

# The Basics

## Introduction

This chapter presents the basic features and functions of the MaxLoad Pro system. This overview will acquaint you with the following topics:

- ❖ Control Center
  - Button Windows
  - Version and Registration Information
  - Menu Bar
  - Tool Bar (Standard)
  
- ❖ Common Features
  - Tab System
  - Graphical Online Drawing (g.o.d) System
  - Sort Function
  - Direct E-mail
  
- ❖ Open an Existing Manifest
  
- ❖ Exit MaxLoad Pro

# Control Center

Control Center is the starting point for working in the MaxLoad Pro Software. This is the first screen that appears after you login to the software. From the Control Center, as pictured below and on the next page, you will choose to either open an existing manifest or create a new manifest.

**Note:** The Control Center screen looks a little different depending on how your display settings are defined in Windows. If your display settings are set up for 256-color format, the Control Center screen appears as pictured below. If your display settings are set up for 32-bit color format, the screen appears as pictured on the next page. For more efficient processing, we recommend that you use the 32-bit color format.

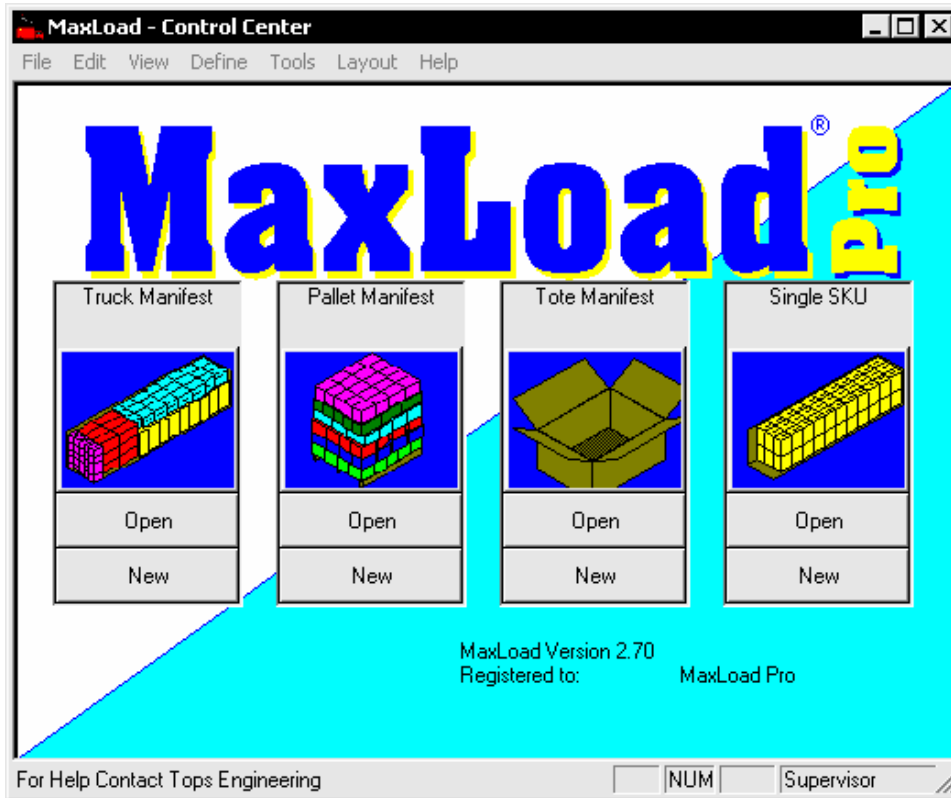


Figure 2.1 MaxLoad Pro Control Center in 256-Color Format

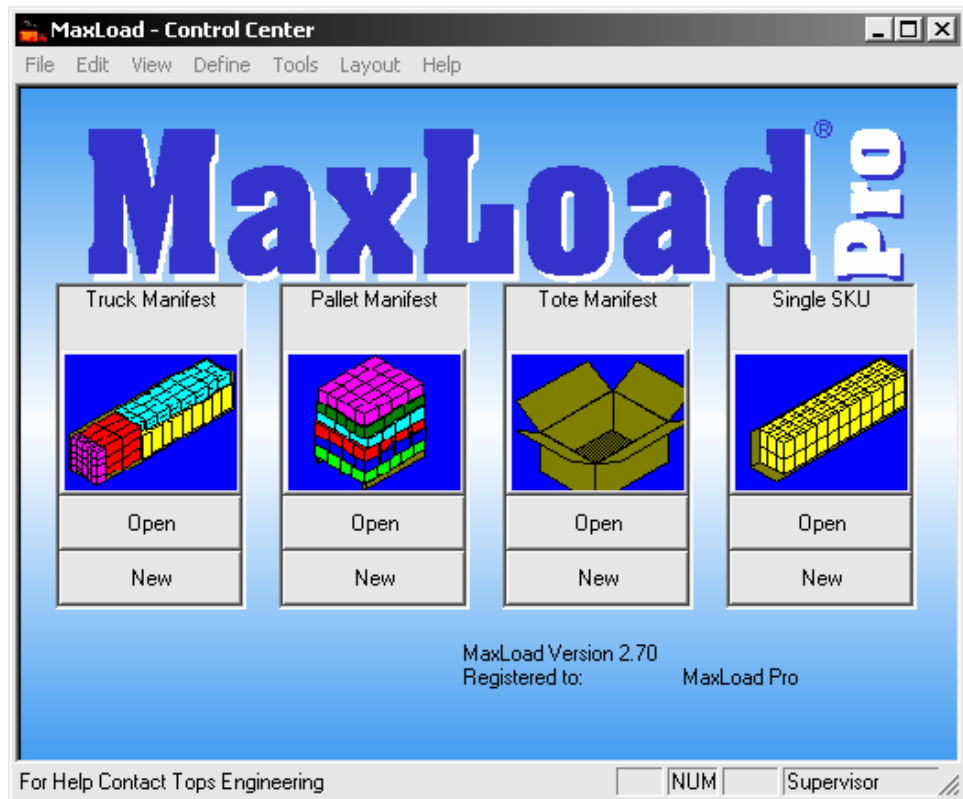


Figure 2.2 MaxLoad Pro Control Center in 32-Bit Color Format

**Note:** From anywhere in the system, you can access this screen with this Menu Bar command: File | Close.

Notice the following components on this screen:

- ❖ **Button Windows:** Provide shortcut buttons that allow you to create a new manifest or open an existing manifest.
- ❖ **Version and Registration Information:** Displays the version number and registration information for your copy of MaxLoad Pro.
- ❖ **Menu Bar:** Contains seven drop-down menus that allow you to perform common tasks.
- ❖ **Tool Bar (Standard):** Contains shortcuts to various commands in the form of icons.

## Button Windows

Button windows are designed as shortcut buttons to the Truck Manifest, Pallet Manifest, Tote Manifest, and Single SKU Manifest. Each button window contains an Open button and a New button.

**Open Button:** The Open button displays the File Open dialog box, which contains a list of all manifests that have already been defined for a manifest type.

**New Button:** The New button displays the Manifest Pick List screen, which allows you to create a new manifest for the respective manifest type.

**Truck Manifest Button Window:** The Truck Manifest button window, as pictured below, allows you to load multi-size SKU's into a vehicle.

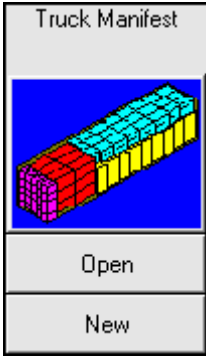


Figure 2.3 Truck Manifest Button Window

**Pallet Manifest Button Window:** The Pallet Manifest button window, as pictured below, allows you to perform a mixed-pallet loading analysis.

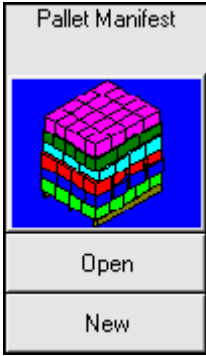


Figure 2.4 Pallet Manifest Button Window

**Tote Manifest Button Window:** The Tote Manifest button window, as pictured below, allows you to load mixed items into a tote.



Figure 2.5 Tote Manifest Button Window

**Single SKU Button Window:** The Single SKU button window, as pictured below, allows you to determine the exact number of single-size SKU's that can be loaded into a vehicle.

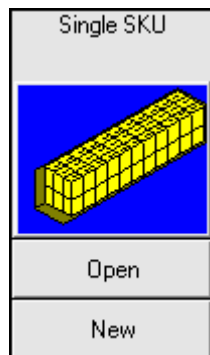


Figure 2.6 Single SKU Button Window

## Version and Registration Information

The lower right-hand corner of this screen displays the following information:

- ❖ **Version Number and Registration Information:** Refer to this number if and when you call the TOPS Engineering Technical Support Department.
- ❖ **Executions Remaining:** If you're running a demo version of the software, this tells you how many more times you can execute the software.

## Menu Bar

The Menu Bar, pictured below, provides a number of drop-down menus. These menus provide options that allow you to perform common tasks, many of which are duplicated on the Toolbar.

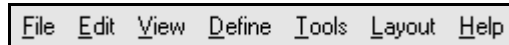


Figure 2.7 Menu Bar

The Menu Bar is comprised of the following seven menus:

- ❖ **File Menu:** Allows you to create new manifests, open existing manifests, save manifests and set up print parameters.
- ❖ **Edit Menu:** Allows you to undo or redo your most recent action in the Editor, as well as copy text and images to the Windows clipboard.
- ❖ **View Menu:** Allows you to view loading solutions in a number of formats: by placement, by leading edge, by priority. It also allows you to view the Stacking Violations list to verify that you've not violated any stacking rules.
- ❖ **Define Menu:** Allows you to define parameters for a new SKU, Tote, Pallet, Vehicle or Stack Matrix.
- ❖ **Tools Menu:** Allows you to revise your system configuration, system language (MaxLoad Pro is used worldwide) and user list. It also allows you to import and export work to and from the system.
- ❖ **Layout Menu:** Allows you to work with a number of Align and Snap tools as you position SKU's onto a pallet.
- ❖ **Help Menu:** Allows you to display Help information for all features and function in the system.

This Menu Bar remains consistent throughout the entire MaxLoad Pro system. Each screen that you work with contains the same seven menus. However, be aware that depending on the individual screen that you're working in, the list of commands (sub-menu choices) changes or becomes tailored to reflect that individual screen. Menu options that cannot be accessed at the moment are disabled ("grayed out").

## Toolbar (Standard)

The Toolbar, as pictured below, contains icons that perform individual MaxLoad Pro commands and offer shortcuts that simplify commands. Oftentimes, you can click on an icon once to complete a command, rather than click two or three times using the Menu Bar.



Figure 2.8 Toolbar

This table outlines the Toolbar icons.

Toolbar Options	
This Icon ...	Allows You To Do This
	<b>New:</b> Displays the Manifest Pick List screen, where you can begin work on a new manifest.
	<b>Open:</b> Displays the File Open dialog box, which allows you to open an existing manifest.
	<b>Save:</b> Saves the active manifest.
	<b>Cut:</b> Cuts a selected graphic or block of text and moves it to the Windows clipboard.
	<b>Copy:</b> Copies a selected graphic or block of text to the Windows clipboard.
	<b>Paste:</b> Pastes a selected graphic or block of text onto a working area of the screen.
	<b>Print:</b> Prints a hard copy of a loading solution.
	<b>About:</b> Displays software license information.
	<b>Help:</b> Accesses the online help system.
	<b>Units:</b> Switches measurement units from English to Metric and vice versa.

Every icon found in the Toolbar has a corresponding Menu Bar option. The Toolbar changes depending on the screen in which you're currently working. The sample Toolbar shown above is found in the Manifest Pick List screen. We chose this Toolbar because most of the icons on this Toolbar are common to other Toolbars. The Manifest View screen and the Editor screen each have their own Toolbars. Each Toolbar is described in detail in their respective chapters.

# Common Features

Some features that are used throughout the MaxLoad Pro system are categorized as the Common Features. The primary common features include the following:

- ❖ Tab system
- ❖ Graphical Online Display (g.o.d.) system
- ❖ Sort function
- ❖ Direct E-mail

## Tab System

MaxLoad Pro uses tabs throughout the system. Tabs allow you to quickly and easily switch back and forth between different data entry areas or sub-screens. For example, the Manifest Pick List screen contains four tabs, as pictured below, which provide four different sub-screens – Vehicle, Options, Mixed Pallet and Comments. Similarly, on the Define SKU screen, three tabs allow you to move easily between Size, Stacking and Graphics sub-screens.

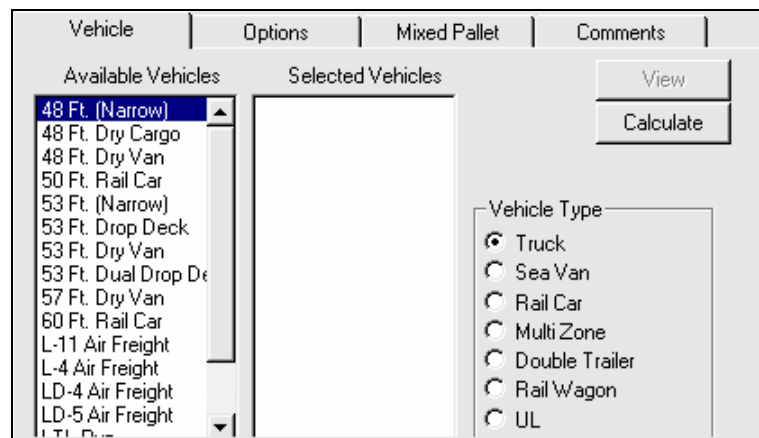


Figure 2.9 Tab System: Vehicle, Options, Mixed Pallet and Comments Tabs

Also, notice that all command buttons – in the figure above, View and Calculate – are available on each tab. To switch between tabs, simply click on the appropriate tab and the new sub-screen will appear.

## Graphical Online Drawing (g.o.d.) System

One new feature in MaxLoad Pro is the Graphical Online Drawing (g.o.d.) system, referred to throughout this *User's Guide* as the g.o.d. system. The g.o.d. system provides a 3-dimensional image of various objects, as pictured below. The g.o.d. feature is most commonly found in the Define screens (Manifest, SKU, Pallet and Vehicle), but is also available in the Create Unit Load screen and the Manifest Pick List Screen.

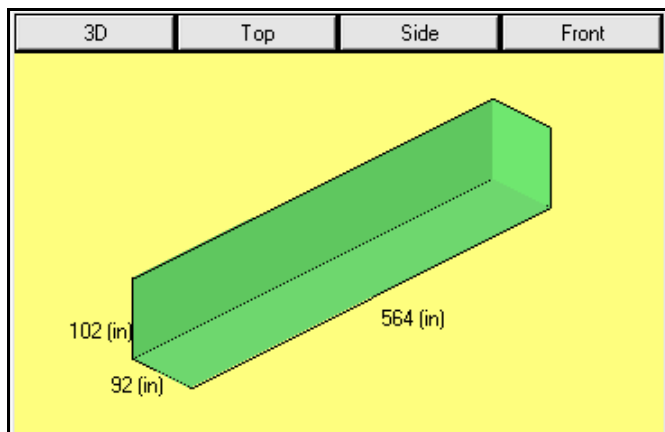


Figure 2.10 Graphical Online Drawing (g.o.d.) System

The g.o.d. system helps you define objects by illustrating the characteristics of the item – length, width, height, etc. – as you define it. For example, in the Define Manifest screen, the g.o.d. feature displays a visual of the vehicle you've selected for the manifest. This gives you a visual confirmation of the vehicle before you exit the screen. The g.o.d. system also shows color choice, if applicable.

Notice that the g.o.d. system contains four buttons at the top of the pane:

- ❖ **3D Button:** Displays a 3-dimensional view of the item.
- ❖ **Top Button:** Displays the item from the top.
- ❖ **Side Button:** Displays the item from the side.
- ❖ **Front Button:** Displays the item from the front.

## Sort Function

MaxLoad Pro uses a number of lists to display information for a manifest: SKU List, Manifest List, Solution List, Placement List, Load List, Cut List, etc. Each of these lists is comprised of columns that contain data. The sort function allows you to sort the data in these columns.

For numeric data – quantities, weight, cube percentage – you can sort data in a column in ascending or descending order numerically. For alpha data, such as a list of SKU’s (barrel, bulk frozen yogurt, computer, etc.), you can sort data in a column in ascending or descending order alphabetically.

To sort data in a column, follow these instructions:

1. For the column you want to sort, click on the column heading. For example, on the View Screen’s Placement List, if you want to sort data in the Quantity column, click on the Quantity (Qty) heading. The heading works like a button.

**System Response:** MaxLoad sorts the Quantity column in ascending order, as pictured below. Notice that the Quantity column reads 1, 2, 3, 3, 12, 15 and so on.

Ref	SKU	Qty	UL Cnt	Priority	Cube	% Cube	Wgt	% Wgt	X Front	X Side	X Floor
5	Stereo	1	0	1	3.4	0.1 %	21.0	0.0 %	403	0	94
1	Computer	2	0	1	19.6	0.6 %	80.0	0.2 %	553	0	26
1	Computer	3	0	1	29.4	0.8 %	120.0	0.3 %	426	0	65
1	Computer	3	0	1	29.4	0.8 %	120.0	0.3 %	553	0	0
1	Computer	12	0	1	117.5	3.3 %	480.0	1.0 %	532	0	0
6	TV	15	0	1	332.5	9.4 %	1200.0	2.5 %	216	0	65
		138			3102.2	88.1 %	15692	32.7 %			

Figure 2.11 Quantity (Qty) Column Sorted in Ascending Order

2. To sort data in the Quantity column in decreasing order, click on the column heading again.

**System Response:** MaxLoad sorts the Quantity column in descending order, as pictured below. Notice that the Quantity column now reads 33, 27, 24, 18 and so on.

Ref	SKU	Qty	UL Cnt	Priority	Cube	% Cube	Wgt	% Wgt	X Front	X Side	X Floor
5	Stereo	33	0	1	113.0	3.2 %	693.0	1.4 %	216	0	94
3	Deepfreezer	27	0	1	1220.6	34.7 %	9450.0	19.7 %	0	0	0
2	Refrigerator	24	0	1	837.8	23.8 %	2088.0	4.3 %	216	0	0
6	TV	18	0	1	399.0	11.3 %	1440.0	3.0 %	448	0	0
6	TV	15	0	1	332.5	9.4 %	1200.0	2.5 %	216	0	65
1	Computer	12	0	1	117.5	3.3 %	480.0	1.0 %	532	0	0
		138			3102.2	88.1 %	15692	32.7 %			

Figure 2.12 Quantity (Qty) Column Sorted in Descending Order

## Direct E-Mail

This function allows you to e-mail any of the print reports or a manifest directly from MaxLoad Pro via your default e-mail application. To e-mail a report from MaxLoad, start from the Print Preview Screen and follow these instructions:

1. Click on the E-Mail button.

**System Response:** The system launches your default e-mail application and attaches the selected report as a JPEG file.

2. Enter the e-mail address where the report will be sent.
3. Send the e-mail.

**Note:** The e-mail function is built into the Print Preview Screen throughout the MaxLoad Pro System.

To e-mail a manifest, follow these instructions:

1. Open the manifest to be emailed
2. Click on Tools menu
3. Click on Email MFT

**System Response:** The system launches your default e-mail application and attaches the selected report as a TXT file.

**Note:** MaxLoad Pro works with a MAPI-based e-mail client; for example, Outlook, MS Internet Mail, etc. To setup a particular email client, simply access the Internet Options from the Control Panel. Set the desired email client as the Default Email, under the Programs tab.

**Lotus Notes Users:** If you are a Lotus Notes user, the procedure is a little different. Located in your Max2Pro directory (install directory) you will see a file named setupsmi.exe. Execute this file and it will find Lotus Notes files and set itself up, accordingly. After this, close and run MaxLoad Pro and Lotus Notes will be the default mail program. Call TOPS Technical Support for any configuration help.

# Opening an Existing Manifest

To open an existing manifest, follow these instructions:

- 1 Use one of two options:
  - ❖ From the MaxLoad Pro Control Center, click on the Open button on one of the button windows.
  - ❖ Or open the File menu and select Open.

**System Response:** The File Open dialog box appears, as pictured on the next page, with a list of all existing manifests for a selected manifest type. The following figure displays a list of existing vehicle manifests.

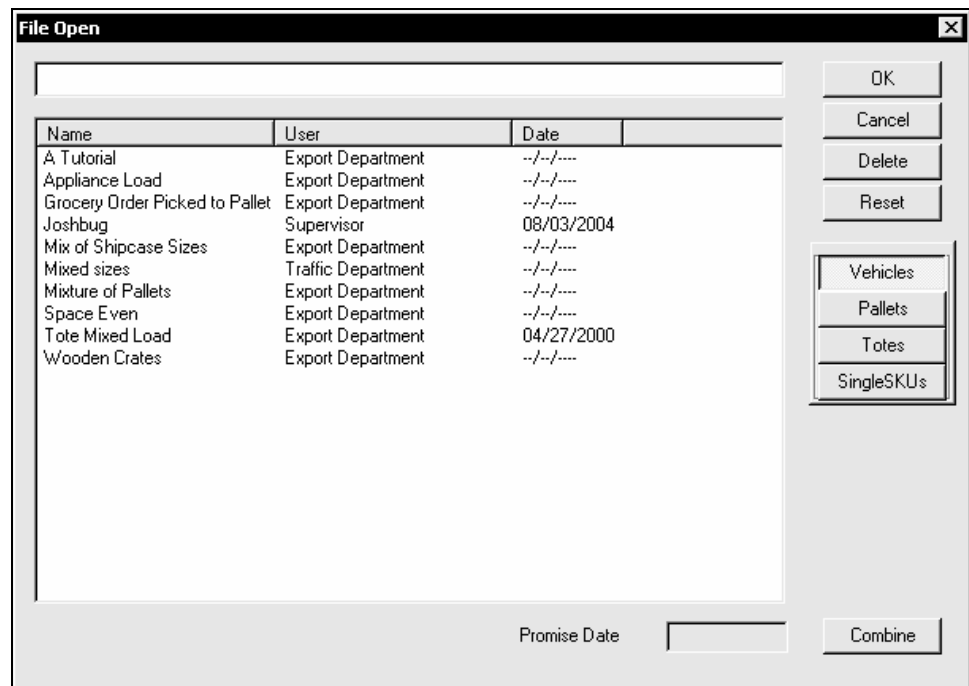


Figure 2.13 Open Manifest Dialog Box

**Note:** Remember that manifest names are associated with specific login names, which you choose during the login process. Therefore, if you login as Export Department, the Open Manifest dialog box will display only those manifests that were originally created under the Export Department login name.

- 2 Notice the manifest-type buttons – Vehicles, Pallets, Totes and Single SKU’s – in the lower, right-hand part of the dialog box. Click on the button that corresponds to the type of manifest you want to open. For

example, to see a list of existing vehicle manifests, click on the Vehicles button.

**System Response:** The list of manifests redisplay based on the type of manifest you selected.

- 3 Click on a manifest to select it. In this example, we'll select Appliance Load.

**System Response:** MaxLoad Pro automatically inserts the manifest name in the field at the top of the dialog box.

4. Click on OK.

**System Response:** The Manifest Pick List screen appears, as pictured below, with information for the selected manifest. Notice that the title bar of the Manifest Pick List screen shows the name of the selected manifest – Appliance Load.

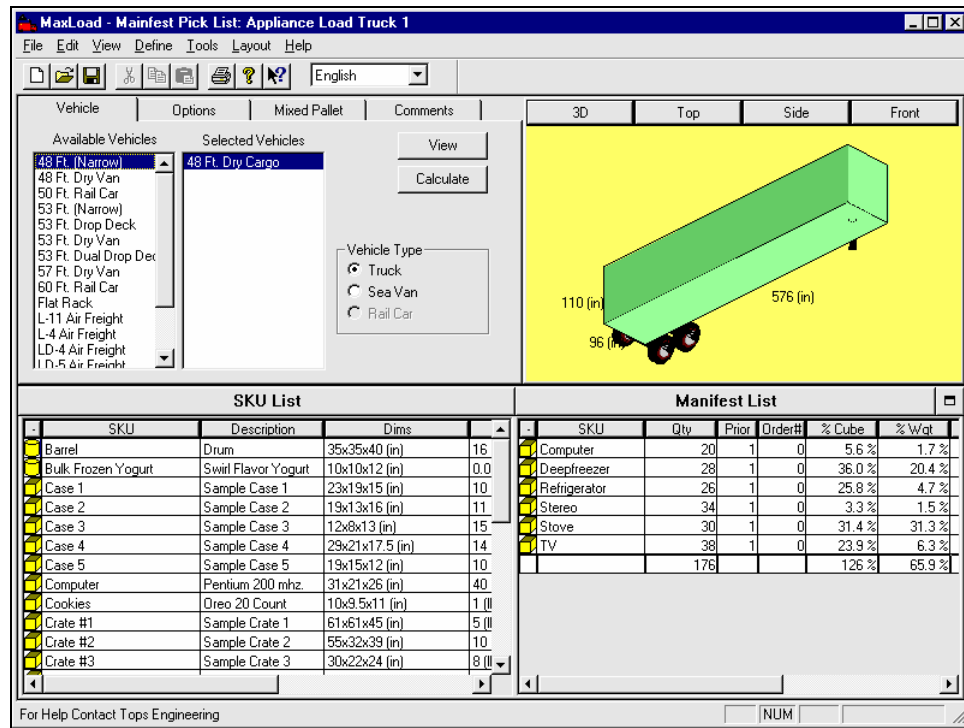


Figure 2.14 Manifest Pick List Screen with Information for the Selected Manifest

# Exiting MaxLoad Pro

To exit MaxLoad Pro, follow these instructions:

- 1 Open the File menu and select Exit.

**System Response:** If you've made any changes since you last saved the active file, MaxLoad Pro will prompt you to save the file.

- 2 If you need to save any changes, click on Yes.

**System Response:** MaxLoad Pro saves your changes and closes down the MaxLoad Pro application.

