

AWB Stock number and document numbers

Introduction

It is possible to enter AWB stock numbers assigned by the airlines in the program and then have a new AWB serial number automatically assigned when the MAWB is saved.

It is also possible to automatically assign sequential numbers to the other documents including HAWBs and B/Ls.

Entering AWB Stock numbers in the program

To enter new stock numbers in the program do the following:

1. Go to Database->AWB Numbers
2. Select the option "Show pre loaded airlines" and look for the airline. If you cannot find the airline then read below and go back to this step.
3. Select the airline and click on "Edit AWB Number"
4. In the window that appears you will see all current AWB serial number ranges related to the airline
5. Click on "Add" to enter a new range and in the window that appears enter the first and the last AWB serial number that the airline has assigned you. This number should be an 8 digits number, for example "1234 5675". Ignore the "Next" field.
6. Click on "Accept" to add the range. The program will verify if the numbers entered are valid.

Adding new airlines

If on step #2 you cannot find the airline then you will have to add it in the program. Airlines are added as contact. To add a new airline do the following:

1. Go to Database->Contacts and add a new contact
2. In "Type" select "Airline" and complete all fields including the airline prefix and the two-letters code.
3. Click on "Accept"

Then go back to the "AWB Numbers" screen and click on "Refresh" to refresh the list

Using the AWB Stock numbers

To use the AWB Stock number just create a new MAWB or an FWB and enter the airline prefix in the "AWB Number" fields, for example 001 for "American Airlines". Then the "assign on save" box will get enabled and checked. When you save the MAWB or FWB a number will be assigned from the database.

You may also choose the airline using the magnifier glass icon next to the "Issued by" box.

Re using AWB Stock number

If MAWB or FWB is not used but an AWB number was assigned then you can reuse the AWB number by deleting the MAWB or FWB. When you do so you will be prompted if you would like to reuse the number.

Next AWB number

When listing or editing the stock number of an airline you will see a column or field that says "Next". That is the next number that will be used from that range. You may modify this value if needed.

Sequence number for other documents

It is possible to assign sequence number to the other documents, to do so do the following:

1. Go to Database->AWB Numbers
2. On the right select a type of document and click on "Modify"
3. Enter the next number to be used in this type of documents. The number can be all digits, for example "00001" or digits and text, for example "BL00001".

Later when a document is created the option "assign on save" next to the document's number will be enabled and checked. When the document is saved the number will be assigned.