



Creating Mailstops in WTS

Mailstops are used to validate that a physical location was visited by placing a time and date stamp, proving that a WTS user visited the mailstop.

Three steps are needed to configure mailstops –

1. Creating a mailstop as a recipient
2. Creating a status of Mailstop
3. Adding the Mailstops into WTS

It is important to understand that mailstops are treated like packages, mailstop bar codes are treated as tracking numbers, and the status of a mailstop is updated just like package deliveries.

Creating a Mailstop as a Recipient

1. Select Recipients from the toolbar.
2. Select 'Add Recipients'.
3. Create a recipient called 'Mailstop' and attach the recipient to a location.



Add Recipient

Recipient *
Mailstop


Department

Cost Center

Company

Recipient Location *

4. 'Mailstop' will now be the recipient the mailstop will be attached to. Save recipient.

Recipient	Badge ID	Mailbox Number	Location
 Mailstop			Customer Relations

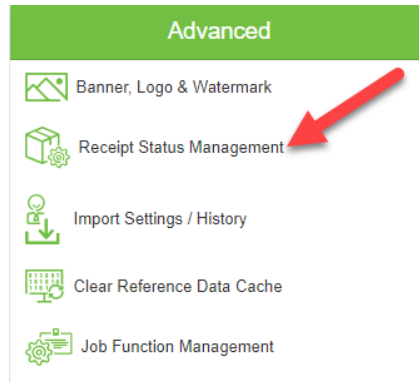


Creating a Status of Mailstop

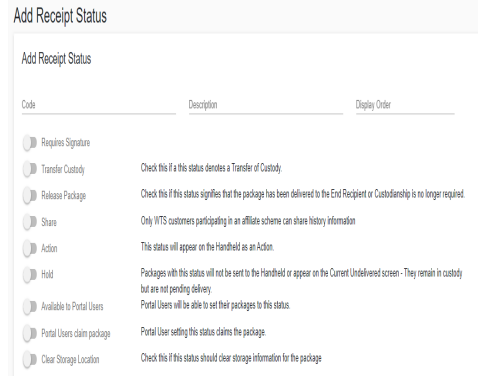
1. Select 'Admin' from the toolbar.



2. Under 'Advance' select Status Management.

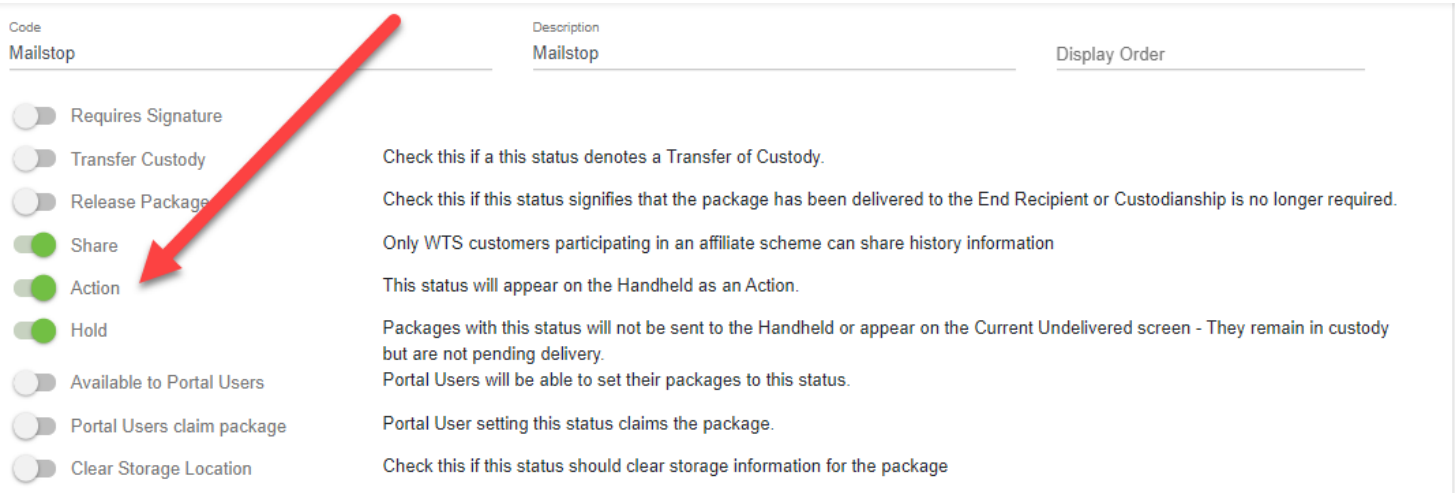


3. Create a new status called 'Mailstop' adhering to the rules where the code is capitalized and the description in clear.



4. Make sure 'Share', 'Action', and 'Hold' boxes are checked. Save the new status.

5. 'Mailstop' is now a status that a package can be set to, exactly like 'Receive', 'Store',



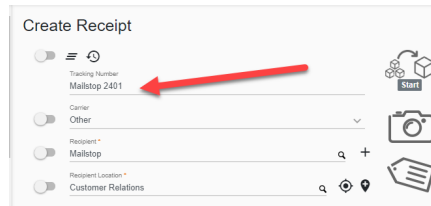


Adding the Mailstops to WTS

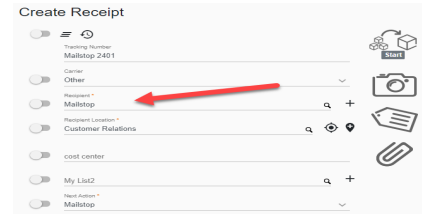
1. Select 'Receive' from the toolbar.



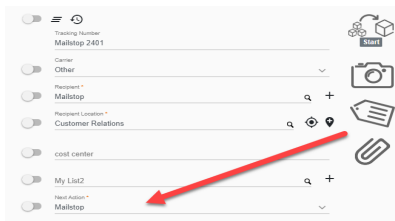
2. With the mailstop bar codes in hand, scan in the first mailstop bar code into the 'Tracking Number' block.



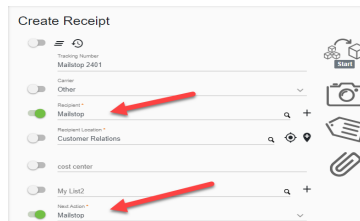
3. Select 'Mailstop' as the recipient.



4. Select 'Mailstop' as the status under 'Next Action' or whatever name 'Next Action' is masked as.



5. Click the radio buttons on the left to lock recipient, location, and next action to keep this information populated.



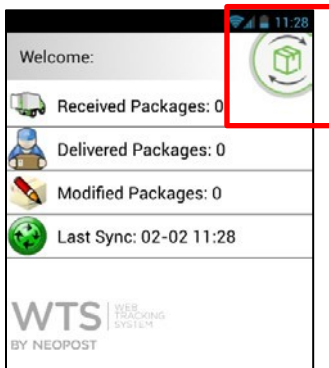
6. Receive the mailstop package.



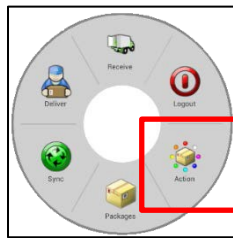
7. This will serve as the first time stamp for the associated Mailstop



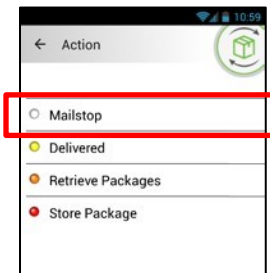
1. Using the handheld, click the function wheel from the dashboard.



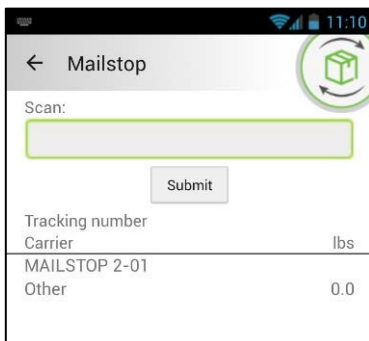
2. Select 'Action'.



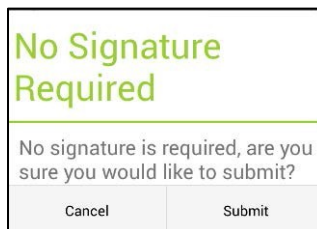
3. Select 'Mailstop'.



4. Scan the mailstop bar code.



5. Click 'Submit' and agree to submit without a signature.



6. The mailstop has been successfully visited as seen from the desktop.

