

ediEnterprise Tips & Shortcuts

Documents to Deliver

CTRL+E will default your log in profile email address when used in the email address field.

Entering Dates

In a date field **Alt+UpArrow** will add 1 month to the date displayed.
Alt+DownArrow with subtract 1 month from the date displayed.

Copying Information

When working within a grid in ediEnterprise use **F9** to copy information from the cell above.

Organisation Record Look Up

Use **F7** for fast look up of Organisation Records within ediEnterprise.

For more information contact:

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Online Learning Centre Videos Now Available for Download

Training videos for the following modules are now available in a downloadable format from the Online Learning Centre:

- General Functions
- Organisations
- ediOrderManager
- ediCampaignManager
- ediOpportunityManager
- ediWebTracker
- ediDocManager
- ediWorkflowManager



Access the Online Learning Centre directly from ediEnterprise or via [My Account](#) on www.cargowise.com.

REAPing Benefits Through a Customer Requirements Analysis

Many logistics services providers are neglecting the benefits to be gained through regular customer Requirements Analysis Process (REAP) updates. In order to remain competitive in today's business environment, it is essential for logistics service providers to continually identify new business requirements and software solutions that can meet those requirements. Many companies fail to identify the need for advanced technology and process changes. Consequently, these companies fall behind market competitors that are providing more comprehensive services to customers. A REAP analysis by a qualified business consultant can identify strategic business requirements and special issues necessary for maintaining a competitive edge. *Read the complete article [here](#)*

A thoroughly executed REAP can greatly enhance the understanding of a customer's current expectations and goals and define the parameters of exactly how a software system should deliver the functions it is designed for.

*-Marius Toma,
CargoWise edi
Business
Consultant*



Update Notes...AP Invoices in Job Billings... ..Driver and Run Sheet Lists...Cartage Leg Planner Auto Refresh

An 'AP Invoices' tab has been added to all Job Billing forms. From this tab, users granted appropriate security rights can now print the *Cost Confirmation, Match Document or Self Billing Invoice* for a highlighted AP transaction. This tab is available on all Billing Jobs and Forwarding Consols. *To read the Update Note [click here](#)*

Lists of Drivers and Run Sheets have been added to the LocalTransport Cartage Leg Planner. These lists can be shown or hidden. ediEnterprise has been enhanced to allow a Cartage Leg to be allocated to a Driver or Run Sheet by dragging a Driver or Run Sheet to a Cartage Leg, or dragging the Cartage Leg to a Driver or Run Sheet. *To read the Update Note [click here](#)*

The LocalTransport Cartage Leg Planner Screen can be set to auto-refresh at a selected time interval. The auto-refresh function will automatically update the screen display of job legs with data received via the Vehicle Monitoring and Management (Navman) Interface. *To read the Update Note [click here](#)*