

# Mailroom: Tagging a Pouch as Received

1 Click "Inbound"

The screenshot displays the PRS Mailroom Dashboard. On the left, a navigation sidebar includes 'Dashboard', 'HEAD OFFICE' with 'Outbound' and 'Inbound' (highlighted with an orange circle), and 'SETTINGS' with 'Dropdown Settings'. The main dashboard area features a green header with a menu icon and a user profile icon. Below the header, four summary cards show: 'TOTAL POUCH SENDING' (64), 'TOTAL POUCH RECEIVING' (8), 'TOTAL NO. OF POUCH WITH ISSUE' (64), and 'TOTAL NO. OF RECEIVED POUCH' (2). The 'MAILROOM CHART' is a donut chart with four segments: 'Completed' (58.8%, orange), 'Received' (25.5%, green), 'With Issue' (9.8%, red), and 'In Transit' (5.9%, blue). A legend to the right of the chart lists 'In Transit', 'Received', 'Completed', and 'With Issue' with corresponding colored dots. The 'BRANCH CHART' area is currently empty.

## 2 Click "In Transit"

The screenshot shows a dashboard interface. On the left is a navigation sidebar with a 'HEAD OFFICE' section containing 'Outbound', 'Inbound', 'In Transit' (highlighted with an orange circle), 'Received', 'Completed', and 'With Issue'. Below this is a 'SETTINGS' section with 'Dropdown Settings'. The main content area is titled 'Dashboard' and features two summary cards: 'TOTAL POUCH SENDING' with a value of 64, and 'TOTAL POUCH RECEIVING' with a value of 8. Below these is a 'MAILROOM CHART' which is a donut chart with four segments: 'In Transit' (5.9%, blue), 'Received' (25.5%, green), 'Completed' (orange), and 'With Issue' (9.8%, red). A legend on the right side of the chart identifies the colors for each status.

| Category              | Value |
|-----------------------|-------|
| TOTAL POUCH SENDING   | 64    |
| TOTAL POUCH RECEIVING | 8     |

| Status     | Percentage |
|------------|------------|
| In Transit | 5.9%       |
| Received   | 25.5%      |
| Completed  |            |
| With Issue | 9.8%       |

## 3 Check the contents of the pouch by clicking its Reference Number.

The screenshot shows a tracking interface. At the top is a search bar with the placeholder text 'Search Tracking Number/ REF #...' and a magnifying glass icon. Below the search bar is a table with the following columns: '#', 'REF Number', 'Tracking Number', 'Courier Name', 'Parcel Size', and 'D'. The table contains three entries. The first entry's 'REF Number' is highlighted with an orange circle. Below the table, it says 'Showing 1 to 3 of 3 entries'.

| # | REF Number                           | Tracking Number | Courier Name | Parcel Size     | D |
|---|--------------------------------------|-----------------|--------------|-----------------|---|
| 1 | 93675ad1-837b-44f5-94c4-d60cad032daf | 123456789345678 | LBC          | N-Pouch Regular | M |
| 2 | 035dfcfa-c1f8-445f-b462-05c732c5247d | 9123 4560 255   | JRS          | Express Letter  |   |
| 3 | 5aa78bc-9dd0-49cb-bdf8-8d04e82fa28d  | 9123 4560 139   | JRS          | Express Letter  |   |

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Check if the actual contents of the pouch match the contents of the pouch in the Pouch Receiving System.

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Click "In Transit" to go back to the pouch list or click "Back" button of the browser.

**Inbound Head Office Details**

#93675ad1-837b-44f5-94c4-d60cad032daf

**Tracking #:** 123456789345678  
**Tracking Date:** February 01, 2024  
**Parcel Size:** N-Pouch Regular  
**Courier:** LBC  
**Recipient:** HEAD OFFICE

**Sent From:** TARLAC  
**Sender Name:** JUAN DELA CRUZ  
**Sent By:** BRANCH STAGING  
**Status:** IN TRANSIT  
**Remarks:** ---

| Item    | Department  | Quantity | Status     | Remarks                  |
|---------|-------------|----------|------------|--------------------------|
| Printer | MIS         | 2        | IN TRANSIT | 2 printers are not print |
| ATM     | FINANCE ATM | 2        | IN TRANSIT | ATM - JuanATM - Ped      |

## 6 Click here to choose an Action.

Pouch / Inbound Head Office / List

| Courier Name | Parcel Size     | Department/s    | Sender Name    | Mailroom Status | Department Status | Created At              | Action |
|--------------|-----------------|-----------------|----------------|-----------------|-------------------|-------------------------|--------|
| LBC          | N-Pouch Regular | MIS,FINANCE ATM | JUAN DELA CRUZ | IN TRANSIT      | 0 / 2             | Feb 01, 2024 @ 09:07 am | ...    |
| JRS          | Express Letter  | MIS             | PINFRONT TEST  | IN TRANSIT      | 0 / 1             | Jan 25, 2024 @ 02:55 pm | ...    |
| JRS          | Express Letter  | MIS             | PINFRONT TEST  | IN TRANSIT      | 0 / 2             | Jan 25, 2024 @ 01:39 pm | ...    |

## 7 Click "Tag as Received"

| Parcel Name     | Department/s    | Sender Name    | Mailroom Status | Department Status | Created At              | Action |
|-----------------|-----------------|----------------|-----------------|-------------------|-------------------------|--------|
| N-Pouch Regular | MIS,FINANCE ATM | JUAN DELA CRUZ | IN TRANSIT      | 0 / 2             | Feb 01, 2024 @ 09:07 am | ...    |
| Express Letter  | MIS             | PINFRONT TEST  | IN TRANSIT      | 0 / 1             | Jan 25, 2024 @ 02:55 pm | ...    |
| Express Letter  | MIS             | PINFRONT TEST  | IN TRANSIT      | 0 / 2             | Jan 25, 2024 @ 01:39 pm | ...    |

- View Details
- Tag as Received
- Tag as With Issue

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Before clicking "Proceed", make sure you verified that the contents of the pouch match in the system, other wise tag the Pouch as with Issue.

Showing 1 to 3 of 3 entries

024 © Pouch Receiving System

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After clicking "Proceed", the pouch will be tagged as "Received".

Transmittal has been received.

Q Search Tracking Number/ REF #...

| # | REF Number                           | Tracking Number | Courier Name | Parcel Size     | Department/s      | Sender Name        | Mailroom Status | Department Status | Created At              | Action |
|---|--------------------------------------|-----------------|--------------|-----------------|-------------------|--------------------|-----------------|-------------------|-------------------------|--------|
| 1 | 3ecc43c1-743f-4401-bd53-0a865b0b0648 | 23456789345678  | LBC          | N-Pouch XL      | MIS, DVCD ENCODER | JUAN DELA CRUZ     | RECEIVED        | 0 / 2             | Feb 15, 2024 @ 01:16 pm | ...    |
| 2 | 65316cce-485f-49f3-ba82-715a2c975ca4 | 23456789345678  | LBC          | N-Pouch XL      | MIS               | JUAN DELA CRUZ     | RECEIVED        | 0 / 1             | Feb 15, 2024 @ 01:12 pm | ...    |
| 3 | 6e4f1fdc-8d48-4a49-9f55-ae6fa3964014 | 9123 4560 945   | JRS          | Express Letter  | DVCD ENCODER      | PINFRONT TEST      | RECEIVED        | 0 / 1             | Feb 07, 2024 @ 09:45 am | ...    |
| 4 | dc8dc9ca-e920-4f90-8fa7-b6691171aa68 | 12345656        | LBC          | N-Pouch Regular | SALES             | SHAIRA JOY SAJULGA | RECEIVED        | 0 / 1             | Feb 06, 2024 @ 04:23 pm | ...    |
| 5 | 93675ad1-837b-                       | 123456789345678 | LBC          | N-Pouch         | MIS, FINANCE ATM  | JUAN DELA          | RECEIVED        | 0 / 2             | Feb 01,                 | ...    |