

# Quick Reference Guide to Just Ship IT!

## Login

Using your eBay login and password and select Log in as displayed below:



The login form features the 'Just Ship IT' logo on the left. To the right, it prompts the user to 'Please login using the username and password supplied'. There are two input fields: 'User name' with the text 'esandbox10539' and 'Password' with a masked field. Below these fields are four buttons: 'Setup', 'Forgotten Password', 'Cancel', and 'Login'.

**Summary page** – JSI automatically opens up on this page and is a quick glance at your customers/orders/invoices to date. Showing new customers/orders/invoices and any amendments that have been downloaded.

Please be patient on your initial set up, as JSI will scan and download all activity from eBay over the last 30 days and this may take a few moments.

## Updates \*Important\*

Look out in the bottom right of your screen, you will have a message outlining the status of your customers/orders/invoices, it will read for example "last updated 01/01/07 at 09.00 hrs" JSI will regularly check with eBay for any updates to your account i.e.: a new customer or feedback listing etc, it will show a message prompting for you to "install updates" you need only click on the "install updates" and JSI will instantly update your database. If there are no updates the message will read "No updates available"

JSI will download from eBay on approx 30 minute intervals, should you wish to check for downloads on a more regular basis then you can do this by selecting "download now" at any time causing JSI to connect to eBay and download any amendments/new orders.

## New customers

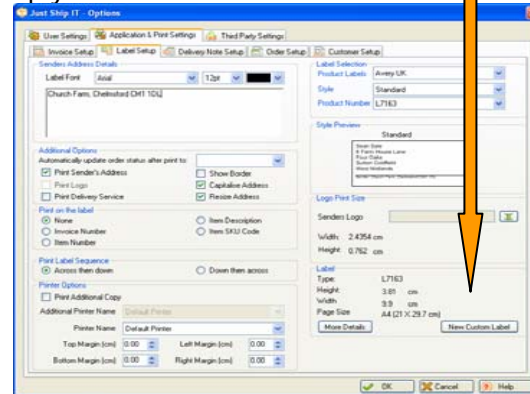
The database will automatically download from eBay any new customers with their full account details. Should you wish to set up a new customer (ad hoc) this can be done by selecting NEW in the customer menu. This will display a form where you can enter all of the customer's details including a separate billing or delivery address, contact details and any notes you wish to make about that customer.

## Label set up

JSI is flexible and allows you to design and lay out your own labels adding company logo's/sender details/item numbers etc as you wish.

The easiest way to do this is to select "Label set up" from the menu toolbar, or "Customise your labels" from the Summary page you will have a screen in front of you which displays a diagram of your label in the style preview area and as you add/delete information it will appear/disappear from the style preview area.

JSI recognises most Avery and Dymo label sizes, however should the need arise; you are able to set up your own customised labels too.

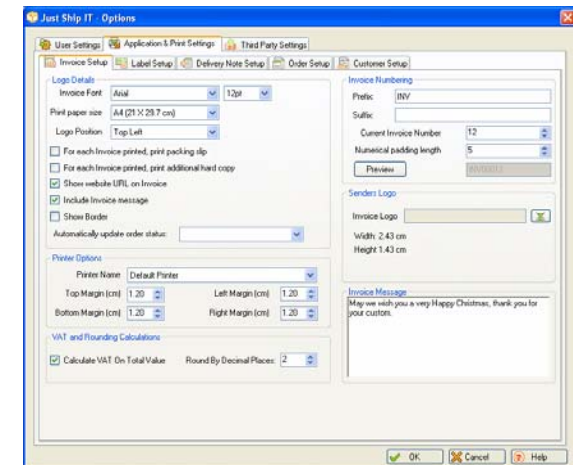


This dialog box is titled 'Just Ship IT - Options' and has several tabs: 'User Settings', 'Application & Print Settings', 'Third Party Settings', and 'Customer Setup'. The 'Label Setup' tab is active. It contains sections for 'Senders Address Details', 'Additional Options', 'Print on the label', 'Print Label Sequence', and 'Printer Options'. A 'Style Preview' area shows a label with 'Avery UK', 'Standard', and 'Product Number: L7163' listed. A large orange arrow points to the 'New Custom Label' button at the bottom right.

## Invoice/Delivery note set up

In exactly the same way as setting up labels you can design the layout and content of your invoices and delivery notes including a main body message. Simply select the Invoice/delivery note set up button on the top toolbar; this will open a box which allows you to edit any details you wish to. e.g. "May we wish you a very happy Christmas and prosperous new year" or "Thank you for purchasing from us"

JSI lists customers/orders/invoices in descending date order, so your most recent customers/orders/invoices will always appear at the top of the page, however JSI remains flexible and allows you to choose which order you want the information to appear. To do this, you select "customise grid columns" from the summary page under, my customers, my orders or my invoices. This will enable you to prioritise and design the order of columns to suit your business

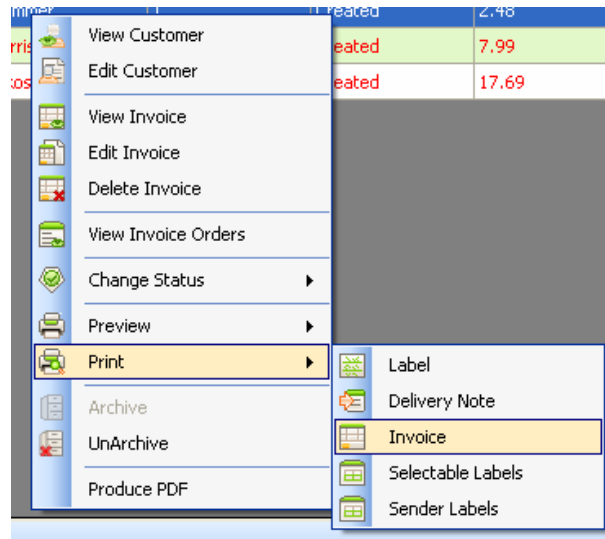


This dialog box is titled 'Just Ship IT - Options' and has several tabs: 'User Settings', 'Application & Print Settings', 'Third Party Settings', and 'Customer Setup'. The 'Invoice Setup' tab is active. It contains sections for 'Logo Details', 'Invoice Numbering', 'Senders Logo', 'Invoice Message', and 'VAT and Rounding Calculations'. The 'Invoice Message' field contains the text: "May we wish you a very Happy Christmas, thank you for your custom."

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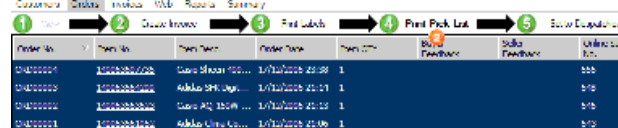
## To print labels/invoices/delivery notes

Simply highlight the customers you are sending items to from either the customer/orders or invoice screens and using the right click on your mouse over the selected rows to either print labels/invoices or delivery notes.



## Picking lists

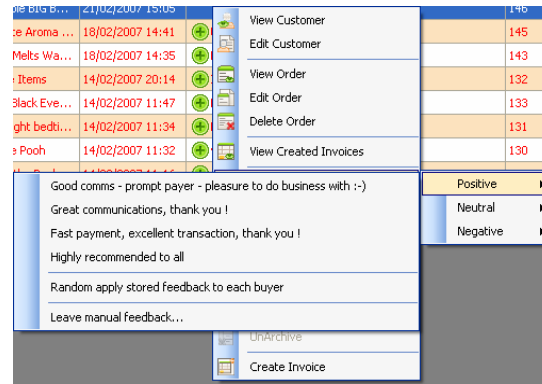
To Print a **Picking list** select the items you want to send out from the **Orders** tab and either choose **Print Pick List** from the work flow toolbar below or from the print menu.



The Picking list will enable the business owner to clarify the items that have been sent to the customer and the person responsible to sign and date for the owner accounts records.

## Feedback

You can send and receive feedback via **JSI**. Sending feedback couldn't be easier and **JSI** will allow you to send feedback to more than one person at a time, saving valuable time.

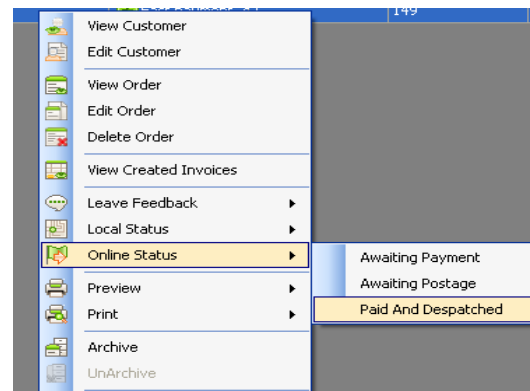


## Updating Status of orders

To update your database, it's as easy as 1,2,3 for example:

1. In the orders screen highlight using the right click on your mouse those orders where payment has been received,
2. Select online status.
3. Select paid and despatched.

eBay will then be automatically updated.



## Archiving

You can chose to archive customers, orders or invoices at any stage during the process by simply highlighting the customers, orders or invoices you wish to archive, right click on the mouse and chose the archive option.

This can be reversed at any stage in the process by choosing Show archived from the view menu at the top of your page and select un-archive.

## Reports


**JSI** comes with a report feature that shows the users with one single click how many orders they have taken for a given period and will include the total sales, total cost and total items sold.

The report can be viewed over a day, week, month or year. It is a very useful report for monitoring your progress.

These reports can be viewed by selecting the report tab and entering the dates you wish the report to run from and too and click refresh.

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This quick reference guide highlights just some of the functionality to **JSI** and is by no means exhaustive, if you have any further enquiries or require any assistance please contact one of our friendly customer service representatives.

[contact@justshipit.co.uk](mailto:contact@justshipit.co.uk) Alternatively there is a

 button on the menu toolbar which links directly to our help pages within the **JSI** website