

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 and **3** complete the form.

MY ORDERS

MY ACCOUNT

MY RULES

MY UPLOADS

Account Identification

Account Name STEVENSON WINES

Account Number CSW01

Language EN

VAT Number 1

Operational Address

Country United Kingdom

Postcode PL19 9QH

Address line 1 UNIT 22/24

Address line 2 PLYMOUTH ROAD INDUSTRIAL ESTATE

City Tavistock

County Devon

Phone 01822616272

Fax

Email CSW01.Consignor@apc-overnight.com

User (administrator)

First Name

Surname

more users

SIGN OUT

BASKET

EDIT

WARRANT

more addresses

2

3

# 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. 2

Choose your customer's address.

MY ORDERS

Order Entry

Printing

Tracking

Templates

Orders Overview

MY ACCOUNT

MY RULES

MY UPLOADS

1

Unique ref  
0000000000003241565  
Con Number:  
PL19 9QN Tavistock  
PL19 9QN Tavistock - 30/03/2017  
Ref:

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

Country United Kingdom

Postcode PL19 9QN

Company/Name STEEVENSON WINES

Address Line 1 UNIT 22/24

Address Line 2 PLYMOUTH ROAD INDUSTRIAL EST A1

City Tavistock

County Devon

Addressbook Postcode Address Finder (QAS)

2

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 **2 #ITEMS** field, then click outside the box. This will duplicate the first line.

Click **ADD** to include another item with **4** different dimensions.  
Then choose **SHOW AVAILABLE SERVICES**.

MY ACCOUNT

MY RULES

MY UPLOADS

Fragile ☐

Items

#Items

3

Static Weight(kg)

90.00

Volumetric Weight(kg)

0.00

	Type	Weight(kg)	Length(cm)	Width(cm)	Height(cm)	Value(€)	Volumetric(kg)
1	PARCEL	30					0.000
X	PARCEL	30					0.000
X	PARCEL	30					0.000

ADD

Show Available Services



# 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** **2** **TEMPLATE** box to confirm.

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

Order Entry

Printing

Tracking

Templates

Orders Overview

MY ACCOUNT

MY RULES

MY UPLOADS

<input type="radio"/>	ARC	1000 Parcel	30/03/2017 15:00	1	31/03/2017 10:00	90	SIGN OUT
<input type="radio"/>	ARC	1200 Parcel	30/03/2017 15:00	1	31/03/2017 12:00	90	BASKET
<input checked="" type="radio"/>	ARC	1600 Parcel	30/03/2017 15:00	1	31/03/2017 16:00	90	SAVE TO BASKET
<input type="radio"/>	ARC	0900 Non-conveyable	30/03/2017 15:00	1	31/03/2017 09:00	90	CONFIRM & PRINT
<input type="radio"/>	ARC	1000 Non-conveyable	30/03/2017 15:00	1	31/03/2017 10:00	90	BACK
<input type="radio"/>	ARC	1200 Non-conveyable	30/03/2017 15:00	1	31/03/2017 12:00	90	
<input type="radio"/>	ARC	1600 Non-conveyable	30/03/2017 15:00	1	31/03/2017 16:00	90	
<input type="radio"/>	ARC	0900 XS Service	30/03/2017 15:00	1	31/03/2017 09:00	90	
<input type="radio"/>	ARC	1000 XS Service	30/03/2017 15:00	1	31/03/2017 10:00	90	
<input type="radio"/>	ARC	1200 XS Service	30/03/2017 15:00	1	31/03/2017 12:00	90	
<input type="radio"/>	ARC	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

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

Enter your search criteria and click on SEARCH. **2**

Hover your mouse cursor over the CON NUMBER **3** to view **4** details of the order.

Click on the STATUS link to view the current status of the order.

MY ORDERS

Order Entry

Printing

Tracking

Templates

Orders Overview

Filter

From (29/03/2017)

Until (30/03/2017)

Carrier

ALL

Con Number

Reference

Service

ALL

Template

Postcode

Status

ANY

Delivery Type

☒ Sender ☒ Recipient ☒ Third Party

SIGN OUT

BASKET

MY ACCOUNT

MY RULES

MY UPLOADS

Show (25) entries

Search:

Account

Con Number

Carrier

Reference

City

Postcode

Status

Date

Printed

STEEVENSON WINES	201203300010160	APC	N/A	Tavistock	PL19 9QN	LABEL PRINTED	30/03/2017	✓
STEEVENSON WINES	0000000003241592	APC	N/A	Tavistock	PL19 9QN	ORDER CREATED	30/03/2017	●

Showing 1 to 2 of 2 entries

First

Previous

1

Next

Last

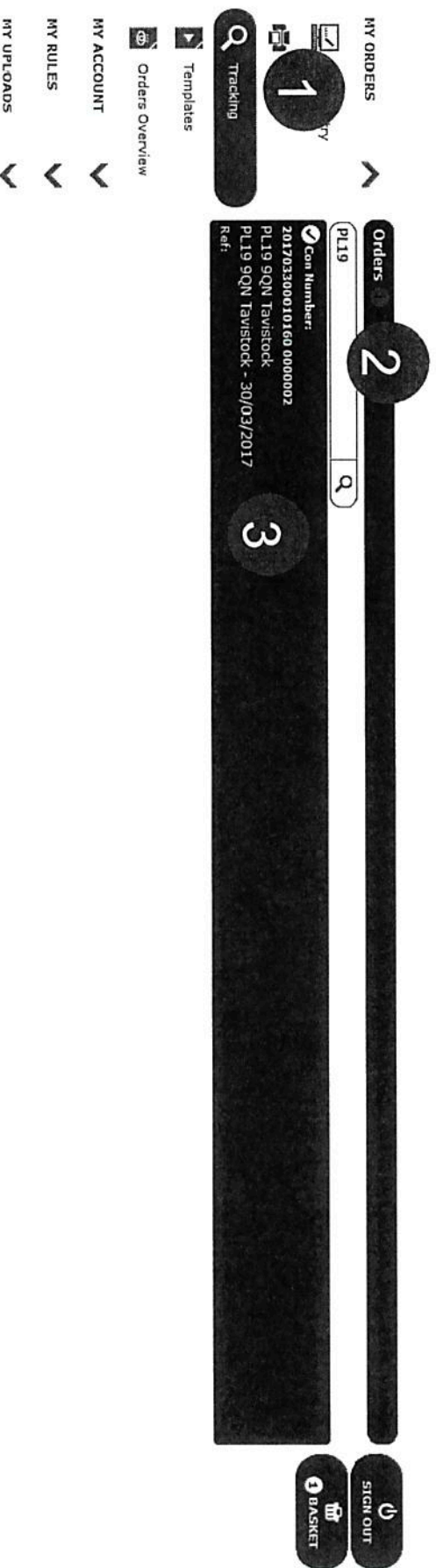
## What You need to know about... TRACKING

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 file **3** that appears to view the item's history and current status.





# 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 2 RULE ensuring that all parcels under 5kg are allocated to the 1200 3 parcel service

MY ORDERS

MY ACCOUNT

MY RULES

Zones

Rules

Rule Cascade

MY UPLOADS

Routing Rules

search

Routing Rule

Phones over £400

Fixed Routing Rule

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

Valid From

30/03/2017

To

30/03/2018

Carrier

APC OVERNIGHT

Service

1200 Parcel

Mon

Tue

Wed

Thu

Fri

Sat

Sun

☒

☒

☒

☒

☐

☐

☐

1

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 **2** plus are allocated to the 0900 Parcel **3** service.

MY ORDERS

MY ACCOUNT

MY RULES

Zones

Rules

Rule Cascade

MY UPLOADS

Routing Rules

search

No records yet

Conditional Routing Rule

Delivery Group All

Rule Type Conditional

Rule name Phones over £400

PTN 01

Table Shipment Table

Goods Value

Operator

Value 400

Carrier APC OVERNIGHT

Service 0900 Parcel

ADD

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 **2** than £400, then it is allocated to the 1600 **3** parcel service.

MY ORDERS

MY ACCOUNT

MY RULES

7mmse

Rules

Rule Cascade

MY UPLOADS

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

Rule name

Default 1600

Collection Zone

Origin Zone

Destination Zone

Zone United Kingdom

Weight(kg) From

6

To

30

Items From

0

To

999

Goods Value From

0

To

399

Valid From

30/03/2017

To

30/03/2018

Carrier

APC OVERNIGHT

Service

1600 Parcel

Mon

Tue

Wed

Thu

Fri

Sat

Sun

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 the 'Rules Cascade' interface. At the top, there are navigation links: MY ORDERS, MY ACCOUNT, MY RULES, and MY UPLOADS. Below these is a 'Rules Cascade' header. Under the header, there is a 'Delivery Group' dropdown menu set to 'ALL'. Below this is a table with the following columns: Priority, Rule Name, Rule Type, Active, and Change Priority. The table contains three rows of rules. The first row has priority 1, rule name 'Parcels under 5kg', rule type 'Fixed', and is active. The second row has priority 2, rule name 'Phones over £400', rule type 'Conditional', and is active. The third row has priority 3, rule name 'Default 1600', rule type 'Fixed', and is active. To the right of the table are three buttons: EDIT, SAVE, and BACK. The EDIT button is highlighted with a red circle and the number 3. The SAVE button is highlighted with a red circle and the number 2. The BACK button is highlighted with a red circle and the number 1.

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"/>	<< >>
3	Default 1600	Fixed	<input checked="" type="checkbox"/>	<< >>

EDIT SAVE BACK