

EZ RUNNER

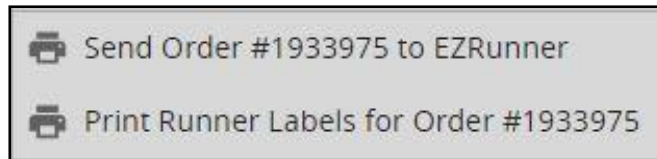
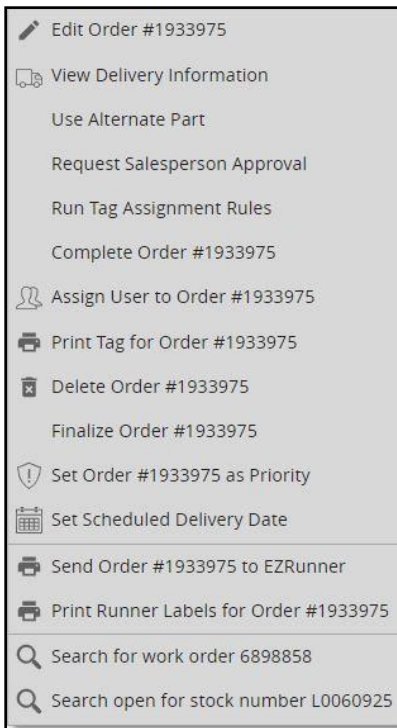
Importing Orders into *EZ-Runner*

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*.

Powerlink - Work Order Details

File View Work Order Tools Tools Utilities Help

Quotes
Work Orders

Find Orders
Create New WD
Void WD
WD History
Save WD
Print Save WD
Email Payment Request
Find Customer
Create New Customer
Find Parts
Part Search Results
Replace Part
Add EDEN Parts
Add Misc Item
Add Fee/Service
Add Text Insert
Accept Deposit
Promote to New DT
Promote to New Invoice
Promote to Existing Order
Add Misc Credit
Print Override
Retrieve from Order
Send Order to Production

Delivery Tickets
Invoicing
EDEN
Customers
Vendors
Purchase Orders
Inventory

Work Order

Number: 1 Revision: 0 Customer PO: GO JAYSII Created By: ANDREAS SEEHOLZER - 72
Store: 1 Created: [empty] Ship Via: 1 - WEST Delivery Date: [empty]
Status: Open Login User: ANDREAS SEEHOLZER - 72 Tracking #: [empty] Estimate #: [empty]
Notes: [empty]

Billing: Name: DONVITO COLL & GLASS - ARLINI Credit Limit: \$7,000.00 Credit: Yes Sales Account
Cust #: 7746788 Balance: \$2,110.50 Check: No Potential Analysis
Contact: Current: \$299.25 Credit Card: No
Address 1: 1070 ARLINGTON STREET 31-60: \$1,811.25 Debit Card: No
Address 2: 61-90: \$0.00 Tax-Exempt ID: [empty]
City: WINNIPEG Over 90: \$0.00 Legal Trace: [empty]
State: MB Postal Code: R3E 2G5 E-mail: [empty]
County: [empty] Show Customer Notes Customer Summary Customer Details
Phone 1: 204-774-788 Phone 2: F-204-772-1965
CONVERTED: ACCTS PAYABLE Stella / Crystal direct line 204-414-0434

Shipping: Name: DONVITO COLL & GLASS - ARLINI
Contact: [empty]
Address 1: 1070 ARLINGTON STREET
Address 2: [empty]
City: WINNIPEG
State: MB Postal Code: R3E 2G5
County: [empty]
Phone 1: 204-774-6788 Phone 2: F-204-772-1965

Show Open Line Items Only Apply Customer Tax Rate GST Tax Exempt Auto Send to Production

| Img | Detail | R# | Year | Model | Stock # | S/C | Location | Qty | Price | Warranty | Core | Freight | Total | Status |
|-----|-----------|-----------|------|--------|---------|-----|----------|-----|--------|----------|-------|---------|--------|--------|
| | 300-09202 | R01906733 | 2012 | FIESTA | RR497 | 2Y | COMP4-18 | 1/1 | 550.00 | 0.00 | 52.50 | | 630.00 | Open |

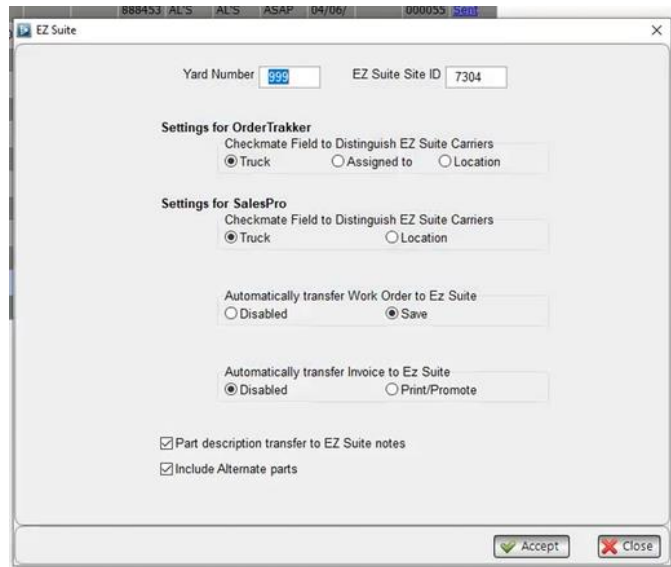
Totals: Parts: \$550.00 Discount: \$0.00 Other Charges: \$0.00
Services: \$0.00 Core: \$50.00 Line Item Taxes: \$30.00
Freight Amount: \$0.00 Taxable: Tax: \$0.00
Open LI Total: \$630.00 Order Total: \$630.00
Calculate Shipping

User: ANDREAS SEEHOLZER Business: TEAM AUTO PARTS Store: TEAM AUTO PARTS Cash Drawer: 1 2022-04-12 8:12 AM

- 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.

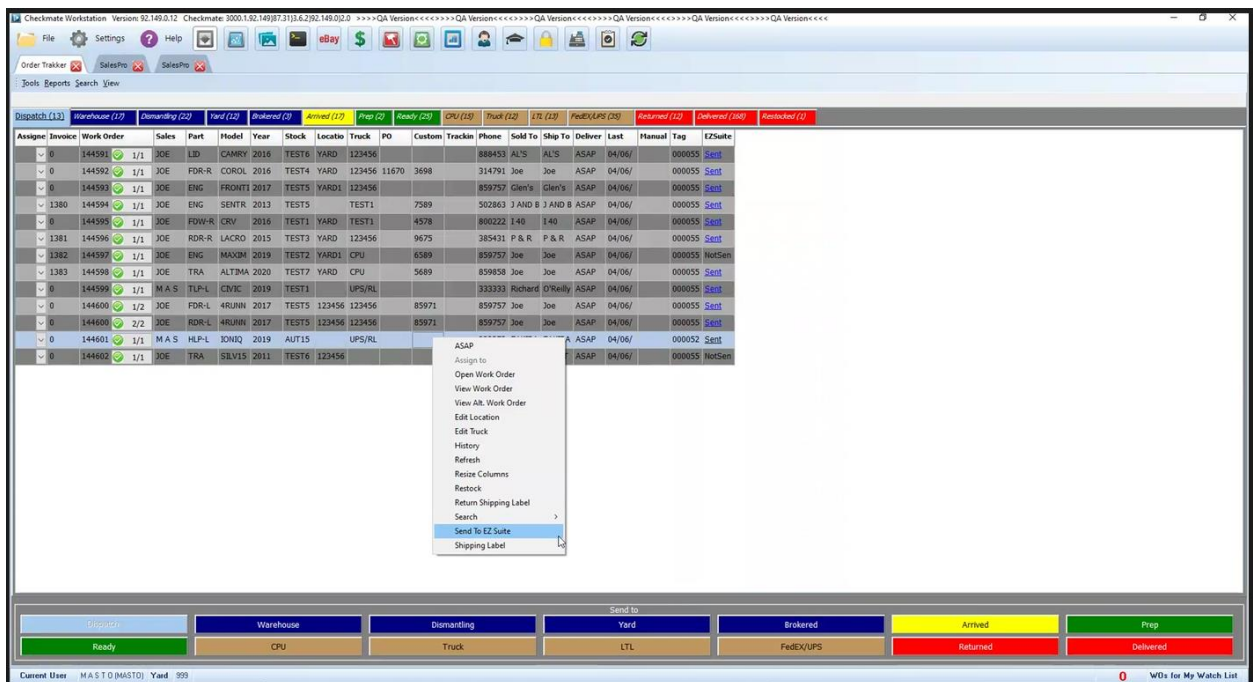
Directly from *Checkmate Order Trakker*

- 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.