FREIGHTDATA 2000

Table of Contents

Welcome to Freightdata 2000 for Windows XP, 7 & 8 ____ *6*

Hardware & Software Requirements ____ *7*

Installing Freightdata 2000 ____ *8*

Installing the New Software –Simple Network ____ *10*

Installing the New Software –Simple Network ____ *12*

Installing the New Software –Simple Network ____ *13*

Installing the New Software –Network with Separate Directory ____ *14*

Installing the New Software –Network with Separate Directory ____ *16*

Installing the New Software –Network with Separate Directory ____ *17*

Installing the New Software –Network with Separate Directory ____ *19*

Installing the New Software –Network with Separate Server ____ *20*

Installing the New Software –Network with Separate Server ____ *22*

Installing the New Software –Network with Separate Server ____ *24*

Installing the New Software –Network with Separate Server ____ *25*

Running Freightdata with MS SQL Server ____ 27

Database and Table Creation ____ 27

Create the Databases ____ 27

Create the Tables and Views ____ 28

Running Freightdata with MS SQL Server ____ 29

Populate Tables ____ 29

Other Databases ____ 29

Users and Permissions ____ 30

Licensed Material
Property of Freightdata 2000 Limited

Getting Started. 31
Accounting Links 33
What Accounting Package can I link to? 34
All Accounting Links 35
All Accounting Links - Continued 37
Invoice and Credit Note Numbers 38
All Accounting Links - Continued 39
Charge Descriptions 39
All Accounting Links - Continued 40
Charge Descriptions 41
SAGE 200, LINE 50, MMS AND Other ACCOUNTING LINKS 42
SAGE LINE 200 and other ACCOUNTING LINKS & 42
Setting up Defaults. 44
SAGE LINE 200 and other ACCOUNTING LINKS 45
SAGE LINE 200 and other ACCOUNTING LINKS 46
Invoice and Credit Note Numbers – Continued 46
ACCOUNTING LINK 47
ACCOUNTING LINK 48
ACCOUNTING LINK 49
Peachtree, Quick Books 50
& Other Accounting Links 50
Security introduction 67
Security Start: 68

Licensed Material
Property of Freightdata 2000 Limited

Database Files – Administrator 69
Database Files – Work Station 70
Company Branch Information 70
Administrators First Task 71
Administrators First Task 72
Administrators First Task 73
Administrators First Function 74
Example 1: FD2 Simple Security Hierarchy 75
SYSTEMS MANAGER 76
Appointing ADMINISTRATORS 76
Administrator– DEPARTMENTS 77
Administrator – DEPARTMENTS 78
What Are Set Groups 79
Groups 79
Security Edit Group: 81
Users 82
USERS Continued…. 82
Administration: Company Overview 84
Cargo Find Users Security 85
Users Security Accounts Section 86
View Activity Reports: Security Reports 87
Options Menu: Active Users: 89

Licensed Material
Property of Freightdata 2000 Limited

Options Menu: Compact & Repair Databases. 89
Traffic Lights 89
CargoFind 90
CargoSniffer 91
CargoSniffer – Settings – General Tab 92
CargoSniffer – Settings – Web Server Tab 92
CargoSniffer – Settings – Local Databases Tab 94
CargoSniffer – Running 94
CargoSniffer – Other Menu Choices 96
CargoSniffer – Customers Menu - Register 97
CargoSniffer – Customers Menu – Register 98
CargoSniffer – Email Agent 99
CargoSniffer – Email Agent – Settings 100
CargoSniffer – Email Agent – Settings 101
Customer Registration 101
Customer Registration..Continued 102
Customer Registration..Continued 104
REMOVE A CUSTOMER FROM CargoFind™ 105
Customer Registration. Continued 106
Customer Registration….Continued 106
Job Status..Continued 109
Select All 109

Licensed Material
Property of Freightdata 2000 Limited

History Button ____ *110*

Activity Report ____ *111*

Status Alerts ____ *112*

Settings of CargoFind™ ____ *113*

Web Server. ____ *114*

INDEX ____ *115*

Licensed Material
Property of Freightdata 2000 Limited

FREIGHTDATA 2000

Welcome to Freightdata 2000 for Windows XP, 7 & 8

You have just purchased the first true Windows XP, 7 & 8 software for Domestic and International transportation.
Freightdata has been developing software for the freight Industry since 1979 and in that time hundreds of copies of our earlier products all reflected the changes and amendments over many years in a changing environment. The software will provide you with excellent Road, Sea & Air freight data, together with documentation covering many general parts of the freight industry. Special note should be taken of the following set-up procedures and although you may be an experienced International Forwarder or Road Transport company, you will find it useful to read this section prior to installation of the software. The software is currently provided in 6 international languages, offices supporting our product are listed below:

Freightdata 2000 Ltd
Foremost House,
Radford Way,
Billericay, Essex
CM12 OBT

Tel: +**44 20 3286 2408** +**1 407 208 2240** HQ USA Corp

e-mail: uksupport@freightdata.com
e-mail: e-mail ussupport@freightdata.com

Licensed Material
Property of Freightdata 2000 Limited

Hardware & Software Requirements

Freightdata 2000 for "Windows XP, 7 & 8" operates on Pentium 266 Mhz or better IBM compatible microcomputers with a hard disk with a minimum of 32Mb of RAM, and a minimum 60Mb of Hard Disk free.

You must have previously installed "Windows" or on your computer and operate either "FD2000" as a single user or Network product using
Microsoft's networking features.
For the Access version of Freightdata we also recommend users to have a copy of Microsoft Access 2013 – this will help maintain the databases.

Licensed Material
Property of Freightdata 2000 Limited

Installing Freightdata 2000

Installing Freightdata 2000 is a simple process and if you have installed other Windows" software you will find the procedure very familiar.

Here are the instructions for then loading the version of Freightdata on new workstation:

Before you download Freightdata take note of the file name (FD2AccVxxx.exe) to make sure you pick up the correct file later

1 Use Windows Explorer or My computer to find the file on the workstation that originally had the download. (Probably called FD2AccVxxx.exe)

2 Copy the file (right click on the name or from the Edit menu)

3 Open 'My Computer' or 'My Networks' and find a folder that is shared by all your workstations:

E.g.: F:\Shared Files

4 Paste the file into this folder.

On Other workstations:

Open 'My Computer' or 'My Networks' and find the shared folder that you copied the file to:

E.g.: F:\Shared Files

Double click on the Freightdata download file in this folder to start the Installation procedure. You should be able to accept the default pathname (unless you know that Freightdata was installed somewhere else).

After installation has completed you should be running the new version - a key will be needed for the NEW workstation - in which case you enter the Activation key and serial number into the FDSecurity/Administrator program.

Licensed Material
Property of Freightdata 2000 Limited

Freightdata 2000

You will now be led through a series of screens to fully install your product, including the following items.

- The software will check your available disk space, stopping installation if they're in not enough.
- You will be asked for your agreement to the Software licence.
- You will be asked for your company name and your name and a request for your serial number. Please ensure that this is entered exactly as on your enclosed license agreement as you will not be able to run the software without it.
- You will then be asked where you want to install the software, Defaults will be shown. If you are not an experienced user it is best to accept these defaults.

- The software will then be loaded.
- Simply follow the instructions as they appear on screen.
- When the installation is complete you will be able to run Freightdata 2000 by clicking 'Start' then 'Programs'. Choose the group that you have installed the software to (Freightdata 2000 is the default group). Then click 'Freightdata 2000' – Network Versions – Please check following pages.
  Create an Icon on your desktop for quicker access.

Licensed Material
Property of Freightdata 2000 Limited

Installing the New Software –Simple Network

If the data is to be shared across a network, first decide on how the sharing is to take place.
This is normally done in one of three ways.

(1) The simplest method is that the software is installed onto the Server PC, creating a directory that defaults **to C:\Program Files\Freightdata 2000, all files are placed in or under this directory.** This directory should then be shared with Full Access Rights before continuing with the other PCs. On the Server PC, call Freightdata 2000 and enter the Serial Number and Activation Key, database pathnames will be correct, enter Company Details and Register your software. The next screen displays showing your first Branch without Departments, accept this.

You may wish to set up other information before allowing others access to the data. For instance, Other Branches, Departments, Invoice Numbers and Accounts links to other Software such as Sage, AccPac, Peach Tree, etc. Also Invoice Charge Descriptions can be set-up as well as your Customer/Supplier base.

Now go to each PC on the network. :
First **Map a Network Drive Letter** to the directory on the first **Server PC**. E.g.: Map F to" \\ServerPC\Program Files\Freightdata 2000\".
Then install the Software to the local drive (again this defaults to C:\Program Files\Freightdata 2000)

Licensed Material
Property of Freightdata 2000 Limited

Call Freightdata 2000 and again enter the Serial Number and Activation key. This time when the database pathnames window appears change the paths to point to the shared drive.
Do this by choosing the shared Drive from the dropdown list at the bottom right. E.g.: choose F as shared above. The files above will then change. If necessary alter the top right list so that the middle list contains the names of the Freightdata 2000 databases. IE: FD2000.MDB, FD2Common.MDB, FD2JobCost.MDB and FD2JobRefs.MDB.

Licensed Material
Property of Freightdata 2000 Limited

Installing the New Software –Simple Network

Click on the top left pathname for the Unique Pathname, this will turn yellow, find the file with the same end name in the middle right list (FD2000.MDB), click this and the yellow line will change

E.g.: F:\FD2000.MDB
Click on the next left pathname for the Common Database, this will turn yellow, find the file with the same end name in the middle right list (FD2Common.MDB), click this and the yellow line will change
E.g.: F:\FD2Common.MDB
Click on the next left pathname for the Job Costing Database, this will turn yellow, find the file with the same end name in the middle right list (FD2JobCost.MDB), click this and the yellow line will change
E.g.: F:\FD2JobCost.MDB
Click on the next left pathname for the Job Reference Database, this will turn yellow, find the file with the same end name in the middle right list (FD2JobRef.MDB), click this and the yellow line will change
E.g.: F:\FD2JobRef.MDB
Click on the next left pathname for the path to the Directory for Shared temporary files, this will turn yellow, find the file with the same end name in the top right list (FD2Lock), click this and the yellow line will change. You will have to double click until the name alters correctly
E.g.: F:\FD2Lock

Licensed Material
Property of Freightdata 2000 Limited

Click on the next left pathname for the path to the Directory for Accounts files, this will turn yellow, find the file with the same end name in the top right list (FD2Accs), click this and the yellow line will change. You will have to double click until the name alters correctly
E.g.: F:\FD2Accs
The next left file points at a LOGO bitmap. If you create a LOGO bitmap of a similar size you can use this in Freightdata for faxes and prints. This can then be shared in the same way (Press the Logo View button to see it!)
Now use the Okay button (Tick) to accept your pathnames.

Installing the New Software –Simple Network

By pointing to the correct files you will now display a window with the Company Details already filled in from the first installation. If they are not this means that the pathnames were incorrect and you should cancel/exit to try again. If they are okay you can accept the registration details. If other Branches and Departments has been set-up, you can now choose these from the window presented to you. This dictate where the jobs entered belongs (and which Invoice Prefix/Suffix is used).

Licensed Material
Property of Freightdata 2000 Limited

Installing the New Software –Network with Separate Directory

The second method is similar to above but a separate directory is created for sharing.

(2) The software is installed onto the Server PC, creating a directory that defaults **to C:\Program Files\Freightdata 2000; all files are placed in or under this directory.** Another Directory is created on the same PC for sharing by the others E.g.: FD2000. This directory should then be shared with Full Access Rights. Then the files and directories are copied from the installation directory into the new Shared Directory. (Copy everything for safety) On the Server PC, call Freightdata 2000 and enter the Serial Number and Activation Key, database pathnames will need to be altered from the defaults C:\Program Files\Freightdata 2000 directory (or from wherever the software was installed) to point at the new C:\FD2000 directory as shown:

Do this by choosing the shared directory name from the list at the top right. The files below will then change to contain the names of the Freightdata 2000 databases. IE: FD2000.MDB, FD2Common.MDB, FD2JobCost.MDB and FD2JobRefs.MDB.

Click on the top left pathname for the Unique Pathname, this will turn yellow, find the file with the same end name in the middle right list (FD2000.MDB), click this and the yellow line will change E.g.: C:\FD2000\FD2000.MDB

Click on the next left pathname for the Common Database, this will turn yellow, find the file with the same end name in the middle right list (FD2Common.MDB), click this and the yellow line will change E.g. C:\FD2000\FD2Common.MDB

Licensed Material
Property of Freightdata 2000 Limited

Click on the next left pathname for the Job Costing Database, this will turn yellow, find the file with the same end name in the middle right list (FD2JobCost.MDB), click this and the yellow line will change
E.g.: C:\FD2000\FD2JobCost.MDB

Licensed Material
Property of Freightdata 2000 Limited

Installing the New Software –Network with Separate Directory

Click on the next left pathname for the Job Reference Database, this will turn yellow, find the file with the same end name in the middle right list (FD2JobRef.MDB), click this and the yellow line will change
E.g.: C:\FD2000\FD2JobRef.MDB
Click on the next left pathname for the path to the Directory for Shared temporary files, this will turn yellow, find the file with the same end name in the top right list (FD2Lock), click this and the yellow line will change. You will have to double click until the name alters correctly
E.g.: C:\FD2000\FD2Lock
Click on the next left pathname for the path to the Directory for Accounts files, this will turn yellow, find the file with the same end name in the top right list (FD2Accs), click this and the yellow line will change. You will have to double click until the name alters correctly
E.g.: C:\FD2000\FD2Accs
Click to Tick to accept the changes and you can now enter Company Details and Register your software. The next screen displays showing your first Branch with out Departments, accept this.

You may wish to set up other information before allowing others access to the data. For instance, Other Branches, Departments, Invoice Numbers and Accounts links to other Software such as Sage, AccPac etc. Also Invoice Charge Descriptions can be set-up as well as your Customer/Supplier base.

Licensed Material
Property of Freightdata 2000 Limited

Installing the New Software –Network with Separate Directory

Now go to each PC on the network. :
First **Map a Network Drive Letter** to the directory on the first **Server PC**. E.g.: Map F to"\\ServerPC\FD2000\".
Then install the Software to the local drive (again this defaults to C:\Program Files\Freightdata 2000)
Call Freightdata 2000 and again enter the Serial Number and Activation key. This time when the database pathnames window appears change the paths to point to the shared drive.
Do this by choosing the shared Drive from the dropdown list at the bottom right. E.g.: choose F as shared above. The files above will then change. If necessary alter the top right list so that the middle list contains the names of the Freightdata 2000 databases. IE: FD2000.MDB, FD2Common.MDB, FD2JobCost.MDB and FD2JobRefs.MDB.
Click on the top left pathname for the Unique Pathname, this will turn yellow, find the file with the same end name in the middle right list (FD2000.MDB), click this and the yellow line will change
E.g.: F:\FD2000.MDB
Click on the next left pathname for the Common Database, this will turn yellow, find the file with the same end name in the middle right list (FD2Common.MDB), click this and the yellow line will change
E.g.: F:\FD2Common.MDB
Click on the next left pathname for the Job Costing Database, this will turn yellow, find the file with the same end name in the middle right list (FD2JobCost.MDB), click this and the yellow line will change
E.g.: F:\FD2JobCost.MDB

Licensed Material
Property of Freightdata 2000 Limited

Click on the next left pathname for the Job Reference Database, this will turn yellow, find the file with the same end name in the middle right list (FD2JobRef.MDB), click this and the yellow line will change
E.g.: F:\FD2JobRef.MDB

Licensed Material
Property of Freightdata 2000 Limited

Installing the New Software –Network with Separate Directory

Click on the next left pathname for the path to the Directory for Shared temporary files, this will turn yellow, find the file with the same end name in the top right list (FD2Lock), click this and the yellow line will change. You will have to double click until the name alters correctly
E.g.: F:\FD2Lock
Click on the next left pathname for the path to the Directory for Accounts files, this will turn yellow, find the file with the same end name in the top right list (FD2Accs), click this and the yellow line will change. You will have to double click until the name alters correctly
E.g.: F:\FD2Accs
The next left file points at a LOGO bitmap. If you create a LOGO bitmap of a similar size you can use this in Freightdata for faxes and prints. This can then be shared in the same way (Press the Logo View button to see it!)
Now use the Okay button (Tick) to accept your pathnames.
By pointing to the correct files you will now display a window with the Company Details already filled in from the first installation. If they are not this means that the pathnames were incorrect and you should cancel/exit to try again. If they are okay you can accept the registration details. If other Branches and Departments has been set-up, you can now choose these from the window presented to you. These dictates where the jobs entered belong (and which Invoice Prefix/Suffix is used).

Licensed Material
Property of Freightdata 2000 Limited

Installing the New Software –Network with Separate Server

The third method uses a Server that does not run Freightdata 2000 software but simply stores the data for sharing.

(3) Start by creating a directory on the Server that allows the Freightdata 2000 users to read and write to it (On NT this may involve other privileges).

Install the Software on the first Workstation PC, creating a directory that defaults **to C:\Program Files\Freightdata 2000, all files are placed in or under this directory.** At this point map a Network Drive letter to the Server Directory which is to hold the Freightdata 2000 files, if you have not already done so. E.g.: Map F to \\NTServer\FD2000\
Now **copy** all the files and directories in the Installation directory (defaulted to C:\Program Files\Freightadata 2000) into the directory on the Server. On the first Workstation PC, call Freightdata 2000 and enter the Serial Number and Activation Key, database pathnames will need to be altered from the defaults C:\Program Files\Freightdata 2000 directory (or from wherever the software was installed) to point at the new F: directory as shown:

Do this by choosing the shared Drive from the dropdown list at the bottom right. E.g.: choose F as shared above. The files above will then change. If necessary alter the top right list so that the middle list contains the names of the Freightdata 2000 databases. IE: FD2000.MDB, FD2Common.MDB, FD2JobCost.MDB and FD2JobRefs.MDB.

Licensed Material
Property of Freightdata 2000 Limited

Click on the top left pathname for the Unique Pathname, this will turn yellow, find the file with the same end name in the middle right list (FD2000.MDB), click this and the yellow line will change
E.g.: F:\FD2000.MDB

Licensed Material
Property of Freightdata 2000 Limited

Installing the New Software –Network with Separate Server

Click on the next left pathname for the Common Database, this will turn yellow, find the file with the same end name in the middle right list (FD2Common.MDB), click this and the yellow line will change
E.g.: F:\FD2Common.MDB
Click on the next left pathname for the Job Costing Database, this will turn yellow, find the file with the same end name in the middle right list (FD2JobCost.MDB), click this and the yellow line will change
E.g.: F:\FD2JobCost.MDB
Click on the next left pathname for the Job Reference Database, this will turn yellow, find the file with the same end name in the middle right list (FD2JobRef.MDB), click this and the yellow line will change
E.g.: F:\FD2JobRef.MDB
Click on the next left pathname for the path to the Directory for Shared temporary files, this will turn yellow, find the file with the same end name in the top right list (FD2Lock), click this and the yellow line will change. You will have to double click until the name alters correctly
E.g.: F:\FD2Lock
Click on the next left pathname for the path to the Directory for Accounts files, this will turn yellow, find the file with the same end name in the top right list (FD2Accs), click this and the yellow line will change. You will have to double click until the name alters correctly
E.g.: F:\FD2Accs

Licensed Material
Property of Freightdata 2000 Limited

The next left file points at a LOGO bitmap. If you create a LOGO bitmap of a similar size you can use this in Freightdata for faxes and prints. This can then be shared in the same way (Press the Logo View button to see it!)
Now use the Okay button (Tick) to accept your pathnames.

Licensed Material
Property of Freightdata 2000 Limited

Installing the New Software –Network with Separate Server

Now enter Company Details and Register your software. The next screen displays showing your first Branch with No Departments accept this.

You may wish to set up other information before allowing others access to the data. For instance, Other Branches, Departments, Invoice Numbers and Accounts links to other Software such as Sage, AccPac etc. Also Invoice Charge Descriptions can be set-up as well as your Customer/Supplier base.

Now go to each PC on the network. :
First **Map a Network Drive Letter** to the directory on the first **Server PC**. E.g.: Map F to" \\NTServer\FD2000\".
Then install the Software to the local drive (again this defaults to C:\Program Files\Freightdata 2000)
Call Freightdata 2000 and again enter the Serial Number and Activation key. This time when the database pathnames window appears change the paths to point to the shared drive.
Do this by choosing the shared Drive from the dropdown list at the bottom right. E.g.: choose F as shared above. The files above will then change. If necessary alter the top right list so that the middle list contains the names of the Freightdata 2000 databases. IE: FD2000.MDB, FD2Common.MDB, FD2JobCost.MDB and FD2JobRefs.MDB.
Click on the top left pathname for the Unique Pathname, this will turn yellow, find the file with the same end name in the middle right list (FD2000.MDB), click this and the yellow line will change E.g.: F:\FD2000.MDB

Licensed Material
Property of Freightdata 2000 Limited

Click on the next left pathname for the Common Database, this will turn yellow, find the file with the same end name in the middle right list (FD2Common.MDB), click this and the yellow line will change
E.g.: F:\FD2Common.MDB

Installing the New Software –Network with Separate Server

Click on the next left pathname for the Job Costing Database, this will turn yellow, find the file with the same end name in the middle right list (FD2JobCost.MDB), click this and the yellow line will change
E.g.: F:\FD2JobCost.MDB
Click on the next left pathname for the Job Reference Database, this will turn yellow, find the file with the same end name in the middle right list (FD2JobRef.MDB), click this and the yellow line will change
E.g.: F:\FD2JobRef.MDB
Click on the next left pathname for the path to the Directory for Shared temporary files, this will turn yellow, find the file with the same end name in the top right list (FD2Lock), click this and the yellow line will change. You will have to double click until the name alters correctly
E.g.: F:\FD2Lock

Click on the next left pathname for the path to the Directory for Accounts files, this will turn yellow, find the file with the same end name in the top right list (FD2Accs), click this and the yellow line will change. You will have to double click until the name alters correctly

Licensed Material
Property of Freightdata 2000 Limited

E.g.: F:\FD2Accs
The next left file points at a LOGO bitmap. If you create a LOGO bitmap of a similar size you can use this in Freightdata for faxes and prints. This can then be shared in the same way (Press the Logo View button to see it!)
Now use the Okay button (Tick) to accept your pathnames.
By pointing to the correct files you will now display a window with the Company Details already filled in from the first installation. If they are not this means that the pathnames were incorrect and you should cancel/exit to try again. If they are okay you can accept the registration details. If other Branches and Departments has been set-up, you can now choose these from the window presented to you. These dictates where the jobs entered belong (and which Invoice Prefix/Suffix is used).

Licensed Material
Property of Freightdata 2000 Limited

Running Freightdata with MS SQL Server

Database and Table Creation

Freightdata provides SQL script files for Table and View creation. These can be found on the Freightdata 2000 website www.freightdata.com in your download page.
Here you will also find MS Access databases which you can use to populate your SQL Server databases and other databases you will need to share on your Server.

Also read any ReadMe files that are in the Freightdata program download.

The following instructions should be run using Full Administrative rights to ensure that all areas can be created.

Create the Databases

Use the Enterprise Manager in SQL Server to create two databases. These can be created on different Servers if required.

You may give them any name but it is recommended that the are either called FD2000 and FD2Common or that you include the words FD2000 and FD2Common in the names.
Eg: LON_FD2000 or JFK_FD2Common.

As a rough guide start with 100 MB Databases and 25 MB logs. But you can choose to let SQL Server increase sizes automatically anyway.

Licensed Material
Property of Freightdata 2000 Limited

Create the Tables and Views

Next create tables using the SQL scripts that you have downloaded.

There are 4 script files:

V7FD2000_Tables.sql creates the tables with Indexes and Defaults for the FD2000 database.

V7FD2Common_Tables.sql creates the tables with indexes and defaults for the FD2Common database.

V7FD2000_Views.sql creates the Views for the FD2000 database.

V7FD2Common_Views.sql creates the Views for the FD2Common database.

To run these first choose the Query Analyzer option from within SQL Enterprise Manager.

These window defaults to 'Master' in the database box at the top right.
Change this to show the database equivalent of **FD2000**.
Now open the V7FD2000_Tables.sql script and run it.
All tables for FD2000 will have been created.
Now open and run **V7FD2000_Views.sql** to create the Views for these tables.

Now change the database window to show the equivalent of the **FD2Common** database.
Open and run SQL scripts **V7FD2Common_Tables.sql and V7FD2Common_Views.sql** to create the tables and views needed.

****NB** Tables must be created before Views!**

Licensed Material
Property of Freightdata 2000 Limited

Populate Tables

Once created you should populate the tables with the data held in the Access equivalent databases on the CD.
SQL Server has its own routines for importing existing data to populate tables from Access databases.
It is recommended that this procedure is used to populate the initial SQL databases.

The Access Databases for Freightdata are held on the **Other Databases.zip** in the root directory**.** tThe files are 2000_SQLFD2Common.mdb and 2000_SQLFD2000.mdb

Other Databases

Other databases needed are in the zip file.

Databases **FD2SvnAccounts** and **FD2AccIE** remain as Access databases and should be placed in a shared directory such as **FD2Accs** on a Shared Drive in a folder with read and write access.
Databases **FDCustoms** and **GBCustoms** remain as Access databases and should be placed in a shared directory such as **FD2000** on a Shared Drive in a folder with read and write access.
For US Customs documents, MS Access database **FD2ScheduleB** is best placed on each PC in the directory from which Freightdata is run – default is **C:\Program Files\Freightdata 2000**. This makes searching faster as this is fairly large and contains data that only normally requires updating once a year.

Licensed Material
Property of Freightdata 2000 Limited

The folder **Server Freightdata 2000** contains the above databases and also contains the folder structure needed on the Server. These files and folders are needed for the Freightdata programs to run. All users must have read and write access to these files and folders.

Users and Permissions

Once the Tables and Views have been added and populated you are now ready to add users.
It is advisable to reboot the Server after adding tables and views so that everything is seen by the software.

Don't forget to set up the necessary permissions for reading and writing etc.

Licensed Material
Property of Freightdata 2000 Limited

Getting Started.

Once you have installed Freightdata 2000 you will be ready to start entering your cargo. You will find that Freightdata 2000 comes with on-line help but here are a few pointers to areas that you may find useful to set up initially to facilitate fast entry of your cargo information.

- Your Company information is needed for default currency and other details needed to complete Air Waybills, Bills of Lading and Import/Export SADs.
- Customer information - Not just for accounts but for regular consignees etc.
- Places for delivery and collection. International transporters will want to add countries, states/counties and zones.
- Many currencies are pre-installed but exchange rates may be required.
- Some shipping terms are available - Do you want others?
- Chargeable weight calculations can facilitate charging.
- Invoice/Charge descriptions will need to be entered before invoicing can take place.
- Some tax rates are installed. Are these correct for your needs or do they need changing?
- International transporters may want to enter regular Vessel information.
- Air Freight agents may wish to add Carrier and IATA information. Air Rate Classes and Charge codes are already set up but can be added to.
- Do you use Metric or Imperial/US units?
-

Licensed Material
Property of Freightdata 2000 Limited

- Will you regularly use the A-Meta or the Tariff and want these added to your toolbar?

Licensed Material
Property of Freightdata 2000 Limited

Accounting Links

Licensed Material
Property of Freightdata 2000 Limited

What Accounting Package can I link to?

You have your favourite accounting package and would like to send information created in Freightdata 2000 directly to the files. Can this be done?

In most cases the answer is Yes!

Some links are built into Freightdata and are sophisticated enough to give real-time answers to Credit Limits, Account Balances and Suspended accounts. Other links will produce files with all the necessary data in a format that some Accounts packages expect for direct imput.

Our policy at Freightdata is to provide such links to the Major Accounts packages in the world.

Alternatively, as the data in Freightdata is held in MS Access / SQL or ORACLE databases, a programmer could produce a system to read in the data directly and update the Accounts package, if tools are available to do so.

Freightdata 2000 will be happy to quote for any such links.

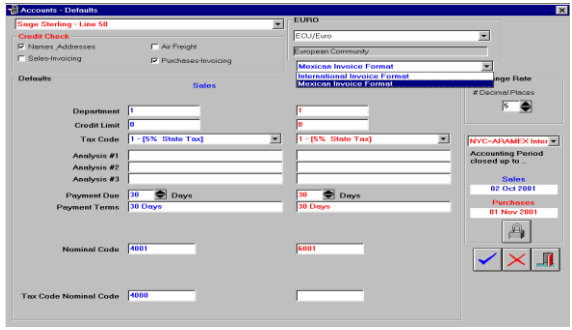
Licensed Material
Property of Freightdata 2000 Limited

All Accounting Links

For any accounting link to be successful valid data must be passed to the Accounting package.

In many cases this is more that just a Customer Name and Address or the Invoice Total and Tax Amount. Invoice details will need to include Tax breakdowns and Nominal breakdowns. Multi-Currency Accounting will require Currency codes and Exchange Rates. Some accounting systems will require special fields as default fields on Account set-ups.
Because of this there are areas of information in Freightdata where these criteria need to be set up.
Where a fully interactive link to an Accounting package is made, this data will be verified against valid Accounting options.

Most of these criteria are set up through **MANAGEMENT-ACCOUNTS OPTIONS – DEFAULTS.**



Even if you are not linking to a specific Accounting system you can still produce Multi-Currency Invoices/Credit Notes and enjoy the benefits of Job Costing.
Again for this Exchange Rates and Tax Codes/Rates can be set-up.
Ranges of Invoice/Credit Note numbers can be set for Branches/Departments in MANAGEMENT-ACCOUNTS OPTIONS

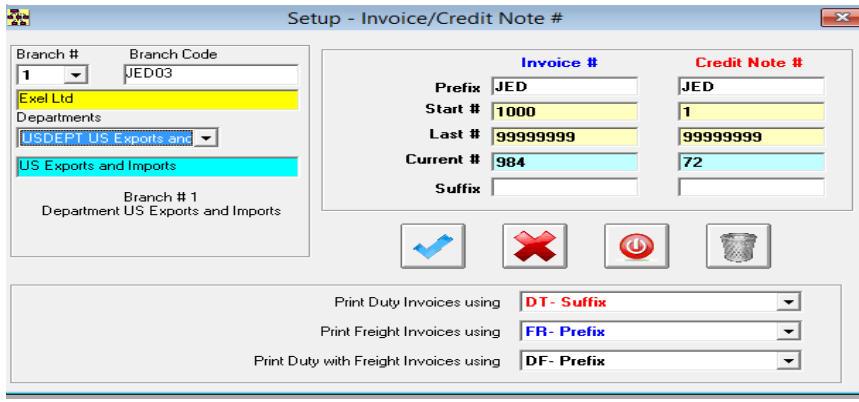
– SET-UP INVOICE/CREDIT NOTE #. Charges Descriptions for Invoicing are created in MANAGEMENT-ACCOUNTS OPTIONS – CHARGE DESCRIPTIONS.

Prints and displays of currency fields will format decimal places automatically depending on the Currency used. This means for example that Italian Lira formats to no decimal places, US Dollars formats to 2 Decimal places and Jordanian Dinars format to 3 Decimal Places.

Licensed Material
Property of Freightdata 2000 Limited

All Accounting Links - Continued

Invoice and Credit Note Numbers. The system will default to one set of Invoice numbers and one set of Credit Note Numbers starting at 1, for any Branch/Company added to the system. To change these starting/printing options go into MANAGEMENT – ACCOUNTS OPTIONS and choose SETUP INVOICE/CREDIT NOTE #.
In this window you can set up Invoice/Credit Note ranges for Individual Departments as well as the whole Branch/Company. These can be distinguished on printing by adding your own Prefixes and/or Suffixes.



For instance the Prefix may signify the Branch as in LON for London and the Suffix may define a department such as FRE for French Exports. Or you could have just the Prefix of LON for London and instead of choosing a specific department you can select ALL from the pull-down list.

You can of course use both these options giving for example your French Exports Department their own set of Invoice/Credit Notes and

the rest of the Branch/Company all using the ALL range. The Invoice range used will be dependent on your current Branch/Department choice.

Invoice and Credit Note Numbers

Invoices and Credit Notes have their own separate ranges.
Enter the ranges required and set the current Numbers to your last numbers used.

As each Invoice or Credit note is produced in Freightdata, the next available number will be taken within the appropriate Branch/Department

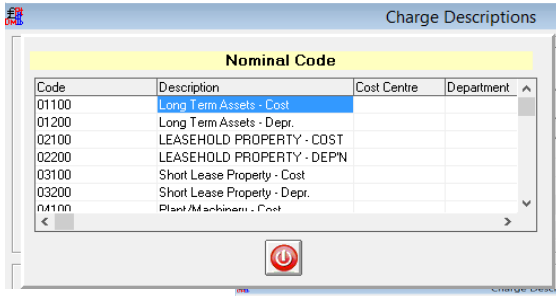
When the Last number has been reached the number will recycle back to the Start number.
Accept your choices with the OK button, then EXIT.

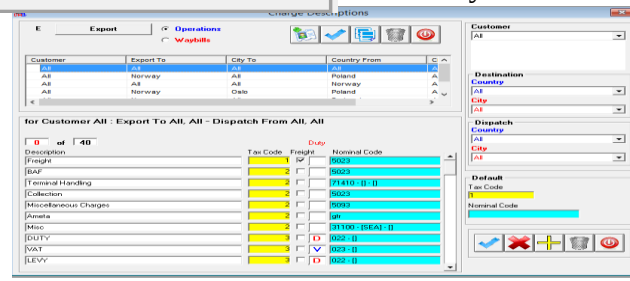
Licensed Material
Property of Freightdata 2000 Limited

All Accounting Links - Continued
Charge Descriptions

To create your Invoice Charge Descriptions, go to **MANAGEMENT-ACCOUNTS OPTIONS** choose **CHARGE DESCRIPTIONS.**

Each line entered in as a Charge Line Description must have a Tax code entered. If you are linking to an Accounting package please check the appropriate area with this manual, as Nominal Codes must also be entered. The example below shows a typical charge *description* with Duty & VAT entered. Click in the Nominal code box here to change code to match description i.e. *"V" for VAT or "D" for Duty.*

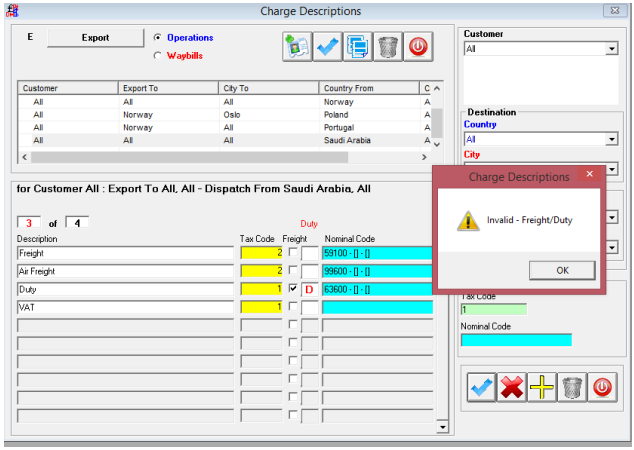




Click in the Duty code box to display the link to the required Nominal.

All Accounting Links - Continued

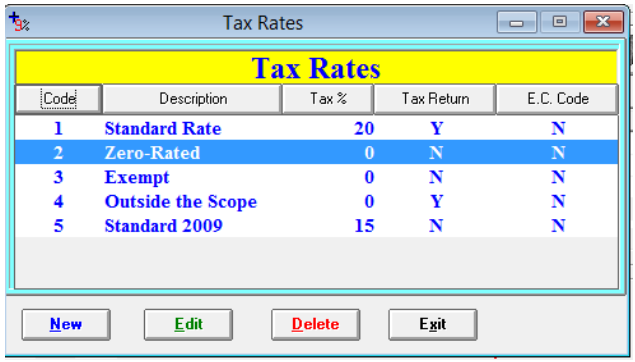
The example shown here displays an error as an Invalid-Freight & Duty Warning display. A tick appearing in the Freight for Duty causes this, as this is not allowed.
To Change the Flow Box from Exports to Imports or Domestic you must save each item first.



Licensed Material
Property of Freightdata 2000 Limited

Charge Descriptions

Click onto the Tax Code box for the appropriate line to bring up the list of valid Tax Codes.
When the correct code has been entered use the Close button to return to the Charge Description screen.

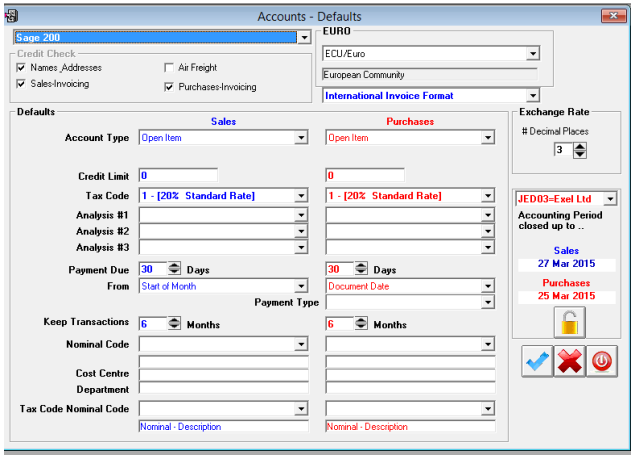


Licensed Material
Property of Freightdata 2000 Limited

SAGE 200, LINE 50, MMS AND Other ACCOUNTING LINKS

To link to Sage Line 200, 50 MMS the following procedures should be adhered to. Please note that the Accounting structure must first have been set up in Line 100 for at least the Default Nominal codes, Cost Centres, Departments, Analysis Codes, Payment Types, Currencies and Countries.

Step 1 – DEFAULTS. Chose the DEFAULTS option from the MANAGEMENT – ACCOUNTS OPTIONS. You will be presented with the following screen:



SAGE LINE 200 and other ACCOUNTING LINKS &

The top left-hand dropdown box contains a list of possible Accounting links. Choose you preferred option. This will cause the options on this screen to change, displaying the fields necessary to make a link. Messages will then appear asking you to use the Accounting Link to set up data elements

Licensed Material
Property of Freightdata 2000 Limited

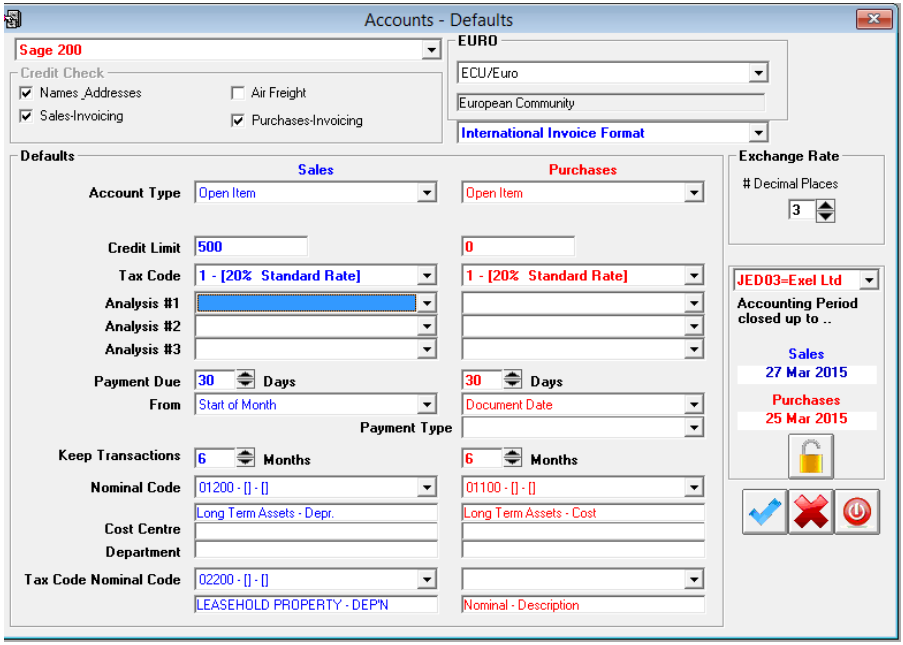
At this stage many of the fields cannot be entered as data must now be brought in from the Line 100 package. Accept your choice of link using the OK button and exit.

Now the program needs to know where to find the accounting files so go to the SETUP – DEFAULTS menu choice.

Licensed Material
Property of Freightdata 2000 Limited

Setting up Defaults.

Now you have your data linked you can now return to the ACCOUNTS OPTIONS - DEFAULTS screen to set up default values to be used when setting up Sales and Purchase Ledger Accounts and any defaults needed to pass valid information over with the Sales/Purchase Invoices and Credit Notes.



All the Sales and Purchase Default options will be recognisable from items that you have set up in for example the Sage Line 200 programs. Choose the options that best suit your company. you will not be allowed to Accept until the data is valid.

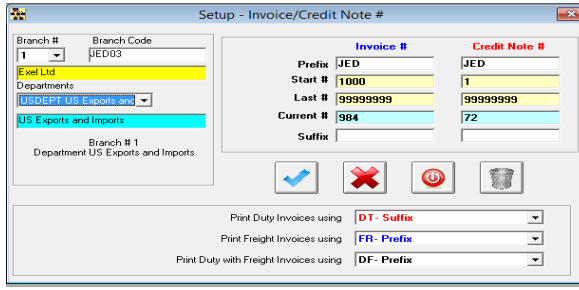
Licensed Material
Property of Freightdata 2000 Limited

SAGE LINE 200 and other ACCOUNTING LINKS

Invoice and Credit Note Numbers.

The system will default to one set of Invoice numbers and one set of Credit Note Numbers starting at 1, for any Branch/Company added to the system. To change these starting/printing options go into MANAGEMENT – ACCOUNTS OPTIONS and choose SETUP INVOICE/CREDIT NOTE #.
In this window you can set up Invoice/Credit Note ranges for Individual Departments as well as the whole Branch/Company. These can be distinguished on printing by adding your own Prefixes and/or Suffixes.

For instance the Prefix may signify the Branch as in LON for London and the Suffix may define a department such as FRE for French Exports. Or you could have just the Prefix of LON for London and instead of choosing a specific department you can select ALL from the pull-down list.



You can of course use both these options giving for example your French Exports Department their own set of Invoice/Credit Notes and the rest of the Branch/Company all using the ALL range. The Invoice range used will be dependent on your current Branch/Department choice.

Licensed Material
Property of Freightdata 2000 Limited

SAGE LINE 200 and other ACCOUNTING LINKS

Invoice and Credit Note Numbers – Continued

. Invoices and Credit Notes have their own separate ranges.
Enter the ranges required and set the current Numbers to your last numbers used.

As each Invoice or Credit note is produced in Freightdata, the next available number will be taken within the appropriate Branch/Department

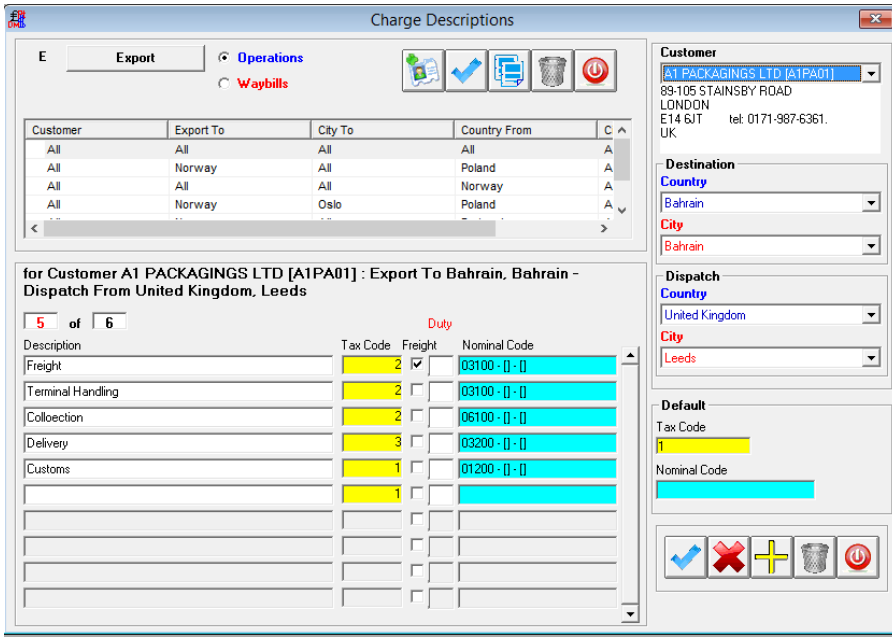
When the Last number has been reached the number will recycle back to the Start number.
Accept your choices with the OK button, then EXIT.

Licensed Material
Property of Freightdata 2000 Limited

ACCOUNTING LINK

Charge Descriptions Now that the links and defaults are in place you will be able to create your Invoice Charge Descriptions. (If you already have Charge Descriptions set up they will need to be amended to link to the Accounting).

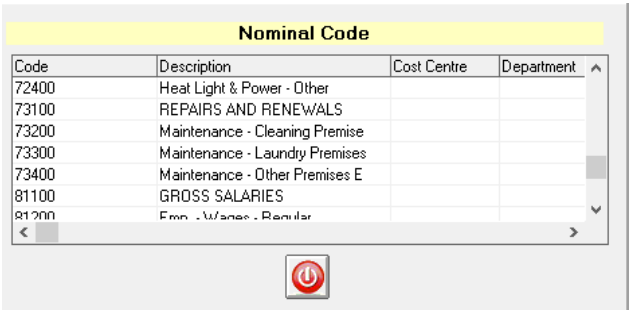
From the MANAGEMENT-ACCOUNTS OPTIONS choose CHARGE DESCRIPTIONS.



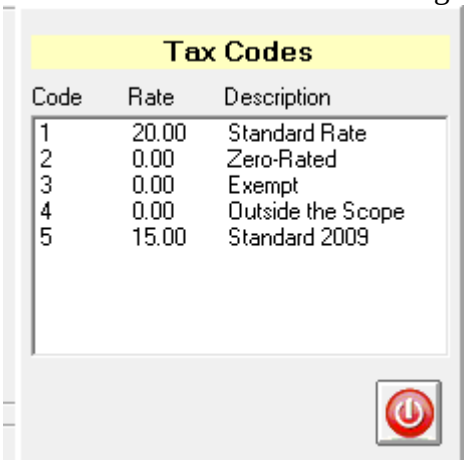
Each line entered as a Charge Line Description must have somewhere to go on the Nominal ledger as well as a Tax code entered. In addition the system must be supplied with a default Nominal code so that if a user enters a new line of charges onto the Invoice then the charge has somewhere to go into on the Nominal Ledger.

Licensed Material
Property of Freightdata 2000 Limited

ACCOUNTING LINK



Click onto the Nominal Code box for the appropriate line to bring up the list of valid Line 100 Nominal Codes. Highlight any line to change the Nominal code against the chosen Charge line. When the correct code has been entered use the EXIT button to return to the Charge Description screen.



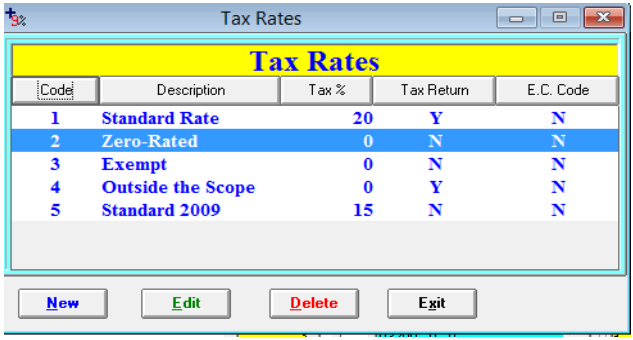
The Default Nominal Code will be the code previously set up in the ACCOUNTS OPTIONS – DEFAULTS screen above. Change it there if necessary.

Tax Codes are entered in the same manner. Click on the field to bring up the Tax Code List.

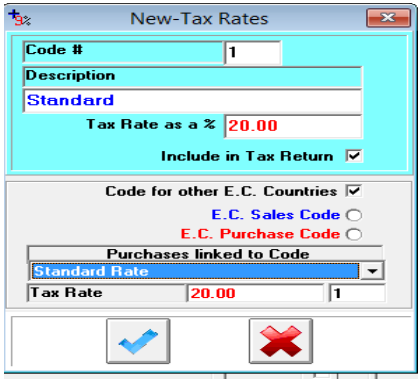
Licensed Material
Property of Freightdata 2000 Limited

ACCOUNTING LINK

Tax Code Set-up. As Freightdata 2000 uses a similar system to Sage for Tax codes there is no need to create a physical link between to 2 systems.



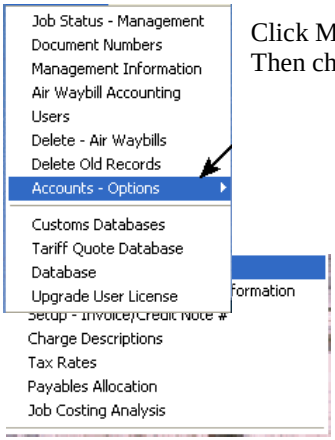
However it is recommended that the codes in Freightdata 2000 be checked to be the same as the codes used in Sage Line 100.
Highlight an existing Code to edit or Delete or press the New buttons.
Code Numbers are unique in the range 1 to 99.
See Tax Code/Rates set up in the full Freightdata 2000 Manual.



Peachtree, Quick Books & Other Accounting Links



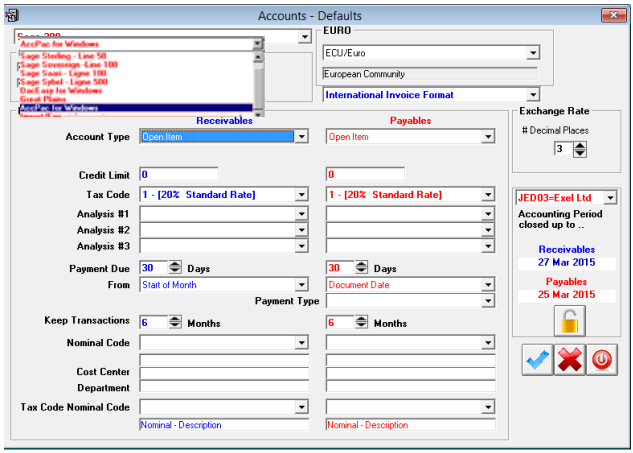
The procedure explained here will be the same for all accounting systems. AccPac, Peachtree & Quick Books as well as all other accounting systems with Import & Export Facility can use this procedure to link their accounts.



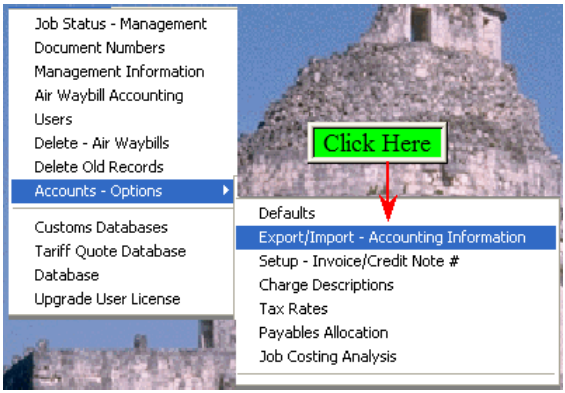
Click Management above, then choose Accounts Option. Then choose Defaults.

Licensed Material
Property of Freightdata 2000 Limited

The screen example here after click defaults shows the option for different account systems to be linked. Our first example shows AccPac for Windows. We then choose International format. Tax Rates and Invoice formats along with Nominal Codes are chosen here also depending on your chosen accounting system. Once this is completed, click the "Check" box below to go to the next section.

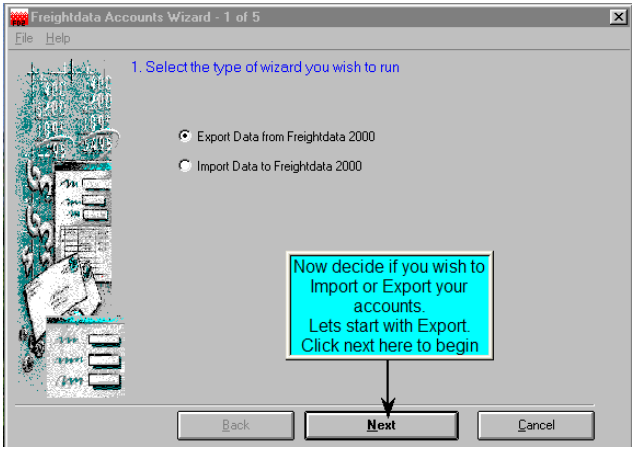


Now return to the menu choice again and click the Export/Import – Accounting Information.



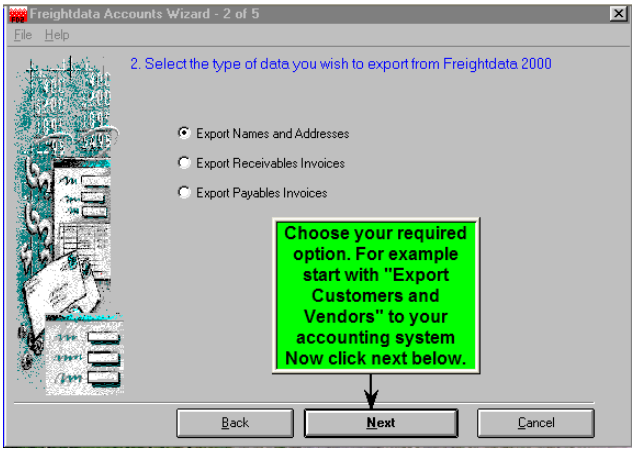
Licensed Material
Property of Freightdata 2000 Limited

This section will allow you to Export your accounting information from Freightdata into your required accounting system. Choose Exports and click the "Next" button.



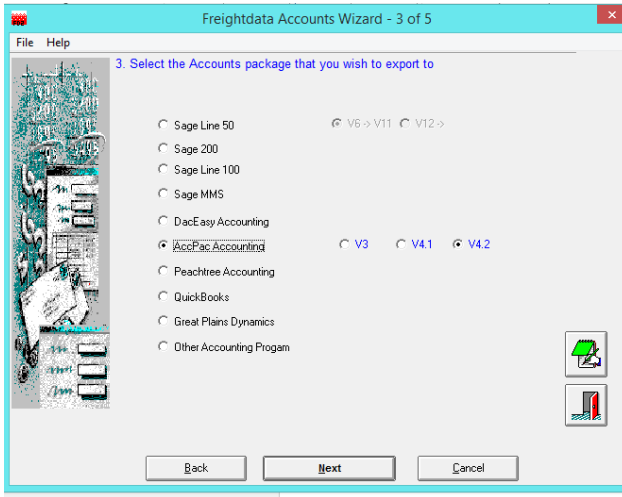
Licensed Material
Property of Freightdata 2000 Limited

We can start with Exporting all our names and addresses from Freightdata to your accounting system. Remember you need to have an account name entered from Freightdata before you export accounting information.



Licensed Material
Property of Freightdata 2000 Limited

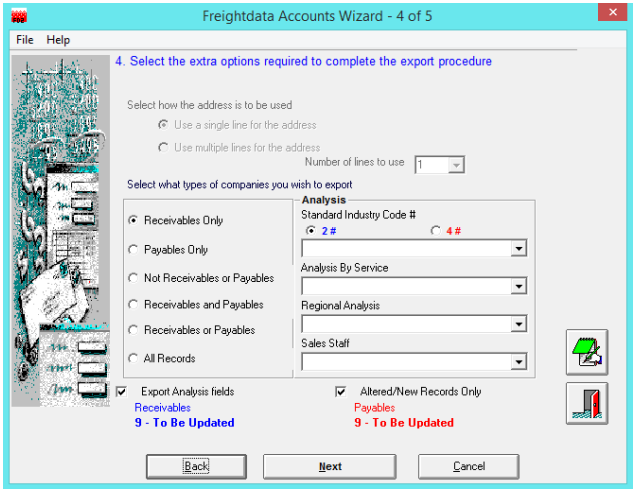
Now this is where you choose your accounting system. Firstly we have chosen AccPac. Now click "Next"



Licensed Material
Property of Freightdata 2000 Limited

This option provides you with the choice of exporting Customers or Vendors from Freightdata to Peachtree.
Some Accounting Systems allow other options to be Imported.
Click next when you have finished with this screen.

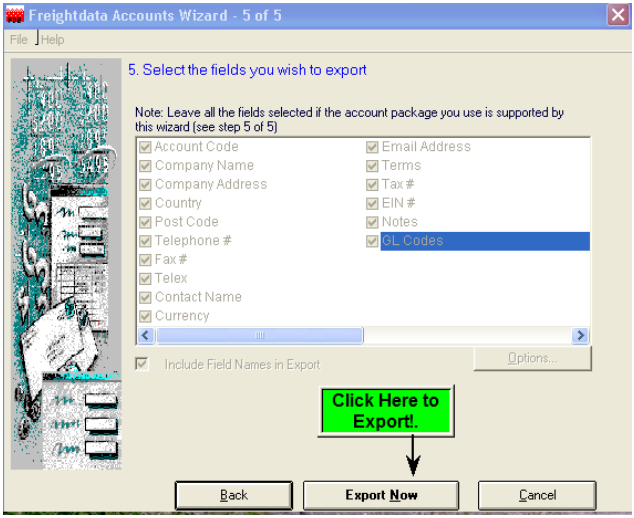
Choose your option for "Recivables" (Purchases)



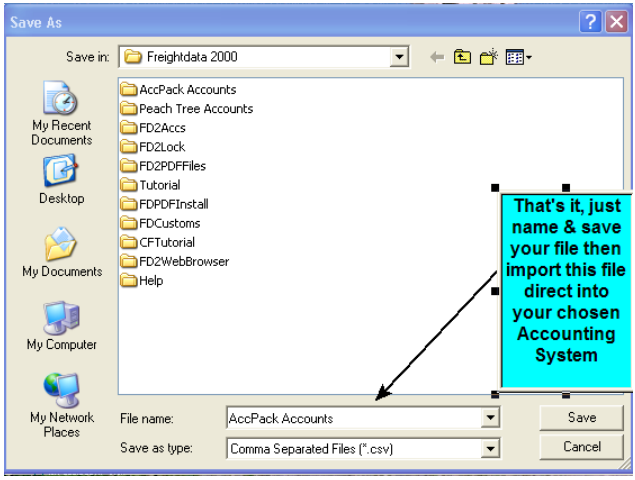
Licensed Material
Property of Freightdata 2000 Limited

Freightdata 2000

Simple choices made in the Wizard allow you to Export and Import Customer and Vendor details without having to re-enter data. Invoices and Credit Notes can be exported in much the same way. It's as easy as pressing the mouse button.



The File is now is listed for you to send to your accounting package. Press the save button to complete. Now let's look at the Importing side of the Freightdata Wizard. Here is the best way to produce labels for Customers using data in Freightdata.



Export Names and other data to MS EXCEL & Word

Create Label Option: First you need to Export the Names and Addresses from Freightdata.
The easiest way to do this is as follows:

From the **Management Menu** choose **Accounts Options** then- **Export/Import Accounting Information**.

Here look under the File Menu - Settings to verify the sizes of the fields you want to Export for Customers/Suppliers (first tab) they are probably okay but make sure that you have at least 30 characters for Names and Addresses.
Close the Settings.

Licensed Material
Property of Freightdata 2000 Limited

Choose as follows
Export Data - Press Next

Export Names and Addresses - Press Next

Other Package - Press Next

Use a Single Line for the Address (I think this is okay - if not later try again with Multiple Lines)
Use Sales Only
Remove the tick in Export Analysis Fields
Remove the tick in Altered/New Record only - Press Next

Choose the fields needed (remove ticks from those not needed)
Probably Company Name, Company Address, Post Code, Country and maybe Contact are only needed.
Account Code may stay but can be removed from Excel.

Press Next

Choose a **meaningful file name** and save the file to somewhere you will remember. Save as a CSV file
Eg: CustomerList.csv in My Documents.

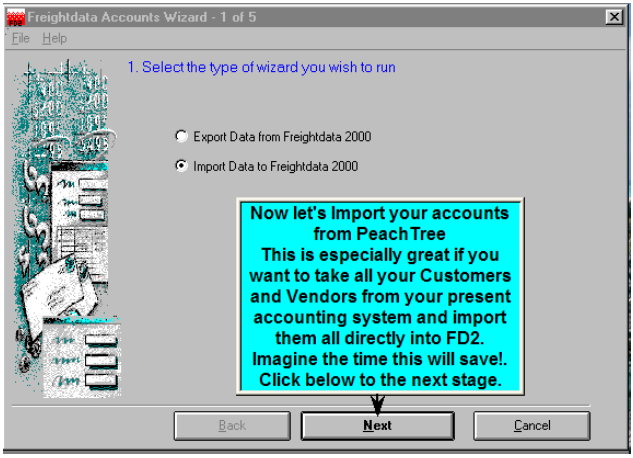
After Exporting the list Open the file Eg: CustomerList .csv in **EXCEL**.

Now follow the instructions below from Microsoft on **how to create Labels from an Excel file using WORD**.

Licensed Material
Property of Freightdata 2000 Limited

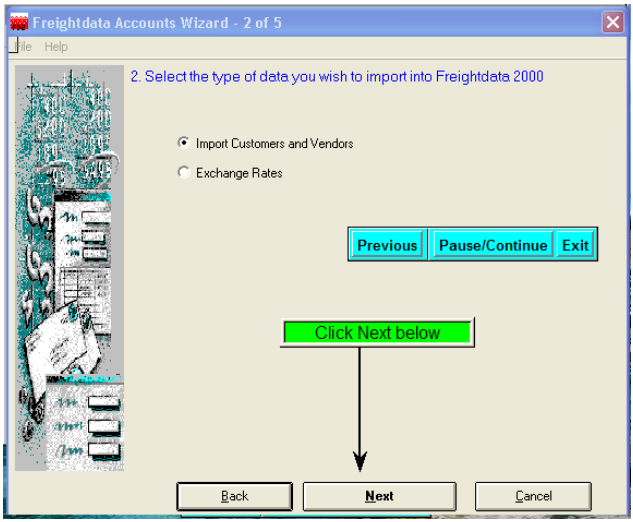
FREIGHTDATA 2000

This is where you start to Import your accounting data from your accounting system. This is especially useful when you wish to transfer your accounting names and addresses into Freightdata. Choose Imports and click the Import Radio Button.



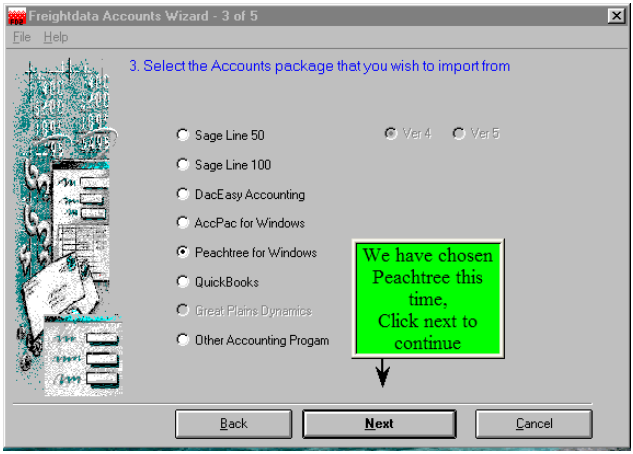
Licensed Material
Property of Freightdata 2000 Limited

Now Import Customers and Vendors.



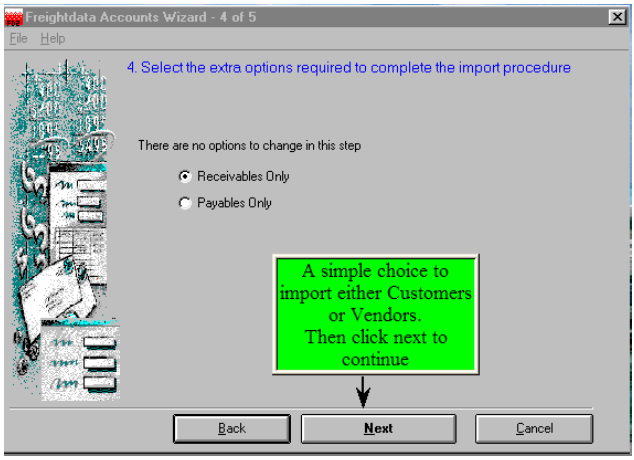
Licensed Material
Property of Freightdata 2000 Limited

We have chosen for this example “Peachtree” Accounting.
Now click the “Next” Button.



Licensed Material
Property of Freightdata 2000 Limited

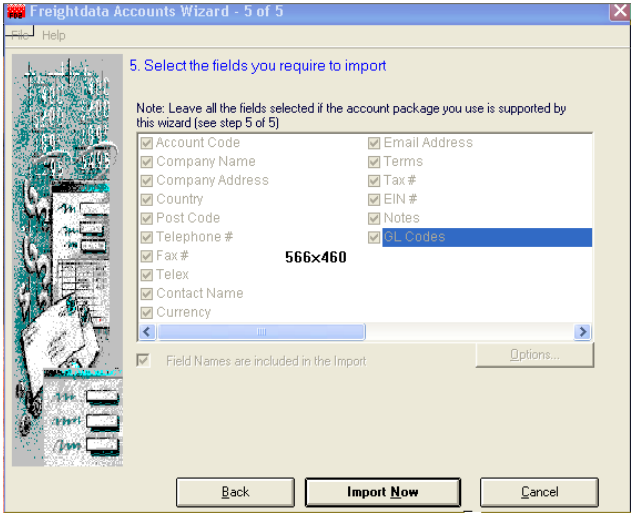
Start here with Receivables (Purchases) Only
Then Click the "Next" Button.



Licensed Material
Property of Freightdata 2000 Limited

You will now be asked for the pathname of the file that you have previously exported from Peachtree or your chosen Accounting system

Click Import Now!



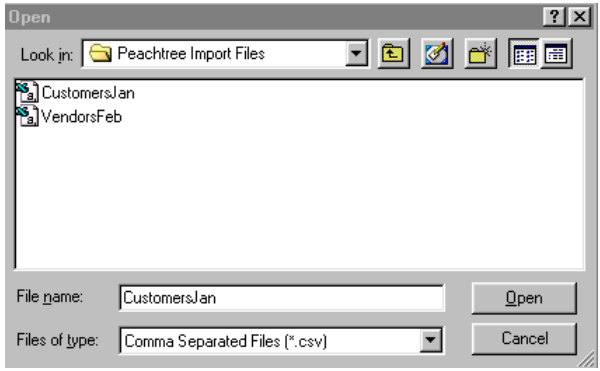
Licensed Material
Property of Freightdata 2000 Limited

FREIGHTDATA 2000

In this last operation Find the file you expected from "Peachtree" and open it!. That's it! You can find and follow this information in our on Line "Tutorial" in your software.



That's it!.
Just find the file you exported from Peachtree and Open it



Licensed Material
Property of Freightdata 2000 Limited

FD2000 Security

Licensed Material
Property of Freightdata 2000 Limited

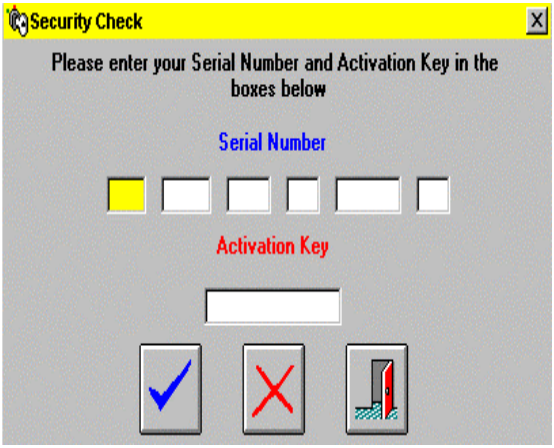
Security introduction

FD2000 Security provides the user with complete flexibility to choose by limitation, the FD2 menu options shown by department & user. The FD2 Security manager is responsible for the complete use of the security and controls its permissions. However, the FD2 Security manager can appoint systems administrators relevant to each department: I.e., management accounting, accounts, airfreight, Trusted operator etc.
Each User or department can be limited to set menu choices relevant to his function in the company and within that function, have other limited choices dependant on the Systems administrator. For example the Accounts department operators may have senior accountants needing full access to all management and accounting issues. However, the other members of staff responsibility may be limited to only the creation and booking in of Purchase Invoices. The security will allow both these functions to operate, but will provide the required limitations assigned to each member of staff and will therefore control the information and its access.

However, the Systems administrator can control many types of mixed information so any particular member of staff within the accounting section may have access to operations use. FD2 Security in reverse provides the same option by not allowing operations members access to the accounts section - or if required, only limited accounting access. The same control exists within CargoFind™, which will again limit the access to users, so providing limited access only to members, with a need to know basis.

Licensed Material
Property of Freightdata 2000 Limited

Security Start:

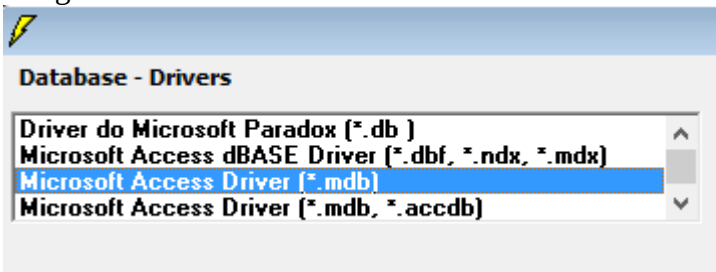


The first option with security will be to enter your security serial number and activation key. After the correct numbers are installed you will see the display below.

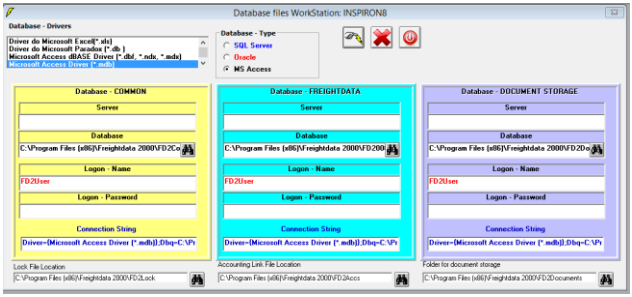
Licensed Material
Property of Freightdata 2000 Limited

Database Files – Administrator

Complete the **Database and tables** in **Database Common** & Freightdata.

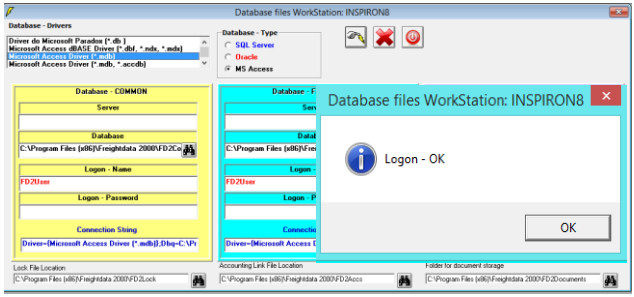


Ensure that the Lock Files and accounts links locations are correct.



Database Files – Work Station

Click the CONNECT button  here



The OK Box appears.
This means that a connection has been established to your chosen database.

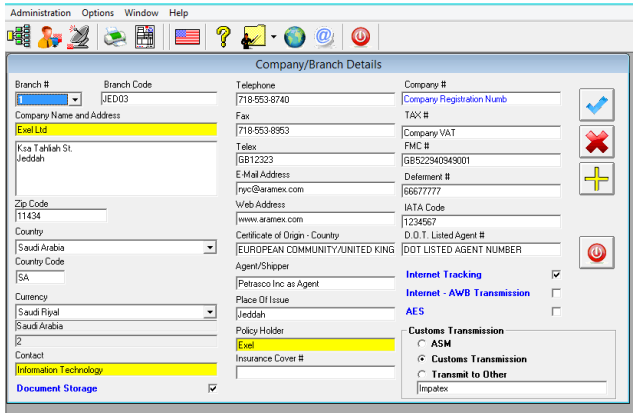
Accept the OK to continue into Freightdata.

Company Branch Information

Complete the Branch information in the same way as the example.

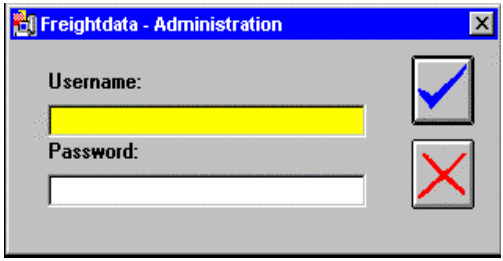
Licensed Material
Property of Freightdata 2000 Limited

Then Click the check box. You will then be asked to verify registration and FD2 will then exit.



Administrators First Task

Enter your User Name & Password.
In lower case: The Password to begin with is ***fdsecurity*** and your Password is ***administrator***
This password makes you the Systems Administrator in total control of your security module. However you should change the Security authorisation from these temporary options to your own.



Licensed Material
Property of Freightdata 2000 Limited

Administrators First Task



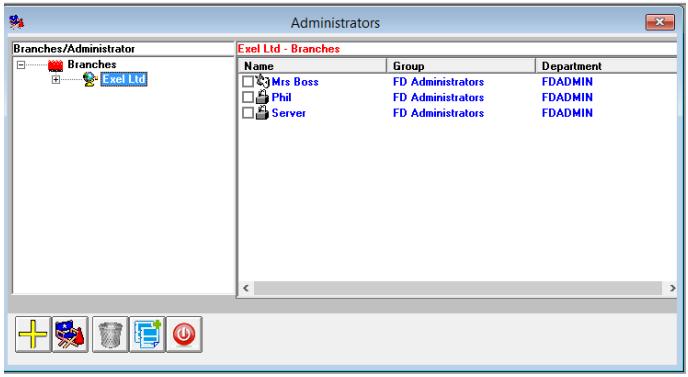
Licensed Material
Property of Freightdata 2000 Limited

Administrators First Task

To change the password for the Systems Administrator Click ***Administrator*** here
Click the Systems Administrator "Chair" and edit the Administrator.



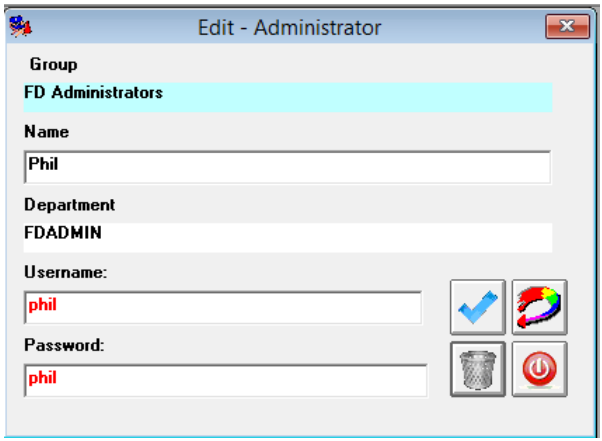
To add an administrator click  here



Licensed Material
Property of Freightdata 2000 Limited

Administrators First Function

This is the display where you change your administrators security passwords.



Please remember them in any way your like, but please do not write them down for everyone to see.

Licensed Material
Property of Freightdata 2000 Limited

Example 1: FD2 Simple Security Hierarchy

DIRECTOR - SYSTEMS ADMINISTRATOR - FRED BLAKE

MANAGER. FRED BLAKE: Total Authority Of The Security Module

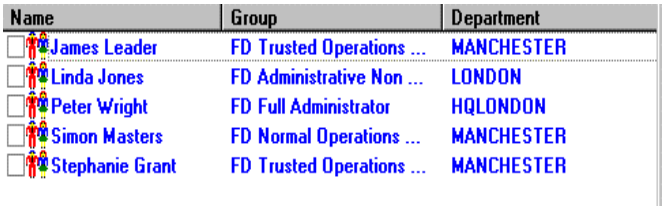
Paul Church: Administrator
John Peters Administrator

Overall Charge of The Security Module.



Name	Group	Department
Fred Blake	FD Administrators	FDADMIN
John Peters	FD Administrators	FDADMIN
Paul Church	FD Administrators	FDADMIN

Appointed Users



Name	Group	Department
James Leader	FD Trusted Operations ...	MANCHESTER
Linda Jones	FD Administrative Non ...	LONDON
Peter Wright	FD Full Administrator	HQLONDON
Simon Masters	FD Normal Operations ...	MANCHESTER
Stephanie Grant	FD Trusted Operations ...	MANCHESTER

Licensed Material
Property of Freightdata 2000 Limited

SYSTEMS MANAGER 

The systems manager as stated earlier, has complete control of the FD2 security. He is able to enter any part of the programme and is able to appointment administrators as well as Users on the system. You have only one Systems Manager.

Appointing ADMINISTRATORS 

> As the SYSTEMS ADMINISTRATOR you have the choice who will be your administrator, this option however is only required where you have departments or other designated personal responsible for the control of the company.

However, there is no need to appoint **ADMINISTRATORS** if you wish only for the **SYSTEMS ADMINISTRATOR** to be in control of the complete FD2 Security.

Once you have decided to appoint administrators, decide on what function you wish them to perform in the company.
For example; You could appoint one to be in charge of your accounts department. This would probably be a senior member of the company authorised to handle all aspects of accounting in your company, but with limited access to the freight operations. Then you may have another administrator in charge of all freight operations with limited access to the accounting this would be normally a senior Cargo Director or manager, and so on. Once you have completed your appointed administrators, the administrator next task is to set up the departments he requires.

Licensed Material
Property of Freightdata 2000 Limited

Administrator –Continued…

Administrator have so limited functions, the main limitations are listed below.

(1) Cannot Appoint other Administrators
(2) Cannot enter Licence/Serial Activation keys.
(3) Cannot appoint themselves Systems Administrators

The next task for the administrator or Systems Administrator is to department the security and appoints users in each department.
***Note*:** You can appoint users without setting up departments.

Administrator– DEPARTMENTS

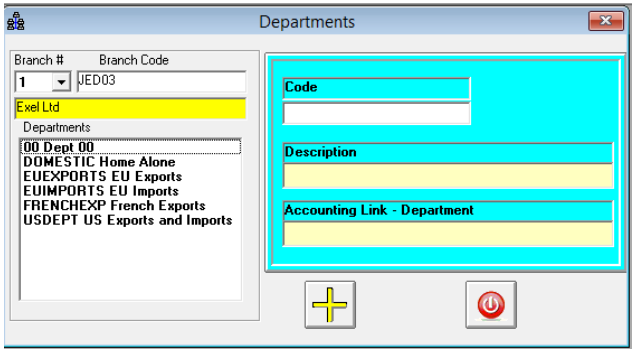
Imagine you are in charge of a large store, in your store there are ***departments*** Some on different floors selling all types of goods, and services. For example, department one coded "C1" sells Cosmetics, department two, on the second floor, sells Shoes Coded "S1"and department three "H1" sells haberdashery – and so on.
You would appoint Departmental Managers or in our case ***Administrators*** to be in charge of each department and therefore be responsible for their control.

See opposite an example of a department in FD2 Security.

Licensed Material
Property of Freightdata 2000 Limited

Administrator – DEPARTMENTS

This example shows a typical set-up where an administrator has created three departments. One for his Senior Accounts Manager, based in London in charge of accounting for the company. A second department for Cargo control in London and another for the branch in Manchester. (By the way the Accounting Link lets certain accounting system make departmental links speak to you FD2000 authorised VAR for more information.)

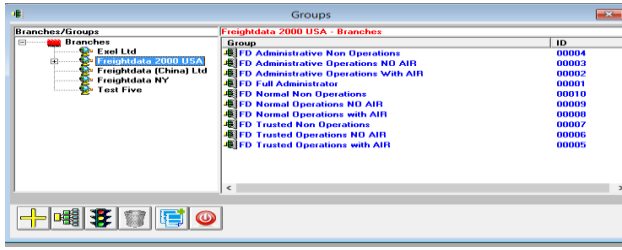


Licensed Material
Property of Freightdata 2000 Limited

What Are Set Groups

Set Groups allow group permissions for departments within the FD2 Security. For example, these groups could take the form of two accounting offices, one with responsibility for group accounting another for Cargo accounting. However, within the groups other individual permissions can be set. For example an accounting group can have set permissions to carry out separate tasks only relevant to those individuals, such as asset control, another Management statistics.

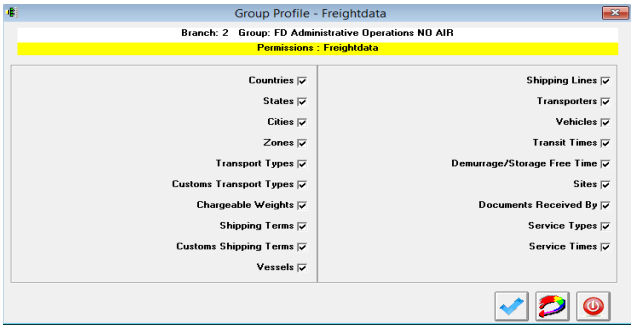
In the same way the Cargo group can have set permissions also set-up with various permissions again with individual requirements. For example some operations personnel may have Air Freight permissions, some General Cargo, others with permissions for Job Costing etc, etc. This is all achieved by clicking into the branch section on the left-hand side and then clicking the Globe as shown in the example below. Next, click on the branches group and log on the right, applying as a check in the required box in the group profile, the permissions required.



Groups

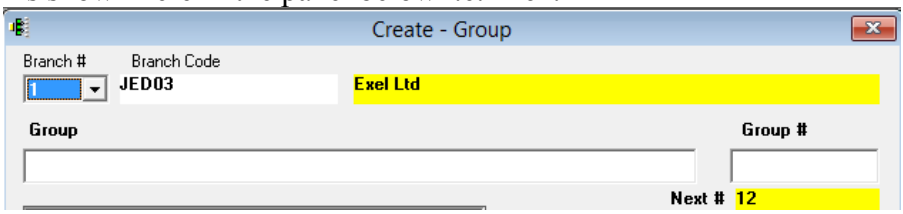


Groups can be edited by clicking the Edit a Profile button



To edit a group click here 

To create a new group click here 
Enter the next available group number
As shown here in the panel below i.e. “16”.



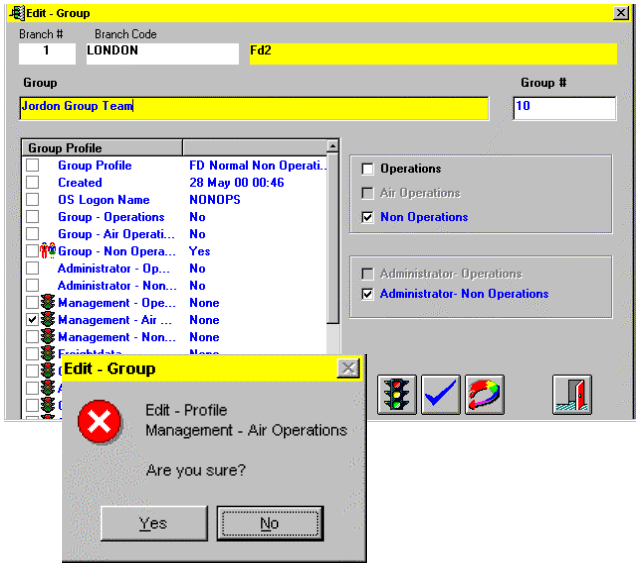
Group Profiles have set features that can be turned off and on to allow limited or full use of the profile. The + button lets you create new groups. The traffic light lets you edit the profile you have created.

Licensed Material
Property of Freightdata 2000 Limited

Security Edit Group:

Not Only does FD2 Security provide set profiles, you can set up your own profiles for Groups. By entering the description in the Group you can choose the profiles you require: After entering the Group name remember to enter the next available group number: You can also Edit Existing Groups here.

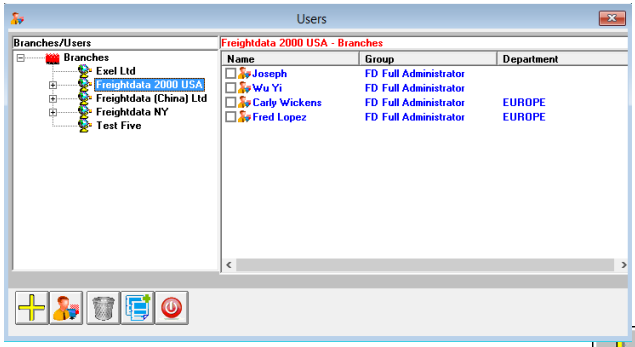
See Example below.



Users



Now it's time to set-up users. Click the "ICON" above and you will see the display below.
This shows on the right hand side all your "Users".
To see the permissions of the users click the Globe on the right side, highlight the user and you will see a profile on permissions. Click the "-" to return to the list of "Users".

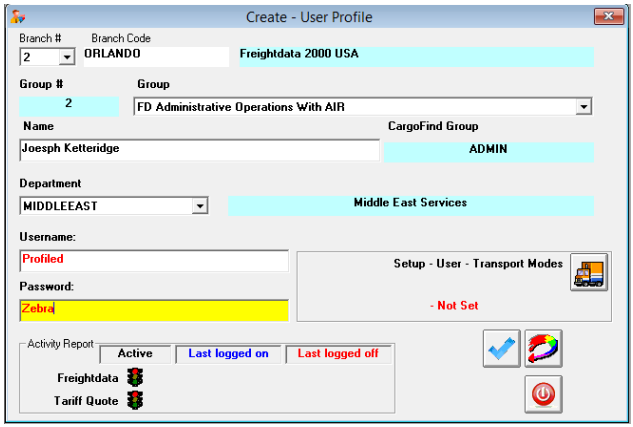


USERS **Continued….**



To Create a new "User Profile" Click this
See example below.
Your new User will then appear in the User List.
Note: The User is active when the traffic light is set to Green.
To Edit the User Profile Click this.

Licensed Material
Property of Freightdata 2000 Limited



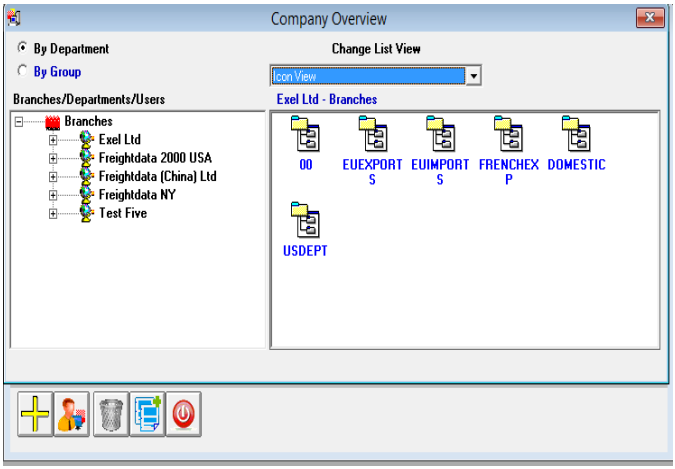
To Copy a profile click this

Licensed Material
Property of Freightdata 2000 Limited

Administration: Company *Overview*

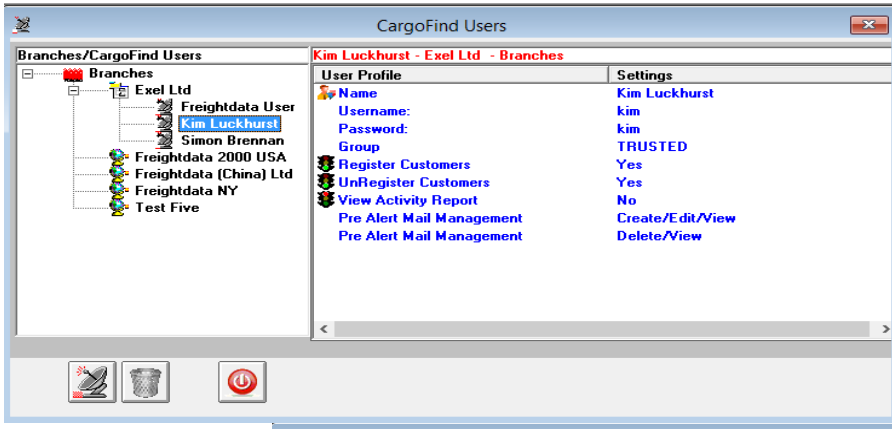
The ***company Overview*** provides to options.
One to view the Security Module by department the other by Group.

You also have the option to ***Change List View that*** is the way from the right displays in a window explorer style:
Example of **"*Icon View*"** below.

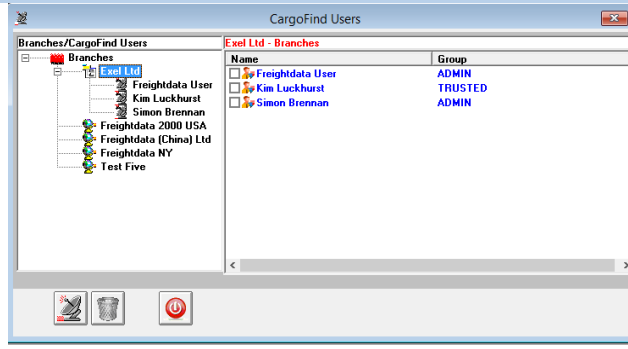


Licensed Material
Property of Freightdata 2000 Limited

Cargo Find Users Security



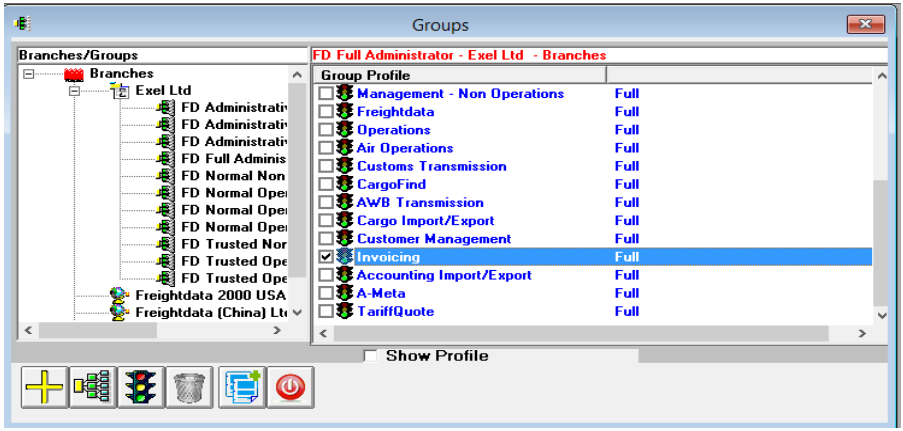
In the same way as other security modules CargoFind™ also has its on security to appoint users. CargoFind™ Users can be edited by clicking this “ICON” in this section



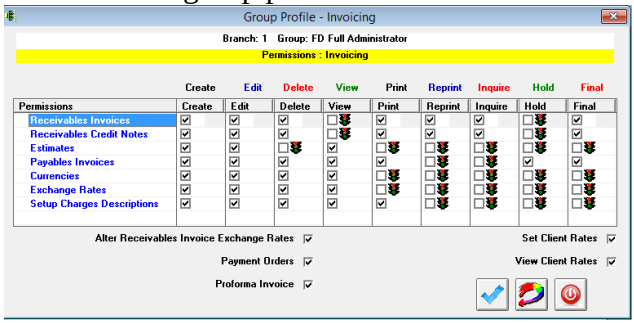
Licensed Material
Property of Freightdata 2000 Limited

Users Security Accounts Section

Here is an example of security to the account section.
We are able to control which User has permissions to create Invoices, Credit Notes etc in the account section.



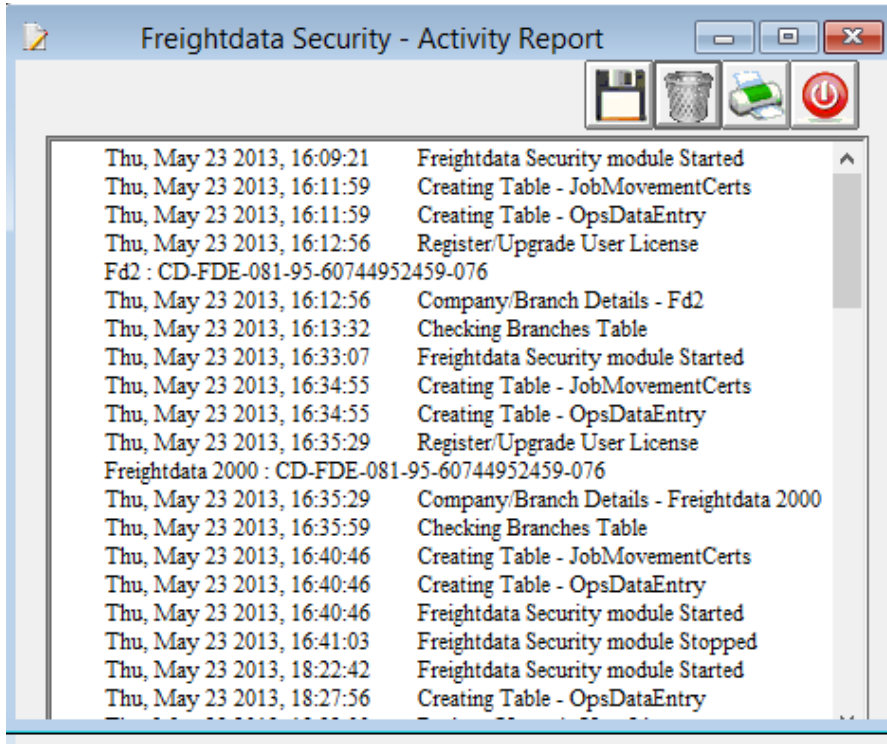
Use the Edit Profile option to access this via the Groups, highlight the section in the group profile. Here we have clicked invoicing.



Licensed Material
Property of Freightdata 2000 Limited

View Activity Reports: Security Reports

Provides Activities of operations as a report: example below.
This will provide the Administrator with activity and highlight problems that may have occurred while running the Security Module.



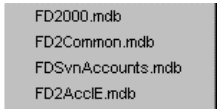
Licensed Material
Property of Freightdata 2000 Limited

Options Menu: Active Users:

Active Users will display all Active Users on the System with the option to delete Active Users.

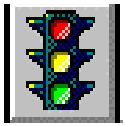
Options Menu: Compact & Repair Databases.

Your Security module lets you Compact & Repair your database automatically without having to resort direct to the ACCESS Database (SQL Where it is Used).



You will need to choose the Database you wish to repair. You can if you wish automatically choose to repair all. By Compacting & repairing your database on a regular basis, before each back up you not only protect your data but also improve its running performance.

Traffic Lights



Traffic Lights shown in the Profiles will show Three Stages of Activity. These Are Listed Below.

(1) Red: Not In Use
(2) Amber: Pending
(3 Green: Active.

Licensed Material
Property of Freightdata 2000 Limited

CargoFind

Licensed Material
Property of Freightdata 2000 Limited

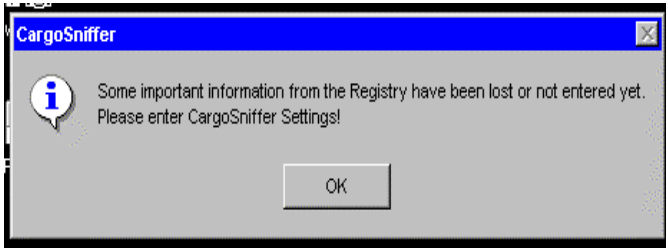
CargoSniffer

Installation

Before entering CargoFind it is important to install the Client end of your software.
The client part consists of several modules including the CargoSniffer and CargoFind Email Agent. These need to be installed on a PC that has access both to the Internet and the Freightdata databases.

This section covers this side of the installation and should be fully understood before proceeding
If you are unsure of the installation, contact Fd2000 or your approved VAR
(Value Added Reseller).

When you start to run the CargoSniffer the following screen will appear to force the entry of the Settings needed to communicate with the Server.

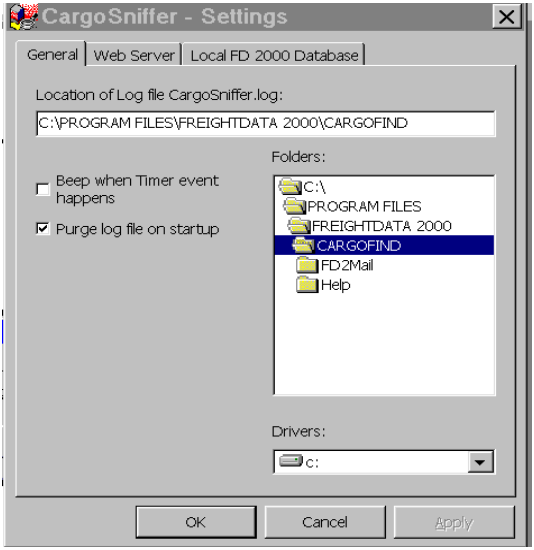


On pressing the OK button the Settings window appears.

Licensed Material
Property of Freightdata 2000 Limited

CargoSniffer – Settings – General Tab

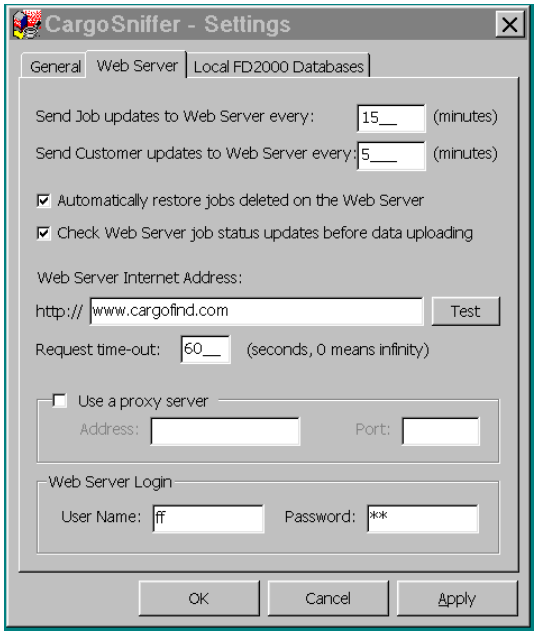
The settings are split into 3 tabs.
The first 'General' tab will want to know where the CargoSniffer log is to be located.
This will default to the installation folder but you can change this using the Tree view and drive boxes. This log can be checked from within the CargoFind or CargoSniffer modules and is used to record the functions performed by the CargoSniffer, Events recorded include checking and updating Local and Server databases etc.



CargoSniffer – Settings – Web Server Tab

The second tab – Web Server – is used to tell CargoFind how often to check and update the Server. It also shows the Server web address and you must enter the Logon and Password details chosen when you Registered on the Internet.

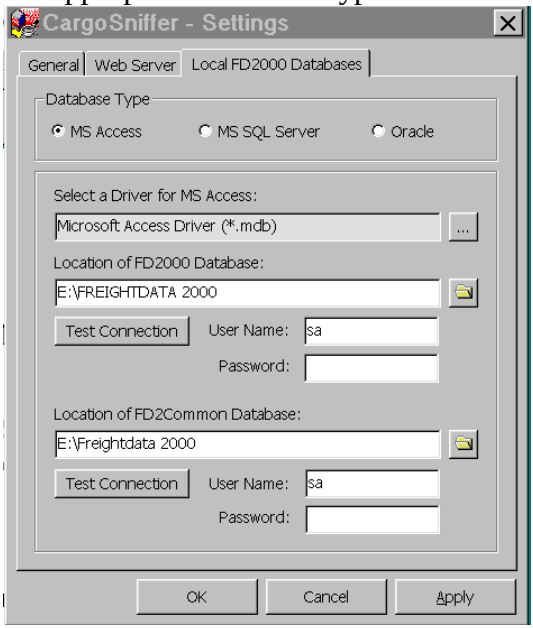
Licensed Material
Property of Freightdata 2000 Limited



Licensed Material
Property of Freightdata 2000 Limited

CargoSniffer – Settings – Local Databases Tab

The final tab tells the CargoSniffer where to locate your local databases and any other information required for connecting. Choose the appropriate Database type and Driver.



CargoSniffer – Running

Once you have accepted the Settings you will see an Icon in the System Tray located on the left side of the Windows toolbar.

This shows in 3 possible ways:



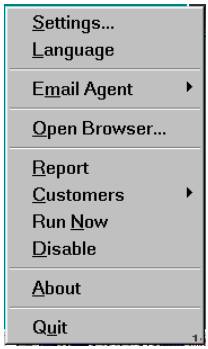
This shows that the CargoSniffer is loaded but Disabled. IE: No transactions will be sent to and from the Server.

Licensed Material
Property of Freightdata 2000 Limited

They will be stored until Enabled.

 This Icon means that the CargoSniffer is enabled and will pass information to and from the Web Server according to your settings.

 This icon indicates that the CargoSniffer is communicating with the Server and will send Cargo and Statuses and retrieve updated inform.



Right click on the Icon to show the CargoSniffer Menu choices.

The first choice- **Settings** – has been covered in the previous section.

Choose **Language** to change the Language shown.
Open Browser will start up your Internet connection and open your Browser.
Disable will temporarily Disable the CargoSniffer and will be replaced with **Enable** to re-enable the CargoSniffer.
Run Now – forces an immediate exchange of information between the local CargoSniffer and the CargoFInd Web Server.
About will show the About box details.

Licensed Material
Property of Freightdata 2000 Limited

CargoSniffer – Other Menu Choices

Choose **Report** to view the Log file.

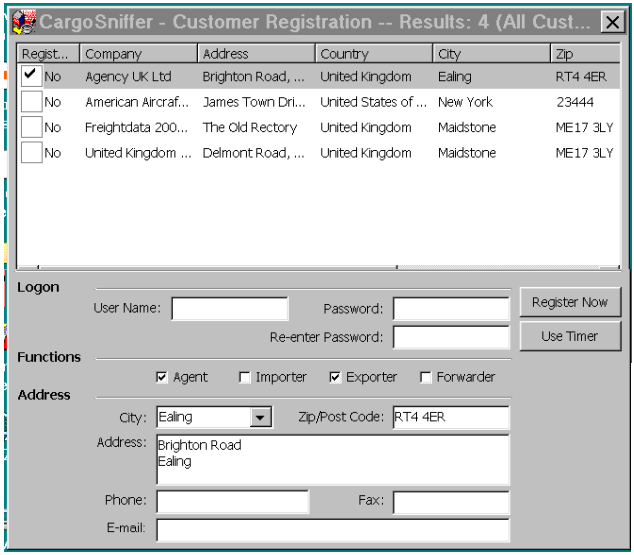


Choose **Customers** to have a further choice of **Register** and **Verify**. **Verify** will check Customers registered with the Web Server and synchronise between the two.

Licensed Material
Property of Freightdata 2000 Limited

CargoSniffer – Customers Menu - Register

Register shows a window showing Customers:



The Filter option changes what is displayed: Choose a Customer by Checking it and press register to show:

Licensed Material
Property of Freightdata 2000 Limited

CargoSniffer – Customers Menu – Register

When you choose to Register or UnRegister using the CargoSniffer, you can also choose to Update immediately – **Register Now** – or use the CargoSniffer Timer Settings – **Use Timer**.

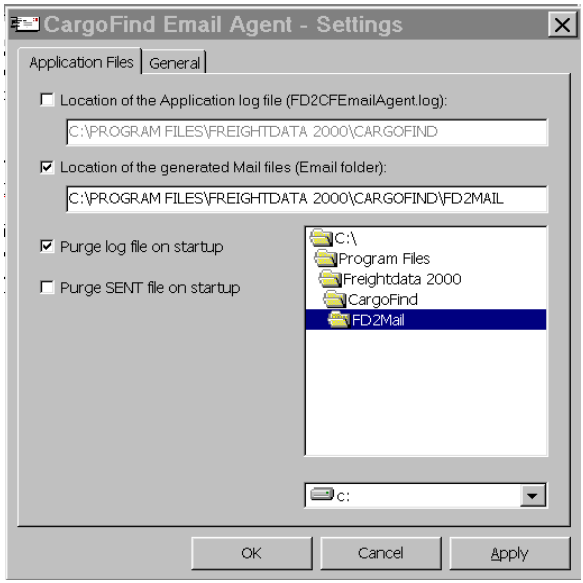
Normally Customer registration and de-registration will be performed within the CargoFind module of Freightdata.
This is because the CargoFind module exists on every workstation that has had Freightdata installed, whereas the CargoSniffer is a standalone module running in the background usually on your Database or Internet/Email Server

Licensed Material
Property of Freightdata 2000 Limited

CargoSniffer – Email Agent

This choice on the CargoSniffer Menu gives further choices of Settings, Report, Start and Stop. These all apply to the CargoFind Email Agent. The Email Agent will send Emails to your Customers depending on the Status of their Cargo. Who gets the Email and for what Status is set up within the CargoFind Module normally by an Administrator.

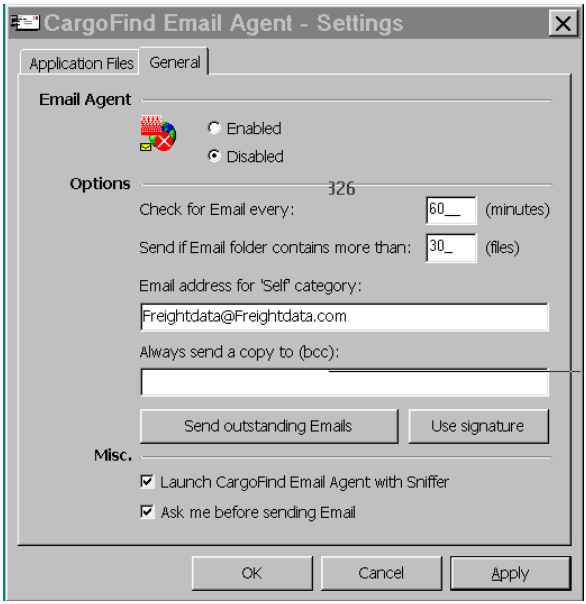
Settings from this menu choice apply to how often the files are checked for sending the prepared emails, etc. The first tab applies to Log file locations.



Licensed Material
Property of Freightdata 2000 Limited

CargoSniffer – Email Agent – Settings

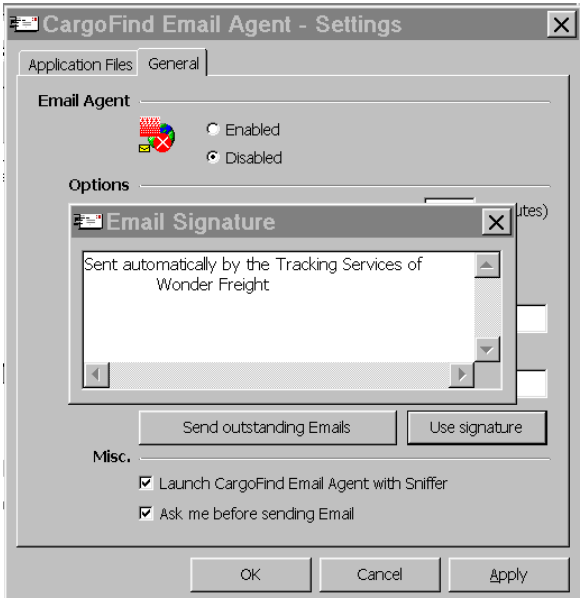
The second tab shows the address to use when 'Self' is chosen in the Pre Alert setup of CargoFind. Also you can choose an Address for a Blind Copy (BCC) so that every email sent has a copy sent to yourself. You also have settings here for how often to send the emails. All outstanding emails can be sent immediately from this option.



Licensed Material
Property of Freightdata 2000 Limited

CargoSniffer – Email Agent – Settings

If a signature is required this can be set here.



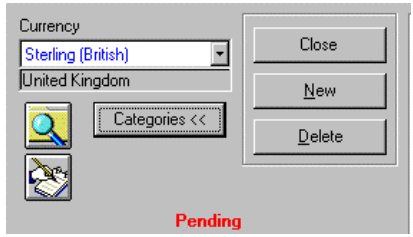
You can choose to have the Email Agent automatically start when you start the CargoSniffer. You can also control this from the Program Folder/Menu.

Customer Registration

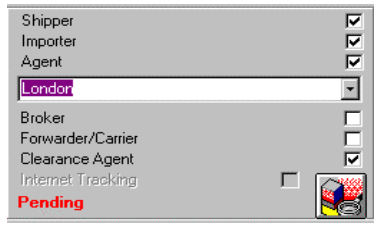
Customer registration can be performed from two areas within Freightdata. The first is from the Accounts set-up window so that Customers can be registered as soon as they are entered into your database. The second area is from within the CargoFind Module. From Freightdata 2000 software make your registration in the accounts section.

Licensed Material
Property of Freightdata 2000 Limited

(See Fd2000 Welcome Manual) Found in Account "Customer Base"
First Step: Choose Categories
Second Step; if you have not already done so, complete the name and address of your client, including his email address. Note you have two email addresses possible if you want to split account use both where Operational contacts away from contacts.



Third Step: Click the Importer or Agent as well as Broker, Forwarder/Client & Clearance Agent. This will tell the system what type of Customer this is.



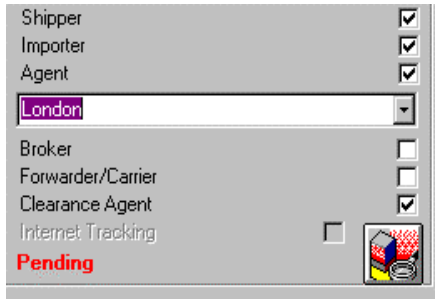
Customer Registration..Continued



Fourth Step: update your information & Re-Click Categories

Fifth Step***:*** Click the "FD2 Icon" below to register your customer. This will automatically send to FD2000 cargoFind™ Server the registration for
This Customer**. PENDING** will appear in your display awaiting FD2 to register the
Customer. These only takes a few minutes, then **Registered** will appear automatically, that is, once you have completed the request on the next page.

Licensed Material
Property of Freightdata 2000 Limited



Licensed Material
Property of Freightdata 2000 Limited

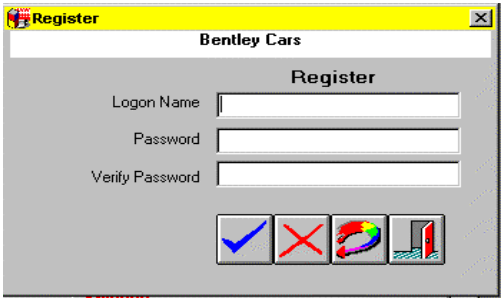
Customer Registration..Continued

Six Step: Complete the Logon name and Password and confirm password.

Registration is now complete: You only need to register the customer once.

The customer or Agent will use this logon and password you have provided as his way of getting Access via the Internet to CargoFind™ This information is confidential and should not be made available to unauthorised personnel.

Pending registration is then visible in the Account information.



Licensed Material
Property of Freightdata 2000 Limited

REMOVE A CUSTOMER FROM CargoFind™

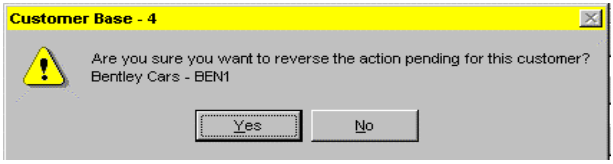
To remove customer from registration Click the Red Icon Again, you will be prompted;



This will notify FD2 CargoServer™ to remove the name from the active users.

Sixth Step: ***Complete the Logon name and Password and confirm password.***

Registration is now complete: You only need to register the customer once



Licensed Material
Property of Freightdata 2000 Limited

Customer Registration. Continued

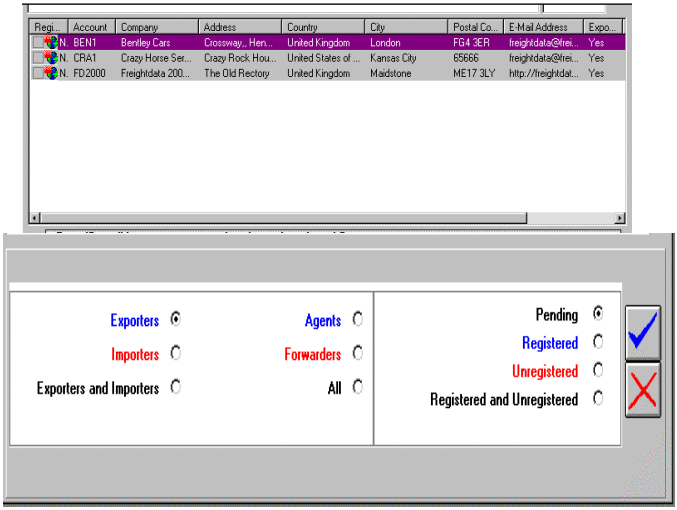
Now go back to CargoFind in the MS Windows Start Click on the first “ICON” 



Click on the first “ICON” Customer registration

You will see a list below of pending or registered Customers in CargoFind.™ Below you will see a list of customers awaiting registration. Click this Timer opposite “ICON” and then confirm in the display at the bottom of the screen:

Example shows “Exports Pending”. Therefore choose in the panel what procedures you would like to see.

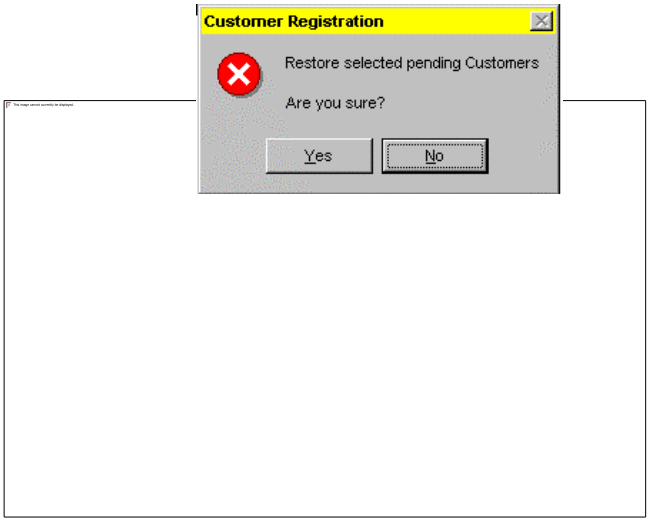


Licensed Material
Property of Freightdata 2000 Limited

Customer Registration….Continued

To de-register Customers that are pending  you can click this button to select all or click in the box for individual changes

If you then press the Cancel button you can restore the customers  to their original status.
You will be given a warning screen below

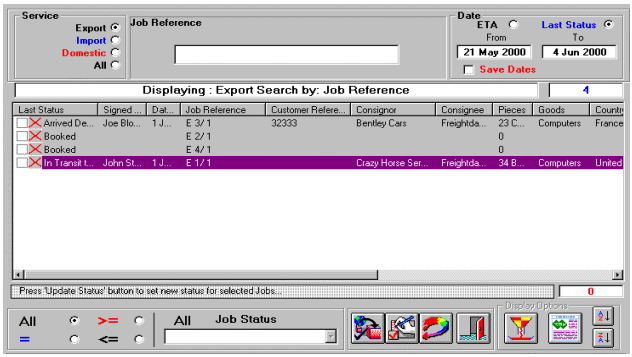


Licensed Material
Property of Freightdata 2000 Limited

Update Job Status

To mark and update a complete consolidation or to direct action a Completed Master Air Waybill or full load you can tick in the Appropriate status to update CargoFind.™ (You can also search Export, Import, Domestic and all as well as by reference. This will update You're current information about the status of the Cargo. You can select these options by Export, Import, Domestic or All, together with the Options to save dates. (This Information appears once you have Completed cargo in the main Freightdata programs).

(This Information appears once you have completed cargo in the main Freightdata programs).



Licensed Material
Property of Freightdata 2000 Limited

Job Status..Continued

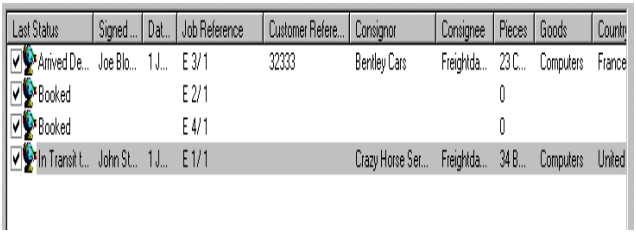
To display all one type of Status you can use the option below. By using the greater then button you can see the shipment equal to this or greater priority.



Select All



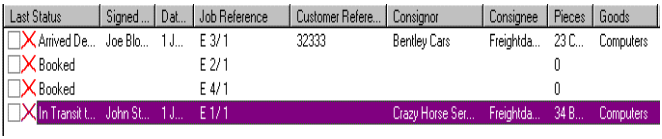
This button will select all users with one or more statues.
For example if you want to issue an arrival notice for all customers displayed this can be achieved here. However if you wish to mix information this can also are achieved. The Globe confirms they are now active.



Licensed Material
Property of Freightdata 2000 Limited

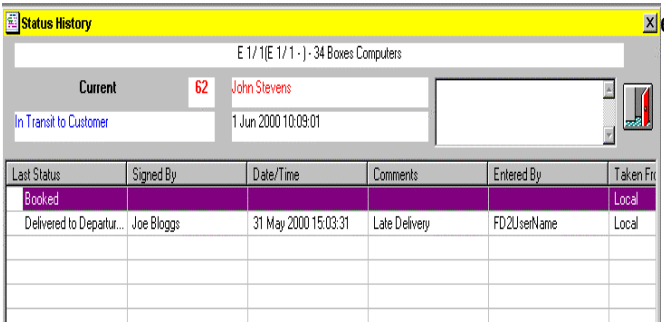
History Button

To find out the  history of the shipment first highlight the shipment you need information on.



Last Status	Signed ...	Dat...	Job Reference	Customer Refere...	Consignor	Consignee	Pieces	Goods
Arrived De...	Joe Blo...	1 J...	E 3/ 1	32333	Bentley Cars	Freightda...	23 C...	Computers
Booked			E 2/ 1				0	
Booked			E 4/ 1				0	
In Transit t...	John St...	1 J...	E 1/ 1		Crazy Horse Ser...	Freightda...	34 B...	Computers

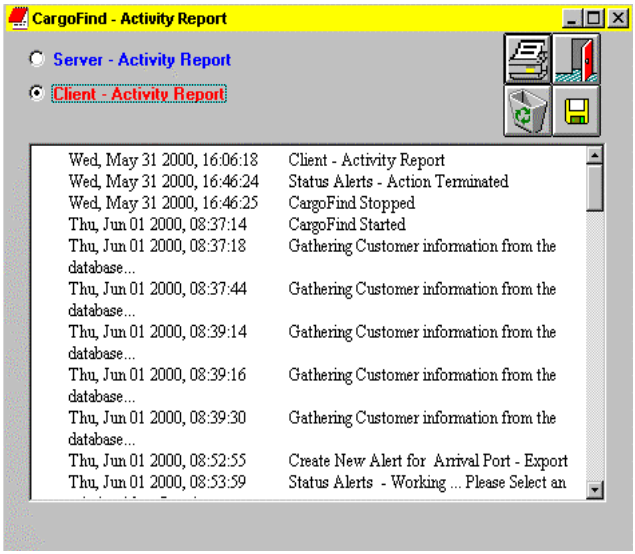
e shipment(s)



Licensed Material
Property of Freightdata 2000 Limited

Activity Report

This report details the action and the activity of the cargo from it's first booking in to it latest activity. These activities can be printed and deleted as required.



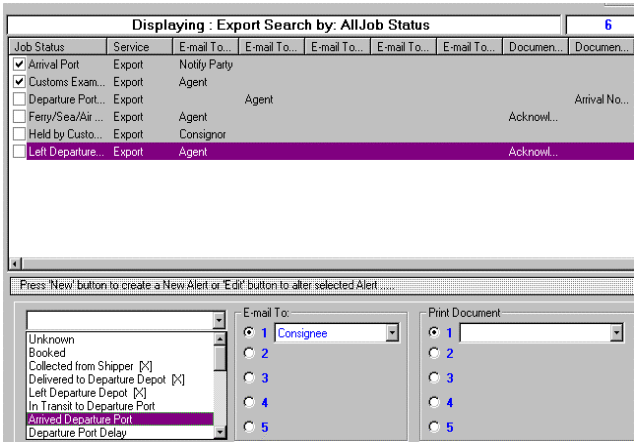
Licensed Material
Property of Freightdata 2000 Limited

Status Alerts

Status Alerts can be set-up by pre alerting the system to automatically send an “Alert” by email to your customer. For example, an Arrive Notice. You can select a number of alerts to notify your Customers or Agents.

By selecting the + option the display  activates below the email function, which becomes active. Select the Alert you require, and add this to the list of existing alerts

To choose an Alert for your customer click the required Alert, then mark it to be included it in your selection.

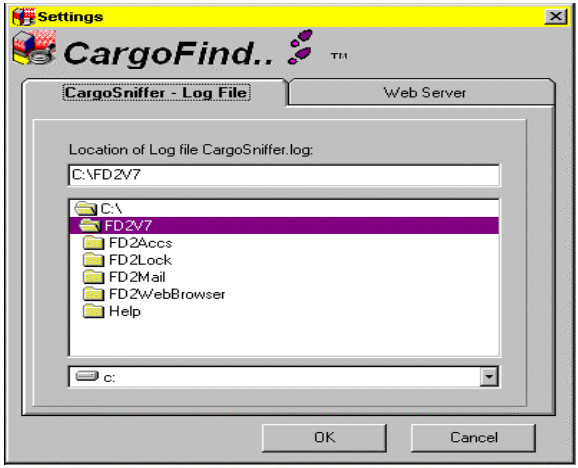


Licensed Material
Property of Freightdata 2000 Limited

Settings of CargoFind™

The Cargo Sniffer is a stand-alone programme that provides the link between your local databases and the CargoFind Web Server. Running in the background it will “Sniff” out Cargo and customer information that needs to be uploaded to the Server.
It will also send email alerts depending on Cargo status and download Cargo status when required.

The Cargo sniffer has it’s own settings which the user will be requested to set-up on first loading.
The Log File is used to record action between the client’s computer and the server. This option on a single PC CargoFind™



Licensed Material
Property of Freightdata 2000 Limited

Web Server.

The Sever is controlled here for timings and settings for the web end as timeouts etc. The user here this is for the display end only can make no changes.



Licensed Material
Property of Freightdata 2000 Limited

INDEX

Licensed Material
Property of Freightdata 2000 Limited

A

Access, 7, 10, 14, 36
ACCESS Data, 95
ACCOUNTING LINK, 44, 48, 51, 53, 55
Accounting Links, 35, 37, 39, 40, 41
Accounts Defaults. **See DEFAULTS ACCOUNTS OPTIONS**, 37, 38, 39, 41, 44, 46, 48, 51, 53
AccPac, 10, 16, 25, 61
Activation Key, 10, 14, 21
Active users, 111
Activity Report, 117
Activity Reports, 94
ADMINISTRATOR, 81, 82, 84
ADMINISTROR – DEPARTMENTS, 84, 85
Agent, 108, 110
Alerts, 116
Analysis, 44
Analysis Codes, 44

B

Branch, 39, 40, 48, 49, 50
Branch/Company, 39, 40, 48, 49
Branch/Department, 40, 49
Branches, 10, 13, 16, 20, 25, 27, 38

C

Cargo Find, 92
Cargo sniffer, 119
Cargo Sniffer, 97, 119
CargoFind, 73, 92, 96, 97, 110, 111, 112, 114, 119
CargoSniffer – Customers Menu - Register, 103
CargoSniffer – Other Menu Choices, 102
CargoSniffer – Running, 100
CargoSniffer – Settings – General Tab, 98
CargoSniffer – Settings – Local Databases Tab, 100
CargoSniffer – Settings – Web Server, 98
Categories, 108
Change List View, 91
Charge Descriptions, 41, 43, 51
CHARGE DESCRIPTIONS, 38, 41, 51
Charge Line Description, 41, 51
Common Database, 12, 15, 18, 23, 26
Compact & Repair Databases., 95
Company Details, 10, 13, 16, 20, 25, 27
confirm password., 110, 111
Copy a profile, 90
Cost Centres, 44
Countries, 44
Create Label Option, 64
Credit Limits, 36
Currencies, 44
Currency, 37, 38
Currency codes, 37
current, 40, 49, 50
Customer Registration, 107, 108, 110, 112

D

DataBase, 95
Databases, 7, 11, 14, 18, 21, 25, 36, 119
decimal places, 38
DEFAULTS, 37, 44, 45, 46, 53
department, 39, 48
Departments, 10, 13, 16, 20, 25, 27, 38, 39, 44, 48

Licensed Material
Property of Freightdata 2000 Limited

Directory for Accounts files, 13, 16, 20, 23, 27
Directory for Shared temporary files, 12, 16, 20, 23, 26
Duty, 41, 42

E

Edit Group, 88
email addresses, 108
Export, 32
Export Names, 64
Export/Import – Accounting Information., 58

F

format, 36, 38
Freight, 32

G

Getting Started., 32
Globe, 86, 89, 115
Groups, 86, 88

H

Hardware & Software Requirements, 7
Hierarchy, 81
history, 116
History, 116

I

Import, 32
Import Customers and Vendors., 67
Import your acconting data, 66
INDEX, 121
Installing Freightdata 2000, 8
Internet, 110
Invoice and Credit Note Numbers, 39, 40, 48, 50
Invoice Numbers, 10, 16, 25
Invoice/Credit Note numbers, 38

J

Job Costing Database, 12, 15, 18, 23, 26
Job Reference Database, 12, 16, 19, 23, 26
Job Status, 114, 115

L

Line 100, 44, 45, 46, 53, 55
LOGO, 13, 20, 24, 27

M

MANAGEMENT, 37, 38, 39, 41, 44, 48, 51
Map a Network Drive, 10, 18, 25
MDB, 11, 12, 14, 15, 16, 18, 19, 21, 22, 23, 26
Multi-Currency Invoices/Credit Notes, 38

N

Network Versions, 9
Network with Separate Directory, 14, 16, 18, 20
Network with Separate Server, 21, 23, 25, 26
Nominal, 37, 41, 44, 51, 53
Nominal Code, 53
Nominal codes, 44
Nominal Codes, 53
Nominal ledger, 51

Licensed Material
Property of Freightdata 2000 Limited

Nominal Ledger, 41, 52
Notify, 111, 118

O

Options Menu, 95
Own settings, 119

P

Password, 77, 110, 111
Payment Types, 44
Peach Tree, Quick Books, 56
Peach Tree" Accounting., 68
PENDING, 108
permissions, 73, 86, 89
Prefix, 39, 48
Prefixes, 39, 48
Purchase Invoices, 46

R

RE MOVE A CUSTOMER, 111
Register, 10, 16, 25
Repair, 95

S

SAGE LINE 100, 44, 55
search, 114
Security, 72, 73, 74, 81, 82, 84, 86, 88, 91, 92, 94, 95
Security Accounts Section, 93
Security Introduction, 73
Security Serial number and Activation key, 74
Security Start, 74
Select All, 115
Serial Number, 10, 11, 14, 18, 21, 25
Server PC, 10, 14, 18, 25
Set Groups. See
Setting up Defaults, 46
SETUP INVOICE/CREDIT NOTE #, 39, 48
SET-UP INVOICE/CREDIT NOTE #, 38
shared across a network, 10
Simple Network, 10, 12, 13
SQL, 36, 95
Suffix, 39, 48
Suffixes, 39, 48
SYSTEMS MANAGER, 82

T

Tax code, 41, 51
Tax Code, 43, 54, 55
Tax Code Setup, 55
Tax Code/Rates, 55
Tax Codes, 54
Timer, 112
Traffic Lights, 95

U

Unique Pathname, 12, 14, 18, 22, 26
Users, 89

V

VAT, 41
View Activity Reports. See Activity Reports

W

Welcome to Freightdata 2000 for Windows 95, 6
What Accounting Package can I Link to?, 36

Licensed Material
Property of Freightdata 2000 Limited

Licensed Material
Property of Freightdata 2000 Limited