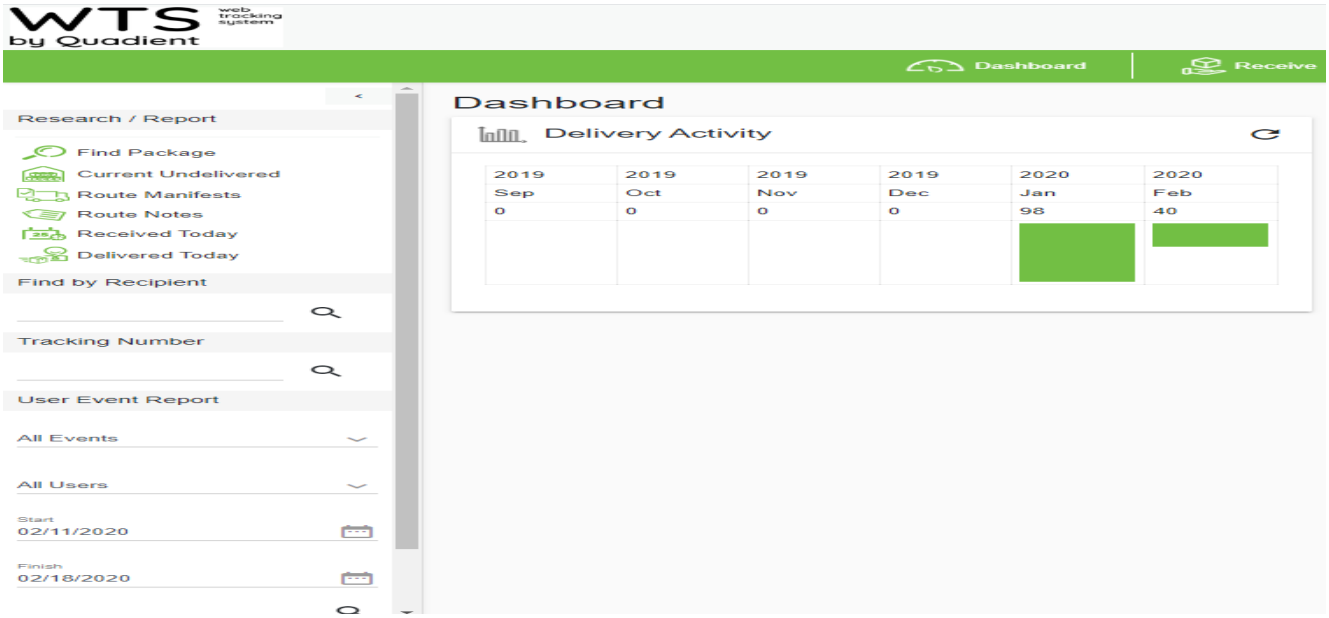
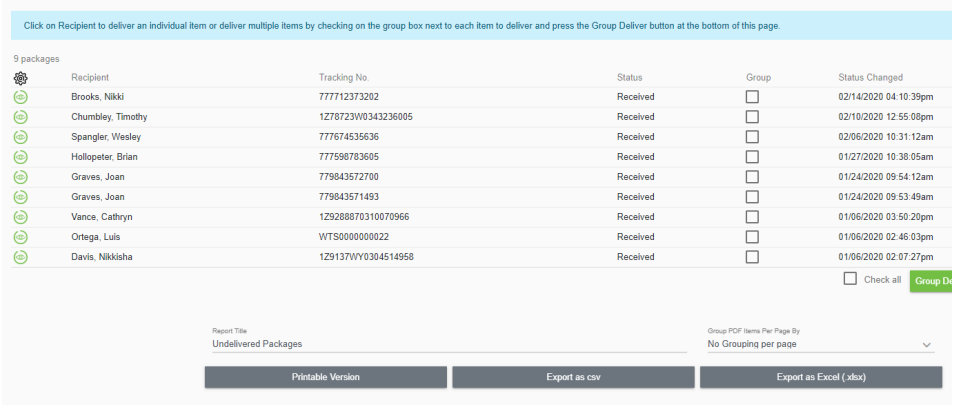
Reporting

Basic Reporting

Reports in WTS/WTS-P are created by searching packages using the shortcuts on the left side of the screen.



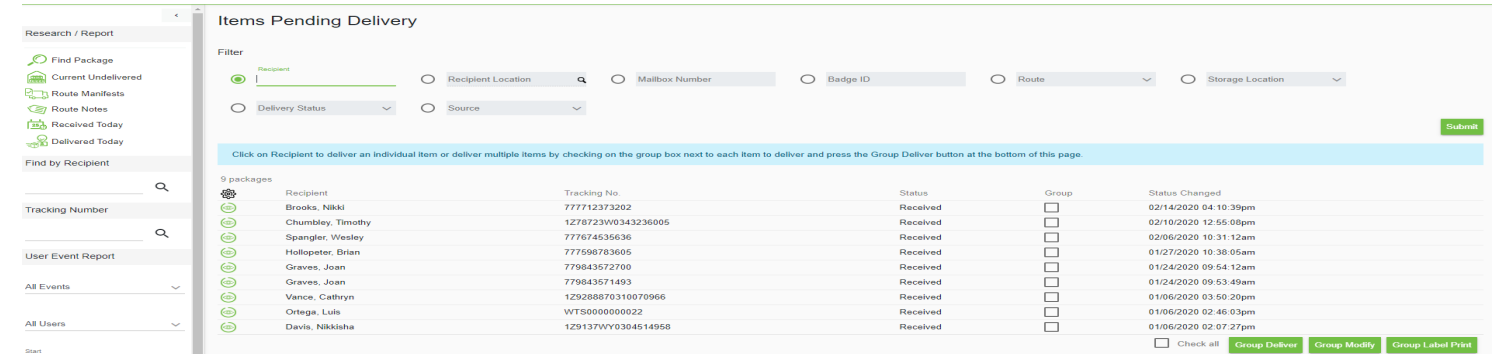
Find Package, Current Undelivered, Route Manifests, Received Today, and Delivered Today can all be chosen to display data to be reported on. Once one is selected the data is displayed. From there reports can either be Printed **to a Printable Version**, **Exported as a CSV file**, **or Exported as a Microsoft Excel Report**.



© 2020 Quadient , Inc.

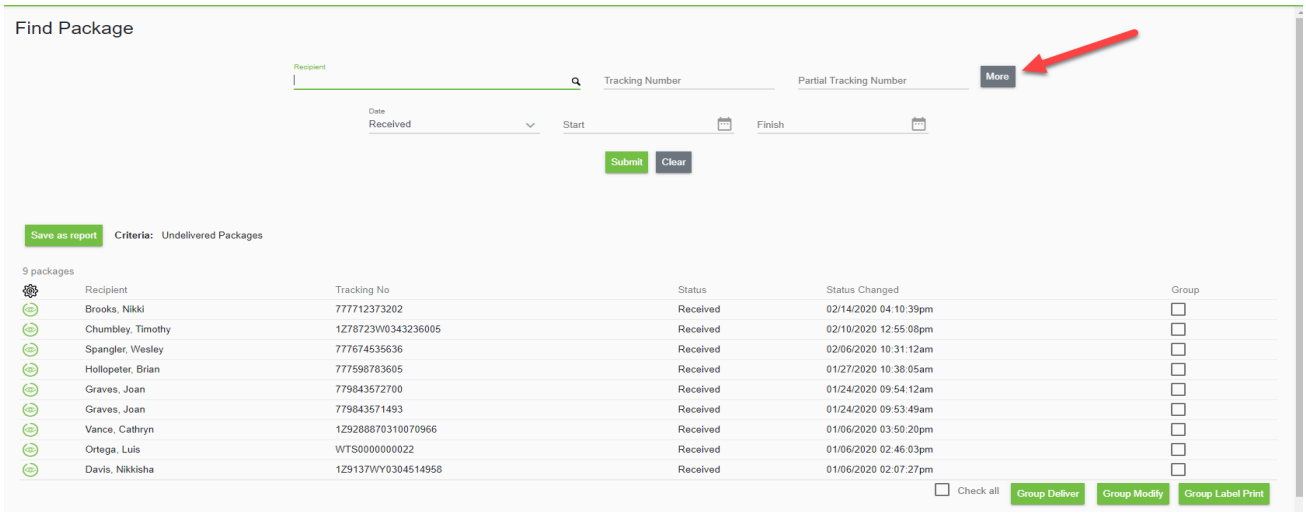
Current Undelivered

Current Undelivered will show all packages that are currently undelivered in WTS/WTS-P. You can search also using the search options on the screen to narrow down what you are looking for. Once done selecting the search item and submitting, a report can be printed or exported.



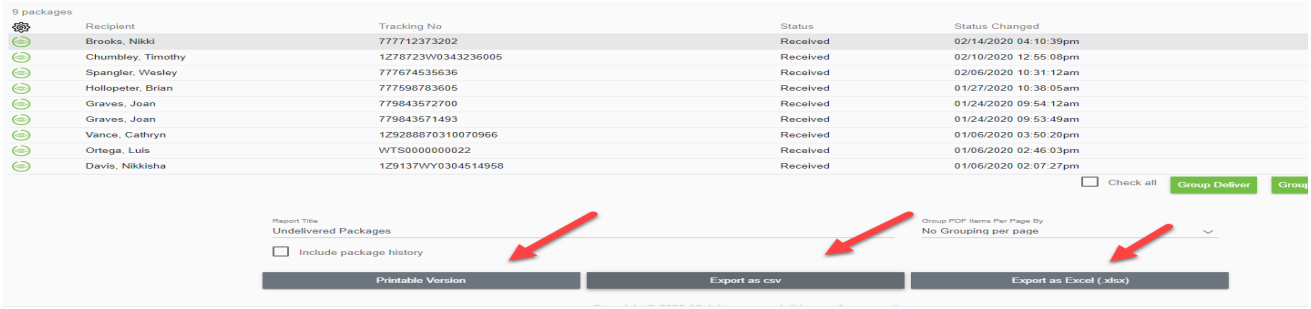
FIND PACKAGE

Find Package is a search for all packages that can be searched by any data field. It is the most powerful search engine in WTS/WTS-P. Select "More" for more data fields. Then enter the data you are searching and submit.



© 2020 Quadient , Inc.

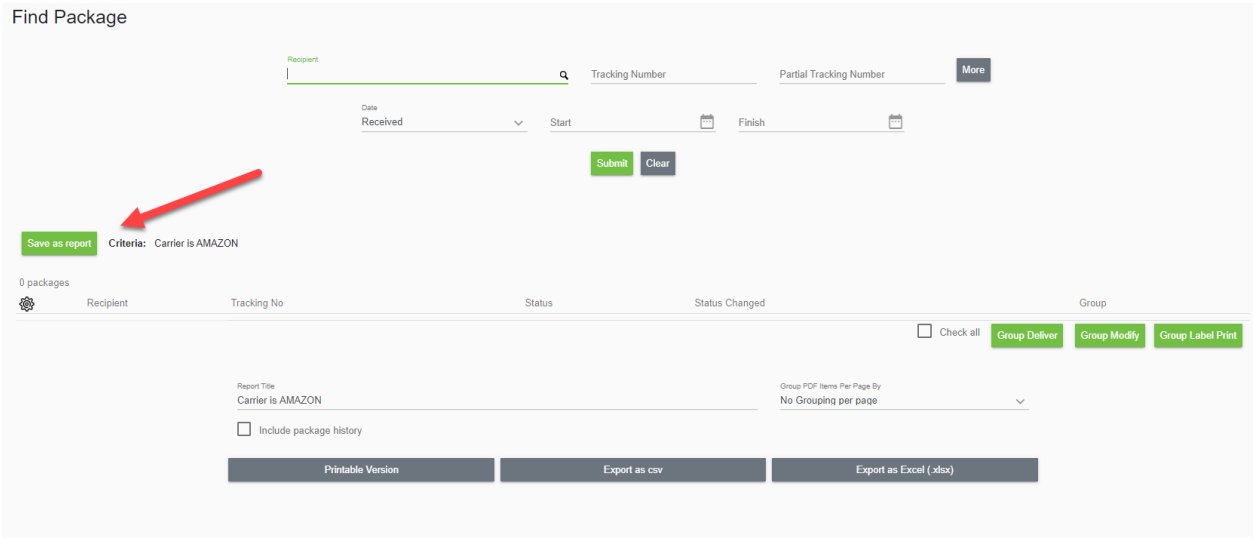
Once submitted the results can be printed or exported



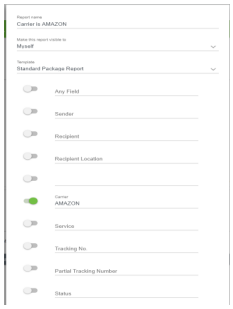
CUSTOM REPORTS

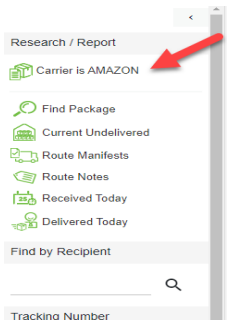
Once the report has been submitted and has the right options it can be saved as a custom report. Select "Save as Report". Remove data that is not needed to be specific for a saved custom report that will be chosen. Name the report. Choose if the report should be available only to you or to everyone with reporting abilities.

*In this example the dates will be removed



Select OK to save the report. Then refresh the screen for the report to show on the WTS/WTS-P screen. You can have as many custom saved reports you want. This helps defining a search for a report needed multiple times.

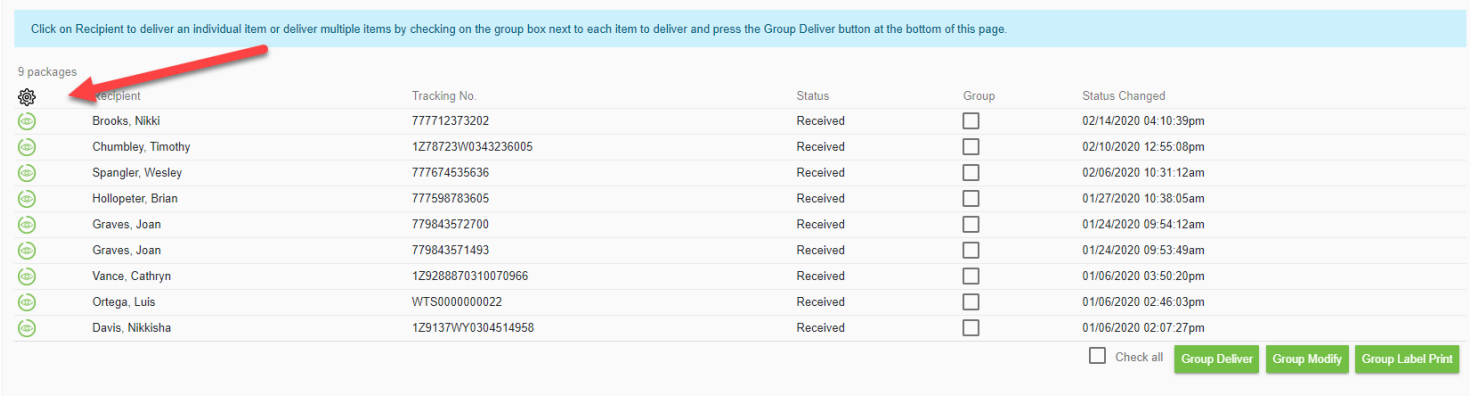




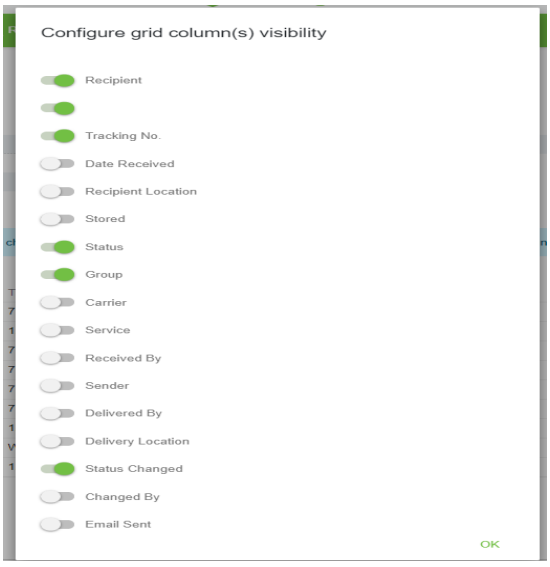
© 2020 Quadient , Inc.

CUSTOMIZING DISPLAY SCREEN

Locate the following icon on the screen and select.



Once selected, select what fields you want to display for this screen. Every screen can be customized differently based on what screen is being used. Select close at the bottom after selecting fields to get back to the results screen.



© 2020 Quadient , Inc.