e-PDS

Log in: Go to START button
Choose All Programs
Choose Accessories
Choose Remote Desktop Connection
Put in Tribune.e-pds.net
Select connect

Your DR will create a shortcut on your desktop for this application.

Your District Route Name is _____

Your Log in is ______ Trib-Contractor

Your Password is _____ tribdist## (all lower case)



Click on your District TREE icon, ePDS, after logging in.

Main Menu of e-PDS

Publications – For administrative updates only

Locations - Route order updates and outlet updates

Routes – Enter return data on specific days assigned

***NOTE – Be sure to close all pages open before exiting and log out of program when finished working. It is very important that you log out from the start button. You will not be able to access any programs on your computer while you are working in this program.



Print your district route list:

Go into **ROUTES** on the main menu. Place the curser in your district field and press the turquoise book button.

	17 · (1 ·) +	e-PDS	- ¤ X
	Home		0
e-Pl	DS B Routes		×
DIST	Route Name	Driver	×
719	04	WAUKEGAN 🔹	=
724	26	SUGAR GROVE 🔻	
1023	05	KENOSHA 🔻	
1642	04	ELGIN •	
1644	05	ELGIN T	
1750	03	PLAINFIELD •	
3372	03	ST. CHARLES -	
4000	TCWomen	NA. •	
4001	Route 01	ANTHONY WALKER V	
4002	Route 02	ANTONIO GALACIA	
4003	Route 03	JOHN CAMPBELL V	
4004	Route 04	open route 🔹	
4005	Route 05	DANIEL HENDRYCH 🗸	
4006	Route 06	DEBBY REIMER 🔹	
4007	Route 07	DON MELTON	
4008	Route 08	DON SALA	
4009	Route 09	ELIZABETH WILLIAMS	
4010	Route 10	DONALD GIBBS 🔹	
Add	"+" Kemove a	Route Export a Route	
• • •	ielected Route	Resequence Data Entry the Drops Route Sheet	
			-
Record:	H 🔸 1 of 55 🕨 H 🕫 📉 No Filt	er Search	
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🛃 Start	e-PD5		

Follow the instructions by clicking **Regular** for the publication needed for the current delivery. To choose all Trib Local editions in your area, you can press **Select Trib Loc**.

0	17 × (21 ×) =				e-PDS				- ° X
	Home								0
e-Pi	DS Routes	Print Route Sheet						x	×
DIST	Route Name				Delivery			A	<u> </u>
719	04	PubName	Volume	Issue	Date	Print ?			
724	26	Apartments	1	3	4/16/2010	O No 💿 Regular	C Restock		
1023	05	Cars	18	15	4/16/2010	C No 💿 Regular	C Restock	15 m	
1642	04	Competitor	1	4	4/5/2010		C Restock	3. 	
1644	05	Evolving Your Spirit	1	4	4/16/2010	No C Regular	C Restock		
1750	03	Golf	1	4	4/16/2010	No C Regular	C Restock	_	
3372	03	Michigan Ave	1	2	2/19/2010	• No C Regular	C Restock		
4000	TCWomen	Todays Chicago Women		2	4/1/2010	No C Regular	C Restock	35 37	
4001	Route 01	Trib Local Zone 01		4	4/16/2010	C No C Regular	C Restork		
4002	Route 02	Trib Local Zone 02			4/16/2010		C Restock		
4003	Route 03	Trib Local Zone 02			4/16/2010				
4004	Route 04	Trib Local Zone 03			4/16/2010		C Restock	- <u> </u>	
4005	Route 05			3	4/16/2010		C Restuck		
4006	Route 06	I I rib Local Zone US		3	4/16/2010				
4007	Route 07	Select the Print box for t sheet. A Delivery date is	the Publica required l	tion (s) ye before va	ou want on the Rou ou can select the	te			
4008	Route 08	- publication.		service ye				3	
4009	Roule 09	-	Forma	t:	Prir	nt?			
4010	Koule IO	-	07	points/p	age 🛛 💿	Printer			
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Press print. This will send the job to the default printer set up on your computer.

Be sure to set up your printer with e-PDS prior to your first print job.

To change route sequence order, follow the steps below:

From the main menu go to Locations-Active

- You should click the Blue up arrow to Sort all routes by stop
- Put the curser in the route field and click the binoculars
- Put in your District Number

- This will allow you to change the stop number, by using decimals e.g., 3.5 would place the location between stop 2 and stop 3, which will re-sequence the order
- It is very important that you do not change or alter the route number. The draws are manifested through this field.

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	Home					۲
e-PC	DS 🔳 Point Details 📑 Points	N N				×
Sho	w Point details	efresh Find	l Point ID:			
Point ID	Name Addre	ess City		Route	1 Stop	
1	America s Grocery	445 S. ADDISON RD.	ADDISON		-	
2	АМОСО	2 W. LAKE ST	ADDISON	4026	• 1	
3	АМОСО	21W102 RT. 53 & LAKE ST.	ADDISON	4026	• 2	
4	ANTONJITOS MEXICANOS	617 W. LAKE ST.	ADDISON	4026	• 3	
5	AURILEO'S PIZZA	1455 W. LAKE ST.	ADDISON	4026	• 4	
6	BILLY'S DOGS	52 S. ADDISON RD. & FACTORY	ADDISON	4026	• 5	
7	CAPUTO'S MARKET	588 W. LAKE	ADDISON	4026	• 6	
8	CAR QUEST AUTO PARTS	679 ADDISON RD.	ADDISON	4026	• 7	
9	CITGO GAS	17W532 LAKE ST	ADDISON	4026	• 8	
11	COIN LAUNDRY	524 W. LAKE ST.	ADDISON	4026	• 9	
12	COIN LAUNDRY	30 E. LAKE ST.	ADDISON	4026	• 10	
13	DUNKIN DONUTS	RT. 53 & LAKE ST.	ADDISON	4026	• 11	
14	EL BURITO TAPATIO	606 W. LAKE ST.	ADDISON	4026	• 12	
15	FRANKY'S RESTAURANT	1250 W. LAKE ST.	ADDISON	4026	• 13	
16	GOOD LUCK CHOP SUEY	615 W. LAKE ST.	ADDISON	4026	• 14	
17	GREEN MEADOW CURRENCY E)	507 W. LAKE & MILL	ADDISON	4026	• 15	
18	ІНОР	1671 W. LAKE ST.	ADDISON	4026	• 16	
19	JOHN'S PIZZA	100 E. LAKE ST.	ADDISON	4026	• 17	
20	KEN'S WORLD OF VIDEO	333 N. ADDISON	ADDISON	4026	• 18	
21	LA PLACITA RESTAURNAT	392 W. LAKE ST.	ADDISON	4026	• 19	
22	LAUNDRYMAT	511 N. ADDISON	ADDISON	4026	• 20	
20	1100AOV	DOS NEVENINEDV ALAVE CT		1 40.26	- 21	
"+"	Another View of All Points	Export				
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Be sure to close out any tabs you are in before moving on.

For address corrections and outlet updates:

- From the main menu go to Locations-Active
- Under the points details tab put in the point number of the outlet in **Find Point box** and press down the enter key. Be sure to verify the outlet before making any changes.

You may also add a drop, remove a drop or inactivate an outlet in this screen. Notify your district representative of any changes.

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н	lome				۲
e-PDS	Point Details 😑 Points				×
	Route / Stop	nactivate Find Point:			
Point ID	1	Contact Name			
Name	America s Grocery	• Phone		 OUT #	
Address	445 S. ADDISON RD.	Fax		6206	
Address 2		Cate ID gro	*		
City	ADDISON -	Market ID NA	- TurnAround	1; 🗆	
State	IL Const		.32.		
Zip	60101				
Public	Rack Pocket Drop	Delivery	Restocking Info	i [
ation	Type ID Location	Date Rec Act	Last Times Total	Recomd	
Apts 🛾	VA • EXIST •	4/1/2010 5 5	0 0 0	5 1	
Cars	VA - EXIST -	4/8/2010 4 4	0 0 0	0 1	
	Add a Drop	Re	move a Drop		

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Be sure to close out any tabs you are in before moving on.

To enter returns go to **Routes** in the main menu:

- Put the curser in your district column
- Click on **Data Entry Route Sheet** button located on bottom right

Ca	17 - (21 -) +	e-PDS	_ = X
	Home		۲
e-PD	DS 🔳 Routes		×
ID R	oute Name	Driver	
1023	05	NA ·	
4099	Michigan Ave	NA	
4001	Route 01	ANTHONY WALKER •	
4002	Route 02		
4003	Route 03	JOHN CAMPBELL •	
4004	Route 04	open route 🔹	
4005	Route 05	DANIEL HENDRYCH •	
4006	Route 06	DEBBY REIMER 🔹	
4007	Route 07	DON MELTON •	
4008	Route 08	DON SALA 🔹	
4009	Route 09	ELIZABETH WILLIAMS 🔹	
4010	Route 10	DONALD GIBBS •	
4011	Route 11	GUS HARITOS •	
4012	Route 12	DANIEL HENDRYCH 🔹	
4013	Route 13	HERSHYL EDWARDS 🔹	
4014	Route 14	LEILA LANFORD ·	
4015	Route 15	JAMES COLLINS •	
4017	Route 17	JOE ROTH •	
Add	"+" Kanon Ka	Route Export a Route	
	Print Route Sheets		
0 A	All Routes Review Points for Route	Resequence Data Entry the Drops Route Sheet	
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Return entry cont:

- The Data Entry for Route Sheet box will appear
- Check the box for the publications that need returns keyed and press process

C	19 · (21 ·) =				e-PDS			- 🗝 X
	Home							0
e-PD	DS 🔄 Routes			Data Entry for Route	Sheet		x	×
ID R	oute Name		Driver	,				
1750	03		PLAINFIELD	PubName	Date e	ntry ?		
3372	03		ST. CHARLES	Apartments				
1642	04		ELGIN	Cars				
719	04		ANTHONY V	Todays Chicago Wome	n			
1644	05		ELGIN	Michigan Ave				
1023	05		KENOSHA	Trib Local Zone 01			-	
724	26		SUGAR GRO	Trib Local Zone 02				
4099	Michigan Ave		NA	Trib Local Zone 03			-	
4001	Route 01		ANTHONY V	Trib Local Zone 04		<u> </u>	-	
4002	Route 02		ANTONIO G	Trib Local Zone 05				
4003	Route 03		JOHN CAMP	Trib Local Zone 06		<u> </u>	-	
4004	Route 04		open route	Trib Local Zone 00		<u> </u>		
4005	Route 05		DANIEL HEN	Trib Local Zone 07		<u> </u>		
4005	Route 06		DEBBY REIN			<u> </u>		
4007	Route 07			Trib Local Zone U9				
4008	Route 08			Trib Local Zone 10				
4009	Route 10			Trib Local Zone 11				
4010		12	DONALD GI	Trib Local Zone 12				
	+	W		Trib Local Zone 13				
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Return entry cont:

- Put the curser in the blue Act: column
- Enter F2 if there are 0 returns and the net sale will be computated
- Enter F4 and the curser will move to the pickup column and you can enter the return number
 - \circ $\,$ Then press down on the enter key 3 times to get to the next location
- The restock field is copies that are in addition to the original (Rec) draw order you will not need to put anything in this field

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for Route	2:		03							10	8
St	op	Pointub		Rec:	Act:	Pickup:	Restock:	Times:	Tot Rest:	Recommd Restock:	=
1	4	L4 Apt	s	5	-1	0	0	2		5	
1	4	L4 Car	s	15	-1	0	0	0	0	0	
2	4)8 Apt	s	5	-1	0	0	0	0	5	
2	4	08 Car	s	5	-1	0	0	0	0	0	
5	4	L5 Car	s	5	-1	0	0	0	0	0	
5	4	L5 Apt	s	5	-1	0	0	0	0	5	
6	4	LO Apt	s	5	-1	0	0	0	0	5	
6	4	LO Car	s	5	-1	0	0	0	0	0	
7	24	58 Car	s	5	-1	0	0	0	0	0	
7	24	58 Apt	s	5	-1	0	0	0	0	5	
8	24	30 Car	s	4	-1	0	0	0	0	0	
8	24	30 Apt	s	3	-1	0	0	0	0	3	
9	4	22 Apt	s	5	-1	0	0	0	0	5	
9	4	22 Car	s	5	-1	0	0	0	0	0	
10	4	37 Car	s	5	-1	0	0	0	0	0	
10	4	37 Apt	s	5	-1	0	0	0	0	5	
12	4	26 Car	s	10	-1	0	0	0	0	0	
12	4	26 Apt	s	5	-1	0	0	0	0	5	
13	24	76 Car	s	4	-1	0	0	0	0	0	
13	24	76 Apt	s	3	-1	0	0	0	0	3	
14	4	L2 Apt	s	5	-1		0	0		5	
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Be sure to close all pages open before exiting and log out of program when finished working.

It is very important that you log out from the start button.

Find your Printer

🝓 Printers and Faxes										
<u>File E</u> dit <u>V</u> iew F <u>a</u> vorites <u>T</u> ools	Help									
🕝 Back 👻 🕣 😴 խ Search 🌔 Folders 🛛 🔛 🗸										
Address 🍓 Printers and Faxes										
	Name 🔺	Documents	Status	Commen						
Printer Tasks *	HP Laser Jet P1006	0	Ready							
	Microsoft Office Document Image Wr	0	Ready							
Add a printer	Since the set of the s	0	Ready							
Server properties	licrosoft XPS Document Writer	0	Ready							
Set up faxing	Samsung ML-2010 Series	0	Offline							

Put your mouse over the printer you want to use to print Route Sheets & click the Right Mouse button – then select properties - then select the 3^{rd} tab Ports like below

¥	HP Lase	erJet	P10	06 Pro	perties											
G	eneral	Shari	ng l	Ports	Advanced	I Color Ma	anagem	ent	Secur	ity	Dev	rice S	Settir	ngs	Abou	t
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	Print to th checked	he foll I port.	owing	g port(s)	. Documen	ts will print t	to the fir	st fre	e							
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Click Both check boxes like above and then click LPT3: like above.

You need to do this so that your printer driver can connect with the e-PDS Server driver