Informatika

MPL Label Completion Software Business version

User Guide

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1.1 Objective and scope of document

The System Requirements document compiles all the requirements related to the system in a single document, which greatly improves clarity and supports the exploration of relations. Basically in a uniform and consistent form, it contains functional and additional requirements that were gathered during interviews and the modelling of use cases.

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2 Installation

2.1 General description

The software for completing address labels and making electronic posting lists facilitates the posting of Magyar Posta's domestic ordinary and cash on delivery parcels. It calculates the postage fee based on the given weight and other services required, produces a hard copy of the accompanying address label and posting list, and prepares the Customer Data Preadvise (Electronic Posting List), which is essential for sending the parcel.

Its use is simple and can be learnt with basic computer user skills.

2.2 System requirements

The following hardware devices and software are required for the installation and use of the software:

Minimum hardware requirements:

- IBM PC / AT compatible personal computer
- Minimum processor requirement: At least 2 GHz dual core Intel i3 or equivalent processor
- Memory:
  - At least 2 GB
  - 4GB recommended
- At least a DirectX 9 enabled video card
- Hard disk: 500 Mb
- Laser printer with an A4 tray
- A mouse

Software:

- Windows Server 2008, Windows Vista, Windows 7, Windows 8
- Microsoft Installer (MSI)
- Microsoft .net framework 4.0 (full)
- Adobe Reader

2.3 Multi-user operation

Using a shared folder, more than one user can use the program simultaneously. In such a case, the software should be installed in a shared folder on a single computer. The shared folder should be linked as a network drive on the remove computers (it should have its own driver letter). Through the shared folder, remote computers will also be able to run the application. In that case, it might be necessary to install both the .NET 4 package and the Visual C++ 2010 runtime environment on the computer that uses the shared folder. Multi-user operation should obviously be authorised in the application, using the appropriate menu option.

Multi-user operation results in more frequent database operations and checks, and thus it slows down operation. For this reason, its use is only recommended when it is absolutely necessary. Multi-user operation should only be used on a local area network (with a throughput of at least 100 Mbps)!

The update function of the program can only run on the computer where the program was installed.

You can only run a single copy of the software on a single computer. Do not run the program on a terminal server or through any other solutions that support multiple user logins, because the program will not operate correctly.

2.4 Installing the software

To install the MPL Label Completion program, start the

cimiratkitolto-<version number>.exe

installer and follow the instructions that appear on the screen. On the first window please choose English language from the list so it can be used during the installation process.

Figure 1: Select the language of the installation

The licence agreement window will appear. Accept the licence agreement, then press the 'Next' button.

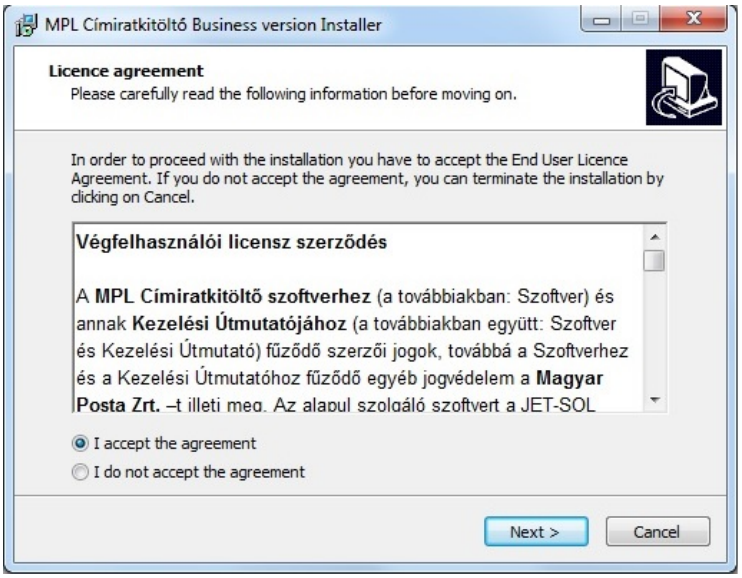

Figure 2: Welcome screen at the start of installation

Choose the folder for the installation.

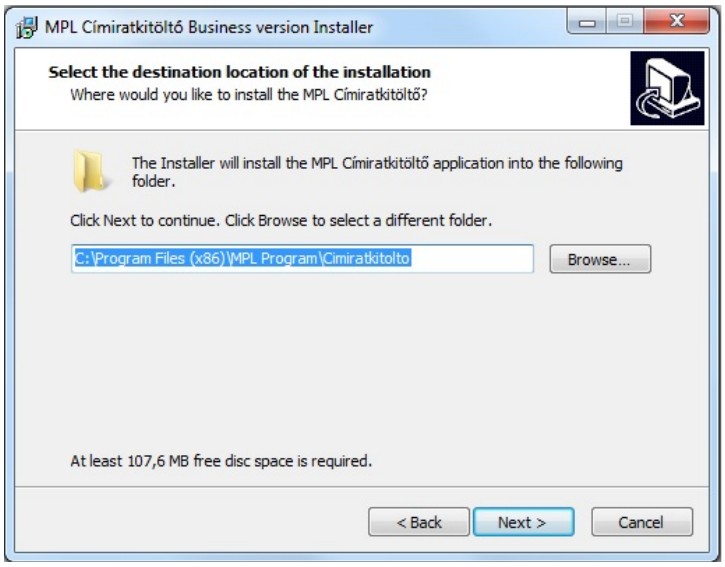

Figure 3: Select the destination location of the installation

Enter the name of the folder to be created in the Start menu: the system will automatically suggest "MPL Címiratkitöltő".

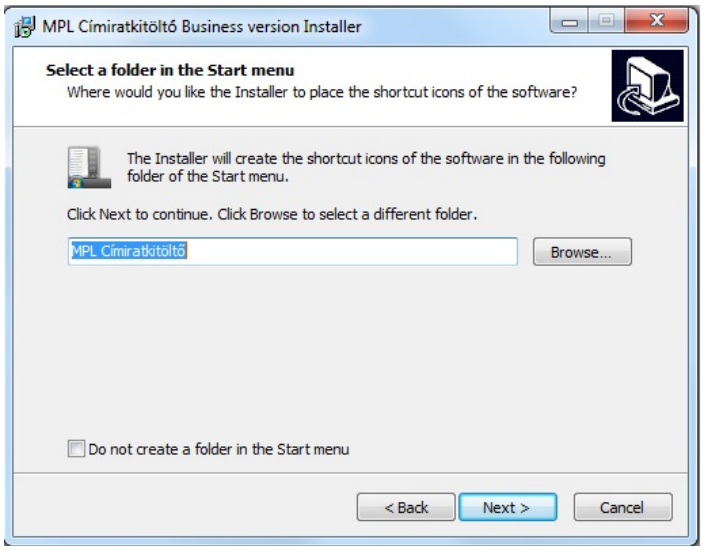

Figure 4: Select folder

Choose whether you wish to create other shortcut icons.

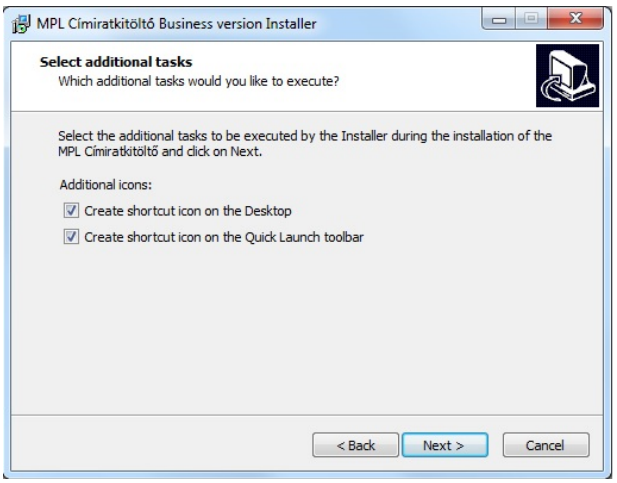

Figure 5: Select the location of the icons

Check the parameters given for installation and start the installation by clicking Install.

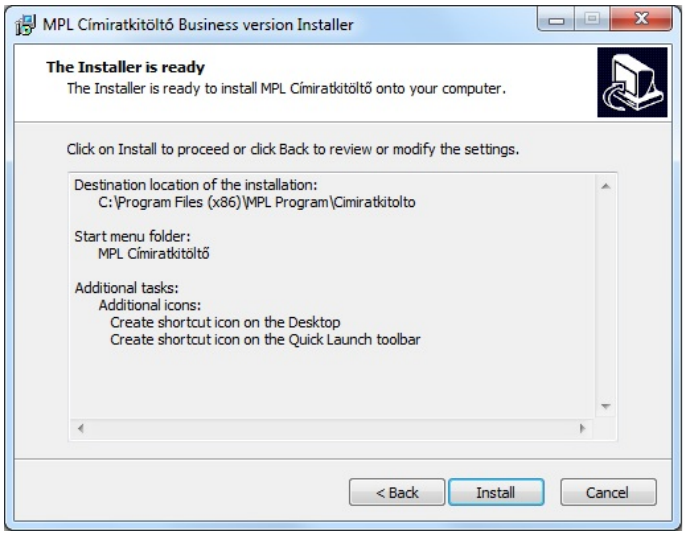

Figure 6: Start the installation

The following window will appear at the end of the installation.

Figure 7: Indication of finishing the installation

3 General description

3.1 General description

Figure 8: Main screen of MPL Label Completion

The program's functions can be started by touching the large icons (tiles) on the screen. To close the application click the X in the top right corner.

3.2 Displaying error messages

The fields which must be completed are marked by a red frame.

If you hover with the mouse above the field, the relevant error message will appear.

Figure 9: Displaying error messages

3.3 Returning to the main screen

You can return to the main screen by clicking "Main Screen" in the top right corner of every screen.

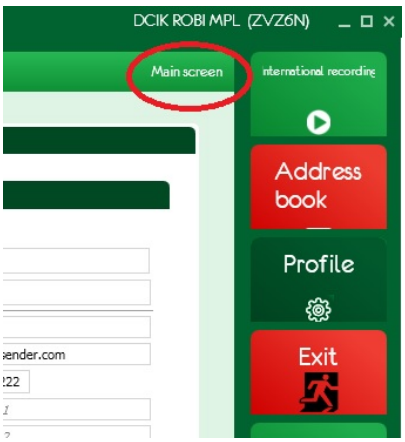

Figure 10: Returning to the main screen

3.4 Displaying hints

By hovering the mouse over the "i" in the top right corner of the panel the Hints window will pop up, offering useful information to the user about completing the current screen.

For example:

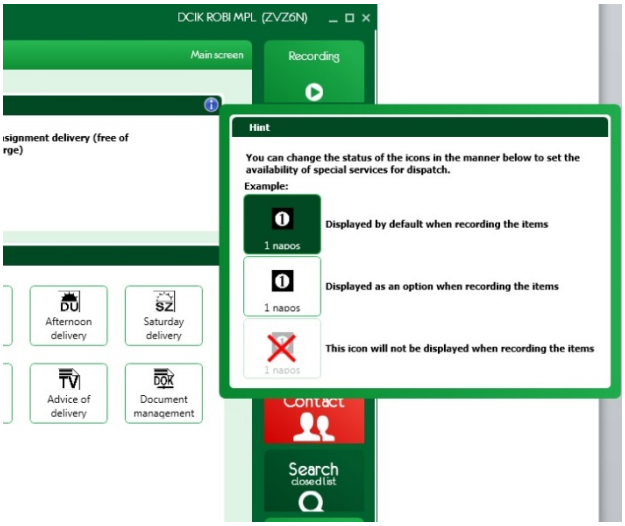

Figure 11: Displaying hints

4 Log in

When the application is started, the following log-in panel will appear.

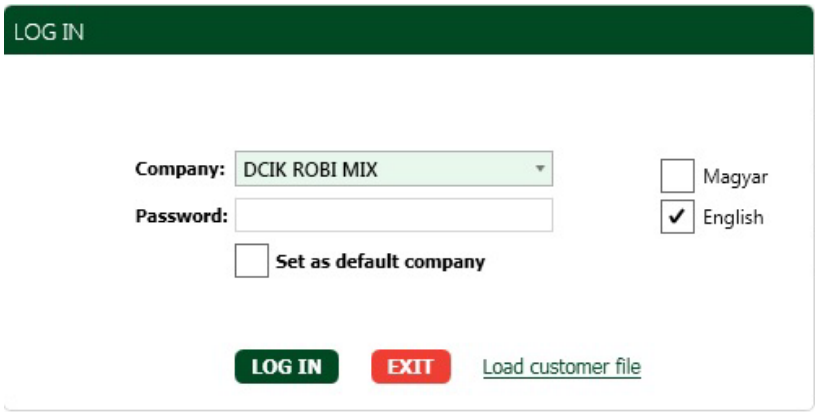

Figure 12: Log in screen

1. Choose the language of the application and the company you wish to work with.

Enter the password for the given company and click Log in. The default password for the files is "**mpl**", which can be changed in the Profile/Change password function after logging in.

If there is no company to choose in the drop-down list or you wish to work with the data of a new company, follow the steps described in the chapter on Activating Software.

4.1 Activating the software

In the course of the activation the program will create a local database for the given company. This database contains the values of the parameters recorded in the agreement, the available tracking number ranges, and the data required for the fee calculation. The activation must be done once for each company by loading the customer file and the activation code for it.

Activating the software depends on whether you had an earlier version of the address label completion program before the current installation, and whether you have a live internet connection.

Activation after upgrading an old version of the label completion program:

If you are upgrading the software and you have a live internet connection, you can download the activation files online. To do this, click on DOWNLOAD FROM THE POSTA.

If you are installing the software in offline mode, choose LOAD FROM FILE if you have received the customer file and activation file by e-mail or another data carrier. Files received by e-mail should be downloaded into a selected folder before using them for activation.

First the application will request the path of the customer file and then the path of the activation (key) file for the customer file, and then select the appropriate file(s).

As soon as the files have been loaded, the activation will take place.

If the address label completion software is being installed for the first time, activation can be started on the log-in panel by clicking on "Load customer file".

In this case, too, the application will first request the path of the customer file and then the path of the activation code for the customer file. First the application will request the path of the customer file and then the path of the activation (key) file for the customer file, and then select the appropriate file(s). This function is not only used to load a new customer, but also to update an existing customer's data.

As soon as the files have been loaded, the activation will take place.

4.2 First log-in

When you first log in, you must make the basic settings for the parameters, which a message will prompt you to do.

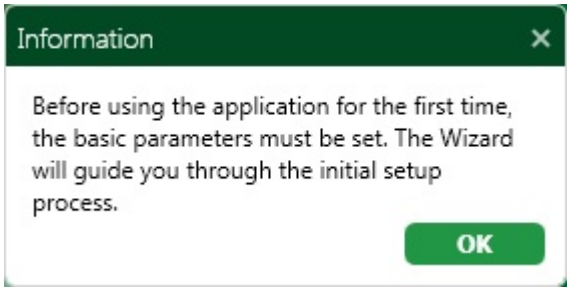

Figure 13: First login information panel

By clicking OK, first the parameter maintenance function will start, which is described in chapter 5.1 Maintaining the basic settings.

After that, the parameters necessary to send e-mails must be entered. A description of how to set these parameters is given in chapter 5.5 Settings for sending e-mails.

The last step is making the default settings for the electronic posting list. A description of how to do this is given in chapter 5.6 Settings for sending electronic posting lists.

After saving the recorded parameters, the start screen will appear. (Chapter 3.1 Start screen)

4.3 Data migration

The migration is started automatically the first time you log in after the installation of the version.

Warning: CIK_8.15.2.20a and earlier versions do not support database migration since the installed version already contains the international application.

The process begins with checking the version of the database. If migration is necessary, the application first migrates the global database, followed by all the local databases and the archive database. Before the migration, a backup is made of every file and after successful migration, the copies are deleted.

In default database migration requires no user intervention but during the migration of partner data from the local databases of older Address Label Completion versions (prior to April 2013) the following process will start.

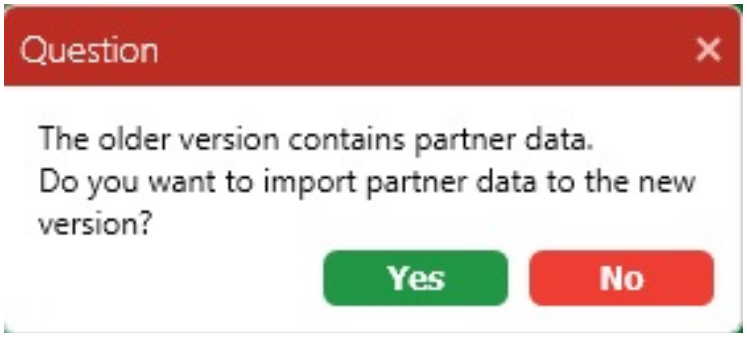

Figure 14: Data migration dialogue following the upgrade to a new version

If you choose Yes, a screen listing the partner data will appear. Erroneous data will be marked in red.

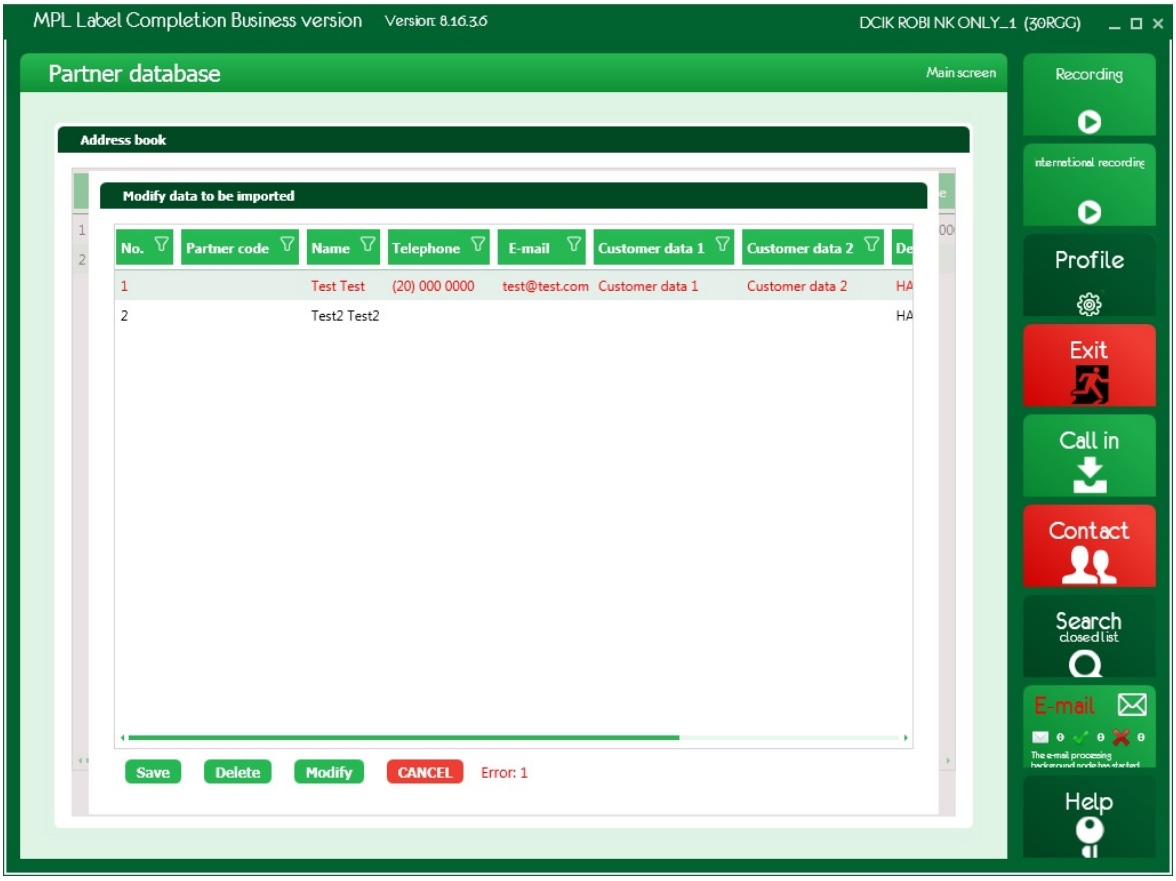

Figure 15: Importing address data – Erroneous data

To change erroneous data, click Modify.

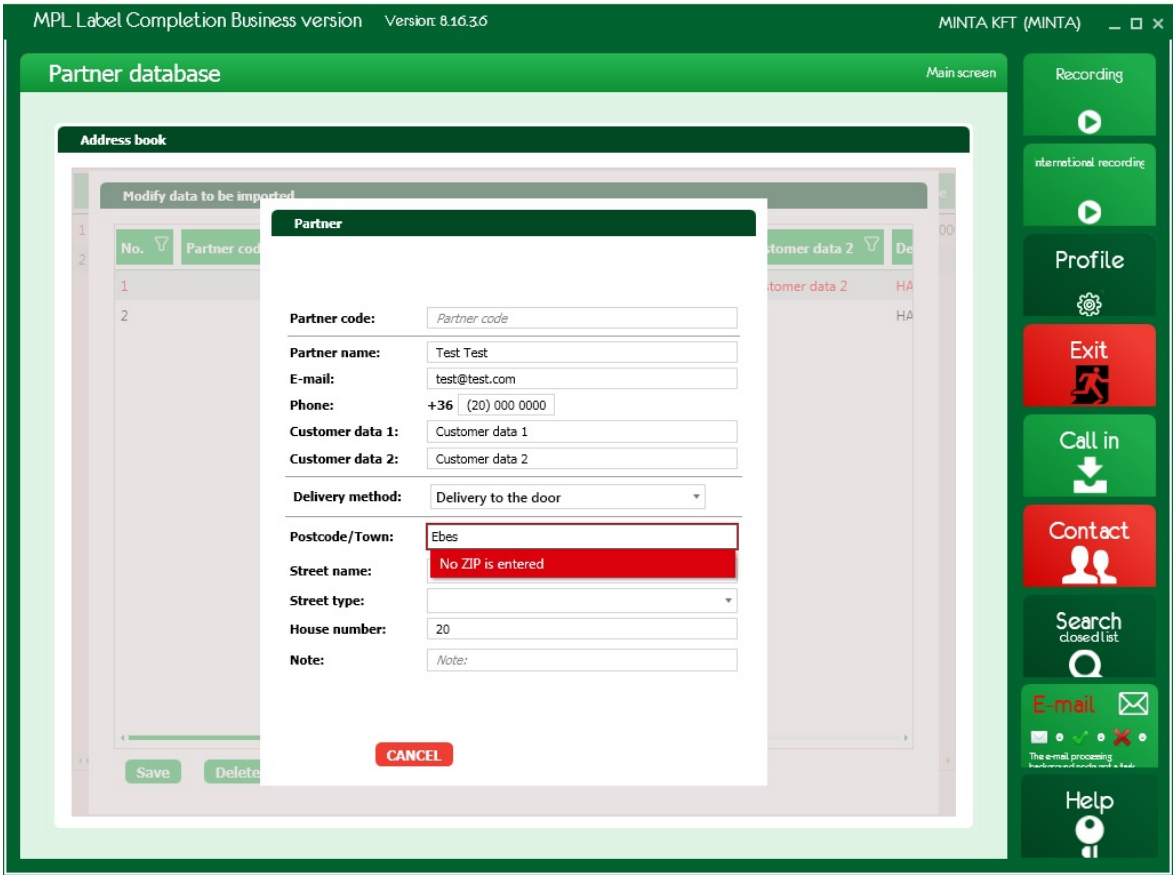

Figure 16: Modification of address data

Use the Clear button to delete items that you do not wish to import into the new database.

When you click Save, correct data are entered into the new database and erroneous data are deleted.

The migration also transfers the e-mail settings from the older version of the application.

5 Profile

You can set and customise the parameters of the Address Label Completion software by choosing the Profile tile. The Settings screen appears and this is where you can start the maintenance of parameters grouped according to function. Administrative functions can also be started from this screen.

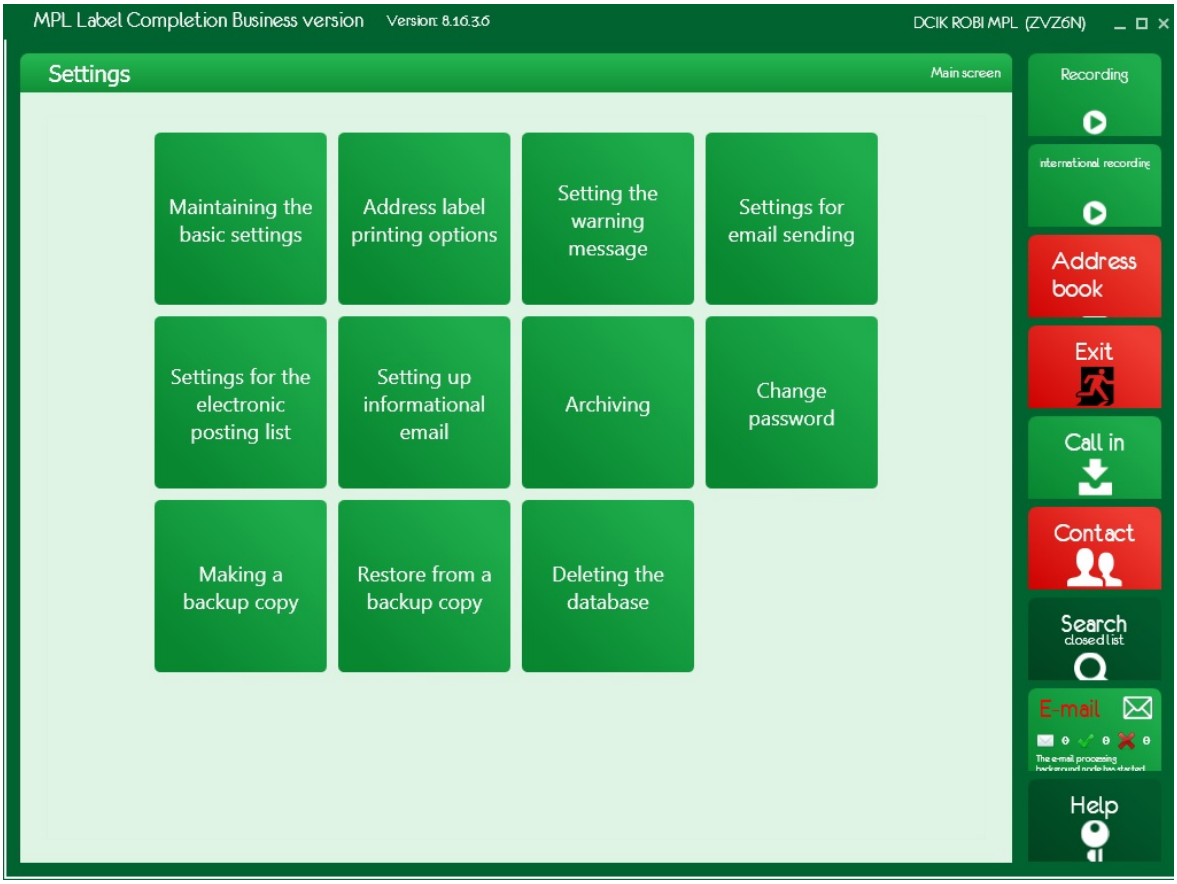

Figure 17: Profile/Settings screen

5.1 Maintaining the Basic Settings

Preferred settings for parcels can be made in this function.

When recording a new mail item, the parcel will be posted with the parameters set here. You can change the set parameters while recording an item. The following parameters can be set:

- Adding delivery costs to the payment for goods fee

  This automatically increases the given payment for goods fee by the amount of the delivery costs.
- Consignment delivery (free of charge)

  Requesting the joint delivery of parcels sent to the same address in one consignment.
- E-toll and fuel surcharge %

  The default value is zero in this field and it is only active if the "Add delivery costs to the Payment for goods" checkbox is ticked. You can enter a value between 0 and 100 in this field. By entering a value greater than 0, the operator will activate the e-toll surcharge calculation.

  Retention time

  If delivery is unsuccessful, the parcel is retained at the post office providing the deposit service for the requested number of days. During this time the addressee can collect the parcel. When the retention time expires, the parcel is returned to the sender.
- More pieces/delivery address charges (active by default)

If it is active, the charge payable for the entered business parcels is calculated for each consignment (multiple pieces/address), if it is turned off, the price is calculated for 1 piece/address.

- Compare different product costs (inactive by default)

  If it is active, it compares the costs of Business and Net parcels to calculate a mora favourable price. If it is inactive, no comparison is made.

- Services (also valid for MPL and international consignments)

  The icons appearing in the Services panel on the first screen of the function may have one of the following states:

  - Neutral: (default) these added services may appear when recording a parcel.
  - Selected: the application will automatically use these services when recording a parcel.
  - Barred: these special services will not appear on the screen when recording a parcel and they cannot be selected when recording a new parcel.

  The Bulky, Extra Handling and Individual Handling services cannot be barred because these are automatically used by the program dependent on the size of the parcel.

- Apply default service on import also

  The Apply default service on import also function is used at the time of entering a new consignment or using the import function. This function serves to define the applicable default consignment properties. The application will use the services selected in this function for all consignments in the import function whenever it is possible.

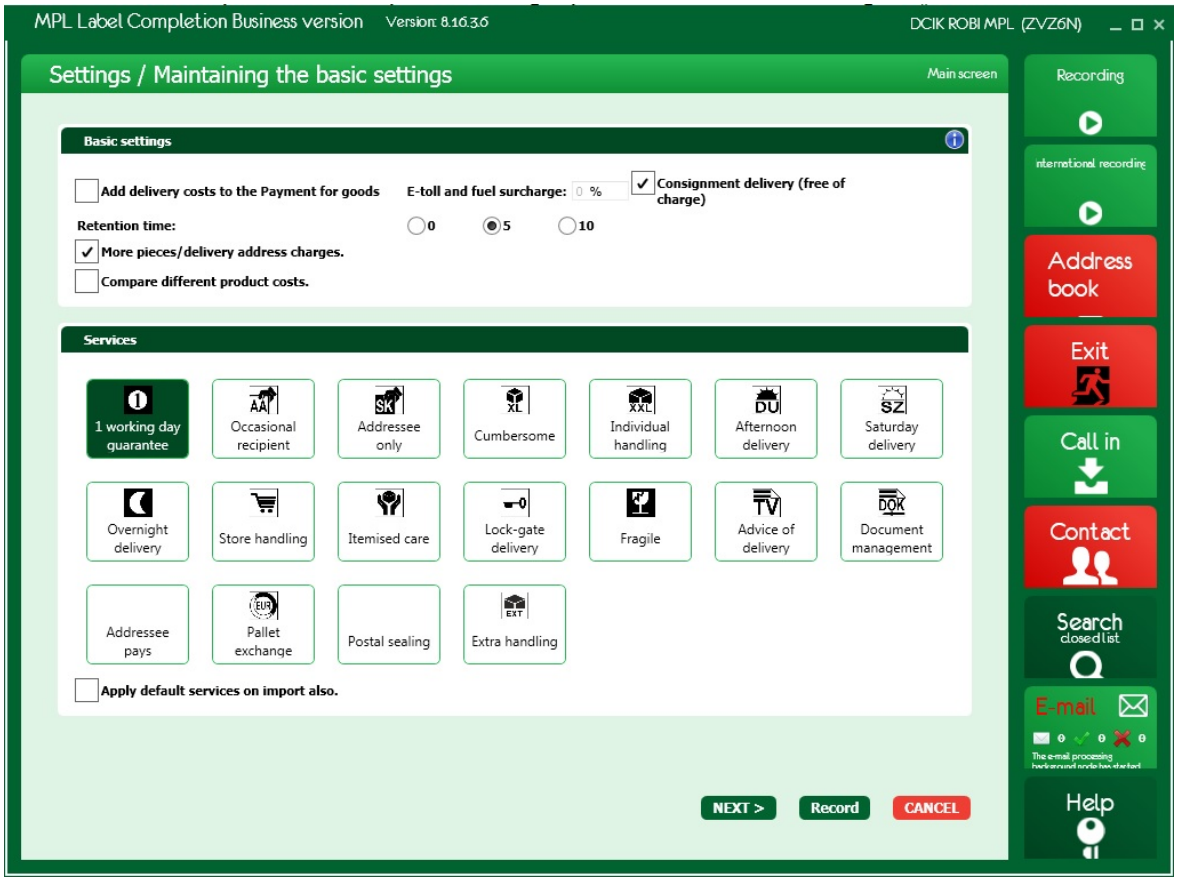

Figure 18: Maintaining the basic settings 1

The second screen of the Maintaining the Basic Settings function contains further parameters to influence the function's operation and this is where the parameters for archiving and backup copies can be given.

- Displaying the Partner's Customer data1 value when recording (the setting is applicable to both MPL and international consignments)

  Customer data may be attributed to both the partner and the recorded parcels. When ticked, the program will offer the customer data attributed to the partner when a new mail item is recorded.
- Displaying the Partner's Customer data2 value when recording (the setting is applicable to both MPL and international consignments)

  Customer data may be attributed to both the partner and the recorded parcels. When ticked, the program will offer the customer data attributed to the partner when a new mail item is recorded.
- Offer the last weight used when recording parcels (the setting is also valid for both MPL and international consignments)

  When a new mail item is recorded, the program automatically completes the weight field using the last figure entered.
- Printing advice of delivery is mandatory (also valid for MPL and international consignments)

  Before the posting list is closed an advice of delivery form must be printed for parcels sent with advice of delivery.
- Simplified address verification (also valid for MPL and international consignments)

  When consignments are imported, if the imported consignment record specified delivery to the door or delivery on pallets as the method of delivery, but the recipient's address (street name, street type, house number/lot number) is incomplete, the consignment will be imported – and, if automatic printing is active, the label will be printed – without any error, and the consignment will not be added to the error list.

  When PostaPont, Poste restante and Parcel terminal is selected as the method of delivery, entering the complete correct address remains a mandatory requirement for determining the correct point of acceptance; in such cases the previously described operation will not change.

  Address splitting will also be performed as part of importing the consignment, if the Simplified address verification setting is activated. If the method of delivery is delivery to the door, then the program will replace the missing house number with a "-" (hyphen) character (currently house number is a required input field in the consignment editor window).
- Partner database (also valid for MPL and international consignments)

  When this setting is active, the program will continue to operate as described above: every sender and recipient records that were added either manually or during the consignment import process will be saved into the database.

  When this setting is inactive, sender and recipient partner data will not be saved when a new posting list or a consignment is entered in the consignment wizard or during automatic or manual import of consignments.
- Multi-user mode (also valid for MPL and international consignments)

  This setting determines if more than one user is allowed to use the application at the same time.
- Path of the archive file:

  The path leading to the directory where the archive file is stored by the system.
- Archiving:

  The frequency of automatic archiving is given in days.

  Data older than the number of days selected will be automatically archived.
- Making a backup copy

The frequency of automatic backup is given in days.

- Backup path:

  The path leading to the directory where the backup copy is saved by the application.
- Customer file path: (also valid for MPL and international consignments)

  The path leading to the directory where the customer files are stored by the system.
- Automatic item data import input folder (also valid for MPL and international consignments)

  The automatic import function reads files from this input folder.
- Automatic item data import output folder: the folder where the successfully imported files will be stored. (also valid for MPL and international consignments)
- Automatic item data import error folder: sets the folder where files that cannot be imported are stored. (also valid for MPL and international consignments)

Files required for handling automatic import are created by the application when the function is used for the first time.

- Automatic item list export

  Turns on and off automatic export of posting lists. By default, it is inactive. When turned on, the program will use the path entered in the below field to save the posting list with the specified extension.
- Automatic item list export folder and extension (also valid for MPL and international consignments)
- This setting is used to define the path for exporting the posting list and the extension to be used. By default, the system will offer the ".xls" extension, but the operator can change it by overwriting the extension with one of the following: xml, xlsx, csv (the setting is also valid for MPL and international consignments)
- Automatic item list export file data structure: This function can be used to set the order of the fields in the exported file (the setting is also valid for MPL and international consignments)

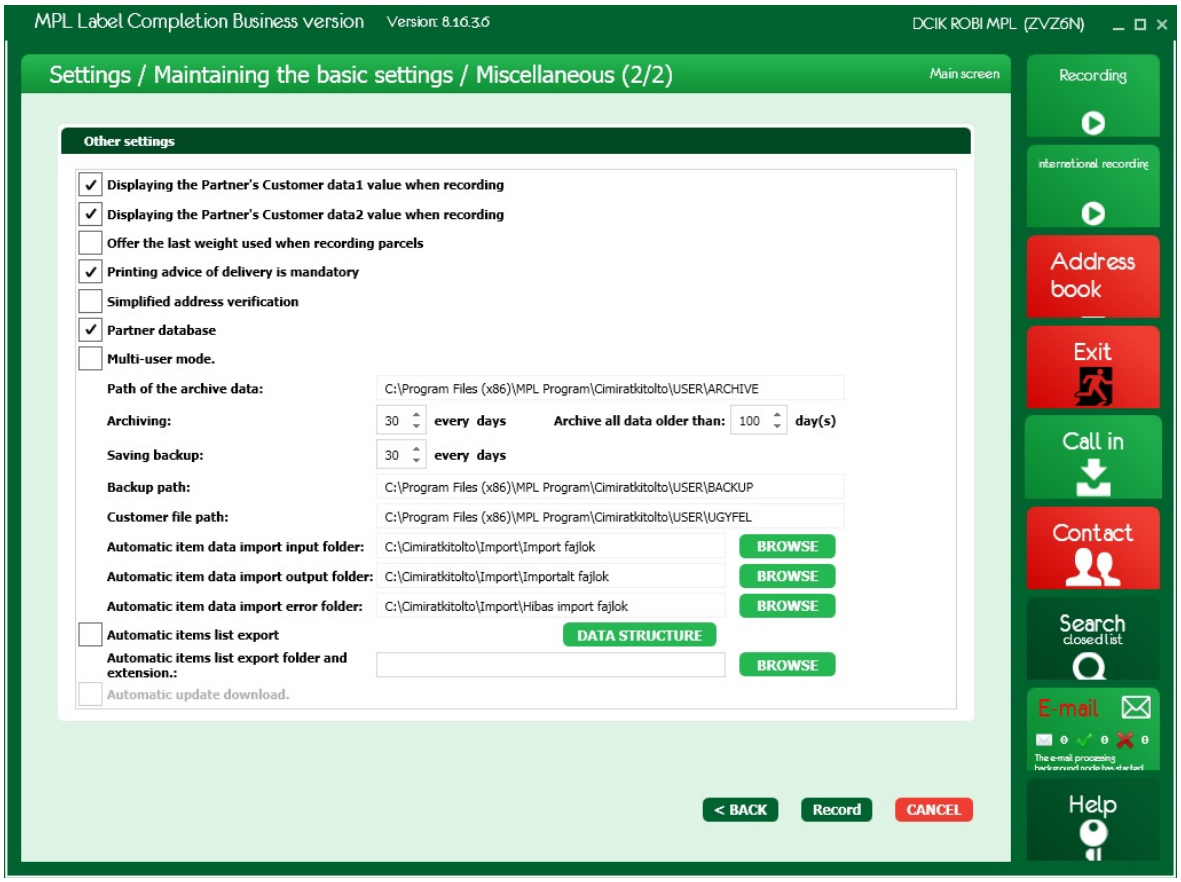

Figure 19: Maintaining the basic settings 2

5.2 Address label printing options

Use this maintenance function to configure the data to appear on the address label as well as to set the size of the label used for printing.

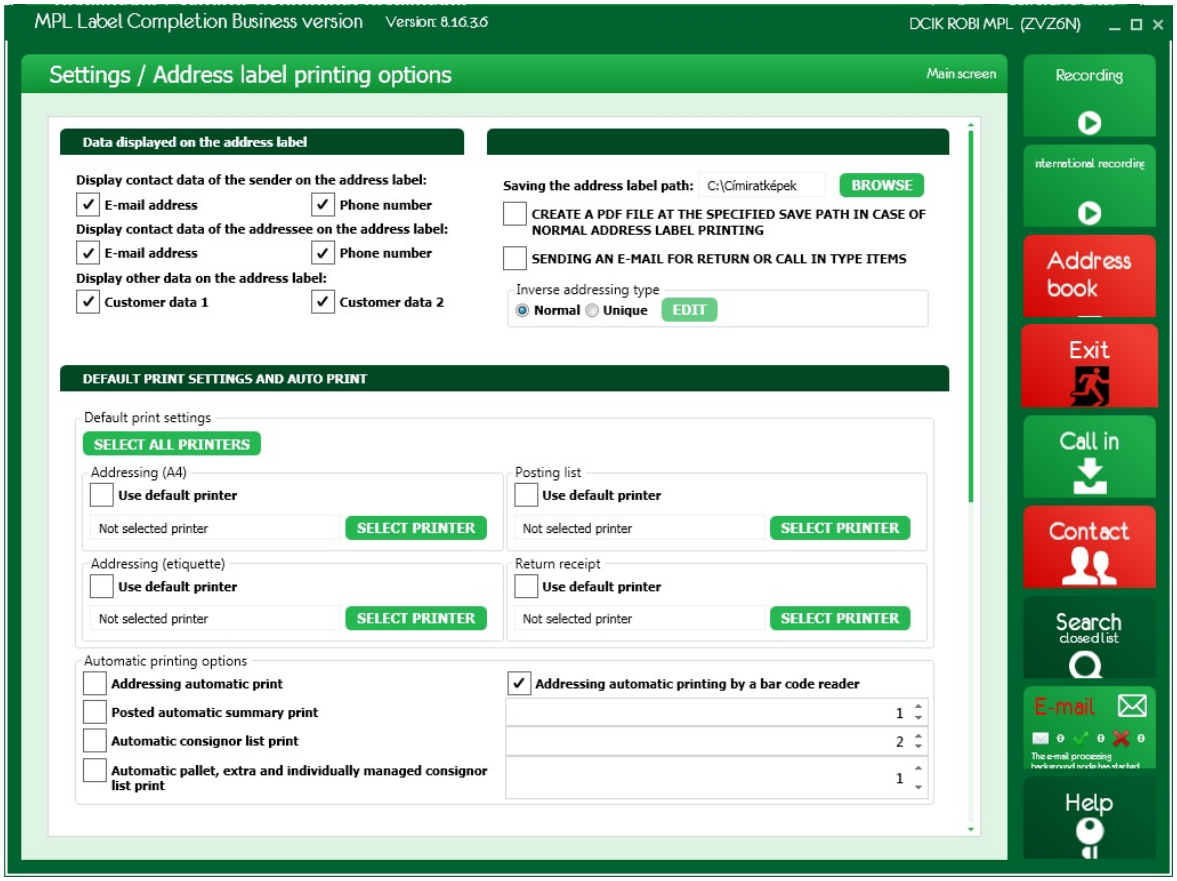

Figure 20: Address label printing options 1.

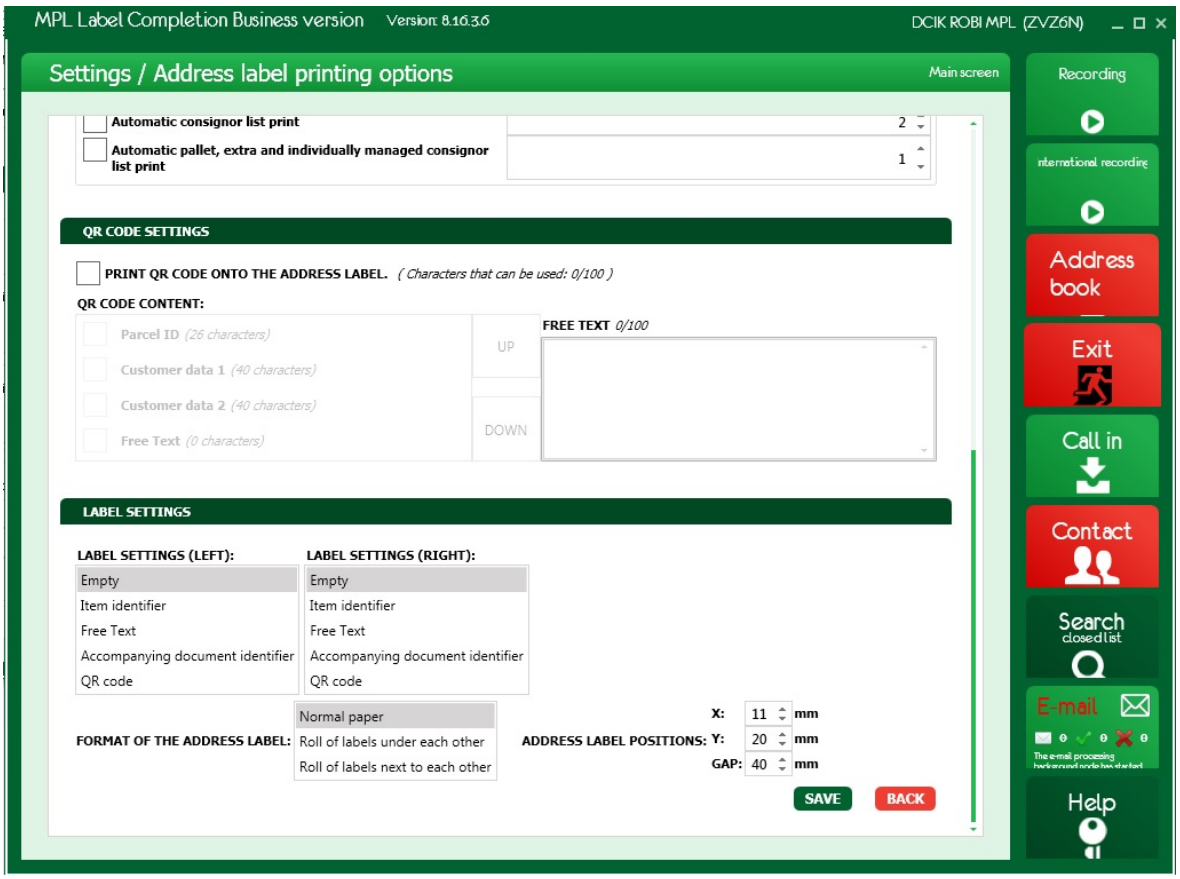

Figure 21: Address label printing options 2.

Data displayed on the address label

Select the fields which should appear on the address label.

Also, the operator can specify the folder in which the address labels should be saved, and use the **Browse** button to select the folder to use for this purpose.

In the subsection you can select what type of address label should be printed for inverse parcels. If the operator selects **Normal**, then the program will complete the left side of the address label as required by law.

However, if the operator chooses the **Unique** type, then the **Edit** field will be enabled and presented editor interface can be used to complete the left side of the address label, the preview of which can be checked by using the **Preview** function. You can use the **OK** button at the bottom of the screen to save the data entered in the editor interface. The total size of data (image, text, etc.) entered in the editor may not exceed 1 MB, otherwise saving will be disabled and the system will display an error message.

The type setting (**Normal** or **Unique**) can be confirmed by using the **Save** button on the **Address label printing options** screen.

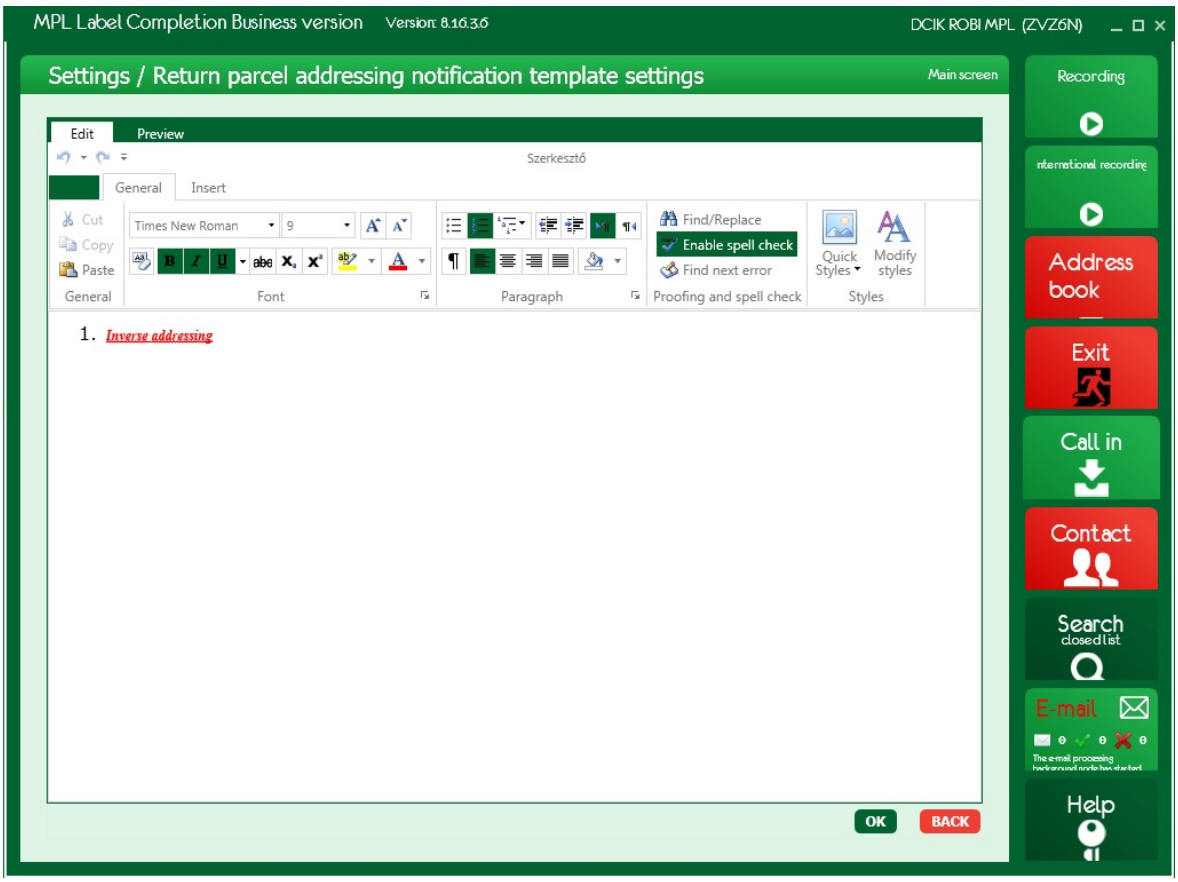

Figure 22: Return parcel addressing notification template settings

Default print settings and auto print (also valid for MPL and international customers)

Automatic printing options

1. Addressing automatic print

When this option is selected, the printing of address labels, which can also be initiated by using the "Sending/Printing" link on the posting list screen can be configured to start automatically.

By selecting the checkbox, automatic printing of address labels can be initiated in the following cases.

- recording a new mail item,
- successful manual or automatic import,
- mail items selected for printing with a barcode reader.

2. Automatic printing of item lists when posting list is closed

- Posted automatic summary print (Default number of copies: 1)
- Automatic consignor list print (Default number of copies: 2)
- Automatic pallet, extra and individually managed consignor list print (Default number of copies: 1)

The operator can set the automatic printing of the above options by ticking the corresponding checkboxes. In addition to listing the posting lists, the operator can also set the number of copies to be printed of each posting list: the minimum number of copies is 1. The field cannot be edited directly by the operator: instead, the arrows can be used to increase/decrease the number of copies.

3. Addressing automatic printing by a bar code reader

In order to initiate the automatic printing of the mail items appearing in the mail item list with a bar code reader, the operator must select the Addressing automatic printing by a bar code reader function.

Default printer (A4, Label, Posting list, Advice of delivery)

The operator can select a default printer for each type of printout:

- Addressing (A4)
- Addressing (etiquette)
- Posting List
- Return receipt

In the dialog displayed by pressing the **Select Printer** button next to the printout types the operator can select the correct printers, which will be displayed on the screen and the checkbox before the printout type will be ticked. The previously selected printer can be changed by pressing the Select Printer button again.

Pressing the **Select all printers** button will allow the operator to select the same printer for all printout types.

QR code settings

1. If you want the address label to contain the QR code, tick the box next to Print QR code onto the address label.
2. Choose the fields to be displayed in the QR code. The order of the fields can be changed using the UP/DOWN buttons.
3. If you want to have a free text field as well, use the box on the right.

The length of the text stored in the QR code is a maximum of 100 characters. Every chosen field will reduce the number of characters still available.

Label settings

- Label settings (left)
  The contents of the labels on the right and left of the address label can be defined.
  - The list of options includes:
    - Empty (default)
    - Item identifier
      The mail item's tracking number and barcode are printed.
    - Free text
      Option to write free text up to a maximum of 275 characters.
    - Accompanying document identifier
      The ID number and barcode of the accompanying document.
    - QR code
      If using this option, the contents for the QR code can be set in the QR code settings section.

  If the "Roll of labels under each other" option is selected in the Format of the address label setting, then Empty value will be highlighted in the selection list, and the operator cannot change this value.
- Label settings (right): same as Label settings (left).
- Format of the address label: choose the type of paper for printing from the list of options:
  - Normal paper (default)
  - Roll of labels under each other
  - Roll of labels next to each other
- Address label positions: With A5 size labels the address labels' position and distance from each other may be given.
  - X (mm): text input field
  - Y (mm): text input field
  - GAP (mm): text input field

5.3 Setting the warning message (this setting is valid for MPL and international posting lists)

The parcels dispatched use the available tracking number range. When the number of available tracking numbers falls below the set quantity, a warning message appears at the start of the chosen activities.

Choose the quantity of tracking numbers you require and when the warning should be displayed.

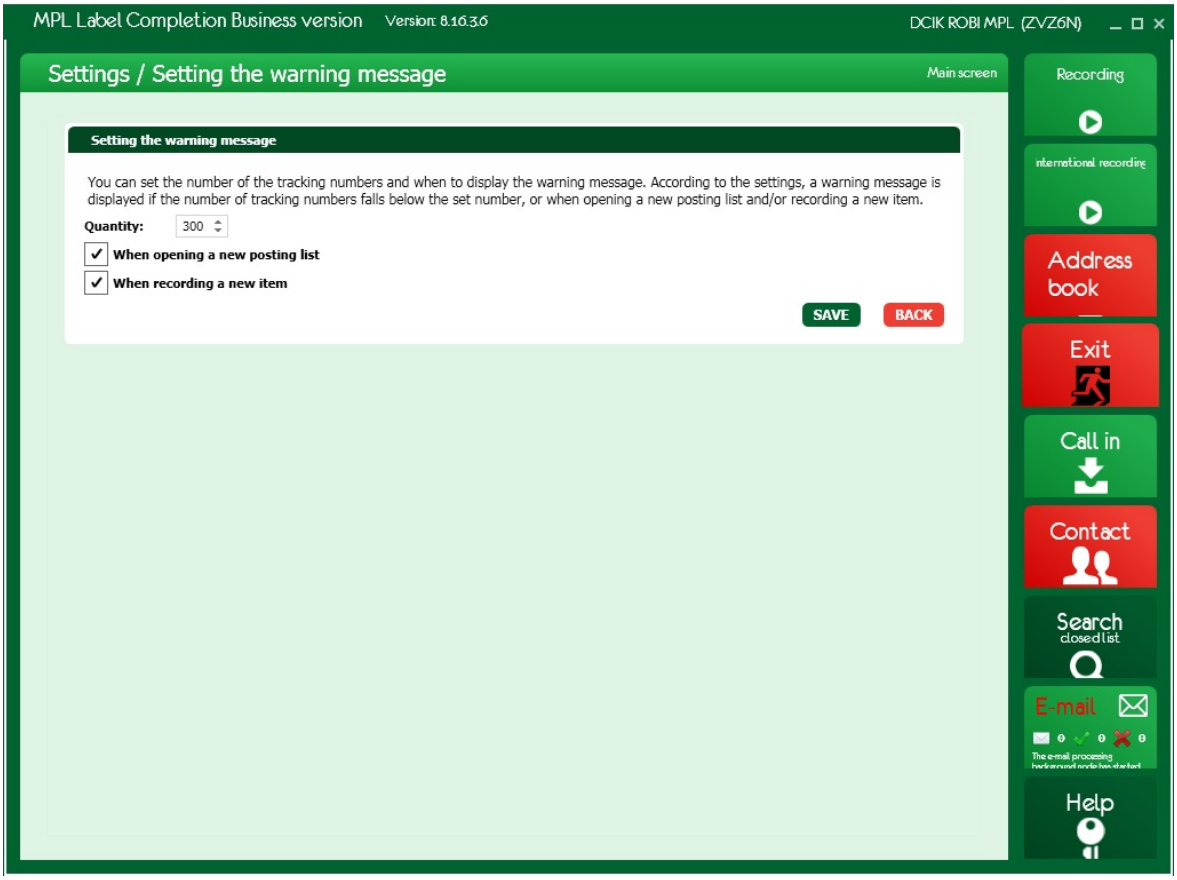

Figure 23: Setting the warning message

5.4 Settings for email sending (this setting is valid for MPL and international posting lists)

Provided there is live internet connection, the parameters for sending e-mails can be set in this function. An e-mail server may be set by choosing a predefined configuration or by entering individual values. If the data required for using SMTP has been entered, the operator will need to enter the sender's e-mail address.

After entering the data, the Test e-mail button can be used to verify if the settings are correct.

If e-mail messages can be sent correctly, the entered data can finalized by pressing the Save button.

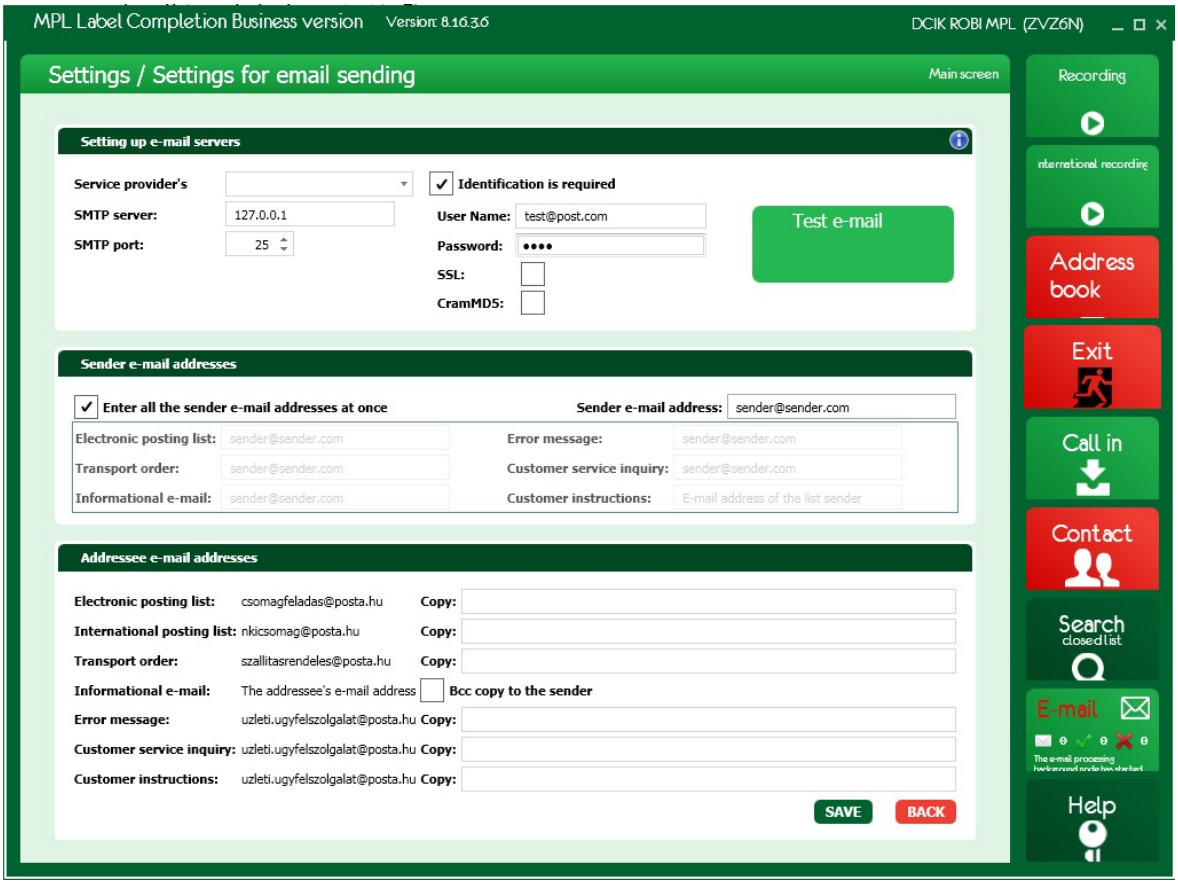

Figure 24: Settings for e-mail sending

5.5 Electronic posting list settings (this setting is valid for MPL and international posting lists)

Choose the default communication channel for the electronic posting list. This can be changed when closing the list.

Browse to choose the folder where the electronic posting list is to be saved. Irrespective of the communication channel, the list will also be saved locally.

If you choose the automatic creation/sending option, the form for preparing the posting list will not appear when closing the list. When the list is closed, it will be created and sent with the parameters defined.

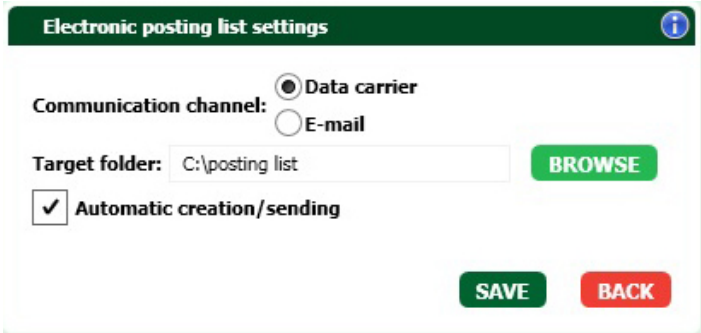

Figure 25: Settings for the electronic posting list

5.6 Setting up informational e-mail

Tick the box at the top of the screen if you wish to inform the addressees by e-mail that a parcel has been sent.

The e-mail may be supplemented by your own text, pictures or tables.

Write your own text into the text editor window on the Edit tab.

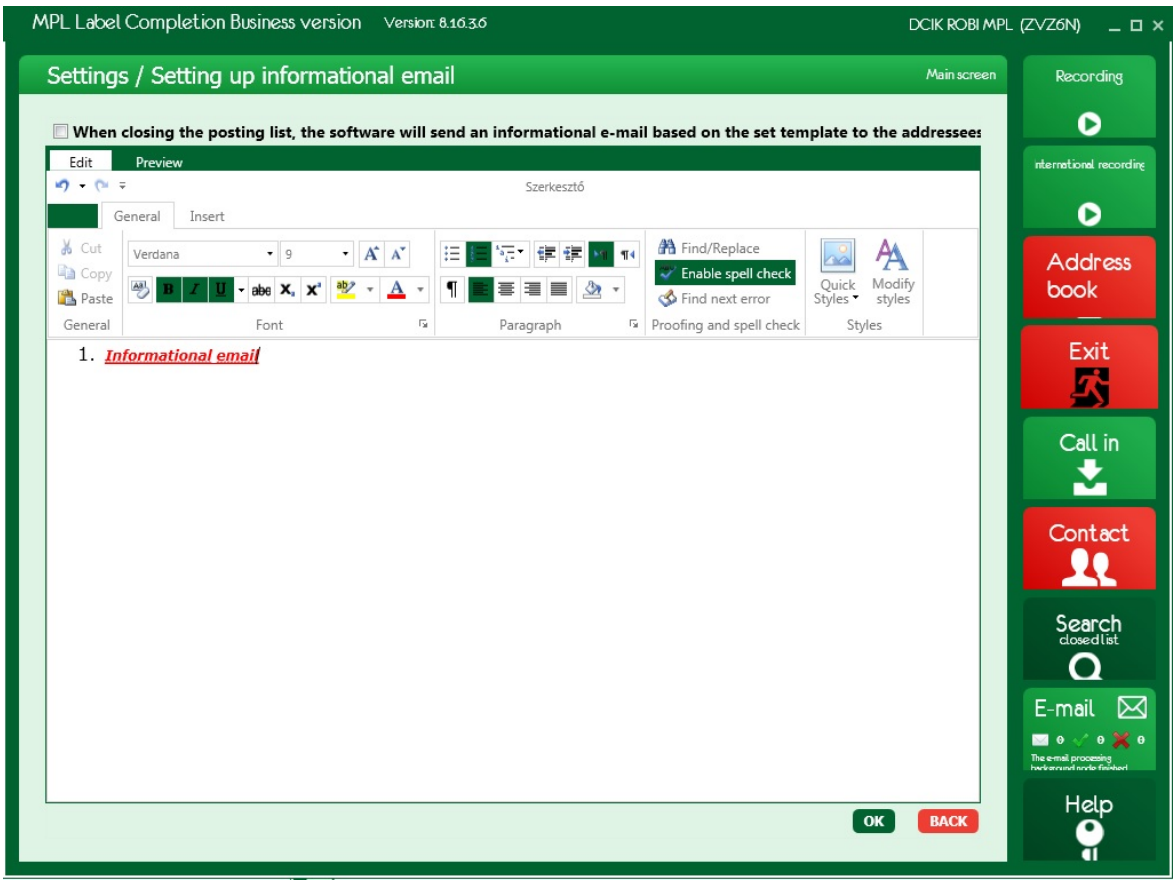

Figure 26: Setting up informational e-mail - Edit

You should note that the size of any attached picture, logo, etc. can significantly influence the speed of sending an e-mail. Before saving, the application checks the size of the prepared e-mail and will display the following warning if it exceeds 1 MB:

"The HTML is too large. Reduce image resolution."

A print view of the final e-mail can be seen on the Preview tab.

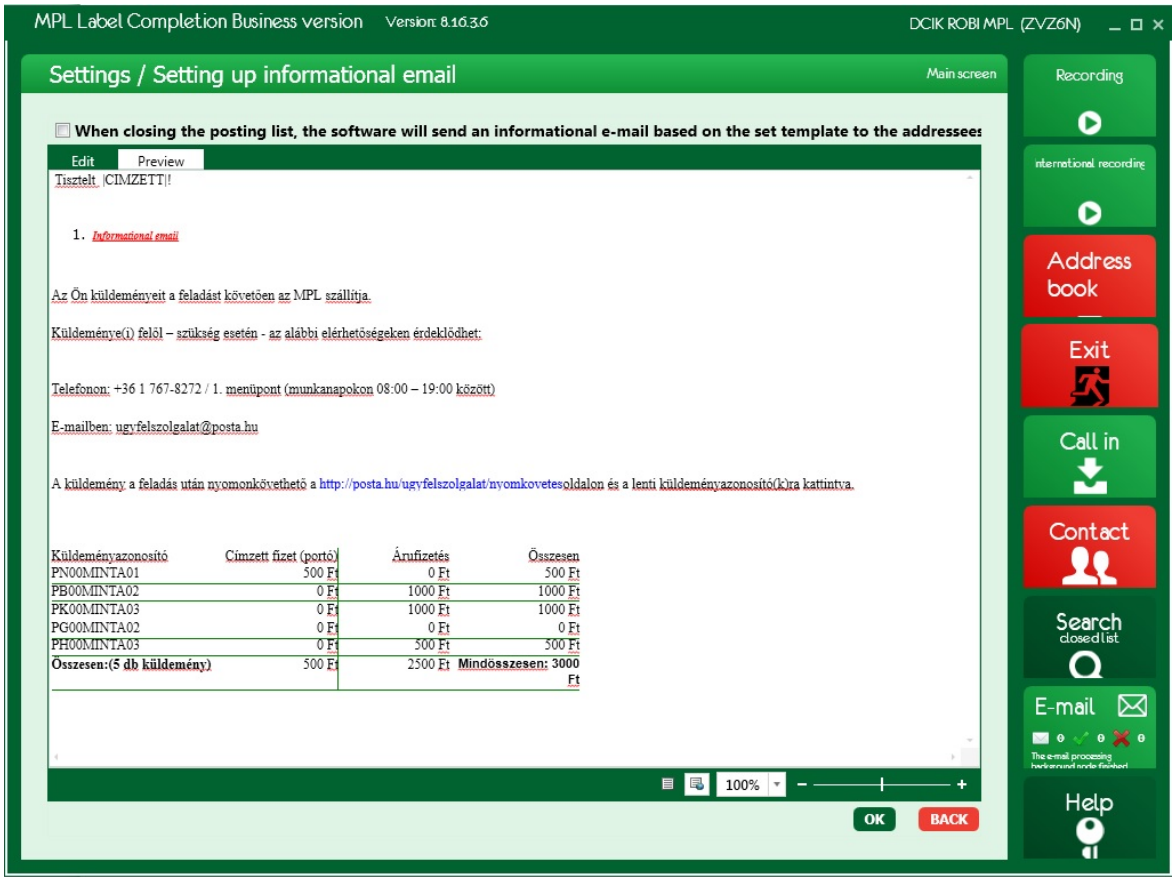

Figure 27: Setting up informational e-mail - Preview

5.7 Archiving

During archiving all posting lists that are older than the set date together with their mail items will be transferred to the archive database.

Archiving can only be started if the user is logged in to the company whose posting list is intended to be archived.

The path to the archive database must be set on the second screen of the "Maintaining the basic settings" function.

To run the archiving function, enter the date before and on which archiving must start and also enter your password and press the Save button. Any posting list with a closing date prior to the given date will be archived.

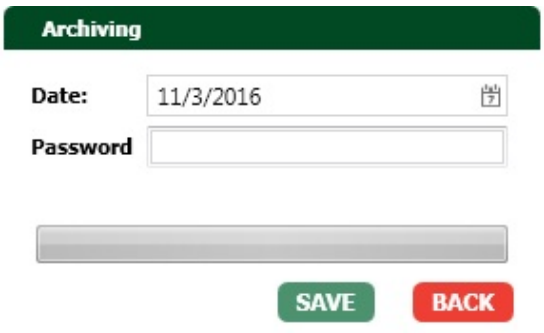

Figure 28: Archiving

Click Yes to confirm your intention to archive.

Figure 29: Archiving - Confirmation question

5.8 Change password

A password for a given company's database can be changed using the Change password function in the Settings panel.

Enter the old and new passwords.

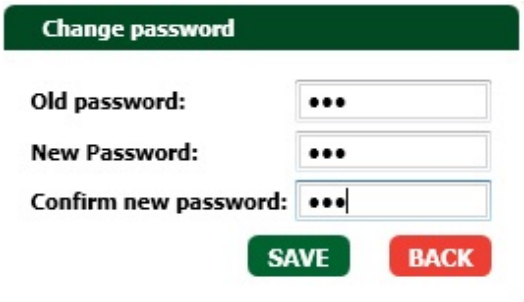

Figure 30: Change password

5.9 Making a backup copy

Using this function a backup copy is made of the program and the entire database.

Start the function by clicking "Making a backup copy" on the Profile (Settings) panel.

You can see the saving process in the progress bar below.

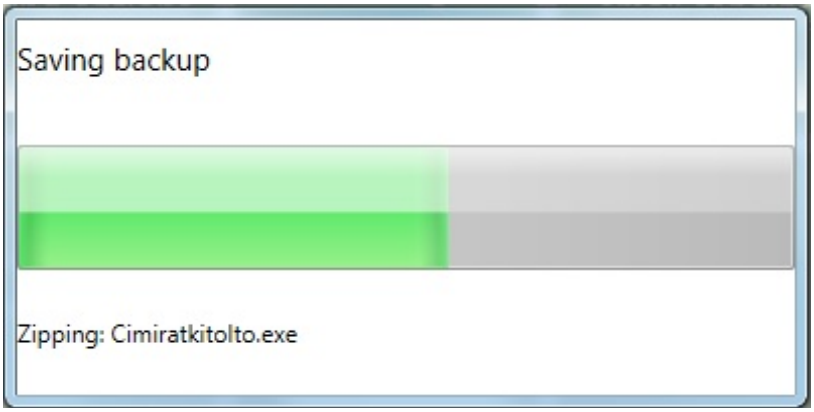

Figure 31: Making a backup copy

You will be informed when the backup copy has been saved successfully.

After installing a new version, it is recommended that you should create a backup after the first use in order to safeguard your data.

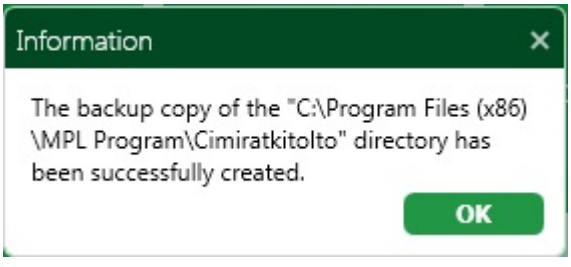

Figure 32: Making a backup copy - Information

5.10 Restore from backup copy

The application and the entire database can be restored from a backup copy made earlier. Any change made after making the backup copy will be lost by restoring.

4. To start restoring, confirm your intention by clicking OK.

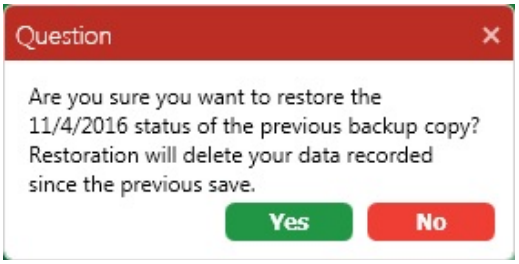

Figure 33: Restore from backup copy

Enter the password used for logging in and click OK.
After restoring, the application will restart.

5.11 Deleting the database

With this function the data of the company given when logging in can be deleted. When performing deletion, the archived data of the company will also be deleted: for this reason, you should consult with the sales person before you use this function.

To delete the data, give the password used for logging in and click Clear.

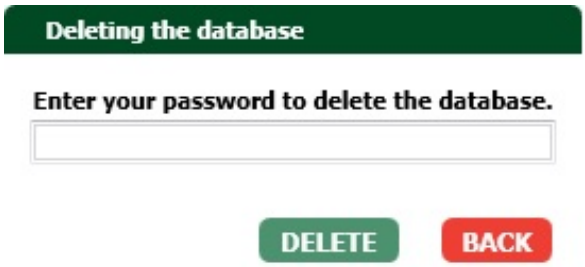

Figure 34: Deleting the database - Password input

To confirm that you wish to delete the data, click OK.

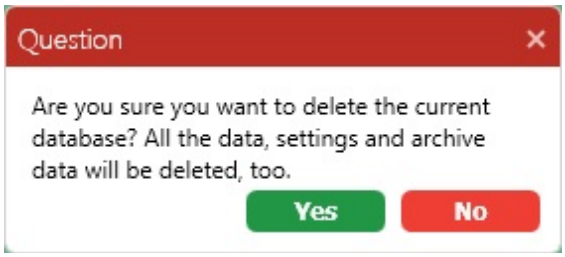

Figure 35: Deleting the database - Confirmation request

When the data has been deleted, the application will close.

6 Recording (MPL parcel)

6.1 Opening a new posting list

If no posting list is open, selecting the Recording tile will automatically start the process of opening a posting list.

Note: If the selected customer does not have a contract that required for recording an MPL parcel, the system will block attempts to use this function.

Steps of opening a posting list:

1. Choose the agreement from the drop-down menu.
2. Choose the method of payment for goods.
3. Enter the name of the posting list (optional).
4. Enter the planned date of dispatch. The current day is set as default.
5. Enter the name of the sender or choose from the partners.
6. If the sender already features among the partners, choose from the available addresses or record the new address.
7. Enter any additional tasks related to delivery. Setting this parameter will determined if the system automatically sends e-mail messages.
   Possible values:
   - None: Automatic e-mail sending is disabled.
   - Based on regular delivery agreement: Automatic e-mail sending is disabled.
   - Advance notice of quantities not covered by regular delivery agreement: The system will send an automatic advance notice by e-mail.
   - Advance notice/delivery order for ad hoc delivery: The system will send an automatic advance notice and delivery order by e-mail.
8. If you pick point 3 and 4, you should complete the advance delivery notice form; if you select point 1 and 2, the advance notice and delivery order e-mail will only be available by forcing the use of the Transport button.

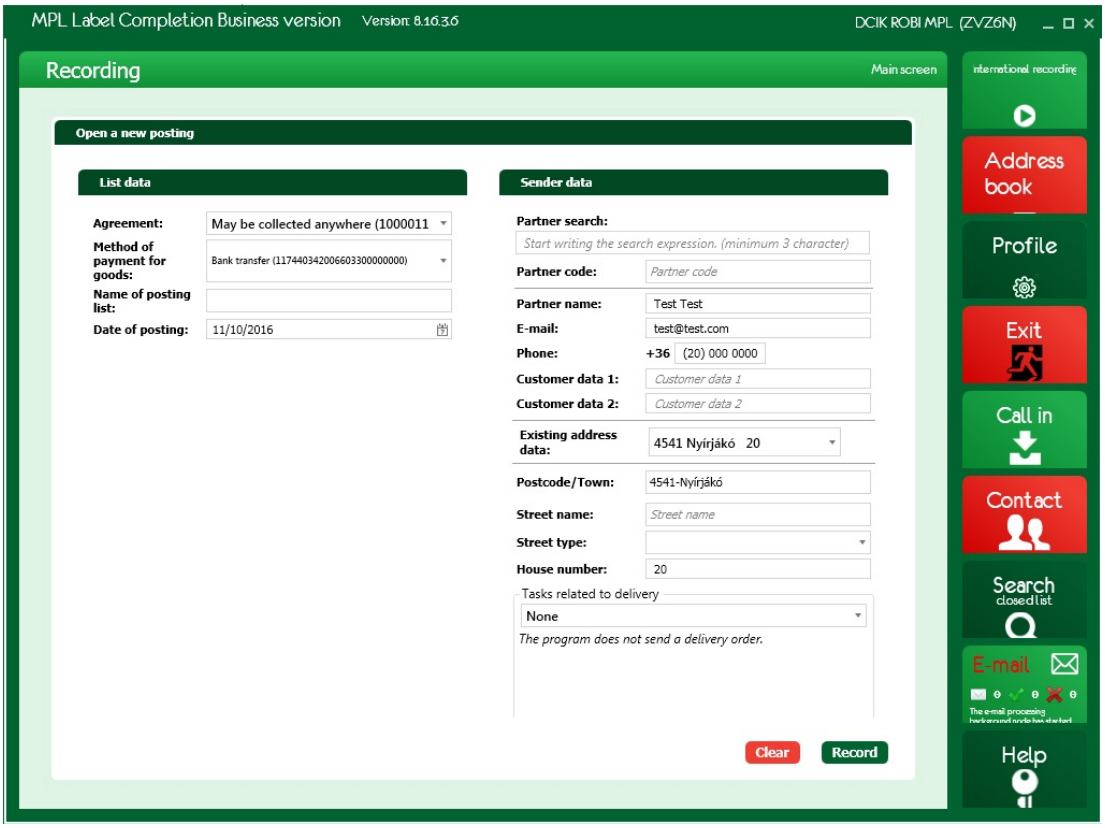

Figure 36: Opening a new posting (MPL parcel)

The given settings will be offered by the program the next time a posting list is opened.

6.2 Displaying a posting list

By choosing the **Recording** tile, if a posting list is already open, its contents will be displayed.

The date of posting (not always) and the name of the posting list can be changed.

Note:

If the mail item list includes a mail item for which the fixed delivery date extra service has been configured, then the date of posting cannot be modified. If a fixed delivery date is used, then the date of posting must be set before recording the mail items. Removing the fixed delivery date service will also unlock the date of delivery for editing, but when mail items with extra services are deleted, the restriction is only removed after recording/modifying another mail items or returning to the main screen.

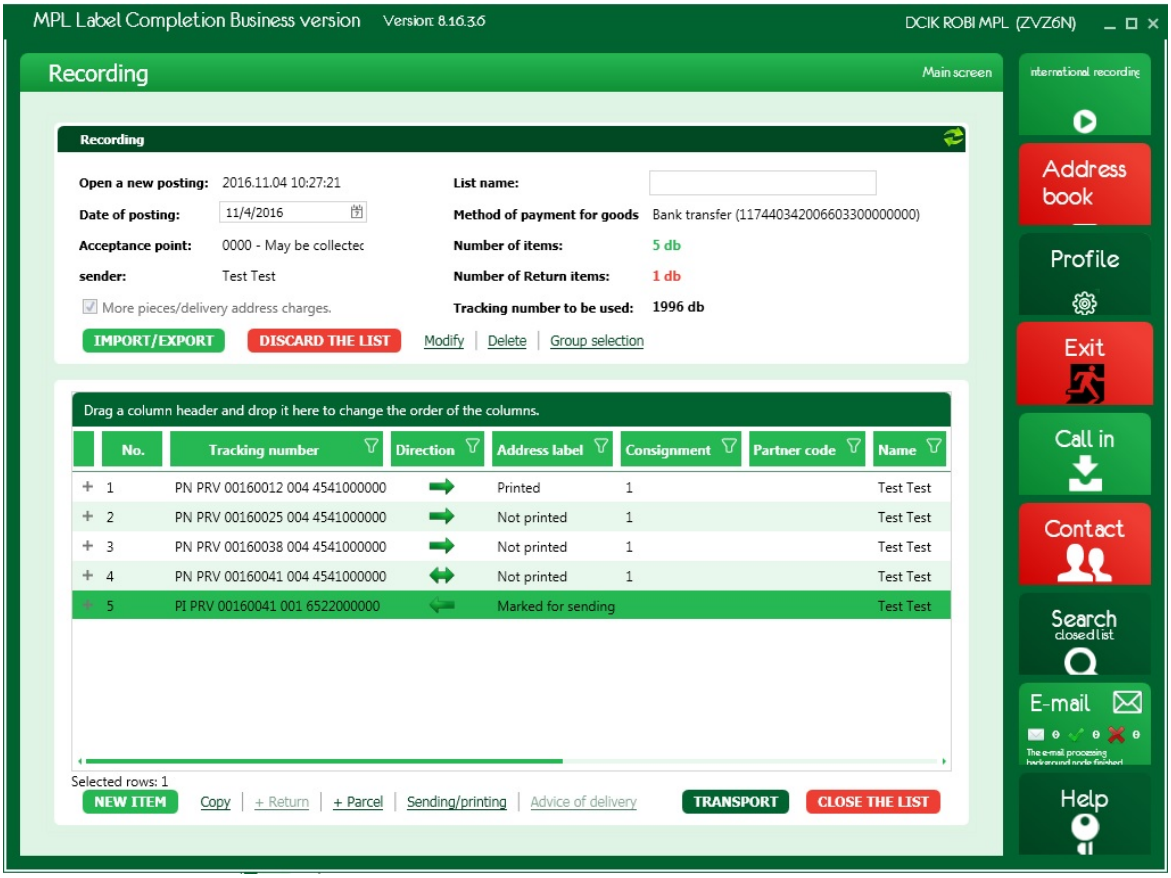

Figure 37: Recording – Mail item list screen

The order of the columns of the table containing the mail items can be changed by dragging the column header to the desired position.

By clicking the column headers the order of the items in the given column can be sorted by the subject of that column. Each column can be sorted in ascending or descending order, or not ordered at all.

By clicking the funnel icons in the column headers a filter may be set for the given column.

By clicking the + sign in front of each row in the table the address data and configuration data for the specific parcel can be viewed.

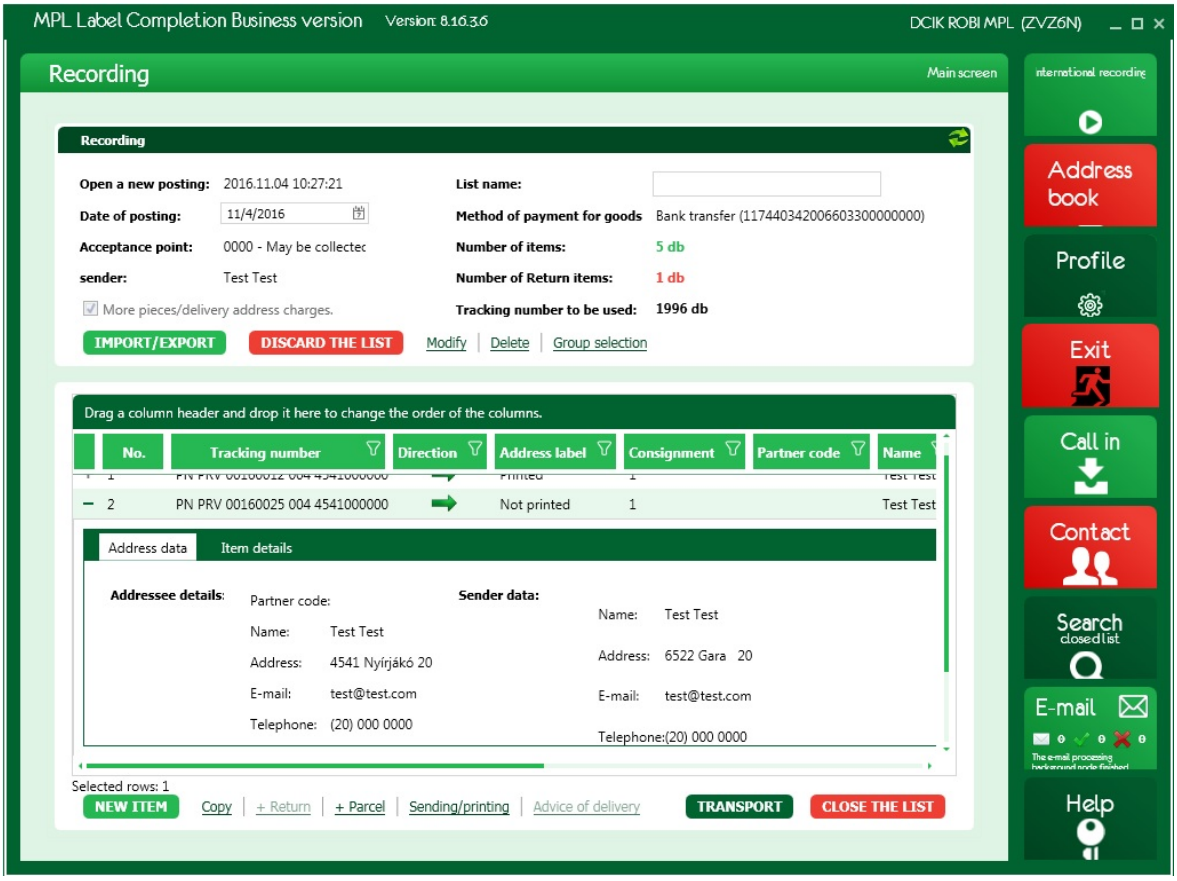

Figure 38: Recording – Address details

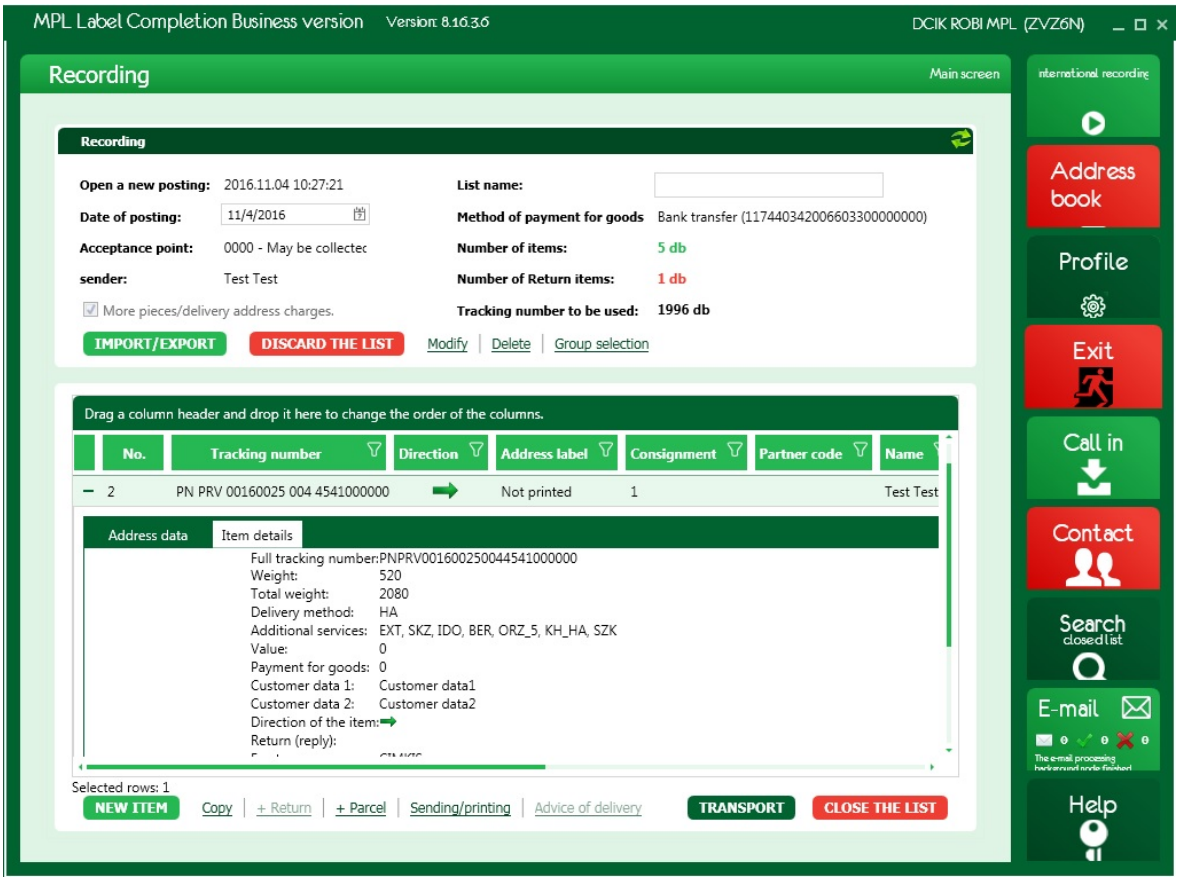

Figure 39: Recording – Item details

6.3 Recording a new mail item

If you wish to record a mail item, choose from the following options on the Recording screen:

- New item button - recording a new item for a new addressee
- Copy link - creating parcels identical to the chosen item for the addressee of the chosen item
- + Parcel link - adding a new item with differing data for the addressee of the chosen item
- + Inverz link - creating an inverz (return) address label for the chosen item

Recording a mail item consists of two steps: recording the address details and recording the item details. These are described below.

6.3.1 Recording address details

1. Enter whether the mail item to be recorded is an Inverse parcel.
2. Choose the addressee from the already recorded partners or enter the name and address of the addressee.
   There are a number of ways to select an already recorded partner:
   a) If you know the partner code, start entering it in the partner code field. As you type a list of any matching finds will automatically appear. The more characters you enter the narrower the list will be.
   b) You can search the list of existing partners by writing in the Partner search field. Start entering the partner's name, e-mail address, phone number or address, and the program will provide a list of any finds matching the given characters. The more characters you enter the narrower the list will be (but you will need to enter at least 3 characters). If you see the partner you are looking for in the list, click on it or use the keys that move the cursor to go onto it and hit Enter.

   The program will automatically complete the fields of the form using the data of the chosen partner. If a partner features in the database with more than one address, choose from the available addresses after setting the method of delivery from the drop-down list containing the existing address data.
   You can change the contents of the fields or enter new address data. When saving the item, you must choose whether to overwrite the existing partner data or to create a new set of data.
   When you record a new partner, enter
   - Partner's name (special characters may not be used, entry cannot be longer than 150 characters)
   - The partner code and the other identification data is optional.
   - Email: optional, but for delivery to parcel delivery machines it is mandatory
   - Phone: optional, but for delivery to parcel delivery machines it is mandatory
   - Customer data 1:
   - Customer data 2:
   - Delivery method. Options available:
     - Delivery to the door
     - Pallet delivery
     - Poste restante
     - PostaPont
     - Parcel delivery machine
   - Address

   The fields to be recorded for the address depend on the method of delivery. The fields to be completed for the selected method of delivery will appear on the form. You can move on to record the item's data if the recorded address is correct. *(Note: If you enter the entire delivery address into the Street name field and then press the TAB button, the program will automatically split it into Street name, Street type and House number entries.)*

Address lookup can be filtered by entering a value into the Postcode/Town field and this function is available for all delivery methods.
If the operator selects Poste restante, PostaPont, or Parcel delivery machine as the method of delivery, the Addressee data 1 and 2 screens will also allow the selection of addressee details with the Search field above the Postcode/Town field. The Search field is filtered for all addressee details.

- Note: it is used to enter other information that facilitates delivery (gate number, name above the doorbell, etc.)

3. If you have already recorded a parcel for the addressee, you must instruct the application how to form a consignment for the current parcel. The possible choices are that the application expands the last recorded consignment with the current parcel and recalculates the postage, or it starts a new consignment. The choice is aided by the serial number of the consignment that can be expanded and the number of items in it.
4. Choose consignment delivery if you have recorded more than one parcel for the same addressee and want them to be delivered simultaneously.
5. Press NEXT to move to the next screen.

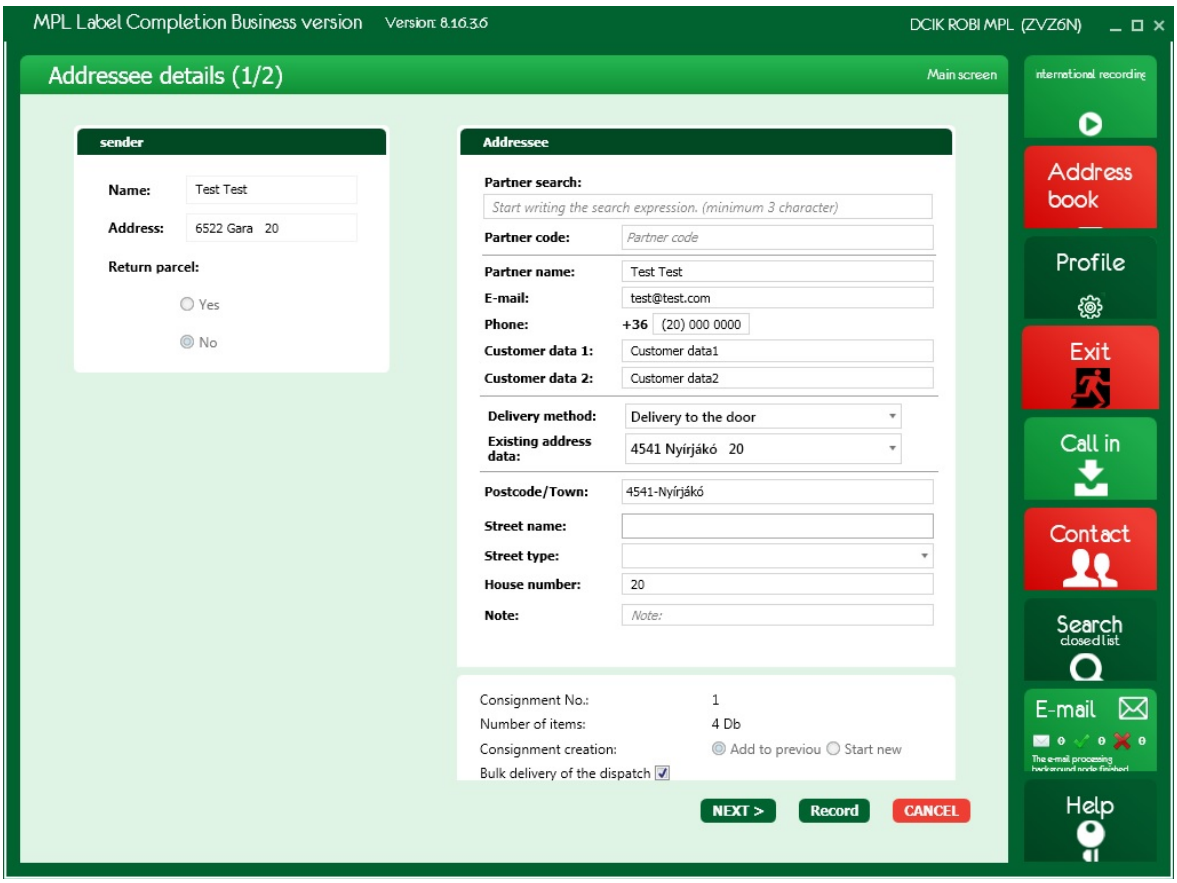

Figure 40: Recording a mail item - Addressee details

6.3.2 Recording parcel data

1. Enter the weight of the parcel.

Enter the parcel's dimensions. It is optional, except for deliveries to parcel terminals where it is mandatory.

Mark the additional services you wish to use by entering the parameters or selecting the icons.

If you wish to create a number of identical parcels, enter the number of copies to be made. Once the number of parcels is given, the check box for Payment for Goods will become active. If the box is ticked, this means that the Payment for Goods amount will also be copied. If you do not want the Payment for Goods amount to be copied for the new items, untick the box.

To save the mail item's settings, choose the RECORD button. Alternatively, you can choose one of the other options. The other options are:

- New item button - Save and record a new mail item for a new addressee
- + Parcel link - Save and record a new mail item with different data for the same addressee
- + Inverse link - Save and create an inverse (return) address label for the mail item

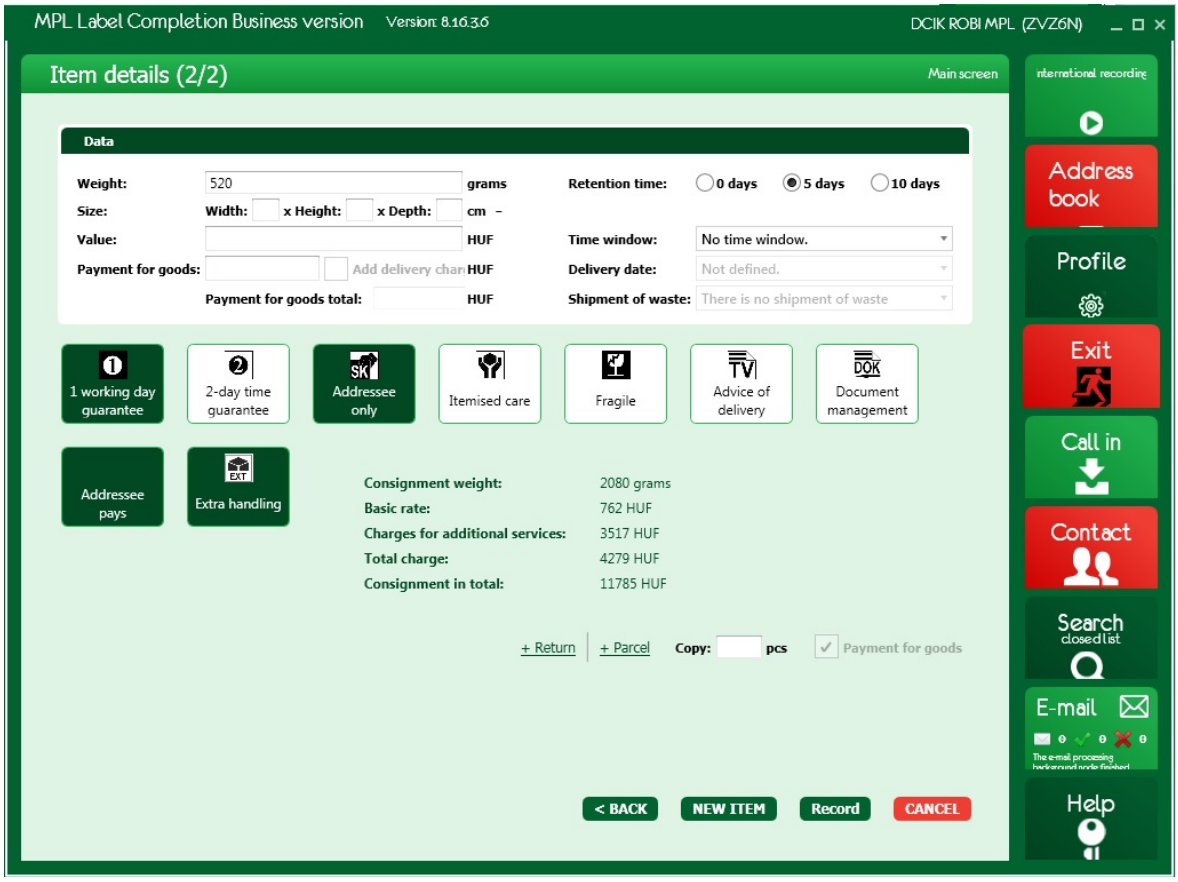

Figure 41: Recording a mail item - Item details

6.4 Copying parcel data

The address label completion program offers the possibility of generating parcels with data which are in part identical to the data of an already recorded item. The addressee of the generated mail item must be identical to the addressee of the copied parcel. The new parcels may only differ in their tracking number. The original parcel and the copies make up a consignment.

To copy, select a parcel and give the number of copies you wish to create in the pop-up window.

6.5 Creating an inverse parcel address label for a mail item

The application offers the possibility of generating an inverse address label for a recorded parcel.

1. To create an inverse address label, select a parcel and click the + Inverse link.
2. Panels for recording the parcel will appear. The sender of the inverse parcel will be the addressee of the original parcel, while the addressee of the inverse parcel will be the sender of the original parcel.
3. Mark the additional services you wish to use by entering the parameters or selecting the icons.
4. To save the parcel click the RECORD button.

6.6 Recording the next parcel for the addressee

In the application you can record a new parcel for the addressee of an already recorded mail item.

If you want to add a new parcel for the addressee of an already recorded mail item, select an item and click the + Parcel link. The program will offer the addressee, which can be changed if necessary.

6.7 Changing the data of the parcel

To make changes to the data of an already recorded parcel, select the item and click Modification.

Panels for recording the parcel will appear, where you can change the data.

6.8 Deleting a parcel

To delete already recorded parcels, select one or more items and click Delete.

6.9 Group selection

Apart from the usual ways to select items, clicking the Group selection link offers some special methods that can be used in the list of parcels.

A selection list appears with the options shown in the illustration below.

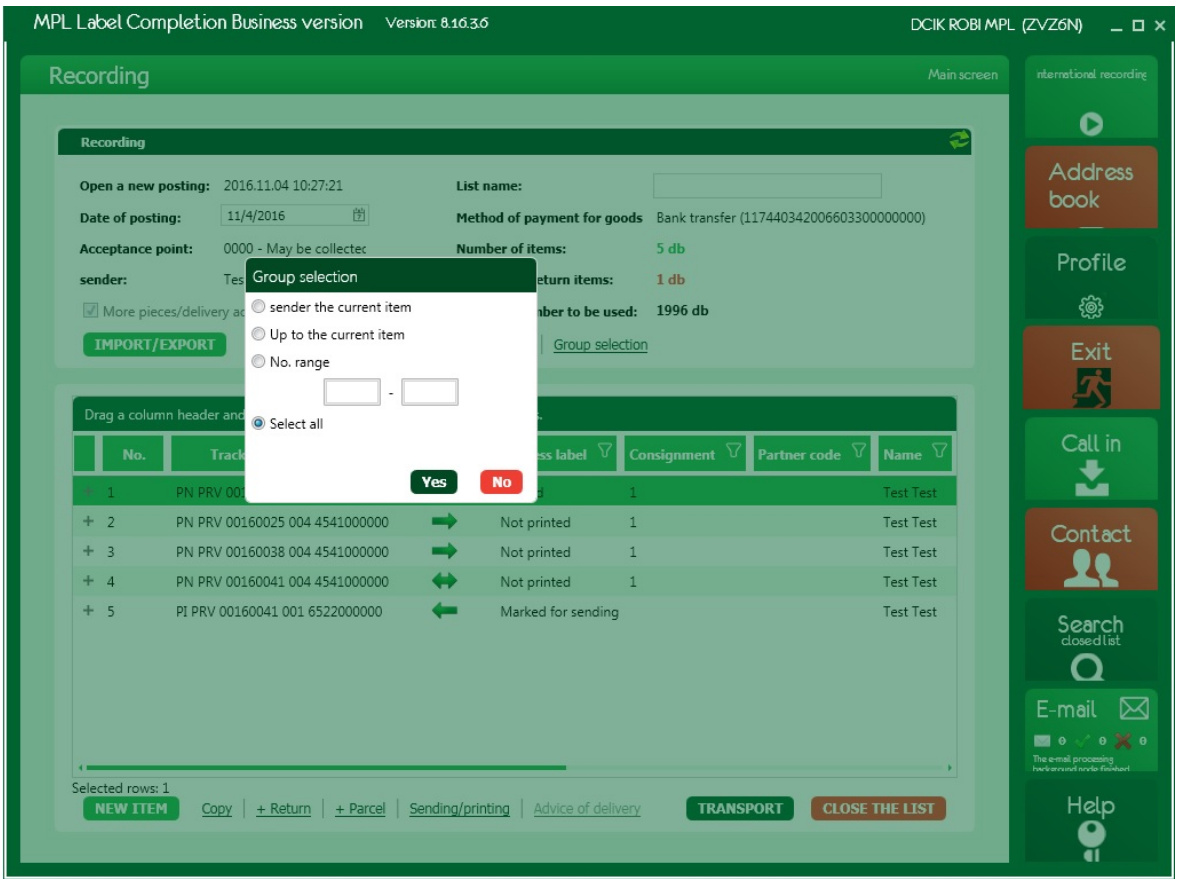

Figure 42: Mail item list screen - Group Selection

- From the current item: from the current cursor position up to the end of the list
- Up to the current item: from the beginning of the list up to the current cursor position
- Number range: the numbers from a starting number to an ending number chosen from the "No." column
- Select all: the entire list (Ctrl + A)

6.10 Sending or printing an address label

Sending or printing an address label can be requested for selected parcels.

If the posting list is open, an address label may be printed for every selected parcel irrespective of whether or not printing an address label is a condition of closing the posting list. E-mails are sent when the posting list is closed, wherever this is necessary.

When the posting list is closed, the address label of the selected parcel is either printed or sent by e-mail to the sender. An e-mail is sent if the posting list is summoned or the mail item is an inverz parcel and sending an e-mail has been set for such activities.

To print the address label, select the mail items and click the **Sending/Printing** link.

If automatic printing has been set, after recording or successfully importing a new mail item either manually or automatically, it is not necessary to press the **Sending/Printing** link to produce address labels.

Address labels will be automatically printed on the default printer configured in the address label printing function.

6.11 Printing an advice of delivery form

If the posting list contains advice of delivery parcels, a condition of closing such a list is printing the advice of delivery form for such parcels dependent on the basic settings. If this is

not compulsory under the basic settings, it is the user's decision whether to print the advice of delivery forms before closing the posting list.

To print the advice of delivery forms, select the parcels you want the forms for and click the Advice of Delivery link.

6.12 Parcel data import/export

Parcel data originating from an external source may be loaded into the posting list, and the data of the parcels on the posting list may also be saved to an external file.

From the displayed screen, you can perform

- Export
- Import
- Automatic import

The function supports importing and exporting into *.csv, *.xls, *.xml and *.xlsx files.

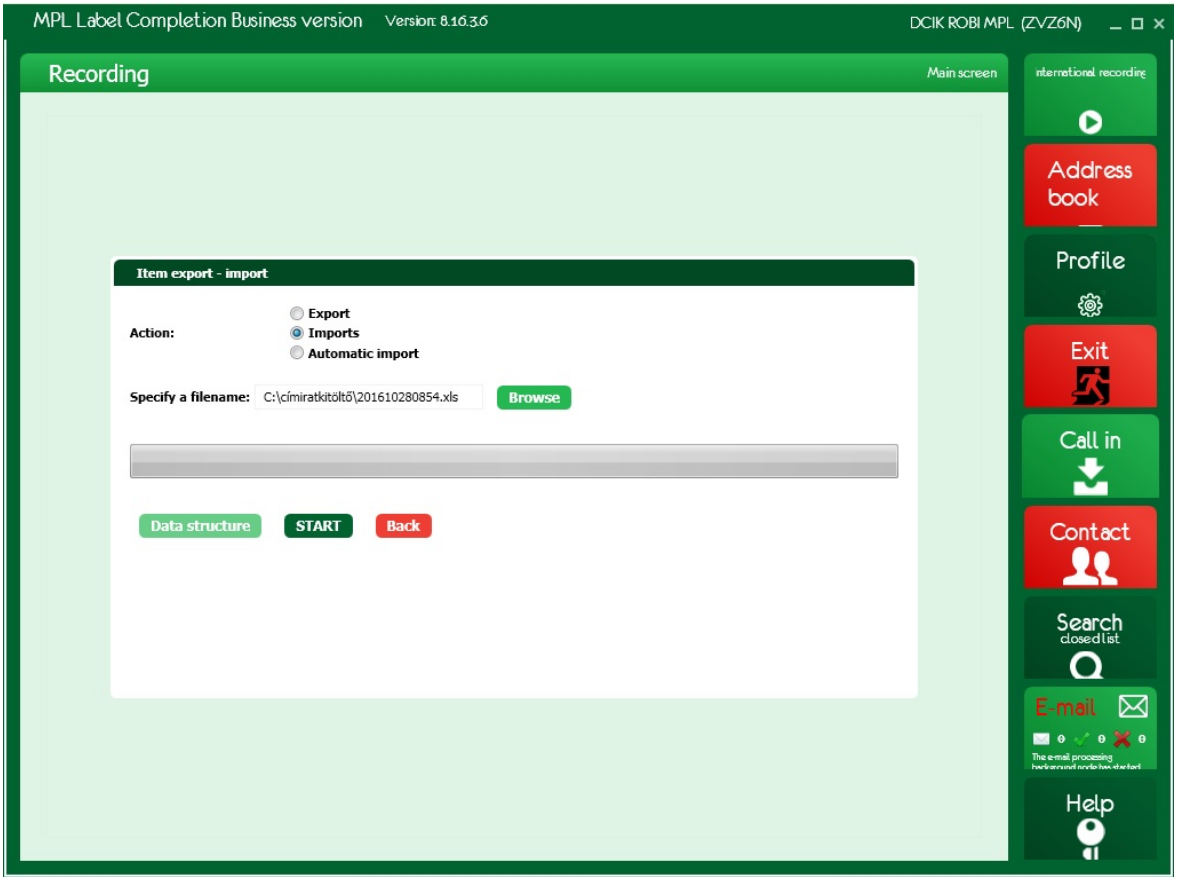

Figure 43: Item export - import

If you are importing a *.csv, *.xls, or *.xlsx file and the first line of the file does not contain the necessary header, you must enter which column the appropriate data is in.

It is not necessary to bind the fields with an *.xml file because its format is fixed.

If you are importing an item, the **Data structure** button will only be enabled if the loaded file has no header.

If you are exporting items, if the path for exporting the file has already been set, then the Data structure button will be enabled, and the operator can use it to set the order in which the details are to be exported. If the operator modified this setting, then the next export operation will use the previously set order to export the details.

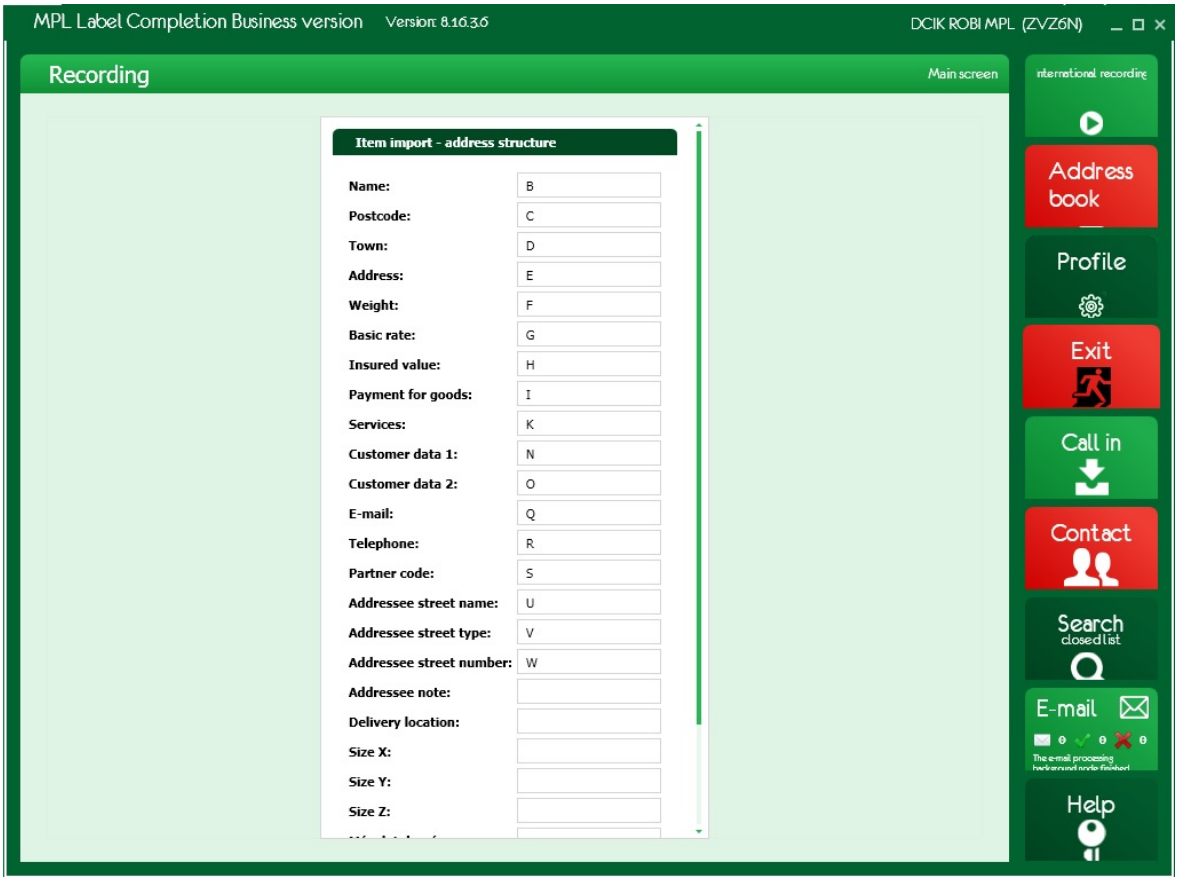

Figure 44: Setting the data structure of the file

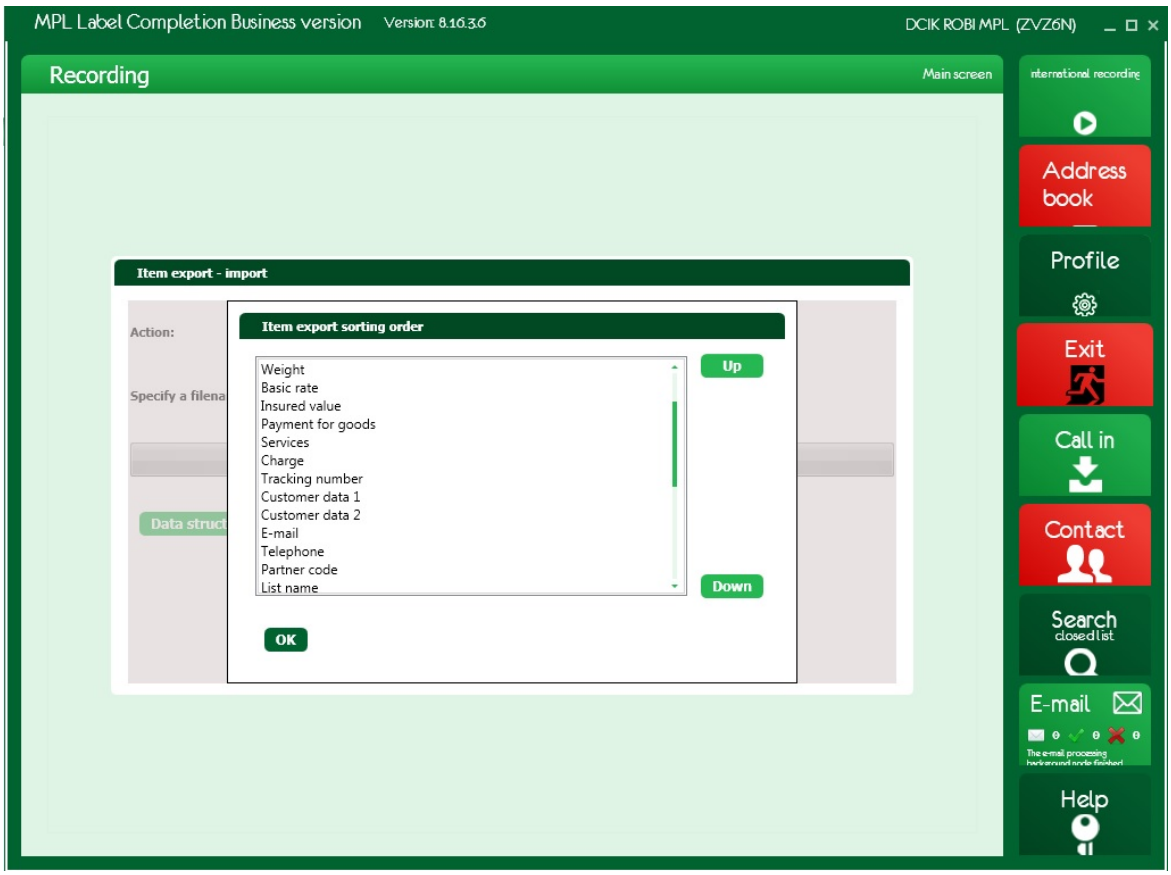

Figure 45: Setting the order of columns

Both when importing and exporting, the file must contain the data in accordance with the following table:

#	Field name (length: min-max)	Content	Must be given for import?
A	Number (1-5)	Individual serial number increasing by one.	Yes, starting with 1
B	name (3-60)	Addressee's name.	Yes.
C	postcode (4)	Addressee's postcode, must contain 4 digits.	Yes.
D	town (3-35)	Addressee's town.	Yes.
E	address	Addressee's address details; it contains details of the place of delivery for PM and PP delivery methods if the delivery location field is empty.	
F	weight (1-5)	The weight of the parcel given in grams. May only contain numbers.	Yes.
G	basic fee (1-9)	Basic fee of the item. Field not writeable, only receives a value when exporting.	No.
H	value insurance (1-6)	Amount of value declaration.	No.
I	payment for goods (1-6)	The amount of the payment for goods.	No.
J	services	The codes of the services used, separated by commas. (The codes are given in the following table.)	No.
K	fee (1-9)	Only receives a value when exporting; not processed when importing.	No.
L	tracking no. (20-26)	Only receives a value when exporting; not processed when importing.	No.
M	Customer data1 (40)	Any customer data.	No.
N	Customer data2 (40)	Any customer data.	No.
O	e-mail (128)	Addressee's e-mail address.	No

#	Field name (length: min-max)	Content	Must be given for import?
P	telephone (9-10)	Addressee's telephone number. The telephone number's format must match one of the examples: 1-1234567, 23-123456, 70-1234567	No
Q	partner code (16)	Individual partner identifier	No
R	name of posting list	Name of posting list (ignored when importing)	No
S	addressee_street_name (80)	Street name	No
T	addressee_street_type (80)	Type of street (street, road, etc.) as it appears in the program's database.	No
U	addressee_street_no. (30)	House number	No
V	note (50)	Note regarding the address	No
W	delivery_place	Naming the place of delivery based on the basic data in the following cases: • Poste restante • PostaPont • Parcel delivery machine	No
X	sizeX (0-8)	Width	No
Y	sizeY (0-8)	Height	No
Z	sizeZ (0-8)	Depth	No
AA	number_of_copies	Number of copies when importing	No
AB	inverse_copies	Number of inverse copies when importing	No
AC	fixed_delivery_day	Delivery on a fixed day	No
AD	waste	Waste category number	No

Note: When importing, the file must contain all the fields, but the fields which do not have to be completed can be left blank!

Possible values in the *services* field:

Service code	Content	Excluded services when this service is used
KH_HA	Delivery to the door	KH_PM,KH_RA,K_RLC, KH_PP, KH_CS
KH_PM	Poste restante	KH_HA,KH_RA,ORZ_0,EKE,AAT,ESZ,AAA,DU,MSZ,IDA,ALA,ZSK,RLC, KH_PP, KH_CS, INV, EXT
KH_RA**	Pallet delivery	KH_PM,KH_HA, KH_CS, ORZ_5, ORZ_10, KH_PP, DU, MSZ,INV
KH_CS	Parcel delivery machine	KH_PP, KH_PM,KH_HA, KH_RA, ORZ_0, ESZ, EKE,AAA,TER,MSZ, ALA, ZSK, BER, AAT, DOK, RLC, INV ,DU, IDA, SKZ, TEV, EXT
KH_PP	PostaPont	KH_CS, KH_PM, KH_HA, KH_RA, ORZ_0, ESZ, EKE, AAA, TER, MSZ, ALA, ZSK, BER, AAT, DOK, RLC, INV ,DU, IDA, SKZ, EXT
ORZ_0	0 day retention time	ORZ_5, ORZ_10,KH_PM, KH_PP
ORZ_5	5 day retention time	ORZ_0, KH_RA,RLC,ORZ_10,ZSK,ESZ,EKE, AAA ,INV
ORZ_10	10 day retention time	ORZ_0, ORZ_5,ZSK, ESZ,EKE,AAA, KH_RA,RLC, INV
ALA	Ad hoc recipient	AAA,SKZ,ZSK,KH_PM, KH_PP, INV
BER	Addressee pays	ZSK, UVSZ, KH_PP, INV
DU*	Afternoon delivery	MSZ, ESZ, KH_PM, KH_PP, KH_CS, KH_RA, K_ IDA, INV, AAA, RLC, EKE, ESZ, ZSK,

Service code	Content	Excluded services when this service is used
ENY	Value insurance	
ESZ**	Overnight delivery	MSZ, DU, ORZ_5, ORZ_10, KH_PM, KH_PP, INV, IDA
IDO	1 working day time guarantee	
MSZ*	Delivery on Saturdays	ESZ, DU, ZSK, KH_PM, KH_PP, KH_CS, KH_ RA, IDA, EKE, AAA, RLC, INV
IDA***	Time window	ZSK, KH_PM, KH_PP, INV, MSZ, ESZ, DU
SKZ	Delivery to addressee in person	AAA, ALA, ZSK, INV, KH_PP
TER	Bulky	EKE, KH_PP,KH_CS, EXT
TEV	Return receipt	ZSK, INV
TOR	Fragile	
UVT	Payment for goods	ZSK, INV
ZSK**	Lock-gate delivery	AAA,AAT,ALA,BER,DOK,SKZ,TEV, UVT,ORZ_5, ORZ_10,MSZ,KH_PM, KH_PP, INV
EKE**	Individual handling	ORZ_5, ORZ_10,TER,KH_PM, KH_PP, EXT
AAT	Itemised delivery of goods	AAA,ZSK, KH_PP, INV
AAA**	Store delivery	ORZ_5, ORZ_10,AAT,ALA,SKZ,ZSK,KH_PM , KH_PP, INV
DOK	Document management	K_ZSK, KH_PP, INV
RLC**	Exchange of pallets	ORZ_5, ORZ_10,KH_PM,KH_HA, KH_PP
UVSZ	Consignment Fee for Payment for Goods	BER, INV
SZK	Consignment handling	INV
INV	Inverse parcel	SZK, ORZ_5, ORZ_10,KH_PP,KH_PM,KH_RA, UVT,TER,BER,DOK,EFF_E, EFF_T,ALA,SKZ,DU,MSZ,ESZ,IDA, AAA,AAT,ZSK
LEZ	Postal sealing (only Net Parcels)	
LEH	Summoning	BER,INV,KH_PP
KNY	Simplified delivery	KH_PH, KH_RA, KH_PM, KH_PP
EXT	Extra handling	KH_PM, KH_PP,KH_CS, TER, EKE
HUL****	Waste delivery (only in Inverse package)	K_LEH

* The service is only available in designated towns.
** Only available with an agreement for an extra service.

*** Possible values for the IDA code: 07:00-09:00, 08:00-12:00, 12:00-16:00, 16:00-20:00, 08:00-11:00, 11:00-14:00, 14:00-17:00, 17:00-20:00,. Use of this service is indicated by entering a value. You do not need to use the IDA code. E.g.: 12:00-14:00. When loading, the system will only accept time intervals that are valid for the postal code of the given addressee.

****The Waste delivery extra service can be assigned to the parcel by selecting a waste category. The operator can use the drop-down list to select the desired category.

If using the payment for goods and insurance special services, the program will automatically add the service codes to the services once the amount has been given.

If the program finds an item marked with the inverse special service during importing, it will check whether there is a normal item addressed to the same address in the import file or in the posting list and whether there is an inverse item attached to it.

- If the normal item already exists, the inverse item will be given the tracking number of the normal item.
- If there is no normal item for the inverse item or it has another inverse item attached to it, the next ID number in line will be attributed.

No fee calculation is made for an Inverse parcel. The tracking number for the item starts with the PI code (e.g. PI MT1 34206225 001 2220 000000).

When importing into a summoned posting list, the codes for the special services BER (Addressee pays) and INV (Inverse parcel) will be automatically removed from the list of special services for the parcels. Items marked with the KH_PP import code will be put on an error list and the message "In a summoned posting list the PostaPont handling method is not available" will appear.

The import code for Inverse or summoned parcels to be recorded through e-mail sending is "CN_EM". If the parcel is not marked with this import code, it will be automatically marked for printing. When importing items, inverse items to be sent by e-mail can be marked with the "CN_EM". However, this code can only be used together with the "INV" code or in a summoned posting list. During importing the service code will be automatically removed of all non-Inverse or non-summoned items. If this import code is used and the e-mail address is invalid, the item will appear in the import error list with the message "E-mail sending was selected for the address label but there is no valid e-mail address". At this point the user can enter the e-mail address. When reprinting the address label of an already closed posting list, the address label will be forwarded immediately if it has been marked for e-mail sending.

The application stores data for Business parcels in the following format: Postcode, Town name, Street name, Street type, House number, plus any additional details. The street name and street type fields must be given. Completing the house number is not obligatory. The application will automatically complete the field with an empty character if it has not been completed in the field or import file.

6.12.1 Automatic import

This function is used for automatic processing of pre-loaded import files. When the START button is pressed to run this function, the application will load the files to be imported from the default folders set in the Maintenance of basic settings function, and parse them in the order they were received.

Operator intervention will only be required if the contents of the opened file fail the import file validation rules or if the imported mail item details contain an error. The status of the automatic import process is shown by a progress bar to the operator.

The function can be cancelled by using the STOP button.

The automatic import function may be complemented by the automatic address printing function: in such cases, as the final stage of the process, the address labels of the mail items are automatically printed on the default printer set in the Maintenance of basic settings function.

6.13 Delivery projection/order

This function serves to project a delivery in the case of an open posting list, and to order pick-up in the case of a closed posting list.

If you wish to use the projection service for the delivery or to order a pick-up, complete the form that appears. The application will automatically choose the action dependent on the status of the posting list.

A projection can be recorded by clicking the Delivery button when opening a posting list or on the recording screen of an open posting list.

An order can be made by clicking the Delivery button when closing a posting list or on the screen displaying a closed posting list.

By clicking the Sending button, the recorded data will be forwarded by e-mail to the appropriate postal address.

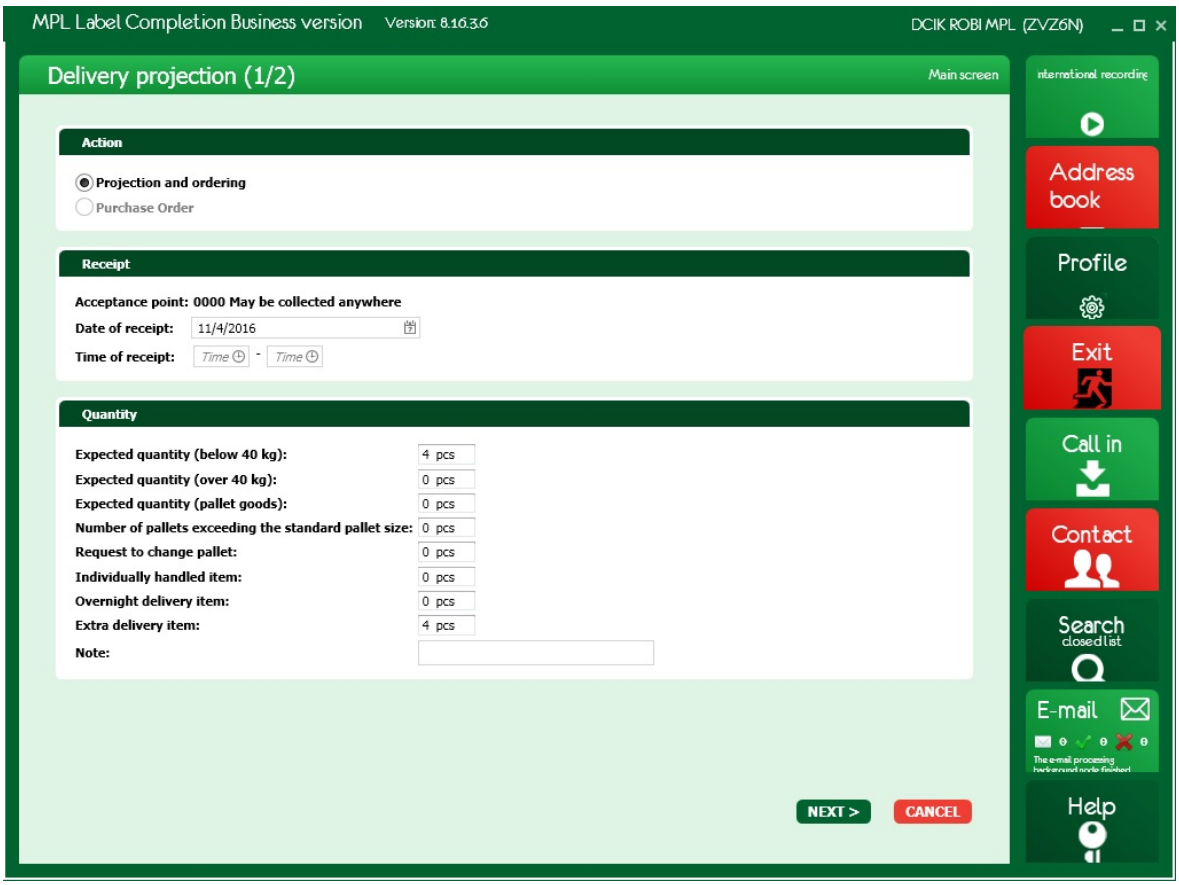

Figure 46: Delivery projection 1

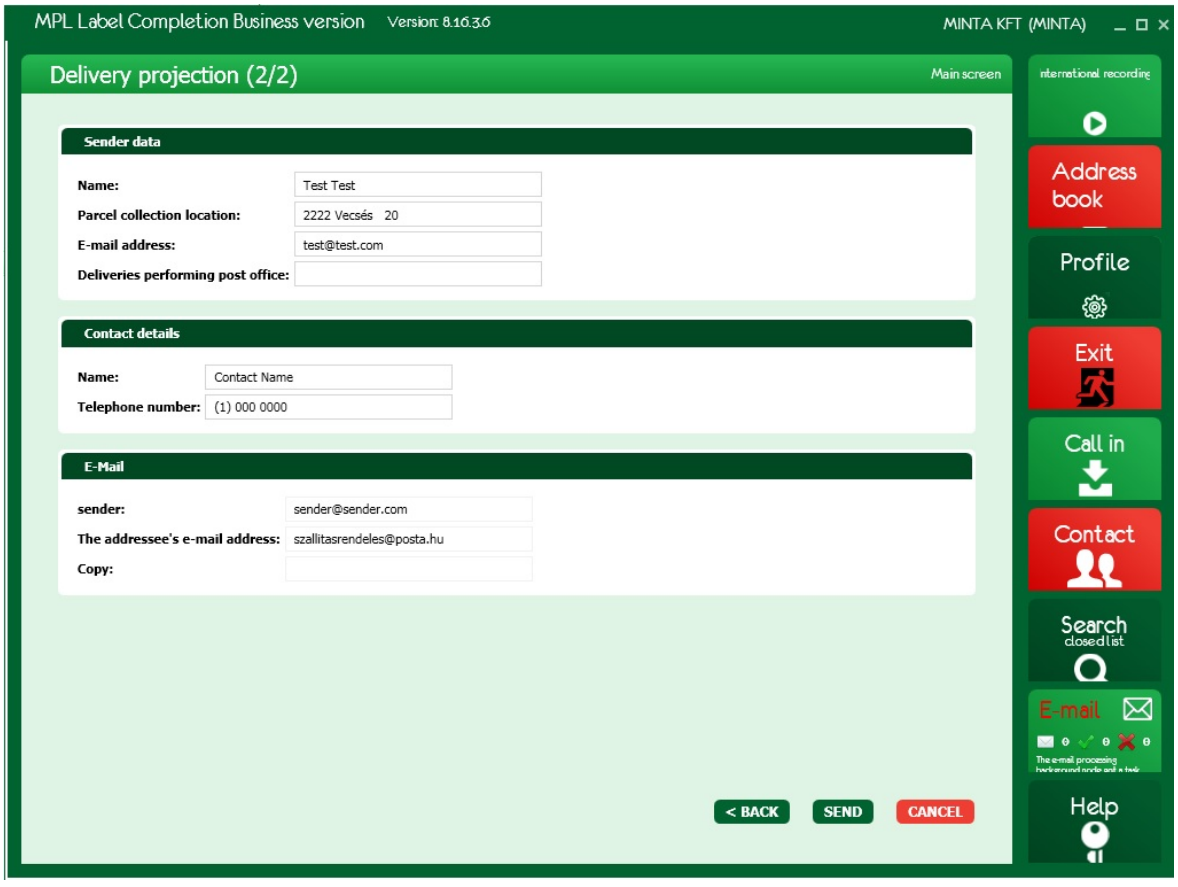

Figure 47: Delivery projection 2

6.14 Closing the posting list

A condition of closing the posting list is that the address label for each parcel is printed and for advice of delivery items the appropriate form is printed.

Closing includes the following steps.

1. Printing of the following lists
- Consignor list
- Posted automatic summary print
- Automatic pallet, extra and individually managed consignor list

As part of the closing, the above lists can be optionally printed. If the option to print them and the number of copies have been configured in the Settings/Automatic printing function, then the above lists will be printed without any confirmation prompt in the specified number of copies. If automatic printing is not set, then before printing them, the system will prompt the operator to confirm the intention to print them.

6.15 Discarding the posting list

If you wish to delete the entire open posting list together with the recorded items, click the Discard posting list button. After accepting the question for confirmation, all the data in the open posting list will be deleted.

7 International recording

This function can be started by pressing the **International recording** tile, which displays the **Open a new international posting** screen where the operator needs to enter the list data and partner data if there were no previously recorded lists.

Note: If the selected customer does not have a contract that required for recording an international item, the system will block attempts to use this function.

If there is a previously started list, then the system will go to the mail item list screen where the previously started list can be closed, discarded or additional items can be recorded.

7.1 Setting sender data

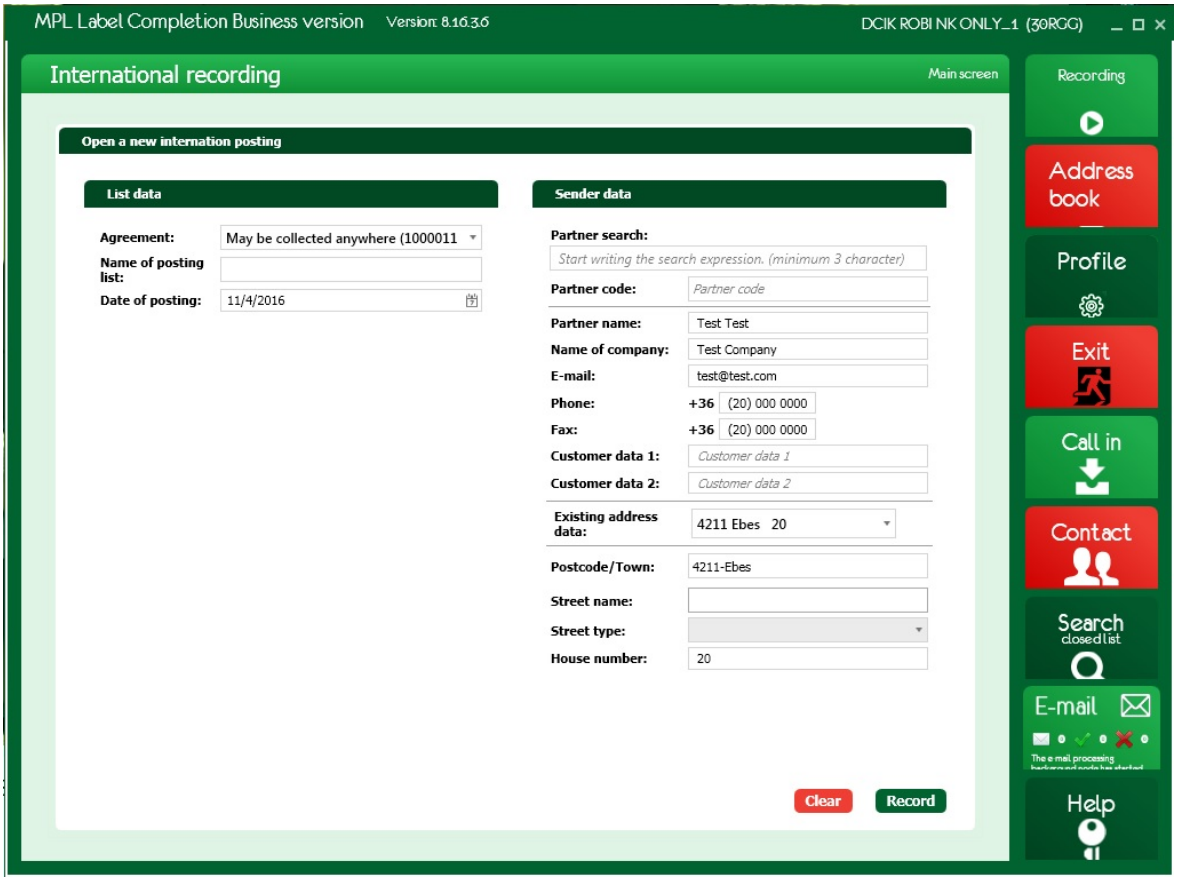

Figure 48: Opening a new international posting

The system allows the operator to enter the following data:

- List data:
  - Agreement: a required input, which can be picked from a selection list
  - Name of posting list: optional
  - Date of posting: A required input, if it is not entered, the system will automatically insert the date of recording.

Sender data: Only a domestic address can be entered as sender data.

- Partner search: the system will try to look up the partner in the domestic directory. At least 3 characters must be entered. The system will present the matching customer data, which can be selected from a list. After making the selection, the system will load customer data from the directory.
- Partner code
- Partner name: required
- Name of company: optional
- Email

- Telephone number
- Fax
- Customer data 1
- Customer data 2
- Existing address data/Selection of new address data
- Postal code/Town: The postal code should be no longer than 4 characters.
- Street name
- Type of street (street, road, etc.)
- House number

Note: When sender data (Postal code/town, street name, street type) is entered, the system will present the possible values from the domestic directory, of which the operator will select the required ones.

Following the entry of the item list and the sender data, the recording of the posting list may be continued by pressing the **Save** button or aborted by pressing the **Cancel** button.

If the operator selects **Cancel**, then the data entered up to that point will be removed and the application will return to the main screen.

7.2 Recording parcel data

Following the entry of the sender data and the item list, the system will go to the **International recording** mail item recording screen.

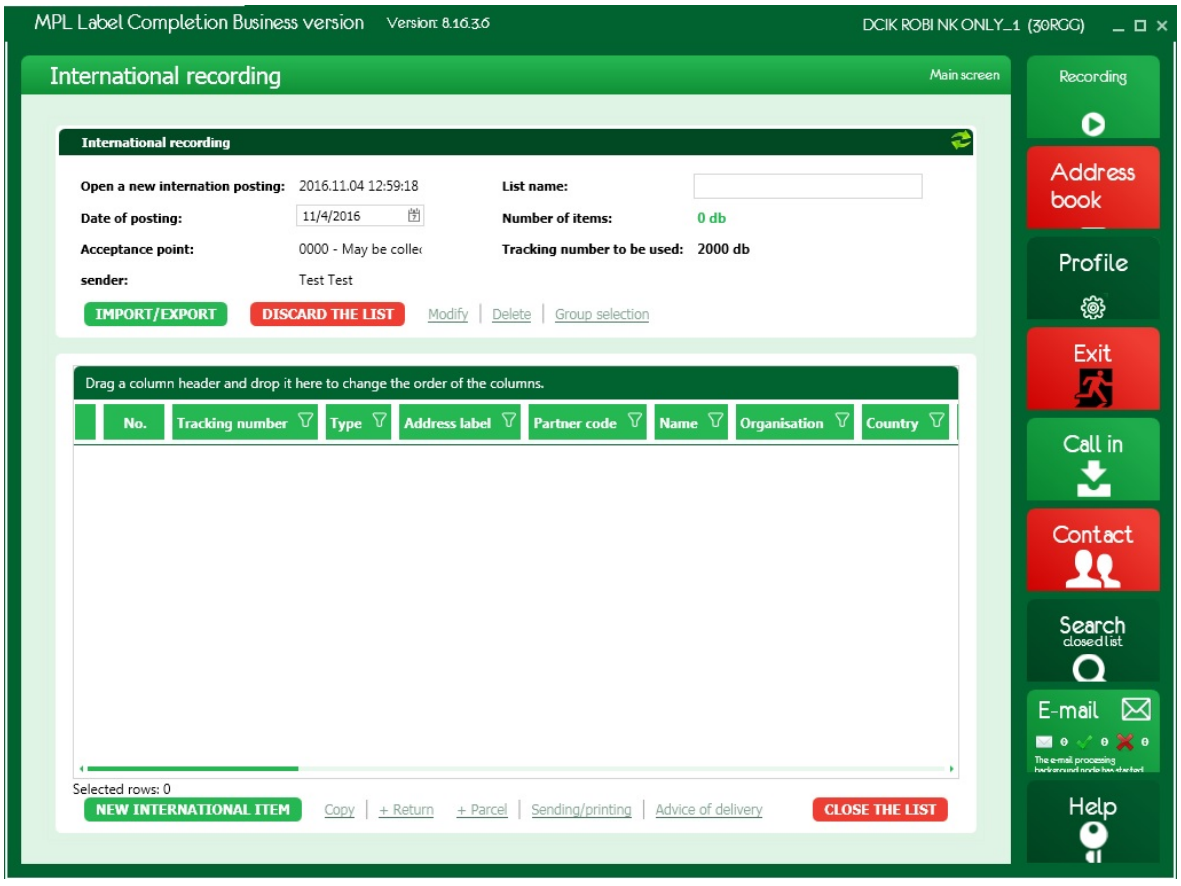

Figure 49: International recording

The **New international item** button can be used to start recording mail items in the presented screen (Figure 50).

In the screen that opens the operator can record the details of the addressee and select the basic service assigned to the mail item to be recorded.

The following address data can be entered:

- Partner search: upon entering at least 3 characters, the system will offer the partner from the international directory that matches the entered characters. The operator will choose the correct one(s) from a selection list.
- Partner code (optional)
- Name
- Name of company
- E-mail address
- Phone (optional) Only number characters can be entered. Its maximum length is 32 characters) The field has a "+" sign before it, which will be stored afterwards.
- Fax (optional) Only number characters can be entered. Its maximum length is 33 characters) The field has a "+" sign before it, which will be stored afterwards.
- Customer data 1
- Customer data 2
- Country: from selection list
- Postal code/Town (required. The maximum length of the postal code is 10 characters)
- Street name
- Type of street (street, road, etc.)
- House number
- Note

Note: The total number of characters in the Street name, Street type and House number fields may not exceed 64. If the operator enters more characters, then the part over the 64-character limit will be cut off in the e-consignor list (addressee_delivery_address field).

The base service selection list will only be active if a country has been selected when entering the addressee details.

From the Base service list, the type of mail item can be chosen: Parcel, EMS, Priority parcel, Europe plus, MPL Europe Standard and Inverse MPL Europe Standard (the latter can only be recorded as a related item) The base service list will only include the types of items that can be accepted in the given country.

Until a base service is selected by the operator, the recording of the mail item cannot proceed as the **Next** button will not be displayed.

The operator can abort the recording of mail item details by pressing the **Cancel** button. The system will then return to the mail item list screen.

Pressing the **Next** button will display the mail item recording screen.

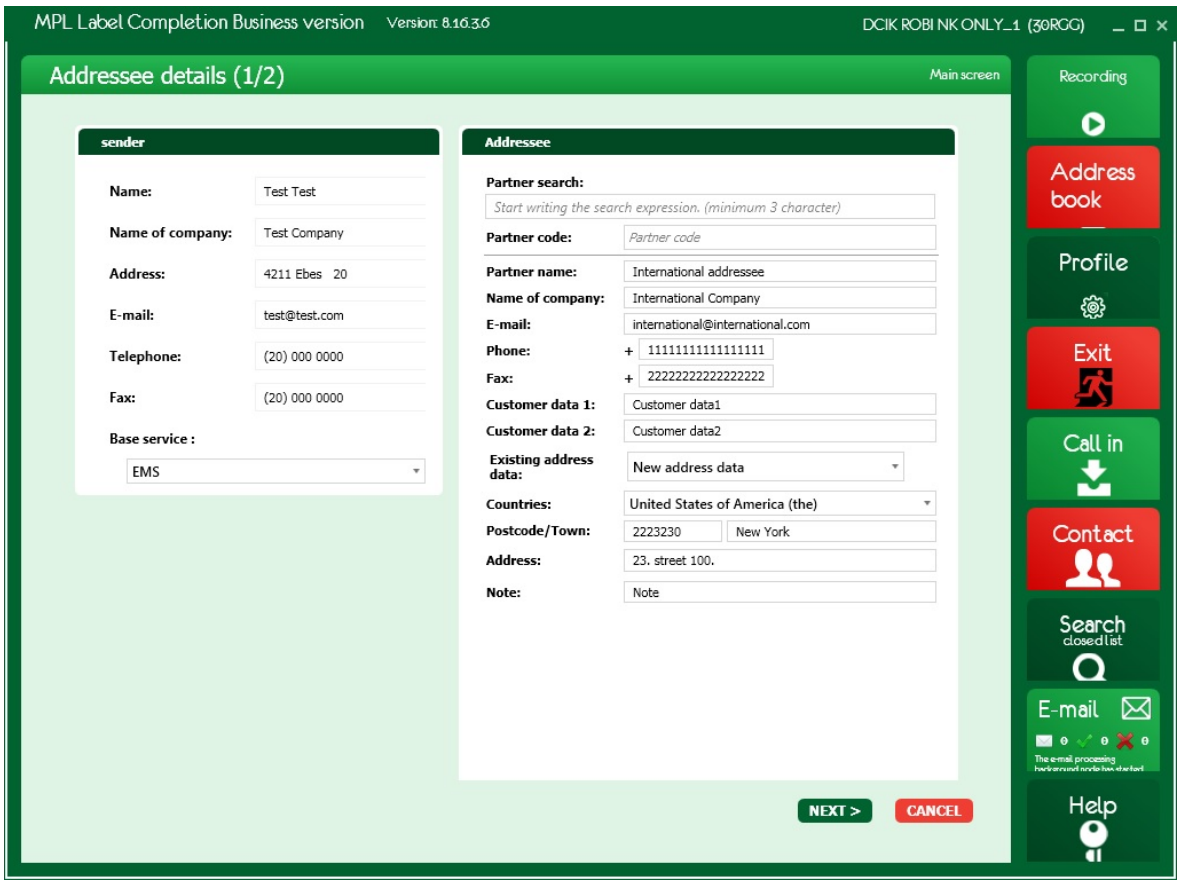

Figure 50: Item details (1/2)

The **Next** button will open the screen used for recording international mail item data.

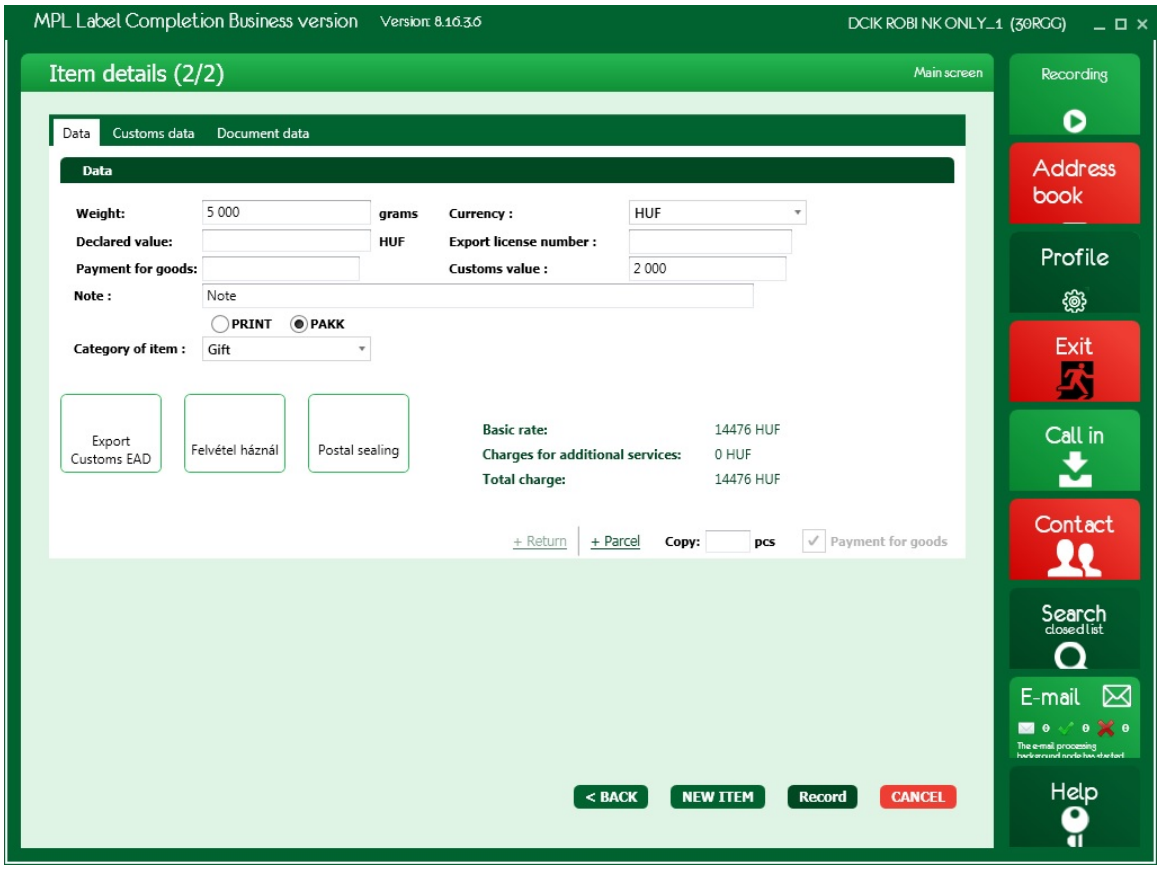

Figure 51: Item details 2/2 - Data (EMS)

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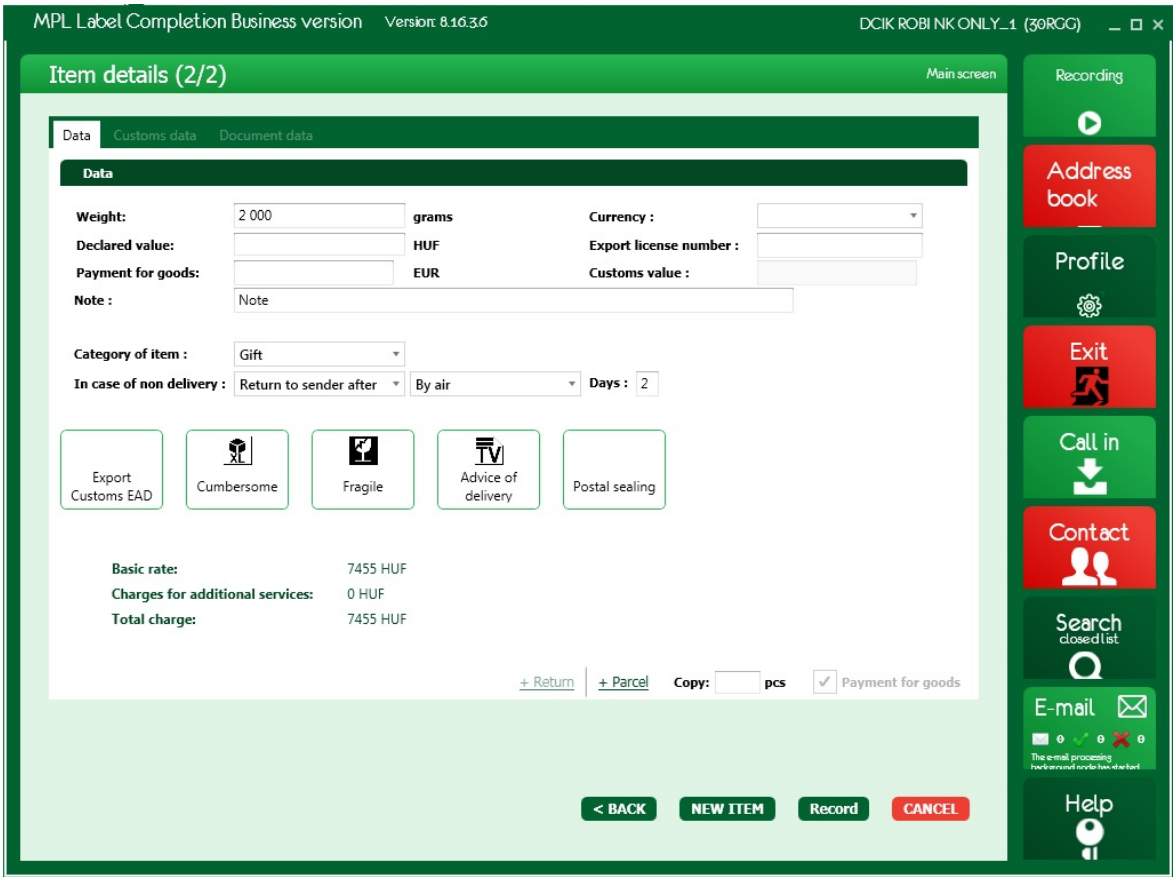

Figure 52: Item details 2/2 - Data (international parcel)

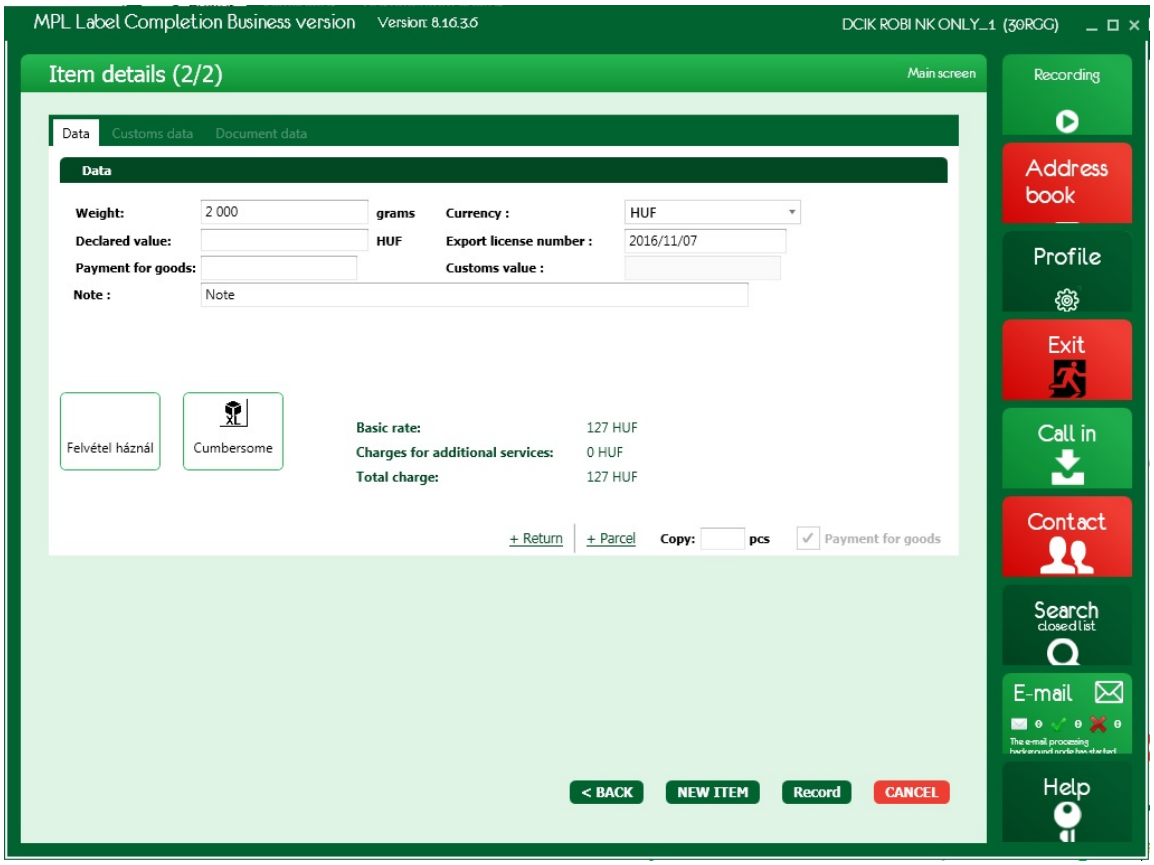

Figure 53: Item details 2/2 - Data (MPL Europe Standard)

The **Data** tab of the **Item details 2/2** screen can be used to record the following item details:

Weight: Required. The system validates the entered values and if the entered value exceeds the allowed limit for the given base service then the system will mark it with a red frame and display an error message.
Value insurance: It is not a required field, except for Európa+ parcels. The system validates the entered values and if the entered value exceeds the allowed limit for the given base service then the system will mark it with a red frame and display an error message.
Cash on delivery: Not required. The system validates the entered values and if the entered value exceeds the allowed limit for the given base service then the system will mark it with a red frame and display an error message. Next to the input field, the currency of the COD collection will be shown.
PRINT/PAKK radio buttons: Only for EMS type mail items. By default the system selects PAKK, but you can change this selection by clicking on the radio button of the PRINT type.
Category of item: It is a required entry, with the following selectable values: gift, document, commercial sample, return, other (in the latter case, a description must be provided).
In case of non-delivery: Only for international postal parcels. It is a required input. Values:

- Return to sender after .... days: By surface/By air - entering the number of days is required
- Send to recipient to this address: By surface/By air - entering the address is required
- Return to sender immediately: By surface/By air - entering the address is required
- Handle as unclaimed

Currency: The operator can select the currency from a selection list for the customs value. It is a required selection for deliveries to countries outside the EU.
Export license number: Not required, up to 10 characters can be entered.
Customs value: Required for countries outside the EU. For EU countries, a customs value cannot be specified. If a customs value is specified, then the operator must record at least a single customs data entry by clicking on the **Customs data** tab. Null can also be entered into the field, which also requires recording at least a single customs data entry.
Special services: The operator can click on the desired special service icon to assign it to the mail item.

By clicking on the Copy link the operator can use the data of the current mail item to generate the specified number of new mail items, and in this case the mail item data will be identical to that of the currently recorded mail item.

By clicking on the **+Inverse** link, you can record an Inverse MPL Europe standard mail item for an MPL Europe standard mail item. For an Inverse MPL Europe standard mail item, the addressee and sender details are automatically completed by using the inverse sender and addressee details of the related MPL Europe standard parcel. For inverse recording, weight, special services and costs cannot be recorded (Figure 53).

Clicking on the **+Parcel** link will initiate the recording of a new mail item by copying the address details of the selected mail item.

If a Customs value has been specified, the **Customs data** and **Document data** tabs will be enabled.

Selecting the **Customs data** tab allows the operator to enter additional customs data.

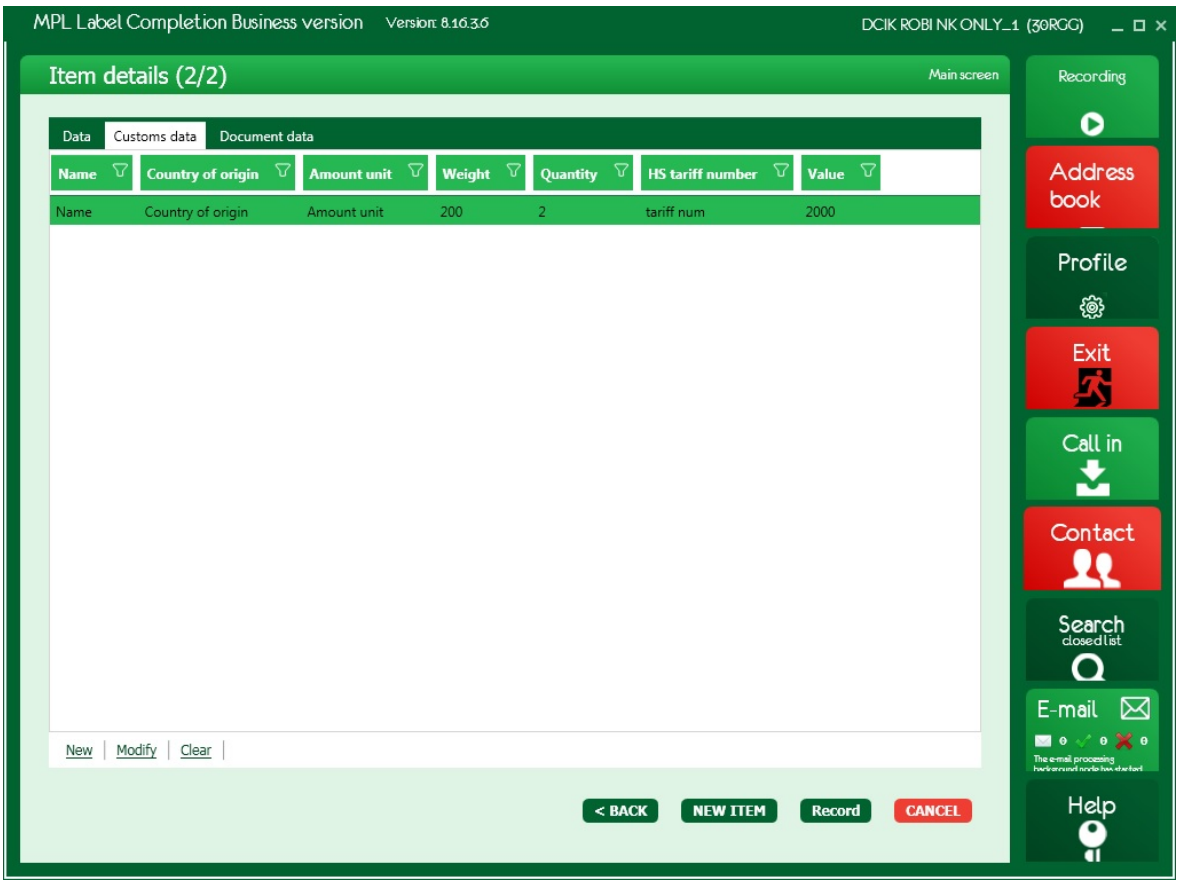

Figure 54: Item details 2/2 - Customs data

The operator can start recording customs data by clicking on the **New item** button. Pressing the button will display a table into which the data can be entered (Figure 55). Then the **Record** button can be used to store the entered data, while pressing the **Cancel** button will cancel the saving of the entered data. Once the data is saved, the **Modify** and **Clear** links will be enabled. Clicking on the rows of the table will highlight the selected row, allowing the operator to modify or clear the value in the highlighted row.

If the data is modified, the data items of the selected row will appear in the table (Figure 55) and the operator can modify them. The system will apply the modifications once the operator clicks on the **Record** button, while selecting the **Cancel** button will restore the previously saved data in the fields.

The operator can also delete rows by clicking on **Clear**. After a confirmation request, the selected row will be removed from the table and its data will be deleted.

Note:

- The product of the Quantity and Value entries on the Customs data screen must not be greater than the amount entered into the Customs value field on the Data screen.
- The product of the Quantity and weight entries on the Customs data screen must not be greater than the total weight entered into the Weight field on the Data screen.

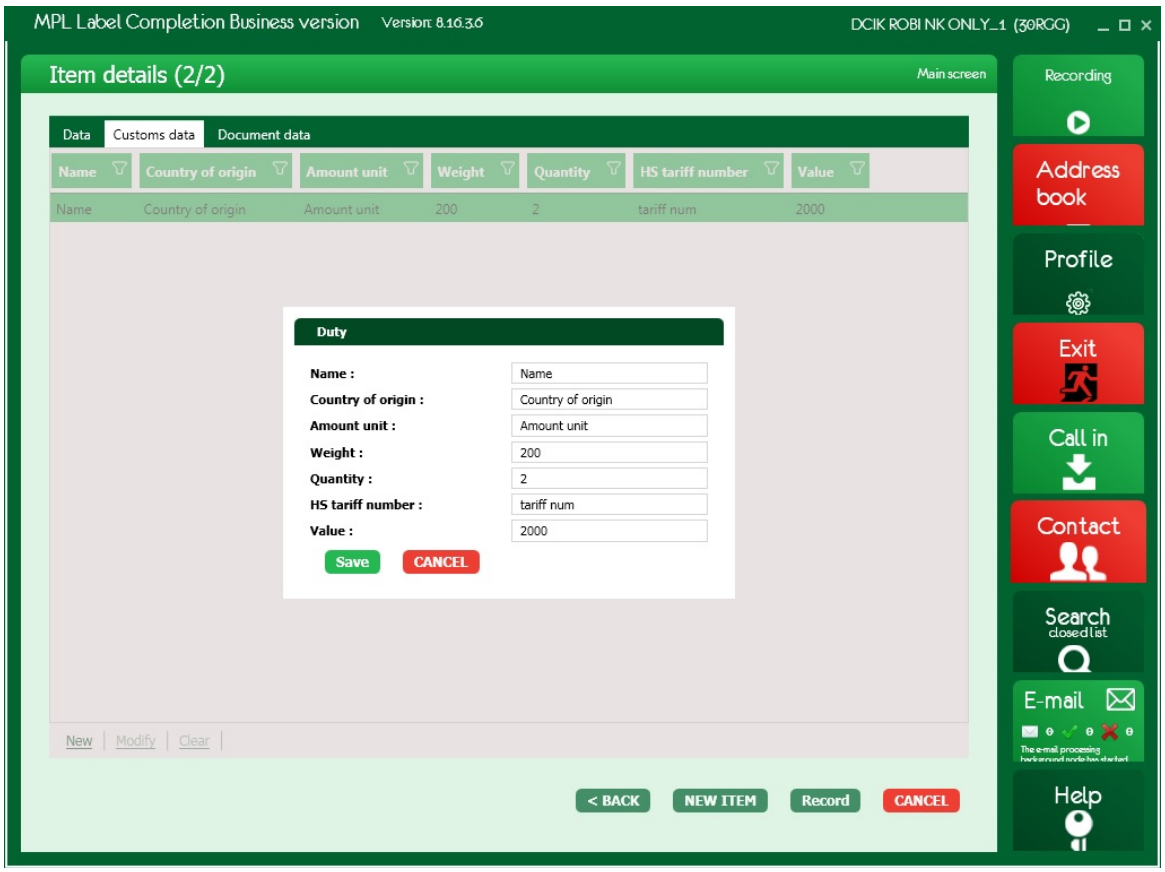

Figure 55: Item details 2/2 - Saving customs data

Selecting the **Document data** tab allows the operator to enter the document data.

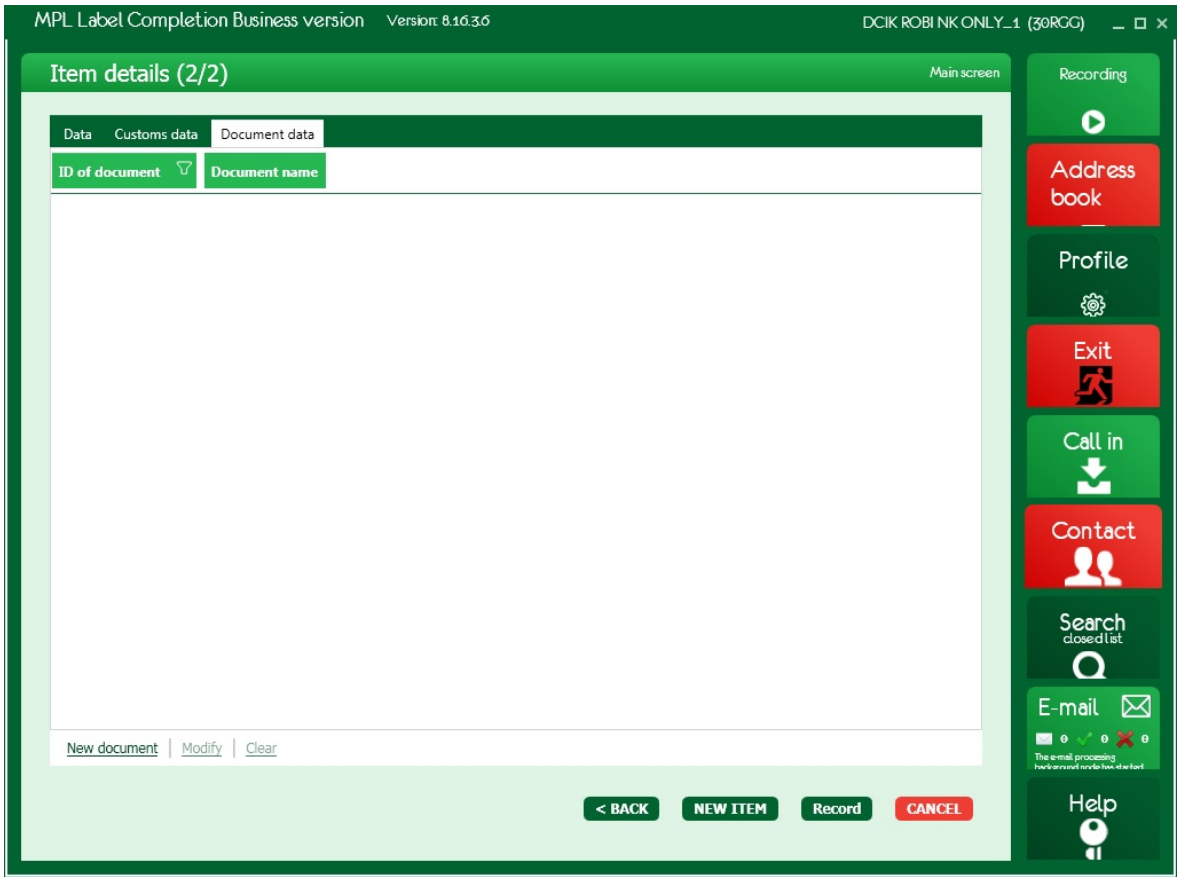

Figure 56: Item details 2/2 - Document data

The operator can start recording data by clicking on the **New document** link. After clicking on the link, a table (Figure 57) will be displayed into which the operator can enter the appropriate data. Then the **Record** button can be used to store the entered data, while pressing the **Cancel** button will clear entered data. Once the data is saved, the **Modify** and **Clear** links will be enabled. Clicking on the rows of the table will highlight the selected row, allowing the operator to modify or clear the value in the highlighted row.

If the data is **modified**, the data items of the selected row will appear in a table (Figure 57) and the operator can modify them. The system will apply the modifications once the operator clicks on the **Record** button, while selecting the **Cancel** button will restore the previously saved data in the fields and the table.

The operator can also delete rows by clicking on **Clear**. After a confirmation request, the selected row will be removed from the table and its data will be deleted.

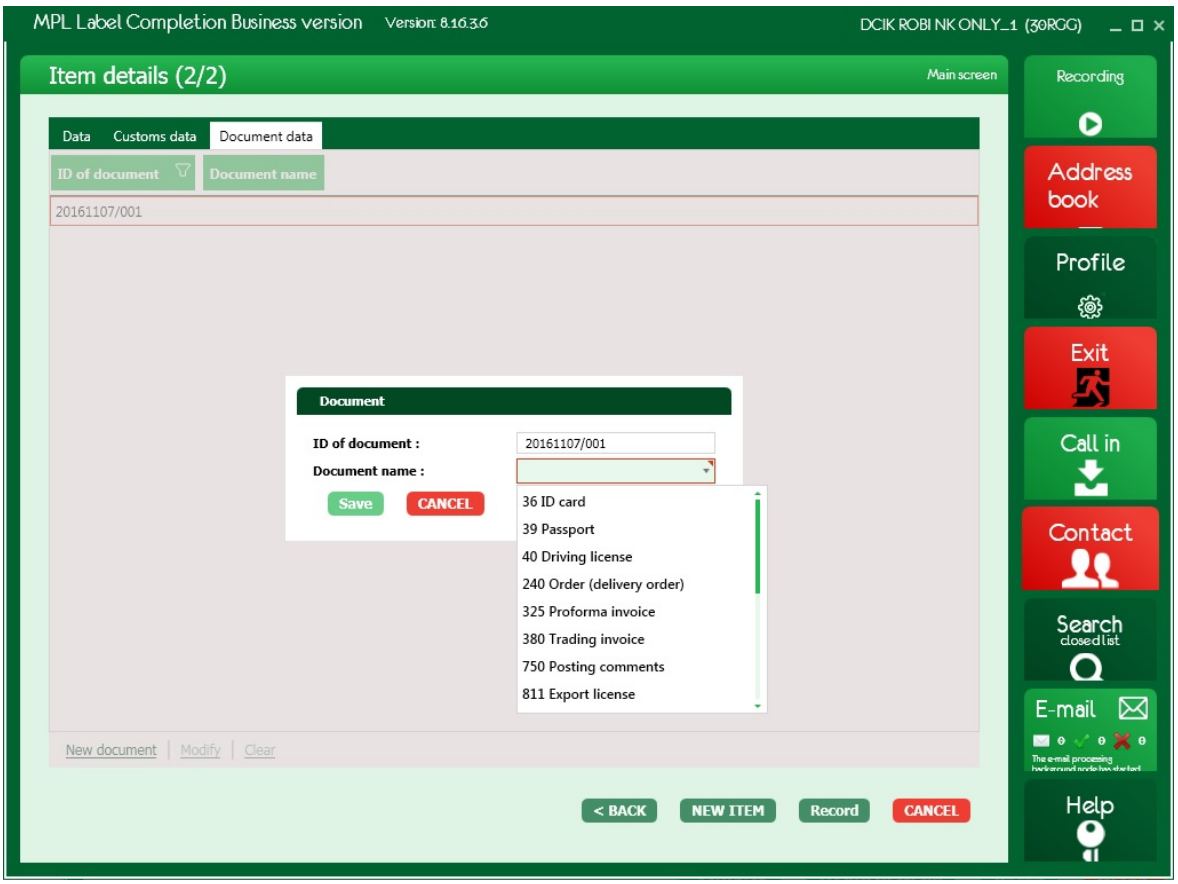

Figure 57: Item details 2/2 - Modifying document data

Note: If UPU CP, EMS or UPU CN is entered as the document name, the document number input field will be shown, into which the required data can be entered.

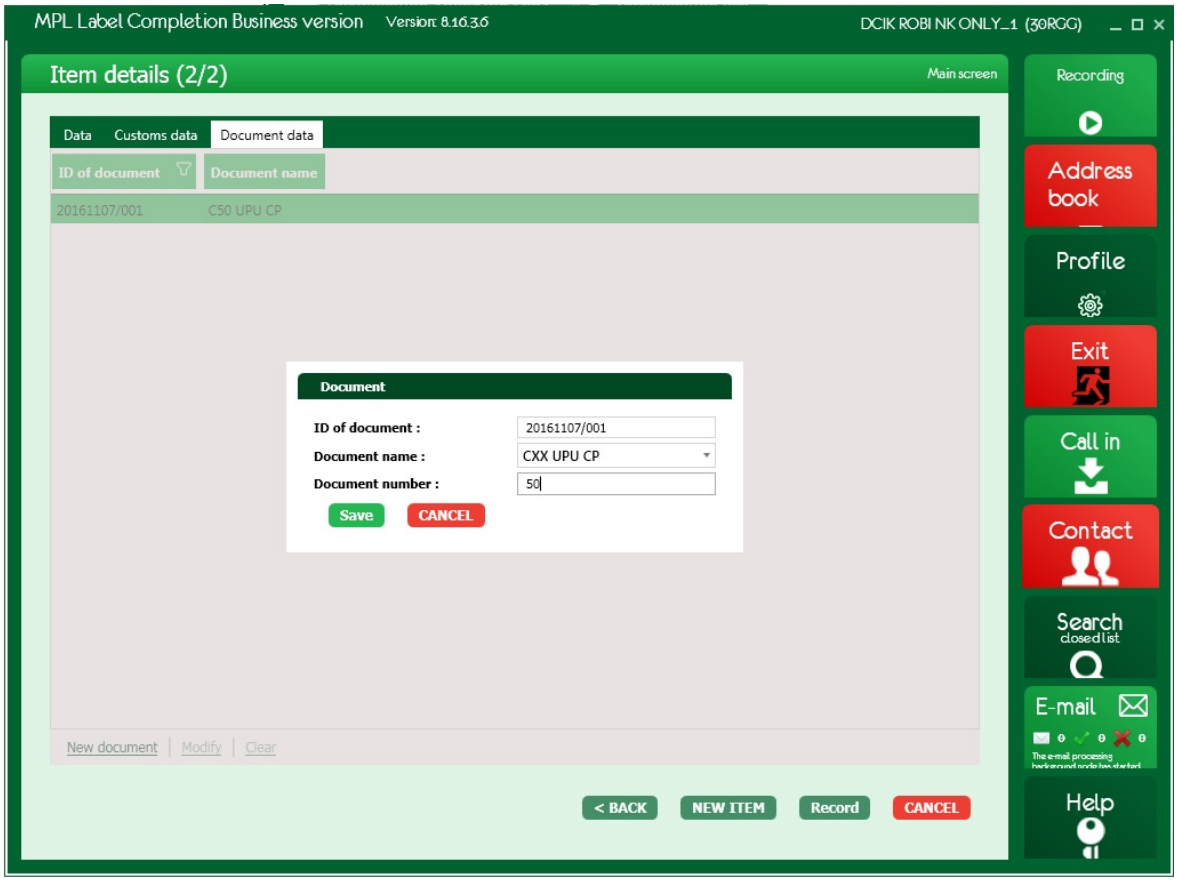

Figure 58: Item details 2/2 - Modifying document data 2

On the **Item details (2/2)** screen, the following buttons are located on the **Data, Customs data** and **Document data** tabs:

The **Back** button can be used to step back to the Addressee details recording screen (Figure 50).

Pressing the **New item** button will initiate the recording of the next item's addressee details after saving the currently recorded mail item's data.

Pressing the **Record** button will return the system to the **International recording** screen's mail item list and save the data of the currently recorded mail item which is displayed on the mail item list screen (Figure 59).

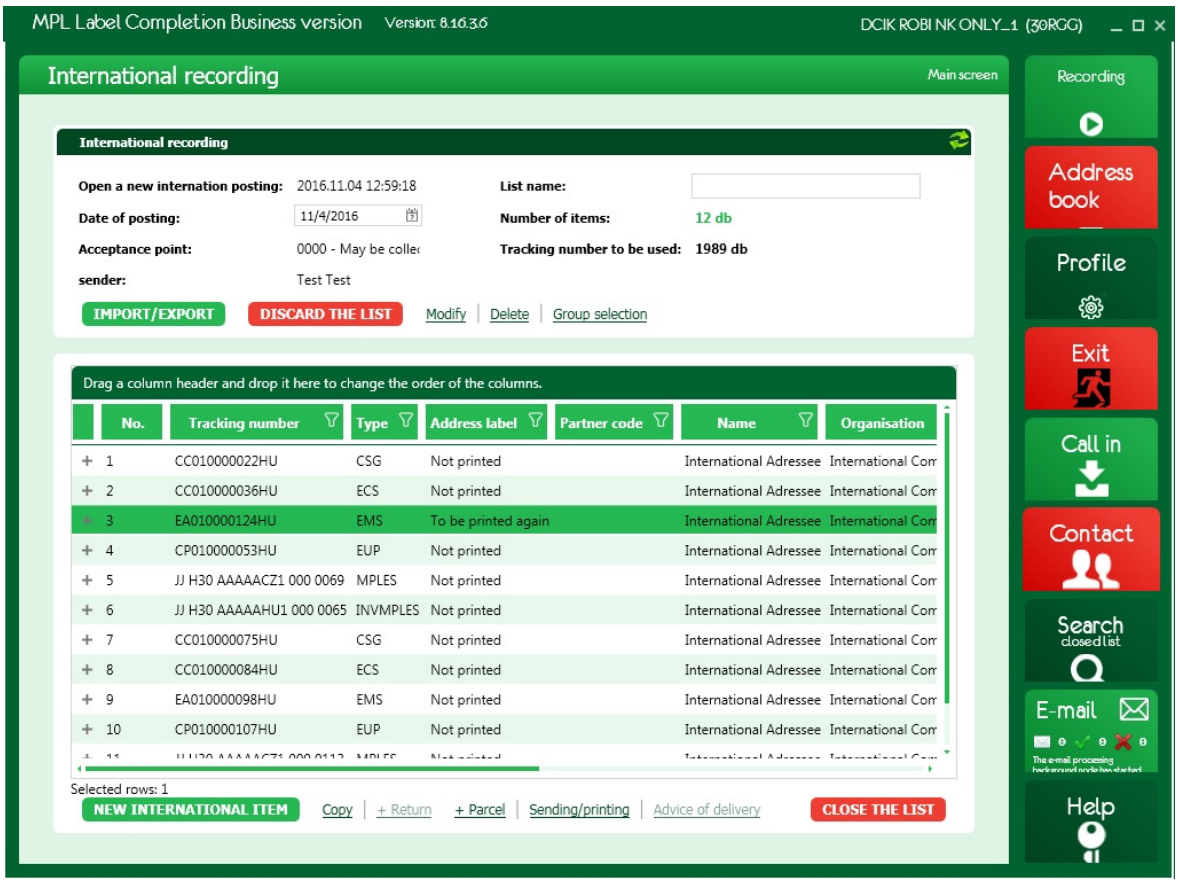

Figure 59: International recording screen with mail items

On the mail item list screen the operator can modify the selected mail item's data by clicking on the **Modify** link, or delete it by clicking on **Delete**. In the latter case, the mail item will be removed from the list.

MPL Europe Standard mail items which have a related Inverse MPL Europe Standard mail item cannot be modified. The data of the MPL Europe Standard mail item can be modified after deleting the Inverse MPL Europe Standard item. Once the modifications are made, the related Inverse MPL Europe Standard mail item can be recorded again.

By clicking on the "+" symbol in the mail item's row, the operator can view the details of the given mail item (the "+" symbol will change to "-"). In the drop down window you can click on the tabs to view the Address data, Mail item data, Customs data and Document data. The drop down window can be closed by clicking on the "-" symbol.

Before closing the posting list, the operator will have to print the address labels of the mail items by clicking on the **Sending/Printing** link after selecting the mail item. If there is no default printer set in the **Profile/Address label printing options** function, then a printer selection window will appear where the operator can select a suitable printer. Once the default printer has been set, the system will automatically start printing the address label on that printer.

The operator can also print the address labels for every mail item in the list in one go by using the Group selection link.

A selection list will open in which the operator can highlight the mail items to be selected:

- From the current item: from the current cursor position up to the end of the list
- Up to the current item: from the beginning of the list up to the current cursor position
- Number range: the numbers from a starting number to an ending number chosen from the "No." column
- Select all: the entire list (Ctrl + A)

By clicking on the **Copy** link the operator can use the data of the current mail item to generate the specified number of new mail items, and in this case the mail item data will be identical to that of the originally recorded mail item.

By clicking on the **+Inverse** link, you can record an Inverse MPL Europe standard mail item for an MPL Europe standard mail item. For an Inverse MPL Europe standard mail item, the addressee and sender details are automatically completed by using the inverse sender and addressee details of the related MPL Europe standard parcel. For inverse recording, weight, special services and costs cannot be recorded.

Clicking on the **+Parcel** link will initiate the recording of a new mail item by copying the address details of the selected mail item.

7.3 International item data import/export

Parcel data originating from an external source may be loaded into the posting list, and the data of the parcels on the posting list may also be saved to an external file.

From the displayed screen, you can perform

- Export
- Import
- Automatic import

The function supports importing and exporting into *.csv, *.xls, *.xml and *.xlsx files.

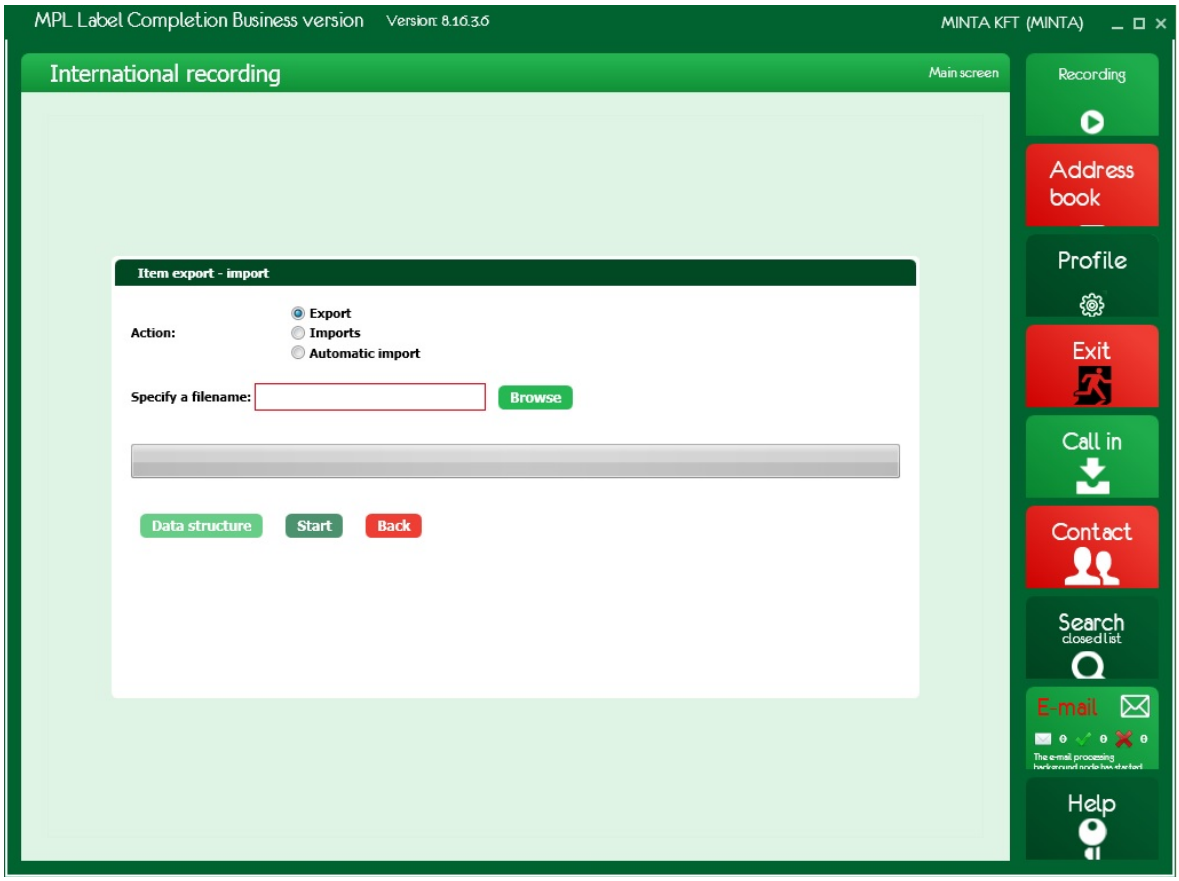

Figure 60: International item export - import

If you are importing a *.csv, *.xls, or *.xlsx file and the first line of the file does not contain the necessary header, you must enter which column the appropriate data is in.

Content of the import file:

#	Field name	Field content	Rule for filling in
A	sorszam	Unique line number, ascending one by one.	Mandatory field – continous line number
B	partnerkod	Unique partner code	Optional field – max. 64 characters
C	nev	Addressee's name	Mandatory field – min. 3 max. 120 characters
D	szervezet	Name of addressee's company	Optional field – max. 120 characters
E	orszag	Destination country's ISO code (2 letters)	*Mandatory field
F	cimzett_cim	Address	Mandatory field – min. 2 max. 64 characters
G	iranyitoszam	Town's post code (ZIP code)	Mandatory field – min. 2 max. 64 characters
H	telepules	Town of the addressee	Mandatory field – min. 2 max. 64 characters
I	email	E-mail address of the addressee	Optional field – min. 6 max. 60 characters
J	telefon	Telephone number of the addressee	Optional field – max. 31 characters
K	fax	Fax number of the addressee	Optional field – max. 31 characters
L	ugyfeladat1	Customer data 1 – Any kind of data which will be stored in Contact data	Optional field – max. 40 characters
M	ugyfeladat2	Customer data 2 – Any kind of data which will be stored in Contact data	Optional field – max. 40 characters
N	kuldtip	Base postal service, which can be: • EMS • EUP (Európa+) • CSG (International postal parcel) • ECS (International priority postal parcel) • MPLES (MPL Europe Standard)	Mandatory field – only one of the codes EMS, EUP, CSG, ECS, MPLES
O	tomeg	Weight in grams, can contain only numbers.	Mandatory field – max. 10 characters
P	kezbesithetetlenseg_rendelkezes	In case of non delivery: • 1 – Return to sender after … days • 2 – Return/redirect to address	Optional field – can be used only when sending international

		below • 3 – Return immediately to sender • 4 – Treat as abandoned	(priority) postal parcel
Q	kezbesithetetlenseg_rendelkezes_parameter	In case of non delivery (only case 1 and 2): • In case of 1: number of days, between 1-99 • In case of 2: address	Optional field – can be used only when sending international (priority) postal parcel
R	kezbesithetetlenseg_rendelkezes_szallmod	In case of non delivery (only case 1, 2 and 3) • '0' – by surface/S.A.L. • '1' – by air	Optional field – can be used only when sending international (priority) postal parcel, max. 1 character
S	erteknyilvanitas	Value insurance in HUF.	Optional field – max. 10 characters
T	arufizetes	Cash on delivery amount.	*Optional field – max. 10 characters in the currency of the destination country
U	kulonszolgaltatasok	Additional services, possible values: K_LEZ, K_ENY, K_TEV, K_TOR, K_UVT, K_VNY, K_TER, K_TEP	**Additional services separated with a comma.
V	megjegyzes	Comment field for any kind of additional information regarding the address.	Optional field – max. 50 characters
W	masolatok_szama	Number of copies in case of import.	Optional field – max. 2 characters
X	vam_ertek	Customs value of the consignment.	Mandatory field outside of the EU, min. 1 max. 10 characters
Y	valutanem	Currency of the customs value, possible values: EUR, USD, HUF	Mandatory field outside of the EU, 3 characters
Z	expengedelyszam	Export license number.	Optional field – max. 10 characters
AA	aru_tartalom	Category of item, possible values: • '91' – Document • '31' – Gift • '32' – Commercial sample • '999' – Other In case of category 'Other' an explanation is needed after the category code, separated with a comma	Mandatory field outside of the EU – min. 1 max. 50 characters
AB	print_pack	Only in case of EMS, possible values:	Mandatory field in

		• '0' – PRINT (contains documents) • '1' – PACK (contains goods)	case of EMS, '0' or '1'
AC	aru_nev	Detailed description of contents.	Mandatory field outside of the EU – min. 1 max. 50 characters
AD	aru_db	Quantity of the content in pcs.	Mandatory field outside of the EU – min. 1 max. 10 characters
AE	aru_ertek	Value of the content in the currency of the complete customs value.	Mandatory field outside of the EU – min. 1 max. 10 characters
AF	vam_tarifakod	HS/customs tariff number	Optional field outside of the EU – max. 10 numeric characters
AG	aru_orszag	Country of origin of goods.	*Mandatory field outside of the EU, max. 20 characters
AH	aru_mennyisegi_egyseg	Quantity unit (can be other than pcs).	Mandatory field outside of the EU – min. 1 max. 20 characters
AI	aru_suly	Net weight of the goods (in kg).	Mandatory field outside of the EU – min. 1 max. 10 characters
AJ	dokumentum_azonositoszam	Identifier number of the document added for the consignment.	Optional character outside of the EU – max. 32 characters
AK	nyomtatvany_szam	In case of document types Cxx, Exx, Uxx a necessary document number.***	Optional field outside of the EU – max. 2 characters
AL	dokumentum_tipus	Name of the added document.***	Optional field outside of the EU – max. 3 characters (type code)
*	Please find the required information (country's ISO code, EU membership and the conditions to each product to each destination country) on the country sheets at www.posta.hu.		
**	K_ENY – Value insurance		
	K_TEV – Advice of delivery		
	K_TOR – Fragile		
	K_UVT – Cash on delivery		
	K_VNY - Export Customs EAD		
	K_TER – Cumbersome/bulky		

	K_TEP – Pick-up service	
	K_LEZ - Postal sealing	
	Possible values for the document name (type codes):	
	Type code	Document name (text description)
	36	Identity card
	39	Passport
	40	Driving license
	240	Mandate (delivery order)
	325	Proforma invoice
	380	Commercial invoice
	750	Despatch note (postal parcels)
	811	Export licence
	861	Certificate of origin
	864	Preference certificate of origin
	911	Import licence
	CRT	Certificate
	INV	Invoice
	LIC	Licence
	Cxx	UPU CP form (xx is the form number)
	Exx	EMS form (xx is the form number)
***	Uxx	UPU CN form (xx is the form number)

It is not necessary to bind the fields with an *.xml file because its format is fixed.

If you are importing an item, the **Data structure** button will only be enabled if the loaded file has no header.

If you are exporting items, if the path for exporting the file has already been set, then the Data structure button will be enabled, and the operator can use it to set the order in which the details are to be exported. If the operator modified this setting, then the next export operation will use the previously set order to export the details.

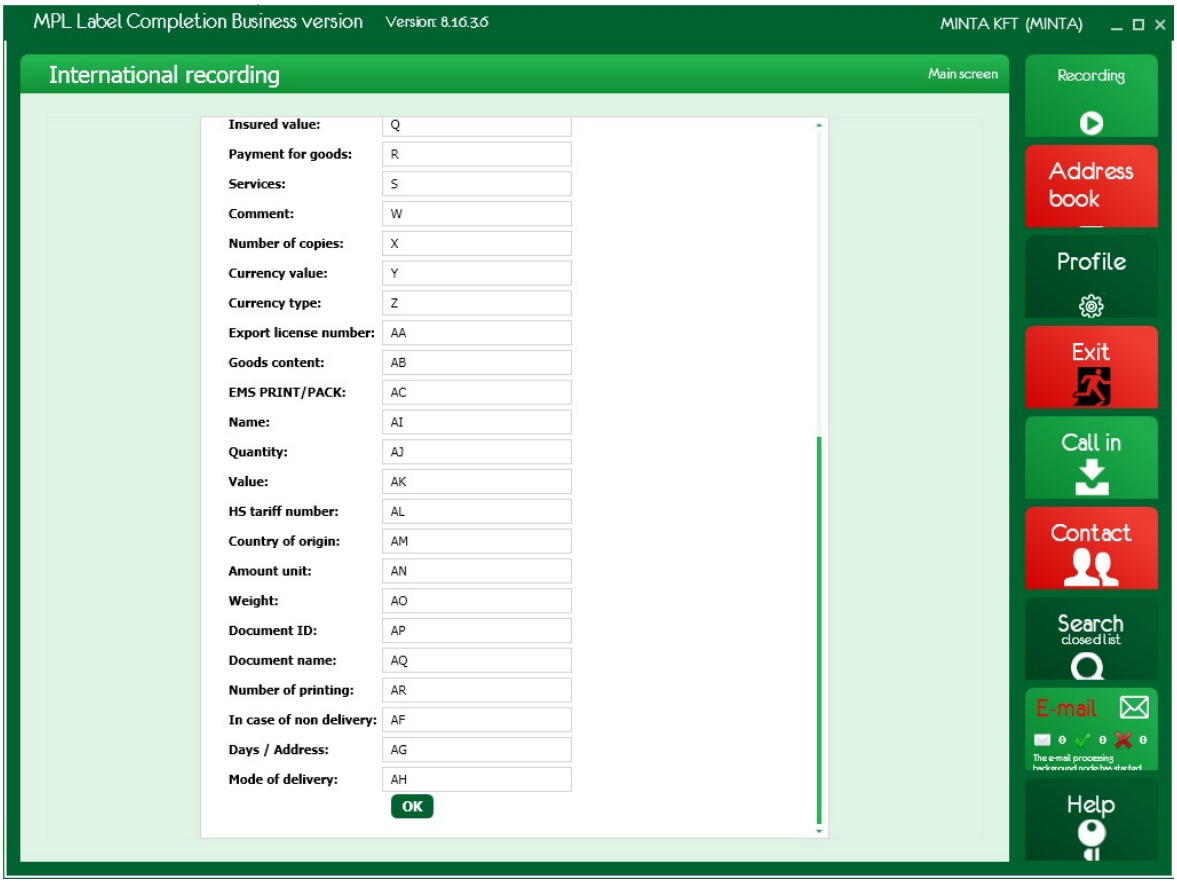

Figure 61: Setting the data structure of the file

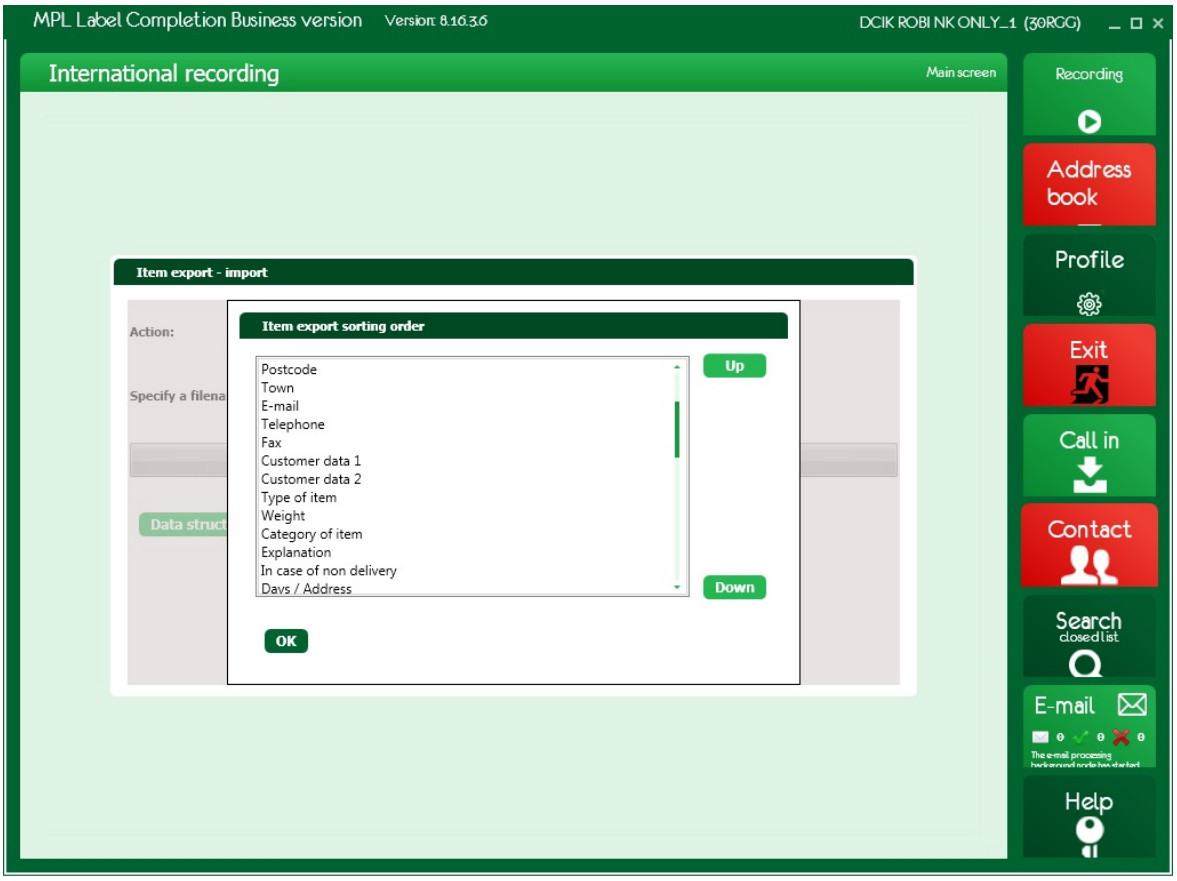

Figure 62: Setting the order of columns

7.3.1 Automatic import

This function is used for automatic processing of pre-loaded import files. When the START button is pressed to run this function, the application will load the files to be imported from the default folders set in the Maintenance of basic settings function, and parse them in the order they were received.

It is not possible to automatically import WCIK file.

Operator intervention will only be required if the contents of the opened file fail the import file validation rules or if the imported mail item details contain an error. The status of the automatic import process is shown by a progress bar to the operator.

The function can be cancelled by using the STOP button.

The automatic import function may be complemented by the automatic address printing function: in such cases, as the final stage of the process, the address labels of the mail items are automatically printed on the default printer set in the Maintenance of basic settings function.

7.4 Closing the posting list

Once all the address labels have been printed, the list can be closed by using the **Close item list** button. When the list is closed, the system will print out the Mail item consignor list. Depending on the parameter, the data file will either be saved or sent to the specified e-mail address.

Note: The system will create a separate data file for Inverse parcels.

The operator can delete all the data in the list by pressing the **Discard the list** button.

8 Address Database

The partners stored in the application can be maintained in the Address database function. After selecting this function, the operator should choose to record either domestic or international partners.

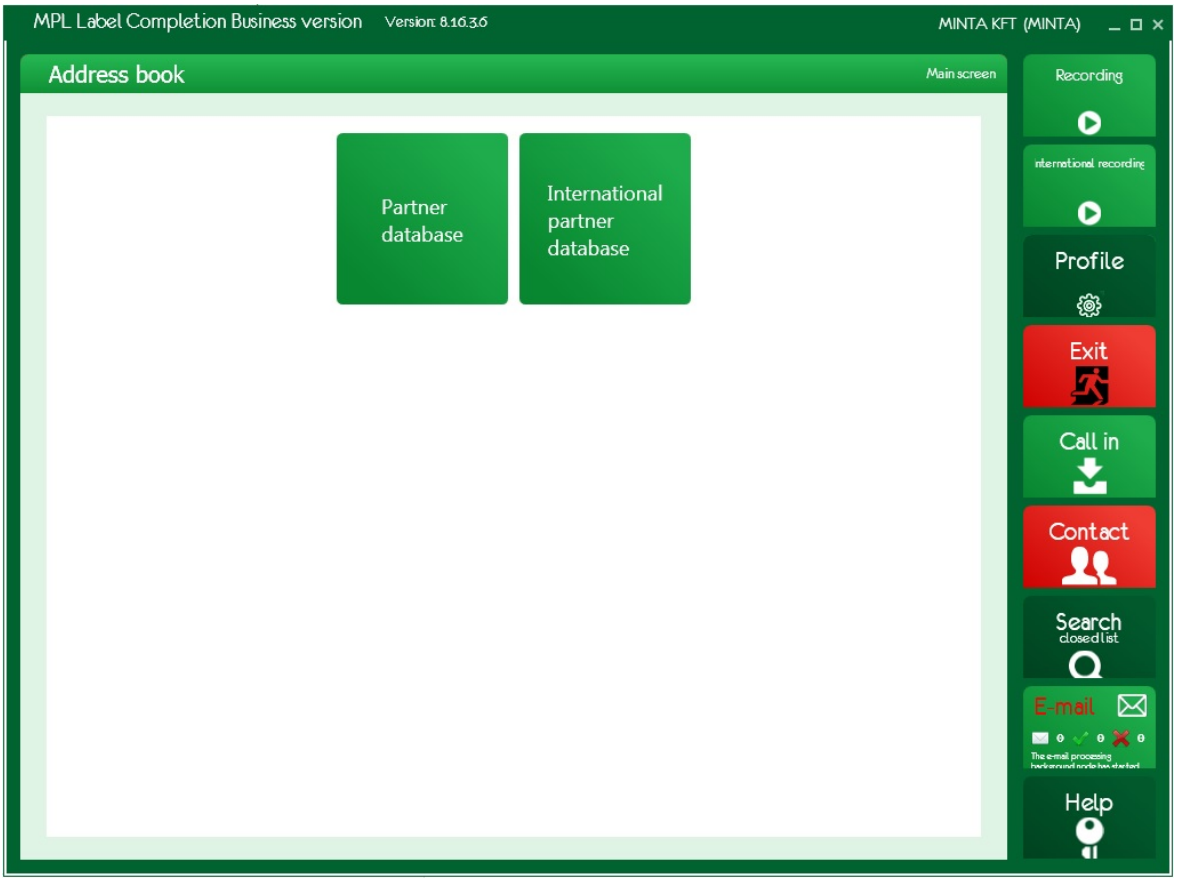

Figure 63: Partner type selection

Once the partner type has been selected, the displayed list will contain the partners' addresses. Each partner may have more than one address.

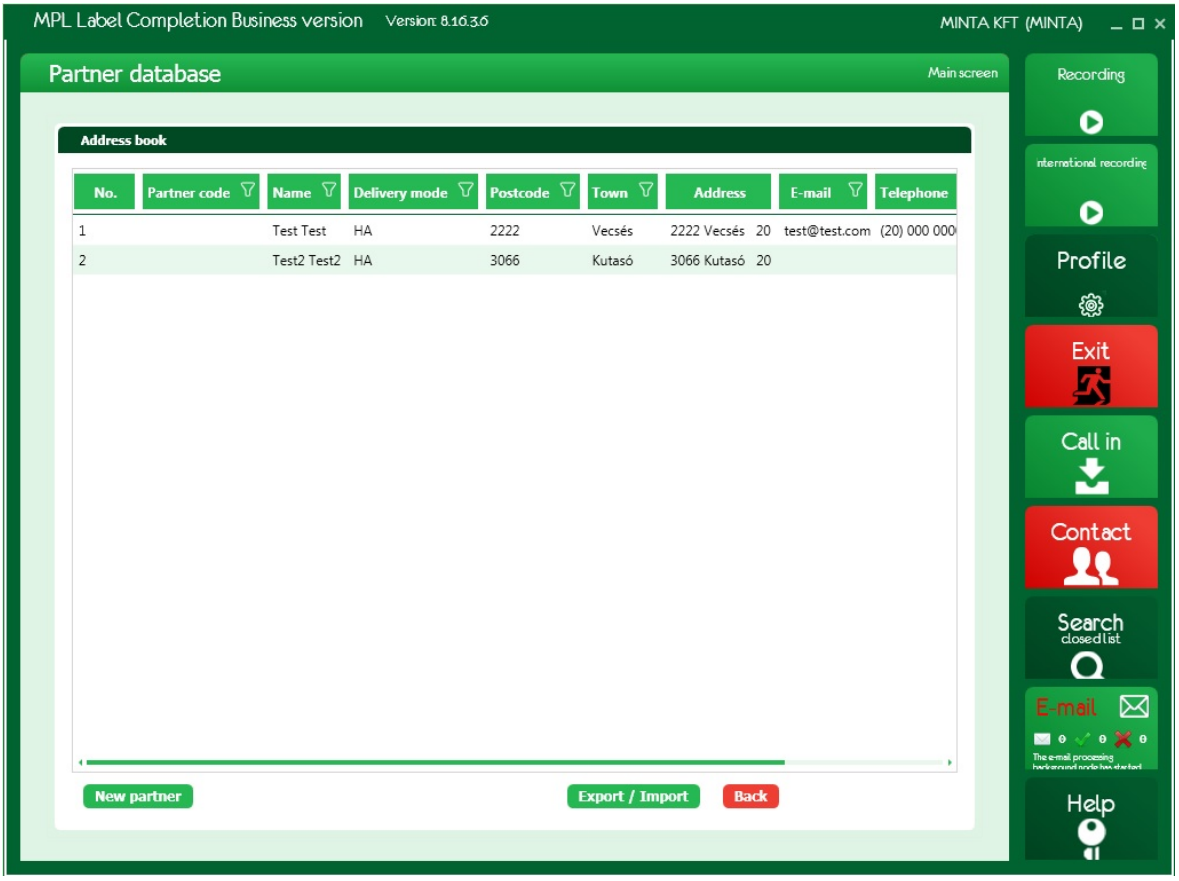

Figure 64: Domestic partners

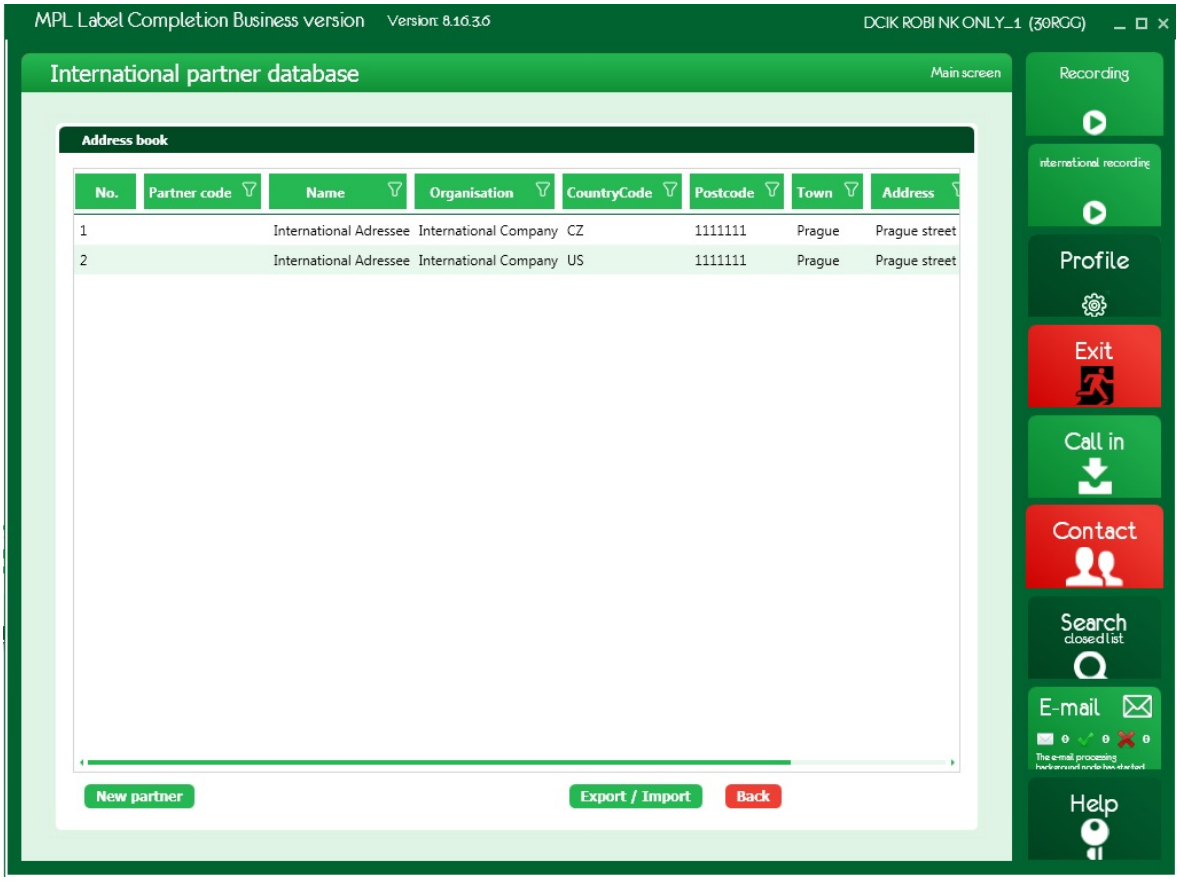

Figure 65: International partners

To add a new partner, click the "New Partner" button.

To add a new address to an existing partner, select the partner's already recorded address and click the "+ address" button.

To make changes to an already existing address, select the line and click the "Modification" button.

To delete an already existing address, select the address line (or lines) and click the "Delete address" button.

8.1 Adding a new domestic partner

Complete the form for recording a new address. Fields that must be completed will be marked with a red frame until the information has been entered.

1. Enter the partner code which can be used as a reference later for the partner in question. However, this field may also remain empty.
2. Enter the partner's name (up to 150 characters).
3. Enter the partner's contact details and data (optional).
4. Choose the method of delivery.
5. Enter the postcode.
6. Enter the address details which depend on the method of delivery.
7. Write your comments if you have any (optional).
8. Save the address by clicking "Save".

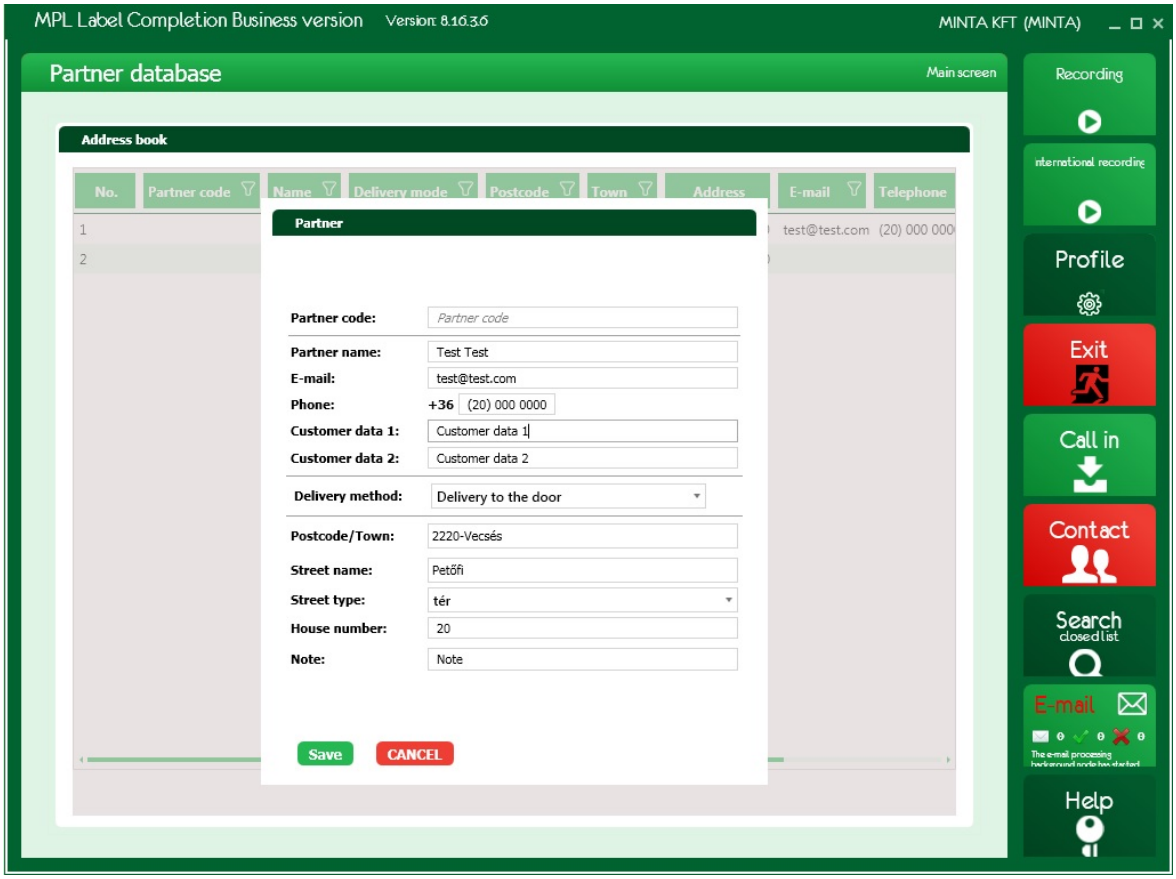

Figure 66: Recording a new domestic partner

8.2 Adding a new international partner

Complete the form for recording a new address. Fields that must be completed will be marked with a red frame until the information has been entered.

1. Enter the partner code which can be used as a reference later for the partner in question. However, this field may also remain empty.
2. Enter the partner's name (up to 120 characters).

3. Enter the name of the company (optional, up to 120 characters)
4. Enter the partner's contact details and data (optional).
5. Enter the country.
6. Enter the postcode.
7. Enter the address.
8. Write your comments if you have any (optional).
9. Save the address by clicking "Save".

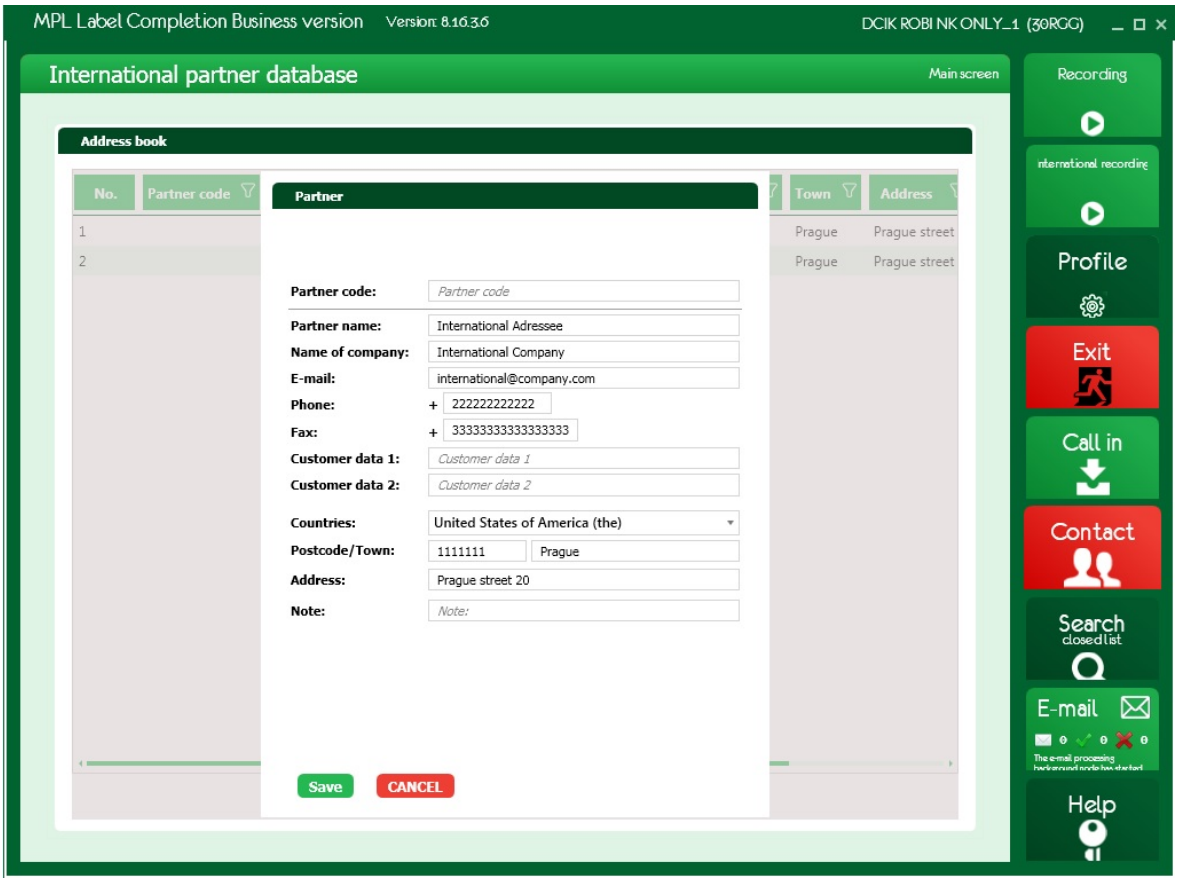

Figure 67: Recording a new international partner

8.3 Partner data export/import

The application's domestic and international partner address data can be exported and address data from an external source can be imported.

This function supports importing and exporting into *.csv, *.xls, *.xml and *.xlsx files.

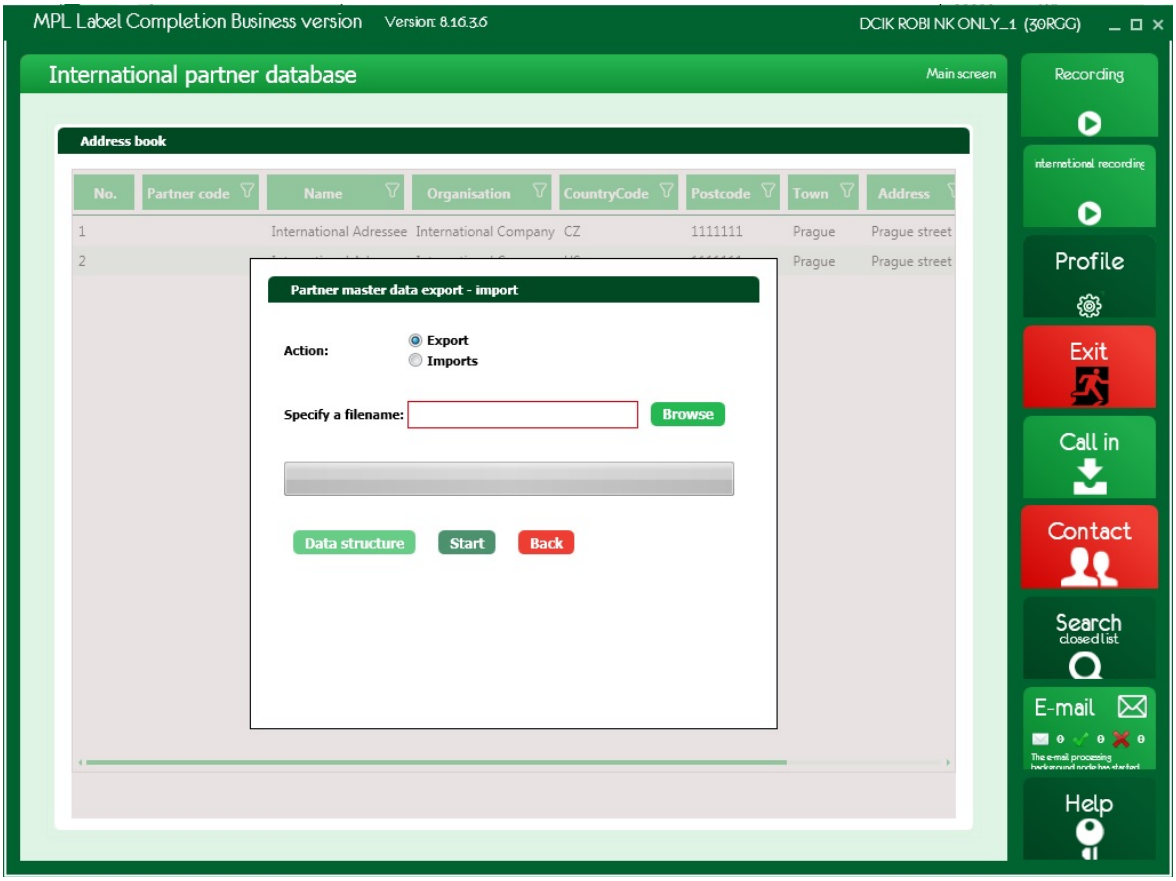

Figure 68: Partner data export/import

If the file to be imported has no header, you will need to specify the order of the fields in the screen opened by pressing the **Data structure** button.

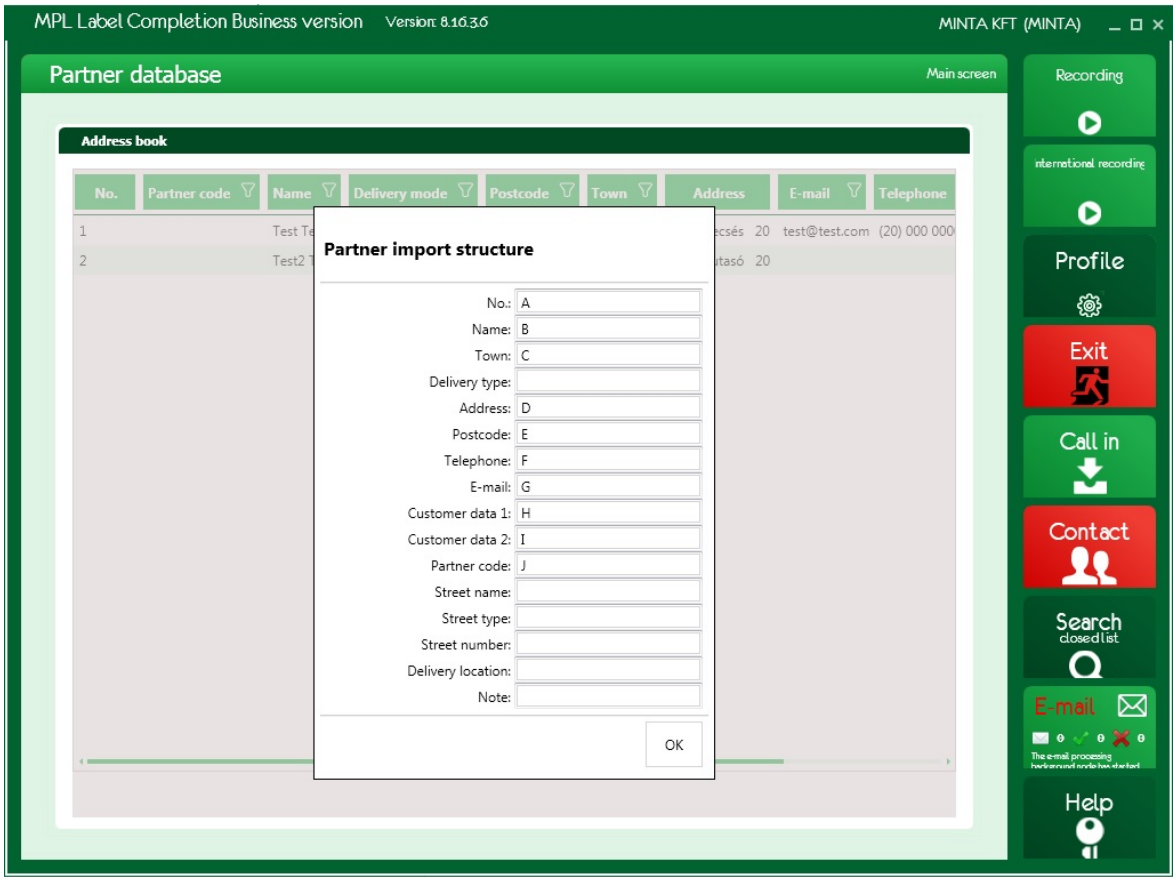

Figure 69: Editing domestic partner import structure

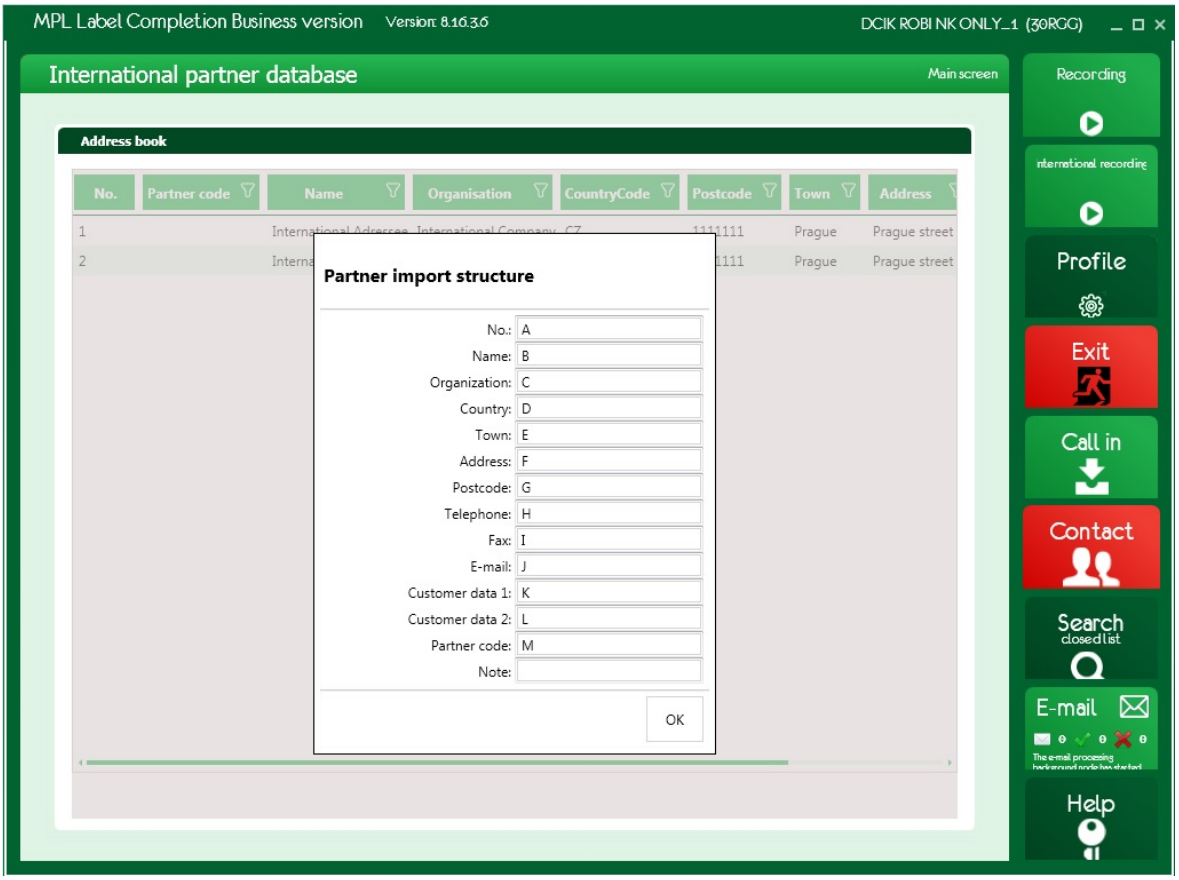

Figure 70: Editing domestic partner import structure

If you are importing a *.csv, *.xls, or *.xlsx file and the first line of the file does not contain the necessary header, you must enter which column the appropriate data is in.

It is not necessary to bind the fields with an *.xml file because its format is fixed.

Both when importing and exporting, the file must contain the data in accordance with the following table (for domestic/MPL partners):

#	Field name (length: min-max)	Content	Must be given for import?
A	Number (1-5)	Individual serial number increasing by one.	No
B	name (3-60)	Partner's name	Yes
C	town (3-35)	Settlement	Yes
D	delivery_method (2)	PM - Poste restante HA - Delivery to the door PP - PostaPont RA - Pallet delivery CS - Parcel delivery machine	Yes
E	postcode (4)	Postal code	Yes
F	telephone no. (9-10)	Telephone number	No
G	e-mail (5-128)	E-mail	No
H	customer data_1 (40)	Any customer data.	No
I	Customer data_2 (40)	Any customer data.	No
J	partner code (16)	Individual partner identifier	No
K	street_name (80)	Street name	No
L	street_type (80)	Type of street (street, road, etc.)	No
M	street_no. (30)	House number	Yes
N	delivery_place	Naming the place of delivery based on the basic data in the following cases: • Poste restante • PostaPont • Parcel delivery machine	No
O	notes	Any comment	No

International partner file:

#	Field name (length: min-max)	Content	Must be given for import?
A	Number (1-5)	Individual serial number increasing by one.	No
B	name (3-120)	Partner's name	Yes
C	organisation's name	Name of company	No
D	country code	Country Code	No
E	town (1-64)	Settlement	Yes
F	postcode (1-10)	Postal code	Yes
G	telephone no. (32)	Telephone number	No
H	fax(32)	Fax	No
I	e-mail (60)	E-mail	No
J	customer data_1 (40)	Any customer data.	No
K	Customer data_2 (40)	Any customer data.	No
L	partner code (16)	Individual partner identifier	No
M	street_name (80)	Street name	Yes
N	street_type (80)	Type of street (street, road, etc.)	No
O	street_no. (30)	House number	Yes
P	notes	Any comment	No

If the Partner database function was activated in the Maintaining the basic settings function, then all sender and addressee data recorded either manually or by importing mail items will be saved in the directory. If the function is disabled, the entered data will not be saved.

9 Contact

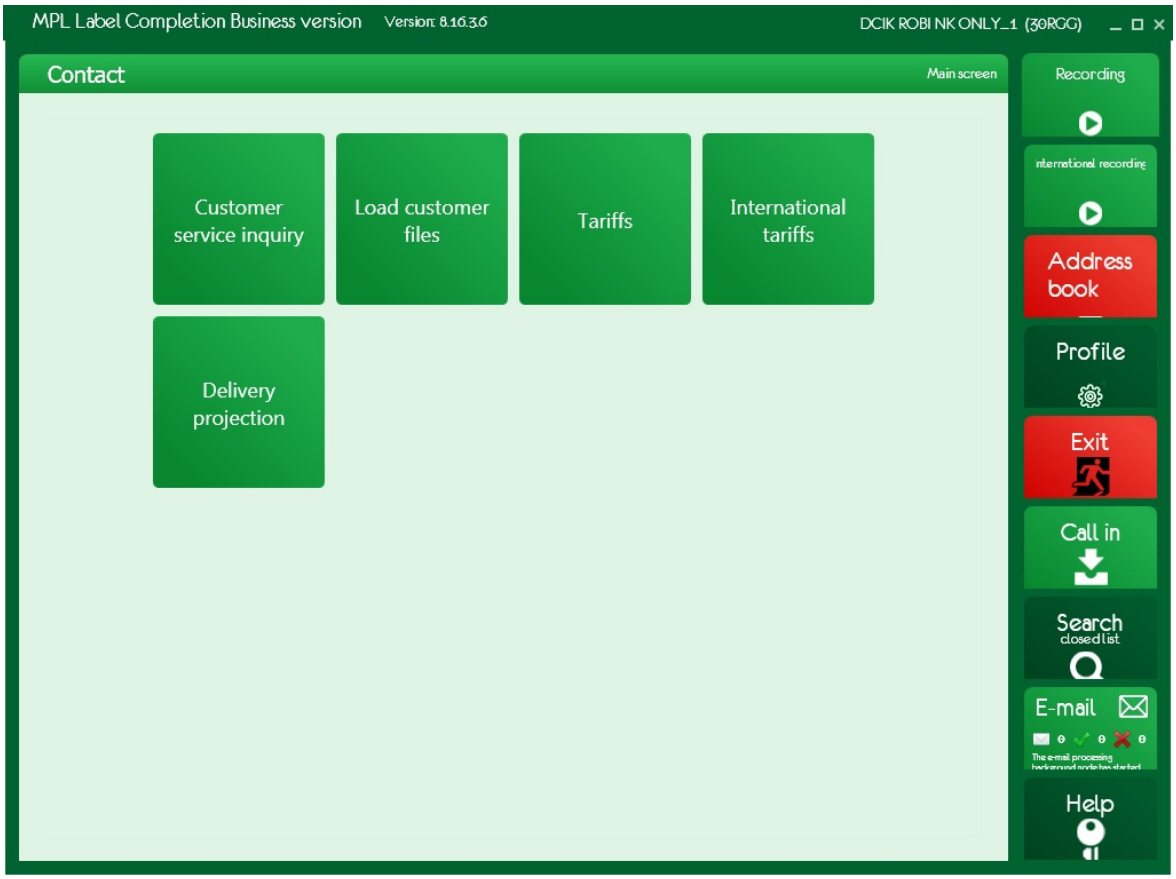

Figure 71: Contact menu

9.1 Contact Customer Service

If you want to contact Customer Service by e-mail, start the Customer Service enquiry function.

Explain your problem in the field for the text of the message.

Click OK to send the e-mail.

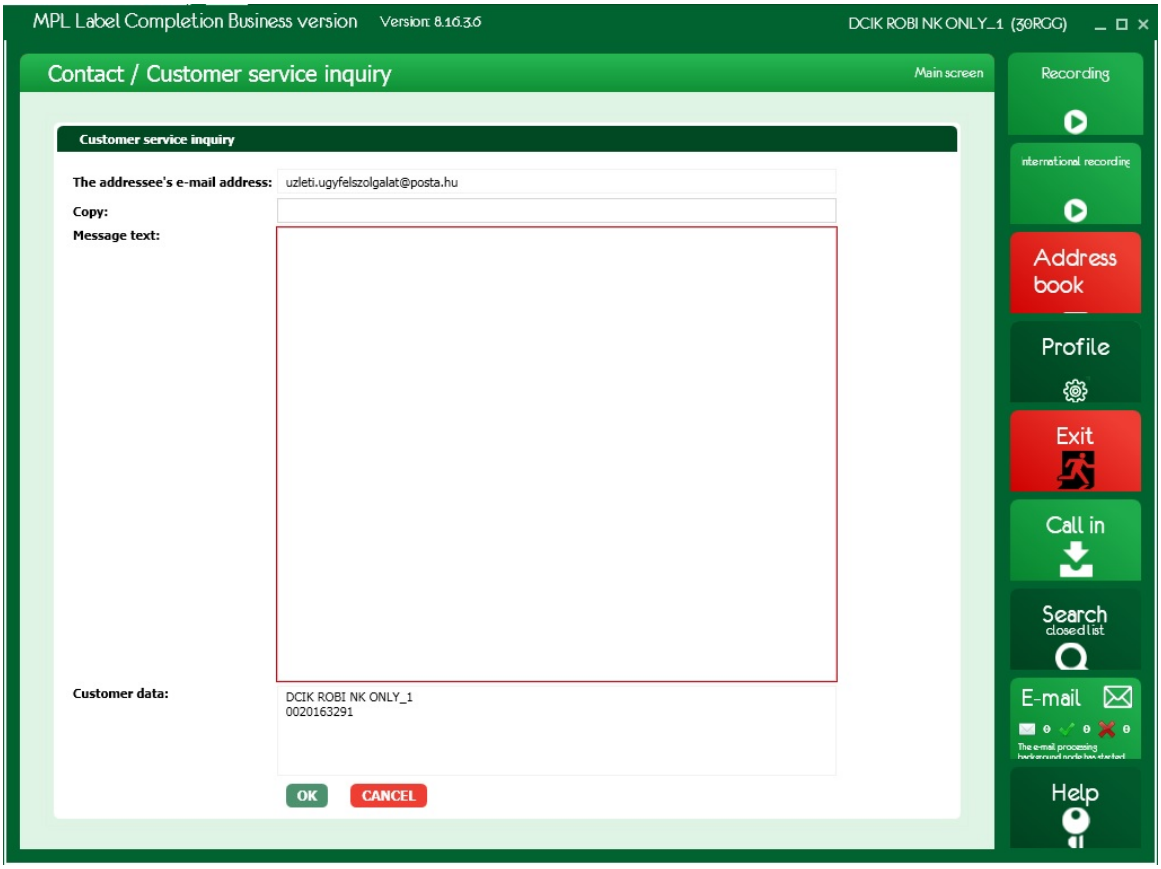

Figure 72: Contact - Customer service inquiry

9.2 Loading customer files

When starting this function, the application will list the data from all the customer files loaded over the last 365 days for the customer given upon logging in.

If there is a live internet connection, the master data supporting the address, the data stored in the customer file and the application itself will be automatically and regularly updated. If there is no live internet connection, you can update local core data offline manually using the Update from local directory button.

If you want to update the local core data online manually for any reason, you can do so by clicking Update from data centre.

If you don't have live internet connection, copy the files which you received on a data carrier into a folder and start the update with the Update from local directory button.

If you don't have live internet connection, start the update with the Update from data centre button. You can see the process of updating on the screen.

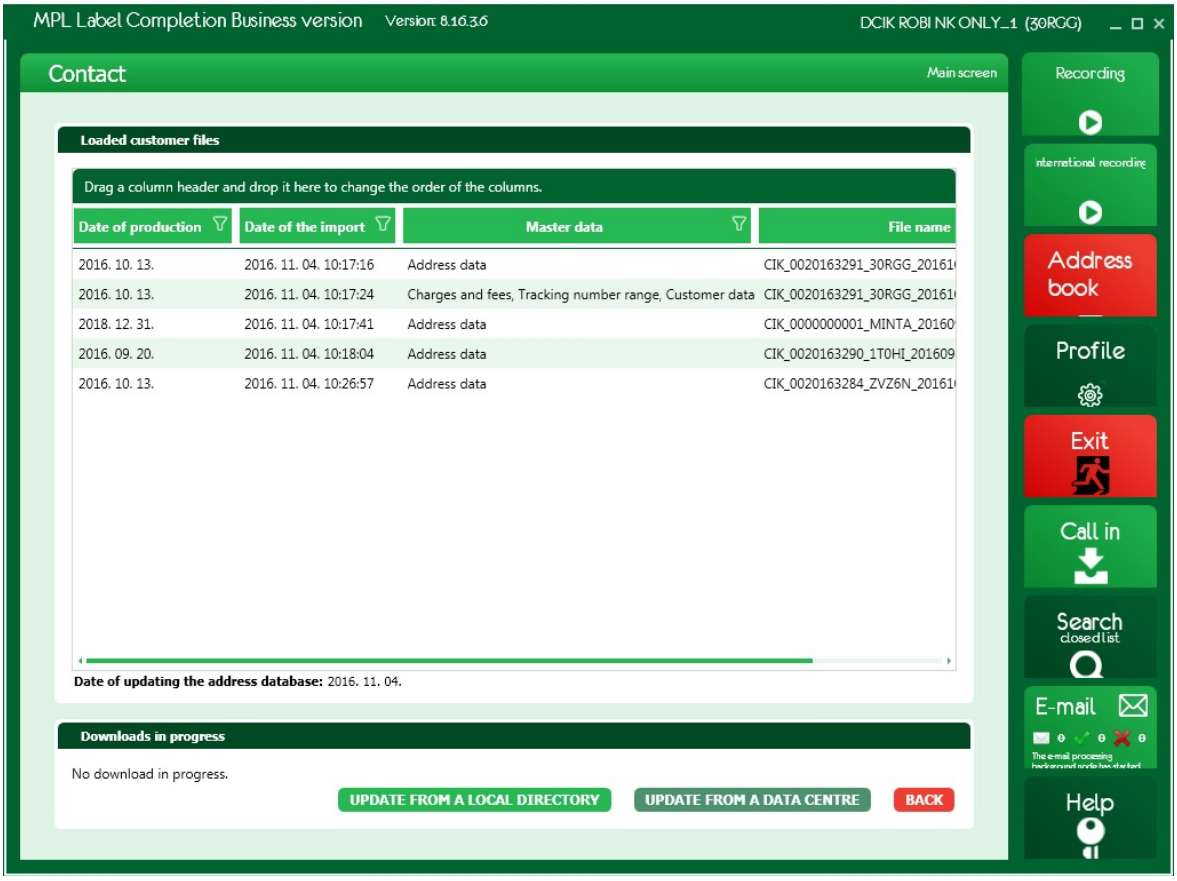

Figure 73: Contact - Loading customer files

9.3 Tariffs (for MPL parcels)

Using this function you can view the tariffs valid for MPL parcels on the given day including VAT for the selected agreement.

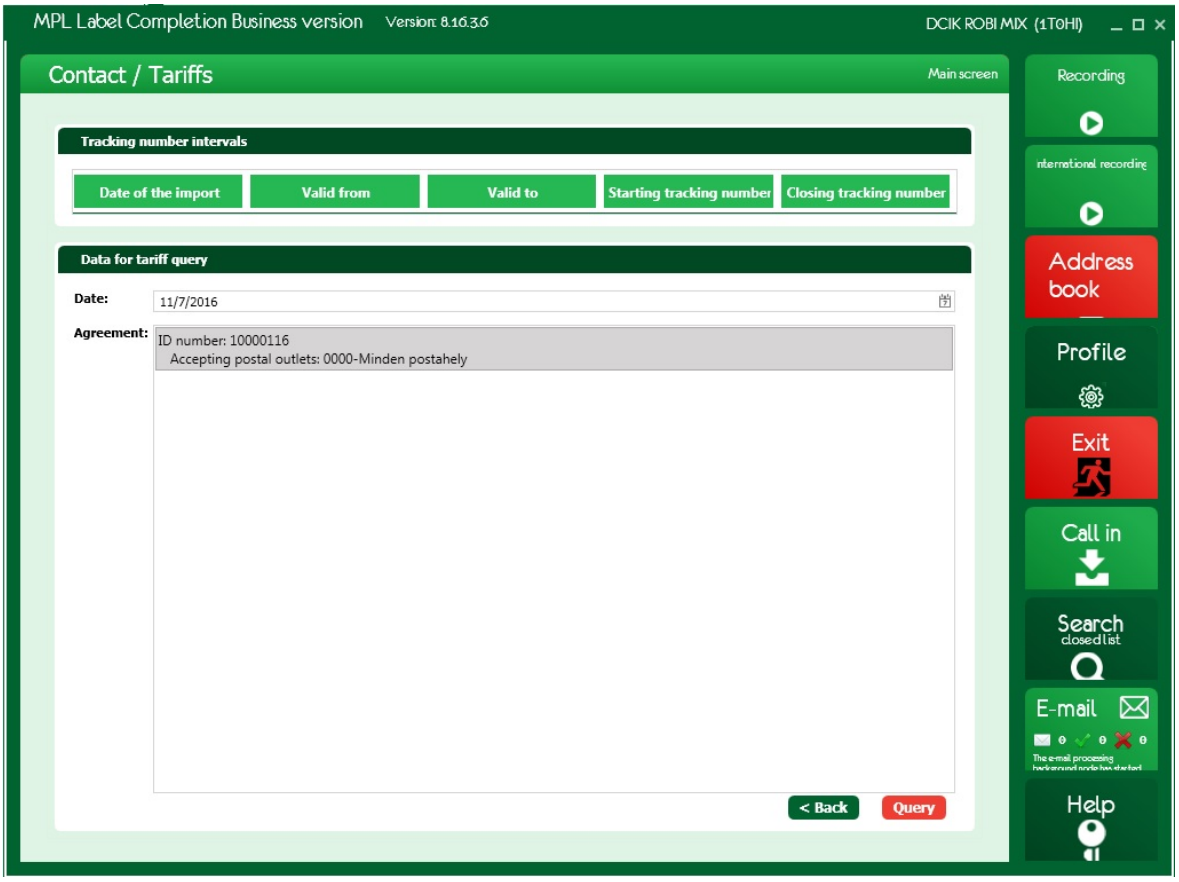

Figure 74: Contact - Tariffs

The fees will appear on a screen in the following structure.

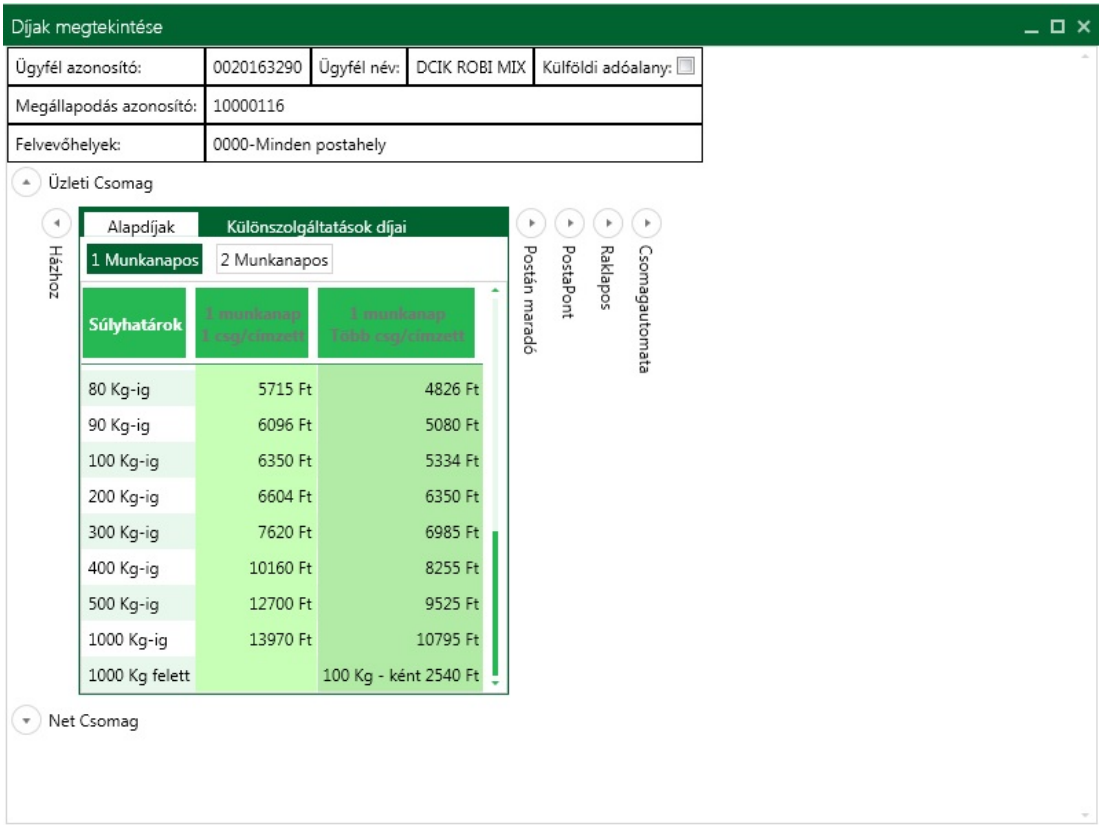

Figure 75: Viewing tariffs

The fees will be displayed broken down into the categories below. The details of the tariffs are shown or hidden if you click on the activating elements for each category.

Services:

- Business Parcel
- Net Parcel

Delivery method:

- Delivery to the door
- Poste restante
- PostaPont
- Pallet delivery
- Parcel delivery machine

Fee components:

- Basic fees
- Special service fees

Time guarantee:

- 1 working days
- 2 working days

The basic fees for the different weight limits appear in two columns:

- 1 parcel/address
- More than 1 parcel/address

9.4 International tariffs

Using this function you can view the tariffs valid for international mail items on the given day including VAT for the selected agreement.

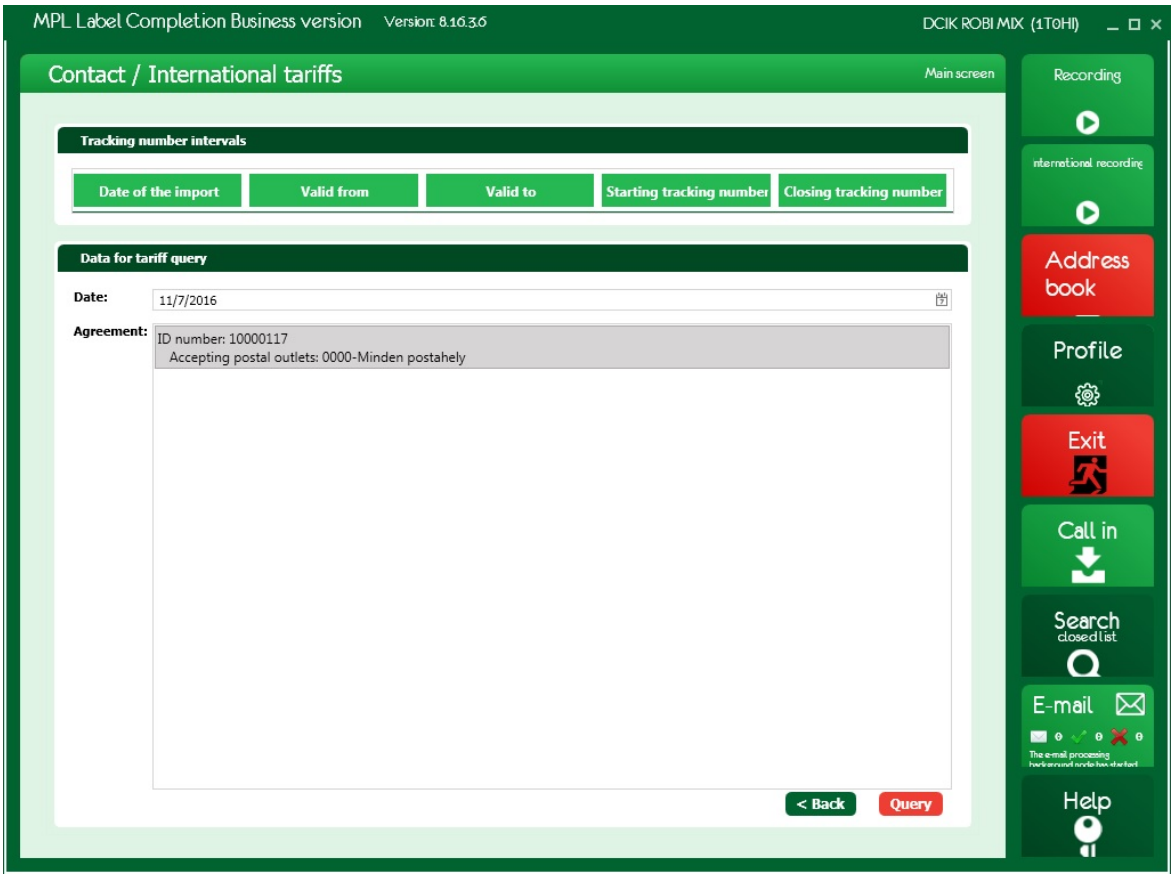

Figure 76: International tariff query

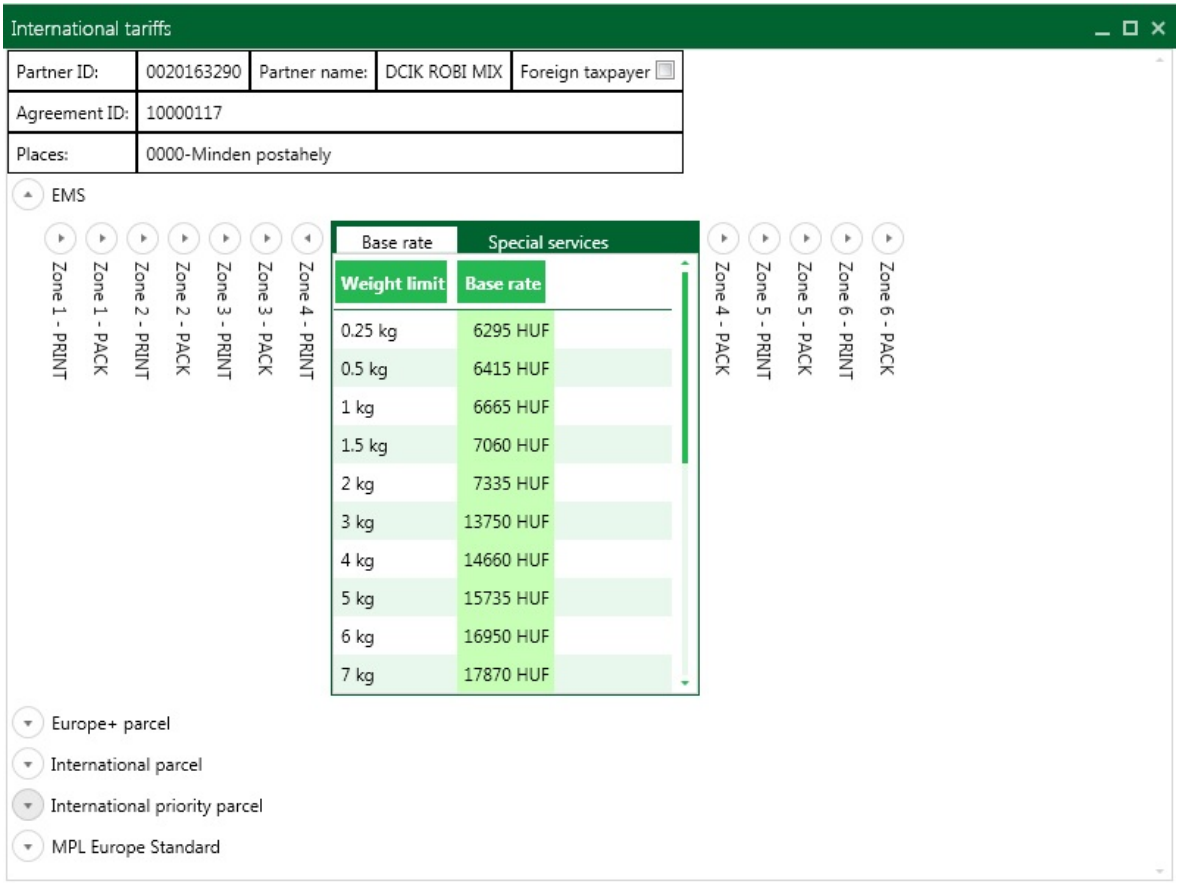

Figure 77: Details of international tariffs

The fees will be displayed broken down into the categories below. The details of the tariffs are shown or hidden if you click on the activating elements for each category.

Services:

- EMS
- Europe+ parcel;
- International parcel
- International priority parcel
- MPL Europe Standard

Zones: (for EMS, zones are displayed in a breakdown by mail item type (PRINT/PACK)).

Fee components:

- Basic fees
- Special service fees

9.5 Transport order

In this function the operator can send a transport order for MPL parcels outside the scope of the closed list. In the **Contact** screen, pressing the **Transport order** button will open the **Transport order (1/2)** screen.

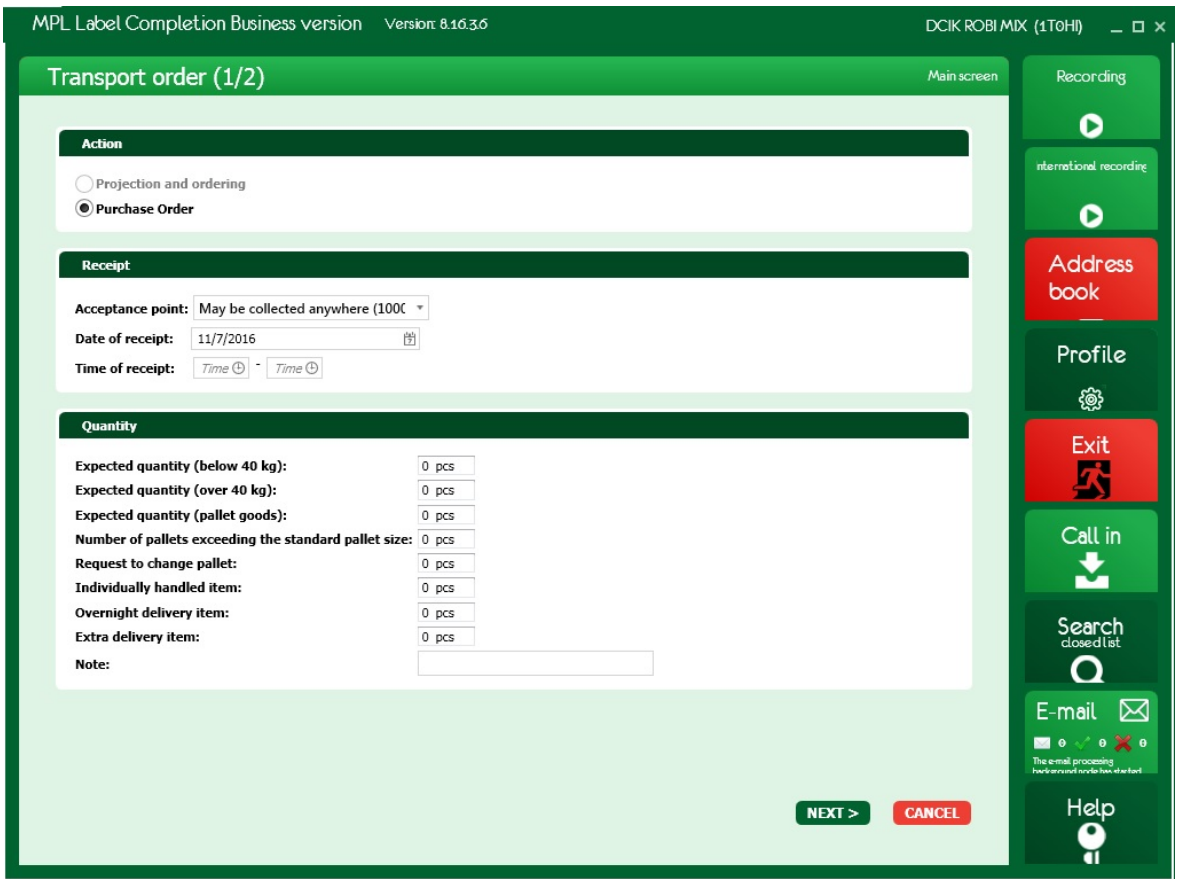

Figure 78: Transport order 1/2

This function can only be used to record an order, but not a projection. The operator will have to record mail item quantities manually.

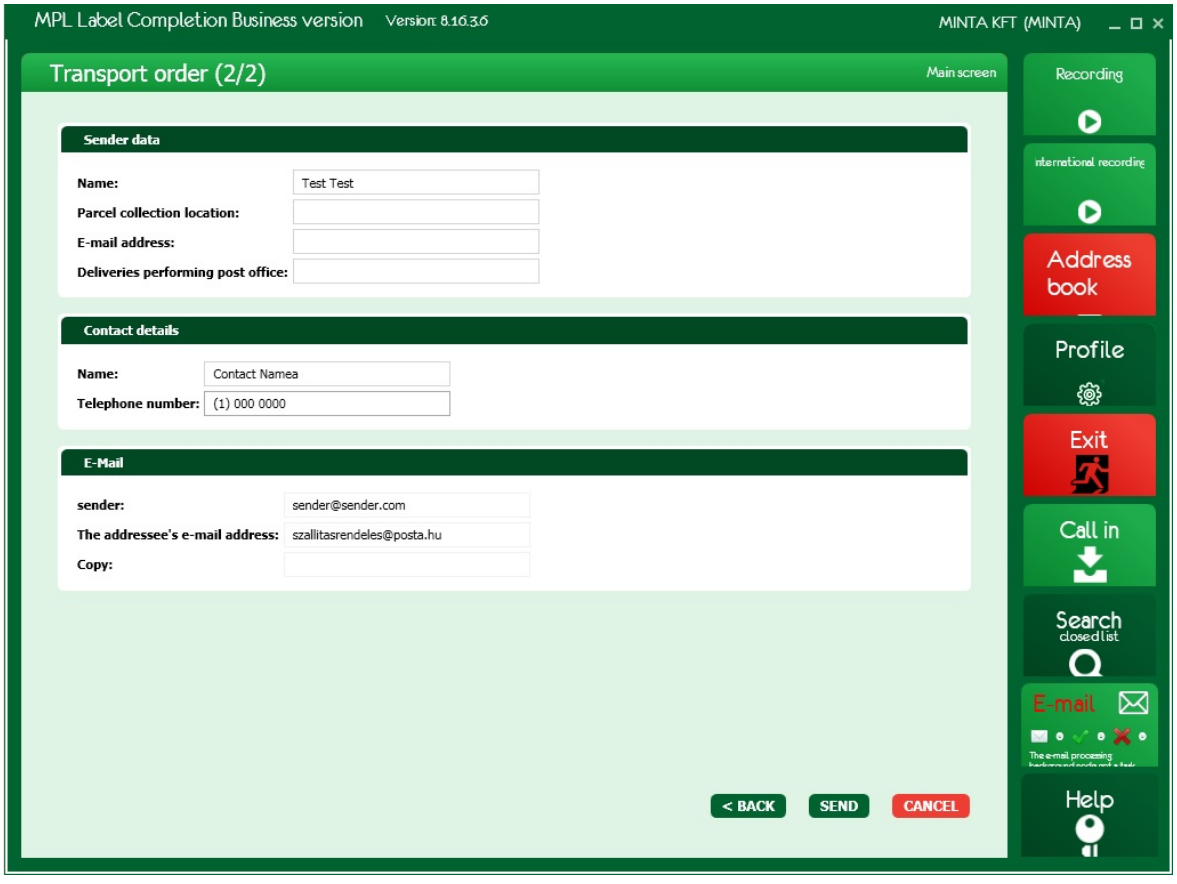

Figure 79: Transport order 2/2

By clicking the **Send** button, the recorded data will be forwarded by e-mail to the appropriate postal address.

10 E-mail

If a working Internet connection is present, the recorded data, such as delivery projections will be sent to the specified e-mail address (entered in the Settings for email sending function).

The e-mail sending process will be initiated in the following cases:

- Delivery projection
- Ordering delivery
- Address label
- E-posting list
- Informational e-mail
- Customer's directions
- Error indication
- Customer service inquiry

When e-mails are sent, the background process will send the scheduled e-mail messages to the specified e-mail addresses. Information about the background process and the status of the e-mail messages can be displayed in the E-mail tile on the main screen or, by clicking on the tile, in the E-mail window.

E-mails are sent in the background automatically irrespective of displaying the window.

E-mails can be displayed in the "E-mail" window grouped as follows:

- E-mails in progress (envelope icon)
- Sent e-mails (green tick icon)
- Defective e-mails (red X icon)

By moving the cursor over the ... symbol above the icons, the separator can be dragged upwards. In this way, the icon names will also be shown next to the icons.

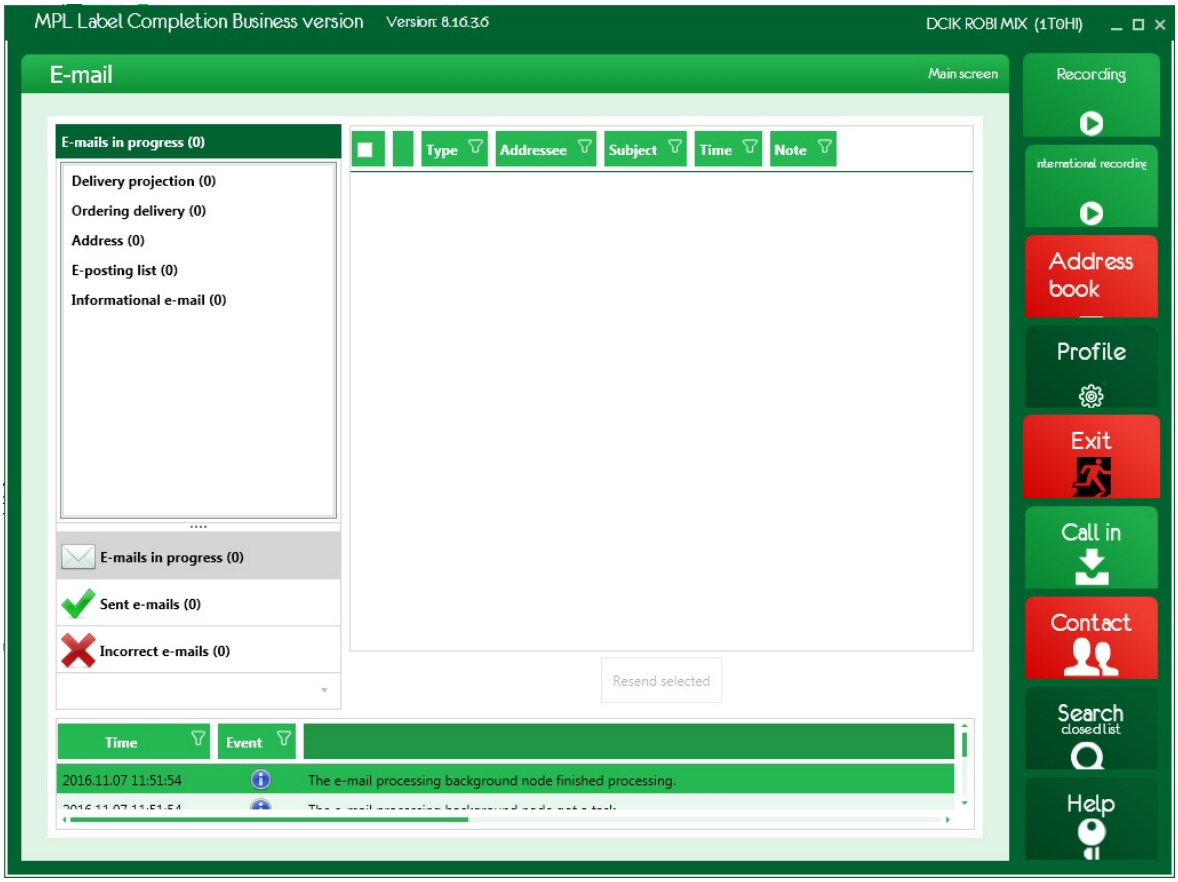

Figure 80: Empty e-mail screen

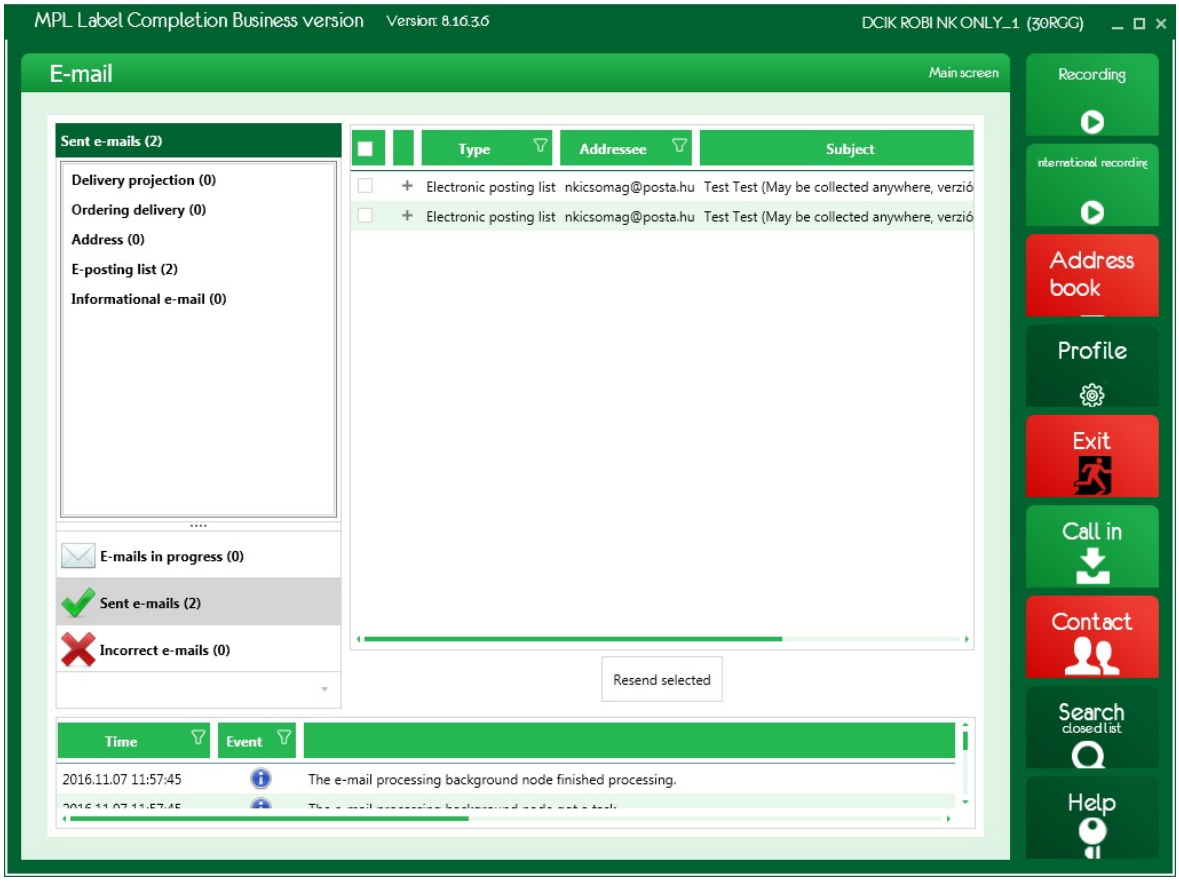

Figure 81: E-mail - with data

Within the chosen group the e-mails are displayed broken down by the calling function.

- Delivery projection
- Ordering delivery
- Address label
- E-posting list
- Informational e-mail (customer's directions, customer service inquiry)

By clicking on the latter, the frame to the right will list the details of the e-mail message related to the selected calling function in a tabulated format:

- Type
- Addressee
- Subject
- Time
- Note

Log entries are listed at the bottom of the screen.

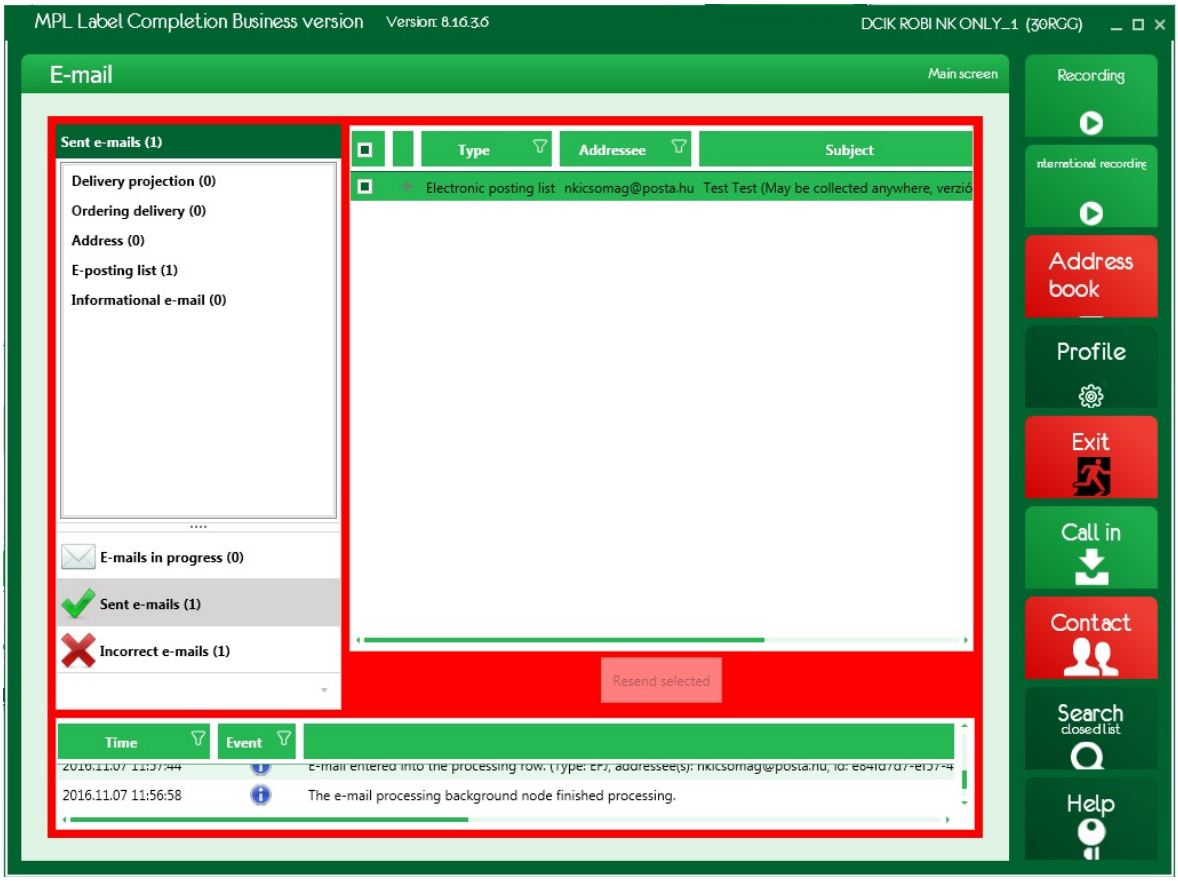

Figure 82: Incorrect SMTP settings

If SMTP settings have been configured incorrectly, the application indicates it with a red frame.

The e-mails appearing in the list can be resent by clicking the "Resend selected" button. Resending the selected e-mails will remove the incorrect e-mails from the list and add them to the e-mails in progress, and then they will increase the count of sent e-mails.

Closing the E-mail window will not interrupt the process of sending e-mails.

If there are unsent e-mails or incorrect e-mails, then the program will display a warning message if you attempt to close it. Closing the application will clear the list of e-mails.

If the settings for e-mail sending have not been configured, then the E-mail tile will indicate that the basic settings of e-mail sending (SMTP server, port, authentication) are missing. In that case, you will need click on the tile to enter the required data into the pop-up window. Once the settings are entered, incorrect e-mails will be resent.

If the SMTP settings are incorrect, no e-mail message will be sent. E-mails will appear in the list as incorrect e-mails. As long as the data connection is not restored, no e-mails will be sent. Once the data connection is restored, you will need to manually resend the incorrect e-mails.

11 Exit

When this tile is pressed, the application will be closed.

12 Call-off order

By selecting the Call in tile, parcels under the call-off order service can be recorded on a separate posting list.

You are only entitled to use this function if you have an agreement for this special service with a valid fee (for multiple items/addressee situations, the cost of call-off order will only be calculated for the main parcel). If you do not have such an agreement, an error message will appear when you select the tile.

The posting list containing called off parcels is separate from the posting list recorded through the normal recording function. In this way two posting lists may be open simultaneously in the application, one summoned and one normal.

In the called off posting list items can be recorded in the same way as in a normal posting list.

NOTE:

Unlike in the case of Recording, you CANNOT select "Advance notice of quantities not covered by regular delivery" for delivery related tasks when calling off is used.

13 Search

Once the Search function is started, the operator can use the menu that opens to select the desired function.

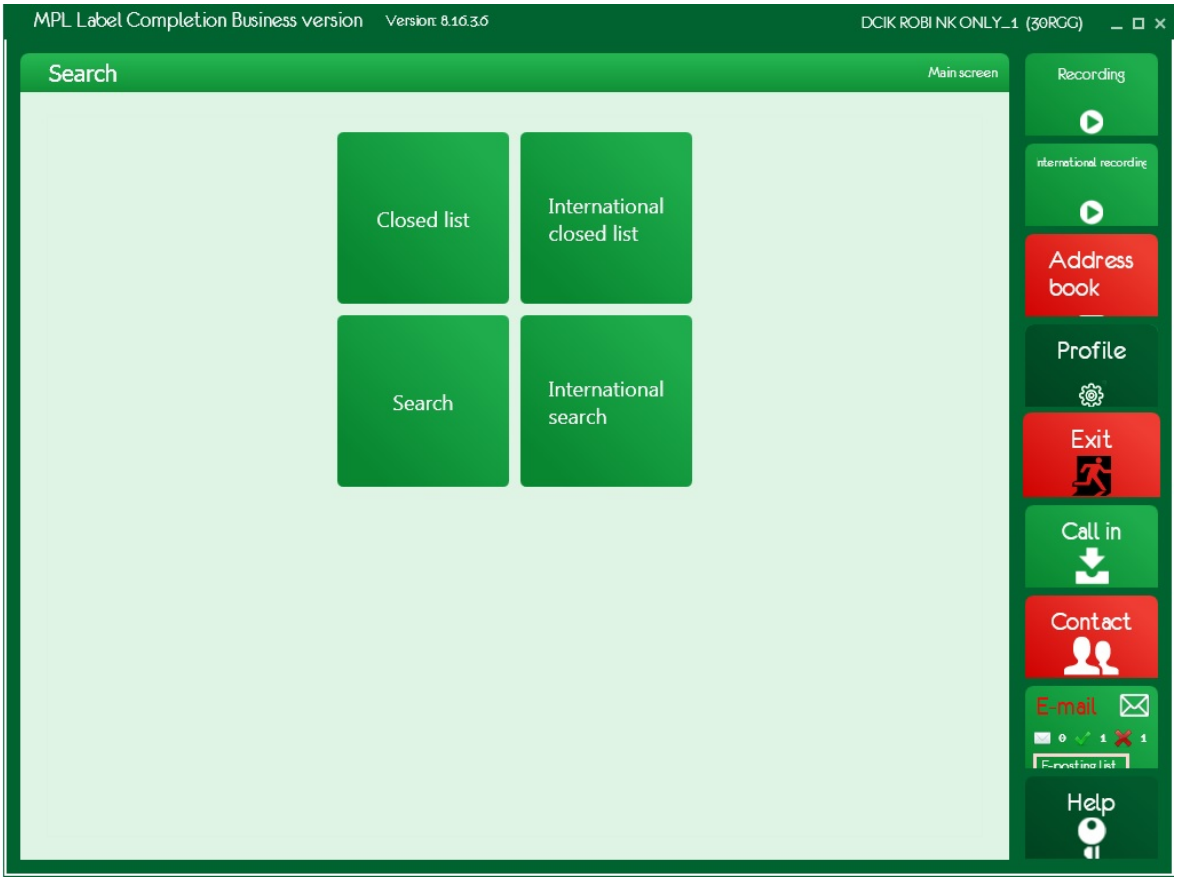

Figure 83: Search menu

13.1 Closed posting list

This function displays closed posting lists related to the MPL parcel in a table.

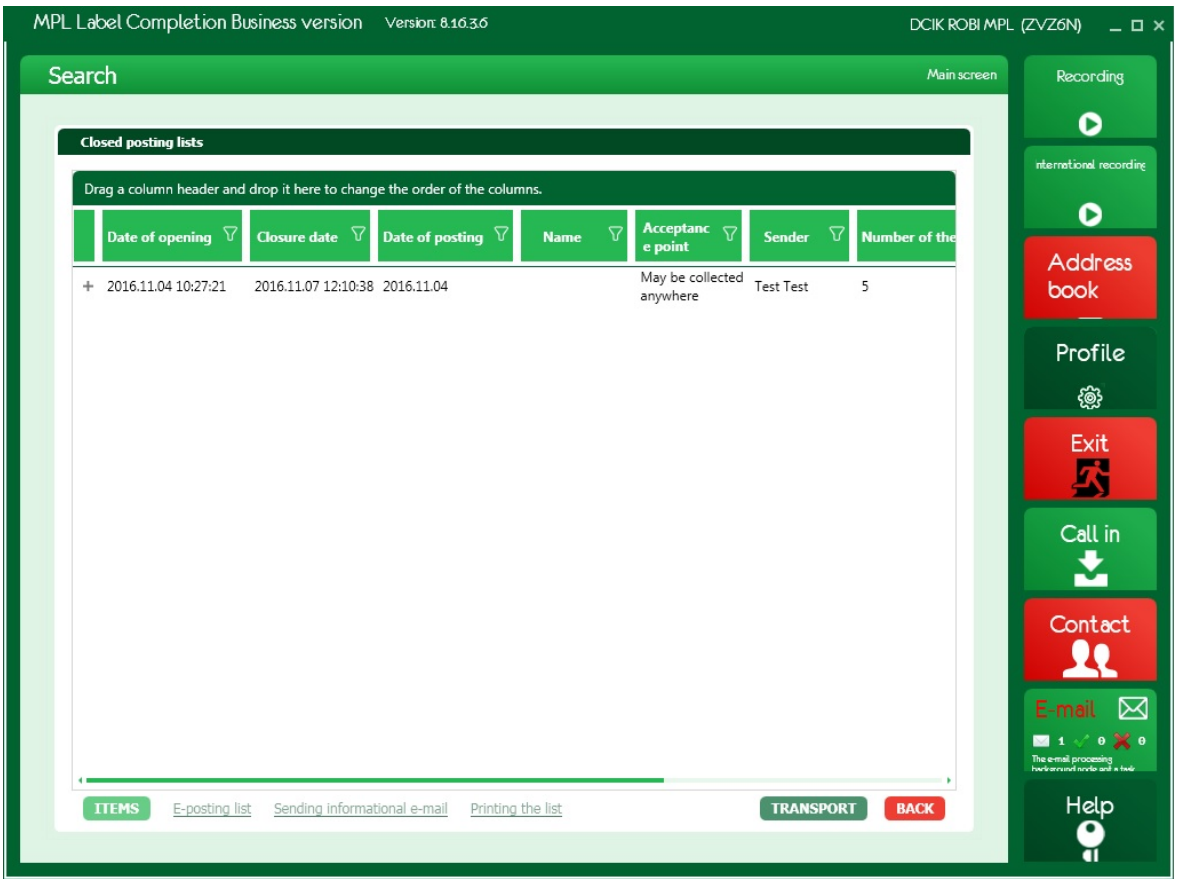

Figure 84: Search - closed posting lists

The following actions are available for the selected posting list:

- Transport order
- E-posting list
- Sending an informational e-mail
- Printing a posting list
- Items
  - Export
  - Select group / Deselect group
  - Customer instructions
  - Send/Print
  - The parcel ID functions as a tracking link.

13.2 Closed international posting lists

This function displays closed international posting lists related to the international mail items in a table.

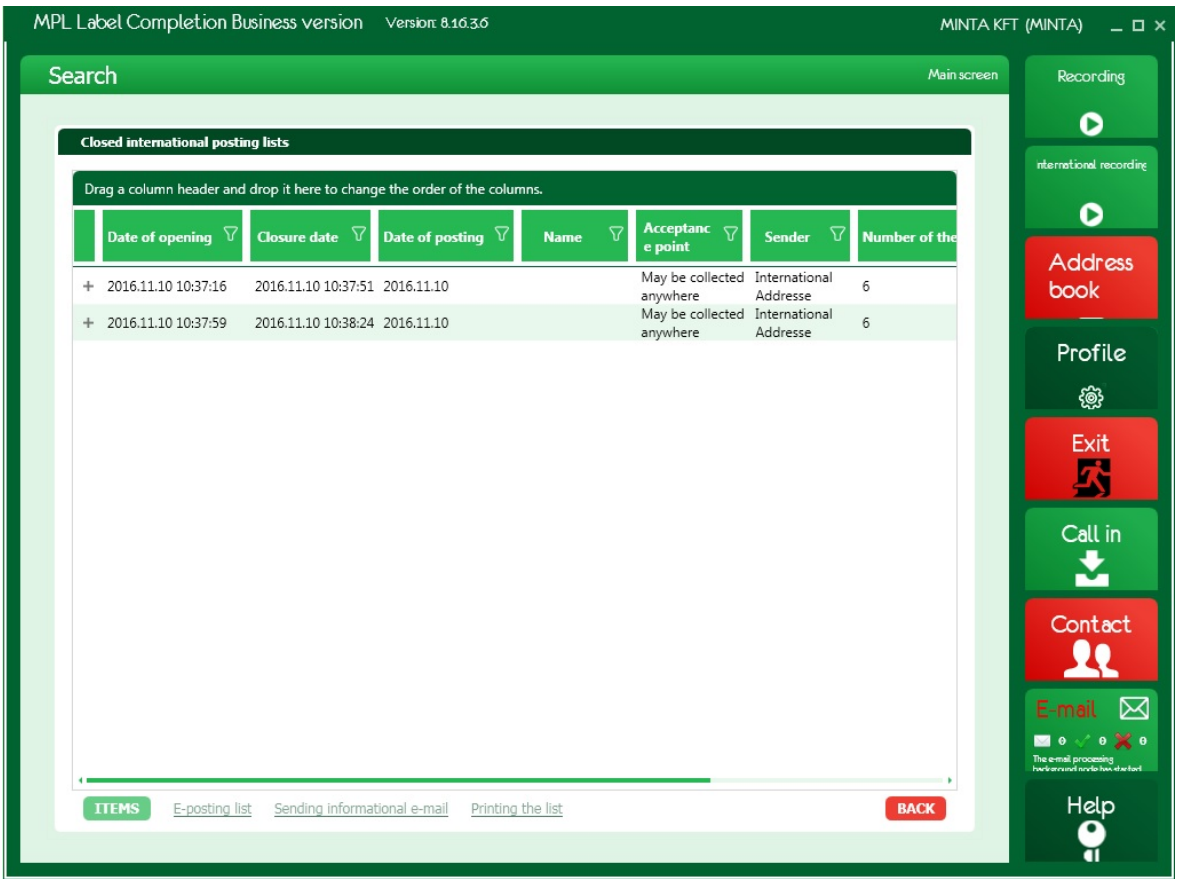

Figure 85: Search - closed international posting lists

The following actions are available for the selected posting list:

- E-posting list
- Sending an informational e-mail
- Printing a posting list
- Items
  - Export
  - Select group / Deselect group
  - Send/Print
  - The parcel ID functions as a tracking link.

13.3 Search and international search

The **Search** function can be used to search for MPL items, while the **International search** function can be used to find international mail items. Both functions work in the same way as described in the following.

To make a simple search, enter the required text and period of time. The list of finds will display parcels which contained the sought expression in one of the searchable fields.

(Searchable fields are listed within the advanced search option.)

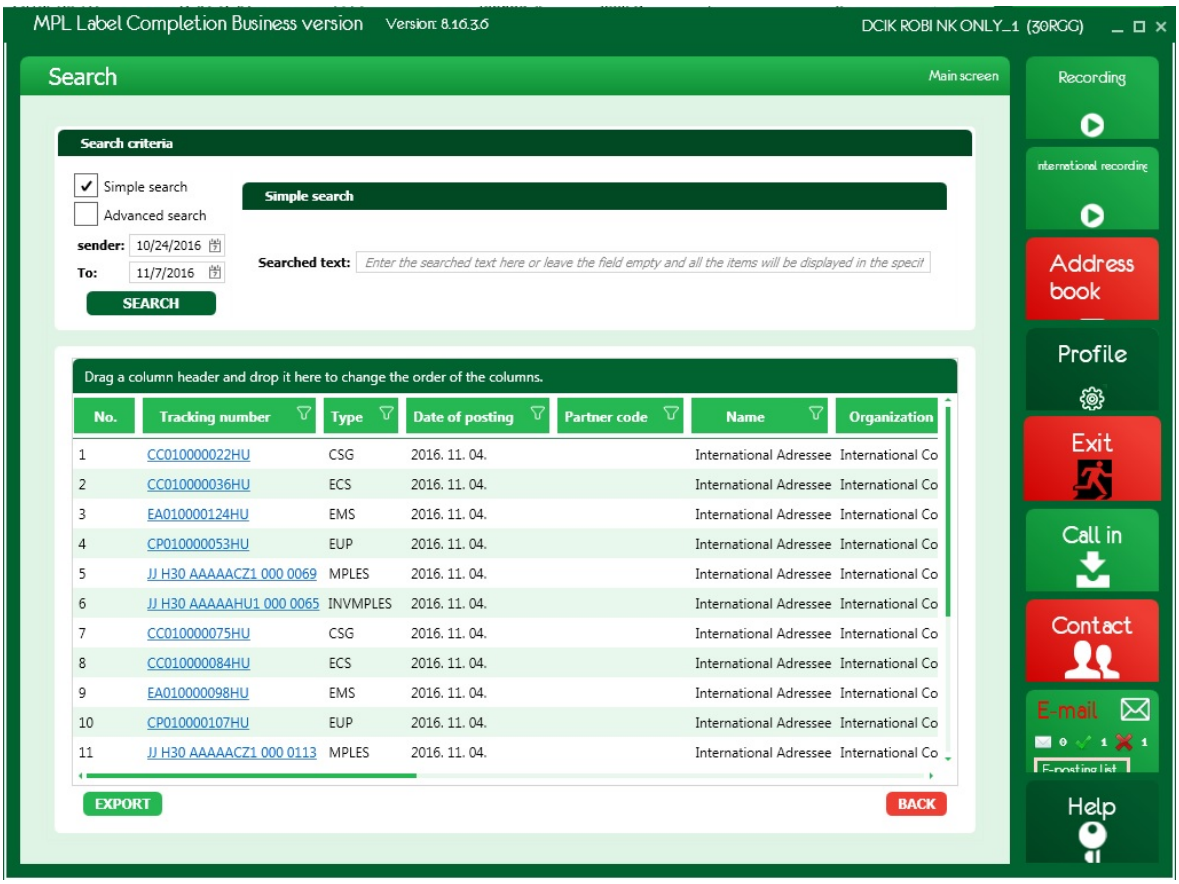

Figure 86: Search - Simple

To make an advanced search, enter the required text in the appropriate field. You can enter an expression in more than one field. The given criteria must be met simultaneously.

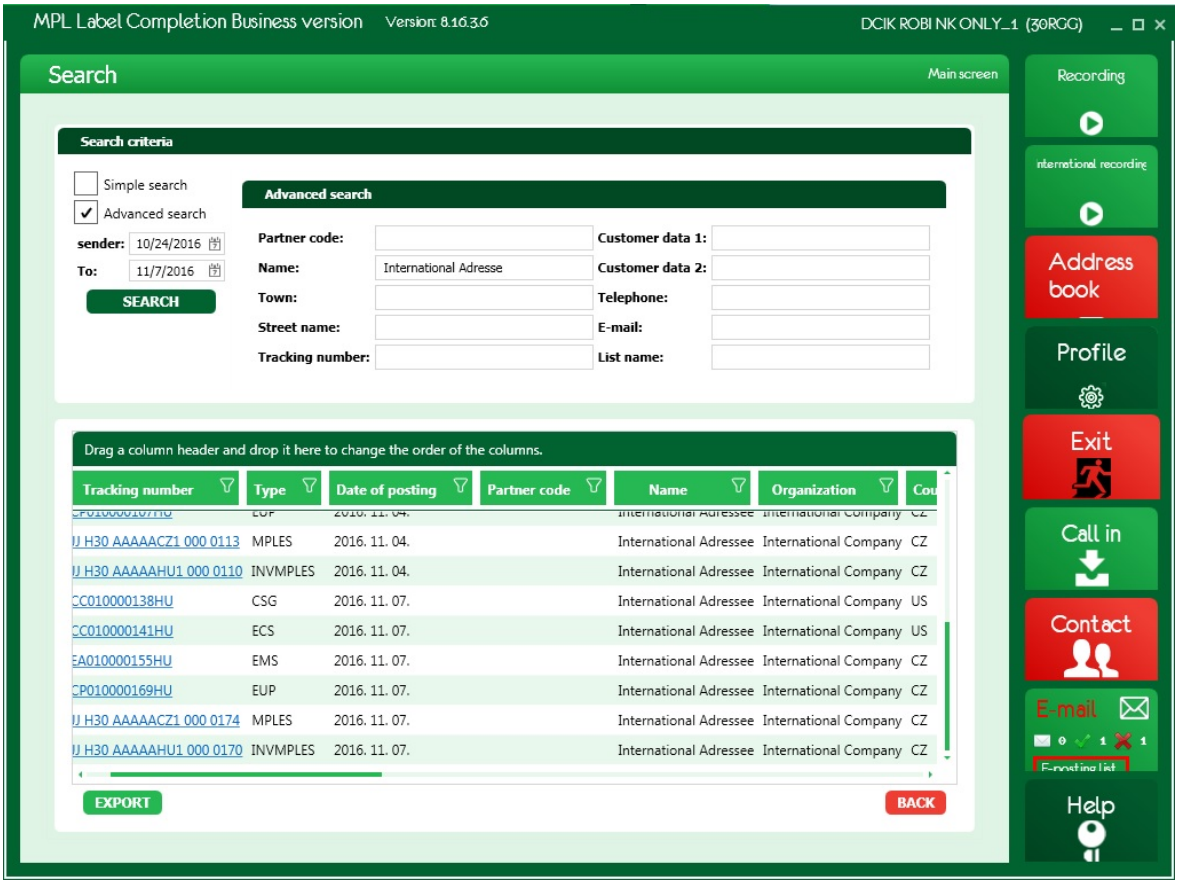

Figure 87: Search - Advanced

The following actions are valid for the parcels appearing in the list of finds:

- Export (the entire list of finds will be exported)
- Customer instructions
- The parcel ID functions as a tracking link.

13.4 Customer instructions

An instruction may be given with regard to a parcel on a closed posting list. The parcel in question can be found in the **Closed posting lists** or **Search** function.

Entering customer instructions are not supported in the International closed posting list and International search function.

Write your instruction in the Text field. The instructions that may be given are described in the Operational Terms and Conditions.

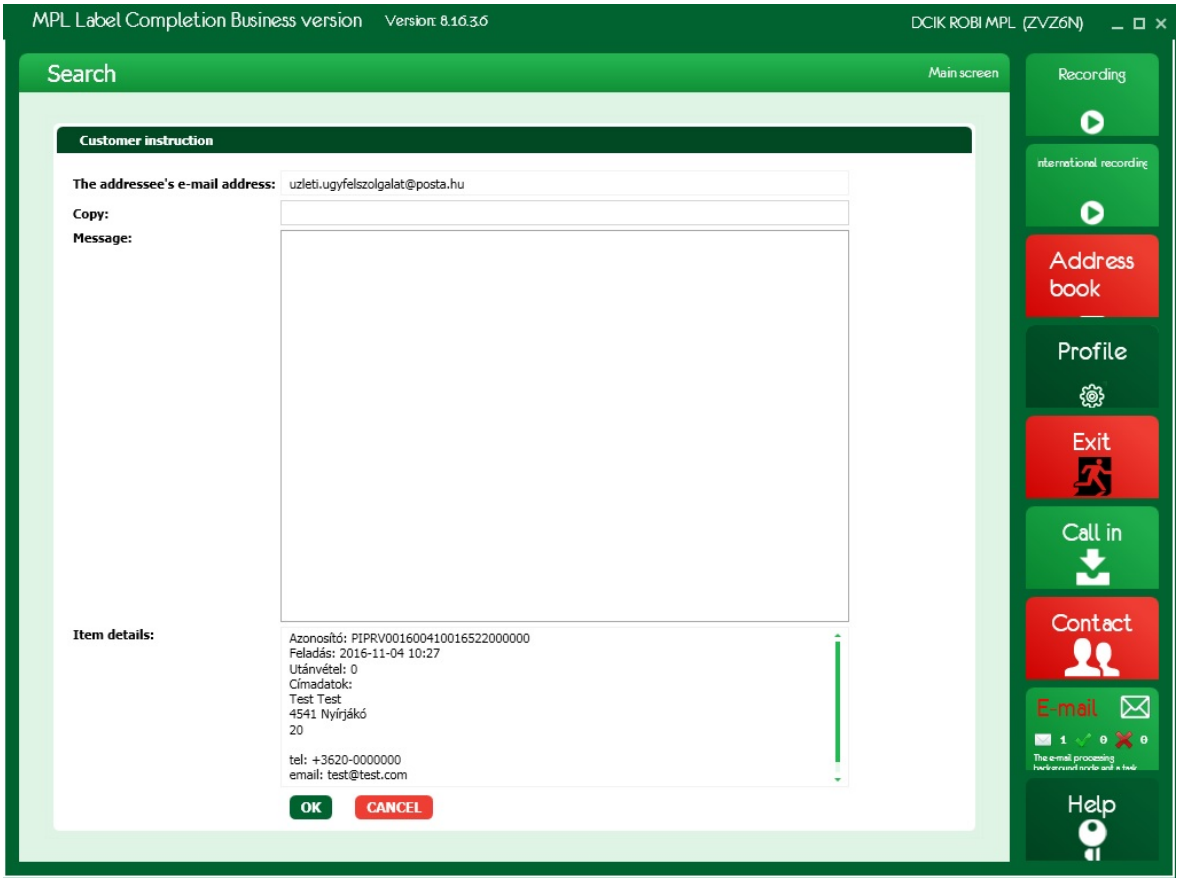

Figure 88: Customer's directions

14 Help

The Help tile brings up the following screen.

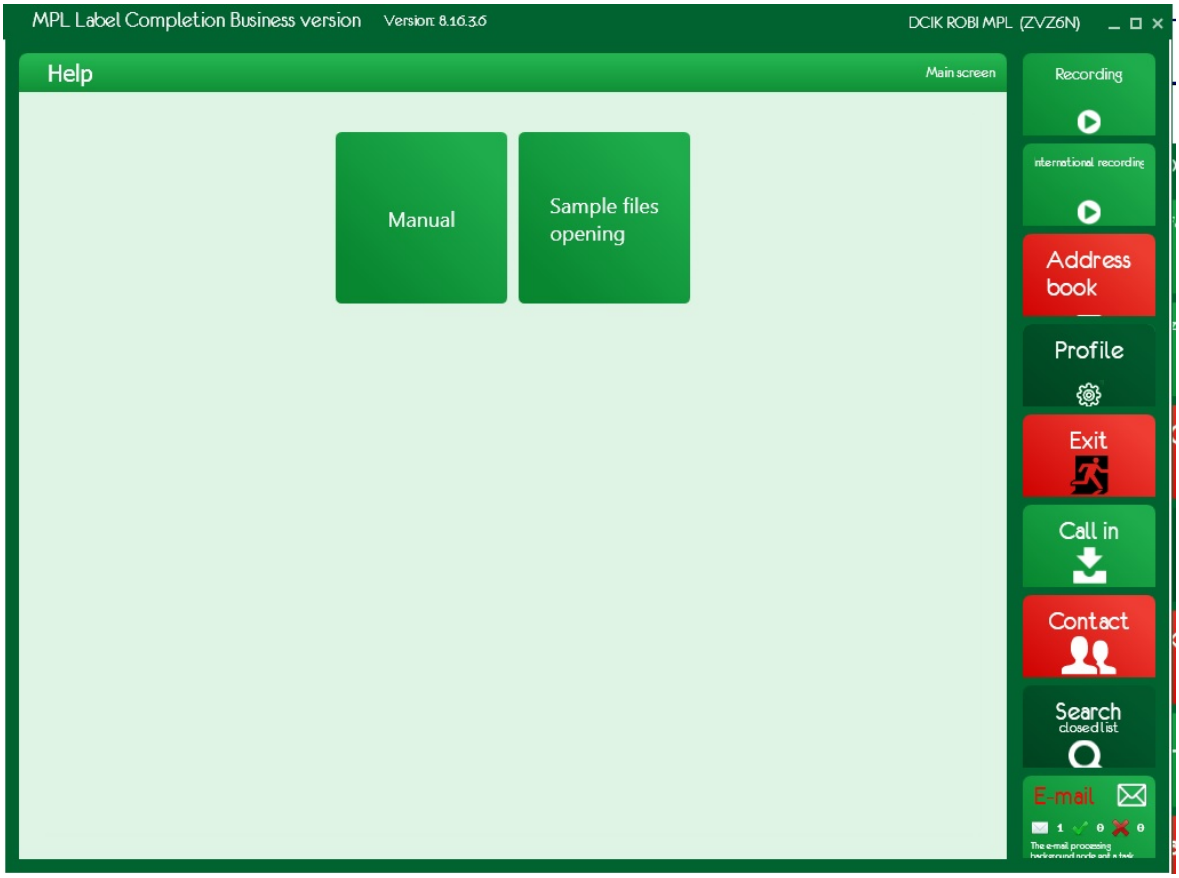

Figure 89: Help

If you choose the **Manual** menu, this manual will appear in pdf format.

If you select "**Sample files opening**", a folder containing sample files will open in Windows Explorer.