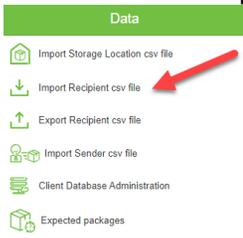


IMPORTING RECIPIENT FILE

Manual Recipient File Import Setup

The Recipient File can be imported manually at any time. This is a standard feature for WTS/WTS-P.

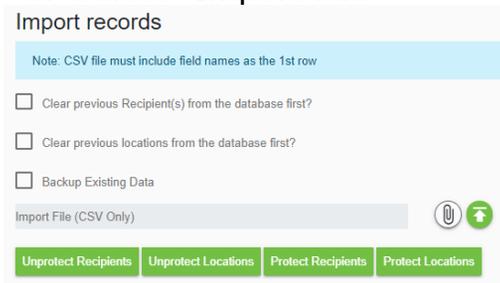
1. Go to "Admin"
2. Select "Import Recipient csv file" under "Data"



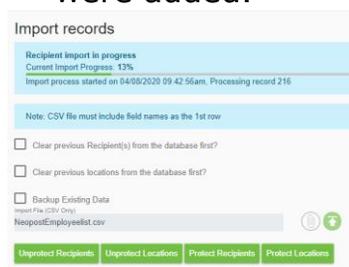
3. Choose if you want to clear previous Recipients and/or Locations (overwrite) from the database.
If you choose to clear previous data, manually entered data in the system will be protected, all other data will be erased.

4. Select "Backup Existing Data"
5. Locate the file using "Choose File"

6. Select "Import File"



7. A progress bar will show under Import History under Advanced> Import Settings/History. It will also show how many entries were processed, updated and were added.



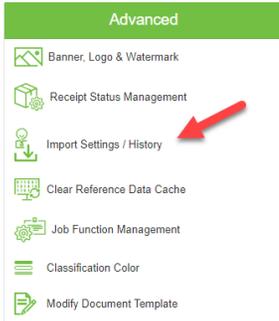
Start Date	Current Line	%	End Date	Status	Cancel Stalled Import
04/08/2020 09:42:56am	1660	100	04/08/2020 09:43:14am	Success	
04/08/2020 09:42:16am	0	0	04/08/2020 09:42:16am	Failed	
04/01/2020 08:45:54am	6	100	04/01/2020 08:45:54am	Success	
04/01/2020 08:44:30am	0	0	04/01/2020 08:44:30am	Failed	
03/30/2020 10:06:11am	705	100	03/30/2020 10:06:20am	Success	

Auto Import Recipient file setup

Auto Importing is an option the customer can purchase. If it is enabled follow the procedure below to setup the Auto import.

Enabling Auto Import in WTS/WTS-P

1. Go to "Admin" > "Advanced" > "Import Settings / History"

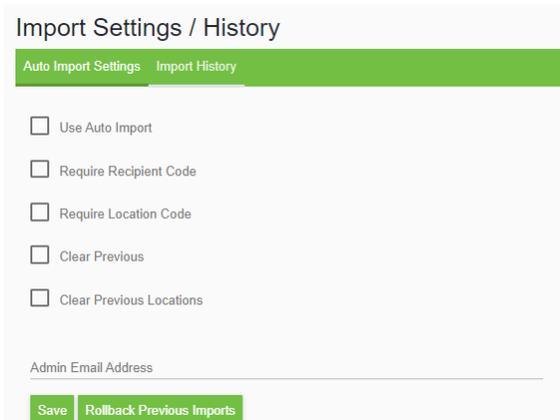


2. Check "Use Auto Import."

3. Define if Recipient Code (ID) and/or Location Code (LocCode) are required. These headers are defined in the CSV file.

4. Determine if the client wants to Clear Previous Recipients and/or Clear Previous Locations every time WTS-P Auto Imports

5. Click "Save"

A screenshot of the 'Import Settings / History' page in the WTS/WTS-P system. The page has a green header with 'Auto Import Settings' and 'Import History' tabs. Below the header, there are five checkboxes: 'Use Auto Import' (checked), 'Require Recipient Code', 'Require Location Code', 'Clear Previous', and 'Clear Previous Locations'. At the bottom, there is an 'Admin Email Address' input field and two buttons: 'Save' and 'Rollback Previous Imports'.

For WTS the file will be loaded on a FTP server that is given to you during installation or training for WTS. The file can be loaded daily if desired. Every night between 1 and 5am EST if a file is present it will be auto uploaded. The frequency of the auto import is determined by you and when the file is uploaded to the FTP.