

# Expedit

## User Manual



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# 1. Introduction

Expedit Software Package is intended to support the transport logistics business systems by providing the solution for efficient handling of shipping orders.

Software package Expedit consists of several components (applications). The component „Expedit Client“ (or shortly „Expedit“) is an application designed for end users, i.e. shippers. It offers the functionality for efficient and comfortable shipment handling. Additionally, client application communicates with Expedit central server in the transparent way, releasing the user from the data exchange tasks.

## 2. Condition of use and software installation

In order to use Expedit in Slovakia, one should register as an external business partner with the courier company Slovak Parcel Service s.r.o. (SPS), Bratislava, Slovakia or In Time, s.r.o., Bratislava, Slovakia. SPS is licensed to use and to distribute Expedit Client application to their external business partners in Slovakia. Additionally, end user license agreement is applicable and is delivered within the installer application.

Expedit Client application is delivered in the form of executable installer. Upon registration, the installer may be downloaded from Expedit support web site <https://sps.expedit.support>.

Installation and execution of Expedit software or its components without permission is forbidden. Also, it have no sense because the user account(s) cannot be activated.

End user technical support is provided by courier company. Additionally, Expedit user manual and other documentation is available online at Expedit support web site.

### 2.1. Software requirements

Expedit Client can be installed and used on the following operating systems:

- **Windows:** Windows XP or newer, Windows Server 2003
- **Linux/Unix:** Ubuntu 12.04 or newer, OpenSuSE 11

It is not necessary to have the administrator privileges in order to install and use Expedit. It is enough to have read and write access rights from the Expedit installation folder.

If the computer has Internet connectivity and the firewall application controlling the Internet access, it is necessary to adjust the firewall settings so that the incoming and outgoing traffic is allowed. Required TCP/IP communication requirements are documented and described on Expedit support web site (Communication & Firewall settings).

On Windows systems, default “Windows Firewall” settings do not require further tuning. On Linux/Unix systems, for the standard firewall application “iptables” additional settings are not needed as well.

If you use another or additional Internet access control application (such as “Zone Alarm”), please adjust the settings so that it fits the requirements above.

For the self-update functionality, Expedit downloads and installs files from the Internet. Some antivirus applications may prohibit downloading of files. If this is the case, please adjust your antivirus software in order to allow Expedit self-update.

As Expedit is Java-based application, it requires JRE (Java Runtime Environment) for its execution. Typically, JRE is already installed on most computers. If this is not the case, JRE can be downloaded from Expedit support web site. Expedit requires JRE 1.6 or newer.

## **2.2. Hardware requirements**

It is recommended to install Expedit on the computer with at least 1GB of RAM memory. Minimal RAM memory requirements in order to run Expedit are 256MB. If needed, the amount of memory used by Expedit can be adjusted. More about this is written in chapter “Advanced memory settings”.

Software installation requires at least 55MB of hard disk space. Occupied space may increase during the time (but not too much).

For the best performance and comfort, it is advisable to install Expedit on the computer with permanent Internet connectivity (LAN, DSL). In this mode, Expedit performs many common tasks automatically, without user intervention. Expedit also supports the dial-up modem connections, as well as the mode without any Internet connectivity. In no-connection mode, Expedit exchanges the data in the form of files, send by e-mail from another computer with the Internet connection.

At least one laser printer should be installed on the system. Expedit supports multiple printers for different printout types, or single printer for all printouts. For example, once can configure A6 thermal printer for labels, standard A4 laser printer for pickup lists and matrix printer for internal reports.

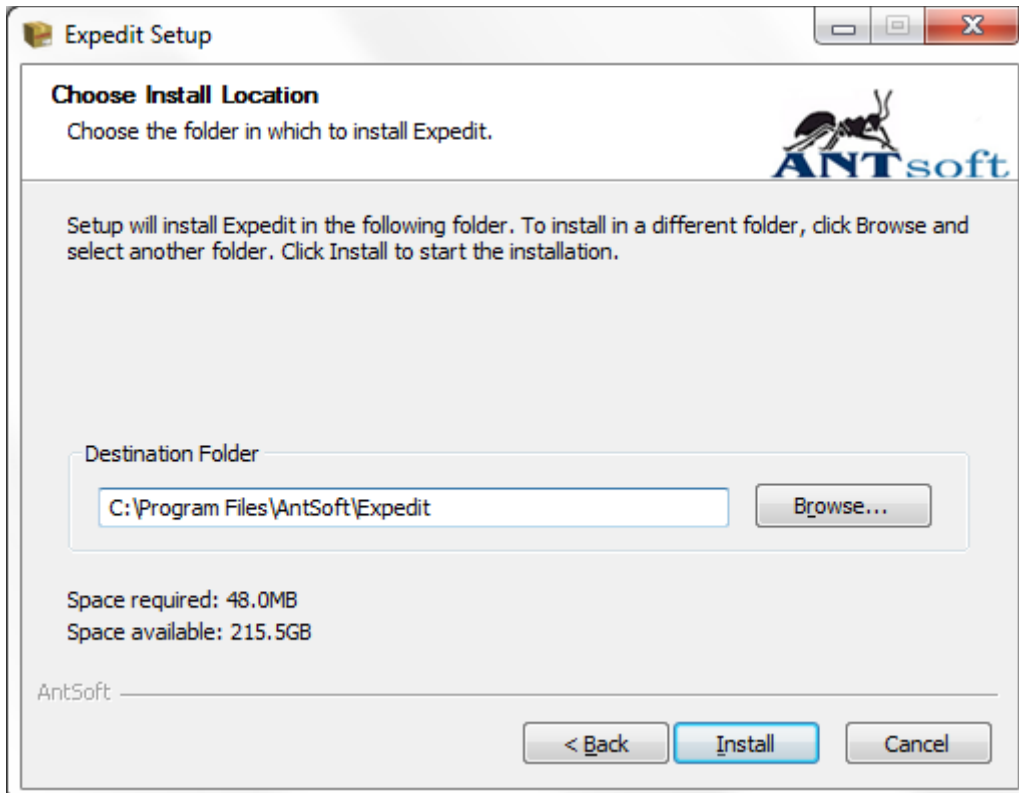
As the labels and pickup lists contains bar-codes, it is necessary to use laser printers with the minimal resolution of 600dpi for those printout types. There are no special requirements for the internal reports printer.

## **2.3. Installation procedure (Windows)**

For installing on Windows platforms, Expedit Client is delivered in the form of executable installation file (ExpeditInstall.exe). Upon starting the installer, the user follows the steps of the installation wizard and selects the installation options. The default options are defined so that they conform the most users requirements.



Upon starting the installer, user can select the location where Expedit will be installed. The installer program will offer the default location. If necessary, user can change the installation path (see the notice regarding the Windows 7 operating system).



### ***2.3.1. Windows 7/8/10 operating system notice***

Windows7 operating system introduced a new security mechanism. System folders such as “Windows”, “Program Files” (and “Program Files (x86)” on 64-bit systems) are handled in more restrictive manner than before. For this reason, all programs installed into one of such locations cannot write their own data in their own folder any more, without the special permission. Instead, a concept of “VirtualStore” is introduced, but this new concept may break the functionality of certain applications. In the case of Expedit, the self-update function is affected by the concept of VirtualStore.

If you are going to install Expedit on Windows 7/8/10 operating system, please select one of the following options:

- Expedit will be installed into the “Program Files” or “Program Files (x86)” folder under the account without administrative rights: after the installation is finished, it is required to change the ownership over the Expedit folder and its subfolders and files, as well as the access rights. The new Expedit folder owner must be the user account under which the Expedit will be executed, and this user account must have “FullAccess” rights on the Expedit folder, subfolders and files, or
- Expedit will be installed outside the “Program Files”, for example into “C:\Expedit”.

### 3. Running Expedit

As most of the software programs, one can run Expedit from the “Start” menu. Expedit group in “Start” menu contains the program shortcut, the link to this manual, the link to the end user licence agreement (EULA) and the uninstaller shortcut. The manual and EULA are written in PDF format.

It is important to say that the uninstallation procedure will not delete the user data (user accounts, address list, shipments history or any other user-created content). If Expedit is re-installed into the same location, all the data will be available again.

#### 3.1. Running Expedit for the first time

Upon the first program start, Expedit creates the internal data structure and initializes its database. This procedure may take 10-60 seconds, depending on speed of the computer hardware. During this time, Expedit displays the message with the current status of the initialization. This procedure is executed only once, and after this Expedit is ready to run. Once Expedit is started, it displays its login page.

The screenshot shows the Expedit application window. At the top, there is a menu bar with 'Help', 'About', 'Update', and 'Exit'. Below the menu bar, the Expedit logo is displayed on the left, and City Express contact information is on the right. The main area is divided into two sections. The top section, titled 'Please select the profile', contains a table with user profiles. The bottom section, titled 'Create new profile', contains a form for creating a new profile with tabs for 'Basic info', 'Additional information', and 'Account password'. The 'Basic info' tab is active, showing fields for 'Company name', 'VAT number', 'Responsible person', and 'Address'. The 'Address' field is expanded, showing 'Street and house number' and 'Postal code and city'. To the right of the form, there are checkboxes for 'This computer is not connected to the Internet' and 'Internet connection settings (Proxy server)', and buttons for 'Send request' and 'Check status'.

User profile	CargoID	Account type	Remark
Expedit test user	000001	Regular client	

Expedit test user

Password:

Login

Create new profile

In case you do not have Expedit profile yet, you can create one easily.  
Just fill the form below and send the request.

Basic info | Additional information | Account password

Company name:

VAT number:

Responsible person:

Address:

Postal code and city:

☐ This computer is not connected to the Internet

☒ Internet connection settings (Proxy server)



## 3.2. New user registration

To start using Expedit application, one should register with a courier company as a partner. This is the first activity of the Expedit user. The registration process is integrated into the Expedit user interface.

In order to register and to create user account, new user should fill in the form at the Expedit welcome page. Required fields are marked with bold labels. Entered company name or department name will become the username later.

Create new profile

In case you do not have Expedit profile yet, you can create one easily.  
Just fill the form below and send the request.

Basic info Additional information Account password

**Company name**

**VAT number**

**Responsible person**



**Address**

**Street and house number**

**Postal code and city**

☐ This computer is not connected to the Internet

+ Internet connection settings (Proxy server)


 Send request  Check status

### 3.2.1. Registration procedure for the users with Internet connectivity

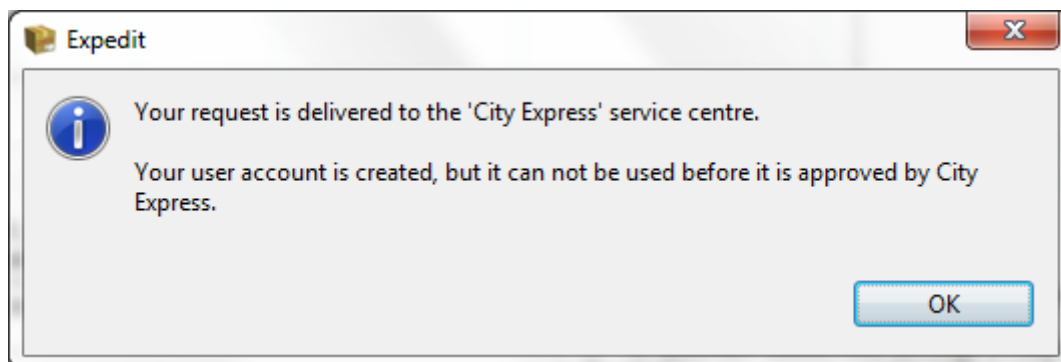
If your computer is equipped with the Internet connectivity (permanent or dial-up), upon filling the form user should click the “Send request” button.

☐ This computer is not connected to the Internet

+ Internet connection settings (Proxy server)

 Send request  Check status

Expedit will send your new user request to the courier company customer centre automatically. Your account is created immediately, but you cannot use it before it is approved by the company.





Once your account is approved, Expedit will inform you by message dialogue and will unlock your account. Automatic account check is performed every time on Expedit startup and periodically during the program running. Additionally, user can manually perform the account check by clicking the “Check status” button from the login page.

### 3.2.2. *Registration procedure for the users without Internet connectivity*

If your computer have no connection to the Internet, the registration procedure is slightly different. Please check the option “This computer nave no Internet connection”. After filling the registration form, click the button “Save registration code”. Expedit will open the save file dialog to save your registration as a file. This file should be sent to the Expedit central server by e-mail (from another computer with Internet connectivity).

☒ This computer is not connected to the Internet

☐ Internet connection settings (Proxy server)

Email address of Expedit central server is [sps@expedit.support](mailto:sps@expedit.support). If this address is changed in future, you will be informed by the courier company customer service.

Once your account is approved, you will receive the confirmation code by e-mail. The code is sent back to the address you gave in the registration form. In order to activate your account, please load this file to Expedit by selecting “Load confirmation code” button.

Body Text Variable Width

Dear recipient,

This is the confirmation code for your Expedit account, 'Expedit test user'. Please import the attached file into your Expedit application in order to activate your account.

We wish you pleasant work with Expedit.

At Your Service,  
Expedit Server

(this mail message was generated automatically, do not reply)

One Expedit instance can be used by multiple users. All user accounts are independent, including the data related to the account (address books, shipments, number ranges and all other data). No data is shared between users. Each users should register their accounts in the way described above.

### 3.3. User login

Since your account is confirmed by the service centre, select your account from the accounts list on the login page, in order to log in to Expedit. Enter your password into the password field (the one you defined during the registration process).

Please select the profile

User profile	CargoID	Account type	Remark
Another user account	-	Regular client	account not approved yet
<b>Expedit test user</b>	000001	Regular client	

**Expedit test user**

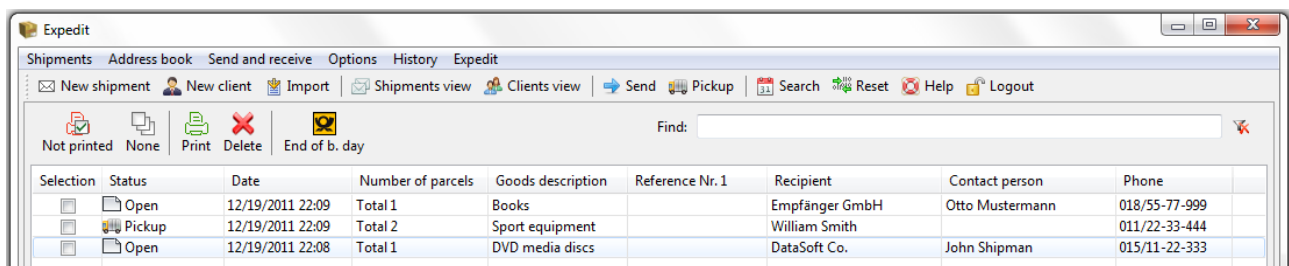
Password:

**Notice:** if Expedit is provided without password authentication option, password field is not displayed. Just click “Login” button to continue.

### 3.4. General software overview and main groups of commands

All the commands available to the user are grouped, for easier navigation. Most used commands available are displayed in the main toolbar. All commands are available via main menu.

Main toolbar is located below the main menu. This toolbar contains the most often used commands like “New shipment” for new shipment creation, “New customer” for new address book entry, “Import” for importing external data into Expedit, etc.



Third row of commands, the one with larger icons, is context sensitive toolbar. The commands displayed here are related to the current user activity. For example, in the shipment editor available commands are those for creating new shipment, printing current shipment labels, duplicating or deleting the current shipment and similar.

For the most common commands, keyboard shortcuts are defined. Expedit implements the user interface standards for keyboard shortcuts seen in many well-known applications. For the example of the shipment editor toolbar displayed below, new shipment can be created by clicking the toolbar button “New Shipment” or by using the keyboard shortcut “Ctrl + N”. Similar to this, to save the shipment one can click “Save” button or use “Ctrl + S” shortcut on keyboard, or “Ctrl + P” for printing the current shipment.

New shipment
 Save
 Clone
 Print
 Delete
 New client

Recipient and shipment data
 Pickup options

**Recipient**

Contact person

**Recipient address**

**Street and house number**

**Postal code and city**

Besides the editors for creating/editing shipments and address book entries, Expedit user interface contains separate tabular views for active shipments, customers (address book entries), searchable shipments history and EOBD (End Of the Business Day) history. All tabular views are equipped with interactive data filter.

Send          Pickup          Search          Reset          Help          Logout				
Find: <input type="text"/>				
Goods description	Recipient	Contact person	Phone	
DVD media discs	DataSoft Co.	John Shipman	015/11-22-333	
Books	Empfänger GmbH	Otto Mustermann	018/55-77-999	
Sport equipment	William Smith		011/22-33-444	

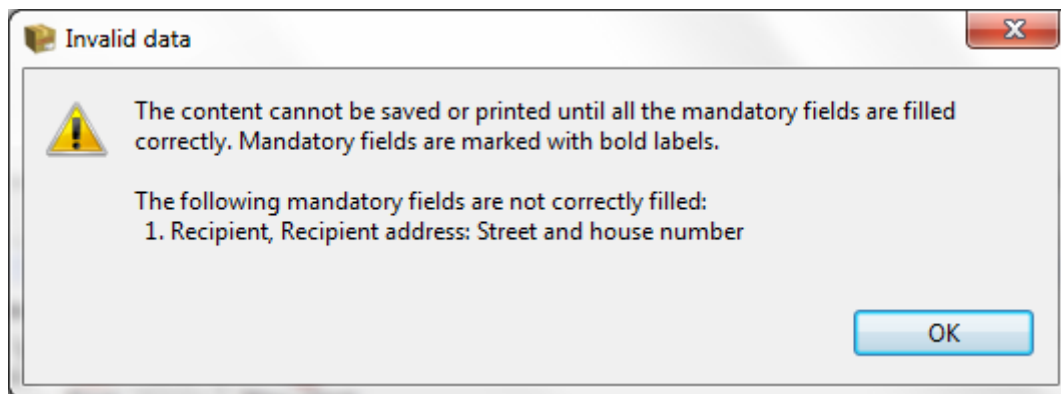
This filtering option is convenient for fast searching/filtering the data displayed in tabular views. User just types any part of the record and the view filters the dataset with each keystroke, displaying only the records matching the search criteria. To display whole dataset again, one should press “Esc” key or click the icon located at the right border of the filter text field.

Send          Pickup          Search          Reset          Help          Logout				
Find: <input type="text" value="dat"/>				
Goods description	Recipient	Contact person	Phone	
DVD media discs	DataSoft Co.	John Shipman	015/11-22-333	

Additionally, any tabular view can be sorted by any column, ascending or descending, by clicking the column header. First click sorts the column in the ascending order, next click changes the sort direction.

In all data editors, required fields are displayed with bold labels. One cannot save or print the record until all the required fields are populated properly. Some fields are not required, but may continue certain content rules – for example, the value entered as the bank account value is not accepted until the proper account format is satisfied.

Before any data saving, the data integrity checks are performed. If some record parts are not correct (i.e. missing or invalid), Expedit will inform the user by displaying the user-friendly message box similar to the following example:



## 4. Configuration settings

Users can personalise the Expedit profiles by setting different configuration options to fit their personal preferences. A number of configuration parameters are available for editors behaviour, printing options as well as the data exchange between client and server.

To change configuration options, please select “Options” from main menu, than “Options and settings”. To save new configuration, use “Save” button or “Ctrl + S” keyboard shortcut.

### 4.1. Printing options

User can define different printers for three different types of printout: shipment labels, shipping lists and internal reports. Expedit lists all the installed printers in three separate named radio-button lists for each printout type so that the user can select printers by name. If not configured, Expedit will assign the default system printer to all print job types.

*As the requirement of the service centre is that users should provide high quality printouts of the bar-codes, it is necessary to use laser printers with at least 600dpi (dots per inch) of printing resolution for printing the shipment labels and shipping lists. For internal reports printing users may define the printer of arbitrary printing quality.*

Except the defining the printer, user should define the paper format to fit the selected printer model. The following formats are supported:

- Format A4 (four labels per sheet are printed, two per row, landscape paper orientation)
- Format A5 (two labels per sheet are printed, portrait paper orientation)
- Format A6 (one label per sheet is printed, landscape paper orientation)

Additional printing options are supported, depending on the printer model. It is possible to select the paper source for label printing. This option is convenient if the user wants to use the same printer for printing labels and shipping lists on the same printer, but using the special paper for labels. To do so, one can define “manual feed” for labels printing. When user hits the “End of the Business Day” button, Expedit will start with printing non-printed labels on the special paper from the manual feed source. Once the labels are printed, the program will switch to the standard media tray automatically and continue with printing the shipping list using the standard paper.



As the internal report is optional, user can select to print or not to print this report. If selected, the internal report is printed after the shipping list.

More printing options are:

- *Pause between printing labels and shipping list (to change the paper type)* – this option is available if user selects the same printer for labels and shipping lists. If the option is active, Expedit will inform the user when the labels are printed, and will wait for user to confirm that the printing of the shipping list can start. This option is convenient if user wants to change the paper type.
- *Cancel printing if printer does not support selected printing options (paper format, media source)* – select this option if you want Expedit to check if the printer is capable to support the selected options prior to start printing. For example, if the selected paper format is A4 and the printer supports A6 only, or the printer does not have different media sources (manual feed only for example), Expedit will warn you and the print job will be cancelled.
- *Notify me after printing is finished* – if this option is activated, Expedit will inform the user once the complete print job is finished. This option is convenient if the printer is located in the another room.

Another printing option is related to the design of the shipper address field on shipping label.

Default option is to print the shipper details as text. The example of shipping label printed with the default (textual) shipper details is shown below.

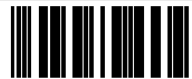

  
  


**City Express**

0800 3093000  
www.cityexpress.rs


*Shipper*

**Expedit test user**  
 Shippers Avenue 11/6  
 RS 11000, BEOGRAD  
 ☎ 011/11-22-333



*Recipient*

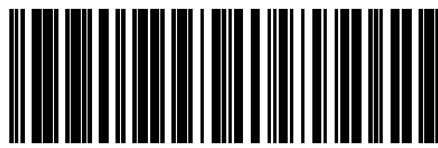
**Empfänger GmbH**  
 Expeditstraße 1  
 RS 21000, NOVI SAD  
 ☎ 021/55-77-999, 064/2323-5656



*Receiver contact person*  
 Otto Mustermann

**Delivery remark:** Ring twice, please!

*Shipper contact person*  
 John Smith



688 001 20002008 09

*Date* 12/20/2011  
*Weight* 1.50 kg  
*RefNr. 1* RN007

*Services*  
**MC, PR, XP21,  
 CD, DC, PD**

Parcel 1 of 2

There is an option to print the shipper graphical logo instead. User can upload their own logo as an image, and this image will be printed in the address field.

**Shipper address on label**

☐ Address printed as text


☒ Shipper logo

 Select...

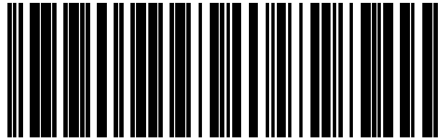


**CITY LOGISTICS**  
 Perina 12, Beograd

The following example shows the shipping label with the shipper logo.

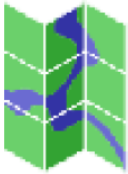


0800 3093000  
www.cityexpress.rs



688 001 20002010 04

Shipper



**CITY LOGISTICS**  
Perina 12, Beograd

Date 12/20/2011  
Weight 1.50 kg  
RefNr. 1 RN007

Recipient

**Empfänger GmbH**  
Exeditstraße 1  
RS 21000, NOVI SAD  
☎ 021/55-77-999, 064/2323-5656

Services

**MC, PR, XP21,  
CD, DC, PD**

Receiver contact person  
Otto Mustermann

Delivery remark: Ring twice, please!

Shipper contact person  
John Smith

Parcel 1 of 2

## 4.2. Editing options

Exedit offers several options for configuring the editors so that they fit to user preferences. Each user account can define their own preferences and program behaviour, on the same Exedit instance.

Most options are pre-defined to the most common user preferences.

### 4.2.1. General editor settings

This group contains the following options:

- *Highlight active field with another color* – if activated, this option will set the background color of the current active field to light yellow, in any active editor. The option is activated by default.
- *Use “Enter” to traverse to the next field* – despite the fact that this behaviour is non-standard in modern GUI applications, this traversal option is very popular among the users used to old-fashioned DOS programs. As many users like this option, it is offered here as well. Regardless if this option is activated or not, standard field traversal with “Tab” button will work as well.
- *After the last editor field, next “Enter” saves the content automatically* – this option serves as a shortcut to the save button, if activated.



Printing options	Editing options	Options for sending and receiving data
<b>General editor settings</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Highlight active field with another color</li> <li><input checked="" type="checkbox"/> Use 'Enter' to traverse to the next field</li> <li><input checked="" type="checkbox"/> After the last editor field, next 'Enter' saves the content automatically</li> </ul>		
<b>Shipment editor</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> After saving, the sticker for this shipment is printed automatically</li> <li><input checked="" type="checkbox"/> On save, new shipment record is created automatically</li> </ul> <p>Copy the following data from the last shipment to the new one</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Shipper data</li> <li><input type="checkbox"/> Number of collis</li> <li><input checked="" type="checkbox"/> Billing data type</li> <li><input type="checkbox"/> Billing data value</li> <li><input type="checkbox"/> Reference No. 1</li> <li><input type="checkbox"/> Reference No. 2</li> <li><input type="checkbox"/> Reference No. 3</li> <li><input type="checkbox"/> Selected services (pickup order, payment type, delivery options, delivery on Saturday etc.)</li> </ul>		
<b>Shipment editor mode</b> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Recipient and shipment data in one group, remote pickup separately; address book and active shipment overview</li> <li><input type="radio"/> All shipment data on one screen.</li> </ul>		
<b>Recipient editor</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> On save, new recipient record is created automatically</li> </ul>		

#### 4.2.2. Shipment editor options

- *After saving, the sticker for this shipment is printed automatically* – use this option carefully if your printer uses A4 or A5 paper format. This option is most useful if combined with A6 printers.
- *On save, new shipment record is created automatically* – if this option is activated, the editor will load the new shipment template after the current shipment is saved, preparing the interface for new shipment creation and saving your time. If not activated, current shipment is preserved in editor after saving.
- *Copy the following data from the last shipment into the new one (Shipper data, Number of collis, Billing data type, Billing data value, Reference No. 1, Reference No. 2, Reference No. 3, Selected services)* – this option is useful if many similar shipment records are created at once. In this case, you can select the fields you want to preserve from the previous shipment record and to save your time – it is not needed to enter these values again.
- *Shipment editor mode* – here you can select the shipment editor view mode you prefer. In the standard view mode, fields related to remote pickup are located in the separate tab (as they are used not very often). If you prefer to have all the fields displayed in the same interface, select the alternative view “All shipment data on one screen”. At any time user can switch between two shipment editor view modes.

### 4.2.3. Recipient editor options

- *On save, new recipient record is created automatically* – this option has the same function as the corresponding option in shipment editor.

## 4.3. Options for sending and receiving data

- *Internet connection type* – here you can define the connection mode that Expedit will use to exchange the data with the central server. The following options are supported:
  1. *A computer without Internet connectivity* – with this configuration, Expedit will create the exchange files in order to communicate with server. Sending of such files by e-mail is the liability of the user. Sometimes it is necessary to load the returned file as such files may contain an important information regarding your account (new number range, for example). Returned files are loaded via “Load returned file” button.
  2. *A computer with permanent Internet connectivity* – **this is the preferred configuration** and, if possible, choose this option. In this case, Expedit will automate a number of tasks related to the client-server communication instead of you: sending the End-Of-the-Business-Day reports, ordering and installing the new number ranges, remote pickup ordering (instead of calling by phone), and synchronisation of approved services and billing options for your user account.
  3. *A computer with dial-up Internet connectivity* – if you do not want to communicate via e-mail and you have dial-up modem installed, you can select this option. In this mode, Expedit will communicate with the server as it is connected permanently. Also, Expedit may rely on you to connect and drop the connection, or it can manage the dial-in and connection drop (hangup) automatically by selecting the preferred dial-up connection. This connection mode is not recommended as it may be very slow.
- *Preferred dial-up connection* – if you use dial-up connection, here you can define the preferred connection that will be used by Expedit.
- *Dial and hang the connection automatically* – if this option is selected, Expedit will connect automatically when the data exchange is required (if the connection is not active already) and it will drop the connection once the data exchange is finished. If you do not want Expedit to make the connection, you have to do it manually. Alternatively, you can choose the option “*A computer without Internet connectivity*” and to communicate with the server via exchange files sent by e-mail.
- *Manual data exchange options* – here you can define how Expedit will manage the exchange files. You can choose to save the files into the defined folder always, or to be asked always where to save the file (similar to most web browser's “Download folder” option).

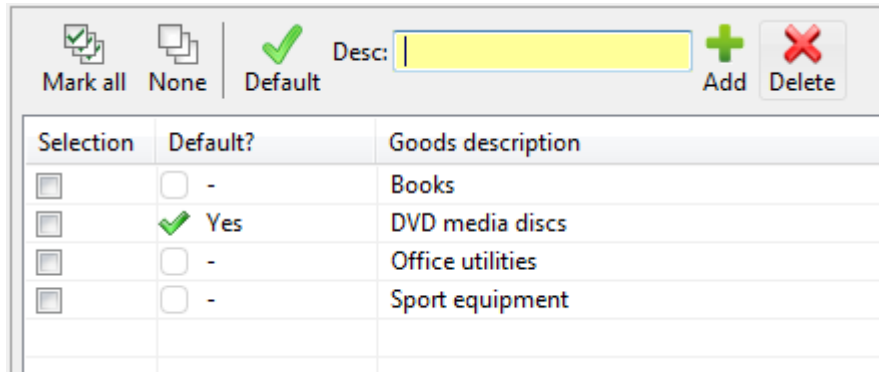
## 4.4. Goods description

Not strictly the configuration option, this is a convenience for defining and managing the most common goods descriptions from the goods registry. Here you can define the list of goods, the default one for the new shipments, and to add, edit and delete them.

New description is added by entering the text description into the text field and clicking “Add” or pressing Enter. All the goods descriptions are sorted automatically.

A description (or several of them) can be deleted by selecting the related checkbox and pressing the “Delete” button.

“Default” is the attribute given to the goods description that will be selected by default with the new shipment.



Selection	Default?	Goods description
<input type="checkbox"/>	<input type="checkbox"/> -	Books
<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes	DVD media discs
<input type="checkbox"/>	<input type="checkbox"/> -	Office utilities
<input type="checkbox"/>	<input type="checkbox"/> -	Sport equipment

While creating shipment, user can select the goods description from the drop-down list. If it is not listed, new description can be entered directly into the shipment editor and it will be added to the goods description registry as well.

## 5. Working with shipments

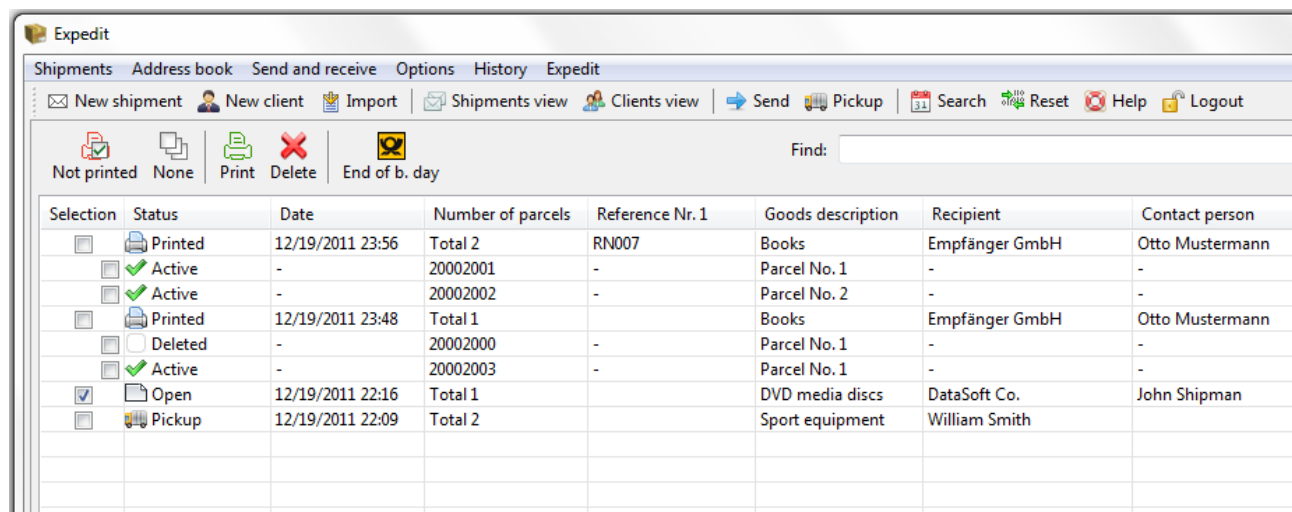
After the user is logged in, the shipments list view is displayed. This is the default application view. Here all the active shipments are displayed. Active shipments are those shipments that are not delivered to the service center yet by sending the EOBD (End Of the Business Day) report.

Creating new shipments and editing the existing shipments is done in the shipment editor.

### 5.1. Active shipments view

This view contains the following commands:

- *Selection commands* – selection commands are used for multiple shipment selection. It is possible to select all shipments, select non-printed shipments or none. User can alter this selection by manually selecting the shipments in the list.
- *"Print"* – this command prints the selected shipments. If some shipments were printed before, new labels (with new bar-codes) are printed and the previous labels are invalidated.
- *"Delete"* – this command deletes the selected shipments.
- *"EOBD"* – this command performs End-Of-the-Business-Day. The selection is ignored, and all non-printed shipment labels are printed (already printed are not printed again), shipping list is printed and the internal report is printed optionally. Depending on the connection mode, the report is sent to the server automatically, or the exchange file is created for sending by e-mail.



Selection	Status	Date	Number of parcels	Reference Nr. 1	Goods description	Recipient	Contact person
<input type="checkbox"/>	Printed	12/19/2011 23:56	Total 2	RN007	Books	Empfänger GmbH	Otto Mustermann
<input type="checkbox"/>	Active	-	20002001	-	Parcel No. 1	-	-
<input type="checkbox"/>	Active	-	20002002	-	Parcel No. 2	-	-
<input type="checkbox"/>	Printed	12/19/2011 23:48	Total 1	-	Books	Empfänger GmbH	Otto Mustermann
<input type="checkbox"/>	Deleted	-	20002000	-	Parcel No. 1	-	-
<input type="checkbox"/>	Active	-	20002003	-	Parcel No. 1	-	-
<input checked="" type="checkbox"/>	Open	12/19/2011 22:16	Total 1	-	DVD media discs	DataSoft Co.	John Shipman
<input type="checkbox"/>	Pickup	12/19/2011 22:09	Total 2	-	Sport equipment	William Smith	-

Active shipments list shows only the most important details about the shipments and parcels. Except the standard fields, "status" field can contain one of the following values:

- *"Active"* – this status is assigned to shipments not printed yet. Such shipments are editable.
- *"Printed"* – shipments with already printed labels are not editable, as the security measure. Printed shipment entries contains the sub-list of parcels, with the assigned bar-code for each parcel. Parcel status can be *"Active"* or *"Deleted"* - if some shipments are printed more than once, than their previous shipping labels are invalidated and the new ones are created.

- “Pickup” – shipments marked for remote pickup.

This view contains the data filter as described in chapter “3.4 General software overview and main groups of commands”. Data can be sorted by any column, in ascending or descending order.

## 5.2. New shipment creation

Shipment editor is activated by selecting the option “Shipments” → „New shipment“ from the main menu, by pressing the “New shipment” button from main toolbar, or by keyboard shortcut *F6*. Shipment editor loads new shipment template on open.

If you are already in the shipment editor, new shipment can be created by pressing “New shipment” button from the editor toolbar, or by *Ctrl + N* keyboard shortcut.

The screenshot displays the Expedit software interface. The top menu bar includes 'Shipments', 'Address book', 'Send and receive', 'Options', 'History', and 'Expedit'. The toolbar contains icons for 'New shipment', 'New client', 'Import', 'Shipments view', 'Clients view', 'Send', 'Pickup', and a status indicator. The left sidebar has two sections: 'Clients' and 'Last 50 shipments'. The 'Clients' section has a search bar and a table with columns 'Recipient' and 'Address'. The 'Last 50 shipments' section has a search bar and a table with columns 'Date', 'Recipient', and 'Status'. The main right pane is titled 'Recipient and shipment data' and contains several form fields: 'Recipient' (William Smith), 'Contact person', 'Recipient address' (12 Parcels Street), 'Street and house number' (12 Parcels Street), 'Postal code and city' (11000 BEOGRAD), 'Phone Nr.' (011/22-33-444), 'Fax Nr.', 'Cell phone Nr.', 'E-mail', 'Delivery remark', and a checkbox for 'Personal delivery'.

Recipient	Address
DataSoft Co.	5 Example Av., 15000 J
Empfänger GmbH	Expeditstraße 1, 11275
William Smith	12 Parcels Street, 11000

Date	Recipient	Status
12/19, 22:16	DataSoft Co.	Open
12/19, 22:09	Empfänger GmbH	Open
12/19, 22:09	William Smith	Pickup

### 5.2.1. Shipment editor user interface and functionality description

Shipment editor perspective consists of main shipment editor view and two smaller helper views. If the alternative shipment editor view is selected (see “4.2.2 Shipment editor options”), helper views are not displayed. Shipment editor view itself consists of standard text fields describing the shipper (name, address, phone number etc.) as well as the details regarding the selected services and billing

unit. Available billing units and services are controlled remotely by courier company and may differ from user to user. For this reason, it is possible that your list of the services and/or billing units changes from time to time, by enabling or disabling certain options remotely.

At the left side from the main shipment editor, two helper view are displayed: simplified address book (up) and the preview of most recently edited/created shipments. This two lists are the convenience for faster and more efficient data entry and data editing. Both helper views contains the filtering functionality as well.

By double click the certain name from the address book, the corresponding fields in the shipment editor are filled automatically. This behaviour is context-sensitive: if the recipient fields are focused, the recipient data is filled; if the remote pickup sender fields are focused, the sender data is filled. Alternatively, the name fields are equipped with drop down address book entries, so it is possible to select the recipient/sender data just by typing the part of their name and selecting from the dropdown list.

Lower helper view contains the list of most recently edited shipments, and by double click to the shipment from this list, that shipment is loaded for editing (instead of searching for the shipment in the all shipments preview described in previous chapter).

**Please take care about the selected combination of the billing unit and services. Depending on the allowed options for your account, some services might become disabled if you change the billing option.**

The screenshot shows the 'Shipment details' form. On the left, under 'Service billing unit', there is a dropdown menu set to 'Shipment weight', a numeric input field with '2,00', and a unit selector 'Kg'. Below this are 'Nr. of parcels' (input: 1), 'Goods description' (dropdown: Books), and three 'Reference No.' fields (1, 2, 3). On the right, under 'CargoNet services', there are radio buttons for 'Prepaid shipper', 'Ex Works' (selected), and 'Prepaid'. Below these are radio buttons for 'Standard' (selected), 'Delivery until 13:00h', and 'Delivery until 21:00h'. There is a checked checkbox for 'COD' with an 'Amount' field showing '12.40 €'. At the bottom are unchecked checkboxes for 'Extra insurance', 'Saturday delivery', and 'Document collection'.

Which services and billing units are available for you, depends on the settings for your account and it is controlled by courier company.

At the bottom of shipment editor user can find some details regarding the current shipment: shipment status, creation date/time, last update date/time as well as the bar-codes that will be used once the shipping labels are printed. The amount of bar-codes reserved depends on number of parcels contained in this shipment.

#### Shipment details

Info: Active shipment. Not printed. Created on 19.12.2011 at 23:49, last change 19.12.2011 at 23:49

Barcode: 688 001 20002001 [xx], 688 001 20002002 [xx]

Notice: Displayed bar-code numbers may change if the number of parcels is modified.

Status line shows the information about the bar-code numbers available. Expedit shows separately the amount of available numbers for future shipments, the amount of numbers reserved for shipments already created but not printed yet ('R'), and the amount of numbers reserved for current shipment ('C'). If any shipment is deleted before their labels are printed, number reservations for this shipment are cancelled and those numbers are available for future shipments.

### 5.3. Shipment editor commands

Description of shipment editor commands (and corresponding keyboard shortcuts):

- *New shipment (Ctrl + N)* – new shipment creation. If the current shipment contains non-saved changes, Expedit will ask you to save the changes before it loads the new shipment template.
- *Save (Ctrl + S)* – saves the created shipment, or changes on edited shipment.
- *Clone* – creates a copy of the current shipment. This option is convenient if the next shipment is similar to the current one. If copied, all the entries will be preserved, but this new shipment is not related to their “original” any more – if printed, new bar-codes will be used and if the “original” is edited or deleted the changes will not be reflected here.
- *Print (Ctrl + P)* – prints the labels for current shipment. **After printing, the shipment is not editable any more** (but it can be duplicated, and duplicate is not marked as printed).
- *Delete* – deletes current shipment.
- *New client* – with this command the receiver data from current shipment are saved into the address book and can be reused for another shipments.

### 5.4. Editing shipments

Editing of already created shipments is allowed only before printing the labels for this shipment. This is the security measure, as it is not allowed that the shipment data in the EOBD report are different from those printed on shipping label.

Existing shipment can be edited by locating the shipment either in the all active shipments preview or in the last modified helper window. By double click, selected shipment is loaded into the editor. Additionally, archived shipments can be loaded into the editor and reused by duplicating (see “15.1 Shipment history search”).

### 5.5. Local and remote pickup

Under separate tab “Remote pickup” additional pickup fields are available. If this option is activated, sender fields must be filled as well. Helper address book can be used here as well. For pickup shipments, shipping labels are not printed.







Please note that remote pickup is the service, and this service may be disabled for some users.

If you expect to have shipments for local pickup, please order the pickup in timely manner:

- If no Internet connection is available, please order pickup by phone (Expedit can show you the phone number if you click the “Pickup” button from the main toolbar).
- If the Internet connection is available, you can order remote pickup from Expedit. Click “Pickup” button from the main toolbar (or “Send and receive” → “Pickup order” from main menu), and the pickup dialog will open. Please enter the earliest pickup time for the current day and press “OK”, and Expedit will deliver your pickup request automatically.

Pickup shipments created after 16h will be picked up on the next working day.

If remote pickup service is activated, shipment editor highlights this information on the main editor page, as shown in the example below.

     	
New shipment   Save   Clone   Print   Delete   New client	
Recipient and shipment data   Pickup options	
<b>Recipient</b> DataSoft Co. Contact person  <b>Recipient address</b> <b>Street and house number</b> 5 Example Av. <b>Postal code and city</b> 15000 BEOGRAD	<b>Shipper</b> <div style="background-color: green; color: white; text-align: center; padding: 5px;"><b>Remote pickup activated.</b></div> William Smith 12 Parcels Street, 11000 BEOGRAD Tel: 011/22-33-444 Contact person: John Shipman



## 6. Address book

Address book serves primarily to save the receiver details that are used more than once. Address book editor works similar to the shipment editor.

### 6.1. Address book view

General address book view is available from the main toolbar by selecting the command “Address Book” or from the main menu. This view lists all the address book entries, and it can be filtered as described in chapter “3.4 General software overview and main groups of commands”. Data can be sorted by any column, in ascending or descending order.

### 6.2. Creating, editing and deleting address book entries

To create, edit or delete address book certain entry, address book editor is used. This editor is similar in functionality as the shipment editor. Left helper view is the convenience for fast address book entry loading by double click (for editing or deleting the entry). Helper view contains the filtering functionality as well.

Recipient	Address
DataSoft Co.	5 Example Av., 15000 JEVREMOVAC
Empfänger GmbH	Exeditstraße 1, 11275 BOLJEVCI
William Smith	12 Parcels Street, 11000 BEOGRAD

Recipient name	<input type="text"/>
Contact person	<input type="text"/>
Recipient address	<input type="text"/>
Street and house number	<input type="text"/>
Postal code and city	<input type="text" value="&lt;not defined&gt;"/>
Phone Nr.	<input type="text"/>
Fax Nr.	<input type="text"/>
Cell Phone Nr.	<input type="text"/>
E-mail address	<input type="text"/>
Bank account Nr.	<input type="text" value="000-00000000000000-00"/>
Internal remarks	<input type="text"/>

If some address book entry is edited or deleted, it will not affect shipments where certain address book entry is used.

## 7. Data import

Importing the data into Expedit means single import of the address book or shipment history from external applications, as well as regular (daily) import of the data created in external application.

### 7.1. CityShip data import

Importing the data from CityShip program is implemented as the convenience method for users migrating to Expedit from CityShip. With this option, users can import the existing address book and shipment history.

From the main menu, select “Options” → “Import CityShip data”. Import view will open.

If CityShip is already installed, the field “CityShip data folder path” will contain the path to CityShip data folder. If not, user can define the data import path by pressing “Browse” button.

Upper (smaller) tabular view contains the list of possible import files found under the selected path. Expedit can recognize CityShip data types, i.e. it's address book and shipment history format. User can select the import data file that he wants to import. By clicking “Import data” button, selected data from CityShip will be imported into your Expedit account.

The processing time depends on the data amount. “Import log” tabular view will show the processing information as well as eventual import errors.

### 7.2. Data import from external applications

Shipment import from external applications is another way to create shipments instead of using shipment editor. It is also possible to import external address book entries. Expedit extends this import functionality with the integrated import data editor for quick editing and error fixing the imported data, both for single records, more records or complete import recordset.

Import data perspective is activated by selecting the “Import” button from the main toolbar, or “Options” → “Data import” from the main menu.

#### 7.2.1. *Supported data import formats*

Expedit supports the data import from \*.txt i \*.csv (comma separated values) textual formats, as well as from Microsoft Excel (\*.xls) data format. In order to import from \*.xls file, import data should be stored in the first data sheet.

For textual formats, default fields separator is semicolon (;), but another separators can be used. Alternative predefined separators are comma (,), tabulator and exclamation mark (!). Custom separator may be defined as well.

#### 7.2.2. *Opening the import file and connecting fields*

To start the data import process, open the import editor and choose input file by pressing “Browse” button. File content will be shown in import preview.

After opening the file, Expedit will show the file content as import preview. The file content is not imported yet and one can cancel the import process or open another file instead.

Import Edit Autofix Cancel Select all Deselect all Delete

File path D:\Utilities\expedit\testing\MyAddressBook.xls Browse...

[not for import]

[not for import]	[not for import]	[not for import]	[not for import]	[not for import]	[not for import]
Company name	Contact person	Address	City	PLZ	Country
Shiping Masters	William Smith	1st Street 167	PETROVAC	12300	RS
John & Co.			POZ.	12000	RS
DataSoft	Paul Shark	Perina 1a	BEOGRAD	18000	RS

If your import file contains header line, please check the option “First row is column header?” in the import profile.

*Connecting fields* means associating the import data columns with Expedit record fields. By clicking on the certain column in import preview, the column background color is changed. Next step is to associate this column with the Expedit record field. From the dropdown list user should select the appropriate Expedit field. Columns that will not be imported will remain marked as “[not for import]”.

Please repeat this step for all columns that should be imported for this import data format, as displayed in the example below. In this example, the field “Company name” is connected with Expedit field “Name”, column “Contact” is connected with “Contact person” and “Address” field association is just made.

Import Edit Autofix Cancel Select all Deselect all Delete

File path D:\Utilities\expedit\testing\MyAddressBook.xls Browse...

Address \*

Recipient name	Contact person	Address	[not for import]	[not for import]	[not for import]
Company name	Contact person	Address	City	PLZ	Country
Shiping Masters	William Smith	1st Street 167	PETROVAC	12300	RS
John & Co.			POZ.	12000	RS
DataSoft	Paul Shark	Perina 1a	BEOGRAD	18000	RS

Fields can be connected more quickly by using the mouse for columns selection and arrow keys from traversing the Expedit record fields. The list of connected fields is displayed in the helper window on the left side (showing the current import profile).

### 7.2.3. Import data profiles

Together with fields association list, user can select the character set used in input data file, if the import data contains header or not, the separator being used and the import type (address book or shipments import). All this information together creates an *import profile*.

Character set is important if the data imported from external application uses some of non-standard character sets, such as YUSCII. YUSCII was widely used in Balcan countries in many DOS and early Windows based applications.

If you are importing the data from Microsoft Excel file, character set and separator are ignored.

Import profiles can be saved for future use. User can define many different import profiles, and use them with different import data formats. The profile can be named as you prefer. Most commonly used import profile can be marked as the default profile, and this import profile will be preloaded when the import action is performed next time. Nevertheless, user can load another import profile by double click the import profile from the list of saved import profiles.

The example of one import profile is shown in the following image.

**Current profile**

New profile Save Duplicate Delete

☐ Default profile?

**Name** New profile

**Profile type** ☒ Address book import ☐ Shipment data import

**Character set** CP1250 - Windows Central European

**First row** ☒ First row is column header?

**Delimiter** ☒ Semicolon [;] ☐ Comma [,] ☐ Tab ☐ Exclamation mark [!] ☐ Other

Expedit field	Import field
Recipient name	Fld. 1: Company name
Contact person	Fld. 2: Contact person
Address	Fld. 3: Address
City	Fld. 4: City
ZIP code	Fld. 5: PLZ
County (short code)	Fld. 6: Country

If some fields are connected to the wrong column or connected to more than one columns, by right click on the selected row in connections list such association can be deleted.

Below the current import profile, the list of all saved import profiles is shown. Another import profile can be loaded by double clicking the preferred profile from the list. If the current profile changes are not saved, Expedit will ask for save before another import profile is loaded.

### 7.2.4. Editing data during import

Expedit offers the possibility to fix import data errors during the import process. Expedit import data editing will not affect the original import files. The following operations are supported:

- editing of single entries (any data field)
- automatic fixing of the city name based on postal code (Autofix)
- setting the same field value on arbitrary number if import records
- excluding certain records from import

Additionally, Expedit performs detail data integrity checks prior to actual data import. All the required fields are checked, as well as the allowed services, allowed billing units and their combination.

### 7.2.5. Editing of single records

Fields containing errors are marked red. Import cannot be completed before all errors are corrected. Expedit will offer the user to fix errors (by editing them directly in place).

No.	Recipient name	Contact person	Address	Postal code and city	Phone Nr.	County (short code)
<input type="checkbox"/> 1.	Shiping Masters	William Smith	1st Street 167	12300 PETROVAC	123-456	RS
<input type="checkbox"/> 2.	John & Co.			11000 BEOGRAD	011/123-456	RS
<input type="checkbox"/> 3.	DataSoft	Paul Shark	Perina 1a	18000 NIŠ	(018) 11 22 33	RS

### 7.2.6. Automatic fixing of the city name based on postal code (Autofix)

Autofix is an option to fix the incorrect (typically abbreviated) city name, based on correct postal code. Corrected values are displayed with yellow background color, both with corrected and the original field text. Fields containing unknown or erroneous postal codes cannot be corrected.

No.	Recipient name	Contact person	Address	Postal code and city	County (short code)
<input type="checkbox"/> 1.	Shiping Masters	William Smith	1st Street 167	91014 NEW YORK	RS
<input type="checkbox"/> 2.	John & Co.		My Street 1	12000 POŽAREVAC (originally: '12000 POZ.')	RS
<input type="checkbox"/> 3.	DataSoft	Paul Shark	Perina 1a	18000 NIŠ (originally: '18000 BEOGRAD')	RS

If Autofix option did not corrected the values as expected, user can select the proper value from the dropdown list for each row separately. By typing the part of the city name or postal code, the list is refined and only entries matching the search criteria are displayed. For displaying the full list of postal codes/cities again, press “Delete” keyboard button.








### 7.2.7. Setting the same field value on arbitrary number of import records

This option is applicable to shipments import only (not for address book import), and only to the fields that can contain a value from the known set of values. Typically, this option is applicable to the fields that might contain service codes or billing unit codes.

For all the fields that might contain certain value (Yes/No for example, which corresponds to 1/0 value in the import file), popup menu shown on the right mouse click offers all applicable options. Which options are applicable depends on the settings for your account, defined by courier company.

To set the same field value on arbitrary number of import records:

- select data rows for which the value of one or more fields should be changed; you can use mouse to select rows manually, commands “Select All”, “Select None”, or combined
- right click on the column in which the values should be changed
  - if the selected column cannot contain predefined values, nothing will happen
  - if the predefined values are applicable, popup menu with all options is displayed
- select the value from the popup menu; selected value will be applied to all the selected shipments

        					
Import   Edit   Autofix   Cancel   Select all   Deselect all   Delete					
No.	COD amount	Reference No. 1	Service code (Expr, 8:30, 11:30)	ExWorks (recipient will be charged)?	
<input type="checkbox"/> 1.	0.00		Standard	=	No
<input type="checkbox"/> 2.	150.00	hhh	Standard	=	No
<input checked="" type="checkbox"/> 3.	150.00	hhh	<not defined>	=	No
<input checked="" type="checkbox"/> 4.	0.00		Standard	=	No
<input type="checkbox"/> 5.	123.45	1234.5	Standard	<div><input checked="" type="checkbox"/> Set to 'Standard'</div> <div><input checked="" type="checkbox"/> Set to 'Delivery until 10:30h'</div>	
<input type="checkbox"/> 6.	123.45	1234.5	Standard		
<input checked="" type="checkbox"/> 7.	123.45	1234.5	<not defined>	✓	Yes
<input checked="" type="checkbox"/> 8.	45.00	123	<not defined>	=	No
<input checked="" type="checkbox"/> 9.	45.00	123	<not defined>	=	No
<input type="checkbox"/> 10.	45.00	123	Standard	=	No
<input type="checkbox"/> 11.	0.00		Delivery until 10:30h	✓	Yes

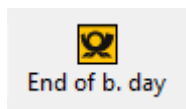
### 7.2.8. Excluding certain records from import

Records that should not be imported (some erroneous record for example) can be excluded, i.e. deleted from the import list. *This operation will **not** affect the original import file.*

To exclude one or more records, select the records from the list and press “Delete” button. The selection is made by using the mouse to select rows manually, by using toolbar commands “Select All”, “Select None”, or combined.

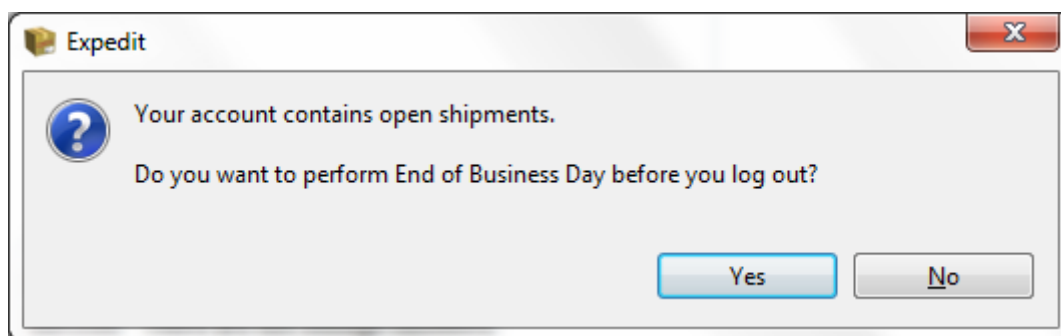
## 8. End of the Business Day

End of the Business Day (EOBD) is performed from the main application window, displaying the list of active shipments. The operation is started by clicking the “EOBD” command from the toolbar menu. Expedit will print all the labels not printed so far, shipping list will be printed and optionally the internal report (see “4.1 Printing options” chapter).



Once the printing is finished, Expedit will either send the report to courier company service center automatically or will create the exchange file, which depends on the Internet connectivity settings.

If user account contains active shipments and user wants to log out or to shutdown Expedit, he will be asked to perform the EOBD before.



### 8.1. EOBD for users with Internet connection

For clients connected to Internet by permanent link (LAN, DSL) or by dial-up modem connection, EOBD is sent automatically.

### 8.2. EOBD for users without Internet connection

For clients not connected to Internet, “EOBD” command will create and save the exchange file. The file name format is “exp-YYYY.mm.dd-HH.MM.SS.eit” where YYYY.mm.dd is the current date as year.month.day, and HH.MM.SS is the current time as hour:minute:second. For example, one possible file name might look like “exp-1972.12.04-13:30:00.eit”. Files are named in this way for easier identification in folder, because operating system default sorting (by file name) will reflect the file creation date as well.

Created \*.eit file will be saved in your default directory or into the selected folder (see “4 Configuration settings” chapter). **It is your responsibility** to send this file by email to the following address:

- [sps@expedit.support](mailto:sps@expedit.support)

If you are not sure if some \*.eit exchange file was sent already or not, you can send it again without any consequences. Expedit server will check if the report was received before and if it was, you will be notified by email.

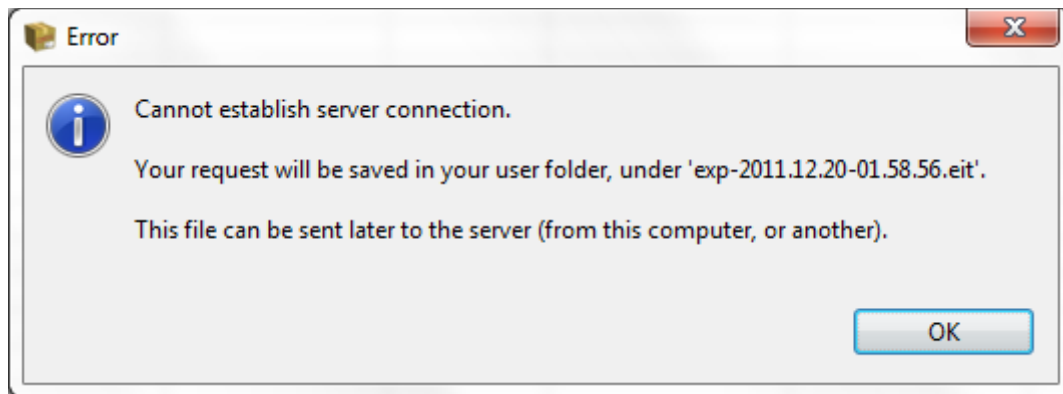
## 9. Delayed report sending

*This chapter applies only to users with Internet connection (permanent or dial-up).*

If, for any reason, Expedit cannot send the EOBD report online – due to poor Internet connection, local network problems or else – program will inform the user about the problem and will save the report as the exchange “\*.eit” file. This file can be delivered to the central server later (by using Expedit) or can be sent by email to the address listed above.

For delayed report sending, please use “Send and receive” → “Send file to server” from the main menu. Expedit will open the file selection dialog. Select the exchange file and Expedit will send it.

The following image shows an example of the situation described in this chapter. Expedit cannot send the report, and it informs the user about the problem and exchange file name/location.





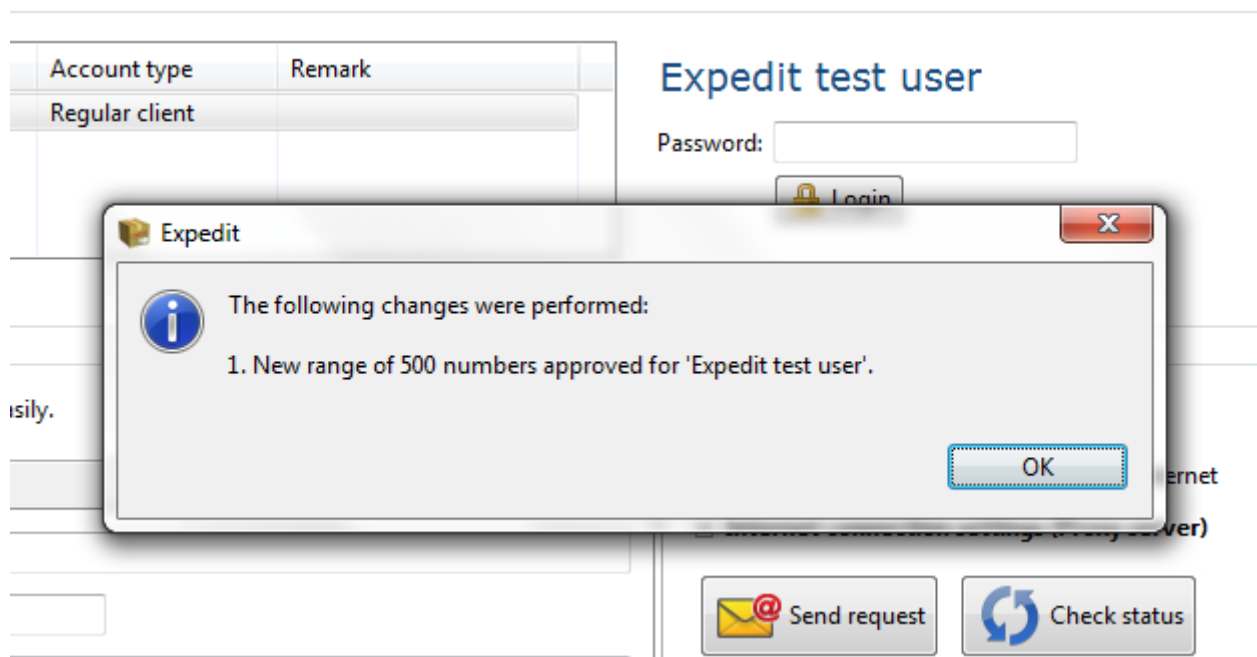
## 10. Number ranges management

### 10.1. Users with permanent Internet connection

In the case of permanent Internet connection, Expedit will manage number ranges automatically. Program takes care about the amount of available numbers, contacts the service center and orders new ranges when necessary, receives and installs new number ranges.

In special cases when user needs a large amount of numbers at once (for example, user creates the shipment with a number of parcels that exceeds the amount of available numbers), Expedit will contact the service center and order the number range but the response may take some time until the new range is approved at the service center. In such cases, only the amount of labels not exceeding the amount of available numbers can be printed until the new number range is received and installed.

User can check at any time if the new number range is available by selecting the command “Send and receive” → “Check server updates” from the main menu, or “Check status” button from the login page if no user is logged in. If new number range is available, Expedit will receive new range from the server install it. Nevertheless, Expedit preforms the same check periodically, and informs the user if new number range is installed.



### 10.2. Users without permanent Internet connection

In this configuration, Expedit will append the new number range request (if necessary) to the EOBD report. If new number range is required before the EOBD is created, user can contact the customer support by phone. Once the new number range is created by service center stuff, Expedit server will send it to user by email. New number range is loaded and installed into Expedit user's account by the command “Load returned file” from the login page.

## 11. Password change

You can change your Expedit password from “Expedit” → “Password change” main menu option. For the security reasons, user is requested to enter his current password, and new password twice.

Other account data cannot be changed locally. If necessary, one can contact courier company and request the account data change. Expedit will receive and install the changes via regular data exchange with Expedit server.

### 11.1. Lost password procedure

If your password is forgotten or lost, please contact courier company customer support by phone. Your password will be invalidated on the server. From the login screen, you can click “Check status” button or wait until Expedit checks the account status periodically. Once the password invalidation is received, you will be notified about the event. Expedit server will generate new password for your account and this password will be sent to you by email. Once you log-in with the new password, you can change it as described before.

## 12. Import/Export and backup of Expedit data

Expedit can make a backup of your address book and shipments history and restore the data from backup by data import/export functionality. This is the security measure, but can also be used to export the data from one Expedit instance and import into another one (address book, for example), or to use exported Expedit data for an external application. This function is located in main menu under “Options” → “Import/Export Expedit data”.

Expedit offers the following export options:

- Export of all data (address book and full shipments history)
- Address book export
- Full shipments history export
- Partial shipments history export, for the defined time interval.

Expedit supports the following data import/export formats:

- XLS – Microsoft Excel format. This format is convenient as an export format for external applications, but it is not supported for automated import. If import is required, regular data import procedure should be used instead (see “7 Data import” chapter)
- XML – standardized and widely used data format. Wide range of applications can read XML (Internet browser or Notepad, for example). This format can be used for exporting the data, but it is not recommended for creating backups because the files created are rather big. Automated import from XML files (created by Expedit) is supported.
- EIB – internal Expedit binary format. Not readable for external applications, but the created files are rather small. Automated import/restore is fully supported. Recommended format for creating backups and for data exchange between Expedit instances.

Creating regular data backups is highly encouraged. It is advisable to create Expedit backup at least once a week. Backup files should not be stored on the same physical media as the program itself.

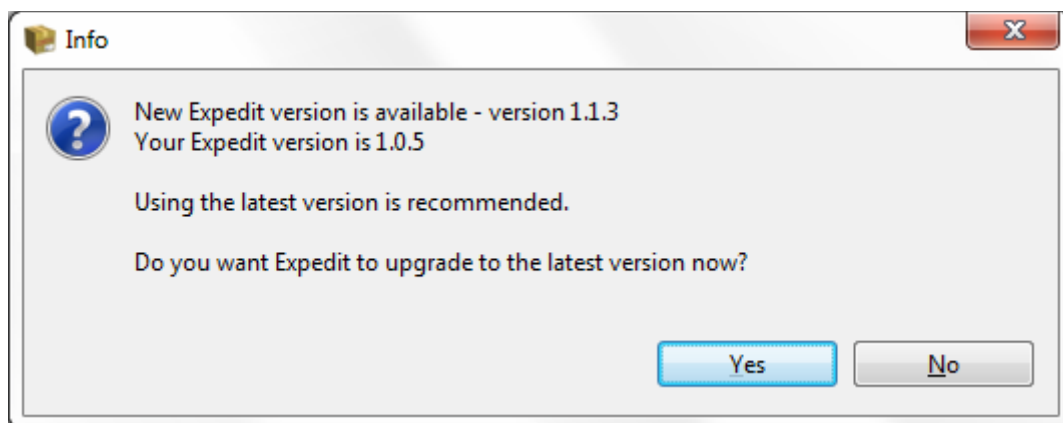
## 13. Expedit software maintenance

Expedit development team releases new software versions occasionally. New Expedit versions may contain new functionalities, improvements of existing functions and error corrections. Therefore it is important to keep your Expedit instance up to date.

Once the new software version is released, Expedit will inform you and offer to install the upgrade automatically (for users with Internet connection). For users without Internet connection, offline upgrades are available.

### 13.1. Online upgrade

For users with Internet connection, Expedit upgrade operation is very simple. If the new software version is available, Expedit will ask you to install the software upgrade automatically. If you accept, Expedit will perform the upgrade. Alternatively, software upgrade operation can be started from “Expedit” → “New version...” from the main menu, or by clicking the “Upgrade” command from the system taskbar if you are not logged in. If the process is started manually and new version is not available, Expedit will inform you.



If new version is available, Expedit will show you the list of components that will be upgraded. If you want, you can read the details regarding the upgrade before you continue.

To continue, press “*Finish*”. Expedit will download the upgrades and install them. At the end, you will be asked to restart the program in order to activate the changes. If you agree, press the button “Restart now”. If not, you can continue with your work but this is not advisable. Use this option only if you have non saved changes in your data – save them, and restart the program.

## 13.2. Offline upgrade

Users without Internet connection should use the following upgrade procedure:

- Download zipped Expedit offline upgrade file from Expedit support web site.
- Unzip the file. The folder “update” is created, with its subdirectory structure.
- Select “Expedit” → “New version...” from the main menu, or “Upgrade” command from the system taskbar if you are not logged in. Expedit will open the folder dialog. Select the "update" folder you just created from the zip file.

Expedit will find the upgrade components and install the changes. At the end, you will be asked to restart the program in order to activate the changes. If you agree, press the button “Restart now”. If not, you can continue with your work but this is not advisable. Use this option only if you have non saved changes in your data – save them, and restart the program.

## 14. Additional features

### 14.1. Shipments history search and preview

All the shipments expedited so far are stored in the internal shipment history. Shipments history is searchable by date or date interval, by parcel bar-code number, by receiver, shipper or other parameters.

Enter the search criteria, and Expedit will list the shipments matching the criteria. By double click on shipment from history list, the shipment is loaded into shipment editor, displaying all the details about this shipment. As this shipment is expedited already, it is not editable.

If you want to reuse this shipment, click the “Duplicate” button and new shipment based on this one will be created.

The screenshot displays the Expedit software interface. The top menu bar includes 'Shipments', 'Address book', 'Send and receive', 'Options', 'History', and 'Expedit'. Below the menu is a toolbar with icons for 'New shipment', 'New client', 'Import', 'Shipments view', 'Clients view', 'Send', 'Pickup', 'Search', 'Reset', 'Help', and 'Logout'. The main window is divided into two panes. The left pane, titled 'Search options', contains three search methods: 'Search by date' (with two calendar pickers for 'From Dec 12, 2011' and 'To Dec 19, 2011'), 'Search by parcel number' (with a 'Packet Nr' input field), and 'Search by shipment details' (with input fields for Recipient, Contact person, Personal delivery (name), Goods description, Reference No. 1, Shipper, and Contact person). Each search method has a 'Search shipments' button. The right pane, titled 'Refine search:', displays a table of shipment history. The table has columns for Status, Date, Number of..., Goods description, Reference Nr. 1, and Recipient. The data rows show various shipment statuses (Open, Pickup, Shipped) with corresponding dates, quantities, descriptions, and recipients.

Status	Date	Number of...	Goods description	Reference Nr. 1	Recipient
Open	12/19/2011 22:16	Total 1	DVD media discs		DataSoft Co.
Open	12/19/2011 22:09	Total 1	Books		Empfänger GmbH
Pickup	12/19/2011 22:09	Total 2	Sport equipment		William Smith
Shipped	12/12/2011 18:20	Total 1	Neka roba		Pera
Shipped	12/12/2011 18:10	Total 1	Neka roba		Pera
Active	-	20001037	Parcel No. 1	-	-
Shipped	12/12/2011 18:10	Total 2	Neka roba	12345	Pera
Shipped	12/12/2011 17:58	Total 1			Pera5
Shipped	12/12/2011 17:57	Total 2			Pera4
Shipped	12/12/2011 17:57	Total 5			Pera1
Shipped	12/12/2011 17:50	Total 2			Pera2
Shipped	12/12/2011 17:45	Total 3			Pera2
Shipped	12/12/2011 16:49	Total 2			Pera

## 14.2. End of the business day reports history

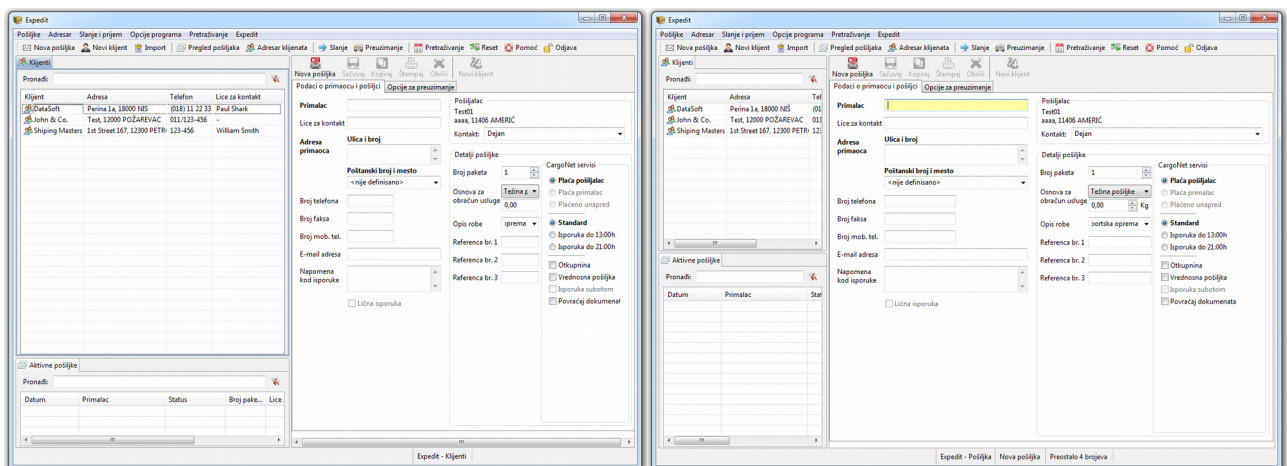
End of the business day history view shows the list of reports delivered in the last 30 days. From here users can review their activity, check if their reports are delivered properly, or print the shipping lists again. If reprinted, the original bar-code numbers are preserved.

Select all   None   Print			Find: <input type="text"/>			
Selection	Nr. of Shipments	Creation date/time	Print date/time	Delivered	Delivery confirmed	
<input type="checkbox"/>	- 1	12/12/2011 18:20	12/12/2011 18:20	✓ Yes	✓ Yes	
<input type="checkbox"/>	- 2	12/12/2011 18:10	12/12/2011 18:10	✓ Yes	✓ Yes	
<input type="checkbox"/>	- 4	12/12/2011 17:58	12/12/2011 17:58	✓ Yes	✓ Yes	
<input type="checkbox"/>	- 2	12/12/2011 17:46	12/12/2011 17:46	✓ Yes	✓ Yes	

## 14.3. User interface layout reset

Users can modify the width and height of views in current perspective to fit their personal preferences. Expedit will remember the settings and apply them in future. For example, user can adjust the width and height of helper address book view in the shipment editor perspective.

If the user wants to reset the view size to the default value, it can be done by clicking the “Reset” button from the main toolbar. This command is located in the main menu as well, under “Options” → “Layout reset”.



## 14.4. Advanced memory settings

Expeditu can be adjusted not to use more RAM memory than allowed. The default amount of memory is appropriate form most today's computers, and further adjustment is not needed usually.

If your computer is not very powerful and the amount of RAM memory is 512MB or less and you want to run other programs in the same time, you can decrease the max. allowed memory limit for Expedit. In such case, Expedit memory limit can be decreased to 256MB. Less than 256MB is not recommended due to performance degradation. You should also take care about the memory requirements of other programs as well.

On the other hand – if your computer is very powerful and it have a lot of RAM memory (2GB ior more), you can increase Expedit memory limit. Expedit memory limit increase can reduce the print preprocessing time, especially for printing many shipping labels at once. You can increase Expedit memory limit up to 1024MB.

Memory settings are defined in the configuration file “expedit.ini”, located in the Expedit install folder root.

**Before any modification of “expedit.ini” configuration file, please make the backup copy of the file and save it on another location. Misconfiguration can corrupt Expedit startup routine and cause the program crash!**

To change Expedit memory settings, shut down the program and to the following:

- open “expedit.ini” file in text editor (Notepad or another)
- modify the line “-Xmx512m” and replace 512 with preferred memory limit in megabytes
- save the file and start Expedit.

For example, for memory limit of 768MB, change the line “-Xmx512m” to “-Xmx768m”.

## Notices