brt

EasySpedWeb
User manual

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WHAT IS NEEDED TO MAKE IT WORK?

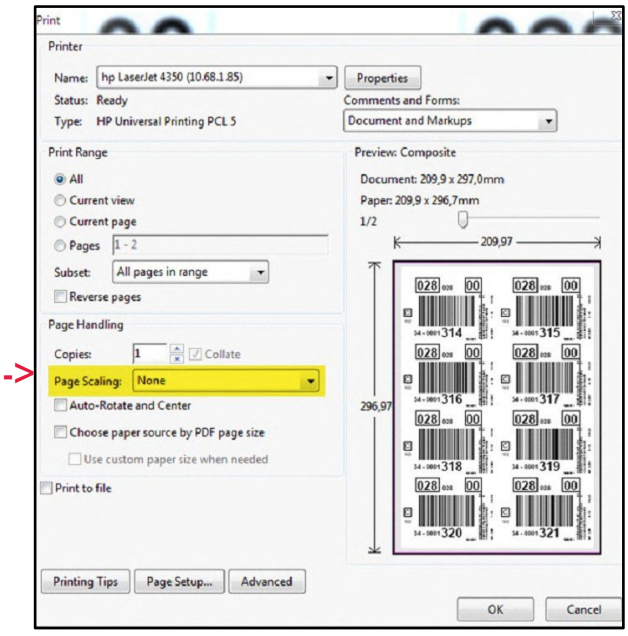
Video Resolution

The application was tested with a minimum resolution of 1024x768, 1280x1024 resolution is recommended.

PDF viewer

BRT Label Reports and Shipment Borders are generated in PDF format and tested with Acrobat Reader 9.0. If you have another PDF viewer it is recommended first to test the application with that, in case the documents are not displayed correctly then install "ACROBAT". Printing can be done in 2 ways:

- Direct print, indicated by the icon , in this mode a POPUP window containing the generated PDF is opened.
- Download PDF and subsequent printing, indicated by the icon use this function if you have problems with direct printing.
- PDF print dialog, check that "page scaling" is set to "none".



Printing with Chrome Browser

1 To enable PDF reading with "acrobat reader", you need to disable PDF opening with "Chrome Preview PDF"

Version before 57

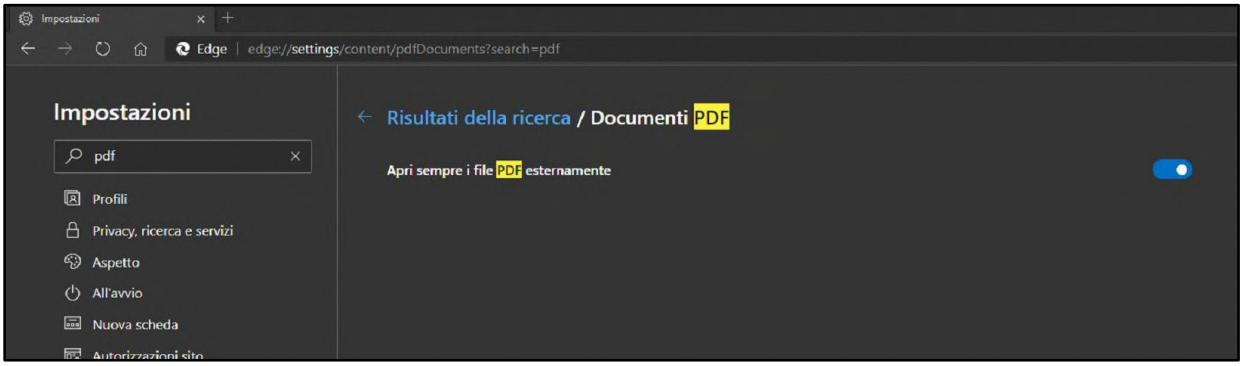
To do this just type in the URL (address bar) the address "chrome://plugins", once the page with the list of all installed plugins appears, look for the one with the name "Chrome PDF Viewer", and click on the "Disable" link.

Version before 57

To do this just type in the URL (address bar) the address "chrome://settings/content", once the page with the list of all options appears look for "PDF Documents", and click on the option
-> Open files using a different application.

Microsoft Edge

Go into the settings search PDF and enable the item -> Always open PDF files externally.

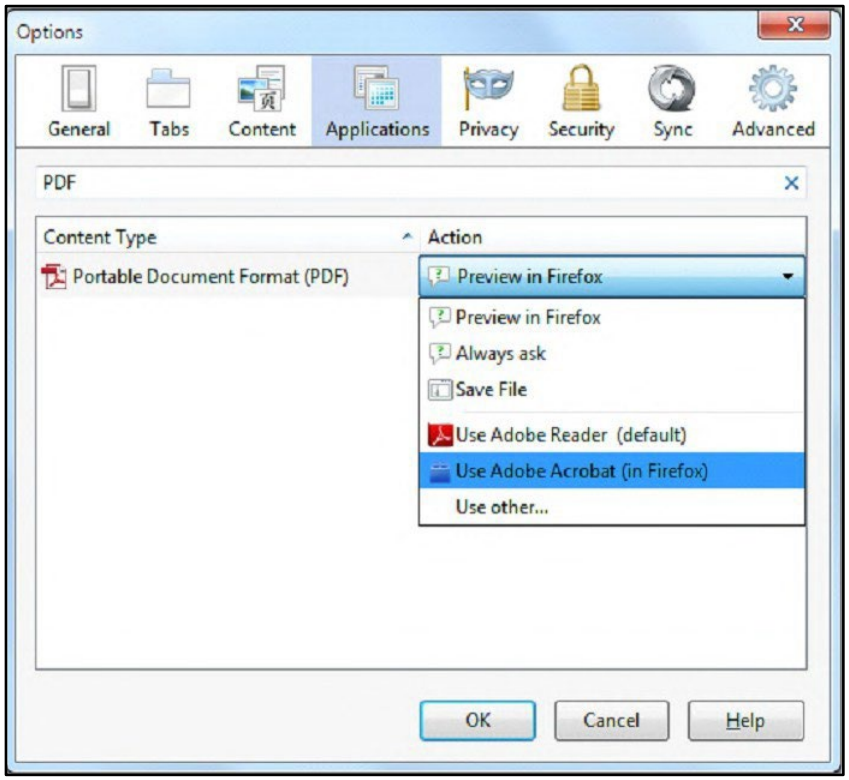


Printing with FireFox Browser

If you prefer not to use the built-in PDF viewer, you can use another PDF viewer such as Adobe Reader, Nitro PDF Reader, or Sumatra PDF.

To switch from Firefox's built-in PDF viewer to another viewer:

- At the top of the Firefox window click the Firefox button and select Options.
- Select the Applications panel.
- Find Portal Document Format (PDF) in the list and click on it to select it.
- Click the drop-down menu arrow in the Action column for Portable Document Format (PDF) that you want to use.



- Click OK to close the options window

http://support.mozilla.org/it/kb/disattivare-visualizzatore-pdf-integrato-utilizzare-altro-viewer

Explorer

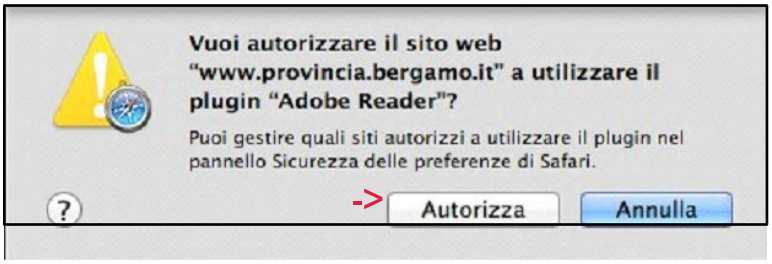
To enable the Acrobat Reader plugin on Explorer: from Tools (top right gear wheel) choose Manage Add-ons; from the button at the left bottom choose All Add-ons and then right-click on Adobe PDF Reader and choose Enable.

Apple Platform (10.7 "Lion" and later).

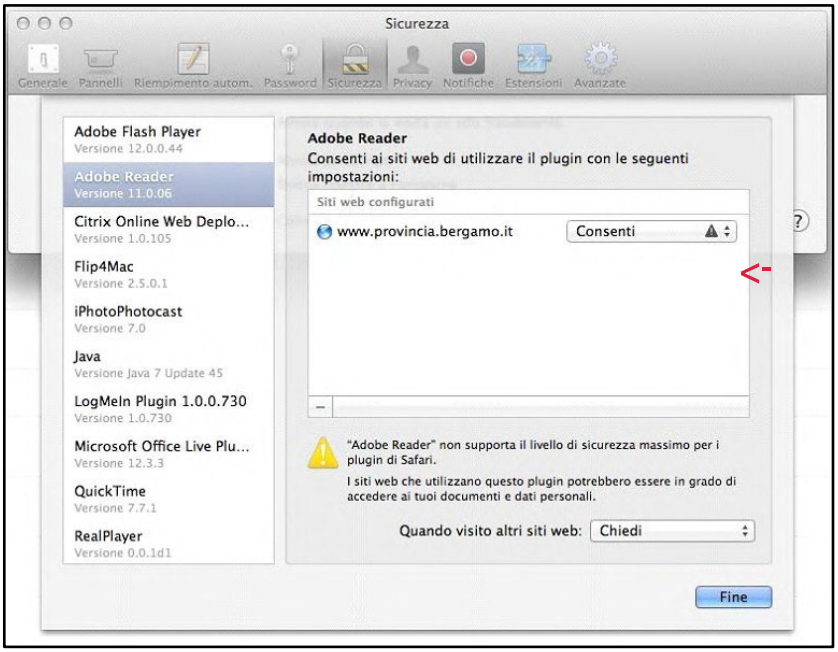
For Apple OS X it is tested on the Safari browser from v. 6.1.

It is recommended to download the latest version of Acrobat Reader from Adobe's website.

1 To activate the plugin that enables the Reader to open PDFs within Safari, simply click the first time on the Presentation link (or any other link in the table of contents) and authorize from the popup window:



Then, if desired, from Preferences... (Safari menu)/Security you can, by selecting on the Adobe Reader plugin, change the opening settings for www.provincia.bergamo. it and other sites.



- In case of coexistence of Acrobat Reader and Acrobat Pro on the same machine, i t is necessary to disable, on one of the two applications, browser display.

Internet Browser

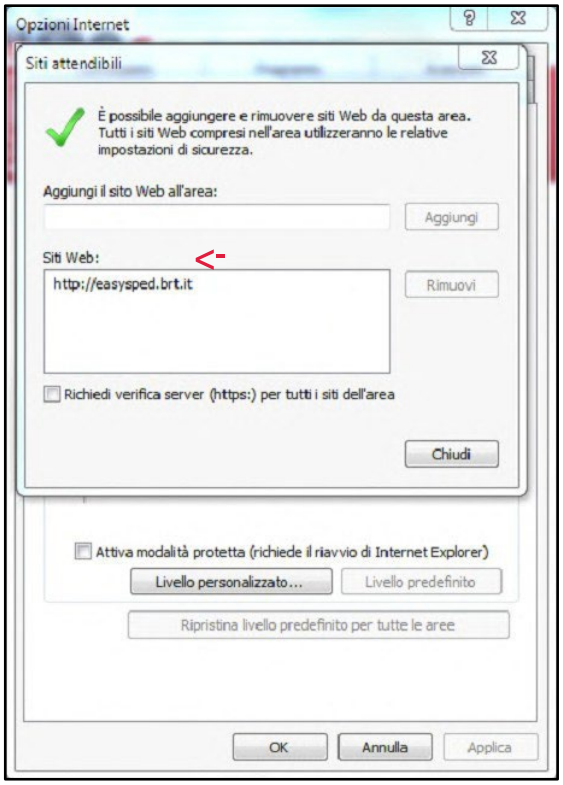
The site has been tested with the most popular browsers today: Internet Explorer in IE9, IE8 and IE7 versions, FireFox
4.0 and FireFox 3.6, Safari 5.0 (for Mac, for Windows) and Google Chrome.

Internet Browser Configuration

If for some reason the pages were not viewable check the following options:

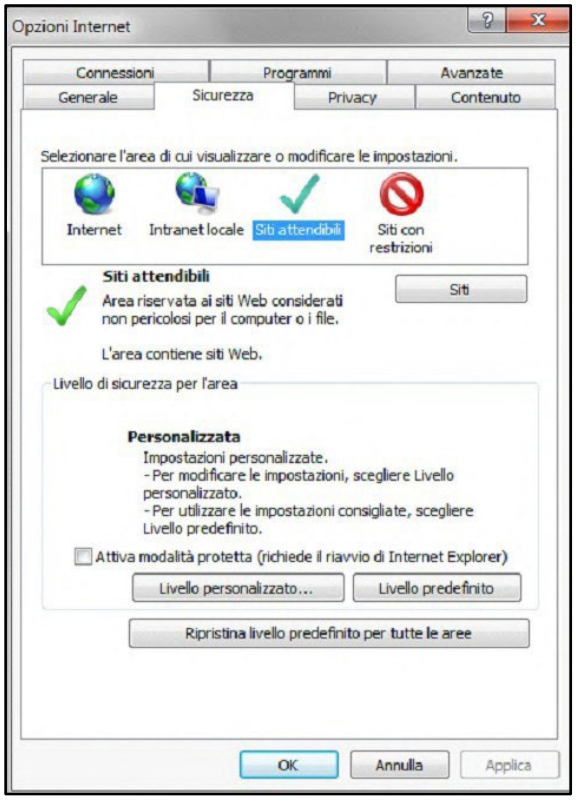
1

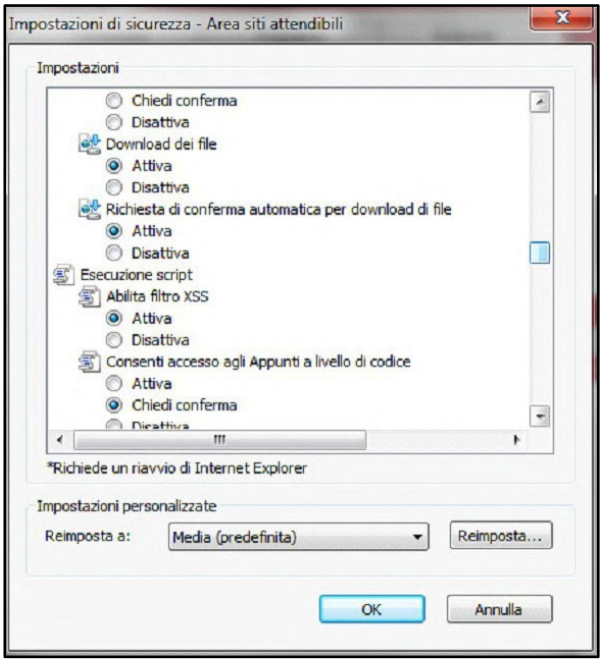
- "Cookies" management must be on
- "Script execution" must be active
- The "popup blocker" if set, must be disabled for the address http://easysped.brt.it this is to allow printing of the labels and the bordero.
- Add among the trusted sites http://easysped.brt.it



Internet Browser Configuration

2 Change the security setting "Automatic confirmation request for file downloads" from Disable to Enable only for the "Trusted" sites area .



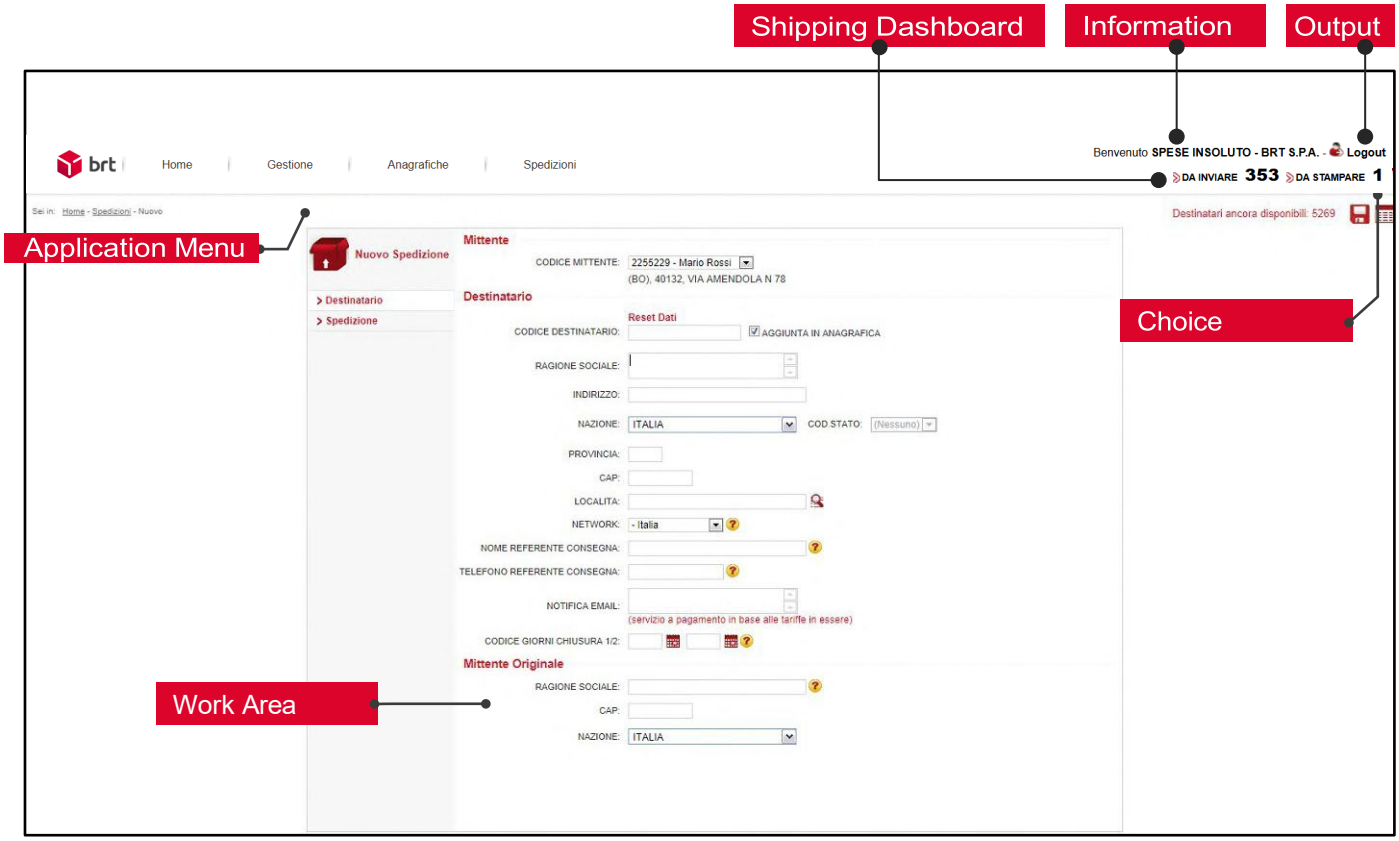


WHAT CAN I DO?

- Enter the details of the shipments to be entrusted to BRT. Entering a Shipment can be done from the <Shipments> menu by selecting <New Shipment> or from <List> by clicking on the icon or again from the Recipient Master using the same icon.
- Print the adhesive labels with BRT routing to be applied to the packages. After entering the shipments, proceed to print the labels using the <To Print> function found in the menu <Shipments>
- Send the data to BRT of the shipments ready for pickup through the <To Send> function from the menu <Shipments>. A boundary of the sent shipments will be printed.

- Set some default parameters to be used when entering bills. Ex: If you always ship one parcel, you can set 1 as the default value for the parcel number field. To enter or change the settings, simply go to the <Management> -> <Settings> menu in the "default values" section.
- If you have your own master Recipients it will be possible to import it through the function <Import Recipients>. A maximum of 1000 recipients is provided.
- It is also possible to import the shipments generated by your own management system to have the routing calculated and to proceed with the parcel mark printing and sending of these. In this case you must use <Shipments> -> <Import>.

MENUS AND THE WORK AREA



User Information, reports the business name of the logged in user.

Bubble Status Dashboard a useful tool to always have an eye on shipments yet to be mailed and those with markers yet to be printed. Just click on the item to go to the corresponding management mask.

Language Choice sets the display language; the format of numbers and dates follows that of the selected language.

Application Menu gathers all program features by dividing them into several sub-menus:

<Management>

- <Settings>, use this function to view or change the default values used in New Dispatch.
- <User Manuals>, contains links to this manual and technical documentation for recipient and shipment imports.
- <Users>, if enabled allows you to create application users. See the section on User Management for more details.
- <Change Password>, Change your EasySpedWeb application user password.

<Members>.

- <Senders>, The list of sender codes that can be used in New Shipment is shown. The codes are entered by BRT should be completed if necessary by indicating custom values for each code.
- <Receivers>, the list of Recipients on file is shown and editing, deletion and insertion operations are allowed. Here, too, it is possible to customize some default values used when entering a new shipment.
- <Import Recipients>, This function allows you to upload your Recipients within EasySpedWeb by providing as input a text file according to the rules described in the document EasySpedWebFileUploadDestinents.pdf.

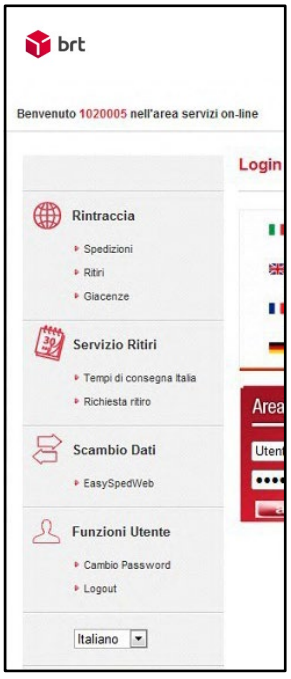
<Shipments>

- <New>, creates a new shipment.
- <List>, shows the list of shipments entered. Editing, deletion, and insertion operations are allowed for shipments not yet submitted. The Shipments are viewable up to the date of historicization.
- <To Be Printed>, shipments having markers yet to be printed are shown.

- <Historical Printed>, allows you to view the list of Shipments whose segnacolli have already been printed, once a shipment is selected you can make a reprint of the segnacolli.
- <To Be Sent>, shipments ready to be sent are shown and it is possible to preview the maroon.
- <Sent History> Allows you to view the sent bills and, if necessary, resend them (always ask BRT before doing this).
- <Import>, Use this function to import shipment data generated by your management system by providing as input a text file according to the rules described in the EasySpedWebFileUploadSpeditions.pdf document.

FIRST STEPS WITH EASYSPEDWEB

1 The customer must be enabled for online services on the BRT site. He/she will then need to apply for the additional enablement for 'shipment input (EasySpedWeb).



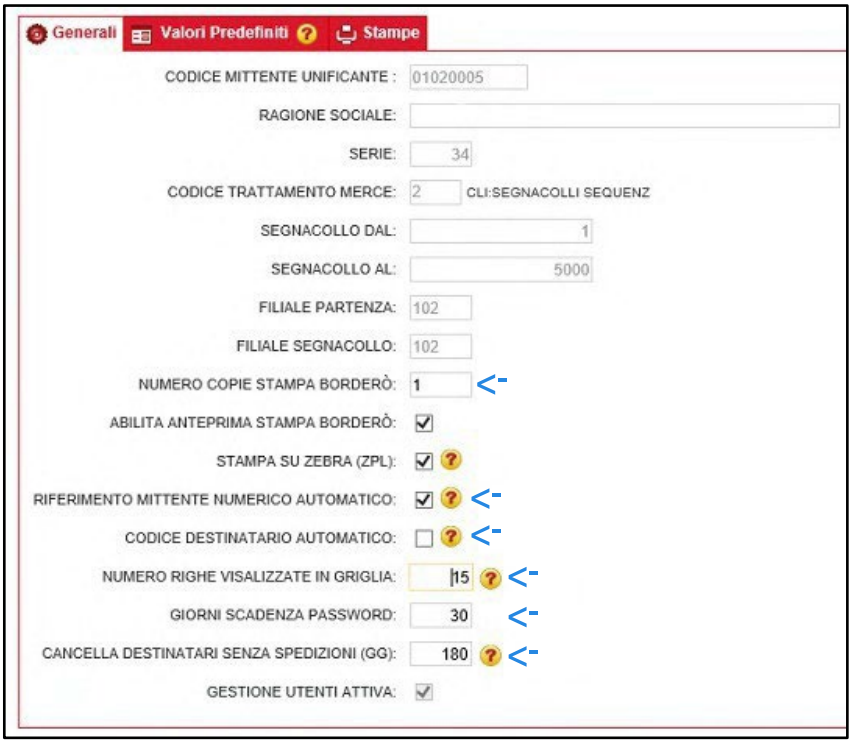
Once the credentials for access to the restricted area have been entered into www.brt.it, the customer's personalized menu will be shown in which the EasySpedWeb "link" is present.

First Login

Before you can begin entering shipments, you must complete the activation phase, verifying <Settings> and <Senders>. At this time it is possible to indicate some defaults that will be used in entering a new shipment.
When first turned on the "settings" screen is automatically shown, the values entered can be changed later from the "<Management> -> <Settings>" menu

Detail of Settings

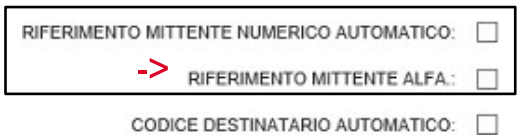
Section - general



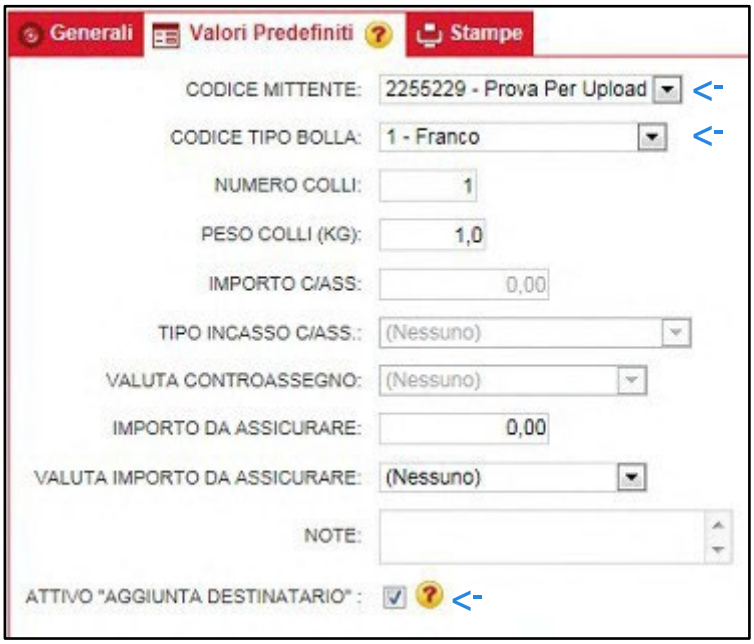
The values in the protected fields are set by BRT and cannot be changed by the user, all other values are editable by the customer:

- Number of Border Copies: indicate the number of copies to be printed, the default value is 2
- Automatic Numeric Sender Reference: if selected, the numeric sender reference counter will be managed by the system during the bubble entry phase.

- Automatic Recipient Code: if selected leaves the generation of the recipient customer code to the system. In this case it will not be possible for the customer to change it, to be set only if you do not want to use your own recipient coding.
- Days Password Expiration: this parameter is valid only for multi-user mode, it contains the number of days after which the user password is no longer valid. Please note that the administrator (Master) password does not expire.
- Delete Recipients Without Dispatch(GG): Indicate a value between 180 and 999, the unit of measure is the day. The value given is for the system to delete all those recipients who have never shipped or the last time they shipped is before the days entered. The date of reference is given by (current date - days entered).
- Alpha Sender Reference: If you want for operational needs to make the field mandatory, you have to make a request to BRT (the field is not visible to easyspedweb user).



Section - Default Values.



- Sender Code: if the customer uses multiple codes, here they can select the preferred customer code to be used in entering a new shipment.
- Bill Code: most frequently used port type.

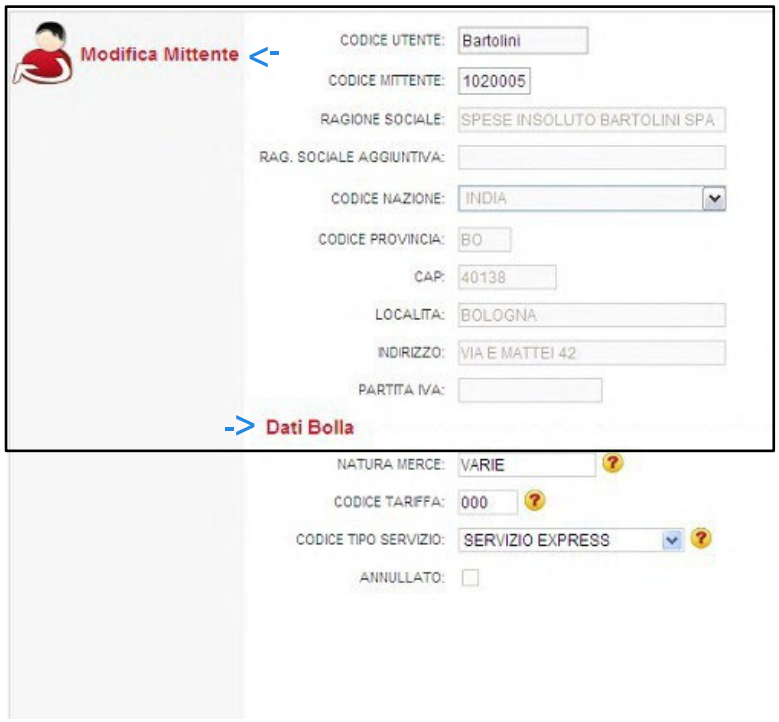
- Active "Add Recipient": select if you want to set up, when entering shipments, the automatic insertion of the recipient in the recipient master.

It is also possible to set default values in the following fields: Number of Packages, Shipping Weight in Kg, COD Amount, COD Collection Type, COD Currency, Amount to be Insured, Currency Amount to be Insured, and Notes. When you have finished entering the settings, press the icon to save the changes. The values entered will be proposed when creating a new shipment.

Senders

1

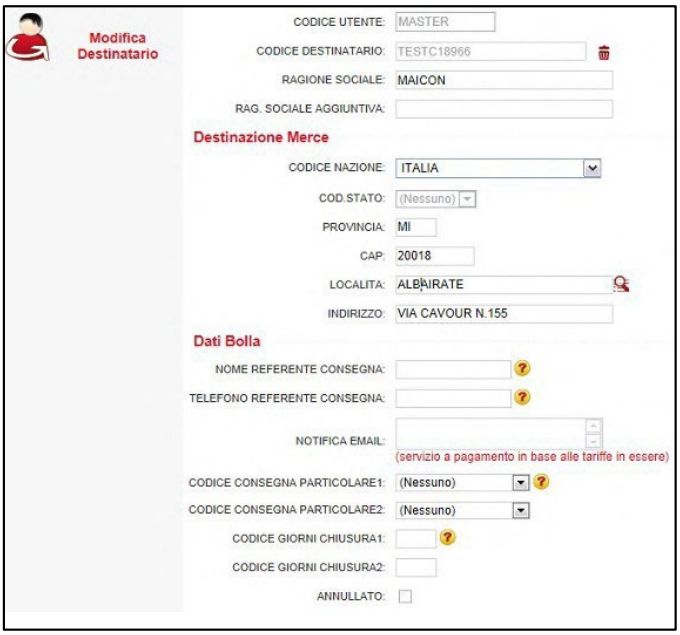
After completing the <settings> the screen of the <Senders>, the values entered can be edited later from the "<Members> menu. <Senders>".



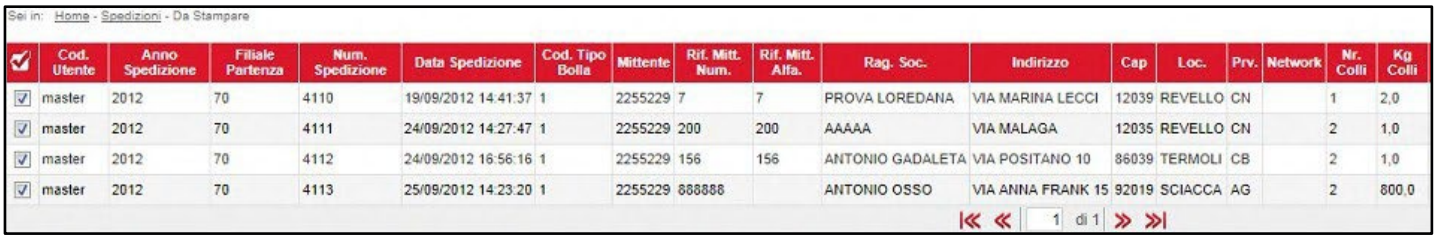
"Shippers" are created by BRT, "Default" values can be entered in the "Bill Data" section which will be used when entering a new shipment. When you have finished entering the settings, press the icon to save the changes.

Recipients

In the Recipient Master, "Bill Data" section, default values can be entered for use when entering a new shipment.



Sorting of Printing Labels/Historical Labels.


Sei in: Home - Spedizioni - Da Stampare

Cod. Utente	Anno Spedizione	Filiale Partenza	Num. Spedizione	Data Spedizione	Cod. Tipo Bolla	Mittente	Rif. Mitt. Num.	Rif. Mitt. Alfa.	Rag. Soc.	Indirizzo	Cap	Loc.	Prv.	Network	Nr. Colli	Kg Colli
master	2012	70	4110	19/09/2012 14:41:37	1	2255229	7	7	PROVA LOREDANA	VIA MARINA LECCI	12039	REVELLO	CN		1	2,0
master	2012	70	4111	24/09/2012 14:27:47	1	2255229	200	200	AAAAA	VIA MALAGA	12035	REVELLO	CN		2	1,0
master	2012	70	4112	24/09/2012 16:56:16	1	2255229	156	156	ANTONIO GADALETA	VIA POSITANO 10	86039	TERMOLI	CB		2	1,0
master	2012	70	4113	25/09/2012 14:23:20	1	2255229	888888		ANTONIO OSSO	VIA ANNA FRANK 15	92019	SCIACCA	AG		2	800,0

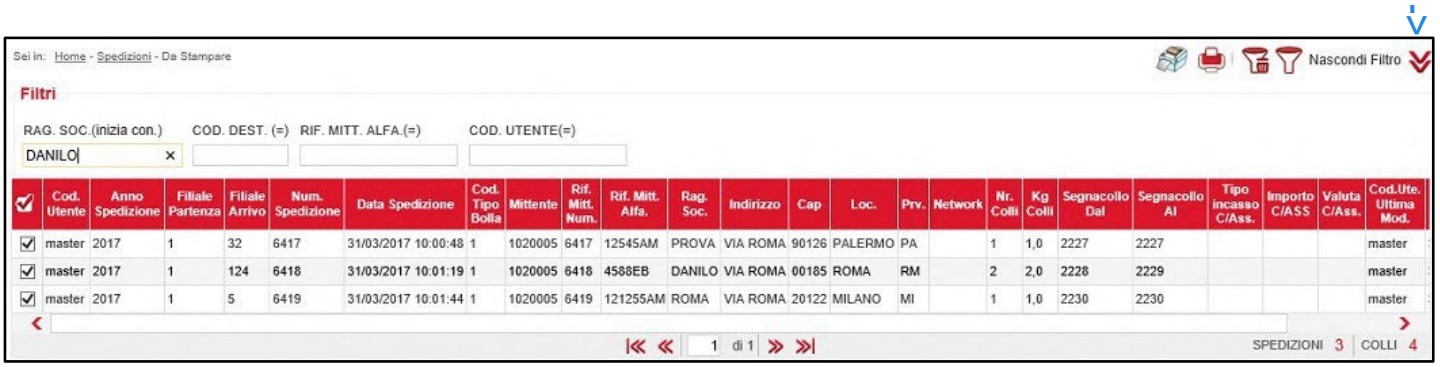
1 di 1

The sorting in print is by "shipment number" and "sequence marker." To change this sorting, simply click on the column header corresponding to the field on which you want to sort. The available fields are "Rag.Soc.", "Address", "Cap.", "Loc.", "Prv.", "Ref.Mitt.Alpha", "Shipment Date", "Shipment Number", "Ref.MitNum".

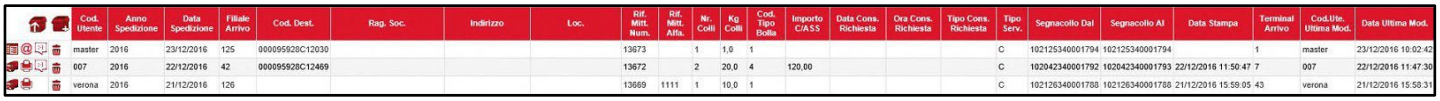
- E.g. If the column "numeric sender reference" is set as sorting, the labels will be printed in order of "numeric sender reference," "shipment number," and "progressive marker," so in our example the print order will be: 7, 156, 200, 888888.

Filter in printing segnacolli

Through the button you can open the filter, to partialize the shipments whose segnacolli you want to print, the fields on which you can filter the data are: company name of the recipient (starts with), Recipient Code (equal to), Alphabetic Sender Reference (contained in), User Code active only in multi-user mode (equals).



Shipments



	PRINTED
	SENT
	WITH EMAIL
	WITH SMS

Attention

The first time you log in, you may be shown the message "service unavailable" (see figure).

This is not an error but indicates that the activation procedure has not been completed; wait 30 minutes and then try again.

Subsequent accesses

From the second login onwards you will directly access the main menu.

User Management

The management of multiple users will be enabled only upon authorization of the site ced and in the presence of the necessary characteristics.

For customers who request it, there is an option to create profiles for each operational user. This option is useful only in case each "billing" user works on "his own" shipments without interacting with those of others. Each user prints and sends only the shipments that he has entered, so if you choose to work in this mode it is recommended to also create a "power user" with whom you can send or print the shipments of the "billing" users this in case for some reason a "billing" user is unable to do so.

If activated the option there will be an administrator user (Master with "Password" = Master (beware the password is "case sensitive") that at the first access will have to provide for creating the operational users (the created users will have to at the first connection to change the assigned password that coincides with the user code), to change the automatically assigned password just go to the menu <Management> ->
<Change Password> (BRT recommends doing this for greater data security). The possible roles to

which a User can belong are as follows:

- Administrator: the administrator is the one who can create other users. He can print and send all shipments regardless of who entered them
- Power User: can print and send all shipments regardless of who entered them.
- Biller: can only print and send shipments entered by him.
- DataEntry: can only print the shipments he entered; a higher level user is needed to send them.

Table 1 - Entitlements by role

	Administrator				PowerUser				Biller				DataEntry			
	I	M	C	E	I	M	C	E	I	M	C	E	I	M	C	E
Sender Master Data		√				√				√				√		
Recipients	√	√	√		√	√	√		√	√	√		√	√	√	
Shipments	√	√	√		√	√	√		√	√	√		√	√	√	
Label printing				√				√				√				√
Sending shipments				√				√				√				√
User management Function enabled by BRT	√	√	√													

- I: Entry
- M: Editing
- C: Deleting
- E: Execution

T&T for customer parcel ID

In EasySpedWeb two specific columns have been added in the shipment list containing BRT "DAL/AL" segnacolli (circumscribed to the first 15 characters, i.e., LNP+LNA+NRS+SGN), from the field it is possible to Copy and Paste the value into the shipment search T&T field by "Customer Parcel ID" on the BRT site.

Segnacollo Dal	Segnacollo Al
102119340002162	102119340002162
102008340002159	102008340002161

This functionality, previously provided only for searches via "who I am" (customer barcode for Disk C solutions), for some time now also provides the possibility to search via the first 15 characters of the BRT neckmark of Disk B solutions (ATTENTION: we are therefore only talking about shipments with series).

If the search is precisely carried out by means of the BRT neckmark, the indication of the sender customer code is superfluous since the uniqueness in this case is already guaranteed by the BRT neckmark itself.

This allows customers previously in Disk C solution and then switched to EasySpedWeb to maintain equal operability with respect to the Track & Tracing functions hitherto used (and in turn provided to their relative customers).

Meaning Icons

	Select File
	Import Recipients
	Export Recipients
	Import Shipments
	Send Data to BRT
	Goes to edit or view selected entity
	Cancels edit and reloads data
	Return to List (Grid)
	Save
	Apply filter, applies a filter set to bias the data
	Clear filter, filter is permanently deleted
	Remove filter, temporary removal of filter if you change pages the filter is still retained
	Print Preview
	Print as PDF
	PDF download
	Print on thermal transfer printer (ZEBRA)
	Selects all list items
	Deselects all items in the list
	Recalls the calendar for selecting a date
	Deletes the selected entity
	Restores a previously deleted entity
	Error in the field, by hovering over the icon you can read the error message

Meaning Icons

	Indicates that the shipment has been sent
	New recipient entry
	New shipment entered
	Displays an inline "HELP" associated with the field
	Invokes the Volume Calculation