



TPN all about performance

www.thepelletnetworkltd.co.uk

TPNConnect

Implant User Guide

Release Note 15/10/15

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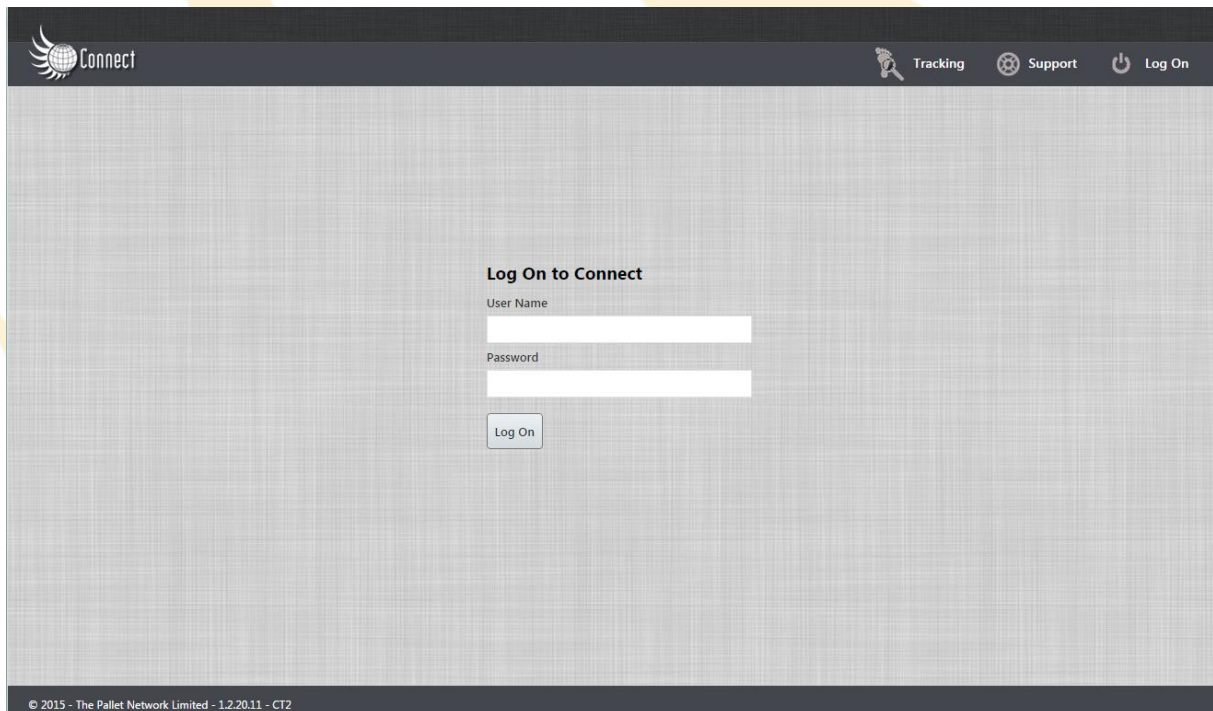
Section 1

Connect Overview

TPN Connect Website

The Connect website can be found at the following website address:

<http://implant.tpnconnect.com>

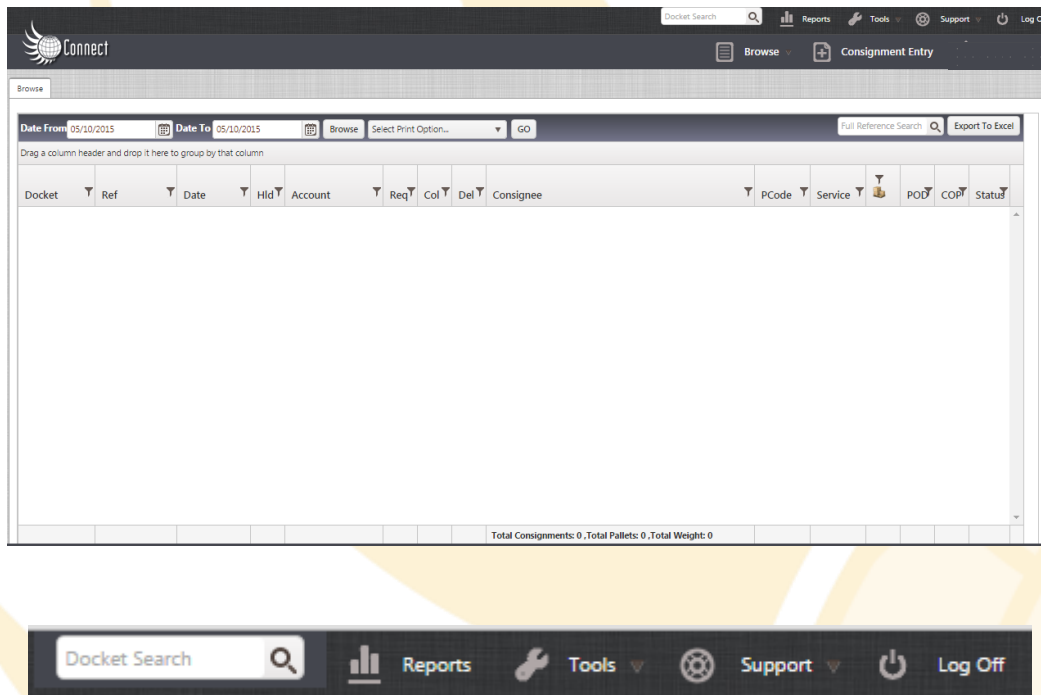
A screenshot of the TPN Connect website's login interface. The page has a dark grey header with the 'Connect' logo on the left and navigation links for 'Tracking', 'Support', and 'Log On' on the right. The main content area is light grey with a subtle grid pattern. In the center, there is a 'Log On to Connect' section containing two white input fields labeled 'User Name' and 'Password', and a 'Log On' button below them. At the bottom of the page, a small copyright notice reads '© 2015 - The Pallet Network Limited - 1.2.20.11 - CT2'.

Enter your Username & Password and click on **Log On** or press the **Enter** key

Due to the technologies used on the website, we recommend using Google Chrome or Internet Explorer 11

Connect

Once you have logged in, this is your Home Screen. For a breakdown of the different options, see the different Sections below



- Docket Search - Section 1.1
- Reports - Section 4.0
- Tools - Section 5.0
- Support - Use this to download the Remote Support and download User Guides
- Log Off - Press this to Log Off



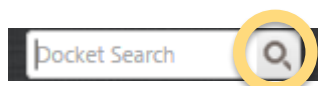
- Browse - Section 3.0
- Consignments - Section 2.0

Docket Search

Docket/Fuzzy Search

The Docket/Fuzzy Search allows you to search for the **Connect Docket Number** or the **Old Docket Number** (used in **Integration**)

In the **Docket Search** at the top of the screen type in the **Docket Number** and press **Enter**. If you use **Internet Explorer**, press the **Magnifier Glass** as it might return an empty Search Results



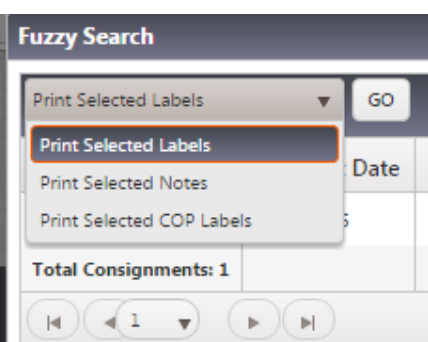
Fuzzy Search

Print Selected Labels GO

Docket	Manifest Date	Hld	Account	REQ	COL	DEL	Consignee	Post Code	Pallet Count	Customer Reference	Depot Reference	Status	COP
52653967	20/07/2015			57	208	57	UK Timber	NN17 5UE	1	Collection on del 52643189		WDD	
Total Consignments: 1													

1 - 1 of 1 items

The Screen shows you the most used information about the Docket. The short code in **Status** is described on the next page. To open the **Consignment**, double click on the row



From the dropdown list, you have the option to:

- Print Labels
- Print Notes
- Print COP Labels

Once you have selected your option, press the **Go** button

Pallet Status

Pallet Status

The Short Codes on the Fuzzy Search are listed below. If one of the codes is listed with a **P** at the end, this means it is in a **Partial** status

<u>PalletStatusDescription</u>	<u>ShortDescription</u>
Awaiting Collection	ACO
In Transit to Collection Depot	TCD
At Collection Depot	ACD
In Transit to Hub	ITH
At Hub	ATH
In Transit to Delivery Depot	TDD
At Delivery Depot	ADD
Out For Delivery	OFD
Delivered	DEL
Returned	RET
Lost	LOS
At Wrong Depot	AWD
Incomplete	ICC

Section 2

Consignment

Consignment Entry

Consignment Entry

To enter a **Consignment** press the **Consignment Entry** link on the menu bar

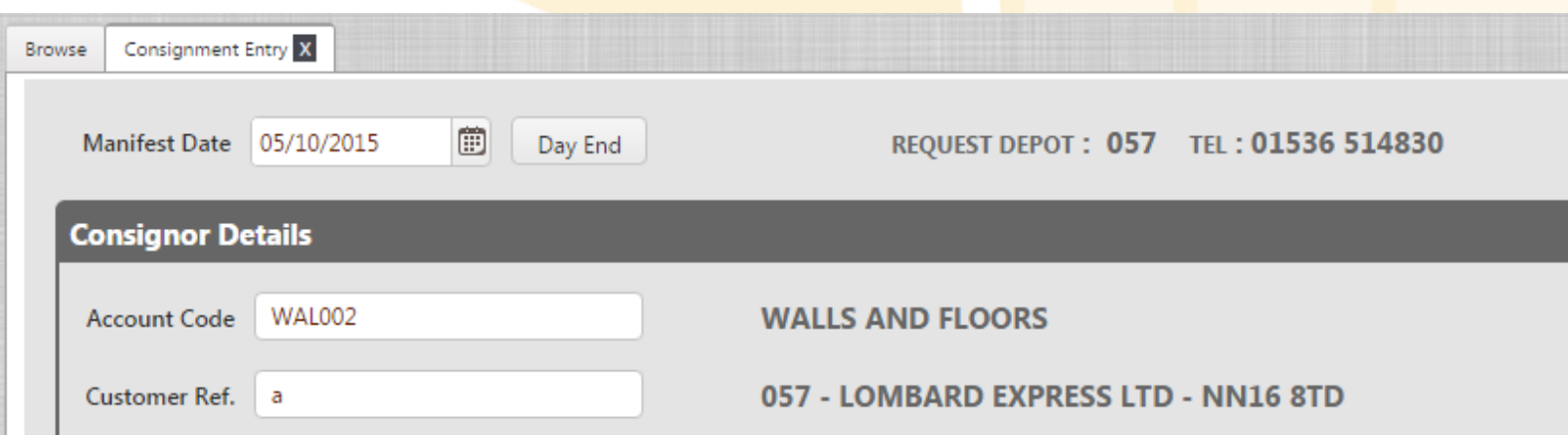
We will now break down the **Consignment Entry** screen:-

The top section of **Consignment Entry** shows you **Manifest Date** (change this is you want a future date) and the **Request Depot**

Consignor Details

By default it will add in your **Customer** account details. If you have been set up with **Sub-Accounts**, you will get a list of your other **Accounts** via the drop-down list

The **Customer Ref** (prints on **Labels & Notes**) is a required field, so enter in your details, or a full stop if you don't have one



The screenshot shows a web browser window with a single tab titled 'Consignment Entry'. The form has a header section with 'Manifest Date' set to '05/10/2015' and a 'Day End' button. To the right, it displays 'REQUEST DEPOT : 057' and 'TEL : 01536 514830'. Below this is a section titled 'Consignor Details' which contains two input fields: 'Account Code' with the value 'WAL002' and 'Customer Ref.' with the value 'a'. To the right of these fields, the text 'WALLS AND FLOORS' and '057 - LOMBARD EXPRESS LTD - NN16 8TD' is displayed.

Manifest Date	05/10/2015	Day End	REQUEST DEPOT : 057	TEL : 01536 514830
Consignor Details				
Account Code	WAL002	WALLS AND FLOORS		
Customer Ref.	a	057 - LOMBARD EXPRESS LTD - NN16 8TD		

Delivery Details

Enter in the **Postcode** and **Connect** will bring up a list of all existing addresses/businesses for that given **Postcode**

Postcode	b76 9eh
Consignee	<div><div></div>The Pallet Network Ltd, Prologis Park Midpoint Midpoint Way Sutton Coldfield</div>
Address 1	<div><div></div>The Pallet Network Ltd, Unit 5 Prologis Park Midpoint Midpoint Way Sutton Coldfield</div>
Address 2	Europa Worldwide Logistics, Unit 2 Prologis Park Midpoint Midpoint Way Minworth Sutton Coldfield
Town	
County	Kuehne & Nagel Ltd, Unit D C3 Prologis Park Midpoint Midpoint Way Minworth Sutton Coldfield
Country	
let Details	
Pallet Type	The Pallet Network Ltd, Unit 5 Prologis Park Midpoint Midpoint Way Minworth Sutton Coldfield
	Unit 1 Prologis Park Midpoint Midpoint Way, Minworth Sutton Coldfield

The list to the left shows available addresses for the B76 9EH Postcode.

The 2 addresses at the top with the **Green Dots** are **Learnt Addresses**, these are **Addresses** that you have used previously but amended a line on the Address

Once you have selected your Address, choose your **Service** from the drop-down list.

Delivery Details	
Postcode	Enter a PostCode...
Consignee	
Address 1	
Address 2	
Town	
County	
Country	
Service	<div></div>
Self Delivery	<input type="checkbox"/>
Contact	
Telephone	
Telephone 2	
Email	

Note: Some services will require a Contact & Telephone Number

Pallet Details

Choose the Pallet Size from the **Pallet Type** drop down list, enter the **Quantity & Weight**, then press the TAB key to enter the Pallet. This will put you back at entering another Pallet, you can then add another pallet if required. If you want to complete the entry press the **Finish** button. You can also use the keyboard shortcut CTRL + ENTER

Pallet Details

Pallet Type: Quarter Pallet ▼ Quantity: ▲▼ Weight: ▲▼

Pallet Type	Quantity	Weight	Delivery Charge	Hub Charge		
TOTALS	0	0	£ 0.00	£ 0.00		

Special Instructions:

Set FVC
 Limited Quantity (LQ) ☐
 Finish Clear

If you want to add any **Special Instructions** (prints on Notes) click in the box and type in your message. If you have **Limited Quantity Freight** – tick the box (circled above)

If you want to enter FVC Insurance, click on the Full Value Cover (**Set FVC**) button and enter the required information on the pop-up dialogue box

Full Value Cover

Insured Name Insured Email

Insured Amount

Consignment View

When you enter a **Consignment** you will have up until **Day End** on the night to amend the following:

- Customer Account
- Delivery Service
- References
- Delivery Address
- Pallet Sizes & Weights
- Delete the Consignment

Browse Consignment: 15755850 X

With Collection Depot In Transit to Hub At Hub In Transit to Depot With Delivery Depot Complete

Consignment: **15755850**

Consignee: **Guy Bateman**
Postcode: **RH12 2JH**
Customer: **LUXURY FOR LESS LTD**
Requesting Depot: **019 (01675 466020)**

Manifest Date: **06/10/2015**

Delivery Service: **BKIT**
[Change Delivery Service](#)

Customer Ref: **SN00617921**
[Update Reference](#)

Consignment Details

Delivery [Change Delivery](#)

Consignee: Guy Bateman
Address 1: 5 Shelley Road
Address 2: Horsham
Town:
County: GB
Postcode: RH12 2JH
Telephone: (07515 164 023)

Pallet Details [Add New](#)

No.	Pallet Type	Qty	Weight (kg)	
1	Half Pallet	1	216	Edit

Total Pallets: 1 Total Wgt: 216 kg

Notes [Add a Note](#)

[Delete](#) [Hold](#) [Print Labels](#)

Pallet Tracking
Consignment Audit
POD
COP and Consignment Photos

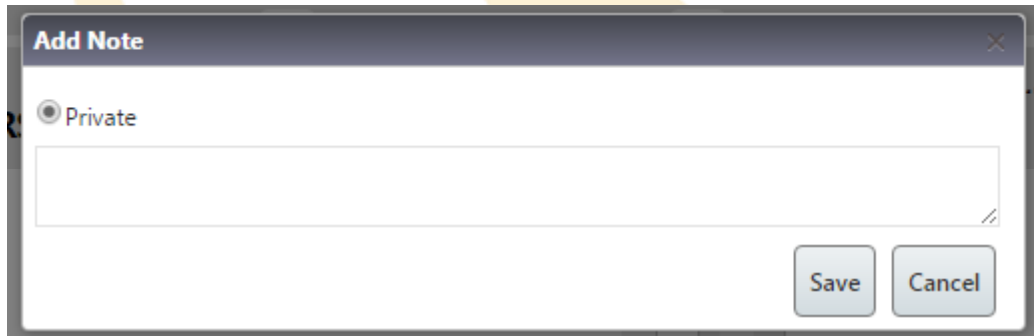
Once **Day End** has passed , you wont be able to amend the above

Notes

Notes

You can add Notes to your Consignment at any time. To add a Note in Consignment View click on the Add a Note button

You will then get the following pop up box



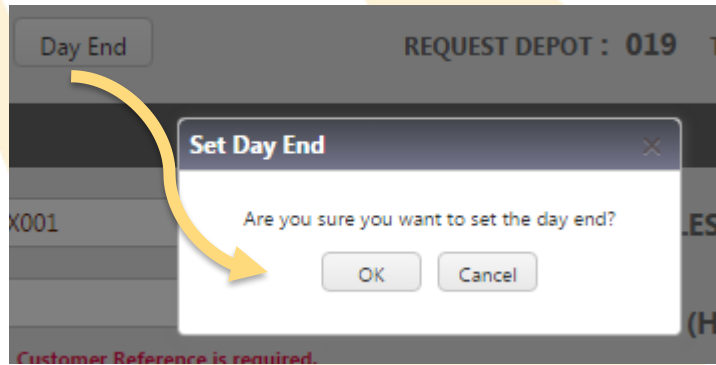
- **Private** - Visible to you, the customer, the collection depot and the TPN Hub.

Enter your Note into the text box provided, then click on the Save button

Day End

Day End

When you have added all the freight that you have for the day, you can now **Day End**. This procedure closes your Manifesting for today and rolls it forward by 1 day



To perform a **Day End**:

- Go to **Consignment Entry**
- Press the **Day End** button
- Press **OK**, to **Day End**

Press the **Cancel** button if you don't want to **Day End**

If you have accidentally pressed the **Day End** button, you will need to contact your collecting Depot to undo it

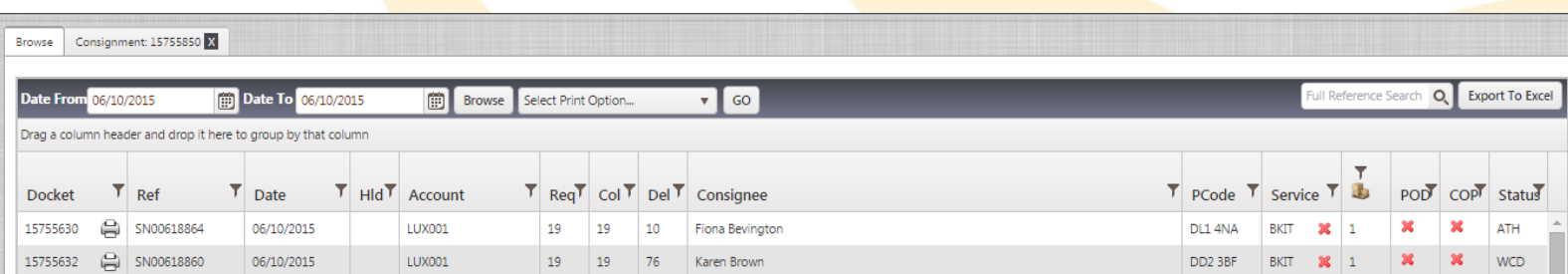
Section 3

Browse

Browse

Browse has different options:

- **Browse** – This is to view information including **POD** and **COP**
- **Quick Browse** – This allows you to search longer date ranges but has less information
- **Browse Deleted** – This shows any **Deleted Consignments** for today (or a given date range)

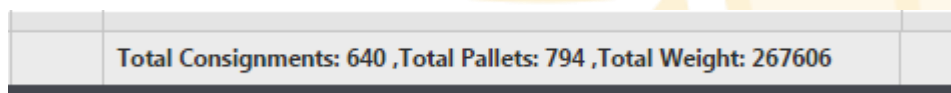


The screenshot shows the TPN Browse interface. At the top, there's a breadcrumb 'Browse' and a tab 'Consignment: 15755850'. Below this is a search bar with 'Date From' and 'Date To' both set to '06/10/2015'. There are buttons for 'Browse', 'Select Print Option...', and 'GO'. On the right, there are links for 'Full Reference Search' and 'Export To Excel'. Below the search bar is a table with columns: Docket, Ref, Date, Hld, Account, Req, Col, Del, Consignee, PCode, Service, a quantity column, POD, COP, and Status. Two rows of data are visible, both for date '06/10/2015' and account 'LUX001'. The first row has docket '15755630', ref 'SN00618864', consignee 'Fiona Bevington', PCode 'DL1 4NA', Service 'BKIT', and status 'ATH'. The second row has docket '15755632', ref 'SN00618860', consignee 'Karen Brown', PCode 'DD2 3BF', Service 'BKIT', and status 'WCD'. Both rows show a quantity of 1, with red 'X' marks in the POD and COP columns.

Docket	Ref	Date	Hld	Account	Req	Col	Del	Consignee	PCode	Service		POD	COP	Status
15755630	SN00618864	06/10/2015		LUX001	19	19	10	Fiona Bevington	DL1 4NA	BKIT	1	X	X	ATH
15755632	SN00618860	06/10/2015		LUX001	19	19	76	Karen Brown	DD2 3BF	BKIT	1	X	X	WCD

To open a **Consignment**, simply **Double Click** anywhere on the **Row**

At the very bottom of any **Browse** screen, it shows your **Total Number of Consignments, Pallets and Weight**



A summary bar at the bottom of the screen displaying the following information: Total Consignments: 640, Total Pallets: 794, Total Weight: 267606.

Total Consignments: 640 ,Total Pallets: 794 ,Total Weight: 267606

To see the most common features on the different **Browse** screens, see the following pages

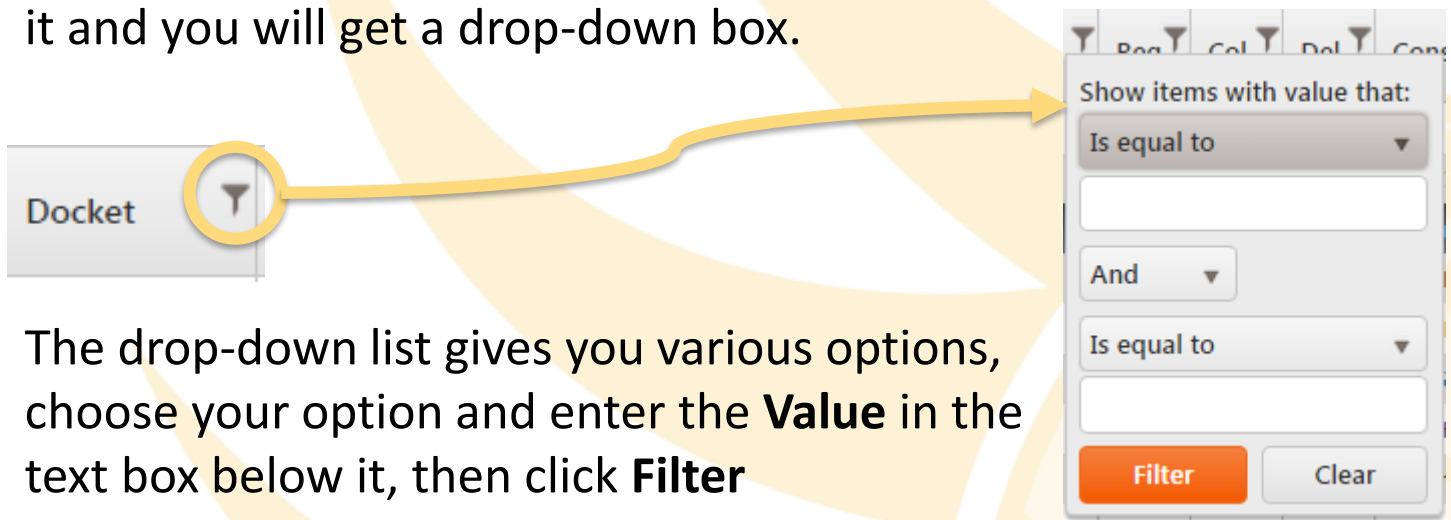
Browse **Common** Features

Common Features

The different screens all have different purposes, but the grid layout they use:- have common features

Filtering

On each of the Column Headers there is a little Funnel icon, click on it and you will get a drop-down box.

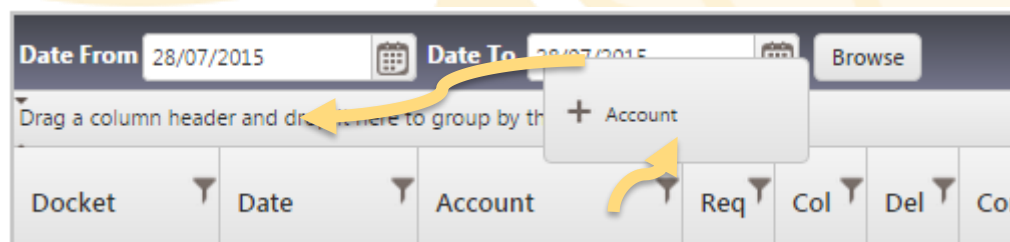


The drop-down list gives you various options, choose your option and enter the **Value** in the text box below it, then click **Filter**

*** If you want to filter a large amount of data, apply your Filters first then click the Browse button**


Group by

If you want to group certain columns together e.g. group all of your accounts together, **Left-click drag** on the **Column Header** to the bar above it (see image below). To undo click on the X next to the new button above the Column Headers



Sorting

Using the column headers you can sort by column. By default, the grid is ordered by **Docket**. If you wanted to order by **Service** – click on the column header



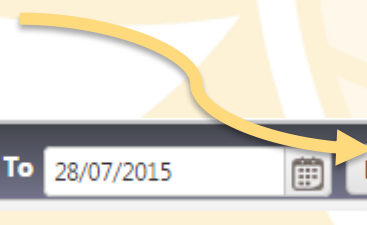
Default Order									
Docket			Req	Col	Del	Consignee		PCode	Service
15712852		28/07/2015		LUX001	19	19	57	Sharon Killick	NN14 4TW NDTL
15713208		28/07/2015							
15713216		28/07/2015							
15713258		28/07/2015							

Service Order									
Docket			Req	Col	Del	Consignee		PCode	Service
52733574		28/07/2015		LUX001	37	37	57	DSV	NN14 4QS AM
52734773		28/07/2015		LUX001	48	48	57	GREENMILL C/O BUTTS	NN4 7BD AM
52737539		28/07/2015		LUX001	40	40	57	TRAVIS PERKINS	NN5 7UG AM
52733331		28/07/2015			57	57	18	Northern Dry Bulk Co Ltd	11 30 1 LD AM

Click the column header once, it sorts it A-Z. Click it twice it sorts it Z-A

Date Ranges

By default the **Browse** screens will show you today's freight, if you want to change the **Date Range** – select the **Calendar icon** (circled) and choose from the date picker or manually type in the date. Do this for the **Date From** and the **Date To**, once you have the dates set – press the **Browse** button



Date From	28/07/2015		Date To	28/07/2015		Browse
-----------	------------	--	---------	------------	--	--------

Browse

Browse

The **Browse** screen shows you any freight of yours that you have input today (by default). On top of the general **Browse** features mentioning in the preceding pages, listed below are the extras that you can use

Tool Tips

On the page there are several little icons (circled). If you hover your mouse over the icon it will give you a **Tool Tip**

Docket ▲	Date ▼	Hld ▼	Account ▼	Req ▼	Col ▼	Del ▼	Consignee ▼	PCode ▼	Service ▼	POD ▼	COP ▼	Status ▼
15712852	28/07/2015		LUX001	19	19	57	Sharon Killick	NN14 4TW	NDTL	1	×	ITH
15713208	28/07/2015		LUX001	24	24	57	SIMON ELLIOT	NN6 7BJ	NDTL	1	×	WCD
15713216	28/07/2015		LUX001	19	19	57	Addingtons Associate	NN10 0RL	NDTL	1	×	WCD
15713258	28/07/2015		LUX001	19	19	57	qps bathrooms	NN17 3BL	NDTL	1	×	ITH
52720961	28/07/2015		LUX001	19	19	57	C/O MCLAREN CONSTRUCTION	NN11 8NT	TMTL	1	×	ATH
52726963	28/07/2015		LUX001	69	54	57	Swell Warehousing Ltd	NN6 0RN	DDAY	3	×	ITH

Highlighted are:

- **Printer** – Shows whether it has been printed or not
- **Clock** – Shows the **Time** for a **Timed Delivery**
- **Notes** – Shows you any **Notes** against the **Consignment**

Other Tool Tips

If you hover over the **Docket** number, it shows you any **Reference Numbers**, if you hover over the **Post Code** it shows you the **Full Address**. All of these save you time by not opening the **Consignment**

Right-Click Menu

If you **Left-Click** a Row, to highlight it, then **Right-Click** it – you will get the Quick-Option Menu. From here you can quickly **Print**, **Hold** and view the **Pallet Movement**

15756210		SN00619230	06/10/2015		LUX001	19	19	44	Nir
15756212		SN00619495	06/10/2015		LUX001	19	19	206	Ma
15756214		SN00595552	06/10/2015		LUX001	19	19	65	Jan
53157317		SN00592330	06/10/2015		LUX001	19	19	4	Lux

Print Label
Pallet Movement
Hold Consignment

Multiple Select

If you Hold Down the **CTRL Key** and **Left-Click** several **Consignments** then **Right-Click** on one of them you will get a smaller set of options

Docket	Ref	Date	Hld	Account	Req	Col	Del	Co
15756210		SN00619230	06/10/2015	LUX001	19	19	44	Nir
15756212		SN00619495	06/10/2015	LUX001	19	19	206	Ma
15756214		SN00595552	06/10/2015	LUX001	19	19	65	Jan
53157317		SN00592330	06/10/2015	LUX001	19	34	19	Lux
53195808		SN00581246	06/10/2015	LUX001			19	Lux
53205334		sn00600279	06/10/2015	LUX001	19	60	19	Lux

Print Labels
Hold Consignments

You can also select the options from the top Drop Down Menu List and then press **Go**

Select Print Option...
GO

Select Print Option...
Print Selected Labels

Range Select

If you want to select a whole block of **Consignments**, **Left-Click** on the **First Consignment**, hold the **SHIFT Key** and then **Left-Click** on the **Last Consignment** – Connect will highlight all of the Consignments in between. Use this for bulk Printing of Labels

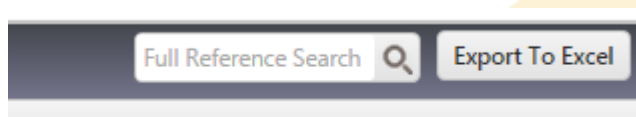
Docket	Ref	Date	Hld	Account	Req	Col	Del	Consign
50688605	803914	02/06/2015		LUX001	19	19	57	FRED SM
50688783	Thes is a test	02/07/2015		LUX001	19	19	26	Brian
50688882	miCusRef	16/07/2015		LUX001	19	19	19	TPN
50689003	8349	23/07/2015		LUX001	19	19	15	HERITAG
50689005	8351	23/07/2015		LUX001	19	19	15	ACTIVIT
50689006	8352	23/07/2015		LUX001	19	19	87	YEOMAN
50689007	8353	23/07/2015		LUX001	19	19	78	LOWFIE
50689008	8354	23/07/2015		LUX001	19	19	78	ST WILF

Full Reference Search

This can be found in the top right of **Browse**. The **Fuzzy Search** only searches for **Consignment Numbers (Connect Docket Numbers and 3rd Party Docket Numbers)**. This looks at **Customer Ref, Depot Ref and Consignment Numbers**, due to it's searching more data, this may take a little longer to bring back results

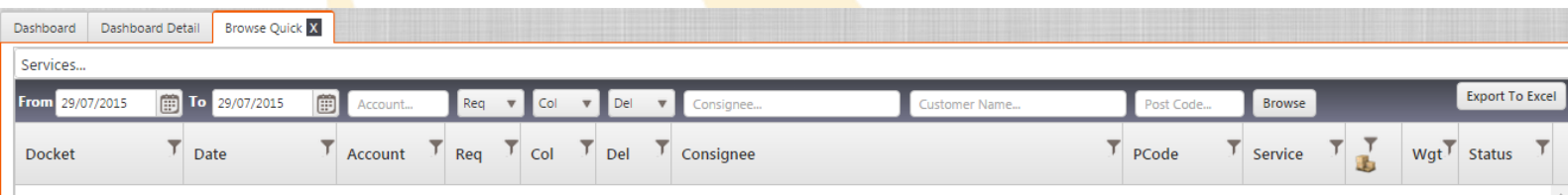
Export to Excel

If you want to export your data out, you can click on the **Export to Excel** button and it will download your current **Grid** in an **Excel** format



Browse Quick

By default, **Browse Quick** will display no data at all, this is designed this way



The screenshot shows the 'Browse Quick' interface. At the top, there are tabs for 'Dashboard', 'Dashboard Detail', and 'Browse Quick'. Below the tabs is a search bar labeled 'Services...'. Under the search bar, there are several filter fields: 'From' (29/07/2015), 'To' (29/07/2015), 'Account...', 'Req' (dropdown), 'Col' (dropdown), 'Del' (dropdown), 'Consignee...', 'Customer Name...', 'Post Code...', and a 'Browse' button. To the right of the 'Browse' button is an 'Export To Excel' button. Below the filters is a table header with columns: 'Docket', 'Date', 'Account', 'Req', 'Col', 'Del', 'Consignee', 'PCode', 'Service', 'Wgt', and 'Status'. Each column has a dropdown arrow next to it.

As before, you can add as many filters as you like or none at all, the only difference this time:- is that you can use the top line of field entry boxes. If you want all freight that you dealt with yesterday, just change the **From** and **To** dates and press the **Browse** button

Browse Quick allows you to search greater amounts of data, the only difference between this and **Browse** is:- you don't get POD or COP information. This allows for the results to come back quicker

If you use **Browse**, you will pick up this screen very easily

Browse Deleted

This screen shows you all of your freight that you have **Deleted** today. As before you can change the **Date Ranges** and press **Browse**

Dashboard

Dashboard Detail

Browse Quick X

Browse Deleted X

Date From29/07/2015

Date To29/07/2015

Browse

Drag a column header and drop it here to group by that column

Docket	Date	Account	Req	Col	Del	Consignee	PCode	Service		POD	COP	
52739430	29/07/2015	TIL002	57	57	41	David Brown	SO40 8XU	NDTL	1	✖	✖	Undelete

If you accidentally deleted a consignment, you can re-instate it, just click on the **Undelete** button (circled)

As with the other **Browse** screens, you can use the Filters to narrow down your results

Section 4

Reports

Reports

Reports

To view your **Outbound Manifest**, click on the link in the left hand pane, the **Report** will open up in the middle pane

The Pallet Network Limited
Prologis Park Midpoint
Midpoint Way
Minworth
Sutton Coldfield
B76 9EH

For

Outgoing Manifest for October 05, 2015

Manifest Date
05/10/2015

Docket No	Desp Date	Consignee	To	Service / Remarks	Time	Qtr	Half	H OS	Full	F OS	Weight
Total Consignments : 0											
Total Pallets :											
Total Pallet Weight : kg											

05/10/2015 15:11:32

Page 1 of 1

Report Options

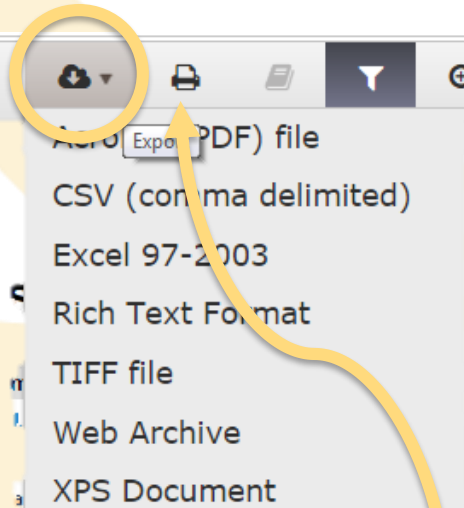
If you want to view another day's **Outbound Manifest**, select the date from the date picker (see circled above). The report will automatically refresh

Exporting Reports

Now that you have the data you want, what can you do with it ?

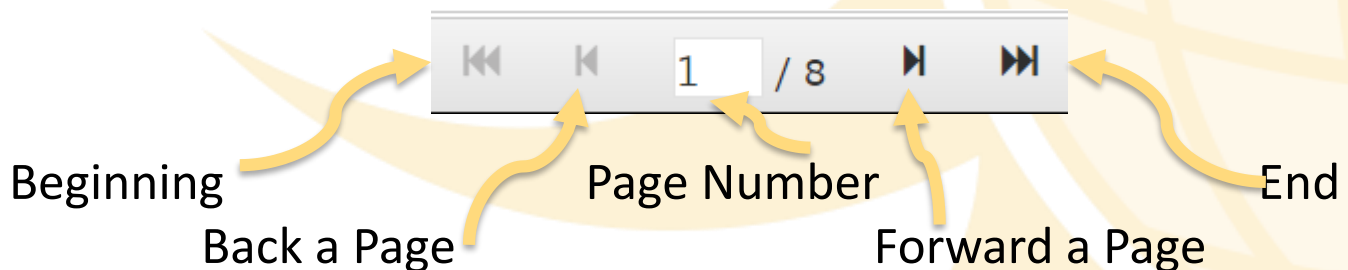
At the top of every **Report** you have a **Details** bar. If you want to Export the detail to another format, **hover over** the **Cloud** button (highlighted)

Here you can export to **PDF, Excel** and more



You can also directly **Print** the **Report** by pressing the printer icon next to the **Export** button

To **Page** through any **Report** use the **Navigation** buttons



Section 5

Installing a Printer

(Windows & Connect Guide)

Windows **Printers**

Installing a Windows Printer

Whether it is a GK420d or a LP2844 printer the process to install them on a Windows PC is the same



First unpack your printer, plug in the Power Cable and USB Cable, attach to a powered wall socket and your PC. Switch on your Printer and it should start to recognise it and then install a driver for it

By default Windows will install a Zdesigner Print Driver, these are ok, but the **Zebra Print Drivers** have more functionality than the standard ones

So first we need to download the drivers from the **Zebra** website and install them onto the PC. See the next page on how to do this

Downloading **Printer** Drivers

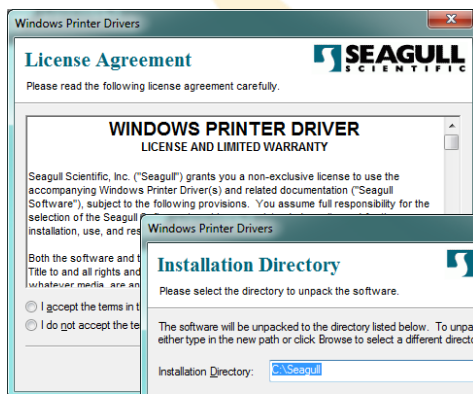
Downloading Printer Drivers

With a new printer, you will need to download the Zebra printer drivers from the web

Go to the [Seagull Website](http://seagullscientific.com) or go to Google.com and search for **Seagull Zebra**, select:
seagullscientific.com

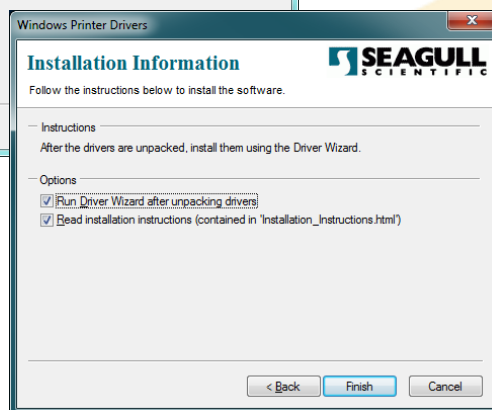
You should get the following website,
click on the Blue **Download** Button

Save the file to your PC. Once downloaded, **Run...** the file



Accept the Licence Agreement and click **Next**

Leave the **Installation Directory** and click **Next**



Untick the 2 Boxes and select **Finish**

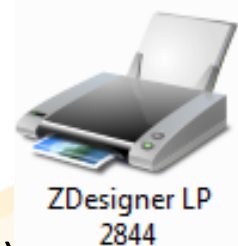
Installing Printers

Now that we have extracted the **Zebra Printer Drivers**, we can now start to install the printer

On your PC go to **Start → Devices & Printers** (Windows Vista and above). Windows XP, go to **Start → Control Panel → Printers**

Method One – Printer Recognised

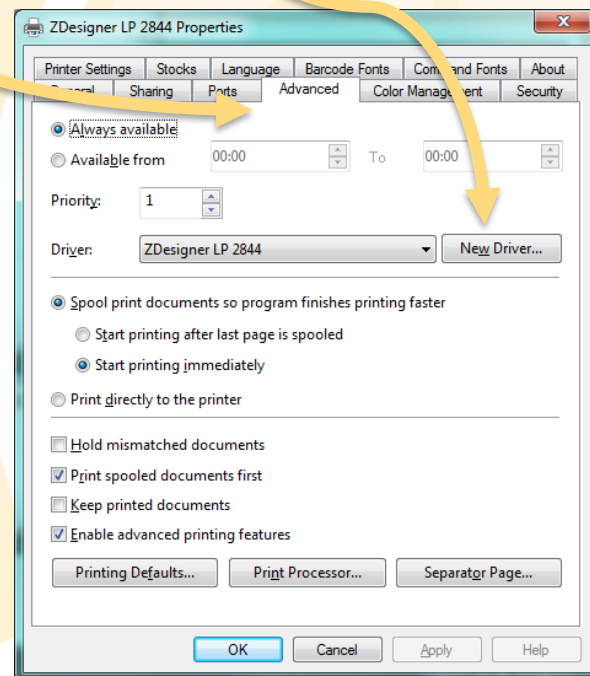
If your printer installs ok, it will have an icon under the **Printers and Faxes** section. **Right-Click** on the icon and select **Printer Properties** (Windows XP – choose **Properties**)



Now click on the **Advanced** tab, then click **New Driver**

On the following screens press:

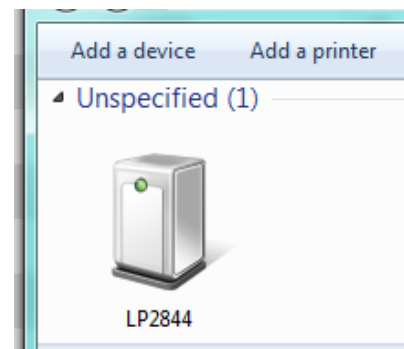
- **Next** (Welcome screen)
- **Have Disk...** (Printer Driver Selection)
- In the **Install From Disk** pop-up box, type **C:\Seagull** into the “copy manufacturers files from” field, then press the **OK** button
- Now select your Printer:
 - **Zebra LP2844** or
 - **Zebra GK420D**
- Then click on **Finish**
- Click on **OK** to close the **Printer Properties** window



Now follow **Setting up a Windows Printer for Connect (Section x)**

Method Two – Printer Not Recognised

Sometimes your PC won't find the Printer Driver and the Print will sit in the **Unspecified** section



To resolve this we can use the **Zebra Driver Wizard**

Go to **My Computer** → **C Drive** → **Seagull**

Then double click on the **DriverWizard** application



From the **Driver Wizard**:

- Select **Install printer drivers**, press **Next**
- Select your **Printer** from the list, press **Next**
- Give it a **Printer Name** and select whether you want to **Share** it
- Then click **Finish**

Now follow **Setting up a Windows Printer for Connect** (Section x)

Connect **Printer**

Setting up a Windows Printer for Connect

Now that you have the printer installed, we need to set it to work correctly with **Connect**

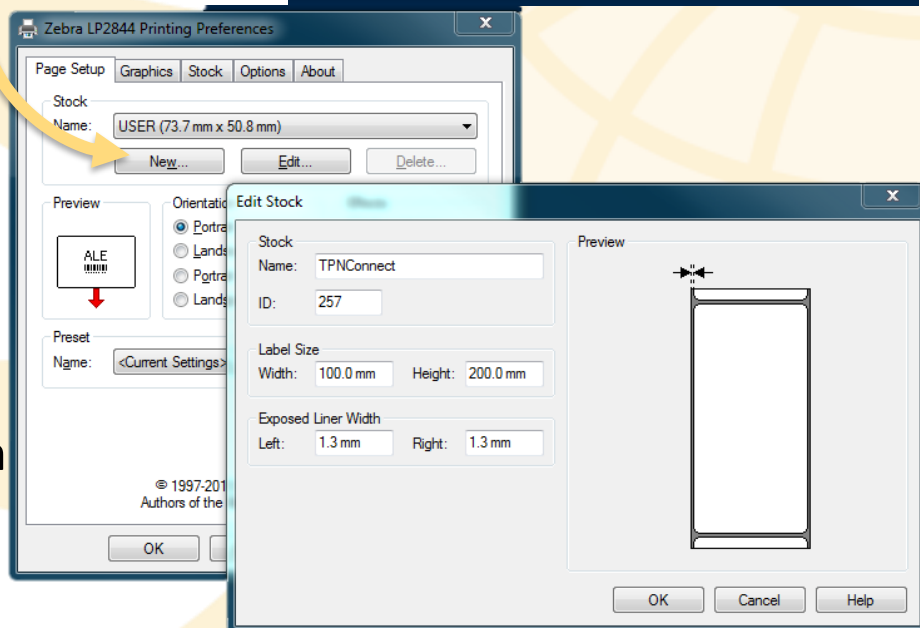
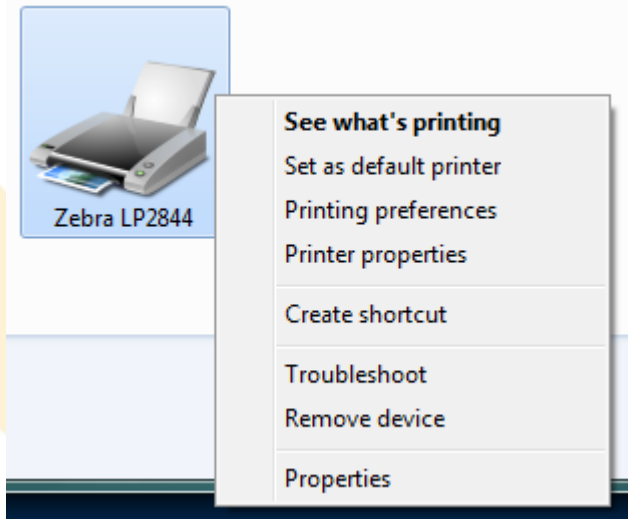
Right-Click on the printer and select **Printing Preferences**

Click on the **Page Setup** tab, then click
On the **New** button

Give it a **Name** of
TPNConnect

Change the **Label Size** to
W 100
H 200

Then press **OK** and **OK** again
to return to the **Printers**
Screen



We now need to check 2 other places. See the next page...

..continued

From the **Device & Printers** screen - **Right-Click** on the **Printer** again and select **Printer Properties** (Windows XP – **Properties**)

Click on the **General** tab

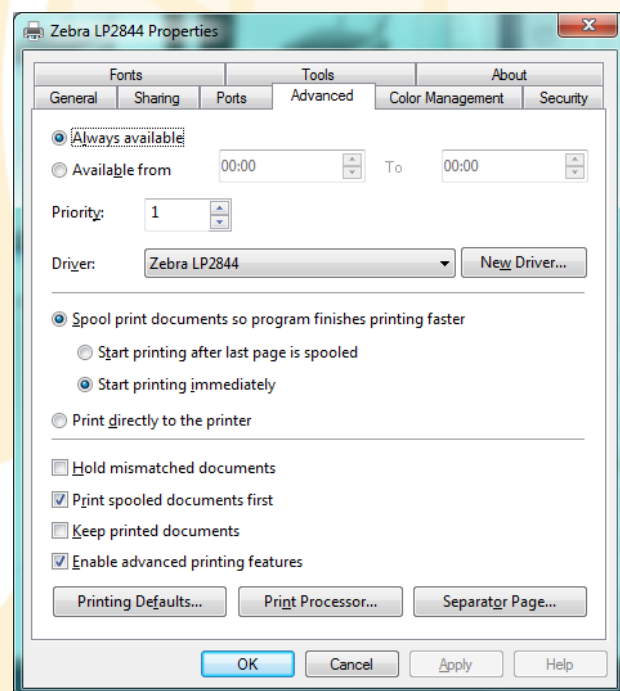
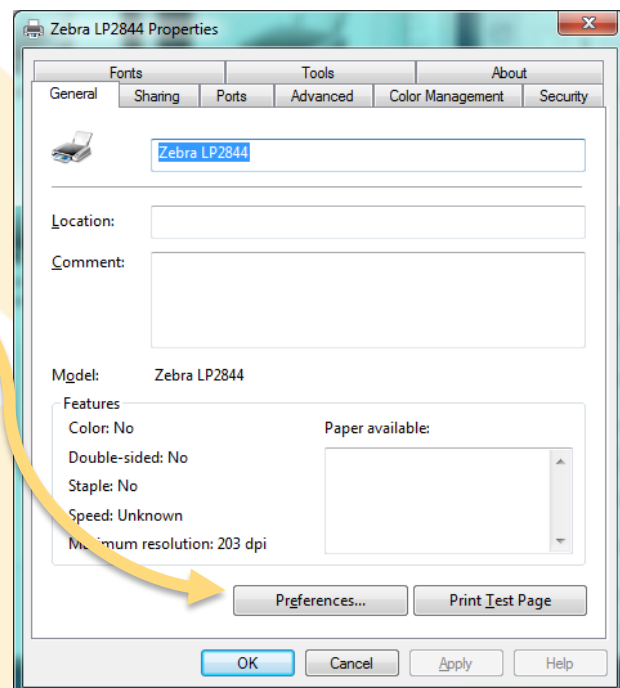
Click on the **Preference** button

Just ensure that the previous settings are still there, if not – adjust to match previous settings, click **OK** to exit

Next go to the **Advanced** tab, click on **Printing Defaults** button

You will get the same screen again, once again do as above and make sure the settings are correct

Once you have checked that they all Match, press **OK** to close the **Printer Properties** screen and then close **Devices & Printers**



Connect **Printer** Components

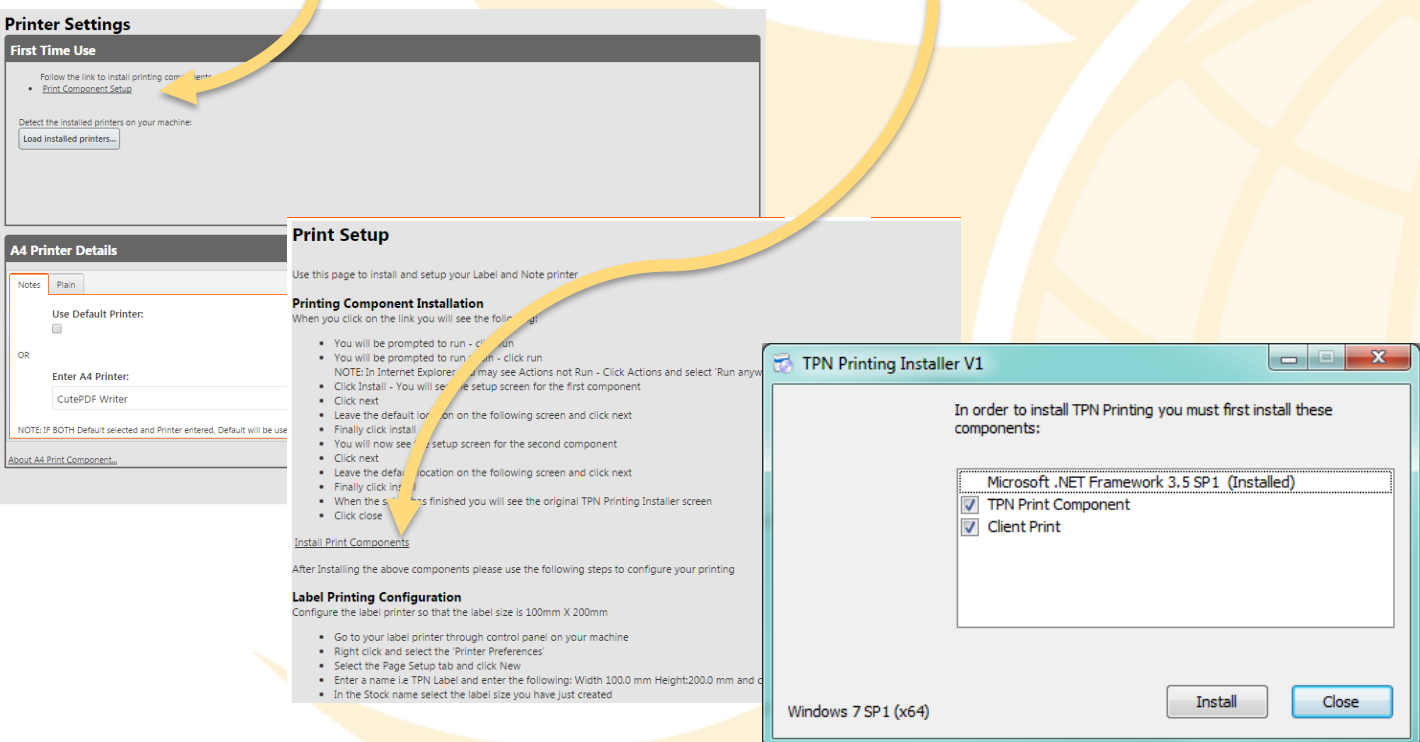
Printer Components

Now that you have your printer installed and setup, we need to install a couple of **Components** to get the **Connect** website talking to your printers

From the **Connect** website go to: **Tools** ➔ **Printer Settings**

From there, press **Print Component Setup**

Then click **Install Print Components**



When it prompts you, press **Run...** On the above screen (TPN Printing Installer V1) press the **Install** button. You will need to install 2 components, just keep pressing the **Next** button and at the end **Finish**. When you return to the above screen press **Close**

Printer Selection

Printer Selection

Now that we have installed the **Print Components**, you can close the **Print Setup** tab

On the **Printer Setting** tab, press the **Load Installed printers...** button (if you use **Chrome** it will give you a pop up box, tick the **tick box** and press the **Launch** button)

Printer Settings

First Time Use

Follow the link to install printing components

- [Print Component Setup](#)

Detect the installed printers on your machine:

[Load installed printers...](#)

A4 Printer Details

Notes Plain

Use Default Printer:

☐

OR

Enter A4 Printer:

CutePDF Writer

NOTE: IF BOTH Default selected and Printer entered, Default will be used

[About A4 Print Component...](#)

Label Printer Details

Resolution DPI: 203.00

Language: ZPL

Select USB or Network and enter details.

USB NETWORK

Printer Name:

\\TPN-WSUS\\Zebra GK420d - HUB System - IT

☐ Auto Print Label on Consignment Entry.

[Print Test Note...](#) [Print Test Label...](#) [Save Printer Settings](#)

If you get an error - see next page

This will give you a list of your printers installed. Select your Note printer from the dropdown and press the **Add Notes Printer** button, do the same for the other 2 printers

Label Printers – Print Language

If you have a **LP2844** select EPL (circled above), if you have a **GK420d** select the **ZPL**

Then finally press the **Save Printer Settings** button

Manually setting printers

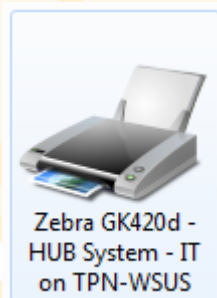
Sometimes the **Load Installed Printers...** doesn't work

If your **Notes** printer is your normal **Windows Default Printer**, you can tick the **Use Default Printer** tick box

The screenshot shows the 'Printer Settings' window. The 'First Time Use' section has a 'Load installed printers...' button. The 'A4 Printer Details' section has a 'Notes' tab selected, with a 'Use Default Printer:' checkbox and an 'Enter A4 Printer:' text box containing 'CutePDF Writer'. The 'Label Printer Details' section has a 'Resolution DPI' dropdown set to '203.00', a 'Printer Language' dropdown set to 'ZPL', and a 'Printer Name' text box containing '\\TPN-WSUS\\Zebra GK420d - HUB System - IT'. At the bottom, there are buttons for 'Print Test Note...', 'Print Test Label...', and 'Save Printer Settings'.

Otherwise you need to type in the name, directly into the printer text boxes. The best way to do this is to copy the printer name, to do this: - **Right-Click** on your printer choose **Printer Properties** (Windows XP – **Properties**) click on the **General** tab, highlight the Name at the top, **Right-Click** on it and select **Copy**

Then **Right-Click** – **Paste** into the **Connect** printer boxes. If your printer says **printer on pc** (see image on right), you need to put to type **\\pcname\\printername**



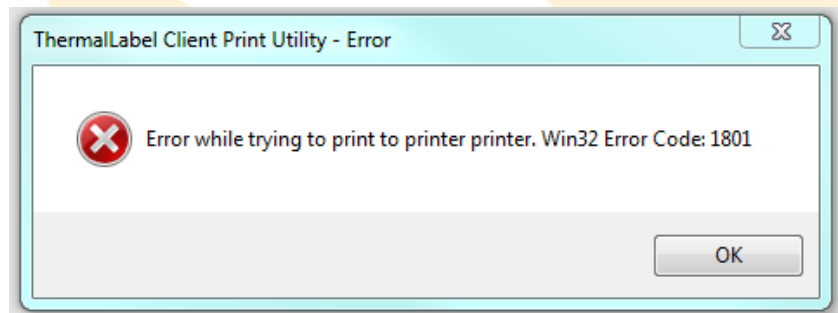
Then finally press the **Save Printer Settings** button

Additional Requirements

Connect uses **Adobe Reader** to print the **Notes**. This needs to be installed on your PC and be the default application for **PDF Documents**

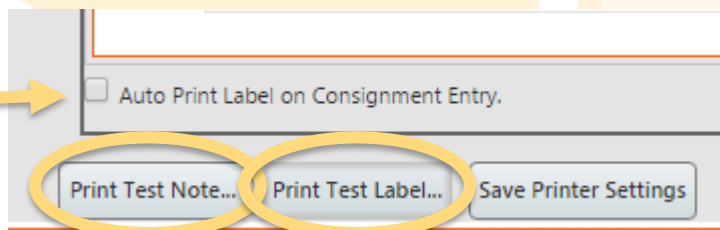
Label Printers

The Label Printer that you enter into Connect, needs to be installed fully onto your Windows PC. If it isn't, you will get a **Win32 error**



Auto Printing & Testing Prints

When you make any changes, press the **Save Printer Settings** button before you do anything else



If you want to print automatically after you've entered a **Consignment**, tick the **auto print label**.

To print a single **Note** or **Label** to test everything works, press the circled buttons