



SSA USER MANUAL

Preface

Use the User Guide to support the day-to-day usage of the new system.

It describes each business procedure and highlights any system-specific uses of screens.

The User Guide introduces the user to the purpose of procedures and then explains the detailed steps and options needed to perform the business task or transactions.

Develop and update the User Guide in parallel with the business system test. As business system test scenarios are executed, the team should review the corresponding section of the User Guide for accuracy.

While creating the User Guide, actively involve the users (especially if they have not participated in creating the initial draft). The ongoing success of the application system depends a great deal on the users' ability to follow the correct procedures in response to business events without the assistance of the project team.

User guide is totally designed for end users end key users; we would like to remind that business analysts cannot find the business logic or system analysis keys in this document. For doing this they should refer other analysis document. Business analysis or macro and micro process definitions are out of scope of this document.

According to the releases and versions of the IT4EM project, user guides may be updated and modified.

How The Manual Is Organized

This manual is divided in 12 sections:

Audience

This document prepared for SSA Application. The screens and the type of use in the SSA application were defined.

How to Use This Manual

Related Documents

Your Comments are Welcome

[YK-IT4EM](#) values and appreciates your comments as a user and reader of this manual. As we write, revise, and evaluate our documentation, your comments are the most valuable input we receive. If you would like to contact us regarding comments and suggestions on future releases of [<Subject>](#), please use the following address or telephone numbers:

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CHAPTER

1

Introduction

This document prepared for SSA Application. The screens and the type of use in the SSA application were defined.

The SSA addresses are as defined below;

For CZ: <http://it4em.dpd.cz:7777/it4emssa/>

For using SSA correctly, .Net Framework 2.0, Windows Installer 3.1, Crystal Reports Basic, SQLite, DPD Font Installer must be installed and executed. All these additional programs are available the installation links which are given above.



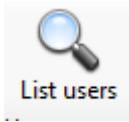
CHAPTER

2

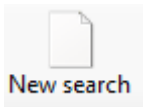
Administrator Login

<SSA430 - Administrator login> screen is launched, when user login to SSA application with DPD Administrator username and password. It gives possibility to login to the system with all users defined in SSA.

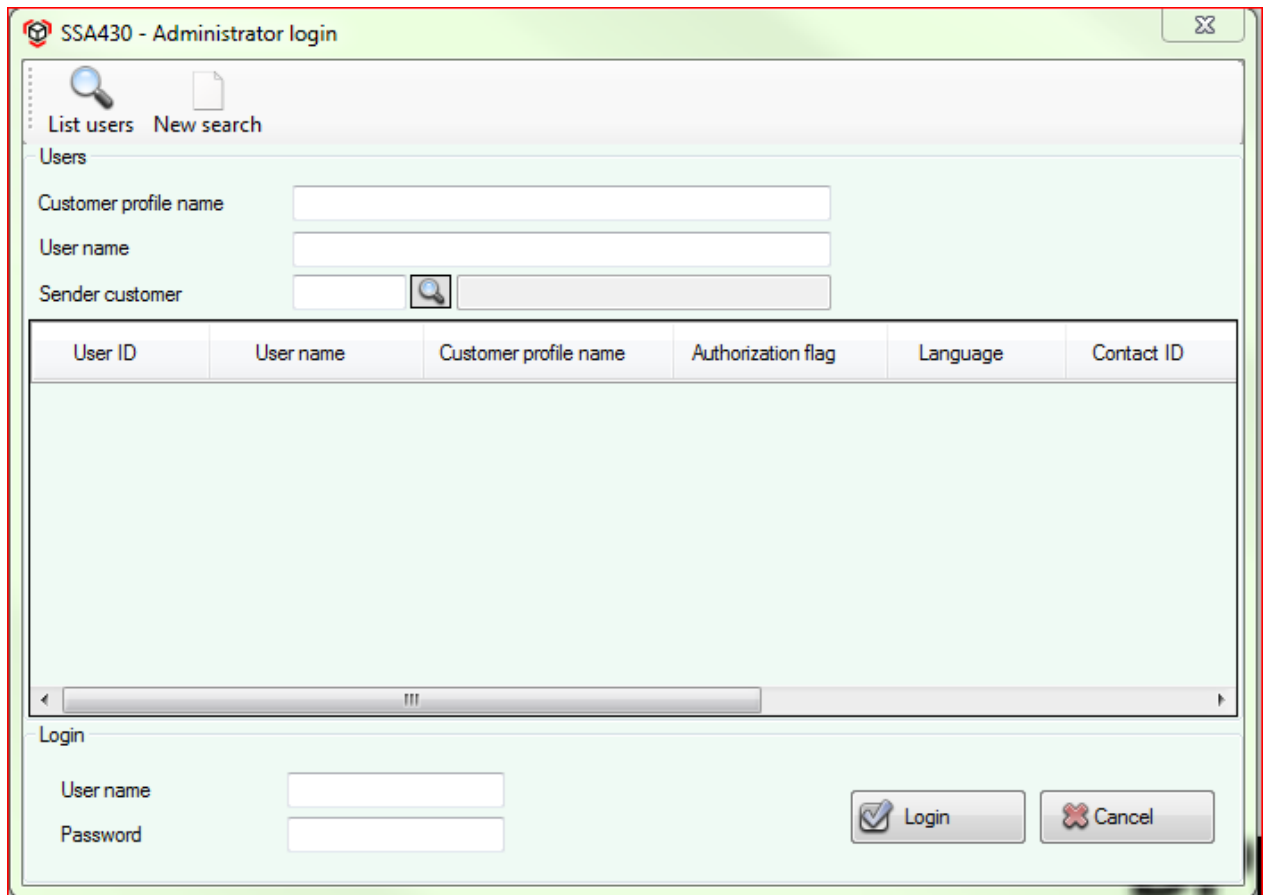
Administrator role can be assigned to the customers in <IT4EM_SSA0060 - User Definition> screen.



: When SSA Admin users press this button, all SSA users are listed.



: When this button is pressed, all data entry fields will be cleared from the screen and the user will be enabled to make a new query.



The screenshot shows the SSA430 Administrator login interface. At the top, there is a title bar with the text "SSA430 - Administrator login" and a close button. Below the title bar, there are search and navigation options: "List users" and "New search". The main area is titled "Users" and contains three search criteria: "Customer profile name", "User name", and "Sender customer". Each criterion has a corresponding text input field. The "Sender customer" field includes a search icon. Below the search fields is a table with the following columns: "User ID", "User name", "Customer profile name", "Authorization flag", "Language", and "Contact ID". The table is currently empty. At the bottom of the interface, there is a "Login" section with "User name" and "Password" input fields, and two buttons: "Login" (with a checkmark icon) and "Cancel" (with an X icon).

- ❖ **Customer profile name:** SSA Customer profile name search criteria in order to find and filter users.
- ❖ **Username:** User name search criteria in order to find and filter users.
- ❖ **Sender Custom:** SSA Sender customer search criteria in order to find and filter users.

User can see defined SSA users on the lookup.

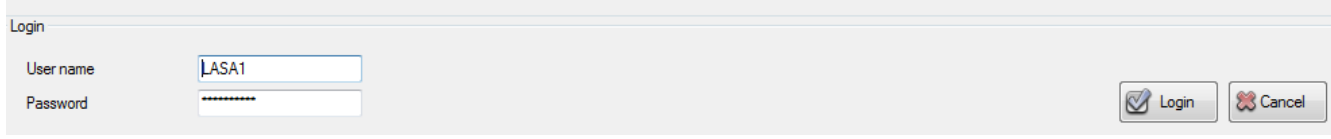
User ID	User name	Customer profile name	Authorization flag	Language	Contact ID	Def. country ID	Default address	Default user e-mail	Default country name
58	LEWAPUMPEN	LEWA Pumpen spol. s.r.o.	1	EN	518422	CZ	Sedákova 19, 6...	jdolezalek@dpd.cz	CZECH REPUBLIC
57	JIRITUZA	Mgr. Jiří Tuza	1	EN	518421	CZ	Mlýnská 9, 6020...	fakturace@dpd.cz	CZECH REPUBLIC
56	CZEKO	CZ-Eko s.r.o.	1	EN	518420	CZ	Ve Dvoře 3, 503...	thorackova@dpd...	CZECH REPUBLIC
55	BOMAR	BOMAR, spol. s.r.o.	1	EN	518419	CZ	Těšební 1236/1...	hznamenačkova...	CZECH REPUBLIC
54	SIMAF	SIMAF CZ s.r.o.	1	EN	510066	CZ	Valeji 20, 62000 ...	krilova@dpd.cz	CZECH REPUBLIC
52	TOMAS	ASPING PROJECT s.r.o.	1	EN	518415	CZ	Francouzská 28, ...	thorik@dpd.cz	CZECH REPUBLIC
51	JAN	PS Medical s.r.o.	1	EN	518412	CZ	Řemesná třída ...	info@dpd.cz	CZECH REPUBLIC
26	BLA	SSA_Orflame	1	EN	518345	CZ	ESA Logistika, D...	pchladkova@dp...	CZECH REPUBLIC

List of SSA users lookup have the following data items;

- **User ID:** SSA User ID from system sequence
- **Username:** Name of defined SSA user
- **Customer profile name:** Name of customer profile
- **Authorization flag:** Authorization of user
- **Language:** Language of username
- **Contact ID:** Contact ID of the current user
- **Def. country ID:** Default country ID

- **Default address:** Default address of the current user
- **Default user e-mail:** Default e-mail of user
- **Default country name:** Default country name of user

The SSA Admin user can enter the SSA application with the users listed. From the lookup the username information of the selected user is seen on the login screen. The Password information is seen as asterix on the screen. Clicking the Login button, it can be entered the SSA application with the selected user.



The screenshot shows a login window titled "Login". It contains two input fields: "User name" with the text "LASA1" and "Password" with asterisks. To the right of the input fields are two buttons: "Login" with a checkmark icon and "Cancel" with a red X icon.



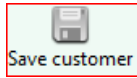
CHAPTER

3

Receiver Customer Creation

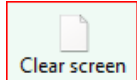
The following part is related with the creation of receiver customers. If the receiver customer is not found, then SSA users are able to create new receiver customer(s). The receiver customers are divided into two section; Individual and Corporate Receiver Customers.

Corporate Receiver Customer Creation (SSA230)



Save customer

: After data entry fields are completed, it enables related register to be kept in database.



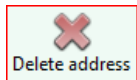
Clear screen

: When this button is pressed, all data entry fields will be deleted from the screen and the user will be enabled to make new register entry and inquiry.



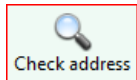
New address

: If receiver customer has more than one address, SSA User can add new address when press this button.



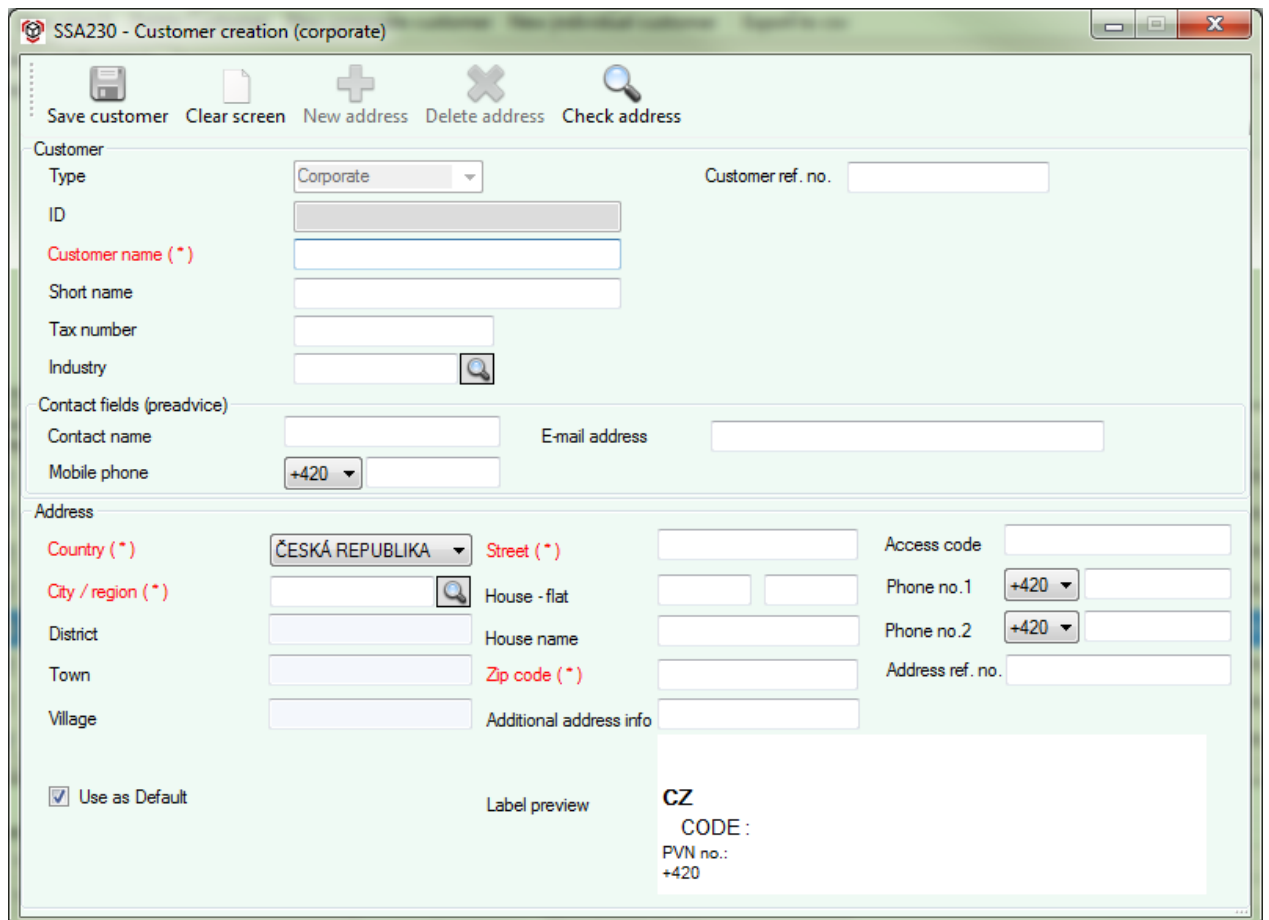
Delete address

: It will be possible to make passive address this delete button is use.



Check address

: When this button is pressed, user can search work area of receiver customer.

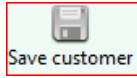


The screenshot shows the 'SSA230 - Customer creation (corporate)' window. At the top, there is a toolbar with five icons: Save customer, Clear screen, New address, Delete address, and Check address. Below the toolbar, the form is organized into several sections:

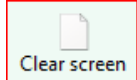
- Customer Section:** Includes a dropdown for 'Type' (set to 'Corporate'), a 'Customer ref. no.' field, and input fields for 'ID', 'Customer name (*)', 'Short name', 'Tax number', and 'Industry' (with a search icon).
- Contact fields (preadvice) Section:** Includes input fields for 'Contact name', 'E-mail address', and 'Mobile phone' (with a '+420' dropdown).
- Address Section:** Includes a dropdown for 'Country (*)' (set to 'ČESKÁ REPUBLIKA'), input fields for 'Street (*)', 'City / region (*)' (with a search icon), 'District', 'Town', 'Village', 'House - flat', 'House name', 'Zip code (*)', 'Additional address info', 'Access code', 'Phone no.1' (with '+420' dropdown), 'Phone no.2' (with '+420' dropdown), and 'Address ref. no.'.
- Additional Options:** A checkbox for 'Use as Default' and a 'Label preview' section showing 'CZ CODE : PVN no.: +420'.

- ❖ **Type:** Type of receiver customer. Customer type is seen as individual or corporate and SSA users cannot update this status.
- ❖ **ID:** Identity number of the receiver customer is given by the system automatically. SSA users cannot update this ID number.
- ❖ **Customer Name:** Name of receiver corporate customer.
- ❖ **Short name:** Short name of company
- ❖ **Tax number:** Tax number of the receiver customer
- ❖ **Industry:** Industry of the company
- ❖ **Personal Code (unique id):** SSA users give a personal code to the receivers. This is must be unique.
- ❖ **Customer reference no:** Customer Reference Number is a unique number which is provided by customer to identify each customer
- ❖ **Contact name:** Name of the contact person for defined receiver customer.
- ❖ **Mobile Phone:** Mobile phone number of the defined receiver customer.
- ❖ **E-mail address:** E-Mail address of the defined receiver customer
- ❖ **Country:** Country value is specified in this field.
- ❖ **City / Region:** City or Region of the receiver customer address.
- ❖ **Street name:** Street name of the receiver customer address.
- ❖ **House / flat:** House and flat number of the receiver address.
- ❖ **House Name:** House name of the receiver address.
- ❖ **Zip code:** Zip code of the receiver address.
- ❖ **Additional address info:** Address text of the receiver customer. If exists, District, Town and Village information is shown on this field
- ❖ **Access code:** Access code of the receiver address
- ❖ **Phone no.1:** Phone number of the receiver customer.
- ❖ **Phone no.2:** Phone number of the receiver customer.
- ❖ **Address reference no:** Customer Address Reference Number is a unique number which is provided by customer to identify each customer address.
- ❖ **Label preview:** User can see label preview. Label preview contains customer name and customer address information.

Individual Receiver Customer Creation (SSA240)



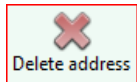
Save customer : After data entry fields are completed, it enables related register to be kept in database.



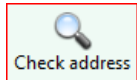
Clear screen : When this button is pressed, all data entry fields will be deleted from the screen and the user will be enabled to make new register entry and inquiry.



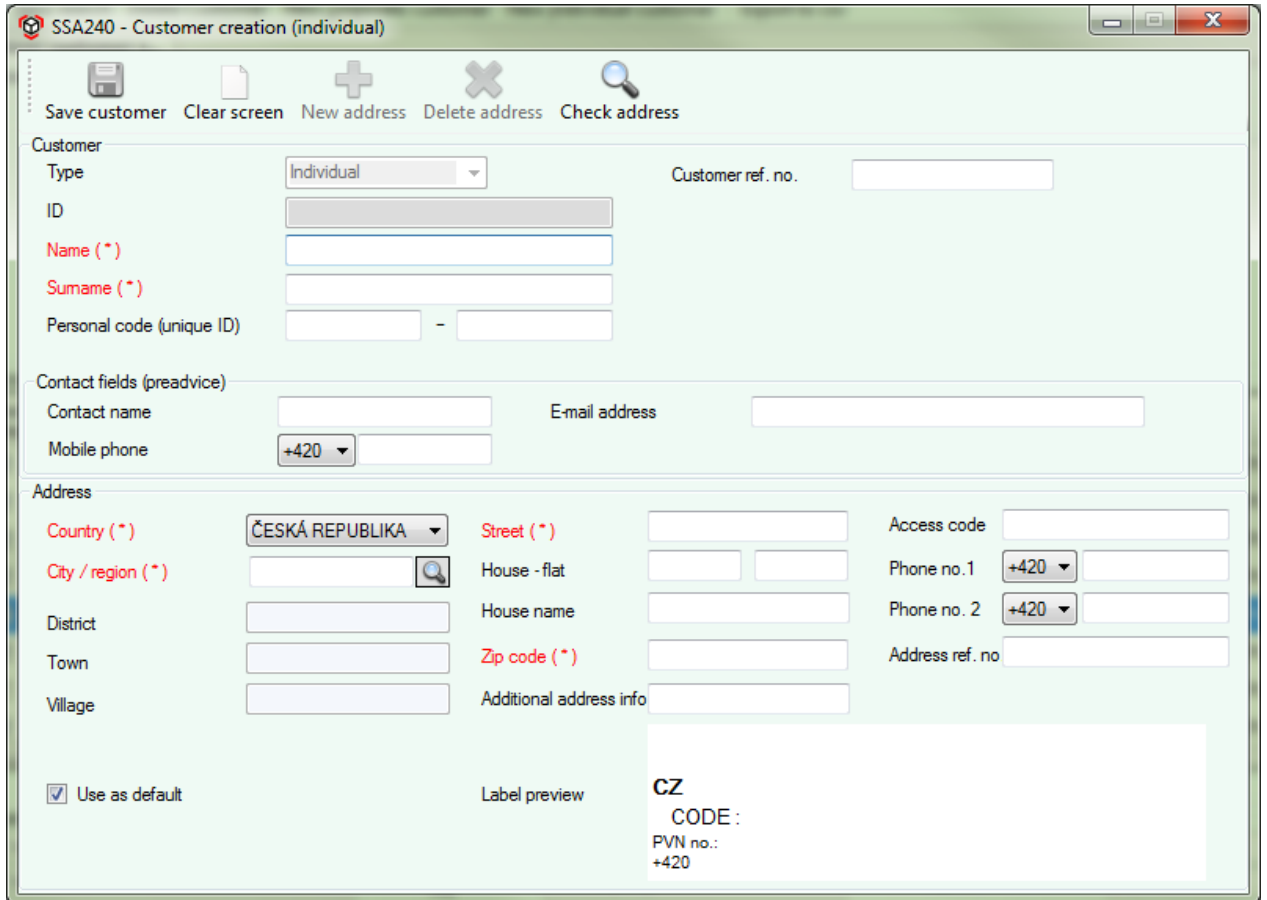
New address : If receiver customer has more than one address, SSA User can add new address when press this button.



Delete address : It will be possible to make passive address this delete button is use.



Check address : When this button is pressed, user can search work area of receiver customer.



The screenshot shows the 'SSA240 - Customer creation (individual)' form. At the top, there is a toolbar with five icons: Save customer, Clear screen, New address, Delete address, and Check address. The form is divided into several sections:

- Customer**: Includes a dropdown for 'Type' (set to 'Individual'), a text field for 'Customer ref. no.', and a greyed-out 'ID' field.
- Name**: Fields for 'Name (*)', 'Surname (*)', and 'Personal code (unique ID)'.
- Contact fields (preadvice)**: Fields for 'Contact name', 'E-mail address', and 'Mobile phone' (with a '+420' dropdown).
- Address**: Fields for 'Country (*)' (set to 'ČESKÁ REPUBLIKA'), 'City / region (*)', 'District', 'Town', 'Village', 'Street (*)', 'House - flat', 'House name', 'Zip code (*)', 'Additional address info', 'Access code', 'Phone no. 1' (with '+420' dropdown), 'Phone no. 2' (with '+420' dropdown), and 'Address ref. no'.
- Other**: A 'Use as default' checkbox and a 'Label preview' section showing 'CZ' and 'CODE :'. Below this, 'PVN no.: +420' is displayed.

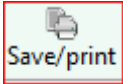
- ❖ **Type**: Type of receiver customer. Customer type is seen as individual or corporate and SSA users cannot update this status.
- ❖ **ID**: Identity number of the receiver customer is given by the system automatically. SSA users cannot update this ID number.

- ❖ **Name:** Name of a receiver customer.
- ❖ **Surname:** Surname of a receiver customer.
- ❖ **Personal code (Unique ID):** Personal Code is unique number for individual customer which is provided by customer.
- ❖ **Customer reference no:** Customer Reference Number is a unique number which is provided by customer to identify each customer
- ❖ **Contact name:** Name of the contact person for defined receiver customer.
- ❖ **Mobile Phone:** Mobile phone number of the defined receiver customer.
- ❖ **E-mail address:** E-Mail address of the defined receiver customer
- ❖ **Country:** Country value is specified in this field.
- ❖ **City / Region:** City or Region of the receiver customer address.
- ❖ **Street name:** Street name of the receiver customer address.
- ❖ **House / flat:** House and flat number of the receiver address.
- ❖ **House Name:** House name of the receiver address.
- ❖ **Zip code:** Zip code of the receiver address.
- ❖ **Additional address info:** Address text of the receiver customer. If exists, District, Town and Village information is shown on this field
- ❖ **Access code :** Access code of the receiver address
- ❖ **Phone no.1:** Phone number of the receiver customer.
- ❖ **Phone no.2:** Phone number of the receiver customer.
- ❖ **Address reference no:** Customer Address Reference Number is a unique number which is provided by customer to identify each customer address.
- ❖ **Label preview:** User can see label preview. Label preview contains customer name and customer address information.

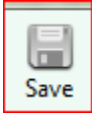
CHAPTER

4

Shipment Creation



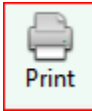
: After data entry fields are completed, “Save/Print” button enables to save related register in database and print the created shipment.



: After data entry fields are completed, “ Save” button enables to save related register in database.



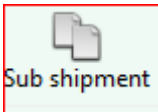
: If parcel labels are not printed, SSA users can delete created shipment.



: SSA users can print parcel labels



: Cleans up Shipment Creation screen for a new shipment



: Enables to use sub shipment functionality, if this customer is authorized with sub shipment functionality.

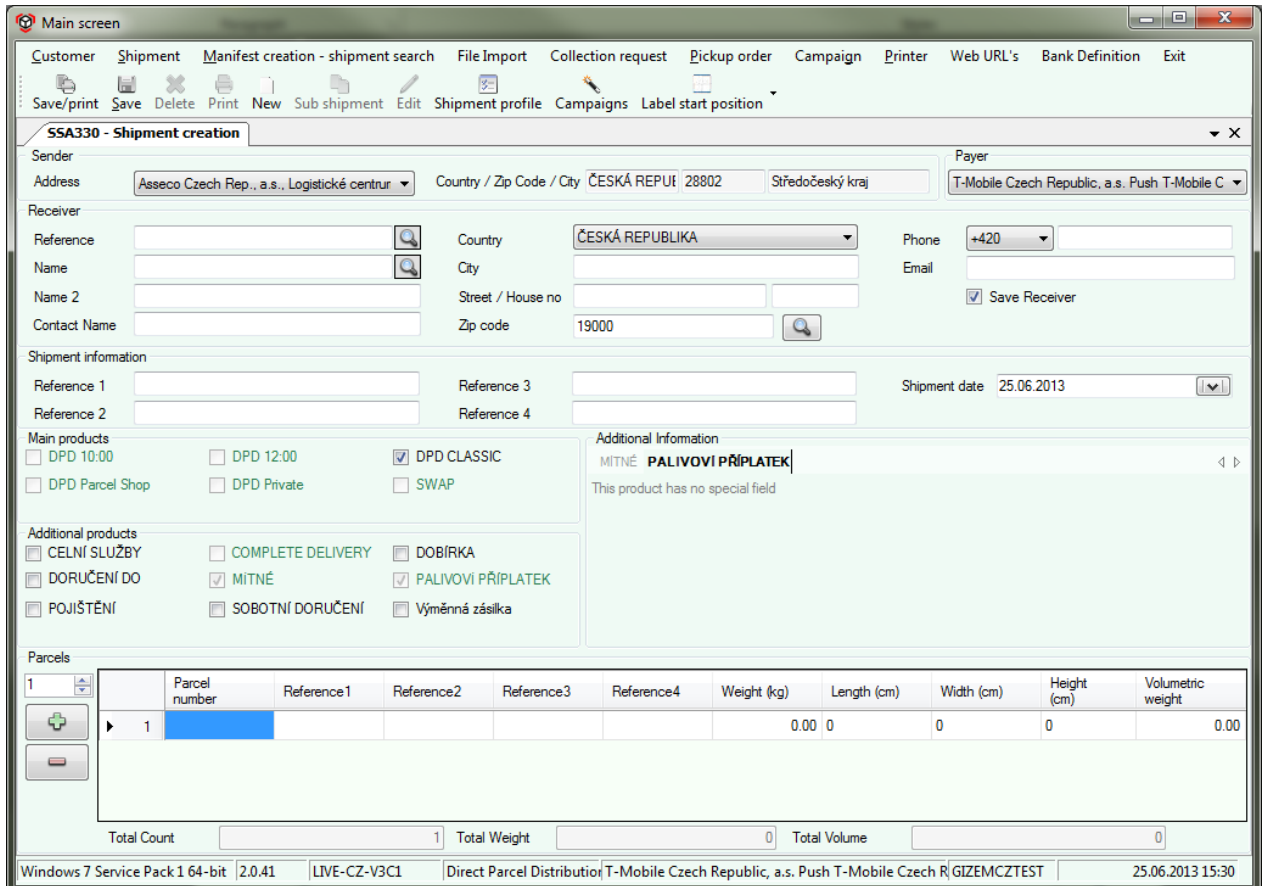


: Enables to use edit shipment functionality, if shipment parcel labels are not printed.

 **Shipment profile** : Calls the <SSA340 - Shipment profile> screen

 **Campaigns** : Calls the <SSA220 - List of available campaigns> screen

 **Label start position** : Lists the label positions. Selected position is the start position for the first label.




SENDER

- ❖ **Address:** Sender customer addresses information. Default address of the sender is set automatically. Sender customer address filed is non-editable. However, if sender has more than one address, then SSA user is able to select one of these addresses.
- ❖ **Country / Zip Code / City:** According to the selected Sender Address, Country, Zip Code and City fields are filled automatically. Country/Zip Code / City fields are non-editable.
- ❖ **Payer:** Payer of the sender is listed. If sender customer has more than one payer, then all payers are listed and sender is able to select one of them. If sender has only one payer, then this payer is selected automatically as default.

RECEIVER

- ❖ **Reference:** Reference Number is a unique number which is given by the SSA user to the receiver customers. This number helps to identify each receiver customer.
- ❖ **Name:** Name of the receiver customer. If receiver is saved before, then receiver can be found by entering first three characters. Name field has an auto-complete functionality.

- ❖ **Name 2:** The second name of the receiver customer.
- ❖ **Contact Name:** Name of the receiver customer's contact person.
- ❖ **Country:** Country of the Receiver customer. As default, country of the company is selected. If senders want to change, then they are able to select other defined countries. If receiver customer was saved before shipment creation and the receiver is selected from the receivers list, then country is selected according to the saved receiver information.
- ❖ **City:** Selected receiver's city information. City field has an auto-complete functionality.
- ❖ **Street / House No:** Street and house number of the receiver customer. Street field has an auto-complete functionality. With the street names, zip codes, district area and town information are displayed.
- ❖ **Zip Code:** Zip Code of the receiver. According to the selected Street, zip code field is filled automatically. Also senders have a chance to search zip codes with the Zip Code Finder tool. Zip Code Finder tool is opened when SSA user clicks the search button () which is near the Zip Code field.
- ❖ **Phone:** Phone number of the receiver customer. If SSA user enters the Phone information while creating a receiver, then phone field is filled automatically.
- ❖ **E-mail:** E-mail address of the receiver customer. If SSA user enters the E-mail information while creating a receiver, then E-mail field is filled automatically.
- ❖ **Save Receiver:** This checkbox is used to save receiver while creating shipments. The checkbox has different functionalities;
 - If this checkbox is checked and the receiver is not in the database, then the receiver customer is saved when shipment is saved or saved/print successfully.
 - If this checkbox is checked and any of the information of the receiver is not different, then system does not save receiver.
 - If this checkbox is not checked and the receiver is not in the database, then the receiver customer is not saved when shipment is saved or saved/print successfully.

SHIPMENT INFORMATION

- ❖ **Reference 1:** Reference field for the shipment. If this reference information is entered, then this information is shown on the label and also sent with MPSEXPDATA file.
- ❖ **Reference 2:** Reference field for the shipment. If this reference information is entered, then this information sent with MPSEXPDATA file.
- ❖ **Reference 3:** Reference field for the shipment. If this reference information is entered, then this information sent with MPSEXPDATA file.
- ❖ **Reference 4:** Reference field for the shipment. If this reference information is entered, then this information sent with MPSEXPDATA file.

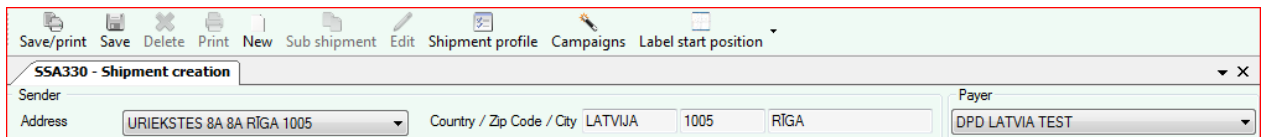
MAIN PRODUCTS

- ❖ **Main Products:** According to the contract of the sender customer, main products are listed. Also, if there is an un-contracted product, then it is displayed.

ADDITIONAL PRODUCTS

- ❖ **Additional Products:** According to the selected main product, additional products are listed.

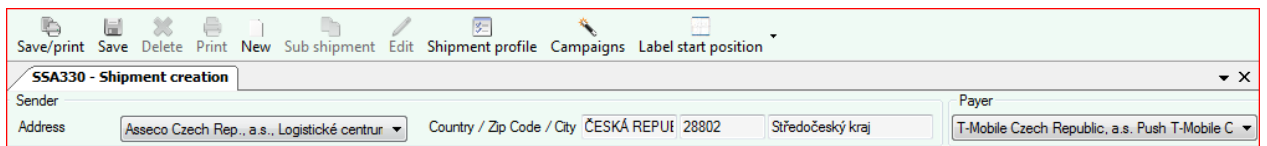
- ❖ **Additional Information:** If a selected additional product has a special field, then special fields are shown in additional information parts.
- ❖ **Parcel Data Entry:** Contains Parcel number, Reference1, Reference2, Reference3, Reference4, Weight, Length, Width, Height and Volumetric weight.
 - Parcel number field is filled according to the entered parcel count. This column cannot be updated via the parcel grid.
 - Reference1, Reference2, Reference3, Reference4, Weight, Length, Width and Height columns can be updated via the parcel grid.
 - If High Insurance is selected as an additional product, then high insurance column is added to the parcel grid automatically. This column is editable.
 - If COD is selected as an additional product, then COD Amount column is added to the parcel grid automatically.
 - If Amount Split Option of COD is selected as Manual Entry, then SSA users can enter COD Amount via parcel grid. Otherwise, COD amount cannot be entered via grid table, but COD amount field can be used for entering amount.
- ❖ In the first step of shipment creation, default sender address information and default payer are displayed.



SSA330 - Shipment creation

Sender

Address: URIEKSTES 8A 8A RĪGA 1005 Country / Zip Code / City: LATVIJA 1005 RĪGA Payer: DPD LATVIA TEST

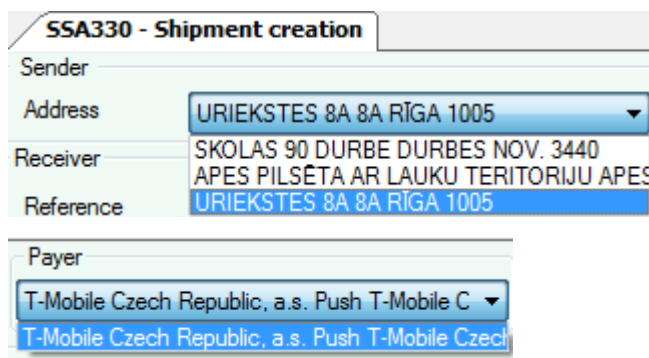


SSA330 - Shipment creation

Sender

Address: Asseco Czech Rep., a.s., Logistické centrum Country / Zip Code / City: ČESKÁ REPUBL 28802 Středočeský kraj Payer: T-Mobile Czech Republic, a.s. Push T-Mobile C

Senders have more than one address and payer. If sender has more than one address and payer, then all these are listed and users can select these information.



SSA330 - Shipment creation

Sender

Address: URIEKSTES 8A 8A RĪGA 1005

Receiver: SKOLAS 90 DURBE DURBES NOV. 3440 APES PILSĒTA AR LAUKU TERITORIJU APES

Reference: URIEKSTES 8A 8A RĪGA 1005

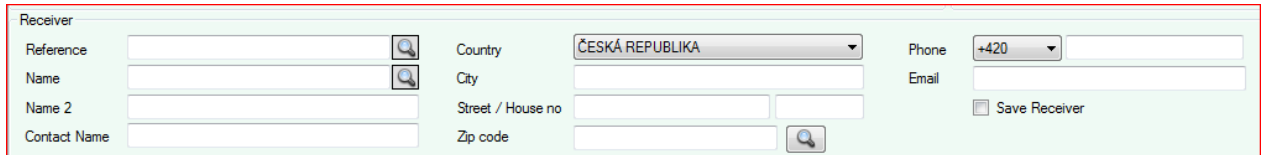
Payer: T-Mobile Czech Republic, a.s. Push T-Mobile C

After address and payer selection, Receiver Customer information should be entered. If receiver is not in the database, or SSA user makes some changes for related receiver, 'Save Receiver' checkbox should be checked.

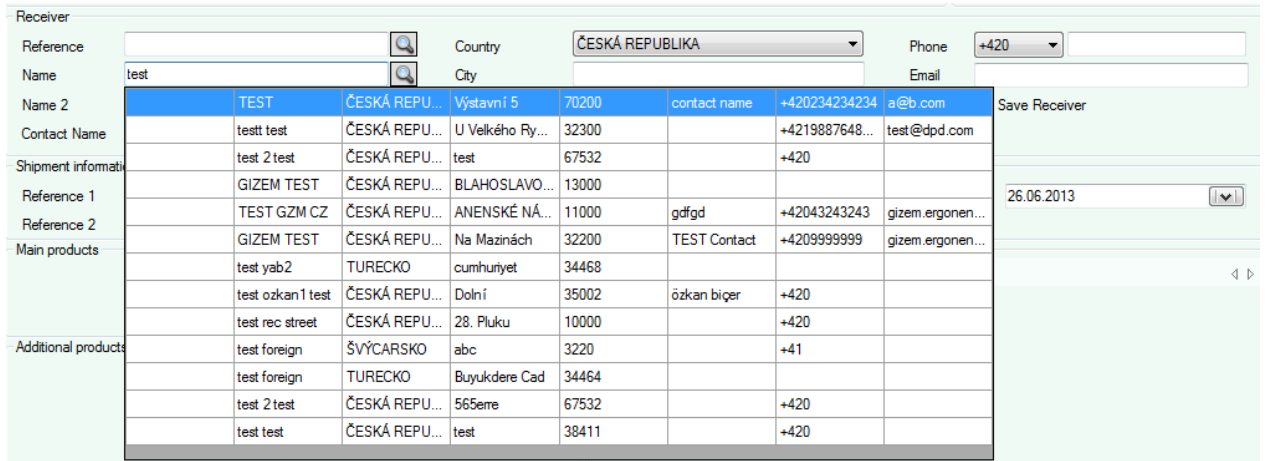
Below fields should be entered;

- Reference
 - After entering three characters, all related record(s) is suggested to the user.

- Name
 - After entering three characters, all related record(s) is suggested to the user.
- Name 2
- Contact Name
- Country
 - Country of a company is shown automatically.
- City
 - After entering one character, all cities which include that character(s) are suggested to the user.
- Street
 - After entering three characters, all related streets are suggested to the user.
- House No
- Zip Code
 - Zip code can be searched by the help of a search button.
- Phone
- E-mail




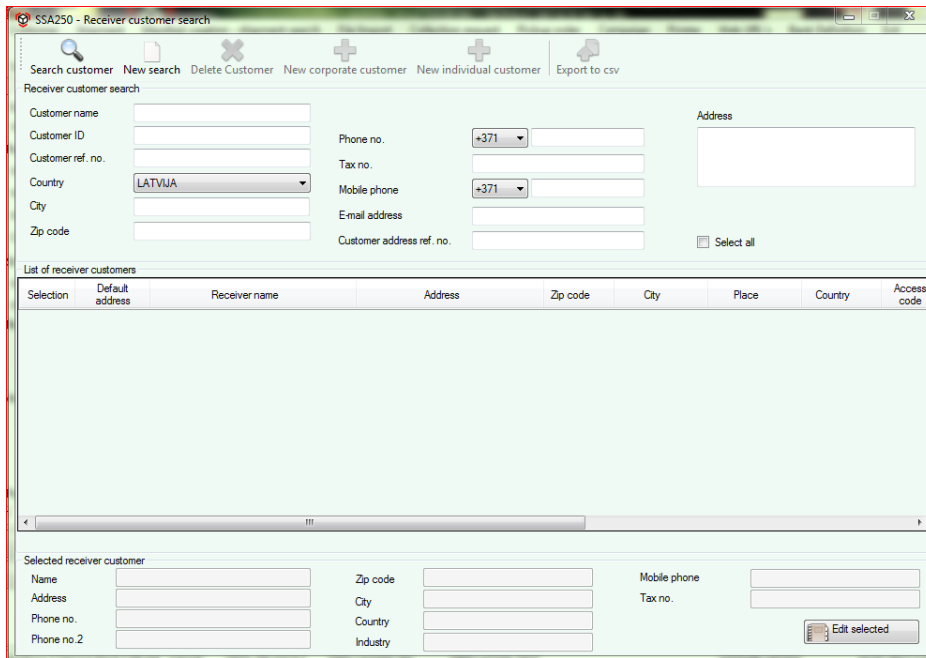
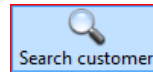
Receiver form with fields: Reference, Name, Name 2, Contact Name, Country (dropdown), City, Street / House no, Zip code, Phone (+420 dropdown), Email, and a Save Receiver checkbox.

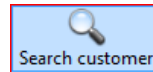


Receiver search results table showing a list of records with columns for Reference, Name, Name 2, Contact Name, Country, City, Street / House no, Zip code, Phone, and Email. A 'Save Receiver' button is visible on the right.

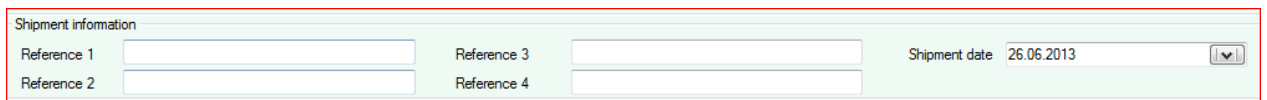
Reference	Name	Name 2	Contact Name	Country	City	Street / House no	Zip code	Phone	Email
test	test			ČESKÁ REPUBLIKA				+420	
	testt test			ČESKÁ REPUBLIKA	U Velkého Ry...		70200	+420234234234	a@b.com
	test 2 test			ČESKÁ REPUBLIKA	test		67532	+4219887648...	test@dpd.com
	GIZEM TEST			ČESKÁ REPUBLIKA	BLAHOŠLAVO...		13000	+420	
	TEST GZM CZ			ČESKÁ REPUBLIKA	ANENSKÉ NÁ...		11000	+42043243243	gizem.ergonen...
	GIZEM TEST			ČESKÁ REPUBLIKA	Na Mazínách		32200	+42099999999	gizem.ergonen...
	test yab2			TURECKO	cumhuriyet		34468		
	test ozkan1 test			ČESKÁ REPUBLIKA	Dolní		35002	+420	özkan biçer
	test rec street			ČESKÁ REPUBLIKA	28. Pluku		10000	+420	
	test foreign			ŠVÝCARSKO	abc		3220	+41	
	test foreign			TURECKO	Buyukdere Cad		34464		
	test 2 test			ČESKÁ REPUBLIKA	565eme		67532	+420	
	test test			ČESKÁ REPUBLIKA	test		38411	+420	

Receivers can be searched by the clicking of the Search button  which is near the Name field. After clicking a search button, SSA250 - Receiver Customer Search screen is opened.

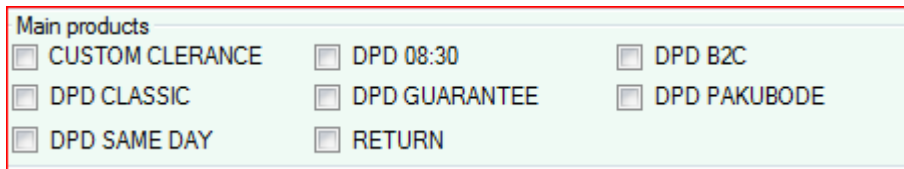



SSA users must click the “Search Customer” button  to search the receivers. If still receiver is not in the system, then according to the customer type, SSA users should click “New Corporate Customer” or “New Individual Customer” button.

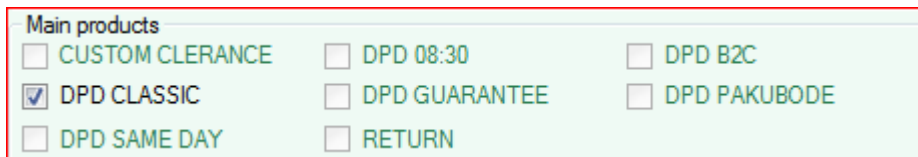
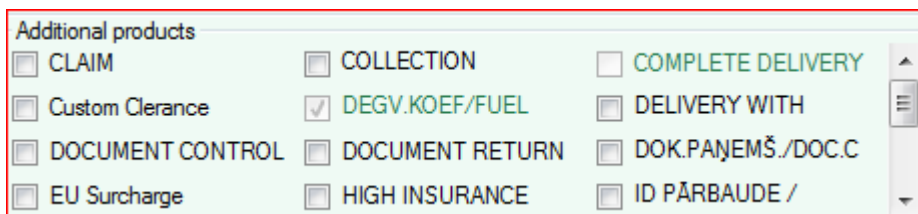
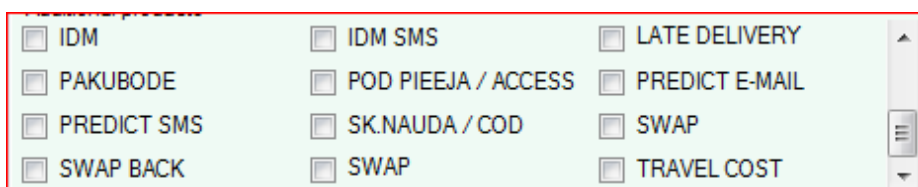
Reference numbers for shipment are entered correctly and shipment date is selected.



After entering the correct length of zip code, then main products which are available in the sender contract are become visible. According to the needs, main product is selected by the SSA user.



After main product selection, according to the product definitions, additional products are listed.

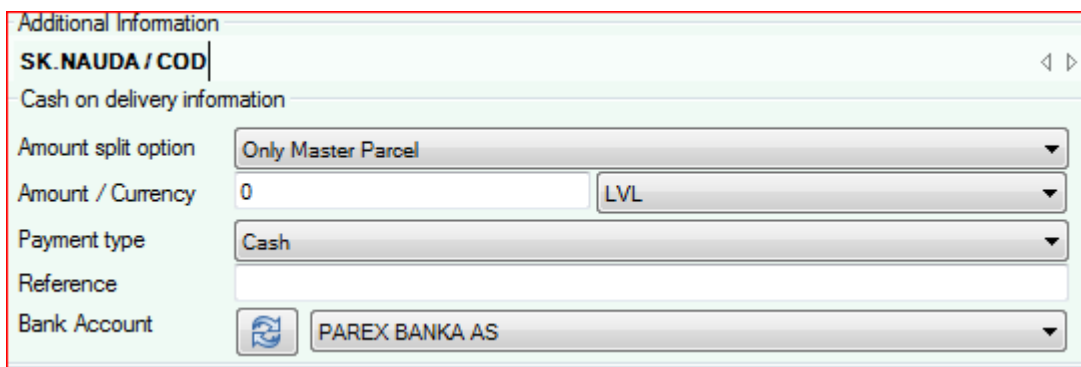




The list of product is different according to the sender customer's contract status. The system is handled three possibilities while listing products. According to these possibilities, the set of available products are different.

- Sender equals payer
- Sender has different product from the payer
- Sender has no contract and uses payer contract

After main product selection; related and available additional services are listed. SSA application controls restrictions with "DPD GmbH Routing Information" when international shipment during shipment creation. Whenever an additional product is selected, a special field or a group of fields are displayed according to the requirements of selected additional field.

Special Fields for COD



Additional Information
SK.NAUDA / COD

Cash on delivery information

Amount split option: Only Master Parcel

Amount / Currency: 0 LVL

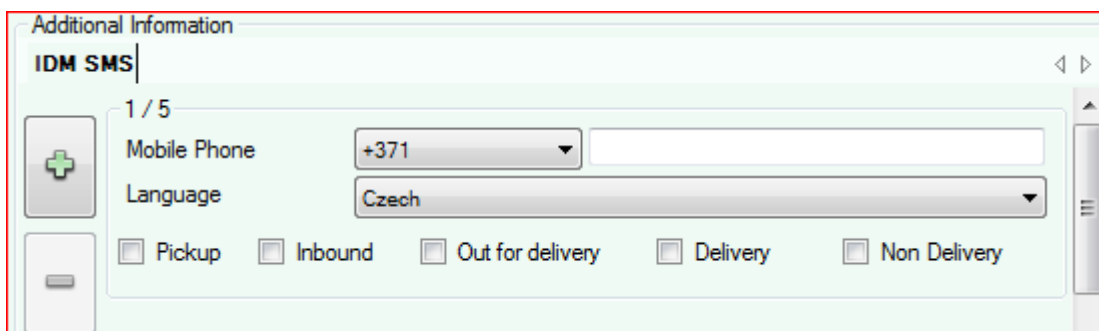
Payment type: Cash

Reference:

Bank Account: PAREX BANKA AS

When COD is selected as an additional product, special fields are displayed in the Additional Information field. According to the "Amount Split Option" and "Amount", parcel information is changed.

Special Fields for IDM SMS



Additional Information
IDM SMS

1 / 5

Mobile Phone: +371

Language: Czech

Pickup Inbound Out for delivery Delivery Non Delivery

For IDM SMS additional product, prefix of "Mobile Phone" and "Language" are shown according to the country information. Both these two fields can be changed by the SSA user.

Special Fields for IDM E-mail

Additional Information
DEGV.KOEF/FUEL SURCH. **IDM**

1 / 5

Email

Language **Czech**

Pickup Inbound Out for delivery Delivery Non Delivery

For IDM E-Mail additional product, e-mail address should be entered by the SSA user and language can be changed.

Special fields for Custom Clearance

Additional Information
DEGV.KOEF/FUEL SURCH. **Custom Clearance**

SMS (*) **+420**

EMAIL (*)

Special fields for Delivery with Smile

Additional Information
DEGV.KOEF/FUEL SURCH. **DELIVERY WITH SMILE**

Kurjeram jāsmaida? **JĀ**

Smaida ilgums

vai vajag

datums **27.06.2013**

Instrukcijas **Smaids līdz ausīm**

Special fields for Document Control and Document Return

Additional Information
DEGV.KOEF/FUEL SURCH. **DOCUMENT RETURN**

REF NUMBER

Additional Information
DEGV.KOEF/FUEL SURCH. | DOCUMENT RETURN **DOCUMENT CONTROL**

REF NUMBER

Special fields for High Insurance



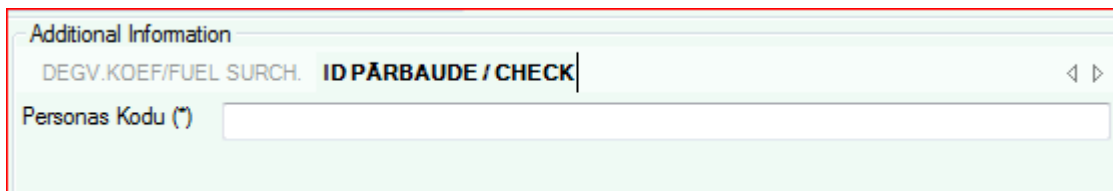
Additional Information
DEGV.KOEF/FUEL SURCH. **HIGH INSURANCE**

Amount

Currency **LVL**

For High Insurance product, SSA users should use the parcel grid to enter the “Amount”. After selecting High Insurance, the new column is added to the parcel grid.

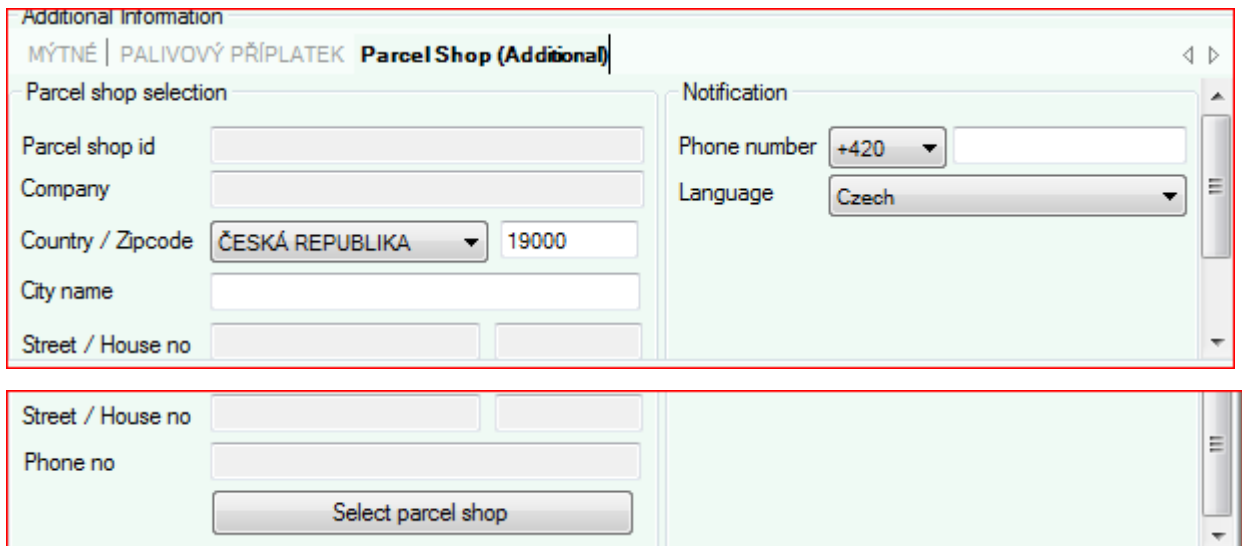
Special fields for ID Check



Additional Information
DEGV.KOEF/FUEL SURCH. **ID PĀRBAUDE / CHECK**

Personas Kodu (*)

Special fields for Parcel Shop



Additional Information
MÝTNÉ | PALIVOVÝ PŘÍPLATEK **Parcel Shop (Additional)**

Parcel shop selection

Parcel shop id

Company

Country / Zipcode **ČESKÁ REPUBLIKA**

City name

Street / House no

Notification

Phone number **+420**

Language **Czech**

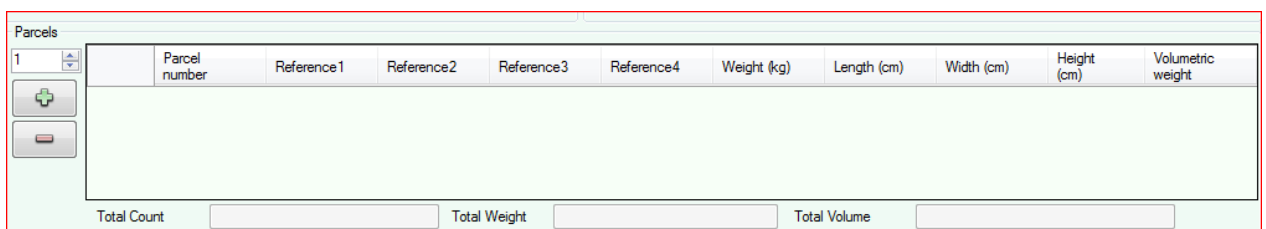
Street / House no

Phone no



Select parcel shop

For Parcel Shop additional product, after entering receiver customer information, SSA user must select a parcel shop via “Select parcel shop” button which is appeared in Additional Information part. In Parcel Shop search screen, according to the entered receiver zip code, all available parcel shops are listed.

In the final step of shipment creation, parcel data must be entered. It will be possible to insert parcel data by one row or entering many rows.




Parcel number	Reference1	Reference2	Reference3	Reference4	Weight (kg)	Length (cm)	Width (cm)	Height (cm)	Volumetric weight
Total Count <input type="text"/>									
Total Weight <input type="text"/>					Total Volume <input type="text"/>				

The first parcel row is added automatically. If users want to insert more than 1 row, then they can enter the row number to the Parcel Count Field  and click  (plus) button. Users can use the arrow buttons to increase or decrease the number of adding parcels.

After inserting parcel lines, then if wants, References of Parcels, Length, Width and Height informations should be entered.

According to the Mandatory Field Settings, customers need to enter Weight value.

If SSA users want to delete a row(s), then they should use  (minus) button. After selecting a row, users should click the minus button.

Parcel Number can be empty till labels are printed. If customer entered more than one parcel and shipment is saved, row count will be the same as parcel count and in each row parcel count will become one. Weight entered before will be divided to each parcel.

Parcel reference numbers can be entered from data entry table on the SSA330 - Shipment Creation screen.

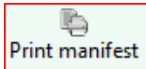
	Parcel number	Reference1	Reference2	Reference3	Reference4	Weight (kg)	Length (cm)	Width (cm)	Height (cm)	Volumetric weight
▶	1					0.00	0	0	0	0.00

CHAPTER

5

Manifest Creation & Shipment Search

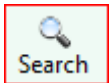
After shipments are created and printed, their manifests should be closed. Closing manifest is done in SSA200 Manifest Creation & Shipment Search screen.



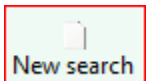
Print manifest: Enables to open **<SSA205 - Close manifest>** screen that close and prints manifest including selected shipments. SSA205 give possibility to enter manifest name and explanation and then to close and print manifest.



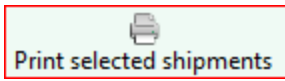
Delete shipment: Delete the selected shipment(s) according to the rules.



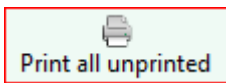
Search: A button is used the query of previously created shipments according to the “Shipment Search Criteria” search parameters.



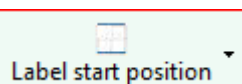
New search: When this button is clicked, all data entry fields are cleared and the users are enabled to make new inquiry.



Print selected shipments: Re-print the selected shipment(s).

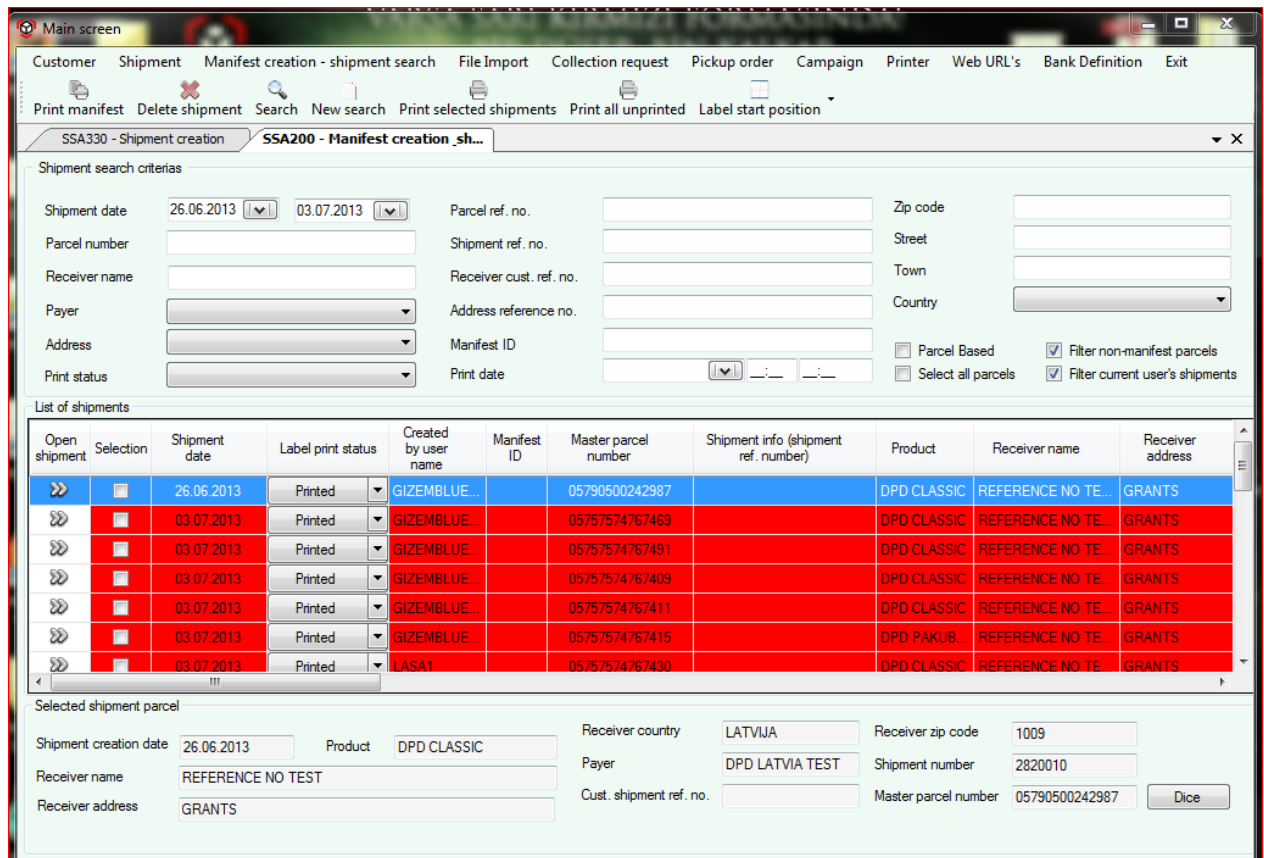


Print all unprinted: All unprinted shipments are printed.



Label start position: When the start label position button is clicked, then positions are listed and if user wants, one of starting position can be selected. This field value will enable to select start position for the first. When the SSA user prints labels in the A4 format, the first printed labels are printed in

area 1 and 2 and it is continued to print labels, it is possible to open the Label start position screen and to select start position and thus to continue print on the same A4.



Shipment search criterias

Shipment date: 26.06.2013 | 03.07.2013 | Parcel ref. no.: | Zip code: |
Parcel number: | Shipment ref. no.: | Street: |
Receiver name: | Receiver cust. ref. no.: | Town: |
Payer: | Address reference no.: | Country: |
Address: | Manifest ID: | Parcel Based: | Filter non-manifest parcels:
Print status: | Print date: | Select all parcels: | Filter current user's shipments:

Open shipment	Selection	Shipment date	Label print status	Created by user name	Manifest ID	Master parcel number	Shipment info (shipment ref. number)	Product	Receiver name	Receiver address
<input checked="" type="checkbox"/>	<input type="checkbox"/>	26.06.2013	Printed	GIZEMBLUE...		05790500242987		DPD CLASSIC	REFERENCE NO TE...	GRANTS
<input checked="" type="checkbox"/>	<input type="checkbox"/>	03.07.2013	Printed	GIZEMBLUE...		05757574767469		DPD CLASSIC	REFERENCE NO TE...	GRANTS
<input checked="" type="checkbox"/>	<input type="checkbox"/>	03.07.2013	Printed	GIZEMBLUE...		05757574767491		DPD CLASSIC	REFERENCE NO TE...	GRANTS
<input checked="" type="checkbox"/>	<input type="checkbox"/>	03.07.2013	Printed	GIZEMBLUE...		05757574767409		DPD CLASSIC	REFERENCE NO TE...	GRANTS
<input checked="" type="checkbox"/>	<input type="checkbox"/>	03.07.2013	Printed	GIZEMBLUE...		05757574767411		DPD CLASSIC	REFERENCE NO TE...	GRANTS
<input checked="" type="checkbox"/>	<input type="checkbox"/>	03.07.2013	Printed	GIZEMBLUE...		05757574767415		DPD PAKUB...	REFERENCE NO TE...	GRANTS
<input checked="" type="checkbox"/>	<input type="checkbox"/>	03.07.2013	Printed	LASA1		05757574767430		DPD CLASSIC	REFERENCE NO TE...	GRANTS

Selected shipment parcel

Shipment creation date: 26.06.2013 | Product: DPD CLASSIC | Receiver country: LATVIJA | Receiver zip code: 1009
Receiver name: REFERENCE NO TEST | Payer: DPD LATVIA TEST | Shipment number: 2820010
Receiver address: GRANTS | Cust. shipment ref. no.: | Master parcel number: 05790500242987 | Dice

- ❖ **Shipment date:** The date interval is used for querying records in creation shipment date intervals.
- ❖ **Parcel number:** Number of shipment parcel
- ❖ **Receiver name:** Receiver Name of queried customer
- ❖ **Payer:** List of available payers.
- ❖ **Address:** list of available addresses of sender.
- ❖ **Print status:** "Print Status" is searching criteria. On manifest screen it is possible to filter printed and not printed parcels.
- ❖ **Parcel ref. no:** Customer Parcel Reference Number is unique number which is provided by customer to identify each customer address.
- ❖ **Shipment ref. no:** Customer Shipment Number is a unique number which is provided by customer to identify each shipment.
- ❖ **Receiver cust. ref. no:** Customer Reference Number is a unique number which is provided by customer to identify each customer.
- ❖ **Address ref. no:** Customer Address Reference Number is unique number which is provided by customer to identify each customer address.
- ❖ **Manifest ID:** Manifest ID is a unique number, which is provided by system number sequence.
- ❖ **Print date:** The date interval is used for querying records in creation print date intervals.
- ❖ **Zip code:** Zip code of the country

- ❖ **Street:** Street of receiver address
- ❖ **Town:** Town of receiver address
- ❖ **Country:** Country value is specified in this field.
- ❖ **Parcel Based:** User can list all shipment as a parcel based. If it's not checked, then shipments are listed as a shipment based.
- ❖ **Select all parcels:** If it's checked, then all parcels are selected automatically.
- ❖ **Filter non-manifest parcels:** User can list only non-manifested parcels.
- ❖ **Filter current user's shipments:** Just the current user's shipments are listed if this checkbox is checked.

SHIPMENT SEARCH

User can see defined shipments on the lookup.

Open shipment	Selection	Shipment date	Label print status	Created by user name	Manifest ID	Master parcel number	Shipment info (shipment ref. number)	Product	Receiver name	Receiver address
»»	<input type="checkbox"/>	26.06.2013	Printed	GIZEMBLUE...		05790500242987		DPD CLASSIC	REFERENCE NO TE...	GRANTS
»»	<input type="checkbox"/>	03.07.2013	Printed	GIZEMBLUE...		05757574767411		DPD CLASSIC	REFERENCE NO TE...	GRANTS
»»	<input type="checkbox"/>	03.07.2013	Printed	GIZEMBLUE...		05757574767409		DPD CLASSIC	REFERENCE NO TE...	GRANTS
»»	<input type="checkbox"/>	03.07.2013	Printed	GIZEMBLUE...		05757574767415		DPD PAKUB...	REFERENCE NO TE...	GRANTS
»»	<input type="checkbox"/>	03.07.2013	Printed	LASA1		05757574767430		DPD CLASSIC	REFERENCE NO TE...	GRANTS
»»	<input type="checkbox"/>	03.07.2013	Printed	GIZEMBLUE...		05757574767403		DPD PAKUB...	REFERENCE NO TE...	GRANTS

List of shipments lookup have the following data items;

- **Open shipment :** Open defined shipment detail
- **Selection :** User can select the shipment
- **Shipment date:** Creation Date of shipment.
- **Label Print Status:** Shows the printing status
- **Created by user name:** Creator of a shipment is shown
- **Manifest ID:** If manifest is closed, then Manifest ID is seen
- **Master parcel number:** After printing label, master parcel number is assigned
- **Shipment info:** Reference number of a shipment
- **Product:** Main product of the shipment
- **Receiver name:** Receiver name of queried shipment customer.
- **Receiver address:** Receiver address of queried shipment customer address.
- **Receiver city:** Receiver Country of queried shipment customer address.
- **Receiver place area:** Receiver area of queried shipment customer address.
- **Receiver zip code:** Receiver Zip Code of queried shipment customer address.
- **Receiver country:** Receiver country of queried shipment customer address.
- **COD/B2C Info:** If COD or B2C products are selected for the shipment, then information of those products are shown.
- **Creation date:** Date of shipment creation.

- **Manifest date:** Date of manifest.
- **Manifest name:** Number of manifest.
- **Manifest explanation:** Explanation of manifest.
- **Shipment number:** Number of shipment.
- **Payer:** Name of the payer
- **Sender Address ID:** Address id of a sender who is used in a shipment
- **Sender Address:** Detailed address of a sender
- **Customer reference number:** Reference number of a customer
- **Address reference number:** Reference number of a used address
- **Shipment status:** Status of parcel printing
- **Return Parcel Id:** If shipment has any return parcel information, then it is showed
- **Total parcel count:** Parcel count of a shipment. If a “Parcel Based” search criterion is selected, then this shows a parcel count of a parcel. If a “Parcel Based” search criterion is not selected, then this shows a total parcel count of a shipment
- **Total weight:** Total weight of a shipment. If a “Parcel Based” search criterion is selected, then this shows a weight of a parcel. If a “Parcel Based” search criterion is not selected, then this shows a total weight of a shipment
- **Total volume:** Total volume of a shipment. If a “Parcel Based” search criterion is selected, then this shows a volume of a parcel. If a “Parcel Based” search criterion is not selected, then this shows a total volume of a shipment
- **Last Scan Name:** Last scan name of a shipment is shown
- **Last Scan Time:** Shows the last scan time of a shipment

The system creates manifest data, which is a record that defines group of shipments taken in driver pickup. The manifest definition consists of the following data items;

- Manifest creation date
- Manifest name
- Manifest closing date
- Additional information

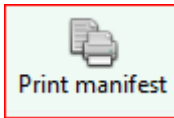
Manifest creation rules define as follows;

- Manifest can be created after first shipment is prepared. At least one shipment should be created to close manifest. The manifest is closed at the same time and cannot be updated. (cannot be added new shipments or edit shipment / parcel data)
- After shipments are created, manifest creates by selecting group of shipments. The selection is made by selecting shipments, not parcels. Possibility to select all printed and not closed with manifest shipments.

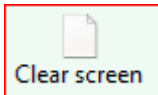
- Shipment selection at this moment will be made among multiple shipments from a list of shipments. Manifest search screen will be used to search and select shipments in order to create a manifest. In case not printed shipments are selected system should give warning message during manifest closing and print all unprinted parcel label for manifest.

CLOSE MANIFEST

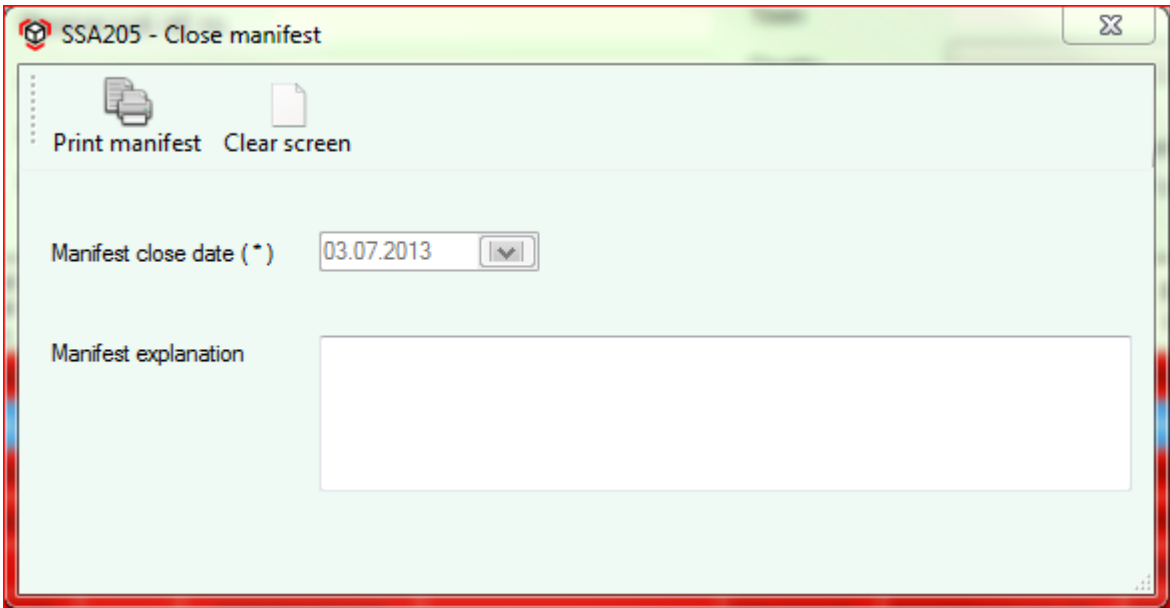
SSA User can create and close manifest in <SSA205 - Close manifest> screen. SSA user must select shipments for create manifest.



: When this button is pressed, SSA user can create and close manifest for selected shipments.



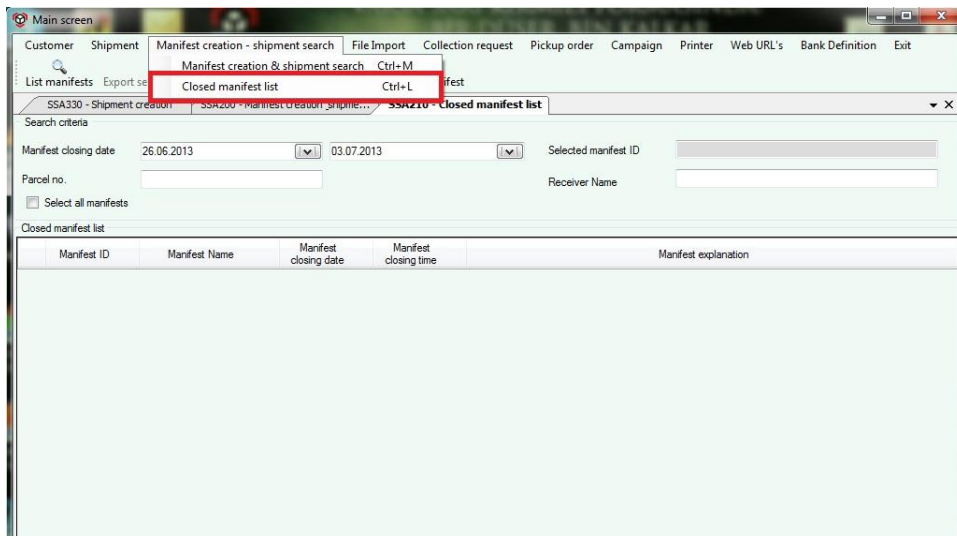
: When this button is pressed, all data entry fields will be deleted from the screen and the user will be enabled to make new entry.

A screenshot of the "SSA205 - Close manifest" window. The window title is "SSA205 - Close manifest". It contains two buttons: "Print manifest" and "Clear screen". Below the buttons, there is a field for "Manifest close date (*)" with a dropdown menu showing "03.07.2013". Below that is a large text area for "Manifest explanation".

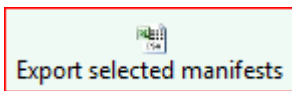
- ❖ **Manifest close date:** Manifest Close Date field is non-editable date value saved as manifest date
- ❖ **Manifest explanation:** Optional manifest explanation field.

CLOSED MANIFEST LIST

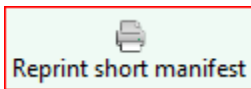
SSA users can search the closed manifests. Under the Manifest creation- Shipment Search link which is on the main screen, Closed Manifest List screen can be found.



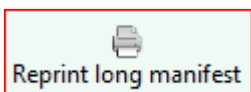
: Search closed manifest according to the given "Manifest Close Date" parameters



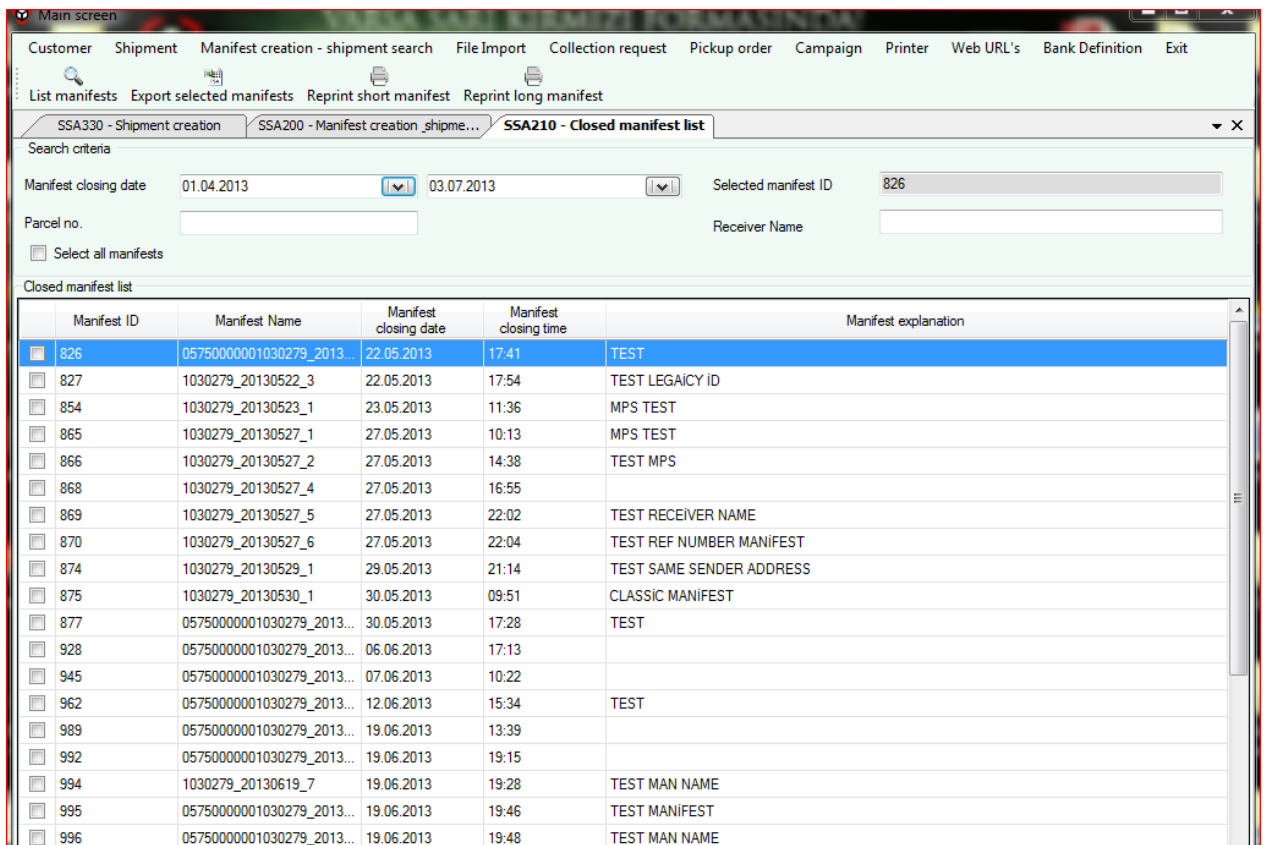
: Exports manifest to CSV file. It is possible to export only closed manifest



: Reprint listed and selected manifest as a short manifest



: Reprint listed and selected manifest as a long manifest.



- ❖ **Manifest closing date:** Manifest Close Date field is un-editable date value saved as manifest date
- ❖ **Parcel no:** Parcel number search parameter
- ❖ **Selected manifest ID:** Selected manifest ID
- ❖ **Receiver Name:** According to the Receiver Name, searching can be done.

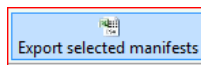
User can closed manifest information on the lookup.

Closed manifest list					
	Manifest ID	Manifest Name	Manifest closing date	Manifest closing time	Manifest explanation
<input checked="" type="checkbox"/>	826	0575000001030279_2013...	22.05.2013	17:41	TEST
<input type="checkbox"/>	827	1030279_20130522_3	22.05.2013	17:54	TEST LEGAICY ID
<input type="checkbox"/>	854	1030279_20130523_1	23.05.2013	11:36	MPS TEST
<input type="checkbox"/>	865	1030279_20130527_1	27.05.2013	10:13	MPS TEST
<input type="checkbox"/>	866	1030279_20130527_2	27.05.2013	14:38	TEST MPS
<input type="checkbox"/>	868	1030279_20130527_4	27.05.2013	16:55	
<input type="checkbox"/>	869	1030279_20130527_5	27.05.2013	22:02	TEST RECEIVER NAME
<input type="checkbox"/>	870	1030279_20130527_6	27.05.2013	22:04	TEST REF NUMBER MANIFEST
<input type="checkbox"/>	874	1030279_20130529_1	29.05.2013	21:14	TEST SAME SENDER ADDRESS
<input type="checkbox"/>	875	1030279_20130529_1	29.05.2013	08:51	CLASSIC MANIFEST

List of closed manifest lookup have the following data items;

- **Manifest ID:** Manifest ID number
- **Manifest name:** Name of manifest
- **Manifest closing date:** Manifest closing date of closed manifest
- **Manifest closing time:** Manifest closing time of closed manifest
- **Manifest explanation :** Notes / explanation field for manifest

The screen has a “Selected all manifests” checkbox. When it’s checked, then all listed manifests are selected.



When “Export selected manifests” button is clicked, the searched and selected manifest from the lookup (selected manifest ID field) exports to CSV

CSV file have the following data items;

A	B	C	D	E	F	G	H	I	J
ManifestName	ManifestClosed	Shipment	ShipmentDate	ProductID	SenderID	SenderName	ReceiverName	ReceiverTaxID	ReceiverAddress
0575000001030279_20130701_1	01.07.2013	2822070	03.07.2013	DPD CLASSIC	1030279	DPD LATVIA TEST	GIZEM BI TEST		RŪPNIECĪBAS

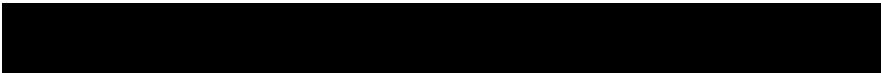
K	L	M	N	O	P	Q	R	S	T	U	V
ReceiverCountryID	ReceiverPostalCode	ReceiverC	ReceiverA	ReceiverC	GoodsNar	Saturday	CompleteDelivery	Documen	CODAmount	Info	TextID
LV	1045	RĪGA				FALSE	FALSE		300		'05757574767484

W	X	Y	Z	AA	AB	AC	AD
ParcelWeight	ParcelVolume	ParcelInfo	PayerID	PayerName	SendersPickUp	CreatedByUser	CODRefNr
1.00	0.00		1030279	DPD LATVIA TEST		GIZEMBLUEITEM	

A	B	C	D	E	F	G	H	I	J	K	L	M
ManifestName	ManifestClosed	Shipment	ShipmentDate	ProductID	SenderID	SenderNa	ReceiverN	ReceiverT	ReceiverA	ReceiverC	ReceiverP	Receiver
0575000001030279_20130701_3	01.07.2013	2830087	03.07.2013	DPD CLAS:	1030279	DPD LATV	GIZEM BI TEST		RÜPNIECĪ LV		1045 RĪGA	
0575000001030279_20130701_3	01.07.2013	2830087	03.07.2013	DPD CLAS:	1030279	DPD LATV	GIZEM BI TEST		RÜPNIECĪ LV		1045 RĪGA	
0575000001030279_20130701_3	01.07.2013	2830087	03.07.2013	DPD CLAS:	1030279	DPD LATV	GIZEM BI TEST		RÜPNIECĪ LV		1045 RĪGA	

P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
GoodsNar	Saturday	Complete	Document	CODAmou	Info	TextID	ParcelWe	ParcelVol	ParcelInfc	PayerID	PayerName	SendersPickUp	CreatedByU
	FALSE	FALSE				'05757574767488	1.00	0.00		1030279	DPD LATVIA TEST		GIZEMBLUE
	FALSE	FALSE				'05757574767489	2.00	0.00		1030279	DPD LATVIA TEST		GIZEMBLUE
	FALSE	FALSE				'05757574767490	3.00	0.00		1030279	DPD LATVIA TEST		GIZEMBLUE

SSA user can reprint manifest with Reprint short manifest and Reprint long manifest button.

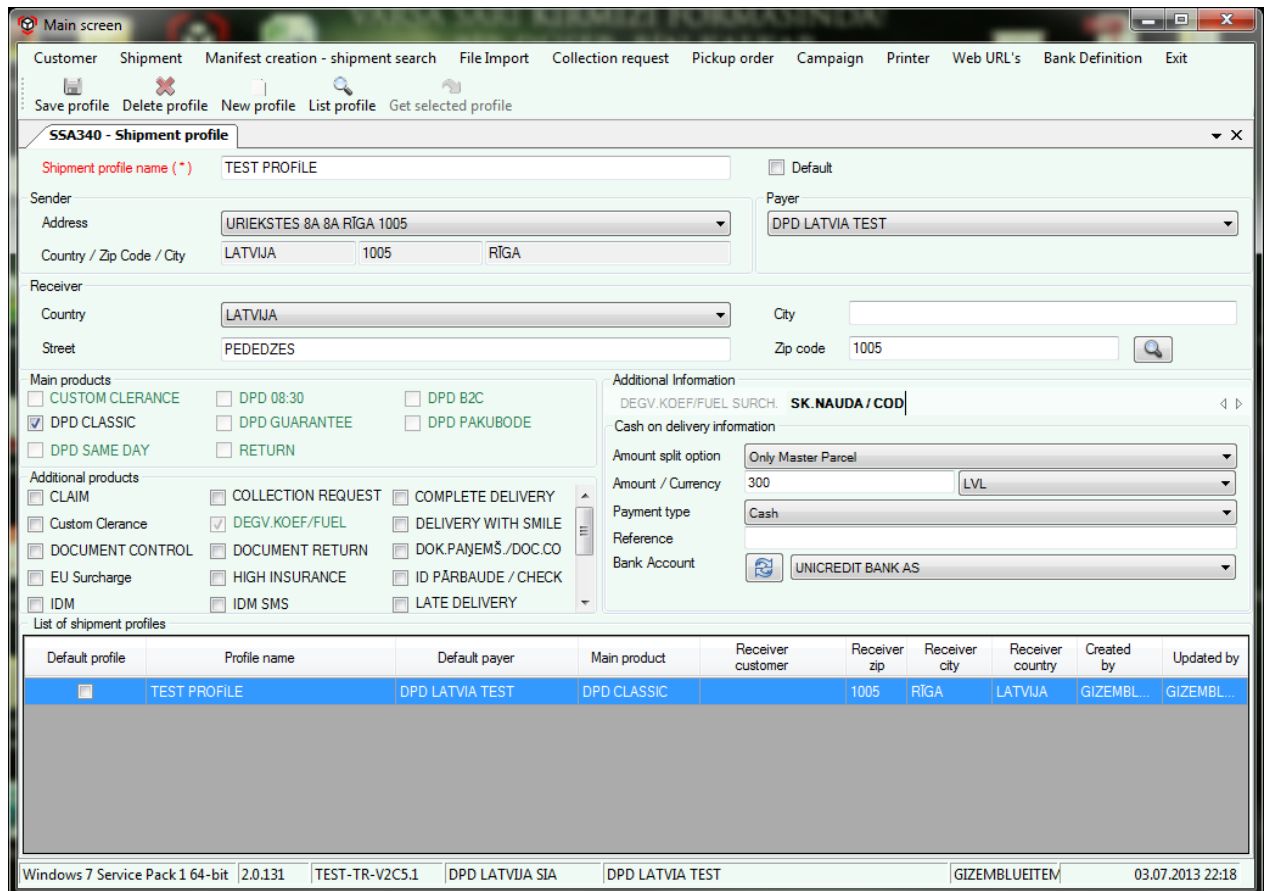


CHAPTER

6

Shipment Profile

If any shipment profile definition exists and receiver customer search is selected in shipment profile, receiver customer will be selected automatically.



SSA340 - Shipment profile

Shipment profile name (*): TEST PROFILE Default

Sender
 Address: URIEKSTES 8A 8A RĪGA 1005
 Country / Zip Code / City: LATVIJA 1005 RĪGA
 Payer: DPD LATVIA TEST

Receiver
 Country: LATVIJA
 Street: PEDEZES
 City:
 Zip code: 1005

Main products
 CUSTOM CLEARANCE DPD 08:30 DPD B2C
 DPD CLASSIC DPD GUARANTEE DPD PAKUBODE
 DPD SAME DAY RETURN

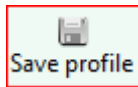
Additional products
 CLAIM COLLECTION REQUEST COMPLETE DELIVERY
 Custom Clearance DEGV.KOEF/FUEL DELIVERY WITH SMILE
 DOCUMENT CONTROL DOCUMENT RETURN DOK.PAŅEMŠ./DOC.CO
 EU Surcharge HIGH INSURANCE ID PĀRBAUDE / CHECK
 IDM IDM SMS LATE DELIVERY

Additional Information
 DEGV.KOEF/FUEL SURCH. SK.NAUDA / COD
 Cash on delivery information
 Amount split option: Only Master Parcel
 Amount / Currency: 300 LVL
 Payment type: Cash
 Reference
 Bank Account: UNICREDIT BANK AS

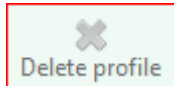
Default profile	Profile name	Default payer	Main product	Receiver customer	Receiver zip	Receiver city	Receiver country	Created by	Updated by
<input type="checkbox"/>	TEST PROFILE	DPD LATVIA TEST	DPD CLASSIC		1005	RĪGA	LATVIJA	GIZEMBL...	GIZEMBL...

Windows 7 Service Pack 1 64-bit | 2.0.131 | TEST-TR-V2C5.1 | DPD LATVIJA SIA | DPD LATVIA TEST | GIZEMBLUEITEM | 03.07.2013 22:18

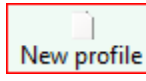
If the SSA user wants he can define a profile on the shipment profile screen and can use the shipment profile while creating a shipment.



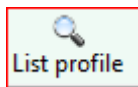
: After data entry fields are completed, it enables related to be kept in database



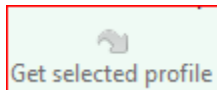
: When the defined shipment profile is chosen and the button is pressed, it is used to canceled the chosen function



: When this button is pressed, all data entry fields will be deleted from the screen and the user will be enabled to make a new register entry and inquiry.



: It enables to be inquired according to data entry fields on screen. If any value isn't entered from the fields on screen, all registers that are registered in the system will be listed on screen



: When this button is pressed, user can get selected shipment profile of created shipment.

- ❖ **Shipment profile name:** A specific name that identifies shipment profile.
- ❖ **Sender address:** Addresses of a sender. If a sender has more than one address, then these are listed.
- ❖ **Payer:** Default Payer selection field.
- ❖ **Country/Zip Code / City:** These fields are filled according to the selected sender address.
- ❖ **Receiver country:** :If receiver country is selected, this field will be used as default country in address search criteria
- ❖ **Receiver Street:** If receiver street is selected, this field will be used as default street in address search criteria
- ❖ **Receiver city:** If receiver city is selected, this field will be used as default city in address search criteria.
- ❖ **Receiver zip code:** If receiver zip code is selected, this field will be used as default zip code in address search criteria.
- ❖ **Main product:** Main product value that will be used in shipment profile.
- ❖ **Additional product:** Additional product(s) value that will be used in shipment profile.

User can defined shipment profile information on the lookup

List of shipment profiles									
Default profile	Profile name	Default payer	Main product	Receiver customer	Receiver zip	Receiver city	Receiver country	Created by	Updated by
<input checked="" type="checkbox"/>	TEST1	ELKO SIA	DPD SAME DAY				LATVIJA	ELKO	
<input type="checkbox"/>	TEST PROFILE	ELKO SIA	DPD CLASSIC	TEST	1005	RİGA	LATVIJA	TESTUSER	TESTUSER

List of shipment profile lookup have the following data items

- **Default profile:** Specifies whether this shipment profile is used as default profile or not.

- **Profile name** : Name of shipment profile
- **Default payer** : Default Payer customer information
- **Main product** : Main product information
- **Receiver customer** : Receiver customer information
- **Receiver zip** : Receiver zip code information
- **Receiver city** : Receiver city information
- **Receiver country** : Receiver country information
- **Created by** : User information that creates this shipment profile
- **Updated by**: User information that updates or changes this shipment profile.

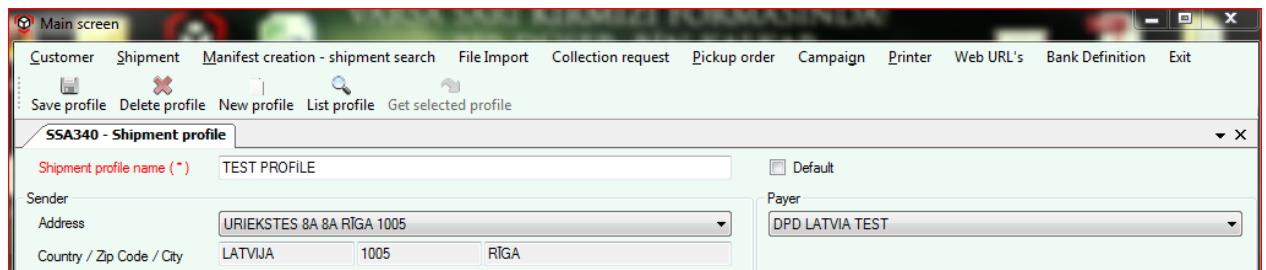
Possibility to use more than one payer or profile will be provided by SSA.

All kind of data (from shipment) includes in shipment profile definition. Shipment profile define user based.

In SSA340 – Shipment Profile screen, SSA users must enter a Shipment Profile name. The SSA users can define more than one profile but only one of them can be default.

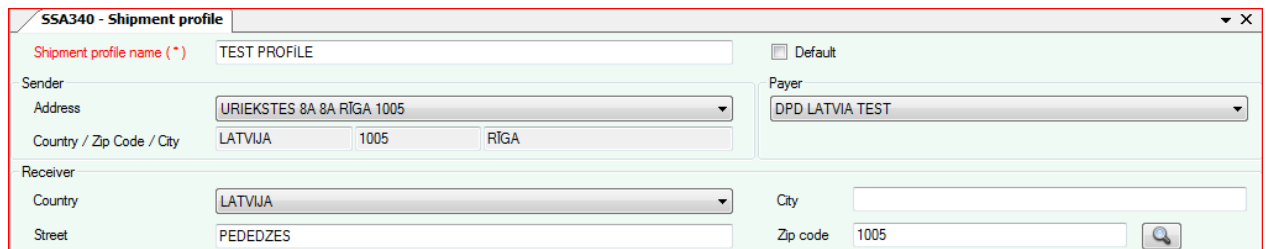
After entering profile name information, Sender Address should be selected. According to the selection, Country/ Zip Code / City fields are filled.

Payer should be selected.



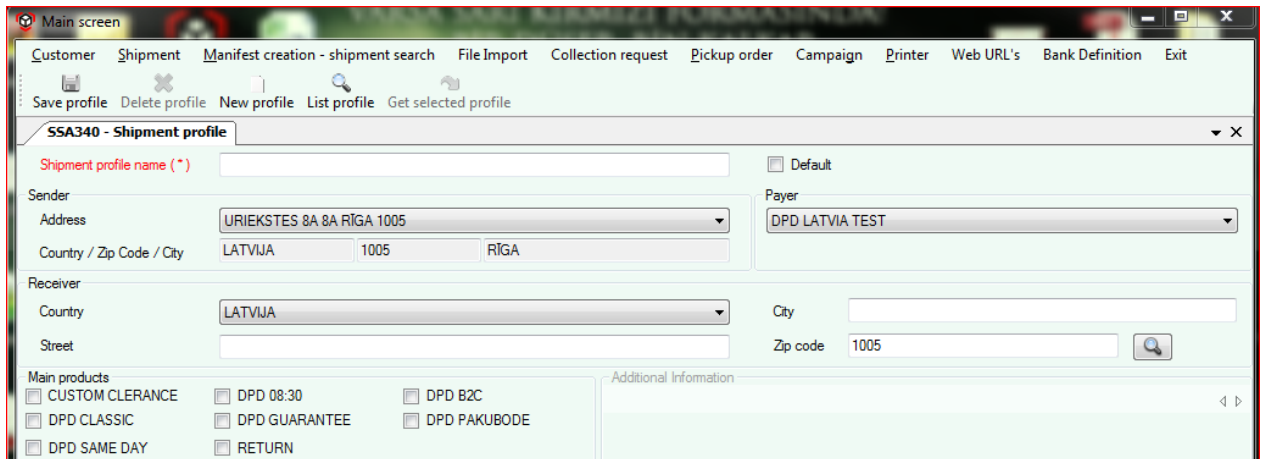
The screenshot shows the 'SSA340 - Shipment profile' window. The 'Shipment profile name (*)' field contains 'TEST PROFILE'. The 'Sender' section is active, with 'Address' set to 'URIEKSTES 8A 8A RĪGA 1005'. Below the address, 'Country / Zip Code / City' are populated as 'LATVIJA', '1005', and 'RĪGA'. The 'Payer' dropdown is set to 'DPD LATVIA TEST'. A 'Default' checkbox is present next to the profile name field.

Receiver Country, Street, City and Zip Code for Receiver Customer can be entered. To find the correct zip code, Zip Code finder can be used. Zip Code button is near the Zip Code field.



The screenshot shows the 'SSA340 - Shipment profile' window with the 'Receiver' section active. 'Country' is set to 'LATVIJA', 'Street' to 'PEDEDZES', and 'Zip code' to '1005'. A magnifying glass icon (Zip Code finder) is visible next to the Zip code field. The 'City' field is empty.

After entering zip code, Main Products are listed according to the SSA user's contract.



SSA340 - Shipment profile

Shipment profile name (*)

Sender
Address: URIEKSTES 8A 8A RĪGA 1005
Country / Zip Code / City: LATVIJA 1005 RĪGA

Payer: DPD LATVIA TEST

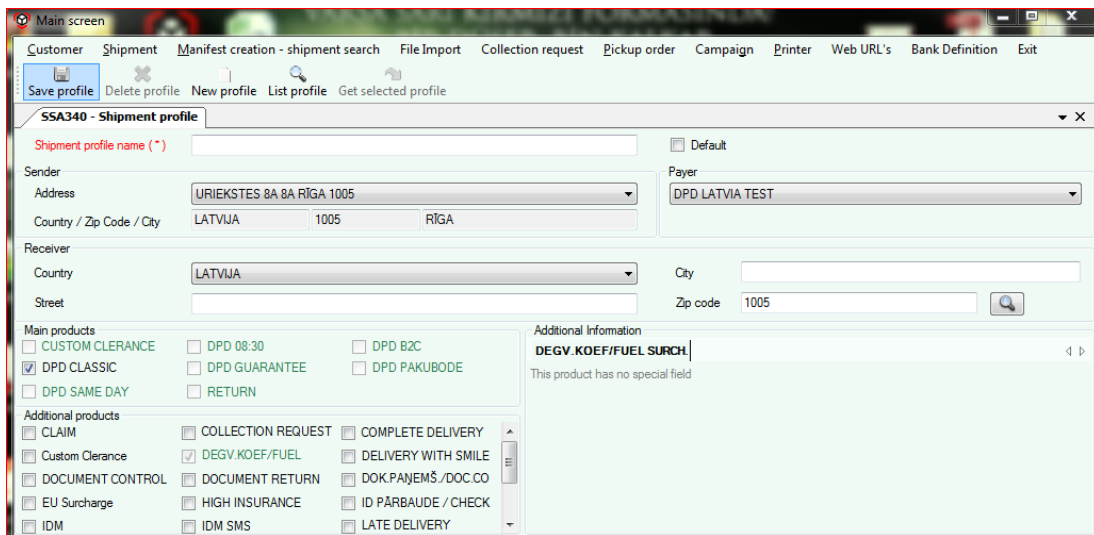
Receiver
Country: LATVIJA
City:
Street:
Zip code: 1005

Main products

<input type="checkbox"/> CUSTOM CLERANCE	<input type="checkbox"/> DPD 08:30	<input type="checkbox"/> DPD B2C
<input type="checkbox"/> DPD CLASSIC	<input type="checkbox"/> DPD GUARANTEE	<input type="checkbox"/> DPD PAKUBODE
<input type="checkbox"/> DPD SAME DAY	<input type="checkbox"/> RETURN	

Additional Information

According to the selected Main Product, additional products are listed.



SSA340 - Shipment profile

Shipment profile name (*)

Sender
Address: URIEKSTES 8A 8A RĪGA 1005
Country / Zip Code / City: LATVIJA 1005 RĪGA

Payer: DPD LATVIA TEST

Receiver
Country: LATVIJA
City:
Street:
Zip code: 1005

Main products

<input type="checkbox"/> CUSTOM CLERANCE	<input type="checkbox"/> DPD 08:30	<input type="checkbox"/> DPD B2C
<input checked="" type="checkbox"/> DPD CLASSIC	<input type="checkbox"/> DPD GUARANTEE	<input type="checkbox"/> DPD PAKUBODE
<input type="checkbox"/> DPD SAME DAY	<input type="checkbox"/> RETURN	

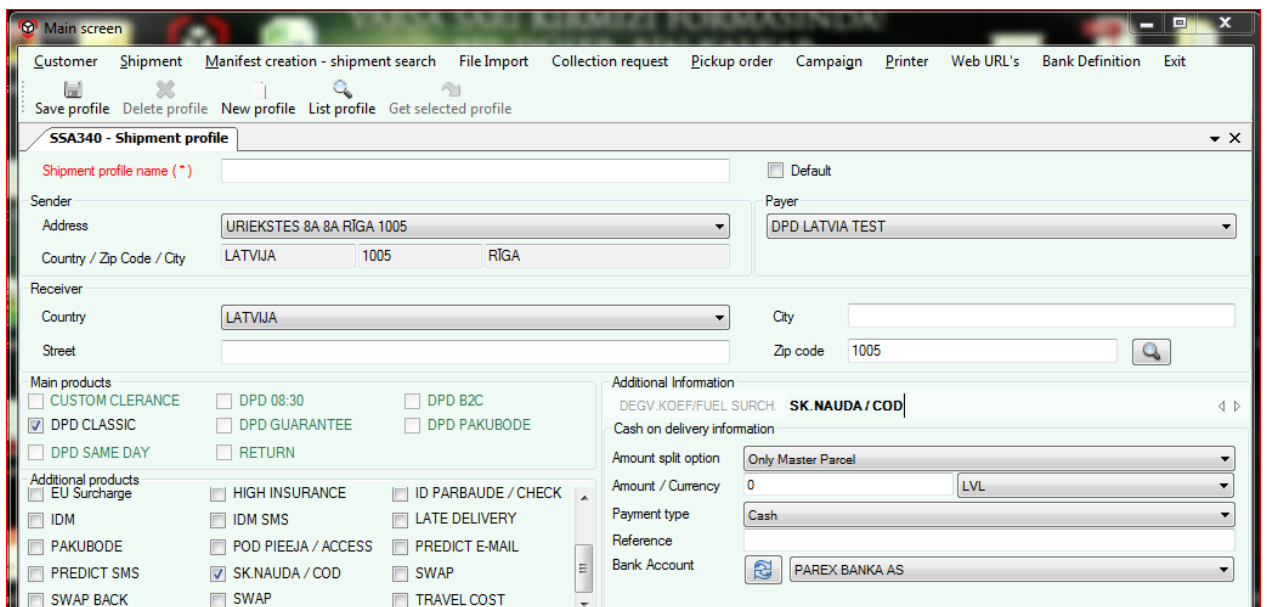
Additional products

<input type="checkbox"/> CLAIM	<input type="checkbox"/> COLLECTION REQUEST	<input type="checkbox"/> COMPLETE DELIVERY
<input type="checkbox"/> Custom Clearance	<input checked="" type="checkbox"/> DEGV.KOEF/FUEL SURCH	<input type="checkbox"/> DELIVERY WITH SMILE
<input type="checkbox"/> DOCUMENT CONTROL	<input type="checkbox"/> DOCUMENT RETURN	<input type="checkbox"/> DOK.PAŅEMŠ./DOC.CO
<input type="checkbox"/> EU Surcharge	<input type="checkbox"/> HIGH INSURANCE	<input type="checkbox"/> ID PĀRBAUDE / CHECK
<input type="checkbox"/> IDM	<input type="checkbox"/> IDM SMS	<input type="checkbox"/> LATE DELIVERY

Additional Information
DEGV.KOEF/FUEL SURCH

This product has no special field

If SSA user selects an additional product and if it has a special field(s), then they are appeared on the Additional Information part which is right side of the screen.



SSA340 - Shipment profile

Shipment profile name (*)

Sender
Address: URIEKSTES 8A 8A RĪGA 1005
Country / Zip Code / City: LATVIJA 1005 RĪGA

Payer: DPD LATVIA TEST

Receiver
Country: LATVIJA
City:
Street:
Zip code: 1005

Main products

<input type="checkbox"/> CUSTOM CLERANCE	<input type="checkbox"/> DPD 08:30	<input type="checkbox"/> DPD B2C
<input checked="" type="checkbox"/> DPD CLASSIC	<input type="checkbox"/> DPD GUARANTEE	<input type="checkbox"/> DPD PAKUBODE
<input type="checkbox"/> DPD SAME DAY	<input type="checkbox"/> RETURN	

Additional products

<input type="checkbox"/> EU Surcharge	<input type="checkbox"/> HIGH INSURANCE	<input type="checkbox"/> ID PĀRBAUDE / CHECK
<input type="checkbox"/> IDM	<input type="checkbox"/> IDM SMS	<input type="checkbox"/> LATE DELIVERY
<input type="checkbox"/> PAKUBODE	<input type="checkbox"/> POD PIEEJA / ACCESS	<input type="checkbox"/> PREDICT E-MAIL
<input type="checkbox"/> PREDICT SMS	<input checked="" type="checkbox"/> SK.NAUDA / COD	<input type="checkbox"/> SWAP
<input type="checkbox"/> SWAP BACK	<input type="checkbox"/> SWAP	<input type="checkbox"/> TRAVEL COST

Additional Information
DEGV.KOEF/FUEL SURCH. SK.NAUDA / COD

Cash on delivery information

Amount split option: Only Master Parcel

Amount / Currency: 0 LVL

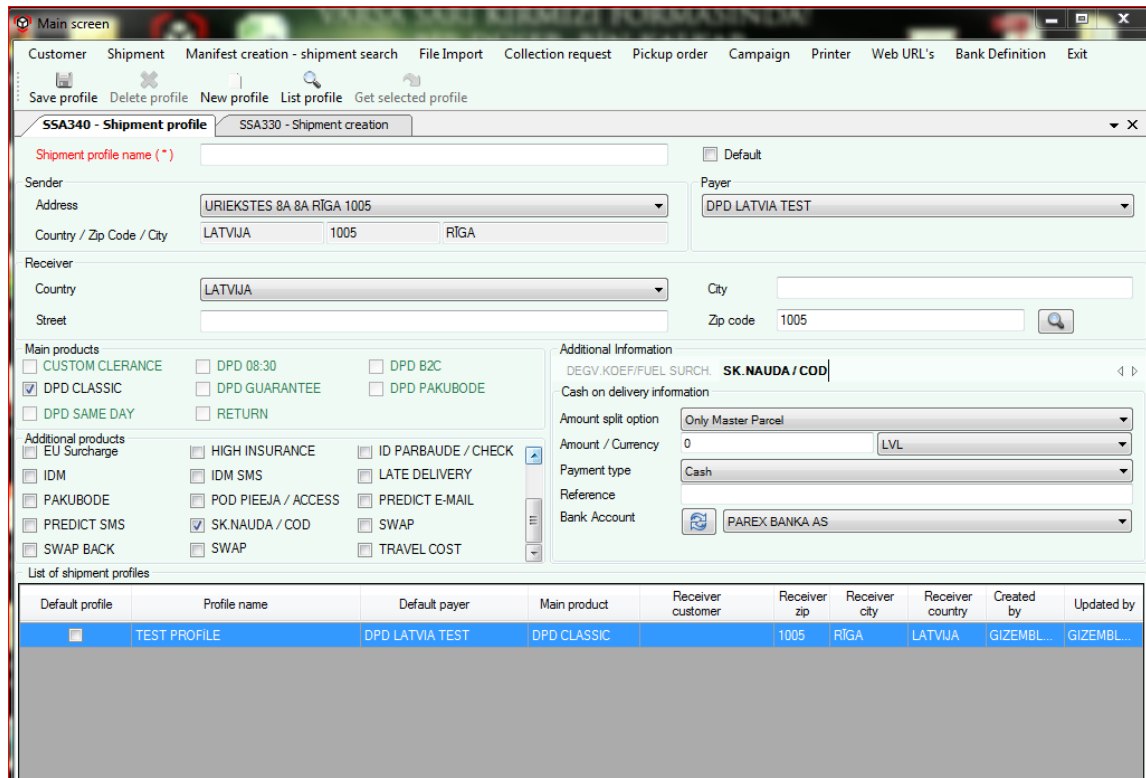
Payment type: Cash

Reference:

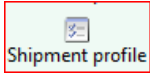
Bank Account: PAREX BANKA AS

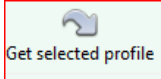
Selecting more than one additional product and entering special fields of these products are possible. After filling all fields, profile should be saved.

By the help of a 'List Profile' button, all defined profiles can be listed.



Default profile	Profile name	Default payer	Main product	Receiver customer	Receiver zip	Receiver city	Receiver country	Created by	Updated by
<input checked="" type="checkbox"/>	TEST PROFILE	DPD LATVIA TEST	DPD CLASSIC		1005	RIGA	LATVIJA	GIZEMBL	GIZEMBL

During shipment creation, if SSA user clicks the 'Shipment Profile' button,  Shipment profile, SSA340 Shipment Profile screen is opened and all defined profiles are listed. After selecting a profile from the

List of Shipment Profiles and clicks 'Get Selected Profile' button , all pre-defined values are sent to Shipment Creation screen.

Main screen

Customer Shipment Manifest creation - shipment search File Import Collection request Pickup order Campaign Printer Web URL's Bank Definition Exit

Save/print Save Delete Print New Sub shipment Edit Shipment profile Campaigns Label start position

SSA340 - Shipment profile **SSA330 - Shipment creation**

Sender
Address: URIEKSTES 8A 8A RĪGA 1005 Country / Zip Code / City: LATVIJA 1005 RĪGA Payer: DPD LATVIA TEST

Receiver
Reference: Country: LATVIJA Phone: +371
Name: City: Email:
Name 2: Street / House no: PEDEDZES Save Receiver
Contact Name: Zip code: 1005

Shipment information
Reference 1: Reference 3: Shipment date: 03.07.2013
Reference 2: Reference 4:

Main products
 CUSTOM CLERANCE DPD 08:30 DPD B2C
 DPD CLASSIC DPD GUARANTEE DPD PAKUBODE
 DPD SAME DAY RETURN

Additional products
 CLAIM COLLECTION COMPLETE DELIVERY
 Custom Clearance DEGV.KOEF/FUEL DELIVERY WITH
 DOCUMENT CONTROL DOCUMENT RETURN DOK.PAŅEMS./DOC.C
 EU Surcharge HIGH INSURANCE ID PĀRBAUDE /

Additional Information
DEGV.KOEF/FUEL SURCH: **SK.NAUDA / COD**
Cash on delivery information
Amount split option: Only Master Parcel
Amount / Currency: 300 LVL
Payment type: Cash
Reference:
Bank Account: UNICREDIT BANK AS

Parcels

Parcel number	Reference1	Reference2	Reference3	Reference4	Weight (kg)	Length (cm)	Width (cm)	Height (cm)	Volumetric weight	COD amount
1					0.00	0	0	0	0.00	300.00

Total Count: 1 Total Weight: 0 Total Volume: 0

If there is a default profile definition in SSA, then SSA330 Shipment Creation screen is opened with these pre-defined values.

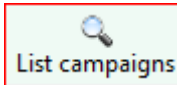


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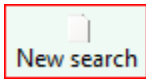
Campaign-List Of Available Campaigns

System shows all available campaigns from the list. Sender customer will be able to view available campaigns that can be used in SSA with a "List of available campaigns" screen. List of available campaigns screen have a product filter in order to list campaigns.



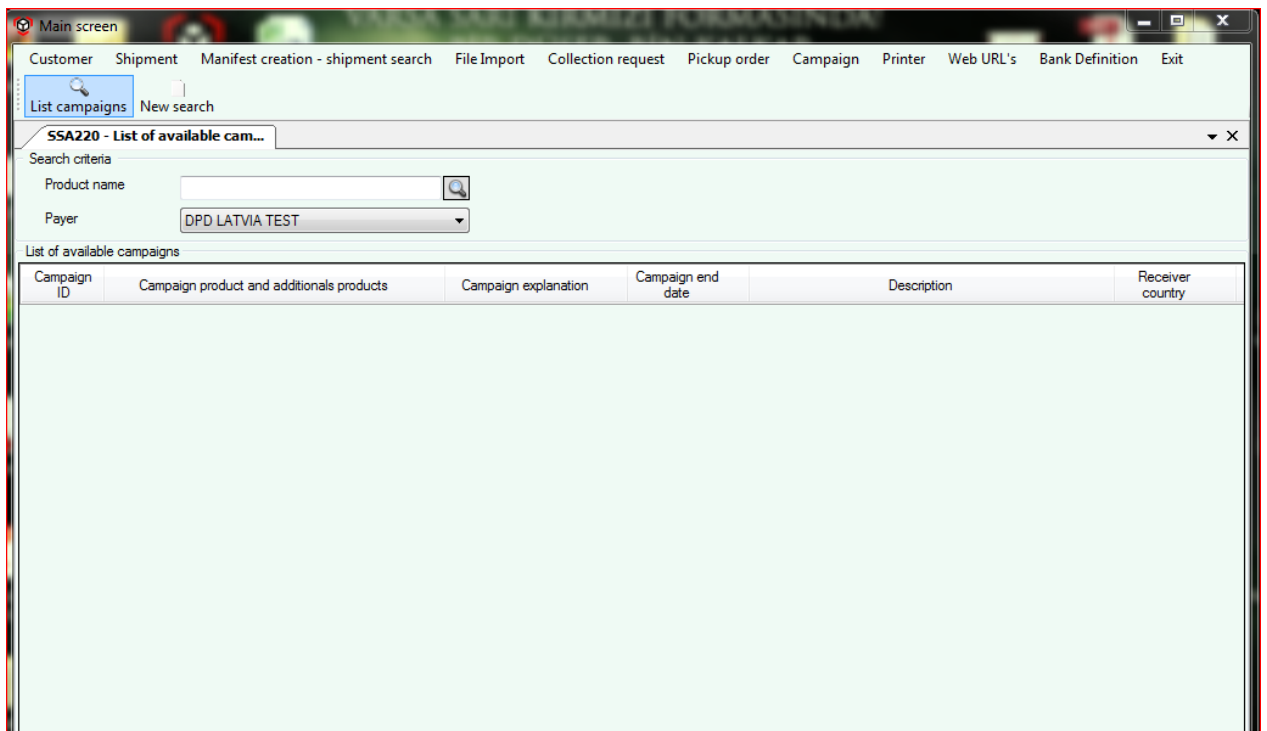
List campaigns

: It is a button in query of available campaigns according to criteria selected in screen.



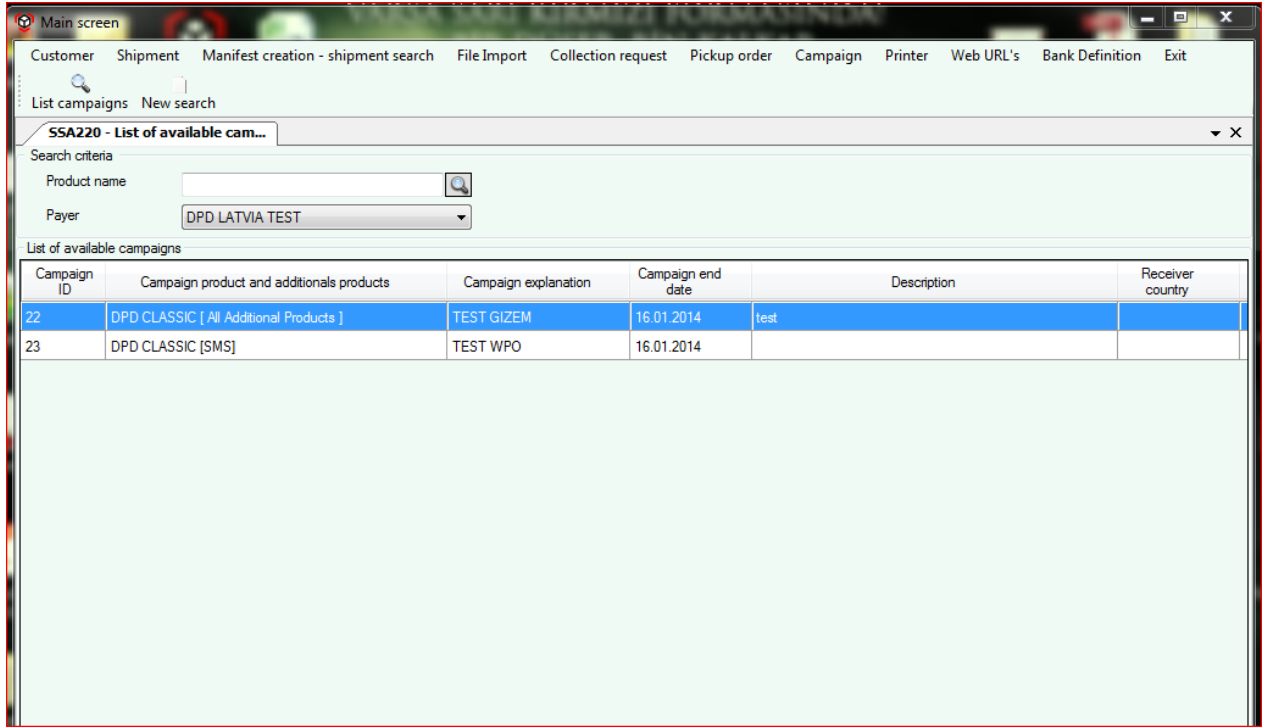
New search

: It is a button in query of start new search.



- ❖ **Product name:** Name of product. Product name is a search criteria
- ❖ **Payer:** Payer customer search criteria

User can defined available campaigns information on the lookup.



List of available campaigns lookup have the following data items;

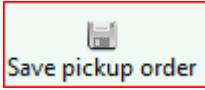
- **Campaign ID:** Campaign ID number
- **Campaign product and additional products:** A list of campaign product and additional products
- **Campaign explanation :** A brief explanation of campaign
- **Campaign end date:** End date of campaign
- **Description:** Detailed explanation/ description of a campaign.
- **Receiver country:** Receiver country information
- **Receiver city :** Receiver city information
- **Receiver area:** Receiver area information
- **Receiver zone:** Receiver zone information
- **Receiver zip code:** Receiver zip code information



CHAPTER

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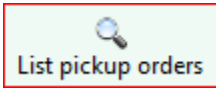
Pickup Order



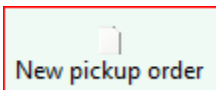
: After data entry filed are completed, it enables related to be keep in database.



: When the created pickup order is chosen and the button is pressed, it is used to cancel the chosen pickup order.



: It enables to be inquired according to data entry fields on screen. If any value is not entered from the fields on the screen, all registers that are registered in the system will be listed on screen.



: When this button is pressed, all data entry fields will be deleted from the screen and the user will be enabled to make a new register entry and inquiry.

Main screen

Customer Shipment Manifest creation - shipment search File Import Collection request Pickup order Campaign Printer Web URL's Bank Definition Exit

Save pickup order Cancel pickup order List pickup orders New pickup order

SSA270 - Pickup order

Sender

Address: URIEKSTES 8A 8A RĪGA 1005 City name: RĪGA Zip code: 1005 Phone no.:
 Customer name: Country: LATVIJA Tax no.:

Contact

Contact person (*): E-mail address (*): Phone no. (*):

Payer

Payer (*): DPD LATVIA TEST Payer ID: 1030279 Name: DPD LATVIA TEST
 Tax no.: LV1835123871

Pickup

Desired pickup date (*): 04.07.2013 Message to driver:
 Desired pickup time interval (*): 09:05 - 23:30
 Total parcel count: Total parcel kg: Pickup status:

Defaults

Request status: Open Request type: Pick Up Order

Shipment information

Product: Receiver country: LATVIJA Cargo type: Package Count: 1 Kg

Product ID	Product name	Receiver country	Cargo type	Count	Weight	Delete
307	DPD PAKUBODE	LATVIA	Package	7	16.00	Del
307	DPD PAKUBODE	LATVIJA	Package	2	3.00	Del
1	DPD CLASSIC	LATVIA	Document	4	0.00	Del
1	DPD CLASSIC	LATVIA	Package	143	515.00	Del

Pickup order list

Request number	Payer	Pickup date	Pickup time start	Pickup time end	Pickup request status	Request status	Message to driver

Windows 7 Service Pack 1 64-bit 2.0.132 TEST-TR-V2C5.1 DPD LATVIJA SIA DPD LATVIA TEST GIZEMBLUEITEM 04.07.2013 08:49

SENDER INFORMATION

- ❖ **Address:** Sender default pickup address shown. Default address is of user is selected automatically. If sender has more than one address, then users can select one of them. If only one address is defined, then that address is shown automatically. City, Country, Zip Code are filled automatically according to the selected Sender Address. If the Tax No and Phone are available for sender address, then
- ❖ **Customer name:** Sender customer field shows the user information who logs into system. This field is disabled and user can not select a different sender
- ❖ **City name:** City name of sender address
- ❖ **Country:** Country ID of sender address
- ❖ **Zip code:** Zip Code of sender address
- ❖ **Tax no:** Tax number of sender customer
- ❖ **Phone no:** Phone number of sender customer

CONTACT INFORMATION

- ❖ **Contact person:** Contact person name of sender customer
- ❖ **E-mail address:** E-mail address of contact
- ❖ **Phone no:** Phone number of contact

PAYER INFORMATION

- ❖ **Payer:** Payer customer select from a payer list which is defined for user who logins into system. When user select right payer, payer id, payer name and payer tax number fields are displayed.
- ❖ **Payer ID:** Payer Id field appears visible as disabled after selecting payer customer.
- ❖ **Name:** Payer Name field appears visible as disabled after selecting payer customer.
- ❖ **Tax no:** Payer Tax Number field appears visible as disabled after selecting customer.

PICKUP INFORMATION

- ❖ **Desired pickup date:** Desired pickup date for pickup order is selected.
- ❖ **Desired pickup time interval:** Desired pickup time is selected. Time restriction is checked by the system according to the product limitations.
- ❖ **Total parcel count:** Parcel count is entered. This information will be sent to driver. Total parcel count is disabled, according to the entered shipment information, this field is filled automatically.
- ❖ **Total parcel kg:** Total weight information is entered for parcels. This information will be sent to driver. The problem with mixed cargo types (eg parcel count=6 and total weight=180kg) is solved as is in IT4EM. SSA use same logic. Total parcel kg is disabled, according to the entered shipment information, this field is filled automatically.
- ❖ **Message to driver:** General messaging to area to inform the driver. Dispatcher will also be able to see this message.
- ❖ **Pickup status:** Shows the last status of pickup order. If work area is assigned to specific tours (bus tour and truck tour), pickup order should be forwarded to corresponding tour automatically.

DEFAULTS INFORMATION

- ❖ **Request status:** Information field with shows current request status. It will be open as default. After pickup is done, it will be closed by the system. It also can cancelled by CS Agent.
- ❖ **Request type:** Information field which shows request type. Request type is pickup order as default.

SHIPMENT INFORMATION

- ❖ **Product:** Product for pickup order.
- ❖ **Receiver country:** Desired pickup time is selected. Time restriction is checked by the system according to the product limitations.
- ❖ **Cargo type:** Cargo type of shipment.
- ❖ **Count:** Parcel count is entered. This information will be sent to driver.
- ❖ **Kg:** Total weight information is entered for parcels.

Users can shipment information on the lookup.

Product ID	Product name	Receiver country	Cargo type	Count	Weight	Delete
1	DPD CLASSIC	LATVIA	Document ▼	1	0.00	Del
1	DPD CLASSIC	LATVIA	Package ▼	4	6.00	Del

Shipment List lookup have the following data items;

- **Product ID:** Status of request
- **Product name:** Product name of shipment
- **Receiver country:** Receiver country of shipment
- **Cargo type:** Cargo type of shipment
- **Count :** Show current status of pickup order
- **Weight :** Weight of shipment
- **Delete:** Delete the shipment

Users can pickup order information on the lookup.

Pickup order list								
Request number	Payer	Pickup date	Pickup time start	Pickup time end	Pickup request status	Request status	Message to driver	

Pick up Order List lookup have the following data items;

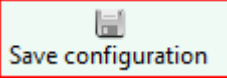
- **Request number:** Status of request
- **Payer:** Selected payer customer information
- **Pickup date:** Show in which date pickup will be done
- **Pickup time start:** Start time for which time customer is available for pickup.
- **Pickup time end:** End time for which time customer is available for pickup.
- **Pickup request status:** Show current status of pickup order.
- **Request status:** Status of request
- **Message to driver:** Shows information message which will be visible for dispatcher and driver.



CHAPTER

9

Printer Configuration



: After data entry fields are completed, it enables related to keep in database.

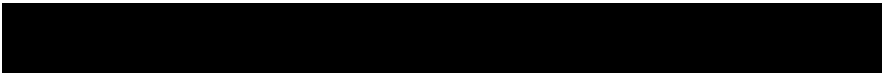
Default printer for parcel label:

- ❖ **Printer name:** Default printer name for parcel label.
- ❖ **Label format:** Label format for parcel label.
- ❖ **Paper source (printer tray):** Paper source (printer tray) for parcel label.

Default printer for manifest list

- ❖ **Printer name:** Default printer name for manifest list.
- ❖ **Label format:** Label format for manifest list

- ❖ **Paper source (printer tray):** Paper source (printer tray) for manifest list.



CHAPTER

10

Sender Customer Profile

This is the screen where the user entering the SSA application questions the sender customer profile.

Customer data		Depot data	
Customer ID	1030279	Depot number	0576
Name	DPD LATVIA TEST	Entry depot	0576
Address	SKOLAS 90 DURBE DURBES NOV. 3440	Company	DPD LATVIJA SIA
Contact person		Name	LIEPĀJA
Zip code	3440	Address	PULVERA ?ELA 10
City	DURBES NOV.	Contact person	
Country	LV - LATVIJA	Zip code	
Phone nr.		City	DURBES NOV.
Fax		Country	LV - LATVIJA
E-mail		Phone no.	37167387284
		Fax	37167387288
		E-mail	INFO@LV.DPD.NET

- ❖ **Address:** Sender customer address information
- ❖ **Customer ID:** Sender Customer ID information
- ❖ **Name:** Sender customer name information
- ❖ **Address:** Sender customer address information
- ❖ **Contact person:** Sender Customer address information
- ❖ **Zip Code:** Zip Code information
- ❖ **City :** Customer city information
- ❖ **Country:** Country information
- ❖ **Phone No:** Phone No information
- ❖ **Fax:** Fax search criteria.
- ❖ **Email:** Email search criteria.
- ❖ **Depot number:** Depot number info.
- ❖ **Entry depot:** Entry depot info
- ❖ **Company:** Company name
- ❖ **Name:** Depot contact person's name
- ❖ **Address:** Depot address information

CHAPTER

11

Bank Definition

For using COD bank accounts, Bank Account definitions should be done. These definitions can be done by DPD users or SSA users. After defining Banks and their branches in IT4EM, then these can be seen in SSA.

Also, if DPD users define Bank Accounts for SSA users, then they are available in SSA.



: To clear the Bank Account page, New button is used.



: It's used to save the filled information.



: Delete the selected definition.

Main screen

Customer Shipment Manifest creation - shipment search File Import Collection request Pickup order Campaign Printer Web URL's Bank Definition Exit

New Save Delete

Bank Definition

Bank Information

Account Name:

Bank Information: SWEDBANK A/S

Branch Information: VALDEMÄRS

Account Number:

Account Holder:

Comment:

IBAN:

Swift / BIC Number:

Currency: CZK

Default Bank Account

Bank Account List

	Account Name	Bank Name	Branch Name	Account Number	Account Holder	Comment	IBAN	Swift	Currency	Default
▶	S	YKB LETONYA	CENTRAL BRAN...	D	A				LATS	<input type="checkbox"/>
	test	LATVIJAS KRĀJ...	CENTRAL BRAN...	48329842	test				LATS	<input type="checkbox"/>
	test	UNICREDIT BA...	CENTRAL BRAN...	423829942	test				LATS	<input type="checkbox"/>
	test gzm	PAREX BANKA AS	CENTRAL BRAN...	7328197	gizem				LATS	<input checked="" type="checkbox"/>

Windows 7 Service Pack 1 64-bit 2.0.134 TEST-TR-V2C5.1 DPD LATVIJA SIA DPD LATVIA TEST GIZEMBLUEITEM 04.07.2013 16:11

- ❖ **Account Name:** Name of the defined bank account
- ❖ **Bank Information:** Name of the Bank
- ❖ **Branch Information:** Name of the selected bank's branch
- ❖ **Account Number:** Account Number of a customer
- ❖ **Comment:** Additional comments which are related with bank account definition
- ❖ **IBAN:** IBAN of a defined bank account
- ❖ **Swift / BIC Number:** Swift or BIC number of a defined account
- ❖ **Currency:** Default currency of a defined bank account
- ❖ **Default Bank Account:** After entering all fields for bank account, if this checkbox is checked, then it becomes a default account for that customer.

Bank Account List lookup have the following data items;

- **Account Name:** Name of the defined bank account
- **Bank Name:** Bank name for selected account
- **Branch Name:** Branch name for selected account
- **Account Number:** Account Number for selected account
- **Account Holder:** Account holder for selected account
- **Comment:** Related comment for account
- **IBAN:** IBAN of a selected account

- **Swift:** Swift Code of a selected account
- **Currency:** Currency of a selected account
- **Default:** It's checked if that bank defined as default.

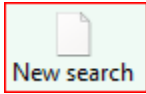


CHAPTER

12

Zip Code Finder

Zip Code Finder works according to the Work Area definition which is done in IT4EM side. The Zip Code Finder and Work Area Search work in a same way. Their working logics are same.



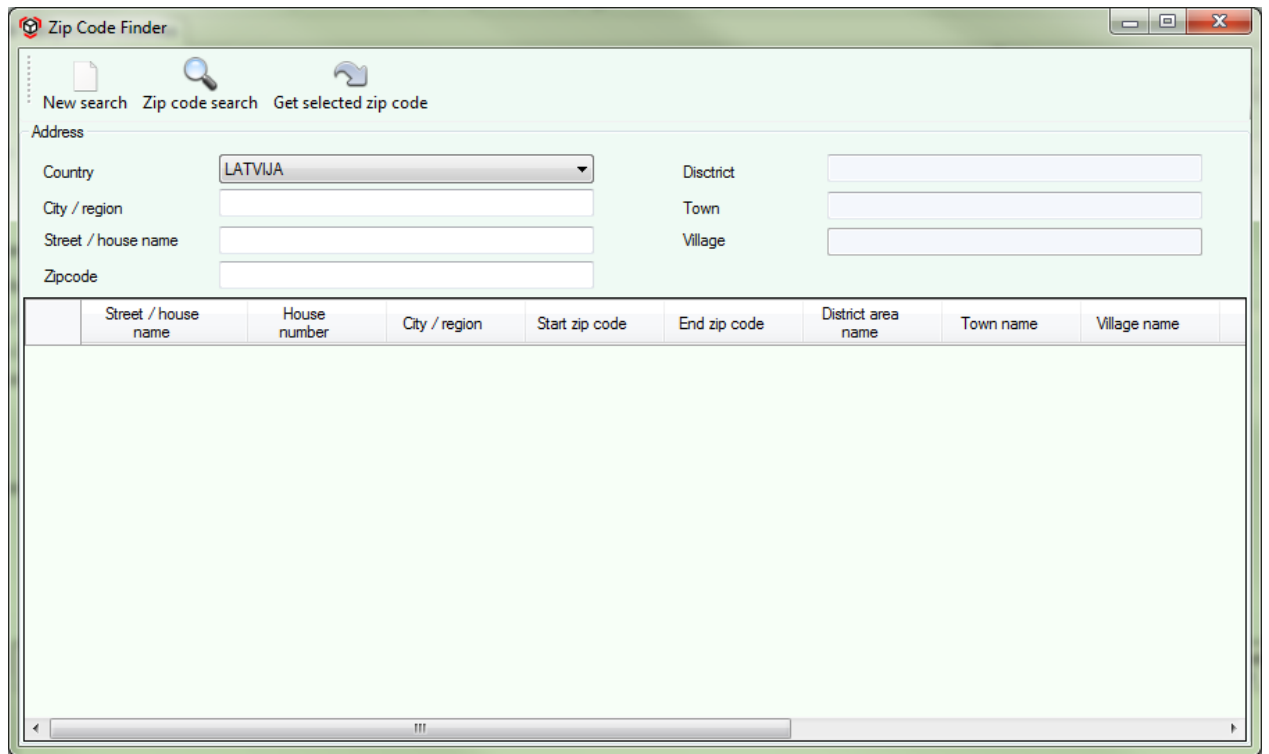
New search : When this button is pressed, all data entry fields will be deleted from the screen and the user will be enabled to make a new inquiry.



Zip code search : When this button is pressed, user can search zip code for entered information.



Get selected zip code : When this button is pressed, user can get selected zip code.



- ❖ **Country:** Country value is specified in this field.
- ❖ **City / region:** City of the customer address.
- ❖ **Street / house name:** Street name of customer address
- ❖ **Zip code:** Zip code of the country
- ❖ **Distinct:** Distinct of the customer address.
- ❖ **Village:** Village of the country
- ❖ **Town:** Town name of customer address
 1. If customer found correct street, then SSA User is selecting it and correct working area is assigned.
 2. If customer can not find this street, SSA User click Set other street, street name that was defined previously will stay as is and default working area will be assigned. If default working area can not be found then dummy working area will be assigned.

User can defined work area information on the lookup

	Street / house name	House number	City / region	Start zip code	End zip code	District area name	Town name	Village name
	DUNTES	12.13.15.17.19.2...	RİGA	1005	1005			
	GANİBU DAMBİS		RİGA	1005	1005			

Village name	Place	Country	Zone name	Work area ID	Alpha zip code
		LATVIJA		262	
		LATVIJA		264	

List of work area lookup have the following data items:

- **Street / house name:** Street Name of customer address
- **House number :** House number of customer address
- **City / region :** City of customer address
- **Start zip code :** Zip code arrange of customer address (start zip code of address)
- **End zip code :** Zip code arrange of customer address (end zip code of address)
- **District area name :** District area name of customer address
- **Town name :** Town name of customer address
- **Village name :** Village name of customer address
- **Place :** Place of customer address
- **Country :** Country of customer address
- **Zone name :** Zone name of customer address
- **Work area ID :** Work area ID of customer address
- **Alpha zip code :** Alpha zip code of customer address

Receiver address creation process consist the following items;

- Zip Code finder engine is launched.
- Country information set automatically with default value (According to the default country defined in SSA customer default settings)
- The zip code finder engine allow to search even with only street name. This search transaction make according to the IT4EM working area.
- SSA User will enter necessary data for address definition. After saving address system will try to find correct working area
 - 1- If zip code is found, then receiver customer address is successfully saved.
 - 2- If zip code is not found, then zip code finder screen is opened
 - a) If customer found correct street, then SSA User is selecting it and correct working area is assigned.
 - b) If customer can not to find this street, SSA User enters another street. Street name that was defined previously will stay as is and default working area will be assigned.
 - c) All data will be corrected by customer service from IT4EM.
 - d) System will not allow changing corrected address by customer.

If user in **City/Region field** selects entry **which has Region flag ticked (Example: Gulbenes Nov.)**, then work area search flow steps are described below:

- 1) **Country, Region, Zip code, Street name, Town, District, Village** are used as search criteria:
 - **If one working area is found** then work area is selected, Country, Region, Zip, Street name, Town, District, Village and Address fields are updated with

- information from working area. If user selects WA with empty street field, information entered by user should be kept.
- **If more than one working area is found**, then zip code finder screen is opened with found zip codes (work areas)
 - **If no work area is found** according to entered information, then system continue search - See description in step „2)“.
- 2) **Country, Region, Street name, Town** are used as search criteria:
- **If one working area is found** then work area is selected, Country, Region, Zip, Street name, Town, District, Village and Address fields are updated with information from working area. If user selects WA with empty street field, information entered by user should be kept.
 - **If more than one working area is found**, then work area search screen is opened with found work areas.
 - **If no work area is found** according to entered information, then system continue search - See description in step „3)“.
- 3) **Country, Region, Zip code, Street name** are used as search criteria:
- **If one working area is found** then work area is selected, Country, Region, Zip, Street name, Town, District, Village and Address fields are updated with information from working area. If user selects WA with empty street field, information entered by user should be kept.
 - **If more than one working area is found**, then work area search screen is opened with found work areas.
 - **If no work area is found** according to entered information, then system continue search - See description in step „4)“.
- 4) **Country, Region, District, Village** are used as search criteria:
- **If one working area is found** then work area is selected, Country, Region, Zip, Street name, Town, District, Village and Address fields are updated with information from working area. If user selects WA with empty street field, information entered by user should be kept.
 - **If more than one working area is found**, then work area search screen is opened with found work areas.
 - **If no work area is found** according to entered information, then system continue search - See description in step „5)“.
- 5) **Country, Region, Zip code, Village** are used as search criteria:
- **If one working area is found** then work area is selected, Country, Region, Zip, Street name, Town, District, Village and Address fields are updated with information from working area. If user selects WA with empty street field, information entered by user should be kept.
 - **If more than one working area is found**, then work area search screen is opened with found work areas.
 - **If no work area is found** according to entered information, then system continue search - See description in step „6)“.
- 6) **Country, Region, Zip code, Town** are used as search criteria:
- **If one working area is found** then then work area search screen is opened with found work area.

- **If more than one working areas is found**, then work area search screen is opened with found work areas.
- **If no work area is found** according to entered information, then system continue search - See description in step „7)“.

7) **Country, Region, Zip code, District** are used as search criteria:

- **If one working area is found** then then work area search screen is opened with found work area.
- **If more than one working areas is found**, then work area search screen is opened with found work areas.
- **If no work area is found** according to entered information, then system continue search - See description in step „8)“.

8) **Country, Region, Zip code** are used as search criteria:

- **If one working area is found** then then work area search screen is opened with found work area.
- **If more than one working areas is found**, then work area search screen is opened with found work areas.
- **If no work area is found** according to entered information, then system continue search - See description in step „7)“.

9) **Country, Zip code** are used as search criteria:

- **If one working area is found** then then work area search screen is opened with found work area.
- **If more than one working areas is found**, then work area search screen is opened with found work areas.

If no work area is found according to entered information, then system open empty work area screen.

If user in **City/Region** field selects entry **which has not Region flag ticked (Example: Riga)**, then work area search flow steps are described below:

1) **Country, City, Zip code and Street name** are used as search criteria's:

- **If one working area is found** then work area is selected, Country, City, Zip code, Street name and Address fields are updated with information from working area. If user selects WA with empty street field, information entered by user should be kept.
- **If more than one working area is found**, then work area search screen is opened with found work areas.
- **If no work area is found** according to entered information, then system continue search - See description in step „2)“.

2) **Country, city and street name** are used as search criteria:

- **If one working area is found** then work area is selected, Country, City, Zip code, Street name and Address fields are updated with information from working area. If user selects WA with empty street field, information entered by user should be kept.
- **If more than one working area is found**, then work area search screen is opened with found work areas.

- **If no work area is found** according to entered information, then system continue search - See description in step „3)“.
- 3) **Country, street name** are used as search criteria:
- **If one working area is found** then then work area search screen is opened with found work area.
 - **If more than one working areas is found**, then work area search screen is opened with found work areas.
 - **If no work area is found** according to entered information, then system continue search - See description in step „4)“.
- 4) **Country, Zip code** are used as search criteria:
- **If one working area is found** then work area search screen is opened with found work area.
 - **If more than one working areas is found**, then work area search screen is opened with found work areas.
 - **If no work area is found** according to entered information, then system open empty work area screen.
- a. Records in the result table should be ordered according to values in street name column: A->Z.