

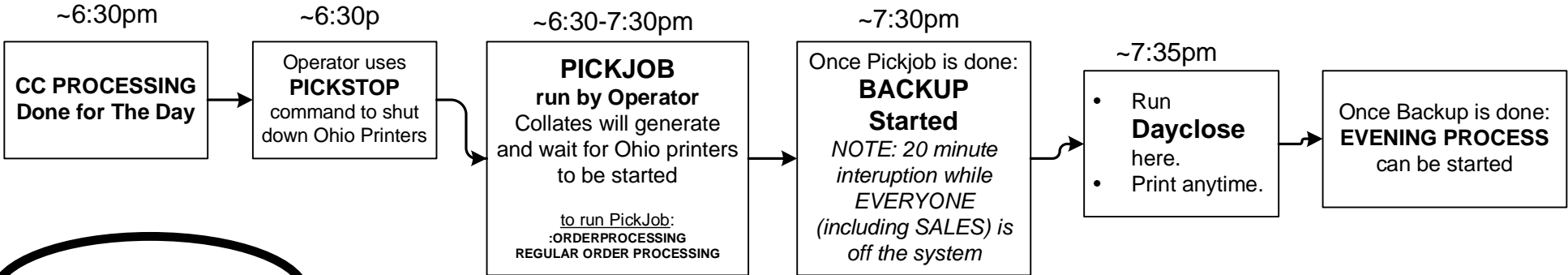
SATURDAY

During the Week: Call Ohio (937-382-6565) and tell them that WE will run the Pickjob on Saturday Night. If they cannot log-in when they arrive on Sunday morning, they are to call the operator on duty for assistance. If they are able to log-in, they will log-in as **SCANNER.SGA**, then use the **GETCMD** and **MICKEY** commands to start printers on Sunday Morning.

In Ohio: (937-382-6565) inform: Kathy x3212 / Larry x3202 / Bret x3213 / Scott x3214 / e-mail to kathy.kassinos@airborne-express.com

In Renton: inform Chris Hauser / David Magris

Inform SALES (Lorne Rubis / Dave McCauley / Chris Glennon / Gordon Levick) Tell them of expected 20 minute down time ~7:30pm on Saturday and to take print screens of orders after 6:30pm on Saturday.



SUNDAY

If Nightly Process is Still Underway and Operator is still on site in Renton

2:00am PT (5:00am ET)
Ohio arrives to start morning shipping

2:00am PT (5:00am ET)

- Operator applies **MICKEY** command, starting OHIO printers.
- Operator replies to **RECALLS** for **COLLATES** from the **PICKJOB** run on Saturday evening

2am to 4am PT (5am to -7am ET)

- COLLATES** print.
- OHIO** picks orders.
- Ohio will then need the system to ship confirm. The system **MUST** be available to them by 4amPT (7amET)

4am PT (7am ET)

System Available.
Background Jobs Started
Ohio starts Ship confirming.

Operator starts **IHDBLOAD**

If Nightly Process is Complete and Operator goes home before Ohio arrives

Operator Starts Background Jobs
Operator Starts **IHDBLOAD**

2:00am PT (5:00am ET)

- Ohio Logs in as **SCANNER.SGA**
- Uses **GETCMD**
- Uses **MICKEY**

2am to 4am PT (5am to -7am ET)

- Ohio Replies to **RECALLS** from Pickjob run Saturday night.
- Prints Collates.**
- Picks orders.**
- Ship confirms.**

SPLIT PICKJOB
Instructions for MIS Operator