

Star Bill of Lading 11

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Part



1 Star Bill of Lading Software

Star Bill of Lading Software

Welcome to the Star Bill of Lading Program Help file.

Below you will find various links to the different areas of our Help file. Explore them thoroughly to learn how to process some of the different functions throughout this system. If you are having problems, be sure to investigate them here first before you contact our support staff. This just gives you a faster response to your questions.

When you run the program you will start out with the Main System Screen. This will be the starting point for all areas of the program. There is a Menu system on the top of the screen that can be used to navigate around every part of the program. After reviewing this Help file, if you still cannot determine your problems, by all means, send us an email with your situation and a detailed explanation to support@starresoft.com We will be glad to assist you.

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www.starresoft.com

www.starbol.com

Part



2 Introduction

Introduction

The Star Bill of Lading program was written to create a simple way to create Standard Straight Bill of Lading Forms. These forms will be printed on a Standard Laser, Ink-Jet, or Dot Matrix printers. It takes most of the work out of creating all your Bills of Lading.

There are many features and options that allow you to customize the way this program is used and make it more suitable for you own Company needs.

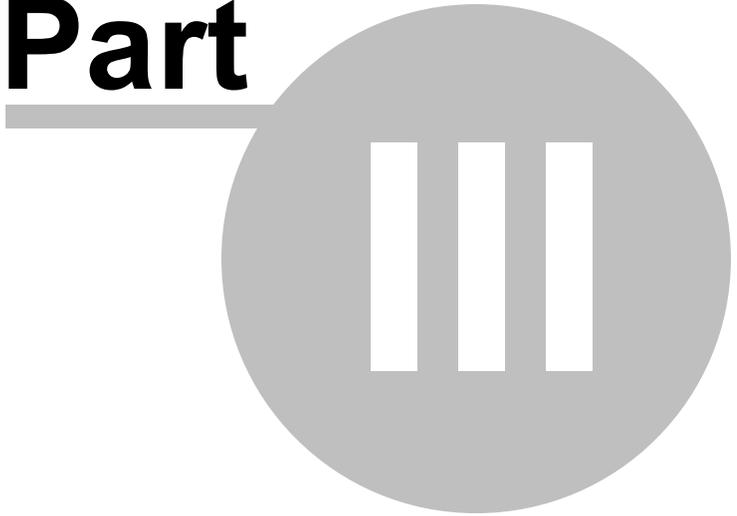
Using this program will allow you or your firm to save time and money as it is very affordable and very easy to use. Save money on costly pre-printed forms. If you wish, you can now create your BOL's to be printed on either pre-printed multi-part forms, or blank multi-part forms using a dot-matrix printer.

This program creates a very professional looking, easy to read Bill of Lading form straight from your laser/ink-jet printer. This program comes with a high quality professional database system that will handle all of your data storage needs. It easily stores all your entered BOL's, along with all your constant data, such as Consignee's, Carriers, Description of Articles, and many more types of default information. It will also handle all of your third party billing issues, along with Prepaid and Collect shipments. It has also been designed to process hazardous material shipments. Most of the features included in this system has been developed with the end-user in mind, as most of them have come from requests of our users. You can easily change the options to customize it more to your liking by using the [Setup Displayed Options](#) fields area. It can handle up to 6.7 Trillion records, which for all purposes, should be able to handle your data requirements. There are [import/export](#) capabilities, along with a [data backup](#) feature to help control your data protection requirements. Read through this help file, as most of the features and functions are described within. If you cannot find your answers here, then by all means send us an e-mail at support@starresoft.com, our support staff will be happy to answer your questions as needed.

BOL v10.xx should be able to handle all of your needs as is. If there are other functions you would like to add feel free to contact us via our Help Desk located at help.starre.com and we will review them and offer a quotation on the costs associated with those changes, or we could even add such an option to a future release.

We are always looking to upgrade and offer a more functional product. Be sure to check for updates often on our web site @ www.starbol.com As a registered user, you are eligible to receive all upgrades and updates to this program for a period of 1 year (365 days). This is our policy for all of our products. You will be offered to continue this products support along with upgrades and updates for an additional year at a very reduced price. See the registration area for more information.

Part



3 Typical Processing

Typical Processing

Basically, after [initial setup](#), you are ready to create your first Bill of Lading.

Be sure to have selected the shipper you are using on this BOL before you click on New. This is only needed if you have setup multiple shippers. Otherwise, just click on the NEW button to create a new BOL.

If you have setup the system to use Modifiable BOL's, then a pop-up screen will be displayed to enter the BOL# for this record. This must be a unique number to this system.

You will notice, that the BOL# has been assigned. Also, today's date has been pre-loaded. You can change the date if you wish, or just press either the Tab key, or the Enter key to advance to the next field which is the Carrier.

All you need to do is to start typing a Carrier name, and a drop down screen will allow you to select a pre-entered Carrier, or you can add new ones using the Add/Modify button.

Next, you can (if displayed) enter the PRO#, SCAC, Carrier#, Trailer#, or Seal# if needed.

The Consignee/Customer number is displayed next. Here you can key in the Consignee/Customer ID, and if it is already in your system, it will load the Consignee information in the following fields. Or, you can press F2 to perform a look up.

You will then tab over to the Consigned to: This is where you can enter a Consignee/Customer from scratch, or you can either press F2, or click on the drop down box. This will display the database of your Consignees. Here you can either select one, or if you need to add, then just click on the Add. Modify. If you do not want to use the drop down, or know that the Consignee does not exist in the database, you can just key the information into the name and address area, when you are done, if it does not exist, you will be prompted whether or not you want to add it into the database.

If your Consignee needs the material shipped to a different address, you can use the deliver to address fields. You can select pre-entered Deliver to addresses, that are assigned to the Consignee by either pressing F2, or using the drop down box. If you need to add one, you can either select the Add/Modify button during the drop down process, or click on the Maintenance menu, then Consignees. When the Consignee maintenance screen appears, you only need to click on the Edit menu option, then Edit Deliver to's. Be sure to select the Consignee that you wish to add Deliver to's to. All Deliver to addresses, are assigned or related to each of the Consignees.

There are contact fields that you can enter in that will also display on the BOL. They are set up for Names and Phone numbers.

Next, you can optionally enter information into the fields, Customer Order#, Our Order#, and Dept.

The Shipper Per field can be used to enter your name, or who is responsible for processing this shipment.

Prepaid/Collect/3rd Party/Canceled/Void/PrePaid/Add - This defines what type of payment is being made for this shipment. You can choose Prepaid, Collect, or 3rd Party. If you choose 3rd party, then

there will be a popup window to allow you to choose the 3rd Party billing party, or just key in a new one.

The next area is for COD payments. It displays the Amount, a Fee if there is one, along with whether it is a Prepaid COD or Collect. If the COD is to be remitted to a different name and address, then you just need to click on the Button, and a popup will be displayed for you to key one in.

If this is a Hazardous material shipment, then you could use the next couple of fields. These are the U. S. DOT Hazmat Reg. No and Placards. If you need to put in the Hazmat number, you can enter it here. If you need to define the placards needed on this shipment, just click on the Pick Placards button, a window will display that will allow you to select up to three placards to be displayed on the vehicle.

You can enter Special Instructions in the Special Instructions fields. This can be pre-defined in the Consignee record if you wish. You can also setup the Special Instructions to contain default ones that you use multiple times. Here you would just press F2 to look up, or click on the eclipse to the right of the field to perform a look up.

You can enter Route information in the Route field. This can be pre-defined in the Consignee record if you wish.

If you want to enter a special message, then you would place it in the BOL message area.

When you get to the grid where the Detail Lines of the BOL are entered, you can add lines by simply pressing the Tab or Enter key through the last field displayed and a new line will appear. You can add as many lines as you wish, as the grid will roll down as you add more lines.

When finished, just click the Print button to print out your BOL's to a Laser printer. That is about it.

To create another repeat the process. You will find that there are many areas that allow for speed entry by using drop down options. The BOL data is saved to a Database for historical purposes or to Copy an old one to create a new one.

[Back to Main Help](#)

Part



4 Initial System Setup

Initial System Setup

The screenshot shows a software window titled "Control Setup/Shipper Selection". At the top, there is a menu bar with "File", "Edit", and "Help". Below the menu bar is a table with three columns: "Shipper Name", "Address", and "Ship#".

Shipper Name	Address	Ship#
THIS IS YOU THE SHIPPER	1234 ANY STREET	2
SHIPPER NUMBER 3		3
SHIPPER NUMBER 4		4

Below the table is a detailed form for the selected shipper, "THIS IS YOU THE SHIPPER". The form includes the following fields:

- Shipper:** THIS IS YOU THE SHIPPER
- Address:** 1234 ANY STREET, ANYWHERE, ST 12345
- Phone/Fax:** 555-555-1234
- E-mail:** youremail@yourshippername.com
- Emer. Contact:** Emergency Contact, Emergency #: 336-555-1234
- Dft. Carrier:** OLD DOMINION, Registered Company: ...
- Dft. Route:** THIS DFT ROUTE IF USED IS AUTO LOADED TO EVERY BOL, ...
- Dft. Special Inst:** YOU CAN ADD AS MANY SPECIAL INSTRUCTIONS INTO THE DATABASE FOR EASY RETRIEVAL, ...
- Dft. BOL Msg:** THIS DFT BOL MSG IS AUTO LOADED TO EVERY BOL CREATED.
- Dft. Message:** This DFT message is placed on every BOL printed.
- Modifiable BOL#:**
- Dft. Declared Value:** Per: LBS
- Last BOL#:** 1000 # of Copies: 3 Label Printer & Type: Laser 5168
- Dft. Prepaid /Coll/3rd:** PREPAID
- Copy 1 Caption:** Original - Not Negotia
- Copy 4 Cap:** Memorandum
- Copy 2 Caption:** Shipper Copy
- Copy 5 Cap:** Copy 2
- Copy 3 Caption:** File Copy
- Copy 6 Cap:** Copy 3
- Printed Weight Desc:** LBS
- Default Bill-To Address:**
- Default Section 7 Signature Name:**
- Logo:** Right Click on Logo area to Load or Delete a Logo
- Shipper #:** 2 **Shipper # Do Not Change!**
- Default Shipper:**

At the bottom of the window, there are navigation buttons (back, forward, home, etc.), a "Setup Options" button, and a "Close" button.

The initial setup of this system is not very difficult, but it is very important to spend a little time to understand everything that is required to properly setup the system for normal use. Failure to set up properly, can cause problems that can cause extra work to correct the problems. Here are the basics to correctly setting up the system.

After installation of the program, just run the BOL program.

The first area you want to set up is the Shipper information. This is done by selecting either the menu option Setup, then click on System/Shipper Setup Properties, or by just pressing F4 (Function 4 key). This will display the Shipper setup/selection screen. Here are the fields that are displayed on this screen with a short description of their meanings and uses. These need to be filled in with your pertinent information.

Shipper:

This is the name of the Shipper who is processing the shipments.

Address:

Shippers permanent address lines 1,2,3.

Phone/Fax

Phone number and Fax number of the Shipper. These fields are optional. They are printed on the BOL on the bottom left hand corner of the form only if entered.

E-mail address

This is an optional field that will print on the bottom left hand corner of the BOL if entered.

Emer. Contact/24 Hour Number

This is the Emergency Contact Name. Here you would put in the name or company that is responsible if there is an emergency during the shipment. This is mainly used for the transportation of Hazardous material and is required for this type of shipment. If using the Canadian Option, it will display 24 Hour Number for the heading as this is what is used for the Canadian bills.

Emergency #

Emergency Phone number. This is where you enter the Emergency Phone number that is to be called in case of an Emergency situation. This is mainly used for the transportation of Hazardous material and is required for this type of shipment.

Registered Company.

This is a default value for the Shipper, and will be loaded to all New BOL's if Entered.

Dft. Carrier.

This is a default value for Carrier. If a value is entered here, then it will be used when creating new Bills. This field also contains a lookup feature to load a Carrier that is already in the system. You can access this drop down selection by either clicking on the eclipse to the right of the field, or pressing the F2 key while the cursor control is in the field.

Dft. Route.

This is a default value for Route. If a value is entered here, then it will be used when creating new Bills. The name on this field can change if you updated the Field Settings section of the Setup Options screen. Then it will reflect those changes. Otherwise the default is for the Route field.

Dft. Special Instructions.

This is a default value for Special Instructions. If a value is entered here, then it will be used when creating new Bills. This field also contains a lookup feature to load a Special Instruction that is already in the system. You can access this drop down selection by either clicking on the eclipse to the right of the field, or pressing the F2 key while the cursor control is in the field. The name on this field can change if you updated the Field Settings section of the Setup Options screen. Then it will reflect those changes. Otherwise the default is for the Special Instructions field.

Dft. Message

If you enter a description here, it will print on every Bill of Lading.

Modifiable BOL#.

This check field is used to change the way the system handles the creation of the Bill of Lading numbers. If you check this field, then each Bill that is created, you will be prompted to enter a BOL number. Each one of these must be unique for each shipper in the system. If you are using the system

wide BOL number option then this number must be unique for the system. If it is unchecked, then the system will automatically create the BOL numbers for each shipper. If you are using the system wide BOL number option, then this number will be will be automatically created for the system sequentially.

Dft. Declared Value

This is the default declared value for the items being shipped. (ex. 2.00 - for \$2.00 per)

Per

This is the default declared value per for the items being shipped (ex. LBS)

This is where you need to figure out a few things.

Last BOL#

This field is used to display and keep track of the Bill of Lading numbers. For system setup you can enter any number to start with. This number will change with each BOL created. Do not change this after initial setup unless necessary.

of Copies

This is the default number of copies of the Bill of Lading that will print on each print command. This can be between 1 and 6.

Label Printer & Type

The type of shipping labels and printer that is used to print them. Here is a short description of the different labels used in this program.

Laser Printer labels:

- Avery type 5168 labels: 4 to a page
- Avery type 5163 labels: 10 to a page
- Avery type 5164 labels: 6 to a page
- Avery type 5165 labels: 1 to a page - 11" x 8 1/2"
- Avery type 5526 labels: 2 to a page
- Bar Code Type Thermal Printer Labels: 6" x 4" labels
- Bar Code Type Thermal Printer Labels: 3" x 4" labels

For more information about processing the Shipping Labels see the [Shipping Label Processing](#).

Dft. Prepaid/Coll.3rd

This is the system default that defines new BOL's as whether they are to be set up as Prepaid, Collect of 3rd Party billing options. This can be changed on each BOL, as this is only a default. You can also setup each Consignee/Customer with their own default setting which will override this setting when you select the Consignee during entry of the BOL.

Printed Weight Description

This field is used to select the Printed Weight Description on the Bills. You have an option of either LBS, KG or Blank.

Default Bill to Address Button.

This is an optional field that will allow you to enter a default Bill to Name and Address. This will print on each BOL if entered. This is very useful if all of your bills are 3rd Party or if you require payment to be sent to a different address.

Default Section 7 Signature Name.

This is an optional field that if filled in will Auto Sign the Section 7 Signature section of the BOL with the Name you enter into this field.

Copy 1 Caption

This is the caption that is printed on the top of the Bill of Lading - this will print on Copy 1

Copy 2 Caption

This is the caption that is printed on the top of the Bill of Lading - this will print on Copy 2

Copy 3 Caption

This is the caption that is printed on the top of the Bill of Lading - this will print on Copy 3

Copy 4 Caption

This is the caption that is printed on the top of the Bill of Lading - this will print on Copy 4

Copy 5 Caption

This is the caption that is printed on the top of the Bill of Lading - this will print on Copy 5

Copy 6 Caption

This is the caption that is printed on the top of the Bill of Lading - this will print on Copy 6

Logo

This is the shipper logo that can be used if you desire one. This will print on each BOL on the right side of the BOL next to the Shipper information. You can load a logo into the system by using your mouse. Just right click on the logo area, you will be displayed a menu. To load a logo, just click on Load. This will prompt you to load a logo file. You can use any Bitmap file and it will be saved into the system for the selected shipper and will print on all BOL's for this shipper. If you would like to delete a logo, just follow the same selection, but select delete instead of load.

Shipper #

Each Shipper that is entered into the system needs to be assigned a shipper number. This is an alphanumeric field that can contain just about any code. The system is setup and installed with 10 predefined shipper records, they range from 01 - 10. These do not need to be changed unless you feel it necessary. If you create a new record, you will have to key in a code for each one you create. You will be prompted if you forget to enter a code.

Default Shipper

If you click on the check mark, it will define the selected Shipper as the Default Shipper. What this means is the selected shipper will be loaded as the shipper each time you start the program.

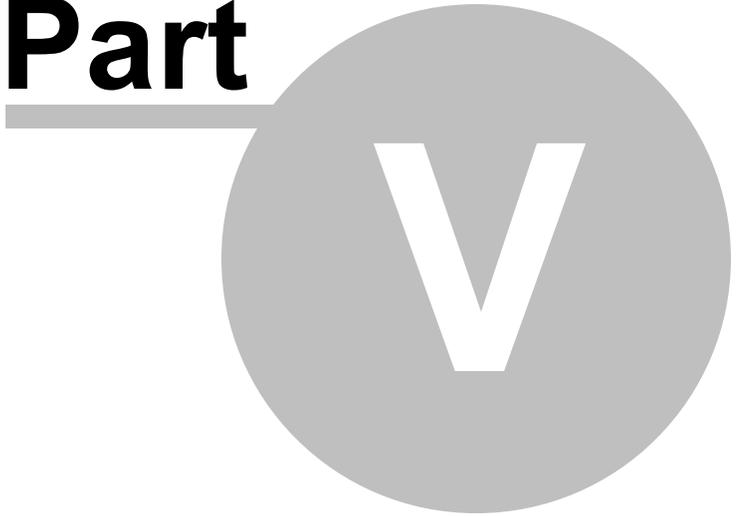
Setup Options button. This button should also be clicked on to setup other options when you first install. For more information about this just check out the [Custom Options Setup Screen](#)

Shipper Selection Grid

The grid that is displayed at the top of this screen can be used to select a specific Shipper by double-clicking on the selected shipper. You can also sort the Shipper records by clicking on the grid headers to sort the records by either Name, Address, or Shipper number.

Basically, after initial setup, you can start loading your default files for use. This would include your [Consignee's/Customers](#), [Carriers](#), [Descriptions/Items](#), etc.

Part



5 Main BOL Screen and Options

Main BOL Screen and Options

Bill of Lading Program - Shipper: STARRESOFT

File Edit Search Maintenance Reports Setup Help Shipper name: STARRESOFT

Date: 04/18/2020 Carrier: CAL WESTERN / PARKER MOTOR FRT PRO#: PRO NUMBER SCAC: 55883 Carrier #: 55883 Trailer #: ABX12 Seal #: 55-884... BOL #: 13404

Consigned to: ABC123 Deliver to, if different: DELIVER TO THIS ADDRESS IF DIFFERENT

1234 ANYWHERE STREET 4321 ANYWHERE STREET

ANYWHERE, NC 27028 ANYWHERE, NC 27027

JOE PETERSON 336-555-1234 <-Contacts-> MICHAEL WILLIAMS 336-555-9700

Customer Order#: 10002341 Our Order#: 200432 Dept: ... Shipper Per: ROBERT PAR... Prepaid/Coll/3rd: PREPAID COD Amt: ... COD Fee: ...

Pick Placards: Flammable 3 UN 2047 Driver Supplied Shipper Supplied Placards Inhalation Hazard 2 UN 1581 Remit C.O.D. if Different Address

Special Instructions: YOU CAN ADD AS MANY SPECIAL INSTRUCTIONS INTO THE DATABASE FOR EASY RETRIEVAL.

Route: THIS DEFAULT ROUTE OVERRIDES ANY DEFAULT IN THE SETUP WHEN CONSIGNEE IS SELECTED.

BOL Message: THIS DEFAULT BOL MSG IS AUTO LOADED TO EVERY BOL CREATED (CUSTOMIZABLE).

Qty	UM	HM	Description of Articles, Kind of Package, Special Marks	Weight	Class	NMFC	Sub
10	EA	<input type="checkbox"/>	88007 CUSTOM BURNED CD'S	100	50		
15	PLT	<input checked="" type="checkbox"/>	88766 POOL CHEMICALS	1500	50	200	

25 1600

F2 - Lookup Fields F4 - Change Shipper F9 - Print labels F12 - Send Frt Bill to/3rd Party F6 - Load Bill Network Edition

New Print Batch Exit

All of the fields that are displayed on this screen are pretty much self explanatory but here is a recap on what they are and the type of data you need to enter into each field.

BOL #:

This is a auto incrementing numeric number that will assign itself as you create a new Bill of Lading Form. It can also be changed to make it a modifiable user entered number. Each shipper that you have created in this program will control it's own Bill of Lading numbering. Thus, if you have two different shippers, you can have two separate BOL sequence numbers - See System Setup.

You can also make this a number be controlled system wide. To set up the system for this - See system setup.

To make the number User Modifiable - See System Setup.

Date:

Date of Bill of Lading/Shipment. This can be entered in the format MM/DD/YYYY - or you can use the drop down box to select the date using a calendar.

Carrier:

Shipping Company assigned to package/shipment. - This field has a look up option that you use to look up into the Carrier file. If you would like to add Carriers to the Carrier file, you can either select the drop down box, then click on the Add/Modify button, which will take you to the Carrier maintenance screen. Or, you can click on the Maintenance Menu option, then click on Carriers. This will display the Carrier maintenance screen to allow you to add/delete/modify carriers in the system. The original build came with a number of carriers already built in, which you can delete if you wish.

PRO#:

This is the assigned number from the carrier that is used for tracking, etc. (Can be non displayed - go to Displayed Options)

SCAC:

This is the assigned SCAC code of the carrier. (Can be non displayed - go to Displayed Options)

Carrier#:

This is an assigned Carrier number. (Can be non displayed - go to Displayed Options)

Trailer #

This is the trailer number of the carrier. (Can be non displayed - go to Displayed Options)

Seal #:

This is a Seal number on the Trailer. (Can be non displayed - go to Displayed Options)

Consignee ID/No:

The Consignee/Customer number is the number or ID assigned to the Consignee/Customer. Here you can key in the Consignee/Customer ID, and if it is already in your system, it will load the Consignee information in the following fields. Or, you can press F2 to perform a look up.

Consigned to:

Where the package/shipment is Consigned to: This includes the address lines below it. You can add new Consignees by just keying them in. If they are new and do not reside in the database, you will be prompted whether you would like it to be added. If you select yes, then you will be taken to the Consignee maintenance screen for other fields to be added if you wish.

Deliver to:

This is used in the event that the shipment is to be delivered to a different address. This includes the address lines below it. You can also, add deliver to addresses, by selecting the Add/Modify button on the drop down screen.

Return BOL:

If this option is displayed and checked, when you print the BOL it will reverse the Shipper and Consignee fields on the printed BOL. This is used to be sent to the actual Consignee who is now the Shipper for content to be return to the original Shipper, which will be listed as the Consignee.

Customer Order#:

This is used to enter the Original Customer Order Number.

Our Order#:

This is Our Order number for the shipment of goods.

Shipper Per:

This is the person creating this BOL. You can save this information in the system setup as a default and loaded on each new BOL created unless changed.

Prepaid/Collect/3rd Party:

Select which is to be used. If 3rd party is selected, a pop-up window will be displayed to enter the #rd Party Information. You can also double-click on this to pop up the 3rd party billing selection screen. Here you can add/modify names of billing companies, or just select one of the pre-entered names to load to the BOL.

COD Amount:

This is the amount to be collected for a COD shipment.

COD Fee:

This is a Fee that is associated with collecting a COD payment.

Prepaid/Collect COD.

This is to determine if the COD Fee is Prepaid, Collect, 3rd Party, Void, Canceled, or PrPaid/Add

Remit C.O.D. if Different Address:

This button is used to display a Name and Address of whom receives the COD payment.

Registered Company.:

This is the registered company number assigned to the Carrier from DOT. (Can be non displayed - go to Displayed Options)

Pick Placards:

This button is used to enter the required Placards that need to be placed on the Carrier's Vehicle. Just click on the button, a screen will be displayed that will allow you to select which placards are need. you can select up to 3 different placards to be printed on the BOL. If you need to add/modify the placards file, just click on the Edit menu displayed on the screen, or you can modify this off the main screen, under Maintenance, Placards. (Can be non displayed - go to Displayed Options)

Driver Supplied:

Whether the Driver supplies the Placards: (Can be non displayed - go to Displayed Options)

Section 7 Signature:

This field if used will print a signature in the Section 7 of the Bill: (Can be non displayed - go to Displayed Options)

Freight Charges:

This field is used to enter the actual freight charges. It does not print on the Bill, but prints on the Shipping Report: (Can be non displayed - go to Displayed Options)

Special Instructions:

This is field that will allow you to place special instructions onto the BOL printout. This field is 100 characters long and allows for any data to be typed into it, or you can look up predefined records in the Special Instructions Database, which will print on the BOL. This can also be pre-selected and used as a default that is assigned to the Consignee.

Route:

This is a Route text field that allows you to enter Routing instructions to the Driver. This field is 100 characters long and allows for any data to be typed into it, which will print on the BOL

BOL Message:

This area is used to add a message to the BOL printout form for this BOL only. This field is 100 characters long and allows for any data to be typed into it, which will print on the BOL

Qty

Number of Packages being described.

UM

Unit of Measure - Packaging ie. PLT - Pallets, BOX - Boxes, etc. to maintain the list, just select the Maintenance menu option on the main screen, then Unit of Measure Codes. (Can be non displayed - go to Displayed Options) If a UM of PLT is used, the piece count will not be accumulated in the totals. If you wish to include these in the totals, you must use a different UM such as SKID.

Qty2

Number of Packages being described. If displayed.

UM2

Unit of Measure - Packaging ie. PLT - Pallets, BOX - Boxes, etc. To maintain the list, just select the Maintenance menu option on the main screen, then Unit of Measure Codes. (Can be non displayed - go to Displayed Options)

HM/DG:

Hazardous Material/Dangerous Goods(Canada) Check Box. Shipment contains Hazardous Material/Dangerous Goods(Canada).

Description of Articles, Items

Description of Articles, or Items being shipped. This field is used for either item descriptions or miscellaneous message to be printed on the BOL.

Unit Weight:

The unit weight of the Articles, Items. If this is displayed then calculations for weight will be Qty * Unit Weight to give you the Weight. If not displayed, then there is only the calculations for weight if Item is selected from drop down. This option to turn on/off is under the Displayed Options/Fields screen.

Weight:

The weight of the Articles, Items.

User11:

This is the user defined field to be entered. There is also a database lookup selection if selected in the setup.

Class:

Class of Item Shipment

NMFC

NMFC Code for shipments (Can be non displayed - go to Displayed Options)

NMFC SUB

NMFC Sub Code for shipments (Can be non displayed - go to Displayed Options)

LOT Lot number of product. (Can be non displayed - go to Displayed Options)

You will also find options of the menu system. Here are the definitions of those options

File

Import/Export - allows you to Import or Export data from the system.

Backup/Restore - allows you to backup or restore the data. You can also use this option to run the Data Purge feature.

Preview - This allows you to Preview a BOL before printing.

Email Bill - Will create a pdf of the current BOL and send it via email if this option is turned on.

Batch Processing - This allows you to select and print the BOL's that are scheduled to be Batch Printed.

Print - You can also Print the BOL from here.

Exit - allows you to end the program.

Edit

You can create a new BOL from here

There is an Edit button on first run in the Network Edition only.

If you wish to copy an existing BOL to a New one, click on Copy/New.

You have the option to Delete a Record here.

Modify the BOL's Declared Shipping Values.

If this BOL is to be billed to a Third Party, you can click on the option here. This will allow you to enter the information onto the BOL.

Select Shipper - this will display the Shipper screen.

You can also, Changed the assigned Shipper.

Send to Batch Printing if the option is turned on.

Change/Reset BOL Status - this will change the BOL status back to Non-Printed. You need to select this if you already printed a BOL and need to edit it.

Search

Select this menu option to help you search for an old BOL by either the BOL Header or Header and Detail records.

Maintenance

Select this menu option to display the different Database Maintenance options.

Here are the different database maintenance files:

Carriers

Consignees/Customers

Descriptions/Items

3rd Party Billing

Item Classes

Unit of Measure Codes

Placards

Special Instructions

Shippers

Maintain Users

Reports

Print Shipping Labels. This option allows you to print Shipping Labels on a printer using Avery 5168 style labels or on a Bar code type printer - Eltron, Zebra Etc.

Print Daily Manifest Report

Print Consignee Manifest Report - Listing of Bill of Lading - by Consignee

Print BOL Report - Listing of Bill of Lading - History

Print Shipping Report

Print Shipping Report 2

Print Daily Carrier Manifest Report

Print Daily Shipping Log

Print Shipper Per Productivity

Product Shipment Report

Previews - You can preview each of the above reports without printing them.

Print Terms and Conditions Report - Listing of Bill of Lading Conditions and Terms.

Custom Reports - This is a Custom Report Writer where you can create your own reports.

Print Carrier Report - This prints a list of all the Carriers

Print Consignee Report - This prints a list of the Consignees

Print Deliver to's Report

Print Descriptions Report - Listing of all Items/Descriptions in system

Previews - You can preview each of the above file listings.

Print BLANK BOL - Prints a blank BOL form.

Setup

This is where you set up the initial information about your company.

Displayed Fields - This is where you can turn off/on certain fields in the program.

Email System Setup.

Help

Different information on how to obtain Help.

Web site addresses

Check for Updates - this will check for any updates that are available for this product.

About - Version number

There are also Buttons on the screen you may need information about. Here it is.

There are also record Navigation system buttons. Clicking on these will move you forward/backward through the BOL records.

Clicking on the New button will create a new BOL record.

To delete a record - You must click on the Edit menu option and click on Delete.

There is also a search button that will allow you to search the whole database using any of the displayed fields.

The printer button allows you to print the BOL.

There is an Edit button on first run in the Network Edition only.

F2 - You can press this to perform a look up on the fields that have an eclipse to the right of the field.

F4 - Change the Shipper Information - If you use different shipping info, use this option.

F6 - Load Bill. This option will be available if you have the feature turned on. It will allow you to load a new bill of lading using the external import feature in the program.

F9 - Print Shipping Labels - This is a shortcut to print Shipping Labels - Prints 4 or less per page. or single labels

F12 - Send Freight Bill to/3rd Party - This will popup the fields to enter the Name/Address of where the bill should be sent to.

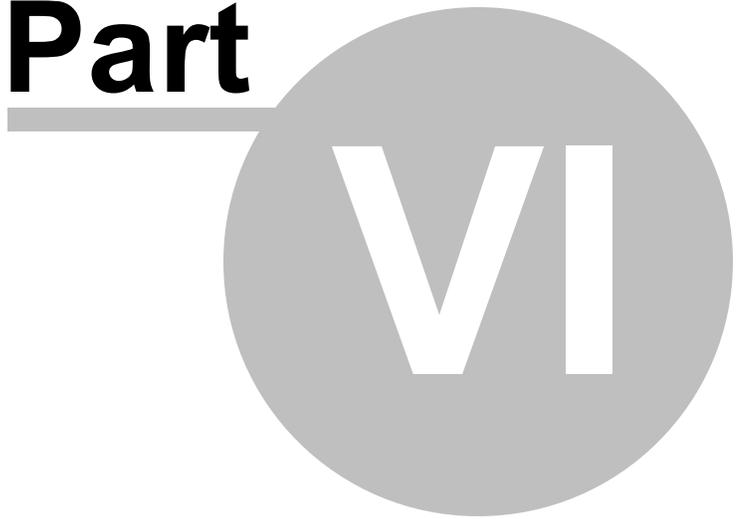
Ctrl-Del - will delete the selected line item for the BOL.

Ctrl-F - will display the Search BOL's screen.

Clicking on the Exit button will end the program.

[Back to Main Help](#)

Part



6 Database Maintenance

Database Maintenance

By selecting the Maintenance menu option off the main screen you can maintain the data files that store default information such as Consignees, Items, Shippers, 3rd Party Billing Files, Etc. Just click on the menu option and select the file you wish to maintain.

[Carriers](#)

[Consignee's/Customers](#)

[Deliver To's](#)

[Descriptions/Items](#)

[3rd party Billing](#)

[Item Classes](#)

[Unit of Measure Codes](#)

[Placards](#)

[Special instructions](#)

[Shippers](#)

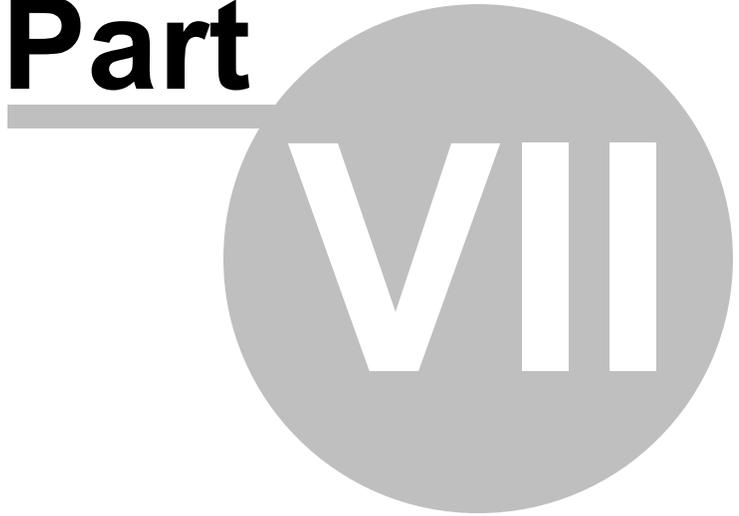
[Maintain Users](#)

[User Defined Maintenance](#)

To process a backup of the database, check out our [Backup Section](#).

[Back to Main Help](#)

Part



7 Maintain Carrier file

Maintain Carrier file

Maintain Carriers

File Edit Import/Export Data Help

Carrier#	ACarrier	Phone	Email
	ROADWAY EXPRESS		
	ROARING EXPRESS		
	ROBERTS EXPRESS		
	ROBINSON CARTAGE		
	ROC EXPRESS		
	RODRIGUEZ EXPEDITE		
	ROHRBAUGH TRUCKING		
	ROSEVILLE MOTOR EXPRESS		
	ROZAFI TRANSPORT		

Click here to define a filter

Name: ROADWAY EXPRESS

Address:

Phone: Fax:

SCAC: Carrier #:

Email:

Web:

Use Pro # Range: Last Pro#:

Beg Range: End Range:

Use MOD7 Pro # Check Digit: E Tracking Link:

Use YRC Pro # Check Digit:

+ - ✓

Close

This screen is used to display/maintain the Carrier file that is used in the program. You have basic Maintenance from this screen. You can Add, Delete, Edit, etc., using the Navigation system displayed at the bottom of the screen. To add a record, click on the + (plus) sign. To delete, just click on the - (minus) sign. It is all very simple and self explanatory. The fields that are included in this screen are as follows:

CARRIER'S NAME

This field is used to store the Carrier's Names. This allows the ease of Entry when it comes to Entering the BOL.

Address Fields:

The address of your Carrier being used.

Phone

Phone number of the carrier.

Fax

Fax number of the carrier. (Currently not used).

SCAC

This is a default value for the Carrier, and will be loaded to the BOL if a value is entered.

Carrier#:

This is a default value for the Carrier, and will be loaded to the BOL if a value is entered.

Email

Email address of carrier. (Currently not used).

Web

Web site address of the carrier. (Currently not used).

Use Pro # Range

Select this check box if this Carrier has given you a range of Pro#'s to use. This will tell the system to create a Pro# based on the Last Pro# field with 1 being added to the Last Pro# to create the Pro#. This takes place if selected during the Print routine. This will only happen on the first print, if you print multiple times, it will not create a new Pro#.

Last Pro #:

This is the tracking number used for the last Pro# generated for this Carrier.

Beg Range

This is the beginning range tracker used in creating Pro#'s for this Carrier.

End Range

This is the Ending range tracker used in creating Pro#'s for this Carrier.

Use MOD7 Pro# Check Digit:

This option will add a MOD7 Check digit to the generated Pro# if using the Pro# generation feature. This will add the MOD7 check digit to the new Pro# when it is created during the print process and add the new Pro# to the created bill.

Use YRC Pro# Check Digit:

This option will add the Check Digit processing for YRC which uses a specific check digit creation process. This will add the YRC check digit to the new Pro# when it is created during the print process and add the new Pro# to the created bill.

E Tracking Link Button:

By clicking on this option, you will be presented with the Email Tracking Link creation screen. Here you can define the Email Tracking link to be included with the emails that are sent to the Consignees.

Here is a screen shot of the Email Tracking Link Setup Screen.

Email Tracking Link Setup

Email Tracking Link Setup:
Use the different parts below to create the Carriers Tracking link formula to be included in the email to Consignee:
<http://.www.CarrierTrackingWebsite.com/PRONUMBERPRONUMBER>

Tracking Link Part 1:

Tracking Link Part 2:

Tracking Link Part 3:

Tracking Link Part 4:

Tracking Link Part 5:

Position Pro# After Part#:

Strip Dashes from Pro#:

Refresh Close

All of the following parts of the Tracking Link Creation is defined by the Carrier you are using. You should check with their I.T. Staff to determine their actual usage, and if they have this capability via their website.

Tracking Link Part 1:

This field is used to define part one of the tracking link to the Carriers website. If needed, there are options for up to 5 different parts that will be combined to create the link call for the website of the Carrier. This will be combined with the PRO# to create the link. For example, to create the proper link to FedEx Freight, the Tracking Link would be -> http://www.fedex.com/Tracking?&tracknumber_list= This followed by the Pro#, will be used to generate the link. This link if used, will be sent to the Consignee via email if selected to do so.

Tracking Link Part 2:

This field is used to define part two of the tracking link to the Carriers website. This is used in combination with Part 1, Part 2, Part 3, Part 4, Part5, and the Pro# to create the Tracking link to the Carriers website tracking page.

Tracking Link Part 3:

This field is used to define part three of the tracking link to the Carriers website. This is used in combination with Part 1, Part 2, Part 3, Part 4, Part5, and the Pro# to create the Tracking link to the Carriers website tracking page.

Tracking Link Part 4:

This field is used to define part four of the tracking link to the Carriers website. This is used in combination with Part 1, Part 2, Part 3, Part 4, Part5, and the Pro# to create the Tracking link to the Carriers website tracking page.

Tracking Link Part 5:

This field is used to define part five of the tracking link to the Carriers website. This is used in combination with Part 1, Part 2, Part 3, Part 4, Part5, and the Pro# to create the Tracking link to the Carriers website tracking page.

Position Pro# After Part#:

This selection is used to define where in combination of the Tacking Link Parts where the Pro# is to be placed to create the Tracking Link.

Strip[Dashes from Pro#:

This selection is used to define whether or not to Strip any Dashes that reside in the Pro# before creating the Tracking Link. This would be defined by the Carrier.

Edit menu

Remove all records in Carrier file. - This option will remove all the current records that reside in the Carrier file. As you will notice, we have initially loaded the Carrier file with data. If you prefer to clear the file and add your own, this is a quick way to remove all the records that are loaded into the system. (This can only be performed if you are the only user logged into the system. - Network Version only)

Import/Export Data

There is also an option to Import/Export data to/from an outside file. This option is off the menu and will allow you to import/export data into/from this database file.

Just click on the option to import and follow the instructions.

See the [Import/Export](#) area for more information about this feature, along with the different file types that are supported.

[Back to Maintenance page](#)

[Back to Main Help](#)

Part



8 Maintain Consignment/Customer file

Maintain Consignment/Customer file

Maintain the Consignment file.

File Edit Import/ExportData Help

Consignee ID:	Consignee to/Customer:	Address 1:
ABC123	CONSIGNEE TO RECEIVE GOODS	1234 ANYWHERE STREET
STARRE	STARRE ENTERPRISES, INC	NORTH CAROLINA OFFICES

Click here to define a filter

Name: CONSIGNEE TO RECEIVE GOODS

Address 1: 1234 ANYWHERE STREET

Address 2: ANYWHERE, NC 27028

Address 3:

Consignee ID: ABC123

Contact: JOE PETERSON Phone: 336-555-1234

Default Special Instructions: YOU CAN ADD AS MANY SPECIAL INSTRUCTIONS INTO THE DATABASE FOR EASY RETRIEVAL. ...

Default Route: THIS DEFAULT ROUTE OVERRIDES ANY DEFAULT IN THE SETUP WHEN CONSIGNEE IS SELECTED. ...

Default Carrier: CAL WESTERN / PARKER MOTOR FRT ... Prepaid/Collect/3rd Party: PREPAID ...

Default Email: whatever@consignee.com

Navigation icons: back, forward, search, etc.

Close

This screen is used to display/maintain the Consigned to/Customer file that is used in the program. You have basic Maintenance from this screen. You can Add, Delete, Edit, etc., using the Navigation system displayed at the bottom of the screen. To add a record, click on the + (plus) sign. To delete, just click on the - (minus) sign. It is all very simple and self explanatory. The fields that are included in this screen are as follows:

NAME:

This field is used to store the Consigned to/Customers Name.

ADDRESS 1:

This field is used for the Consigned to's Address Line 1 information:

ADDRESS 2:

This field is used for the Consigned to's Address Line 2 information:

ADDRESS 3:

This field is used for the Consigned to's Address Line 3 information:

CONSIGNEE ID:

This field is used as the Customer number, or ID. You can set the system to search by this field on the [Options Area](#).

CONTACT:

This is the Contact name for the Consignee/Customer. If you wish to use and display this information on the main entry screen and on the BOL form, just select this option in the [Options Area](#).

PHONE:

This is the Contact Phone number for the Consignee/Customer. This will only display if you are displaying the Contact information in the system - See above.

DEFAULT SPECIAL INSTRUCTIONS:

This field is used to display the Special Instructions that are entered on the main screen. The entry here will be used on a new BOL if the particular Consignee is selected contains information here. It has a look up of the Special Instructions file that if pre-loaded, you can select ones already defined. This will override anything that is entered on the existing bill if a value exists.

DEFAULT ROUTE:

This field is used to display the Route Information that is entered on the main screen. The entry here will be used on a new BOL if the particular Consignee is selected contains information here. This will override anything that is entered on the existing bill if a value exists.

DEFAULT CARRIER

This is a default value for the Carrier that is used to ship to this Consignee. The entry here will be used on a new BOL if the particular Consignee is selected contains information here. This will override anything that is entered on the existing bill if a value exists.

PREPAID/COLLECT/3RD PARTY

This is a default value for the Consignee, and will be loaded to the BOL if Entered. This will override anything that is entered on the existing bill if a value exists.

DEFAULT EMAIL ADDRESS

This is a default value for the Consignee, and will be loaded to the BOL if Entered - this is used only if you use the email function in this program.

DELIVER TO ADDRESS:

To add Deliver to addresses for the selected Consignee, just click on the Edit Menu option and select Maintain Deliver To file. This will assign the deliver to addresses to the selected Consignee.

Import/Export Data

There is also an option to Import/Export data to/from an outside file. This option is off the menu and will allow you to import/export data into/from this database file.

Just click on the option to import and follow the instructions.

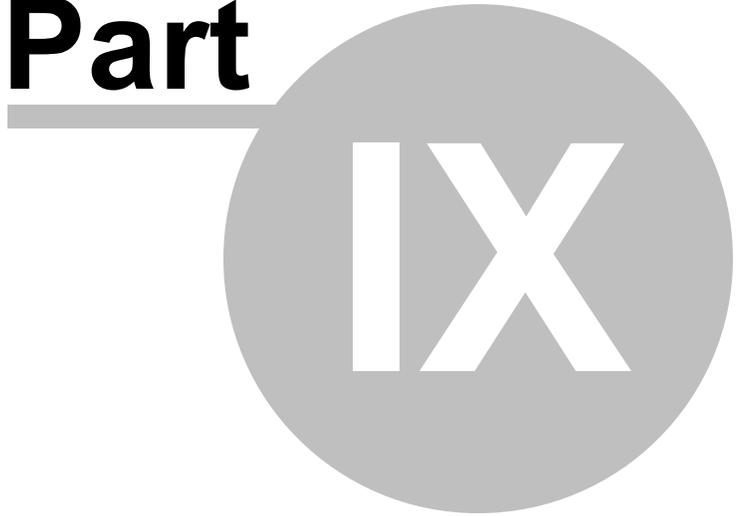
See the [Import/Export](#) area for more information about this feature, along with the different file types that

are supported.

[Back to Maintenance area](#)

[Back to Main Help](#)

Part



9 Maintain Deliver To's file

Maintain Deliver To's file

Maintain the Deliver To file.

File Edit Import/Export Data Help

Consignee: CONSIGNEE TO RECEIVE GOODS

Deliver To Name	Address
DELIVER TO THIS ADDRESS IF DIFFERENT	4321 ANYWHERE STREET

Name: DELIVER TO THIS ADDRESS IF DIFFERENT

Address 1: 4321 ANYWHERE STREET

Address 2: ANYWHERE, NC 27028

Address 3:

Contact: MICHAEL WILLIAMS

Phone: 336-555-9700

Close

This screen is used to display/maintain the Consigned to/Customer Deliver To file if different that is used in the program. You have basic Maintenance from this screen. You can Add, Delete, Edit, etc., using the Navigation system displayed at the bottom of the screen. To add a record, click on the + (plus) sign. To delete, just click on the - (minus) sign. It is all very simple and self explanatory. The fields that are included in this screen are as follows:

NAME:

This field is used to store the Deliver to/Customers Name.

ADDRESS 1:

This field is used for the Deliver to's Address Line 1 information:

ADDRESS 2:

This field is used for the Deliver to's Address Line 2 information:

ADDRESS 3:

This field is used for the Deliver to's Address Line 3 information:

CONTACT:

This is the Contact name for the Deliver/Customer. If you wish to use and display this information on the main entry screen and on the BOL form, just select this option in the [Options Area](#).

PHONE:

This is the Contact Phone number for the Deliver/Customer. This will only display if you are displaying the Deliver To Contact information in the system - See above.

Import/Export Data

There is also an option to Import/Export data to/from an outside file. This option is off the menu and will allow you to import/export data into/from this database file.

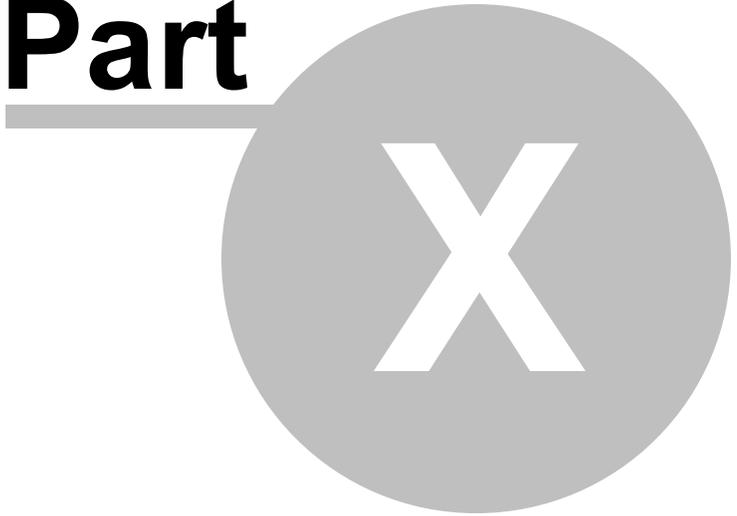
Just click on the option to import and follow the instructions.

See the [Import/Export](#) area for more information about this feature, along with the different file types that are supported.

[Back to Maintenance area](#)

[Back to Main Help](#)

Part



10 Maintain Descriptions/Items file

Maintain Descriptions/Items file

Maintain the Descriptions File

File Edit Import/Export Data Help

Product ID	Description	Desc 2
Click here to define a filter		
88007	88007 CUSTOM BURNED CD'S	
88766	88766 POOL CHEMICALS	

Description:
88007 CUSTOM BURNED CD'S

Description 2 (if needed):

Product ID: 88007

Defaults:
UM: SKID ... Weight: 10

Class: 50 ... NMFC: Sub: HM:

Navigation:

Close

This screen is used to display/maintain the Descriptions/Items file that is used in the program. You have basic Maintenance from this screen. You can Add, Delete, Edit, etc., using the Navigation system displayed at the bottom of the screen. To add a record, click on the + (plus) sign. To delete, just click on the - (minus) sign. It is all very simple and self explanatory. The fields that are included in this screen are as follows:

DESCRIPTION:

This field is used to store frequently used Descriptions, Items, etc., for the detail line items of the Bill of Lading.

DESCRIPTION 2:

This field is used to if a second description line is needed.

PRODUCT ID:

This field is used only for look up purposes during the entry of a Line item of the BOL. It does not print on the Bill, but is useful if you wish to search the Descriptions/Item file by ID instead of Description/Item name. You can set the system to search by this field on the [Options Area](#).

DEFAULTS:

The following defaults can be entered and will load as defaults when entering line items.

UM - Unit of Measure

UM2 - Unit of Measure

WEIGHT - Item weight or per unit

CLASS - Class

NMFC - National Motor Freight Classification

SUB - National Motor Freight Classification Sub number

HM - Determines if this is Hazardous Material or not. Checked means it is.

Import/Export Data

There is also an option to Import/Export data to/from an outside file. This option is off the menu and will allow you to import/export data into/from this database file.

Just click on the option to import and follow the instructions.

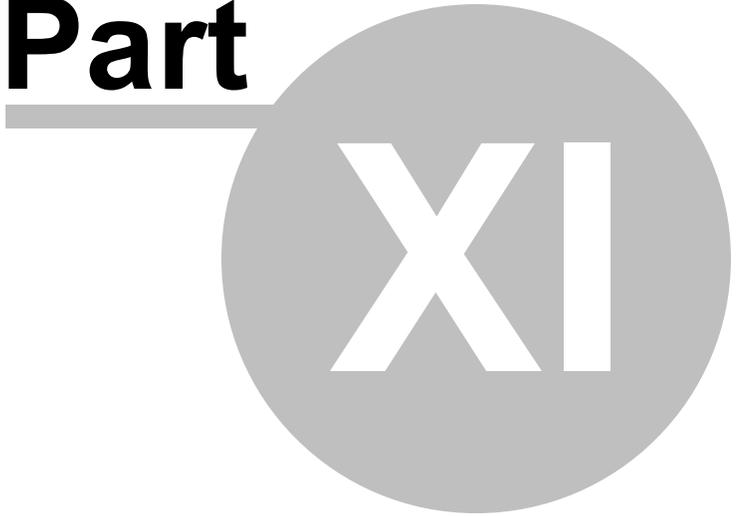
See the [Import/Export](#) area for more information about this feature, along with the different file types that are supported.

.

[Back to Maintenance area](#)

[Back to Main Help](#)

Part



11 Maintain Third Party Billing file

Maintain Third Party Billing file

ID	Name
ABC12	THIRD PARTY BILLING COMPANY

Third Party Name/Address:

ABC12 ID#

THIRD PARTY BILLING COMPANY

8888 ANYWHERE STREET

ANYWHERE, NC 27028

Navigation icons: back, forward, +, -, checkmark

Close

This screen is used to display/maintain the 3rd Party Billing file that is used in the program. You have basic Maintenance from this screen. You can Add, Delete, Edit, etc., using the Navigation system displayed at the bottom of the screen. To add a record, click on the + (plus) sign. To delete, just click on the - (minus) sign. It is all very simple and self explanatory. The fields that are included in this screen are as follows:

NAME/ADDRESS:

This field is used to store frequently used 3rd Party Billing Names and Addresses.

Import/Export Data

There is also an option to Import data from an outside file. This option is off the menu and will allow you to import data into this database file.

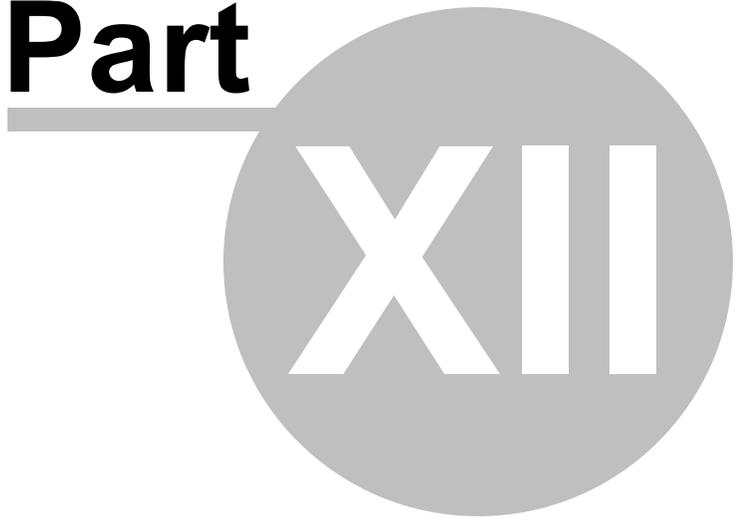
Just click on the option to import and follow the instructions.

See the [Import/Export](#) area for more information about this feature, along with the different file types that are supported.

[Back to Maintenance area](#)

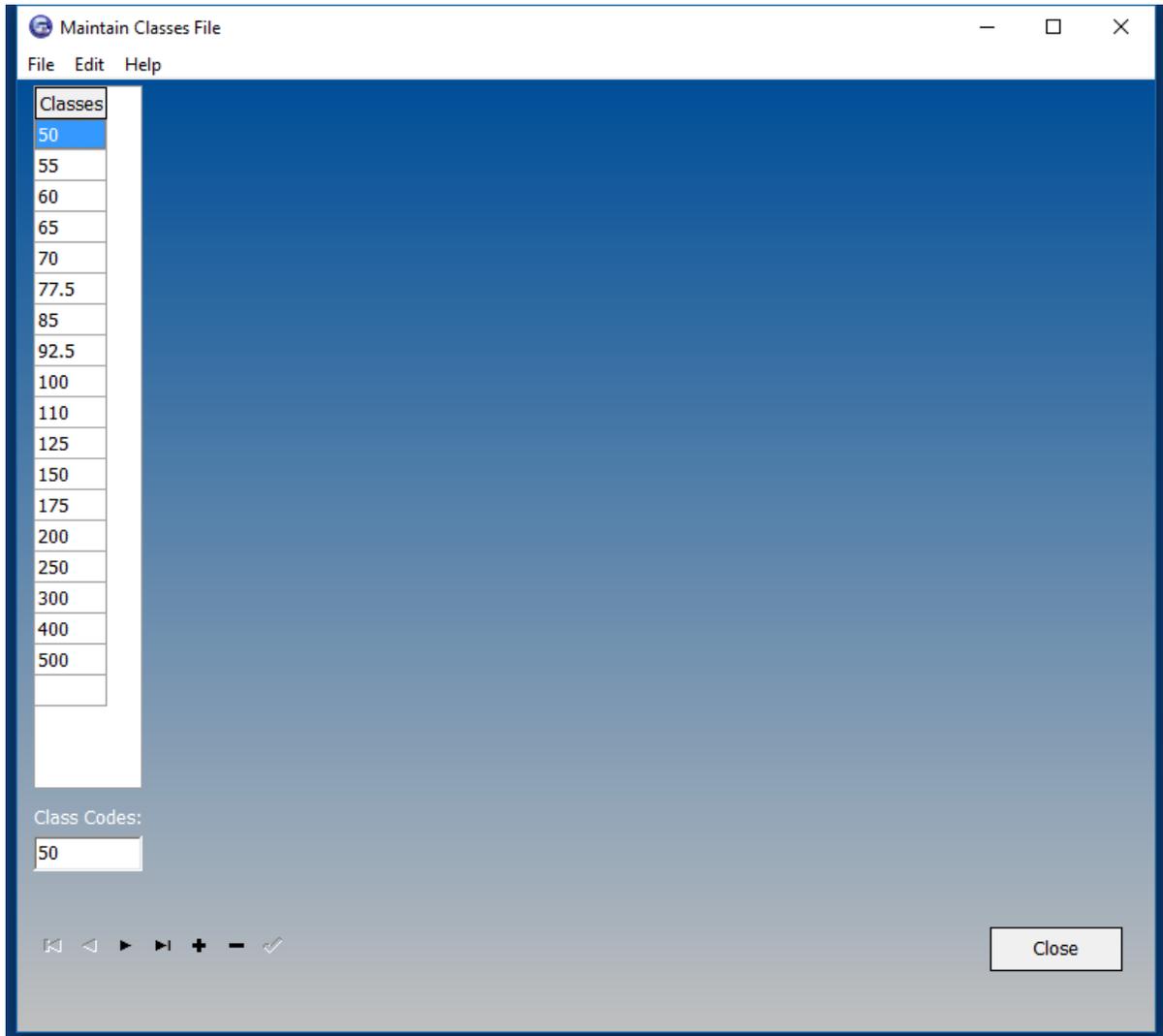
[Back to Main Help](#)

Part



12 Maintain Item Class file

Maintain Item Class file



This screen is used to display/maintain the Item Class file that is used in the program. You have basic Maintenance from this screen. You can Add, Delete, Edit, etc., using the Navigation system displayed at the bottom of the screen. To add a record, click on the + (plus) sign. To delete, just click on the - (minus) sign. It is all very simple and self explanatory. The fields that are included in this screen are as follows:

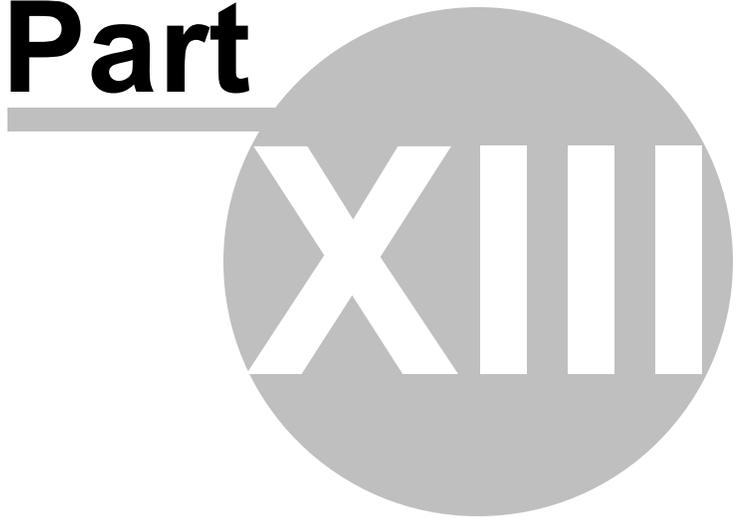
CLASS CODE:

This field is used to store frequently used Class Codes.

[Back to Maintenance area](#)

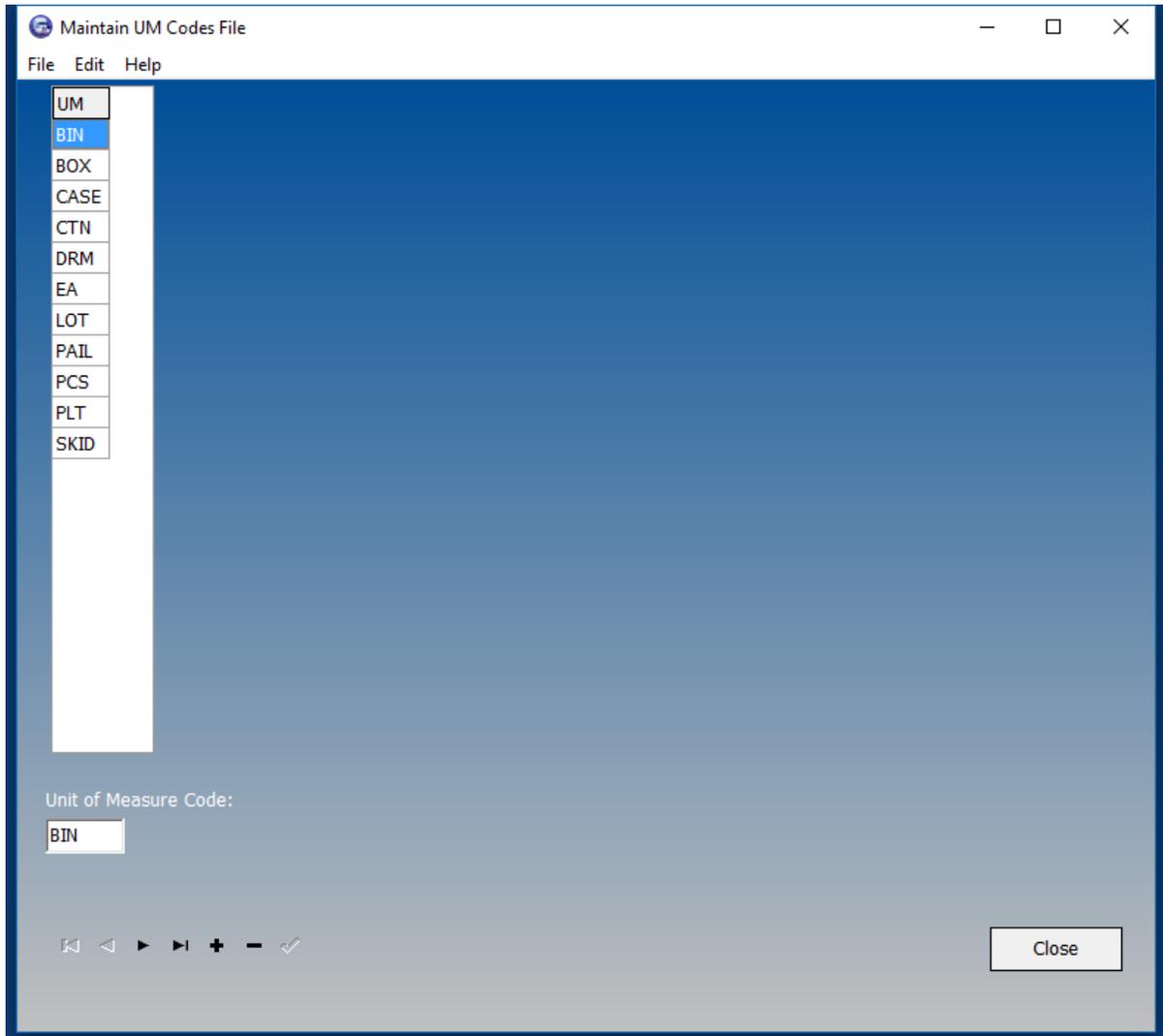
[Back to Main Help](#)

Part



13 Maintain the Unit of Measure Codes file

Maintain the Unit of Measure Codes file



This screen is used to display/maintain the Unit of Measure file that is used in the program. You have basic Maintenance from this screen. You can Add, Delete, Edit, etc., using the Navigation system displayed at the bottom of the screen. To add a record, click on the + (plus) sign. To delete, just click on the - (minus) sign. It is all very simple and self explanatory. The fields that are included in this screen are as follows:

Unit of Measure Codes:

This field is used to store frequently used Unit of Measure Codes.

[Back to Maintenance area](#)

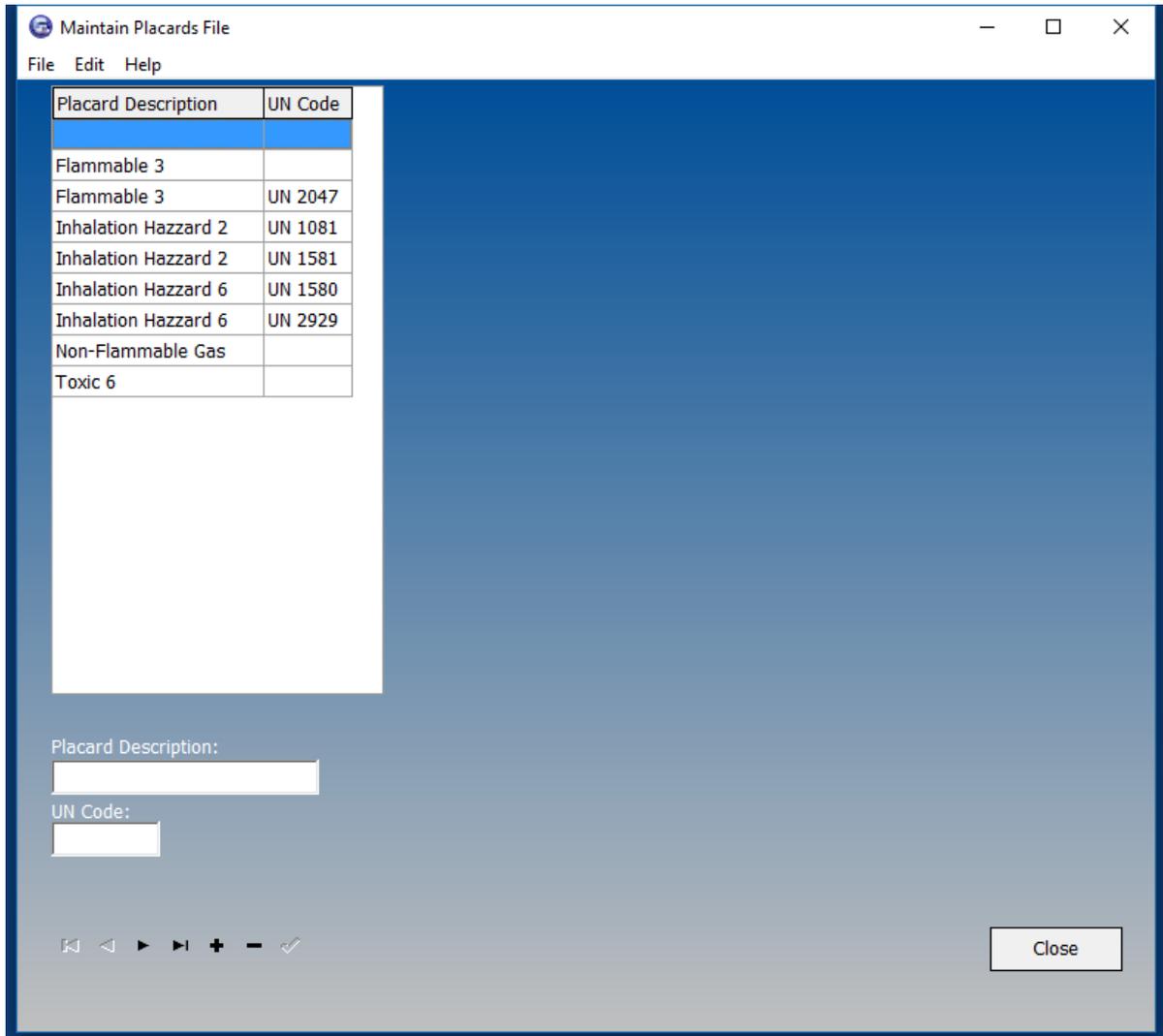
[Back to Main Help](#)

Part

XIV

14 Maintain Placards file

Maintain Placards file



This screen is used to display/maintain the Placards file that is used in the program. You have basic Maintenance from this screen. You can Add, Delete, Edit, etc., using the Navigation system displayed at the bottom of the screen. To add a record, click on the + (plus) sign. To delete, just click on the - (minus) sign. It is all very simple and self explanatory. The fields that are included in this screen are as follows:

Placard Description:

This field is used to store Placard Descriptions that will be selected and displayed on the BOL.

UN Code:

This UN Code that is associated with the Placard.

[Back to Maintenance area](#)

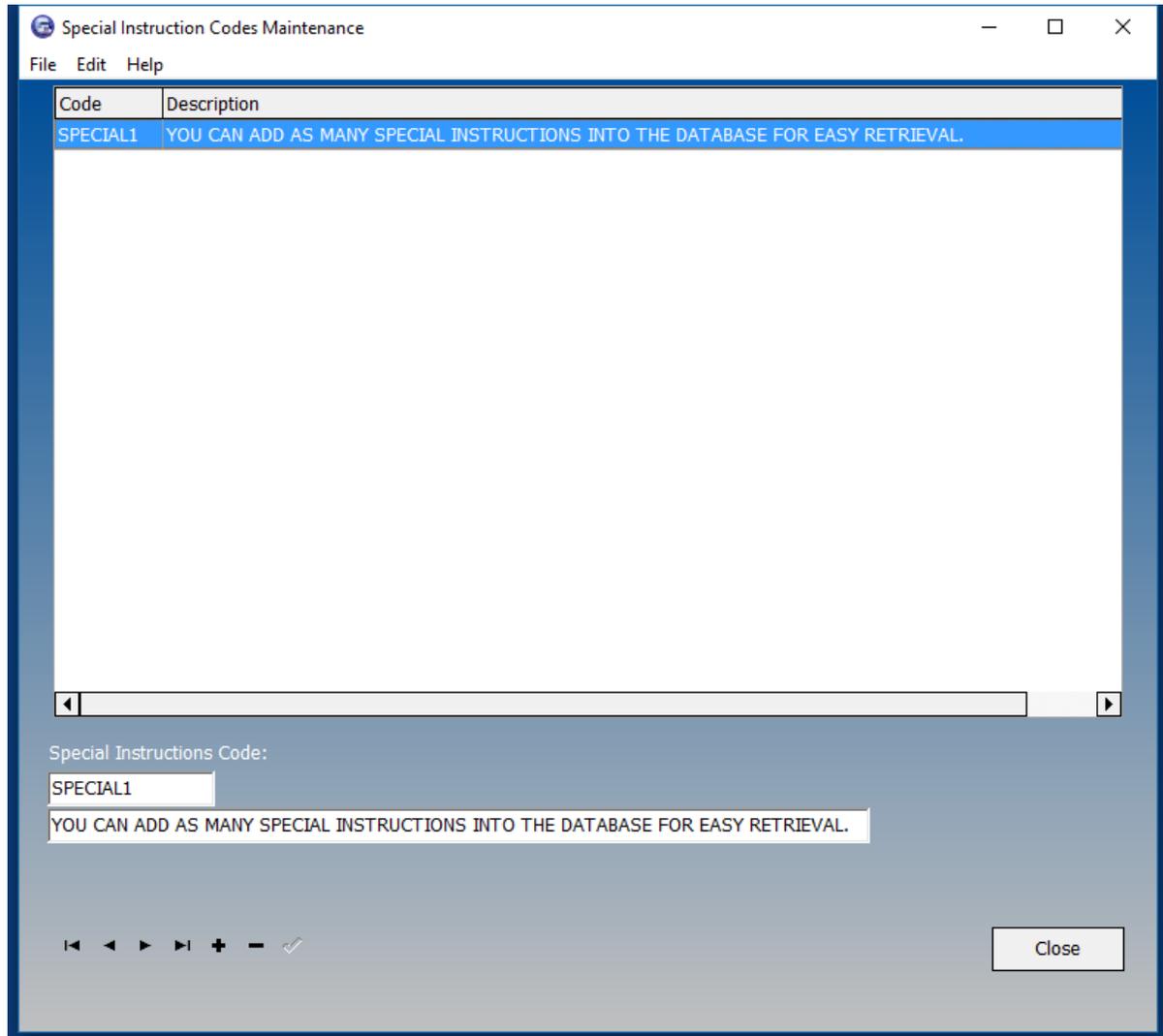
[Back to Main Help](#)

Part



15 Maintain Special Instruction Codes File

Maintain Special Instruction Codes File



This screen is used to display/maintain the Special Instructions Codes file that is used in the program. You have basic Maintenance from this screen. You can Add, Delete, Edit, etc., using the Navigation system displayed at the bottom of the screen. To add a record, click on the + (plus) sign. To delete, just click on the - (minus) sign. It is all very simple and self explanatory. The fields that are included in this screen are as follows:

SPECIAL INSTRUCTION CODE:

This field is used to store frequently used Special Instruction Codes. This code is only used for look up function as it is not printed anywhere.

SPECIAL INSTRUCTION DESCRIPTION:

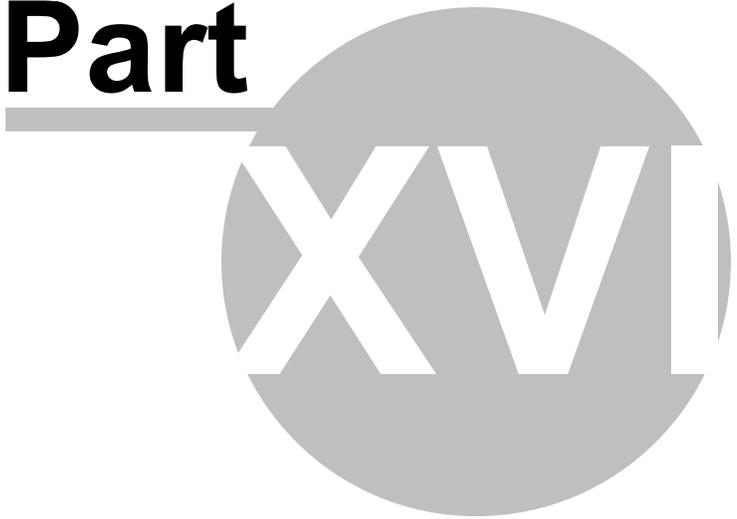
This field is used to store associated Special Instructions. These descriptions are what is printed on the

BOL's if selected.

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Part



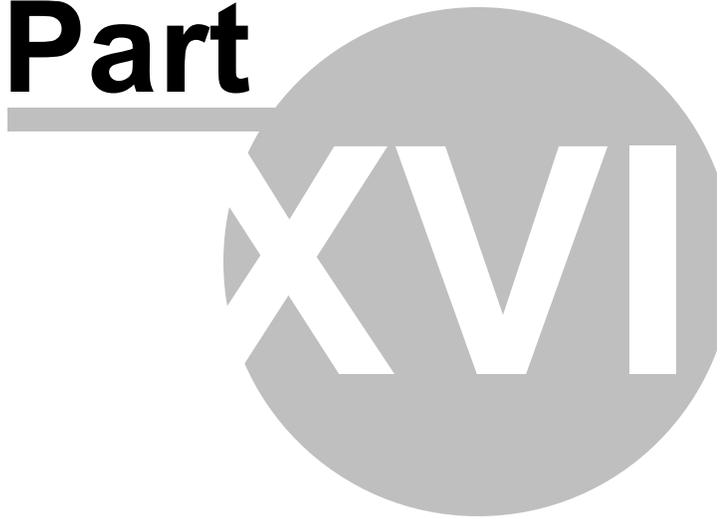
16 Maintain Shippers

Maintain Shippers

For information referring to this please look at the [Initial System Setup](#).

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17 Maintain Users

Maintain Users

Name	Level
ADMIN	A

User Name:
ADMIN

Password:

Default Shipper Selection:
1

Access Level: (A=Admin, U=User, L=Limited, V=View Only)
A

Dft Shipper Per Name:

Navigation: [Back] [Forward] [Add] [Delete] [Confirm]

Close

This screen is used to display/maintain the Users file that is used in the program. You have basic Maintenance from this screen. You can Add, Delete, Edit, etc., using the Navigation system displayed at the bottom of the screen. To add a record, click on the + (plus) sign. To delete, just click on the - (minus) sign. It is all very simple and self explanatory. The fields that are included in this screen are as follows:

User Name:

This field is used to store Name of the Users with access to this program. This is a case sensitive field.

Password:

This field is used to store the Password associated with the User above. This is a case sensitive field.

Level of Access:

This field is used to store the Level of Access for the associated User above. There are three options.
Administrator - Full access to all areas of the program.

User - Full access to non-secure areas of the program. Cannot access setup and administrative features.

Limited - Limited access to areas of the program. Cannot access setup, administrative, and file maintenance features. Can create and print BOL's.

View - Very limited access. Can only view records and print reports.

Initial setup adds one user - ADMIN, with a password of ADMIN. Please change this if using this feature.

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18 User Defined Maintenance

You can set up this system to use 9 User Defined fields that already exists in the system to display and print something different if needed.

The fields you can use are as follows:

Customer Order Number

Our Order Number

Shipper Per

Carrier#

Trailer#

Seal#

Dept

Registered Company

Route

If you rename the fields, and activate the lookup database, you will be able to create a database list of commonly used records. To activate this option, you need to go to the Setup menu, then Displayed/Options fields, then select the Field Settings as shown below.

Setup Options Selection

File Edit Help

Check the options below that are to be used in the program.

Display Settings | Field Settings | System Settings | Mandatory Fields

Custom Field Names / Printed Form Labels

	Displayed Values	Printed Form Values	Use Database Lookup
User 1 field:	Customer Order#:	CUST. ORDER#:	<input type="checkbox"/>
User 2 field:	Our Order#:	OUR ORDER#:	<input type="checkbox"/>
User 3 field:	Shipper Per:	PER:	<input type="checkbox"/>
User 4 field:	Carrier #:	Carrier #:	<input type="checkbox"/>
User 5 field:	Trailer#:	Trailer Number:	<input type="checkbox"/>
User 6 field:	Seal#:	Seal Number:	<input type="checkbox"/>
User 7 field:	Dept:	DEPT:	<input type="checkbox"/>
User 8 field:	Registered Company:	REGISTERED COMPANY:	<input type="checkbox"/>
User 9 field:	Route:	ROUTE:	<input type="checkbox"/>
User 10 field:	Special Instructions:	SPECIAL INSTRUCTIONS:	<input type="checkbox"/>

Above Desc. Articles:

User 11 Detail Field:

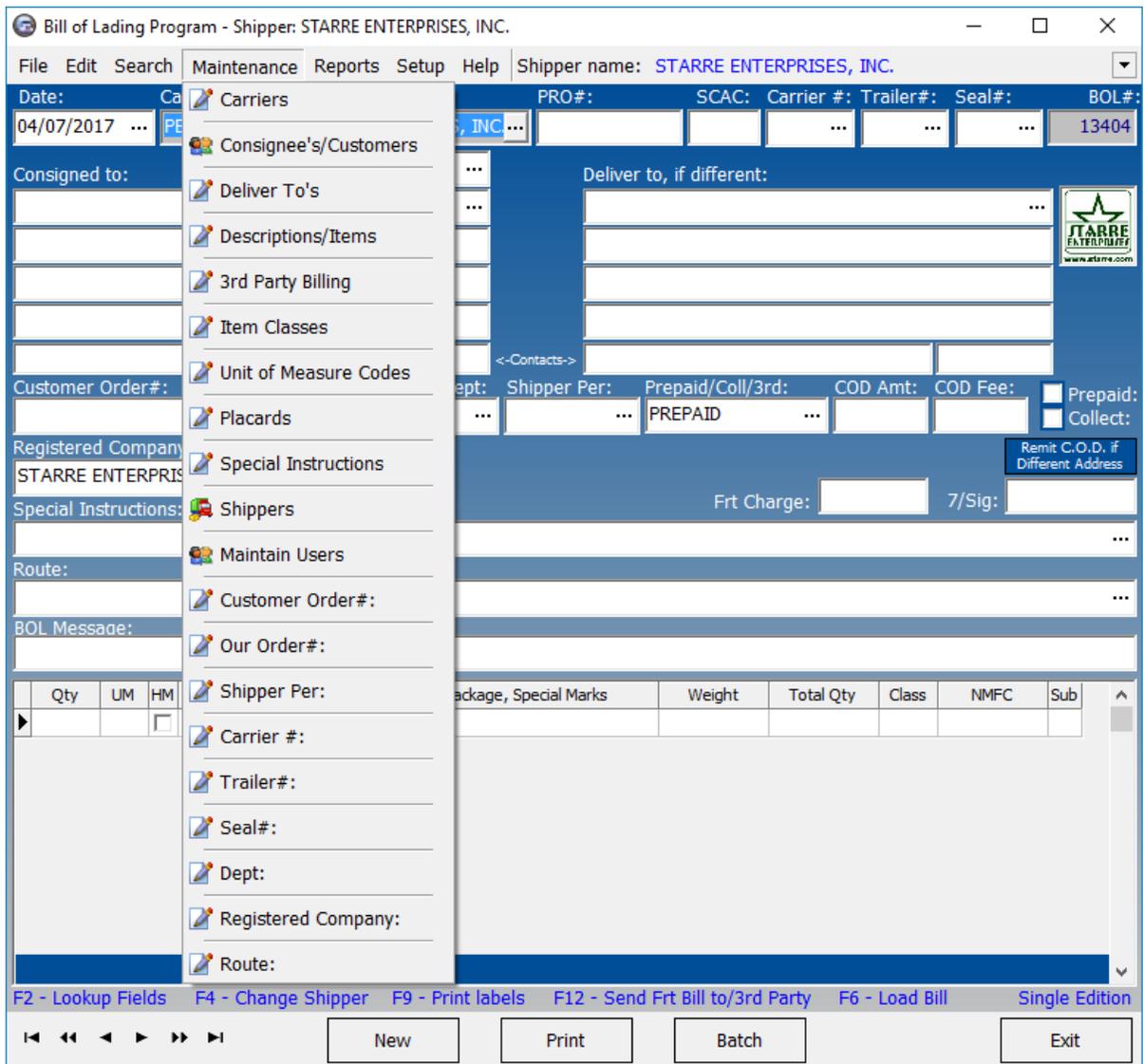
Printed BOL Prefix:

Close

Here you can rename the fields that are displayed and printed on the BOL, and there is a check mark to activate the database lookup for that field.

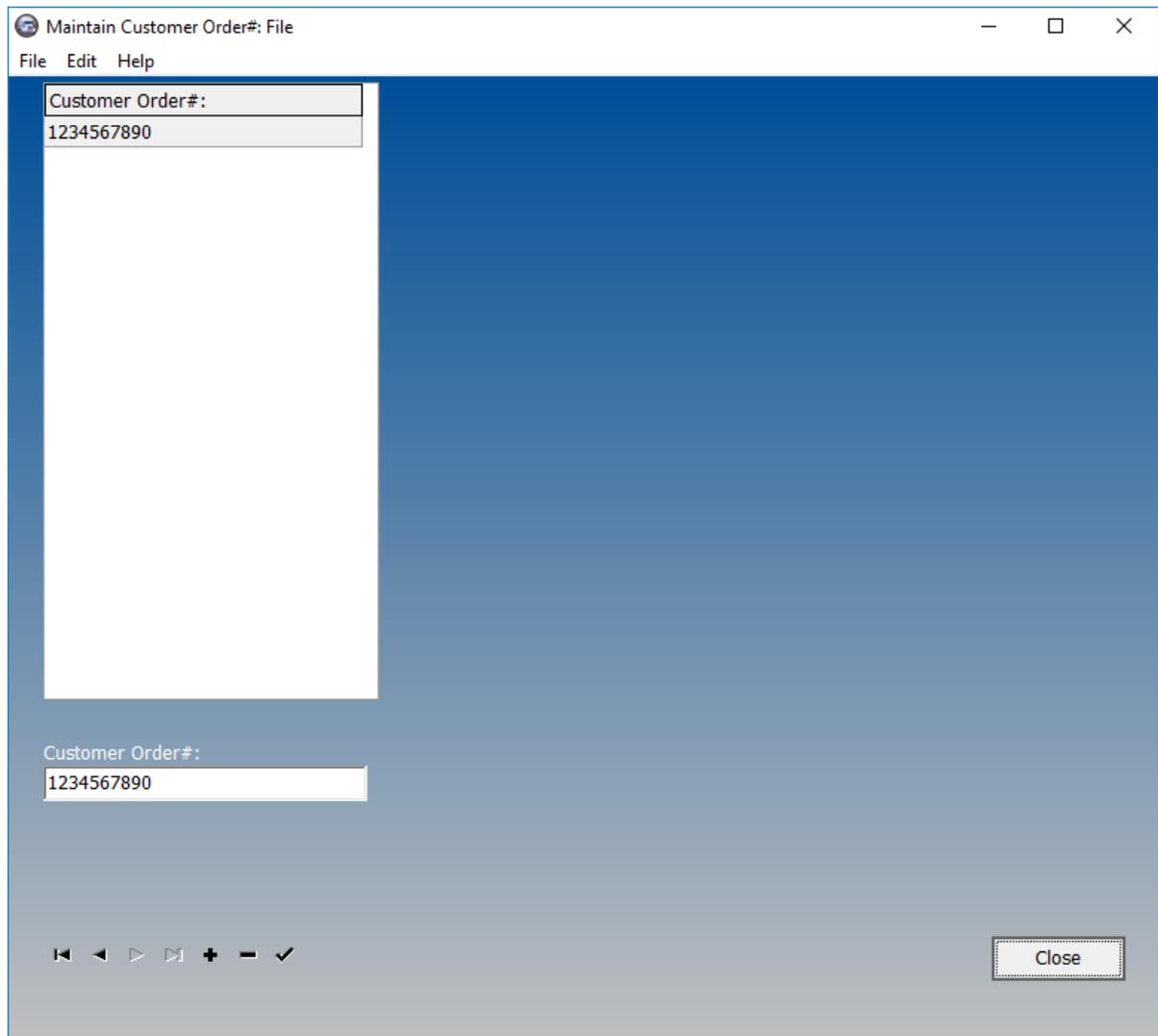
When you activate the lookup check mark, it will display eclipses on the associated fields on the main BOL screen for you to click on to perform a lookup.

If they are not activated, then you will not see the eclipse for the lookup on the main screen, and you will not see the menu option under the Maintenance menu to update the file.



18.1 Maintain User01 File

Maintain Customer Order Lookup/User01 file



This screen is used to display/maintain the Customer Order/User01 file that is used in the program. You have basic Maintenance from this screen. You can Add, Delete, Edit, etc., using the Navigation system displayed at the bottom of the screen. To add a record, click on the + (plus) sign. To delete, just click on the - (minus) sign. It is all very simple and self explanatory. The fields that are included in this screen are as follows:

CUSTOMER ORDER #:

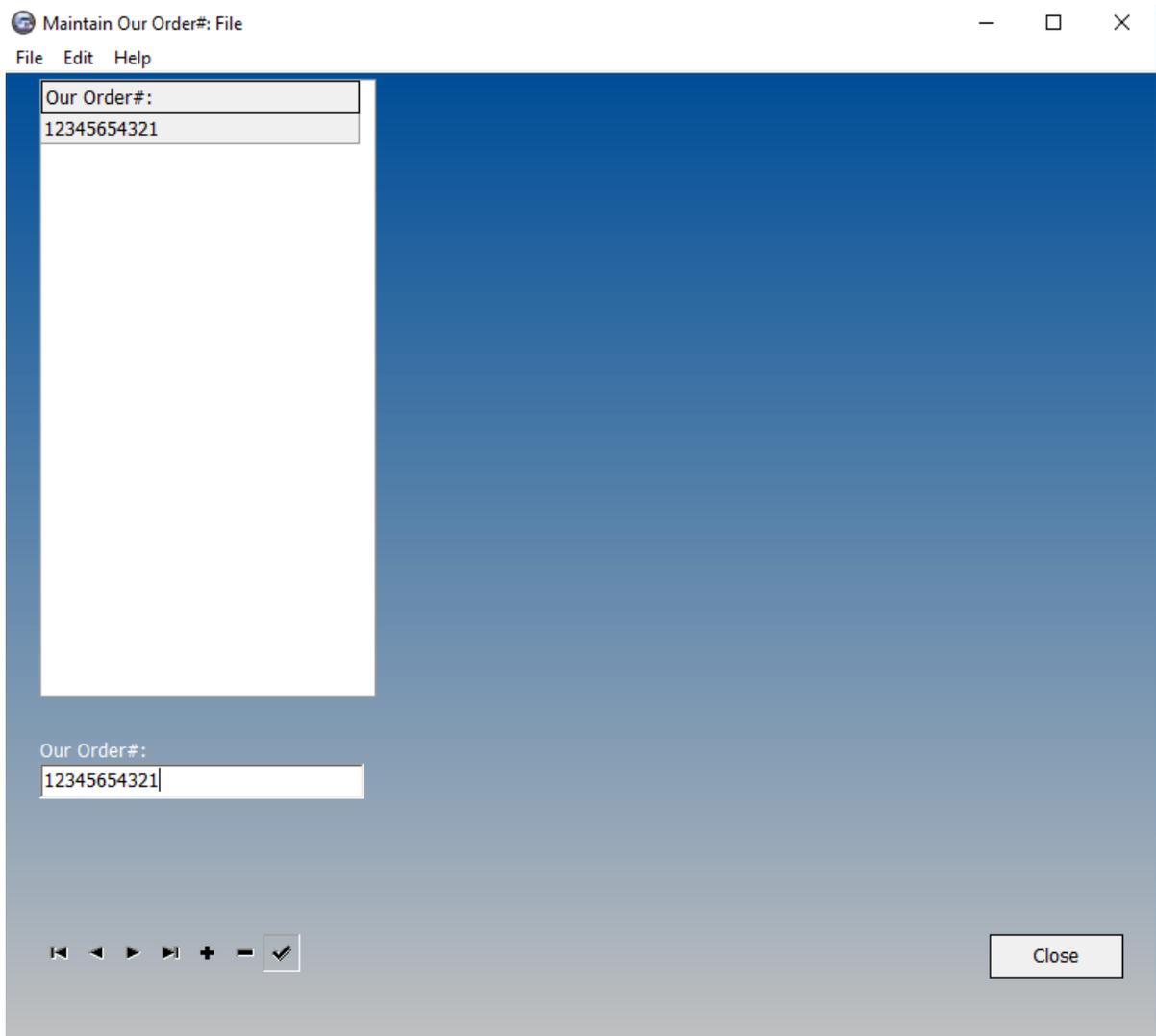
This field is used to store frequently used Customer Order Numbers, or if using this as a Custom Named field, it will store those items to be used in the lookup option on the main BOL screen.

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18.2 Maintain User02 File

Maintain Our Order Number/User02 file



This screen is used to display/maintain the Our Order Number/User01 file that is used in the program. You have basic Maintenance from this screen. You can Add, Delete, Edit, etc., using the Navigation system displayed at the bottom of the screen. To add a record, click on the + (plus) sign. To delete, just click on the - (minus) sign. It is all very simple and self explanatory. The fields that are included in this screen are as follows:

OUR ORDER#:

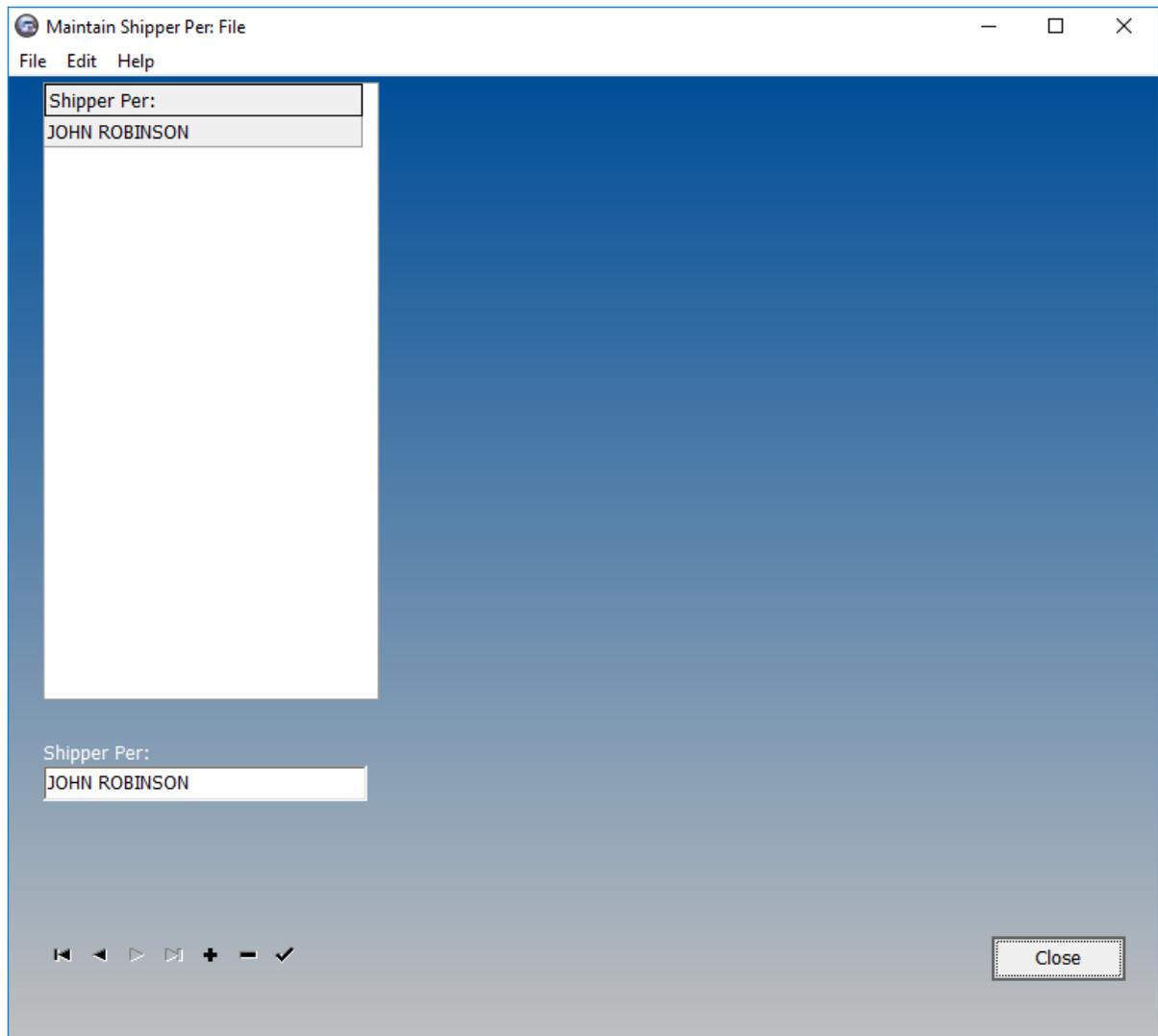
This field is used to store frequently used Our Order Numbers, or if using this as a Custom Named field, it will store those items to be used in the lookup option on the main BOL screen.

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18.3 Maintain User03 File

Maintain Shipper Per/User03 file



This screen is used to display/maintain the Shipper Per/User03 file that is used in the program. You have basic Maintenance from this screen. You can Add, Delete, Edit, etc., using the Navigation system displayed at the bottom of the screen. To add a record, click on the + (plus) sign. To delete, just click on the - (minus) sign. It is all very simple and self explanatory. The fields that are included in this screen are as follows:

SHIPPER PER:

This field is used to store frequently used Shipper Pers, or if using this as a Custom Named field, it will store those items to be used in the lookup option on the main BOL screen.

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18.4 Maintain User04 File

Maintain Carrier#/User03 file

Carrier#	ACarrier	Phone	Email
	ROADWAY EXPRESS		
	ROARING EXPRESS		
	ROBERTS EXPRESS		
	ROBINSON CARTAGE		
	ROC EXPRESS		
	RODRIGUEZ EXPEDITE		
	ROHRBAUGH TRUCKING		
	ROSEVILLE MOTOR EXPRESS		
	ROZAFATransport		

Name: ROADWAY EXPRESS

Address:

Phone: Fax:

SCAC: Carrier #:

Email:

Web:

Use Pro # Range: Last Pro#:

Beg Range: End Range:

Use MOD7 Pro# Check Digit: E Tracking Link:

Use YRC Pro# Check Digit:

+ - ✓

Close

This screen is used to display/maintain the Carrier#/User04 file that is used in the program. You have basic Maintenance from this screen. You can Add, Delete, Edit, etc., using the Navigation system displayed at the bottom of the screen. To add a record, click on the + (plus) sign. To delete, just click on the - (minus) sign. It is all very simple and self explanatory. The fields that are included in this screen are as follows:

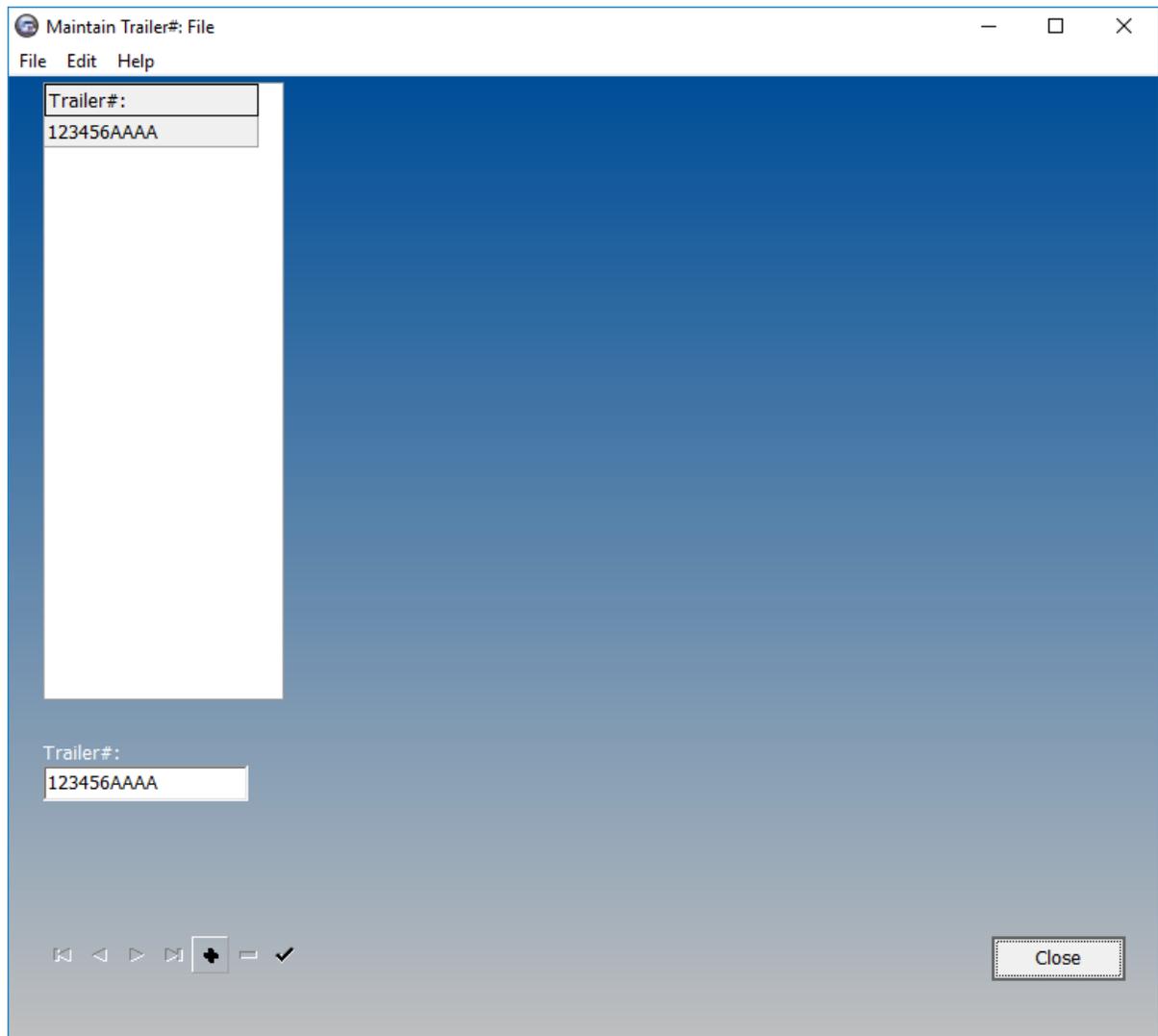
CARRIER#:

This field is used to store frequently used Carrier#, or if using this as a Custom Named field, it will store those items to be used in the lookup option on the main BOL screen.

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18.5 Maintain User05 File

Maintain Trailer#/User05 file



This screen is used to display/maintain the Trailer Numbers/User03 file that is used in the program. You have basic Maintenance from this screen. You can Add, Delete, Edit, etc., using the Navigation system displayed at the bottom of the screen. To add a record, click on the + (plus) sign. To delete, just click on the - (minus) sign. It is all very simple and self explanatory. The fields that are included in this screen are as follows:

TRAILER#:

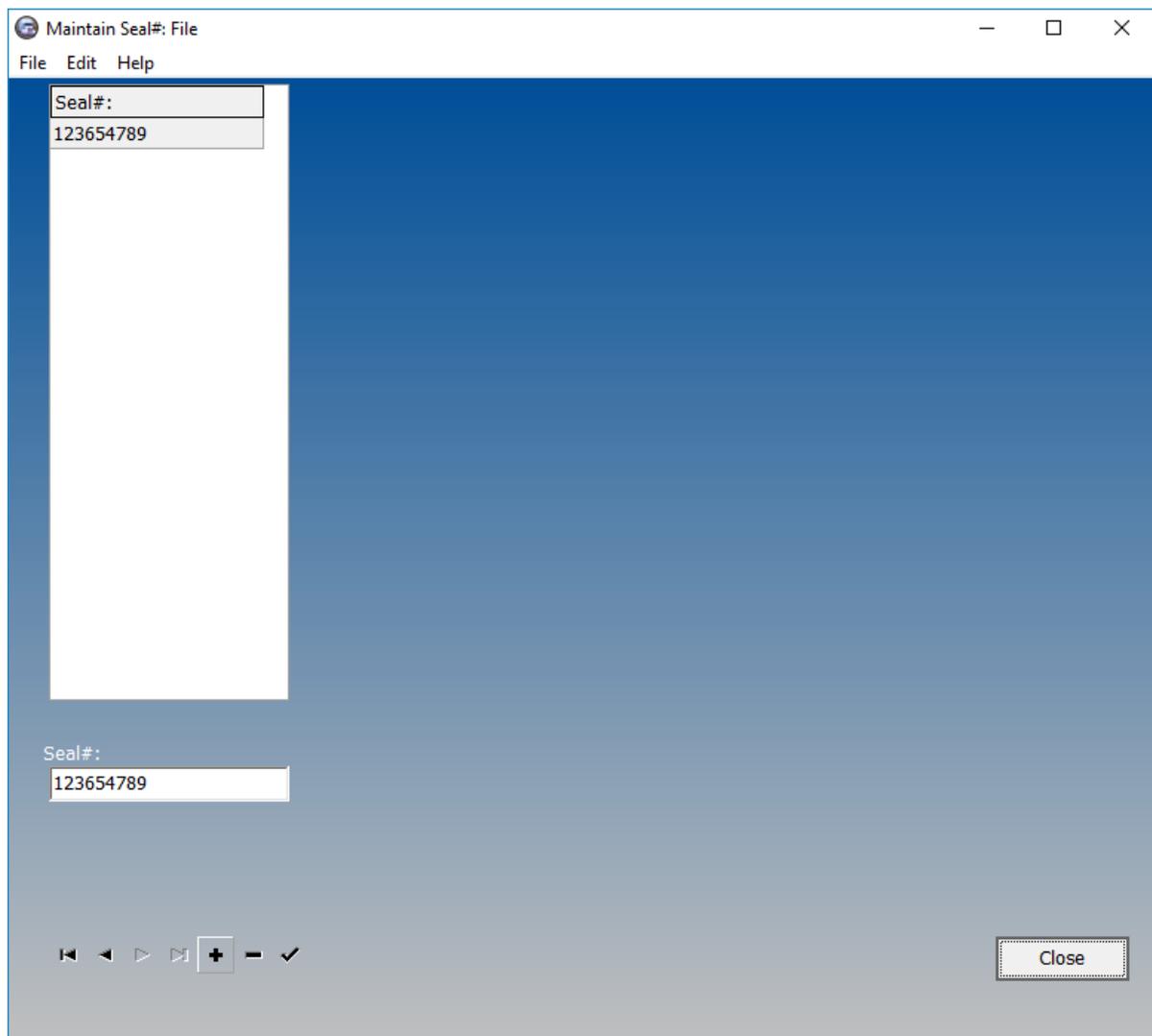
This field is used to store frequently used Trailer Numbers, or if using this as a Custom Named field, it will store those items to be used in the lookup option on the main BOL screen.

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18.6 Maintain User06 File

Maintain Seal#/User06 file



This screen is used to display/maintain the Seal#/User03 file that is used in the program. You have basic Maintenance from this screen. You can Add, Delete, Edit, etc., using the Navigation system displayed at the bottom of the screen. To add a record, click on the + (plus) sign. To delete, just click on the - (minus) sign. It is all very simple and self explanatory. The fields that are included in this screen are as follows:

SEAL#:

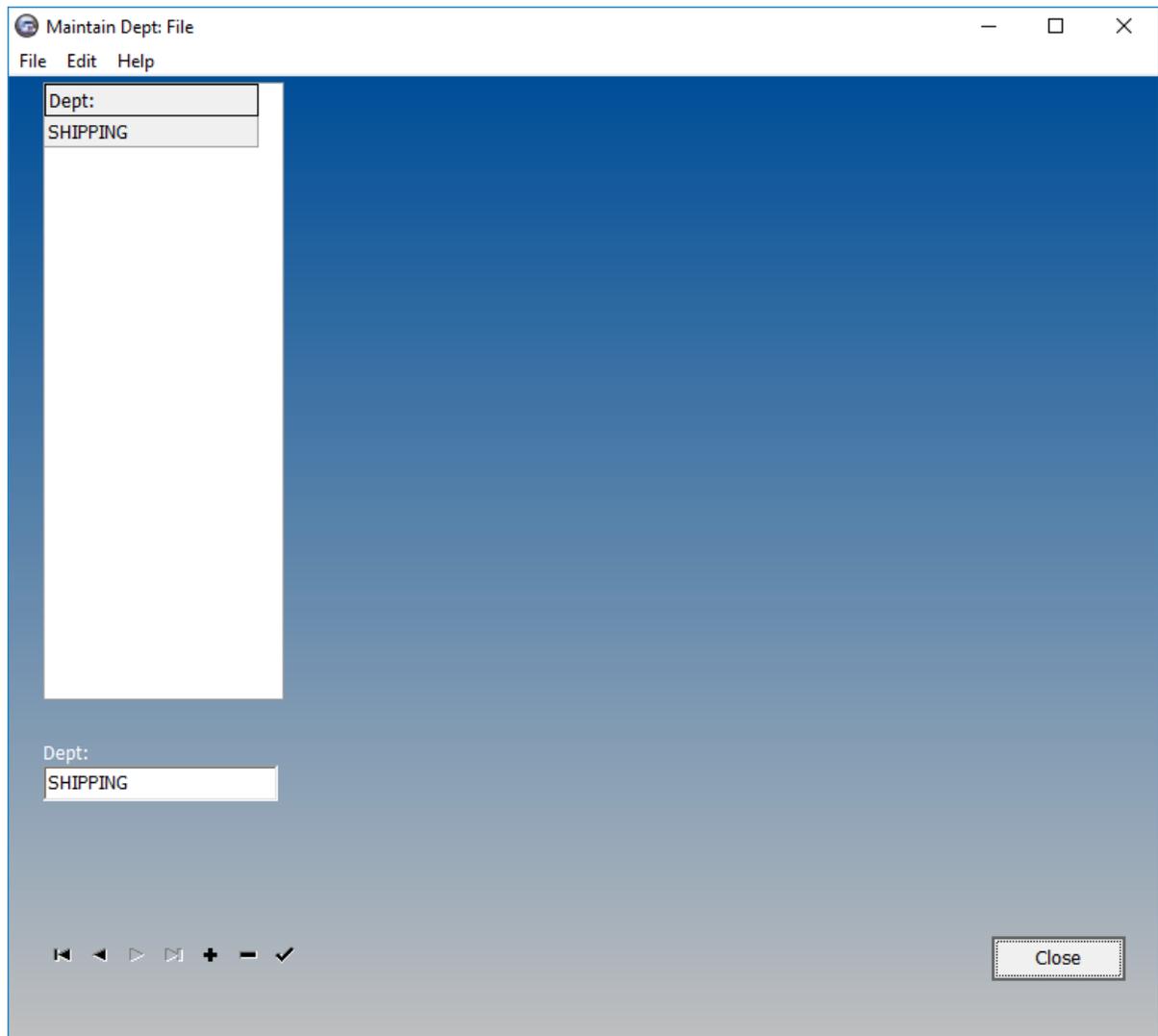
This field is used to store frequently used Seal#, or if using this as a Custom Named field, it will store those items to be used in the lookup option on the main BOL screen.

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18.7 Maintain User07 File

Maintain Dept/User07 file



This screen is used to display/maintain the Dept/User03 file that is used in the program. You have basic Maintenance from this screen. You can Add, Delete, Edit, etc., using the Navigation system displayed at the bottom of the screen. To add a record, click on the + (plus) sign. To delete, just click on the - (minus) sign. It is all very simple and self explanatory. The fields that are included in this screen are as follows:

DEPT:

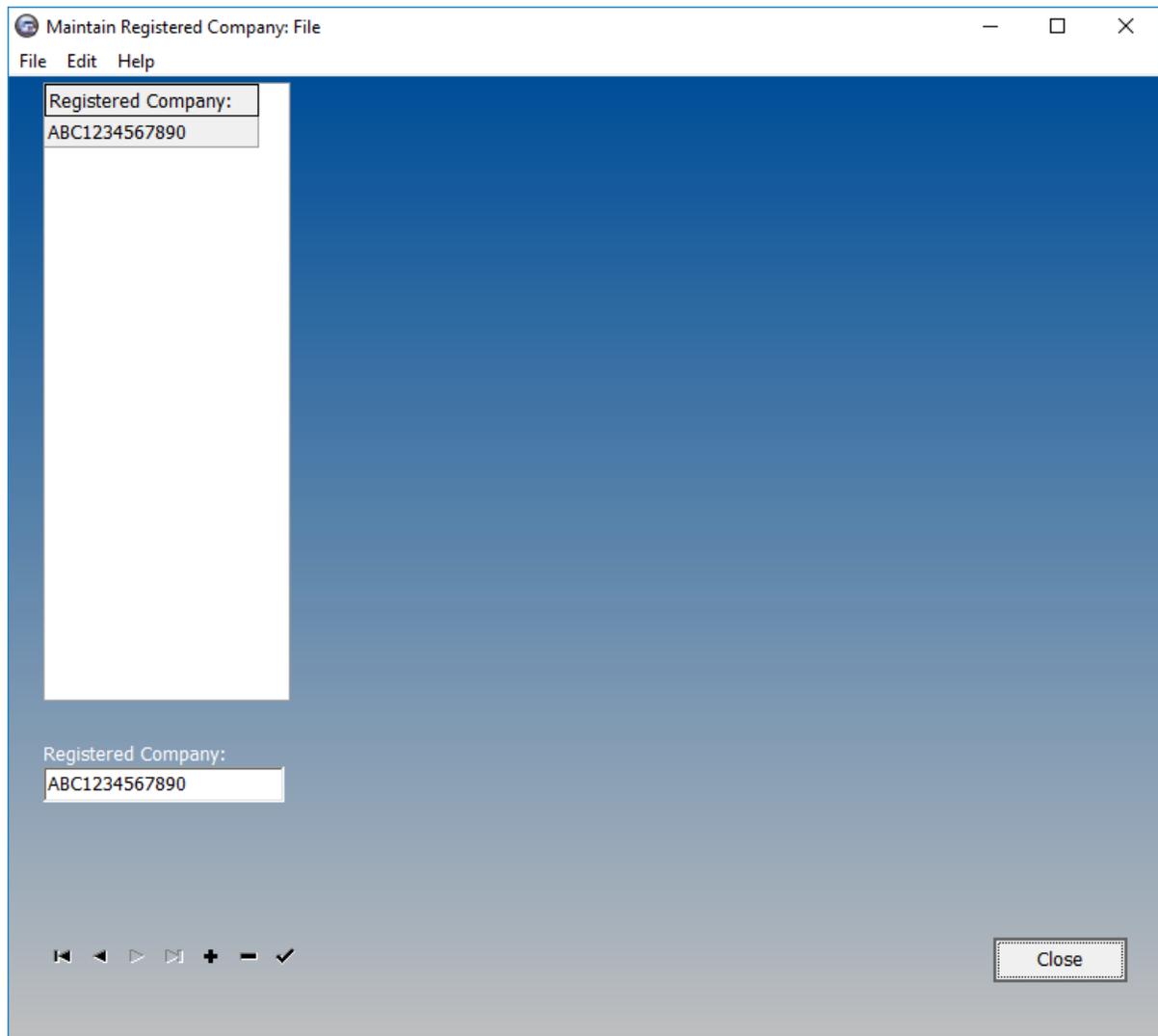
This field is used to store frequently used Dept, or if using this as a Custom Named field, it will store those items to be used in the lookup option on the main BOL screen.

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18.8 Maintain User08 File

Maintain Registered Company/User08 file



This screen is used to display/maintain the Registered Company/User08 file that is used in the program. You have basic Maintenance from this screen. You can Add, Delete, Edit, etc., using the Navigation system displayed at the bottom of the screen. To add a record, click on the + (plus) sign. To delete, just click on the - (minus) sign. It is all very simple and self explanatory. The fields that are included in this screen are as follows:

REGISTERED COMPANY:

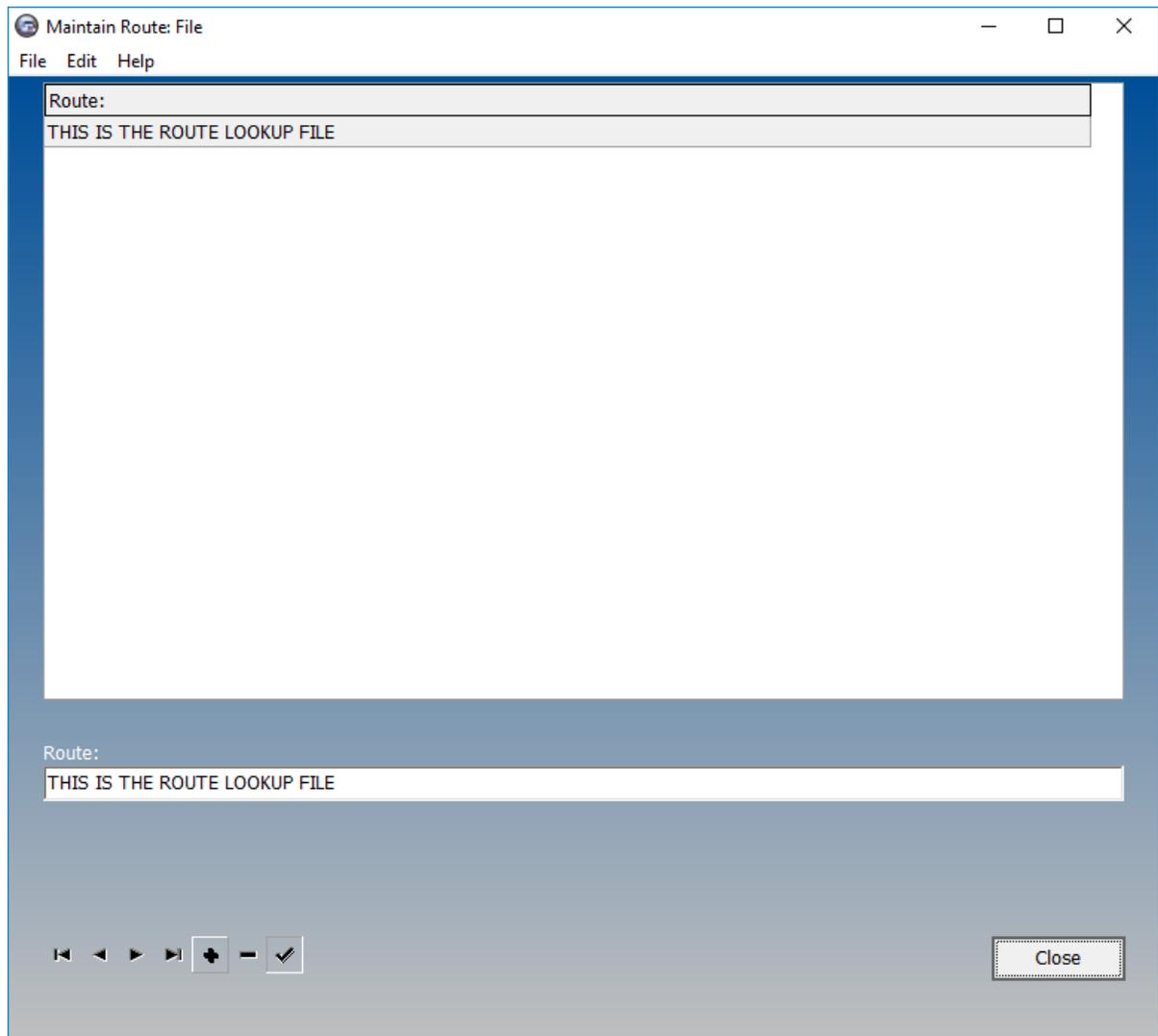
This field is used to store frequently used Registered Companies, or if using this as a Custom Named field, it will store those items to be used in the lookup option on the main BOL screen.

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18.9 Maintain User09 File

Maintain Route/User09 file



This screen is used to display/maintain the Route/User09 file that is used in the program. You have basic Maintenance from this screen. You can Add, Delete, Edit, etc., using the Navigation system displayed at the bottom of the screen. To add a record, click on the + (plus) sign. To delete, just click on the - (minus) sign. It is all very simple and self explanatory. The fields that are included in this screen are as follows:

ROUTE:

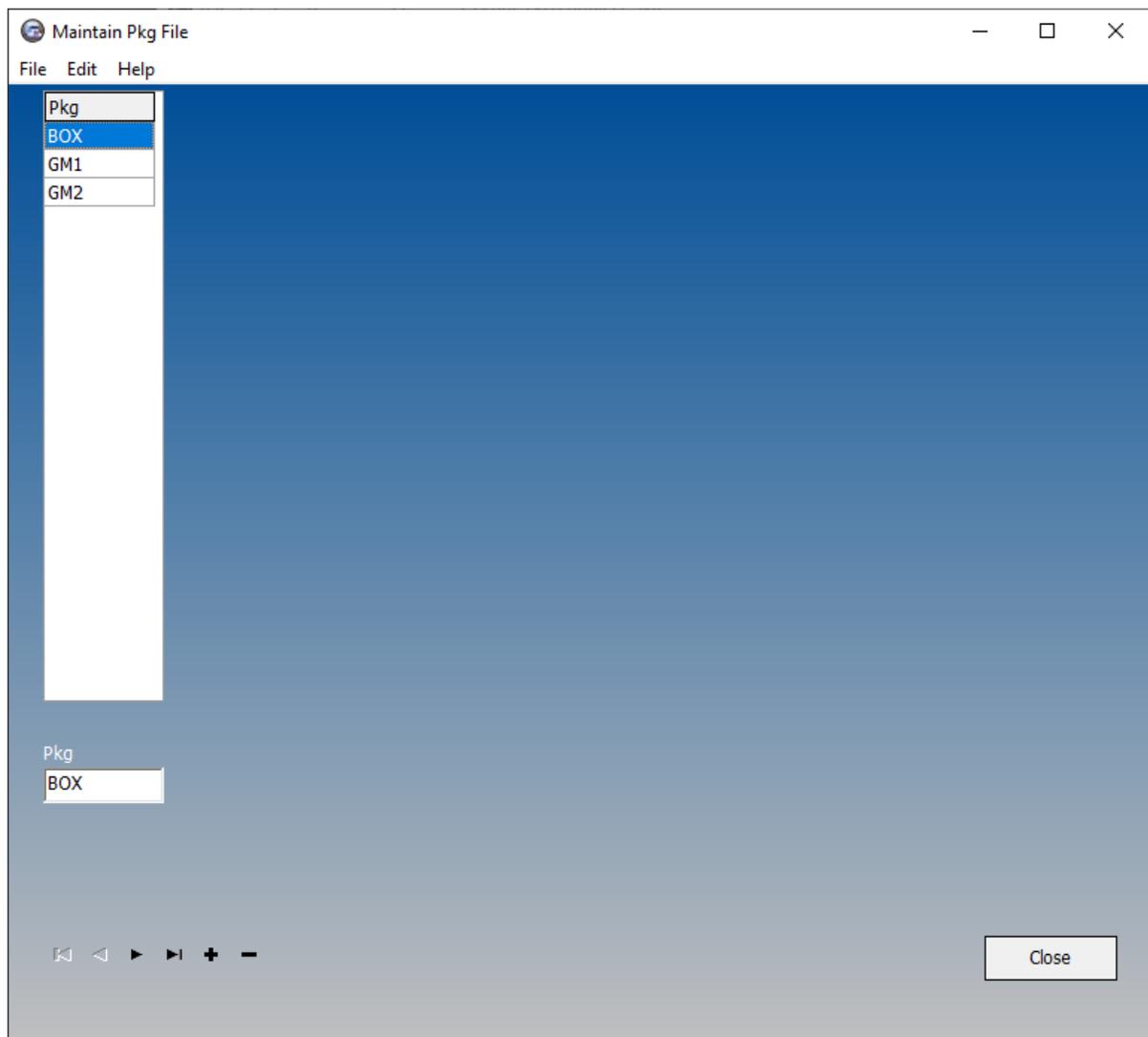
This field is used to store frequently used Route, or if using this as a Custom Named field, it will store those items to be used in the lookup option on the main BOL screen.

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18.10 Maintain User11 File

Maintain Route/User11 file



This screen is used to display/maintain the Route/User09 file that is used in the program. You have basic Maintenance from this screen. You can Add, Delete, Edit, etc., using the Navigation system displayed at the bottom of the screen. To add a record, click on the + (plus) sign. To delete, just click on the - (minus) sign. It is all very simple and self explanatory. The fields that are included in this screen are as follows:

User 11 Field:

This field is used to store frequently used Custom Named field, it will store those items to be used in the lookup option on the main BOL screen.

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Part

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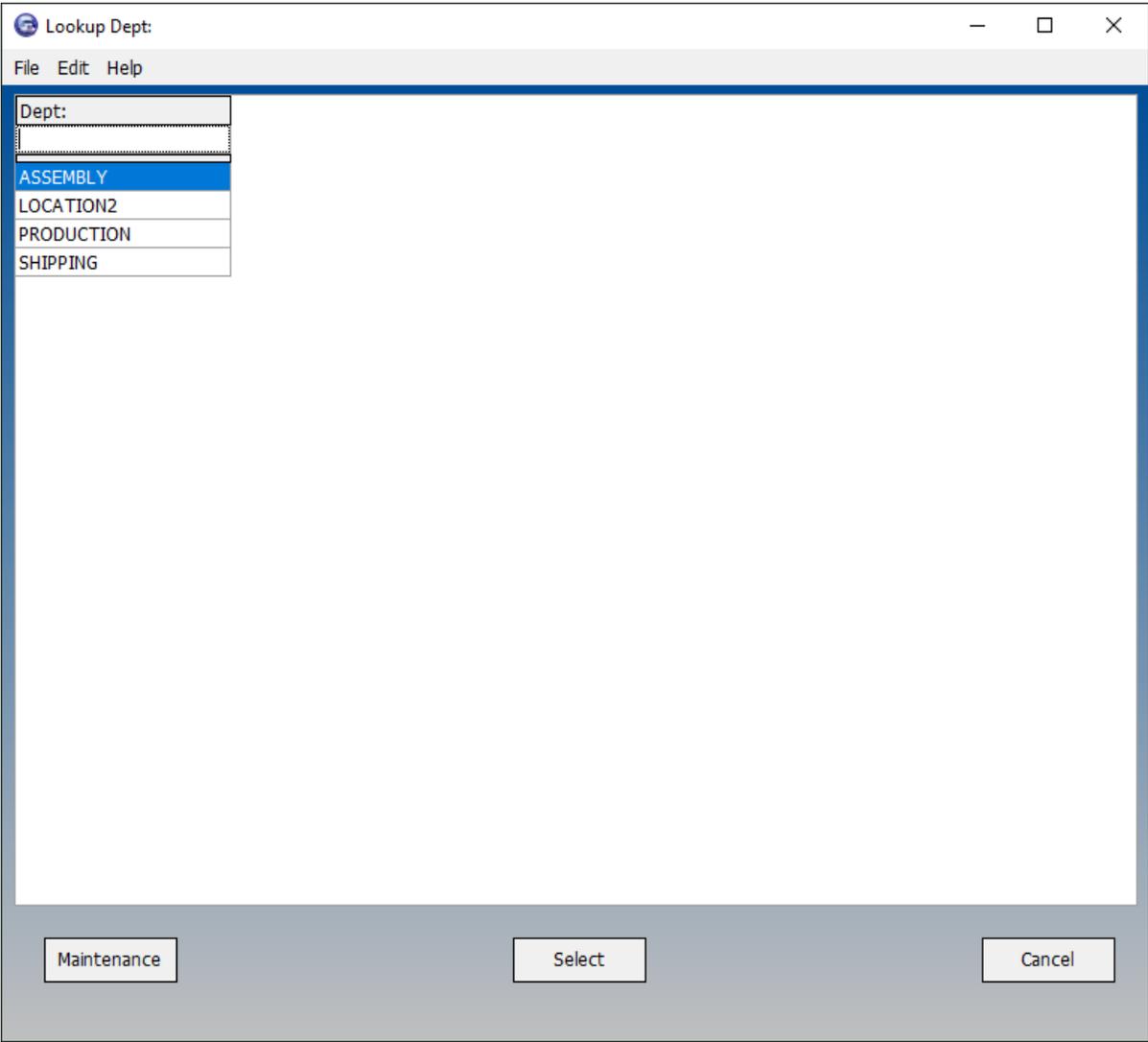
19 Database Lookup Screens

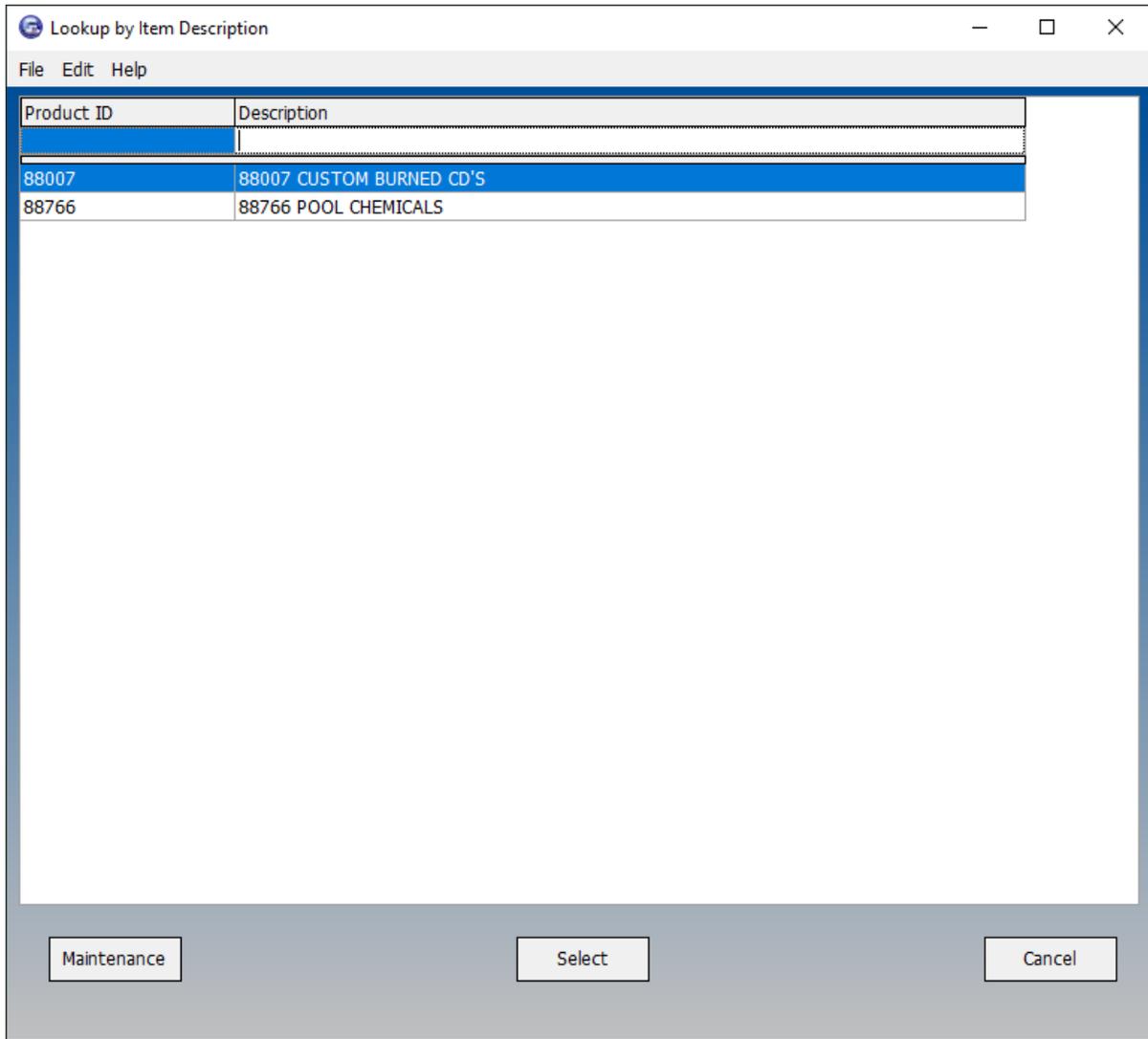
In the program itself, you will find fields that are filled out during the normal entry of a bill that contain an eclipse on the right hand side of the entry field. This allows if clicked on or if you press the F2 key, a lookup screen to appear that will allow you to search and select a pre-entered value from the lookup database for the selected field. Here is a list of the screens that are used to lookup items. When one of the following screens are displayed, you can key in a value into the filter bar field and it will display the matching records. You can also use a wildcard character - * to search say ABC* and it will display all the records in the field that starts with ABC or you can use *ABC* and it will display all the records that contain the characters ABC anywhere in the field. You can tab through any of the fields in the filter bar to narrow your search. To select a record, you can click on the Select button or just dbl-click on the record value you would like to carry over the the previous field. There is also an option button called Maintenance which will call the Maintenance screen so you can add more entries into that selected table.

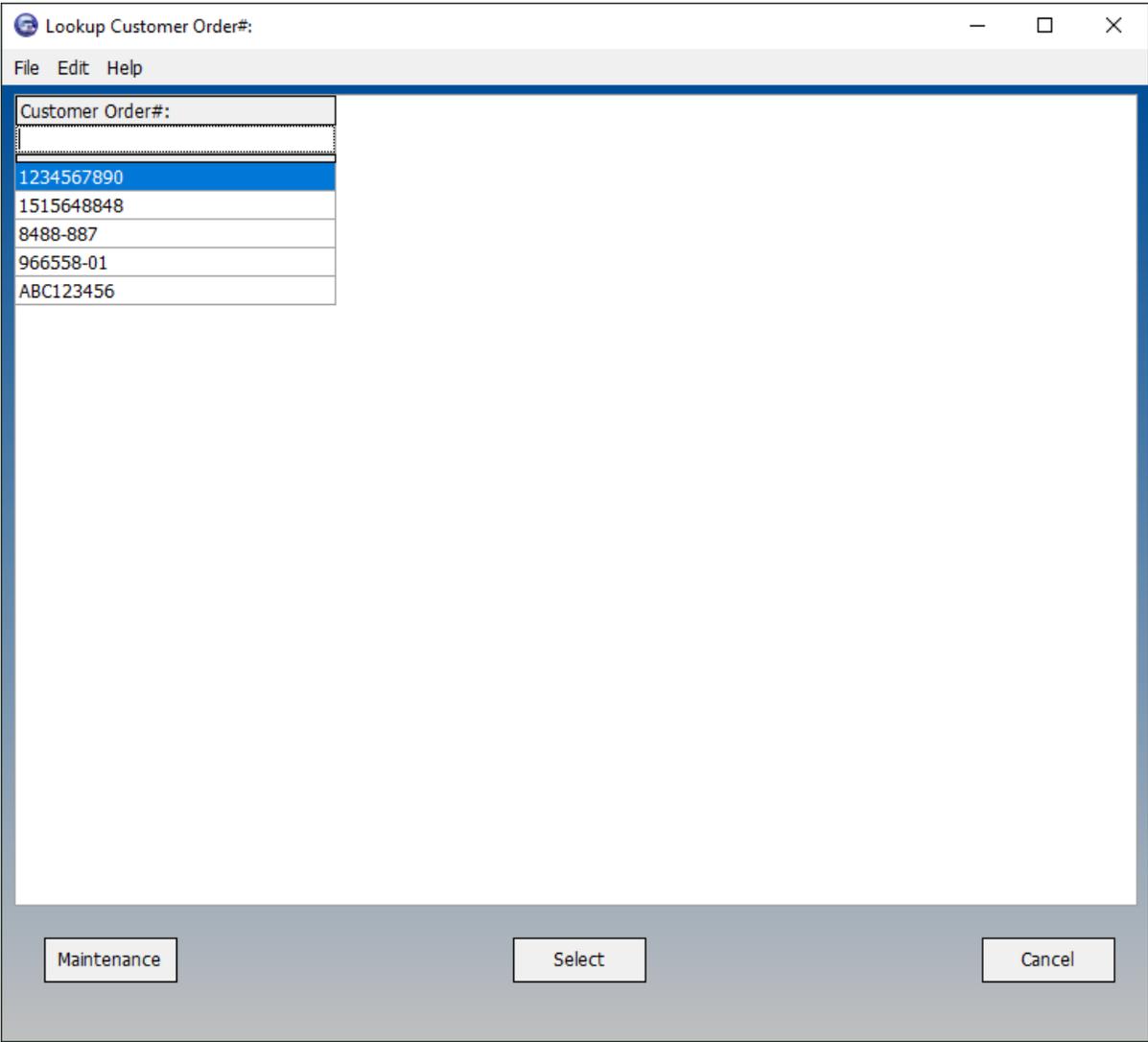
Consignee ID:	Consignee/Customer	Address	Address 2
ABC123	CONSIGNEE TO RECEIVE GOODS	1234 ANYWHERE STREET	ANYWHERE, NC 27028
STARRE	STARRE ENTERPRISES, INC	NORTH CAROLINA OFFICES	P.O. BOX 1075

Deliver To Name	Address	Address 2
DELIVER TO THIS ADDRESS IF DIFFERENT	4321 ANYWHERE STREET	ANYWHERE, NC 27027

Maintenance Select Cancel



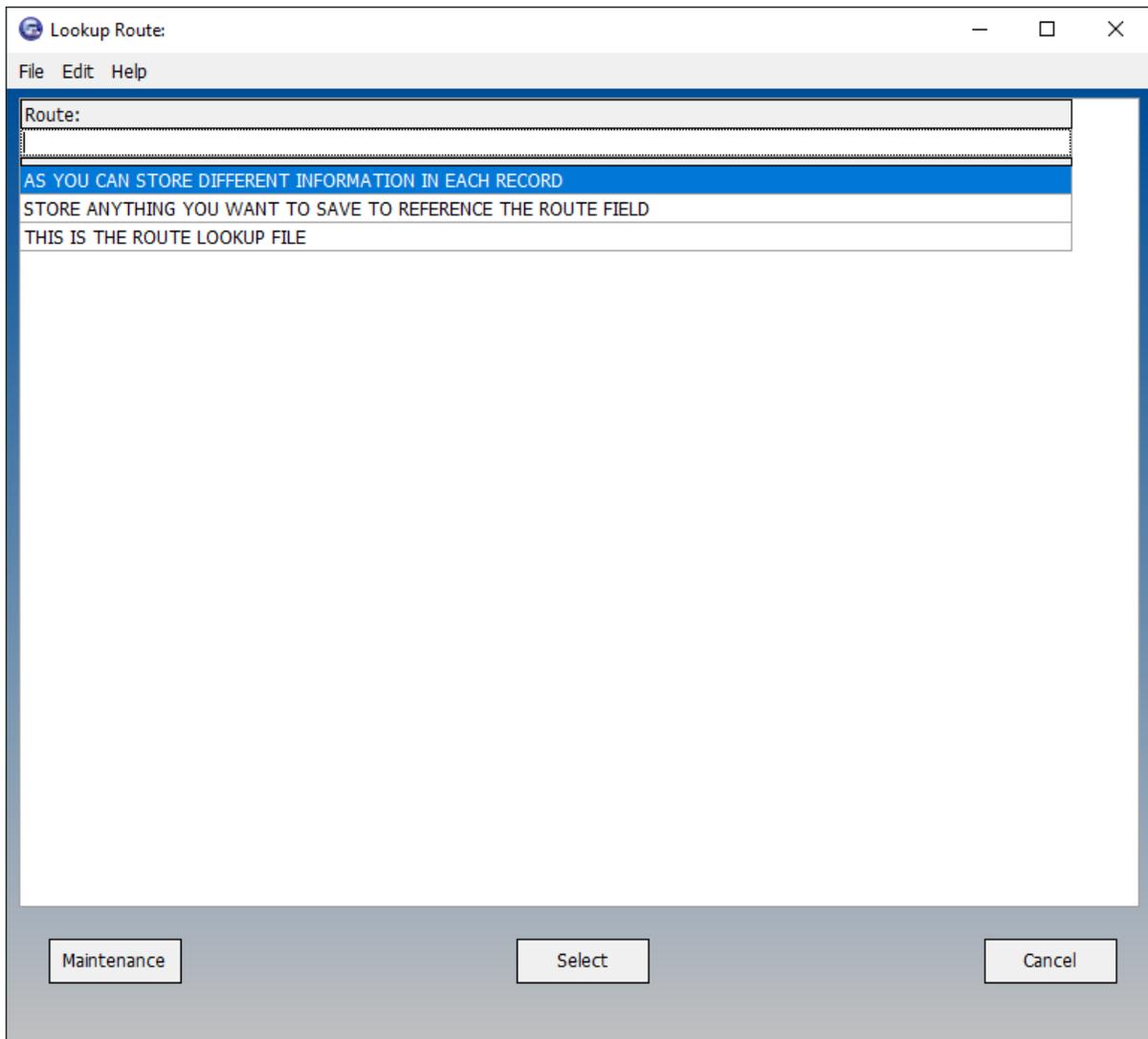


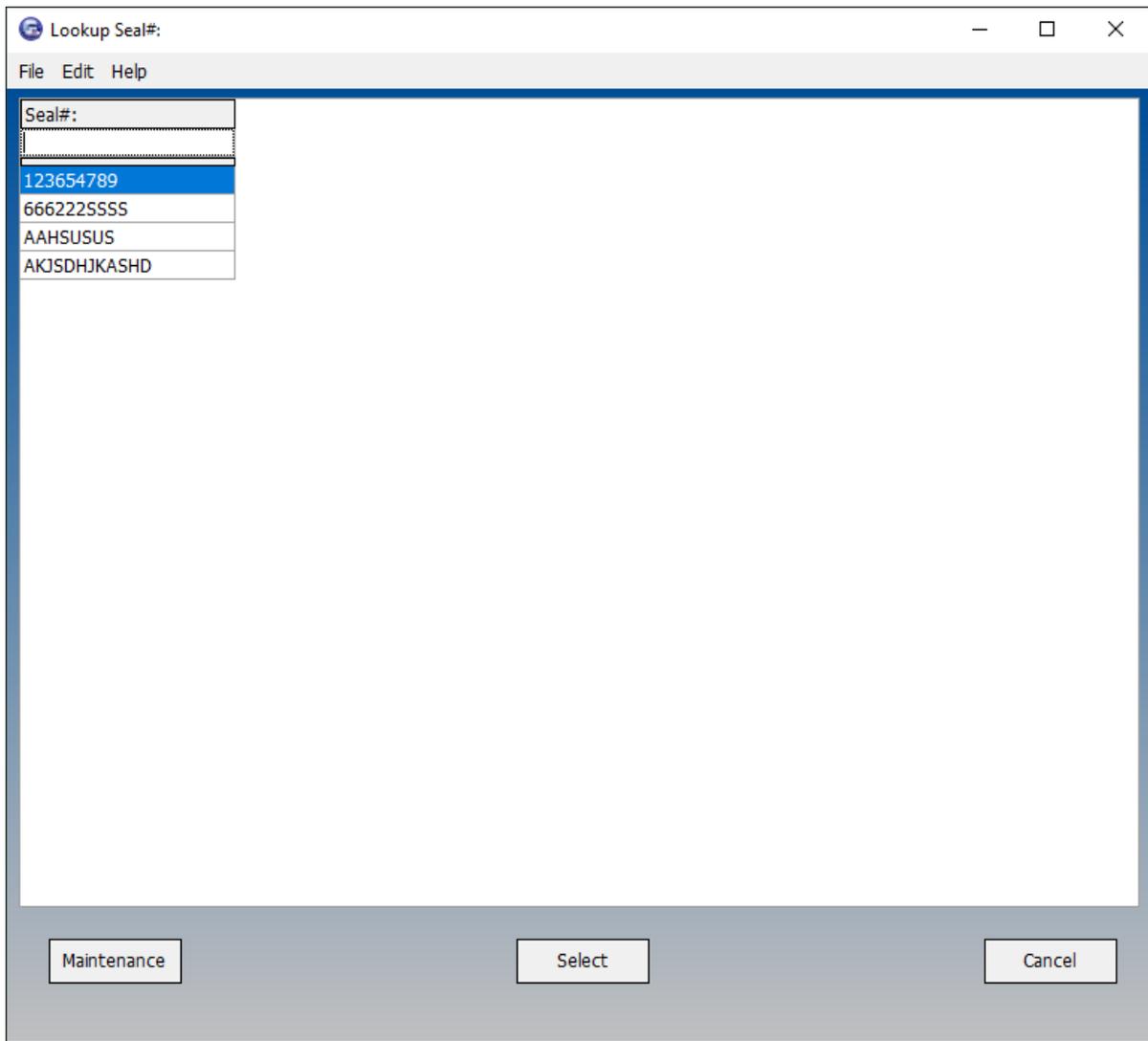


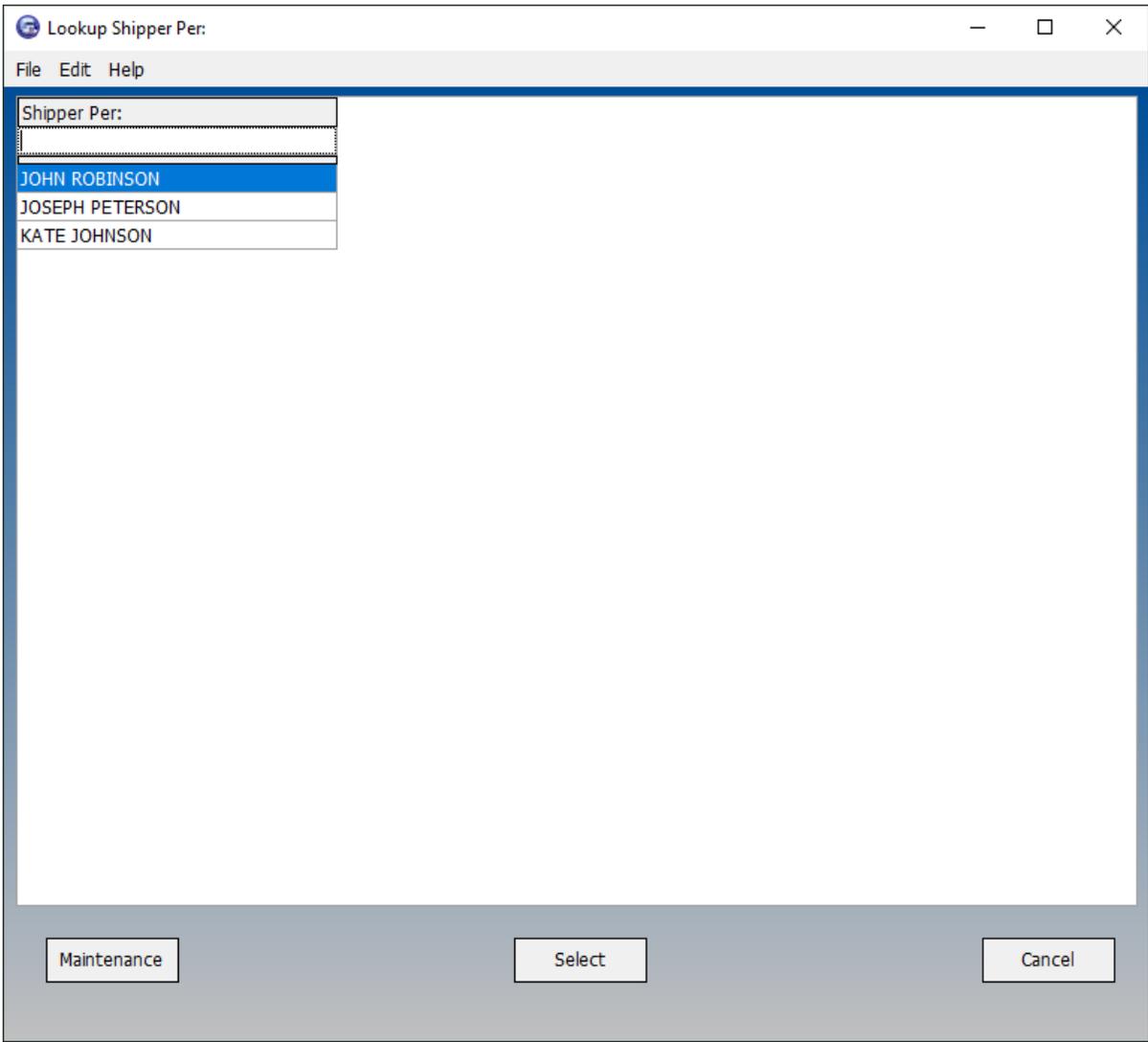
The screenshot shows a software window titled "Lookup Our Order#:". The window has a menu bar with "File", "Edit", and "Help". Below the menu bar is a text input field labeled "Our Order#:" containing the value "12345654321". Below the input field is a link that says "Click here to define a filter". A list of order numbers is displayed below the link, with the first item "12345654321" highlighted in blue. The list contains the following items:

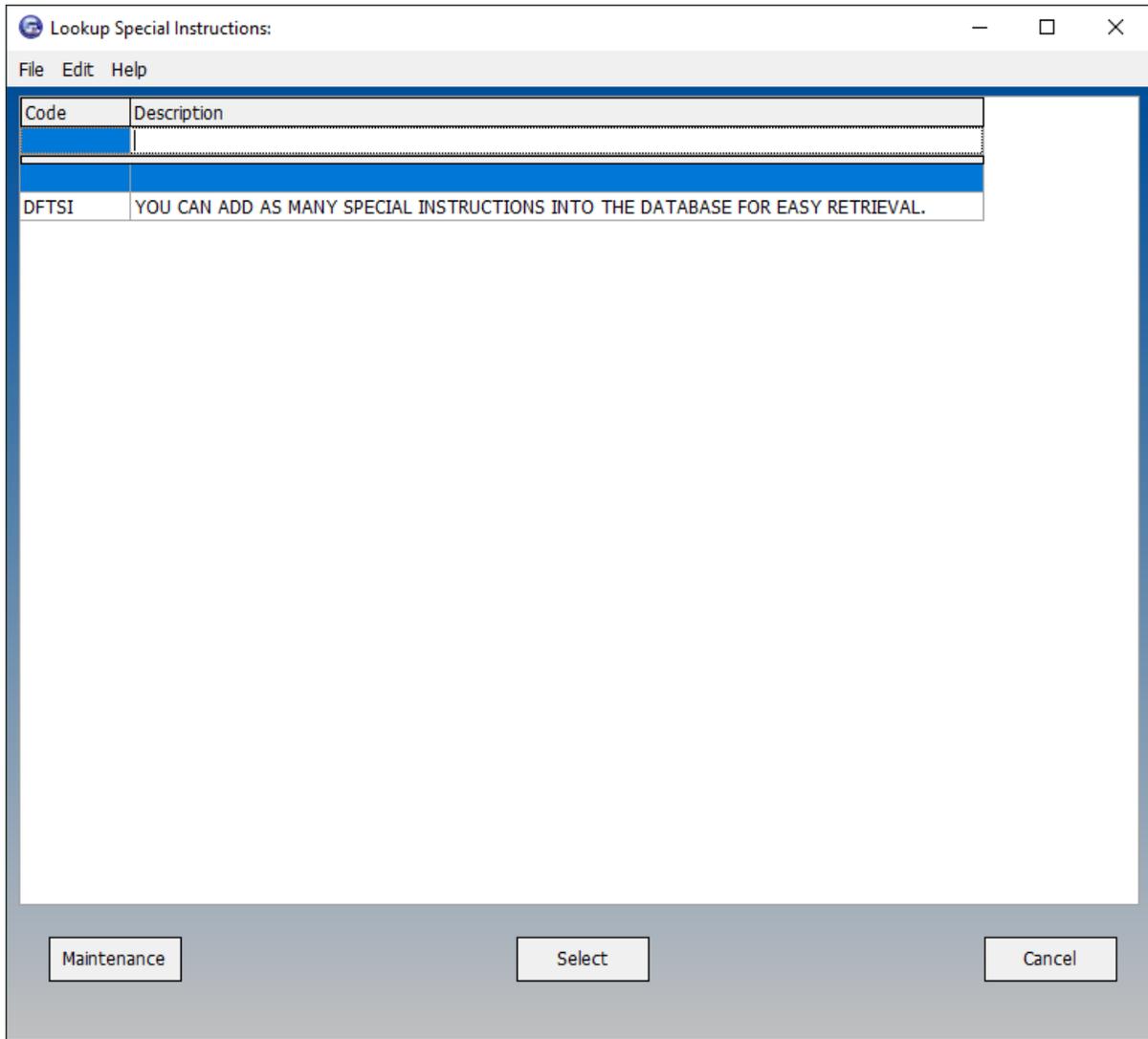
- 12345654321
- 8875-057
- 8876-059
- 8877-058
- 8878-060

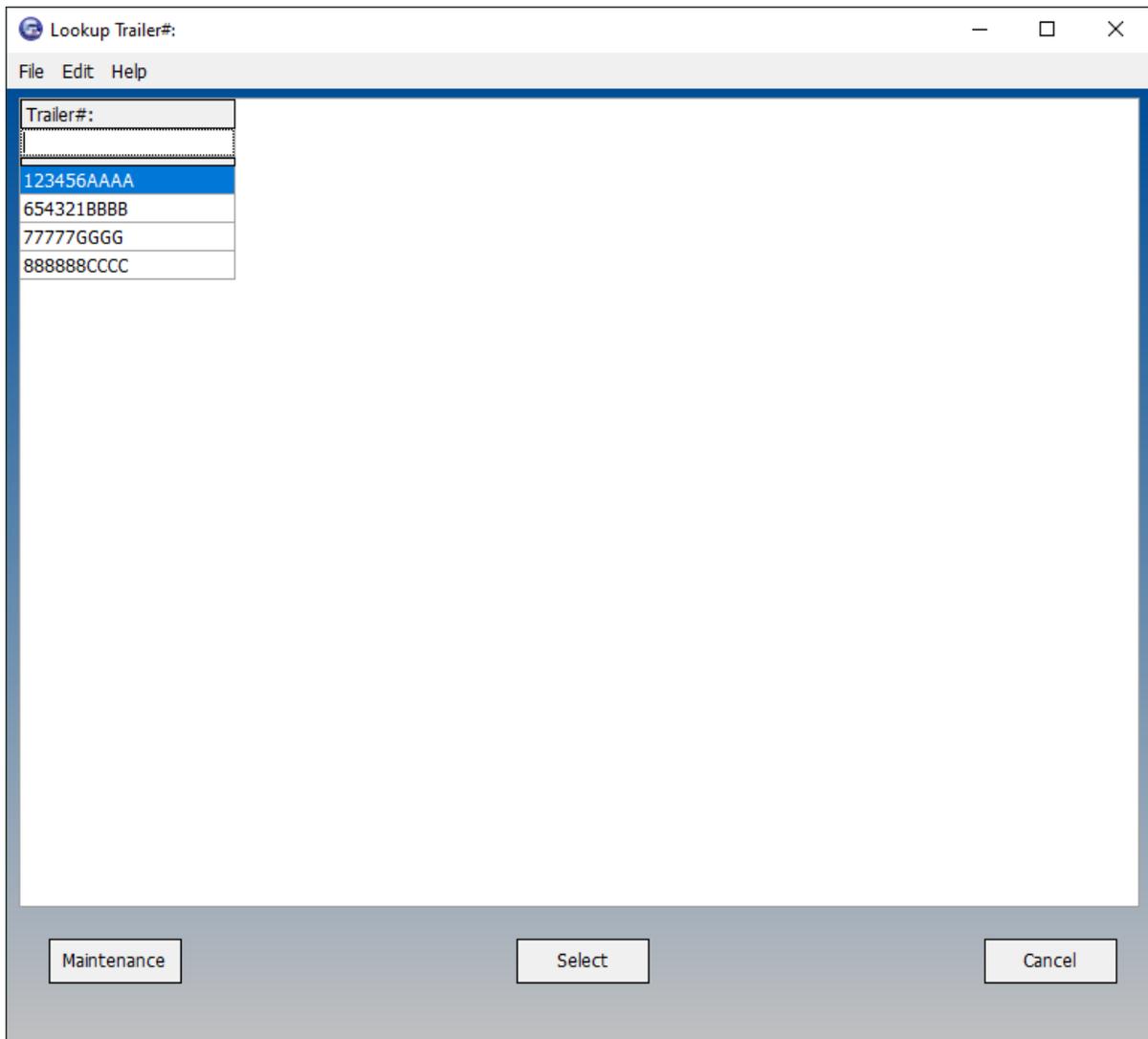
At the bottom of the window, there are three buttons: "Maintenance", "Select", and "Cancel".



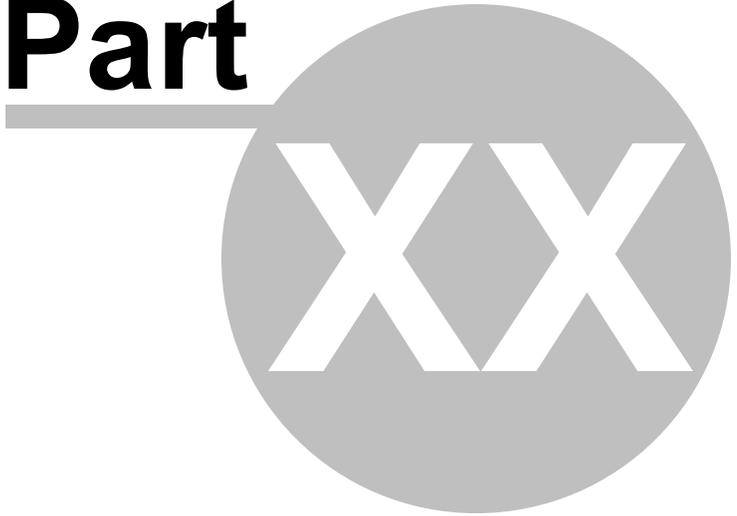








Part

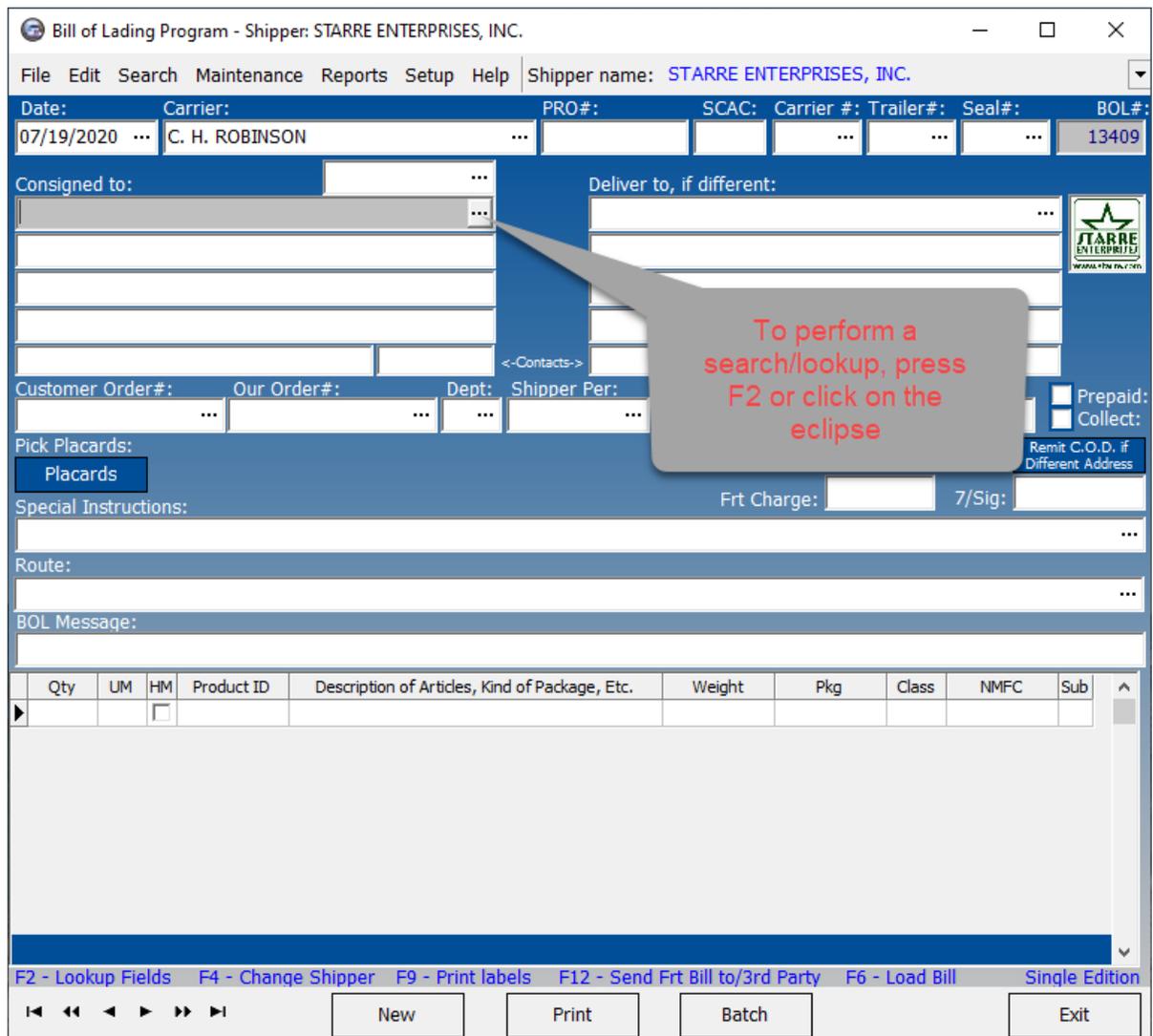


20 Database Lookup Filtering and Selection Process

When you perform a database lookup to fill a selected field on the screen, there is a filter bar at the top of the screen that is used to filter down the displayed values of the presented grid below. Using this filter bar can speed up the process and help you find what you are looking for if the underlying database has a large number of records. Below are screen shots of how to use the filter bar to reduce the displayed values.

To perform a search/lookup for a field, it must first contain an eclipse to the right of the field. This is the little box that contains 3 dots in it. These are the only fields that are available to perform a lookup on. If your screen does not have all the ones that are displayed below, you can turn on the options under the Displayed/Options Fields screen. This is accessible from the main screen under the Edit menu.

To activate a search/lookup you can click on the eclipse box or the easier way is to press the F2 key when you are in the actual field to be looked up.



When the lookup is activated, you will be displayed the lookup screen with the available values to load

into the field you are in. The cursor or focus is placed in the associated calling field as displayed below. You can start keying in a value to lookup or filter.

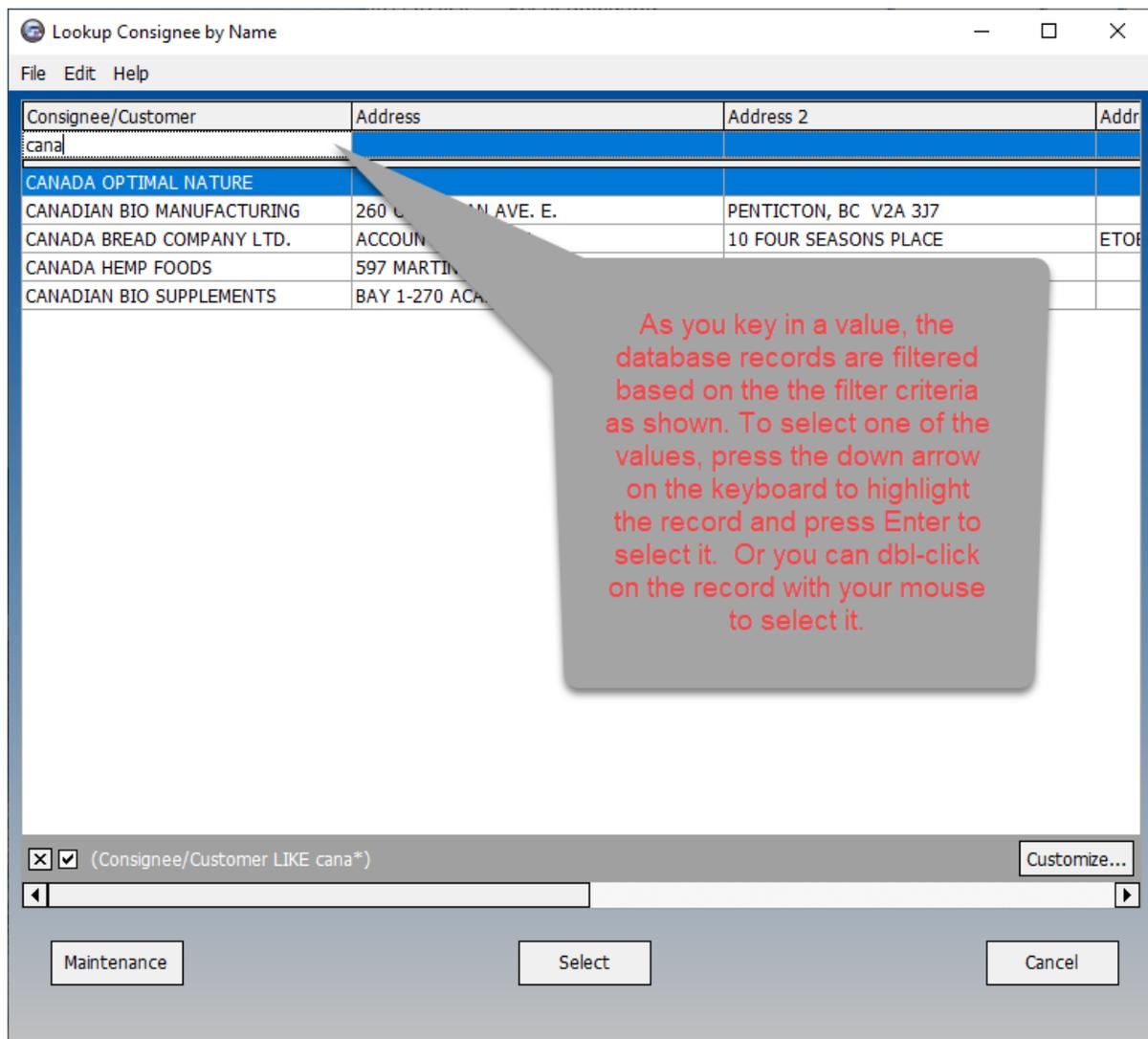
Lookup Consignee by Name

File Edit Help

Consignee/Customer	Address	Address 2	
AMAZAKE INC	1500 2ND STREET	EIN 94-2923424	E
AMAZON	1200 1ST STREET SOUTH, SUITE 1200	FED TAX 91-1646860	S
BEST SANITIZERS/WALTON RECEIVING	154 MULLEN		W
BETTERBODY FOODS AND NUTRITION	1762 WEST 20		L
CANADA OPTIMAL NATURE			
CANADIAN BIO MANUFACTURING	260 OKANAGAN AVE		
CREDE NATURAL OILS	UNIT 1 IRON PARK,	T WEST	W
DIXIE BRANDS DBA THERABIS LLC	4990 OAKLANDS ST		D
DIXIE BRANDS DBA THERABIS LLC	5080 PARIS STREET		D
ERGON			
GO LO FOODS	14662 FRANKLIN AVE		T
GOLD TOP ORGANICS LTD	RR 1 SITE 2 COMP 9		1
HW COMPANY	2142 PONTIAC ROAD		A
HYDE & HYDE	300 EL SOBRANTE RD	FED TAX #33-0613300	C
IAN HARDY	NW19-24-4 W2ND	OTTHON, SK S0A2P0	
INFRAREADY PRODUCTS (1998) LTD	1438 FLETCHER ROAD	SASKATOON, SK S7M 5T2	
INGREDIENTBOX PTY LTD.	40 MOUNT ST/LEVEL 17		N
NATURAPAK	609-1515 BROADWAY ST.		P
NATURE'S FARM	5 LIFE SCIENCES PARKWAY		S
OMG! FOOD COMPANY LLC	723 GLASGOW AVE, UNIT A	INGLEWOOD,CA 90301	E
PREMIER CHEMICAL TECHN.	107 RIDONA ST LAFATETTE LA 70508		
PRIMARCH MANUFACTURING	1211 LIBERTY WAY	TAX ID# 26-2709858	V
SILVER OAK			
SPI	1908 BILLINGS ROAD	SOOKE, BC V9Z 0B3	
THE PULP AND PRESS JUICE COMPANY	300 WELLINGTON ST SUITE 200	LONDON, ON N6B 2L5	

Maintenance Select Cancel

As you key in a value, the number of records in the displayed grid is reduced based on the value you key in. When you see the value you want to select, you can quickly press the down arrow key to highlight it, then press Enter to select it. If there is only one record displayed, then just press Enter to select it. Or, you can use your mouse to dbl-click on the record to select it. Whichever way works best for you.



During the filter process, you can use wildcards to find values that are within the column fields. What this means is if you are looking for a Consignee and you cannot remember exactly what the name is, but you know it has the value of FARM somewhere in the name, you can use the wildcard (*) which is an asterisk and key it into the filter bar field, then follow it with the value of FARM. This will filter all the records and display any of them that contain the word/characters FARM. Then you can select based on the records shown.

Lookup Consignee by Name

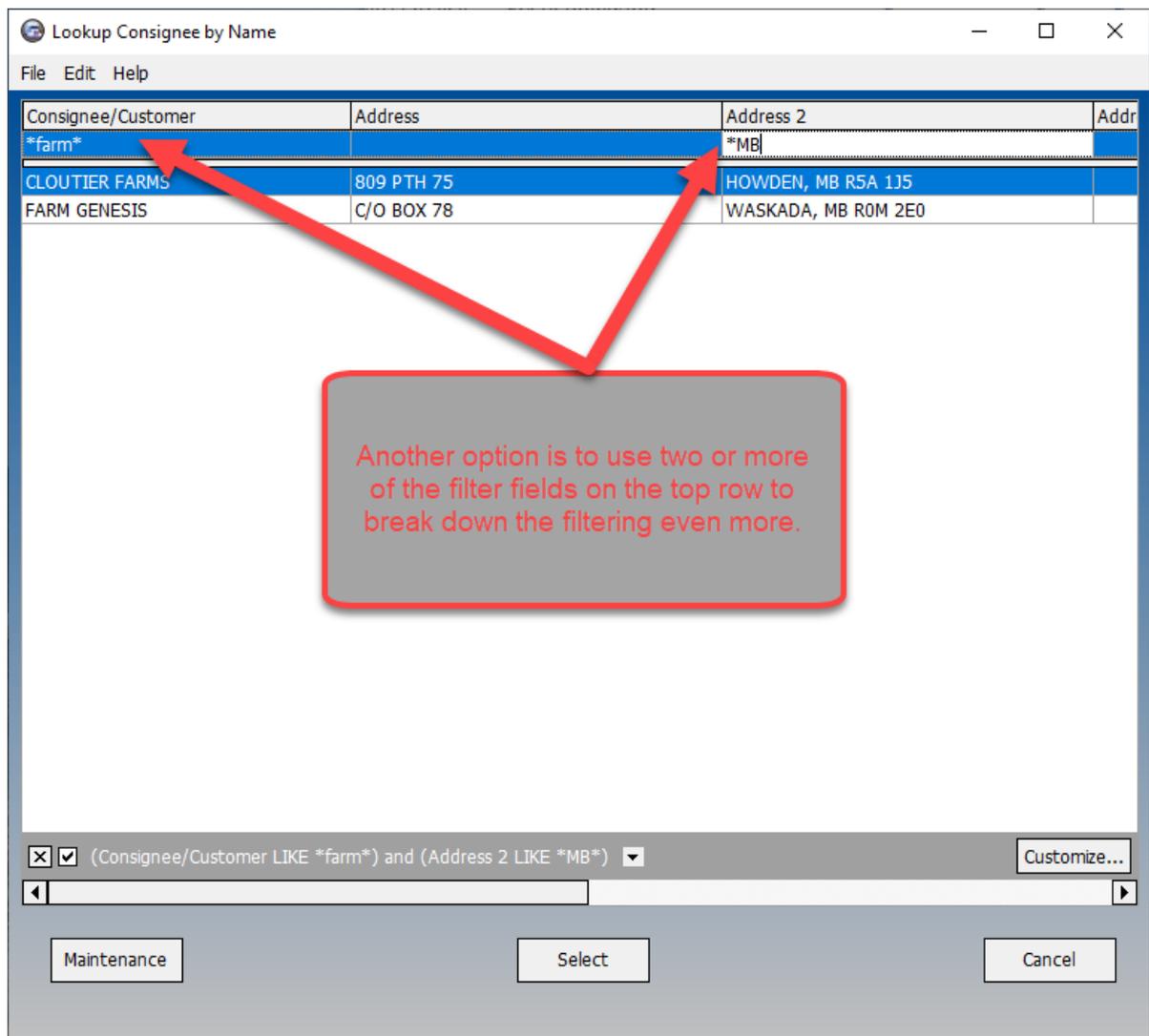
File Edit Help

Consignee/Customer	Address	Address 2	Addr
*farm			
NATURE'S FARM	5 LIFE SCIENCES PARKWAY		STEL
CLOUTIER FARMS	...RTH 75	HOWDEN, MB R5A 1J5	
FARM GENESIS		WASKADA, MB R0M 2E0	
IBSA FARMACEUTICI ITALIA SRL	V...	LOB... 25000	ITAL
WILMAR FARMS	*** F...		NW EDMO
WINONA'S HEMP & HERITAGE FARM	31446 E...		TAX
LUNDBERG FAMILY FARMS	5370 CHURC...		RICH

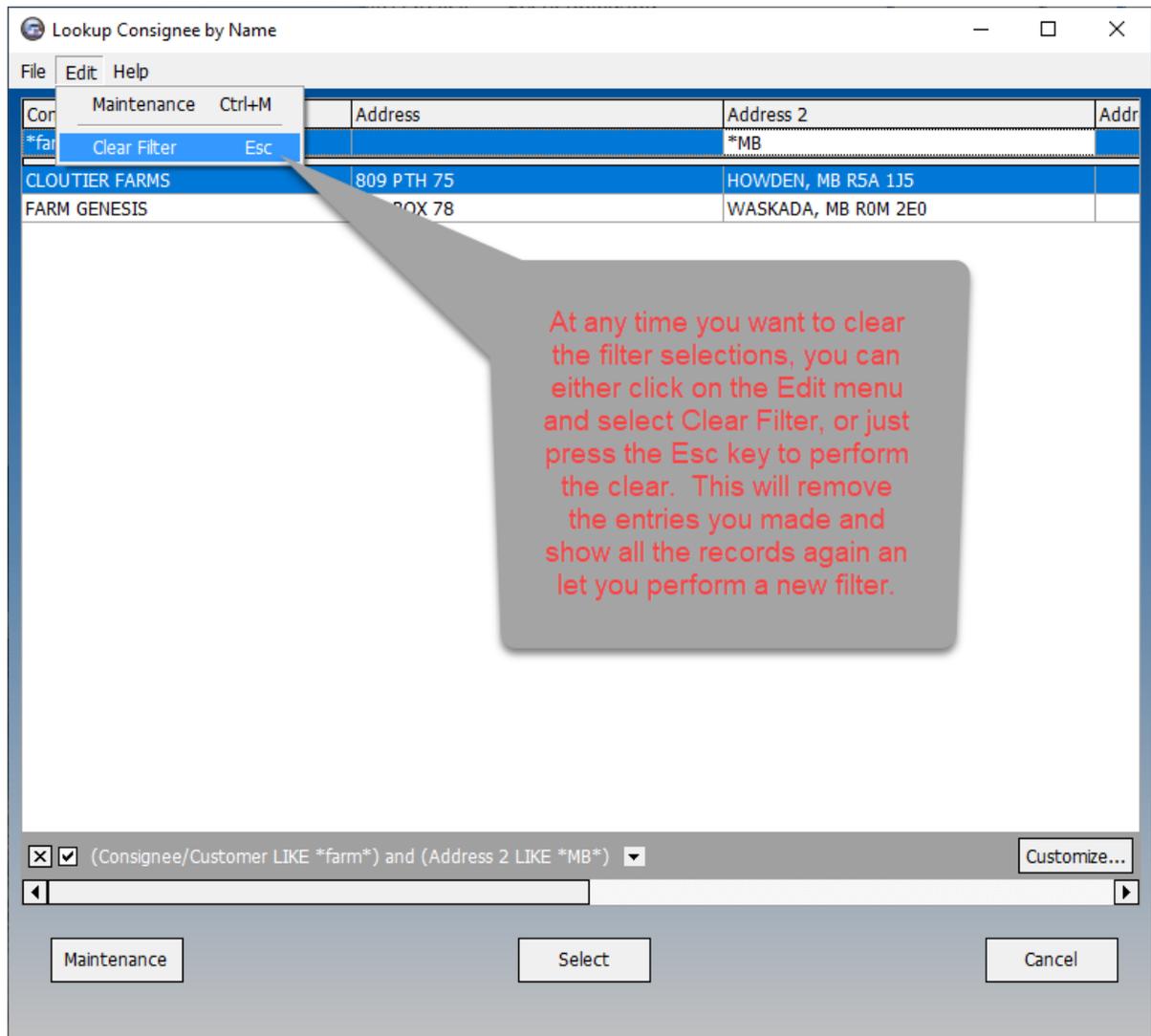
You can also use wildcards (*) to filter out the records. Key in an asterisk followed by a value and the records will be filtered by anything containing that value anywhere in the field as shown. Same way to select the record as stated, down arrow or mouse dbl-click.

(Consignee/Customer LIKE *farm*) Customize...

You can also use multiple wildcards if there are multiple filter fields/columns available. Just key in multiple wildcards as displayed below.



To quickly reset and clear out the filter entries because you entered the incorrect filter values, press the ESC (Escape Key) and it will clear out what you have already keyed in. Or, of course you can use the menu option Edit, then Clear Filter. Obviously just pressing the ESC key is a bit quicker.



After you have selected the value to be loaded to the original field, the lookup screen will disappear and the value will be loaded.

Bill of Lading Program - Shipper: STARRE ENTERPRISES, INC.

File Edit Search Maintenance Reports Setup Help | Shipper name: STARRE ENTERPRISES, INC.

Date: 07/19/2020 ... Carrier: C. H. ROBINSON ... PRO#: ... SCAC: ... Carrier #: ... Trailer#: ... Seal#: ... BOL#: 13409

Consigned to: CLOUTIER ... Deliver to, if different: ...

CLOUTIER FARMS ...

809 PTH 75 ...

HOWDEN, MB R5A 1J5 ...

JODI CLOUTIER 204-882-2480 <-Contacts->

Customer Order#: ... Our Order#: ... Dept: ... Shipper Per: ... Prepaid: ...

Pick Placards: Placards

Special Instructions: ...

Route: ...

BOL Message: ...

Qty	UM	HM	Product ID	Description of Articles, Kind of Package, Etc.	Weight	Pkg	Class	NMFC	Sub
		<input type="checkbox"/>							

F2 - Lookup Fields F4 - Change Shipper F9 - Print labels F12 - Send Frt Bill to/3rd Party F6 - Load Bill Single Edition

New Print Batch Exit

After the selection is made, the values are loaded into the original selecting fields along with any other associated values as shown.

There are multiple lookup fields throughout the application that you can perform searches to make keying in values much faster. They all will contain the aforementioned eclipse box to the right of the field. Below is a markup of the available fields on the main screen. If your screen does not match exactly the number of available fields, that is because you do not have all the database lookup files activated. These can be found under the Setup Menu, Displayed/Options Fields, and then the Field Settings. There you can turn on the Database lookups for the different available fields.

Bill of Lading Program - Shipper: STARRE ENTERPRISES, INC.

File Edit Search Maintenance Reports Setup Help Shipper name: STARRE ENTERPRISES, INC.

Date: 07/19/2020 Carrier: PRO#: SCAC: Carrier #: Trailer#: Seal#: BOL#: 13410

Consigned to: Deliver to, if different:

Customer Order#: Our Order#: Dept: Shipper Per: Prepaid/Coll/3rd: COD Amt: COD Fee: Prepaid: Collect:

Pick Placards: Placards Remit C.O.D. if Different Address

Special Instructions: Frt Charge: 7/Sig:

Route:

BOL Message:

Qty	UM	HM	Product ID	Description of Articles, Kind of Package, Etc.	Weight	Pkg	Class	NMFC	Sub
		<input type="checkbox"/>							

You can perform these lookups on any displayed fields that contain the eclipse box to the right of the entry field if activated. The fields in the detail section will only show the eclipse when you enter the field for editing.

F2 - Lookup Fields F4 - Change Shipper F9 - Print labels F12 - Send Frt Bill to/3rd Party F6 - Load Bill Single Edition

New Print Batch Exit

Here is where you can turn these lookup fields on or off by placing a check mark in the appropriate row.

Setup Options Selection

File Edit Help

Check the options below that are to be used in the program.

Display Settings	Field Settings	System Settings	Mandatory Fields
Custom Field Names / Printed Form Labels			
	Displayed Values	Printed Form Values	Use Database Lookup
User 1 field:	Customer Order#:	CUST. ORDER#:	<input checked="" type="checkbox"/>
User 2 field:	Our Order#:	OUR ORDER#:	<input checked="" type="checkbox"/>
User 3 field:	Shipper Per:	PER:	<input checked="" type="checkbox"/>
User 4 field:	Carrier #:	Carrier #:	<input checked="" type="checkbox"/>
User 5 field:	Trailer#:	Trailer Number:	<input checked="" type="checkbox"/>
User 6 field:	Seal#:	Seal Number:	<input checked="" type="checkbox"/>
User 7 field:	Dept:	DEPT:	<input checked="" type="checkbox"/>
User 8 field:	Registered Company:	REGISTERED COMPANY:	<input checked="" type="checkbox"/>
User 9 field:	Route:	ROUTE:	<input checked="" type="checkbox"/>
User 10 field:	Special Instructions:	SPECIAL INSTRUCTIONS:	<input checked="" type="checkbox"/>
Consignee Headings:			
Deliver to Headings:			
Above Desc. Articles:			
User 11 Detail Field:	Pkg	PKG	<input checked="" type="checkbox"/>
Printed BOL Prefix:			

Close

Here are the available Database Lookups that you can turn on or off.

Part

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21 Bill of Lading Form Printing

Bill of Lading Form Printing

There are now 3 different types of BOL printouts you can select from. They are as follows:

Laser/Ink Jet type. (Default)
Dot Matrix Printer on multi-part blank forms.
Dot Matrix Printer on Pre-Printed multi-part forms.

To setup the system to print to the different types of printers and forms, go to the [Systems Options Page](#).

Depending on the number of copies you select, it changes the number at the bottom of the page, along with the headings on the top of the page.

To print a Bill of Lading, all you need to do is to click on the print button, or if you wish, you can click on the menu, File, then Print. This will take you to a screen that will ask you how many copies, or Number of BOL sheets needed. The default is the number that was set up on the [shipper setup screen](#). You would either change this number, or just click on Print. This will cause the program to print the Bill of Lading to the selected printer.

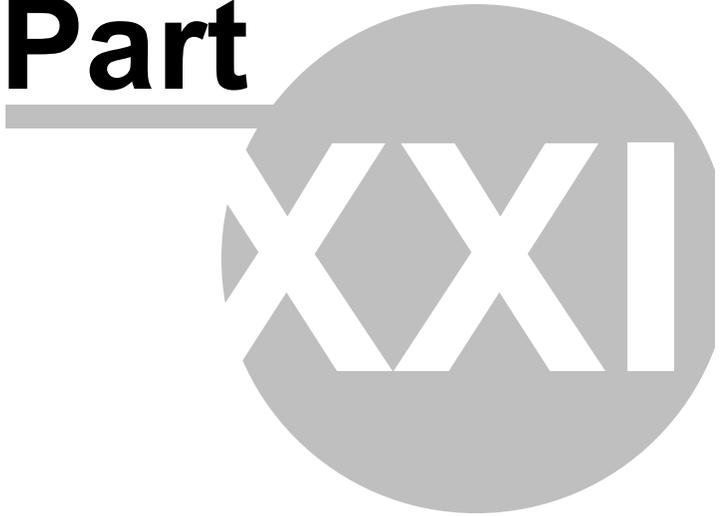
You can also send a PDF file via email. You would just click on the Email button if it is displayed. If it is not displayed, then you can have it displayed by changing the [System Options](#).

If you would like to print the Bill of Lading to an Adobe PDF file for either archiving or to send via email, you can select the Print 2 PDF button if it is displayed. If it is not displayed, then you can have it displayed by changing the [System Options](#).

If you would like to print a Blind Shipment Bill of Lading, just process a print as described above. When you reach the Select the Number of BOL Sheets Needed screen, you need to click on the Menu option, File, then Select a Blind Shipment Bill of Lading to print. This will cause the bill to print, but will not list any Shipper information.

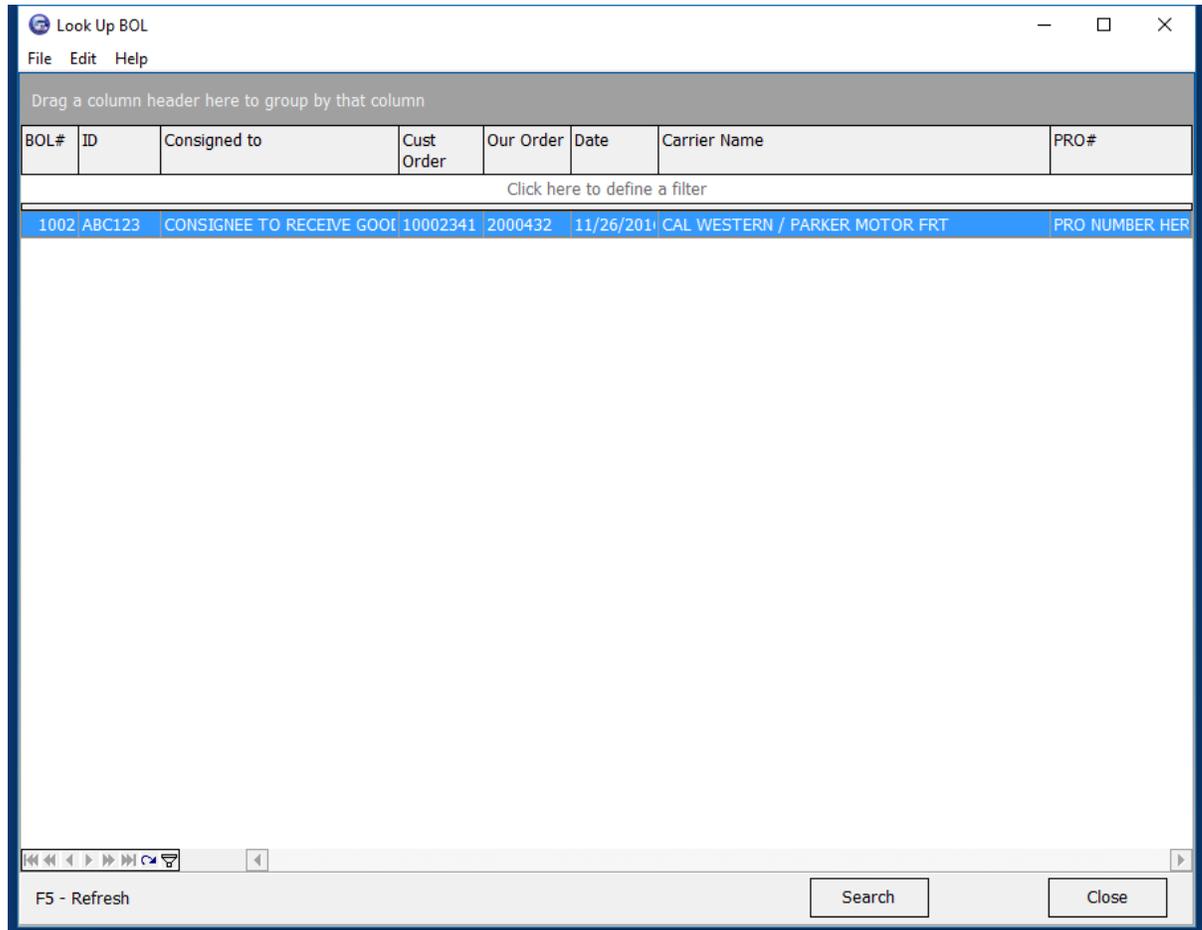
[Back to Main Help](#)

Part



22 Search Bill of Ladings

Search Bill of Lading



You can sort, search, filter, group, and find just about any of the pertinent information contained in your Bills.

This screen is used to run a search on a particular BOL. You can either scroll through the Bills using the Navigation buttons on the bottom of the screen, or you can select the Search button. The search button will display a grid area that will allow you to search by BOL#, Consigned to, or Date. This makes it a little easier to find a particular BOL. If you select one, and press the OK button, the selected BOL will be displayed on the main BOL screen. This screen will only show BOL's that have been assigned to the selected shipper.

There is now a feature that will allow you to group the records by the heading fields. Just drag the header to the top box and all the records will be grouped by this selection. You can sort by any of the fields that are displayed.

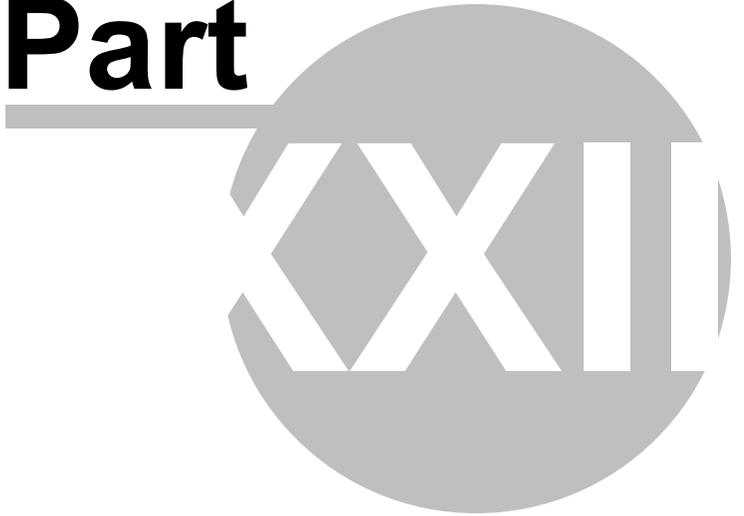
There is also a feature called the filter line, where you can key in exactly what you are looking for and it will filter out the records that contain that information. You can also assign and filter using wildcards such as *90909* and it will filter out all the records that contain the specified selection in the selected

field.

You can double-click on a record and it will be loaded to the main screen.

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Part



23 Search Bill of Lading Detail records

Search Bill of Lading Detail records

You can sort, search, filter, group, and find just about any of the pertinent information contained in your Bills. Then just dbl-click to load to the main screen.

Bol#	Date	Carrier	PRO	Cons ID	Consigned To	Customer Order#	Our Order#	Prepaid	Qty	UM	HM	Desc	Weight	Class	NMFC	Sub
1002	11/26/20	CAL WESTERN / PARKER	PRO NUMBER HERE	ABC123	CONSIGNEE TO RECEIVE GOODS	10002341	2000432	PRPAID/	10	EA		88007 CUSTOM BURNED CDS	100	50		
1002	11/26/20	CAL WESTERN / PARKER	PRO NUMBER HERE	ABC123	CONSIGNEE TO RECEIVE GOODS	10002341	2000432	PRPAID/	15	PLT	X	88766 POOL CHEMICALS	1500	50	200	

There is a feature that will allow you to group the records by the heading fields. Just drag the header to the top box and all the records will be grouped by this selection. You can sort/group by any of the fields that are displayed. If you wish to sort, you can just click on the Header field and it will either sort ascending or descending order. As seen below.

Bol#	Date	Carrier	PRO	Cons ID	Consigned To	Customer Order#	Our Order#	Prepaid	Qty	UM	HM	Desc	Weight	Class	NMFC	Sub
Carrier: A & A EXPRESS																
Carrier: A & A EXPRESS 1-800-658-3549																
Carrier: A B F TRUCKING																
4197	8/9/2006			DSC C/O ACH			MIKE FINCH	COLLECT	25	CTN		FOOD PREPARATION LIQUID IT#73185	1250	50		
4197	8/9/2006			DSC C/O ACH			MIKE FINCH	COLLECT				1 PALLET	35			
Carrier: ABF FREIGHT SYSTEM INC																
8889	5/24/2010			AMAZON.COM		L3905382		COLLECT	34	CTN		FOOD PREPARATION LIQUID IT#73185	646	50		
8889	5/24/2010			AMAZON.COM		L3905382		COLLECT				1 PALLET				
Carrier: ABF FREIGHT SYSTEMS																
10768	8/15/2011			AMAZON.COM		K2088630		COLLECT	8	CTN		FOOD PREPARATION LIQUID IT#73185	224	50		
10768	8/15/2011			AMAZON.COM		K2088630		COLLECT				1 PALLET				
11024	10/20/2011			AMAZON.COM		R4429121		COLLECT	7	CTN		FOOD PREPARATION LIQUID IT#73185	201	50		
11024	10/20/2011			AMAZON.COM		R4429121		COLLECT				1 PALLET				
11209	1/16/2012			AMAZON.COM		K8992213		COLLECT	8	CTN		FOOD PREPARATION LIQUID IT#73185	225	50		
11209	1/16/2012			AMAZON.COM		K8992213		COLLECT				1 PALLET				
13254	5/16/2013			EMAIL	CASH*WA DIST. CO.	790909		COLLECT	90	CTN		FOOD PREPARATION LIQUID IT#73185	2230	50		
13254	5/16/2013			EMAIL	CASH*WA DIST. CO.	790909		COLLECT	105	CTN		FOOD PREPARATION LIQUID IT#73185	2464	50		
13254	5/16/2013			EMAIL	CASH*WA DIST. CO.	790909		COLLECT				2 PALLETS				
Carrier: ACCORD TRANSPORTATION 1-800-717-0202																
Carrier: ACCORD TRANSPORTATION 800-717-0209																
Carrier: AMCOR																
Carrier: AMERICAN INTERNATIONAL TRANSPORT																
Carrier: ASR CARGO 905-672-2323																
Carrier: AVG																
Carrier: AVG TRANSPORT 206-236-6124																
Carrier: AZ EXPRESS 818-389-8140																
Carrier: B-D-R TRANSPORT, INC.																
Carrier: BEST OVERNITE EXPRESS (626) 256-055																

There is also a feature called the filter line, where you can key in exactly what you are looking for and it will filter out the records that contain that information. You can also assign and filter using wildcards such as *90909* and it will filter out all the records that contain the specified selection in the selected field. This is shown below.

Bol#	Date	PPO	Core ID	Consigned To	Customer Order#	Our Order#	Prepaid	Qty	UM	HM	Desc	Weight	Class	NMFC	Sub
Carrier: ABF FREIGHT SYSTEMS															
13254	5/16/2013	151949064		CASH-WA DIST. CO.	790909		COLLECT	90	CTN		FOOD PREPARATION LIQUID IT#73185	2230	50		
13254	5/16/2013	151949064		CASH-WA DIST. CO.	790909		COLLECT	105	CTN		FOOD PREPARATION LIQUID IT#73185	2464	50		
13254	5/16/2013	151949064		CASH-WA DIST. CO.	790909		COLLECT				2 PALLETS				
Carrier: CUSTOM COMPANIES 1-800-352-6020															
8051	9/11/2009	CTBV30678473		GADSDEN COFFEE	090909		PREPAID	57	CTN		FOOD PREPARATION LIQUID IT#73185	1274	50		
8051	9/11/2009	CTBV30678473		GADSDEN COFFEE	090909		PREPAID				1 PALLET				

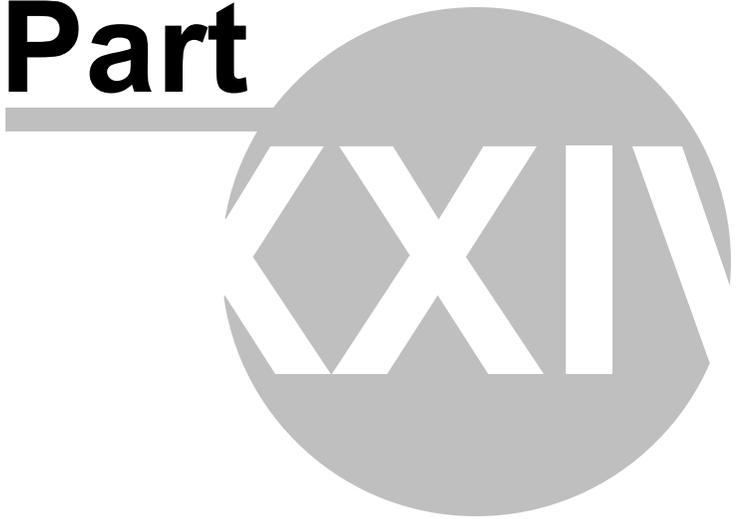
As you can clearly see, there are many different ways to display and search for information that resides in the files.

There is a View menu option that will allow you to show or not show many different options/fields so you can actually see what you are looking for.

- Shipper#
- Carrier
- Pro#
- Consignee ID
- Consignee Address
- Consignee Phone
- Deliver to Address
- Dept:
- Shipper Per:
- Prepaid
- Special Instructions:
- Route:
- BOL Message
- 3rd Party Billing
- Qty2
- UM2
- HM
- Product ID
- Description
- Weight
- Class
- NMFC
- NMFC Sub

Then of course, just double-click on a record and it will be loaded to the main screen.

Part



24 Reports

Reports

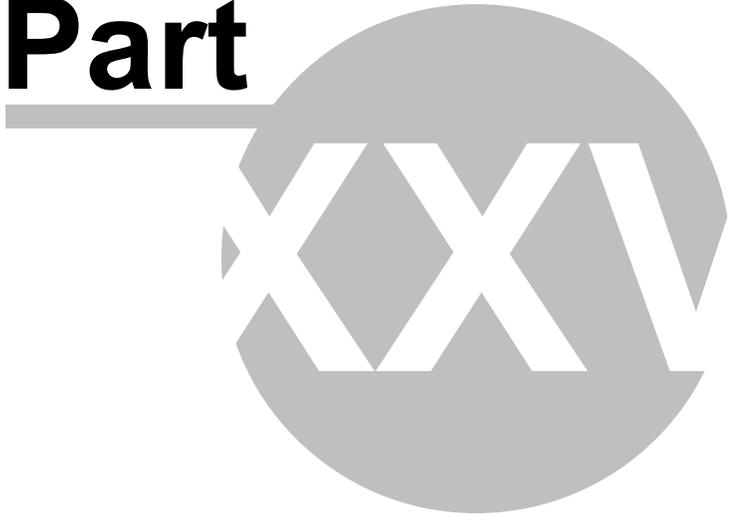
There are reports that you can run from this program. They are accessible from the Main Page, off the menu that states - Reports. The available reports from this menu are:

- [Print Shipping Labels](#)
- [Daily Manifest](#)
- [Consignee Manifest](#)
- [BOL Report](#)
- [Shipping Report](#)
- [Daily Carrier Manifest](#)
- [Daily Shipping Report](#)
- [Shipper Per Productivity Report](#)
- [Lot Shipment Report](#)
- [Product Shipment Report](#)
- [Custom Reports](#)
- [BOL Terms and Conditions](#)
- [Carrier Listing](#)
- [Consignee's/Carriers listing by Name](#)
- [Consignee's/Carriers listing by Cons ID](#)
- [Descriptions/Items listing by Desc.](#)
- [Descriptions/Items listing by Prod Id.](#)
- [Print a Blank BOL](#)
- [Batch Printing of BOL's](#)
- [Print a Blind Shipment Bill of Lading](#)

You can now print the reports or if you would like, you can now print them to an Excel spreadsheet for further processing.

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25 Daily Manifest Report

Daily Manifest Report

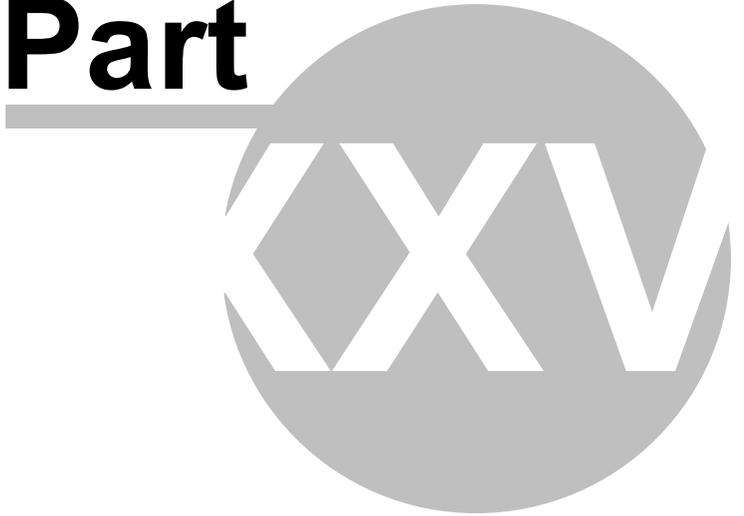
5/20/2012		THIS IS YOU THE SHIPPER			Page 1 of 1	
Daily Manifest -05/20/2012 to 05/20/2012						
BOL#	Date	Consignee	Carrier	Pro#	Total Pcs	Total Weight
1002	5/20/2012	CONSIGNEE TO RECEIVE GOODS	ROADWAY EXPRESS	PRO NUMBER HERE	20	200

The Daily Manifest report will display what was shipped today. Or, for a period of time. You will be prompted for a data range before it is printed.

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Part



26 Daily Carrier Manifest

Daily Carrier Manifest

5/20/2012

THIS IS YOU THE SHIPPER
Daily Manifest -05/20/2012 to 05/20/2012
For ROADWAY EXPRESS

Page 1 of 1

<u>Consignee/Comments</u>	<u>BOL#</u>	<u>Invoice#</u>	<u>COD</u>	<u>Terms</u>	<u>Pcs</u>
1 CONSIGNEE TO RECEIVE GOODS YOU CAN ADD AS MANY SPECIAL INSTRUCTIONS INTO THE DATABASE FOR EASY RETRIEVAL.	1002	PRO NUMBER HI			20

Drivers Signature: _____

Totals: _____ 20

Shipper:
THIS IS YOU THE SHIPPER
1234 ANY STREET
ANYWHERE, ST 12345

Carrier:
ROADWAY EXPRESS

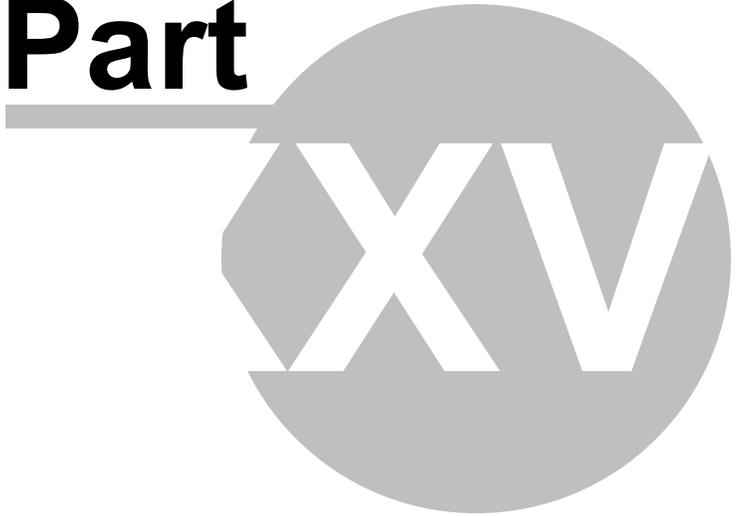
555-555-1234

The Daily Carrier Manifest report will display what was shipped today by Carrier. Or, for a period of time. You will be prompted for a data range and Carrier before it is printed.

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Part



27 Consignee Manifest Report

Consignee Manifest Report

5/20/2012		THIS IS YOU THE SHIPPER				Page 1 of 1	
Consignee Manifest 05/20/2012 to 05/20/2012							
BOL#	Date	Consignee	Carrier	Pro#	CUST. ORDER#:	Total Weight	
1002	5/20/2012	CONSIGNEE TO RECEIVE GOODS	ROADWAY EXPRESS	PRO NUMBER HERE	10002341	200	

The Consignee Manifest report will display what was shipped today by Consignee. Or, for a period of time. You will be prompted for a data range before it is printed.

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28 Shipping Reports

Shipping Report

Shipping Report 1

5/20/2012		THIS IS YOU THE SHIPPER										Page 1 of 1		
Center	SCAC	BLU#	Date	Shipper	Prod	Consignee	Address	Address2	Phone #	DEPT.	Fin. Org.	Charge	Page	Weight
ROADWAY EXPRESS	1002	5/20/2012	THIS IS YOU THE SHIPPER	PRO NUMBER HERE	CONSIGNEE TO RECEIVE GOODS	1234 ANYWHERE STREET	ANYWHERE, NC 27028	336-555-1234			PREPAID	20	200	

Shipping Report 2 - has a bit different layout of information as displayed.

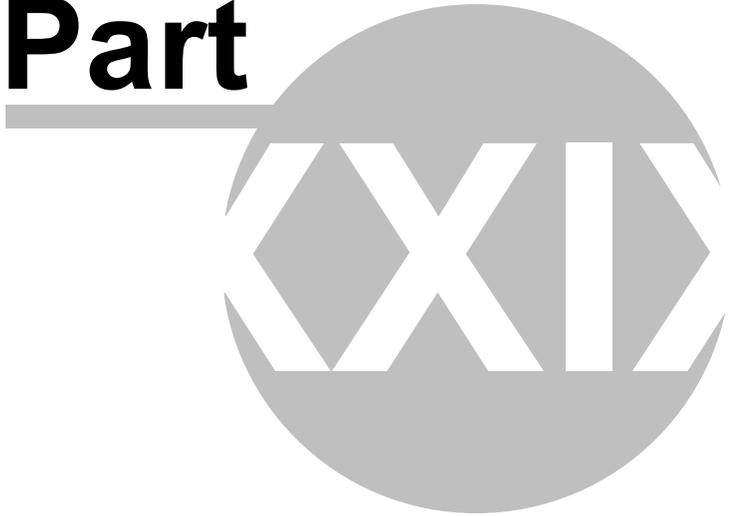
5/20/2012		THIS IS YOU THE SHIPPER										Page 1 of 1		
Report Date	Center	BLU#	OUR ORDER#	CUST. ORDER#	Date	Shipper	Prod	Consignee	Address	Address2	Fin. Org.	Charge	Page	Weight
05/20/2012 10:23:44 AM	ROADWAY EXPRESS	1002	200942	1002241	5/20/2012	THIS IS YOU THE SHIPPER	PRO NUMBER HERE	CONSIGNEE TO RECEIVE GOODS	1234 ANYWHERE STREET	ANYWHERE, NC 27028	PREPAID	20	200	

The Shipping reports will display what was shipped today. Or, for a period of time. You will be prompted for a data range before it is printed. This only prints on Legal Paper as the width of the report is too wide for letter paper.

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Part



29 BOL Report

BOL Report

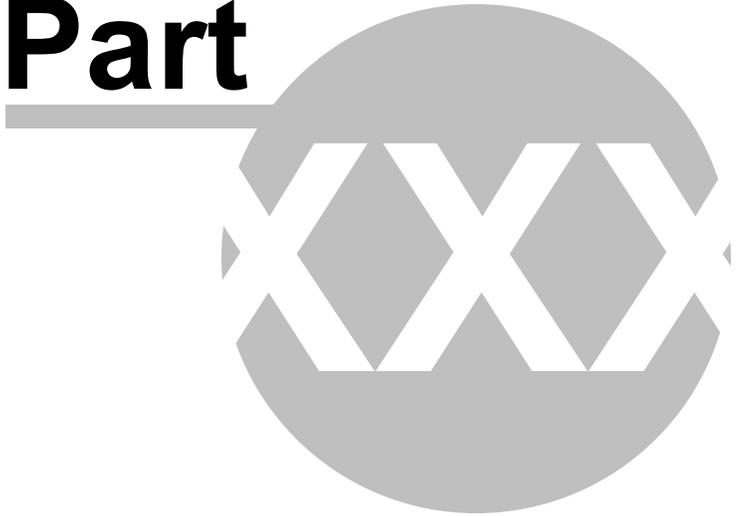
5/20/2012	THIS IS YOU THE SHIPPER				Page 1 of 1
BOL Report -05/20/2012 to 05/20/2012					
BOL#	Date	Consignee	Carrier	Pro#	CUST. ORDER#: OUR ORDER#:
1002	5/20/2012	CONSIGNEE TO RECEIVE GOODS	ROADWAY EXPRESS	PRO NUMBER HERE	10002341 2000432

The BOL report will print information about today's Bills. Or, for a period of time. You will be prompted for a data range before it is printed.

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30 Daily Shipping Log

Daily Shipping Log

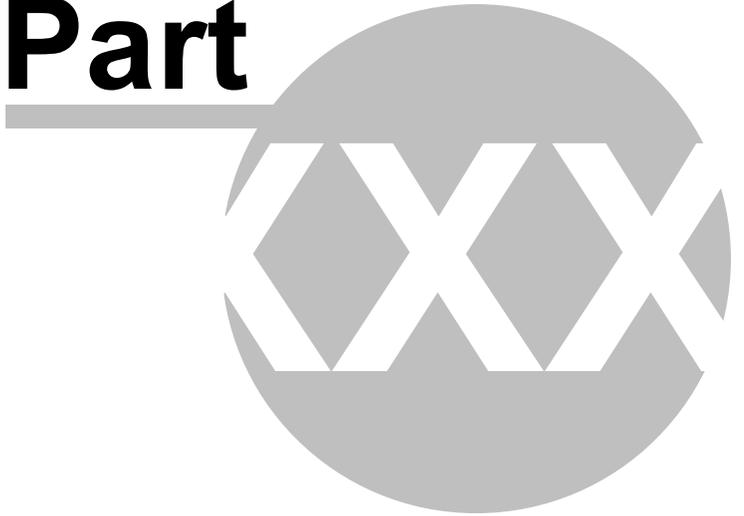
DATE 5/20/2012		THIS IS YOU THE SHIPPER							
		DAILY SHIPPING LOG 5/20/2012 to 05/20/2012							
CONSIGNEE	CUST. ORDER#:	OUR ORDER#:	CARRIER	Trailer Number:	DESCRIPTION	QTY	WEIGHT	DATE	BOL#
CONSIGNEE TO RECEIVE GOODS	10002341	2000432	ROADWAY EXPRESS		88007 CUSTOM BURNED CD'S	10	100	5/20/2012	1002
					88766 POOL CHEMICALS	10	100	5/20/2012	1002

The BOL report will print Today's Shipping Log.

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31 Shipper Per Productivity Report

Shipper Per Productivity Report

5/20/2012	THIS IS YOU THE SHIPPER				Page 1 of 1	
Shipper Per Productivity 05/20/2012 to 05/20/2012						
Shipper Per	BOL#	Date	Consignee	Carrier	Total Pcs	Total Weight
ROBERT PARKER	1002	5/20/2012	CONSIGNEE TO RECEIVE GOODS	ROADWAY EXPRESS	20	200

The Shipper Per Productivity Report will print information about the Shipper Per's Productivity.

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32 Lot Shipment Report

Lot Shipment Report

5/20/2012 Page 1 of 1

THIS IS YOU THE SHIPPER
LOT REPORT

BOL#	LOT#	ITEM CD	DESCRIPTION	QTY	DATE	CONSIGNEE
1002	200		88766 POOL CHEMICALS	10	5/20/2012	CONSIGNEE TO RECEIVE GOODS

The Lot Shipment Report will print information about the Lots that have been shipped. This will only be displayed as an option if you have the Lot# usage selection set up in the System Settings. This will give you a listing of all the shipments (BOL's) created using the selected Lot# that is entered as a selection.

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33 Product Shipment Report

Product Shipment Report

5/20/2012		THIS IS YOU THE SHIPPER PRODUCT SHIPPED REPORT			Page 1 of 1	
BOL#	ITEM CD	DESCRIPTION	QTY	DATE	CONSIGNEE	
1002		88007 CUSTOM BURNED CD'S	10	5/20/2012	CONSIGNEE TO RECEIVE GOODS	
		Totals:	10			
1002		88766 POOL CHEMICALS	10	5/20/2012	CONSIGNEE TO RECEIVE GOODS	
		Totals:	10			

The Product Shipment Report will allow you to print a report that contains what was shipped to a selected Consignee or all Consignees. There is a date selection along with a Product ID, or Product Description selection, along with a Consignee selection.

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34 Terms and Conditions

Terms and Conditions

The Terms and Conditions report will print the Terms and Conditions that are normally found on the backside of the Bill of Lading. This is the legal information pertaining to the BOL. You can automatically print this out after each Bill by changing the option in the [System Options Screen](#), or you can print it from the Reports menu.

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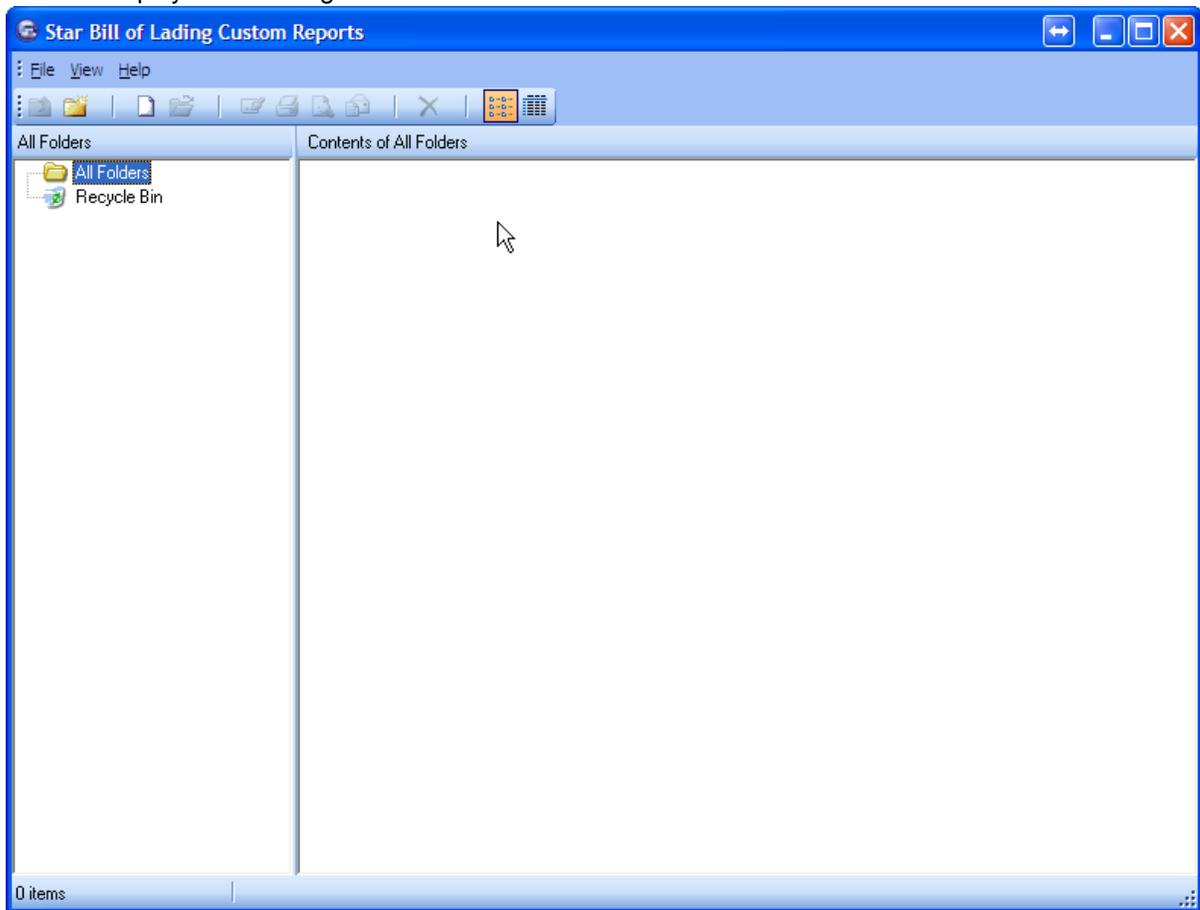
35 Custom Reports

Custom Reports

This section will explain how to use the Custom Reports section of the program. This section is available as an add in to the program. It is available via our web site at: <http://www.starbol.com>

To access this section in the program, you just need to select the Reports menu from the main screen, then select the menu options Custom Reports. Of course this menu option will only be displayed and accessible if you have purchased and installed the Custom Reports Module.

This will display the following screen.



There are multiple options you can select from this screen to start with.

The menu options at the top of the screen can be used and contain the following commands.

File Menu:

- Open
- New
- Design
- Print
- Print Preview
- Delete

Rename

Close

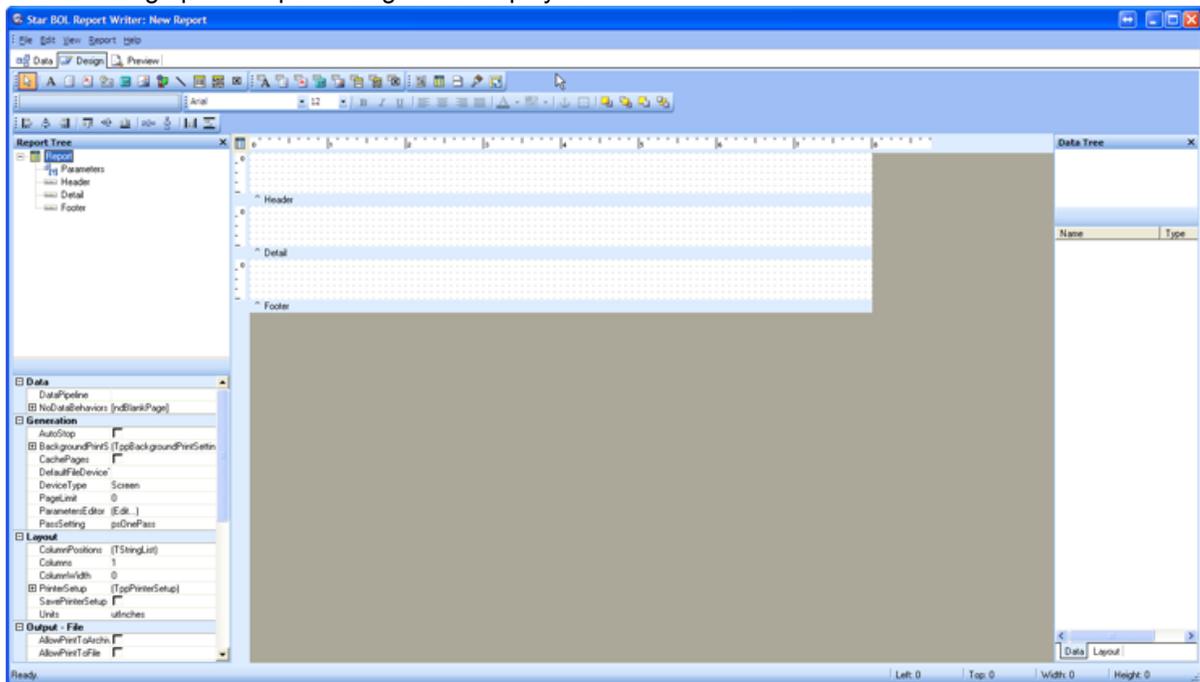
These options are used to create a new Folder, or Report and proceed from there.

You can also use the right click option on your mouse to bring up these options on the screen.

To start, just click on the File menu, then click on the New option, then select Folder. This will allow you to create a new folder in the system to store your custom reports in. You can name it anything you wish, just use something that makes sense to you.

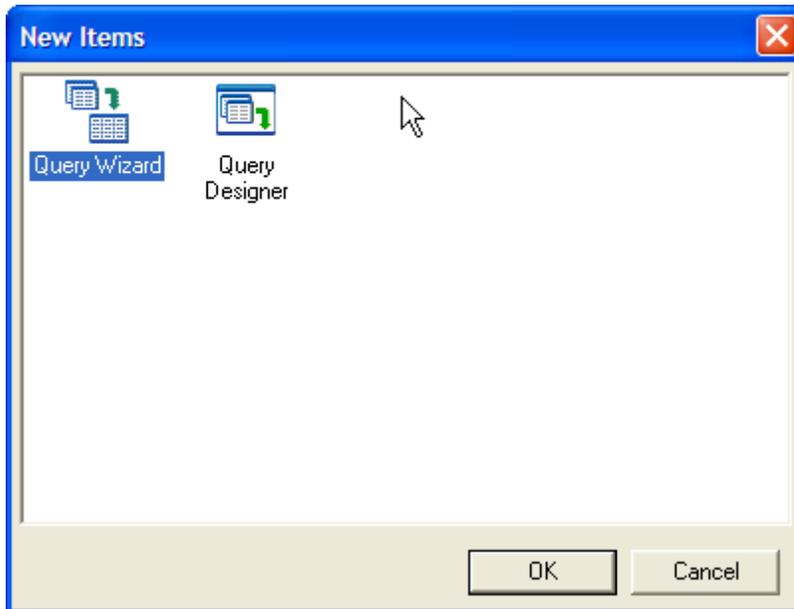
Then select that folder and click on the File menu again or right click, whichever you prefer and select New Report.

This will bring up the Report Designer as displayed.

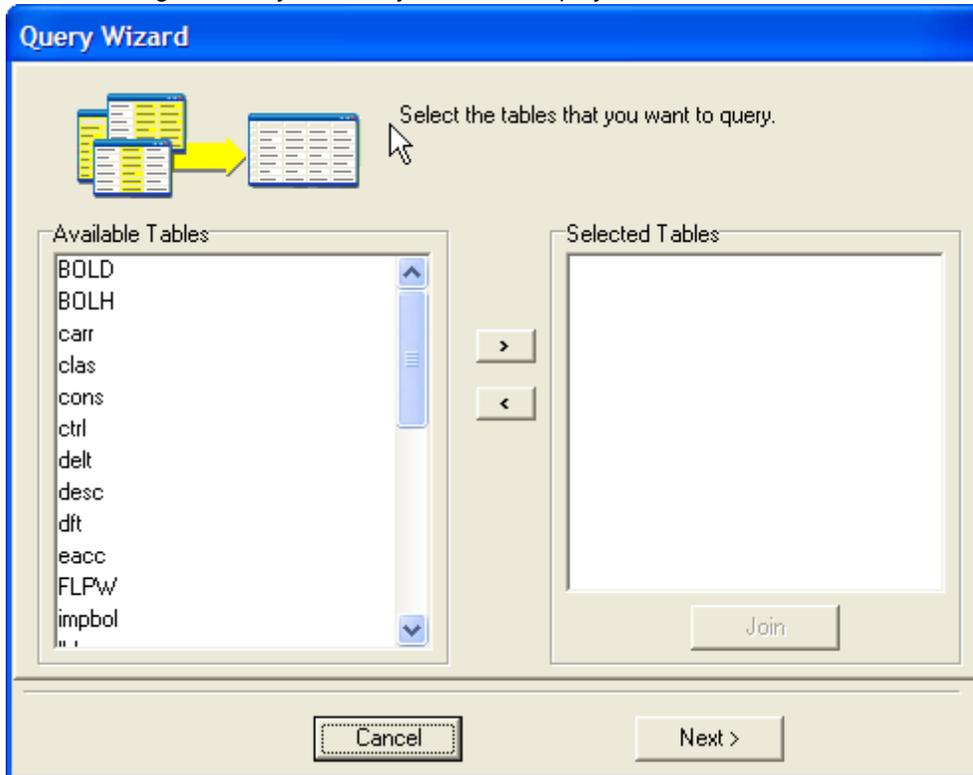


There are three tabs on the top of the screen. Data, Design, and Preview.

You begin by selecting the Data tab. This is where you would select the data that is to be used in the report. You just click on the tab for Data. You will be displayed a blank screen unless you already created the data specs. Here you would just click on the File menu, then New. This will display the New Items. Just click on the Query Wizard then click on OK, to begin the data selection process.



After selecting the Query Wizard, you will be displayed this screen to select the table to be used..



Here is a list of the available tables to be used..

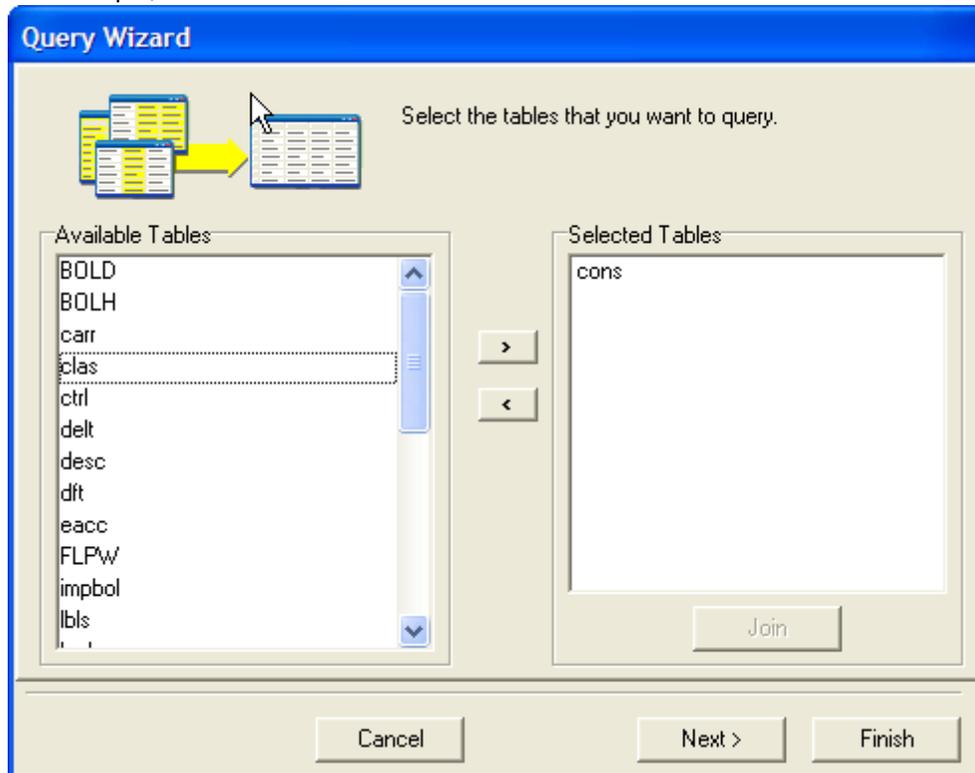
- BOLD - Bill of Lading Detail file.
- BOLH - Bill of Lading Header file.
- CARR - Carrier file
- CLAS - Classifications file
- CONS - Consignee file
- CTRL - Control/Shipper file.

DELT - Deliver to file
DESC - Descriptions/Items file

All the other files listed are really not available for reporting, but are in the database and should not mean anything to the end user.

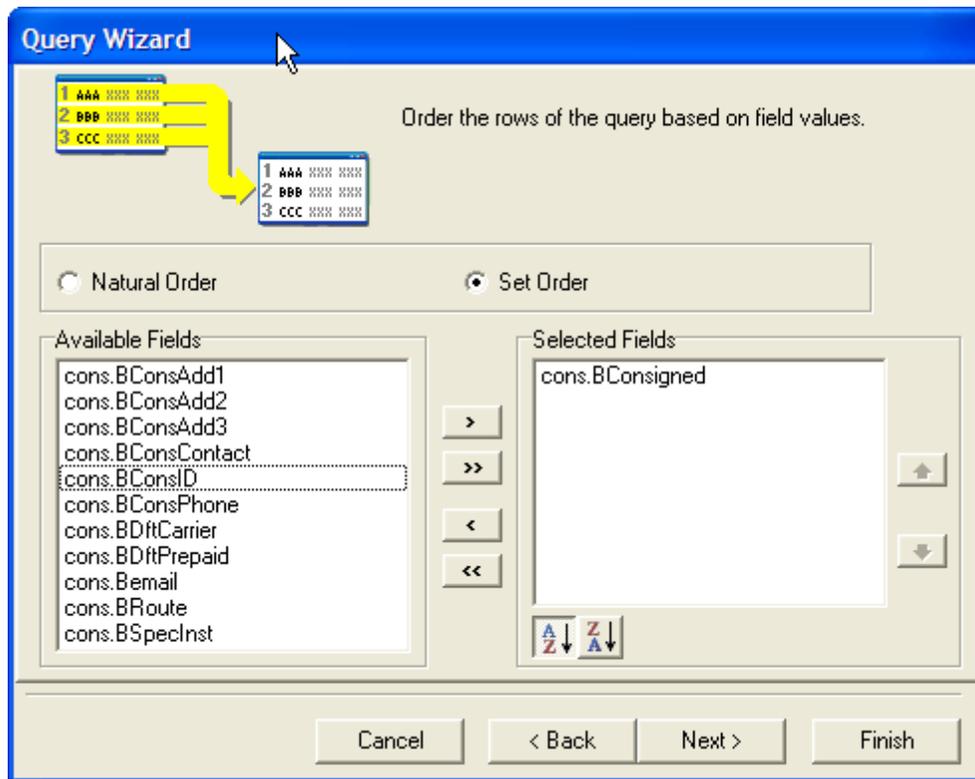
To select a file, just dbl-click on it or highlight it and click on the > arrow button to load into the selected tables section.

For example, select the CONS file.



Then click on the Next button.

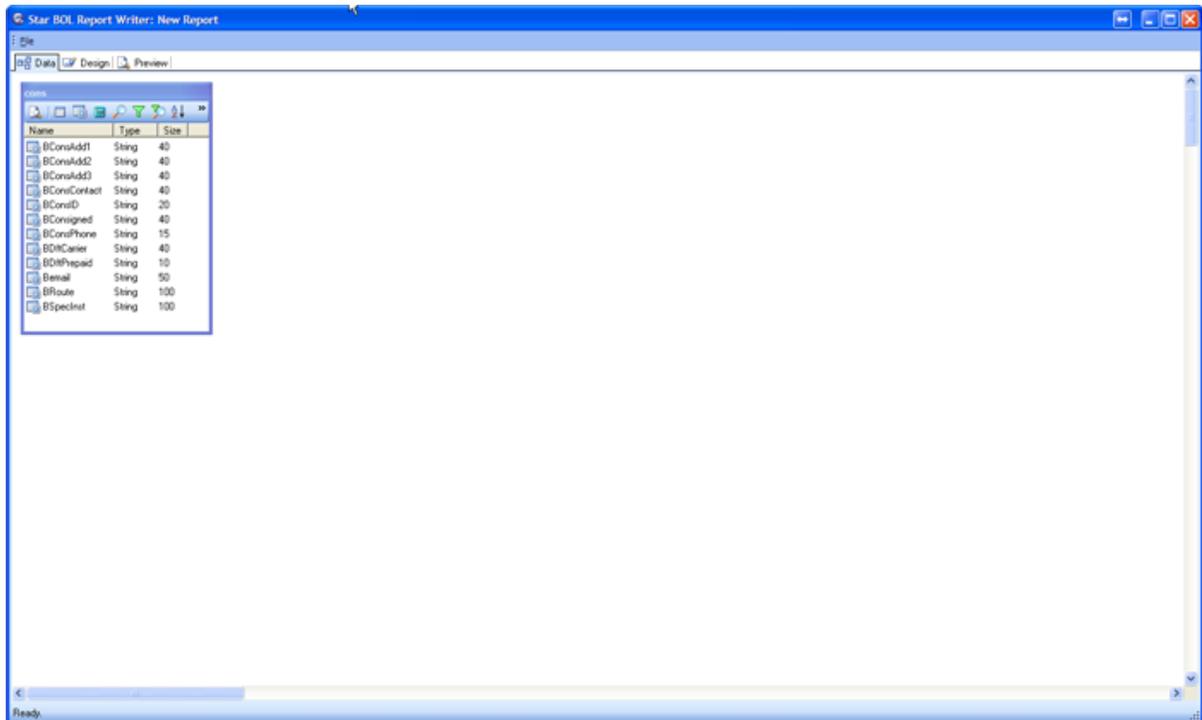
There are other options to allow for customizing things, but you can just continue until you get to the Order screen. This will allow you to select the order the file will be presented or sorted. Just click on the Set Order and select a field such as the Consignee Name and click Continue.



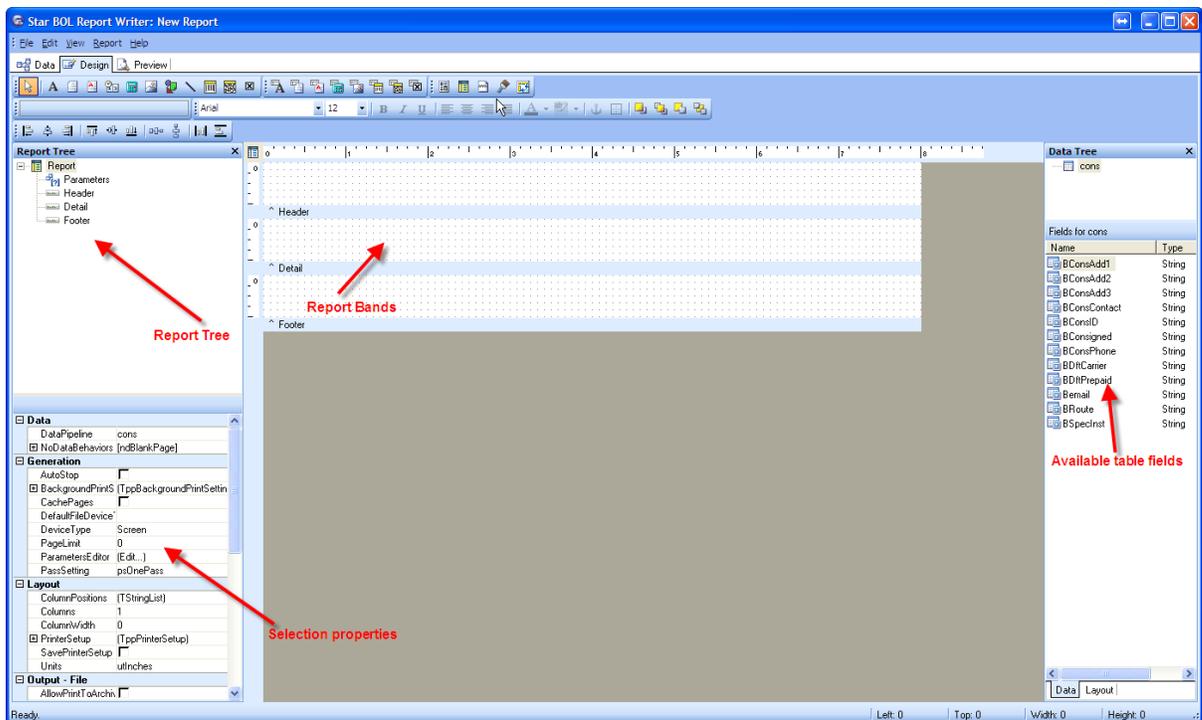
You will then be displayed the finished screen. Just click the Finish button.



You will be brought back to the Designer screen.

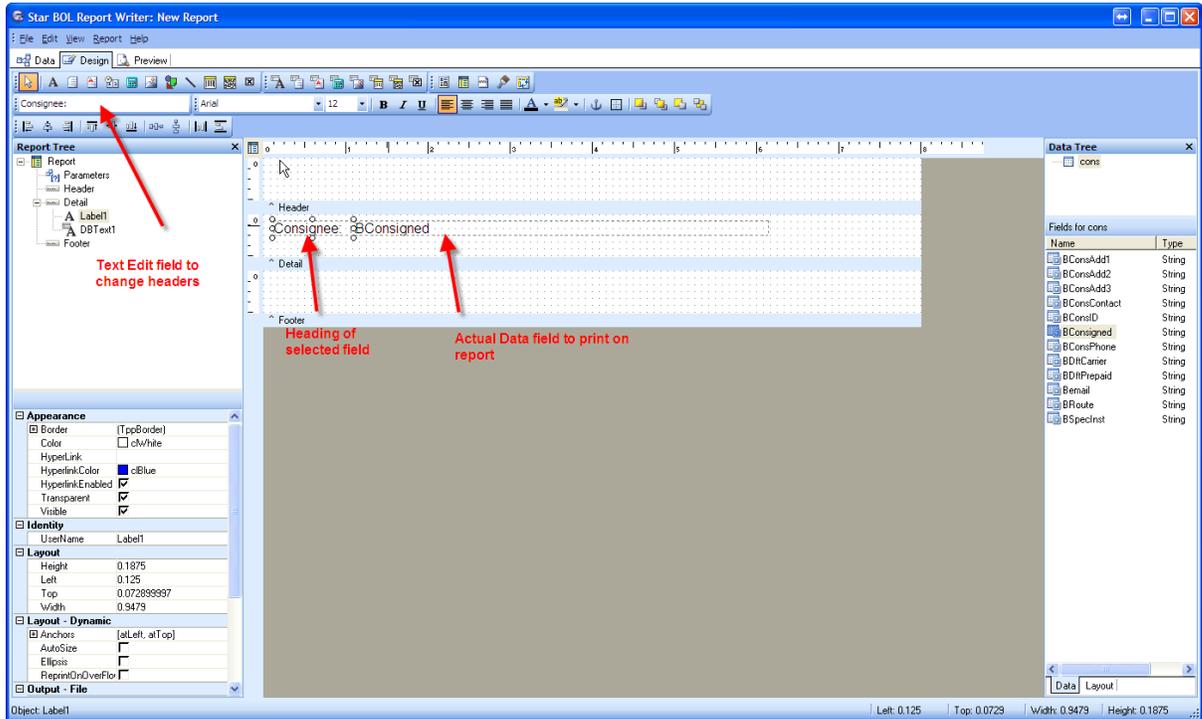


You have now selected a table to be used in creating the report.
From here just click on the Design Tab and you will be displayed the report designer.

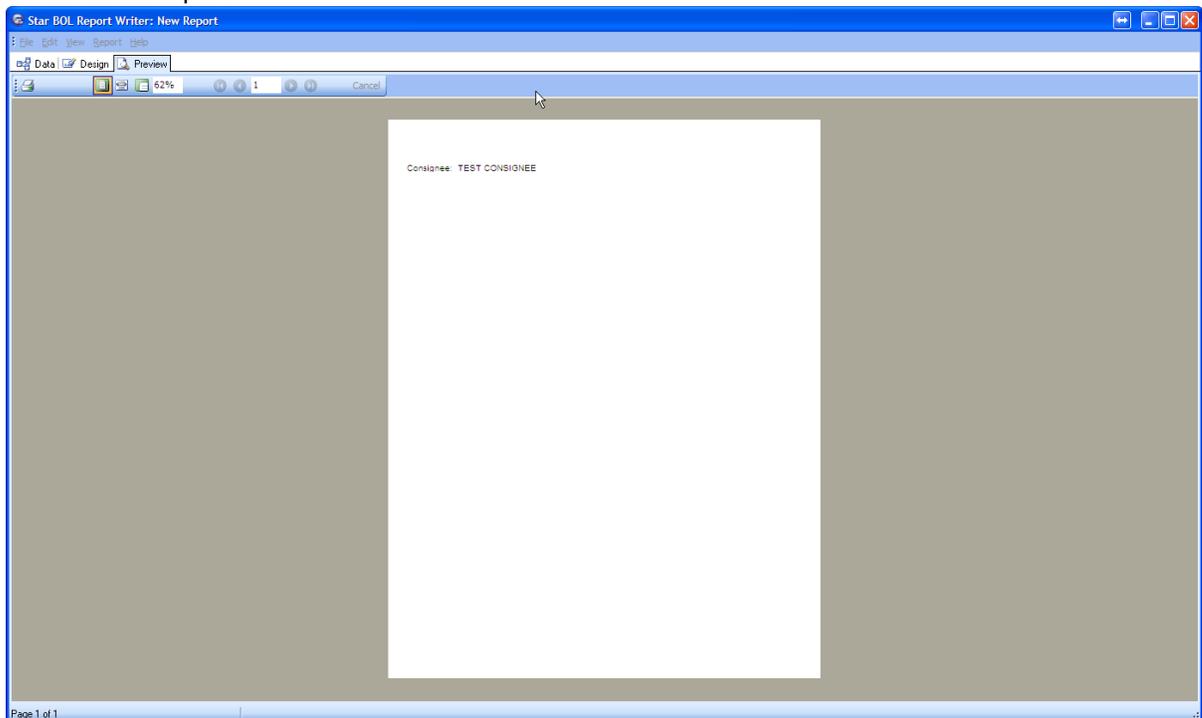


You have different areas that you can perform functions with.
Report Tree - This shows the different sections of the report
Report Bands - This shows the different bands in creating the report layout.
Selection Properties - This shows the available properties for the selected item.
Available Table Fields - These are the available table fields to place on the report.

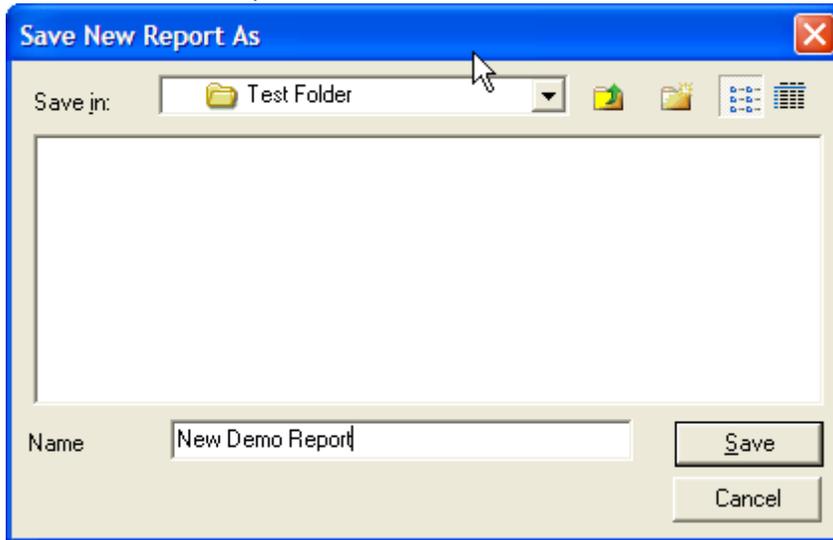
You can select a table field and place or drag right from the Available Table fields. When you select a field and drag it to the Detail band, it will automatically select the field to be printed along with a header or text field to describe it. You can change the header field or just delete it if not needed by selecting it and pressing the delete key. To change it just change the text in the text selection field as shown.



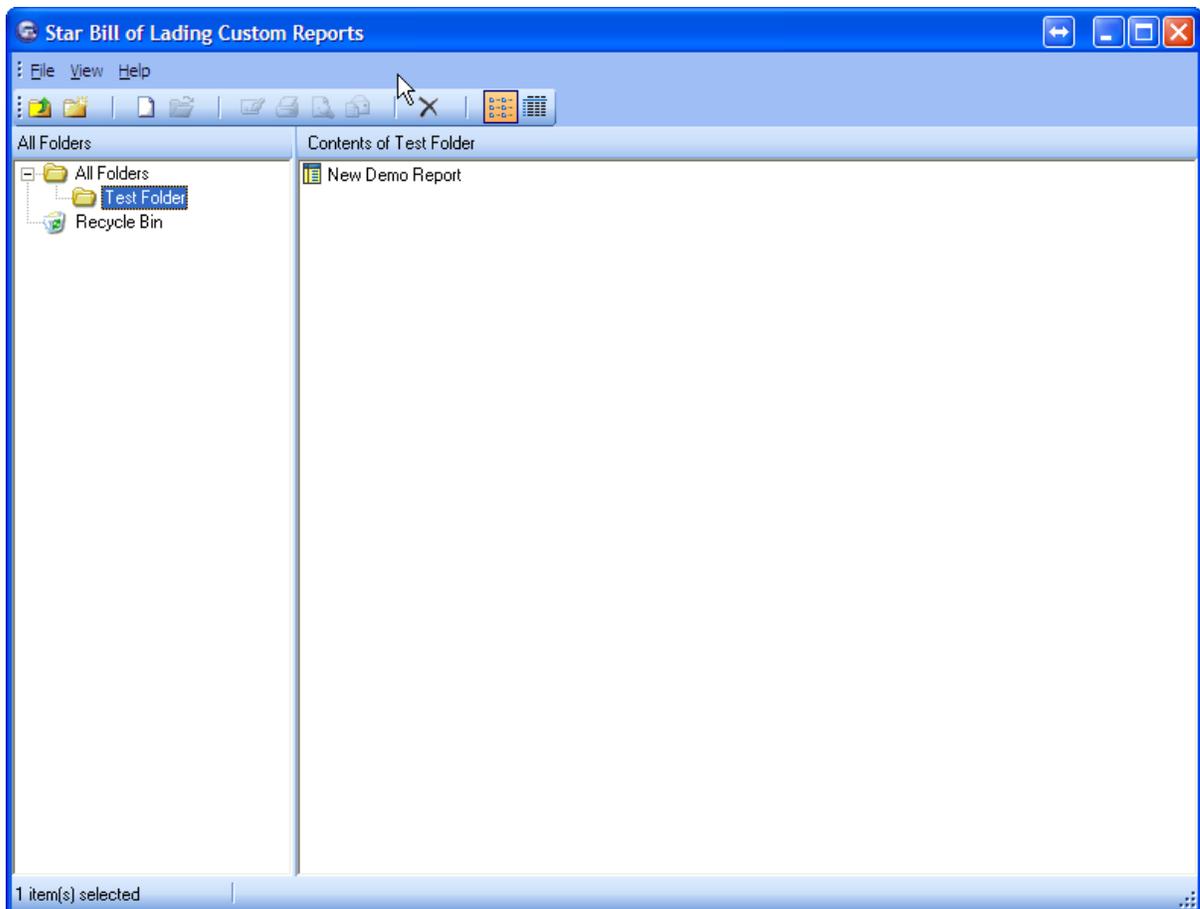
After adding fields and whatever you wish to change, you can click on the Preview button to see the results of the report.



If all is well, then just click on the File menu on the Design Tab and select Save. This will prompt you for a name to save the report as.



After you save it, just close the Design screen and it will be displayed on the Report Explorer screen.



You have created your first report.

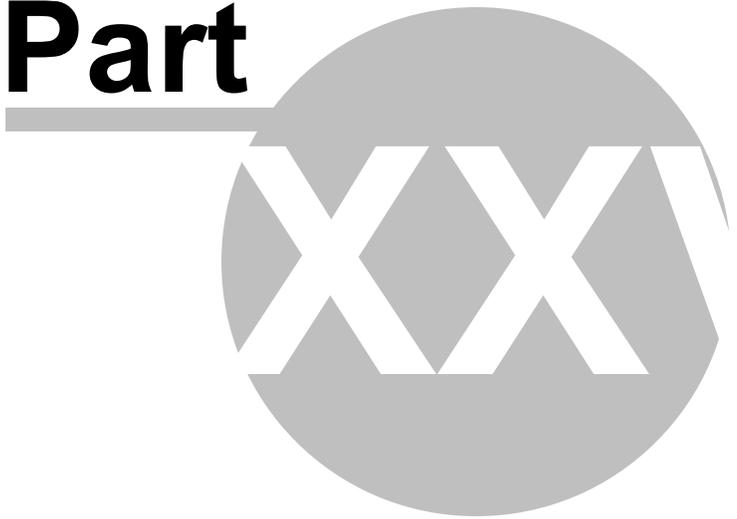
You can select the report again and either print it, preview, go back again and edit it, delete it, etc.

You can create as many reports as you wish and organize them in the Report Explorer.

Here is a list of the [file layouts](#) used with this software.

For more details, on usage, just contact our help desk located at <http://help.starre.com>

Part



36 Shipping Label Processing

Shipping Label Processing

This area is used to describe the process for printing Shipping Labels. This system has been setup so that you can automatically print 4 different types of shipping labels. You can either print them to a Laser printer or to a Bar code type printer.

The included shipping labels are as follows:

Laser Printer labels:

- Avery type 5168 labels: 4 to a page
- Avery type 5163 labels: 10 to a page
- Avery type 5164 labels: 6 to a page
- Avery type 5165 labels: 1 to a page - 11" x 8 1/2"
- Avery type 5526 labels: 2 to a page

Bar Code Type Printer Labels:

- 6" x 4" labels
- 3" x 4" labels

Custom Labels:

- Print 10 to a page.
- 3x5 Dot Matrix Feed Style

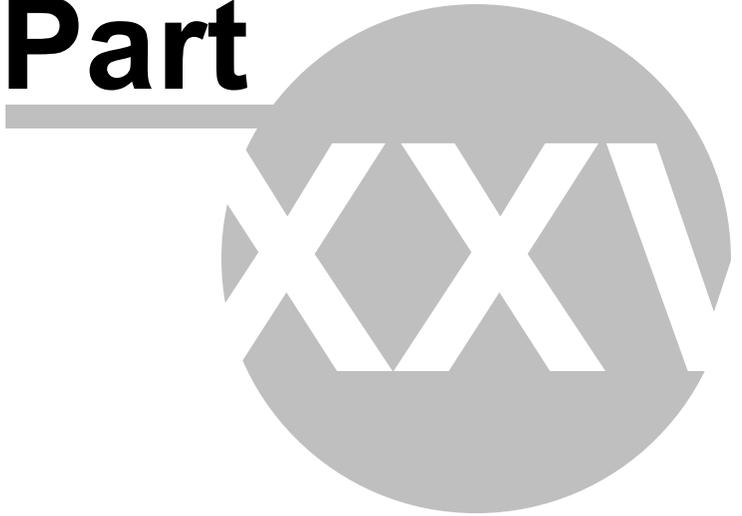
To select which type of labels you wish to print to, just click on the Setup Menu option on the main screen, then click on System/Shipper Setup Properties. or you can just press the F4 (Function 4) key.

From this screen, just click on the Label Printer & Type field, there is a drop down box to the right, just click on the box. This is a drop down field which will display each of the different Label types as described above.

To actually print the labels, all you need to do is after you have completed the Bill of Lading entry, you can either press the F9 (Function 9) key, or click on the Reports Menu option, then click on Print Shipping Labels. You will be prompted to enter the number of labels you wish to print. This number that you select is the actual number of labels that will be printed, not the number of sheets. If you are using the Avery type 5168 labels, then you will be able to print 4 per page. If you select 5 labels, then it will need 2 sheets to print the 5 labels. If you select 1, then it will print 1 label on the top left portion of the label page. If you only use one label, then on your next label print you can re-use the same sheet for the other 3, just load the label form in upside down, so it can have access to the other 3 labels. We are working on adding the function that will allow you to select which label to print to, but it has not been completed as of yet.

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Part



37 Carriers Listing

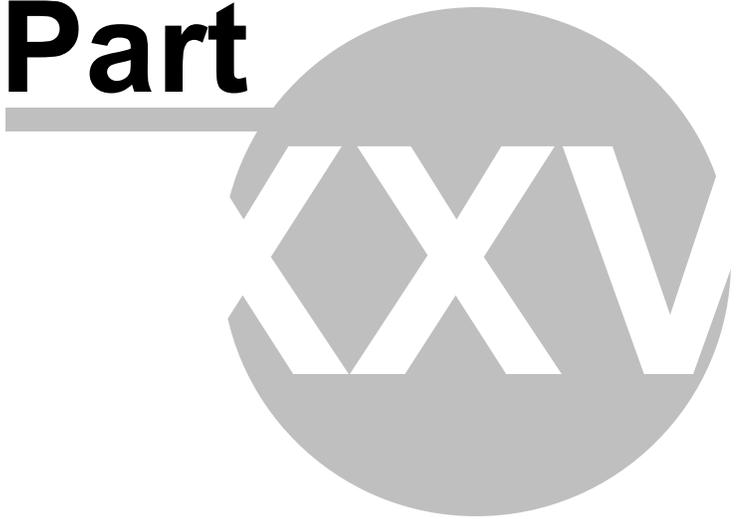
Carriers Listing

The Carriers Listing will print out all the information that resides in the Carriers file.

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Part



38 Consignee's/Customers Listing by Name

Consignee's/Customers Listing by Name

The Consignee's/Customers Listing by Name will print out all the information that resides in the Consignee file by Name.

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Part

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39 Consignee's/Customers Listing by Cons ID

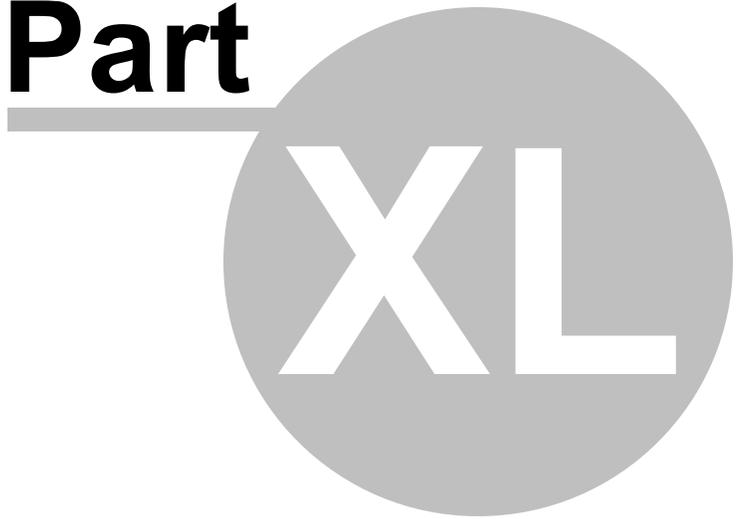
Consignee's/Customers Listing by Cons ID

The Consignee's/Customers Listing by Cons ID will print out all the information that resides in the Consignee file by Cons ID.

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Part



40 Descriptions/Items Listing by Desc

Descriptions/Items Listing by Desc

The Descriptions/Items Listing by Desc will print out all the information that resides in the Description/Items file by Desc.

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Part

XLI

41 Descriptions/Items Listing by Prod Id.

Descriptions/Items Listing by Prod Id.

The Descriptions/Items Listing by Prod Id. will print out all the information that resides in the Description/Items file by Prod Id.

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Part



42 Print a Blank BOL

Print a Blank BOL

If you would like to print a blank Bill of Lading that contains no information on it other than your Shipper information on it, just select this option from the Reports Menu.

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Part



43 Print a Blind Shipment Bill of Lading

Print a Blind Shipment Bill of Lading

If you would like to print a Blind Shipment Bill of Lading, just process a print as described in the normal [BOL print](#). When you reach the Select the Number of BOL Sheets Needed screen, you need to click on the Menu option, File, then Select a Blind Shipment Bill of Lading to print. This will cause the bill to print, but will not list any Shipper information.

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Part



44 Batch Printing of BOL's

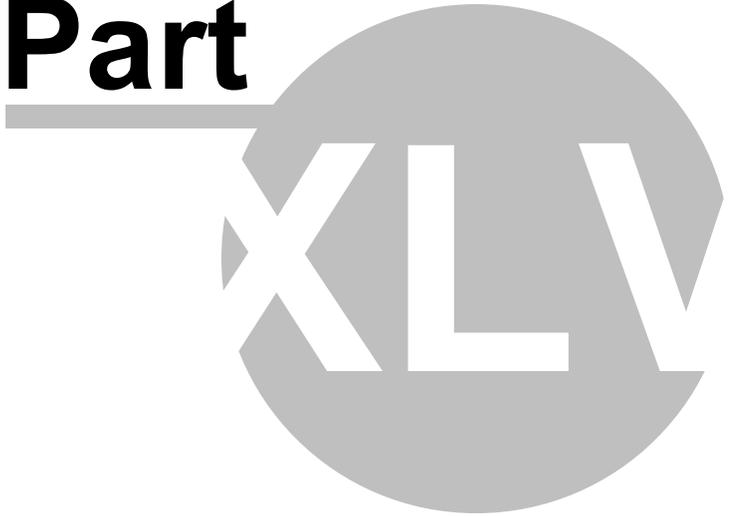
Batch Printing of BOL's

Bill of Ladings can be batch printed if you choose to do so. There are two different ways to schedule the BOL's to be batch printed. After creating a bill, you have an option button displayed at the bottom of the screen that will allow you to schedule the displayed bill to be batch printed. This will mark the bill as Batched. After processing all bills for batch printing, you can print the bills. To print the actual bills that are marked as Batched, click on the Main menu, File, then Batch Processing, Print Batched BOL's. This will take you to the normal Print screen to select the number of copies. Just click on Batch Print. This will cause the system to print all the bills that were marked for Batch Printing.

If you do not want to mark each BOL as you enter them, you can select them after you are done via the Batch Selection Screen. To get to this screen, just click on the Main menu, File, then Batch Processing, BOL Batch Selections. This will display a screen showing all the bills that have not been printed yet. You can select all or select individual bills listed for batch printing. After selecting the bills by clicking on the Check Box next to the displayed bill, you can close the screen and they are marked for batch printing. Then follow the instructions to print the batch.

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Part



45 Program Setup Screen

Program Setup Screen/Shipper Maintenance

The screenshot shows a software window titled "Control Setup/Shipper Selection". At the top, there is a menu bar with "File", "Edit", and "Help". Below the menu bar is a table with three columns: "Shipper Name", "Address", and "Ship#". The table contains the following data:

Shipper Name	Address	Ship#
THIS IS YOU THE SHIPPER	1234 ANY STREET	2
SHIPPER NUMBER 3		3
SHIPPER NUMBER 4		4

Below the table is a detailed form for editing a shipper's information. The form includes the following fields and options:

- Shipper:** THIS IS YOU THE SHIPPER
- Address:** 1234 ANY STREET, ANYWHERE, ST 12345
- Phone/Fax:** 555-555-1234
- E-mail:** youremail@yourshippername.com
- Emer. Contact:** Emergency Contact, Emergency #: 336-555-1234
- Dft. Carrier:** OLD DOMINION, Registered Company: ...
- Dft. Route:** THIS DFT ROUTE IF USED IS AUTO LOADED TO EVERY BOL, ...
- Dft. Special Inst:** YOU CAN ADD AS MANY SPECIAL INSTRUCTIONS INTO THE DATABASE FOR EASY RETRIEVAL, ...
- Dft. BOL Msg:** THIS DFT BOL MSG IS AUTO LOADED TO EVERY BOL CREATED.
- Dft. Message:** This DFT message is placed on every BOL printed.
- Modifiable BOL#:**
- Dft. Declared Value:** [] Per: LBS
- Last BOL#:** 1000 # of Copies: 3 Label Printer & Type: Laser 5168
- Dft. Prepaid /Coll/3rd:** PREPAID
- Copy 1 Caption:** Original - Not Negotia
- Copy 4 Cap:** Memorandum
- Printed Weight Desc:** LBS
- Copy 2 Caption:** Shipper Copy
- Copy 5 Cap:** Copy 2
- Default Bill-To Address:** []
- Copy 3 Caption:** File Copy
- Copy 6 Cap:** Copy 3
- Default Section 7 Signature Name:** []
- Logo:** [] Right Click on Logo area to Load or Delete a Logo
- Shipper #:** 2 **Shipper # Do Not Change!**
- Default Shipper:**

At the bottom of the form, there are navigation buttons (back, forward, home, etc.), a "Setup Options" button, and a "Close" button.

This is used to enter your Company information. Make sure you enter all the information on this page. Otherwise your BOL Forms will not print correctly.

The fields that are included in this screen are as follows:

Shipper:

This is the name of the Shipper who is processing the shipments.

Address:

Shippers permanent address lines 1,2,3.

Phone/Fax

Phone number and Fax number of the Shipper. These fields are optional. They are printed on the BOL on the bottom left hand corner of the form only if entered.

E-mail address

This is an optional field that will print on the bottom left hand corner of the BOL if entered.

Dft Shipper Per

This is an optional field that will load into the BOL if entered.

Emer. Contact/24 Hour Number

This is the Emergency Contact Name. Here you would put in the name or company that is responsible if there is an emergency during the shipment. This is mainly used for the transportation of Hazardous material and is required for this type of shipment. If using the Canadian Option, it will display 24 Hour Number for the heading as this is what is used for the Canadian bills.

Emergency #

Emergency Phone number. This is where you enter the Emergency Phone number that is to be called in case of an Emergency situation. This is mainly used for the transportation of Hazardous material and is required for this type of shipment.

DOT Haz Reg No.

This is a default value for the Shipper, and will be loaded to all New BOL's if Entered.

Dft. Message

If you enter a description here, it will print on every Bill of Lading.

Modifiable BOL#.

This check field is used to change the way the system handles the creation of the Bill of Lading numbers. If you check this field, then each Bill that is created, you will be prompted to enter a BOL number. Each one of these must be unique for each shipper in the system. If you are using the system wide BOL number option then this number must be unique for the system. If it is unchecked, then the system will automatically create the BOL numbers for each shipper. If you are using the system wide BOL number option, then this number will be will be automatically created for the system sequentially.

Dft. Declared Value

This is the default declared value for the items being shipped. (ex. 2.00 - for \$2.00 per)

Per

This is the default declared value per for the items being shipped (ex. LBS)

This is where you need to figure out a few things.

Last BOL#

This field is used to display and keep track of the Bill of Lading numbers. For system setup you can enter any number to start with. This number will change with each BOL created. Do not change this after initial setup unless necessary.

of Copies

This is the default number of copies of the Bill of Lading that will print on each print command. This can be between 1 and 6.

Label Printer & Type

The type of shipping labels and printer that is used to print them. Here is a short description of the different labels used in this program.

Laser Printer labels:

- Avery type 5168 labels: 4 to a page
- Avery type 5164 labels: 6 to a page
- Avery type 5165 labels: 10 to a page
- Avery type 5165 labels: 1 to a page - 11" x 8 1/2"
- Avery type 5526 labels: 2 to a page

Bar Code Type Printer Labels:

6" x 4" labels

For more information about processing the Shipping Labels see the [Shipping Label Processing](#).

Dft. Prepaid/Coll.3rd

This is the system default that defines new BOL's as whether they are to be set up as Prepaid, Collect of 3rd Party billing options. This can be changed on each BOL, as this is only a default. You can also setup each Consignee/Customer with their own default setting which will override this setting when you select the Consignee during entry of the BOL.

Printed Weight Description

This field is used to select the Printed Weight Description on the Bills. You have an option of either LBS, KG or Blank.

Default Bill to Address Button.

This is an optional field that will allow you to enter a default Bill to Name and Address. This will print on each BOL if entered. This is very useful if all of your bills are 3rd Party or if you require payment to be sent to a different address.

Default Section 7 Signature Name.

This is an optional field that if filled in will Auto Sign the Section 7 Signature section of the BOL with the Name you enter into this field.

Copy 1 Caption

This is the caption that is printed on the top of the Bill of Lading - this will print on Copy 1

Copy 2 Caption

This is the caption that is printed on the top of the Bill of Lading - this will print on Copy 2

Copy 3 Caption

This is the caption that is printed on the top of the Bill of Lading - this will print on Copy 3

Copy 4 Caption

This is the caption that is printed on the top of the Bill of Lading - this will print on Copy 4

Copy 5 Caption

This is the caption that is printed on the top of the Bill of Lading - this will print on Copy 5

Copy 6 Caption

This is the caption that is printed on the top of the Bill of Lading - this will print on Copy 6

Printed Weight Desc

This is the caption that is printed on the Bill of Lading that will describe the Weights Descriptions - It can be LBS, KG or blank.

Default Bill-To Address Button

This button when pressed will display a screen that will allow you to enter a default Bill-To address that will be loaded onto each bill during creation. This can be used if all your bills are to be sent to a third party processor or a different address than the shipper.

Logo

This is the shipper logo that can be used if you desire one. This will print on each BOL on the right side of the BOL next to the Shipper information. You can load a logo into the system by using your mouse. Just right click on the logo area, you will be displayed a menu. To load a logo, just click on Load. This will prompt you to load a logo file. You can use any Bitmap file and it will be saved into the system for the selected shipper and will print on all BOL's for this shipper. If you would like to delete a logo, just follow the same selection, but select delete instead of load.

Shipper #

Each Shipper that is entered into the system needs to be assigned a shipper number. This is an alphanumeric field that can contain just about any code. The system is setup and installed with 10 predefined shipper records, they range from 01 - 10. These do not need to be changed unless you feel it necessary. If you create a new record, you will have to key in a code for each one you create. You will be prompted if you forget to enter a code.

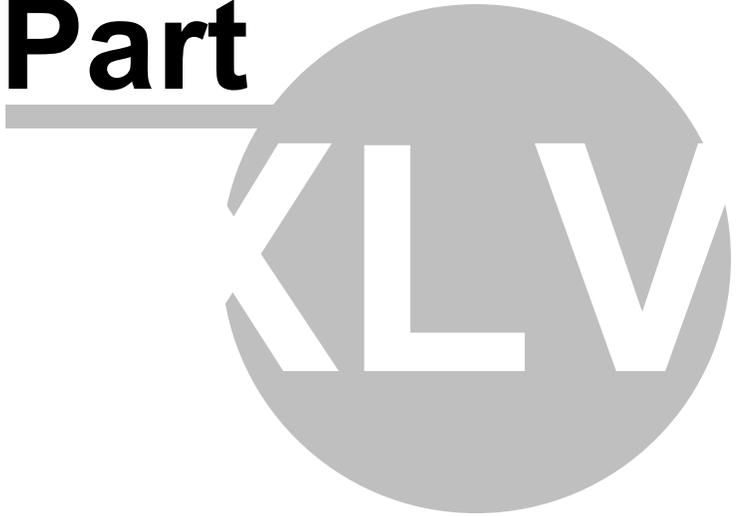
Default Shipper

This check mark field is used to select the Default Shipper you want to display when entering the BOL system. You have to make sure that if you use this field, that no other Shippers already have it selected. Just click on it to select and be sure to check the other shippers in the system so they do not have it checked also.

Setup Options button. This button should also be clicked on to setup other options when you first install. For more information about this just check out the [Custom Options Setup Screen](#)

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Part



46 Change/Select Shipper Screen

Change/Select Shipper Screen

This screen is the same as the Program Setup and is used to select a different shipper (you) and create BOL for that shipper.

To select a different shipper that has been loaded into the system, simply just Double Click on it, as the screen will close and the selected shipper will be loaded.

If you have multiple shippers that need to be in the system. Just select an open record in the grid above and fill in the detailed data for that shipper. If, you have more than the 10 default ones, just click on the + sign in the navigator to create more. But you will have to be sure to add a Shipper Number to the record, or it will not allow you to continue.

Each time you select a different shipper, the corresponding screens will only display the records for that shipper.

Also, after you exit the system the default shipper will be re-selected for your workstation.

You can also select the shippers from the Main Screen. Just click on the Shipper Name field on the top right hand corner of the screen. This will drop down a box listing all of you defined shippers. Just click on one of them and you can start shipping using that shipper.

Here is a copy of the screen shots of the Shipper Screen. The first one is the normal default layout.

Control Setup/Shipper Selection

File Edit Help

Shipper Name	Address	Ship#
THIS IS YOU THE SHIPPER	1234 ANY STREET	1
		2
		3

Shipper: THIS IS YOU THE SHIPPER

Address: 1234 ANY STREET
ANYWHERE, ST 12345

Phone/Fax: 555-555-1234

E-mail: youremail@yourshippername.com

Emer. Contact: Emergency Contact Emergency #: 336-555-1234

Dft. Carrier: OLD DOMINION Registered Company:

Dft. Route: THIS DFT ROUTE IF USED IS AUTO LOADED TO EVERY BOL.

Dft. Special Inst: YOU CAN ADD AS MANY SPECIAL INSTRUCTIONS INTO THE DATABASE FOR EASY RETRIEVAL. ...

Dft. BOL Msg: THIS DFT BOL MSG IS AUTO LOADED TO EVERY BOL CREATED.

Dft. Message: This Dft message is placed on every BOL printed.

Modifiable BOL#: Dft. Declared Value: Per: LBS

Last BOL#: 1002 # of Copies: 3 Label Printer & Type: Laser 5168 Dft. Prepaid /Coll/3rd: PREPAID

Copy 1 Caption: Original - Not Negotia Copy 4 Cap: Memorandum Printed Weight Desc: LBS

Copy 2 Caption: Shipper Copy Copy 5 Cap: Copy 2 Default Bill-To Address:

Copy 3 Caption: File Copy Copy 6 Cap: Copy 3 Default Section 7 Signature Name:

Logo: Right Click on Logo area to Load or Delete a Logo 1 **Shipper # Do Not Change!**

Default Shipper:

Setup Options Close

Here is a copy of the Shipper screen with the Filter Bar selected. This allows you to select out or Filter your Shippers by keying in a Filter into one or more of the Filter fields. To activate this option, select the Edit menu, then Turn On/Off Filter Row on Grid. This makes it much easier to select the Shipper if you have many Shippers in the system. You can also use a Wildcard of * to select out partial names, like *tar* in the Shipper name to select Starre, or just Star* will perform the same filter. To remove the filtering entries at anytime just press the Esc key to remove all filters or there is a menu option under the Edit menu called Clear Filter.

Shipper Name	Address	Ship#
STARRE ENTERPRISES, INC.	1234 ANY STREET	1

Shipper: STARRE ENTERPRISES, INC.
Address: 1234 ANY STREET
ANYWHERE, ST 12345
Phone/Fax: 555-555-1234
E-mail: shipping@starre.com
Emer. Contact: STARRE ENTERPRISES, INC. Emergency #: 336-499-1601
Dft. Carrier: PERFORMANCE FREIGHT SYSTEMS, INC. Registered Company: STARRE ENTERPRISES, INC.
Dft. Route:
Dft. Special Inst:
Dft. BOL Msg:
Dft. Message:
Modifiable BOL#: Dft. Declared Value: Per: LBS
Last BOL#: 13403 # of Copies: 1 Label Printer & Type: 4x3 Therna Dft. Prepaid / Coll/3rd: PREPAID
Copy 1 Caption: Original - Not Negotia Copy 4 Cap: Memorandum Printed Weight Desc: LBS
Copy 2 Caption: Shipper Copy Copy 5 Cap: Copy 2 Default Bill-To Address:
Copy 3 Caption: File Copy Copy 6 Cap: Copy 3 Default Section 7 Signature Name:
Logo: Right Click on Logo area to Load or Delete a Logo Shipper #: 1 Shipper # Do Not Change!
 Default Shipper:
Setup Options Close

Here is a copy of the Shipper screen with the Grid Expanded (F4). Pressing the F4 key or selecting the menu option under the Edit menu - Expand/Shrink Grid Display will expand or Shrink the list of Shippers that you can see on the Grid. This again is used for easier selection if you have multiple Shippers in the system.

Control Setup/Shipper Selection

File Edit Help

Shipper Name	Address	Ship#
Click here to define a filter		
STARRE ENTERPRISES, INC.	1234 ANY STREET	1
SHIPPER NUMBER 2		2
SHIPPER NUMBER 3		3
SHIPPER NUMBER 4		4
SHIPPER NUMBER 5		5
SHIPPER NUMBER 6		6
SHIPPER NUMBER 7		7
SHIPPER NUMBER 8		8
SHIPPER NUMBER 9		9
SHIPPER NUMBER 10		10

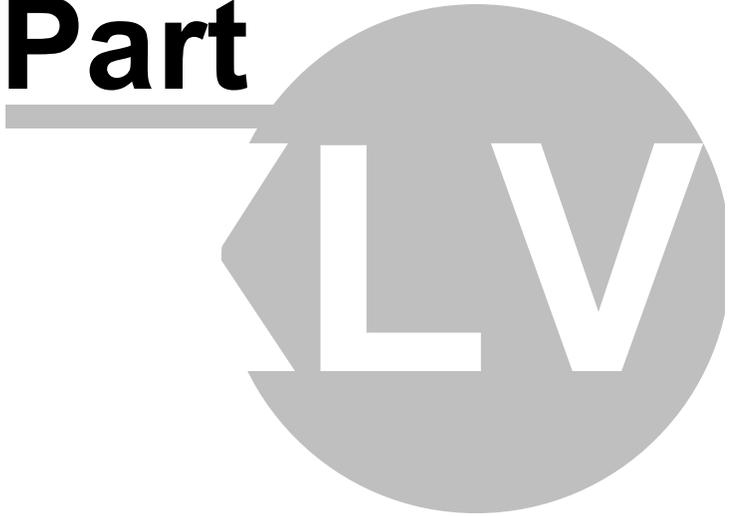
Navigation icons: Home, Left, Right, Stop, Add, Up, Checkmark

Buttons: Setup Options, Close



[Back to Main Help](#)

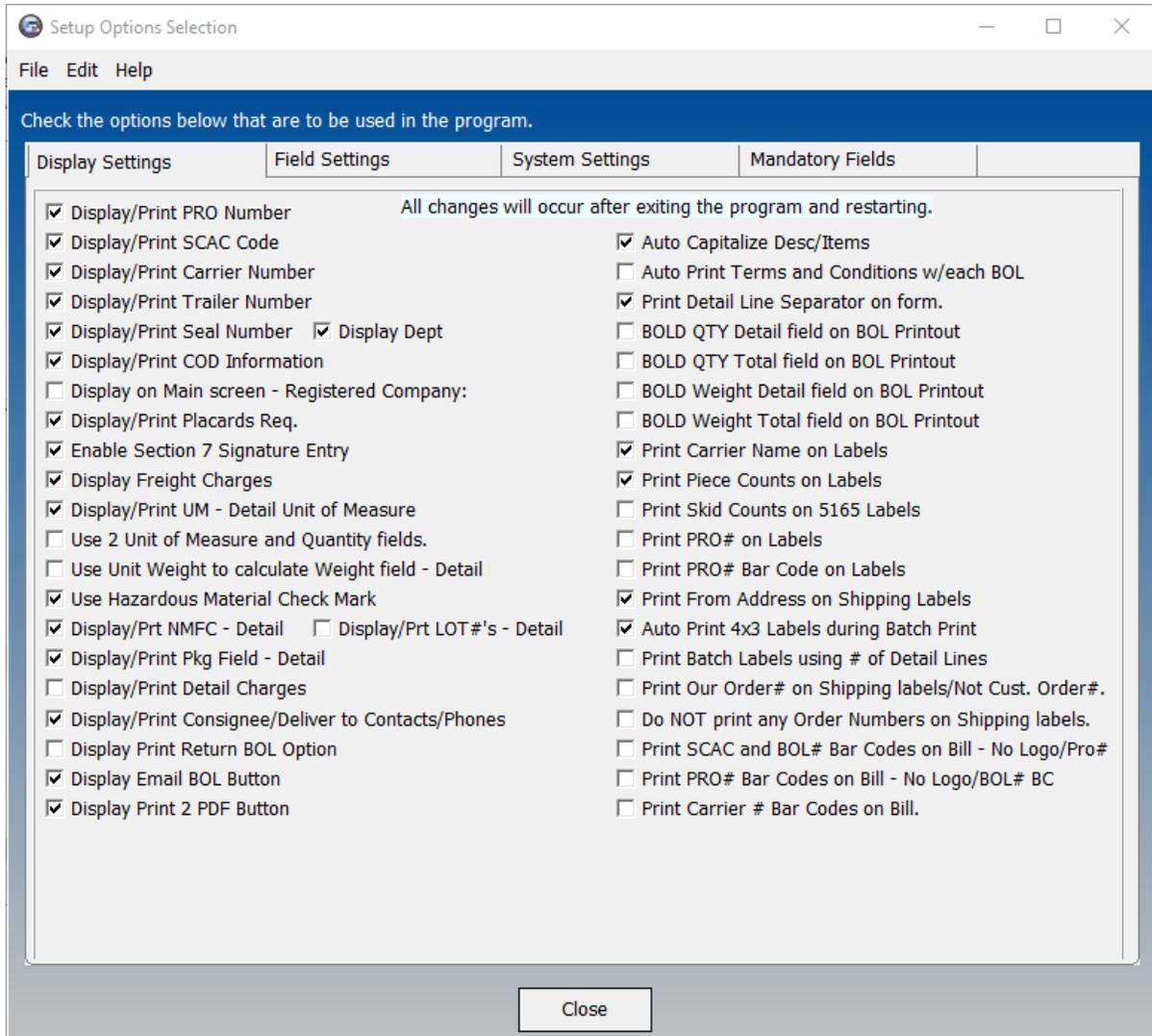
Part



47 Custom Options Setup Screen

Custom Options Setup

There are 4 display tabs on this screen for different settings in the program. They are: Display Settings, Field Settings, System Settings, and Mandatory Fields. Below you will find information about each of these different tabs.



Display Settings:

This screen allows you to remove or display certain fields on the main screen. Helpful if you never use these fields. You can also change the number that prints as the BOL#. This is useful if you do not want to use the system generated number as you BOL#. All of these options can be changed, which will allow for a more customized version of the software. They also will not be displayed on the BOL printout.

Here is a list of the optional fields that can be displayed or turned off.

PRO#
SCAC Code
Carrier Number
Trailer Number
Seal Number
COD Information
US DOT Reg Number
Placards Required
Enable Section 7 Signature Entry
Freight Charges
UM - Detail Unit of Measure
Use 2 Unit of Measure and Quantity fields
NMFC Codes
LOT #'s
Total Quantity - Detail (for HazMat) - Also a custom field if you choose.
Detail Charges
Consignee/Deliver to Contacts/Phones

Display Print Return BOL Option - If you wish to be able to create Return BOL's that you would send to your Consignee to be used as a Return BOL turn this option on. It will display a Return BOL option on the main screen to allow you to print the entered BOL as a Return BOL. This will reverse the printing of the Shipper and Consignee fields on the printed BOL to be used as a Return BOL for the Consignee to ship materials back to the original shipper.

Display Email BOL Button - If you do not wish to email a bol file, then un-check this option and the button will not be displayed during the printing process.

Display Print 2 PDF Button - If you do not wish to print to a PDF file, then un-check this option and the button will not be displayed during the printing process. You can still print to PDF by selecting the menu option during a print.

Auto Capitalize Desc/Items - This allows you to turn on or off the Capitalization of the Description of Articles/Items descriptions.

Auto Print Terms and Conditions - This will automatically print the Terms and Conditions report after each BOL is printed.

Print Detail Line Separator with each BOL - This will print a line in between each detail line items. This can be turned on or off.

BOLD QTY Detail field on BOL Printout. - This will turn the BOLD characteristic for the Detail QTY field on during printing of the bills.

BOLD QTY Total field on BOL Printout. - This will turn the BOLD characteristic for the Total QTY field on during printing of the bills.

BOLD WEIGHT Detail field on BOL Printout. - This will turn the BOLD characteristic for the Detail WEIGHT field on during printing of the bills.

BOLD WEIGHT Total field on BOL Printout. - This will turn the BOLD characteristic for the Total WEIGHT field on during printing of the bills.

Display Skid Counts on 5165 Labels - This will allow the printing of Skid counts when printing to the 5165 labels.

Use Product ID on Search instead of Description - This option will allow you to search by Product ID instead of Description during the search function while entering the detail line items of the BOL. This should only be checked if you are using the Product ID field in the Description/Items file.

Use Consignee ID on Search instead of Cons Name. This option will allow you to search by Consignee ID instead of the Consignee's Name during the search function while entering a BOL. This should only be checked if you are using the Consignee ID in the Consignee file.

Reverse the standard printing of Consignee and Deliver to addresses on BOL form. - This option will reverse the printing locations for the Consignee and Deliver to address on the form. This had caused an issue with a few Carriers as they were sending bills to the wrong recipient.

Display Carrier Name on Shipping labels - On certain shipping labels, it will display the Carrier's name on the label.

Display Piece Counts on Shipping labels - On certain shipping labels, it will display the label piece counts. (ie - 1 of 4) ect.

Display Skid Counts on 5165 Shipping labels - On certain shipping labels, it will display the Skid Counts on the label.

Print PRO# on Labels - On certain shipping labels, it will print the PRO# on the label.

Print PRO# Bar Code on Labels - On certain shipping labels, it will print the PRO# in bar code format on the label. This also prints the human readable text with the bar code. This option supersedes the Print PRO# on Labels selection as it replaces this with the bar code.

Print From Address on Shipping Labels. - on certain labels you can remove or display the From Address. Mainly used is you have custom printed labels.

If using 4x6 or 4x3 thermal printer labels you can auto batch print them based on if you batch print the BOL's. There is a selection to choose how many labels will print for each BOL, either number of detail lines or number of the total quantity of pieces on the BOL.

Do NOT Print any Order Numbers on Shipping Labels - If selected, no order numbers will be printed on the shipping labels.

Print SCAC and BOL# Bar Codes on Bill - This will print the barcodes on the Bill for the SCAC and BOL#'s, but will remove the logo if you are using one.

Print Carrier Number Bar Codes on Bill. - Selecting this option will add a bar code to the printed bill that represents the Carrier number. This will print at the top of the bill above the Carrier number.

Custom Field Names / Printed Form Labels			
User field:	Displayed Values	Printed Form Values	Use Database Lookup
User 1 field:	Customer Order#:	CUST. ORDER#:	<input checked="" type="checkbox"/>
User 2 field:	Our Order#:	OUR ORDER#:	<input checked="" type="checkbox"/>
User 3 field:	Shipper Per:	PER:	<input checked="" type="checkbox"/>
User 4 field:	Carrier #:	Carrier #:	<input checked="" type="checkbox"/>
User 5 field:	Trailer#:	Trailer Number:	<input checked="" type="checkbox"/>
User 6 field:	Seal#:	Seal Number:	<input checked="" type="checkbox"/>
User 7 field:	Dept:	DEPT:	<input checked="" type="checkbox"/>
User 8 field:	Registered Company:	REGISTERED COMPANY:	<input checked="" type="checkbox"/>
User 9 field:	Route:	ROUTE:	<input checked="" type="checkbox"/>
User 10 field:	Special Instructions:	SPECIAL INSTRUCTIONS:	

Consignee Headings:

Deliver to Headings:

Above Desc. Articles:

User 11 Detail Field: Total Qty

Printed BOL Prefix:

Close

Field Settings:

Custom Fields Names/Printed Form labels - This area is used to customize some of the fields used in this program. You can change the way each of these fields are named and displayed on the screens along with the printed BOL. This saves many modifications that were requested, so we passed the process to the user. You can reset them back to the defaults by clicking on the Edit menu, the click on the Reset feature.

Setup Options Selection

File Edit Help

Check the options below that are to be used in the program.

Display Settings Field Settings **System Settings** Mandatory Fields

Special System wide settings:

Use Pre-Printed Forms - Dot-Matrix: No Use Letter Size paper.

Use Blank Forms - Dot-Matrix: No

Remove Box Shading - InkJet: No

Create BOL# using System Wide #: No Print BOL# on the form: Yes

Printed BOL# will be from: 1 - BOL# (Default)

Disable BOL Delete function.

Disable the Printed BOL lock.

Use Product ID on Search instead of Description

Use Product ID's in Bill Entry and Printing

Use Consignee ID on Search instead of Cons Name

Reverse the standard printing of Consignee and Deliver to addresses on BOL form.

Use MAPI email instead of BOL system default? Use Outlook Mail? Use SSL Auth to send emails.

Loop twice on Email Command Use Outlook 365 Mail Client

Allow Sales Order file import and selection/load.

Unlock Link between Deliver To's and Consignee Display Deliver To, if Different fields.

Add Quoted Amt and Handling Charges to program. Do not include "PLT" UM in Total Pcs column.

Canadian Dangerous Goods Usage Use Consignor Certification SOR/2014-152 Sec. 3.61.

Use Password Security for Users Print Standard Anti-Diversion Clause.

Turn On/Off the Bubble Hints.

Use System Inactivity Shutdown

Automatically Check for Software Updates

Use Backup Feature on Exit.

Automatically Backup on Exit.

Close

System Settings:

Special System Wide Settings.

Use Pre-Printed Forms - Dot-Matrix - This feature will change the printout of the Bill of Lading to format it to a pre-printed 3+ part form. This form is available by contacting Starre Enterprises at the number on our web site - www.starbol.com

Use Letter Size paper. If this option is checked, then the program will use Letter Sized paper (8 1/2" x 11"). If this is unchecked, then it will use Legal Sized paper (8 1/2" x 14).

Use Blank Forms - Dot-Matrix - This feature will allow you to print your BOL's to a Dot-Matrix printer on Blank Form Paper. Basically the printout is identical to our Laser printout, except there is no shaded boxes to be printed.

Also, you can change the printed BOL# on the form to display either the BOL#, Our Order Number, Customer Order number, or the Carrier number. If you do use the Carrier # option, be sure to allow for this field to be displayed. Default is BOL#.

Create BOL# using System Wide# - This feature will change the way BOL numbers are created. Normally, they are created by each shipper. This makes all the BOL's to created to use one set of numbers and not by shipper.

Print BOL# on the form - Default is Yes, if you select No, then the BOL# will not print on the printed bill. This would only be set to No if you are using pre-printed BOL forms.

Disable BOL Delete function - if this is checked then you will not be able to Delete any Bills in the system.

Allow User Level Status to Reset Printed BOL Status - If this is checked, then a User level login can Reset a Printed BOL status to allow for changing a bill that is already printed.

Disable the Printed BOL lock - if this is checked they the Printed BOL lock will be removed.

Use Product ID's in Bill Entry and Printing. This feature will allow you to key in the Product ID's on the bills and it will also print on the Bills.

Use Consignee ID on Search instead of Cons Name.

Reverse the standard printing of Consignee and Deliver to addresses on the BOL form.

Use MAPI email instead of BOL system default. - selecting this option will call your default email system to send the BOL's. This is used on systems that cannot use our default email system because of restrictions placed by the ISP. This way you can send the BOL's via your email system such as Outlook Express and use your email address book.

Use Outlook Mail - Selecting this option will tell the system to insert a prefix of "smtp:" in front of the email address when calling the email program. This is used in the case that Outlook 2010 or other versions need this to resolve the email names. Only used if you are running Outlook Mail program and the emails are not actually being sent. This is an issue only with Outlook 2010 that we know of.

Use SSL Auth to send emails - Selecting this option will cause the program to use SSL Authentication with your ISP/Email provider like Office365 and Gmail. This is only used when using the internal email system and not calling out to your own email client.

Loop twice on Email Command. This option is used in the instance that the MAPI email is not called correctly as on some systems, this is needed to properly run the email call.

Use Outlook 365 Mail Client. This option will allow you to send the emails out using Outlook 365 client. It will send email directly to the Outlook send box and will actually send the email during the Outlook send process. Must have the MAPI selection selected to enable this option. Also, if using Outlook 365 64bit client, you must register the 64 bit Com server selection under the Help menu.

Allow Sales Order file import and selection/load. - selecting this option will allow you to import a sales file into the system that contains sales information such as the Customer info, ect. This will be accessible using either the F6 key or the menu option - Edit, Load Sales Order. This option is currently under development, but is active if you want to use it to access and load Customer information when creating a BOL. For more information about this option, you can contact our Web Support Help Desk.

Unlock Link between Deliver To's and Consignees.

Display Deliver To, if Different fields. This option is used to turn on/off the Deliver to fields on the main

screen. If you never use these fields, you can turn them off here.

Add Quoted Amt and Handling Charges to program. This option will display on the main BOL screen two fields for Quoted Amounts and Handling Charges. These fields do not print on the BOL, they are there for internal usage only.

Do NOT include "PLT" UM in Total Pcs column. This option if checked will not include any items that have a UM of PLT in the total pieces column on the bill. If unchecked, it will. This is used for the purpose of not including Pallets in the total pieces calculations.

Canadian Dangerous Goods Usage - selecting this option will change the defaults from Hazardous Materials to Dangerous Goods.

Use Consignor's Certification SOR/2014-152 Sec. 3.61. - Selecting this option will print the Consignor's Certification statement on the bill instead of the Shipper Certification statement.

Print Standard Anti-Diversion Clause - Selecting this option will print the Standard Anti-Diversion Clause on the printed BOL. This will not print if using pre-printed forms.

Use Password Security for Users. - selecting this option will all you to setup a Users file to define 3 levels of security to access the program. This will cause the program to display a log in when the program is run. The three levels of security are Administrator, User, and View only. More information can be found in the [Maintain Users](#) file.

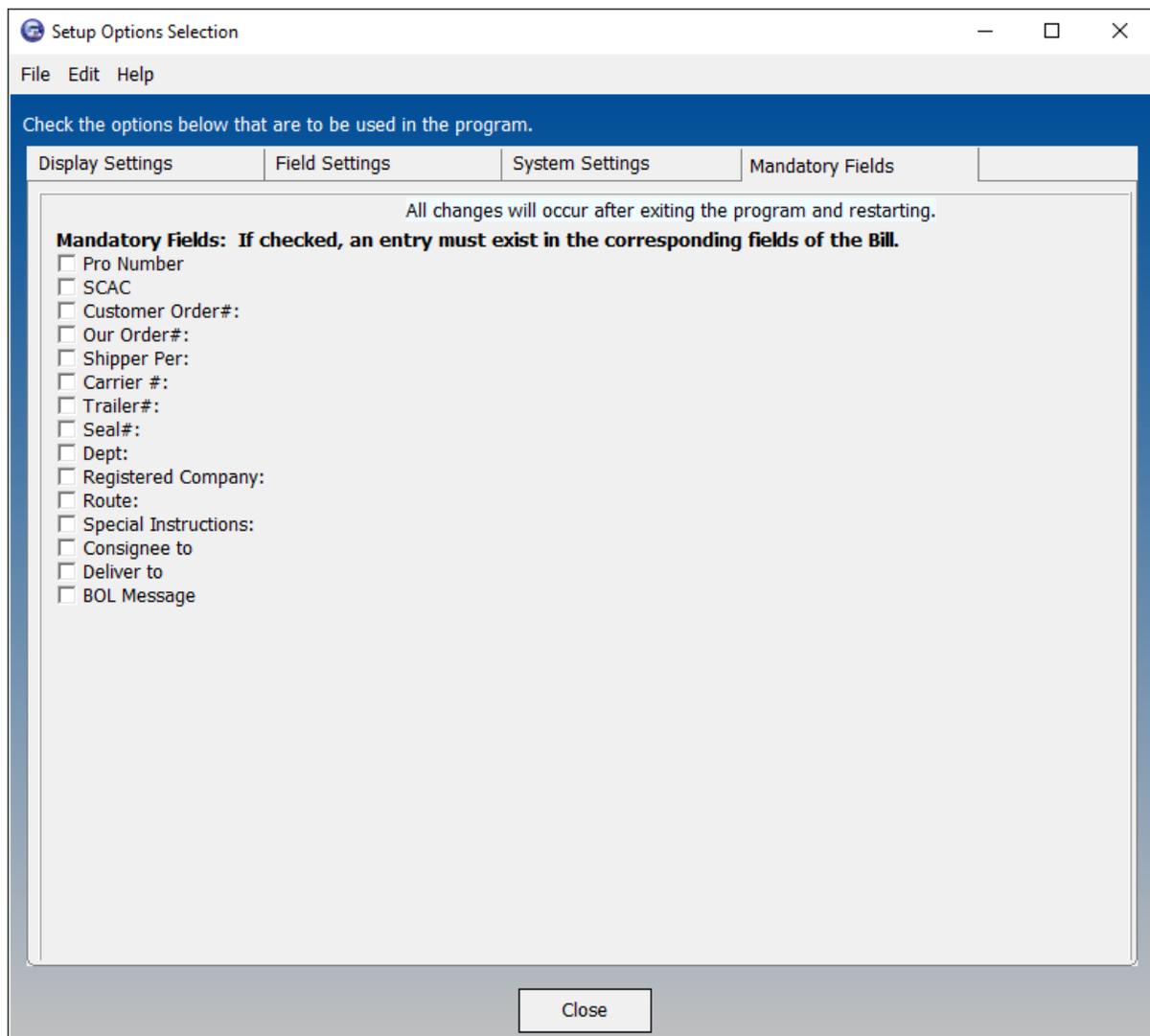
Turn On/Office Bubble Hints - This is used to turn on/off the Bubble Hints when you move your mouse over selected areas that will display hints to their usage.

Use System Inactivity Shutdown - This option will shut down the software application after 3 hours of inactivity.

Automatically Check for Software Updates - This option when checked will check for updates when you run the software. If unchecked, you can manually check for updates under the Help menu on the main screen.

Use Backup feature on Exit. This option when selected will prompt you to run a backup when you exit the software. This is only available in the Single User Edition.

Automatically Backup on Exit. This option when selected along with the Use Backup feature on Exit, will automatically run the backup without prompting you to do so. It will prompt you once for the location of the backups and will create a backup using the format of bolfiles(today's date).zip This way you will have a backup of any of the days that the software was run with any changes or additions for that day. If you run the software multiple times per day, it will backup over the top of what was previously backed up that day.



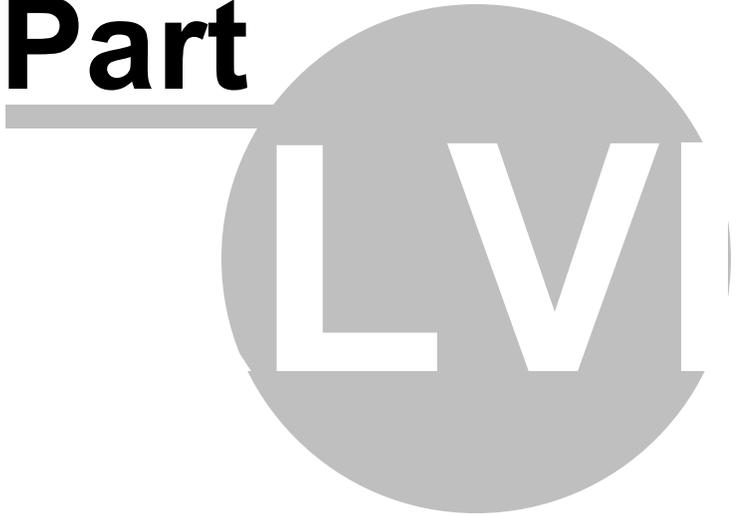
Mandatory Fields:

This area is used to define which fields on the main BOL screen are mandatory. This just means that a value needs to be entered into the fields. It does not edit check to see that a correct value is entered, just a value. It cannot be left blank if the associated field is checked as mandatory.

All changes will take effect after exiting the program and restarting.

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48 FAQ - Frequently Asked Questions

FAQ - Frequently Asked Questions

This is a listing of our Frequently Asked Questions. This list is updated to date on our web site at www.starbol.com

Q. I cannot add a second line to the Bill of Lading detail lines. How can I do this?

A. All you need to do is to press the tab key through the rest of the detail fields until you reach the end of the line, the program will automatically add a second line. etc. You can perform this task by just pressing the down arrow key too. Also, if you want to add a blank line, you must enter a character into the description line, such as just pressing the space bar, then tab through the rest of the fields as described above.

Q. How do I save my Consignee's into the database?

A. Click on the Edit Menu on top of the screen, then choose Edit Consignee, or you can just key the Consignee into the fields and you will be prompted whether or not you wish to add it to the database, if it does not already exist.

Q. Where do I add Deliver to Names and Addresses?

A. You must click on the Edit Menu, then choose Edit Consignee, select a Consignee, then click on the Edit Menu, and then Edit Deliver to. This is because the Deliver to is linked to the Consignee.

Q. How do I edit the Carrier File?

A. Click on the Edit Menu on top of the screen, then choose Edit Carriers. You can add, maintain, or delete records here.

Q. What type of Shipping Labels are supported?

A. We currently support 8 different types of labels. They are Avery 5168 Style(4 to a page), Avery 5163 Style(10 to a page), Avery 5164 Style(6 to a page), Avery 5165 Style(1 to a page), Avery 5526 Style(2 to a page), 3"x5" Dot Matrix fed, and a Bar Code Type printer style(6" x 4") and (4"x3").

Q. There seems to be a Font problem on the Top Description line?

A. Your computer does not have the Arial Narrow Font installed. You can download that font here - [Click Me](#).

Or, if you are not an advanced Windows user, you can download the BOL Font Installation Program, when you run this program, it will automatically install the fonts for you. Just click on the underlined program description above, or Just Click on Me.

Q. I would like to upgrade from the Single User Edition to the Network Edition. Can I keep the data that was created in the Single User Edition and transfer it to the Network Edition? If so, what files would I copy?

A. Yes, all you need to do is to copy the following files into the \data folder that is being used for the Network Version. These files reside in the root directory where the Single User Edition was originally installed.

Q. I would like to backup the data that is used in this program. Is there a way to do this?

A. Yes, all you need to do is to select the option from the main menu. Just click on File, then Backup/Restore, then click on Backup/Save Data Files to Archives. This will close the program and allow you to save all the data to either a folder, diskette, or to another data source.

Q. There are certain modification that we would like to have done to this program to better suit our Company's needs. Is this available? And at what cost.

A. Yes, modifications are available. There is a minimum cost of \$150 to create a custom version of the software to fit your needs. Depending on the extent of the modifications, obviously the price goes up from there. This is our hourly rate. If you would like an estimate on modifications, just Contact us using our web email system, or call us to discuss the changes further. There is no cost for the estimate.

Q. I am confused on the licensing of this program, are there any fees, or additional costs?

A. No, there are no additional costs to use this program as it is. When you purchase the software, you are entitled to 1 full year of Support and Updates/Upgrades from the original date of purchase. This includes all upgrades and updates to the software and the ability to call or email us for support. After the initial year is up, you will be sent an Order/Invoice for continued support and upgrades for an additional year. This is completely optional, and you are not required to pay the invoice. You will pay this only if you wish to continue the support and upgrades/updates for this package. If you decide not to pay, you will not be invoiced again. You will also not be eligible for support or updates/upgrades. If you decide you would like an update or upgrade at a later time, you will have to purchase the program at it's full price. The current costs for the continued support and upgrades is \$69.95 for the single user edition and \$139.95 for the network edition.

Part



49 System Requirements

System Requirements

Microsoft Windows XP/Vista/W7/W8/W10 operating system.

Minimum 40 MB of free hard disk space

CD-ROM drive to install from CD

133 MHz processor or higher

32 MB of memory or higher

VGA or higher monitor resolution displayed at 800x600 pixels minimum and at least a minimum of 256 colors.

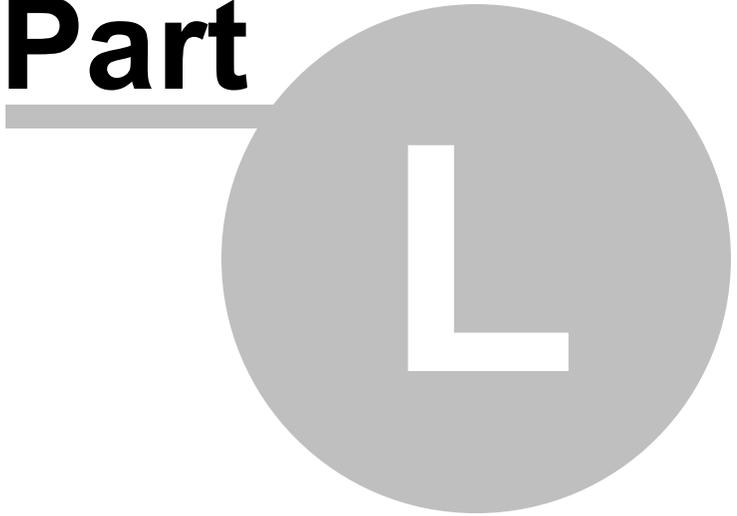
Windows-compatible modem required for download of program if not purchased on CD

Technical Support

for technical support, please visit www.starbol.com

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50 Network Setup Information

Network Setup Information

To set up the Network Version of this software, you must follow these instructions.

1.) Install the Star Bill of Lading Network Edition program onto your workstation. Along with any other workstations that will be running the software.

2.) If you installed it to the default folder, then there will be a folder called:

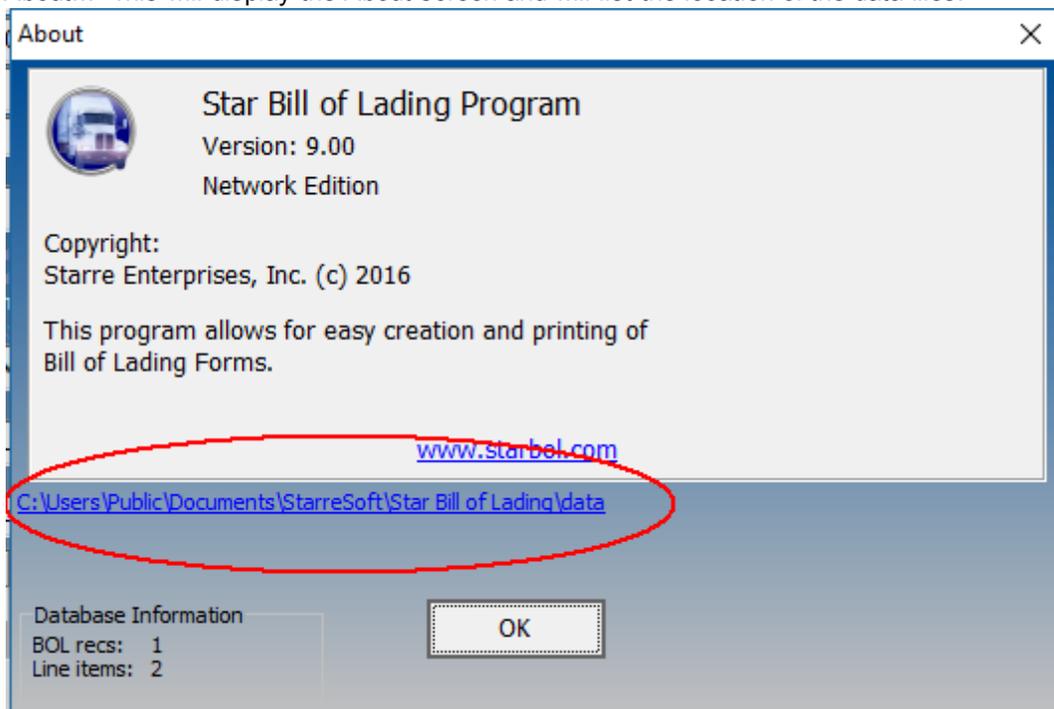
C:\Documents and Settings\All Users\Documents\StarreSoft\Star Bill of Lading\data in Windows XP or earlier

C:\Users\Public\Documents\StarreSoft\Star Bill of Lading\data in Windows Vista or 7/8/10.

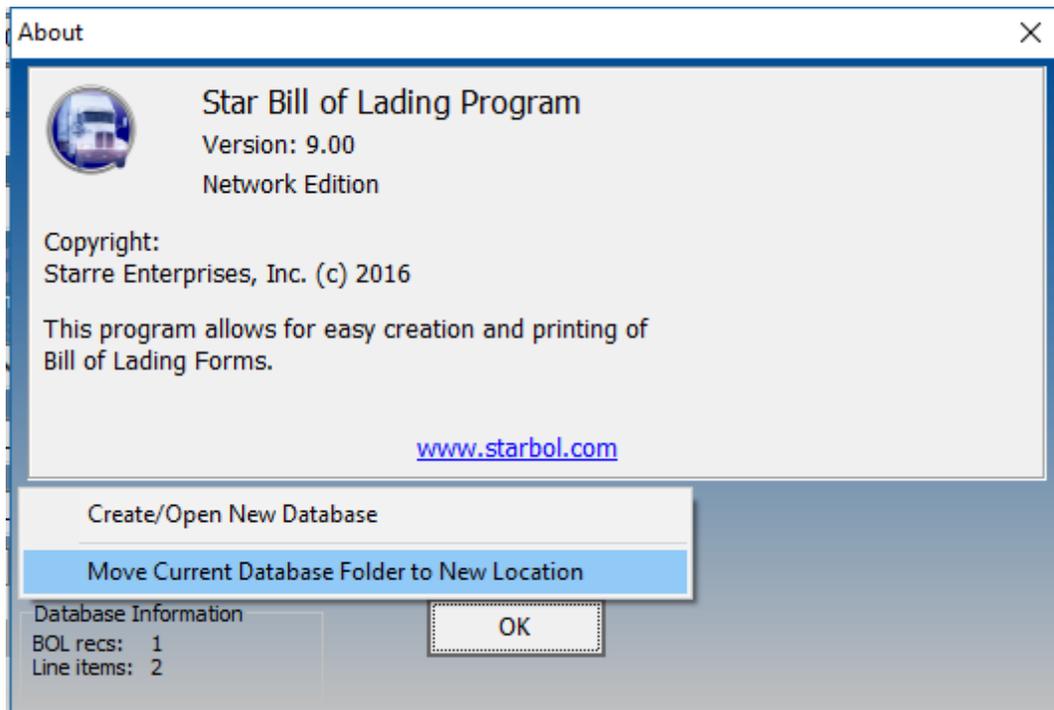
(This folder contains all the necessary data files to run the Bill of Lading program.)

3.) Next check to see if the program runs on all of the workstations you installed the software to. If everything works, then you are ready to proceed. (Do not worry about the data yet. This will be setup later.)

4.) Assuming this is a new install, run the software from your Workstation. This workstation should have created a set of data files to be used for the system. Click on the Help menu on the main screen, then About... This will display the About screen and will list the location of the data files.



To move the data files to a shared workstation or a server, click on the link that shows the current location of the data files - probably C:\Users\Public\Documents\StarreSoft\Star Bill of Lading\Data and select the option to Move Current Database Folder to a New location, or of course you can Create/Open New Database if you want to create a new one, or attach to one already created elsewhere.



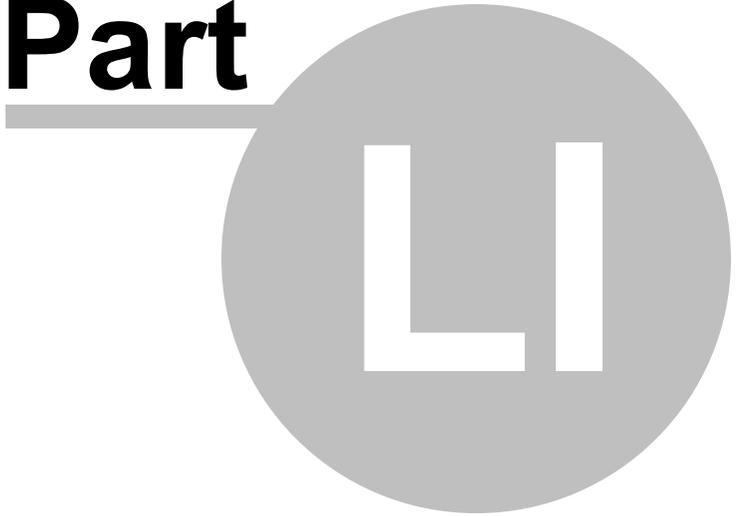
This will allow you to browse your computer or network to establish a new location for your data files to be placed. To select a Network location, click on the Network icon and browse to the location you would like to place the data files. To create a new folder, click on the Make New Folder button and key in the name of the new folder. When you click OK, it will move the data files to this new location and update your system and have you close the program and re-run to access the files in the new location.

5.) Now you need to setup your workstation(s) to point to the folder on the server that you just created and loaded with the data files. You need to run Bill of Lading software, click the Help menu, then About.. Click on the link as above - Create/Open New Database and browse over the location that has already been established as containing the data files, and this will have a suffix of \data on the folder. Be sure to select that folder. Click OK, and you should be all setup for access to the shared data files.

Be sure to perform this on each of your workstation to have them all point to the server/workstation where the data files reside, otherwise they will be using the files loaded on the workstation and the data will not be shared.

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51 Email System Setup Instructions

To set up the Star Bill of Lading System to send bills via email you must perform the following setup first.

From the Main screen, click on the Menu - Setup, then Displayed Options/Fields. This will display the different setup options available. Be sure to put a check mark in the box that states - Display Email BOL Button. Then close this screen.

From the Main screen, click on the Menu - Setup, then Email System Setup. This will display the Email Configuration Setup screen. You need to fill in the fields displayed on the screen with your information. Here are the fields.

File Help

Be sure to fill out the following fields to activate the email system.

From Name:
Starre Enterprises, Inc.

From Email Address:
support@starresoft.com

Email Reply-To Email Address:
support@starresoft.com

Email Account User Name:
supportaccountusername

Account Password:

SMTP Address:
smtp server address

Port:
25

Email Tracking Subject:
Attached is a copy of our Bill of Lading document that is currently in route to your facility.

Email Tracking Message Part 1:
Thank you for placing your order with us. Please find the attached shipment document showing your Purchase Order Number. Please note that you may track this shipment online by clicking on the link below.

Email Tracking Message Part 2:
*Please let us know if we can answer any questions.
Our Customer Service Department can be reached at (336) 756-7827 or support@starre.com

Show Customer Order #:

Show Web Tracking :

Close

From Name: - This is your name or Company name as it will be listed in the email.

From Email Address: This is your email address, or Company email address.

Email Reply-To Email Address: This is the email address you want recipients to reply to if they wish to do so.

Email Account User Name: This is the email account User Name. This you should have received from your ISP.

Account Password: This is the password associated with your User Name assigned to you by your ISP.

SMTP Address: This is your SMTP server address from your ISP - such as mail.yourdomain.com. This is also assigned from your ISP.

Port: This is the Port to use to send emails from your ISP - such as 25. This is also assigned from your ISP.

Email Tracking Subject: This field will be used as the Subject field of the email that is to be sent to the Consignee.

Email Tracking Message Part 1: This memo field will be used as the first part of the email message that is to be sent to the Consignee. You can use this field in combination with the other options to create a customized email message to be sent.

Email Tracking Message Part 2: This memo field will be used as the second part of the email message that is to be sent to the Consignee. We broke this up into two parts to allow you to further customize the email message. This will be included in the email message after the Customer Order Number and Email Tracking link of the shipment if used.

Show Customer Order #: This will include the Customer Order Number on the email being sent to the Consignee if chosen. Now, you may have changed the actual naming of this field in the setup, such as PO#, or something that you preferred, but it will include this value in the email message body if selected.

Show Web Tracking: If selected, this will include the Web Tracking address in the email to be sent to the Consignee if chosen. This will be created using the Email Tracking Link Setup that is assigned to the Carrier selected to make the Shipment. If the selected Carrier does not have a web site to track the shipment with, it will not be displayed in the email sent to the Consignee. See the [Carrier Setup](#) screen to see how this is generated.

After filling out this information, this will unlock the system to allow you to send the bills via email. The emails are sent after you click the Print button to print. Then you can modify the System Setup Options to display the email button.

When you want to send the bill via email, just click print for the BOL, then press the Email button. You will be prompted for the email address to send it to. That is about all there is to it.

If your ISP does not allow you to send out emails directly from programs outside of email programs then you can use the following option:

We have added another email option that will allow you to send the emails via a MAPI enabled email client such as Outlook Express. To use this option, setup the email system as described above, then click on the Setup menu, then Displayed/Options Fields. This will display the different options available in the system. Click on the third tab - Systems Settings. There is an option that states - Use MAPI email instead of BOL system default? Just check this option and the program will call your default email program to send email instead of this systems default one.

Then, to email a bill, just select the bill just as you would print it, click on the Print button, a screen will display to select the print options. There will be a Email BOL button displayed that you would click on to activate the email feature.

If you are using the system default, then it will ask for the email address to send it to.

If you are using the MAPI email feature, it will call your email program, attach the BOL to the email and you would then enter the email address, just as you would any other emails.

Here is an example of an email that will be sent to the Consignee. As you can see there are different parts of the email that can be customized to be sent to the Consignee.

To: support@starre.com

Subject: Attached is a copy of our Bill of Lading document that is currently in route to your facility.



bol17584.pdf
~243 KB

Thank you for placing your order with us. Please find the attached shipment document showing your Purchase Order Number. Please note that you may track this shipment online by clicking on the link below. **Tracking Message Part 1**

C-4/9/12 **Customer Order Number**

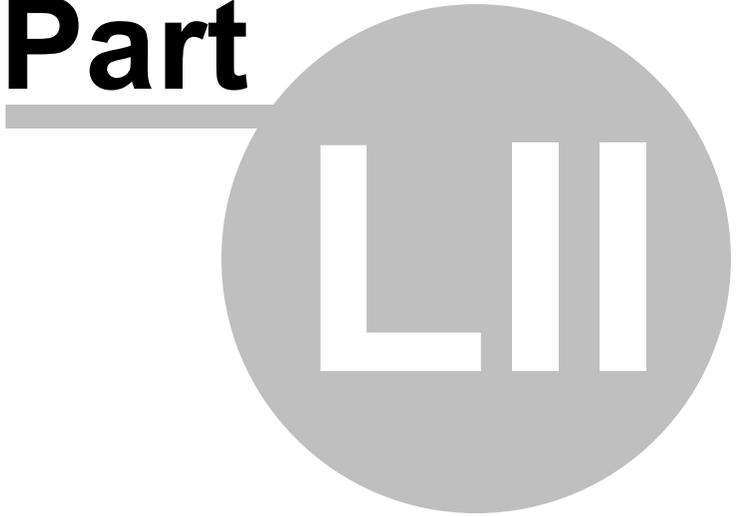
<http://www.testserver.com/1234567890> **Tracking Link Generated with PRO#**

*Please let us know if we can answer any questions. **Tracking Message Part 2**

Our Customer Service Department can be reached at (336) 756-7827 or support@starre.com

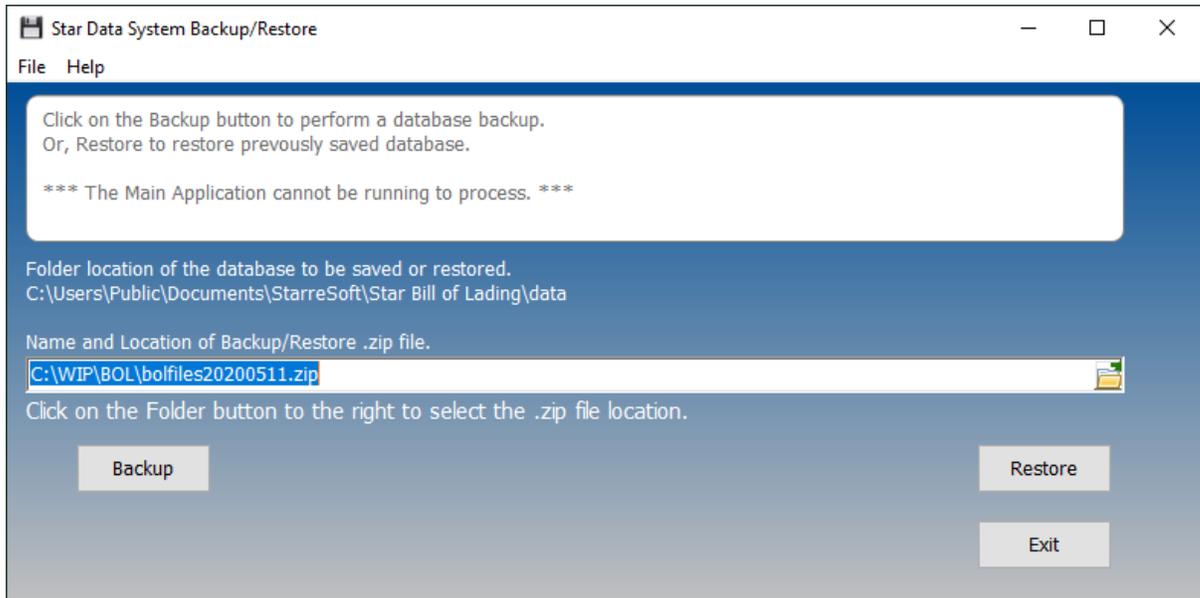
Thank you!

Part



52 Backup Data

Backup Data



The backup feature is accessible from the Main Screen off the File Menu. Just select Backup/Restore Data, then Backup/Save Data Files to Archives. This will close the BOL program, and run the backup program. This program will create a zip file of all the files used in the BOL program. You can select where you would like the files to be backed to.

There is also a Restore feature that is accessible the same way. Just select the Restore Previously Saved Data from Archives. This will restore the files that you previously backed up and replace what is currently being used in the system.

The location of the BOL database files is displayed on the screen, and there is a drop down selection for you to specify the location you wish to place the backup .zip file. After selection is made, just click on the backup button to perform the copy of the database into the zip file and store it in the location specified.

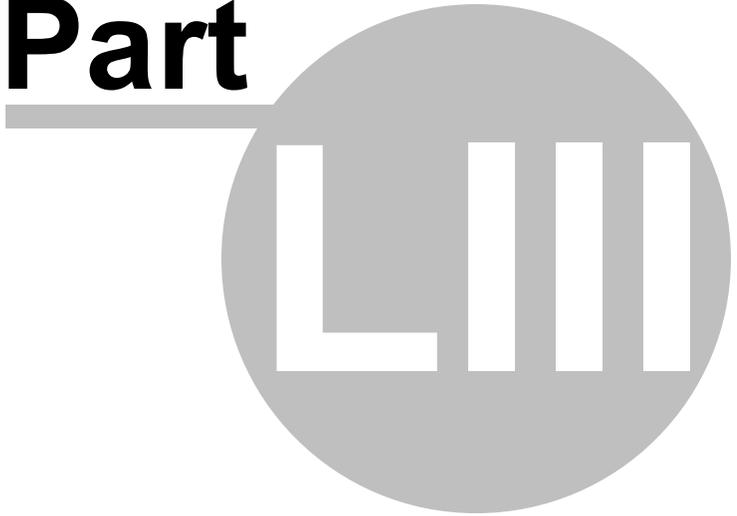
If running on the Network Edition, you cannot perform this task if someone is accessing the database.

Here is a list of the data files that are used in the system if you wish to backup the files yourself.

bold.adt
 bold.adi
 bolh.adt
 bolh.adi
 carr.adi
 carr.adt
 clas.adt
 cons.adi
 cons.adt

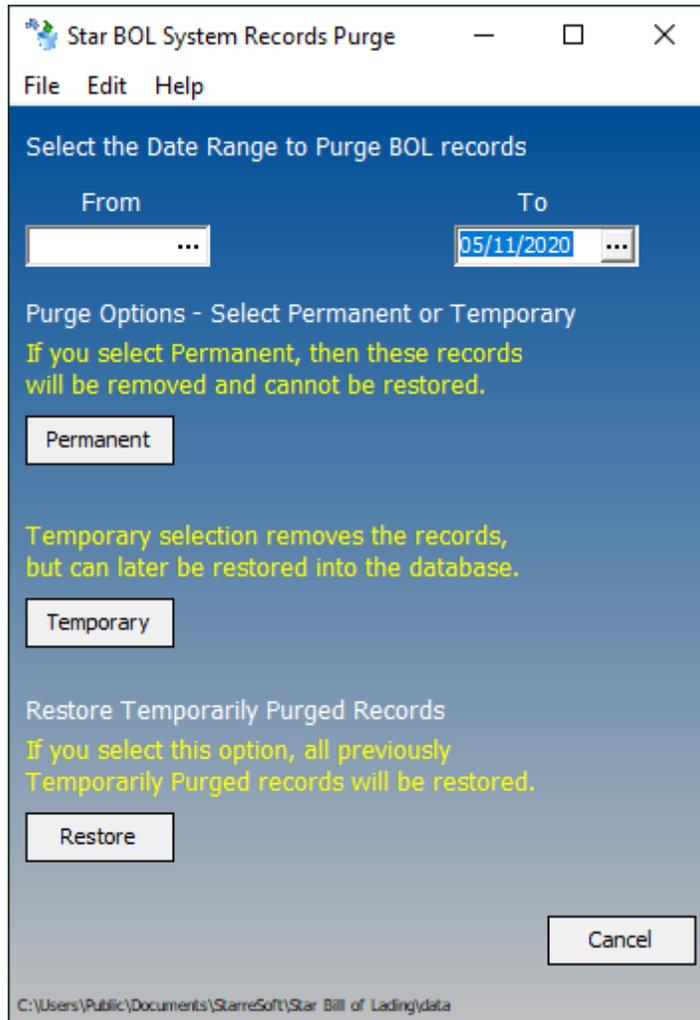
ctrl.adm
ctrl.adt
delt.adi
delt.adt
desc.adi
desc.adt
dft.adt
eacc.adi
eacc.adt
lbls.adt
legl.adt
legl.adm
plac.adi
plac.adt
prgd.adt
prgh.adt
scs.adt
sacd.adi
sics.adt
sys.adt
sys2.adt
thir.adi
thir.adt
um.adi
um.adt
user.adt

Part



53 Purge Data

Purge Data



You can purge old Bills from the system at anytime, as long as there are no other users accessing the data files.(if you are using a network edition)

You can purge the data in two ways. Permanent, or Temporarily.

Permanent - will remove the selected Bills forever.

Temporary - will save the old Bills to a purge file. You can retrieve them back into the system at a later date.

To run this option, you will need to select the menu option from the main screen, File, then Backup/Restore Data, then Purge/Restore Old BOL's from/to System. This will close the program and will run an external program that will walk you through the process. It is pretty straight forward. But, please be careful as if you permanently purge, you cannot get those files back, without a system restore.

Part



54 Import/Export Data

Import/Export Data

There is a feature that will allow you to Import or Export data from the BOL system. The supported files are as follows:

[Carrier File Layout](#)
[Consignee File Layout](#)
[Deliver To File Layout](#)
[Description File Layout](#)
[Import File Layout](#)
[Third Party Billing File Layout](#)

You can import or export to/from these files from either the Main Menu, or from the menus on each of the respective menus on the Maintenance screens.

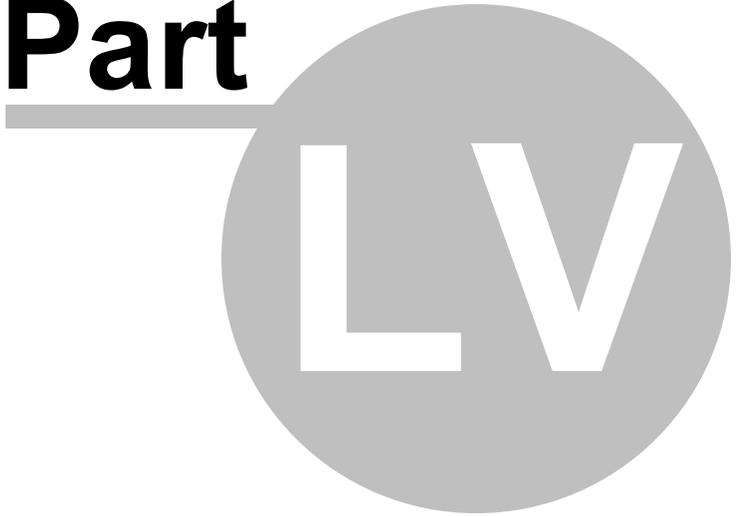
Import from following formats:

Text (*.txt *.csv)
Paradox (*.db)
Dbase (*.dbf)
Excel (*.xls)
Lotus 123 (*.wk1)
Quattro Pro (*.wq1)
XML (*.xml)
MS Access (*.mdb)

Export to the following formats:

Paradox file (*.db)
Dbase (*.dbf)
Text file (*.txt)
HTML (*.htm)
Excel spreadsheet (*.xls)
Excel file (*.xls)
Word file (*.doc)
SYLK (Symbolic Link) (*.slk)
DIF (Data Interchange Format) (*.dif)
Lotus 123 (*.wk1)
QuattroPro (*.wq1)
SQL script file (*.sql)
XML (*.xml)
MS Access database (*.mdb)
MS Windows Clipboard
Rich Text format (*.rtf)
SOSS format (*.sav)
Adobe Acrobat Document (*.pdf)
LDAP DataInterchangeFormat (*.ldif)

Part



55 Importing Sales Orders to create BOLs

Import Instructions and Layout for BOL Import File

There is a feature in the Star Bill of Lading program that will allow you to create an import file that will be used to create and populate the bills in the program. We call it the BOL Import file, which when setup and populated, can be used to create actual bills based on a sales orders from another system.

This may be a bit technical, for most users to accomplish, but if you have access to sales order information from another system and can manipulate the data, it can be imported directly into the bill of lading program files to be processed into actual bill of lading records.

First let us explain what is needed. You will need to create an export of data from your existing sales order information. This would then be imported into our BOL import file. After this is completed, the user would create new bills by pressing a function key (F6) that will pop up a window asking for the Sales Order number. The user keys in the sales order number and if the data resides in the import file, it will create a new bill based on this information. That is all there is to it. You will need to populate this import file on a daily, or scheduled of your choice basis so the information stays current.

Lets start by giving you the layout of the import file that you need to send the data to. Here is the file layout for importing data into the BOL Import file.

File Layout Definitions
 System: Star Bill of Lading Software
 Version: 6.xx
 File name: impbol.adt
 Description: Bill of Lading Import file

Field	Type	Length	Description of field.
Date	DATE	8	Date
ShipperNo	CHAR	2	Shipper Number
CarrierNo	CHAR	10	Carrier Number
CarrierName	CHAR	40	Carrier Name
Custno	CHAR	20	Customer Number
Name	CHAR	40	Consignee Name
Address1	CHAR	40	Address1
Address2	CHAR	40	Address2
Address3	CHAR	40	Address3
Address4	CHAR	40	Address4
City	CHAR	30	City (Future Use)
State	CHAR	10	State (Future Use)
Zip	CHAR	10	Zip/Postal Code (Future Use)
Country	CHAR	30	Country (Future Use)
Contact	CHAR	40	Contact
Phone	CHAR	15	Phone
DelivertoName	CHAR	40	Deliver to Name
DelivertoAdd1	CHAR	40	Deliver to Address 1
DelivertoAdd2	CHAR	40	Deliver to Address 2
DelivertoAdd3	CHAR	40	Deliver to Address 3
DelivertoContact	CHAR	40	Deliver to Contact
DelivertoPhone	CHAR	15	Deliver to Contact Phone
ShipVia	CHAR	30	Ship Via (Future Use)
Pono	CHAR	30	Purchase Order Number
Sono	CHAR	30	Sales Order Number
WhoPay	CHAR	10	PREPAID, COLLECT, 3RD PARTY
SpecInst	CHAR	100	Special Instructions
CODAmt	DBL	8	COD Amount (Future Use)
CODFee	DBL	8	COD Fee (Future Use)
Qty	DBL	8	Quantity
Um	CHAR	4	Unit of Measure
Item CD	CHAR	20	Item Code/Number
Item Desc	CHAR	75	Item Description
Tare	DBL	8	Tare Weight (Future Use)
Net	DBL	8	Net Weight (Future Use)
Weight	DBL	8	Weight
Class	CHAR	5	Class
Nmfc	CHAR	10	NMFC Code
Nmfcsb	CHAR	2	NMFC Sub Code
Qty2	DBL	8	Future usage
UM2	DBL	8	Future usage
HM	CHAR	1	Haz Material Code (X)
ProNo	CHAR	40	Pro Number
Flg01	CHAR	1	Future Use
Flg02	CHAR	1	Future Use
Flg03	CHAR	1	Future Use
Flg04	CHAR	1	Future Use
Flg05	CHAR	1	Future Use
Boldlines	INT	4	Future Use

Here is an example of the type of file you need to create. We have included some screen shots of an excel file with some test data.

A	B	C	D	E	F	G	H	I	J	K
Date	Shipper#	Carrier#	CarrierName	CustNo	Name	Add1	Add2	Add3	Contact	Phone
9/5/2006	1	12345	YELLOW FREIGHT	12345	EXAMPLE CONSIGNEE ONE	ADDRESS1	ADDRESS2	ADDRESS 3	CONTACT NAME	336-555-1234
9/5/2006	1	12345	YELLOW FREIGHT	12345	EXAMPLE CONSIGNEE ONE	ADDRESS1	ADDRESS2	ADDRESS 3	CONTACT NAME	336-555-1234
9/6/2006	1	54321	FED EX	54321	EXAMPLE CONSIGNEE TWO	ADDRESS01	ADDRESS02	ADDRESS03	CONTACT NAME	336-555-1234
9/6/2006	1	54321	FED EX	54321	EXAMPLE CONSIGNEE TWO	ADDRESS01	ADDRESS02	ADDRESS03	CONTACT NAME	336-555-1234
9/7/2006	1	55223	FED EX	55555	EXAMPLE CONSIGNEE THREE	ADDRESS	ADDRESS	ADDRESS	CONTACT NAME	336-555-1234
9/5/2006	1	22551	YELLOW FREIGHT	22222	EXAMPLE CONSIGNEE FOUR	ADDRESS	ADDRESS	ADDRESS	CONTACT NAME	336-555-1234

L	M	N	O	P	Q	R	S	T	U
DelivertoName	DelivertoAdd1	DelivertoAdd2	DelivertoAdd3	DelivertoContact	DelivertoPhone	Pono	Sono	WhoPay	SpecInst
						123456	123456	PREPAID	SPECIAL INSTRUCTIONS
						123456	123456	PREPAID	SPECIAL INSTRUCTIONS
DELIVER TO NAME	DELIVER TO ADDRESS 1	DELIVER TO ADDRESS 2	DELIVER TO ADDRESS 3	DELIVER TO CONTACT	336-555-9876	654321	654321	COLLECT	NO SPECIAL INSTRUCTIONS
DELIVER TO NAME	DELIVER TO ADDRESS 1	DELIVER TO ADDRESS 2	DELIVER TO ADDRESS 3	DELIVER TO CONTACT	336-555-9876	654321	654321	COLLECT	NO SPECIAL INSTRUCTIONS
						555555	555555	3RD PARTY	
						222222	222222	PREPAID	

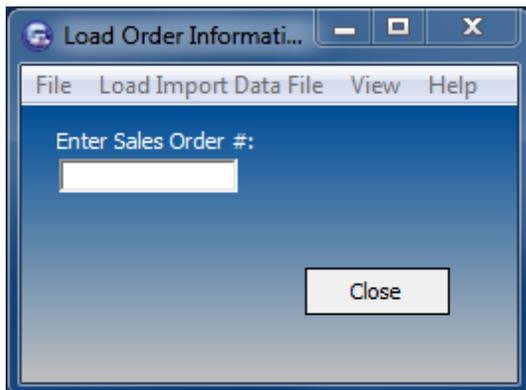
V	W	X	Y	Z	AA	AB	AC	A
Qty	Um	ItemCD	ItemDesc	Weight	Class	NMFC	NMFCSUB	
10	EA	TEST	THIS IS TEST ITEM 1	10	50			
15	EA	TEST2	THIS IS TEST ITEM 2	20	50			
20	SKID	TEST3	THIS IS TEST ITEM 3	30	55			
25	SKID	TEST	THIS IS TEST ITEM 1	10	50			
30	EA	TEST4	THIS IS TEST ITEM 4	40	60	NMFC		1
35	EA	TEST	THIS IS TEST ITEM 1	10	50			

When creating an import file to be imported into the system, the easiest way is to create an Excel spreadsheet. The layout would be identical to the above layout using columns for the data. One important statement is that each detail line that will be created in the BOL based on the import, needs to have a separate row or record. Also there must be a Sales Order Number assigned to each record set in the import file. The system reads through the records and creates the BOL based on the Sales Order Number. Each detail record must contain the same Sales Order number as this is the key to the file.

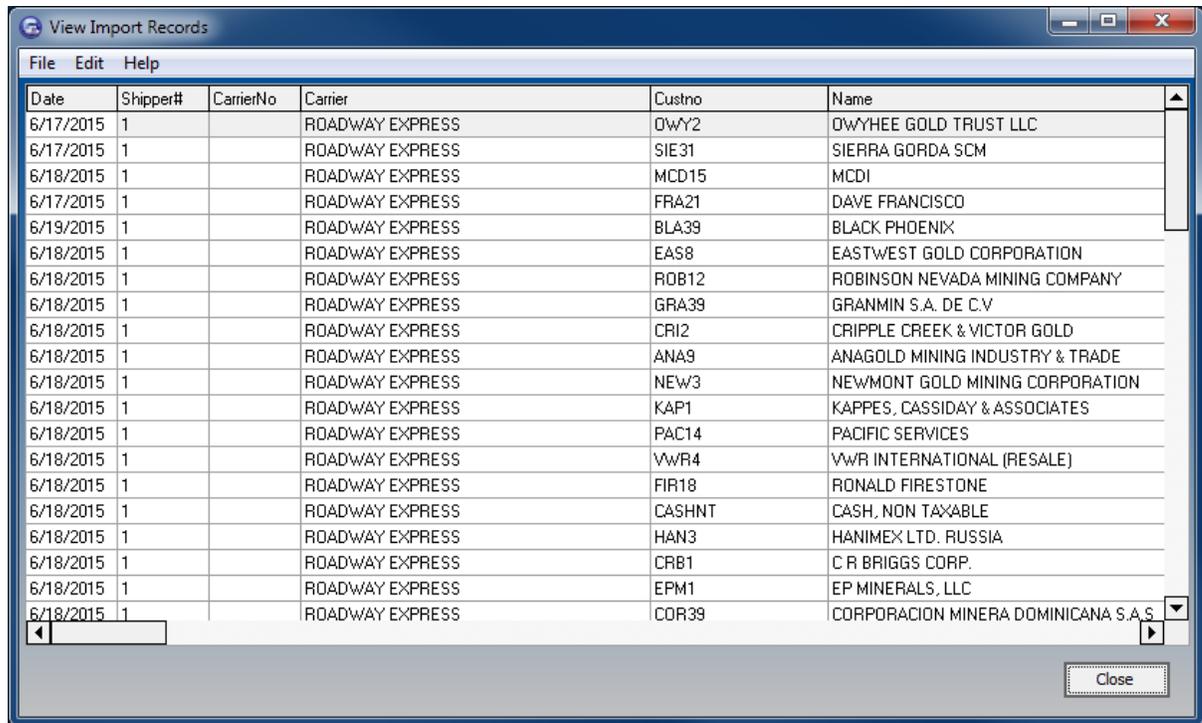
To run the actual import from your file to the BOL system, just run the program. Click on the File menu, then Import/Export, Import, BOL Import file load. This will run the import wizard which will be used to map the data from your file into the BOL import file. Just follow the directions in the wizard to actually import the data. On the last step, always make sure you replace the data in the import file with the new data. Unless you are only performing updates.

In the program, you also need to turn the option on that will allow the user to create the new bills with the data you provided. To do this, just run the program, click on the Setup menu, then Displayed Options fields. Then click on the System Settings tab. There is a check mark field that states - Allow Sales Order file import and selection/load. This will turn the feature on. Then, when the user wants to create a new bill using data from this file, the user just needs to be on the main screen and press the F6 key. This will bring up the Sales Order Number entry screen. Just key in an existing Sales Order Number and the program will populate the new bill with the data provided in the import file.

Here is a picture of the Sales Order Entry screen.



After importing the records, you can see what was loaded by clicking on the View menu option on the screen and you will be displayed the following screen where you can select/edit and clear the data file if you wish.

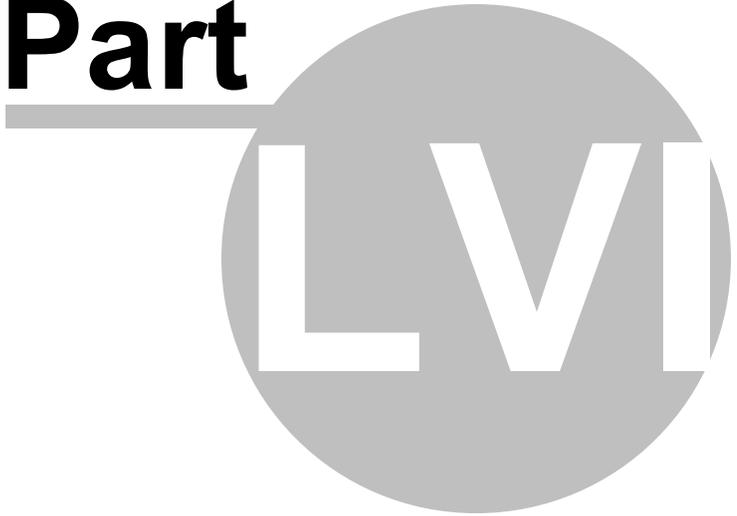


The screenshot shows a window titled "View Import Records" with a menu bar containing "File", "Edit", and "Help". The window displays a table with the following columns: Date, Shipper#, CarrierNo, Carrier, Custno, and Name. The table contains 20 rows of data, all with a date of 6/17/2015 or 6/18/2015 and a carrier of ROADWAY EXPRESS. The window also features a scrollbar on the right and a "Close" button at the bottom right.

Date	Shipper#	CarrierNo	Carrier	Custno	Name
6/17/2015	1		ROADWAY EXPRESS	DWY2	DWYHEE GOLD TRUST LLC
6/17/2015	1		ROADWAY EXPRESS	SIE31	SIERRA GORDA SCM
6/18/2015	1		ROADWAY EXPRESS	MCD15	MCDI
6/17/2015	1		ROADWAY EXPRESS	FRA21	DAVE FRANCISCO
6/19/2015	1		ROADWAY EXPRESS	BLA39	BLACK PHOENIX
6/18/2015	1		ROADWAY EXPRESS	EAS8	EASTWEST GOLD CORPORATION
6/18/2015	1		ROADWAY EXPRESS	ROB12	ROBINSON NEVADA MINING COMPANY
6/18/2015	1		ROADWAY EXPRESS	GRA39	GRANMIN S.A. DE C.V
6/18/2015	1		ROADWAY EXPRESS	CRI2	CRIPPLE CREEK & VICTOR GOLD
6/18/2015	1		ROADWAY EXPRESS	ANA9	ANAGOLD MINING INDUSTRY & TRADE
6/18/2015	1		ROADWAY EXPRESS	NEW3	NEWMONT GOLD MINING CORPORATION
6/18/2015	1		ROADWAY EXPRESS	KAP1	KAPPES, CASSIDAY & ASSOCIATES
6/18/2015	1		ROADWAY EXPRESS	PAC14	PACIFIC SERVICES
6/18/2015	1		ROADWAY EXPRESS	VWR4	VWR INTERNATIONAL (RESALE)
6/18/2015	1		ROADWAY EXPRESS	FIR18	RONALD FIRESTONE
6/18/2015	1		ROADWAY EXPRESS	CASHNT	CASH, NON TAXABLE
6/18/2015	1		ROADWAY EXPRESS	HAN3	HANIMEX LTD. RUSSIA
6/18/2015	1		ROADWAY EXPRESS	CRB1	C R BRIGGS CORP.
6/18/2015	1		ROADWAY EXPRESS	EPM1	EP MINERALS, LLC
6/18/2015	1		ROADWAY EXPRESS	COR39	CORPORACION MINERA DOMINICANA S.A.S

If you have any specific questions regarding this process, you can always contact our Support department via our web site.

Part



56 File Layouts

Under this section you will find the layouts of the data files used in this program. This is useful when using the Custom Reports Add-in to know what the fields are in the specific files.

[Detail File](#)
[Header File](#)
[Carrier File](#)
[Class File](#)
[Consignee File](#)
[Deliver To File](#)
[Description/Items File](#)
[Email Accounts File](#)
[Import File](#)
[Labels File](#)
[Placards File](#)
[Special Instructions File](#)
[Third Party Billing File](#)
[Unit of Measure File](#)

56.1 Detail File Layout

File Layout for BOL Detail File

Here is the file layout for the Bill of Lading Detail file.

File Layout Definitions
System: Star Bill of Lading Software
Version: 11.xx
File name: bold.adt
Description: Bill of Lading Detail file

Table Structure: BOLD.ADT

	Field Name	Data Type	Length	Decimals
1	DBolNo	integer		
2	DShipperNo	char	10	
3	DLno	autoinc		
4	DQty	double		2
5	DUM	char	4	
6	DDesc	char	75	
7	DWeight	double		2
8	DClass	char	5	
9	DMCFC	char	10	
10	DHM	char	1	
11	DCharge	double		0
12	DNMFCSUB	char	2	
13	DProdID	char	20	
14	DQty2	double		2
15	DUM2	char	4	
16	DTare	double		2
17	DNet	double		2
18	DMisc1	double		0
19	DMisc2	integer		
20	DMisc3	char	10	
21	DTQty	char	15	
22	DUWeight	double		2

Index Definitions: BOLD.ADT

Index Name	Expression
DBOLNO1	DBolNo;DShipperNo
DBOLNO	DBolNo;DShipperNo;DLno

56.2 Header File Layout

File Layout for BOL Header File

Here is the file layout for the Bill of Lading Header file.

File Layout Definitions

System: Star Bill of Lading Software

Version: 11.xx

File name: bolh.adt

Description: Bill of Lading Header file

Table Structure: BOLH.ADT

	Field Name	Data Type	Length	Decimals
1	HBOLNO	integer		
2	HShipperNo	char	10	
3	HCarrierName	char	40	
4	HSCAC	char	10	
5	HCarrierNo	char	10	
6	HTrailerNo	char	20	
7	HSeal	char	20	
8	HDate	date		
9	HConsignedto	char	40	
10	HConsAddress1	char	40	
11	HConsAddress2	char	40	
12	HConsAddress3	char	40	
13	HConsContact	char	40	
14	HConsPhone	char	15	
15	HDeliveryAddress	char	40	
16	HDelAddress1	char	40	
17	HDelAddress2	char	40	
18	HDelAddress3	char	40	
19	HDelContact	char	40	
20	HDelPhone	char	15	
21	HSpecIns	char	100	
22	HRoute	char	100	
23	HBOLMessage	char	100	
24	HCustOrderNo	char	30	
25	HOurOrderNo	char	30	
26	HShipperPer	char	30	
27	HPRO	char	40	
28	HAgentPer	char	30	
29	Hprepaid	char	10	
30	H3rdPartyName	char	40	
31	H3rdPartyAdd1	char	40	
32	H3rdPartyAdd2	char	40	
33	H3rdPartyAdd3	char	40	
34	HTotalPcs	double		2
35	HTotalWeight	double		2
36	HTareWeight	double		2
37	HTotalCharges	curdouble		0
38	HCODAmt	curdouble		0
39	HCODFee	curdouble		0
40	HCODPP	char	1	
41	HCODCollect	char	1	
42	HCODName	char	40	
43	HCODAddress1	char	40	
44	HCODAddress2	char	40	
45	HCODAddress3	char	40	
46	HCODPhone	char	15	
47	HCODFlag1	char	1	
48	HCODFlag2	char	1	
49	HDeclaredValue	curdouble		0

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50	HDeclaredValuePer	char	10	
51	HChargesAdv	curdouble		0
52	HReceived	curdouble		0
53	HPlacardsReg1	char	20	
54	HPlacardsReg1UM	char	8	
55	HPlacardsReg2UM	char	8	
56	HPlacardsReg3UM	char	8	
57	HPlacardsReg2	char	20	
58	HPlacardsReg3	char	20	
59	HPlacardsSupplied	char	1	
60	HHazmatRegNo	char	20	
61	HFlag01	char	1	
62	HFlag02	char	1	
63	HFlag03	char	1	
64	HDept	char	20	
65	HConsID	char	20	
66	HNetWeight	double		2
67	HB01	logical		
68	HB02	logical		
69	HB03	logical		
70	HB04	logical		
71	HB05	logical		
72	HB06	logical		
73	HB07	logical		
74	HB08	logical		
75	HB09	logical		
76	HB10	logical		
77	HC01	char	1	
78	HC02	char	1	
79	HC03	char	1	
80	HC04	char	1	
81	HC05	char	1	
82	HC06	char	10	
83	HC07	char	10	
84	HC08	char	10	
85	HC09	char	10	
86	HC10	char	10	
87	HCadd1	char	40	
88	HCadd2	char	40	
89	HCadd3	char	40	
90	HCPHONE	char	15	
91	HCFax	char	15	
92	H3rdID	char	10	

Index Definitions: BOLH.ADT

Index Name	Expression
HBOLNO	HBOLNO;HShipperNo;HDate;HConsignedto

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CONSANDDATE	HConsignedto;HDate
HPDATE	HDate;HBOLNO;HShipperNo
HDATE	HDate
CONSIGNEE ID	HConsID
CARRIER NO	HCarrierNo
CUST ORDER NO	HCustOrderNo
OUR ORDER NO	HOurOrderNo
PRO	HPRO

56.3 Carrier File Layout

File Layout for BOL Carrier File

Here is the file layout for the Bill of Lading Carrier file.

File Layout Definitions

System: Star Bill of Lading Software

Version: 11.xx

File name: carr.adt

Description: Bill of Lading Carrier file

Table Structure: CARR.ADT				
	Field Name	Data Type	Length	Decimals
1	ACarrier	char	40	
2	AAddress1	char	40	
3	AAddress2	char	40	
4	AAddress3	char	40	
5	APhone	char	15	
6	AFax	char	15	
7	ASCAC	char	10	
8	ACarrierNo	char	10	
9	ADOTHazmatRegNo	char	20	
10	AWeb	char	50	
11	AEmail	char	50	
12	ALastPro	numeric	19	0
13	AProRangeLow	numeric	19	0
14	AProRangeHigh	numeric	19	0
15	AUsePro	logical		
16	AUseMod7	logical		
17	ALastMod7	char	20	
18	ATrackA1	char	100	
19	ATrackA2	char	100	
20	ATrackA3	char	100	
21	ATrackA4	char	100	
22	ATrackA5	char	100	
23	ATrackStripDash	logical		
24	ATrackProPosition	integer		
25	AUseMod10	logical		
26	AUseMod11	logical		
27	AUseModYRC	logical		

Index Definitions: CARR.ADT	
Index Name	Expression
ACARRIER	ACarrier

56.4 Class File Layout

File Layout for BOL Class File

Here is the file layout for the Bill of Lading Class file.

File Layout Definitions

System: Star Bill of Lading Software

Version: 11.xx

File name: clas.adt

Description: Bill of Lading Class file

Table Structure: clas.adt

	Field Name	Data Type	Length	Decimals
1	LClass	char	5	

56.5 Consignee File Layout

File Layout for BOL Consignee File

Here is the file layout for the Bill of Lading Consignee file.

File Layout Definitions

System: Star Bill of Lading Software

Version: 11.xx

File name: cons.adt

Description: Bill of Lading Consignee file

Table Structure: cons.adt

	Field Name	Data Type	Length	Decimals
1	BConsigned	char	40	
2	BConsAdd1	char	40	
3	BConsAdd2	char	40	
4	BConsAdd3	char	40	
5	BSpecInst	char	100	
6	BRoute	char	100	
7	BDftCarrier	char	40	
8	BDftPrepaid	char	10	
9	BConsContact	char	40	
10	BConsPhone	char	15	
11	BConsID	char	20	
12	Bemail	char	50	

Index Definitions: cons.adt

Index Name	Expression
BCONSIGNED	BConsigned;BConsAdd1
BCONSID	BConsID;BConsigned

56.6 Deliver To File Layout

File Layout for BOL Deliver To File

Here is the file layout for the Bill of Lading Deliver To file.

File Layout Definitions

System: Star Bill of Lading Software

Version: 11.xx

File name: delt.adt

Description: Bill of Lading Deliver To file

Table Structure: deltd.adt

	Field Name	Data Type	Length	Decimals
1	mconsignedto	char	40	
2	mdelname	char	40	
3	mdeladd1	char	40	
4	mdeladd2	char	40	
5	mdeladd3	char	40	
6	mContact	char	40	
7	mPhone	char	15	

Index Definitions: deltd.adt

Index Name	Expression
MDELNAME	mconsignedto;mdelname;mdeladd1

56.7 Description File Layout

File Layout for BOL Description File

Here is the file layout for the Bill of Lading Description file.

File Layout Definitions

System: Star Bill of Lading Software

Version: 11.xx

File name: desc.adt

Description: Bill of Lading Description file

Table Structure: desc.adt

	Field Name	Data Type	Length	Decimals
1	DDesc	char	75	
2	DDesc2	char	75	
3	DProdId	char	20	
4	DUM	char	4	
5	Dweight	double		0
6	DClass	char	5	
7	DCharge	double		0
8	DCode	char	10	
9	DHM	char	1	
10	DSub	char	2	
11	DUM2	char	4	
12	DNetWeight	double		0
13	DTareWeight	double		0
14	DMiscC	char	10	
15	DMiscN	double		0
16	DMiscI	integer		
17	DMiscB1	logical		
18	DMiscB2	logical		
19	DMiscB3	logical		
20	DMiscB4	logical		
21	DMiscB5	logical		

Index Definitions: desc.adt

Index Name	Expression
DDESC	DDesc
DPRODID	DProdId

56.8 Email Accounts File Layout**File Layout for BOL Email Accounts File**

Here is the file layout for the Bill of Lading Email Accounts file.

File Layout Definitions

System: Star Bill of Lading Software

Version: 11.xx

File name: eacc.adt

Description: Bill of Lading Email Accounts file

Table Structure: EACC.ADT

	Field Name	Data Type	Length	Decimals
1	Eaccount	char	20	
2	EMailFrom	char	40	
3	EReplyto	char	40	
4	EFromName	char	40	
5	EUser	char	40	
6	EPass	char	20	
7	Esmtpt	char	40	
8	Eport	integer		
9	EAuthUserName	char	100	
10	EAuthPass	char	50	
11	EUseAuth	logical		
12	EConnectType	char	10	
13	EMSubject	char	100	
14	EMMsg1	memo		
15	EMMsg2	memo		
16	EMShowCustOrder	logical		
17	EMShowWebTracking	logical		

56.9 Import File Layout

File Layout for BOL Import File

Here is the file layout for the Bill of Lading Import file.

File Layout Definitions

System: Star Bill of Lading Software

Version: 11.xx

File name: impbol.adt

Description: Bill of Lading Import file

Table Structure: IMPBOL.ADT

	Field Name	Data Type	Length	Decimals
1	Date	date		
2	ShipperNo	char	10	
3	CarrierNo	char	10	
4	CarrierName	char	40	
5	Custno	char	20	
6	Name	char	40	
7	Address1	char	40	
8	Address2	char	40	
9	Address3	char	40	
10	City	char	30	
11	State	char	10	
12	Zip	char	10	
13	Country	char	30	
14	Contact	char	40	
15	Phone	char	15	
16	DelivertoName	char	40	
17	DelivertoAdd1	char	40	
18	DelivertoAdd2	char	40	
19	DelivertoAdd3	char	40	
20	DelivertoContact	char	40	
21	DelivertoPhone	char	15	
22	ShipVia	char	30	
23	Pono	char	30	
24	Sono	char	30	
25	WhoPay	char	10	
26	SpecInst	char	100	
27	CODAmt	curdouble		0
28	CODFee	curdouble		0
29	Qty	double		2
30	Um	char	4	
31	ItemCd	char	20	
32	ItemDesc	char	75	
33	Tare	double		2
34	Net	double		2
35	Weight	double		2
36	Class	char	5	
37	Nmfc	char	10	
38	Nmfsub	char	2	
39	Qty2	double		2
40	Um2	char	4	
41	HM	char	1	
42	ProNo	char	40	
43	3rdPartyID	char	10	
44	3rdPartyName	char	40	
45	3rdPartyAdd1	char	40	
46	3rdPartyAdd2	char	40	
47	3rdPartyAdd3	char	40	
48	BtchCD	logical		
49	Flg01	char	1	

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50	Flg02	char	1	
51	Flg03	char	1	
52	Flg04	char	1	
53	Flg05	char	1	
54	Boldlines	integer		
55	OtherD	char	15	
56	Misc1	double		0
57	Misc2	integer		
58	Misc3	char	10	
59	UWeight	double		2

Index Definitions: IMPBOL.ADT

Index Name	Expression
ISONO	Sono.ItemCd
CUSTNO	Custno
SONO	Sono

When creating an import file to be imported into the system, the easiest way is to create an Excel spreadsheet. The layout would be identical to the above layout using columns for the data. One important statement is that each detail line that will be created in the BOL based on the import, needs to have a separate row or record. Also there must be a Sales Order Number assigned to each record set in the import file. The system reads through the records and creates the BOL based on the Sales Order Number. Each detail record must contain the same Sales Order number as this is the key to the file.

If you have any specific questions regarding this process, you can always contact our Support department via our web site.

56.10 Labels File Layout

File Layout for BOL Labels File

Here is the file layout for the Bill of Lading Labels file.

File Layout Definitions
 System: Star Bill of Lading Software
 Version: 11.xx
 File name: lbls.adt
 Description: Bill of Lading Labels file

Table Structure: lbs.adt

	Field Name	Data Type	Length	Decimals
1	yCustOrderLabel	char	20	
2	ypCustOrderLabel	char	20	
3	yOurOrderLabel	char	15	
4	ypOurOrderLabel	char	15	
5	ySpecInst	char	22	
6	ypSpecInst	char	22	
7	yRoute	char	15	
8	ypRoute	char	15	
9	yPerLabel	char	15	
10	ypPerLabel	char	15	
11	yCarrierLabel	char	10	
12	ypCarrierLabel	char	10	
13	yTrailerLabel	char	15	
14	ypTrailerLabel	char	15	
15	ySealLabel	char	15	
16	ypSealLabel	char	15	
17	yDept	char	6	
18	ypDept	char	6	
19	yDOTHazLabel	char	25	
20	ypDOTHazLabel	char	30	
21	yLabel1	char	10	
22	yLabel2	char	10	
23	yLabel3	char	10	
24	yLabel4	char	15	
25	yLabel5	char	15	
26	yLabel6	char	15	

56.11 Placards File Layout

File Layout for BOL Placards File

Here is the file layout for the Bill of Lading Placards file.

File Layout Definitions

System: Star Bill of Lading Software

Version: 11.xx

File name: plac.adt

Description: Bill of Lading Placards file

Table Structure: plac.adt

	Field Name	Data Type	Length	Decimals
1	pPlacard	char	20	
2	pPlacardUM	char	8	

Index Definitions: plac.adt

Index Name	Expression
PPLACARD	pPlacard;pPlacardUM

56.12 Special Instructions File Layout

File Layout for BOL Special Instructions File

Here is the file layout for the Bill of Lading Special Instructions file.

File Layout Definitions

System: Star Bill of Lading Software

Version: 11.xx

File name: sicd.adt

Description: Bill of Lading Special Instructions file

Table Structure: sicd.adt

	Field Name	Data Type	Length	Decimals
1	SICode	char	10	
2	SIDesc	char	100	

Index Definitions: sicd.adt

Index Name	Expression
SICODE	SICode

56.13 Third Party Billing File Layout

File Layout for BOL Third Party Billing File

Here is the file layout for the Bill of Lading Third Party Billing file.

File Layout Definitions

System: Star Bill of Lading Software

Version: 11.xx

File name: thir.adt

Description: Bill of Lading Third Party Billing file

Table Structure: thir.adt

	Field Name	Data Type	Length	Decimals
1	j3id	char	5	
2	j3name	char	40	
3	j3add1	char	40	
4	j3add2	char	40	
5	j3add3	char	40	

Index Definitions: thir.adt

Index Name	Expression
J3ID	j3id;j3name

56.14 Unit of Measure File Layout

File Layout for BOL UM File

Here is the file layout for the Bill of Lading UM file.

File Layout Definitions

System: Star Bill of Lading Software

Version: 11.xx

File name: um.adt

Description: Bill of Lading UM file

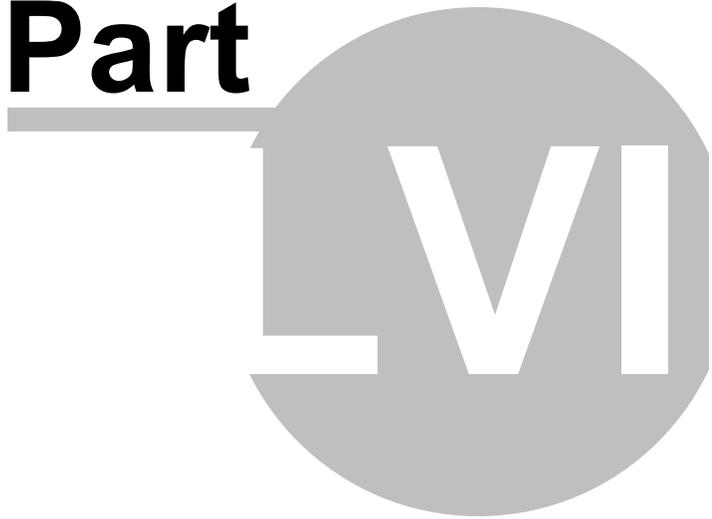
Table Structure: um.adt

	Field Name	Data Type	Length	Decimals
1	UUM	char	4	

Index Definitions: um.adt

Index Name	Expression
UUM	UUM

Part



57 Registration

Registration/Purchase

This software requires registration. You have 30 days to evaluate this software. Afterwards, it will time out and will be unusable until it is registered. The current cost of this software is as follows:

\$199.00 usd for Single User Edition Downloaded from Net.

\$214.00 usd for Single User Edition on CD/USB which includes shipping.

\$399.00 usd for Network Edition Downloaded from Net.

\$414.00 usd for Network Edition on CD/USB which includes shipping.

This fee which is very low, considering the cost savings you will enjoy by not having to order BOL forms is very reasonable.

The registration process is simple. You can follow the instructions that are prompted when you run the program, or just go to our website and follow the instructions. There are multiple links that will allow you to register on-line. If you prefer, we can bill you via invoice, and send you the registration codes via snail mail or e-mail. The options are up to you. If you wish to pay by check, just click on the Buy now option, which will take you to our web site. You can print the Purchase Form there, fill it out, and send it along with your payment to the address specified.

The licensing for this software is as follows: Each copy of the single user version must be purchased and registered.

The Network version allows for up to 3 concurrent users to be using the software at a time. This software also saves and shares all data on a server or shared workstation on a network. The software can be loaded on up to five (5) workstations that are connected on a network. It can also be used as a stand alone version.

The software registration entitles you to Technical Support and Upgrades for a period of one year from date of purchase. Your original purchase of the software is yours to keep indefinitely and will not require any other purchases. You will however be billed after that initial year, annually for continued Support and Upgrades. The current costs for this option is \$69.95 for the Single user version and \$139.95 for the Network version. This is subject to change in the future. This charge is optional, if you decide you do not want upgrades or support after the initial year. If you choose not to purchase to the Support and Upgrades, and later decide there is an upgrade available, you will have to purchase the software at full price.

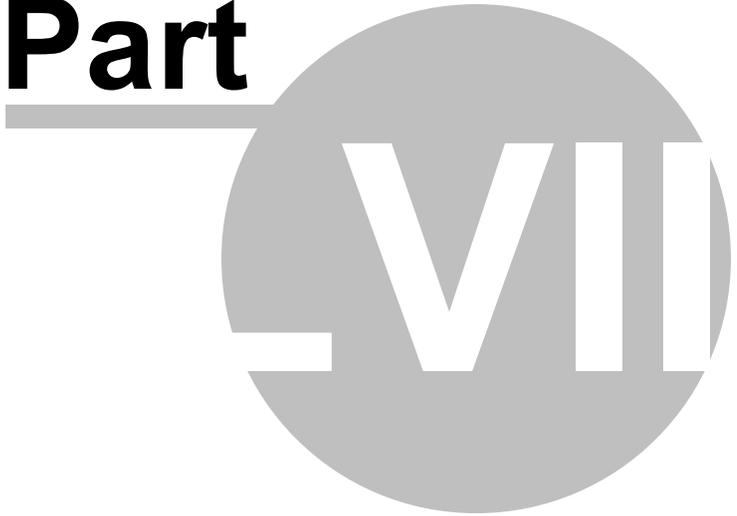
To find out the current version release, go to www.starbol.com

All of our software is located www.starsoft.com

As new versions are created you will be required to register those versions to allow the updated software to work correctly. If you have any questions about registration processes please contact us via our Help Desk located at help.starre.com

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58 Custom Modifications Available

Custom Modifications Available

If you find something that needs to be customized to your particular needs, let us know. We perform modifications to the software for a nominal fee. Just call us or contact us via our Help Desk located at help.starre.com. We can quote you on a price on the modifications at no charge. If the requested modifications are deemed useful to other customers, we may decide to add them to a future version. This would allow you version to keep current on the upgrade path. So let us know your ideas or wish lists too.

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59 EULA - End User License Agreement

EULA - End User License Agreement

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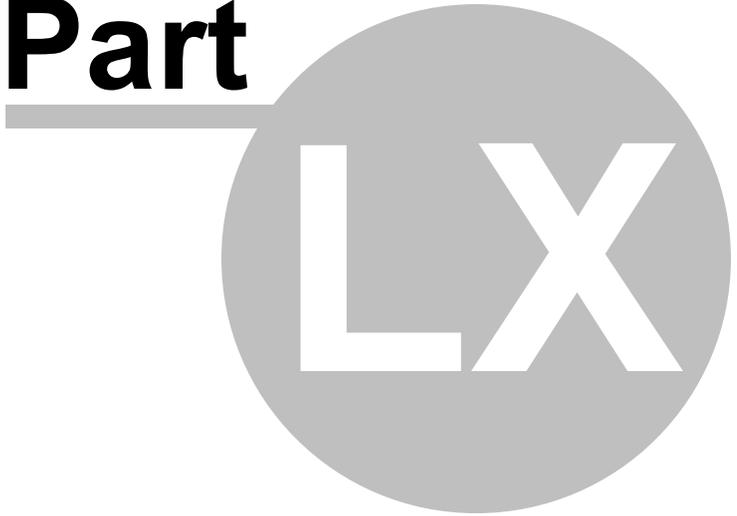
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60 Future Enhancements/Upgrades

Future Enhancements/Upgrades

As new versions are created they will be available on our web site www.starbol.com

These can be fixes or new modifications to allow for a more functional system. Most enhancements are either from suggestions, or modifications that are purchased from our user base of companies. If we deem them a value to all users then we will add them to the commercial version and can be downloaded for your use as well as long as you keep your Support and Upgrades contract current. There is more information about this in the Registration area.

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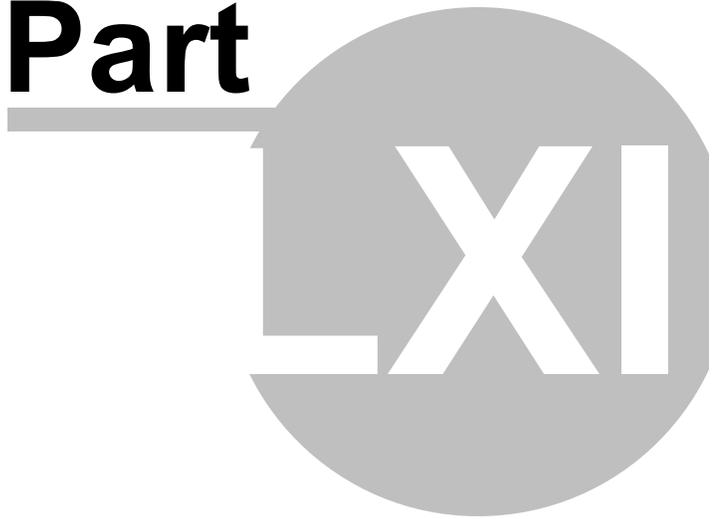
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62 Current Versions Available

Current Versions Available

There are currently Three (3) different versions of this software available. Below is a short description of the different versions.

SE - Single User Edition

This version has been designed to work on a Single workstation. There is no data sharing features available and can be used for any Carrier.

NE - Network Edition

This version has been designed to work in a Network Environment. This can be an environment that contains a File Server or even a Shared PC. The data is stored in a central location be it on the Server or Workstation and each workstation then connects to that shared data. The restrictions for usage is that this system will allow for up to Five (5) concurrent users accessing the data at one time. Such as it can be installed on 10 workstations, but only 5 of them can access the data at one time. This version can also run on a Single workstation with the data stored locally if needed.

CE - Carrier Edition

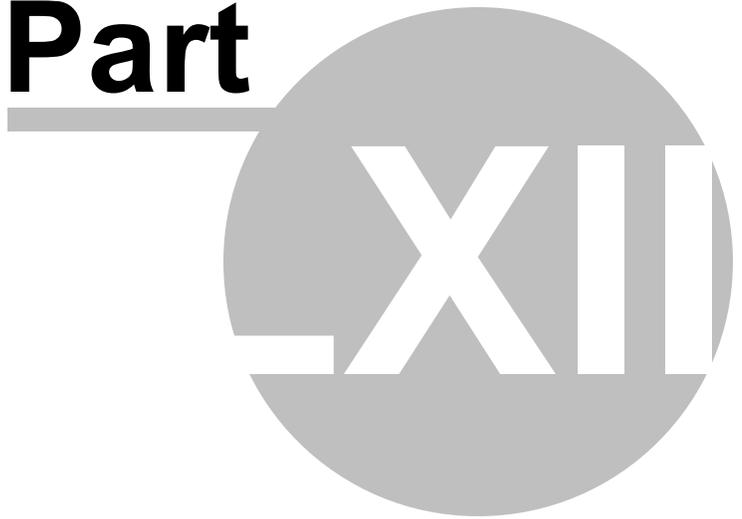
This version has been designed to work with one Carrier. It is provided by the Carriers directly as an added value service to their customers. There is no charge for this version when obtained directly from the Carriers. Of course, there are restrictions in place that only allow you to create BOL's shipped by this particular shipper. If you obtain this version from your Carrier, you can always purchase the full functioning version directly from us.

This version has also been designed to work in a Network Environment. This can be an environment that contains a File Server or even a Shared PC. The data is stored in a central location be it on the Server or Workstation and each workstation then connects to that shared data. The restrictions for usage is that this system will allow for up to Five (5) concurrent users accessing the data at one time. Such as it can be installed on 10 workstations, but only 5 of them can access the data at one time. This version can also run on a Single workstation with the data stored locally if needed.

Each version is compatible with each other. Meaning, if you have the SE, or CE version, you can upgrade to either the SE or the NE.

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63 Version History

Version History

Star Bill of Lading Software Version History

www.starbol.com/bolhistory

Version:

1.00 05/30/2000

Initial Compile and Development Completed

1.50 05/04/2001

Miscellaneous fixes. Also, added shareware features to allow sales on Internet.

1.75 06/18/2001

Added COLLECT option. Re-Enabled the date and

Deliver fields in the shareware version. All functions should now be available and functional.

1.76 08/24/2001

Changed some of the wording in the Conditions statement.

2.00 10/15/2001

Reworked the whole system. Using a new Database, along with a multitude of new features. New User Interface too.

2.10 10/21/2001

Changed the system to remove the Carrier# from the program. Was not needed. Also, added a Description file to the program. This is used to make it easier to enter frequently used items or descriptions into the BOL. Also added this function to the Detail lines as lookup fields. Changed the Special Instructions field to be longer and formatted to print more legible.

2.11 11/05/2001

Fixed a problem with the description of articles entry. The entry field did not stop entry at 35 characters, which is the size of the field in the file.

2.50 1/21/2002

Major revisions. Added new Fields, Reports, Shipping Labels, Multiple Shippers, along with other functions.

2.51 3/05/2002

Minor bug with BOL Report fixed.

2.52 4/10/2002

Select Shipper Menu option off the Edit Menu did not bring up Shipper Screen.

3.00 9/24/2002

Major release. Added many new features that allow for more customization in the program. Created a new Bill of Lading form that reflects recent changes by the Department of Transportation. Added C.O.D. processing, Unit of Measure fields, NMFC codes, along with many more. Extended the Description of Articles/Line Items length to 75 characters. Added totals for Pcs along with Weights. Allow for different

Shipping Labels to be printed. Multiple Page BOL's. Added PDF creation of BOL's for emailing to customers, carriers, etc. User Entered BOL#'s, Can now print Blank BOL's. Many other enhancements included.

3.01 10/01/2002

Minor fixes. Also added a second Description/Item field that can be used in the Item/Description file. Options to add Consignee's, Carriers, and Items during a lookup. Added option to automatically print Terms and Conditions report after BOL printout if you choose to do so. Option to automatically capitalize the Description lines or not.

3.10 10/10/2002

Minor fixes. Also added a Product ID field to the Description file that can be used during a lookup screen that is displayed while entering a line item into the BOL. This allows for an easier lookup of items. Also added two more Shipping Label Forms. Avery Label Type 5164 (6 labels per sheet) and 5165 (1 label per sheet).

3.11 11/14/2002

Minor fixes. Also added a Weight Description to be printed on the BOL form.

4.00 3/17/2003

Major release. Added many new fields and features. More customization and personalization options. Added PRO number processing, Contacts, easier shipper selections. Added Purge capabilities, Backup and Restore functions. Changes to the BOL form for easier readability. To many small changes to list. Corrected minor bugs. Re-wrote the help text, for usability.

4.01 4/9/2003

Minor fixes, corrected the page numbering scheme if multiple pages are printed.

4.02 5/23/2003

Minor fixes, corrected the Copy/New feature. Added InkJet Print feature to remove shaded boxes.

4.03 8/28/2003

Minor fix to correct printing on pre-printed forms.

4.04 11/04/2003

Minor fix to Copy/New feature if using System Wide BOL's.

5.00 12/1/2004

Major release. Added many new features

5.01 12/7/2004

Minor fix to avoid disabled focus error.

5.02 12/12/2004

Minor fix on modifiable BOL# entry and Consignee addition to database on the fly under certain circumstances.

5.03 12/13/2004

Minor fix to Copy/New procedure. Added New Software Update Checking routine.

5.04 12/17/2004

Minor fix to Shipper Selection drop down. Also fixed data conversion issue from earlier edition.

6.00 12/5/2005

Major release. Added many new features.

6.01 1/18/2006

Minor fix applied to the Bar Code Style shipping label. Was causing print problems on Zebra printers. Now uses the latest drivers from Zebra.

6.02 1/25/2006

Minor fix applied to the pre-printed Dot-Matrix forms printing.

6.03 2/3/2006

Minor fix/change to remove the initial Splash screen.

6.10 5/31/2006

Minor fixes/changes. Fixed - email system calls, totaling of items weight, qty now are not dependent on each other.

Added - extra export bol fields, margin adjustment for blank paper dot-matrix printing.

Removed the usage of oxp files, now using registry. Added two new reports - Daily Shipping Log and Shipper Per Productivity reports.

6.20 7/15/2006

Minor fixes/changes. Added a Pro number generation feature to be used to create Pro#'s for each Carrier if defined.

6.30 9/18/2006

Minor fixes/changes. Added a Freight Charge field to main screen. This field does not print on the Bills, but will print on the Shipping Report. This is only used for internal purposes if you want to use it as it can be turned on or off.

Added changes to the import sales files, now you can import a full sales order file to be loaded. Added new search grid to make it easier to find/lookup previous bills. Misc. fixes and small changes added.

6.40 10/18/2006

Minor fixes/changes. Added new Batch printing options to allow for batch printing selections and printing of shipping labels during the process. Added Bold printing options to the BOL Qty's and Weight fields and Totals on the printed BOL to make this stand out more. Misc. fixes and small changes also added.

6.45 10/27/2006

Minor changes. Added process that will allow you to change the assignment of Shipper to an already created bill. Also added option to allow for printing and entry of Product Id on the Bills. Added a lookup code for the 3rd Party Billing file. This makes it easier to lookup 3rd Party biller records during entry of bills.

6.46 11/19/2006

Minor changes/fixes. Adjustment to the Product ID field. If using Product ID and not using NMFC codes, then Product ID size increases to 20 characters. Added option for Product ID field entry on detail line where you can just enter the Product ID number into the detail line field and it will retrieve the Product information and load the other fields with the default information.

6.47 12/01/2006

Minor changes/fixes. - Changes made for Terminal Services Customers.

6.50 2/21/2007

Minor changes/fixes. - Added option to allow for 2 Qty's and 2 UM's. Changed the screen processing to allow for re-sizing. Added a disconnect link between Consignees and Deliver tos. Updates to the BOL Export to Excel file, added more fields. Updates to the email bol feature. Fixed the Backup routine. Many internal changes to processing.

6.60 6/15/2007

Minor changes/fixes - Added a new Shipping label for a barcode style printer - 4x3 size. Fixed an issue with printing a bill to PDF, caused issues. Added a Password login feature. You can set up 3 different levels of security, Administrator, Users, and View only. Misc fixes.

7.00 - 05/22/2009

Major release. Added many new features and fixes.

7.05 - 06/26/2009

Minor changes/fixes.- corrected BOL Lookup/Search screen. Was incorrectly listing/selecting past bills. Corrected bug with upgrades in regards to the impbol file.

7.10 - 07/09/2009

Minor changes/fixes. Fixed an issue with the importing of orders when selecting a valid Sales Order number, and pressing Enter. It used to error because of the button that was used in the program. We have replaced all of these style buttons in the program which corrected this issue. Also, corrected a few more small issues that we found.

7.15 - 06/26/2009

Minor changes/fixes.- corrected BOL Lookup/Search screen. Was incorrectly listing/selecting past bills in reference to the selected shipper. It was displaying all bills, not the bills for the selected shipper.

7.25 - 10/14/2009

Minor changes/fixes - Added new Mandatory Field screen under the Setup menu, Displayed/Options fields selection. Mandatory field selections have been added to make the user enter information into the selected fields. If information has not been added, then the user will not be able to print the selected bill.

7.26 - 10/16/2009

Minor changes/fixes - Added a dbl-loop selection in the system settings to handle issues with emailing bills under the MAPI email process.

7.30 - 04/03/2010

Minor changes/fixes - corrected the font size selection of the legal notes printing of the setup section.

7.35 - 04/27/2010

Minor changes/fixes - corrected PRO# printing on the shipping labels.

7.40 - 5/31/2010

Minor changes/fixes - Added a new selection for Canadian Shippers. Will change the printing on the bills to reflect Ministry of Transportation instead of DOT. Will also change Hazardous Material reference to Dangerous Goods.

7.50 - 7/12/2010

Minor changes/fixes - fixed an issue with the shipping label - 5165 label - would not print the label pieces. ie. 1 of 3... Added a Default Shipper Per field to the Users file. If used, will automatically fill in the Shipper Per field in the program. Corrected some printing issues of BOL, as it was cutting off the ends of some fields.

7.55 - 7/22/2010

Minor changes/fixes - fixed an issue with the pro# bar code being printed and sizing.

7.56 - 8/12/2010

Minor changes/fixes - fixed an issue with the PDF, EXCEL creation of printed reports and bills.

7.60 - 8/23/2010

Minor changes/fixes - fixed a data location reset issue.

7.70 - 10/18/10

Minor changes/fixes - Corrected bugs - When printing barcodes for BOL#, and using the printed BOL# from Customer Order, Our Order, Carrier#, etc, it was not printing the correct value in the barcode. When you select 3rd Party billing and enter a billing address, then later change to Collect or N/A, it now clears out the Send Bill to address section. Changed option for DOT Reg Number to Registered Company for DOT requirements of HAZMAT shipping. This prints above the Emergency Contact information on the bill. While printing the reports, you now have the option to select all the Shippers or the selected shipper to print from. Additions - Added a Filter bar to the Consignee maintenance grid so you do not have to scroll all the way down to maintain a select shipper. Just key in the Consignee ID or Beginning name and it will filter out the one you are looking for. Added PRO# to the Excel Spreadsheet Export. Added a switch to remove the Deliver To if Different fields from the main screen for customers that never use them, so they do not have to tab through these fields. Added an option for Lots on the main screen. This is if you do not use the NMFC codes for Hazmat, as it replaces the NMFC codes with Lots on the screen and printed bill.

7.71 - 10/21/2010

Minor changes/fixes - Bug fixes.

7.72 - 10/25/2010

Minor changes/fixes - Bug fixes with screen layout and Lot processing.

7.75 - 12/22/2010

Minor changes/fixes - Bug fixes with BOL print option - was not printing Deliver to Contact Name.

7.76 - 12/30/2010

Minor changes/fixes - Bug fixes with Pro# barcode print, sometimes would print if not selected under certain conditions - corrected. 5165 label printing issues with skid count printing - corrected. Added new options: If using Password Security option, you can now turn off the option for Users to not be able to Change/Reset Printed BOL Status, as this would only be allowed under Admin rights in the program. Added option to not print the BOL# on bills, used only if using pre-printed forms that are already printed with BOL#'s on them.

7.77 - 2/7/2011

Minor change - When processing a Detail Line Item with a UM (Unit of Measure) of PLT (Pallet), this Qty will not be added as a piece count total on the bill. It will be now be ignored. If you wish to add a pallet to the quantity totals, a UM of SKID should be used as it will be added to the totals for pieces. These items will still be added to the total weights as the weight will still be accumulated.

7.78 - 3/8/2011

Minor fix - During import process of BOL's, if there was a 3rd Party Biller, it was not properly being added to new bills. Also corrected and issue with null UM not calculating pieces totals.

7.80 - 5/31/2011

Minor changes - Added new default fields to the Shipper Setup screen for the following fields. Carrier, Route, Special Instructions, and BOL Message. If you enter a value into these fields, they will be added to new bills as the default entries for those fields. Changed the Shipper selection grid to allow for sorting of Shipper records by Name, Address1, or Shipper number. Fixed some minor bugs in the program.

7.82 - 8/14/2011

Minor fixes - Corrected issues during upgrading with NE was causing errors when one workstation upgraded and an older version was run inadvertently. Corrected issues with Default Carrier information not being loaded correctly on first bill if using default Carriers assigned to Consignees.

7.84 - 9/29/2011

Minor changes/fixes - Added a new report to program called Shipping Report 2. You can print/preview or create an Excel spreadsheet with this layout and information. Changed the font embedding in the PDF creation process. PDF will now include all fonts used in the creation of form so it can properly be printed and viewed on different machines that may not contain these fonts.

7.84.2 - 11/8/2011

Minor fix - Corrected printing of Contact and Deliver to Phone numbers if reverse printing option is selected.

7.85 - 1/9/2012

Minor changes/fixes - Added a new Product Shipment report that will show you what products have been shipped, selected by Date range, Product ID or Description along with Consignee selections. Created option for MOD7 check digit to be implemented and added to the PRO# creation process for selected Carriers.

7.85.3 - 2/12/2012

Minor changes/fixes - Added an option to define using Outlook as your MAPI email program to send emails. If selected, it will now place a prefix of smtp: in front of the email address so that Outlook can resolve the email address.

7.86 - 4/26/2012

Minor changes/additions - Added an option to define a customized email message to be sent to the Consignee upon shipment of material. This email message can contain the Tracking information to the Carriers web site if defined, which will allow the Consignee to click on the link to display the Carriers web site tracking information to determine deliver expectancy of the shipment.

7.86.1 - 5/20/2012

Minor changes/additions - Added a selection to either allow for PLT (Pallets) UM to be included in the piece count totals or not. Changed the email routine component for better control over the sending feature. Fixed a bug in regards to the Lot report selection screen. Bug fixed in the Daily Shipping Log.

7.86.2 - 6/04/2012

Minor changes/fixes - Corrected issues with Modifiable BOL's if no records existed for shipper. When new BOL was created for Modifiable BOL#, the system was not creating the defaults selections for the defined shipper. Corrected BOL Re-Index program to select the default data location correctly.

7.86.3 - 6/05/2012

Minor fix.

7.86.4 - 6/12/2012

Minor change/addition - Added a Pro# barcode selection to allow for printing of the Pro# barcode to the shipping labels.

7.86.5 - 6/13/2012

Minor fixes - Shipping Label adjustments corrected.

7.86.6 - 8/21/2012

Minor fixes - Corrected a XP Issue regarding window sizing error.

7.87.0 - 1/15/2013

Minor fixes/changes. Added a Total Quantity field to the detail lines per D.O.T. requirements.

7.87.1 - 2/18/2013

Minor fixes/changes. Corrected a bug when upgrading from previous version and accidentally re-running an older version from another workstation. This should only affect Network Edition.

7.87.2 - 2/20/2013

Minor fixes/changes. Changed the BOL print to state for 3rd Party Billing selection to 'THIRD PARTY FREIGHT CHARGES BILL TO' instead of 'Third Party Billing Information'.

8.00 - 8/01/2013

Major release. Added many new features and fixes. Increased the Shipper number field to 10 characters. Added options for Add-In programs to be added to system.

8.10.0 - 10/25/2013

Minor fixes/changes. Added an option to print bills to Legal sized paper (8 1/2" x 14"). Using this option will allow for up to 30 detail lines to be printed on each page of the bill.

8.30 - 1/9/2014

Minor changes/addition - Added a new search detail screen option. This will allow for more options for searching past bills. You can now search the detail items, part numbers, classes, etc. You can filter out records in the new grid to narrow things down.

8.40 - 4/15/2014

Minor changes/addition - Added feature to allow for Add-in of Custom Report Designer integration into the program. This new feature will allow for you to create and maintain your own custom reports using the Bill of Lading data. Added a screen shot feature to the About page to the user can easily create a screen shot and automatically send this along with system settings directly to the Support staff to help in any diagnostic issues that may arise. Fixed a bug with the Consignee ID being keyed into the Consignee name field and selecting the incorrect ID. Put into place other Add-in hooks for future features and options.

8.50 - 8/15/2014

Minor fixes/changes - Changed the resizing issues with the Displayed/Options Fields screen. Created new icons for the install to correct the look on the desktop if using larger resolution sizing. Removed the search icon from the main screen as it was no longer useful. Changed the Custom Fields screen to display each custom display and printed fields separately instead of grid. Removed some outdated components that were no longer used. Fixed the User defined fields Reset option. Updated the Workstation Configuration Setup Utility. Misc fixes and changes.

8.60 - 10/28/2014

Minor fixes/changes - Added an option to display a charges field to the detail line items. This option will allow for entry of an individual charge amount per detail line item and to print the charges on the bill. Selecting this charge field for display will automatically remove the NMFC codes from entry along with printing. Added an option for a default Signature name to be auto entered into the Section 7 section of

the printed bill. Misc fixes.

8.65 - 11/21/2014

Minor fixes/changes - Added an option when sending emails internally in the program to allow you to select either the Consignee email address (default), or to select the Carriers email address if entered in the Carrier record. Fixed the Excel spreadsheet reports in the Reporting section, as they were not properly selecting out the records based on the selected Shipper.

8.75 - 06/19/2015

Minor fixes/changes - If Shipper is set to default COLLECT, blank out the default bill to address when creating a bill. Do the same if selecting a Consignee that has a default of Collect. When printing the Terms and Conditions with the BOL, if you choose a different printer than the default for the workstation, it will only print the BOL and not the Terms as that is sent to the default printer for that workstation. They both will now print to the selected printer. Changed the option on the grid search under the Consignee maintenance to use an asterisk for the find bar instead of a % sign. Add an option to clear the filter bar - ESC. Added a Filter Bar option to the Search BOL's screen. On the 5165 labels - Added the option to print the order# if the PRO number is also selected. If the Total Qty's or the Total Weight contains a zero value, do not print the zeros. Added the following fields to be imported during import BOL option: Tare, Net, Qty2, UM2. During the import process of bills, if there is a Customer ID number entered in their import file and no customer name/address, then perform a lookup and load this information from the Consignee file. Added a screen to the program to be able to view the import records for the bill creation. This will show the data in the impbol file off the load orders screen. Included an option to clear the data file and also the import option as on the other screens. Fixed the issue with Bold Qty and/or Weight line items during the print process if over 9 items on the bill. Fixed Thermal 4x3 label as it was overrunning on the address lines. Added option to now be able to send BOL's via email using Office365 and Gmail accounts. Also corrected some issues with internal email processing.

8.76 - 10/17/2015

Minor fixes - Misc. small fixes and bugs.

8.80 - 12/15/2015

Minor updates - Added option to auto check and display if there are any updates available with an appropriate link to download the latest version. Couple of bug fixes are also included in this update.

8.82 - 1/19/2016

Minor fixes/changes - Changed the heading for the Total Quantity detail line field to User 11 Detail to allow for custom usage if needed. Added selection for Canadian DG Consignor's Certification statement to use the Consignor's Certification SOR/2014-152 Section 3.61 per Transportation of Dangerous Goods Regulations. Fixed bug in Consignee Manifest Report, was not selecting correct data range.

9.00 - 12/01/2016

Major release. Added many new features and fixes. Changed all the screens to allow for larger viewing of data and text. Removed ads.ini file usage and replaced with Registry option to alleviate security issues and Virtual Store problems. Can now create and move data folder internally. Replaced many internal options to allow for new growth path and future enhancements. Upgraded to new Uniform Terms and Conditions printout to reflect new NMFTA standards for Straight Bill of Lading.

9.10 - 01/23/2017

Minor updates - Added new option to automatically perform an orderly shut down of the application if it is running and there is inactivity on the workstation for 3 hours. This will allow the release of data files as to help prevent possible index and data corruptions.

9.20 - 2/23/2017

Minor updates - Added the option to print a bar code of the Carrier number on the printed bill. Added a new filter row for and expansion grid option for Shippers on the Shipper Selection/Setup screen to allow for easier selection if using many Shippers in the software. Added new import and export options to allow for latest version of MS Excel formats.

9.30 - 4/10/2017

Minor updates - Added options to create drop down database lookups for all the custom defined fields in the BOL like the Customer Order Number, Our Order Number, Route, Shipper Per, Dept, Carrier#, Trailer#, and Seal#. These fields can be custom named as before, but with an added option to create and store a database list of these items to be used as a drop down lookup during BOL entry. These additions can be found on the Display/Fields Settings in the Setup section of the software.

9.40 - 5/22/2017

Minor updates - Added new User option of Limited access to allow the User to create BOL's, but not have access to the file maintenance screens to limit access to changing or deleting records from the system data files. Expanded the Shipper drop down selection field on the main screen to be able to re-size and show Shipper name and Address1 for users that have multiple shippers with the same name, but different addresses to make the selection process easier.

9.41 - 5/31/2017

Minor fixes - Corrected a bug in the Shipper selection drop down on the main screen. Was sometimes selecting the incorrect shipper during first run. Also, added the Shipper Number field to the same drop down field grid for selection.

9.45 - 8/21/2017

Minor updates/fixes. - Corrected a bug when using Modifiable BOL# as the User definition for Shipper Per was not loading properly. Added an feature in the Network Edition that on first run the record displayed will automatically be locked/disabled. If user would like to edit this record, they must click on the Edit button that is displayed, or the Edit menu, Edit BOL Record option. This only displays if System Option - Disable Printed BOL lock is checked, or if the displayed Bill has not been printed.

9.46 - 10/31/2017

Minor updates - Changed the MOD7 Pro# check digit processing for the Pro# creation process to allow a 10th digit to be used in the Pro# assignment scheme.

9.50 - 11/13/2017

Minor Updates - Added the Check Digit PRO# processing for YRC. Modified the pro number field sizes to make them larger in the Carrier file. If using the PRO# creation process in the Carrier file, and you have the PRO# selected in the Mandatory fields, it would stop you from printing. This has been corrected.

9.52 - 3/30/2018

Minor Updates - Added a new routine to the new BOL procedure to process a database refresh on the Ctrl file and System file. Removed the update routine from the Network Edition. This will now only inform use of an available update, but they will have to download and install on each workstation with instructions so that all workstations are updated at one time to help stop issues when performing an update.

9.53 - 5/01/2018

Minor Update - Corrected a bug when printing 5163 labels. System was not saving the printer selection information correctly.

9.54 - 6/22/2018

Minor Update - Changed the Workstation Configuration Setup Utility to allow for manual entry of UNC path incase they cannot browse directly to another computer for stored database location. Fixed bug on the Print 2 PDF button as it was moving on the screen if certain settings were turned on. Added a BOL# Heading Prefix to print in front of the BOL# heading on the printed bill if needed. Updated the Backup/Restore procedure to create an enhanced backup of database. Created a new application to clear out the saved program settings to reset back to the default display settings.

9.55 - 9/15/2018

Minor Update - Changed routine during startup to allow you to not create a new set of database files or clear out selection if the already selected location is not valid. This has been done in case a network location is not valid for a period of time due to network issues. Will allow you to just shut down and try again later.

10.00 - 3/07/2019

Major release. Added many new features and fixes. Added a user defined detail field database lookup for original Total Qty field. Added batch printing of 4x3 labels if being used during batch BOL printing. Created new Backup application. Added options to db for upcoming features.

10.10 - 04/12/2019

Minor Update - Changed the location of the Import and Export specifications to store in the database location folder. Corrected the import BOL process to include the correct associated fields in the Carrier database. Fixed the BOL# bar code and Pro# bar code selection, cannot have both selected. Misc. fixes/bugs.

10.20 - 05/20/2019

Minor Update - Added a Unit Weight to the main screen entry if option is turned on. This will be used to calculate the line item Weight field. $Qty * Unit Weight = Weight$. Weight field can still be overwritten manually if needed. Changed the layouts of BOL Detail and Import tables.

10.30 - 06/28/2019

Minor Update - Fixed a couple of bugs along with the printed BOL layout as there was a box out of alignment.

10.35 - 07/11/2019

Minor Update - Added an error check process for compatibility of application version against database version during initial startup.

10.40 - 10/04/2019

Minor Update - Added a system option to print the Standard Anti-Diversion Clause on the printed bill. This is for U.S. Only Exporting options and will only be used and processed using the Laser printer option. Does not function with the pre-printed forms.

11.00 - 5/15/2020

Major release. Added all new database lookup screens because the old ones were too small and not resizable. Added a new Workstation Configuration Setup Utility for better browsing of database locations. Added Consignee and Deliver to heading labels to the labels file to be able to customize on the screen and printed BOL if you choose. Added a new system control file for internal usage. Created an option to print Return BOL's - this is a check mark on the main screen, and if checked will reverse print the Consignee and Shipper field information on the printed BOL. Replaced all the menus with resizable menus to match the resizing of the screens. Replaced old Backup and Restore application with a new one.

11.01 - 05/27/2020

Minor Update - Corrected Upper Case entries to field entries. Corrected tab order on field settings screen.

11.10 - 07/21/2020

Minor Update - Changed/fixed the database lookup filtering bar fields to properly filter the selections during a lookup.

11.20 - 08/31/2020

Minor Update - Added a new option to the system options to be able to turn off the printing of the order numbers on the shipping labels. Updated the system utility for index rebuilding.

11.30 - 09/17/2020

Minor Update - Fixed an issue with the Deliver to selections. If bill is already created, and select Deliver to, it did not associate with the displayed Consignee when dropping down for selection. Also, the same when selecting Deliver to maintenance. This was only an issue when linked Consignee and Deliver to is used and editing an existing BOL. New - On the reports selection screen, now saving the selected printers used to print the reports for recall next time printing instead of using the default printer on workstation. Fixed issues with new searches for Carriers using the Carrier Edition.

11.40 - 11/17/2020

Minor Update - Fixed an issue with the Product ID lookup (F2) was defaulting to Description field lookup. Also fixed option if only want to use Product ID for lookup, it will now lookup using Product ID if you are using any of the grid fields, based on system selection to do so. Added a backup prompt on exit option, along with an auto backup option for the Single User Editions. Added Outlook email send to setup, as based on Outlook 365 and Outlook 64 bit application. Windows has started not allowing direct MAPI connections to these products, so added a new connection and send option. It will send directly to Outlook Outbox, then will send during your selected Outlook settings.

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