

Batch Printing

Printing Enhancements - Print Multiple Transactions

As you know, you can print documents and labels from the "Print" button on the top toolbar of your Magaya Explorer interface.

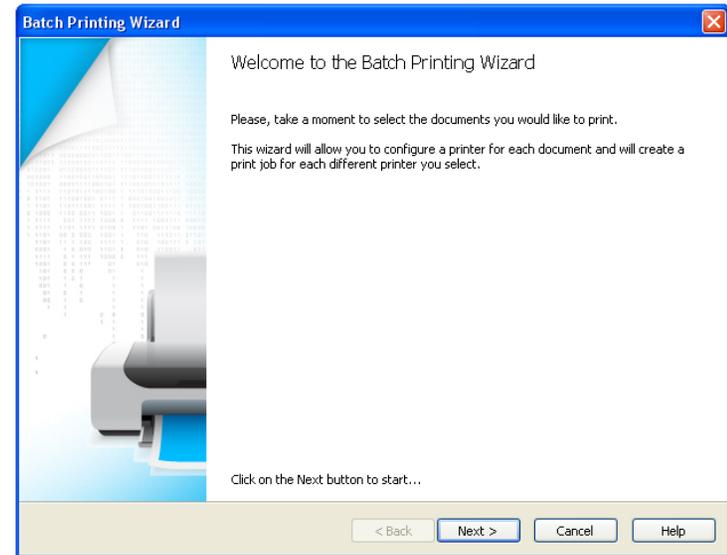
The printing function has been enhanced in Magaya software version 9.3 to make printing multiple documents easier and faster. Key enhancements are:

- You can now select a printer per document. Also the system will print faster; if you send documents to two printers and one of those printers is busy, the system will begin printing on whichever printer is available first.
- Documents will be printed in a single print job for each printer so they don't get mixed with other documents.
- When printing Master shipments, you will be able to select and print several documents from House shipments. You can also print several documents of one or more Houses in a consolidation, and print many templates of a group of transactions.

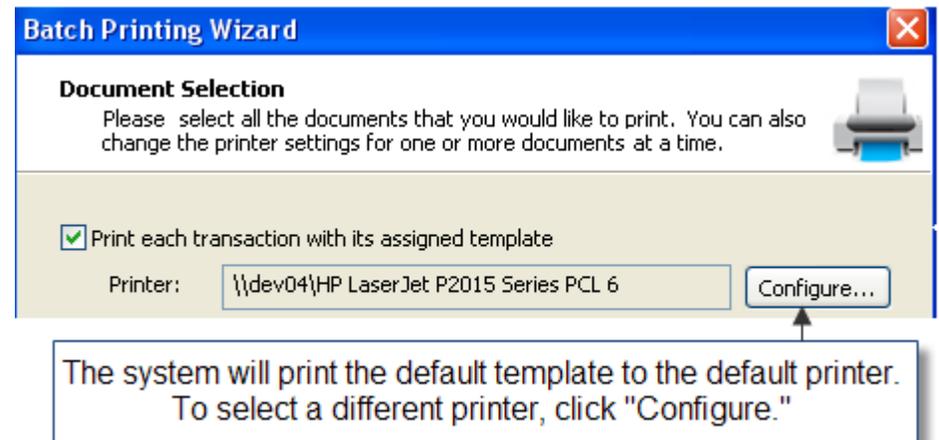
Let's first look at printing a batch of transactions from a list: Go to the list you want, select the items (by holding down the Shift key) and click the arrow on the side of the Print button to select "Print Batch." (You can also right-click on the selected transactions and choose "Print Batch.")

Arriving	PU-56	10/28/2013		
In Process	PU-55	10/21/2013	ABC Sporting Goods Inc.	ABC Sporting Goods
In Process	PU-54	07/15/2013	Miami Automotive Suppliers	Santos Auto Plan
Arriving	PU-53			Art Basel Gallery
Arriving	PU-52			Bill's Storage Unit
Arriving	PU-51			Customer Miami Test Cust
Arriving	PU-50			Biscayne Bike Sh
On Hand	PU-49			en Shop Miami Distribution
Empty	PU-48			ture Co. Houston Wareho
In Process	PU-47			ive Suppliers Santos Auto Plan
Arriving	PU-46			is Miami Distribution
Arriving	PU-45			scaping HWC Cargo Com

A print wizard opens.



Click Next to begin. In the next screen, there is an option to select other templates and printer or use the defaults.



To select other templates and their printers, make selections below:

Select other document templates you may want to print for each transaction

Template	Printer
<input checked="" type="checkbox"/> Pickup Order for NVOCC	\\dev04\HP LaserJet P2015 Series PCL 6
<input type="checkbox"/> Pickup Order - No Charges	\\dev04\HP LaserJet P2015 Series PCL 6
<input type="checkbox"/> Pickup Order	\\dev02\HP LaserJet 4000 Series PCL
<input type="checkbox"/> Pickup Order (19020)	\\dev02\HP LaserJet 4000 Series PCL

Select All
Clear All
Configure...

Click "Print" to complete the wizard.

The Batch Print option is also available from the Document view. Select the Batch Print option from the Print button's dropdown menu. The same wizard opens; select the documents to print.

Now let's see how to print a batch of shipment documents:

To print shipment documents from the Master or House, click the shipment level you want (either Master or House) and select the Batch Print option from the Print button's dropdown menu. The same wizard opens as shown above.

In the wizard screen that displays the shipments, select what you want to print (this example shows a Master shipment with the Houses listed):

In the next screen, you have the option to select a different printer for different documents. For example, if one document needs to be sent to the Accounting department's printer and another document needs to be printed in the warehouse, click on each document and click "Configure" to select the printer.

Batch Printing Wizard

Document Selection
Please, select all the documents that you would like to print. 'ings for one or more document at a time.

Select the documents you want to print

Document name	Printer
<input checked="" type="checkbox"/> Bill of Lading	\\Support01\HP LaserJet P1006
<input checked="" type="checkbox"/> Arrival Notice ...	\\dev04\HP LaserJet P2015 Series PCL 6
<input checked="" type="checkbox"/> Dock Receipt	KONICA MINOLTA C450 PCL

Select All
Clear All
Configure...

Print

Printer

Name: \\Support01\HP LaserJet P1006 Properties

Status: Ready Type: <none>

Type: HP LaserJet P1006

Port: USB001 Print fields only

Click "Print" to begin printing. Note: If a printer is busy, the system will begin printing on the first available printer (of those selected).

Printing Documents for Known Shippers:

The system has built-in restrictions for printing air shipment documents for known shippers. To print documents for a known shipper, the shipper's profile must have the checkmark that they are a known shipper (on the "Pmt. Terms" tab).

Other conditions that must be met to print documents for known shippers are: You must have the Flight Number of the air shipment specified in the shipment, and if the Flight

Batch Printing Wizard

Shipment Selection
Please, select the shipments containing the documents you would like to print.

All

Status	Type	Date	Waybill Number	Shipper
<input checked="" type="checkbox"/> Loaded	Ocean	10/17/2013	TS705116	HWC Cargo:
<input type="checkbox"/> Loaded	Ocean	10/17/2013	HBOL44	Barcelo Capi
<input checked="" type="checkbox"/> Loaded	Ocean	10/17/2013	HBOL45	Deco Truss

Select All
Clear All
View...

Number is associated with a passenger flight, it must be checkmarked in the Carrier's profile on the "Airline" tab.

Customers

General Address Billing Address Other Addresses Contacts Rates Charges **Pmt Terms**

Payment Terms

Terms: Net 30

The common type of payment is Prepaid

The Credit Limit is 0.00 USD

Parent Entity:

Invoice periodically Use Default

TSA Compliance

This entity is a known shipper

Known shipper expiration date: 12/31/2014

Required to print air shipment documents for known shippers:

Other Printing Tips:

To print a watermark in the background, select it from the "Type" field in the Print dialog box.

To print documents that are in the Attachments tab, go to the Attachments tab, select the document and click the "View" button. When the document opens, print it.

To take advantage of these printing enhancements, be sure to get version 9.3 of Magaya software. 