

## 5. Print Line Manifests:

Print inbound line schedules manifested to service centers. The delivery receipts may also be printed at this time.

00/00/00 16:06:22 FLMPR	<b>Trucking Company</b> <b>Print Line Manifests</b>
By From Terminal _____ and To Terminal _____	
Or Manifest# _____	
Dispatch Date <u>0/00/00</u>	
Reprint Previous <u>N</u>	
Print D.R's <u>N</u>	
Print Label # <u>N</u>	
Printer ID _____	
Copies <u>1</u>	
<b>F3=Exit</b> <b>F11=Search</b>	

**From Terminal:** Enter the origin terminal code where the delivery originated, or enter “?” to select from a list of terminals. An entry is required in this field.

**To Terminal:** Enter the destination terminal code where the delivery is going, or enter “?” to select from a list of terminals. An entry is NOT required in this field.

**Manifest Number:** Enter the manifest number to print or leave blank to print all of the Line Manifests. When a specific manifest number is selected, a date is not necessary. If the manifest number is unknown, you have the option of searching for a manifest with **F11**.

**Dispatch Date:** Enter the dispatch date to print. The date is not necessary when entering a specific manifest number.

**Reprint Previous:** This defaults to “N”, but can be used to reprint a selection of any previously printed manifests by setting this field to “Y.”

**Print D.R.'s:** This field defaults to “N”, but can be used to print the delivery receipts that go with the manifest. If both “Print Previous” and this field are set to “Y”, the DR's will print unconditionally. However, once the DR's print, they are flagged as printed and will not print through the normal process (Print Delivery Receipt, option 10) unless the “Print Previously Printed DR's” field is set to “Y” in option 10.

**Print Label Number:** This field defaults to “N.”

**Printer ID:** Most users are set up with a default printer but may be overridden to print on any printer at any location.

**Copies:** Enter the number of copies you wish to print.