

# Tag Items as with Issue

1 Click "Inbound"



PRS



Dashboard

HEAD OFFICE



Outbound



Inbound



SETTINGS



Dropdown Settings



Dashboard

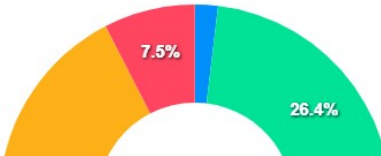
TOTAL POUCH SENDING

67

TOTAL POUCH RECEIVING

6

MAILROOM CHART



- In Transit
- Received
- Completed

## 2 Click "Received"

**Dashboard**

HEAD OFFICE

- Outbound >
- Inbound ▾
  - In Transit
  - Received**
  - Completed
  - With Issue

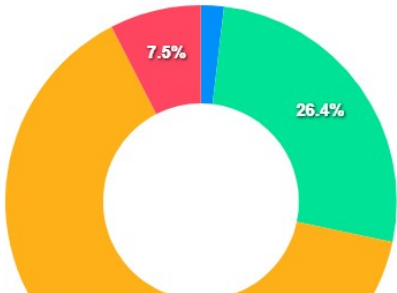
SETTINGS

- Dropdown Settings >

TOTAL POUCH SENDING  
**67**

TOTAL POUCH RECEIVING  
**6**

**MAILROOM CHART**



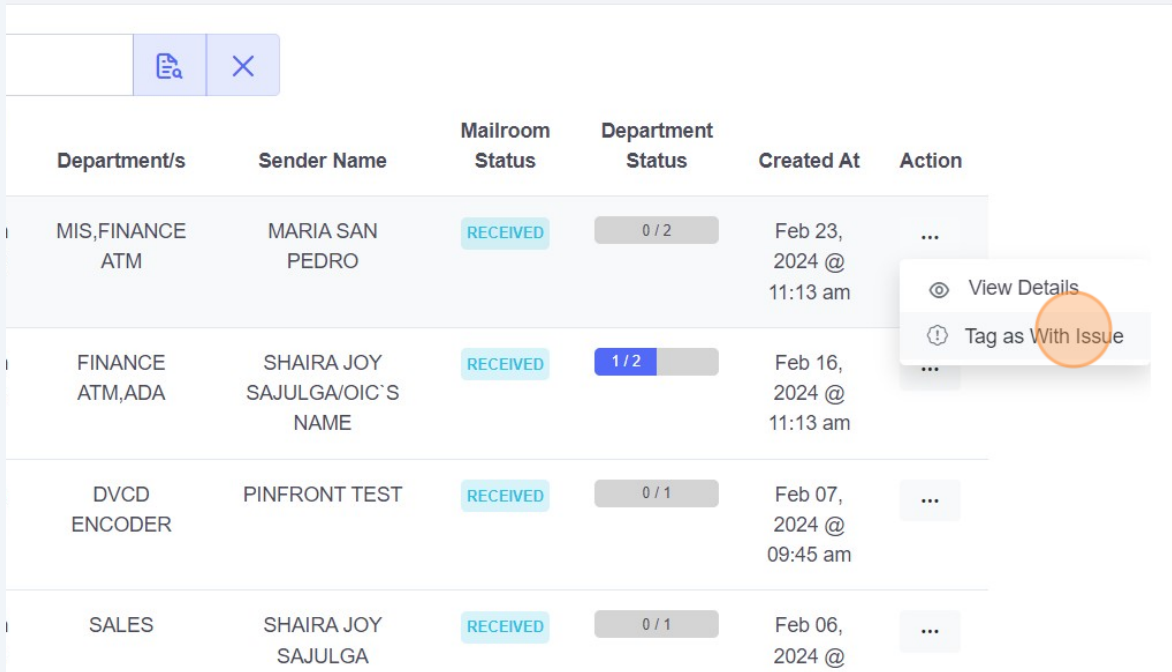
Status	Percentage
In Transit	7.5%
Received	26.4%
Completed	75.5%
With Issue	0.6%

## 3 Click this button to choose an Action.

Pouch / Inbound Head Office / List

Carrier	Parcel Size	Department/s	Sender Name	Mailroom Status	Department Status	Created At	Action
3C	N-Pouch Regular	MIS,FINANCE ATM	MARIA SAN PEDRO	RECEIVED	0 / 2	Feb 23, 2024 @ 11:13 am	...
3C	N-Pouch Regular	FINANCE ATM,ADA	SHAIRA JOY SAJULGA/OIC'S NAME	RECEIVED	1 / 2	Feb 16, 2024 @ 11:13 am	...
RS	Express Letter	DVCD ENCODER	PINFRONT TEST	RECEIVED	0 / 1	Feb 07, 2024 @ 09:45 am	...

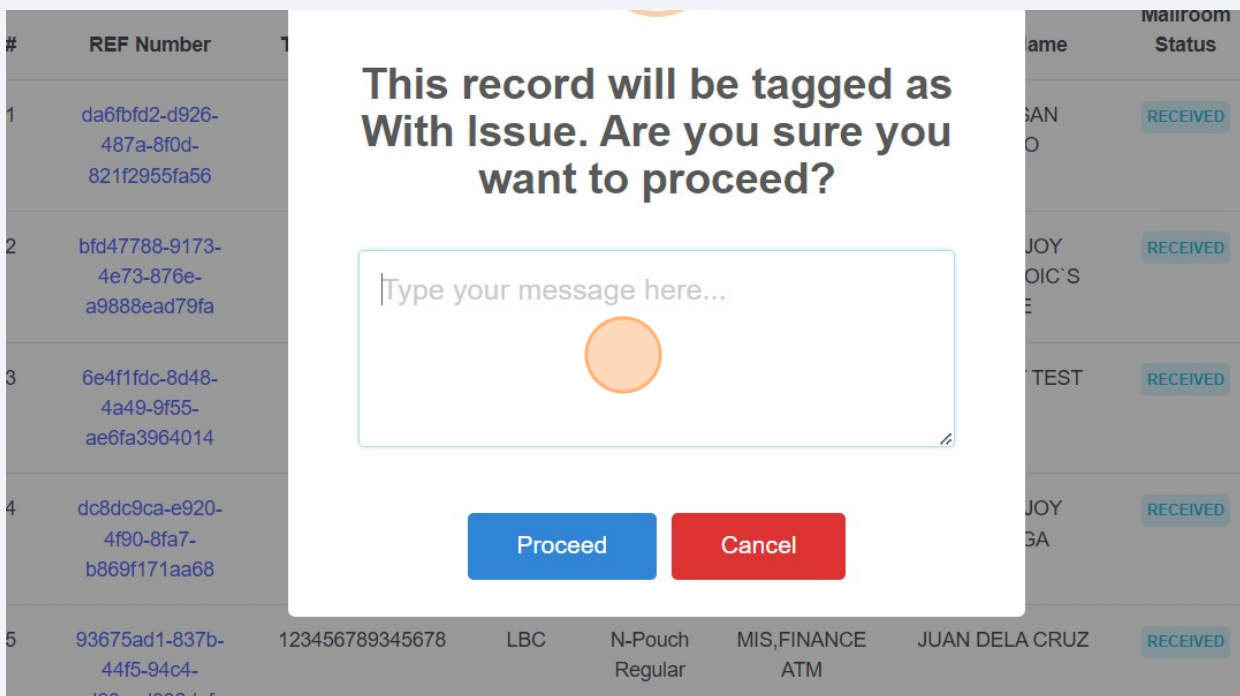
4 Click "Tag as With Issue"



The screenshot shows a table with columns: Department/s, Sender Name, Mailroom Status, Department Status, Created At, and Action. The 'Action' column for the second row has a dropdown menu open, with 'Tag as With Issue' highlighted by an orange circle.

Department/s	Sender Name	Mailroom Status	Department Status	Created At	Action
MIS,FINANCE ATM	MARIA SAN PEDRO	RECEIVED	0 / 2	Feb 23, 2024 @ 11:13 am	... View Details Tag as With Issue
FINANCE ATM,ADA	SHAIRA JOY SAJULGA/OIC'S NAME	RECEIVED	1 / 2	Feb 16, 2024 @ 11:13 am	...
DVCD ENCODER	PINFRONT TEST	RECEIVED	0 / 1	Feb 07, 2024 @ 09:45 am	...
SALES	SHAIRA JOY SAJULGA	RECEIVED	0 / 1	Feb 06, 2024 @	...

5 Elaborate the issue/concern.



The screenshot shows a confirmation dialog box with the text: "This record will be tagged as With Issue. Are you sure you want to proceed?". Below the text is a text input field with the placeholder "Type your message here...". At the bottom are two buttons: "Proceed" (blue) and "Cancel" (red). The background shows a table with columns: #, REF Number, Name, and Mailroom Status.

#	REF Number	Name	Mailroom Status
1	da6bfd2-d926-487a-8f0d-821f2955fa56	SAN O	RECEIVED
2	bfd47788-9173-4e73-876e-a9888ead79fa	JOY OIC'S E	RECEIVED
3	6e4f1fdc-8d48-4a49-9f55-ae6fa3964014	TEST	RECEIVED
4	dc8dc9ca-e920-4f90-8fa7-b869f171aa68	JOY GA	RECEIVED
5	93675ad1-837b-44f5-94c4-d60eed032d4f	123456789345678 LBC N-Pouch Regular MIS,FINANCE ATM JUAN DELA CRUZ	RECEIVED

## 6 Click "Proceed"

This record will be tagged as **With Issue**. Are you sure you want to proceed?

Kulang yung pinadala

**Proceed** **Cancel**

#	REF Number	Tracking Number	Courier Name	Parcel Size	Department/s	Sender Name	Mailroom Status	Department Status	With Issue?	Issue Remarks	Created At	Action
1	da6bfd2-d926-487a-8f0d-821f2955fa56	4567892345	LBC	N-Pouch Regular	MIS,FINANCE ATM	MARIA SAN PEDRO	RECEIVED	0/2	YES	Kulang yung pinadala	Feb 23, 2024 @ 11:13 am	...
2	72da8b4f-d97f-40d5-bcc7-b78c893c0477	9123 4561 059	JRS	Bullit Box	DVCD ENCODER	PINFRONT TEST	COMPLETED	2/2	YES	System Test	Feb 07, 2024 @ 10:59 am	...
3	42b3bc2d-60ed-495c-ba0f-c0452a69d08f	9123 4560 931	JRS	Express Letter	DVCD ENCODER	PINFRONT TEST	COMPLETED	1/1	YES	Wrong Items	Feb 07, 2024 @ 09:31 am	...
4	533e304d-8ab1-4f0c-8a2d-...	142001492672	LBC	N-Pouch	DVCD	EILEEN C. TUAZON-...	COMPLETED	1/1	YES	Test Issue	Jan 23, 2024 @ 09:59	...

## 7 Item will be moved to "With Issue" tab.

Transmittal has been tag with issue.

Search Tracking Number/ REF #...

#	REF Number	Tracking Number	Courier Name	Parcel Size	Department/s	Sender Name	Mailroom Status	Department Status	With Issue?	Issue Remarks	Created At	Action
1	da6bfd2-d926-487a-8f0d-821f2955fa56	4567892345	LBC	N-Pouch Regular	MIS,FINANCE ATM	MARIA SAN PEDRO	RECEIVED	0/2	YES	Kulang yung pinadala	Feb 23, 2024 @ 11:13 am	...
2	72da8b4f-d97f-40d5-bcc7-b78c893c0477	9123 4561 059	JRS	Bullit Box	DVCD ENCODER	PINFRONT TEST	COMPLETED	2/2	YES	System Test	Feb 07, 2024 @ 10:59 am	...
3	42b3bc2d-60ed-495c-ba0f-c0452a69d08f	9123 4560 931	JRS	Express Letter	DVCD ENCODER	PINFRONT TEST	COMPLETED	1/1	YES	Wrong Items	Feb 07, 2024 @ 09:31 am	...
4	533e304d-8ab1-4f0c-8a2d-...	142001492672	LBC	N-Pouch	DVCD	EILEEN C. TUAZON-...	COMPLETED	1/1	YES	Test Issue	Jan 23, 2024 @ 09:59	...