



DM6 Lite

V2

Customer Guide

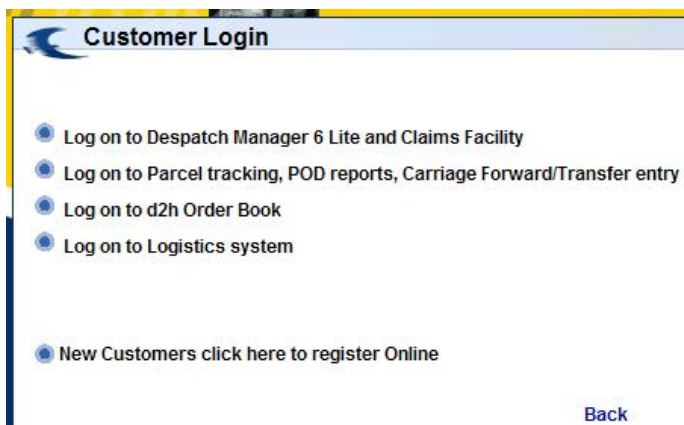
Nightfreight IT Support Desk Tel: 0151 649 0011

How To Log Onto DM6 Lite



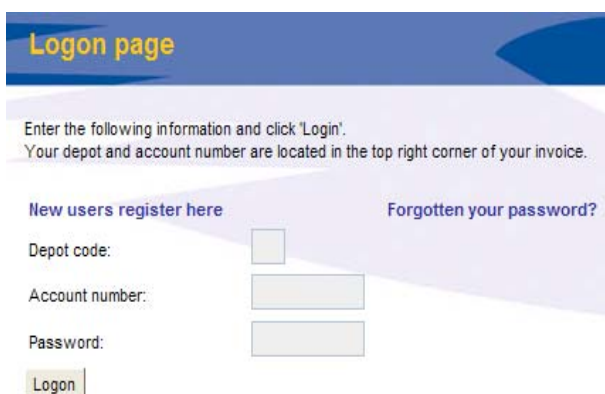
On entry to the Nightfreight Website click on the **‘Login’** button in the box at the top right of the screen above ‘online tools and services’

The ‘Customer Login’ page will appear



On the ‘Customer Login’ page, click on the option ‘Log on to Despatch Manager 6 Lite and Claims Facility’.

You will then be taken to the ‘Logon’ page



Existing customers:

Enter your

- Local Nightfreight depot code,
- Account number
- Password

Then click on the ‘Logon’ button.

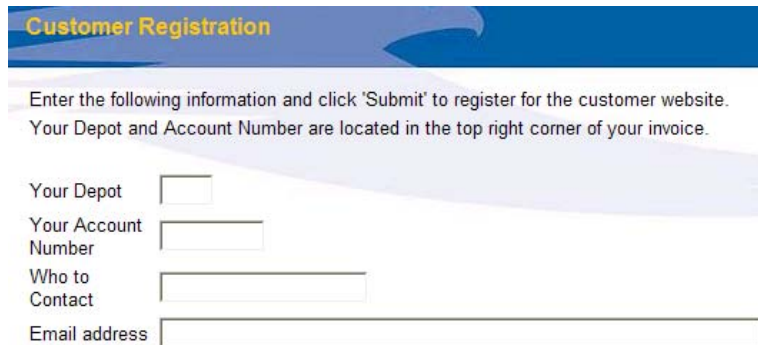
Note: If you have forgotten any of the above required information, contact the IT Support Desk on: 0151 649 0011

New Customers:

Click on the **‘New users register here’** link then follow the instructions ‘For New Users Only’ on **page 3**

FOR NEW USERS ONLY

New users must register on the site to be able to use the software.
There are 4 boxes of required information to fill in.



Customer Registration

Enter the following information and click 'Submit' to register for the customer website.
Your Depot and Account Number are located in the top right corner of your invoice.

Your Depot

Your Account Number

Who to Contact

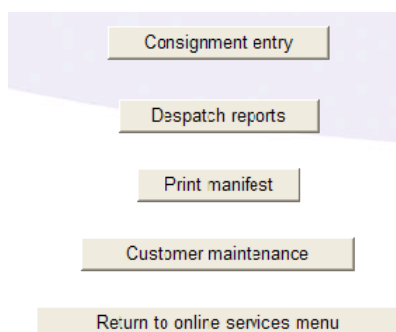
Email address

- 1) **Depot Code** Enter your local Nightfreight depot code. This is a 2-digit number.
Example: depot 4 = 04
- 2) **Account Number** Enter your Nightfreight account number. (Note: this number is printed on the top right hand corner of your Nightfreight invoice)
- 3) **Who To Contact** This is the name of the person at your company you wish Nightfreight IT Support to contact with your password
- 4) **Email Address** Enter the e-mail address of your company

When all boxes have been completed and checked, click on the 'Submit' button

Your password will be mailed to your company, addressed to the contact name you have entered, within 48 hours. Or it can be given to you verbally by phoning the Nightfreight IT Support desk (Tel: 0151 649 0011) after you have registered.

On the Online Services' page, click on the '**Despatch Manager 6 Lite**' link to be taken to the DM6 Lite Main Menu



Menu Options Explanation:

- Consignment Entry:** Click on this option to display the Consignment Entry screen.
- Despatch Reports:** Use this screen to view/amend/delete consignments & print further labels (**page 10**)
- Print Manifest:** When all consignments have been entered, the 'Print Manifest' option **MUST** be used (see **page 9**)
- Customer Maintenance:** Use this option to change your customers address information (**page 11**)
- Return to online services menu:** Start the Log Out process by using this option.

Consignment Entry Screen.

DM6 Lite has a database that will store your customer information and make entering consignment even quicker. Follow the **4** easy steps below to complete the screen.

Note: Fields that are coloured darker blue are mandatory fields.

Step 1: Delivery Address

Please note the cut off time for entering consignments.

At Field: Enter

- | | |
|-------------------|---|
| Customer No | Enter your customers account number
Note: If you have sent consignments to this customer before, the address details will be stored in your database. After entering their account number, simply click on the 'Get Address' button and the address details, contact name & telephone number will automatically fill the detail boxes for you. |
| Deliver to | Enter your customers name, or if it is an existing customer, type the customers name in the 'Customer Search' box and click on the 'Search' button to produce a box displaying the customers details, then click on the 'Select' button to automatically populate all customer detail boxes on the Consignment Entry screen. |
| Postcode | Obviously this field requires your customer's postcode.

Note: You are able to use the 'Check Postcode' button to check that the postcode you are using is correct. <ul style="list-style-type: none"> • If the postcode is correct, the address will appear underneath the 'house no/premises' box. • If the postcode is not correct, an error message will appear informing you of this. Note: If you are using a Dublin postcode, an address box will appear under 'house no/premises' Enter full address details. |
| House No/Premises | Enter the house or premises number of your customer. |

Step 2: Consignment Details

Step 2 - Consignment details

Items	Description	Weight	Reference	
1	Carton	27	hi892	
1	Nightpak	3	Service	Overnight service only
	Select		No. of items over 25Kg	1
	Select		Insurance required	<input type="radio"/> Yes <input checked="" type="radio"/> No
	Select		Insurance value	£ .00

Using the appropriate boxes:-

- Items:** Enter the number of items.
- Description:** click on the 'down arrow' and choose a description
Note: the description you choose will print on the Consignment label.
- Weight:** Enter the weight of the consignment.
Note: The weight is in kilograms. **Only** enter the figure **DO NOT** type KG
- Reference:** You are able to enter a Reference or Order number.
Note: If a reference or order number is entered, it will appear on invoices and can be used for tracking purposes.
- Service:** Click on the down arrow and choose a service.
Note: If your service your require is not displayed, you will be advised of the next suitable service.
Example: A 9.30am delivery would not be available for a postcode in the highlands of Scotland.
- No. Of Items Over 25 kg:** If there are items over 25 kg, enter how many.
Note: If a figure is entered in this box, the appropriate amount of 'Warning Heavy Freight' labels will be produced.
- Additional Insurance:** Click in the appropriate circle to choose either Yes or No.
- Insurance Value:** If Yes is ticked for additional insurance, then enter the value of the goods.

Step 3: Delivery Instructions

Step 3 - Delivery instructions

Contact	<input type="text" value="Josh"/>	Extra instructions	<input type="text" value="deliver to back of shop"/>
Contact phone no	<input type="text" value="07928473645"/>		<input type="text"/>
Home delivery	<input type="radio"/> Yes <input checked="" type="radio"/> No		<input type="text"/>
Bookin required	<input type="radio"/> Yes <input checked="" type="radio"/> No		



Fields with blue highlight are compulsory.

- Contact:** This is the name of a person who the Nightfreight driver can contact at the delivery point.
- Contact Phone No:** Enter the phone number that the named contact person can be reached on.
Note: If you have entered the contact name and phone number previously for this customer, the 2 fields will automatically fill with this information when the account number is entered.
- Home Delivery:** Select 'Yes' if the delivery point meets the following definition:
"A delivery to a residential property".
- This includes:**
- People who work from home.
 - A flat above a shop on the high street
 - Caravan Park
- An additional charge may be raised in accordance with your rate agreement.
- Bookin Required:** Select 'Yes' if the freight requires a booking reservation to be made with the delivery point prior to delivery. **Note:** this will incur an additional charge.
- Extra Instructions:** You are able to enter up to 3 x lines. These instructions will print out on the Nightfreight driver's delivery documents.

Ensure you have completed steps 1 2 & 3 and checked all information entered.

Then click on the 'Save Consignment' button at the bottom of the screen.

You are then taken to the 'Step 4 Confirmation' screen

Note: If you are not taken to the Confirmation screen, but kept on the Consignment Entry screen, check to see if there are any error messages on screen highlighted in red informing you that you have not clicked on one of the mandatory fields on screen.

Step 4 Confirmation Screen.

Viewing the Confirmation screen.

Step 4 - Confirmation

Delivery address

Consignment number X9000161

Customer no 001

Deliver to BARTLETT BUILDERS

Premises/House number 12

Delivery address Bransfield Close, Wigan.

Delivery postcode WN3 5NW

Consignment details

Reference no	Items	Description	Weight
Total number of items	2	Carton (CA)	30Kg
Total weight	30		
Service	Overnight service only		
Additional insurance	No		

Delivery instructions

Contact name JED BARTLETT

Contact phone no. 07887364523

Special instructions DELIVER TO REAR OF PREMIS

Home delivery No

Bookin No



The full consignment details are displayed for your review prior to completing Consignment Entry. This is a 'view only' screen.

Check all detail on the confirmation screen before clicking the 'Confirm consignment' button at the bottom of the screen.

Tip: If you need to amend any detail, press the 'Back' button on the toolbar to return to the previous screen.

Note: If you click on the Abandon button, the consignment information will be deleted.

When you click the 'Confirm' button, your labels are created and displayed within a PDF window ready for printing and the consignment detail will be sent and stored on Nightfreight Central Computer system.

Once entered and confirmed, you can still view your consignment details and review/reprint their labels by using the Despatch Report. You are also able to delete today's consignments from this screen.

Note: If you make a mistake on the consignment entry screen and then confirm, **you must** modify or delete the consignment. (See page 10 to read how to do this.)

Print Notes & Labels

When you have clicked on the 'Confirm consignment' button the label print screen will be displayed

Click the label position to start printing from



Ensure your printer is turned on and there are an adequate number of labels in the printer.

To make label printing cost effective, click on the label position you wish to start printing the labels from.

Label Printing:

The most recent version of Acrobat Reader is required to print out labels. To download the latest version, go to www.adobe.com and follow onscreen instructions.

Ensure there are sufficient labels in the printer before clicking on the Print button.



IMPORTANT: To print the labels, the 'Print' button  on the Adobe Reader toolbar must be pressed **NOT** the 'Print' option from the 'File' drop down menu.

Manifest Print

Prior to collection time you **must** run the 'Print Manifest' option from the DM6 Main Menu screen.

This is an 'End Of Day' process.

When you click on the 'Manifest' button, a message will appear on screen

WARNING - The manifest is the 'day end' report. If you run the manifest, you will not be able to enter or modify any more consignments today.

Would you like to continue?

Yes / No

Important Note: Print 2 copies

One for the Nightfreight driver to sign which you retain for your own records

One copy **must** be given to the driver.

Manifest Print - 14-Oct-05

Customer: TEST

Cons No	Ref No	Deliv Name	Deliv Postcode	Unit Code	Serv Code	No Items	Weight
04464275		rob	CH41 6RY	ID	ON	2	23.00
04464276		123213	CH41 6RY	ID	ON	2	20.00
04464277	123	test 2	CH41 6RY	ID	ON	2	20.00
04464278		sg	CH41 6RY	KG	ON	1	1.00
04464279		ewrw	CH41 6RY	ID	ON	2	30.00
04464280	23	rob	CH41 6RY	ID	ON	1	20.00
04464281	12	2311	CH41 6RY	CA	ON	1	21.00
04464282	12	2311	CH41 6RY	CA	ON	1	21.00
04464283	23	fdfa	CH41 6RY	ID	ON	2	23.00
04464284		2313	DUBLIN	ID	ON	3	21.00
04464299		123	CH41 6RY	KG	ON	1	1.00
04464300		test	DUBLIN	ID	ON	1	12.00
04464302		Murphys Stout	DUBLIN	KG	3D	2	20.00
Total Cons: 13						21	233.00

Driver's Signature: _____

Name: _____

Date: ___/___/___ Time: _____

When this has been done, you are unable to enter any further consignments today.

Note: When running this option, if you press 'Yes' by mistake and require to enter further consignments **YOU MUST** contact the Nightfreight IT Support Department on Tel: 0151 649 0011

Modifying/Deleting Consignments

Click on the 'Despatch Reports' link on the DM6 Lite Main Menu and all the consignments you have entered today will be displayed.

Using the 'Despatch Reports' screen enables you to make modifications to a consignment or delete it or print extra labels.



Con No.	Service	Reference	Branch name	Address	Postcode	Bookin	Items	Weight			
L0206164	Overnight		BARTLETT BUILDERS	122 ,Conway Street	CH41 6RY	No	1	12			Print Modify Stop
Totals:							1	12			

The following options are located to the right of each consignment line.

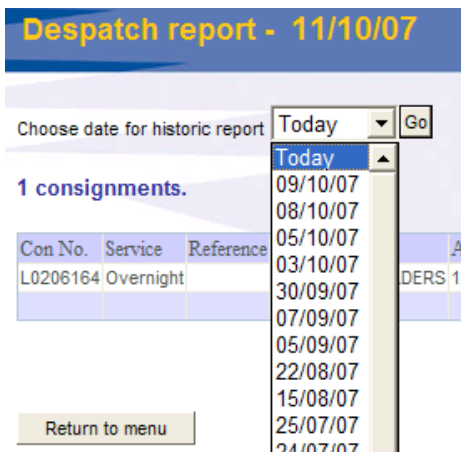
To print further labels, click on the 'Print' button

To modify a consignment, click on the 'Modify' button, you will be taken to the 'Modify Consignment' screen. You are able to change any of the information except the customers account number.

When the changes have been made, click on the 'Save Consignment' button at the bottom of the screen. You will then be taken to the Confirmation screen to confirm the details are now correct.

To delete a consignment, click on the 'Stop' button on the right of the Despatch report screen. A message will appear asking 'Please confirm that you would like to delete consignment XXXX' Click on 'Yes' to delete the consignment.

Despatch Report – Historic



To view consignments from a past date, click on the down arrow next to 'Today' box and choose a previous date, then click on the 'Go' button.

The consignments entered on that date will appear on screen.

Customer Maintenance Screen

If your customers address details change, you are able to modify them or even delete them by using the options in the Customer Maintenance screen.

Customer maintenance

Search database

Found 8 records. Showing page 1 of 1

Account no	Account name	Address	Postcode	Contact		
00000001	WADE HOUSE	9 , Sandridge Road	CH61 8RY	CHRIS	Modify	Delete
123654	SAM	13 , Ballantyne Walk	CH43 7XQ	SAM	Modify	Delete
102	BARTLETT BUILDERS	122 , Conway Street	CH41 6RY	JED	Modify	Delete
585858588	FRED'S Builders	35 , Fernhill Road	L20 6AG	FRED	Modify	Delete
999	SIMONESTA	99 , Paul Street	EC2A 4LB	SIMON	Modify	Delete
Angela	KEARSLEY	32 , Kearsley Street	L4 4BL	ANGELA	Modify	Delete
jo	MOJO	67 , Pucklechurch Trading Estate	BS16 9QH	CFF	Modify	Delete
bob	Constensa	32 , Kearsley Street	L4 4BL	BOB	Modify	Delete

To modify customers details.

Click on the 'Modify' button, which is located to the right of that customer's details line. The customer's record will appear on screen.

Modify customer

Customer no

Deliver to

Postcode

House no/premises

Conway Street, Birkenhead.

Contact

Contact phone no

Home delivery Yes No

You are able to change any of the customer's details except the customers account number.

When you have completed the changes, click on the 'Save' button.

To delete customers account.

On the Customer Maintenance screen click on the 'Delete' button. It is located to the right of the customer's details.

You will be asked, **"Please confirm that you would like to delete customer XXXXXXXXXX"**
Click on the 'Yes' button and the account will be deleted.

You are also able to enter a new customers account details from the Customer Maintenance screen by clicking on the 'Add Account' button and entering the customer's details.