

There are three ways shipping cases can be defined in TOPS Pro:

Method 1: Via the Define Shipping Case dialog under the Define | Shipping Case Menu in TOPS Pro. From Define menu, select Shipping Case, the following dialog box opens. Here you can define default parameters for different styles of new shipping cases or to modify an existing ones.

Field Descriptions and Instructions

- **Description:** For a new shipcase, type a description. For an existing shipcase, select a pre-defined shipcase and TOPS Pro will automatically insert dimensions. For User Defined, you will need to manually enter the shipcase dimensions.
- **Style:** Select a pre-defined style
- **Flute:** Select the flute size for the shipcase
- **Caliper (in/mm):** Enter the shipcase caliper. The caliper is used to calculate the inside vs. outside dimensions of the shipcase. This field displays only if you select Other Material
- **Length (in/mm):** Enter the shipcase length

- **Width (in/mm):** Enter the shipcase width
- **Height (in/mm):** Enter the shipcase height
- **Max Weight (lbs/kg):** Enter the maximum weight of the shipcase
- **Optional Turn \$/1000:** Enter the turn rate per 1000 units
- **Optional Cost:** Enter the cost per shipcase
- **Optional Cases per Pallet:** Enter the number of shipcases per pallet
- **Material:** Select either Corrugated or Other to specify the material used to make the shipcase. The type of material is important to determine stacking strength and board thickness
- **Dimensions:** Select either Inside or Outside to specify how the shipcase dimensions are measured
- **Units:** Displays either English or Metric to specify how the shipcase units are measured
- **Locked:** Indicate if only supervisor can change parameters on this dialog box
- **Graphic Button:** Displays the Assign Graphics dialog box, which allows the user to select and display a graphic image on the shipcase

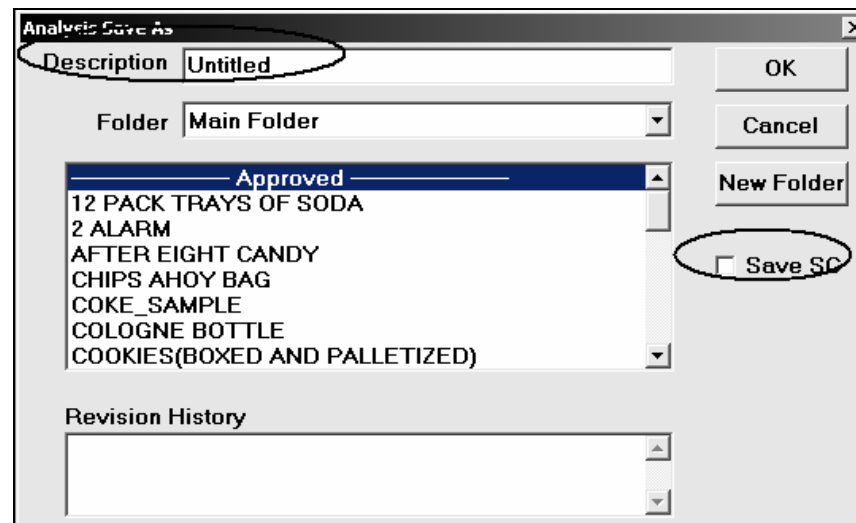
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Method 2: TOPS Pro allows users to save new shipcases directly to the Shipcase database at the same time they save an analysis. To use this feature follow the steps below:

1. Calculate an analysis in TOPS Pro
2. Click on the File menu and click Save Analysis to save the analysis

System Response: The “Analysis Save As” dialog box appears, as pictured below



3. Type the analysis name in the Description field and check the check box next to Save SC feature

System Response: TOPS Pro not only saves the analysis to the analysis database it also saves the shipcase (the one used in this analysis) to the Shipcase database with the analysis name as the shipcase name

Method 3: Import shipping cases through TOPS Pro. From the Tools | Import menu, import the shipcase.csv file (shipcase.xls file is the template to import shipping cases or it can be a .txt file)

In the shipcase.csv file, shipcase records are one to a line. Any field left blank gets automatically assigned a default value that gets used when the shipcase is entered from the keyboard. Numerical units are always in English even if Metric is selected. If needed conversion of units from English to Metric occurs during use.

Importing is an additive process; deletion of items must be done manually. If you would like to start with an empty shipcase database, you should delete the files shipcase.dat and shipcase .idx in topspro | data directory. Then run TOPS Pro Config. After logging in you will be prompted to recreate the shipcase database; answer “Yes”. At this point the shipcase database will be empty and ready for fresh import.

