Suburban
Software
Systems

Dispatching

Dispatching Menu Contents

Dispatching Menu:

Purpose: This menu contains everything you need to implement and maintain a routing system. It allows you to print detailed or summary route reports, delivery tickets, and delivery postcards. It also allows you to perform various other maintenance and reporting functions related to the routing system.

Dispatching Requirements Summary:

Delivery Requirements Summary

Company Identification Code	DEM ⌄
Branch Name -or- ALL Branches	01 - DEMO Propa ⌄
Maximum Tank Percent Full (xx%) allowed -or- (Blank for all)	▢ %
As of either: (Please choose Date or Degree Day) . . . . Date (MMDDYY) ⦿ Degree Day (4 digits) ○	
Include or Exclude Winter Only Users	Include ⌄
Include or Exclude Probable Lost Accounts	Include ⌄
Form Name	0001 ⌄
Printer Type	VW - View ⌄

Exit	Continue

The **Dispatch Summary Report** provides a one page analysis by driver and route of how many customers by class require servicing and how many gallons could be delivered or serviced.

Dispatching Requirements Summary Options:

Company Id Code: Enter the company identification number.

Branch Name/ All Branches   Enter the Branch Name to be processed (single branch Companies may enter the Company ID).

Maximum Tank Percent Full: This option may be used to select only those customers with tanks that are less than a specified "percent-full" by a specified date or degree-day (specified below). Enter the maximum percent to be printed (without the % sign or decimal point).
Leave this field blank to print all percentages.

As of either: Date/ Degree   This option is used with the above "Maximum Tank Percent Full" option to exclude from the report those accounts with tanks that are forecasted to have reached a certain level (% full) by a specified date or degree day. Enter the date or degree day to be used in this exclusion.

IN / EXclude Winter Only Users: Enter IN to include winter only users or EX to exclude winter only users from the report.

**Printer ID :**   The printer (P1, P2, P3, etc.) that will print the report

Dvr Rte	Numbers of Customers Total	Order	Autom	WeCal	WillC	Average Size	& Pct	Deliverable Gallons Total	Order	Autom	WeCal	WillC	Last Delivered Gallons Total	Order	Autom	WeCal	WillC
1 50	23	4	8		11	365	8%	4459	597	2015		1847	1892	597	715		580
1 BK	41		16		25	265	9%	6244		2785		3459	3710		1440		2270
1 BP	45		28		17	304	12%	7896		4885		3011	4202		2595		1607
1 GW	60		22		38	250	10%	9165		2876		6289	5758		2055		3703
1 IN	15	1	7		7	514	4%	5334	150	2900		2284	1040	150	400		490
1 LS	16		10		6	328	15%	2822		1809		1013	1640		1170		470
1 MM	67	2	32		33	313	10%	12364	350	6458		5556	5292	350	2190		2752
1	334	10	144		180	3	10%	58799	1347	27143		30309	31024	1347	12960		16717
2 AR	99	2	37		60	247	9%	15608	230	5311		10067	9830	230	3410		6190
2 HB	45		18		27	262	13%	6694		2521		4173	5025		2300		2725
2 I	4		2		2	438	0%	1375		610		765	315		315		
2 IN	4		3		1	708	0%	1514		1250		264	295		165		130
2 MD	25		11		14	264	16%	3527		1533		1994	3234		1430		1804
2 ME	17		6		11	246	6%	2908		1109		1799	1647		515		1132
2 OG	16		7		9	257	11%	2765		1214		1551	1285		195		1090
2 RH	71		33	1	37	263	12%	10094		4547	140	5407	7357		3355	180	3822
2	307	4	133	1	169	273	11%	49052	405	21094	140	27413	32373	405	14070	180	17718
3 AB	33		19		14	273	10%	5458		3343		2115	3475		1765		1710
3 AD	88	1	47		40	266	11%	13714	200	7434		6080	9405	200	4785		4420
3 BW	2		1		1	250	12%	129		112		17	15				15
3 I	1		1			1000	0%	850		850			1670		1670		
3 MC	140	4	48		88	238	7%	22195	605	7721		13869	14460	605	5110		8745
3 R8	76	3	28		45	220	8%	10247	317	3984		5946	7052	317	2350		4385
3 WB	38		15		23	264	13%	6531		2751		3780	3970		1170		2800
3 XX	1				1	250	0%	145				145	150				150
3	380	8	159		213	244	9%	59444	1122	26195		32127	40357	1122	16850		22385
Br 04	1021	22	436	1	562	76	10%	167295	2874	74432	140	89849	103754	2874	43880	180	56820

4

Detailed Dispatch Reports:
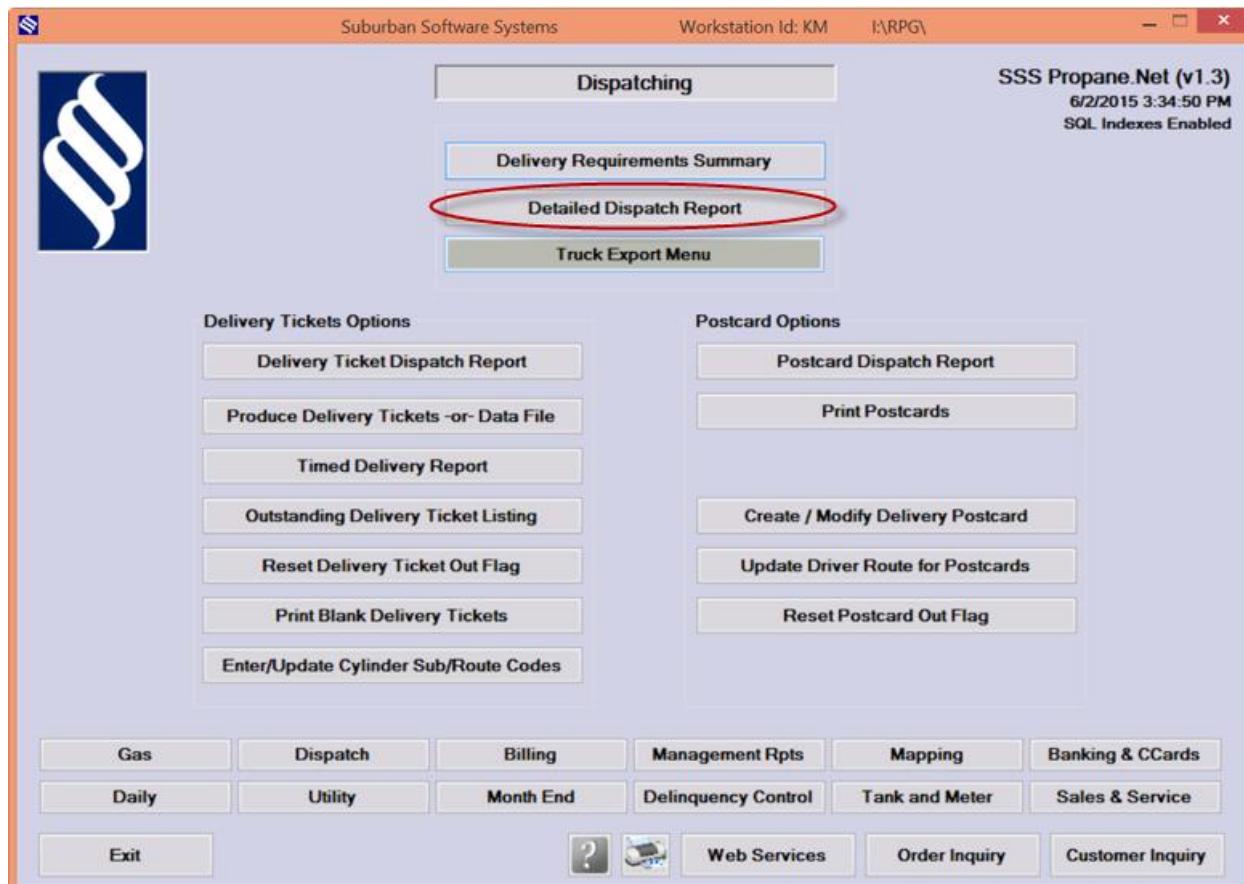
This report will provide a list of accounts on each route that require service. It is normally run just prior to printing delivery tickets and is used to assist in preparing for the next deliveries on the specified route. The procedure also creates a "pre-delivery" file that contains all the accounts that qualify for delivery. At ticket time, the system will display the accounts in the "pre-delivery" file to allow *deselection* of some of the accounts. A ticket will not be printed for any accounts that are deselected at ticket time. The dispatch report/delivery ticket printing process is the same if producing tickets or an Automated Truck System data file.

The Report: The Dispatch Report is identical to the Customer Status Report except that the "Route Sequence Code" appears where the Driver and Route would appear on the Status Report. Refer to the section on the Detailed Customer Status Report for more information (page 13-4).

***Note: *Any gas order that has been entered through Customer Inquiry but has not been printed will appear on the Dispatch Report. The entry will be highlighted and the "Delivery Code" will be changed to "O" to represent an "open" gas order.*

Detailed Dispatch Report Options:

Command Key {F5}: Dispatch Options

The Dispatch Report Detailed offers different dispatching options. The different options will cycle at the top of the screen by pressing {F5}:

1. Print: After selections have been made, press {Enter}, a "pre-delivery" file will be created and the report will be printed.

2. Display: After selections have been made, press {Enter}, the "pre-delivery" file will display on the screen and allow the operator *to deselect* accounts. No delivery tickets will be printed for deselected accounts and no dispatch report will be printed in this option

3. Display & Print: After selections have been made, press {Enter}, the pre-delivery file will display on the screen and allow the operator *to deselect* accounts. In this option a dispatch report will print; deselected accounts will not show on the report and no delivery tickets will be printed for them.

4. Display & Print Tickets: After selections have been made, press {Enter}, the pre-delivery file will display on the screen and allow the operator *to deselect* accounts. In this option delivery tickets will be printed. No tickets will be printed for deselected accounts.

5. Display & Print Postcard: After selections have been made, press {Enter}, the pre-delivery file will display on the screen and will allow the operator to *deselect* accounts. When this option is taken Postcards can be printed: after deselecting accounts, press {F7}, the operator will be asked if postcards are going to be released for printing? Y/N; if the answer is yes, the screen to print postcards is displayed and the operator will need to fill the Company Id Code and the Postcard Code to print. (See page 15-1 for more information about creating postcards).

Company ID Code: Enter the company identification code.

Branch Name -or- Company ID: Enter the Branch Name to be processed (single branch companies may enter the Company ID).

Driver and/or Route to print: Enter a driver number and/or a route code or leave this field blank to print all drivers / routes. Entry to this field will limit the customers appearing on the report to those with specific driver / route codes in the master file.

Maximum Gallons: Enter the maximum gallons the driver will be delivering.

Maximum Stops: Enter the number of maximum stops the driver will be doing.

Maximum tank percent full (xx%) allowed:	This option may be used to select only those customers with tanks that are less than a specified "percent-full" by a specified date or degree-day (specified below). Enter the maximum percent to be printed (without the % sign or decimal point). Leave this field blank to print all percentages.
As of either: Date -or- Degree Day	This option is used with the above "Maximum Tank Percent Full" option to exclude from the report those accounts with tanks that are forecasted to have reached a certain level (% full) by a specified date or degree day. Enter the date or degree day to be used in this exclusion.
Print Sequence:	Selects the sorting sequence for the dispatch report. The following sequences are available:

ROUTE	=	by master file route code.
PCT	=	by inventory percent full.
DDAY	=	by optimum delivery point by date and then by degree day.
ACCOUNT	=	by account number.
Cylinder	=	by special cylinder master route code.

IN/Exclude "Delivery Codes":	Allows for selection or deselection of accounts with specific delivery codes entered in their customer master file. Enter up to 5 delivery codes to print on the report.
IN/Exclude "Credit Codes":	Allows for selection or deselection of accounts based on the credit code entered in the customer's master file record. Enter up to 5 credit codes for the report.
Omit "Past Due Balances" in excess of whole dollar amount:	Enter a whole dollar amount (no decimal point and no cents). Customer's with a past due balance exceeding the amount entered will not be printed on the dispatch report.
IN/Exclude Winter Only Users:	Enter IN to include winter only users or EX to exclude winter only users from the report.
IN/EXclude Probable Lost Accounts:	Enter IN to include probable lost accounts or EX to exclude probable lost accounts from the report. A probable lost account is one that could have refilled and used another complete tank of gas since the last delivery.
Address and Directions to be Printed:	Enter {Y} to print customer addresses and directions or {N} to exclude address and direction information from the report.

Dispatch View Screen:

Allows the operator to preview and further limit the customers that will be output to the report, postcards, or file. To remove customers from the output report, postcards, or file, click or enter "D" beside the customer's name.

Edit	D	Customer Name	CR	DLV	USE	Phone Number	Forecast	TkSize	Curr %	Tic Out	LYear Gas	Balance	Amt PastDue	Budget Bal	
Edit		BARIBAULT, JOAN	1	V	0	525-8198		500	0						
Edit		....	1		1		254/2015	24	0	N	8.8	92.54	92.54		
Edit		PHILLIPS, YVONNE	1	V	6	498-6471	11/20/2014	250	6	N	120.4				
Edit		GREIS, JOHN	1	V	6	827-7562	11/22/2011	250	0	N					
Edit		MC CLINTOCK, JIM	1	V	6	827-7943	11/28/2014	500	15	N	260.3	-8.73			
Edit		FUNK, RICHARD	1	I	1	458-5896	3027/2014	500	0	N					
Edit		CAMPBELL, JOHN	1	V	6	999-6167	02/27/2014	320	0	N	181.1				
Edit		NEUHOFF, CORY	1	V	6	205-4258	09/19/2014	24	0	N	23.1	53.00			
Edit		CARR, NORMAN	5	V	1	827-0134	01/21/2014	240	0	N	556.5	703.53	688.16		
Edit		ROTHAKER, JACK	1	V	6			240	0			53.00	53.00		
Edit		REIMERT, WILLIAM	1	V	6	296-2302		330	0						
Edit		HARMAN GEN, STEVE	6	V	6	331-0827	11/09/2013	240	0	N	200.1				
Edit		DUNNING BARN, WALTER	1	O	2	827-1232	12/04/2014	500	23	N					
Edit		DUNNING HOUSE, WALT...	1	O	3	827-1232	12/25/2014	500	46	N					
Edit		LIMOGES POOL, CLAUDE	1	V	5	469-3114	01/04/2013	250	0	N					
Edit		DYER, LOUIS & TAMMY	1	V	6		09/19/2010	320	0	N					
Edit		DEVANEY, ROBERT	1	V	6	827-7390	12/27/2011	120	0	N					
Edit		ARSENICH, MARGARET	5	V	1	716-4739	04/05/2013	500	0	N					
Edit		FAUST POOL, DON	1	V	6	587-6221	11/26/2013	500	0	N					
Edit		LEVY, PETER & SUSAN	6	A	3	397-4334	12/05/2014	1000	24	N	200.0	-30.00			
Edit		FRENCH & PICKERING CRE...	1	V	6	933-7577	03/08/2014	120	0	N	101.0				
Edit		REIMERT, WILLIAM	1	V	6	296-2302	02/26/2014	1000	0	N	832.9				
Edit		HEET GENERATOR, LAN	1	V	6		11/13/2014	1000	0	N	874.3				

Double Click row to "D"eselect.   Orders 6 days out are deselected automatically.

Go Back   ORDERS   WILL & WE CALL   TIMED   ETM   TICKET OUT   Deselected Orders   **Continue**

Truck Export Menu:

This option will display the Truck Interface Menu which enables a user to output data to a truck based system, import data from the truck or process data that has been imported. The menu displayed when this option is selected is variable and is determined by the type of truck system used. For the purposes of this document, we will display the Portable Propane System Menu only. Alternative truck system interfaces will be documented elsewhere.
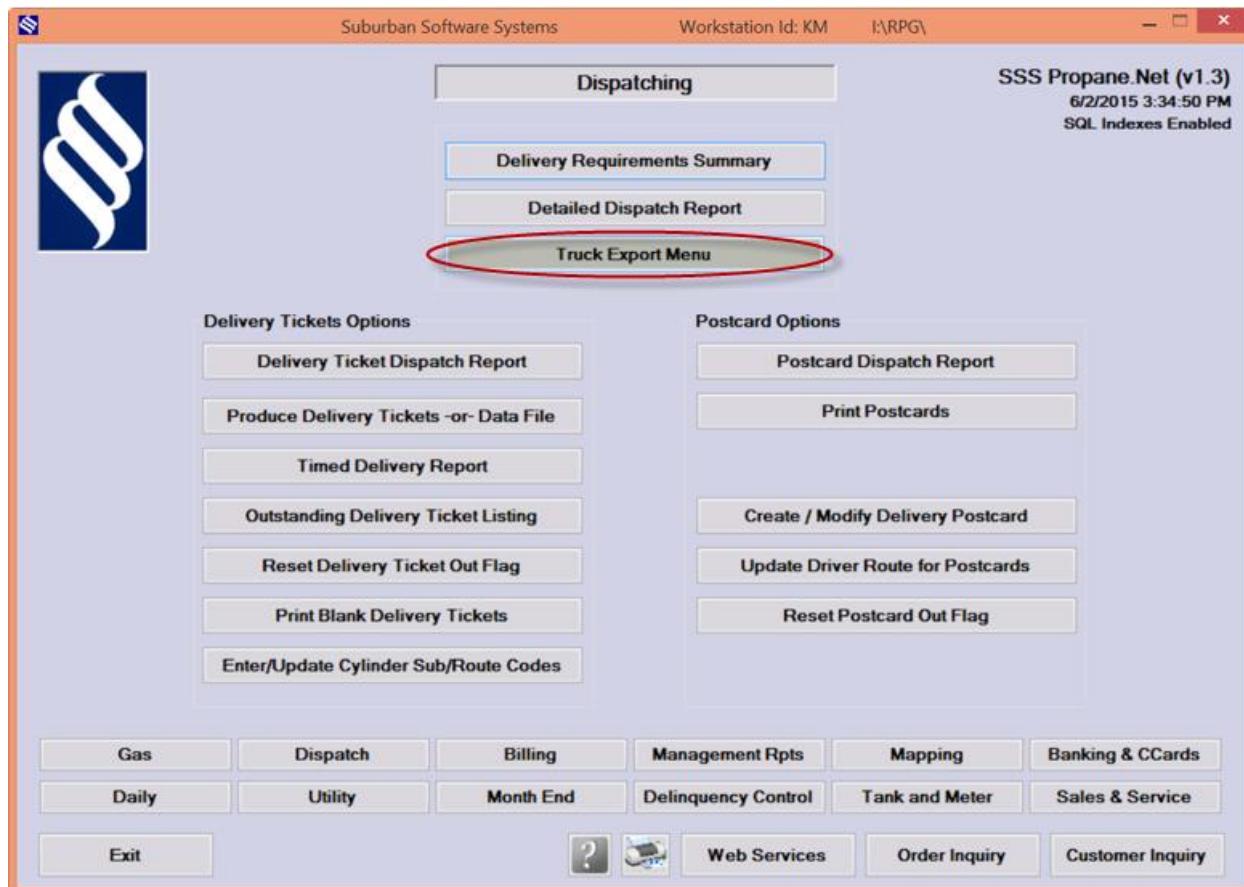
Detailed Dispatch Report

Send Customer Data to PPS Media:

1. Dispatch Report: Please refer to the section entitled Detailed Dispatch Report in the "Dispatch Menu" for detailed documentation on this report. Please note that, when using the Portable Propane System, this option will be used to "route from the office".

Routing from the Office: Each dispatch report that is produced in the office will create a route file which will be output to the truck system. The customers that qualify for the report in the office will be listed as "Office" customers in the Portable Propane System (ie. laptop) when the Gas Salesman searches for customer by "route". Customers that have orders in the office system will be highlighted in the Portable Propane System and "Order" will be displayed. Optionally, customers that have no outstanding orders and are not "routed from the office" via a dispatch report route file will also be listed in the Portable Propane System but they will have no special designation.

2. Export Customers and Routes to Media: This option is used to copy the customer database file, order file, and route file(s) to the Portable Propane System media. The media may be ramcard, thumbdrive, floppy disk, network, or any other media accessible via system drive letter.

Export Customers and Routes to Media

Prepare File for the Portable Propane System

Company Identification Code . . . . `DEM` ⌄

Branch Name -or- ALL Branches . . . . `01 - DEMO Propa` ⌄

Truck Number - or- Blank for ALL Trucks . . . . `[    ]`

Do not use the following option unless you wish to RESTRICT the number of customers that will be output.

Driver Number to Load -or- Blank for ALL Drivers . . . . `[    ]`

Exit   Continue

Export Customers and Routes to Media Options:

Company Identification Code:	Enter the company identification code.
Branch Name or All Branches:	Enter the Branch Name to be processed
Truck Number or Blank for All Trucks:	Enter the truck number that will be delivering the gas order or leave blank for all trucks.
Driver Number to Load or Leave Blank for All Drivers:	Do not us this option unless you want to restrict the number of customers that you want to output.

Retrieve Transactions from PPS Media:

Import New Deliveries from Media:

Prepare File for the Portable Propane System

Company Identification Code . . . . [DEM ▾]

Branch Name -or- ALL Branches . . . . [01 - DEMO Propa ▾]

Truck Number . . . . [   ]

[Exit]   [Continue]

For more on this refer to the **Daily Menu** manual.

Purpose:　　　　　　　This option will copy the transaction file(s) from the Portable Propane System media back to the office system. Operators may import one or many trucks prior to running the next option

Create New Data Entry File from Deliveries:

Create or Update Data Entry File from Automated PPS Deliveries

Company Identification Code	DEM ˅
Branch Name -or- ALL Branches	01 - DEMO Propa ˅
Truck Number - or- Blank for ALL Trucks	
Truck System Type	PP=PPS (All Type ˅
Month and Year Transactions Will Be Posted In	12/14
Sales Page Number to Assign	
Cash Page Number to Assign	
Print Transactions, Transfer Transactions or Both	Both ˅
Form Name	LAND ˅
Printer Type	P1 - Oki Data Dot ˅

Exit   Continue

Purpose: This option will combine all truck's transaction files, or a single truck's transaction files, that were imported above into one data entry work-file using a page number specified by the operator. The name of the Portable Propane System data entry file is variable and defined in system setup. By default, the data entry file will be called "PP". Once this option has been run, operators must proceed to the Daily Menu to complete the posting cycle for "PP" (or other preassigned truck transaction filename) as they would with any other data entry file. This includes entering control totals, correcting transactions (if necessary), printing and edit listing (if desired), and transferring the work to the sales journal.

Delivery Ticket Menu:
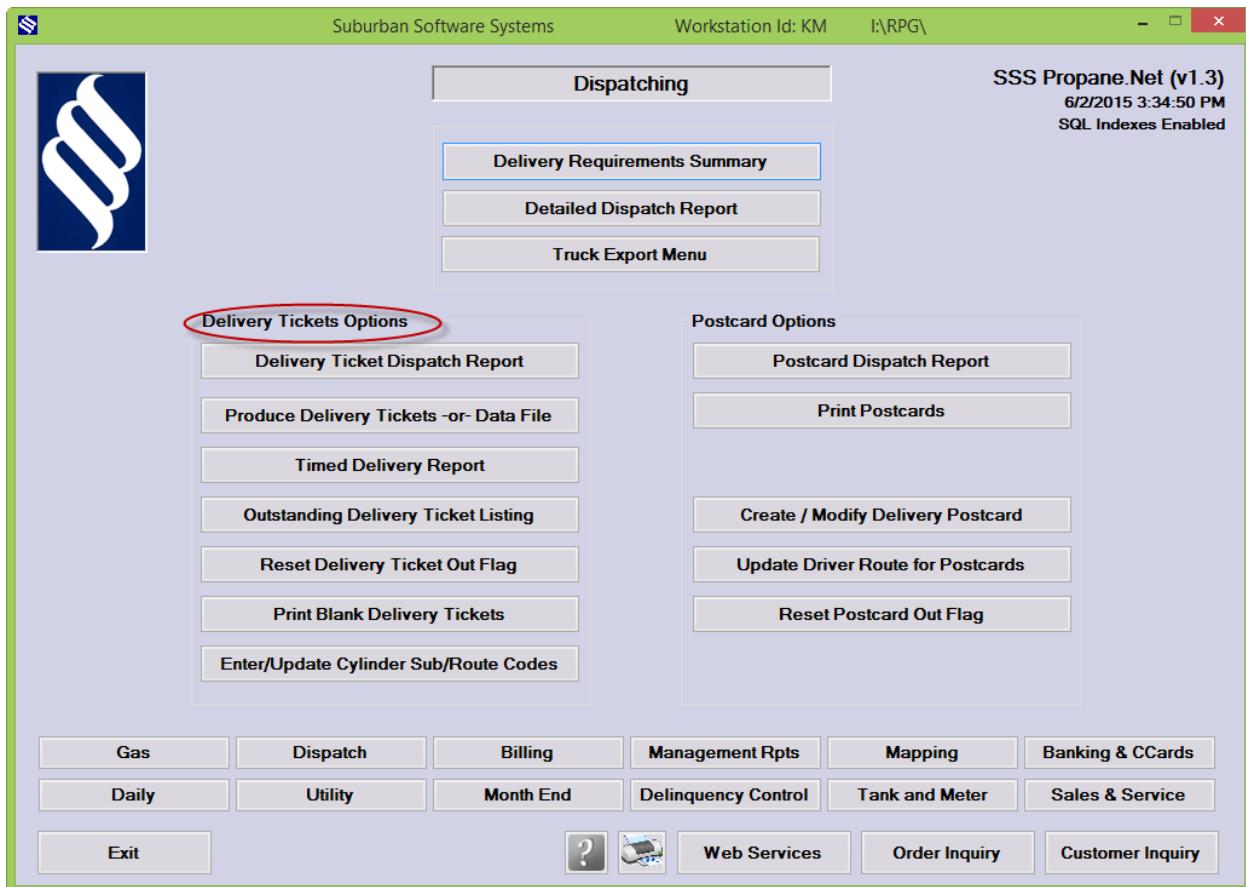
This option will display the Delivery Tickets Menu which enables a user to perform Delivery Ticket - related operations.

Delivery Ticket Options:

Delivery Ticket
Dispatch Report:

Please refer to the section entitled Detailed Dispatch Report in the "Dispatch Menu" for detailed documentation on this report.

Produce Delivery Tickets or Data File:

Produce delivery tickets

Company Identification Code	DEM ˅
Branch Name -or- ALL Branches	01 - DEMO Propa ˅
Enter Driver / Route To Print (Optional)	˅ ˅
Print Sequence	A - Account Number ˅
Reprint Previously Printed Tickets?	Y - Yes ˅

Additional Restrictions Beyond Dispatch

Maximum Tank Percent Full Allowed -or- Blank for All.	___ %
Include ˅ Customers with Delivery Codes Equal To	▯▯▯▯▯
Include or Exclude Customers That Only Use Gas for Heating?	Include ˅
Beginning through Ending Route Sequence to Print (or Blank for All) . . .	___ ___
Printer Type	P1 - Oki Data Dot ˅

Exit		Continue

Purpose: This option is used to go further than the Dispatch Report. It must be used to print "delivery tickets" or to create a "delivery route file" for automated truck systems.

Produce Delivery Tickets or Data File Screen Options

Company Identification Code: Enter the company identification code.

Branch Name or All Branches: Enter the branch name.

Enter Driver/ Route to Print (Optional) Enter the driver/ route you want printed.

Print Sequence:
A = Account
D = Degree Day
R = Route
S = Special

Reprint Previously Printed Tickets: If you want to reprint a previously printed tickets select yes.

Additional Restriction Beyond Dispatch: These options are used to go further than the Dispatch Report.

Maximum Tank Percent Full Allowed or Blank for All: Enter the percentage to indicate which customers to pull below that percentage.

Customer With Delivery Codes Equal to : Enter the Delivery Codes that match the customer

Include/ Exclude Customers that Only Use Gas for Heating: Do you want to include or exclude the customers that only use gas for heating?

Beginning through Ending Route Sequence to Print (Blank for All): Only used with Mapping and when Routes are sequenced.

Ticket Example and Explanation:

The information on the delivery ticket includes the customer's:

- Forecasted xx% delivery point by degree day or date (where xx% is 20% or the delivery point specified in the supervisor)
- Forecasted run out delivery by degree day or date
- Route sequence code
- Five lines of directions
- Projected delivery gallons
- Use code, credit code, & delivery code
- Use rate in gallons/degree day and gallons/day
- Confidence factors in the use rates
- Tank size, and phone number
- Last year's gallons delivered
- Previous delivery data
- Sales tax rate
- Indication of special pricing.

Timed Ticket Report:
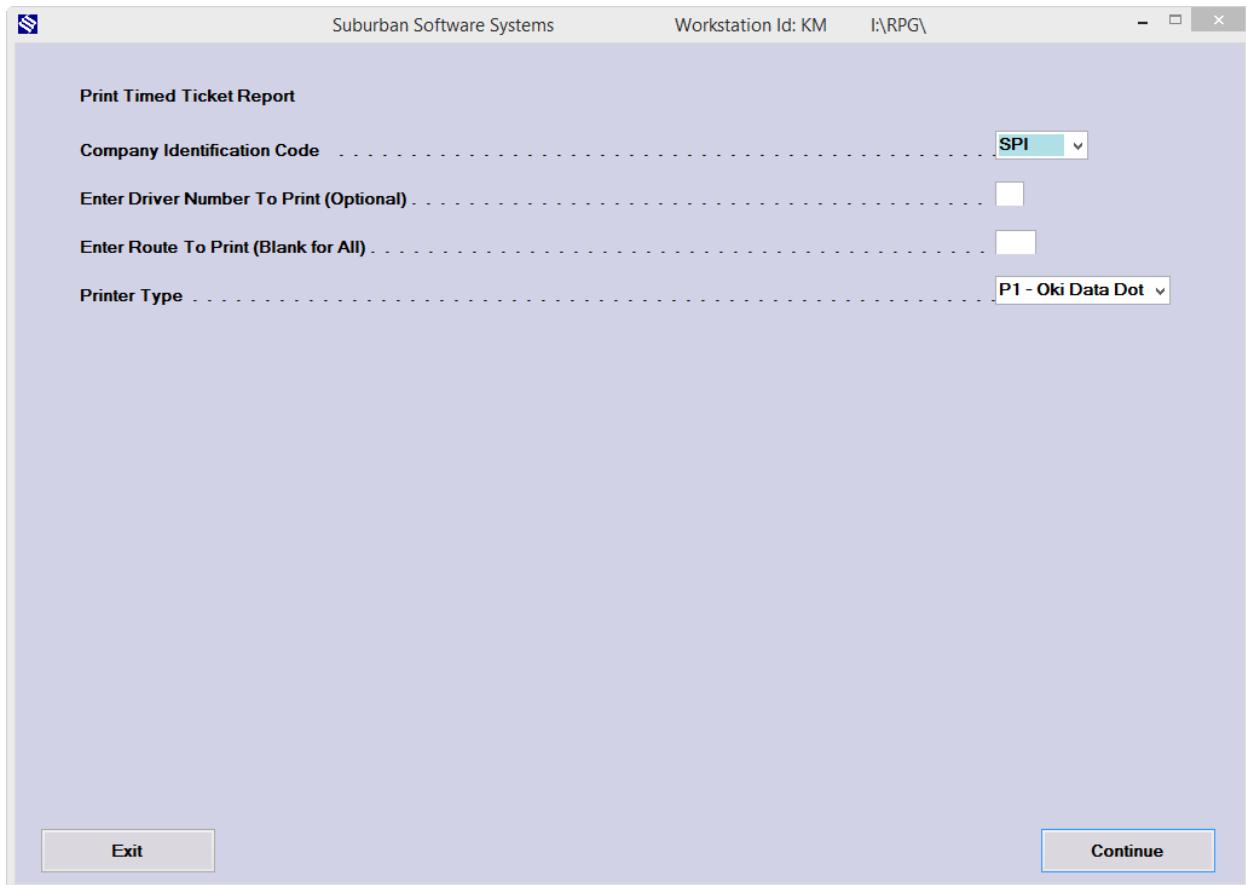
Purpose: A list of customers that have been designated to be delivered to, at specific time intervals (ie. timed customers).

Enter company identification code, driver and route. If driver and route fields are left blank, all timed customers will show on the report.

Timed Ticket Report: Example:

```
KM22VIEW.046 - Notepad

File  Edit  Format  View  Help

Styer Propane, LLC              Timed Ticket Report              6/22/15

 Account        Name            Last - Delivery - Next     Dr Route Seqn

 1-00628    ZLOTOWSKI, DAVID                   8/31/15      1   M2

 1-00747    STINGRAY GRILL                     1/08/15      1   D2
                                               1/22/15      1   D2
                                               2/05/15      1   D2
                                               2/19/15      1   D2
                                               3/06/15      1   D2
                                               3/20/15      1   D2
                                               4/04/15      1   D2
                                               5/19/15      1   D2
                                               5/21/15      1   D2
                                               6/04/15      1   D2
                                               6/18/15      1   D2
                                               7/02/15      1   D2
                                               7/16/15      1   D2
                                               7/30/15      1   D2
                                               8/13/15      1   D2
                                               8/27/15      1   D2
                                   9/03/14    --------
```

Outstanding Delivery Tickets:

Print Outstanding Delivery Ticket List

Company Identification Code	DEM ⌄
Enter Driver Number To Print (Optional)	☐
Enter Route To Print (Blank for All)	☐
Enter Product Code To Print (Blank for All)	⌄
Print Tickets In Sequence: Account or Date Order	D=Date ⌄
Include outstanding tickets for customers that do not show tickets out in customer inquiry?	Y - Yes ⌄
Would you like duplicates to show on the report?	Y - Yes ⌄
Maximum number of months back to check for outstanding tickets?	☐
Printer Type	P1 - Oki Data Dot ⌄

Exit	Continue

Purpose: This menu item will print a list of customers who have a delivery ticket 'out'. A delivery ticket is considered 'out' if it has been printed (sent out) but not keyed into the system as a gas transaction (ie. not returned).

Company id: Enter company identification code.

Driver: Enter driver number or leave blank for all.

Route: Enter route number or leave blank for all.

Product Code: Enter the Product Code or leave blank for all.

Sequence Print: The report can be printed in account or ticket sequence.

Notes: **Include outstanding tickets for customers that don't show a ticket out in customer inquiry:** If by mistake, several tickets have been printed for the same customer and only one has returned (keyed into the system as a gas transaction), the ticket out flag clears up in customer inquiry but the other tickets stay as outstanding. If Y is selected in this option the outstanding tickets will show on the report.

Duplicates to show on the report? Answer Y or N to this question in case you want duplicated tickets to show.

Maximum number of Months back: Enter the maximum months back that you would like to check for outstanding tickets.

Example:

```
YOUR COMPANY              **  Outstanding Delivery Tickets Listing **              4/10/13
Ticket
Date       Number   Driver   Route   Account        Name           Delv Code Last Delv Pct full
_____

10/22/02   78808                     3-0213-9   NV HOMES               A     1/13/03        99

10/29/02   79363                     3-0009-5   STATE ELE SUPPLY CO    A     9/23/03        99

10/30/02   79387                     3-0208-7   MULVANEY HOMES         A    10/30/02        99

11/01/02   79403                     3-0009-5   STATE ELE SUPPLY CO    A     9/23/03        99

11/27/02   81989                     3-0060-6   VENTURE CONSTRUCTION   A    11/21/02        99

11/29/02   82505                     3-0212-4   EDIFICE CONTRACTORS    A     1/31/03        99

11/29/02   82506            TH       3-0222-8   EDIFICE CONTRACTORS    A    11/01/02        99

12/02/02   82513                     3-0039-0   MA MOCK ENTERPRISES    A     1/10/03        99

12/11/02   83086                     3-0207-1   RYAN HOMES-VND#03607   A     5/20/03        99

12/12/02   83104                     3-0030-0   FASHION PRINTING INC   A     7/31/01        15

12/12/02   83105                     3-0049-8   GLASGOW BRIDGES        A     7/16/02        99

12/12/02   83106                     3-0056-4   SOLIDSFLOW INC         A    10/25/01        22

12/18/02   84675            TH       3-0224-2   CLANCY & THEYS         A    12/09/02        99

12/23/02   85033            TH       3-0224-7   NICK RACKOV            A    12/12/02        99

12/26/02   85233                     3-0205-3   APEC OF CAROLINA       A     8/27/02        99
```

Reset Delivery Ticket Out Flag:

Purpose: This option is used to clear the delivery ticket printed field that is found in Customer Inquiry.

Reset Delivery Ticket Out Flag Options:
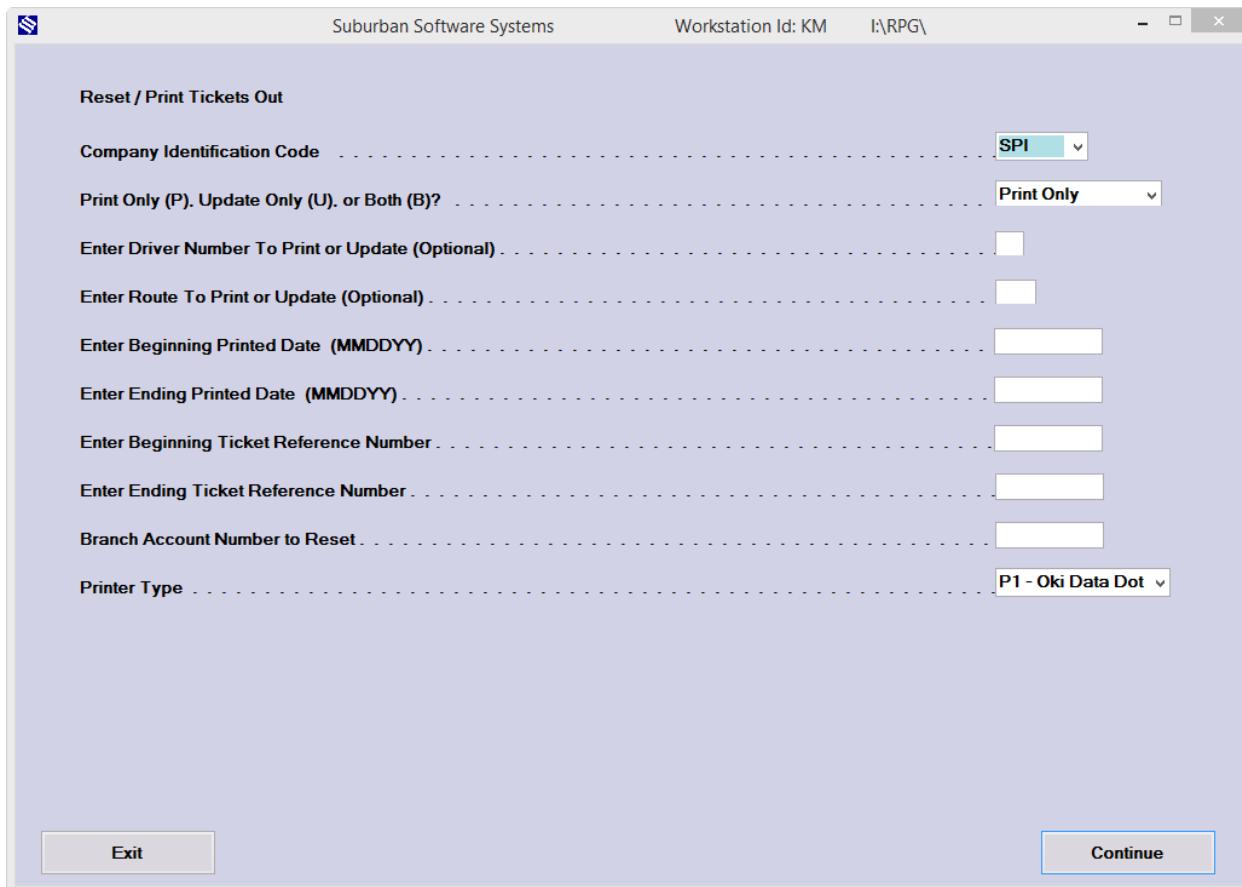
Company Identification Code:	Enter company identification code.
Print/Update/Both:	Do you want to only print the tickets, update the tickets, or both.
Driver Number (Optional):	Enter the Driver Number
Route:	Enter the Route number
Beginning Date:	Enter the Beginning Period Date in MMDDYY format.
Ending Date:	Enter the Ending Period Date in MMDDYY format
Ticket Reference Number:	Enter the Beginning and Ending Ticket Reference Number.
Branch Account Number	Enter the Account number that you want to reset

Print Blank Delivery Tickets:

```
Print Blank Delivery Tickets

Company Identification Code  . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .   [DEM       v]

Branch Name -or- ALL Branches  . . . . . . . . . . . . . . . . . . . . . . . . . . .   [01 - DEMO Propa v]

Number of Tickets to Print . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .   [        ]

Printer Type . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .   [P1 - Oki Data Dot v]




                [ Exit ]                                                    [ Continue ]
```

Purpose: This option prints blank delivery tickets with a reference number generated by the system. Enter company identification code, branch name and the number of tickets you want to print.

Enter Update Cylinder Sub/Route Codes:

Update Cylinder Routing File

Company Identification Code and Branch ID . . . . `DEM` ⌄ `01` ⌄

Enter Driver and Route . . . . ⌄ ⌄

Exit	Previous Screen		Continue

Purpose: Allows the driver to create daily routes to deliver cylinders

Postcard Options:
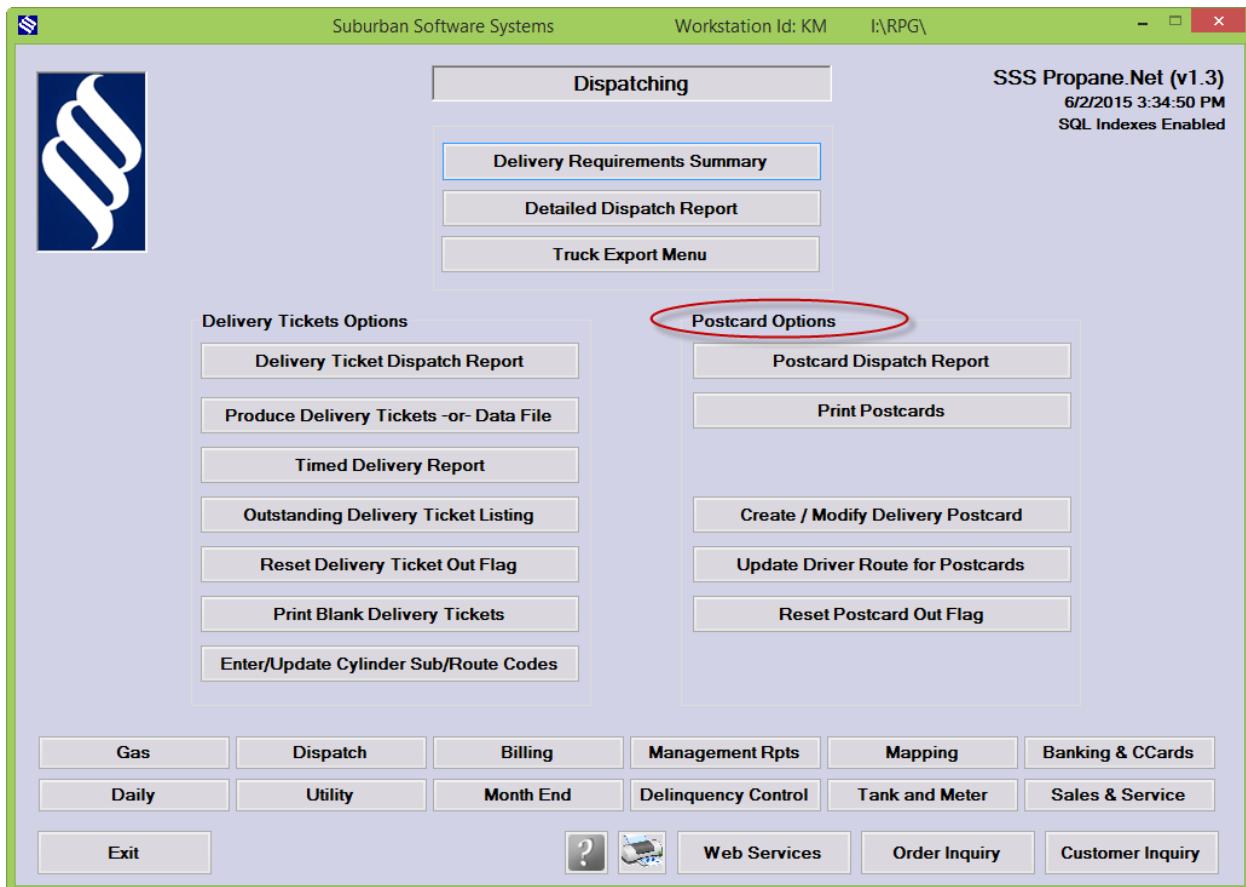
Purpose: Delivery Postcards Menu enables a user to perform Postcard - related operations.

Postcard Dispatch Report:

Detailed Dispatch Report	View & Print Postcards	▾	

Company Identification Code . . . . `DEM ▾`
Branch Name -or- Company ID for all branches . . . . `01 - DEMO Propane ▾`

"Driver" and/or "Route" to print . . . .(Blank for all) `▾` `▾`

Limited To: . . . . **Maximum Percent Full** `25` %
                                                                                    Maximum Stops ☐
                                                                                    Maximum Gallons ☐

                                                               Date (MMDDYY) ⦿ ☐
Forecast Forward to Date or Degree Day (Optional) . . . . **Degree Day (4 digits)** ○
Output Sequence Option . . . . `Route ▾`

Include / Exclude "Delivery Codes" . . . . `Exclude ▾` . . . . (Optional) `D ▾` `▾` `▾` `▾` `▾`
Include / Exclude "Credit Codes" . . . . `Exclude ▾` . . . . (Optional) `R ▾` `▾` `▾` `▾` `▾`
Include / Exclude Past Due Balances . . . . `Exclude ▾` **With Dollars Amounts in Excess of** ☐ (6.0)
Include / Exclude Heat Only Customers . . . . . . `Include ▾` **Include / Exclude Possible Lost Accts** `Exclude ▾`

Printer Type . . . . `VW ▾`   **Form Name** `0001 ▾`

Postcard Name . . . . `RD - Will-Call Postcard ▾`

Exit		F11 - Addition Routes	Continue

Purpose: Please refer to the section entitled Detailed Dispatch Report in the
                "Dispatch Menu" for detailed documentation on this report.
                Choose the postcard option at the top to view/print.

Print Postcard:

Purpose:	*Print postcard* option allows for the printing of a Postcard notice to "Will-Call" (or other) customers. It warns the customer of the need for delivery, telling them when the gas salesmen will be in their area, and requesting that they contact you to arrange for delivery. A request for arrangement of payment may, optionally, be printed on the postcards for customers with outstanding balances.
Notes:	The Driver and date information that will be printed on the delivery postcard must be setup prior to running this option The process of selecting which postcards will be printed is exactly the same as the process for selecting delivery tickets. The information that will be printed on the delivery post card such as the driver name and dates he will be in a specific area must be setup prior to printing delivery postcards. (For more information, refer to Create Delivery Postcards later in this chapter).

Create/ Modify Delivery Postcard:

Screen One:
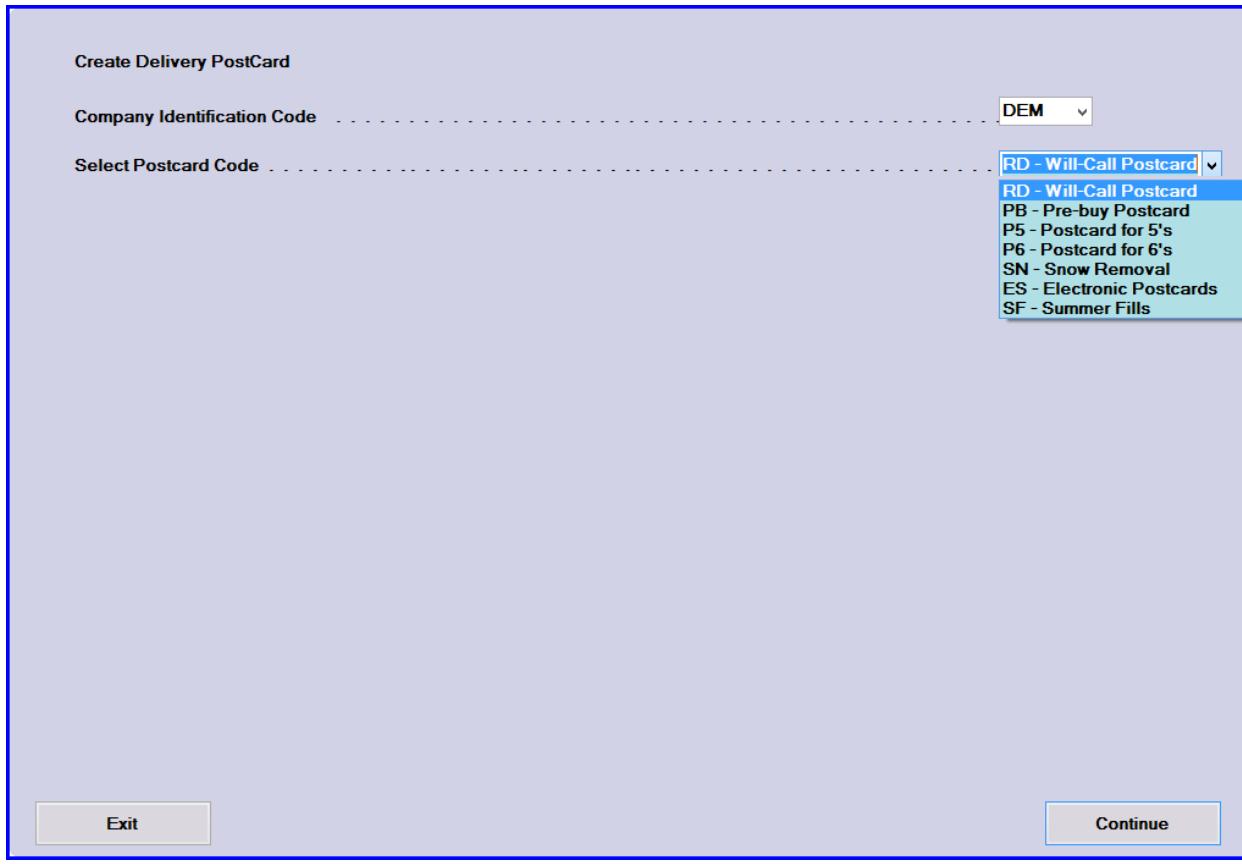
Purpose:	This menu option allows the operator to create or update personalized delivery postcards.

Company Identification Code:	Enter company identification code.
Enter PostCard Code:	Enter the two letter code of the postcard you want to create or update, then press {Enter} and the next screen will be displayed:

Screen Two:
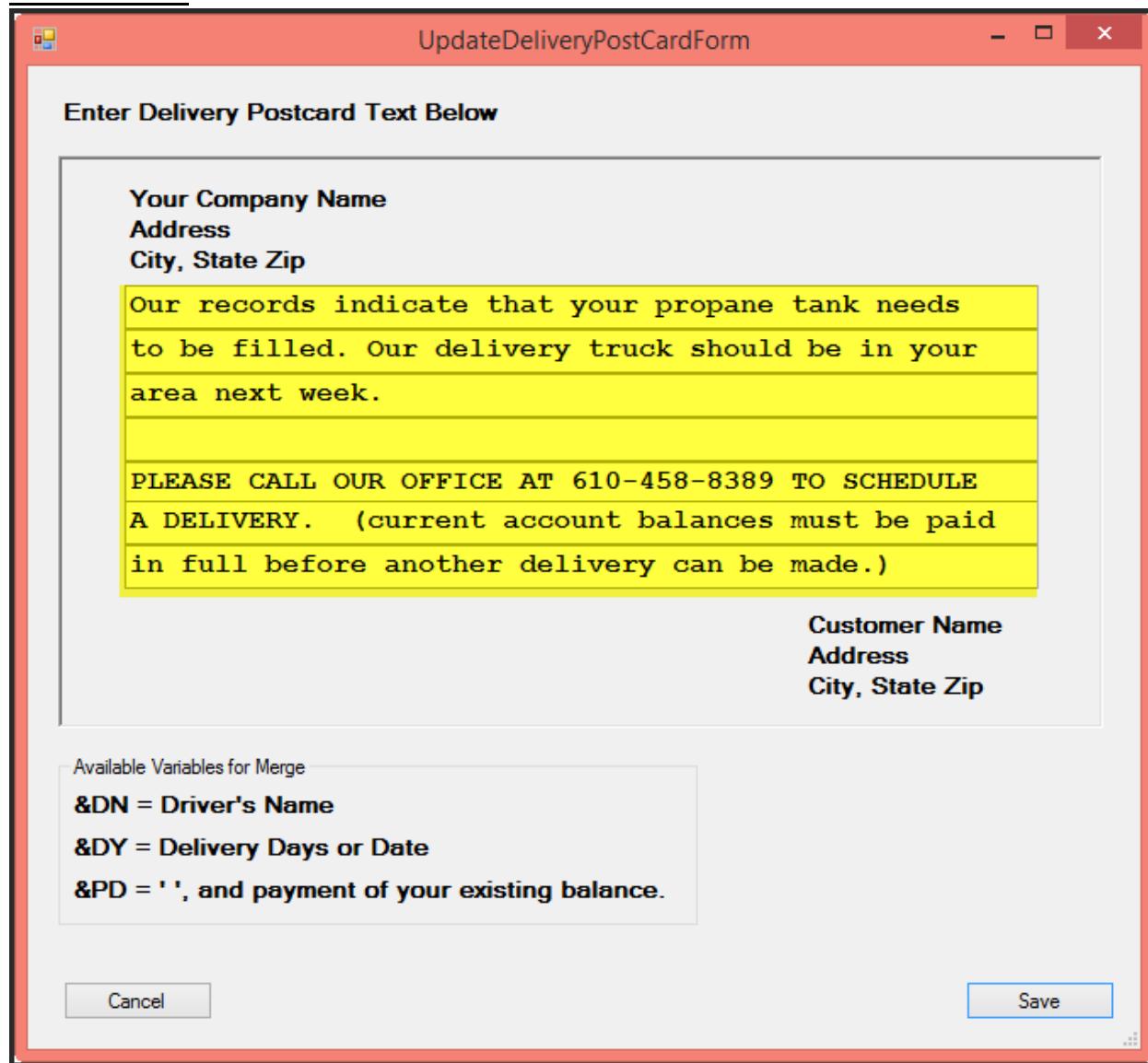
On the second screen (highlighted part) the operator can edit the text to appear on the postcard and press {Enter} to record the information. Each line is defaulted to 53 characters. The following can be used on editing the text:

&DN   Driver's Name

&DY   Delivery Days or Date

&PD   ' ', and payment of your existing balance.
Note: Before printing PostCards, &DN and &DY codes have to be specified in the
             Postcard Driver and Route file.

Example:

```
Your Propane Company, Inc.
2800 Dartmouth Avenue
Bessemer Al 35020


Our records indicate your propane tank needs filling.
Our Gas Salesman Charles   is scheduled to be in your
area on Monday and Thursday.

Please call our office at 205-481-4440 to arrange for
delivery, and payment of your existing balance.



                              BRENDA HAMILTON
                              243 BLACKSTOCK RD
                              BIRMINGHAM      AL
35209
```

Update Driver Route for Postcard:

Update Driver Route File

Company Identification Code and Branch . . . . DEM ⌄   01   ⌄

Enter Driver and Route . . . . 1 - ⌄   ⌄

Exit	Previous Screen		Continue

Purpose: This option may be used to build a file with Driver Names and Dates to be printed on delivery postcards. This information should be setup before attempting to print delivery postcards.

Reset Postcard Out Flag:

```
Reset / Print Tickets Out

Company Identification Code  . . . . . . . . . . . . . . . . . . . . . . . . . . .   [DEM    v]

Print Only (P), Update Only (U), or Both (B)?  . . . . . . . . . . . . . . . . .   [Print Only      v]

Enter Driver Number To Print or Update (Optional) . . . . . . . . . . . . . . . . .   [    ]

Enter Route To Print or Update (Optional) . . . . . . . . . . . . . . . . . . . . .   [    ]

Enter Beginning Printed Date  (MMDDYY) . . . . . . . . . . . . . . . . . . . . . .   [        ]

Enter Ending Printed Date  (MMDDYY) . . . . . . . . . . . . . . . . . . . . . . .   [        ]

Enter Beginning Ticket Reference Number . . . . . . . . . . . . . . . . . . . . . .   [        ]

Enter Ending Ticket Reference Number . . . . . . . . . . . . . . . . . . . . . . .   [        ]

Branch Account Number to Reset . . . . . . . . . . . . . . . . . . . . . . . . . .   [        ]

Printer Type . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .   [P1 - Oki Data Dot v]


        [  Exit  ]                                              [  Continue  ]
```

Purpose: This option allows you to selectively reset the Postcard 'out' flag in the delivery file. This option may be used if postcards are lost during printing or if an improper group of postcards is printed by mistake.

Note: See Reset/ Print Delivery Ticket Options for explanation of fields.