



## FORWARDING LABEL

### Forwarding Label

The forwarding label allows the WTS/WTS-P user to set up a recipient with an address and printing an address label when receiving instead of a tracking label. It also will follow its own workflow.

1. Add a status named "FORWARD", make the status an action.

Code	Destination	Display Order
FWD	Forwarding Label	

- Requires Signature
- Transfer Custody
- Release Package
- Share
- Action
- Hold
- Available to Portal Users
- Portal Users claim package
- Clear Storage Location

Check this if a status denotes a Transfer of Custody.

Check this if this status signifies that the package has been delivered to the End Recipient or Custodianship is no longer required.

Only WTS customers participating in an affiliate scheme can share history information.

This status will appear on the Handheld as an Action.

Packages with this status will not be sent to the Handheld or appear on the Current Undelivered screen - They remain in custody but are not pending delivery.

Portal Users will be able to set their packages to this status.

Portal User setting this status claims the package.

Check this if this status should clear storage information for the package.

2. Optional: Setup an email for the "FORWARD" status to send a different email, since any email for the "RECV" status will not be sent.

3. Go to "Admin" and select "Customize Receive Screen"

4. Enable "Next Action" Feature

Storage Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PO Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shipment Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Next Action	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

5. Add an address to the recipient to be set to, under their profile and select "use forwarding label". Select "Update".

City  
Breckenridge

State  
Colorado

Zip  
80424

Country Code  
United States

Use forwarding label for this address



6. When a package is received for that recipient the status will auto set to “Forwarding Label” and will print an address label instead of a tracking label.

Create Receipt

Tracking Number 

Carrier: Other 

Recipient: Allen, Christopher  

Recipient Location: Shipping   

My List2: Forwarding Label   

Next Action: Forwarding Label

Email: C.Allen@quadient.com  Send Email?

Cell:  Send Text Message?

This can also be setup in the import by using binary 1/0 code for the import field: ForwardingLabel. 1=Yes 0=No