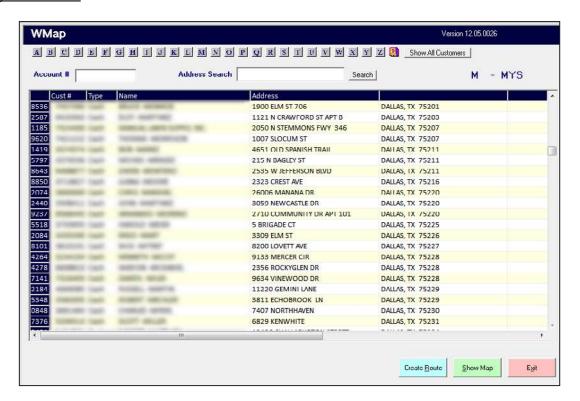
The MAP program is used for mapping directions from the store to the designated pickup / delivery points. The system takes the store address (established using the SETMAP program) and compares it to the customer's address selected from the customer file. The system then accesses Google Maps ® and automatically inserts both addresses and displays the route. The user then navigates the Google Maps ® site as usual.

#### **Preliminary Requirements**

- a. Requires broadband internet access from the PC creating the inquiry.
- b. Check the MAP selection in the WO program to activate the program on each applicable workstation.
- c. Use the SETMAP program to enter the store address.

Access the program by typing MAP in the "Program" field on the system main menu.

#### Select a single destination



#### **Select Customer**

- a. Click a letter to display a list of customers whose name begins with the selected letter. Double-click the customer's name or highlight the name and click the "Show Map" button to display the map.
- b. Key the customer's account number in the "Account #" field and click "Show Map" to display the map.
- c. Type a street name or number, etc., in the "Address Search" field to display a list of customers with data in the <u>second</u> line of the CUSTFM address field matching the entered characters. Example Type MAIN and click the 'Search' button to display a list of customers having "MAIN" in the second address line.

**NOTE:** Columns may be sorted by clicking on the desired column header.



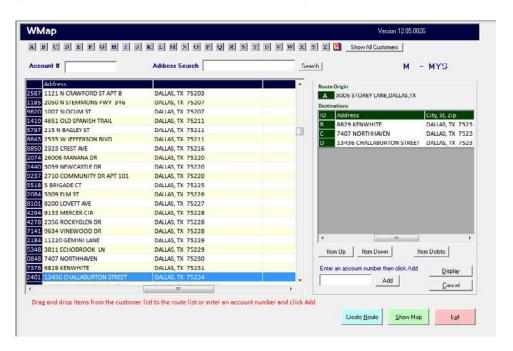
#### **Operational Notes**

- 1. An unresolved address results in either a blank map or an incorrect destination. Always carefully review the displayed map.
- 2. The "Print" function displays a preview window. When actually printing the map, the user must manually set the orientation to "Landscape" in the actual print dialog window (not the print preview window) for proper print results.
- 3. The destination must have the street address and city/state/zip on the second and third lines of the CUSTFM address fields. Otherwise, the resulting map may be blank or have an incorrect destination.
- 4. Use the Postal Abbreviation for the state.
- 5. Always click the "Exit" button below the grid to exit the MAP program.

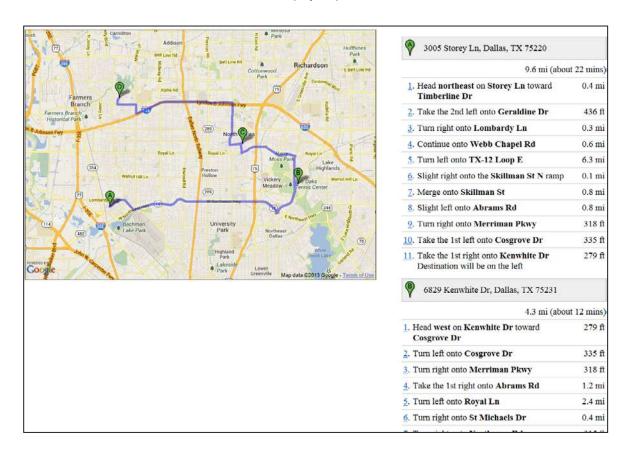
#### Select multiple destinations

The MAP program has the ability to select multiple destinations and create a route. The MAP program does NOT create the best possible route (that feature is not currently available in Google Maps) but displays the destinations in the order selected.

Display the MAP program and select the customer list as outlined previously.



- a. Click the "Create Route" button to display the route window.
- b. Drag and drop the customer address into the Destination pane or type the customer's account number in the field and click the "Add" button.
- c. The destinations appear on the map in the order shown on the list. Move a destination to a different location in the list by selecting the address and using the "Item Up" or "Item Down" buttons.
- d. Use the "Item Delete" button to remove a destination from the list.
- e. When the destinations have been added, click the "Display" button to create the map.
  - **NOTE:** Sometimes the map appears behind the current display. Click the icon on the taskbar or minimize the current window to display the map.
- f. Click the "Cancel" button to erase the destinations and close the route window.



The route map is displayed in the order the addresses are shown in the selection window. Adjust the route by closing the map and re-arranging the destination order using the "Item Up" and "Item Down" buttons, then display the map again.

NOTE: Google Maps does not contain a "Best Route" capability.

### Printing the map:

How the map and directions appear depend on multiple factors such as the operating system, monitor size and resolution, Internet Explorer version, etc. Many times the user must change some settings before the map prints properly.

- 1. Select the "Print Preview" function and set the orientation to "Landscape".
- 2. If the entire route does not appear in the map, change the "Print Size %" setting until the entire route appears.
- 3. Print the map to a designated laser printer.

#### **Troubleshooting**

### Route highlight disappears when displayed in "Print Preview" mode:

Sometimes the highlight for the route will disappear when switching to the "Print Preview" mode. Try the following steps to rectify:

- 1. Display the map in "Print Preview" mode.
- 2. Select "Tools" from the upper taskbar.
- 3. Select "Compatibility View Settings".
- 4. Verify the three boxes shown below are checked. Click "Close" and re-display the map in "Print Preview" mode.

This setting should be checked on each workstation.

