

- Dashboard
- Find Package
- Current Undelivered
- Route Manifests
- Received Today
- Delivered Today

Create Receipt

Tracking Number

Carrier / Service

Recipient

Recipient Location

Email Send Email?

Phone Number

Description

Sender Send Text Message?

Damages

Label Quantity

Deliver Now
Receive (F12)

Find by Recipient

Find by Tracking Number







User Event Report

All Events ▼

All Users ▼

From 02-16-18 ⋮

To ⋮

-  Dashboard
-  Find Package
-  Current Undelivered
-  Route Manifests
-  Received Today
-  Delivered Today

Find by Recipient

Search

Find by Tracking Number

Search

User Event Report

All Events ▾

All Users ▾


From
02-16-18 ⋮


To ⋮


Find

Multi-Receipt

Recipient* 







Recipient Location* 

Storage Location 

Mailbox Number 

Sender

Send Email?

-  Dashboard
-  Find Package
-  Current Undelivered
-  Route Manifests
-  Received Today
-  Delivered Today

Find by Recipient

Search

Find by Tracking Number

Search

User Event Report

All Events ▾

All Users ▾

From 02-16-18 ⋮

To ⋮

Find

Verify-Scan Receipt For: Verify

Carrier

Scan Tracking No.

Tracking Number: ()

- Dashboard
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- Delivered Today

Find by Recipient

Search

Find by Tracking Number

Search

User Event Report

All Events

All Users

From 02-16-18

To

Find

Modify Receipt

Tracking Number

Carrier/Service

Recipient*

Recipient Location*

Storage Location

Sender

Damages

Label Quantity

Deliver Now
Update Recipient [F12]



- Dashboard
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- Delivered Today

Find by Recipient

Search

Find by Tracking Number

Search

User Event Report

All Events

All Users

From 02-16-18

To

Find

Items Pending Delivery

Recipient*

Mailbox Number

Badge ID

Storage Location

Recipient Location

Route

Delivery Status

Source

Submit

	Recipient	Tracking Number	Status	Status Changed	Group All	Actions
	Ron Long	89818591561	Verified	02/19/2018 09:10:36	<input type="checkbox"/>	
	Jane Doe	89818591561	Received	03/14/2018 09:37:32	<input type="checkbox"/>	
	Jane Doe	35189155158	Received	01/19/2018 17:10:48	<input type="checkbox"/>	

- Group Deliver
- Group Modify
- Group Label Print

Report Title

Choose source

Printable Version

Export as .CSV

Export as .XLSX

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Find by Recipient

Search

Find by Tracking Number

Search

User Event Report

All Events

All Users

From 02-16-18

To

Find

Items Pending Delivery Filter

Recipient

Mailbox Number

Badge ID


Source

Submit

- Recipient
- Ron Long
 - Jane Doe
 - Jane Doe

Current Status

Actions

Recipient	Carrier
Recipient Location	Tracking Number
Cell	Description
Email	Sender
Received By	Damages
Received On	Storage Location
	Internal ID

Click to see full scanned barcode

Notes

- Print Label
- Modify
- Print
- Delete
- Deliver
- Action
- Notes/Images/Attachments
- Manifests
- Emails

Select All

Select Group

<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

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Find by Recipient

Search

Find by Tracking Number

Search

User Event Report

All Events

All Users

From 02-16-18

To

Find

Confirm Delivery to Recipient

Add Note

Recipient

Recipient Location

Cell

Email

Received By

Received On

Carrier

Tracking Number

Description

Sender

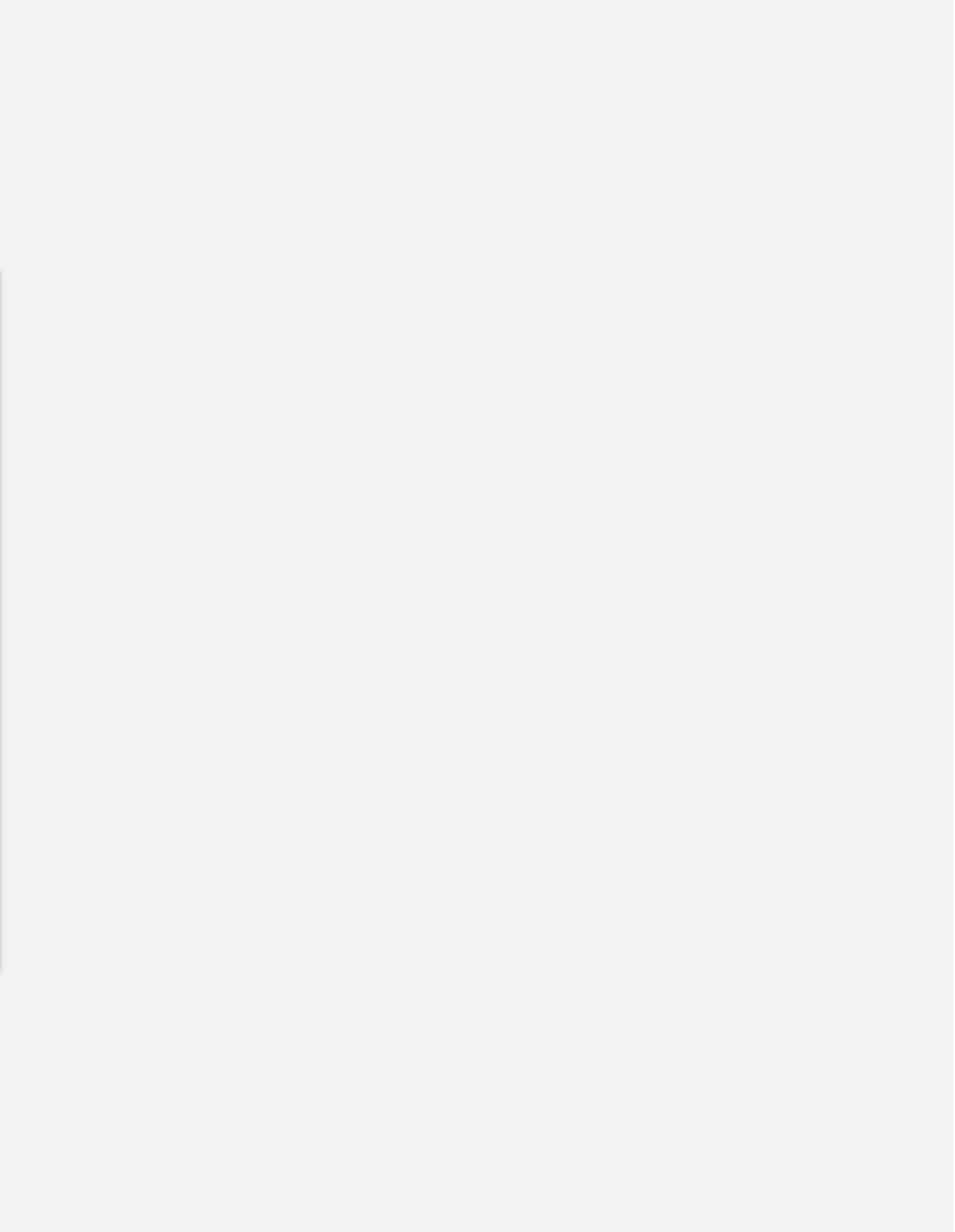
Select Package Status

Select Delivery Location

- Received
- Delivered
- Stored
- Shipped
- Retrieved**
- Pending Pickup
- Pending Approval
- Declined Pickup
- Picked

Capture Signature

Release Without Signature



- Dashboard
- Find Package
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- Received Today
- Delivered Today

Modify Receipt

Tracking Number

Carrier/Service

Recipient*

Recipient Location*



Find by Recipient

Find by Tracking Number

User Event Report

All Events







All Users

From 02-16-18

To

Choose recipient location from tree

- Dale Swanson
- Phoenix Warehouse
- Phoenix Garage
- Phoenix Office
- Mark Kleppint
- Chandler Warehouse
- Chandler Garage
- Chandler Office

-  Dashboard
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Find by Recipient

Find by Tracking Number

User Event Report

All Events ▾

All Users ▾

From 02-16-18 ⋮

To ⋮

Add Note

Note

Add Image

File

Name*

Description







Add Attachment File

File

Name*

Description

 Receive  Multi-Receive  Verify  Deliver  Action  Alerts  Recipients  Admin

-  Dashboard
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-  Delivered Today

Find by Recipient

Search

Find by Tracking Number

Search

User Event Report

All Events ▾

All Users ▾







From 02-16-18 ⋮

To ⋮

Find

Modify Receipt

Route	Packages	Delivered	Removed	Date	Status	History
-------	----------	-----------	---------	------	--------	---------

-  Dashboard
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-  Received Today
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Find by Recipient

Find by Tracking Number

User Event Report

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From 02-16-18 ⋮

To ⋮

Add New Alert

Tracking Number

Recipient

Sender


Carrier

Message

Start Date

Expiry Date

Re Assign To

 Tracking No.	Recipient	Sender	Carrier	Reassign

- Receive
- Multi-Receive
- Verify
- Deliver
- Action
- Alerts
- Recipients
- Admin

- Dashboard
- Find Package
- Current Undelivered
- Route Manifests
- Received Today
- Delivered Today

Find by Recipient

Search

Find by Tracking Number

Search

User Event Report

All Events

All Users

From 02-16-18

To

Find

Recipients

Search Recipients



- « A B C D E F G H I J K L M N O P Q R S T U V W X Y Z »



Recipient	Location	Mailbox Number	Classification
Adam Driver	Phoenix		

Receive a package for this recipient

- Dashboard
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- Delivered Today

Find by Recipient

Search

Find by Tracking Number

Search

User Event Report

All Events

All Users

From 02-16-18

To

Find

Add Recipient

Recipient*	<input type="text" value="Enter recipient"/>	County Code	<input type="text" value="Enter code"/>
Department	<input type="text" value="Enter department"/>	<input type="checkbox"/> Use forwarding label for this address	
Cost Center	<input type="text" value="Enter cost center"/>	Room	<input type="text" value="Enter room"/>
Company	<input type="text" value="Select location"/>	Email	<input type="text" value="Enter email"/>
Recipient Location	<input type="text" value="Search location"/>	<input checked="" type="checkbox"/> Send email on receipt	
Address	<input type="text" value="Enter address"/>	Phone	<input type="text" value="Enter number"/>
	<input type="text" value="Enter address"/>	Cell Phone	<input type="text" value="Enter number"/>
City	<input type="text" value="Choose city"/>	<input checked="" type="checkbox"/> Send text message on receipt	
State	<input type="text" value="Choose state"/>	Fax	<input type="text" value="Choose fax"/>
Zip	<input type="text" value="Choose zip"/>	Recipient ID	<input type="text" value="Select recipient"/>
		Mailbox No.	<input type="text" value="Enter number"/>
		Classification	<input type="text" value="Enter classification"/>

Y Z »

Classification

Receive a package for this recipient