

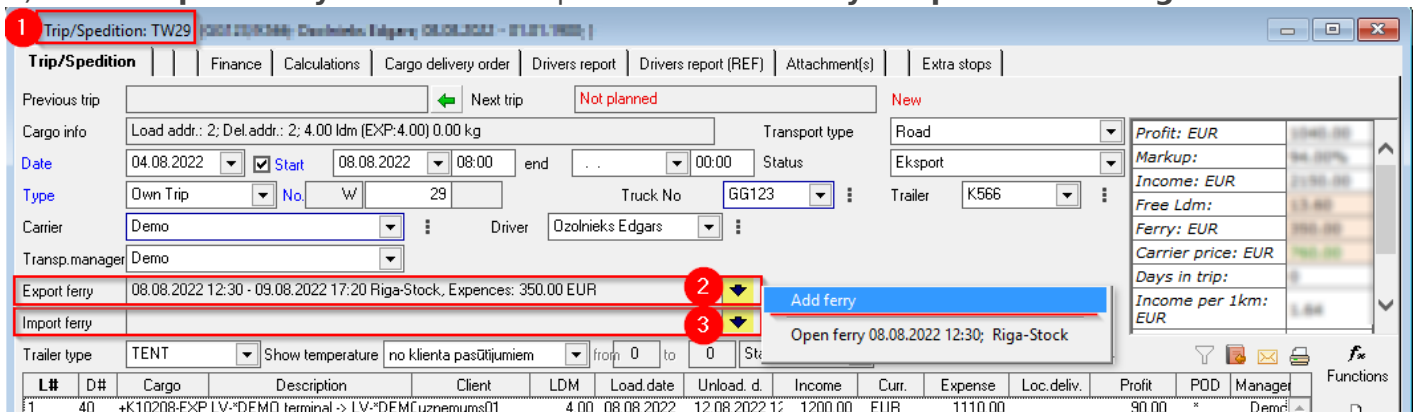


# Adding a ferry ticket

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.





1 Trip/Spedition: TW29

2 Add ferry

3 Open ferry 08.08.2022 12:30; Riga-Stock

L#	D#	Cargo	Description	Client	LDM	Load date	Unload d.	Income	Curr.	Expense	Loc.deliv.	Profit	POD	Manager
1	40	+K10208-EXP	LV-DEMO terminal -> LV-DEMO	uznemums01	4.00	08.08.2022	12.08.2022 12	1200.00	EUR	1110.00		90.00	*	Demc

## 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: SMS (6)

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

Passangers: 1 ☒ Cabin Lenght: 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

**Ferry route**

Name: Riga-Stock

Web page:

Ferry line:

Default price:

(4) ☐ Import ☒ Export ☐ Local

Saved: 04.09.2012 09:24 ATLANTS\Administrator

## How to add Invoice for Ferry tickets?

Revision #6

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