Uninstall and Install

LOGGED INTO YOUR PC AS ADMINISTRATOR

UNINSTALL:

1. Locate your computer's 'Control Panel'
4. Open 'Programs and Features'
5. Scroll down and locate ATS Desktop in the list (list is alphabetical – if not, click on heading Name to sort by file name)
6. Click ONCE on ATS Desktop
7. Right click - select Uninstall

INSTALL

1. Log out of FasTrax
2. Using **INTERNET EXPLORER**

    go to

http://www.ezfreight.net/Desktop/

3. top right, click on Downloads
4. click on 'ATS Desktop Client 4'
4. Go through the motion of install.
5. Close internet webpage
6. Log into FasTrax

UPDATING ALL FORMS

Locate 'ATS Desktop' in your computer's C drive
Click once on 'ATS Desktop'
    Big gray screen will open
Top left, click on 'Configuration'
Click on tab
     'Update ATS Desktop Client from Internet'
Bottom of that screen
Click once on 'Update Forms'

It will go through the motions of updating your forms – this may take a few minutes to complete.
When completed, close ATS Desktop Print

Selecting particular printer PER form

Open ATS Desktop 4 located in the C drive of specific computer
Big gray screen displays

Top left, select Files
   In dropdown menu, select Reports and Forms
      In the open grid, scroll down until you locate the specific document to set
Click once on that particular cell line in grid
Scroll to right until you see column 'Printer'
Click that cell, then click on arrow.
Select correct printer.

On bottom, select the check mark to post the edit
Close ATS Desktop

INSTRUCTIONS TO APPLY SIGNATURE TO ATS DESKTOP DOCUMENT FORMS
Next 2 pages

Write down the desired signature. Example: Cynthia Speck
Scan and save it to your computer as a jpg in your Documents folder.
Make sure to call it signature.jpg
Open document with Photo Gallery

Perform CROP
Select Properties (upper left)
Select Resize
Change to Smaller
Upper right, Close File
Reopen but this time with Paint
Upper left, select Resize
Change Horizontal to 35
Click OK and Save

Test in ATS Desktop using below instructions.

You may have to reduce the size again

Locate 'ATS Desktop' in your computer's C drive
Click once on 'ATS Desktop'
    Big gray screen will open
Top left, click on Files
Select 'Reports and Forms'
Form list displays:
Click on the row displaying 7501_NEW
      NOTE: the signature has to be set PER each form the signature needs to print
on.
Scroll to the right, to display Signature column.
Click the block for signature - a check mark displays.(see below, figure 1 with
light red arrow details)
To the right, click on diagram for 'Signature Graphic '(see below, figure 1 with
green arrow details)
Click on File Folder (see below figure 2 with blue arrow details, locate and
double click on signature file)
Signature file displays (see below figure 3 with orange arrow details)
Click OK (see below figure 3 with dark red arrow details)
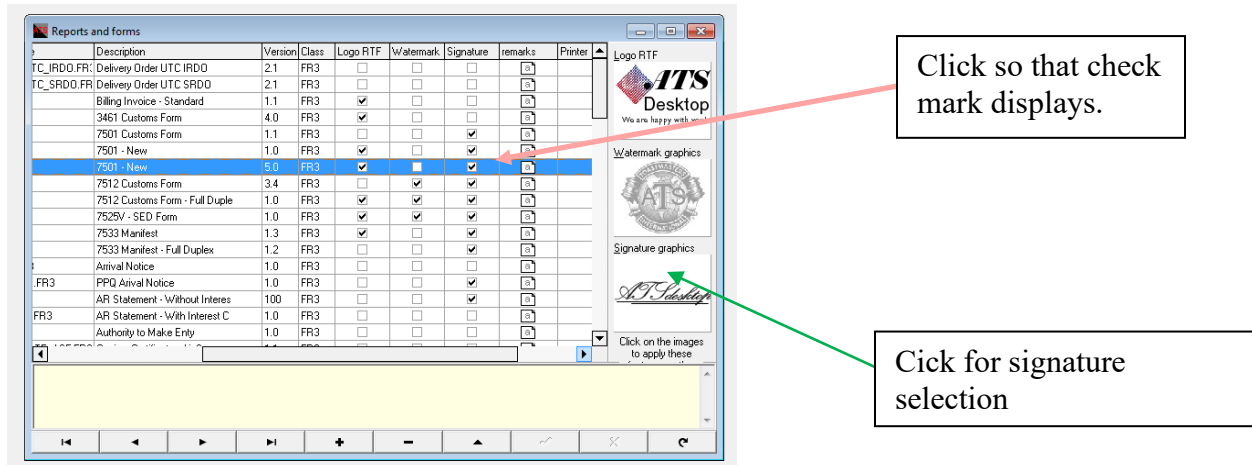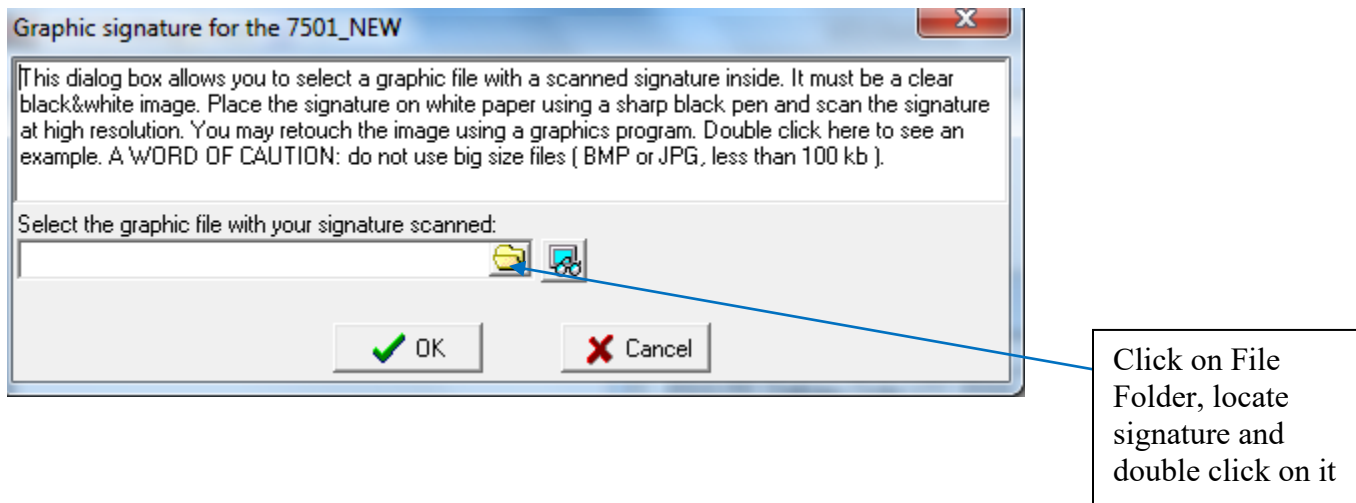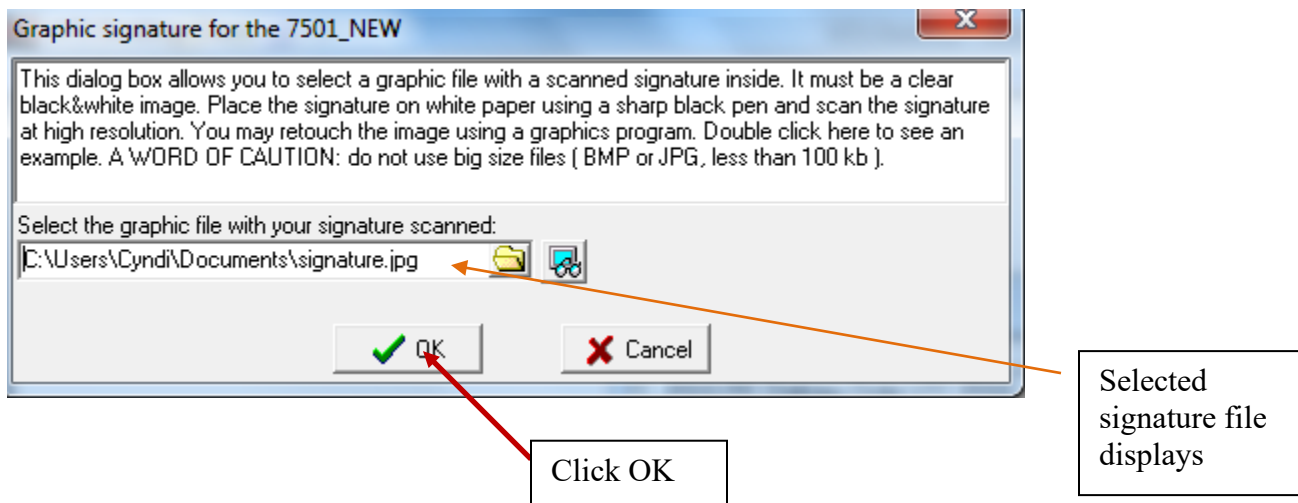Close ATS Desktop
Print a 7501

FIGURE 1

Click so that check mark displays.

Cick for signature selection

FIGURE 2

Click on File Folder, locate signature and double click on it

FIGURE 3

Selected signature file displays

Click OK

FasTrax EXPLANATION OF D for Desktop Modify Line

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Will you be (P)rinting, (E)mailing, (S)aving, (A)ny of the above or (D)eferred?

     P = print pdf immediately to laser
     E = invoke email (the pdf form will be an attachment)
     S = save pdf for later printing – this is a good feature for if you need to
             email 2 different documents
     A = invokes a screen that allows you to:
                 Print pdf
                 Email pdf
                 Save pdf
                 Modify amount of copies
                 Select a printer OR set a designation printer
                 Preview pdf form
     D = save pdf and send later with NEXT document printing or emailing
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