

Updating the Pouch with the Tracking Number from Courier.

1 Click "Outbound"



Dashboard

BRANCH



Outbound



Inbound



Dashboard

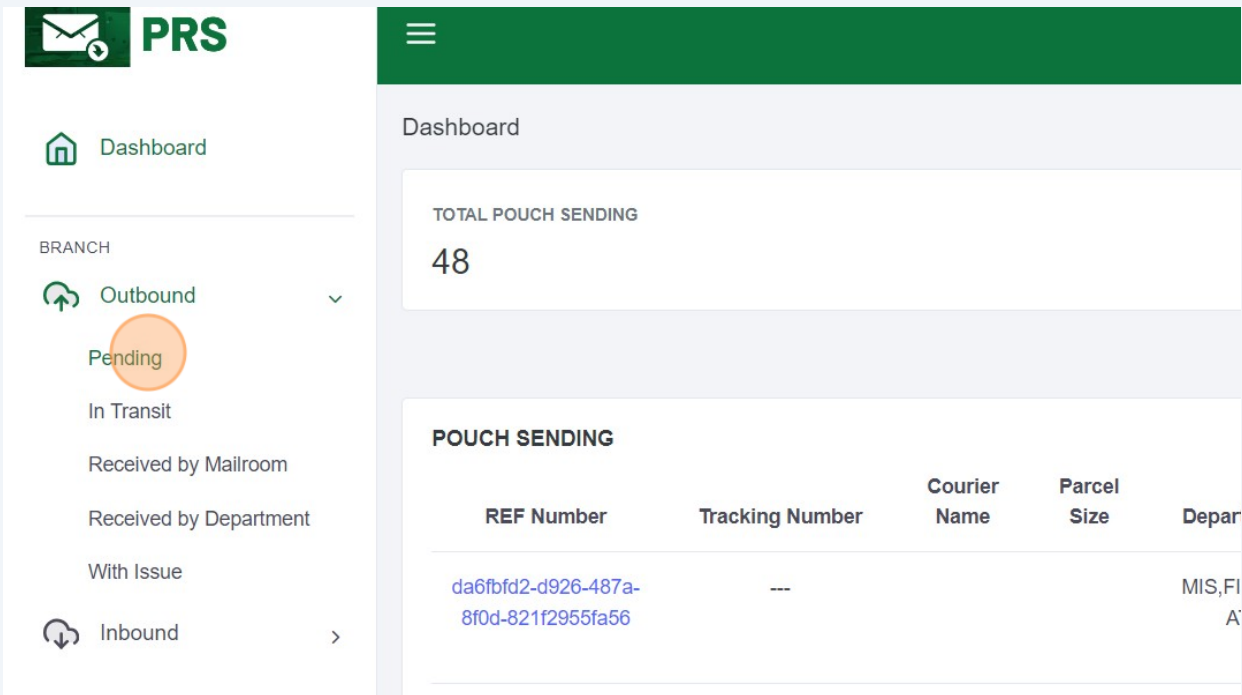
TOTAL POUCH SENDING

48

POUCH SENDING

REF Number	Tracking Number	Courier Name	Parcel Size	Depar
da6fbfd2-d926-487a-8f0d-821f2955fa56	---			MIS,FI A

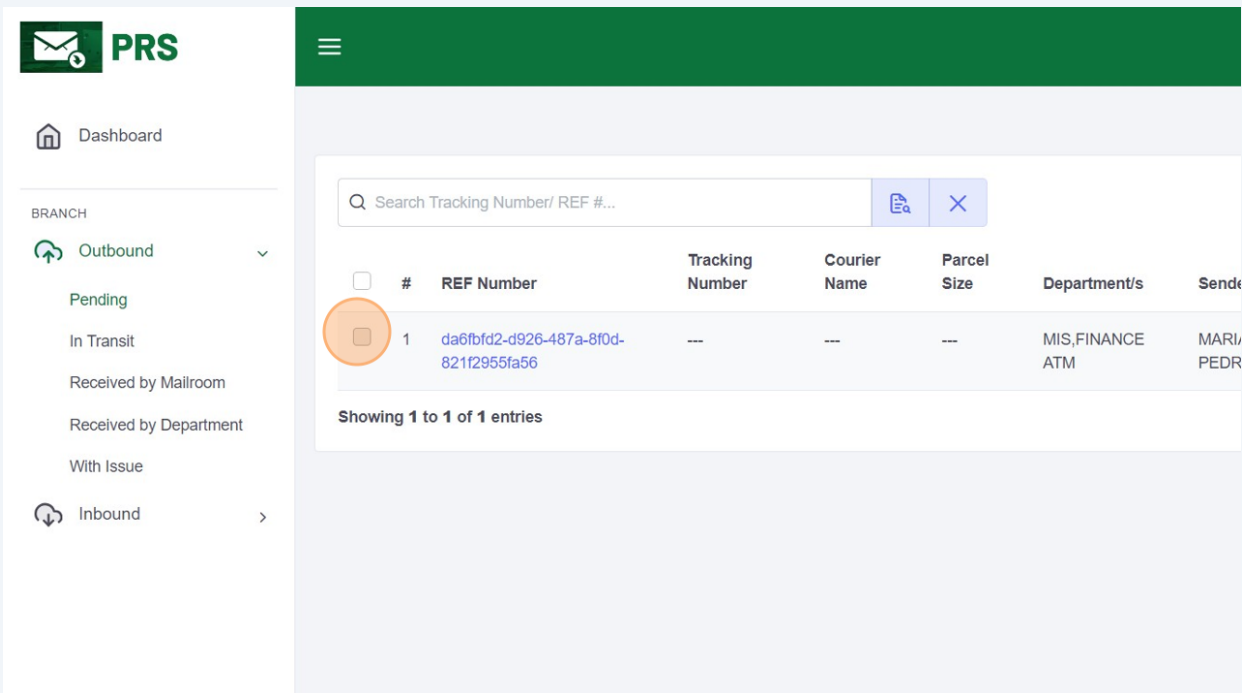
2 Click "Pending"



The screenshot shows the PRS dashboard interface. On the left sidebar, the 'Pending' status is highlighted with an orange circle. The main dashboard area displays a 'TOTAL POUCH SENDING' card with the value '48'. Below this is a 'POUCH SENDING' table with the following data:

REF Number	Tracking Number	Courier Name	Parcel Size	Depart
da6bfd2-d926-487a-8f0d-821f2955fa56	---	---	---	MIS,FI A

3 Mark the Pouch with the new Tracking Number from Courier.



The screenshot shows the PRS dashboard with a search bar at the top. The search bar contains the text 'Search Tracking Number/ REF #...'. Below the search bar, the 'POUCH SENDING' table is displayed, and the first entry is highlighted with an orange circle. The entry details are as follows:

#	REF Number	Tracking Number	Courier Name	Parcel Size	Department/s	Sender
1	da6bfd2-d926-487a-8f0d-821f2955fa56	---	---	---	MIS,FINANCE ATM	MARI/ PEDR

Below the table, it says 'Showing 1 to 1 of 1 entries'.

4 Click "Send to Head Office"

The screenshot shows a web application interface with a dark green header bar containing a user profile icon and the text "Sample Account". Below the header, there is a breadcrumb trail: "Pouch / Outbound Branch / List". The main content area features a table with columns: "Courier Name", "Parcel Size", "Department/s", "Sender Name", "Status", "Created At", and "Action". A row in the table shows "MIS,FINANCE ATM" as the department, "MARIA SAN PEDRO" as the sender, and "PENDING" as the status. The "Created At" field shows "Feb 23, 2024 @ 11:13 am". Above the table, there are two buttons: "Send to Head Office" (highlighted with an orange circle) and "+ Create Pouch".

Courier Name	Parcel Size	Department/s	Sender Name	Status	Created At	Action
---	---	MIS,FINANCE ATM	MARIA SAN PEDRO	PENDING	Feb 23, 2024 @ 11:13 am	...

5 Input the date of sending.

The screenshot shows a web application interface with a dark green header bar containing a user profile icon and the text "Sample Account". Below the header, there is a breadcrumb trail: "Pouch / Outbound Branch / List". The main content area features a table with columns: "Sender Name", "Status", "Created At", and "Action". A row in the table shows "MARIA SAN PEDRO" as the sender, "PENDING" as the status, and "Feb 23, 2024 @ 11:13 am" as the created at. Above the table, there are two buttons: "Send to Head Office" (highlighted with an orange circle) and "+ Create Pouch". A modal dialog is open in the center of the screen, titled "Are you sure you want to Transmit this Pouch?". The dialog contains the following fields: "Tracking Date" (with a date picker icon), "Tracking Number", "Courier" (with a dropdown menu and "Add Courier" link), and "Parcel Size" (with a dropdown menu and "Add Parcel Size" link). At the bottom of the dialog are two buttons: "Proceed" (blue) and "Cancel" (red).

Are you sure you want to Transmit this Pouch?

Tracking Date:

Tracking Number:

Courier: [Add Courier](#)

Parcel Size: [Add Parcel Size](#)

6 Encode the Tracking Number

Are you sure you want to Transmit this Pouch?

Tracking Date: 23/02/2024

Tracking Number: |

Courier: ALL COURIER [Add Courier](#)

Parcel Size: [Add Parcel Size](#)

Proceed Cancel

#	REF Number
1	da6bfd2-d926-487e821f2955fa56

Showing 1 to 1 of 1 entries

7 Select the courier used.

ALL COURIER

- LBC
- JRS
- FLASH
- OTHERS
- AP CARGO
- AIRSPEED
- J&T EXPRESS
- 2GO
- GRAB EXPRESS
- DHL EXPRESS
- NINJAVAN
- MR SPEEDY
- ABEST EXPRESS
- LALAMOVE
- EXPRESS LANE
- EXPRESS LANE

Proceed Cancel

8 Select parcel size.

Tracking Number
4567892345

Courier [Add Courier](#)
LBC

Parcel Size [Add Parcel Size](#)
--SELECT ITEMS--

Proceed Cancel

--SELECT ITEMS--
N-POUCH REGULAR
N-POUCH XL
N-POUCH SS
N-PACK SMALL
N-PACK LARGE

ns Views 0 Route Queries 2 Models 1 Gate Session Request GET get_parcel 2MB 25

9 Click "Proceed"

Tracking Number
4567892345

Courier [Add Courier](#)
LBC

Parcel Size [Add Parcel Size](#)
N-POUCH REGULAR

Proceed Cancel

Views 0 Route Queries 2 Models 1 Gate Session Request GET get_parcel 2MB 25.4

10 The pouch is now in "In Transit" tab.

Dashboard

BRANCH

- Outbound
- In Transit**
- Pending
- Received by Mailroom
- Received by Department
- With Issue
- Inbound

Pouches has been successfully transmitted to Head Office.

Search Tracking Number/ REF #...

#	REF Number	Tracking Number	Courier Name	Parcel
No A				

11 Click the reference number if you want to check the items inside the Pouch.

Dashboard

BRANCH

- Outbound
- In Transit**
- Pending
- Received by Mailroom
- Received by Department
- With Issue
- Inbound

Search Tracking Number/ REF #...

#	REF Number	Tracking Number	Courier Name	Parcel Size	Department/s	Sender Name	Status	Created At
1	da6bfd2-d926-487a-8f0d-821f2955fa56	4567892345	LBC	N-Pouch Regular	MIS,FINANCE ATM	MARIA SAN PEDRO	IN TRANSIT	Feb 23, 2024 11:13 am
2	035dfca-c1f8-445f-b462-05c732c5247d	9123 4560 255	JRS	Express Letter	MIS	PINFRONT TEST	IN TRANSIT	Jan 25, 2024 02:55 pm
3	5aaf78bc-9dd0-49cb-bdf8-8d04e82fa28d	9123 4560 139	JRS	Express Letter	MIS	PINFRONT TEST	IN TRANSIT	Jan 25, 2024 01:39 pm

Showing 1 to 3 of 3 entries

Messages 1 | Timeline | Exceptions | Views 16 | Route | Queries 12 | Models 15 | Gate 13 | Session | Request | GET outbound-branch/{type?} | 2MB | 45.4ms