



Reporting

Basic Reporting

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

The screenshot shows the WTS by Quadient dashboard. On the left is a sidebar with search options: Find Package, Current Undelivered, Route Manifests, Route Notes, Received Today, and Delivered Today. Below these are search fields for Tracking Number and User Event Report, and date pickers for Start (02/11/2020) and Finish (02/18/2020). The main area is titled 'Dashboard' and 'Delivery Activity', featuring a table with columns for months from 2019 to 2020.

2019	2019	2019	2019	2020	2020
Sep	Oct	Nov	Dec	Jan	Feb
0	0	0	0	98	40

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**.

This screenshot shows a detailed report for 9 packages. At the top, there is a note: 'Click on Recipient to deliver an individual item or deliver multiple items by checking on the group box next to each item to deliver and press the Group Deliver button at the bottom of this page.' The table below lists the following data:

Recipient	Tracking No.	Status	Group	Status Changed
Brooks, Nikki	77712373202	Received	<input type="checkbox"/>	02/14/2020 04:10:39pm
Chumbley, Timothy	1278723W0343236905	Received	<input type="checkbox"/>	02/10/2020 12:55:08pm
Spangler, Wesley	777674535636	Received	<input type="checkbox"/>	02/06/2020 10:31:12am
Hollopeter, Brian	777598783605	Received	<input type="checkbox"/>	01/27/2020 10:38:05am
Graves, Joan	779843572700	Received	<input type="checkbox"/>	01/24/2020 09:54:12am
Graves, Joan	779843571493	Received	<input type="checkbox"/>	01/24/2020 09:53:49am
Vance, Cathryn	129288870310070966	Received	<input type="checkbox"/>	01/06/2020 03:50:20pm
Ortega, Luis	WTS0000000022	Received	<input type="checkbox"/>	01/06/2020 02:46:03pm
Davis, Nikkisha	129137VY0304514958	Received	<input type="checkbox"/>	01/06/2020 02:07:27pm

At the bottom of the report, there are three buttons: 'Printable Version', 'Export as csv', and 'Export as Excel (.xlsx)'. There is also a 'Group Deliver' button and a 'Check all' checkbox.



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.

Research / Report

- Find Package
- Current Undelivered
- Route Manifests
- Route Notes
- Received Today
- Delivered Today

Find by Recipient

Tracking Number

User Event Report

All Events

All Users

Star

Items Pending Delivery

Filter

Recipient Recipient Location Mailbox Number Badge ID Route Storage Location

Delivery Status Source

Click on Recipient to deliver an individual item or deliver multiple items by checking on the group box next to each item to deliver and press the Group Deliver button at the bottom of this page.

9 packages

Recipient	Tracking No.	Status	Group	Status Changed
Brooks, Nikki	777712373202	Received	<input type="checkbox"/>	02/14/2020 04:10:39pm
Chumbley, Timothy	1278723W0343236005	Received	<input type="checkbox"/>	02/10/2020 12:55:08pm
Spangler, Wesley	777674535636	Received	<input type="checkbox"/>	02/06/2020 10:31:12am
Hollopeter, Brian	777598783605	Received	<input type="checkbox"/>	01/27/2020 10:38:05am
Graves, Joan	779843572700	Received	<input type="checkbox"/>	01/24/2020 09:54:12am
Graves, Joan	779843571493	Received	<input type="checkbox"/>	01/24/2020 09:53:49am
Vance, Cathryn	129288870310070966	Received	<input type="checkbox"/>	01/06/2020 03:50:20pm
Ortega, Luis	WTS0000000022	Received	<input type="checkbox"/>	01/06/2020 02:46:03pm
Davis, Nikkisha	129137WV0304514958	Received	<input type="checkbox"/>	01/06/2020 02:07:27pm

Check all

Items Pending Delivery 02/18/2020

1 package

Recipient contains: spangler

Recipient	Tracking No.	Status	Group	Status Changed
Spangler, Wesley	777674535636	Received	<input type="checkbox"/>	02/06/2020 10:31:12am

Check all

Report Title: Recipient contains: spangler

Group PDF Items Per Page By: No Grouping per page

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.

Find Package

Recipient Tracking Number Partial Tracking Number

Date Received Start Finish

Criteria: Undelivered Packages

9 packages

Recipient	Tracking No.	Status	Status Changed	Group
Brooks, Nikki	777712373202	Received	02/14/2020 04:10:39pm	<input type="checkbox"/>
Chumbley, Timothy	1278723W0343236005	Received	02/10/2020 12:55:08pm	<input type="checkbox"/>
Spangler, Wesley	777674535636	Received	02/06/2020 10:31:12am	<input type="checkbox"/>
Hollopeter, Brian	777598783605	Received	01/27/2020 10:38:05am	<input type="checkbox"/>
Graves, Joan	779843572700	Received	01/24/2020 09:54:12am	<input type="checkbox"/>
Graves, Joan	779843571493	Received	01/24/2020 09:53:49am	<input type="checkbox"/>
Vance, Cathryn	129288870310070966	Received	01/06/2020 03:50:20pm	<input type="checkbox"/>
Ortega, Luis	WTS0000000022	Received	01/06/2020 02:46:03pm	<input type="checkbox"/>
Davis, Nikkisha	129137WV0304514958	Received	01/06/2020 02:07:27pm	<input type="checkbox"/>

Check all



Once submitted the results can be printed or exported

9 packages				
Recipient	Tracking No	Status	Status Changed	
Brooks, Nikki	77712373292	Received	02/14/2020 04:10:39pm	
Chumbley, Timothy	1278723W0343236005	Received	02/10/2020 12:55:08pm	
Spangler, Wesley	777674535636	Received	02/06/2020 10:31:12am	
Hollopete, Brian	777598783605	Received	01/27/2020 10:38:05am	
Graves, Joan	779843572700	Received	01/24/2020 09:54:12am	
Graves, Joam	779843571493	Received	01/24/2020 09:53:49am	
Vance, Cathryn	129288870310070966	Received	01/06/2020 03:50:20pm	
Ortega, Luis	WTS0000000022	Received	01/06/2020 02:46:03pm	
Davis, Nikkisha	129137WY0304514958	Received	01/06/2020 02:07:27pm	

Check all **Group Deliver** **Group**

Report Title: Undelivered Packages Include package history

Group PDF Items Per Page By: No Grouping per page

Printable Version **Export as csv** **Export as Excel (.xlsx)**

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**

Find Package

Recipient Tracking Number Partial Tracking Number **More**

Date: Received Start: Finish:

 Criteria: Carrier is AMAZON

0 packages

Recipient	Tracking No	Status	Status Changed	Group
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Check all **Group Deliver** **Group Modify** **Group Label Print**

Report Title: Carrier is AMAZON Group PDF Items Per Page By: No Grouping per page

Include package history

Printable Version **Export as csv** **Export as Excel (.xlsx)**

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.

Report Name: Carrier is AMAZON

Any Field Sender Recipient Recipient Location Date: AMAZON Service Tracking No Partial Tracking Number Status

Research / Report

- Carrier is AMAZON**
- Find Package
- Current Undelivered
- Route Manifests
- Route Notes
- Received Today
- Delivered Today

Find by Recipient

Tracking Number













CUSTOMIZING DISPLAY SCREEN

Locate the following icon  on the screen and select.

Click on Recipient to deliver an individual item or deliver multiple items by checking on the group box next to each item to deliver and press the Group Deliver button at the bottom of this page.

9 packages

 Recipient	Tracking No.	Status	Group	Status Changed
 Brooks, Nikki	777712373202	Received	<input type="checkbox"/>	02/14/2020 04:10:39pm
 Chumbley, Timothy	1Z78723W0343236005	Received	<input type="checkbox"/>	02/10/2020 12:55:08pm
 Spangler, Wesley	777674535636	Received	<input type="checkbox"/>	02/06/2020 10:31:12am
 Hollopeter, Brian	777598783605	Received	<input type="checkbox"/>	01/27/2020 10:38:05am
 Graves, Joan	779843572700	Received	<input type="checkbox"/>	01/24/2020 09:54:12am
 Graves, Joan	779843571493	Received	<input type="checkbox"/>	01/24/2020 09:53:49am
 Vance, Cathryn	1Z9288870310070966	Received	<input type="checkbox"/>	01/06/2020 03:50:20pm
 Ortega, Luis	WTS0000000022	Received	<input type="checkbox"/>	01/06/2020 02:46:03pm
 Davis, Nikkisha	129137WY0304514958	Received	<input type="checkbox"/>	01/06/2020 02:07:27pm

Check all

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.

Configure grid column(s) visibility

- Recipient
- Tracking No.
- Date Received
- Recipient Location
- Stored
- Status
- Group
- Carrier
- Service
- Received By
- Sender
- Delivered By
- Delivery Location
- Status Changed
- Changed By
- Email Sent

OK