

EZ RUNNER

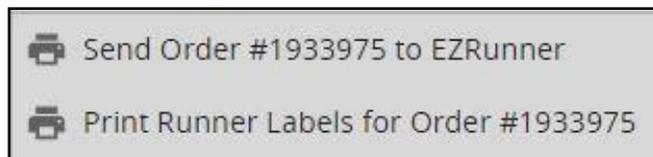
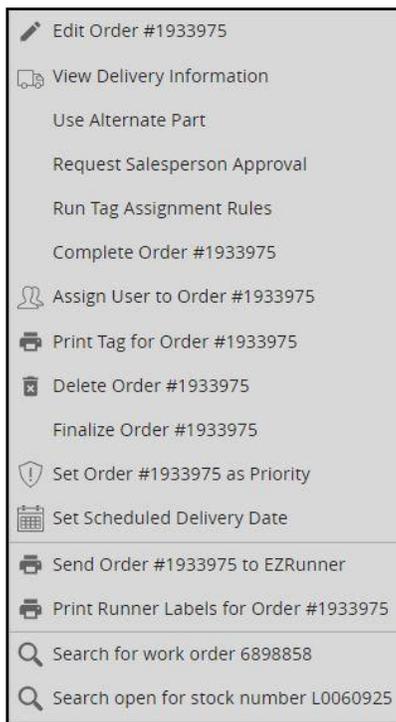
Importing Orders into *EZ-Runner*

Orders can be imported into *EZ-Runner* through your yard management system or through *EZ-QC*. See below for the method that fits your yard situation.

Directory: Pg. 1 *EZ-QC*, Pg. 2 *Pinnacle*, Pg. 3 *Powerlink*, and Pg. 4 *Checkmate*.

From *EZ-QC*

- 1 Depending on the process in place at your facility, you will determine when you need to print a label for *EZ-Runner*. In most cases, this label is printed when an order is in a complete quality status and has been invoiced.



- 2 Right click on the order(s) and select **Print *EZ-Runner* Labels for Order #...** This can be done in bulk daily or throughout the day.
- 3 These orders are now within the *Ready to Ship* screen on *EZ-Runner* and are ready to be shipped.

Directly from Pinnacle

- 1 *EZ-Runner* is a one-way integration with *Pinnacle* and can be found in *Pinnacle* on the **Confirm Deliveries** screen.
- 2 **Route** names in *Pinnacle* **must be an identical match** to the **Truck** names in *EZ-Runner* and the **delivery phone** number needs to match what is on the trucking roster. You will make sure all confirmed deliveries are on a manifest prior to exporting to *EZ-Runner*.

- 3 Select a **Route** within *Pinnacle*, then right click and export to *EZ-Route*. (Above is the entire Confirmed Deliveries screen, below is specifically the Available Manifests box located in the upper right corner).

- 4 You should have a pop-up dash notification explaining if the export was a success or failure. If the export was successful move on to step 5. If the export failed, or there was no pop-up at all please contact our support team.
- 5 Select the *EZ-Runner* screen on the *EZ-Suite* website to view the imported *EZ-Runner* orders and make any needed adjustments prior to printing the tags.

Directly from *Powerlink*

- 1 *EZ-Runner* has an integration with *Powerlink* through a service we install on your *Powerlink* server.
- 2 When a **Delivery Ticket** or **Invoice** is created in *Powerlink* you will need to make sure the following information is provided prior to saving; **Ship Via**, **Shipping Phone 1**, and a **delivery date**.
- 3 If all the information is correct the order will automatically be uploaded to *EZ-Runner* at the point of saving a **DT** or **Invoice** within *Powerlink*.

- 4 Select the *EZ-Runner* screen on the *EZ-Suite* website to view the imported *EZ-Runner* orders and make any needed adjustments prior to printing the tags.

Directly from *Checkmate Order Trakker*

- 1 *Order Trakker* settings needs to be configured to export to *EZ-Route*.
- 2 To configure these settings within *Order Trakker*, select *Tools>EZ Route Key> When you first enter hit Set Key>Yard Number and EZ Suite Site ID*
- 3 Please input the *EZ Suite Site ID* to match your yard number and select *Accept*.

EZ Suite will need to know what ID is in use at your facility prior to a successful export

- 4 Highlight all orders that are ready to be sent to EZ using the same truck name. Right click and send to EZ Route.

- 5 Select the *EZ-Runner* screen on the *EZ-Suite* website to view the imported *EZ-Runner* orders and make any needed adjustments prior to printing the tags.