

## **SHIPPER SCREEN AVAILABLE BUTTONS**

EDIT-Edit the selected Shipper

ADD-Add a new Shipper

INDEX-Choose the order the Shippers are sorted on the browser screen

SEARCH-Search is driven by the INDEX order i.e. Index by ID will Search by ID

LAST CALL-last customer contact time and notes

COMMENT-comment specific to this customer

NOTE-Can be viewed and printed

INVOICE INSTRUCTIONS-invoice instructions specific to this customer-pops up during billing

DIRECTIONS-directions specific to this customer-can be used on several forms

FUEL SURCHARGE-fuel surcharge specific to this customer if they do not have a MAIN setup

MAIL-Creates an email if you have a valid email address in the truck

SHOW ALL-Toggle button to show INACTIVE Shippers

IMAGE-Brings up the images associated with the selected Shipper

ADD IMAGE-Allows you to associate an image on your computer to the selected Shipper

LOCA MAP-shows location of this customer on interfaced map