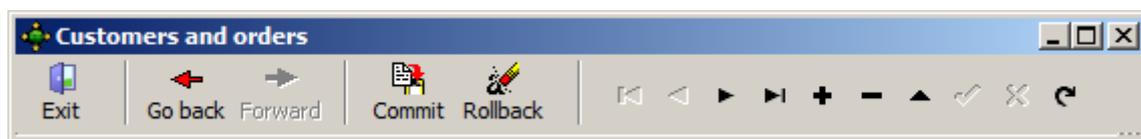<div align="center">**Recommendations for working with the Demo version**</div>

For each button there is a hint that appears when you hover the mouse over it. After adding or editing any table, you should click the "Remember record" button

Below is the recommended (but not mandatory) procedure for getting familiarized with the program.

1. **View information about the customer "Alfa":**
   1.1 Click the "Customers" button in the main menu
   1.2 «Choose» (leave the indicator on the Customer «Alfa»)
   1.3 "Orders" (leave the indicator on order No. 1)
   1.4 "Scheme of transportation" (adjust the size of the window)
   1.5 "Stages of transportation" (to verify the equivalence of the scheme and stages)
   1.6 "The planned balance for the order" (print it)
   1.7 "Accounts to the Customer " (set the desired language and currency and print it); the normative information for printing an account is contained in the form "Our requisites" (it is called from the item "Directories" of the main menu) and in the form "Data on the Customer "
   1.8 Customer SummaryView relations with customers: in the main menu, open the "Traffic Accounting"> "History"> "Relations with customers", select the desired currency and click "Calculation"; put the pointer on the client "Alfa", select the language for the reconciliation act "Anglo / Rus" and click "Verification Act".

2. **Enter a new customer and open a new order for him:**
   2.1 " Customers" button on the main menu (add an entry with the "+" button in the navigator and fill in the fields "Contract" and " Customer "; remember the record with the button in the navigator). In the "About the Customer" window, you can enter more detailed information that is necessary for printing an account
   2.2 Enter the list of service sellers who will participate in the execution of the order (the "Sellers" button on the main menu)
   2.3 "Orders" button (add an entry with the "+" button in the navigator), fill in the unit of measurement and quantity of cargo, click on the "Cargo" field and click on the appeared button "...", which calls the GNG reference book for cargo selection. Enter the name of the required cargo or its initial part and press "Search", select the desired line and press "Select". Then, in the order, fill in the "Departure point" and "Destination points" and memorize the entry.

3. **Enter the update information about the order:**
   3.1.1 Enter the stages of the order.
   Press the button "Scheme of transportation" and make sure that the scheme corresponds to the transportation logic.
   3.1.2 For each stage, enter the transport and fill in the sections "Sale" and "Purchase". After completing the stage, it is useful to review the planned balance by stage, and after completing all the steps - the planned balance for the order as a whole.
   3.1.3 Add a row to the form "Accounts" (with the "+" button in the navigator). The invoice amount is automatically generated from the "Sale" form.
   Print the account to the Customer.
   3.3.4 Enter the Customer's payments and receive a summary of the Customer.

4. **View historical references.**
   These references are called as follows: Main Menu - Traffic Accounting - History.

As the beginning of the period, put the date 2016. 01.01, the end date is equal to the current date and you do not need to change it. At such a period, all events entered into the database will be shown in the help. Of course, the period can be arbitrary. If the information received was empty, it is possible that there was no event in the specified period.

5. View summary references:

Main menu - Transportation accounting - Results.

These references include relevant events, regardless of the date of their occurrence.

6. To get acquainted with other possibilities of the program, not considered here, in particular,

   6.1. Using of leased wagons:

Management – Long-term lease wagons – Wagons owners and prices;

Customer LeasingCom, order 1, stage 1 - Transport;

Customer LeasingCom, order 1, stage 1 - Sale.

   6.2. Container accounting:

Customer ContainersGamma , order 1 - Containers;

Customer ContainersGamma , order 1, stage 1 - Transport;

   6.3. Verification of the reliability of accounts received from carriers:

Seller ExpedTrade, invoice 233 – Customer transport link;

Customer Alfa, order 1, stage 5 - Purchase.

Questions can be asked by mail info@algors.com