

Sender Setup

When receiving items in WTS/WTS-P the customer may want to enter the Sender of the package. Examples of senders are Amazon, Aol, etc. You can manually enter Senders or you can import a sender .csv file.

Adding/Modifying a Sender

L. Go to Admin	Help Support Admin	: N		Admini	stration				
2. Select "Senders"				O T T Ser	nders	Senders			
3. Add Record.			Search			Sandar Fad		-	A61
					0.000				

- 4. Enter the Sender (required) and any other pertinent information. Email and Cell would allow the customer to setup emails or texts to be sent out to the sender when configuring emails.
- Company 5. Record will show below if addition is successful. Country Code United States Addre

Add Sender Sender



Adding a Sender Manually

- 1
- 2





Modifying/Delete an existing Sender

1. Go to Admin

2. Select Senders

Help Support Admin	III N	
Administratio	on	
	Senders	
Senders		

- 3. Find the Sender you want to Modify and select the pencil to the left of the Sender
- 4. To modify: Change the field(s) desired then make sure the radio is selected for Modify and select "Update"

To Delete: Select the Radio next to Delete and select "Update"

Importing Senders

1. Go to Admin

Help Support Admin

- 2. Select "Import Sender .csv file" under Data
- 3. Choose if you want to clear previous senders from the database or not. Then choose file you want to import. (.csv only)

Data		
Import Storage Location csv file		
↓ Import Recipient csv file		
Export Recipient csv file		
Rare Provident Sender csv file		
Import My List csv file		
Ξ. Maintain My List values		
Client Database Administration		
Expected packages		

4. Select "Import File"

Import records	
Note: CSV file must include field names as the 1st row	
Clear previous senders from the database first?	
Import File (CSV Only)	0 💿

Note: when creating the import file the approved headers are: ID, Sender, Company, Address, Address2, City, State, Zip, Email, and Cell.