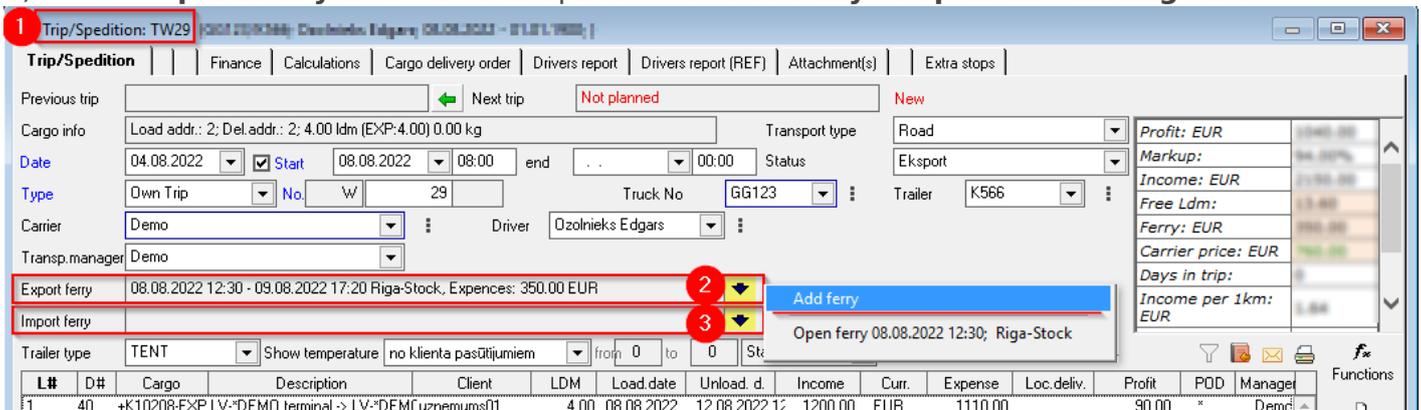


Adding a ferry ticket

Ferry tickets can be added to a **specific trip** or sold as a **additional service**

1. Adding a ferry ticket to a Trip/Spedition

- 1) Open the Trip/Spedition to which you need to add ferry tickets;
- 2) Select **Export ferry** as needed and click  to **add ferry** or **open an existing** one;
- 3) Select **Import ferry** as needed and press  to **add ferry** or **open an existing** one.



The screenshot shows the 'Trip/Spedition' window for TW29. The 'Export ferry' section is highlighted with a red box and a red circle with the number 2, pointing to a dropdown arrow. The 'Import ferry' section is also highlighted with a red box and a red circle with the number 3, pointing to a dropdown arrow. A blue box highlights the 'Add ferry' button, and another blue box highlights the 'Open ferry' button. The interface includes fields for 'Previous trip', 'Next trip', 'Cargo info', 'Date', 'Type', 'Carrier', 'Truck No', 'Trailer', and 'Expenses'. A table at the bottom shows trip details with columns for L#, D#, Cargo, Description, Client, LDM, Load date, Unload date, Income, Curr., Expense, Loc. deliv., Profit, POD, and Manager.

2. Filling in the Ferry window:

- 1) **Attach ferry to a trip** : complete if the ferry tickets are for a specific Trip;
- 2) **Car/Trailer number: mandatory**;
- 3) Ferry route: **mandatory**; With a double click, the **Ferry Route** window opens , where you enter the required information. If the information has already been entered, press , and select previously defined ferry;
- 4) **!!! IMPORTANT:** indicate the direction of the ferry - **Import, Export or Crossing** ;
- 5) **Sale price:** This window is filled in if the ferry ticket is not attributed to Trip, but is sold as additional service for which an invoice must be issued;
- 6) **SMS to the driver:** copy Ferry ticket information for sending to the driver (Clipboard)
- 7) When the **Invoice** for tickets is available, add it by clicking here  ;
- The other fields are filled depending on the available information.

Ferry

Attach ferry to Trip: Tw29 (1) Own Trip; GG123/K566; Ozolnieks Edgars; Date from: 08.08.2022; Carrier: Demo

Truck/Trailer No: GG123/K566 (2) Carrier: Demo

Ferry line: Riga-Stock (3) Booking number: [] (6) SMS

Ferry departs: 08.08.2022 12:30 Register till: 08.08.2022 10:00 Ferry arrives: 09.08.2022 17:20

Passengers: 1 Cabin Length: 17 m ADR Provide electricity

Ferry operator: Shipline

Purchase price: 350.00 EUR (5) Invoice: [] (7)

Sale price: 0.00 EUR Invoice: Invoice is not created

Notes: []

Expeditor: Demo

Save Cancel

Ferry route

Name: Riga-Stock

Web page: []

Ferry line: []

Default price: []

Import Export (4) Local

Saved: 04.09.2012 09:24 ATLANTS\Administrator

Save Cancel

How to add Invoice for Ferry tickets?

Revision #6

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