

OCS Express Center System

Operation and
Administration
Manual
for OCS-ECS
Version 1.x.x

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Introduction

OCS ECS is system which handles the packet booking process for a Courier Company.

This system takes the input of packet details, calculates rates, print CN and transfer the data into BTS.

Components

ECS consists of two systems:

ECS running in the Express Center.

This component handles all the packet booking.

ECS Server running in Branch Office

This server handles the ECS Assignments, Users, their privileges, Cash Rates, Credit Customers, Sentiment Details and Destination Details for all the ECS's operating in the branch. This server also receives all the data from ECS's and transfer it into the BTS.

Replication

The ECS's can transfer the data to the ECS Server via Four Methods:

1. Via LAN
2. Via Internet (Dial-up or dedicated)
3. Via direct Dial-up
4. Via Writable CD

About this Manual

This manual is prepared to help the Users in using this System, and administrating it.

This Manual requires a complete understanding of the work flows involved in the Express Center and basic knowledge of computers.

The different features of the System are divided into two categories:

1. Packet Booking and its related reports
2. ECS Administration

The Packet booking and its related reports usage is explained using Screen Shots. The ECS Administration is done via text mode.

Terms

A list of all the terms used in the System and the Manual with explanation is provided here for the reference of the users.

Branch	Every Branch of OCS.
Center	Every Express Center and destination (if not an Express Center) is called a Center in the System.
CN	Consignment Note.
COD	Cash on Delivery. A Packet type whose cost of shipment will be paid by the Consignee.
Consignee	Consignee is the person or organization for whom the Packet is sent.
Consignor	Consignor is the person or organization to whom the Packet is send to.
Cut off Time	The booking time after which shipment is not guaranteed to be delivered on the announced time.
Declared Value	The monetary value of the packet and its contents, as declared by the Consignor.
Destination	The second to fifth number of a local CN or the Branch Code and Center Code combined is used in the System as Destination. In screens the Center three character codes or its Name is used.
FOC	Free of Cost
Hand Carry	Hand Carry is a service specially requested by the Customer. The contents of the packets are declared and checked. Then they are fed into the system, so the System, The Origin Station and Destination Station all know about the contents of the packets. All the Documents like Manifests and Run Sheets also carry the details of the contents.
Manifest	Manifest is a list of Packets sent from One Location to Another.
Pieces	The number of pieces of a shipment.
Services	Service of the Shipment, such as Over Night, Same Day etc.
Username	The users name is used as the user-id in the system. It should be unique to a ECS Server, and should not contain any spaces. It combined with a password allows access to the System.
Rider Code	All the person doing Packet pickup / booking are assigned unique codes called Rider Codes.

Login Screen



Login Screen for OCS-ECS User

Using this Screen the user can Log into the system. This screen also shows the Express Center Code.

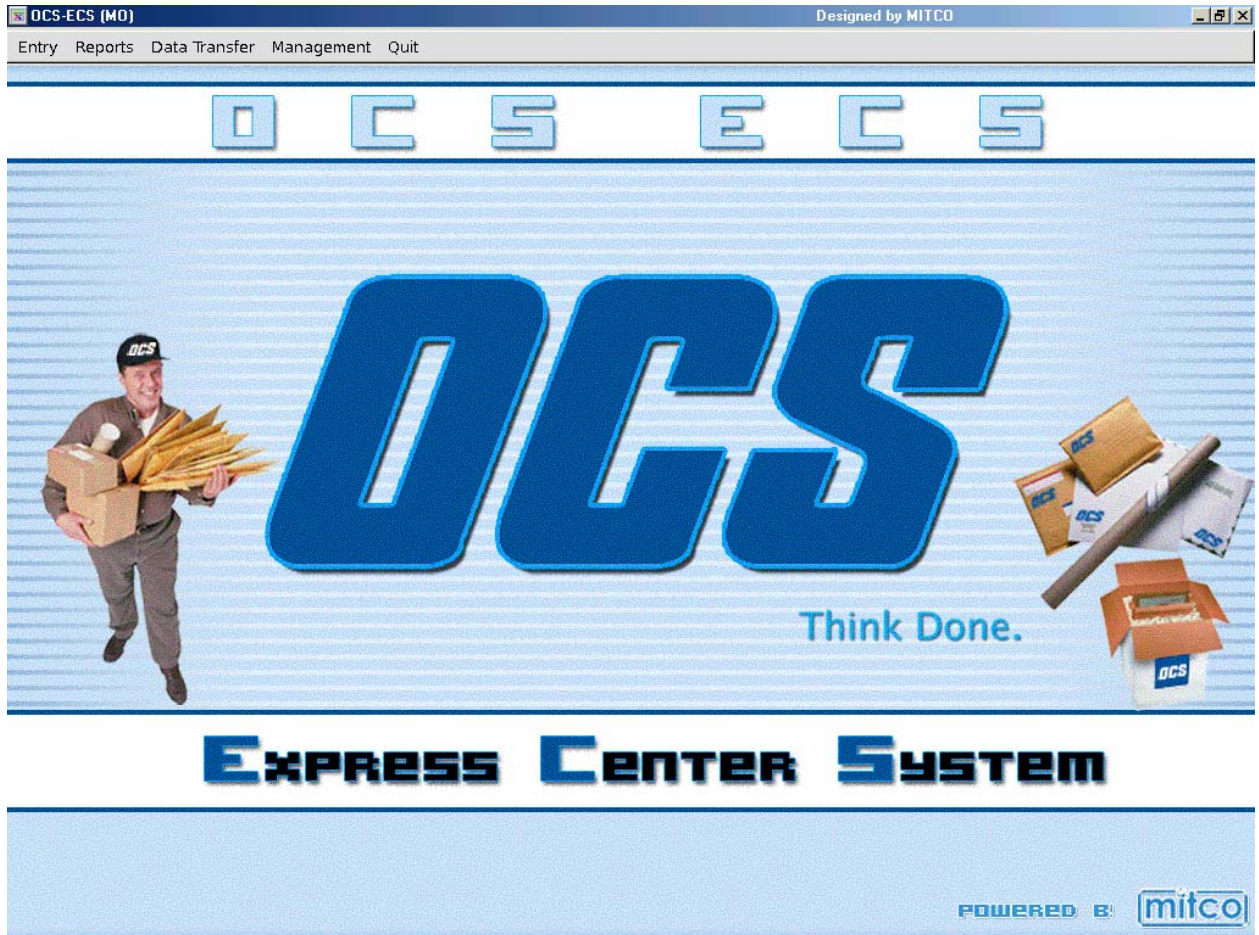
User Name

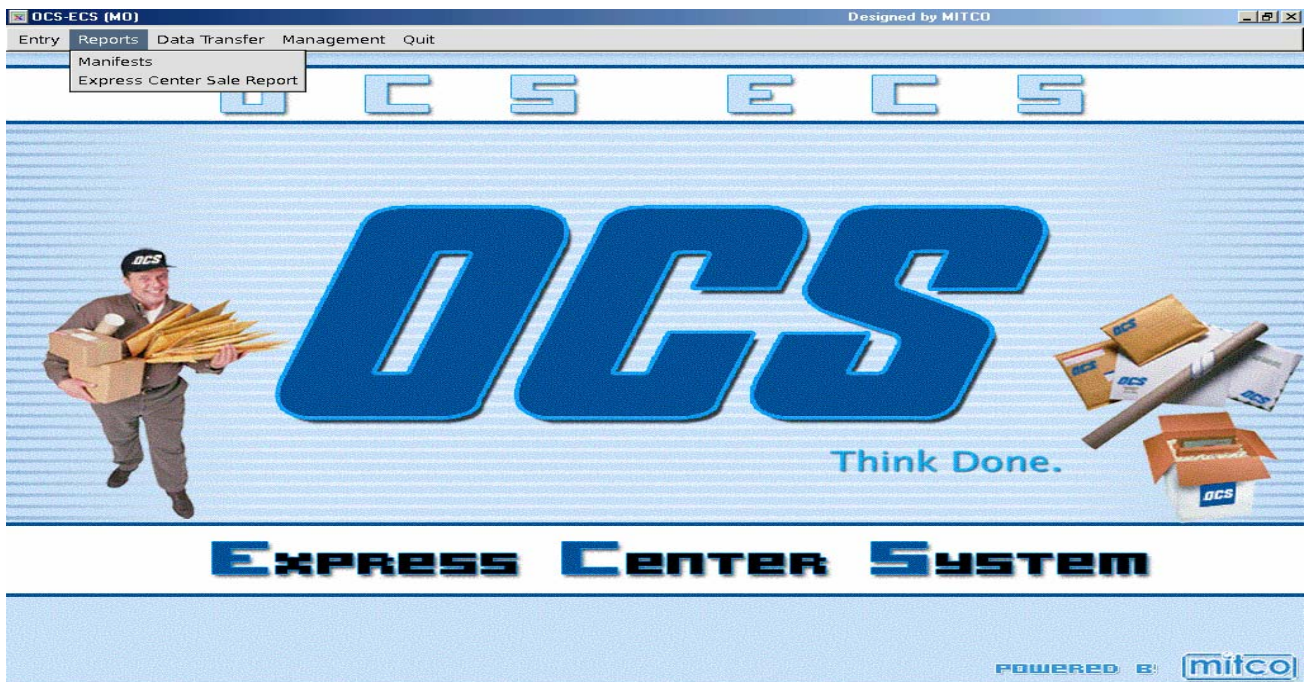
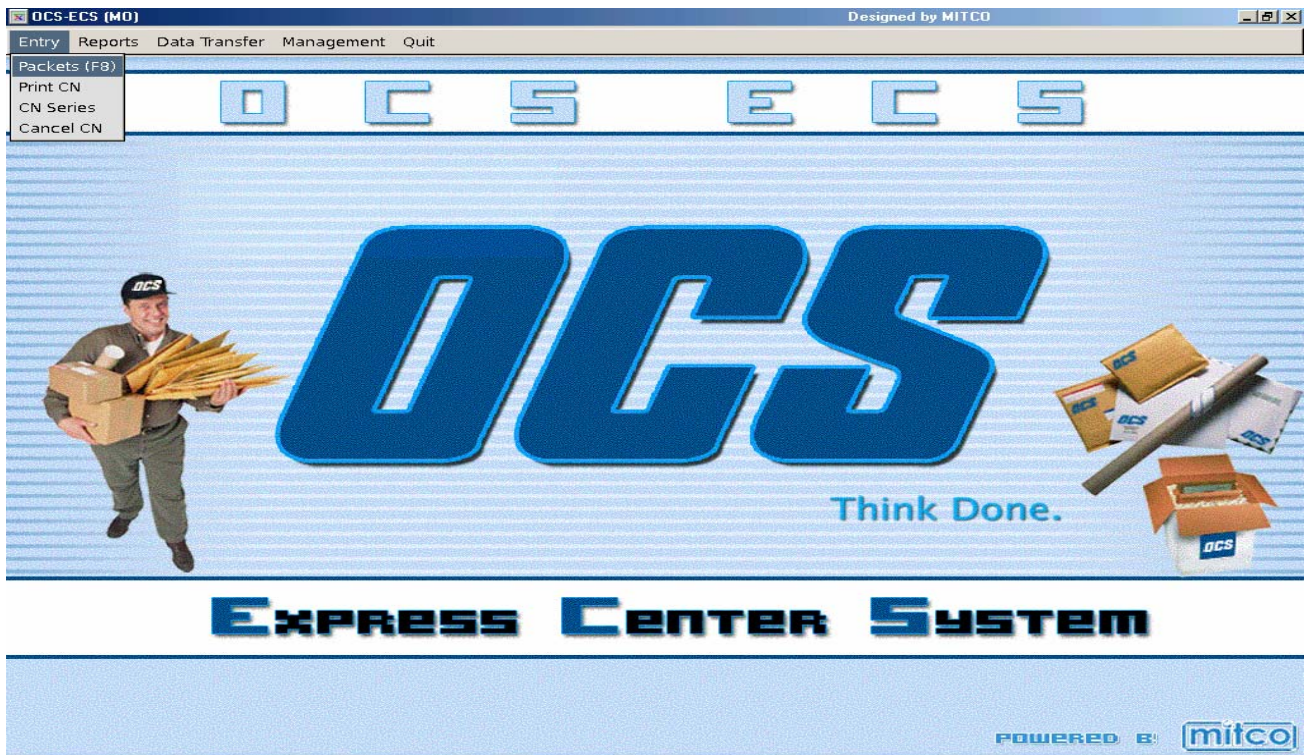
Here the User has to enter his Username.

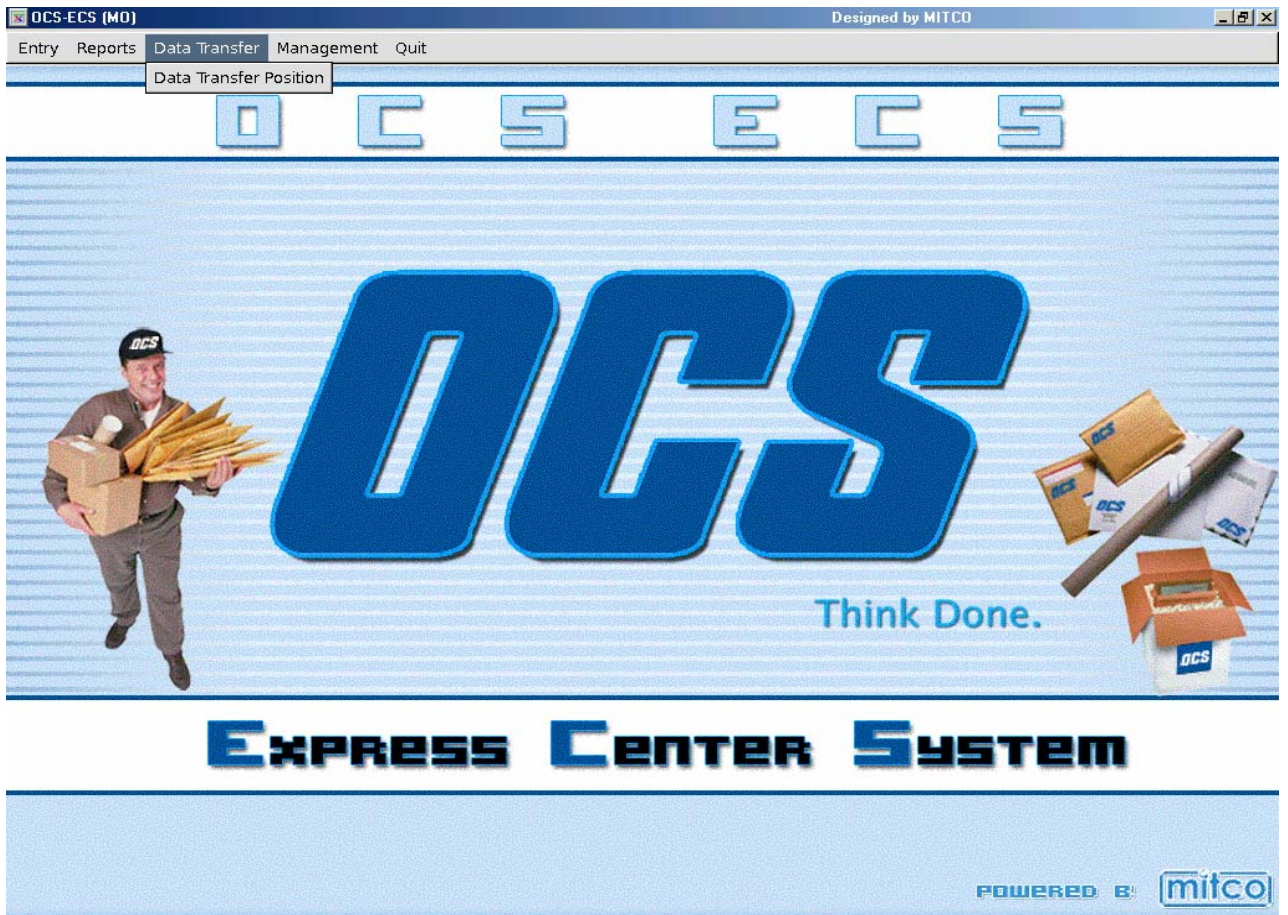
Password

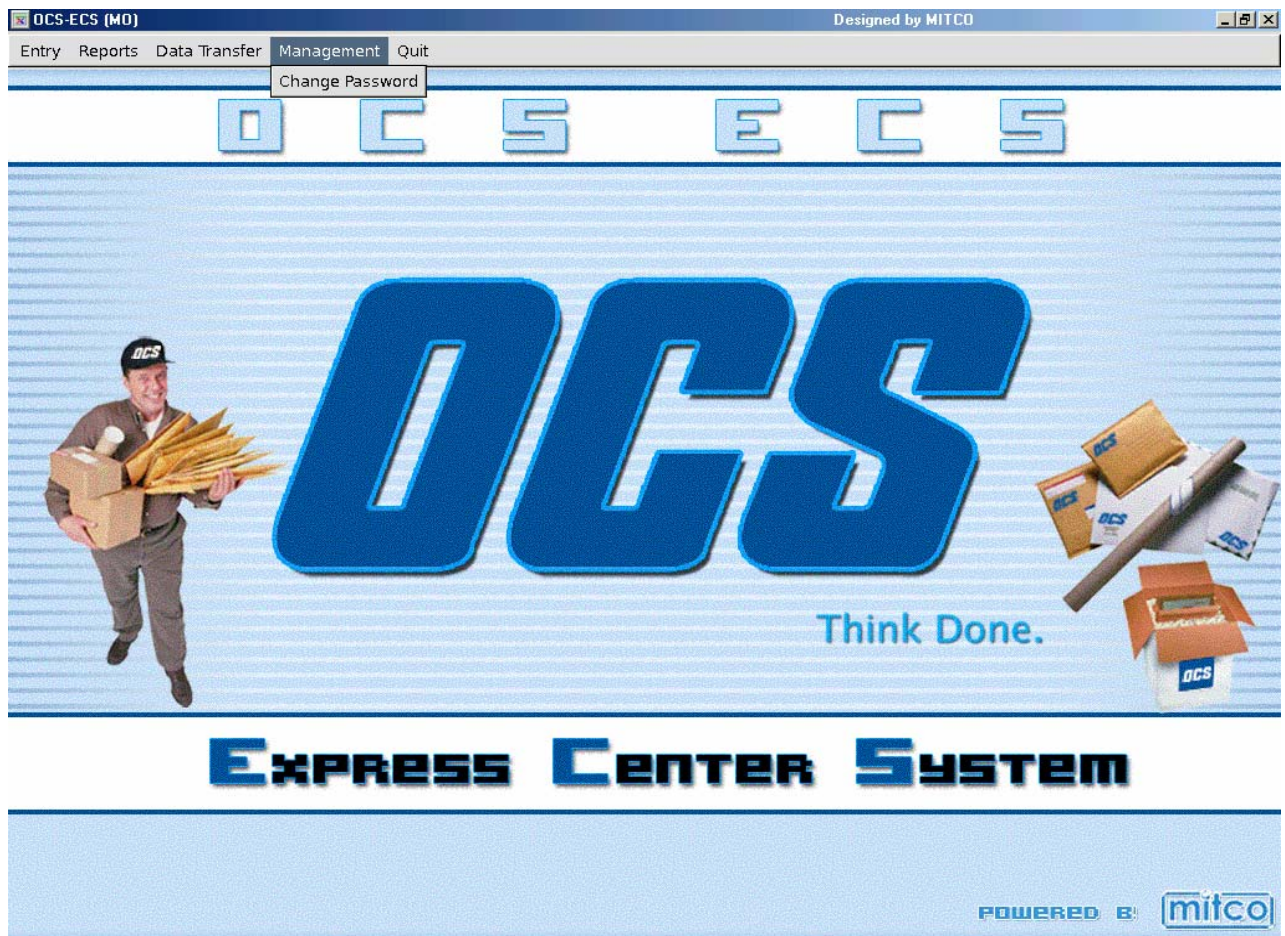
Here the User has to enter his password. The Password is not shown on the Screen for security purposes.

Main Screen and Menus









Menu Tree

The System Menus are:

Entry

- Packets (F8)
- Print CN
- CN Series
- Cancel CN

Reports

- Manifests
- Express Center Sale Reports

Data Transfer

- Data Transfer Position

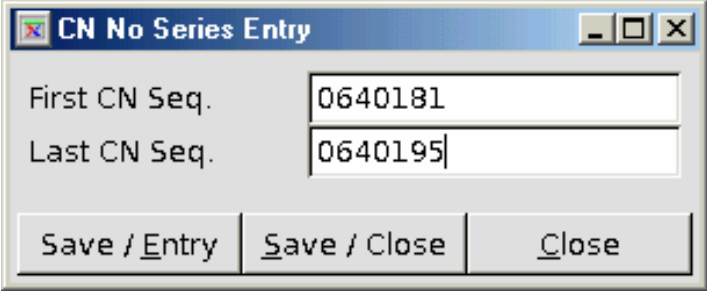
Management

- Change Password

Packet Booking

To start booking of Packets in ECS, first the system has to be told about the sheet of stickers to be used for booking. A maximum of 100 Stickers can be specified at one time. To start booking, the **Packets** link from the **Entry** menu is to be selected. The **F8** (Function Key 8) can also be used as a shortcut. If the system does not have any available (un-used) CN Stickers series, the CN No. Series Entry Screen will open up asking for CN Series. When the CN Series fed into the system is exhausted, the Entry form is automatically closed.

CN No. Series Entry



CN No Series Entry	
First CN Seq.	0640181
Last CN Seq.	0640195
Save / Entry Save / Close Close	

The last seven (7) digits of the first and last sticker on the sheet have to be entered.

First CN Seq.

The last seven (7) digits of the first available Sticker on the sheet has to be entered here.

Last CN Seq.

The last seven (7) digits of the last available Sticker on the sheet has to be entered here.

Save / Entry

Clicking this button will save the CN Series into the system and open up the Packet Entry Form.

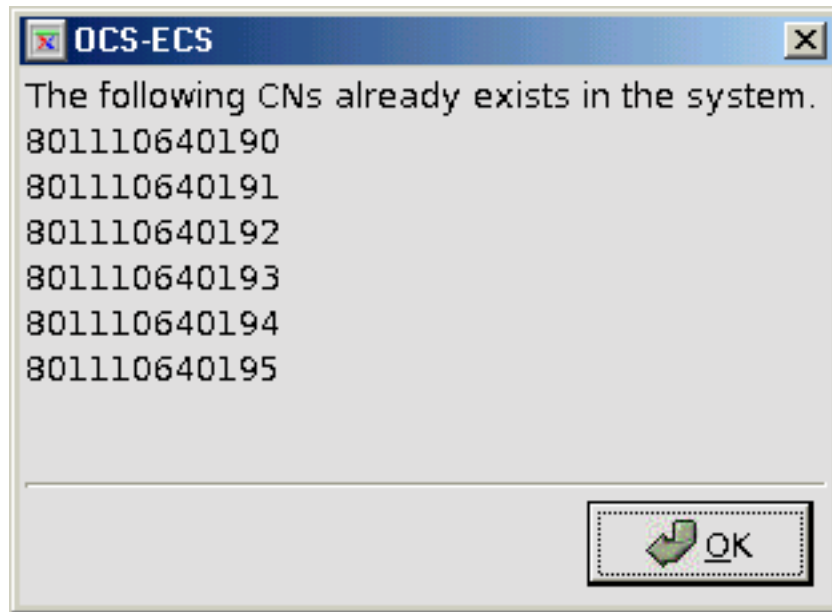
Save / Close

Clicking this button will save the CN Series into the system.

Close

Clicking this button will close the form.

If any of the CN number from the Series entered is already fed into the system, it will show an error with the detail of the first fifteen (15) CN numbers existing into the system.



Packet Entry

OCS-ECS (MO) Packet Entry Designed by MITCO

Express Center Date User Rider Code CN No.

Terms Account # Destination Weight Service

Sentiment

Delivery Date-Time ☐ Greeting Card

Item Qty Amount

Confirm	Item	Qty	Amount

Message

Pieces Insurance % Declared Value Cut Off time ☒ Cash Sent

Package Contents

Consignor		Consignee		Charges (F12 to refresh)	
Company		Company		Charged Rate	0
NIC #		Address		Other Charges	0
Address		Phone No.		Insurance	0
Phone No.				Sales Tax	0
				Total	0

The **Packet Entry** form is used to input the packet data.

Express Center

The express center code (Three letter code) of the Express Center, is displayed here.

Date

The current system date is displayed here.

User

The User name of the user logged in, is displayed here.

Rider Code

The Pickup Rider Code of the person booking the packet, is displayed here. If the Express Center In charge is logged into the system, the Rider Code can be changed.

CN No.

The CN no. that the system will use for this packet is displayed here.

Terms

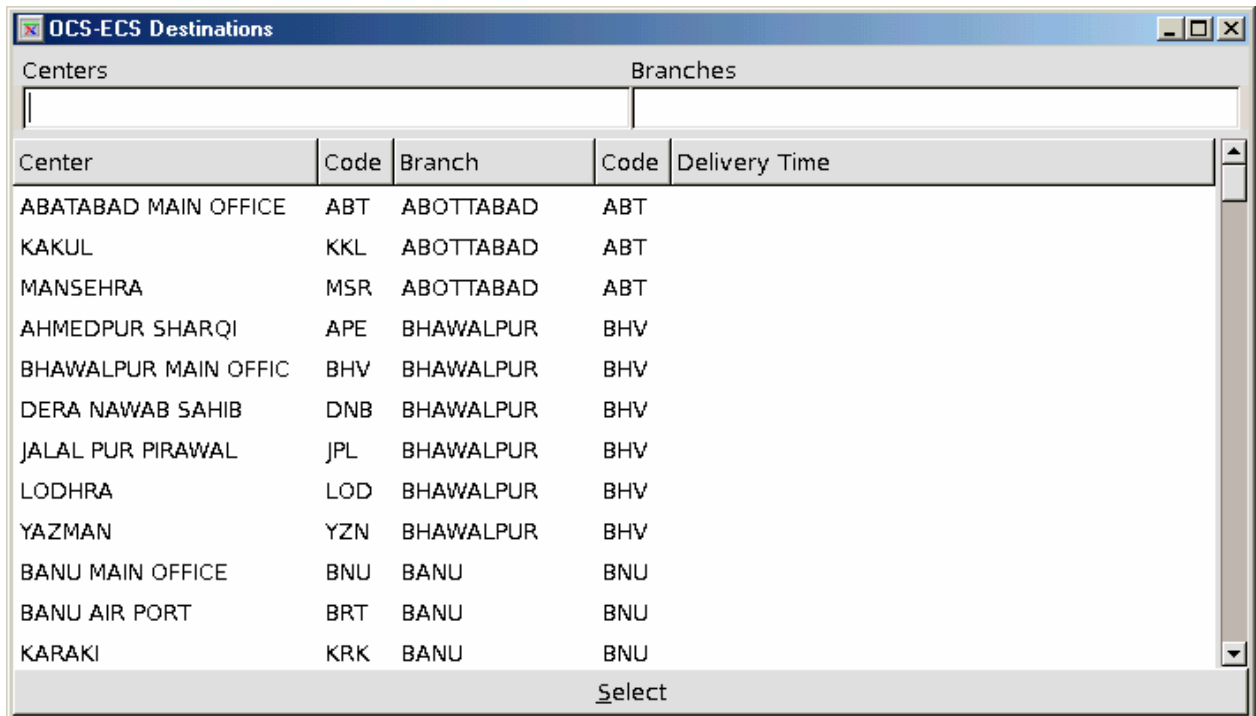
The payments terms of the Packets are to be selected here, from **Cash**, **Credit** and **COD**.

Accounts

The account number of the customer if he has one is to be fed in here. Other wise the default '0' is to be entered.

Destination

The three letter code of the destination is to be entered here. For help F1 (Function Key 1) can be pressed. This will open up a help screen from which the destination can be selected. After selecting the destination, the Select button should be clicked or ALT-S to be pressed.



The screenshot shows a window titled "OCS-ECS Destinations" with a tabbed interface. The "Centers" tab is active, displaying a table with columns: Center, Code, Branch, Code, and Delivery Time. The table lists various locations and their corresponding codes. At the bottom of the window, there is a "Select" button.

Center	Code	Branch	Code	Delivery Time
ABATABAD MAIN OFFICE	ABT	ABOTTABAD	ABT	
KAKUL	KKL	ABOTTABAD	ABT	
MANSEHRA	MSR	ABOTTABAD	ABT	
AHMEDPUR SHARQI	APE	BHAWALPUR	BHV	
BHAWALPUR MAIN OFFIC	BHV	BHAWALPUR	BHV	
DERA NAWAB SAHIB	DNB	BHAWALPUR	BHV	
JALAL PUR PIRAWAL	JPL	BHAWALPUR	BHV	
LODHRA	LOD	BHAWALPUR	BHV	
YAZMAN	YZN	BHAWALPUR	BHV	
BANU MAIN OFFICE	BNU	BANU	BNU	
BANU AIR PORT	BRT	BANU	BNU	
KARAKI	KRK	BANU	BNU	

Select

Weight

The Weight of the Packet is to be entered here. 0.500 kg is entered by default, and if the Packets weigh 0.500 kg, then pressing [Enter] will just take the user to the next field.

Service

The Packet service is to be selected here for the following:

- Overnight Delivery
- Detain
- Same Day Delivery
- Holiday Delivery
- Expressions
- Expressions Holiday
- Expressions Same Day
- Special Handling Service
- Return Service
- FOC

After selecting the service, pressing the [Enter] key will take the focus to the Pieces Entry Box except when the Expressions service is selected

Delivery Date-Time

The Delivery date and time for the Expressions Packet is to be entered here. For the Date pressing F1 (Function Key 1) key will open up a calendar from which the date can be selected and the time has to be fed in in 24 hours format.

Greeting Card

Select this check box if a Greeting Card is to be delivered with the Expressions shipment.

Item

The Item to be sent is to be selected from this list.

Qty

The quantity of the Item is to be selected from this list.

Amount

If the amount of the Item selected is pre-defined, then it will be appear automatically, other wise a box will open asking for the price.

Add

Clicking the Add button will add the selected Item in the list below. All the Items listed below will be booked. To prevent any Item from being sent, remove the check from the Confirm column in the list.

Message

The message that is to be delivered with the Expressions Shipment is to be entered here.

Pieces

The number of pieces of the Packet for this CN has to be entered here. '1' is entered by default, and the user can just press [Enter] to go to the next field.

Insurance %

If the packet is to be Insured, the Insurance Rate is to be entered here.

Declared Value

If the packet is to be Insured, the Declared Value of the packet is to be entered here.

Cut Off time

This message will appear if the Cut off Time has passed. The same message will also be printed on the CN.

Cash Sent

After the passage of the Cut off Time, If the cash is not to be sent, this check box is to be removed.

Package Contents

The contents of the packet are to be entered here. By default 'Documents' is displayed and the user can simply press [Enter] to go to the next field in case the packet contains only Documents.

Consignor

The name of the Person Sending the Packet has to be entered here.

Company

The name of the Organization Sending the Packet has to be entered here. If any Account Code is entered, the name of the Company is automatically filled and cannot be changed. If the packet is being sent by an individual, this field can be left blank, and just pressing [Enter] will take the focus to the next field.

NIC #

The NIC or Passport number of the Person Sending the Packet has to be entered here.

Address

The Address Person or Organization Sending the Packet has to be entered here. If any Account Code is entered, the address of the Company is automatically filled and cannot be changed.

Phone No.

The phone number of the Person Sending the Packet has to be entered here. If any Account Code is entered, the phone number of the Company is automatically filled.

Consignee

The name of the Person, to whom the Packets is being sent to, is to be entered here.

Company

The name of the Organization, to which the Packets is being sent to, is to be entered here. If the packet is being sent to an individual, this field can be left blank, and just pressing [Enter] will take the focus to the next field.

Address

The Address Person or Organization to whom the Packet is being sent to has to be entered here.

Phone No.

The phone number of the Person, to whom the Packets is being sent to, is to be entered here.

If the terms of the packets are **Cash** or **COD**, the rates are automatically calculated and shown here. These same amounts are printed on the CN, saved in the database and printed on Sale Report. If any of the packets details are changed pressing F12 (Function Key 12) can be pressed to re-calculate the rates.

If the term of the packet is **Credit** or the service is **FOC**, then these fields will show '0', and 'Cr' will be printed on the CN.

Charged Rate

The Service charges for the delivery of the Packet are shown here.

Other Charges

Any other charges associated with the packet including the cost of Expressions Items are shown here.

Insurance

If the packet is insured, the Insurance Premium to be charged is displayed here.

Sales Tax

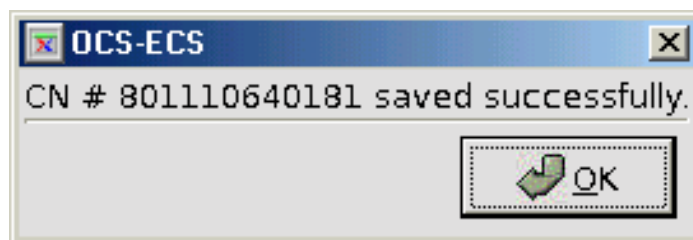
The Sales Tax to be charged on the Packet is displayed here.

Total

The Total amount to be charged from the Consignor is displayed here.

Save / Print

Clicking this button or using the keyboard shortcut ALT-S saves the packet. If the saving is successful, a message is shown informing about the successful save of the Packets details.



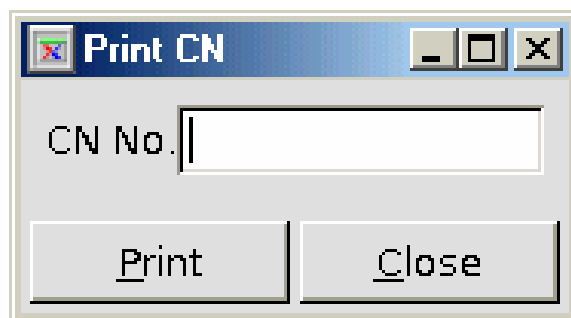
When the OK button is clicked or [Enter] is pressed the CN is automatically printed.

Close

Clicking this button will close the form.

Re-Printing of CN

In-case of paper jam or other errors, any CN can be reprinted. To reprint a CN the **Print CN** link from the **Entry** menu is to be selected. If the CN has been entered in any Manifest or Sale Report it cannot be re-printed.



CN No.

The full CN number to be reprinted is to be entered here.

Print

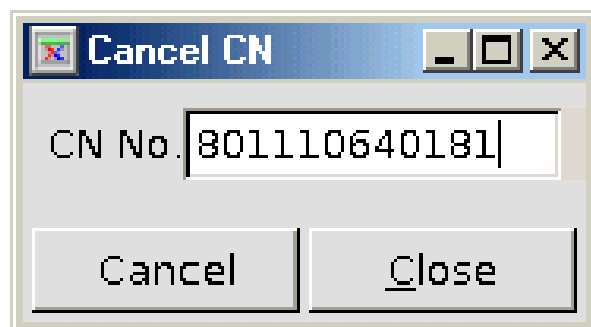
Clicking this button or keyboard shortcut ALT-P will reprint the CN if it exists in the system.

Close

Clicking on this button will close the form.

Canceling of a CN

In-case of any feeding errors or other disputes, any CN can be cancelled. It will be shown as VOID in BTS and Sale Report. If the CN has been entered in any Manifest or Sale Report it cannot be cancelled. To cancel any CN the **Cancel CN** link from the **Entry** menu is to be selected.

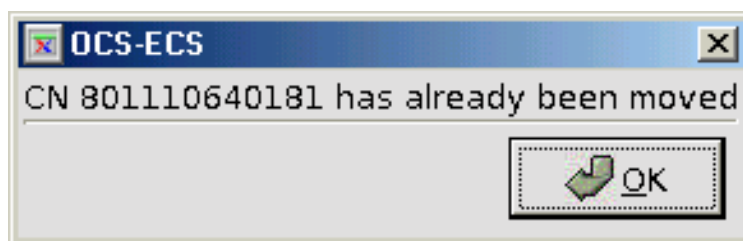


CN No.

The full CN number to be cancelled is to be entered here.

Cancel

Clicking this button will open up another box asking for confirmation of cancellation. If the CN has been entered in any Manifest or Sale Report an error will be displayed. After confirmation a message will be displayed confirming the cancellation of the CN.



Close

Clicking on this button will close the form.

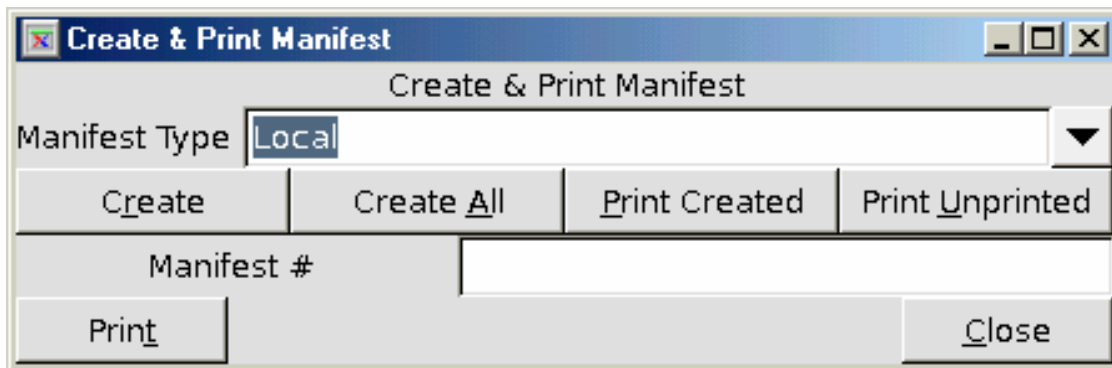
Packet Manifest

The system enters all new Packets into Manifests for the following Packet types:

- Local
- General
- Hand Carry
- Expression
- Same Day

Each manifest will contain a maximum of forty (40) packets.

To create Manifest(s) the **Manifests** link from the **Reports** menu is to be selected.



Manifest Type

The Manifest type to be created is selected here.

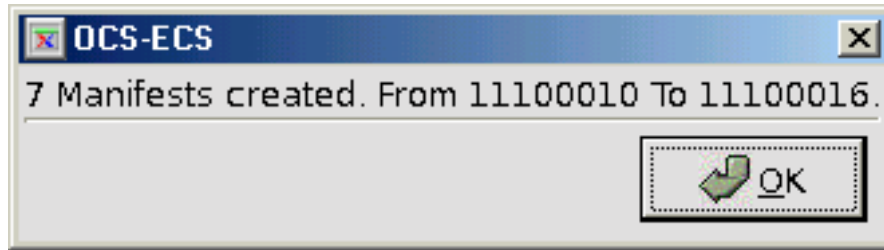
Create

Clicking this button will create Manifest(s) of all the new packets of the selected type.

Create All

Clicking this button will create different Manifest(s) of the all the new packets according to their types.

A Message is displayed showing the count and numbers of the Manifest(s) created.

**Print Created**

Clicking this button will print one after the other all the Manifest(s) Created.

Print Unprinted

Clicking this button will print one after the other all the Manifest(s) in the system that has not been printed.

Manifest #

If any Manifest is to be reprinted, its number is to be entered here.

Print

Clicking this button will print the Manifest of which the number is entered above.

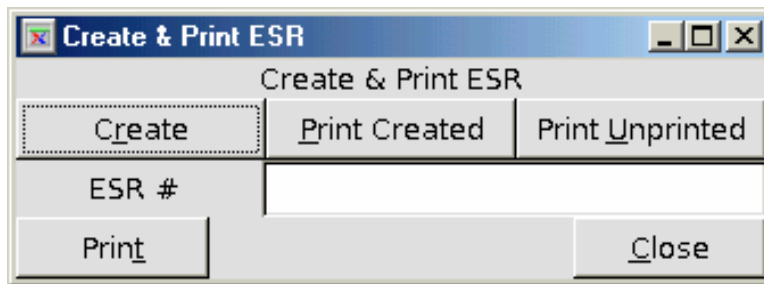
Close

Clicking on this button will close the form.

Express Center Sale Report

The system automatically enters all the new Packets into Sale Reports based on payment terms of the Packets

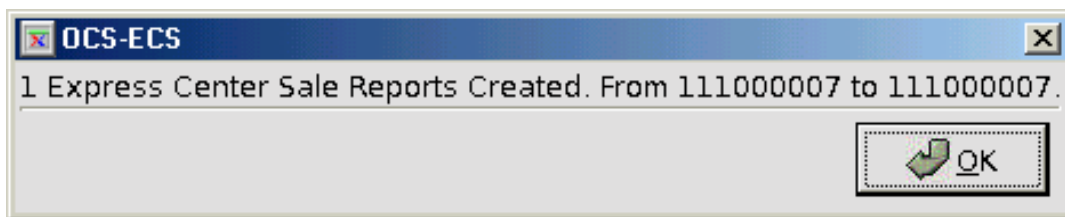
To create Sale Report(s) the **Manifests** link from the **Reports** menu is to be selected.



Create

Clicking this button will create Sale Report(s) of all the new Packets according to their terms.

A Message is displayed showing the count and numbers of the Manifest(s) created.



Print Created

Clicking this button will print one after the other all the Sale Report (s) Created.

Print Unprinted

Clicking this button will print one after the other all the Sale Report (s) in the system that has not been printed.

ESR

If any Sale Report is to be reprinted, its number is to be entered here.

Print

Clicking this button will print the Sale Report of which the number is entered above.

Close

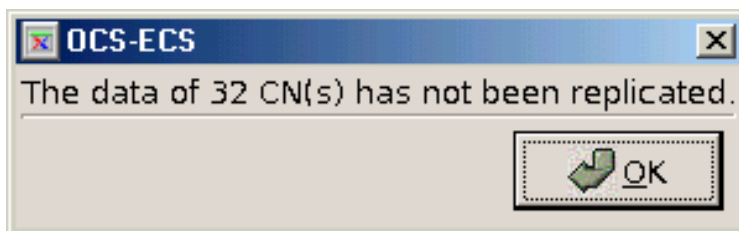
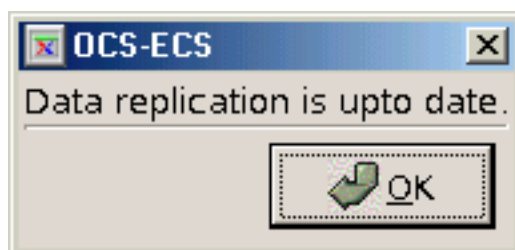
Clicking on this button will close the form.

Data Transfer Position

If the system is in LAN or Dial-up mode, the data is transferred to the ECS Server automatically.

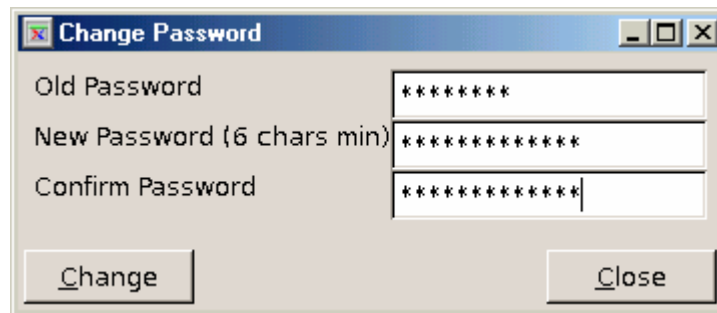
To find out the status of the Data Replication the **Data Transfer Position** link from the **Data Transfer** menu is to be selected.

This will show a Message Box showing the status.



Changing Password

To change the password of the user logged in the **Change Password** link from the **Management** menu is to be selected.

A screenshot of a 'Change Password' dialog box. The dialog has a title bar with the text 'Change Password' and standard window controls (minimize, maximize, close). Inside, there are three text input fields. The first is labeled 'Old Password' and contains seven asterisks. The second is labeled 'New Password (6 chars min)' and contains ten asterisks. The third is labeled 'Confirm Password' and contains ten asterisks. At the bottom, there are two buttons: 'Change' on the left and 'Close' on the right.

Old Password

The old (existing) password of the user is to be entered here.

New Password

The new password is to be entered here. A password has to be off at least six characters, and can only contain alphabets and numbers.

Confirm Password

The new password is to be entered here again for confirmation.

For security reasons, the password typed in are not displayed.

Change

Clicking this button will change the user password if everything is OK, other wise will display an error message.

Close

Clicking on this button will close the form.

Replication

When the system is in LAN or Dial-up mode, the data is replicated automatically. However the system has the provision to send and receive data using Writable CD.

The system requires two way data transfer, to and from the Express Center. To make a CD from Express Center of all the data not replicated, a specially prepared Writable CD is required.

Follow the following steps to write data to the CD.

1. Go into text mode by pressing ALT-CTRL-F1. Pressing F7 or F8 will take the system back in GUI mode.
2. Login using 'cd' as username and 'cdcd' as password.
3. The CD Tray will open up automatically. Place the Specially Prepared CD into it and Press [Enter]
4. The tray will close automatically, and the system will write the data onto the CD. When the writing is completed, the tray will open again.
5. Remove the CD, place it in its cover, to be sent to the Branch Office.
6. Close the CD Tray

To update the ECS from the CD sent from Branch Office, follow the following steps.:

1. Go into text mode by pressing ALT-CTRL-F1. Pressing F7 or F8 will take the system back in GUI mode.
2. Login using 'update' as username and 'cdcd' as password.
3. The CD Tray will open up automatically. Place the CD into it and Press [Enter]
4. The tray will close automatically, and the system will read and update the data. When the updating is completed, the tray will open again.
5. Remove the CD, place it in its cover, to be sent back to the Branch Office.
6. Close the CD Tray

Administration

The following Administration Tasks can be performed using the 'config' login in the text mode.

1. Changing the System Communication Mode
2. Changing the System LAN IP and Gateway
3. Configuring the Dial-up Internet Account

System Communication Mode

The ECS has three Communication Modes.

LAN Mode

This mode will make the system transfer all its data over LAN. This mode is recommended when the ECS is placed in the Branch Office.

Dial-up Mode

This modem will use Dial-up Internet or Direct Dial-up to transfer data to the ECS Server.

CD Data Transfer Mode

This mode is used when both the previously mentioned modes are not available. In this mode the system uses Writable CD to transfer the data.

Using the Administration Mode

To use the Administration Mode, go into text mode by pressing ALT-CTRL-F1. Pressing F7 or F8 will take the system back in GUI mode.

Login using 'config' as user-id and 'ppp123' as password. You will see a menu.:

```
ECS Configuration Menu
(a) LAN Configuration
(i) Internet Configuration
(s) System Connectivity Mode
(q) Quit
?
```

Press 'a' and [Enter] to go to LAN Configuration Menu, 'i' and [Enter] to go to the Dial-up Internet

Configuration Menu, 's' and [Enter] to change the System Communication Mode and 'q' and [Enter] to quit.

LAN Configuration Menu

The LAN Configuration Menu will ask for the following three details:

1. IP Address
2. Netmask
3. Gateway (default route)

Then the system will show the fed values for confirmation. To confirm press 'Y' and {Enter}

Internet Configuration Menu

The Internet Configuration Menu will ask for the following three details:

1. Dial-up Number
2. User Id
3. Password

Then the system will show the fed values for confirmation. To confirm press 'Y' and {Enter}

System Communication Mode Menu

This menu will show the current System Communication Mode and ask for new mode.

System Connectivity Mode Management
Current: Dial-up mode

(a) LAN Mode
(d) Dial-up Mode
(c) CD Data Transfer Mode
(q) Quit
?

Press 'a' and [Enter] to select LAN Mode, 'd' and [Enter] to select Dial-up Mode, 'c' and [Enter] to select CD Transfer Mode and 'q' and [Enter] to quit.

After selecting any mode, the system will confirm the selected mode. To confirm press 'Y' and [Enter]

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