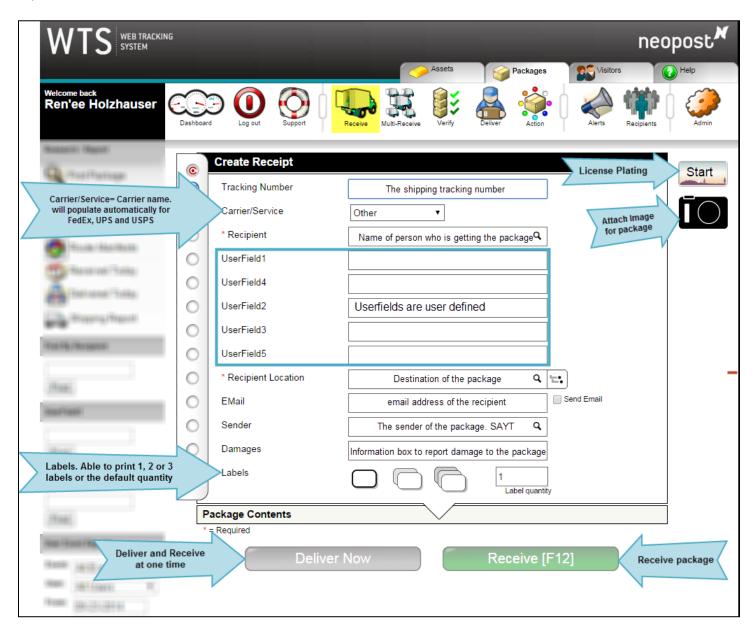# RECEIVING PACKAGES USING WTS

## Receive Screen

This screen is used to receive packages into WTS. These fields are fully customizable and might not appear the same in every system. Some can be removed and **all** can be renamed.

This is done thru the tool-bar->admin->customize field names menu. If you need a change and you are not an administrator please request this of the administrator to make the changes.

Here is a basic breakdown of each field for the default setup. Below are the other fields and their description that can be implemented on the Receive screen.

## Receiving Screen Options

Here are all the options with the description of each field on their default, unchanged values. Some fields have a feature called **SAYT** which means each **Search As You Type**.

To enable or customize the field names available go to **Admin/Customize Field Names** (under Package Tracking Settings)
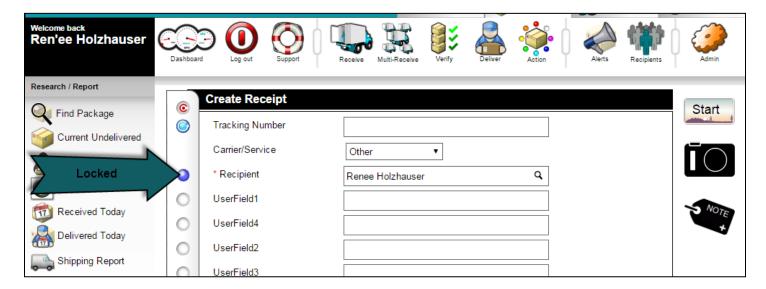
**\*denotes SAYT field**

- **Tracking Number** - The shipping Tracking number. This is a required field
- **\* Recipient** –These people that will be receiving the package. This is a required field This is built within the **tool-bar >recipient button**.
- **\* Recipient Location** - You can also access the recipient tree to choose a recipient from a menu. This is commonly the destination of the package. Usually an office or a building. This is a required field. This is built in the **tool-bar >admin >recipient location.**
- **\* Storage Location** - This is typically where the package will sit or be stored when en route to a recipient such as a storage closet or a warehouse
- **UserField1-Userfield5** -User defined field.
- **UserField6-Userfield7**- Date specific field.
- **\* My List** - Informational field that pertains to a package. This can be build in **tool-bar >admin >data >Maintain Mylist Values**
- **\* My List2** - Informational field that pertains to a package. This can be build in **tool-bar >admin >data >Maintain Mylist Values**
- **E-Mail**- Can assign an e-mail to a package. Used to issue out e-mails to recipients or managers when status of package is changed or delivered
- **Cell**- Cell number. Can be used to send SMS text messages when status of package is changed or delivered
- **Description** - Description of package. Typically just for informational purposes
- **\* Consignor** - Person who sent package. Shows as Sender on Receive screen. **Built into Admin menu: tool-bar >admin >Senders section**
- **Damages** - Informational box to report any damages to package
- **Charges** - Applies charges to package. This will update when you input the weight below. There is also an override option to allow you to set your own charge, ignoring the admin settings. The weights and charges can be set in the
- **Weight** - Weight of package. This could affect the charge field above. Can be customized in the
- **Mailbox Number** - Assigns a mailbox number.
- **Labels** - prints a label. You can specify a quantity.
- **Package Contents** - Simply allows you to add further fields to track package contents and status of contents such as perishable or breakable. This an area that can be enabled in **main tool-bar >admin >package tracking settings >customize field names.**
- **Deliver Now** - Changes the package status immediately to delivered.
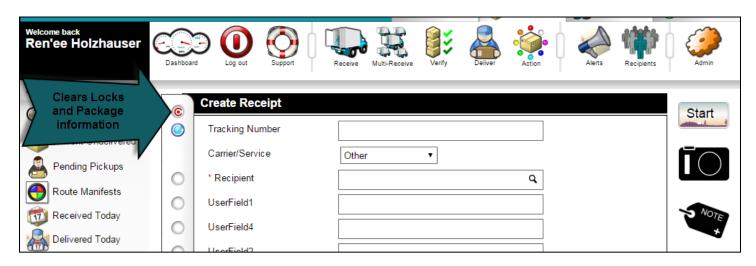- **Receive** - Saves the package in the system as received.

There are also radio buttons to the left of each field (the circles). These can be selected if you wish to hold the data when receiving multiple packages on the Receive screen. Simply click each radio button next to the data you wish to keep and when you receive or deliver the package, the next time you return to the receive package screen, your data will still be there.



There is a radio button with a red "C", it will reset all data and clear the locked fields.
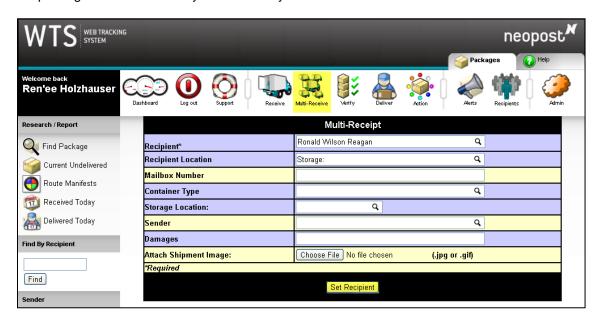
# Multi-Receive Screen

This screen allows you to receive multiple packages after setting the recipient. Once the Recipient is set you can start scanning and a list will be created of the packages. After you can choose group deliver if you would like to deliver all or some of the packages or change their status. If you do not choose to do anything further move on to another screen and the packages will automatically save to the system.

# Verify Screen

This screen is for quick receiving scanning the tracking number and assigning the carrier only and making a list of received packages. These packages will not have recipients yet. This is mainly used for scanning in packages that have come in at the shipping dock.