



# 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.

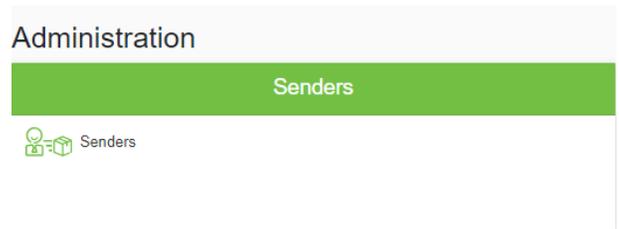
## Adding/Modifying a Sender

### Adding a Sender Manually

1. Go to Admin



2. Select "Senders"

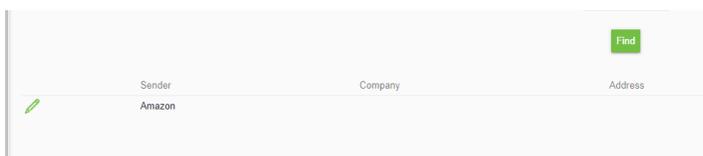


3. Add Record.



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.

5. Record will show below if addition is successful.

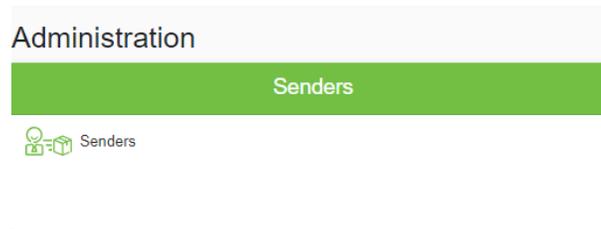


## Modifying/Delete an existing Sender

1. Go to Admin



2. Select 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"

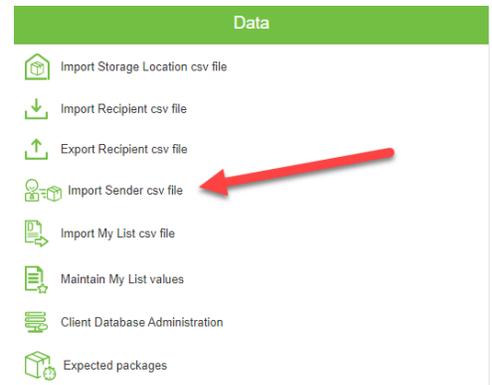
## Importing Senders

1. Go to Admin

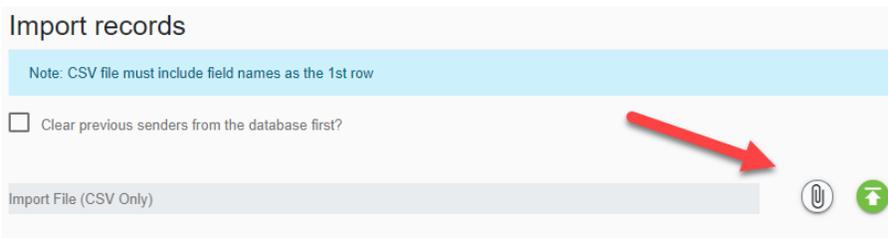


2. Select "Import Sender .csv file" under Data

3. Choose if you want to clear previous senders from the database or not. Then choose file you want to import. (.csv only)



4. Select "Import File"



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