

## Champion Courier Web Site Tutorial

### LOGGING ON

Go to [www.championcourierny.com](http://www.championcourierny.com)

To place an order, “click” on **Place Order**. You will be prompted for **User Name** and **Password**. If you do not have a user name and password, “click” To use your web account it must be **ACTIVATED**

### ORDER ENTRY

The default settings are for a pickup from “Your Company”, for delivery elsewhere. You can change the setting by “clicking” on the **red/blue arrows**; this will reverse the pickup and delivery fields.

#### **Required Fields:**

Requested By  
Name/Company  
Address  
City (defaults to New York)  
State (defaults to NY)  
Date (defaults to current)  
Time (defaults to current)  
Reference Fields (If you requested reference fields)  
Service Type

Many of the required fields can be entered by “clicking” on the **Address Book**. The **Address Book** is the icon to the left of PICKUP INFORMATION or to the left of DELIVERY INFORMATION. There are 2 address books: one puts the information into the Pickup side and the other puts the information into the Delivery side.

If you would like specific company names and addresses added to the **Address Book** please call or email us and they will be added. Steve Lipton 212-366-1800, [slipton@championcourierny.com](mailto:slipton@championcourierny.com).

#### **Special Instructions:**

There are 2 special instruction boxes: one for Pickup information and one for Delivery information. You can enter any text information that may be pertinent for the messenger.

#### **Date & Time:**

The Date and Time fields default to the current Date & Time. You can place an advanced order by changing the Time to a later Time. You can also schedule an order for a later date by changing the Date field. If you change the Date field you may need to change the Time field as

well. For example: if it is currently Tuesday at 4:00pm and you want a delivery tomorrow at 9:00am you must change the Date to tomorrow AND the Time to 9:00am.

### **Weight & Pieces:**

You can change the number of pieces or the weight in their respective fields. Weight defaults to 1 pound and pieces default to 1 piece.

### **Service Type:**

You are required to enter a service type; there is not a default setting.

Service Types are:

Messenger	90 minutes
Mess Rush	60 minutes
Drcr Rs	30-45 minutes
Ovr Sze	over 30 inches
Os Rush	Over size rush
Truck	Over 10 pounds
Truck Rush	

### **Email Notification:**

If you enter your email address we will email you the POD (proof-of-delivery). When we enter the recipient's name into our system the computer will automatically send the POD to your email address.

### **Submit Order or Add Additional Orders:**

When you have completed the Order Entry screen you can "click" on **Continue To Submit Order**. If you have more than 1 order "click" **Add Additional Orders**. After an order is submitted you have the option to view, delete, add new order or process that order. Processing an order can take 15-30 seconds; this would be a long time if you had multiple orders. To avoid this you can go to **Add Additional Orders** and after you entered all of your orders go to **Submit Orders** and process all of your orders at the same time. It still only takes 15-20 seconds to process all your orders regardless of the number of Additional Orders you entered.

After you "click" on **Continue To Submit Order** you have to "click" on **Submit Orders**. When you process an order you will be given a confirmation number. When you receive a confirmation number or confirmation numbers if you submitted multiple orders the order entry process is complete. **YOU MUST GET A CONFIRMATION NUMBER(S) FOR THE ORDER TO BE PROCESSED.**