



# USER GUIDE



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Software Provider to the Transportation industry

INDEX

How to create a WebPak user (login) \_\_\_\_\_ 3

Input order \_\_\_\_\_ 7

View order \_\_\_\_\_ 8

List orders \_\_\_\_\_ 9

Report generation \_\_\_\_\_ 10

Customer statement \_\_\_\_\_ 11

Invoices \_\_\_\_\_ 12

Labels \_\_\_\_\_ 13

## How to create a WebPak user (login)

WebPak allows you to assure the identity of its visitors by a login that asks for a user and a password.

This user name must be associated to a customer id (CUSM ID) in ASCAR. In this way, the orders and reports done on WebPak will take the settings for this customer set in ASCAR.

Likewise, WebPak will take this customer's data in ASCAR to price and show common addresses.

WebPak users are only administrated by an ASCAR user with access to the DATABASE MENU. Customers with a WebPak user will not be able to change their WebPak password.

To create a WebPak user (login) follow these steps:

1. Log in to ASCAR under ADMIN or any other user with access to the DATABASE MENU.
2. Go to the DATABASE MENU: Configuration/Database or type "D".
3. Choose option [C] Login User Maintenance to create the WebPak user (login).
4. Choose option [A]Add to create a new user.

```
** LOGIN USER INFORMATION MAINTENANCE ** SYS/LUIM JUL 30, 2008 13:24:39
SELECT: [A]DD [C]HG [S]EE [D]EL [*]EXIT
```

5. Complete the fields (remember that OPERATOR CODE and PHONE EXT. are compulsory fields):

```

** LOGIN USER INFORMATION MAINTENANCE ** SYS/LUIM          JUL 30, 2008 13:24:39

          ADD USER SCREEN

1. USER NAME      : MIKE_      USER ID:
2. PASSWORD       :
3. GROUP          :
4. FIRST NAME     :
5. MIDDLE INITIAL:
6. LAST NAME      :
7. DESCRIPTION    :
8. OPERATOR CODE  :
9. PHONE NUMBER   :
10. PHONE EXT.    :
    Current Active Logins
11. TTY TYPES     :
12. PORT NUMBER   :

```

6. Click on “[E]End” or type “E” to end:

```

** LOGIN USER INFORMATION MAINTENANCE ** SYS/LUIM          JUL 30, 2008 13:43:51

(#)EDIT:  [E]ND  [*]ABORT

          ADD USER SCREEN

1 USER NAME      : MIKE      USER ID:
2 PASSWORD       :
3 GROUP          :
4 FIRST NAME     :
5 MIDDLE INITIAL:
6 LAST NAME      :
7 DESCRIPTION    :
8 OPERATOR CODE  : 123
9 PHONE NUMBER   :
10 PHONE EXT.    : 123
    Current Active Logins
11 TTY TYPES     :
12 PORT NUMBER   :

```

7. Next, a window showing the permissions for this user will pop up. Accept the default permissions granted, only SERVICE and DISPATCH, and click on “[E]End” or type “E” to end:

```

** LOGIN USER INFORMATION MAINTENANCE ** SYS/LUIM          JUL 30, 2008  13:43:51
  
```

USER NAME	:	MIKE	USER ID:	00026		
DIRECTORY NAMES		AVAILABLE LEVELS	ACCESS LEVELS	CLERK	MANAGER	
1. SERVICE		1				X
2. DISPATCH		1				X
3. INVOICE		2		X		
4. ACCOUNTS RECEIVABLE		2		X		
5. ACCOUNTS PAYABLE		2		X		
6. ZONES AND RATING		2		X		
7. HUMAN RESOURCES		4		X		
8. CONTRACTOR RESOURCES		4		X		
				X		
				X		
11. GENERAL LEDGER		2		X		
12. DATABASE		2		X		
13. MAINTANANCE		2		X		
14. PASSWORD		2		X		

EDIT(##)  [N]EXT PAGE [E]ND [A]BORT

8. Exit DATABASE MENU (F10 or "\*" ) and go to the MAINTENANCE MENU: Configuration/Maintenance or type "M".
9. Choose option [F] NetPak/WebPak Setup to associate the WebPak user (login) created with a customer (CUSM ID).
10. Choose option [A]Add to create the association.

```

ascari          JUL 30, 2008  14:00:30  SYS/NPSP
  
```

WEBPAK USER SETUP				
DO YOU WANT TO	(A)DD	(C)HG	(S)EE	(D)EL
GENERAL USER INFORMATION	SERVICE TYPE SETUP			

11. Complete the fields (remember that LONGNAME must be identical to the name chosen for the WebPak user (login) and COMPANY NAME is the customer name (CUSM ID) which we want to associate with):

**WEBPAK USER SETUP**

CREATING LOCAL PROFILE. ONE MOMENT PLEASE ...

GENERAL USER INFORMATION:

0. LOGNAME : MIKE  
1. COMPANY CODE : ASCABU13  
2. DISPATCH CODE :

WebPak user

ASCAR customer

MENU SETUP:

3. HOME : Y  
4. INPUT ORDER : Y  
5. VIEW ORDER : Y  
6. LIST ORDERS : Y  
7. REPORT GENERATION: Y  
8. CUSTOMER STATEMENT: Y  
9. INVOICES : Y  
10. LABELS : N

Choose which of the following menus will be available on WebPak for this user

25. GET PRICE : Y  
26. COMMENTS(C,P,N) : C

Choose whether this customer will be able to get the price of the orders made and write any comments

SERVICE TYPE SETUP:

11. SERVICE TYPE 1 :Y  
12. SERVICE TYPE 2 :Y  
13. SERVICE TYPE 3 :Y  
14. SERVICE TYPE 4 :Y  
15. SERVICE TYPE 5 :Y  
16. SERVICE TYPE 6 :Y

VARIETY SETUP:

17. VARIETY 1 :Y  
18. VARIETY 2 :Y  
19. VARIETY 3 :Y  
20. VARIETY 4 :Y  
21. VARIETY 5 :Y  
22. VARIETY 6 :Y  
23. VARIETY 7 :Y  
24. VARIETY 8 :Y

Choose which Service Types and Varieties will be available for this WebPak user

# Input Order

**Web-Pak<sup>®</sup>**  [HELP](#)

Enter a reference code for this order.

REFERENCE:

CALLLED BY:

**INPUT ORDER**

In this field you can either enter a Common Address or leave it blank and fill the address manually. If you do this, a list of Common Addresses will appear in a drop down box to let you speed up your input process.

**PICK UP INFORMATION**

CODE

COMPANY NAME

ADDRESS  ROOM

CITY  ZIP

DEL COMMENT

**PICK UP INFORMATION**

CODE

COMPANY NAME

ADDRESS  ROOM

CITY  ZIP

DEL COMMENT

Enter the Weight in pounds (optional).

Enter the number of pieces. If you leave it blank 1 will be assumed.

Check for return trip.

Select any additional instruction.

Select Service Type.

Select Service Variety.

Enter any additional information. You can enter upto 70 characters in each field.

**INSTRUCTIONS / AMOUNTS / TIMES**

PIECES  WEIGHT  RETURN

PU-TIME  DATE

DEL-TIME  DEL-DATE

INSTRUCTIONS

SERVICE  VARIETY

**ADDITIONAL INFORMATION**

You have 70 characters remaining for your description...

1

You have 70 characters remaining for your description...

2

**SUBMIT** **GET PRICE**

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# View Orders

**Web-Pak<sup>©</sup>**

SEARCH:  ORDER NO.:

[Click here to print the current selection.](#)  [Click here to print a label.](#)  [Click here to see additional information on the order.](#)  [BACKPAGE](#)

**LIST OF ORDERS**  
Select the desired service order.

**INVOICES**

**LABELS**

**Bill of Lading**  
Order Number : 040413399 

Account : ASCABU13	Request by : 257SHYRA
Name : ASCAR BUSINESS SYSTEMS	
Ship Number :	Reference : 1166306
Ready for pick up : FRIDAY 04/04/08 00:00	Estimate for delivery : FRIDAY 04/04/08 00:00
Operator :	

Pick Up From	Deliver To
ASCAR BUSINESS SYS, ASCABU13 1337 COLORADO ST E GLENDALE CA 9QND 7063404397 91201	LLUIS TOMAS 3376 PEACHTREE ROAD LOADI ATLANTA GA 3V8L 7063404397 30326

**Shipping Information**

Pieces : 27	<a href="#">Details</a>
Return Service : N	
Minutes Waiting : 0	
LBS : 436	4049957564
Dimentional Weight : 436	
Recharge : .00f	
Distance :	

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# List Orders

Enter starting order number here. If you don't know it you can enter the starting day in de format MMDD

PLEASE INPUT STARTING ORDER NUMBER: (MMDD####)

This option will print the current list of orders

This option will export this lit to an excel file

HOME  
INPUT

VIEW ORDER

LIST OF ORDERS

REPORT GENERATION

CUSTOMER STATEMENT

INVOICES

LABELS

SUBMIT

ORDER	DATE	CUSTOMER	TYPE	TIME1	TIME2	TIME3	TIME4	FROM	TO	DRIVERS
00610	0926	ASCABU13	1 RUSH	10:54	:	:	:	ASCAR BUSINESS SYS.	LOS ANGELES AIRPORT	.00 .00 .00
00609	0925	ASCABU13	1 RUSH	12:31	:	:	:	ASCAR BUSINESS SYS.	LOS ANGELES AIRPORT	.00 .00 .00
00608	0925	ASCABU13	1 RUSH	12:29	:	:	:	ASCAR BUSINESS SYS.	LOS ANGELES AIRPORT	.00 .00 .00
00607	0922	ASCABU13	1 RUSH	15:07	:	:	:	ASCAR BUSINESS SYS.	LOS ANGELES AIRPORT	.00 .00 .00
00606	0922	ASCABU13	1 RUSH	15:02	:	:	:	ASCAR BUSINESS SYS.	LOS ANGELES AIRPORT	.00 .00 .00
00605	0922	ASCABU13	1 RUSH	15:01	:	:	:	ASCAR BUSINESS SYS.	LOS ANGELES AIRPORT	.00 .00 .00
00604	0922	ASCABU13	1 RUSH	14:59	:	:	:	ASCAR BUSINESS SYS.	LOS ANGELES AIRPORT	.00 .00 .00
00601	0921	ASCABU13	1 RUSH	13:00	:	:	:	ASCAR BUSINESS SYS.	LOS ANGELES AIRPORT	.00 .00 .00
00600	0921	ASCABU13	1 RUSH	11:54	:	:	:	ASCAR BUSINESS SYS.	LOS ANGELES AIRPORT	.00 .00 .00

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# Report Generation

The screenshot shows the Web-Pak report generation interface. On the left is a vertical navigation menu with options: HOME, INPUT, VIEW ORDER, LIST, RE, CUSTOMER STATEMENT, and SERVICES. The main form area includes:

- INDEX BY:** A dropdown menu set to "Order Number".
- START DATE (MMDDYY):** and **END DATE (MMDDYY):** input fields.
- LOAD PRESET:** A dropdown menu set to "select".
- SAVE PRESET:** A text input field.
- SAVE:** A button.
- SELECT FIELDS YOU WANT TO DISPLAY:** A grid of checkboxes for various fields such as Order No, Customer Code, City Name (P), City Name Delivery, Instruction 2, Other Charge, WeighNM, Driver 1, Weight \$, Comment (P), Reference No, Call Placed by, Zip (P), Zip (D), Base Charge, Total Charge, Wait(MIN), Driver 2, Approved (Y,N), Comment (D), Day of Week, From (P), To (D), Service Type, Return Charge, Zone (P), Service Vity, Driver 3, Insb. 1 Amt, Date, Address (P), Address (D), Return (Y,N), Wait Charge, Zone (D), Dispatcher, E.T.D., Term Code, Instr. 2 Amt, Operator, City (P), City (D), Instruction 1, Weight Charge, Shipnum, Mileage, Pieces, and ReceivedBy.
- SELECT QUALIFYING FIELD:** A dropdown menu set to "Reference Number".
- START QUAL:** and **END QUAL:** input fields.
- SUBTOTAL:** Radio buttons for "yes" (selected) and "no".
- SUMMARY:** Radio buttons for "yes" and "no" (selected).
- SUBMIT:** A button.

Callout boxes provide the following explanations:

- "Starting and Ending range for the index by field" points to the INDEX BY dropdown.
- "Starting and Ending date for the current report" points to the START and END DATE fields.
- "Here you can select your saved presets" points to the LOAD PRESET dropdown.
- "Here you can add a preset with the given name. All the selected fields will be saved" points to the SAVE PRESET field and the SAVE button.
- "Select here the fields you want show in the report" points to the SELECT FIELDS YOU WANT TO DISPLAY grid.
- "Starting and ending field for the Qualifying field" points to the SELECT QUALIFYING FIELD dropdown.
- "Here you can select another filtering subject" points to the START QUAL and END QUAL fields.
- "This will group the result by the index field" points to the SUBTOTAL radio buttons.
- "Gives you a subtotal every time the value of the index field changes" points to the SUMMARY radio buttons.

# Customer Statement

**Web-Pak<sup>©</sup>**

HOME  
 INPUT ORDER  
 VIEW ORDER  
 LIST OF ORDERS  
 REPORT GENERATION  
**CUSTOMER STATEMENT**  
 INVOICES  
 LABELS

**Customer Statements**

OUR COMPANY  
 ASDAS Customer Code: **ASCABU13**  
 ASDASDASD  
 GLENDALE Date:  
 CA. 92105

Transaction	Transaction date	Transaction type	Description	Amount	Total
18	02/17/06	I		64.38	64.38
18	02/24/06	P		10.00	54.38
18	02/24/06	P		10.00	44.38
19	02/17/06	I		35.00	79.38
19	07/20/06	P		15.00	64.38
21	02/17/06	I		35.00	99.38
21	07/20/06	P		15.00	84.38
22	02/17/06	I		35.00	119.38
22	08/29/06	P		1.00	118.38
24	02/17/06	I		17.50	135.88

Print Job    Export to Excel

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# Invoices

The screenshot shows the Web-Pak interface for viewing invoices. On the left is a navigation menu with options: HOME, INPUT ORDER, CUSTOMER STATEMENT, INVOICES (highlighted), and LABELS. The main area displays invoice details for invoice number 342. A 'SUBMIT' button is next to the invoice number. To the right of the submit button is a printer icon and a green 'X' icon. A callout box points to the 'X' icon with the text: "This option will export all the invoice to an excel file". Below the submit button is a table with columns: DATE, ORDER, SERV. TYPE, PICKUP FROM, DELIVERY TO, and CHARGES. The table contains three rows of invoice data. A callout box points to the 'X' icon with the text: "This option will print the current page of the invoice". Below the table is a pagination control with arrows and the numbers 1 2 3 4 5 6. A callout box points to the arrows with the text: "Type the arrow to navigate between the pages of the invoice". At the bottom right, there is a logo for 'ascar' and text: "POWERED BY ascar Copyright © 2006 ASCAR® Business Systems Software Provider to the Transportation industry".

HOME  
INPUT ORDER  
CUSTOMER STATEMENT  
**INVOICES**  
LABELS

INVOICE NO.: 342 SUBMIT

OUR COMPANY  
ASDAS  
ASDASDASDGL... CA92105 92105

CUSTOMER CODE: ASCABU13  
DATE: 09/13/06

DATE	ORDER	SERV. TYPE	PICKUP FROM	DELIVERY TO	CHARGES
09/08/06	00800494	RUSH	ASCAR BUSINESS SYS 337 COLORADO ST GL LE CA	LOS ANGELES AIRPOR 21 TOM BRADLY LO GELES CA	WAIT 0.00 WEIGHT 0.00 OTHER 0.00 MISC1 0.00 MISC2 0.00
09/08/06	00800495	RUSH	ASCAR BUSINESS SYS 337 COLORADO ST GL LE CA	LOS ANGELES AIRPOR 21 TOM BRADLY LO GELES CA	WAIT 0.00 WEIGHT 0.00 OTHER 0.00 MISC1 0.00 MISC2 0.00
09/08/06	00800496	RUSH	ASCAR BUSINESS SYS 337 COLORADO ST GL LE CA	LOS ANGELES AIRPOR 21 TOM BRADLY LO GELES CA	WAIT 0.00 WEIGHT 0.00 OTHER 0.00 MISC1 0.00 MISC2 0.00

1 2 3 4 5 6

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# Labels

The screenshot shows a web application interface for generating shipping labels. At the top left is the 'Web-Pak<sup>®</sup>' logo. Below it is a vertical navigation menu with the following items: HOME, INPUT, VIEW, LIST OF ORDERS, REPORT GENERATION, CUSTOMER, INVOICE, and LABELS. The 'LABELS' item is highlighted. The main content area is titled 'Utility to generate shipping Labels'. It features two dropdown menus. The first is labeled 'SOURCE CITY' and the second is labeled 'DESTINATION CITY'. Both dropdown menus currently display the address 'ASCABU13-ASCAR BUSINESS SYS.- 1337-COLORADO ST E--50N0 GLENDALE CA-91201'. Two callout boxes provide instructions: one for the source city and one for the destination city, both stating 'Select the source/destination city for the labels. You can only select Common Addresses'. At the bottom of the main area is a 'PRINT' button. The footer contains the 'ascari' logo with the text 'POWERED BY' and 'Copyright © 2006 ASCAR® Business Systems Software Provider to the Transportation Industry'.