



TLP-BREEZE ONLINE

User Guide

Version 2.3 – February 2017

BREEZE LOGISTICS AUSTRALIA PTY LTD

Bldg 1 / 54-56 Boundary Road, BRAESIDE VIC 3195

560 Clayton Road Clayton VIC 3168

PO BOX 1055 Clayton Business Centre VIC 3169

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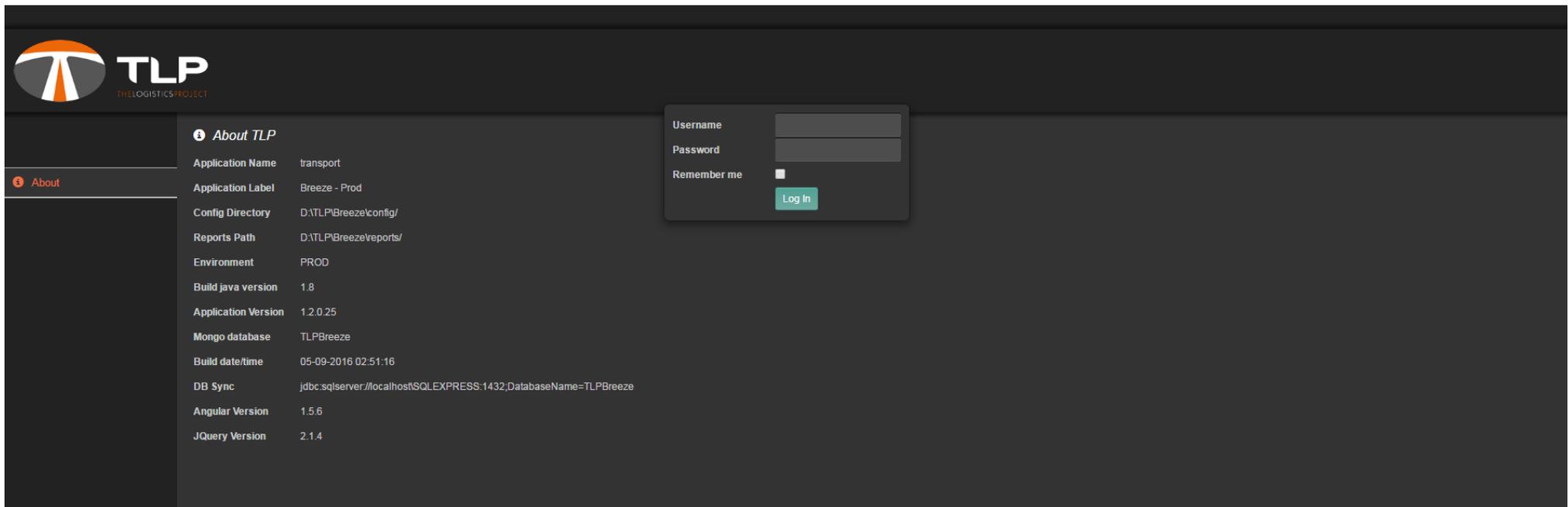
Website: www.breezelogistics.com.au

System Access

Using **google chrome**, enter the following URL (or click the link directly below) to access the Breeze Logistics web job entry system.

<http://TLP.Breezelogistics.com.au:8080/transport/>

The following screen will be displayed.



When entering your login details your Username is your Breeze account code*, and your Password is the word “password”. Once you have filled this out click the “Remember me” box and then the login button. This will bring up the menu on the left of the screen as shown below.

*Your account code can be found in the top right corner of your invoices from Breeze Logistics as seen in the screenshot below.



Breeze Logistics Australia Pty Ltd

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A.B.N. 62 603 369 044 A.C.N. 603 369 044

Tax Invoice



Invoice No:
Invoice Date: 28/10/16
Account Code: SUSDAY-USER
Page No: 1 of 3 NAME
Total Inc GST: \$

Date	Job No	Cons Ref	Cust Ref	Manifest No	Qty	Pallet	Space	Amount
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Welcome, Customer Breeze.

[Change password](#) [Log Out](#)

About TLP

Application Name	transport
Application Label	Breeze - Prod
Config Directory	D:\TLP\Breeze\config\
Reports Path	D:\TLP\Breeze\reports\
Environment	PROD
Build java version	1.8
Application Version	1.2.0.25
Mongo database	TLPBreeze
Build date/time	05-09-2016 02:51:16
DB Sync	jdbc:sqlserver://localhost\SQLEXPRESS:1432;DatabaseName=TLPBreeze
Angular Version	1.5.6
JQuery Version	2.1.4

About

Breeze Client Portal

Client Services

Bookmarks

Script Logs

Breeze Client Portal

★ Client Desktop

Choose the dropdown menu Breeze Client Portal on the left side of the screen.

This will open the Client Desktop. The desktop has a tab for job entry / enquiry (default) and another tab for maintaining delivery address details.

Breeze Client Desktop

Breeze Client Job Entry Freight Address

Q Breeze Client Job Entry

Include deleted

Booking Date

Min

Max

Customer

Service

From

To

Job No

Search Clear + Add New Print Con Note Print Labels

<input type="checkbox"/>	Date ↓	Job	From	Zone	To	Zone	Pallets	Status
No results found								
							Sum:	

Client Job Entry

The Client job entry screen consists of 2 parts.

1. The filter or selection criteria section (Area marked enclosed in the blue above). By changing the booking date range, service, to or from or job number and then clicking on the Search button a list of jobs meeting the selection criteria will be displayed (as shown below). The selection criteria by default is set to search for jobs dated today. The clear button clears all selection criteria.
2. The job display grid. (Area marked in green above). Looking at the screen shot below where there is an additional button now displayed at the end of the job line.
 - The character is the edit button. Clicking on this button will take you into the detail of the job displayed. You will then be able to change the details on the job if the status = Submitted. Once the status = Confirmed then changes will not be able to be made.

Note: In your first use there will be no list of jobs only the term “No results found”. This is only because no jobs have yet been entered from your user.

Breeze Client Desktop

Breeze Client Job Entry Freight Address

Q Breeze Client Job Entry

Include deleted

Booking Date ▲

Min

Max

Customer

Service

From

To

Job No 1492

<input type="checkbox"/>	Date ↓↑	Job	From	Zone	To	Zone	Pallets	Status	
<input type="checkbox"/>	2-Feb-2017	1492	TEST TLP	3ABB	TEST TLP CUSTOMER JOB	3MEL	1.0000	Submitted	<input type="button" value="Edit"/> <input type="button" value="Refresh"/> <input type="button" value="Delete"/>
							Sum: 1.0000		

Adding New Jobs

Click to add a new job. This will take you into the new job entry screen. All fields must be populated and you must also tick the box agreeing to Breeze logistics terms and conditions in order to save the job.

Breeze Job Entry (New #1)
✕

Customer

Date

Temperature

Your Customer Ref

Status

Agreement:

Tick If Agreed

Dangerous Goods?

Pickup From

Name

Unit

Street

Suburb

Town / City

Post Code

Zone

Region

Notes

Deliver To

Name

Unit

Street

Suburb

Town / City

Post Code

Zone

Region

Notes

Collect When?

Estimate Date

Estimate Time

Deliver When?

Estimate Date

Estimate Time

Item

#	Senders Reference	Quantity	Weight	Pallets	Spaces
		Sum:	Sum:	Sum:	Sum:

Pallets

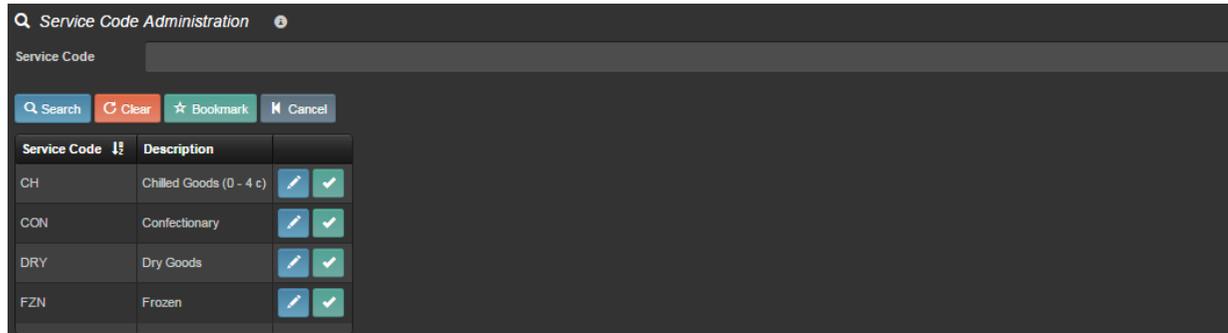
#	Type	Reference	Quantity

Instructions

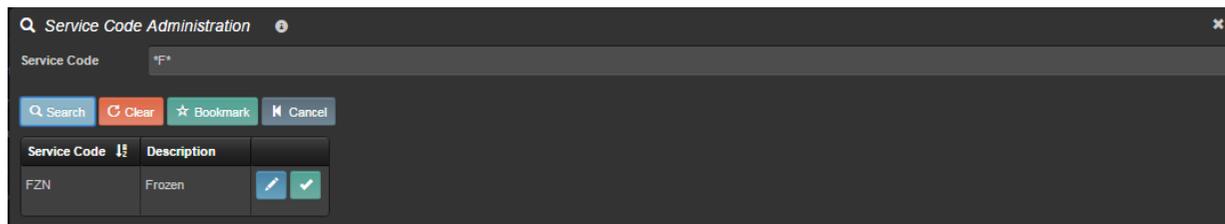
Save
Copy
Bookmark
Template
Cancel
Print Con Note and Save
Print Labels

A description of what is to be entered into the above fields is on page 8-10 of this user guide.

Any field with a  includes a list of previously used values. In these fields you can start typing and it will bring up the closest fitting values to choose from or you can click on the  button which will take you into the search window for this field. For example for the temperature field the search window will look like

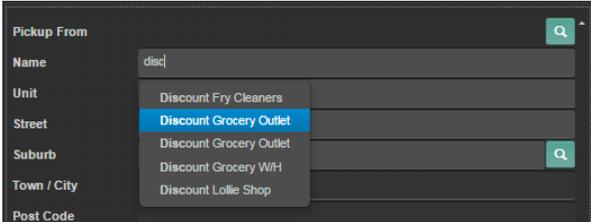


You can select the value you want by clicking on the . This will select this option and return you to the job details screen. If there are a larger number of values to choose from, you can further narrow down the search by entering text into the search field at the top and clicking search which will refresh the results list. Please note that this is case sensitive. You can also use wildcards* in this field. See below for example.

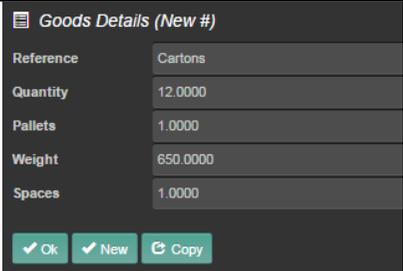
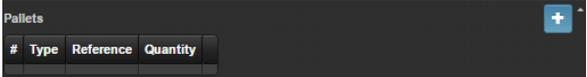
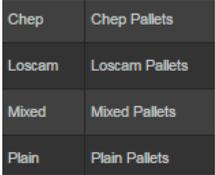


A wildcard is the use of asterisks surrounding either side of a phrase or letter (e.g. "b") which prompts the system to search for any job with that letter or phrase anywhere in its title.

Data entry fields

Section	Field	Notes	Mandatory / Optional								
Job Header	Customer	Defaults to the customer that you have logged in as and should not be changed.	M								
	Date	Defaults to current date.	M								
	Temperature	<p>Must be one of</p> <table border="1"> <tr> <td>CH</td> <td>Chilled Goods (0 - 4 c)</td> </tr> <tr> <td>CON</td> <td>Confectionary</td> </tr> <tr> <td>DRY</td> <td>Dry Goods</td> </tr> <tr> <td>FZN</td> <td>Frozen</td> </tr> </table> <p>Either type in or click search button and select by clicking</p>	CH	Chilled Goods (0 - 4 c)	CON	Confectionary	DRY	Dry Goods	FZN	Frozen	M
	CH	Chilled Goods (0 - 4 c)									
	CON	Confectionary									
	DRY	Dry Goods									
	FZN	Frozen									
Your Customer Reference	This is the number that is relevant to the end receiver e.g. PO numbers etc	M									
Status	This defaults to Submitted and should not be changed	M									
Tick if Agreed	Tick to agree to Breeze Logistics terms and conditions (These remain unchanged and can be found on our website at https://www.breezelogistics.com.au/client-area/forms)	M									
Dangerous Goods	Tick if Dangerous Goods are to be carried	O									
Pickup From	Name	<p>Enter pickup from name or select from list. This field has type ahead completion so you just need to enter the first few characters of the name and then select from the list, or use the  search button. This list includes all locations that have been associated with you as a customer in the last 12 months.</p> 	M								
	Unit	Enter if applicable	O								
	Street	Enter Street Address	M								
	Suburb	<p>Enter Suburb or choose from list. This field has type ahead completion so you just need to enter the first few characters of the name and then select from the list, or use the  search button.</p> 	M								
	Town / City	Set by system – No access to change	System								

			Controlled
	Postcode	Set by system – No access to change	System Controlled
	Zone	Set by system – No access to change	System Controlled
	Region	Set by system – No access to change	System Controlled
Deliver To (Uses the same process as Pickup From)	Name	Enter pickup from name or select from list	M
	Unit	Enter if applicable	O
	Street	Enter Street Address	M
	Suburb	Enter Suburb or choose from list	M
	Town / City	Set by system – No access to change	System Controlled
	Postcode	Set by system – No access to change	System Controlled
	Zone	Set by system – No access to change	System Controlled
	Region	Set by system – No access to change	System Controlled
Collect When?	Estimate Date	Select date from Calendar – Weekends cannot be chosen	M
	Estimate Time	Enter time in hours and minutes – This is in 24 hour time	M
Deliver When?	Estimate Date	Select date from Calendar – Weekends cannot be chosen	M
	Estimate Time	Enter time in hours and minutes – This is in 24 hour time	M
Item (Description of goods)	#	<p>System generated</p> <p>Click the  button to add an item</p>  <p>Enter details and click  to save,  to save and create additional item,  to save and create new item with same details.</p>	M

			
(Mandatory to enter at least 1 item)	Senders Reference	This is the description of the goods to be moved.	M
	Quantity	Quantity of item to be moved	M – Can be 0
	Weight	Weight of item to be moved	M – Can be 0
	Pallets	Number of pallets of item to be moved	M – Can be 0
	Spaces	Number of deck spaces of item to be moved	M – Can be 0
Pallets (Details of pallet types)	#	<p>System generated</p> <p>Click the  button to add a pallet line</p>  <p>Enter details and click Ok, New, or Copy as for items.</p> 	M
	Type	<p>The type of each pallet can be one of the following and can be entered directly or use search.</p> 	M
	Reference	Pallet transfer docket OR “Exchange Pallets”	M
	Quantity		M
Instructions	Instructions	Include the date and time of when the goods are being picked up and any particularities that can be used to make the process as smooth as possible e.g. phone numbers or names of people who should be spoken to, or any specific instructions for how the item should be delivered.	M

If not all data fields that are mandatory are populated then when the job is saved the errors button will appear at the bottom of the screen and apart from the items and pallets section the job fields not populated will also be highlighted as shown below. If the problem is in the items or pallets section then the errors will be

Breeze Job Entry (New #1)

Customer: BREEZE
 Date: 24-Jan-2017
 Status: Submitted
 Agreement: I agree to Breeze Logistics Pty Ltd terms and conditions.
 Temperature: [Required]
 Tick If Agreed:
 Your Customer Ref: [Required]
 Dangerous Goods?:

Pickup From
 Name: TLP TEST
 Unit: 101
 Street: TEST LANE
 Suburb: Abbots Road
 Town / City: Dandenong
 Post Code: 3175
 Zone: 3ABB
 Region: VIC
 Notes: THIS IS A TEST ADDRESS

Deliver To
 Name: TLP TEST
 Unit: 101
 Street: TEST LANE
 Suburb: Abbots Road
 Town / City: Dandenong
 Post Code: 3175
 Zone: 3ABB
 Region: VIC
 Notes: THIS IS A TEST ADDRESS

Collect When?
 Estimate Date: 25-Jan-2017
 Estimate Time: 13 : 00

Deliver When?
 Estimate Date: 25-Jan-2017
 Estimate Time: 14 : 00

Item (Required)

#	Senders Reference	Quantity	Weight	Pallets	Spaces
		Sum:	Sum:	Sum:	Sum:

Pallets (Required)

#	Type	Reference	Quantity

Instructions: [Empty text area]

Buttons: Save, Copy, Bookmark, Template, Cancel, **Errors**, Print Con Note and Save, Print Labels

shown if you click on the  Errors button at the bottom of the page.

Once all of the fields have been populated it is advisable to read them over to ensure that no typos have been made. While Breeze staff do overlook the details of the job before they confirm it, it remains important that you read over the details to make the confirmation process as smooth as possible.

Once you have done this press the  Print Con Note and Save at the bottom, which will save the job and a copy of the con note as a PDF file ready for printing.

Breeze Client Job Entry

Include deleted

Booking Date

Min

Max

Customer

Service

From

To

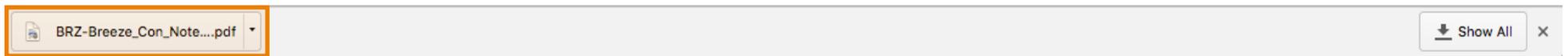
Job No

<input type="checkbox"/>	Date ↓	Job	From	Zone	To	Zone	Pallets	Status	
<input type="checkbox"/>	2-Feb-2017	1492	TEST TLP	3ABB	TEST TLP CUSTOMER JOB	3MEL	1.0000	Submitted	<input type="button" value="Edit"/> <input type="button" value="Refresh"/> <input type="button" value="Delete"/>
							Sum: 1.0000		

After pressing this button you will be returned to this screen, it will show you that the job has been submitted. The newly created job is highlighted here.

Printing Consignment notes and labels

After you have entered the details of the job and pressed the button, the consignment note and labels can be printed. The PDF file for the con note will appear on an output bar at the bottom of the screen as shown below



Just click on this to open up the consignment note for printing. By default, 3 copies will be provided in the PDF file.

Three copies:

1. Customer Copy
2. Breeze Copy
3. Transport Copy



Breeze Logistics Australia Pty. Ltd.
 HEAD OFFICE: B1, 54-56 Boundary Road Breezide, VIC 31195
 PO BOX 1055 Clayton Business Centre, VIC 31195
 Phone: 03 8587 2600 Fax: 03 9567 1205
 Mobiles: INTERSTATE 0437 814 001 / LOCAL 0488 123 990

CONSIGNMENT NOTE

1481

Date: 3-Feb-2017 Depot: Web Job No: 1481 Your Customers Ref: S053497

Customer: Imports Of France		Deliver: Epicurian Essentials-Acelaide	
Collect: Imports Of France-Mitcham	6388 Thomas Cres	Unit 2/12A Sunbeam Road	Glynde
Mitcham	Mitcham VIC	Glynde SA	
Collect Note: pick up from unit 4	Deliver Note:		
Collect Time: 03-Feb-17 09:30	Deliver Time: 08-Feb-17 10:00		

Temperature	Reference	Qty	Pallets	Weight	Spaces
Frozen	S053497	1	1	132.0	1
		1	1	132.0	1

Pallet Type	Reference	Qty
Plain Pallets		1

Breeze Pallet Control At Pick Up	
IN	1
OUT	

Breeze Pallet Control At Delivery Point	
IN	
OUT	
TIF CHEP	
TIF LOGSCAM	
	CHEP
	LOGSCAM
	PLAIN

You will be back on the Client Desktop after saving the job and printing the con note, from here you can print the Pallet Labels, to do this select the checkbox next to your newly created job and then click on the  button.

This will then produce the labels in a PDF file which will be placed on the output bar at the bottom of the screen in the same way as the consignment notes. Click on the file to open and print.

	Breeze Logistics Australia Pty. 03 8587 2600	
1 / 2	PICKUP FROM: Chobani Foods Door 6 100-130 Swires Lyndhurst DELIVER TO: Aldi-Regency Park 84 Gallipoli Drive Regency Park STATE: SA Your Customers Ref: 24332	Required Temp Chilled Goods (0 - 4 T
		Breeze Logistics Job : 1122

	Breeze Logistics Australia Pty. 03 8587 2600	
2 / 2	PICKUP FROM: Chobani Foods Door 6 100-130 Swires Lyndhurst DELIVER TO: Aldi-Regency Park 84 Gallipoli Drive Regency Park STATE: SA Your Customers Ref: 24332	Required Temp Chilled Goods (0 - 4 T
		Breeze Logistics Job : 1122

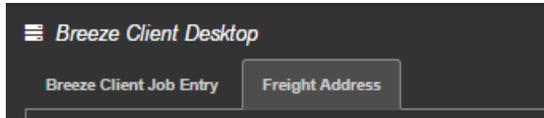
It is **important** that you put these labels on the pallets that you wish for Breeze to deliver/pick up.

Freight Addresses

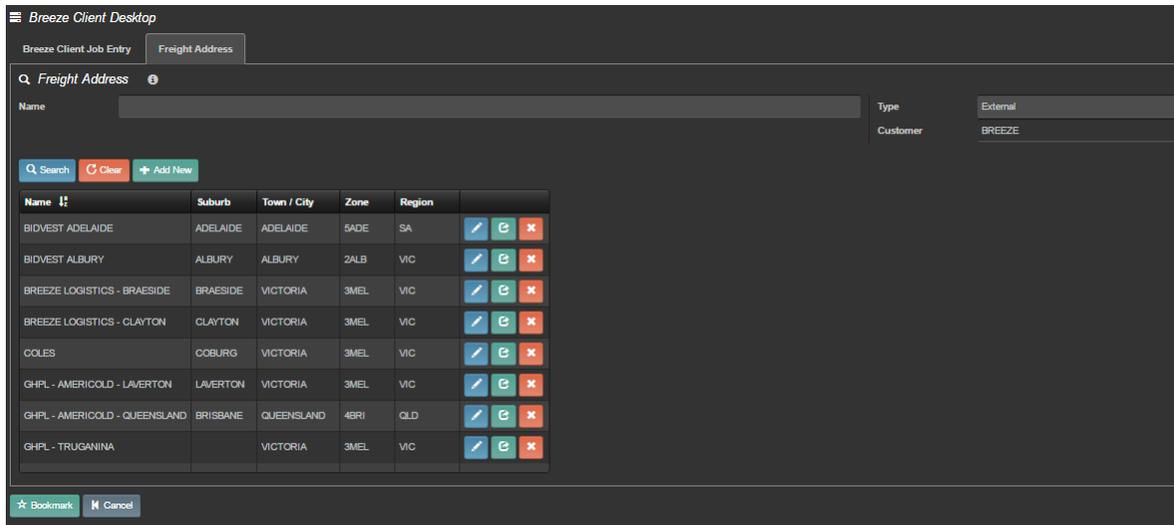
The system has been setup with the freight addresses that you have used in the last 12 months. If you find that a new collect or delivery point that you have is not currently in the system and this is going to be a regular freight address then you should add a new address into the system.

You should contact Breeze Logistics if you are adding a new address.

Click on the Freight Address tab at the top of the Breeze Client Desktop screen



This will take you into the Freight Address maintenance screen. This is the list of addresses setup against your customer code.



You are able to search for an address by entering search text into the name search field at the top of the screen. The search is case sensitive and also supports wildcard searches. Use the  button to edit an existing address, the  button to copy an address to create a new one and change relevant details, or use the  button to delete an address if it is no longer required.

If the address you need does not exist in the system, use the [+ Add New](#) button to create a new address record.

Fill in the details and click Save to create the new address record. Please note that you do not have access to the Town, postcode, zone, region, customer, or type fields. The Town, Postcode, zone, region are set by the selection of the suburb field and the customer and type are automatic.

Freight Address (New #1)

Address		Audit	
Name	Sample Name	Town	
Unit	Sample Unit	Post Code	3000
Street	Sample Street	Zone	
Suburb	Melbourne <input type="button" value="Q"/>	Region	VIC
		Customer	BREEZE
		Type	External

Notes: Sample Notes

The bookmark, Template, and Get Lat Long buttons are not relevant for this instance.