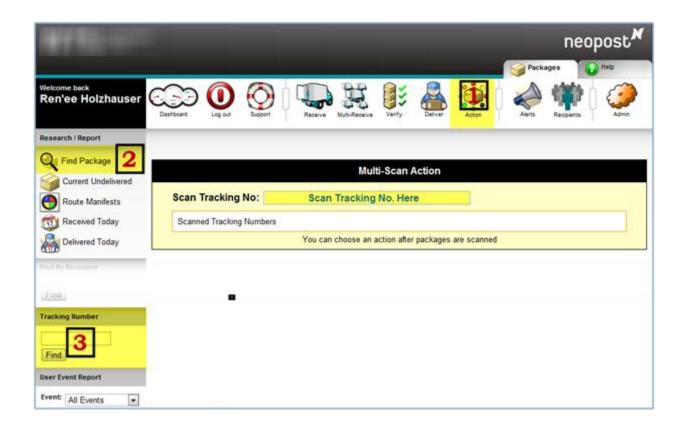
STATUS CHANGE or DELIVERING PACKAGES

*These steps are for once a package has been verified or received. If package has only been verified and need to enter information about the package please receive it first before going on.

Change Status of Package

You will need to search the package by either:

- 1. Click on Action and Scan or Enter the Tracking No.
- 2. Find Package
- 3. Using the search field Tracking No. and Scan or Enter the Tracking No.

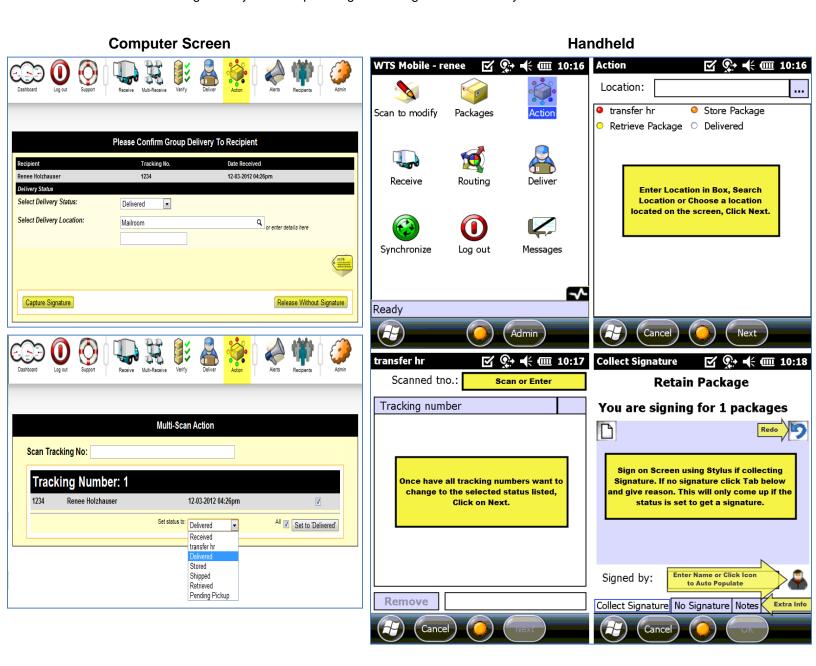


Action Screen

Once the package has been found it will have a status (received, verified, etc.). To change the status, use the drop down menu to change to the status and then Set the status. This can be done on the handheld also but the actions listed will be the ones that the admin sets for the handheld, not all statuses will be present.

If you are changing multiple packages scan all packages in at once then choose the status you want and check the All Box. Then Set to the status noted.

If status is to include a signature you will capture signature or give a reason why one was not received.

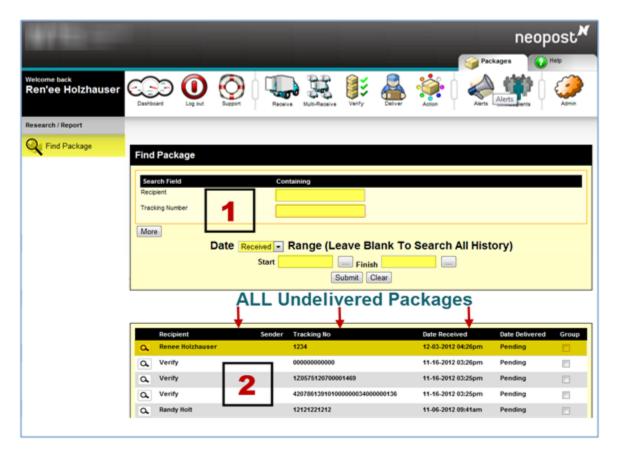


Find Package Screen

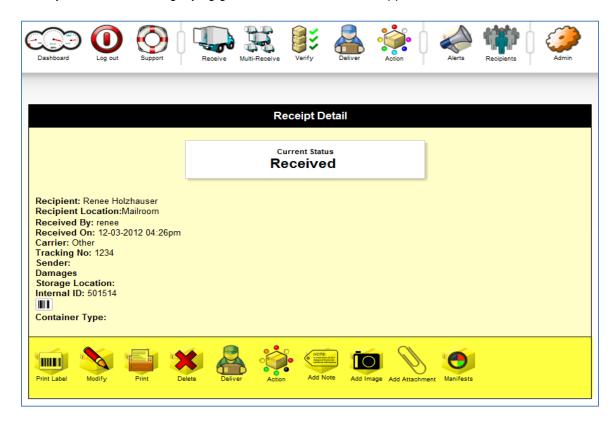
You can enter Information for package by:

- 1. Using the search fields to find the package. The search it will bring up all valid packages
- 2. Below the Search Field are all undelivered packages information.

Click on the magnifying glass to change the status.



Once you click on the magnifying glass the screen below will appear.



Here you can:

Print Label- Reprint the label for the package at its current status

Modify- Change the receiving information for the package

Print- Print a document with all the packages information

Delete- Delete the package from the system

<u>Deliver</u>- Deliver the package to a recipient using only the statuses for delivered

<u>Action</u>- Change the status of the package (like a transfer)

Add Notes - Add notes to the package

Add Image - Add or take a picture of the package

Add Attachment- Add document/file that pertains to the package

Delivering Package

Once a package has been received, it can be delivered. Unlike receiving (which can only happen once until a package has been delivered) it is possible to deliver a package as many times as required and build a history of deliveries. Deliveries can be handled in several ways:

- 1. Using a hand-held device connected to the MOBILE Web Application
- 2. At a delivery location terminal using the Web Application

In each case, the delivery process is the same.

First choose the Deliver option, get the recipient to where a signature can be capture and have them sign, or by selecting a no-signature reason and last mark the package as delivered by accepting the details. This marks the package as delivered. It may be re-delivered if it is taken to another location, there is no need to re-receive the package as it has not left the organization, just scan the package and re-deliver.



