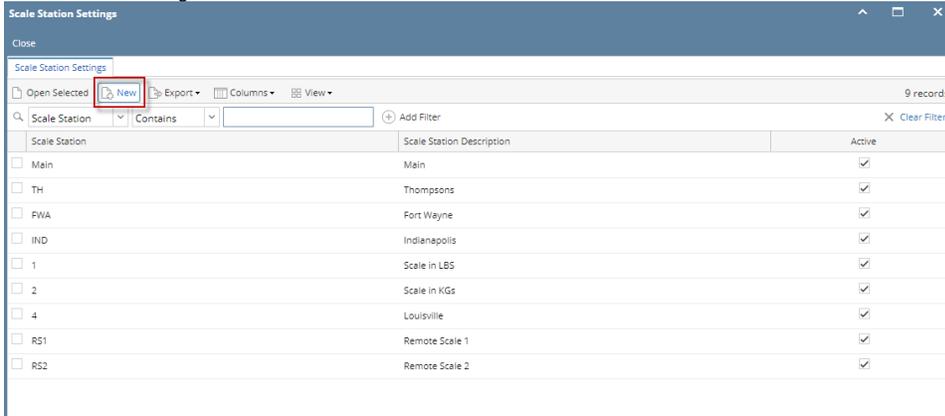
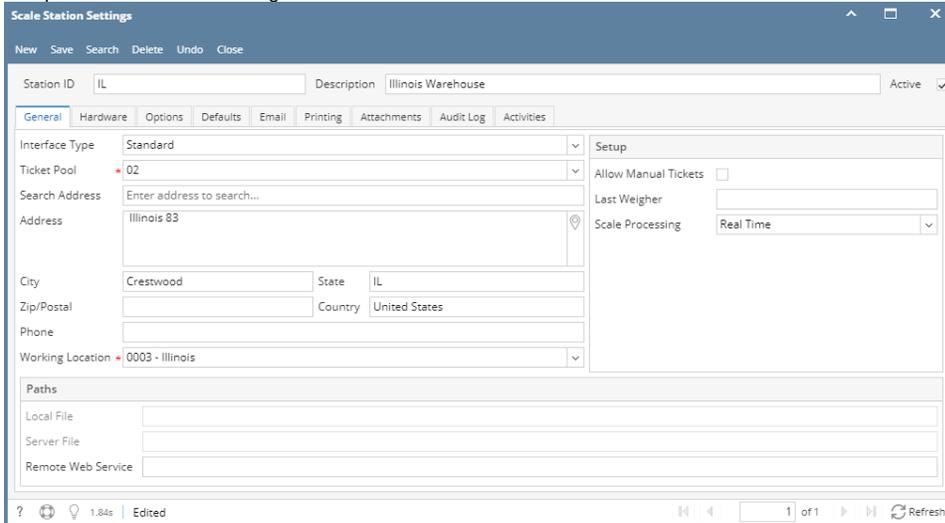


How To Create Scale Station Settings

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.

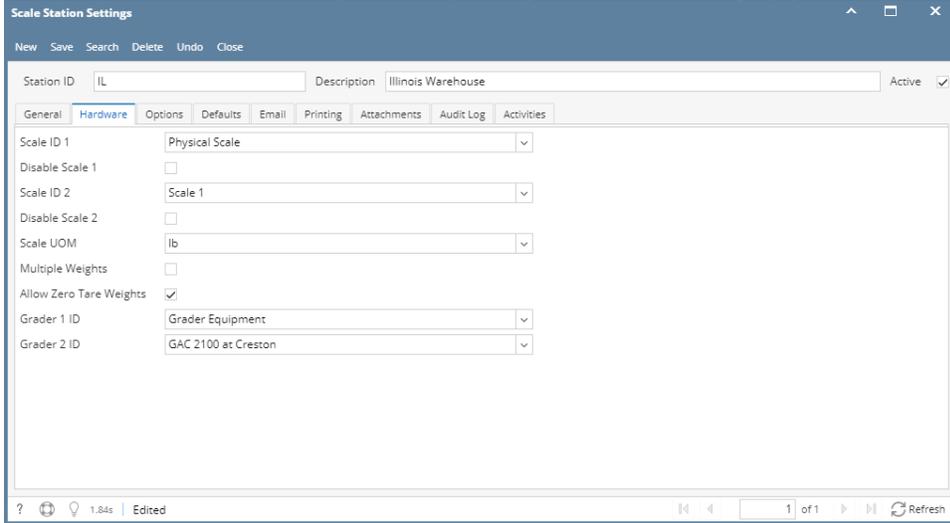


- a. Enter the **Station ID**. This is a unique and required field.
- b. Enter the **Description** of Scale Station Setting.
- c. **Active** - by default, it is set to Active. Active means the Scale Station Setting can be used/ selected before creating new Scale Ticket.

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

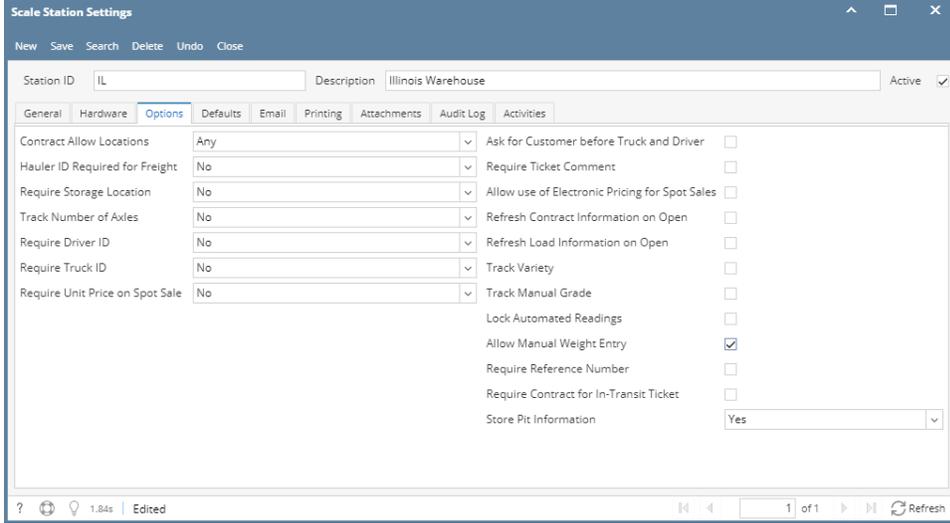
- a. Select the default **Ticket Pool**.
- b. Enter the Scale Station **Address**
- c. Select the default **Working Location**. This will be the default Location when this Scale Station is selected before creating Scale Ticket. This is a required field.
- d. **Allow Manual Tickets**. If this is unchecked, 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.

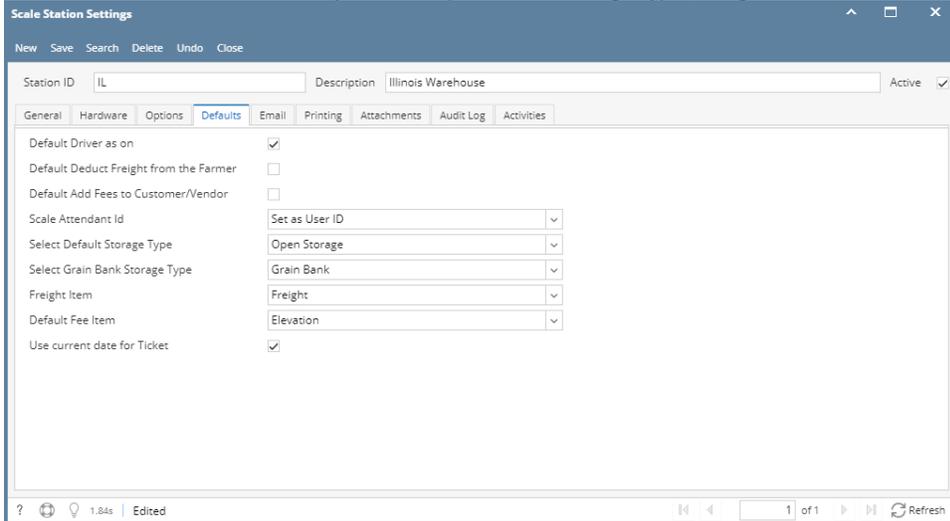


- Select the **Scale Id**. This should be coming from the **Physical Scale** setup. This is a required field.
- Select **UOM**. This will be the default Scale UOM. This is a required field.
- Multiple Weights** - if this is checked, multiple Weight (Gross and Tare) fields are available in Scale Ticket 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.



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



- 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



The screenshot shows the 'Scale Station Settings' window with the 'Email' tab selected. The window title is 'Scale Station Settings' and it has a toolbar with 'New', 'Save', 'Search', 'Delete', 'Undo', and 'Close'. The 'Station ID' is 'IL' and the 'Description' is 'Illinois Warehouse'. The 'Active' checkbox is checked. The 'Email' tab is active, showing a table with columns: 'Enabled', 'Email Subject', 'Email Body', and 'Email each customer in split'. There is a 'Filter (F3)' input field. The table contains one row for 'Scale Ticket' with the email body 'Greetings! Thank you for working with us. iRely Team.' and the 'Email each customer in split' checkbox is unchecked.

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



The screenshot shows the 'Scale Station Settings' window with the 'Printing' tab selected. The window title is 'Scale Station Settings' and it has a toolbar with 'New', 'Save', 'Search', 'Delete', 'Undo', and 'Close'. The 'Station ID' is 'IL' and the 'Description' is 'Illinois Warehouse'. The 'Active' checkbox is checked. The 'Printing' tab is active, showing a table with columns: 'Ticket Format', 'Default Format', 'Print for each split customer', 'Number of Copies', 'Issue Cut Code', 'Ticket Printer Selection', 'Ticket Type', 'In Out', and 'Printing Option'. There is a 'Filter (F3)' input field. The table contains one row 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 Distribution'.

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.

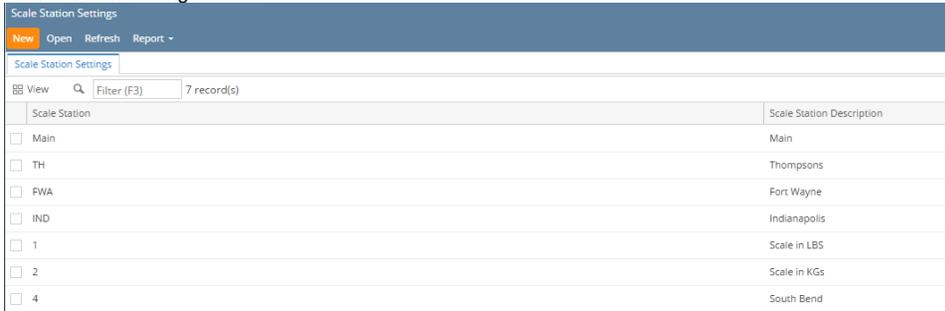
c. Select **Ticket Type** from the lists where this Ticket format will be applied.

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.



The screenshot shows the 'Scale Station Settings' search screen. The window title is 'Scale Station Settings' and it has a toolbar with 'New', 'Open', 'Refresh', and 'Report'. The 'Scale Station Settings' tab is active. There is a 'View' button, a search filter 'Filter (F3)', and a result count '7 record(s)'. The table has columns: 'Scale Station' and 'Scale Station Description'. The table contains seven rows: 'Main', 'TH', 'FWA', 'IND', '1', '2', and '4'.

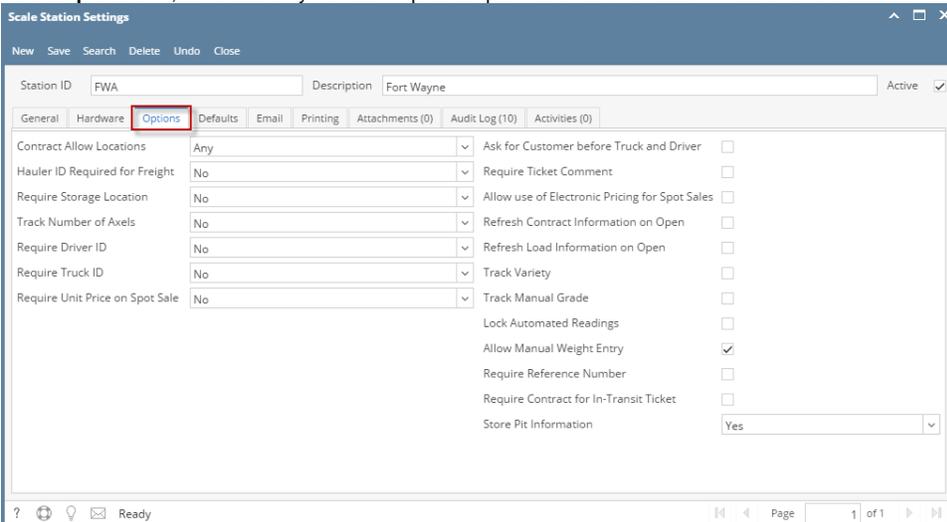
3. Setup the Scale Station Setting.

- a. Enter the **Station ID**. This is a unique and required field.
- b. Enter the **Description** of Scale Station Setting.
- c. Set the Scale Station Settings to '**Active**' so that it can be selected in the Station Selection screen upon creating Scale Ticket.
- d. Under **General** tab, setup general information of the Scale Station.
- e. Select the default **Ticket Pool**.
- f. Enter the Scale Station **Address**
- g. 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.
- h. **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.

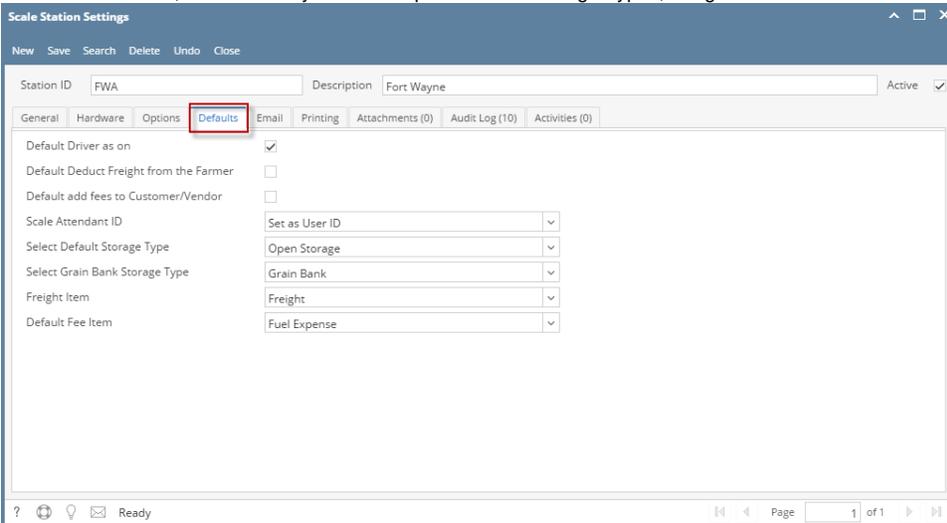
4. Under **Hardware** tab, this is where you can setup the Physical Scale and Grading Equipment to be used in Scale Ticket.

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

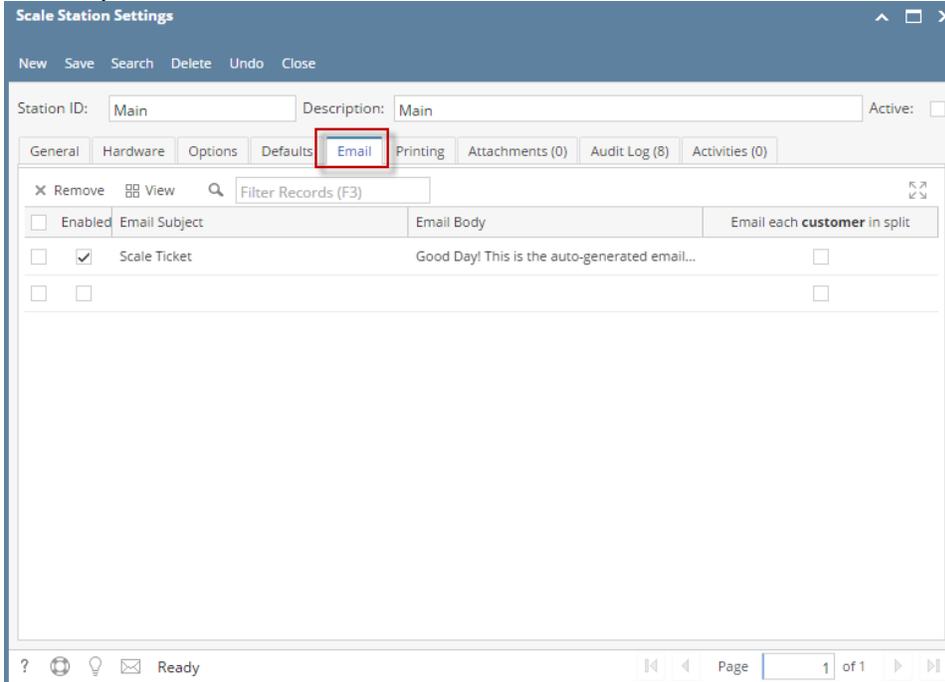


6. Under **Defaults** tab, this is where you can setup the default Storage Types, Freight and Fee Item in Scale Ticket.



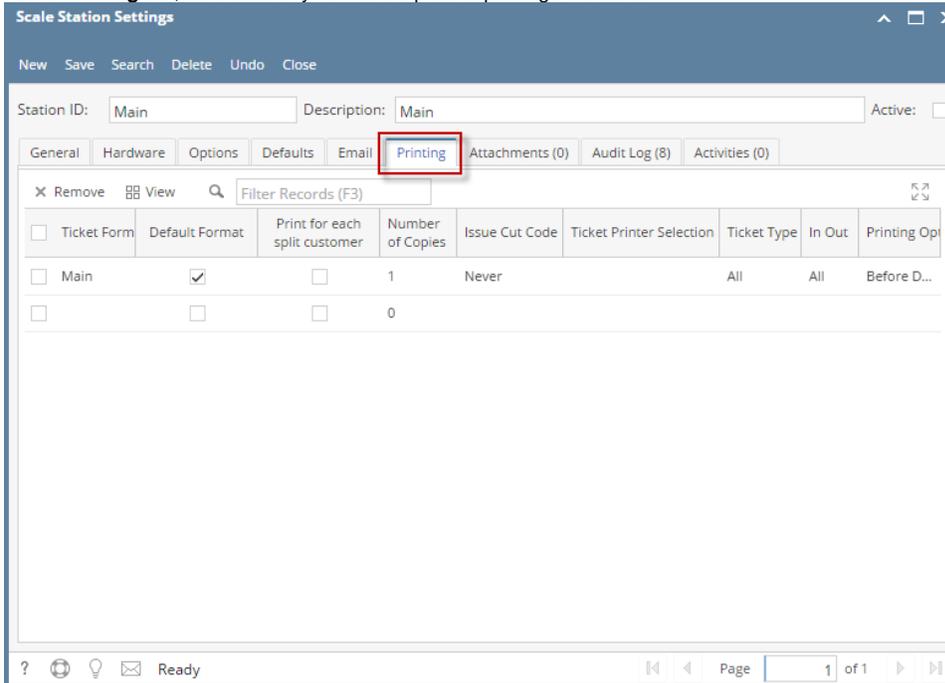
- Select **Default Storage Type**. This will be used when distributing non-Contract / non-Load Scale Ticket. The Distributed qty will be stored in the selected Default Storage Type.
- Select **Grain Bank Default Storage Type**
- Select **Freight Item**.
- Select **Default Fee Item**

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



- 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.

8. 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 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	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.

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: [Map Icon]

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

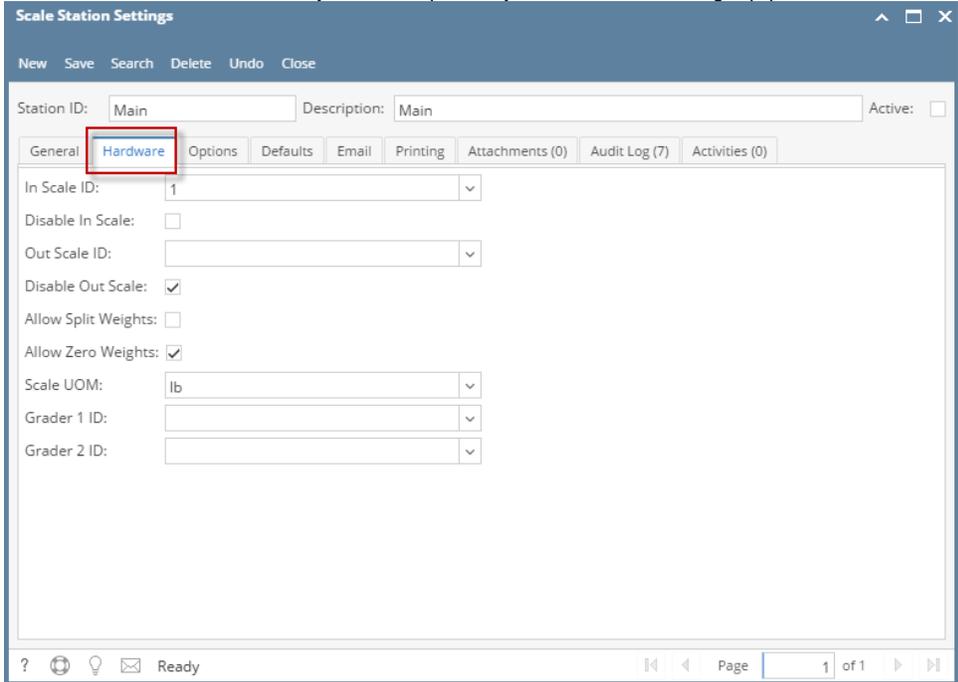
Paths

Local File: Server File: Remote Web Service:

Page 1 of 1

- a. Enter the **Station ID**. This is a unique and required field.
- b. Enter the **Description** of Scale Station Setting.
- c. Under **General** tab, setup general information of the Scale Station.
 - i. Select the default **Ticket Pool**.
 - ii. Enter the Scale Station **Address**
 - iii. 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.
- iv. **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.

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

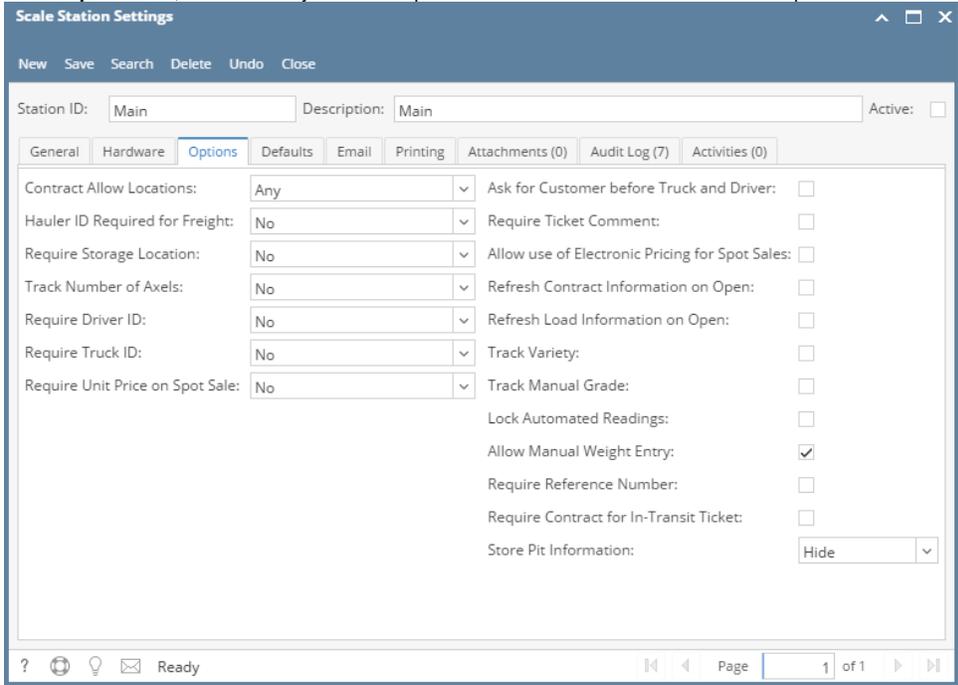


The screenshot shows the 'Scale Station Settings' window with the 'Hardware' tab selected. The 'Station ID' is 'Main' and the 'Description' is 'Main'. The 'Hardware' tab is highlighted with a red box. The settings include:

- In Scale ID: 1
- Disable In Scale:
- Out Scale ID: (empty)
- Disable Out Scale:
- Allow Split Weights:
- Allow Zero Weights:
- Scale UOM: lb
- Grader 1 ID: (empty)
- Grader 2 ID: (empty)

- a. Select the **Scale Id**. This should be coming from the [Physical Scale](#) setup. This is a required field.
- b. Select **UOM**. This will be the default Scale UOM. This is a required field.
- c. Select the **Grade ID**. This should be coming from the [Grading Scale](#) setup.

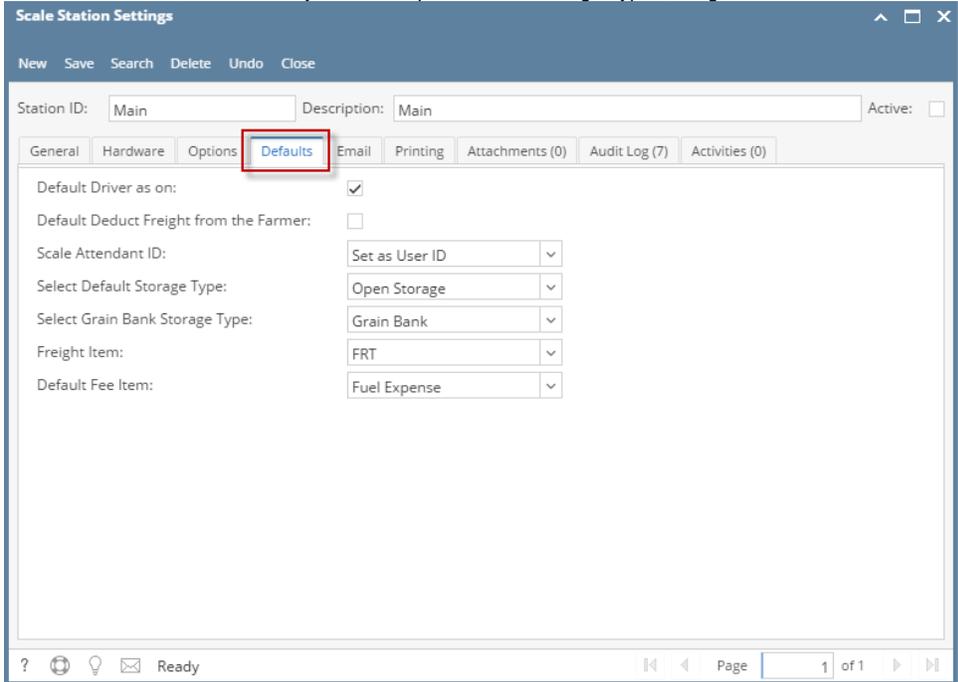
5. Under **Options tab**, this is where you can setup where the fields from Scale Ticket are required or not.



The screenshot shows the 'Scale Station Settings' window with the 'Options' tab selected. The 'Station ID' is 'Main' and the 'Description' is 'Main'. The 'Options' tab is highlighted. The settings include:

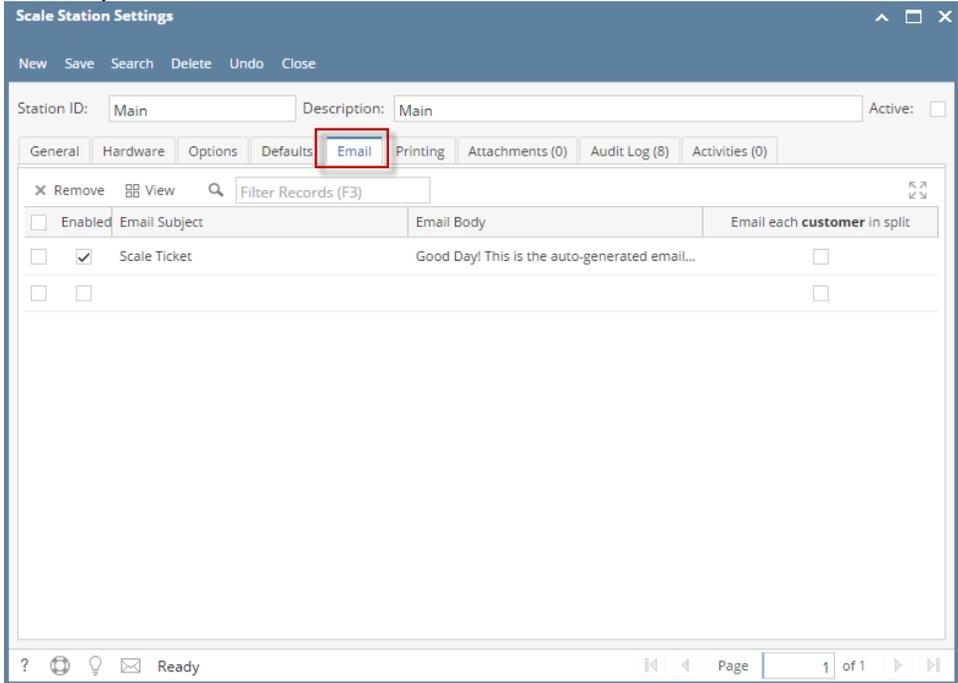
Contract Allow Locations:	Any	Ask for Customer before Truck and Driver:	<input type="checkbox"/>
Hauler ID Required for Freight:	No	Require Ticket Comment:	<input type="checkbox"/>
Require Storage Location:	No	Allow use of Electronic Pricing for Spot Sales:	<input type="checkbox"/>
Track Number of Axels:	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:	Hide

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



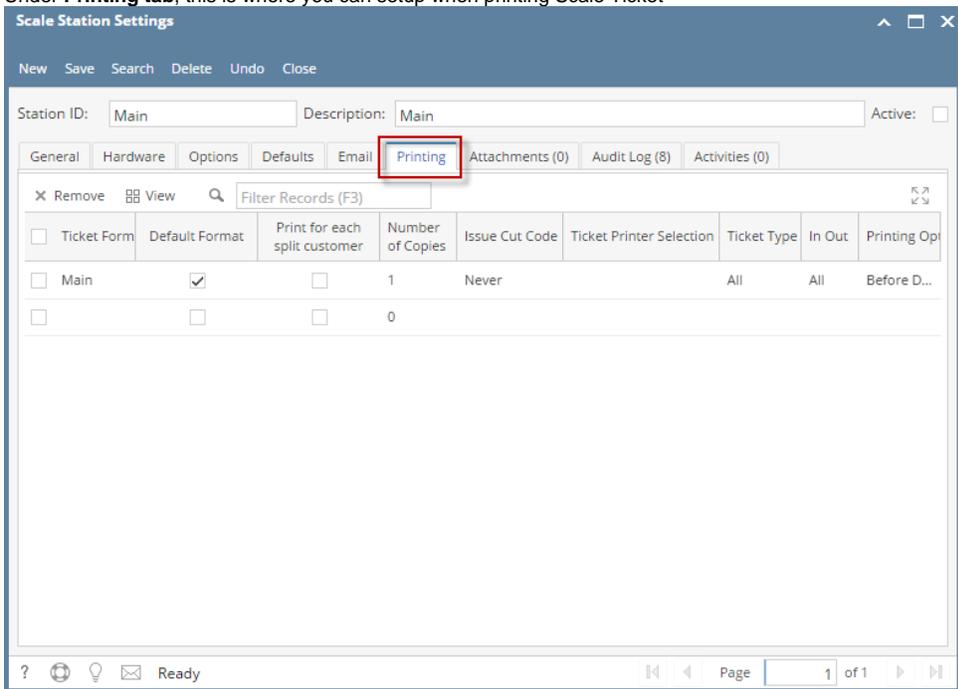
- a. Select **Default Storage Type**. This will be used when distributing non-Contract / non-Load Scale Ticket. The Distributed qty will be stored in the selected Default Storage Type.
- b. Select **Grain Bank Default Storage Type**
- c. Select **Freight Item**.
- d. Select **Default Fee Item**

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



- 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.

8. 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 where the Scale Ticket will be printed.

9. Click on **Save**.