WTS — web tracking system — by Quadient
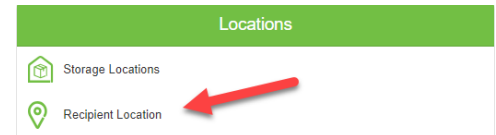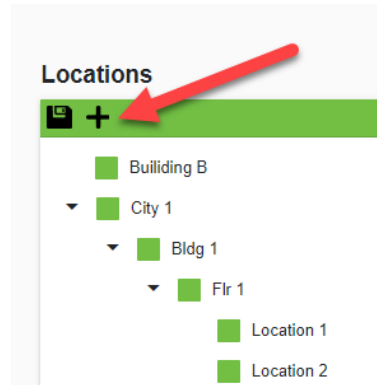
Adding Locations Manually

Adding a Recipient Location (NO ROUTING)

1. Login to WTS/WTS-P and click Admin

Help Support Admin

2. Select Recipient Location (recipient can and might be renamed).

3. Click the Plus sign.

Locations

Building B

City 1

Bldg 1

Flr 1

Location 1

Location 2

Locations

Storage Locations

Recipient Location

4. Enter in the Name (Required) and Description and click "Add Recipient Location".

Adding a Recipient Location using Routing

1. Click the ➕ icon under Location Type to add a type if you do not have any already. Click "OK" when done entering information. Repeat this till you have all necessary types.

(Examples of Location Types are but not limited to Route, Building, Floor, Location, and Room)

New Location

Location Name *

Location Description

Import Code

Import codes should only be entered if they are known. When data is re-imported from an external system, the import code is used to match the the external data to the WTS data.

Location Settings

Location Type
None

☑ Protected (won't be deleted when clearing database on import)

OK   Cancel

New Location Type
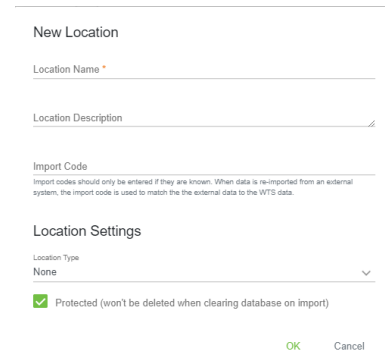
Icon:

Type Name

☐ Accept Deliveries   ☐ Pickup Location   ☐ Log Visits

OK   Cancel

2. Click the Plus icon ![+] under Location to add a location. Enter in the details. The Location is required. The room fields allow you to mass create multiple locations between a range. The room number will be placed in front of it.

New Location

Location Name *

Location Description

Import Code
Import codes should only be entered if they are known. When data is re-imported from an external system, the import code is used to match the the external data to the WTS data.

Location Settings

Location Type
None

☑ Protected (won't be deleted when clearing database on import)

OK   Cancel

Note: If the Protected checkbox is unchecked and the import file does not include the location add edit will delete at import.

3. Once the locations are created, locations can be moved under other locations to create a tree if needed. Use the ◄ ► ▲ ▼ ⏫ ⏬ icons to achieve location position. Example below.

Locations

💾 ► ▲ ▼ ⏫ ⏬ + +◼ +◼ ✏ 🖨 🗑

🟩 Builiding B

▼ 🟩 City 1

    ▼ 🟩 Bldg 1

        ▼ 🟩 Flr 1

            🟩 Location 1
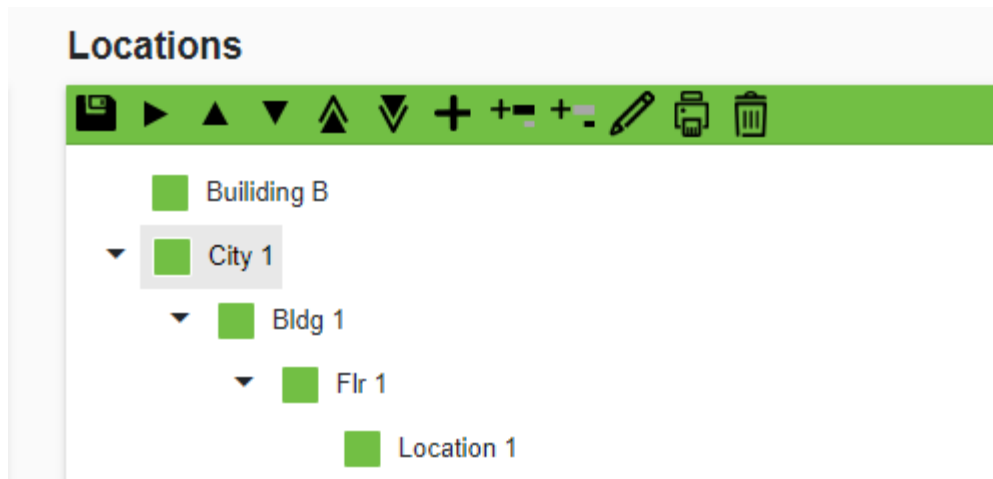
4. Click the Save icon 💾 when finished.