

Department receiving an Item

1 Click "Inbound"

PRs

Dashboard

HEAD OFFICE

- Outbound
- Inbound**

Dashboard

TOTAL POUCH SENDING: 3

TOTAL POUCH RECEIVING: 14

POUCH SENDING

REF Number	Tracking Number	Courier Name	Parcel Size	Department/s	Sender Name	Status	With Issue?	Issue Remarks
b62ea105-7371-45c2-ae7d-bf66c148330b	9123 4560 256	JRS	Extra Small Box	DVCD ENCODER,MIS	PINFRONT TEST	IN TRANSIT	NO	---
c8aafc35-b443-4742-8c19-5a401fe18bd0	9123 4560 300	JRS	Express Letter	MIS	PINFRONT TEST	COMPLETED	NO	---
73282b7b-ccec-48b1-9b56-520e895a62b0	41241324134	LBC	N-Pouch Regular	,DVCD	JUAN DELA CRUZ	IN TRANSIT	NO	---

POUCH RECEIVING

2 Click "In Transit"

The screenshot shows the PRS dashboard. On the left, a sidebar menu includes 'Dashboard', 'HEAD OFFICE', 'Outbound', 'Inbound', 'In Transit' (highlighted with an orange circle), 'Received', and 'Completed'. The main content area displays a 'Dashboard' with two summary cards: 'TOTAL POUCH SENDING' with a value of 3, and 'TOTAL POUCH RECEIVING' with a value of 14. Below these is a table titled 'POUCH SENDING' with columns for REF Number, Tracking Number, Courier Name, Parcel Size, Department/s, Sender Name, and Status. Three rows of data are visible, with the first and third rows having 'IN TRANSIT' status tags.

REF Number	Tracking Number	Courier Name	Parcel Size	Department/s	Sender Name	Status
b62ea105-7371-45c2-ae7d-bf66c148330b	9123 4560 256	JRS	Extra Small Box	DVCD ENCODER,MIS	PINFRONT TEST	IN T
c8aafc35-b443-4742-8c19-5a401fe18bd0	9123 4560 300	JRS	Express Letter	MIS	PINFRONT TEST	COM
73282b7b-ccec-48b1-9b56-520e895a62b0	41241324134	LBC	N-Pouch Regular	,DVCD	JUAN DELA CRUZ	IN T

3 Check and verify the items by clicking the Ref Number.

The screenshot shows the PRS dashboard with a search bar at the top. Below the search bar is a table with columns for Ref #, Item, Department, Quantity, Status, and Remarks. The first row's 'Ref #' is highlighted with an orange circle. The 'Status' column for all items shows 'IN TRANSIT' in a yellow box.

Ref #	Item	Department	Quantity	Status	Remarks
65316cce-f85f-49f3-ba82-715a2c975ca4	Printer	MIS	1	IN TRANSIT	Printer not
b4818f71-c252-4431-8394-f11bf0e01106	ATM	MIS	6	IN TRANSIT	System
93675ad1-837b-44f5-94c4-d60cad032daf	Printer	MIS	2	IN TRANSIT	2 printers are need r
55f52915-a860-445d-bc10-a53ac4a558ab	Document	MIS	2	IN TRANSIT	System
c6ac22f6-3337-48bd-84ef-825979350b6d	Printer	MIS	1	IN TRANSIT	Not pri

4 Go back and click here to choose Actions.

Pouch / Inbound Head Office / List

Department	Quantity	Status	Remarks	Received By	Received At	Action
MIS	6	IN TRANSIT	System Test	---	---	...
MIS	2	IN TRANSIT	2 printers are not printing, need repair	---	---	...
MIS	2	IN TRANSIT	System Test	---	---	...
MIS	1	IN TRANSIT	Not printing	---	---	...

5 Click "Tag as Received"

Department	Quantity	Status	Remarks	Received By	Received At	Action
MIS	6	IN TRANSIT	System Test	---	---	...
MIS	2	IN TRANSIT	2 printers are not printing, need repair	---	---	...
MIS	2	IN TRANSIT	System Test	---	---	...
MIS	1	IN TRANSIT	Not printing	---	---	...
MIS	1	IN TRANSIT	MR Cellphone - Defective	---	---	...

View Details

Tag as Received

6 Click "Proceed"

This record will be tagged as Received. Are you sure you want to proceed?

Proceed Cancel

b4818f71-c252-4431-8394-f11bf0e01106								System Test
93675ad1-837b-44f5-94c4-d60cad032daf								printers are not printing need repair
55f52915-a860-445d-bc10-a53ac4a558ab								System Test
c6ac22f6-3337-48bd-84ef-825979350b6d								Not printing
3fe78c73-040e-41ca-ade4-a5b3ff5cfb92	Mobile Device	MIS	1	IN TRANSIT	MR Cellphone - Defective			
3fe78c73-040e-41ca-ade4-a5b3ff5cfb92	Printer	MIS	1	IN TRANSIT	Not printing			
29e5c580-8871-478d-9744-815c74463e41	Computer Parts/Accessories	MIS	1	IN TRANSIT	Monitor - Not displaying any image			

7 The item is now tagged as "Completed"

Item has been received.

Q Search...

Ref #	Item	Department	Quantity	Status	Remarks	Received By	Received At	Action
453c1fce-14de-4410-b1e1-a22d356961bf	Printer	MIS	1	COMPLETED	Printer not Printing	SAMPLE MIS	Feb 16, 2024 @ 02:10 pm	...
3ecc43c1-743f-4401-bd53-0a865b0b0646	Printer	MIS	1	COMPLETED	Printer not printing	MAILROOM STAGING	Feb 16, 2024 @ 02:15 pm	...
65316cce-f85f-49f3-ba82-715a2c975ca4	Printer	MIS	1	COMPLETED	Printer not Printing	SAMPLE MIS	Feb 23, 2024 @ 01:41 pm	...
7017c66a-89c3-4da4-ab9f-7cd008202bde	Document	MIS	1	COMPLETED	Test	MIS ACCOUNT	Jan 25, 2024 @ 01:46 pm	...
7017c66a-89c3-4da4-ab9f-7cd008202bde	Confidential Document	MIS	2	COMPLETED	Test	MIS ACCOUNT	Jan 25, 2024 @ 01:48 pm	...

Showing 1 to 5 of 5 entries