

What You need to know about...

NEW HORIZON



A quick guide to get you started

What You need to know about...YOUR ACCOUNT

Your main account provides complete access. It can be entered by typing your username (usually your depot email address), and your password into the New Horizon Log In page.

To edit your settings, click on MY ACCOUNT, **1** then EDIT. **2**

To add additional users to your account (these users have restricted access), click on MORE USERS **3** and complete the form.

The screenshot shows a user interface for account management. On the left is a navigation menu with items: MY ORDERS, MY ACCOUNT, My Account (highlighted in red), MY RULES, and MY UPLOADS. The main content area is divided into sections: Account Identification, Operational Address, and User (administrator). Each section has a red circle with a number (1, 2, or 3) pointing to a specific element. On the right side, there are four buttons: SIGN OUT, BASKET, EDIT, and vCARD. The 'more addresses' and 'more users' buttons are also visible.

1 My Account

2 EDIT

3 more users

Account Identification

Account Name STEVENSON WINES

Account Number CSW01

Language EN

VAT Number **1**

Operational Address **1** more addresses **2**

Country United Kingdom

Postcode PL19 9QN

Address line 1 UNIT 22/24

Address line 2 PLYMOUTH ROAD INDUSTRIAL ESTAT

City Tavistock

County Devon

Phone 01822616272

Fax

Email CSW01.Consignor@apc-overnight.com

User (administrator) **1** more users **3**

First Name

Surname

SIGN OUT

BASKET

EDIT

vCARD

What You need to know about...**MANUALLY CREATING ORDERS**

.To create a collection, go to MY ORDERS, then ORDER ENTRY. **1**

.Text boxes outlined in red must contain information.

.Type in the postcode, then choose POSTCODE ADDRESS FINDER. Choose your customer's address. **2**

MY ORDERS

Order Entry

1

Filter Template

Template Please select...

Delivery Type

Sender Recipient Third Party

Order

Collection Date 30/03/2017

Ready At 13:00

Closed At 19:00

Reference Number

Collection PL19 9QN

Delivery [Addressbook](#) [Postcode Address Finder \(QAS\)](#)

2

Country

Postcode

Company/Name

Address Line 1

Address Line 2

City

County

MY ACCOUNT

MY RULES

MY UPLOADS

Unique ref
000000000003241565
Con Number:
PL19 9QN Tavistock
PL19 9QN Tavistock - 30/03/2017
Ref:

PRINTING Printing

TRACKING Tracking

TEMPLATES Templates

ORDERS OVERVIEW Orders Overview




SIGN OUT


BASKET

BACK

What You need to know about...**MANUALLY CREATING ORDERS**






- .Choose the delivery type from the drop down **TYPE** **1** field.
- .Enter the item's weight and complete the Weight, Length, etc. (if required)
- .If you have more than one item with identical dimensions, change the quantity in the **#ITEMS** **2** field, then click outside the box. This will duplicate the first line.
- .Click **ADD** **3** to include another item with different dimensions.
- .Then choose **SHOW AVAILABLE SERVICES**. **4**

MY ACCOUNT 
MY RULES 
MY UPLOADS 

Fragile 

Items

#Items 1	Static Weight(kg) 1	Volumetric Weight(kg) 1
<input type="text" value="3"/> 2	90.00	0.00

1	Type 1	Weight(kg) 1	Length(cm) 1	Width(cm) 1	Height(cm) 1	Value(£) 1	Volumetric(kg)
01	PARCEL 	<input type="text" value="30"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.000
 02	PARCEL 	<input type="text" value="30"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.000
 03	PARCEL 	<input type="text" value="30"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.000

ADD **3** **Show Available Services** **4**

What You need to know about...**MANUALLY CREATING ORDERS**

.Choose your service by clicking on the appropriate radio button. **1**

.Option: If this is a regular service, you can choose to create a template for later use.

.Click on the **SAVE AS TEMPLATE** **2** box to confirm.

.Click on **CONFIRM & PRINT** **3** to confirm the service and print the label.

The screenshot displays the APC Order Entry interface. On the left, there is a navigation menu with options: Order Entry (highlighted), Printing, Tracking, Templates, and Orders Overview. Below the menu are sections for MY ACCOUNT, MY RULES, and MY UPLOADS, each with a downward arrow. The main area shows a table of services with columns for selection, APC logo, service name, calendar icon, date/time, quantity, and weight. The '1600 Parcel' service is selected with a radio button. To the right of the table are buttons for SIGN OUT, BASKET, SAVE TO BASKET, CONFIRM & PRINT, and BACK. Below the table, there are checkboxes for 'Save as Template' and four confirmation options: Shipper Order Confirmation, Recipient Order Confirmation, Sender Delivery Confirmation, and Recipient Delivery Confirmation. The '2' callout points to the 'Save as Template' checkbox, and the '3' callout points to the 'CONFIRM & PRINT' button.

<input type="radio"/>		1000 Parcel		30/03/2017 15:00	1	31/03/2017 10:00	90
<input type="radio"/>		1200 Parcel		30/03/2017 15:00	1	31/03/2017 12:00	90
<input checked="" type="radio"/>		1600 Parcel		30/03/2017 15:00	1	31/03/2017 16:00	90
<input type="radio"/>		0900 Non-conveyable		30/03/2017 15:00	1	31/03/2017 09:00	90
<input type="radio"/>		1000 Non-conveyable		30/03/2017 15:00	1	31/03/2017 10:00	90
<input type="radio"/>		1200 Non-conveyable		30/03/2017 15:00	1	31/03/2017 12:00	90
<input type="radio"/>		1600 Non-conveyable		30/03/2017 15:00	1	31/03/2017 16:00	90
<input type="radio"/>		0900 XS Service		30/03/2017 15:00	1	31/03/2017 09:00	90
<input type="radio"/>		1000 XS Service		30/03/2017 15:00	1	31/03/2017 10:00	90
<input type="radio"/>		1200 XS Service		30/03/2017 15:00	1	31/03/2017 12:00	90
<input type="radio"/>		1600 XS Service		30/03/2017 15:00	1	31/03/2017 16:00	90

Save as Template
 Shipper Order Confirmation
 Recipient Order Confirmation
 Sender Delivery Confirmation
 Recipient Delivery Confirmation

SAVE TO BASKET
CONFIRM & PRINT

What You need to know about...ORDERS OVERVIEW

1. Click on MY ORDERS, then ORDERS OVERVIEW.
2. Enter your search criteria and click on SEARCH.
3. Hover your mouse cursor over the CON NUMBER to view details of the order.
4. Click on the STATUS link to view the current status of the order.

The screenshot shows the 'Orders Overview' page. On the left, a sidebar menu has 'Orders Overview' highlighted with a red circle and the number 1. The main area features a search filter bar with fields for 'From' (29/03/2017), 'Until' (30/03/2017), 'Carrier', 'Con Number', 'Reference', 'Template', 'Postcode', 'Service', 'Status', and 'Delivery Type' (Sender, Recipient, Third Party). A 'Search' button is highlighted with a red circle and the number 2. Below the filter bar, a table lists orders. The first row is highlighted with a red circle and the number 3, and its 'Status' link is highlighted with a red circle and the number 4. The table has columns: Account, Con Number, Carrier, Reference, City, Postcode, Status, Date, and Printed. The first row shows 'STEEVENSON WINES' with Con Number '201703300010160000002', Carrier 'APC OVERNIGHT', Reference 'N/A', City 'Tavistock', Postcode 'PL19 9QN', Status 'LABEL PRINTED', Date '30/03/2017', and a checkmark in the Printed column. The second row shows 'STEEVENSON WINES' with Con Number '000000000003241592 None', Carrier 'APC OVERNIGHT', Reference 'N/A', City 'Tavistock', Postcode 'PL19 9QN', Status 'ORDER CREATED', Date '30/03/2017', and a red dot in the Printed column. At the bottom, it says 'Showing 1 to 2 of 2 entries' and has navigation buttons: First, Previous, 1, Next, Last.

Account	Con Number	Carrier	Reference	City	Postcode	Status	Date	Printed
STEEVENSON WINES	201703300010160000002	APC OVERNIGHT	N/A	Tavistock	PL19 9QN	LABEL PRINTED	30/03/2017	✓
STEEVENSON WINES	000000000003241592 None	APC OVERNIGHT	N/A	Tavistock	PL19 9QN	ORDER CREATED	30/03/2017	●

What You need to know about...TRACKING

.Specific orders can be identified using the tracking option.

.Click on MY ORDERS, then TRACKING. **1**

.Type your consignment number, or full, or part, postcode into the search box and press Enter on your keyboard. **2**

.Double click on the CON NUMBER **3** that appears to view the item's history file and current status.

The screenshot displays a user interface for tracking orders. On the left, a sidebar contains navigation options: 'MY ORDERS' (with an upward arrow), 'Tracking' (highlighted in red with a magnifying glass icon and a red circle '1'), 'Templates', and 'Orders Overview'. Below these are 'MY ACCOUNT', 'MY RULES', and 'MY UPLOADS', each with a downward arrow. The main content area features a dark header with 'Orders' and a notification icon (red circle '2'). Below the header is a search bar containing 'PL19' and a search icon. The search results show a 'Con Number' (red circle '3') with a double-click icon, followed by the text: '201703300010160 0000002', 'PL19 9QN Tavistock', 'PL19 9QN Tavistock - 30/03/2017', and 'Ref:'. On the right side of the interface, there are two buttons: 'SIGN OUT' and 'BASKET'.

What You need to know about...RULES

.Rules allow you to automate service allocation, eliminating potential human error. The following is an example of how they can be used.

.Click on MY RULES, then RULES. **1**

.The example below shows a FIXED RULE **2** ensuring that all parcels under 5kg allocated to the 1200 parcel service

MY ORDERS

MY ACCOUNT

MY RULES **1**

Zones

Rules

Rule Cascade

MY UPLOADS

Routing Rules **1**

search

Routing Rule
Phones over £400

Fixed Routing Rule **2**

Delivery Group All

Rule Type Fixed

Rule name Parcels under 5kg

Collection Zone Origin Zone

Destination Zone Zone United Kingdom

Weight(kg) From 0

To 5

Items From 0

To 999

Goods Value From 0

To 399

Mon **Tue** **Wed** **Thu** **Fri** **Sat** **Sun**

Valid From 30/03/2017

To 30/03/2018

Carrier APC OVERNIGHT

Service 1200 Parcel

3

SIGN OUT

BASKET

SAVE

BACK

What You need to know about...RULES

.This example is a **CONDITIONAL RULE**, **1** ensuring that all mobile phones valued at £400 plus **2** are allocated to the 0900 Parcel service. **3**

Routing Rules ⓘ

search 🔍

ⓘ No records yet

Conditional Routing Rule ⓘ

Delivery Group ⓘ All

Rule Type ⓘ Conditional

Rule name ⓘ Phones over £400

	PTN	Table ⓘ	Field ⓘ	Operator ⓘ	Value ⓘ
✕	01	Shipment Table	Goods Value	>	400

ADD

Carrier ⓘ APC OVERNIGHT

Service ⓘ 0900 Parcel

SIGN OUT

BASKET

SAVE

BACK

What You need to know about...RULES

.This is an example of a fixed 'catch all' rule. **1** That is, where the other two rules don't apply, this rule comes into force. If the parcel isn't under 5kg, and is valued at less than £400, **2** then it is allocated to the 1600 parcel service. **3**

Routing Rules ⓘ

search 🔍

Routing Rule
Default 1600

Routing Rule
Parcels under 5kg

Routing Rule
Phones over £400

Fixed Routing Rule ⓘ

Delivery Group ⓘ All

Rule Type ⓘ Fixed **1**

Rule name ⓘ Default 1600

Collection Zone ⓘ Origin Zone

Destination Zone ⓘ Zone United Kingdom

Weight(kg) From ⓘ 6

To ⓘ 30 **2**

Items From ⓘ 0

To ⓘ 999

Goods Value From ⓘ 0

To ⓘ 399

Mon	Tue	Wed	Thu	Fri	Sat	Sun
☑	☑	☑	☑	☑	☐	☐

Valid From ⓘ 30/03/2017

To ⓘ 30/03/2018

Carrier ⓘ APC OVERNIGHT

Service ⓘ 1600 Parcel **3**

SIGN OUT

BASKET

+

ADD

/

EDIT

×

DELETE

🏠

BACK

What You need to know about...RULES

.To ensure that the rules are applied in the correct sequence, got to MY RULES, then RULES CASCADE. **1**

.Click on the EDIT button (not shown in image below).

.Click on the appropriate CHEVRONS **2** to rearrange the sequence of the rules.

.Once the rules are in order, click SAVE. **3**

The screenshot shows a user interface for managing rules. On the left is a navigation menu with 'MY RULES' selected. The main area is titled 'Rules Cascade' and includes a 'Delivery Group' dropdown set to 'ALL'. Below this is a table with three rules. A red circle with the number '1' highlights the 'MY RULES' menu item. A red circle with the number '2' highlights the up and down chevron icons in the 'Change Priority' column of the second rule. A red circle with the number '3' highlights the 'EDIT' button in the top right corner.

Priority	Rule Name	Rule Type	Active	Change Priority
1	Parcels under 5kg	Fixed	<input checked="" type="checkbox"/>	⬆️ ⬇️
2	Phones over £400	Conditional	<input checked="" type="checkbox"/>	⬆️ 2 ⬇️
3	Default 1600	Fixed	<input checked="" type="checkbox"/>	⬆️ ⬇️

Navigation menu items: MY ORDERS, MY ACCOUNT, MY RULES (selected), MY UPLOADS.

Buttons: EDIT, SAVE, BACK.



APC

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