

Aljex

Aljex Vision Quick Pay Menu

Version 1.0
Last Updated: October 2017

Table of Contents

1.0 Vision Quick Pay Menu	3
2.0 Add a Quick Pay Discount.....	3
3.0 Search a Quick Pay Discount.....	4
4.0 Show All Quick Pay Discounts.....	4

1.0 Vision Quick Pay Menu

The ability to add, find and show Quick Pay Discounts is now provided by the Vision interface.

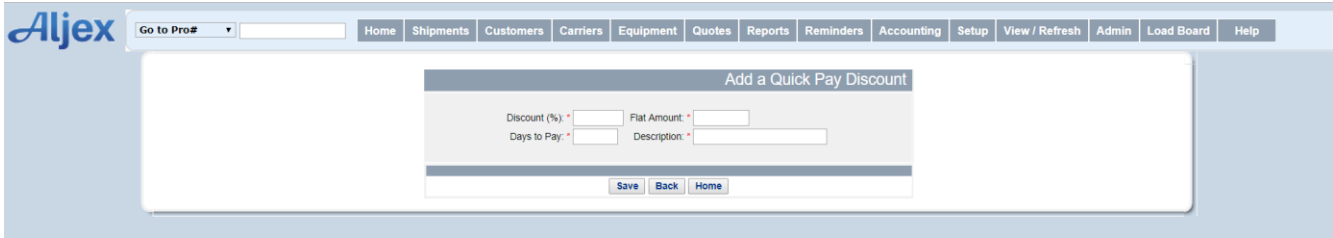
The Quick Pay Discounts Menu option will now appear under

Setup>Quick Pay Discounts

The screenshot displays the Aljex software interface. At the top, there is a navigation bar with various menu items: Home, Shipments, Customers, Carriers, Equipment, Quotes, Reports, Reminders, Accounting, Setup, View / Refresh, Admin, Load Board, Help, and Spreadsheets. The 'Setup' menu is expanded, and 'Quick Pay Discounts' is highlighted. Below the navigation bar is a table of shipments with columns for Status, Pro, Customer, Cust Ref, Pick Up, Consignee, P/S, Ship Date, and Del Date. On the left side, there is a sidebar with various filters and search options, including 'Status', 'Mode', 'Customer', 'Carrier', 'Salesrep ID', 'Assigned Dispatcher', 'Actual Dispatcher', 'Business Unit', 'Office', 'Revenue Type', and 'Equipment Type'. The 'Quick Pay Discounts' menu item is located in the 'Setup' dropdown menu.

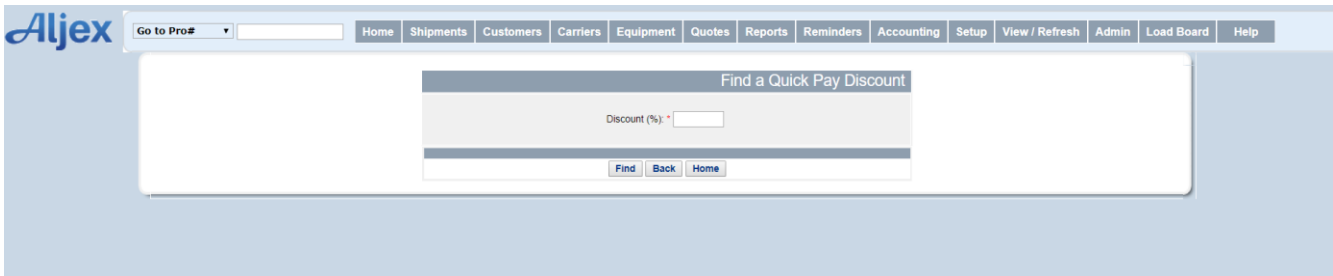
2.0 Add a Quick Pay Discount

- Choose the “Quick Pay Discounts” menu item and select Add a Discount.
- The user will be given a blank form with which to add discounts.
- Enter appropriate values, and select ‘Save’.
- Note: If you entered a value for the numerical fields which is not a number, you will receive an error message to that effect. If you left a field blank which requires a value you will be presented with a message describing which fields are empty.
- Correct any mistakes, and hit ‘Save’ again. You will be returned to the list of all discounts.



3.0 Search a Quick Pay Discount

- Choose 'Find a Quick Pay Discount' from the menu.
- Enter that value, and you will be presented with a list of all matching entries.



4.0 Show All Quick Pay Discounts

- Select "Show All Discounts"
- A list of all existing discounts will appear.
- From this list, select one of the discounts.
- You will be placed in the "Add a Quick Pay Discount" screen.
- Modify the entry as you see fit, and save it.
- You will return to the list of all discounts.
- Select 'Delete' for an item in the list, and verify that it is correctly deleted.
- Select 'Home', and verify that you are returned to the Vision home page.

