

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.

The screenshot displays the neopostX web application interface. At the top right, the logo 'neopost^X' is visible. Below it, a navigation bar includes links for 'Packages' and 'Help'. A secondary navigation bar features icons for 'Dashboard', 'Log out', 'Support', 'Receive', 'Multi-Receive', 'Verify', 'Deliver', 'Action' (highlighted in yellow), 'Alerts', 'Recipients', and 'Admin'. On the left side, a sidebar shows a 'Welcome back Ren'ee Holzhauser' message and a 'Research / Report' section with links for 'Find Package' (marked with a red '2'), 'Current Undelivered', 'Route Manifests', 'Received Today', and 'Delivered Today'. Below this is a 'Find By Barcode' section with a 'Find' button. Further down is a 'Tracking Number' section with a text input field (marked with a red '3') and a 'Find' button. At the bottom, there is a 'User Event Report' section with an 'Event' dropdown menu set to 'All Events'. The main content area is titled 'Multi-Scan Action' and contains a form with a 'Scan Tracking No:' label, a text input field containing 'Scan Tracking No. Here', and a 'Scanned Tracking Numbers' label above a larger text input field. A note at the bottom of the form states, 'You can choose an action after packages are scanned'.

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.

Computer Screen

Dashboard

Log out

Support

Receive

Multi-Receive

Verify

Deliver

Action

Alerts

Recipients

Admin

Please Confirm Group Delivery To Recipient

Recipient	Tracking No.	Date Received
Renee Holzhauser	1234	12-03-2012 04:26pm

Delivery Status

Select Delivery Status:

Delivered

Select Delivery Location:

Mailroom

Capture Signature

Release Without Signature

Dashboard

Log out

Support

Receive

Multi-Receive

Verify

Deliver

Action

Alerts

Recipients

Admin

Multi-Scan Action

Scan Tracking No:

Tracking Number: 1

1234	Renee Holzhauser	12-03-2012 04:26pm	<input checked="" type="checkbox"/>
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Set status to:

Delivered

Received

transfer hr

Delivered

Stored

Shipped

Retrieved

Pending Pickup

All ☒

Set to 'Delivered'

Handheld

WTS Mobile - renee

10:16

Scan to modify

Packages

Action

Receive

Routing

Deliver

Synchronize

Log out

Messages

Ready

Admin

Action

10:16

Location:

transfer hr

Store Package

Retrieve Package

Delivered

Enter Location in Box, Search Location or Choose a location located on the screen, Click Next.

Cancel

Next

transfer hr

10:17

Scanned tno.:

Scan or Enter

Tracking number

Once have all tracking numbers want to change to the selected status listed, Click on Next.

Remove

Cancel

Next

Retain Package

10:18

You are signing for 1 packages

Sign on Screen using Stylus if collecting Signature. If no signature click Tab below and give reason. This will only come up if the status is set to get a signature.

Signed by:

Enter Name or Click Icon to Auto Populate

Collect Signature

No Signature

Notes

Extra Info

Cancel

OK

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.

neopost^N

Welcome back
Ren'ee Holzhauser

Research / Report

Find Package

Find Package

Search Field Containing

Recipient

Tracking Number

More

Date Received Range (Leave Blank To Search All History)

Start Finish

Submit Clear

ALL Undelivered Packages

Recipient	Sender	Tracking No	Date Received	Date Delivered	Group
Ren'ee Holzhauser		1234	12-03-2012 04:26pm	Pending	<input type="checkbox"/>
Verify		000000000000	11-16-2012 03:26pm	Pending	<input type="checkbox"/>
Verify		120575120700001469	11-16-2012 03:25pm	Pending	<input type="checkbox"/>
Verify		420786139101000000034000000136	11-16-2012 03:25pm	Pending	<input type="checkbox"/>
Randy Holt		12121221212	11-06-2012 09:41am	Pending	<input type="checkbox"/>

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

Receipt Detail

Current Status
Received

Recipient: Renee Holzhauser
Recipient Location: Mailroom
Received By: renee
Received On: 12-03-2012 04:26pm
Carrier: Other
Tracking No: 1234
Sender:
Damages
Storage Location:
Internal ID: 501514
Container Type:

Print Label Modify Print Delete Deliver Action Add Note Add Image Add Attachment Manifests

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

Deliver- Deliver the package to a recipient using only the statuses for delivered

Action- 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.

