

Table of Contents

| | |
|--|-----------|
| 1. Getting Started..... | 1 |
| 1.1. General View..... | 2 |
| 1.2. Registration..... | 2 |
| 1.3. Sign into Mobile App..... | 2 |
| 1.4. Sign Out..... | 3 |
| 1.5. Main Page..... | 3 |
| 1.6. Main Menu..... | 3 |
| 1.7. Track your first Package..... | 4 |
| 1.8. Sync Data with Server..... | 4 |
| 2. Receive a New Package..... | 5 |
| 2.1. Verify a Package - quick record a package..... | 6 |
| 2.2. Receive a Package - assign a package to a recipient..... | 10 |
| 2.3. Receive Multiple Packages for the same recipient with Multi-Receive.... | 15 |
| 2.4. Go Back..... | 19 |
| 3. Change Package Tracking Status using Actions..... | 20 |
| 4. Deliver Packages..... | 26 |
| 5. Modify a Package..... | 31 |
| 5.1. Modify..... | 32 |
| 5.2. Scan to Modify..... | 35 |
| 5.3. Group Modify..... | 37 |
| 6. Routing - deliver and collect packages allocated to routes..... | 40 |
| 7. Search Packages..... | 48 |
| 7.1. Search for packages..... | 49 |
| 7.2. Group Deliver..... | 52 |
| 7.3. Group Modify..... | 58 |
| 8. Administration..... | 60 |

| | |
|---|-----------|
| 8.1. Package Tracking Information..... | 61 |
| 8.2. WTS Support..... | 62 |
| 8.3. Mobile Database Configuration..... | 63 |
| 8.4. Client Settings..... | 64 |
| 8.5. Sync Settings..... | 65 |
| 8.6. Mobile Printing Settings..... | 66 |
| 8.7. Connect to Barcode Scanner..... | 67 |
| 8.8. Geolocation - Pinpoint your Mobile Device..... | 68 |
| 8.9. General App Settings..... | 69 |
| 9. Language Settings..... | 70 |

1-Getting Started

| | |
|------------------------------------|---|
| 1.1. General View..... | 2 |
| 1.2. Registration..... | 2 |
| 1.3. Sign into Mobile App..... | 2 |
| 1.4. Sign Out..... | 3 |
| 1.5. Main Page..... | 3 |
| 1.6. Main Menu..... | 3 |
| 1.7. Track your first Package..... | 4 |
| 1.8. Sync Data with Server..... | 4 |

Registration

1. When you install WTS APK, you will see screen below for the first time.
2. When you click on Continue button, you will view a new screen where you should enter Installation code as well as URL to connect to WTS web application.
3. To find Installation code, you need to open WTS web application and go to Admin Section, where you click on Devices link. By clicking on “Print Install Sheet (PDF)” button at the bottom of the page, you will open a new document where you will find installation code and its barcode equivalent.

You have 3 options for communication:

- Auto
- HTTP
- HTTPS

4. When you click on Register button, a message will confirm that registration has been successful. By closing the confirmation message, you will be redirected to Login page.
-

Sign into Mobile App

1. You need to enter your username and password to sign in to mobile application.



In case you have problem signing in, please make sure that you enter correct username and password. Please remember that password is case sensitive.



Please note that you will not be able to login, if you do not have internet connection on your mobile phone the first time that you sign in. When you are signed in, before viewing WTS application's main page, synchronization process will be launched to download reference data as well as the list of packages that have been added to WTS.

Sign Out

1. To sign out of WTS App, you should open main menu and click on Logout button.
2. A message will be displayed to confirm your request. When you click on YES, you will be logged out of application.

If you quit application without launching Sync process, you will not see data entries made after last sync in WTS web application. But do not worry, you will not lose your data. Next time that you sign in to WTS App, Sync process will be executed automatically and all data entries will be sent to central server.

Main Page

When you first sign into WTS App, you will see the screen below where you have number of received, delivered and modified packages that ARE NOT YET synchronized with the central server. Last sync date indicates the last time that synchronization process has been launched.

When you perform an action inside WTS App, modifications will NOT be communicated to the server automatically. You need to launch Sync process in order to send all changes back to server.

If you click on WTS icon at the bottom of the page, administration page will be displayed where you can modify general settings for WTS App.

Main Menu

If you click on the box inside the circle at the top-right corner of the screen, main menu will be displayed where you can receive, deliver and modify packages as well as view list of packages on a given route.

Sync Data with Server

Needless to say that you need internet connection in order for Sync process to communicate with central server. During Sync process, your latest data entries will be sent to the server. You will also receive all updates on reference data as well as all packages that have been recently added/modified in the system by your colleagues.

2-Receive a New Package

| | |
|--|----|
| 2.1. Verify a Package - quick record a package..... | 6 |
| 2.2. Receive a Package - assign a package to a recipient..... | 10 |
| 2.3. Receive Multiple Packages for the same recipient with Multi-Receive.... | 15 |
| 2.4. Go Back..... | 19 |

You have 3 options to record packages in the system.

Verify allows you to quickly confirm package's arrival to your organization without having to enter information about its final recipient and its final destination.

In **Receive** page, you can enter information such as its recipient, final destination, mailbox number, etc in the system.

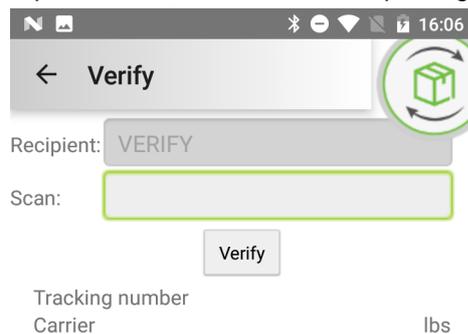
With **Multi-receive**, multiple packages can be recorded for a single recipient.

Verify a Package - quick record a package

[Go to Help for Verifying a package on Web Application](#)

Imagine this scenario:

Carrier's delivery agent arrives with a pile of new packages for your company. Mailroom staff is very busy and does not have enough time to enter information for each package, he scans packages quickly to keep a trace of them, then will free carrier's delivery agent. By scanning each package, he verifies barcode number for the package against the transporter list. Later when he has time, he will complete information such as final recipient name, location for each package



16:06

← Verify

Recipient: VERIFY

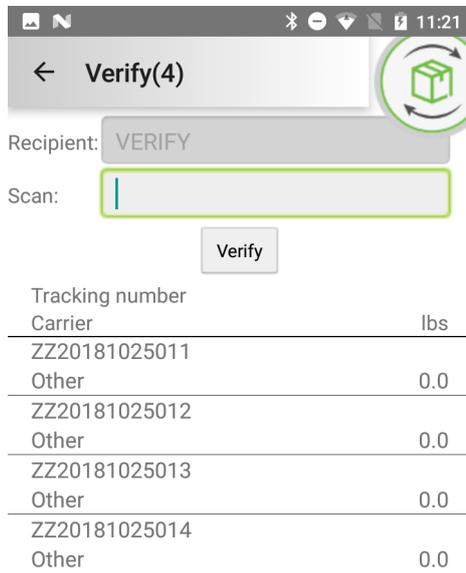
Scan:

Verify

Tracking number
Carrier lbs

and will assign a route to each package.

When mobile user scans a barcode, it will appear automatically in the

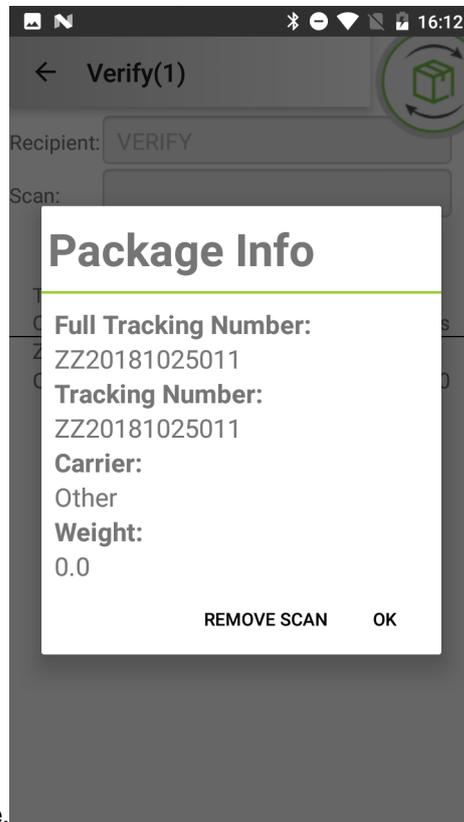


list.

If user taps on a package number in this list, he can view information about this

2

English

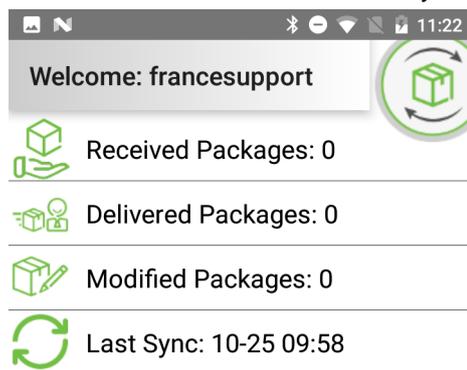


package.

Please make sure to tap on Verify button before leaving this screen in order to pass these packages on verified status. Verify button works like a confirmation button, so if you do not click on it before leaving the page, scanned packages will not be stored in device's database.

By clicking on Verify button, you will leave this page and a notification will appear to confirm that packages were stored successfully in the system.

Verified packages will be sent to central server when you press on Sync button in main menu or the next time that you launch WTS App.



Receive a Package - assign a package to a recipient

2

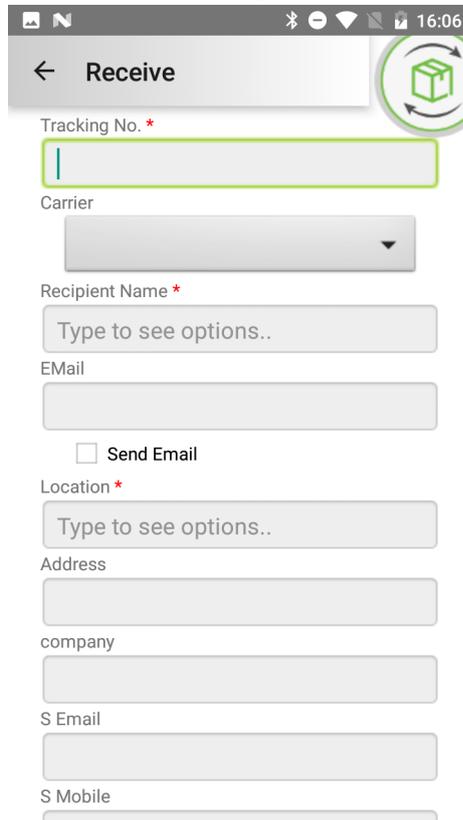
[Go to Help for receiving a package on Web Application](#)

English

You can enter information for a package that you have verified before or a package for which no information exists in the system. By receiving a package, you need to complete necessary details needed to deliver a package to its final recipient.

As you can guess, Recipient name and location as well as package's tracking number are mandatory information to be entered in this screen.

1. You can scan tracking number or enter it manually.



The screenshot shows a mobile application interface for receiving a package. The screen is titled "Receive" and has a back arrow on the left. A circular icon with a package and arrows is in the top right corner. The form contains the following fields:

- Tracking No. * (text input field, highlighted with a green border)
- Carrier (dropdown menu)
- Recipient Name * (text input field with placeholder "Type to see options..")
- EMail (text input field)
- Send Email
- Location * (text input field with placeholder "Type to see options..")
- Address (text input field)
- company (text input field)
- S Email (text input field)
- S Mobile (text input field)

2. After scanning a tracking number barcode or entering it manually, if this number already exists in the system, all information regarding the package will be displayed in the system and screen's title will change to Modify.

For example, in image below, user has verified this package, so recipient's name was set to VERIFY.

Tracking No. *

ZZ20181025009

Carrier

Recipient Name *

VERIFY

EMail

Send Email

Location *

Type to see options..

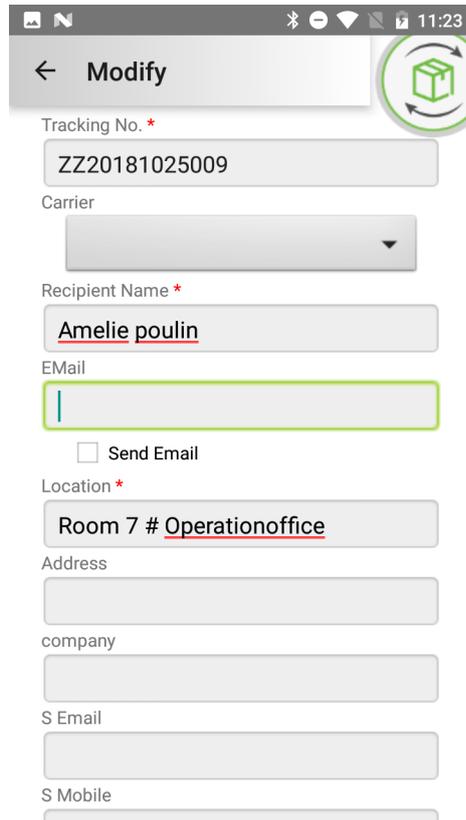
Address

company

S Email

S Mobile

- When you enter 3 first characters in recipient's name, an automatic search will be launched and a list of possible recipients and their location will be displayed.

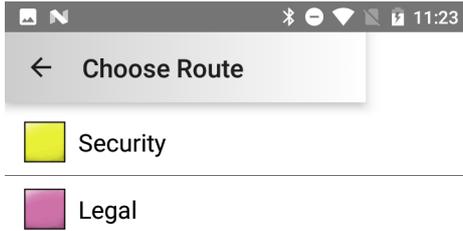


The screenshot shows a mobile application interface titled "Modify". The form contains the following fields and options:

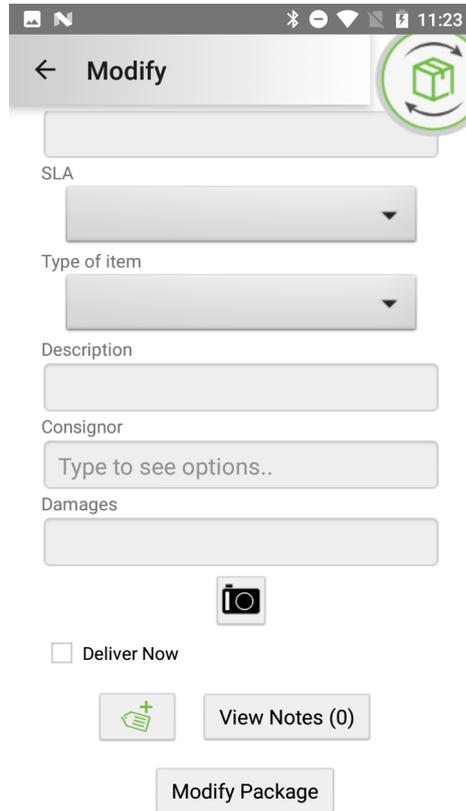
- Tracking No. ***: ZZ20181025009
- Carrier**: A dropdown menu.
- Recipient Name ***: Amelie poulin
- E Mail**: An empty text input field.
- Send Email**
- Location ***: Room 7 # Operationoffice
- Address**: An empty text input field.
- company**: An empty text input field.
- S Email**: An empty text input field.
- S Mobile**: An empty text input field.

The "E Mail" field is highlighted with a green border. The "Location" field contains the text "Room 7 # Operationoffice" with "Operationoffice" underlined. The "Recipient Name" field contains "Amelie poulin" with "Amelie" underlined. The "Carrier" field is a dropdown menu. The "Send Email" checkbox is unchecked. The "Address", "company", "S Email", and "S Mobile" fields are empty. The "Tracking No." field contains "ZZ20181025009". The "Modify" title is at the top left. The status bar at the top shows the time 11:23 and various icons.

4. When you select a recipient in the search list, its location will be set automatically. If this location is found on more than one route, then another screen will appear to ask user on which route he wants to put this package. All other information that exists for this user, such as his email and telephone number will be set automatically as well.



5. Once he is done entering information for the package, he taps on Modify Package button to save information in mobile database.



The screenshot shows a mobile application interface titled "Modify". At the top, there is a back arrow and the title "Modify". A circular icon with a cube and arrows is visible in the top right corner. Below the title bar, there is a text input field. The form contains several sections: "SLA" with a dropdown menu, "Type of item" with a dropdown menu, "Description" with a text input field, "Consignor" with a text input field containing the placeholder "Type to see options..", and "Damages" with a text input field. Below the "Damages" field is a camera icon. At the bottom, there is a checkbox labeled "Deliver Now", a button with a plus sign and a document icon, a button labeled "View Notes (0)", and a button labeled "Modify Package".

If user tries to leave this page without clicking on Modify Package button, he will receive a message warning him that he might lose all information regarding this package.

6. When user taps on Modify Package button, a notification will appear for few seconds to confirm that data has been saved in mobile database.

The screenshot shows a mobile application interface for receiving packages. The screen is titled 'Receive' and features a back arrow and a refresh icon. The form includes the following fields and controls:

- Tracking No. * (text input field)
- Carrier (dropdown menu)
- Recipient Name * (text input field with placeholder 'Type to see options..')
- E Mail (text input field)
- Send Email (checkbox)
- Location * (text input field with placeholder 'Type to see options..')
- Address (text input field)
- company (text input field)
- S Mobile (text input field)

A dark notification bubble at the bottom of the form displays the message: 'Package has been successfully updated'.

Receive Multiple Packages for the same recipient with Multi-Receive

[Go to Help for receiving multiple packages in Web Application](#)

If user needs to record multiple packages for the same recipients, he can choose Multi-Receive screen, where he chooses a recipient, then scans multiple packages for selected recipient.

When he enters 3 first characters of recipient name, an automatic search will be launched and he will see a list of all possible choices. When he selects a recipient in this list, his location will be set automatically. If this location is already on more than one route, user will be asked to choose a route in the list.

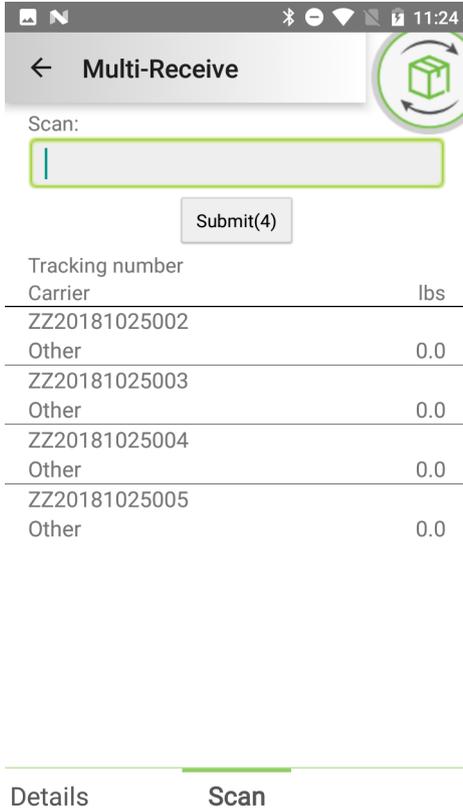
1. When user is done entering information for recipient, he will tap on Scan button at bottom-right corner of the screen, to start entering tracking number of his packages.

The screenshot shows a mobile application interface titled "Multi-Receive". At the top right, there is a circular icon with a cube and arrows. The form contains the following fields and elements:

- Recipient Name *:
- E Mail:
- Send Email
- Location *:
- Legal
- Address:
- company:
- S Email:
- S Mobile:

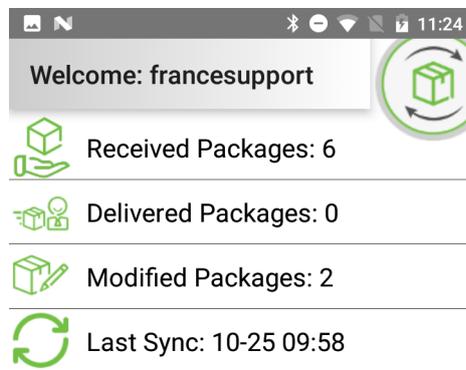
At the bottom, there are two buttons: "Details" and "Scan". The "Scan" button is highlighted with a green underline.

2. User scans or manually enters tracking number for recipient's packages, then taps on Receive Packages button to save information in the mobile database.



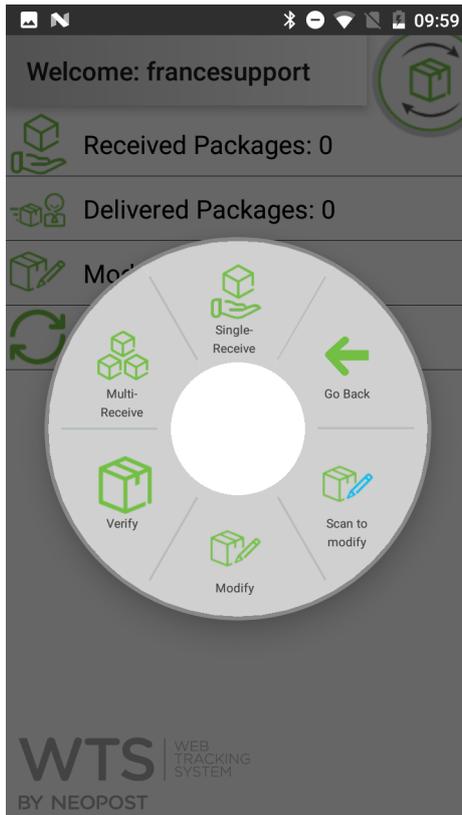
3. After tapping on Submit button, user will leave Multi-Receive screen and return to main screen on WTS App. A notification will be displayed at the bottom of the screen for few seconds to confirm that packages have been successfully added to the mobile database.

You will notice in image below that number of received packages is updated to 4 packages. Number of received/modified/delivered packages on main screen presents number of packages that have not been sent to central server. User who had received 20 packages during the day and had launched Sync process several times, will only see number of packages that are not yet sent to central server.



Go Back

1. User comes back to main menu by tapping on Go Back menu.



2

English

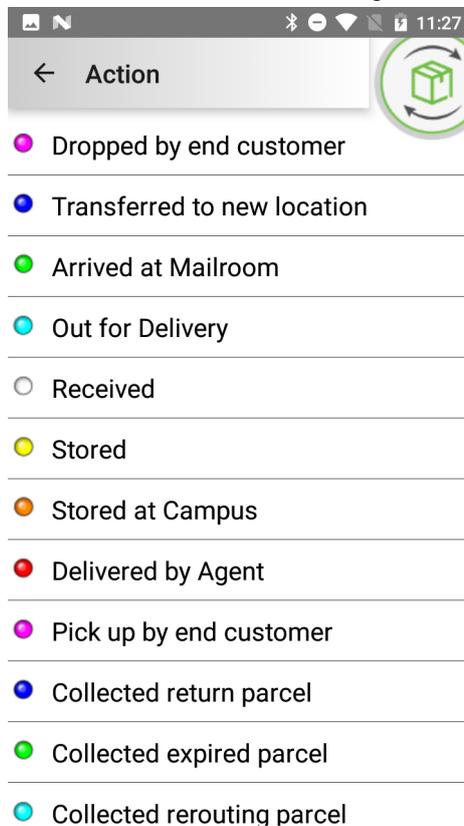
3-Change Package Tracking Status using Actions

[Go to Help for using Action in Web Application](#)

From the time a mailroom agent receives a package till when package is delivered to its final recipient, package might take different statuses. For example, it might be stored temporarily in a storage area, it might be loaded into a parcel locker, a reminder might be sent to final recipient, etc.

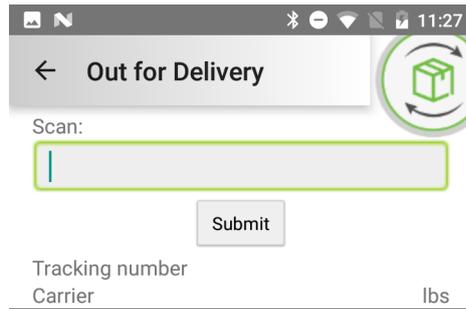
On this screen, user executes actions in order to change package's tracking status.

1. Tapping on this menu, a list of available actions on mobile device will be displayed. User chooses his desired action and he will be redirected to a new screen where he scans tracking numbers (or enters them manually).



Example: Out for Delivery

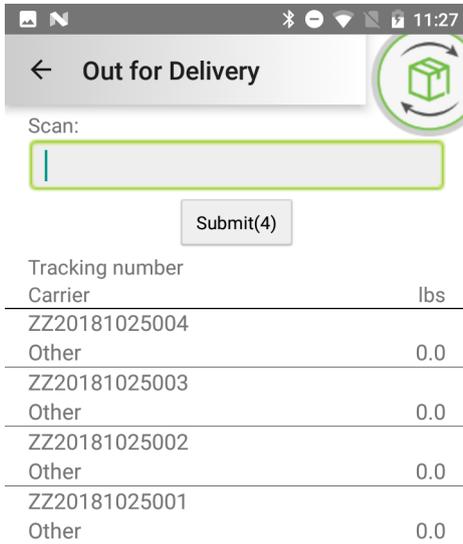
2. Let's say that delivery agent is about to leave to deliver package(s) to final recipient so he wants to pass his packages' status to Out for Delivery. First he chooses Out for Delivery in the list. Then he scans tracking numbers (or enters them manually).



The screenshot shows a mobile application interface for 'Out for Delivery'. At the top, there is a status bar with the time 11:27 and various icons. Below the status bar is a header with a back arrow and the text 'Out for Delivery'. To the right of the header is a circular icon containing a package and a refresh symbol. Below the header is a 'Scan:' label followed by a large, empty text input field. Below the input field is a 'Submit' button. At the bottom of the screen, there is a table with two columns: 'Tracking number' and 'Carrier', and a label 'lbs' on the right side.

| Tracking number | Carrier | lbs |
|-----------------|---------|-----|
|-----------------|---------|-----|

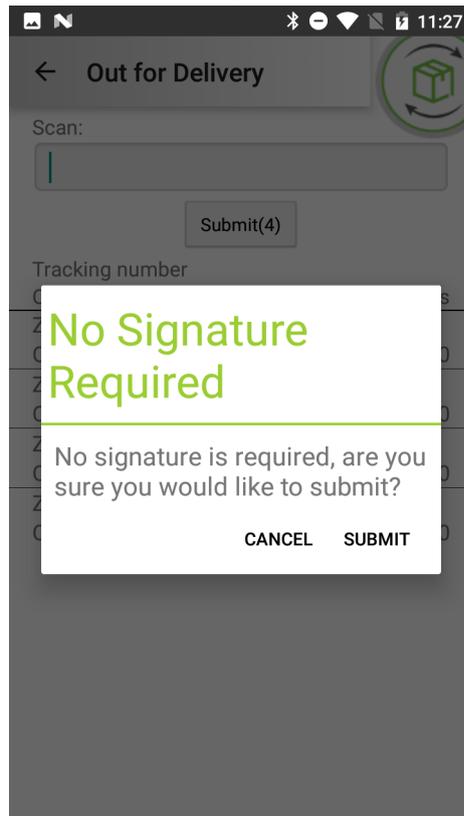
3. When he has entered all tracking numbers, he taps on Submit button to update this modification on package tracking status.



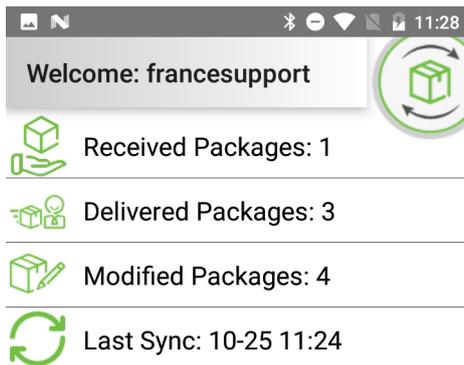
The screenshot shows a mobile application interface with a status bar at the top displaying the time 11:27. Below the status bar is a navigation bar with a back arrow and the text "Out for Delivery". To the right of the navigation bar is a circular icon containing a package and a refresh symbol. Below the navigation bar is a "Scan:" label followed by a text input field with a vertical cursor. Below the input field is a "Submit(4)" button. Below the button is a table with tracking information.

| Tracking number | lbs |
|-----------------|-----|
| ZZ20181025004 | |
| Other | 0.0 |
| ZZ20181025003 | |
| Other | 0.0 |
| ZZ20181025002 | |
| Other | 0.0 |
| ZZ20181025001 | |
| Other | 0.0 |

4. System administrator can configure a tracking status to require a signature before changing to that status. If this is the case (for example, delivered status), you will be asked to sign on the screen. If not, then a message will ask you to confirm your choice.



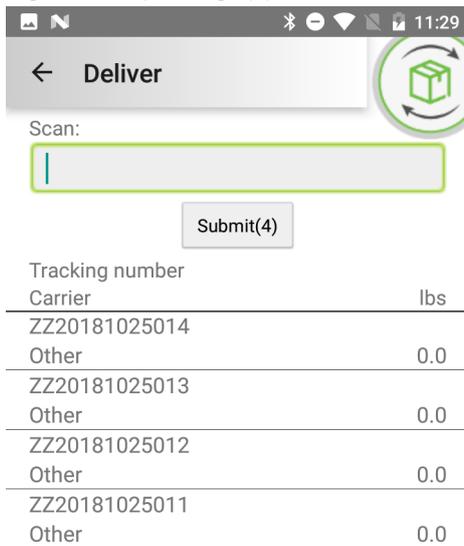
- When status change is completed, a notification will be displayed for few seconds to confirm that status change has been saved in mobile database. In Main page, you will see number of modified packages has changed. Now, if you click on Sync menu, modified packages will be sent to central server and number of modified packages will be zero again at the end of Sync process.



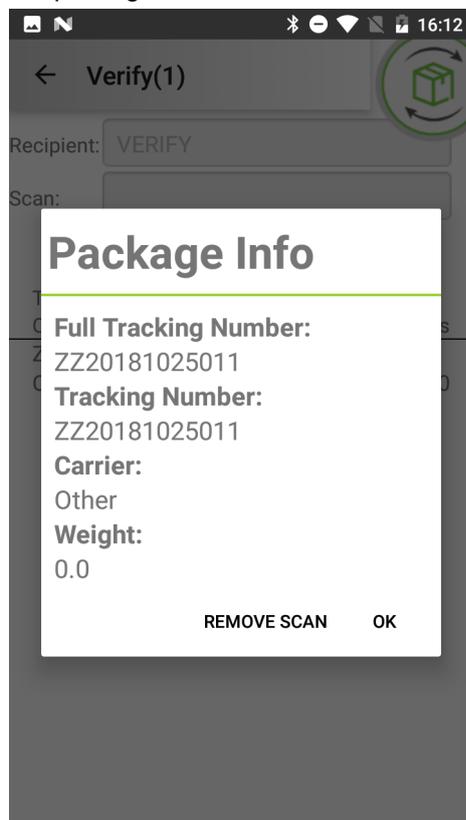
4-Deliver Packages

[Go to Help for delivering a package in Web Application](#)

1. In order to deliver a package, you should first tap on deliver in main menu. On Delivery screen, you can scan tracking numbers (or enter them manually) for all packages that you wish to deliver. Please note that in this screen it is only possible to deliver at the same the packages that belong to the same final recipient, as when you tap on Submit button, recipient will be asked to sign for his package(s).



2. If you tap on a tracking number in this list, you can view information about the package.



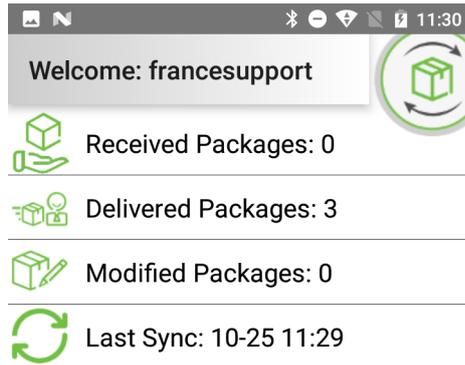
- When you tap on Submit button, a new screen will be displayed in which you select person who will sign for the package, his location. Once he signed for the package, you tap on Submit button to save information in mobile database.

The screenshot shows a mobile application interface. At the top, there is a status bar with icons for signal, Wi-Fi, battery, and the time 11:30. Below the status bar, the text "You are signing for 3 packages" is displayed. A large rectangular area contains a handwritten signature in black ink. Below the signature area, there is a text input field labeled "Signed by:" containing the text "Amelie poulin". To the right of this field is a small green icon of a person with a checkmark. Below the "Signed by:" field is another text input field labeled "Location:" containing the text "Room 7 # Operationoffice". To the right of this field are two buttons: "Submit" and "Clear". Below the "Location:" field, a dropdown menu is open, showing the same text "Room 7 # Operationoffice". At the bottom of the screen, there are three tabs: "No Sign", "Signature", and "Notes". The "Signature" tab is currently selected and highlighted with a green underline.

4

English

4. A notification will be displayed for few seconds to inform you that package status is set to delivered now. You will notice on main menu, that number of delivered packages on main page has changed. This number presents number of delivered packages that have not been synced to central server yet. As soon as you launch Sync process, this number will be reset to zero again.



Your package has been set to 'Deliver'

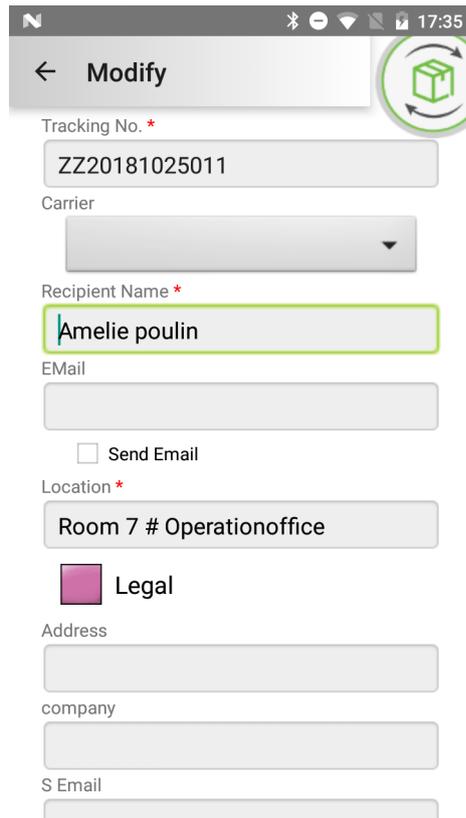
WTS WEB TRACKING SYSTEM
BY NEOPOST

5-Modify a Package

| | |
|--------------------------|----|
| 5.1. Modify..... | 32 |
| 5.2. Scan to Modify..... | 35 |
| 5.3. Group Modify..... | 37 |

Modify

1. If you need to change any data about only one package (except its tracking number), you can use Modify screen.



5

English

Modify

Tracking No. *

ZZ20181025011

Carrier

Recipient Name *

Amelie poulin

EMail

Send Email

Location *

Room 7 # Operationoffice

Legal

Address

company

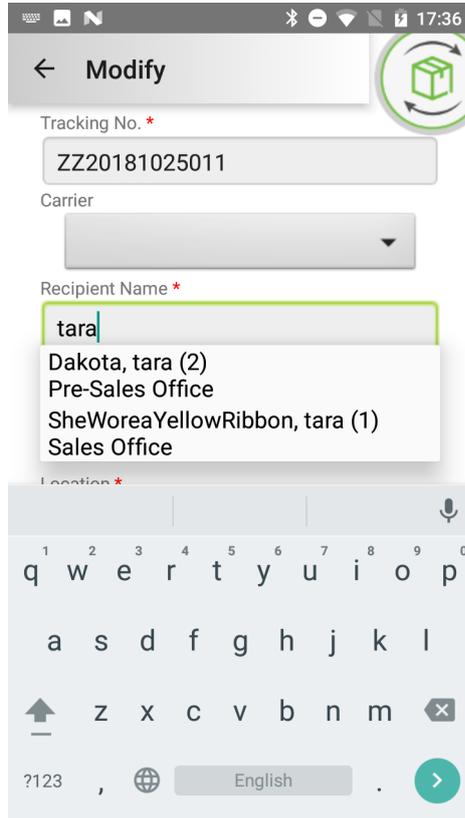
S Email

2. When user scans a tracking number (or enters it manually), if package already exists in the system, it will be shown in the system.

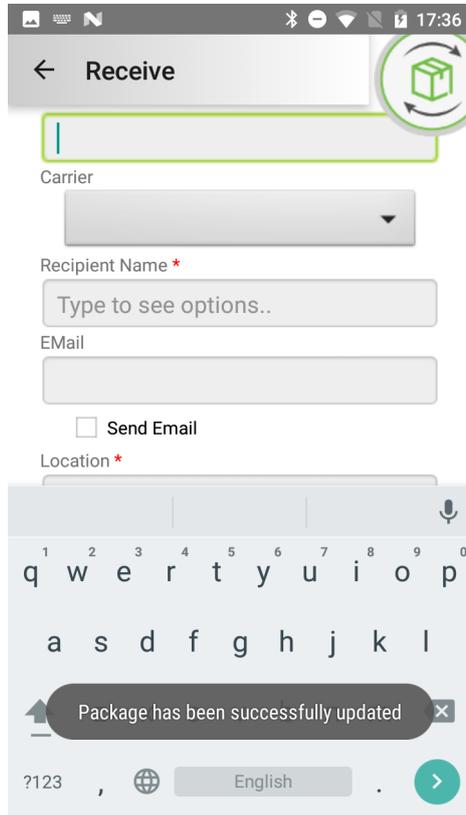
The screenshot shows a mobile application interface titled "Modify". At the top, there is a status bar with the time 17:35 and various icons. Below the title bar, there is a back arrow and a circular icon with a package and a refresh symbol. The form contains the following fields and options:

- Tracking No. ***: A text input field containing "ZZ20181025011".
- Carrier**: A dropdown menu.
- Recipient Name ***: A text input field containing "Amelie poulin", which is highlighted with a green border.
- EEmail**: A text input field.
- Send Email**: A checkbox option.
- Location ***: A text input field containing "Room 7 # Operationoffice".
- Legal**: A checked checkbox option.
- Address**: A text input field.
- company**: A text input field.
- S Email**: A text input field.

- 3. User cannot change package's tracking number. When recipient information is changed for a package, location and email fields will be updated as well.



4. Once user taps on Modify Package button, he will receive a notification informing him that the package has been modified successfully.



Scan to Modify

1. If you wish to modify multiple packages at the same time, then clicking on Scan to Modify will be a good option for you. In Scan to Modify Screen, first you scan (or enter manually) tracking numbers that you wish to modify.

The screenshot shows a mobile application interface with a status bar at the top displaying the time 17:41 and various system icons. The main header is a grey bar with a back arrow and the text "Scan to modify". To the right of the header is a circular icon containing a cube and a refresh symbol. Below the header is a "Scan:" label followed by a text input field with a vertical cursor. A "Submit(2)" button is positioned below the input field. At the bottom of the screen, there is a table with tracking information.

| Tracking number | lbs |
|-----------------|-----|
| Carrier | |
| ZZ20181025001 | |
| Other | 0.0 |
| ZZ20181025005 | |
| Other | 0.0 |

2. By pressing on Submit button, you will be redirected to Modify screen, where you can only modify reference data for selected packages.

Recipient Name *

Amelie poulin

EMail

Send Email

Location *

Room 7 # Operationoffice

Legal

Address

company

S Email

S Mobile

Storage Location

5

English

Group Modify

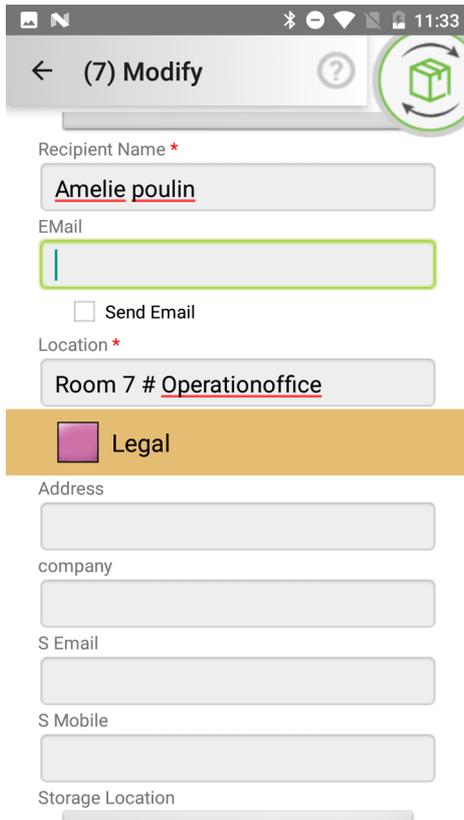
[Go to Help for Group Modify in Web Application](#)

1. When you select one or multiple packages and tap on modify in action menu, screen below will be displayed where you can modify basic information about package(s).

The screenshot shows a mobile application interface for a 'Modify' screen. At the top, there is a status bar with icons for signal, Wi-Fi, battery, and the time 11:34. Below the status bar is a header with a back arrow, the text '(7) Modify', a help icon (question mark), and a refresh icon (circular arrow around a cube). The form contains the following fields and controls:

- Carrier:** A dropdown menu.
- Recipient Name *:** A search-style input field with the placeholder text 'Type to see options..'
- E Mail:** A text input field.
- Send Email:** A checkbox.
- Location *:** A search-style input field with the placeholder text 'Type to see options..'
- Address:** A text input field.
- company:** A text input field.
- S Email:** A text input field.
- S Mobile:** A text input field.
- Storage Location:** A text input field.

2. Entering recipient name and location are mandatory in this screen. If location for provided recipient exists on multiple routes, you will be asked to select a route between possible choices.



The screenshot shows a mobile application interface titled '(7) Modify'. The form contains the following fields and options:

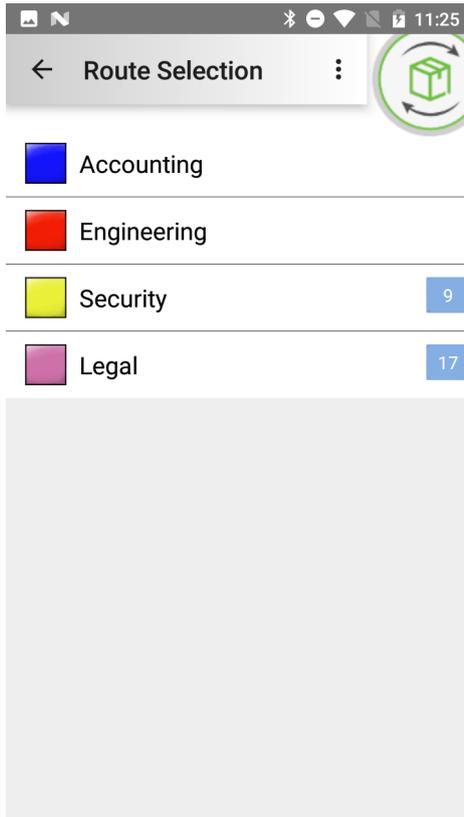
- Recipient Name ***: A text input field containing 'Amelie poulin'.
- E Mail**: An empty text input field.
- Send Email**: A checkbox option.
- Location ***: A text input field containing 'Room 7 # Operationoffice'.
- Legal**: A highlighted orange button with a purple square icon.
- Address**: An empty text input field.
- company**: An empty text input field.
- S Email**: An empty text input field.
- S Mobile**: An empty text input field.
- Storage Location**: An empty text input field.

3. Pressing on Modify Package button, modification on selected packages will be saved in mobile database.

6-Routing - deliver and collect packages allocated to routes

[Go to Help for viewing package in Web Application](#)

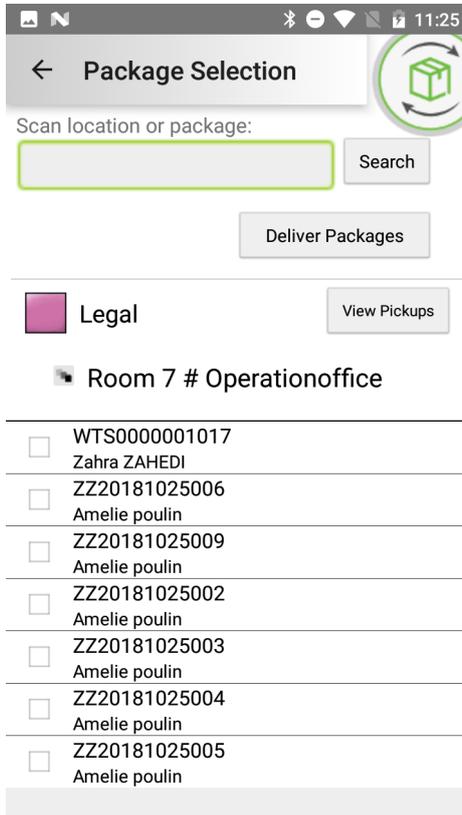
1. An interesting screen for delivery agent who needs to have an idea about the number of undelivered packages on each route. By clicking on Routing menu, a list of configured routes in WTS will be displayed. For each route, number of undelivered packages are shown in a blue box and number of notes for packages in a route is presented in the red box.



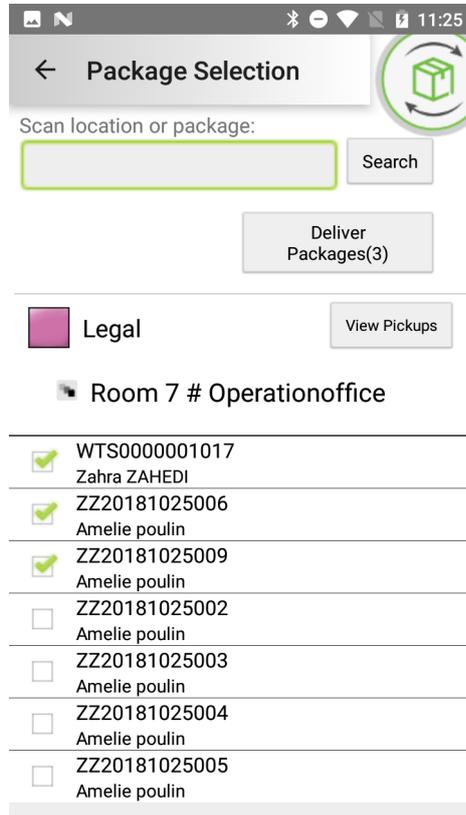
- 2. When you tap on a route, you can see in more detail number of packages for different locations on that route.



3. When you select a location in the list, a list of undelivered packages for that location will be shown.



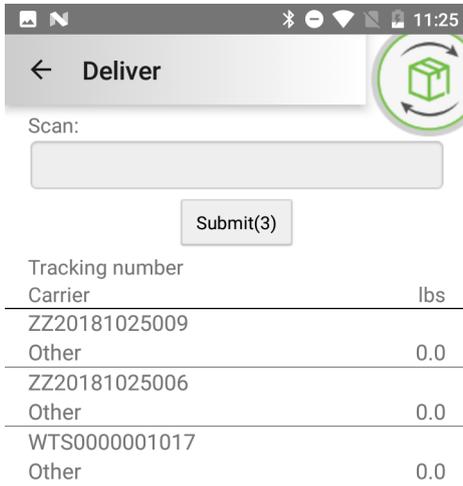
4. You can select packages that you wish to deliver to the SAME RECIPIENT in selected location.



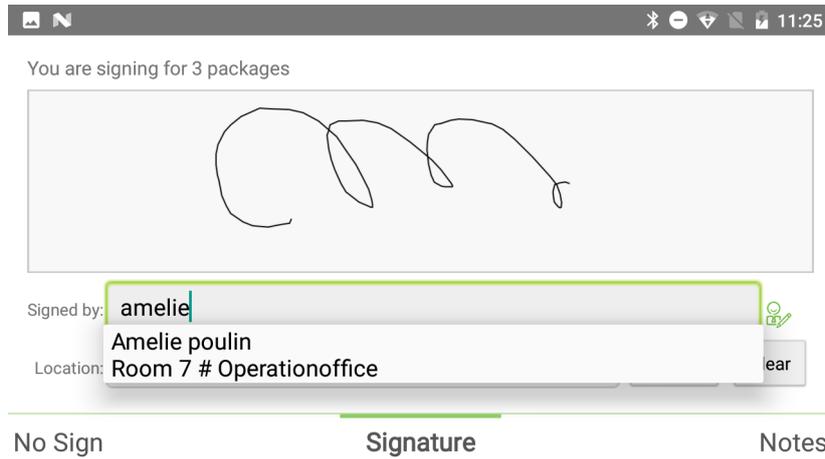
6

English

- If at least one package has been selected in the list, then you can click on Deliver Packages button, which will redirect you to Deliver Screen.



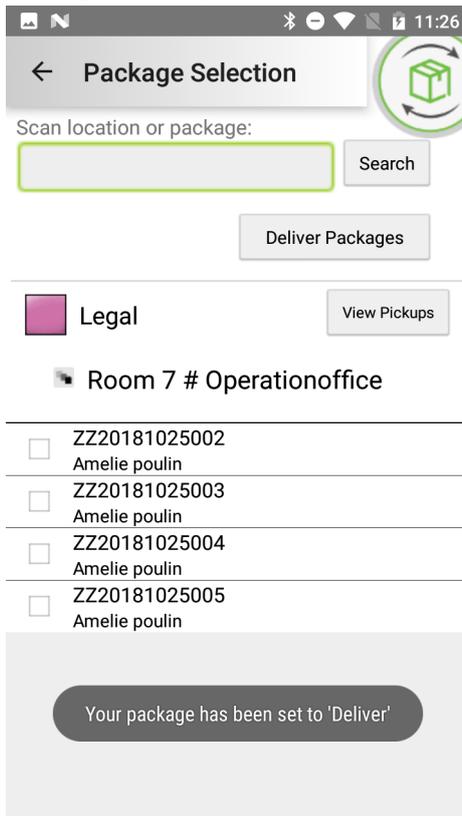
- To deliver packages in this list to the SAME RECIPIENT, you press on Submit button. In the next screen, first you choose recipient and his location, then he signs to collect his packages.



6

English

7. When you click on Submit button, modifications will be saved in mobile database. A notification will be displayed to confirm this action. As you see in image below, packages are delivered and there are no more undelivered packages for City1 location.



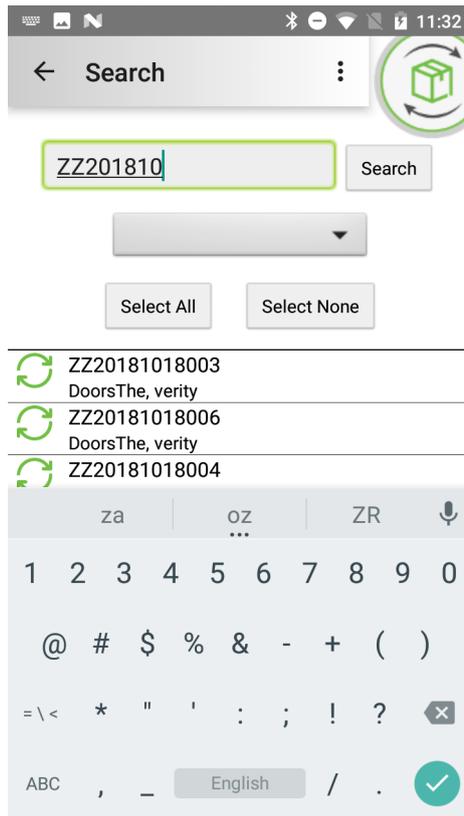
 Please make sure to launch Sync process to send latest modifications to central server.

7-Search Packages

- 7.1. Search for packages.....49
- 7.2. Group Deliver.....52
- 7.3. Group Modify.....58

Search for packages

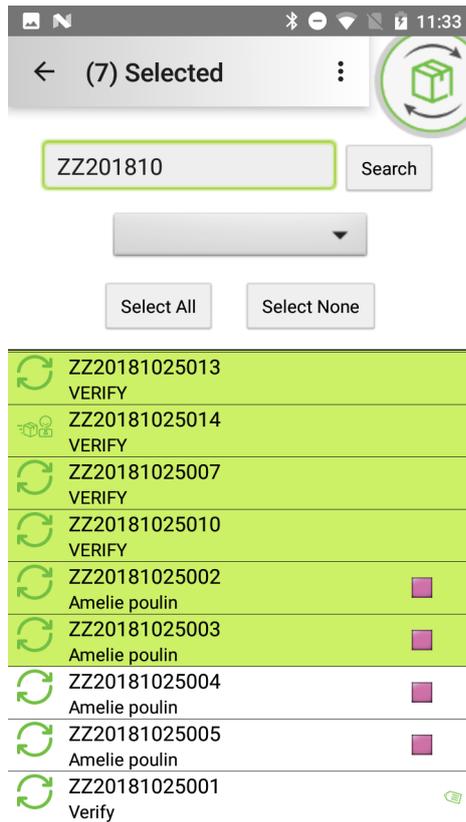
1. Let's say that you need to perform an action (either Modify or Deliver) on one or multiple packages at the same time.



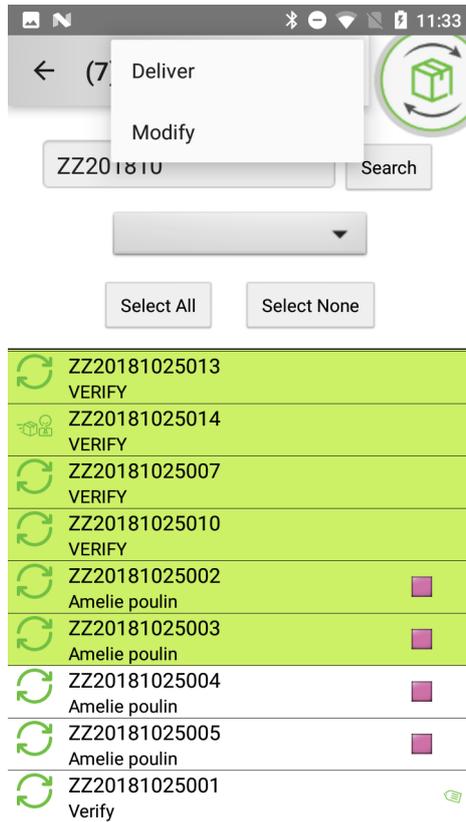
7

English

- If you do not provide any search criteria, search results will contain all undelivered packages. If you enter a search criteria, then all packages (delivered and undelivered) where their tracking number matches search criteria will be displayed.



3. In order to modify or to deliver packages in results list, you need to first select few or all packages in the list, then tap on menu button next to Selected to show the menu of possible actions.

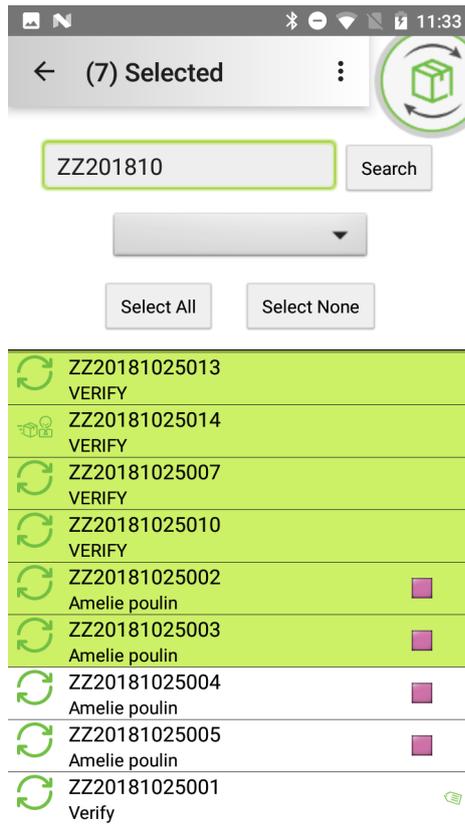


If you select modify or deliver in this menu without selecting any packages, nothing will happen (which makes sense, because without selecting packages, no action can be completed).

Group Deliver

[Go to Help for Group Deliver in Web Application](#)

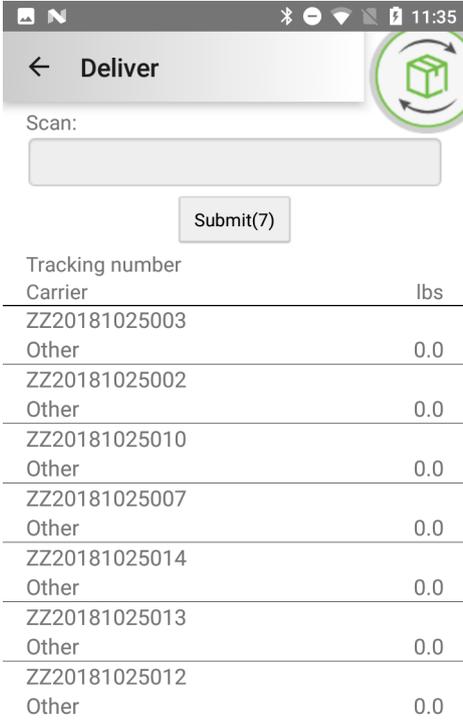
1. To deliver one or multiple packages in Packages screen, first you select packages that you wish to deliver.



7

English

- Then select Deliver in Action menu at the top of the screen.



- Selected packages will be displayed in Deliver screen. You can still enter or scan other tracking numbers to add packages to this list. Please note that all packages in this list will be delivered to the same recipient, so if you wish to deliver packages to different people, you need to repeat these steps for each recipient.

By pressing on Submit button, you will be redirected to a new screen where you choose recipient and his location in the list, then he will be able to sign for his packages.

You are signing for 7 packages

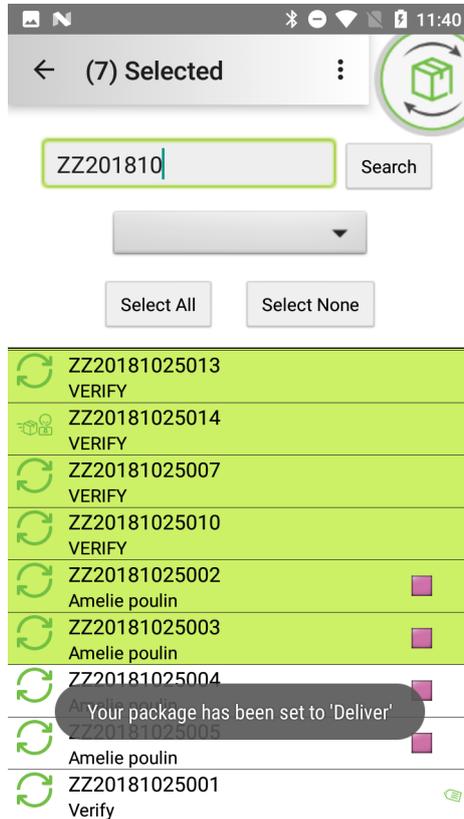
Signed by: Amelie poulin

Location: Room 7 # Operationoffice

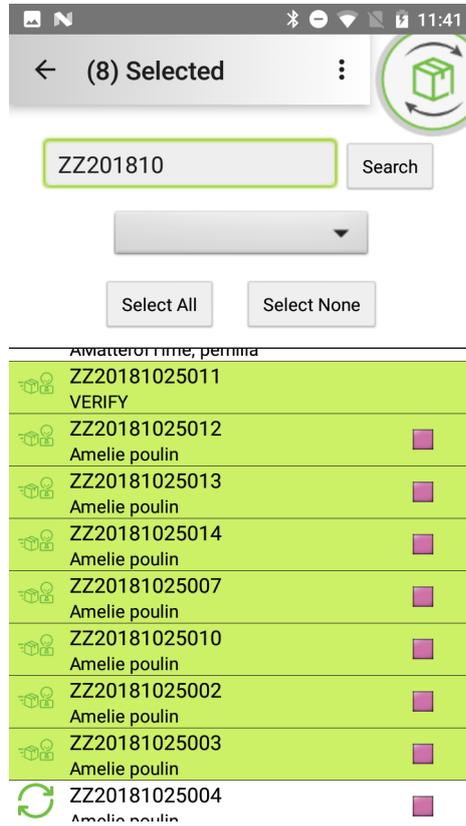
Submit Clear

No Sign **Signature** Notes

4. Pressing on Submit button, you will go back to previous screen and a notification will confirm that packages have been delivered.



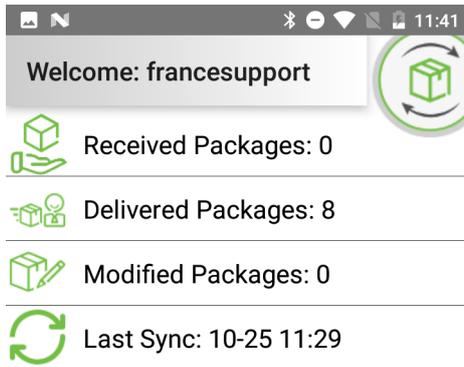
- Searching delivered packages in Packages screen, you will notice that they are represented with a “delivered” icon.



7

English

6. Number of delivered packages in main screen has changed as well. Sync process should be launched to communicate these modifications to central server.



Group Modify

[Go to Help for Group Modify in Web Application](#)

When you select one or multiple packages and tap on modify in action menu, screen below will be displayed where you can modify basic information about

Carrier

Recipient Name *

EMail

Send Email

Location *

Address

company

S Email

S Mobile

Storage Location

package(s).

7

English

Entering recipient name and location are mandatory in this screen. If location for provided recipient exists on multiple routes, you will be asked to select a route

← (7) Modify

Recipient Name *

Amelie poulin

E Mail

Send Email

Location *

Room 7 # Operationoffice

Legal

Address

company

S Email

S Mobile

Storage Location

between possible choices.

Pressing on Modify Package button, modification on selected packages will be saved in mobile database.

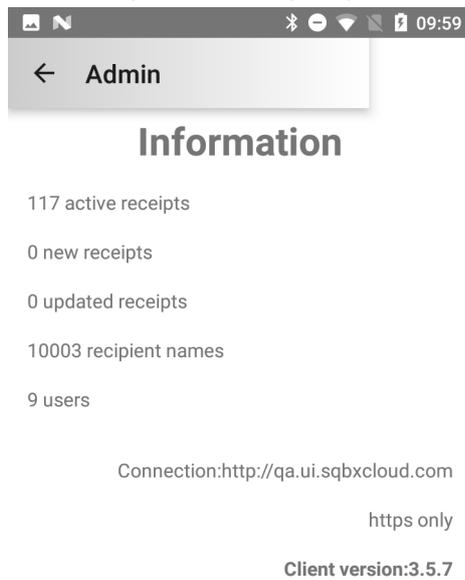
8-Administration

| | |
|---|----|
| 8.1. Package Tracking Information..... | 61 |
| 8.2. WTS Support..... | 62 |
| 8.3. Mobile Database Configuration..... | 63 |
| 8.4. Client Settings..... | 64 |
| 8.5. Sync Settings..... | 65 |
| 8.6. Mobile Printing Settings..... | 66 |
| 8.7. Connect to Barcode Scanner..... | 67 |
| 8.8. Geolocation - Pinpoint your Mobile Device..... | 68 |
| 8.9. General App Settings..... | 69 |

Package Tracking Information

On Info page, there is nothing you can change. You have information about number of undelivered packages, number of recipients in address book, current version of mobile App and number of users in WTS web application.

If you deliver packages using your handheld device, number of active receipts will decrease even if you have not yet synced data with the central



88

English

server.

Info

Support

WTS Support

On Support page, you can view mobile App's log file and launch SOTI MobiControl App that permits to give access to WTS support team to analyze a problem on your handheld device.

Wipe Log file button will erase contents of log file stored on your handheld



Support

Please use the Rescue Icon on the wts.neopost.com site to initiate a support session, you will then be given a PIN number by the support technician to enter into the rescue client.

View log file

Start rescue client



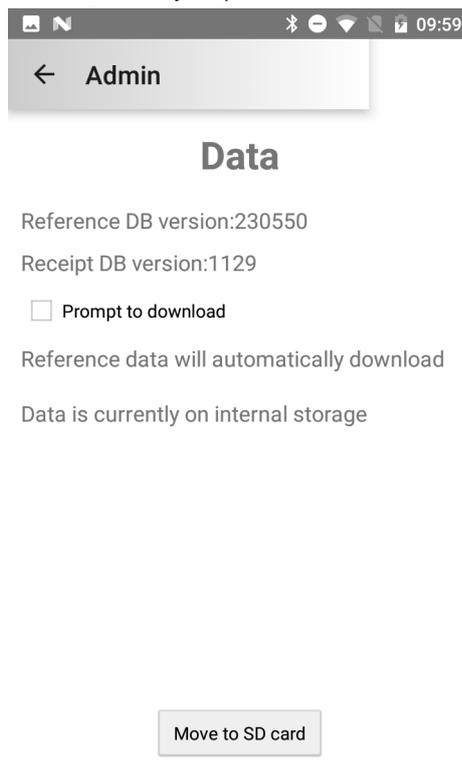
Wipe log file

device. Info **Support** Data

Mobile Database Configuration

On Data page, if you check Prompt to download option, when you launch Sync process, you will be asked before downloading reference data.

If you have an SD card on your handheld device, when you press on Move to SD



Card button, data will be moved to SD card.

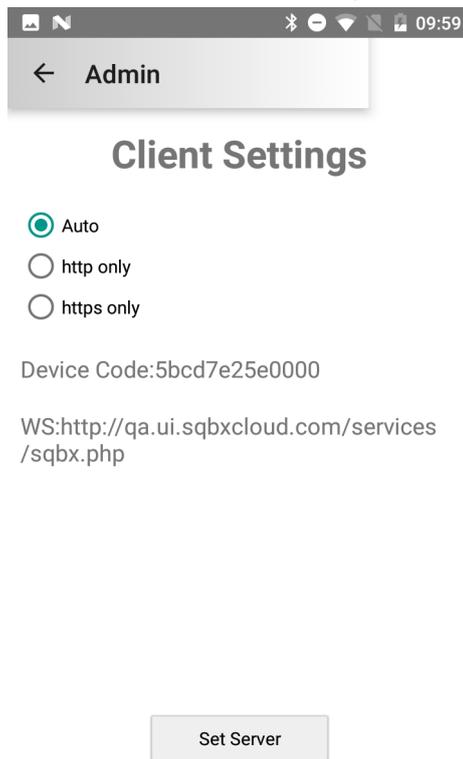
Support **Data** Client

88

English

Client Settings

In Client Settings page, you can change web address to which WTS App connects to. When you press on Set Server button, you will be redirected to Initialization screen where you will be asked to enter Installation Key as well as web address to WTS web services. Please note that once you pressed on this button, you have to re-enter installation key and correct WTS web address or you would not be able



∞

English

to sign in to WTS mobile App.

Data

Client

Sync

Sync Settings

On Sync page, you can set the synchronization process.

Adjust event times to server time: Better not to select this option, if you are located in a time-zone different from central server's time zone. This option will force to event times to be recorded in server time instead of local time.

Let's say that you are using handheld devices in Paris (GMT+2) and servers are hosted in Dublin (GMT+1). If you select this option, all events will be recorded on Dublin time, which might not be suitable for your needs.

Auto Sync: If needed, you configure your WTS App to synchronize automatically with central server after a defined interval has

Admin

Sync Settings

- Adjust event times to server time
- Prompt when time doesn't match server
- Auto sync
- Only auto sync when plugged in

Frequency: Every 30 minutes

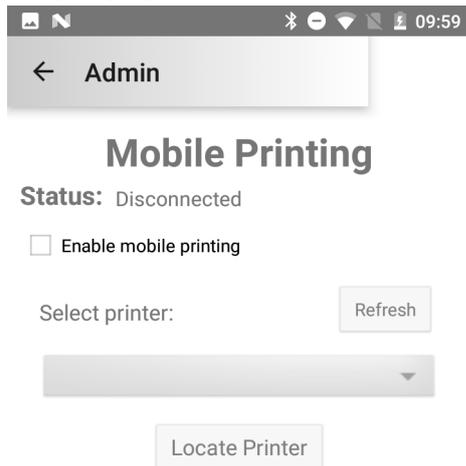
Start time: 00:00

End time: 00:00

elapsed. Client Sync Printing

Mobile Printing Settings

On Printing page, you can enable and set the wireless connection with a mobile



88

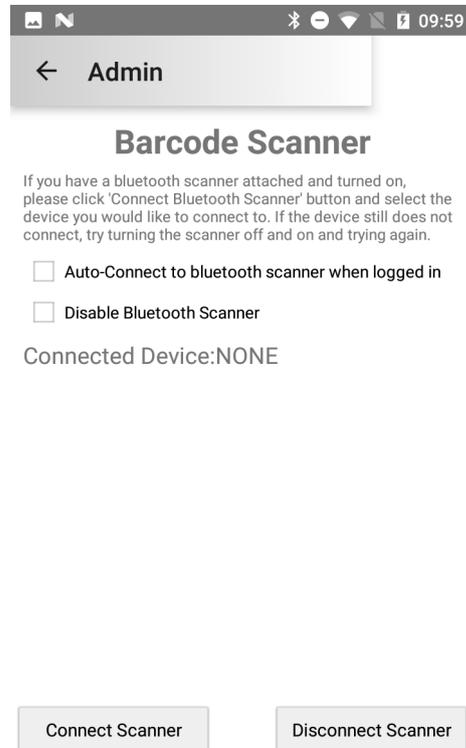
English

printer Sync Printing Bluetooth

Connect to Barcode Scanner

On Bluetooth page, you can set and enable the connection with a wireless barcode scanner. This action is not suitable for handheld devices with embedded scan engine, it is designed for smartphones or other handhelds with no barcode scanning engine.

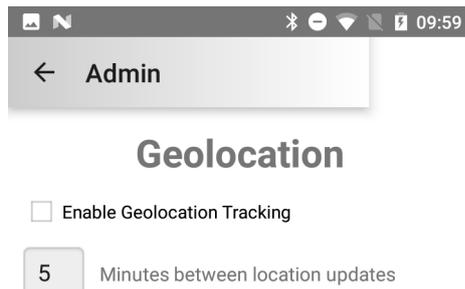
It is possible to pair a Bluetooth barcode scanner with your mobile device. Please follow instruction on your Bluetooth barcode scanner with your mobile device. Please note that you might need to set keyboard language on your Bluetooth barcode scanner. If your mobile device is already paired with Bluetooth barcode scanner, you will not need to use Admin>Barcode Scanner screen to setup this



connection. Printing **Bluetooth** Geolocation

Geolocation - Pinpoint your Mobile Device

In Geolocation page, you enable and set the localization of your device. WTS app will send the GPS location of the device every X minutes defined. An admin user will then be able to see the last location of the device on a



88

English

map. Bluetooth **Geolocation** General

General App Settings

In General page, more parameters can be set.

Use portrait mode for delivery signing: By default, when delivering a package, signature capture screen is displayed in landscape mode. You can choose to display signature capture screen in portrait mode, if you select this option.

Always display internal tracking number for routing: By default, if there is already a tracking number specified for the package, then it will be displayed. If there is no tracking number specified for the package, WTS internally generated will be shown. Note WTS always assigns an internal tracking number to all packages.

If you choose this option, WTS internal tracking number will be displayed instead of package's tracking number, even if a tracking number for the package exists.

Prompt user when scanning a package for a different route location: Delivery agent will receive a message that asks him to confirm that he is about to deliver a package to a different location other than the one that has been

← Admin

General

Use portrait mode for delivery signing

Always display internal tracking no for routing

Prompt user when scanning a package for a different route location

Device Custom Name

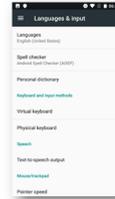
5c5297b4e222084e

Save Device Custom Name

specified. **Geolocation** **General**

9-Language Settings

In order to change the language on WTS, you need to add your desired language in Android OS, then move it to the top of the list in the list of available languages.



In settings, please find Languages & Input section:

When you tap on languages, Language preferences screen will be



displayed.

Let's say that we want to use WTS App in French. You need to add French language to the list of available languages, then move it to the top of the



list.

Now when you open WTS App, language has been changed to French.

Index

C

CAN 3, 6, 61, 62, 64, 65, 66, 67,
69

K

Keyboard 67

L

language 71
languages 71

M

Menu 3, 6, 58

R

Received 3

T

Time 6, 65

