

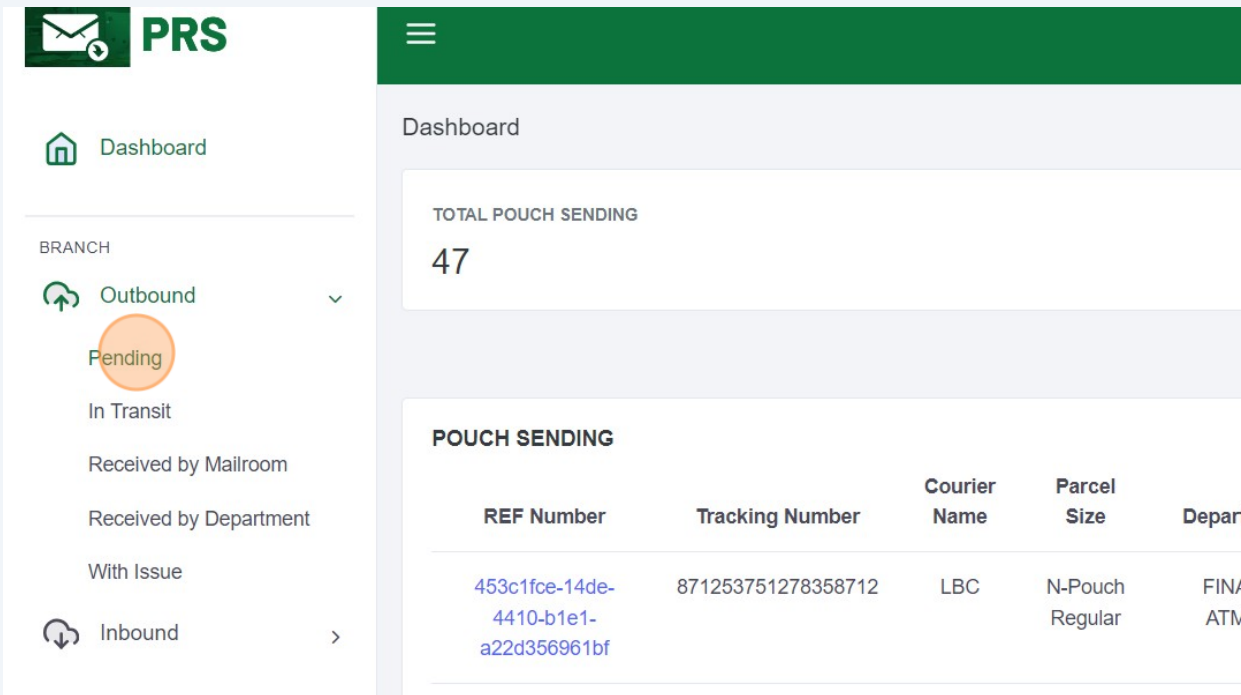
Create Pouch with one or more Items inside.

1 Click "Outbound"

The screenshot shows the PRS (Post and Return System) dashboard. On the left, a sidebar menu includes 'Dashboard', 'BRANCH', 'Outbound' (highlighted with an orange circle), and 'Inbound'. The main content area displays a 'Dashboard' with two summary cards: 'TOTAL POUCH SENDING' with a value of 47, and 'TOTAL POUCH RECEIVING' with a value of 17. Below these is a 'POUCH SENDING' table with the following data:

REF Number	Tracking Number	Courier Name	Parcel Size	Department/s	Sender Name
453c1fce-14de-4410-b1e1-a22d356961bf	871253751278358712	LBC	N-Pouch Regular	FINANCE ATM,MIS	JC DELIZO
bfd47788-9173-4e73-876e-a9888ead79fa	123456789	LBC	N-Pouch Regular	FINANCE ATM,ADA	SHAIRA JOY SAJULGA/OIC'S NAME
3ecc43c1-743f-	23456789345678	LBC	N-Pouch	MIS,DVCD	JUAN DELA CRUZ

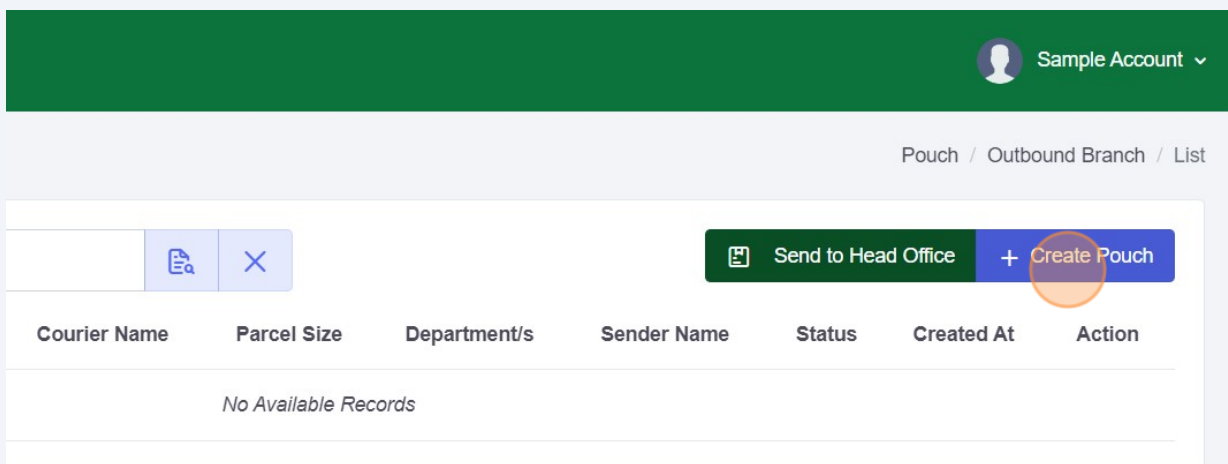
2 Click "Pending"



The screenshot shows the PRS dashboard interface. On the left, there is a sidebar with a 'BRANCH' section containing several options: 'Outbound', 'Pending', 'In Transit', 'Received by Mailroom', 'Received by Department', 'With Issue', and 'Inbound'. The 'Pending' option is highlighted with an orange circle. The main dashboard area displays a 'TOTAL POUCH SENDING' card with the value '47'. Below this is a 'POUCH SENDING' table with the following data:

REF Number	Tracking Number	Courier Name	Parcel Size	Depar
453c1fce-14de-4410-b1e1-a22d356961bf	871253751278358712	LBC	N-Pouch Regular	FIN/ATM

3 Click "Create Pouch"



The screenshot shows the 'Create Pouch' interface. At the top right, there is a user profile icon and the text 'Sample Account'. Below this, the breadcrumb 'Pouch / Outbound Branch / List' is visible. The main area contains a table with columns: 'Courier Name', 'Parcel Size', 'Department/s', 'Sender Name', 'Status', 'Created At', and 'Action'. The table is currently empty, displaying 'No Available Records'. Above the table, there are two buttons: 'Send to Head Office' and '+ Create Pouch'. The '+ Create Pouch' button is highlighted with an orange circle.

4 Enter the name of receiver.

The screenshot shows a mobile application interface for adding a branch dispatch form. At the top, there is a green header bar with a white hamburger menu icon. Below the header, the title 'Add Branch Dispatch Form' is displayed. The form contains four fields: 'Receiver Name' (a text input field with the placeholder 'Enter Receiver Name' and an orange circle highlighting it), 'Item' (a dropdown menu with 'All Item' selected), 'Department' (a dropdown menu with 'All Department' selected), and 'Quantity' (a text input field with the placeholder 'Enter Quantity').

5 Select type of Item.

The screenshot shows the same 'Add Branch Dispatch Form' as in the previous step. The 'Receiver Name' field now contains the text 'Reggie Alberca'. The 'Item' dropdown menu is open, showing a list of options: 'All Item' (highlighted in blue), 'ATM', 'Confidential Document', 'Document', 'Computer Parts/Accessories', 'Computer Set', and 'Mobile Device'. The 'Department' dropdown menu remains open with 'All Department' selected. The 'Quantity' field is still empty.

6 Select the department of receiver.

NCH

Outbound >

Inbound >

Receiver Name

Reggie Alberca

Item

Printer

Department

All Department

Quantity

Enter Quantity

Remarks

7 Enter the number of items.

Inbound >

Item

Printer

Department

MIS

Quantity

Enter Quantity

Remarks

8 Write a detailed description in Remarks then click "Submit".

Inbound

MIS

Quantity

1

Remarks

Brother HP is not Printing

Add Item

Messages 1 Timeline Exceptions Views 9 Route Queries 7 Models 5 Gate 13 Session Request

9 The item is now added inside the pouch!

Add Item

Sender Name *

Enter Sender Name

Tracking Number

Enter Tracking Number

Courier

All Courier

Parcel Size

--SELECT ITEMS--

Leave this blank and the dispatch will be marked as 'PENDING' upon submission

Receiver Name	Department	Item	Quantity	Remarks	Actions
Reggie Alberca	MIS	Printer	1	Brother HP is not Printing	

Submit Cancel

timeline Exceptions Views 9 Route Queries 7 Models 5 Gate 13 Session Request GET outbound-branch/dispatch/create 2MB 38.34ms 8.1.12

10 Click here.

11 Click here to remove the item from the pouch.

the dispatch will be marked as
mission

Receiver Name	Department	Item	Quantity	Remarks	Actions
Mica	MIS	Printer	1	Brother HP is not Printing	

Queries 7 Models 5 Gate 13 Session Request GET outbound-branch/dispatch/create 2MB 38.34ms 8.1.12

12 You can enter as many items as you want.

Sender Name *
Maria San Pedro

Tracking Number
Enter Tracking Number

Courier
All Courier

Parcel Size
--SELECT ITEMS--

Leave this blank and the dispatch will be marked as
'PENDING' upon submission

Receiver Name	Department	Item	Quantity	Remarks	Actions
Chris Buena	MIS	Computer Parts/Accessor	1	Monitor is not turning On	
Mimi Arandia	FINANCE ATM	ATM	1	ATM - Juan dela Cruz	

Submit Cancel

Timeline Exceptions Views 9 Route Queries 7 Models 5 Gate 13 Session Request GET outbound-branch/dispatch/create 2MB 38.34ms 8.1.12

13 Input your name in the "Sender Name" field.

PRS

Dashboard

BRANCH

- Outbound >
- Inbound >

Add Item

Sender Name *

Enter Sender Name

Tracking Number

Enter Tracking Number

Courier

All Courier

Leave this blank and the dispatch will be marked as 'PENDING' upon submission

Receiver Name	Department	Item	Quantity
Chris Buena	MIS	Computer Parts/Accessor	1
Mimi Arandia	FINANCE ATM	ATM	1

14 Click "Submit", the Pouch status will now be "Pending".

Inbound >

Enter Tracking Number

All Courier

Leave this blank and the dispatch will be marked as 'PENDING' upon submission

Receiver Name	Department	Item
Chris Buena	MIS	Computer Parts
Mimi Arandia	FINANCE ATM	ATM

Submit **Cancel**

Messages 1 | Timeline | Exceptions | Views 9 | Route | Queries 7 | Models 5 | Gate 13 | Session | Request