

PAC Status Monitor

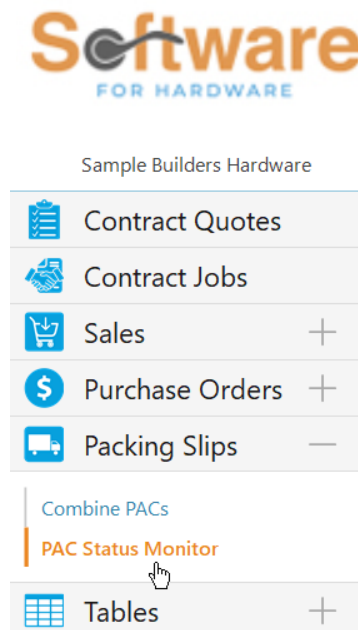
The PAC Status Monitor is a new program designed to give an at-a-glance status of all active packing slips and/or those of a particular contract Job.

Main Features:

- Click on any PAC # and that packing slip will open in the PAC screen.
- *Shipped Date* column will be blank and color-coded red until the ship date is set on either the PAC screen or the PAC Status Monitor, then the date will fill in the cell and turn green.
- *Ready to Export* cell will say “No” and the cell will be red until the *Signed Docs* box is checked and the *Shipped Date* is filled in – then *Ready to Export* will say “Yes” and turn green.
- Ability to save signed documents saved as PDF attachments – like the PO Acknowledgement method.
- Filtering and sorting like the current PO Status Monitor.

How it works:

1. Launch Software for Hardware and from the Logo screen click the *Packing Slips* menu selection.
2. Click the *PAC Status Monitor* submenu selection. **Note:** you can also access the PAC Status Monitor from within any Contract Job containing packing slips.



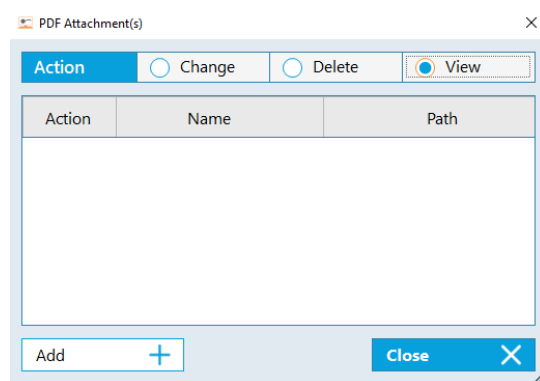
- This action opens the PAC Status Monitor.
- The next three images show the grid column headings defining what can be stored and displayed within the PAC Status Monitor.

PAC #	Combo PAC #	Job #	Date Issued	Required Ship Date	Merch. Received Date	Scheduled Ship Date	Shipped Date	Amount
120-7488SKPAC11		120-7488SK	10/1/2020	11/5/2020			11/10/2020	\$3,661.15
JM 11722PAC02		JM 11722	1/25/2023					\$1,383.50
LO-2021PAC02		LO-2021	12/15/2022				12/15/2022	\$0.00
LO-2021PAC03		LO-2021	1/25/2023					\$256.80

PAC #	Authorized By	Warehouse Personnel	Driver	State	Staging Location	Notes
120-7488SKPAC11	Joseph			SC		
JM 11722PAC02				FL		
LO-2021PAC02				MA		
LO-2021PAC03				MA		

PAC #	Staging location	Notes	Printed	Signed	Invoiced	Ready To Export	Emailed	Attachments
120-7488SKPAC11			<input checked="" type="checkbox"/>	No	No	Yes	<input checked="" type="checkbox"/>	Add/View
JM 11722PAC02			<input type="checkbox"/>	No	No	No	<input type="checkbox"/>	Add/View
LO-2021PAC02			<input type="checkbox"/>	No	Yes	Yes	<input type="checkbox"/>	Add/View
LO-2021PAC03			<input type="checkbox"/>	No	No	No	<input type="checkbox"/>	Add/View

- The above example is one long grid viewed by scrolling to the right but broken into three separate images for ease of viewing within this document.
- Just as in the PO Status Monitor, raised fields, such as *Notes*, represent editable cells that allow data to be entered directly into them. This data is stored and will display with each subsequent opening of the status monitor.
- Some editable fields will be reflected on the PAC screen as well. For instance, once the packing slip has been emailed you can click the *Emailed* cell and this action will automatically check the *Email* box on the PAC screen.
- Adding PDF attachments, such as signed documents showing proof of receipt, can be uploaded into the PAC Status Monitor similar to the method used to save a PO Acknowledgement. In the *Attachments* cell click the *Add/View* button.



9. If any PDF attachments were previously added they would show up in this pop-up screen where they could be viewed, changed, or deleted. If the *PDF Attachment(s)* form is empty, then simply click the *Add* button then navigate to the location where your PDF is stored.
10. Filtering and sorting of packing slips is similar to PO Status Monitor functionality.

Search for Non-Exported	Search for PAC#	Ready to Export	Actual Ship Date	Export to Excel
Job # --All--	View PACs	No Shipping Date	No Shipping Date	Close
		Signed Document(s) and already Shipped	Already Shipped	

11. **Note:** Red cells for *Ready to Export* and *Actual Ship Date* mean no shipping date exists. Green in *Ready to Export* designates signed documents exist and already shipped. Green in the *Actual Ship Date* cell denotes the PAC has already shipped.