cod Beneficiary	<input type="checkbox"/> ΠΑΡΑΔ. RECEPTION
<b>Quantity</b> 1	Relevant 1	
More Address Details	Relevant 2	
Phone	<b>Weight</b> 0,50 (Kg)	
Mobile	<b>Mail Type</b> Envelope	
<b>Sender</b> Μπουκιδής Γεώργιος	Dimensions [LxWxH] (cm)	
Notes		

To enter a shipment, it is necessary to fill in at least the fields that are highlighted and in bold.

• **KEY SHIPMENT DATA**

Useful clarifications for field's completion:

1. **Recipient Name:** Proper registration of the full name of the recipient. Fill either manually or you can search by the stored frequent recipients file (if you have saved so) by selecting the magnifying glass to the right of the field. In manual entry by typing the first letter, the possible outcomes contained in the stored list will appear:

2. **Area:** Enter the city or region of the recipient.
3. **Street / number:** Enter the full address of the recipient.
4. **Zip Code:** An essential element to forward your shipment to the correct destination.

*For the fields 2, 3, 4 will be performed data correctness check as described above.*

5. **Quantity:** Fill in the number of items of the shipment. If it consists of more than one item, the application shall issue automatically along with the basic receipt recording all shipment data, respective receipts for each item. **Attention,** if the billing code of the shipment is set to parcel, the application through a warning message, does not allow entering more than one item. In this case it is necessary to change the number of items.
6. **Other:** You can provide information such as the name of the recipient building, floor, number of office etc.
7. **Sender:** Displays the user that inputs the shipment.
8. **ACS Code:** The code of your company which will be billed for your shipment. It is sent by the relevant department and is always the same if you perform shipments on behalf of a company. If you have more than one code, select from the list, clicking the arrow next to the field.
9. **Charge:** Select sender or recipient for billing the shipment.
10. **Cost Centre:** You can select Cost Centre if you have registered one, beforehand. Choose from the list, clicking the arrow next to the field.
11. **Del. Date:** You can set the date on which you shall send your shipment (e.g. you are able to prepare one day earlier the shipments of the following day).
  - *Checkbox: Select the checkbox in case you want to prepare more than one shipment dated for the next day. Once selected, all shipments entered have as their reception date the one selected. You can **only set up to 7 days** ahead from current date.*
12. **COD Amount:** Indicate the COD amount in euros, if any. In case of payment in cash, the maximum amount to be entered is 1500 euros. If the amount of COD is > € 500 will have to choose whether intended individuals or trader. If you apply the second scenario must enter the invoice data in the screen below, which appears automatically:

Number	Inv. Date	Amount	AFM	Name
				Total: 0,00€

13. **Payment Method:** Upon entering the COD amount, indication **Cash is displayed**. This can be changed to **Checks** entering "E" in the respective field or **Credit Card** if the option is "K" or Draft if the option is "S". (Caution, the mode of payment refers only to the COD amount and is not associated with transport costs).
14. **Relevant (1 and 2):** You can provide your own information which is **not printed on the label** (e.g. number of the Shipment Note accompanying a package, etc.).
15. **Weight:** The initial value is 0.5 but you can enter any desired normal weight (if you select 2-hour time commitment the weight cannot exceed 5.5 kg.).
16. **Mail type:** For each shipment, define whether the item is an envelope or a package, clicking the respective button.
- o *Use the package option only in case titration is required. In this case you must complete and dimensions (Length - Width - Height) in centimeters.*
17. **Notes:** Enter any comments for the shipment.
- o *Checkbox: Select it if the remarks are to apply for all shipment.*
18. **Delivery Time:** From the list that appears, select the desired time range to deliver your shipment.
- If you see the message



The desired time range is not possible for the selected destination and it must be changed.

19. **Insurance Amount:** enter the amount for which you want to insure your shipment. The maximum value of the field is 3000 euro. If the amount must be greater, it is necessary to contact the ACS central offices.

If you perform regular shipments to the same recipients, instead of typing each time you can select those using the address book (if you imported it, as described on p.17). This is done by pressing the book button on the right of the **Recipient Name** field. Click to open the index to select the recipient of your choice. If you want to select more than one, hold down control or shift key and select the entries you are interested in using the mouse.

If the index contains many potential recipients, then use the search function. You can search prospect recipients using various fields.

Select the desired field and enter the first or first few letters of the recipient you are looking for and press **enter**. This will display all entries beginning with the letters you have entered. Using the mouse, select the desired entries and press OK to import them for the shipment.

## • SPECIAL SERVICES

After first completing the key recipient information, you can provide additional instructions to ACS such as the preferred delivery time, delivery on Saturday, etc. **while you consult the services' price list in order to find out the corresponding fee.**

In this case too, to enter an instruction, you must select it through the respective check box. If, depending on your selection, a service is dimmed and cannot be selected, this means that there is incompatibility between the services. For example, it is not possible to combine the Saturday delivery service with a two-hour delivery interval service.

If you wish to choose a new shipment select "**Save and new Shipment**" if you have completed your tasks, select "**Save**". Once you have finished entering your shipments, all shipments shall appear in a list format. If these include inaccessible destinations these will appear in orange.

## • LIMITED ACCESSIBILITY REGIONS NOTIFICATION

Application ACSConnect can notify you directly if any of your shipments has an inaccessible area as its destination. This information is very important for you because then you will know that there will be some time delay in the delivery (time indicated in the respective official price list of ACS). Moreover, you are informed that there may be additional charges (as indicated by the current price list of ACS).

To do this the application uses the information contained in field **AREA & POST CODE**, if their combination refers to an inaccessible area, then an alert message shall blink in red on the shipment screen.

The screenshot shows a web form for creating a shipment. The form is divided into two main columns. The left column contains recipient information: Recipient Name, Company Name, Country (ΕΛΛΑΣ), Area (ΑΓΙΑ ΒΑΡΒΑΡΑ), Street, Number, Floor, Zip Code (72400), Quantity (1), More Address Details, Phone, Mobile, and Sender (Demo Χρήστης Acs Connect). The right column contains shipping details: ACS Code (2A0999999 | DEMO ACS CONNECT), Charge (Sender), Cost Center, Del. Date (28/6/2011), COD Amount (0 €), Payment Method (Cash), Cod Beneficiary, Relevant 1, Relevant 2, Weight (0,5 (kg)), Mail Type (Envelope), and Dimensions (LxWxH) (cm). A red alert message "ΝΕΑΠΟΛΗ ΚΡΗΤΗΣ (ΑΝ) ΔΠ / Limited Accessibility Region" is displayed below the address fields. At the bottom, there are three buttons: Save, Save\_New Shipment, and Cancel.

What you can do? In services, choose **DELIVERY RECEPTION** (it is necessary to provide a contact number to notify the recipient). In this case, the recipient must visit the delivery store to receive the shipment. Thus, the delivery store shall not prepare a delivery trip and you will not be charged with additional costs.

Option **INFORMATION** includes:



An option for finding these areas through our site.

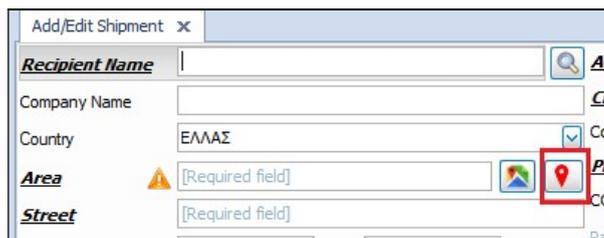
**NOTES:**

- It is not possible to apply time limitations for deliveries to limited accessibility areas, nor Saturday delivery. As you will see, the services are deemed for these cases.

• **SMART POINT DELIVERY**

If you have commercially agreed with ACS to provide the Smart Point delivery service, you will be able to register the delivery in an alternative way through the application. More details can be found on the [link](#)

Next to the field Area there will be the red icon you see below



Selecting it you can see a list of all active Smart Points in Greece.

Κωδ. Σταθμού	Περιγραφή	Διεύθυνση	ΤΚ	Νομός	Ωράριο	Είδος Σταθμού
AA401	SHELL SMARTPOINT ΑΛΜΟΥ	ΛΕΩΦ. ΠΟΣΕΙΔΩΝΟΣ (ΕΟΤ ΑΛΜΟΥ)	17455	ΑΤΤΙΚΗΣ	24ΩΡΟ	SMARTPOINT_CPP
AA402	SHELL SMARTPOINT ΑΝΔ ΚΑΛΑΜΑΚΙΟΥ	ΚΥΘΗΡΙΩΝ 2 ΚΑΙ ΙΩΝΙΑΣ 105	17456	ΑΤΤΙΚΗΣ	24ΩΡΟ	SMARTPOINT_CPP
AA403	SHELL SMARTPOINT ΑΛΜΟΥ	ΛΕΩΦ. ΠΟΣΕΙΔΩΝΟΣ 23	17455	ΑΤΤΙΚΗΣ	24ΩΡΟ	SMARTPOINT_APP
AA404	SHELL SMARTPOINT ΑΡΓΥΡΟΠΟΛΗΣ	ΑΡΓΥΡΟΠΟΛΕΩΣ 89	16451	ΑΤΤΙΚΗΣ	06:00-23:30	SMARTPOINT_CPP
AB401	SHELL SMARTPOINT ΑΙΓΑΛΕΩ	ΛΕΩΦ. ΚΗΦΙΣΙΟΥ 90	12241	ΑΤΤΙΚΗΣ	06:00-24:00	SMARTPOINT_CPP
AB402	SHELL SMARTPOINT ΧΑΙΔΑΡΙΟΥ	ΛΕΩΦ. ΑΘΗΝΩΝ (ΚΑΒΑΛΑΣ) 292	12462	ΑΤΤΙΚΗΣ	24ΩΡΟ	SMARTPOINT_APP
AB403	SHELL SMARTPOINT ΑΓ. ΒΑΡΒΑΡΑΣ	ΜΕΓ. ΑΛΕΞΑΝΔΡΟΥ 110	12351	ΑΤΤΙΚΗΣ	06:00-22:30	SMARTPOINT_CPP
AB404	SHELL SMARTPOINT ΑΙΓΑΛΕΩ	ΗΡΑΚΛΕΙΟΥ 108 ΚΑΙ Λ. ΑΘΗΝΩΝ	12243	ΑΤΤΙΚΗΣ	06:00-22:00	SMARTPOINT_CPP
AB405	SHELL SMARTPOINT ΑΙΓΑΛΕΩ	ΛΕΩΦ. ΘΗΒΩΝ 308 ΚΑΙ ΠΥΣΗΣ	12241	ΑΤΤΙΚΗΣ	24ΩΡΟ	SMARTPOINT_CPP
ΑΓ401	SHELL SMARTPOINT ΑΓΡΗΝΩ	ΧΑΡ. ΤΡΙΚΟΥΠΗ & ΑΝΑΠΑΥΣΕΩΣ	30100	ΑΙΤΩΛ/ΝΙΑΣ	06:00 - 22:00	SMARTPOINT_CPP
ΑΓ402	SHELL SMARTPOINT ΑΓΡΗΝΩ	ΠΑΡΙΑΣΙΑΝΩΟΥ 26 ΚΑΙ ΠΑΛΑΜΑ	30100	ΑΙΤΩΛ/ΝΙΑΣ	06:00 - 22:00	SMARTPOINT_CPP
ΑΓ403	SHELL SMARTPOINT ΑΓΡΗΝΩ	ΕΒΝ. ΑΝΤΙΣΤΑΣΕΩΣ 102	30100	ΑΙΤΩΛ/ΝΙΑΣ	06:00 - 22:00	SMARTPOINT_CPP
ΑΔ401	SHELL SMARTPOINT ΠΕΙΡΑΙΩΣ 75	ΑΘΗΝΩΝ - ΠΕΙΡΑΙΩΣ 75	18541	ΑΤΤΙΚΗΣ	24ΩΡΟ	SMARTPOINT_CPP
ΑΔ402	SHELL SMARTPOINT ΠΕΙΡΑΙΑ	ΠΑΛΑΜΗΔΙΟΥ ΚΑΙ ΣΤΕΝΗΜΑΧΟΥ 3	18543	ΑΤΤΙΚΗΣ	24ΩΡΟ	SMARTPOINT_CPP
ΑΕ401	SHELL SMARTPOINT ΠΕΡΙΣΤΕΡΙΟΥ	ΚΩΝΣΤ/ΛΕΩΣ 14 ΚΑΙ ΛΕΥΚΤΡΩΝ	12133	ΑΤΤΙΚΗΣ	06:00-01:00	SMARTPOINT_CPP
ΑΕ402	SHELL SMARTPOINT ΠΕΡΙΣΤΕΡΙ	ΕΘΝΑΡΧΟΥ ΜΑΚΑΡΙΟΥ 35	12131	ΑΤΤΙΚΗΣ	24ΩΡΟ	SMARTPOINT_CPP

You can export the ACS Smart Point list in an excel file. Once you have located the desired pic up point you select it (you can also select the map icon to display the point on google maps)

ΑΔ401	SHELL SMARTPOINT ΠΕΙΡΑΙΩΣ 75	ΑΘΗΝΩΝ - ΠΕΙΡΑΙΩΣ 75	18541	ΑΤΤΙΚΗΣ	24ΩΡΟ	SMARTPOINT_CPP
ΑΔ402	SHELL SMARTPOINT ΠΕΙΡΑΙΑ	ΠΑΛΑΜΗΔΙΟΥ ΚΑΙ ΣΤΕΝΗΜΑΧΟΥ 3	18543	ΑΤΤΙΚΗΣ	24ΩΡΟ	SMARTPOINT_CPP
ΑΕ401	SHELL SMARTPOINT ΠΕΡΙΣΤΕΡΙΟΥ	ΚΩΝΣΤ/ΛΕΩΣ 14 ΚΑΙ ΛΕΥΚΤΡΩΝ	12133	ΑΤΤΙΚΗΣ	06:00-01:00	SMARTPOINT_CPP
ΑΕ402	SHELL SMARTPOINT ΠΕΡΙΣΤΕΡΙ	ΕΘΝΑΡΧΟΥ ΜΑΚΑΡΙΟΥ 35	12131	ΑΤΤΙΚΗΣ	24ΩΡΟ	SMARTPOINT_CPP

and the fields area, street, number, zip code are automatically filled in and the name of the selected ACS Smart Point and its code appears in yellow.

**Attention** for the AC Smart Point delivery option there are the following rules:

- The recipient's mobile phone is mandatory so to send the shipping code and the security PIN code to him.
- Pieces must be 1.
- Charging cannot be of the recipient.
- You cannot enter delivery time.
- You cannot select a supplementary service e.g. Saturday delivery.

## • PRINT LABELS CODES

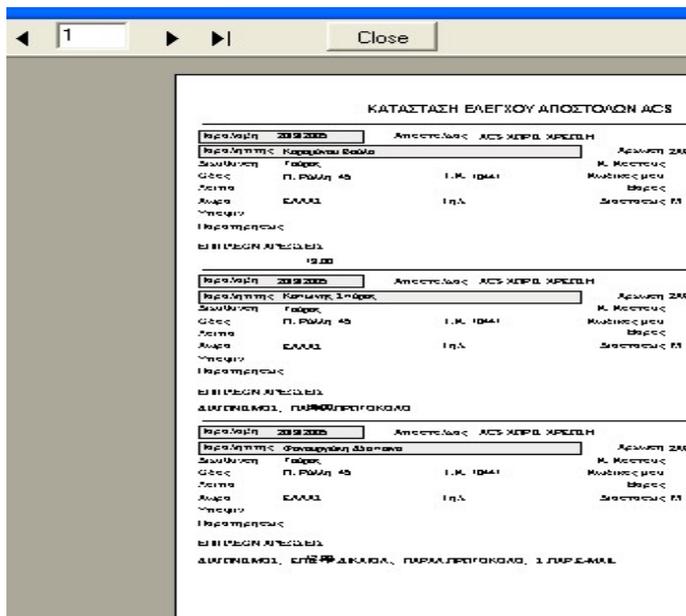
To print labels for the shipments that that you have prepared press **Print Label Codes**. If there are shipments for which you have not performed address check you will see the message:



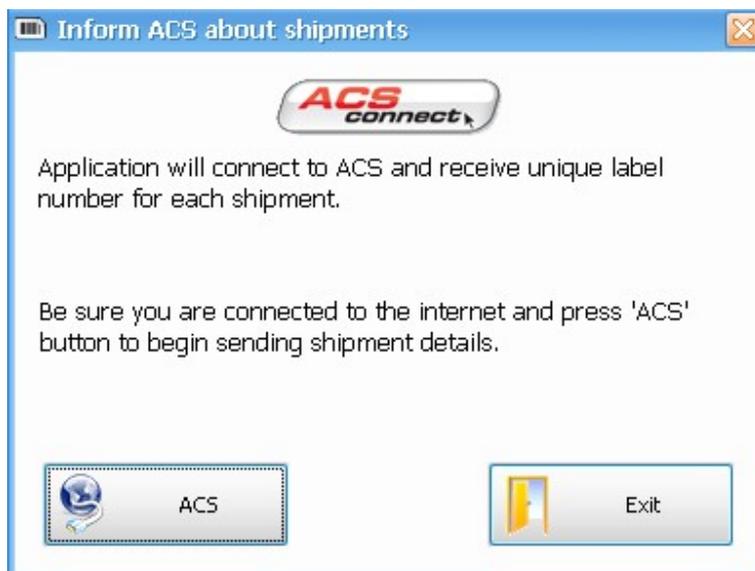
If everything is ok and all addresses are checked, you will see the message:



Selecting YES will display the shipments control list:



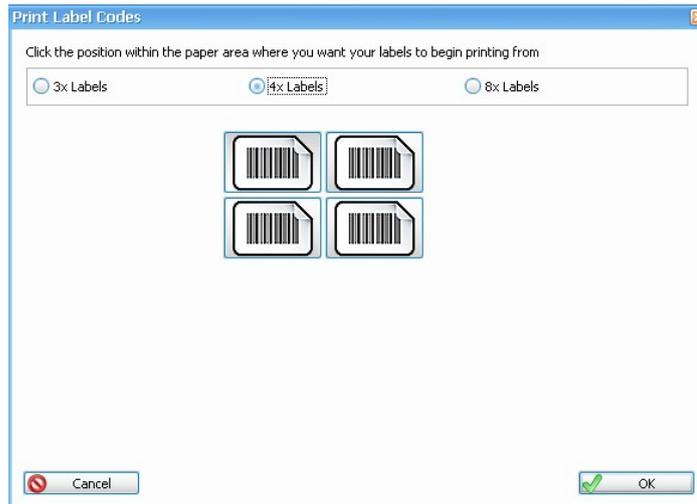
Which can be printed to perform checks, or you can just check it on your PC display. If you agree select **close** and you get the message:



Then press the **ACS** button to send the data and automatically receive a unique number for each shipment. This number shall be the 'identity' and shall be printed on labels. If you selected NO on the message of previous page, the above screen would display directly.

At the end of this dialog the application will guide you to print labels, allowing you to select the location of the first label on the sheet of paper.

Then the labels layout is displayed on your screen and you can choose the first label to start printing. Select the label size you want to print (3, 4 or 8 per sheet):



**NOTE:** If you have multiple shipments or if they include COD service, then you can only print 4X labels.

The label printed will have the following format. At the area of ACS logo and information, shall appear the details you have entered as a Sender including your logo, if you have entered it.



## • SEARCH SHIPMENT

You can see all shipments or specific ones, depending on the criteria that you enter on the screen below. First you will be asked whether you wish to display the details of the shipments that you have prepared as a user of the application or the shipments of the entire company (all users).



Following selection, you are transferred to ACS website, and particularly on the following screen:

Using the options on the screen you can find the shipments you want. Pressing the **Search** button displays the delivery details of your shipment on a new screen:

If you want to check the progress of your shipment as of the time of receipt from your office, up to the time of delivery to the end recipient, click on the shipment number on the search results screen and its detailed progress (tracking) will be displayed.

This screen shows all the shipments that have been charged to the codes linked to the application, whether shipment was performed by the application or not.

You can also export the search results in excel format and save them on your computer:

Αριθμός Αποδεικτικού	Παραλαβή	Από/Προς	Παραλαβών	Παραλήπτης	Ημ. Δλ.
7208491835	8/12/2008	ΤΙ-ΒΘ	ΣΚΟΠΕΛΟΥ	ACS ΑΓ ΑΝΡΓΥΡΩΝ	8/12/2008
7208465025	8/12/2008	ΤΙ-ΑΤ	ΜΟΝΕΜΒΑΣΙΤΗ	ACS ΑΜΠΕΛΟΚΗΠΟΙ	8/12/2008
7208501694	8/12/2008	ΑΘ-ΑΘ	ΓΕΩΡΓΙΟΥ	ACS Π. ΡΑΛΛΗ ACS Π. Ρ	8/12/2008
7208469704	8/12/2008	ΑΘ-ΓΑ	ΝΑΚΟΣ	ΧΡ. ΝΑΚΟΣ	8/12/2008
7208469730	8/12/2008	ΑΘ-ΑΘ	ΜΑΤΣΟΥΡΗ	Δ/ΝΣΗ ΥΠΟΣΤΗΡΙΞΗΣ Δ ΑCS Π	8/12/2008
7208469785	8/12/2008	ΑΘ-ΑΘ	ΣΟΛΟΥ	ACS Π ΡΑΛΛΗ	8/12/2008
7208469870	8/12/2008	ΑΘ-ΘΣ	ΚΑΡΑΛΙΟΛΙΟΣ	ACS ΘΕΣΣΑΛΟΝΙΚΗΣ ( HUB )	8/12/2008
7208491032	8/12/2008	ΑΘ-ΒΙ	ΜΠΑΚΑΤΣΕΛΟΥ	ΚΥΑΝΟΥΣ ΣΤΑΥΡΟΥΣ	8/12/2008
7208455886	8/12/2008	ΑΘ-ΒΙ	ΠΟΛΥΖΟΥ	Υ/Ο κβ ΑΝΤΩΝΑΚΟΠΟΥΛΑ ΙΚΑ -	8/12/2008
7208455870	8/12/2008	ΑΘ-ΘΝ	ΡΟΥΛΗ	Υ/Ο ΤΜΗΜΑ ΜΗΤΡΩΟΥ ΙΚΑ 25η	8/12/2008
7208455891	8/12/2008	ΑΘ-ΑΧ	ΧΡΥΣΑΝΘΟΠΟΥΛΟΥ	Υ/Ο ΤΜΗΜΑ ΜΗΤΡΩΟΥ ΙΚΑ ΧΑΛ	8/12/2008
7208456923	8/12/2008	ΑΘ-ΑΘ	ΠΑΝΑΓΟΠΟΥΛΟΣ	ΑΡΑΜΠΑΤΖΑΚΗ ΒΑΠΙΑ ACS_KEN	8/12/2008
7208495103	8/12/2008	ΑΘ-ΑΘ	ΝΑΣΙΟΥ	HELLAS ON LINE	8/12/2008
1026118715	8/12/2008	ΣΚ-ΑΘ	ΠΑΝΑΓΟΠΟΥΛΟΣ	ACS SA	8/12/2008

**MANAGE LABELS**

This screen provides you the following options:

**PRINT AGAIN**

You may reprint any or all the shipments of the day. If you want to print just one label, select it and click on the option **Selected**. If you want to print all of them, select **Print Again** and click on **all**.

Print Again	Label Pod	Main Pod	Quantity	Del. Date	Sender	Recipient	Address	In Mind	Customer Code
<input checked="" type="checkbox"/>	72585657...	0	1	28 Ιουν 20...	Demo Χρήστης Acs Con...	TEST	TEST 3, TEST, 13561, EAA...		2A0999999

## • CANCEL SHIPMENT

You can notify ACS that you want to cancel a shipment even if you have already received a label number for it. To do this you must be connected to the Internet. Then press **CANCEL** for each label you want to cancel (the line of the selected label turns red).

Cancel	Label Pod	Main Pod	Quantity	Del. Date	Sender	Recipient	Address	In Mind	Customer Code
<input checked="" type="checkbox"/>	72585657...	0	1	28 Ιουν 20...	Demo Χρήστης Acs Con...	TEST	TEST 3, TEST, 13561, EAA...		2A0999999

Canceled labels are deleted from the local file and will not be included in the reception list to be printed when the courier arrives to collect your shipments. If this action was performed accidentally, or in case you do want to send a cancelled shipment, then you must enter it anew.

## DELIVERY LIST

To print the delivery list, press **Print Delivery List** and the following screen appears:

Print Delivery List

Del. Date:   Reprint Delivery List

Print Mode:  Summary  Details

**Print Shipments**

Of Current User  Of All Users

**WARNING!**  
*Print the Delivery List after you are certain you finished all actions*

*After printing the delivery list you cannot alter or cancel your shipment details*

You have the following options:

- PRINT DELIVERY LIST**

If the application is used by multiple users, each one accessing it using a different code, and you want to print out the shipments of the selected day, entered by all users, select **Of All users** in the "Print Shipments" section.

When the screen comes up, it displays the current date, but you can change it in order to print the list of shipments to be sent i.e. on the next day, if you have printed shipments dated the next day.

When the courier arrives for pickup, print (it prints automatically in two copies) the reception list, either in a brief or detailed format. The two copies are signed by you and the courier, and each one of you retains a copy. You will sign as well as in pda that has with him the courier.

This list details all information related to the shipments, as entered, as well as the special services you have requested.

Above left it exists a barcode that corresponds mass number. See the example

Μαζικός Αριθμός		ΣΥΝΟΠΤΙΚΗ ΚΑΤΑΣΤΑΣΗ ΠΑΡΑΛΑΒΗΣ ΑΠΟΣΤΟΛΩΝ ΠΡΟΣ ΜΕΤΑΦΟΡΑ															
		ΤΟΠΟΘΕΣΙΑ: demo															
7266505912																	
Αρ.Αποστολή	Αποστολέας	Όνομα Παραλήπτη	Διεύθυνση / Περιοχή	T.K	Τηλέφωνο	Κωδ.Πελ.	Προ.σμοί	Κύριος.Αρ.Απ.Ημ.Παράλ.	Τεμ.	Βάρος	Παράδ.Εως	Ποσό Αντ.	Τρ.Πλ.	Ποσό Ασφ	Προϊόντα	Σχετικό 1	Παρατηρήσεις
7266505890	Demo Χρήστης Acs Connect	ΠΕΛΑΤΗΣ 1	ΑΣΚΛΗΠΙΟΥ 25 ΚΡΥΩΝΕ	14568		2ΑΘ999999	ΕΨ 1	0	13/10/2011	1	0,5	00:00	,00				
7266505901	Demo Χρήστης Acs Connect	ΠΕΛΑΤΗΣ 2	ΑΡΓΥΡΟΠΟΥΛΕΩΣ 2 ΚΑ	17676		2ΑΘ999999	ΕΚ 1	0	13/10/2011	1	0,5	00:00	,00				
7266387914	Demo Χρήστης Acs Connect	ΧΡΗΣΤΟΣ ΒΑΣΙΛΑΝΤΩΝΑΚΗΣ	ΗΡΑΚΛΕΙΟΥ 24 ΧΑΝΙΑ	73100	2821096700	2ΑΘ999999	ΧΝ 1	0	13/10/2011	1	0,5	16:00	110,00	M	,00	ΑΝ,2Σ	* Παράδοση μεταξύ 14 - 16 *
ΣΥΝΟΛΟ ΑΠΟΣΤΟΛΩΝ: 3																	
Ο ΠΑΡΑΔΟΥΣ (ΚΑΤ'ΕΝΤΟΛΗ ΑΠΟΣΤΟΛΕΑ) Demo Χρήστης Acs Connect										Ο ΠΑΡΑΛΑΒΩΝ							

- EXPORT OF RECEIPT LIST IN EXCEL**

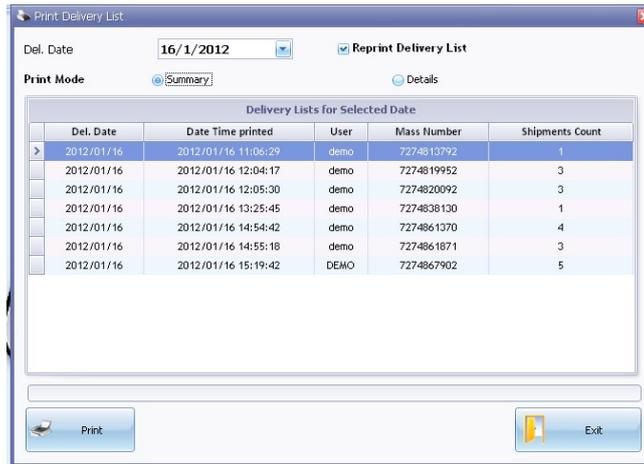
The message will appear when you select to print the delivery list



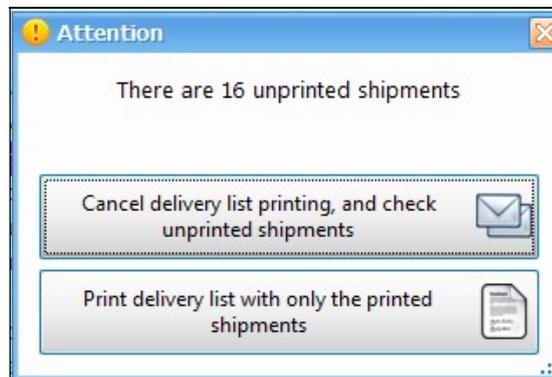
With the YES option you will be able to export it to excel. The file name will appear automatically filled in but, in any case,, it can be renamed.

- REPRINT**

If you want to reprint shipments already printed, select **"Reprint today's shipments"**. In case you have printed more than one list in the same day then you must choose which one you want.



**Note:** If during the print out of the receipt list there are unprinted vouchers will see the appropriate message:



You can choose not to proceed with the printing of the receipt list and to check the unprinted shipments or you can choose to print the receipt list only for those shipments with printed vouchers.

## • FINALIZATION OF SHIPMENTS

After you print the reception list, you cannot cancel a label through the application, but only notify over the telephone the store that serves you to delete this shipment. Moreover, it is not possible to reprint.

## PICKUP ORDERS

A pickup order can be created either by typing the data manually or by entering the data via a specific demarcation excel file.

## • MANUAL INPUT

From the home screen we select **New order**



## Σύστημα Online Παραγγελιών

### Order Search

Order No.:

From pickup date: \*

To pickup date: \*

Status:

User:

In the first fields we enter the full details of the pickup address, ie where the courier will go to pickup the shipment, with whom he will contact as well as contact telephones.

### New order

#### Command from

Commanding:

Choose address:  Mine  Other address

[Station info](#)

Address:

Number:  Floor:

Area:  Zipcode:

Responsible:

Sender Phone:  Sender Mobile:

Sender:

The COMMANDING field will be automatically filled in and will always display our name/ brand name and cannot be deleted.

At the top right in the STATION INFO option we can see information (address, telephone numbers, opening hours) related to the ACS store that is responsible for executing the pickup order. The store that appears depends on the zip code we have registered.

We can set the pickup to be made from our own address (mine) or from another. In the 1st case our details will appear automatically filled in while in the 2nd the fields will be empty to fill them.

Going further down

The screenshot shows a form titled "Order" with the following fields and options:

- Receive\_date:** 08/09/2020
- From:** [Empty field]
- To:** [Empty field]
- Items Quantity:** [Empty field]
- Διαστάσεις (in centimeters):** 0 x 0 x 0
- Weight:** [Empty field]
- Shipment Type:**  Envelope  Package
- Reference Key:** [Empty field]
- Notes:** [Empty text area]

we enter the pickup date, the time frame (min acceptable margin of 2 hours), the number of items, the weight, the type of shipment (envelope or parcel), a reference key if any and any comments that will help the courier. The 2 hours frame of the pickup hours, if the pickup is set to take place on the current day, follow the real clock. If the collection is set to take place at a future date, the displayed hours will follow the opening hours of the collection ACS store.

Then we enter the full details of the destination of the shipment that the courier will receive.

The screenshot shows a form titled "Shipment Destination Address" with the following fields and options:

- Radio buttons:**  Mine  Other address
- Name:** [Empty field]
- Address - Number:** [Empty field]
- Area:** [Empty field]
- Zipcode:** [Empty field]
- Floor:** [Empty field]
- Responsible:** [Empty field]
- From:** [Empty field]
- To:** [Empty field]
- Recipient Phone:** [Empty field]
- Products:**
  - Morning Delivery
  - CASH ON DELIVERY
  - Time Definite Deliv...
  - Delivery on RECEP...
  - Delivery on Saturday

We can set the delivery to be made to our own address or to another. In the 1st case our home details will appear automatically filled in while in the 2nd the fields will be empty to fill them.

**Note:** we can not set Mine if we have set the same in the receiving address of the shipment.

At this point we can choose, if necessary, a product of delivery, eg cash on delivery, delivery Saturday, etc.

If we choose cash on delivery, we must enter the amount to be collected as well as the method of collection (cash or check).

**Notes:**

- Some products are not combined with each other. Morning Delivery with Delivery on Saturday or Delivery on Reception cannot be selected. If there is an conflict combination of products, a relevant error message will appear in the storage of the order.
- If we choose Morning Delivery or Time Definite Delivery we must enter the 2 hour delivery frame. Morning Delivery is until 10:00 am while Time Definite Delivery is another 2 hours frame later than 10:00 am.
- Time reservation (whether morning or otherwise) is not allowed for less than 2 hours.
- The morning delivery time frame follows the delivery start time of the ACS store which is responsible for the delivery of the shipment we received. For example, morning delivery can not be set until 10:00 am in Naxos island. Deliveries to the island start after 15:00 pm due to the arrival of the ship there. In any case, there will be a relevant error message when we want to save the order.

**Attention: the products Morning Delivery or Time Definite Delivery incur extra charge.**

We proceed to charge the shipment. The options we have are 3, charge of the shipper (ie from the one who received the shipment), the consignee (ie the one who delivered them) and other (ie neither the shipper nor the consignee but the sender). Where required, the available active billing codes that we have as an ACS customer are displayed to select the desired one.

Charge

SHIPPER  CONSIGNEE  OTHER

Customer Id:

2AG200970  2AG201366  2AG201382  2AG201366  2AG202556

Send

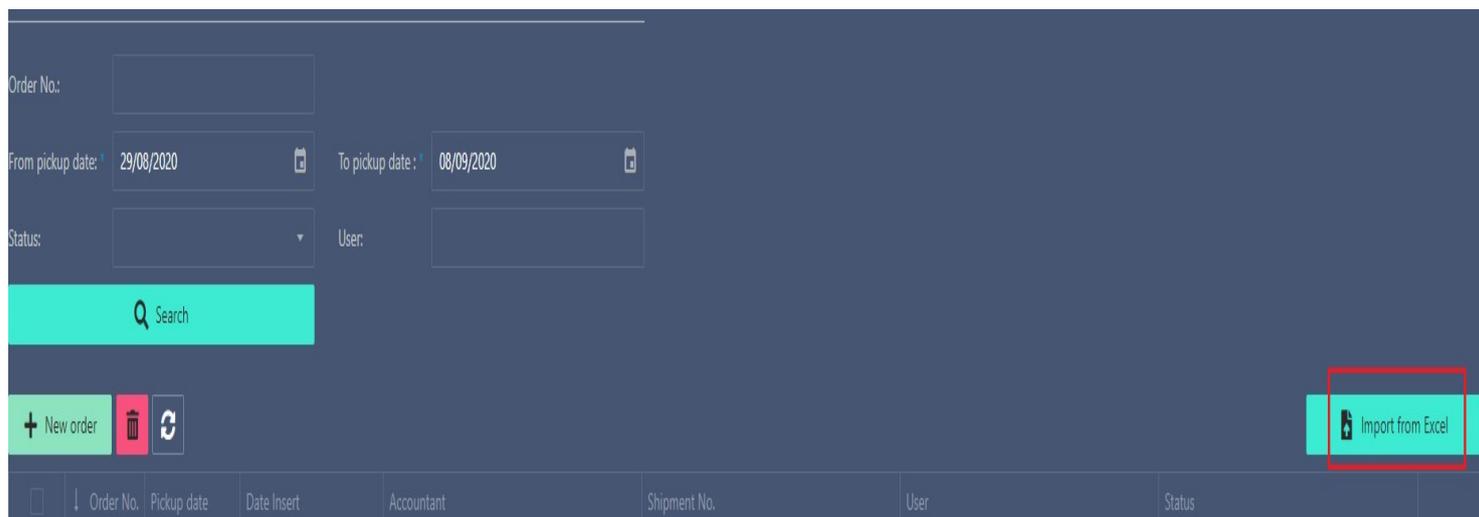
Possible scenarios are as follows:

- Receipt from my own address & delivery to another address - shipper's charge - my own billing code is selected.

- Receipt from my own address & delivery to another address – consignee’s charge - no billing code choice can be done.
- Receipt from another address & delivery to my own address – shipper’s charge - no billing code choice can be done.
- Pick up from another address & delivery to my own address - consignee’s charge - my own billing code is selected.
- Pick up from another address & delivery to another address - other charge is the only possible option - my billing code is selected.

• **EXCEL UPLOAD**

Via the excel file we have the possibility of mass import pickup orders.



Select the above option from the home screen and go to the screen



To see the lineup of the excel file, select the **Sample** on the right of the screen. Save the file in which the fields listed above in the manual entry are columns of the file.

We fill in the details of the orders, we save, then from the option **Select file** we locate the file we want to import and finally we select **Submit records**.

During the process of uploading an excel file there will be the same checks mentioned above as to the times of pickup or delivery as well as for the allowed or not combination of products.

### Notes:

- Excel column headings should not be altered, new columns added or existing ones deleted even if they are blank.
- Dates should be entered in the format DD/MM/YYYY.
- Times should be entered in the format HH:MM.
- In the Charge column the acceptable values are 1,2,3 for a charge respectively shipper, consignee, other.
- The billing code must be entered continuously and in the form 2XX..... where XX the 2 capitals and Greek letters.
- The zipcodes must be entered as consecutive numbers without spaces - dashes etc.
- Product codes are (either uppercase or lowercase):
  - COD for Cash on delivery
  - MDV for Morning delivery
  - TDD for Time definite delivery
  - SAT for Saturday delivery
  - REC for Reception delivery
  - RDO for Return documents
- If we want to register 2 products in an order, we separate them with a comma, eg COD, REC or REC, COD (the order of registration does not matter).
- In the method of payment of cash on delivery the acceptable values are 0 for cash and 1 for check.
- If, for example, in our excel we have 10 registrations and there is an error message in one of them, this order will not be imported while the remaining 19 will be imported. This means that we do not need to re-enter all our excel but only the registration with the error.
- Corrections or changes can be made to the order grid after placing the orders without re-entering the excel file. For example, an order has an error because there was an indication of morning delivery but with a delivery time of 13:00.

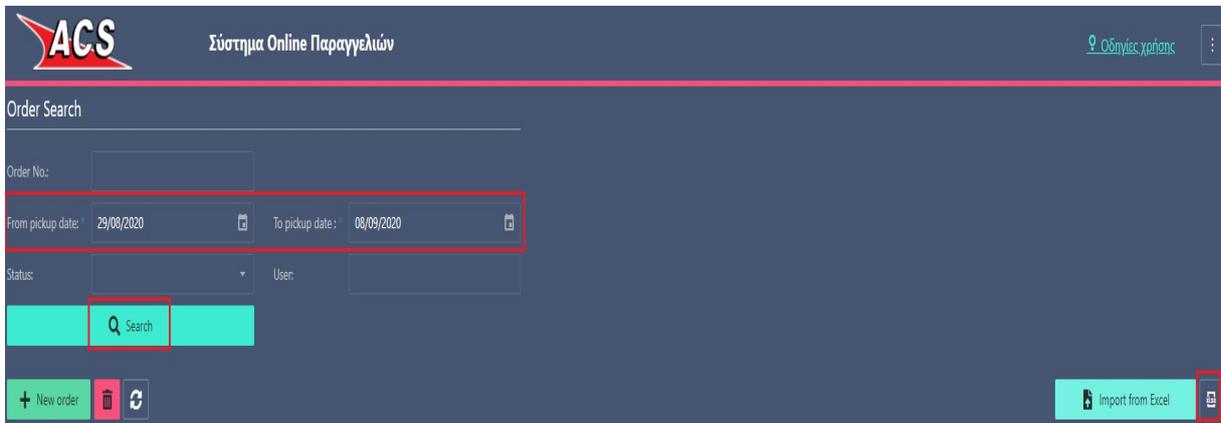


We can select the delete option on the left and re-enter the wrong entry or alternatively we can move further to the right, locate the column with the wrong time or the wrong product and correct on the spot

PRODUCTS	COD AMOUNT	COD PAYMENT METHOD	DELIVERY TO
Morning Delivery <span>×</span>			13:00
Morning Delivery			
Time Definite Delivery			
Delivery on Saturday			
CASH ON DELIVERY			
Delivery on RECEPTION			

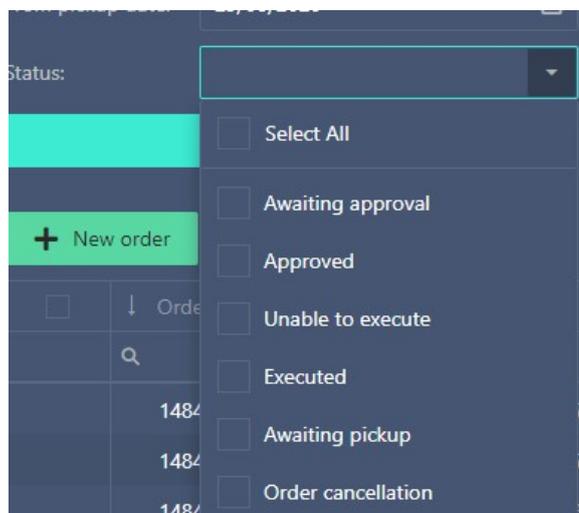
• **PICKUP ORDERS SEARCH**

From the home screen there is the ability to search for the orders that we have registered regardless of the import method.



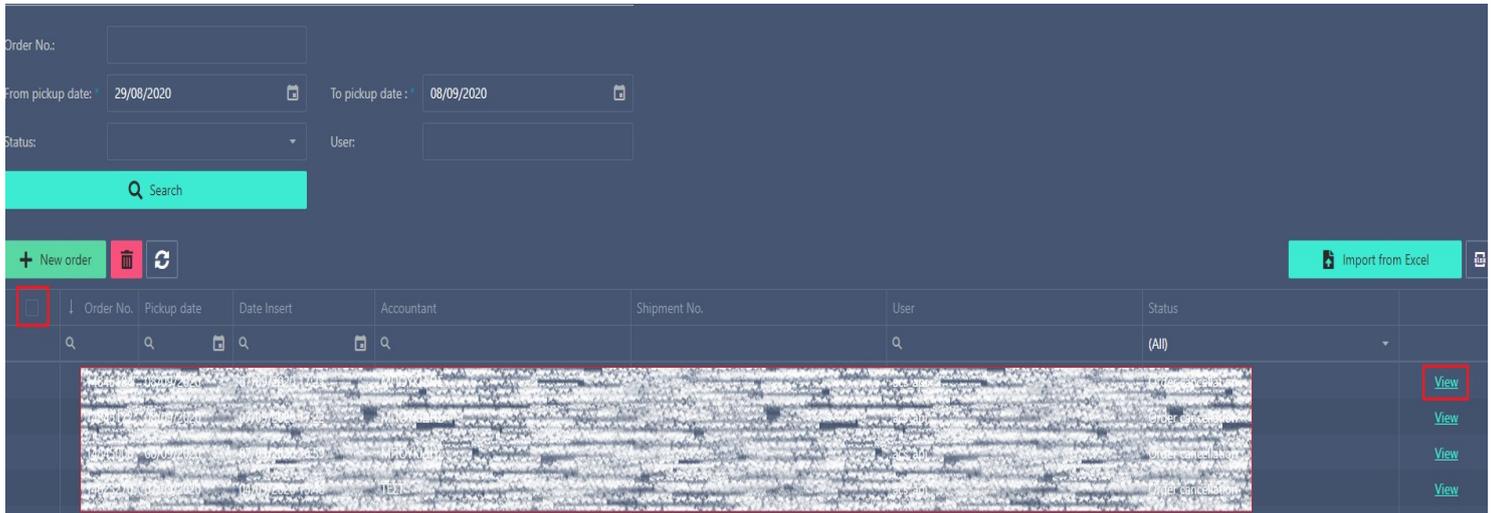
We can search by time period, by status, by user. The results can be exported to an excel.

The search statuses are as follows



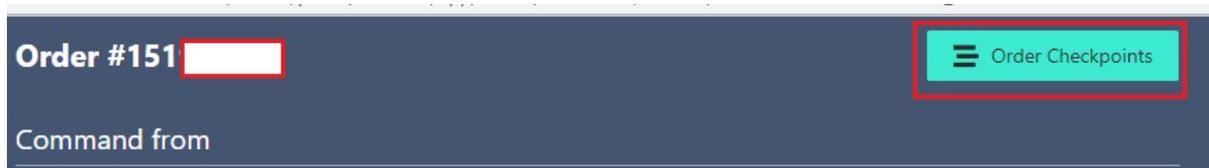
## • OTHER OPTIONS

From the home screen, and after the search results appear, we have the option to display a registered order again with the **view** option on the right of each order or to select one or more orders to cancel via the checkbox located just below by selecting the new order in combination with the bin icon.



The screenshot displays the order management interface. At the top, there are search filters for Order No., From pickup date (29/08/2020), To pickup date (08/09/2020), Status, and User. Below the filters is a search button and a toolbar with '+ New order', a trash icon, a refresh icon, and an 'Import from Excel' button. The main area is a table with columns: Order No., Pickup date, Date Insert, Accountant, Shipment No., User, and Status. A red box highlights a checkbox in the first row. A right-click context menu is open over the first row, showing options: 'View', 'View', 'View', and 'View'. The 'View' option is highlighted with a red box.

By right-clicking on the order we can see the execution steps (checkpoints) or alternatively select **VIEW** and then **ORDER CHECKPOINTS**



The screenshot shows the order details view. The order number is 'Order #151' followed by a redacted box. Below it is the text 'Command from'. On the right side, there is a button labeled 'Order Checkpoints' with a menu icon, highlighted with a red box.

If an order has been successfully executed in the results column entitled Shipping No. will display the voucher code with which the shipment we received will be handled.