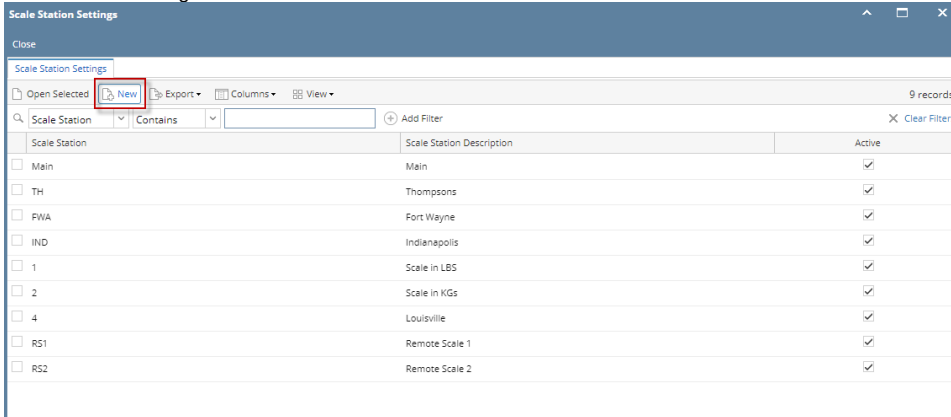


# How To Create Scale Station Settings

1. From the **Ticket Management** menu, click on **Scale Station Settings**.
2. If this is the first record you are to create, it will open directly the Ticket Pool screen where you can add Scale Station Setting. Otherwise. it will open Scale Station Settings Search screen where existing Scale Station Setting records are displayed. Click the **New** toolbar button to open new Scale Station Setting screen.



3. Setup the Scale Station Setting.

The screenshot shows the 'Scale Station Settings' setup screen with the 'General' tab selected. The form contains the following fields and sections:

- Station ID:** IL
- Description:** Illinois Warehouse
- Active:** ☒
- General Tab:**
  - Interface Type:** Standard
  - Ticket Pool:** 02
  - Search Address:** Enter address to search...
  - Address:** Illinois 83
  - City:** Crestwood
  - State:** IL
  - Zip/Postal:**
  - Country:** United States
  - Phone:**
  - Working Location:** 0003 - Illinois
- Setup Section:**
  - Allow Manual Tickets:** ☐
  - Last Weigher:**
  - Scale Processing:** Real Time
- Paths Section:**
  - Local File:**
  - Server File:**
  - Remote Web Service:**

- a. Enter the **Station ID**. This is a unique and required field.
- b. Enter the **Description** of Scale Station Setting.
- c. **Active** - by default, it is set to Active. Active means the Scale Station Setting can be used/ selected before creating new Scale Ticket.

## I. Under **General** tab, setup general information of the Scale Station.

- a. Select the default **Ticket Pool**.
- b. Enter the Scale Station **Address**
- c. Select the default **Working Location**. This will be the default Location when this Scale Station is selected before creating Scale Ticket. This is a required field.
- d. **Allow Manual Tickets**. If this is unchecked, the Scale Ticket Number will be coming from the System Manager > Starting Numbers. If this is checked, the user is allowed to enter the Scale Ticket Number, else, the system automatically generated temporary Scale Ticket Number.
- e. **Scale Processing** - this will be used in Scale Remote process.
  - i. **Real Time** - automatically synchronize the data from one remote location/station to main server and vice versa.
  - ii. **Remote** - the data will synchronize if the internet connection is ON.

II. Under **Hardware** tab, this is where you can setup the Physical Scale and Grading Equipment to be used in Scale Ticket.

Scale Station Settings

New Save Search Delete Undo Close

Station ID IL Description Illinois Warehouse Active ☒

General Hardware Options Defaults Email Printing Attachments Audit Log Activities

Scale ID 1 Physical Scale

Disable Scale 1 ☐

Scale ID 2 Scale 1

Disable Scale 2 ☐

Scale UOM lb

Multiple Weights ☐

Allow Zero Tare Weights ☒

Grader 1 ID Grader Equipment

Grader 2 ID GAC 2100 at Creston

? 1.84s Edited 1 of 1 Refresh

- Select the **Scale Id**. This should be coming from the [Physical Scale](#) setup. This is a required field.
- Select **UOM**. This will be the default Scale UOM. This is a required field.
- Multiple Weights** - if this is checked, multiple Weight (Gross and Tare) fields are available in Scale Ticket screen
- Allow Zero Tare Weights** - if this is checked, the user is allowed to distribute Scale Ticket without entering Tare Weight.
- Select the **Grade ID**. This should be coming from the [Grading Scale](#) setup.

III. Under **Options** tab, this is where you can setup the required fields needed in Scale Ticket screen.

Scale Station Settings

New Save Search Delete Undo Close

Station ID IL Description Illinois Warehouse Active ☒

General Hardware Options Defaults Email Printing Attachments Audit Log Activities

Contract Allow Locations Any Ask for Customer before Truck and Driver ☐

Hauler ID Required for Freight No Require Ticket Comment ☐

Require Storage Location No Allow use of Electronic Pricing for Spot Sales ☐

Track Number of Axles No Refresh Contract Information on Open ☐

Require Driver ID No Refresh Load Information on Open ☐

Require Truck ID No Track Variety ☐

Require Unit Price on Spot Sale No Track Manual Grade ☐

Lock Automated Readings ☐

Allow Manual Weight Entry ☒

Require Reference Number ☐

Require Contract for In-Transit Ticket ☐

Store Pit Information Yes

? 1.84s Edited 1 of 1 Refresh

IV. Under **Defaults** tab, this is where you can setup the default Storage Types, Freight and Fee Item in Scale Ticket.

Scale Station Settings

New Save Search Delete Undo Close

Station ID IL Description Illinois Warehouse Active ☒

General Hardware Options Defaults Email Printing Attachments Audit Log Activities

Default Driver as on ☒

Default Deduct Freight from the Farmer ☐

Default Add Fees to Customer/Vendor ☐

Scale Attendant Id Set as User ID

Select Default Storage Type Open Storage

Select Grain Bank Storage Type Grain Bank

Freight Item Freight

Default Fee Item Elevation

Use current date for Ticket ☒

? 1.84s Edited 1 of 1 Refresh

- Select **Default Storage Type** - this is the default Storage Type
- Select **Grain Bank Default Storage Type** - this is the default Grain Bank Storage Type

- c. **Freight Item** - default Freight item apply in Scale Ticket for non-contract / non-load scale ticket
- d. **Default Fee Item** - default Fee Item apply in Scale Ticket

V. Under **Email tab**, this is where you can setup the auto-generated email to be sent to selected Vendor / Customer once the Scale Ticket is successfully distributed

- a. Mark check the **Enabled** checkbox. When this is checked, this email content will be sent to selected Vendor/Customer after successful ticket distribution.
- b. Enter the **Email Subject**. This will be the email header.
- c. Enter the **Email Body**. This will be the contents of the email.
- d. Enabling the **Email each customer split** checkbox will be applied to the split distribution.

VI. Under **Printing tab**, this is where you can setup when printing Scale Ticket

- a. Select the **Ticket Format** from the lists.
- b. Check the **Default Format** checkbox. If checked, this Ticket Format will be used when printing Scale Ticket.
- c. Select **Ticket Type** from the lists where this Ticket format will be applied.
- d. Select the **Printing Option** from the lists when the Scale Ticket should be printed.

4. Click on **Save**.

1. From the **Ticket Management** menu, click on **Scale Station Settings**.
2. If this is the first record you are to create, it will open directly the Ticket Pool screen where you can add Scale Station Setting. Otherwise. it will open Scale Station Settings Search screen where existing Scale Station Setting records are displayed. Click the **New** toolbar button to open new Scale Station Setting screen.

Scale Station Settings	
New Open Refresh Report	
Scale Station Settings	
View Filter (F3) 7 record(s)	
Scale Station	Scale Station Description
<input type="checkbox"/> Main	Main
<input type="checkbox"/> TH	Thompsons
<input type="checkbox"/> FWA	Fort Wayne
<input type="checkbox"/> IND	Indianapolis
<input type="checkbox"/> 1	Scale in LBS
<input type="checkbox"/> 2	Scale in KGs
<input type="checkbox"/> 4	South Bend

### 3. Setup the Scale Station Setting.

The screenshot shows the 'Scale Station Settings' window with the 'General' tab selected. The 'Station ID' is 'FWA' and the 'Description' is 'Fort Wayne'. The 'Active' checkbox is checked. The 'General' tab contains fields for 'Interface Type' (Standard), 'Ticket Pool' (01), 'Search Address' (Enter address to search...), 'Address' (Indiana 1), 'City' (Fort Wayne), 'State' (IN), 'Zip/Postal' (78148), 'Country' (United States), 'Phone', and 'Working Location' (0001 - Fort Wayne). The 'Setup' section includes 'Allow Manual Tickets' (unchecked), 'Last Weigher' (Matt), 'Scale Processing' (Real Time), 'Transfer Delay Time' (No Delay), 'Batch Interval Runs' (Real Time), 'Minimum Purge Days' (0), 'Last Purge Date', and 'Last Purge User ID' (Matt). The 'Paths' section has fields for 'Local File', 'Server File', and 'Remote Web Service'.

- Enter the **Station ID**. This is a unique and required field.
- Enter the **Description** of Scale Station Setting.
- Set the Scale Station Settings to '**Active**' so that it can be selected in the Station Selection screen upon creating Scale Ticket.
- Under **General** tab, setup general information of the Scale Station.
- Select the default **Ticket Pool**.
- Enter the Scale Station **Address**
- Select the default **Working Location**. This will be the default Location when this Scale Station is selected before creating Scale Ticket. This is a required field.
- Allow Manual Tickets**. If this is unchecked, the Scale Ticket Number will be coming from the Sytem Manager > Starting Numbers. If this is checked, the user is allowed to enter the Scale Ticket Number.

### 4. Under **Hardware** tab, this is where you can setup the Physical Scale and Grading Equipment to be used in Scale Ticket.

The screenshot shows the 'Scale Station Settings' window with the 'Hardware' tab selected. The 'Station ID' is 'FWA' and the 'Description' is 'Fort Wayne'. The 'Active' checkbox is checked. The 'Hardware' tab contains fields for 'Scale ID 1' (Scale 1), 'Disable Scale 1' (unchecked), 'Scale ID 2' (Scale 2), 'Disable Scale 2' (checked), 'Allow Split Weights' (unchecked), 'Allow Zero Tare Weights' (checked), 'Scale UOM' (lb), 'Grader 1 ID', and 'Grader 2 ID'.

- Select the **Scale Id**. This should be coming from the **Physical Scale** setup. This is a required field.
- Select **UOM**. This will be the default Scale UOM. This is a required field.
- Select the **Grade ID**. This should be coming from the **Grading Scale** setup.

5. Under **Options** tab, this is where you can setup the required fields needed in Scale Ticket screen.

The screenshot shows the 'Scale Station Settings' window with the 'Options' tab selected. The window has a title bar with 'Scale Station Settings' and standard window controls. Below the title bar is a menu bar with 'New', 'Save', 'Search', 'Delete', 'Undo', and 'Close'. The main area has a header with 'Station ID' (FWA), 'Description' (Fort Wayne), and 'Active' (checked). Below the header is a tab bar with 'General', 'Hardware', 'Options' (selected), 'Defaults', 'Email', 'Printing', 'Attachments (0)', 'Audit Log (10)', and 'Activities (0)'. The 'Options' tab contains a list of settings:

Setting	Value	Setting	Value
Contract Allow Locations	Any	Ask for Customer before Truck and Driver	<input type="checkbox"/>
Hauler ID Required for Freight	No	Require Ticket Comment	<input type="checkbox"/>
Require Storage Location	No	Allow use of Electronic Pricing for Spot Sales	<input type="checkbox"/>
Track Number of Axes	No	Refresh Contract Information on Open	<input type="checkbox"/>
Require Driver ID	No	Refresh Load Information on Open	<input type="checkbox"/>
Require Truck ID	No	Track Variety	<input type="checkbox"/>
Require Unit Price on Spot Sale	No	Track Manual Grade	<input type="checkbox"/>
		Lock Automated Readings	<input type="checkbox"/>
		Allow Manual Weight Entry	<input checked="" type="checkbox"/>
		Require Reference Number	<input type="checkbox"/>
		Require Contract for In-Transit Ticket	<input type="checkbox"/>
		Store Pit Information	Yes

The status bar at the bottom shows 'Ready' and 'Page 1 of 1'.

6. Under **Defaults** tab, this is where you can setup the default Storage Types, Freight and Fee Item in Scale Ticket.

The screenshot shows the 'Scale Station Settings' window with the 'Defaults' tab selected. The window has a title bar with 'Scale Station Settings' and standard window controls. Below the title bar is a menu bar with 'New', 'Save', 'Search', 'Delete', 'Undo', and 'Close'. The main area has a header with 'Station ID' (FWA), 'Description' (Fort Wayne), and 'Active' (checked). Below the header is a tab bar with 'General', 'Hardware', 'Options', 'Defaults' (selected), 'Email', 'Printing', 'Attachments (0)', 'Audit Log (10)', and 'Activities (0)'. The 'Defaults' tab contains a list of settings:

Setting	Value
Default Driver as on	<input checked="" type="checkbox"/>
Default Deduct Freight from the Farmer	<input type="checkbox"/>
Default add fees to Customer/Vendor	<input type="checkbox"/>
Scale Attendant ID	Set as User ID
Select Default Storage Type	Open Storage
Select Grain Bank Storage Type	Grain Bank
Freight Item	Freight
Default Fee Item	Fuel Expense

The status bar at the bottom shows 'Ready' and 'Page 1 of 1'.

- Select **Default Storage Type**. This will be used when distributing non-Contract / non-Load Scale Ticket. The Distributed qty will be stored in the selected Default Storage Type.
- Select **Grain Bank Default Storage Type**
- Select **Freight Item**.
- Select **Default Fee Item**

7. Under **Email tab**, this is where you can setup the auto-generated email to be sent to selected Vendor / Customer once the Scale Ticket is successfully distributed

The screenshot shows the 'Scale Station Settings' window with the 'Email' tab selected. The window has a title bar with 'Scale Station Settings' and standard window controls. Below the title bar is a menu bar with 'New', 'Save', 'Search', 'Delete', 'Undo', and 'Close'. The main area contains a form with 'Station ID: Main' and 'Description: Main'. Below this is a tabbed interface with 'General', 'Hardware', 'Options', 'Defaults', 'Email' (selected), 'Printing', 'Attachments (0)', 'Audit Log (8)', and 'Activities (0)'. The 'Email' tab contains a table with columns: 'Enabled', 'Email Subject', 'Email Body', and 'Email each customer in split'. The first row has 'Enabled' checked, 'Email Subject' as 'Scale Ticket', 'Email Body' as 'Good Day! This is the auto-generated email...', and 'Email each customer in split' unchecked. The second row has all fields empty. At the bottom of the window is a status bar with icons for help, search, and email, and a page indicator showing 'Page 1 of 1'.

- Mark check the **Enabled** checkbox. When this is checked, this email content will be sent to selected Vendor/Customer after succesful ticket distribution.
  - Enter the **Email Subject**. This will be the email header.
  - Enter the **Email Body**. This will be the contents of the email.
  - Enabling the **Email each customer split** checkbox will be applied to the split distribution.
8. Under **Printing tab**, this is where you can setup when printing Scale Ticket

The screenshot shows the 'Scale Station Settings' window with the 'Printing' tab selected. The window has a title bar with 'Scale Station Settings' and standard window controls. Below the title bar is a menu bar with 'New', 'Save', 'Search', 'Delete', 'Undo', and 'Close'. The main area contains a form with 'Station ID: Main' and 'Description: Main'. Below this is a tabbed interface with 'General', 'Hardware', 'Options', 'Defaults', 'Email', 'Printing' (selected), 'Attachments (0)', 'Audit Log (8)', and 'Activities (0)'. The 'Printing' tab contains a table with columns: 'Ticket Form', 'Default Format', 'Print for each split customer', 'Number of Copies', 'Issue Cut Code', 'Ticket Printer Selection', 'Ticket Type', 'In Out', and 'Printing Op'. The first row has 'Ticket Form' as 'Main', 'Default Format' checked, 'Print for each split customer' unchecked, 'Number of Copies' as '1', 'Issue Cut Code' as 'Never', 'Ticket Printer Selection' as 'All', 'Ticket Type' as 'All', 'In Out' as 'All', and 'Printing Op' as 'Before D...'. The second row has all fields empty. At the bottom of the window is a status bar with icons for help, search, and email, and a page indicator showing 'Page 1 of 1'.

- Select the **Ticket Format** from the lists.
  - Check the **Default Format** checkbox. If checked, this Ticket Format will be used when printing Scale Ticket.
  - Select **Ticket Type** from the lists where this Ticket format will be applied.
  - Select the **Printing Option** from the lists where the Scale Ticket will be printed.
9. Click on **Save**.
1. From the **Ticket Management** menu, click on **Scale Station Settings**.

2. If this is the first record you are to create, it will open directly the Ticket Pool screen where you can add Scale Station Setting. Otherwise, it will open Scale Station Settings Search screen where existing Scale Station Setting records are displayed. Click the **New** toolbar button to open new Scale Station Setting screen.

Scale Station Settings

New Open Refresh Export ▾

Scale Station Settings

View Filter Records (F3) 7 record(s)

Scale Station	Scale Station Description
<input type="checkbox"/> Main	Main
<input type="checkbox"/> TH	Thompsons
<input type="checkbox"/> FWA	Fort Wayne
<input type="checkbox"/> IND	Indianapolis
<input type="checkbox"/> 1	Scale in LBS
<input type="checkbox"/> 2	Scale in KGs
<input type="checkbox"/> 4	South Bend

3. Setup the Scale Station Setting.

Scale Station Settings


New Save Search Delete Undo Close

Station ID: Main Description: Main Active: ☐

General Hardware Options Defaults Email Printing Attachments (0) Audit Log (7) Activities (0)

Interface Type: Standard

Ticket Pool: 01

Address: 

Zip/Postal Code: 46819 City: Fort Wayne

State/Province: IN Country: United States

Phone:

Working Location: 0001 - Fort Wayne

Setup

Allow Manual Tickets: ☒

Last Weigher:

Scale Processing: Real Time

Transfer Delay Time: No Delay

Batch Interval Runs: Real Time

Minimum Purge Days: 0

Last Purge Date:




Last Purge User ID: Mike

Paths

Local File:

Server File:

Remote Web Service:

?    Ready Page 1 of 1

- Enter the **Station ID**. This is a unique and required field.
- Enter the **Description** of Scale Station Setting.
- Under **General** tab, setup general information of the Scale Station.
  - Select the default **Ticket Pool**.
  - Enter the Scale Station **Address**
  - Select the default **Working Location**. This will be the default Location when this Scale Station is selected before creating Scale Ticket. This is a required field.
  - Allow Manual Tickets**. If this is unchecked, the Scale Ticket Number will be coming from the Sytem Manager > Starting Numbers. If this is checked, the user is allowed to enter the Scale Ticket Number.

4. Under **Hardware** tab, this is where you can setup the Physical Scale and Grading Equipment to be used in Scale Ticket.

The screenshot shows the 'Scale Station Settings' window with the 'Hardware' tab selected. The window has a menu bar with 'New', 'Save', 'Search', 'Delete', 'Undo', and 'Close'. Below the menu bar, there are fields for 'Station ID' (Main) and 'Description' (Main), and an 'Active' checkbox. The 'Hardware' tab is highlighted with a red box. The main area contains several fields: 'In Scale ID' (1), 'Disable In Scale' (checkbox), 'Out Scale ID' (empty), 'Disable Out Scale' (checked), 'Allow Split Weights' (checkbox), 'Allow Zero Weights' (checked), 'Scale UOM' (lb), 'Grader 1 ID' (empty), and 'Grader 2 ID' (empty). The status bar at the bottom shows 'Ready' and 'Page 1 of 1'.

- Select the **Scale Id**. This should be coming from the [Physical Scale](#) setup. This is a required field.
  - Select **UOM**. This will be the default Scale UOM. This is a required field.
  - Select the **Grade ID**. This should be coming from the [Grading Scale](#) setup.
5. Under **Options** tab, this is where you can setup where the fields from Scale Ticket are required or not.

The screenshot shows the 'Scale Station Settings' window with the 'Options' tab selected. The window has a menu bar with 'New', 'Save', 'Search', 'Delete', 'Undo', and 'Close'. Below the menu bar, there are fields for 'Station ID' (Main) and 'Description' (Main), and an 'Active' checkbox. The 'Options' tab is highlighted. The main area contains two columns of settings. The left column has dropdown menus for 'Contract Allow Locations' (Any), 'Hauler ID Required for Freight' (No), 'Require Storage Location' (No), 'Track Number of Axes' (No), 'Require Driver ID' (No), 'Require Truck ID' (No), and 'Require Unit Price on Spot Sale' (No). The right column has checkboxes for 'Ask for Customer before Truck and Driver' (checkbox), 'Require Ticket Comment' (checkbox), 'Allow use of Electronic Pricing for Spot Sales' (checkbox), 'Refresh Contract Information on Open' (checkbox), 'Refresh Load Information on Open' (checkbox), 'Track Variety' (checkbox), 'Track Manual Grade' (checkbox), 'Lock Automated Readings' (checkbox), 'Allow Manual Weight Entry' (checked), 'Require Reference Number' (checkbox), 'Require Contract for In-Transit Ticket' (checkbox), and 'Store Pit Information' (Hide). The status bar at the bottom shows 'Ready' and 'Page 1 of 1'.



6. Under **Defaults** tab, this is where you can setup the default Storage Types, Freight and Fee Item in Scale Ticket.

Scale Station Settings

New Save Search Delete Undo Close

Station ID: Main Description: Main Active: ☐

General Hardware Options **Defaults** Email Printing Attachments (0) Audit Log (7) Activities (0)

Default Driver as on: ☒

Default Deduct Freight from the Farmer: ☐

Scale Attendant ID: Set as User ID

Select Default Storage Type: Open Storage

Select Grain Bank Storage Type: Grain Bank

Freight Item: FRT

Default Fee Item: Fuel Expense

? ? ? ? Ready Page 1 of 1

- Select **Default Storage Type**. This will be used when distributing non-Contract / non-Load Scale Ticket. The Distributed qty will be stored in the selected Default Storage Type.
  - Select **Grain Bank Default Storage Type**
  - Select **Freight Item**.
  - Select **Default Fee Item**
7. Under Email tab, this is where you can setup the auto-generated email to be sent to selected Vendor / Customer once the Scale Ticket is successfully distributed

Scale Station Settings

New Save Search Delete Undo Close

Station ID: Main Description: Main Active: ☐

General Hardware Options Defaults **Email** Printing Attachments (0) Audit Log (8) Activities (0)

Remove View Filter Records (F3)

<input type="checkbox"/> Enabled	Email Subject	Email Body	Email each customer in split
<input checked="" type="checkbox"/>	Scale Ticket	Good Day! This is the auto-generated email...	<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>

? ? ? ? Ready Page 1 of 1

- Mark check the **Enabled** checkbox. When this is checked, this email content will be sent to selected Vendor/Customer after successful ticket distribution.
- Enter the **Email Subject**. This will be the email header.
- Enter the **Email Body**. This will be the contents of the email.
- Enabling the **Email each customer split** checkbox will be applied to the split distribution.

8. Under **Printing** tab, this is where you can setup when printing Scale Ticket

The screenshot shows the 'Scale Station Settings' window with the 'Printing' tab selected. The window has a menu bar with 'New', 'Save', 'Search', 'Delete', 'Undo', and 'Close'. Below the menu bar, there are fields for 'Station ID: Main' and 'Description: Main', with an 'Active: ☐' checkbox. The 'Printing' tab is highlighted, and it contains a table with columns: 'Ticket Form', 'Default Format', 'Print for each split customer', 'Number of Copies', 'Issue Cut Code', 'Ticket Printer Selection', 'Ticket Type', 'In Out', and 'Printing Option'. The table has two rows: one for 'Main' with 'Default Format' checked, 'Number of Copies' set to 1, 'Issue Cut Code' set to 'Never', 'Ticket Type' set to 'All', 'In Out' set to 'All', and 'Printing Option' set to 'Before D...'. The second row is empty. The window also has a status bar at the bottom with a 'Ready' indicator and a page number '1 of 1'.

Ticket Form	Default Format	Print for each split customer	Number of Copies	Issue Cut Code	Ticket Printer Selection	Ticket Type	In Out	Printing Option
<input type="checkbox"/> Main	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Never		All	All	Before D...
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0					

- Select the **Ticket Format** from the lists.
- Check the **Default Format** checkbox. If checked, this Ticket Format will be used when printing Scale Ticket.
- Select **Ticket Type** from the lists where this Ticket format will be applied.
- Select the **Printing Option** from the lists where the Scale Ticket will be printed.

9. Click on **Save**.