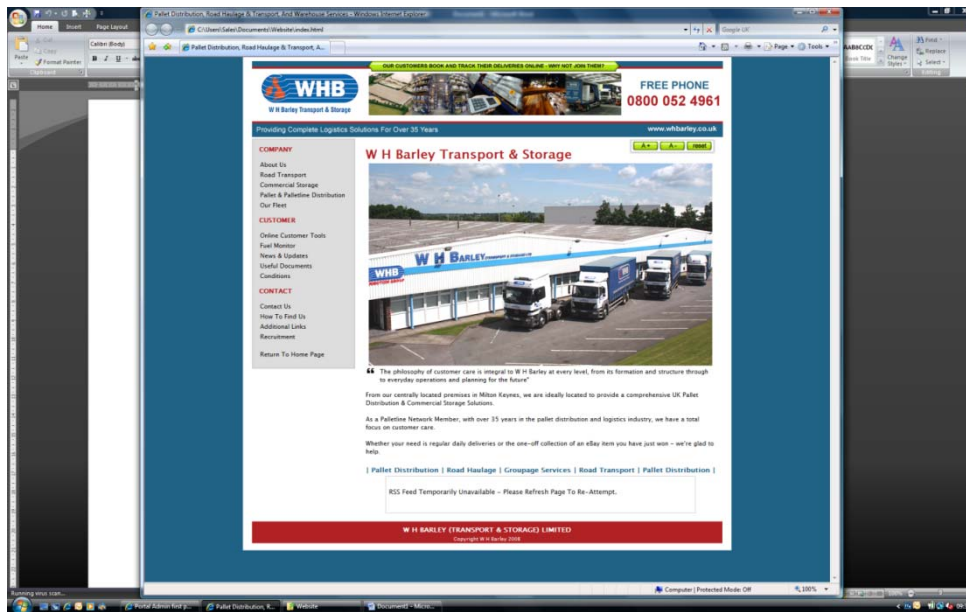


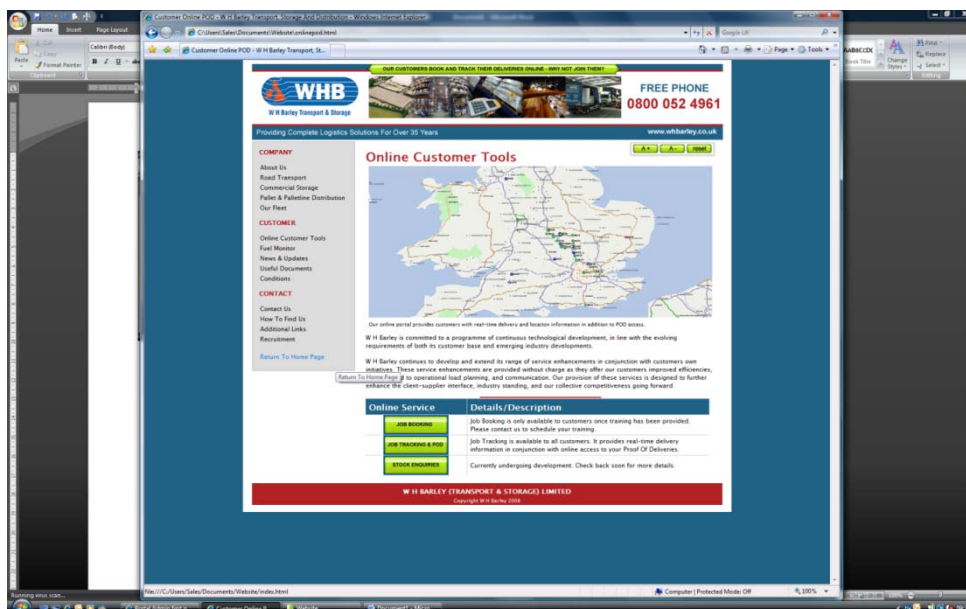
Technical Notes

Portal requires an up to date web browser - Internet Explorer 6.0 or higher, Mozilla Firefox 3.0 or higher, Opera 9.0 or higher, Google Chrome. It also requires Adobe Reader 7.0 or higher to facilitate the printing of pallet labels, manifest and other optional reports.

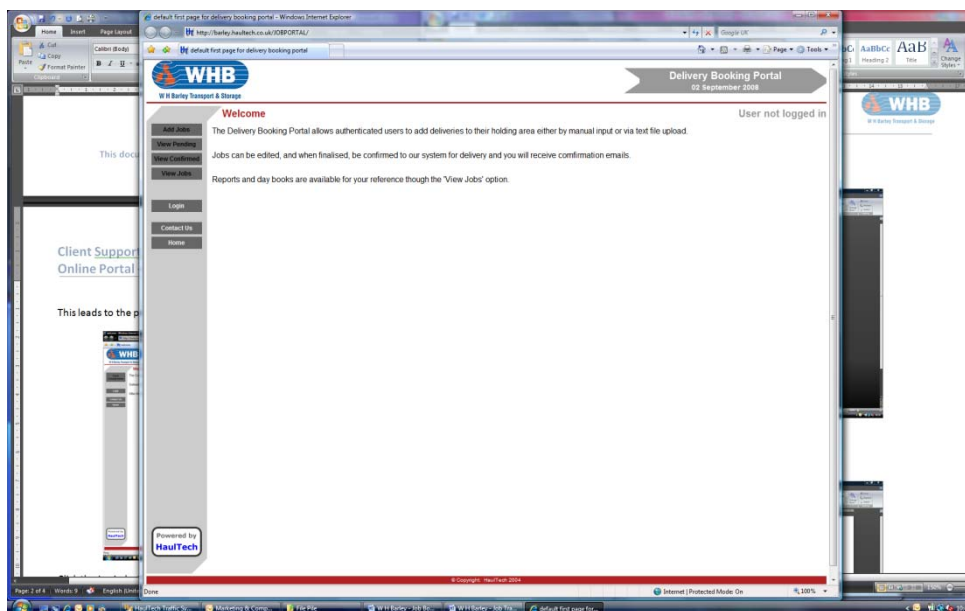
# Instructions For Use



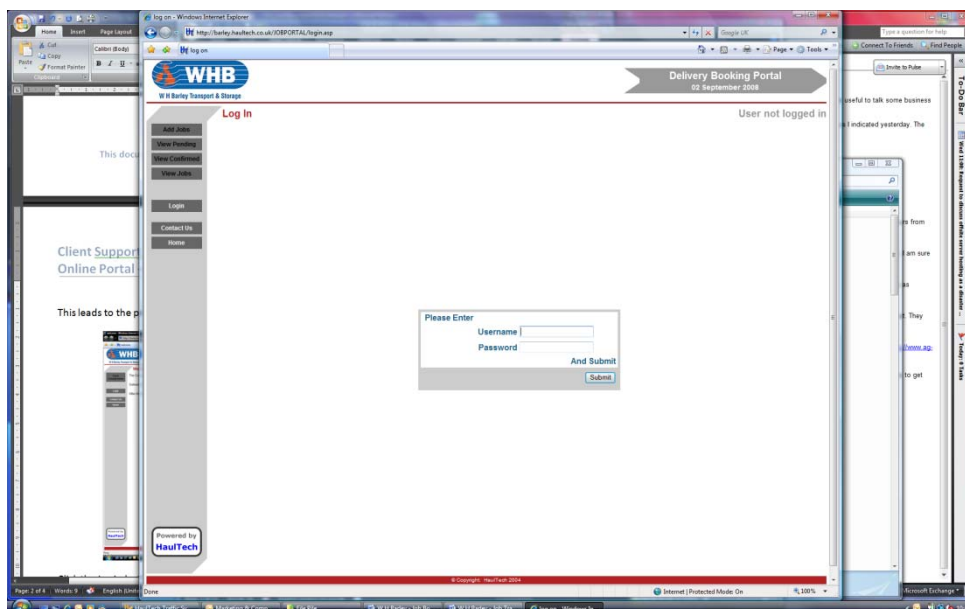
From the W H Barley website – [www.whbarley.co.uk](http://www.whbarley.co.uk) – you should select Online Customer Tools shown on the left menu. From here the Job Booking button should be pressed.



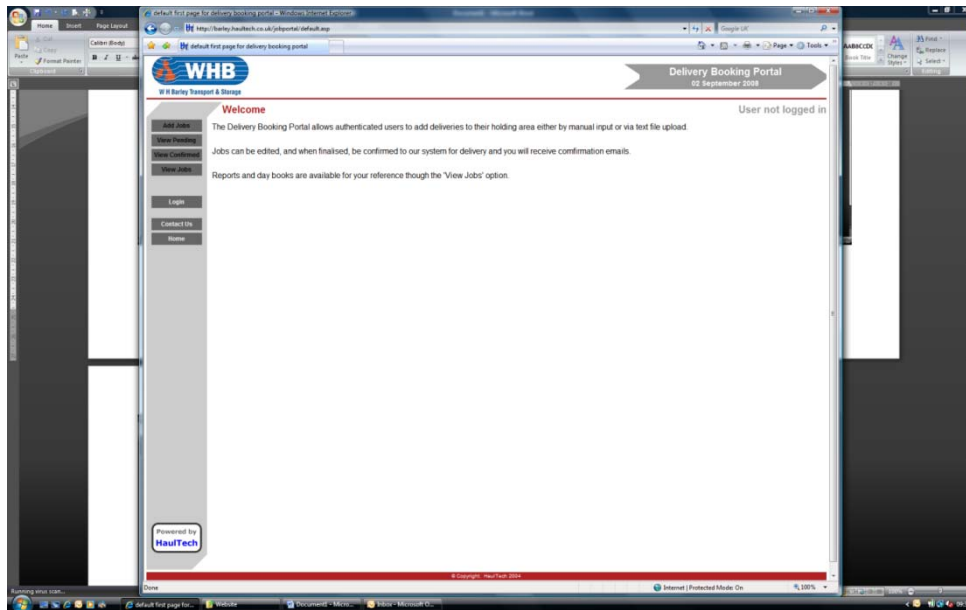
This leads to the presentation of the following screen;



Click the Login button, enter your supplied Username & Password and press Submit.  
Please note that user credentials are case-sensitive and must be in UPPERCASE.



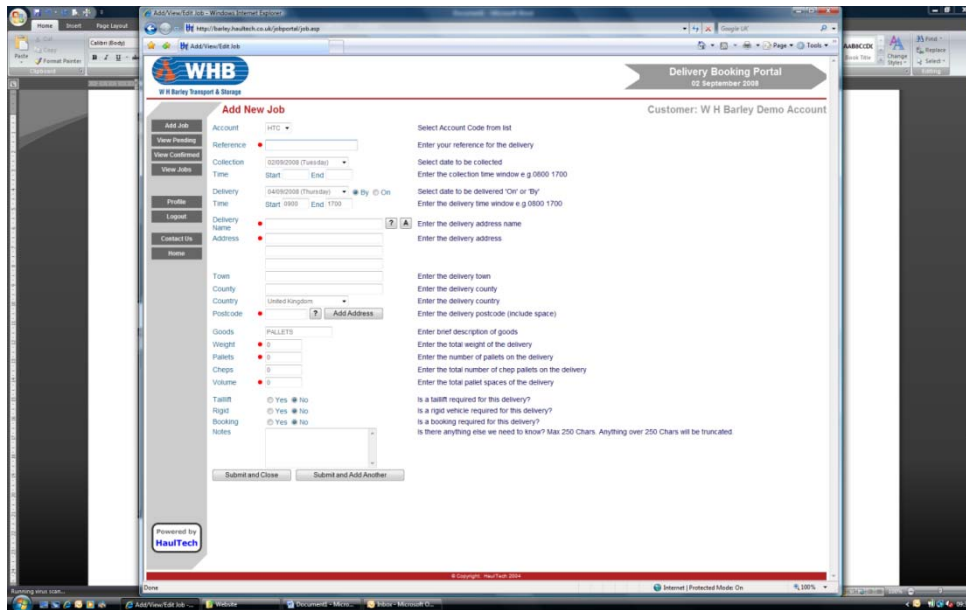
Once logged in, a number of options are presented on the left hand side of the window.



These items are –

<b>Add Job</b>	Create a new online booking
<b>View Pending</b>	Review input jobs not yet submitted to W H Barley
<b>View Confirmed</b>	View jobs which have been confirmed to W H Barley
<b>View Jobs</b>	Review historical jobs booked through the portal
<b>Profile</b>	Administer & Modify details of our account.
<b>Logout</b>	Logout of the system. Internet Explorer can be closed afterwards.
<b>Contact Us</b>	Contact information for W H Barley.
<b>Home</b>	Return to the Home Page of the Job Booking System

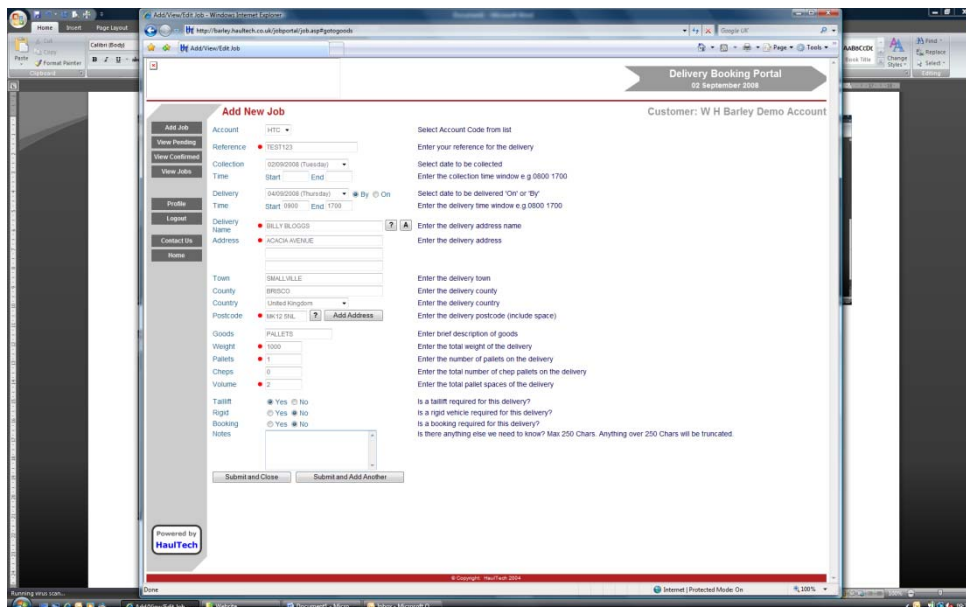
## Add Job



Once you have clicked the Add Job button you are presented with the screen above. Items marked with a red dot are mandatory but, you should complete as much detail as possible.

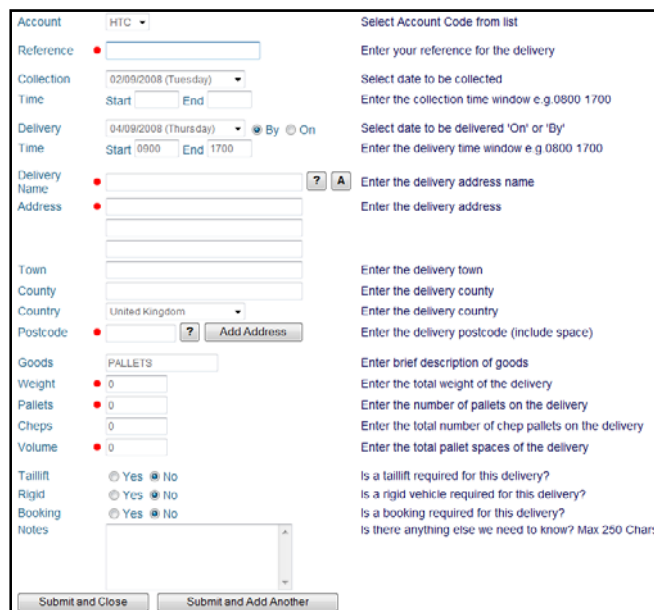
The data required is straight-forward and descriptions of the requirement are shown on the immediate right of each form item. Please see Page 5 for Special Features.

An example of an input job is shown below.



Once the job has been input you should either select Submit and close or if you have another job to process then select Submit and Add Another.

## Special Features



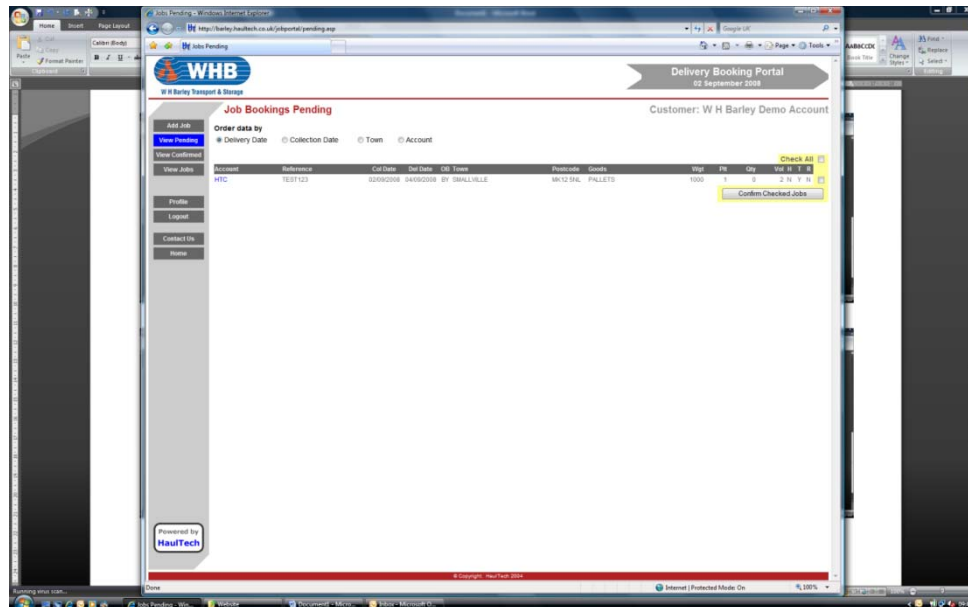
The screenshot shows a web form for job booking. It includes fields for Account (HTC), Reference, Collection Time (02/09/2008), Delivery Time (04/09/2008), Delivery Name, Address, Town, County, Country (United Kingdom), Postcode, Goods (PALLET), Weight, Pallets, Cheps, Volume, and options for Taillift, Rigid, and Booking. Each field has a corresponding instruction on the right side of the form.

Field Name	Button	Description / Use
Collection Time		W H Barley will collect your goods between 9am and 5pm on the requested day. However this feature allows you to advise us of early closing times or instances where goods will not be ready before a certain time.
Delivery Time		For time specific deliveries the window for a delivery should be input here –  For AM deliveries    Start = 0800   End = 1200 For PM deliveries    Start = 1200   End = 1700 For Time Specific    Start = 1315   End = 1315 (An example).  The AM / PM requirements are specific and if input incorrectly may not be delivered as required.
Delivery Name	?	If at least five characters of a company name are input in Delivery Name and the ? button is pressed the system utilise the <b>Royal Mail</b> business lookup service and will attempt to provide possible delivery details for companies which match the fragment of the name input.
Delivery Name	A	If at least five characters of a company name are input in Delivery Name and the A button is pressed the system utilise your <b>User Address book</b> and will attempt to provide possible delivery details for companies which match the fragment of the name input.
Postcode	?	If the postcode of the delivery point is input in the Postcode form field and the ? button is pressed the system utilise the <b>Royal Mail</b> business lookup service and will attempt to provide possible delivery details for companies which match the postcode.
Postcode	<b>Add Address</b>	When all details of an address have been input it is possible to store them in the <b>User Address book</b> . By pressing the Add Address button the system will store the input details for later retrieval through the A button above.

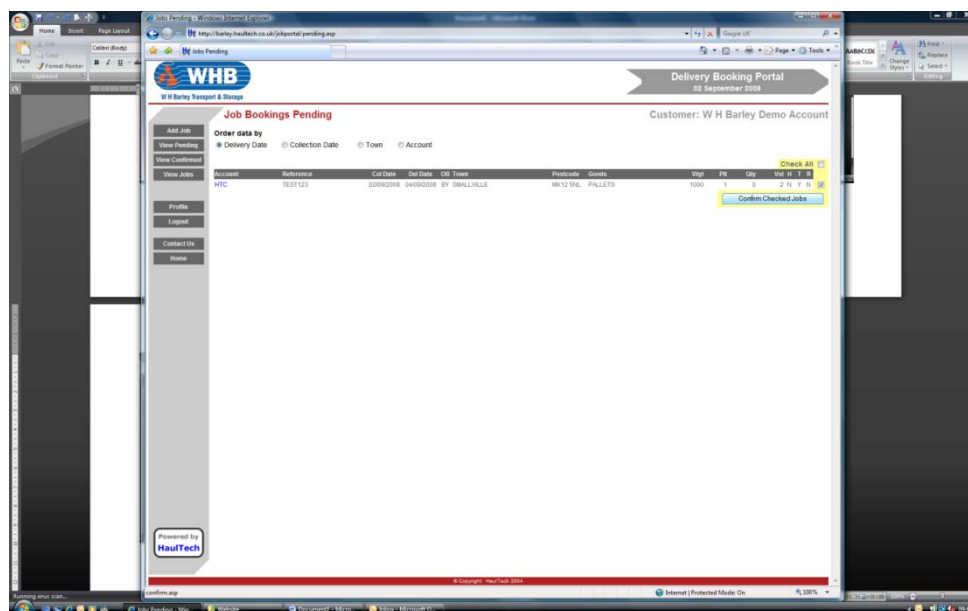
## Client Support : Online Portal – Job Booking

### View Pending

If you selected Submit and Close in the previous step you will be automatically taken to this next screen. However, if you did not or are not automatically taken to it – please click the View Pending button on the right-hand side of the window.



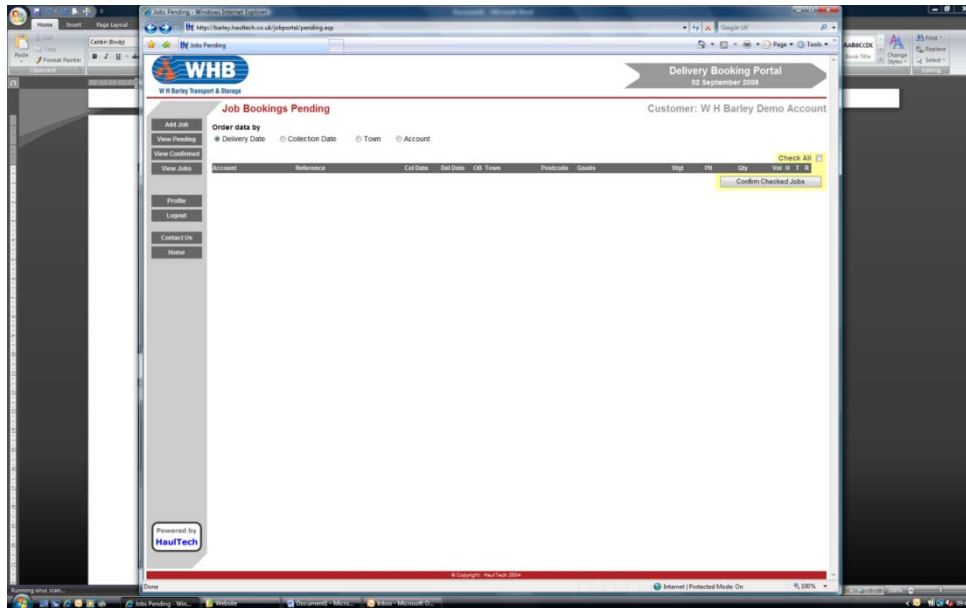
It should be noted any jobs input are immediately held in Job Bookings Pending and require confirmation. It is not until they are confirmed that W H Barley are aware of the requirement.



To confirm a job you should tick the box on the right-hand side of the item and click the Confirm Checked Jobs button.



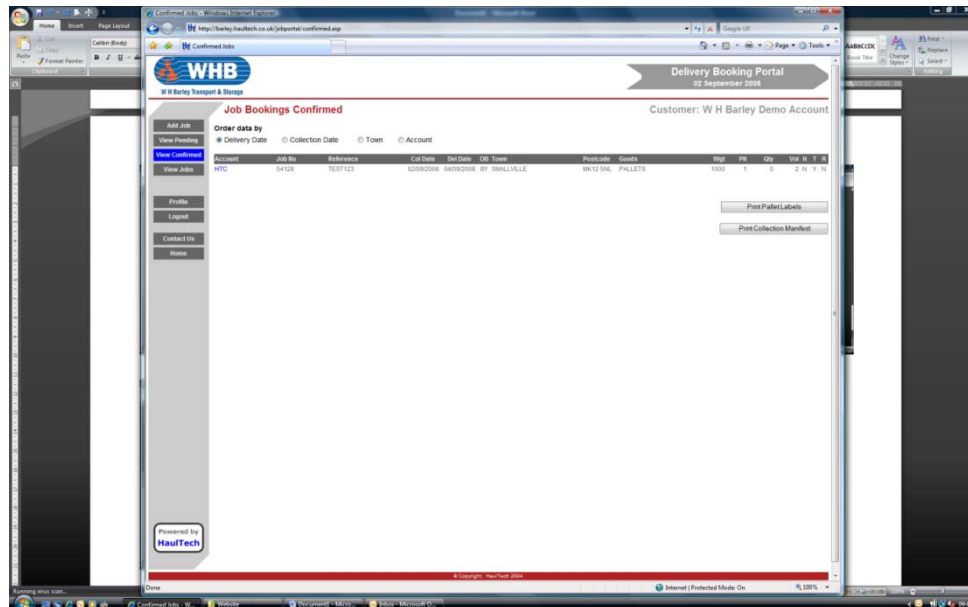
Once processed those jobs confirmed will be removed from the Job Booking Pending screen.



## View Confirmed

You will not be automatically forwarded to this screen and should therefore select View Confirmed on the right-hand side of the window.

Once jobs have been confirmed they are automatically allocated a W H Barley job number – shown under the Job No column in the example below. This is our unique identifier for your request and perhaps the easiest point of reference for any queries you might have later.



In the screenshot above you will notice that you have two options for confirmed jobs – the ability to print Pallet Labels for identification and to print a Collection Manifest which can be printed prior to collection. This manifest upon presentation will be signed by our driver and is a record of the goods collected from you.

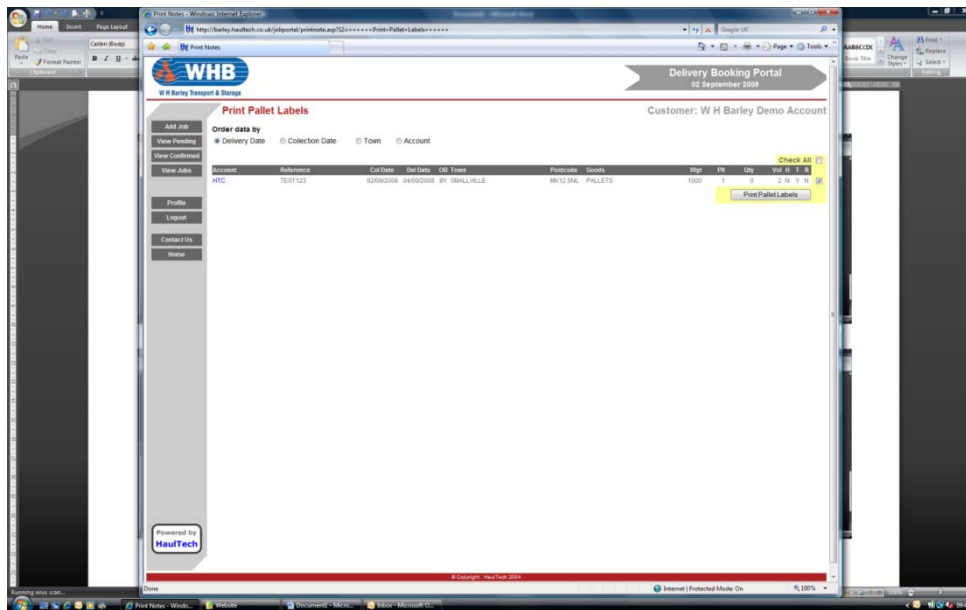
### Pallet Labels

All pallets must be labelled for easy identification. To this end we have provided the ability to print barcoded Pallet labels directly from the system.

To do so you should tick the box on the right-hand side of the item you wish to print labels for and press the Print Pallet Labels button.



# Client Support : Online Portal – Job Booking



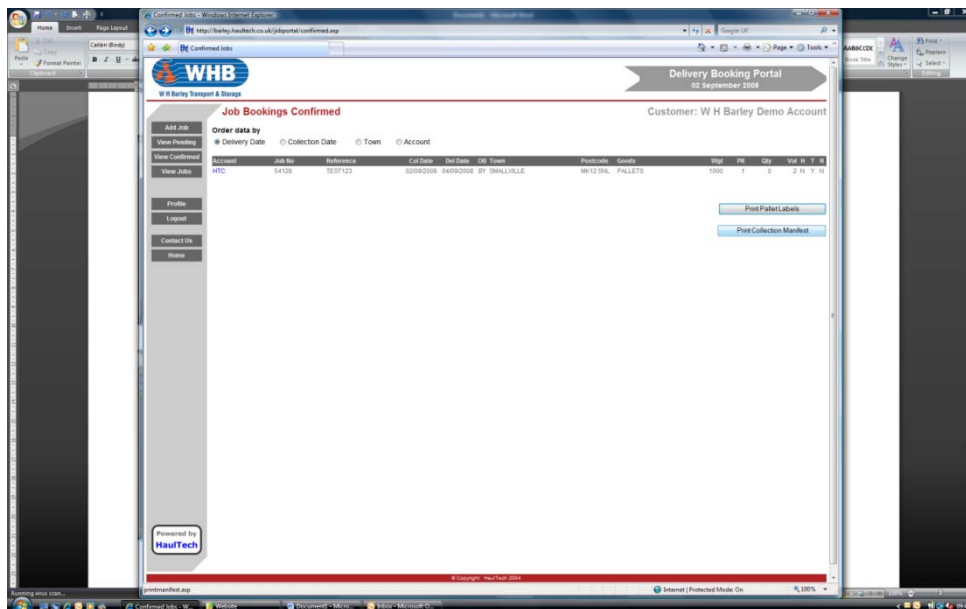
The system will automatically generate an A4 page with two copies of a pallet label. It should be noted that each page of this printout refers to a single pallet and under no circumstances should they be affixed to different pallets. For multiple pallet consignments the system will print the appropriate number of pages.



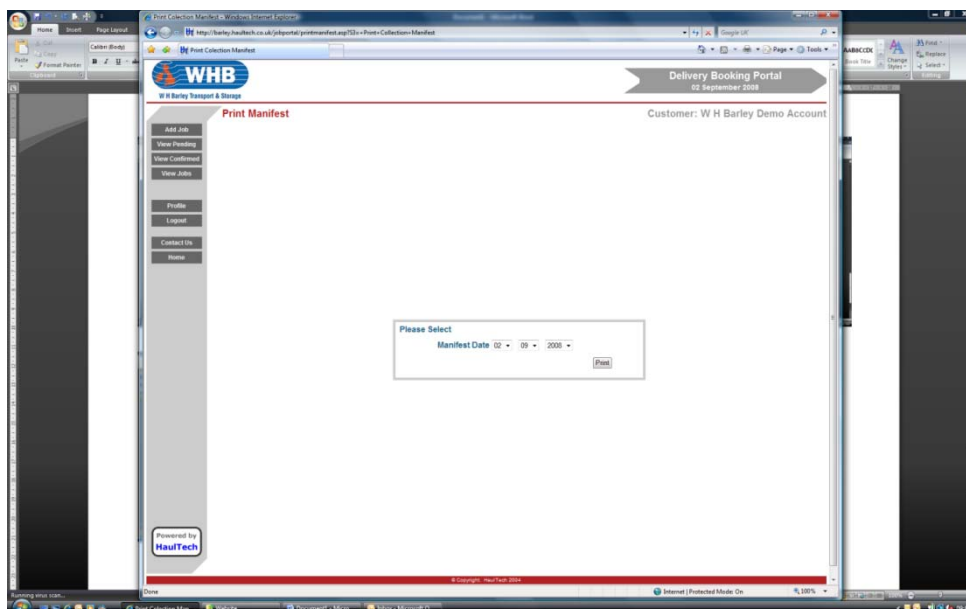
Once printed, you should press the back arrow in Internet Explorer twice to take you to the Job Bookings Confirmed screen.

## Collection Manifest

Prior to collection of your freight or when you have completed job entries for the day you should press the Print Collection Manifest button as shown below.

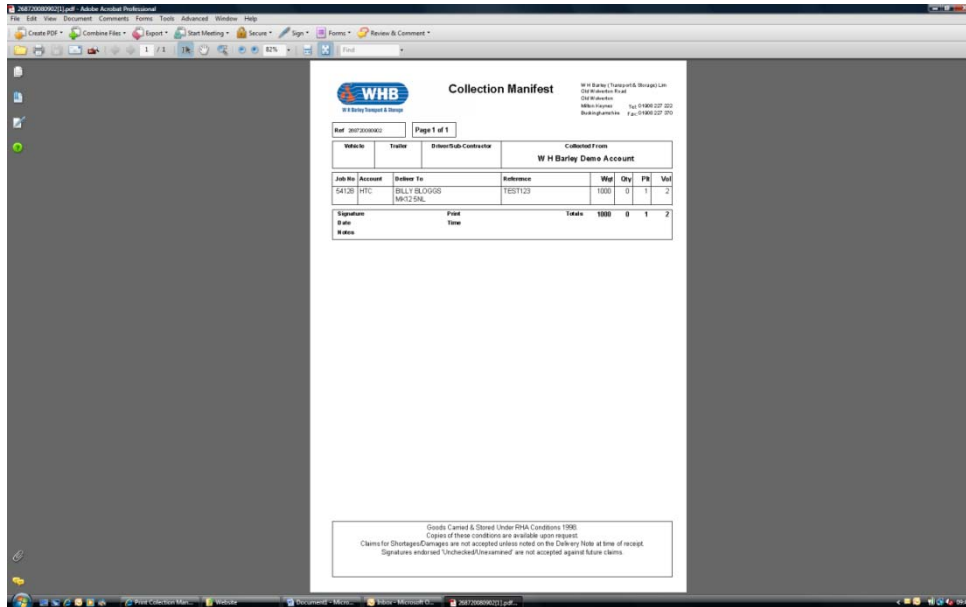


This will present you with a date selection screen and you should select the date on which the goods are due to be despatched and not the delivery date.



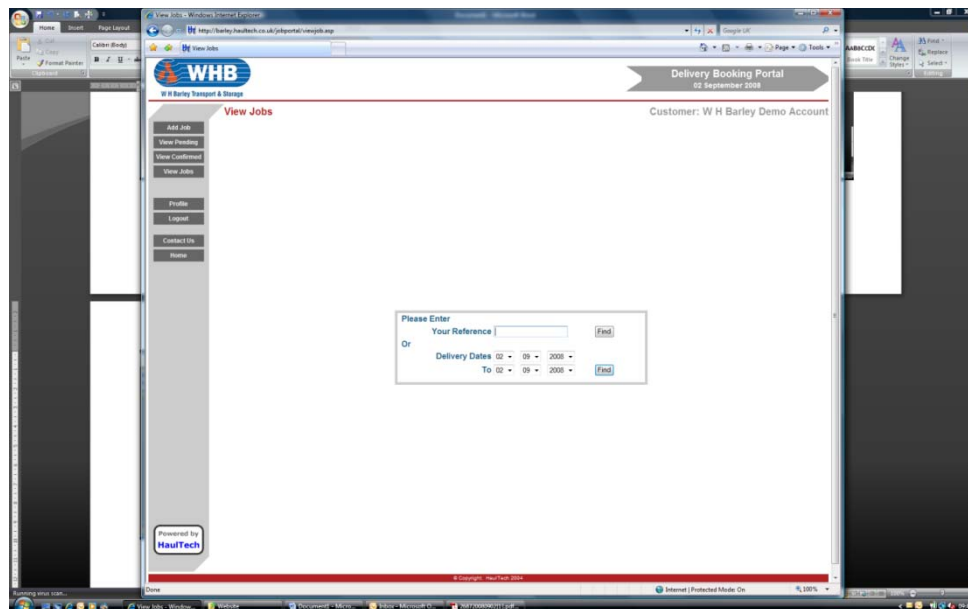
Once input to your satisfactions press the Print button.

The system will once more generate a document and open Adobe Reader. This document should be printed and signed by our driver upon collection. It serves as a record of the collections from your site on the date shown upon the document.

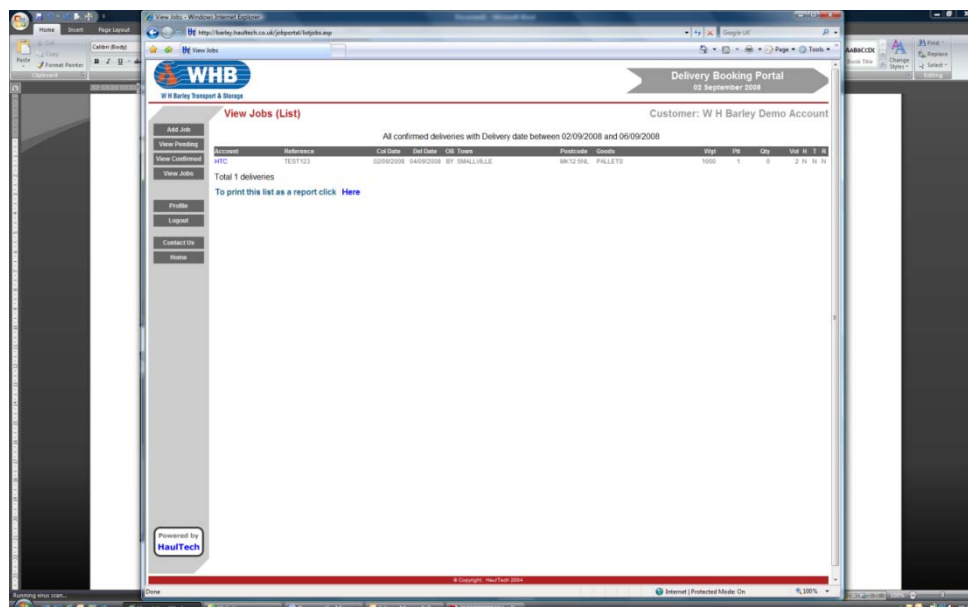


## View Jobs

The portal provides you with the ability to search for individual consignments or for a range of shipments delivered between specific dates. In turn this report can be printed for your records.

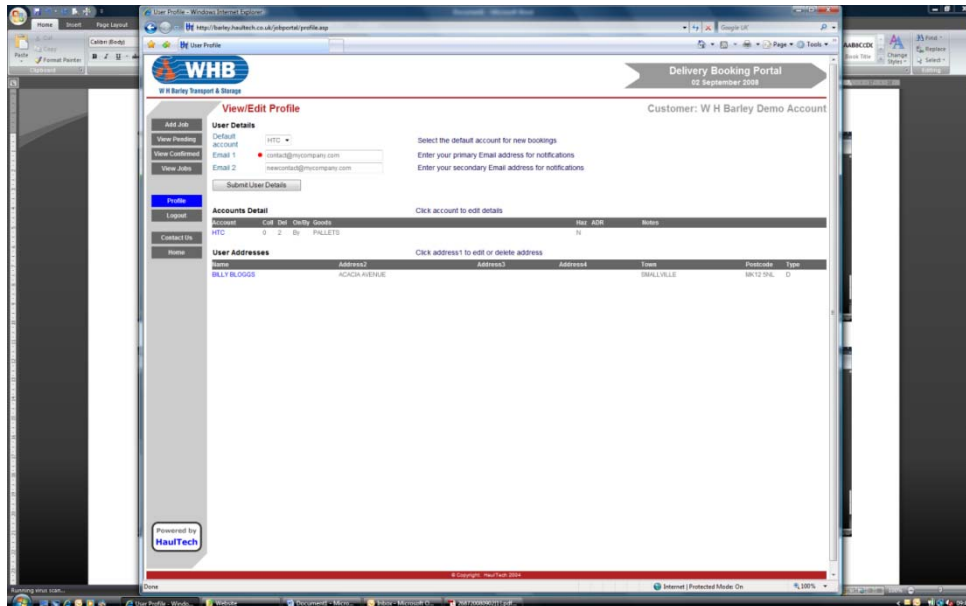


You will note that the report includes all job details and you can print as shown below.



## Profile

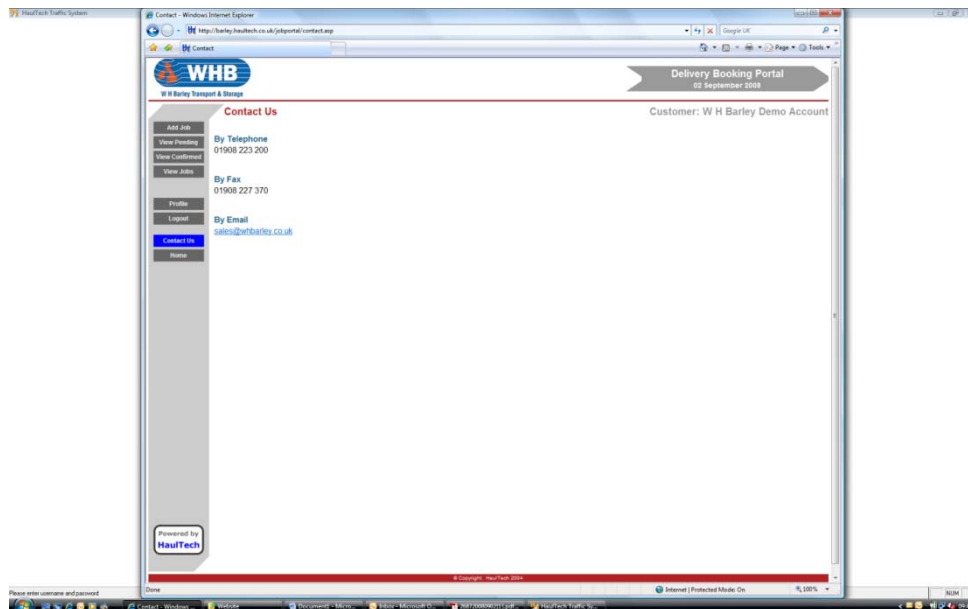
The profile screen provides you with the ability to modify the email addresses to which booking confirmations are sent. Again one is mandatory – the other optional.



It is also possible within this screen to amend or delete any User Addresses which you may have stored within your address book.

## Contact

Provides you with our contact information should you have an issue with the use of the portal or just need some guidance.



## Logout

Once you have completed your use of the portal you simply press Logout on the right-hand side of the window. The system will confirm you are logged out and you can now close Internet Explorer.

